

# RECONO GPS

## Mobile App User Manual

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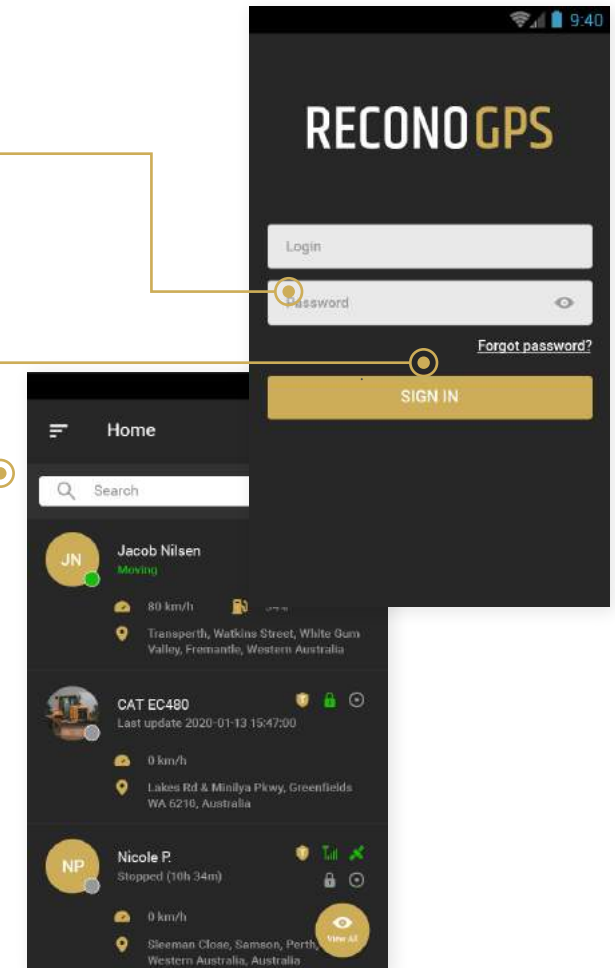
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# Login to Your Mobile App

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Login to the app to access tracking and alarms on the go:

1. Enter your username or email into the Login box and your password into the **Password box**;
2. Select **Login** to enter your account;
3. Upon entering your account your **Assets** will be displayed on the home screen.



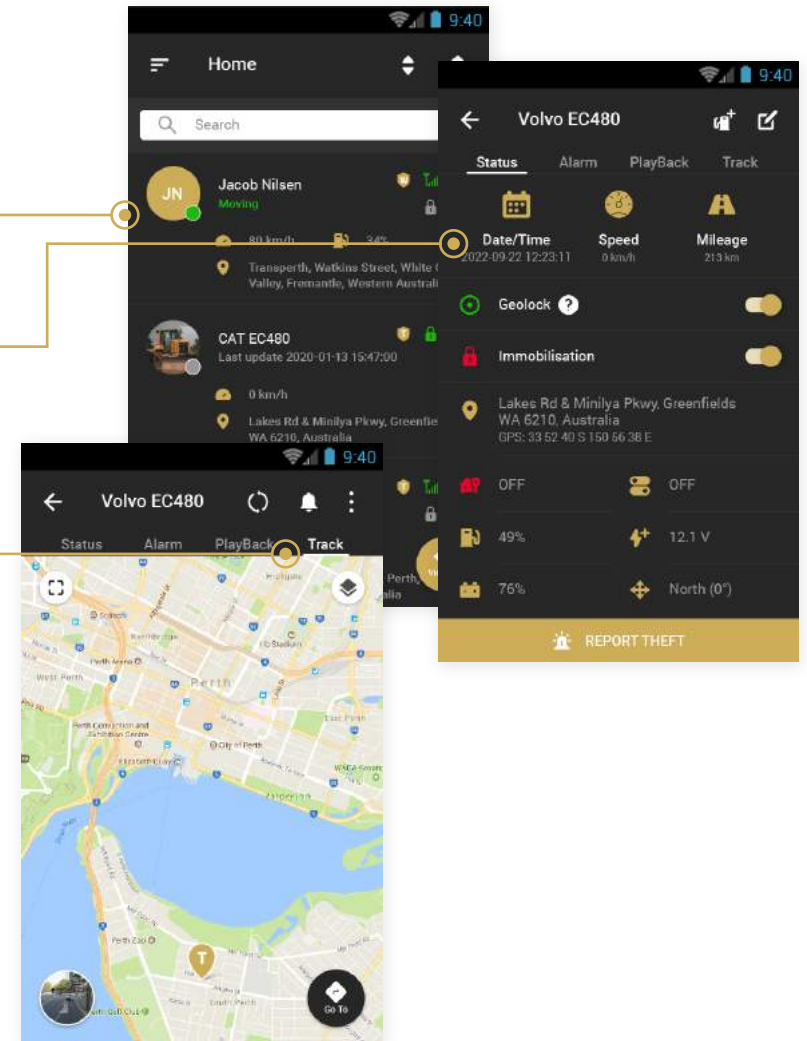
## Hint:

We strongly recommend you modify the default password for maximum account security.

# Asset Live Location and Update Information

Live track the location and information of your assets for up to date information:

1. Select the **Asset name**;
2. **The Status page** will provide the up to date information for the desired asset;
3. Select the **Track** option to view the location on a **Map**.



## Hint:

**Need directions?** Click on the GO TO option on the tracking page to access your mapping software.

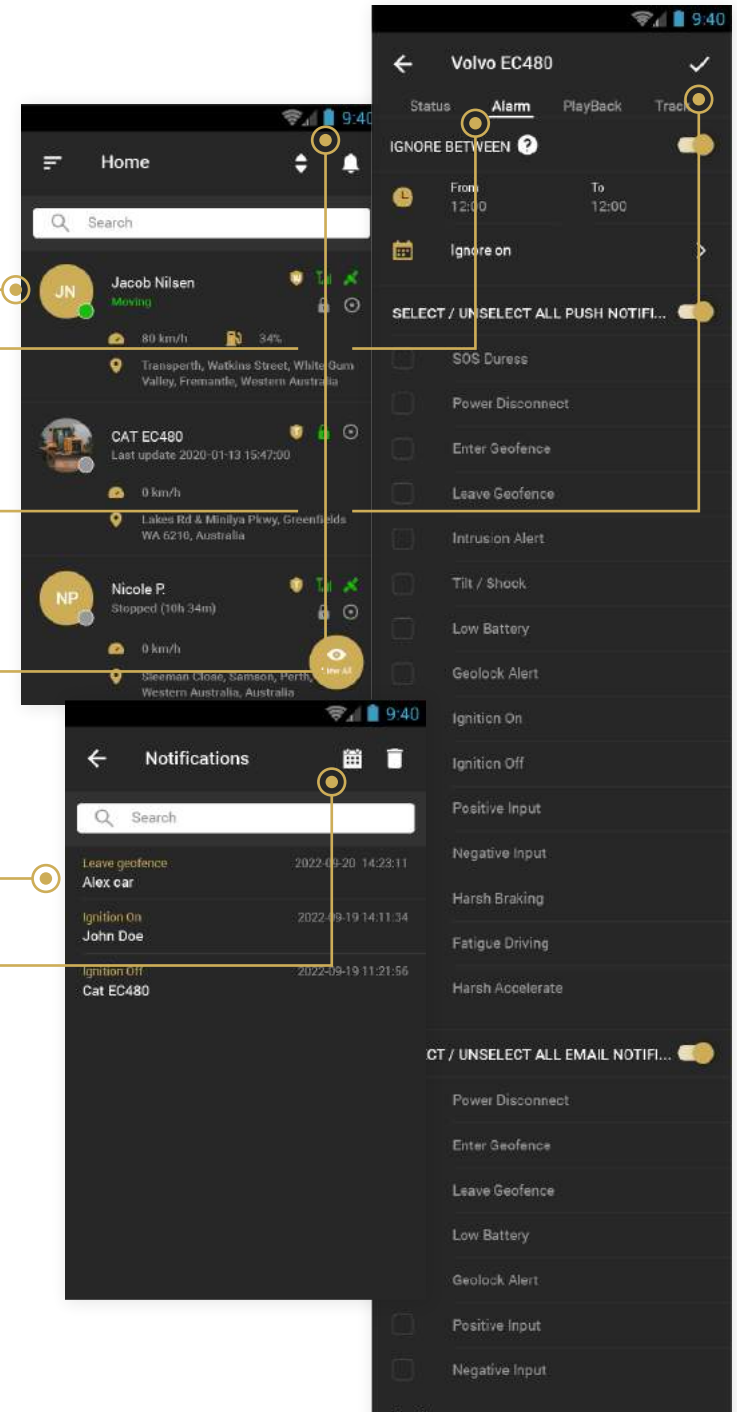
# Setting Alarm Notifications – Individual Assets

Setting alarms into only provides additional security but also a great way to track the usage of your asset:

1. **Select** the asset your wish to set the alarm for;
2. Select the **Alarm tab**;
3. In the list of alarm **Select** the desired alarms you wish to receive. There are 2 lists for push notifications to your smartphone and email. Select the **Apply icon** to save the changes;
4. During an alarm you will receive a Push notification, either click the notification to display the information or enter the App and select the **Bell icon**;
5. This will display the notifications from the asset, **Select** the notification you wish to review;
6. To view the notification history, click on the **Calendar icon**.

## Hint:

The function **view notification history** is available only for Live and Watch assets.



# Setting Alarm Notifications – Multiple Assets

Setting alarms for a fleet has never been easier:

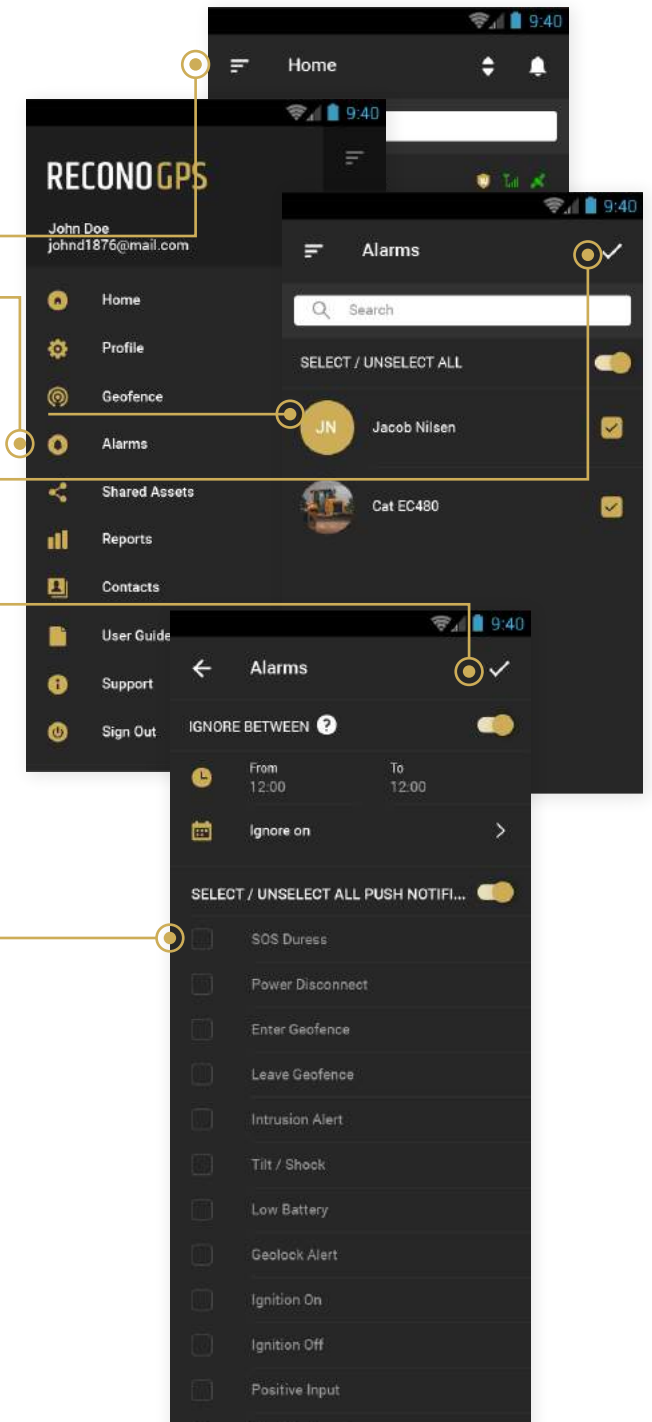
1. Select the **Menu icon**; ○
2. Select the **Alarms tab**; ○
3. Select the **Assets** you wish for the alarm to apply to; ○
4. Select the **Tick** to move forward; ○
5. Select the **Applicable alarms**; ○
6. Select the **Tick** to Save the alarms. ○

## Hint:

**Not receiving audible and visual alarm notifications?** Check the bellow settings:

- Alarms are selected and turned on
- Your settings permissions for the app are turned on – this includes banners, storage and sound notifications
- Your mobile data is active.

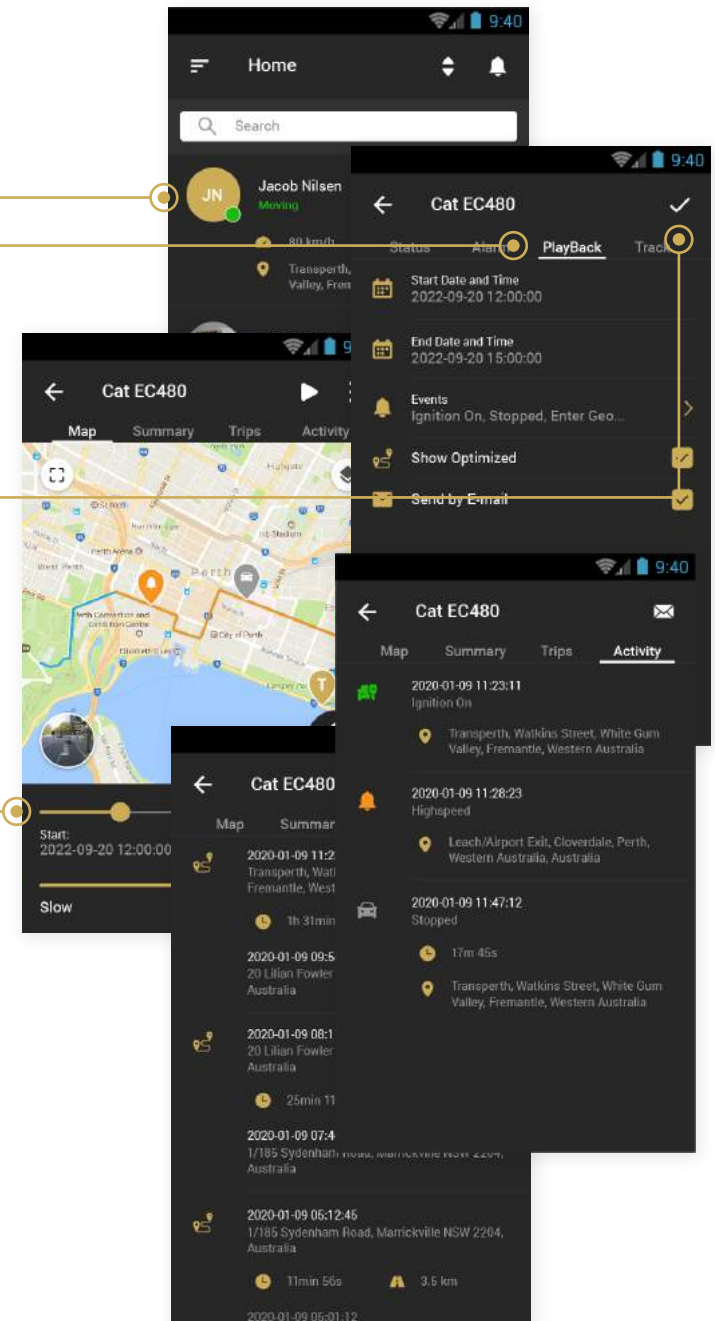
**Want to see your alarm log?** Select the BELL icon in the top right hand corner to view all of the saved alarms. Please note if you “swipe” the alarm off the notification screen it will not save.



# Completing a Playback

The Playback will show you the assets route, speeds, stops and statistical information:

1. **Select** the asset for which you want to view the Playback;
2. Select the **Playback** tab;
3. Set the **Start** and **End date** and times; Click the **Apply** icon;
4. The recorded route will display on a **Map**. This will allow you to **Toggle** the desired time and and playback speed;



## Hint:

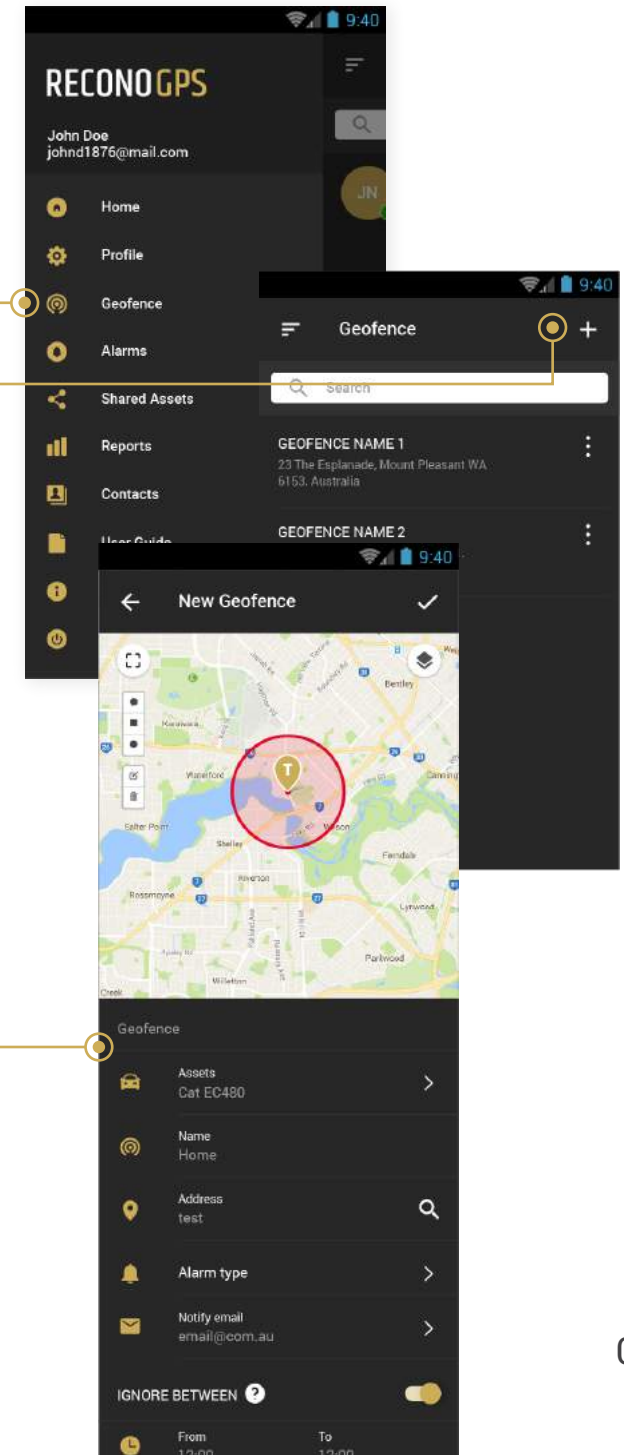
In the tabs: **Summary**, **Trips** and **Activity** you can view more detailed information about trips and events.

The longer the playback the more time it may take to download the data. Access up to 30 days of playback data in one report on the **WEBSITE** login.

# Setting Geofence

Geofences are a great way to log and receive notifications when an asset enters or leaves a designated area:

1. On the Menu screen, select **Geofence**;
2. In the screen that appears, select the **Plus (create) icon**;
3. The Geofence will display on a Map. Add the **Necessary** information and set the geofence **Radius**.



## Hint:

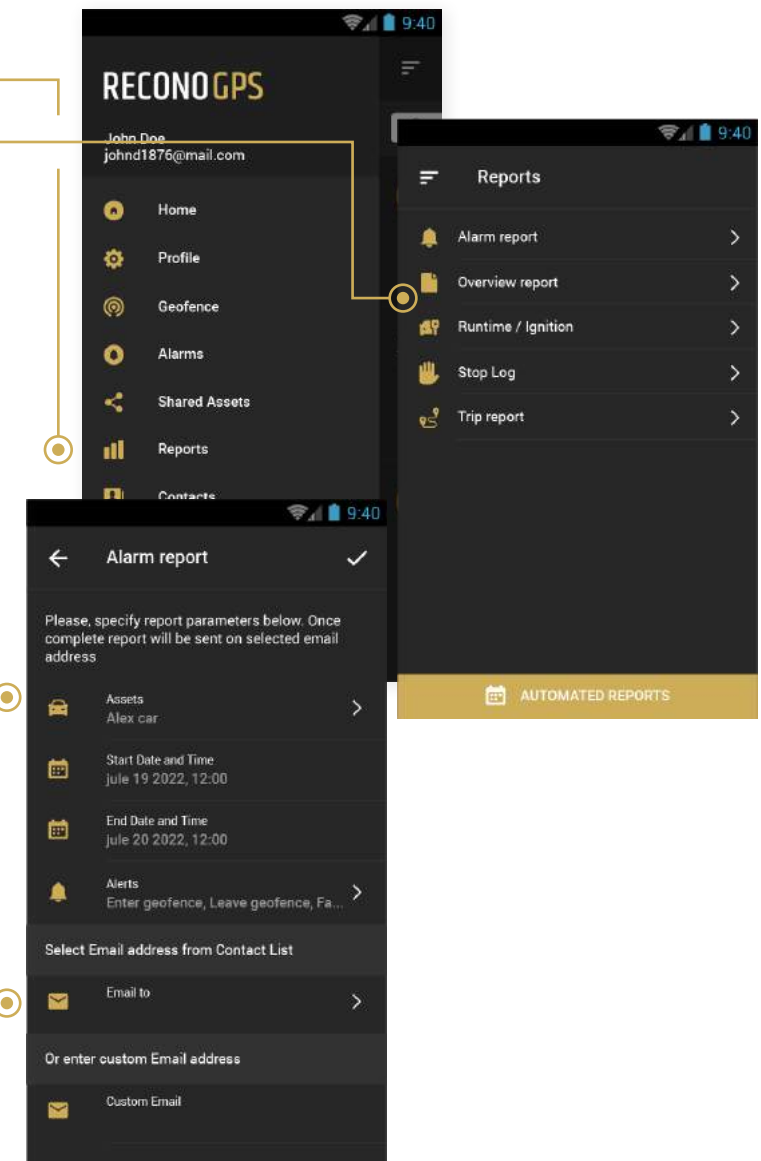
Want to quickly secure a GEOFENCE around your assets current position? Click the GEOLOCK option on the assets STATUS page.



# Create Report

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1. On the Menu screen, select **Reports**;
2. Choose from the list which **Report** you want to generate;
3. **Select** the desired parameters and enter the data;
4. A report will be sent to the specified Emails.



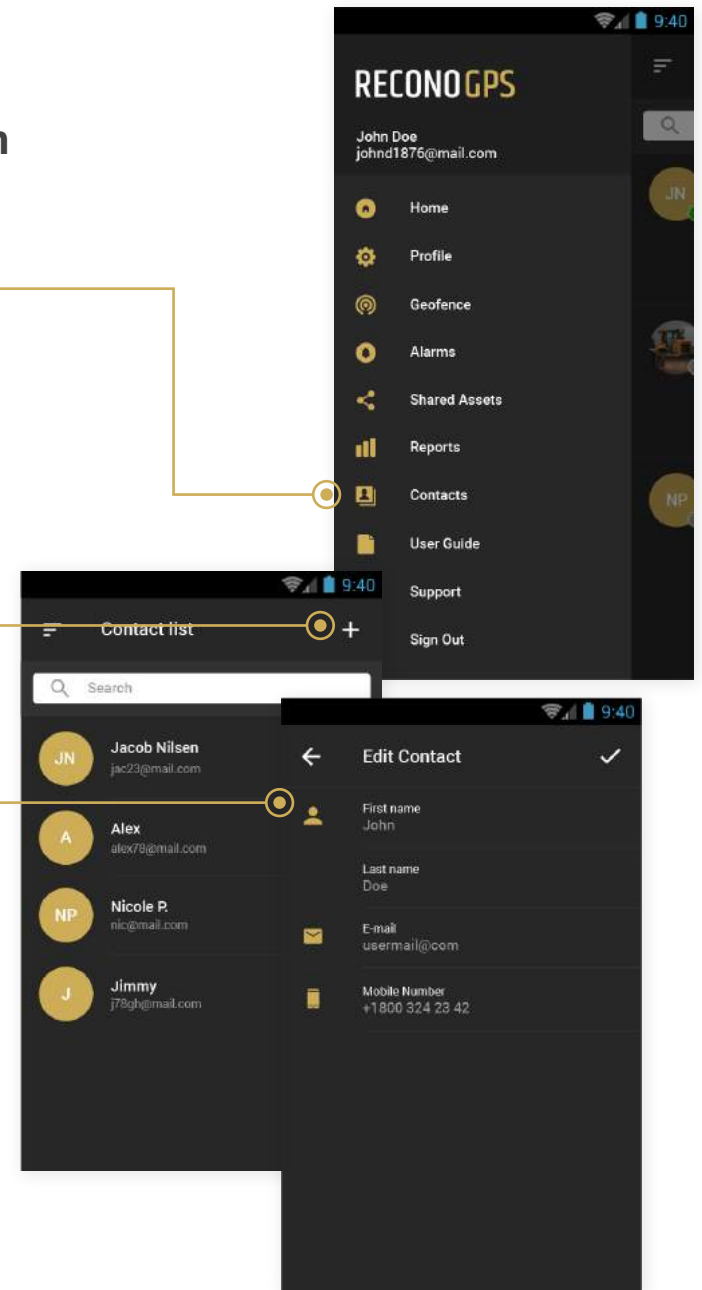
## Hint:

If you want to learn how to add contacts, see the next section **Adding contacts to the contact list.**

# Adding Contacts To The Contact List

When creating reports, for faster and more convenient sending, you can create a list of contacts to which reports will subsequently be sent.

1. On the Menu screen, select **Contacts**;
2. Click **Add icon** to create new contact;
3. **Enter the data.**

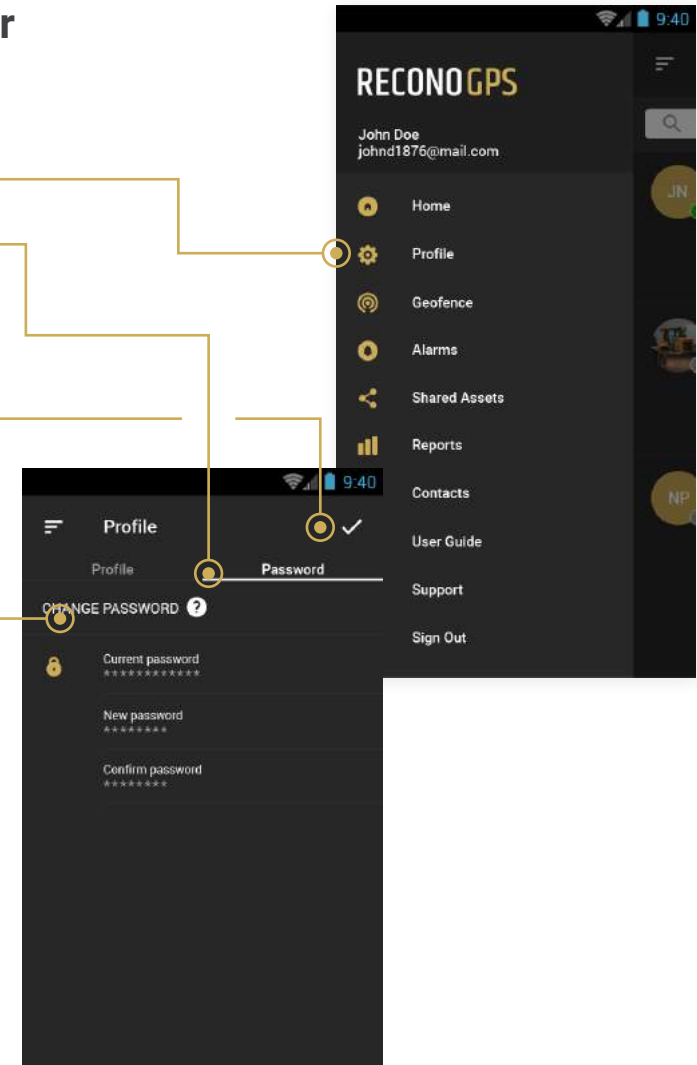


# Change Password

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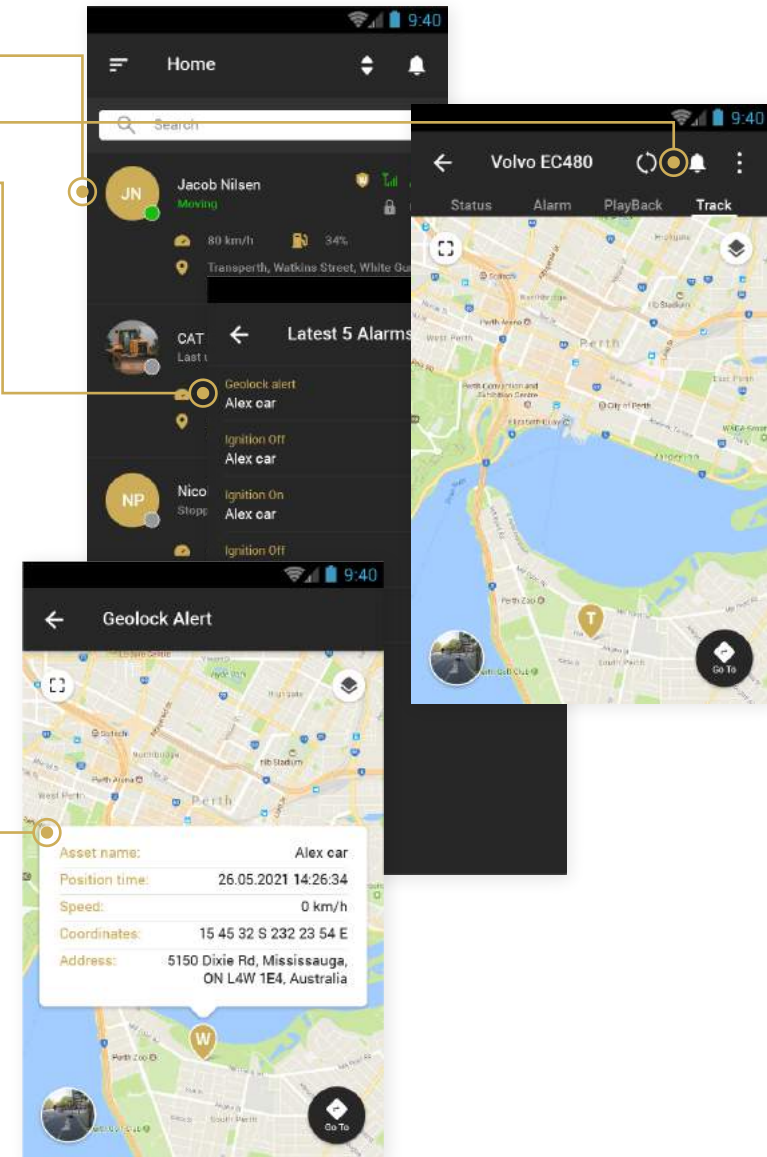
To ensure maximum account security we recommend changing your default password:

1. On the Menu screen, select the **Profile**;
2. Select the **Password tab**;
3. Enter your **Current password**;
4. Enter your **New password** into the password and confirm password sections. Click the **Apply icon**.



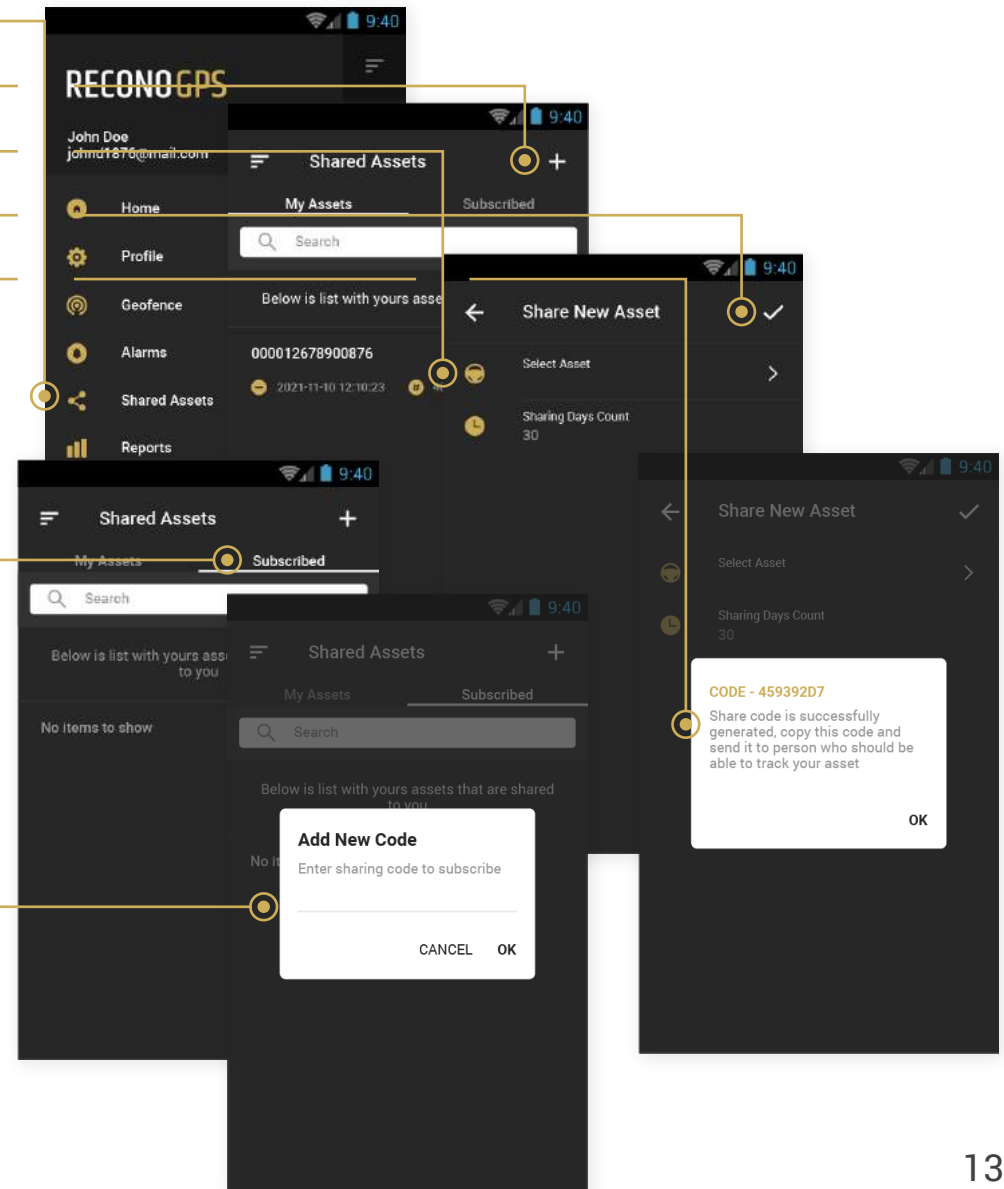
# Viewing Recent Alarms

1. **Select** the asset for which you want to view the Recent alarms;
2. Select the **Track tab** and click on the **Bell icon**;
3. You will **see a List** with the 5 most recent alarms;
4. Click on any of the items to open see **Information**.



# Shared Assets

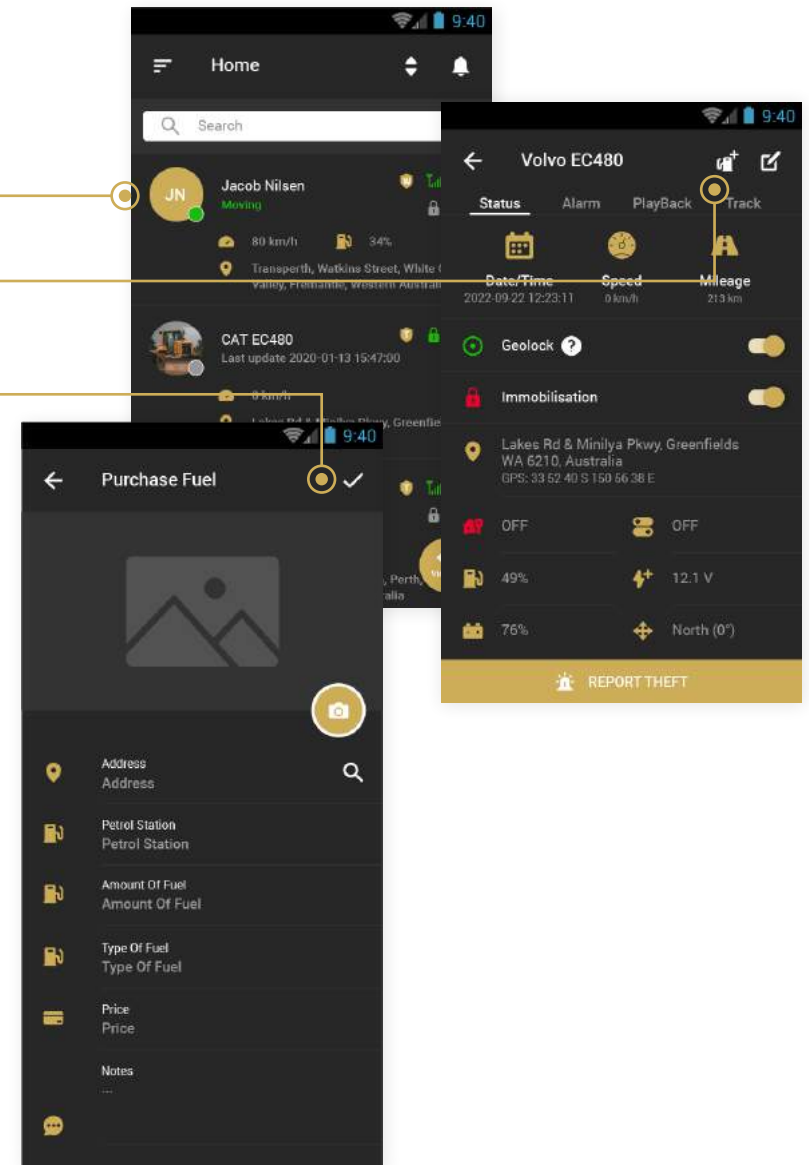
1. On the Menu screen, select **Shared Assets**;
2. In the screen that appears, select the **Plus icon**;
3. **Select** the asset and the number of days to access it;
4. Click on the **tick icon**;
5. This will open a popup with an access **Code** in your asset;
6. To add an asset to yourself, go to the **Subscribed** tab and click on the Plus icon;
7. **Enter** the received code, after which the asset will be added to the list.



# Purchase Fuel Report

If you would like to submit a fuel purchase report for reporting purposes, please follow the steps below.

1. Select the **Asset name**;
2. On the status screen, click on the petrol station icon;
3. **Fill out** the form, take a photo of the **receipt** and click on the **confirm icon** in the upper right corner.



# Share Tracking Link

1. **Select** the asset for which you want to view the Recent alarms;
2. Select the **Track tab** and click on the **menu icon**;
3. Select **Share tracking link**;
4. Specify the **period of access** to the asset and click the **Apply icon**;
5. Select the **social network** or **mail** through which you want to send the link.

