TrackPort 4

User's Guide

What’s Inside

Getting Started

If you purchased your device pre-activated, you should have already received an email containing your default login information before the device arrived.

If you did not purchase a pre-activated tracker, please visit activate.brickhousesecurity.com to complete your device activation.

The TrackPort 4 plugs into to your vehicle's OBD-II port, which is normally located under the dashboard on the driver's side. On the next page, there is an image showing where it would be in most vehicles. Consult your vehicle's owners' manual if you are still unable to locate it. Once securely plugged in, the device will begin to attempt to connect to the 4G network and report its location to the GPS tracking platform.

NOTE: This device attempts to connect to the cellular network and report its location every 6 hours when your vehicle is not in motion. For this reason, it still uses your vehicle's power even if the ignition is turned off. While this is very unlikely, it could drain your battery if there are long periods of inactivity.

Device LED Indicator Lights

1) Blue - GNSS (GPS) Indicator
2) Green - Cellular Indicator

This device features 2 LED indicator lights.

- The *Blue* LED represents GPS connectivity
- The *Green* LED represents cellular connectivity

GPS Indicator - Blue Light: The Blue light will blink quickly (once per second) while the TrackPort 4 searches for a GPS connection. The Blue light will remain solid once a connection is made to the GPS satellites.

Cellular Indicator - Green Light: The Green light will blink quickly (once per second) when the device searches for a cellular network. Once it has registered on the network, it will start to blink slowly (once every 2 seconds).

Tracking Your Device

By default, the TrackPort 4 reports every 1 minute when your car ignition is turned on/while the vehicle is moving and will report every 6 hours when the ignition is off.

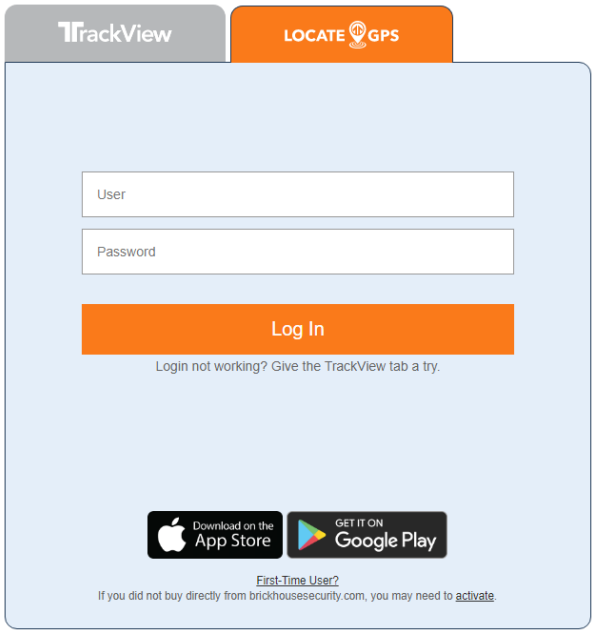
If you plan on tracking a vehicle that will remain idle for extended periods of time, we recommend unplugging the TrackPort 4 to alleviate any risk of draining the vehicle's battery.

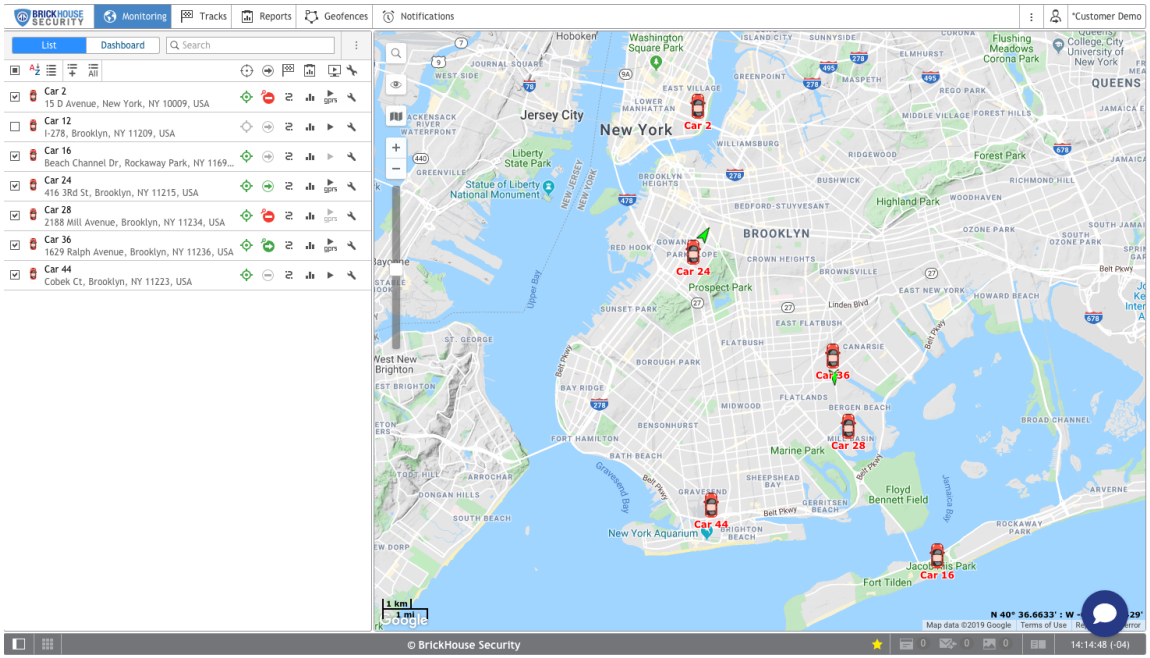
In the following pages, you will learn how to set up and customize the web interface of our Locate GPS tracking platform as well as the mobile app, which is available in the iOS App Store and the Google Play Store. After that, you'll learn how to use some of the major platform features, like Tracks, Geofences, Notifications, and Reports.

Customizing and Tracking Your Device Via a Web Browser

To start tracking your Spark Nano 7, open a browser window and go to www.BrickhouseSecurity.com. Hover your cursor over the Login tab on the top right of the website and click on GPS followed by the Locate GPS tab.

Using your temporary credentials that were provided by email, enter your login information and click the Enter button. You will then be prompted to change your password. After you do that, the Monitoring page will appear and your device's last reported location will be centered on the map.



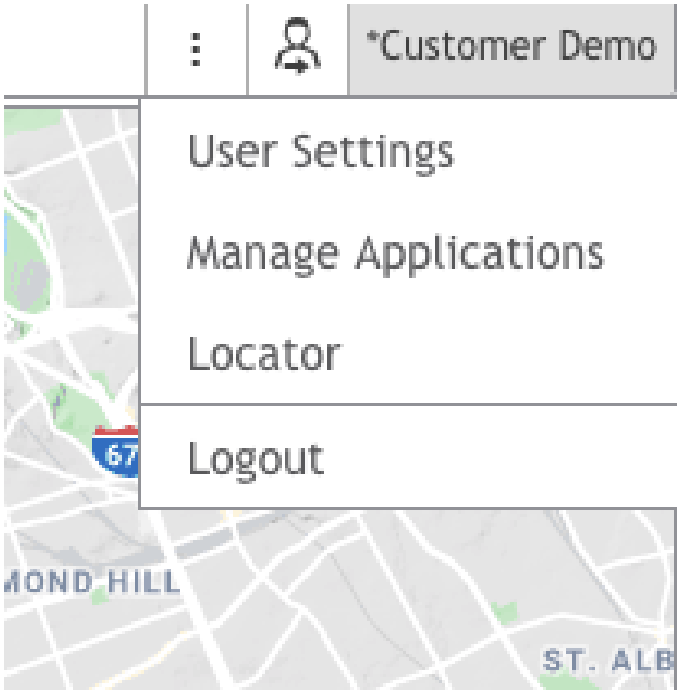


You can also login directly to the platform by visiting locate.brickhousesecurity.com

Please Note: Both the username and password are case-sensitive.

User Settings

In order to choose user parameters, click on the username in the right corner of the top panel and click the ‘User Settings’ button in the dropdown menu.

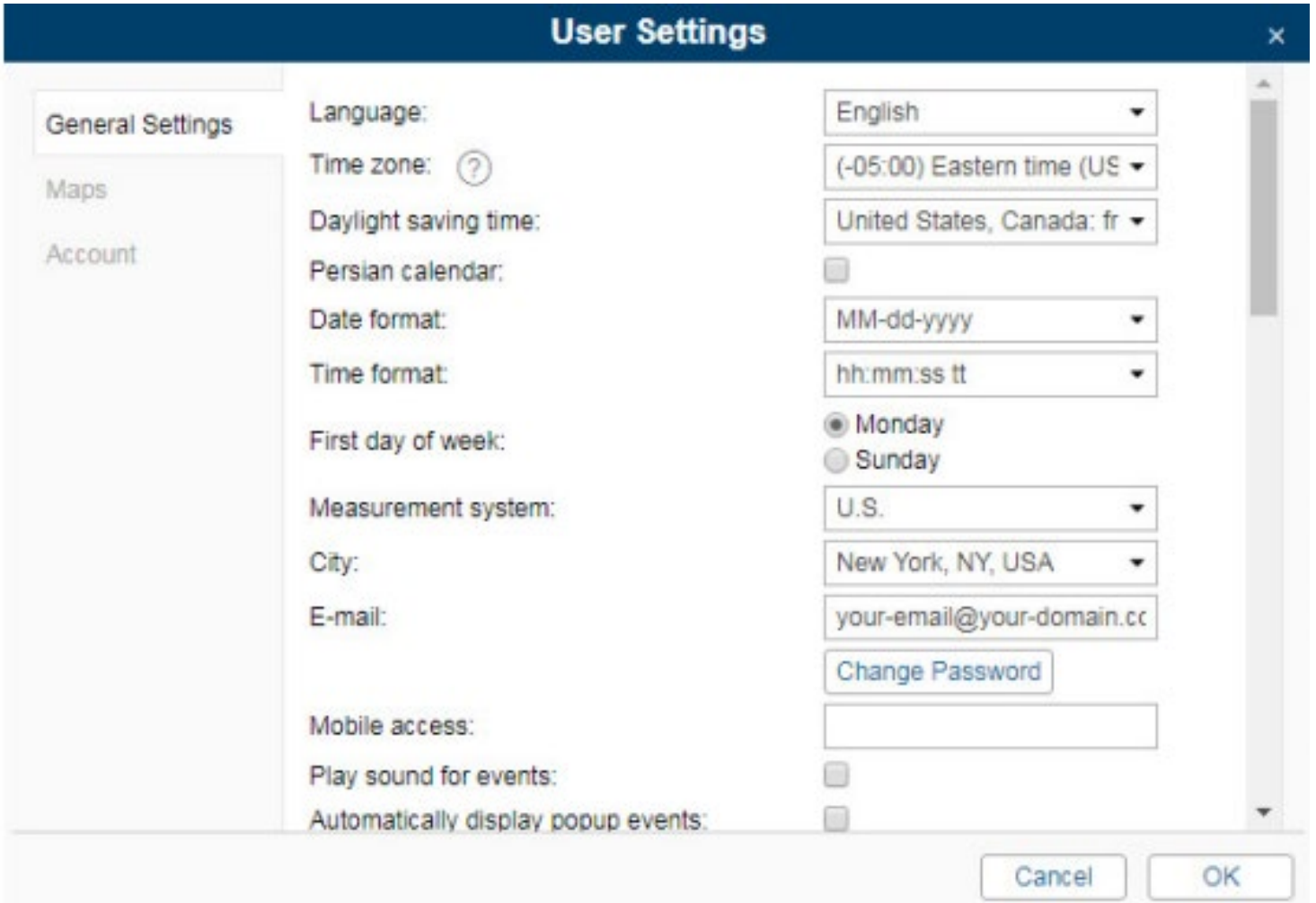


Next, follow these steps:

- Indicate your time zone.
- Select the type of Daylight Savings Time used in your region.

Note: Make sure you have selected the above mentioned settings properly, because they could influence the accuracy of data presented in reports, messages, and elsewhere throughout the system.

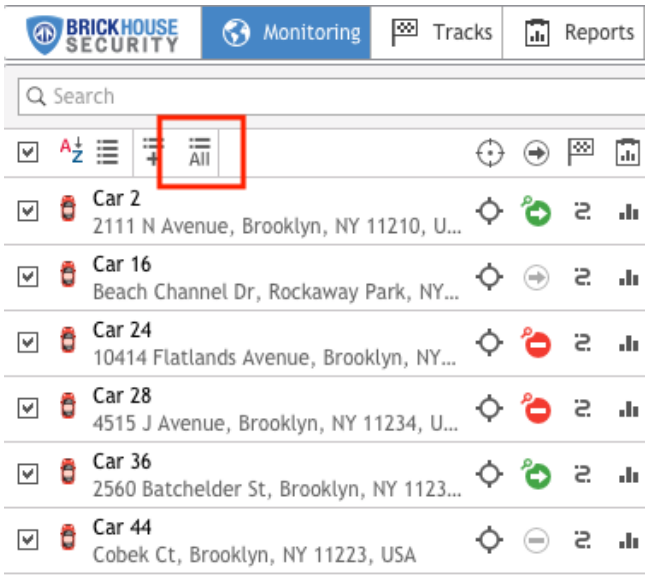
User Settings Interface



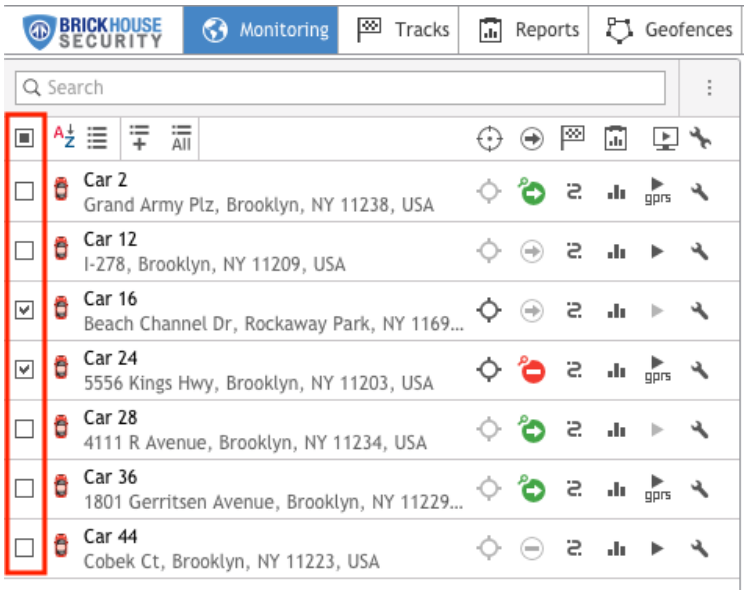
Enable Unit Visibility

Before editing a unit, make sure that your devices are being displayed on the left side of the Monitoring tab as well as on the map on the right. To enable this visibility, please follow the steps with corresponding images below.

First, click on the 'All' button as shown below.

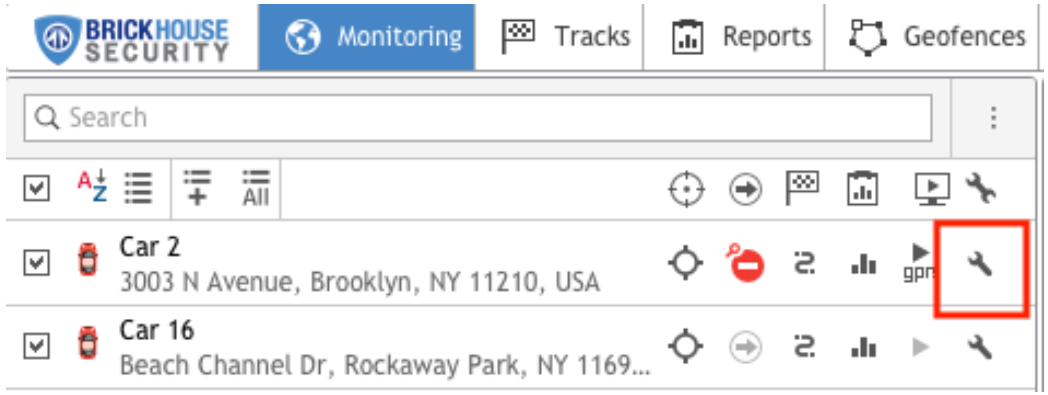


Next, check the box located on the left side of the unit. If you have multiple units, you can check the top box to select all. If you want to hide a unit in the future, uncheck the box to the left of that unit.

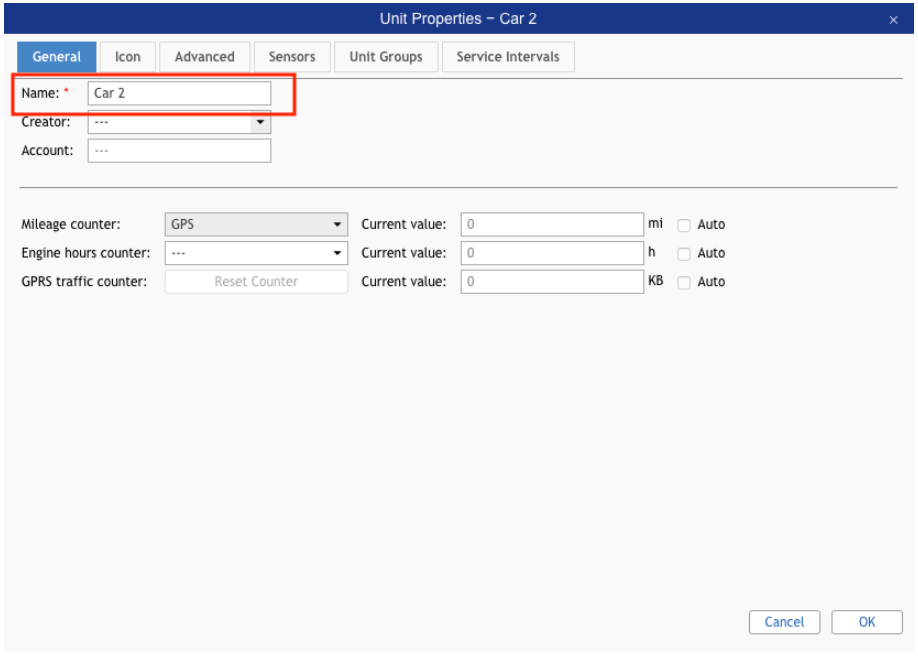


Edit Unit Name and Icon

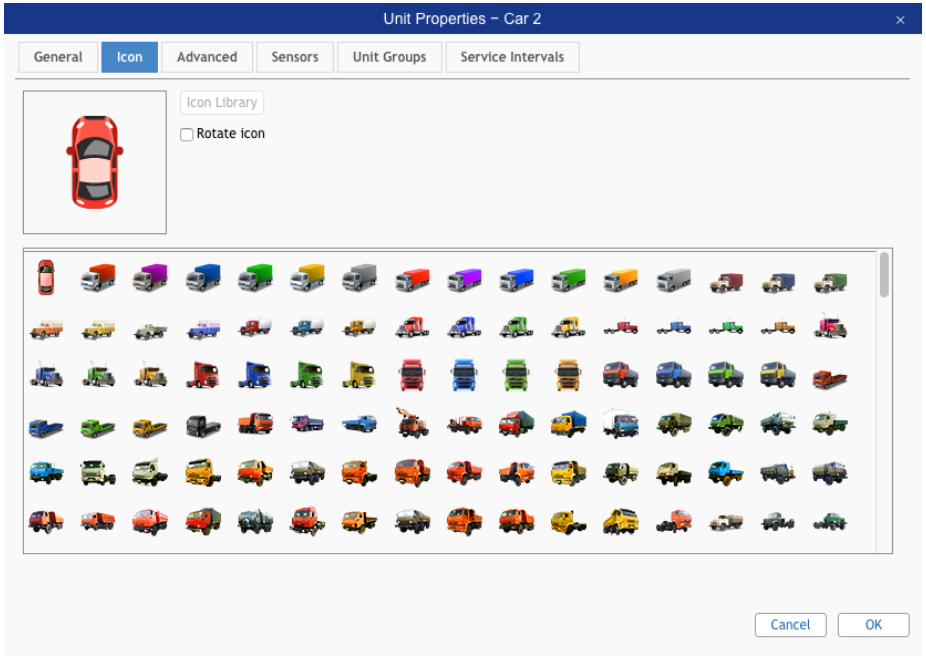
You can edit some of the unit properties including name and icon by clicking on the wrench to the right of the unit.



To change the name, type it into the area shown below and click OK

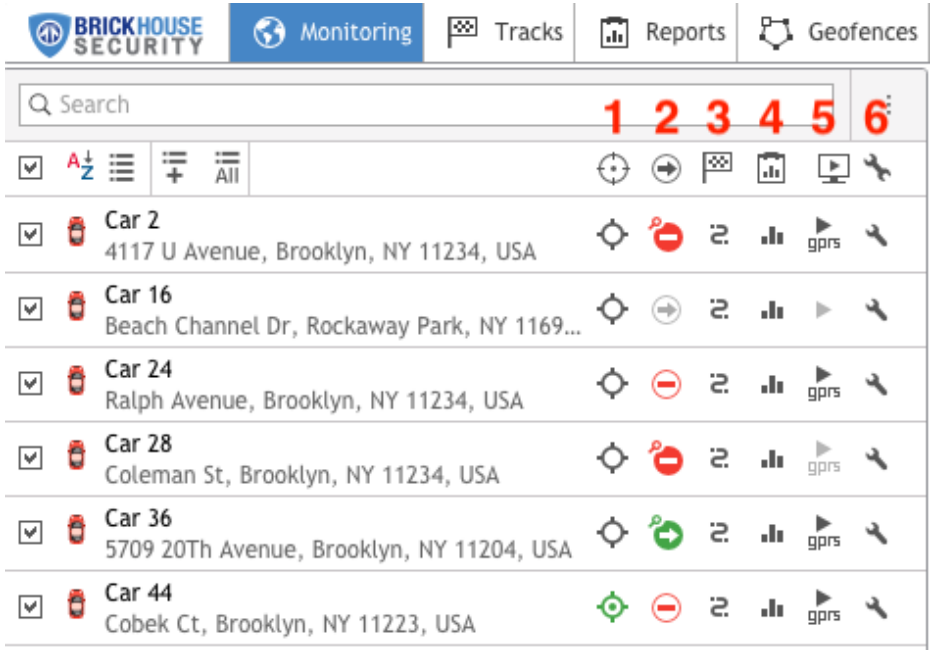


From this same menu, clicking on the Icon tab will bring you to the library.



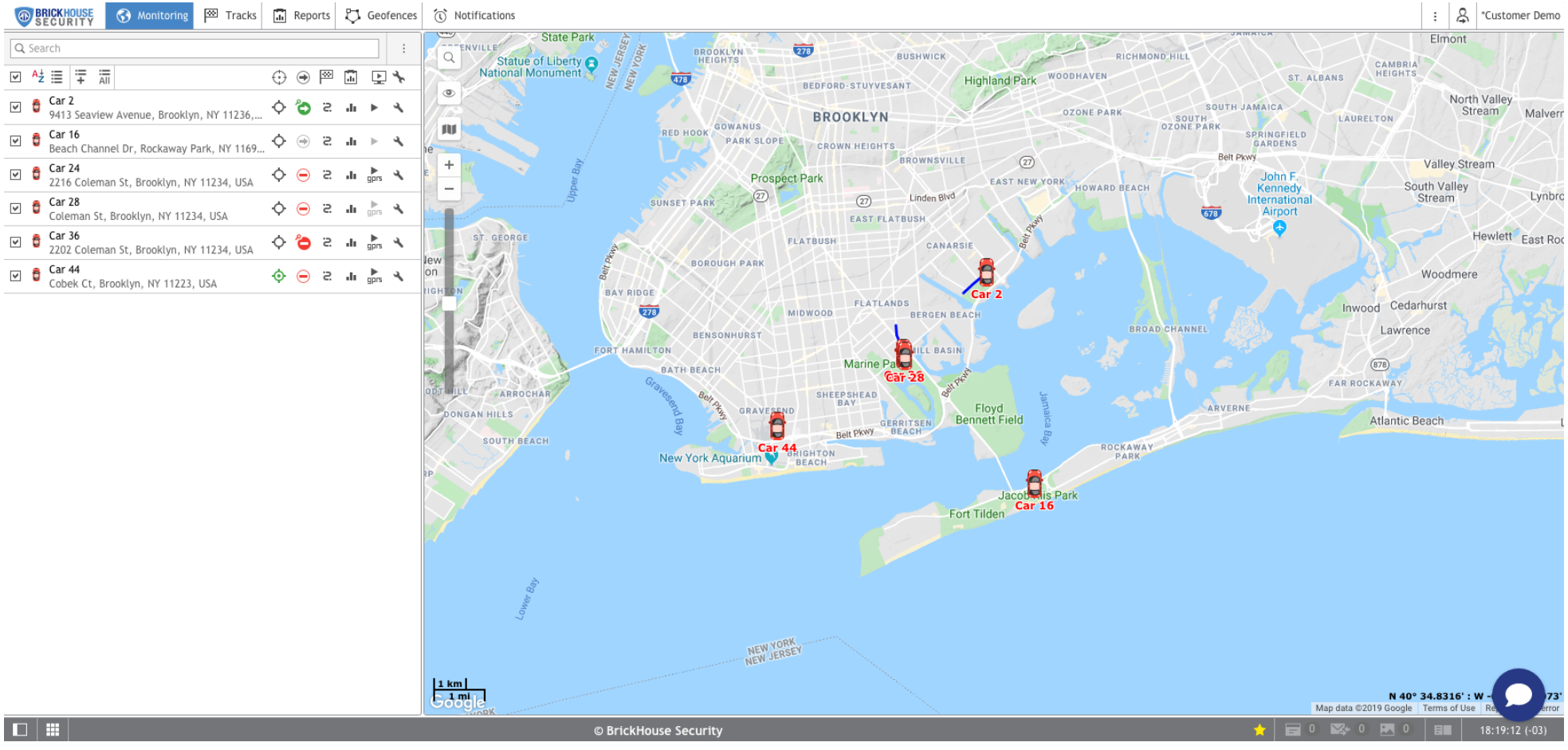
Monitoring Tab

This is the main interface of the platform and includes the work area (shown below) as well as the map on the right side. From here, you can click on a unit icon to expand it and see additional information, center over a specific unit, see whether it's moving or stationary, run a quick track or report, as well as execute a command if it's available for your device.

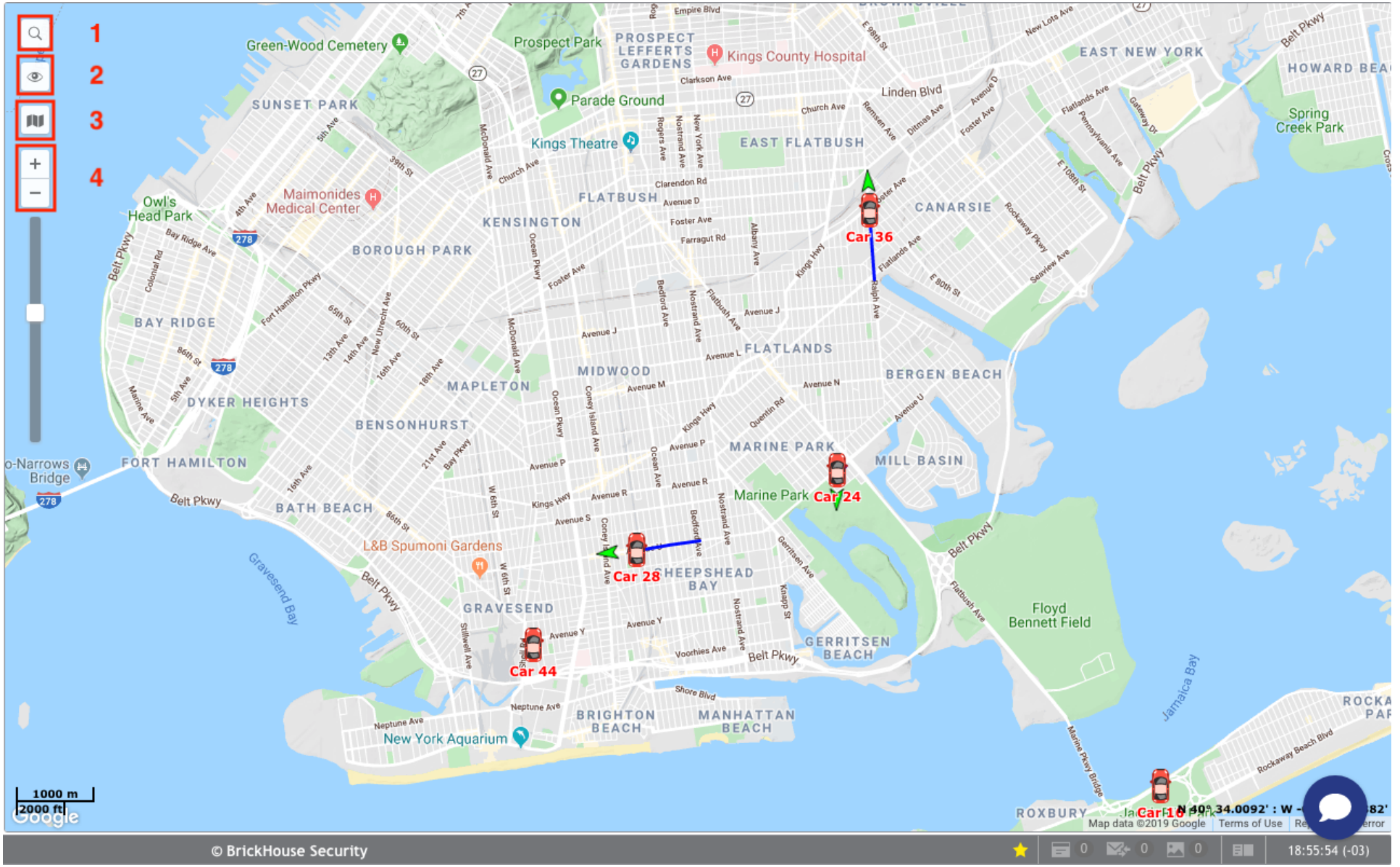


(1) Center over a specific unit
(2) See a unit's current motion state
(3) Run a track for the current day
(4) Run a Trips & Stops report
(5) Ping your device (if available)
(6) Change unit properties

From here, you can see additional information about a unit by clicking on its icon in the work area or hovering over it on the map. This will show you the last time it reported as well as its current location, direction, and speed. To watch over a specific unit, click on the bullseye icon in the work area (shown in #1 on previous page) or directly on the map.



(1) Click the magnifying glass icon to search for an address, unit or geofence
(2) Click the eye icon to select the layers you would like to be visible on the map
(3) Click this icon to select your map source
(4) You can zoom in and out of the map by clicking the +/- icons or dragging the bar



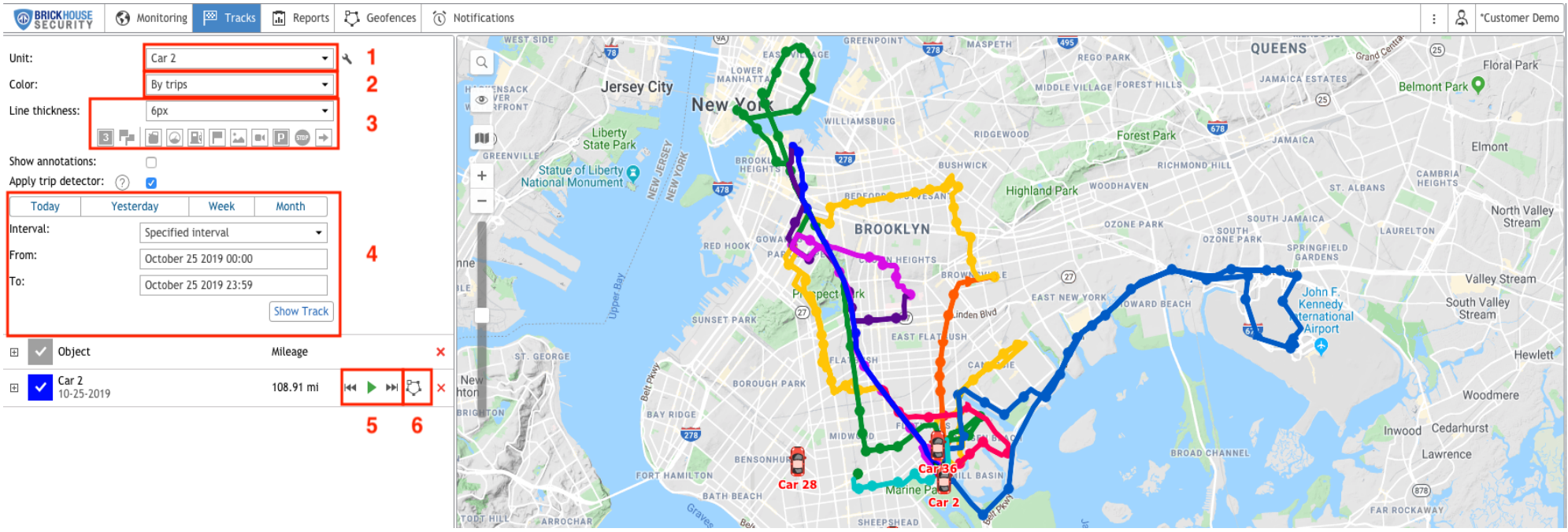
Tracks Tab

The Tracks section allows you to see your tracking history on the map:

(1) Select a unit
(2) Select whether you would like it to be a single line or separated by trip (color)
(3) Select the line thickness and icons you would like to overlay on the track
(4) Choose a time interval or enter a specific range
(5) Click the directional arrow to move along the track or the play icon for a Google Street View playback (if available for the locations visited)
(6) You can choose to save the current track as a Geofence

To close the current Track, click on the X icon in the work area

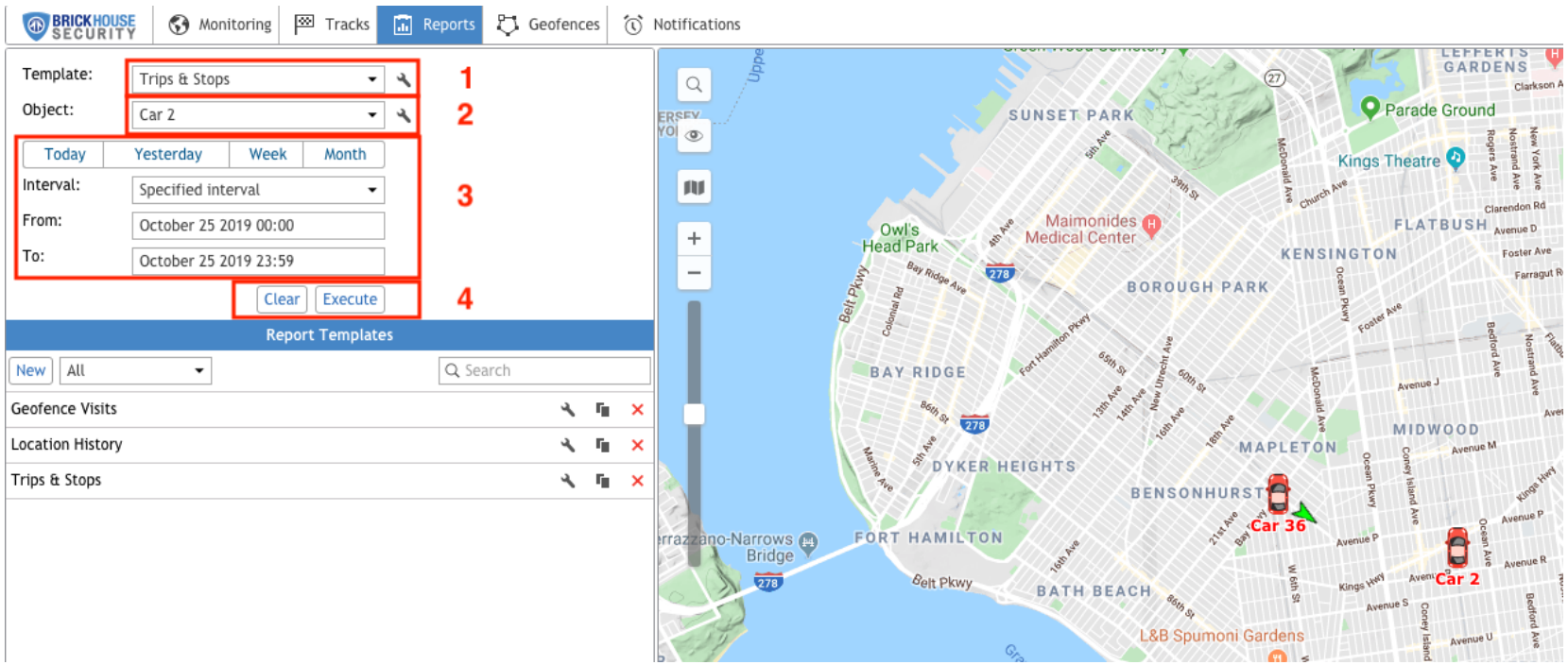
Tip: Hover over any point on the track to see the address, time of visit, and speed



Reports Tab

The Locate GPS tracking platform comes preloaded with some default report templates that have been customized to suit your needs. See below for instructions on how to execute a report and the next page for how to read and export the data.

(1) Select the report type
(2) Select the device you would like to run the report on
(3) Click on a predefined time interval or enter your own
(4) Click Execute to run the report and Clear once you're done reviewing the results



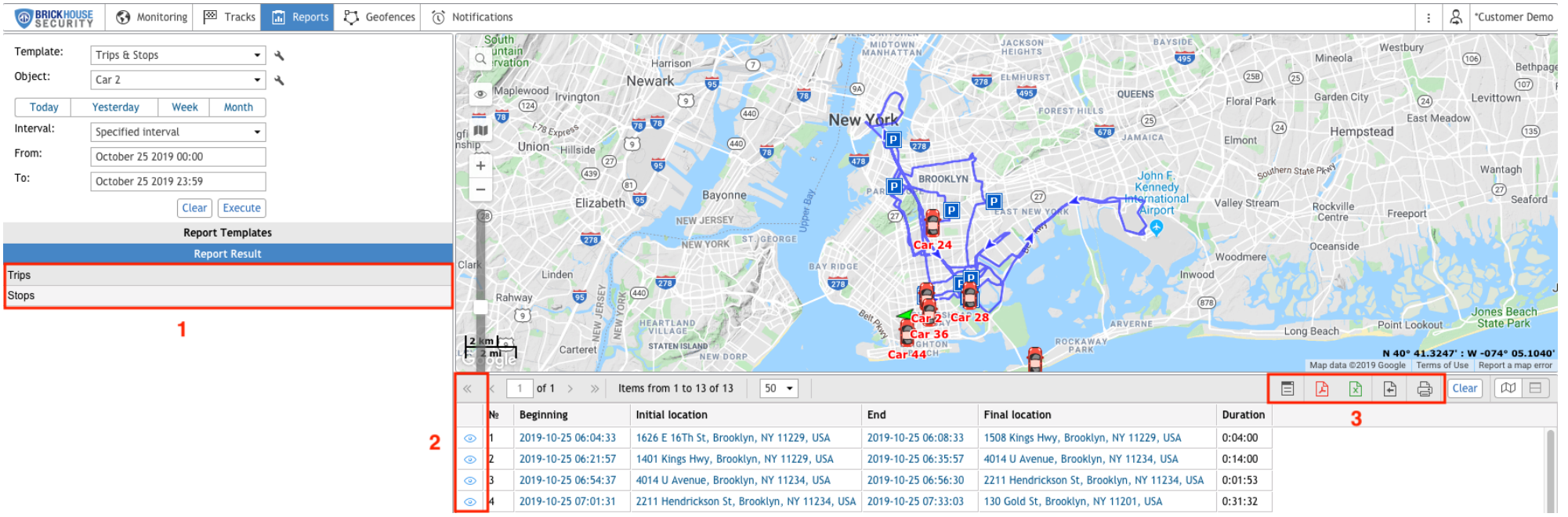
Below is an example of how the "Trips & Stops" report looks once its executed within the platform.

(1) This is where you navigate between the different sections of the report.

(2) You can click on the eye icon to the left of each trip to make its Track appear on the map.

(3) Click on one of these icons to email, print, or export the report in PDF or XLS format.

Once you're finished reading the report, just click Clear.

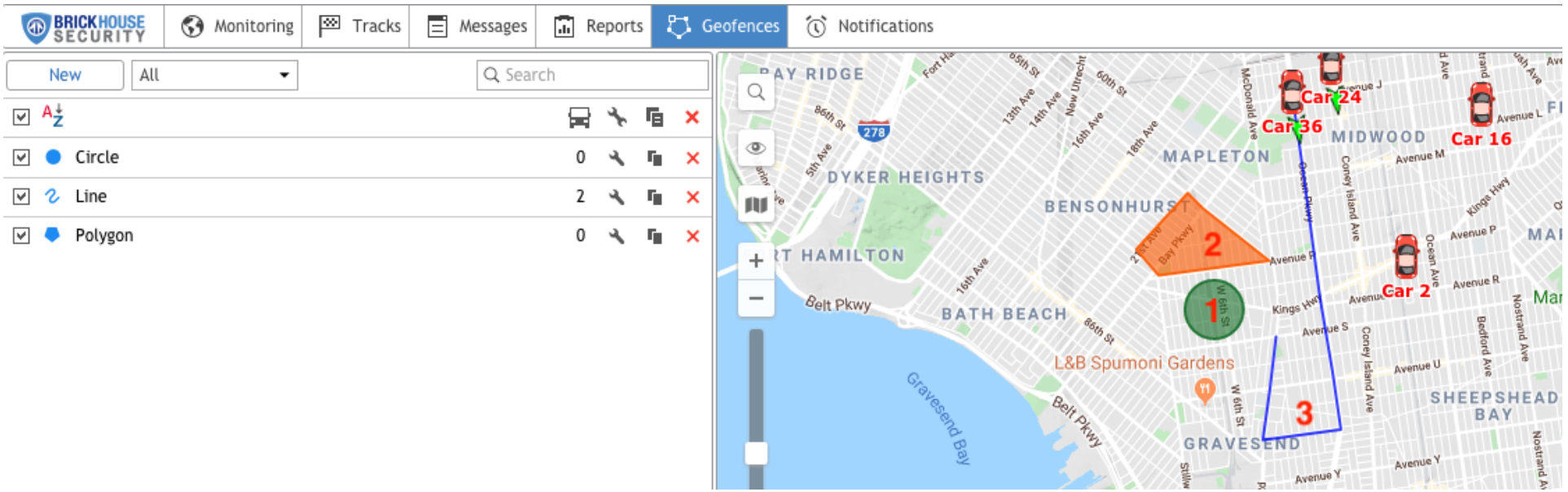


Geofences

A Geofence is a virtual perimeter around a predefined area that can be utilized in a variety of ways on the Locate GPS tracking platform. You can use it to be notified if your device has entered or exited that area or run a historical report on all visits and time spent within the area.

There are 3 types of geofences:

(1) Circle - Point of the map with a radius around it
(2) Polygon - Add as many points as you want to define a specific area
(3) Line - Use this type to be alerted if your device has entered or exited a route



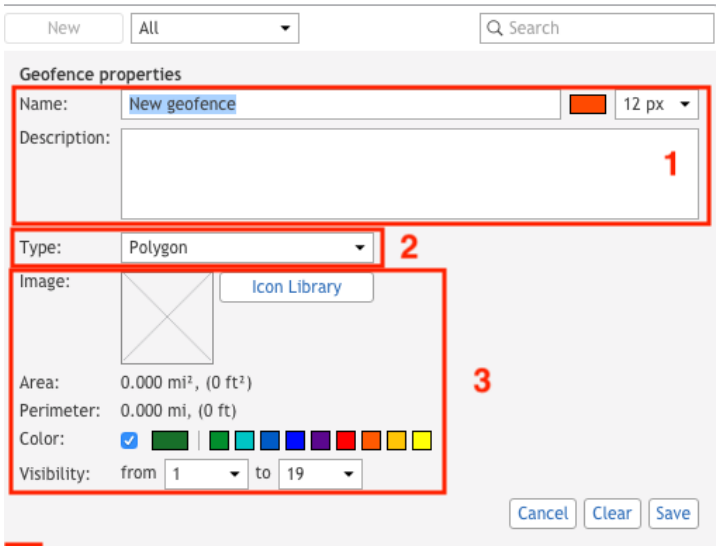
To locate the area where you would like to create your first geofence, either manually drag the map to that destination or search for a specific address by clicking the magnifying glass icon on the map.

Next, click on the "Geofences" tab followed by the "New" button, and then:

(1) Add a name and description for your geofence.

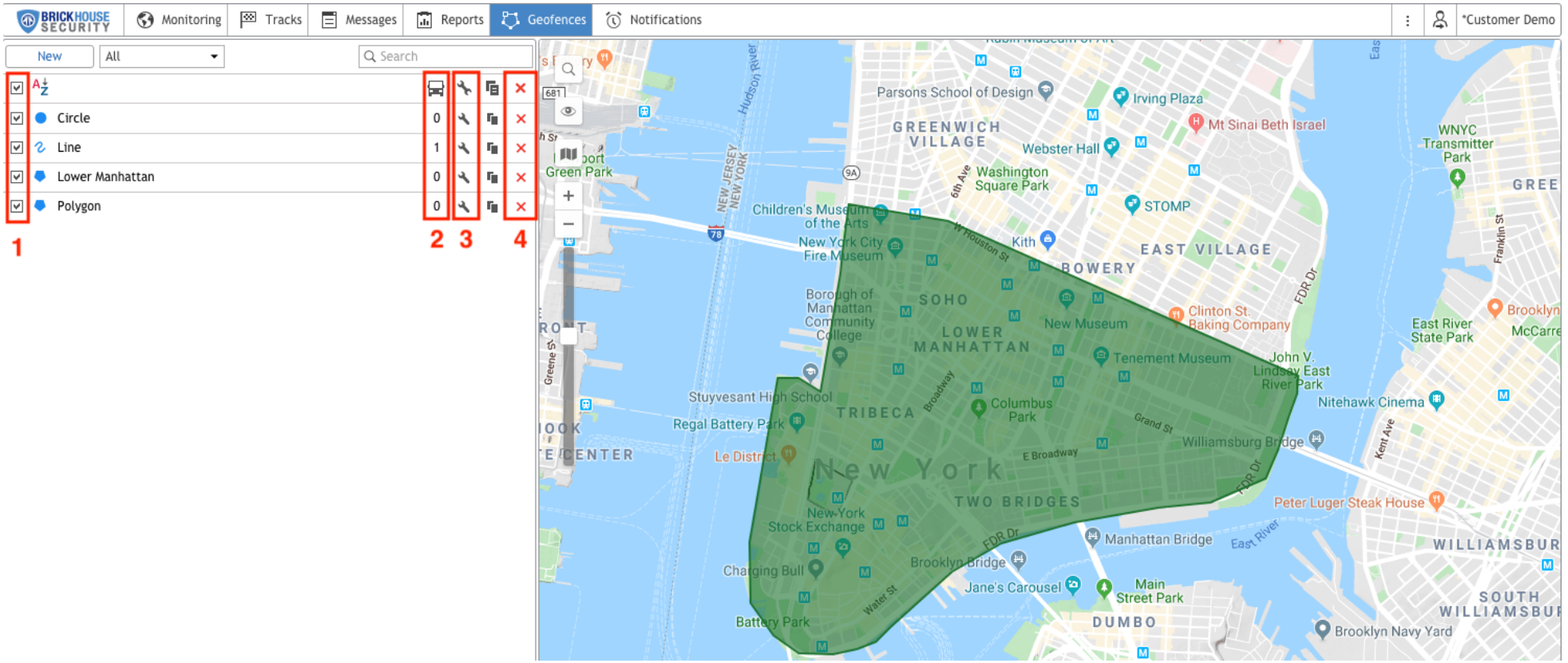
(2) Select the geofence type. Once you do this step, start to define it on the map based on the following guidelines:

- Circle: Double click anywhere on the map to set the center and then determine the radius.
- Polygon: Add at least 3 points to the map. You can then drag the points to define your perimeter. Double click on your last point if you'd like to remove it.
- Line: The line option allows you to connect the points along a specific route that your device takes. Change the width on the left to fit your needs (e.g., wide enough to cover the entire highway).



(3) Once you define your geofence, you can choose to add an image or assign a color and transparency.

Click Save and repeat as needed.



(1) Once you've created your geofences, check the boxes next to them to make them visible on the map.

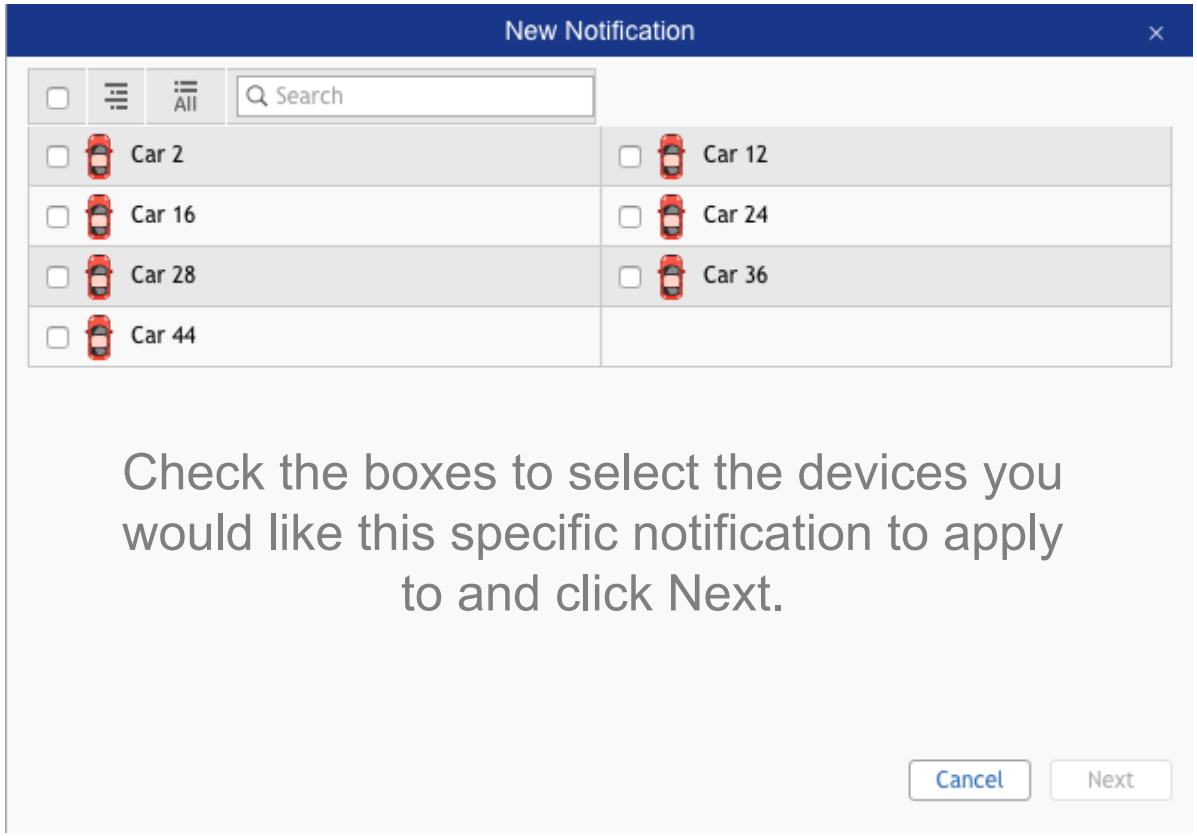
(2) Here you can see how many devices are currently within each geofence.

(3) Click the wrench icon to edit an existing geofence.

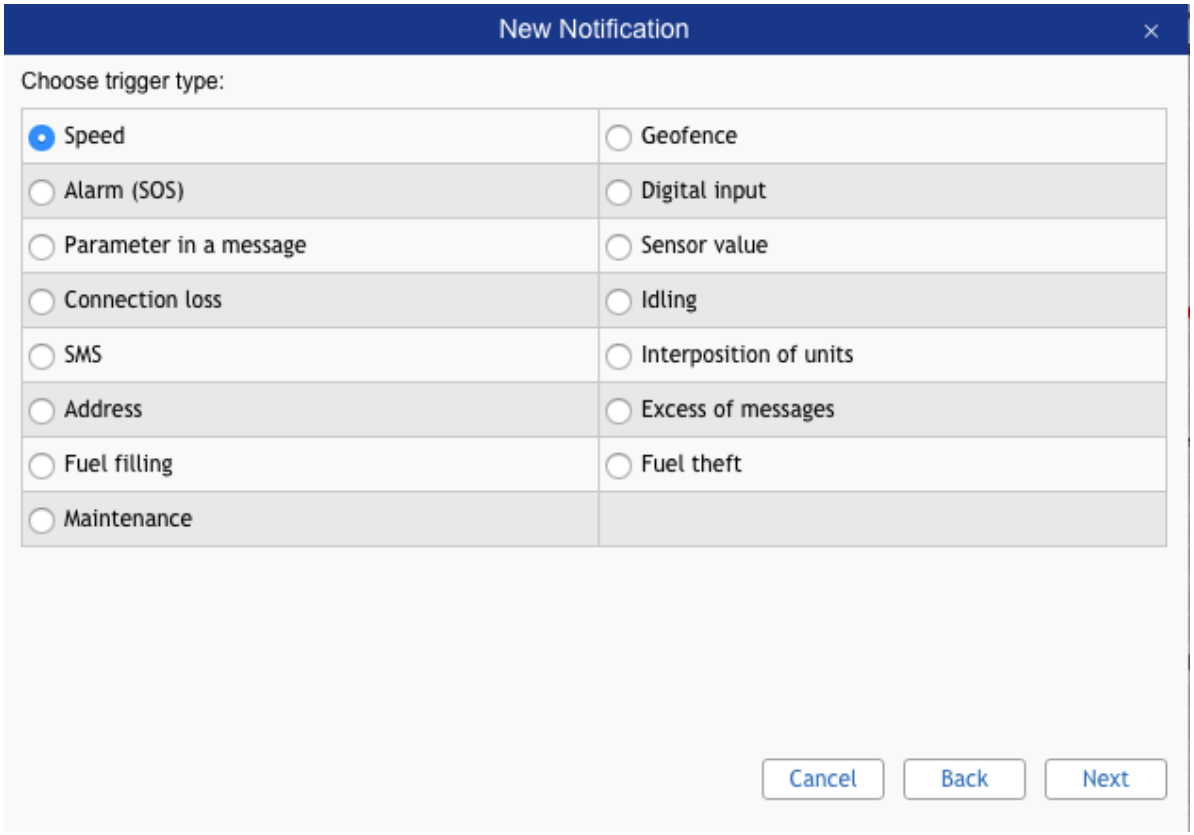
(4) Delete a geofence you don't need anymore by clicking on the X icon.

Notifications

Notifications are used to alert you based on predetermined triggers, like geofence entry or exit, speeding, or excessive idling. You can be notified by email, text message, mobile app notification, or all of the above. To create a new alert, go to the Notifications tab and then click "New". You will then see the window below:

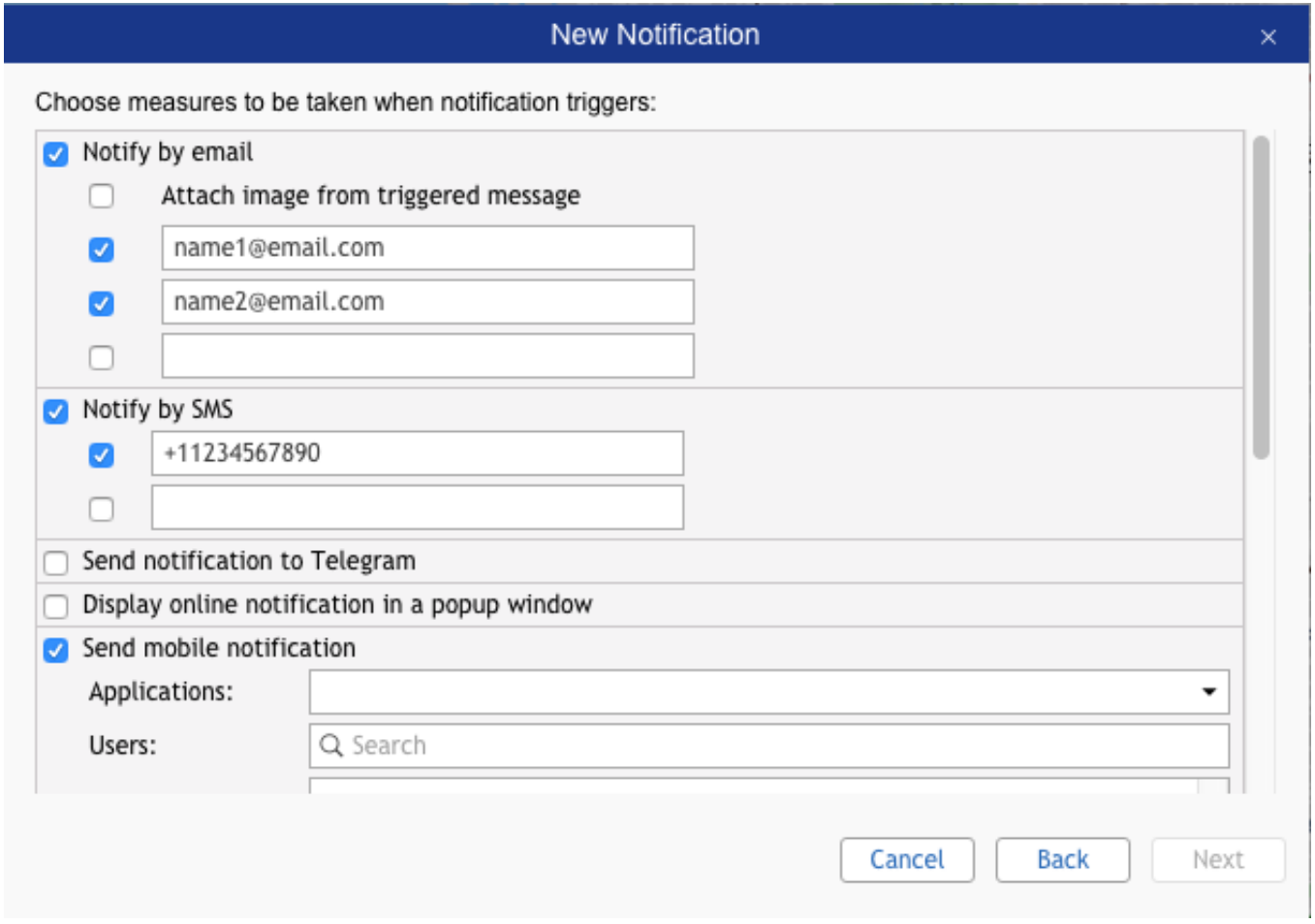


You will then see the following window. Here you will select the trigger type that will activate your notification. Depending on your device type and use-case, not all of these will be useful for you.

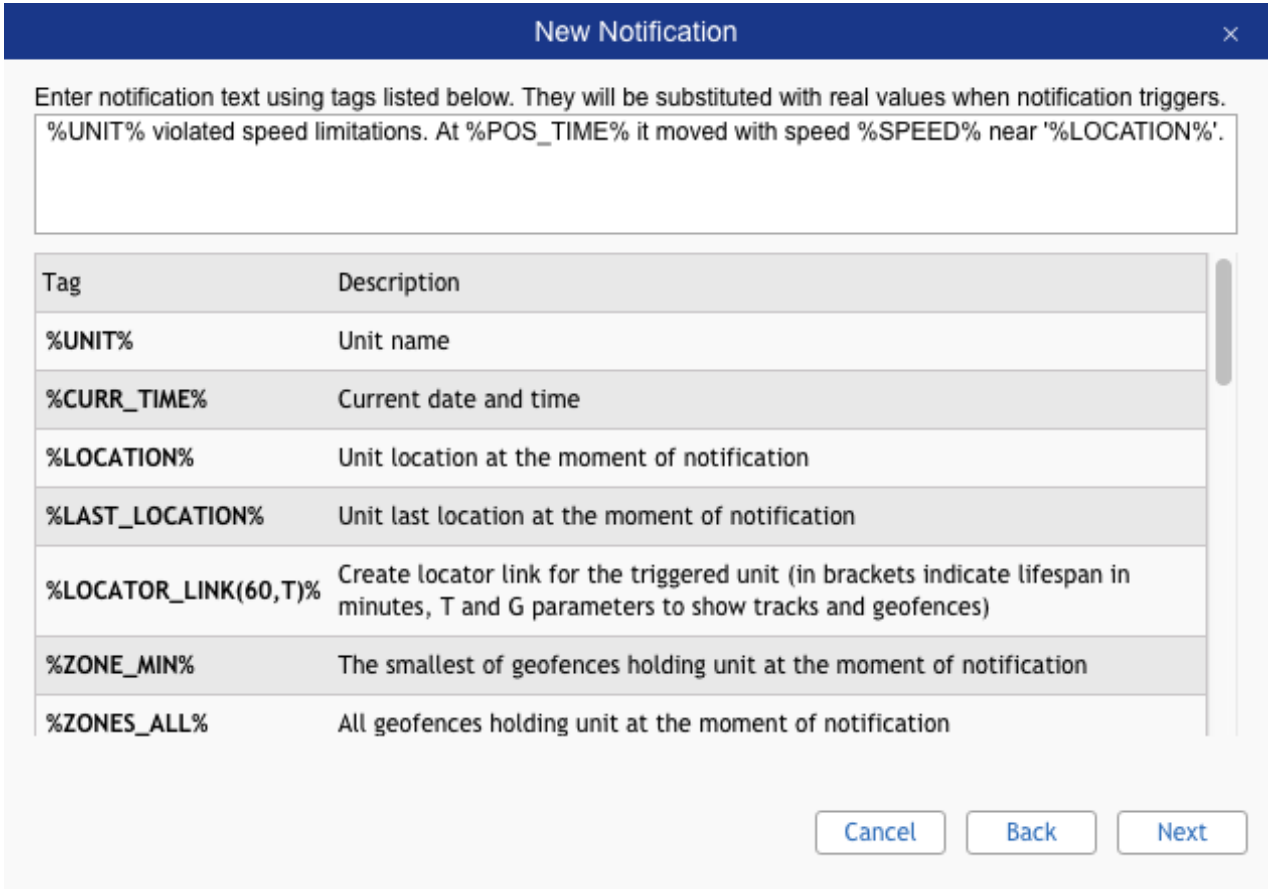


Once you click Next, the settings on the next couple of pages will depend on the notification type you selected.

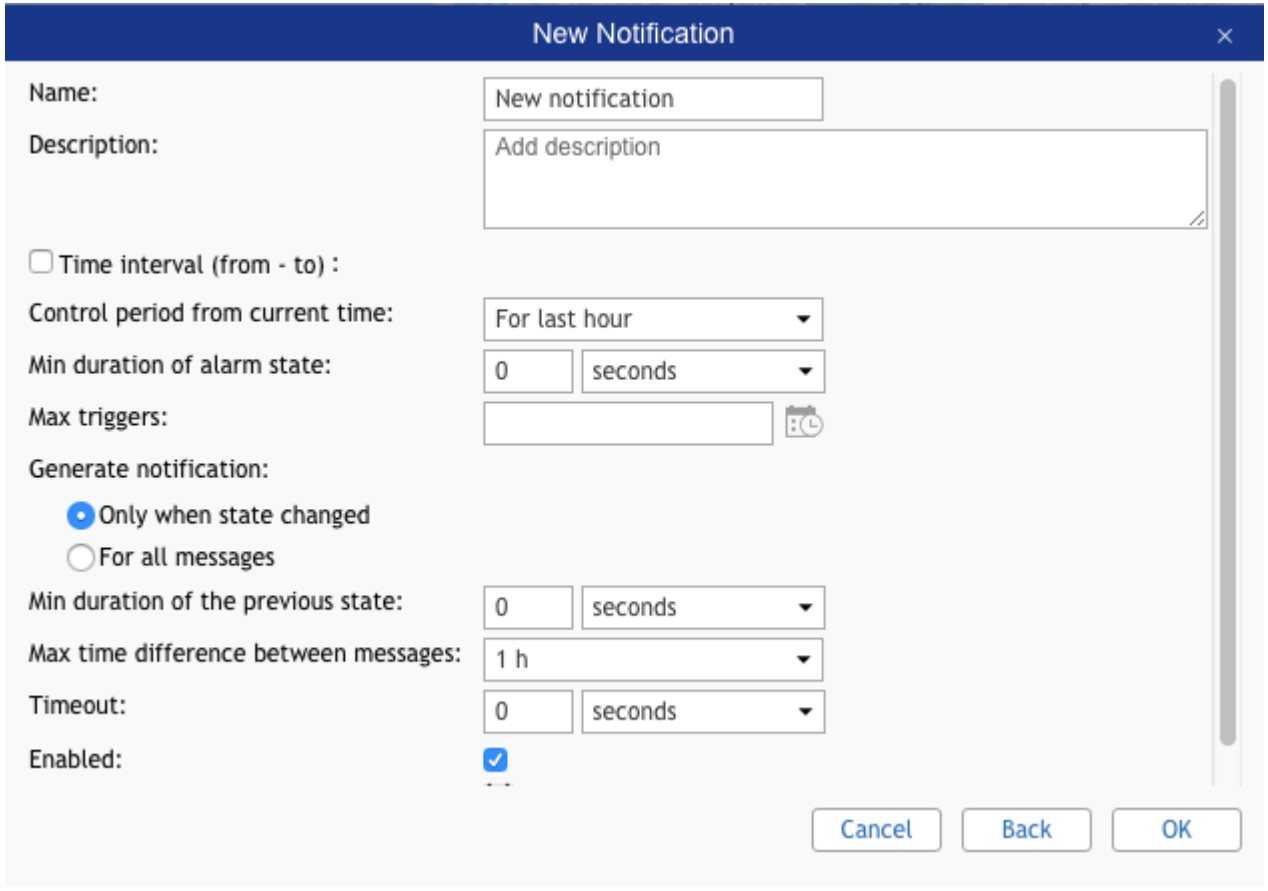
Below is the next window you will see during the set up of your notification. Here you will decide what actions you would like the platform to take if any of the parameters you've selected in the previous windows are triggered. You can choose to enter an email address, phone # (+1 followed by 10 digit number), and/or receive a notification through your mobile app. To receive an app notification, you will have to select your app in this window under the "Application" dropdown and enable notifications in the app settings. Once you're finished entering these settings, click on the Next button.

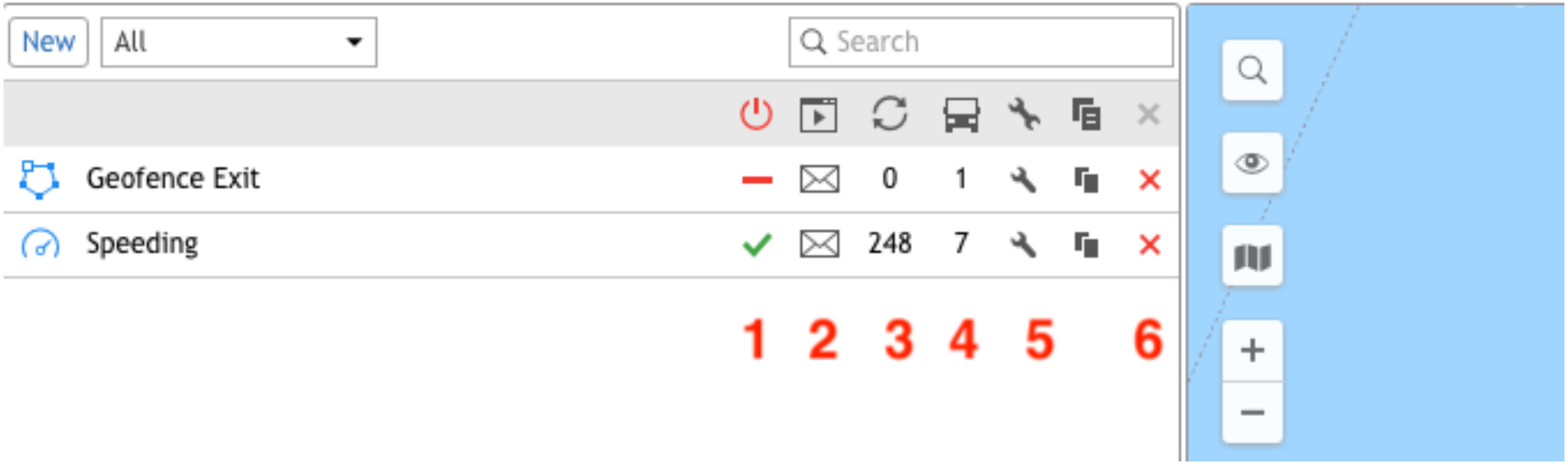


In the next window, you will be asked to enter the text you'd like to see when you receive the notification. The text will automatically be different based on the notification type. We recommend leaving this as is and clicking Next.



This is the final window of the notification creation process. The only required field is the name, but you can also choose to add a description, choose a time interval that you'd like the notification to be active, or enter the maximum number of times you would like that notification to be triggered. We don't recommend changing any other settings. Click OK to complete this notification.





Once you have created all your notifications, you will see them listed in the work area on the left. You can manage your existing notifications here. Below are descriptions for each column.

(1) Enable/disable a notification
(2) See what actions have been set up when this notification is triggered
(3) Shows you how many times a notification has been activated
(4) Shows you how many devices the notification is applied to
(5) Edit an existing notification by clicking on the wrench icon
(6) Delete an existing notification you no longer need by clicking on the X

Getting to Know your BrickHouse Locate GPS Mobile App

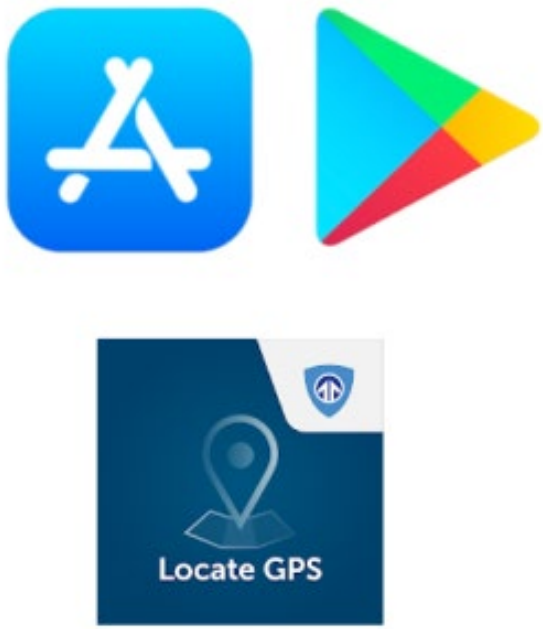
The BrickHouse Locate GPS mobile app is available on the Google Play and iOS App Store and can provide you with the same advanced tracking functionality as the web-based GPS platform. The app can be used on any smart phone or device that runs on Android or iOS.

Some of the features included in the app are:

- Tracking of current device location as well as historical data including all trips and stops
- Ability to run and externally share Reports that are available on the web platform
- Ability to receive and manage notifications

The next few pages will include screenshots and descriptions of the app features and settings.

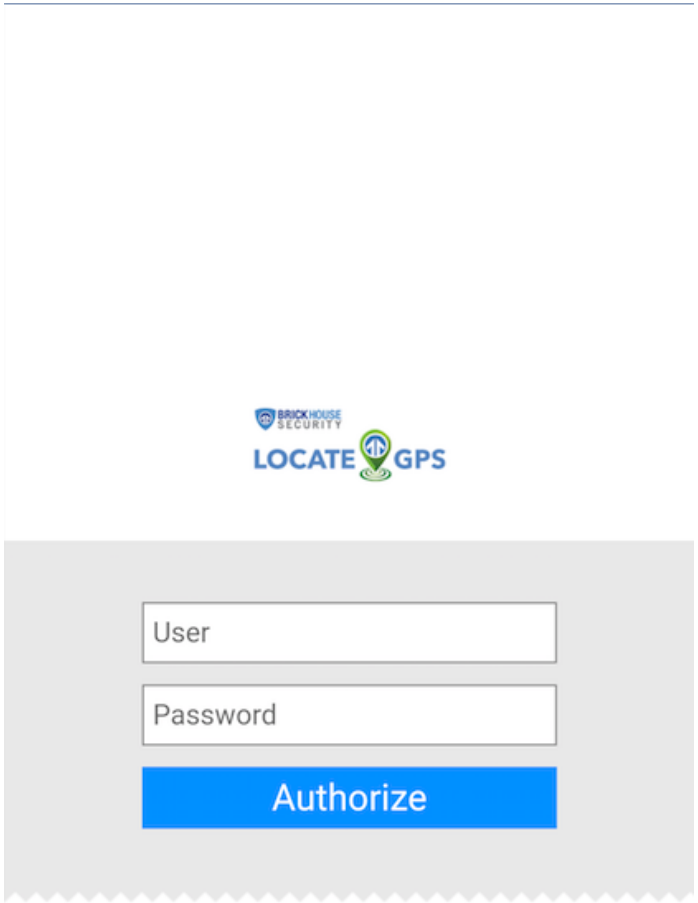
Download the BrickHouse Locate GPS mobile application from your iOS App Store or Google Play store.



Please have your login credentials ready to access the platform through the mobile application. You should have received your login information via email when your device was activated.

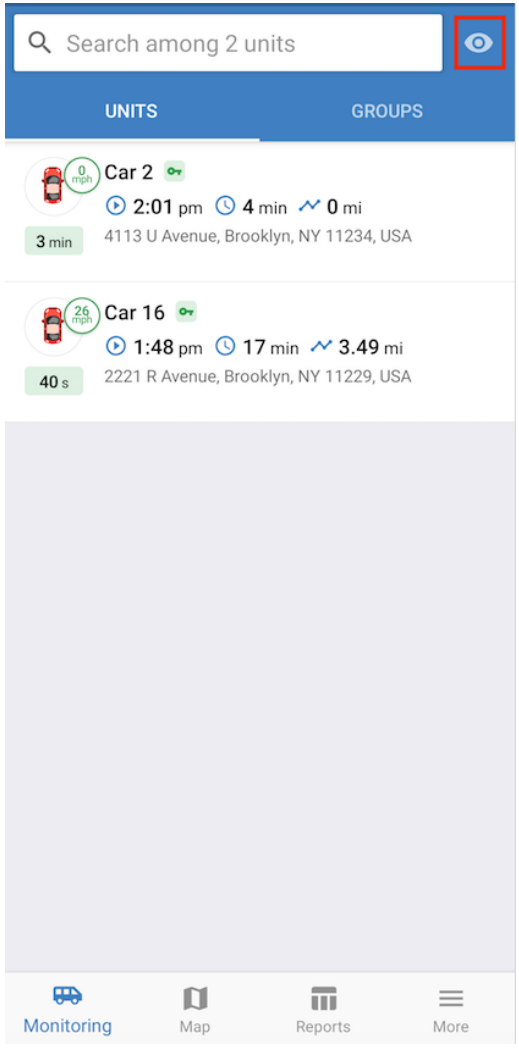
Login Screen

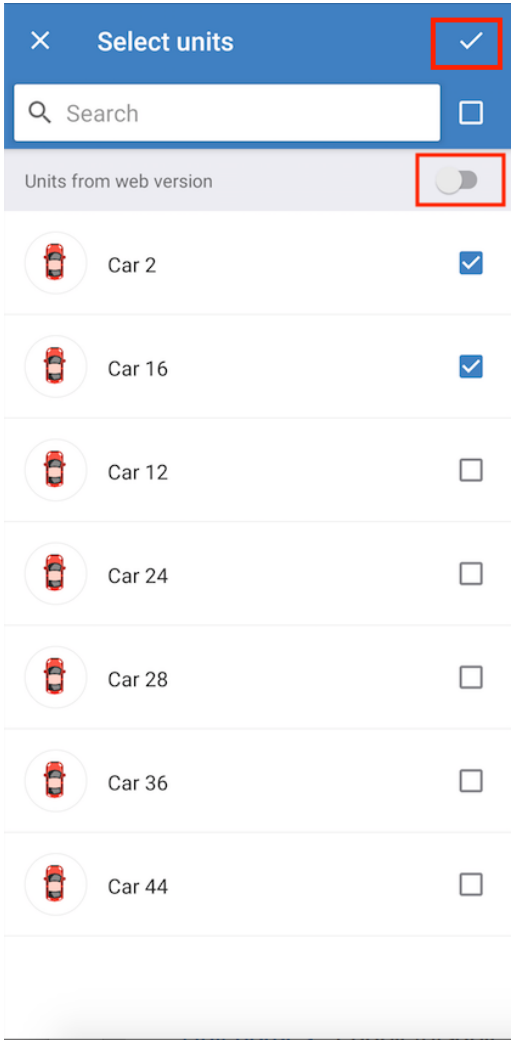
Enter the same username and password you use on the web platform to login to the mobile app



Unit Selection

Shown below is the screen you'll see when you open up the app. The first step is to click on the eye icon in the top right corner of the screen. From here, you will need to select the devices you'd like to appear. You have the option to select all, select individually, or match whatever is on the web platform. This is the recommended option. See highlighted fields below:

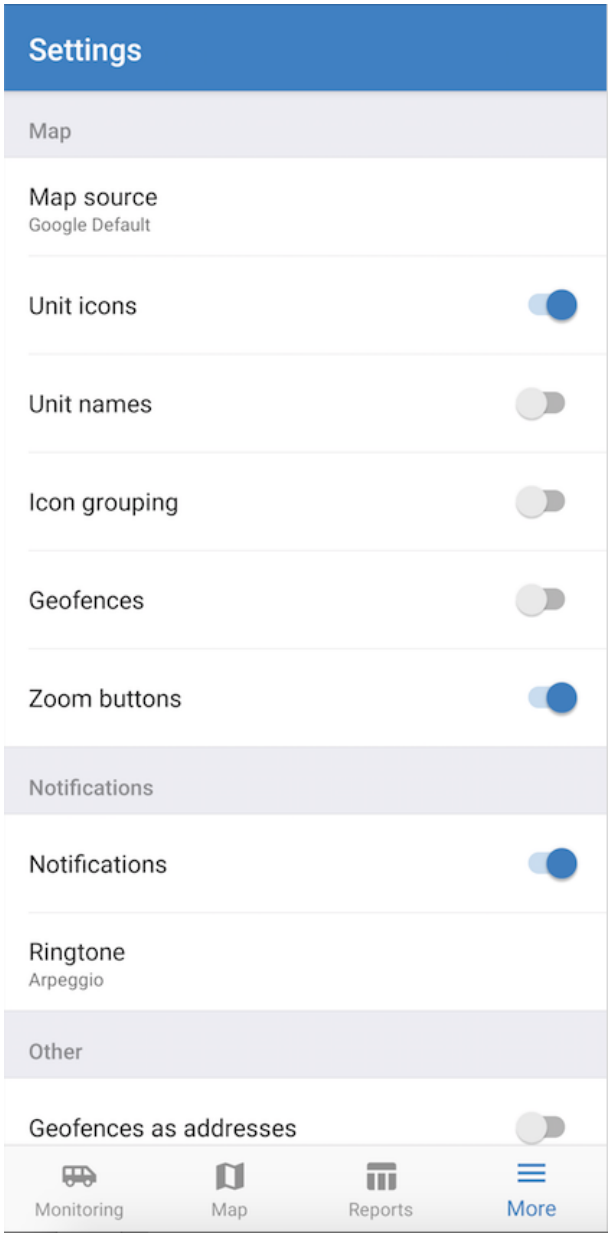




App Settings Page

To enter the settings page, tap on the "More" button at the bottom right corner of your screen. You will reach the page shown here, where you can choose your map source and decide whether you'd like certain things to be visible on the map, such as unit icons and names, geofences and zoom buttons.

Also, enable Notifications if you would like to be alerted through the app if any of your alerts are triggered based on the criteria you set up on the web platform. You will then receive app notifications if you selected "Send mobile notification" as one of the actions to be taken.



Note: Geofences will need to be created through a Web Browser before accessing and viewing them via the Locate GPS mobile app.

Map View

Tap on the "Map" icon to reach the map screen shown to the right. Navigate the map by manually dragging it or using the zoom buttons on the bottom (if enabled in the visibility settings).

You can now bring up detailed information about a specific device by tapping on its icon or searching for it by name in the search box on top.

Once you select a device, you will be able to see current tracking information as well as historical data.

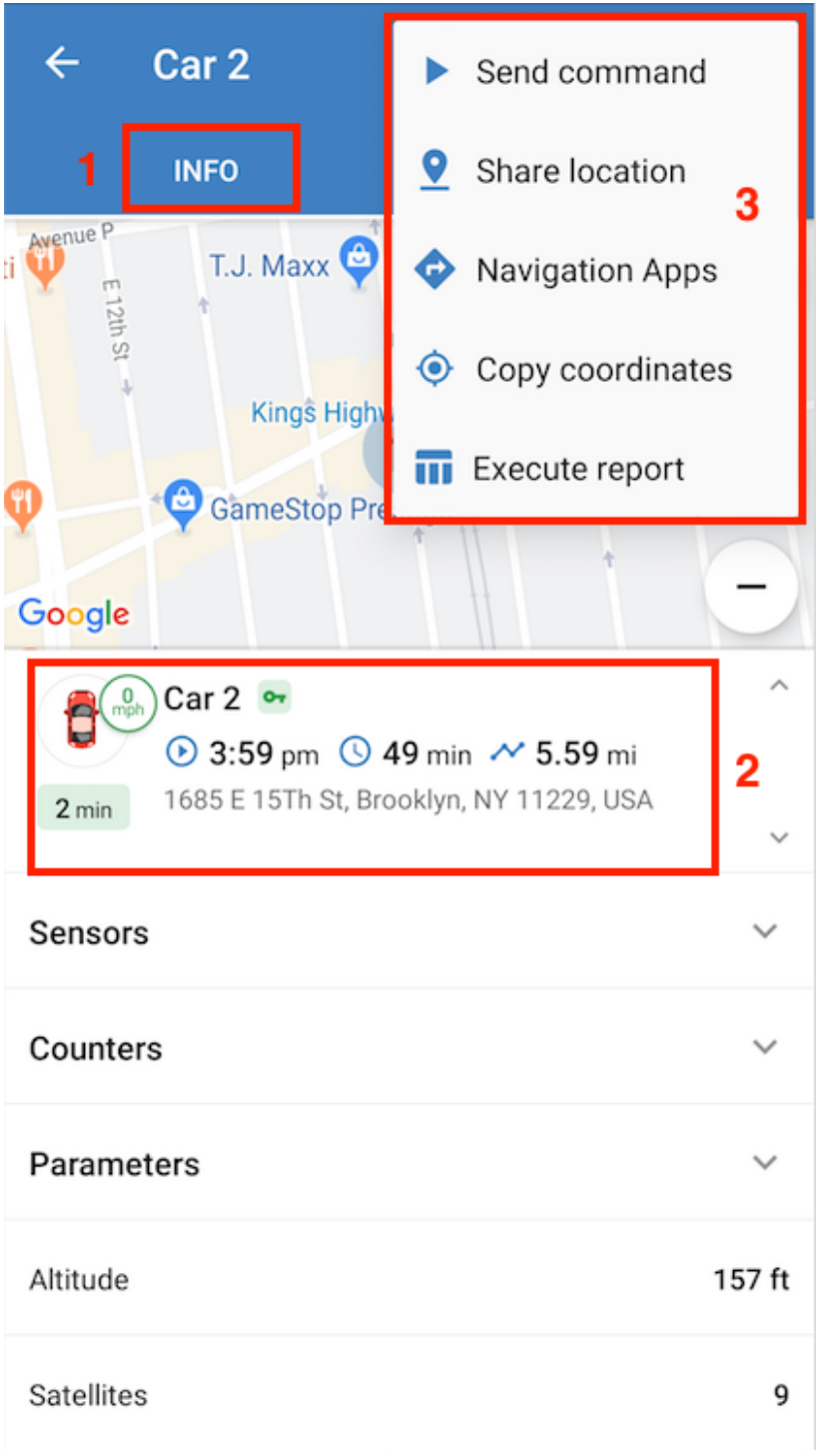
In addition to the Map page, you can also select a device from the Monitoring page. Tap the buttons on the bottom to switch between pages at any time.

Tracking your Device

This page shows you the most current tracking information for the device you selected. You should be on the "Info" tab labeled (1) on the right.

(2) Shows us the latest data, including the device's current location, last time it reported, its speed, as well as information from the last trip tracked, such as the length and distance of the trip.

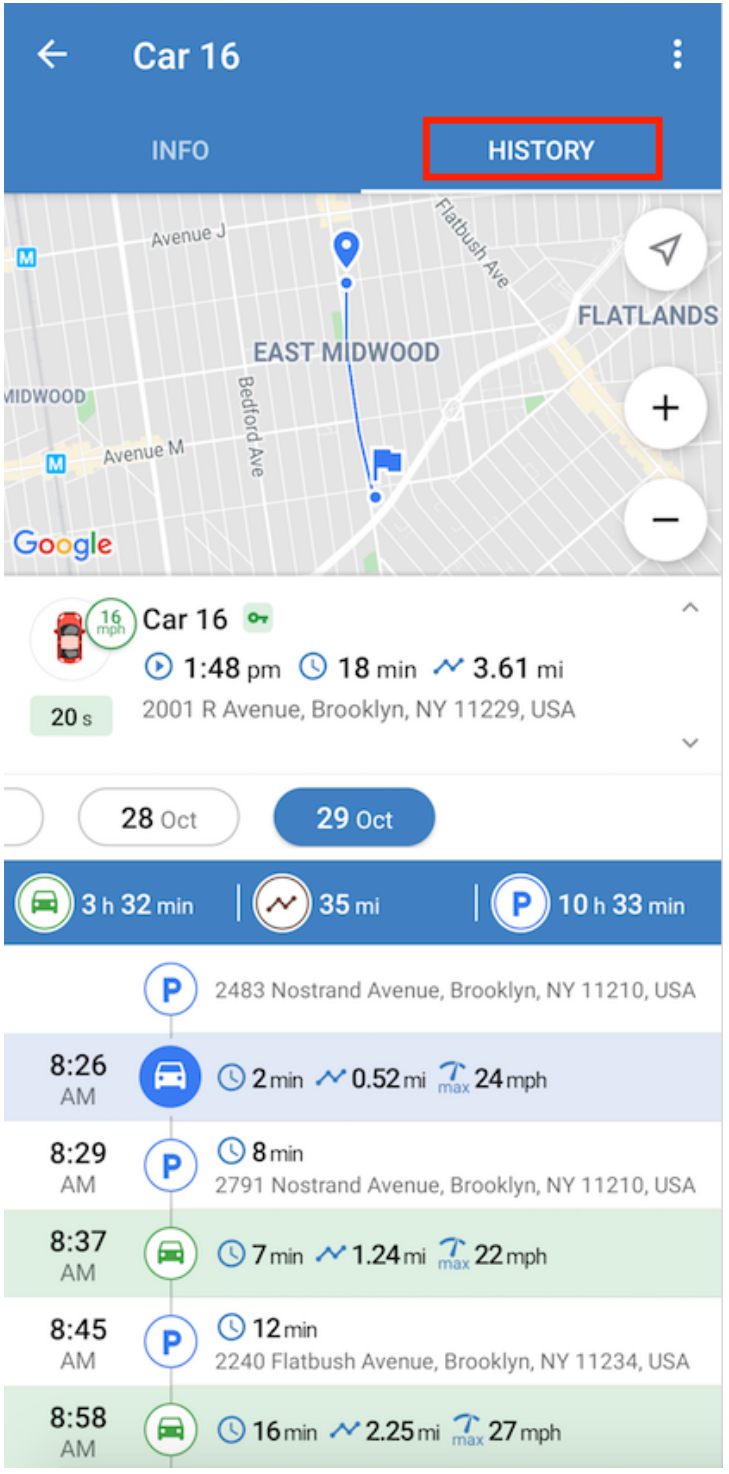
(3) If you click on the three vertical dots at the top right, a drop down menu will appear allowing you to send a command, share the device's current location, navigate from your location to that device, or execute a report.



Tracking your Device (Historical Data)

To see the tracking history of your device, tap on the "History" tab.

From here, you can see all the trips and stops that your device made on a particular day. For each trip, you'll see the duration, distance, and average speed. To make a Track from a specific trip appear on the map, select a date and then tap on the trip of your choice.

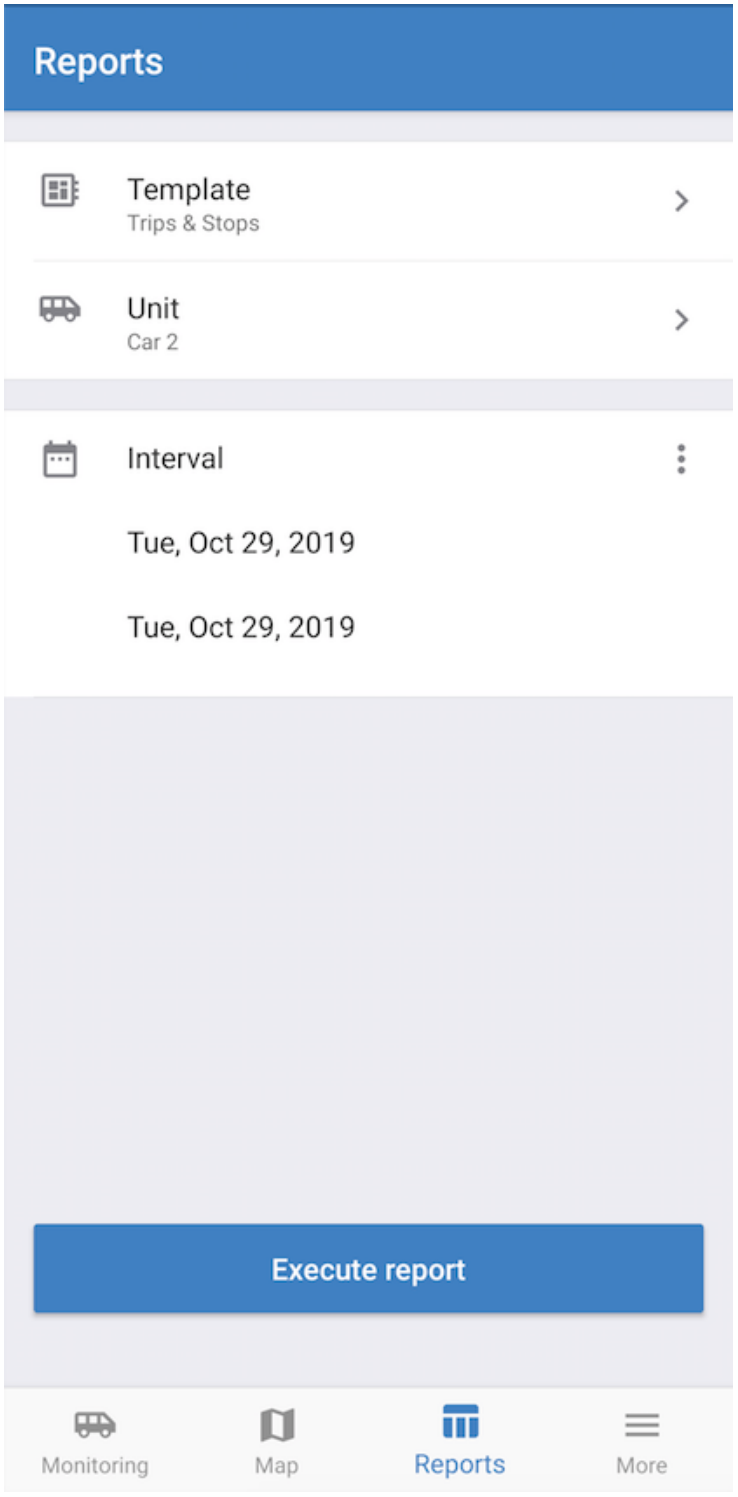


Report Execution

The app also allows you to run any report that's available on the web interface of the Locate GPS platform.

To run a report, select the report Template, Unit and Interval, followed by tapping on the Execute report button.

The report will open as a PDF on your mobile device that you can then email to yourself or others.



Thank you for choosing BrickHouse Security for your GPS tracking needs. For further support with the Locate GPS platform or anything else, please reach out to us by email, phone, or live chat at BrickHouseSecurity.com.

Email: support@brickhousesecurity.com

Phone: 800-654-7966

You can also find lots of learning materials including instructional videos on how to use specific features of the Locate GPS platform at:

help.brickhousesecurity.com

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