



## TracPlus Cloud QuickStart Flight Followers' Guide



### Messaging in TracPlus Cloud

In the Messaging tab, you can view and send messages to devices that you own or that have been shared with you with appropriate permissions. To access the Messaging section, click on the **Messaging icon** to the left-hand side of the screen.

- To send a new message to an asset or device, click on the **Create Message icon**.
- Use the Smart Search bar to locate the asset you wish to message.
- Use the Find Conversation search bar to search for existing messages.
- You can use this field to search asset/conversations in a variety of ways (Name, IMEI, TP Serial, Owner).
- Type your message in the New Message field, and click Send.
- Note there is a 200-character limit and messages sent to satellite devices will incur a cost.



### Exporting Mission and Trip reports in TracPlus Cloud

**TracPlus Cloud** has a dedicated section where you can view your Flight/Trip Reports and export the data in a variety of formats. In this section, you can download Mission and Trip Reports. To access this section, click into the **Reporting** tab.

- Mission Reports:** This provides you detailed post-flight analysis for training purposes. You can also use Mission Reports to meet contractual reporting obligations.
- Trip Reports:** Trip Reports allow you to view and export your simplified Monthly Flight reports with one click.



### Settings

Use the **Settings** page in **TracPlus Cloud** to update and modify your user interface, and the way asset details are displayed in the Map section. You can also view organisation's details and manage your personal account settings.

- General Settings:** View and update your user interface settings, including the standard units of measurement.
- Organisation Settings:** View your organisation details.
- Account Settings:** View and Update your personal account details.

If you have any further questions or require assistance, please don't hesitate to contact us via email at [support@tracplus.com](mailto:support@tracplus.com)



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## What is TracPlus Cloud?

**TracPlus Cloud** is a robust and user-friendly tracking and communications platform. It is available via any modern web browser. It offers a modern and intuitive interface, and is designed for rapid iteration and deployment of new features and modules. This Guide will help get you started.

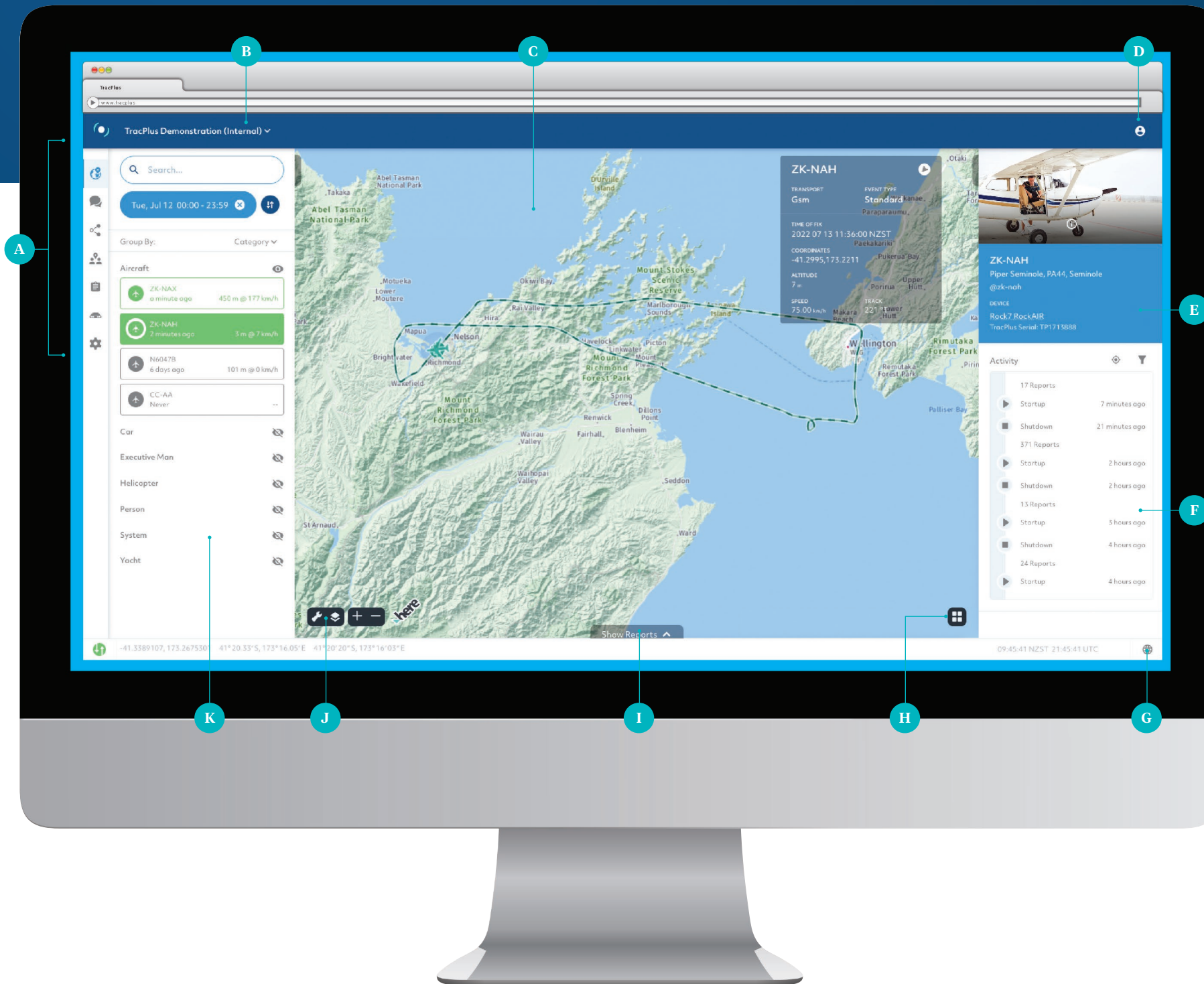
## Logging into TracPlus Cloud

With **TracPlus Cloud**, you will log in with an email address and password. If you haven't logged in before, please reach out to your organisation's administrator and ask them to send you an invite. If you are an administrator and don't yet have access to **TracPlus Cloud**, please email [support@tracplus.com](mailto:support@tracplus.com) so we can get you started.



# Using the Map in TracPlus Cloud

The first screen you see when you log in to TracPlus Cloud is the Map Page, where you can view all of your assets and tracking data and customise the way your map appears.



- |                                |                               |                            |                               |
|--------------------------------|-------------------------------|----------------------------|-------------------------------|
| <b>A</b> Menu icons            | <b>D</b> User profile         | <b>G</b> Time zone         | <b>J</b> Map tools & settings |
| <b>B</b> Organisation switcher | <b>E</b> Asset info           | <b>H</b> Map split options | <b>K</b> Asset list           |
| <b>C</b> Main map view         | <b>F</b> Map tools & settings | <b>I</b> Reports tab       |                               |

- 1 ASSET LIST PANEL:**

The Asset List panel is located on the left-hand side of the screen. Use the Asset List to view all of your assets, as well as assets that have been shared to you by other organisations.

  - a. Use the Smart Search bar to quickly find assets.
  - b. View Historical Data brings up a calendar where you can select a specific day.
  - c. Group-By toggle gives you a variety of options to sort your assets (default is Latest Activity).
  - d. Any group you don't wish to see can be quickly hidden to reduce clutter.
- 2 MAIN MAP WINDOW:**

This is the area where you can view your assets on the map.

  - a. Mouse wheel, or +/-, to zoom.
  - b. Hover over trail to see individual position pings.
  - c. Click on ping to see more info in the overlay.
  - d. Customise the way the map and trails look with the Map Tools/Settings.
  - e. Split the map to follow multiple assets at once.
- 3 ASSET ACTIVITY PANEL:**

The Asset Activity panel is located on the right hand side of the screen. Once the asset is selected in the Asset List panel, you will see

  - a. Information at a glance about the selected asset.
  - b. Details of asset activity for a selected calendar day.
  - c. Activity will be broken down into Startup/Shutdown 'Legs'.
  - d. Expand a leg to see important events by clicking the (+) icon.
  - e. Jump to the assets' latest activity, or filter the type of event even you wish to see using the icons.
- 4 REPORTS PANEL:**

You can view and export live (or historic) tracking reports by selecting a trip or leg from the Asset Activity panel, which will expand the Reports Panel below. From here:

  - a. Click the Select Columns dropdown to customise what information you wish to see.
  - b. Narrow down further using the Filter Events dropdown.
  - c. You can export this data, and any columns/filters you enable here will be included in the CSV or KML file.