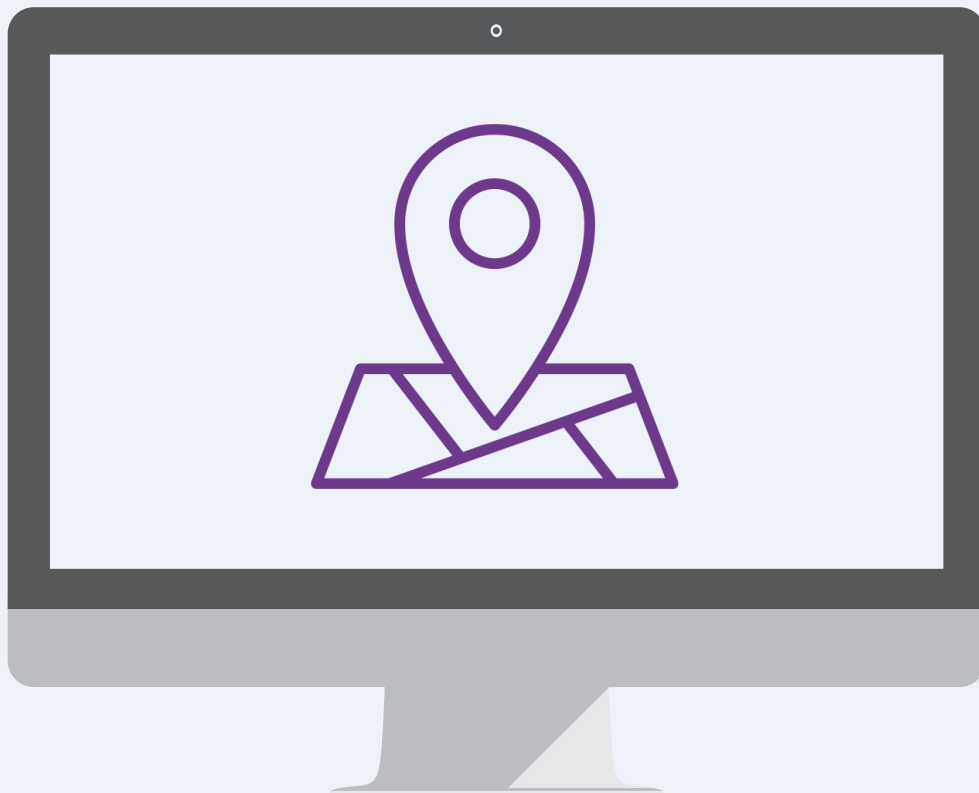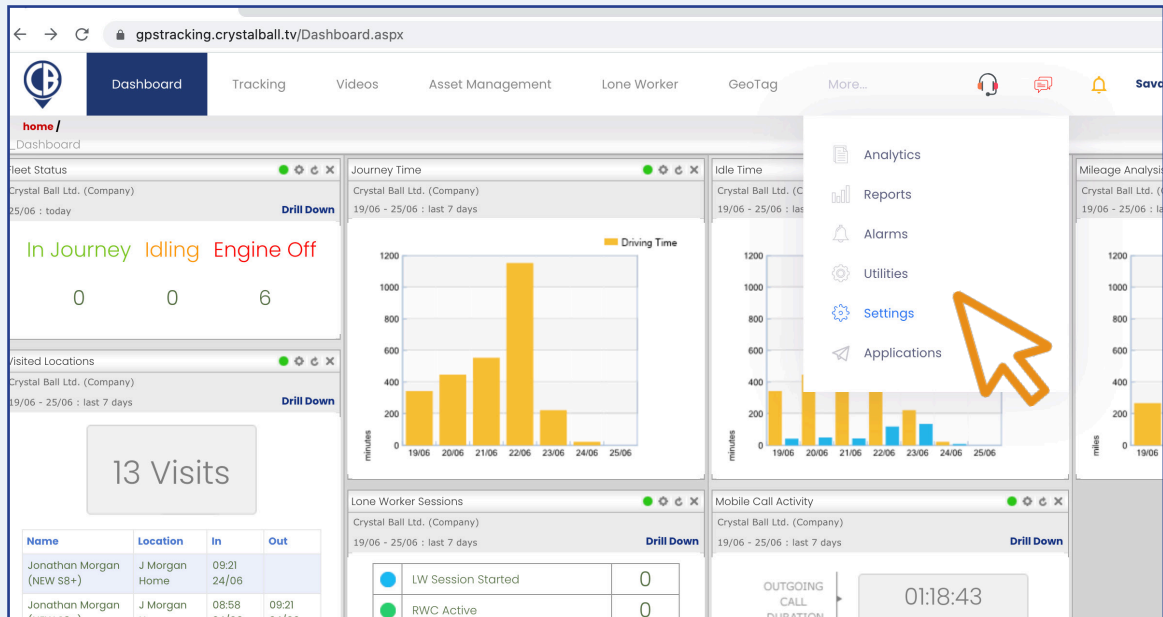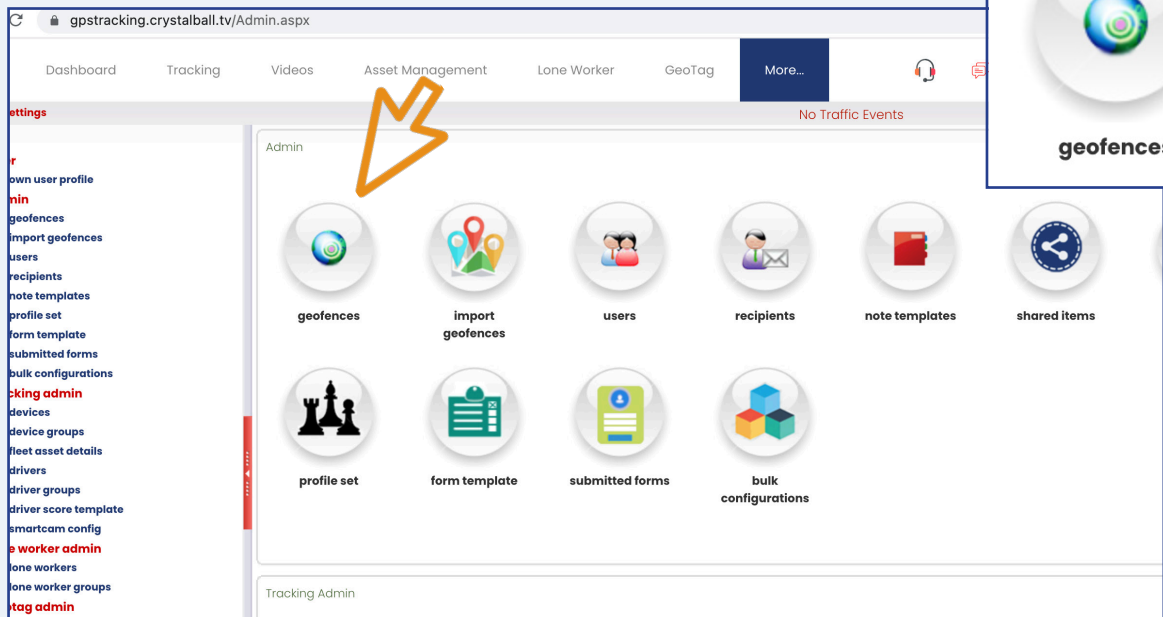# A Guide to creating
Geofences

What is a Geofence?

Geofences are virtual geographic boundaries which can be drawn to fit any specified location to record when vehicles have passed through/ended their journeys at the geofenced location
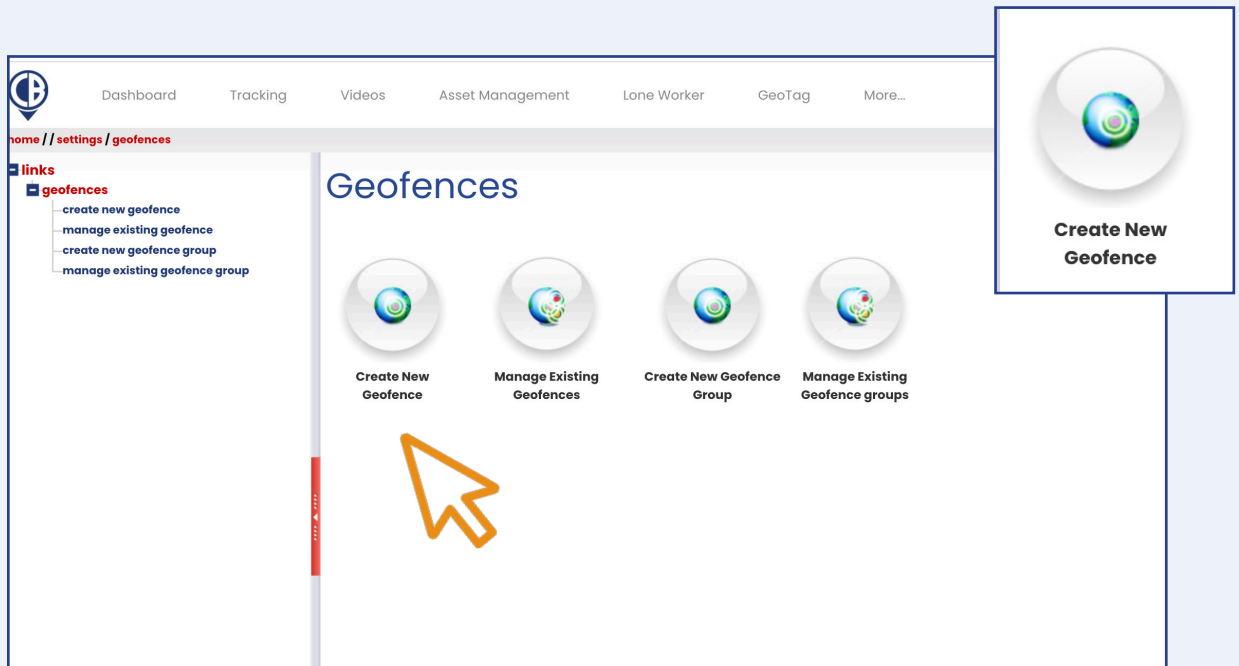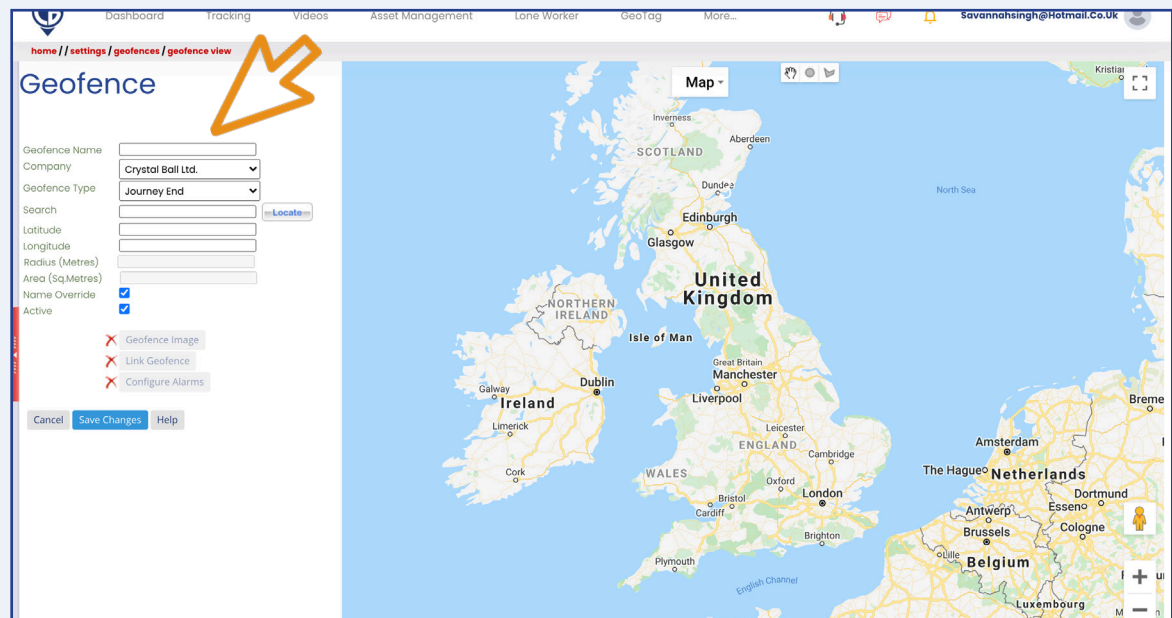
1

First, select 'More' and then 'Settings'.

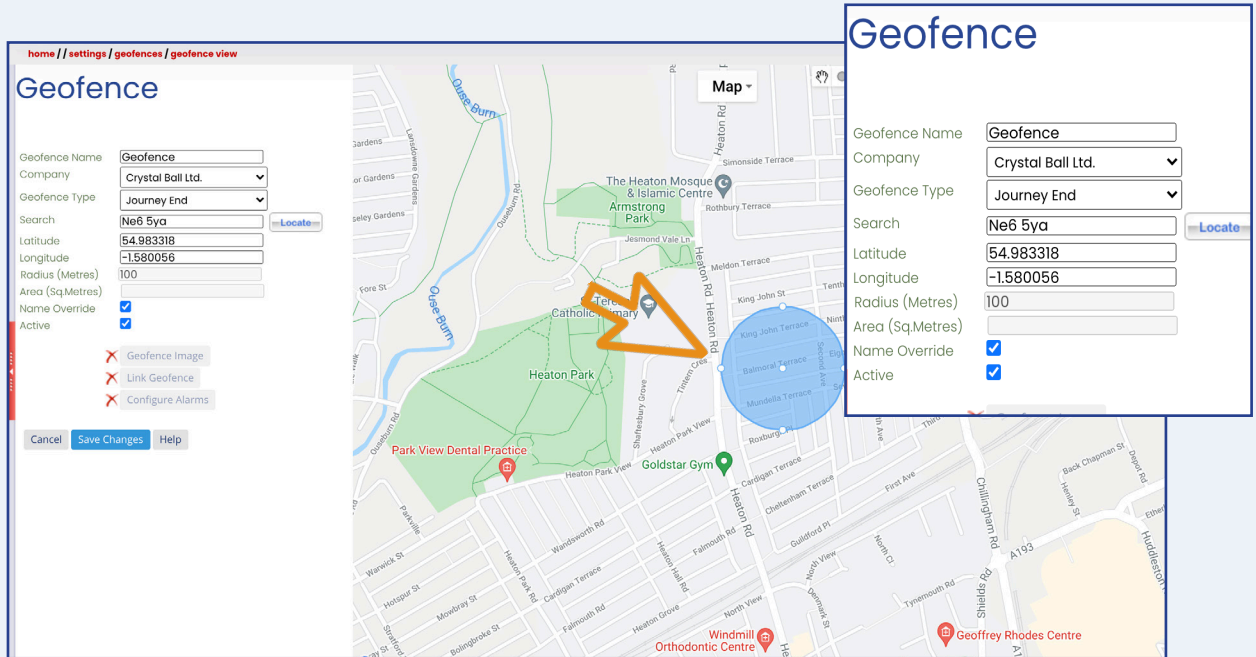**2**

Once in 'Settings', select 'Geofences'.

3

Select 'Create New Geofence'.

4

Choose a name for the Geofence e.g Crystal Ball Office.

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5
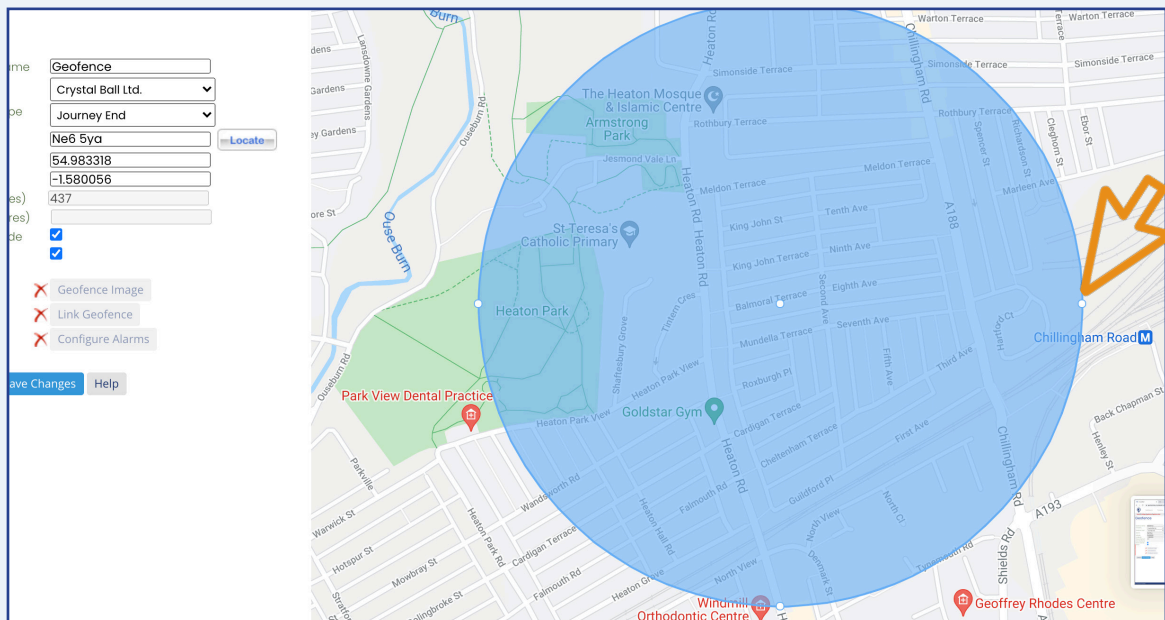
- Select 'Geofence Type'; either 'Journey End' or 'Pass Through'.

- Enter a postcode into 'Search' and click 'Locate'.

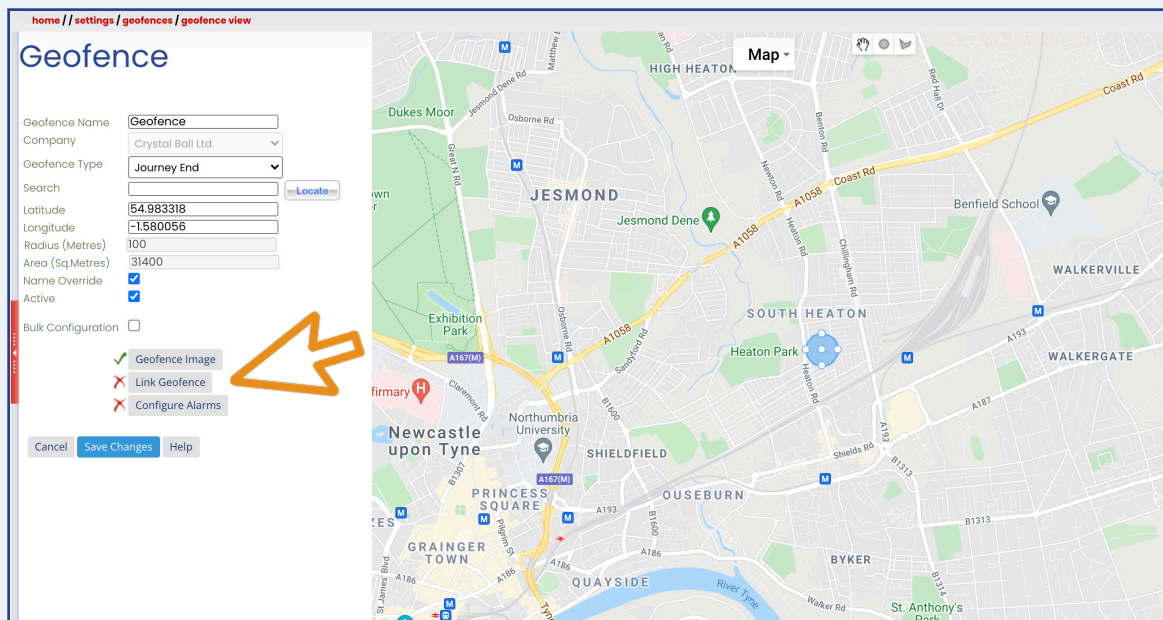This will pinpoint the location on the map.

6

The radius of the circle can be adjusted by dragging the points at the perimeter.

7
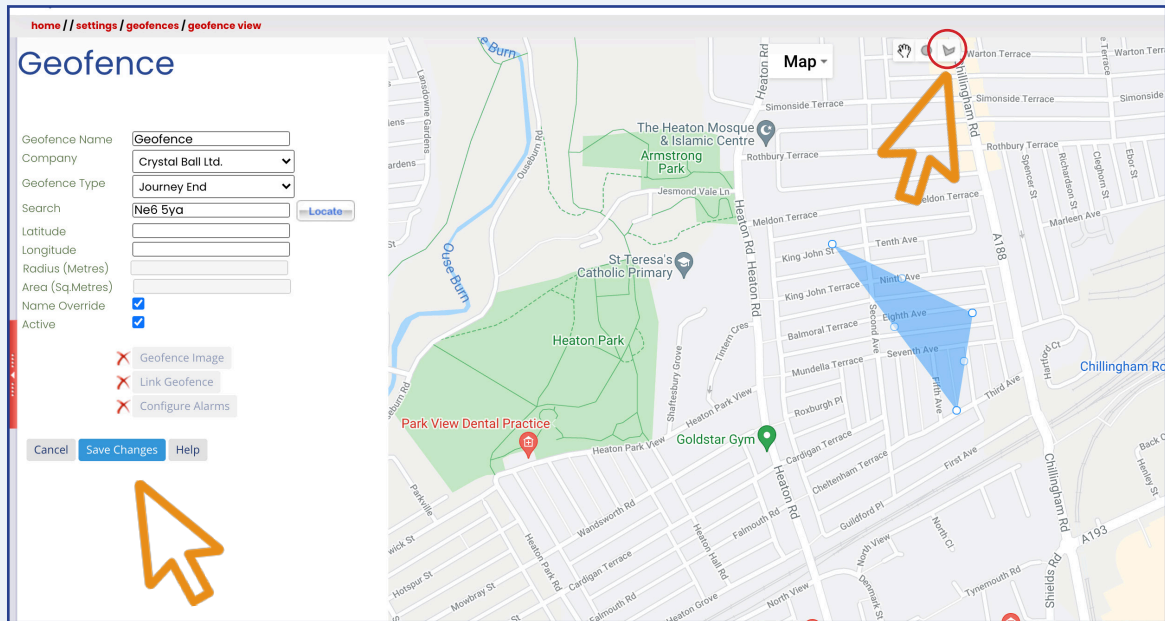
You can also use the polygon tool at the top of the map to create different shapes. Once you have drawn the shape around your chosen location, click 'Save Changes'.
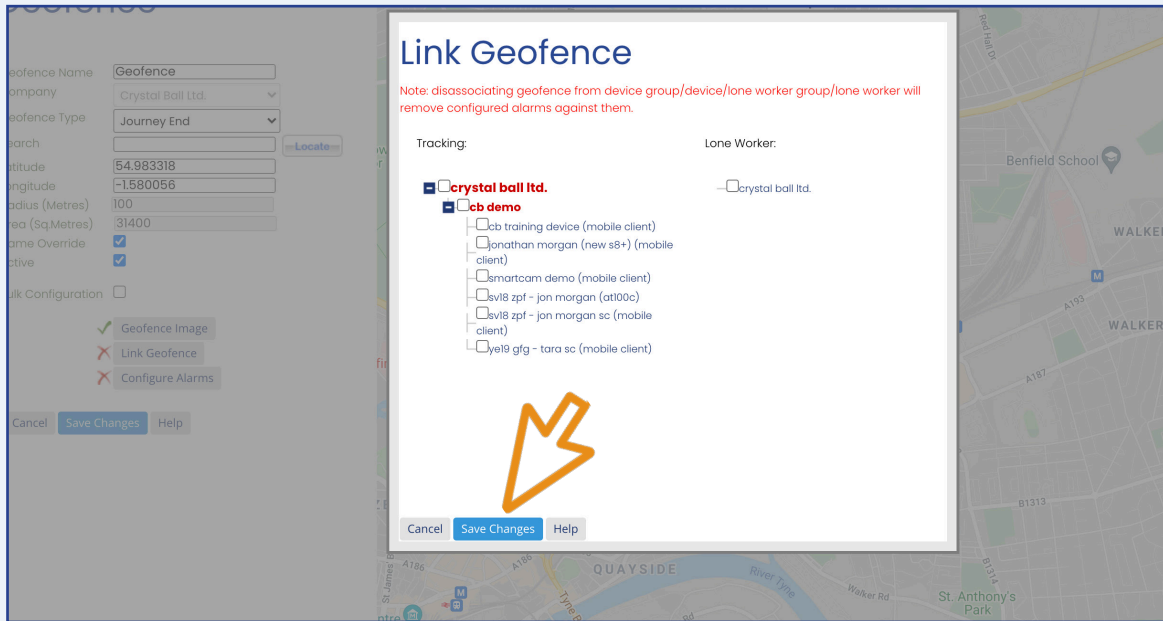
8

'Geofence Image' should now have a green tick next to it, you may wish to change this by clicking on it.
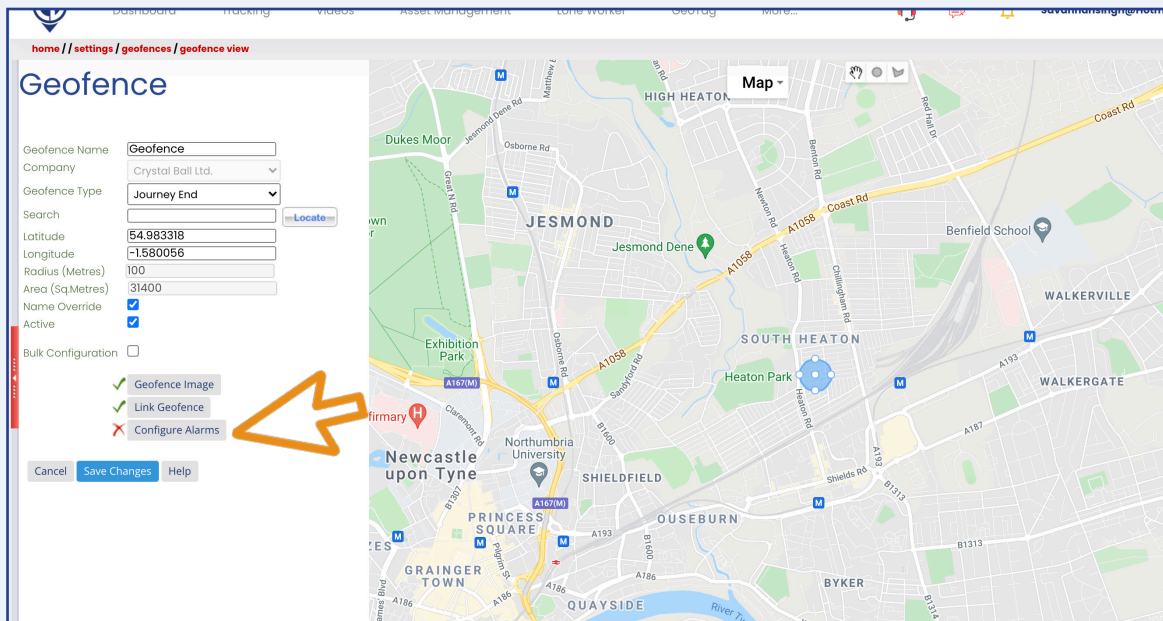
Next, select 'Link Geofence'.

9

Select the vehicles you would like to associate the geofence with. This may be multiple vehicles, or 1 particular vehicle. Click 'Save Changes' .
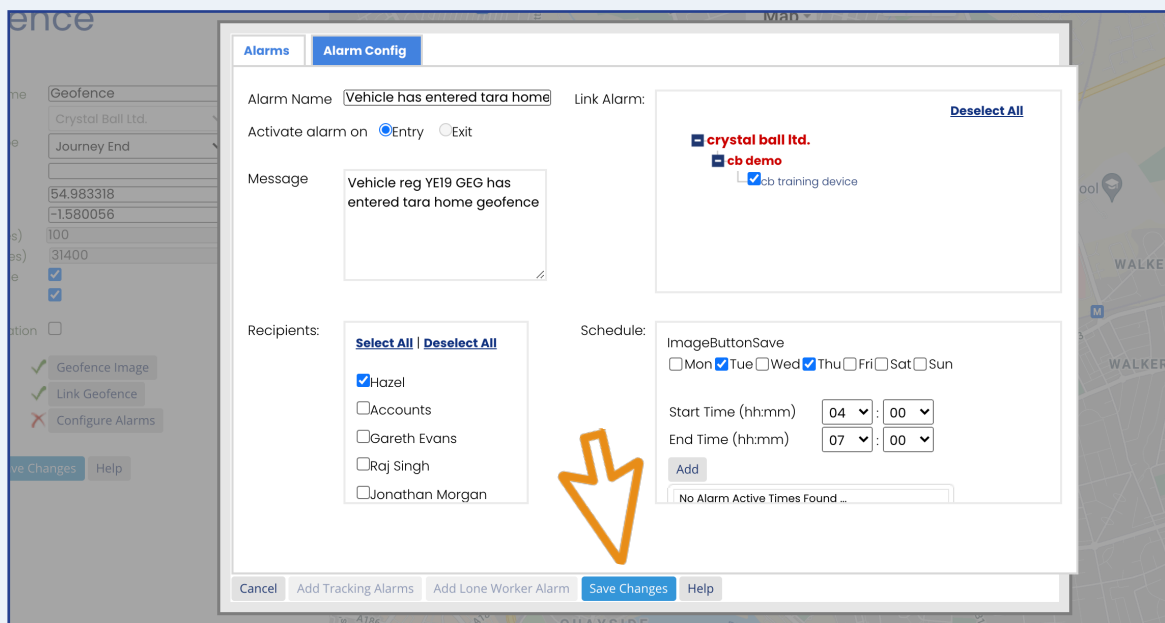
10

If users wish to be alerted when a vehicle enters or exits a geofence, an alarm can be configured by selecting 'Configure Alarms'. Alternatively, if the geofence is solely for reporting purposes, then an alarm doesn't need to be configured.

11
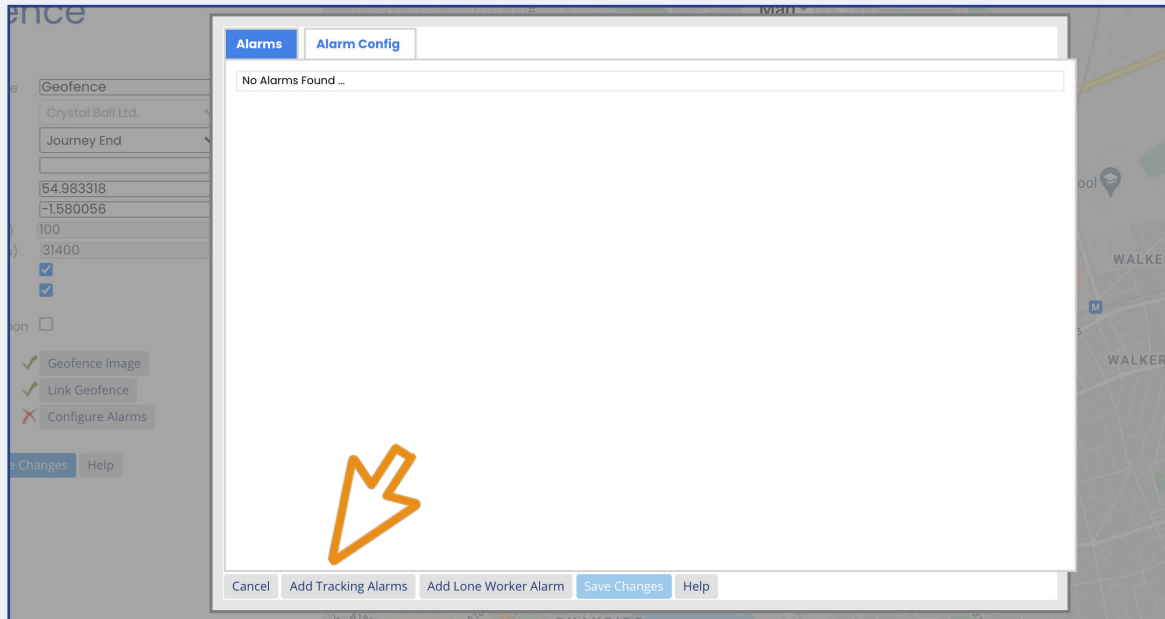
Select 'Add Tracking Alarms'.

12

- Name the alarm and select whether you would like the alarm to be activated on 'Entry' or 'Exit' of a geofence.
- Add a brief message for display upon activation of the alarm.
- Select a recipient from the list (if the recipient is not listed go to step 14).
- Select a vehicle/s from the right hand side and create a schedule if you would like

the alarm to be triggered between certain hours and days.
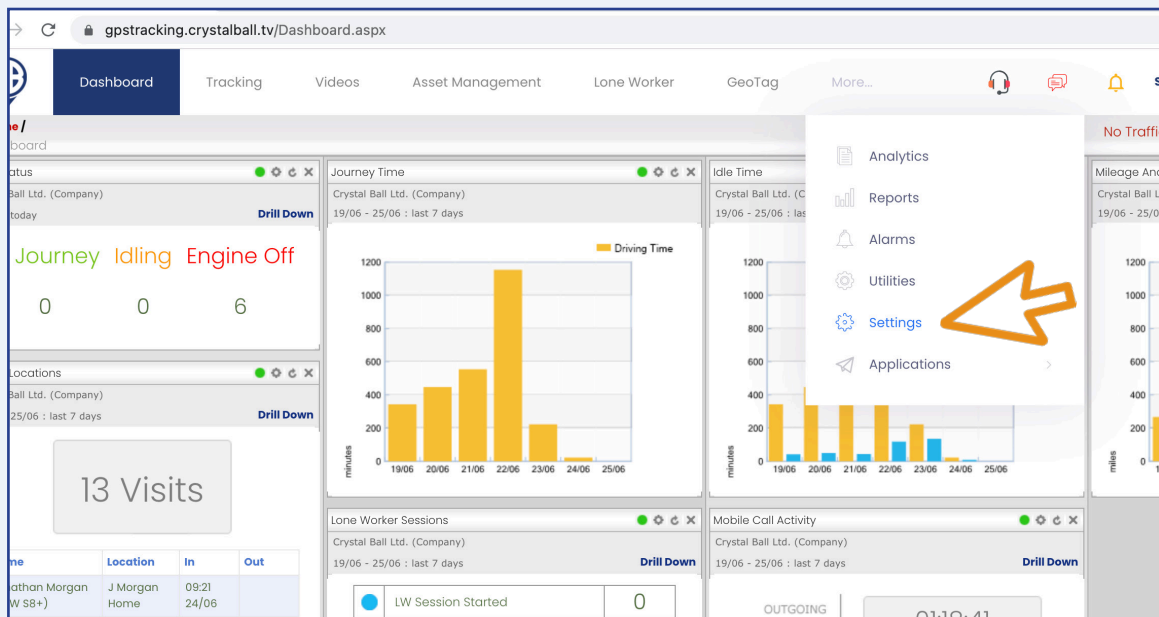
- Select ' Save Changes'.

13
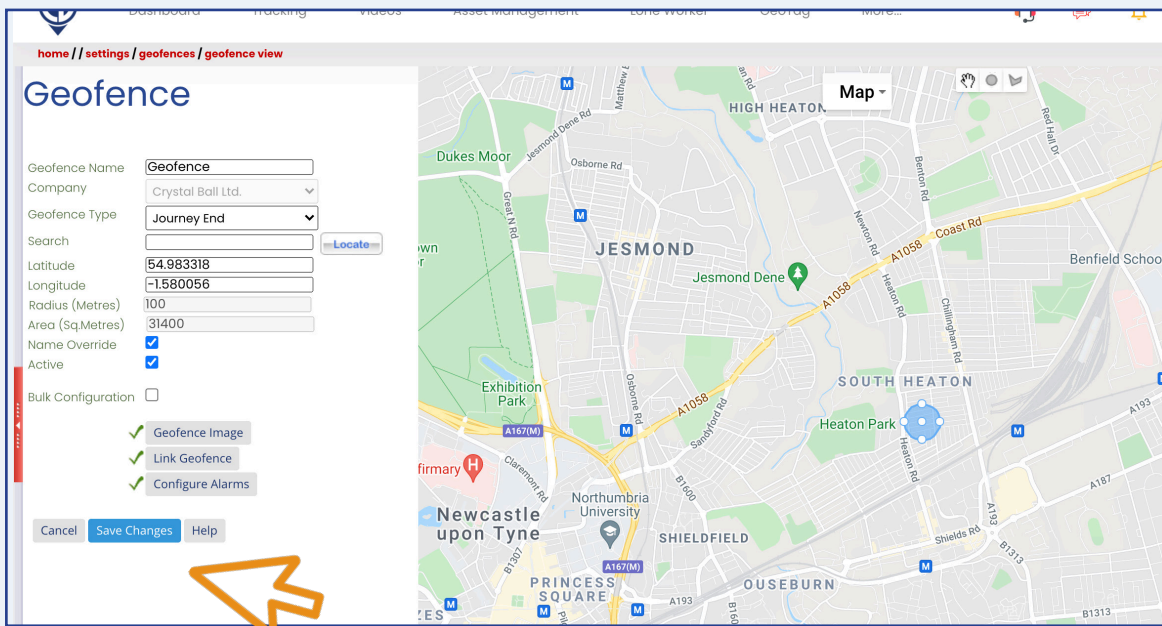
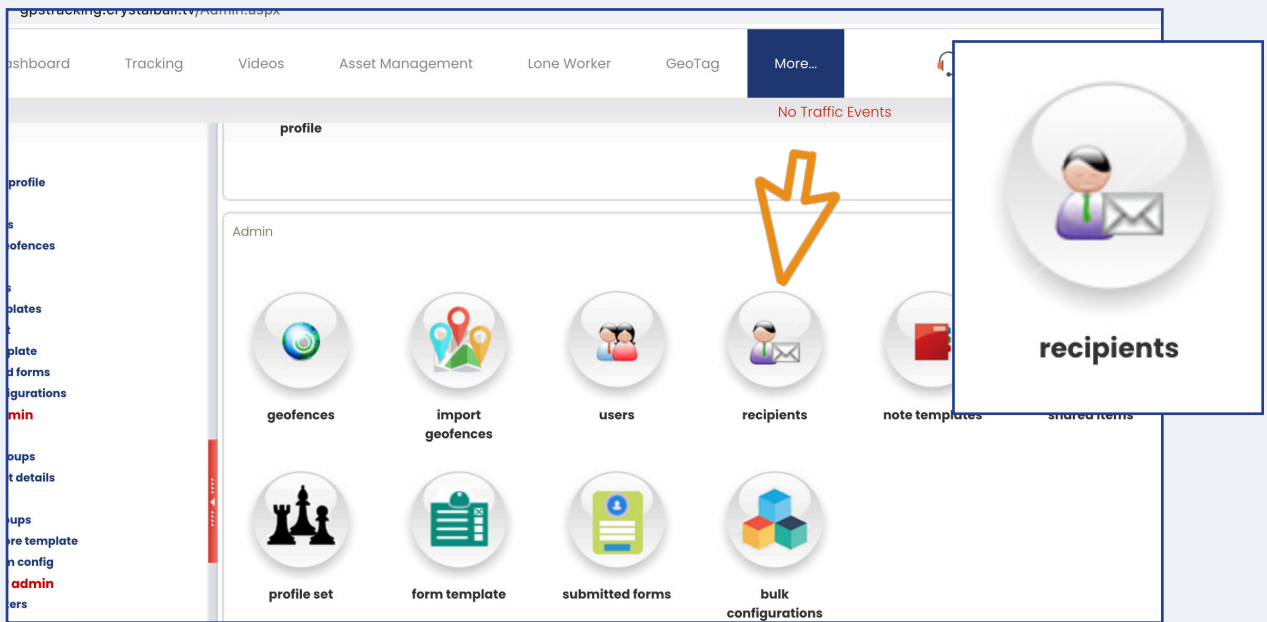'Configure Alarms' should now have a green tick next to it.
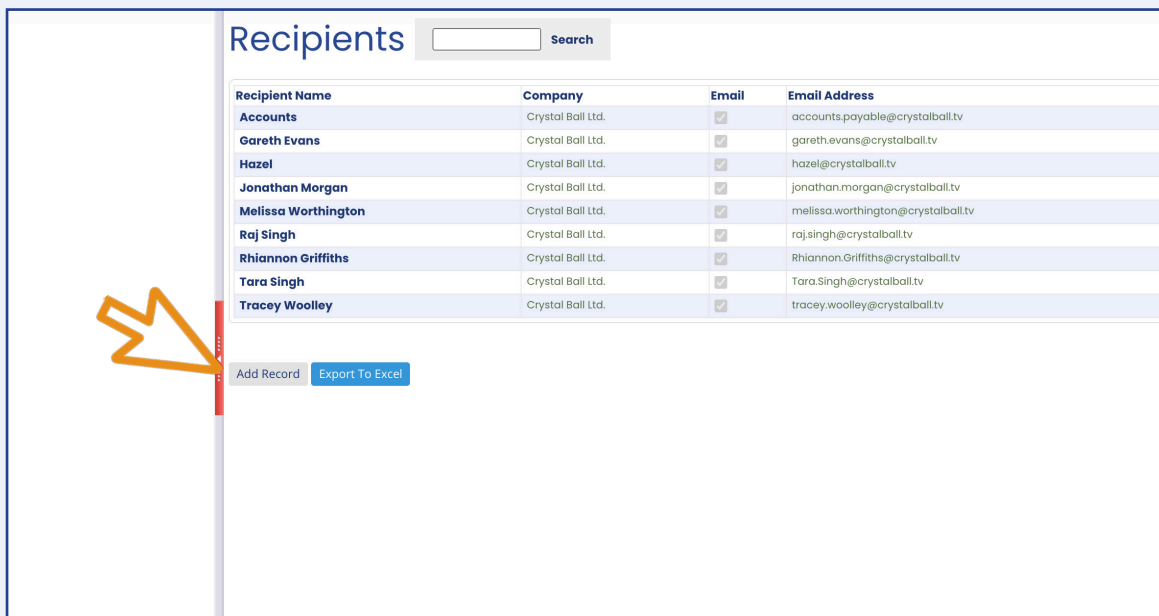
Select 'Save Changes'.

14

To add a new recipient, select 'More' and then 'Settings'.

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15

Once in 'Settings', select 'Recipients'.

16

Select 'Add Record'.

17

Recipient

Name	
Email	☑
Email Address	
Company	Crystal Ball Ltd. ▼

Cancel Save Changes

Fill in your information, ensuring you tick the 'Email' box and then select 'Save Changes'.

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