AirIQ®

Quick Access Guide

This document is a guide to assist you with the functionality of AirIQ Fleet.

AirIQ Fleet is now entirely mobile friendly, so everything you do on your computer can now be done from your smartphone or tablet. You can follow the steps as shown in this guide on your mobile device.
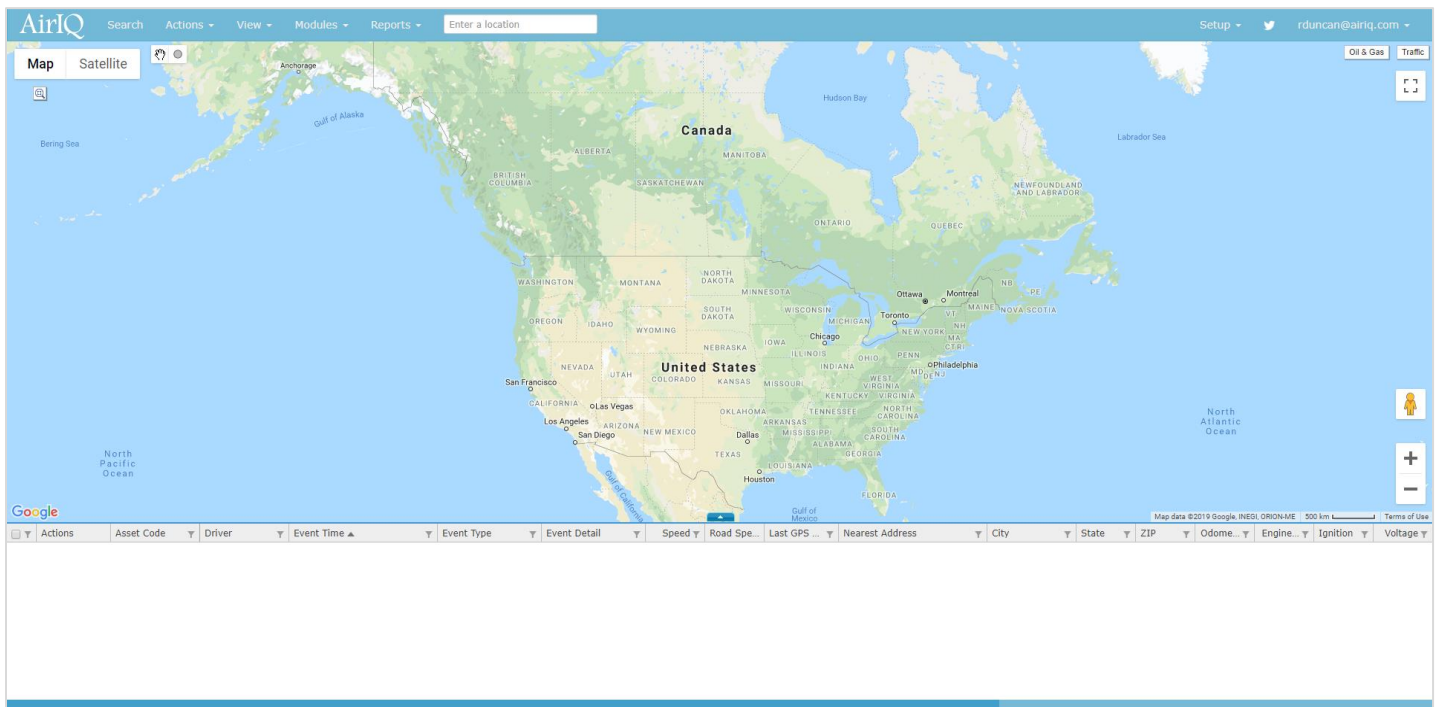
Accessing AirIQ Fleet

❶ From Google Chrome or Mozilla Firefox, visit airiqfleet.com.

Also works on mobile!

Note: AirIQ Fleet is no longer supported by Internet Explorer or other legacy browsers.

❷ Log in to your new account using the credentials provided to you.

Upon successful login, the new AirIQ Fleet will appear with a map of North America:

On your first login, you'll notice a features and tips banner – hover over it to close it.
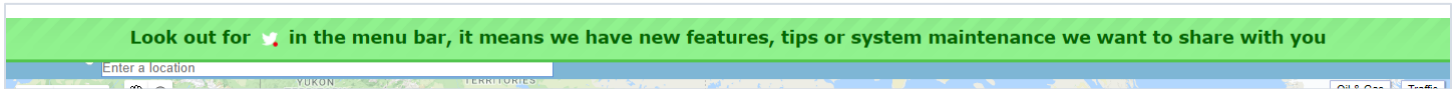
New Twitter notifications are displayed by a flashing Twitter logo in the top right corner that pulsates if there are new tweets available. Tweets usually include system updates and notifications regarding any changes made to AirIQ Fleet, such as new features or UI updates.

> **TIP: Any time you're using AirIQ Fleet, enter a location into the search box and the map will zoom to that area.**

Enter a location

❸ To perform a search or narrow your criteria, select "Search."

You'll then see a small popup box where you can search by category and enter any filters that correspond to the category you selected. You can search by VIN, Make, Model, License Plate and more.

To remove any search criteria from your Filter(s), select the "x" next to the name.

Once you select search, the assets you searched for are now visible on the map and your grid, with the most recently retrieved information shown.

Performing Actions

Various actions can be performed on your assets, depending on your company profile and user access rights.

You'll find them under the "Actions" dropdown menu, as shown here:
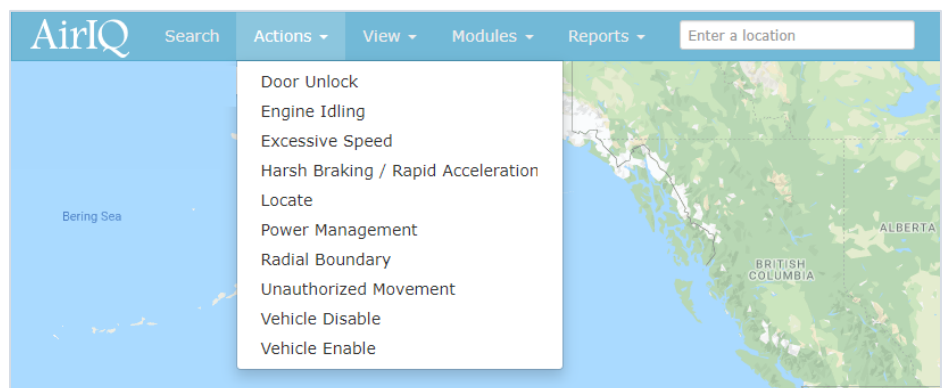
❶ To perform an action on an asset, select the asset's icon on the map or select the asset's row in your grid, and select "Actions."

> To select multiple assets, use the grid's checkboxes before selecting the action you wish to perform.

After selecting an action, an action submission window will pop up with your asset and other options (if you picked more than one asset, you will see multiple under "Selected Assets").

After the action is submitted, a loading bar will appear. Once the device has completed the action you sent it, the loading bar will show "Successful" and the asset's updated position and details will be displayed on the map and in the grid.

Submit Action	✕
Locate	

Selected Assets

| CHARGER | ▼ |

Options

◉ Execute now and clear map
◯ Execute now and don't clear map
◯ Schedule action
◯ Daily action

[Submit]

Accessing Historical Data

❶ To view an asset's history, select the History Query icon 📅 in the asset's Actions column.

> This is found on the leftmost side of your details grid.

Actions

📅 ✏️ 🗓️ 🕐

❷ In the window that pops up, input your desired timeline to retrieve history data for, and select "Submit."

History Query

Selected Assets

| CHARGER | ▼ |

Start

| 7/1/2019 12:00 AM | 📅 🕐 |

End

| 7/12/2019 11:59 PM | 📅 🕐 |

Time selected: **1 week 4 d 23 h 59 min**

[Cancel] [Submit]

You can use the calendar icon (🗓️) to specify a month, day and year.

You can use the clock icon to (🕐) specify a time in 15 minute intervals.

Note that the end date must be later than the start date or you will be unable to perform the history query.

If the selected criteria returns a substantial number of plots the details box will filter out tracking events, however ALL plots will be displayed on the map. If you have a substantial number of plots for the timeframe you selected, we recommend that you either select a smaller time frame or run your data via a History Report.

The history query grid is showing 2 results of 4720 returned ✕

All results are shown on the map but only the first and last event of each asset are shown in the grid.
Please refine the history query date range to see all results or run a History Replay Report from the Reports menu.

Click this message to close it

Upon a successful query, you will see travel lines and pinpoints on the map indicating where the asset has travelled in the timeframe you defined in step 2.
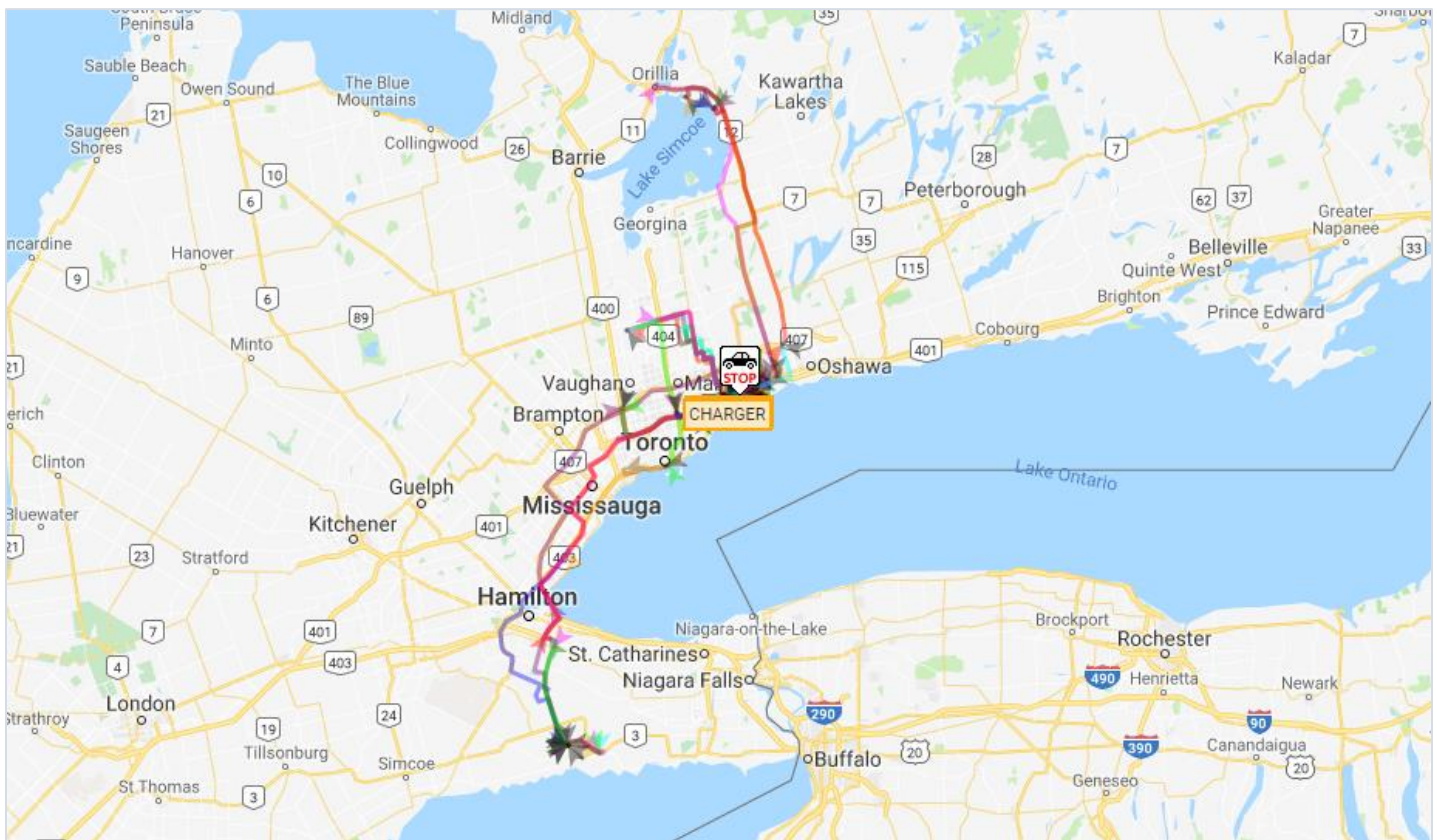
TIP: You can zoom in and out of the map by scrolling up or down, or selecting the + / - buttons on the bottom right. You can also use the drag zoom icon in the top left of the map.

Using the Radius Search tool

The Radius Search tool allows users to search historical data within a pre-selected radius anywhere on the map.
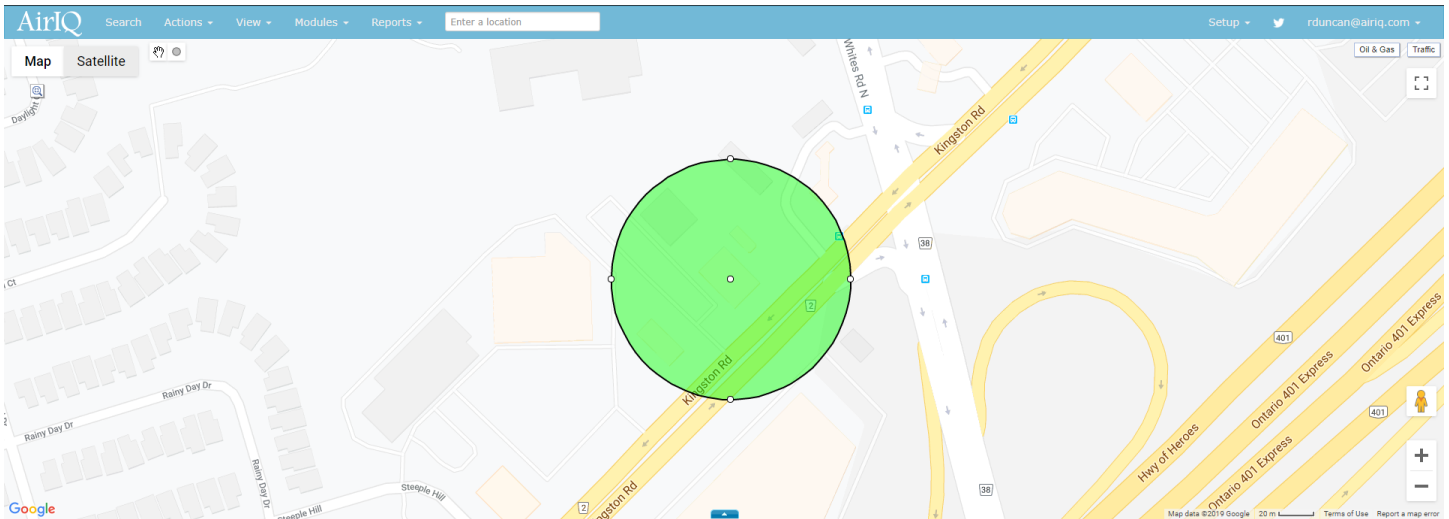
❶ Select "Search" from the menu bar and search/select the assets of your choice

> You can also select "Get All" to select all of your available assets.

❷ In the top left of the map on AirIQ Fleet, select the small grey circle icon and draw a circle.
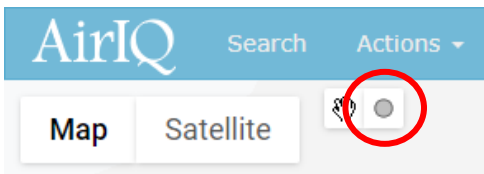
Your cursor will turn into a ✚ and you'll be able to draw a circle on the map by clicking anywhere, holding and dragging.

To resize the radius you've drawn, click it once and you'll see 4 smaller circles show up around the edge – you can use those to drag and resize the circle. To delete the radius so you can draw another, double click on it.

Note: This search method will only search your preselected assets.

❸ Proceed as you would with searching historical data, ensuring you click the "Search within drawn circle" box noted below, then select "Submit."

(Refer to the "Accessing Historical Data" section for more information regarding performing a history query.)

History Query

Selected Assets

CHARGER ▼

Start

7/15/2019 12:00 AM

End

7/15/2019 11:59 PM

Time selected: **23 h 59 min**

☑ Search within drawn circle

Cancel   **Submit**

Editing asset details

❶ Search and select the asset you wish to work with.

Use the same steps as outlined under "Accessing AirIQ Fleet" (step 3)

❷ Select the "edit" button ✏ in the data grid.

Edit Asset ✖

Asset Code

CHARGER

Car ▼

Dodge

Charger SRT

2013

Black ▼

Plate

VIN

Driver

Driver

Fleet

▼

Save

The "Edit Asset" window will pop up allowing you to edit any information regarding this asset you wish.

You can now change the desired fleet the asset is in directly in the Asset editor.

The "Asset Type" you select (the first dropdown), for example a car or truck, will reflect the icon that is displayed on the map.

Once you are finished modifying your asset details, click the Save button to confirm and save your changes.

Calibrate odometer and/or engine hours

Note: We recommend you calibrate your odometer or engine hours with the correct value of the asset upon installation to obtain the most benefit from the AirIQ solution. This is not required if the asset has an ECM connected device, as the odometer details will automatically be captured as long as the asset make and model support this feature.

❶ Search and select the asset you wish to work with.

> Use the same steps as outlined under "Accessing AirIQ Fleet" (step 3)

❷ In the data grid, select the icon for the action you wish to perform:

   🏋 Calibrate odometer

   🕐 Calibrate engine hours

Calibrating your odometer:

Calibrate Odometer	✖
Last Reading	
Asset Code CHARGER	
Odometer 5,382 km	
Date 2019-7-17 9:56:07 AM	
Last Calibration	
Odometer 4 km (GPS)	
Date	
User	

New odometer reading (km)

-	5,382	+

[Save]

Calibrating your engine hours:

Calibrate Engine Hours	✖
Last Reading	
Asset Code CHARGER	
Engine Hours 121.9	
Date 2019-7-17 9:56:07 AM	
Last Calibration	
Engine Hours 0.0	
Date	
User	

New engine hours reading

-	121.9	+

[Save]

Regardless of which you choose, both windows will look very similar. You will see the name of your asset code that you're currently calibrating, the last odometer/engine hours value that the device reported, and the date that it was reported.

Below that, under "Last Calibration," you'll see the values for the last time the asset's odometer or engine hours were calibrated. If they never were, you will see the accumulated odometer/engine hours received from the GPS.

❸ Enter your new odometer/engine hours value in the "New odometer/engine hours reading" field and select "Save."

New odometer reading (km)

-	100,000	+

Once complete, your device will now record odometer or engine hours using that as the starting value. All recorded mileage or engine hours will be added on top of your value.

> **TIP: To change your units of measurement (ex. Km to Miles), select your username in the top right of AirIQ Fleet, then "Options" and select your choice from the window.**

Using the View menu

The **View** dropdown menu is used to view and manage:

1. Scheduled and Daily Actions that have been set up

2. Action Progress

3. Route Line Preference

4. Show Radius Boundaries (set up under "Actions")

5. Show Geofences (set up under "Actions")

View ▾   Modules ▾   Reports

Scheduled and Daily Actions
Action Progress
☑ Show Route Lines
  ● Straight
  ○ Stick to Road (Preview)
☐ Show Radial Boundaries
☐ Show Geofences

Adding Maintenance Schedules

You can add maintenance schedules and service records to your assets, depending on your company profile and your user access rights.

❶ On AirIQ Fleet, select "Modules," then "Maintenance."

The Maintenance Module is located under the Modules drop down menu on the AirIQ Fleet toolbar, as indicated in the image below:

Upon selection of "Maintenance," you'll see a screen with all of your company's assets, each with "Schedules" and "Service" buttons respectively:

You can use the "Filter Assets" and "Filter Fleets" fields above the table to search for an asset or fleet you're looking for.

❷ Select the respective button for the asset you wish to modify.

You will then see the following screen, showing any scheduled maintenance you already have, or in this case, nothing, as we have not added any schedules yet. You will also see the last reported engine hours and odometer.

❸ Select "+ New Schedule" in the top right corner.

You will then see the following screen:

❹ Enter a Schedule Name and fill in the details for whichever type of schedule you need. *Example below.*

For example, if your schedule is odometer based, enter only the "Odometer Schedule" fields.

EXAMPLE: The values for "Odometer Schedule" shown in the image above will produce the following results for an **oil change** schedule:

1. The service interval is 5,000, so we will anticipate changing oil every 5,000 kms.
2. The next service interval is 10,000, so we will be changing oil at 10,000 kms.
3. The reminder is set to 1,000, so once we reach 9,000 kms, we will receive a notification advising us that our scheduled deadline for our oil change is coming up.

❺ Once completed, select "Save."

This will add a new maintenance schedule to your asset, which you will now see by following step 2.
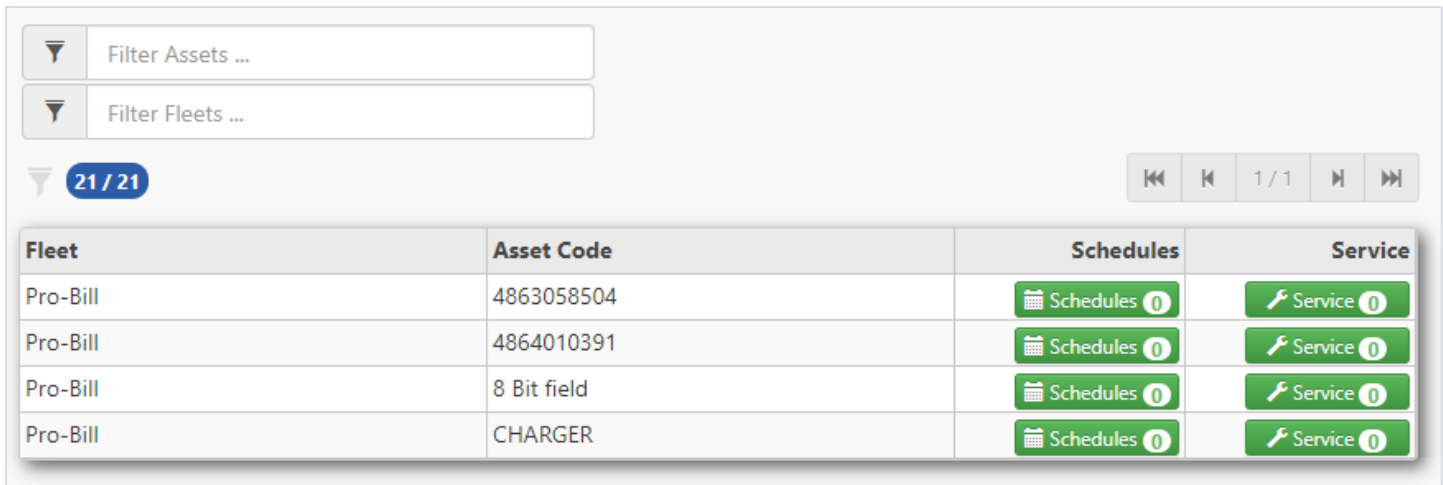
Adding Maintenance Service Records

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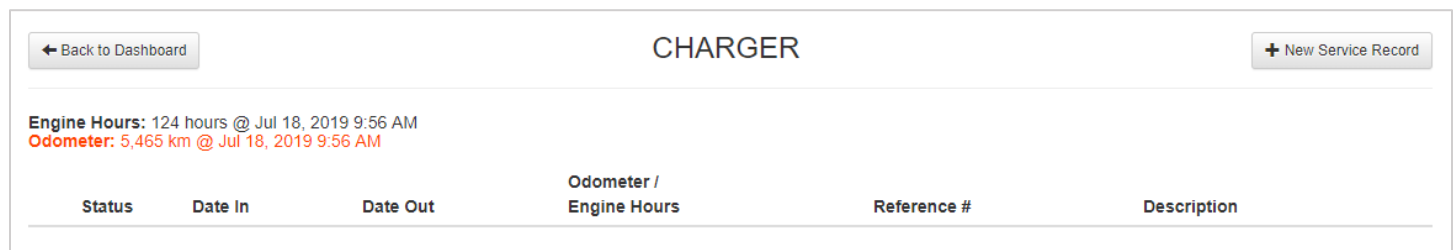

You can use the "Filter Assets" and "Filter Fleets" fields above the table to search for an asset or fleet you're looking for if you have many.

❷ Select the respective ⬛Service button for the asset you wish to modify.

You will then see the following screen, showing any service you have already recorded, or in this case, nothing, as we have not added any yet. You will also see the last reported engine hours and odometer.

❸ Select "+ New Service Record" in the top right corner and fill in the service details as prompted.

(screenshot below)

❺ If you want to keep the service record open for completion later, select "Save." Otherwise, to close the service record now, select "Close this service record after it has been saved," then select Save.

This will add a new service record to your asset, which you will now see by following step 2.

❻ To close an open service record, open the service record by clicking [✏️] .

The following screen will show up, showing the details of the service record you are closing along with its maintenance schedules if there are any:

❼ Select [Close Service Record] .

Note: If you have maintenance schedules attached to this service record and you want them to update automatically, check the "Update Schedule" box before closing the service record. Otherwise, you will need to manually update the maintenance schedule. You will also not receive maintenance reminder notifications by email.

Maintenance Schedules

To use the automatically calculated values for this asset's next scheduled service, just fill-in the checkbox beside its name.

Schedule Name	Interval	Next Service	Update Schedule
OIL CHANGE	• 5,000 km	• 10,493 km	☑

[Close Service Record]

Accessing reports

❶ On AirIQ Fleet, select "Reports" and the reports dropdown will show:

Reports ▾   Enter a location

- Geofence Report
- Geofence Report with Duration
- History Replay Report
- IFTA Report
- Inventory Repo...
- Inventory Repo...
- Last Known Loc...
- Meter Drop Report
- Non-Reporting Units Report
- Non-Reporting Units Report_TEST
- Odometer Maintenance Detail Report
- Road Speed Report
- Specific Alert-Action Report
- Speed Report

> The History Replay Report provides a detailed summary of all historical alerts and actions (shown by individual vehicle) for a pre-determined date/time range.

Hovering over the title of a report will give you a brief description highlighting the use of the report.

The amount or selection of reports you see is dependent on your account settings and available access.

For this example, we will select the "History Replay" report.

❷ Set your report criteria (assets, start/end dates, fleet(s), etc). Once complete, select "View Report."

Company	AirIQ Pro-Bill	Fleet	Pro-Bill
Assets	CHARGER	Time Zone	(UTC-05:00) Eastern Time
Start Date	7/18/2019 12:00:01 AM	End Date	7/18/2019 11:59:59 PM
System of Measure	Metric	Report Format	Standard

[View Report]

15

Some reports have a "Report Format" field (shown above as "Standard"). Setting this to "Enhanced" and again selecting "View Report" will give you more detailed address information, additional asset information such as make, model, voltage, ignition and more.

As long as there are results that meet your criteria as defined above, you will now see the report. The report can be exported to CSV, PDF, MHTML Excel and Word formats for external use, using the button highlighted below:

Adding geofences

❶ On AirIQ Fleet, select "Setup," then "Geofences."

The Geofence editor will open up in a new tab.
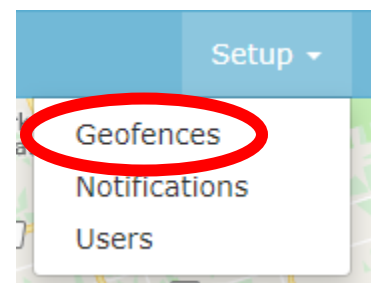
❷ In the search box in the top left, enter an address or place of interest.

Q	1845 Sandstone Manor, Pickering, ON, Canadi

Your entered location will then be displayed on the map.

❸ To create your geofence, select one of the icons at the top of the map, as highlighted below:
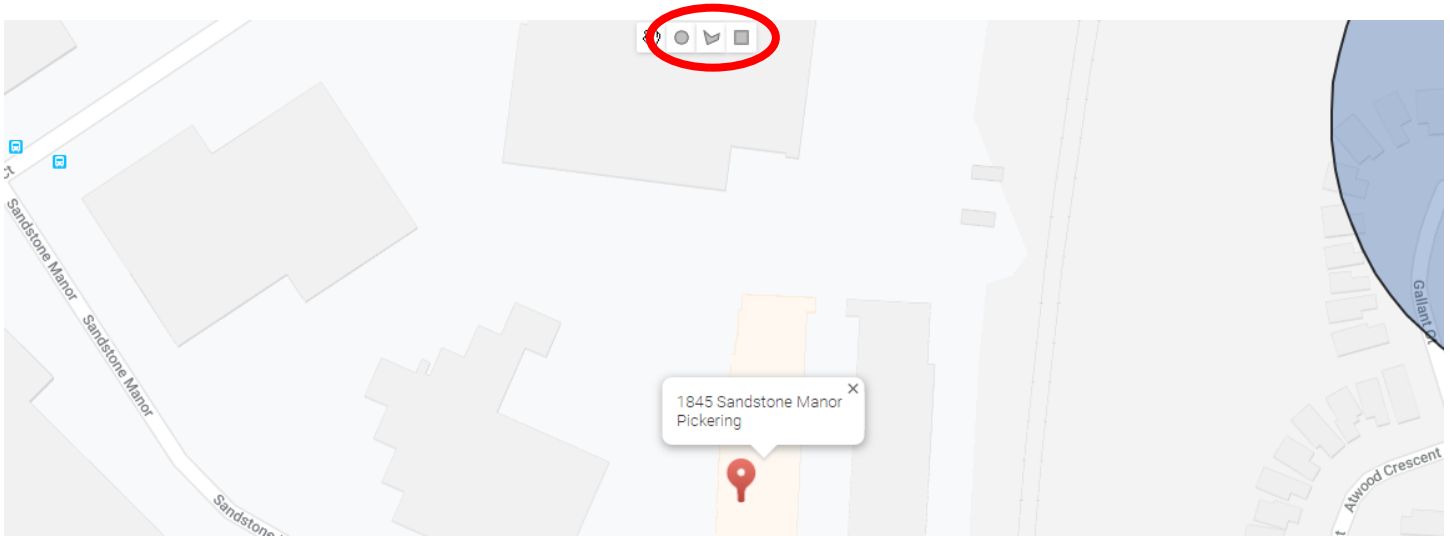
- ⚪ Draw a circular geofence (click and drag).
- ⌵ Draw a custom shaped geofence (click each corner of a shape).
- ⬜ Draw a square shaped geofence (click and drag).

❹ Once you have drawn your geofence, you will get a pop up to enter your geofence details. Give your new geofence a name and confirm the address details:

(screenshot below)

❺ Once completed, select "Save."

❻ To edit, delete, or set notifications for a geofence, right click in the geofence.

You will see a small box pop up with your geofence details, along with the following buttons:

Setting up e-mail and text notifications

❶ On AirIQ Fleet, select "Setup," then "Notifications."

For location of setup menu, see step 1 under "Adding geofences."

The Notification Setup page will appear, with all of your existing notification triggers, addresses and delivery windows. If you have none, this page will be blank.

Notification Setup AirIQ QA Test

Notification Triggers						⊕ Alert Trigger	⊕ Road Speed Trigger	⊕ Geofence Trigger
Name	**Description**	**Type**	**Subscribers**	**Enabled**	**Edit**	**Delete**		
All alerts	All alerts for testing	Alert	1	✖	⬜	🗑		
arrives and leaves	Aaron Test	Alert	2	✔	⬜	🗑		
BC text		Alert	2	✔	⬜	🗑		

Note: You need to have users in your address book to utilize notifications. The address book is located just below the Notification Triggers box shown above.

❷ Add subscriber(s) to the address book to receive alerts.

In the Address Book, select ⊕ Address and fill in the required information in the popup:

New Email Address

Name:

Ryan

Email:

rduncan@airiq.com

Time Zone:

(UTC-05:00) Eastern Time ▾

☐ Show speeds in metric (km/h)

Cancel Save

❸ Select the trigger type that you require from the top right-hand side of the Notification Triggers box (shown above).

> For this example, we will use ⊕ Alert Trigger .

❹ Give your trigger a name, description (optional), and the events that alerts will trigger on.

For example, a "Reckless driving" alert might use the following alerts to trigger on:

To set up a text notification (via SMS), get your carrier's e-mail to SMS address format and add your phone number, then put the full address in the email field as shown above.

The most common Email to SMS address formats are below:

Carrier	Email to SMS address format	Example
AT&T	[#]@txt.att.net	9058316555@txt.att.net
Rogers	[#]@pcs.rogers.com	9058316555@pcs.rogers.com
TELUS	[#]@msg.telus.com	9058316555@msg.telus.com
T-Mobile	[#]@tmomail.net	9058316555@tmomail.net
Verizon	[#]@vtext.com	9058316555@vtext.com

Putting 9058316555@txt.att.net in the Email field in the address book would send an alert upon the trigger to (905) 831-6555 as long as they are an AT&T customer.

If you do not receive SMS alerts, confirm you have formatted the email correctly, and if so, contact your carrier.

> **TIP: You can enable or disable a trigger at any time by ticking** ☑ **Trigger Enabled in the Alert Trigger Editor (under the description box).**

Setting up a new user

❶ On AirIQ Fleet, select "Setup," then "Users."

For location of setup menu, see step 1 under "Adding geofences."

You will see all of the current users in your company (as shown below):

❷ Select ⊕ New User in the top right corner of the "User Accounts" box.

The User Email and Permissions box will appear with all of the available options (shown below):

Enter the user's email (which they will use to log in) and begin to set permissions for your user. You can select various general permissions under the "User Email and Permissions" box as shown above.

You can also choose the specific reports and actions your user(s) can access by scrolling down to the "Report Selection" and "Action Selection" boxes respectively:

Report Selection

Fill in the checkbox for each report you would like this user to be able to access.

[Select All] [Select None]

☐ After Hours Activity	☐ Alert-Action Detail Report	☐ Date - Engine Hours - Odometer Maintenance Detail Report	☐ Date Maintenance Detail Report
			☐ Driver Behavior Dashboard
☐ Driver Behavior Report	☐ Engine Diagnostic (Light-Duty) Detail Report	☐ Engine Diagnostic (Light-Duty) Summary Report	☐ Engine Hour Maintenance Detail Report
☐ Engine Idling Report	☐ Engine Idling Summary Report	☐ Geofence Report	☐ Geofence Report with Duration
☐ History Replay Report	☐ IFTA Report	☐ Inventory Report	☐ Last Known Location Report
☐ Non-Reporting Units Report	☐ Odometer Maintenance Detail Report	☐ Road Speed Report	☐ Speed Report
☐ Stops Report	☐ Trip Report	☐ Trips Detail Report	☐ Utilization Report
☐ Workday Summary			

Action Selection

Fill the checkbox for each action you would like this user to be able to perform.

[Select All] [Select None]

☐ Battery Disconnect	☐ Constant Power Voltage	☐ Departure/Arrival and Tracking	☐ Door Unlock
☐ Emergency Tracking	☐ Engine Idling	☐ Excessive Speed	☐ Get Fastest Speed of the Day
☐ Get VIN	☐ Harsh Braking / Rapid Acceleration	☐ Ignition Reporting	☐ Locate
☐ Master Reset	☐ Master Shutdown	☐ Power Management	☐ PULS
☐ Radial Boundary	☐ Start Accelerometer Calibration	☐ Trip Extra Output	☐ Unauthorized Movement
☐ Vehicle Disable	☐ Vehicle Enable		

Upon completion of the form, select "Save" in the top right corner (above the "User Email and Permissions" box).

Note: The user whose email you enter in "Email" will receive an account activation email that will prompt them to set a password for access to AirIQ Fleet.

> **TIP: You as an administrator do not have access to set or view user passwords. If a user has forgotten their password, they can select "Forgot your password?" on the login screen to reset it.**

Setting user options

❶ On AirIQ Fleet, select your email in the top right and select "Options."

The box shown below will pop up. This is where you can set all of your preferences when you use AirIQ Fleet.

User Options ✖

Units of Measurement
- ⦿ Kilometers / Liters / Celsius
- ◯ Miles / Gallons / Fahrenheit

Map Defaults
- ☐ Show all assets when map loads
- ☑ Show asset icon labels
- ☑ Show route lines
  - ⦿ Straight
  - ◯ Stick to road (preview)
- ☐ Show geofences

Grid Position
Bottom ▼

Grid Columns Shown
27 columns selected ▼

Time Zone
(UTC-05:00) Eastern Time ▼

Auto-refresh Interval
Disabled ▼

☑ Start automatically

Save

Units of Measurement

Your preferred units of measurement when working with an asset. This is also reflected in reports.

Map Defaults

You can choose to show all of your assets when you log in to AirIQ Fleet by default. You can also choose to show the asset icons (ex. pickup truck icon if your asset is set as a pickup truck).

Route lines can also be shown and are shown straight by default. This draws a line between points your asset has travelled to so you can visualize it easier. Stick to road allows these lines to lock on to roads, to create a more accurate visual. This feature is in preview mode so there may be inconsistencies.

Grid Settings

You can choose the position that the data grid is shown, for example at the bottom of the screen or on the left/right side of the screen.

If you expand the Grid Columns shown dropdown, you can also choose which columns you see on the grid (some of which are disabled by default, like fuel level and % fuel level).

Other

You can choose your time zone which will be reflected in AirIQ Fleet and reports. You can also set an auto-refresh interval, where AirIQ Fleet will auto refresh every amount of time you set in this field to give you an up-to-date view on all of your assets.

Quick tips

Help Menu

This guide is embedded in the Help menu (top right of AirIQ Fleet, beside your username/email), along with API documentation that is useful for developers.

Change your password

Select your username/email in the top right of AirIQ Fleet and select "Change Password." You will receive an email with instructions on changing your password.

There is certain criteria required when creating a password. Your password **must** have:

- A minimum of 8 characters
- At least one lower case letter
- At least one upper case letter
- At least one number
- At least one character that is not a letter or a number. (ex: !, $, #, %)

Logging off

Select your username/email in the top right of AirIQ Fleet and select "Log off."