

## How to Create an After Hours Email Notification

**What is it?** An automated notification sent by the tracking portal any time your vehicle(s) move at a designated time of day, usually nights or weekends.

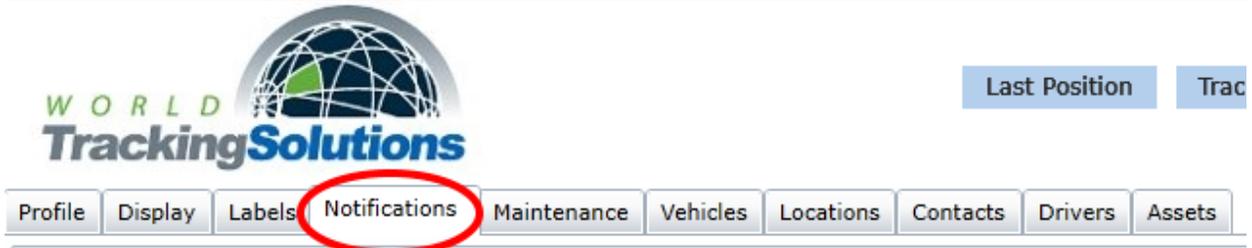
**How does it help?** It can save you wear and tear on vehicles due to unmonitored personal usage. It can be used as a really helpful theft prevention tool as well.

Have you ever had a company vehicle stolen? Are your employees using the company vehicle for personal errands after hours? If the answer is yes, you already understand the frustration and worry involved in stressful situations like these. In this article, we will explain how to set up a notification that will alert you the moment your vehicle is turned on when it shouldn't be- that way you can address the issue as it happens instead of waiting until it's too late!

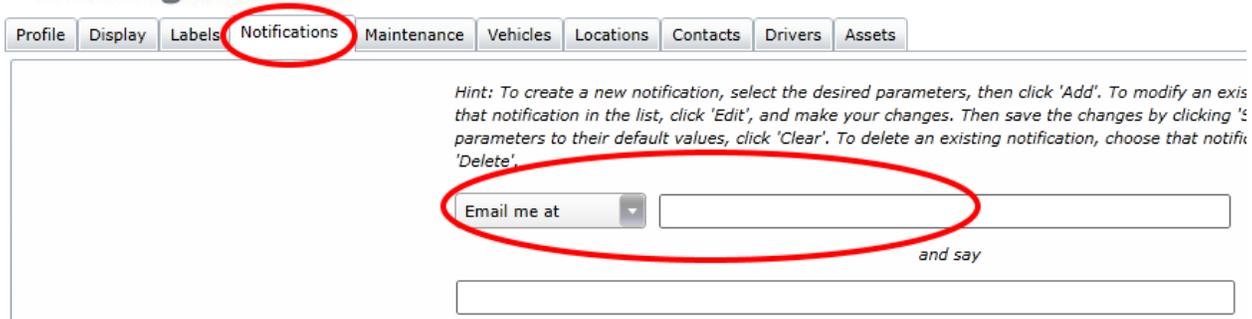
1. Log into your tracking account and click on the "Settings" button. If you do not have a "Settings" button as shown below, please contact Customer Service, as you may not be logging into your account with an Administrator level password.



2. Click on the grey tab that says "Notifications".



3. In the middle of the screen, find the section that says "Email me at" and enter your email address.



- Once you have filled in your email address, find the box directly below. Here, you will type what you want the email to say. For our example, we will type "Your vehicle has been turned on after hours!"

\*\*Please note, if you click the link that says "Insert Column Values", you can add information such as your address, the date and time, the speed of the vehicle, etc. Here, we added the vehicle's address.

Email me at  [Insert Contact...](#)

*and say*

[Insert Column Values...](#)

*when selected vehicle(s)*

- any vehicle
- Jeep

*has/have*

Please select the column you wish to show and click 'Insert'.

*(existing events)*

- In the vehicle list on the left side, click the checkbox for the vehicle(s) for which you wish to be alerted.

*when selected vehicle(s)*

- any vehicle
- Jeep
- Nissan

- Just to the right of this, find the "Has/Have" section and choose "Triggered the following event(s)". Underneath, click the appropriate event for your vehicle. Here we are using a VXT-200, so we will choose "Engine On (6011)". If you are using a different device, please contact

Customer Service to find out what event to use.

*has/have* triggered the following event(s):  
(new event)  
  
(existing events)  
Engine OFF (6012)  
Engine ON (6011)  
Enter Area (17021)  
Enter Geo 1 (21)

7. Below this, you will find the time section. For example, if you want to be notified anytime your vehicle is turned on on the weekends, you would fill it out like this (you can choose any selection that is appropriate for your business):

on weekends  
*between*  
 12:00 AM  
*and*  
 11:59 PM

8. Just below this section and to the left, click the "Add" button. This will create the notification. You can view or edit it from the bottom of the page.

on weekends  
*between*  
 12:00 AM  
*and*  
 11:59 PM  
 Notification disabled

That's all there is to it! Now, you will receive an email so you can take action if your vehicles are moved when you don't want them to be. 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.