

## How to View Tracking History

**What is it?** An efficient method of viewing historical tracking on the online tracking portal.

**How does it help?** It gives you the ability to see the bigger picture regarding your employees' driving habits, instead of only seeing the current day.

Sometimes it seems like there just aren't enough hours in the day. With all the tasks that keep you busy, we understand that it's hard to make time for analyzing fleet tracking data on a daily basis. For some businesses, it makes more sense to wait and look at everything once a week, or once a month to determine any corrective actions that need to be taken.

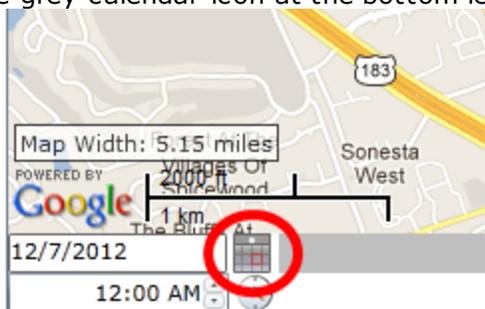
1. Log into your tracking account. In the top middle of the screen, click on the "Track History" button.



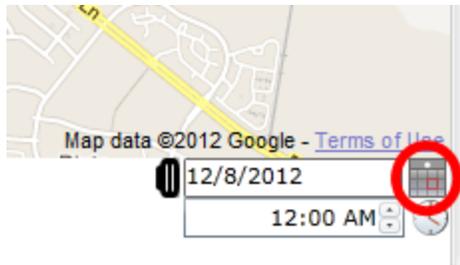
2. On the left side of the screen, please find the "Vehicles" list. Click on the name of the vehicle you want to view. This will highlight the name in red and automatically load the current day's tracking on the map.



3. Your tracking site holds up to 120 days of history. To view tracking in the past, click on the grey calendar icon at the bottom left corner of the map and select the "From" date.



4. Go to the bottom right corner of the map and click on the grey calendar icon to select the "To" date.

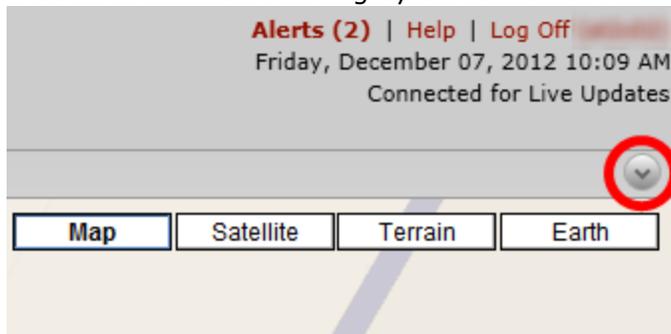


5. The dates you chose in steps 4 and 5 will be displayed on the screen. For example, if you want to see a full week, you might use the following dates:

From: 12/01/2012

To: 12/07/2012

6. If you want to see each individual report the device has sent in with the street address information, please look at the top right corner of the map and find the button that says "Earth". Do not click on it. Instead, look directly above the "Earth" button and find the small grey circle with a down arrow inside it.



7. Click the small grey circle (see red circle above). This will pull down a table with each individual report the device has sent in for the time period selected. You can click the small grey circle a second time to hide the table.

Pro Tip: Check out our document on scheduling notifications. This article will help you configure the tracking portal so that it automatically sends the data at the interval you require (daily, weekly, etc). This can help make your process even more efficient!

As always, if you have any questions, feel free to contact Customer Service at +1.512.257.7300. One of our representatives will be glad to assist you.