


Expand the User Preferences icon  on the Dashboard to set default options for Locale, Vehicles, Maps, and Reports.

Locale

Setting	Description
Measurement Units	Specify the units to display for distances and speeds. Available options are US Standard and Metric.
Time Format	Specify the format for displaying time. Available options are 12-hour and 24-hour.
Duration Format	Specify units and decimal precision of duration values (i.e., Stop Time, Idle Time, etc.) in spreadsheet exports. All exports use the same format.

Vehicles

Setting	Description
Label	Override the standard vehicle name with an attribute value . This change affects how the vehicle label appears in dashlets, reports, maps, and all other areas of the portal. The setting is specific to the user logged in.
Auto-Unassign Drivers	Automatically remove a driver assignment from a vehicle as soon as the vehicle ignition turns off. Selecting this check box applies to all driver assignments for the account and overrides any manual assignment preferences that might have been previously set. This option is highly encouraged ONLY for accounts that use keyfobs for driver assignment.

Maps

Specify the thresholds for maps. The legend uses the values specified here.

Setting	Description
Speed Threshold	Speeding vehicles are displayed on maps with a brighter green icon.
Idle Time Threshold	Idling vehicles are displayed blue after this threshold, green before.
Stop Time Threshold	Stopped vehicles are displayed yellow until this threshold, then red.
Out of Range Threshold	Out of range vehicles are displayed orange after this threshold, blue before.

Reports

Refer to [Setting Report Defaults](#).

Scheduled Reports

Refer to [Scheduling a Report](#).