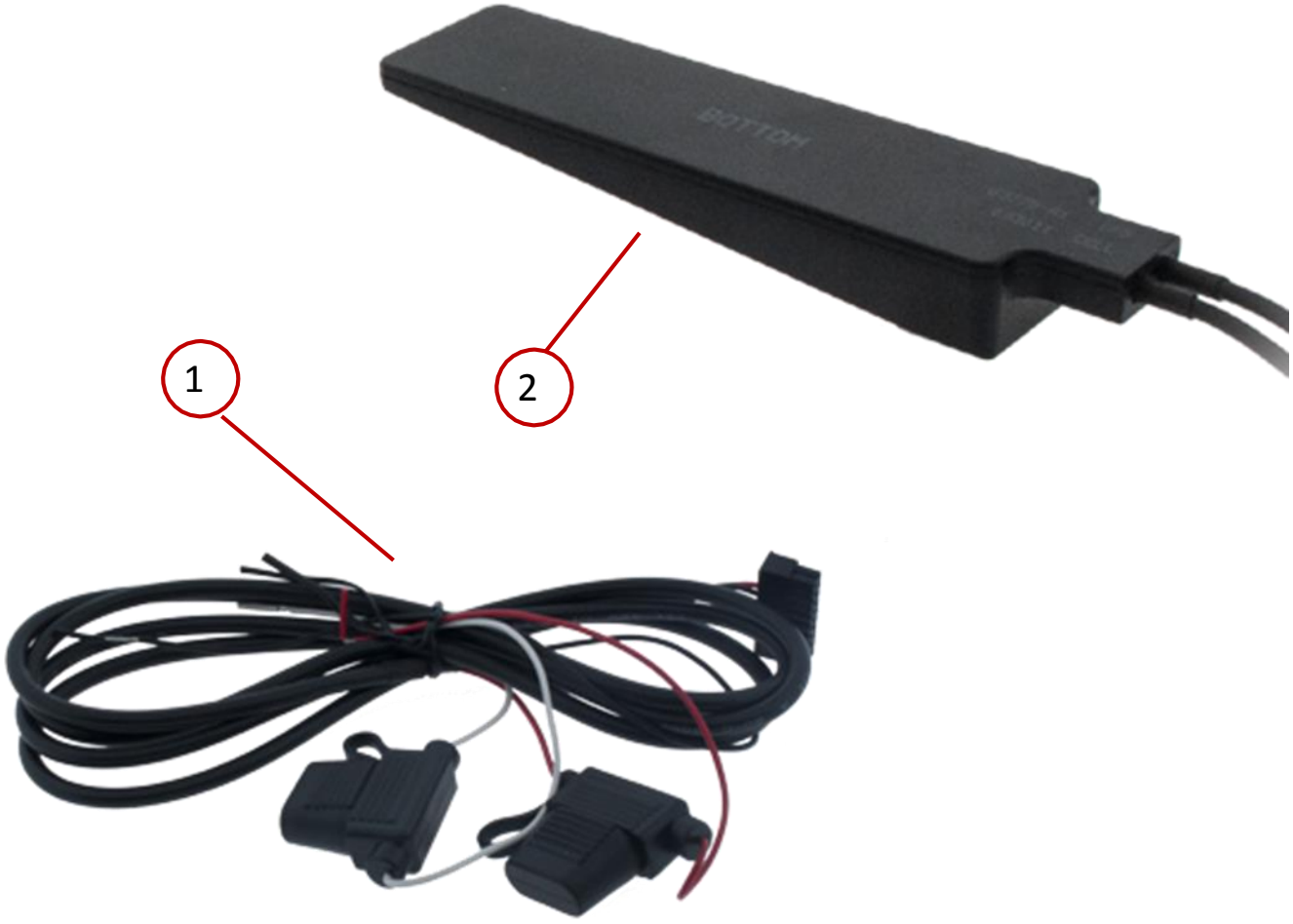
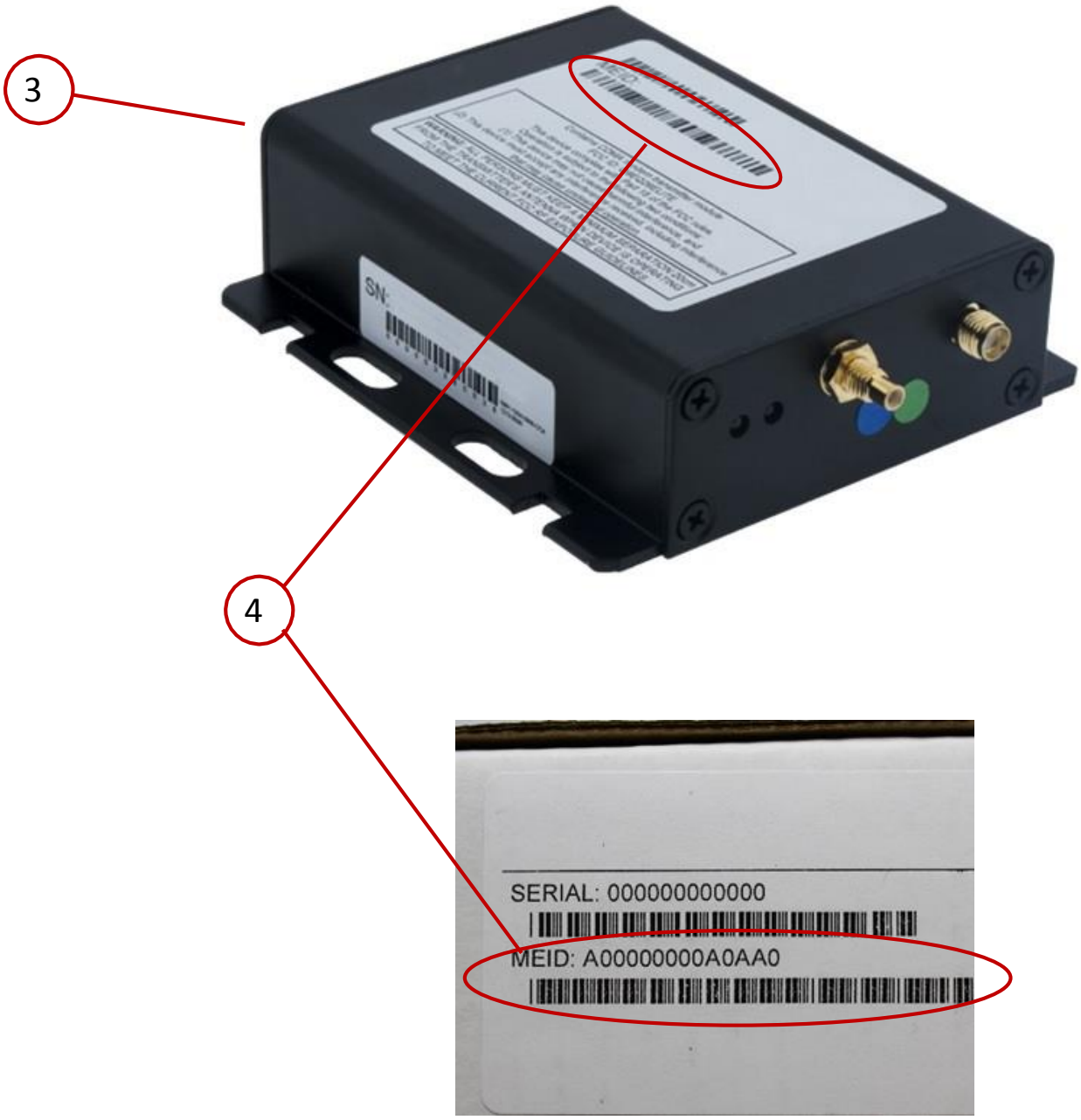
iTrail Convoy
User's Manual

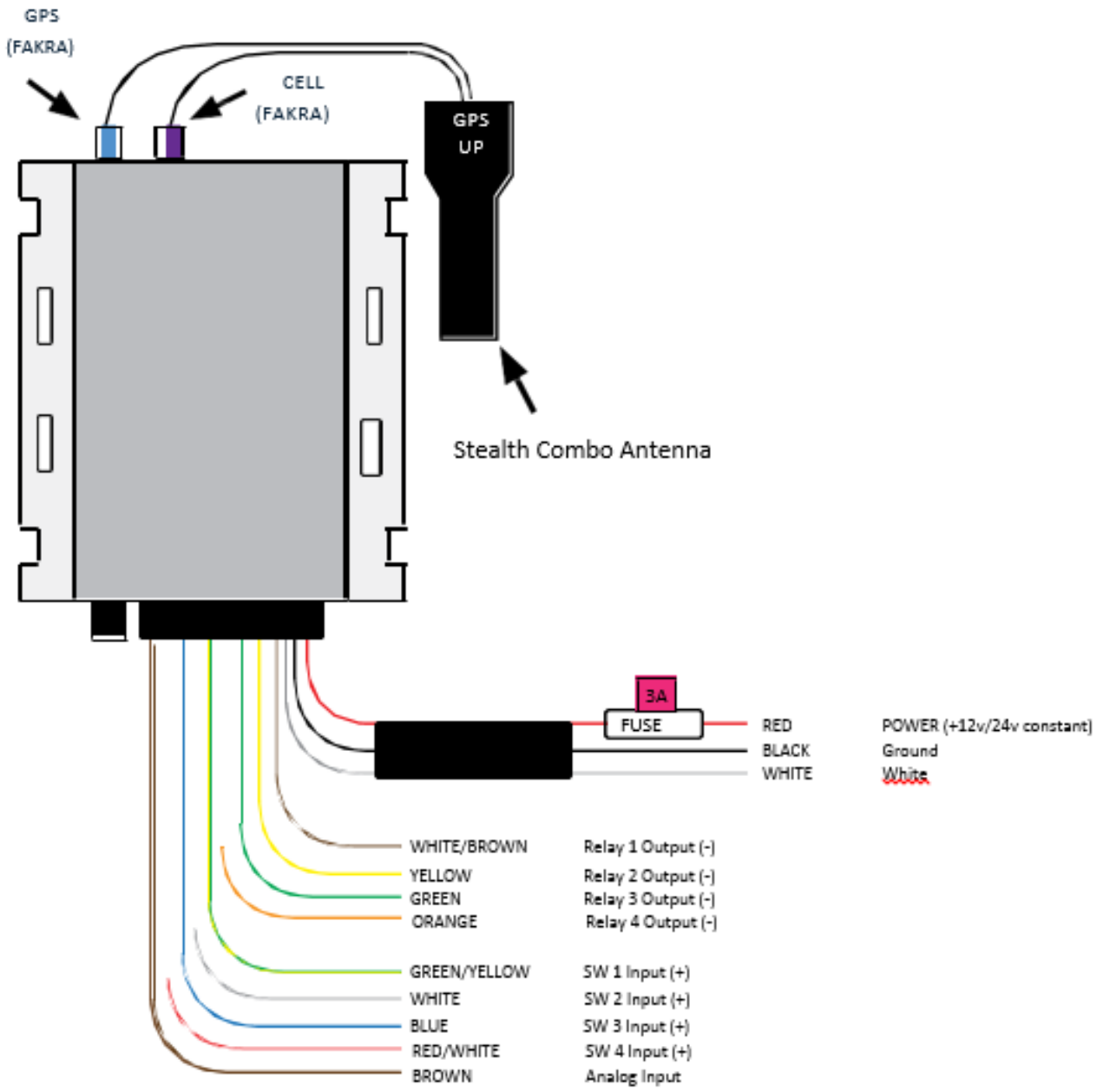
What's Inside

1. Wiring Harness
2. Antenna
3. Convoy Base Unit
4. MEID Number (Located on the box and device)

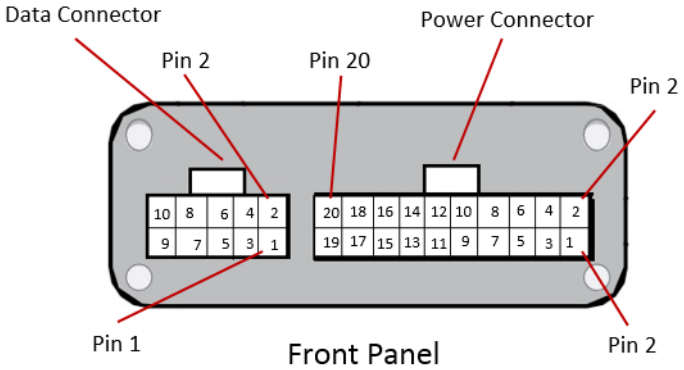



3
4
SN:
SERIAL: 000000000000
MEID: A00000000A0AA0

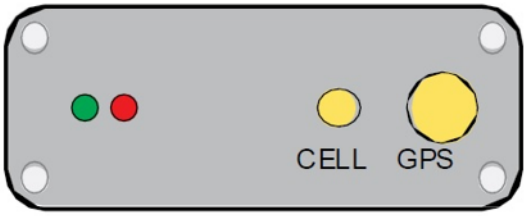
iTrail Convoy Wiring Diagram



PIN	Harness Wire Color	Description
1	BLACK	GND
2	YELLOW	Relay 2 Output (-)
3	GREEN	Relay 3 Output (-)
4	ORANGE	Relay 4 Output (-)
5	BLUE	Switch 3 Input (+)
6		1-Wire Data
7		Not Used
8	RED (bundle)	Power Input (+8 to +30v constant
9		Backup Battery (12v/24v lead-acid type)
10	BLACK (bundle)	GND
11	WHITE	Switch 2 Input (+)
12		Earphone Output (+)(Option)
13	RED/WHITE	Switch 4 Input (+)
14		Microphone Input (+)(Option)
15	WHITE (bundle)	Ignition Input (+)
16	WHITE/BROWN	Relay 1 Output (-)
17		GND
18	GREEN/YELLOW	Switch 1 Input (+)
19		LED Output (+20mA max)
20	BROWN	Analog Input (0-16v)



Front Panel



Back Panel

Getting Started

With your iTrail Convoy purchase, an activation fee was included in your purchase price. Please go to www.myitrail.com and click on “Activate Device” to sign up for a Billing account and select a Data Subscription Plan that will fit your needs.

For this process, you will be signing up for two separate accounts: one for Billing and one for the Live Tracking platform. You will therefore receive two separate email confirmations: one will be a confirmation email stating you have created a Billing account, or that you have added a data plan to your existing account. The second email will contain your Tracking account credentials. Your Tracking account is created for you by our iTrail Support Team.

Note: It may take 24-48 hours for your Activation and the two accounts to be created.

Device Installation

We suggest that you take this device to a mechanic who is familiar with installing these types of devices or car stereos. They will need to make sure that it is wired correctly according to the diagram located on page 4 & 5.

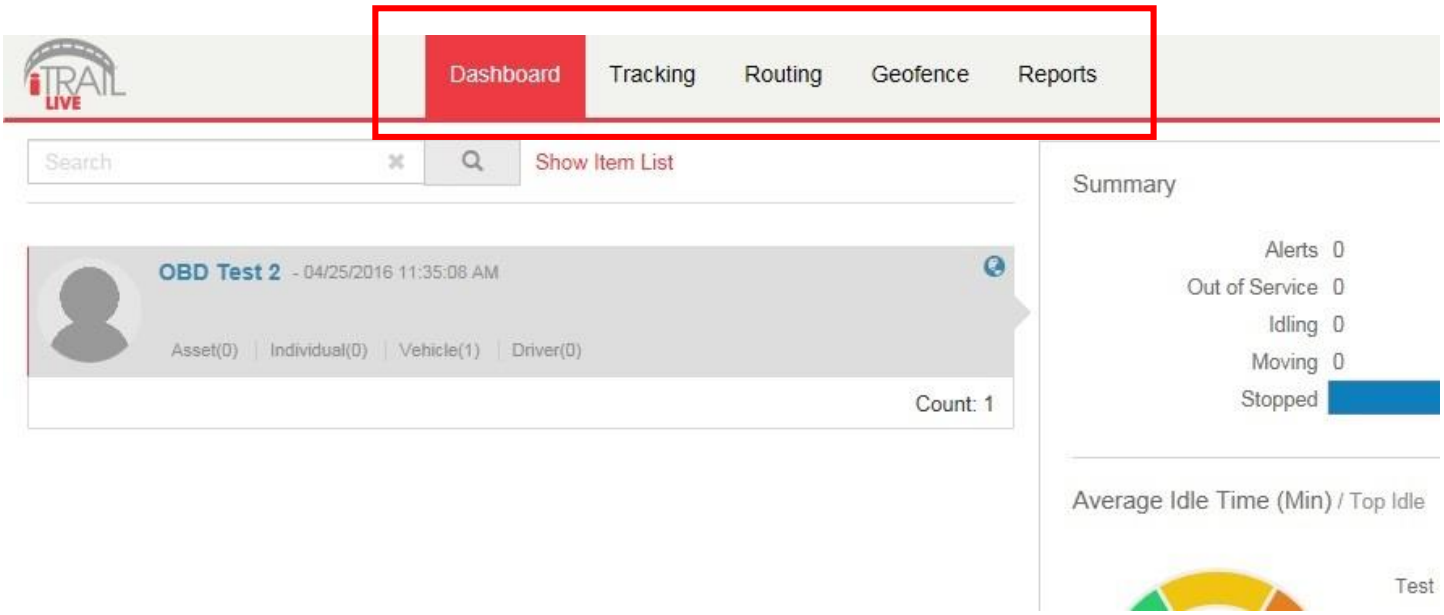
Proper antenna placement is necessary as well. We suggest placing the antenna inside of the plastic area of the dashboard inside the vehicle. It will be able to receive a GPS signal without interference. Make sure there is no metal surrounding or blocking the antenna and that it is not sitting on any electrical components such as the radio.

After installation, your iTrail Convoy may take up to 24 hours to complete the initialization process and connect to the Verizon cellular network. This can take place overnight, as the device will draw power from the battery and search for a signal every hour while the ignition is off. Please take the device on a test drive after that time frame to test the tracking device and to view on iTrail Live tracking platform

Navigating iTrail Live

To log into your iTrail Live tracking account, open a browser window and go to www.track.myitrail.com. Enter your Username and Password provided to you, and click on Login. We strongly suggest you change your Password, as this default Password is not unique to your account. See page 20 for details.

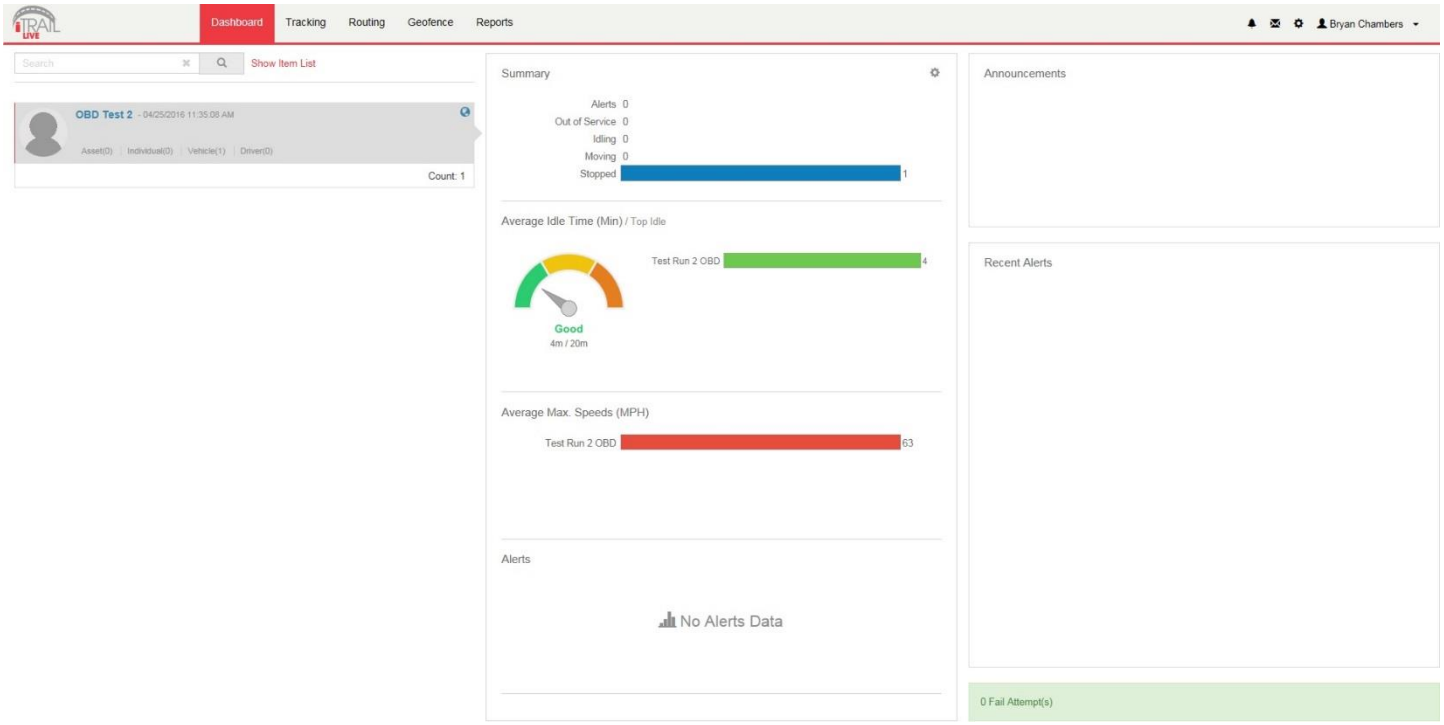
The iTrail Live website is divided into 5 tabs: Dashboard, Tracking, Routing, Geofence, and Reports. You can find these tabs at the top of the website.



Dashboard

Your Group Name is along the left-hand side of the Dashboard, showing how many GPS trackers are registered under that Group.

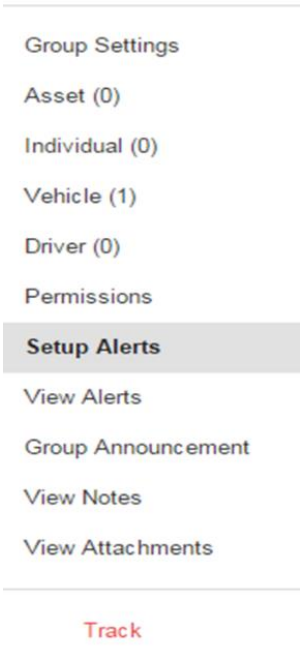
- The Summary allows a user to easily see how their trackers are doing, how many alerts were sent, how many devices were in idle status, how many registered movement, and how many were stopped.
- You are also able to see the Average Idle Time, Average Max. Speeds, and most recent Alerts Triggered in corresponding cells on the Dashboard.

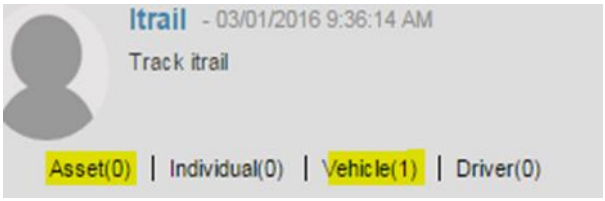


- In the upper right-hand corner of the Dashboard, you can see your account name, along with a few icons.
    - Alerts: the bell icon is for alerts, and will have a red dot when there are unviewed alerts triggered.
    - Messages: the envelope icon is for the Messaging Center, which can be used to send an email for iTrail Support.
    - Gear: the Gear icon is for Favorites and Commands.
    - Account Name: clicking on your Account Name will allow you to log out or change your password.

Alerts: The Alerts section lets you manage what kinds of alerts your device will create and how you will be notified.

1. Click on Setup Alerts under your Vehicle or Asset to get the following selection:





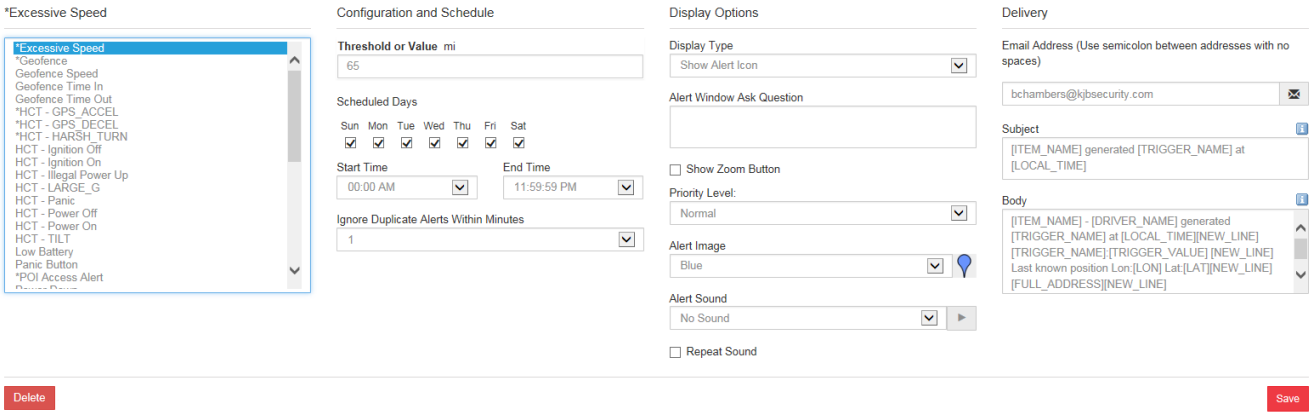
2. Click the Excessive Speed Selection on the "Select a Trigger" portion of the screen, for example. This will then change the setup values on the remaining tabs, which lets you choose when and where alerts will be sent. Select the device you would like to edit by checking the box next to it. **Please note that you will need to select the device you want the alert attached to if you have multiple devices.*

3. On the Configuration and Schedule option, the Threshold is the speed limit you want to set. Select the number of days with start and end time. If you do not want constant speed alerts, you can click on Ignore Duplicates and select how many duplicated messages you want blocked.

4. On the Display Option, you can have special icons on the platform to warn you when someone is speeding. This is optional.

5. Choose what icon will appear where a Geofence alert was created using the Alert Image dropdown box.

6. Enter your email or phone number, and click “Save.”



To set up a *Panic* button alert, select the Panic Button from the Alert Trigger options.

1. Select if you want duplicates ignored, and continue to the Display Options.
2. On the Display Options, you can have special icons on the platform to represent your Panic alert on the map.
3. Ender your email address or cell phone number, and click “Save.”

To create a *Low Battery* alert. Click on Low Battery on Alert Trigger.

1. On the Configuration and Schedule option, type in the threshold, which is the battery percentage you want the device to reach before alerting you.

2. On the Display Option, you can have a special icon on the platform to represent your Battery Alert on the map.

3. Enter your email address, and click “Save.”

Tracking

Tracking information is displayed using Google Earth Maps, so navigation is similar to what most people have grown used to in using internet-based mapping solutions. You can use the Navigation arrows and Zoom Bar to move around the map, or drag the map using your mouse and zoom using a click- wheel mouse.

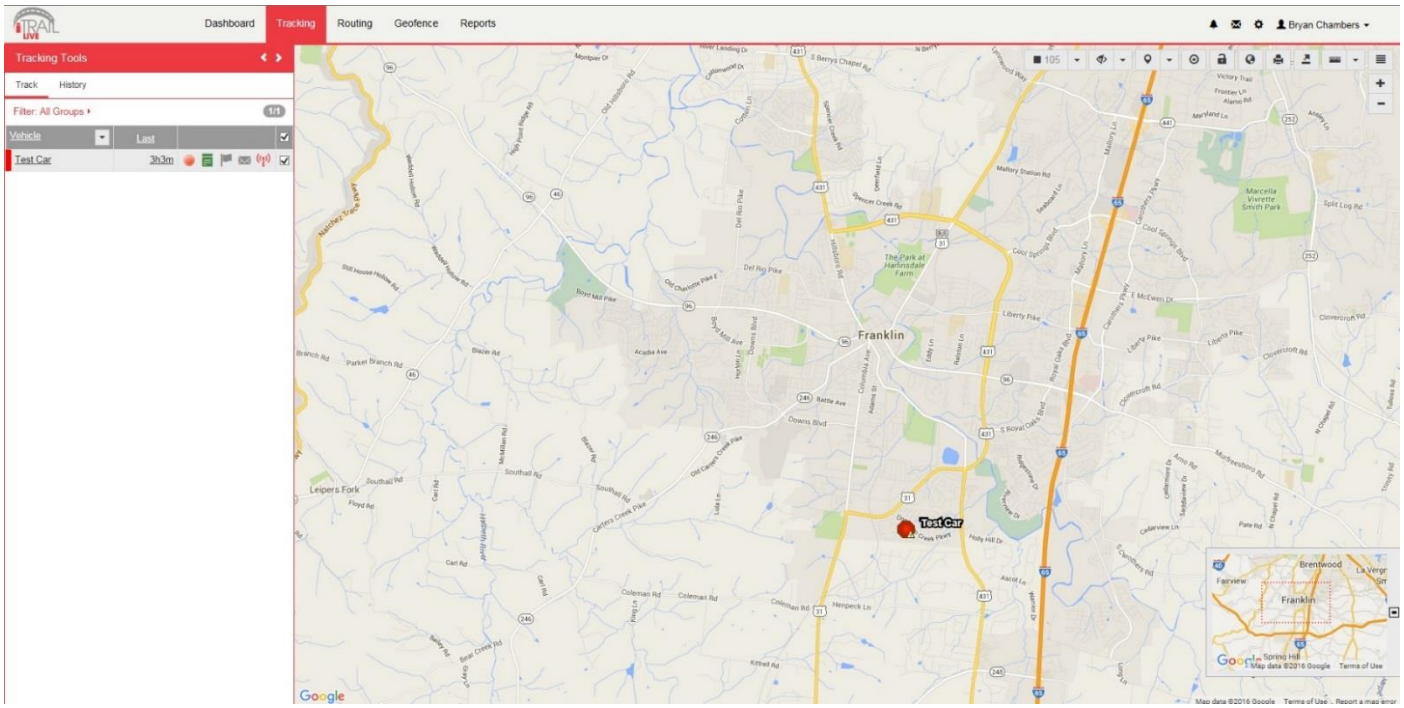
Map Tools: Located in the upper right-hand corner of the Tracking Map.

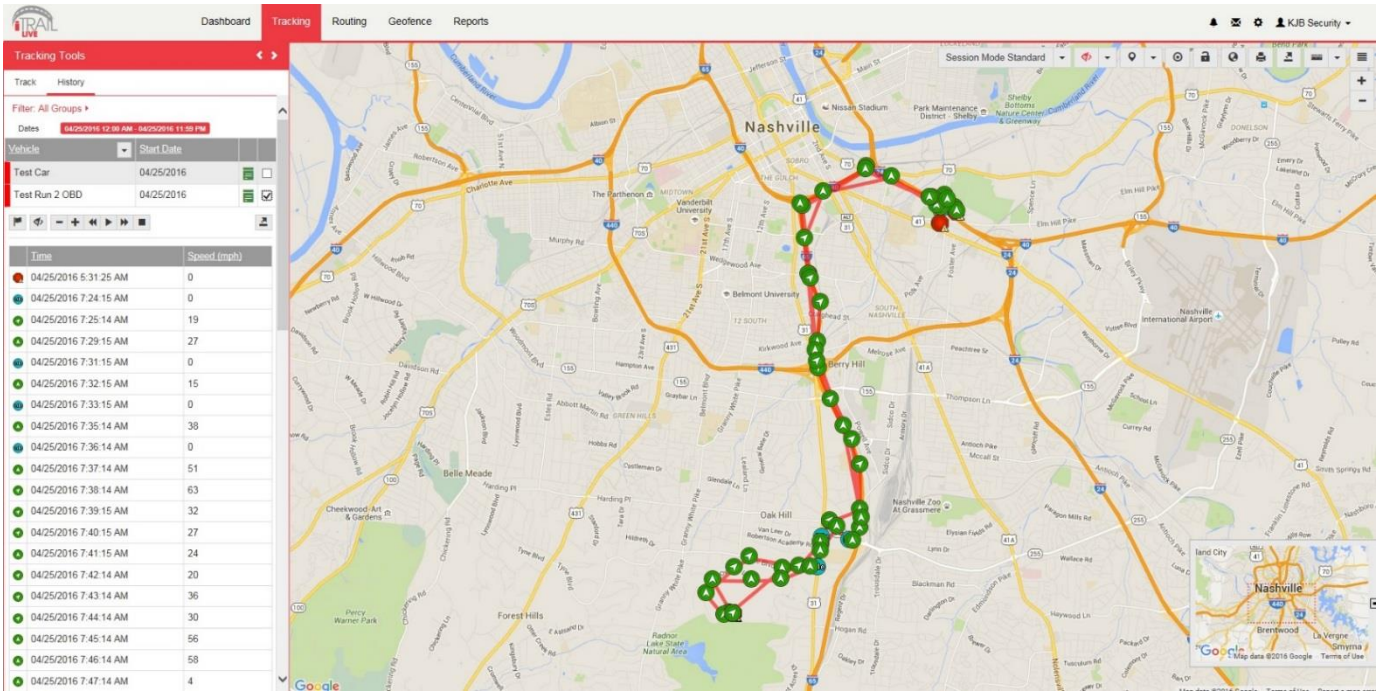
- Countdown Timer: Countdown to when the tracking page refreshes and updates the map with the latest tracker location (does not affect actual GPS update frequency you selected with your data plan). Click the dropdown arrow to select a desired refresh rate.
- Label: Toggles GPS tracker names given to the units.
- POI: Toggles Points of Interest (POI) created by the user. Click the dropdown arrow to choose to see the buffer zone surrounding the POI.
- Geofence: Toggles visibility of created Geofences.
- Lock: Locks the map in place. The map won't snap back to the default position when it refreshes if it is locked.
- Print Map: User can print the Live or History tracking map. Included is an image of the map, along with current info on individual trackers.
- Export KML: The user can export the map to a KML format to open separately in Google Maps or Google Earth.
- Show Ruler: User can measure either distances or areas of their choosing on the map. Click the dropdown arrow to select between area and distance measurements.
- Map Layer: Click to choose between Google Street, Satellite, or Hybrid views of the Tracking Map.
- Zoom Tool: Click the + or – buttons to zoom in and out of the map.
- Map Overview: Located in the lower right-hand corner of the Tracking Map, the Overview is a zoomed out view of the larger area the Tracking Map occupies. Click on the + or – to hide this Overview Mini Map.
- Show/ Hide Arrows: Arrows (< >) to the right of the Tracking Tools on the left-hand side of the page toggle between fullscreen Tracking Tools, both Tracking Map and Tools, or fullscreen Tracking Map.

Tracking Tools: Located to the left of the Tracking Map.

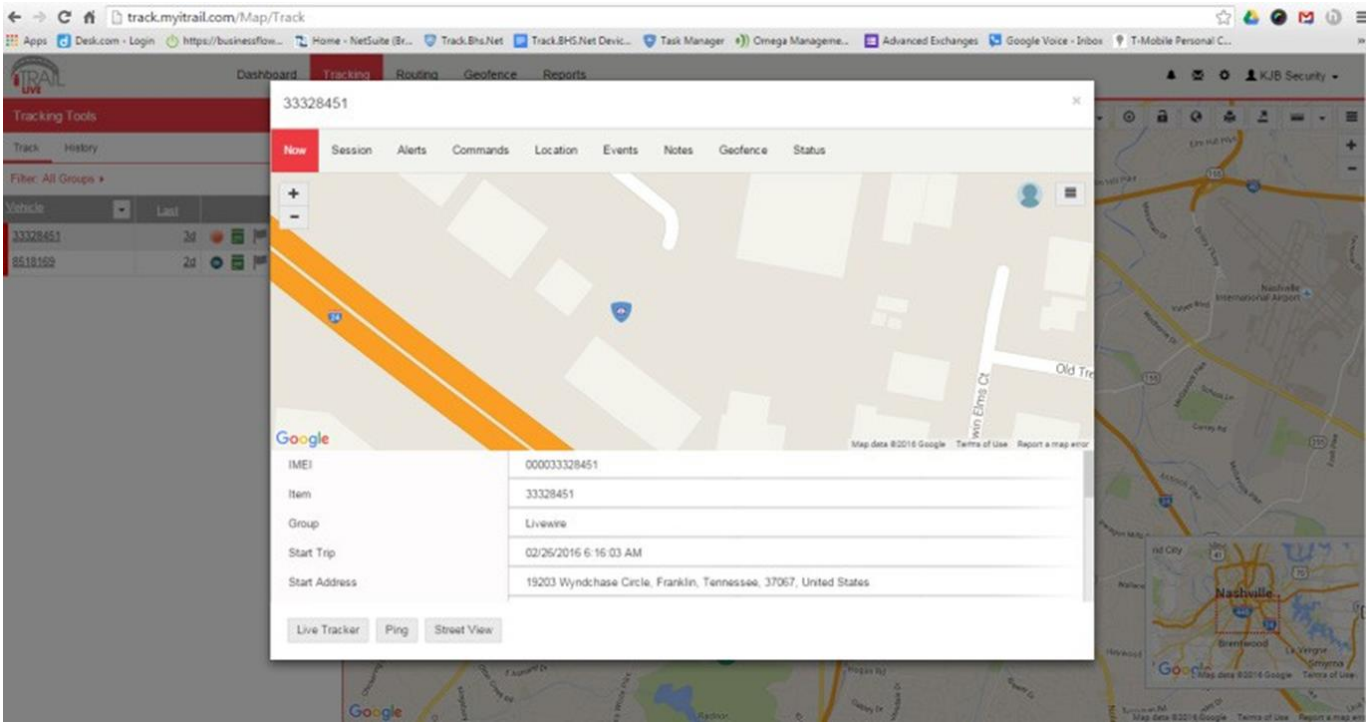
- Track Tab: Shows live map and locations of trackers.
  - User can filter by Group name to find specific trackers
  - Can also filter by other options and parameters when clicked.
  - List of trackers available to view.
  - Select or deselect to see what trackers you want.
  - Buttons for Session Info, Alerts, Command Messages, Ping available.

- History Tab: Shows history tracking map for GPS units.
  - User can filter by Group name to find specific trackers
  - Can also filter by start date, end date, or key words.
  - List of trackers available to view.
  - Select or deselect to see what trackers you want.
  - Buttons for Session Info available.
  - When tracker trip is toggled, User can select to see alerts, show or hide trip positions, export to KML file, or can play back the trip and includes Stop, Play, Pause, FF, RW, and Speed controls for playback.
  - User can select specific locations on the History trip map to bring up zoomed detailed location and other session info.



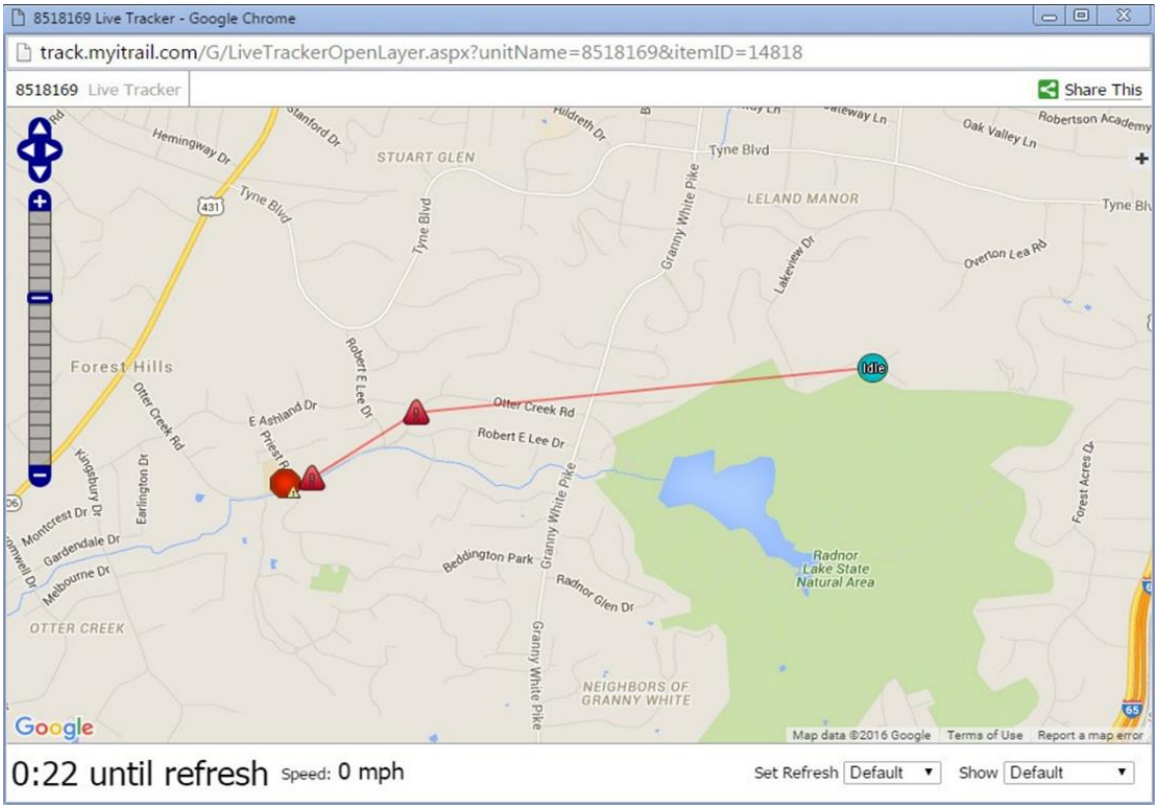


Session Info: When you click on a tracker's location icon (usually green arrows), either in Live Tracking or History Tracking, the Session Info window will pop up. This will show your tracker's name, Session, Alerts triggered, Locations the tracker has been, Geofences, Live Tracker, and Status of the device.



Live Tracker: Live Tracker will open up a separate window displaying your devices' locations, and allows you to see pastlocations. Using thedrop-down boxes on the bottom right of the window, you can adjusthow often your screen refreshes and how many locations willappear on thescreen.

The counter on the bottom left of the windowdisplays how long it willbe untilyour screen refreshes. You canemail a link to this page, allowing other users to view your tracker's location by click on the Share This icon in the upper right-handcorner of the window. When doing so, you may choose how long the link will be active before expiring using the Link Expiration dropdown



Routing

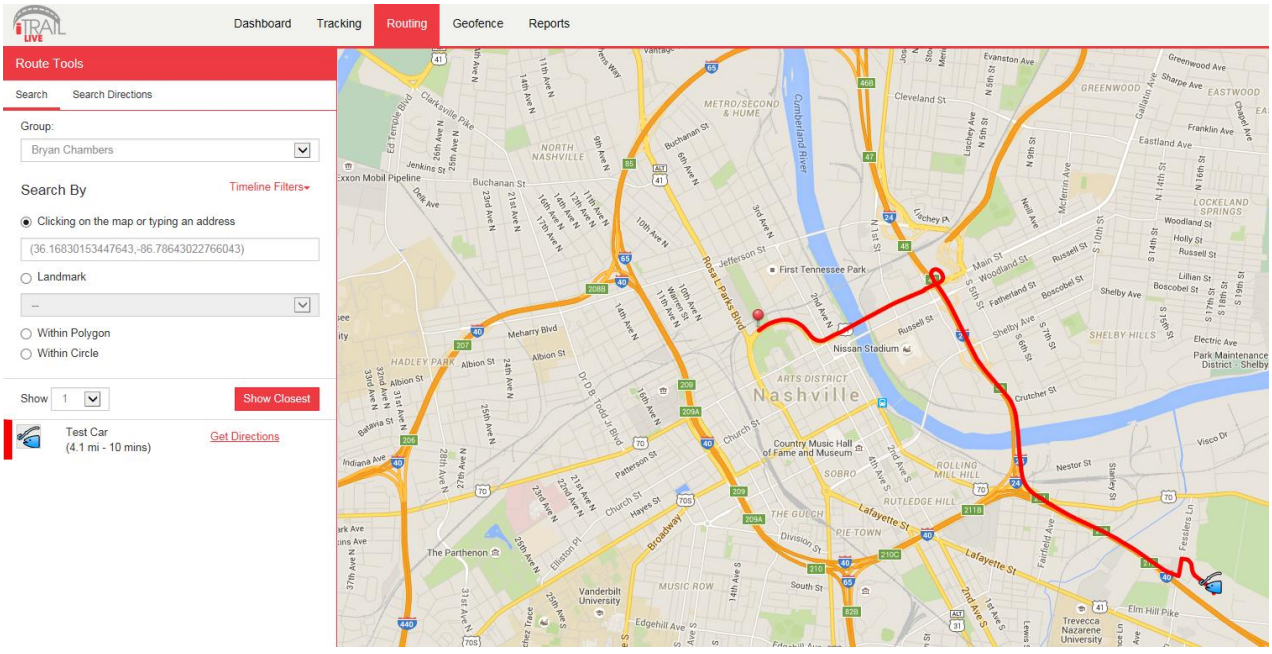
The Routing tab allows you get routes and directions to specified locations from all of your trackers. This tool can be very useful, especially for fleet use with multiple service vehicles, as the map will show all of the vehicles' distances and estimated travel times to a location.

Map Tools: Located in the upper right-hand corner of the Route Map.

- Map Layer: Click to choose between Google Street, Satellite, or Hybrid views of the Tracking Map.
- Zoom Tool: Click the + or – buttons to zoom in and out of the map.

Route Tools: Located to the left of the Route map.

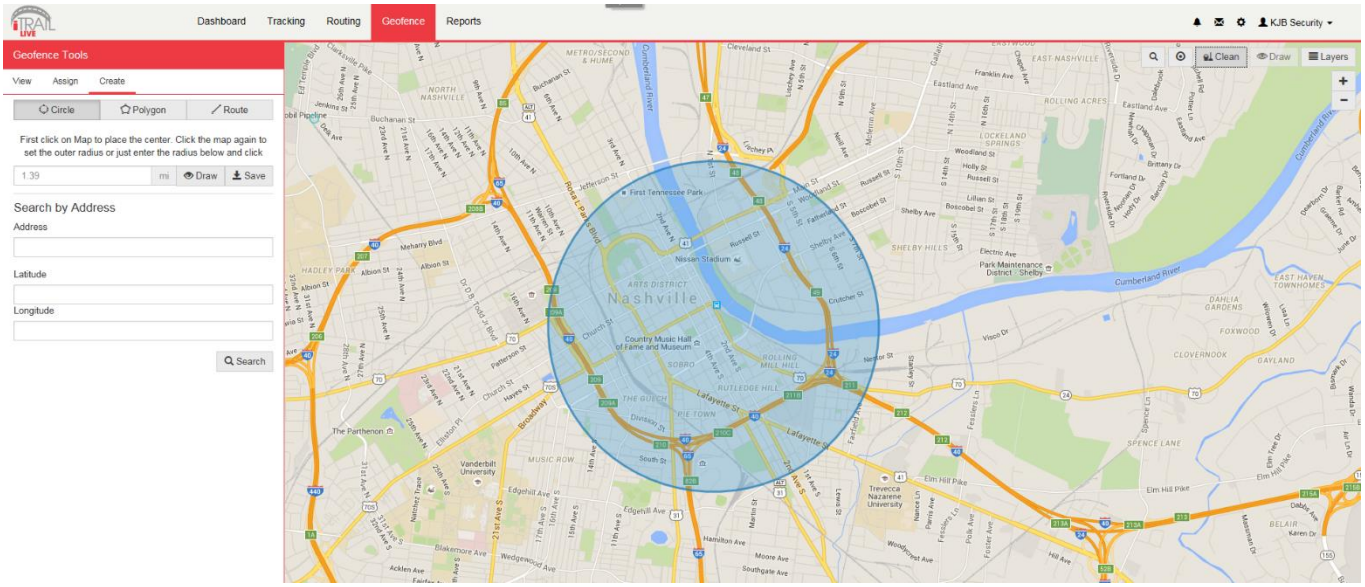
- Search: User can search for a route to a specific address or area on the map from a GPS tracker.
    - You can filter by Group for list of GPS trackers for a route
    - Either click on the map to drop a destination pin, choose a created Landmark (POI), or type in an address to generate a route.



- Search Directions: User can enter or click start and end points for trip directions, similar to Google Maps or Google Earth directions.

Geofence

The GeoFence tab allows you to create quick Geofences, based on the location you are currently viewing or route for the device. A Geofence is a virtual barrier. The user can create a Geofence of different shapes around a specific location, and set up alerts to let them know when a tracker enters or exits that created area.



Map Tools: Located in the upper right-hand corner of the Geofence Map.

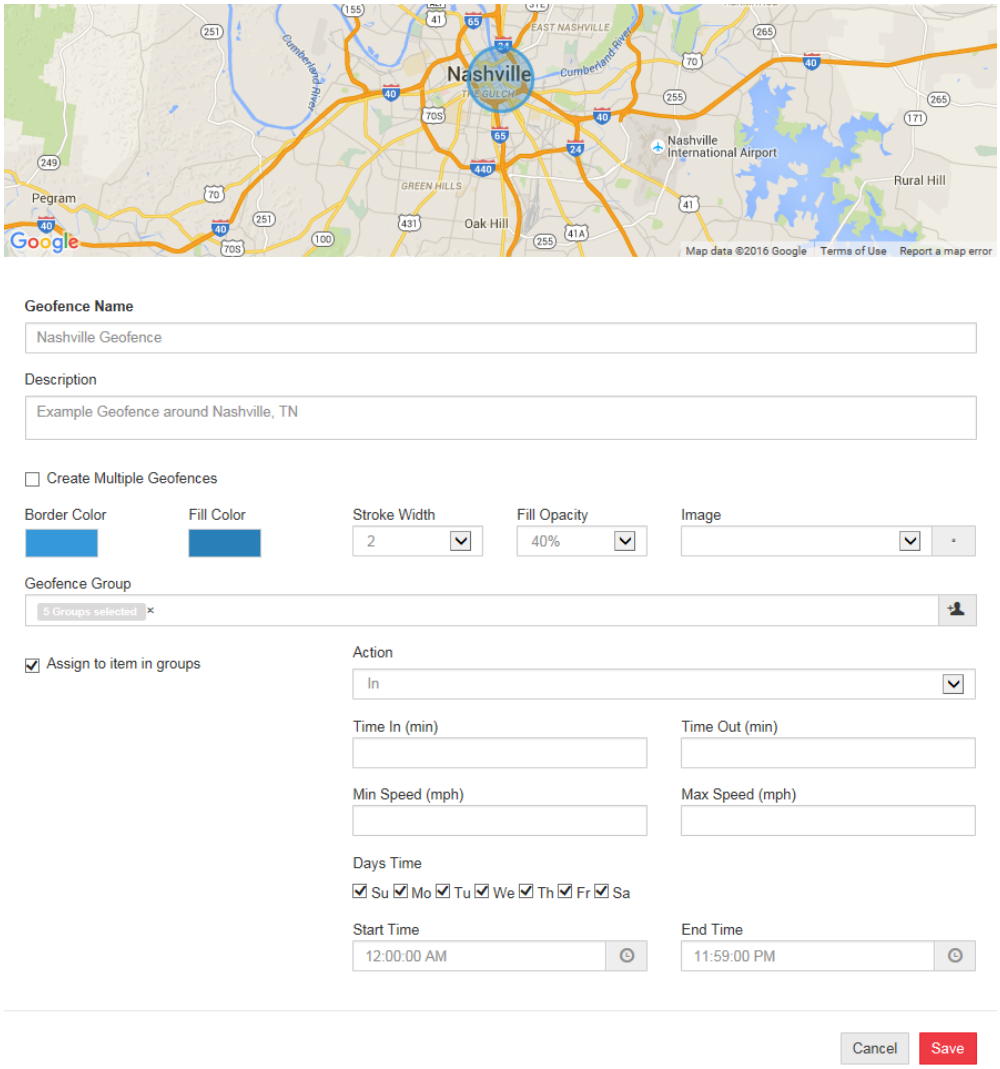
- Search: Click the Search button to search for an address you want your Geofence to be drawn around.
- Clean: User can erase a drawn Geofence (before saving) if a mistake was made while drawing.
- Map Layers: Switch between (Street/ Satellite/ Hybrid) views.
- Zoom Tool: Click the + or – buttons to zoom in and out of the map.

Geofence Tools: Located to the left of the Geofence Map.

- View Tab:
  - Search button used to search for an address you want your Geofence to be drawn around.
- Assign Tab:
  - Tracker List
  - Gear icon (next to the tracker name) to assign a Geofence to a tracker
  - User can search for trackers by name or filter by Group name
- Create Tab:
  - Circle Geofence
    1. Click on Circle Geofence.
    2. You will see a small circle around your mouse arrow. Click once on the desired location, and again away from the middle of the circle. This will create a circle around the item.
  - Polygon Geofence
    1. Click on Polygon to create a free-form shaped Geofence.
    2. Click around the desired location. Each click is an angle in your custom shape. Double click to finish drawing and close the shape.
  - Route Geofence
    1. Click on the Route Geofence to create a boundary that will follow the entire trip of your tracker.
    2. Click along the road that you plan on having your device follow. Double click to end the Geofence.
  - Saving your Geofence
    1. Once you have created your Geofence, click save.
    2. The Geofence Editor window will then pop up. Enter the name and descripton (optional).
    3. You can also choose the Border and Fill color of your Geofence, along with line weight, opacity, or choose an image.
    4. For a Route Geofence, enter a Route Buffer. Route Buffer is the distance in miles the tracker is allowed to stray off course before sending an alert.
    5. Check the "Assign to item in groups" box, and use the Action dropdown box to choose if you would like an alert created when

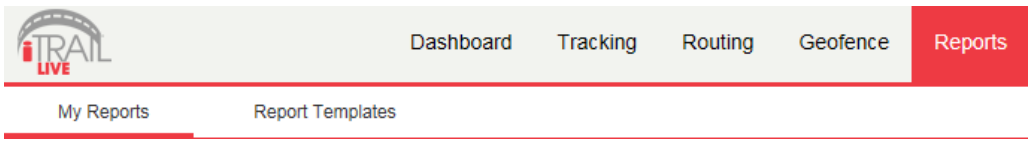
the device enters the chosen area, exits the area, or both.

6. When you are finished, click the “Save” button at the bottom to save your new Geofence.



Reports

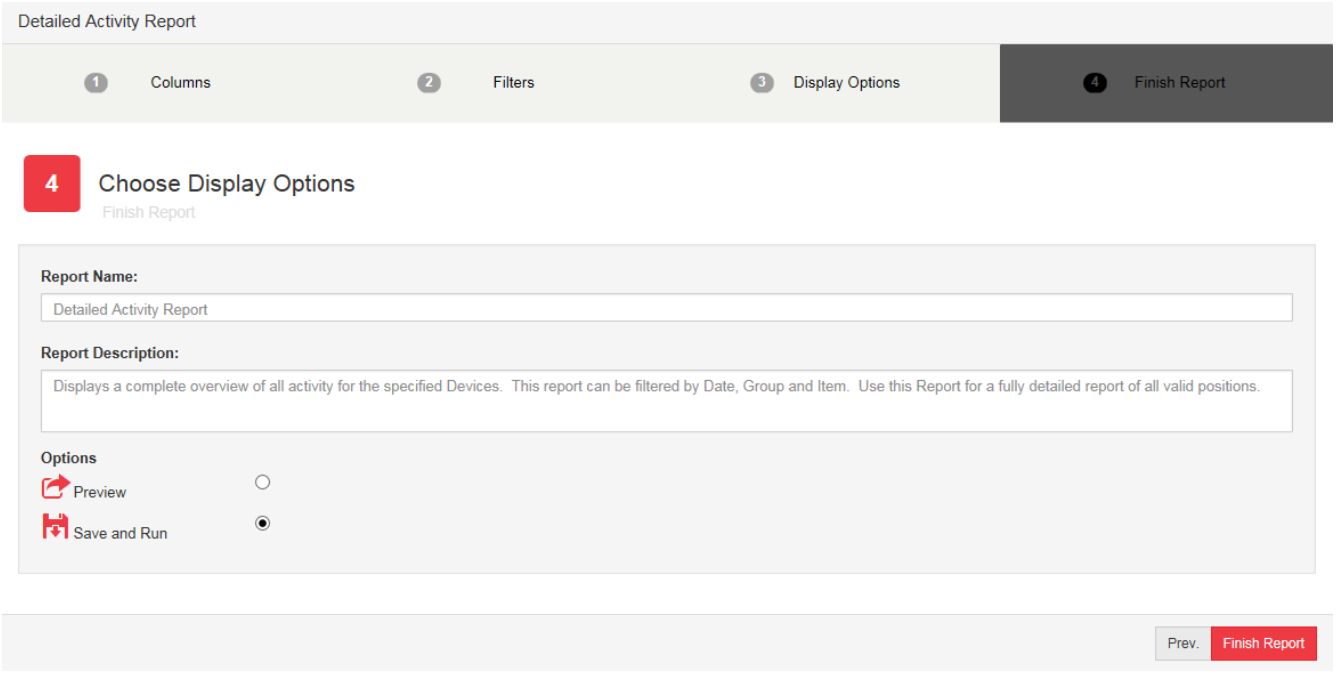
To run Reports on your tracking device, click on the Reports tab at the top of the screen.



- **My Reports:** Any reports that you may have run in the past will show up under the My Reports tab.

- **Report Templates Tab:** To create a new Report, simply click on Report Templates. You can then choose a report you would like to run.

When creating a report for the first time, you will have 4 options you will have to complete before running the report:



1. Columns: All columns are already pre-selected. You can click "Next" to continue.
2. Filters: Select the date range you want to pull data from. Select your Group, Item (Tracker), and Driver (a driver has been created). Click "Next" to continue.
3. Display Options: You can add either a grid or a chart to your report, or choose none of them to keep it simple. Click "Next" to continue.
4. Finish Report: Name your report and add a description. You will need to create a unique name (can't be named the same as default). Next, either preview your report or save and run it, and select "Finish Report." Your report will open, and now show up when you first click the Reports tab from the Menu.

Changing Your Password

To change your Password, click on the account name, which should appear in the upper right corner of the browser window. Once you enter your new Password, click the "Change Password" button to save your changes.

Support

To access FAQs, as well as other support materials for your device and the iTrail Live Tracking platform, go to www.myitrail.com/FAQS

For additional support, contact iTrail Support Team:

Call 1-800-590-4271 (option 3)

Email support@myitrail.com

iTrail Live support is available Monday through Friday between 8 am and 5 pmCST.