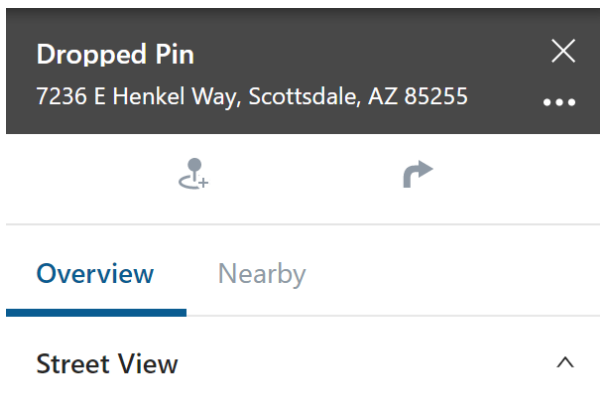


When you drop a pin on the Map, the Dropped Pin Card appears. With the Dropped Pin Card, you can view or copy the dropped pin location address, view the dropped pin location in Google Maps in a separate browser tab, create a landmark, send a dispatch, and view a list of nearby assets.

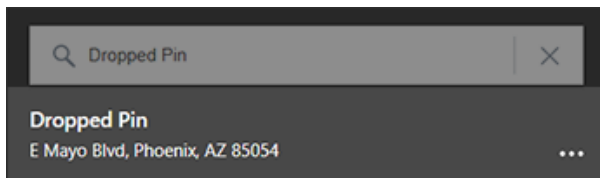


**Note.** In addition, you can move the dropped pin with a click-and-drag movement on the Map. The Dropped Pin Card will refresh automatically if you move the dropped pin around.



## Using the Card Header

From the Header, you can view the dropped pin location address, copy the location, or open Google Maps in a separate browser tab to view the location.



## Using the Ellipses button

Using the ellipses button from the Asset Header, you can copy the dropped pin location or open Google Maps in a separate browser tab to view the location.

### ► How to copy the dropped pin location:

1. From the Dropped Pin Card, click on the ellipses button (.

A pop-up window appears.

2. Click **Copy Location**.

The location is copied to your system's clipboard. Use may paste this location in within the Portal or externally (e.g., separate browser tab, etc.).

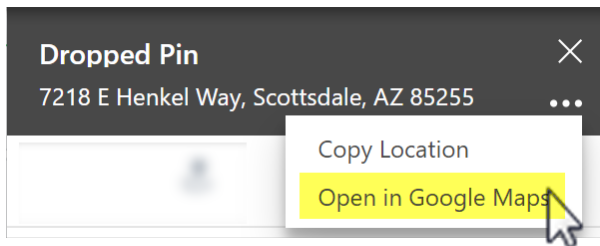
### ► How to view the location in Google Maps:

1. From the Dropped Pin Card, click on the ellipses button (⋮).

A pop-up window appears.

2. Click **Open in Google Maps**.

A separate browser tab opens displaying the location in Google Maps.



## Using the Create Landmark and Send Dispatch Features

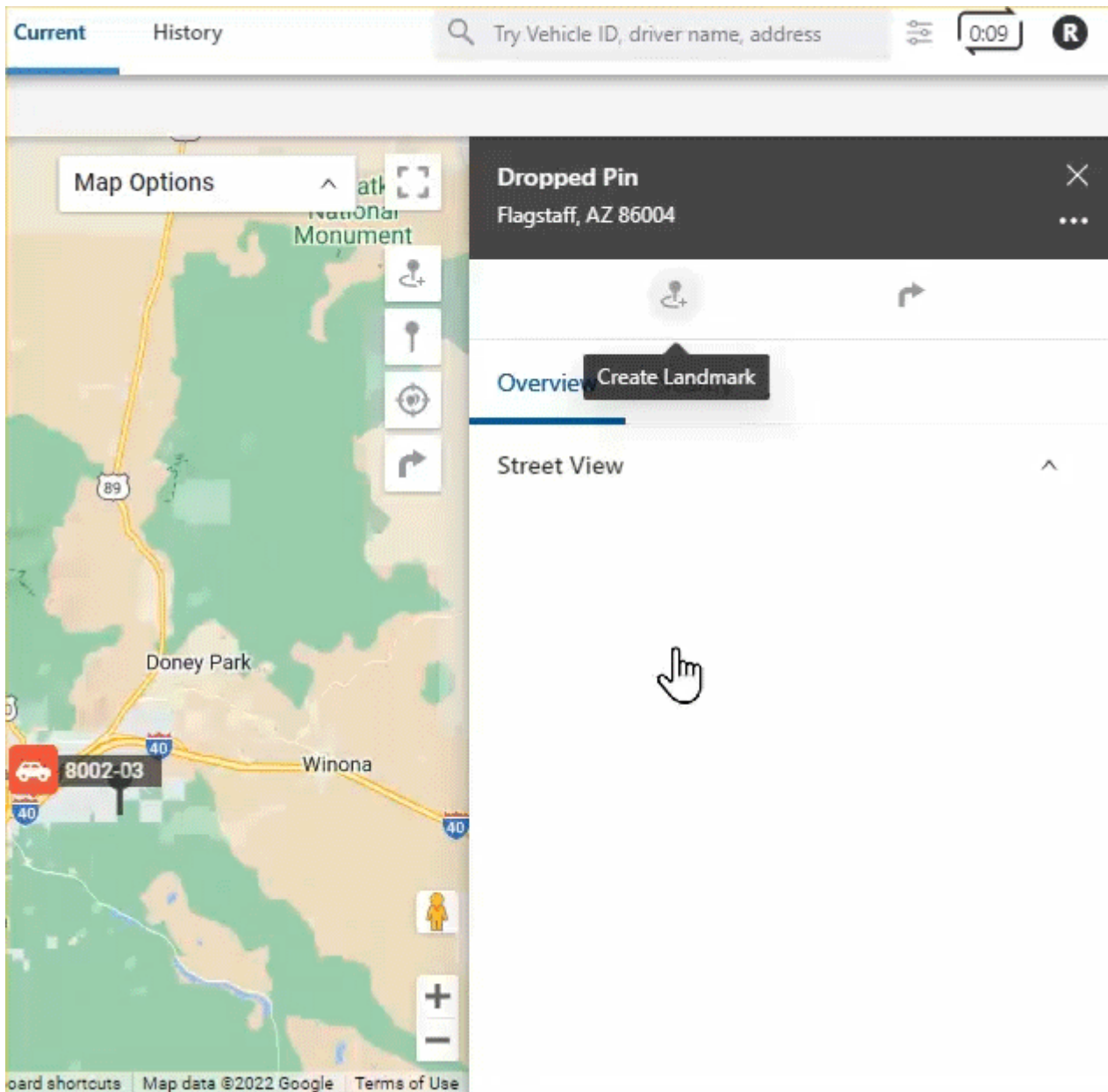
Using the Create Landmark and Send Dispatch buttons, you can create a landmark centered over the dropped pin location or send a dispatch to selected vehicles/drivers.



**Note.** Driver feature is available to Enterprise customers only. If you would like additional information, please contact your Account Manager.

## Creating a Landmark

▶ **How to create a landmark:**



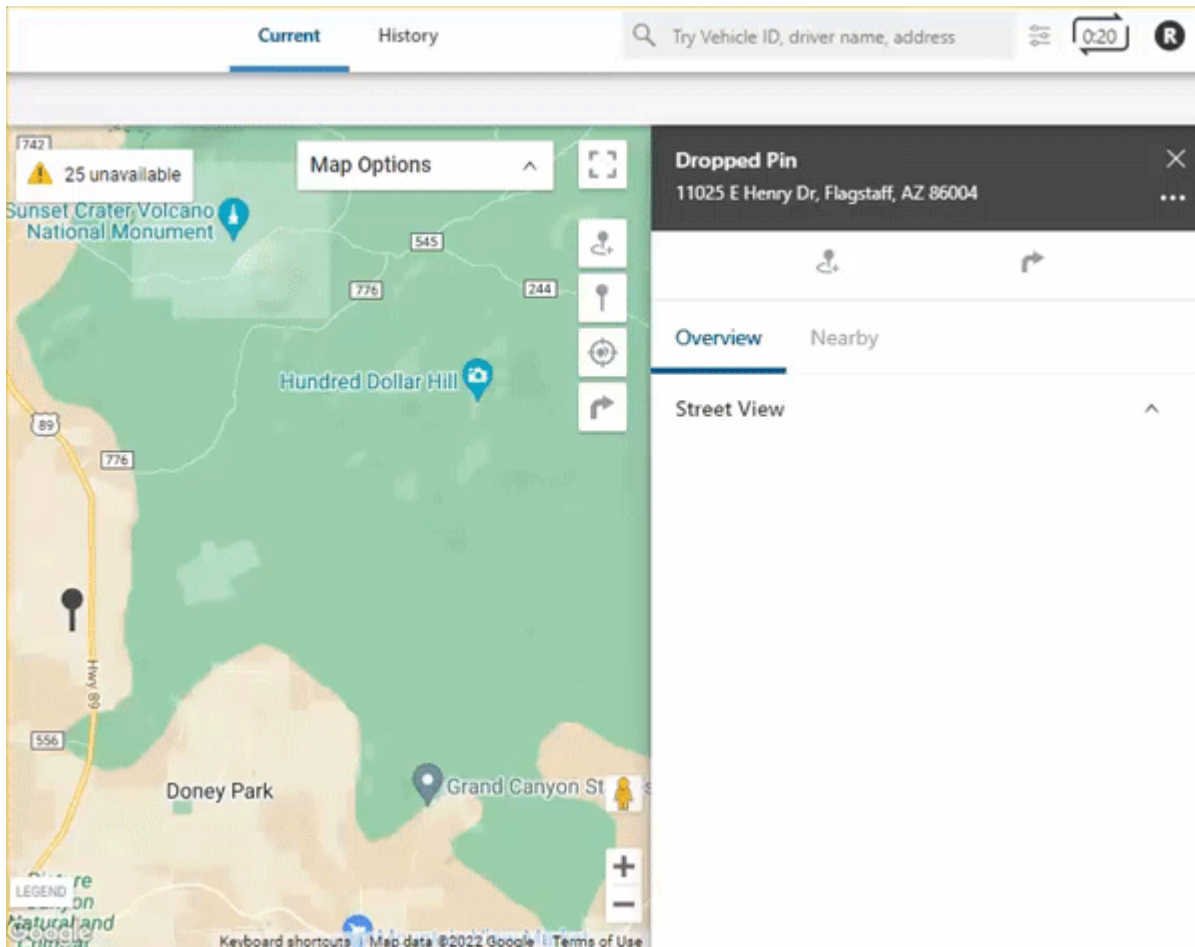
1. From the Dropped Pin Card, click the **Create Landmark** icon.
2. In the Landmark Name text field, enter a name for the landmark.
3. Select a color for the landmark.
4. Click **Create**.
5. Optional: Enter Address Details (Street, City, State, Country, Zip).
6. If you have selected Circle as your landmark shape, you will have the option to enter the radius of the circle in feet/meters (If lat/long coordinates are not entered then the default size is 750 feet or 228.5999926848002 meters).
7. Optional: Use the drop-down window to select a Landmark Group.

8. Click **Create**.

The Landmark is created and the corresponding Landmark Card appears.

## Sending a Dispatch

### ► How to send a dispatch:



1. From the Dropped Pin Card, click the **Send Dispatch** icon (  )

The Send Dispatch pop-up appears.

2. In the “To:” field, search for the recipient(s) (driver and/or vehicle) to receive the dispatch.



**Note.** The driver(s) and/or vehicle(s) must have associated contact information (e.g., phone number, email address, etc.) to be searchable/selectable.

3. The Location field is pre-populated with the Dropped Pin address. If you have a supported tablet, you may add another location for dispatch.

4. Click **Send**.

## Viewing Nearby Assets and Landmarks

You can view a list of all nearby assets and landmarks to the dropped pin location in the Nearby section of the Dropped Pin Card.

### Nearby Assets

Nearby assets are listed by Vehicle label and associated driver (if assigned), current status, and distance from the dropped pin coordinates.



**Note.** You can enter the desired radius (in miles) from the dropped pin within which you would like to see nearby assets. The default radius is 25 miles.




Nearby ^

**Asset**      Landmark

Radius (mi) ⓘ

25

Only show filtered assets

NAME	DISTANCE ▾
 <b>8005-Temp 4A</b> <i>(no driver assigned)</i> ● Last reported 11 days ago	0.4 mi
 <b>CSM-ELD</b> Adam Gabardy ● 0 mph ENE	0.4 mi
 <b>TestLP3</b> <i>(no driver assigned)</i> ● Stopped 6 days	0.4 mi



**Note.** This list can be especially useful if you are looking to dispatch one asset to another and would like to dispatch the closest appropriate asset possible. To do so, use the Send Dispatch function on the Dropped Pin Card and enter in the asset's Vehicle ID for "Location to Send" and the closest appropriate asset's Vehicle ID for "Send this location to the following recipient(s)" or vice versa, depending on your need. See the instructions under **Sending a Dispatch** for additional information.

### Nearby Landmarks

Nearby landmarks are listed by selected landmark group, landmark name, and distance from the dropped pin (in miles).

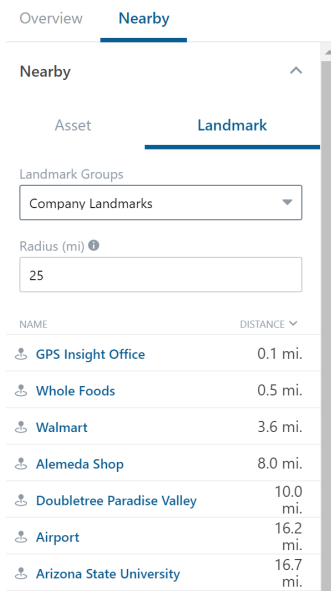


**Note.** You can enter the desired radius (in miles) from the dropped pin within which you would like to see nearby assets. The default radius is 25 miles.

## ► How to view nearby landmarks:

1. From the Card, click **Nearby**, then click **Landmark**.
2. Select the desired landmark group using the drop-down window under Landmark Groups.
3. Enter the desired radius (in miles) from the Dropped Pin for your search parameters.

Nearby landmarks appear and are listed by landmark name and distance from the dropped pin (in miles). You may click on the name of a listed nearby landmark; however, the Landmark Card for the selected Landmark will appear and you will need to recreate the dropped pin to go back to the Dropped Pin card.



The screenshot shows the 'Nearby' interface with the 'Landmark' tab selected. It includes a 'Landmark Groups' dropdown menu set to 'Company Landmarks' and a 'Radius (mi)' input field set to '25'. Below these is a table of nearby landmarks.

NAME	DISTANCE
GPS Insight Office	0.1 mi.
Whole Foods	0.5 mi.
Walmart	3.6 mi.
Alemeda Shop	8.0 mi.
Doubletree Paradise Valley	10.0 mi.
Airport	16.2 mi.
Arizona State University	16.7 mi.