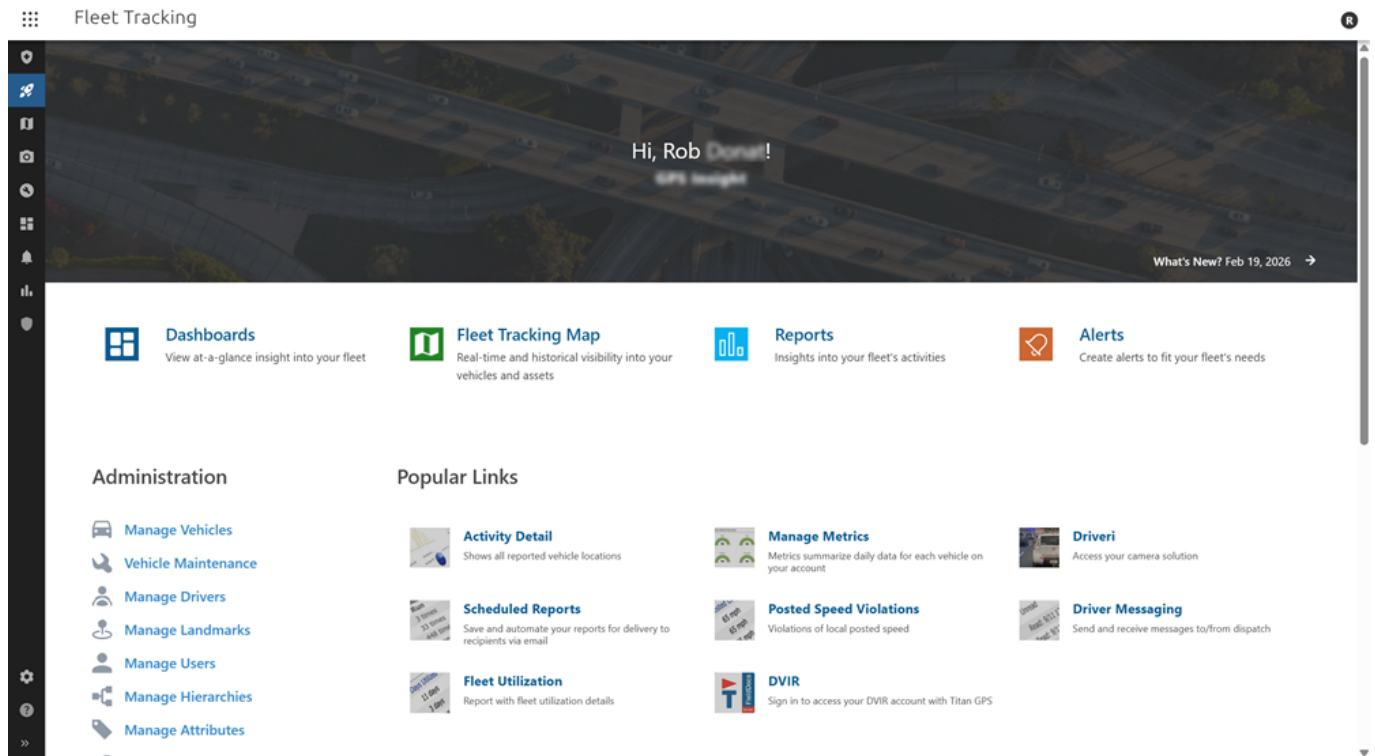


Link: <https://help.gpsinsight.com/docs/about-the-new-portal/> Last Updated: November 3rd, 2020

The Portal interface is quick, simple, and highly configurable. With just a few clicks, you can run any report or view the map for a single vehicle, a group of vehicles, or your entire fleet. Schedule reports, set up alerts, or administer your vehicle, driver, and user groups easily from our efficient web-based interface.



Note. Enterprise Driver and driver groups are only available with Enterprise. To learn more, contact your Account Manager.

You can also gain insight into your fleet via real-time maps, vehicle location lists, alerts, graphs, messages, landmark visits, and more.

Overview

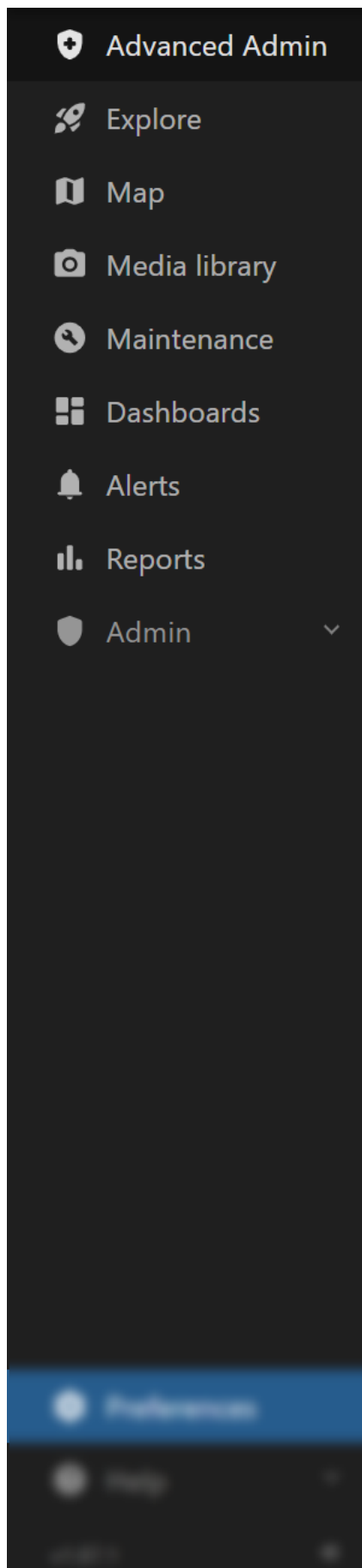
The Portal welcomes you with the Explore Page upon sign-in. This page offers quick access to areas of interest such as reports, alerts, fleet administration, chat support, and more via clickable links. You can also access New Release information, tutorials, and quick links to other helpful resources.

Note. Our original Portal, Advanced Admin (Classic), is still available and accessible from the Explore Page.

Navigation

From the Explore Page, use the Navigation Bar on the left-hand side of the screen to access other Portal pages, adjust your preferences, get help, or collapse/expand your Navigation Bar.

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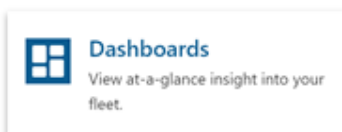


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Available Portal pages include:

- **Advanced Admin** – Available to Advanced Administration add-on and/or Enterprise customers. Navigate to the legacy Portal (Classic) to access advanced administrative functionalities such as hierarchies and account-level reporting.
- **Map** – The Map transforms your workspace to an interactive map featuring two tabs, Current and History, with quick access to management of drivers, vehicles, assets, landmarks, dispatch, and POIs.
- **Media Library** – Available for accounts with camera solutions, the Camera Media page is your central hub for managing camera clips. Here, you can filter, view, rename, download, and request additional clips. You can also see your clip quota and the date it resets.
- **Maintenance** – View and manage scheduled and completed maintenance service tasks.
- **Dashboards** – Available to Advanced Administration add-on and/or Enterprise customers. Navigate to the Dashboards section of the Advanced Admin Portal to view customizable dashlets that give you at-a-glance insight into the fleet information that matters most to you, with quick access to interact with vehicle data.
- **Alerts** – Create and manage alerts for hierarchies, vehicles, and vehicle groups.
- **Reports** – Run ad-hoc and/or schedule configurable reports with the data you need to see.
- **Admin** – The Admin page is your central hub for managing account settings. From here, you can quickly view and manage users, vehicle groups, drivers and driver groups, landmark groups, and cameras (if applicable).

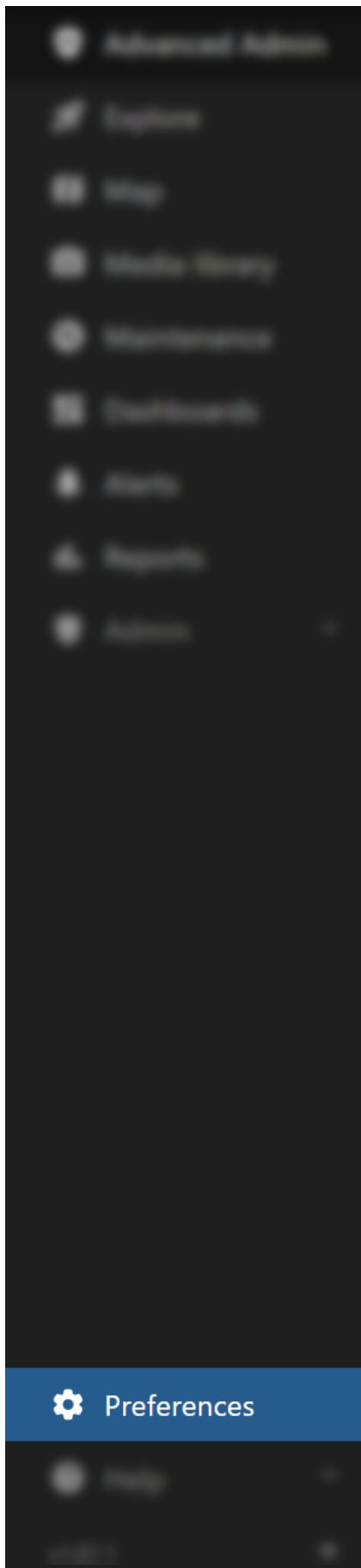
You may also use the Page tiles to access Dashboards, Map, Reports, and Alerts pages.



Setting User Preferences

Click **Preferences** from the Navigation Bar to set or adjust user preferences for the following:

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User Preferences

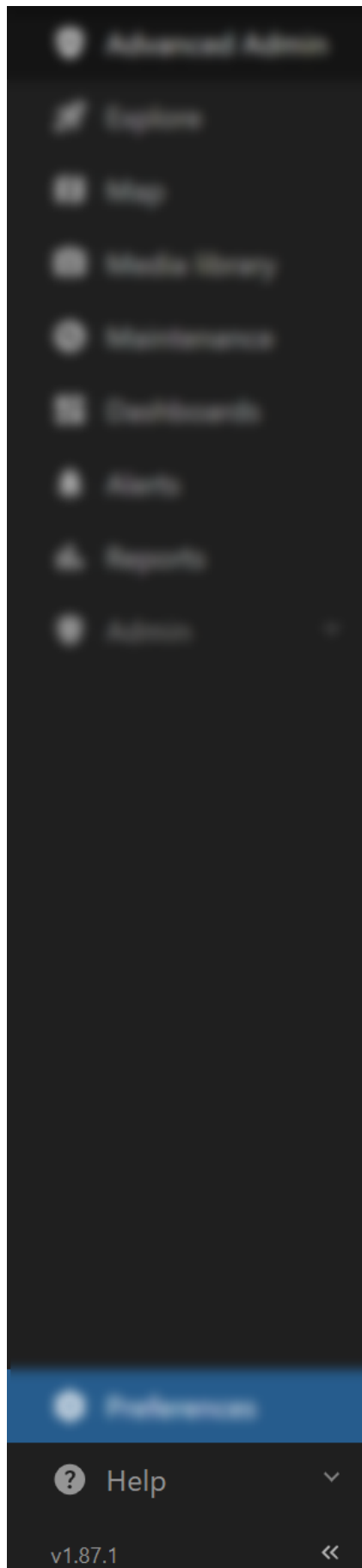
Measurement Units	<input type="text" value="US (Standard)"/>
Time Zone	<input type="text" value="US/Arizona"/>
Default Page	<input type="text" value="Explore"/>
Group/Hierarchy	<input checked="" type="checkbox"/> Group <input type="checkbox"/> Hierarchy
Default Group/Hierarchy	<input type="text" value="AD-Vehicles"/>
Apply Default Group/Hierarchy to	<input type="text" value="Map, reports, alerts"/>
Side-bar Theme	<input checked="" type="checkbox"/> Dark <input type="checkbox"/> Light

- **Measurement Units** - US (Standard) or Metric
- **Time Zone** - US/Hawaii, US/Alaska, US/Pacific, US/Arizona, US/Mountain, US/Central, US/Eastern, Canada/Atlantic, America/Puerto Rico, UTC
- **Default Page** (Page displayed upon user login) - Explore, Map, or Dashboard
- **Group/Hierarchy** (Hierarchy available to Advanced Administration add-on and/or Enterprise customers) - Determines which dropdown list is shown in the field below for "Apply Default Group/Hierarchy."
- **Default Group/Hierarchy** - Select the group or hierarchy (available to Advanced Administration add-on and/or Enterprise customers) to display by default, instead of the system default of "ALL VEHICLES."
- **Apply Default Group/Hierarchy to** (Hierarchy available to Advanced Administration add-on and/or Enterprise customers) - Apply the selected default group/hierarchy to Map, Reports, and Alerts pages, to the Map page only, or to Reports and Alerts pages.
- **Side-bar Theme** - Dark or Light

Need Help?

Click **Help** from the Navigation Bar to access links to our Help Center or chat/open a ticket with Support.

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- **Help Center** – Opens a new tab in your browser to our Help Center, a one-stop shop for Documentation, Troubleshooting, Installation Guides, and more.
- **Support** – Opens a pop-up where you can chat with Support, view system status, check out our most recent blog post, and more.