

Contents

1. Introduction	4
2. How to log in the STARtag platform	5
2.1 Downloading the mobile application	5
3. Dashboard	6
3.1 Overview	
4. Device Management	7
4.1 Searching devices	8
4.1.1 Advance search	8
4.2 View and edit device label	8
5. Monitor	10
5.1 Map features 5.2 Trips and Playback 5.3 Follow/Unfollow Device 5.4 Share Location 5.5 Device List	
6. Create/Move/Edit/Delete Group	17
6.1 Create a new group	18
7. Geofence / Points of Interest	18
7.1 Creating a geo fence	20
8. Alerts	23
8.1 Basic Settings	
9. Reports	
9.1 Generating and downloading the report	26
9.1.1 Trips Report	26
9.1.2 Positioning and battery report	
9.1.3 Alert Report	27
9.2 Automated Reports	28
9.2.1 Scheduling an automated report	28

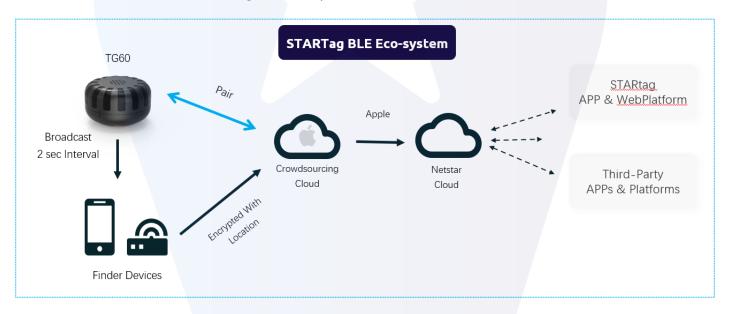


1. Introduction

STARtag BLE devices are Bluetooth Low-Energy wireless technology designed for short-range communication with ultra-low power consumption.

These beacons emit a unique signal at regular intervals. As people carrying BLE-enabled smartphones or passing through BLE gateway zones move near these beacons, their devices automatically detect the signals, record their location, and anonymously send.

Below is an overview of the STARtag BLE eco-system



This Manual will take you through how to use the various tools and features of the Netstar STARtag platform.

Once learners have gone through the User Manual; they should be able to navigate the system end to end to perform the below

- Log in the platform
- Understand the dashboard overview
- Navigate the device tab
- Navigate the Monitor tab
- Creating Geofences
- And generate reports.

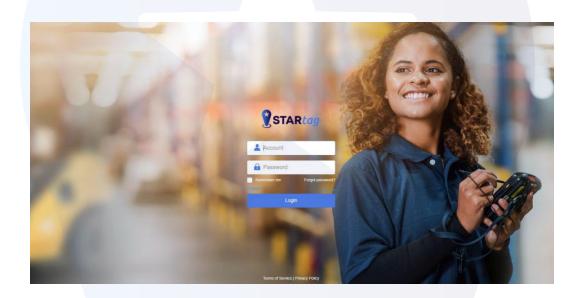


2. How to log in the STARtag platform.

To access the dashboard, you need to open your browser and access the web link below:

https://startag.netstar.co.za/mainFrame

User will then need to log on using their assigned username and password.



If you have forgotten your login details, you may click on the Forgot Password option to reset the password and create a new one.

For assistance with login details or software related issues please escalate this to psd@netstar.co.za

2.1 Downloading the mobile application

To download the smartphone applications, the user can scan QR Code of the iOS or Android links to download corresponding Apps:



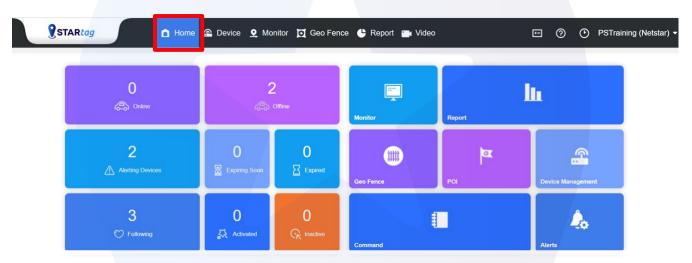






3. Dashboard

The Dashboard page is the home page of the web platform and gives an overview of this tracking platform and provides some shortcut for user to operate it more conveniently.



3.1 Overview

The first tab of the Dashboard (Overview) displays the number of tracking devices of current account and total number of devices, which includes sub-account's devices.

It also counts some critical information like offline/online, expiration, activation, following and alerts.

On the right side of overview are shortcuts for the platform main features:

Device management, Monitor, Geo Fence, and Report.

3.2 Dashboard descriptions

Online/Offline: Counts all online and offline devices of current account communicating with the platform.

Alerting Devices: Counts the quantity of tracking devices that generate alerts. Click it to open alerts detail list on the lower right corner.





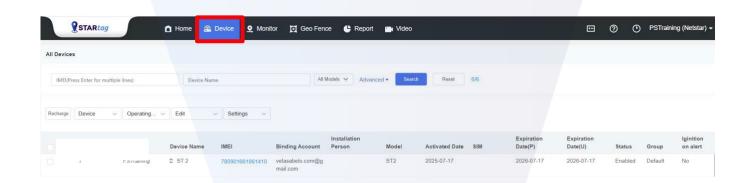
Following: Calculates all the devices & vehicles under the following tracking mode of current account

Expire Soon/Expired: Counts all expiring and expired devices of current account and sub-account.

Activated\Inactivated: Calculates the # of all activated and Inactivated devices (Device is activated when first GPS coordinates are uploaded to the platform)

4. Device Management

As default, the device management page will show the first 100 devices and it will indicate as well out of how many devices to load more devices to the screen, you must go to the bottom of the page and click on the button, and it will load 100 additional devices.



Device management includes following features:

Searching devices

Search devices by different filter conditions. User also can find the expiration of devices by the Expiration tab.

View & edit device

View and edit tracking device information, including basic information, other information, alert setting by device.

Move devices

Bulk Sell support user to move multiple devices to sub-account.

Export devices - Export selected devices or all devices (matching searching criteria) to Excel file.



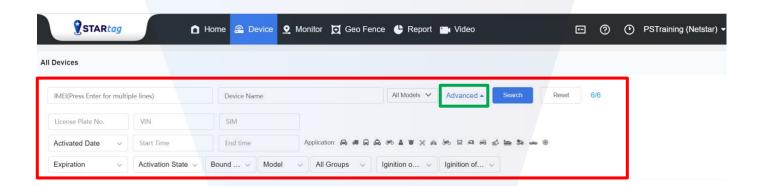
4.1 Searching devices

- System provides simple and advanced search to help user find devices via the IMEI number or the Device name if devices have already been labelled.
- You can provide multiple IMEI of devices at one time, break to new line to separate them.
- Users can also search a device by typing the last 5 digital of IMEI (a device at a time in this case!).



4.1.1 Advance search

Advanced searches allow user to search devices by several additional query criteria.

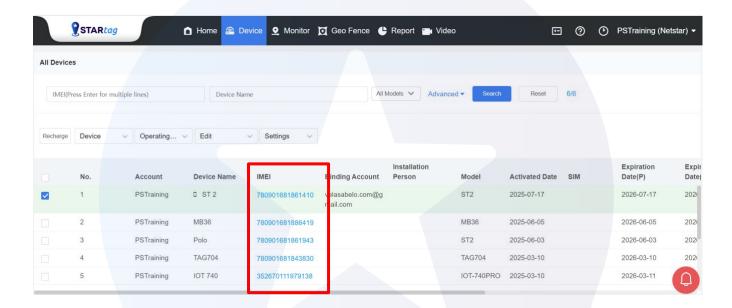


- License Plate No. Plate Number of associated vehicle (or other type target).
- VIN Vehicle Identification Number.
- ✓ SIM SIM card number if user specified.
- Application target of tracking device attached.
- Activated Date Searches devices by activated date range (start time to end time).

4.2 View and edit device label

- It is important for users to always label their BLE devices as this will make it easier for them to know what they're tracking on the system.
- User can view and edit device details on the pop-up window by click the IMEI link

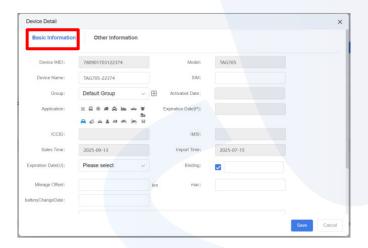


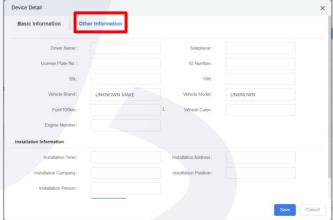


Alternatively, us ers can view and edit device details at the last column of each row.



The pop-up window of Edit device contains 2 tabs: Basic Information and other information.





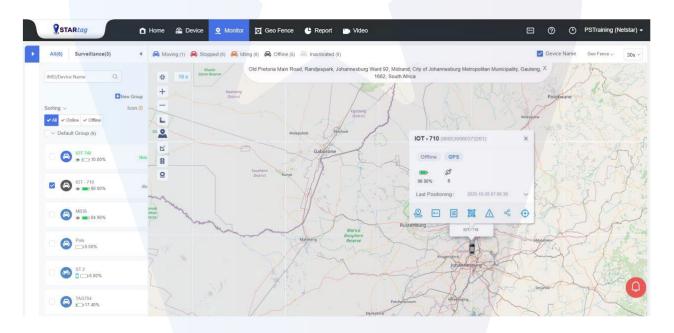
NB: Please note that some fields are editable, some fields are not.



5. Monitor

The "Monitor" page helps the user to locate devices quickly and view the status & position on the Map. Users can select one or several devices to show target on the Map at the same time and chose a device to tracking or playback tracks in a new window of the browser.

The platform provides various fast ways to locate devices, find the devices from the account tree on the left, or directly input the IMEI on the keyword field. In addition, tracking devices can be organized by group or followed as favourite.



There are 5 statuses for tracking device:



Moving - device is in moving state, display in green colour.



Static - vehicle is not running and ACC is off but still have heartbeat data packet uploaded to server, shows in red colour.



Idling- the engine is ON, the vehicle is not in moving state (and the speed is 0), displays in yellow colour.



Offline - no heartbeat data packet uploaded to server, displays in gray colour.



Inactive - not active, the device never uploaded any GPS data packet to server, displays in gray colour.



The vehicles are presented in the list in a way that the latest devices communicating will be on top and the "oldest" devices will be pushed down in the list.

If you would like to see the position of a vehicle on the map, click on the ticking box on the left side of the device name, or on the device name.

If you want to show on the map all the devices of a group, tick the box on the left of the device name.

To remove from the map a device, or a group, untick the respective ticking box.

If you want to see some devices on the map, select them by ticking the respective ticking box.

When moving to another group, do not forget to untick the devices you do not wish to see any longer on the map before moving.

5.1 Map features

[K, 7] v' \sigma'	Enter full screen mode
+	Enlarge / Zoom in Map
	Narrow / Zoom out Map
	Toggle measurement tool
9	Change map preferences
8	View traffic (Where available)
	Select street view



5.2 Trips and Playback

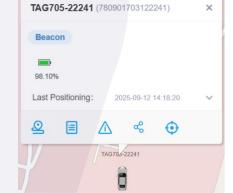
A tracking device might have several trips within a period. Each trip can be playback on the Map.

Playback is an operation to show a selected trip of a tracking device with an animation from start point to end point according to the tracks.

The coordinates of track can also be exported as EXCEL sheet & KML. Both trips and playback can use the search by time.

To open the **playback window**, we should go to the Monitoring page

Choose the vehicle you are interested at and then click on the playback icon as indicated:



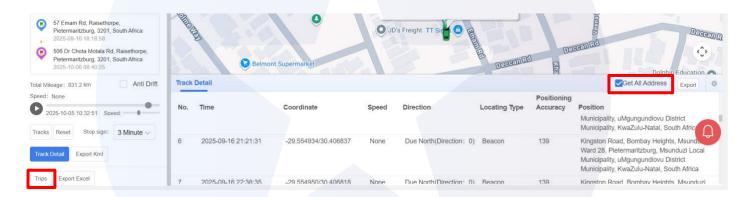
The following window will open as an additional page of the browser:



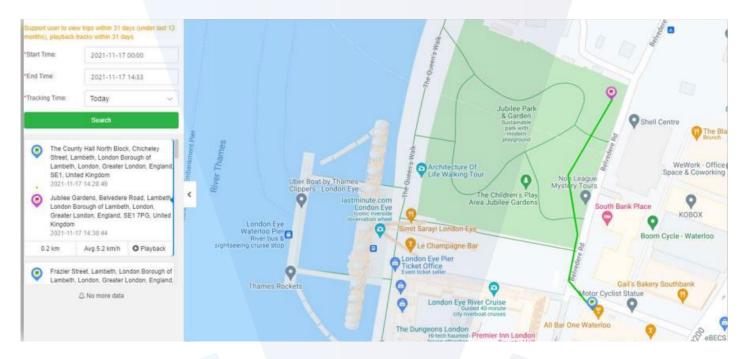


The "Track Detail" tab will be out as a pop-up on the bottom of the map as below.

It is possible to show the corresponding address of each position. To do so, tick the box for " **Get All Address**" as highlighted on the below screen shot.

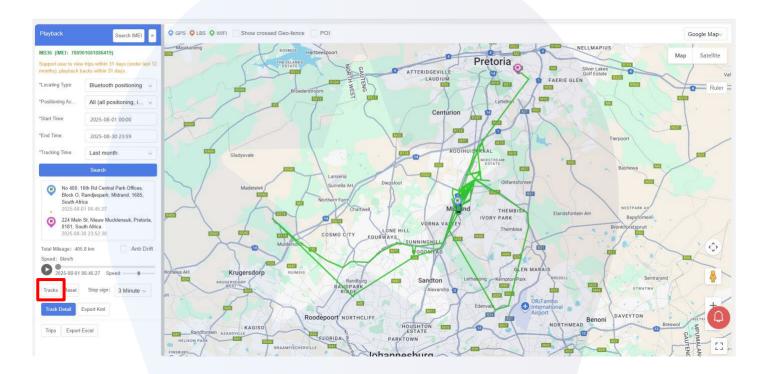


To see the trips report of a selected period, we can click on the "**Trips**" button, and it will open a new page of the browser as below:



To see the tracks of a selected period, we can click on the "**Tracks**" button, as shown below:





NB: Please be aware that the BLE device may not consistently produce routes that align with those from telematics devices. However, it will create a track/trip overlay based on the location points where active Apple devices were detected.

It is possible to export the tracks from the playback page to EXCEL sheet.

Before clicking on the EXPORT button make sure that ALL the addresses have been obtained on the screen. If not, the missing addresses on the screen will be absent as well from the EXCEL sheet

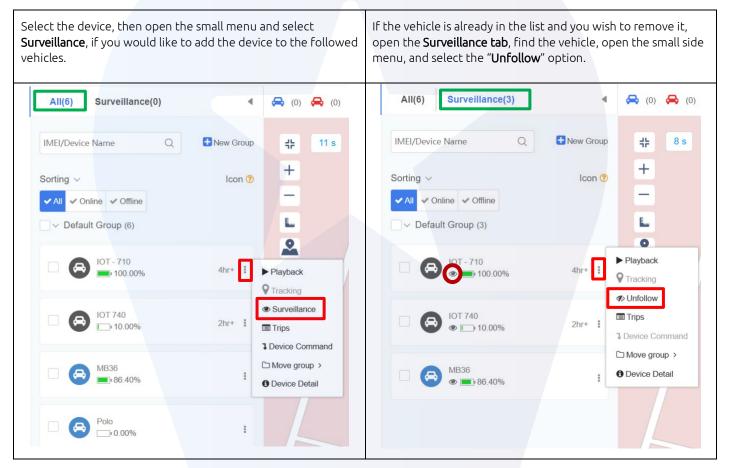


NB: If the period you choose is long, the volume of data might be very big which might take some time to elaborate to the EXCEL sheet. In rear cases the volume of information might be over the limits of the EXCEL sheet.



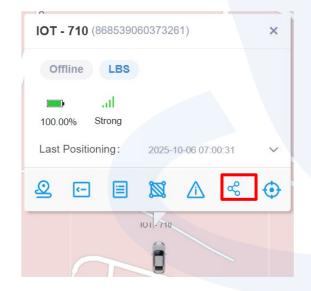
5.3 Follow/Unfollow Device

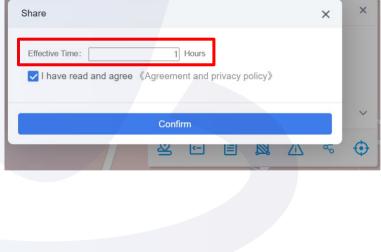
A followed device shows a heart icon on the list, unfollow it the icon disappears.



5.4 Share Location

Allows the shearing of a device position to 3rd party without creating a dedicated user account for this event. On the pop - up window on the map, you can find the icon for the shearing option:







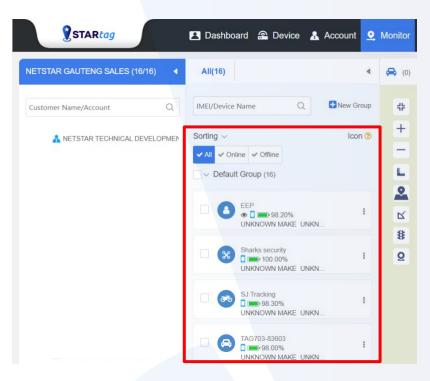
The share option is limited for its validity and each time that the device will send a new position it will be updated for this kind of user.

Basically, designated for real time devices.

It is possible to copy the generated link and sent it to the 3rd party by any means of communication (SMS, WhatsApp, mail, etc.)



5.5 Device List



Device list in Monitor page shows the devices of selected account on the left account tree (not include devices from sub - account).

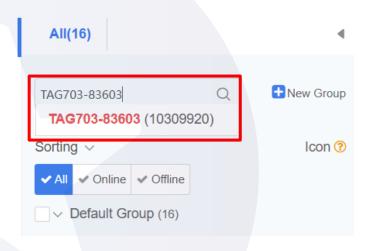
Devices are grouped and can be filtered by different status. User can check devices on the list to show it on the Map, each device support operation like playback, tracking and so on. The icon colour indicates the status of device, some additional information like battery might also be shown.

If device is in moving state, speed will also be displayed, if status is static or offline, the time length will be shown.



5.6 IMEI or Device name Searching

Provide an IMEI (full length of IMEI or last 6 digits) or the device name, and click search button or enter, system



5.7 Sorting Device

Provide an IMEI (full length of IMEI or last 6 digits) or the device name, and click search button or enter, system shows the matching result in drop - down list.

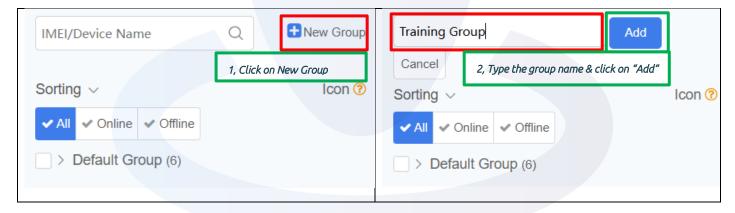


6. Create/Move/Edit/Delete Group

Add group for devices, the group name will also be displayed in devices list of Device page.

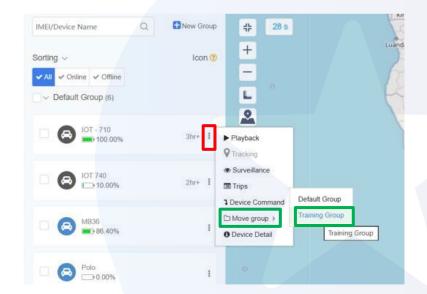
Move group by clicking the menu item of each device in the list and select a target group.

6.1 Create a new group





6.2 Move device into a group



Once a device group has been created, users will be able to move devices in between existing device groups.

6.3 Edit or delete a group

To delete or edit a group, simply hover your mouse next to the group you wish to delete or edit



7. Geofence / Points of Interest

Geo Fence is one of core features in this tracking platform.

User draws a circular or polygon area on the map to create Geo fence. A Geo fence can be associated with several tracking devices.

If user enable Enter/Exit Geo -fence alerts, the notification will be sent to Apps/Web, meanwhile an email will be sent to the configured email address.

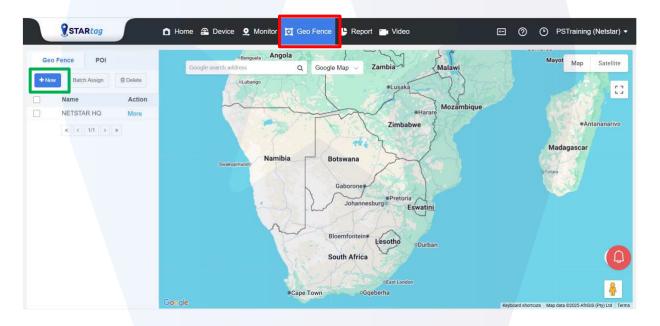
NB: A (Point Of Interest) POI is almost identical to Geo fence, the main difference is that the POI cannot rise an alert, it's just a mark for an area with a specified name.



7.1 Creating a geo fence

To create Geo-fence, just click on the "**New**" button and draw a circular or polygon area on the map, after that, system pops up a window for user to specify Geo - fence name and description.

User can choose to save Geo-fence and assign devices at the same time or later.



You can create circular geo - fence or a polygonal geo - fence. When selecting "NEW" the following options will appear on the top pf the map as highlighted below:



Users have an option to either create a Geo fence from where the devices are located to search the address the address on the address bar.

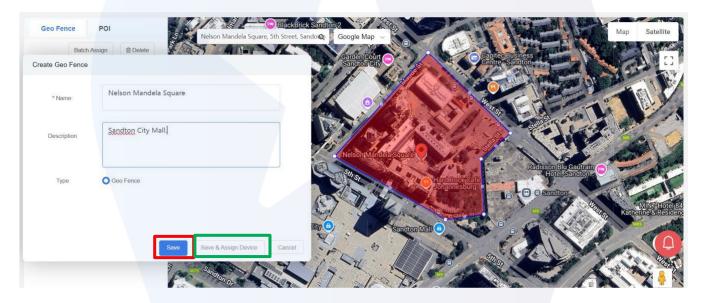




To start a polygonal area, you can click left click on the map and then click on the next point until you have created the area you need. You must close the area on the starting point.

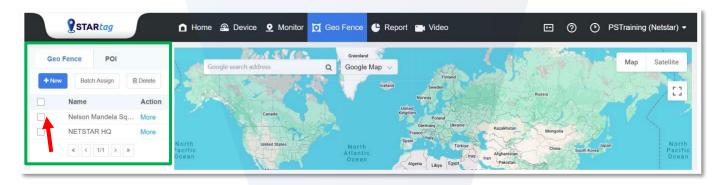
A circular area can be more or less big according to the radius you would like to define.

TIP: You can change your map view to satellite.



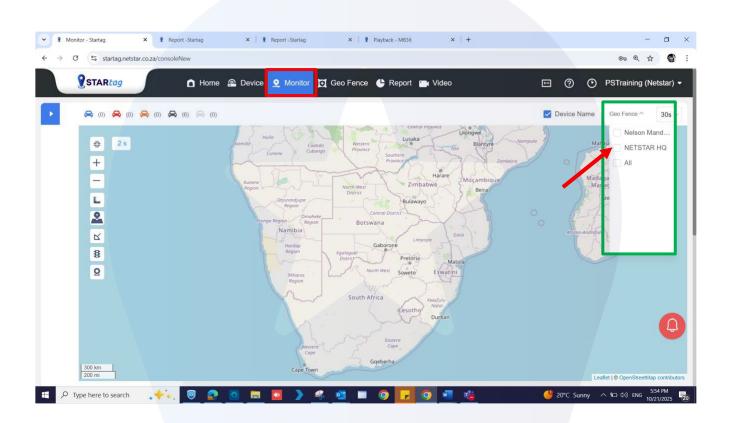
7.2 View Geo-Fence on the map

To see an existing geo fence on the map, tick the ticking box to select it.



To access the current Geo - Fences from the "Monitor" page, users should click on the drop-down icon located in the top left corner of the map, just beneath your username, as shown below:



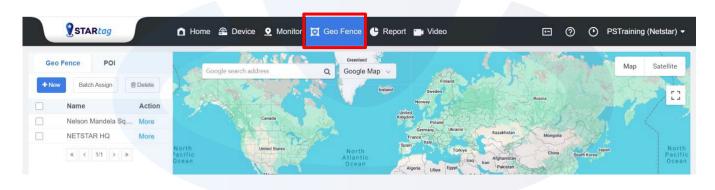


Geo Fence Alerts include all or a part of the following events:

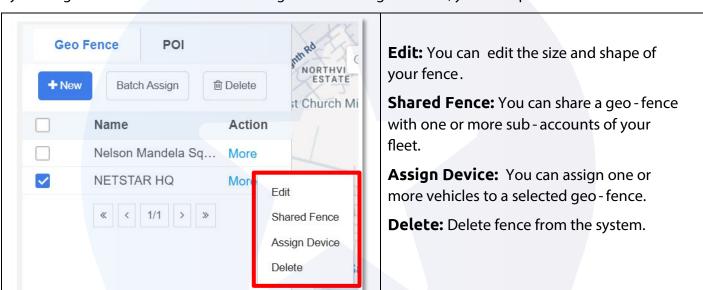
- Enter Geo Fence
- Exit Geo Fence
- ✓ Long time does not enter Geo-fence
- ✓ Long time does not exit Geo-fence

7.3 Editing an existing Geo-Fence

It might be needed to adjust a geo fence after its creation to fix some points such as avoiding the passage of a nearby highway that the vehicles passing by should not generate alerts, adjustment related to the border, shape of the sea access, etc.





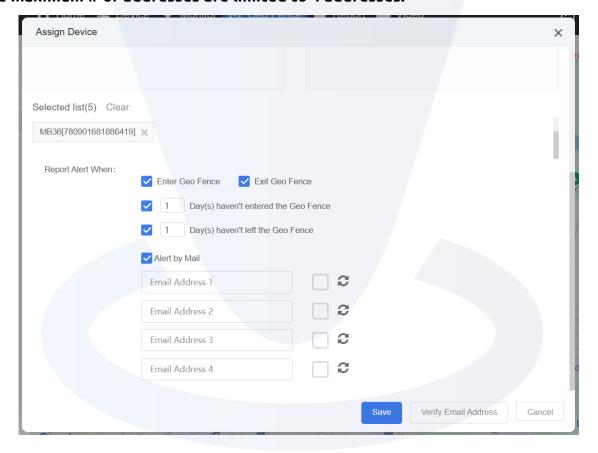


By clicking on the "More" button on the right side of the geo-fence, you will open a new menu:

When assigning devices to the selected Geo-fence, users have the option to set up an alert for when the device enters or exit the Geo-Fence as well.

When ticking this option, you will see the fields related to the insertion of the e-mail addresses of the destinations.

NB: The maximum # of addresses are limited to 4 addresses.

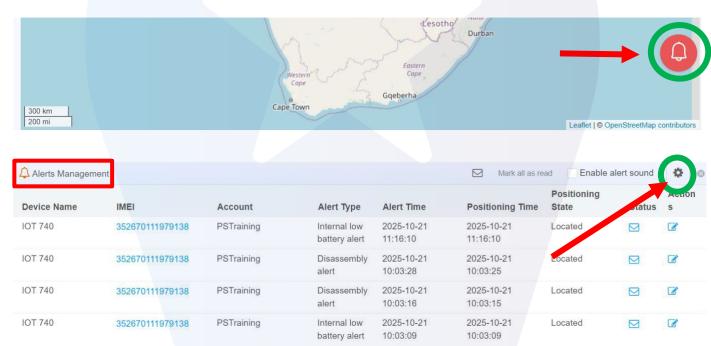




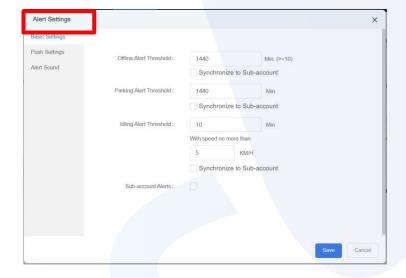
8. Alerts

All pages include a flashing bell icon in the lower right corner, it indicates whether existing unread alerts for current login account, click the icon to view details. The icon can be dragged to other places on the page and will stay there until you close the page.

To receive alerts, the user should switch them on in **Alert Management** which can be accessed by clicking on the alert icon.



8.1 Basic Settings



Offline Alert - the threshold for offline alerts if device offline more than the specified time system will generate an alert.

Parking Alert - the threshold for parking alerts if device parked or in the same location for more than the specified time system will generate an alert.

Idling Alert – Not applicable for BLE devices.

Synchronize to Sub-account - sub-account have the same setting as current login account.

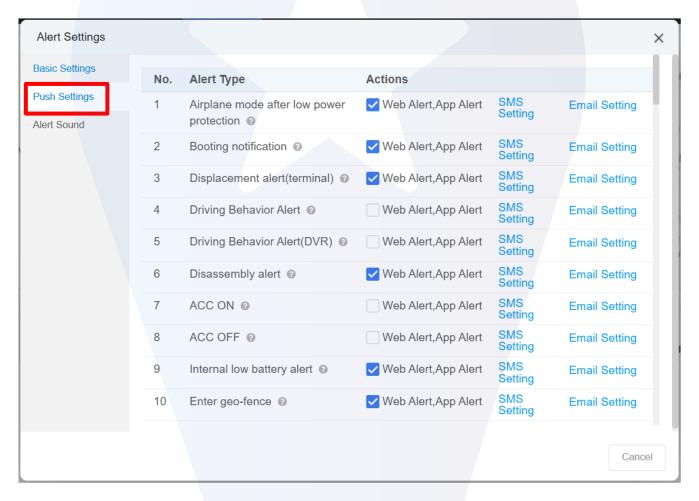
View Sub - Account Alerts - alerts from sub-account will also displayed in current account's alert list.



8.2 Push Settings

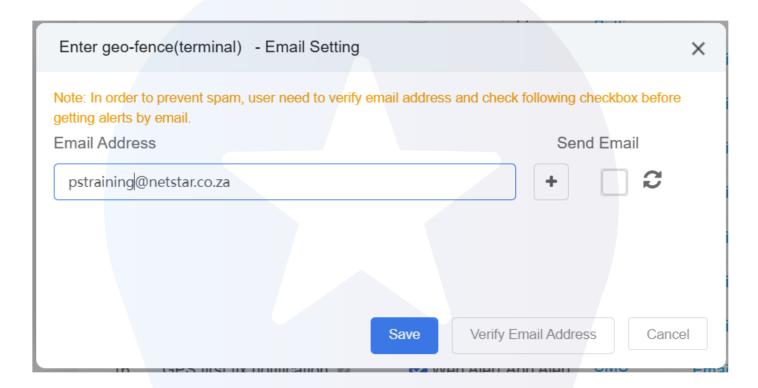
The user can enable the alert by check the corresponding alert type, if the email address is configured, the platform will also send a notification by email, support to set multiple email address. The same stands for the SMS messages.

NB: Some alert types in the list may not be applicable to the BLE device.



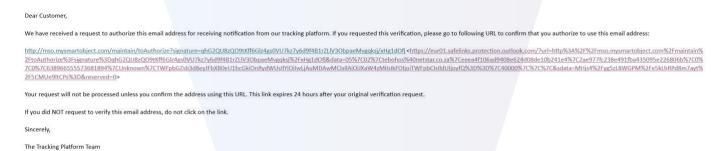
If it is the first time you use the inserted e-mail address, the platform will send to the indicated mailbox a verification e-mail.





Only after that the link inside the verification e-mail was clicked, the address will be validated.

This verification is made only once for each new e-mail you add to the platform.



9. Reports

Report includes Motion Statistics, State Statistics, Device Statistics, and Alert Statistics.

Each Statistics contains several reports, most of reports are supported to export to Excel and Print.

Currently, the relevant or applicable report s for the BLE device are:

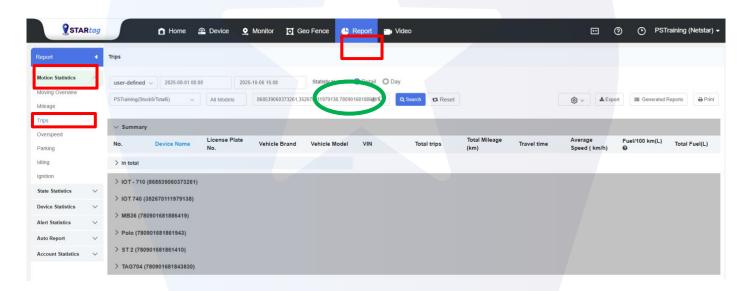
- 1. Motion Statistics > Trips
- 2. Device Statics > Positioning and battery report
- 3. Alert Statistics > Alert Overview & Alert Details



9.1 Generating and downloading the report

9.1.1 Trips Report

A typical Trip report will display the start time, end time, start point, end point. However, f or BLE devices, please select the "Statistical mode" radio button next to the end date (circled in green). This option will display all the location points where active Apple devices were detected.



It is possible to export the report to EXCEL. The first page of the EXCEL report will indicate the summery for the activity of all the included devices, then it will be a page for each vehicle / device.

9.1.2 Positioning and battery report

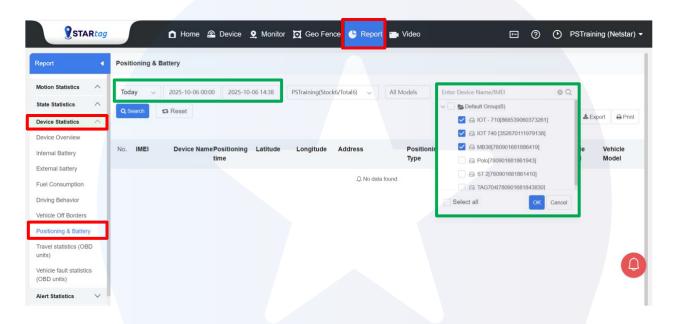
The Positioning & Battery Reports basically destinated to be used with autonomous devices (self-powered asset trackers).

The report shows all the known positions included in the time frame you have selected.

The positions will cover all the vehicles of your account corresponding to the type of device you have selected.

You can generate the requested report on the screen and export it to EXCEL if required.

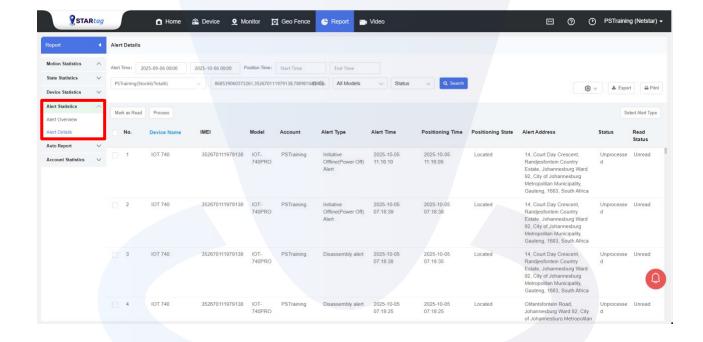




9.1.3 Alert Report

This report shows alerts of selected devices. User can change read/unread status of selected alerts by clicking Mark as Read and add comments for the selected alerts.

The alerts can be first read, meaning that the user is aware of the alert and then the alert can be processed, meaning what action was taken after the reception of the alert. Both are manual actions to be taken by the user.





9.2 Automated Reports

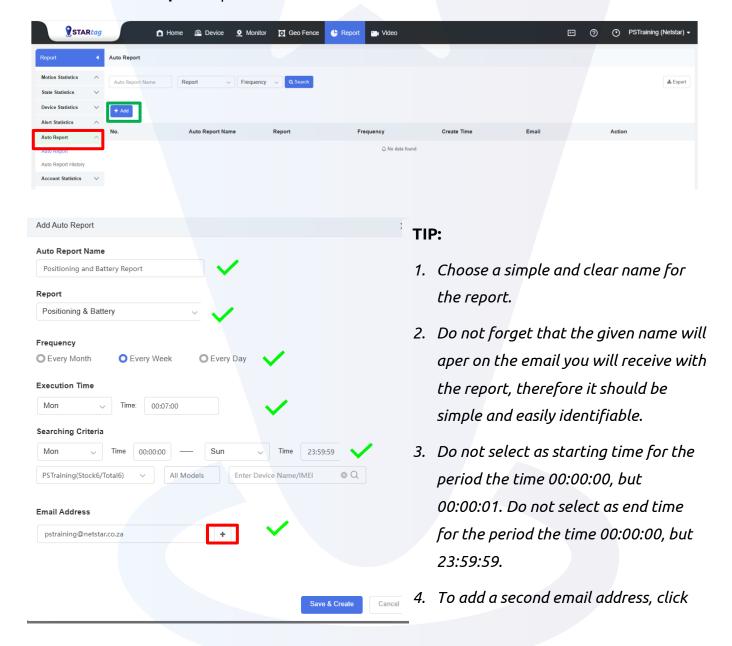
Automated reports are made to simplify repetitive edition of the same reports for the same devices & vehicles.

The main report types are included, and they can be edited on daily, weekly, and monthly frequency.

It is possible to name the report, define the edition hour, the device models, and vehicles to include, the start & end time stamp to define the period the report should cover.

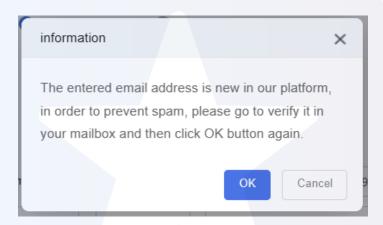
9.2.1 Scheduling an automated report

Select the " Auto Report" option > Click on "ADD" button >





After clicking on the **"Save & Create** "button the following message might pop-up:



It will do so only if one (or more) indicated email addresses is new in the system.

Click on OK to send a validation message for the indicated email addresses.

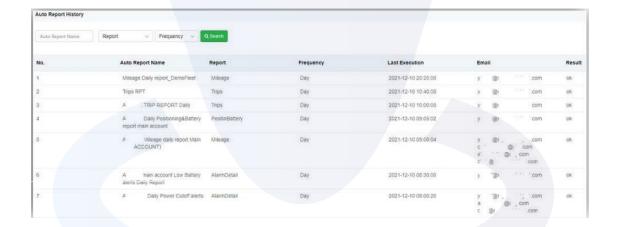
As long as the recipient did not receive the validation mail from the system, you cannot finalize the creation of the automated report!

This validation procedure is made once for each new email address and after validation is kept for all the email events of the platform

9.2.2 Auto Report History

To verify the execution of the automated reports, we have the feature called "Auto Report History".

We can see all the executed reports and the relevant information, including the recipients and the result of the expedition.





9.2.3 Edit / Delete a report

It is possible to edit or delete an existing report.

From the auto report section, find the report you need to make an action on.



Then use one of the 2 icons The left one is to edit the content of the selected report.

The icon on the right (trash), is to delete the existing report.

If you edit an existing report that was already executed today and change for example the execution time to a later hour, it will not be executed. It will run again next day.

10. Netstar support channels

Please keep the following contact emails as well for your reference:

- For issues with the system, hardware, errors and login faults or device allocation and testing; Call 011 207 5591 or Email psd@netstar.co.za
- For general enquiries, contact detail updates, certificates: Call 011 207 5335 or Email Fleetcs@netstar.co.za
- For Training queries or requests please send an email to pstraining@netstar.co.za



NETSTAR

Find out more