Finished Vehicle Logistics

User Guide

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Introduction

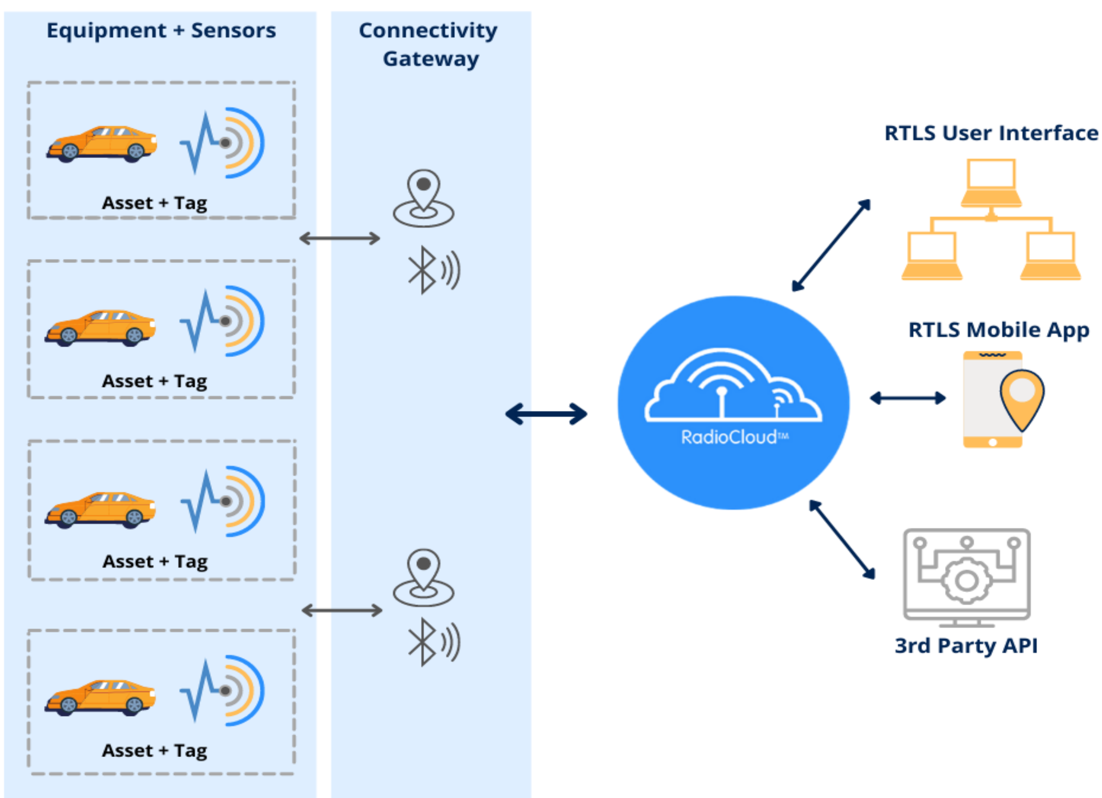
1.1 Overview

The Real-Time Location Services (RTLS) platform provides visibility to large volumes of vehicles with the ability to track and locate any vehicle within a massive inventory across multiple large lots. This allows teams to work more effectively by receiving step-by-step navigation to the location of every single car and eliminating the need to spend costly time searching for vehicles and ensuring they are staged and ready for shipping. Combining real-time visibility and advanced analytics, the RTLS tracks throughput metrics for processes like accessory installations, detailing, and quality inspections and helps to ensure that vehicles are staged and complete on time.

With a web-based user interface and a mobile application, the RTLS gives up-to-date location and utilization information through a dashboard, map, and lot list views. In addition to the ability to quickly identify, track, and locate vehicles, users can filter and search on various vehicle attributes (e.g., VIN, type, color) and apply business rules to oversee and maintain inventory visibility and to ensure continuous vehicle movement within the supply chain. Special features such as a driver tag offer data on driver performance (e.g., moves per driver, average and median move time per vehicle) and SpotLight give field members a fast way to signal and easily see flashing vehicle tags in the lots.

1.2 System Infrastructure

Cognosos RTLS is an IoT (Internet of Things) solution that leverages GPS and the Cognosos proprietary long-range networking capabilities to collect and provide data for vehicles throughout yards and across facilities. The solution includes location sensors (vehicle tags) that are attached to vehicles (vehicles) and a communication ‘highway’ over which data is transferred. By utilizing a unique vehicle ID (such as a VIN), the system locates and provides real-time information about a vehicle’s position throughout and across facilities. Movement alerts, utilization rates, and battery health provide the information necessary to operate effectively and make important business decisions.



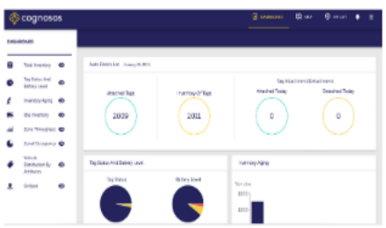
Vehicle movement data is transmitted through the system every time a vehicle moves. The tag takes GPS readings and communicates the data over the proprietary network to the gateway. Once in the gateway, data is analyzed, aggregated, and displayed through the RTLS user interface and mobile application.

For the outdoor setting, the RTLS solution leverages a combination of GPS and LocationAI, thus allowing tags to communicate with gateways up to two miles outdoors and ensure reliable and efficient operation even when thousands of tags are communicating.

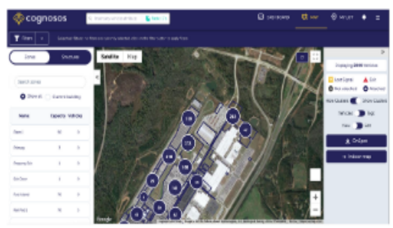
Cognosos uses a proprietary wireless networking technology called RadioCloud® to reliably transmit location data without the need to install large amounts of infrastructure or hardware. This patented platform offers great flexibility and scalability, enables easy configuration, and supports a wide range of device and sensor types, while supporting long-range communication.

1.3 Portal Components

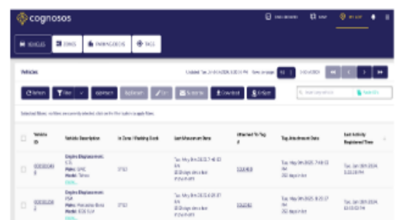
The Cognosos solution provides a web-based portal for accessing immediate vehicle location information and managing vehicle inventory, logistics, and delivery. Within the portal there are three primary views, or pages, from which users can access data and manage assets, tags, and take many other actions to ensure the continuity of asset management: Dashboard, Map, and My Lot.



- **View facility wide information in graphical format**
- **Gain valuable information about asset utilization, inventory, asset distribution, and battery health from a single dashboard view**
- **Access more details regarding assets and tags with one click**



- **View vehicle icons, zone counts, capacity levels by structures and zones**
- **Zoom in and out of clusters to view all the way down to the single asset or tag level**
- **Locate vehicles using search + filter features**
- **Create/edit/delete structures and zones***



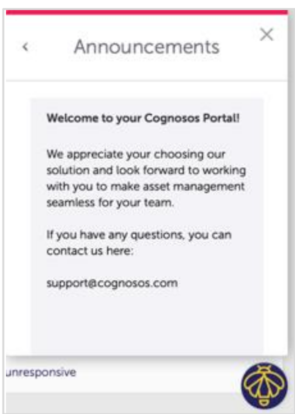
- **Manage vehicles, trackers, zones, building, lots across your facility**
- **Create/edit/delete individual assets, tags, zones***
- **Locate assets or tags using filter and search features**
- **Attach and detach tags to vehicles**
- **Create and manage vehicle tasks**
- **Download data to CSV file**
- **Access individual asset, tag, and driver data on demand**

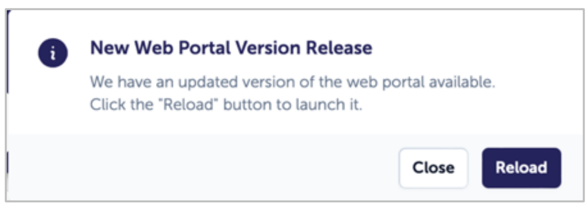
Functions on the Map and My Lot dynamically interact so that when an action is taken from one area, the information refreshes across the system.

The user interface contains standard functions for data information, input and sorting:

- Data Views: Main/primary window, modal (pop-up) window, page, dashboard, map, list
- Input Controls: checkboxes, radio buttons, drop-down lists, list boxes, buttons, toggles, text and date fields, buttons
- Navigational Components: primary or UI menu, page menu, left and right menus, search field, pagination, breadcrumb
- Informational Components: icons, notifications, modal (pop-up) windows, message boxes, progress bar, graphs

The Cognosos lightening bug icon displayed in the bottom right corner of all portal pages is there to provide you with more information and links to resources. From any page in the portal click the icon located in the bottom right corner of the screen. Look for announcements, resource links, surveys, and the like.

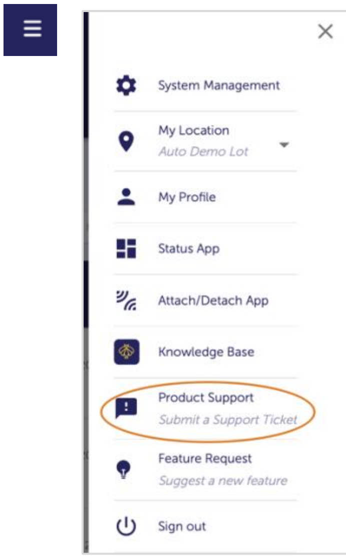




From time to time auto messages will display regarding software upgrades. You will need to reload your browser to initiate those improvements.

1.4 Cognosos Support

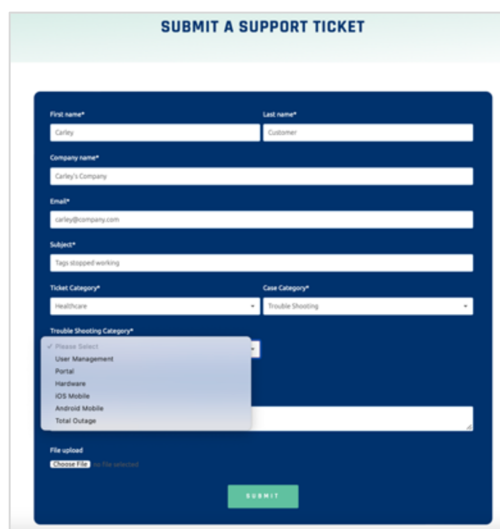
In the event there is an issue with the RTLS portal, communication gateways, vehicle tags, etc., you may connect to Cognosos Support Teams directly from the portal. Select the hamburger menu from the top right. Choose **Product Support** from the menu.



You will be taken to the Cognosos Support Ticket page. Complete all fields and use the drop-down list to choose the Ticket and Case Categories. Depending on Case Category selection, another sub-category (e.g., iOS Mobile under Troubleshooting) field may appear. Select the proper sub-category.

Use the Description field to input pertinent information such as:

- Software version
- Browser/version
- Impact of issue
- Hardware type
- Tag ID(s)*
- Phone model/mobile app version

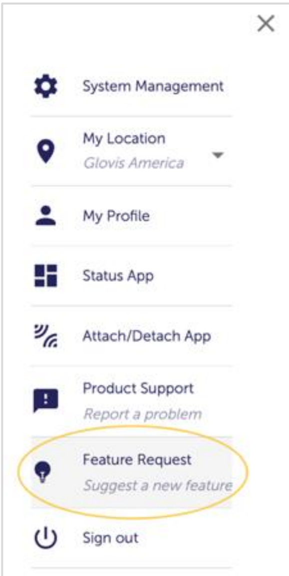


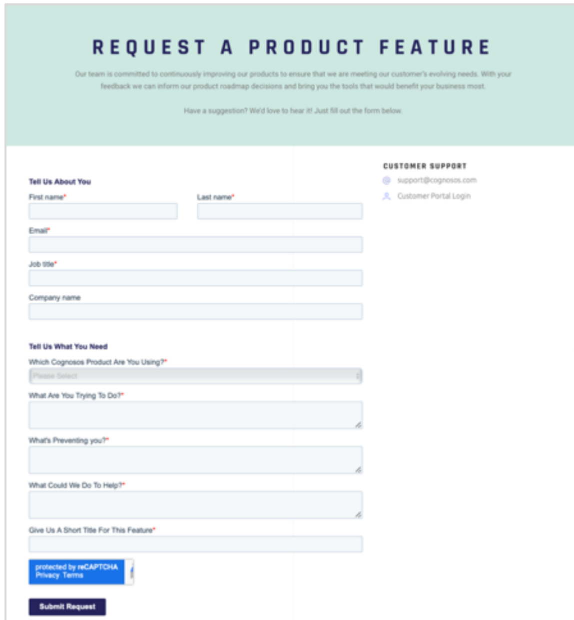
If necessary, attach a support file (e.g., photo, report, etc.). When you've put in all known information, select **Submit**. Your support ticket goes directly into the Cognosos Support Ticketing System and you will be contacted by a Field Services Engineer to address your concern.

The version number of your portal is shown at the bottom of all portal pages. You are likely to need this information when requesting support.

Certain issues, such as user password reset or a forgotten password, can be addressed on site by a System Administrator.

Cognosos values the experiences and input of its customers and users so there is an option for sending requests to enhance workflow or product functionality. To access this form, select the hamburger menu and then **Feature Request**.



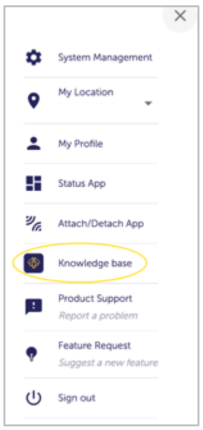


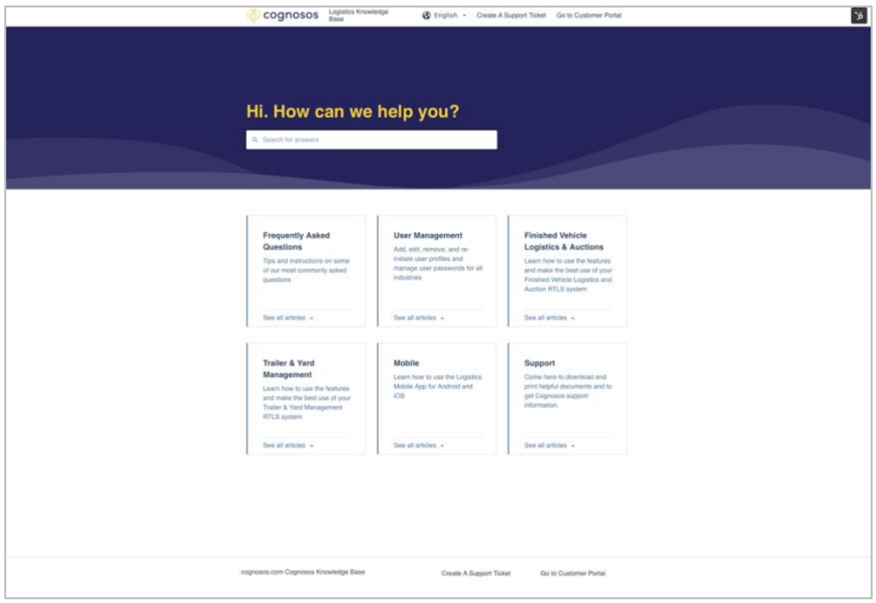
Use the form to input your contact information and give information about what needs to be accomplished through the RTLS and how the system can better serve your needs. Click **Submit Request** when complete and your information will be sent to the appropriate Cognosos Product Manager.

1.5 Information Access + Document Scope

This Real-Time Location Services User Guide supports clients and users of the Outdoor Vehicle Tracking System for finished vehicle logistics. Broadly speaking, the User Guide covers the graphical user interface on the computer set-top (Cognosos portal) and divides the system into three broad topics: (1) Data views, (2) Functionality and feature set, and (3) system administration.

Utilize the Cognosos Knowledge Base to access a wealth of information about your product. Select the portal's hamburger menu and then **Knowledge base**. Once inside the database you can search on the topic or question or go directly to the Finished Vehicle Logistics + Auctions topic.





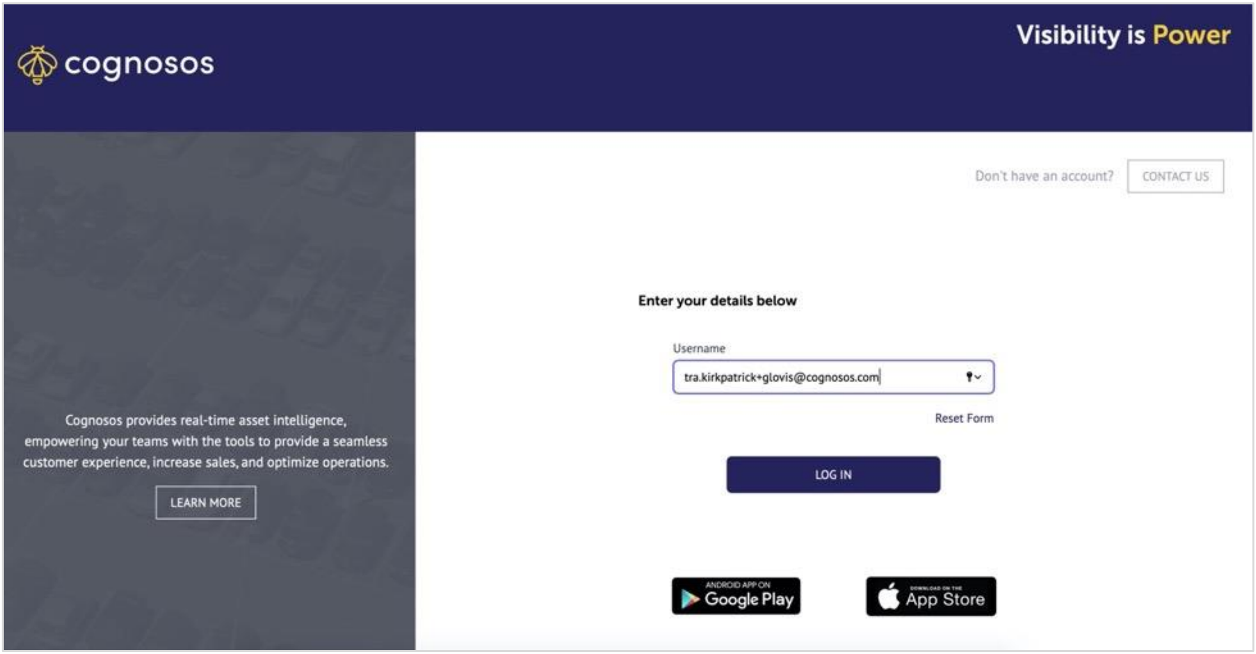
Due to the platform's configurability, there are some slight differences to the ways in which organizations set up facilities, define zones, set up vehicles, and track data. The possibility of these variations are noted throughout the document as applicable.

Instructions for the mobile application are contained within the Logistics Mobile App Quick Reference Guide. For instructions and information on installation and set-up please refer to the Installation Guide; for information on hardware (Tags/tags), please refer to the Product Data Sheet or Product Guide for that particular device.

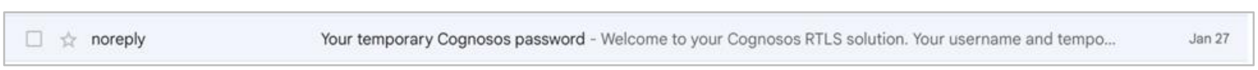
Access & User Profiles

2.1 System Access

Cognosos provides is a web-based platform that is accessed through your organization's portal (e.g., portal.cognosos.net). From the browser, enter the website address to access the login page. Your Username and password are assigned by your Administrator.



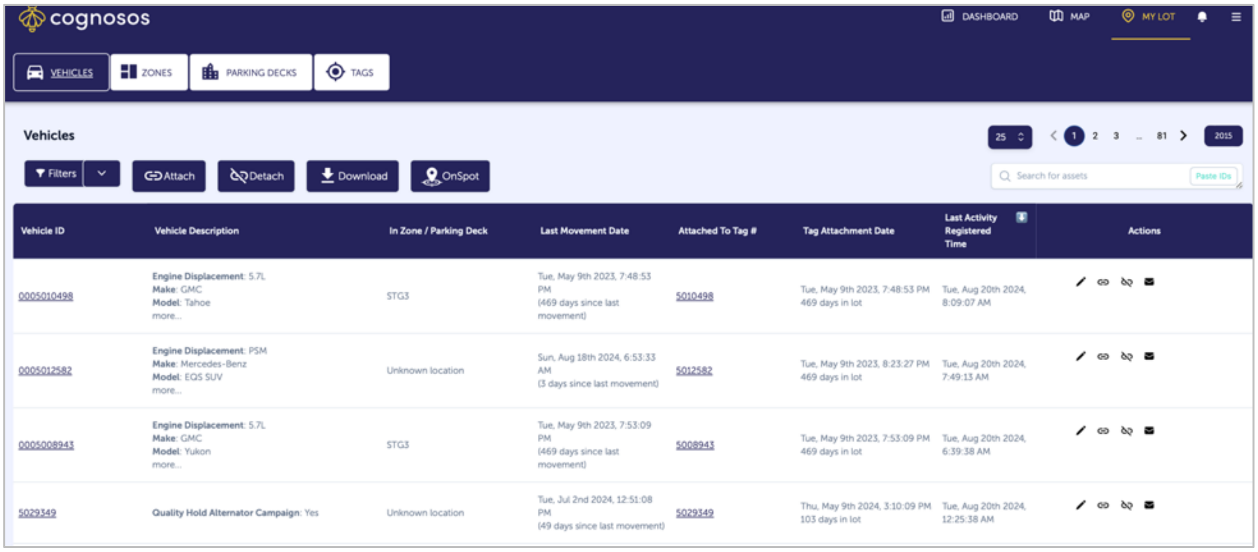
You will be given a temporary password for your initial login to the portal. Check your email for the temporary password.



Use the temporary password from the email as your initial login password. Upon login, you will be prompted to enter a new password. Input and save a new password (minimum of 8 characters; at least 1 capital letter, 1 number, and 1 special character).

If you do not see the email in your Inbox, check your Spam folder. The temporary password is good for 7 days once it is sent. If more than one week has passed, a System Administrator may request a new temporary password using the ***Resend Invitation*** *button on the Users page. For more information on managing user passwords, refer to later sections in this chapter.*

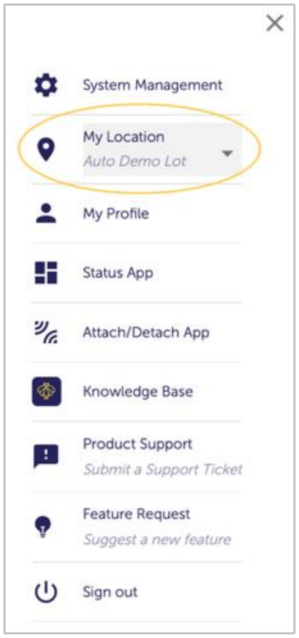
When logging into the portal users are taken directly to the Vehicles page under My Lot, which displays vehicle inventory, descriptions, location, tag information, and activity in a list format. The features of this page are outlined in Managing Vehicles.

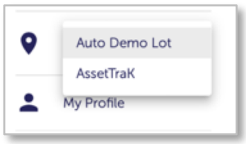


The system offers three different page views from which to access facility, vehicle, and tag information. With one click users are taken to the Map, a geo-map overview of the facility noting vehicle locations, while My Lot offers a more detailed list view of vehicles, location, and Tag information. System Management functions (symbolized by the bell icon or accessible through the hamburger menu) give you fast access to exception reporting, such as unresponsive tags, subscription management (vehicles and zones), and system events. This is also where Administrators will manage RTLS users. The page views and features are described throughout this User Guide.

Although the way in which the facility data is displayed changes depending on which page view you select (dashboard, map, or lot) the real-time information is the same across the entire system and many of the features are available no matter which page view you are on.

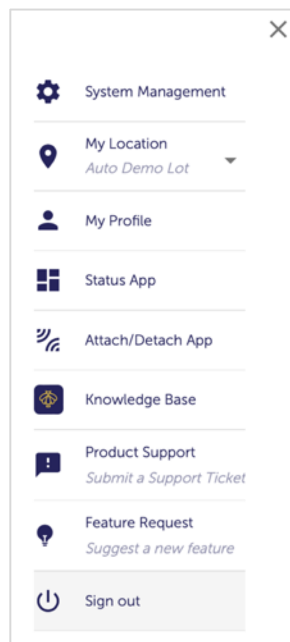
Large vehicle facilities or lots may have more than one defined location. To change the location of your current portal data, select the hamburger menu and then **My Location**. When more than one location has been set up, there will be a drop-down list with additional locations. Select one to change the asset information shown in the portal.





To log out of the portal, click the system menu drop down icon then select **Sign out**.

If multiple users utilize a public computer to access the portal, Cognosos recommends you log out when you are done with your tasks.



2.2 User Roles

Each user is assigned a login and user role by the Administrator. Availability of functions and features is based on the user role. The user roles are as follows:

Guest (e.g., transport drivers, consigners, or buyers; see Managing Users + Roles)
View Only
Standard User
Administrator

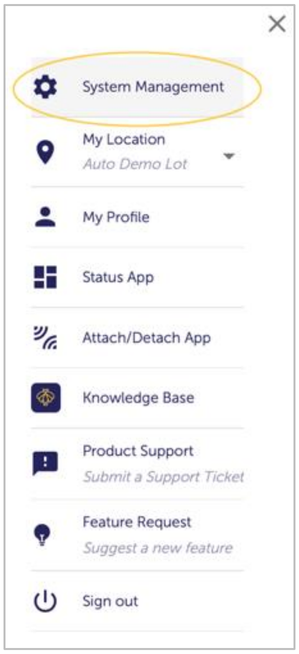
Feature/Function	Guest	View Only	Standard	Admin
Dashboard (page view)	x	x	x	x
Map (page view)	x	x	x	x
My Lot (page view)	X (limited based on user set-up)	x	x	x
Tag Management (attach/detach)			x	x
Task Management (create tasks) Task Movement (lifecycle)			 x	x
Zone Management (add/edit/delete)				x
User Management				x
Application Settings (including OnSpot definitions + mappings)				x
Events		x	x	x
Subscriptions	x	x	x	x
Notifications		x	x	x
Facility Management				x
Cognosos Support Tools (Knowledge Base, Product Support, Feature Request)	x	x	x	x

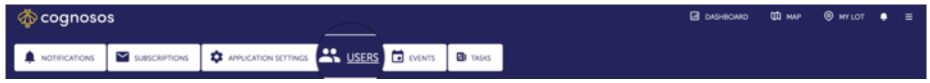
If you believe that you should have certain functionality available and do not, please speak with your Administrator.

2.3 User Profile Management

System users and roles are managed by the Administrator. To access the Users option you must have Administrator access rights. Users may edit their own profiles, which is outlined in User Profiles.

To manage users, select **System Management** from the primary menu drop-down (or the bell icon) and then select **Users** from the menu bar across the top of the window.



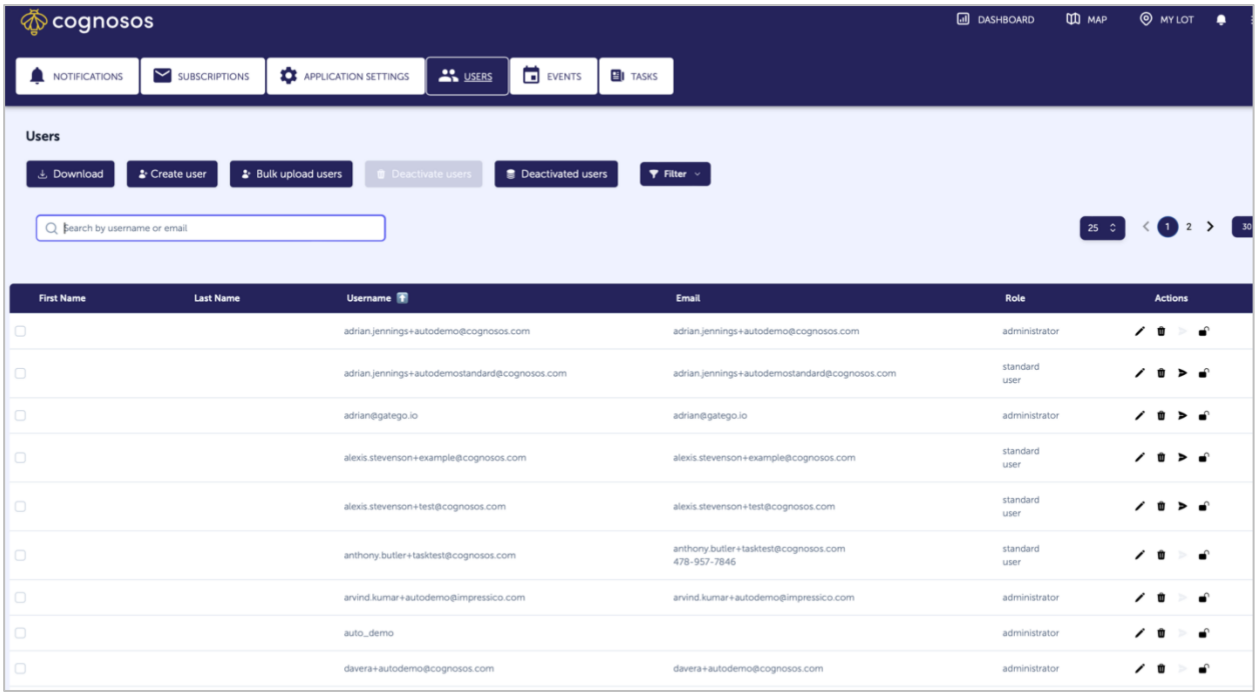


Please note that the **Users** option appears only for those logged in with an Administrator role.

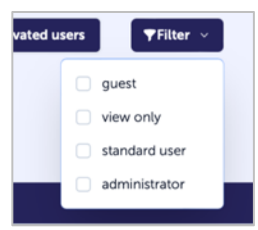
Access the Users page to:

- Add new users to the RTLS portal (including access to the Logistics Mobile App)
- Edit user profiles, including application access
- Bulk upload and delete user profiles
- Deactivate user profiles
- Reset user passwords and resend new user invitations
- View and restore deactivated user profiles

The main User page lists the currently active users in alphabetical order ascending by username (default mode). Change the sort mode of the Username, Role, and Email columns by placing the cursor over the column title and clicking mouse. The First Name and Last Name are optional and may or may not contain values for your users.



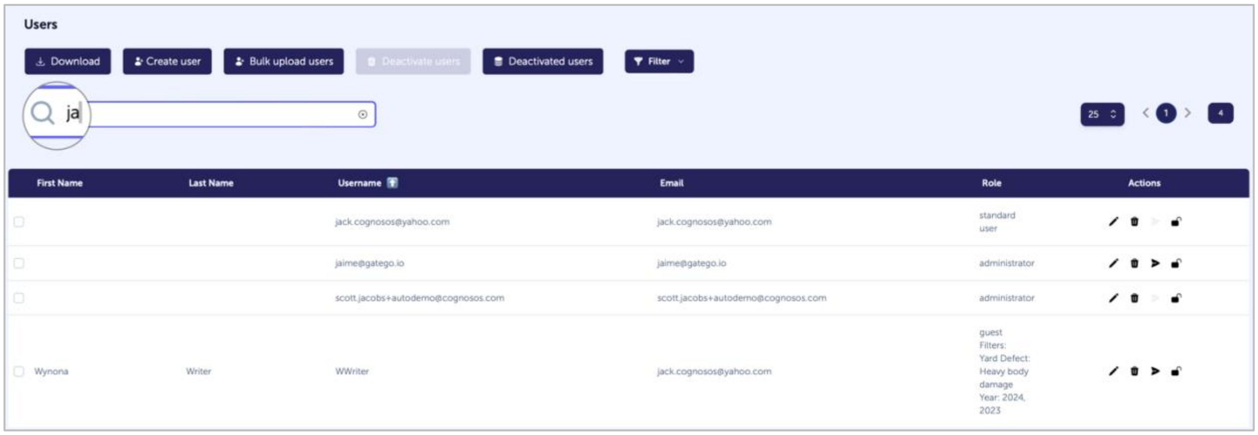
View all users, view user by role type, and search for specific user(s). This is also the starting point to create (add), edit, and delete user profiles. You may also restore a deactivated profile and download a list of users.



To fine-tune the list of users by role, select the **Filter** button from the User page menu. Select the user role by which to filter and to refresh the User page to display only users with selected role.

Remove the filtered list and return to all users or view a different filter by changing the settings from the Filter drop-down list.

Utilize the Search bar to quickly locate a specific user. Type inside the field and the user list automatically begins to refresh the user list as information is input. When the user you need is shown, continue with any actions.



To return to a full list of users, select the **X** in the search field.

Actions necessary for a single user are listed in line with the username under the Actions column. Here you may choose to edit, delete, resend the temporary password (new user), or reset a password (credentialed user). These functions are described in the sections that follow.

Bulk actions (upload and deactivate) are available from the Users menu on the top of the page. Bulk actions are helpful when many users need to be added (i.e., a new facility or branch) or removed (i.e., old vendors).

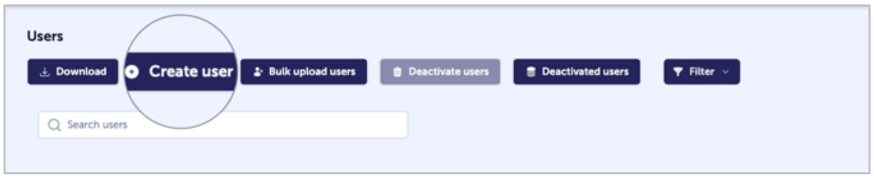
Use the **Download** button from the Users menu to download the user list (with or without filters) to a CSV file.

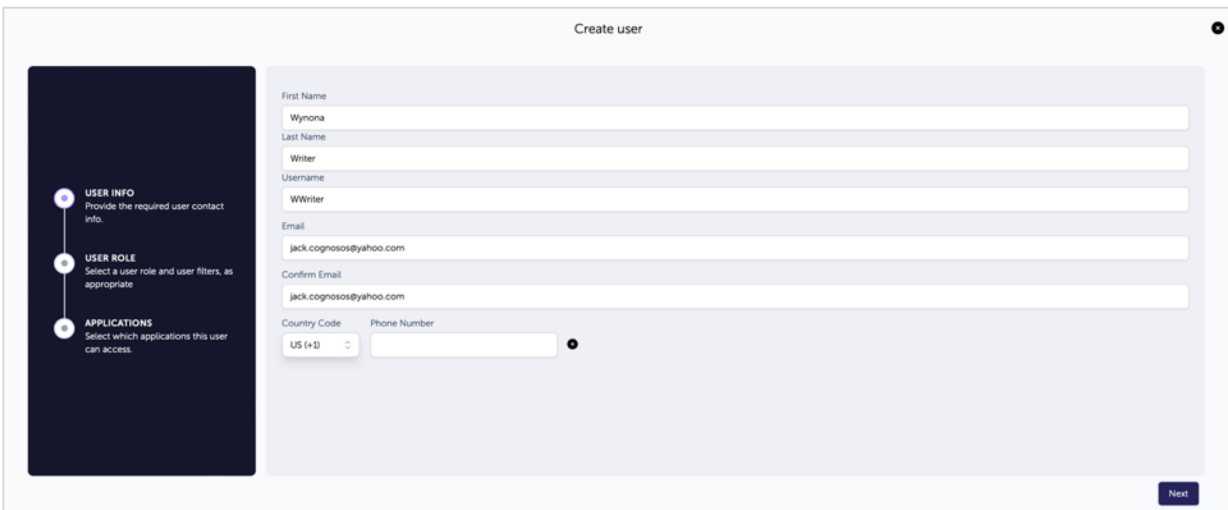
2.3.1 Adding Users

To log into the Cognosos system (both the portal and mobile app) and access RTLS features, a user profile must be set up. This can be done by adding a single user at a time or by bulk uploading user profiles and then editing each profile if/as needed.

Add Single User

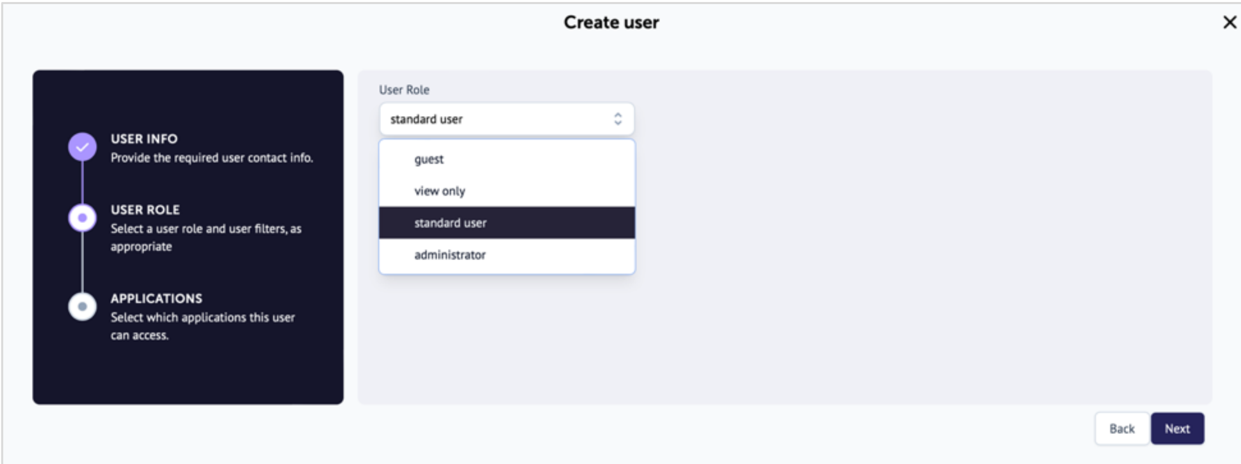
To create a new user profile, select **Create user** from the Users page menu. The Create user pop-up window will display to input the user information.





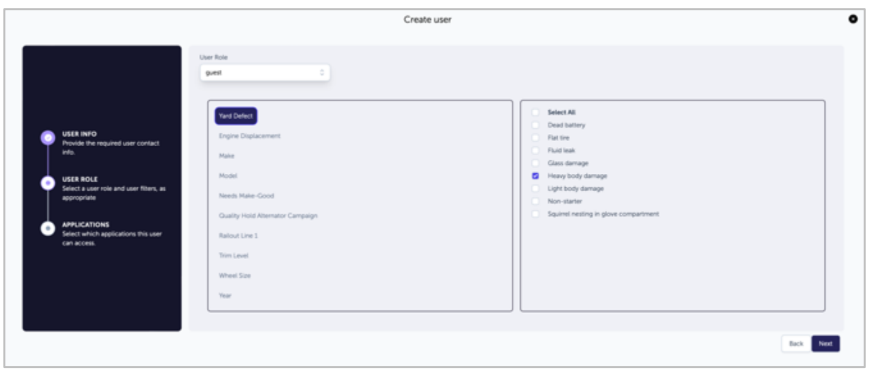
The First and Last Name values are optional. Input the username that will be used for logging in and displayed as the person’s username throughout the system. Enter and confirm the user’s email address. These fields are required. Optionally, input a mobile phone number. A mobile number must be present to receive SMS alerts. Select **Next**. To cancel the process, select the **X** in the upper right corner of the window.

Use the drop-down list to select the user's role. Refer to the User Roles table if needed.



When the user has the Guest role, you will choose the assets to which the guest has access based on the vehicle type, manufacturer model or name, or VIN number. For example, a guest user might be the 3rd party vendor who comes to annual auctions or to pick up vehicles for repair.

When logged in, the user will only be able to view the assets associated with the filter(s).



Highlight the filter category (e.g., Year) in the left column. The right column values change depending upon the first column (e.g., VIN number for a specific vehicle or Dealer for a specific subset of vehicles). Remove a single item from the 2nd column by deselecting the checkbox.

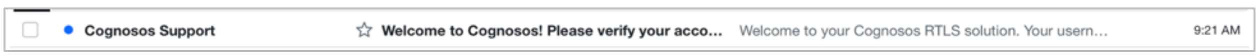
You may have multiple filters. Once you've selected the sub-set of criteria for the first filter, return to the first column and make your next selection. Continue until all the guest filters have been defined for that user. Select **Next**. Choose **Back** to change the user role selection.

Because there are often multiple sites within one enterprise or business, users can be granted access to only specific applications. This applies to all user roles with exception of the Administrator role, which automatically given access to all applications.

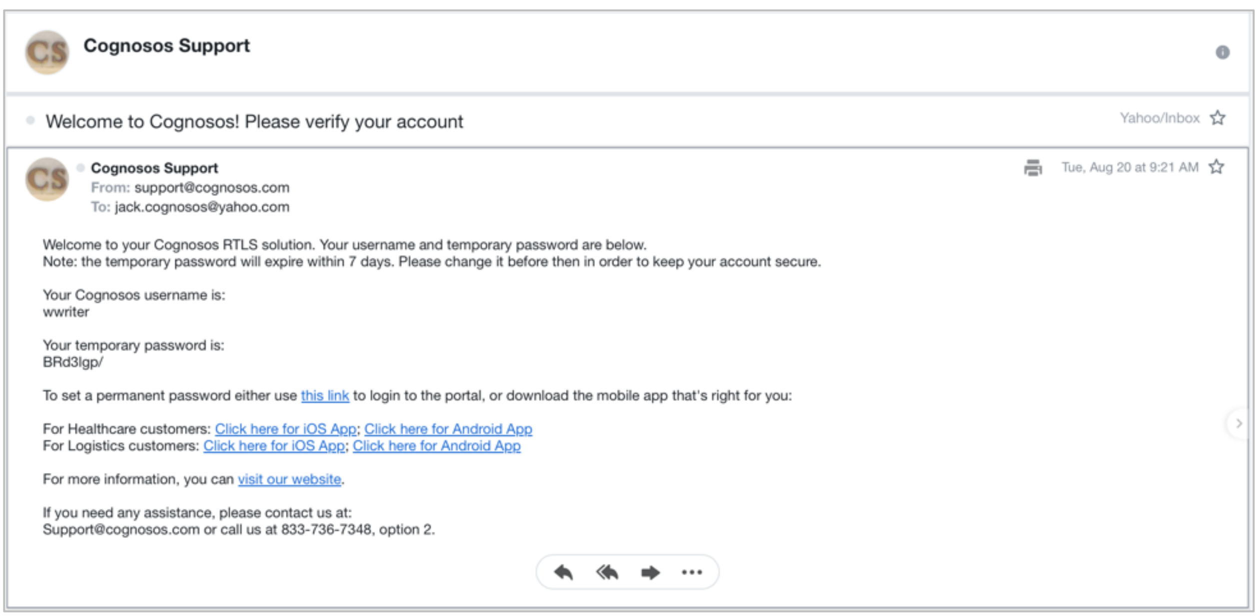
If the user should have access to only certain application(s), click the **Select applications** radio dial then place a checkmark next to the application to which the user is granted access. Otherwise leave setting to **All applications**.

Click **Submit** to save the new user profile. The system returns to the main Users page, a green confirmation shows at the bottom of the page, and the new user is added to the system. Select **Back** to return to the User Role page.

For first time users, a temporary password is sent via email. The user will need to use the temporary password for the initial login and then change the password as prompted (refer to System Access). The temporary password is good for seven (7) days.



Make sure the user checks their Spam/Junk folder if they are not seeing the temporary password email in their Inbox.



When initially logging onto the portal, the user should use the temporary password provided then create a new password as prompted. Passwords must contain eight (8) characters, including one number and one special character. Login credentials are the same on the portal and mobile app.

Resend User Invitation

The temporary password is good for 7 days. In the event the user does not set up a new password before the temporary password expires, Administrators should use the **Resend invite** option in the Actions column for that user.

First Name	Last Name	Username	Email	Role	Actions
Wynona	Writer	WWriter	jack.cognosos@yahoo.com	guest Filters: Yard Defect: Heavy body damage Year: 2024, 2023	

This option sends a new temporary password to the email address listed inside the user's profile. Make sure the user checks their Spam/Junk folder if they are not seeing the temporary password email in their Inbox.

The Resend invite icon is absent for any user who initially set up log in credentials. Use Reset password instead.

Adding Bulk Users

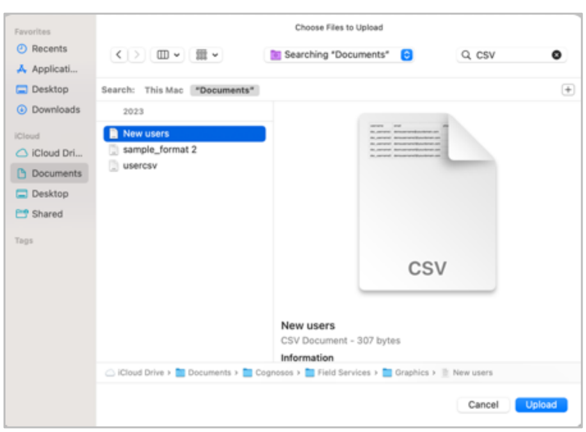
When it is necessary to add many users at one time, take advantage of the **Bulk upload users** option from the Users menu. You will need user profile information in a CSV file first:

- Username (required)
- First and last names (optional)
- Email address (required)
- Phone number (optional)
- Role (optional)
    - Admin
    - Standard (default)
    - View Only

Note: All other user roles must be created individually using Create user option

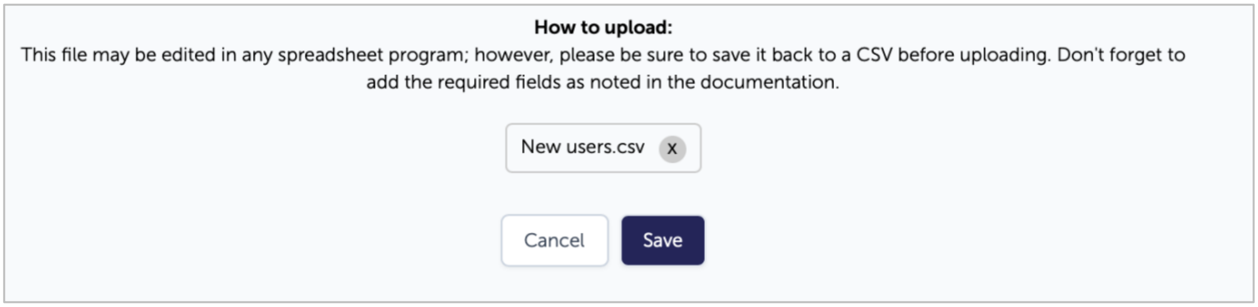
You can create your own CSV file matching the criteria above or download a CSV template when you initiate the bulk upload action.

If needed, **Download CSV Template** to input the user information into a CSV file for upload. Otherwise, go straight to **Choose CSV File**. Use the computer's standard find/select process for choosing and uploading the file.



Locate and select the file you wish to upload.

Upon return to the CSV upload screen, confirm the file name and click **Save**. If you want to end the process click **Cancel**.

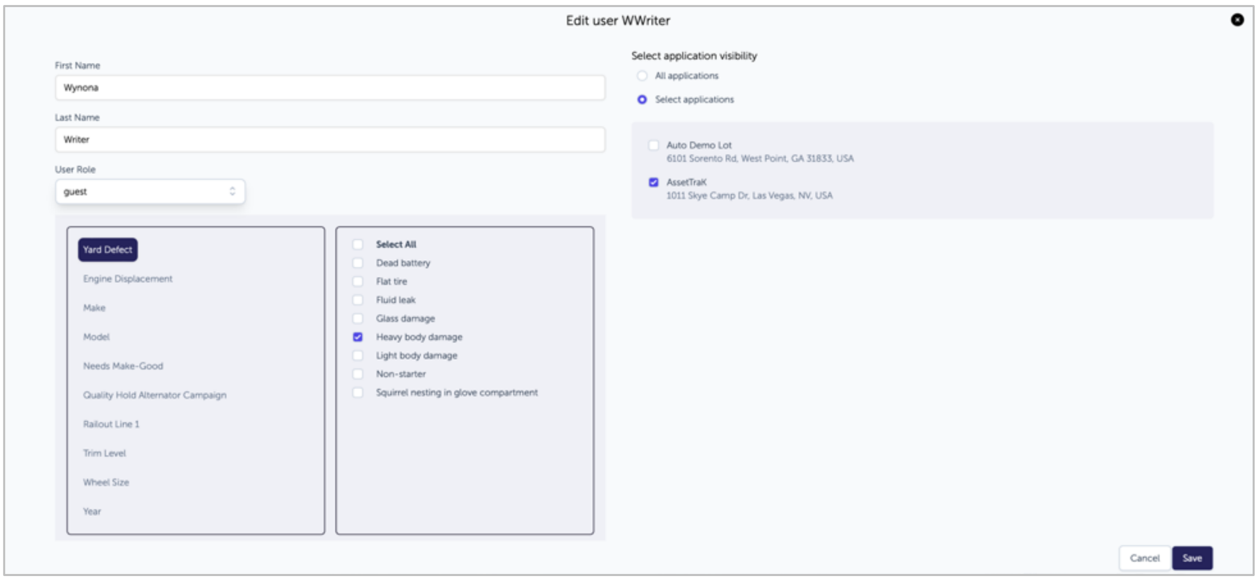


A small pop-message will appear when the upload is complete. The new user profiles will be listed. Make edits to any new user profiles as needed.

Guest users need to be input singularly rather than through bulk upload.

2.3.2 Editing User Profiles + Passwords

The system allows Administrator users to make changes to other users' name, role, email address, phone number, and application access. Users may edit their own profile, which is described in Managing Own User Profile. To edit a user's profile, locate profile using search or filter. Select the pencil icon from the Actions column.



Add or change the **First** or **Last Name** field (these are optional and may remain blank). Use the **User Role** drop down to choose a different role for the user. Edit the email and/or phone fields as needed. Add or remove filters from a guest user by selecting or de-selecting filter values as described in the Create New User section. To change the application visibility, click the appropriate radio dial (all or select applications). When all changes are complete, select **Save**. The user profile is updated. To disregard any changes, select **Cancel** or the **X** in the upper right corner.

Changes to user profiles apply to both the Cognosos platform and mobile app.

Reset User Password

Open the Users page, locate user and click the **Reset password** icon for the user. Only Administrator user roles have access to this feature.

Click **Generate password** in the Reset user password pop-up window.

The system generates a new password. Use the copy icon to copy the password and provide it to the user.

The user should use the temporary login password to reset their credentials by following the steps outlined in System Access.

Click **Close** to return to Users list.

Please note: If you click Generate Password a subsequent time, the previous password will be null.

The user can also change their password under their user profile.

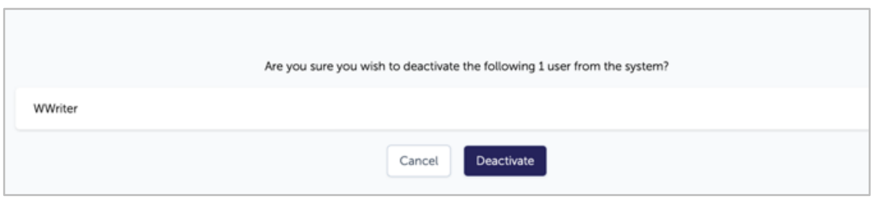
2.3.3 Deactivating User Profiles

Deactivating users removes their ability to log into both the Cognosos Luminate portal and mobile app. This is an Administrator-level function that can be used at the single user level or via bulk removal. Broadly speaking, users should only be removed if they no longer work for the organization or a vendor to whom was given access. If you accidentally deactivate a user, use the restore user (**Deactivated Users**) function.

Single User

Locate the user to remove using search or filter then select **Deactivate User** (trash can) icon from the Action column for the user.

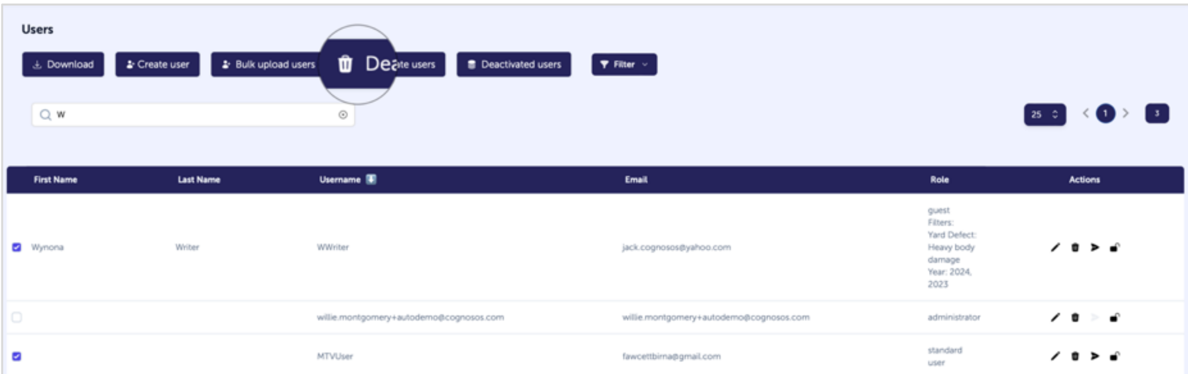
Review the confirmation pop-up and choose **Deactivate** to deactivate the profile or **Cancel** to end the process.

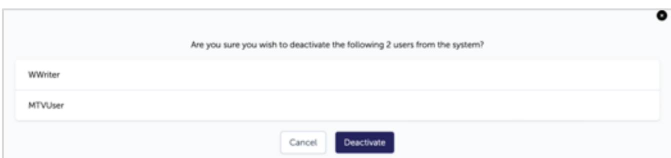


If you inadvertently delete a user profile use the restore deactivated users option covered in Restoring Deactivated Users.

<u>Bulk Deactivate</u>

To deactivate more than one user at a time, place a checkmark next to all the users you want to remove from RTLS portal use. Click **Deactivate users** from the menu. The button will remain grayed out until one or more selections is made.





Review usernames listed (list scrolls when needed). Select **Deactivate** to continue with the process or **Cancel** to stop. The system will return to the main User page.

Broadly speaking, users should only be deactivated if they no longer work for the organization or a vendor to whom was given access.

Deactivating user(s) with either function also removes them from mobile app access. Use the restore option to reactivate a user’s profile and system access.

2.3.4 Restoring Deactivated Users

Administrators can run a report to see all users that have been removed from the system and restore any user profile(s) that has been inadvertently deleted. Select the **Deactivated users** option on the User menu to run the report.

The pop-up window shows all deactivated user profiles with the option to restore.

Select the restore user icon to the right of the user that you need to add back to the system. A confirmation message will display stating the user was successfully restored.

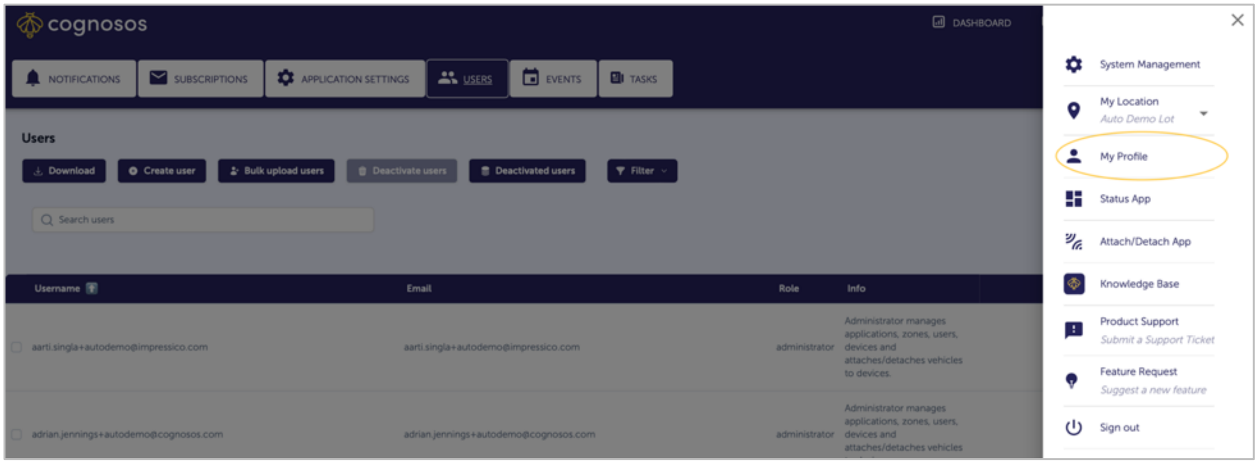
Select **X** to close window.

To return to the Users listing without restoring any user, select the **X** in the upper right corner to close the window.

If the restored user does not remember their previous password, have them use the Forgot Password link on the login page and follow prompts or manually reset the password as shown in Editing User Profiles + Passwords.

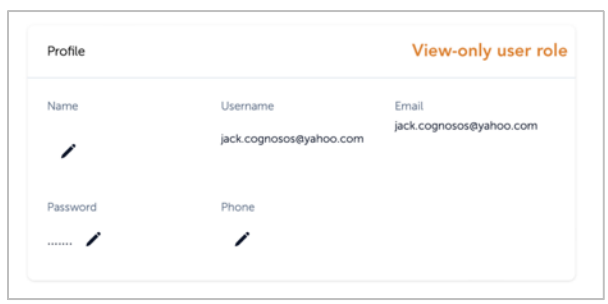
2.3.5 Managing Own User Profile

Users (Administrator and standard) can view and makes changes to their own profiles. Once logged into the portal, click the hamburger menu and select **My Profile**.

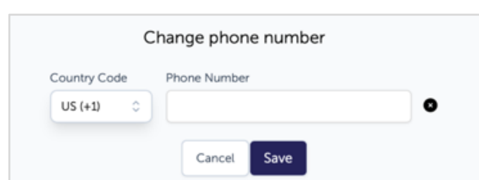


In the Profile window, select the pencil icon to change the name, email, password, or phone number.

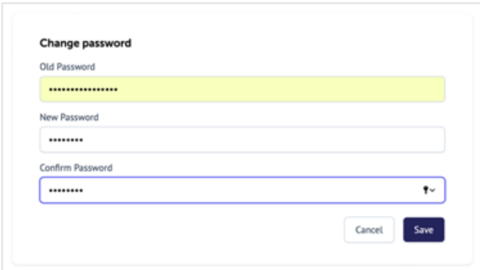
Note that editable fields vary dependent on role.



For each field change select **Save** in the pop-up window. Select **Cancel** to return to user profile without making changes.

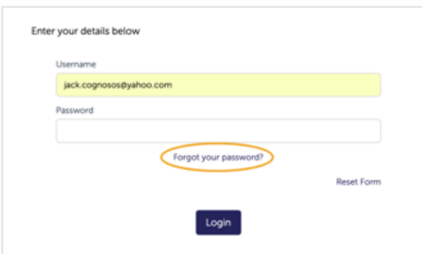


When changing the password, user must enter their current (old) password to reset it. The new password must be at least 8 characters and contain at least one number and one special character.



Following the change of password, the user will employ the new password when logging in.

If the user has forgotten their password and therefore can not change it using My Profile, instruct the team member to use the Forgot your password option on login page.



The system will generate an email that gets sent to the user. Access that email for a temporary password to log in; set up new password as prompted.

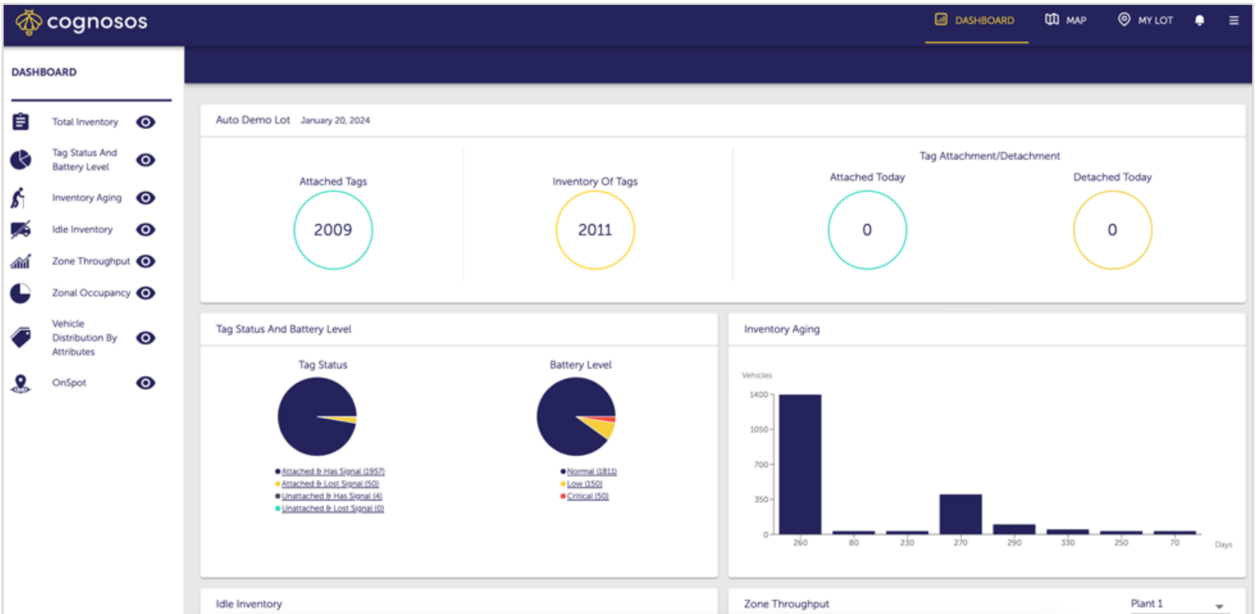
Dashboard

3.1 Dashboard Overview

The Dashboard provides a graphical bird's eye view of vehicle inventory and provides throughput metrics to help your organization make data informed decisions.

Change the graphical displays using the dashboard toggles (eye icon) to customize which graphical panes are in view.

From within the various graphs users can click to access more detailed information about overall inventory, idle and aging inventory, zone throughput and occupancy, vehicle attributes, and more.



Toggle the eye icon to display or hide the graph (blue show; gray hide).

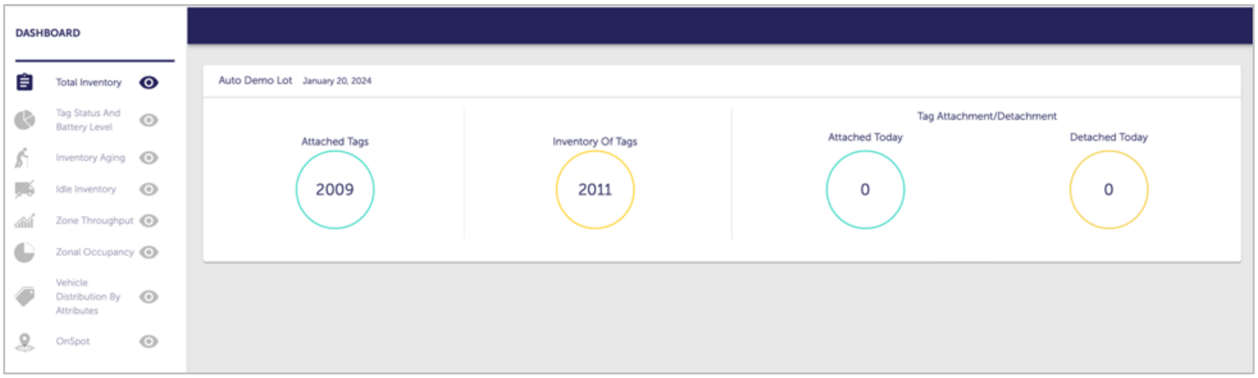
Because the dashboard provides a graphical view of vehicle and tag data, the following sections provide information only on the features available on/from this page. Further sections of the manual go into detail about the data itself, including how and where to access specific information and make changes.

Users can always return to this view by selecting **Dashboard** from the primary user interface (UI) menu.

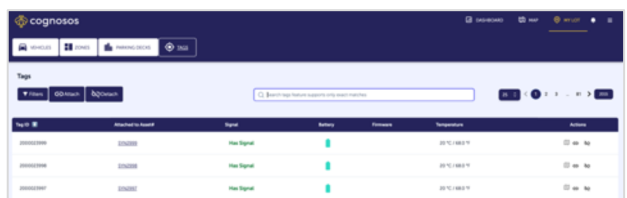
3.2 Dashboard Graphs

3.2.1 Total Inventory

Total inventory displays real-time data for the organization’s tag inventory as well as the number of tags attached or detached for the day.



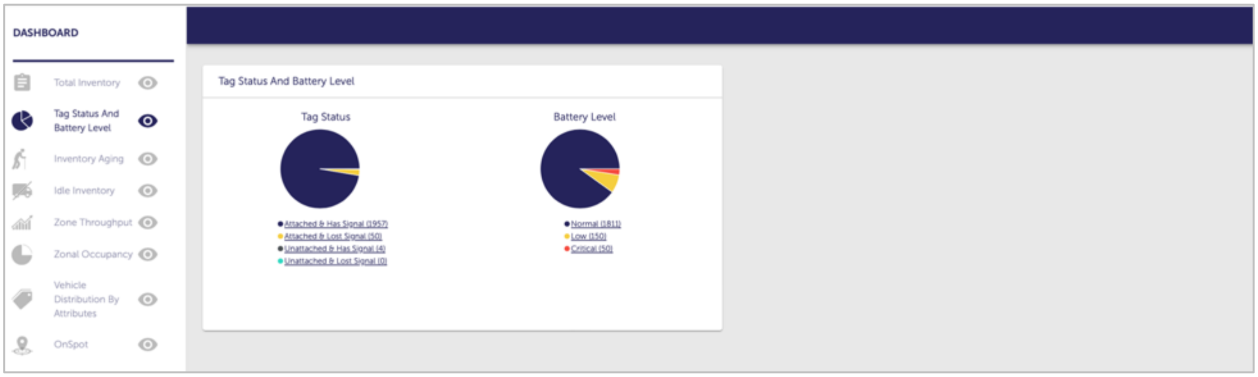
Click the Attached Tags and Inventory of Tags circles to open the My Lot pages for Vehicles and Tags respectively. My Lot covers more information about vehicle and tag data.



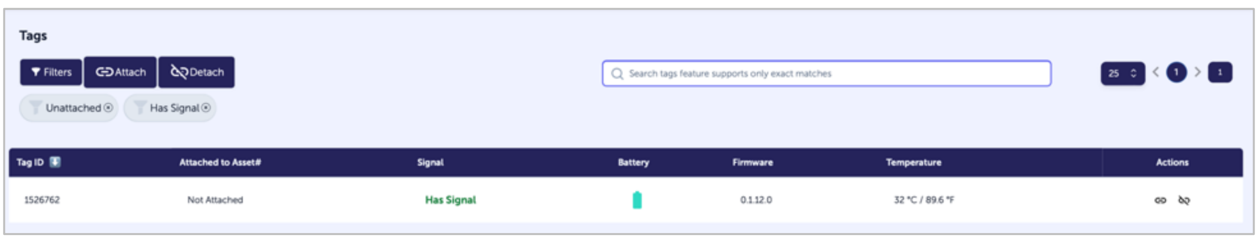
The Tag Attachment and Detachment circles open Events listing when selected. The Events will automatically be filtered to display the appropriate selection (today, attached or detached). Events section covers information on viewing and filtering Events.

3.2.2 Tag Status and Battery Level

The Tag Status and Battery Level pane provides a quick view of tag status and battery health.



Drill down into detailed tag status data by selecting the links under the Tag Status circle. Status links include Attached & Has Signal, Attached & Lost Signal, Unattached & Has Signal, Unattached & Lost Signal. The portal opens to the appropriate filtered tag list, as shown below.

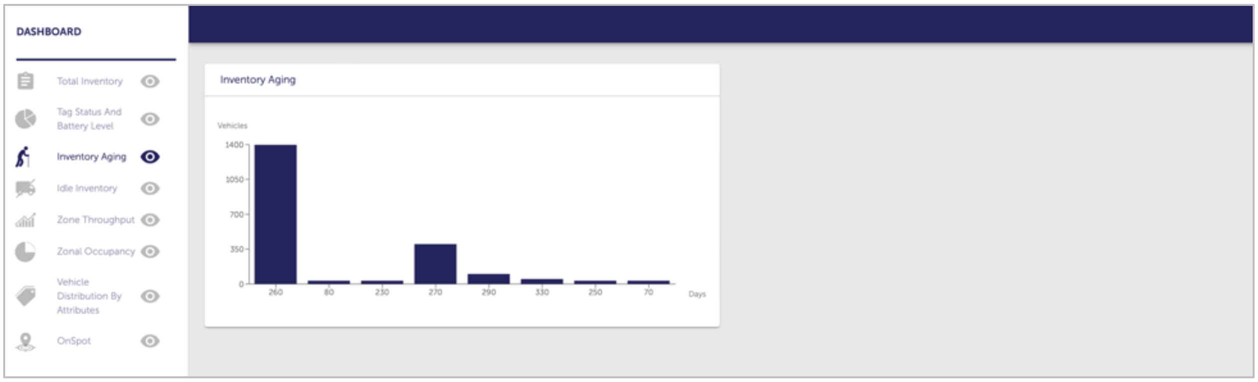


View detailed battery information through the Battery level links (Normal, Low, Critical). Selection of any Tag Status or Battery level link opens the My Site Tags page to display a list of tags meeting the selection criteria.

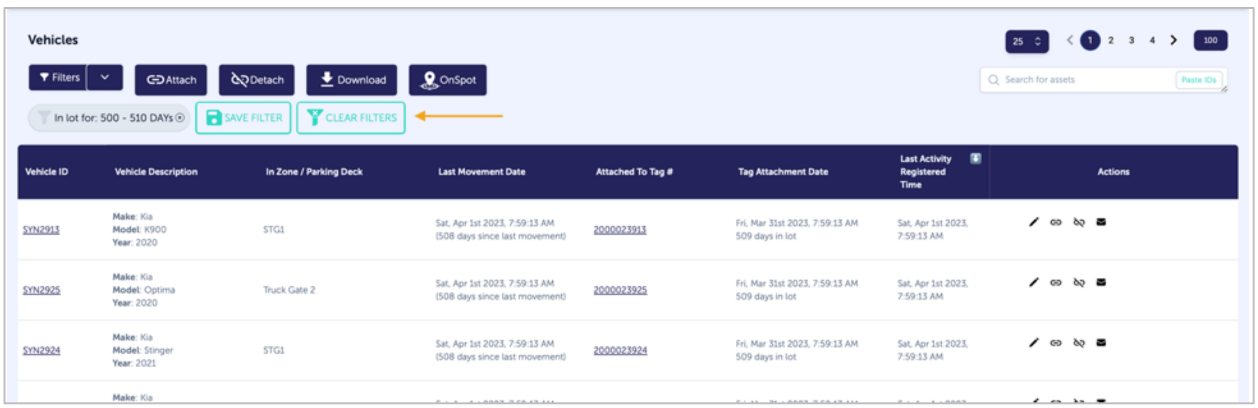
Tags with a 'lost signal' status may: (1) have a battery that has died, (2) have left the site still attached to equipment or out of range for another reason, (3) be unable to communicate with the gateway. Refer to the Managing Tags section.

3.2.3 *Inventory Aging*

The Inventory Aging toggle offers a graphical view of tagged vehicles based on the ‘age’ of automobile and tag ‘relationship’ (when the vehicle and tag were attached).



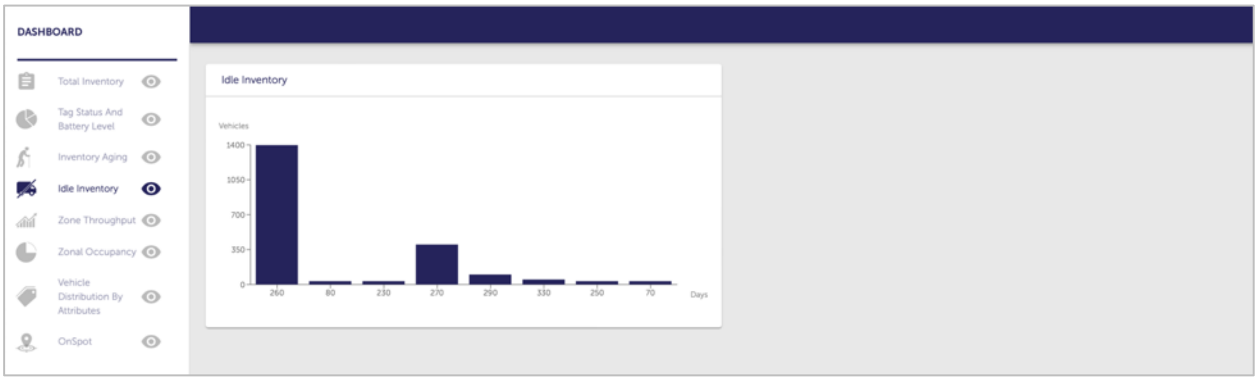
The number of total vehicles in this bar graph is the same as the Attached Tags value in the Total inventory pane. Hover the mouse over any of the bars to view summary information; click the bar to open the Vehicles list in My Lot. The Vehicles page defaults to matching inventory aging filters.



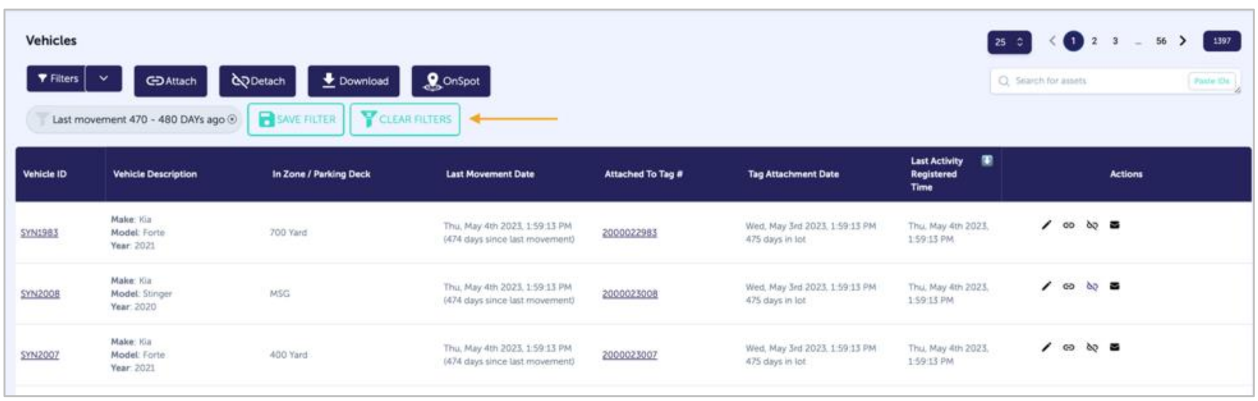
Return to the Dashboard or **Clear Filters** and take the next action.

3.2.4 Idle Inventory

Idle inventory displays the number of days vehicles have been sitting idle (no movement). This data helps identify process or automobile challenges and ensures issues are remedied in a timely manner to keep the supply chain smoothly operating.



Hover the mouse over a single bar on the graph to display summary data. Click on a single bar to open the filtered Vehicles listing page in My Lot.



Return to the Dashboard or **Clear Filters** and take the next action.

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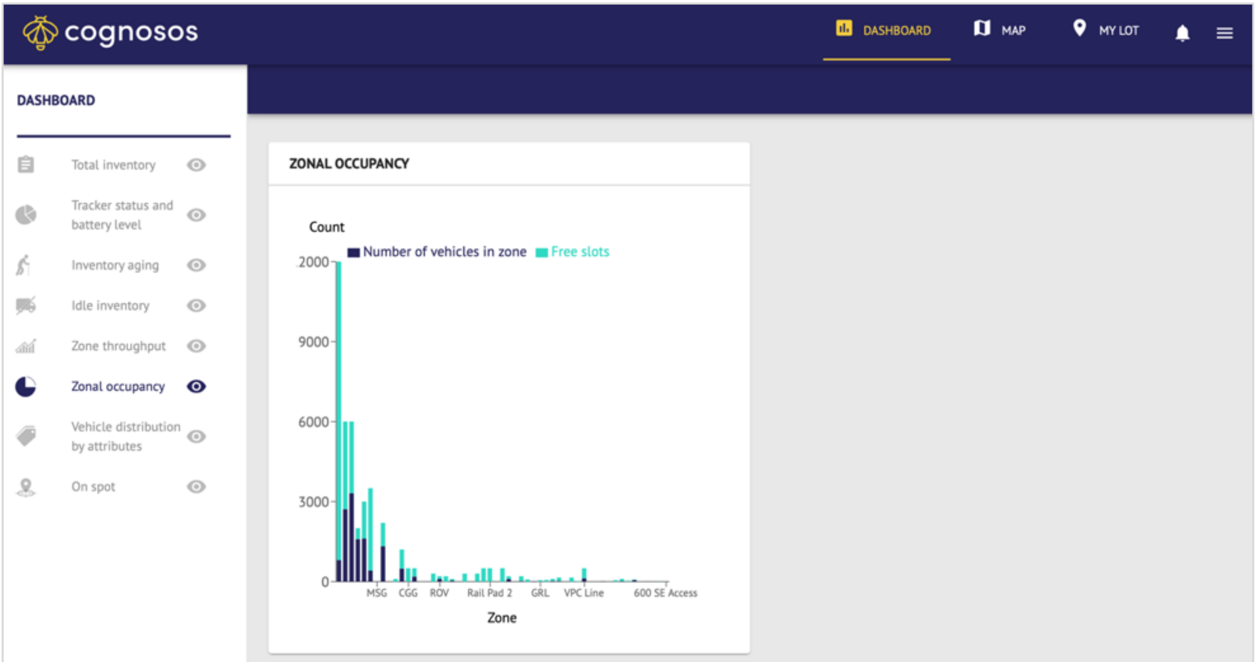
3.2.5 Zone Throughput

Zones are the various areas or sections of your facility and help to track automobiles through the staging, detailing, inspection, delivery processes. Zone Throughput displays the number of automobiles that entered and left a zone for a specific set of dates. Use the drop-down list at the top of the pane to select the zone and click **Select dates** to launch the calendar and select the date range.

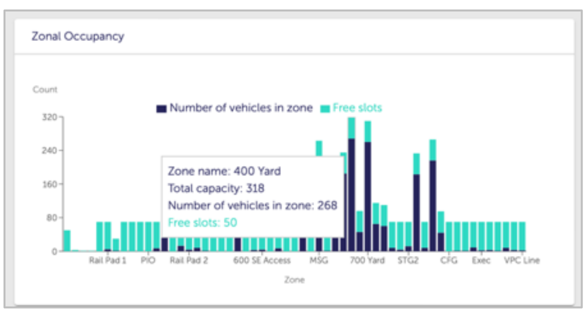
Hover the mouse over the red and blue points on the graph to view summary data for that date.

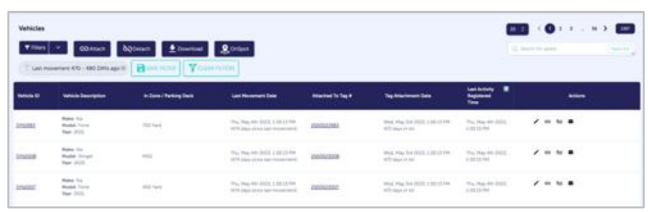
3.2.6 Zonal Occupancy

Whereas Zone Throughput gives details for specific zones and dates, the Zonal Occupancy graph displays the number of vehicles within a zone and the available spaces per zone. This can help identify any zones where a bottleneck may be occurring.



Hover over the individual bar to view zone occupancy and vacancy information. Select the bar to launch the My Lot Vehicles page filtered to vehicles that passed through the selected zone at some stage of the processing.

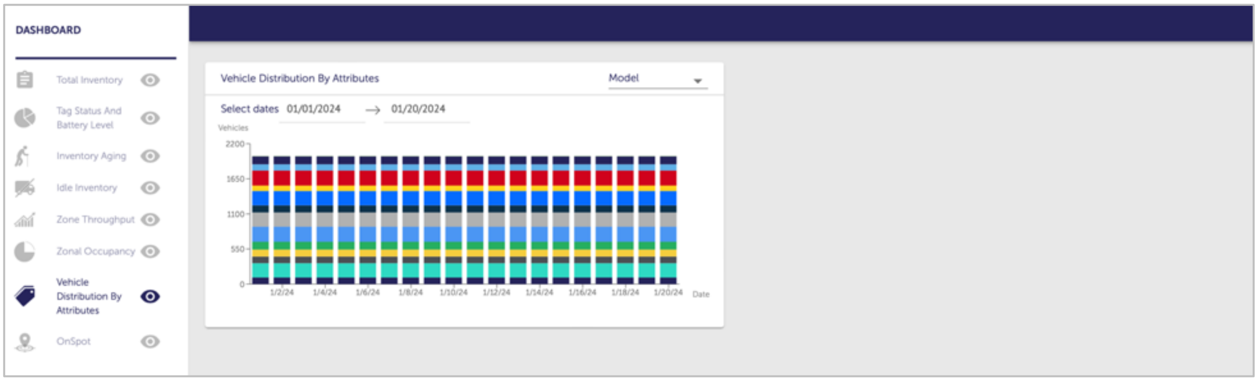




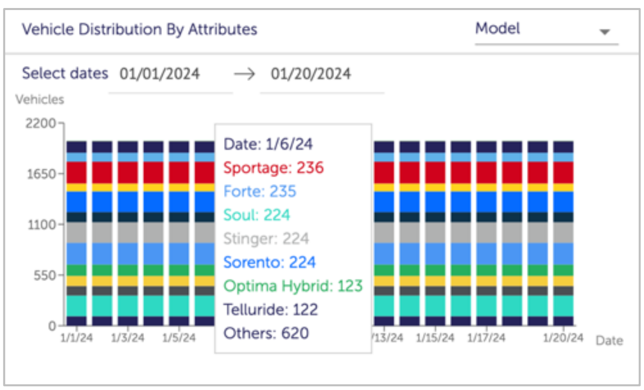
Refer to the [Managing Indoor Zones](#) section for more information on managing zones and zonal information.

3.2.7 Vehicle Distribution by Attributes

When vehicles are input into the system any number of attributes can be assigned to the asset (e.g., dealer, serial number, VIN #, model, etc.). Utilize the Vehicle Distribution graph to quickly view inventory counts per attribute for a chosen date range. By default, the system displays the first attribute in the drop-down list. Choose another option from the **Attributes** drop-down on the upper right corner of the graph. Use **Select dates** to input the date range for your search.



Hover mouse within a bar to view more specifics regarding data for the selected attribute and date.



Select a different attribute and/or date range or carry on to another activity.

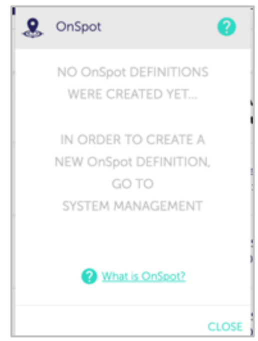
3.2.8 OnSpot

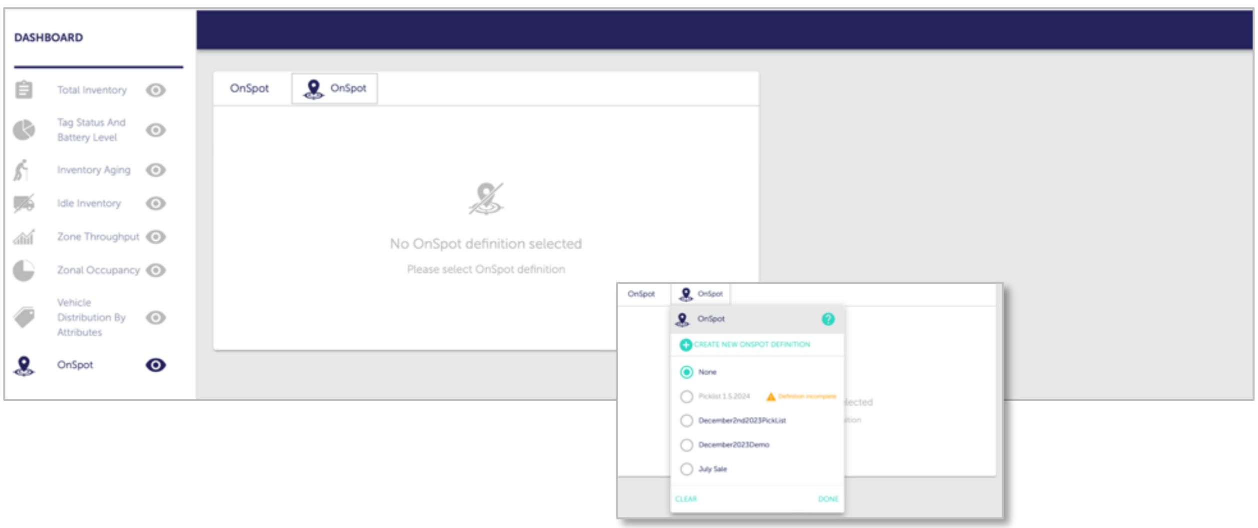
OnSpot is a method to determine if a vehicle is ready for the next step in its finished vehicle logistics life-cycle. To view OnSpot vehicles use the dashboard to select and run the OnSpot report. The definitions (reports) listed are user-defined. Refer to the Creating Definitions + Mappings for steps to set up OnSpot definitions and mappings prior to running an OnSpot report.

Click **OnSpot** from the OnSpot graph to open the list.

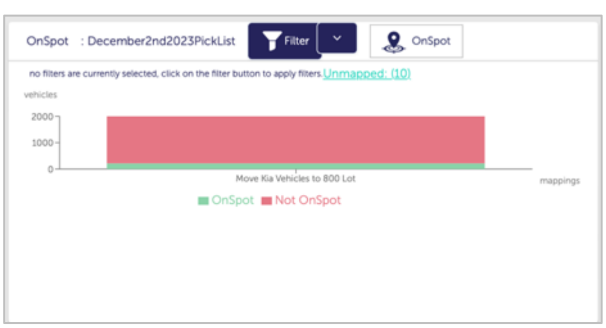
If no OnSpot definitions have been set up, the pop-up window will state as such. Definitions are set up through the OnSpot option in Application Settings. Refer to Creating Definitions + Mappings for full information on setting up on-spot definitions and mappings.

Choose desired OnSpot report from the list.





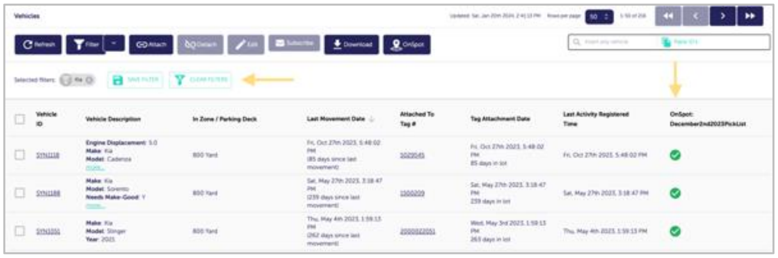
Choose Create New OnSpot Definition if you need to create a new report.

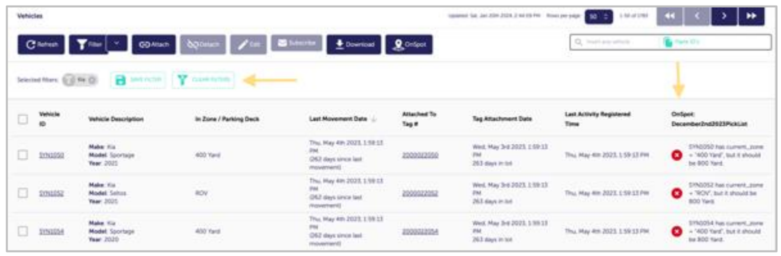


OnSpot (green): Includes vehicles meeting OnSpot mappings

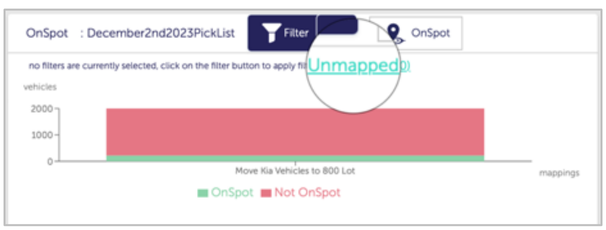
NOT OnSpot: Includes all assets from the category even if they do not meet the OnSpot conditions

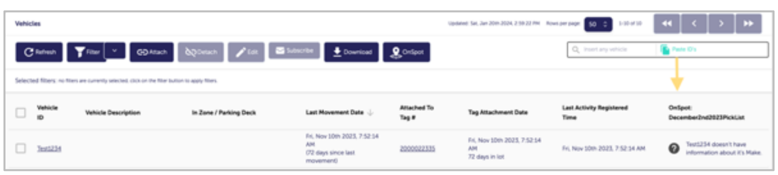
Select OnSpot and Not OnSpot from the graph to launch the My Lot Vehicles page with selected OnSpot filter. The Vehicles page shows the OnSpot filter, as well as an OnSpot icon in the OnSpot:{Name} column.





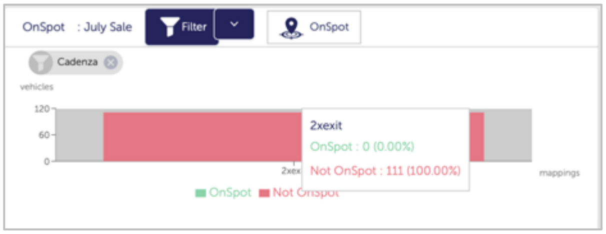
View vehicles that are not mappable due to missing attributes (e.g., Make) by selecting the Unmapped link at the top of the graph.





Use the information in the OnSpot column on the Vehicles page to correct any issues that are prohibiting the vehicle(s) from being mapped.

To further distil the data in the graph, select the **Filters** option. Choose a defined filter or create a new filter. Broadly speaking, filters are the various attributes associated with assets (vehicles) such as model, buyer; status or step in the logistics process. The graph will refresh with the OnSpot report and the new filter applied.

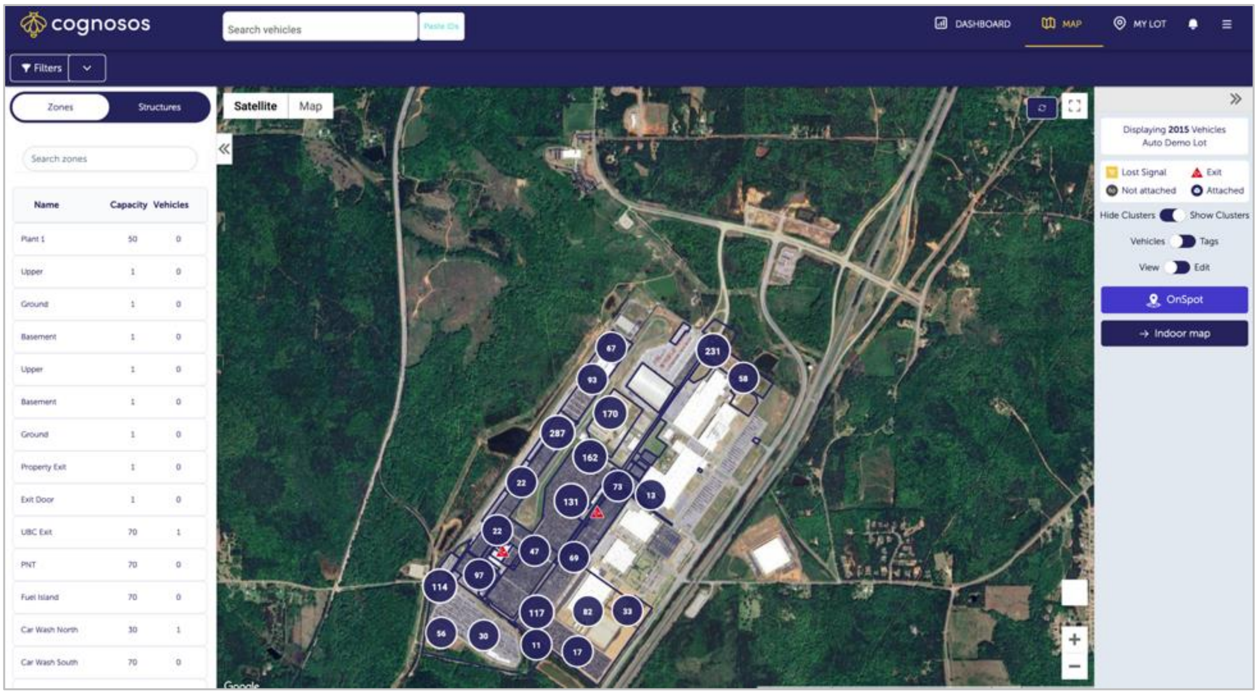


When an OnSpot report is run, the resulting report is shown also in My Lot and on the Map. These same OnSpot reports can be run from other areas in the portal, shown throughout the User Guide.

Map

As one of three primary methods for viewing and accessing information regarding vehicles and tags, the Map option provides a Google-based map view of the property with options to view detailed data, define/edit zones, locate vehicles and tags.

Select **Map** from the primary portal menu to access this view.



The map defaults to the satellite Google image displaying vehicle clusters shown in a blue circle; the number representing the number of assets in that cluster.

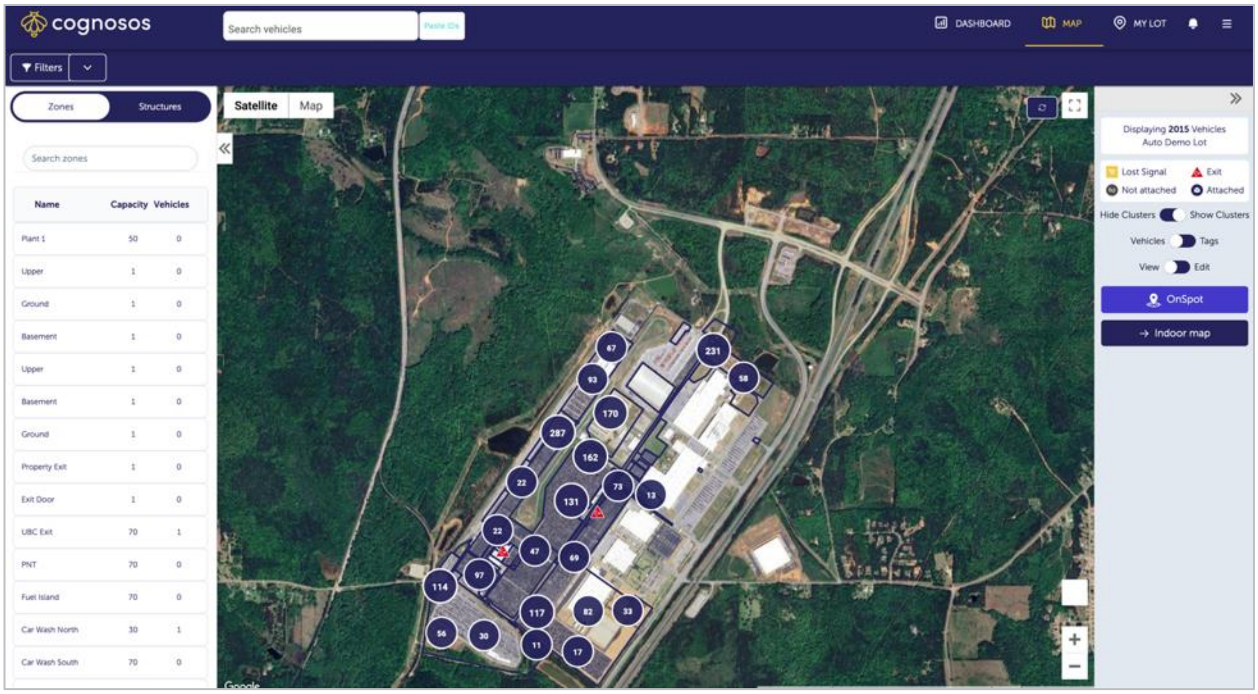
The map is in view mode. Depending on your user role the view option may be the only option available; edit functionality is reserved for system administrators.

Map Navigation covers layout, terminology, and general use of the portal map. Vehicle Information and Tag Information cover use of the map to access vehicle and tag information. For those with Administrator user level access, the map provides access to additional functions (i.e., editing structures and zones), which are covered in Managing Structures and Managing Outdoor Zones.

4.1 Map Navigation

This section generally describes map iconography, data displayed on the map, view options, and how to navigate the map interface. For map functions, such as Edit, refer to Facility Management topics.

At its most "zoomed" out view, the map shows clusters of assets located in defined zones, as well as zone counts and capacity. The map view defaults to vehicles and can be toggled to tags.



To switch to a street map view, select **Map** in the upper left corner of the map.

For a full screen view of the map (or to return to the window view) use the full screen toggle option located on the top right corner of the map.

There are two methods for zooming in and drilling down into more detailed information from the map's cluster view: Click on the cluster itself or use the zoom in (+) and zoom out (-) options on bottom right corner of the map. You may also have zoom ability using a track pad depending on the type of device through which you are accessing the portal.

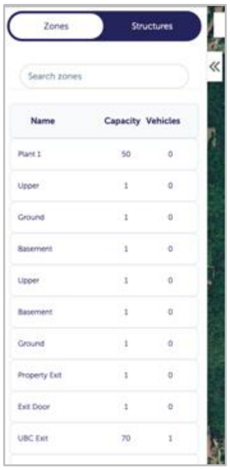
From the map cluster, click a specific vehicle cluster to drill down to the next layer of cluster views. Continue this process for each vehicle cluster you want details for until you reach the smallest cluster or individual vehicle icon.

At the individual icon level, the vehicle icon displays according to the asset's status:

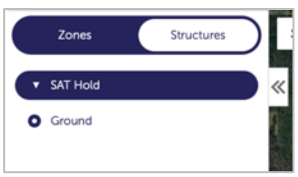
At the individual icon level, the tag icon displays according to the tag's status:

If your facility utilizes exit monitors, you may see a red triangle icon on the map when viewing clustered vehicle or tag information. This indicates that there are vehicles currently located in a zone identified as an exit monitor zone.

Two panes are available for changing the map layer displays and performing actions. Use << and << to open and close the panes.



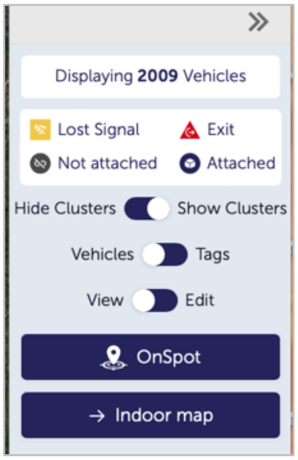
The left menu pane contains geo-map definitions (zones, structures) and real time asset counts for each zone. A zone is any physical space or area on the lot that holds vehicles (e.g., garage, parking lot, parking space, car wash, etc.). A structure can be the entire facility or specific buildings/lots within the facility; a structure contains the zones. The Zones tab can be searched by a specific zone or all zones across the facility by selecting the desired radio dial. The Search box provides standard search functionality. The zones list refreshes as numbers and/or letters are input.



A structure is a building; there may be one or more structures listed. A structure will always have at least one “floor” (in the case of a single story building) but may have multiple floors (multi-story building). Zones and structures are set up during the installation process.

When you select a zone from within the Zones list, the map dynamically refreshes to display the selected zone in the right hand pane. If the map is zoomed in enough, you will see the zone outlined in teal blue.

The right pane provides a map legend, options to change cluster views and map mode (mode only for Administrator user roles).



The number of vehicles shown is the number of attached vehicles (regardless of attached status). Nonattached vehicles are NOT included in the map display; run a filter view to see nonattached vehicles.

Vehicle clusters are the default view mode. Set to **Hide Clusters** to display individual vehicles or tags (setting applies to both).

Use the **Vehicles/Tags toggle** in the right-hand menu to switch the display between vehicle and tag clusters.

When in the map is in edit mode, the right menu provides facility management functions related to structures and zones. Indoor map/Outdoor map is a function of facility management. Find information about Facility Management here.

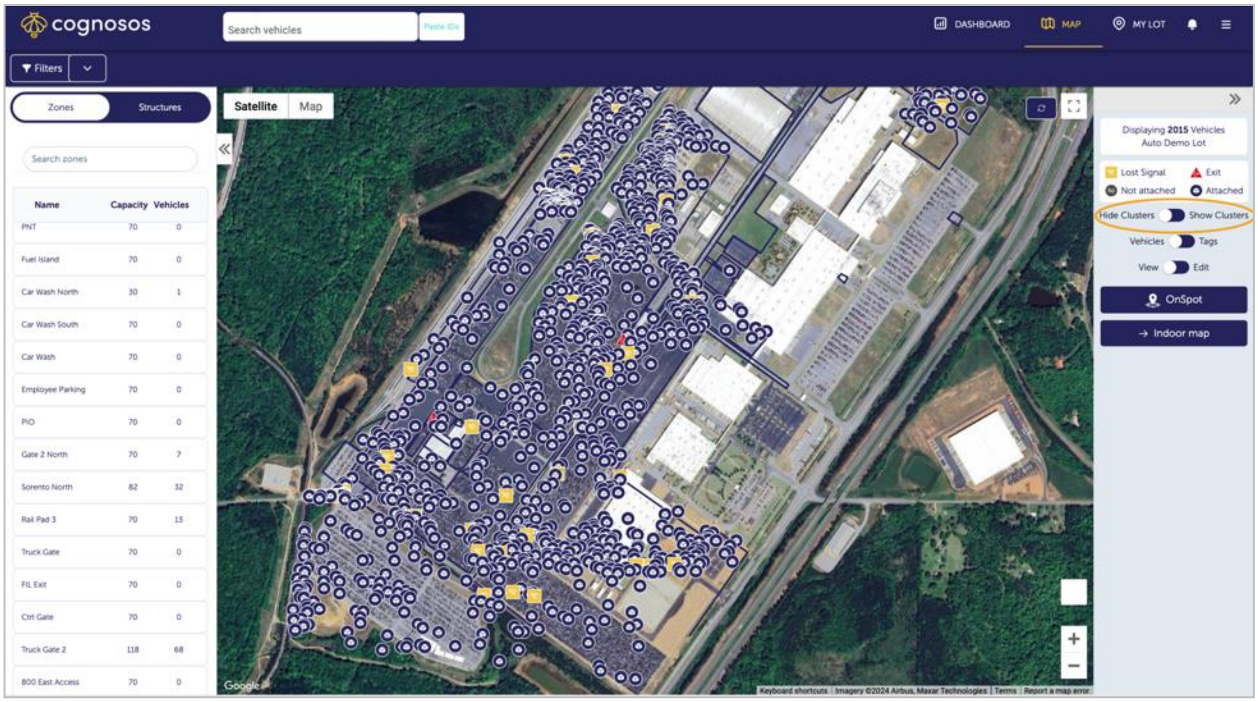
OnSpot launches the OnSpot reporting feature. Refer to OnSpot information on the Dashboard and in My Lot.

A table on Map Iconography for both vehicles and tags might be useful.

4.2 Vehicle Management

The map defaults to a cluster view of vehicles that have been defined in the RTLS. The number value in the cluster circle represents the number of smaller clusters or individual vehicles within that cluster. The right menu shows the total number of vehicles across the facility.

To view individual vehicle icons rather than vehicle clusters, set the Clusters toggle to **Hide Clusters**. Due to volume, this setting is recommended only when using search of filter to decrease the number of displayed vehicle icons.



At the individual vehicle level, a vehicle icon may be:

Lost Signal - Displayed when the asset is unresponsive (e.g., dead battery, lost signal or connection to gateway)

Exit – Shown for assets that are located in or have last passed through a defined exit zone

Not attached - Displayed when the asset is missing a tag assignment

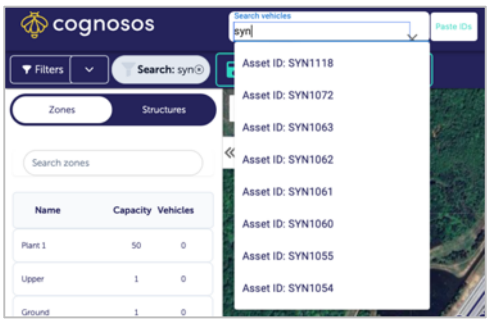
Attached - Shown when the asset is attached and active ('online')

4.2.1 Locating Vehicles via Search

Look up and locate any vehicle located within the facility using the search feature located in the map's menu bar. Search helps you find a single record based on a particular value. Searching begins with nothing and adds to a list of results based on criteria that matches search input.

Search by a single vehicle ID or multiple vehicle IDs (Paste IDs).

The Search field is best utilized when you know the asset number. Start typing the asset ID in the search field and the portal refreshes a list of vehicles matching input. Select the correct asset ID when shown to display the vehicle icon on the map.

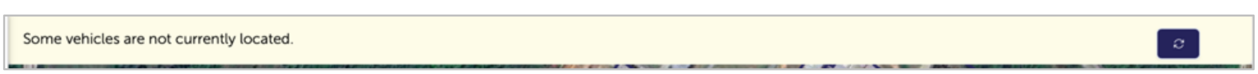


A broader search can be performed using a vehicle attribute (e.g., model). Enter the search term (e.g., Soul).

If you want to search on multiple attributes at once (i.e., model and year), use the Filter function instead.

The map returns a refreshed view with vehicles that match the criteria (vehicles must be attached and have a good signal with a known location). The right pane displays the number of vehicles in the results.

In the event that one or more vehicles can not be located in the search, the system will show a message at the top of the map.

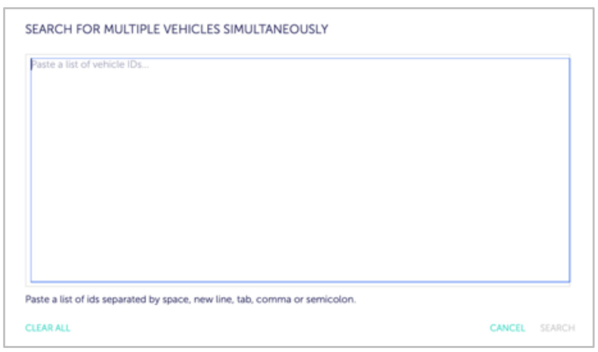


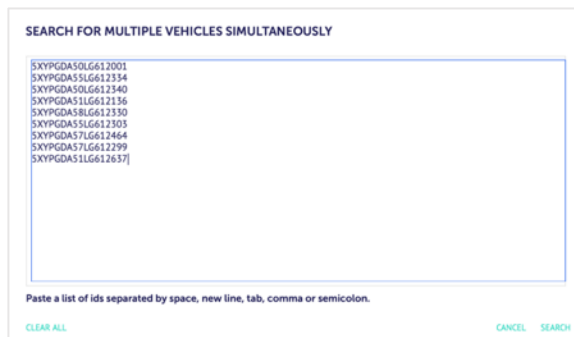
To clear the search criteria, select the **X** in the Search field. The map will refresh to all vehicles.

Viewing Vehicle Details provides information on viewing detailed vehicle information and making changes to attributes.

Input of vehicle attributes helps the portal to track and provide accurate data. Ensure you input and maintain vehicle details.

To search by multiple vehicles IDs simultaneously, copy and paste a list of vehicle IDs from My Lot or copy and paste from another program (you can also download to a spreadsheet). Select **Paste IDs** next to the search field. In the pop-up window use the standard paste function.

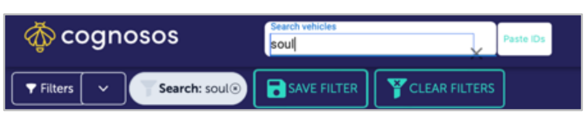




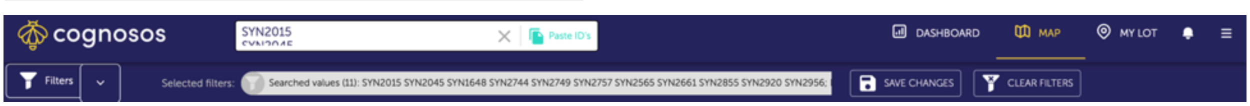
You must only use vehicle IDs with this function; other attributes (e.g., model) will not work.

Select **Search** to filter the map view based on the search criteria. The map refreshes with just those vehicles. Select **Clear All** to remove the vehicle IDs (keeps window open) or **Cancel** to close window and return to default map.

When search is used, you have the option to save filter. If you'd like to save the search for future use, select **Save Filter** next to the Search field. Name, set filter options, and save. Otherwise, use **Clear Filters** to refresh the map.



Save Filter for search field input
Save Changes for Paste IDs



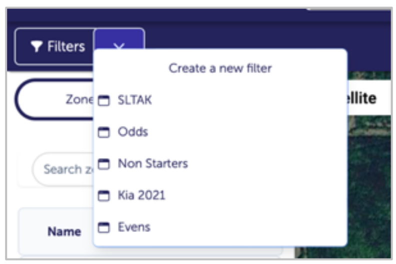
Searches applied to the map cross over to My Lot Vehicles so view that page for a single list of all assets meeting the search criteria.

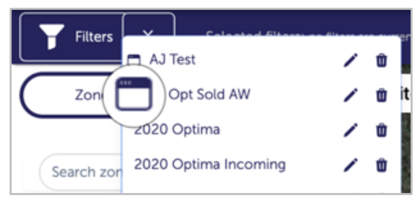
4.2.2 Locating Vehicles via Filter

Filters provide another mechanism for locating vehicles within the facility. Filters can be saved for future access to vehicle location information quickly and easily. Filters may also be saved as application-wide (for all users) by Administrators and users may create and save their own filters.

From the Map page, select **Filters** from the top left. The map can be in View or Hide Clusters mode.

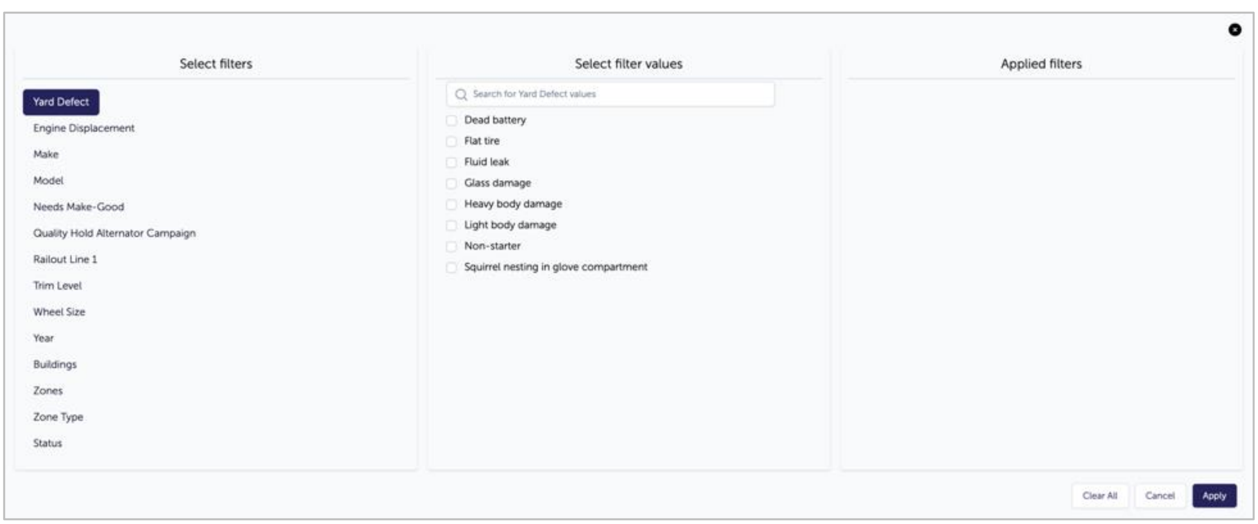
Until a user creates and saves a filter (or Administrator creates system-wide filter), there are no filters listed. Once a filter is created and saved it appears in the drop-down list accessible next to the **Filter** button. Use the carat to display the list and make a selection.





Filters listed with a folder icon represent application-wide filters, which are created by an Administrator and available for all users. Otherwise, the filter is only for the logged in user.

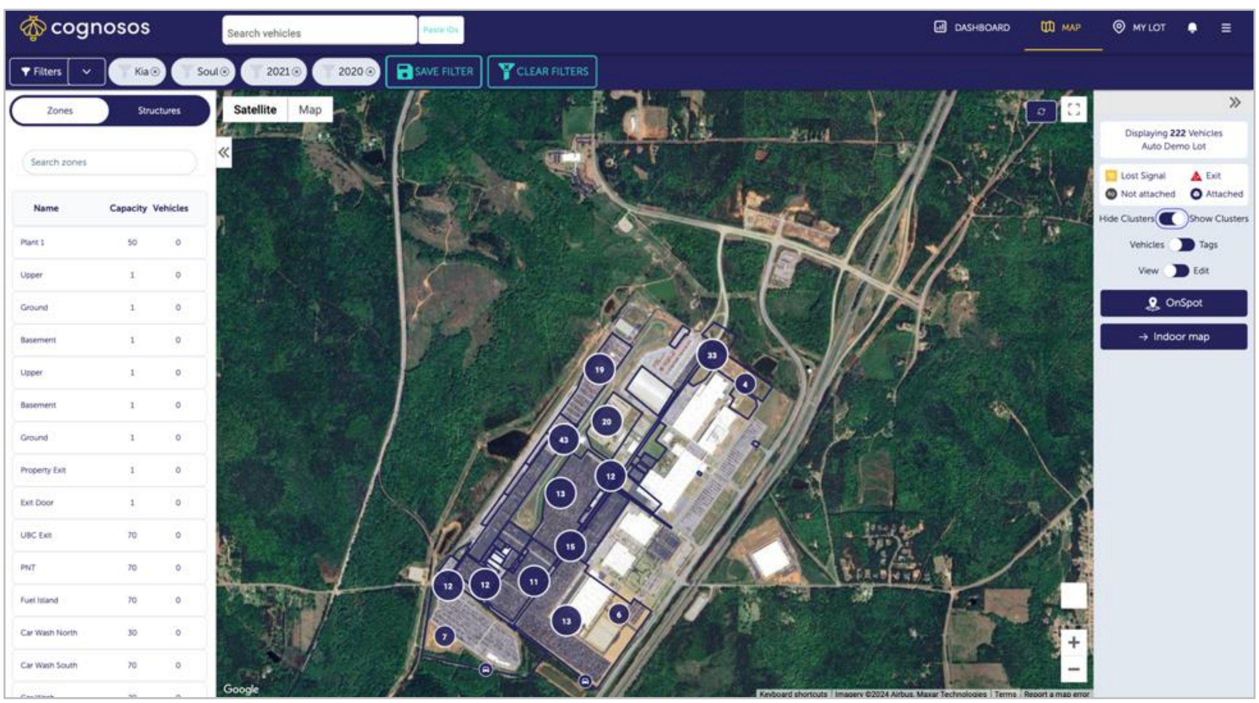
To create a new filter, select either the **Filters** button or **Create New Filter** from the Filters list to launch the Filter settings window.



The items listed in the Select Filters (far left) and Select filter values (middle) columns come from the vehicle attributes that were defined when the vehicles were set up in the RTLS. If you do not find an attribute you expected, please speak with your Administrator.

Select attributes for the filter. As selections are made from the Select Filters (1st + 2nd) columns, the items displayed under Selected filters (3rd column) will change. You may have multiple selections under each column.

A filter selection may be removed by selecting the **X** next to the value in the Selected filters column. Use **Clear All** to remove all chosen filters. Choose **Close** to return to map without applying a filter. Once filter criteria are defined, select **Apply** to filter the map view with vehicles that meet the criteria.

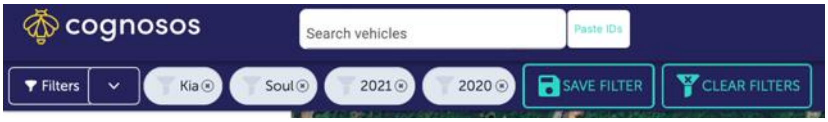


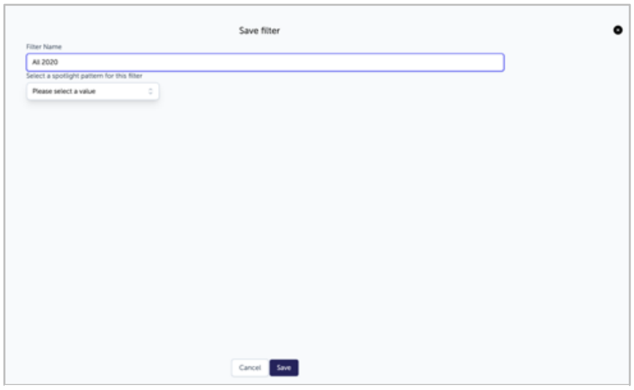
Selected attributes appear next to the Filters option. Save or clear the filters from here. Clear a single filter by selecting the **X** next to that item; refresh map by selecting **Clear Filters**.

Filters applied to the map cross over to the My Lot Vehicles list until cleared.

Saving a New Filter

Filters may be saved once they are run. The selected filter values display adjacent to the Filters option. Select **Save Filter** to add the filter to the portal.





Standard User Save Filter Window

Administrator User Save Filter Window

In the Save Filter pop-up window input a descriptive name for the filter. If your facility uses flashing tags for spotlight, you can set the spotlight flash pattern here.

Administrator user roles have option to select **Application-Wide** (to save to all users across the portal) or **User-Only** (to save filter only for the logged in user).

Select **Save** to add the filter to the portal (and mobile app) or **Cancel** to disregard.

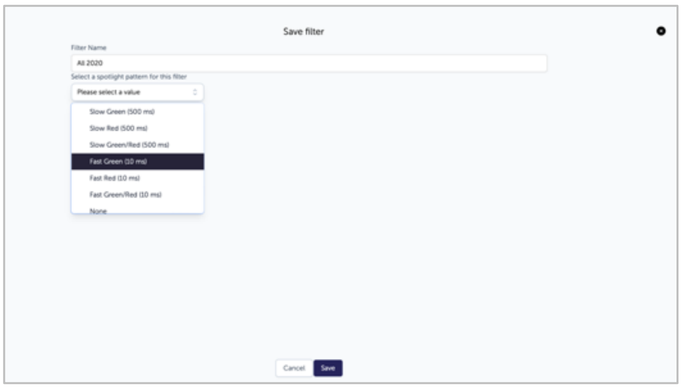
Saved filters appear in the Filters drop-down list in both the Map and My Lot views of the portal (and on the mobile app). If the filter was created as a User-Only subscription, it only appears on the lists for the logged in user; if it was created as an Application-Wide filter, it will display for all active RTLS users (with exception of guest users).

4.2.3 Setting Spotlight Filters

Some companies utilize the Spotlight feature, which allows users to cause selected Gen4 tags to flash their LED with a predefined pattern to aid staff in identifying specific sets of vehicles nearby. This feature may or may not be turned on within your portal. If your organization does not use the required hardware or software flag, the spotlight pattern option will not be shown in your user interface.

Spotlight patterns are assigned to vehicles though the Filter option on the Cognosos portal. Enacting spotlight in the field happens from the mobile app; use of the mobile app is covered in the Logistics Mobile App Quick Reference Guides.

To assign flash patterns to specific vehicles with Gen4 tags, use the [Save Filter] option after defining the attributes necessary for that filter. Spotlight patterns can be set by standard user roles and higher.



Use the drop-down list to set a spotlight pattern for the filter; otherwise leave to None.

If you select a pattern that is already in use, the system returns a warning (you can still save the filter).

> Warning. One or more filters use the same Slow Green/Red (500 ms) flashlight pattern. The following filters will be indistinguishable from 21 Opt Sold AW while using the flashlight feature:
>
> Odds

When the portal detects that one or more vehicle tags may not flash (e.g., dead battery), it will also return a message and indicate the vehicle IDs.

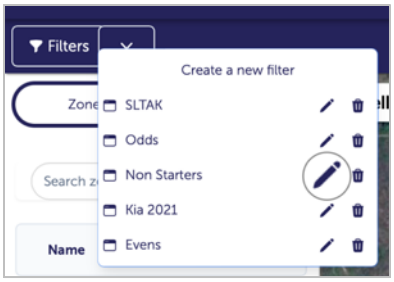
Click **Save** to add the filter to the list. Choose **Cancel** if you do not want to save.

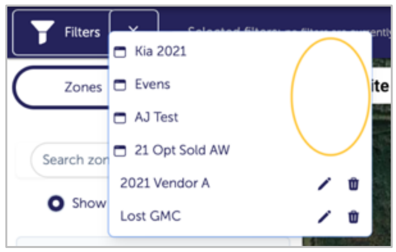
The new filter will display in the Filters drop-down list for future use. Even once the filter is saved, use the **Clear Filters** option to refresh the map (and My Lot). Saved filters appear in the Filters drop-down list in both the Map and My Lot views.

4.2.4 Managing Saved Filters

<u>Edit Filter Attributes</u>

Users may make changes to their own defined filters and Administrators may edit application-wide filters. Open the filter drop-down list and select the **edit** (pencil) icon to open the filter settings window.





Standard user role may edit only their own filters.

Current attributes are listed under Selected Filters as well as adjacent to the Filters button over the map. Remove any filter value by selecting the **X** next to that item in either area. To remove a selected filter value topic, deselect the checkbox.

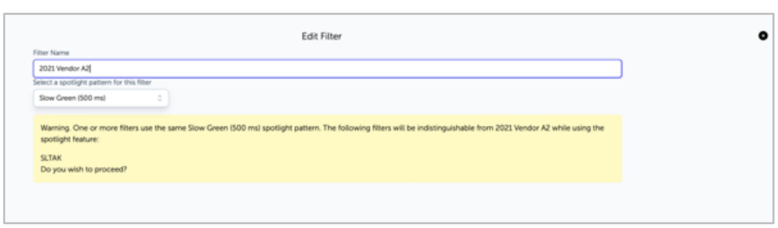
Add other attributes to the filter if needed.

When complete choose **Apply**.

Select **Clear All** to remove all values in the filter; **Cancel** to return to map without changes.

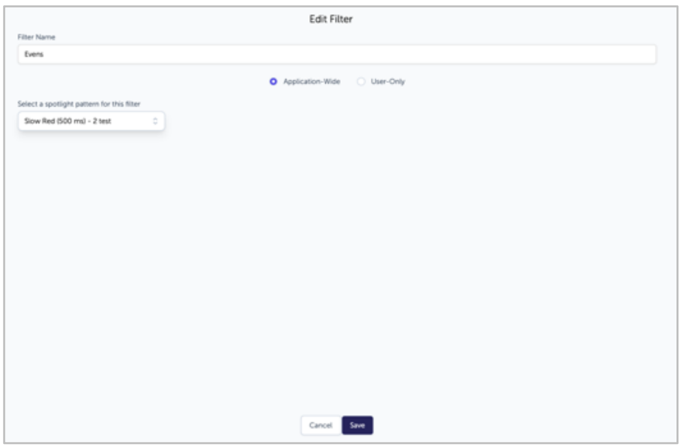
The view (map and vehicles list) refreshes to meet the updated criteria. You may save the filter or carry on with other activities without saving.

To save the edited filter, choose **Save Filter** from the map. Fields in the Save filter window are already populated with information from the original filter. You can save as-is or make other adjustments. To note, saving an edited filter does not create a new duplicate filter; it overwrites the original.



Edit Filter Name + Spotlight Settings

To rename a filter, change the filter availability, or add or change the spotlight flash pattern, first select and run the filter. Once run, use the **Edit Filter** option next to the displayed filter attributes to change the filter name and spotlight setting.



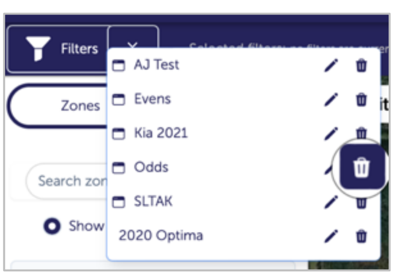
Make changes as needed. Click **Save** to update the filter and return to the map.

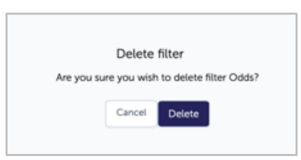
Changes applied cross over to portal and mobile app.

Use this process to edit the assigned spotlight patterns. Add or choose a new pattern from the drop-down list and save the new filter.

Delete Filter

To remove a filter, open the **Filters** drop-down list. Select the **Delete** (trash can) icon next to the filter you want to delete. Standard role users may delete only their profiles; Administrator roles may delete application-wide filters (denoted with folder icon).





In the Delete filter pop-up window select **Delete** to continue or **Cancel** to end the process.

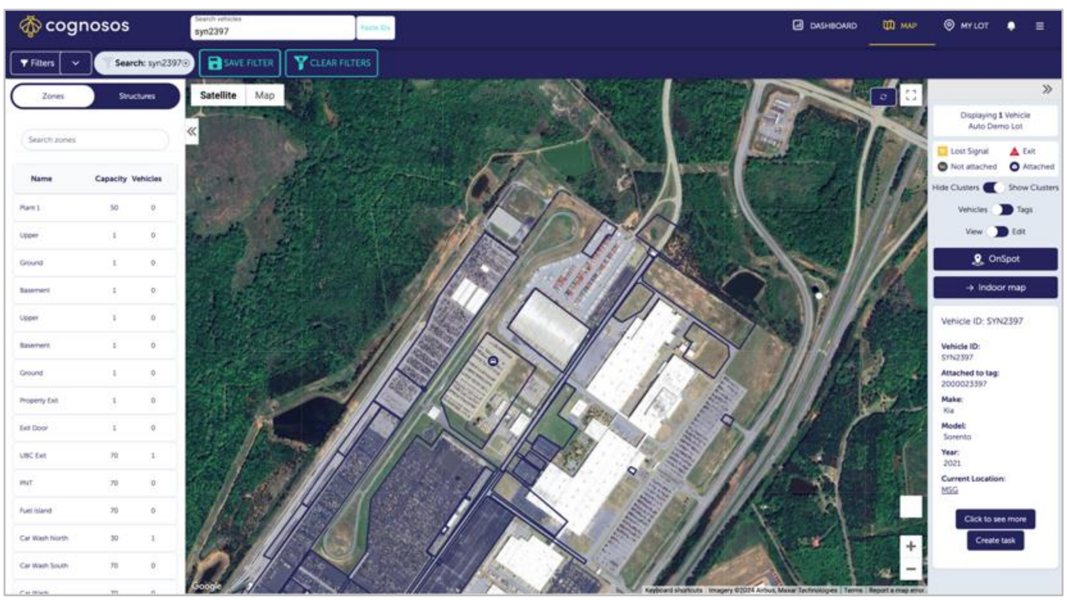
A small message window will confirm that the filter was deleted. Regardless of the filter type (all or single user) the filter will no longer appear in the Filter drop-down list once removed (portal and mobile app).

If you have a spotlight pattern assigned to the filter, ensure that removing the filter will not adversely impact facility/yard management.

4.2.5 Viewing Vehicle Details

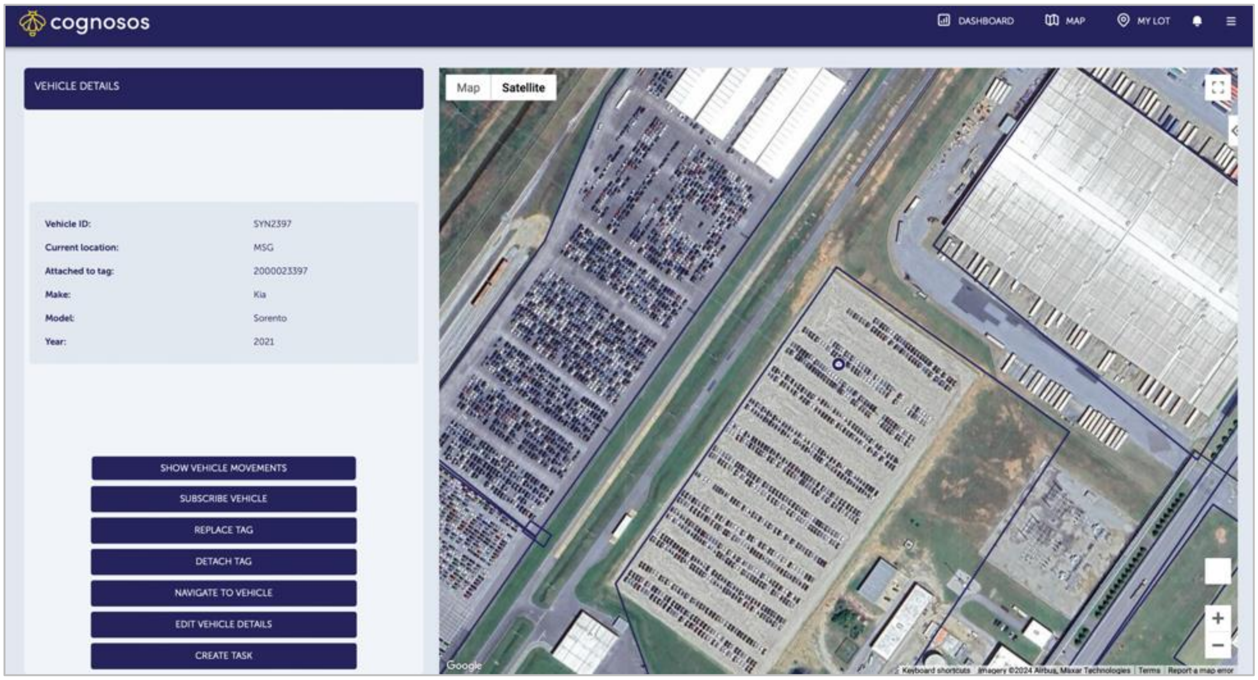
Using either search or filters from the map, locate the vehicle for which information is needed. Select the single vehicle icon on the map.

Click icon to view vehicle information in the right menu pane.



Some of the values, such as Vehicle ID, VIN are specific to the individual automobile. Other values (attached to tag) are based on user input/actions. Some information comes from the tracking system itself (e.g., current location). The vehicle summary information in the right menu pane changes as different vehicle icons are selected.

Select **Click to see more** to open the Vehicle Details and Vehicle Movements information for that vehicle.



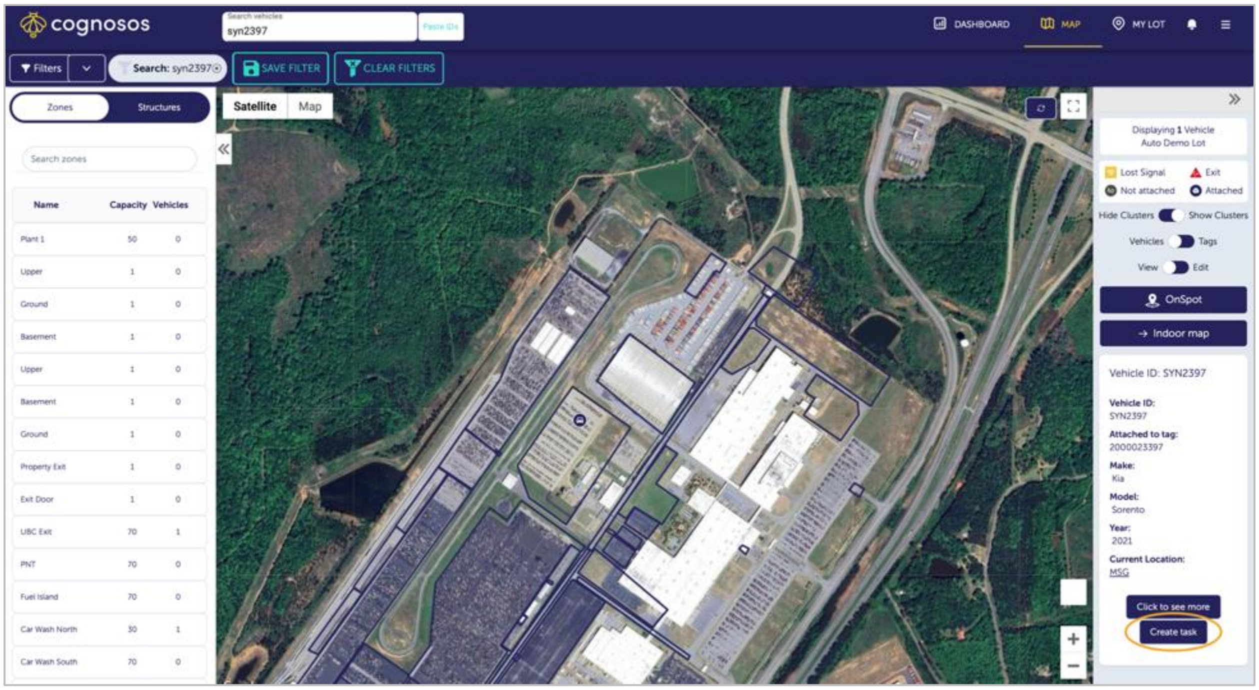
Various actions can be taken from the Vehicle Details screen:

- View step-by-step vehicle movements
- Set up vehicle alerts and notifications via Subscriptions
- Manage tag and vehicle assignments
- Navigate to the vehicle using driving directions
- Edit vehicle attributes
- Create and assign vehicle tasks

Take action as noted above or move to any area of the portal using the main menu.

4.2.6 Creating a Task

Quickly set up a new task for a vehicle directly from the portal map. Using any of the search or filter options locate the vehicle and select the vehicle icon to display the information in the right menu pain. Click **Create task**.



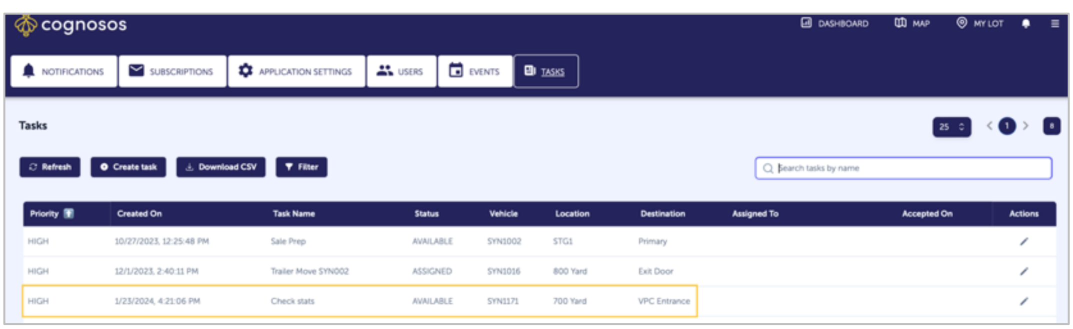
Input task name.

Vehicle ID is auto-populated from map selection.

Use drop-down list to select destination zone. The zone in which the vehicle is located will not be on the list.

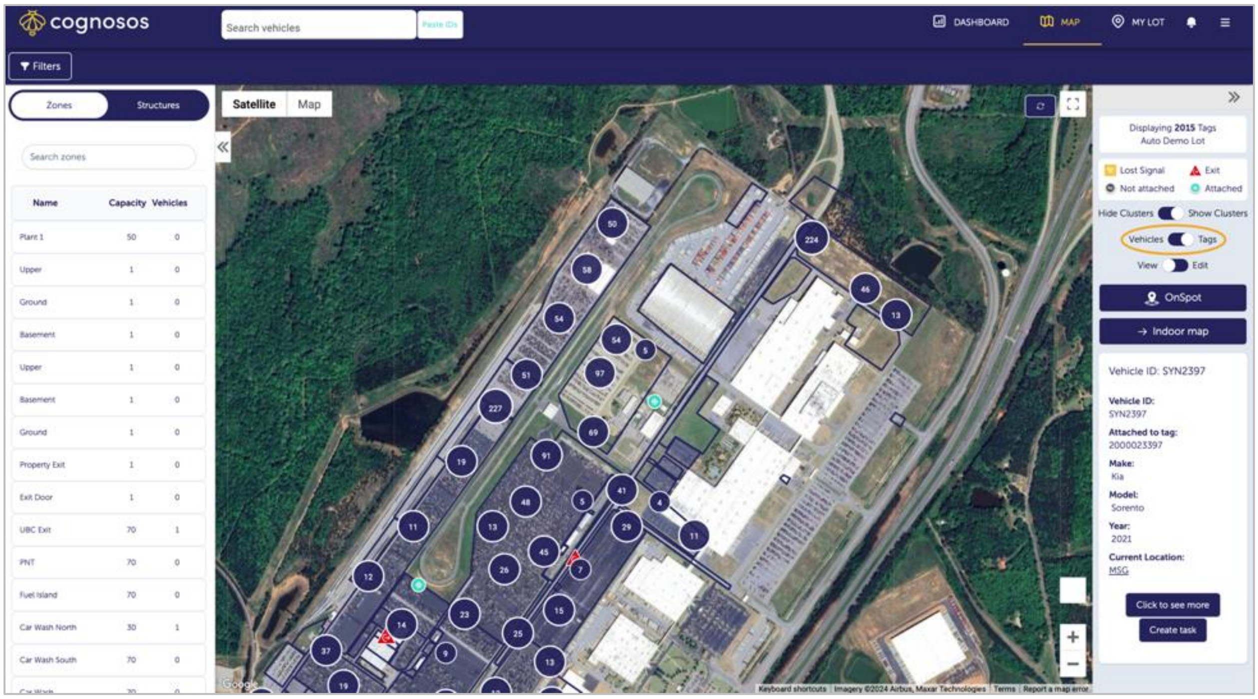
Select the user to whom to assign the task or leave blank. All other fields are required.

Click **Create Task**. A confirmation that task was added is shown at the bottom of the screen. Otherwise, **Cancel** the function. The new task is added to the Tasks list. Go to Task Lifecyle for more information.

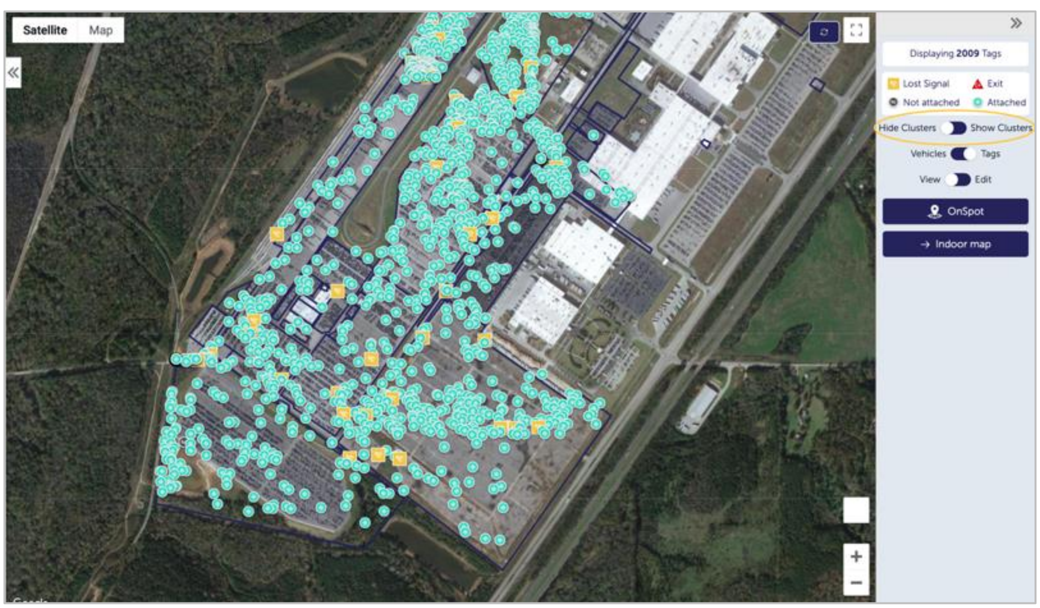


4.3 Tag Management

The map view defaults to vehicle clusters when opening. Change the map view to tags by selecting Tags with the **Vehicles/Tags** toggle in the right-hand menu. The map displays icons for the tags.



To view individual tag icons rather than tag clusters, set the Clusters toggle to **Hide Clusters**. Due to volume, this setting is recommended only when using filter to decrease the number of displayed tag icons.



At the individual tag level, a tag icon may be:

Lost Signal - Displayed when the tag is unresponsive and can not communicate location (e.g., dead battery, lost signal or connection to gateway)

Exit – Shown for tags that are located in or have last passed through a defined exit zone

Not attached - Displayed when the tag is missing a vehicle assignment

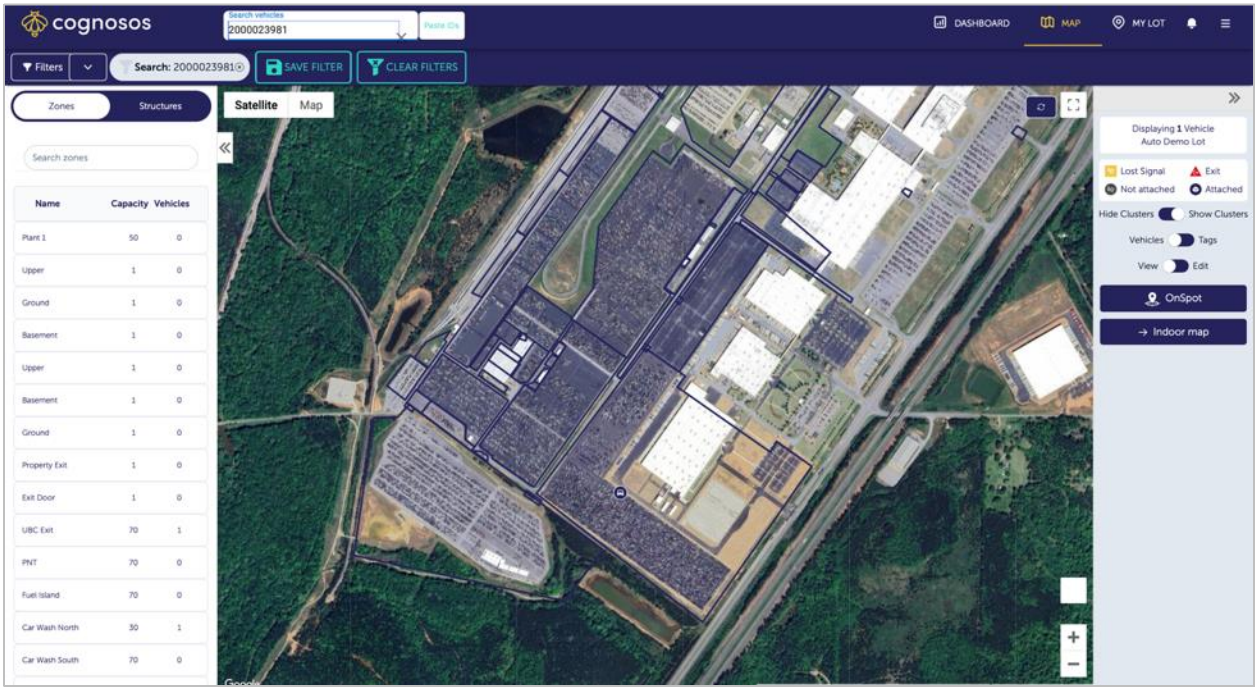
Attached - Shown when the tag is attached to an asset and active (‘online’)

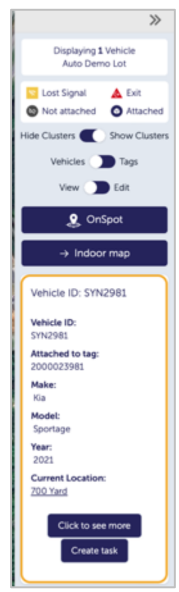
Each facility organizes its map geo-fence (structures and zones), inventory and movement process, and vehicle tags unique to its operating principles.

4.3.1 Locating Tags via Search

Use this option to locate a known tag ID within the facility. If you do not know the unique identifier, Cognosos recommends use of the map's filter option from map using My Lot).

Maintain the Vehicle toggle setting on the map. Input the tag ID into the Search field. The map will refresh to display the vehicle icon with that tag ID assigned.





Select the icon to view information about the vehicle with the associated tag. Open Vehicle Details with **Click to see more** or **Create task.**

[Viewing Vehicle Details]() provides information on viewing detailed vehicle information and making changes to attributes.

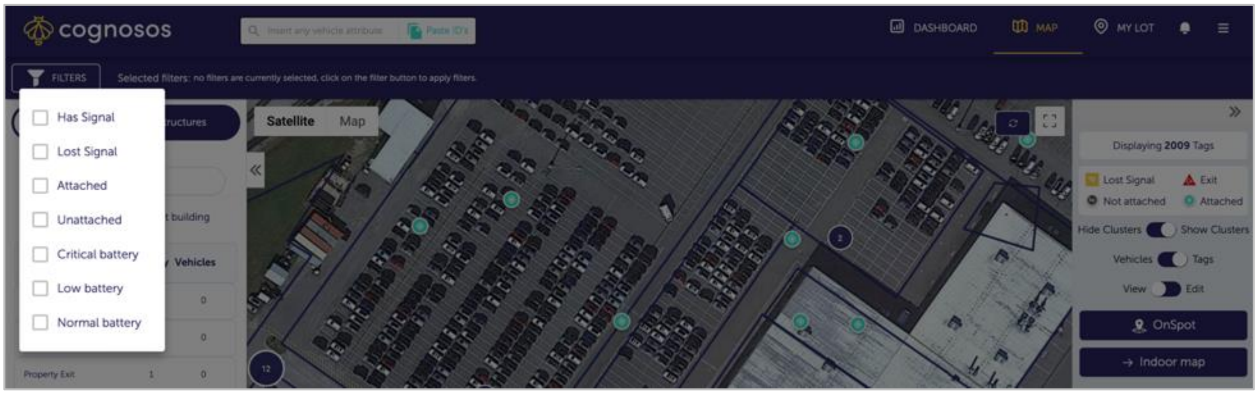
Searches on the map cross over to My Lot Vehicles and My Lot Tags.

To clear the search criteria, select the **X** in the Search field or **Clear Filters**. The map will refresh to all vehicles.

4.3.2 Locating Tags via Filter

Filtering vehicle tags provides the ability to quickly locate tag groups across the facility. Unlike user-created filters with vehicles, tag filters have pre-defined options (tag operation and battery level status). This feature is available from both the Map and My Lot pages.

Set the **Vehicles/Tags** toggle in the right-hand menu to Tags if not set already. The default view is all tags, regardless of status. Select **Filters** from the Map menu. Choose a status checkbox. As soon as a selection is made, the filter menu closes and the page refreshes. If you'd like to add more filters, repeat the process. You may have multiple filter selections; you just may not select them at one time.



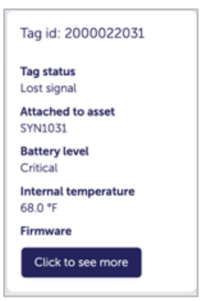
Selected filter(s) displays adjacent to the Filter button.

To remove filter, select the **X** next to the filter option at the top of the map; or open the drop-down menu and deselect the checkbox. This is also the way to refresh the map to all tags. There is no option to save tag filters.

Tag filters cross over to My Lot Tags until cleared.

4.3.3 Viewing Tag Information

Locate a tag using the search or filter option. Click a tag icon to display the Tag Summary box.



Tag ID: unique tag identifier

Tag Status: current status

Attached to asset: unique vehicle identifier

Battery level: current charge level reading (normal, low, critical)

Internal temperature: temperature of tag; reported by firmware

Firmware: current firmware version on tag

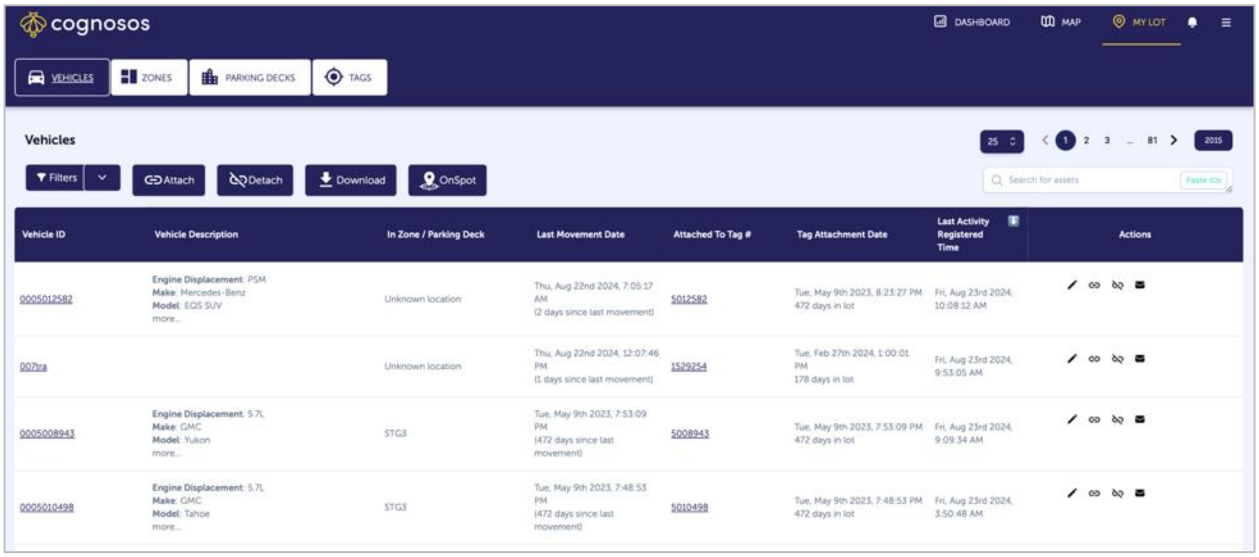
Use **Click to see more** to open the Vehicle Details page, which displays data dependent on the tag status.

My Lot

While the Dashboard and Map provide methods for viewing and accessing vehicle information through graphical navigation, My Lot uses tables or lists to further access management of automobiles, tags, tasks, and zones. As shown in previous sections of the User Guide, the My Lot page can be accessed through various functions on the dashboard and map. Use My Lot to:

- Run vehicle and tag lists and “reports” using filters and search options
- Download lists to CSV files
- Manage vehicles and zones
- Attach/detach tags

Select **My Lot** from the primary UI menu. The system defaults to the Vehicles page with all vehicles (attached) listed.



My Lot contains minimally three tabs: Vehicles, Zones, Tags. The fourth (optional) tab is Parking Decks. Each of these tabs has its own set of functions and features. Depending on your user role certain functions may or may not be available.

Vehicles: View and edit vehicle details, follow/subscribe to vehicles, view historical movements, attach and detach tags, navigate to vehicle

Zones: View defined outdoor zones, number of vehicles per zone, view and edit zone occupancy, edit zone names, edit and delete zones (only for Administrator user roles)

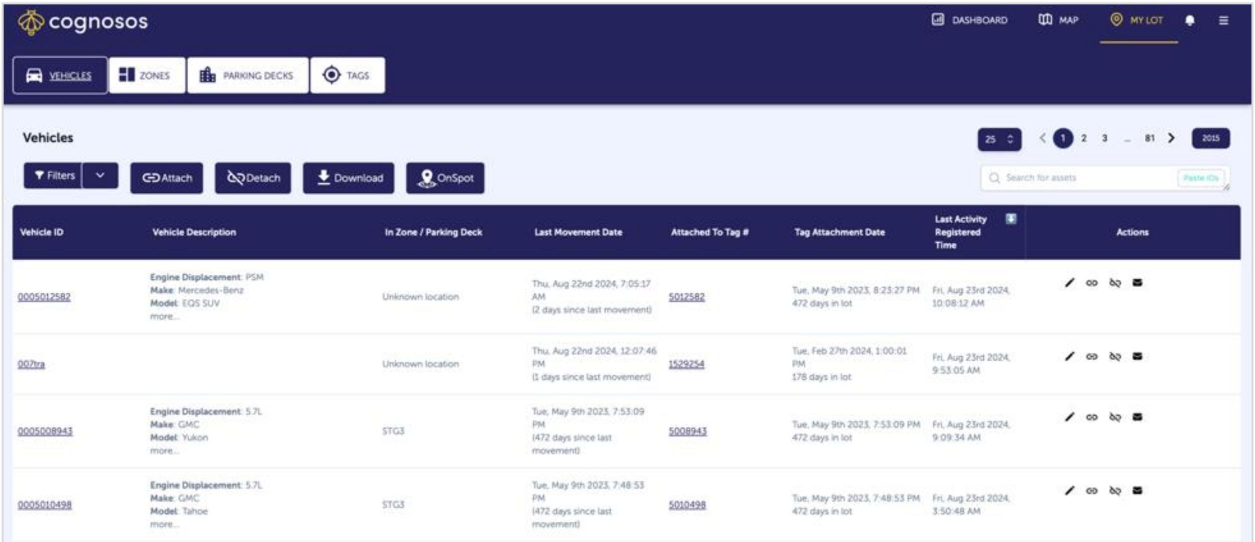
Tags: View tags and tag health, attach and detach tags, link to individual vehicle movements and details, link to Google map to locate tag

Parking Decks: This tab may or may not appear depending on system set-up; view indoor zones, number of vehicles, view and edit zone names and re-order; create and delete indoor zones (only for Administrator user roles)

Many actions, such as filter and search, carry over between My Lot and the map.

5.1 Vehicle Management

The My Lot Vehicles page defaults to a list of assets (vehicles, trucks, trailers, etc.) so long as there is a tag association with the asset (vehicle and tag are attached). Inventory counts here will match number of vehicles displayed on the map and number of attached tags on the dashboard. To view assets that have a status of ‘Not Attached’ use the Filter option. Whereas the map displays the assets in clusters, My Lot provides a listing of individual vehicles.



The Vehicle ID and Vehicle Description come from data input when the automobiles are defined in the system. Click the **more…** link in the Vehicle Description column to display additional information. In zone / parking deck shows the current location of the vehicle (if known).

Attached to Tag # is the tag identification number for the vehicle and Tag Attachment Date indicates the date of the tag attachment to the asset. Last Movement Date, Last Activity Registered Time come from the tag’s communication with the gateway.

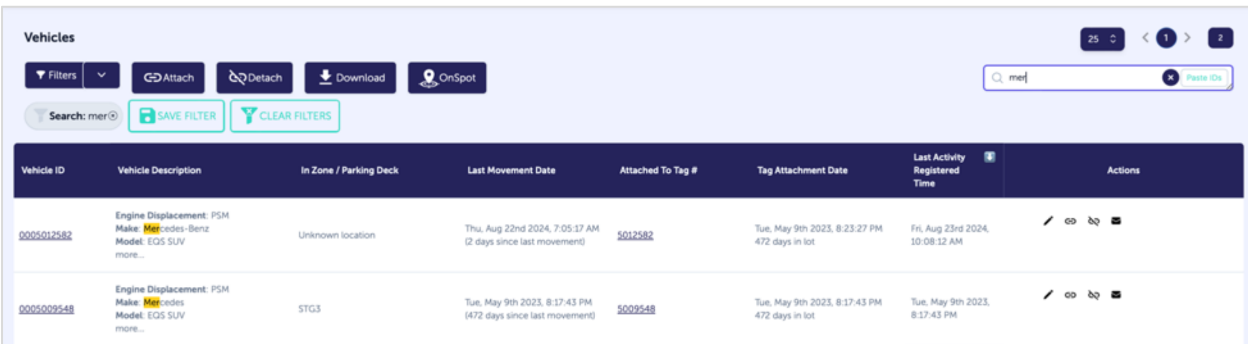
With the exception of Vehicle Description and In zone / parking deck, all columns can be sorted in ascending and descending order.

From the vehicles list, several actions can be taken including: edit details, attach/detach tag, view vehicle history and movements, follow vehicle, navigate to vehicle. Some functions are available from the Actions column and some are available from both the column and the Vehicles menu.

5.1.1 Locating Vehicles via Search

Searching from within My Lot supports a wide array of attributes so that you can find the vehicles for which you are searching. Search by any vehicle attribute (dealer, color, model, model #, etc.). Look up and locate any vehicle within the facility using the search feature. Search by a single vehicle ID or multiple vehicle IDs using the **Paste IDs** option.

As values are entered into the Search field, the vehicle list auto-refreshes to display all vehicles that have attributes meeting the search criteria. An attribute can be the vehicle type, manufacturer name or model, vehicle ID. The Search field allows letters and numbers. Matching criteria is highlighted within the Vehicle Description column.



If needed, export the list to a CSV file using the **Download** option.

To see high level vehicle information, select More... link in the Vehicle Description column. Select Less...link to collapse the information.

Viewing Vehicle Details provides information on viewing detailed vehicle information and making changes to attributes.

Maintain the search report criteria for future use by selecting **Save Filter**. Standard user roles will input filter name and Spotlight pattern, if appropriate; Administrator users will input the same and choose if the filter is available for all users.

To clear the search and refresh the list to all vehicles, select the **X** in the Search field or use the **Clear Filters** option next to the selected filters. When a search is utilized in My Lot, it crosses over to the map unless or until the search is cleared.

5.1.2 Locating Vehicles via Filter

Filters provide another mechanism for locating vehicles within the facility. New filters can be saved for future use, which is particularly helpful when, for example, an employee is responsible for certain zones, or dealers, etc.

Compared to Search, which is better for locating individual or smaller groups of vehicles, filter is good for navigating through larger groups of vehicles or those which share a common attribute (e.g., in a specific zone). The two features can be used together.

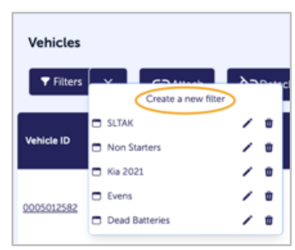
From the My Lot, select **Filters** from the top left.

Until a user creates and saves a filter (or Administrator creates system-wide filter), there are no filters listed. Once a filter is created and saved it appears in the drop-down list accessible next to the **Filter** button. Use the carat to display the list and make a selection.

Filters listed with a folder icon represent application-wide filters, which are created by an Administrator and available for all users. Otherwise, the filter is only for the logged in user.

When a filter is chosen, My Lot Vehicles refreshes with the vehicles currently matching the filter criteria.

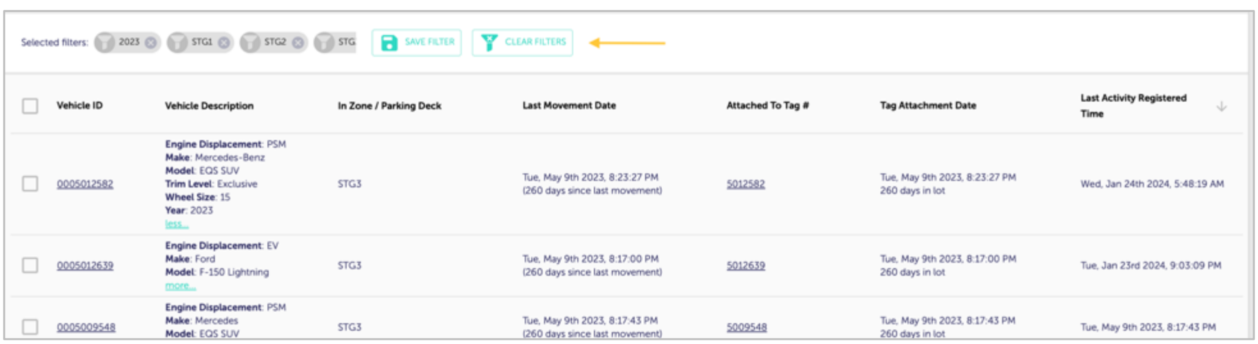
To create a new filter, select **Filter** from Vehicles menu. Alternatively, select the Filters carat and choose **Create a new filter** from the drop-down menu. The Filter pop-up window opens to select the criteria for filtering the vehicle results.



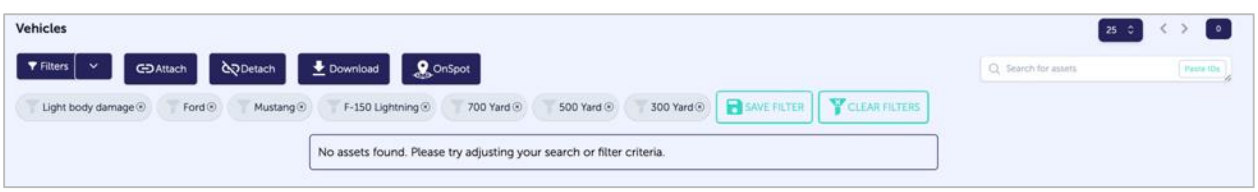
Use the attributes to set up the new filter. The Select Filters column contains attributes that belong to all vehicles. These values are pre-defined during the system installation process. Attributes listed in the Select filter values column change depending on the selection in the first column. The Selected filters column displays the selections from the first two columns. Because each organization is unique in its set-up and business processes, the filter values (2nd column) shown may be different than your system.

Choose the criteria for the filter. You may have multiple selections within the Select Filters and Select filter values columns. The more criteria you select and the more filters you use, the more fine-tuned the results will be. Once filter criteria are defined, select **Apply**. The vehicles list refreshes to display only those vehicles that meet the filter criteria.

The filter criteria display at the top of list next to Selected filters. Clear a single filter by selecting the **X** next to that item; remove all by selecting **Clear Filters**.



If no vehicles match the filter settings, a message is displayed.



Save New Filter

Once filter criteria are applied, the selected filter values display adjacent to the Filters option. Retain the filter for future use by selecting **Save Filter**.

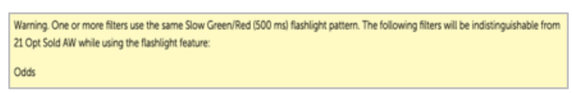
In the Save Filter pop-up window input a descriptive name for the filter. Administrator users will also have the option to choose whether the filter is user only or system-wide (for all users).

Click **Save** to add the filter to the list. Choose **Cancel** if you do not want to save.

Some companies utilize the [Spotlight](#) feature, which allows users to cause selected Telluride tags to flash their LED with a predefined pattern to aid staff in identifying specific sets of vehicles nearby. This feature may or may not be turned on within your portal. If your organization does not use the required hardware or software flag, the flashlight pattern option will not appear.

Use the drop-down list to set a spotlight pattern for the filter; otherwise leave to None.

If you select a pattern that is already in use, the system returns a warning (you can still save the filter).



Click **Save** to add the filter to the list. Choose **Cancel** if you do not want to save. The new filter will display in the Filters drop-down list for future use.

Once a filter is saved, it is available in the drop-down list on both My Lot Vehicles and Map views (as well as in the Logistics Mobile App). If a filter is defined as Application-Wide, it is available to all users and displays a folder icon next to the filter name; when it is set as user only, it is displayed only for the logged in user who created the filter.

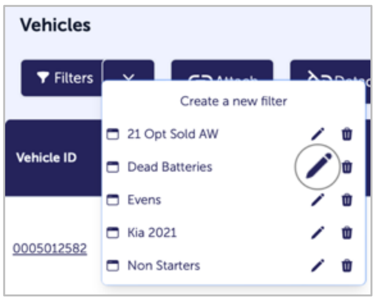
Use the **Clear Filters** option next to Selected filters on My Lot to refresh the list.

5.1.3 Managing Saved Filters

Users may modify filter settings for their own filters and Administrators may change application-wide (all user) filters. Changes made via the Cognosos portal apply also to the Logistics Mobile App.

Edit Filter Attributes

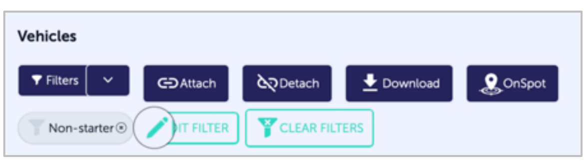
From the Vehicles page in My Lot, open the filter drop-down list and select the **pencil** icon to open the filter settings window.

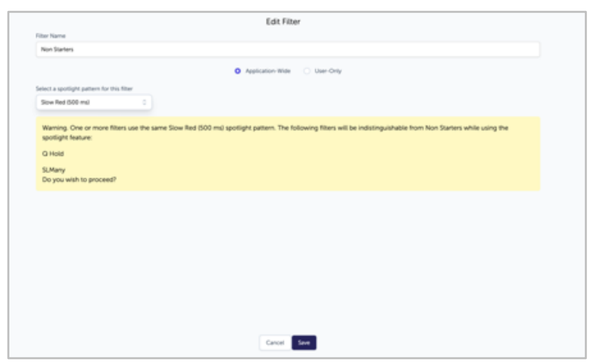


Set criteria are listed in the Selected Filters column. You may remove any filter criteria by selecting the **X** next to that item. Add other filter criteria by making selections. When complete with changes, click **Apply**. The view (map and vehicles list) refreshes to meet the updated criteria. You may save the filter or carry on with other activities without saving.

Edit Filter Name + Spotlight Settings

To rename or add/change spotlight settings, select and run a filter. Use the Edit Filter button to open the edit window.



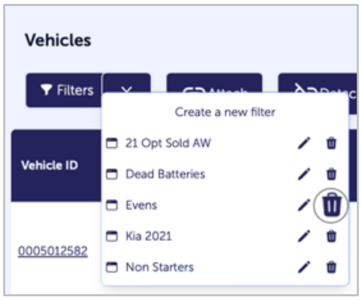


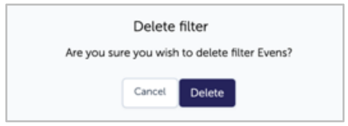
Edit the name; or add or change the associated spotlight pattern.

Choose **Save** to update the filter settings; **Cancel** to abandon.

Delete a Filter

To remove a defined filter, open the **Filter** list. Select the **trash can** icon next to the filter. In the Delete Filter window select **Delete** to continue or **Cancel** to disregard the action.



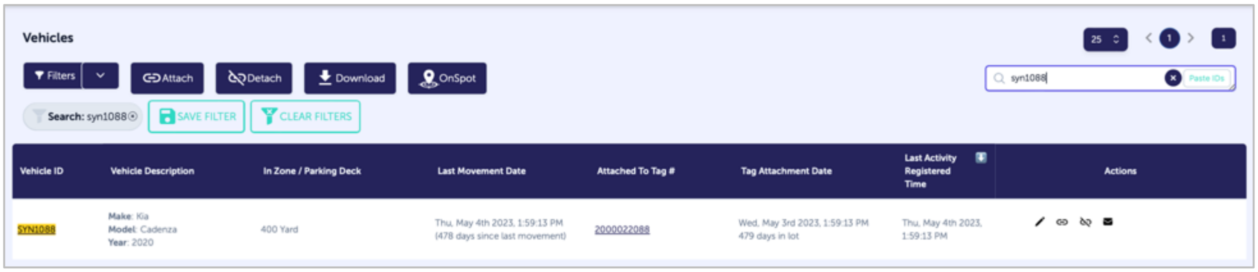


Upon confirmation, the filter is removed from Filter drop-down lists in both My Lot and Map, as well as on the mobile app.

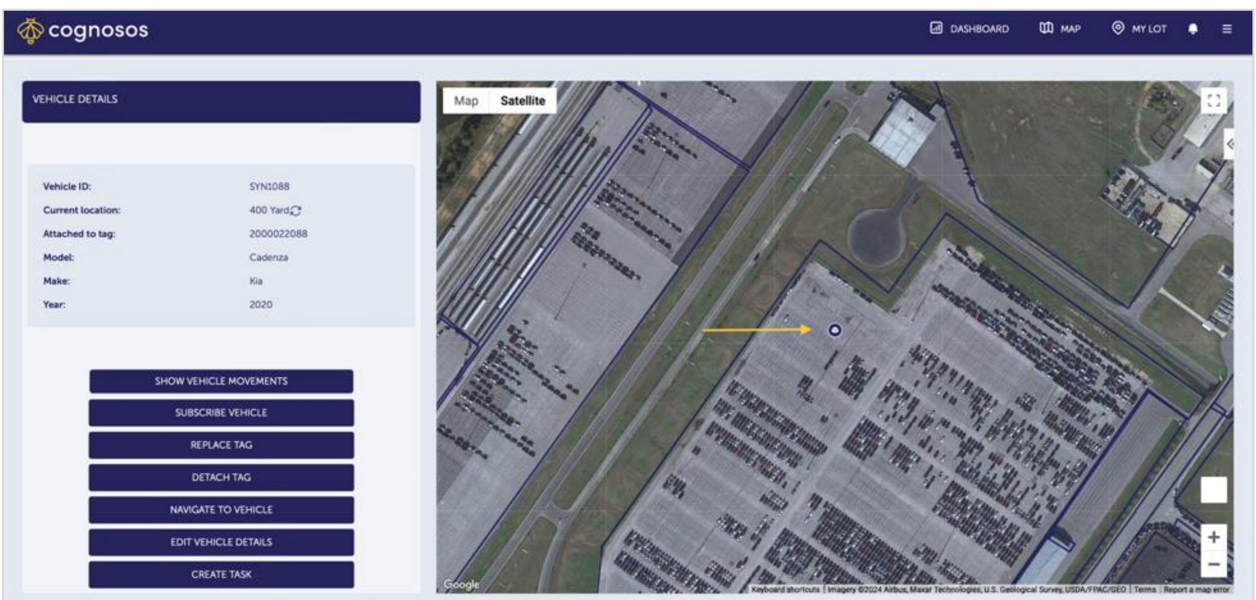
5.1.4 Locating Vehicles on the Lot

Although vehicle location is most often performed through the mobile app out on the lot, there may be times when locating an automobile from the Cognosos portal is necessary.

From the Vehicles list in My Lot, use search or/and filter to locate the specific vehicle. Select the vehicle's ink in the Vehicle ID column to open Vehicle Details. This feature is available for a single vehicle at a time.



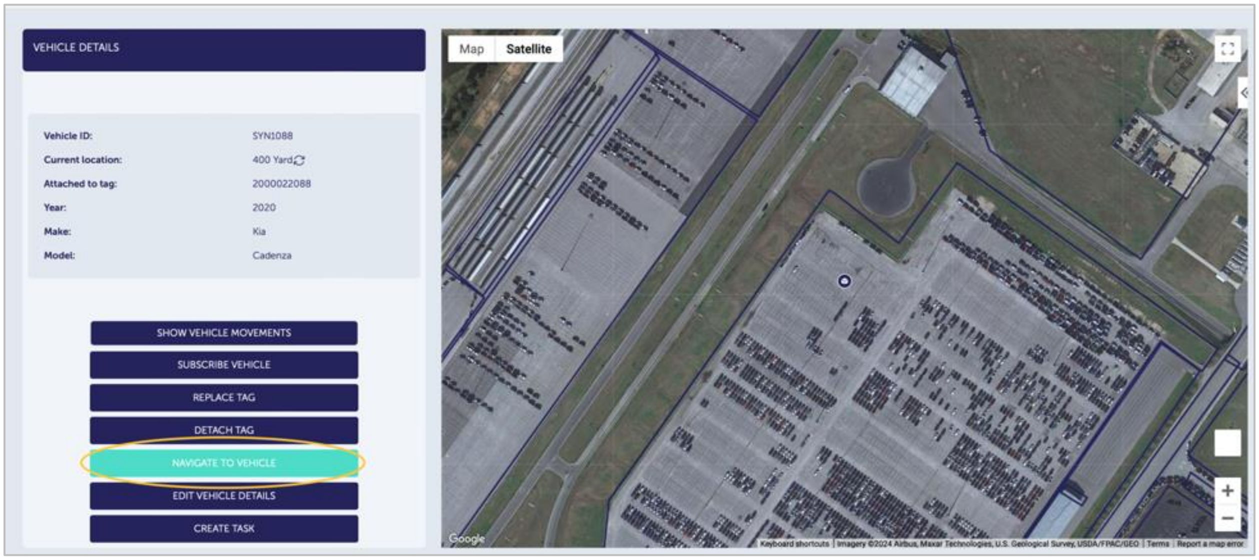
The portal opens the Vehicle Details to a default view of the map displaying the vehicle icon in the zone in which the vehicle is located. Zoom in as needed.

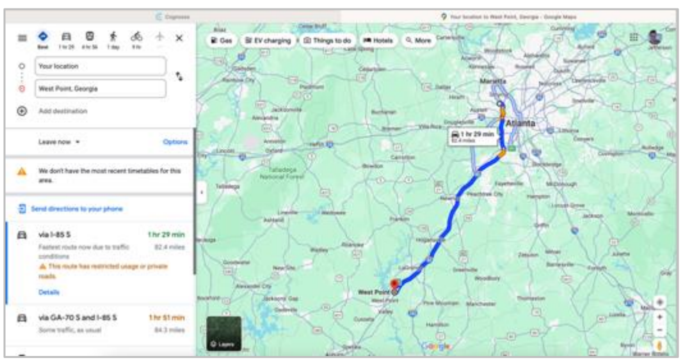


Take necessary actions from here or return to another area in the portal. Use the browser's back arrow to return to the My Lot Vehicles screen.

5.1.5 Navigating to a Vehicle

To get Google map directions from your current location to the vehicle's location, select **Navigate to Vehicle** from the Vehicle Details pane. From the Vehicles list in My Lot, use search or/and filter to locate the specific vehicle. Select the vehicle's ink in the Vehicle ID column to open Vehicle Details.



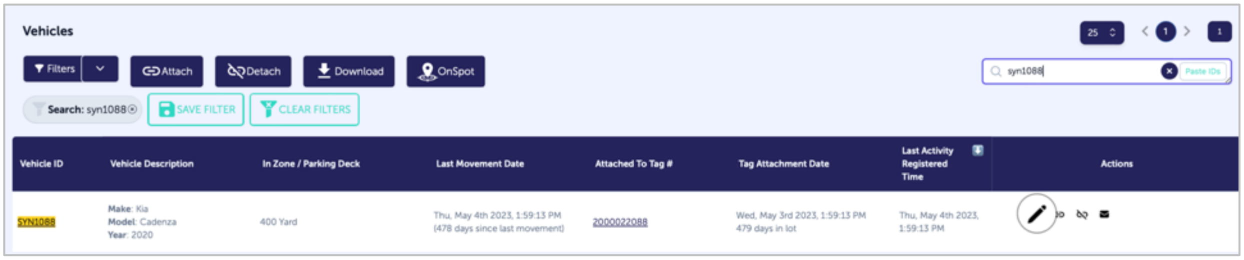


Close the Google map browser tab. Select the Cognosos tab from your browser to return to the Vehicle Details page.

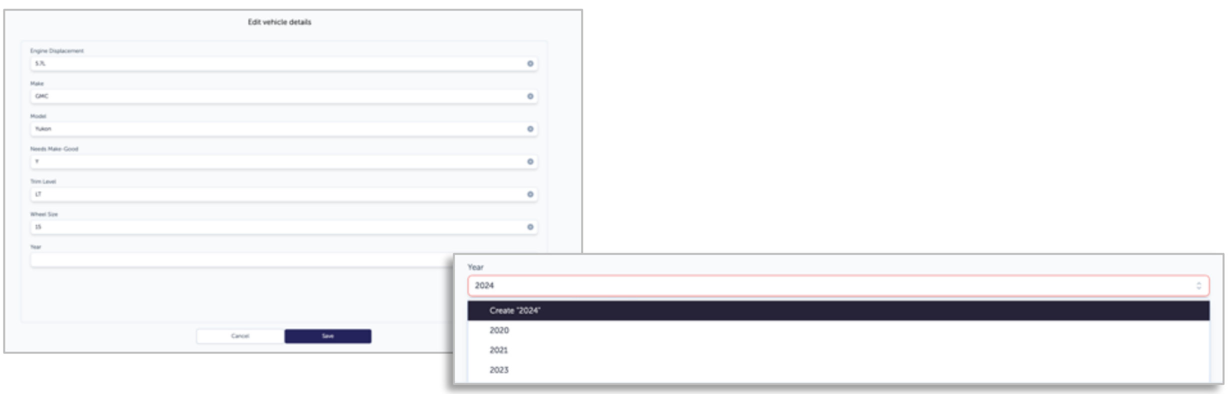
5.1.6 Viewing + Editing Vehicle Details

The Vehicle Description column from the Vehicles table allows for quick access to summary details for each of the vehicles listed. Depending on the attributes input for the vehicle, the description may include a **more…** link. Click to expand the vehicle information. Once expanded, click **less…** to collapse.

To edit vehicle locate the vehicle to edit on the list and select **Edit** icon from the Actions column.

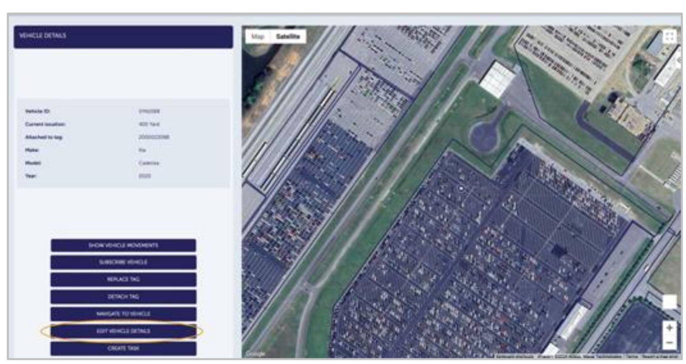


Input or change data as needed. The fields may be text input or drop-down lists, depending on the field. Add a new attribute to a field by typing in new value and choose **Create {new value}**.



Select **Save** to complete and close the edit window. The portal returns to the Vehicles page and a small pop-up message will appear indicating that the vehicle details were successfully updated. Select **Cancel** to return to the previous without saving any changes.

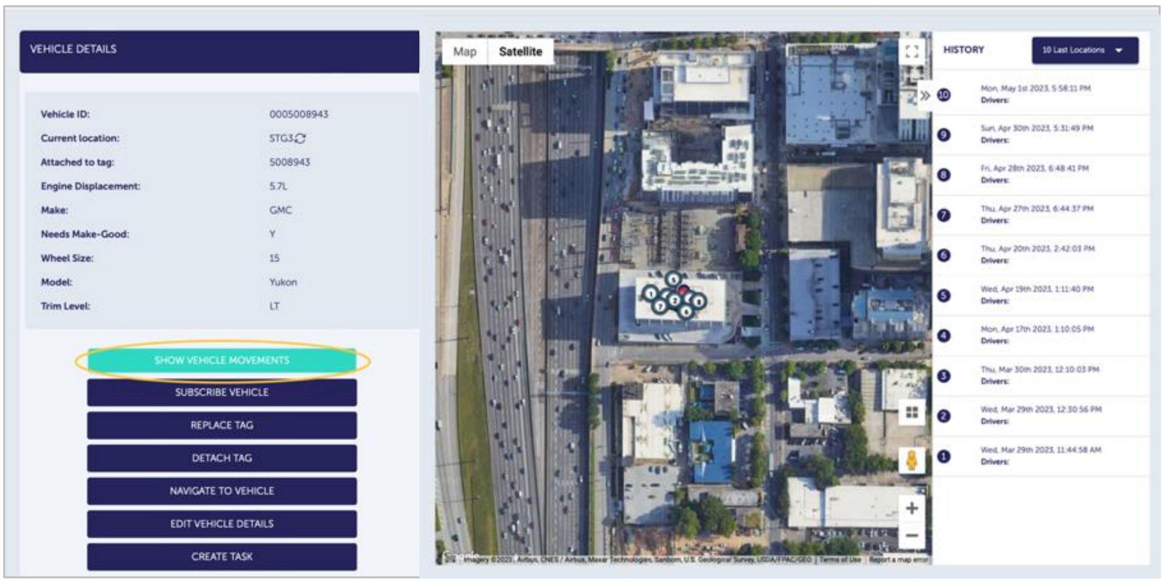
You can also use **Edit Vehicle Details** from Vehicle Details screen to update attributes following the same process.



5.1.7 Viewing Vehicle Movements

One important benefit of the Cognosos portal is the ability to dynamically view vehicle movement across the facility. This feature provides metrics to help manage the supply chain, monitor vehicles for issues arising during the finished vehicle process, and helps to ensure that automobiles are where you need them to be when you need them there.

To access vehicle movements, locate the desired automobile through the Vehicles page in My Lot. Select the Vehicle ID link to open Vehicle Details; click **Show Vehicle Movements**. The Vehicle Details page displays the historical movement data on the right; the numbered movements match on the map.



By default, all available movements are listed. Some vehicles will have a long or detailed history, in which case history details should be filtered for ease.

Select the arrow in the History pane and select the appropriate filter. You may make only one selection. To change a filter, select the arrow and select a different option.

Once a filter is chosen, the pane refreshes to meet that filter criteria. Select Show all to return to all historical movements.

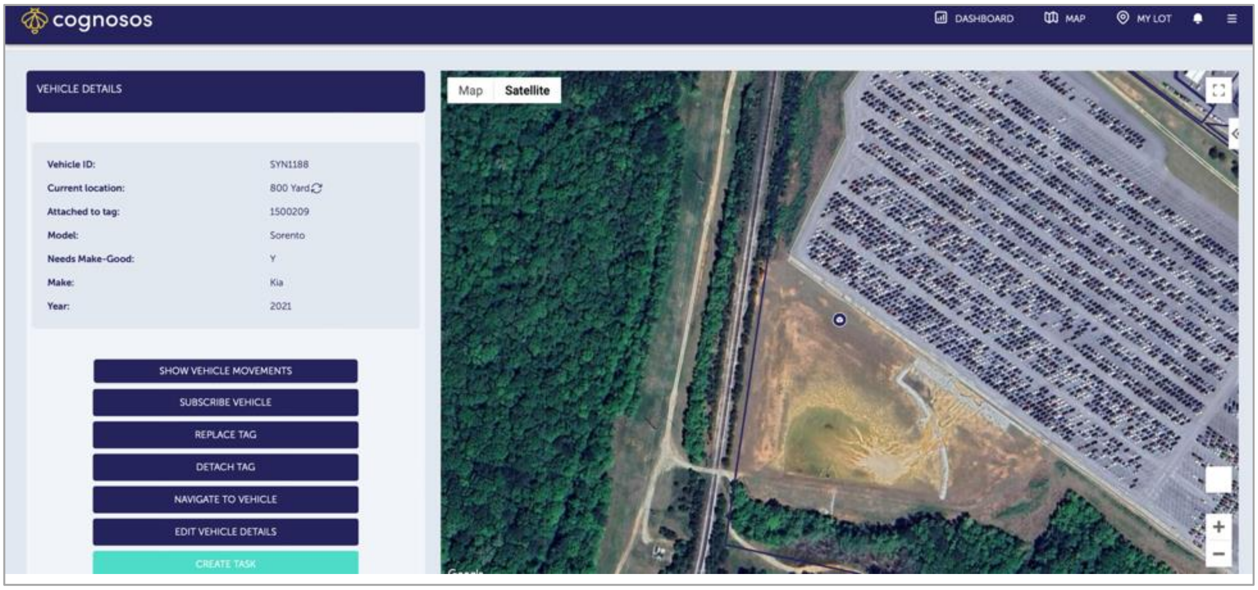
Select **Show Current Location** to return Vehicle Details to close history pane.

Use the browser's back arrow to return to the Vehicles list page or take other vehicle actions from here.

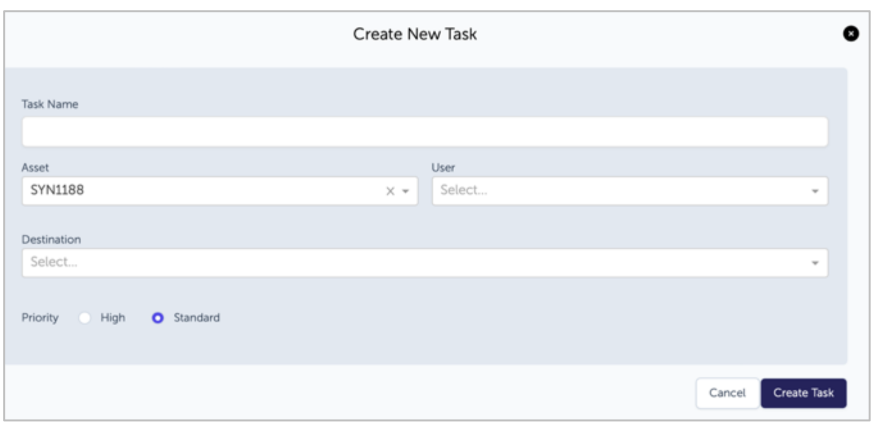
5.1.8 Creating a Vehicle Task

The Cognosos portal provides a task management feature that allows administrators to create and assign tasks and for users to manage those tasks on the Cognosos portal and Logistics Mobile App. Task Management contains information regarding the lifecycle of a task and full task functionality.

To create a task for a vehicle, open My Lot, locate the vehicle and open Vehicle Details.



Input a Task Name. Use a short descriptor that will make sense to task designees, especially if there will multiple tasks under one heading.



Task Name, Asset, and Destination are all required to save the new task.

You can choose a user to whom to assign the task now or you can come back and input that information later using the Edit function.

An asset may only be assigned to a single task. If you choose an asset that already has a task associated with it, the system will return an error when you attempt to save the new task.

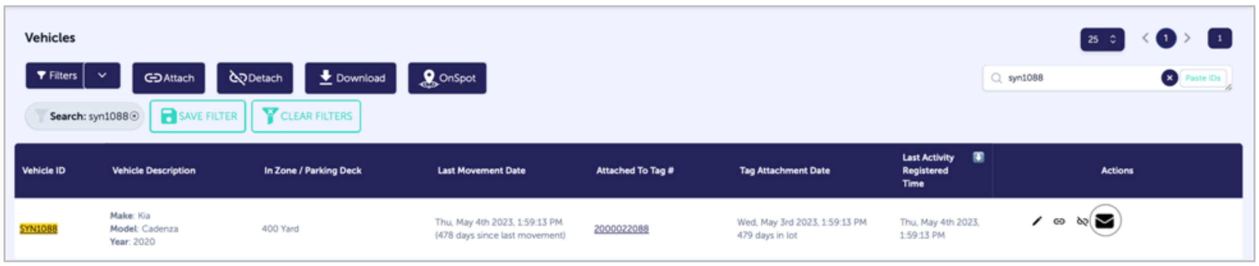
Choose **Create Task** when task information is complete; otherwise choose **Cancel**. A new task has the status of Available when it is not assigned a user. When a user is assigned to the task, the status changes to Assigned.

5.2 Single Vehicle Subscription

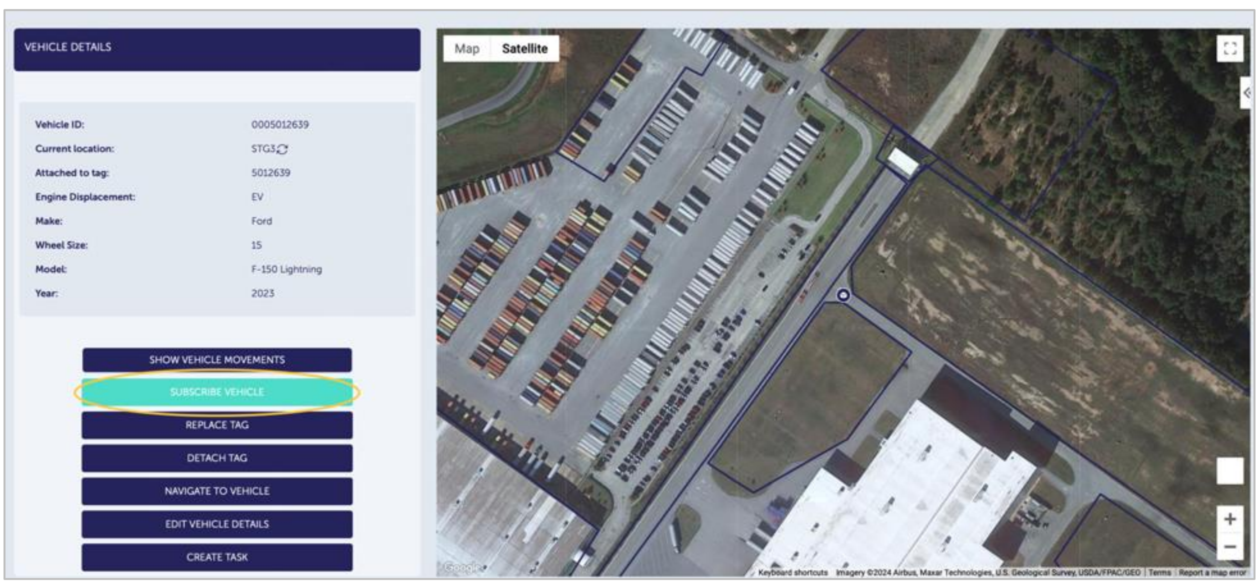
Stay alerted regarding vehicle activities or follow the vehicle during throughout the facility. The ability to track vehicles is available to all system users and helps to ensure automobiles are moved through the FVL process in a timely manner. This feature is also useful for ensuring that key people are notified when a vehicle leaves the premises.

Vehicle subscriptions provide real-time email and/or mobile alerts when a vehicle meets the conditions for a subscription, e.g., get notified when an automobile reaches a certain stage in the staging process, receive alerts afterhours when any vehicle leaves the lot, etc. This is also the place to set up exit monitor alerts, used in tandem with exit zones.

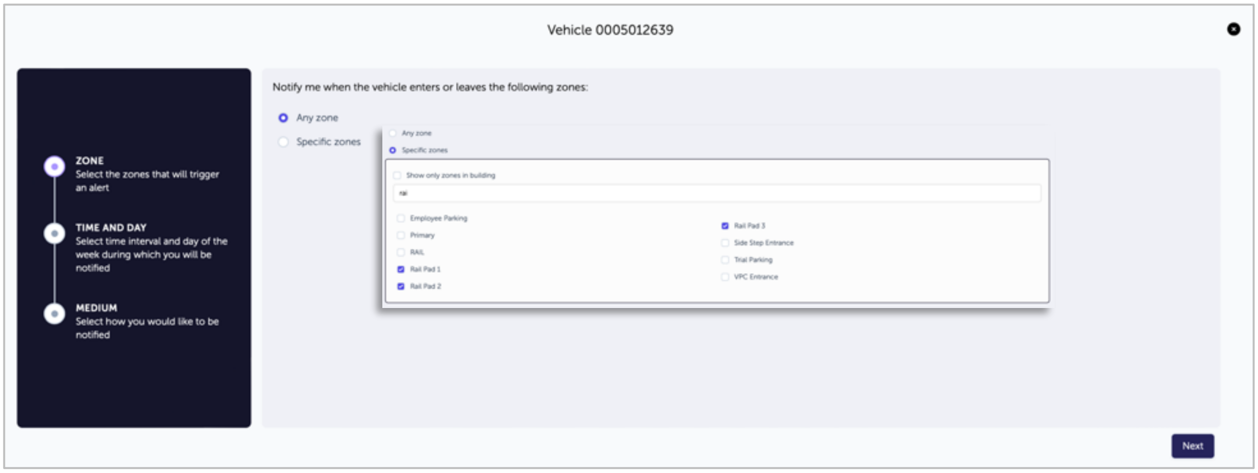
Locate the vehicle for which the subscription is needed from the My Lot Vehicles list. Select **Subscribe** from the Actions column.



You can also set up a vehicle subscription from the Vehicle Details screen (select Vehicle ID link from the Vehicles page).

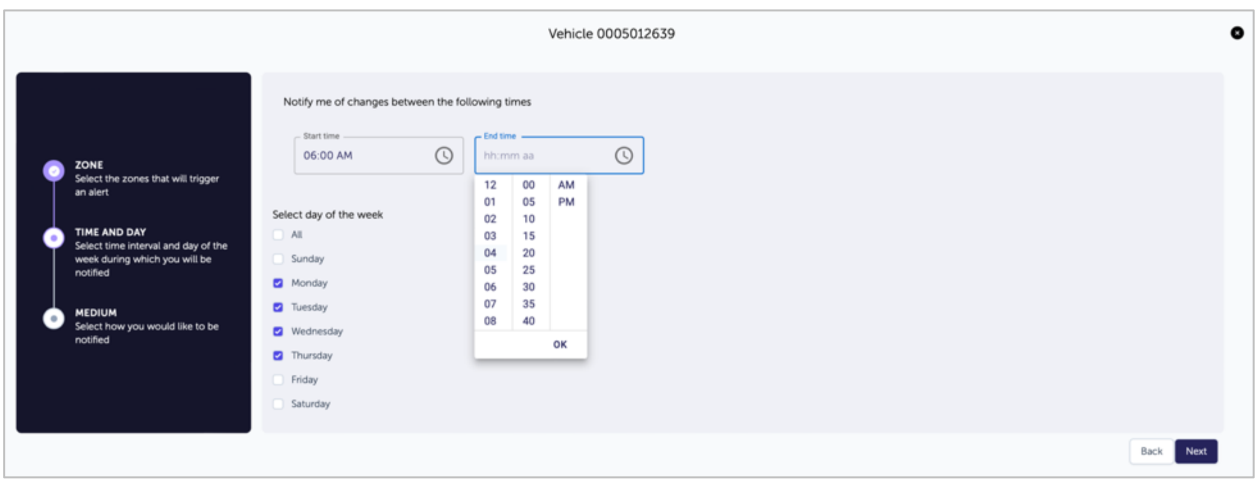


Select **Any zone** or **Specific zones** to choose the location(s) to add to the subscription (when the vehicle is 'seen' in the zone(s) an alert is sent). Scroll the zones and place a checkmark next to any/all zones to which you want to subscribe for the vehicle. When selecting specific zones, you may search zones using alphanumeric characters; use show zones only in a specific building when there are multiple buildings defined with zones across the site.



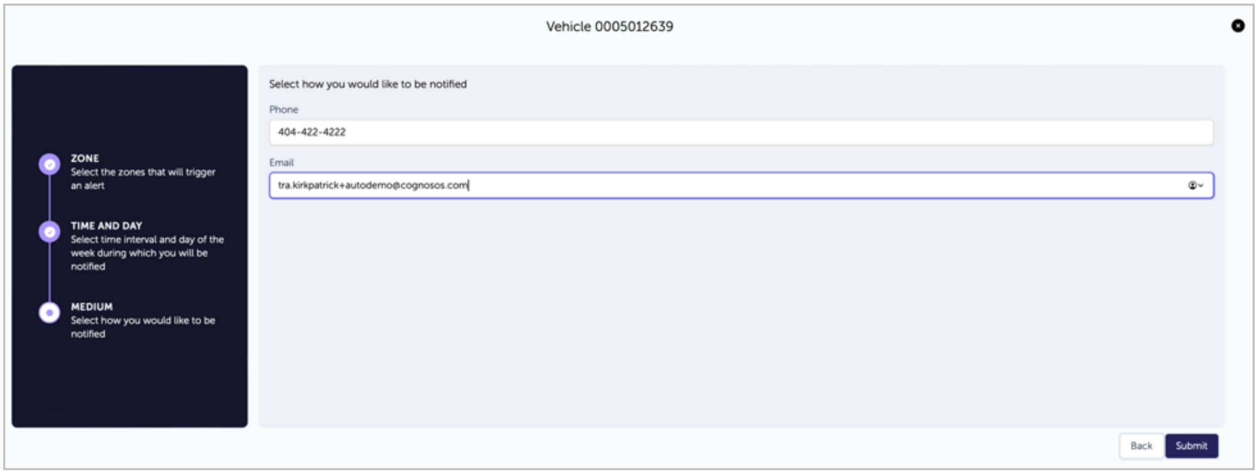
Following the zone selection(s) click **Next** to continue.

Enter the time range and days of week to assign for the vehicle alert. Use the days of week checkboxes under the clock to set for specific days or leave set to All.



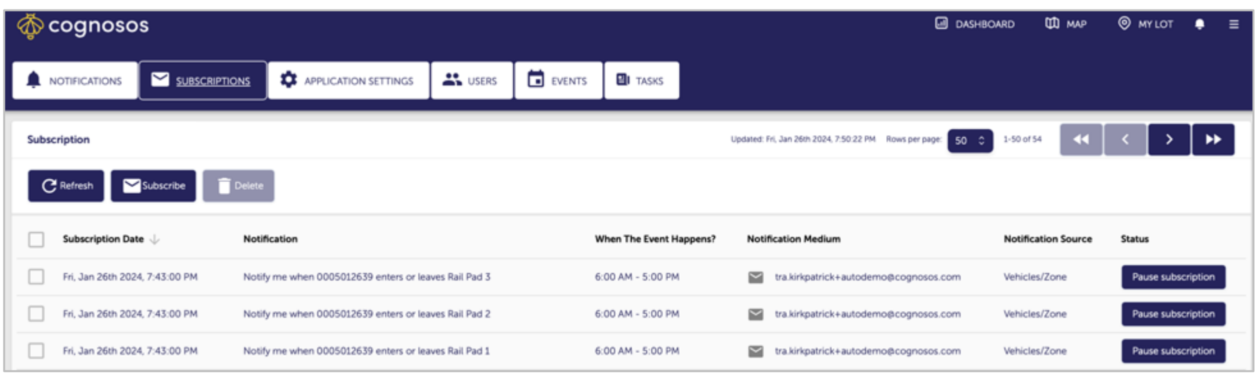
Click **Next** to enter the delivery method or **Back** to return to zone selection.

Input delivery method for the subscription alerts. The system populates the email address for the logged in user. You may leave, change, or remove that data. To receive SMS alerts, enter mobile number. One delivery method must contain valid information.



Select **Submit** to save to subscription. Otherwise, click **Back** to change the time range. When vehicle movement meets the subscription criteria, a notification will be sent to the phone number and/or email address set up in the subscription.

View your subscriptions under System Management (bell icon). The page displays a confirmation for each of the subscription zone/delivery methods defined (a subscription comprises one delivery method and one zone). For example, if the subscription is for a single vehicle in three zones and the delivery method is email, there will be three subscriptions. If the subscription is for a single asset in three zones and the delivery method is both phone and email, there will be six subscriptions.



When a vehicle meets the criteria and a subscription alert is initiated, it will appear on the Notifications page.

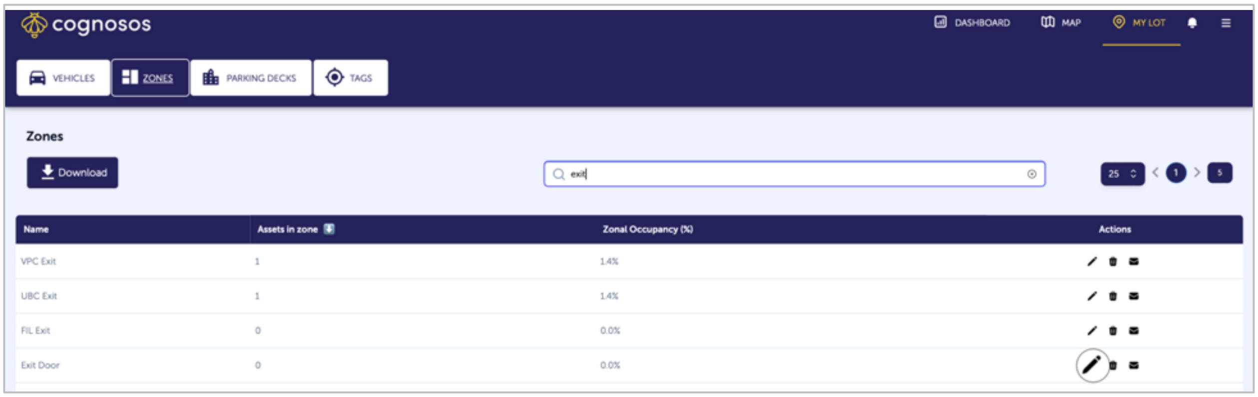
Subscriptions contains information on viewing and managing user-defined alerts.

5.3 Exit Monitor Subscriptions

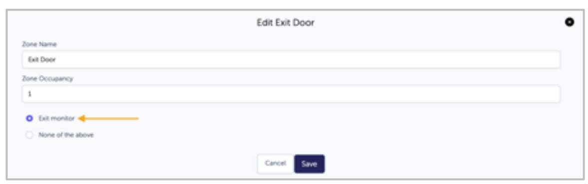
To detect accidental asset loss and protect data integrity, the RTLS provides the ability to alert management and key team members when an asset is within range of leaving a specific zone via the use of exit alerts. These exit monitors are set up through zone creation and monitored through zone subscriptions. Exit monitor alarms also display under system events.

Note: Exit monitors alone will not prevent assets from leaving your facility or prevent loss of assets. They are a tool to enable your staff to detect if an asset is in an exit zone and can help you see patterns to allow you to recover assets or plan strategies to prevent future loss.

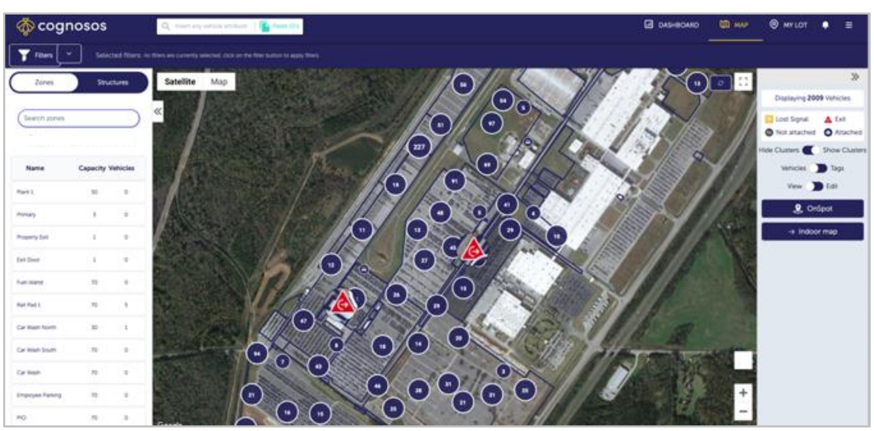
Exit zones are created by the Cognosos Installation Team when your system zones are created. Your implementation team will work with you to create the exit zones based on best practices and your needs and consult with you on naming the zones for your facility.



To utilize this feature, zones first need to be designated as exit zones. If you suspect a zone should be an exit monitor zone, open My Lot; go to Zones. Locate the zone and choose **Edit** from the Actions column. Ensure the Exit Monitor box is checked; otherwise, this zone will not be designated as an exit monitor zone.

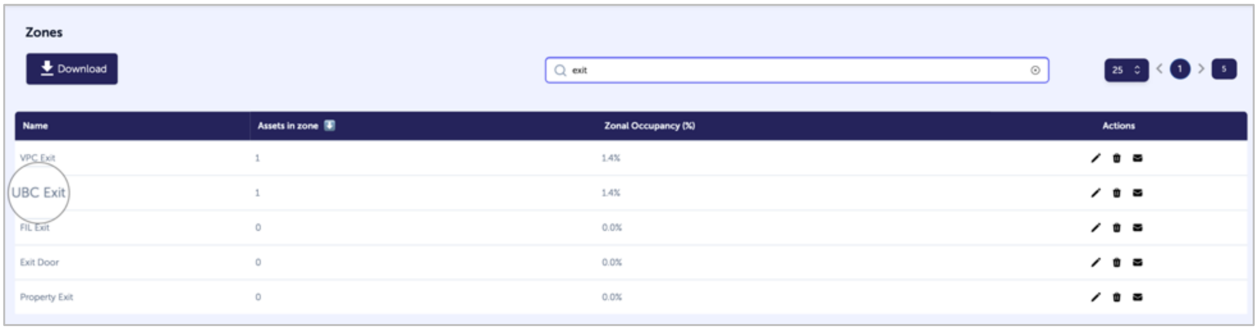


View the [Map](Map) to see zones assigned as exit monitors by looking for the exit monitor icon.



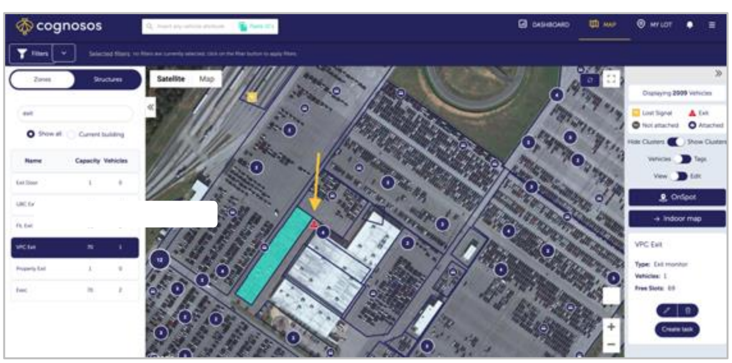
5.3.1 Viewing Exit Monitor Zone Information

The location of the exit monitor zone coincides with specific areas of the facility and/or lot that signal when an asset is in jeopardy of leaving an assigned area or the facility/lot at large. From My Lot, open the Zones page and search for the exit zone(s). Click the zone in the Zone Name column to launch the map.



If you are already on the map search for exits on the Zones tab from the left menu pane. Select an Exit zone to highlight the zone on the map. Exit zones are outlined in teal when selected under Zones on the left. You can also you use the Filter option to filter the maps to defined exit zones.

One launched, the right side of the map shows the exit monitor zone name and information regarding inventory counts in the zone.

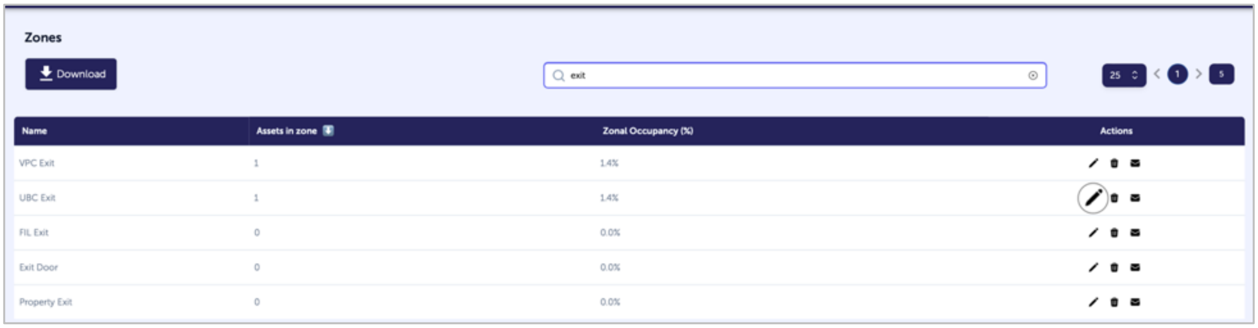


Exit monitor zones are treated no differently than other zones in the portal. Take steps to edit or delete the zone or create an exit monitor subscription.

5.3.2 Creating Exit Monitor Subscriptions

To receive exit monitor alerts set up a subscription for each exit zone for which you want to monitor. Subscriptions for exit monitors are treated like any zone subscription and are created using the same steps described in Vehicle Subscriptions.

On the Zones tab in My Lot locate and select the exit monitor zone for which you'd like to set up the subscription and select **Subscribe** from the Actions column.



Continue to set up the subscription as described in Subscribing to a Vehicle.

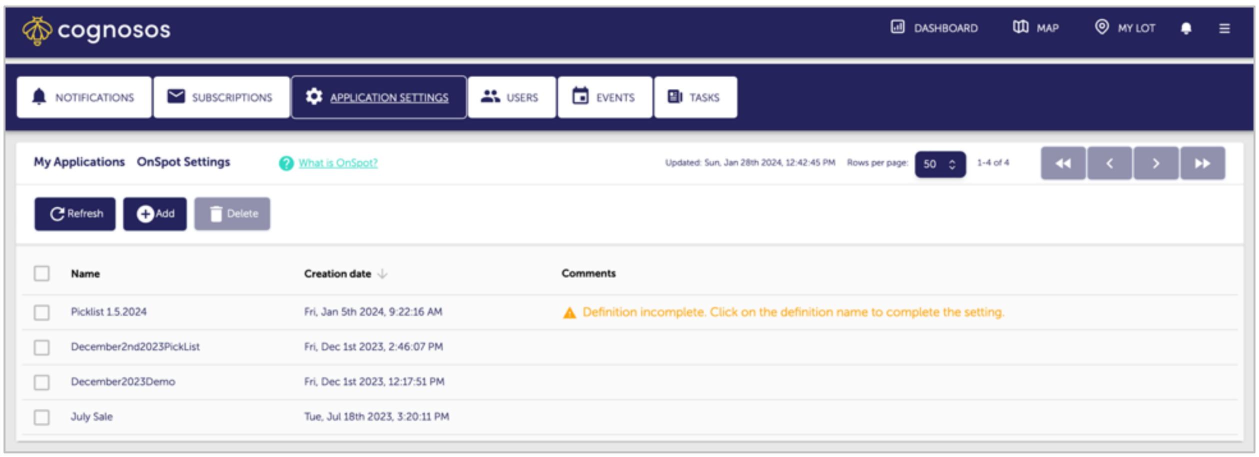
Users can manage exit alert subscriptions on the Subscriptions page.

5.4 OnSpot Management + Reporting

OnSpot is a user-defined set of criteria that helps the user determine when an automobile is ready for the next step in its life cycle or inventory process and is another method for managing a group of vehicles based on user-defined criteria.[1] A single on-spot definition may consist of several mappings that create a link between a subset of tracked assets and a condition that these assets should meet in order to be considered on-spot. In the automotive industry, the user may define that vehicles of a certain consigner will be on-spot only if located in a certain zone.

In order to run OnSpot, there must be at least one mapping definition. Each definition or mapping creates a link between identified tagged vehicles and specific conditions; and when the conditions are met, the vehicle is considered on-spot. For example, users can create an on-spot mapping of vehicles that are selected for retail, fail the A/C check, and are processed to return to the plant.

Users may create a new on-spot definition via My Lot, as well as on the Map or from the Dashboard. Each is described below. Prior to running OnSpot, definitions and mappings must be set up via System Management.



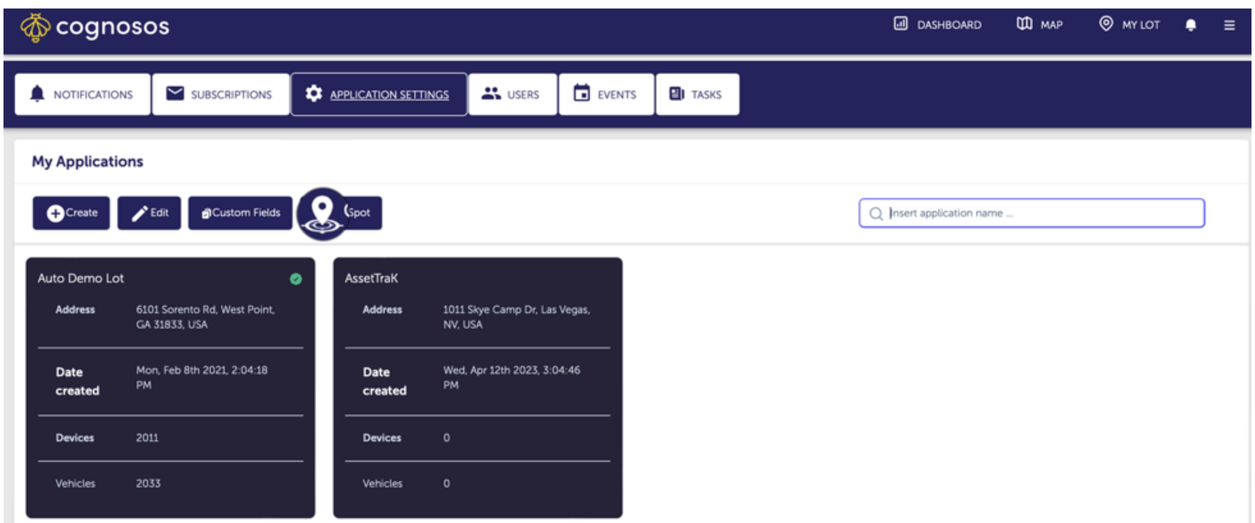
View defined OnSpot definitions on the list, create new definitions, and otherwise edit existing definitions. The Name column launches actions for managing the OnSpot definition. The Comments column includes a warning message when an OnSpot definition is missing information.

[1] Unlike Subscriptions and Follow Vehicle which trigger alerts to email and/or mobile phone, OnSpot is more a dynamic reporting feature that is initiated by the user via the UI to view on-spot vehicles.

5.4.1 Creating Definitions + Mappings

When no OnSpot definitions have been set up, the drop-down list will be empty and direct users to System Management.

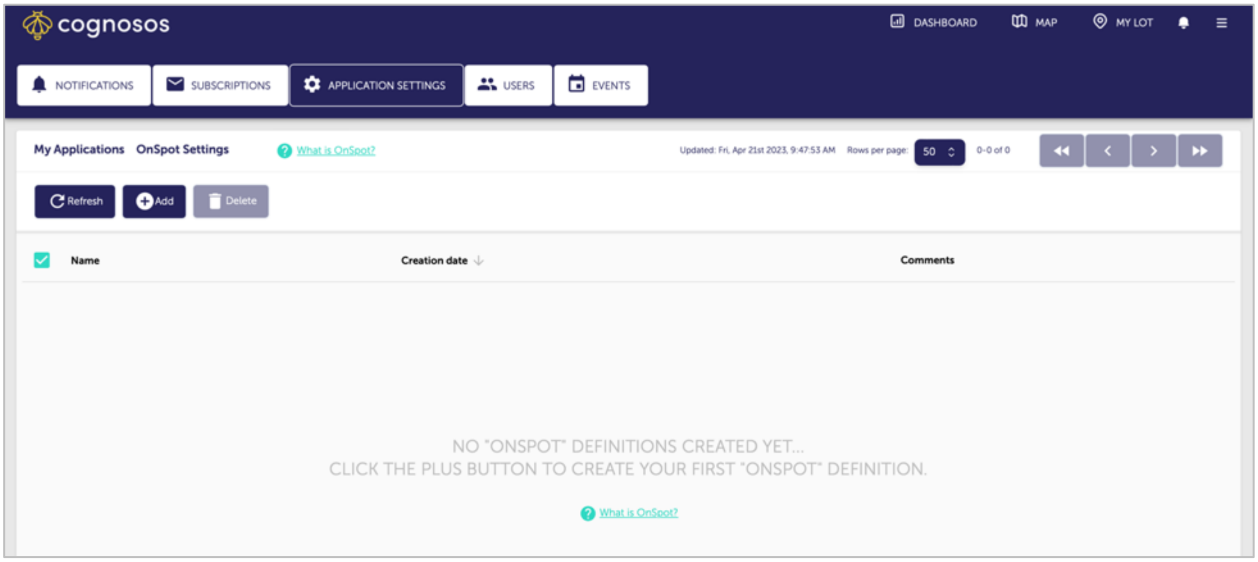
When this message appears, click **Close**. Select the bell icon or hamburger menu, then System Management. Under System Management, choose **OnSpot** from the **Application Settings** page.



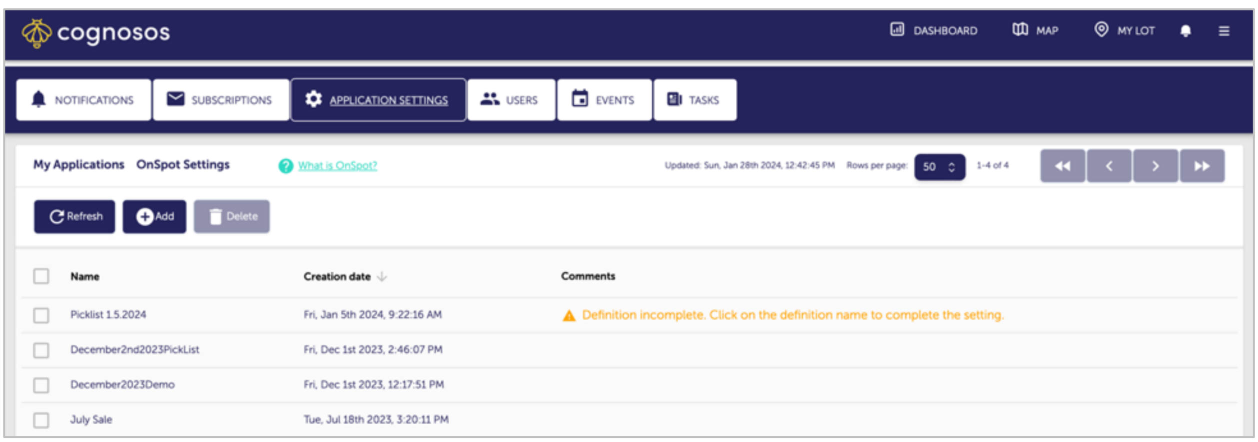
Regardless of whether there are existing OnSpot definitions and mappings, this is the process used to create all new OnSpot definitions. Refer to this section any time you are creating new OnSpot mappings.

Once there is at least one OnSpot definition, you may create new definitions and mappings from the OnSpot option located on the Map, My Lot Vehicles page, or the OnSpot graph on the Dashboard.

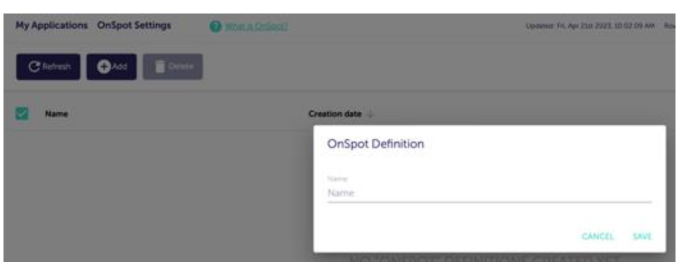
When no OnSpot mappings have been defined, this page appears empty, and the only option is to add new mappings.



When OnSpot mappings have been defined, they will appear on this page, as well as in the OnSpot drop-down menu on the Dashboard, Map, and My Lot pages.

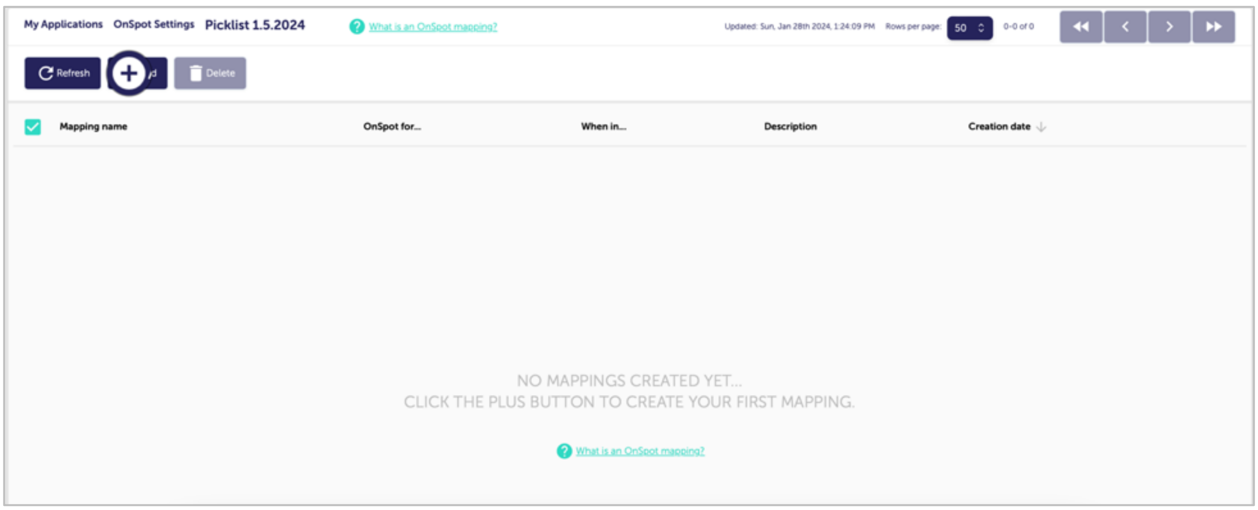


Select **Add** and name the new definition. Click **Save**. To return to the OnSpot Settings page without saving, click **Cancel**.

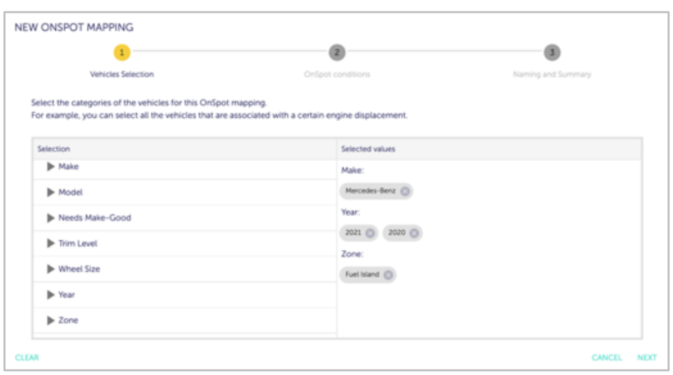


The RTLS will save the new OnSpot definition. Although saved, the mappings need to be created to complete the OnSpot definition. Mapping creates a link between a subset of vehicles and a condition that these vehicles should meet to be considered on-spot.

Click the link in the Name column to complete definition. The system opens to the mappings page.



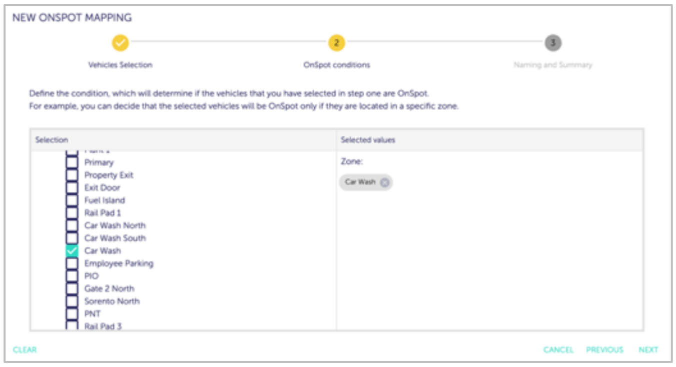
Click **Add** to create a new mapping. The first step is to choose the vehicle categories/attributes from the Selection column. Use the carats to open and close each of the categories and make your selection(s).



The Selected values column populates with the chosen attributes. Clear a single value with the **X** next to that item. To remove all selections choose **Clear**; **Cancel** to return to OnSpot Settings page for the selected OnSpot definition.

Once vehicle categories are selected choose **Next**.

The second step is to identify the criteria for the selected vehicles (step 1) to consider the vehicles on-spot. For example, the vehicles will be on-spot when they are in a specific zone or meet a certain condition.

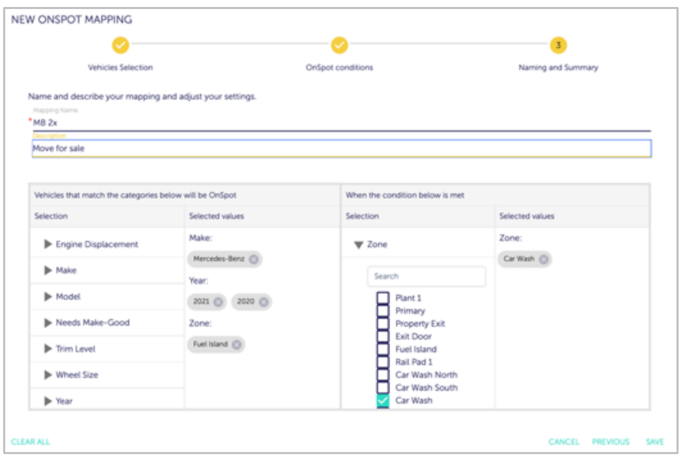


Use carats to open/close the categories and make your selections.

Clear a single value with the **X** next to that item. To remove all selections choose **Clear; Previous** to return to step 1; **Cancel** to return to OnSpot Settings page for the selected OnSpot definition.

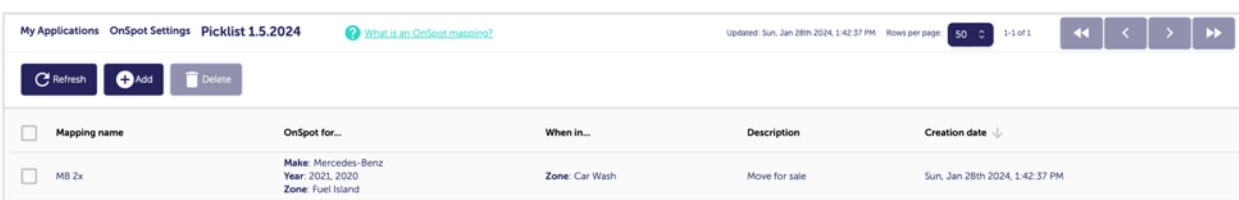
Once OnSpot categories are selected choose **Next**.

Each mapping within an on-spot definition has its own identifier. Input the mapping name (required). Optionally enter a description.



Changes to the mapping and definitions may also be made directly from this window. Remove any selected value by clicking the **X** next to that value. Add new values by opening the category and making selection(s).

To return to step 2, choose **Previous**; to finalize the new mapping select **Save**. The portal returns to the OnSpot Settings page for the selected OnSpot definition.



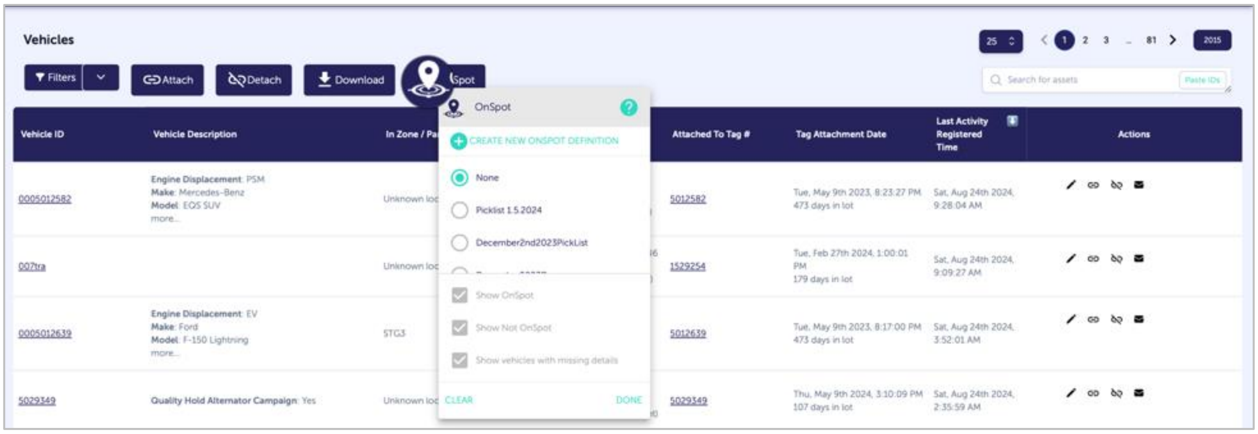
If no other mappings are needed for this OnSpot definition, the process is complete. Otherwise, follow the same steps to add additional mappings to this definition. After complete, the OnSpot definition may be accessed from the OnSpot menu in the Dashboard, Map, and in My Lot.

5.4.2 Running OnSpot

Once on-spot definitions have been created and saved, they can be run from My Lot, the Map, or Dashboard. Each location will display on-spot vehicles for the definition created, although each offers various actions as noted below.

<u>via My Lot</u>

Open the Vehicles page and select the OnSpot option from the drop-down list. You may make only one on-spot report selection.



Three options at the bottom of the menu allow you to fine-tune the display of on-spot vehicles. If left unchecked, the list shows all vehicles in the on-spot definition (meet mapping criteria), whether they are currently on-spot according to the criteria. Choose one, multiple or leave all checked.

Show OnSpot displays only vehicles that meet all on-spot conditions

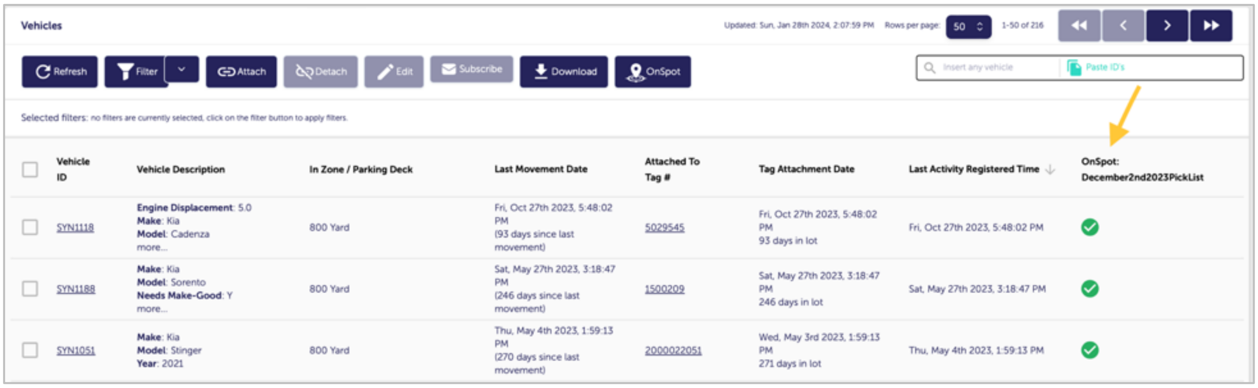
Show Not OnSpot displays vehicles that meet the vehicle definition but not on-spot condition

Show vehicles with missing details will display automobiles that have missing attributes (the portal can not determine if vehicles meet conditions)

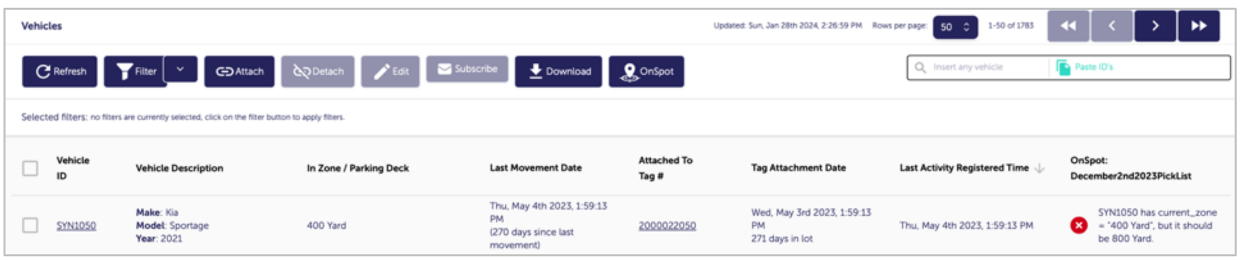
Once the on-spot definition and output option(s) are selected from the OnSpot menu, select **Done**. The Vehicles list refreshes based on the selected on-spot report as shown in the examples below.

Regardless of the options chosen for the OnSpot list, click the Vehicle ID link to open the Vehicle Details page. Use the more... option from the Vehicle Description column to view more asset details for the vehicle (although when viewing vehicles with missing details, asset information may be limited or missing).

Show OnSpot displays only on-spot autos. These vehicles meet all conditions and are denoted with a green checkmark icon in the OnSpot (name) column on the Vehicles list.



Show Not OnSpot displays only vehicles that are in the definition but do not meet the conditions. These automobiles appear with a red **X** icon. The column also notes why the vehicle does not meet the on-spot mapping criteria.



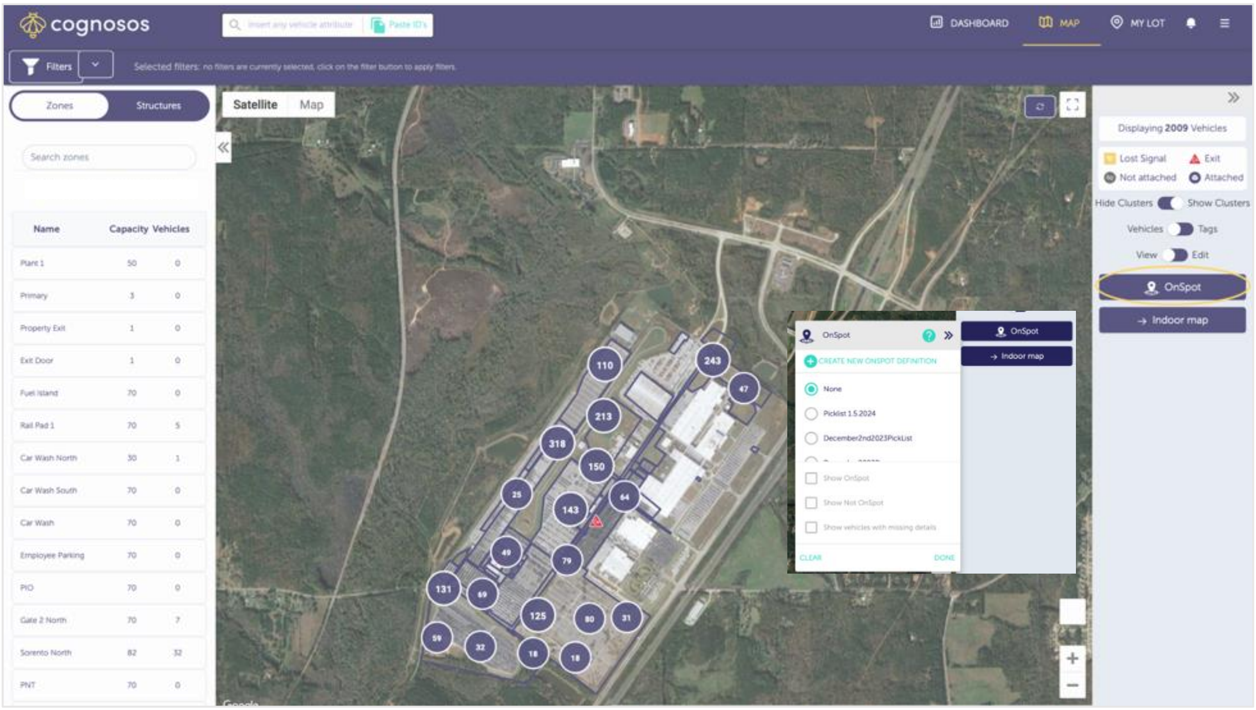
Show vehicles with missing details displays automobiles that are missing asset details. This is indicated through a gray question mark icon along with noting the missing values. When asset details are missing, a vehicle can not accurately be reported. If this option is left unchecked, these vehicles do not display in the on-spot listing.

To return to a full list of vehicles, open the OnSpot menu and select the **None** checkbox or the **Clear** option. Click **Done**.

As with search and filters, when you run an OnSpot report from any portal page, the results will display on all applicable portal pages until cleared.

via Map View

Open the Map and select **OnSpot** in the right-hand pane. Select the OnSpot definition you wish to view. The map refreshes in the background as selections are made. Choose output option (show, show not, show missing...). To apply and close the menu click **Done**.



Clear OnSpot view reports from the map using the OnSpot menu, regardless of which page in the portal the report was initiated. Choose None or click Clear then Done.

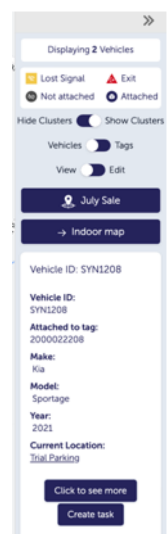
The right side of the map displays the number of vehicles and the OnSpot name. The map shows clusters and/or single vehicle icons.

On-spot vehicles display a green checkmark icon; not on-spot show red **X** icon; vehicles missing details show a gray question mark icon.

Click on a single icon to view vehicle details in the right-hand pane of the map. Regardless of selection, use the **Click to see more** button to open Vehicle Details or **Create a task**.

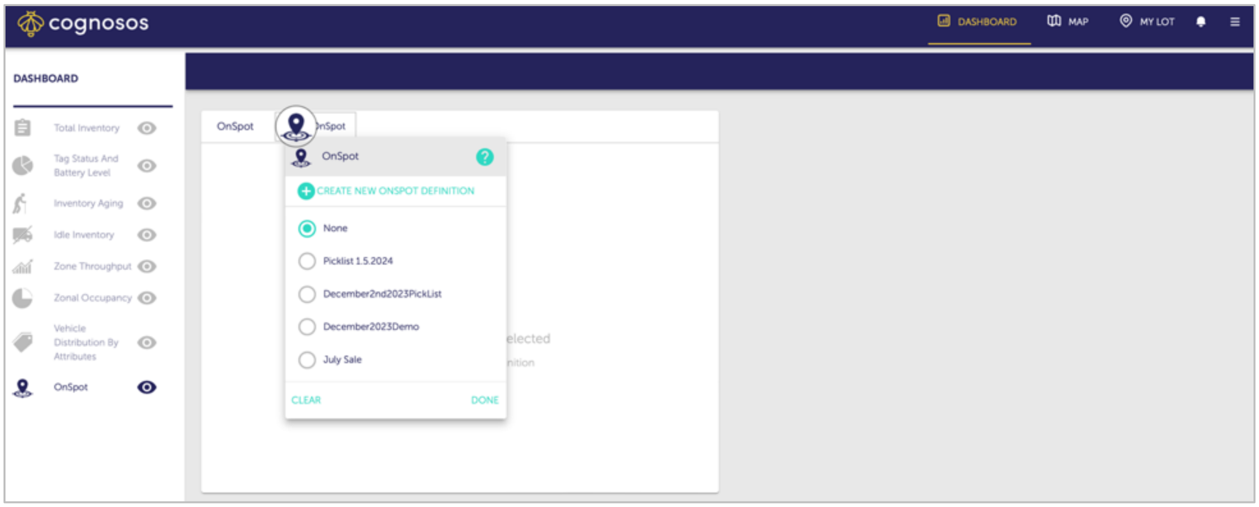
To refresh map, open the OnSpot menu and select None or click **Clear**. Select **Done**.

As with filters, when you run an OnSpot report from any portal page, the report will display on all applicable portal pages until cleared.

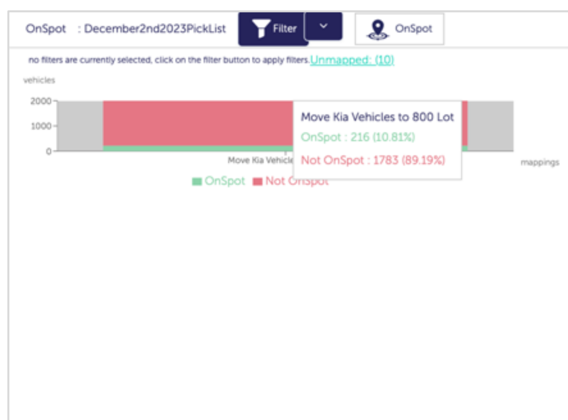


via Dashboard

Open the portal's Dashboard and scroll to the OnSpot bar graph. If you do not see the bar graph, ensure the OnSpot toggle on the left side of the page is on (eye is blue). When viewing this bar graph with no on-spot definition selected there is no data displayed. Click **OnSpot** to open the menu.



Select radio dial for the OnSpot definition you wish to view. The graph automatically displays on-spot (green) and not on-spot (red) automobiles. Click **Done** to display the graph; otherwise click **Clear** or click anywhere else on the screen to close the menu.



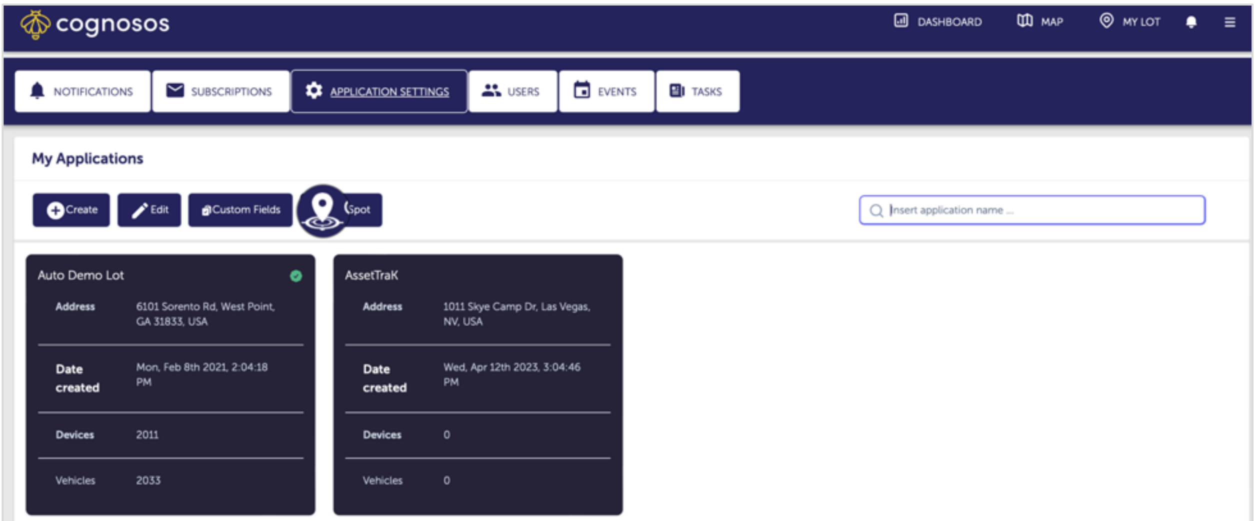
The graph shows the number of vehicles for on-spot and not on-spot for that definition. Hover the mouse over the graph to view the number of vehicles in each, as well as percentage within each category.

Click the graph to launch the My Lot Vehicles page listing the individual automobiles. Use the Unmapped link to launch My Lot Vehicles and view vehicles with missing attributes.

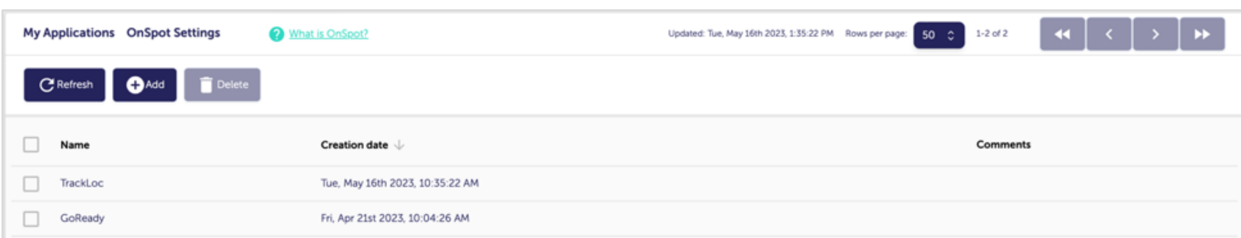
To clear the graph, open the OnSpot menu and select **None** or **Clear**. Click **Done**.

5.4.3 *Managing Definitions & Mappings*

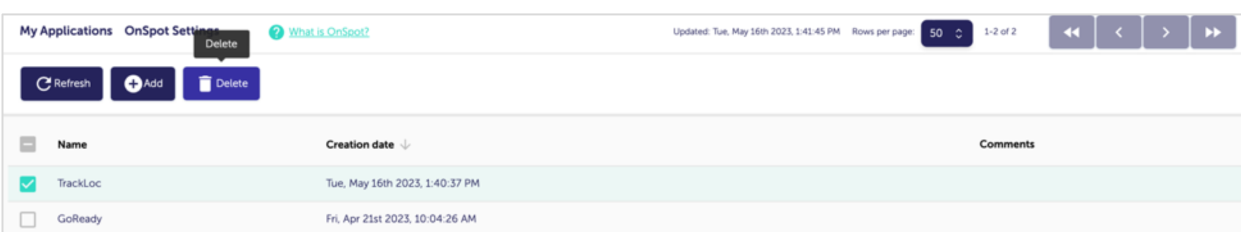
Users with Administrator rights may delete existing OnSpot definitions or add or remove mappings within an existing definition. To access existing definitions, open the System Management page (bell icon or hamburger menu). Select **Application Settings** from the menu. Click **OnSpot** under My Applications.



The system opens the OnSpot Settings page listing all OnSpot definitions that have been set up.

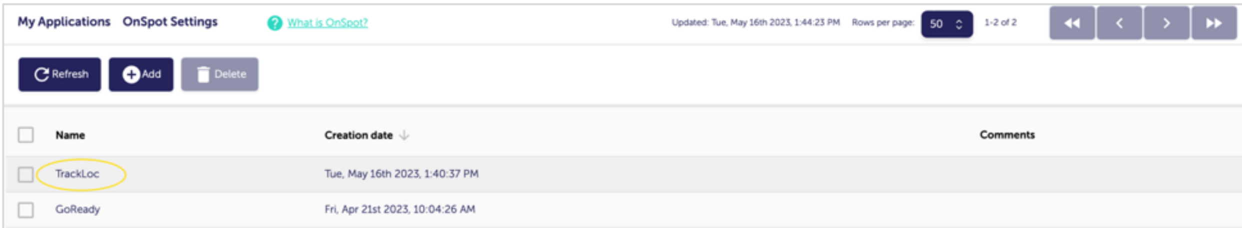


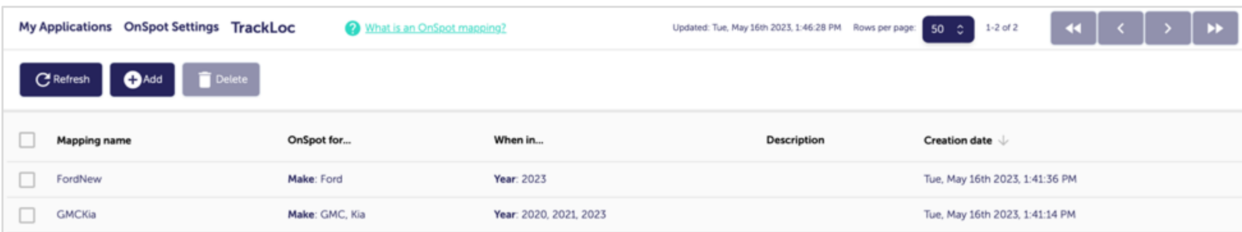
Remove an OnSpot definition entirely by placing a checkmark next to the name and clicking **Delete**. The button will remain grayed out until only one definition is checked. Be sure you want to take this action before you delete the OnSpot definition.



A small confirmation window appears confirming the definition was deleted.

To make changes to a definition (to the mappings), select the OnSpot name link in the Name column. The mappings are listed.





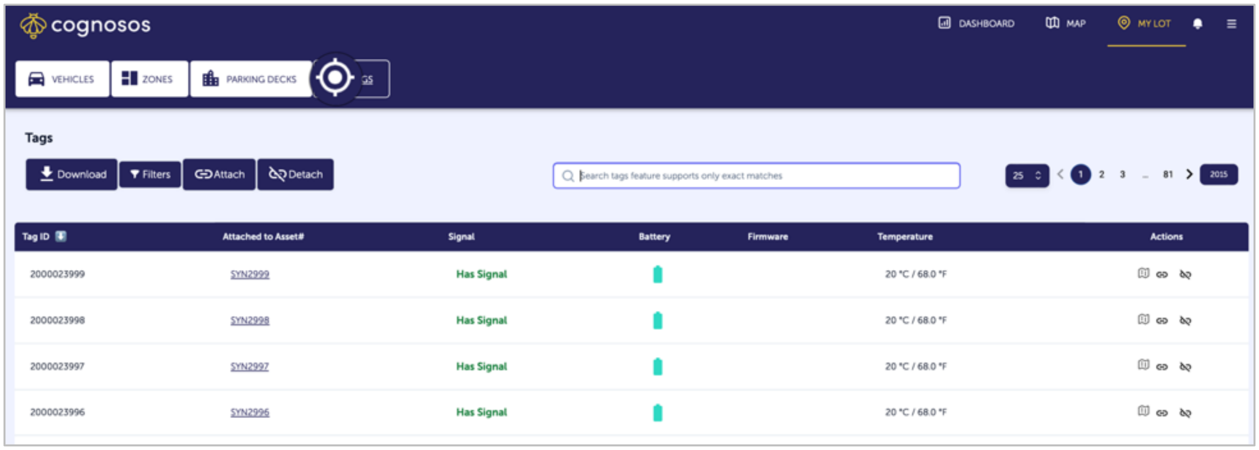
Click **Add** to create a new mapping for this definition. To remove a particular mapping from the OnSpot definition, select the checkbox for that mapping and click **Delete**.

Click the **OnSpot Settings** breadcrumb at the top of the page to return to the OnSpot listings page.

5.5 Tag Management

A tag is a device (e.g., hangtag on rearview mirror) that is placed inside the vehicle and provides wayfinding services. The Tags tab in My Lot provides a way to view tags and tag health, attach and detach tags, and link to individual vehicle movements and history. A location link also takes users to a Google map noting the tag's location. Refer to Map Navigation on using the map to view and locate tags.

When the Tags tab is opened the page defaults to a list of all tags.



The Tag ID, Battery Level, Firmware, and Internal Temperature columns are sortable. Hover and click over the column you want to resort. At any point the list can be saved to a CSV file using the **Download** option in the Tag menu bar. This option downloads the data to a CSV file that can be saved to your local drive. Tag actions are available in the Actions column (show on map, attach, detach).

A tag will show as attached or not attached in the Connected to Vehicle # column. Tags will have a signal status of:

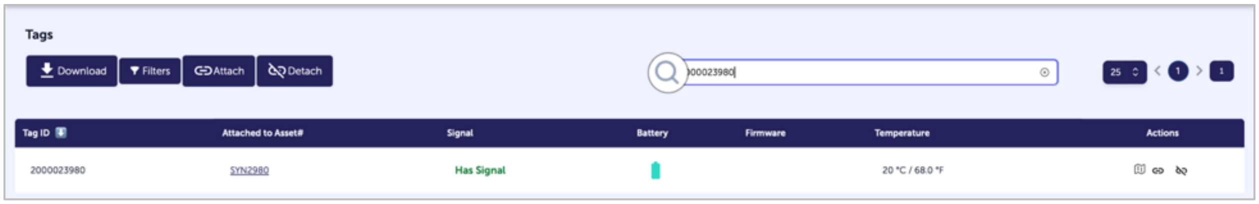
Has Signal: Tag is communicating with the gateway; may or may not be attached

Lost Signal: Displayed when the tag is unresponsive and can not communicate location (e.g., dead battery, lost signal or connection to gateway)

Battery levels are independent of tag attachment and tag signals, although may contribute to a lost signal message if the battery runs out.

5.5.1 *Locating Tags via Search*

Locate a specific tag within the facility using the search feature located in the Tag menu bar. Unlike the vehicle search which allows attribute search, the whole, correct, and unique tag ID must be input into the Search field.

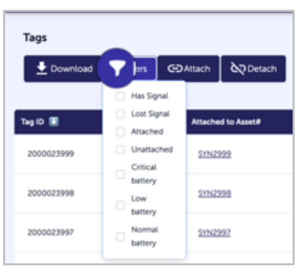


When the list refreshes the single tag will appear. Available actions for the device are dependent upon the tag status. When a tag has the Attached status, select the Vehicle # to open Vehicle Details; when the tag is not attached, either view its location on the map or attach a vehicle. Tag searches do not carry over to the map.

Select the **X** in the search field to clear the search and refresh the list.

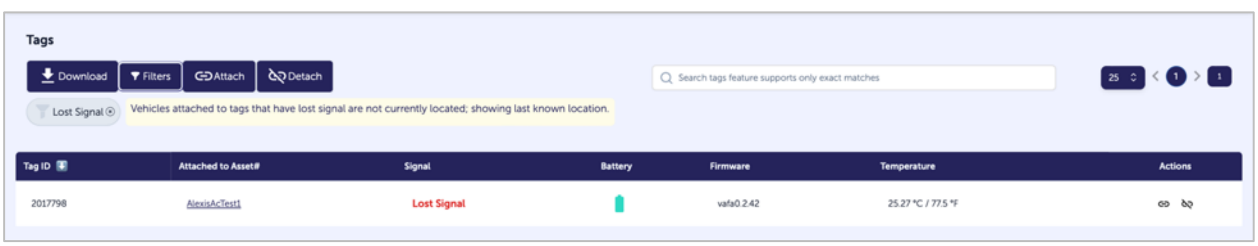
5.5.2 *Locating Tags via Filter*

The Filter option provides the ability to locate tags across the facility based on tag status, signal status, and battery level. Unlike filtering vehicles, the tag filter provides pre-defined options and no new filters may be saved. Select **Filter** from the Tags menu and choose one of the pre-defined filters.



Tag status (e.g., attached) and signal (e.g., lost signal) are independent of one another, but may impact each other (e.g., a lost signal due to storm power outage).

Make selection(s). The tags list refreshes showing only tags with the operational status or battery level selected. The filter will appear next to the Selected filters field. You may choose more than one filter option (e.g., attached and critical battery).



For Attached, select the link in the Attached to Asset # column to open the Vehicle Details page.

For tags with a status of Not attached, choose **Show on map** to view the last known location, if available. In some cases, location will be unknown. For unattached tags, the available action is to attach to a vehicle.

Lost signal tags may have a connection status of Attached (shown by link in Connected to vehicle # column) or Not Attached. The lost signal, attached status offers a limited amount of information. Historical movements may not be fully available; however, many actions can be taken (e.g., detach tag, edit details). With lost signal, unattached tags, you can see limited data and attach (so long as the battery level is good). Any issues with that battery, hardware or firmware will need to be addressed to bring the tag online so that it can be attached to a vehicle. Contact Cognosos Support for additional help or RMAs if needed.

Click the **X** in the filters display to clear the filter and refresh the page. Any filters applied in My Lot will transfer over to the map until cleared.

5.5.3 Attaching and Detaching Tags

The Cognosos portal provides multiple inroads for attaching, detaching, and replacing tags. When a vehicle and tag are attached, it means that tag has been physically placed in the automobile, and both the vehicle and tag have been defined within the system with a relationship between the two. Users with the role of Standard and Administrator have access to this feature.

Attaching or detaching the tags arises from various needs: arrival vehicle does not currently have a tag attached; vehicle has gotten a new tag; a Tag has become defective and needs to be detached and replaced; and so forth. As such, vehicle and tag relationships can be defined from the:

Vehicles Tab - attach or detach from Vehicles list

Vehicle Details - detach tag, replace tag

Tags Tab - attach and detach from Tags list

Best practices indicate that attaching tags should be done through the Logistics Mobile App while user is physically at the vehicle in which the tag is installed. Detaching tags can be done on the mobile app or through the portal.

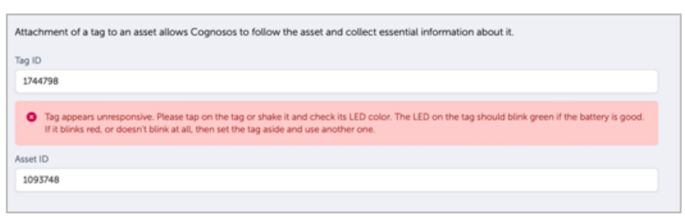
Attach Tag: My Lot Vehicles Tab

From the Vehicles tab in My Lot either select **Attach** from the Vehicles menu or icon from the Actions column. When using the icon, the portal populates the Vehicle ID with the information from the selected row.

The Tag Attachment pop-up window opens. If there was a vehicle selection from the Vehicles tab, the vehicle ID will auto-populate in the Vehicle ID field. If no vehicle was selected, both fields will be blank.

Input the proper value(s) and select **Next**. Otherwise select the **X** in the upper corner to abandon the action.

If the input tag has a status of unresponsive, the system will display a warning. Correct any issues with the tag so it is responsive or use a different tag to continue.



Ensure that the tag's battery status is 50% or higher. You can view battery level for all Tags on the My Lot Tags page (Battery Level column) and you can filter the tag list by battery level (normal, low, critical).

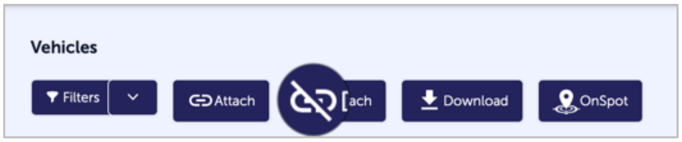
Once attached, the system opens the custom details window to input additional details for the vehicle to which the tag is attached. Vehicle details help to ensure that vehicles can be easily located using a variety of attributes and identifying information. The more details, the easier it is to locate the vehicle and to track data that may impact business operations.

Scroll down to access all the available fields. Use the drop-down lists or input values for vehicle details as needed. Add new values to custom fields as needed.

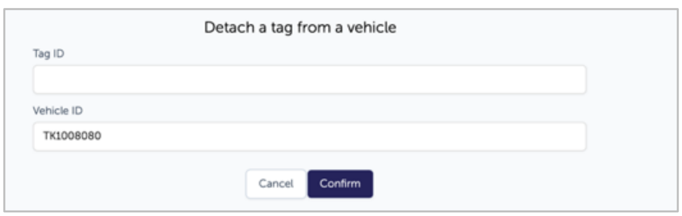
Select **Submit** to complete the input or **Back** to change the tag or vehicle ID. When complete, the vehicle/tag information is updated across the portal.

Detach Tag: My Lot Vehicles Tab

To detach a tag, select **Detach** from the menu or the icon from the Actions column. When you engage this activity from the Actions column, the portal auto-populates the Tag ID from the selected row in the 2nd step.



Only the tag or vehicle ID is required to perform the operation. If blank, input the correct ID for either.



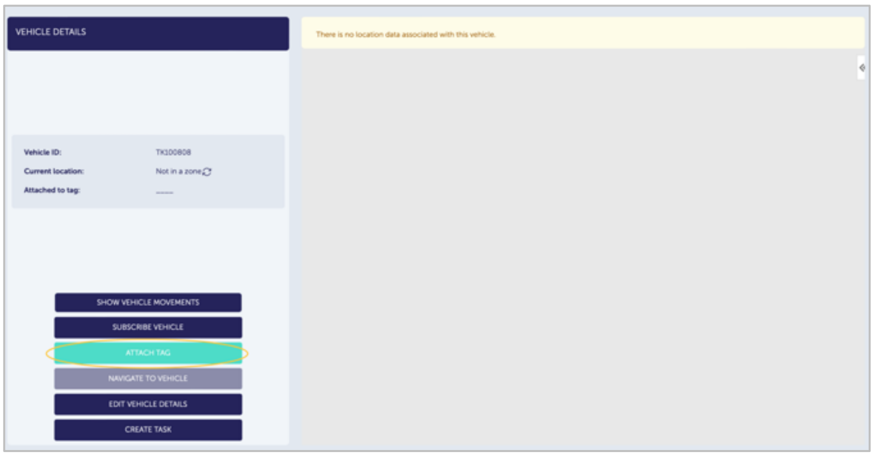
Select **Confirm** to continue the process or **Cancel** to disregard the action. Once detached, the automobile can no longer be tracked through the portal.

This operation removes the relationship between the tag and the vehicle. If you need to continue tracking the vehicle, attach a new tag and ensure the new tag is with the vehicle.

Attach Tag: Vehicle Details Page

A tag may be attached, detached, or replaced directly from the Vehicle Details page depending on the current vehicle status. Access this page through the map or My Lot by selecting the (unattached) vehicle icon or link, respectively.

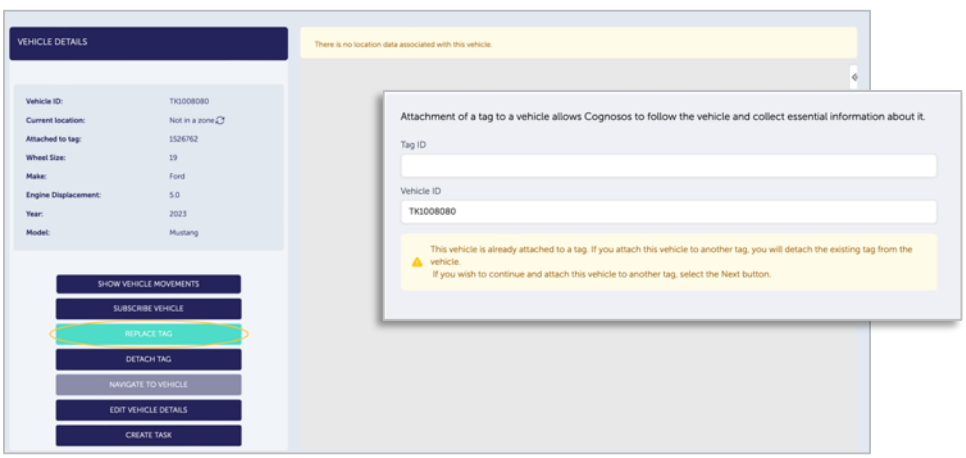
When a vehicle has the status of unattached, the Vehicle Details page will display the Attach Tag option. Select that option to set up the tag.



Follow the same steps as outlined in Attach Tag from My Lot Vehicles.

Replace Tag: Vehicle Details Page

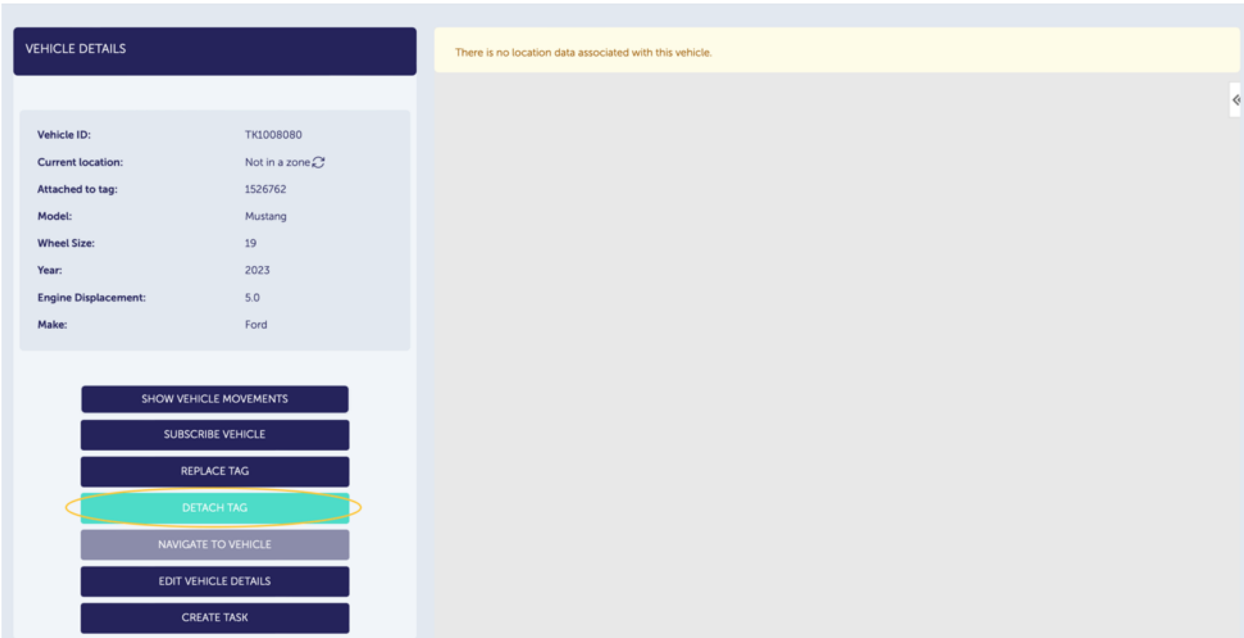
When a vehicle has the status of attached (whether located/has signal or not located/lost signal), Vehicle Details shows the option to **Replace Tag**. This function essentially wraps the detach and attach functions in a single step. Choose this option to detach and attach a new tag.



Input a new valid Tag ID (status of unattached, normal battery) and click **Next**. Continue as described previously.

Detach Tag: Vehicle Details Tab

Use this option to detach a tag from a vehicle without replacing it (e.g., car sale). Open the Vehicles page under My Lot. Locate the vehicle and tag that need to be detached from one another. From the Vehicle Details page select **Detach Tag**.



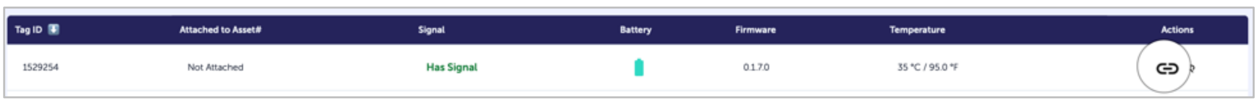
The Vehicle Detachment pop-up window opens. Confirm the detachment. Detaching the tag removes the relationship between the tag and the vehicle. If you need to continue tracking the vehicle, attach a new tag and ensure the new tag is with the vehicle.

Attach Tag: Tags Tab

This section covers the specific operation of attaching and detaching tags through the Tags tab under My Lot. Best practices indicate that tag attachment activities should be performed through the mobile app while user is physically at the vehicle in which the tag is installed.

Open the Tags tab. You may use filter or search to look up and attach a specific device.

Select **Attach** from the Tag menu. Alternatively, select the **Attach** link from the Actions column. Ensure a sufficient battery level in the selected tag.



A valid, unique tag ID and vehicle ID are required to complete the operation.

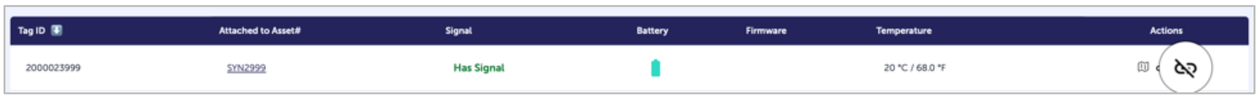
In the Tag Attachment pop-up window enter proper values into the Tag ID (if no Tag selected) and Vehicle ID fields.

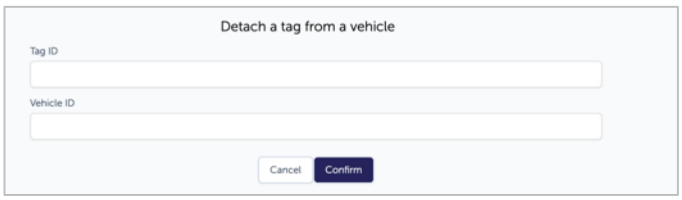
Select **Next** to continue.

The process to add vehicle details continues as described in Attach Tag from the Vehicles tab. Once complete, the tag/vehicle attachment is updated across the portal and in the mobile app.

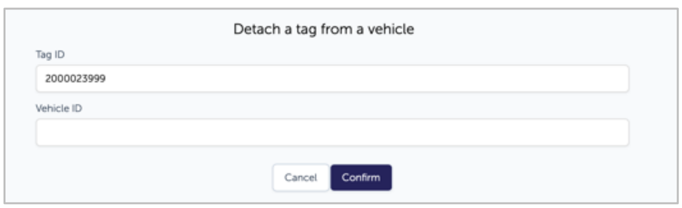
Detach Tag: Tags Tab

To detach a tag, select the **Detach** menu option or locate the tag to detach and use the icon from the Actions column.





A valid tag ID is required to complete this operation.



Select **Confirm** in the pop-up window to continue. Otherwise select **Cancel** to return to the Tags list without making changes.

Once detached, that tag and vehicle will no longer be connected for location services and data gathering purposes. Attach a new tag to maintain location and information services for the vehicle. Use Replace Tag to detach/attach in a single step.

5.5.4 Viewing Driver Badge Information

Cognosos offers a driver badge feature that provides companies with a way to maintain and view real-time data around driver performance, logistics processes, and inventory movement. If your organization does not utilize this feature and/or have the required hardware, this information is not shown in your Cognosos portal.

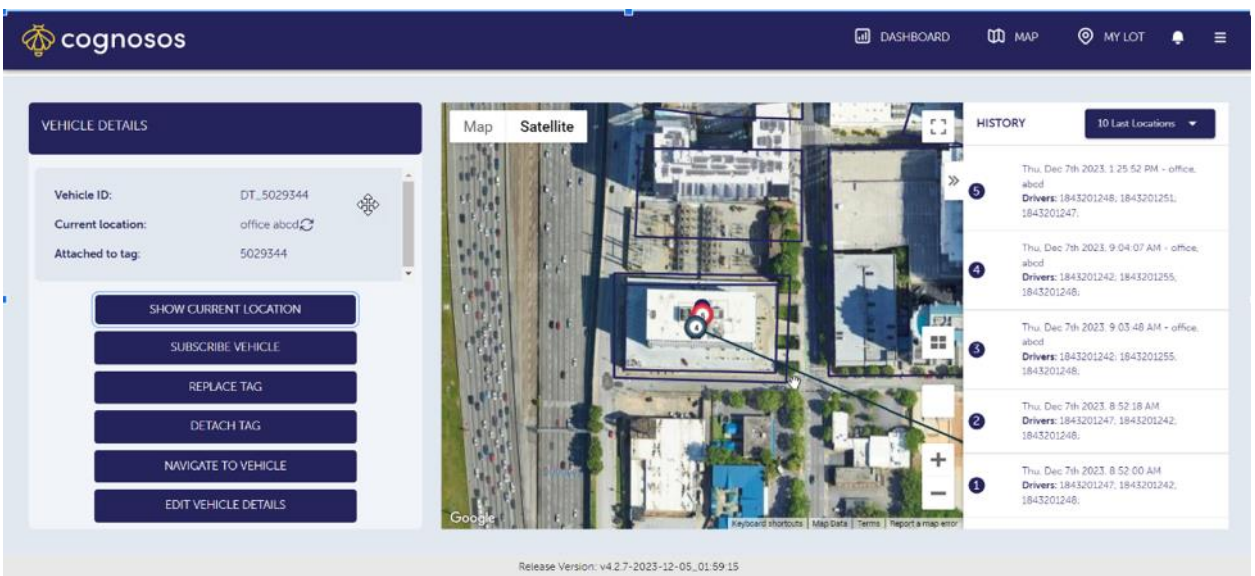
A driver badge is a physical badge that is worn on the person while at work. Drivers are assigned a badge and badge number and the badge should be kept until it needs to be replaced. Ensure operational battery by pressing on the Cognosos firefly logo located on the badge; look for a small, flashing blue light.

Please note: While the badges can withstand slight moisture, they are not designed to get wet or to be submerged in liquids.

Driver badge information communicates through Bluetooth beacons, similar to vehicle tags. To view driver badge information on the portal, use:

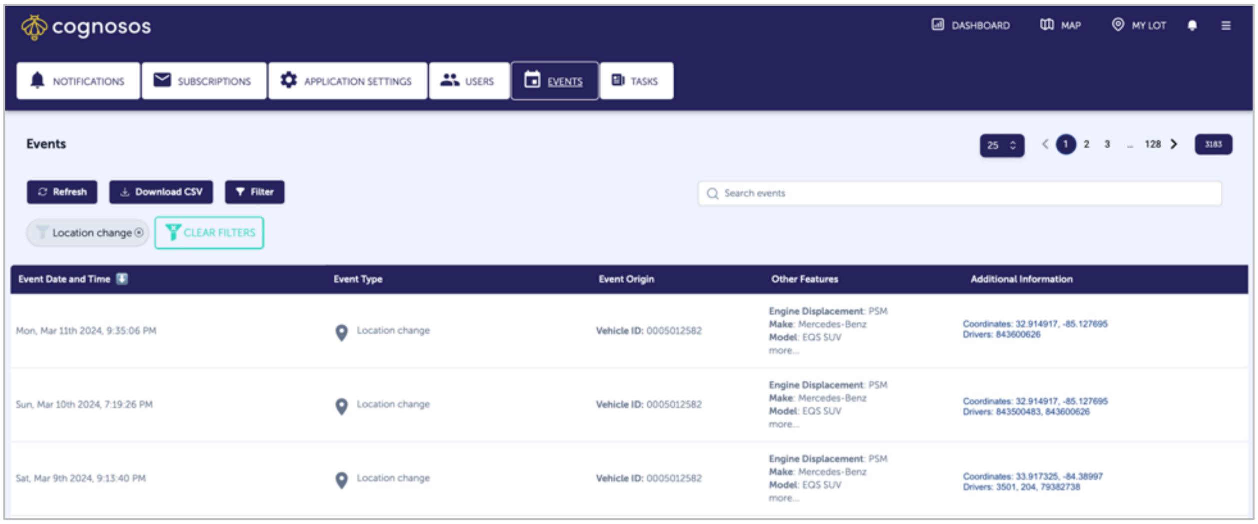
- Vehicle Details: History
- Events: Additional Information column
- Events: CSV download (column P)

Open the Vehicle Details page using any method to locate a specific vehicle. When the history for vehicle movement includes driver badge information, it is displayed within the movement data.

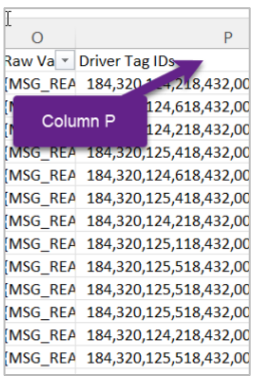


When more than one driver badge ID is shown, the first badge ID is the driver, with secondary badge IDs detected in the vehicle during movement.

To view driver badge events across the lot, go to the Events option (bell icon or hamburger menu). Use filter options such as location change or zone transition to find driver information more quickly. The Additional Information column will show driver badge IDs, when present, for vehicle events.



Use driver badge data to analyze drives by badge ID per day or per month, average and median drive times per vehicle, and more. To extrapolate data more fully, download the information using the **Download CSV** option. Driver Tag data is found in column P.

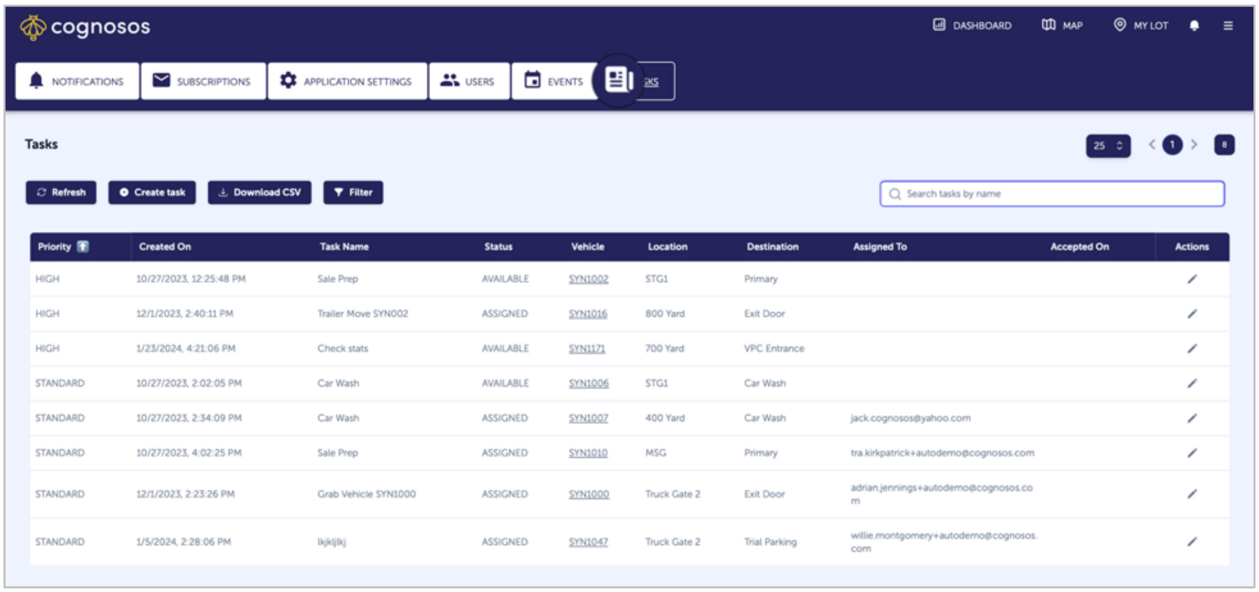


Tasks

A task management system provides a method for assigning a task to a user, such as relocating a vehicle, and helps to ensure any logistics operation runs smoothly. The Cognosos Outdoor RTLS solution includes a Task Management module that organizations may purchase to enhance their team workflow and efficiency. Speak to your [Cognosos Account Manager] for more information about this feature.

Task management allows Administrator users to set up tasks and assign to users across the facility. Using the Logistics Mobile App, users then manage tasks assigned to them. Refer to the Logistics Mobile App Quick Reference Guide for instructions on accessing and using Task Management on a mobile device.

Open the Cognosos portal and select System Management (from the hamburger menu or bell icon) and select the Tasks option. The Tasks page opens, listing tasks that have been created, along with important task-related information.



Sort the Priority or Created On status columns to resort the view. You can also filter or search tasks, create tasks, download the table to a CSV file, and make task edits from this page.

6.1 Task Lifecyle

Tasks have a general lifecycle that is largely managed by the user to whom the task was assigned via the Logistics Mobile App. In some cases, the Administrator will intervene in the lifecycle process by using the Edit function on the Cognosos portal. Broadly speaking, the task lifecycle is:

At various points throughout the lifecycle, a task can be unassigned or abandoned by both the Administrator and assigned user; once a task is marked as completed, it can be changed to uncompleted.

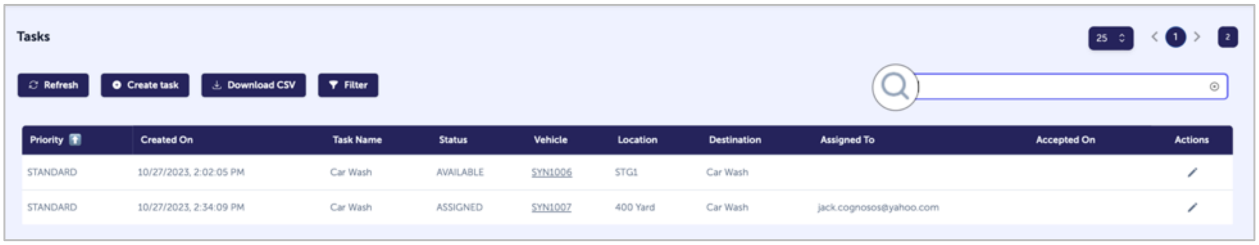
When a task is assigned to a user, it will appear on the user's Tasks list when they are logged into the portal or mobile app. Only Administrators can see all tasks; other users will see only tasks assigned to them.

Refer to the Logistics Mobile App Quick Reference Guide for using the Task Manager on the mobile app. Users can manage their tasks through the app.

6.2 Task Management

6.2.1 Searching Tasks

Open the Tasks page and begin inputting alphanumeric characters in the Search field. The page dynamically refreshes as the portal receives input. Use this option to search within a task name or asset ID number. If you are looking for tasks assigned to a particular user or with a specific status, use the Filter option instead.



Edit task as needed. Use the **X** in the search field to refresh the page.

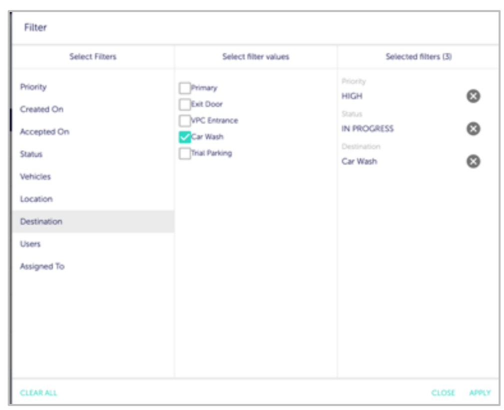
6.2.2 Filtering Tasks

Open the Tasks page and select the **Filter** drop-down list.

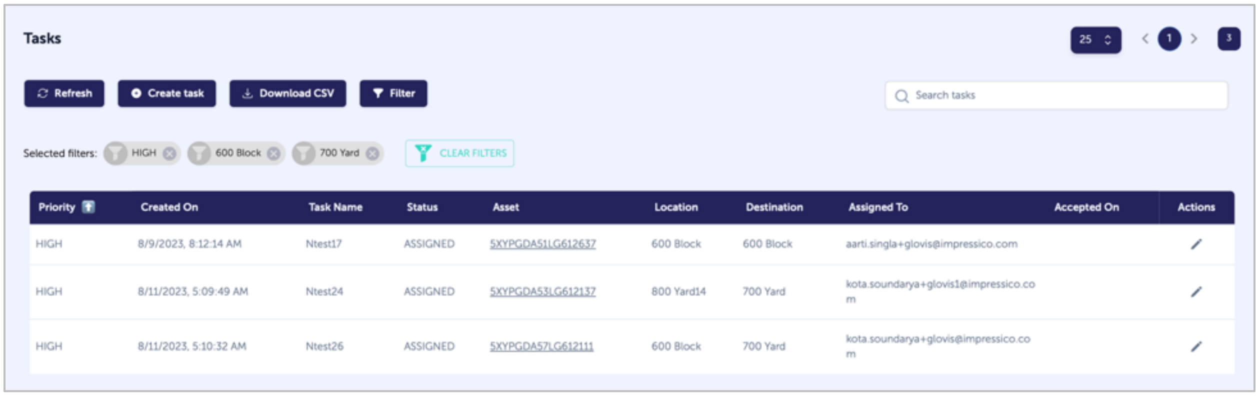
Task filters work much the same as filters across the portal. Make selections for the filter criteria. You may select multiple primary categories (Select Filters column) and multiple options under each category.

At any point click the **X** next to any item to remove it; choose **Clear All** to keep window open and remove selections; choose **Close** to disregard running the filter and return to Tasks list.

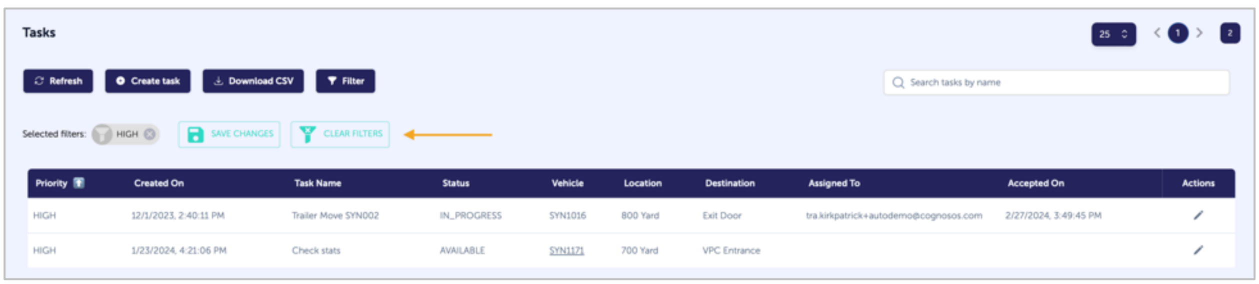
When filters selection is complete choose **Apply**.



The portal returns to the Tasks list with any tasks meeting the filter criteria.

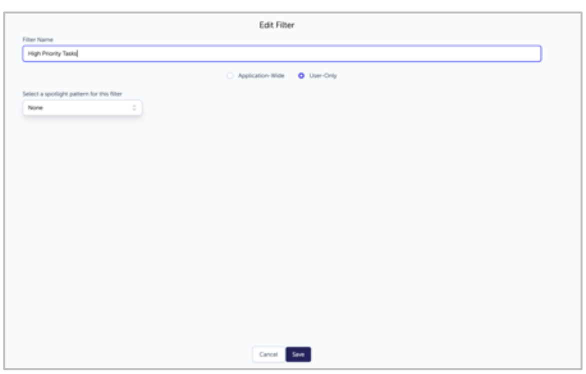


Edit any listed task or download the list to a CSV file. To remove a single item from the displayed filter (if more than one selected), use the **X** next to the item next to Selected filters about the table. To remove all filters and return to all tasks, click **Clear Filters**.



<u>Save Task Filter</u>

If you want to save as a filter for later use, select **Save Changes**.



Input a recognizable filter name and then choose whether the filter is available for user only or application wide (standard role users will not have that option).

If a spotlight pattern should be assigned, make a selection; otherwise leave set to None.

Click **Save**.

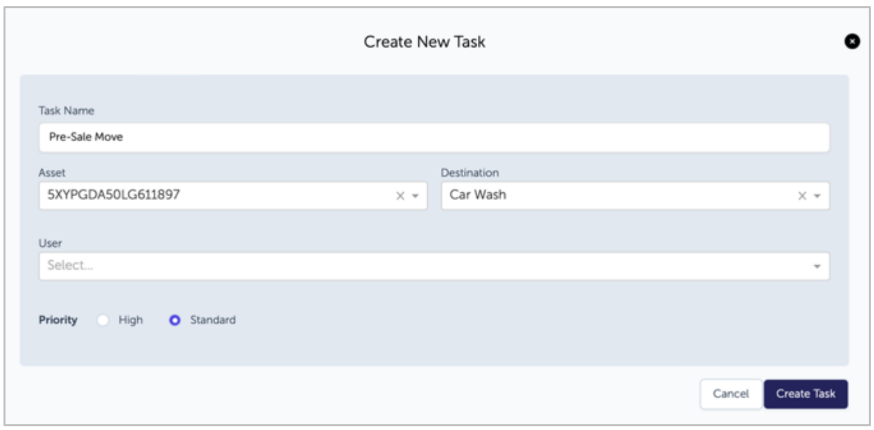
6.2.3 Creating a Task

Cognosos users with Administrator user roles may create new tasks in the portal. Tasks created on the portal are shared to the Logistics Mobile App. Use this area of Task Management within the portal to create multiple tasks for multiple vehicles. A task can also be created from the Vehicle Details page or from the My Lot Zones page. The steps are the same regardless of initiation point.

Open the Tasks page and choose **Create task**.

User must have role Administrator or Cognosos for access to Create task and Download CSV options.

On the Create new task screen input task information. For the Task Name, use a short descriptor that will make sense to task designees, especially if there will more multiple tasks under one heading.



Task Name, Asset, and Destination are all required to save the new task.

You can choose a user to whom to assign the task now or you can come back and input that information later using the Edit function.

A vehicle may only be assigned a single task. If you choose an asset that already has a task associated with it, the system will return an error when you attempt to save the new task.

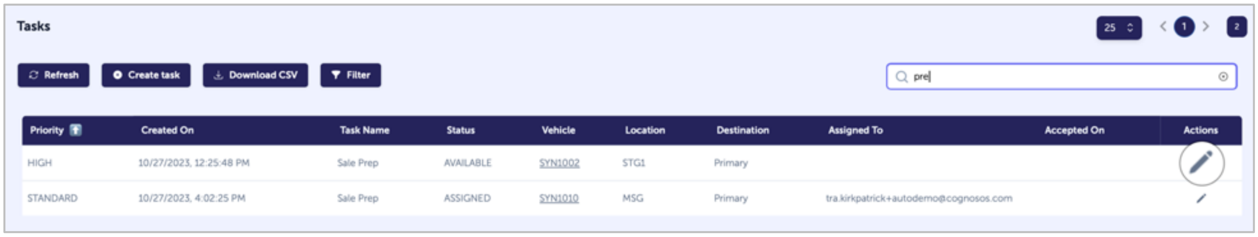
Choose **Create Task** when task information is complete; otherwise choose **Cancel** to return to the Tasks list without creating a new task. Once saved, the portal returns to the Task list and the new task will be listed.

Depending on the sort display of your Task list (priority or date created; ascending or descending), the new task(s) may or may not appear at the top of the list. Resort the view accordingly to view the newly added tasks.

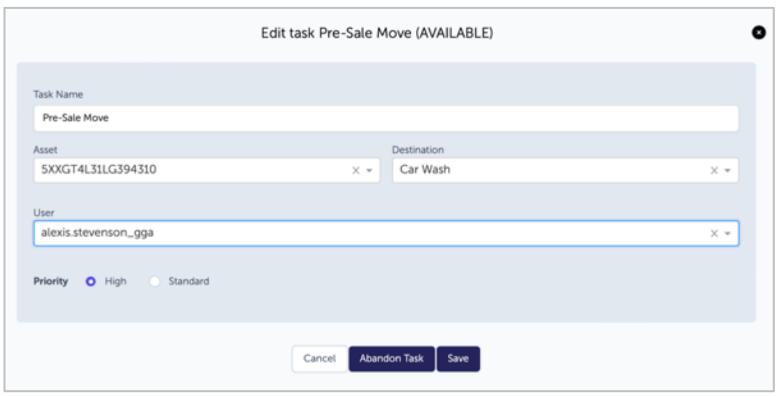
A new task has the status of Available when it is not assigned a user. When a user is assigned to the task, the status changes to Assigned.

6.2.4 Editing a Task

Administrators may edit any aspect of a task once it has been created within the portal, including choosing to abandon the task. Open the Tasks page and locate the task to update. Choose the pencil icon under the Action column for the task's row.



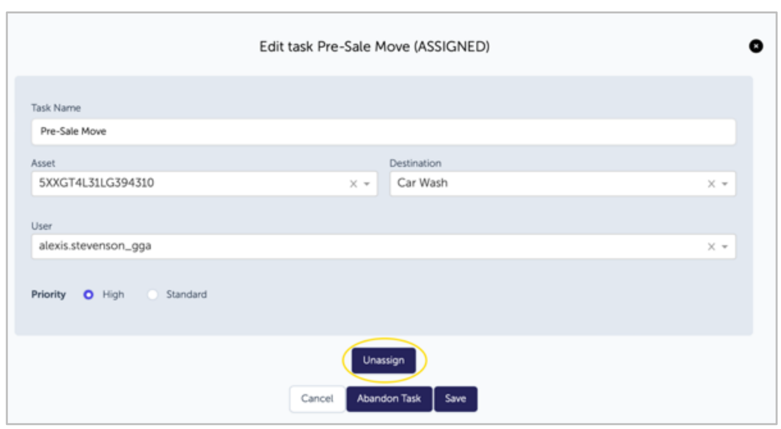
The Edit task window displays the task name and (STATUS) at the top of the Edit window. Options depend on the status of the task. See information regarding the [Task Lifecycle](). Edit the task name or change any field using the drop-down lists. Change the priority status using the radio dials.



Once changes are complete, click **Save**. To disregard changes, choose **Cancel**.

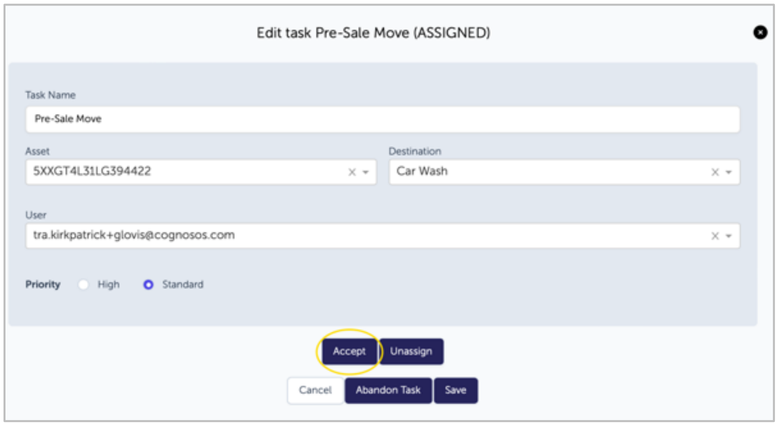
If the task has been assigned to a user, remove the task by choosing **Abandon Task** at the bottom of the Edit window. Please note that this action removes the task from the Cognosos portal, mobile app, and can not be undone. If the task is Unassigned, there is no option to abandon.

Administrators may also unassign a task from a user. This puts the task status back to Available. Open the task to edit using the pencil icon from the Tasks page and choose **Unassign task**.

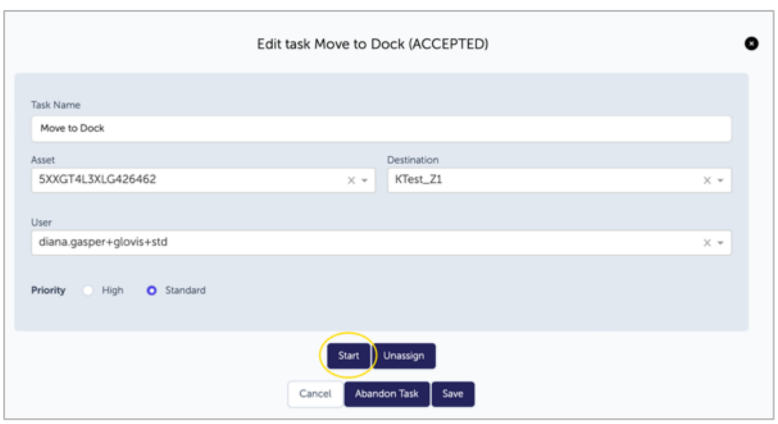


6.3 End User Task Management

Once the task has been input by the Administrator and assigned, the first user-based step is for the assigned user to accept the task. Field team members will most often manage their tasks from the mobile app. If on the Cognosos portal, open the task using the pencil icon and select **Accept**. The portal will display a message that the task was accepted and return to the Tasks list. The status will change to Accepted.



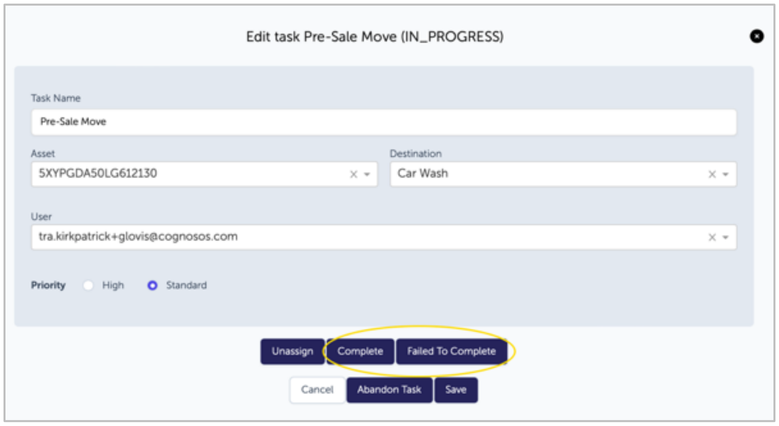
After a task has been accepted by the assigned user, the next step in the lifecycle is to start the task. Other options include to Unassign the task or to Abandon (remove). When the assigned user is ready to begin the task, use the Edit option to change the task status by selecting **Start**.



The task will change to a status of In Progress. If the task needs to go to another user, click **Unassign**. To remove the task from the list, choose **Abandon Task**. The Tasks list updates with the new status accordingly.

When changing the status of a task, the data updates immediately; you do not need to use **Save**. The Save option is for using when changing the value of a field.

The task will remain in the In Progress mode until the next step of the task is taken: Complete or Failed to Complete.



If the task is done successfully, mark **Complete**. The status will change to Completed.

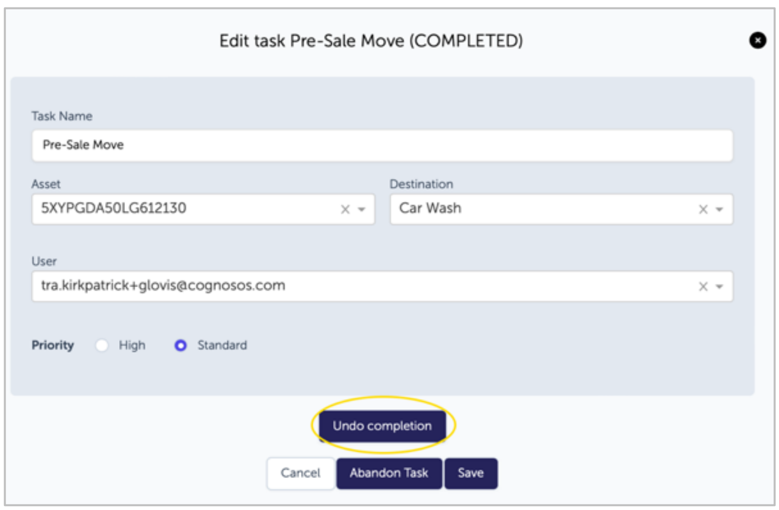
If for any reason you could not complete the task, mark **Failed to Complete**. When this option is selected, the status returns to Available.

Additional options for the task before completion are to **Unassign** or to **Abandon Task**.

When a task is Unassigned, it returns to the Available status. When a task is abandoned, it is removed from the task list entirely. The Abandon option can not be undone.

If a task has been marked Complete by accident or needs to return to the task lifecycle, open the Completed task and select **Undo Completion**.

Task status returns to In Progress when this option is chosen.



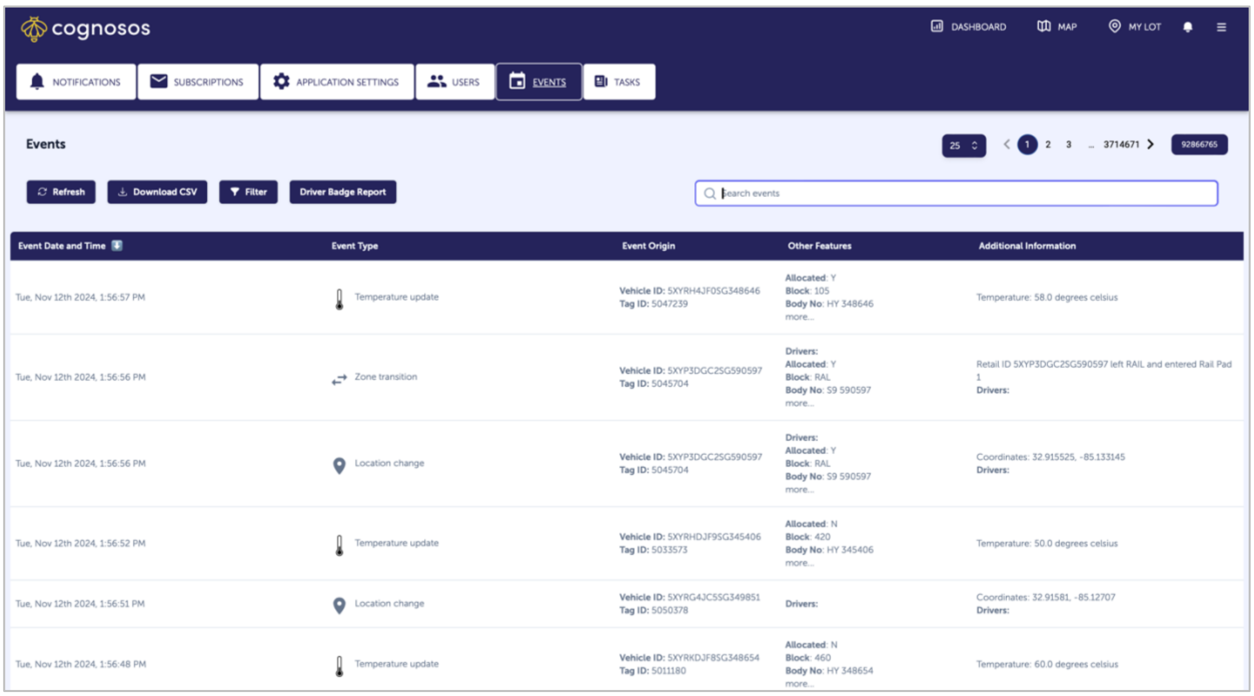
Refer to the Logistics Mobile App Quick Reference Guide for using the Task Manager on the mobile app. Users can manage their tasks through the app.

Reports, Subscriptions & Notifications

The Cognosos portal provides several mechanisms for tracking and disseminating vehicle data, thus providing a lens to real-time information about stock and inventory, supply chain metrics, and more. Users have the ability to set up subscriptions and notifications to track vehicle movement and subscribe to specific vehicle activities and benchmarks. Additionally, an events report provides all historical information for a wider view of vehicle information and exceptions and a driver badge report contains vehicle movement information sorted by driver badge(s). All system users have access to reports, subscriptions, and notifications.

7.1 Events Reporting

The Events report entails every trackable vehicle event in the facility. To access this information, click the **bell** icon located in the portal's main menu or choose System Management from the hamburger menu; select **Events** to open the report tab.



As shown, this report contains every event that has been logged in the system, which is an extensive list. Use **Refresh** to reload the page if needed. Pagination options at the top allow a page by page browse of events.

Download events listing to a CSV file using the **Download CSV** button in the Events menu bar.

Select the Vehicle ID link in the Event Origin column to open the Vehicle Details page for that vehicle.

The Additional Information column provides more data, which changes depending upon the event type. For example, a Tag event shows the action (attach/detach), tag and vehicle IDs, an unresponsive tag displays the last known location and last message date. For organizations utilizing hardware and software for driver badges, this information is also shown.

When the event type is a location change the system provides a map link to view the location of the tag/vehicle. Highlight and copy the link then open a new browser window. Paste the link to access the vehicle's location via the map coordinates and location through Google maps.

The Other Features column includes vehicle information. If your Cognosos portal utilizes the Driver Tag feature, the user's driver tag ID will display in this column for certain vehicle events (e.g., tag attach or detach).

Use the Search box to narrow down the event list. The search field accepts numbers, letters and special characters. Perform a simple search by vehicle, zone, tag ID. You can also run more complex searches to find targeted events for a specific zone. The Event list refreshes as input is entered into the Search field.

Alternatively, use the filtering option to narrow down the listing of Events. The Filter option can be used instead of or in tandem with the Search function. From the Events menu select **Filter**.

The Filter pop up window opens. To filter a specific event, highlight Event Type in the Select Filters column then check the event(s) to display on the list. Select one or more filter values.

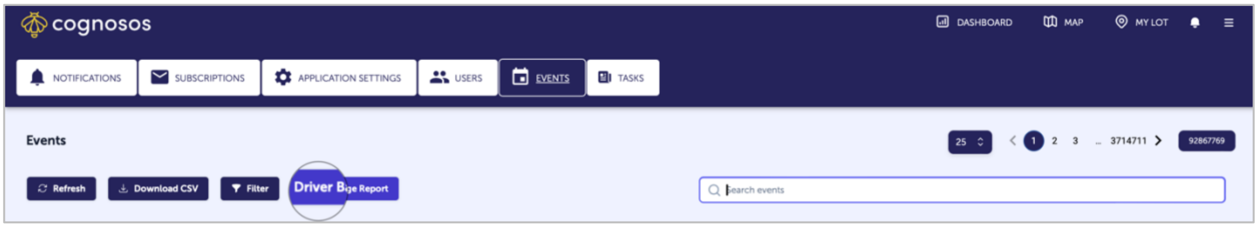
A date filter can be added to the event type or the date filter can be used on its own to filter all events within a certain date range. Highlight the Date option under Select Filters. Predefined ranges are available for selection as well as a custom date option. Click the radio dial for the necessary date filter.

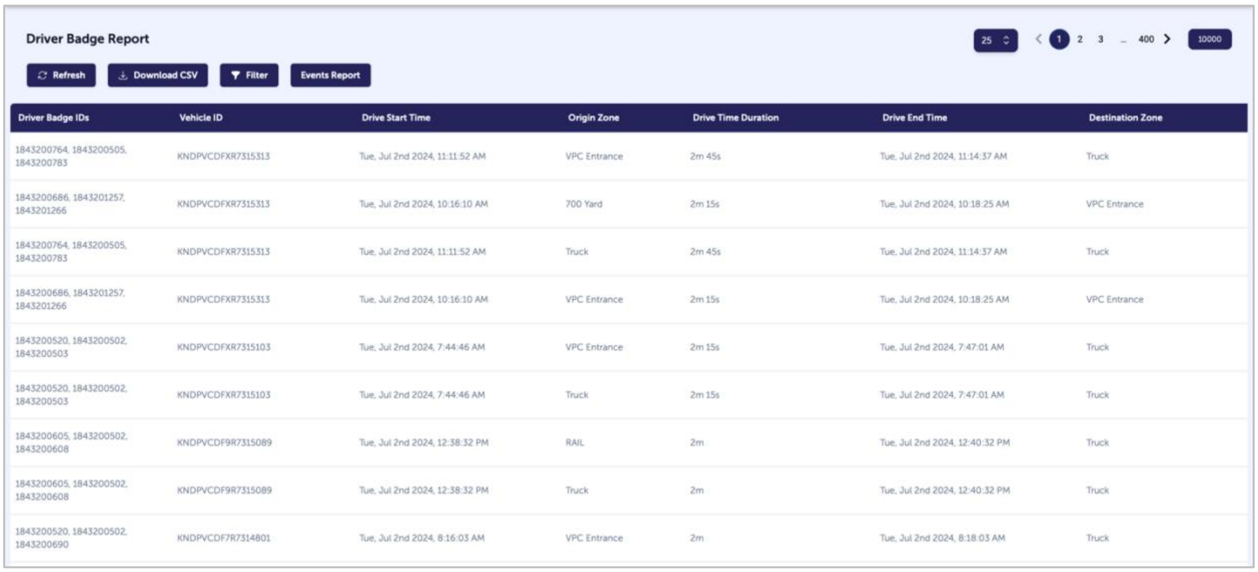
To remove an event type from the filter, simply select the **X** next to the event type in the Selected filters column. Select **Clear All** to remove all selected filters.

Select **Apply** or **Close** to return to the Events list. The system returns to the Events page with the filters applied. Click the **X** next to a filter value to remove that single filter. As filters are removed, the page dynamically refreshes.

7.2 Driver Badge Reporting

Driver badge reporting provides a method for analyzing vehicle movement trends. To access the report, go to the **Events** tab under System Management and click **Driver Badge Report**.





The Driver Badge Report shows vehicle movement information by driver badge ID. This information is shown in the Driver Badge IDs column. The Driver Badge IDs column will contain minimally one identifier.

Each row reports movement start zone and time and end zone and tome, drive duration for a specific vehicle.

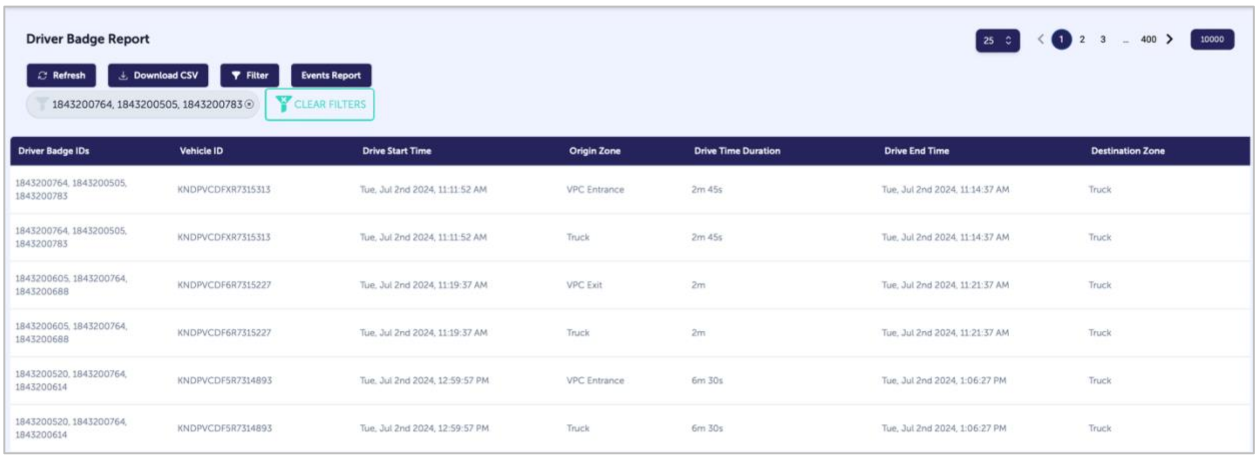
Use **Refresh** to reload the page if needed. Pagination options at the top allow a page by page browse of events. Download the report using the **Download CSV** button in the Driver Badge Report menu bar.

The **Filter** option provides a way to filter the report by one or more driver badge IDs or to filter the driver badge report by other criteria, such as by date, zone, and more. Multiple filters can be applied together.

To filter by a specific driver badge or truck tag ID, select Driver Badge under Select filters and input one or more IDs in the Search field under Select filter values.

If desired, filter by other criteria such as the event type (e.g., zone), vehicle ID(s), or date. Selected filters show under Applied filters. Click **Apply**.

The Badge ID Reports page refreshes with just the applied criteria from the filter.

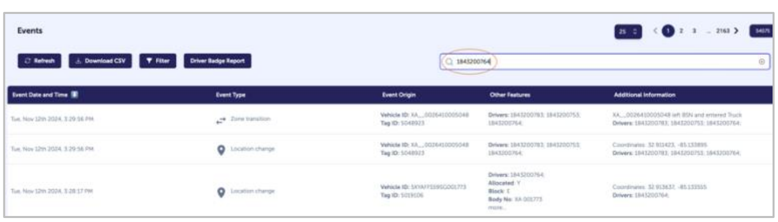


Driver Badge IDs	Vehicle ID	Drive Start Time	Origin Zone	Drive Time Duration	Drive End Time	Destination Zone
1843200764, 1843200505, 1843200783	KNDPVCDFXR7315313	Tue, Jul 2nd 2024, 11:11:52 AM	VPC Entrance	2m 45s	Tue, Jul 2nd 2024, 11:14:37 AM	Truck
1843200764, 1843200505, 1843200783	KNDPVCDFXR7315313	Tue, Jul 2nd 2024, 11:11:52 AM	Truck	2m 45s	Tue, Jul 2nd 2024, 11:14:37 AM	Truck
1843200605, 1843200764, 1843200688	KNDPVCDF6R7315227	Tue, Jul 2nd 2024, 11:19:37 AM	VPC Exit	2m	Tue, Jul 2nd 2024, 11:21:37 AM	Truck
1843200605, 1843200764, 1843200688	KNDPVCDF6R7315227	Tue, Jul 2nd 2024, 11:19:37 AM	Truck	2m	Tue, Jul 2nd 2024, 11:21:37 AM	Truck
1843200520, 1843200764, 1843200614	KNDPVCDF5R7314893	Tue, Jul 2nd 2024, 12:59:57 PM	VPC Entrance	6m 30s	Tue, Jul 2nd 2024, 1:06:27 PM	Truck
1843200520, 1843200764, 1843200614	KNDPVCDF5R7314893	Tue, Jul 2nd 2024, 12:59:57 PM	Truck	6m 30s	Tue, Jul 2nd 2024, 1:06:27 PM	Truck

Use **Clear Filters** above the report to refresh the screen to all.

Select **Events Report** to return to the primary events log. Please note that this option does <u>not</u> refresh the Driver Badge Report; you must use Clear Filters.

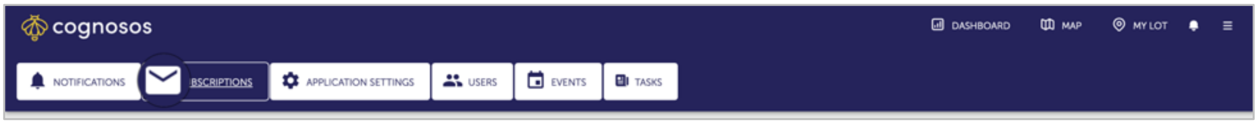
If you are seeking general information for a specific Driver Badge ID and know the number, use the Search option on the primary Events page.



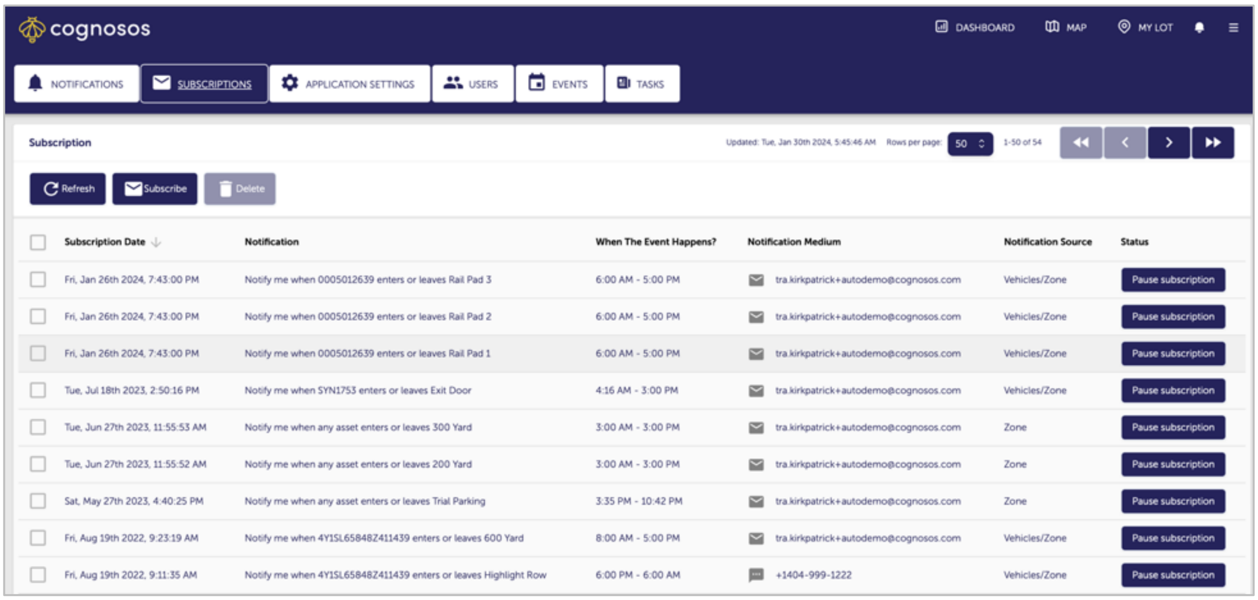
Clear the Search field to refresh report to all events.

7.3 Vehicle + Zone Subscriptions

A subscription provides a mechanism for users to follow vehicle and zone activities. Click the bell icon on the top right portal menu; click **Subscriptions** to open the tab.



The Subscriptions tab shows both subscriptions created here (which are for all vehicles) and subscriptions that are set up for individual vehicles using Subscribe.



The tab displays a row for each subscription and notification medium defined (there is a row for email and row for phone number even when they are the same subscription). Sort the Subscription Date column by ascending or descending order.

The Notification Source column indicates the type of notification or subscription:

Vehicle:	Single vehicle, all zones
Zone:	All vehicles, single zone
Vehicle/Zone:	Single vehicle, specific zone

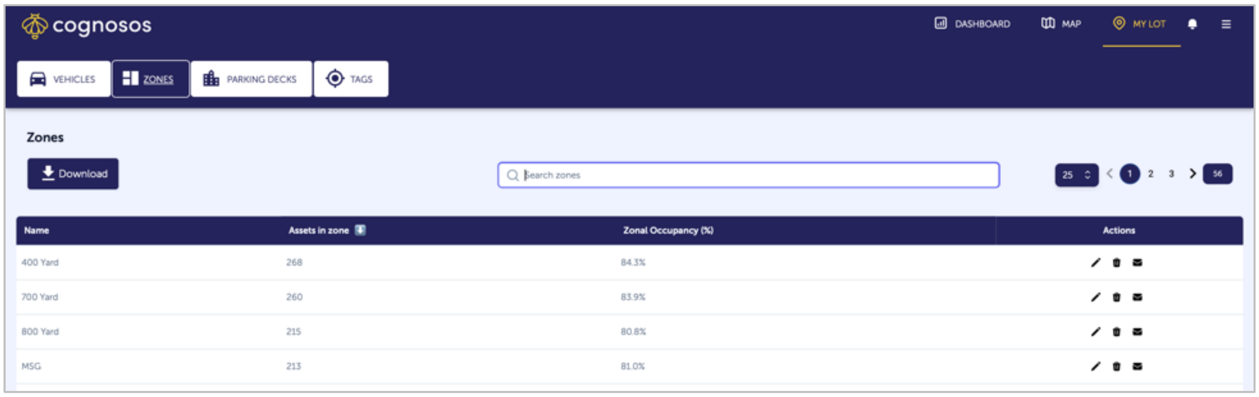
From this tab users may add zone subscriptions, delete all subscriptions, as well as pause and resume subscriptions.

7.3.1 Creating Zone Subscriptions

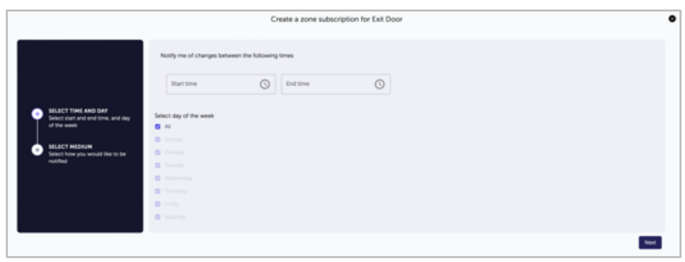
Unlike single vehicle subscriptions that are created directly from the Vehicles and Vehicle Details pages, subscriptions set up here are for all vehicles in a specific zone(s). If you need to create a subscription for an individual vehicle, refer to Single Vehicle Subscriptions. You can also set up subscriptions for a specific zone from the My Lot Zones tab.

<u>New Subscription: Zones Tab</u>

Use this option to create a subscription for a single zone. Open My Lot and choose the Zones tab. Locate the zone and use the **Subscribe** icon from the Actions column.



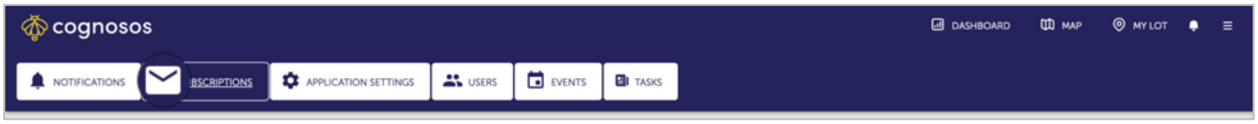
Input the time and days of week criteria for the zone subscription, which works the same as vehicle subscriptions. Click **Next** to input delivery medium (mobile, email).



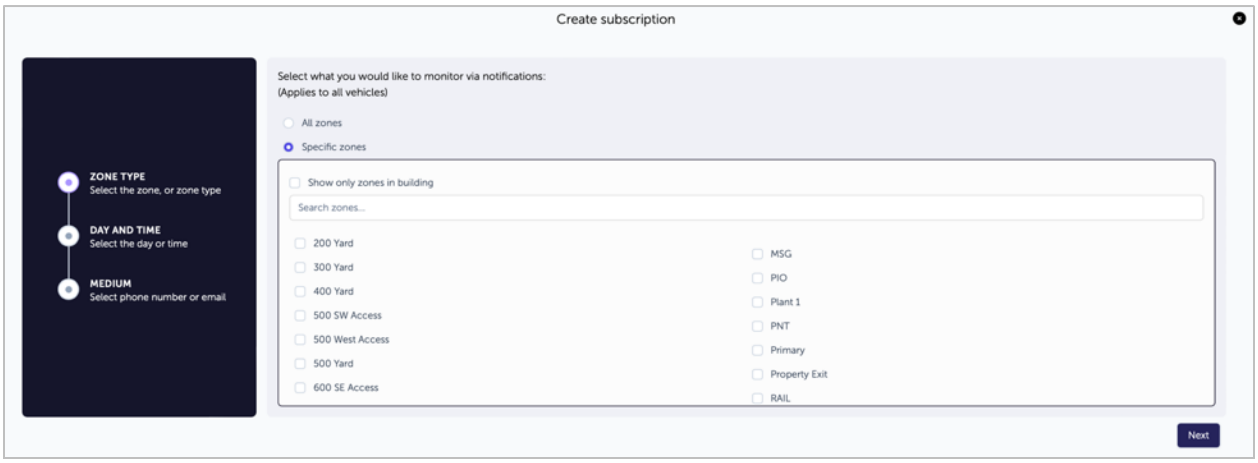
Save the zone subscription. New subscription is added to the Subscriptions page with the Notification Source of Zone. There is a line item for each zone and each delivery method in the subscription.

New Subscription: Subscriptions Tab

Initiate zone subscriptions from this tab to set up a subscription for one or multiple zones in the same subscription. Open System Management (hamburger menu or bell icon) and select **Subscriptions**.



To create a new subscription select **Subscribe** on the Subscriptions menu.



Subscriptions can be set up for all zones or a specific zone. Select the radio dial for either option. For **Selected zones** use the pick list to choose one or more zones for the subscription. Use the Search field to quickly pull up a specific zone or set of zones (exit zones). Select **Next** once zone selection is complete.

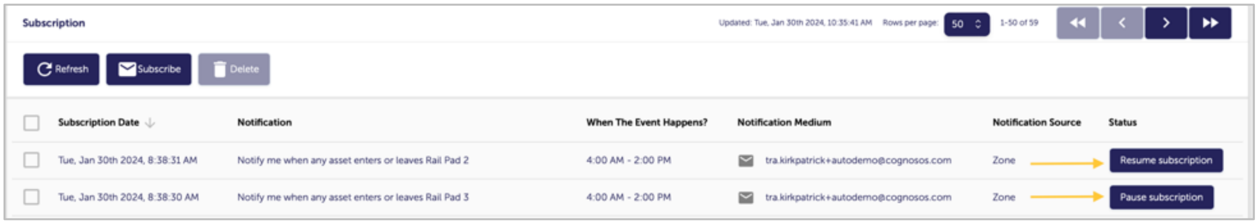
The remaining subscription input and workflow follows that of vehicle subscriptions. Enter the time range for the zone subscription; make necessary changes to the days of week. Click **Next** to input delivery medium. Click **Submit** to create the subscription.

The new subscription is added to the Subscriptions list with the Notification Source of Zone. There is a line item for each zone and each delivery method in the subscription.

7.3.2 Pausing/Resuming Subscriptions

Once any vehicle or zone subscription has been set up, you may pause and resume the subscription. This option may be more appropriate than deleting the entire subscription.

All subscriptions include the Pause/Resume option on the main Subscriptions table. You may pause only your own subscriptions.

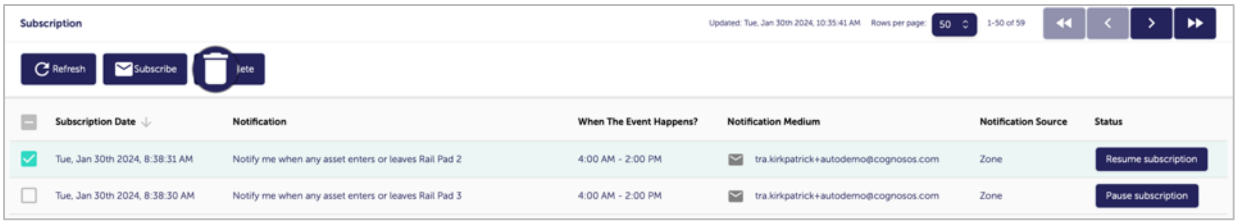


To temporarily pause the subscription select **Pause Subscription**. Likewise, to re-start the subscription, select **Resume Subscription**.

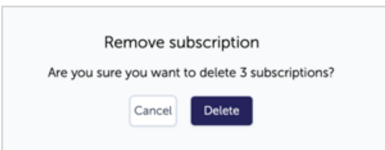
Depending on the number of zones and delivery method(s), a single subscription may contain multiple line items to pause/resume. You can pause/resume a segment (e.g., one zone within a selection of zones, or one delivery method) or all of a subscription through your selections.

7.3.3 Deleting Subscriptions

Remove subscriptions from the subscriptions list, no matter the origin of the subscription creation (Subscriptions, Zones, or Vehicle Details from My Lot). Select the subscription(s) to remove by placing a checkmark for that subscription. You may have one or multiple selections. Click **Delete** from the Subscriptions menu.



In the Remove Subscription pop up window select **Delete** to continue the process or **Cancel** to return to list without deleting. Consider pausing the subscription if you are unsure whether to delete it.

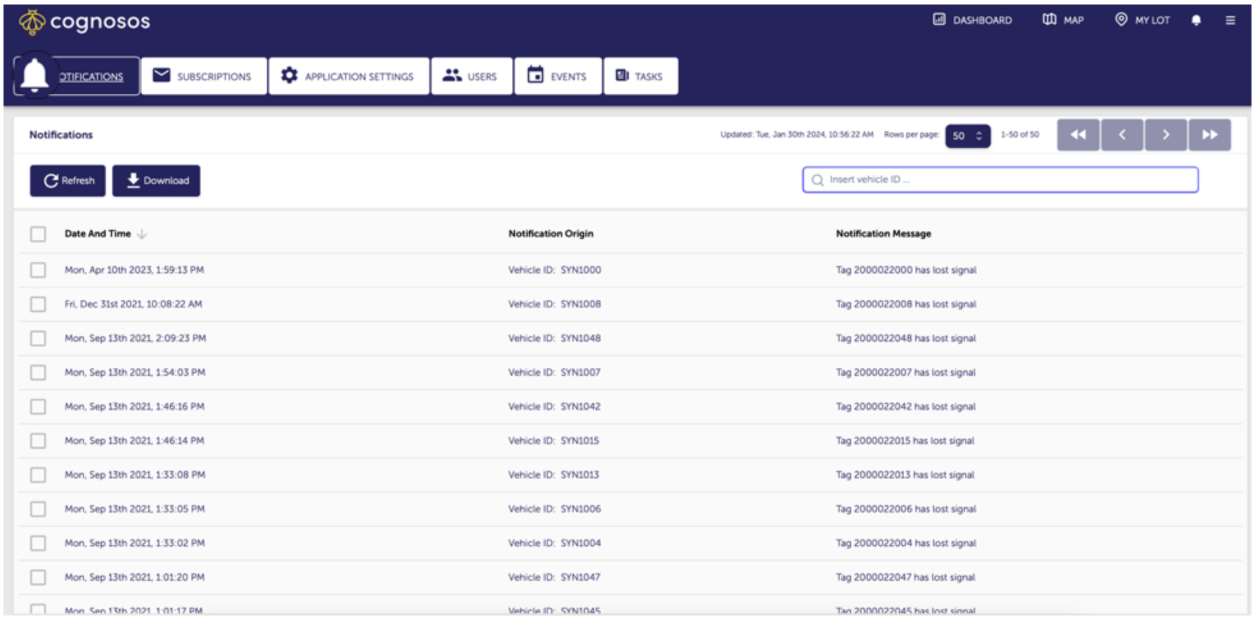


The subscription (segment) is removed from the portal.

Depending on a subscription's parameters, there may be multiple line items to delete to remove the subscription in its entirety. You can delete part (e.g., phone delivery method) or all of a subscription.

7.4 Notifications

The Cognosos portal provides exception reporting regarding the responsiveness of tags and notes these exceptions on the Notifications tab. Tags listed on the report are likely to have bad/critical batteries or the equipment has lost communication with the gateway for another reason. Select the bell icon from the portal menu, then **Notifications** to open the tab.



The list displays tags that have become unresponsive defaulting in date descending. Use the Search field to locate a specific vehicle ID (search by vehicle ID only). Select the Date and Time column header to resort to ascending. Notification Origin indicates the vehicle to which the Tag is attached. The Notification Message identifies the Tag.

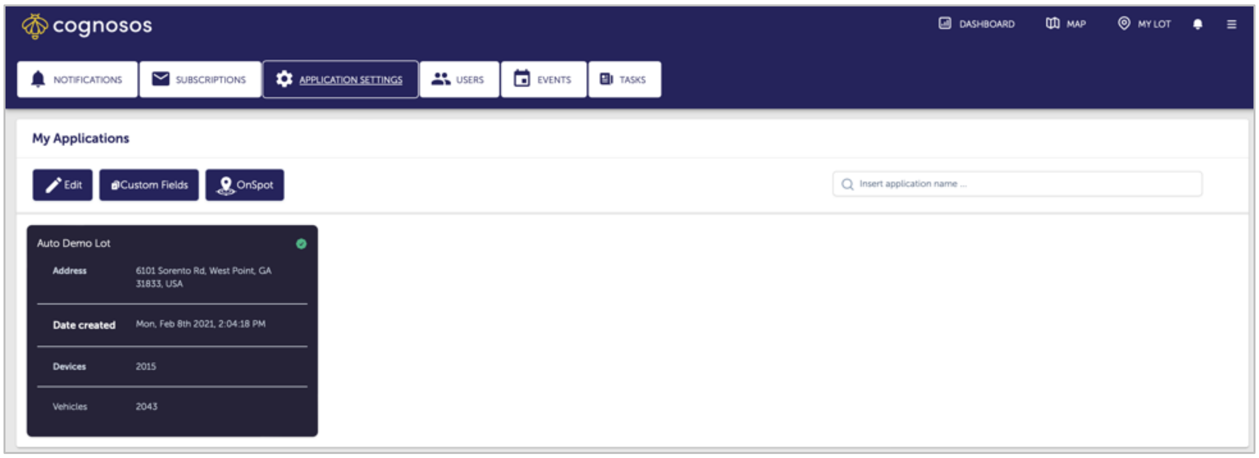
Download the exception report using **Download** from the Notifications menu bar.

Click the Vehicle ID link to open the Vehicle Details and Vehicle Movements data for that vehicle/tag.

7.5 Application Settings

The Cognosos portal provides direct access to other applications in use by the organization; and users may be granted access to all applications or only specific applications as noted in the Users section. Further, applications may be set up so that all users or only certain users are granted access. Applications are generally set up in the portal through your company's installation and Cognosos technical support teams.

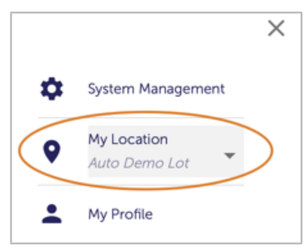
Users with an Administrator role may access the **Applications Settings** page through System Management (hamburger menu or bell icon). Applications may be edited. Administrators may also create custom fields and define on-spot settings.



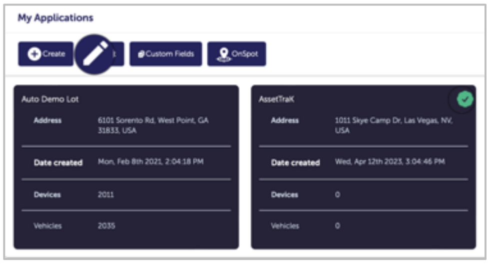
Please Note: Applications and their management are generally handled through or with the aid of the Cognosos Support Team. If you are uncertain about how to proceed and how changes will impact your RTLS functions, please contact your organization's support team and/or Cognosos.

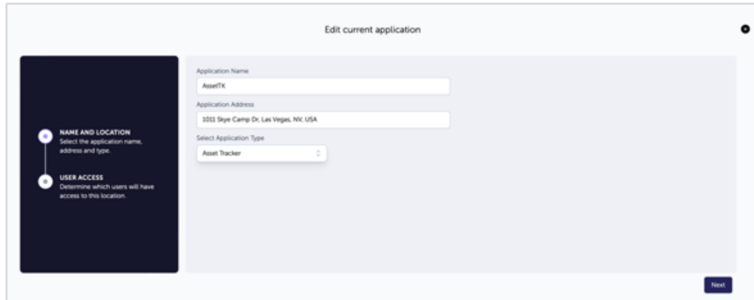
In the event your organization uses many applications, use the Search bar to locate a specific application.

Applications are show in the hamburger dropdown menu; users may choose a different application once logging in, when appropriate.



Administrators may edit the application name, location, or user access for any application. Select the appropriate application from the My Applications page. Look for the green checkmark icon in the top right corner of the application square to identify which app is selected. Click **Edit** from the My Applications menu.





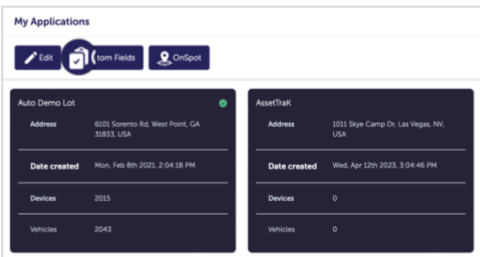
Edit name, location, and application type as needed. Click **Next**. Set up user access and save. When changes are complete, the system returns to the My Applications page. A pop-up window appears at the bottom of the page showing changes were successfully made.

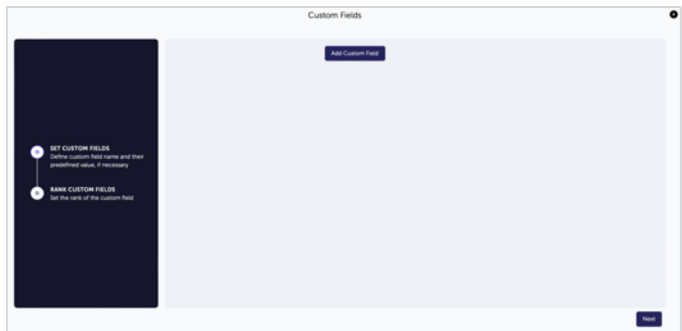
Applications can only be removed by Cognosos Engineering. If you need an application removed, please complete a [Support Request.]

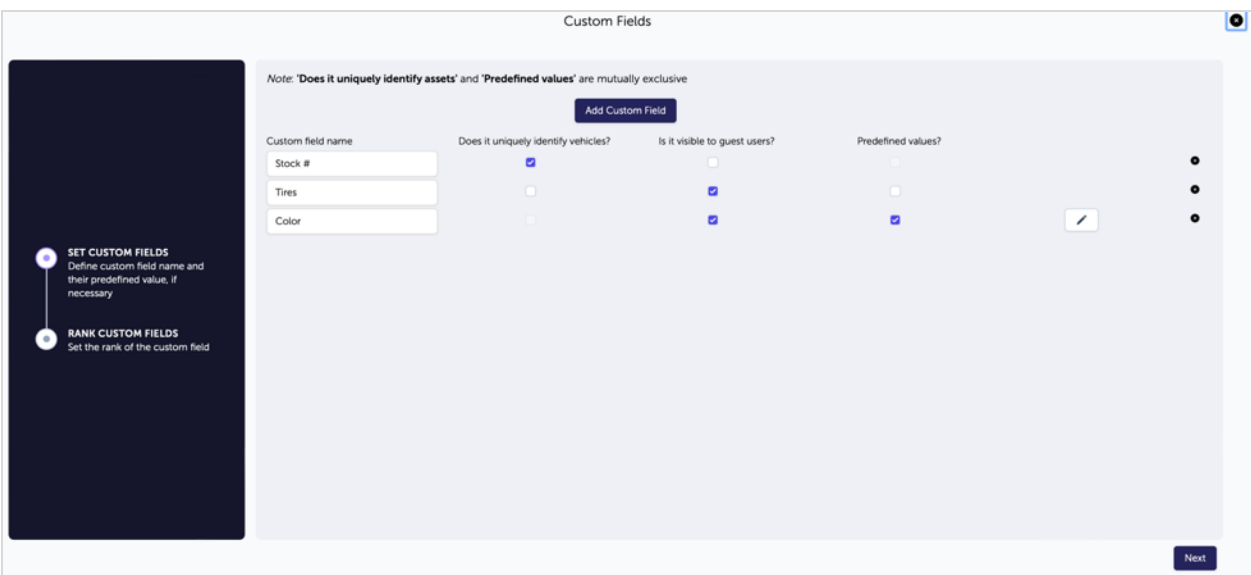
7.6 Custom Fields

The RTLS associates specific data (values) with each vehicle that is connected to the RTLS and attached to a vehicle tag. This data allows the portal to report information more reliably on assets, inventory, movement, and the like. Custom fields provide a way to input specialized data outside of the standard values managed through the portal (e.g., vehicle ID, tag ID). Before a custom field is available for use during the attach tag or vehicle add/edit processes, it must be added to the portal.

Select the appropriate application from the My Applications page for which you want to define or edit custom fields. Look for the green checkmark icon in the top right corner of the application square to identify selected app. Click **Custom Fields** from the My Applications menu. If there are already custom fields defined for the application, those will show in the Custom Fields window; otherwise, the window is blank. Choose **Add Custom Field**.







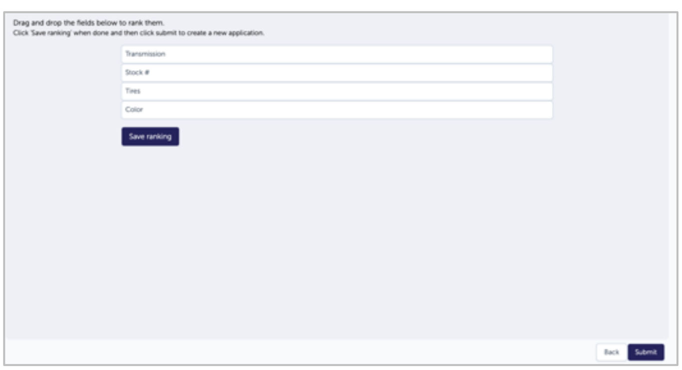
A new row is added for input. Type the custom field name and select the appropriate checkbox(es) for the new field. You may have no selections or more than one selection. Repeat this process for each new field you want to add before you click **Next**.

Does it uniquely identify vehicles means that the specific value (attribute) can pertain to one vehicle only, such as with a VIN.

Predefined values display in a drop-down list for that specific field and lock the field to only those in this list; otherwise users may add new values (attributes) during vehicle processing. If you choose to define a custom field with predefined values, you will need to set up the values for that field. Select the **pencil** icon to add the pre-defined values.

Type the value and select **Add value** for each item you want to add. Once all pre-defined values are entered for the custom field, choose **Save changes**.

Use **Reset** to clear all values or **Cancel** to return to the Add Custom Field screen without saving.



Use standard drag/drop to re-order the custom fields if desired. This ranking determines the order in which the fields appear for data input.

You must click **Save ranking** to save the ranking information.

Click **Submit** to save the custom field(s). The portal will display a confirmation message and return to the main My Applications page.

Custom fields can also be edited or removed. Select the application and choose **Custom Fields** from My Applications page.

Use the **X** to remove a custom field or simply make the necessary changes to the name or checkbox options.

Use the pencil icon to make changes to predefined values (icon does not appear for custom fields with no predefined values).

Facility Management

COGNOSOS REAL-TIME LOCATION SERVICES

The foundation for the Cognosos portal and the success of the wayfinding system lie in the set-up of geo-fences during the initial system installation process. The Cognosos real-time vehicle location technology leverages digital maps of the property, which are segmented into structures and zones to provide accurate vehicle location information.

Generally speaking, the hierarchy of the geo (digital) map is as follows:

Structures	Refer to the physical facility (lot, warehouse, etc). There may be zero or more structures for an organization. Structures are set up by the installation teams.
Zones	Consist of any defined area (yard, lot, aisle, parking space, staging area, etc.). Zones 'hold' vehicles and each zone has a maximum vehicle capacity.

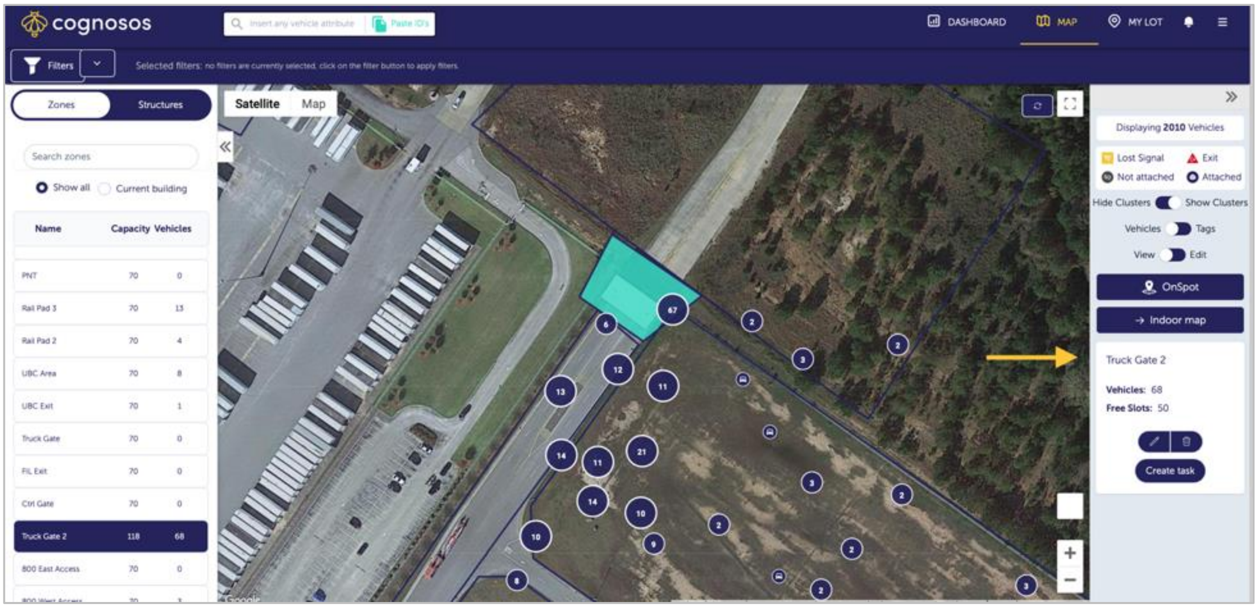
All users have the ability to view information regarding the structures and zones on the digital map as described in the sections below. The ability to add, edit, or delete zones is reserved for those with Administrator user roles. Structures are managed through the Cognosos support team.

It is very rare that a change would need to be made to structures. Be advised that some of these functions are performed only by system installers or the technical support team.

For information on navigating and utilizing the digital map, refer to Map Navigation before proceeding.

8.1 Zone Information

A zone is a digital area marked by a geo-fence that corresponds to a physical location on the facility's property. A zone can be an outdoor or indoor area and include an entire lot, aisle, parking space, structure or operations facility, or any place where finished vehicle logistics activities occur. For a quick summary view of real-time vehicle inventory information for a zone, open the map. From the left-hand menu, select the Zones tab and then locate the zone and select. You can use the Search function on the tab to quickly find a specific zone (e.g., a specific yard or lot).



Once a zone is chosen, the map highlights the zone in teal and the right-hand menu will display a zone summary box.

The map displays inventory totals. To obtain detailed vehicle inventory information for the zone, use the Zones tab in My Lot and filter on the zone.

Make zone changes using the edit and delete icons in the summary box.

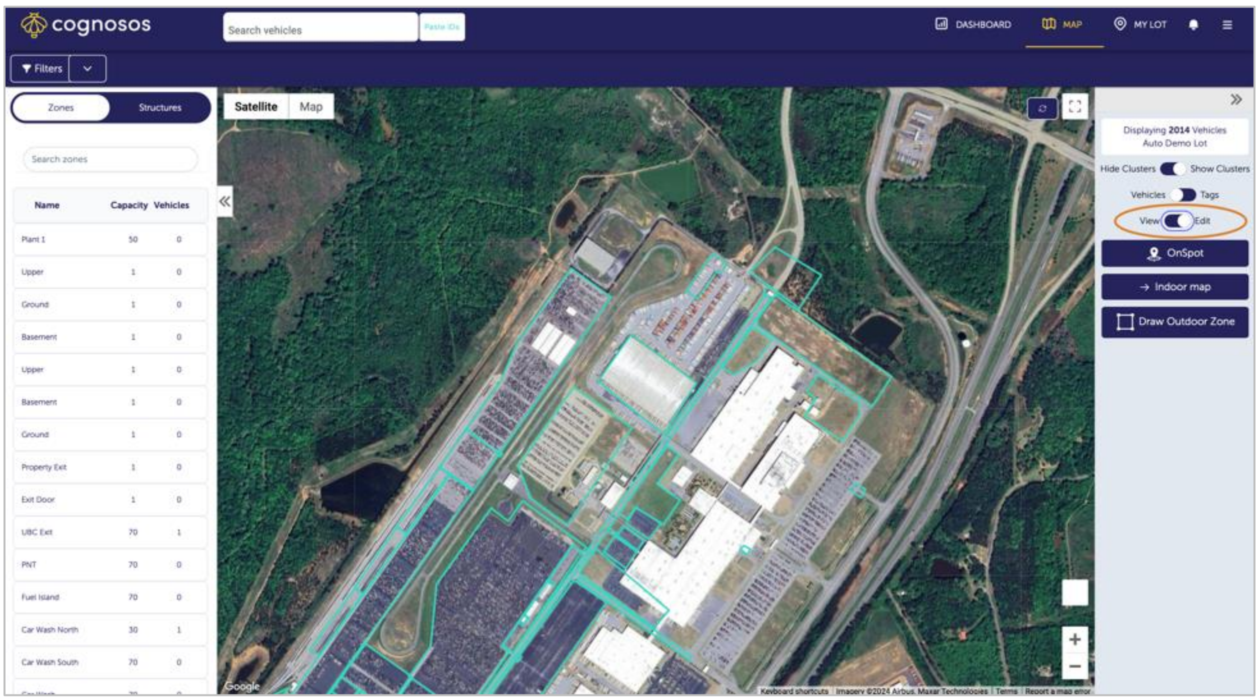
8.2 Outdoor Zones

When zone additions or changes are needed, the operations are available only to users with Administrator user rights. Even then, consult with Cognosos Customer Success team to ensure the creation or re-assignment of zones will not cause any issues in providing accurate location and inventory information.

8.2.1 Adding Zones

Although this feature not utilized regularly, the system provides the ability to add zones to the outdoor geo-map. On the map, select the **View/Edit** toggle in the right-hand menu to turn on edit mode. When in edit mode, defined zones shown on the digital map will change from blue to teal and vehicle clusters and icons will disappear leaving just the geo-fences and the Google satellite view.

Select **Draw Outdoor Zone** from the right-hand menu. The mouse pointer will change to a crossbow and the Draw Outdoor Zone button will gray out.



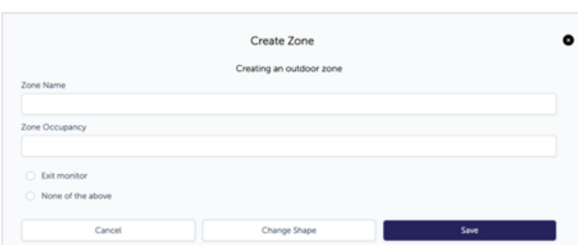
The **Draw Outdoor Zone** button is available only when in Edit mode.

Use **Indoor map** to switch to a strictly geo-fence view; **Outdoor map** (button changes) when you want to return to satellite map mode.

The drawing feature uses standard point-click-drag-release functionality. Click to place a point on the map, drag the crossbow to create a line, click to end that line/start the new line, drag the crossbow to the next location and click. Continue this process to create the (relative) shape of the zone. As a line is drawn it is gold. Draw the full perimeter of the zone until back to the original point to complete the zone shape.

At any point, select escape (esc) on your keyboard to exit drawing mode. Please note, this does not take the system out of edit mode; it merely exits drawing mode.

Select **Confirm shape** in the right menu to save the newly drawn zone. Otherwise, select **Cancel** to delete the shape and exit drawing mode (this does NOT exit Edit mode; use the toggle).



Input zone name and vehicle capacity for that zone.

If this is a designated exit zone, select Exit Monitor; otherwise choose None of the above checkbox.

Select **Save** to add the zone to the portal and return to the map with the new zone shown in teal. The new zone also appears on the Zones tab under My Lot.

Use **Change Shape** to return to the drawing board. Select **Cancel** to return to the map without saving the new zone.

The portal automatically sets the center point of the zone based on the drawing. Use the **Reset the center point** option on the right menu to move. Click, drag, and release the red balloon icon inside the shape.

Remember to click the **View** toggle in the right-hand menu to return the map to the view mode once the outdoor zone creation process is complete so that other changes are not accidentally made.

8.2.2 Editing Zones

The portal provides two inroads for editing outdoor zones: **My Lot** and **Map**. Editing of outdoor zones includes the ability to change the size and shape of zone, zone name, and capacity. Zone name and capacity can be changed through both the map and My Lot. Use the map to edit size and shape of zone.

<u>Zone Size & Shape</u>

Zone size and shape are changed directly from the digital map. Locate and highlight the zone on the Zones tab (left-hand pane) to display the zone outline. Set the **View/Edit** toggle to Edit to turn on the editing mode.

Click zone (shown in teal outline) to re-define the shape. Use standard point and click to re-shape the zone as needed.

Select **Save** to keep the new shape; **Cancel** to discard the changes.

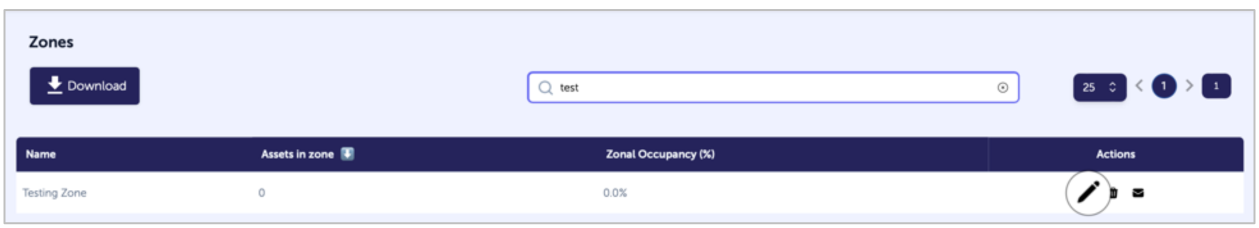
Continue with other zone edits or create new zones.

Return map to View mode when all changes are complete.

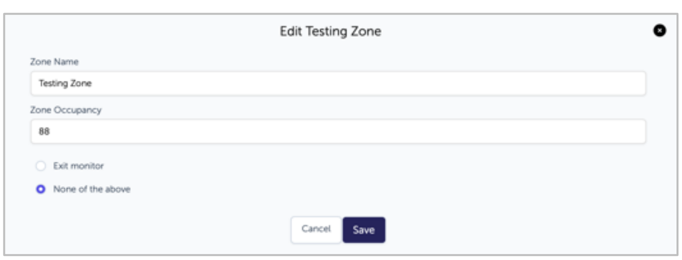
Zone Name & Capacity

If you need to change the zone's name or vehicle capacity you can change those directly from the digital map or from My Lot. From the map, locate and highlight the appropriate zone in the left-hand pane. Once the zone is selected (shape turns teal blue) select the **Edit** (pencil) icon inside the summary box in the right-hand pane. The map can remain in View mode for this change.

From the Zones list in My Lot, locate the zone to change and choose the **Edit** icon from the Actions column.



In the Edit Zone pop-up window, make changes to the zone name and/or capacity. If zone is a designated exit zone, ensure that checkbox is selected. Otherwise, set to None of the above.

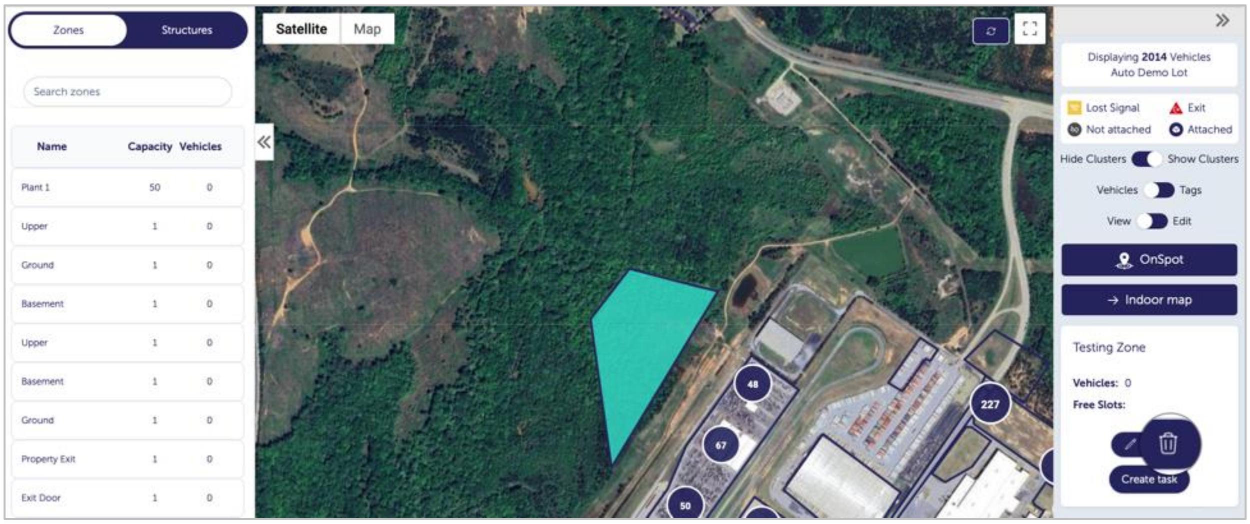


Select **Save** to continue and return to the map; otherwise select **Cancel** to return to the map without zone changes.

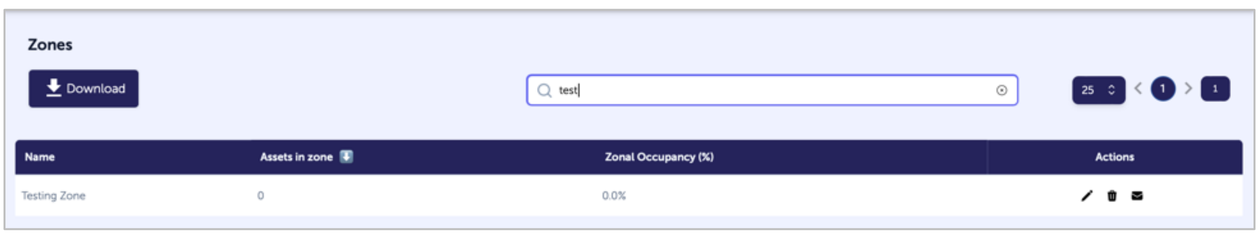
8.2.3 Deleting Zones

As with the create and edit zone functions, start the process by locating the zone to be deleted. You can do this either on the map or on the Zones tab under My Lot.

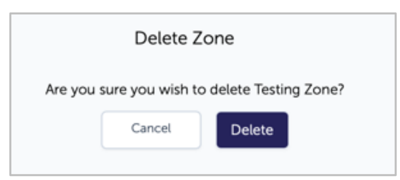
On the map, highlight the zone in the left-hand menu from the Zones tab. Select **Delete** (trash can) icon in Zone Summary Box in the right-hand menu. The map can remain in View mode for this function.



Alternatively, go to the Zones list in My Lot. Locate the zone and click **Delete** in the Actions column.



With either method, confirm removal of the zone with **Delete**; otherwise choose **Cancel** to end the process.



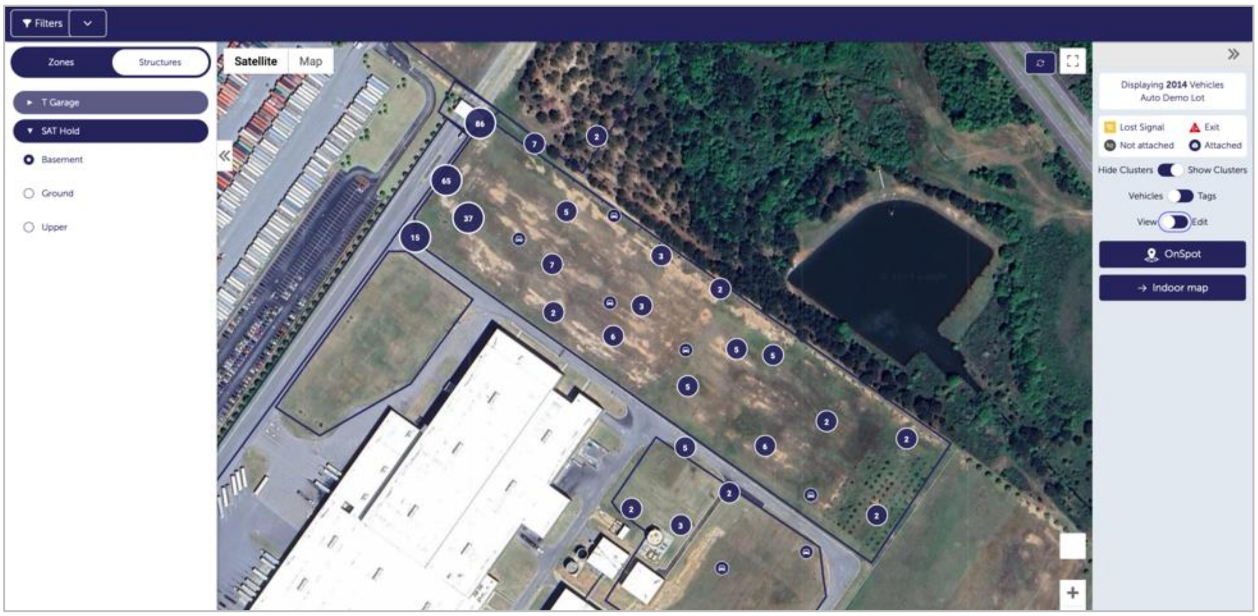
Once deleted, the zone is removed from the RTLS. Ensure you want to take this step, as it can not be undone and may adversely impact tracking abilities, logistics information, inventory data, and the like.

8.3 Structures

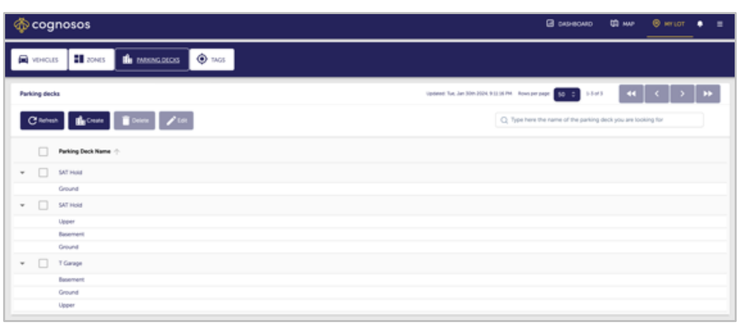
A structure is a digital area marked by a geo-fence that corresponds to a physical location on the facility's property. Structures are generally categorized as parking decks but can be any physical location that contains one or more zones. When structure changes are needed, the operations are available only to users with Administrator user rights. Even then, consult with Cognosos' Customer Success team to ensure re-assignment of or changes to a structure will not cause any issues in providing accurate location and inventory information.

8.3.1 Viewing Structures

Open the Map and go to the Structures tab on the left. The pane shows the structure name(s) and any defined layers within the structure.



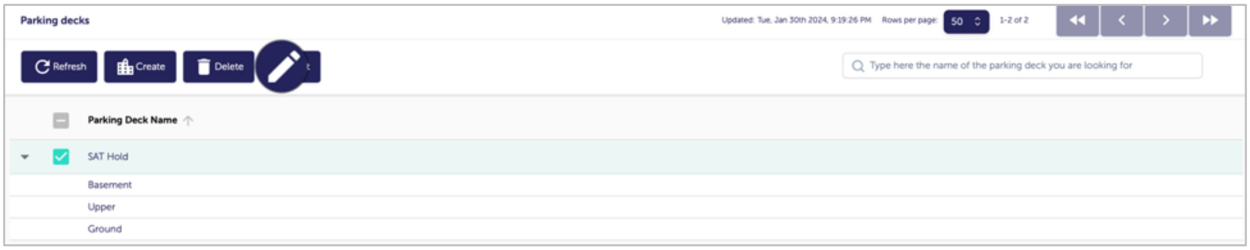
Alternatively, open My Lot and choose Parking Decks to view the same list.



Note: Not all organizations utilize the Structures (parking decks) feature, therefore your RTLS may not include this My Lot menu option.

8.3.2 Editing Structures

The system allows Administrators to edit the structure name and floor order. Structure changes are performed in the My Lot area of the portal. Select the structure to edit on the Parking Decks tab. Click **Edit** on the Parking Decks menu bar.



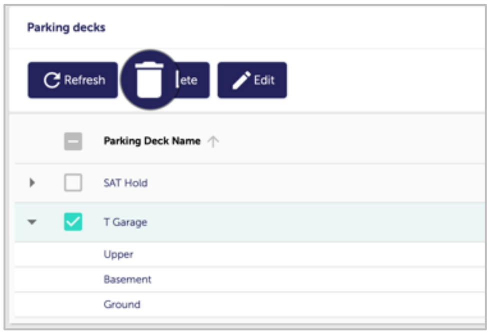
In the Edit Structure window change the parking deck name or re-order the floors. Select **Save** to return to Parking Decks listing and retain changes. Select **Cancel** to return to listing without saving changes.

Saved structure changes are reflected in My Lot and on the map.

If you need to change the shape or add floors, please contact Cognosos support.

8.3.3 Deleting Structures

Select the structure to remove on the Parking Decks tab. Click **Delete** on the Parking Decks menu bar.



In the confirmation pop-up window select **Yes** to remove; otherwise select **No**.

The system will return a message stating that the removal is complete and return to the Parking Decks listing. The structure will no longer appear on the list or on the map.

Ensure taking this action does not interfere with location tracking, logistical services, and inventory management before completing.

Appendix A: Map Iconography

Icon	Meaning	Map Mode
	**Exit Cluster** - Displayed on the map when there are exit zones	Vehicles or Tags Show Clusters
	**Zone Cluster** - For the rest of the zones other than exit monitors	Vehicles or Tags Show Clusters
	**Asset Unresponsive** - Displayed when the asset is unresponsive	Vehicles Hide Clusters
	**Exit Asset** – Shown for assets that are located in an exit zone	Vehicles Hide Clusters
	**Inactive Asset** - Displayed when the asset is inactive	Vehicles Hide Clusters
	**Active Asset** - Shown when the asset is active	Vehicles Hide Clusters
	**Exit Tag** - Shown for Tags that are located in an exit zone	Tags Hide Clusters
	**Unresponsive** - Displayed when the Tag is unresponsive and we are unable to get its current location	Tags Hide Clusters
	**Not Attached** – Shown if Tag is not attached to an asset	Tags Hide Clusters
	**Active / Attached Tag** – Shown when Tag is attached to the asset and responsive	Tags Hide Clusters