

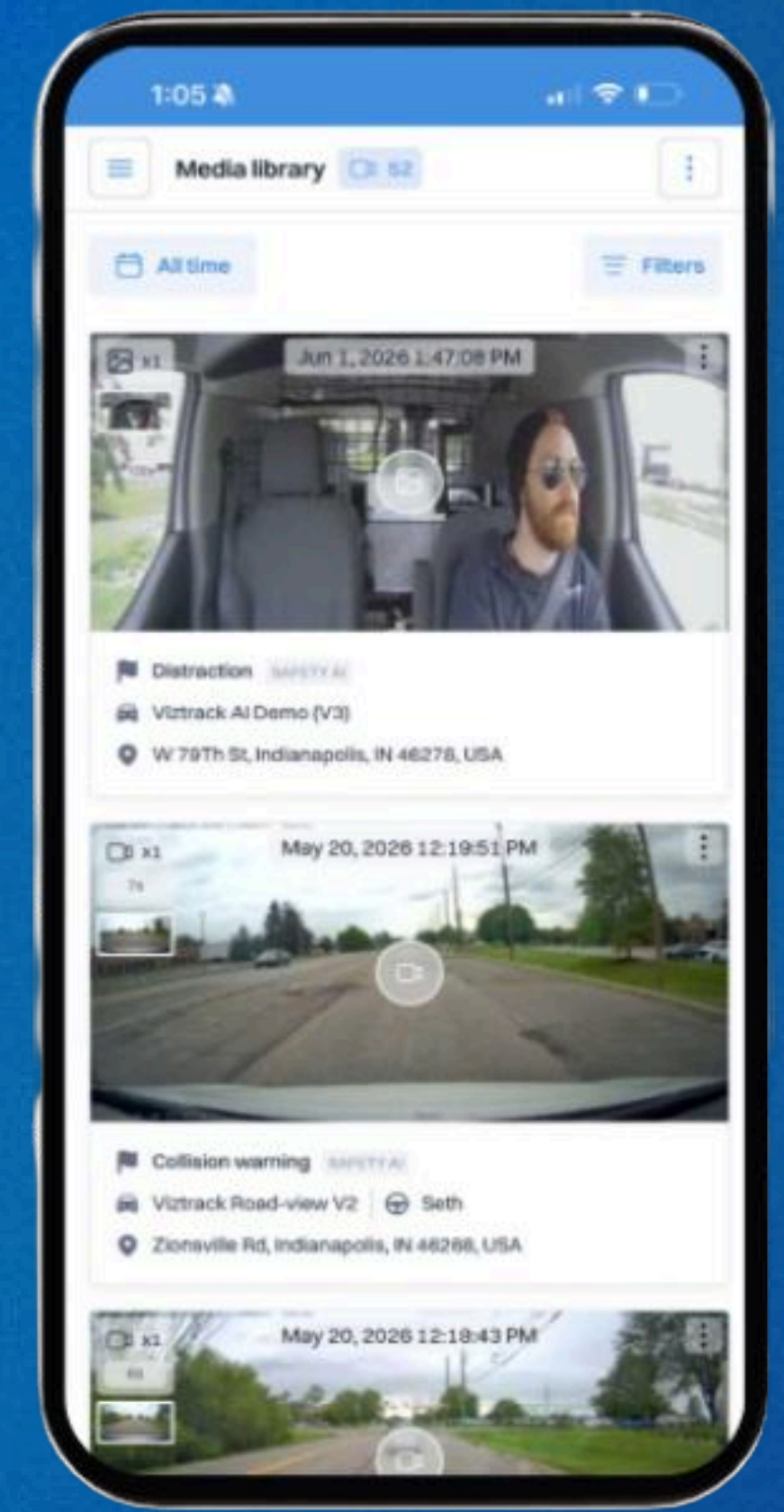
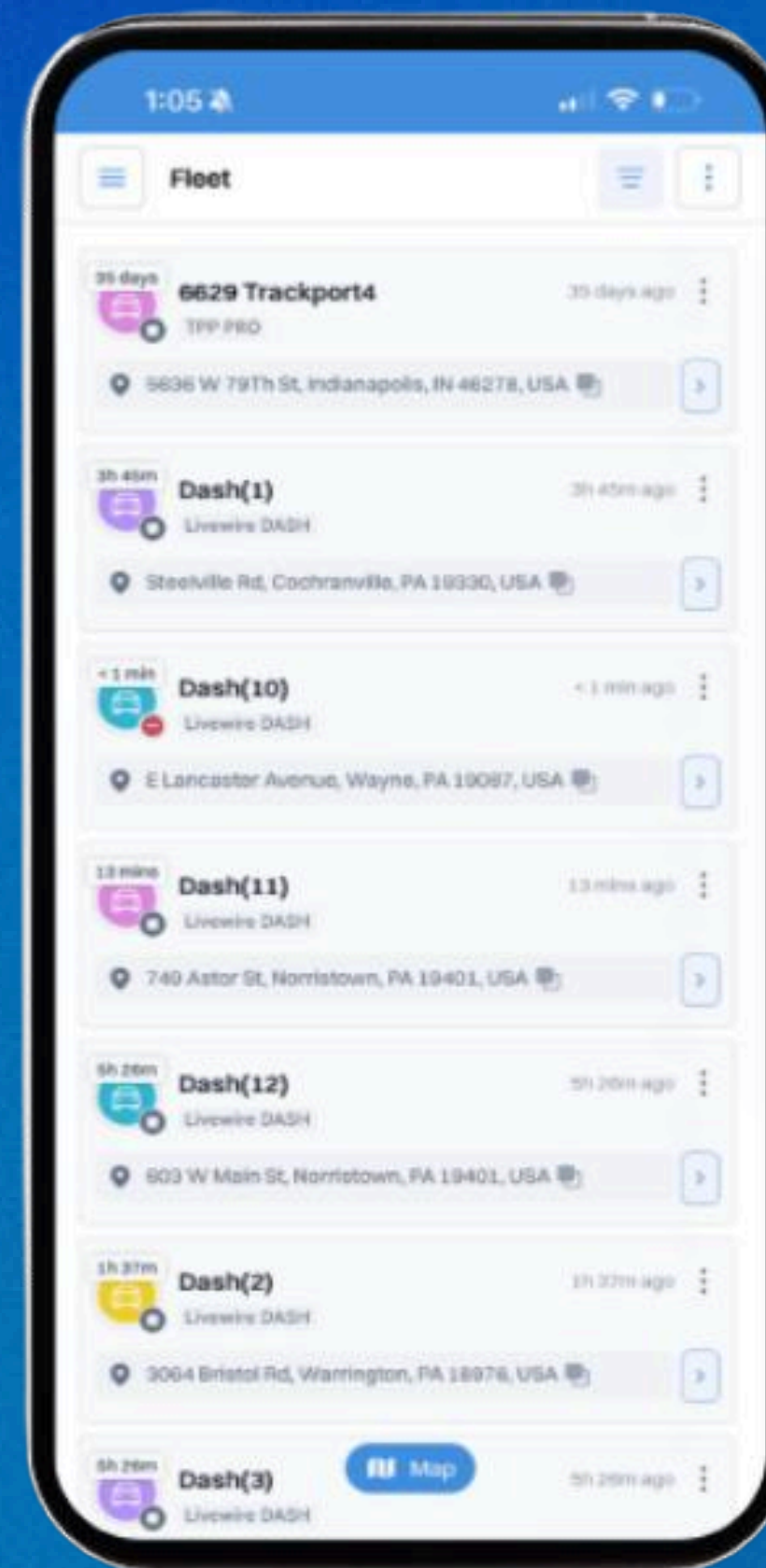
BRICKHOUSE
GPS ➡



FleetLive AI App User Guide

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Before You Begin

Before using the **FleetLive AI** mobile application, the User must first be created within the **FleetLive** platform.

Creating a User in the Platform

1. Log into the FleetLive platform.
2. Navigate to the left-hand navigation menu.
3. Select the **Settings** tab identified by the gear icon.
4. Within the Settings section, open the **Users** tab.
5. Review existing Users or select **Add user** to create a new user.

Required User Information

When creating a new user, the following information is required:

- Email
- Password

Mobile App Login Credentials

Once the user profile is created, the platform generates two important mobile access credentials:

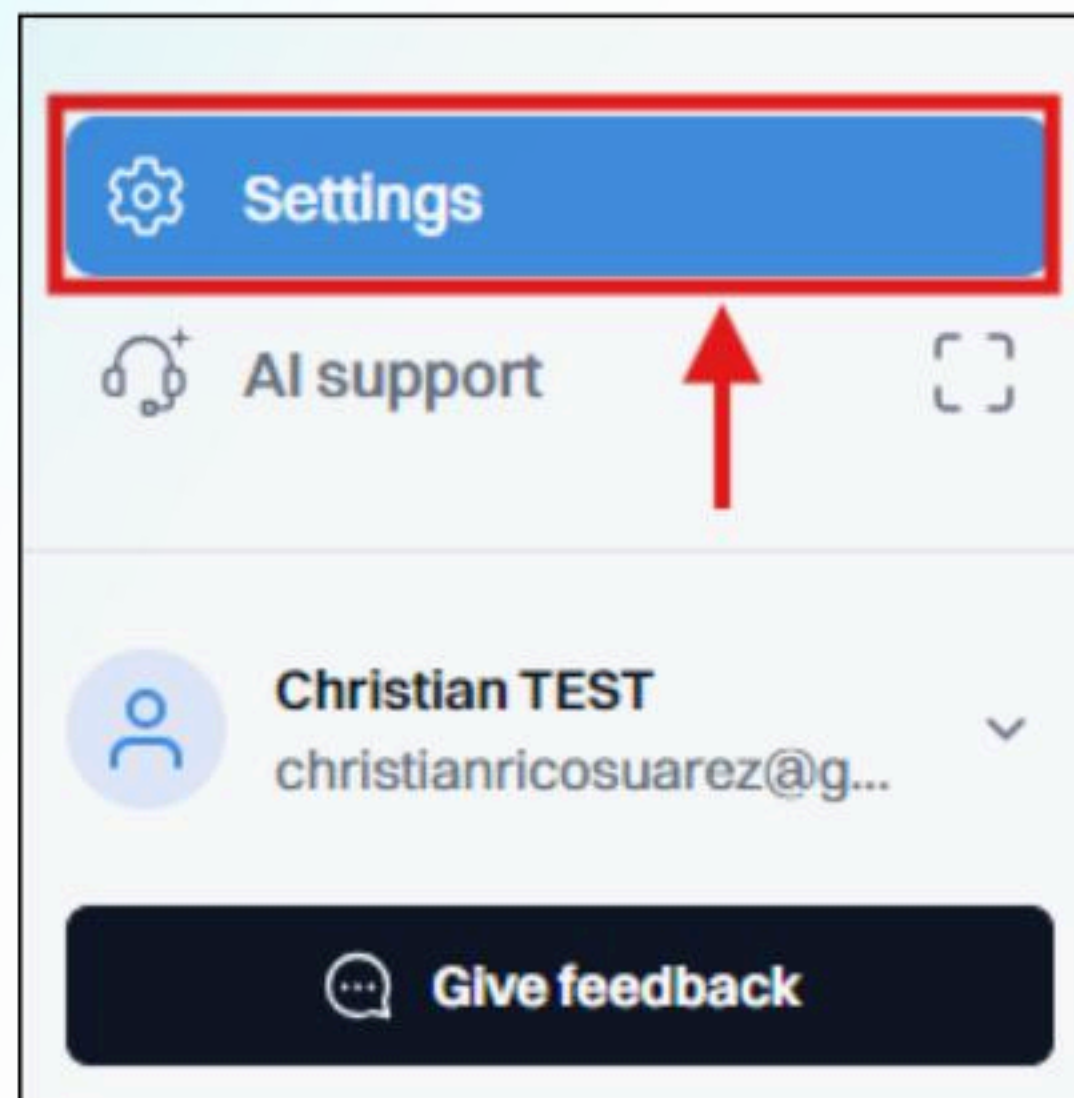
- **Mobile App Access Code**
 - One-time access code used during the user's initial login to the mobile application
 - Code: 178292

Navigation Panel

Provides access to the platform's primary operational sections, including Bookmarks, Dashboard, Fleet, Alerts, Video, Dispatch, Maintenance, Driver Chat, Reports, Locations (Geofences), and Settings for managing daily fleet operations and platform features.

Settings

To access the Settings section, log into the platform, locate the navigation panel on the left-hand side of the screen, scroll toward the bottom of the menu, and click the Settings option identified by the gear icon.



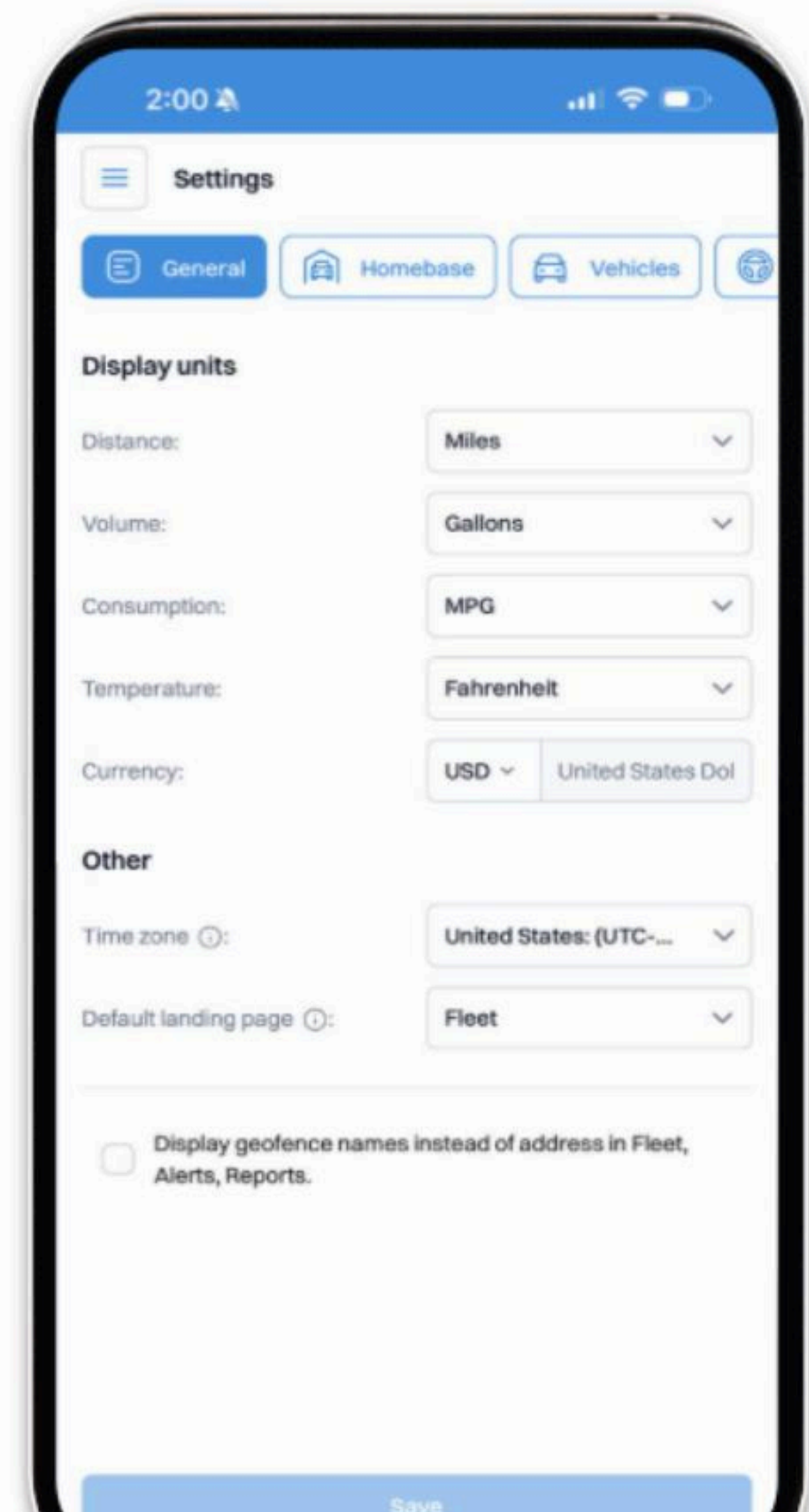
General	The General tab allows users to configure the default account preferences and display settings used throughout the platform.
Homebase	The Homebase tab is used to configure and manage the primary operating location for vehicles, drivers, or fleet operations. This location acts as a central reference point for operational monitoring, dispatch management, and geofence-related activities.
Vehicles	The Vehicles tab is used to manage, configure, and monitor all vehicles connected to the FleetLive platform. This section serves as the primary area for vehicle administration, asset visibility, and telematics-related configuration.
Drivers	The Drivers tab is used to manage driver profiles, driver assignments, and driver-related operational information within the platform.
Driving score	The Driving Score tab is used to configure driver behavior scoring and safety event weighting throughout the platform. This section allows administrators to define how driving events impact driver scores and fleet safety analytics.
Groups	The Groups tab is used to organize vehicles and drivers into operational categories or management structures. Groups help simplify fleet organization, reporting, permissions, and operational oversight
Users	The Users tab is used to manage platform user accounts, permissions, and account access throughout the FleetLive platform.
Logs	The Logs tab is used to review system activity, administrative actions, and operational changes performed within the platform. Logs help organizations maintain visibility into user activity and platform events.

General

The General Settings section allows users to customize how information is displayed throughout the platform. Available options include:

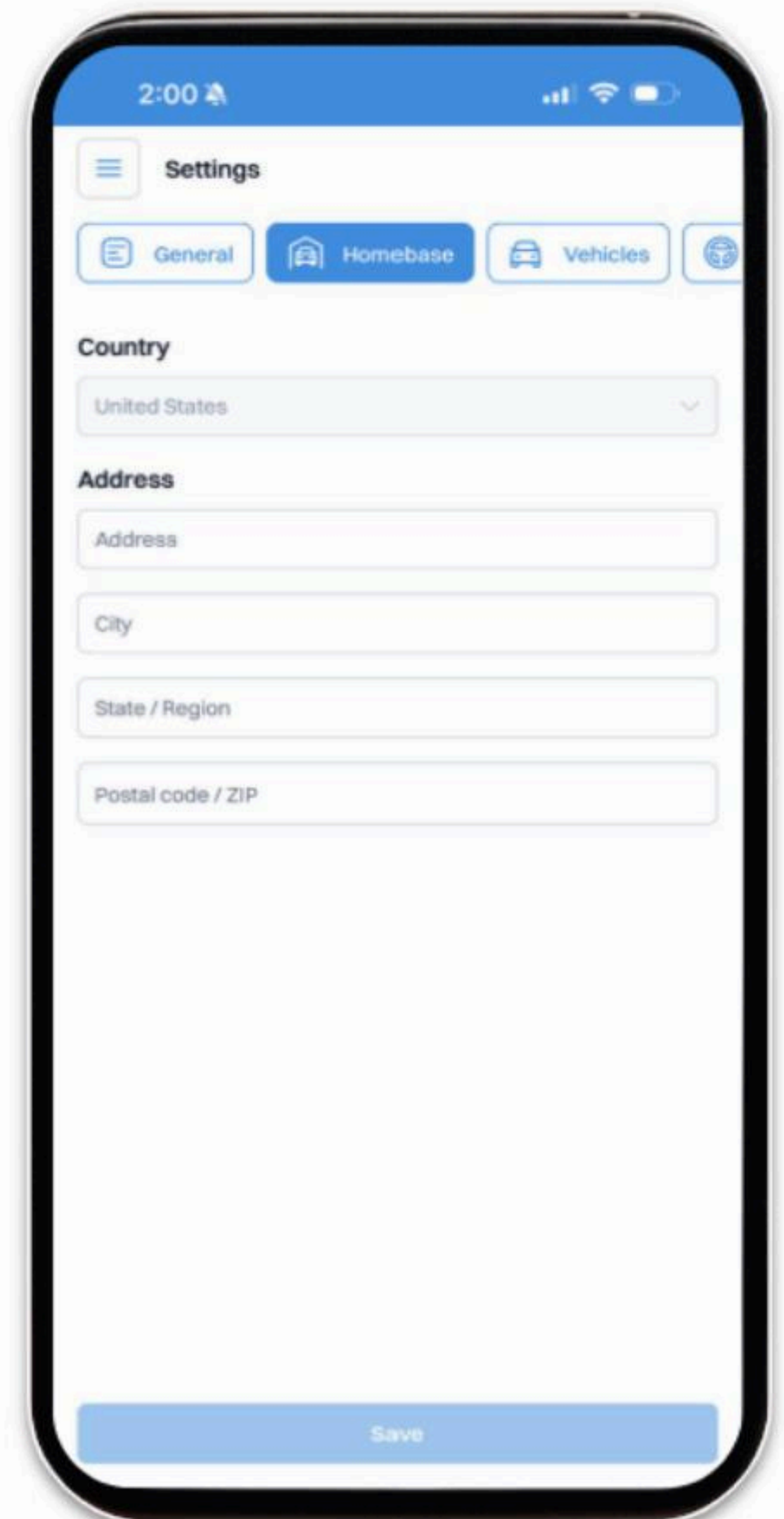
- **Distance Units** – Select between Miles (mi) or Kilometers (km).
- **Fuel Volume Units** – Select between Gallons or Liters.
- **Fuel Consumption Units** – Choose MPG, L/100km, or KM/GAL.
- **Temperature Units** – Select Fahrenheit (°F) or Celsius (°C).
- **Currency Settings** – Configure the preferred currency for reports and operational data.
- **Time Zone** – Set the default time zone for the account.
- **Default Landing Page** – Choose which page is displayed after logging into the platform.

These preferences are applied across GPS tracking, reporting, analytics, driver monitoring, fuel management, and other fleet operations features.



Homebase

The Homebase section allows administrators to create and manage a designated Homebase location for an account. A Homebase can be used to identify a primary operating location, such as a terminal, warehouse, office, or service facility. Once created, the Homebase location is associated with the account and can be used throughout the platform for location reference and operational organization.



The screenshot displays the 'Settings' screen of the FleetLive AI mobile application. At the top, the status bar shows the time as 2:00 and signal indicators. Below the status bar, the title 'Settings' is displayed next to a hamburger menu icon. A horizontal navigation bar contains four tabs: 'General', 'Homebase' (which is highlighted with a blue background), 'Vehicles', and a fourth tab with a location pin icon. The 'Homebase' section contains a 'Country' dropdown menu currently set to 'United States'. Below this is the 'Address' section, which includes four text input fields: 'Address', 'City', 'State / Region', and 'Postal code / ZIP'. At the bottom of the screen is a blue 'Save' button.

Vehicles

The Vehicles section allows users to manage fleet assets and their associated telematics devices from a single location. Users can view and update vehicle information, organize fleet assets, and manage connected GPS trackers, AI cameras, and other telematics hardware. This section also provides visibility into device media and storage usage while supporting vehicle monitoring, reporting, and overall fleet management. By centralizing vehicle and device information, the Vehicles section helps improve operational visibility, asset organization, and day-to-day fleet operations.

Drivers

To manage driver profiles and driver-related activity, open the Drivers tab from the Settings menu. This section allows administrators to create and edit driver profiles, assign drivers to vehicles, and organize driver information throughout the platform. The Drivers tab supports operational visibility, driver accountability, reporting, safety monitoring, and driver performance tracking across fleet operations.

Driving Score

To configure driver behavior scoring and safety event monitoring, open the Driving Score tab from the Settings menu. This section allows administrators to define scoring rules and assign severity levels to driving events such as distraction, fatigue, speeding, seatbelt violations, and collision warnings. Driving Score settings help organizations improve driver safety, support coaching initiatives, monitor operational risk, and standardize fleet safety reporting throughout the platform.

Groups

To organize vehicles, drivers, and operational resources, open the Groups tab from the Settings menu. This section allows users to create groups based on regions, departments, fleet types, customers, or operational structures to simplify fleet management and reporting. Groups help improve operational visibility, organize assets more efficiently, manage permissions, and support filtered reporting and analytics throughout the platform.

User

The Users section allows administrators to search for existing users, view user information, and create new user accounts.

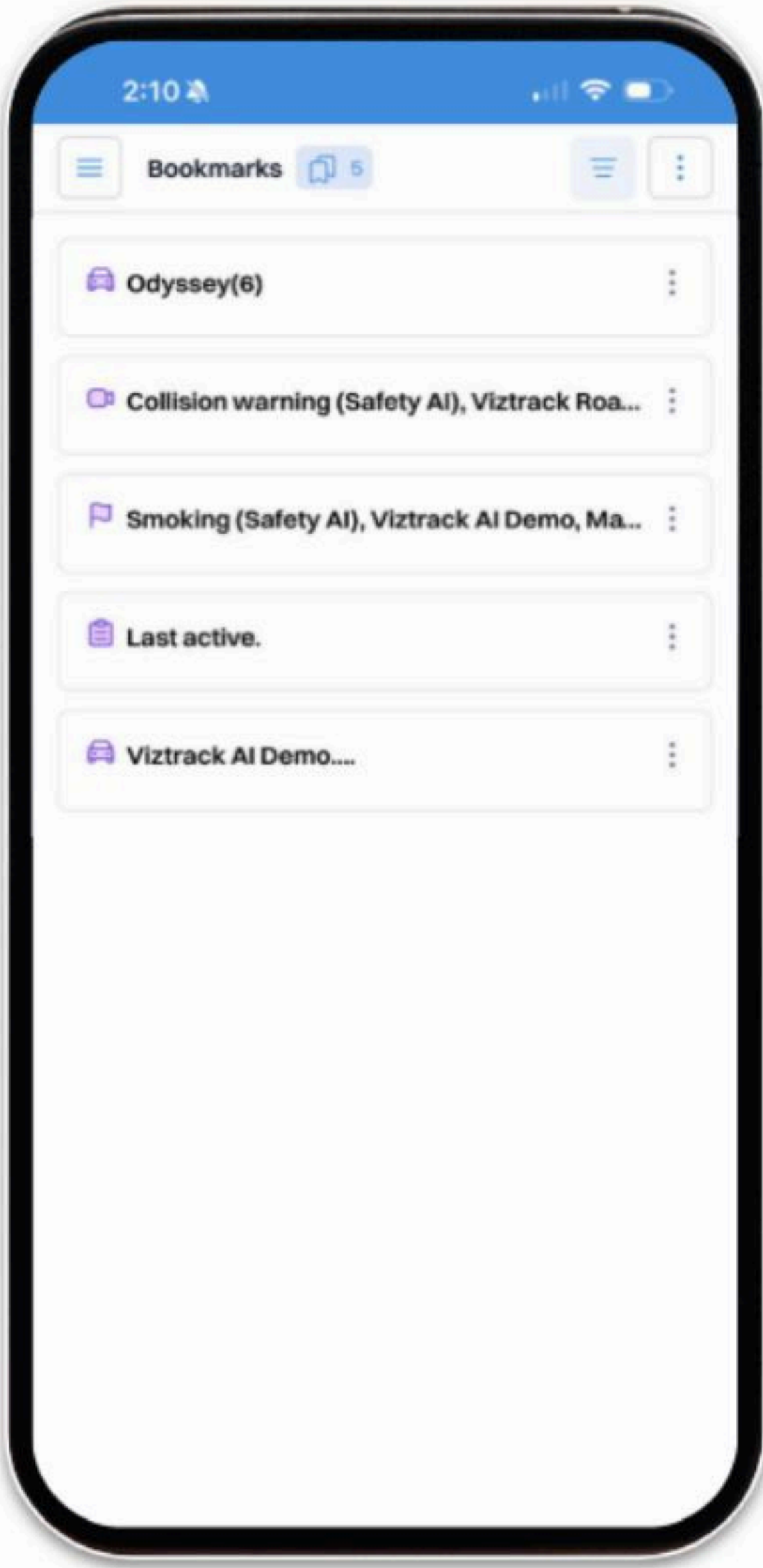
Logs

To review system activity and administrative actions, open the Logs tab from the Settings menu. This section allows administrators to monitor user activity, review configuration changes, and track operational events performed throughout the platform. Logs can be used for troubleshooting, auditing, activity tracking, and maintaining visibility into account and system-related changes.

Bookmarks

All of your bookmarks are stored in this section for quick and easy access. Users can bookmark vehicles, triggered alerts, media items, or reports to quickly locate them later. Selecting a bookmark will open the associated item directly within the platform. By selecting the three vertical dots, you can rename or delete a bookmark.

Media item	Triggered alert	Reports	Vehicle
			

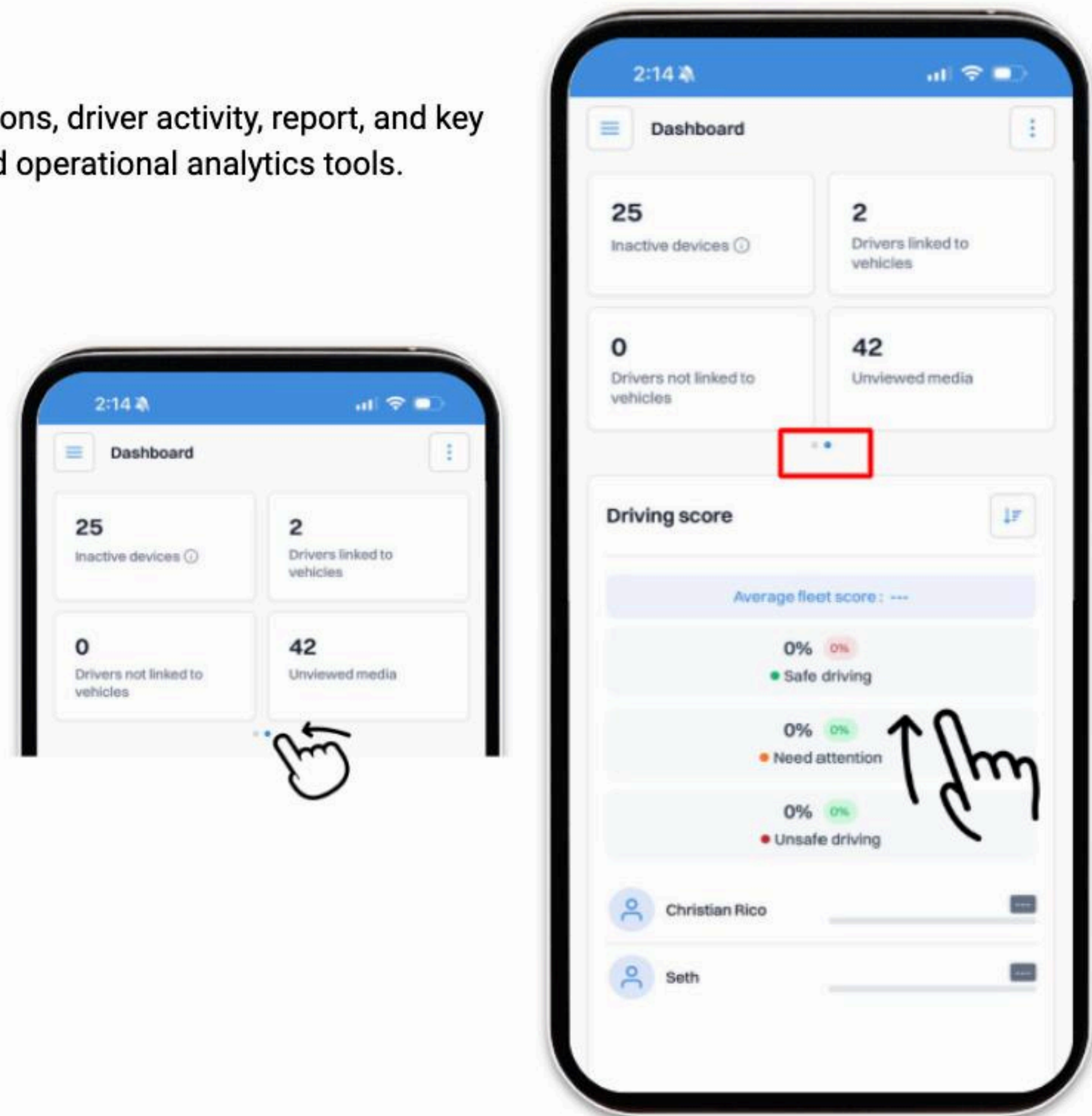


Dashboard

The Dashboard provides a centralized view of fleet operations, driver activity, report, and key performance indicators through customizable widgets and operational analytics tools.

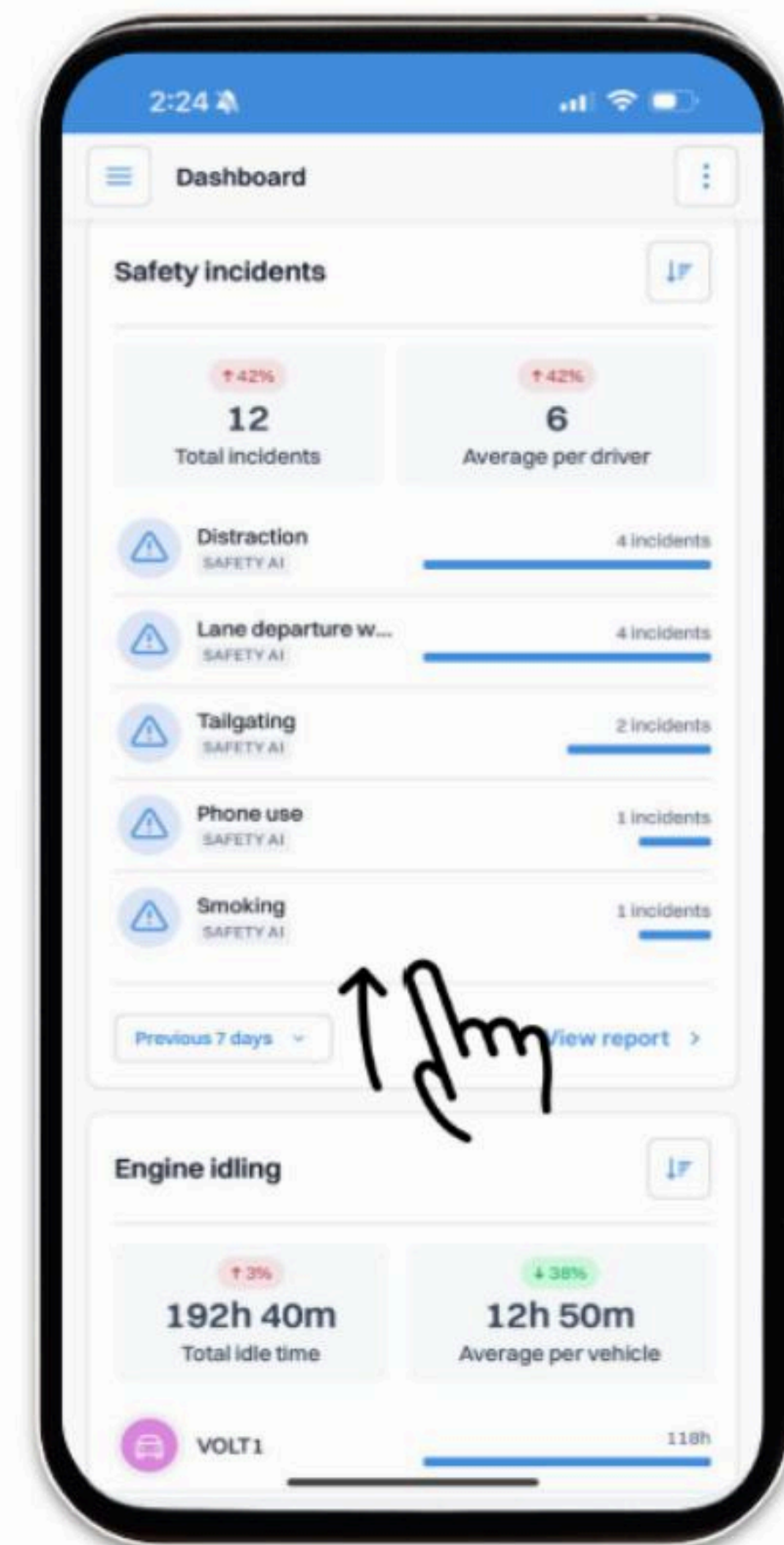
Widgets

Users can view key dashboard widgets and operational metrics directly from the mobile app. Dashboard widgets are displayed in a fixed layout and can be browsed by scrolling horizontally to view additional information and performance indicators. This provides quick access to important fleet and operational data while on the go.



Report Widgets

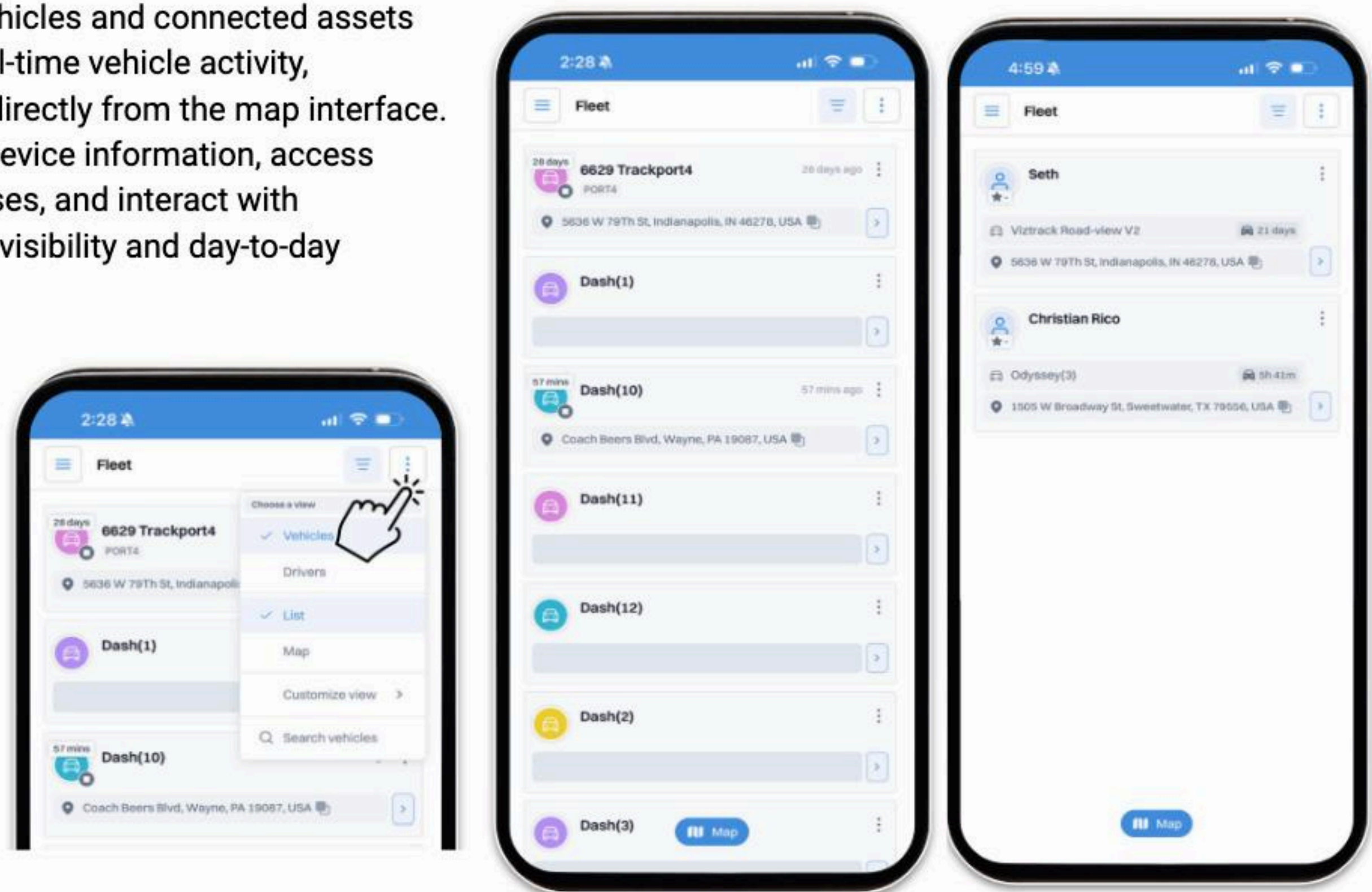
Users can view reports in a more KPI, statistical, and analytical format directly from the Dashboard. The displayed data can be filtered using the dropdown menu to show information from yesterday, the previous 7, 14, or 30 days. If users want to open a report in a more detailed report-style format, they can click View Report, which will redirect them directly to the full report page. Reports and dashboard data can also be exported for external review and analysis.



Fleet

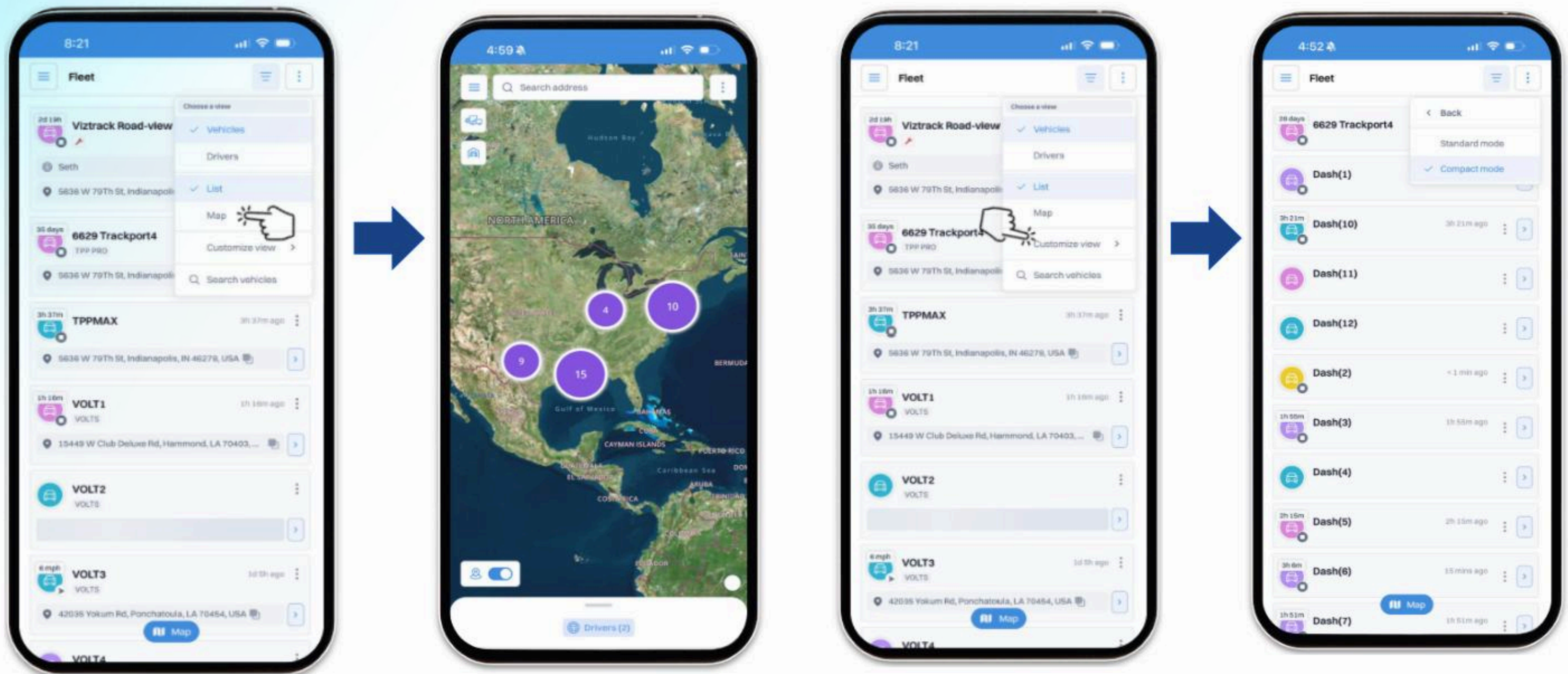
The Fleet tab provides a centralized view of all vehicles and connected assets within the platform, allowing users to monitor real-time vehicle activity, locations, statuses, and operational information directly from the map interface. Users can search for vehicles, review driver and device information, access camera-enabled assets, monitor alerts and statuses, and interact with geofences and live tracking data to improve fleet visibility and day-to-day operations.

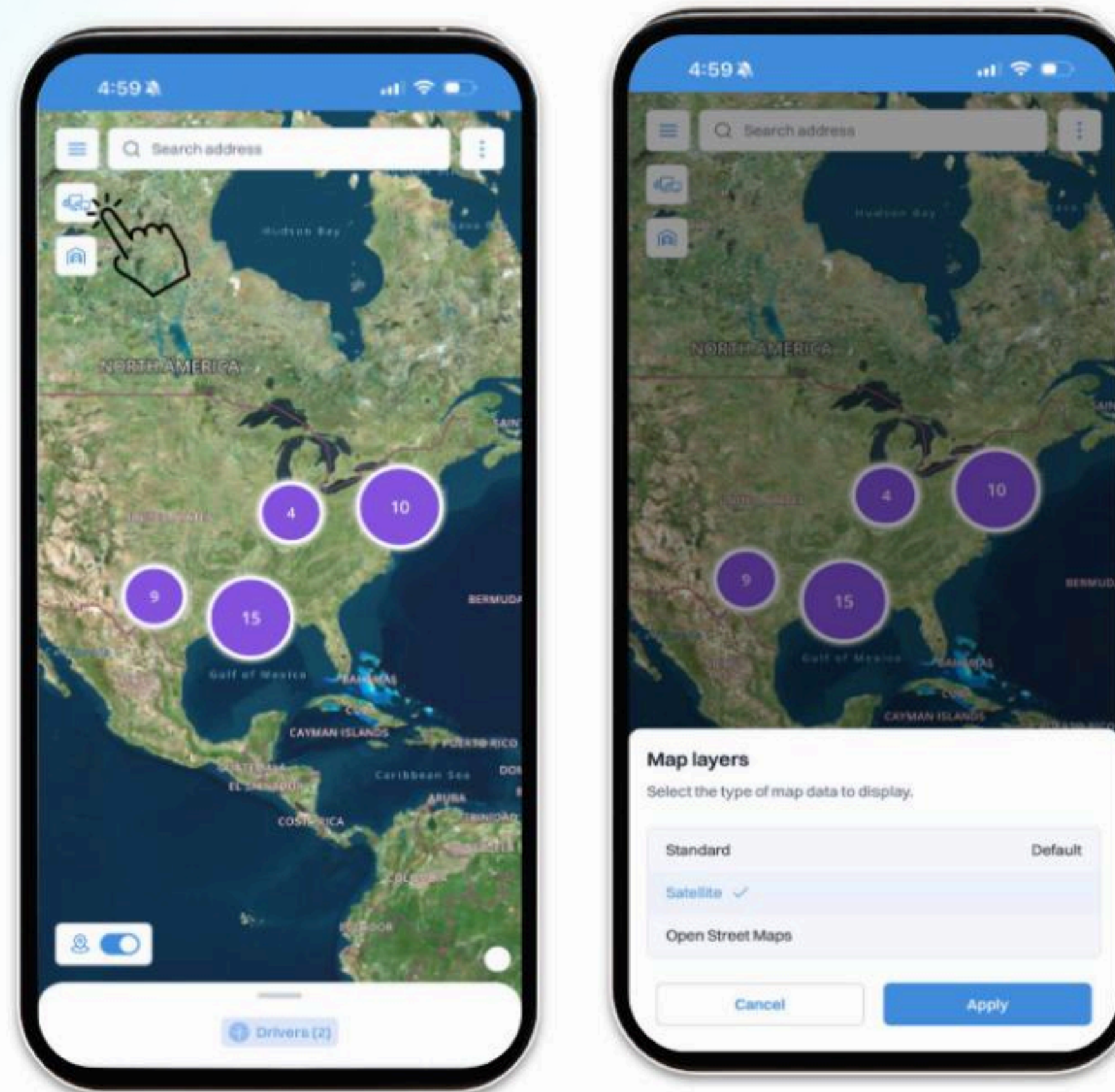
In the Fleet section, select the three vertical dots in the top-right corner to customize the view. From this menu, you can choose which fleet information and data fields are displayed, allowing you to tailor the screen to show the details most relevant to your daily operations.



Customize Fleet View

You can customize the Fleet view to display the information that is most relevant to your operations, follow the steps below to select the data you want to display.

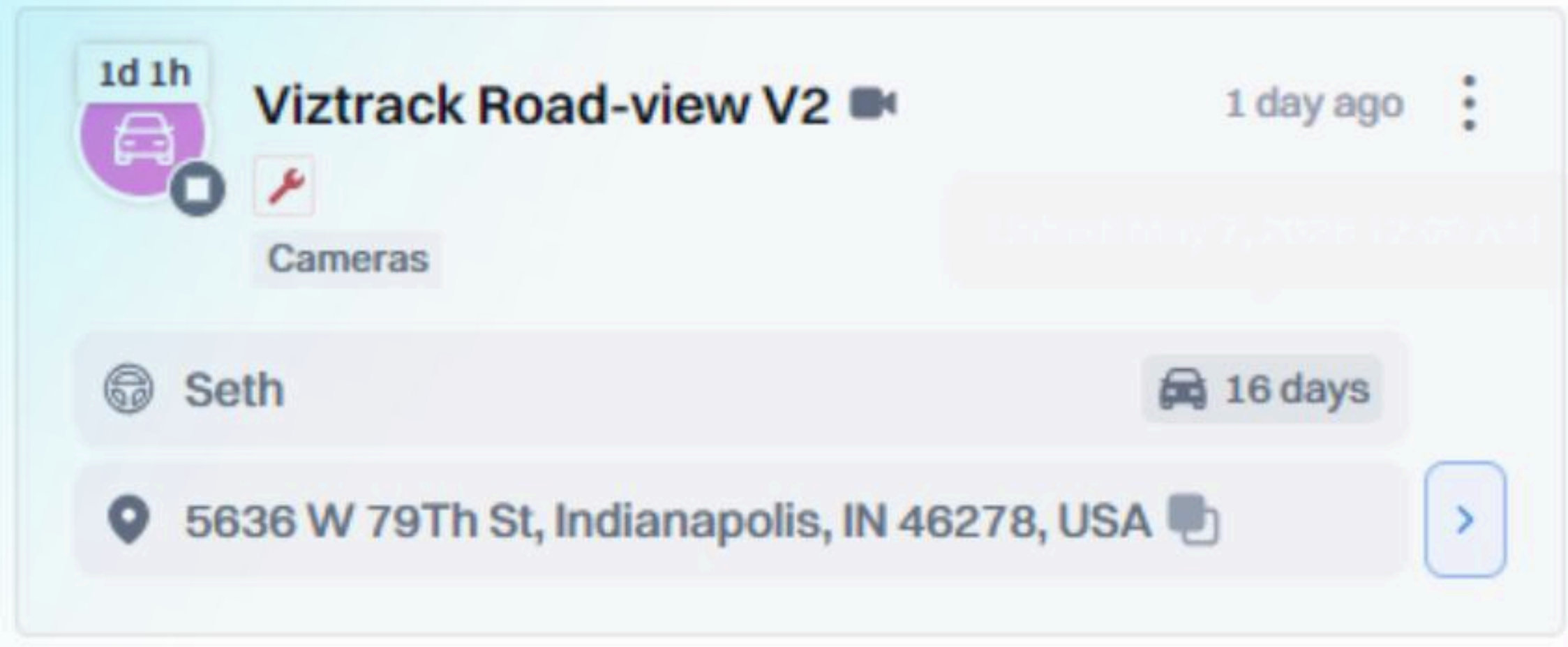




Additional functions available in this section include viewing all devices currently displayed on the map, searching for specific addresses or locations, and switching the map view between Standard and Satellite modes to improve visibility and navigation.

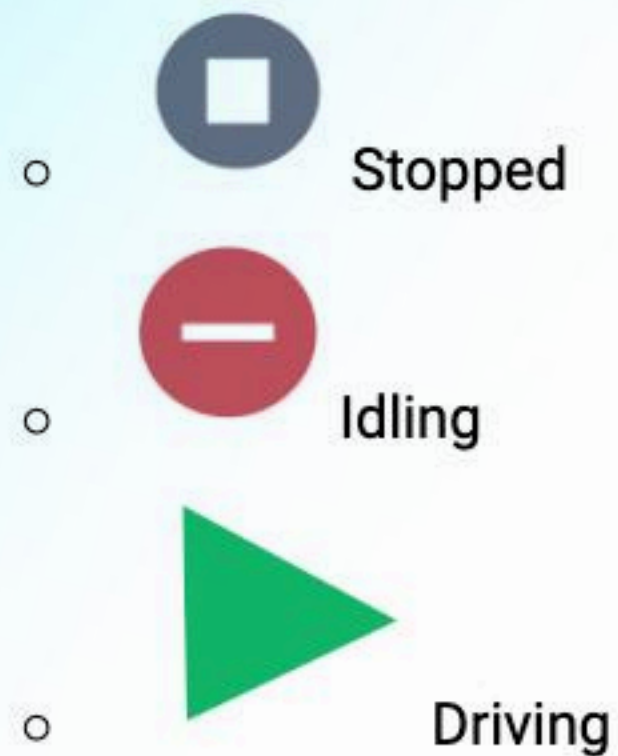
Vehicle information & Controls

Within each vehicle card, users can view important operational and status information directly from the Fleet tab.



Each vehicle card can display:

- Vehicle name and assigned device information
- Vehicle operational status such as:



- **1 day ago** The last time the device reported or updated to the platform
- Current vehicle location and mapped position
- Driver assignment information
- **Viztrack Road-view V2**  Video-enabled hardware

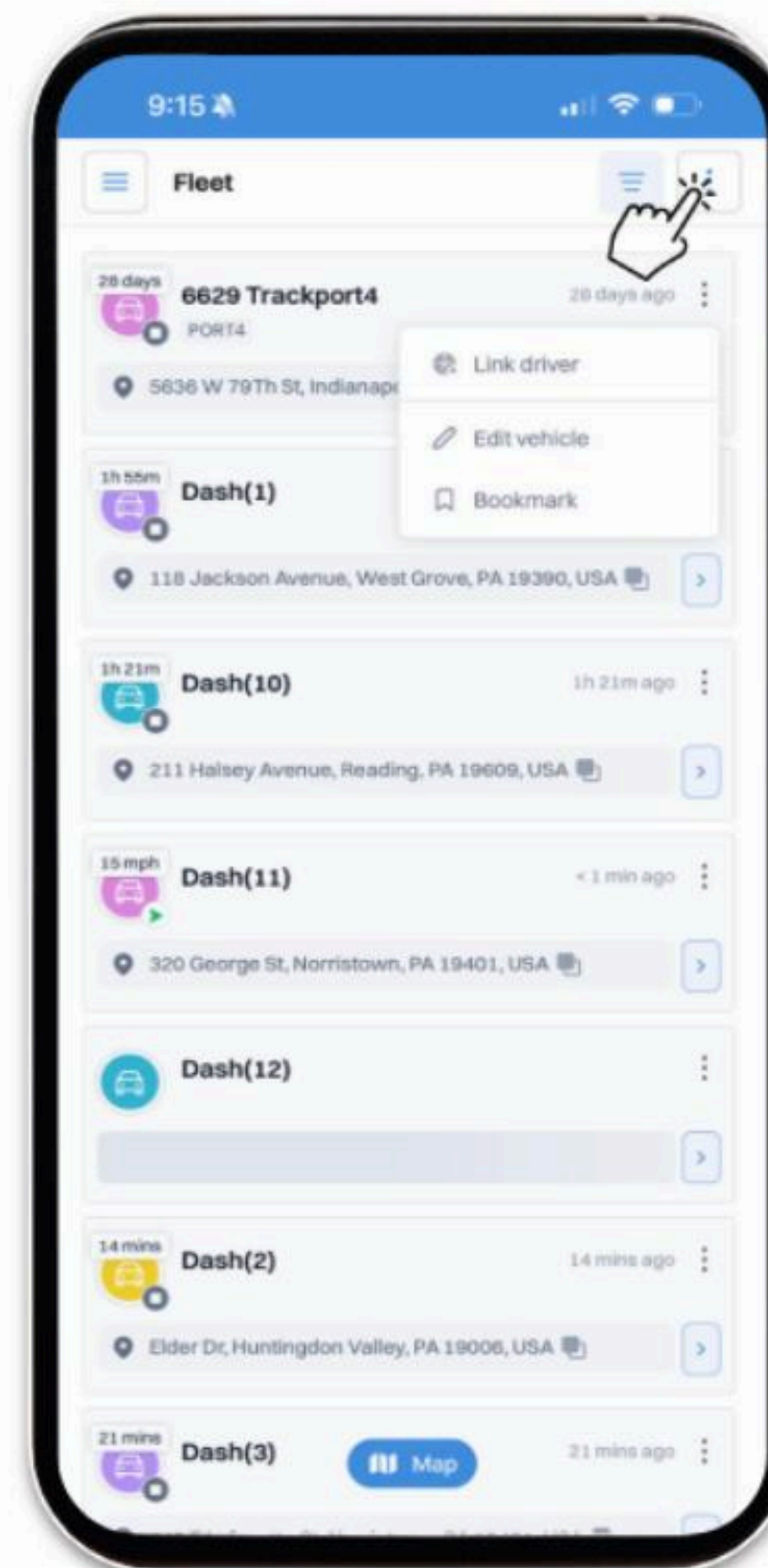
Maintenance & Alert Indicators

-  A red wrench icon indicates that the vehicle has overdue maintenance
- Status icons provide quick visibility into vehicle conditions and operational alerts

Vehicle Management Options

By selecting the three vertical dots located on the vehicle card, users can:

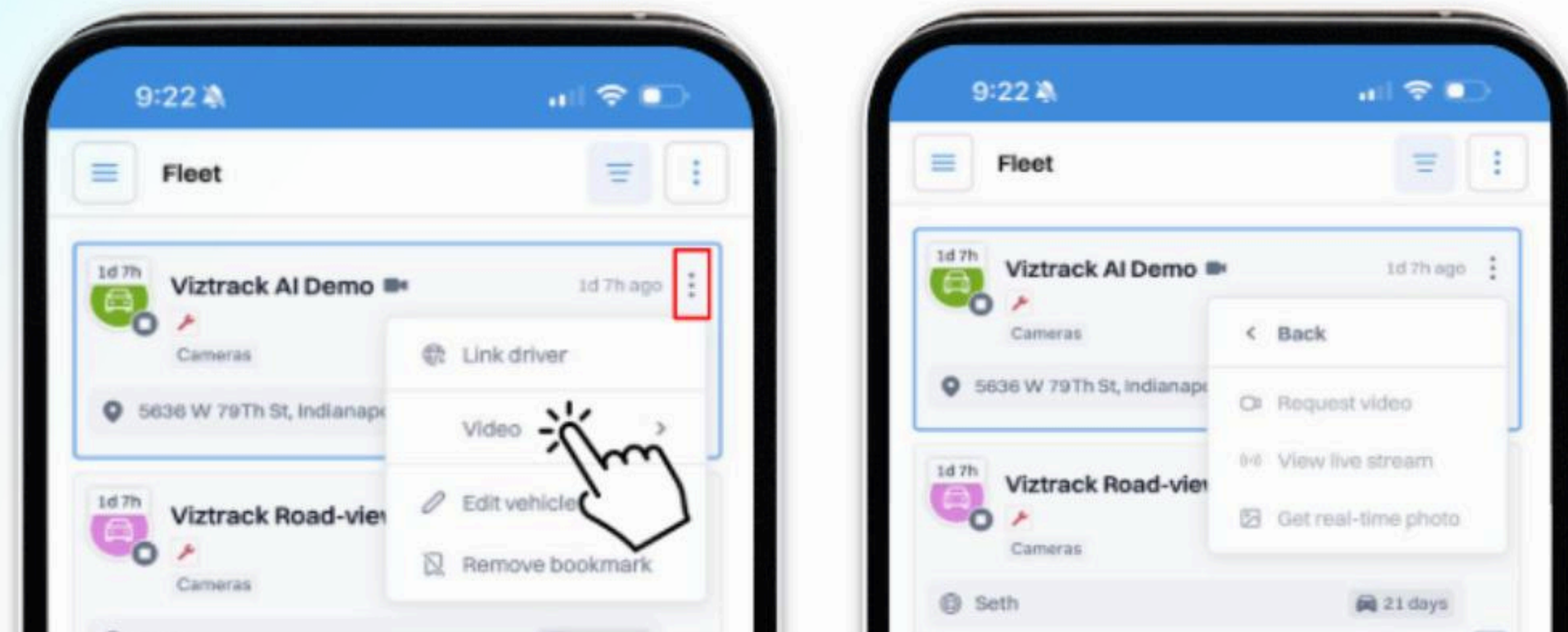
- Assign or unassign drivers
- Edit vehicle information
- Bookmark specific vehicles for quick access



Video Features

Video-enabled vehicles include additional options such as:

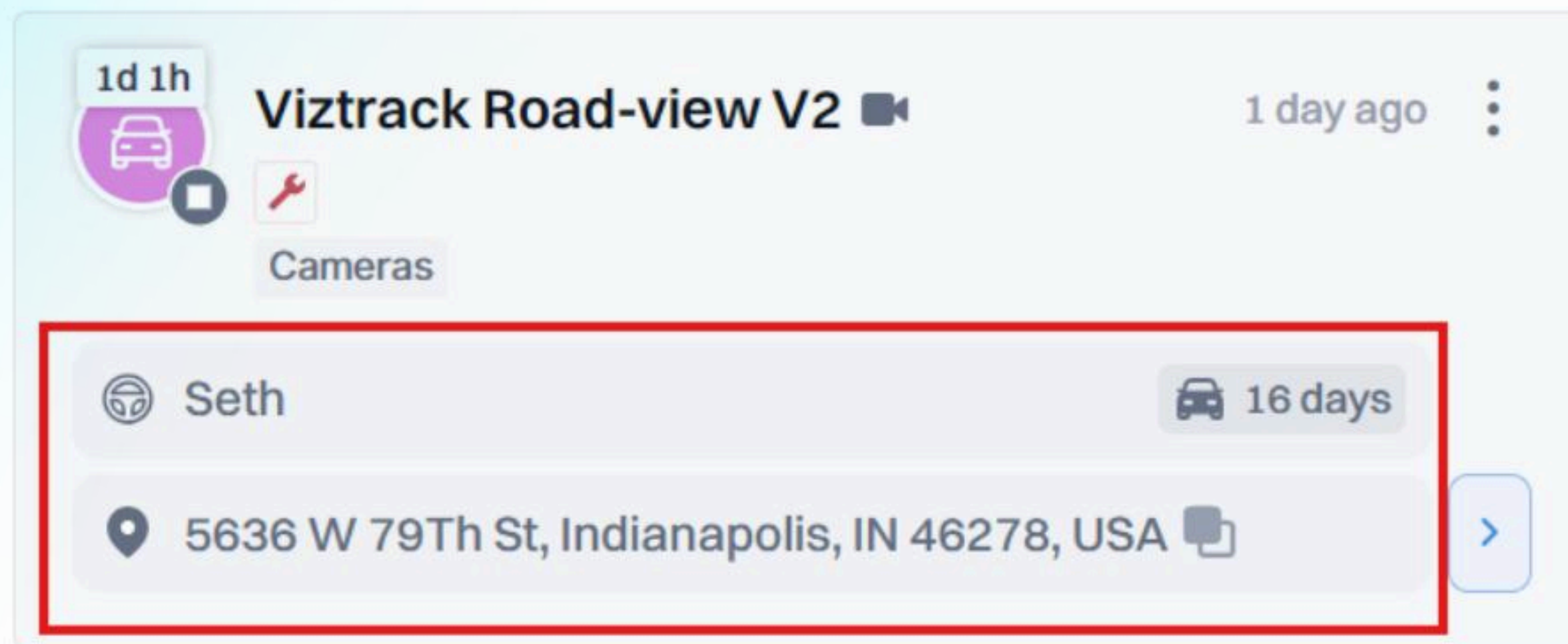
- Request Video
- View Live Stream
- Capture Real-Time Photo



Driver & Location Information

When a driver is assigned to a vehicle, the platform will display:

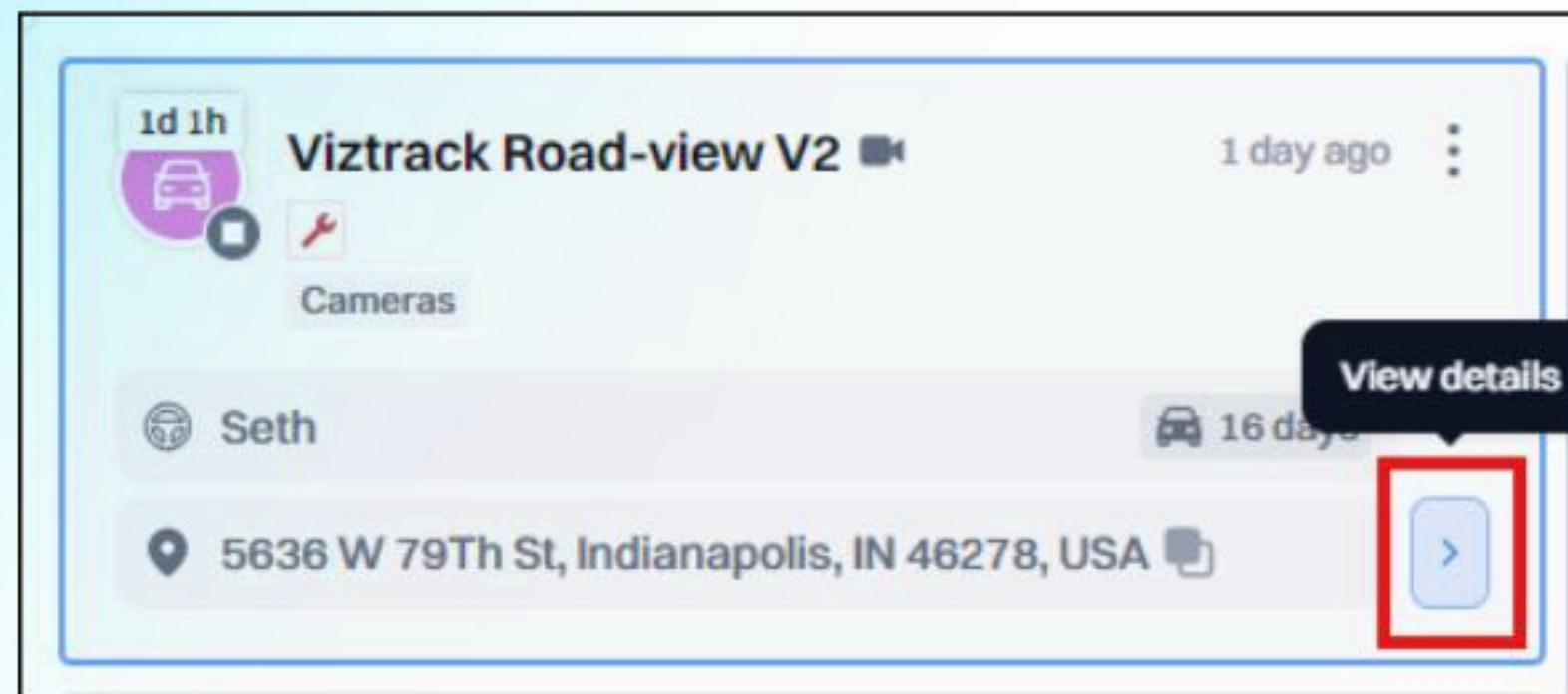
- The assigned driver name
- How long the driver has been linked to the vehicle
- The current vehicle address/location



The displayed address can also be copied directly from the map, making it easy to share location information for dispatching, operational coordination, customer communication, or reporting purposes.

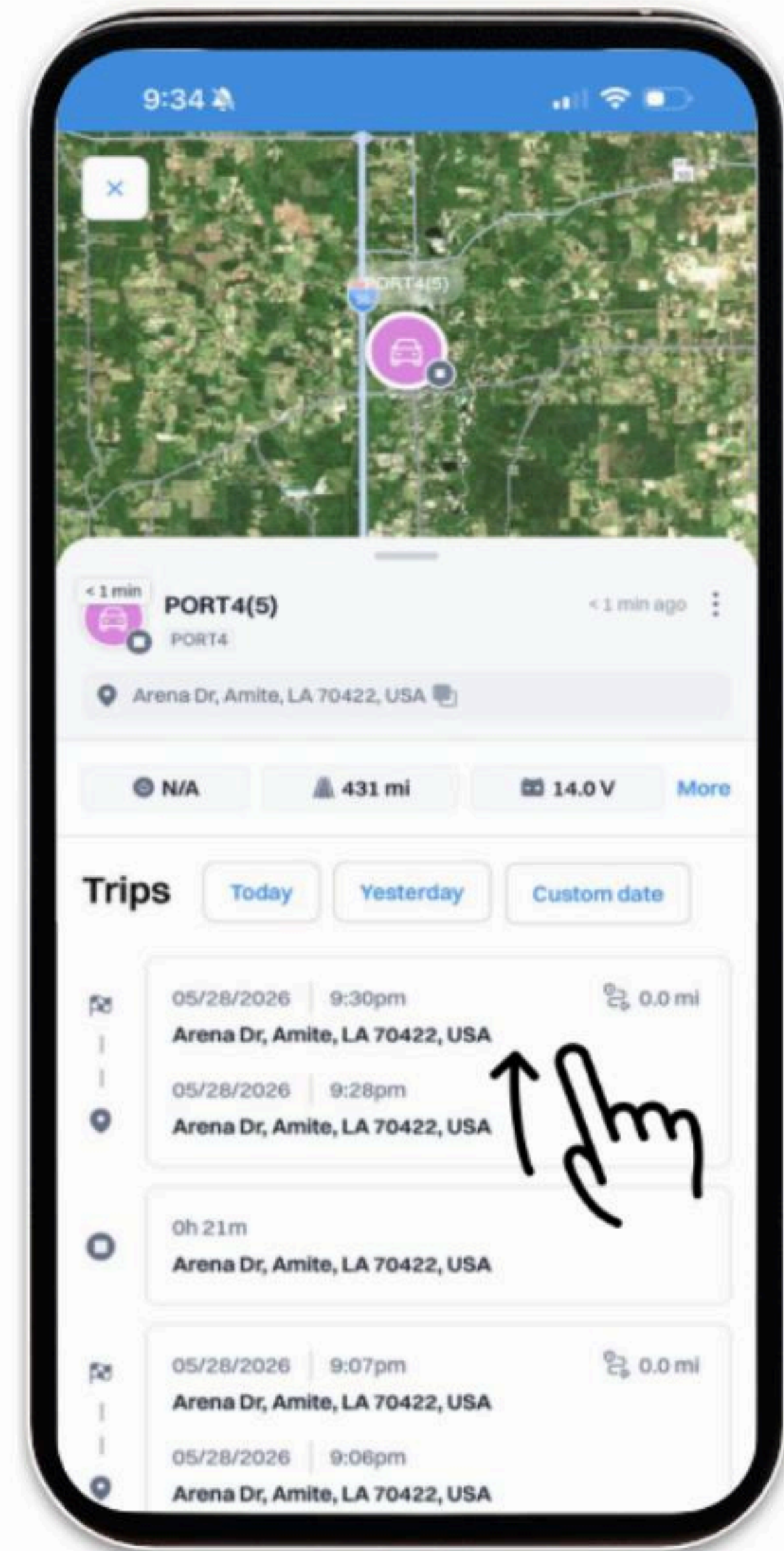
Trips

Trips can be accessed from the vehicle card by clicking the View details arrow located next to the vehicle's current address location.



By selecting this option, the screen will update to display more detailed information for the selected device. The vehicle card will expand and provide additional operational data, tracking details, and device-related information.

The Trips section provides detailed trip history and vehicle activity based on ignition events and selected timeframes.



Within the Trips section, users can:

- View trips for the current day by default
- Change the timeframe to:
 - Yesterday
 - Custom date ranges
- Select custom time periods using the calendar selector

Trip Calculations

Trips are automatically generated whenever:

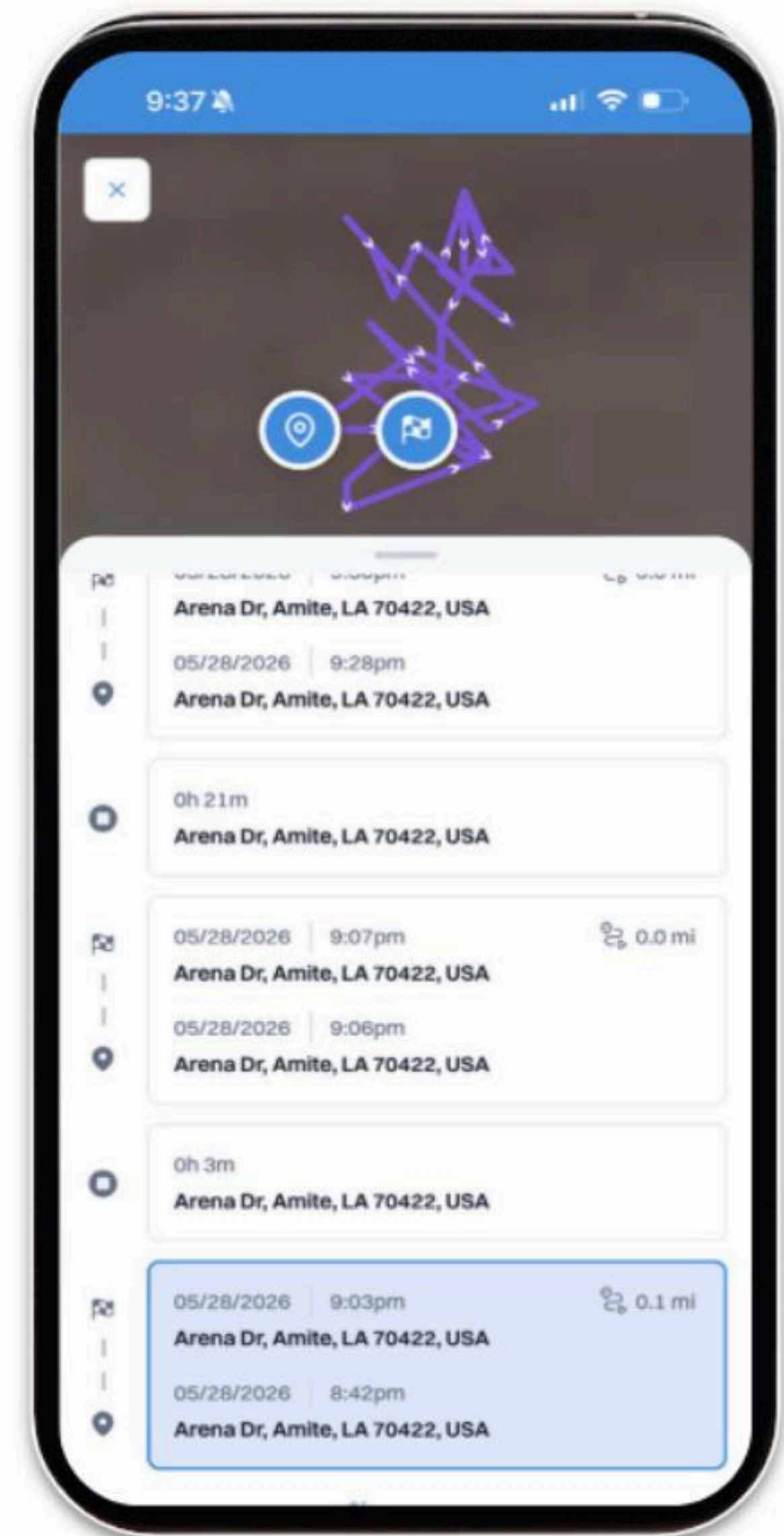
- The vehicle ignition turns ON
- The vehicle ignition turns OFF

Trip Details Include:

- Trip start location identified by the GPS point icon
- Trip end location identified by the finish flag icon
- Date and time of the trip
- Total mileage traveled
- Vehicle stop locations
- Amount of time the vehicle remained at a specific location

Trip selection

Once a trip is selected, the map will automatically update and display the complete trip route, including both the starting point icon and ending point flag. A timeline will also appear at the bottom of the map showing the trip activity and corresponding date information. Users can drag the vehicle icon along the timeline to replay the trip movement, and the map will dynamically update to display the exact vehicle location at that specific point in time.



Engine Data & Sensors

Sensor information is displayed below the expanded vehicle card and provides additional operational and device-related data.

Available Sensor Information May Include:

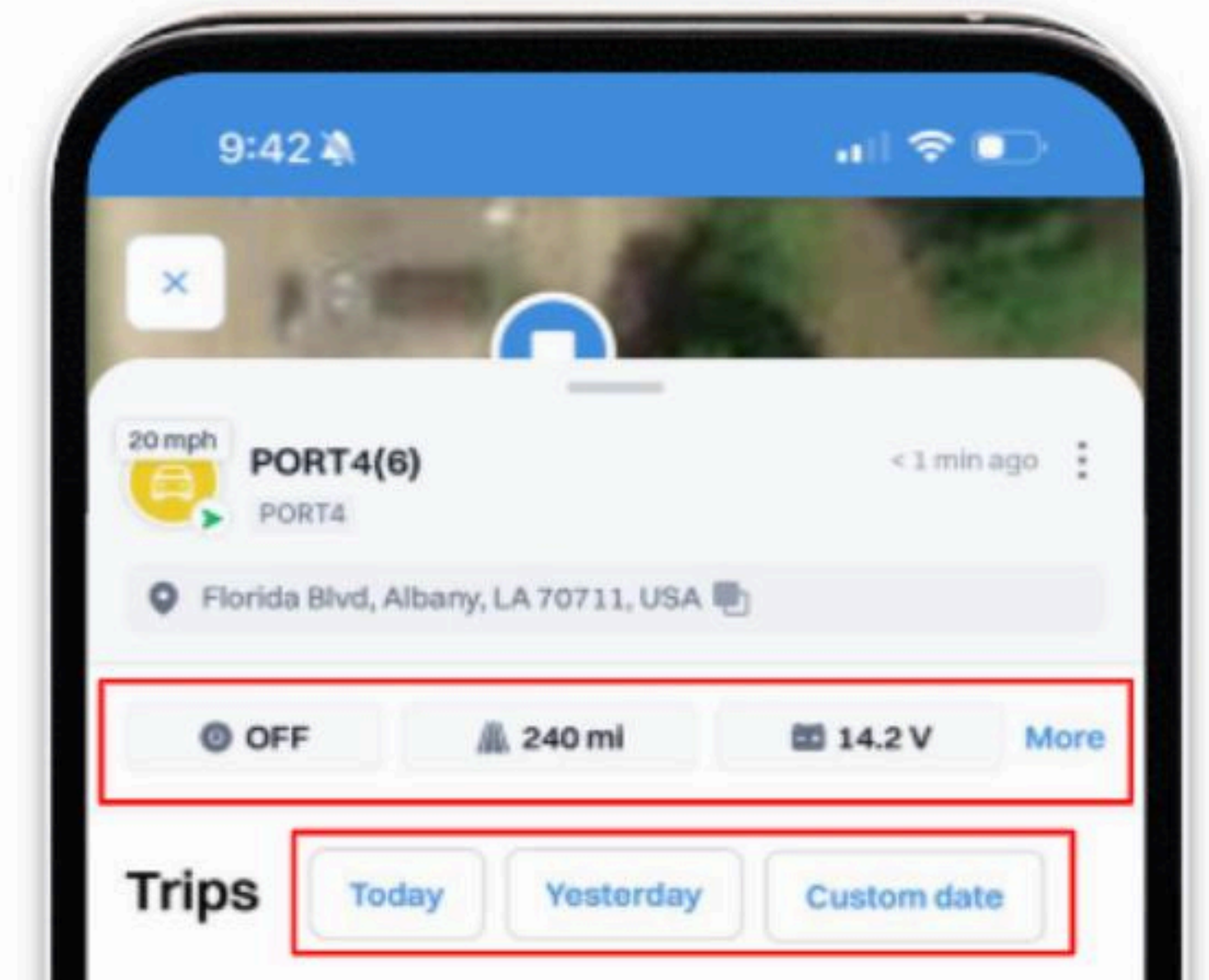
- Ignition status
- Recorded mileage
- Vehicle voltage
- GPS device status

Additional Sensor Visibility

- Some GPS devices may display additional sensors depending on:
 - Device capabilities
 - Configured sensor profiles
 - Installed hardware and accessories

Expanding Sensor Details

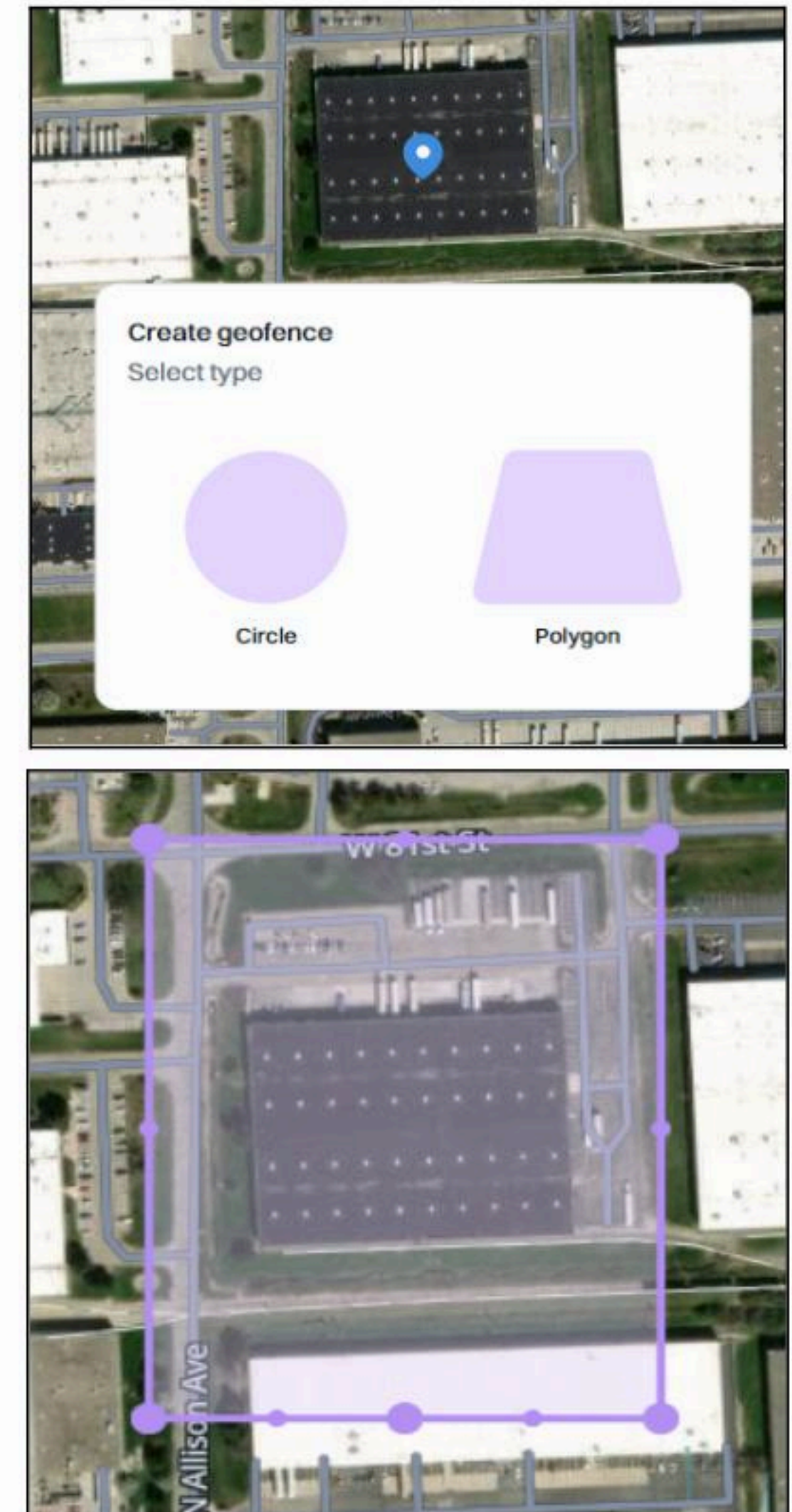
- Users can click the More option to expand and view additional sensor information
- Additional sensor details will only appear if extra sensors have been configured for the selected device



Geofence

Creating Geofences

- Geofences can be created by right-clicking anywhere on the map
- Users can choose between:
 - Circular geofence
 - Polygon-shaped geofence
- Once selected, the geofence will appear on the map with editable pins
 - Large pins can be dragged to adjust the primary shape and coverage area
 - Smaller pins located between the larger pins can be selected to create additional points
 - Additional points allow users to create more accurate and detailed geofence shapes
- Geofences can be customized to match specific operational areas, routes, yards, facilities, or restricted zones
- The geofence color can be updated and customized before saving
- Within the same pop-up window, users can also configure alerts and notifications associated with the geofence
- Once configured, the geofence settings and alerts can be saved directly to the platform

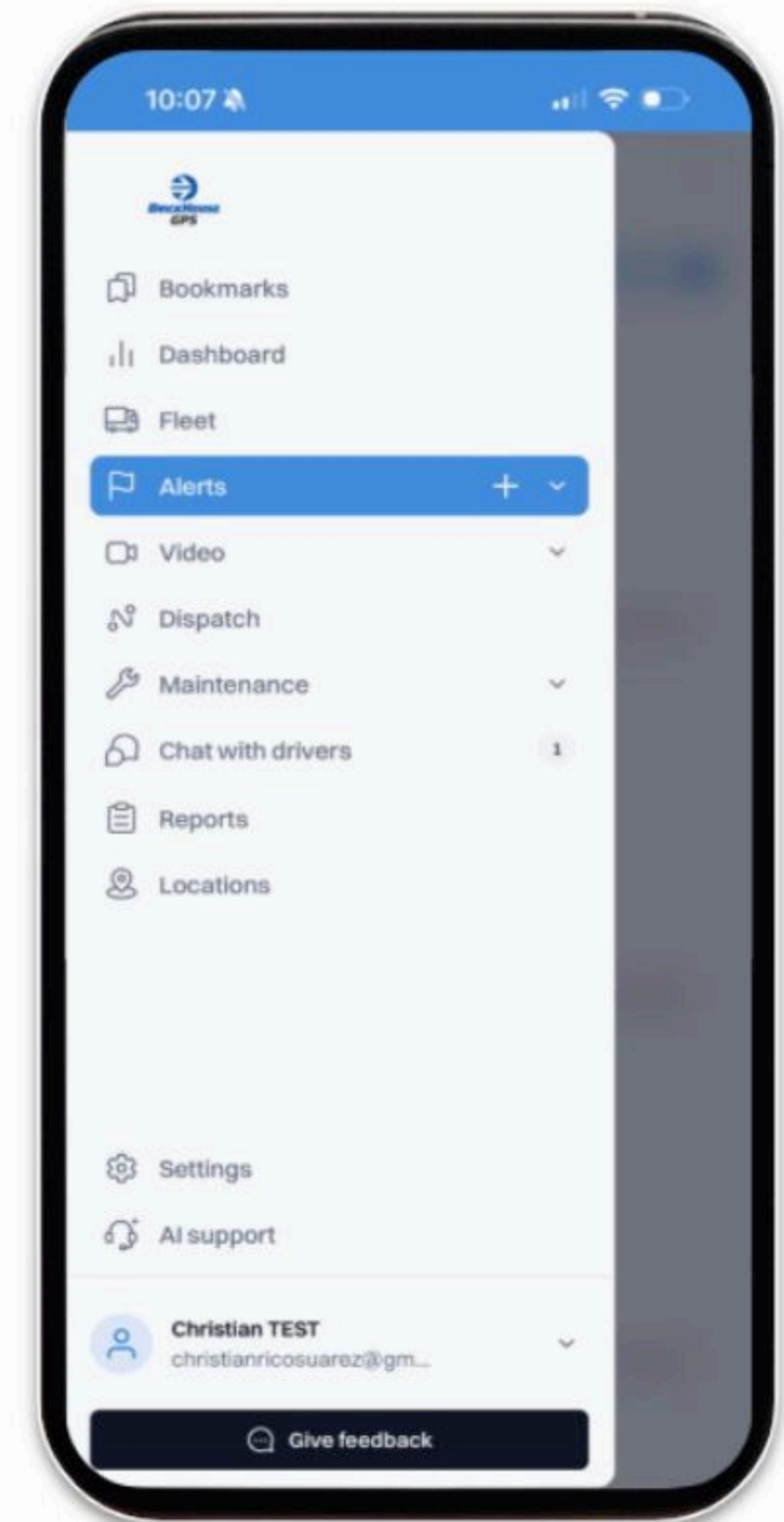


Maps Style

The map view settings allow users to customize how geographic and fleet information is displayed throughout the platform. Users can switch between different map styles directly from the upper-right corner of the map to improve visibility, navigation, and operational awareness based on their preferences or workflow needs. Available map display options may include Standard Map View, Satellite View, and OpenStreetMap View.

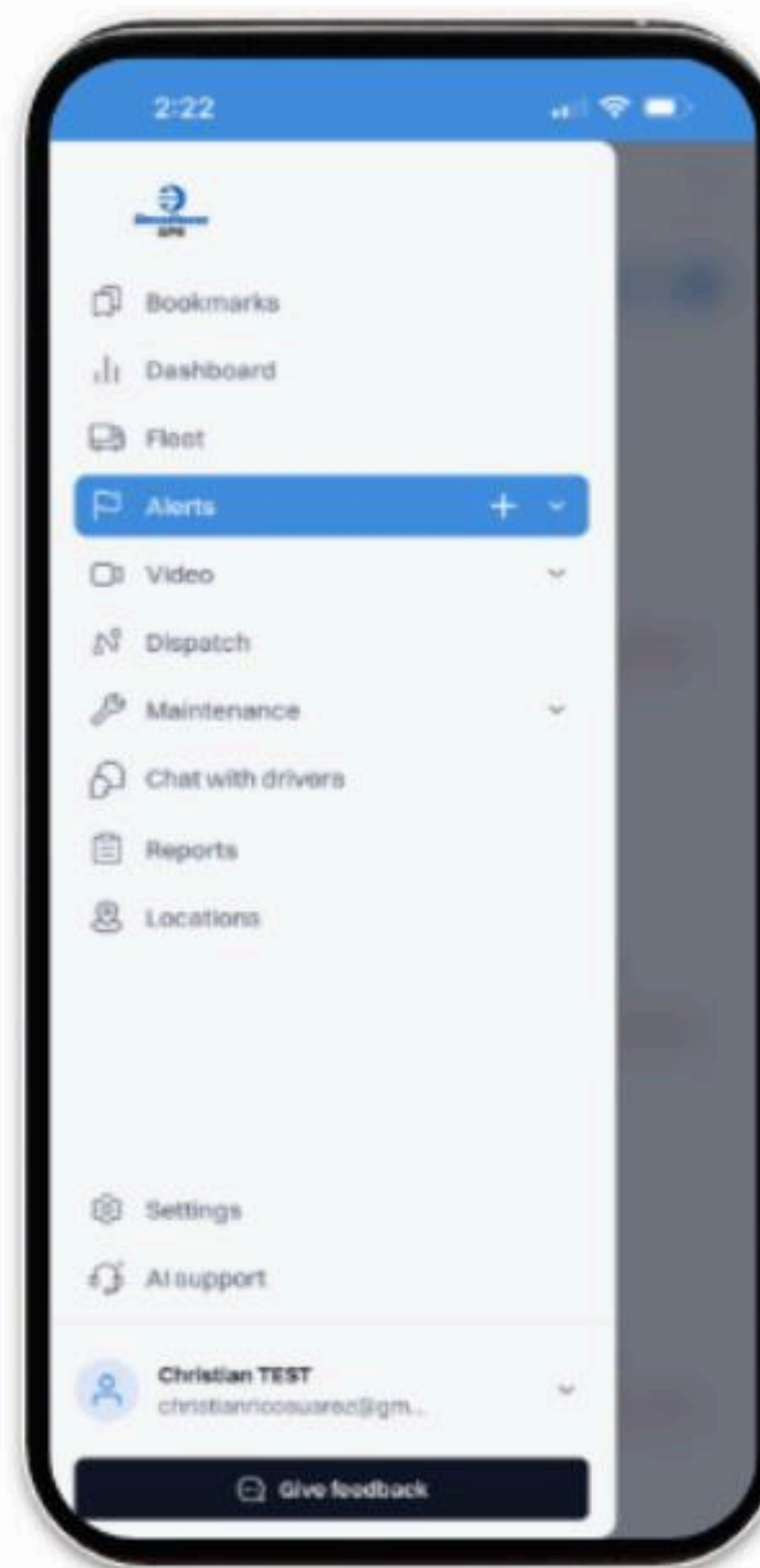
Map Search & Control Buttons

Users can search for addresses using the search bar located at the top of the map, while quick-access buttons provide options to display all active units on the map or center the view on the configured homebase location for improved fleet visibility and navigation.



Alerts

The Alerts tab, located on the left side of the main navigation menu, is the centralized section for managing all platform alert activity and notification settings. This section contains three primary subtabs used to configure alerts, review triggered alert events, and manage existing alert rules and configurations throughout the platform.



Set up alert

Setting up an alert is completed through a multi-step configuration process that allows users to customize how and when alerts are triggered throughout the platform.

Step 1 — Select the Alert Trigger

The first step is selecting what event or activity should trigger the alert.

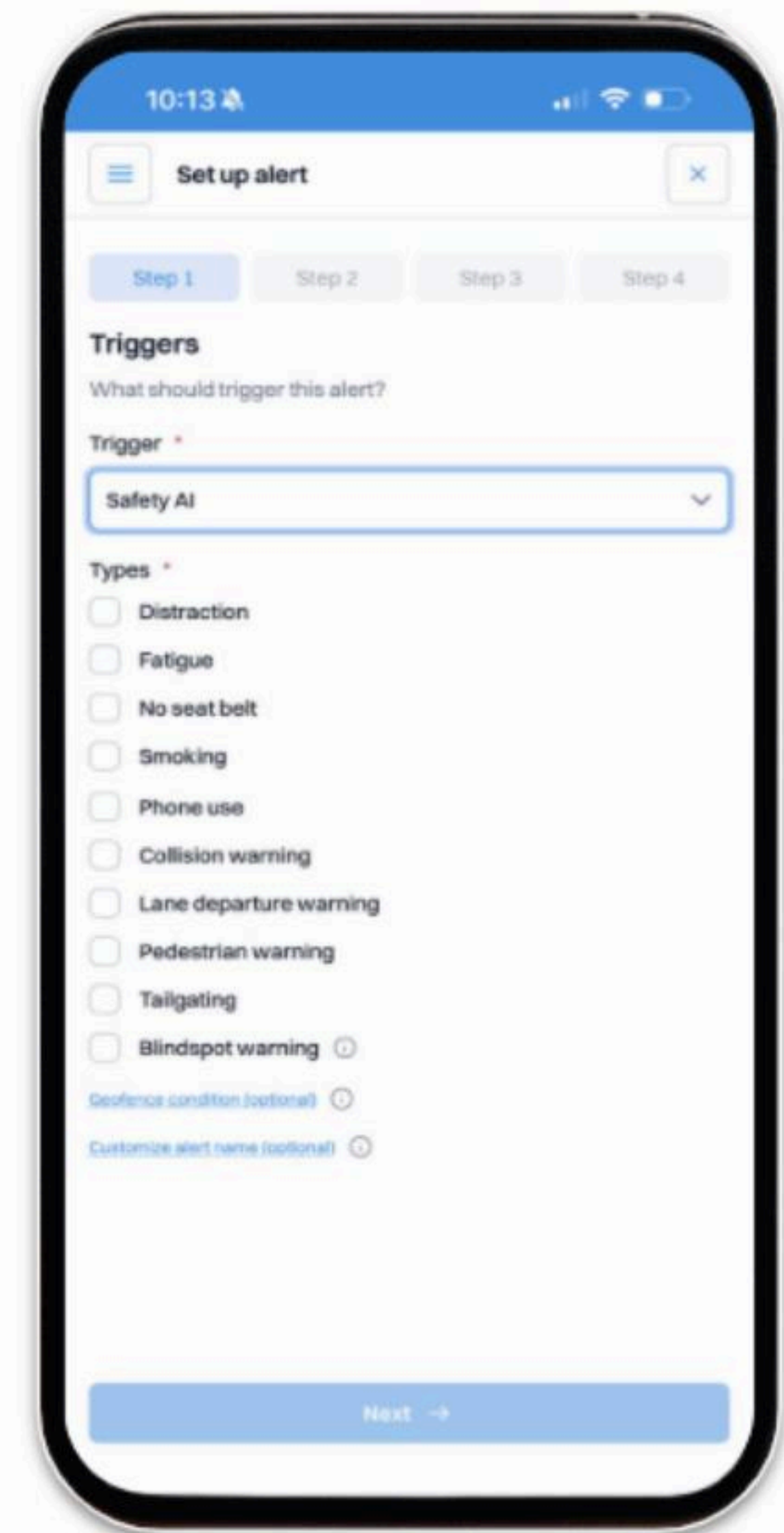
The platform includes approximately 21 different alert types organized into 6 main categories:

- Device
- Driving Behavior
- Engine
- Maintenance
- Movement
- Security

Each category contains different alert conditions and monitoring options.

Alert Configuration Parameters

Once an alert type is selected, additional configuration settings and parameters will appear based on the selected alert.



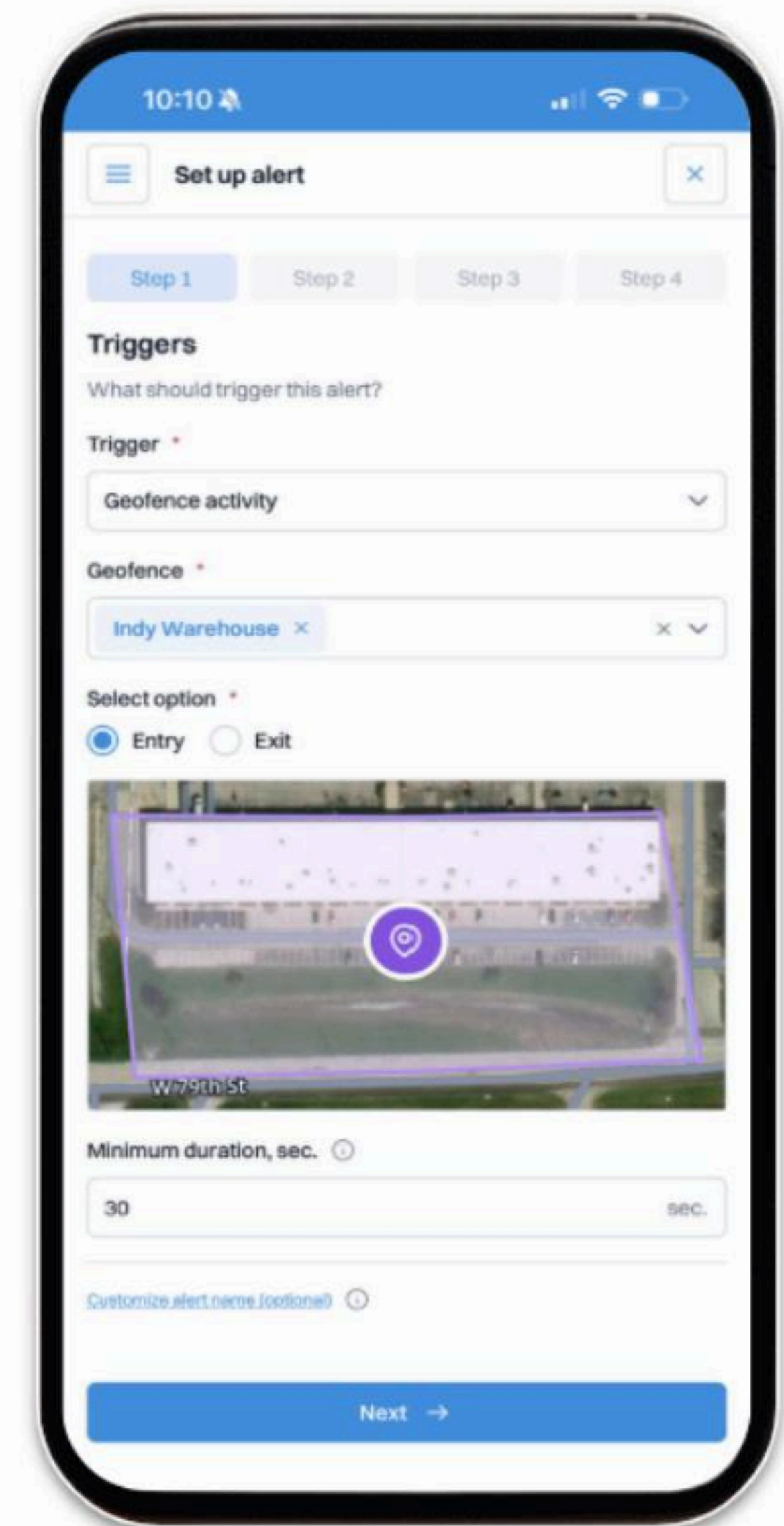
Example — Geofence Activity Alert

Under the Movement category, users can configure a Geofence Activity Alert.

Available configuration options may include:

- Trigger alert when:
 - Entering a geofence
 - Leaving a geofence
- Configure how long the vehicle must remain within the condition before triggering the alert
 - Example:
 - Trigger the alert only if the vehicle remains within the geofence for more than 30 seconds

These customizable parameters allow organizations to tailor alerts based on operational workflows, security requirements, and fleet management needs.



Step 2 — Select Vehicles, Drivers, or Groups

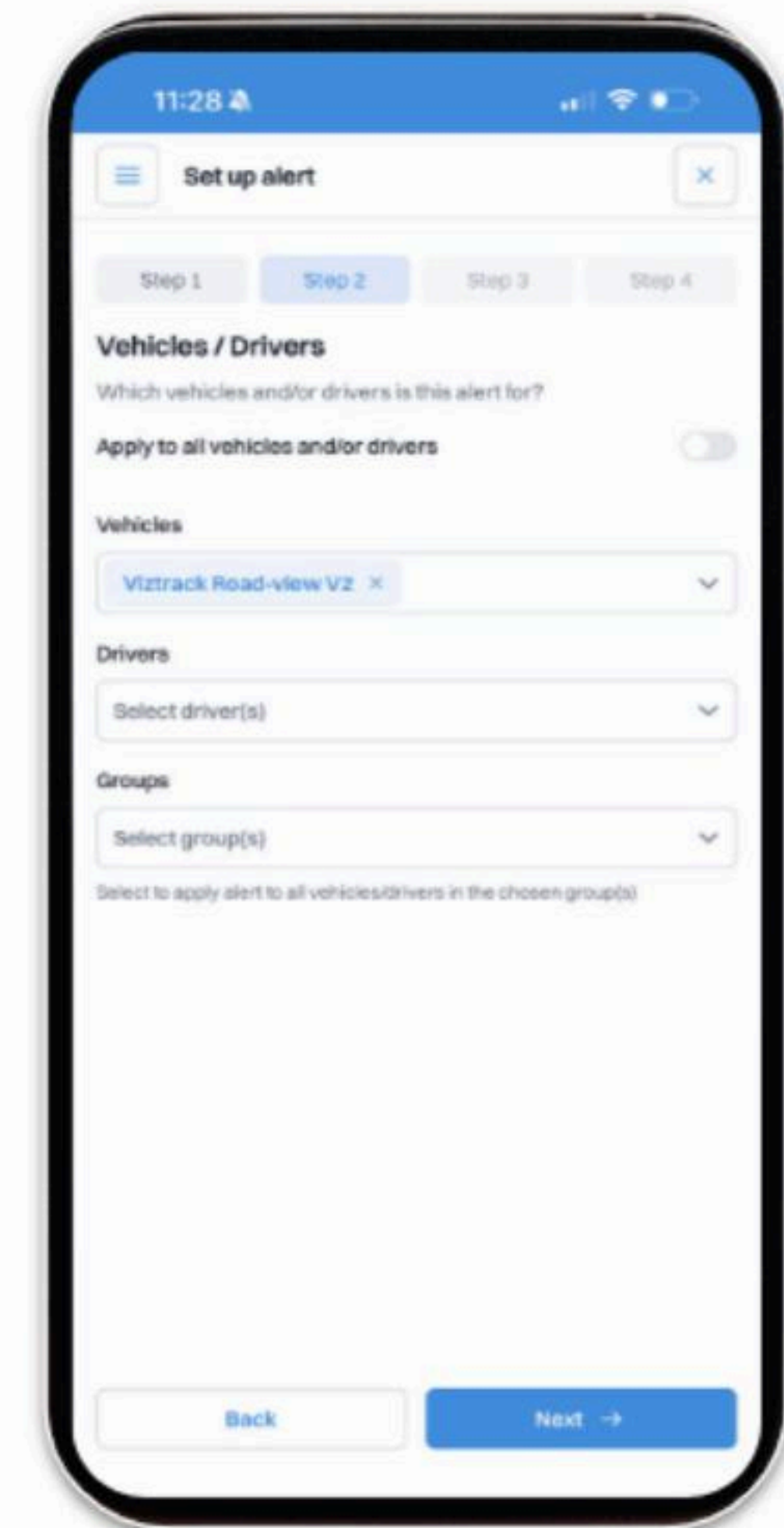
The second step is selecting which vehicles, drivers, or groups the alert will apply to.

Within this step, users can:

- Assign the alert to:
 - Specific vehicles
 - Specific drivers
 - Selected groups
- Use quick-select buttons to:
 - Apply the alert to all vehicles
 - Apply the alert to all drivers
- Use the dropdown menu to filter and select:
 - Vehicles only
 - Drivers only
 - Groups

This allows organizations to customize alert assignments based on operational needs, fleet structure, or customer preferences.

Once the desired vehicles, drivers, or groups have been selected, click the Next button located at the bottom of the screen to continue the alert configuration process.



Step 3 – Notifications Setup

The third step is configuring who will receive notifications and how they will be delivered when the alert is triggered.

Within this step, users can:

- Choose whether notifications should be sent or not
- Enable Do Not Notify if the alert should only be recorded without sending alerts

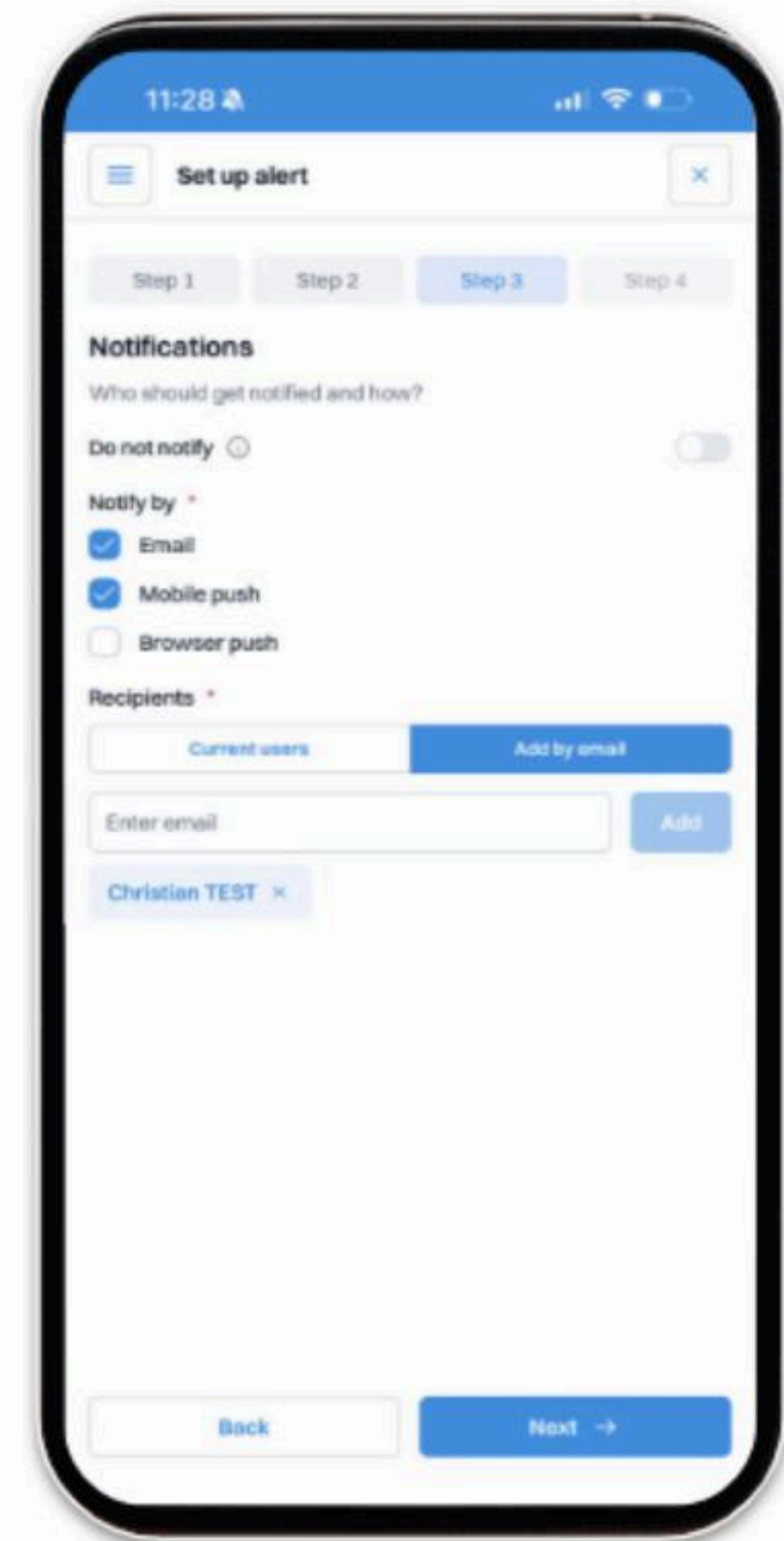
If notifications are enabled, users can select delivery methods:

- Email notifications
- Mobile push notifications
- Browser push notifications

Notification Recipients

- Select existing users within the system (users with registered emails)
- Add external email addresses that are not part of the platform

This allows organizations to control alert visibility and ensure notifications reach the right people through the preferred communication channels.



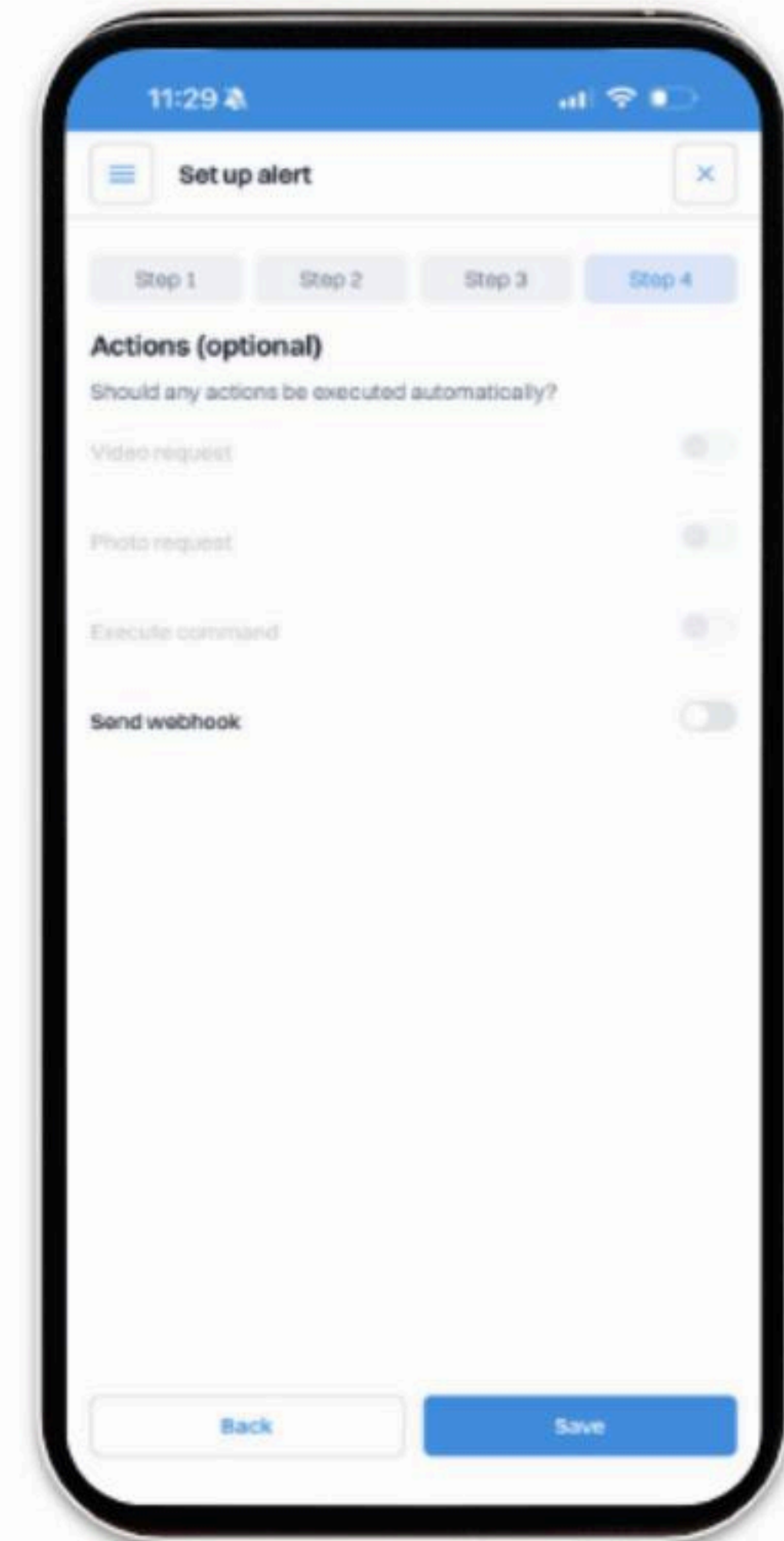
Step 4 – Actions (Optional)

The fourth step is Actions, which is optional and allows users to define automated responses when an alert is triggered.

Available actions include:

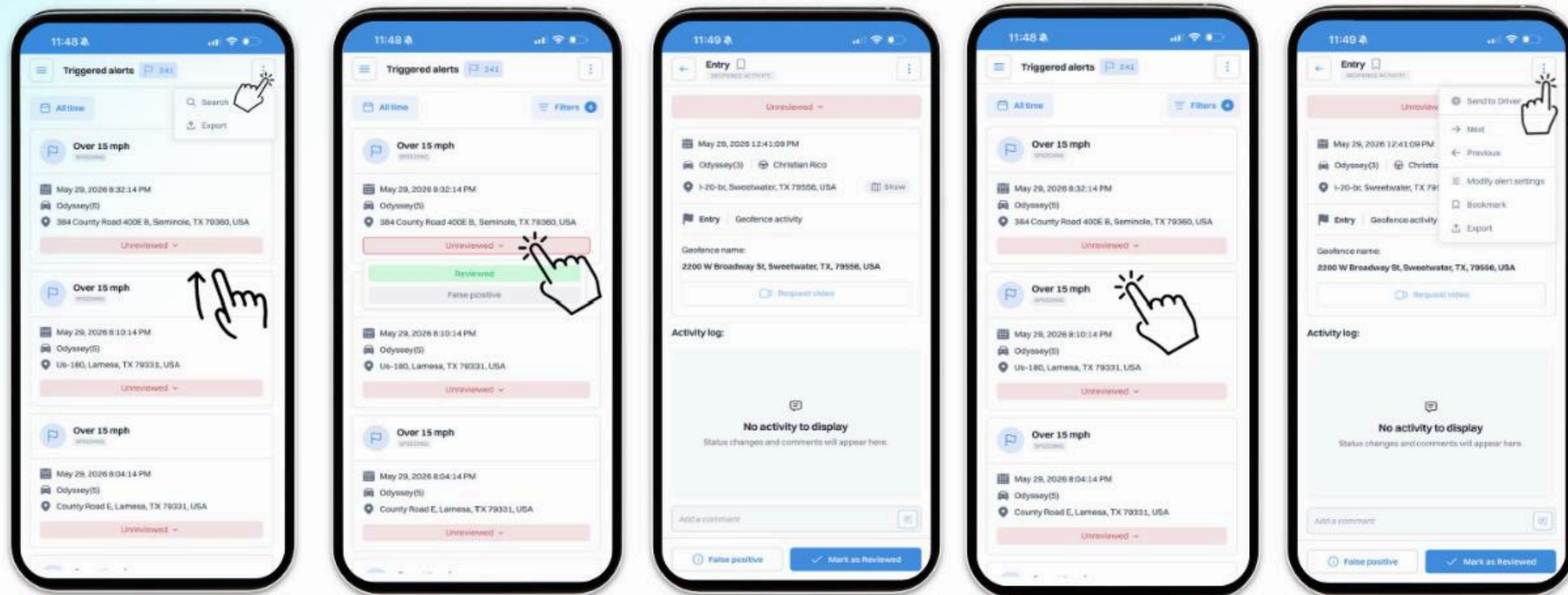
- Download video footage during the alert event (available only if a video dashcam is installed)
- Request a snapshot or photo from the dashcam.
- Execute predefined system commands
- Send webhook notifications to external systems

Once all configurations are completed and saved, the alert will be successfully created and activated within the platform.



Triggered alerts

The Triggered Alerts section allows users to review all alert events that have been activated within the platform.



This section displays:

- The category of the triggered alert
- The specific alert name (sub-triggered type)
- The vehicle or asset that triggered the alert
- The date and time of the event
- The alert type and configuration details

- The current status of the alert (reviewed, unreviewed or sent to driver)

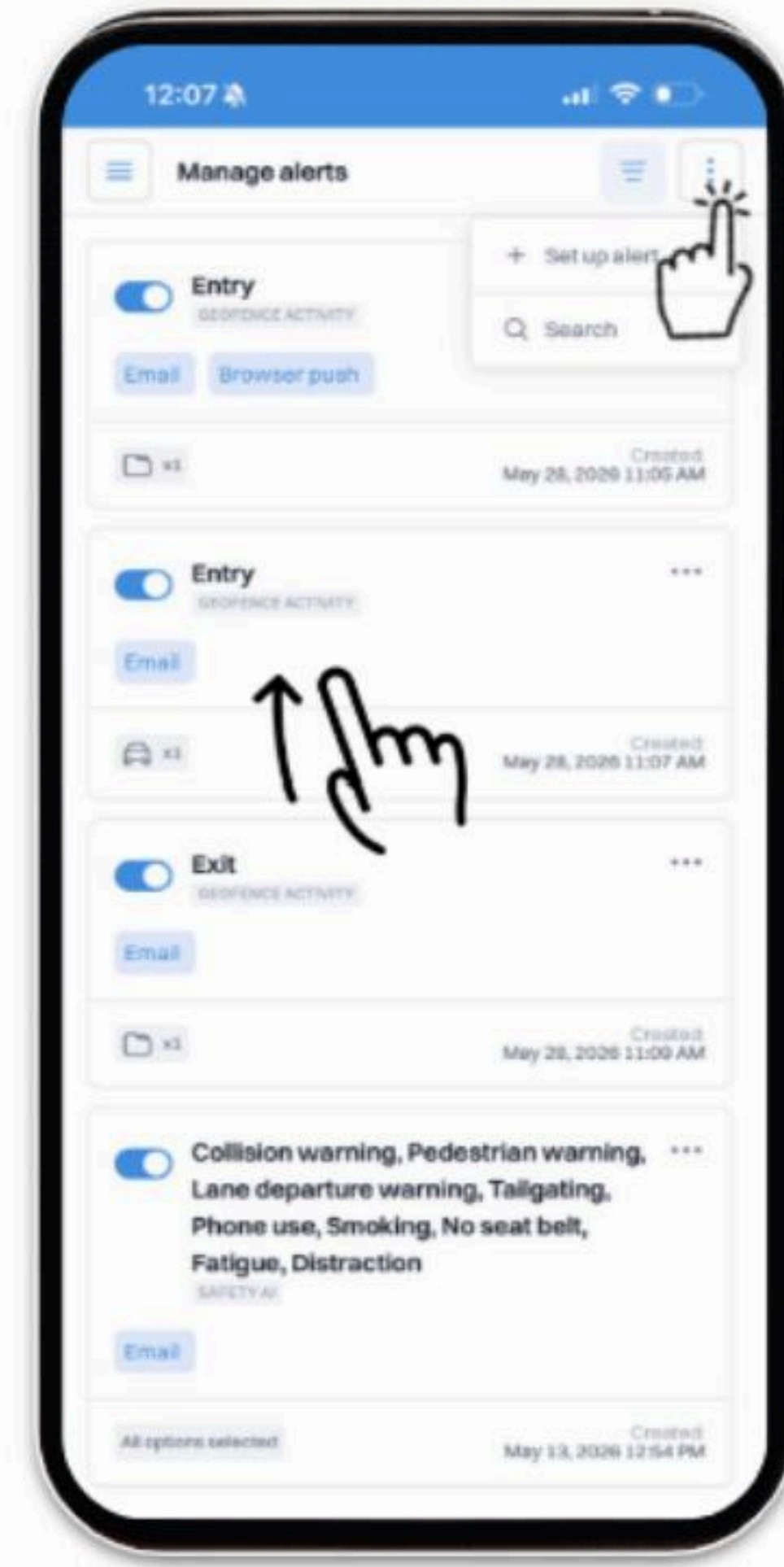
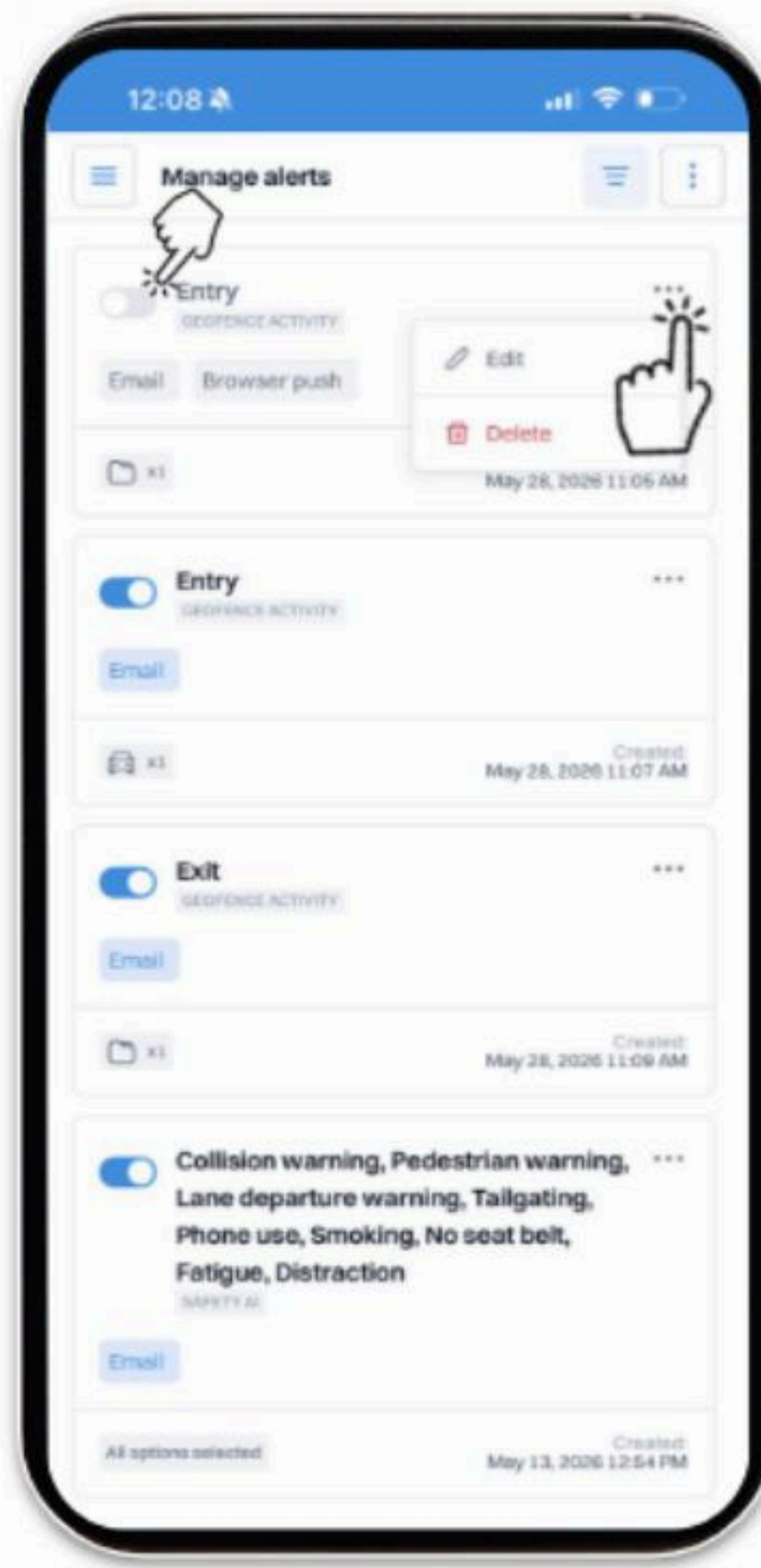
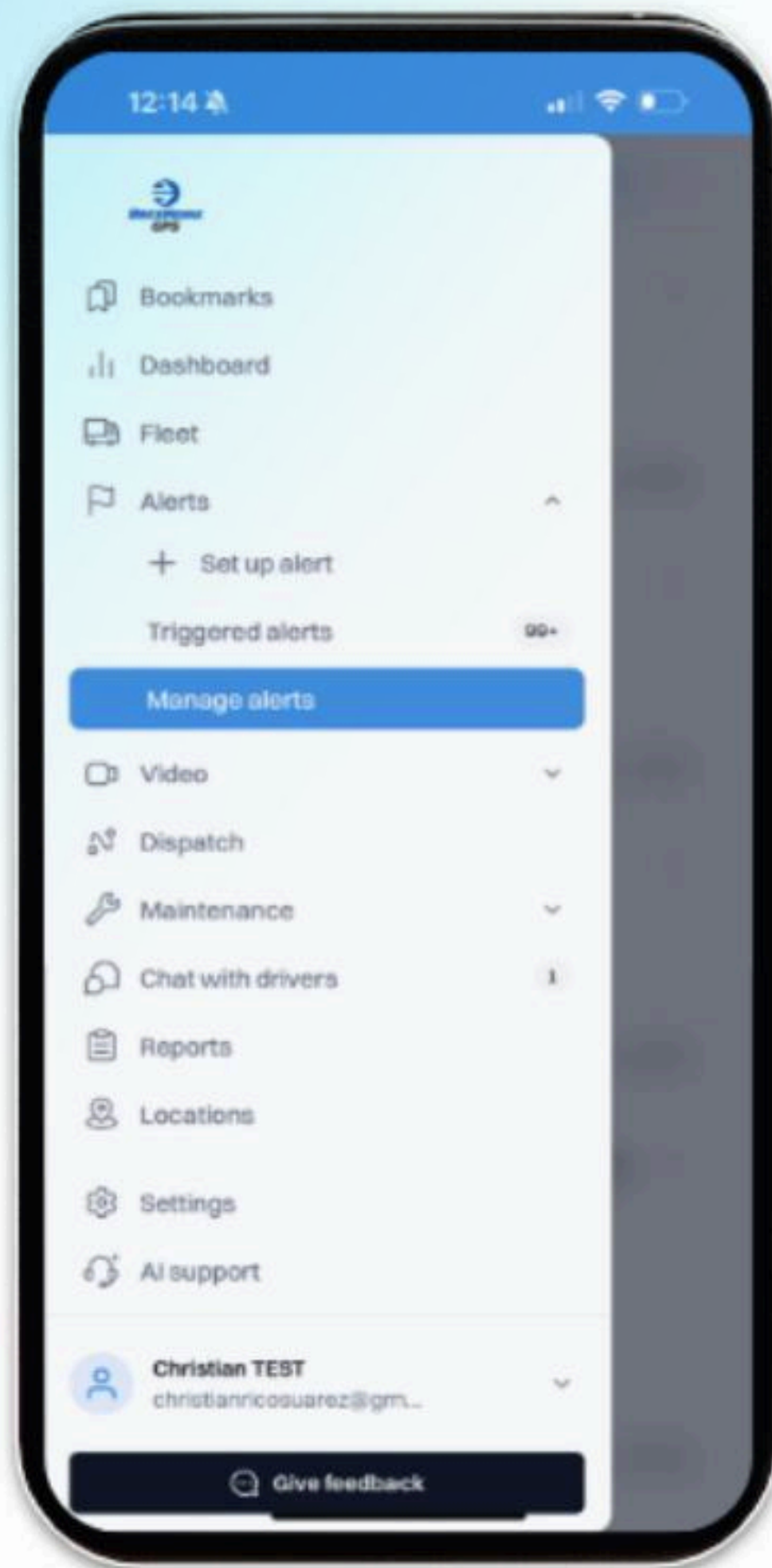
Manage alerts

This tab is used to manage all previously created alerts within the platform.

Within this section, users can:

- Activate or deactivate existing alerts as needed
- Edit alert configurations when changes are required
 - Editing an alert opens the original setup flow with current settings preloaded
 - Changes can be updated and saved under the edited alert configuration
- Delete alerts that are no longer needed
- Create a new alert using the **Add Alert** option located in the top-right corner of the screen

This section provides full control over alert management, allowing users to maintain, update, and organize all alert rules in one centralized location.

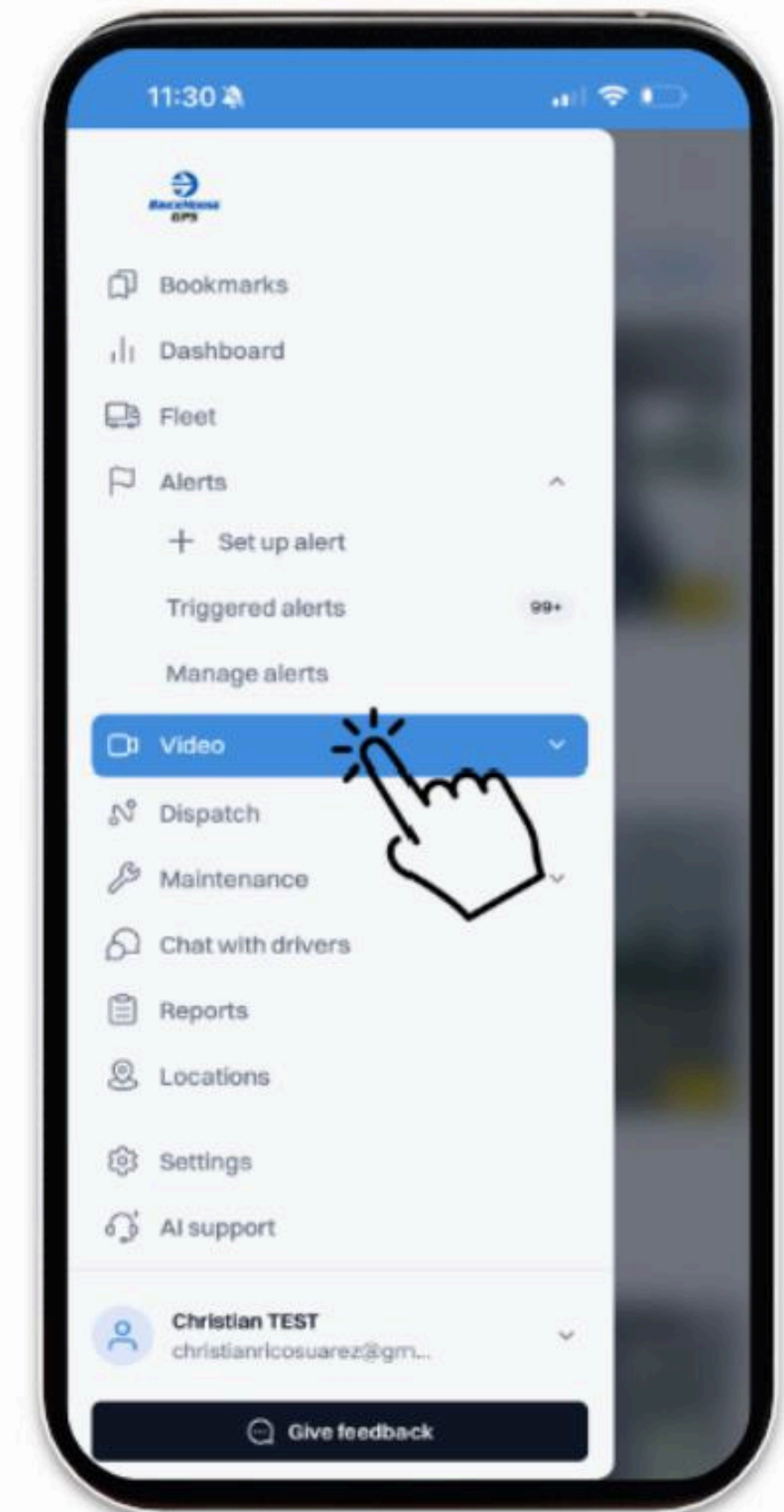


Video

The Video Module tab is located on the left-hand side of the main menu. Once selected, users are directed to the Media Library section by default, where recorded video and media content is managed.

The Video Module is organized into three main tabs:

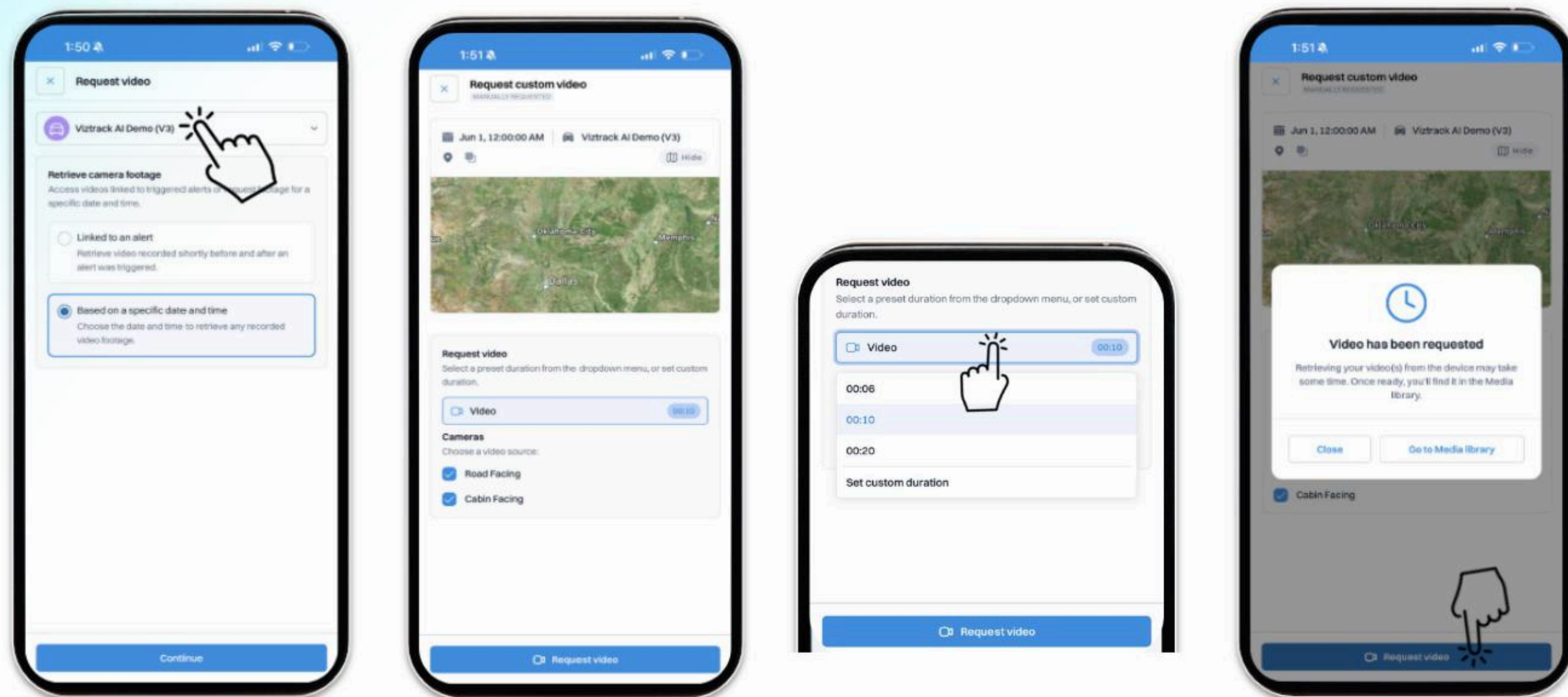
- Request Video – Used to request video footage from connected dashcams based on specific events or timeframes
- Media Library – Central repository where all recorded and requested video files are stored and managed
- Live Stream – Provides real-time video streaming from connected cameras for live monitoring of vehicles and assets



Request Video

To request a video, the dashcam installed in the vehicle must be powered on, which means the vehicle ignition must also be turned on. Video requests cannot be processed if the ignition is off.

All video recordings are stored locally on the dashcam's SD card and are retrieved from the device when a request is made through the platform.



Select the desired device from the dropdown menu and choose the required date. This will display the available trip data for that device, allowing you to review activity and identify the relevant timeframes.

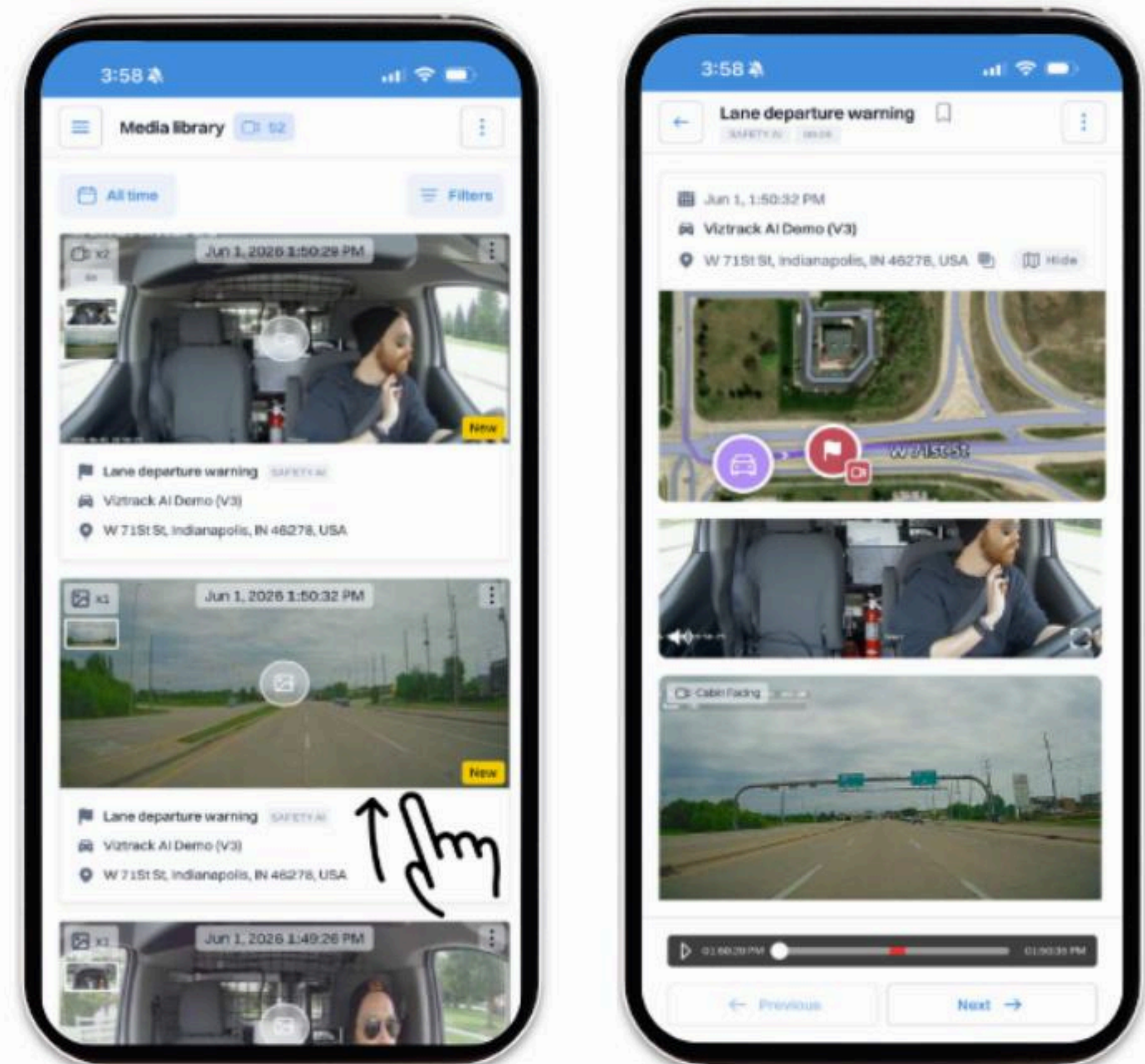
Under the Request Video mode, you can then select the specific time range within the trip to download the video footage from the dashcam.

Media library

The Media Library allows users to view and manage all video and media files that have been uploaded to the cloud from connected dashcams and telematics devices.

Within the Media Library, users can:

- View all uploaded video events and media recordings
- Review the total number of triggered alerts containing video footage
- Search for specific media files using the search option.
- Use the calendar selector to filter videos by date.
- Access the filter button to narrow results based on event types or conditions
- Request additional video footage directly from the library
- Perform bulk actions using the bulk management option



Media Event Information

Each media event provides operational details related to the recorded alert or triggered event, including:

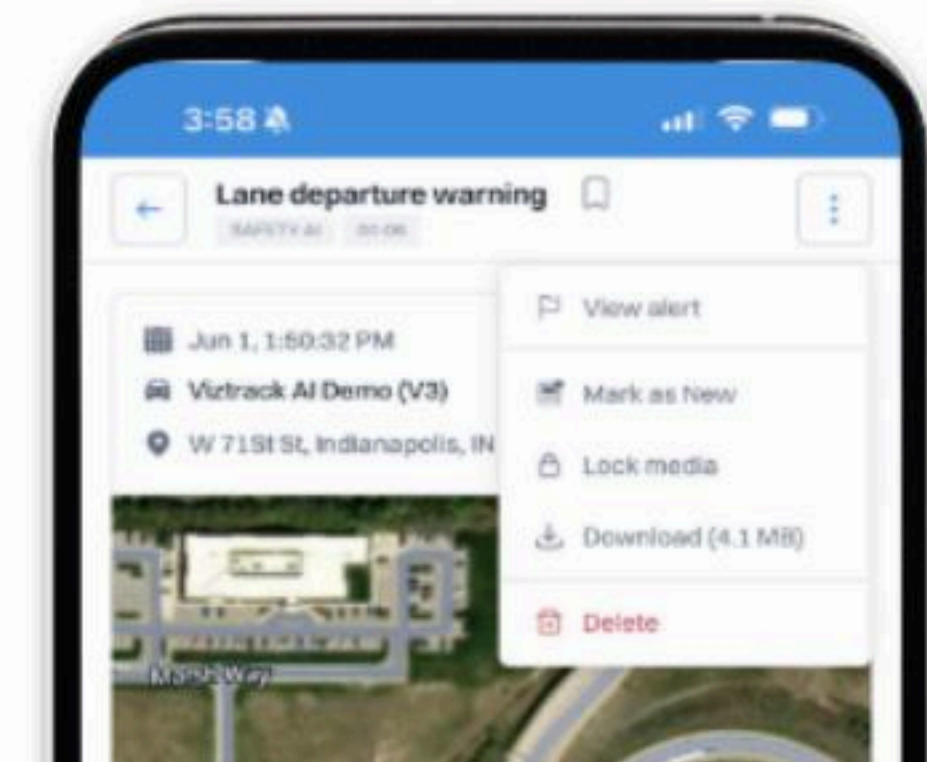
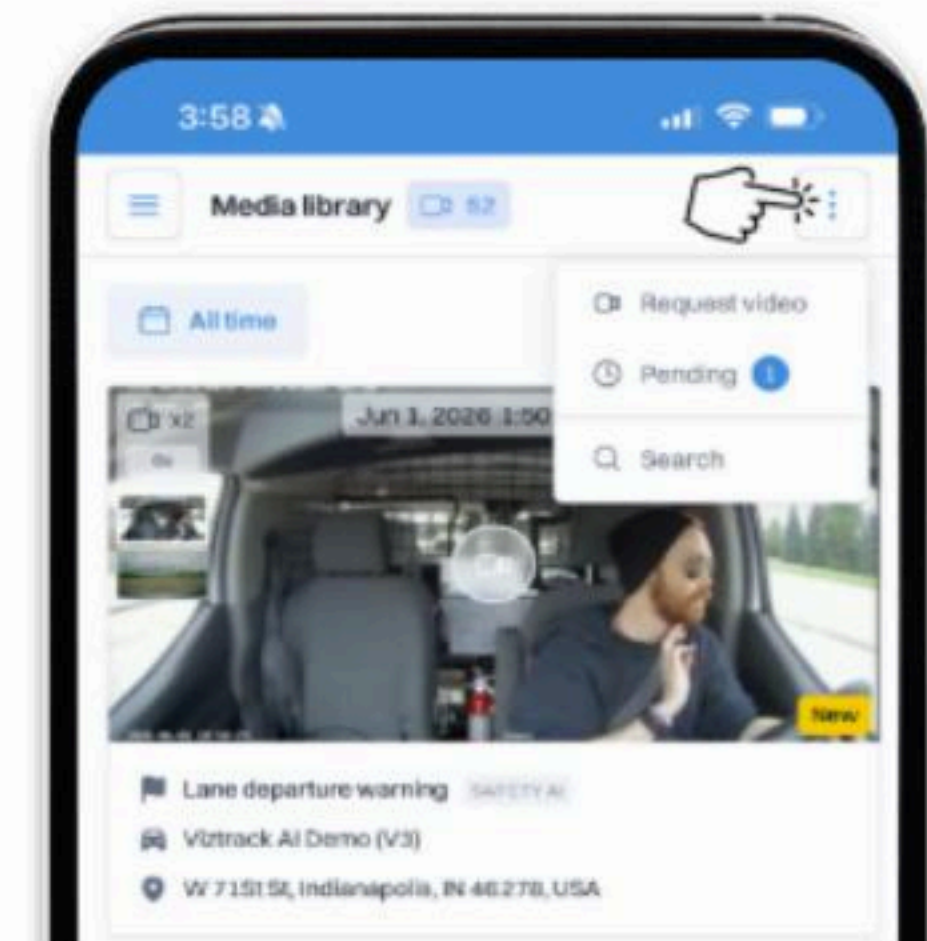
- Alert category
- Event type
- Recorded date and time
- Camera view information
 - Single road-facing camera
 - Dual-camera view (depending on camera configuration)

Media Management Options

By selecting the three vertical dots on a media event, users can:

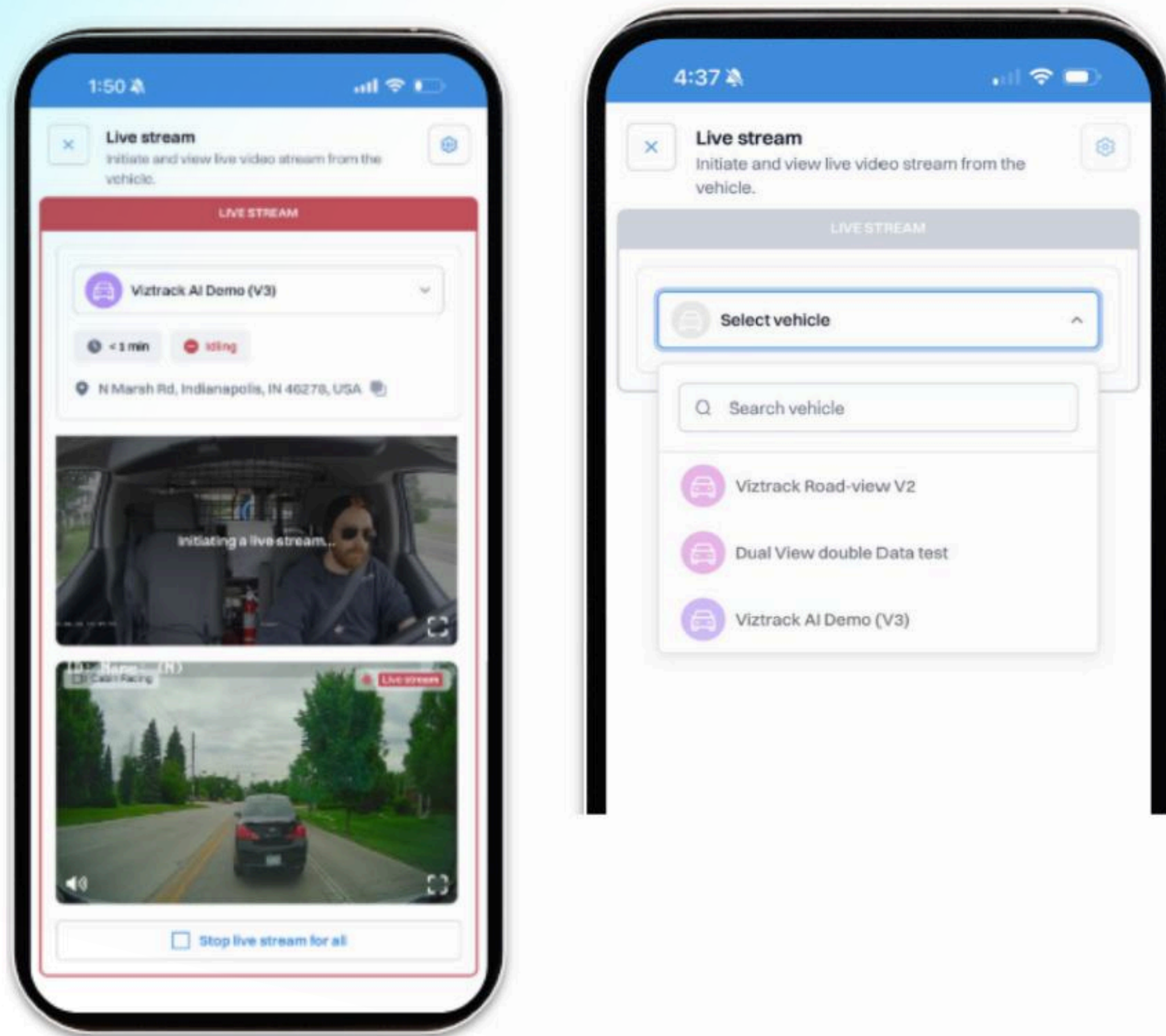
- Lock media files to prevent deletion
- Download video footage locally
- Delete media files from the library

These tools help organizations manage video evidence, review operational events, and maintain centralized access to cloud-based media recordings.



Live stream

Initiate and view live video stream from the vehicle.



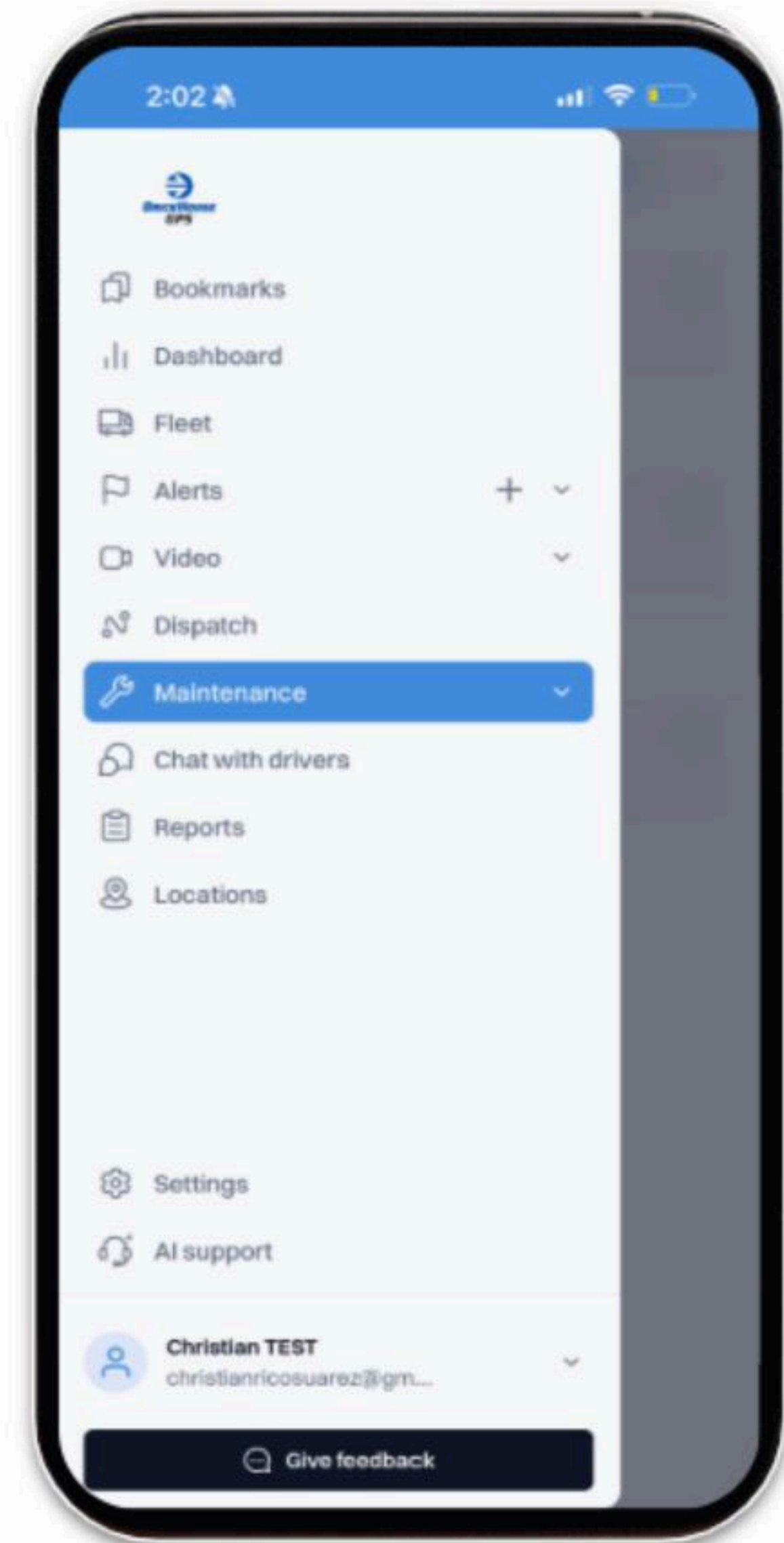
Maintenance

The Maintenance tab is used to create, manage, and monitor vehicle maintenance schedules and service activity throughout the platform.

This section contains several subtabs, including:

- Overdue & Upcoming
- Maintenance Status
- Inspection Reports
- Services Performed
- Schedules

These sections help organizations track maintenance operations, monitor vehicle service requirements, manage inspections, and maintain overall fleet health and compliance.



Schedules

When managing maintenance within the platform, the first step is typically creating a maintenance schedule. If maintenance schedules already exist, they can also be edited and managed directly from this section.

To create a new maintenance schedule:

- Navigate to the Maintenance section
- Locate the top-right corner of the screen
- Click the **Add Schedule** button
- A pop-up window will appear allowing users to configure the maintenance schedule settings and parameters

Maintenance Schedule Configuration

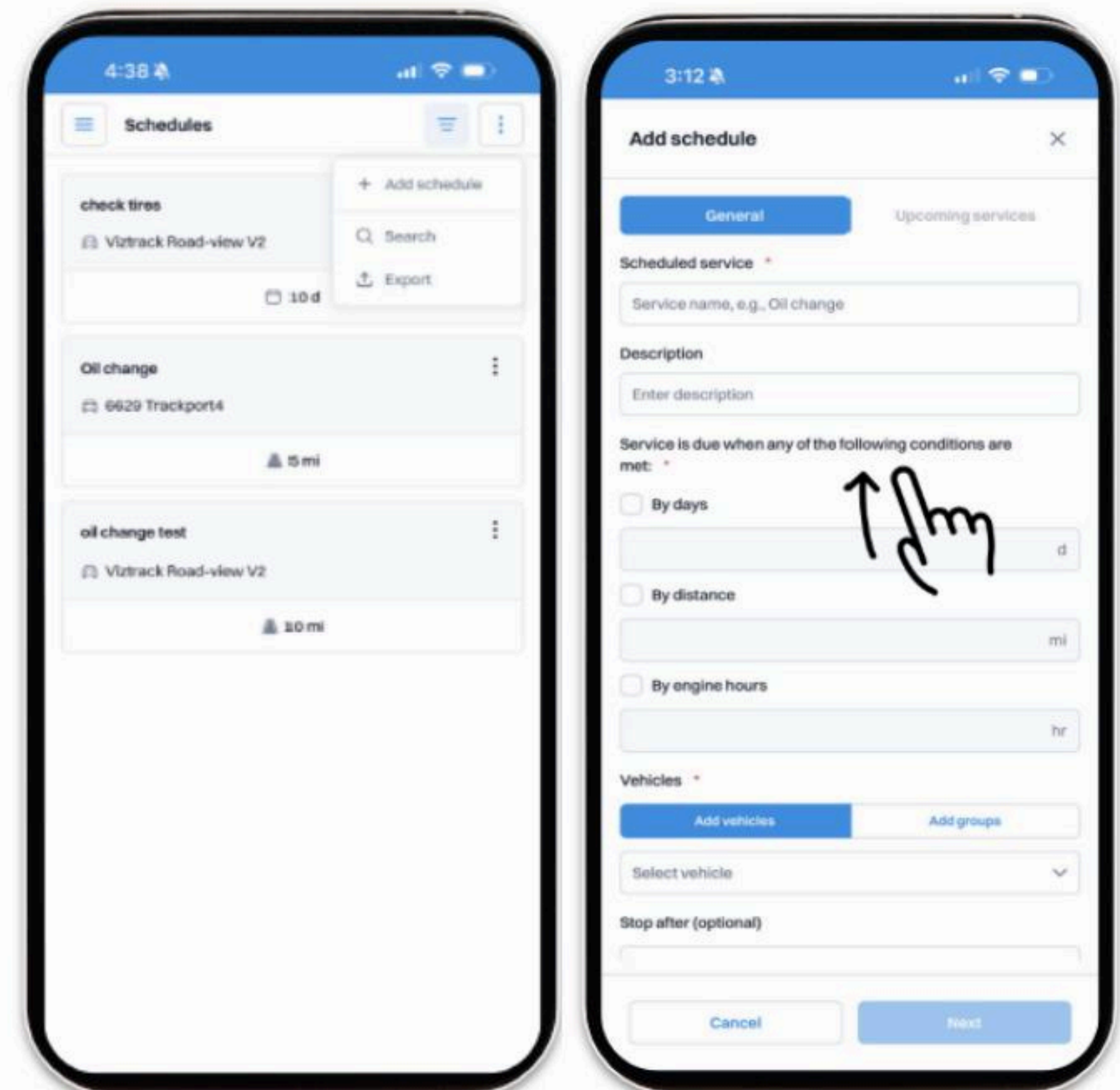
When creating a maintenance schedule, users can assign a custom service name and add a description that best matches the maintenance activity being tracked.

Service Due Conditions

Users must define when the maintenance service should be marked as due by selecting one or more of the following conditions:

- By date
- By distance traveled
- By engine hours

Multiple conditions can be configured simultaneously depending on operational requirements.



Vehicle & Group Assignment

Users can assign the maintenance schedule to:

- Individual vehicles
- Vehicle groups (groups must be created beforehand)

Service Frequency Options

Users can also define how many times the maintenance schedule should repeat before automatically stopping. If no limit is required, this field can be left blank.

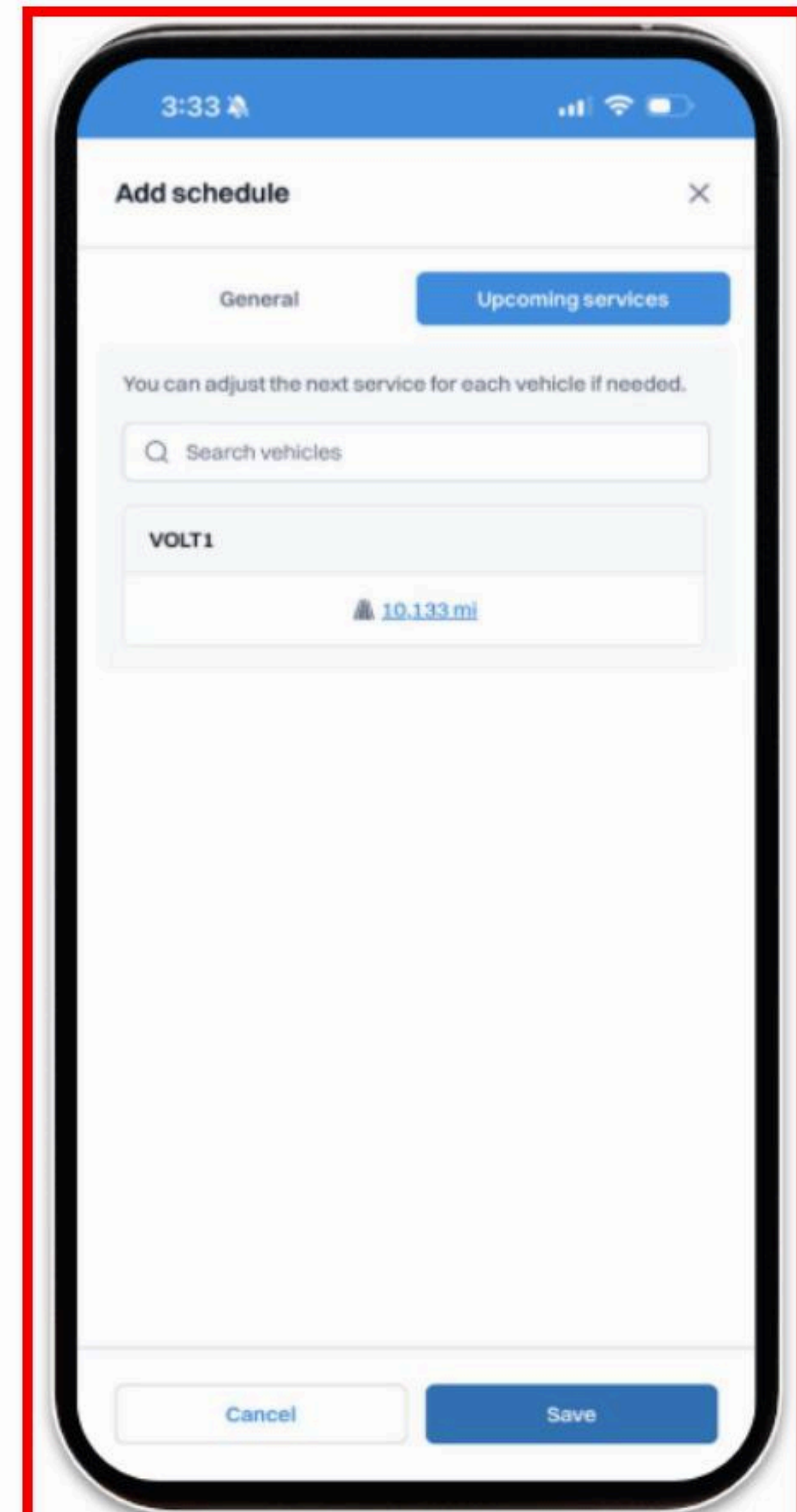
Upcoming Services

The Upcoming Services section displays projected maintenance schedules based on configured service conditions such as engine hours or mileage.

For example:

- If a vehicle currently has 5,000 miles
- And the oil change interval is configured for every 10,000 miles

The platform will calculate and display the next service as due at 15,000 miles, helping users monitor upcoming maintenance requirements and plan future service intervals.



Editing or Deleting Maintenance Schedules

If you need to modify an existing maintenance schedule, locate the three horizontal dots on the right-hand side of the schedule entry.

From this menu, users can:

- Edit the maintenance schedule
- Delete the maintenance schedule

This allows users to quickly manage and update previously saved maintenance configurations directly from the schedule list.



Overdue and upcoming

Review all scheduled services with overdue and upcoming items highlighted.

By default, a service is considered Soon when it is within:

- 5 days
- 500 miles
- 40 engine hours

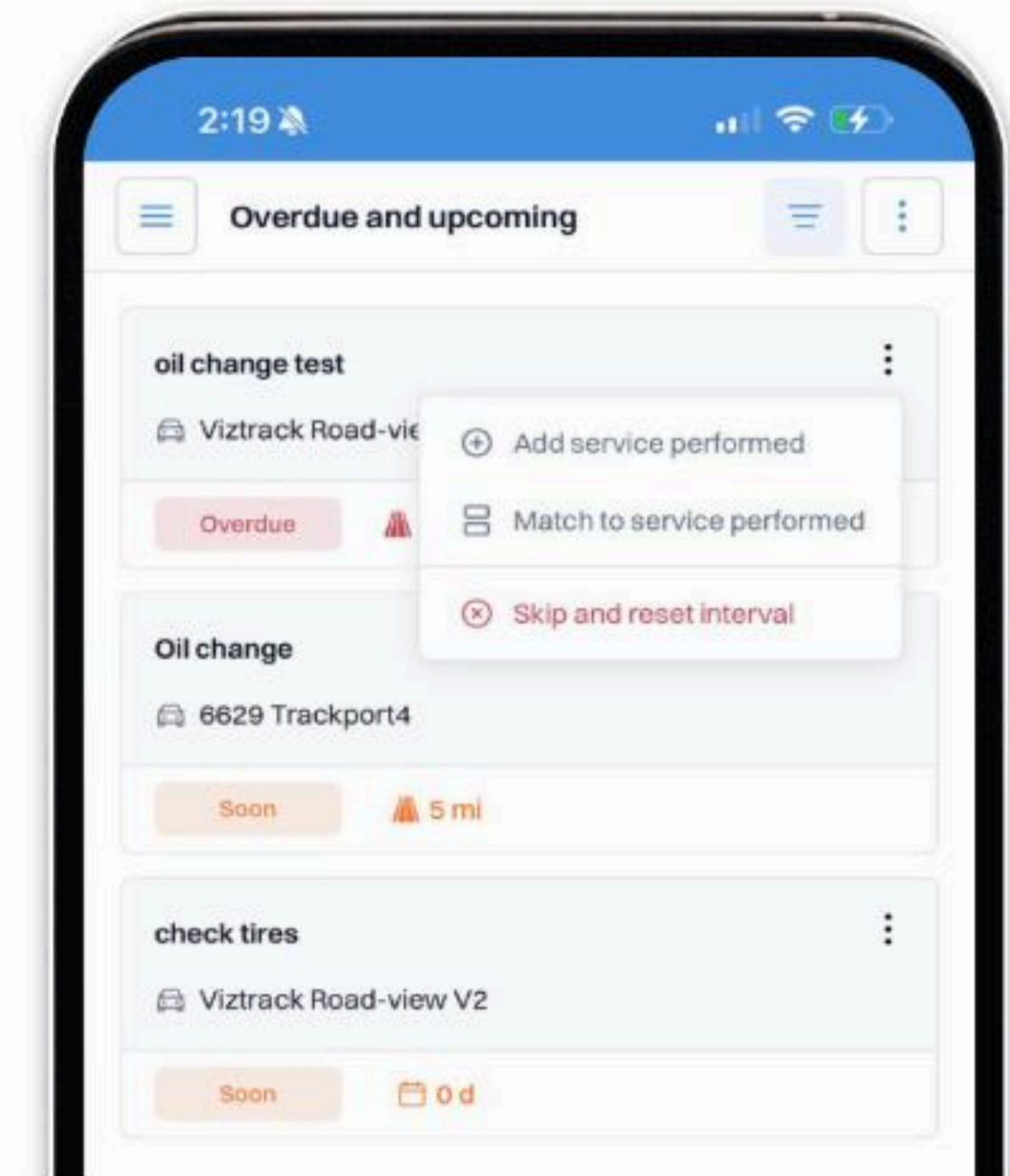
These thresholds can be customized based on operational needs. Once a service exceeds the configured limit and scheduled trigger point, it will automatically be marked as Overdue.

Services Performed

Users can manually add completed maintenance services within the Services Performed section. Once a service is added, the maintenance schedule will automatically reset and the service status will update accordingly.

When adding a performed service, users can include:

- Current odometer reading
- Engine hours
- Total service cost
- Service notes and comments
- Photos
- Attached documents or files for historical maintenance records



Required Information

Each service entry requires:

- Service date
- Service time

This section helps organizations maintain detailed maintenance history records, track completed work, and store supporting documentation for future reference.

Maintenance status

The Maintenance Status table provides a centralized overview of each vehicle's current maintenance condition and service compliance.

Within this section, users can view:

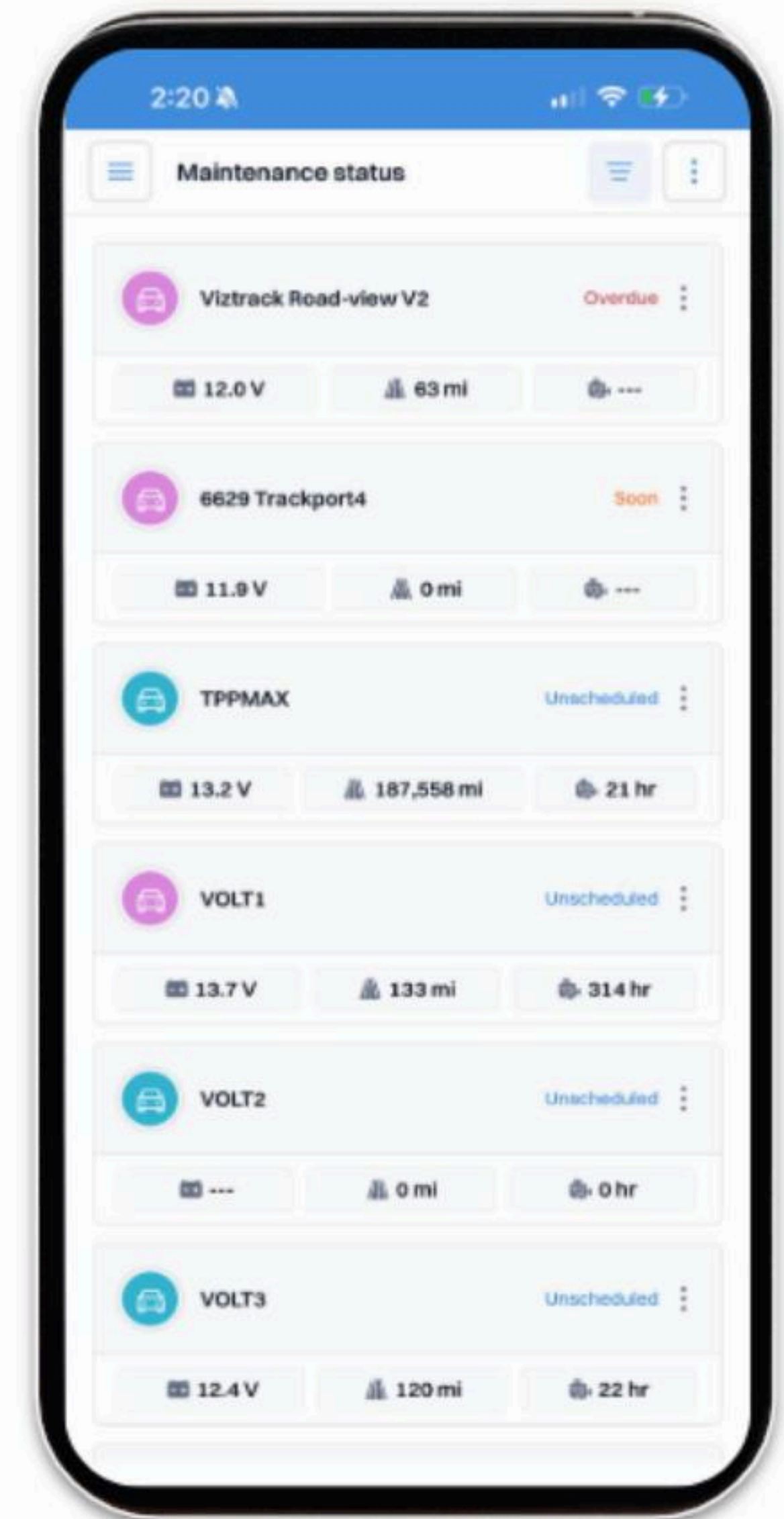
- Vehicle name
- Active DTC (Diagnostic Trouble Code) information
- Last Reported Battery Voltage
- Latest odometer reading
- Engine hours
- Current maintenance status

Maintenance Status Indicators

Vehicles may display different maintenance states, including:

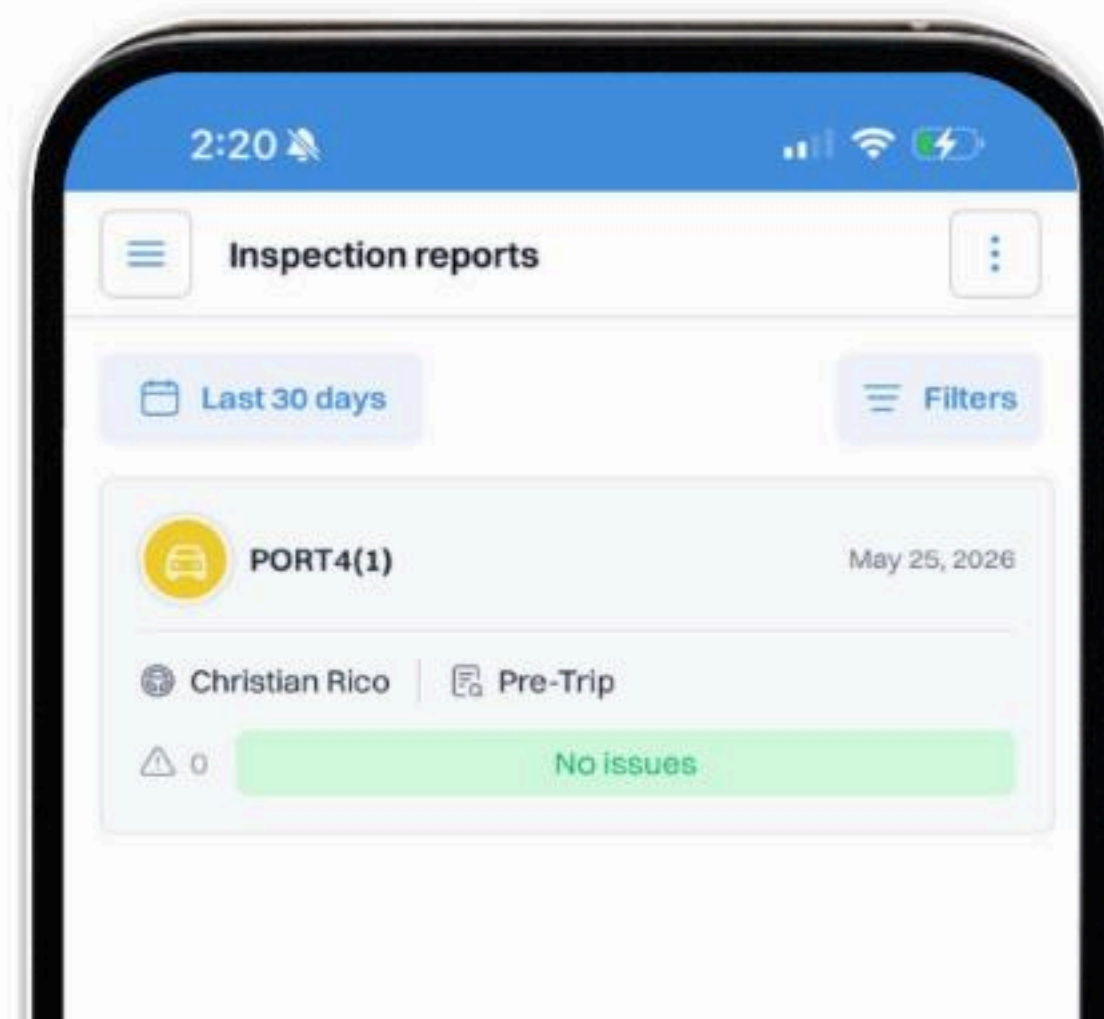
- Scheduled
- Soon
- Overdue
- Unscheduled

This table helps fleet managers quickly identify vehicles requiring service attention and monitor maintenance health across the fleet.



Inspection Reports

Inspection Reports are designed for drivers to monitor and report the condition of their vehicles through the Driver Mobile App. This section allows administrators and fleet managers to review completed inspection reports submitted by drivers and track reported vehicle issues.



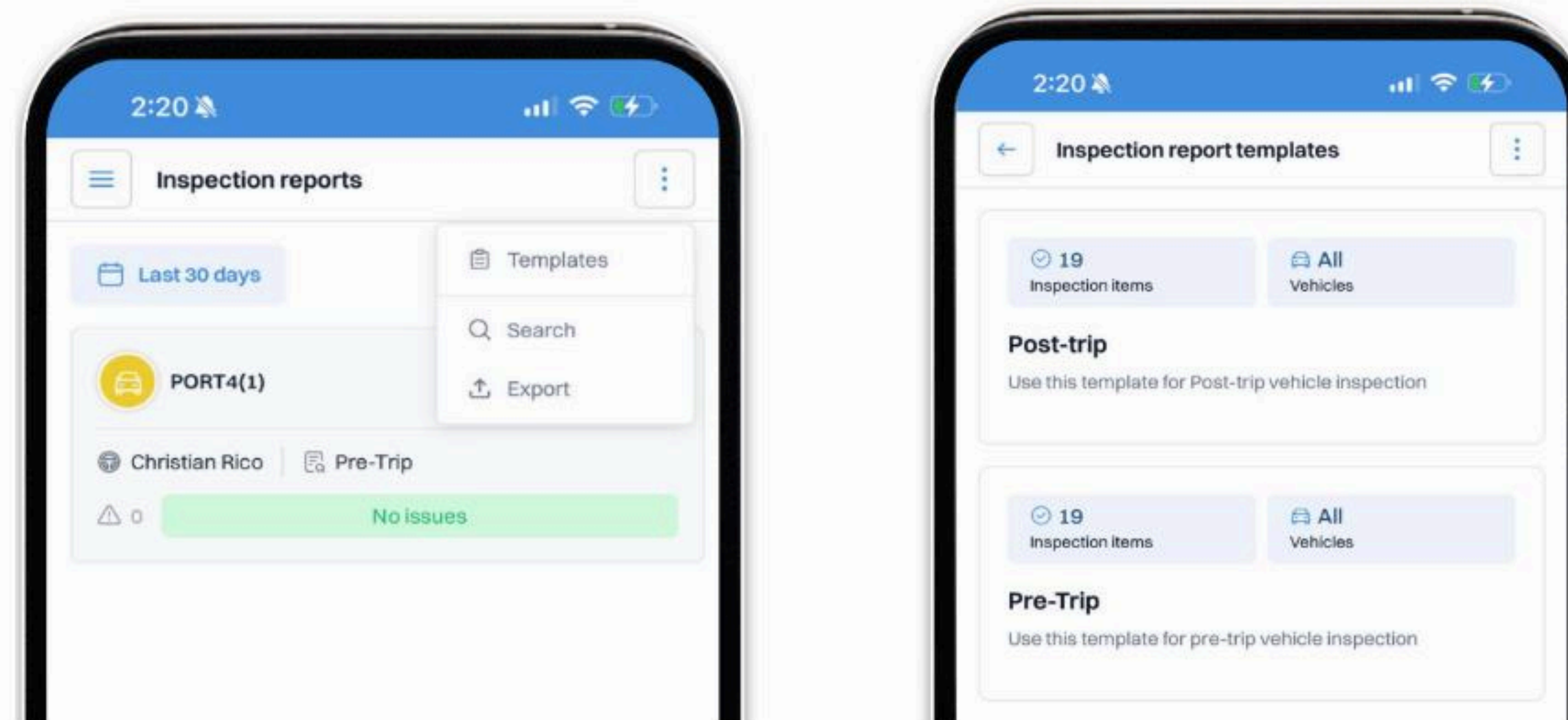
Inspection Report Templates

Users can create custom inspection report templates for operational workflows such as pre-trip and post-trip inspections.

Managing Templates

- Existing templates will appear within the Templates section
- To create a new template, select the **Add Template** option located in the top-right corner of the screen

These templates allow organizations to standardize inspection processes and streamline vehicle compliance reporting throughout the platform.



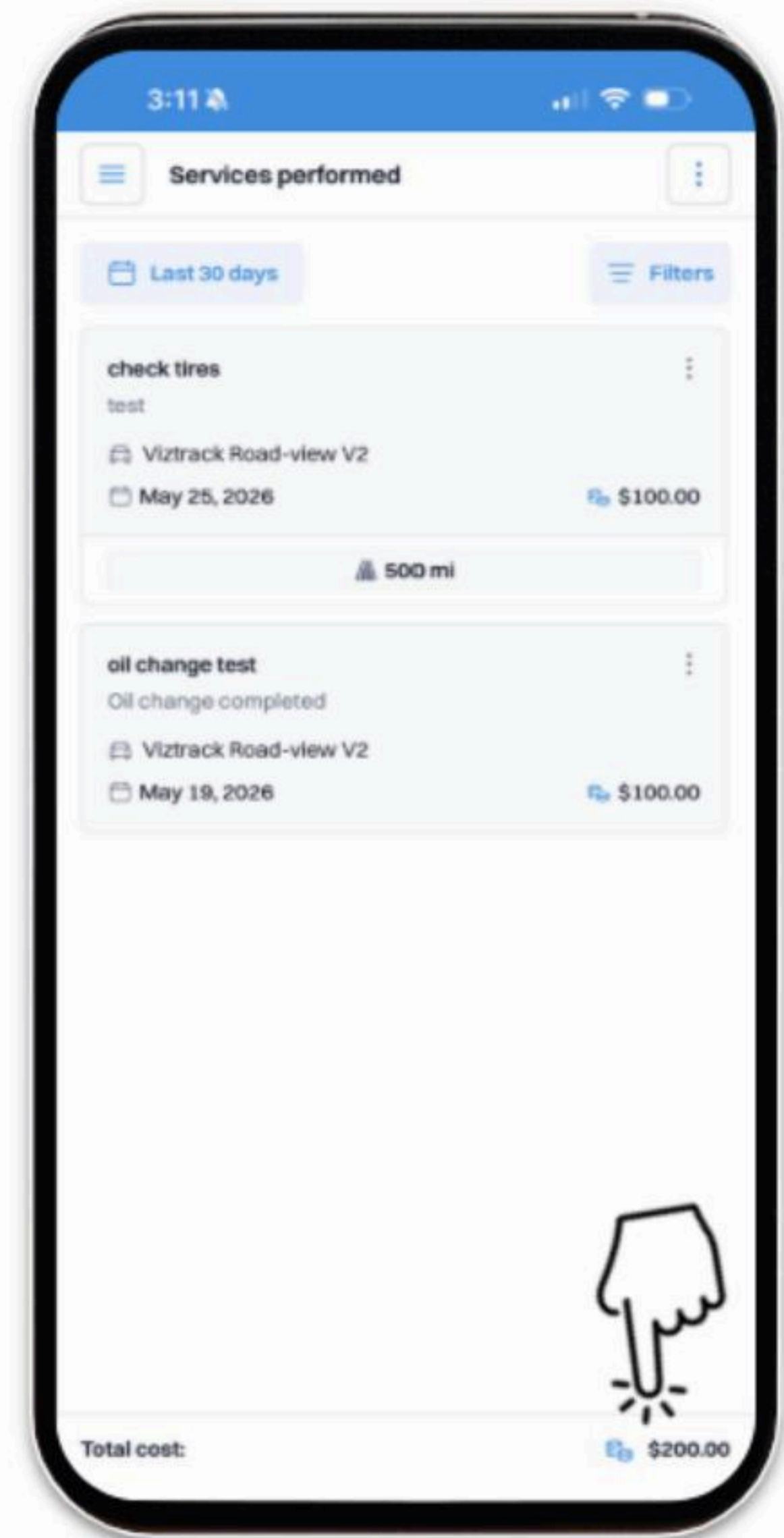
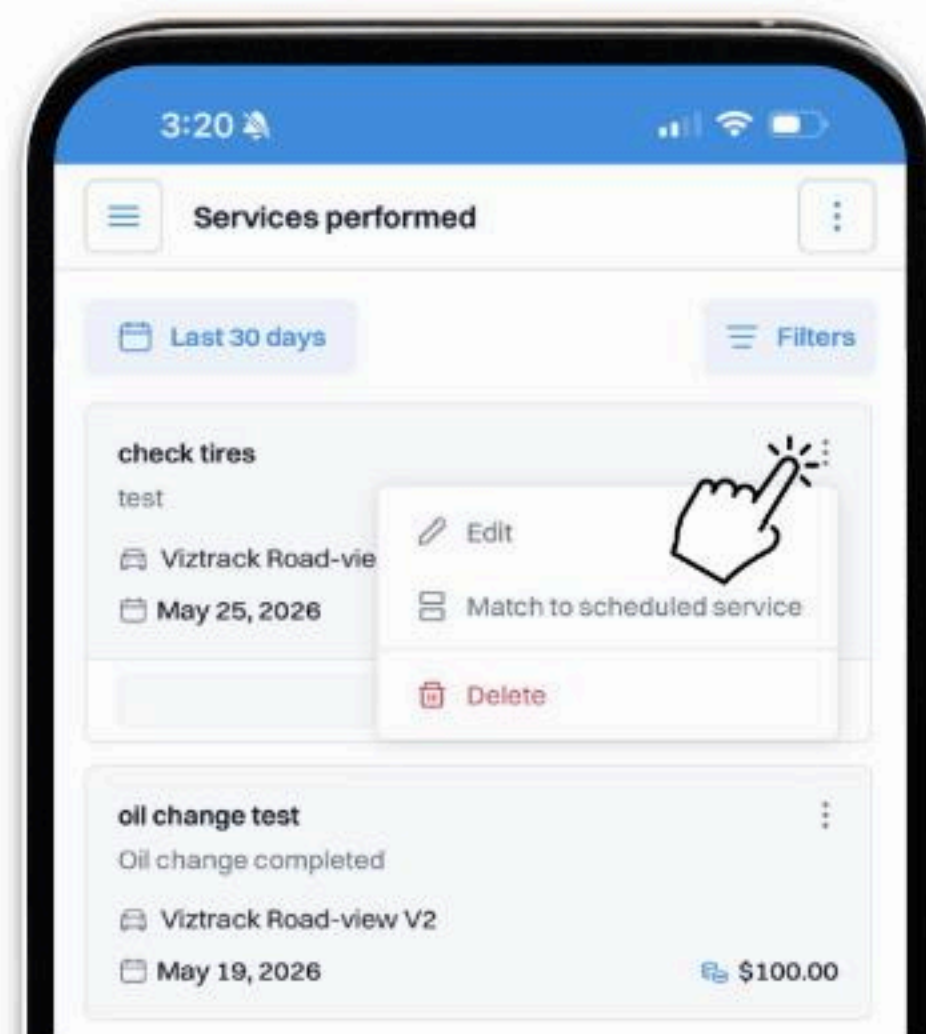
Services performed

Services Performed Overview

The Services Performed section allows users to review all completed maintenance services associated with fleet vehicles.

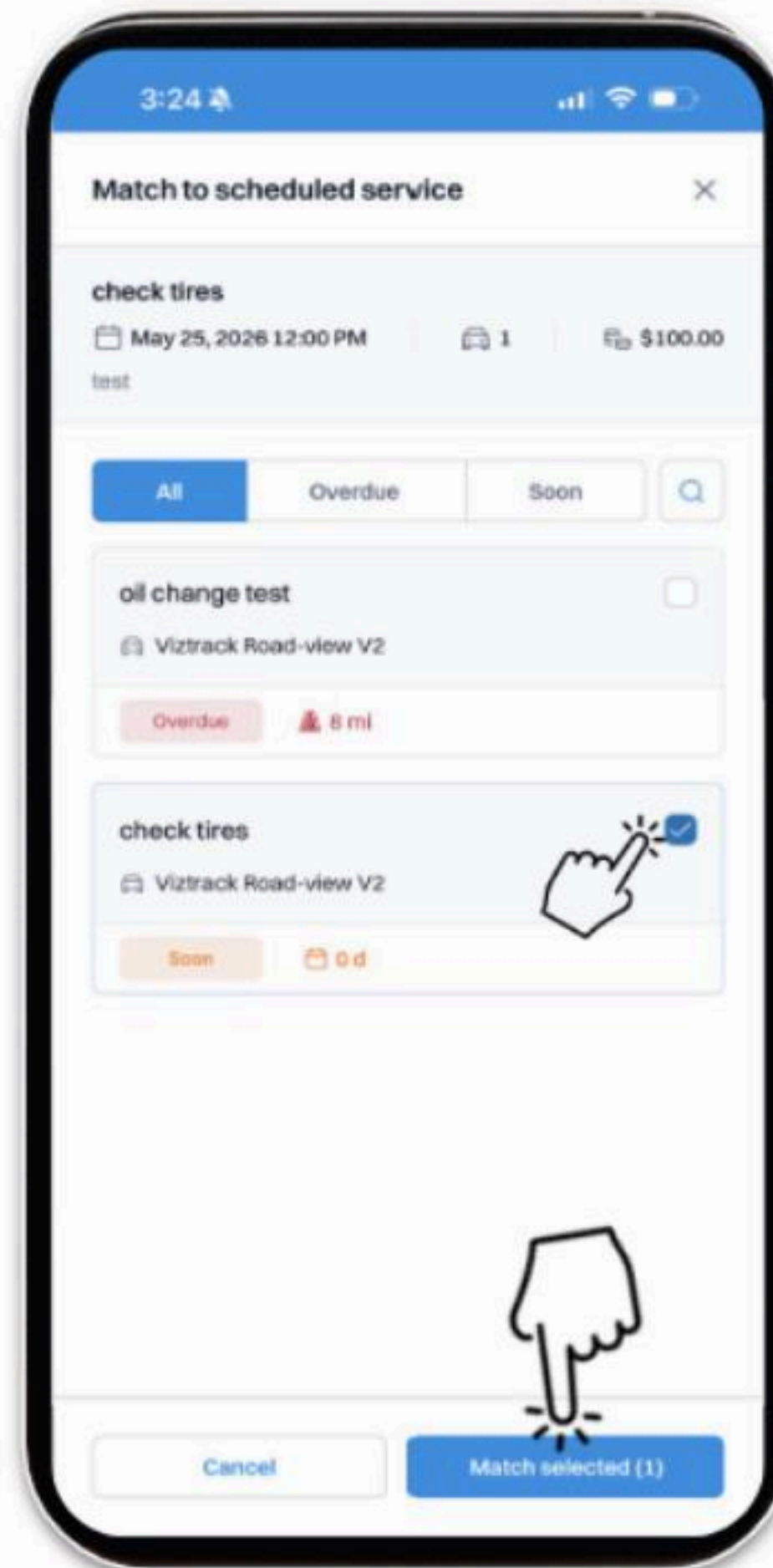
Within this section, users can:

- View the total number of completed
- Review a detailed list of performed maintenance records
- Edit the services performed
- See service information and associated maintenance details
- Monitor the total accumulated cost of all completed services



Additional Actions

- Use the **Add Service Performed** button to manually add new completed maintenance records when needed



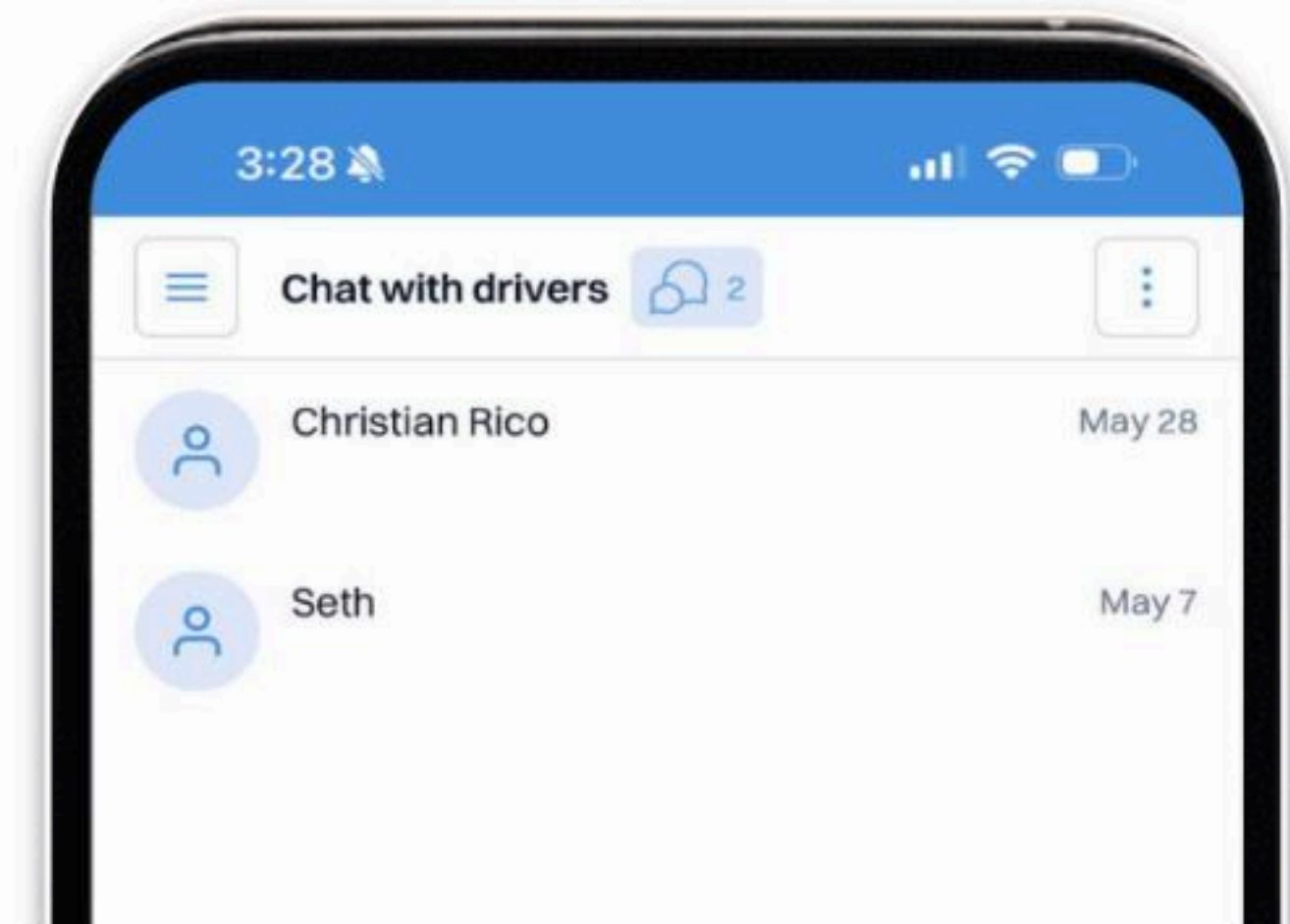
Chat with drivers

The DriverSync AI mobile application allows drivers to communicate directly with administrators and dispatchers through the platform.

To use this feature, the driver must first be created under the Settings tab and marked as Active. During setup, the system generates:

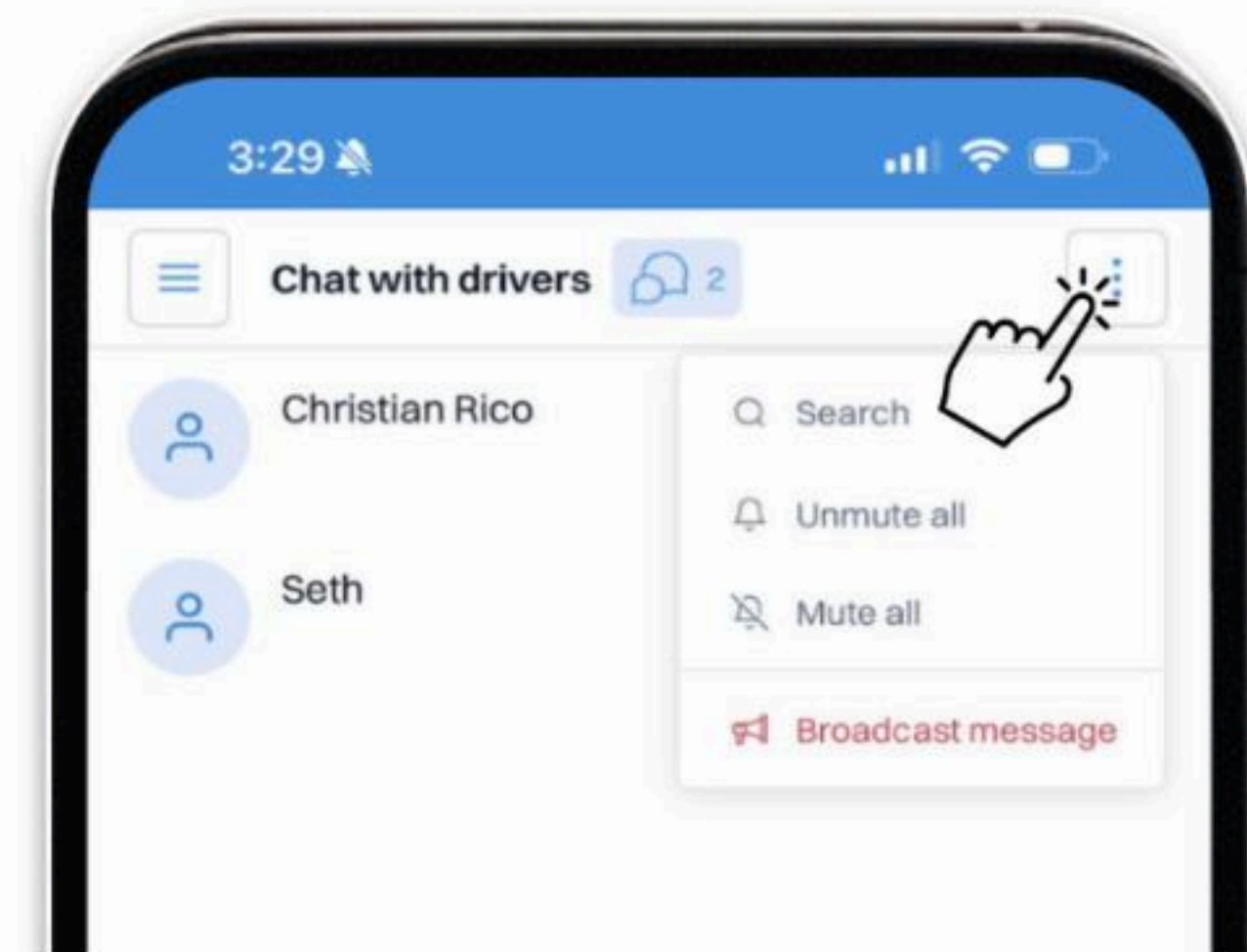
- A one-time Mobile App Access Code used for the initial login
- A Mobile App PIN that the driver uses along with their phone number to access the app

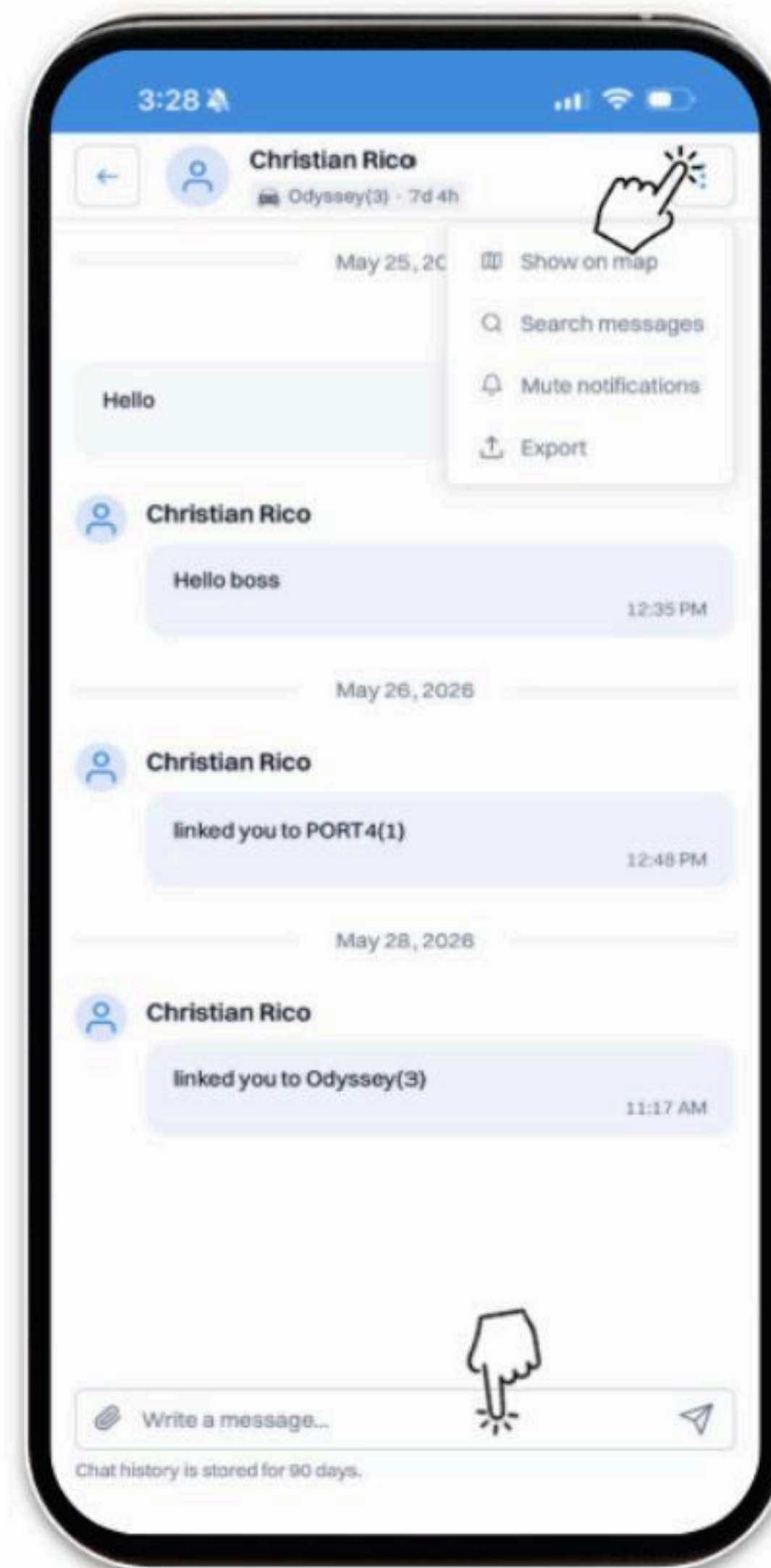
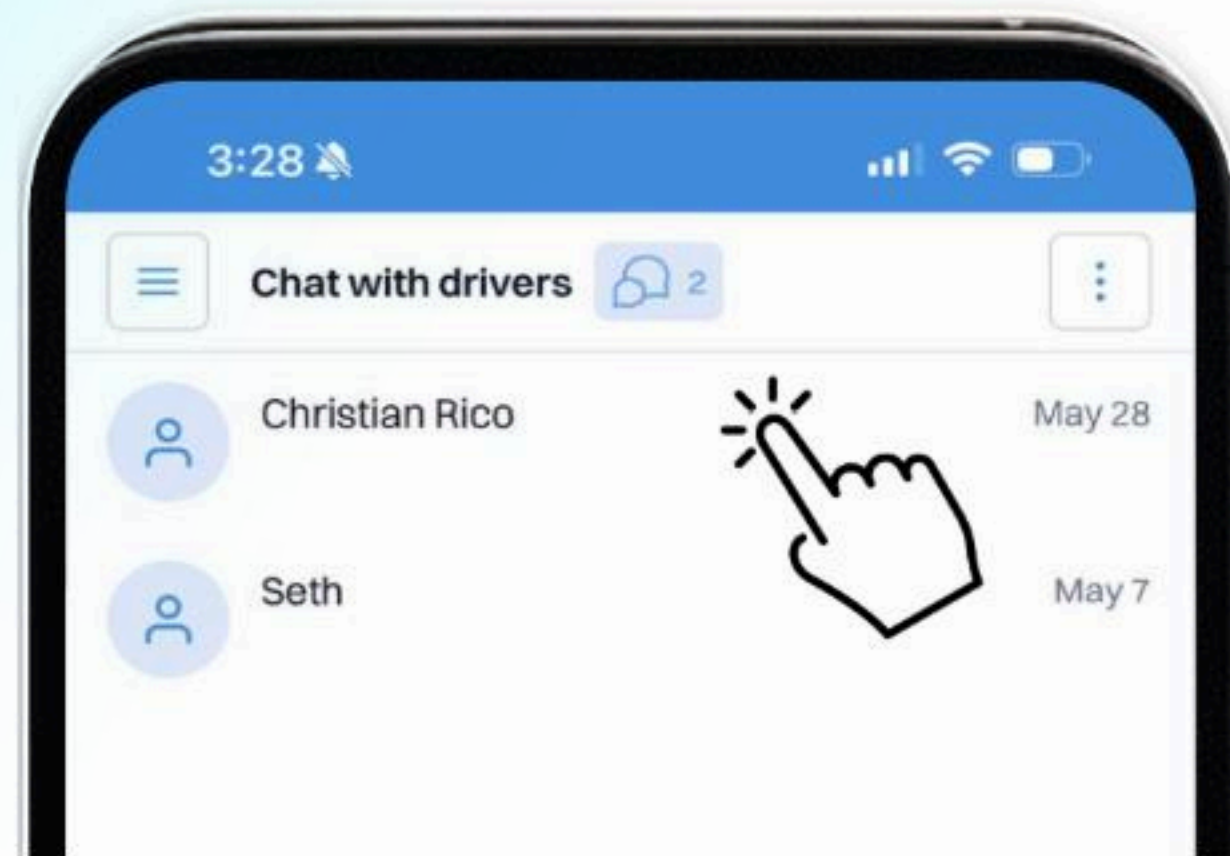
Once the driver installs and logs into the DriverSync AI mobile application, they can securely chat and communicate with fleet managers, dispatchers, and administrators directly from their mobile device.



Notification Options

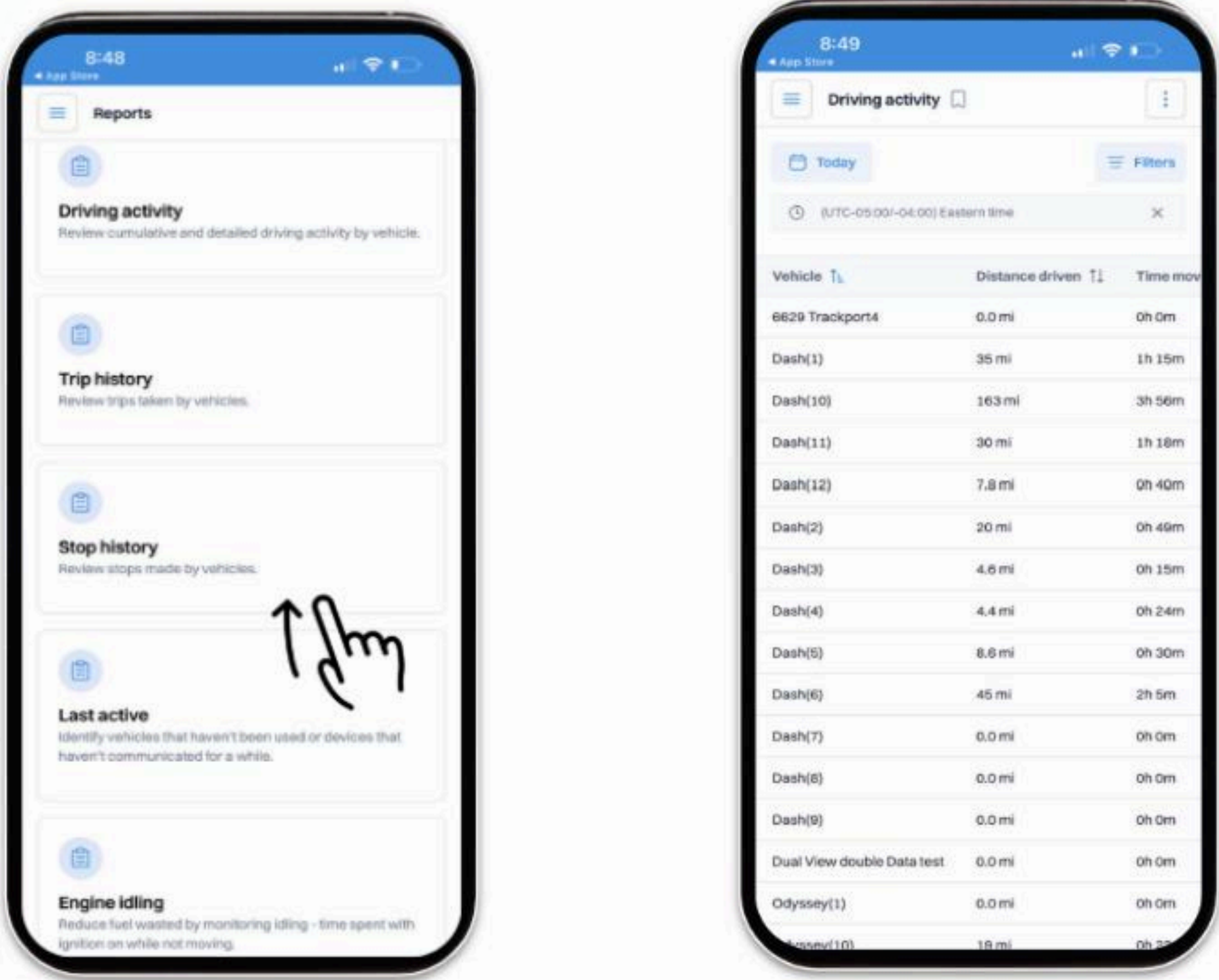
- Select the three vertical dots in the top-right corner to access notification management options.
- Mute all notifications for the current user.
- Unmute all notifications.
- Broadcast a message to all drivers within the fleet.
- Send the same message simultaneously to every driver assigned to the fleet.





Reports

The Reports module provides access to operational, driver, vehicle, and fleet analytics throughout the platform. Users can generate detailed reports to review driving activity, trips, stops, safety events, maintenance-related information, fuel usage, driver behavior, and overall fleet performance.



Users can select any report to review detailed operational data and analytics. For quick access, frequently used reports can be added as bookmarks or scheduled directly from the three vertical dots located in the top-right corner of the report screen.

Locations

Locations, also referred to as geofences, are stored within this section once they are created on the map. This tab allows users to manage all saved geofences and operational locations throughout the platform.

Within this section, users can:

- View the geofence name
- Identify the geofence type or shape
 - Circle
 - Polygon
- Review the associated address or mapped location
- Edit existing geofences
- Delete saved geofences

Adding New Locations

- Select the Add Location button located in the top-right corner of the screen
- This will open the map interface and allow users to create a new geofence or location directly on the map

