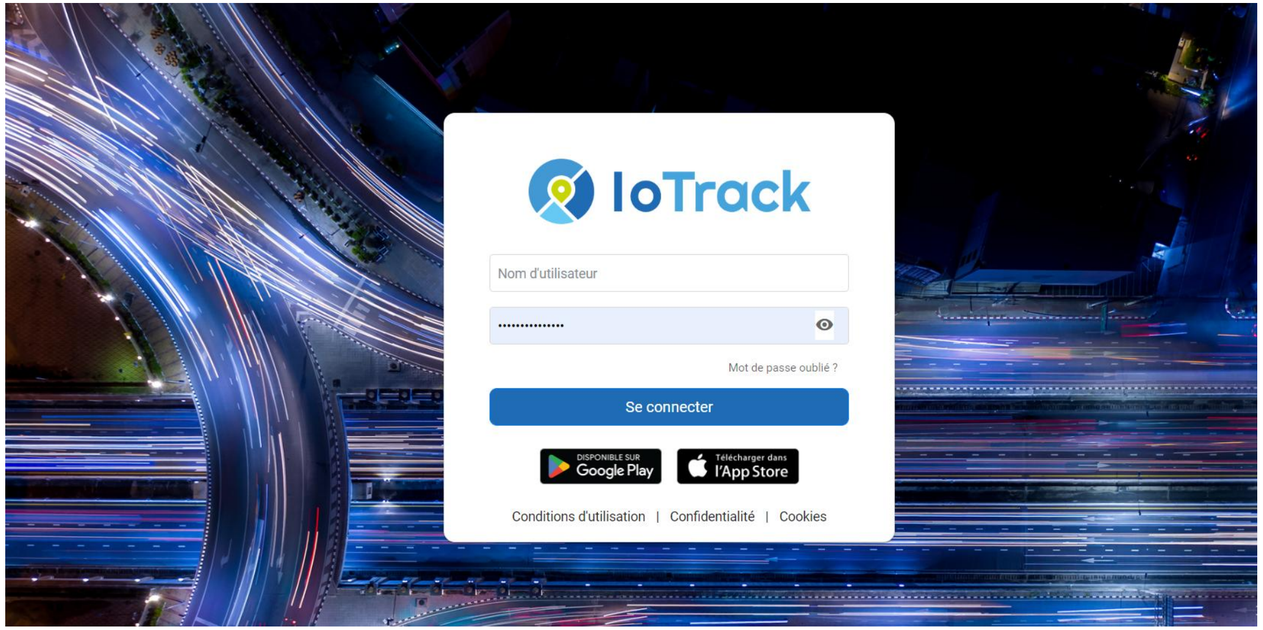
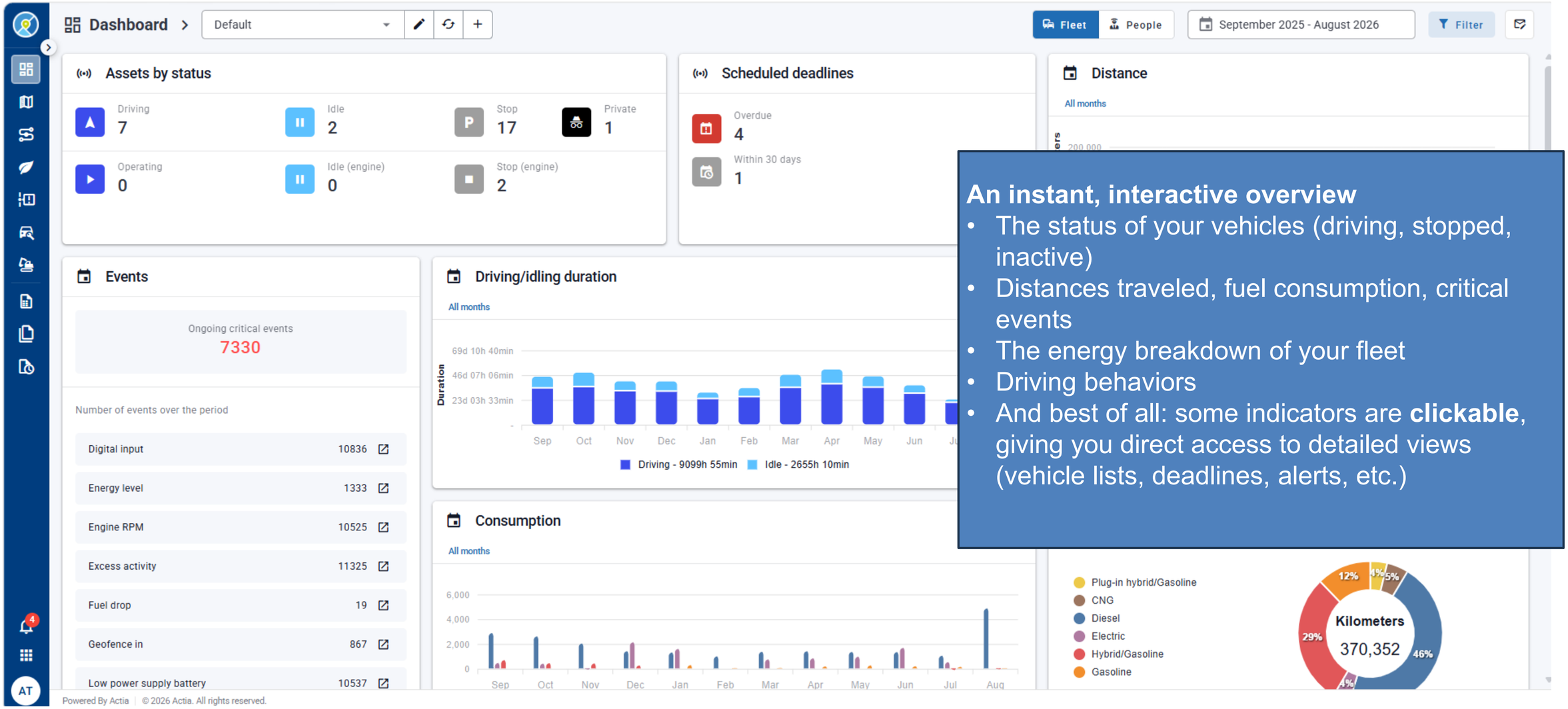
User Guide

09/2026



Dashboard & key indicators



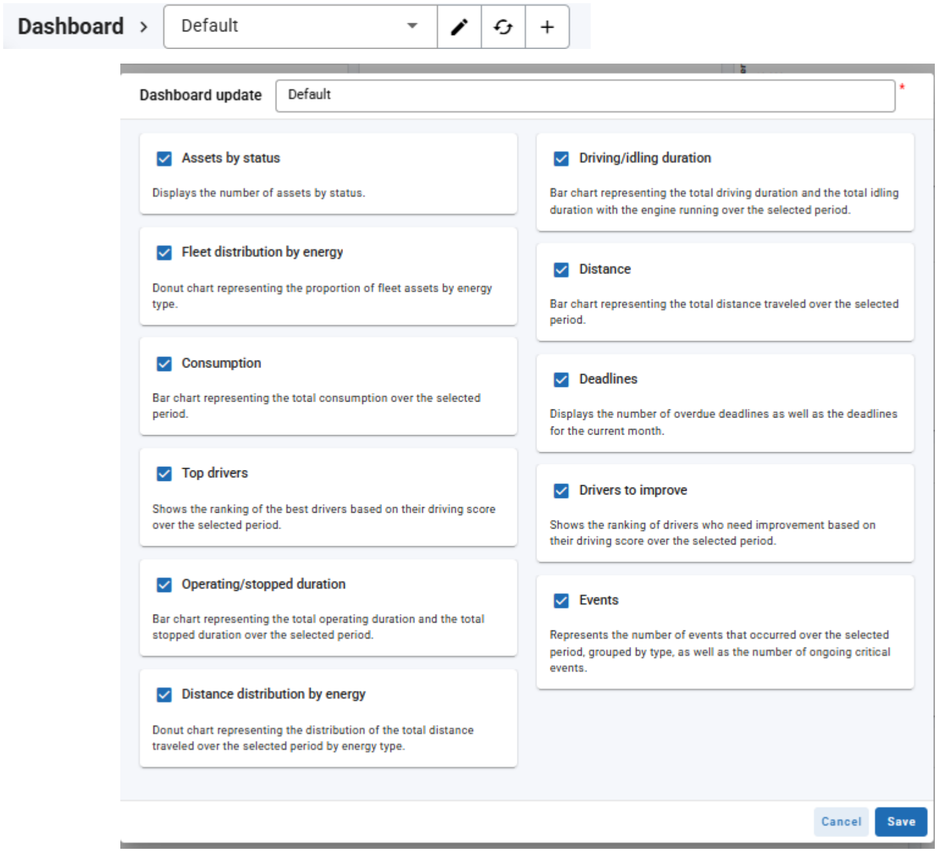
An instant, interactive overview

- The status of your vehicles (driving, stopped, inactive)
- Distances traveled, fuel consumption, critical events
- The energy breakdown of your fleet
- Driving behaviors
- And best of all: some indicators are **clickable**, giving you direct access to detailed views (vehicle lists, deadlines, alerts, etc.)

Customizable Dashboard

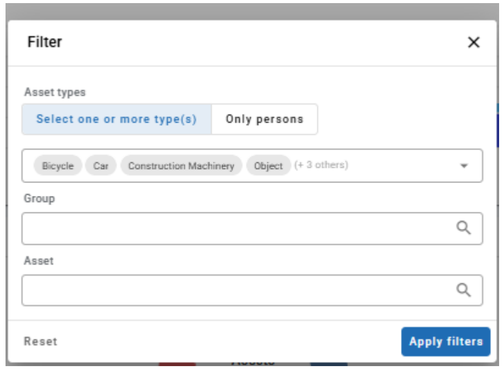
100% customizable

- Choose which **indicators to show or hide**
- Keep a **default dashboard**
- Create multiple **custom dashboards** based on your needs (by team, site, mission, etc.)

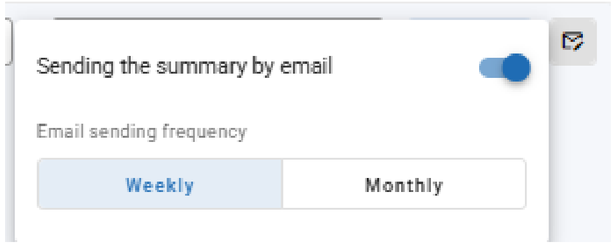


More practical options at your fingertips

- **Powerful filters** to target a specific time period, vehicle type, driver, group, or individual asset.



- Automatic dashboard **delivery by email**, with a weekly or monthly frequency of your choice.



The menu

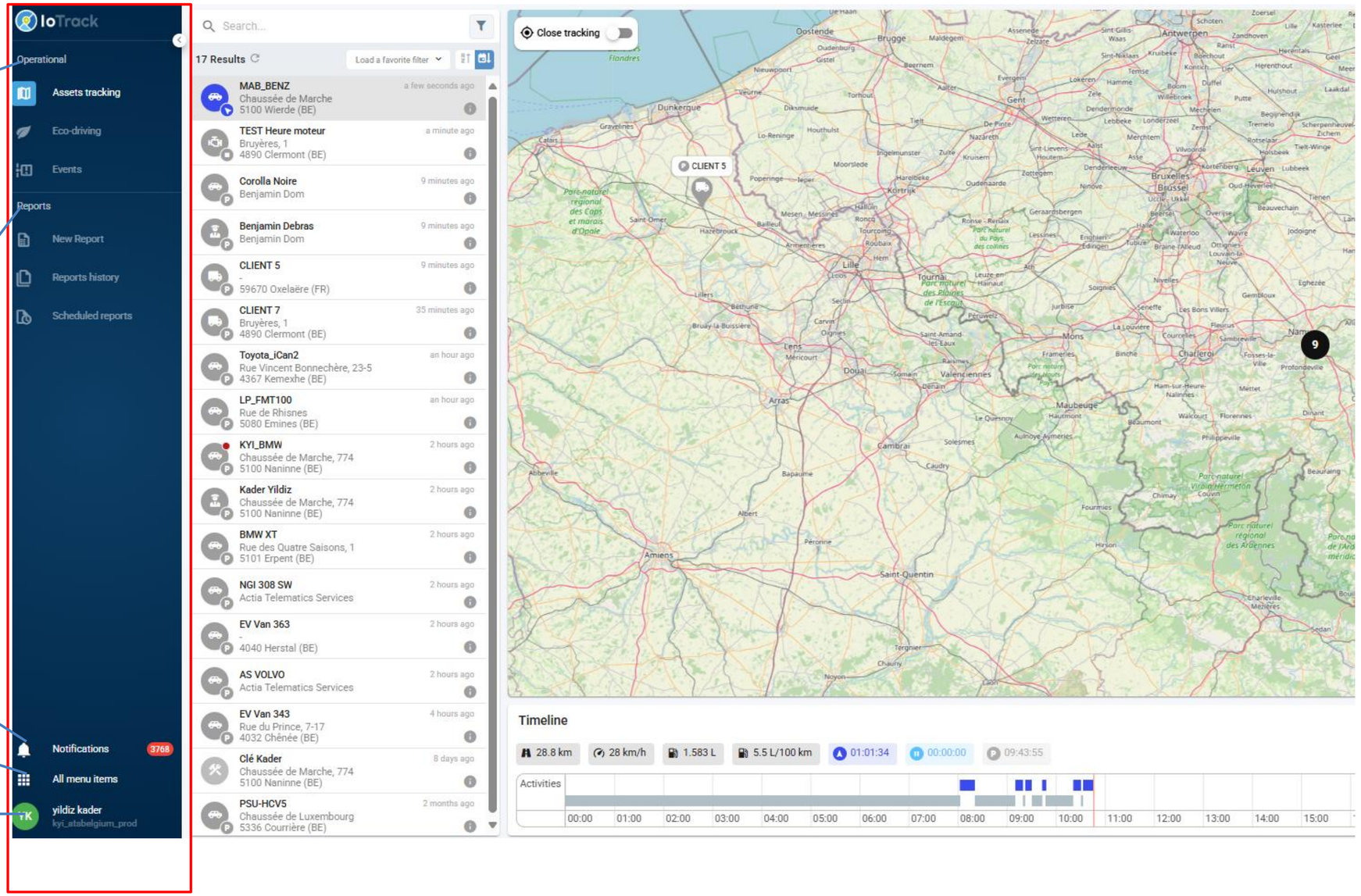
Operational Menu
Dynamic menu based on users

Reports

Notifications

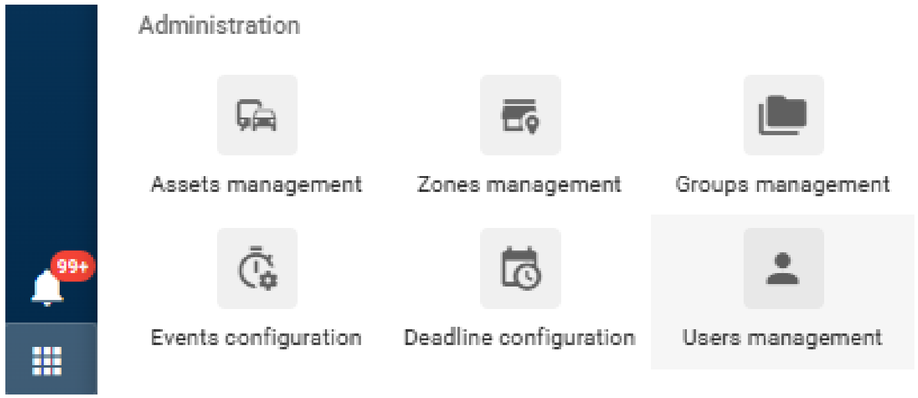
Admin access

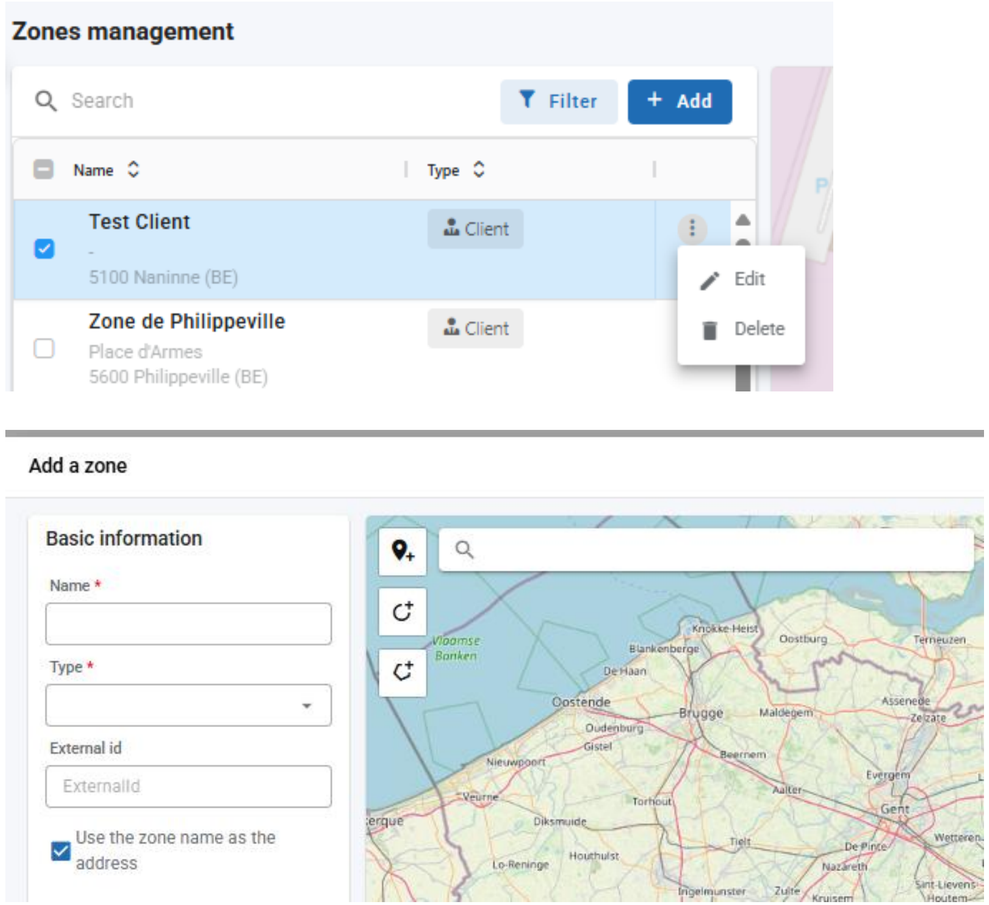
User



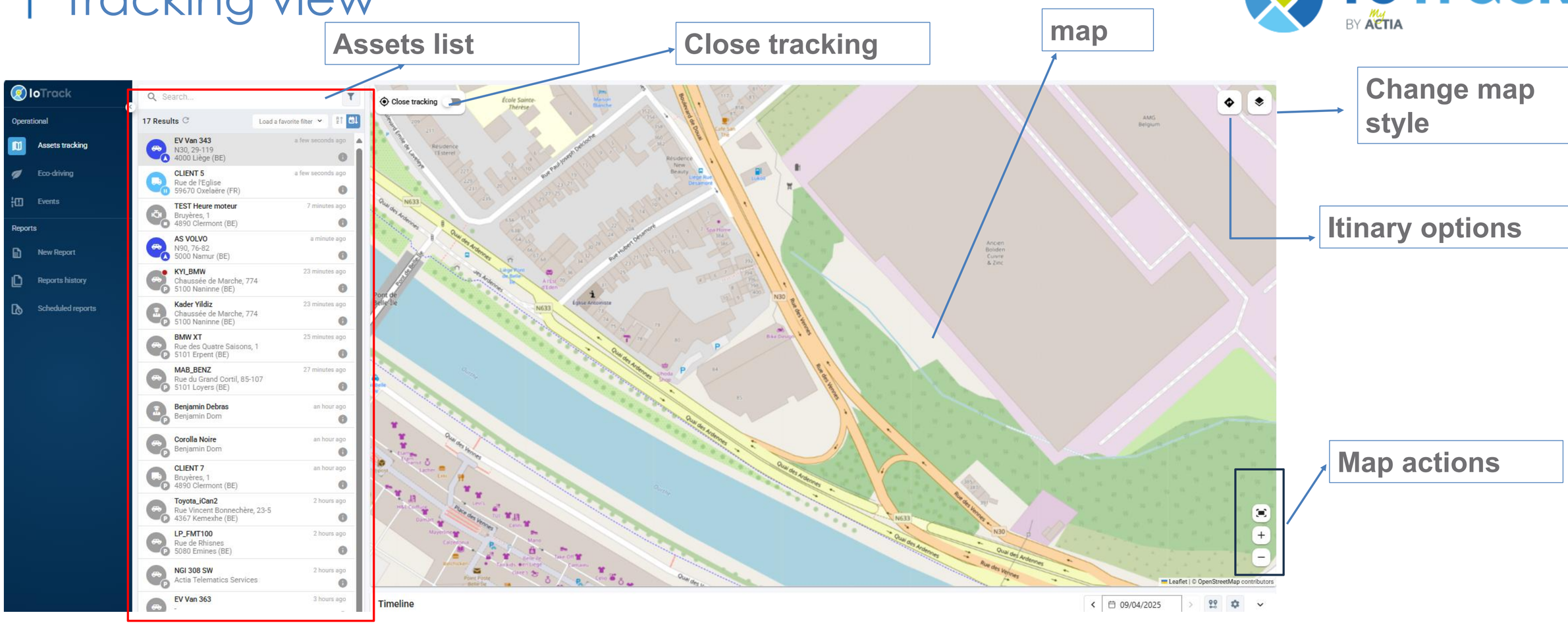
Administration

- Allows editing, creating, and deleting assets, POIs, groups, events, users, etc.
- Access depends on your active user permissions.





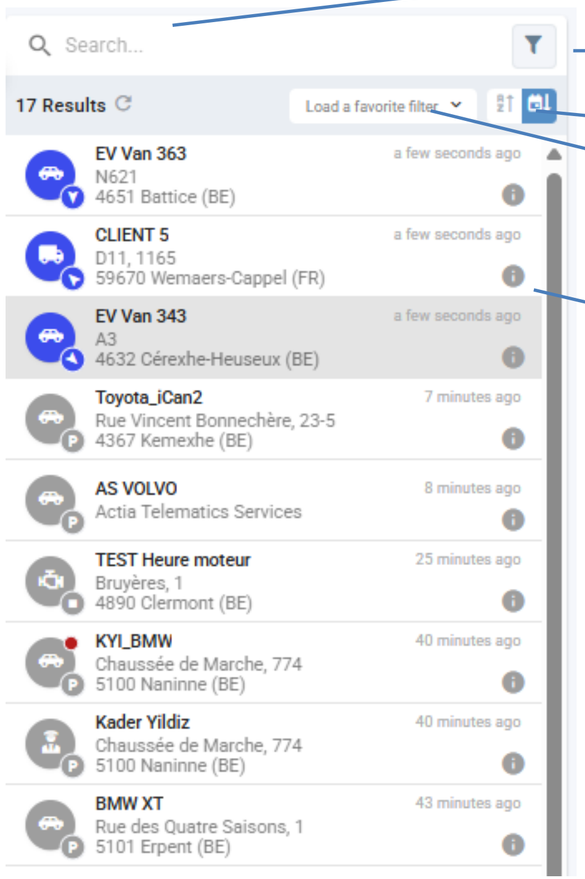
Tracking view



Live information :
IOTrack allows you to see assets moving in real time, without refreshing the screen.

Close tracking: Close tracking: this function zooms in on the asset and follows it throughout its movement so as to never lose sight of it until the user deactivates the option or selects another asset, very practical for directing a driver live:

Asset list



Search: name , ID

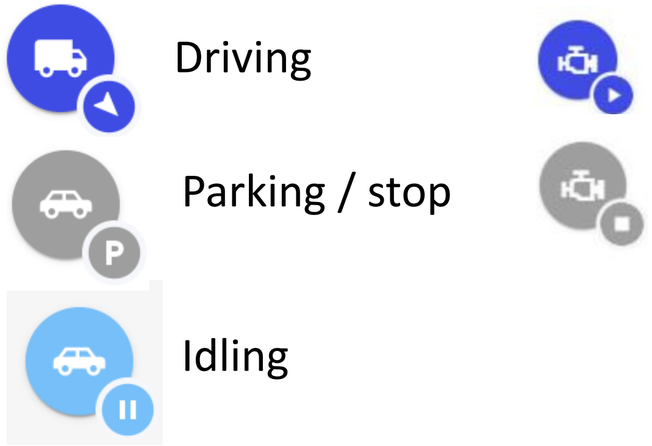
Filters Config

Sort by name or position

Favorite filters

Detail access

3 different status for each asset



Asset name

Status & direction

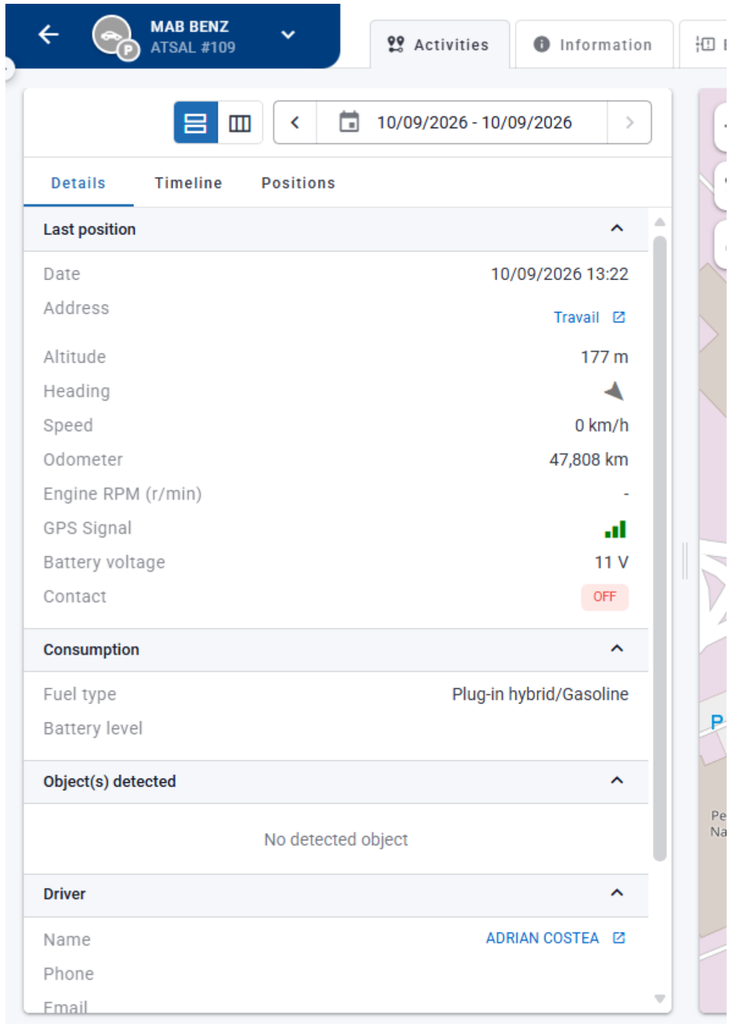
Address

Since when has the asset released its position



Access to details

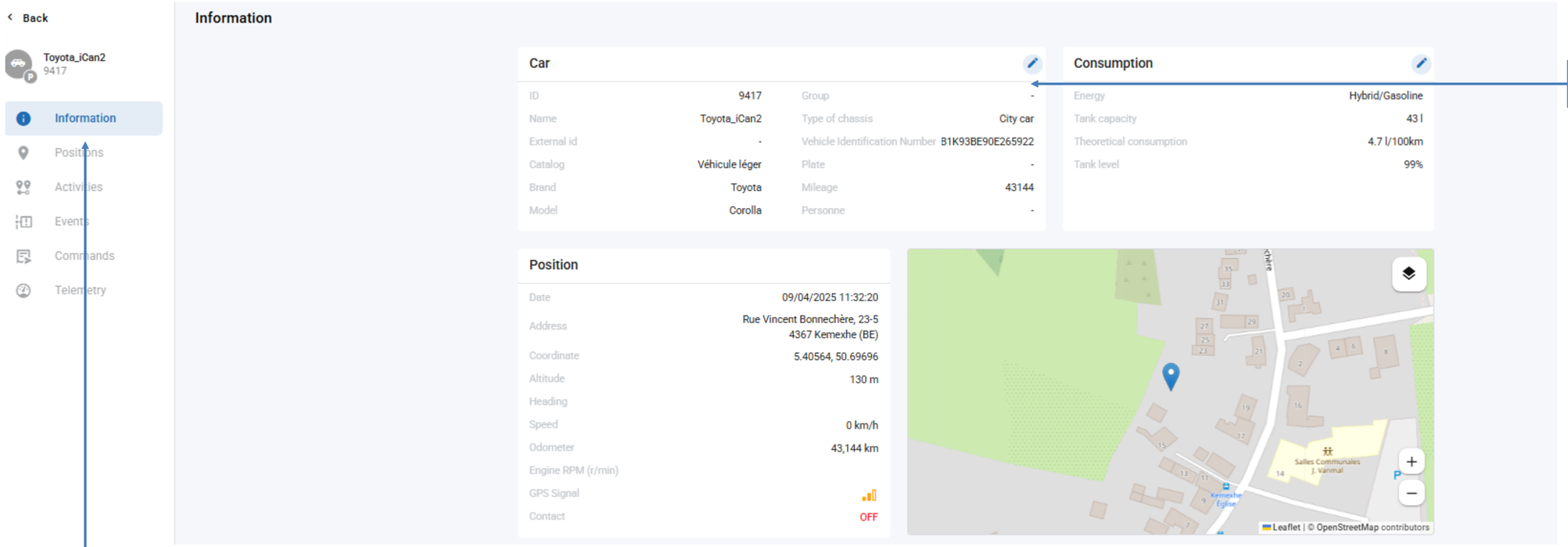
Asset details



- The asset detail provides a quick overview of the latest information received for that asset.
- It is made up of thematic widgets that are collapsible, as well as a list of the asset's events over the past 7 days.
- The widgets displayed also depend on the type of asset — for example, the "Detected Object(s)" widget is not available for a person, etc.
- The open/closed state of the widgets is remembered for the next display.

Advanced details

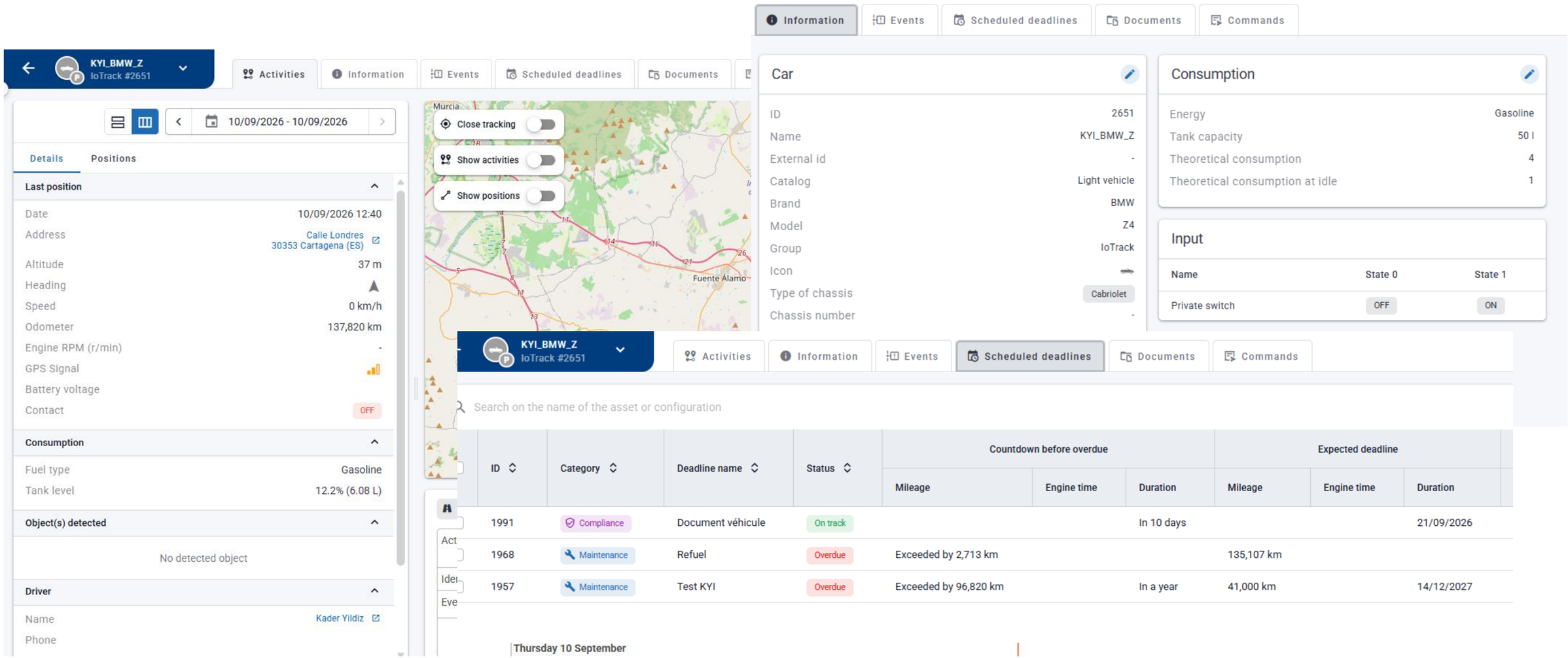
The advanced detail is intended to provide a deeper dive into a single asset.



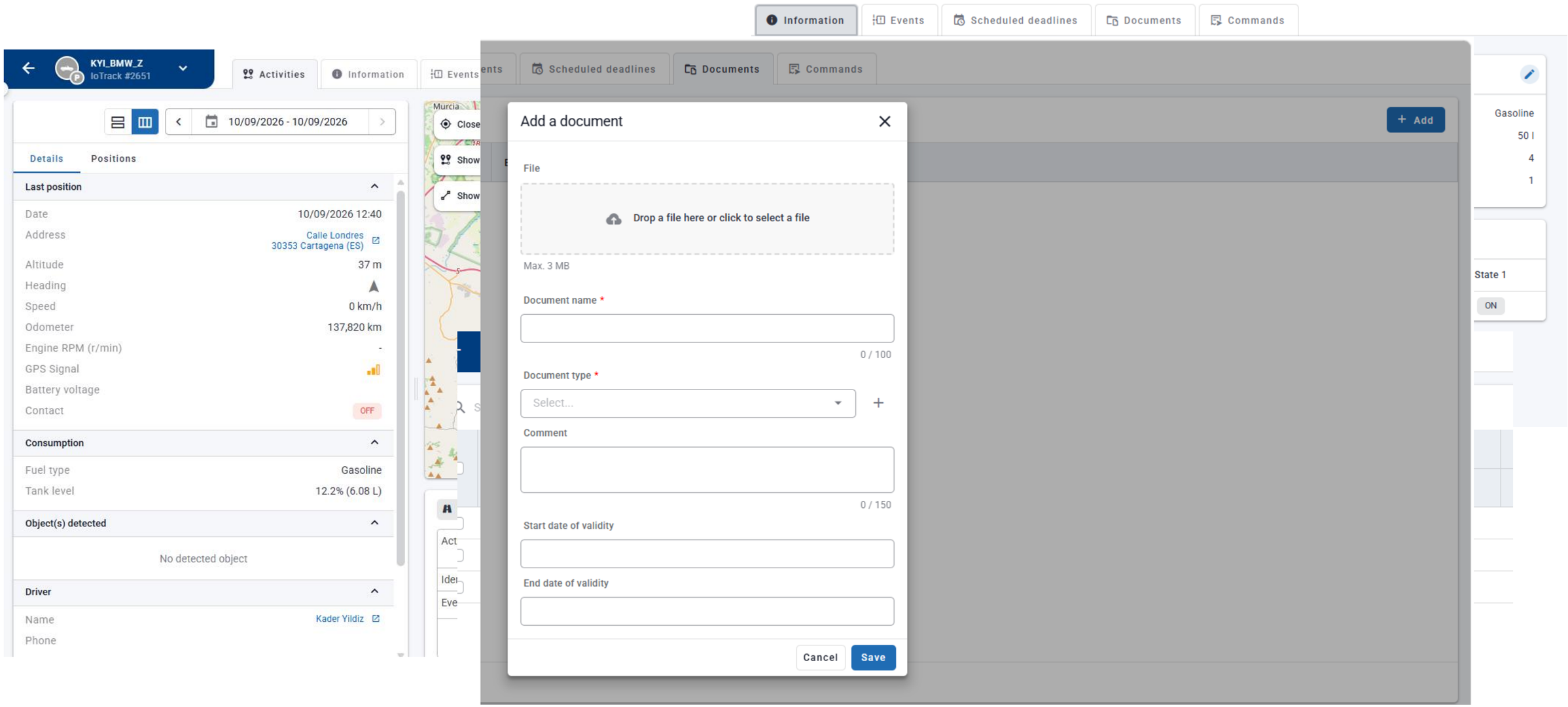
- Editable Provisioning

- Section list for detailed asset

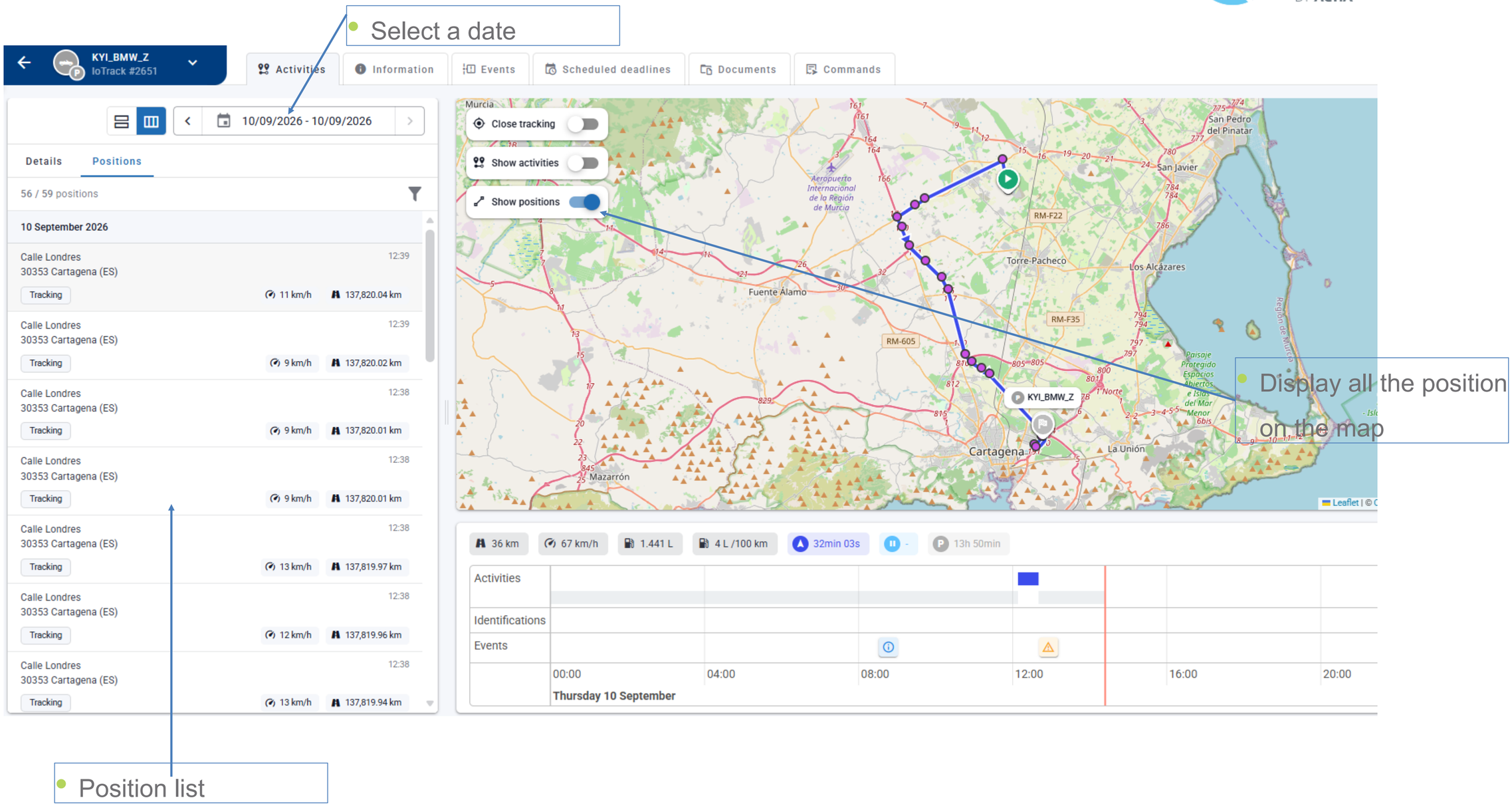
Advanced details



Advanced details

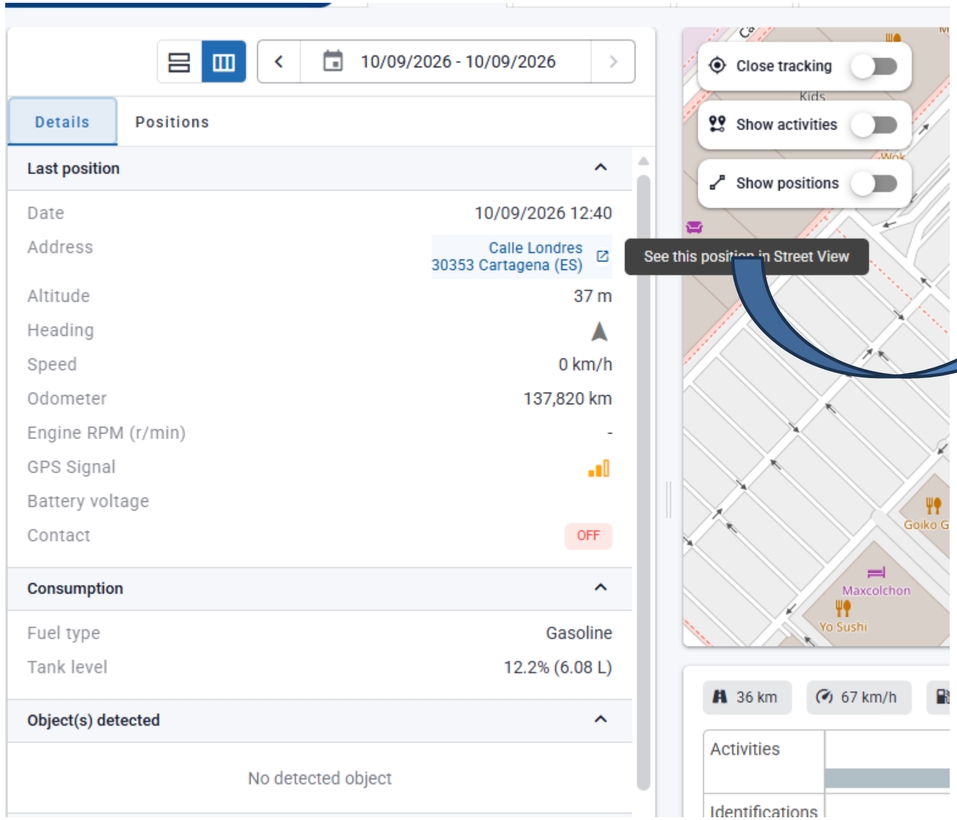


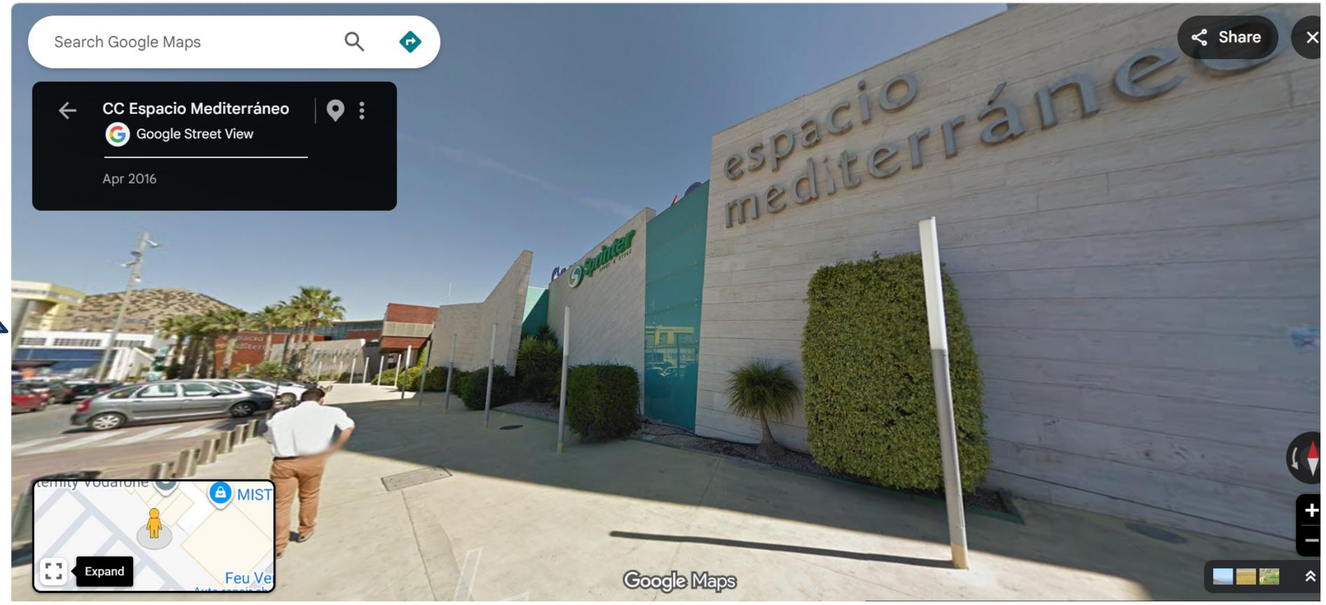
Advanced details



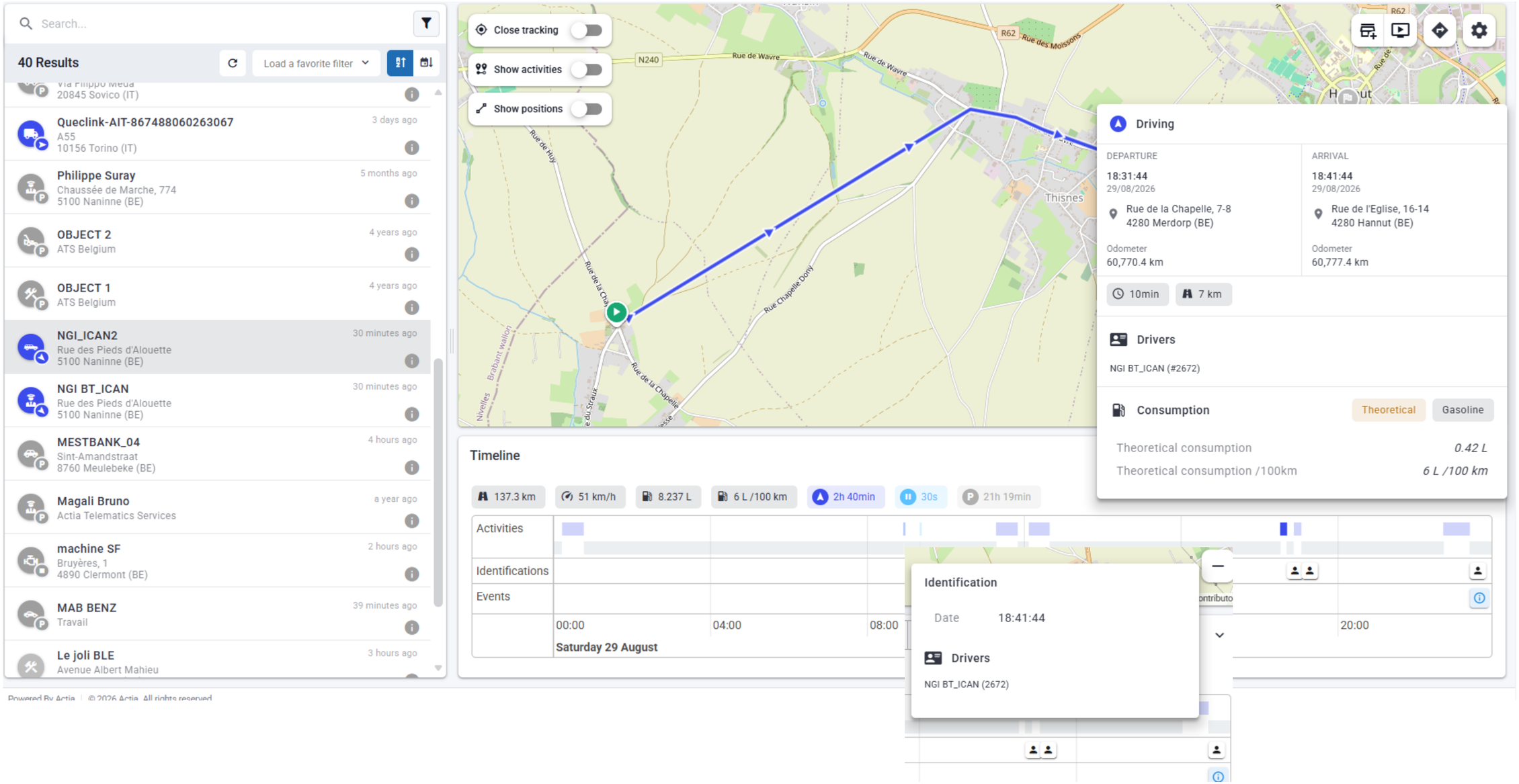
Google street view

In multiple places, the addresses are clickable, which opens a new tab displaying the location in Google Street View.



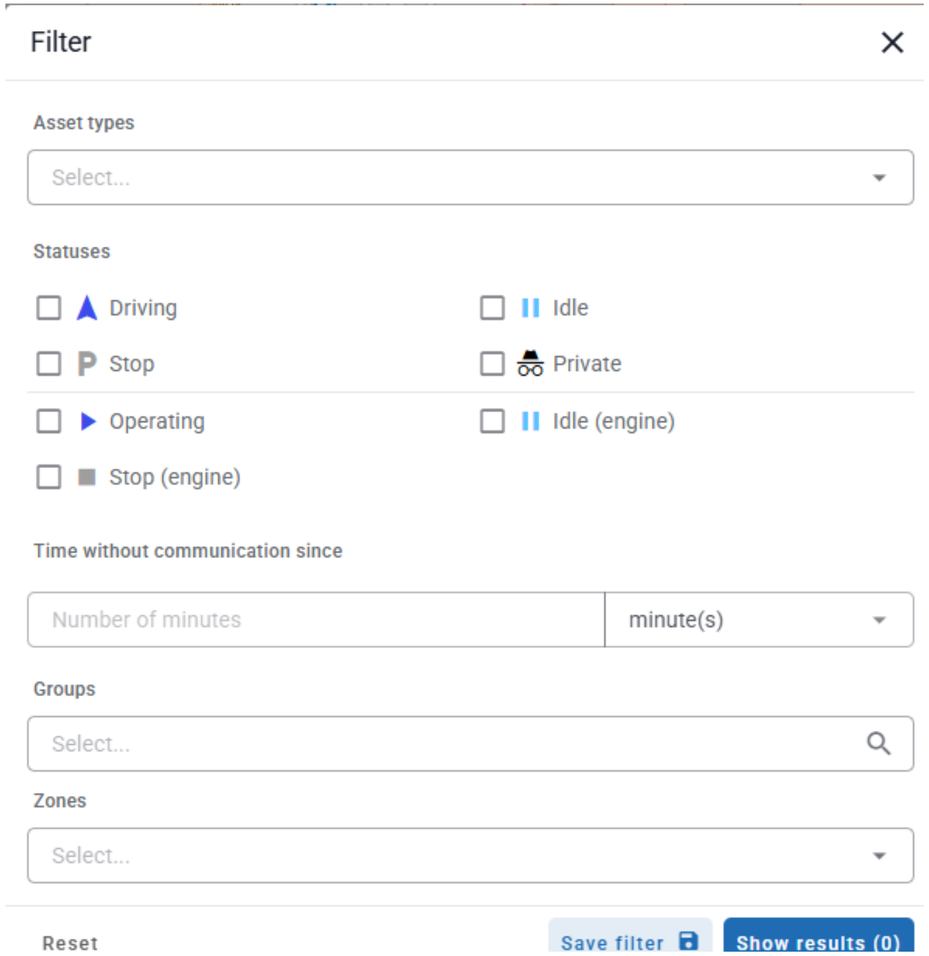


Driver Identification



Powered By Actia | © 2026 Actia. All rights reserved

Filters



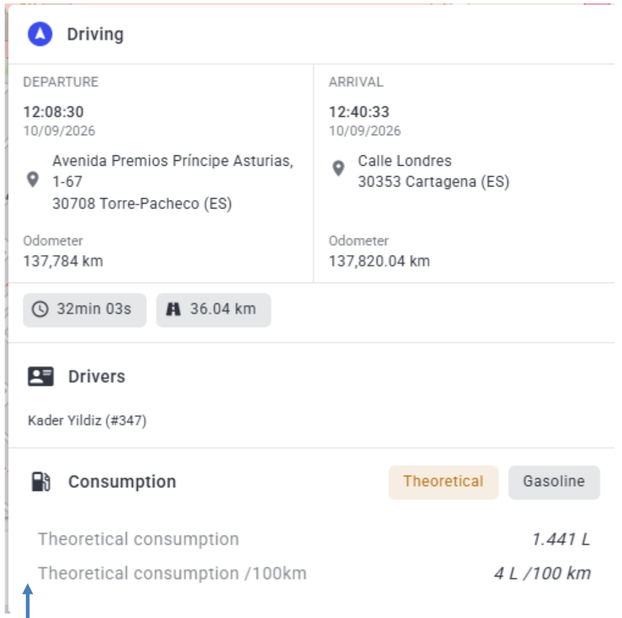
- Filtering is a powerful tool that allows you to target a specific part of the asset fleet.
- It's a valuable operational feature, especially when managing multiple types of operations.
- Filters are cumulative, so for example, you can search for trucks currently driving.
- Filters can be saved for personal use or shared with colleagues.
- The number of matching results is displayed instantly, giving you an idea of the outcome before applying the filter — or allowing you to adjust it accordingly.

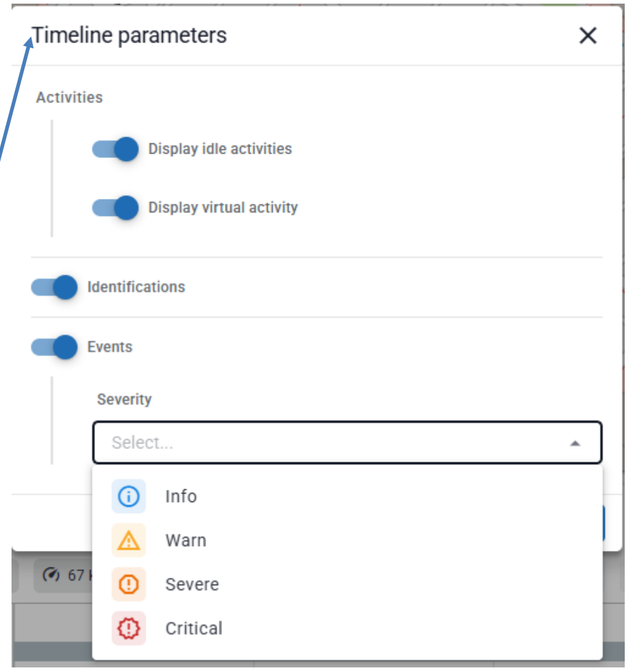
Timeline

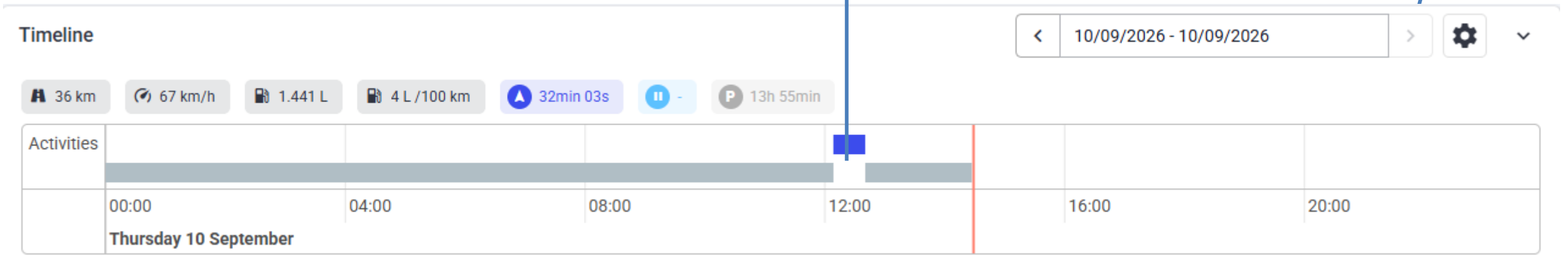
The timeline is available for assets that have trip and operation processing (with or without inheritance).

It also allows access to the map trace and lets you view the identifications made on the vehicle.

Choise your timeline parameters



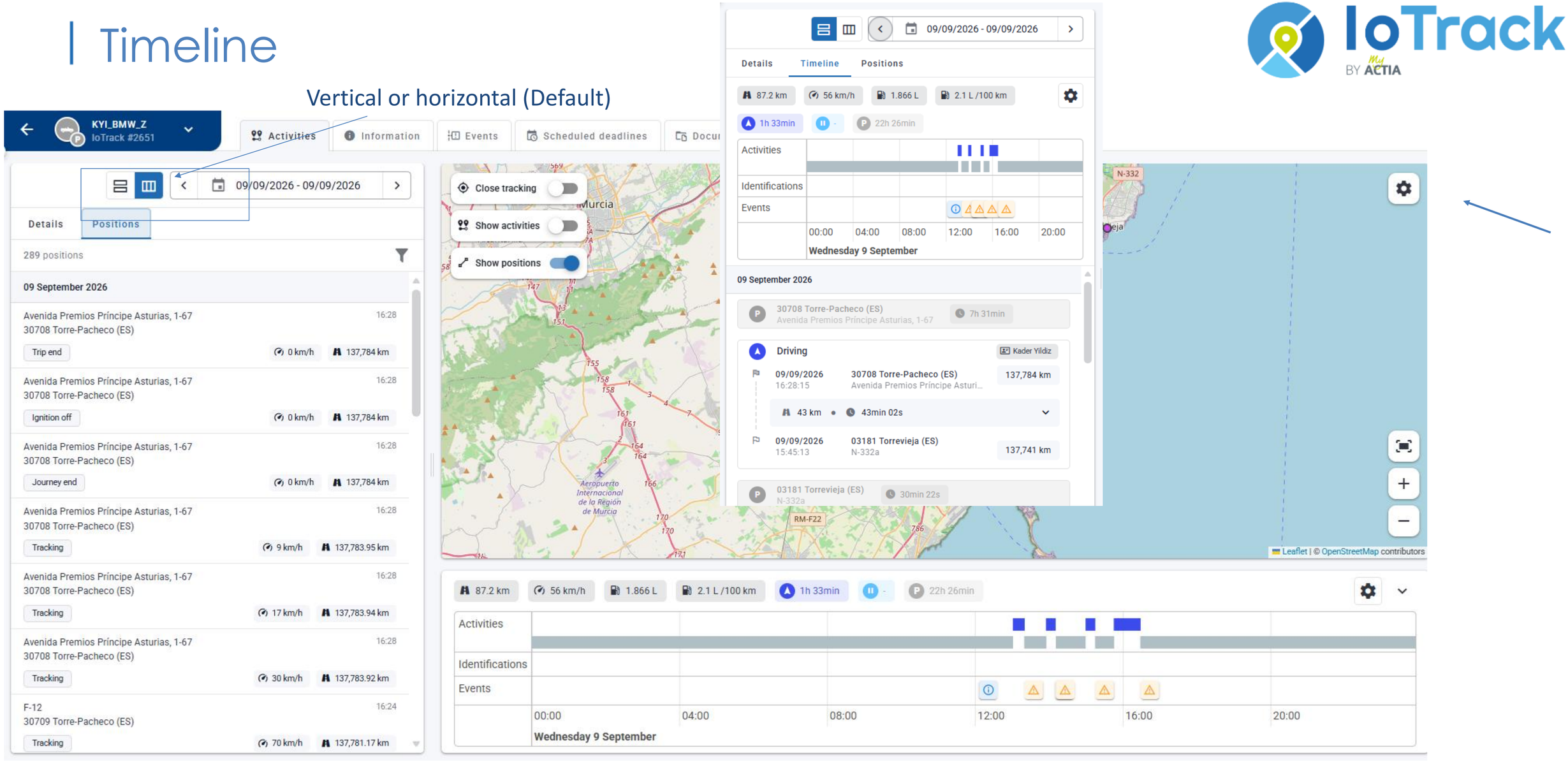






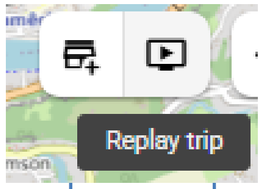
Timeline

Vertical or horizontal (Default)



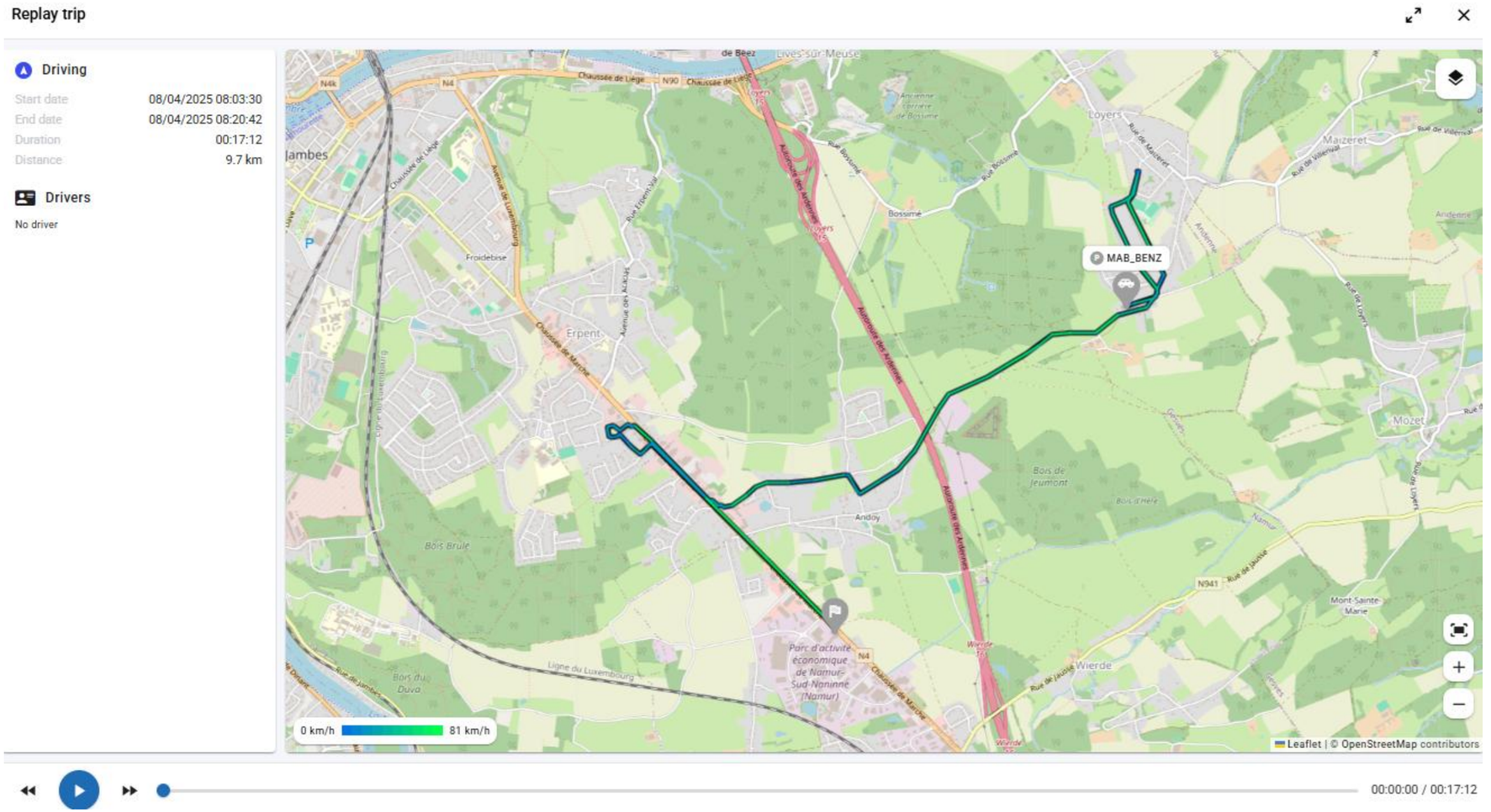
| Trip Replay

When a trip is displayed on the map, a replay (playback) option and zone creation tools become available.



Replay

Create zone from trip



Replay actions

Create zone from trip

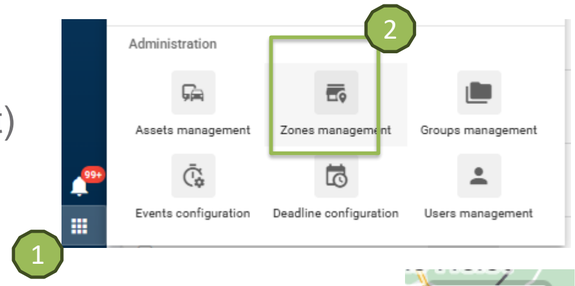
One way to add a zone is by using a trip previously completed by an asset — for example, the typical route of a bus line or a transport operation.



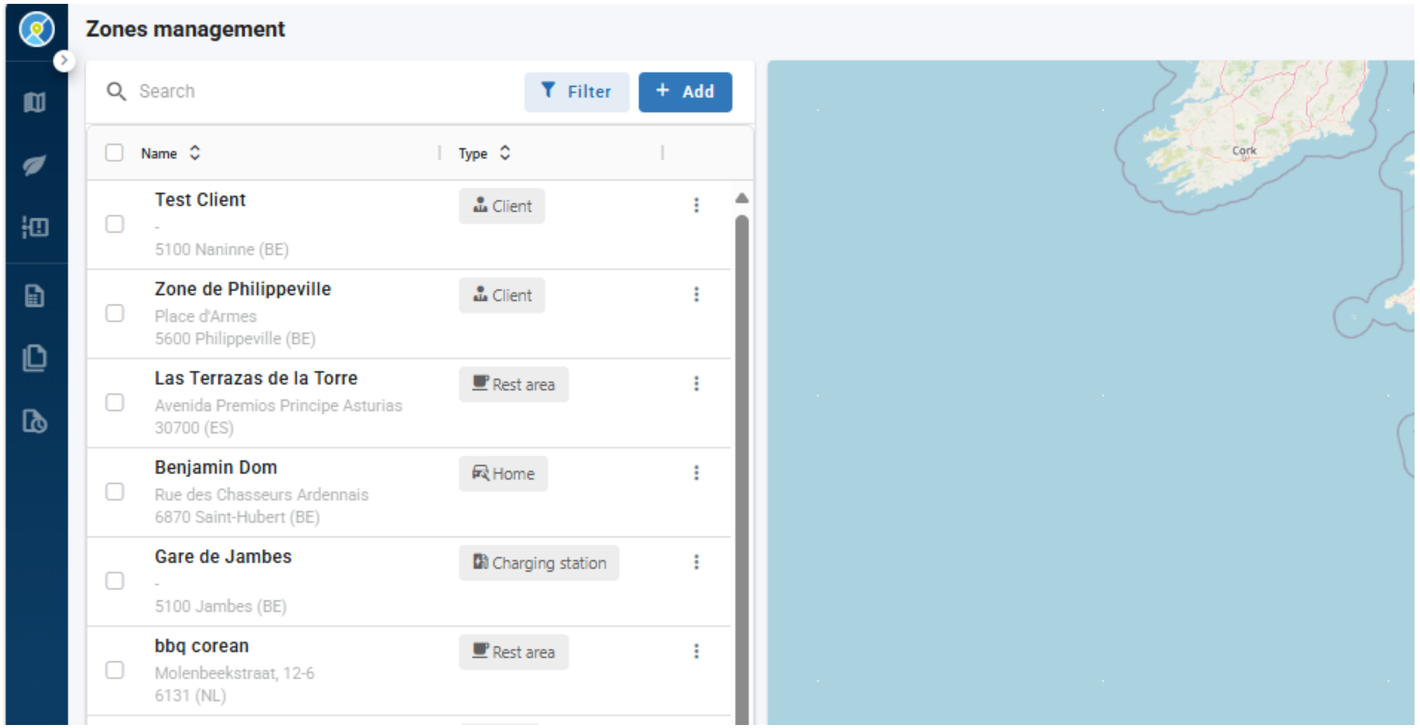
- The zone will be used for detection during stops as well as in event configurations.
- For trips, a "tunnel" zone is automatically generated with a default width of 75 meters, which can be adjusted as needed directly in the editing window

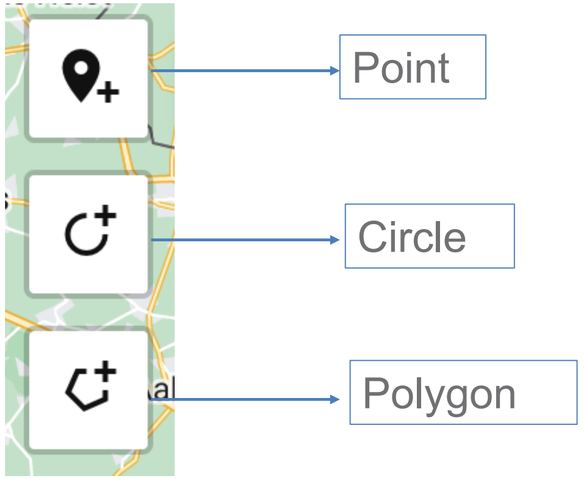
Zone

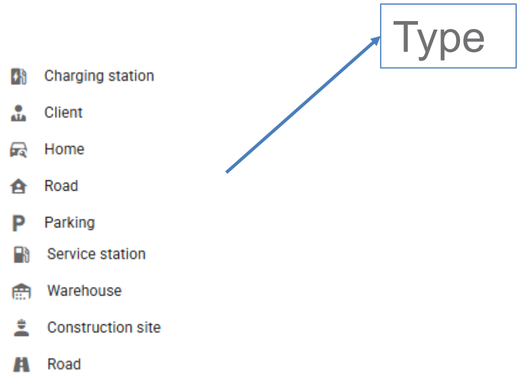
The second way to add a zone is through the POI (Point of Interest) administration. Different zone shapes can be added from there.



3





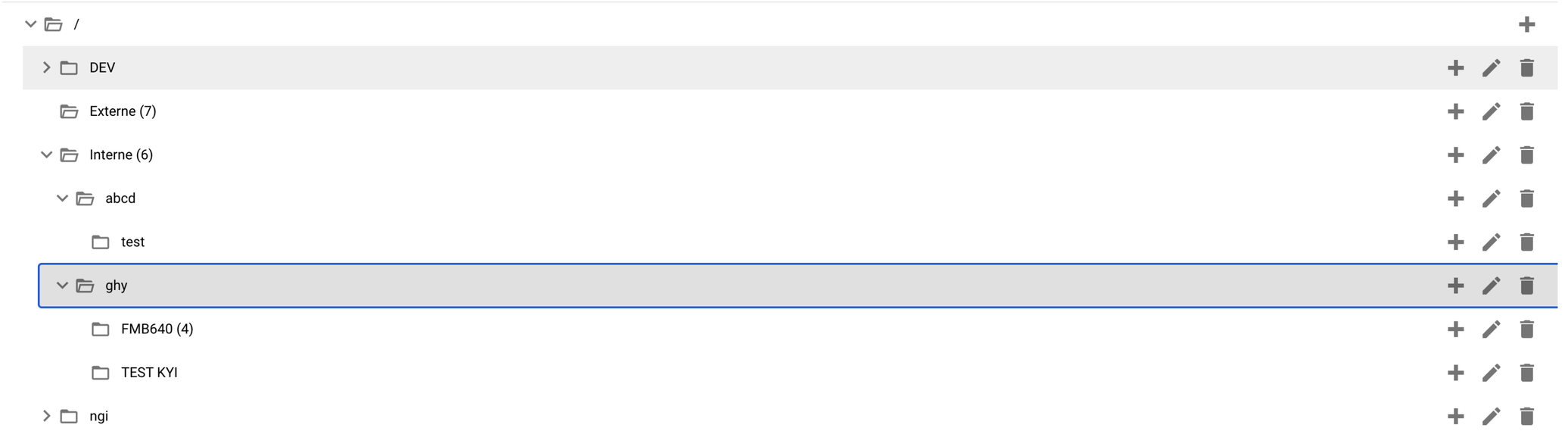


It is possible to search directly by zone name or to filter by type.

Groups

Groups are used to organize assets based on the client's operational needs — for example, to separate company cars used by sales teams from delivery trucks. Groups are also used within filters.

Groups are organized in a hierarchical structure, and an asset can belong to one and only one group.

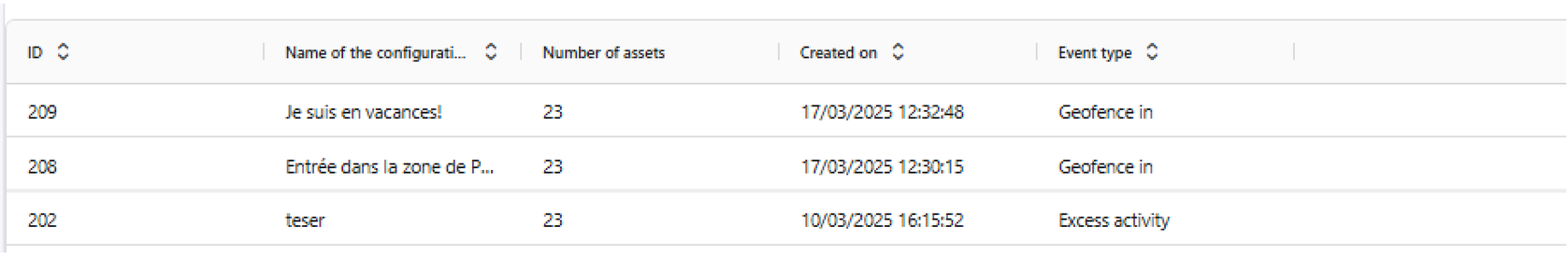


| Event Configuration

Events, historically called **alarms**, are **notable occurrences** that the user has chosen to track based on a specific configuration. There are two key concepts when it comes to event configurations:

- **Event Template** → These are the **criteria that will be monitored** to trigger (or not) the event:
  - Speeding
  - Loss of communication
  - Standard event (device-triggered)
  - Zone entry / exit / speeding within a zone
  - Excessive activity
  - Digital input trigger

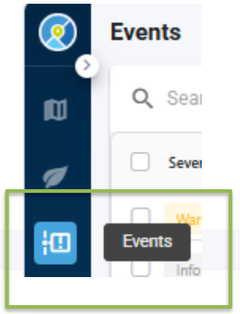
- **Severity** → The severity level is intended to indicate the **urgency** of an event to the operator.
  A **critical** level will trigger a notification in the asset list, represented by a **red dot**, allowing the operator to quickly identify that an asset has generated at least one critical event.

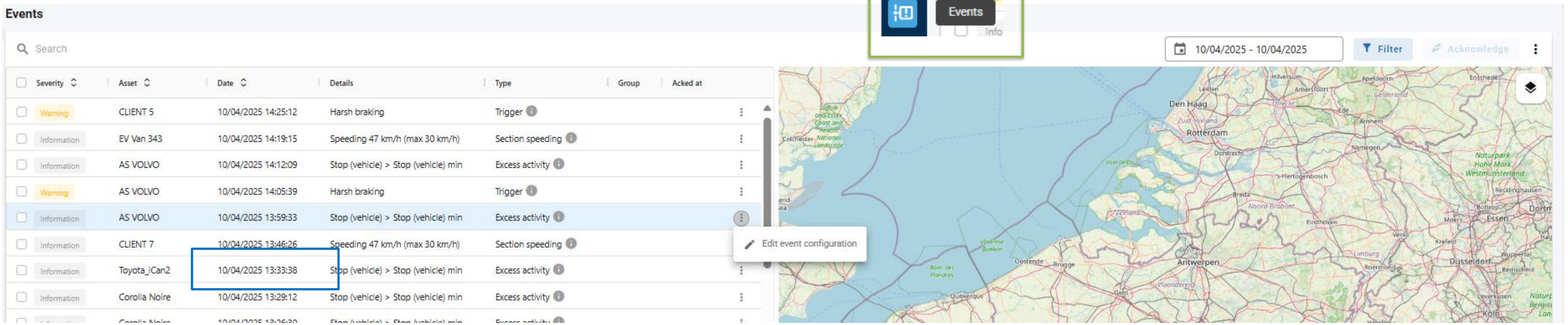


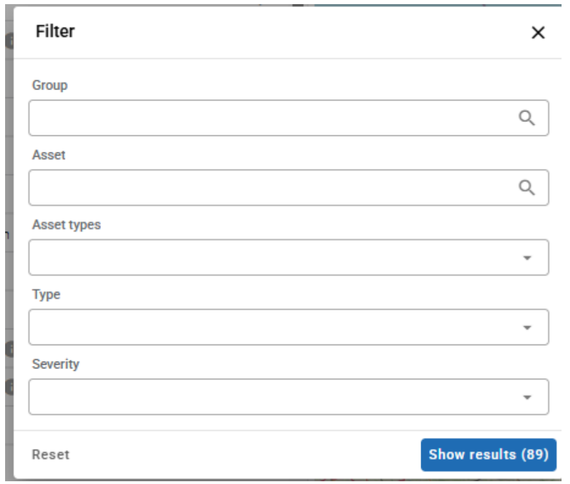
ID	Name of the configurati...	Number of assets	Created on	Event type
209	Je suis en vacances!	23	17/03/2025 12:32:48	Geofence in
208	Entrée dans la zone de P...	23	17/03/2025 12:30:15	Geofence in
202	teser	23	10/03/2025 16:15:52	Excess activity

Events

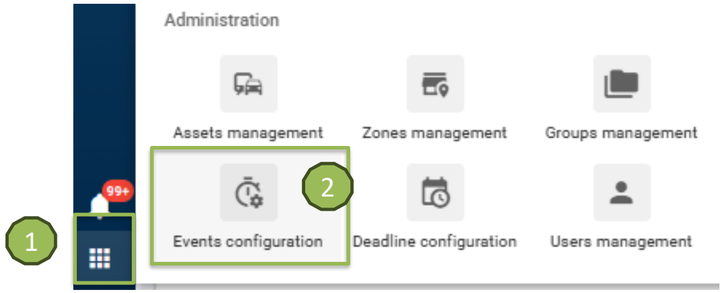
This page displays **all events triggered** based on the configured settings.

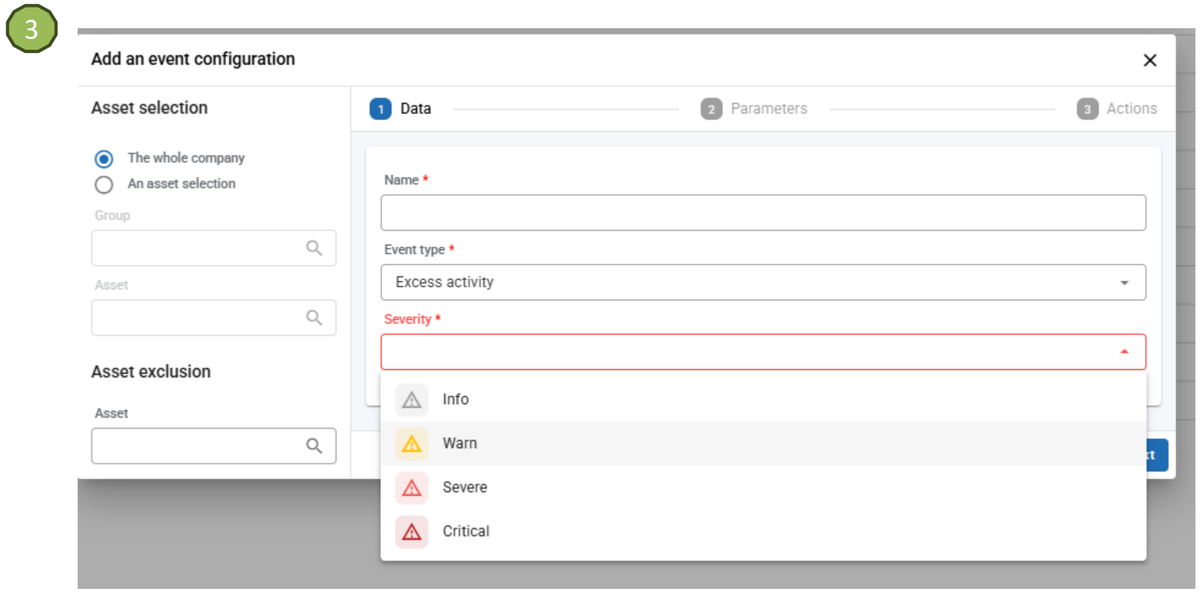


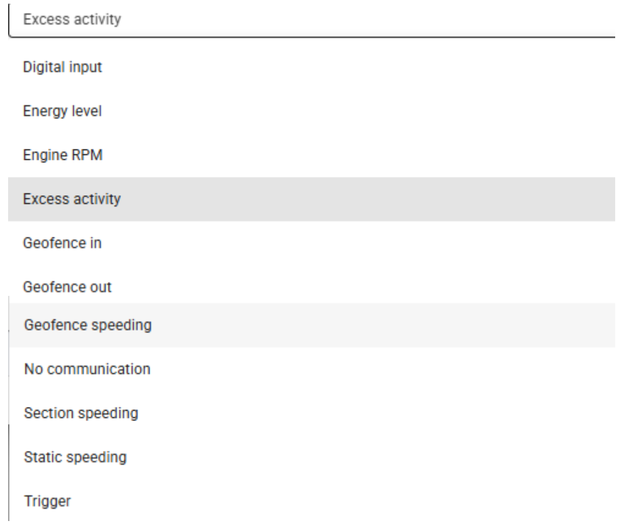




Add an event configuration



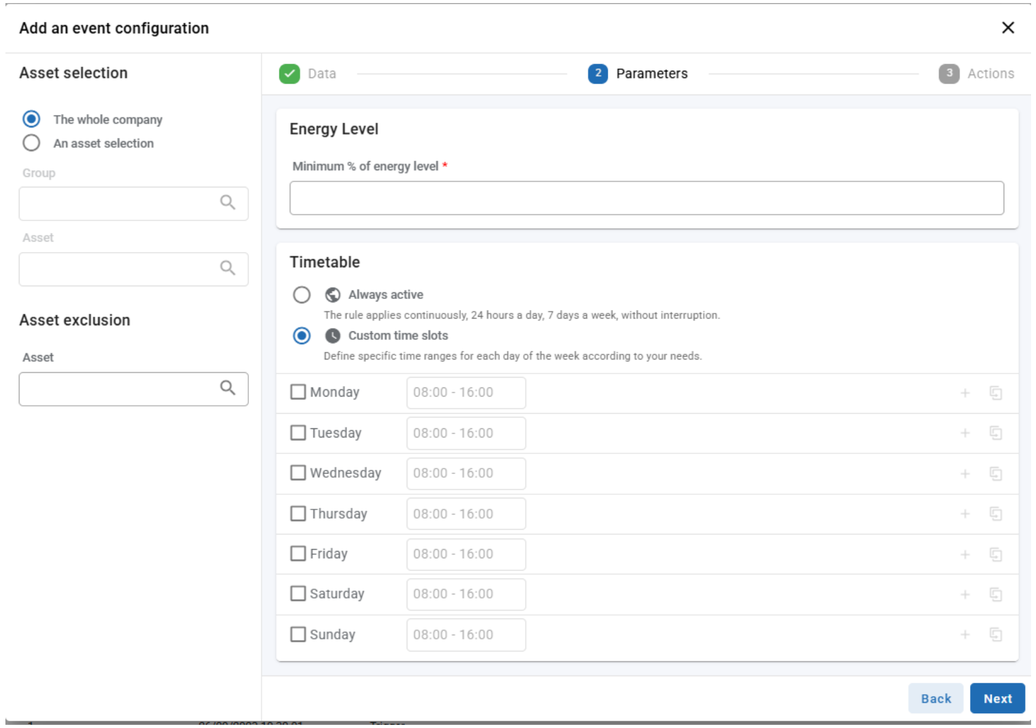




Critical event must be acknowledged.

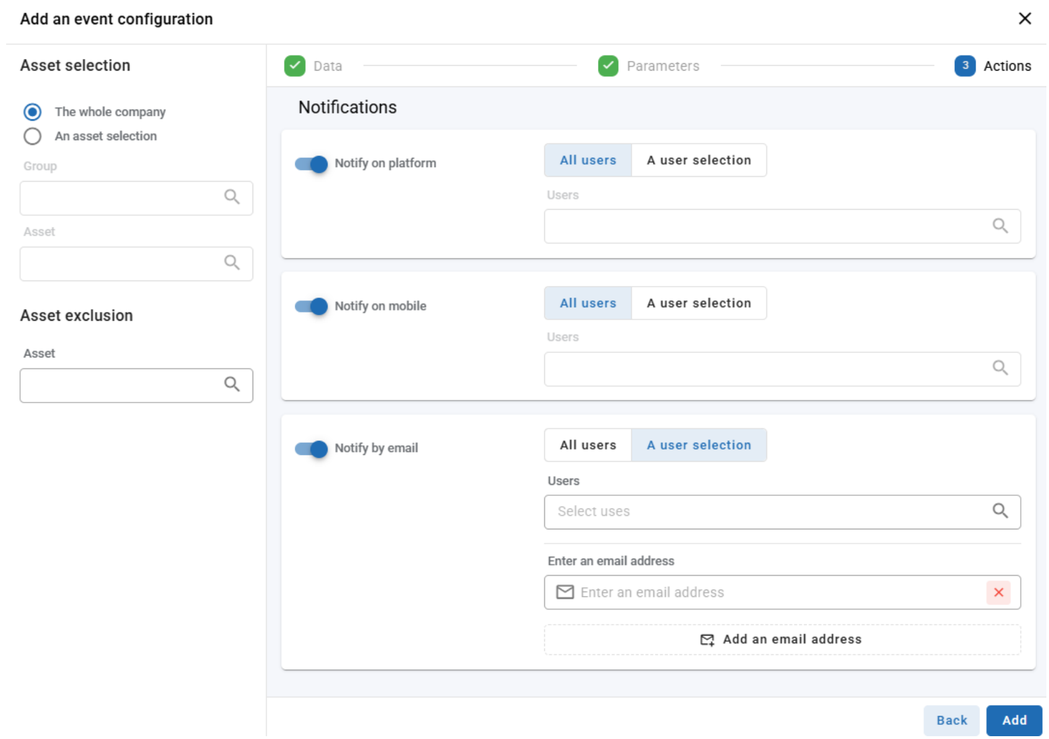
Add an event configuration

3



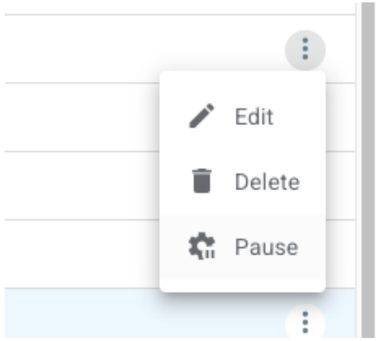
4

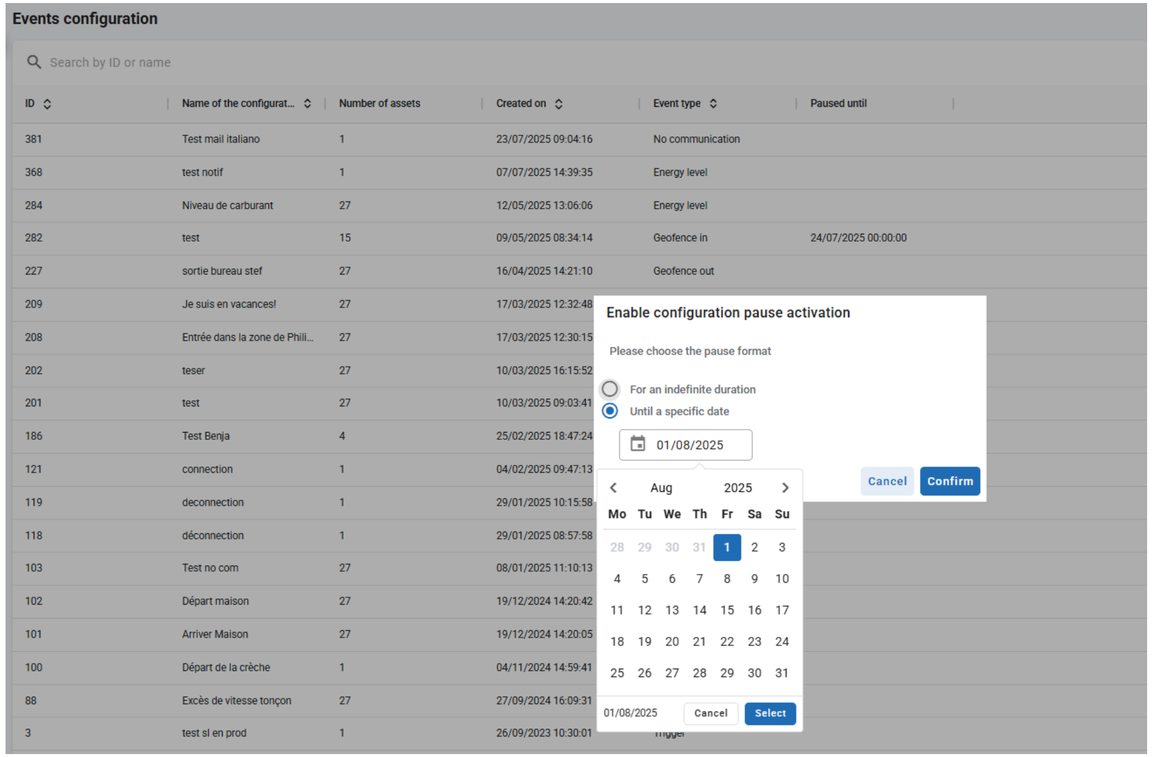
When configuring an event, it is possible to select recipients for all types of notifications, and it is still possible to add an email address manually



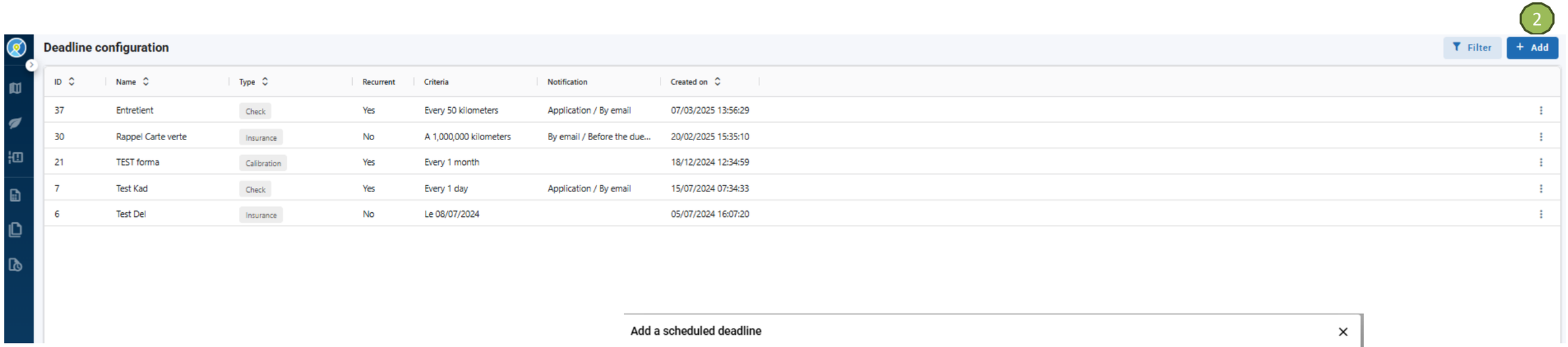
Pausing event configurations

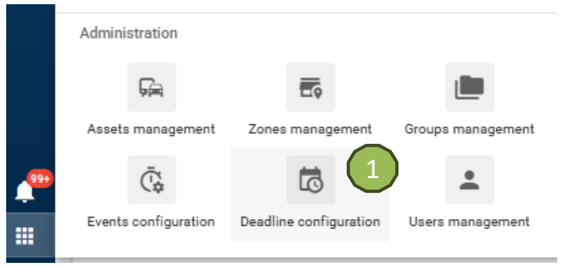
From the event configuration screen, it is now possible to pause a configuration either indefinitely or until a specified date.
When a configuration is paused, events and notifications are no longer triggered.

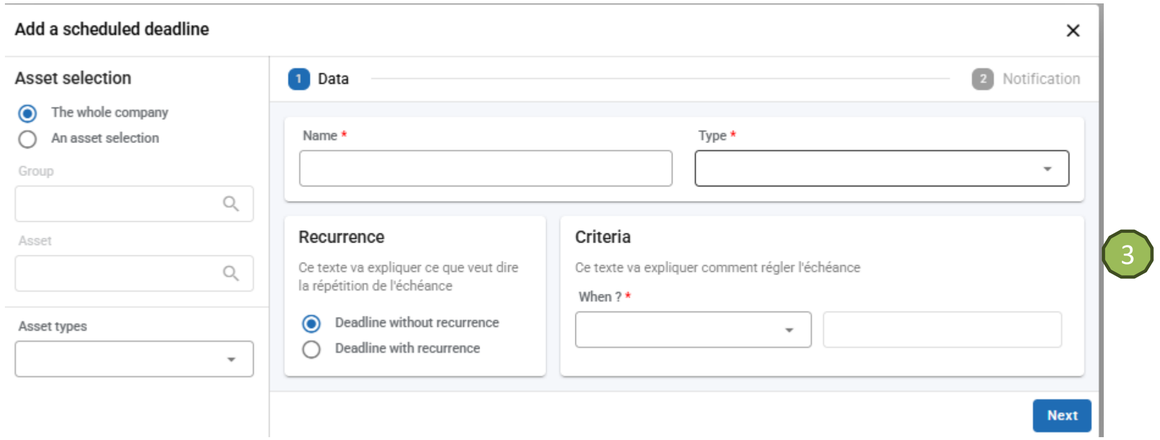




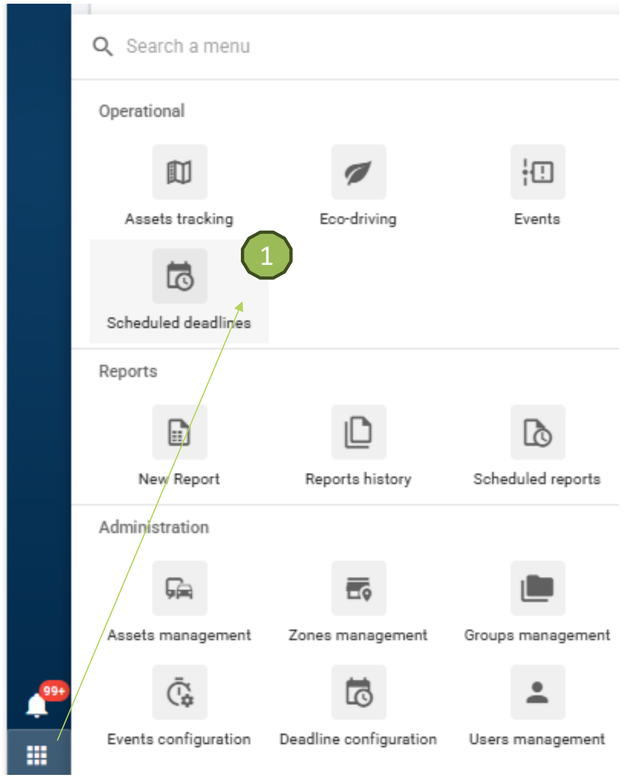
Deadline configuration



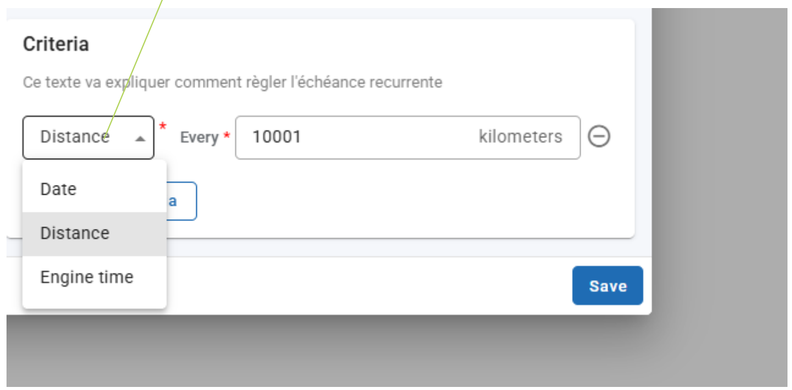


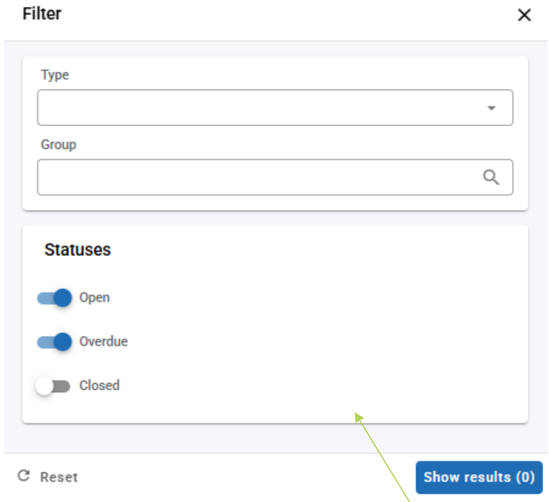


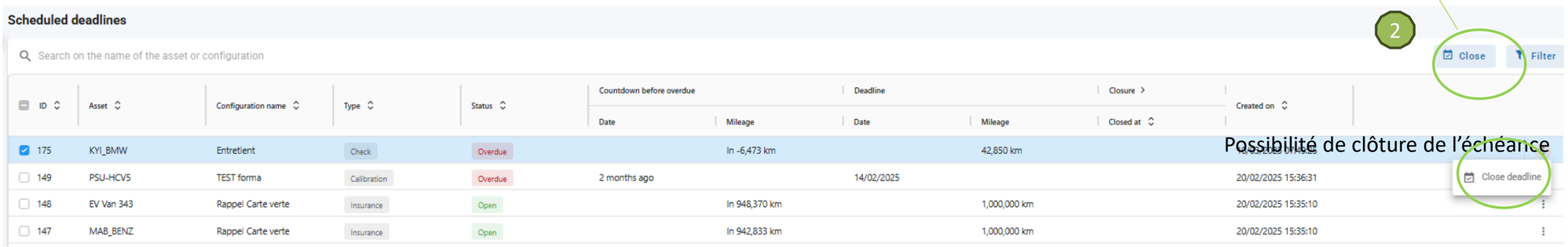
Deadline configuration: Consult notifications



Differents customizable criteria







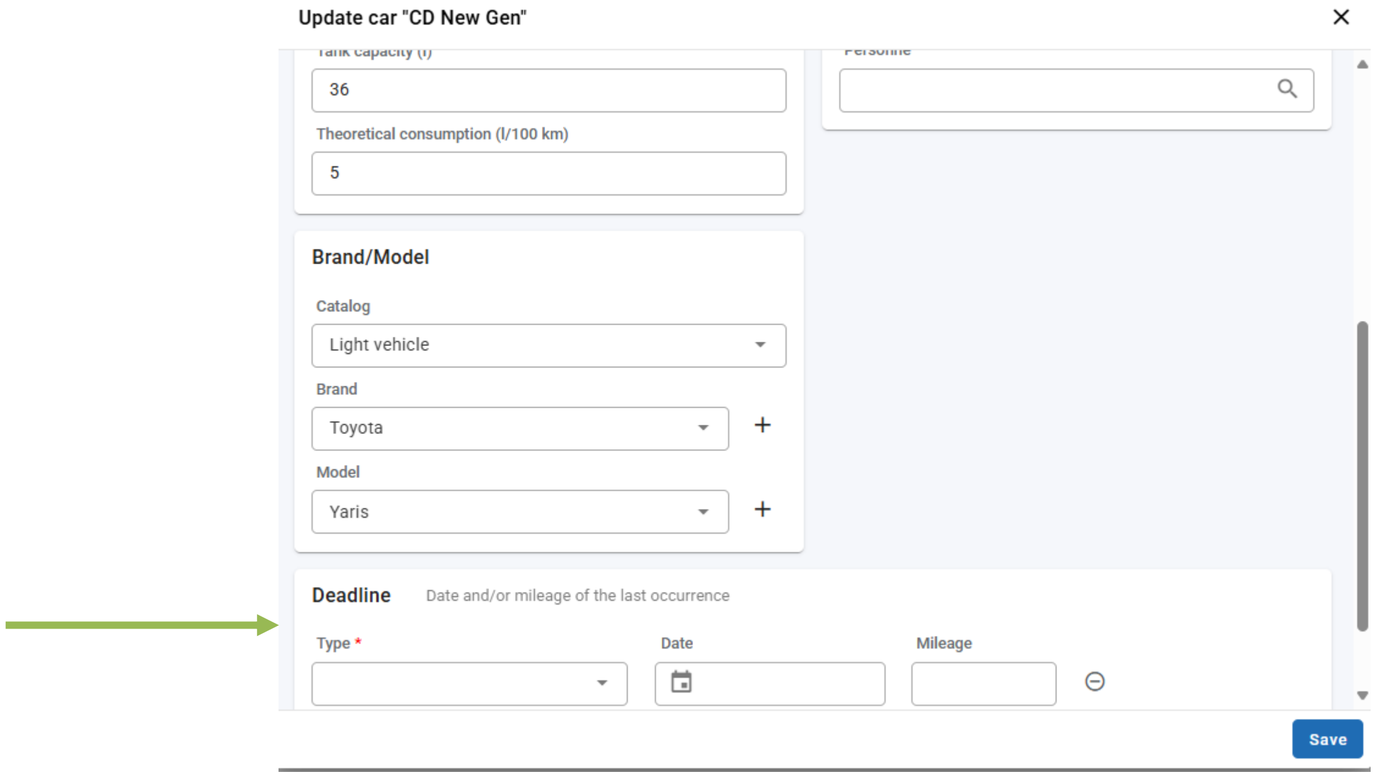
Possibilité de clôture de l'échéance

Deadline configuration

2

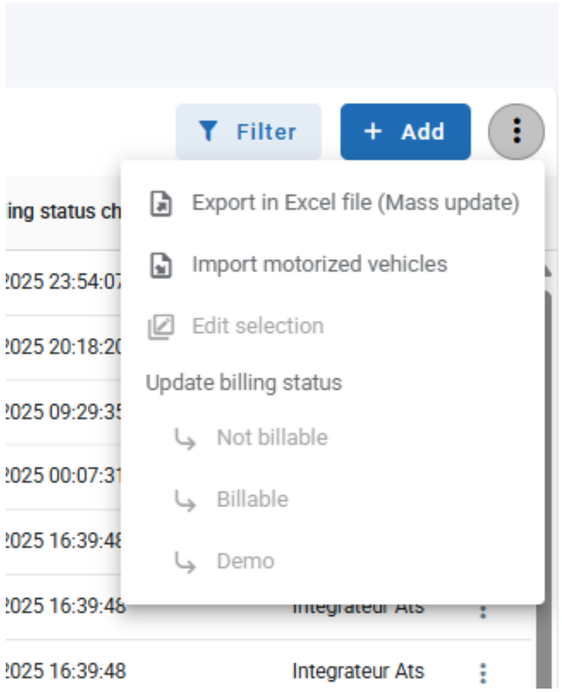
Allow entering the starting mileage/time for a scheduled deadline

From the asset editing screen, it is possible to select a type of deadline and indicate its last occurrence. This information will be used to calculate the first scheduled deadline.

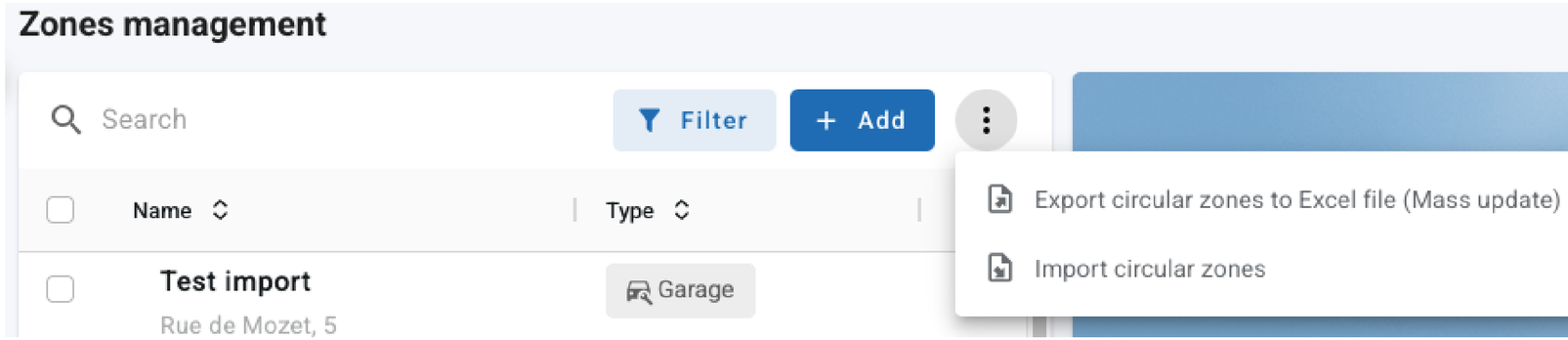


Import

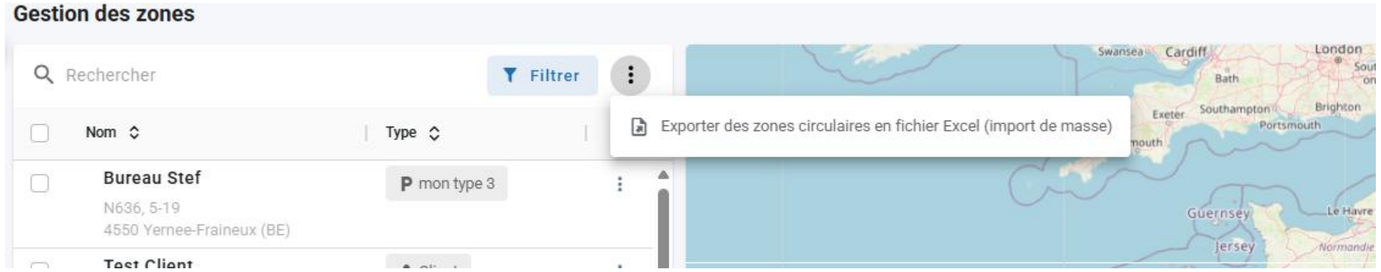
Import vehicles list in 2 clics



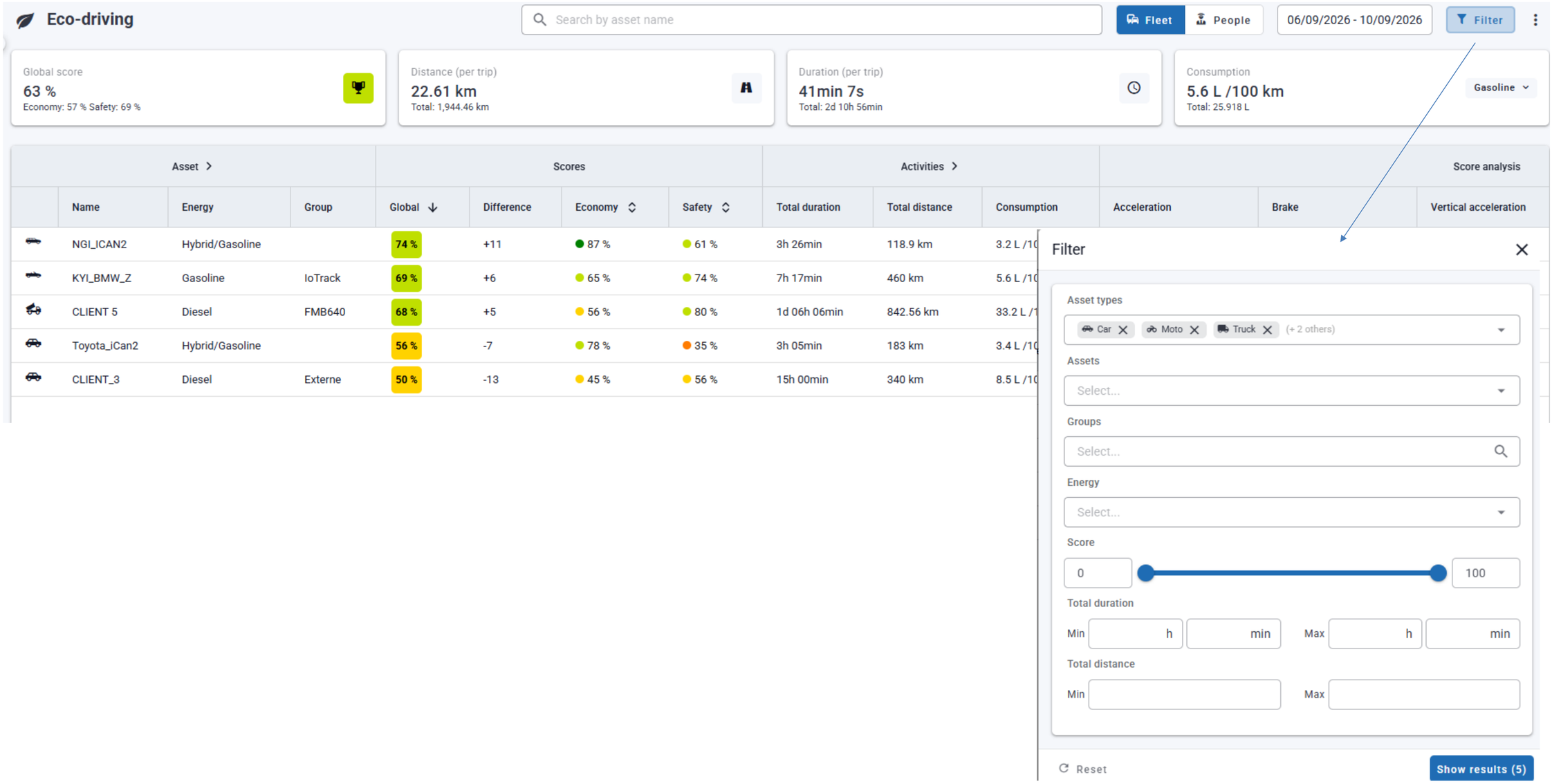
Just like for devices and assets, it is possible to import circular zones via the interface, following the same operating principle.



To obtain format template, we recommend performing an export

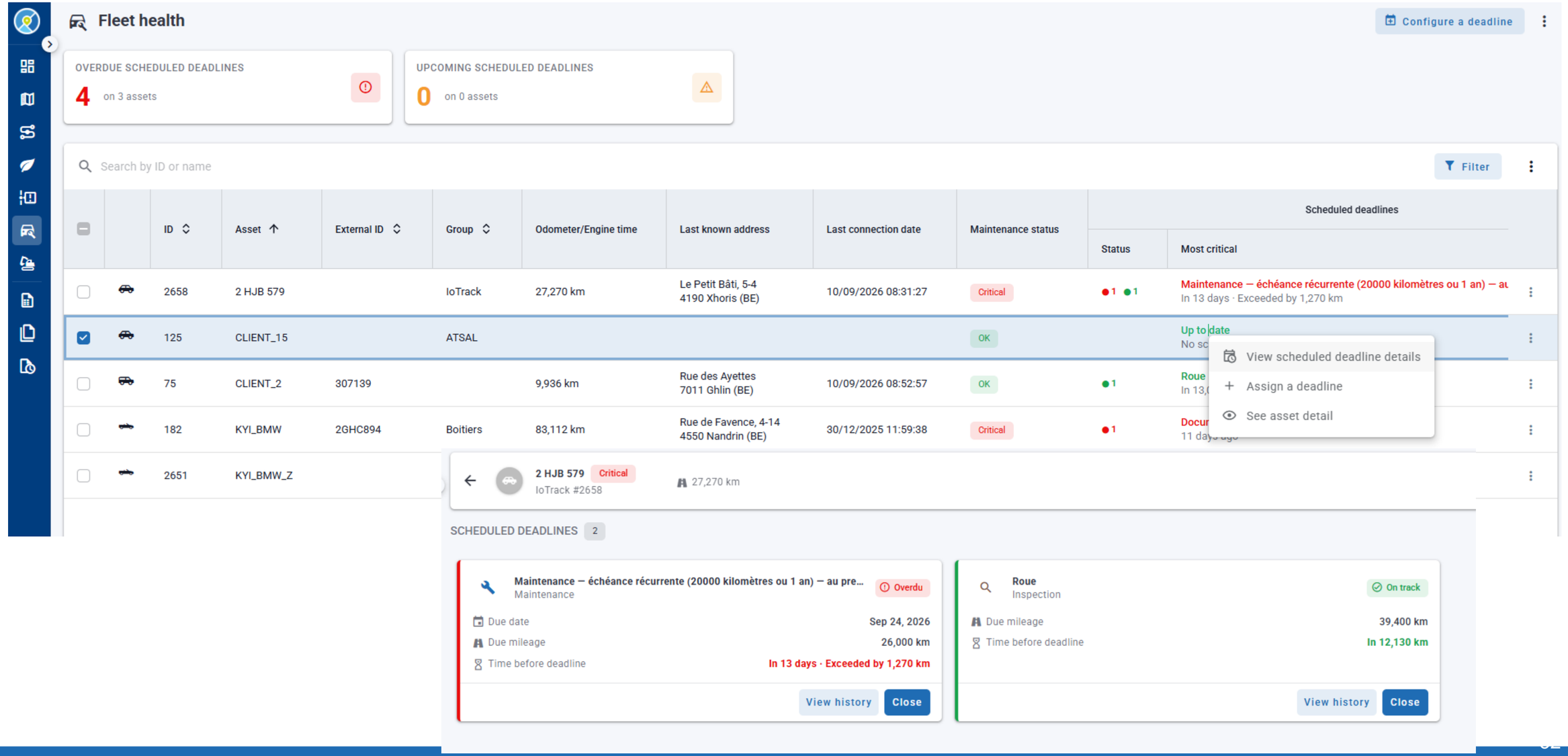


Eco-Driving

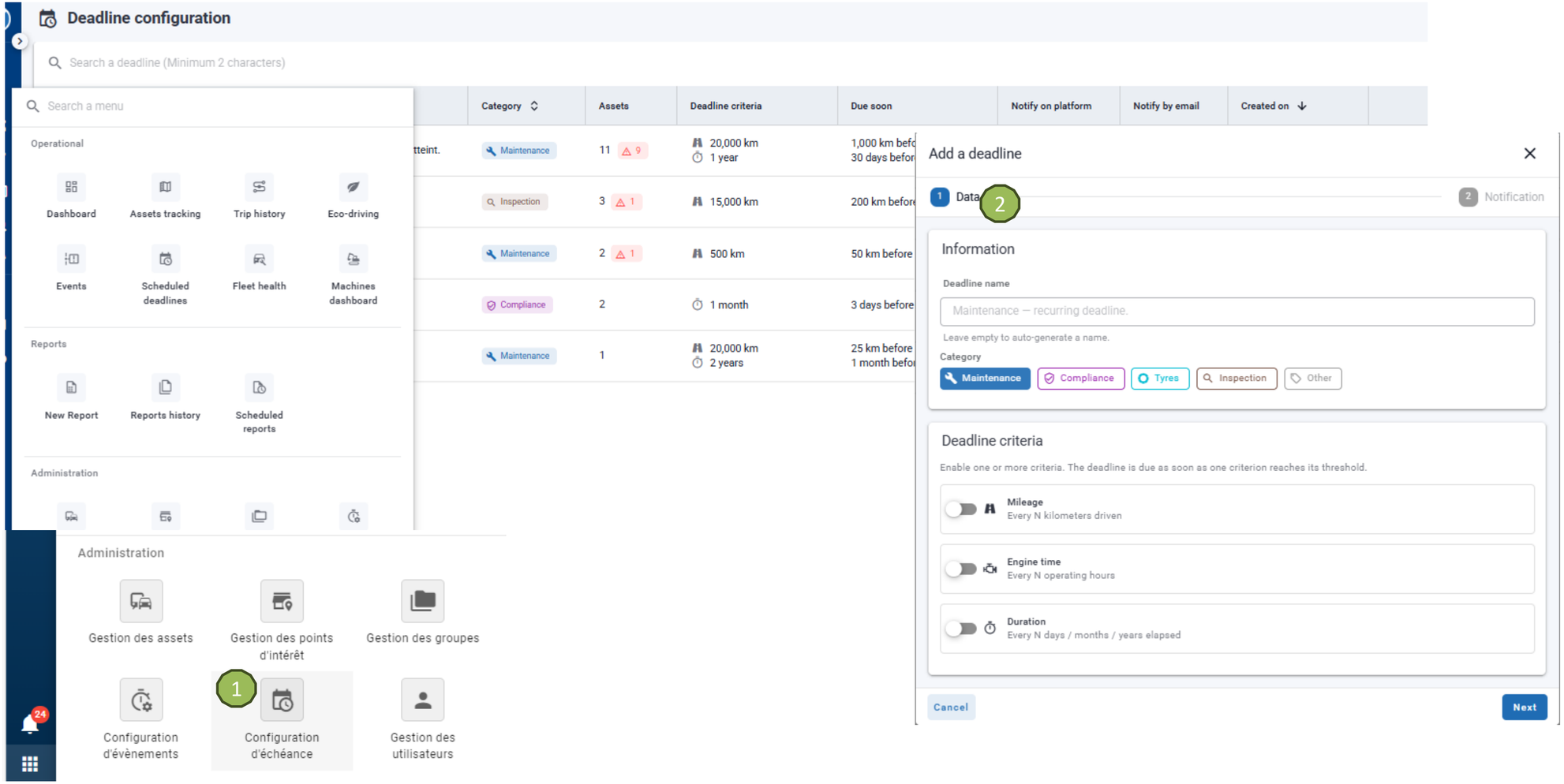

Eco-driving
Search by asset name
Fleet
People
06/09/2026 - 10/09/2026
Filter
Global score
63 %
Economy: 57 % Safety: 69 %
Distance (per trip)
22.61 km
Total: 1,944.46 km
Duration (per trip)
41min 7s
Total: 2d 10h 56min
Consumption
5.6 L /100 km
Total: 25.918 L
Gasoline
Asset
Scores
Activities
Score analysis
Name
Energy
Group
Global
Difference
Economy
Safety
Total duration
Total distance
Consumption
Acceleration
Brake
Vertical acceleration
NGI_ICAN2 Hybrid/Gasoline 74 % +11 87 % 61 % 3h 26min 118.9 km
KYI_BMW_Z Gasoline IoTrack 69 % +6 65 % 74 % 7h 17min 460 km
CLIENT 5 Diesel FMB640 68 % +5 56 % 80 % 1d 06h 06min 842.56 km
Toyota_iCan2 Hybrid/Gasoline 56 % -7 78 % 35 % 3h 05min 183 km
CLIENT_3 Diesel Externe 50 % -13 45 % 56 % 15h 00min 340 km
Filter
Asset types
Car
Moto
Truck
(+ 2 others)
Assets
Select...
Groups
Select...
Energy
Select...
Score
0
100
Total duration
Min
h
min
Max
h
min
Total distance
Min
Max
Reset
Show results (5)

Scheduled deadline: Manage your fleet's health

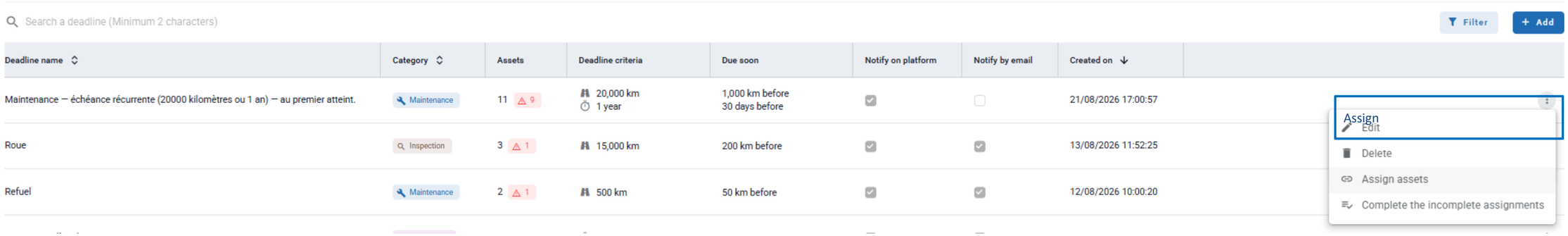
Schedule deadlines based on odometer/hour meter readings or dates to organize maintenance, tire changes, technical inspections, etc.

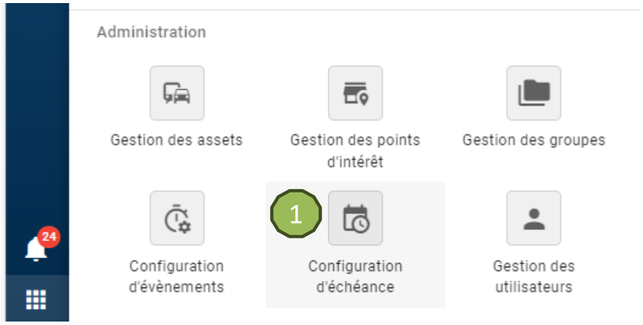


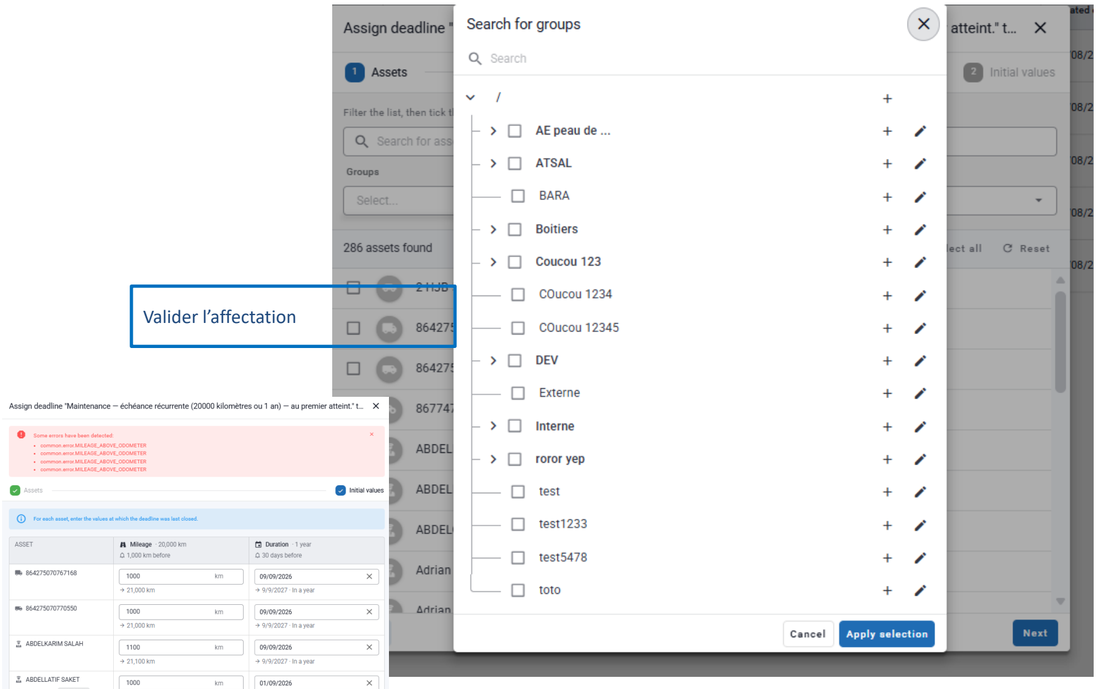
Scheduled deadline : administration

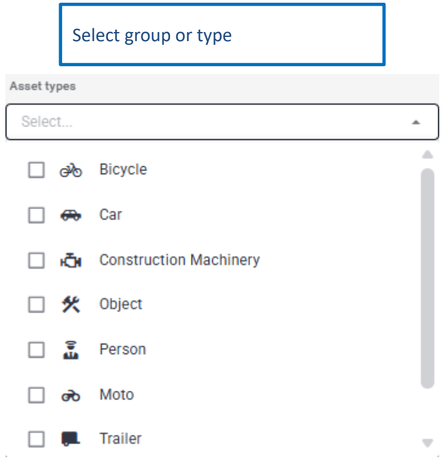


Scheduled deadline : administration

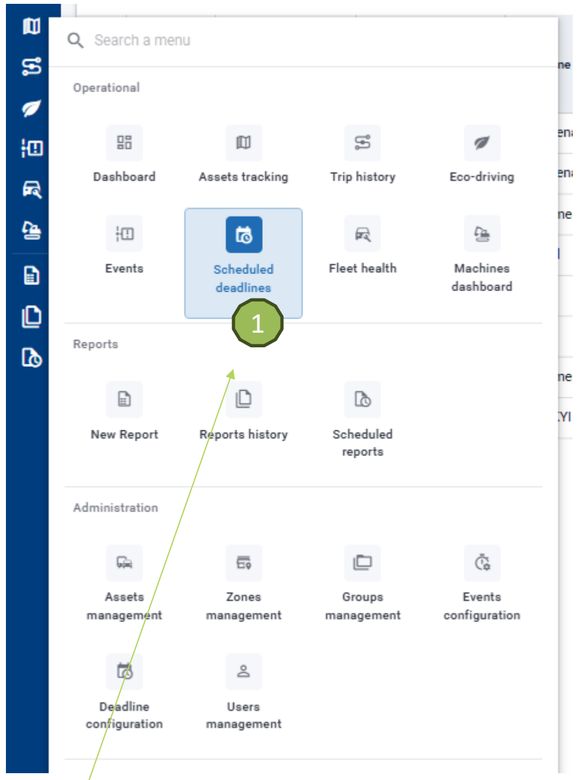




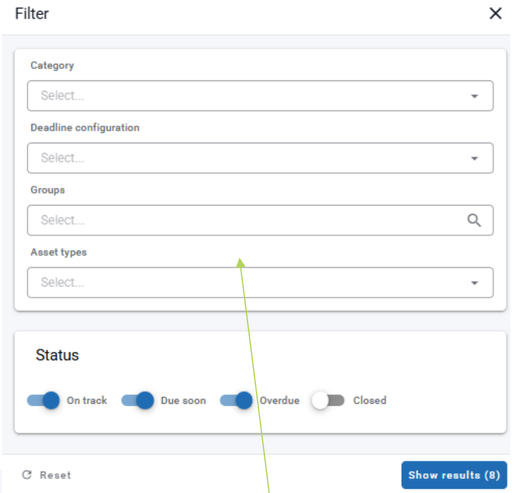


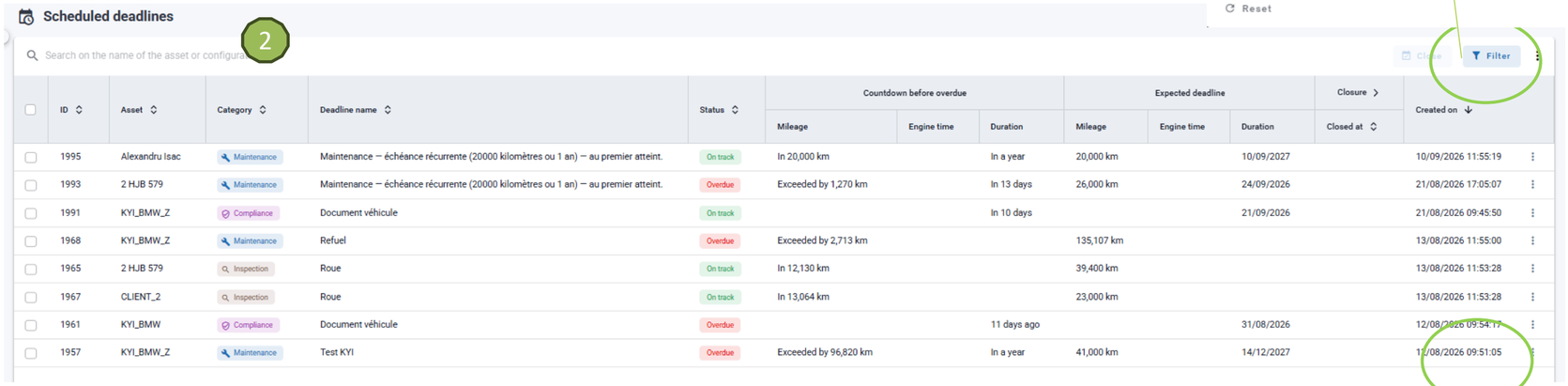


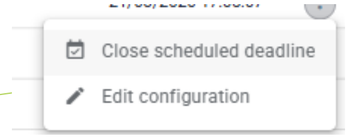
Scheduled deadline : notifications view



Filters







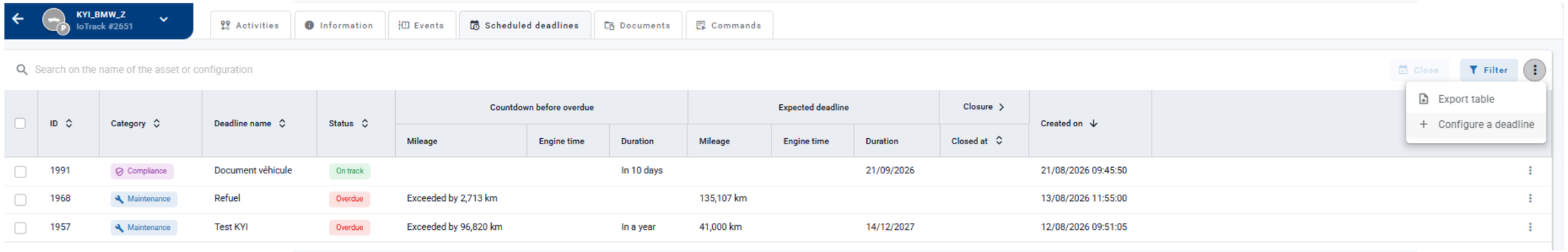
Customize parameters

Scheduled deadline

2

Allow entering the starting KM/time of a scheduled deadline

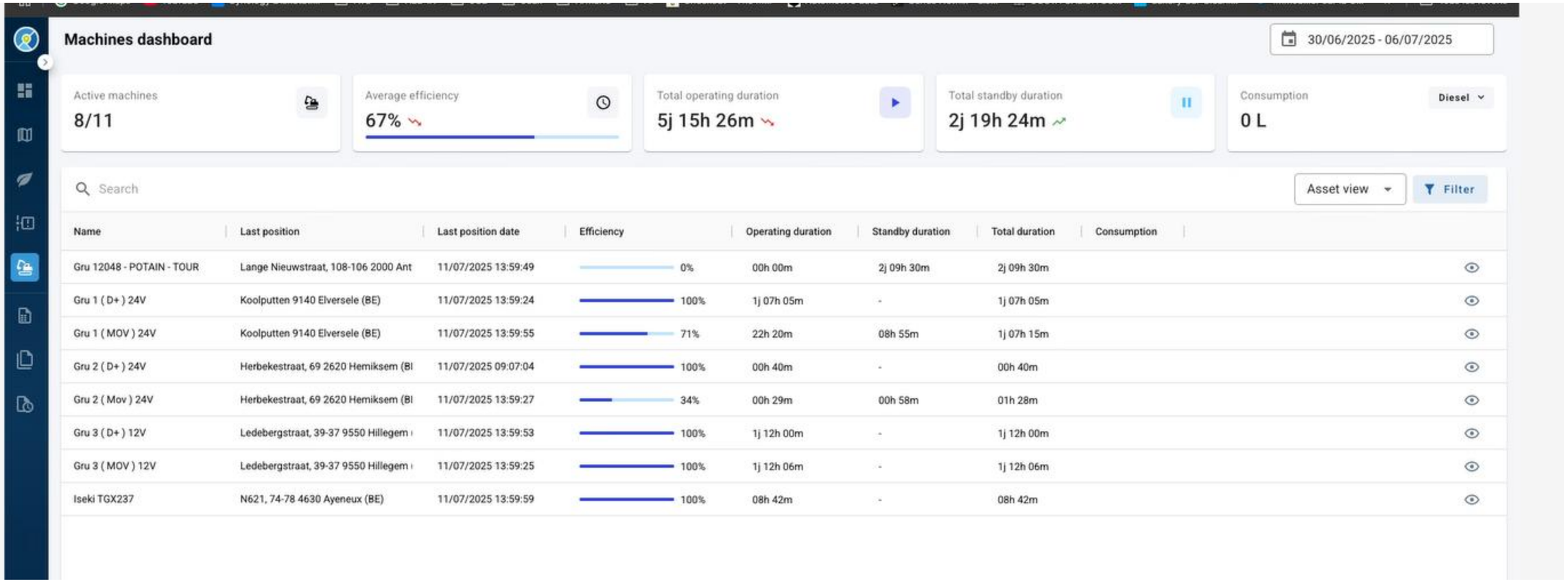
From the asset edit screen, you can select a deadline type and specify its last occurrence; this information will be used to calculate the first scheduled deadline.



Machines Dashboard

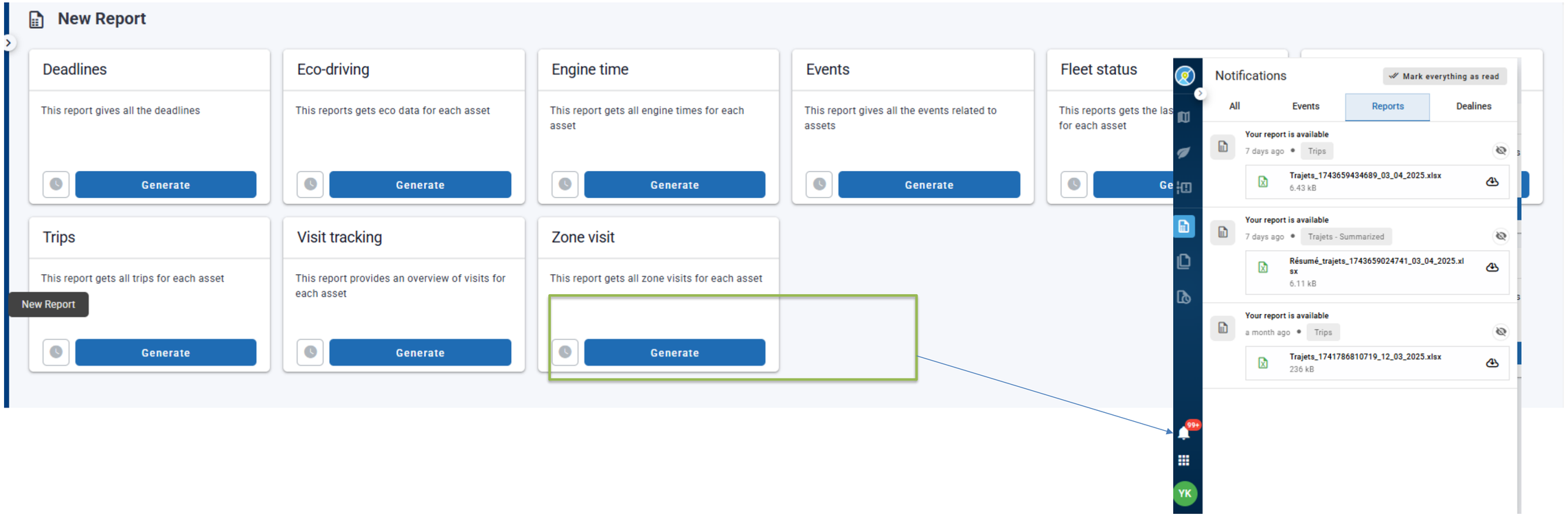
Dedicated page for construction equipment: it allows for a quick overview of equipment operating times as well as the proportion of idle time.

- This analytical view is available both asset by asset and as an aggregated view by zone, enabling efficiency analysis on construction sites.
- This view is available provided the user has the appropriate permission.



Reports

The application allows you to generate various types of reports, each with different filters and properties depending on the report type.

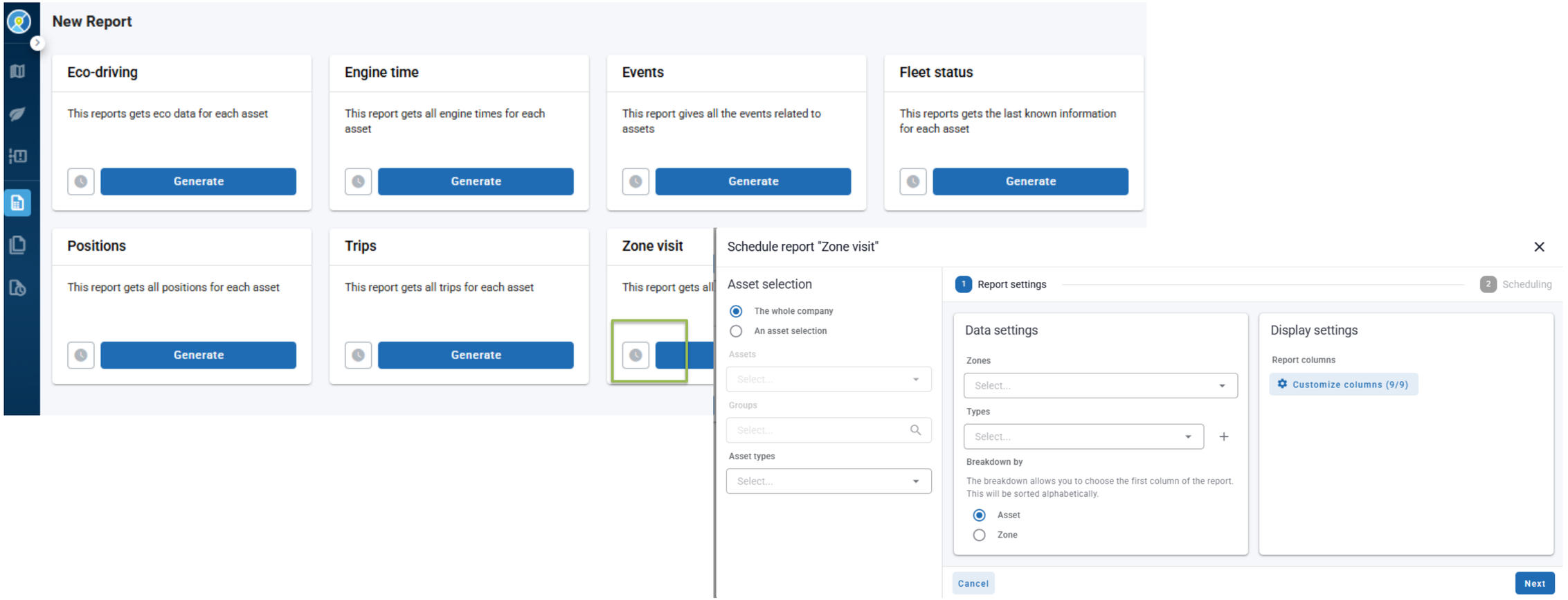


Once generated, the report is available in the report history page for the user who requested it.

A notification is also displayed.

Plan a report

The application allows you to schedule a report.

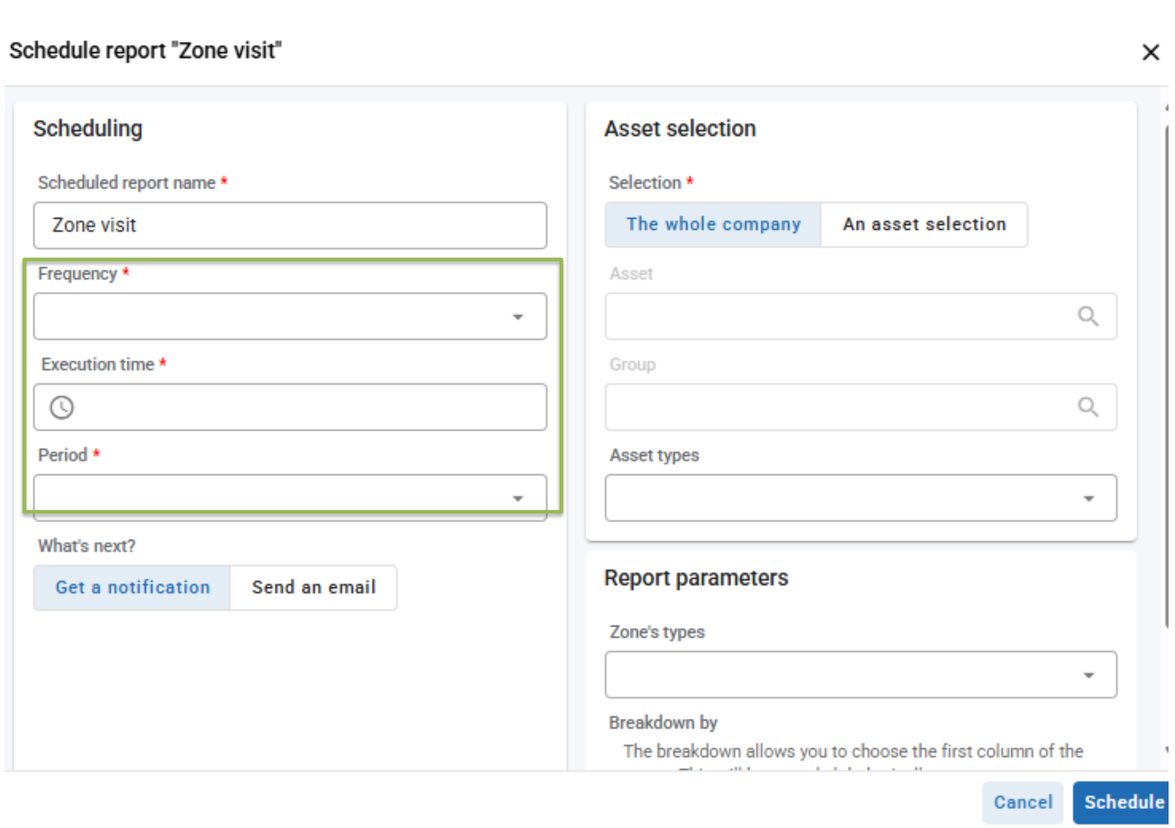


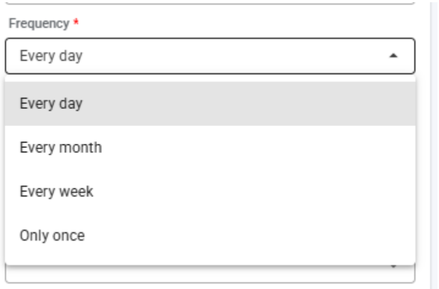
Once generated, the report is available in the report history page for the user who requested it.

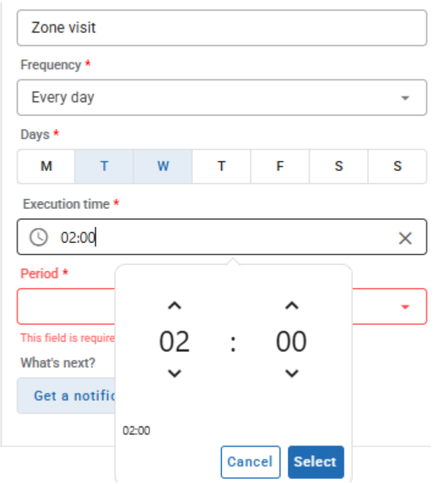
A notification is also displayed.

Plan a report

Define frequency



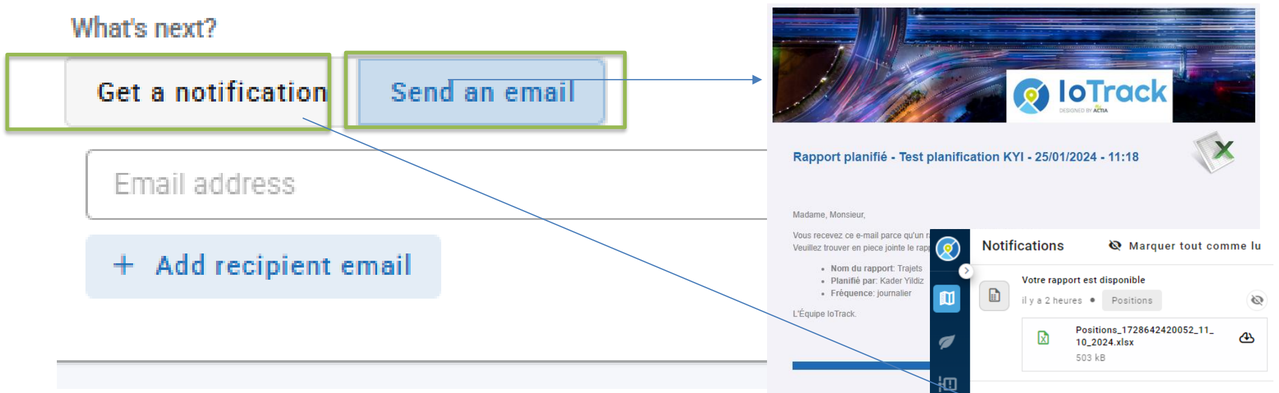


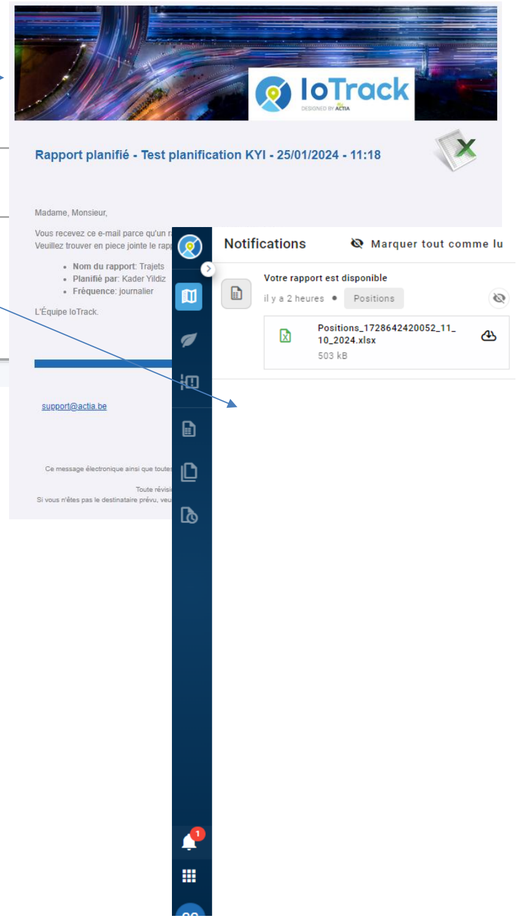


Plan a report

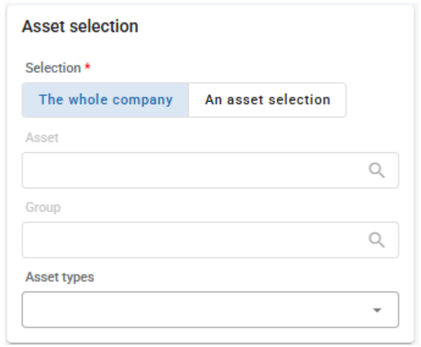
Define notification

The user has **two options**: receive a **notification within the application** when the report is generated, or have it **sent by email**.
It is also possible to **add recipients** for the scheduled report delivery.

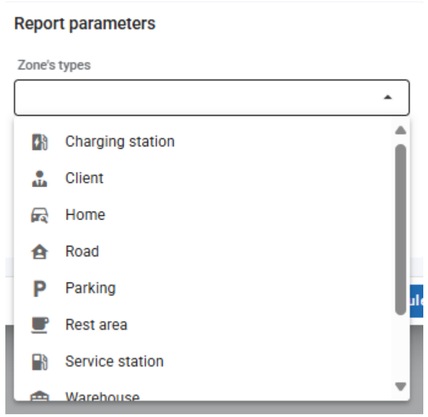




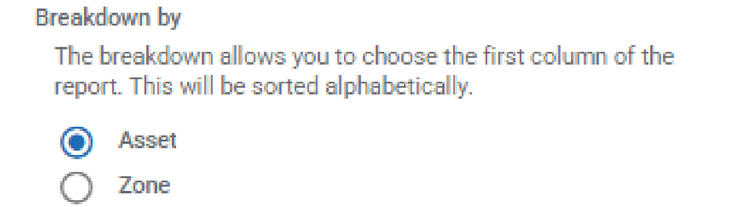
Asset selection



Define zone types

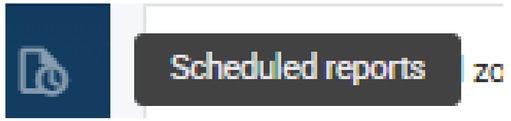


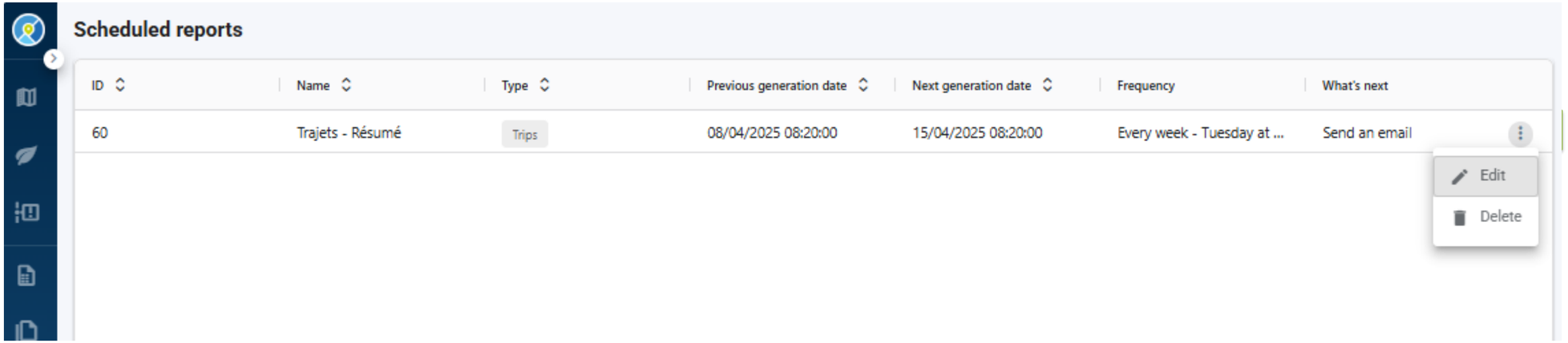
Breakdown by



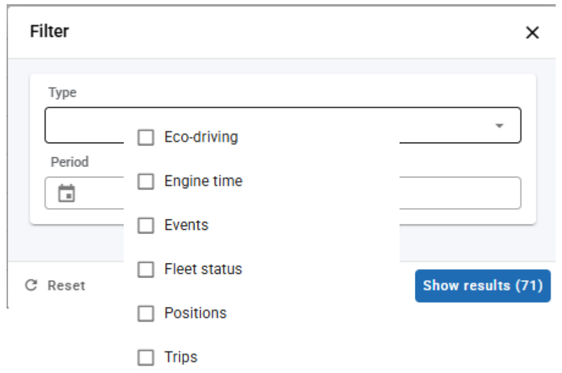
Edit/Delete a Scheduled Report

All scheduled report configurations can be found in Scheduled reports menu





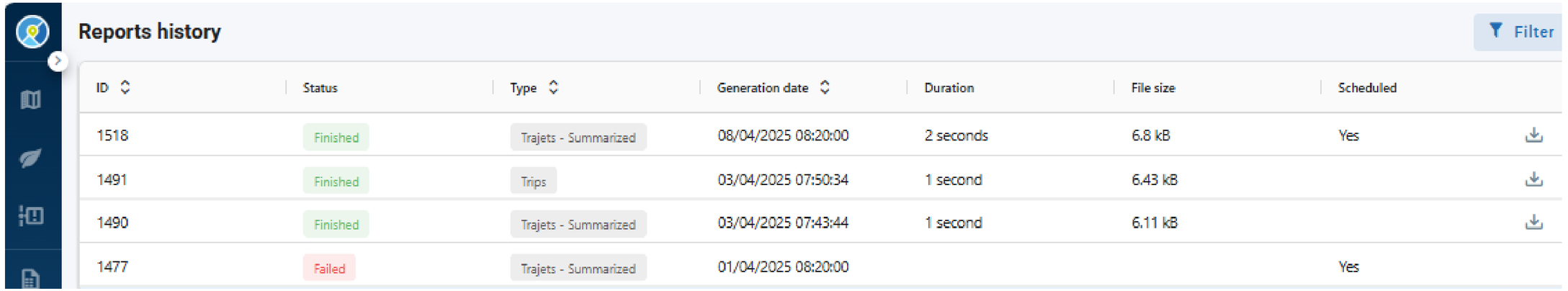
It is possible to filter by template and generation date, and also to download the report.



Reports history



This page displays **all reports generated** by the user.



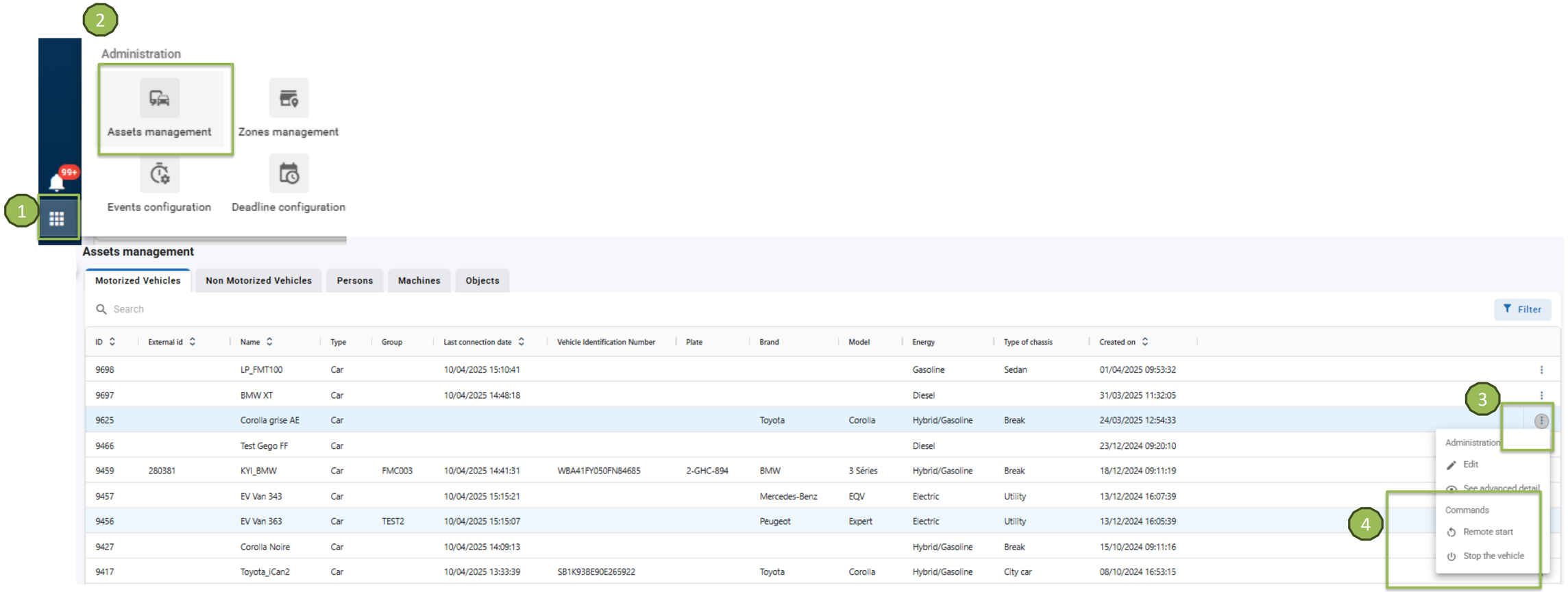
Statut de la flotte

Nom de l'asset	Groupe	Date	Longitude	Latitude	Position	Kilométrage	Réservoir	Batterie	Statut	Chauffeur	Véhicule
CLIENT_1	Externe	28/08/2023 08:39	3,939895	50,464390	Chaussée de Ghlin - 7000 Mons (BE)	50 385			à l'arrêt		
PSU_VOLVO	Interne	09/07/2023 11:02	3,126763	42,241673	Sector de Badía-Gran Reserva - 17487 Ca	61 327			à l'arrêt		
ZOE_ACTIA	Externe	28/08/2023 09:03	1,459651	43,552153	Chemin de Pouvourville - 31400 Toulous	95 404			à l'arrêt		
AST_VOLVO	Interne	07/06/2023 09:31	4,926119	50,427833	Actia Telematics Services	184 587			à l'arrêt		
CLIENT_2	Externe	09/08/2023 10:11	4,877837	50,461985	Rue du Commandant Tilot, 54-28 - 5100	179 772			à l'arrêt		
CLIENT_3	Externe	28/08/2023 11:08	4,763407	50,433878	Rue Crolcul - 5150 Floreffe (BE)	97 154			à l'arrêt		
CLIENT_4	Externe	28/08/2023 14:00	5,780163	49,666710	Avenue du Bois d'Arlon, 192-200 - 6700	33 422			à l'arrêt moteur tournant		
KYI_ADRIA	Interne	28/08/2023 13:58	5,437525	50,498897	Domicile KYI	31			inconnu		
Thomas Scarbotte	Externe	28/08/2023 08:13	4,322012	50,593672	Avenue de la Tour de Guet, 26 - 1400 Niv	50 348			à l'arrêt		
SLA_VW	Interne	28/08/2023 12:56	4,866718	50,443437	Rue Pierre du Diable, 3-11 - 5100 Jambe	17 461			à l'arrêt		
CLIENT_5	FMB640	28/08/2023 14:00	2,729074	50,752396	Route de Saint-Jans-Cappel, 1370-1490	321 320			à l'arrêt moteur tournant		
CLIENT_6	FMB640	28/08/2023 14:02	5,892402	50,644422	Elsaute - 4890 Clermont (BE)	35 928			en conduite		
CLIENT_7	FMB640	28/08/2023 13:33	5,676182	50,638383	Rue Emile Vandervelde, 190-154 - 4610	61 241			en conduite		
OBJECT 1		07/03/2023 05:50	4,926173	50,427885	ATS Belgium	12 196			à l'arrêt		
OBJECT 2 SF		07/03/2023 05:50	4,926173	50,427885	ATS Belgium	12 196			à l'arrêt		
KYI_BENZ		27/04/2023 16:08	4,925708	50,427895	Actia Telematics Services	10 653			à l'arrêt		
FLU_FMB003		27/04/2023 15:45	4,925843	50,428157	Actia Telematics Services	69 139			à l'arrêt		
SX Guy		06/07/2023 16:19	4,925881	50,428052	Chaussée de Marche, 792-778 - 5100 Na	120 474			à l'arrêt		
FF_TOY		24/06/2023 17:55	5,525490	50,680403	Rue des Blés - 4432 Alleur (BE)	364 820			à l'arrêt		

Généré le 28/08/2023 14:02:45

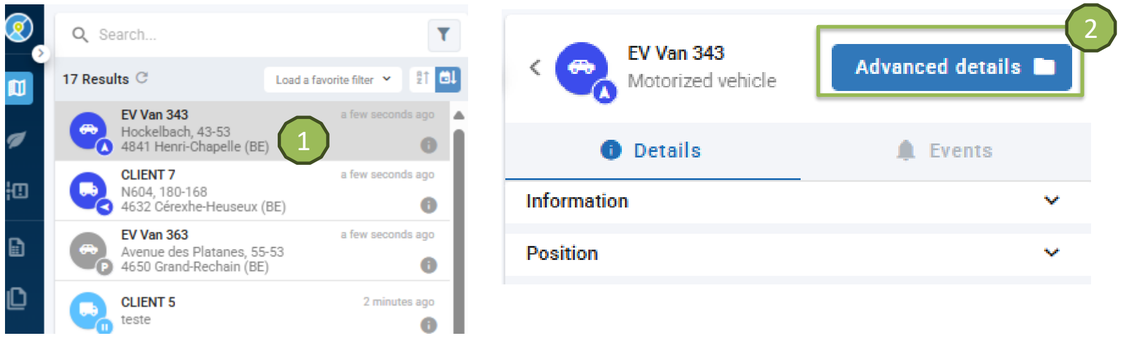
Remote stop

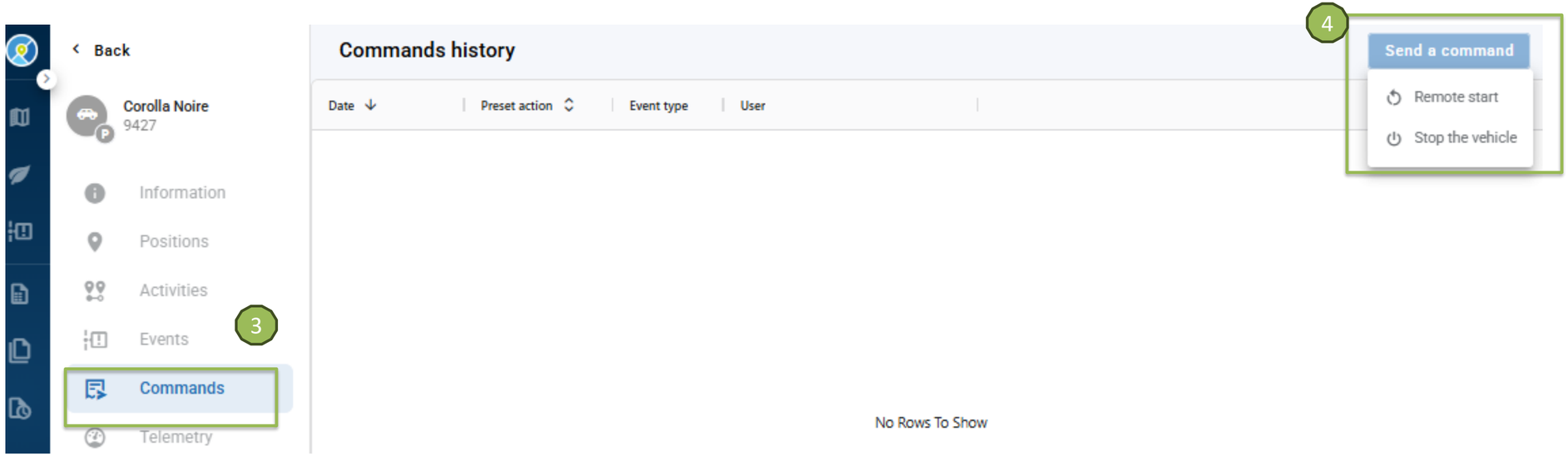
1/ From asset management menu (in the administration menu)



Remote stop

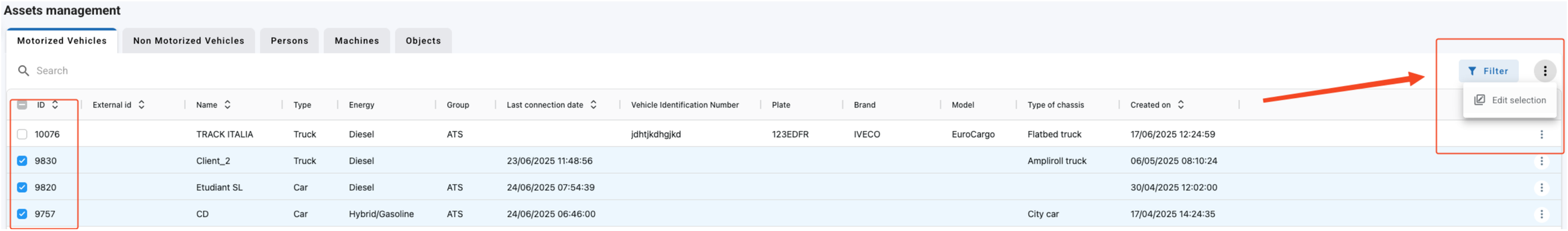
2/ Through advanced detail of an asset





ASSET - multiple attributes modification

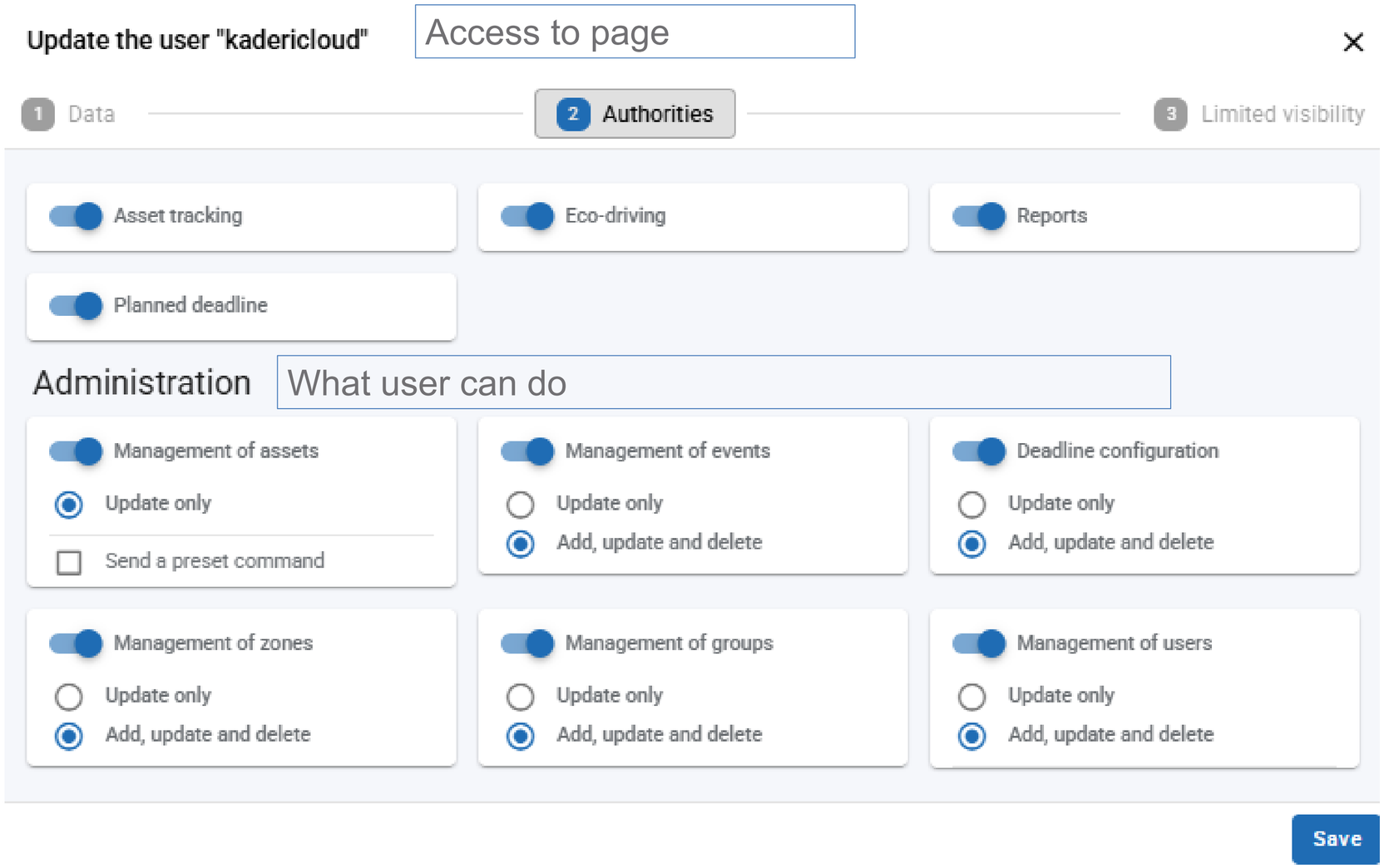
It is possible to edit the common attributes of multiple assets.
From the asset administration page, you can select multiple assets and edit their common attributes (group, chassis type, energy type, etc.).



*Le droit de lecture est donné par l'accès à la page.

User access management

There are several aspects to the assignment of a permission. These permissions are granted to you by the account administrator..

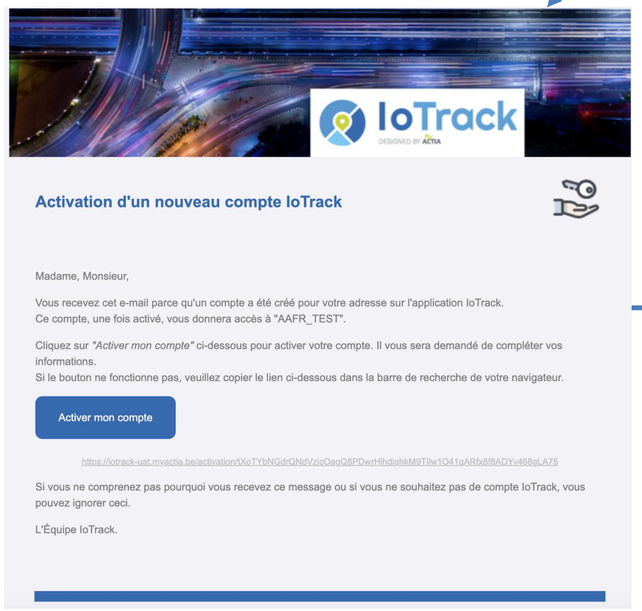


Read access is granted through access to the page.

User – creating password

Create the user

Email sent with activation link

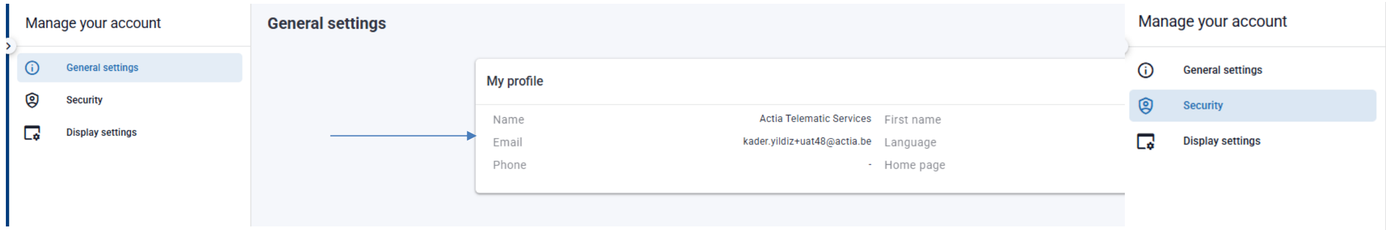




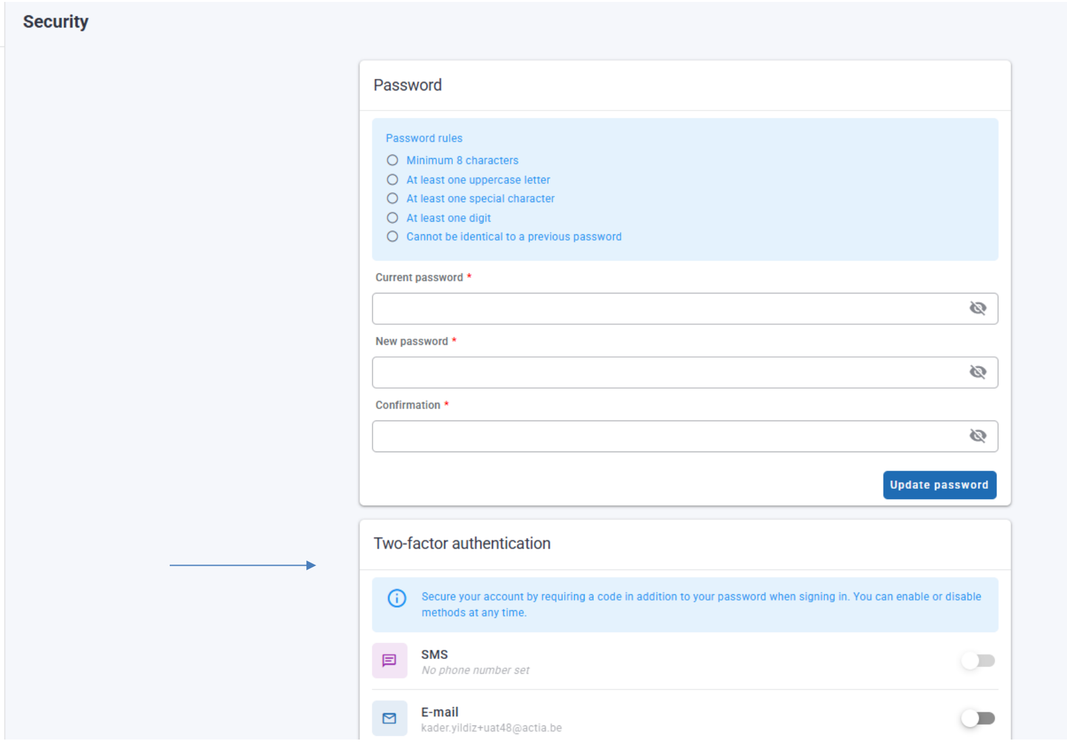
2FA Authentification

2FA adds an extra security step at login, but how it works remains simple: you log in, receive a code, then confirm access.

1/ complete your general settings: email and mobile number



2/ choose your preferred validation method



More: support@actia.be