



MyTrax GPS

Step-by-Step Guide

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Everything you need to know to set up and manage your MyTrax GPS account, maps, and trackers.

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# Introduction to MyTrax GPS

Before we dig into how to set up and use your MyTrax GPS account, we want to familiarize you with the basics.

MyTrax GPS was designed to do two simple things:

- Allow you to **track your vehicles and/or people in real time**, and collect data on their movement.
- **Display maps to your end-users** (your customers and/or dispatchers), **showing them the locations of your vehicles** as well as other useful information about your operation.

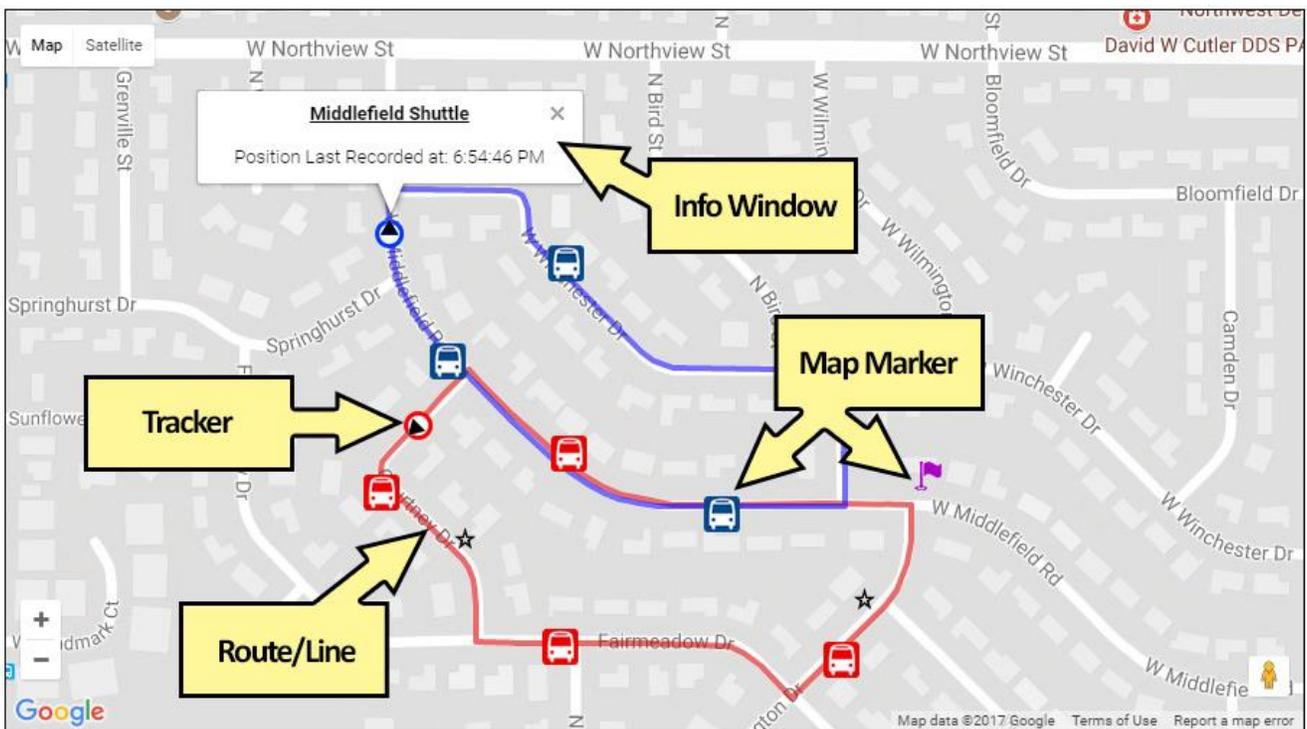
It is really as simple as that. Let us give you a tour of the elements, terminology, and functions of MyTrax GPS.

## Types of Maps

Through your setup process, we will be referring to different map views. Here's an overview of what each refers to:

- **Core Admin Map:** This is the map you will set up in your core settings which will be the basis for all of your other map views. This is where you set up the default center and zoom level of your map. You will see this map on your admin account pages. Think of it as your base map.
- **App Map:** This is the map your customers will see when they use the free MyTrax GPS app to view your map.
- **Tracker Map:** This is the map your drivers will see when they are live tracking their location.
- **Web Map View:** This is a view of your map via a web page – either a full-screen map or a map embedded on a web page. You can set several different web map views, depending what sizes you need for use on different web pages. It can be viewed in a web browser by customers or admins/dispatchers who have the link, either on their computer or on their mobile device.

## Map Elements



*(This is an example of a Web Map View.)*

## Route/Line

You will be able to draw your own routes/lines on your map. The most common use for a line on the map is to represent a bus route, or other vehicle path. However, these lines could represent anything you like, such as road construction areas, an outline of your service area, etc. Lines can be customized by color, thickness, and transparency on the map.

## Map Marker

You will be able to place icons on your map as markers. The most common use for a map marker will be to represent a stop along a route (a bus or shuttle stop, for example). They can be used to represent anything you want on the map, however. It could be a building, a football stadium, your office location, or other landmark. Map Markers are completely customizable in appearance. We have a large selection of icons for you to use, or you can upload your own.

## Tracker

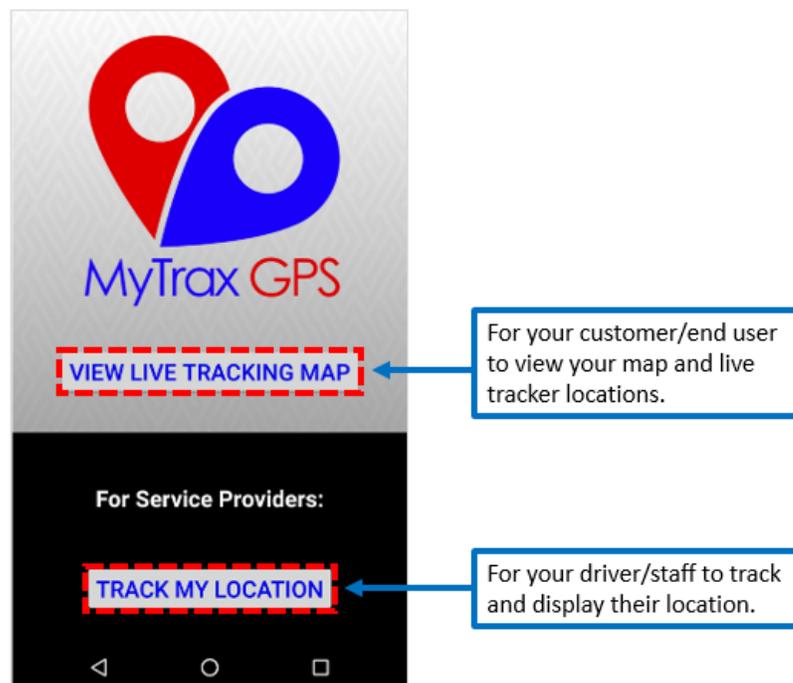
The Tracker is your vehicle, person, or other moving object. These only show up on the map when they are actively being tracked, and display an up-to-the-second location of the object being tracked. The arrow indicates direction of travel. Trackers are customizable by color.

## Info Window

These are windows that pop up when a user clicks on a map item. These windows are meant to display useful information about a line, marker, or tracker. You can fully customize the content of the info windows. When a customer/user clicks on the line, marker, or tracker on your map, the info window will display to tell them about that item.

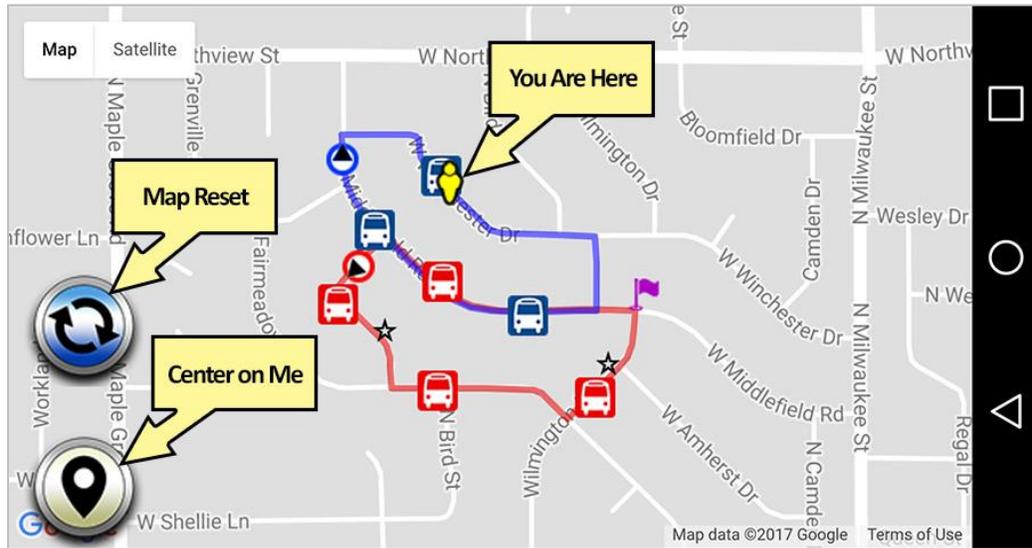
## The MyTrax GPS App

MyTrax GPS offers a **free mobile app** for both your drivers and your customers, currently available for download from the Google Play store. They will use different areas of the same app to track and display their location (your drivers) or to view your map and all of its live trackers (you customers).



## App Map – Customer View

When your customer/user clicks on 'View Live Tracking Map' and enters your map code, they will be shown your map with all of your designated lines, markers, and trackers, as well as a few other elements.

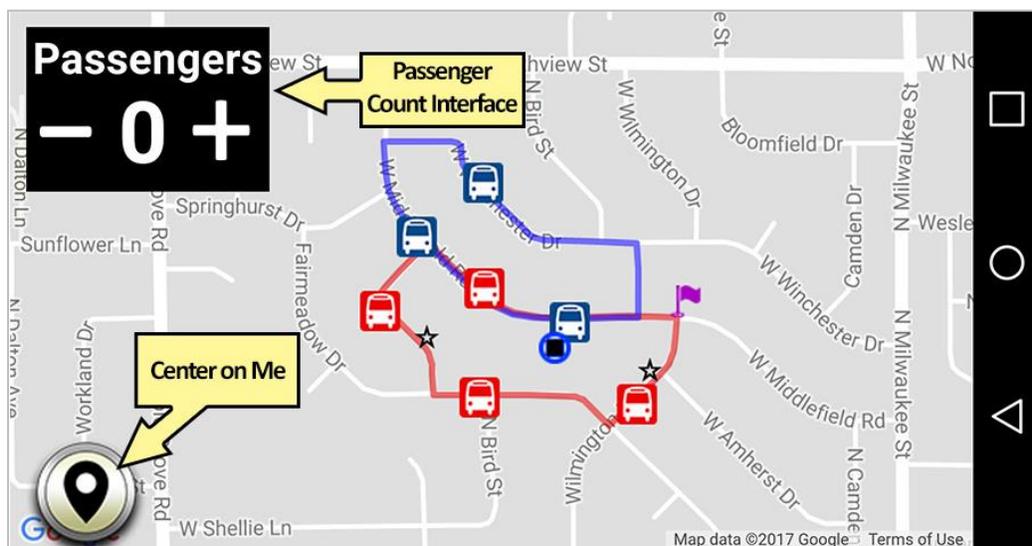


(This is an example of an App Map.)

- **'You Are Here' Icon:** This icon shows the user where they are on the map, so that they will know how close your trackers are to them at any given time and what other objects are near them. The position of this icon will move as the user moves while they are viewing the map.
- **Map Reset:** If the user has moved the map around, or zoomed in/out, clicking on the map reset button will reset the map view so that all lines and markers fit on the screen.
- **Center on Me:** This option causes the map to always center on the 'You Are Here' icon (the customer's current location). Click the icon to turn this feature on/off.

## Tracker Map – Driver View

When your driver clicks on 'Track My Location' and enters their tracker number, they will see your map with all of your designated lines, markers, and trackers, as well as a couple of other elements.



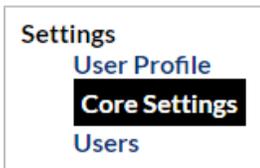
(This is an example of a Tracker Map.)

- **Passenger Count Interface:** If enabled in Core Settings, this allows the driver to keep track of how many passengers have boarded or gotten off the bus. The driver would press the + sign each time a passenger gets on the bus, and the – sign when one gets off. You will be able to run reports on this data. This is a free, optional feature.
- **Center on Me:** This option causes the map to always center on the driver’s tracker icon. Click the icon to turn this feature on/off.

Those are the basics of MyTrax GPS. Now that you’ve been introduced, you’re ready to set up your account and map!

## Setting Your Core Settings

The first step in setting up your company’s MyTrax GPS account is to set up your **core administrative settings**. You will determine the center and zoom of your map, tracker settings, notification settings, and more. Start by clicking on ‘**Core Settings**’ under the ‘Settings’ section of the left-hand menu.



You can go it on your own, filling out the fields on the Core Settings page, or **if you would like a little guidance, you can use the Core Settings Wizard to walk you through it step-by-step**. Either way you choose, don’t worry – you will be able to edit these settings at any time.

If you want the step-by-step guidance of the wizard, click on the ‘**Use the Core Settings Wizard**’ button at the top of the page. There will be instructions for each field and each step of the way.

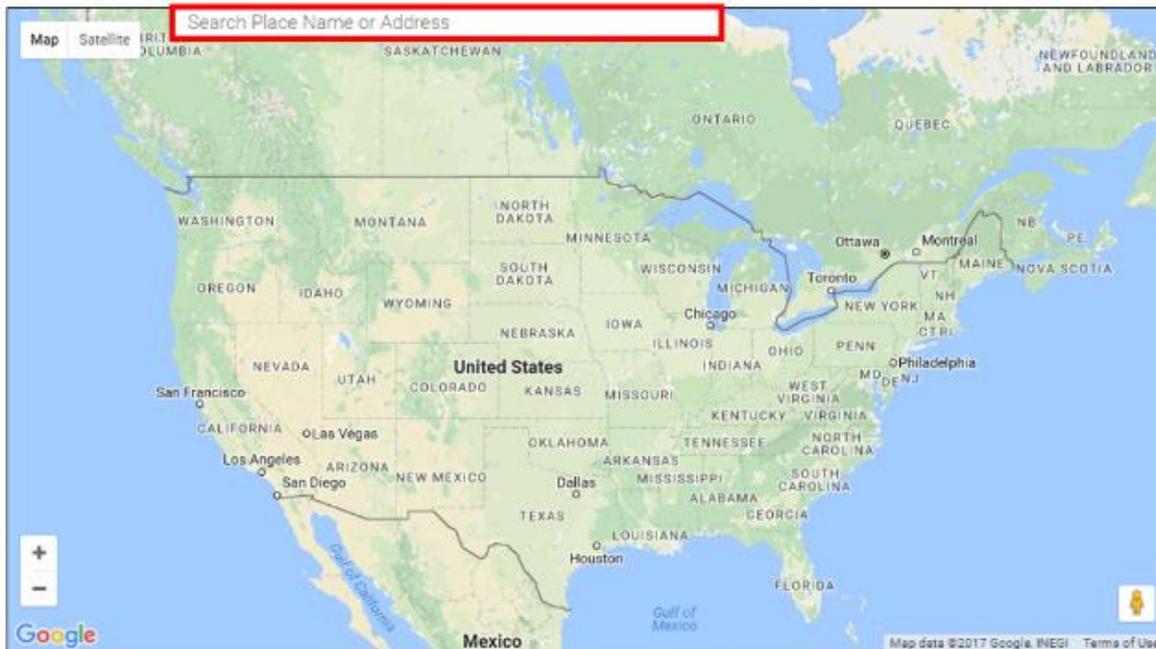


### Core Admin Map Settings: Map Center and Zoom

The first thing you will set is the **central point of your map**. The map view you set here will be the map you see in your administrative console when setting up your map Routes/Lines and Markers. Think of it as your base map.

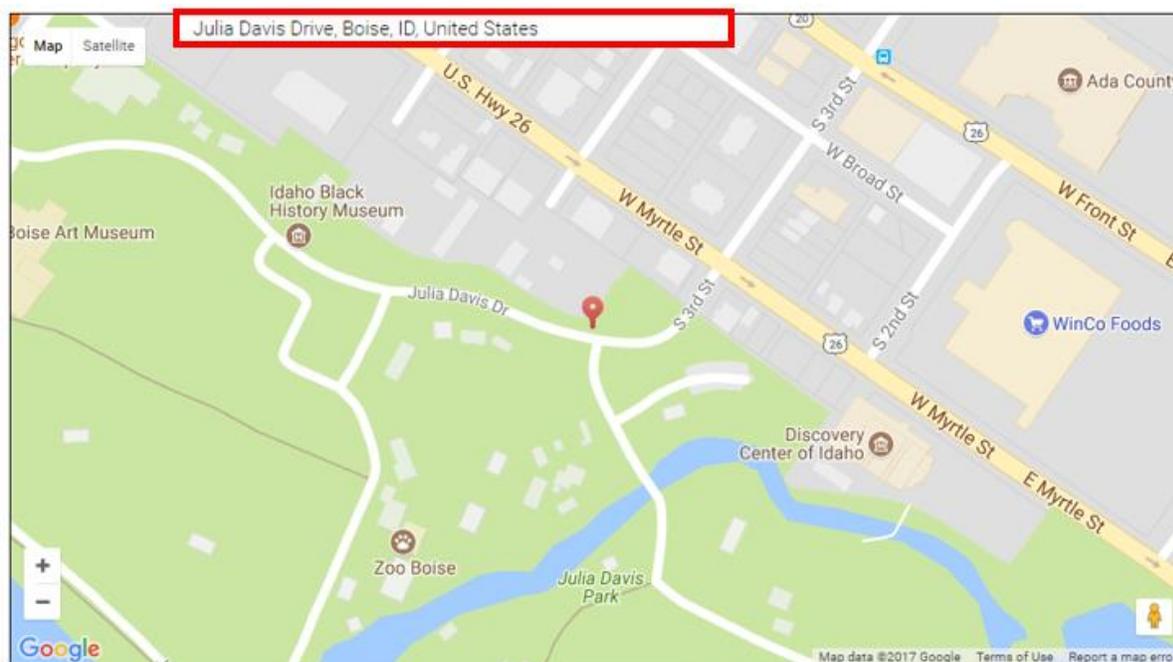
To find and set your map center and zoom:

1. Use the **search box** at the top of the map to **search for your location**.



You can click on the correct option if it displays in the list as you search, or you can just hit 'Enter' after entering your search keywords.

The map will update to show your searched location.



2. You will likely have to **adjust the zoom level** of your map after you find your location via search. You can do this in one of three ways:

- Using the +/- symbols in the lower-left corner of the map

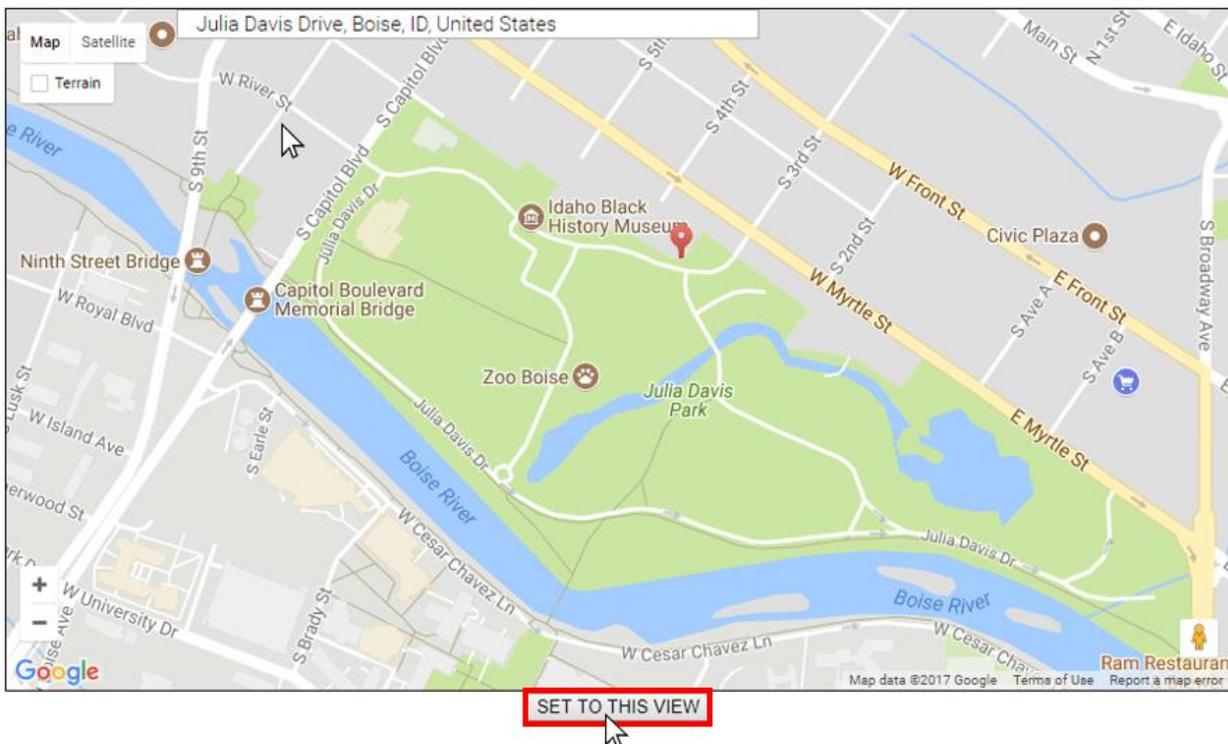


- Using the scroll wheel on your mouse while your mouse cursor is over your map (scroll up to zoom in, scroll down to zoom out)

3. **Fine-tune your map view.** As you zoom in or out on your map, you may find you need to adjust the center of your map. Fine-tune your map to get it just the way you want it by going back and forth between the following:

- Moving your map to the position you want it by clicking and dragging it into place
- Adjusting the zoom

4. Once you have the map view the way you want it, **click on the ‘Set to This View’ button** at the bottom of the map.

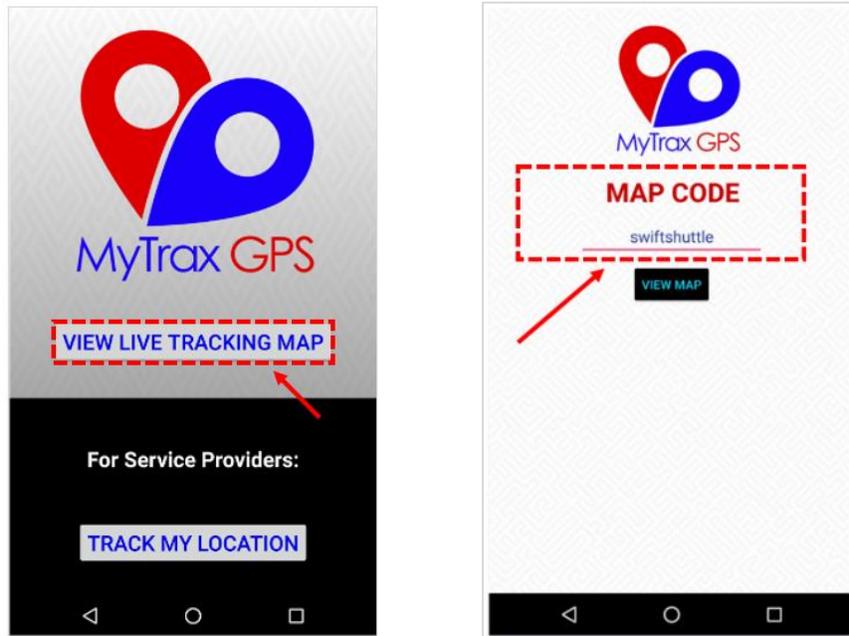


The page will refresh, and the ‘Map Center’ and ‘Map Zoom’ fields will be updated to reflect your map’s settings.

CORE ADMIN MAP SETTINGS	
Map Center:	<input type="text" value="43.6082211647511,-116.20264519465103"/>
Map Zoom:	<input type="text" value="16"/>

## App Map Code

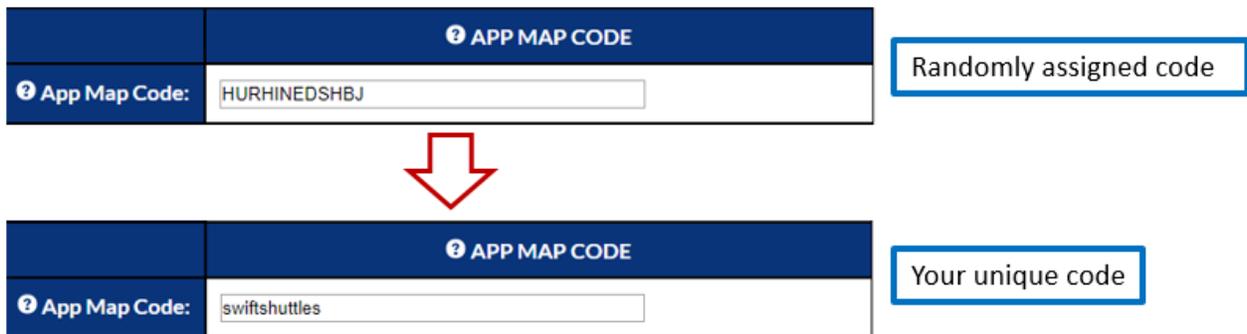
The 'App Map Code' is what your customers/users will enter into the MyTrax GPS App to view your map and see the live tracking of your vehicles on their mobile devices.



The app map code **must be 55 characters or less and must be unique** (not already being used by somebody else). Other than that, it can be anything you want.

There will be a random code provided in the field, but you should change it to something that makes sense for your business. Your customers/users will be entering the code manually, so **short and simple** is preferable.

For example, if your business is called Swift Shuttles, 'swiftshuttles' would be a good app map code.



## GPS Tracking Settings

This is where you will set the behavior and features of your GPS trackers.

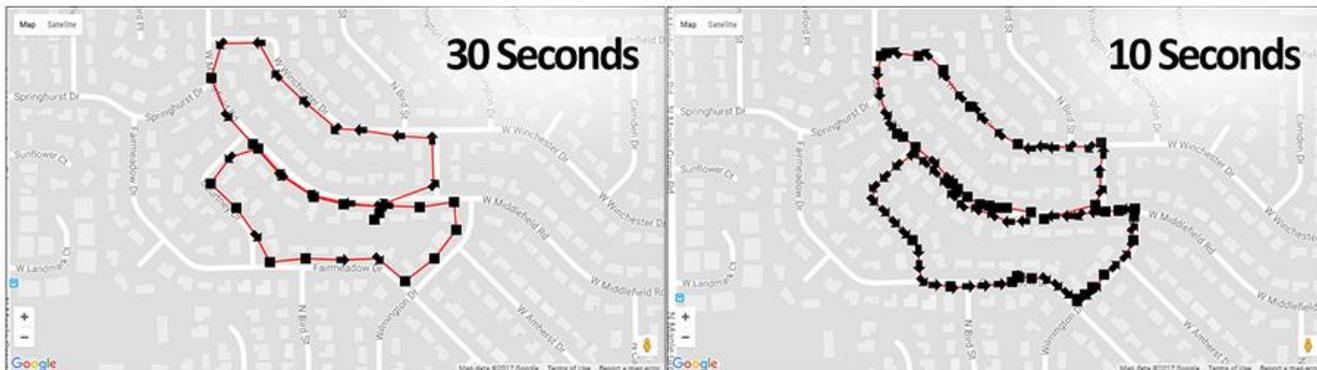
### Log Interval

The log interval determines how often the GPS tracker logs the location of the driver or vehicle being tracked, for the purposes of reporting. This setting will not affect what your customers or drivers see – it only affects what you will see in your travel history reports.

**Log Interval:**  **Seconds**

We have found 30 seconds to be a good frequency, but you can set it higher or lower based on your needs.

If you decrease the log interval, the system will log more historical points. This can crowd your report and make it difficult to tell what direction the tracker was moving, as seen in the image above. However, you could zoom in to see more detail in that case.



You may have to play with this setting a bit find the sweet spot for your reporting. If you are not sure, leave it at 30 seconds for now. You can always change it later.

### Passenger Count

MyTrax GPS offers a feature that enables your drivers to count the number of passengers they pick up throughout the day. These counts will be included in your reporting.

**Passenger Count:**

**Interface Size:**

**Passenger Group Interval (in seconds):**

When turned on, your driver will see a passenger count feature in the upper-left corner of their tracker map. The driver just touches/clicks the + or – sign each time a passenger gets on or off the vehicle. This data is logged in the travel history.



### Interface Size

The 'Interface Size' setting determines how big the passenger count feature is on your device's screen. We find 40 to be a good size for most smartphone devices (40 is shown in the picture above). If you are going to use a tablet for tracking, or will be tracking from a non-Android device, you may wish to increase the size. It may require some experimentation to get it the way you like it.

## Passenger Group Interval

The 'Passenger Group Interval' refers to how many seconds should be considered a "bus stop" when reporting passenger information. If this setting is 120 seconds, for example, the system will consider a "bus stop" to be 120 seconds when reporting and will group together all counts within a 2-minute period. You will have to figure out what works best for you, based on the length of your stops and the time between stops.

## Notification Settings

MyTrax GPS offers the service of sending **email or text notifications** if your driver exceeds a certain speed limit, designated by you.

### Email Notifications

Set this to 'On' if you would like MyTrax GPS to **send an email notification each time a driver exceeds a designated speed limit**. You will be able to provide the email addresses you would like to send notifications to.

If you set 'Email Notifications' to 'On', a field will appear where you can enter the first email address. Use the **+** button to add more email addresses. Use the **-** button if you need to remove an email address from the list.

NOTIFICATION SETTINGS	
Email Notifications:	On ▾
Email Address 1:	<input type="text"/> - +

### Text Notifications

Set this to 'On' if you would like MyTrax GPS to **send a text notification each time a driver exceeds a designated speed limit**. You will be able to provide the phone numbers you would like to send notifications to.

If you set 'Text Notifications' to 'On', a field will appear where you can enter the first phone number. Use the **+** button to add more phone numbers. Use the **-** button if you need to remove a phone number from the list.

Text Notifications:	On ▾
Phone Number 1:	<input type="text"/> - +

**Note: Text notifications is an upgrade feature.** If you turn text notifications on, an **additional \$10** service fee will be added to your monthly pricing. With this cost, you will have unlimited access to text notifications.

### Alert MPH

If you turn email or text notifications on, this is where you will **set the speed limit which, when exceeded, will trigger an alert** to be sent to the designated email addresses and/or phone numbers. If you set the alert MPH to 45, an alert will be sent out if the driver hits 46mph or higher.

Alert MPH:	<input type="text" value="45"/> in MPH = 72.42 Km/h
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## Alert Interval

If you turn email or text notifications on, this is where you will set **how frequently the system will send a notification when a driver is exceeding the speed** you designated in the previous step. This tells the system how long to wait before sending another notification if the driver is still exceeding the speed you have set.

The minimum interval is 5 minutes. If you have a lead-footed driver, this will prevent you from being bombarded with emails and text messages.

<b>Alert Interval:</b>	<input type="text" value="5"/>	Minutes
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## Other Map Views

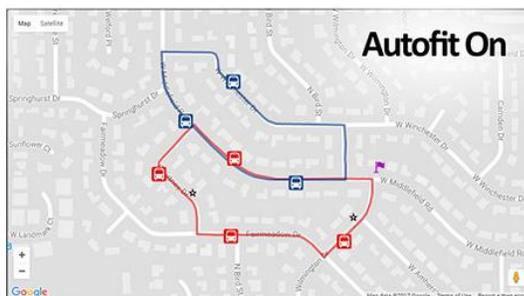
Here you will set the display behavior of the maps viewed outside of your administrative view. As a reminder, these other maps are:

- **Web Map** = the map your customers and dispatchers will see when viewing your map on a web page
- **App Map** = the map your customers/end users will see when viewing your map on the MyTrax GPS mobile app
- **Tracker Map** = the map your driver will see when tracking their live position using their tracker code

## Autofit On

When you turn **Autofit ON**, the map will display so that all the elements of your map (routes/lines and markers) will be captured on the screen. **The map will adjust to fit the size of device it's being viewed on.** In most cases, this will be the preferred setting.

### Web/App Map



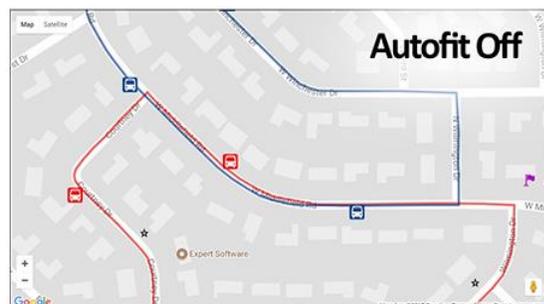
### Tracker Map



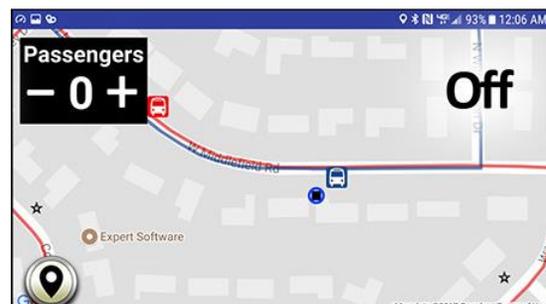
## Autofit Off

When you turn **Autofit OFF**, the **map will display according to the map center and zoom level** you set for your admin map in your core settings. Depending on the size of the device it's being viewed on, parts of the map may not fit on the screen, and users will have to zoom out to see all of the map elements.

### Web/App Map



### Tracker Map



Set your autofit selections for your Web and App maps and for your Tracker maps.

OTHER MAP VIEWS	
Autofit Web Map Views and App Map:	Off ▼
Autofit Tracker Map:	On ▼

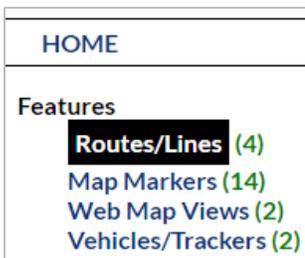
When you have finished all of your selections, click on **'Save Settings'** (or 'Save Settings and Finish' if you're working in the Core Settings Wizard).

You can come back to the 'Core Settings' page at any time to edit or update your selections.

## Creating Your Map Routes/Lines

**In this step, you will draw lines on your map to tell your customers where your routes are.** You can also draw lines to indicate boundaries of your service area, construction zones, or anything else you might want a line to communicate to your customers. Note, you are NOT setting your stops or landmarks in this step. You are ONLY drawing lines at this stage.

To begin, click on **'Routes/Lines'** under 'Features' in the left-hand menu. You should see the default map position you set in your Core Settings.



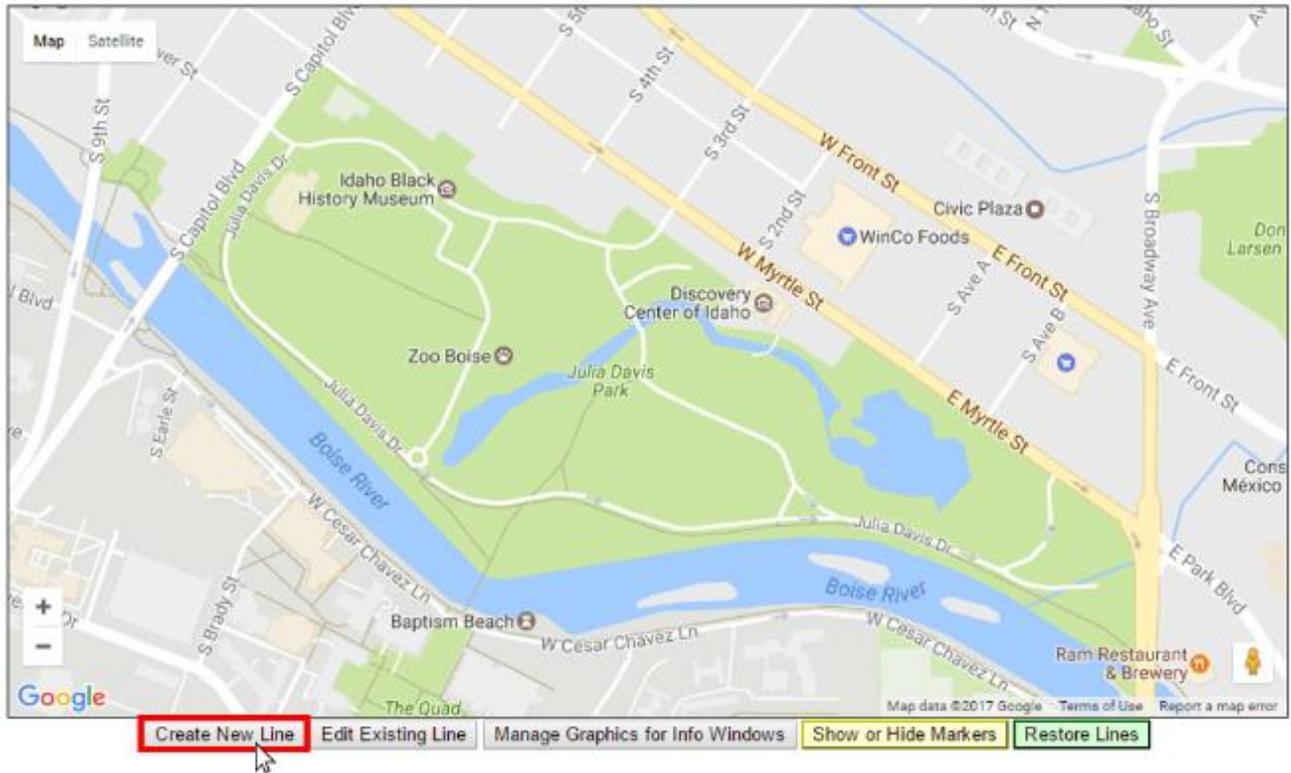
### Creating a New Line

Let's start drawing lines! If you operate a transportation service, the most common line you will draw will be a route line. If you operate a delivery service, the most common line you will draw will be a service area boundary.

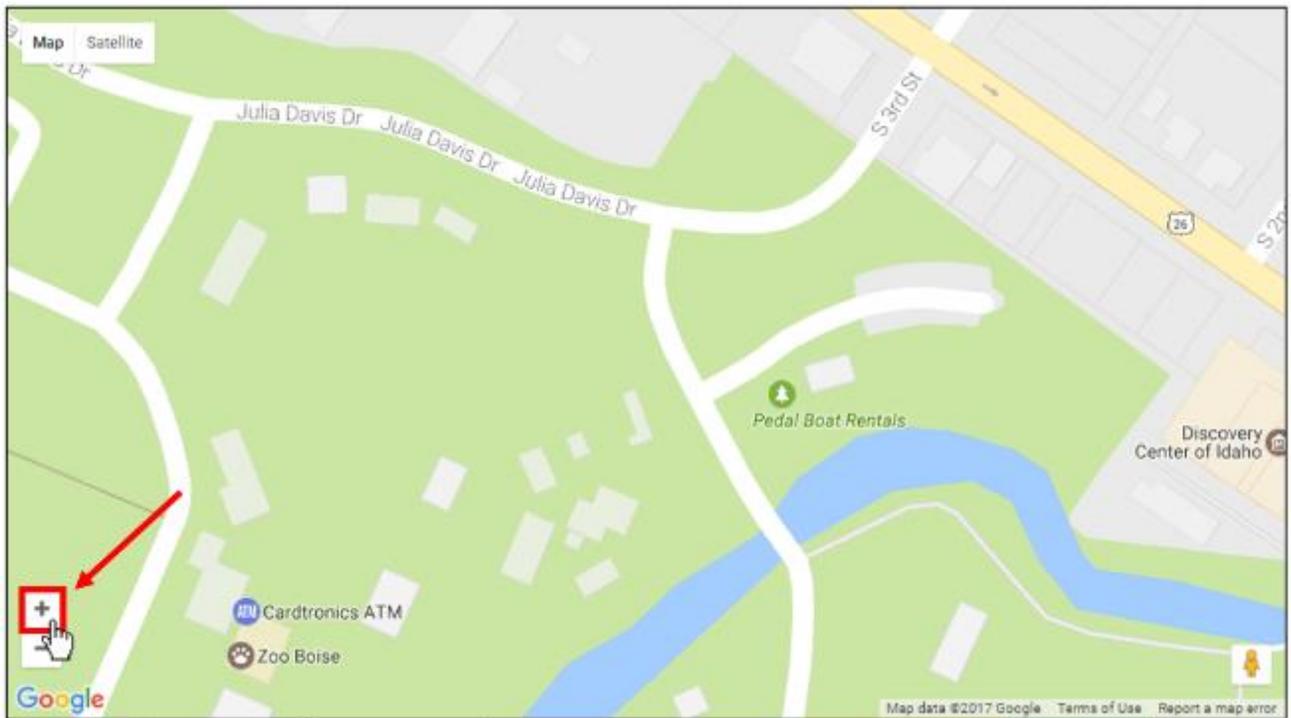
Note that you can click on 'Save New Line' at the bottom of the screen at any time (as long as you have filled in a Line Title) and come back later to continue where you left off. (See the section on [Editing an Existing Line.](#))

#### Drawing a new line

1. **Click on the 'Create New Line' button** just below your map. This will make your map editable and display line characteristics for you to set.

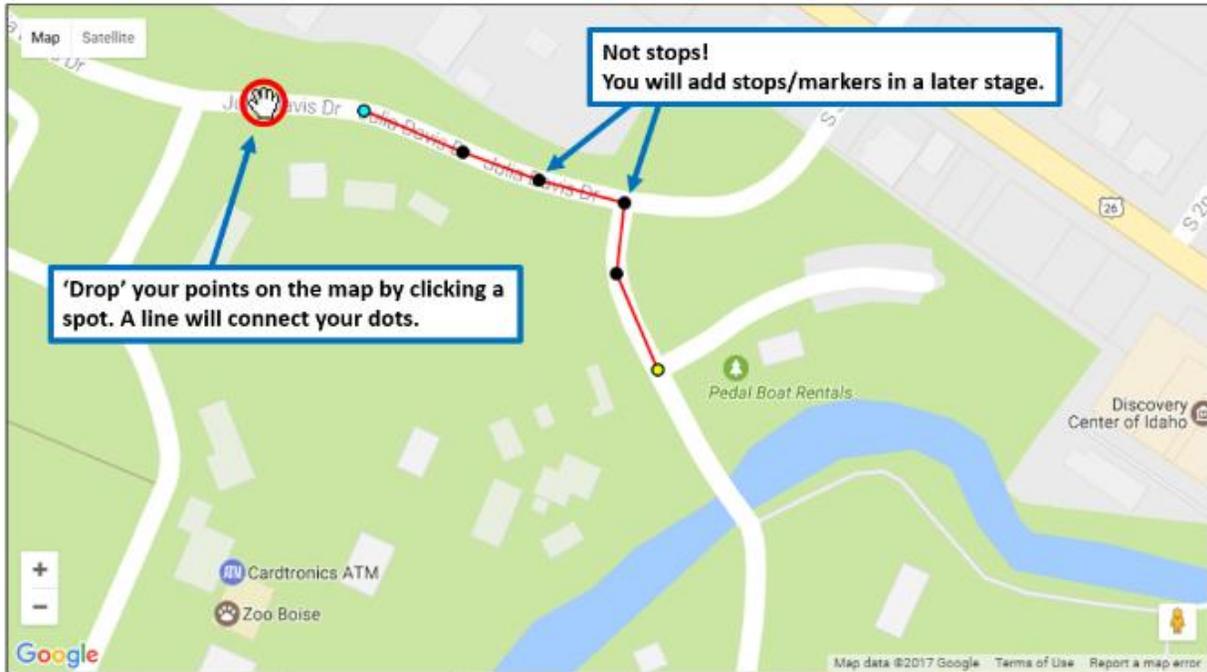


2. We recommend **zooming in** when you draw your lines, so your line will be accurate and you can be sure all of the points are in the right place when your customers are zoomed in. To do this, **click on the '+'** in the lower left corner of the map, or scroll up with your mouse scroll wheel while your mouse is on the map.



3. Then drag the map to the place where you would like to start drawing.

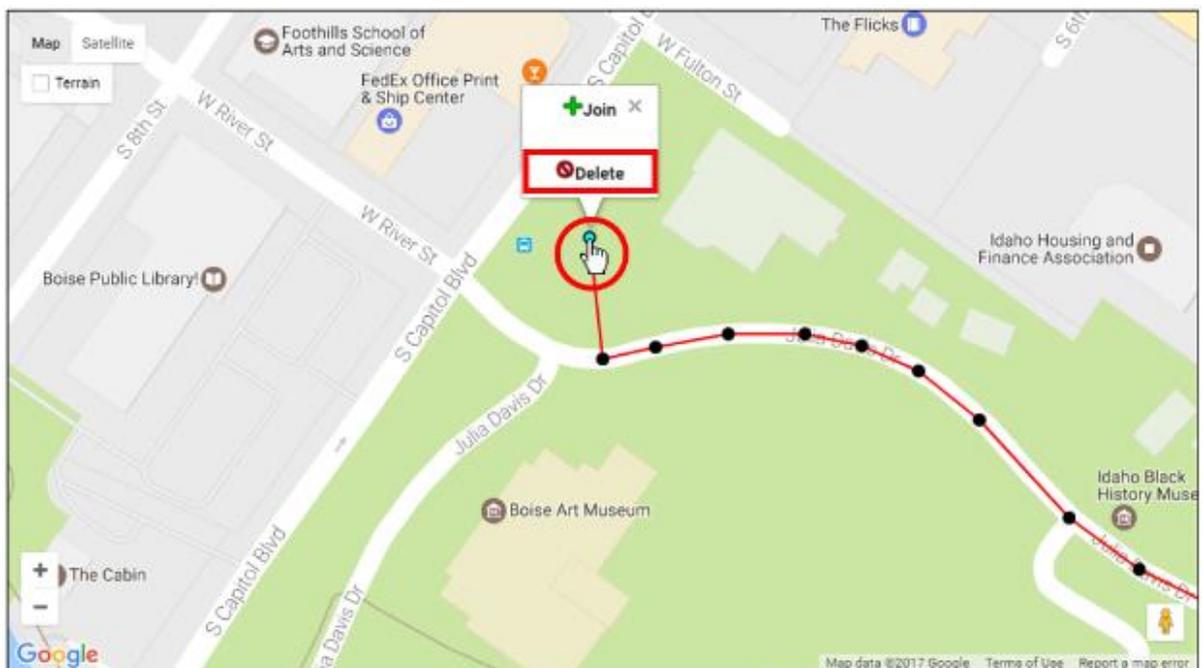
4. **Start drawing!** Using the hand pointer, click on a spot on the map where you would like your line to start. Then keep adding points on the map, and a line will **connect your dots**.



**Note:** The dots on the map are for the purposes of creating your line only. They are **not stops**, and they will not display on the map after you save your line. You will create markers/stops at a later stage.

The line will be red and a certain thickness by default, but you will be able to customize the color, thickness, and other properties later. (We'll get to that soon.)

5. **Fixing as you go.** If you make a mistake, don't worry about it – it will be easy to fix. You can move or delete points if you don't like where you've placed them.
- **Deleting a point**
    - Click on the point you want to delete. A small menu window will open.
    - Click on 'Delete'



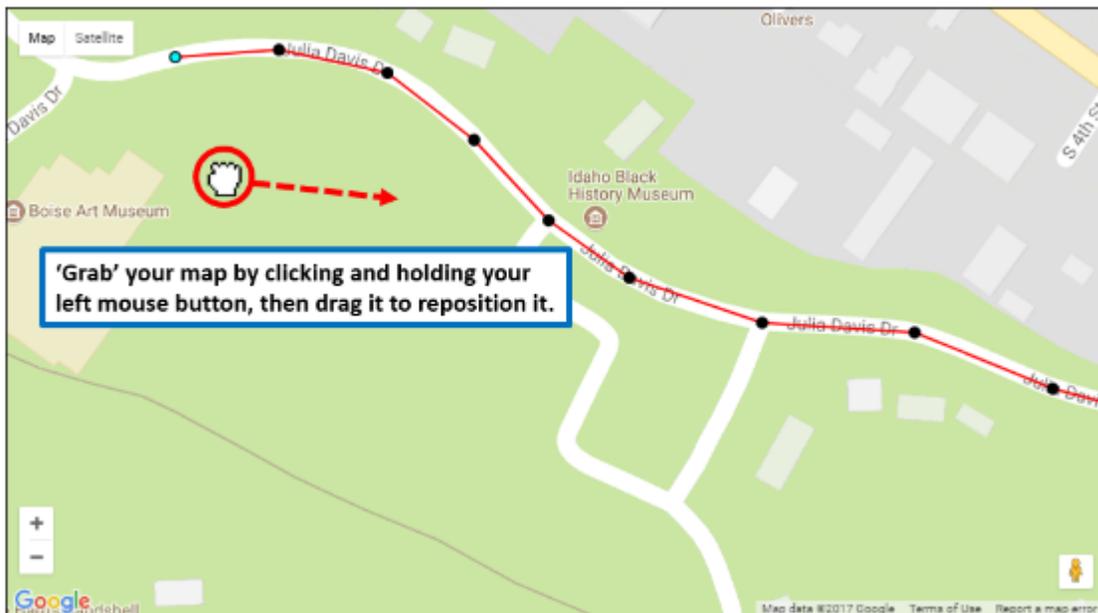
- **Moving a point**

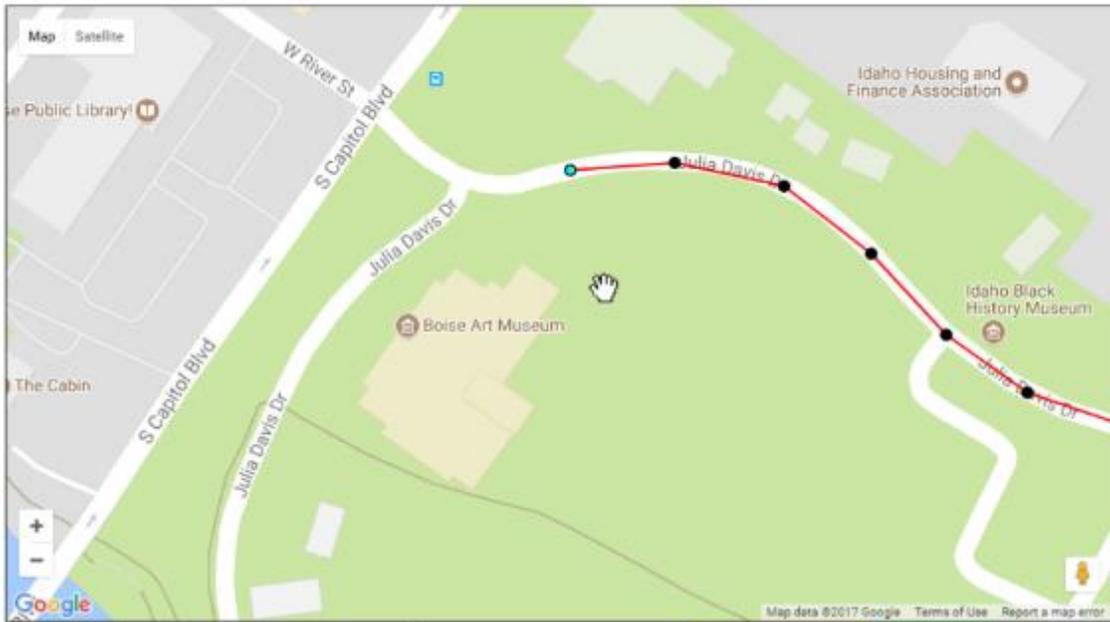
- Put your pointer on the point you wish to move. A bubble will pop up that says 'Drag to desired position on map'.
- Click on the point, drag it to the place you want to move it, and release your mouse button



6. **Repositioning your map while you work.** You will likely need to move your map around as you work. This is easy to do:

- **Click and hold** your left mouse button anywhere on the map
- While holding the left mouse button down, simply **drag your map to a new position**, and release the button
- Note: A new point will not be created as long as you drag your map to reposition it before you release the mouse button. If you do accidentally create a point in the wrong place, simply follow the directions in step 5 above to delete it or move it.

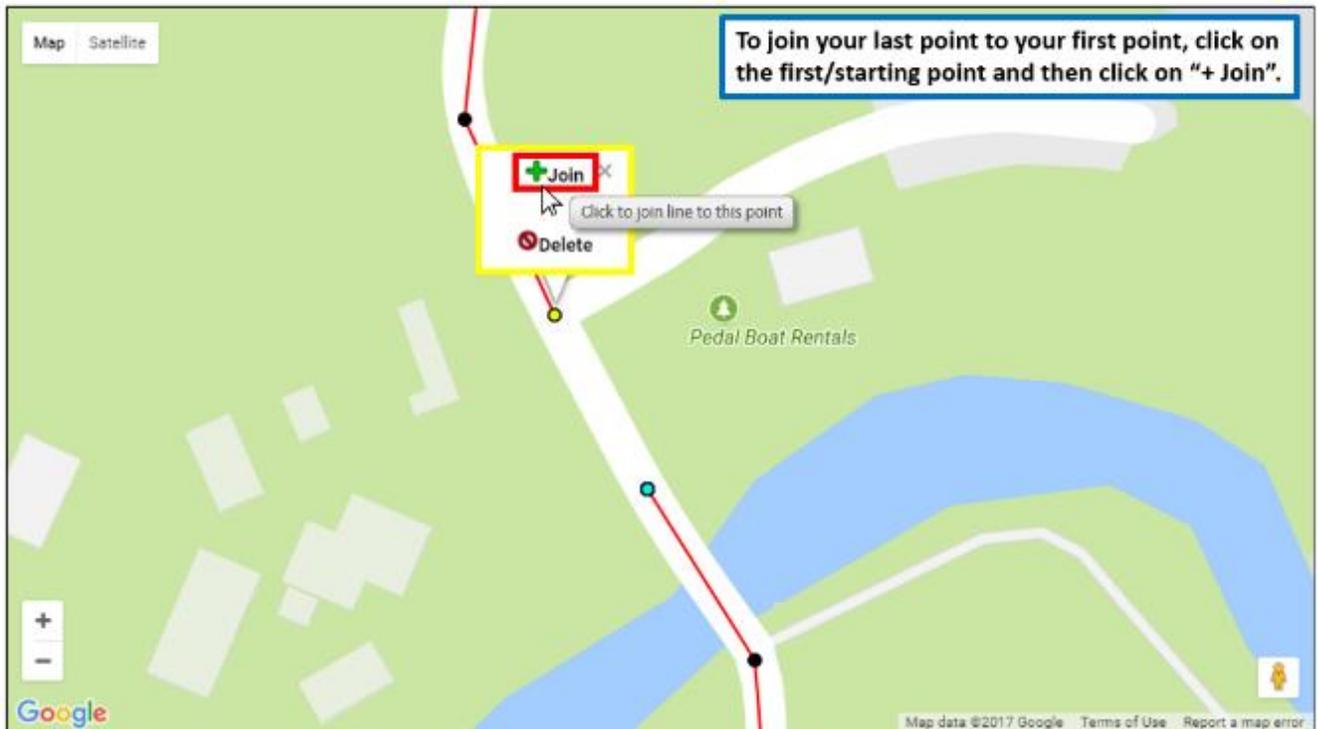




- Now you can continue dropping your points to draw your line

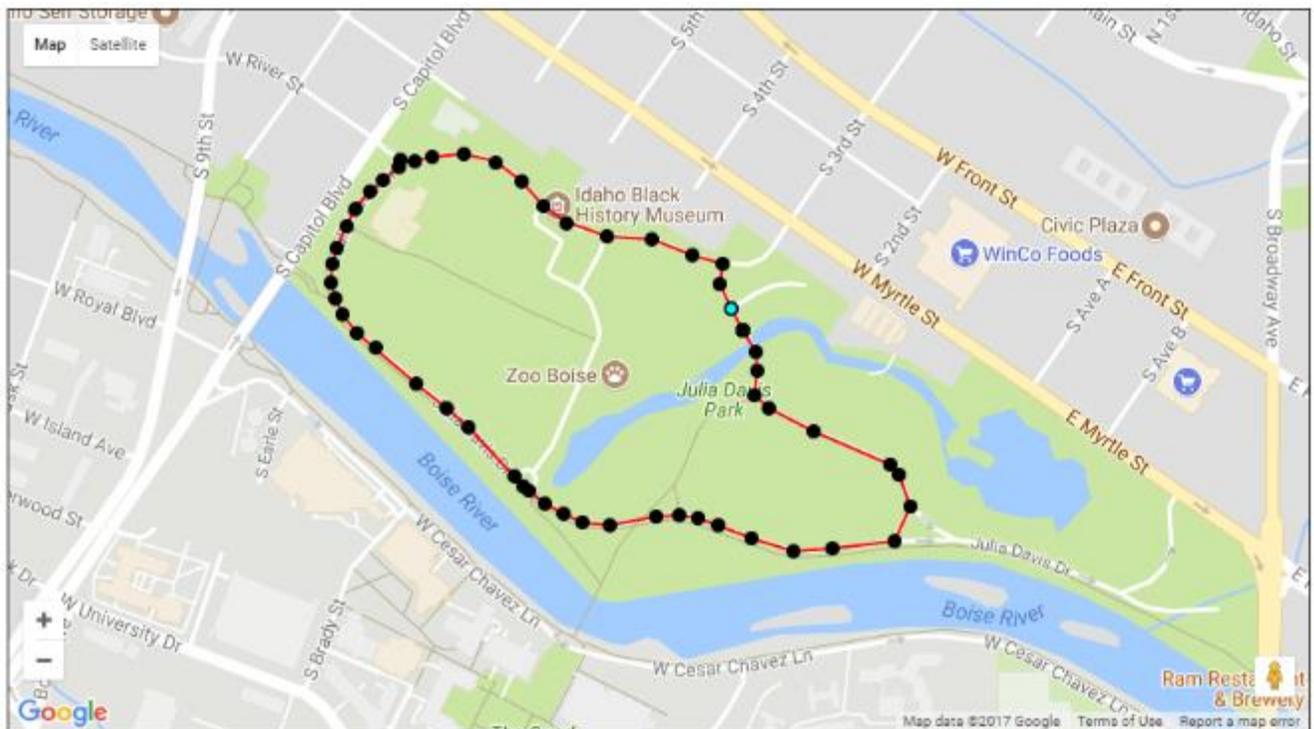
7. Continue adding points to draw the rest of your line/route.

8. **Closing the loop.** If your line is a closed loop, connect your last point to your first point by clicking on the first/starting point and clicking on 'Join' in the menu that pops up. This will connect the two dots.





9. You can **zoom out** to view your completed line/route. Just **click on the ‘—’** button in the lower-left corner of your map, or scroll down with your mouse scroll wheel while your mouse is on the map.



## Customizing the style of your new line

Now that you have drawn your line, it's time to customize the way it looks – the thickness, color, and opacity/transparency level. You can also put information in a window that will display when your customers/users click on the line when viewing the map.

1. First, **give your line a TITLE**. We will simply call this one 'Park Shuttle'. This title is for admin purposes only and will not be shown to your end users viewing your map.

**Note: You must give your line a title in order to save it.** Even if you haven't finished working on it, you'll want to name it and save it so you can come back to continue working on it later.



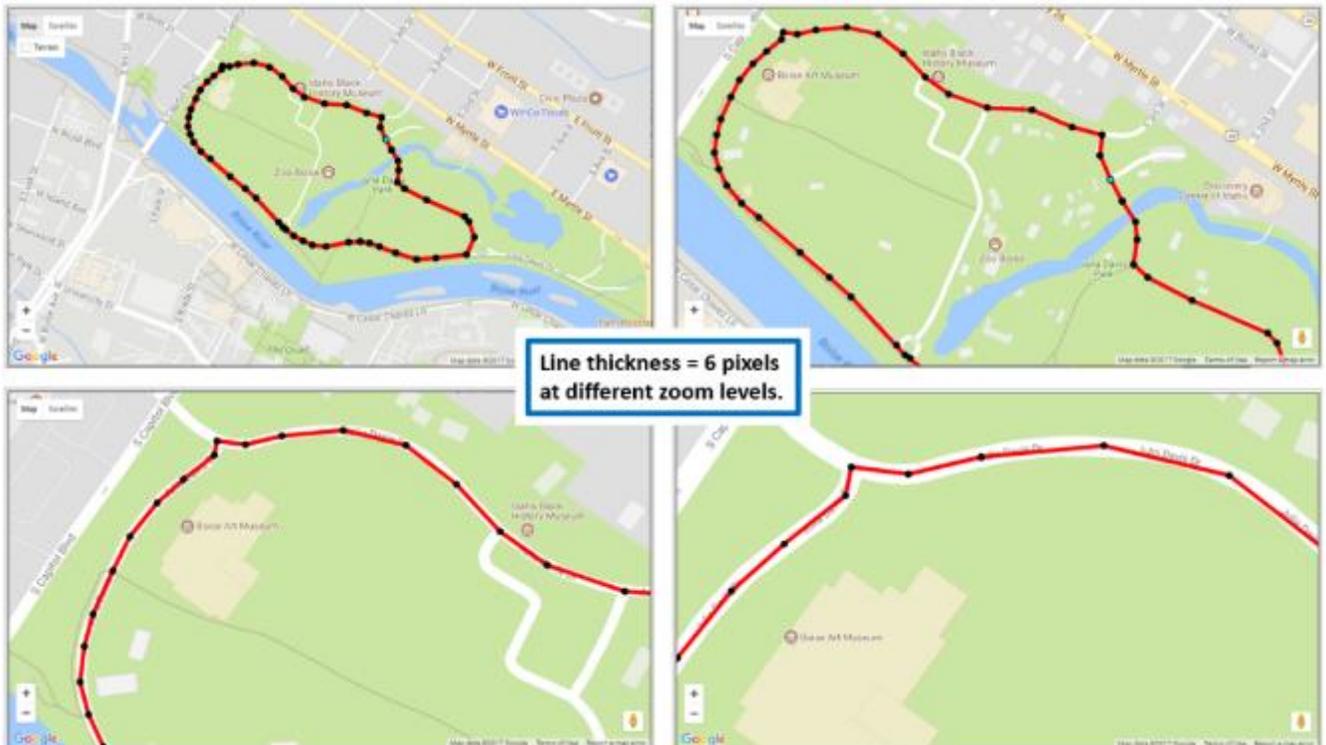
A screenshot of a user interface element. It features a dark blue header with a white question mark icon and the text 'Line Title:'. Below this is a white text input field containing the text 'Park Shuttle'.

2. **Set the THICKNESS of your line.** The default, as show in the examples above, is 2 pixels.

- The thickness that looks best will depend on how far zoomed in or out your map will typically be when viewed.
- You will be able to preview the thickness as you change the pixel selection, even before you save the change.
- We recommend zooming in and out a bit to see how it looks at different zoom levels
- We have chosen 6 pixels for our example



A screenshot of a user interface element. It features a dark blue header with a white question mark icon and the text 'Line Thickness:'. Below this is a white dropdown menu with a downward arrow and the text '6 Pixels'.



3. **Set the OPACITY/transparency of your line.** This determines how “see-through” or transparent your line is. 100% means you can't see through it at all. The lower the percentage here, the more you will be able to see through your line.

**Note:** If your line is set at 100% opacity, you will not be able to read the street names or see other map markings through/under it. For this reason, we recommend setting the opacity at 60% or lower.

Line Opacity: 60%

Line Opacity = 100%

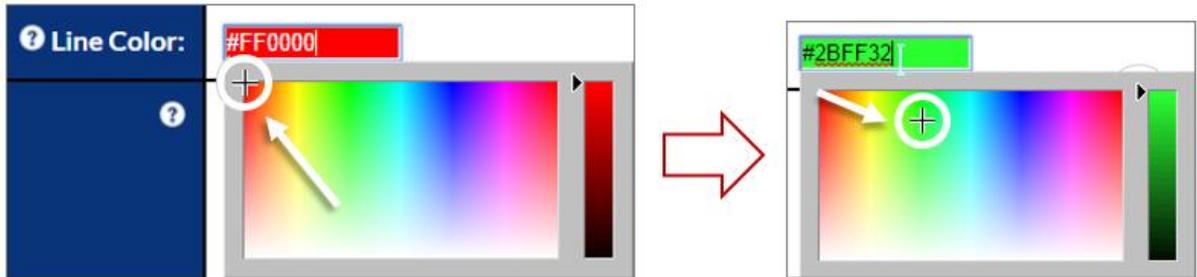


Line Opacity = 60%



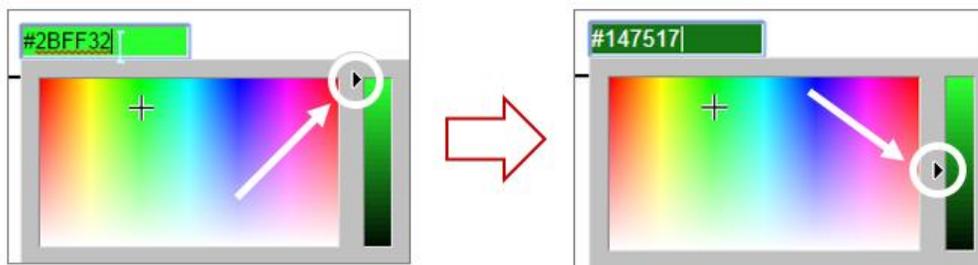
4. **Set the COLOR of your line.** By default the line is red, but you can set it to any color. And if you have more than one line on your map, you will probably want to make each one a different color.

- If you know the color code (our system uses the “Hex” code), you can enter that. Don’t worry, most people do not know Hex codes off the top of their heads.
- It’s easy – just click in the color field, where it says ‘#FF0000’. A small color map will appear.
- Drag the crosshair symbol in the upper-left corner to the color you want

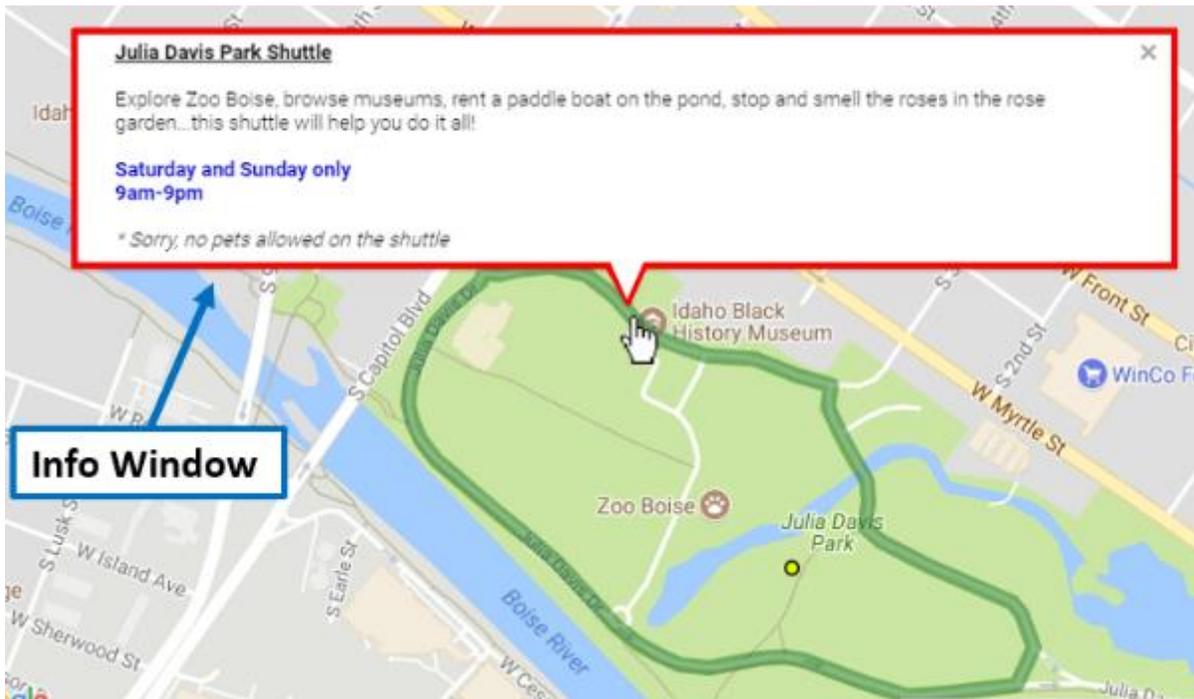


In this example, we’ve changed the color from red to a light shade of green.

You can adjust **how dark or light** the shade of color is by sliding the little black arrow in the shade bar of the color editor up or down.



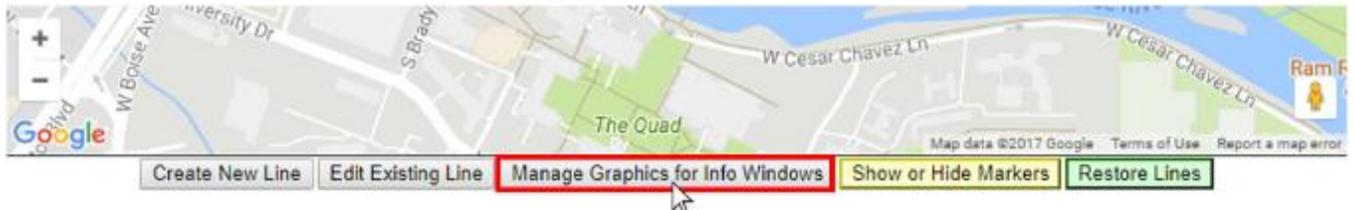




## Uploading and Managing Your Own Images

You can include images in your Info Windows if you would like. Before you can add them to your Info Windows, you first have to upload your images to the system. (You can skip this section if you do not want to have images in your Info Windows.)

1. At the bottom of your map, click on the **'Manage Graphics for Info Windows'** button. (This is also available on the 'Map Markers' screen, which you will be working with later.)

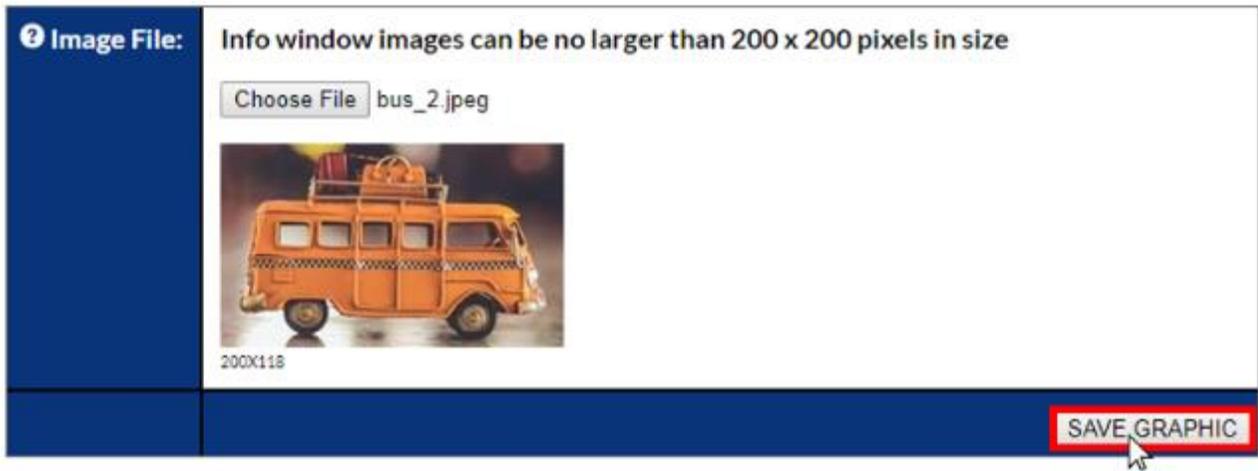


2. **Give your image a title.** This title will not display to your users/customers – it is for your information only.

ADD NEW GRAPHIC	
<b>Instructions</b>	Route info windows can contain graphics (photos, artwork, etc.), but they must first be uploaded before they will show up as options. Manage your info window graphics below.
<b>Image Title:</b>	<input type="text" value="Bus"/>
<b>Image File:</b>	Info window images can be no larger than 200 x 200 pixels in size <input type="button" value="Choose File"/> No file chosen
<input type="button" value="SAVE GRAPHIC"/>	

3. Click on **'Choose File'** to choose the image from your local computer to upload. Browse to your image and click **'Open'**. A preview of your image will display.

**Note:** Your image cannot be larger than **200 x 200** pixels



4. Click on **'Save Graphic'**.  
The page will refresh. Now, when you click on **'Manage Graphics for Info Windows'** you will see your image at the bottom of the page under **'Current Graphics'**.

**CURRENT GRAPHICS**

Image	Title	Height	Width	Remove
	Bus	200	118	✖

You will now be able to add this image to the info windows for your routes/lines. If there are other images you know you will want to use, you can upload them all now so they will be in the system as you create your other routes/lines.

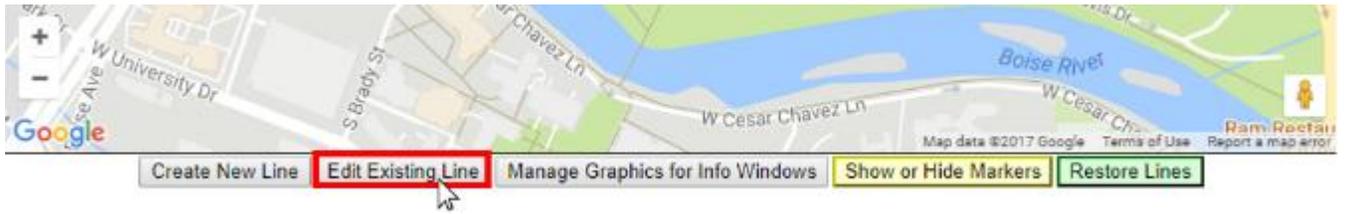
We'll demonstrate how to add an image to an Info Window in the section on **Editing an Existing Line**, below.

## Editing an Existing Line

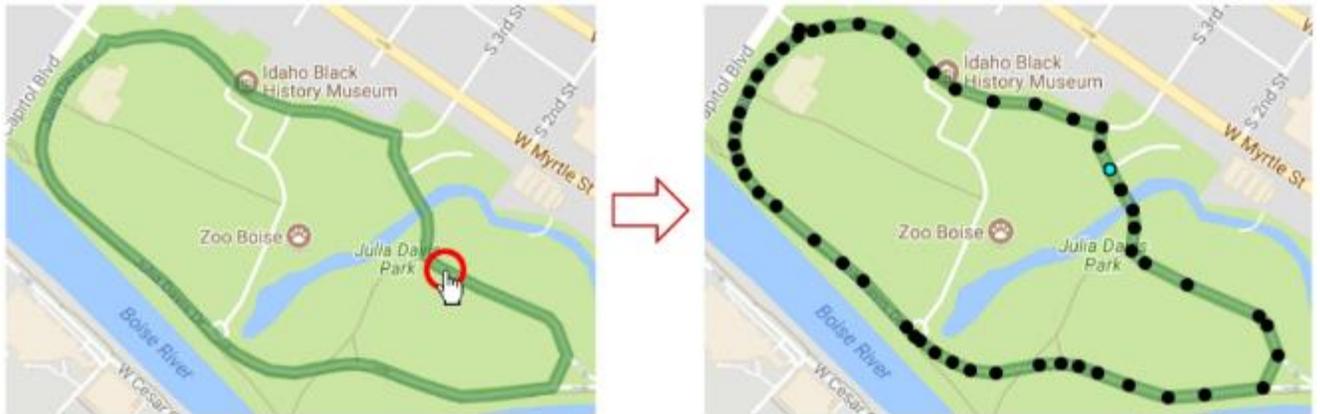
After you have created one or more routes/lines, you can always go back and edit them. You might have a route change or need to add to or update the information in your Info Windows, for example. Once you've gone through the process of creating lines, editing them will be easy.

### Repositioning Your Line

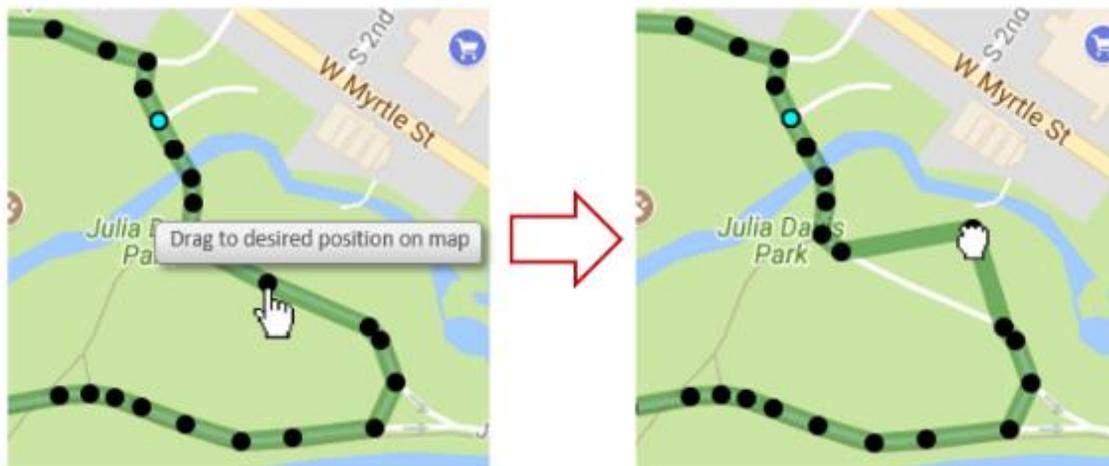
1. At the bottom of your map, click on **'Edit Existing Line'**. This will enable your map for editing.



- Click on the route/line on the map that you want to edit. When the line is activated for editing, all of the original points you added will display.

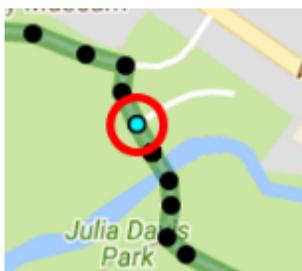


- Moving points to reposition your line.** Put your pointer on the point you want to move, then click and drag it where you would like to move it.



You can do this with any point on your line.

- Extending your route/line.** Let's say you want to 'open' your existing loop so you can extend it further – no problem!
  - Find the end of your line (the last point you added). This is indicated by the blue dot:

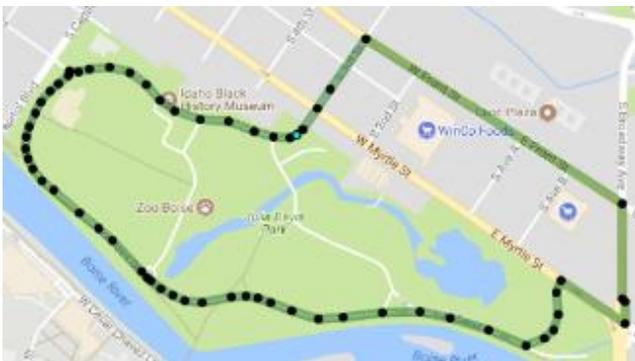


- Click-and-hold on that point, and drag it away to another spot on the map. This will basically separate the start and end points, 'opening' your loop so you can modify it.



- Now you can drag your points around, or add and delete points, to modify your route. Just follow the same steps you did when creating your line.

In this example, we extended the route to include an additional surface street and then rejoined the ends of the line.



- If these are the only changes you're making, be sure to click **'Save Changes'** at the bottom of the screen. Or, continue with any other changes you wish to make.

**SAVE CHANGES**

### Other edits to your line

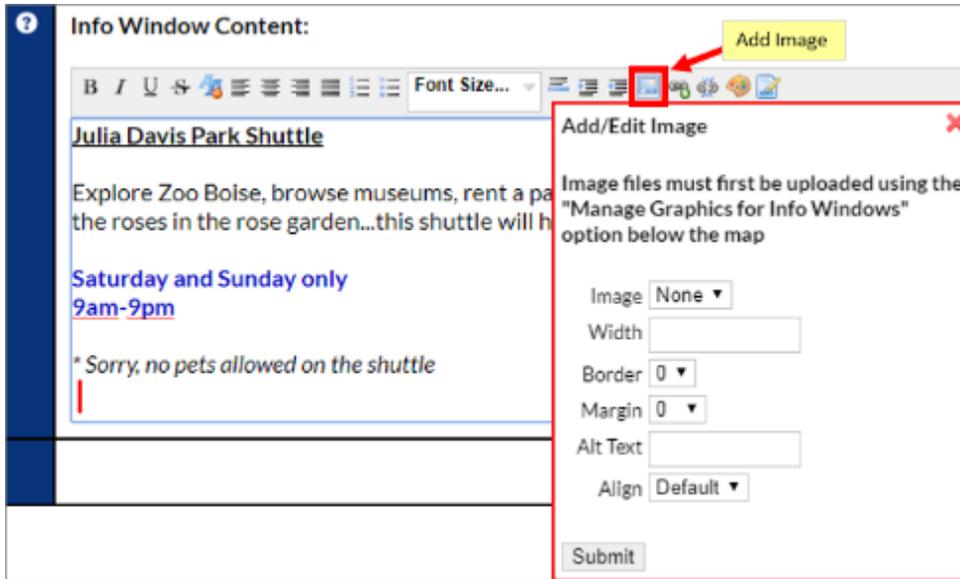
You can also edit the other aspects of your line, like title, color, thickness, opacity, and information window by following the same steps you took when first creating the line.

<b>Line Title:</b>	<input type="text" value="Park Shuttle"/>
<b>Line Thickness:</b>	<input type="text" value="6 Pixels"/>
<b>Line Opacity:</b>	<input type="text" value="50%"/>
<b>Line Color:</b>	<input type="text" value="#147517"/>
<b>Info Window Content:</b>	

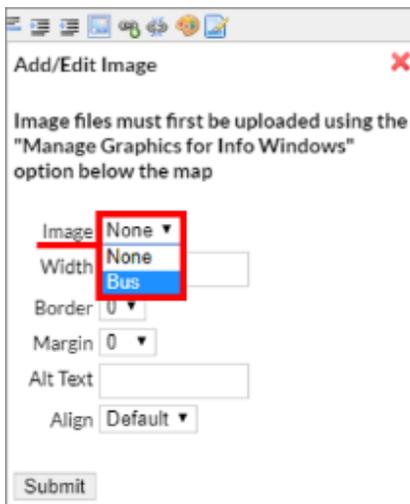
### Adding an image to the Info Window

Once you have uploaded your custom image to the system (see previous section called 'Uploading and Managing Your Own Images'), they will be available for you to add them to your Info Windows.

1. Click in the place you would like to add your image
2. Then click on the 'Add Image' icon in the toolbar. It will open an 'Add/Edit Image' dialogue box.



3. In the 'Image' field, the images you have uploaded will appear in the drop-down menu



4. Select the image you would like to add
5. You can adjust various aspects of your image. All of these fields are optional:
  - a. **Width** – The width will default to the original width of the image file you uploaded (max 200 pixels). You can increase or decrease that number here to shrink or enlarge your image.  
**Note:** If you increase the width above 200 pixels, your image will be distorted/pixelated. We recommend keeping it at 200 pixels or lower.

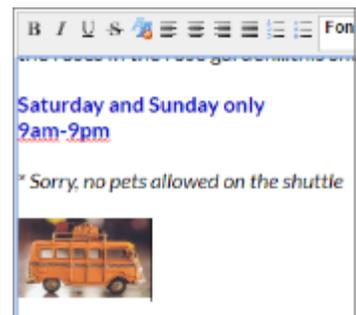
200 pixels (original size)



400 pixels



100 pixels



b. **Border** – This will add a black border around your image. The higher the number, the thicker the border.

No border (= 0)

Border = 2

Border = 5



c. **Margin** – This will add space around your image. The higher the number, the bigger the space.

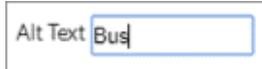
No margin (= 0)

Margin = 10

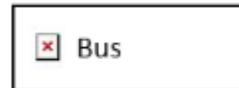
Margin = 25



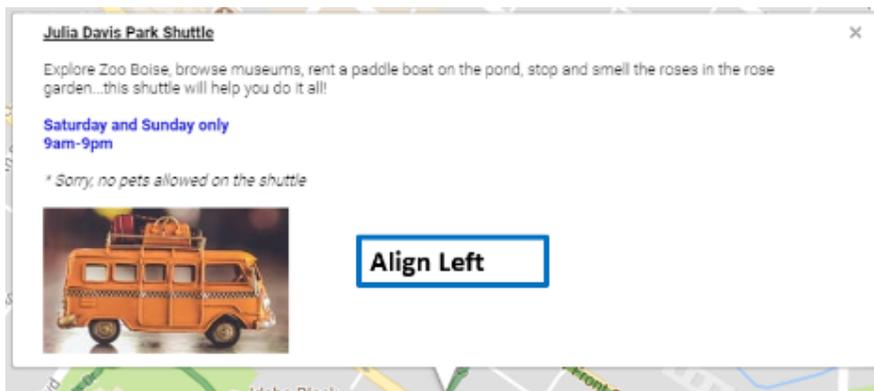
d. **Alt Text** – This text will display when a user hovers their mouse over the image. It should describe what is in the image. *(This information is usually provided for users who are unable to view the image for technical reasons or for visually impaired users who rely on screen readers to read to them what is on a web page.)*

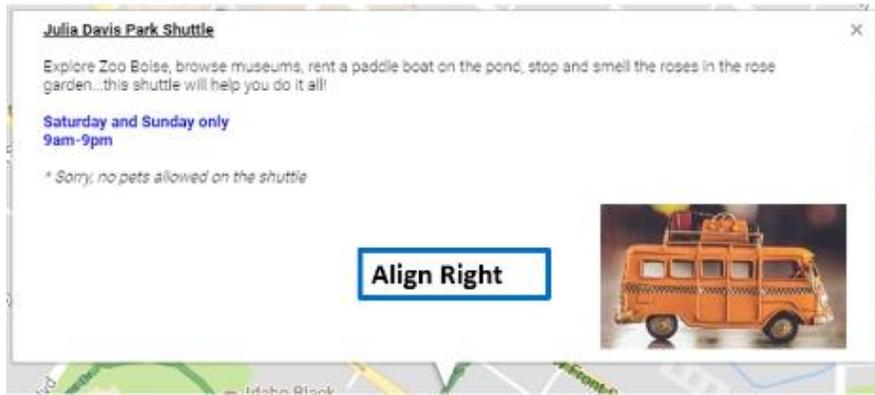


If image can't load:



e. **Align** – This setting allows you to align your image on the Left side or the Right side of your Info Window. (Default is left.)

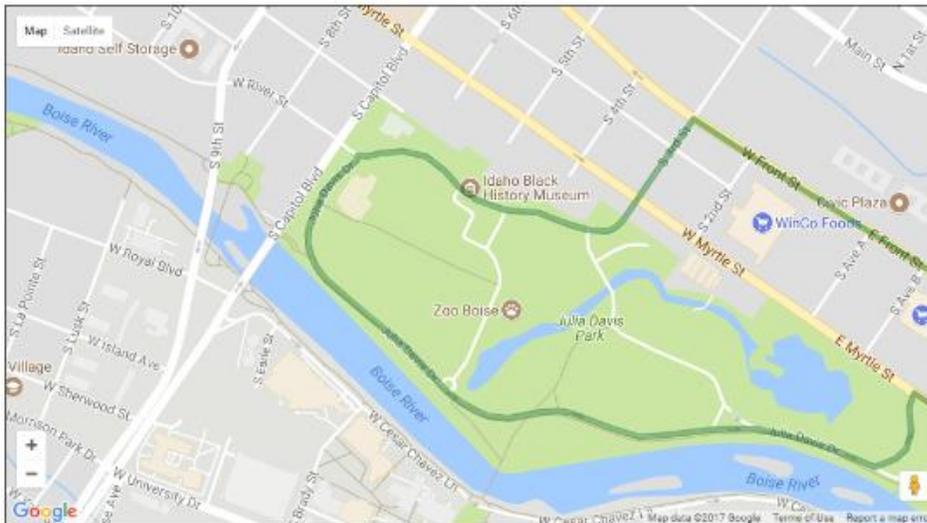




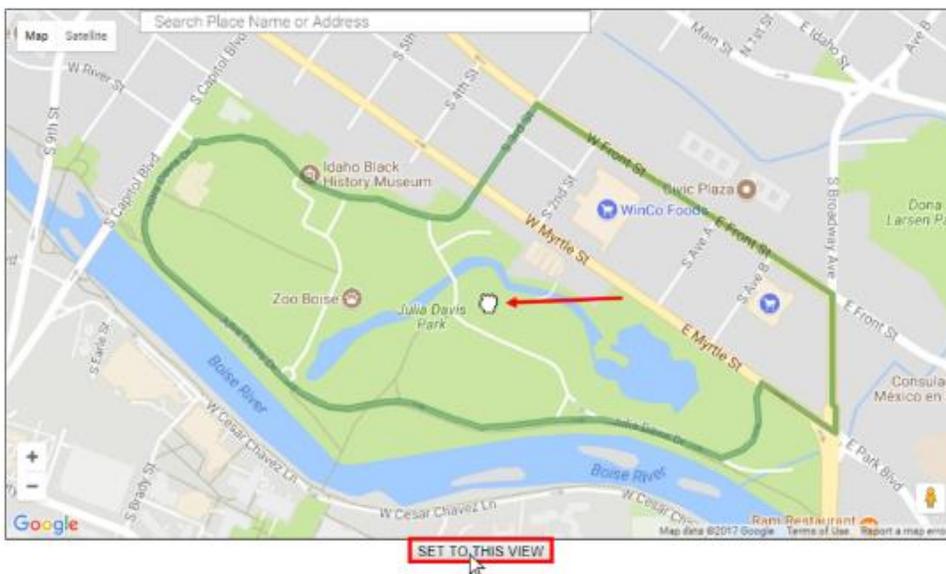
6. Click on **'Save Changes'**

### Updating the default position of your map

Repositioning your routes/lines may cause them to go outside of your originally set default map view, so you may have to adjust your **Map Center** in the **Core Settings**.



1. Go to **'Core Settings'** under **'Settings'** in the left-hand menu
2. Simply drag the map to the new position to re-center it. Adjust the zoom if necessary.

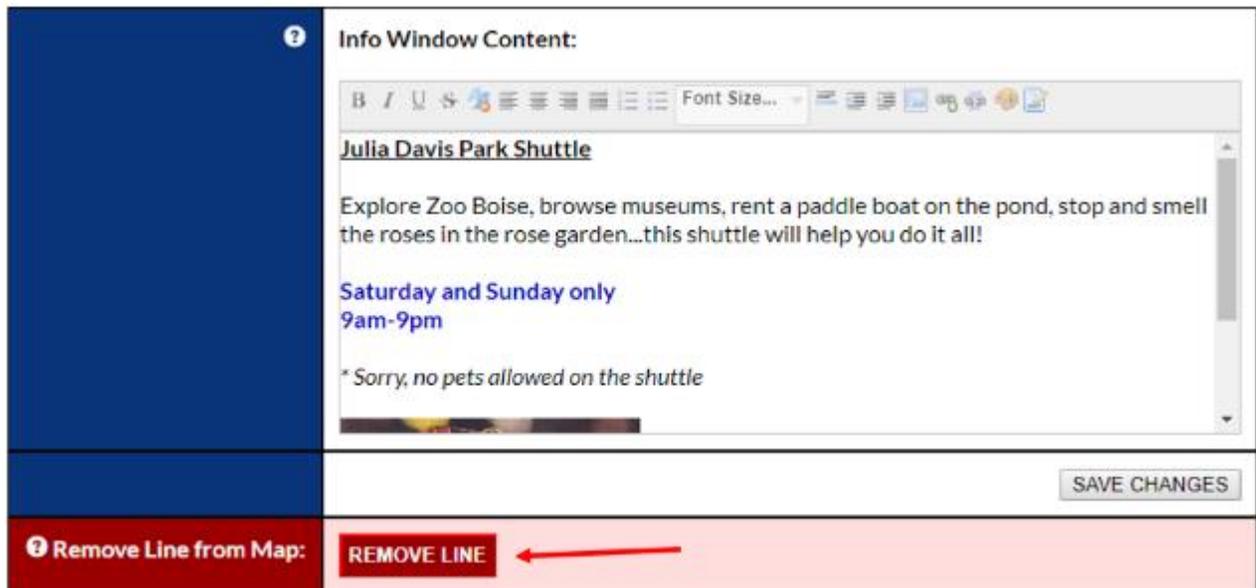


- Once you have it where you want it, click on the **'Set to This View'** button at the bottom of the map. This will update the default view of your map.

## Removing a Line

You may discontinue a route or service area, or it might change so much that it makes more sense to erase it and create a new one. To **remove/delete a line entirely**, follow these steps:

- Take the same steps you would to edit an existing line:
  - Click on 'Edit Existing Line'
  - Click on the line you want to delete
- Scroll to the bottom of the editing dialogue, and click on **'Remove Line'**. The line will be cleared from your map.



## Restoring a Deleted Line

If you removed a line from your map and later decide you need it back, or if you delete a line by mistake, don't worry – it's not gone forever. You can restore a line that you previously deleted.

- Click on **'Restore Lines'** at the bottom of your map. A list of previously deleted lines will display.



- Find the name of the deleted line you would like to restore, and **click on the green check mark** next to it. The line will be added back to your map.

Map data ©2017 Google Terms of Use

Create New Line Edit Existing Line Manage Graphics for Info Windows Show or Hide Markers Restore Lines

**Restore Lines**

Previously removed lines can be reactivated easily. This is very handy for creating temporary routes, or routes that are used infrequently, so that they can be stored for later use.

Color	Title	Date Removed	Restore
	Park Shuttle	6/30/17 5:24 AM	✓

## Creating Your Map Markers

In this step, you will place **Markers** or icons on your map to indicate the locations of stops, landmarks, or other features you want to point out to your customers.

To begin, click on **'Map Markers'** under 'Features' in the left-hand menu. You should see the default map position you set in your Core Settings.

**HOME**

---

**Features**

- Routes/Lines (4)
- Map Markers (14)
- Web Map Views (2)
- Vehicles/Trackers (2)

If the routes/lines you created in the previous steps are not displaying on your map, and you would like to see them, simply click on the **'Show or Hide Lines'** button just below your map.

Map data ©2017 Google Terms of Use Report a map error

Create New Marker Edit Existing Marker Manage Graphics for Info Windows **Show or Hide Lines** Restore Markers

You can click the button again to hide the lines if you find they are getting in your way.

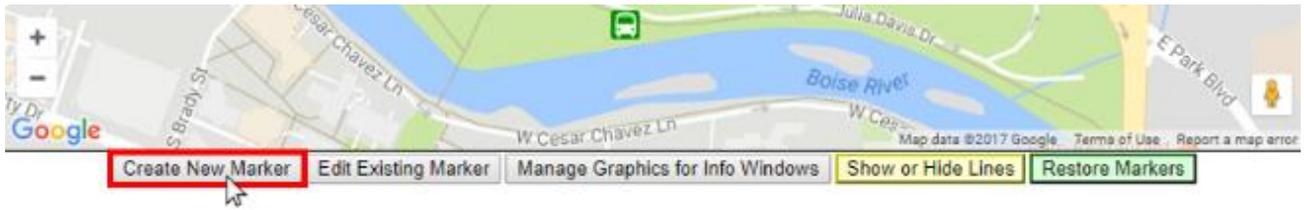
Note: This will only hide the lines in your administrative view, not on the public maps your customers see.

Map data ©2017 Google Terms of Use Report a map error

Create New Marker Edit Existing Marker Manage Graphics for Info Windows Show or Hide Lines Restore Markers

## Adding a New Marker

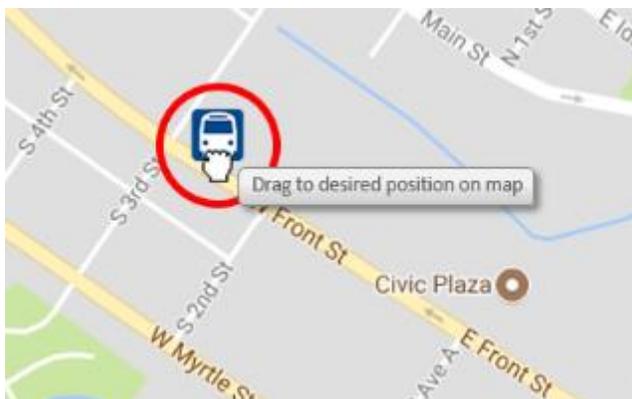
1. Click on the 'Create New Marker' button just below your map. This will make your map editable and display your marker options.



2. Click on the spot on your map where you would like to place your first marker. By default, a blue bus stop icon is selected, but you will be able to change it in the following steps.

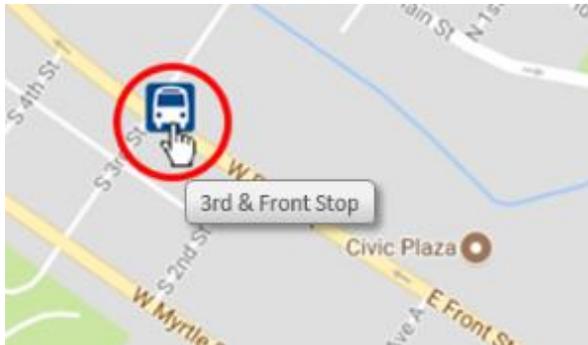


3. If you don't get the placement just right, simply click and drag the icon to place it just where you want it.



4. **Give your marker a title.** This title will display when a user hovers over the marker on the map (non-mobile users). The title should be short and descriptive.

<b>Create New Marker</b>	Click the map where you would like to place the new marker. You may then drag the marker to fine tune its location on the map.
<b>Marker Title:</b>	3rd & Front Stop



**Note:** You can click on ‘Save New Marker’ at the bottom of the screen at any time (as long as you have filled in a Marker Title) and come back later to continue where you left off. (See the section on [Editing an Existing Marker.](#))

5. **Choose your icon image.** There are more than 150 marker icons to choose from in our built-in library, so you should not have trouble finding one to suit your needs. However, you will also be able to upload your own custom icons if you wish to. (See the section on [uploading a New Custom Icon](#), below.)
  - **Scroll through the selection of icons** in the MyTrax Icon Library, which is selected by default
  - **Select the icon you want** by clicking in the radio button below the icon. For this example, we’ll pick the green bus stop icon to match the green route line we created earlier.

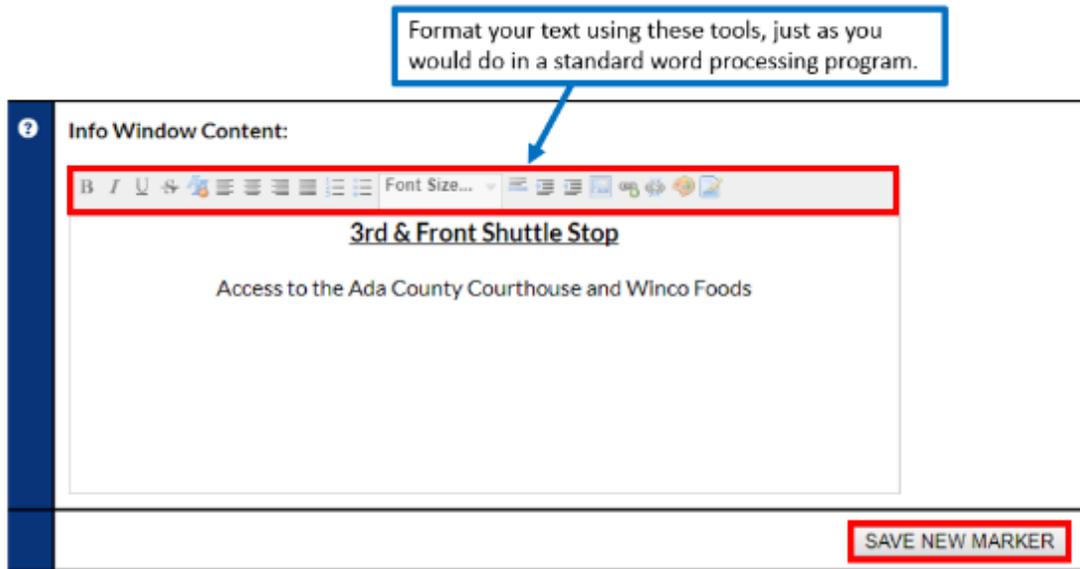
<b>Icon:</b>	<input checked="" type="radio"/> MyTrax Icon Library <input type="radio"/> Custom Icon Library <input type="radio"/> New Custom Icon				
	<b>1_Bus Stop 1</b>  30 X 30	<b>1_Bus Stop 2</b>  30 X 30	<b>1_Bus Stop 3</b>  30 X 30	<b>1_Bus Stop 4</b>  30 X 30	<b>2_Train Stop 1</b>  30 X 30
	<b>2_Train Stop 2</b>  30 X 30	<b>2_Train Stop 3</b>  30 X 30	<b>2_Train Stop 4</b>  30 X 30	<b>3_Flag 1</b>  20 X 20	<b>3_Flag 2</b>  20 X 20

6. **Adjust the marker size,** if needed. Each marker has a default size that will be filled into these fields when you select the icon. You can resize the icon by entering different dimensions here. We find that somewhere around 20x20 is a nice size, but you may want to play with different sizes to see what you like.

<b>Marker Size:</b>	Width: 20    Height: 20
	Size of graphic file chosen automatically, but can be changed if you wish to resize the image on the map.

**Note:** If you enlarge an icon, it will likely display a bit blurry. If you require a crisp larger icon, we recommend you upload your own higher resolution image. (See the section on [uploading a New Custom Icon](#), below.)

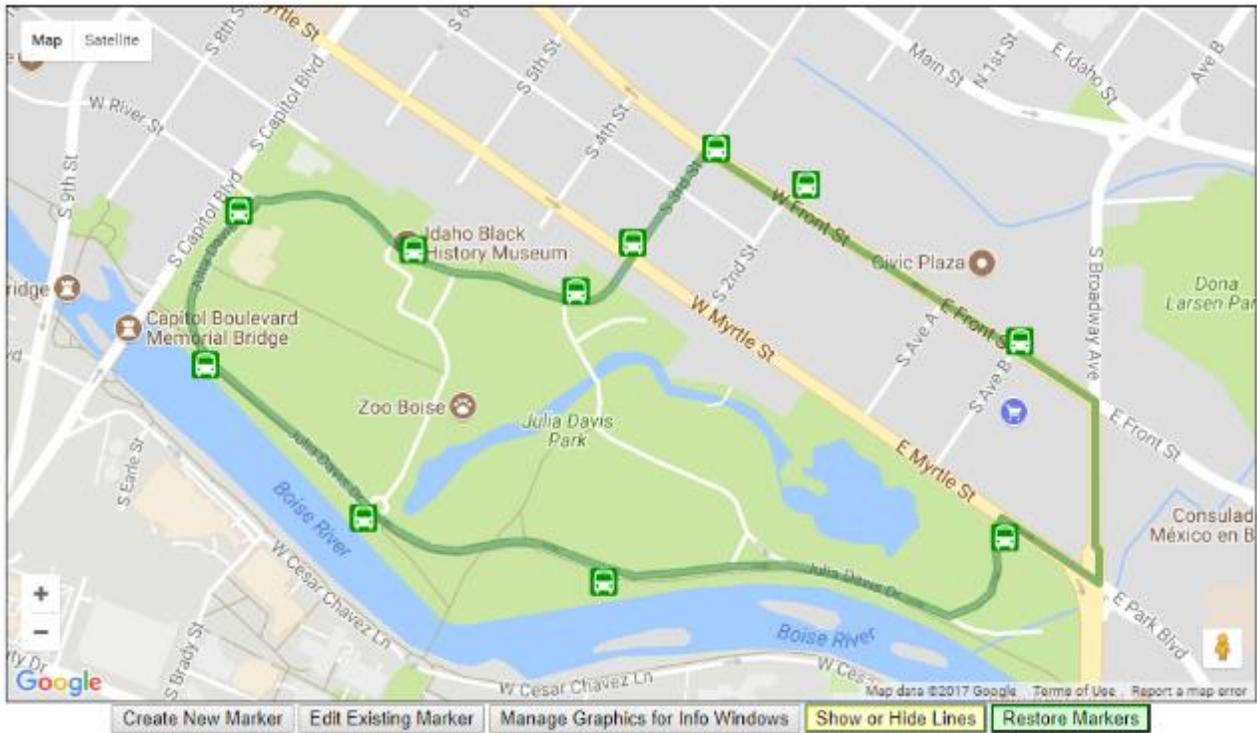
7. **Fill in the INFO WINDOW Content.** Provide information about this marker/location in the 'Info Window Content' field. **This information will be visible to your users/customers** when they click on the marker. It can include the name of the marker/location, stop/pickup hours, instructions, or whatever you would like to include that is relevant to the location.
  - Fill in the information you want to provide that will be associated with your marker/location
  - Use the editing tools at the top to format your text. You can adjust font size, color, style, and indentation. You can even add links and images.
  - **Note:** If you would like to add images to your Info Window, **you will first have to upload the images** using the 'Manage Graphics for Info Windows' feature ([instructions](#) provided in the previous section on creating a new route/line). Don't worry, you can always come back later to add images or otherwise edit your Info Window.



8. Click on 'Save New Marker' at the bottom of the screen. You have just completed your first marker!
9. Now that you have saved it, you will be able to **view the Info Window** as your users/customers will see it. On your saved map, click on the marker, and the Info Window will pop up.



10. Repeat this process to create the rest of your markers.



### Uploading and Managing Your Own Marker Icons

MyTrax GPS provides **more than 150 icons** for you to use as markers on your maps. However, you also have the option to upload custom icons of your own, such as your company logo. (You can skip this section if you do not want to use your own custom icons.)

1. Click on the **'Create New Marker'** button at the bottom of your map.



2. **Click on the spot on your map where you would like to place your custom icon marker.** By default, a blue bus stop icon is selected, but you will be changing it in the following steps.

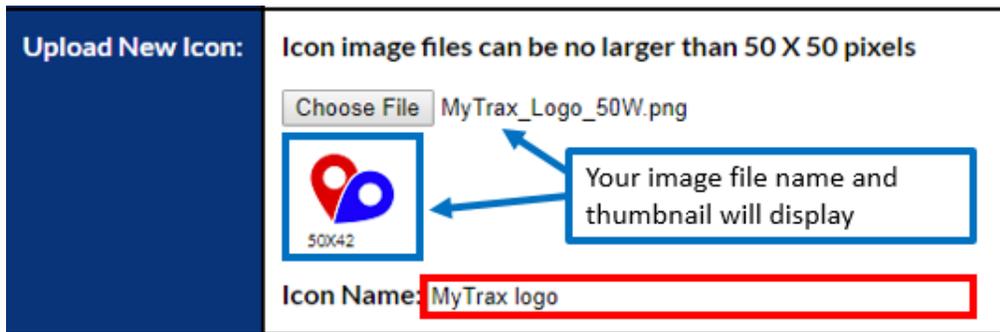
3. **Give your marker a title.** This title will display when a user hovers over the marker on the map (non-mobile users). The title should be short and descriptive.

4. In the 'Icon' section, click on the radio button for **'New Custom Icon'** (instead of choosing from the 'MyTrax Icon Library').

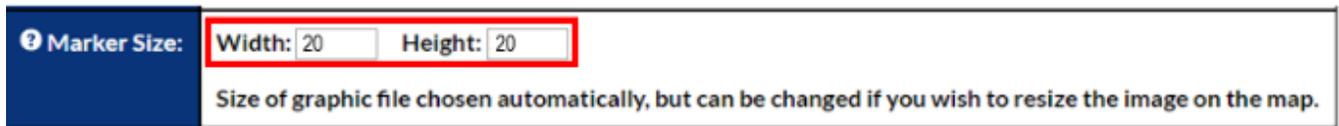
<b>Icon:</b>	<input type="radio"/> MyTrax Icon Library <input type="radio"/> Custom Icon Library <input checked="" type="radio"/> <b>New Custom Icon</b>
<b>Upload New Icon:</b>	Icon image files can be <u>no larger than 50 X 50 pixels</u> <input type="button" value="Choose File"/> No file chosen Icon Name: <input type="text"/>

5. Click on **'Choose File'** to choose the image from your local computer to upload. Browse to your image and click **'Open'**. A preview of your icon and your image file name will display.

**Note:** Your image cannot be larger than **50 x 50** pixels.

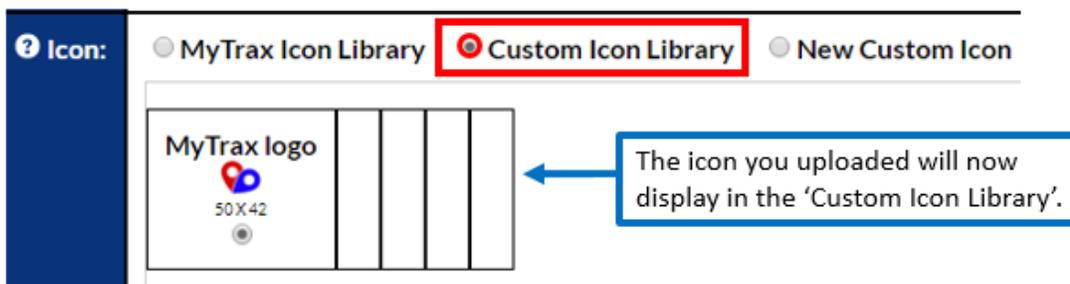


6. Give your icon a name in the **'Icon Name'** field. This name is for admin purposes only and will not display to your users/customers on their public maps.
7. Adjust your **Marker Size**, if needed. If you uploaded a 50x50 pixel image, you may find it is too large on your map. You can use these fields to reduce the size. We find that somewhere around 20x20 is a nice size, but you may want to play with different sizes to see what you like.



8. **Fill in the INFO WINDOW Content** as outlined in the previous section.
9. Click on **'Save New Marker'** at the bottom of the screen.  
The page will refresh, and you will see your custom icon on the map where you placed it.

Now, whenever you create or edit a marker, you will see your custom icon image when you click on the **'Custom Icon Library'** radio button, and you will be able to select it for your marker. You can upload multiple custom icons by repeating the steps outlined above.



## Editing an Existing Marker

After you have created one or more markers, you can always go back and edit them. You might change the location of a stop or need to add or update the information in your Info Windows, for example. Once you've gone through the process of creating markers, editing them will be easy.

### Repositioning Your Marker

1. At the bottom of your map, click on **'Edit Existing Marker'**. This will enable your map for editing.



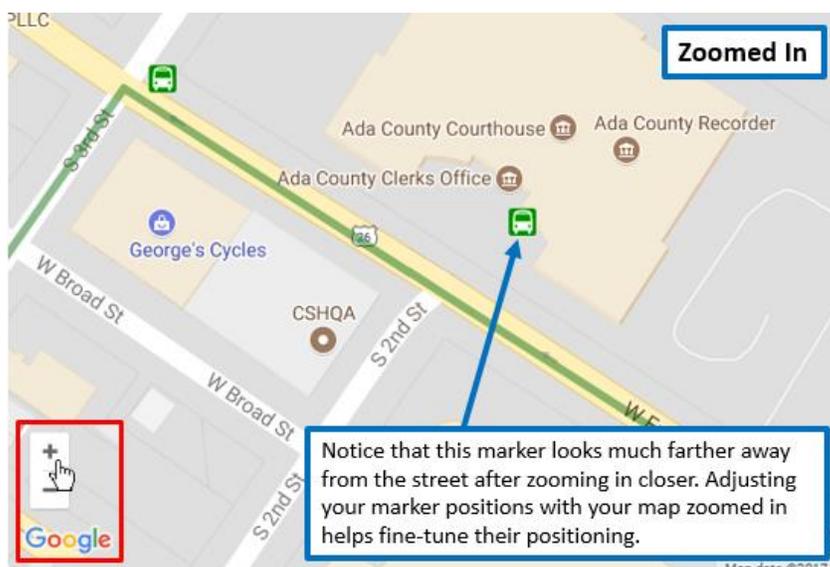
2. Click on the marker on the map that you want to edit. That marker is now activated for editing.



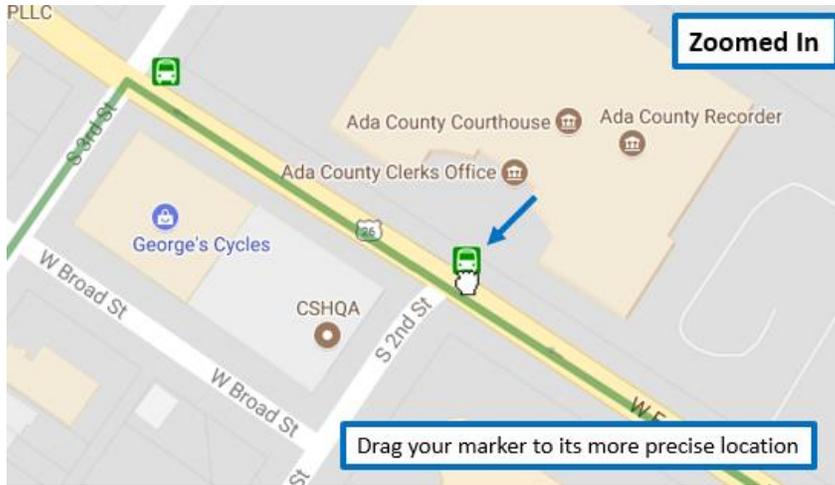
3. **Drag-and-drop to reposition your marker.** Put your pointer on the marker, then click and drag it where you would like to move it.

**Note:** We recommend **zooming in** on your map a bit to see how your marker is positioned at different zoom levels.

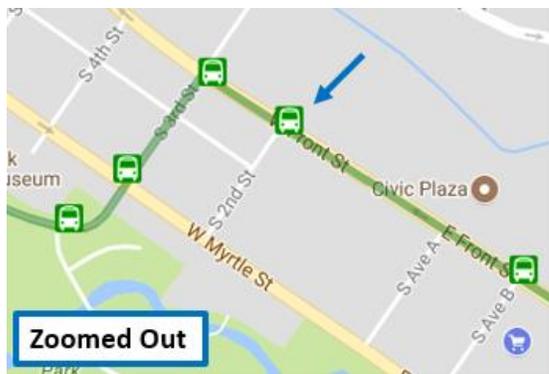
- **Zoom in on your map** to check your markers' positions. Markers may seem to 'shift' when you zoom closer in, so fine-tuning how they look zoomed in is a good idea.



- **Drag your marker to its more precise location** – in this case, closer to the street.



- **Zoom back out** to check you marker's position.



### Other edits to your marker

You can also edit the other aspects of your marker, like title, icon image, size, and information window by following the same steps you took when first creating the marker.

<b>Edit Existing Marker</b>	Click the marker you wish to edit. You may then drag the marker to change its location on the map. You may also change any other settings for that marker below.										
<b>Marker Title:</b>	Front & 2nd Stop										
<b>Icon:</b>	<input checked="" type="radio"/> MyTrax Icon Library <input type="radio"/> Custom Icon Library <input type="radio"/> New Custom Icon <table border="1"> <tr> <td>1_Bus Stop 1  30 X 30</td> <td>1_Bus Stop 2  30 X 30</td> <td>1_Bus Stop 3  30 X 30</td> <td>1_Bus Stop 4  30 X 30</td> <td>2_Train Stop 1  30 X 30</td> </tr> <tr> <td>2_Train Stop 2  30 X 30</td> <td>2_Train Stop 3  30 X 30</td> <td>2_Train Stop 4  30 X 30</td> <td>3_Flag 1  20 X 20</td> <td>3_Flag 2  20 X 20</td> </tr> </table>	1_Bus Stop 1  30 X 30	1_Bus Stop 2  30 X 30	1_Bus Stop 3  30 X 30	1_Bus Stop 4  30 X 30	2_Train Stop 1  30 X 30	2_Train Stop 2  30 X 30	2_Train Stop 3  30 X 30	2_Train Stop 4  30 X 30	3_Flag 1  20 X 20	3_Flag 2  20 X 20
1_Bus Stop 1  30 X 30	1_Bus Stop 2  30 X 30	1_Bus Stop 3  30 X 30	1_Bus Stop 4  30 X 30	2_Train Stop 1  30 X 30							
2_Train Stop 2  30 X 30	2_Train Stop 3  30 X 30	2_Train Stop 4  30 X 30	3_Flag 1  20 X 20	3_Flag 2  20 X 20							
<b>Marker Size:</b>	Width: <input type="text" value="20"/> Height: <input type="text" value="20"/> Size of graphic file chosen automatically, but can be changed if you wish to resize the image on the map.										
<b>Info Window Content:</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>B I U       Font Size...          </p> </div>										

When finished, be sure to click on **'Save Changes'** at the bottom of the screen.

**SAVE CHANGES**

## Removing a Marker

If you are moving a stop or other landmark on your map, or removing one and creating a new one in its place, we recommend simply moving it and editing its properties, as outlined in the steps above. However, you might just need to delete a marker without replacing or relocating it. To **remove/delete a marker**, follow these steps:

1. Take the same steps you would to edit an existing marker:
  - Click on **'Edit Existing Marker'**
  - Click on the marker you want to delete
2. Scroll to the bottom of the editing dialogue, and click on **'Remove Marker'**. The page will refresh, and the marker will be cleared from your map.



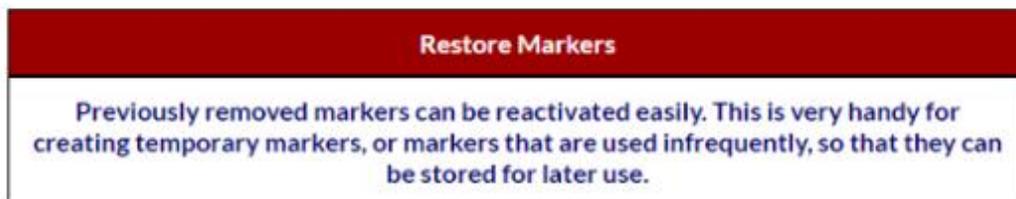
## Restoring a Deleted Marker

If you removed a marker from your map and later decide you need it back, or if you delete a marker by mistake, don't worry – it's not gone forever. You can restore a marker that you previously deleted.

1. Click on **'Restore Markers'** at the bottom of your map. A list of previously deleted markers will display.



2. Find the name of the deleted marker you would like to restore, and **click on the green check mark** next to it. The marker will be added back to your map.



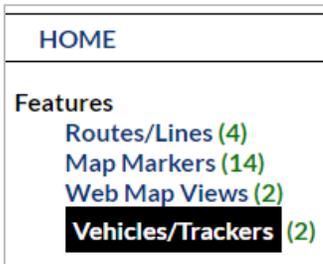
Icon	Title	Date Removed	Restore
	Front & 2nd Stop	7/15/17 8:51 PM	<input checked="" type="checkbox"/>

# Setting Up Your Vehicles/Trackers

In this step, you will set up each tracker or vehicle whose position you will be tracking for your end users or customers. The tracker could be for a bus, shuttle, tram, taxi, fleet vehicle, delivery vehicle, or even a person walking. The number of trackers you set up in this step will dictate how much you pay for our service. Our pricing structure is based on how many active trackers you have. (Remember, you will have a 60-day free trial period to get set up and try out our system!)

	0-1 GPS Tracker	2-10 GPS Trackers	11 or more GPS Trackers
No Text Messaging	\$35.00/mo	\$50.00/mo	\$50.00/mo + \$2 per tracker over 10
*With Text Messaging	\$45.00/mo	\$60.00/mo	\$60.00/mo + \$2 per tracker over 10

To begin, click on **'Vehicles/Trackers'** under 'Features' in the left-hand menu.



Each new tracker you create will be assigned a **unique tracker number** which will be entered into the **MyTrax GPS App** to track that particular vehicle/driver. The driver will enter this number into the service provider's area of the app to begin live tracking their location.

MyTrax GPS App



Service Provider App View



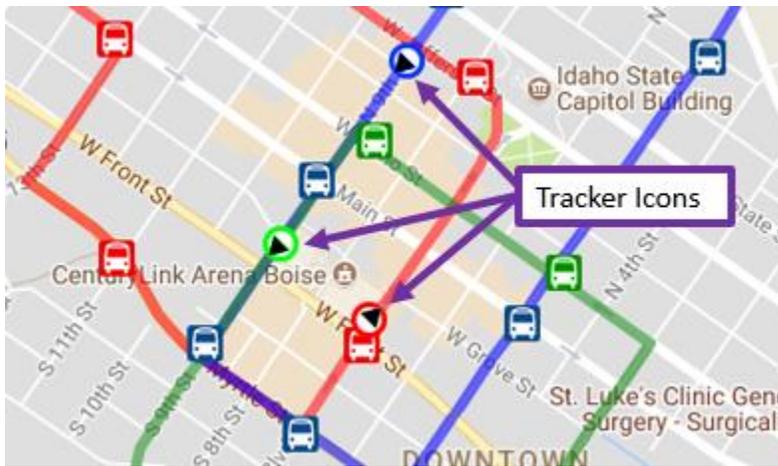
## Adding a New Tracker

1. **Enter a Tracker Name.** This name will be visible to your users/customers, so choose something short and clearly descriptive, for example “Amusement Park Tram,” “Downtown Shuttle 1,” or “Driver 12.”

### ➤ Add New Tracker

➤ Tracker Name: 1	<input type="text" value="Julia Davis Park Shuttle"/>
➤ Tracker Color: 2	<input type="text" value="Green"/>
	3 <input type="button" value="SUBMIT"/>

2. **Select a Tracker Color.** This will be the color of the icon for this tracker on your map. If the tracker will be following a route, we recommend making the color of the tracker match the color of the route line.



3. Click on the ‘**Submit**’ button. The page will refresh, and you will see your tracker listed under ‘**Currently Active Trackers**’ with its unique tracker number and tracking URL.

#### Currently Active Trackers:

Display Name	Color	Edit	➤ Tracker #	➤ Tracking URL	Deactivate
<input type="text" value="Julia Davis Park Shuttle"/>	Green	<input type="button" value="Edit"/>	<input type="text" value="5540509"/>	<input type="text" value="https://mytraxgps.com/5540509"/>	<input type="button" value="X"/>

Now you can use this tracker number to track this designated vehicle. As mentioned previously, the driver would enter the number in the MyTrax GPS app to start tracking their location.

## Editing or Updating an Existing Tracker

You may want to edit an existing tracker, for example, to assign it a different name for a different purpose or route, or to change the color of its icon on the map. Editing a tracker is very simple:

1. Click on the **'Edit' icon** for the tracker you wish to update. This will activate the item for editing.

Currently Active Trackers:

Display Name	Color	Edit	Tracker #	Tracking URL	Deactivate
Julia Davis Park Shuttle	Green		5540509	https://mytraxgps.com/5540509	

You will be able to edit the **Display Name** or the **Color** of the tracker.

Currently Active Trackers:

Display Name	Color	Accept	Edit	Tracker #	Tracking URL	Deactivate
<input type="text" value="Julia Davis Park Shuttle"/>	<input type="text" value="Green"/>			5540509	https://mytraxgps.com/5540509	

2. Make your updates to the Display Name and/or Color of the tracker, and click on the **'Accept' check mark** to save your changes.

Currently Active Trackers:

Display Name	Color	Accept	Edit	Tracker #	Tracking URL	Deactivate
<input type="text" value="Julia Davis Shuttle"/>	<input type="text" value="Red"/>			5540509	https://mytraxgps.com/5540509	

To cancel without making any updates, click on the  symbol.

Currently Active Trackers:

Display Name	Color	Accept	Edit	Tracker #	Tracking URL	Deactivate
<input type="text" value="Julia Davis Shuttle"/>	<input type="text" value="Red"/>			5540509	https://mytraxgps.com/5540509	

## Deactivating an Existing Tracker

Since you will be charged each month based on the number of ACTIVE trackers you have during that month, you might find you want to deactivate a tracker if it will not be needed or used. This is very simple:

On the **'Vehicles/Trackers'** page, click on the red **'X'** next to the tracker you want to deactivate.

Currently Active Trackers:

Display Name	Color	Accept	Edit	Tracker #	Tracking URL	Deactivate
<input type="text" value="Julia Davis Shuttle"/>	<input type="text" value="Red"/>			5540509	https://mytraxgps.com/5540509	

The page will refresh, and that tracker will no longer appear in the list of Currently Active Trackers. **Don't worry, you are not deleting the tracker forever.** You will be able to reactivate the tracker if you need it again in the future. (See steps in next section.)

**Note:** You may have an unlimited number of **inactive** trackers, without affecting your pricing. **You are not charged for trackers that were inactive during an entire billing period.**

## Reactivating an Inactive Tracker

If you need to reactivate a tracker you previously deactivated, follow these easy steps:

1. On the **'Vehicles/Trackers'** page, click on **'Display Inactive Trackers'** at the bottom of the page. A list of inactive Trackers will display.

Currently Active Trackers:

Display Name	Color	Edit	Tracker #	Tracking URL	Deactivate
Julia Davis Park Shuttle	Green		5540509	<input type="text" value="https://mytraxgps.com/5540509"/>	

**Display Inactive Trackers**

2. Click on the green check mark next to the tracker you would like to reactivate.

**Hide Inactive Trackers**

Vehicle Display Name	Reactivate
Grub Shuttle	
Recreation Shuttle	

3. That tracker will reappear in the list of **Currently Active Trackers**.

Currently Active Trackers:

Display Name	Color	Edit	Tracker #	Tracking URL	Deactivate
Grub Shuttle	Red		7954285	<input type="text" value="https://mytraxgps.com/7954285"/>	
Julia Davis Park Shuttle	Green		5540509	<input type="text" value="https://mytraxgps.com/5540509"/>	

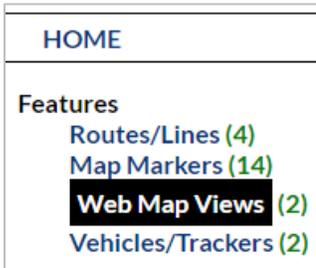
**Note:** Any tracker you reactivate will now count toward the number of active trackers and may affect your pricing for the month. Keep track of the number of active trackers you have and be aware of the pricing category you fall within.

## Setting Up Your Web Map Views

**Web Map Views** are the maps your customers and end users will see when viewing your map on a web page. For example, you could have a page on your organization's website with a link to a full-screen map, or with a smaller map embedded on the page. Or you could have a kiosk that displays a live web map to the public. Or you may have admins or dispatchers that monitor the trackers online. These maps will display active trackers in real time, showing each tracker's location and movements.

**Note:** If you are only displaying your map to users/customers via the MyTrax GPS app, you will not need to create Web Map Views. However, we think it's a great added service to have a map also available on your website.

To begin, click on **'Web Map Views'** under 'Features' in the left-hand menu.



Each web map view you create will be assigned a **unique URL** (or web address) which will can entered into a web browser to view the map. If you set up a map view that is not a full-screen map, you will also be provided **embed code**, which you can use to embed the map onto a web page. If this is not fully making sense, don't worry – it should become clearer as you go through the steps below.

### Creating a Full-Screen Web Map View

This is just what it sounds like: You will be creating a **link to a full-screen view of your map**. It will fill the entire screen when someone goes to the URL provided.

1. **Give your web map view a title** in the **'Web Map View Title'** field. This title will display in the web browser tab when someone views your map page.
2. In the **'Display Full Screen?'** field, select **'Yes'**.
3. Leave the **'Map Width'** and **'Map Height'** fields **blank**. Since the map will fill the full page, you will not be setting the size manually.
4. Click the **'Submit'** button to save your map view.

### ➔ Add New Web Map View

A screenshot of the 'Add New Web Map View' form. The form has a dark blue background with white text. It contains four input fields and a submit button. The first field is 'Web Map View Title:' with the value 'Julia Davis Shuttle Map'. The second field is 'Display Full Screen?:' with a dropdown menu set to 'Yes'. The third field is 'Map Width:' with a red diagonal line through the input box and the text 'Pixels (Ignored if full screen)'. The fourth field is 'Map Height:' with a red diagonal line through the input box and the text 'Pixels (Ignored if full screen)'. A 'SUBMIT' button is located at the bottom right of the form.

The page will refresh, and your newly created web map view will display under **'Currently Active Web Map Views'** with a unique **'Direct Link URL'** assigned.

### Currently Active Web Map Views:

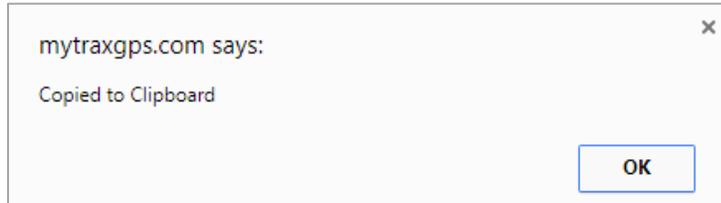
Title	Full Screen	Width	Height	Edit	➔ Link/Embed Code	Deactivate
Julia Davis Shuttle Map	Yes	Full	Full		Direct Link URL: <a href="https://mytraxgps.com/WUSBXLTXYQSO">https://mytraxgps.com/WUSBXLTXYQSO</a>	

## Testing your URL/Link

1. Click on the link in the 'Direct Link URL' box. This will automatically copy the link to your clipboard.

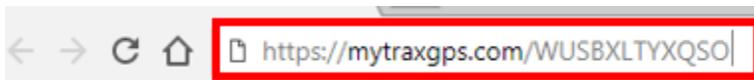


You will see this message:



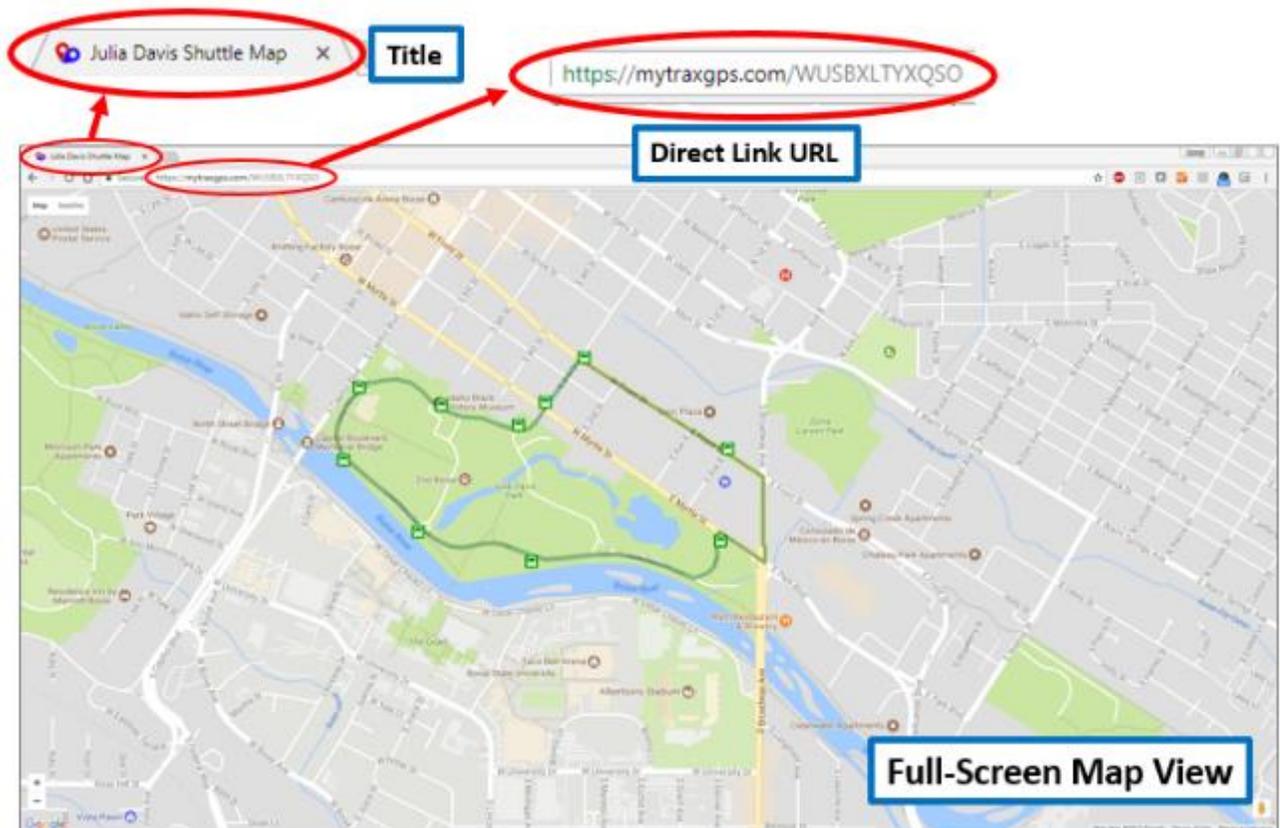
Click 'OK'.

2. Paste the link into your web browser address bar and hit Enter.



The page will load with your full-screen map, centered according to the 'Map Center' you set in your Core Settings.

**Full-Screen Map View on Google Chrome:**

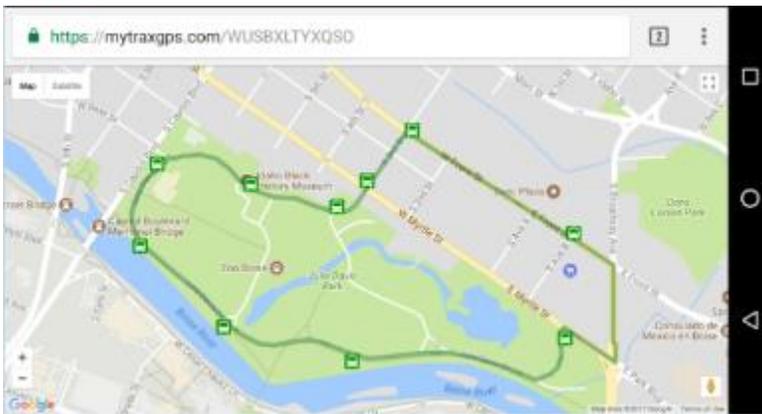


Someone with a mobile device who does not have the free MyTrax GPS app installed can also view the full-screen map on their mobile device by entering the URL or clicking on a link provided by you.

### Full-Screen Map View on Mobile Phone (Portrait view)



### Full-Screen Map View on Mobile Phone (Landscape view)



## Creating an Embedded Web Map View

Instead of a full-screen web map view, you may want to create **smaller maps that you can embed on an existing web page** – for example, your organization’s transportation department webpage. You can create multiple views of different sizes, based on your needs.

1. **Give your web map view a title** in the **‘Web Map View Title’** field. This title will not display when the map is embedded on a webpage, but it will display if someone uses the ‘Direct Link URL’ to view the map.
2. In the **‘Display Full Screen?’** field, select **‘No’**.
3. In the **‘Map Width’** field, enter the width, in pixels, that you would like your map view to have.
4. In the **‘Map Height’** field, enter the height, in pixels, that you would like your map view to have.

If you do not know what size you need, ask your webmaster or web designer, or just play with different sizes until your map is the size you want for your page. This is very easy to edit, so you're not locking yourself into a choice here.

- Click the **'Submit'** button to save your map view.

### ➔ Add New Web Map View

➔ Web Map View Title: 1	<input type="text" value="Julia Davis Embedded Map 700x500"/>
➔ Display Full Screen?: 2	<input type="text" value="No"/>
➔ Map Width: 3	<input type="text" value="700"/> Pixels (Ignored if full screen)
➔ Map Height: 4	<input type="text" value="500"/> Pixels (Ignored if full screen)
	5 <input type="button" value="SUBMIT"/>

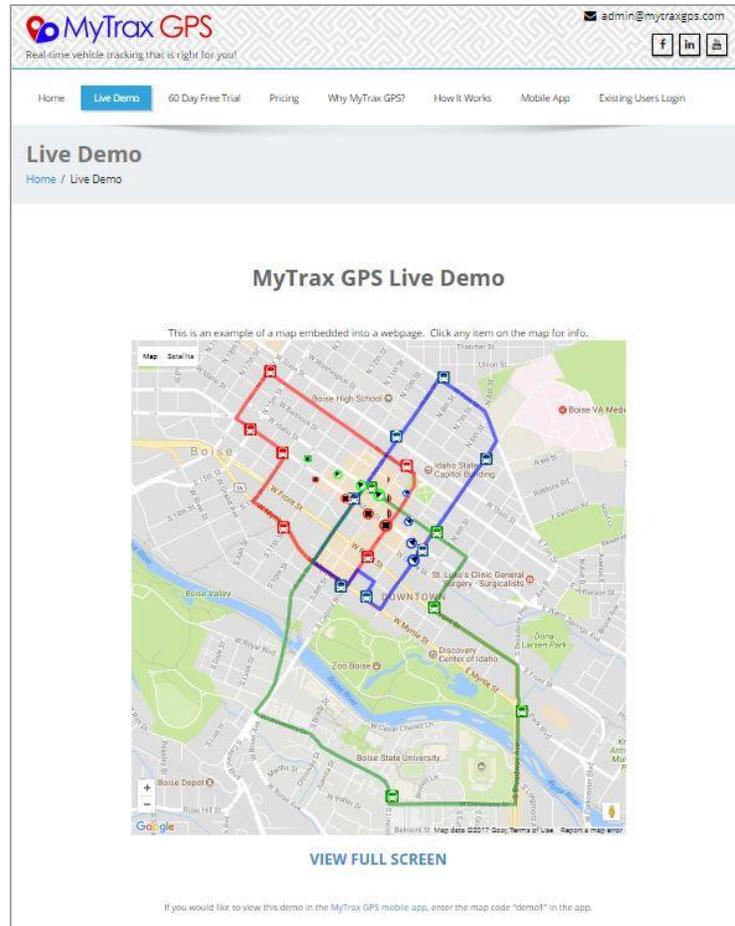
The page will refresh, and your newly created web map view will display under **'Currently Active Web Map Views'** with the **'HTML Embed Code'** provided, along with a unique 'Direct Link URL'.

#### Currently Active Web Map Views:

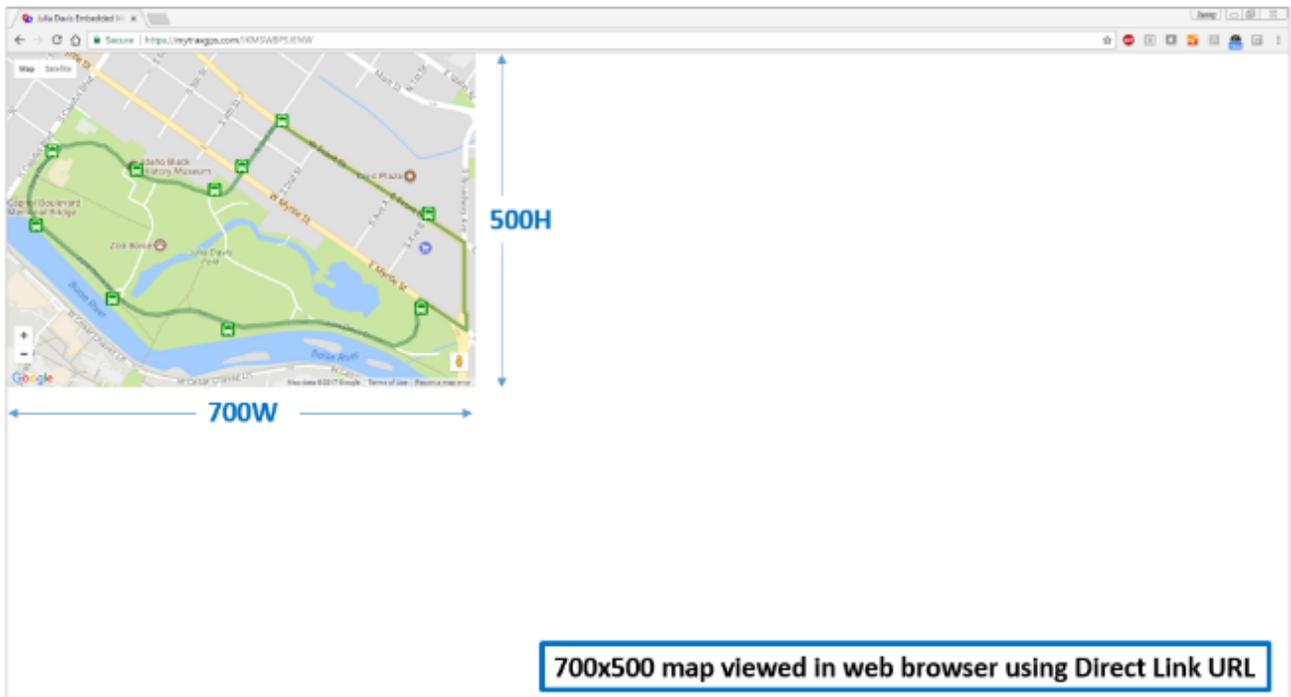
Title	Full Screen	Width	Height	Edit	➔ Link/Embed Code	Deactivate
Julia Davis Shuttle Map	Yes	Full	Full		Direct Link URL: <input type="text" value="https://mytraxgps.com/WUSBXLTXYQSO"/>	✗
<b>Julia Davis Embedded Map 700x500</b>	No	700	500		Direct Link URL: <input type="text" value="https://mytraxgps.com/JKMSWBPSJENW"/> HTML Embed Code: <pre>&lt;iframe src="https://mytraxgps.com/JKMSWBPSJENW" width="700" height="500"&gt;&lt;/iframe&gt;</pre>	✗

Your webmaster or web designer can **use the HTML embed code to embed your map onto an existing web page**. You may need to create more than one web map view, each with a different size, based on the space available on the pages you want to embed them on.

An example of an **embedded web map** can be seen on the Live Demo page of the MyTraxGPS.com website:



You can also use the **Direct Link URL** provided to link users directly to the map. Instead of a full-screen map, they will see a map in the size you have designated.



## Editing an Existing Map View

Editing a map view is very easy. You can edit the title and size of an existing map view – just follow these simple steps:

- Under ‘Currently Active Web Map Views’, **click on the Edit icon** next to the map view you wish to edit. This will activate the fields for editing.

Currently Active Web Map Views:

Title	Full Screen	Width	Height	Edit	Link/Embed Code	Deactivate
Julia Davis Shuttle Map	Yes	Full	Full		<b>Direct Link URL:</b> <input type="text" value="https://mytraxgps.com/WUSBXLYXQSO"/>	
Julia Davis Embedded Map 700x500	No	700	500		<b>Direct Link URL:</b> <input type="text" value="https://mytraxgps.com/JKMSWBPSJENW"/> <b>HTML Embed Code:</b> <input type="text" value="&lt;iframe src='https://mytraxgps.com/JKMSWBPSJENW' width='700' height='500'&gt;&lt;/iframe&gt;"/>	

- Make whatever updates you want to the ‘Title’, ‘Full Screen’, ‘Width’, or ‘Height’ fields. (The URL and embed code cannot be edited.)

Currently Active Web Map Views:

Title	Full Screen	Width	Height	Accept	Edit	Link/Embed Code	Deactivate
Julia Davis Shuttle Map	Yes	Full	Full			<b>Direct Link URL:</b> <input type="text" value="https://mytraxgps.com/WUSBXLYXQSO"/>	
Julia Davis Embedded Map 700x500	No	700	500			<b>Direct Link URL:</b> <input type="text" value="https://mytraxgps.com/JKMSWBPSJENW"/> <b>HTML Embed Code:</b> <input type="text" value="&lt;iframe src='https://mytraxgps.com/JKMSWBPSJENW' width='700' height='500'&gt;&lt;/iframe&gt;"/>	

- Click on the **green check mark** in the ‘Accept’ column to save your changes.

To cancel without making any updates, **click on the  symbol.**

## Deactivating an Existing Web Map View

If you no longer have use for a particular map view, or if you want to temporarily remove it, you can deactivate it in one quick step. Under ‘Currently Active Web Map Views’, **click on the red ‘X’** next to the tracker you want to deactivate.

Currently Active Web Map Views:

Title	Full Screen	Width	Height	Edit	Link/Embed Code	Deactivate
Julia Davis Shuttle Map	Yes	Full	Full		<b>Direct Link URL:</b> <input type="text" value="https://mytraxgps.com/WUSBXLYXQSO"/>	
Julia Davis Embedded Map 700x500	No	700	500		<b>Direct Link URL:</b> <input type="text" value="https://mytraxgps.com/JKMSWBPSJENW"/> <b>HTML Embed Code:</b> <input type="text" value="&lt;iframe src='https://mytraxgps.com/JKMSWBPSJENW' width='700' height='500'&gt;&lt;/iframe&gt;"/>	 

The page will refresh, and that map view will no longer appear in the list of Currently Active Web Map Views.

**Note:** After you deactivate a map view, **users will no longer be able to access it using the Direct Link URL.** If they try to access the URL, they will receive a 404 error and the map will not load. **If the map is embedded on a page, it will no longer display.**

**Don't worry, you are not deleting the map forever.** You will be able to reactivate the map if you need it again in the future. (See steps in next section.)

## Reactivating an Inactive Web Map View

If you need to reactivate a map view you previously deactivated, follow these easy steps:

1. On the **'Web Map Views'** page, click on **'Display Inactive Web Map Views'** at the bottom of the page. A list of inactive maps will display.

### Currently Active Web Map Views:

Title	Full Screen	Width	Height	Edit	Link/Embed Code	Deactivate
Julia Davis Shuttle Map	Yes	Full	Full		<b>Direct Link URL:</b> <input type="text" value="https://mytraxgps.com/WUSBXLYXQSO"/>	<b>X</b>

### Display Inactive Web Map Views

2. Click on the green check mark next to the map view you would like to reactivate.

### Hide Inactive Web Map Views

Title	Full Screen	Width	Height	Reactivate
Julia Davis Embedded Map 700x500	No	700	500	

3. That map will reappear in the list of **Currently Active Web Map Views**, and the **Direct Link URL and HTML Embed Code will once again work.**

### Currently Active Web Map Views:

Title	Full Screen	Width	Height	Edit	Link/Embed Code	Deactivate
Julia Davis Shuttle Map	Yes	Full	Full		<b>Direct Link URL:</b> <input type="text" value="https://mytraxgps.com/WUSBXLYXQSO"/>	<b>X</b>
<b>Julia Davis Embedded Map 700x500</b>	No	700	500		<b>Direct Link URL:</b> <input type="text" value="https://mytraxgps.com/JKMSWBPSJENW"/> <b>HTML Embed Code:</b> <input type="text" value="&lt;iframe src='https://mytraxgps.com/JKMSWBPSJENW' width='700' height='500'&gt;&lt;/iframe&gt;"/>	<b>X</b>

# Creating New User Accounts

With MyTrax GPS, you will have control over who has access to control various aspects of your account setup, maps, and features. Each user can be assigned different levels of permissions based on your needs. In this section, you'll learn how to add and manage user accounts.

To manage your administrative users, click on **'Users'** under 'Settings' in the left-hand menu.

- Settings
- User Profile
- Core Settings
- Users**

The user list will already display the name of your account's primary user. The primary user was designated when your company first registered its account. This user is the 'master' user – this user account can never be deleted, and will always have full permissions in the system.

**?** Add New User

**Primary User**      **Currently Active Users:**

User Name	Email	Last Login	Edit	Deactivate
Fred Rubble	fred@gmail.com	3/7/17 3:22 pm	?	

## Adding a New User

You may want more than just the primary user to have administrative access to your company's account. Adding new users and setting their permissions is easy.

1. Click on **'Add New User'** at the top of the screen.



A dialogue will open up with several fields to fill in the user information and permission settings.

<b>?</b> User Name:	<input type="text"/>
<b>?</b> User Email:	<input type="text"/>
<b>?</b> Permission to Add/Edit Users:	No ▾
<b>?</b> Permission to Run Reports:	No ▾
<b>?</b> Permission to Change Core Settings:	No ▾
<b>?</b> Permission to Manipulate Map Features:	No ▾
<b>?</b> Permission to Add/Edit Trackers:	No ▾
<b>?</b> Permission to Manage Payments and Financial Info:	No ▾
	<b>SUBMIT</b>

2. **Enter the new user's name in the 'User Name' field.**  
This should be the person's actual name, not a made-up login name or alias. They will have an opportunity to set their login name and password in a later step.
3. **Enter the new user's email address in the 'User Email' field.**  
This MUST be a valid email address, because the user will be required to validate their email address to gain access to the account.
4. **'Permission to Add/Edit Users':** Choose 'Yes' or 'No'.  
This allows the user to create new users, edit user permissions, and deactivate users. We recommend giving this permission only to your top-level administrators.
5. **'Permission to Run Reports':** Choose 'Yes' or 'No'.  
This allows the user to view and export reports.
6. **'Permission to Change Core Settings':** Choose 'Yes' or 'No'.  
This allows the user to modify core settings like your default map settings, tracker settings, and notifications. We recommend giving this permission only to your top-level administrators.
7. **'Permission to Manipulate Map Features':** Choose 'Yes' or 'No'.  
This allows the user to modify map routes/lines, map markers, and web map views.
8. **'Permission to Add/Edit Trackers':** Choose 'Yes' or 'No'.  
This allows the user to add, edit, and deactivate trackers.
9. **'Permission to Manage Payments and Financial Info':** Choose 'Yes' or 'No'.  
This allows the user to submit payments for MyTrax GPS services on your company's behalf and to view past payment activity.
10. Click on **'Submit'** to save your selections and create the new user account. The page will refresh, and the new user will be listed under **'Currently Active Users'**.

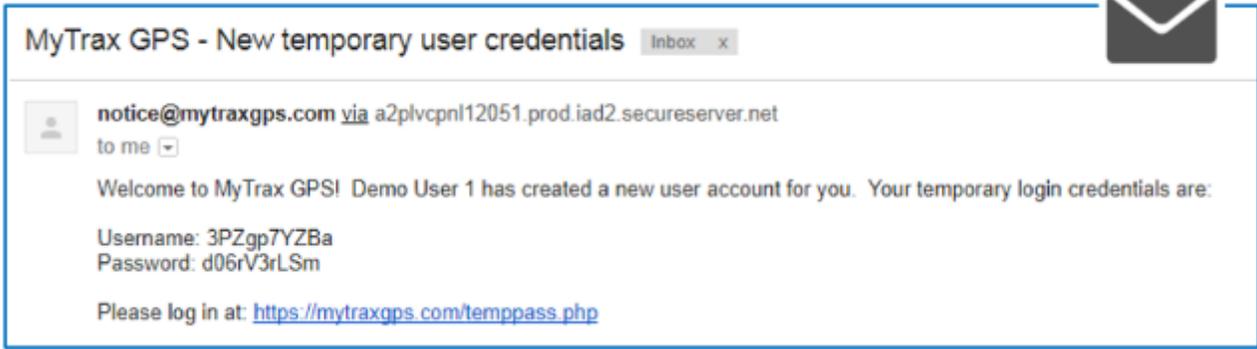
New User
Currently Active Users:

User Name	Email	Last Login	Edit	Deactivate
Dwight Scott	dwight@gmail.com	4/6/17 8:03 am		<span style="color: red; font-size: 1.5em;">✗</span>
Fred Rubble	fred@gmail.com	3/7/17 3:22 pm		

There is no limit to how many users you can have on your company's account.

### New User Verification

When a new user is created on your company's account, the **system will send an email** to the user's email account. That email will provide the new user a **temporary username and password**.

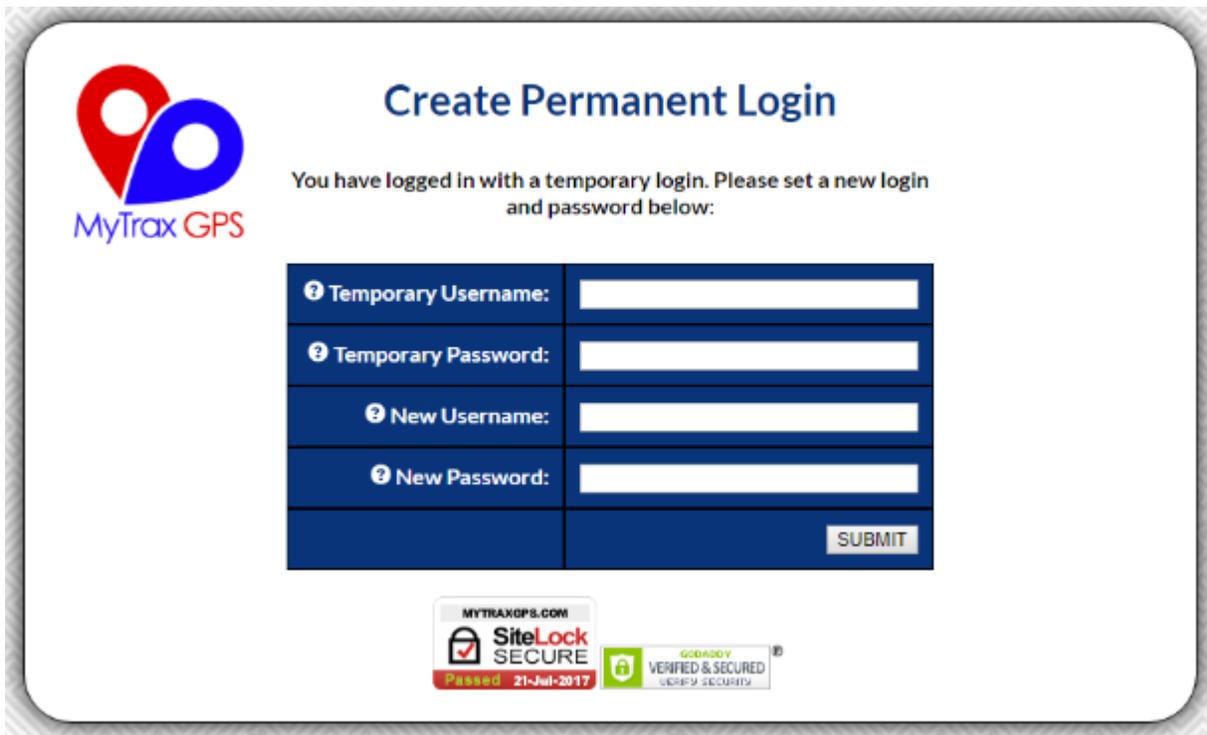


The new user will have to set a new username and password. To do this, they should follow these steps:

1. **Click on the link in the email** or copy and paste the URL into a web browser address bar.

Please log in at: <https://mytraxgps.com/temppass.php>

They will be taken to this page:



2. In the first two fields, enter the **Temporary Username** and **Temporary Password** that were provided in the system-generated email.
3. Enter a **New Username**. This can be anything you want, except the temporary password you were given or a username already being used by someone else.
4. Enter a **New Password**. This can be anything you want.
5. Click on the **'Submit'** button.

The new user will then be taken to a page where they must review and then **accept Terms and Conditions** by clicking the **'Agree'** button.

They will then be logged in to your company's MyTrax GPS administrative account.

## Editing Users and Permissions

You might find that people's roles and responsibilities change, or you might just want to do things a little bit differently. Those with the right level of access will always be able to edit users and their permissions by following the steps below:

1. Under '**Currently Active Users**', click on the '**Edit**' icon next to the name of the user whose account you wish to update.

### Currently Active Users:

User Name	Email	Last Login	Edit	Deactivate
Dwight Scott	dwight@gmail.com	4/6/17 8:03 am		
Fred Rubble	fred@gmail.com	3/7/17 3:22 pm		

This will activate that user's record for editing.

2. Edit the user's username, email, and permissions settings as needed.

### Edit User Dwight Scott:

User Name:	<input type="text" value="Dwight Scott"/>
User Email:	<input type="text" value="dwight@gmail.com"/>
Permission to Add/Edit Users:	<input type="text" value="Yes"/>
Permission to Run Reports:	<input type="text" value="Yes"/>
Permission to Change Core Settings:	<input type="text" value="Yes"/>
Permission to Manipulate Map Features:	<input type="text" value="Yes"/>
Permission to Add/Edit Trackers:	<input type="text" value="Yes"/>
Permission to Manage Payments and Financial Info:	<input type="text" value="Yes"/>
 Reset Password:	<input type="text" value="No"/>
<input type="button" value="CANCEL"/> <input type="button" value="SUBMIT"/>	

3. If the user needs their password reset, select 'Yes' next to '**Reset Password**'. This will generate a new temporary username and password and send an email to them to set up their new login credentials.

**Note:** You will not be able to create a new username and login for the user. They will do this when they follow the link in the email they receive – very similar to the process when they were first registered.

4. Click on '**Submit**' to save the changes. To cancel without saving any changes, click on the 'Cancel' button.

## Deactivating a User

If a user leaves your organization, or if you want to deactivate their account for any reason, you can do so quite easily. Under '**Currently Active Users**', click on the red '**X**' next to the user you want to deactivate.

### Currently Active Users:

User Name	Email	Last Login	Edit	Deactivate
Dwight Scott	dwright@gmail.com	4/6/17 8:03 am		
Fred Rubble	fred@gmail.com	3/7/17 3:22 pm		

The page will refresh, and that user will no longer appear in the list of Currently Active Users. **This user will no longer have any administrative access to your company’s account.**

**Don’t worry, you are not deleting the user forever.** You will be able to reactivate the user should you need to in the future. (See steps in next section.)

### Reactivating an Inactive User

If you need to reactivate a user you previously deactivated, follow these easy steps:

1. On the ‘Users’ page, click on ‘Display Inactive Users’ at the bottom of the page. A list of inactive users will display.

### Currently Active Users:

User Name	Email	Last Login	Edit	Deactivate
Fred Rubble	fred@gmail.com	3/7/17 3:22 pm		

 **Display Inactive Users**

2. Click on the green check mark next to the user you would like to reactivate.

### Hide Inactive Users

Name	Email	Last Login	Reactivate
Dwight Scott	dwright@gmail.com	4/6/17	

3. That user will reappear in the list of **Currently Active Users**, and **they will once again be able to login and access your company’s administrative account.**

### Currently Active Users:

User Name	Email	Last Login	Edit	Deactivate
Dwight Scott	dwright@gmail.com	4/6/17 8:03 am		
Fred Rubble	fred@gmail.com	3/7/17 3:22 pm		

## Registering Your Payment Info

You will only be charged each month only for the features and services you used in that month. Pricing is outlined in the chart below:

	0-1 GPS Tracker	2-10 GPS Trackers	11 or more GPS Trackers
No Text Messaging	\$35.00/mo	\$50.00/mo	\$50.00/mo + \$2 per tracker over 10
With Text Messaging	\$45.00/mo	\$60.00/mo	\$60.00/mo + \$2 per tracker over 10

### Billing Process Explained

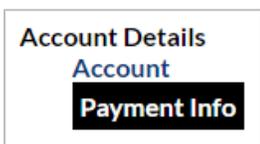
When you register your payment information, you will be **authorizing a recurring payment based on the maximum amount you anticipate needing** to spend for your monthly use. For example: if you anticipate you may work up to needing 50 active trackers, but you only have 10 right now, you should authorize your billing for 50 trackers, which would be \$200. If you only use 10 trackers, you will still only be billed for 10 trackers. In future months, if your use increases, you will be billed according to your increased use, but only up to the maximum amount you have pre-approved.

Note that if you only approve a certain amount, but your actual use in a given month exceeds that amount, the amount by which your pre-approved payment was short will be carried over onto your following month's bill. For example, if you only approve an automatic billing amount of \$50 (for up to 10 trackers), but you end up using 15 active trackers, your payment will be short by \$10, and you will have to make up that amount in your next payment. You will have to adjust your approved billing amount for the next month to cover that \$10 shortage, as well as to cover your total usage for that following month.

**It will be the easiest to manage if you accurately anticipate your usage for the month and set your maximum approved payment accordingly.**

### Setting Your Monthly Payment Info

To set up your payment and billing information, go to the **'Payment Info'** page under 'Account Details'.



At the top of the page, we will tell you the amount you will be billed based on your current settings. Again, if you anticipate your needs growing, we recommend that you pre-approve a payment amount based on the maximum use you expect to have in a month.

**③ Your monthly payment amount based upon current activity:  
\$50.00**

1. Select the amount that anticipate needing, based on your maximum expected usage.



2. Click on 'Sign up for Automatic Billing'. You will be taken to a PayPal page.
3. Fill in your billing and payment information. You will be able pay with a PayPal account or a credit card.

\* **You are NOT making a payment at this time.** You are pre-approving a maximum monthly amount to be billed on a recurring basis, based on your actual usage. Payments will actually be processed on or near the first of each month.

## How to Use Your Trackers

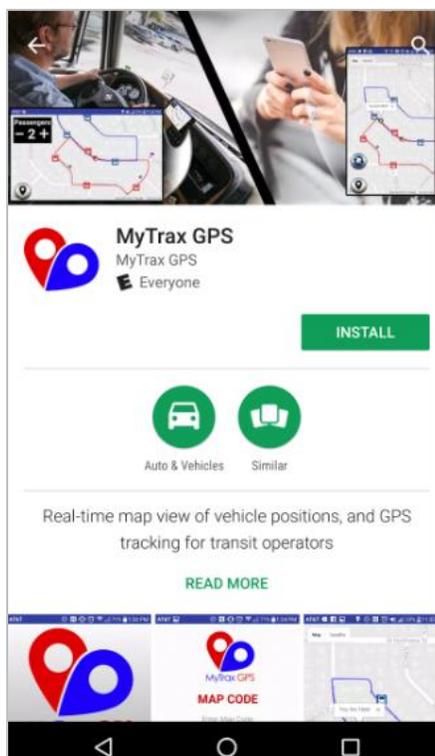
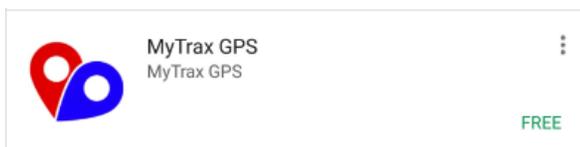
Now that you've got your maps, trackers, and admin settings all ready to go, you're ready to start tracking! It's very simple – we'll walk you through it below.

### Tracking Using the MyTrax GPS App

The most convenient way for your drivers to track their location is to use the MyTrax GPS Android mobile app. It's totally free to download.

#### Download the Free MyTrax GPS App

Each driver who will be live tracking their location using the app will have to go to the Google Play store and **install the free MyTrax GPS Android app on the mobile device they will be using for tracking.** Currently, MyTrax GPS only supports Android mobile devices, so any Android compatible smartphone or tablet will work. (We'll talk later about how they can track themselves if they do not have an Android mobile device.)



## Using the Tracker Number to Track Location

Remember those trackers you created? Here's where those **tracker numbers** come in. Each driver will use the tracker number for their designated route or area.

### Currently Active Trackers:

Display Name	Color	Edit	Tracker #	Tracking URL	Deactivate
Grub Shuttle	Red		7954285	<a href="https://mytraxgps.com/7954285">https://mytraxgps.com/7954285</a>	
Julia Davis Park Shuttle	Green		5540509	<a href="https://mytraxgps.com/5540509">https://mytraxgps.com/5540509</a>	

As a driver, when you're ready to start tracking your location, all you have to do is:

1. **Open the MyTrax GPS app** on your mobile device.
2. Click on **'Track My Location'**.

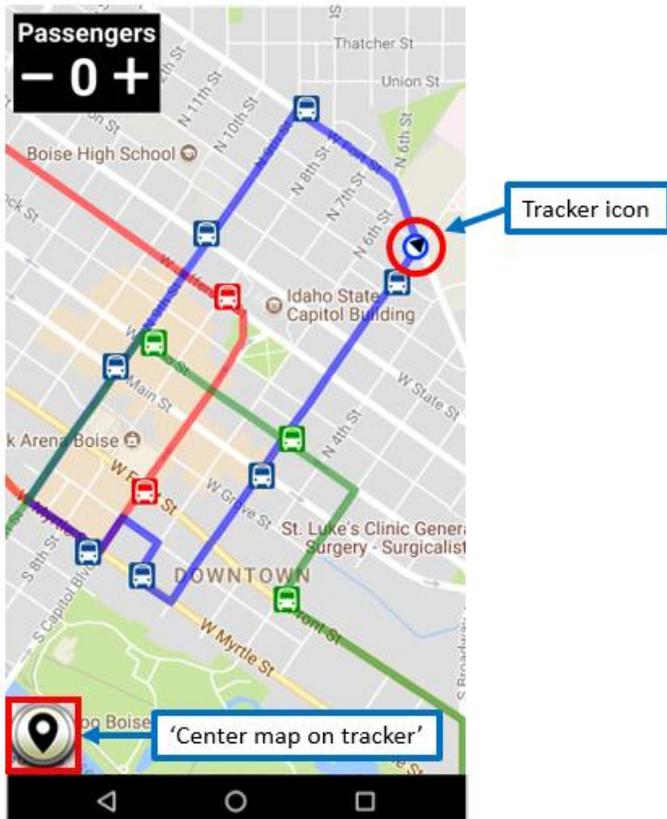


3. Enter the assigned **tracker number**.



4. Click **'Track Me!'**

The tracking map will appear on your mobile device with an icon representing your tracker's live location. If the 'Passenger Count' feature is enabled (in Core Settings), you will also see the passenger count feature on your screen. (The map can also be viewed in landscape mode by rotating the device.)



**'Center on Me'** - The pin icon in the lower left corner will place the tracker icon in the center of the map when pressed. Press it again to turn off 'center on me'.

To stop tracking, simply hit the **'back'** button on the device. You will be taken back to the MyTrax GPS app home screen.

### Tracking Using a Web Browser

If your driver doesn't have an Android mobile device, they will still be able to use a tracker to track their location (using a laptop or non-Android tablet or smartphone).

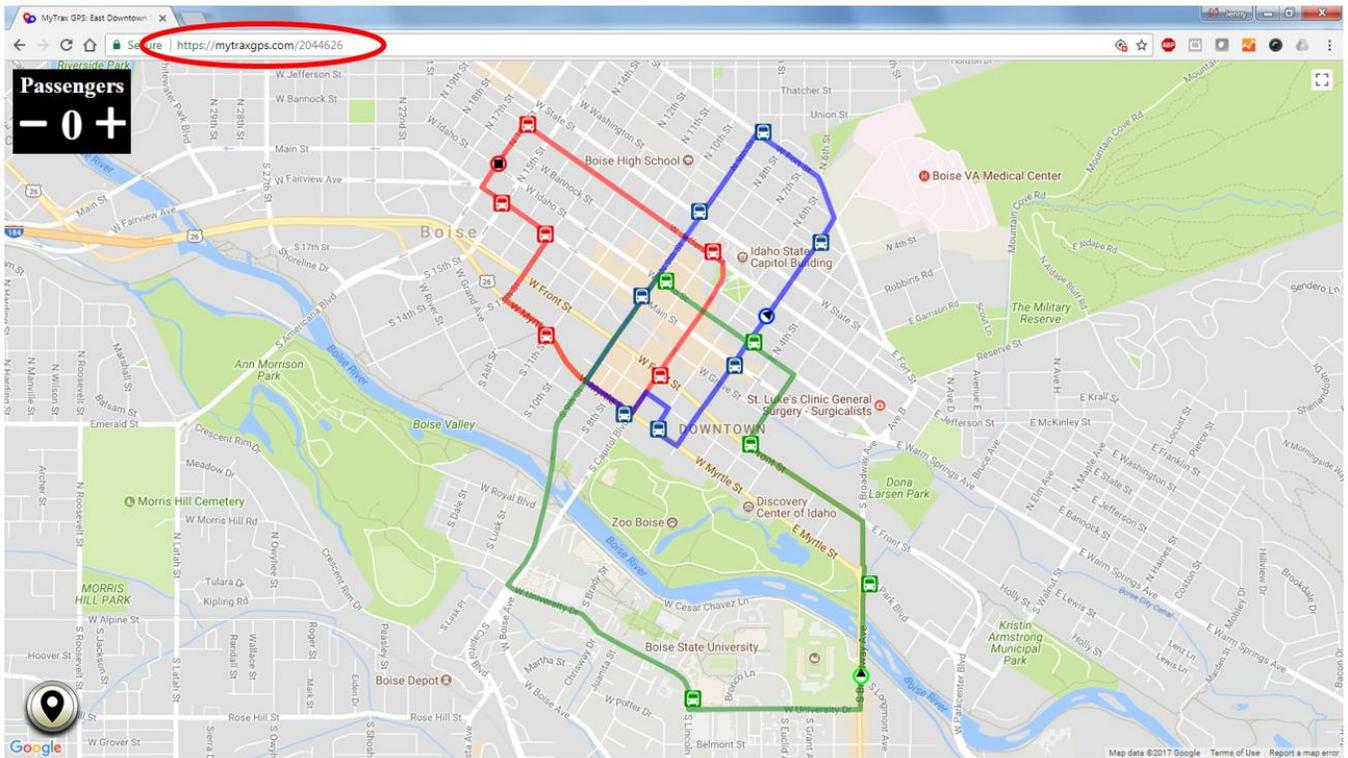
#### Using the Tracking URL to Track Location

When you created a tracker with a tracker number, a **tracking URL** was also created.

Currently Active Trackers:

Display Name	Color	Edit	Tracker #	Tracking URL	Deactivate
Grub Shuttle	Red		7954285	<a href="https://mytraxgps.com/7954285">https://mytraxgps.com/7954285</a>	
Julia Davis Park Shuttle	Green		5540509	<a href="https://mytraxgps.com/5540509">https://mytraxgps.com/5540509</a>	

Instead of using the MyTrax GPS app, the driver can simply enter their assigned tracking URL into their mobile web browser. Everything else about the interface will be the same.



To stop tracking, the driver would simply close the browser window.

## How Customers View Your Map to Track Your Vehicles

Your customers have a few options for viewing your maps to see real-time tracking of your vehicles. They can use the MyTrax GPS mobile app, use a mobile web browser, or simply view it on a computer using a regular web browser.

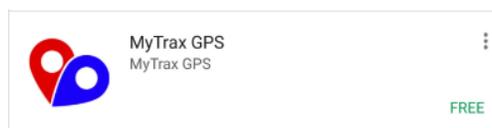
### Viewing Your Map Using the MyTrax GPS App

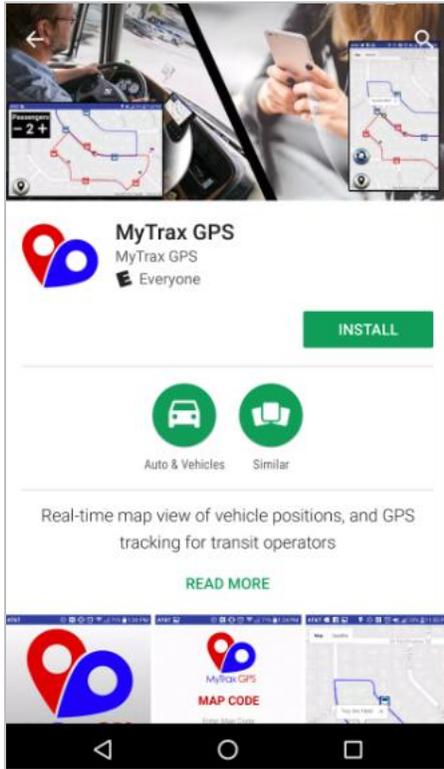
In addition to enabling your drivers to track and broadcast their location, the free MyTrax GPS app also gives your customers the ability to track your drivers' locations and movements in real time. They will be able to see how far a shuttle, bus, or other vehicle is from their location and where the nearest stop is. Here's how:

#### Download the Free MyTrax GPS App

To use the app to see your map and the location of your trackers, customers must go to the Google Play store and **install the free MyTrax GPS Android app on their mobile device**. You should provide instruction on your website and bus/shuttle stop signage for your customers to download the app to view your transportation service maps.

Currently, MyTrax GPS only supports Android mobile devices, so any Android compatible smartphone or tablet will work. (We'll talk later about how they can view your maps if they do not have an Android mobile device.)





## Using App Map Code to View Map and Trackers

In your Core Settings, you set up an **App Map Code**. This is the code your customers will use to view your map with your routes, markers, and trackers displayed.

APP MAP CODE	
App Map Code:	<input type="text" value="swiftshuttle"/>

You will want to **provide this code to your customers/users** on your website, shuttle/bus stop signage, and anywhere else they might be looking for your transportation service information.

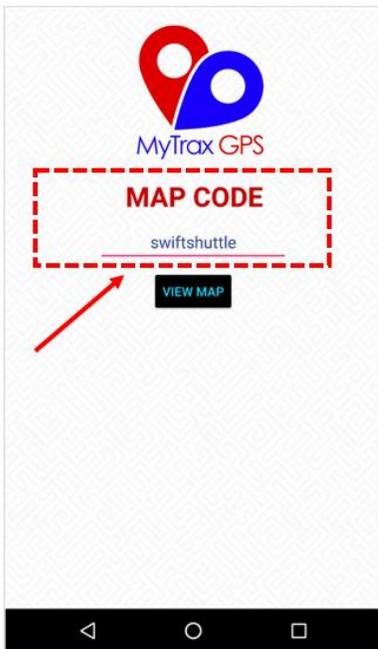


As a **customer**, you would take the following steps to view a map and its routes, markers, and trackers:

1. **Open the MyTrax GPS app** on your mobile device.
2. Click on **'View Live Tracking Map'**.



3. Enter the **Map Code** provided.

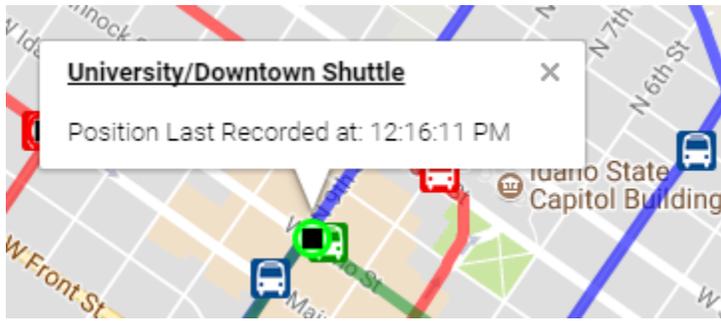


4. Click on **'View Map'**.

The app map will appear on your mobile device with the company's routes/lines, markers, and tracker icons. (The map can also be viewed in landscape mode by rotating the device.)



**Tracker Information:**



**Marker/Icon Information:**



- 6. Now, simply keep an eye on the vehicle you are waiting for to know where it is, what its progress is, and about how long it will be before it reaches you.

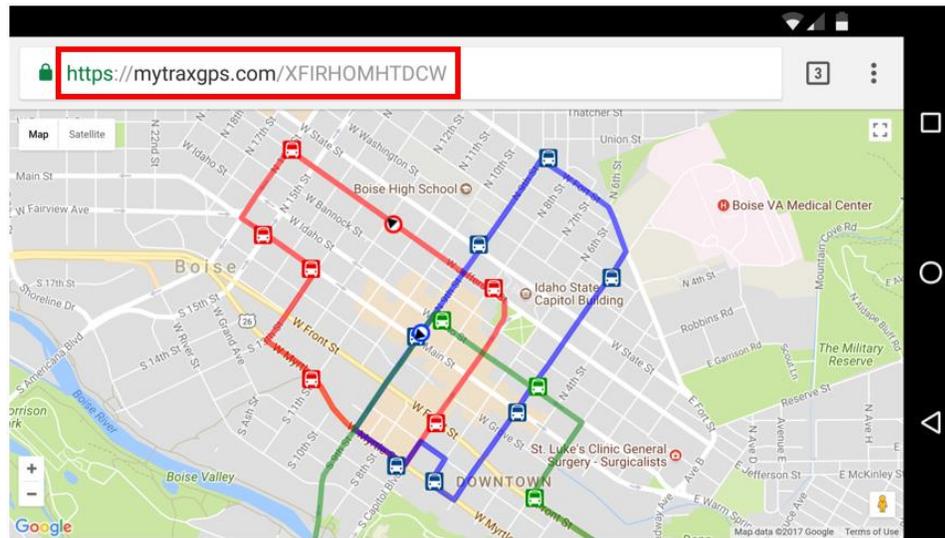
**Viewing Your Map Using the Web Link**

If a customer does not have an Android mobile device, they can still view your map in a web browser (on a mobile device or computer) using a link. In the 'Features' section of your admin panel, there's a 'Web Map Views' page where you can set up different sized map views to be used in a web browser, either as full-page maps or to be embedded on a web page. (Instructions on how to do this were covered in the 'Setting Up Your Web Map Views' section of this user guide.)

**Currently Active Web Map Views:**

Title	Full Screen	Width	Height	Edit	Link/Embed Code	Deactivate
Full Screen Downtown Map	Yes	Full	Full		<b>Direct Link URL:</b> <a href="https://mytraxgps.com/XFIRHOMHTDCW">https://mytraxgps.com/XFIRHOMHTDCW</a>	

Simply provide your customers with the web link to view your map, as an alternative to viewing it in the app. We recommend providing a full-screen map for customers to use when viewing from their mobile devices (those who cannot download the Android app).



**Note:** When using the web link to view your map, customers will not see the 'You Are Here', 'Center On Me', and 'Map Reset' icons.

You can also generate a **QR code** for the link, so customers won't have to manually type the URL into their web browser.



As mentioned previously, you can also use the web map views for the following:

- Embedding your map onto a web page (like your company's transportation information page)
- Displaying your map on a public monitor or kiosk
- For dispatchers or admins to track your vehicles on their computers

## Reporting & Notifications

You may find it useful to be able to review tracker data to look at things like:

- Whether your drivers are sticking to their routes
- Whether your drivers are staying under the speed limit you have designated
- Which stops tend to pick up the most passengers
- How many passengers were picked up in a given period
- How long it takes between stops
- How long it takes to complete a full run of a route

### Viewing Travel History

To view reports, click on '**Travel History**' under '**Reports**' in the left-hand menu.

#### Reports

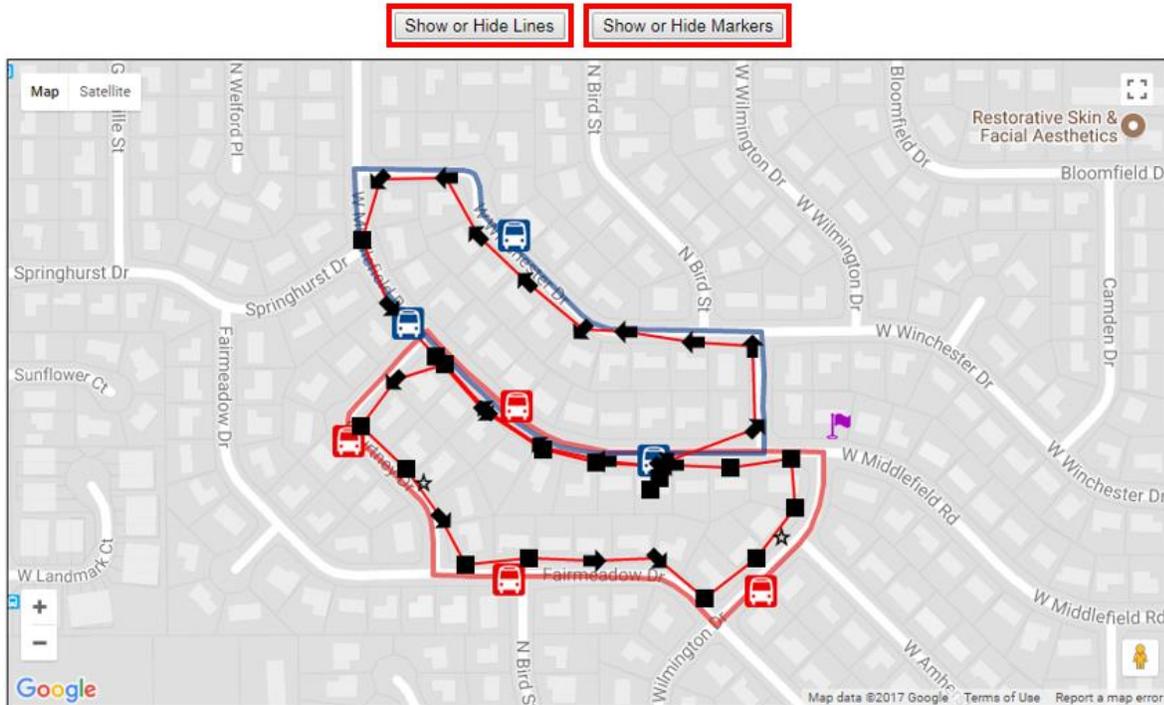
**Travel History**

This will take you to your Travel History Logs. From here, you can pull reporting for specific shuttles from specific dates.

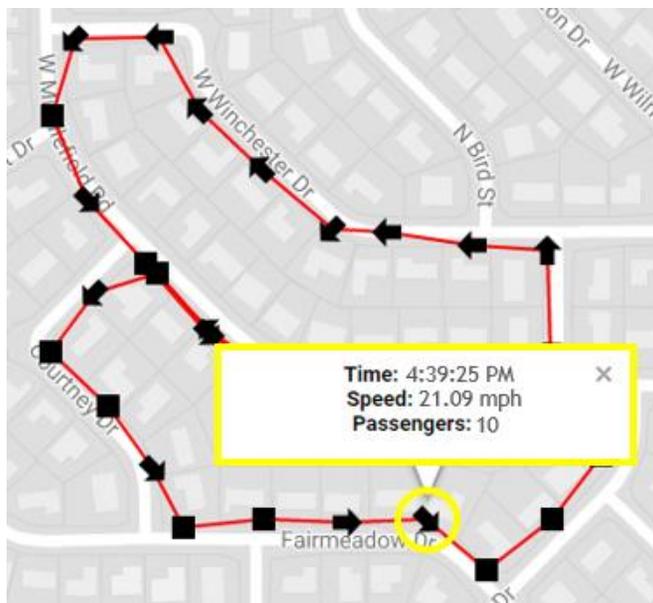
1. **Select the date** for which you would like to see a report. You will be presented a list of trackers that was active on that date.



You may also choose to see the map lines and/or markers on the map by clicking on the 'Show or Hide Lines' and 'Show or Hide Markers' buttons above the map.



If you click on a data point on the map, you will see a time stamp for when the tracker was at that location, the speed it was traveling, and how many passengers were on the vehicle at that time (if the optional passenger count feature is enabled and was in use).



If you have the optional passenger count feature enabled, the passenger count details will be displayed below the map. Each time the driver logged a passenger boarding or exiting the vehicle, that data will be logged with a timestamp, number of passengers added, number of passengers subtracted, and total number of passengers on the vehicle after those activities were logged.

## Passenger Count Activity

Starting Passenger Count: 0

Time	Passengers On	Passengers Off	Count After Activity
4:33:41 PM	2	1	1
4:36:33 PM	5	0	6
4:38:51 PM	7	3	10
4:41:19 PM	2	12	0

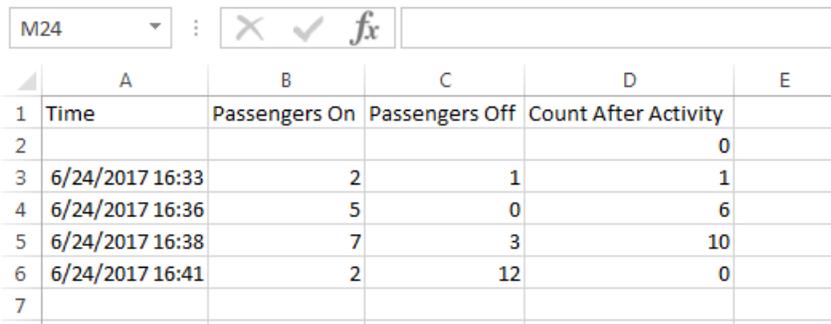
Using this data, you can see where the most passengers tend to get on the vehicle, where the most people tend to get off, and when your vehicle tends to be the most full. This can help inform where it might make sense to add or remove stops or even add or remove vehicles from a route.

### Exporting Passenger Count Reports

You can export passenger count data into a CSV spreadsheet format by clicking on the export icon next to 'Passenger Count Activity'.



You can open this report in Microsoft Excel, where you can compile and analyze the data for your purposes.



	A	B	C	D	E
1	Time	Passengers On	Passengers Off	Count After Activity	
2				0	
3	6/24/2017 16:33	2	1	1	
4	6/24/2017 16:36	5	0	6	
5	6/24/2017 16:38	7	3	10	
6	6/24/2017 16:41	2	12	0	
7					

### Receiving Notifications

As mentioned in the section on [Core Settings](#), MyTrax GPS offers the service of sending **email or text notifications** if your driver exceeds a certain speed limit that you designate.

In your Core Settings, you can:

- Turn on text and/or email notifications
- Set a speed limit that will trigger an alert to be sent if a driver exceeds it
- Set an alert interval (how frequently you want MyTrax GPS to note the driver's speed and send an alert if they are exceeding the limit you have set)

For example, if you have set the alert speed limit to 25mph, and the alert interval to 5 minutes, MyTrax GPS will check the driver's speed every 5 minutes, and if they are exceeding the limit, you will receive an

**Email notification** like this:



Or a **Text notification** like this:

