



# INFINITI

TRACKING

## USER GUIDE

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# Welcome to Infiniti Tracking

Thank you for choosing Infiniti Tracking— designed and manufactured in the UK exclusively by Scorpion Automotive Ltd.

Infiniti Tracking is a fleet management tool designed to provide you with instant access to in-depth information regarding your vehicle fleet 24 hours a day, seven days a week. This guide will give the user a brief overview of each of the features and provide examples of where a particular report or feature may be of value to your business.

After consulting this guide (including the FAQs at the back of the guide), if you have any queries that are still unanswered then in the first instance, please consult with your installing Authorised Dealer. If you are unable to reach them or unsure how best to achieve the results you are looking for, please contact us via the Infiniti Tracking web portal using the 'leave a message' box on the bottom right of every screen.

## How can Infiniti Tracking help your business?

Here are just 7 key benefits you will find by using ScorpionTrack Fleet:

**Reduce your Costs:** Massive cost saving potential based on fuel, insurance\* and vehicle maintenance expenditure. Our customers report average savings of 15% month on month on fuel costs alone.

**Improve your Productivity:** Reduce your daily administrative workload and manage your vehicles and drivers with precision.

**Improve your Customer Service:** Empowering a pro-active and immediate response to your customer's daily needs and providing evidence for SLA compliance.

**Supports Mileage Recording:** Easily distinguish between business and private mileage reporting.

**Environmental Dividends:** Reduce carbon footprint and promote environmental sustainability.

**Risk Management, Policy & Standards Compliance:** Supports Employer's duty of care and Policy concerning drivers and vehicle use. Also supports the reporting requirements of FORS, CLOCS and similar standards.

**Easy to Use and Quick to Benefit:** Probably the most easy to use system available with no downloads required.

*\* ScorpionTrack customers can benefit from significant premium reductions since:*

- See what a destination or parts of a route looks like for your own reference prior to a journey departure or to describe to other family members on your account.
- Search amenities near a destination.
- Consider the road type, buildings, businesses and environment (e.g. urban, suburban, rural) to help consider a course of action following an alert generated from the system or a reported incident.

To upgrade to a Monitored Subscription, no additional hardware or installation is required. Please contact your local Scorpion Automotive Sales Office for details.

## Getting Started

The Infiniti Tracking website is optimised to work with the following internet browsers:



Chrome



Edge (Windows compatible only)



Firefox



Internet Explorer 11 or later



Safari (Apple compatible only)

The website is also tablet friendly and again, will work correctly with the above browsers. Internet Explorer 10 or earlier is NOT supported.

To access the system:

1. Visit the Scorpion website: [www.infiniti.scorpiontrack.com/](http://www.infiniti.scorpiontrack.com/)

Click on the appropriate link (top right of the webpage)

2. Log in using the details emailed to you when your account was first created. If you have forgotten your password simply enter your email address and click on 'reset password'.

3. A mobile app is also available for both Apple iOS devices from App Store or; Android devices from GooglePlay. Search: "Infiniti Tracking". See page 17 for further details.



## On Screen Help

As you use the website you will notice there are white question marks in grey circles in each section of the system. Click on these for on-screen guidance as to what information you will need to submit and features available from within that section.

**Report Configuration**

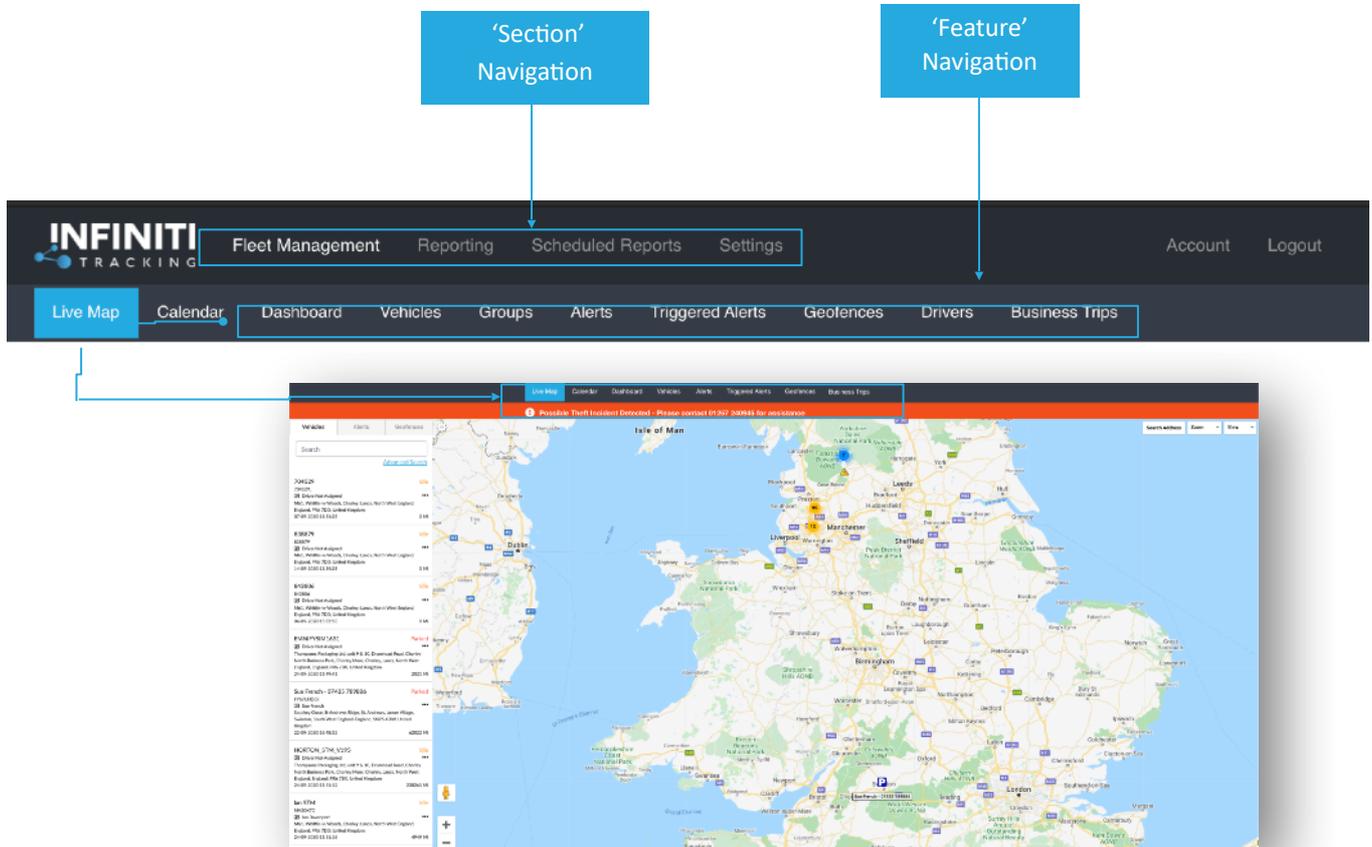
\* Report Type:

\* Summary Type:

On-Screen Help

# Navigating the System

With reference to the screen shots below, click on 1 of the Section Navigation links to access the desired section of the system. Features specific to that section of the system will appear as text links in the Feature Navigation. Simply click on one of the Feature Navigation links to access the desired section feature.



As you navigate through the website, the section of the system you are accessing is indicated by red colour text in the Section Navigation; whilst the feature is denoted in the Feature Navigation as white text on a red 'tab'. For example: the image above would indicate that the user is in the **Live Map** (feature) within the **Fleet Management** section of the system.

Our customers find they quickly familiarise themselves with the system and regularly report how easy the system is to operate.

# Section 1 – Fleet Management

Once you are logged in, the system will default to the 'Live Map' view within the Vehicle Management section of the system.

To navigate back to the Live Map. This is selected as 'Fleet Management' from the Section Navigation (top row of text links) then select 'Live Map' from the Feature Navigation (second row of links).

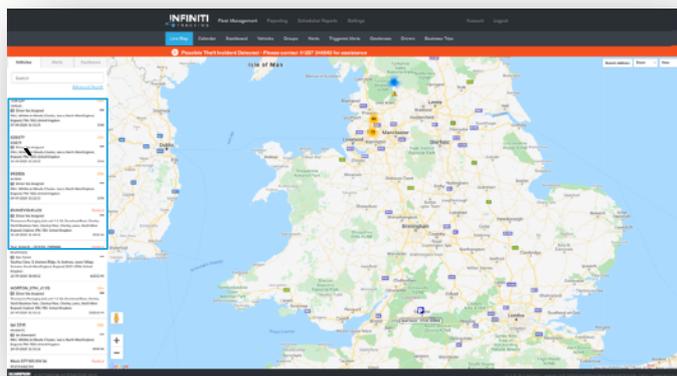
That is: [Fleet Management >> Live Map](#). For ease of use and later reference, all following headings within this User Guide will use this format.

## Fleet Management >> Live Map

This page will show, at a glance, all vehicles or groups within your account.

They will be listed on the left hand side of your screen and each one will give information relating to the status of the vehicle.

Note: If you are opening the system via a small tablet device and have previously set up a list of alerts you may find these alerts partially obscure your screen making it difficult to view. If this happens click on 'controls' and go to 'alerts' where you can click on 'dismiss all' to clear them down. If using a web browser simply go to 'alerts' which is the second tab on the left hand side of the screen and choose 'dismiss all'. Alternatively, consider downloading and using the Infiniti Tracking mobile app.



The map will be zoomed out and will be pre-selected to 'map' view but you can change to satellite and move the map in exactly the same way as you would any other map on Google or similar.

The map buttons are all on the top right of the map screen, the functions of which are explained on the following page.

With the map screen selected you can right click anywhere on the map which will bring up a box offering you the option to:

- Zoom/ find your nearest 3 vehicles
- Create a Geofence
- Centre Map



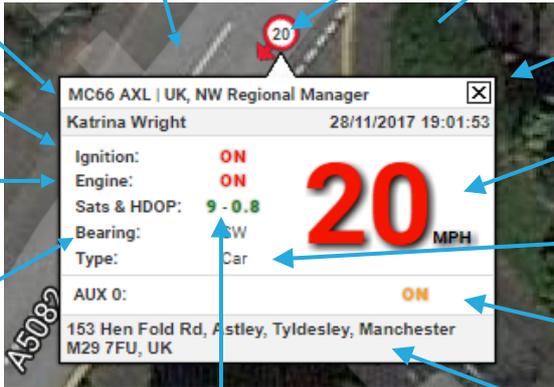
## Vehicle Position & Status Icons

Vehicle positions on the live map are represented with an icon that also indicates one of the following vehicle statuses:

-  Engine and ignition OFF
-  Ignition and engine ON
-  Moving with ignition and engine ON. The speed and direction of travel is also represented.
-  ignition ON engine NOT running
-  Moving without ignition. Indicates that the vehicle is not moving under its own power and therefore being towed, transported (e.g. on a low loader) or pushed.
-  A Triggered Alert as defined by the user. A variety of different alerts can be set. See the Reporting Section for details

## Vehicle Status Panel

Clicking on a Vehicle Position/Status icon opens up the Vehicle Status Panel. This provides a summary of driver, vehicle and system status data below:



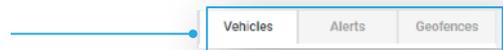
The screenshot shows a vehicle status panel with the following fields and callouts:

- Driver Name – user defined or assigned by Driver ID if that system option is installed** (points to 'Katrina Wright')
- Driver Alias – defined by the user (details aim to supplement the driver name to distinguish the vehicle or driver)** (points to 'MC66 AXL | UK, NW Regional Manager')
- GNSS Date/Time Stamp** (points to '28/11/2017 19:01:53')
- Speed and Direction of Travel Pointer** (points to the '20' speed indicator)
- Close Window** (points to the close button 'X')
- Speed at reported location** (points to the '20 MPH' text)
- Vehicle Type** (points to 'Car')
- Auxiliary Status** (points to 'AUX 0: ON')
- Geocoded location: An algorithm takes the position of the vehicle by its 3D fix (latitude, longitude and altitude), then plots this against a 'real address' location within the integrated Google Maps system** (points to the address '153 Hen Fold Rd, Astley, Tyldesley, Manchester M29 7FU, UK')
- Number of Satellites & HDOP (Horizontal Dilution of Precision). A minimum of 3 satellites is required for a fix. HDOP is a measure of the geometric quality of the satellite configuration in the sky. HDOP is a factor in determining the relative accuracy of a horizontal position. The smaller the DOP number, the better the geometry. We would expect a HDOP value to always be less than** (points to 'Sats & HDOP: 9 - 0.8')
- Ignition Status** (points to 'Ignition: ON')
- Engine Status** (points to 'Engine: ON')
- Compass Bearing of the last reported direction the vehicle was travelling** (points to 'Bearing: 9° W')

## Live Map Side Menu

On the left hand side of the live map is the sidebar which has three tabs labelled:

- Vehicles
- Alerts
- Geofences



The **Vehicles tab** lists all your vehicles currently shown on the live map, clicking on a vehicle name will expand the box giving you more information about the vehicle as well as allowing you to “Follow” the vehicle (the map will follow that vehicle) or zoom to it.

The Group drop-down menu enables you to either select:

- ‘All Vehicles’ to be displayed on the Live Map and listed in the side menu or;
- Filter by user-defined groups of vehicles under Vehicle Management >> Groups feature. For example: you may group your vehicles by depot address, sales region or business division.

The Sort drop-down menu enables you to control how your selected vehicles are listed in the side menu. You can either sort:

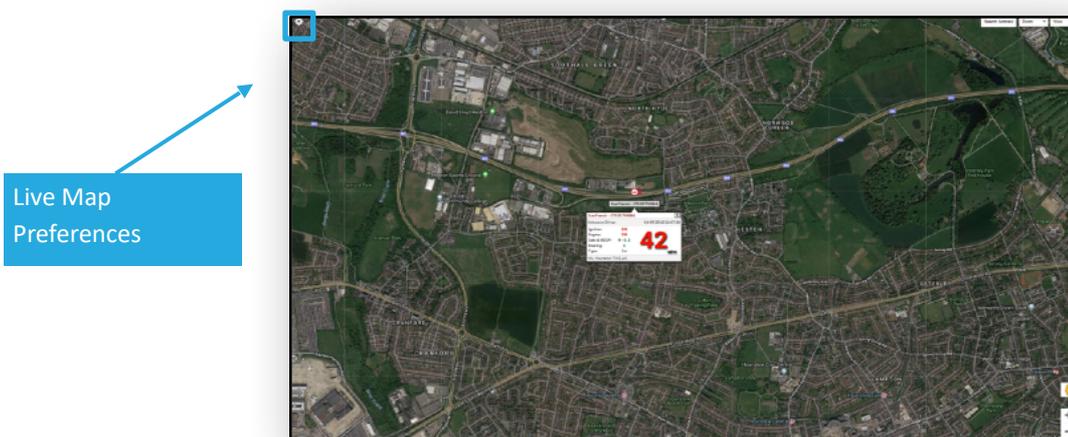
- Sequentially by Vehicle Registration or;
- Alphabetically by assigned Aliases that you can allocate to the driver.

The **Alerts tab** lists all recently triggered alerts. Once an alert has been dealt with don’t forget to dismiss it. If you have a large number of alerts you can use the “dismiss all” button. Once an alert is dismissed it will no longer appear on the live map but will be available in the “Triggered Alerts” tab or on the Alert Report.

The **Geofences tab** lists all geofences you have created. By default the geofences are hidden but can be shown on the map by clicking on ‘show geofences’ in the ‘View’ options on the far right of the map screen. Geofences can be searched for using the “Quick Search” box and zoomed to by clicking on the name of the geofence.

## Live Map Default Preferences

You can now set your default live map preferences by clicking on the cog at the top left of the screen. Cluster settings, map type, default zoom geofence label options can all be changes inside this menu.



There are additional controls on the top right. These are:

## Search Address

Allows you to enter an address or postcode and the map will display that area.

## Zoom Level

Allows you to lock a zoom level when following a particular vehicle.

### Zoom Lock Example:

If you wish to monitor the e.t.a. of a particular vehicle but don't need to set up a geofence location as it is not a regular destination, you could choose to follow that vehicle on the map instead. Select the vehicle from the side bar on the live map, click on it to display all the options then select 'Follow Vehicle' from the text link at the very bottom. This will centre and zoom the map on that one vehicle. The zoom level you've selected will be automatically used every time the vehicle moves and the screen refreshes.

## View > Geofences

Toggles on and off a map overlay of all user defined geofences set up on your account.

## View > Traffic

Toggles on and off a traffic flow overlay. The traffic feature works by analysing the GPS-determined locations transmitted to Google by a large number of anonymous mobile phone users. By calculating the speed of users along a length of road, Google is able to generate a live traffic map.

- **Green:** No traffic delays.
- **Orange:** Moderate amount of traffic.
- **Red:** Traffic delays. The darker the red, the slower the speed of traffic on the road.



If you're looking at traffic on city streets, where the speed limits are much lower than on the highways, the colours take on more of a relative meaning. Red (or red-black) lines indicate general congestion. Yellow is indicative of less congestion but still not the best for city travel whilst green indicates traffic flow.

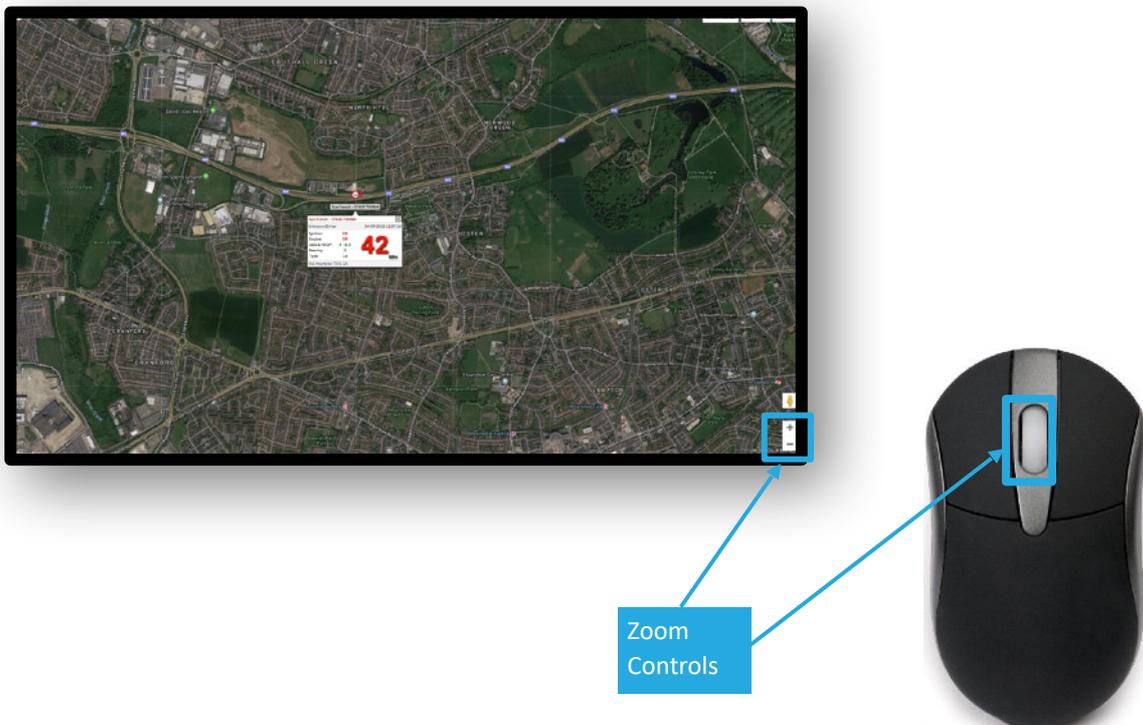
### 3D View or 'Tilt'

Subject to availability as determined by the Google API (Application Program Interface) and geographic location, zoom into an area in satellite view and the map will tilt to present a 3D perspective.



### Zoom Settings

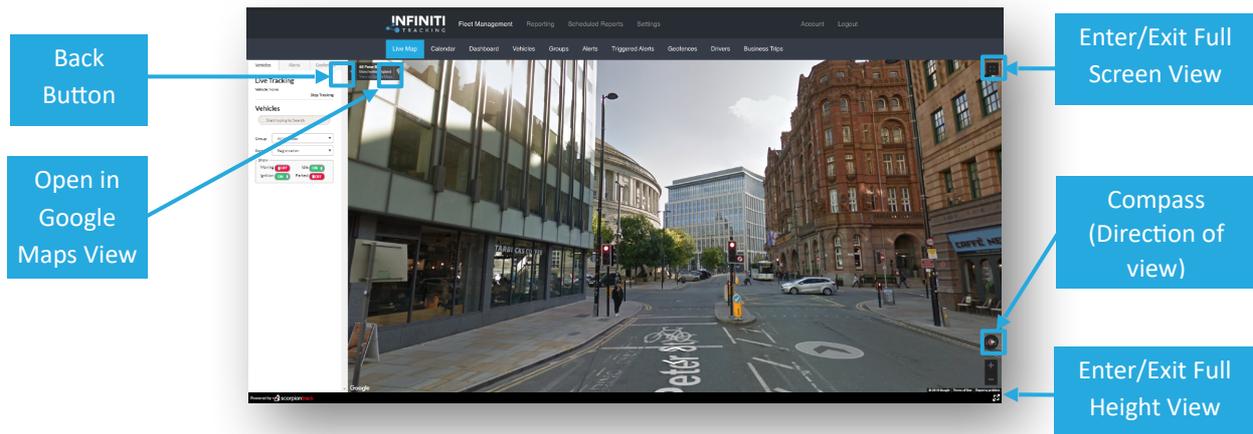
You can select the zoom level you'd prefer by using the zoom buttons on the bottom right hand side. Alternatively, you can use the wheel of your mouse to perform the same function.



## Google Street View

To access Street View just click on 'Pegman' (the yellow person icon) and drag/drop to the desired map location. Here you will have the full functionality of Google Street View enabling you to explore the road type or area surrounding a particular driver incident. This offers a number of benefits:

- See what a destination or parts of a route looks like for your own reference prior to a journey departure or to describe to other family members on your account.
- Search amenities near a destination.
- Consider the road type, buildings, businesses and environment (e.g. urban, suburban, rural) to help consider a course of action following an alert generated from the system or a reported incident.



### Exploring through Street View

For the best user experience of street view, use a peripheral computer mouse with a wheel.

In doing so:

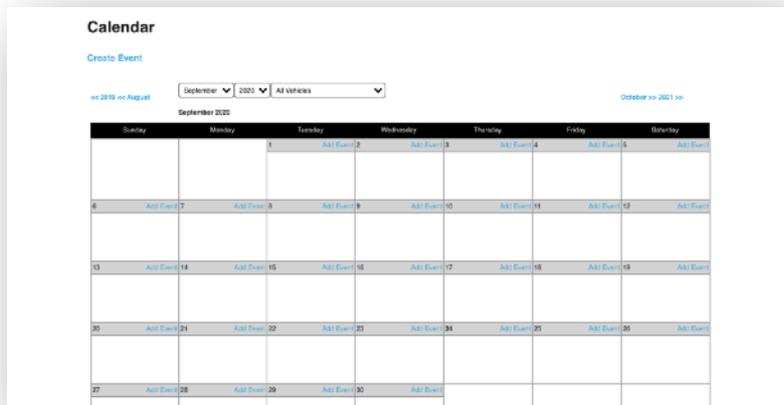
- To move around, hover your cursor in the direction you want to go. The cursor becomes an arrow overlaid on the road showing the direction of travel if you were to click on it. (See right).
- Look for the X overlaid on the road. By clicking on the cursor once, you will move to the X position.
- To look around, click and drag your mouse. You can also use the arrows to the left and right of the compass.
- To zoom in or out, scroll with your mouse or two-finger zoom with a touchpad. You can also use + and - below the compass.
- To position your Street View north, go to the bottom right and click the compass.
- To jump between streets, go to the "Back to Map" window in the bottom left and click the blue highlighted routes.



# Vehicle Management >> Calendar

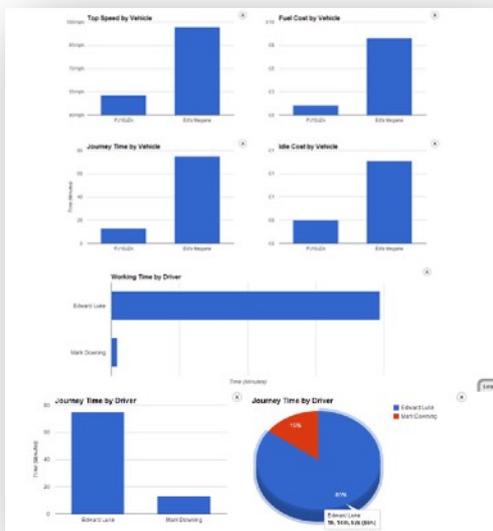
The calendar is a useful tool for a number of vehicle management applications.

For example, it can be used to set reminders for routine maintenance, MOTs, scheduled servicing or the dates at which on-hire vehicles are to be returned. By clicking on the date required and selecting 'new', the system will allow you to set vehicle specific scheduled events with custom reminders depending on your needs. You can choose who receives these reminders via email and how often.



# Vehicle Management >> Dashboard

The dashboard is a snapshot of what your vehicle or other vehicles in your account are doing. You can set your own graphs but it is important to keep in mind that this is just an overview of that moment in time and the dashboard does not hold any historical data. You and your family members could use the dashboard to 'gamify' good driving or other driver characteristics through graphical comparison.



This features opens with a list of all your vehicles, from which you can quickly and easily:

- Access and edit vehicle information
- View information on the system hardware
- View existing subscriptions

With the 'Vehicles' tab selected you will see a list of vehicles, with their registrations and an option to view or edit each one. By selecting the vehicle registration you can:

- View the vehicle on a map in satellite view
- View or edit vehicle details
- View subscription details
- Send a note to Scorpion Customer Services
- View alerts or edit alerts
- View the vehicle calendar
- View or update odometer readings
- View the last known fix on a vehicle
- View or set/amend a default driver
- View or send an auxiliary (output) command (this is only where this facility has been purchased and installed. Please consult your installing dealer).
- View health checks – By selecting the 'unit id'. Health checks are only carried out monthly unless the system has triggered, either in the event of theft, low or disconnected battery or where a vehicle is moved without a key in the ignition (e.g. towed, transported on a low-loader or pushed).

By clicking on the view tab under 'Vehicles >> Action' you will see the same screen as you would if you clicked on the vehicle reg. If you select the 'edit' tab under 'action' you can:

- View the selected vehicle
- Set a driver
- Update odometer
- Amend vehicle information

## Fleet Management >> Alerts

Setting up an alert is simple but there are a couple of points you should keep in mind:

1. Standard alerts can be selected for: Speed, Ignition, Driver Style Score, Idle, Vehicle Battery Low. Any other alerts would depend on other events / installation features. If you have any questions relating to this, please contact your installing Authorised Dealer.
2. Geofence Alerts – in order for these to work you need to set up the geofence beforehand.

To create an alert:

- Choose 'Create Alert'
- Name the Alert and describe it; e.g.. 'John – Ignition On'. Alert will trigger if vehicle ignition is turned on.
- Choose the type of alert required and follow the onscreen prompts.
- Please be careful when entering daily alerts. The system is defaulted to 0:00hrs to 23:59hrs and for this reason, you will need to enter a time on each consecutive day. For example, if you are setting a report to run on Wednesdays and Thursdays only, you would need to set the rest of the days to 0:00 to 0:00. When entering mobile numbers or emails, you can enter as many as required simply by separating them with a comma or semi colon (, or ;)
- Save your alert by clicking the box at the bottom of the screen. You will now need to allocate the alert to a vehicle.
- Select the tab marked 'Alerts'.
- This will show you a list of alerts already set up.
- Choose the alert you wish to allocate then click on 'assign alert' which is in red on the left of the screen against the alert.
- Select the vehicle (driver) from the drop down boxes and click the box at the bottom to save the changes.

## Fleet Management >> Triggered Alerts

Here you will find a complete list of all alerts that have triggered, from Geofence Entry to Movement without Ignition. This also has a handy search facility, which will allow you to look for alerts on a particular vehicle or by name or date range.

## Fleet Management >> Geofences

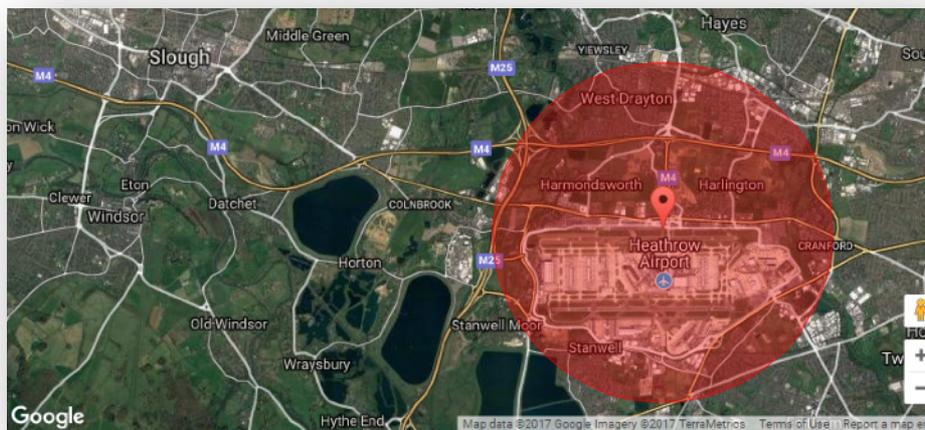
Geofences are an extremely helpful tool and are easy to set up. Use geofences where you might want to see how long an engineer is at a certain address or if you are monitoring working hours or to monitor where your hire or courtesy car is going.

There are two ways to set up a geofence. You can set up an individual geofence using the map interface or set up multiple geofences by using a templated Excel spreadsheet. Please contact the Scorpion Technical Team (see contact page) to obtain the spreadsheet template and for assistance in performing the bulk upload.

## Creating a Circular Geofence

To create a single circular geofence click on the Geofence menu tab and then click ‘create geofence’ or simply right click anywhere on the live map. Using the latter method, enter a post code, town or city name in the search bar. Hit enter and map location will update accordingly. You need to click on the map in the centre of your desired geofence location.

Choose a colour for the geofence, name it, describe it then save it by clicking on create geofence. The default is a circular area but if you want the area to be more precise then you can create a custom-shaped geofence (see below).

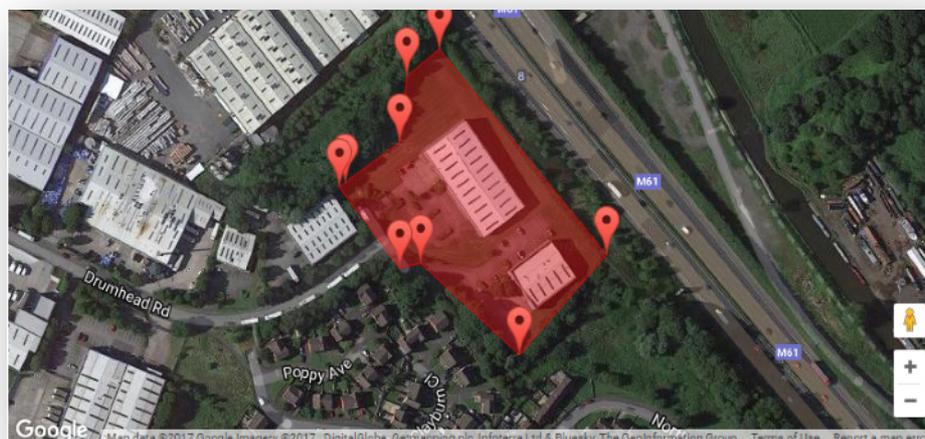


## Creating a Polygon/ Custom-Shaped Geofence

To create a precise, custom-shaped geofence click on the location (you could use the satellite view to aid accuracy) then using the mouse, left-click at points around your desired geofence area until the points join up and create a ‘net’ around the location.

If you wish to remove a point simply hover over that point, right click and it will be removed.

Remember: Set your geofences approx 10 metres wider than the actual perimeter your wish to create. This will avoid unwanted alerts as a result of ‘satellite drift’ or where there is an occasional breach to the perimeter that you do not wish to monitor.



## Fleet Management >> Drivers

From the Drivers tab you can create a driver, search for a driver, view all drivers, edit drivers and delete drivers.

By clicking on the driver's name, view or edit, you will always arrive at the same screen which will allow you to:

- Edit driver details
- Edit names
- Edit email addresses
- Decide or change access rights (do you want drivers to be able to log in and compare themselves with other drivers?)
- If you have purchased the optional driver id tags these can also be assigned and edited from here.

## Fleet Management >> Business Trips

Infiniti Tracking allows you to 'flag' business trips for later business mileage reporting.

To flag business trips, you need to run a Journey Report and mark each appropriate journey as a business trip by clicking on the circular checkbox beneath each Journey No. A red tick will appear in the circular checkbox to indicate that the journey has been flagged as a business trip.

Start / End	Journey No.	Driver	Journey Time	Idle Time	Vehicle Movement	Distance	Avg-Speed
<b>Wednesday 08/11/2017</b>							
08/11/2017 17:30:26	<a href="#">View #1</a>	UNKNOWN	20m, 29s	3m, 6s	17m, 23s	13.91 Mi	41.06 mph
08/11/2017 17:50:55	<input checked="" type="checkbox"/> Business Trip						
08/11/2017 17:53:48	<a href="#">View #2</a>	UNKNOWN	16m, 1s	4m, 39s	11m, 22s	3.09 Mi	12.53 mph
08/11/2017 18:09:49	<input type="checkbox"/> Business Trip						

Click on the Business Trips tab in the Feature Menu to list all journeys that have been tagged as business trips. All journeys that have been 'flagged' will appear in this list until removed from this list or 'un-flagged'. To view the journey in a map window click the view button in the actions column.

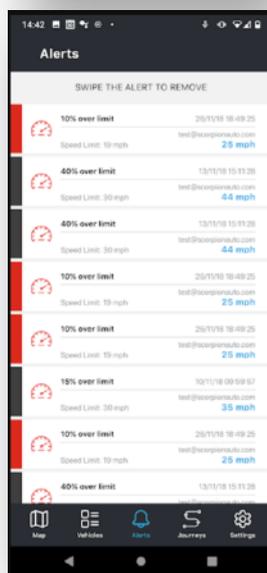
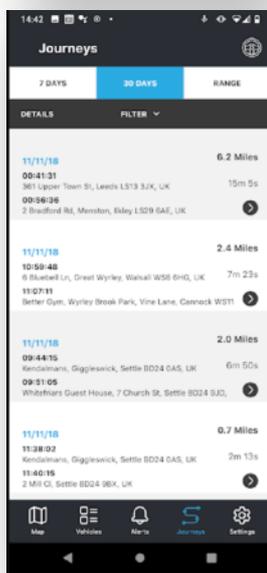
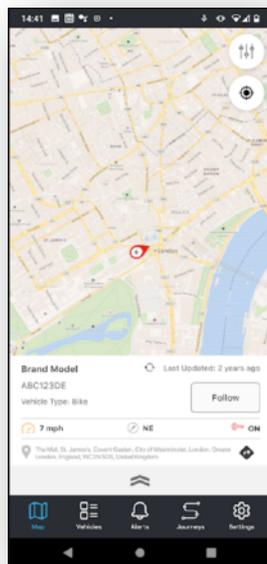
# Fleet Management >> Mobile App

The system’s full functionality is only available from the Infiniti Tracking web portals’ desktop version of the system, accessible from your web browser using the link you have been provided. You may also access the system from your smart phone using the Infiniti Tracking mobile app.

The app allows you to view the location of your vehicles and those of other vehicle users on your account (subject to their permission), view journey history reports, receive live alerts and notifications plus an historical log (as set up in the web portal), manage account details and communicate directly with Scorpion.

The free app is available for both Apple iOS devices from App Store or; Android devices from GooglePlay. Search: “Infiniti Tracking”.

Once installed, simply log-in to the app using the log-in details you’ve been provided. Thereafter, you can quickly log-in to the app using a 4 digit PIN code or Touch ID.



## Section 2 – Reporting

To access the Infiniti Tracking reporting suite, click 'Reporting' from the Section Navigation (top row of tabs). The Feature Navigation tabs (in the second row) will change to provide all your reporting options.

The default view is 'Generate Journey Report' (Reporting >>Journey) as this is the most popular report accessed by our users. However you instantly change which report you wish to access by selecting it from the Feature Navigation (second row of tabs).

### Reporting >> Journey

Choose one of the following Journey Summary Types:

- Individual – journey data and corresponding map views are broken down into each and every journey.
- Daily – journey data and corresponding map views over the course of each day within the user defined date range are summarised on a daily basis.
- Monthly - journey data and corresponding map views over the course of a month within the user defined date range are summarised on a monthly basis.

#### Breadcrumb Trails

Using the above summary types, you are able to quickly find and view maps with breadcrumb trails of journeys and events.

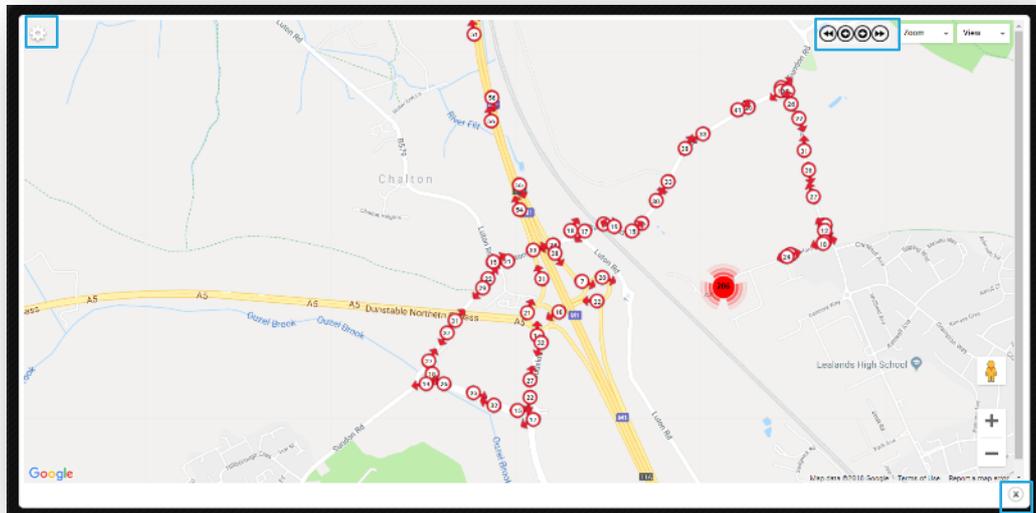
On the top of the report maps you will see left and right arrow buttons which allow you to 'skip' through the journey.

The start and end of the journeys can be accessed by clicking the << arrow and >> arrow buttons respectively. Now click the > forward or backward < buttons, to progress back and forth through the journey taken. At each stage of the journey you will see an information panel relating to each 'event' marked on the map, the information will change as the journey progresses. If the vehicle is idling for some time, you may not notice the change immediately but watch the time at the top of the box which will alter as you click through.

If the view of the breadcrumb trail is cluttered, this can be amended by clicking on the Map Settings cog at the top left of the screen. Cluster settings, map type, default zoom, geofence label options can all be changes inside this menu.

Map settings menu including cluster and zoom controls

Left and right arrow buttons which allow you to 'skip' through the journey.



Close window

Auxiliary on/off reporting in relation to the geographical locations in which the auxiliary item has been used can be obtained by accessing journey reports and clicking on the 'Show Aux' tickbox.

Closing the map (bottom right X) will take you back to your report.

These are all variations on the same report and each instance will show:

- Number of journeys
- Journey time
- Idle time
- Distance travelled
- Average Speed
- Top Speed

However the daily and monthly reports will also show:

- Working hours – working hours are made up of the hours between the first ignition on and the last ignition off of the day.

## Reporting >> Driver Behaviour

Infiniti Tracking equips you with data to help improve the way you drive with the aim of:

- Reducing fuel expenditure
- Improving safety
- Reducing the costs and down-time associated with wear and tear
- Reducing insurance premiums through controlling and reducing risk exposure\*

Please note: Infiniti Tracking does not share driver behaviour with any insurance company. However, use of the driver behaviour module enables you to improve driver behaviour to reduce risk exposure to accidents and driving offences that may result in: an increase to your motor insurance premium; restriction or repudiation of insurance cover.

The system reports upon the number and severity of four adverse driver behaviour characteristics. These are colour-coded and listed as follows:



### Compatibility

Driver Behaviour reporting is available from the Infiniti Tracking 'STX' range of tracking devices. To enquire about upgrading to STX trackers, please contact your nearest Scorpion Automotive Authorised Dealer.

### Important notes

Events recorded and presented in the report are all 'issues' for consideration. In other words, a Band 1 event does not depict 'OK' driving. It indicates the first of five degrees of severity as calculated below:

	Speed	Acceleration	Braking	Idle Times
<b>Band 1</b>	10% over legal limit	over 1.79 m/s <sup>2</sup>	over 2.24 m/s <sup>2</sup>	Over 3 mins – 4 mins 59 secs
<b>Band 2</b>	18% over legal limit	over 2.24 m/s <sup>2</sup>	over 3.13 m/s <sup>2</sup>	5 mins - 6 mins 59 secs
<b>Band 3</b>	24% over legal limit	over 2.68 m/s <sup>2</sup>	over 4.02 m/s <sup>2</sup>	7 mins – 8 mins 59 secs
<b>Band 4</b>	32% over legal limit	over 3.13 m/s <sup>2</sup>	over 4.92 m/s <sup>2</sup>	9 mins -11 mins 59 secs
<b>Band 5</b>	40% over legal limit	over 3.58 m/s <sup>2</sup>	over 5.81 m/s <sup>2</sup>	12 mins & above

When evaluating driver behaviour, seek context before drawing any conclusions from the data presented. For example:

- The module is designed to identify monitor and score 'behaviour' - not anomalies. Whilst one-off events will be recorded, the module seeks out and reports upon adverse events every 15 seconds to identify recurrent poor behaviour.
- An occasional harsh acceleration and braking event is not always an indicator of poor driving style. In fact, it may represent the driver's competence in avoiding a collision.
- A vehicle with no usage over a given period will receive a 100% score. With this in mind, if a vehicle has no or little usage (as indicated by the Total Journeys and Driving Time in the summary column), consider omitting the vehicle from any comparative analysis.
- Similarly, a vehicle that has travelled 1,000 miles and on many journeys is more likely to incur driver behaviour incidents than a vehicle that has travelled 100 miles on one journey.
- A vehicle regularly traveling on winding 'B' roads is likely to incur more reported harsh acceleration and braking incidents than a vehicle regularly travelling on motorways.
- The software utilises a Google Maps API and third party road limit overlay. We cannot guarantee 100% accuracy of road limit data especially in lieu of temporary speed restrictions and variable speed limits of smart motorways.
- Based on our research to date, the most frequent and severe speed violations occur on roads with lower speed limits. For example: Band 5 speeding incidents are those that are 40% above the speed limit. Therefore a band 5 incident would be triggered in the following circumstances:
  - A vehicle travelling at 28mph or above in a 20mph speed limit. Therefore 8 mph over limit.
  - A vehicle travelling at 70mph in a 50mph speed limit. Therefore 20 mph over limit
  - A vehicle travelling at 98mph in a 70 mph speed limit. Therefore 28 mph over limit

## Driver Behaviour – Vehicle Summary

This is the first page of Driver Behaviour reporting. It defaults to: a list all vehicles in your account and in a default sorting order from worse to best driver behaviour score. This order can be reversed from best to worse by simply clicking on the 'score' column header.

The score is expressed as a percentage with 100% being a perfect score indicating no adverse driver behaviour incidents.

The score is derived from the number and severity of the four types of adverse driving characteristics. A breakdown of this can be seen in the bar chart against each driver.

## Reporting Views & Filters

**Search for a specific vehicle or driver if assigned. The filter defaults to all vehicles.**

**Filter search results by the user-defined vehicle groups**

**Specify date range for report (defaults to last 7 days)**

**Toggle between Simple or Detailed (bar chart) view.**

**Driver Behaviour**

Showing cumulative scores across 7 days.

Export to CSV

REGMK1 Anthony Haigh

Total Journeys: 20  
Driving Time: 18:00:43  
Total Idle Time: 04:15:36  
Longest Idle Time: 00:07:48  
Top Speed: 83 mph  
Set Driver

Incidents and Severity

Score: 58

View Journeys

## Reported Data

**Click to alphabetically re-order summary results by vehicle**

**Click to re-order results by driver behaviour score**

**Click to view journeys of a particular vehicle Score**

**Driver Name – user defined.**

**Journey summary**

**Number of Incidents**

**Severity of Incidents**

**Total Score**

**Driver Behaviour**

Showing cumulative scores across 7 days.

Export to CSV

REGMK1 Anthony Haigh

Total Journeys: 20  
Driving Time: 18:00:43  
Total Idle Time: 04:15:36  
Longest Idle Time: 00:07:48  
Top Speed: 83 mph  
Set Driver

Incidents and Severity

Score: 58

View Journeys

To view individual journeys that make up the total count of driver behaviour incidents upon which the score is based, click on 'View Journeys'.

## Driver Behaviour – Individual Vehicle Journeys

Upon clicking on 'view journeys' you are presented with the screen below:

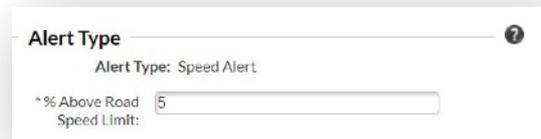
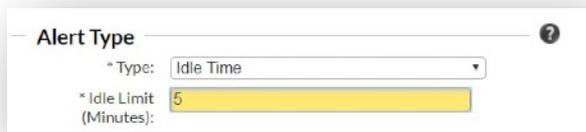
The screenshot displays the 'View Journeys' interface for vehicle REGMK1. At the top, a header bar shows the vehicle icon, registration 'REGMK1', the driver 'Alicia Daniels', and an overall score of 86. Below this, a text box explains that the list shows recent journeys with driver assignments. Two date filters are set: Start Date 05/07/2018 and End Date 12/07/2018. A note indicates 'Showing cumulative scores across 7 days' and an 'Export to CSV' link is available. A pagination control shows '12 > Last'. The main content is a table with two columns: 'Journey Summary' and 'Incidents and Severity'. The first row shows a journey starting at 12/07/2018 08:23, with a score of 88. The second row shows a journey starting at 12/07/2018 08:14, with a score of 85. Each row includes a bar chart for 'Incidents and Severity' with categories: Speed (red), Acceleration (purple), Braking (blue), and Idle (orange). A 'View Map / Journey' button is present for each entry.

Journeys are listed in chronological order with the most recent first. You can sort by the earliest journey first by clicking on the Journey Summary 'sort' toggle. To see the actual route of the journey, click on View Journey.

## Reporting >> Idle, Speed & Contextual Speed

These reports will provide information on vehicle idle alerts and vehicle over speed alerts with a maximum speed limit set by the user.

Contextual speed limits allow the user to generate alerts and reports when vehicles are driving at a set percentage over the applicable speed limit on the sites, roads and motorways upon which they operate.

Speed limit data is provided via Google Maps. We cannot guarantee on-going up to date accuracy of the speed limit data regarding any given site, road or motorway.

## Reporting >> Alerts

This report is probably the most dynamic of all the reports but it does depend on user input. For example, let's say you had a customer you had to invoice according to your hours on site. By setting a geofence (Fleet Management >> Geofence) then setting the alerts as geofence entry and exit (one geofence does all here) you could set the report to run for just that vehicle and those alerts.

By selecting 'triggered alerts' (Reporting >> Triggered alerts) you can view all alerts listed by:

- Alert name
- Alert type
- Vehicle registration
- Vehicle alias
- Event date and time

## Reporting >> Odd Hours

The odd hours report will show any movement outside of your business normal working hours. You can set your normal working hours in the 'Working Hours Range'. The report is easy to configure and will walk you through parameter requirements.

The Odd Hours reports you generate will, like the standard journey reports, provide you with information such as journey start/end locations and times, driver, idle times, distance, average speed, top speed and carbon emissions.

## Reporting >> POI

The Points of Interest (POI) report will provide you with a detailed report of vehicle activity relating to all geofences that you have set up on the system. Follow the onscreen prompts to select the vehicles and date range required.

## Historical POI Reporting on any Given Location

This feature enables you to generate an historical report upon vehicle activity within any specified geographical location. For example: if a customer claimed that your vehicle/staff plant had or had not attending a particular site, you can check this by simply:

- creating a geofence for that location then;
- running a POI report against that geofence.

## Reporting >> Engine and Engine Service

This report is particularly useful where vehicles need maintenance at a pre-defined time. You can set this report over a period of time to see the hours that it has done. Available as a snapshot or as a user-defined scheduled report, it will benefit anyone seeking to keep tabs on engine running time in hours.

The Engine service report is similar to the engine report but with a little less data making it easier to see vital information like the last time the vehicle had a service.

This report is really beneficial because of its simplicity but you would need to enter the last service date. To do this go to 'Fleet management >> Vehicles' and select the vehicle registration. Then choose 'edit' which is on the right hand side of the vehicle in question, this will open up a dialogue box which will allow you to enter the last service date.

## Reporting >> Auxiliary

Infiniti Tracking allows communication and operation of external devices. It also enables you to generate alerts and reports on external device usage via connection to auxiliary peripherals or Power Take-Off (PTO) points.

This functionality is only available if you have purchased an installation that included input or output options. If you are unsure or in any doubt please consult your installing Authorised Dealer.

Auxiliary on/off reporting in relation to the geographical locations in which the auxiliary item has been used can be obtained by accessing journey reports and clicking on the 'Show Aux' tickbox.

## Scheduled Reports

To access / create scheduled reports click on the 'Scheduled Reports' tab.

The system can be set up to email you a number of reports, one of the most popular is a simple 'journey' report by driver or vehicle which will give you movement, actions and costs.

To set this up, first prepare yourself with a list of vehicles registrations and drivers (this is useful to do beforehand if only one person drives a particular vehicle because the system is designed to allow multiple drivers and will therefore display a list of drivers and a list of vehicles but they will be independent of each other).

You can automate this report by going to 'Scheduled Reports' >> 'Create Scheduled Report' alternatively you can run it as and when you need to by simply going to 'Reporting' >>'Journey Report'.

For a scheduled report you will need to start by naming the report.

The reports previously detailed can be scheduled to be sent via email to you or as many other recipients as required on a daily, weekly or monthly basis. However, whilst alerts can be set up with multiple email addresses simply by separating them with a semicolon, the scheduled reports cannot. You would need to set users up beforehand and then select from those users when setting the report.

To set up a user, select 'Settings>>Users' then click on 'create user account' enter your user name, mobile, email and decide if they are an admin user or a customer. Click 'create account' to save.

## Section 3 – Settings

Within the 'Settings' section you have access to the following system settings:

### Settings >> Users

From here you can:

- Set up a new user – by clicking the 'Create User Account' link
- Disable or enable a user
- View and edit user information
- Change user passwords

### Disabling & Enabling User Access

Select the user from the list, click 'Edit' and against the 'Account Active' field select 'Disabled' from the drop-down or 'Active' to re-enable user access.

### Tiered Access / 'Admin', 'Customer' & 'Group Limited'

The system allows you to set permissions for each of the system's users within your organisation. You can offer your users full access or restrict access to only specific areas of the system. If the user does not have the correct permissions to carry out an action they will be notified that they cannot continue and the action will be stopped.

**Important:** It is strongly recommended that users are initially created with either the 'Customer' or 'Group Limited Customer' account type.

#### New Users

Permissions are set in the [Create User Account](#) area, under the Account Configuration part of the form. There are three user access levels you can select:

- **Admin Customer** account type allows the user full access to all areas of the system. This account type may create new user accounts and modify existing user accounts. This account type does not have configurable User Permissions and therefore may present security risks if allocated to an inexperienced or malicious user.
- The **Customer** account type allows the customer access to specific areas of the system. This account has configurable User Permissions and therefore can be customised to ensure that only authorised actions may be performed. If the user does not have the correct permissions to carry out an action they will be notified that they cannot continue and the action will be stopped.
- The **Group Limited Customer** account type acts the same as the Customer type except this account type will only permit access to vehicles within the vehicle groups they are allocated. For example: if your business has several depots or divisions and you wish to restrict each depot or divisional manager's access, view and report upon to their own vehicles.

### Existing Users

Simply select 'Edit' in the Actions column against the user and follow the steps above.

## Settings >> Health Checks

Every Infiniti Tracking unit carries out a pre-set self-diagnostic check once every month. However, if the battery has been low or disconnected or if your vehicle moves without ignition or triggers an alert, the system will carry out another health check at this time. The 'health checks' tab is a full list of your vehicles with their unit id and registration or alias along with health check information and subscription details.

## Settings >> Driver Tags

This section is only in use if you have purchased an installation that included a driver ID option. If you are unsure or in any doubt please consult your installing Authorised Dealer. If you have purchased the ID option you can assign or un-assign tags to drivers from here as well as delete lost tags from your system.

Please note: these driver tags are not to be confused with those supplied with ScorpionTrack VTS products.

## Settings >> Logs

This section is useful if you have set up multiple users on your system with access rights to view data. This section lists all the actions that have been performed by all users of the system. You can filter by user and the type of actions performed. For instance you are able to view who has cleared down all alerts (Reports >> Live map – alerts – dismiss all). You would find this listed as:

- Action – 'Dismiss'
- Type – 'Triggered Alerts'

All logs are date/time stamped and the IP address of the system user is also captured.

Time	IP Address	User	Action	Type	Description
29/11/2017 15:15:29	ip212.140.163.178	Carl James	LOGOUT	TYPE	Customer/Supor: Carl James
29/11/2017 14:48:57	ip212.140.163.178	Carl James	GENERATE	REPORT	Journey - All Vehicles
29/11/2017 14:48:11	ip212.140.163.178	Carl James	GENERATE	REPORT	Journey - All Vehicles
29/11/2017 14:46:07	ip212.140.163.178	Carl James	GENERATE	REPORT	Journey - All Vehicles
29/11/2017 14:18:09	ip212.140.163.178	Carl James	GENERATE	REPORT	Journey - All Vehicles
29/11/2017 14:18:29	ip212.140.163.178	Carl James	GENERATE	REPORT	Journey - All Vehicles
29/11/2017 14:18:04	ip212.140.163.178	Carl James	GENERATE	REPORT	Journey - All Vehicles
29/11/2017 14:16:41	ip212.140.163.178	Carl James	GENERATE	REPORT	Journey - All Vehicles
29/11/2017 14:16:20	ip212.140.163.178	Carl James	GENERATE	REPORT	Journey - All Vehicles
29/11/2017 14:16:01	ip212.140.163.178	Carl James	EDIT	VEHICLE	Katrina Wight - NW Regional Acct M
29/11/2017 14:04:00	ip212.140.163.178	Carl James	GENERATE	REPORT	Journey - All Vehicles
29/11/2017 13:05:54	ip212.140.163.178	Carl James	GENERATE	REPORT	Journey - All Vehicles
29/11/2017 13:04:46	ip212.140.163.178	Carl James	EDIT	VEHICLE	CTI - Pro/Motive
29/11/2017 09:40:10	ip212.140.163.178	Carl James	LOGOUT	TYPE	Customer/Supor: Carl James
29/11/2017 09:40:07	ip212.140.163.178	Carl James	GENERATE	REPORT	Journey - All Vehicles
29/11/2017 09:13:07	ip66.141.100.130	Carl James	LOGOUT	TYPE	Customer/Supor: Carl James

## Settings >> Alert Text – Top Up

All reports, alerts and data are sent as standard via email. However, you can purchase bundles of texts so that information can be sent via SMS rather than email. There is an additional charge for this. SMS alerts are particularly useful where someone might need to see alerts but does not have a smartphone capable of receiving emails or someone who is simply more responsive to SMS (e.g. a user who receives high volumes of email).

In this instance you can purchase text bundles at 100, 500, 1000 or 5000. Please see the website for pricing information.

### Alert Text - Top Up

This section allows you to purchase a bundle of Alert Texts. You currently have 0 Alert Texts remaining. Alert Texts allow you to specify users to notify via text message when an alert is triggered. If an Alert has text notification enabled then an Alert Text will be sent to each user defined in the alert configuration. For example a single Alert configured with a text notification to five different users will use five of the available Alert Texts when triggered.

Alert Texts Remaining: 0

Quantity	Price (Includes Vat.)	Purchase
100 Alert Texts	£15	<a href="#">Buy Now</a>
500 Alert Texts	£60	<a href="#">Buy Now</a>
1000 Alert Texts	£100	<a href="#">Buy Now</a>
5000 Alert Texts	£400	<a href="#">Buy Now</a>

## Using Driver I.D. tags

The Driver Identification Tags give a company or driver an accurate record of which personnel are operating which vehicles at all times. In order to do this a touch key is assigned to each driver, and a receptacle is installed in each vehicle which connects with the ScorpionTrack Fleet unit.



These touch keys are individual, robust and are easy to use. In the unlikely event of a key failure or where the driver has not presented the key, the installed driver ID tag system will trigger an:

- in-vehicle audible buzzer alert
- in-vehicle red flashing LED
- alert via the ScorpionTrack Fleet web portal and mobile app

Please consult with your installing dealer for further information.

## Section 4 – Frequently Asked Questions

Q. What do the vehicle action descriptions and colours mean on the left hand side of the live map?

- A. The action code and descriptions are as follows:
- **Ignition** : Ignition ON engine NOT running
  - **Moving** : Moving with ignition and engine ON
  - **Idle** : Ignition and engine ON
  - **Parked** : Engine and ignition OFF

Q. What does the 'Follow Vehicle' button do on the live map?

- A. If you click on the 'Follow Vehicle' button, the system will automatically centre the map on that vehicle and will pursue it as it moves around.

Q. How do I pay my subscriptions online?

- A. Go to 'Settings>>Subscription Management >>', click on the 'Extend' text link next to the appropriate vehicle(s). Follow the onscreen instructions. You can also call your local Scorpion office (see Contact Details at the back of this User Guide).

For UK Customers, call 01257 249 928 (option 4 for the 'Sales 'Subscription Team') to pay over the phone by card.

Q. How do I set up an alert and allocate it to a vehicle?

- A. Go to 'Fleet Management >> Alert' – 'create alert'. Once you have created the alert stay on the 'alert' tab and you will see a full list of alerts already created, click on the link 'assign vehicles' on the right hand text alongside the required alert and allocate accordingly. Please see 'Fleet Management - Alerts', for full information.

Q. How do I set up a new driver?

- A. Select 'Fleet Management >> Drivers' and click on 'create drivers'.

Q. How can I remind myself when a vehicle is due for a service?

- A. Go to 'Vehicle Management >> Calendar' and set a reminder on the date by clicking on the date and then on 'new'.

Q. How do I create a vehicle group?

- A. Select 'Fleet Management >> Group' then 'create a group' from here you can name a group then assign appropriate vehicles from your fleet to that group.

You can assign vehicles to multiple groups.

Q. [How do I set up a geofence?](#)

A. Select 'Vehicle Management >> Geofences' then select 'create geofence' to add a single area or 'upload geofences' for several. For further information on geofences please see 'Vehicle Management - Geofences'.

Q. [How do I set an alert for multiple users?](#)

A. With your alerts, geofences and users already set up, go to 'Scheduled Reports >> Scheduled Reports'. Decide the report parameters by using the drop down choices then at the very bottom of the report, under the heading 'export configuration' choose your recipients from the last box with a drop down menu.

Q. [I have purchased the Driver ID option and need to assign a new tag, how do I do that?](#)

A. Go to 'Fleet Management >> Drivers'. Click on the name of the driver you wish to assign to and then select 'Assign driver tag' from text on left hand side of the page. Select the tag number and save.

Q. [How do I activate an Input/Output \(I.O.\) command?](#)

A. Select 'Vehicle Management >> Vehicles'. Click on the vehicle registration you wish to send a command to and then click on 'send output command' on the right hand side of the page.

Q. [I want my drivers to be able to log in and see their own mileage, can I do this?](#)

A. You can allow driver login by creating a driver under 'Fleet management >> Drivers' and checking the 'yes' box in 'enable login'. Your driver will automatically be emailed with log in details. Don't forget to decide whether you want them to have access to other driver details and if not, choose 'no' at 'Driver Comparison'.

Q. [How do I contact my dealer?](#)

A. You can contact your dealer via the contact button on the top right of the website. There is a drop down choice to contact your dealer or Scorpion.

Q. [How do my drivers use the I.D. touch keys?](#)

A. Please refer to our separate user guide, 'Driver ID Tag User Guide'.

Q. [What does the 'Zoom' button do on the right side of the 'live map'?](#)

A. The zoom button allows you to set a zoom level when watching a particular vehicle. Let's say you need to keep an eye on the e.t.a. of a particular vehicle but don't want to go to set up a geofence location as it is just a one off. You could choose to follow that vehicle on the map instead. Select the vehicle from the side bar on the live map, click on it to display all the options then select 'follow vehicle' from the text link at the very bottom. This will centre and zoom the map on that one vehicle. You can now select the zoom level you'd prefer to follow at by using the zoom slider on the left hand side, then select 'Zoom' – 'set zoom'. The zoom level you've selected will be automatically used every time the vehicle moves.

Q. [I want a specific, regular report for weekends – how do I do this?](#)

A. For example, if your drivers are not permitted to use company vehicles at the weekend or, if they did, these trips should be registered as private mileage, you might like to see this as a separate report and perhaps even have it emailed to your drivers to see for themselves and comment on. This can be done but only as a weekly scheduled report.

Go to Scheduled Reports then click on 'Create Scheduled Report' on the left of the page. First 'name' your report ('weekend trips' perhaps?), now select 'Journey' as the Report Type and 'Daily' as the Summary Type.

Now select the report parameters (who, how many and in which order etc.) and your time range – Saturday and Sunday. Now for the schedule details, still assuming you want details for Saturday and Sunday, you will need to set the report for 'Sunday' and '2 days' preceding.

You will now have to decide on your 'Export Configuration'. Choose your report preference and who you would like it emailed to, 'select users' will give you a full list of all email addresses set up on your account. Now click 'create report' to save.

Q. [My insurer has recommended or stipulated that I fit an Insurance Approved \(or 'Thatcham Accredited'\) Stolen Vehicle Tracking system to my vehicles. Do I need to replace or add another tracking device to all my vehicles?](#)

A. The good news is that your existing tracker is pre-programmed to perform the function of a stolen vehicle tracking system. However, you will need to contact Scorpion and request a subscription upgrade to a 'Monitored Fleet' system. This will activate the 'stolen vehicle tracking system' and provide you with the 24/7/365 service of our Theft Monitoring Centre.

The addition of the service coupled with the Infiniti tracking units will deliver you an Insurance Approved, Thatcham Accredited solution to meet UK insurance industry requirements.

Q. [My insurer has requested a Certificate of Installation as proof that I have an Insurance Approved ScorpionTrack Stolen Vehicle Tracking system fitted to my vehicle\(s\).](#)

A. Go to 'Settings>>Subscription Management >>', click on the 'Certificate' link next to the appropriate vehicle(s). You will now be able to download/save a PDF Certificate that you can print or email accordingly.

# Contact Details



## Any questions?

If your enquiry is of a technical or operational nature, please ensure you have consulted this User Guide. If after reading this Guide, you still require assistance then please use the website contact form or call your local Scorpion Automotive office:

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Scorpion Automotive Ltd is an ISO9001, ISO14001 and IATF16949 accredited company and holder of the PACCAR 10PPM Quality Award. We offer a wide range of Thatcham Quality Assured (TQA), Insurance Approved vehicle security products under the brands of ScorpionTrack, Sigma, Sterling, Toad and Datatool.

Scorpion Automotive Ltd declares that the radio equipment type of models ScorpionTrack – STX70, ScorpionTrack – STX71, ScorpionTrack – STX71S5 & Scorpion Fob RKREM20B0 – which the manual is written in relation to is in compliance with Directive 2014/53/EU. The full text of the EU declaration of conformity is available on the Scorpion Automotive website.

Winners of the Made in the UK Automotive Award 2018, ITN Best Vehicle Security & Telematics Provider Award 2018, NAA International Trade Award 2017, Company of the Year 2016 and Manufacturing Excellence Award 2016. ICE Best Consumer Tracking Product. Member of FORS, SMMT, MCIA and NAA.