# TrackPort Pro

User's Guide



# What's Inside



# **Getting Started**

If you purchased your device pre-activated, you should have 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 Pro plugs into your vehicle's OBD-II port, usually located under the dashboard on the driver's side. Please refer to your vehicle's manual for the exact location of your OBD-II port. Once securely plugged in, the device will 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 hour when your vehicle is not in motion as long as its backup battery has power. If your vehicle provides power via the OBD-II port while the ignition is off, it could drain your battery if there are long periods of inactivity.

# **Device LED Description**

Behavior	Meaning	
Navigation LED Solid	Connecting to satellites. Device is not ready to track.	
Navigation LED Blinking Every Second	Connected to the satellites and ready to track.	
Navigation LED Blinking Fast	Firmware is being updated. The device should continue to track	
Navigation LED Off	The device is powered off. Connect to power to track.	
Status LED Blinking Every Second	Connected to the network and ready to track.	
Status LED Blinking Every 2 Seconds	Device enters sleep mode when no motion is detected.	
Status LED Blinking Fast	Establishing connectivity with cellular networks	
Status LED Off	The device is powered off. Connect to power to track.	

# **Tracking Your Device**

The TrackPort Pro will send continuous location updates while the car ignition is on and your vehicle is moving. The frequency of these updates will depend on the service plan for your device and can range from every 5 seconds to every minute.

When your car ignition is off the TrackPort Pro has an internal battery that allows it to send a location update once an hour while your vehicle is parked.

If you plan on tracking a vehicle that will remain idle for extended periods, we recommend unplugging the TrackPort Pro 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 TrackPort Pro, open a browser window and go to <a href="https://www.BrickhouseSecurity.com">www.BrickhouseSecurity.com</a>. Hover your cursor over the Login tab on the top right of the website and click on GPS.

Using the temporary credentials provided by email, enter your email address and click the Next button. Enter your password and click Log In. You will be prompted to change your password. After you do that, the Monitoring page will appear, and your device's last reported location will be at the center of the map. You can also log in directly to the platform by visiting locate.brickhousesecurity.com.

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



If you have already registered in the system but forgot your password, enter your email address and click Next. On the next page, click on the **Forgot password** link. If the entered information matches the existing data in the database, instructions for setting your password will be sent to you via email.

If you pressed **Forgot your password?** by accident, delete the received email with a password reset link and use your previous login and password. If you follow the link, you must enter a new password. You can reset the password no more than once a minute.

## **USERNAME User Menu** User settings Session management At the right corner of the top panel, the username used to log in is displayed. Locator Clicking on the username opens the user menu with the items listed below. Help Logout User settings Open user settings for viewing and/or editing. Session management Open the Session management window. Shows the list of applications with access to your account and devices that can receive mobile notifications from BrickHouse. The lists are formed automatically after logging in to the application. Opens the Locator dialogue box. Locator Allows you to share the unit location in real time. Request help from our Tech Support team Help Click here to log out of the system. Logout

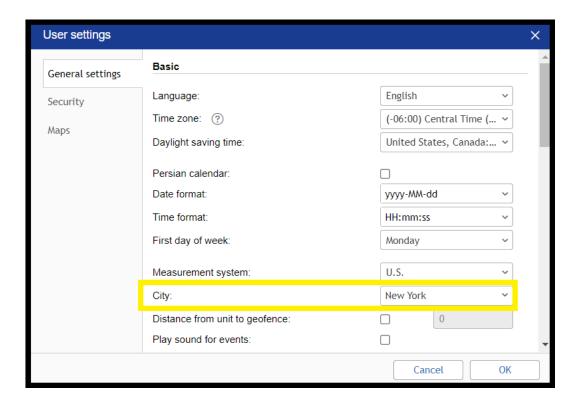
# **User Settings**

To choose user parameters, click on the username in the right corner of the top panel and press the 'User settings' button in the dropdown menu. Next, follow the steps:

- Indicate your time zone.
- Select the type of daylight savings time used in your region.

Please select the settings properly, as they will be used when generating reports, messages, and elsewhere throughout the system.

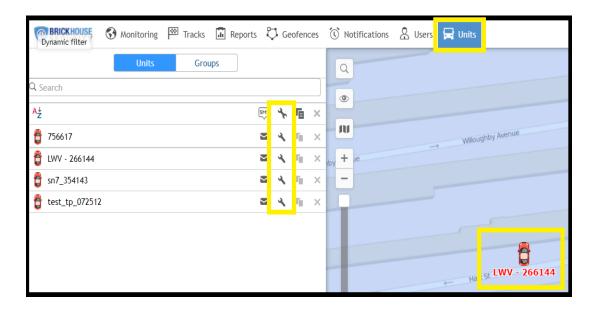
Indicate a city in the dialogue box to scale the map for tracking entries.



# **Editing Your Unit**

Make sure the device is displayed on the monitoring tab before editing a unit.

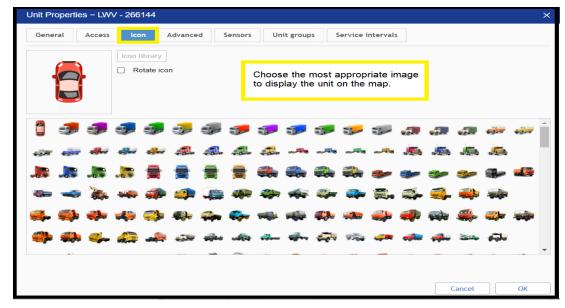
Click the wrench icon next to the unit you want to edit in the 'Units' tab of the work area.



When shown on the map, a unit is represented by an icon with a caption displaying its name.

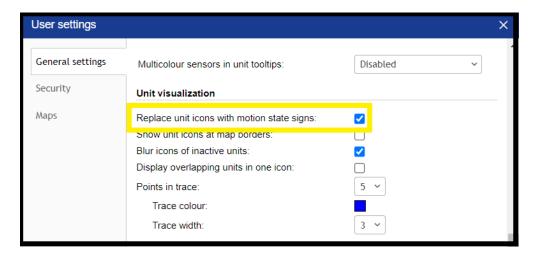
The icon is selected during the configuration process and can be chosen from a standard set of icons or uploaded from your device on the Icon tab.

The orientation of the icon can be adjusted to match the course or direction of the unit, as defined in the unit properties.



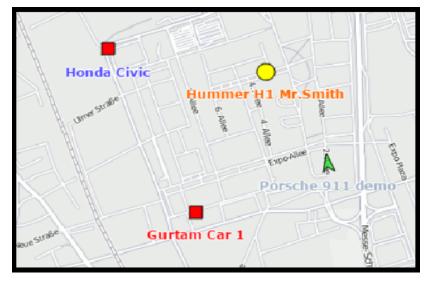
#### Alternatives to Icons

Unit icons can be replaced with simple motion indicators. This option is called **Replace unit icons with motion state signs** and is set in the user settings.



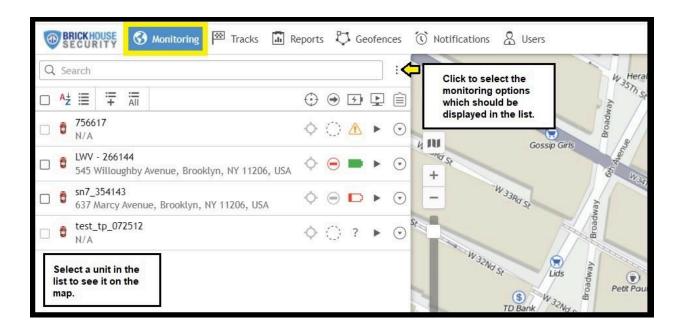
### The following symbols are:

- Green arrow: the unit is moving, and the direction of the arrow indicates the direction of movement
- Red square: the unit is not moving
- Yellow circle: the unit is receiving power from the ignition, but not moving



# **Monitoring Tab**

The Monitoring tab gives access to the main tracking features. Here you can watch the movement of units on the map, send commands and messages to them, monitor parameter changes online, etc.



To open the Monitoring tab, click on its heading in the top panel. The tab has a list of units that you can monitor on the map. The list can contain all units available or just some of them. You can easily add and remove units from the monitoring list, which does not lead to their removal from the system.

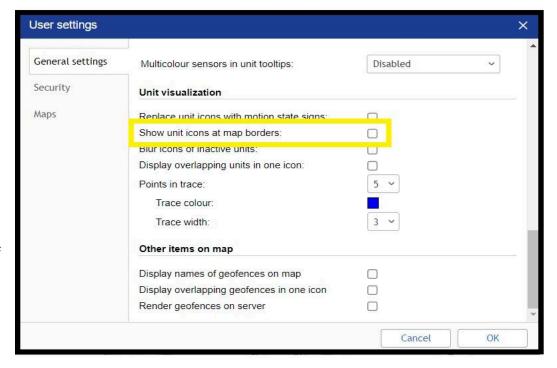
To quickly find a unit in the list, use the dynamic search bar above it. Next to the name of each unit, some icons allow you to assess the state of the unit or perform certain actions. Above them, in the header of the table, some icons allow you to order units according to various parameters. To display the icons in the work list, configure the monitoring options.

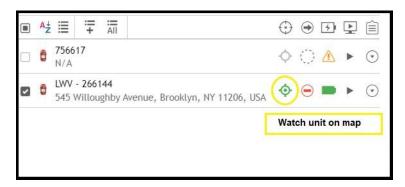
To locate a unit on the map, click on its name in the list. The map centers and zooms in on the selected unit.

The map displays only those units that are selected in the list. You can select or deselect all units at once using the checkbox in the top left corner of the list.

You will see the selected units on the map if they are in the visible area. You can move and zoom the map if needed, controlling your view the same way you would in most online mapping platforms. If the **Show unit icons at map borders** option are activated in the user settings and the unit leaves the visible area of the map, its icon will be displayed on the edge of the map.

Click on the icon to move to the unit on the map.





To keep the location of a unit on the map, click on the **Watch unit on map** icon. When a new message is received from the unit, the map is automatically scaled so that you can see it.

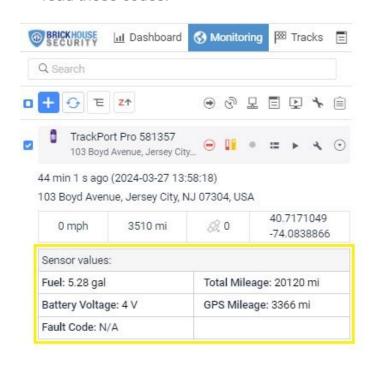
### **Live Diagnostic Data**

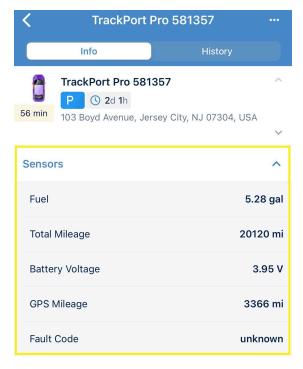
You can view live diagnostic data reported by your vehicle in the Monitoring tab. If you are using a web browser, click the device icon next to your tracker's name, and the information display will open up.

If you are using the Locate GPS app, select the device and tap on the Sensors dropdown arrow and it will display the information.

### Available Diagnostic Features:

- Fuel Level of your vehicle.
- Total Mileage of your vehicle, pulled directly from your vehicle's odometer.
- Battery Voltage of your vehicle.
- GPS Mileage of your tracker to know how far the device has moved since being activated.
- Fault Codes reported by your vehicle. Please check with your car manufacturer for further guidance as to how to read these codes.

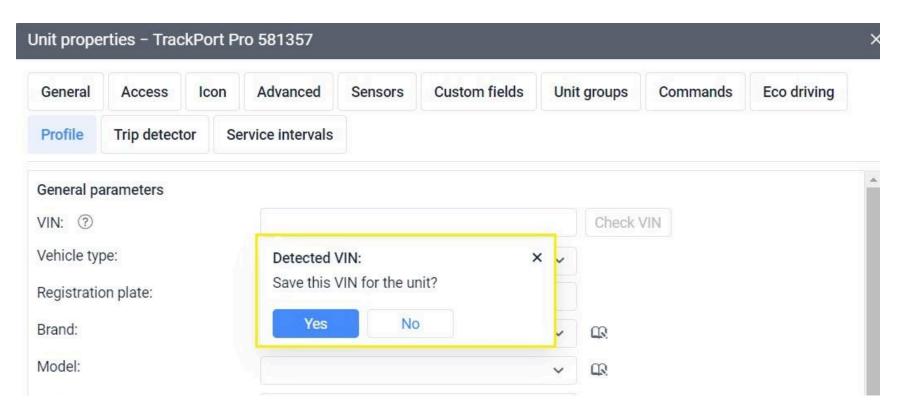




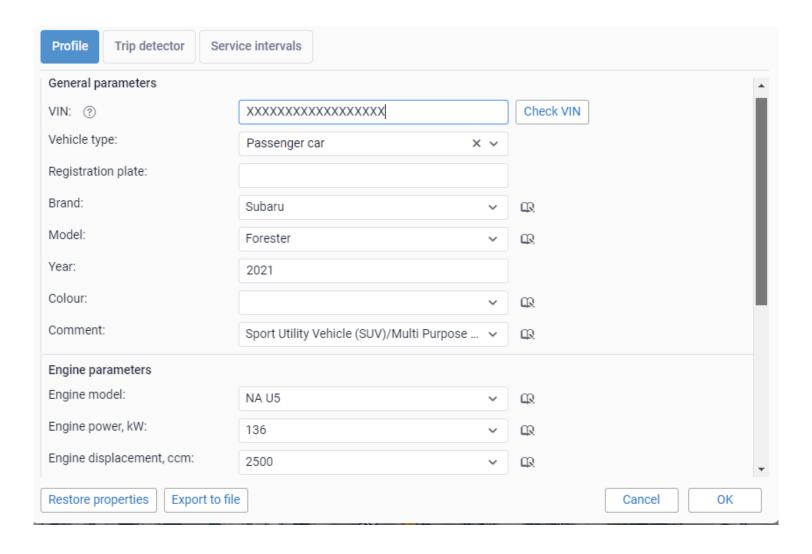
### **Vehicle Identification Number**

The TrackPort Pro can extract the Vehicle Identification Number of the car it is installed on and use it to automatically fill out the Profile data in the web platform. Click on the wrench icon to open the Unit Properties menu. The first time you do, a message will appear telling you that a VIN has been detected and to select the Profile tab. When you open the Profile tab, a prompt will appear and ask if you would like to save the VIN.

Important: If you select 'No' you will not be presented with this option again. You will have to contact our support team to have VIN detection re-enabled on your account.



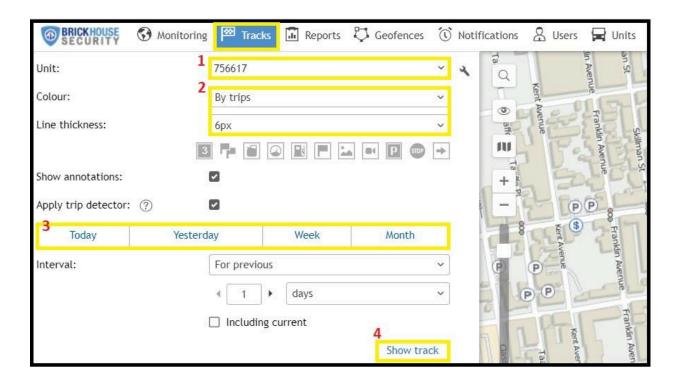
There, you can save the VIN and it will automatically populate known information, including vehicle make and model, some engine information, and cargo capacities. Available information will vary, depending on what the manufacturer has made available. Any blank fields can be filled in by hand if you want to maintain a full profile of the vehicle being monitored.



# Tracks Tab

A track is a line drawn on the map to show how a unit moved during the indicated period. A track is mapped using the points from where messages were reported. Each point stores the date and time when the message was received and coordinates at the point, as well as other parameters (speed, sensors, etc.).

To open the **Tracks** tab, select a corresponding name in the top panel or click on the necessary item in the main menu customizer.



### Mapping a Track

- 1. Select a unit in the dropdown list. Its contents depend on the list in the Monitoring tab and access to the units.
- 2. Adjust the desired **parameters** for the track (color, thickness, etc.).
- 3. Define the **time interval** within which you want to get the data.
- 4. After filling in all the fields, press **Show Track**.

### Markers

To highlight important events on the track, you can enable the display of markers. The set of available markers is the same as in the reports, but some require additional sensors to be installed in a vehicle:



- fuel thefts



- Speedings



- fuel fillings



- events (violations are identified by the marker)



- images from messages



video from messages



parking places

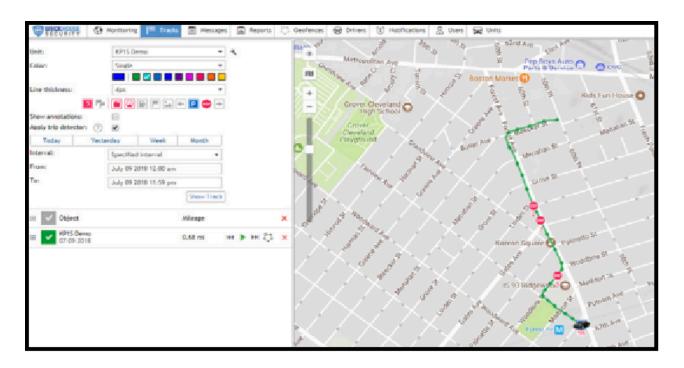


- Stops



- initial and final positions (final positions are identified by the marker)

Below, we see the result of choosing a single track (one solid color), but you can also select to show a single unit with varying colors for different sensor values and speeds.





This will display the trip for the requested time period. You can now see the trip and play it back.

The **track player** will control the playback on the map and also includes Google Map street view images that correspond to the playback on the map.

You may also have a section for sensor values to watch during the playback.

Also, you can click on the circled icon below to see the trip as a geofence in the result line.

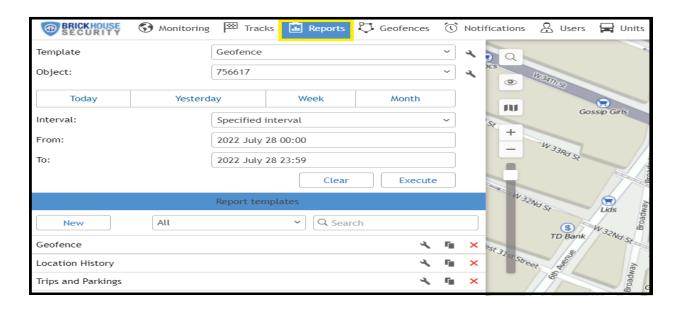


If you hover the mouse over the icon on the map on the tracking tab, the tooltip will provide you with information.



# Reports Tab

To switch to the **Reports** tab, click the **Reports** header in the top panel and select the same name item in the main menu customizer.



Reports on the activity of a unit are presented in the form of tables and graphs. They can be viewed in a browser window, as well as exported to files of various formats.

We have created report templates to make finding the data you need easy. The most useful is the activity report, which includes most data available in its tables. Other report types are customized to suit your needs, so you don't have to hunt through the tables.

To obtain a report, set parameters in the work area: select report template, unit, and reported interval, then press Execute.

### **Geofences and Notifications**

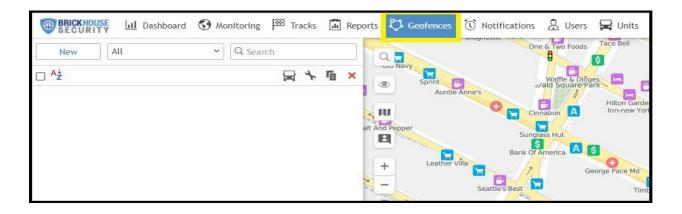
### Creating a New Geofence

By setting up a geofence and <u>creating notifications</u>, the platform can alert you when a GPS device you are monitoring enters or exits the defined area. You can be notified via text or email if it crosses into or out of the zone.

Geofences can report units' activity in these areas or, on the contrary, outside them. You can choose an image for a geofence or add a description. A geofence can have the shape of a line (for example, following an avenue or any road), a polygon (a city park or neighborhood), or a circle with any radius.

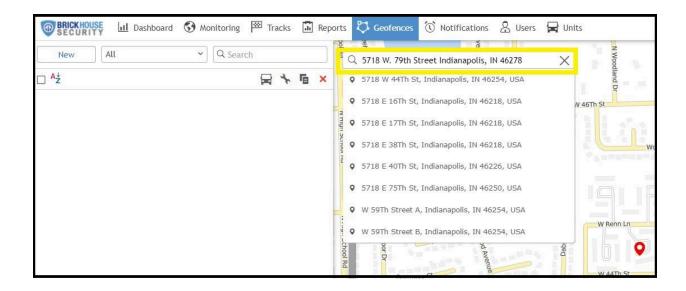
To set up your first geofence, please follow the steps below.

1. Log in to your GPS account on the desktop site and click the "Geofences" Tab.

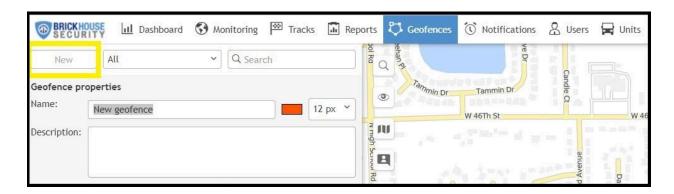


2. Click the magnifying glass icon and type in an address.

**Tip**: Zoom into the area on the map where you would like to create the geofence. To get the most accurate results, be sure to center the geofence on the primary location and make it large enough to enclose the surrounding perimeter outside the fixed address.



3. Click on **New** in the menu and give your geofence a clear name and description. It will be helpful when you receive alerts, as you will know which geofence is being triggered and can find the vehicle quickly.



4. After clicking the New button, a help window appears to provide you with instructions for drawing geofences. Choose a geofence type on the left: line, polygon, or circle.

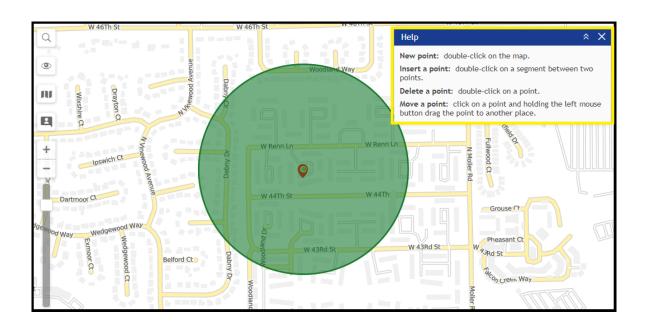
Map a geofence. Here are the basic rules for mapping a geofence:

- Double-click on any place on the map to put the first point. Add more points using the same method. Put the points as close or as far from each other as you want.
- Double-click on a segment between them to insert a point between two other points.
- To move a point to another place, click on it and hold the left mouse button down to drag it to another place on the map. Then release the mouse button when you are done.
- To delete a point, just double-click on it. Note that points cannot be deleted if there are only two points for lines, or three for polygons.

We suggest starting with a circular geofence. Click on the spot on the map where you want the geofence to be centered. You can move the center of your geofence by selecting the dot on your map, holding down your left mouse button, and dragging the dot to where you want the geofence centered on the map. To increase the size of your geofence, change the number in the Radius, ft box until your geofence is the size you want.

Remember: You can zoom in on the map for more detail. The default geofence area is 100 feet.

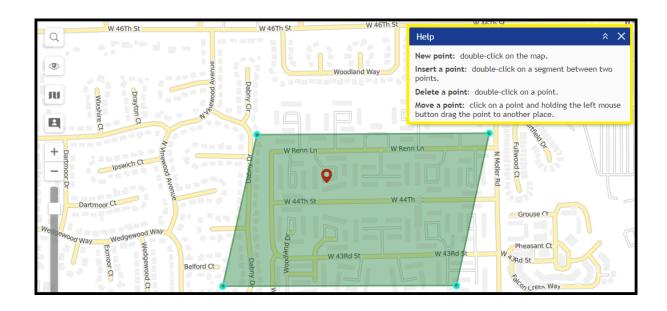
#### Circle:



#### Line:



### Polygon:



When finished, press Save. In case of a mistake, press Clear and try again. To close the create mode without saving results, press Cancel.

It is <u>IMPORTANT</u> that you create a notification for the newly created geofence for you to receive alerts.

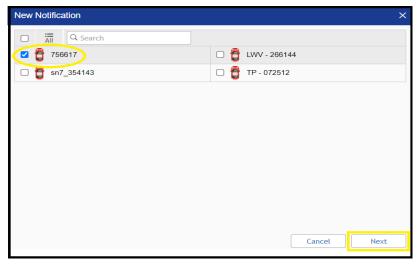
### Creating a new Geofence Notification

In the BrickHouse Locate GPS platform, you can receive notification for any unit activity or change in the device's state. It can be speeding, change of location, sensor values, or other event. A notification can be delivered by email or SMS, shown online in a popup window, etc. This tutorial is for creating a new Geofence Notification.

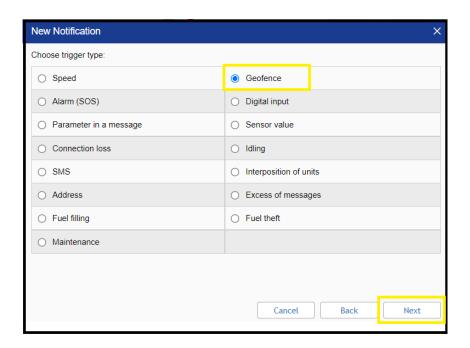
1. Go to the Notifications tab and select New.



2. Select the device by ticking the box, then click **Next**.



#### 3. Choose Geofence and click Next.

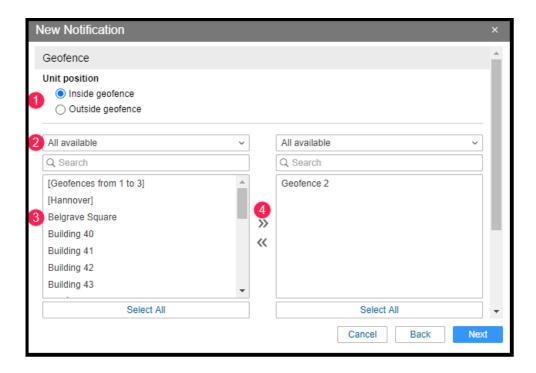


- 4. Select when the notification should be triggered:
  - When the unit enters the geofence (Inside geofence);
  - When the unit leaves the geofence (Outside geofence).

Select the resource whose geofences should be displayed in the list (select All available to view the geofences of all available resources).

In the left list, select the geofences or groups of geofences (displayed in square brackets) for which the notification should be triggered. You can use the dynamic filter above the list to search.

Using the icon , move the items from the left list to the right one.



#### 5. Select Notification Actions

**Notify by email** - When this action is selected, you can add email addresses to which the notification should be sent. To do this, check the box to the right of the field and specify an address.

After specifying the address, a new field is added automatically. To cancel sending the notification to any added address, uncheck the box to the left of it.

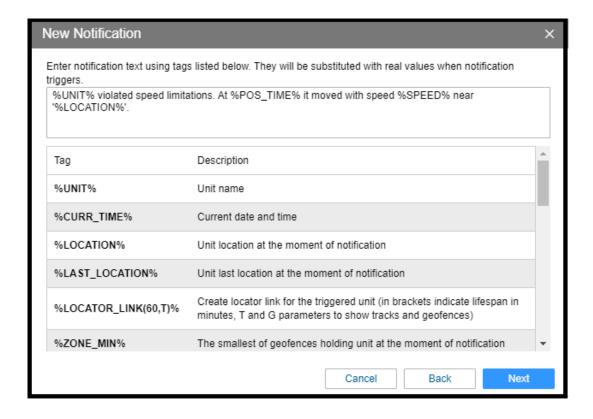
✓ Notify by email		
	Attach image from triggered message	
<b>~</b>	user1@company.com	
<b>~</b>	user2@company.com	
	user3@company.com	
<b>✓</b>		

**Notify by SMS** - This action is used to set up SMS notifications. Type one or more telephone numbers in the international format, for example, +375293293294.

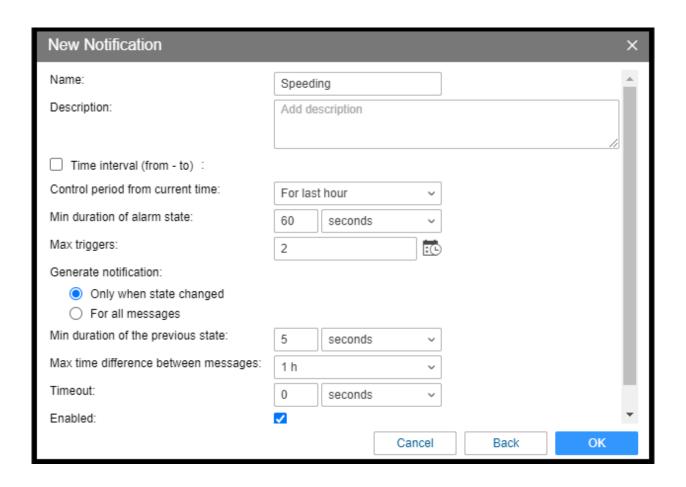
When all fields for entering phone numbers are filled in, additional slots appear automatically.



6. Customize the format of the message you would like to receive and click on Next.



7. At the last stage of creating a notification, specify the parameters for its triggering and click OK. The created notification appears in the list in the left part of the window.



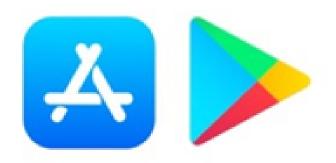
## **Getting to Know the BrickHouse Locate GPS Mobile App**

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 smartphone 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 pages will include screenshots and descriptions of the app features and settings.



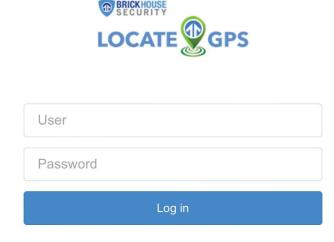
Download the BrickHouse Locate GPS mobile application from your iOS App Store or Google Play store.



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 log in to the mobile app.



If authorized, iPhone (iPhone) will obtain full access to your account.

### **Unit Selection**

Once logged in, you will see the list of units active on the account under the Monitoring tab.

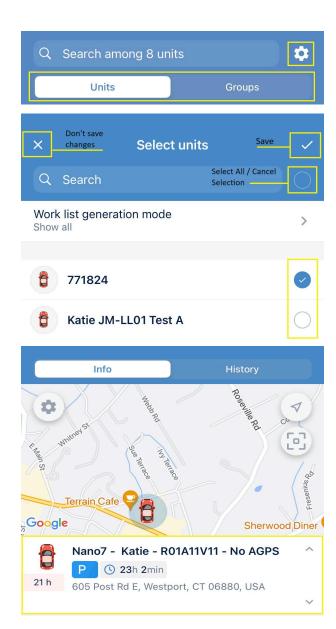
### Adding items to the list

- 1. Select the Units or Groups tab.
- 2. Tap the icon solution located to the right of the search and tap Select items.
- 3. Select the required units or unit groups. You can use the search or the Select All button to the right of it. In addition, you can use the Select All button to select all the items filtered by the search.
- 4. Save the changes.

The Monitoring tab gives access to the main tracking features.

- Choose the unit and watch the movement on the map.
- Send commands.
- Monitor the raw data received from the device, etc.
- Tap a device to view the current tracking information and history.

Scroll downwards to view in full size. Scroll upwards to view the tracker information.



The General information section consists of tabs with unit properties.

To select the tabs you want displayed in the section, click **Configure tab view** at the end of the list and enable or disable the required tabs using the switch.

The indicated settings are applied to all the units at the same time.

# Map View

The map can be viewed by tapping the map icon at the menu located at the bottom of the page. All units selected on the monitoring tab will be displayed on the map. The default view will center on your trackers and zoom out to a level that shows all of your units.

### **Interacting with Map**

To quickly find a specific unit, type its name in the search bar.

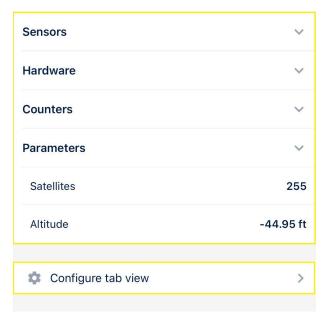
To change any map settings (map layers, unit captions, and so on), tap the icon in the upper-left corner.

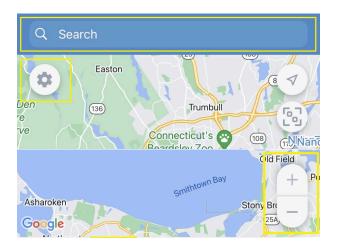
### Zooming

Use +/- to zoom in and out or use the following screen gestures:

- Double tap zoom in.
- Two fingers tap zoom out.
- Two fingers stretch/pinch zoom in and zoom out, correspondingly.
- Double tap without releasing on the second tap, and then slide the finger down to zoom in or up to zoom out.

These controls can be enabled or disabled in the 'Map Settings' mode from the main Settings.





#### Tilt Gestures

You can tilt the map by placing two fingers on it and moving them up (increasing tilt angle) or down (decreasing tilt angle).

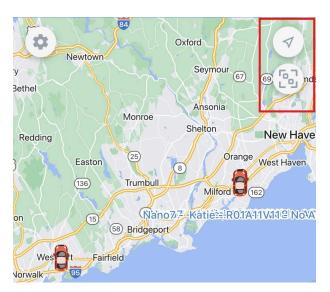
### **Map Rotation**

To rotate the map, place two fingers and apply a rotation motion. After the map has been rotated, a compass icon appears in the top right corner. Tap it to return the map to the default position.

### Finding your own location

To find your own location on the map, tap the icon  $\checkmark$ . As a result, the map focuses on the location of your mobile device, and the icon turns blue. When you move around the map and lose the location marker, the icon  $\checkmark$  changes to  $\diamond$  tapping which centers the map on the location of the mobile device.

To return to the device's current location, tap the [9] icon.

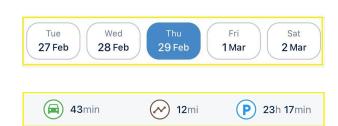


# Tracking your Device (Historical Data)

### **History tab**

The History tab shows the past tracking location of the unit. By default, the data is displayed for the current day.

Selecting a date will display the historic tracking data for that day.

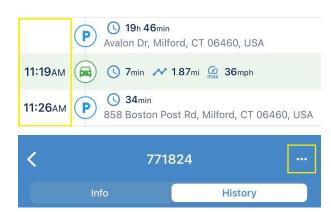


The top row shows summary info.

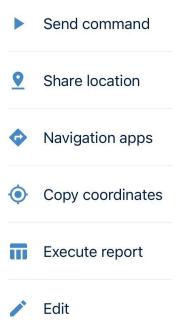
- trip duration ((a))
- track length in trips (
- parking duration (P)

Clicking on the time of the day will move the map to show the position where the unit was.

The top panel displays the menu in the upper right corner which opens when you click on the menu button.



- Send command will send requests to your unit.
  - Ping will help locate the unit easily
  - o Reboot will turn the unit off and on again
- Share location lets you provide a link that enables others to track your unit.
- Navigation apps will let you plan a route using another navigation app like Google Maps.
- Copy coordinates allow copying of the latitude and longitude of the unit to the clipboard so you can paste and search on mapping platforms.
- Run reports for the tracker you are currently viewing. See the Reports section of the guide for more details.
- Edit allows changing the name and icon of the unit.



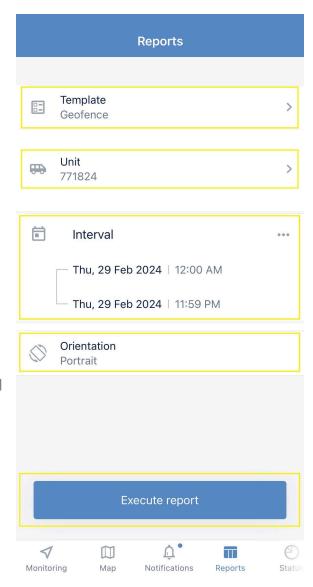
# **Report Execution**

To execute a report, follow the steps described below.

- 1. Select a report template.
  - Geofence
  - Location History
  - Trips and Parkings
- 2. Select a unit/unit group (depending on the selected template, the list shows all the available objects).
- 3. Specify the time interval. You can set it using the 'quick interval' (tap the icon \*\*\*) or manually. To specify the interval manually, tap the start and end lines, and select the required dates and times. If you select the Week or Month quick interval, the report runs for the last full week or the last full month.
- 4. Select the page orientation of the report.
- 5. Tap Execute report.

The report is opened as a PDF file. You can open it in another application, send it by email or messenger, and so on (the icon  $\leq$  in the screen's upper-right corner).

The template, object, and page orientation selection is saved until the next time you run the report.



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: <a href="mailto:support@brickhousesecurity.com">support@brickhousesecurity.com</a>

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

