



SPEDIONline
Manual

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1 About this manual

1.1 Icons used in this manual

WARNING

These are situations that can lead to death or serious injury.

CAUTION

These are situations that can lead to injury or material damage.

NOTICE

These are advice, tips on use or additional information.

1.2 About this manual

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This manual is protected by international copyright laws. This manual may not be reproduced, distributed, translated or transmitted in any other form or with other means of an electronic or mechanical nature, including photocopying, recording or storage in any form of information storage and retrieval system, either wholly or in part, without the prior written consent of SPEDION GmbH.

All the information provided in this manual is based on information available at the time of printing on the properties of the software described here and on the corresponding safety regulations.

Properties, functions and screenshots do not constitute warranted functions. The manufacturer expressly reserves the right to make changes and modifications within the scope of statutory regulations and in order to improve the properties of the product.

These instructions and all further information required for the safe use of SPEDIONline must be made available to all persons who use SPEDIONline, both at the time of installation and throughout their use of it.

We welcome ideas and suggestions for improvements to this manual.

Please send these to the following email address:

p.endemann@spedion.de

or to:

SPEDION GmbH
Industriestraße 7
63829 Krombach
Fax: +49 (0) 6024 50990 121

1.3 Legal notice

Publisher

SPEDION GmbH
Industriestraße 7
63829 Krombach
Phone: +49 (0) 6024 50990 0
Fax: +49 (0) 6024 50990 121
<http://www.spedion.de>

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2 Foreword

Thank you for choosing our product. SPEDION GmbH has been specialising in telematics systems for the transport industry since 2002. Our customers benefit from our many years of experience in the logistics sector – and from the fact that our managing directors are specialists in long-distance transport.

Their comprehensive knowledge of the needs of transport service providers when it comes to order processing constantly delivers new ideas for innovative and forward-looking products. It was in 2010 that Günter Englert and Wolfram Grohse, with their keen sense for trends, began developing a hitherto novel solution: a mobile telematics application for any device running Android 2.3 onwards (including for what are called industry-standard devices) – the SPEDION App. When combined with SPEDIONline, it gives you full control and maximum transparency for your fleet, allowing you to optimise profits and simplify communication.

Since 2011, freight carriers have had a tool they can use to organise and visualise their business processes more transparently and consistently. Our professional telematics solution also has a comparatively low investment cost despite the full range of functions and is suitable for large and small fleets as well as mixed fleets.

2.1 About SPEDIONline

SPEDIONline is the recommended complement for the SPEDION App that enables you to enjoy the full range of functions we offer. All the data collected by the SPEDION App can be recorded here and presented in a clear, contemporary form.

Other functions include:

- Live tracking of all vehicles, trailers, etc. and their FMS data
- Send messages and orders to all drivers, groups or individual vehicles
- Vehicle, driver and user management
- Driving time and rest period management
- Itinerary planning and creation
- And many other new functions

2.2 About the manual

This manual describes how to use SPEDIONline.

Standard configuration

Unless otherwise indicated, screenshots and the indicated functionality always relate to the current full version of SPEDIONline in the standard configuration. Please note also that you may not be able to access all functions, depending on your user rights.

Reference work

This manual has been structured to guide you precisely through all functions of SPEDIONline while at the same time serving as a reference work when you want to look for particular functions.

Enhancements

As SPEDIONline is constantly being refined and enhanced, the handbook may not yet cover all functions or describe them fully.

If you have any further questions about SPEDIONline, please feel free to contact SPEDION Support at any time by sending an email to support@spedion.de or by telephone on +49 (0) 6024 50990 199.

3 Requirements

3.1 Licensing

SPEDION services are itemized on the bill for the SPEDION App. The use of SPEDIONline is free of charge and does not require any further licensing.

3.2 System requirements

Please note the following minimum requirements for ensuring smooth and intuitive use of SPEDIONline.

3.2.1 Minimum hardware requirements

Architecture	32 bit	64 bit
Processor	1 GHz 32-bit processor	1 GHz 64-bit processor
RAM	1 GB	2 GB
Graphics card	DirectX 9 graphics processor with WDDM 1.0 (Aero)	

3.2.2 Minimum software requirements

- Internet Explorer from (Version 11)
- Mozilla Firefox from (Version 49)
- Google Chrome from (Version 54)
- Safari from (Version 10)

Please also note the minimum requirements of the browser used.

NOTICE

Terminal devices for the use of SPEDIONline

The information provided here relates solely to the PC version of the browsers and SPEDIONline.

The SPEDIONline App, which is available for iOS and Android, allows the mobile use of SPEDIONline. This can be obtained from the App Store/Google Play Store.

4 Installation/start-up

Before you can use the full scope of SPEDIONline, you must take some important steps. To do so, proceed as described in the points below.

i NOTICE

Installation

Since SPEDIONline is a web application, you do not need to install any software locally.

4.1 Calling in the browser

To be able to call up SPEDIONline, you must have a browser installed on your PC. Please note our minimum requirements on hardware and software for ensuring the best possible user experience.

To access the SPEDIONline page, please enter the following URL in the address line of your browser:

portal.spedion.de

There you will see the following login mask: To log in, proceed as described in the next chapter.

4.2 Login mask

Requirements

✓ Make sure the internet connection is active.

1. Go to the SPEDIONline website at portal.spedion.de.

⇒ There you will see the following login mask:

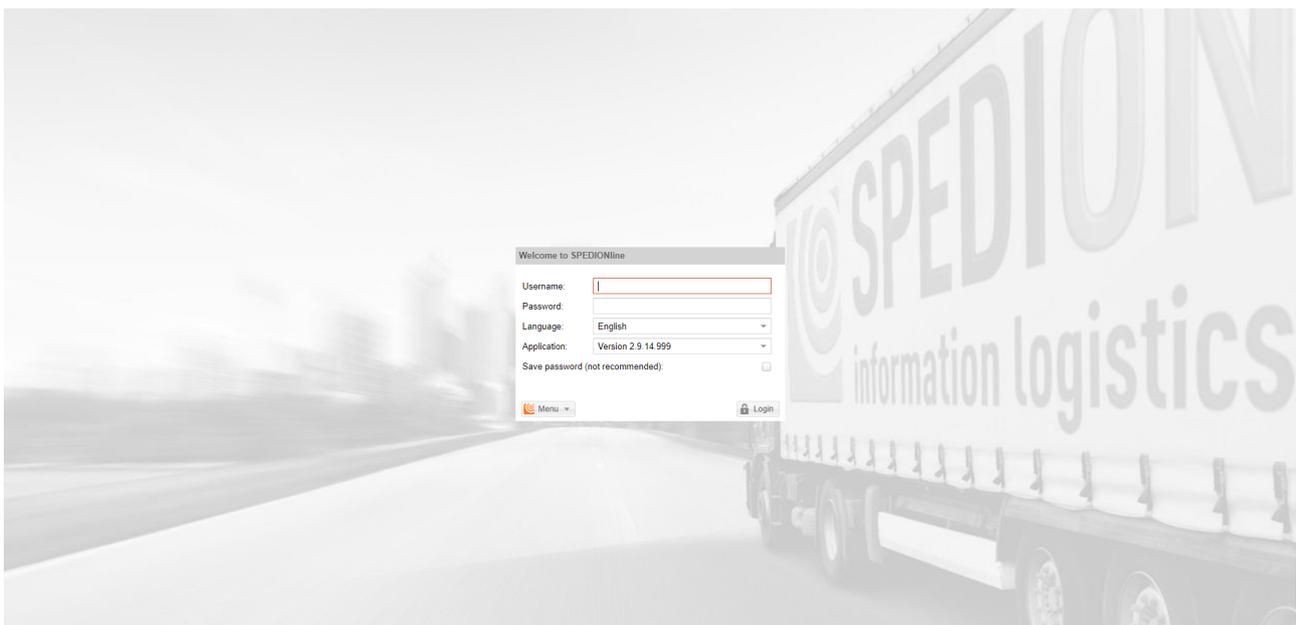


Illustration 1: Login mask

NOTICE

Registering with SPEDIONline for the first time

When you register for the first time, you will be sent an administrator code by email. You can then log in here with this username and password.

Registering for the first time

1. Enter the username and password in the relevant fields.
2. Confirm the entry by pressing the **Log In** button.

⇒ You have logged in successfully.

This login mask also has the following functions:

- Language selection
- The current version of SPEDIONline
- The option of saving the password (not recommended!)
- A menu with the following functions:

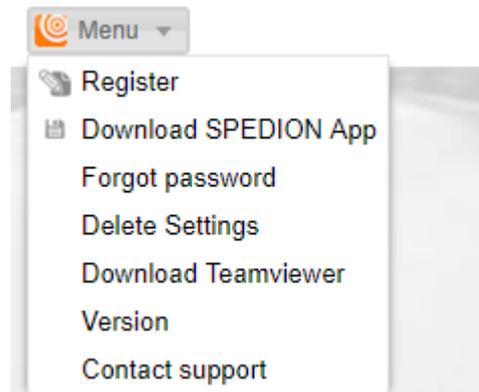


Illustration 2: Login menu

- Here you can register for trial access

NOTICE

Registering once for trial access

You can register for trial access here, but for the first time only.

If your carrier is already a customer of ours, please contact your administrator if you want to add new users.

- Here you can download the SPEDION App
- Here you can reset your password
- Here you can reset all settings
- Here you can see the latest TeamViewer version
- Here you can find information about the current version
- Here you can contact SPEDION Support
- Legal notice

5 General functions

Once you have logged in successfully, you will be forwarded automatically to SPEDIONline. There you will then see the following overview:

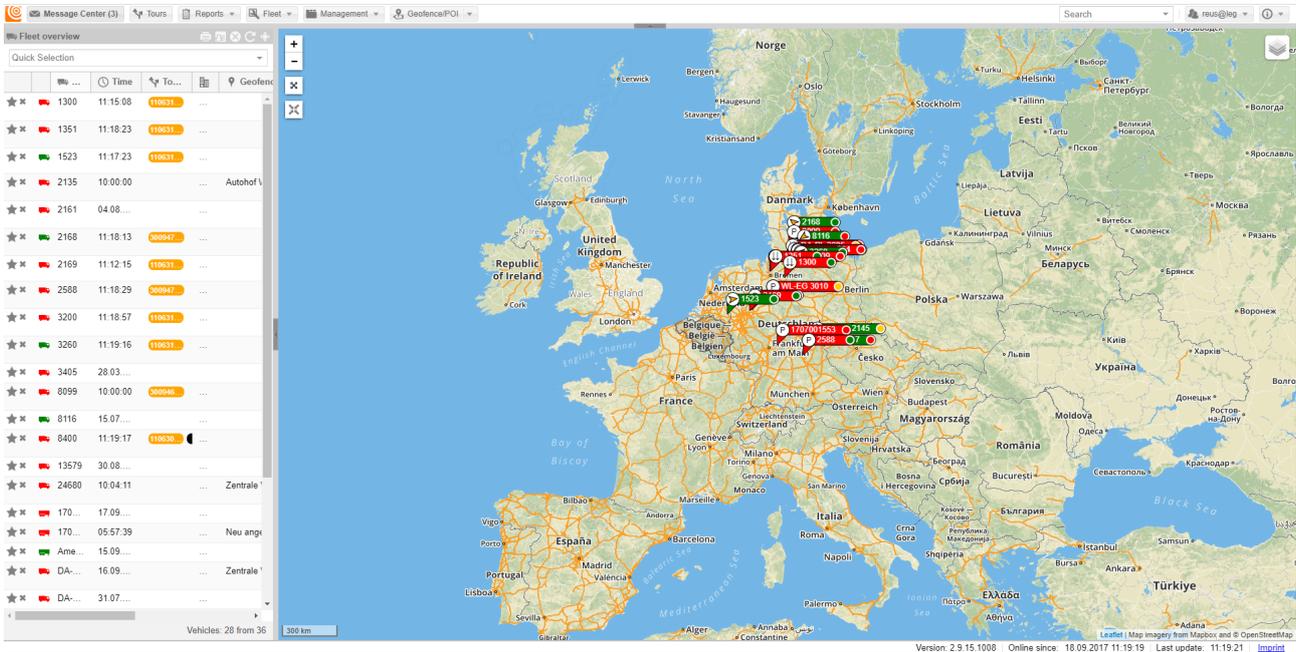


Illustration 3: SPEDIONline overview

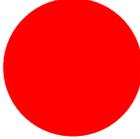
5.1 General

Once you have logged in successfully for the first time, you will see a large number of new icons in SPEDIONline. These icons are explained in the chapters concerning the relevant functions. Some icons that are used consistently throughout SPEDIONline are explained briefly below:

NOTICE

Different colour coding of time frames

These icons apply for data from the ETA and Locationspanes. With **driving times and rest periods** the colours stand for different time frames.

Icon	Function
	A green dot means that the data is no more than 15 minutes old.
	A yellow dot means that the data is older than 15 minutes but less than 60 minutes old.
	A red means that the data is more than 60 minutes old.

5.2 Windows

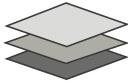
Every window shown in SPEDIONline can be freely arranged and scaled in its dimensions. You can, for instance, arrange windows on the left or right, top or bottom, and enlarge or shrink them as desired. This allows you to configure the user interface optimally to your own requirements.

Icon	Function
	By clicking on the icon shown on the left, which is located on the edge of a window, you can hide the window to free up space on your user interface. To view the window again, just click on the same icon on the edge of the browser window. The window that had been hidden is then displayed again as before.
	By clicking on this icon you can arrange the relevant window somewhere else on SPEDIONline.
	With this icon you can maximize a window.

5.3 Map

You can move the map around at will by dragging and dropping it with the mouse. You can also zoom in and out of the map using the scroll wheel.

Alternatively, you can use the icons on the top left and right of the map to modify the map, select different views or change to full-screen mode.

Icon	Function
	<p>You can modify how the map is presented by clicking on this icon. You have a choice between Streets, Satellite, Google Traffic and another street map.</p>
	<p>Click on the + icon to zoom in. Click on the - icon to zoom out.</p>
	<p>Click on this icon to open the view in full-screen mode.</p>
	<p>Click on this icon to centre the map.</p>

The icons on the map represent vehicles. The numbers in the icons are the vehicle PINs. Alternatively, you can also have the vehicle registration numbers displayed here (cf. Settings [▶ 75]).

A green icon represents a vehicle in the **Driving Cluster**. This means that **Driving** is the current activity of the vehicle.

A red icon represents a vehicle in the **Parked Cluster**. This means that either an activity such as **Traffic jam**, **roadworks**, **arrival at customer** etc. is selected for the vehicle, or the activity **Unaccounted** has been activated due to a longer stoppage.

5.4 Vehicle marker

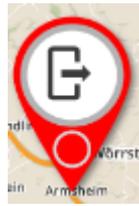
The vehicle markers in SPEDIONline allow you to view the information that you consider interesting or important. You can choose between a standard icon and an icon for the **Driving** activity. This enables you to illustrate the status throughout the whole itinerary using marker icons.

5.4.1 Icons

Standard icon

For the standard icon, choose a category that is to be displayed when the driver is not driving. In the standard setting this category is **Activity**. Press the **Activity icons** to get an overview of the selection options. For each category there is an overview of the relevant icons.

Options for allocation of the standard icon:



Activity (in this case **Log off**): indicates what activity the driver is performing at the moment.



Speed: indicates the speed in kilometres per hour.



Tank fill level: indicates how full the tank is, as a percentage.

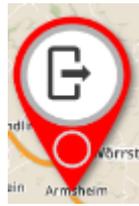


Vehicle type: indicates whether the vehicle is a pulling or pulled unit.

Icon for the "Driving" activity

Another icon is stored specifically for the **Driving** activity. This – in combination with the standard icon – allows the current status during the whole itinerary to be illustrated using marker icons. In the standard setting the vehicle type is displayed during the **Driving** activity.

Options for allocation of the **Driving**icon:



Activity (in this case **Log off**): indicates what activity the driver is performing at the moment.



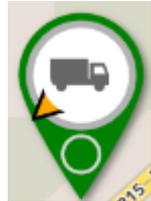
Speed: indicates the speed in kilometres per hour.



Tank fill level: indicates how full the tank is, as a percentage.



Vehicle type: indicates whether the vehicle is a pulling or pulled unit.



Standard direction of travel display: an arrow moves around the marker symbol to indicate the direction of travel.



The arrow functions as a marker symbol and indicates the direction of travel. In this case the outer arrow disappears.

NOTICE

Direction of travel display

The vehicle's direction of travel is represented in the form of a compass. You can set the arrow to move around the displayed icon. Alternatively, for the **Driving** activity you can set the **Direction** category, in which case the arrow will be represented as a vehicle marker symbol. The outer arrow is then no longer visible.

5.4.2 Flags

You can optionally represent one or two flags on the marker. You can also caption the flags with a selection of different properties.

Caption options



Illustration 4: Flag caption options

There are multiple possible combinations for the flag captions:



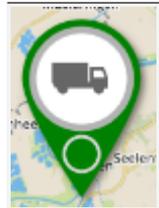
Just one flag at the top



Just one flag at the bottom



Both flags



No flag

Width

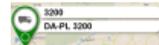
Set the width of the flags individually. The value set must be between 10 and 300. Note that display errors can occur if the values are too low or too high:



Value too low: information is not legible.



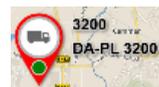
Value correct: information can be read easily.



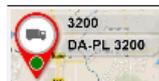
Value too high: information can be read easily, but takes up too much space unnecessarily.

Opacity

Check the transparency of the flags so that they do not obscure map features or vehicle markers of other vehicles. The value set must be between 0 (entirely transparent) to 1 (not transparent).



Transparency 0: all elements of the map are visible



Transparency 0.5: flag is visible, map elements still discernible



Transparency 1: flag covers the map elements

5.4.3 Tooltips

The tooltips can be used to call up additional information about vehicles. To view information, move the mouse pointer over the relevant vehicle. To hide the information, move the mouse pointer away from the vehicle again. The tooltips are also called **mouseovers**. You can customize the displayed information for a pulling unit differently to the information for a pulled unit. To do so, proceed as follows:

1. Tick **Pulling unit** to edit the displayed settings of pulling units.
2. *Alternatively*, tick **Pulled unit** to edit the displayed settings of pulled units.
3. Tick **Show tooltip**.
4. Tick the settings that are to be displayed:



Illustration 5: "Pulling unit" tooltip settings

5. To view the tooltip settings, move the mouse over a vehicle:



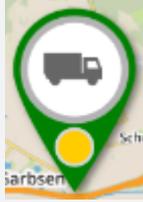
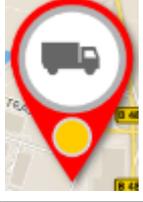
Illustration 6: "Pulling unit" tooltip

⇒ You have successfully edited your tooltip settings.

5.4.4 Colour and meaning of the markers

Green markers represent a moving vehicle, red markers a stationary vehicle. The coloured point within the marker indicates how current the message from the vehicle is.

Age of the message: Red dot: more than an hour old Yellow dot: more than 10 minutes old Green dot: no more than 10 minutes old

Moving vehicle (green marker)			
Stationary vehicle (red marker)			

NOTICE

Size of the vehicle markers

You can adjust the size of the vehicle marker entirely as you wish. You can adjust the sizes for pulling and pulled vehicles separately. The value set must be between 50 and 300 per cent.

5.5 Columns

You will find columns as a means of structuring in almost all windows of SPEDIONline. The use of these columns is the same anywhere within SPEDIONline, so it is described below as an example for all further chapters.

You can adjust the width of any column as desired. To do so, move the mouse over the edge of the column and wait until the mouse pointer changes. Then click with the left mouse button and hold it down while dragging to change the width.

You can also call up a shortcut menu by clicking on the right edge of a column. This shortcut menu allows you to sort the column content and show new columns.

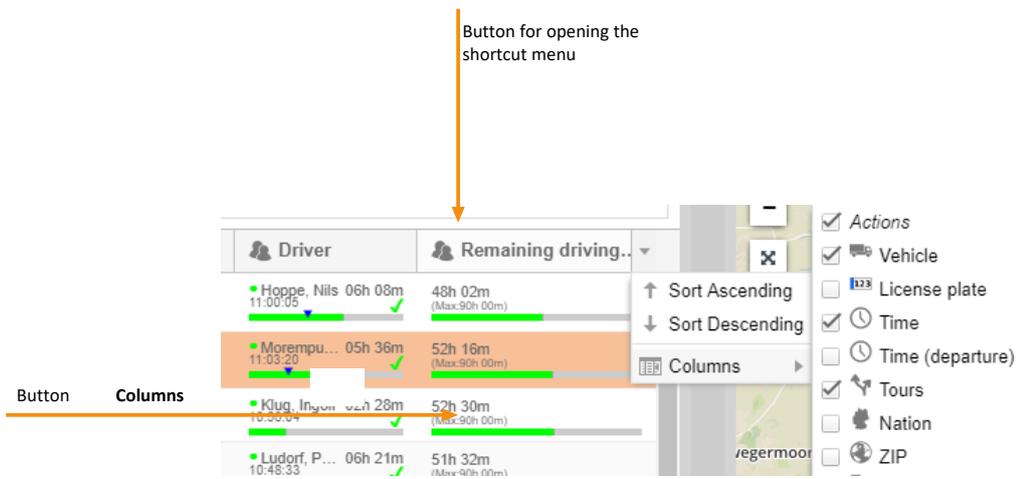


Illustration 7: Add columns

NOTICE

Changes are not saved automatically

Please note that all changes to columns will be lost when you log out of SPEDION-line. Changes are not saved automatically.

6 Fleet overview

The Fleet Overview window is one of the most important windows, and also the only window that is always open from the start. It provides a general overview of all vehicles and the associated information. Using the columns and vehicle markers, you can freely define what information you want to see. There is also a **Quick Selection** function that you can use to view vehicles and groups in a particular geofence quickly.

Displaying vehicles

NOTICE

Displaying vehicles
 If there are more than 150 vehicles, no further vehicles will be displayed in the **Fleet Overview** window. This is in order to optimize load times. You can define and view individual groups of vehicles. Use the "Quick Selection" function to do so.

Fleet overview							
Quick Selection							
Vehicle ↑	Time	Tours	City	Geofence	Driver	Remaining driving...	
1300	10:32:03	11063121	Walsrode		Hoppe, Nils 06h 33m	48h 27m (Max: 90h 00m)	
1351	10:31:31	11063107	Bremen (Huchting) (B...		Morempu... 06h 07m	52h 47m (Max: 90h 00m)	
1523	10:31:35	11063134	Bocholt	Belgien	Klug, Ingolf 02h 53m	52h 55m (Max: 90h 00m)	
2135	10:00:00		Winsen (Luhe)	Autohof WL	Ludorf, P... 06h 33m	51h 44m (Max: 90h 00m)	
2161	04.08.17 - 11:06.47		Seevetal		Ludorf, A... 06h 55m	44h 59m (Max: 90h 00m)	
2168	10:30:39		Wellingdorf		Albrecht, ... 07h 01m	68h 48m (Max: 90h 00m)	
2169	10:27:15	11063104	Dortmund (Dorstfeld) ...		Beck, Tor... 03h 14m	56h 39m (Max: 90h 00m)	
2588	10:31:23	30094743	Röttenbach		Belal, Teo... 05h 49m	51h 58m (Max: 90h 00m)	
3200	10:32:03	11063148	Lüneburg		Ludorf, P... 06h 33m	51h 44m (Max: 90h 00m)	
3260	10:30:32	11063149	Lüneburg (Neu Hage...		Ludorf, A... 06h 55m	44h 59m (Max: 90h 00m)	
3405	28.03.17 - 08:57:08				Schwarz, Eduard		
8099	10:00:00	30094682	Neumünster (Wittorf) ...		Müller, A... 07h 57m	42h 22m (Max: 90h 00m)	
8116	15.07.17 - 13:34:07		Lübeck		Krainer, Dirk		
8400	10:30:54	11063093 11063154	Dortmund (Neuasseln...)		Boyens, ... 03h 13m	55h 48m (Max: 90h 00m)	
13579	30.08.17 - 20:30:50		Hamburg (HafenCity)		Bunemann, An...		
24680	10:04:11		Winsen (Luhe)	Zentrale WL	Grohse, ... 10h 00m	89h 21m (Max: 90h 00m)	
1707001473	17.09.17 - 23:54:20		Winsen (Luhe)				
1707001553	05:57:39		Schöllkrippen	Neu angelegter ...			
Ameise 107	15.09.17 - 09:03:14		Röttenbach				
DA-PL 1567	16.09.17 - 12:22:01		Winsen (Luhe)	Zentrale WL	Wieser, Al... 07h 34m	44h 32m (Max: 90h 00m)	
DA-PL 1684	31.07.17 - 12:00:00		Winsen (Luhe)		Timm, Thomas		
DA-PL 1789	10:31:21	3349978	Bielefeld (Brackwe)...		Raasch, ... 04h 58m	49h 39m	

Vehicles: 28 from 36

Illustration 8: Fleet Overview

6.1 General/Overview

A variety of icons are shown on the top right of the **Fleet Overview** window. These are explained briefly below:



Illustration 9: Fleet Overview icons

	Open print preview
	Download data as table
	Clear all entries
	Load vehicle messages
	Move window

6.2 Quick selection

Quick selection

The **Quick selection** field offers a quick and easy way of selecting vehicles and vehicle groups and a simple way of filtering by geofence and geofence groups.

The **Quick Selection** field is at the top of the **Fleet Overview** window.

6.2.1 Displaying vehicles and vehicle groups

To see vehicles in the **Fleet Overview** window, you must select them in the **Quick Selection** field.

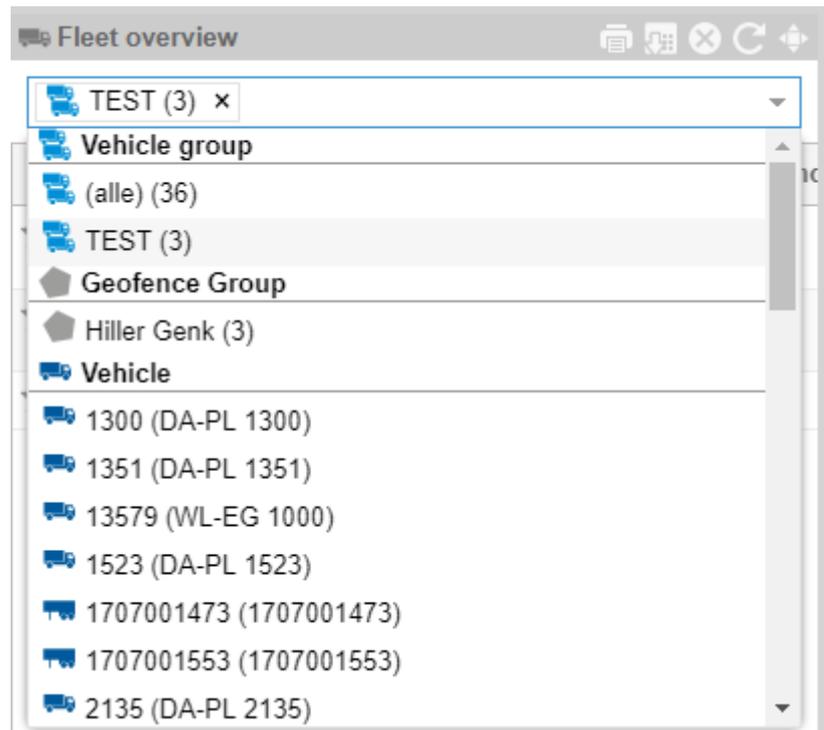


Illustration 10: Adding vehicles in the "Quick Selection" field

NOTICE

Displaying all vehicles

It is frequently necessary to see all vehicles in the **Fleet Overview** window. To do this, we recommend selecting **All** in the **Quick Selection** function.

NOTICE

Displaying vehicles

If there are more than 150 vehicles, no further vehicles will be displayed in the **Fleet Overview** window. This is in order to optimize load times. You can define and view individual groups of vehicles. Use the "Quick Selection" function to do so.

NOTICE

Filter options

Creating a new group: cf. Creating a group [▶ 48]
 Creating a geofence: cf. Creating geofences/POIs [▶ 51]
 Creating a geofence group: cf. Managing geofences/POIs [▶ 53]

Requirements

✓ Make sure that you are in the **Fleet Overview** window.

1. Click on the **Quick Selection** field.

⇒ A new shortcut menu opens.

2. In the menu that opens, find the vehicles or vehicle groups you are looking for.

Filtering vehicles

1. Add the desired vehicles or vehicle groups by clicking on them with the left mouse button.
2. *Optional:* To speed up the search, enter the vehicle PIN or a vehicle group name directly.
3. Add the desired vehicles or vehicle groups by clicking on them with the left mouse button.

⇒ The desired vehicles or vehicle groups will then appear in the **Fleet Overview** window.

See also

-  Creating a group [▶ 48]
-  Creating geofences/POIs [▶ 51]
-  Managing geofences/POIs [▶ 53]

6.2.2 Filtering by geofence

To filter already selected vehicles using a geofence, you need to select a geofence or a geofence group.

✓ Make sure that you are in the **Fleet Overview** window.

1. Click on the **Quick Selection** field.
⇒ A new shortcut menu opens.
2. In the menu that opens, find the geofence or geofence groups you are looking for.
3. Add the desired geofence or geofence groups by clicking on them with the left mouse button.
4. *Optional:* To speed up the search, enter the name of a geofence or geofence group directly.

⇒ The desired geofence or geofence groups will then appear in the **Fleet Overview** window.

⇒ You will now see all vehicles from the selected vehicles and vehicle groups that are located in the selected geofences or geofence groups.

NOTICE

No results in the quick selection

If you are not shown any vehicles after adding filters, this is because none of the selected vehicles are located in the selected geofences or geofence groups. Add more vehicles, geofences or geofence groups to the quick selection or remove all geofences or geofence groups from the quick selection.

6.3 Columns

A variety of icons are shown on the top left of the **Vehicle Messages** window. These are explained briefly below:

Name	Meaning
 Actions	<p>You can use the Staricon to mark vehicles as favourites. They will then always be displayed at the top.</p> <p>You can use the Xicon to remove vehicles from the overview.</p>
 Vehicle	<p>Here you can see the vehicle's PIN.</p>
 Registration number	<p>Here you can see the current registration number of the vehicle, if it has been entered.</p>
 Current time	<p>Here you can see the time of the vehicle's last message.</p>
 Departure time	<p>Here you can see the vehicle's departure time. If it left the previous day, a date will be shown as well.</p>
 Itineraries	<p>Here you can see the active and upcoming itineraries for the vehicle.</p>
 Country	<p>Here you can see the country in which your vehicle is located at the moment.</p>
 Postcode	<p>Here you can see the postcode of the town in which the vehicle is located at the moment.</p>
 Town	<p>Here you can see the town in which the vehicle is located at the moment.</p>
 Street	<p>Here you can see the street on which the vehicle is located at the moment.</p>

Name	Meaning
 Geofence/POI	Here you can see if the vehicle is in a geofence.
 Driver	Here you can see who is driving the vehicle at the moment (cf. "Driver" column [▶ 61])
 Start of shift	Here you can see when the driver's shift begins.
 End of shift	Here you can see when the driver's shift ends.
 Remaining driving time (fortnight)	Here you can see the remaining driving time in the current fortnight.
 Activity	Here you can see the current activity that is being performed in the SPEDION App.
 KM reading	Here you can see the current kilometre reading of the vehicle.
 Km/h	Here you can see the speed at the time of the last update.
 Service in	Here you can see when the service on this vehicle is due.
 Tank fill level	Here you can see how full the vehicle's tank is at the moment.

Name	Meaning
 <p>Total consumption</p>	<p>Here you can see the total consumption of the vehicle.</p>
 <p>Trailer</p>	<p>Here you can see what trailer is attached to the vehicle. Alternatively, it shows what tractor is pulling the trailer. These may be stackers, carriages or silos!</p>
 <p>Satnav arrival time</p>	<p>Here you can see the current arrival time according to the satnav.</p>
 <p>Destination street</p>	<p>Here you can see the street where the destination is located.</p>
 <p>Estimated time of arrival (ETA)</p>	<p>Here you can see the estimated time of arrival.</p>
 <p>ETA inc. DT/RP</p>	<p>Here you can see the estimated time of arrival after including driving times and rest periods.</p>
 <p>Distance from destination</p>	<p>Here you can see the remaining distance from the destination.</p>
 <p>Latitude</p>	<p>Here you can see the current latitude of the vehicle.</p>
 <p>Longitude</p>	<p>Here you can see the current longitude of the vehicle.</p>

6.4 "Satnav arrival time" column

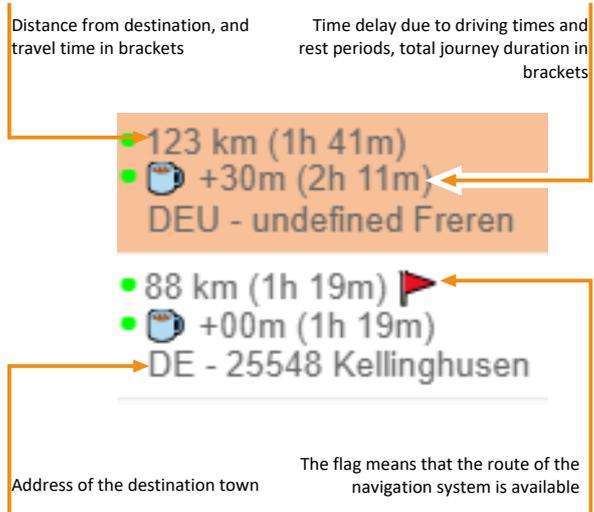


Illustration 11: "Satnav arrival time" column

7 Route

In the **Route** module you can view the route already travelled and the provisionally planned route.

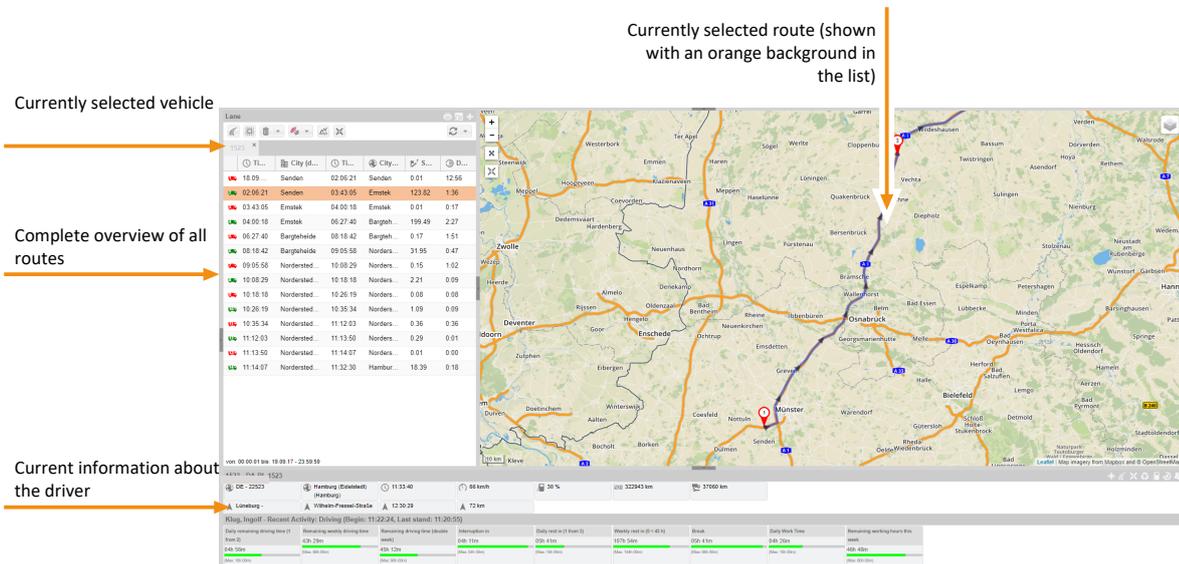
To call up this module, proceed as follows:

✓ Make sure that you are in the **Vehicle Messages** window or the **Vehicles** window.

1. Double click the left mouse button on a vehicle.
2. Alternatively, click on a vehicle on the map.

⇒ The **Route** window opens.

7.1 General



Currently selected route (shown with an orange background in the list)

Currently selected vehicle

Complete overview of all routes

Current information about the driver

Time	City (id...)	City...	S...	D...	
18:09	Sanden	02:06:21	Sanden	0:01	12:36
02:06:21	Sanden	03:43:05	Emstek	133.82	1:36
03:43:05	Emstek	04:00:18	Emstek	0:01	0:17
04:00:18	Emstek	06:27:40	Bargela	199.49	2:27
06:27:40	Bargela	08:18:42	Bargela	0:17	1:51
08:18:42	Bargela	09:05:58	Noorderd.	31.95	0:47
09:05:58	Noorderd.	10:08:29	Noorderd.	0:15	1:02
10:08:29	Noorderd.	10:18:18	Noorderd.	2.21	0:09
10:18:18	Noorderd.	10:26:19	Noorderd.	0:08	0:08
10:26:19	Noorderd.	10:35:34	Noorderd.	1.09	0:09
10:35:34	Noorderd.	11:12:03	Noorderd.	0:36	0:36
11:12:03	Noorderd.	11:13:50	Noorderd.	0:29	0:01
11:13:50	Noorderd.	11:14:07	Noorderd.	0:01	0:00
11:14:07	Noorderd.	11:32:30	Hambur.	18.30	0:18

Illustration 12: Route Module overview

Here you can see a full overview of all routes in the time frame set below. You can open the Activities window, view charts of the respective routes and refresh the data. Routes are broken down into sections. These are numbered; the numbers can be seen in the **Activities** window.

The map shows all routes as well as the calculated remaining route (if available). You can also find information about the destination and points at which the route was recalculated.

This overview shows the current times of the driver and current data on the vehicle. You can generate all reports here and call up the driver status.

Name	Meaning
	The route taken so far, as drawn on the map. This allows you to follow the driver's progress.
	A planned route as transmitted from the navigation system to SPEDIONline. This route is how the driver will get to the destination.
	Automatic driving-parked detection does not record a trip even though the vehicle is moving. Check the settings in the SPEDIONline management settings.

See also

 Selecting a time frame [▶ 32]

7.2 Selecting a time frame

The **Select Time Frame** function enables you to verify the locations of your vehicles in the previous six months. To do so, proceed as follows:

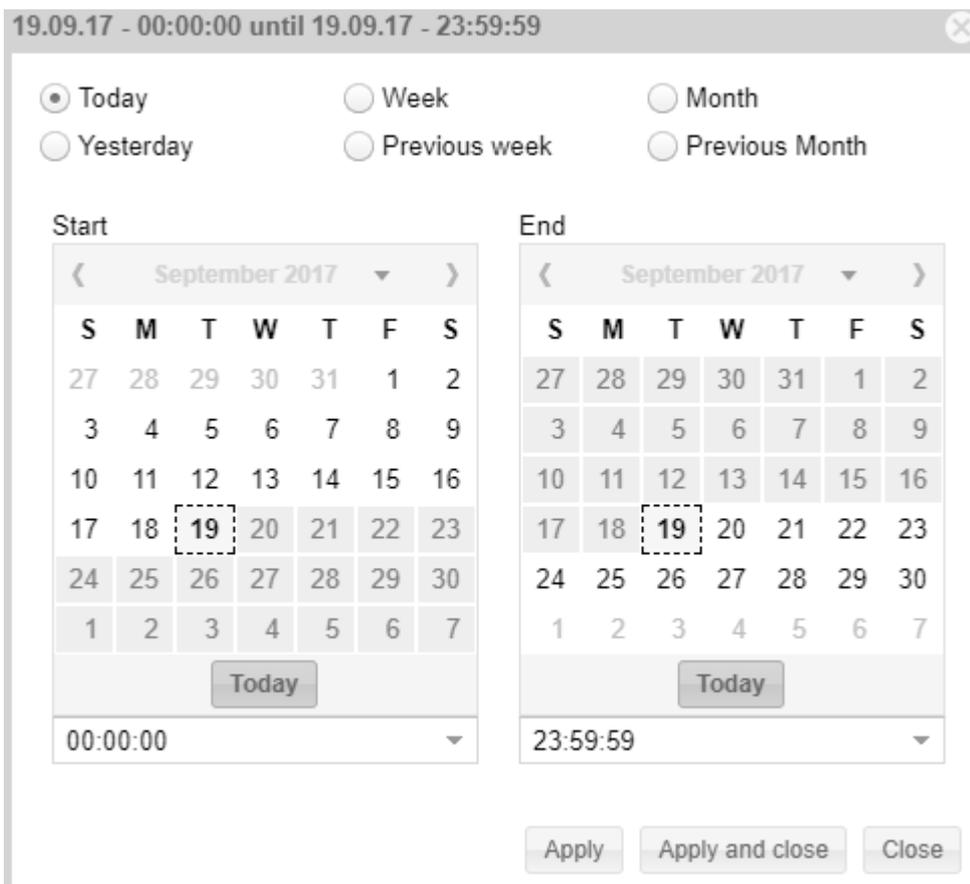


Illustration 13: Selecting a time frame

✓ Make sure that you are in the **Route** window.

1. Click on the **v** icon on the top right.

⇒ A new shortcut menu opens.

2. Then either select the desired time frame from the predefined options (month, previous month, etc.) or click on the **Select Time Frame** button and set the precise time frame you want.

⇒ You have successfully selected your chosen time frame.

NOTICE

Outdated routes

Note that routes that are more than six months old can no longer be retrieved via SPEDIONline. However, the data is still stored on SPEDION servers and can be ordered on request from SPEDION Support by calling phone number +49 (0) 6024 509 90 199 or sending an email to support@spedion.de.

1. Once you have defined a time frame, click on the **Apply and Close** button at the bottom.

⇒ The selected time frame will be applied and the routes will be loaded in the **Route** window.

7.3 Charts

The **Charts** add-on function enables you to monitor speeds, fuel levels, temperatures, etc. To call a chart, proceed as follows:

7.3.1 Calling a chart

Calling a chart

✓ Make sure that you are in the **Route** window.

1. Click on the icon for the **Charts** add-on function at the top.

⇒ You have successfully opened a chart covering the selected time frame for the selected vehicle.

7.3.2 Changing the chart segment

Changing a chart

You can also view a chart in detailed segments. To do so, proceed as follows:

✓ Make sure that you have generated a chart for the desired time frame.

1. Click with the left mouse button on the start of the chosen segment.
2. While holding the left mouse button down, drag the mouse to the end of the chosen segment.

⇒ The chart will now be enlarged to the chosen segment.

7.3.3 Modifying a chart

Modifying a chart

You can freely modify the colours used in the charts to your own requirements. To do so, proceed as follows:

✓ Make sure that you have generated a chart for your desired time frame.

1. Click on the **Gear** icon in the Charts window.

⇒ A new shortcut menu opens.

2. Next, make the colour settings in the window that opens.

3. Then close your selection using the X icon in the top right corner.

⇒ You have successfully modified your chart.

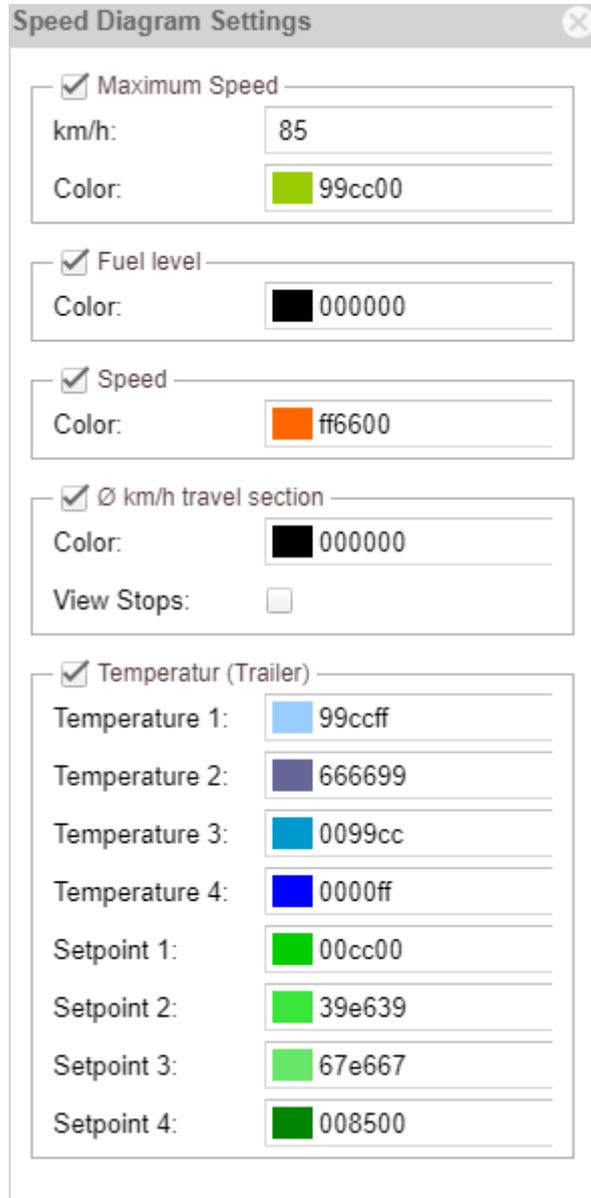


Illustration 14: Modifying a chart

7.3.4 Saving charts

Saving a chart

You can save all charts as an image file. To do so, proceed as follows:

✓ Make sure that you have selected the chart for your desired time frame.

1. In the Charts window, click on the **Save** icon.

⇒ A download is saved. The image will be held in your **Downloads** folder.

7.4 Activities

Activities

The **Activities** function enables you to review in detail what activities your driver has performed in any desired section of the journey.

To call the **Activities** function, proceed as follows:

✓ **Make sure that you are in the Route window.**

1. Select one or more desired journey sections.
2. Click on the **Activities** icon at the top left.

⇒ You have successfully opened the **Activities** window and can now see all the activities of your driver in the selected journey sections:



Time	Activity	Nation	ZIP	City	D...	Additional...
07:47:23	Fahren	DE	45329	Essen (Karnap)	L...	
07:48:03	Navigation ETA mit LRZ Aktualisierung	DE	45329	Essen (Karnap)	L...	
08:02:03	Navigation ETA mit LRZ Aktualisierung	DE	45897	Gelsenkirchen ...	L...	

Illustration 15: Activities

NOTICE

Refreshing newly selected journey sections

To refresh a newly selected journey section, you must close and then re-open the window with the activities/individual messages.

See also

 Route [▶ 31]

7.5 Individual messages

Individual messages

The **Individual Messages** function enables you to review in detail what messages were sent from your vehicle on any desired section of the journey.

To call the **Individual Messages** function, proceed as follows:

✓ **Make sure that you are in the Route window.**

1. Select one or more desired journey sections.
2. Click on the **v** icon on the top left directly beside the **Activities** icon.
3. Then click on the **Display Individual Messages** button.

⇒ You have successfully opened the **Individual Messages** window and can now see all the activities in the selected journey sections:

NOTICE

Refreshing newly selected journey sections

To refresh a newly selected journey section, you must close and then re-open the window with the activities/individual messages.

See also

 [Route \[▶ 31\]](#)

8 Message Centre

The **Message Centre** module is the easiest and fastest interface for communicating with your employees. Here you can see a general overview of sent and received messages with the date, recipient, etc.

In the bottom half of the window you can also see a preview of the selected message.

8.1 General/Overview

Below is an overview of all the icons used in the **Message Centre** and a brief explanation of the user interface.



Illustration 16: Message Centre overview

In the SPEDIONline Message Centre, you have the option of sending, answering or forwarding messages. All sent messages are displayed for you in the Message Centre main window, together with information about the messages such as the sender, recipient, vehicle number, registration plate, date and time of message and message status. In addition, there is an option for filtering and sorting the messages using this information.

8.2 Columns

Name	Meaning
From	Here you can see information about the sender of the message.
To	Here you can see information about the recipient of the message.
Vehicle	Here you can see which vehicle the message was sent from.
Registration number	Here you can see the registration number of the vehicle, if it has been entered.
Message	Here you can see a preview of the message content.
Date	Here you can see the date on which the message was received.
Direction	Here you can see whether the message was sent from or to a vehicle.
Attachment	Here you can see possible attachments of the message.
Status	Here you can see the status of the message (read, unread, received).

8.3 Using the vehicle chat function in the vehicle overview

Direct Chat

As an alternative to the **Message Centre** module, you can also send messages directly via the **Vehicle Overview** using the **Direct Chat** function.

Cf. the chapter Direct chat [▶ 70].

8.4 Composing a message

New message

You can create new messages using the **Compose** function. If you want to compose a new message, proceed as follows:

✓ Make sure that you are in the **Message Centre** window.

1. Click on the **Compose** button on the top left.

⇒ The following window appears:

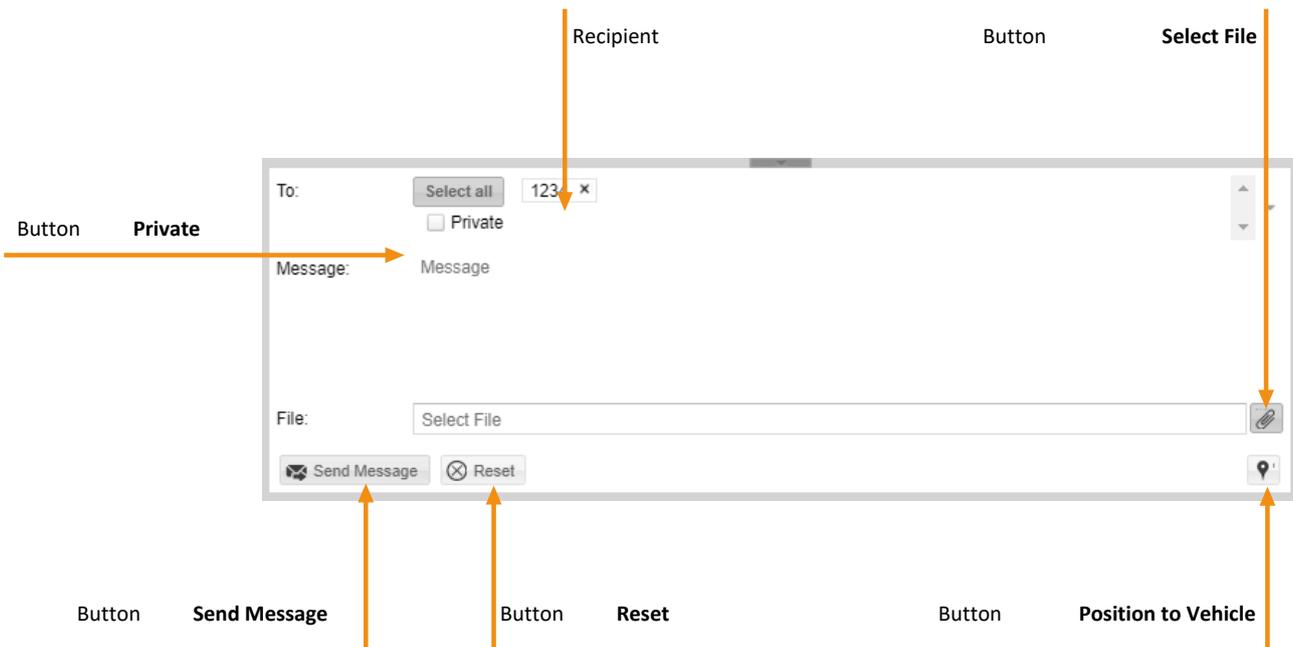


Illustration 17: Compose Message

2. Click in the **To** field.
3. Select one or more recipients from the list.
4. *Optional:* Click on **Select All** to send a message to all vehicles.
5. Choose whether the message is to be private.

NOTICE

Private messages
 Private messages enable you to make messages only accessible between the vehicle and the respective sender. When answering private messages, though, remember to tick the **Private** field again!

1. Enter your desired text in the **Message** field.
 2. *Optional:* Add files.
 3. *Optional:* Add a navigation destination.
 4. Click on the **Send Message** button to send the message.
 5. *Optional:* Click on the **Reset** button to clear all entries.
- ⇒ You have successfully sent a message to the chosen recipient(s).

8.5 Marking as read

The **Mark as Read** function enables you to mark messages as read without having read them.

Button **Mark as Read**

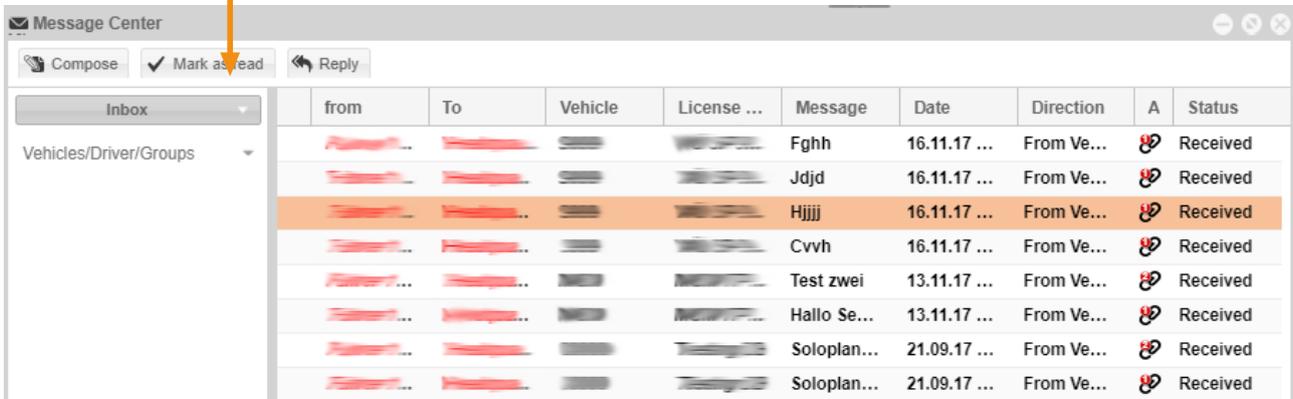


Illustration 18: Marking a message as read

If you want to mark messages as read, proceed as follows:

- ✓ Make sure that you are in the **Message Centre** window.
- 1. Select the desired message.
- 2. Click on the **Mark as Read** button.
- ⇒ The marked message will be flagged as read.

8.6 Answering

Button **Answer**

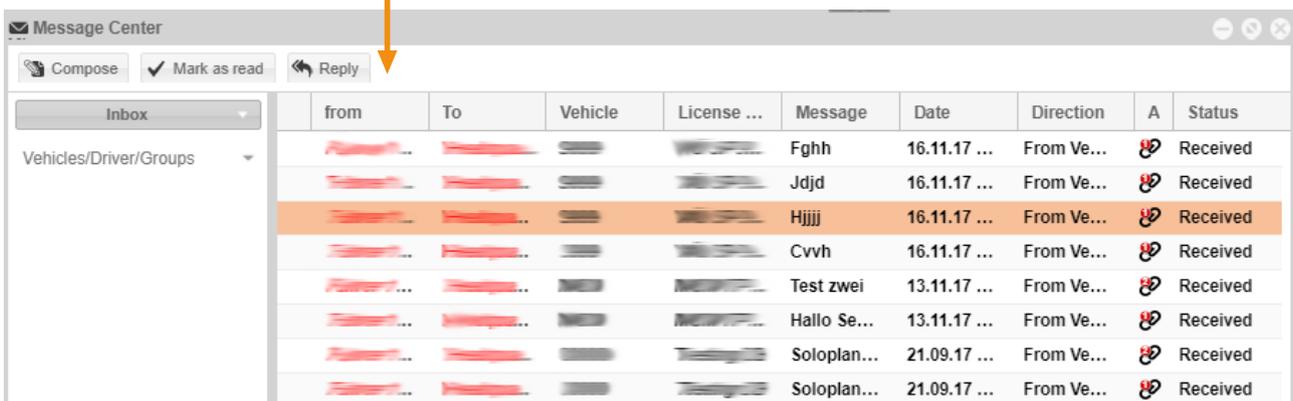


Illustration 19: Answering a message

Answering messages

To answer a message, proceed as follows:

- ✓ Make sure that you are in the **Message Centre** window.
- ✓ Make sure that you have selected the message to be answered.
- 1. Click on the **Answer** button at the top.
- 2. Choose whether the message is to be private.
- 3. Enter your desired text in the **Message** field.
- 4. *Optional:* Add files.

5. *Optional:* Add a navigation destination.
 6. Click on the **Send Message** button to send the message.
- ⇒ You have successfully answered a message.

8.7 Forwarding

Forwarding messages

To forward a message to another recipient, proceed as follows:

- ✓ Make sure that you are in the **Message Centre** window.
 - ✓ Make sure that you have selected the right message.
1. Click on the **Forward** button at the bottom.
 2. Choose whether the message is to be private.
 3. Select a recipient.
 4. *Optional:* Add your desired text in the **Message** field.
 5. *Optional:* Add files.
 6. Click on the **Send Message** button to send the message.
- ⇒ You have successfully forwarded a message.

8.8 Sending a message to a group

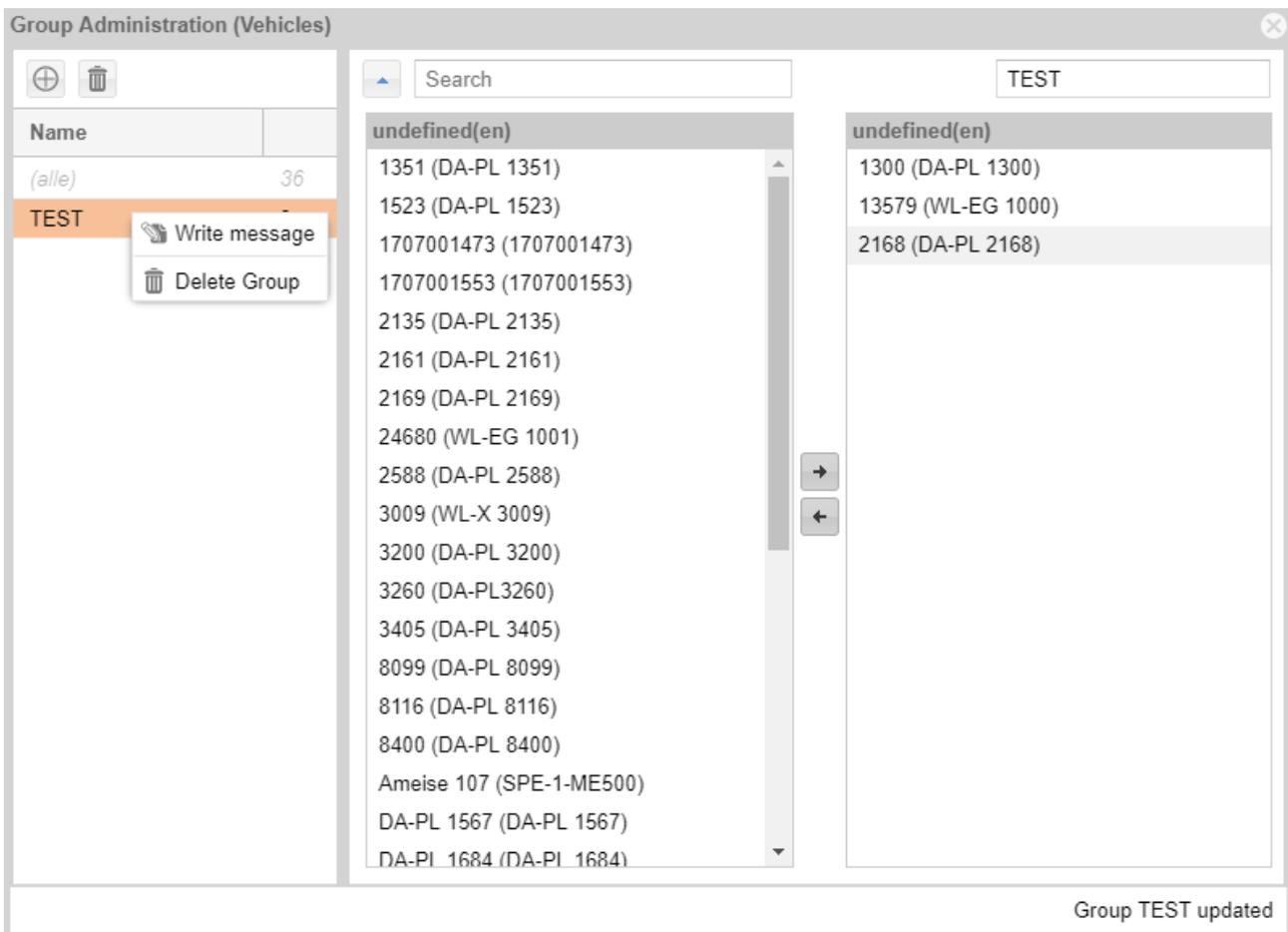


Illustration 20: Writing a message to a group

To send a message to a group, proceed as follows:

1. Click on the **Group Management** button in the menu bar at the top.
 2. Right-click on the desired group.
 3. Select the **Write Message** option.
- ⇒ You can now send a message to the chosen group.

8.9 Sending a navigation destination to a vehicle

In addition to texts and files, you can send positions to vehicles. To do so, proceed as follows:



Illustration 21: Sending a position

Sending a position

- ✓ Make sure that you are in the **Message Centre** window.
1. Click on the **Compose** button at the bottom.
 2. Choose whether the message is to be private.
 3. Select a desired recipient.
 4. Click on the navigation symbol on the bottom right in the **Compose Message** window.
 5. In the new window, search for the desired location (using either the map or the search field).
 6. Click on the **Apply** button.
- ⇒ The location has now been included in the message.
- ⇒ You can now send the message with the navigation destination as usual.

The driver then receives a message with the added destination. He can import this directly into his navigation system and be navigated towards the position.

8.10 Sending files to vehicles

Attaching files

When composing a message, you have the option of attaching files to the message. To send files to vehicles, proceed as follows:

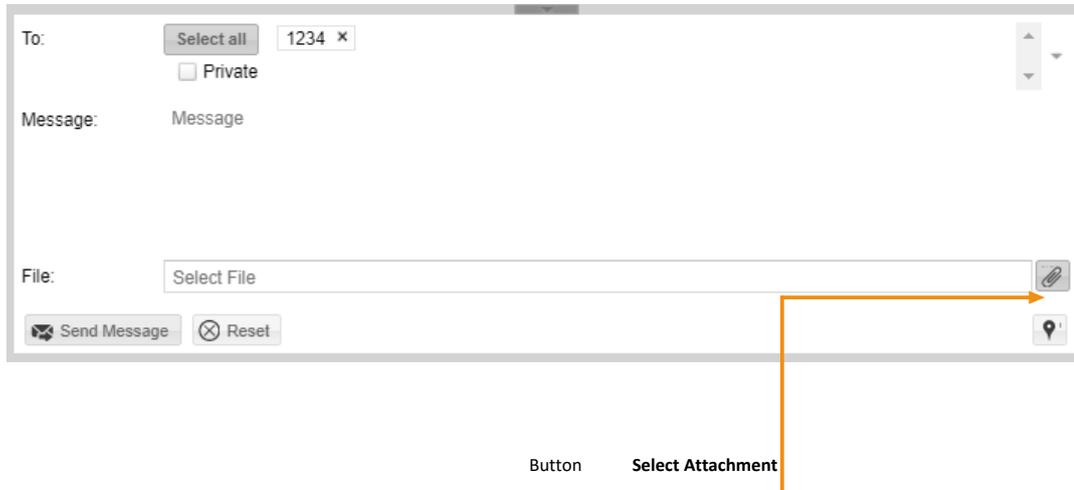


Illustration 22: Sending files

✓ Make sure that you are in the **Message Centre** window.

1. Click on the **Compose** button at the bottom.
2. Choose whether the message is to be private.
3. Select a desired recipient.
4. Click on the button with the paperclip on the bottom right.
5. Browse to the desired file and select it.
6. Click on the **Open** button.

⇒ You have successfully attached a file to a message.

Supported file formats

NOTICE

Attaching files

Please note that the maximum size of the file you can attach is 2 MB. In addition, Microsoft Office file formats are not supported. We recommend using PDF files, JPG files and MP3 files.

8.11 Searching

In the **Message Centre** you can search by drivers, vehicles and groups and view the messages for each category. Proceed as follows:

✓ Make sure that you are in the **Message Centre**.

1. Click in the search box on the top left.
2. Enter the desired vehicle, the desired driver or the desired groups.
3. Click on the suggested result in the list.

⇒ All relevant messages will then be displayed in the Messages window.

9 Reports

The **Reports** enables you to generate detailed reports on the driving behaviour and fuel consumption of individual vehicles/drivers/groups or your entire fleet.

Click on the **Reports** button to view further options.

9.1 ECO report

ECO report

The **ECO report** is a simple way of reviewing and comparing the ECO data from the SPEDION App. You can, for instance, compare drivers or groups with each other and assess them according to various criteria, such as driving behaviour, fuel consumption, engine data, etc.

In addition, the data is presented in clear graphic and diagram form in the Excel spreadsheets generated for you.

Ausgewertete Strecke		Ø-Verb.	Ø-Geschw.	Standzeit mit laufendem Motor	Geschwindigkeit über	Motorumdrehungen über	Starke Bremsungen	Vermeidbare Stoppes	Schubbetrieb	Bremsdistanz	Vorausfahren	Tempomatfahren	Wirkfaktor		
Fahrzeugnummer	Nummernschild	km	l/100km	km/h	Gesamtmin	Motor	Limit	über	Motor	Stärke	Vermeidbar	Schubbetrieb	Bremsdistanz	Fahren	Wirkfaktor
9400	DA-Pl 8092	461,60	25,66	71,12	8,8	1	1	1	1	1	1	1	2	3	1
1351	DA-Pl 1351	254,78	26,42	67,49	8,8	3	1	1	1	1	1	1	2	5	1
2588	DA-Pl 2588	303,26	26,85	73,37	8,9	3	2	1	1	1	3	1	2	3	1
1523	DA-Pl 1523	524,38	26,94	75,00	8,4	2	1	1	2	1	1	1	1	3	1
1300	DA-Pl 1300	195,02	27,15	60,01	8,8	1	2	1	1	1	1	2	3	4	1
3200	DA-Pl 3200	11,86	27,44	63,79	8,7	1	1	1	1	1	1	1	2	6	1
2260	DA-Pl 2260	183,54	27,96	61,05	8,4	2	1	1	1	1	1	1	2	3	1
DA-Pl 2035	DA-Pl 2035	134,29	28,17	55,96	2,1	5	1	1	1	1	1	1	3	5	1
8099	DA-Pl 8099	123,17	28,78	60,97	8,7	2	1	1	1	1	1	1	2	5	1
DA-Pl 3179	DA-Pl 3179	111,80	29,00	53,51	8,2	5	1	1	2	1	1	1	6	6	6
2169	DA-Pl 2169	382,46	29,06	67,95	8,3	3	4	1	1	1	1	1	3	6	1
2168	DA-Pl 2168	136,85	29,16	60,06	2,7	1	3	1	1	1	1	1	5	6	5
2135	DA-Pl 2135	219,46	30,89	71,44	8,6	1	6	1	6	1	2	4	4	6	5
DA-Pl 1789	DA-Pl 1789	298,26	31,74	61,16	8,8	3	1	1	1	1	1	1	3	4	1
DA-Pl 2145	DA-Pl 2145	396,74	33,82	65,74	8,4	1	1	1	1	1	1	1	3	3	1

Illustration 23: Example of an ECO report

9.1.1 ECO report for all vehicles

The **ECO Report for All Vehicles** function enables you to automatically generate an ECO report containing data about all vehicles in your fleet. Select the desired time frame in the next step.

9.1.2 ECO report for all drivers

The **ECO Report for All Drivers** function enables you to automatically generate an ECO report containing data about all drivers in your fleet. Select the desired time frame in the next step.

9.1.3 ECO report for group

The **ECO Report for Group** function enables you to automatically generate an ECO report containing data about all vehicles in your selected group. Select the desired time frame in the next step.

9.2 Fuel report

The **Fuel report** is a simple way of reviewing and comparing the ECO data from the SPEDION App. You can generate a clear Excel spreadsheet showing your preferred data. It will present figures such as costs, quantity and fuel levels, consumption and average values.

Fuel report

SPEDION Tankreport - Flottenübersicht										
Kunde: LEG GmbH										
Auswahlbereich vom: 17.09.2017 22:00										
Auswahlbereich bis: 24.09.2017 21:59										
Auffälligkeiten										
Fahrzeug	Kennzeichen	Datum Zeit	Fahrer	Gesamtverbrauch in l	KM Stand Land	Ort	Bemerkung	Verbrauchte Menge in l	Gefahrte KM Durchschnittsverbrauch in l/100 km	Geschätzte Zuzahlung in Tankfüllung
3260	DA-PL3260	18.09.2017 11:54	Ludorf, Andreas	4944	19209,9 DE	21423 Wirsén (Luhe), Benzstraße	Tankung	61,9	213,6	29,156
Fahrzeugübersicht										
Fahrzeug	Kennzeichen	Anzahl Tankungen	Anzahl Tankeingaben	Anzahl Auffälligkeiten						
13579	WL-EG 1000	0	0	0						
1567	DA-PL 1567	0	0	0						
3009	WL-X 3009	0	0	0						
1523	DA-PL 1523	1	0	0						
24680	WL-EG 1001	0	0	0						
DA-PL 1684	DA-PL 1684	0	0	0						
DA-PL 1789	DA-PL 1789	1	0	0						
DA-PL 2095	DA-PL 2095	0	0	0						
2168	DA-PL 2168	0	0	0						
2169	DA-PL 2169	1	0	0						
2588	DA-PL 2588	0	0	0						
2135	DA-PL 2135	0	0	0						
8116	DA-PL 8116	0	0	0						
8400	DA-PL 8400	1	0	0						
2161	DA-PL 2161	0	0	0						
3405	DA-PL 3405	0	0	0						
8099	DA-PL 8099	0	0	0						
1300	DA-PL 1300	0	0	0						
3260	DA-PL3260	1	0	1						
1351	DA-PL 1351	0	0	0						
DA-PL 2145	DA-PL2145	1	0	0						
1900	DA-PL 1900	1	0	0						

Illustration 24: Example of a fuel report

9.2.1 Fuel report for all vehicles

The **Fuel Report for All Vehicles** function enables you to generate a fuel report for all vehicles. Select the desired time frame in the next step.

9.2.2 Fuel report for group

The **Fuel Report for Group** function enables you to generate a fuel report for a particular group of vehicles. Select the desired time frame in the next step.

9.3 Performance report

Performance report

The **Performance report** is a simple way of reviewing and comparing the fuel and performance data from the SPEDION App. You can generate a clear Excel spreadsheet showing your preferred data. It will present figures such as costs, quantity and fuel levels, consumption and average values.

SPEDION LauffLeistungsreport											
Kunde: LEG GmbH											
Auswahlzeitraum: 17.09.2017 22:00 - 24.09.2017 21:59											
Auswertung Fahrzeuge			Auswertung Tabellenauswahl			Plausibilitätsprobleme					
Gesamtanzahl Fahrzeuge		23									0
Anzahl Datensätze mit KM-Angabe		16									
Anzahl Datensätze ohne KM-Angabe		6									
Anzahl Datensätze mit Gesamtverbrauch		16									
Anzahl Datensätze ohne Gesamtverbrauch		6									
Gesamtkilometer		15630									
Gesamtverbrauch in l		426									
Ø-Kilometer		977									
Ø-Verbrauch in l/100km		27,1									
Fahrzeug	Kennzeichen	Beginn	Ende	Start Kilometer	Ende Kilometer	Gesamt Kilometer	Start Gesamtverbrauch in l	Ende Gesamtverbrauch in l	Gesamt Verbrauch in l	Start Tankfüllstand in %	Ende Tankfüllstand in %
18879	WL-RO 3000	17.09.2017, 22:00:00	24.09.2017, 21:59:59								
1507	DA-PL 1507	19.09.2017, 15:39:02	20.09.2017, 11:03:51	47266	47675	409	12820	12937	117	79	64
3009	WL-X 3009	17.09.2017, 22:00:00	24.09.2017, 21:59:59								
1523	DA-PL 1523	17.09.2017, 23:08:53	20.09.2017, 10:46:10	321851	323551	1700	89875	90349	475	66	98
16880	WL-SG 1001	17.09.2017, 22:00:00	24.09.2017, 21:59:59								
DA-PL 1684	DA-PL 1684	17.09.2017, 22:00:00	24.09.2017, 21:59:59								
DA-PL 1789	DA-PL 1789	17.09.2017, 21:46:46	20.09.2017, 08:03:31	147828	148708	881	40626	40877	252	46	72
DA-PL 2095	DA-PL 2095	18.09.2017, 05:35:38	20.09.2017, 10:40:54	24075	241954	900	60893	60948	257	99	70
2168	DA-PL 2168	17.09.2017, 18:00:00	19.09.2017, 15:24:26	244943	47250	-107692,7	71828	12616	-59611,4	91	82
2169	DA-PL 2169	17.09.2017, 21:58:35	20.09.2017, 11:31:02	246315	247578	1263	66390	66746	355	54	99
2588	DA-PL 2588	17.09.2017, 18:00:00	20.09.2017, 09:47:16	212702	213982	980	61968	62236	268	100	76
2135	DA-PL 2135	17.09.2017, 18:24:09	19.09.2017, 08:05:06	296537	296776	239	53460	53526	66,6	28	17
8116	DA-PL 8116	17.09.2017, 22:00:00	24.09.2017, 21:59:59								
8400	DA-PL 8400	17.09.2017, 23:59:49	20.09.2017, 08:21:23	67579	68825	1246	18499	18834	335	72	100
2161	DA-PL 2161	17.09.2017, 22:00:00	24.09.2017, 21:59:59								
1405	DA-PL 3405	19.09.2017, 14:39:49	20.09.2017, 11:18:55	107313	107781	468	30005	30134	129	88	65
8099	DA-PL 8099	18.09.2017, 04:58:00	19.09.2017, 13:46:38	106483	107307	825	29773	30000	227	99	87
1300	DA-PL 1300	18.09.2017, 05:16:25	20.09.2017, 11:22:38	46958	47833	875	13107	13200	244	100	91
3300	DA-PL 3300	17.09.2017, 16:21:12	20.09.2017, 11:38:13	18996	20340	1344	4882	5222	340	83	66
1351	DA-PL 1351	18.09.2017, 04:54:14	20.09.2017, 11:29:25	122244	123240	1016	34554	35217	263	91	62

Illustration 25: Example of a performance report

9.3.1 Performance report for all vehicles

The **Performance Report for All Vehicles** function enables you to generate a performance report for all vehicles. Select the desired time frame in the next step.

9.3.2 Performance report for group

The **Performance Report for Group** function enables you to generate a performance report for a particular group of vehicles. Select the desired time frame in the next step.

9.4 Selecting a time frame

After selecting the desired report and target group, for all reports you can also define the time frame that the report is to cover. After selecting the report, the following window appears:

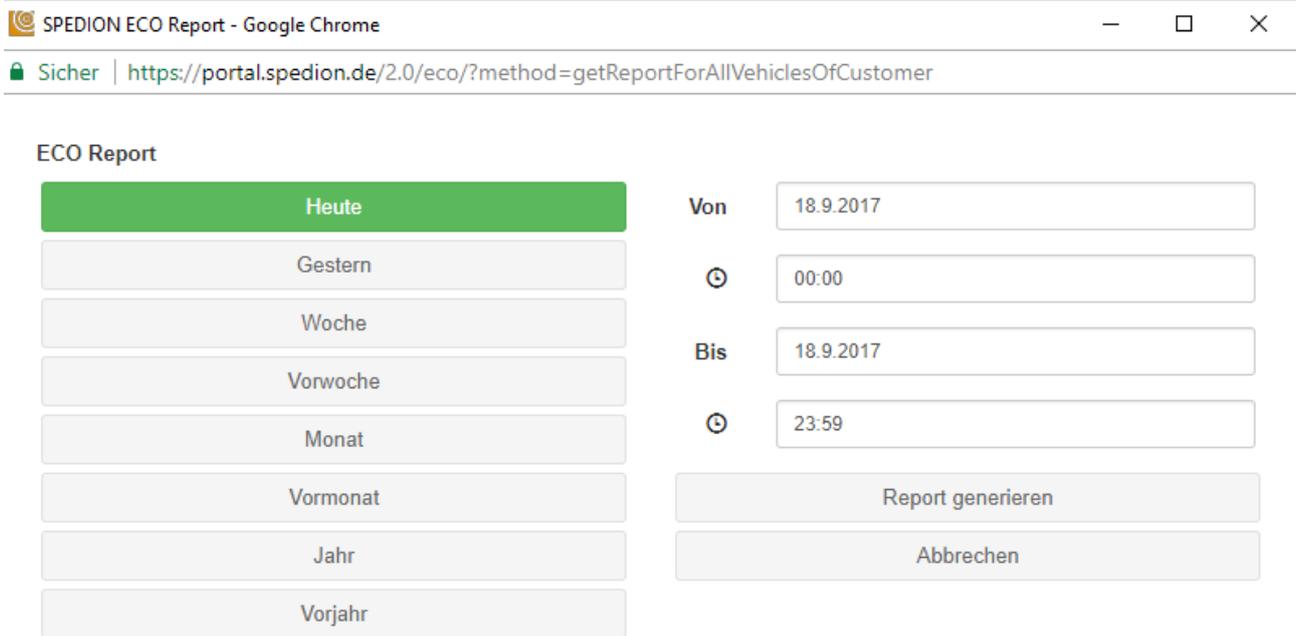


Illustration 26: Selecting the time frame for the report

Specifying the time frame

You can either define your own time scale on the right by entering the start and end date/time, or use one of the predefined time frames on the left. Then confirm your choice by clicking on the **Generate Report** button.

NOTICE

Time frame for ECO reports

We recommend generating fuel and ECO reports for a **maximum** time frame of **31 days**.

In the next step the SPEDION server will generate an Excel file for you. The download will start automatically.

Following a successful download, you can then open the file by clicking once on the file on the bottom edge of your browser and read out the desired data.

10 Group Management

The **Group Management** module is a clear and simple way of allocating vehicles to groups and presenting individual groups in SPEDIONline.

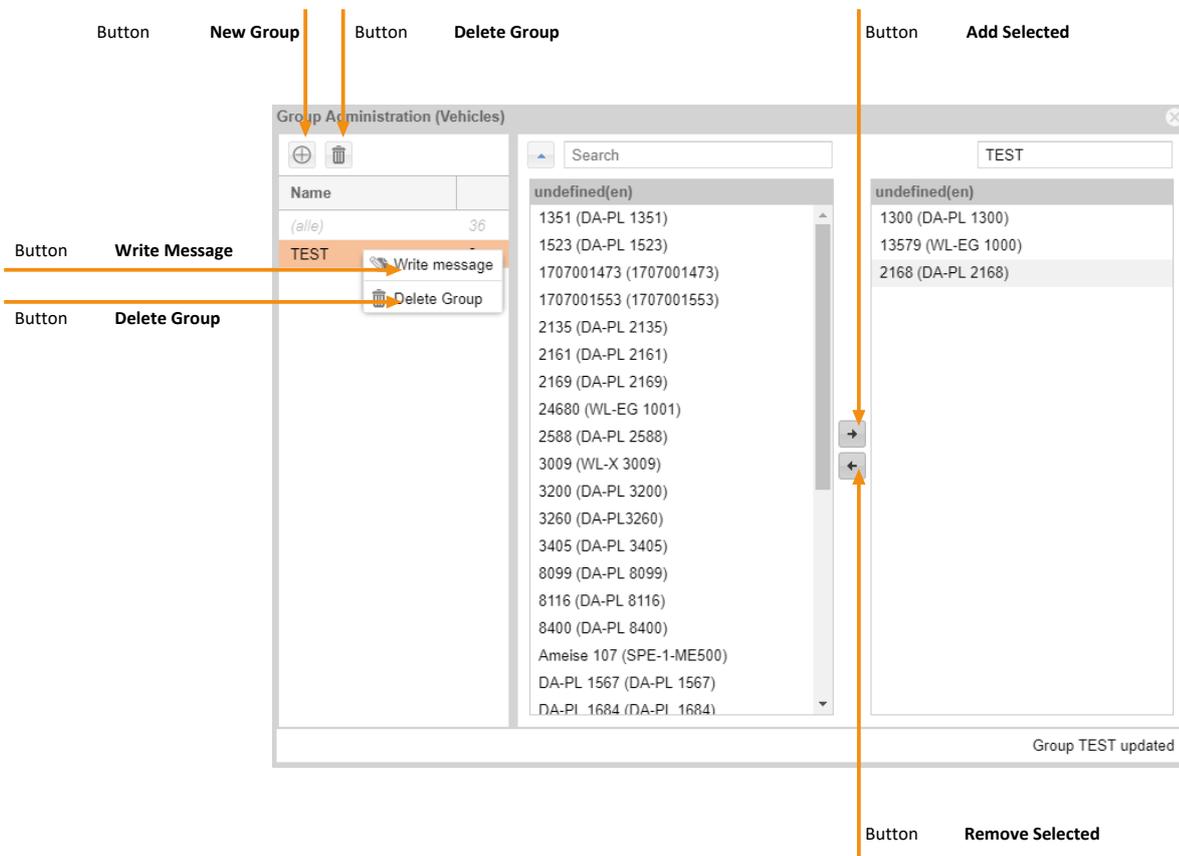


Illustration 27: Group Management

10.1 Management

Managing groups

Groups are managed solely using the **Group Management** module. Here you can create, edit and delete groups.

Click on the **Group Management** button in the menu bar to call up Group Management.

10.1.1 Creating a group

New groups

To create a new group in Group Management, proceed as follows:

✓ Make sure that you are in the **Group Management** window.

1. Click on the + symbol on the top left to add a new group.
2. Select the group by clicking on it.
3. On the top right, click in the field with the name of the group and rename it.

⇒ The changes will be applied automatically.

⇒ You have successfully created the group.

Editing groups

10.1.2 Adding a vehicle

To add vehicles to an existing group, proceed as follows:

✓ Make sure that you are in the **Group Management** window.

1. Select the group by clicking on it.
2. On the left (vehicles not in the group), select the vehicle by clicking on it.
3. Click on the → button in the middle of the window.

⇒ The changes will be applied automatically.

⇒ You have successfully added a vehicle to a group.

10.1.3 Removing a vehicle

To remove vehicles from an existing group, proceed as follows:

✓ Make sure that you are in the **Group Management** window.

1. Select the group by clicking on it.
2. On the right (vehicles in the group), select the vehicle by clicking on it.
3. Click on the ← button in the middle of the window.

⇒ The changes will be applied automatically.

⇒ You have successfully removed a vehicle from a group.

10.1.4 Deleting a group

Deleting groups

To delete an existing group, proceed as follows:

✓ Make sure that you are in the **Group Management** window.

1. Select the group by clicking on it.
2. Click on the **rubbish bin** icon to delete the group.
3. *Alternatively*, right-click on the group that is to be deleted.
4. Then click on the **Delete Group** option.

⇒ You have successfully deleted the group.

10.1.5 Searching in available vehicles

You can use the search box at the top in Group Management to search for vehicles directly. This is helpful if there are too many vehicles on view in the **Available Vehicles** window.

To do so, enter a part of the vehicle ID and select from the results. You can search by letters and numbers.

10.2 Selecting

After creating a group, you can also select it in the overview so that you only see vehicles in the chosen group. This is particularly helpful if you want to keep the screen uncluttered.

To select a group, proceed as follows:

✓ Make sure that you are in the **Overview** window.

1. Click on the \vee icon in the **Group Management** button in the menu bar at the top.
 2. Select the desired group from the drop-down menu that appears.
- ⇒ You have successfully selected the group and will now see only vehicles from that chosen group.

11 Geofence/POI

Geofence & POI

The **Geofence/POI (POI)** module enables you to define, manage and monitor fixed points and geofences yourself. Geofences are lines that can be drawn on maps to create areas and can be divided into groups. In addition, a history allows you to track when which vehicles have crossed and left which geofence.

11.1 Creating geofences/POIs

To create a new geofence, you must first go to the **Geofence/POI Management** window. Since there are different geofences, how to create them is described in more detail below.

To go to **Geofence/POI Management** proceed as follows:

- ✓ Make sure that you are in the **Overview** window.
- 1. Click on the **Geofence/POI** button in the menu bar at the top.
- 2. Then click on the **Manage Geofence/POI** button.
- ⇒ You have successfully called **Geofence/POI Management**.

11.1.1 Creating a POI

New POI

A POI is a particular point on the map that can be set directly as a destination for the navigation system and driven to. You can also set service stations, workshops and much more directly on the map as POIs.

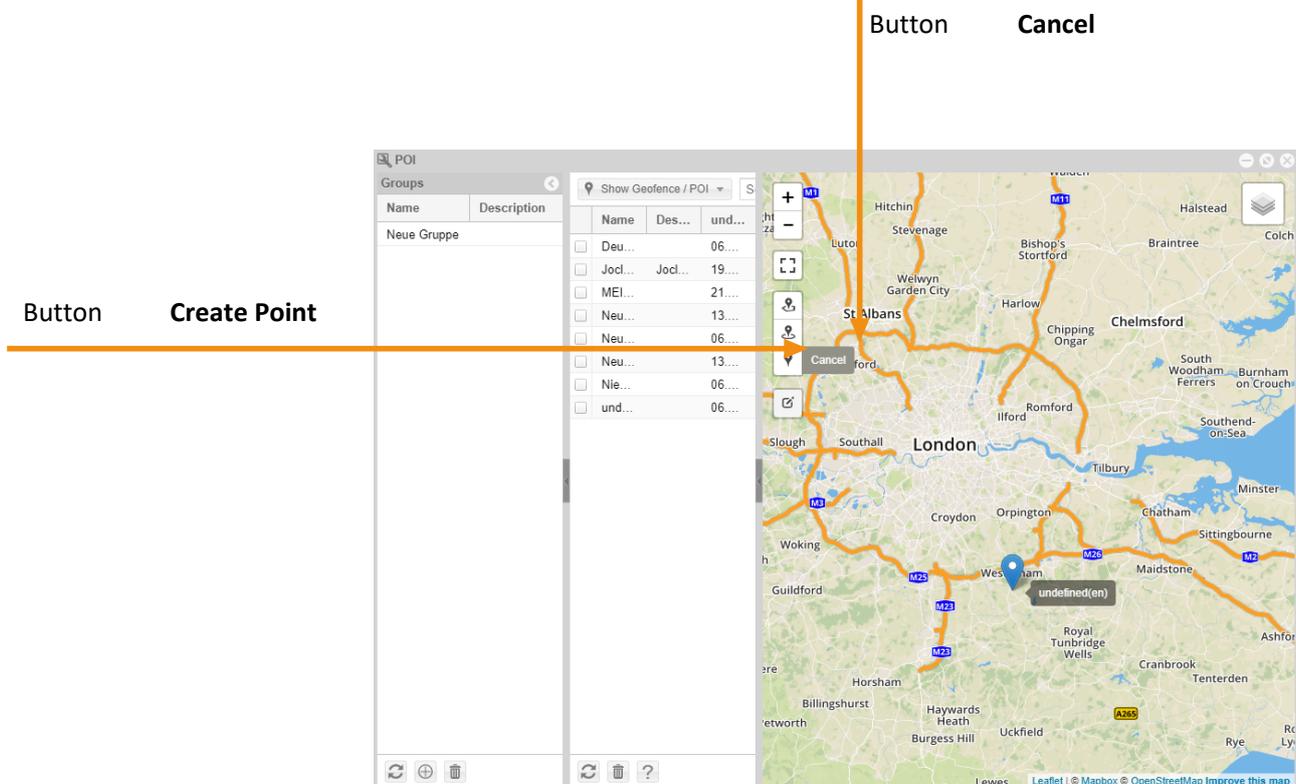


Illustration 28: Creating a POI

To create a POI, proceed as follows:

- ✓ Make sure that you are in the **POI** window.

1. On the map, click on the **Create Point** icon.
 2. Navigate by dragging the map (holding the mouse button down) and zooming in and out (using the scroll wheel to the desired position).
 3. Click on the chosen location to place the marker there.
- ⇒ You have successfully created a marker and will then see it in the list of all POIs on the left. You can also rename it there.

11.1.2 Creating a circular geofence

New circular geofence

A circular geofence is defined by a centre point and a radius. It can be used to mark any circular area.

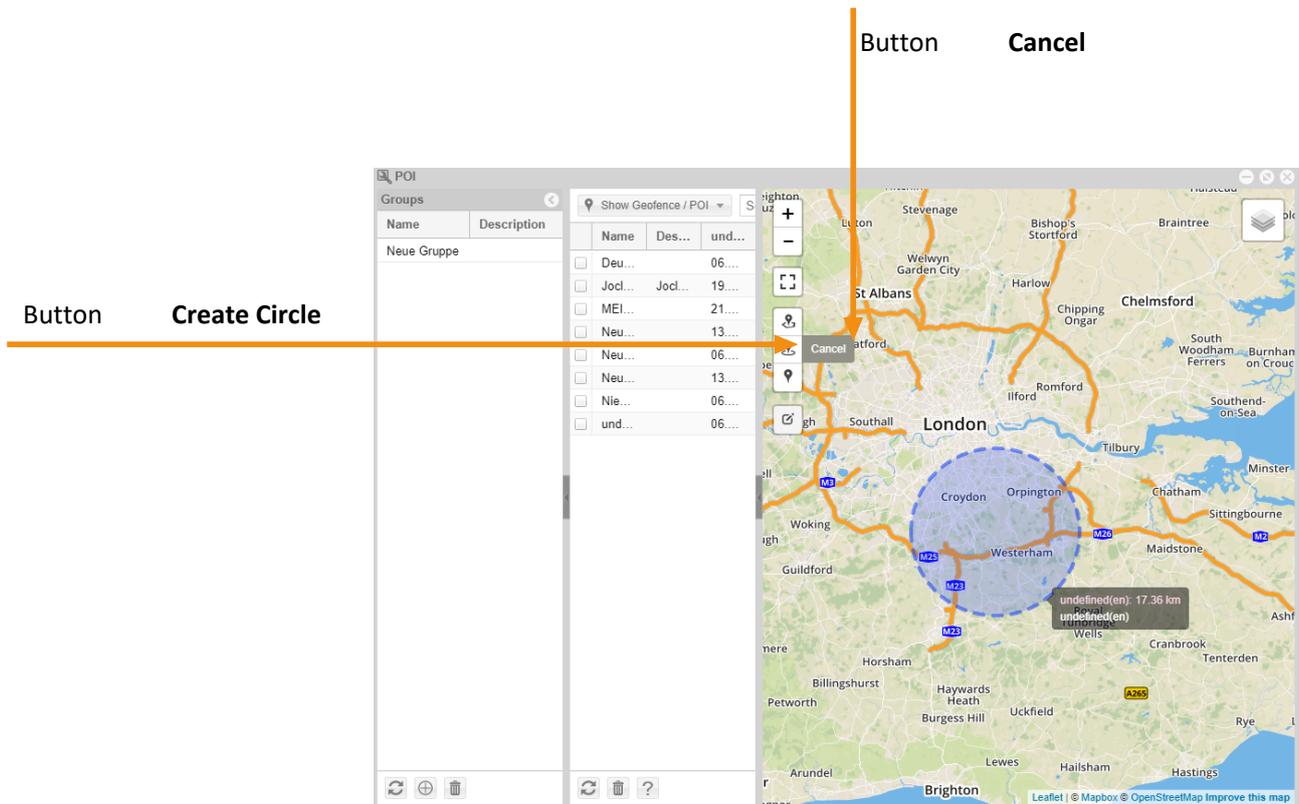


Illustration 29: Creating a circular geofence

To create a circular geofence, proceed as follows:

- ✓ Make sure that you are in the **POI** window.
1. On the map, click on the **Create Circle** icon.
 2. Navigate by dragging the map (holding the mouse button down) and zooming in and out (using the scroll wheel to the desired position).
 3. Click on the desired location to place the centre point of the circle there **and keep holding the left mouse button down!**
 4. Then select the radius of the circle and release the mouse to define it.
- ⇒ You have successfully created a circular geofence and will then see it in the list of all POIs on the left. You can also rename it there.

11.1.3 Creating a polygonal geofence

New polygonal geofence

A polygonal geofence is a freely formable area with which you can define any shape of geofence. Here you can define any areas, towns and even rest areas or pieces of land precisely in order to have better control over the location of your vehicles.

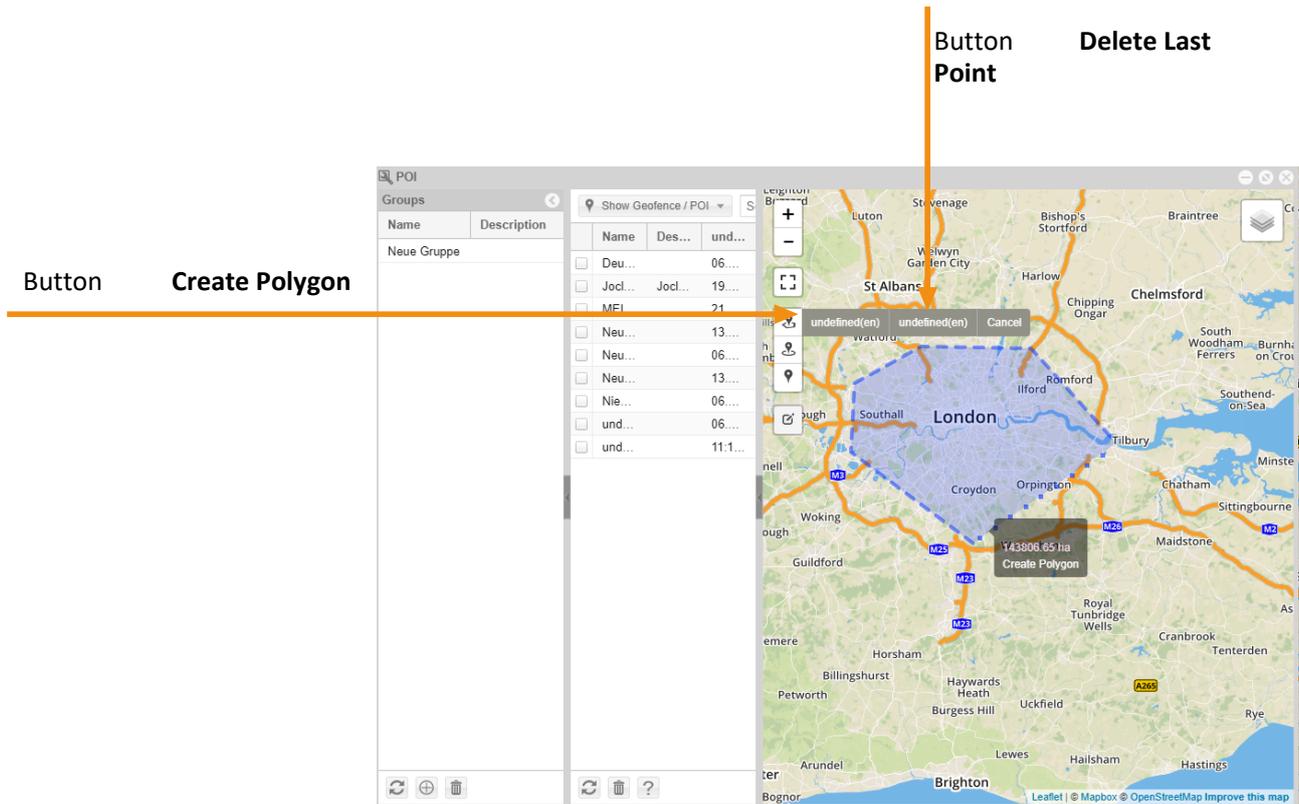


Illustration 30: Creating a polygonal geofence

To create a polygonal geofence, proceed as follows:

- ✓ Make sure that you are in the **POI** window.

 1. On the map, click on the **Polygonicon**.
 2. Navigate by dragging the map (holding the mouse button down) and zooming in and out (using the scroll wheel to the desired position).
 3. Click on the chosen location to begin the polygon there.
 4. Click on as many points as you wish in order to define your polygon.
 5. To finish creation of the polygon, double click on the map or connect a point with the start point.

⇒ You have successfully created a polygonal geofence and will then see it in the list of all POIs on the left. You can also rename it there.

11.2 Managing geofences/POIs

Geofence group

Open **Geofence/POI Management** to rename newly created geofences/POIs and form them into groups.

To do so, click on the **Manage Geofence/POI** button at the bottom of the Geofence/POI window.

To create a new geofence/POI group, proceed as follows:

- ✓ Make sure that you are in the **POI** window.

1. At the bottom of the **Groups** window, click on the button with the +.
 2. This creates a new group with the name **New Group**.
 3. Double click on the name of the group in order to change it.
 4. Confirm the changes with the **Enter**key.
- ⇒ The geofence/POI group has been successfully renamed.

To change the geofences/POIs in a group, proceed as follows:

- ✓ Make sure that you are in the **POI** window.

 1. Click on the group to be changed.
 2. Then click in the box in front of the desired geofence/POI.
 3. If it has a tick, the geofence/POI has been added to the chosen group.
 4. If the tick has disappeared, the geofence/POI has been removed from this group.

⇒ You have successfully changed the geofences/POIs in a group.

To change a geofence/POI, proceed as follows:

- ✓ Make sure that you are in the **POI** window.

 1. Click on the geofence/POI that is to be changed.
 2. Click on the **Edit Element** icon.
 3. Edit the geofence/POI as desired.
 4. Then click on **Save** to save the changes.

⇒ The selected geofence/POI has been successfully changed.

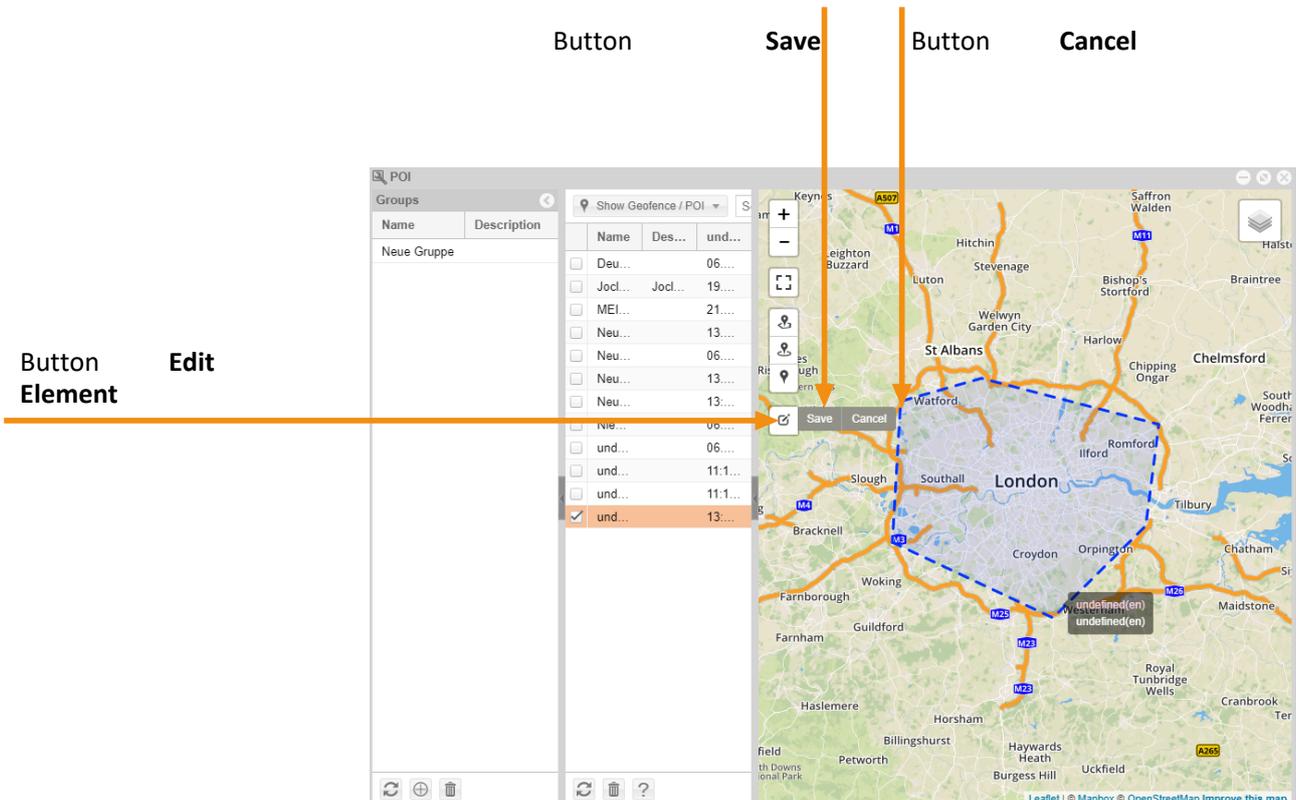


Illustration 31: Editing geofences/POIs

11.3 Displaying geofences/POIs

Displaying geofences/POIs

You can display all geofences/POIs on the SPEDIONline map. To determine how exactly the visible geofences/POIs are to be assembled, proceed as follows:

✓ Make sure that you are in the **Overview** window.

1. In the menu bar at the top, click on the **v** icon in the **Geofence/POI** button.
2. Select the desired geofences/POIs from the drop-down menu that appears.

⇒ You have successfully selected the desired geofences/POIs and they are now shown on the map.

In the **Vehicle Messages** window, the **POI** column enables you to identify the POI in which a vehicle is currently located.

11.4 Geofence history

Geofence history

The **Geofence History** function enables you to read out the progress of vehicles in geofences and filter by particular time frames, groups, vehicles and geofences.

11.4.1 Using the filters

Filtering options

To read out a history for geofences, proceed as follows:

✓ Make sure that you are in the **Geofence History** window.

1. Define a time frame.
2. Select a geofence group, a geofence or a vehicle.

⇒ The results will be displayed straight away.

11.4.2 Defining a time frame.

Defining a time frame

Before every search request, you must define a time frame in which you want to search for events.

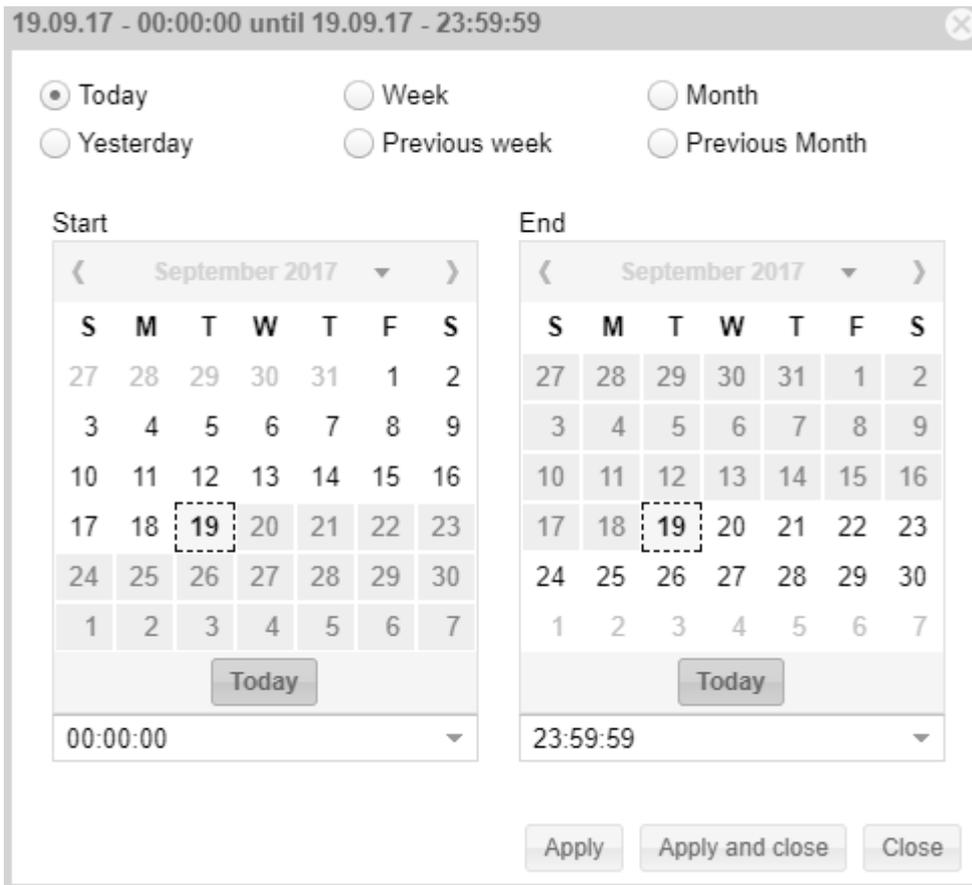


Illustration 32: Selecting a time frame

To do so, proceed as follows:

✓ Make sure that you are in the **Geofence History** window.

1. At the top, click in the bar with the time frame.

⇒ A new window opens.

2. Select your start and end date or a time frame.

3. Click on **Apply and Close**.

⇒ The chosen time frame is now entered and will be applied in the next search.

11.4.3 Filtering by group

Here you can filter by geofence group, to view the history for this group.

Proceed as follows:

✓ Make sure that you are in the **Geofence History** window.

1. Select the **Geofence** filter by clicking on the circle in front of it.

2. Click in the **Group** field.

3. Select the desired group.

⇒ The desired filter is applied automatically and the results will be displayed in the results list.

11.4.4 Filtering by geofence

Here you can filter by a particular geofence, to view the history for just this geofence.

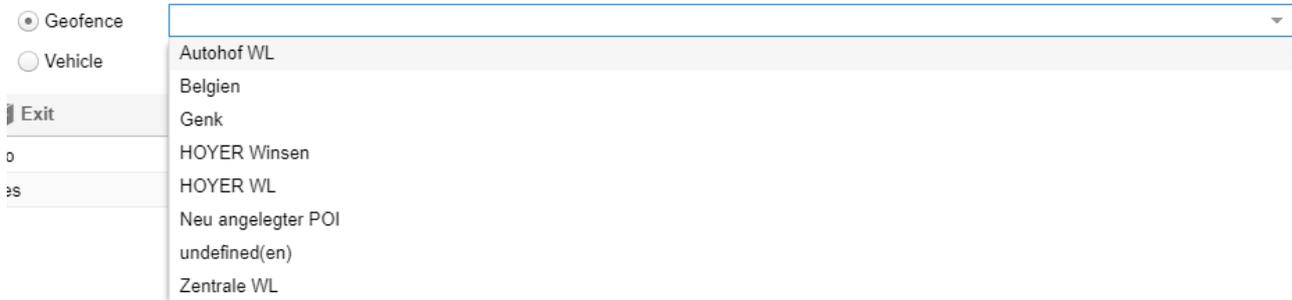


Illustration 33: Filtering by geofence

Proceed as follows:

✓ Make sure that you are in the **Geofence History** window.

1. Select the **Geofence** filter by clicking on the circle in front of it.
2. Click in the **Geofence** field.
3. Select the desired geofence.

⇒ The desired filter is applied automatically and the results will be displayed in the results list.

11.4.5 Filtering by vehicle

Here you can filter by vehicle, to view the history for this vehicle.

Proceed as follows:

✓ Make sure that you are in the **Geofence History** window.

1. Select the **Vehicle** filter by clicking on the circle in front of it.
2. Click in the **Vehicle** field.
3. Select the desired vehicle.

⇒ The desired filter is applied automatically and the results will be displayed in the results list.

11.4.6 Results list

Depending on how you set the filters, in the **results list** you can now see when which vehicle entered and left which geofence. You can also see the exact times and duration of the stay.

History					
Period:	18.09.17 - 00:00:01 until 18.09.17 - 23:59:59		<input type="radio"/> Geofence	[Dropdown]	
Group:	Hiller Genk		<input type="radio"/> Vehicle	[Dropdown]	
Entrytime	Exittime	POI	Exit	Vehicle	Duration
07:09:33		Belgien	No	1523	03h 25m
07:19:13	08:54:36	Genk	Yes	1523	01h 35m

Illustration 34: Results list

NOTICE

SPEDIONline upgrade options

The described SPEDIONline functions are optional functions that are not included in the standard configuration.

If you have any questions about possible upgrade options, please contact our SPEDION Support at support@spedion.de or by phone on +49 (0) 6024 509 90 199

12 Drivers

Drivers

The **Drivers** module enables you to monitor closely and manage driving times and rest periods of your drivers as well as plan working time in detail with due consideration for the applicable rules and regulations. Proceed as follows:

✓ Make sure that you are in the **Overview** window.

1. Click on the **Vehicle Park** button in the menu bar.

⇒ A new shortcut menu opens.

2. Then click on the **Drivers** button.

⇒ You are now in the **Drivers** module.

PIN	Vehicle	C...	Driver	Remainin...	Remainin...	Interruption...	Daily rest in	Weekly re...	Break	Daily Wor...	Remainin...	Shift Start	Shift End	Extended ...	Reduced ...	To be com...	End of las...	Latest star...	
2988	24580		Grothe, Wolfram	08h 21m	53h 53m	04h 30m	12h 00m	144h 00m	09h 00m	10h 00m	53h 32m	15.09.17	Short 16.09.17 - 0	0 from 2	0 from 3	0 < 45 h	15.09.17	21.09.17	
3009			Grothe, Lina	08h 21m	53h 52m	04h 30m	12h 00m	144h 00m	09h 00m	09h 00m	53h 32m	15.09.17	Short 16.09.17 - 0	0 from 2	0 from 3	0 < 45 h	15.09.17	21.09.17	
3314	DA-FL 1567		Häber, Alena	07h 34m	48h 32m	53h 34m	02h 54m	12h 00m	141h 00m	07h 07m	57h 07m	07.05.00	Short 20.05.00	0 from 2	0 from 3	1 < 45 h	07.05.00	24.09.17	
1234			Fahrer 1, Test																
0761	1523		Häber, Alena	02h 10m	52h 14m	03h 21m	03h 50m	03h 03m	120h 02m	03h 10m	03h 50m	54h 20m	17.09.17	Short 12.10.00	0 from 2	0 from 3	0 < 45 h	17.09.17	23.09.17
0687	1300		Häber, Alena	00h 00m	48h 02m	52h 05m	02h 46m	08h 27m	120h 21m	04h 14m	09h 02m	50h 02m	05.22.00	Short 16.09.17 - 0	0 from 2	0 from 3	0 < 45 h	05.22.00	24.09.17
0892	2135		Häber, Alena	00h 21m	53h 52m	03h 21m	03h 50m	07h 25m	120h 25m	03h 50m	03h 50m	53h 50m	03.09.00	Short 16.09.17 - 0	0 from 2	0 from 3	0 < 45 h	03.09.00	24.09.17
0980	2169		Häber, Alena	03h 14m	50h 28m	52h 35m	03h 49m	01h 35m	120h 35m	03h 17m	03h 45m	17.09.17	Short 09.04.00	0 from 2	0 from 3	0 < 45 h	17.09.17	23.09.17	
1163	8099		Häber, Alena	07h 57m	42h 22m	53h 57m	04h 00m	10h 45m	120h 45m	07h 30m	57h 30m	05.11.00	Short 16.11.00	0 from 2	0 from 3	1 < 45 h	05.11.00	24.09.17	
1887			Krause, David																
1267	2168		Häber, Alena	00h 40m	09h 35m	52h 48m	04h 02m	09h 15m	120h 35m	03h 42m	09h 20m	50h 20m	05.37.00	Short 16.07.00	0 from 2	0 from 3	1 < 45 h	05.37.00	24.09.17
0561	2161		Häber, Alena	00h 40m	48h 02m	52h 48m	02h 52m	08h 57m	120h 57m	03h 50m	50h 42m	05.35.00	Short 16.05.00	0 from 2	0 from 3	0 < 45 h	05.35.00	24.09.17	
0954	2588		Häber, Alena	00h 45m	53h 54m	53h 45m	00h 15m	09h 25m	120h 25m	03h 50m	03h 41m	05.27.00	Short 16.07.00	0 from 2	0 from 3	0 < 45 h	05.27.00	24.09.17	
0277	3405		Schwarz, Eduard																
0360			Krause, David	03h 13m	53h 13m	21h 13m	03h 57m	07h 10m	07h 32m	03h 22m	03h 48m	01.09.17	Short 16.08.17 - 1	0 from 2	2 from 3	0 < 45 h	26.08.17	03.09.17	
0982			Handschuh, Robby																
0388			Lehmann, Thimo																
1278	8400		Häber, Alena	03h 13m	50h 40m	50h 40m	07h 28m	04h 28m	133h 28m	02h 56m	03h 03m	54h 30m	17.09.17	Short 12.09.00	0 from 2	0 from 3	0 < 45 h	17.09.17	23.09.17
0193			Gabriel, Jacqueline																
1149			Elliger, Delfer																
0052			Krause, Ronald	03h 58m	37h 45m	00h 22m	01h 28m	04h 28m	01h 58m	00h 03m	38h 28m	15.09.17	Short 15.09.17 - 1	0 from 2	1 from 3	0 < 45 h	13.09.17	15.09.17	
0068	0116		Krause, Dirk																
0965	DA-FL 1684		Tiem, Thomas																
0891	DA-FL 2095		Häber, Sebastian	07h 52m	49h 00m	53h 32m	03h 49m	09h 53m	138h 53m	08h 00m	07h 15m	05.41.00	Short 16.41.00	0 from 2	0 from 3	0 < 45 h	05.41.00	24.09.17	

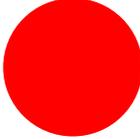
Illustration 35: Drivers module overview

12.1 General/Overview

The **Drivers** window essentially consists of a table with the necessary information on all relevant times and the current status of your drivers. The following information is provided:

NOTICE

Overview of driving times and rest periods icons
 These icons apply only for driving times and rest periods.

Icon	Function
	A green dot means that the data is no more than 30 minutes old.
	A yellow dot means that the data is more than 30 minutes but less than 60 minutes old.
	A red means that the data is more than 60 minutes old.

12.2 Columns

Name	Meaning
PIN	Here you can see the PIN of the relevant driver.
Vehicle	Here you can see which vehicle is being driven by the driver at the moment.
Current location	Here you can see the current location of your driver.
Driver	Here you can see the name of the driver.
Remaining driving time (fortnight)	Here you can see the remaining driving time of the driver in the current fortnight.
Remaining driving time this week	Here you can see the remaining driving time in the current week.
Break journey in	Here you can see when your driver next has to take a break from driving.
Rest period today in	Here you can see when your driver has to start the rest period for today.
Weekly rest in	Here you can see when your driver has to start the weekly rest.
Work break	Here you can see when your driver next has to take a break from working.
Working time today	Here you can see how much working time your driver still has available today.
Remaining working time this week	Here you can see how much working time your driver still has available this week.
Start of shift	Here you can see when your driver's shift begins.
End of shift	Here you can see when your driver's shift ends.
Extended daily driving time	Here you can see how often in the current week the driver's daily driving time was extended.
Shortened daily driving time	Here you can see how often in the current week the driver's daily rest period was extended.
Weekly rest period to be compensated	Here you can see the remaining weekly rest period to be compensated.
End of last weekly rest period	Here you can see when the last weekly rest period ended.
Latest start of next weekly rest period	Here you can see when the next weekly rest period has to begin by.

12.3 "Driver" column

The **Drivers** column is a combined display that shows all the data about the driver at a glance.



Illustration 36: "Drivers" column

13 Routes

Itineraries

The **Itineraries** module enables you to save addresses and destinations, so that you can then generate orders from these saved addresses. You can create an itinerary from a combination of multiple orders. The itinerary can then be sent conveniently straight to the terminal device in the vehicle via the Itineraries module. Alternatively, you can view and monitor all itineraries from a linked forwarding software.

This module is not intended to replace the functions of a TMS; it is only provided so that short itineraries can be planned, optimized and sent in SPEDIONline.

13.1 Itinerary overview

The **Itinerary Overview** function is the central listing of all your itineraries. Here you can see all the itineraries created in SPEDIONline as well as all itineraries linked through a forwarding software and all the associated information.

The same information can also be found in the **Vehicle Overview** in the **Itinerary Overview** window.

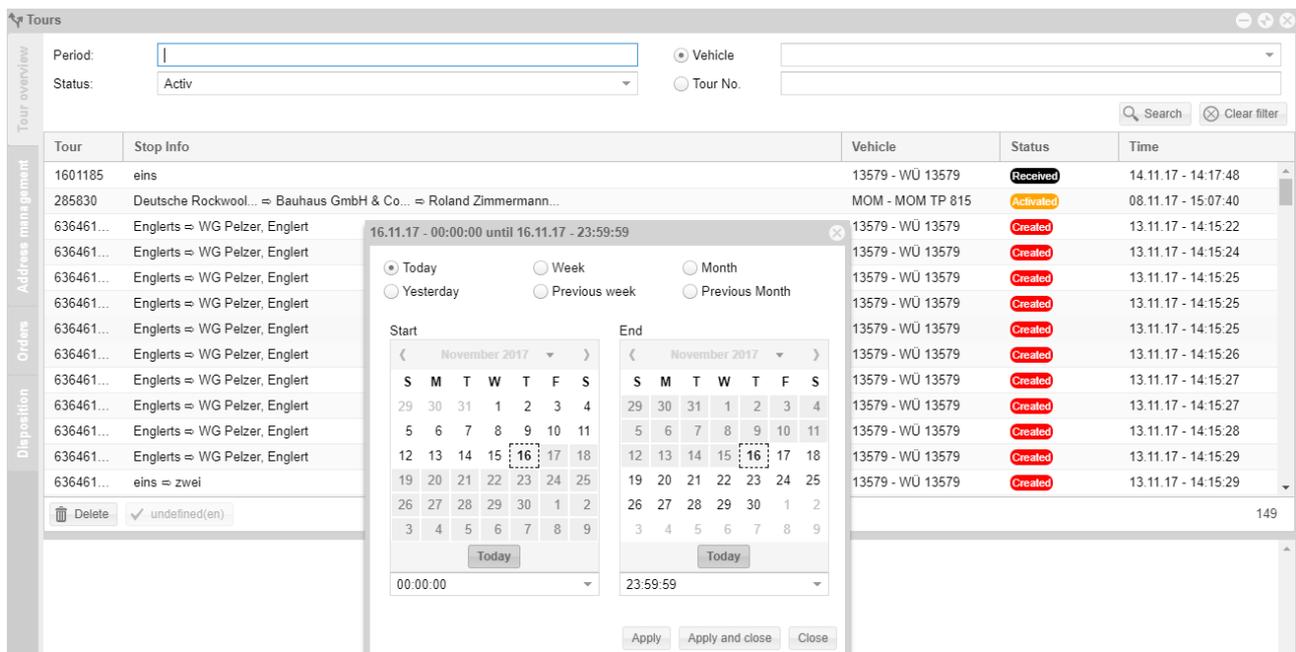


Illustration 37: Filtering the itinerary overview

Filtering the itinerary overview

To filter itineraries, you must first define a time frame and the status of the itinerary being sought. Proceed as follows:

- ✓ Make sure that you are in the **Itinerary Overview** window.
- 1. Click in the **Time Frame** field.
- 2. Select the start and end dates in the calendar.
- 3. *Optional:* Select a predefined time frame.
- 4. Click on the **Apply and Close** button.
 - ⇒ The time frame is now entered in the **Time Frame** field.
- 5. Then click on the triangle in the **Status** field.
- 6. Select the desired status from the list or select **All**.
 - ⇒ You have now successfully defined the basic filter.

⇒ You can then choose whether to search for a particular vehicle or a particular itinerary number.

Click on the **Search** button on the bottom right to apply the defined filter.

The **Reset Filters** button resets everything to the original setting.

NOTICE

SPEDIONline upgrade options

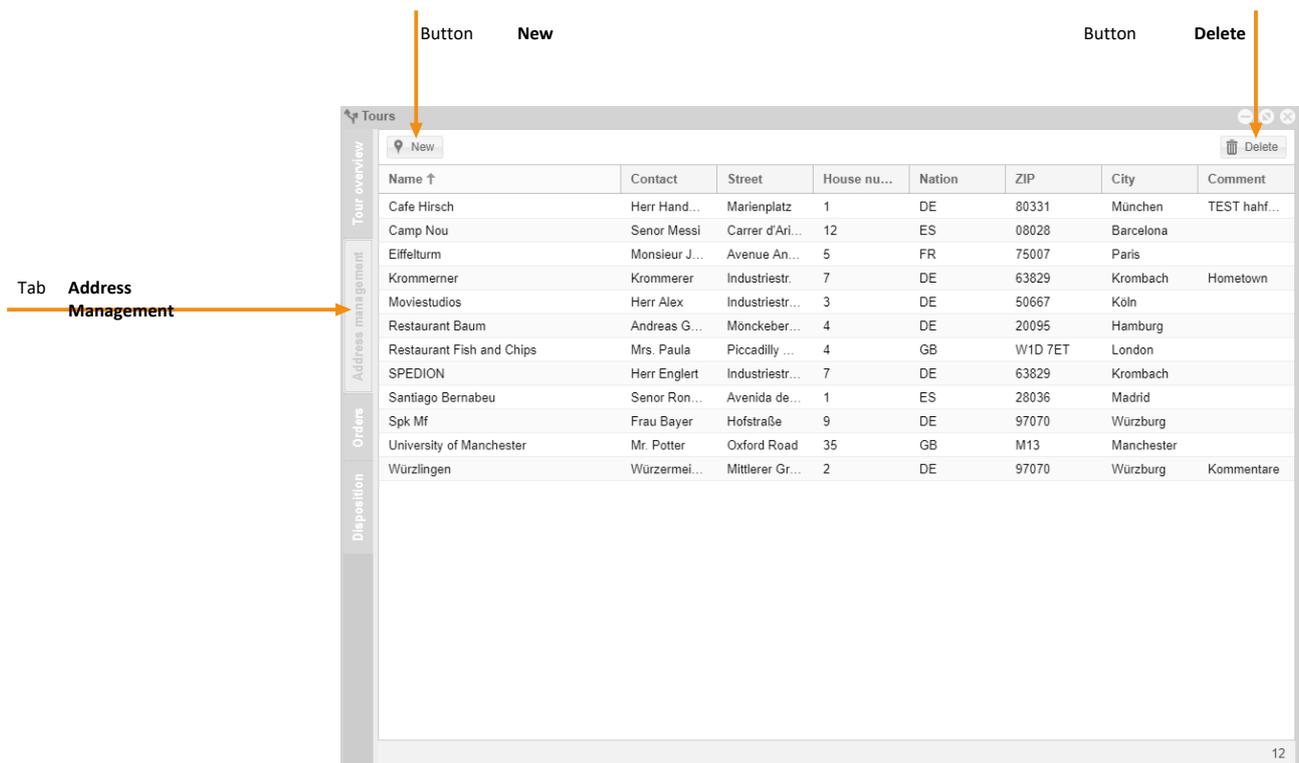
The described SPEDIONline functions are optional functions that are not included in the standard configuration.

If you have any questions about possible upgrade options, please contact our SPEDION Support at support@spedion.de or by phone on +49 (0) 6024 509 90 199

13.2 Creating an address

Address management

The **Address Management** function is the central collection point for addresses of customers. Here you can enter logistics centres, customers, business locations and much more. In the next step these addresses are then generated into orders.



Button **New** Button **Delete**

Name ↑	Contact	Street	House nu...	Nation	ZIP	City	Comment
Cafe Hirsch	Herr Hand...	Marienplatz	1	DE	80331	München	TEST haf...
Camp Nou	Senor Messi	Carrer d'Ari...	12	ES	08028	Barcelona	
Eiffelturm	Monsieur J...	Avenue An...	5	FR	75007	Paris	
Krommener	Krommerer	Industriestr.	7	DE	63829	Krombach	Hometown
Moviestudios	Herr Alex	Industriestr...	3	DE	50667	Köln	
Restaurant Baum	Andreas G...	Mönckeber...	4	DE	20095	Hamburg	
Restaurant Fish and Chips	Mrs. Paula	Piccadilly ...	4	GB	W1D 7ET	London	
SPEDION	Herr Englert	Industriestr...	7	DE	63829	Krombach	
Santiago Bernabeu	Senor Ron...	Avenida de...	1	ES	28036	Madrid	
Spk Mf	Frau Bayer	Hofstraße	9	DE	97070	Würzburg	
University of Manchester	Mr. Potter	Oxford Road	35	GB	M13	Manchester	
Würzlingen	Würzermel...	Mittlerer Gr...	2	DE	97070	Würzburg	Kommentare

Tab **Address Management**

Illustration 38: Address management

New address

To create a new address, proceed as follows:

- ✓ Make sure that you are in the **Itineraries** window.
- 1. Click on the **Itineraries** button in the menu bar.
- 2. Select the **Address Management** tab on the left.

3. Click on the **New** button.

⇒ The window for creating a new position opens.

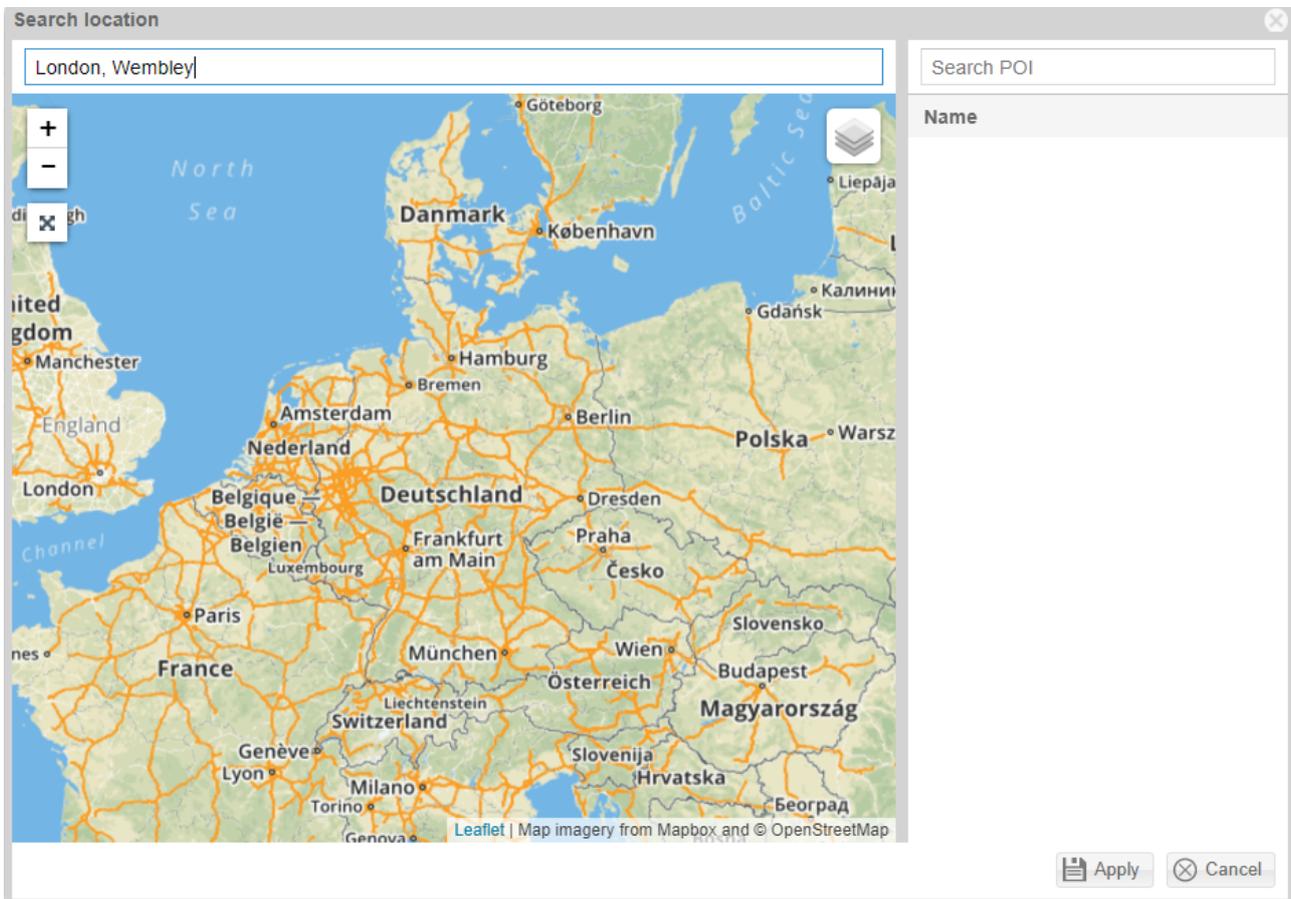


Illustration 39: New address

4. Select a position on the map.

5. *Alternatively:* Search for an address at the top.

6. Click on the **Apply** button.

⇒ The address is applied.

7. Then, in the new window, enter the rest of the address details (name, contact and comment if necessary).

8. Click on the **Save** button to create the address.

9. *Optional:* Click on the **Cancel** button to reject all changes.

⇒ You have successfully created a new address. It will now be in the Address Management list.

13.3 Orders

The **Orders** function is the central listing of orders. Here you can define and monitor orders. In the next step these orders are combined into itineraries.

13.3.1 Possible error messages on the top right

Message	Solution
At least one loading and one unloading point must be created!	Make sure that there are two stops when creating the order. Click on the + icon on the top left to add a new loading or unloading point.
Freight has no description	Enter a precise description of the cargo in the Freight pane at the bottom.
Each loading point needs a valid address	Make sure that a valid address is entered for every loading and unloading point.

13.3.2 Creating an order

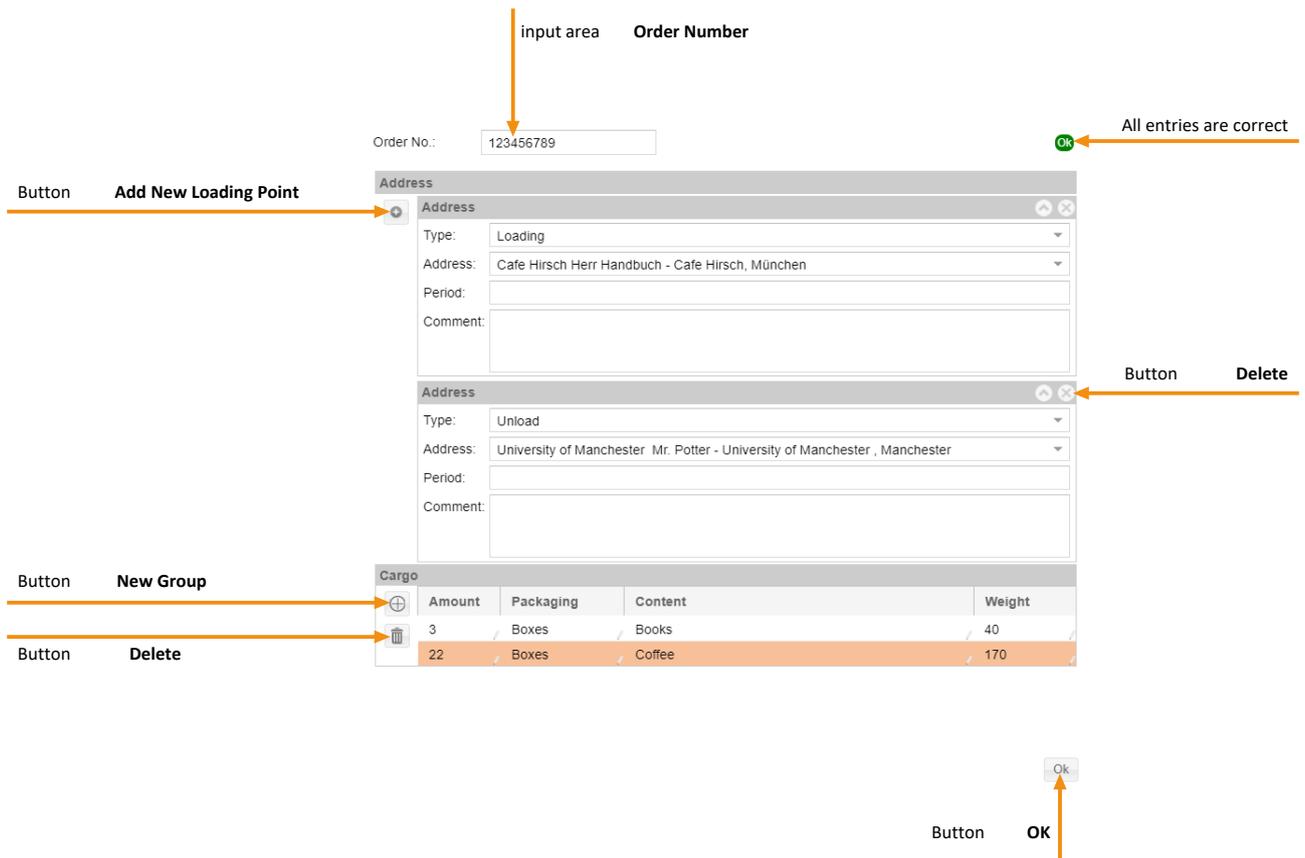
New order

To create an order, proceed as follows:

✓ Make sure that you are in the **Itineraries** window.

1. Select the **Orders** tab on the left.

⇒ A new shortcut menu opens.



The screenshot shows the 'Orders' tab in the SPEDION software. An arrow points to the 'input area' for the 'Order Number', which contains the value '123456789'. A green 'OK' button is visible next to the input field, with an arrow pointing to it from the text 'All entries are correct'. Below the input field, there are two 'Address' panes. The first pane is for a 'Loading' point with the address 'Cafe Hirsch Herr Handbuch - Cafe Hirsch, München'. An arrow points to the 'Add New Loading Point' button on the left. The second pane is for an 'Unload' point with the address 'University of Manchester Mr. Potter - University of Manchester, Manchester'. An arrow points to the 'Delete' button on the right. Below the address panes is a 'Cargo' table with two rows. The first row has an amount of 3, packaging of 'Boxes', content of 'Books', and a weight of 40. The second row has an amount of 22, packaging of 'Boxes', content of 'Coffee', and a weight of 170. An arrow points to the 'New Group' button on the left. Another arrow points to the 'Delete' button on the left. At the bottom right, an 'OK' button is shown with an arrow pointing to it from the text 'Button OK'.

Illustration 40: Editing an order

2. Define an order number.
3. Select the address of the loading station from the list.
4. Define a time frame for collection.
5. *Optional:* Insert a comment.
6. Select an address for the unloading station from the list.

7. Define a time frame for unloading.
8. *Optional:* Insert a comment.
9. Define the packing, content and weight of the freight.
10. *Optional:* Click on the + button to define different freights.
11. Click on the **OK** button to save the order.

⇒ You have successfully created an order with a chosen order number.

NOTICE

Editing an order

If modifications arise regarding the loading point or freight, you are able to edit orders subsequently. To do so, click on the desired order in the orders overview.

13.4 Creating an itinerary

The last step is taken in the **Create Itinerary** function. Here you can combine previously defined orders into itineraries and optimise them.

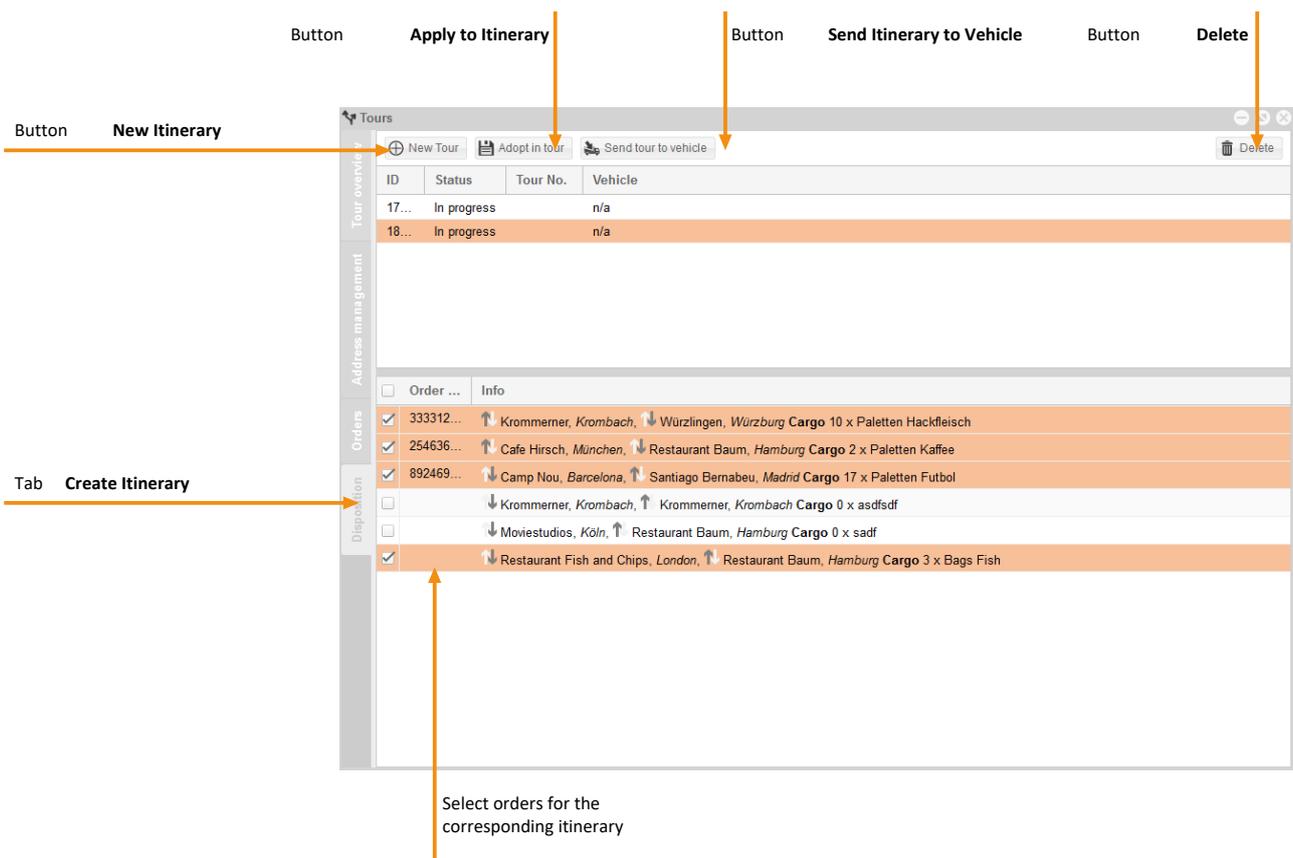


Illustration 41: Creating an itinerary

13.4.1 Creating an itinerary

New itinerary

To create an itinerary, proceed as follows:

- ✓ Make sure that you are in the **Itineraries** window.

1. Select the **Create Itinerary** tab on the left.
 2. Click on the **New Itinerary** button.
 3. Then select all orders that you want to add to the itinerary by clicking the box in front of each order.
 4. Click on the **Apply to Itinerary** button.
- ⇒ The itinerary now consists of the chosen orders.

13.4.2 Optimizing an itinerary

Optimizing an itinerary

To optimize an itinerary, proceed as follows:

✓ Make sure that you are in the **Create Itinerary** window.

1. Double click on the desired itinerary.
2. A new window opens.

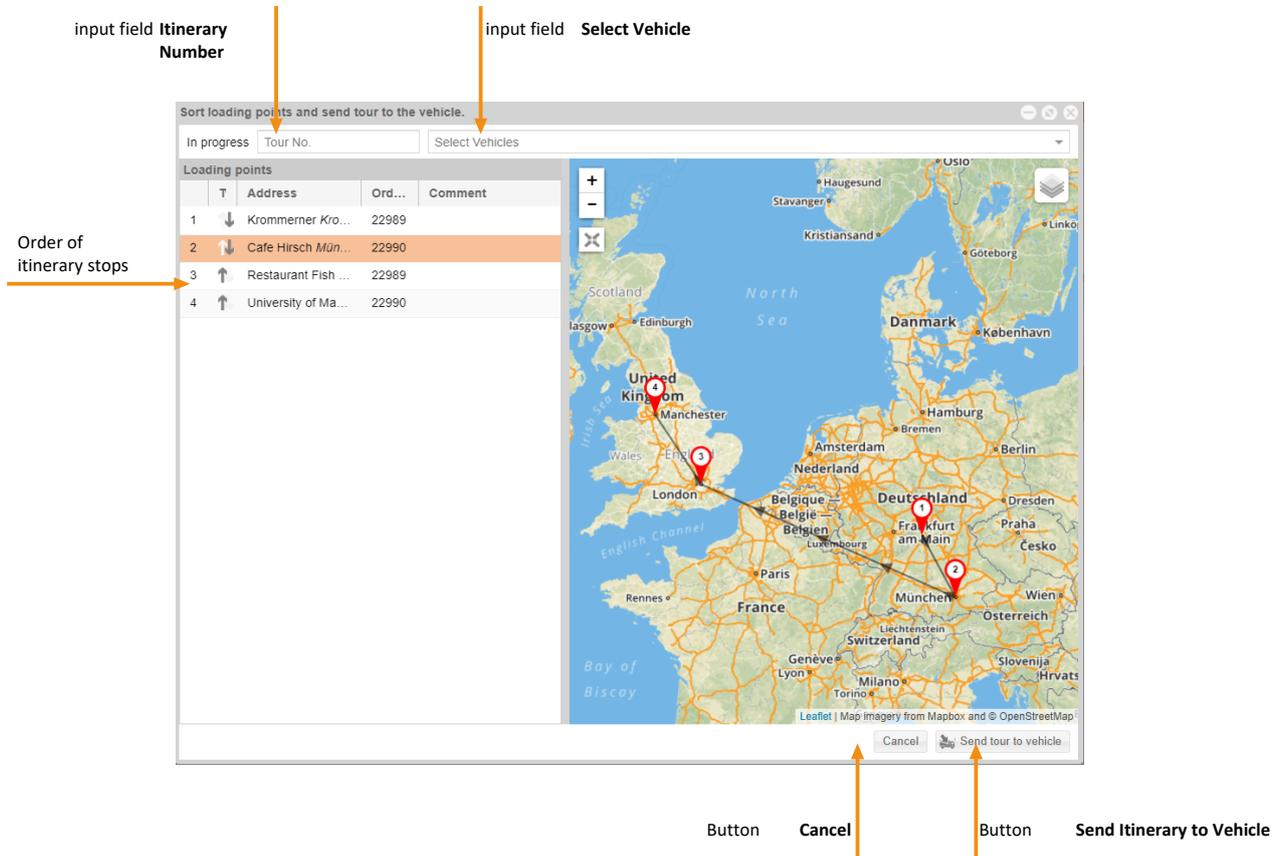


Illustration 42: Optimizing an itinerary

3. Enter an itinerary number on the top left.
4. Click on the triangle on the top right.
5. Select the relevant vehicle from the list.
6. Optimize the order of the stops by changing the order in the list.
 - ⇒ This can be done by dragging the individual stops.
7. Click on the **Send Itinerary to Vehicle** button to make the itinerary available to the driver.
 - ⇒ The itinerary is now available to the driver of the chosen vehicle and he is notified.

Sending an itinerary

13.4.3 Sending an itinerary to a vehicle

To provide a driver with a created and optimized itinerary, you must send it to a vehicle.

NOTICE

Sending unoptimized itineraries

This is only necessary if you have not optimized the itinerary beforehand.

To do so, proceed as follows:

✓ **Make sure that you are in the **Create Itinerary** window.**

1. Select the desired itinerary by clicking on it.
2. Click on the **Send Itinerary to Vehicle** button.

⇒ **The itinerary is now available to the driver of the chosen vehicle and he is notified.**

14 Vehicles

Vehicles

The **Vehicles** module shows all your vehicles that are currently registered in SPEDIONline. As well as the vehicle ID, you can also see the current registration number, if you had provided one. To go to the Vehicles module, proceed as follows:

✓ Make sure that you are in the **Overview** window.

1. Click on the **Vehicle Park** button in the menu bar.

⇒ A new shortcut menu opens.

2. Then click on the **Vehicles** button.

⇒ You are now in the **Vehicles** module.

Any preselection of a group is ignored, i.e. you will see all vehicles with the associated data anyway.

14.1 Vehicle

This column shows the current vehicle ID of your vehicles.

14.2 Registration number

This column shows the registration number associated with the particular vehicle ID. Please note that the registration number must have been entered in order to be shown here (see SPEDIONline management documentation).

14.3 Vehicle overview

Overview

Double click on a vehicle in the **Vehicle Messages** window or click on a vehicle on the map to open the Vehicle Overview.

It contains current information about the driver and vehicle, routes and activities. It also has a **direct chat** function enabling communication with the vehicle and a detailed itinerary preview for the selected vehicle.

14.3.1 Direct chat

In the **Direct Chat** window you can send messages directly to the selected vehicle via the Vehicle Overview.

The process here is the same as that for the **Message Centres** described in the chapter Message Centre [▶ 37].

14.3.2 Itinerary overview

In the **Itinerary Overview** window you can obtain an overview of all itineraries of the selected vehicle directly via the Vehicle Overview. It shows the current and planned itineraries with all stops. You can also delete itineraries here. To do so, click on the **rubbish bin** icon.

15 Driver status

The **Driver Status** module gives you a detailed overview of the driving times and rest periods of the respective driver straight from the digital tachograph.



Driver name: Klug, Ingolf

Daily overview of activities, as a pie chart: Driving 07:59, Rest 15:44

Full overview of all days with driving times (green), working time (orange) and rest periods (grey).

Overview of driving times and rest periods.

Daily remaining driving time (0 from 2)	Remaining weekly driving time	Remaining driving time (double week)	Interruption in	Daily rest in (0 from 3)	Weekly rest in (0 < 45 h)	Break
02h 53m	5h 12m	52h 55m	04h 31m	03h 44m	132h 44m	05h 58m
(Max. 50h 00m)	(Max. 50h 00m)	(Max. 90h 00m)	(Max. 00h 30m)	(Max. 15h 00m)	(Max. 144h 00m)	(Max. 08h 00m)
Daily Work Time	Remaining working hours this					

Illustration 43: Driver status

To open the **Driver Status** module, proceed as follows:

✓ Make sure that you are in the **Overview** window.

1. Click on the **Vehicle Park** module.
 - ⇒ A new shortcut menu opens.
2. Click on the **Drivers** button.
3. Right click on the selected driver.
4. From the shortcut menu, select the **Driver Status** option.

⇒ The desired filter is applied automatically and the results will be displayed in the results list.

NOTICE

Detailed information on diagrams

Click on the diagrams to get detailed information on how the individual times are calculated, information on fines and more precise figures.

16 View

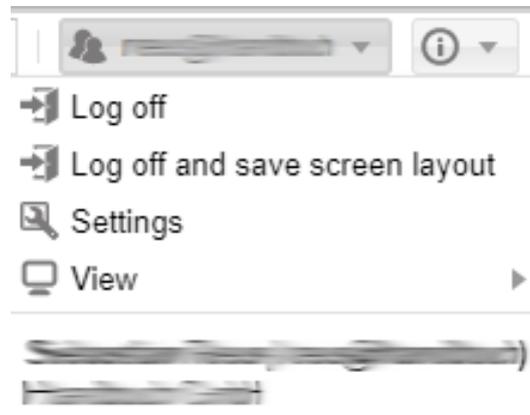


Illustration 44: View options

16.1 Save view

If you have made changes to the user interface of SPEDIONline, you can save the settings here.

NOTICE

Changes are not saved automatically

Please note that all changes to columns will be lost when you log out of SPEDIONline. Changes are not saved automatically.

To do so, proceed as follows:

- ✓ **Make sure that you are in the Overview window.**
- 1. Click on your username on the top right.
 - ⇒ A new shortcut menu opens.
- 2. Move the mouse over the **View**tab.
 - ⇒ A new shortcut menu opens.
- 3. Click on the **Save**button.
 - ⇒ You have successfully saved your current view of SPEDIONline.

16.2 Restore view

If you have made changes to the user interface of SPEDIONline and wish to restore the previous settings, you can load the last saved settings here. To do so, proceed as follows:

- ✓ **Make sure that you are in the Overview window.**
- 1. Click on your username on the top right.
 - ⇒ A new shortcut menu opens.
- 2. Move the mouse over the **View**tab.
 - ⇒ A new shortcut menu opens.

3. Click on the **Restore View** button.

⇒ You have successfully restored the last saved settings.

16.3 Reset view

Here you can reset the user interface of the SPEDION Portal to the factory settings. To do so, proceed as follows:

✓ Make sure that you are in the **Overview** window.

1. Click on your username on the top right.

⇒ A new shortcut menu opens.

2. Move the mouse over the **View** tab.

⇒ A new shortcut menu opens.

3. Click on the **Reset View** button.

⇒ You have successfully restored your settings to the factory settings of SPEDION-line.

Users

17 Users

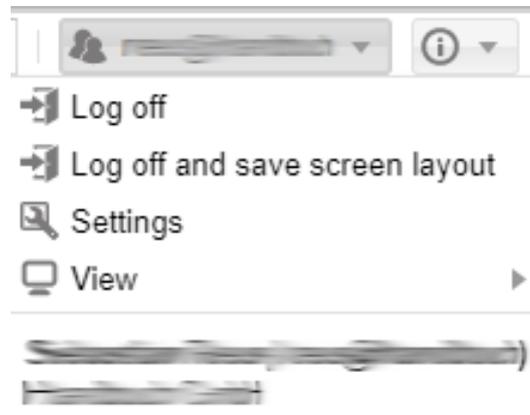


Illustration 45: Users

The **Users** module offers numerous functions and information about your user account and the general settings.

17.1 Log off

Here you can log off SPEDIONline. To do so, proceed as follows:

✓ Make sure that you are in the **Overview** window.

1. Click on your username on the top right.

⇒ A new shortcut menu opens.

2. Then click on the **Log Off** button.

⇒ You have successfully logged off SPEDIONline.

17.2 Logging off and saving the view

If you have made changes to the user interface of SPEDIONline, you can save these and log off at the same time. To do so, proceed as follows:

1. Click on your username on the top right.

⇒ A new shortcut menu opens.

2. Then click on the **Log Off and Save View** button.

⇒ You have successfully logged off SPEDIONline and saved your view.

NOTICE

Changes are not saved automatically

Please note that all changes to columns will be lost when you log out of SPEDIONline. Changes are not saved automatically.

NOTICE

Server-side saving of changes

Note that the saved changes from Version 2.9.0 will be stored on the server. This means you can log on with your username and password from any PC and access the last user interface you saved.

17.3 Settings

Basic settings

Here you can define basic settings for SPEDIONline.

Map

Here you can define general settings for the map.

Messages

Here you can define general settings for what to do when new messages arrive.

18 Portal and Support Information

Portal information

The **Portal and Support Information** module offers important information about your version of SPEDIONline. Here you can contact the support team, view a change history and download TeamViewer.

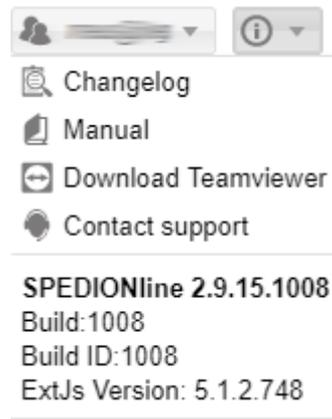


Illustration 46: Portal information

Change history

Click on the **Change History** button to open a new window in SPEDIONline showing the full change history of the last updates of SPEDIONline.

Download TeamViewer

Click on the **Download TeamViewer** button to start downloading a TeamViewer installation file immediately. We use this for remote maintenance and training purposes, and it also enables us to control your PC remotely.

Notifying support

Click on the **Contact Support** button to open a precompleted form. It contains all the information about the version of SPEDIONline, your browser, the operating system, etc. You can also write a detailed description of the problem in the **Your Message** field at the top.

Click on the **Send** button to send the complete form to SPEDION Support for more detailed troubleshooting.

19 Searching

The search function in SPEDIONline can be found in the top right corner of your browser window. You can either select it directly by clicking in the search field or simply start writing in the middle of the window.

The text you enter will then be input automatically in the search field and the search will begin as soon as you enter it. This enables rapid switching between drivers and vehicles. You can also search by functions and groups there.

Search results are always displayed conveniently below the search field and can be executed or called by clicking on the desired result.

Glossary