

# **Hyva OneEMS User Manual**

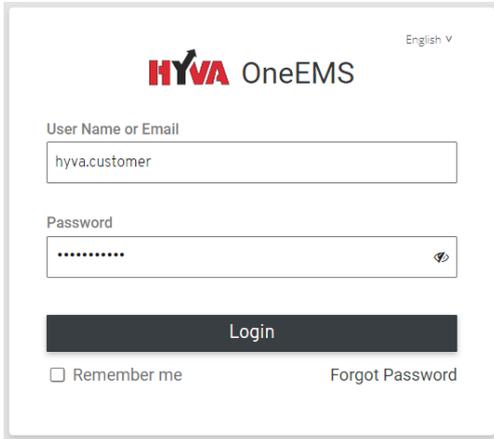
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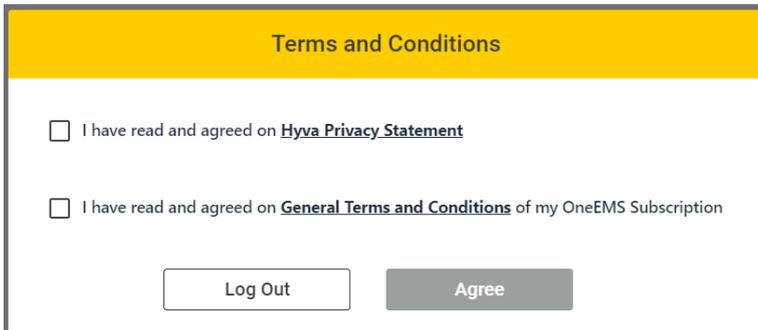
## 1 LOGIN

Use the [PROD URL] and log in to the OneEMS Portal by entering your username and password.



The screenshot shows the HYVA OneEMS login interface. At the top left is the HYVA logo, and at the top right is a language selector set to 'English'. Below the logo is the text 'OneEMS'. There are two input fields: 'User Name or Email' containing 'hyva.customer' and 'Password' containing masked characters. A 'Login' button is positioned below the password field. At the bottom left, there is a 'Remember me' checkbox, and at the bottom right, there is a 'Forgot Password' link.

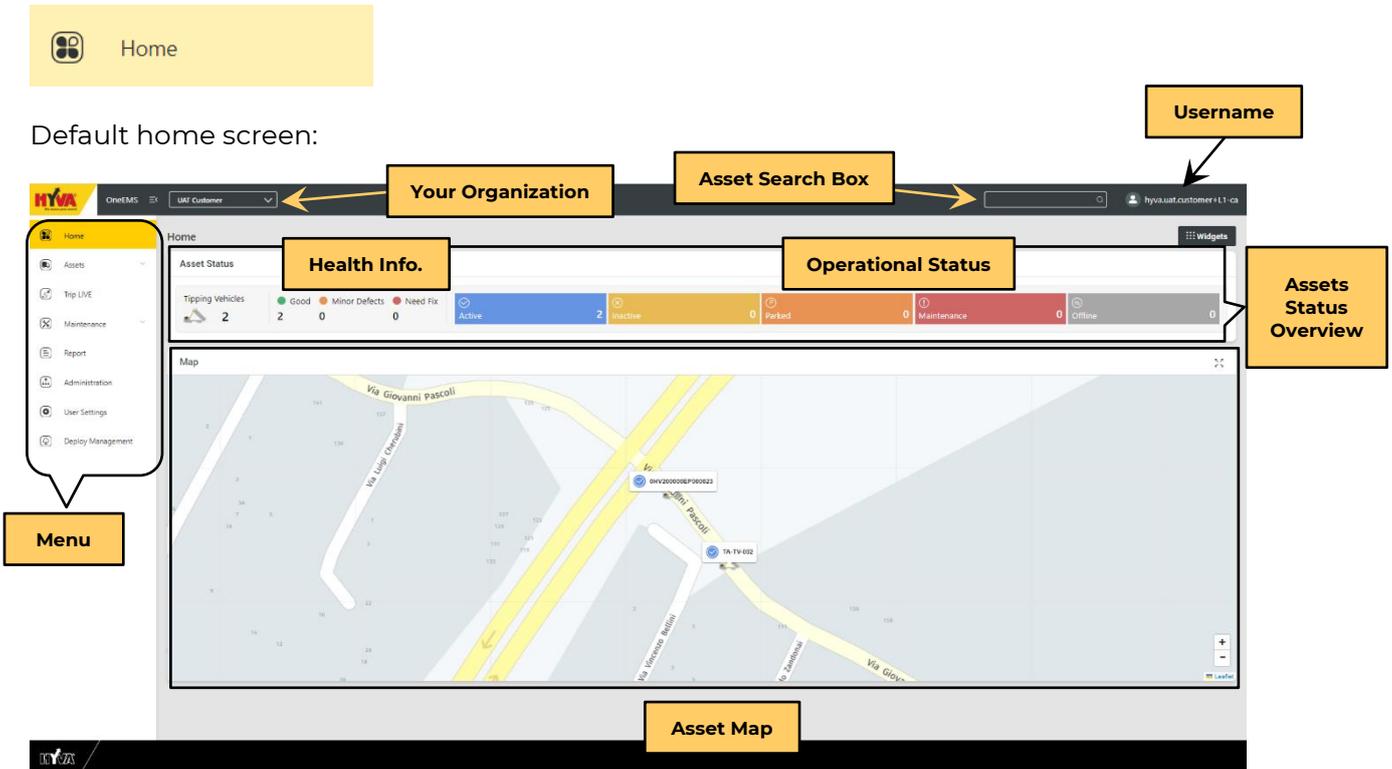
On your first login of the OneEMS portal, you will be asked to agree on the privacy policy and general terms and conditions. By clicking the Hyva Privacy Statement & General Terms and Conditions, you can find the detailed information of each items in a separate page respectively.



The screenshot shows a 'Terms and Conditions' agreement screen. It has a yellow header with the title 'Terms and Conditions'. Below the header, there are two checkboxes with associated text: the first checkbox is for 'I have read and agreed on [Hyva Privacy Statement](#)' and the second is for 'I have read and agreed on [General Terms and Conditions](#) of my OneEMS Subscription'. At the bottom of the screen, there are two buttons: 'Log Out' and 'Agree'.

## 2 HOME SCREEN

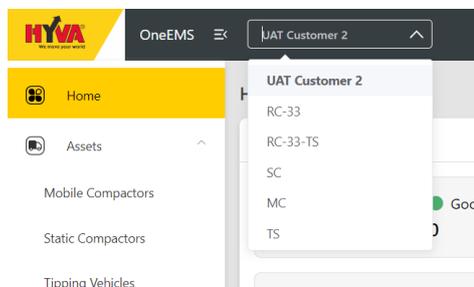
Upon log-in, users will be directed to the home screen [adjustable screen so it might look different]. Press Home in the navigation menu on the left from any screen to return to the home screen.



Asset search box helps to search for the desired asset and you will be directed to the detailed asset overview page by clicking on that asset.

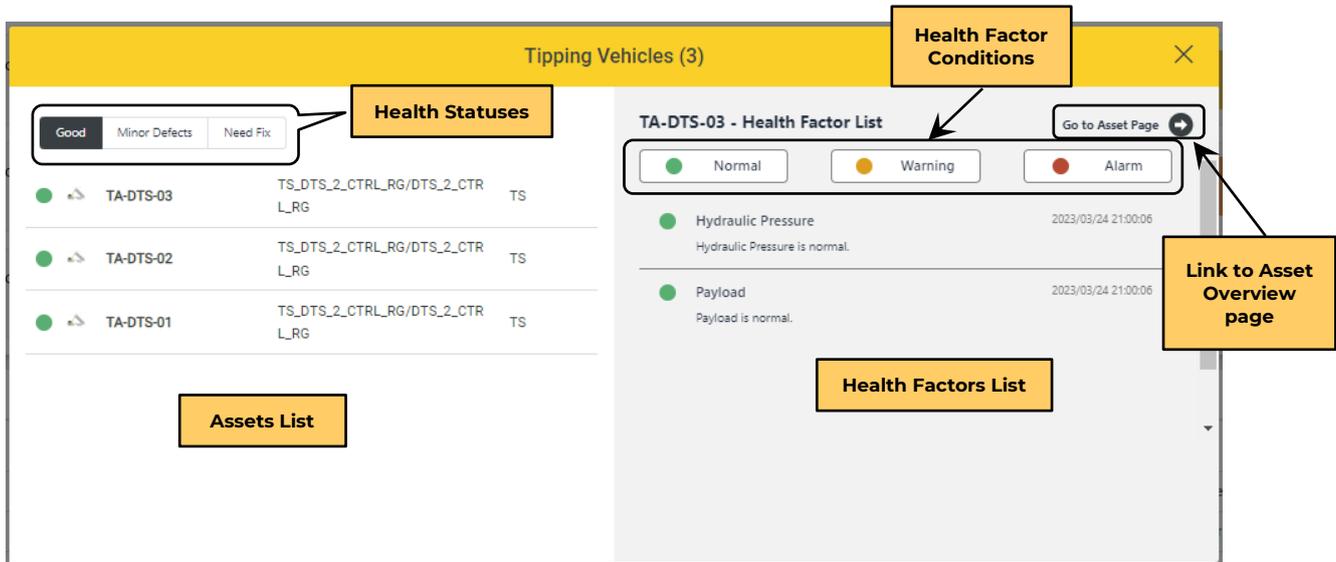
### 2.1 Organization Dropdown

In the top-left corner is the Organization drop down. If you have access to multiple organizations you can select the organization you want to view using this drop down list. It will show all the organizations you are part of and all the subsidiaries of those organizations.



## 2.2 Health Info

Click on any of the health indicators to get detailed info on the health of your assets. A popup window will appear listing your assets per health status. You can switch between different health statuses and its assets list by clicking on it. Selecting one asset from the assets list will give you a detailed info on that asset.



You can filter the health factors by switching the health factor conditions (Normal/warning/Alarms) on and off by clicking on it.

By clicking this arrow button, you will be directed to the detailed asset overview page of that asset.



You can close the window by pressing the [X] in the top right of the popup.

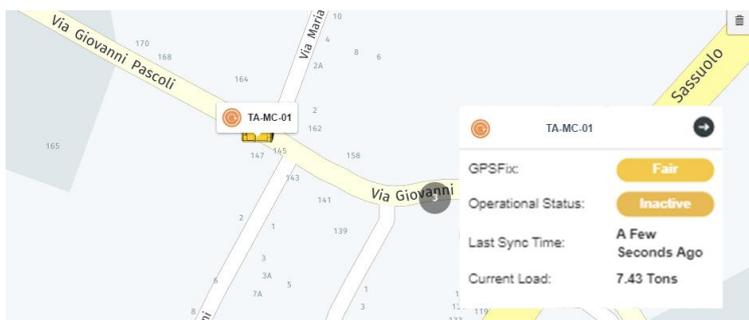
## 2.3 Asset Map

On the asset map all assets are shown at their last known GPS location.

You can zoom in and out on this map by using the (+) and (-) buttons in the lower right corner of the map. You can also drag and move with your left mouse button.



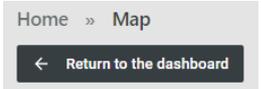
Clicking on an asset will give you information about the GPS signal quality, operational status, last communication and current load. Selecting the arrow on the right of this window will take you to the detailed asset overview page.



You can enlarge the widget by clicking the expand button on the top right of map widget. 

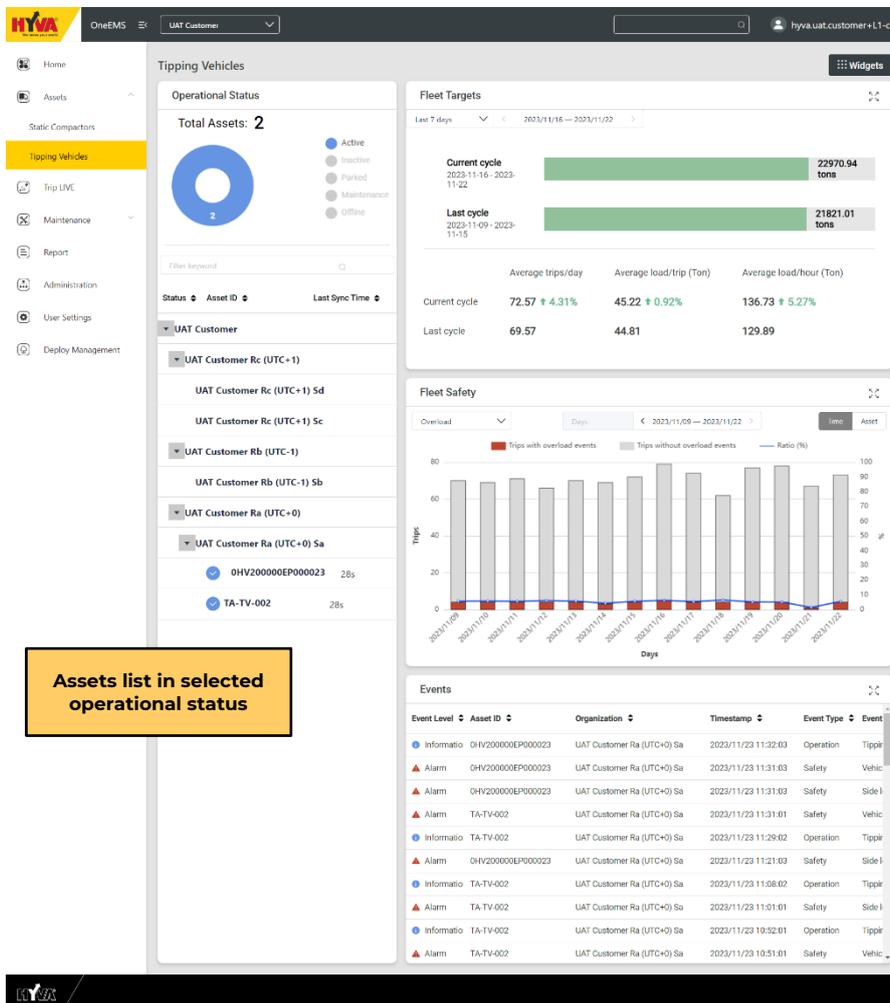
Expanded view has the same map and its features along with an operational widget on the left side.

By clicking this [Return to the dashboard] button OR Home in the expanded view, you can return back to home page.



## 2.4 Operational Status

By clicking on any 'Operational Status' block the asset info on all assets with that operational status will be shown on a new page. You will leave the home page and go to the asset overview page for all assets in the chosen state.

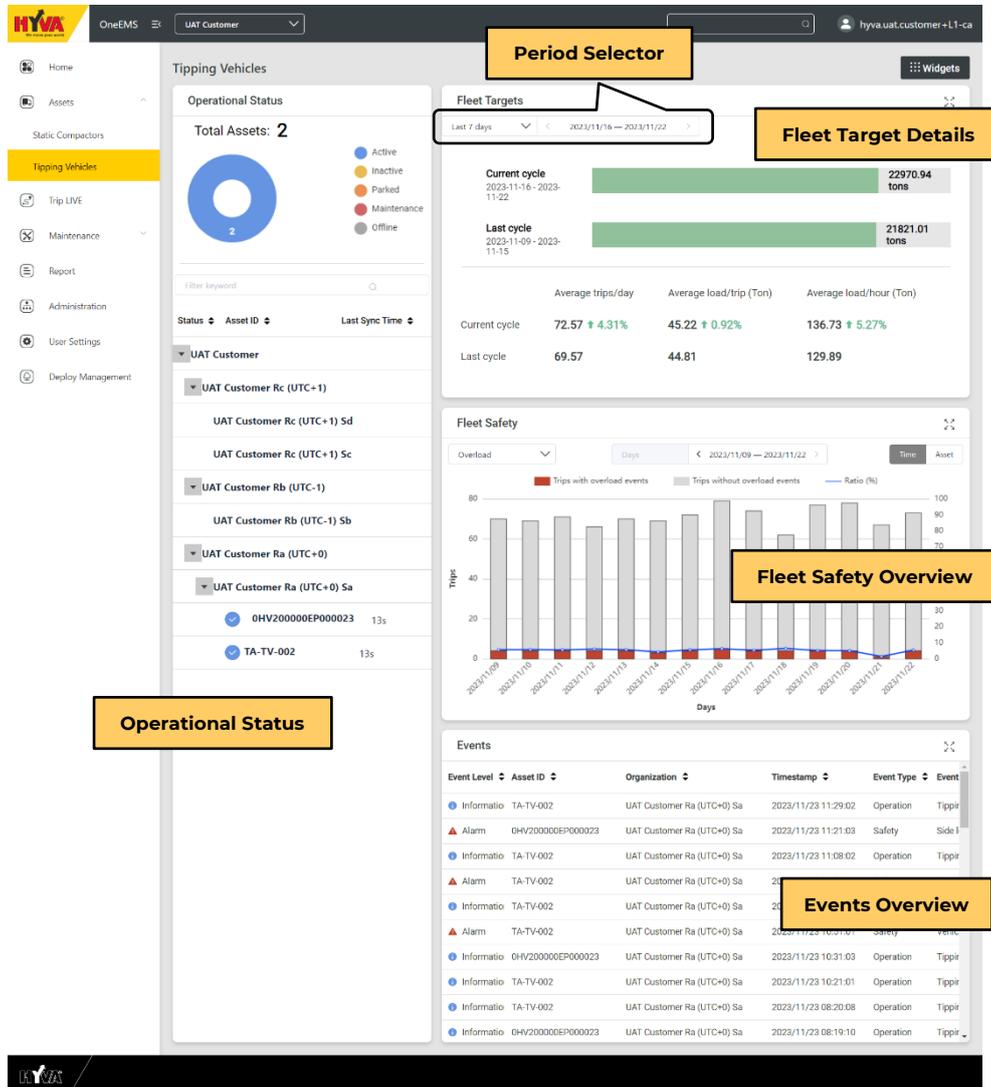


The screenshot shows the 'Tipping Vehicles' operational status widget. It features a donut chart for 'Total Assets: 2' with a legend for Active, Inactive, Parked, Maintenance, and Offline. Below the chart is a search bar and a table of assets. A callout box highlights the asset list with the text: **Assets list in selected operational status**.

Status	Asset ID	Last Sync Time
UAT Customer		
UAT Customer Rc (UTC+1)		
UAT Customer Rc (UTC+1) Sd		
UAT Customer Rc (UTC+1) Sc		
UAT Customer Rb (UTC-1)		
UAT Customer Rb (UTC-1) Sb		
UAT Customer Ra (UTC+0)		
UAT Customer Ra (UTC+0) Sa		
Active	OHV200000EP000023	28s
Active	TA-TV-002	28s

## 3. FLEET OVERVIEW PAGE

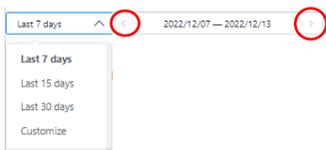
You can enter the fleet overview page by selecting the desired asset type (sub-menu) under the Assets main menu.



The screenshot displays the 'Tipping Vehicles' overview for 'UAT Customer'. It includes a sidebar menu, a main dashboard with several widgets, and a bottom events table.

- Operational Status:** Shows 'Total Assets: 2' with a donut chart and a legend for Active, Inactive, Parked, Maintenance, and Offline.
- Period Selector:** A dropdown menu at the top right of the dashboard area, currently set to 'Last 7 days'.
- Fleet Targets:** A widget showing 'Current cycle' (2023-11-16 - 2023-11-22) with 22970.94 tons and 'Last cycle' (2023-11-09 - 2023-11-15) with 21821.01 tons. It also includes a table for 'Average trips/day', 'Average load/trip (Ton)', and 'Average load/hour (Ton)'.
- Fleet Safety Overview:** A bar chart showing 'Trips with overload events' (red) and 'Trips without overload events' (grey) over a period of days, with a line graph for 'Ratio (%)'.
- Events Overview:** A table listing various events such as 'Info', 'Alarm', and 'Maintenance' for different assets and organizations.

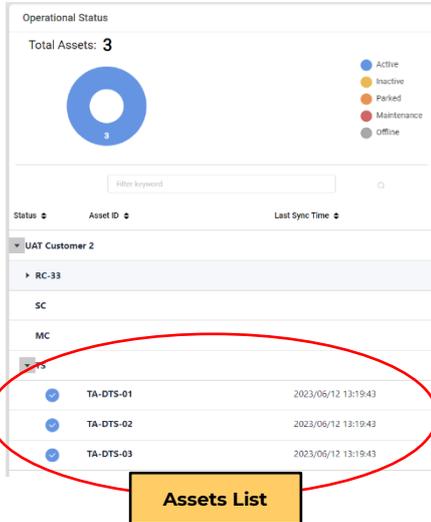
Using the period selectors, you can select the time period to be shown in the respective widgets.



You can select what timespan period you'd like to see with the dropdown on the left.

Using the arrows on the right box, you can cycle back and forth through time periods.

## 3.1 Operational Status



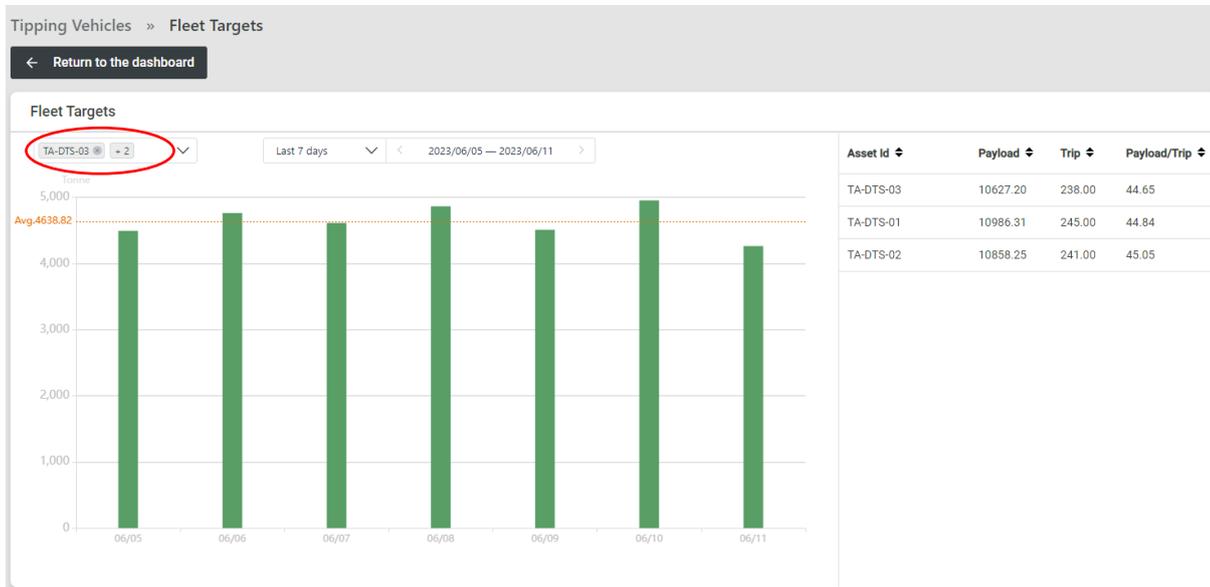
The operational status widget shows all your assets with an indication of their last known status. You can select and deselect for what statuses you want to show your assets by toggling the statuses.

By using the Search Box, you can search your desired asset.

Selecting an asset from this list will open the detailed asset overview page.

## 3.2 Fleet Target Details

By selecting the expand button in the top right corner of the fleet target widget, you'll get more detailed information of the targets of your fleet for the selected time period.



In the upper left corner, you can select the assets you want to include in this view. With the period selector you can select and cycle time periods.

By clicking this [Return to the dashboard] button OR Tipping Vehicles, you can return back to the previous screen.

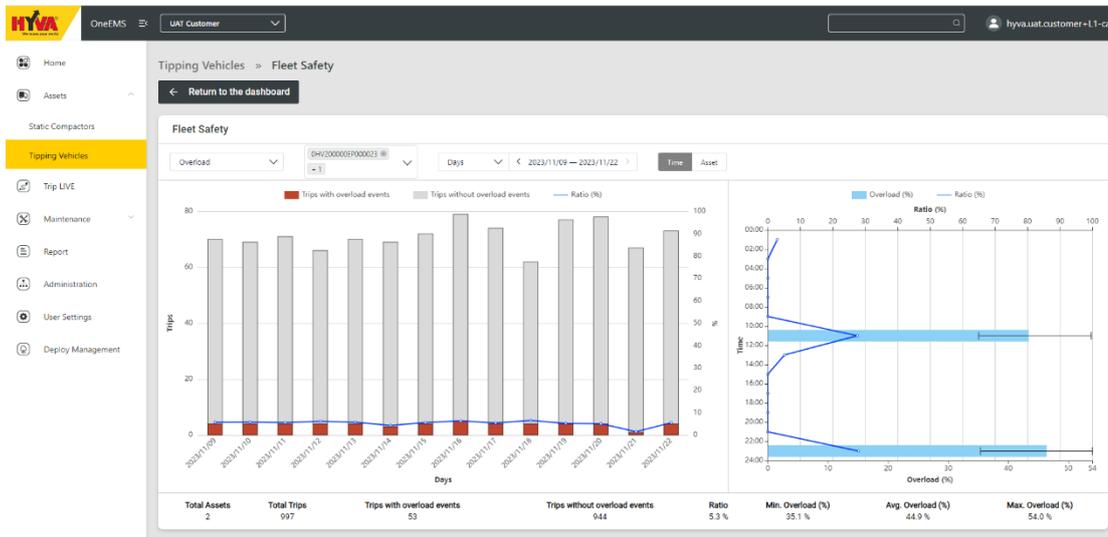
## 3.3 Fleet Safety

The fleet safety widget shows all safety events recorded in the selected time period. It shows the number of occurrences in the selected time period for all fleet assets.

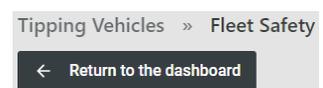


By using the toggle button (Time/Asset), you can switch the data aggregation per day / per asset for the selected period. You can hover over each bar to get a tool tip with a detailed information.

By selecting the expand button in the top right corner of the fleet safety widget, you'll get more detailed information of the safety events of your fleet for the selected time period. 



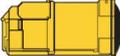
By clicking this [Return to the dashboard] button OR Tipping Vehicles in the expanded view, you can return back to previous screen.



## 3.4 Events

By clicking on an event in the Events widget, you will get a popup with detailed information of that event. Detailed info contains asset ID, organization, location (text and map), timestamp of the event and a description of the event.

**Property FLAG.OilLevelLow triggered high alarm.**
✕



**Asset ID:** TA-MC-01

**Organization:** MC

**Location:** Strada Modena Sassuolo, 41043 Formigine MO, Italy

**Timestamp:** 2023/06/12 11:56:16

**Description:**  
Property FLAG.OilLevelLow changed from OK to ALARM\_HIGH.

**Map**



## 4. SINGLE ASSET OVERVIEW PAGE

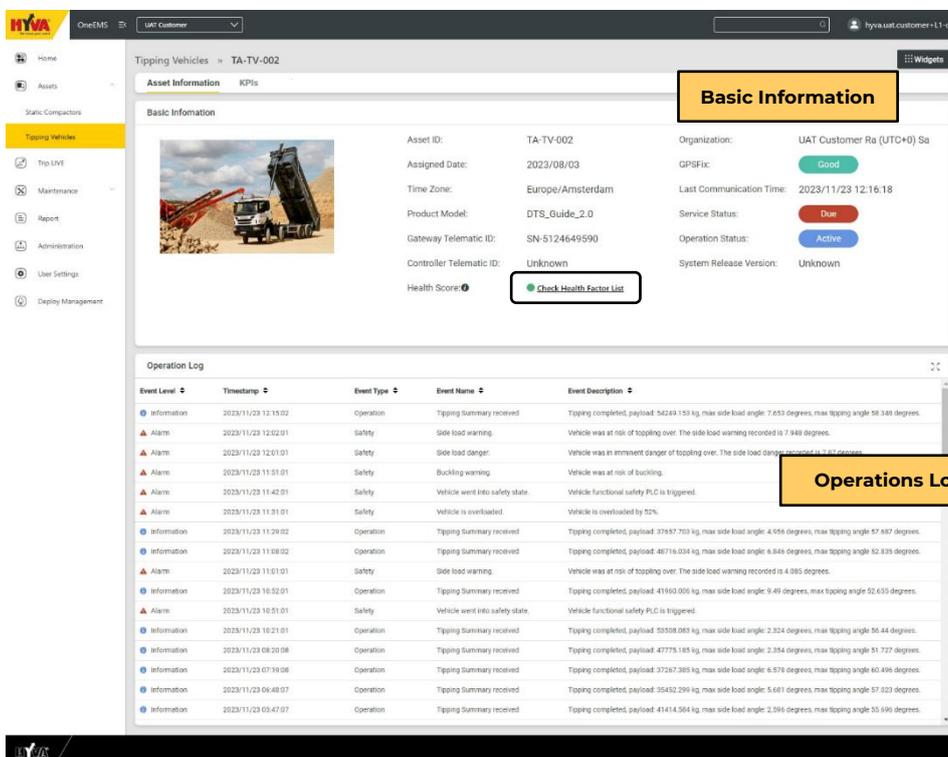
You can enter the detailed asset overview page through many ways and few of them are mentioned below.

- By clicking this arrow button in the health status popup, you will be directed to the detailed asset overview page of that asset.
- Selecting the Arrow button in the pop-up of map
- Selecting any specific asset in the operational status widget



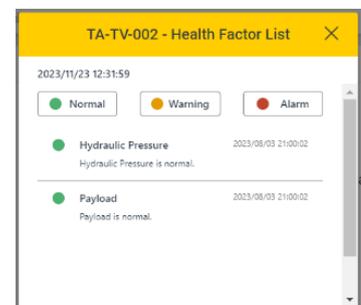
### 4.1 Asset Overview – Asset Information

When you select 'Asset information' on the Asset overview widget, you will be shown a summary page containing two information widgets of your asset.



The basic information widget shows the identifying details of your asset and the current state.

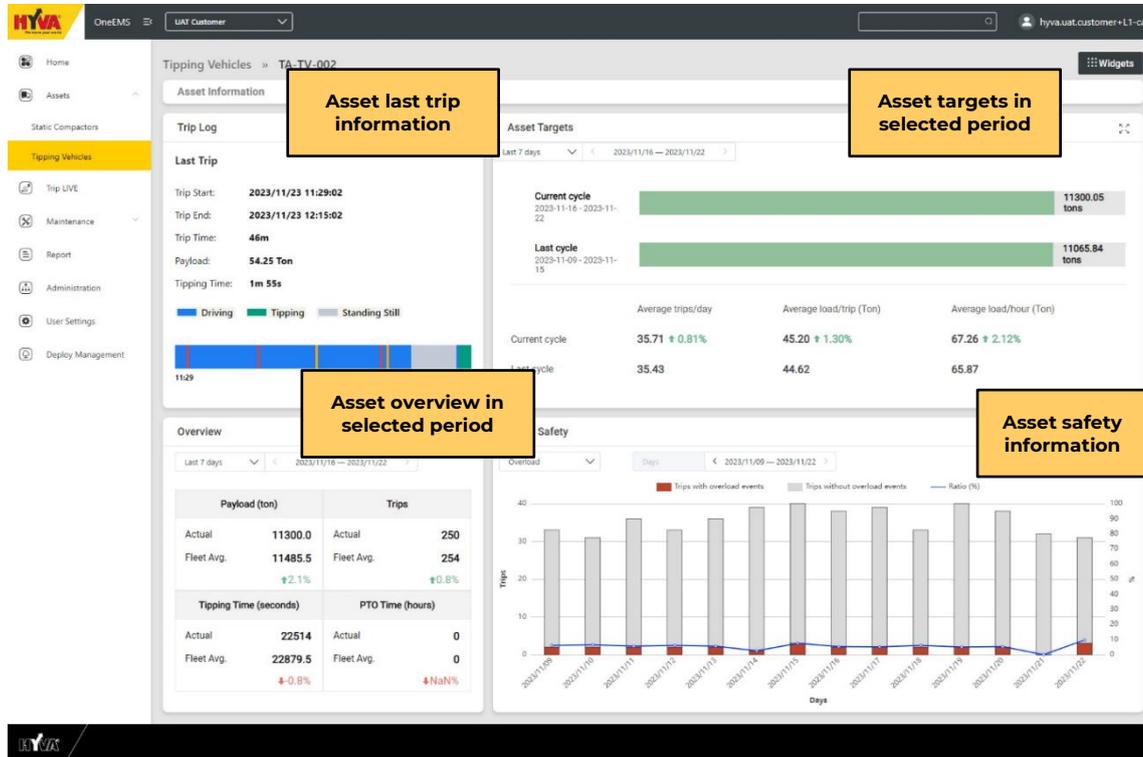
You can see the health factors list pop-up by clicking the Check Health Factor List icon in the basic information widget.



The operations log shows all events and warnings for this Asset. By clicking on an event in the this widget, you will get a popup with detailed information of that event. Detailed info contains asset ID, organization, location (text and map), timestamp of the event and a description of the event.

## 4.2 Asset Overview – KPI's

By clicking the KPI's tab, you can see all the key information of the asset in different widget.

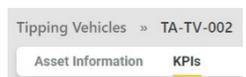


Using the period selectors, you can select the time period to be shown in the respective widgets.



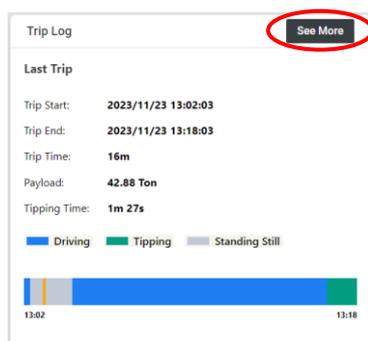
You can select what timespan period you'd like to see with the dropdown on the left. Using the arrows on the right box, you can cycle back and forth through time periods.

By clicking this Tipping Vehicles in this screen, you can return back to previous screen.



### 4.2.1 Trip Log

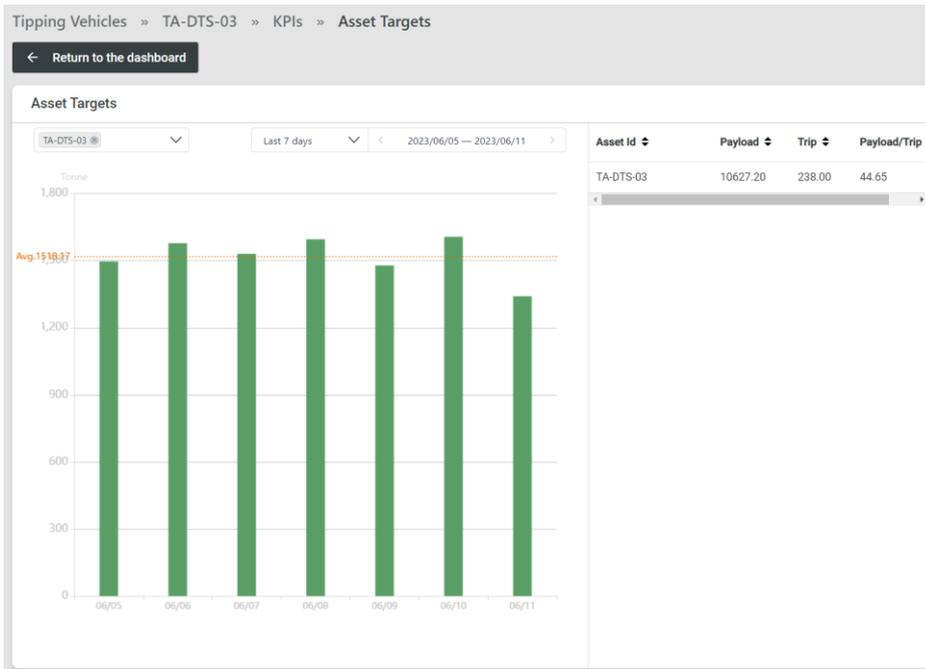
The Trip Log widget shows you detailed information on the last trip of your asset. Pressing the 'See More' button will take you to the Trip Live page to review a trip in detail.



## 4.2.2 Asset Targets

The asset targets widgets shows you how this asset performed in the selected time period.

By selecting the expand button in the top right corner of the asset target widget, you'll get more detailed information of the targets of this asset for the selected time period. 



Using the period selector, you can select the time period to be shown in the respective widgets.

By clicking this [Return to the dashboard] button in the expanded view, you can return back to previous screen.

## 4.2.3 Asset Overview

Here you see the key info of the asset compared to your fleet average for the selected period.

Overview			
Last 7 days		2023/11/16 — 2023/11/22	
<b>Payload (ton)</b>		<b>Trips</b>	
Actual	11300.0	Actual	250
Fleet Avg.	11485.5	Fleet Avg.	254
	↑2.1%		↑0.8%
<b>Tipping Time (seconds)</b>		<b>PTO Time (hours)</b>	
Actual	22514	Actual	0
Fleet Avg.	22879.5	Fleet Avg.	0
	↓0.8%		↓NaN%

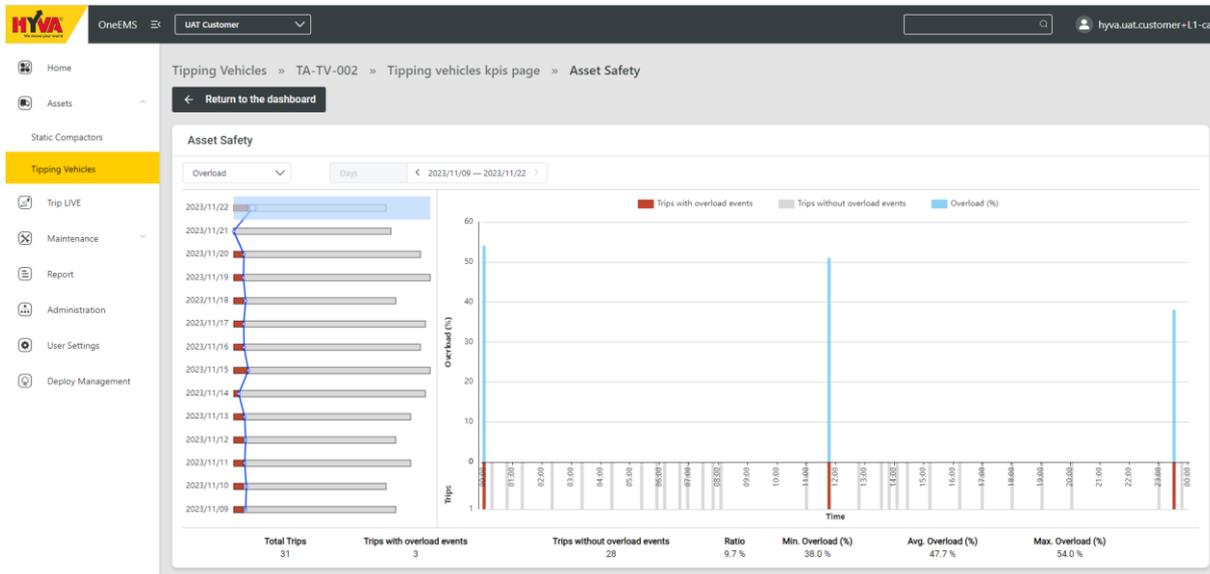
## 4.2.4 Asset Safety

The asset safety widget shows all safety events recorded in the selected time period. It shows the number of occurrences in the selected time period for that asset.



You can hover over each bar to get a tool tip with a detailed information.

By selecting the expand button in the top right corner of the asset safety widget, you'll get more detailed information of the safety events of your asset for the selected time period.

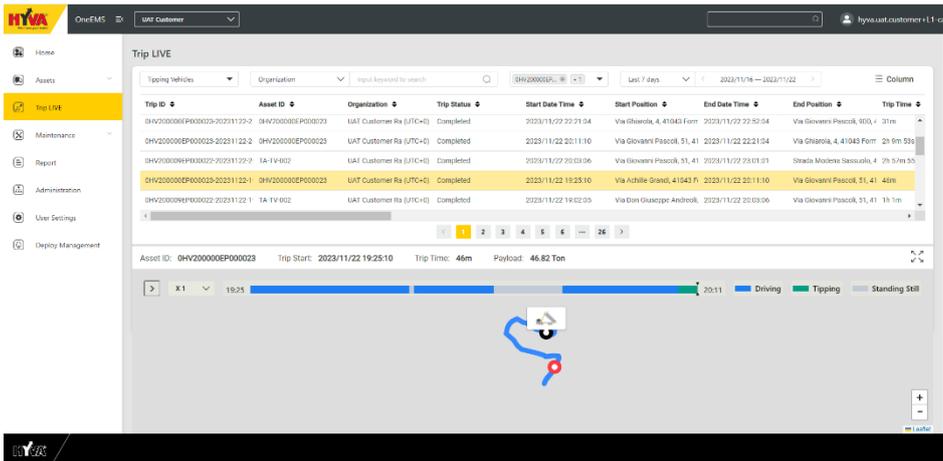


By clicking this [Return to the dashboard] button in the expanded view, you can return back to previous screen.

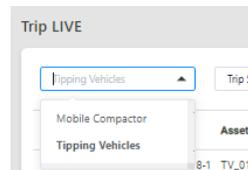
## 5. TRIP LIVE

The Trip Live page enables you to review and replay each trip in detail.

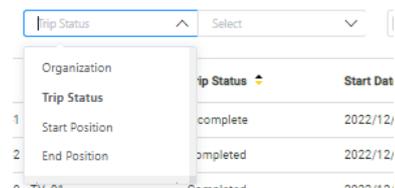
At the top you see an overview of all trips recorded. Using the period selector you can select the time period to be shown in the widget.



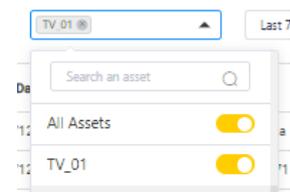
You can select the type of assets you want to see using the asset type dropdown



You can filter the list on several properties using the select dropdown and select field:



You can select specific assets using the Asset selector dropdown

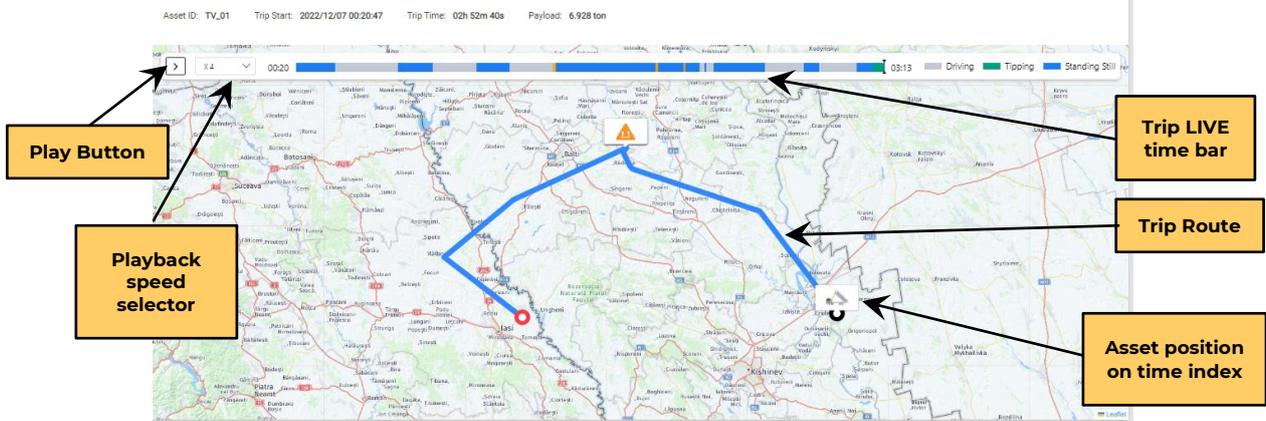


You can also sort the trips on each column with the sorting symbol next to it:



## 5.1 Review and Replay Trip LIVE

After selecting a specific trip from the list, the Trip LIVE play controls will appear above the map

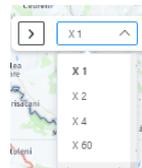


The info of the selected asset is shown as well as the trip start date, trip total time and the trip payload. The map will show the route of the trip and the icon of the asset on the route.

By pressing the 'Play' button , the trip will be replayed on the map.

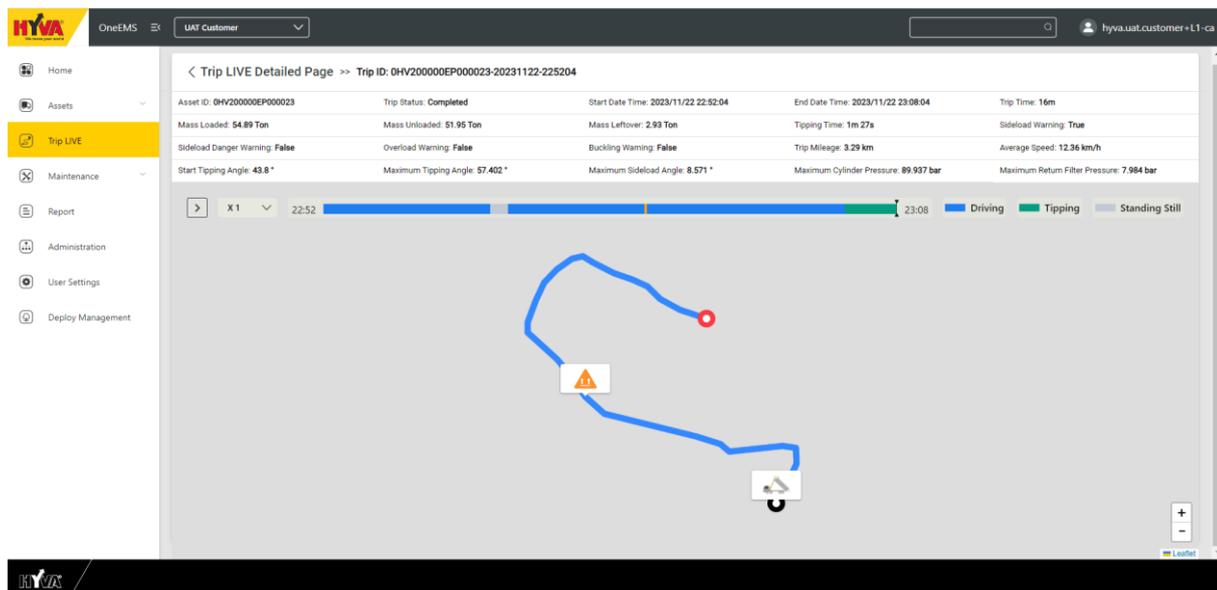
Next to the play button is the playback speed selector:

This enables you to playback the entire trip as your selected speed.



You can also click on any point in the trip time bar to jump straight to that time in the trip.

By clicking the expand button on the top right of map, you can see the details of a single trip. 

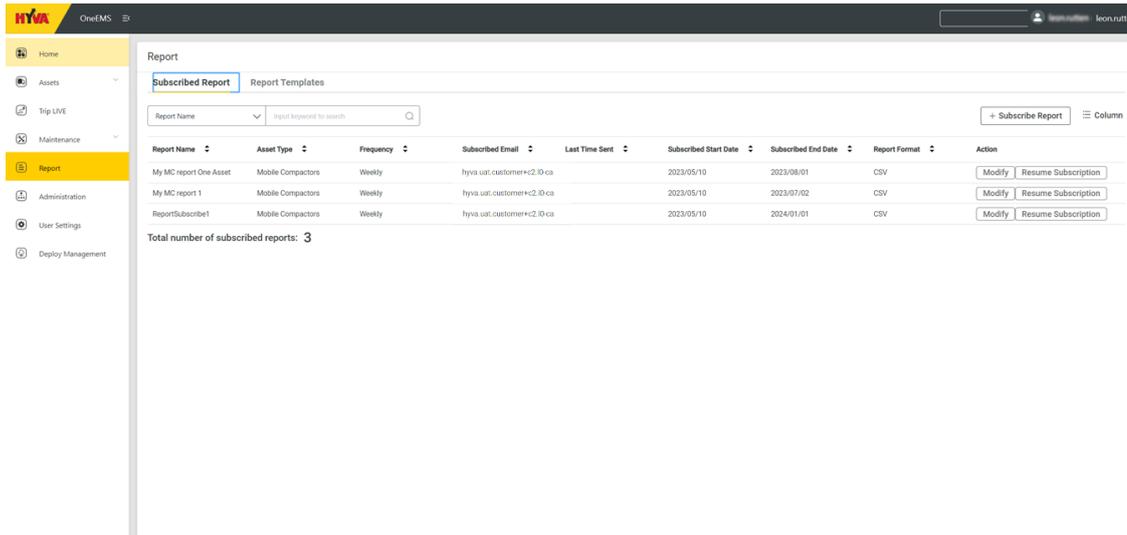


By clicking this [] button in the expanded view, you can return back to previous screen.

## 6 REPORTS

Within OneEMS you can define, generate and subscribe to several reports for which you can define templates yourself.

To access the reporting options, select 'Report' from the main menu. The following screen will appear:



This screen has two tabs: Subscribed Reports and Report Templates.

In the **Report Templates Tab** all reports available to you are shown and you can add new templates yourself (depending on whether this is enabled for you by your administrator).

In the **Subscribed Reports Tab** you will see the reports you have subscribed to. By subscribing to a report, you will receive that report by mail on a fixed interval by your choosing.

### 6.1 Report Templates

When choosing the Report Templates tab, you will see all reports available to you.

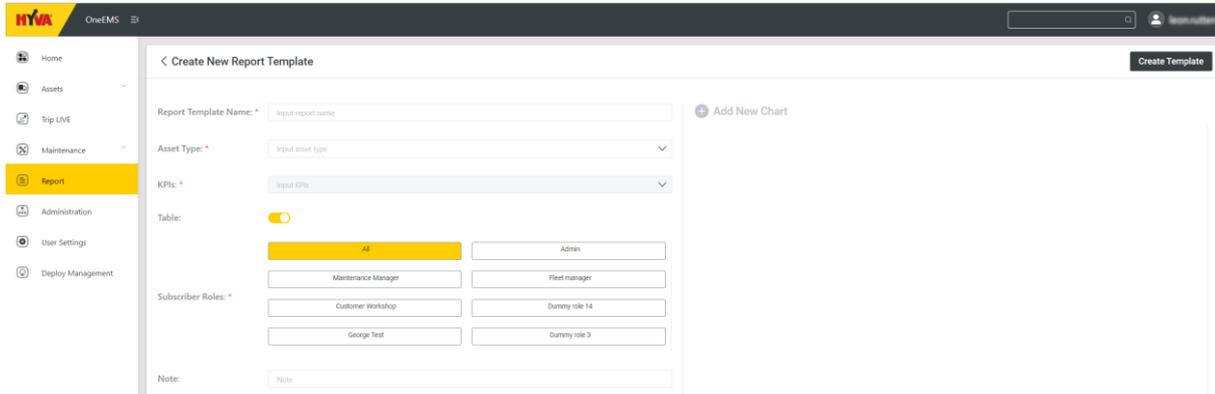
If enabled, you will also have the option to define a new report template using the 'Create Report Template' option in the top-right of the screen.

For the Report Templates you have created yourself an Edit button will be visible to change the report.



## 6.2 Create a new report template

When you select the 'Create New Template' option, the screen below will appear.



Here you can define a new report that can be used by you or multiple users in your organization.

### 6.2.1 Define Report settings

To complete a report template, the following needs to be done:

- Give your report template a name
- Select for what type of asset you want to create a report from the dropdown box
- Select what KPI's you want to show in your report. All available KIP's will be in the dropdown box. Select the ones you are interested in.
- The Table switch indicates whether a detailed data table is shown in the report, or only the summarized data
- Select which user groups should be able to view and subscribe to your report.
- Add a note to describe the content of the report for you or other users.

### 6.2.2 Include Charts in the report

If you would like to include Charts in your report, select the 'Add new Chart' option on the right. A small chart widget will appear.

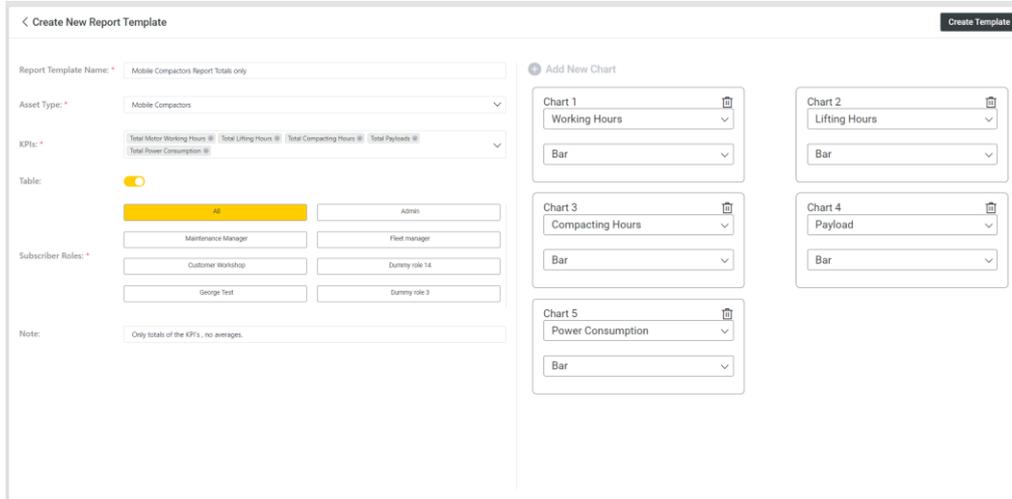


Select the KPI you would like to have in the Chart. Oly the KPI's you have selected will be visible in the dropdown box. Then select the type of Chart you'd like displayed. *(Currently only the chart type 'Bar' is supported)*

You can add one Chart for each selected KPI.

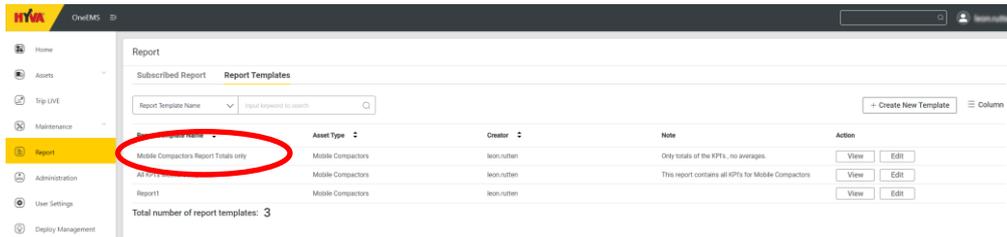
## 6.2.3 Save the Report Template

When you have defined all, you need in your report it might look something like this:



The screenshot shows the 'Create New Report Template' interface. It includes fields for 'Report Template Name' (Mobile Compactors Report Totals only), 'Asset Type' (Mobile Compactors), and 'KPIs' (Total Motor Working Hours, Total Lifting Hours, Total Compacting Hours, Total Payloads, Total Power Consumption). There are sections for 'Table' (with a toggle and a table of roles like Admin, Maintenance Manager, etc.) and 'Subscriber Roles'. A 'Note' field contains the text 'Only totals of the KPI's, no averages.' On the right, there are five 'Add New Chart' sections, each with a chart name (Working Hours, Lifting Hours, Compacting Hours, Payload, Power Consumption) and a 'Bar' chart type.

Select 'Create Template' in the top-right corner to save your report template. The report will now appear in the overview on the 'Report Templates' tab:



The screenshot shows the 'Report Templates' overview table. The table has columns for 'Report Template Name', 'Asset Type', 'Creator', 'Note', and 'Action'. The first row is circled in red and contains the following data:

Report Template Name	Asset Type	Creator	Note	Action
Mobile Compactors Report Totals only	Mobile Compactors	leon.nutten	Only totals of the KPI's, no averages	View Edit
All KPI's	Mobile Compactors	leon.nutten	This report contains all KPI's for Mobile Compactors	View Edit
Report11	Mobile Compactors	leon.nutten		View Edit

At the bottom of the table, it says 'Total number of report templates: 3'.

## 6.3 Viewing a Report

By selecting the 'View' button for a report, you will generate the report with the current data in OneEMS. There are several parameters you can use for a report to finetune what you want to see.



### 6.3.1 Set Parameters

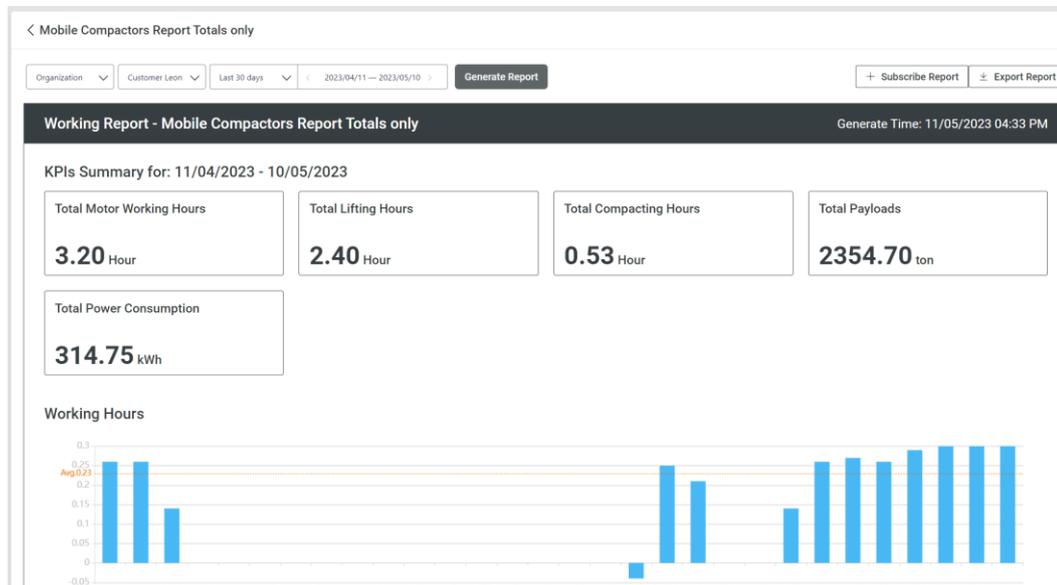
First select if you want to see the report for a specific Asset or for an entire organization. Depending on your choice, the second dropdown box will enable you to select either an organization or a specific asset.

Then select the timespan you would like to include in your report. You can choose between 'Last 7 days', 'Last 15 days' or 'Last 30 days'.

Using the arrows next to the dates you can cycle through time periods to select another timespan.

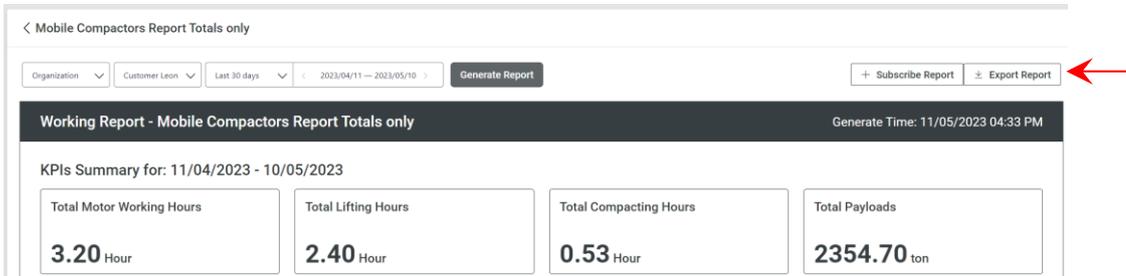
### 6.3.2 Generate Report

Once you have set your parameters, select **Generate Report** to show the actual report.

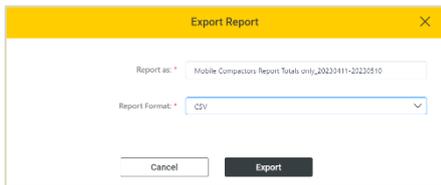


## 6.3.2 Export Report

In the top-right corner is the option to export and download a report.



When you select that option, you will be asked to give your download a name and you can select the export format. Currently only the CSV format is supported.



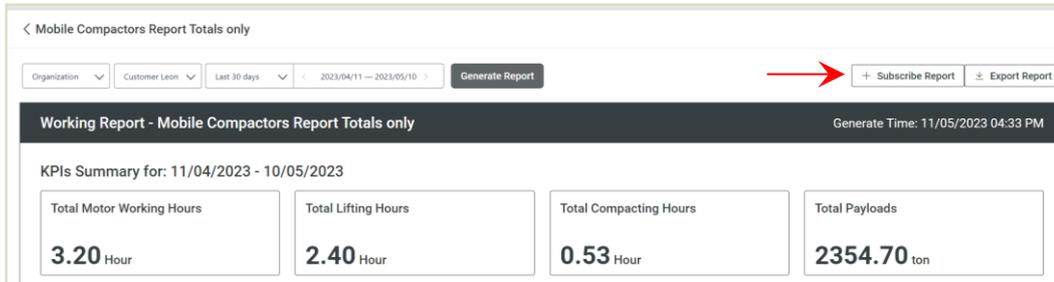
When you select Export, the file will be saved in your Downloads folder.

The export can be opened in the application you prefer. When viewed in Excel, the data might look like this:

	A	B	C	D	E	F	G
1	Data Time Range	Date					
2	Start Date	2023-04-11					
3	End Date	2023-05-10					
4							
5	KPIs Summary	Value	Unit				
6	Total Power Consumption	314.75	kWh				
7	Average Power Consumption	10.49	kWh				
8	Total Compacting Hours	0.53	Hour				
9	Average Compacting Hours	0.02	Hour				
10	Total Payload	2354.70	ton				
11	Average Payload	78.49	ton				
12	Total Lifting Hours	2.40	Hour				
13	Average Lifting Hours	0.08	Hour				
14	Total Working Hours	3.20	Hour				
15	Average Working Hours	0.11	Hour				
16							
17	Asset ID	Date	Power Consumption	Compacting Hours	Payload	Lifting Hours	Working Hours
18	MC_01	2023-04-11	43.38	0.06	178.72	0.20	0.26
19	MC_01	2023-04-12	-49.56	-0.05	198.89	0.18	0.26
20	MC_01	2023-04-13	23.79	0.03	103.20	0.11	0.14
21	MC_01	2023-04-28	-11.63	-0.01	126.83	-0.03	-0.04
22	MC_01	2023-04-29	45.52	0.07	194.91	0.19	0.25
23	MC_01	2023-04-30	31.43	0.03	139.16	0.18	0.21
24	MC_01	2023-05-03	-83.73	-0.11	80.86	0.11	0.14
25	MC_01	2023-05-04	42.92	0.08	179.46	0.18	0.26
26	MC_01	2023-05-05	46.47	0.08	202.73	0.18	0.27
27	MC_01	2023-05-06	44.39	0.06	188.60	0.20	0.26
28	MC_01	2023-05-07	44.15	0.09	192.27	0.20	0.29
29	MC_01	2023-05-08	46.62	0.07	189.68	0.24	0.30
30	MC_01	2023-05-09	43.91	0.08	186.44	0.22	0.30
31	MC_01	2023-05-10	47.08	0.06	192.94	0.24	0.30

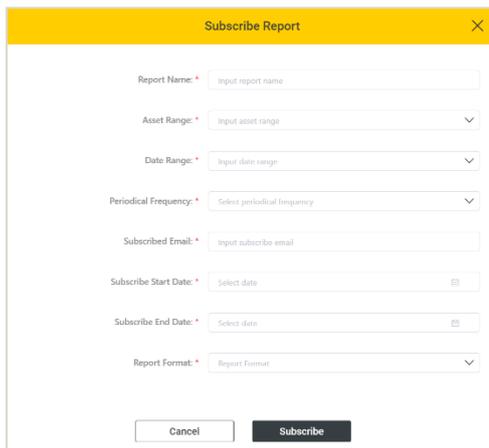
## 6.3.4 Subscribing to a report

You can also subscribe to a report when viewing the report by selecting the Subscribe Report option.



Subscribing to a report means you will get the report in your mailbox on a regular interval.

When you select that option, a new window will appear to define your subscription. Fill out the fields as you prefer to start your subscription.



**Report name:** This will be the filename for the attachment in the emails

**Asset Range:** Select if you want the report for a specific asset or all the assets from one organization. You will be asked to select the asset or organization.

**Date Range:** Select the timespan you would like to include in your report.

**Periodical Frequency:** How often do you want to receive this report? Daily, weekly or monthly?

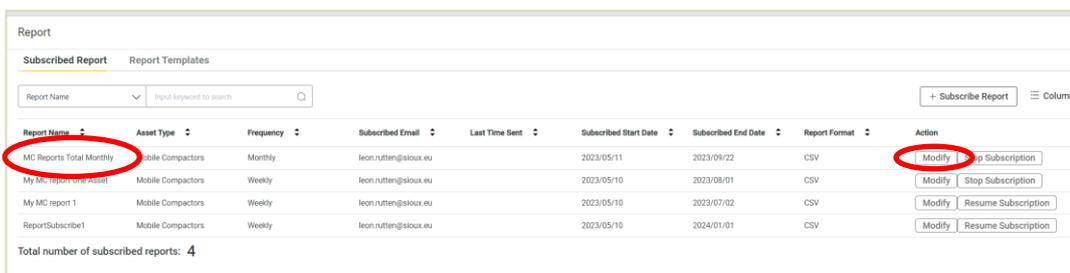
**Subscribed Email:** What email should the report be sent to?

**Subscribe Start Date:** When should your subscription start?

**Subscribe End Date:** When should your subscription end?

**Report format:** What report format would you like? (currently only CSV is supported)

After entering these parameters, select subscribe and your subscription will be activated. The report subscription will be shown in the 'Subscribed Reports' tab. By choosing 'modify', you can alter most of the parameters as described above to finetune your subscription.

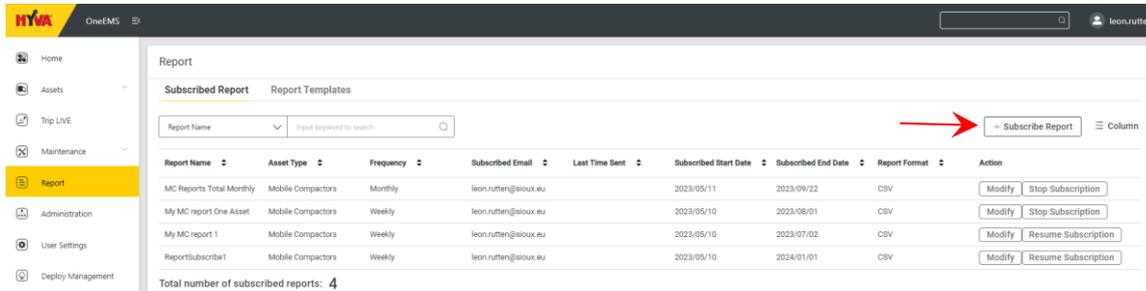


Report Name	Asset Type	Frequency	Subscribed Email	Last Time Sent	Subscribed Start Date	Subscribed End Date	Report Format	Action
MC Reports Total Monthly	Mobile Compactors	Monthly	leon.ruttgen@sioux.eu		2023/05/11	2023/09/22	CSV	Modify Stop Subscription
My MC Report Low Asset	Mobile Compactors	Weekly	leon.ruttgen@sioux.eu		2023/05/10	2023/08/01	CSV	Modify Stop Subscription
My MC report 1	Mobile Compactors	Weekly	leon.ruttgen@sioux.eu		2023/05/10	2023/07/02	CSV	Modify Resume Subscription
ReportSubscribe1	Mobile Compactors	Weekly	leon.ruttgen@sioux.eu		2023/05/10	2024/01/01	CSV	Modify Resume Subscription

Total number of subscribed reports: 4

## 6.4 Subscribing to a report without viewing first

You can also subscribe to a report without actually viewing the report first like described above. In the Report Overview screen on the Subscribed Report tab there is a button 'Subscribe Report'.



When you select that option a popup window will appear. The popup window contains the same information as described before, with the addition of having to choose the report template you want to use:

**Subscribe Report** ✕

Report Name:

Report Template:

Asset Range:

Periodical Frequency:

Subscribed Email:

Subscribe Start Date:

Subscribe End Date:

Report Format:

**Report name:** This will be the filename for the attachment in the emails

**Report Template:** Select the report template you want to subscribe to.

**Asset Range:** Select if you want the report for a specific asset or all the assets from one organization. You will be asked to select the asset or organization.

**Date Range:** Select the timespan you would like to include in your report.

**Periodical Frequency:** How often do you want to receive this report? Daily, weekly or monthly?

**Subscribed Email:** What email should the report be sent to?

**Subscribe Start Date:** When should your subscription start?

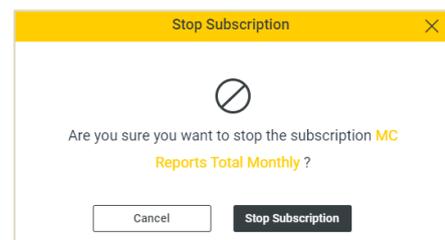
**Subscribe End Date:** When should your subscription end?

**Report format:** What report format would you like? (currently only CSV is supported)

## 6.5 Unsubscribe from a report.

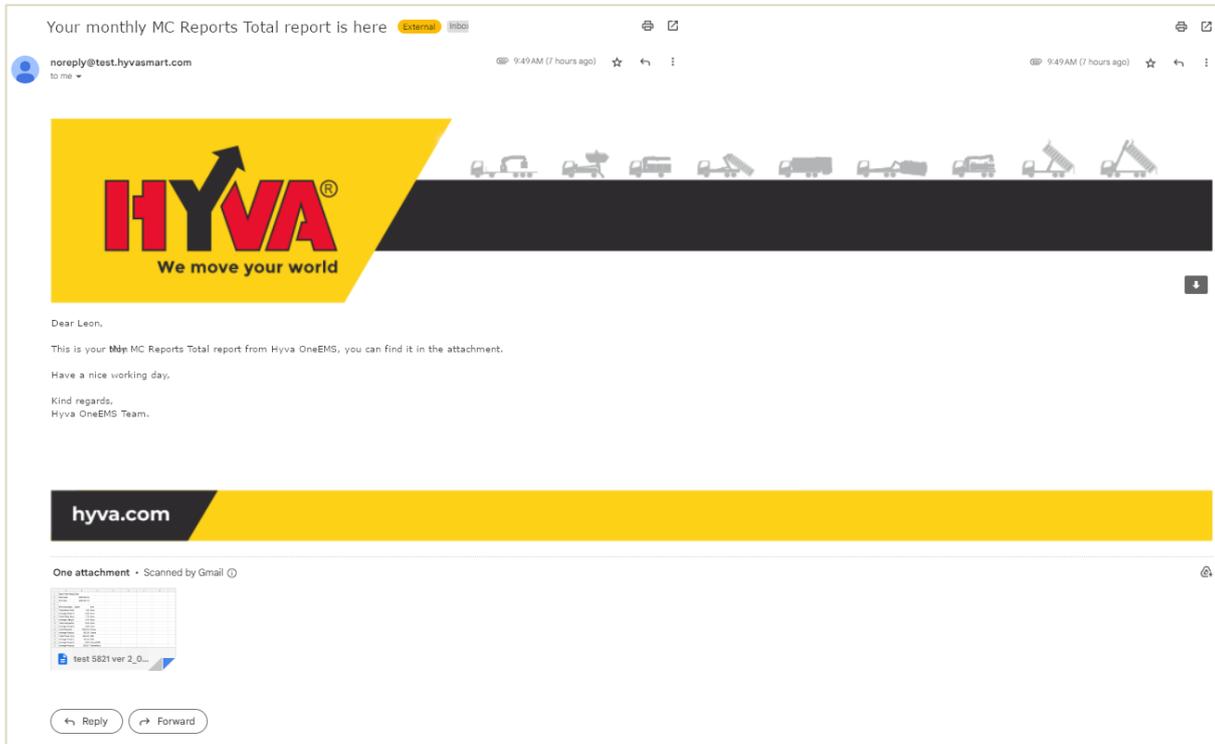
You can unsubscribe from a report at any given time. Simply choose 'Stop Subscription' from the Subscribed Report overview tab. A popup will appear to confirm you want to stop your subscription.

The report subscription will still be visible in your overview with the option to resume your subscription again.



## 6.6 Receive emails for your Subscriptions

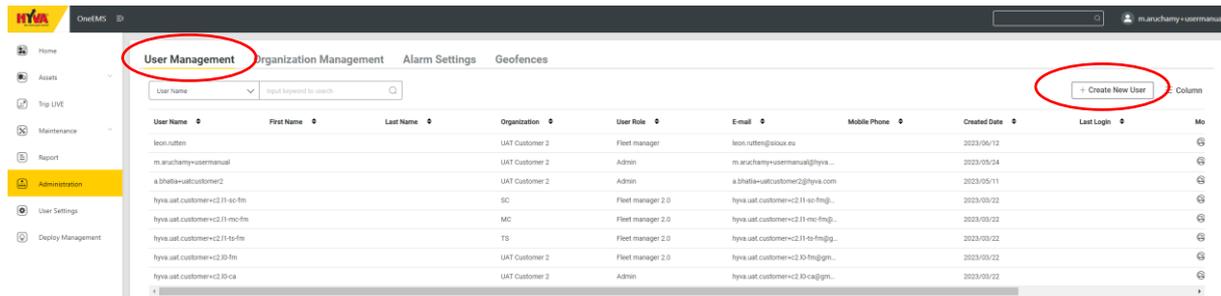
For the reports you have subscribed to, you will receive an email with the report attached on the interval you have selected. The email you receive will look like the one below.



## 7 ADMINISTRATION

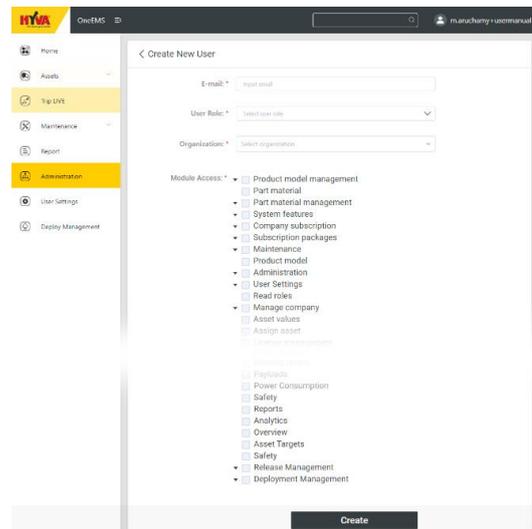
### 7.1 User Management

When selecting the tab 'Administration' from the main menu, you can enter user management for adding or removing users from your organization.



#### 7.1.1 Adding a new user

When selecting the 'Create new user' option, a new screen will appear that allows you to define a new user. The user will receive an email to activate the account and set a personal password.



#### 7.1.2 User email

The email address of a user is the primary identification for the user. A confirmation link will be sent to this email address.

E-mail: \*

#### 7.1.3 User role

Here you can define what the role of the new user is within your organization. There's a pre-defined list you can choose from, that will determine how the user can use OneEMS.

Organization: \*

#### 7.1.4 Organization

Here you can select any of the organizations you have access to and all the subsidiaries. The user will be able to see all assets of the organization you select and its subsidiaries.

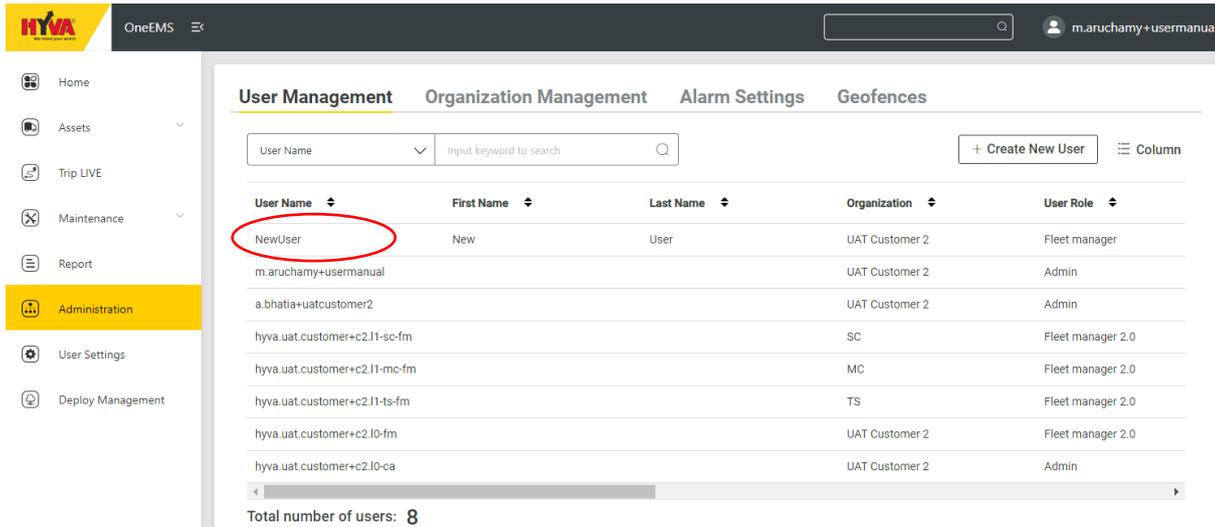
Organization: \*   
 Module Access: \*   
     
       
       
       
       
 Company subscription

## 7.1.5 Press Create to save

Once you press create, the new user will be stored and an activation email is sent to the user.

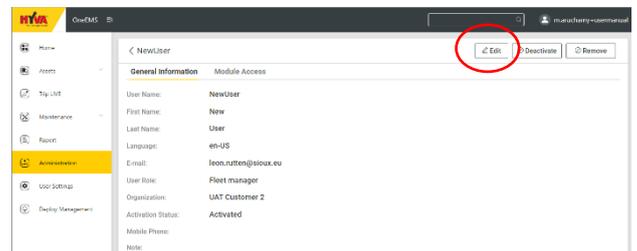
## 7.1.6 Overview and Edit users

Once you have created your new user, the user will appear in the user overview screen

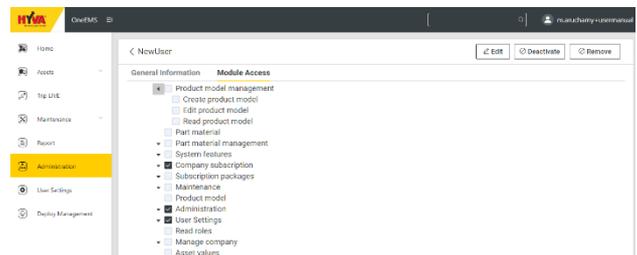


When you click on the user, a window will appear showing the general information of the user.

By selecting the 'Edit' button in the top-right corner, you can edit the user info.

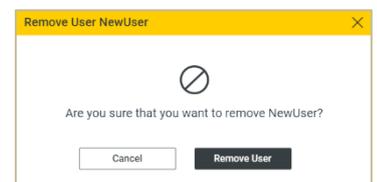


The second tab shows the module access for this user.



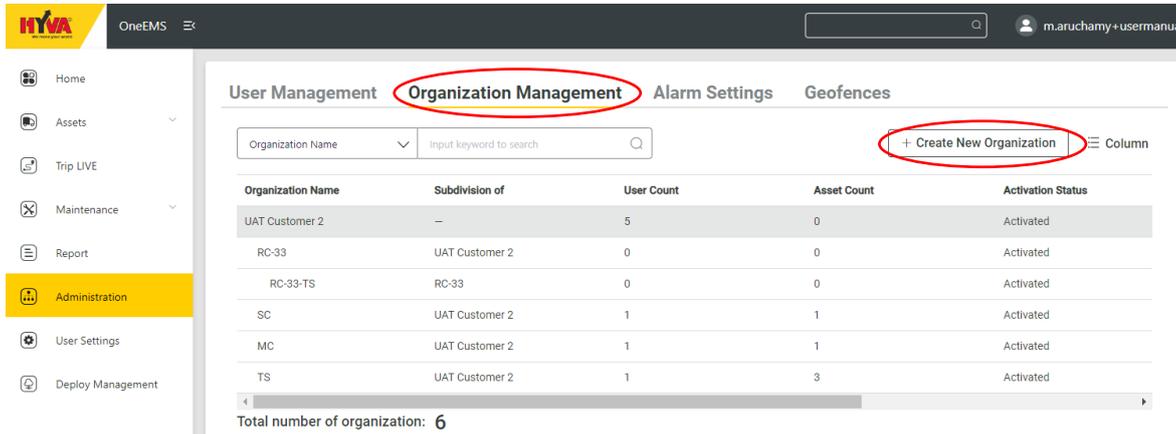
## 7.1.7 User activation, deactivation and removal

From the user info screen, you can also choose to (de)activate the user or even remove the user from OneEMS. Deactivated users can be Activated again. Removing a user is permanent. You will be asked to confirm either of these action.



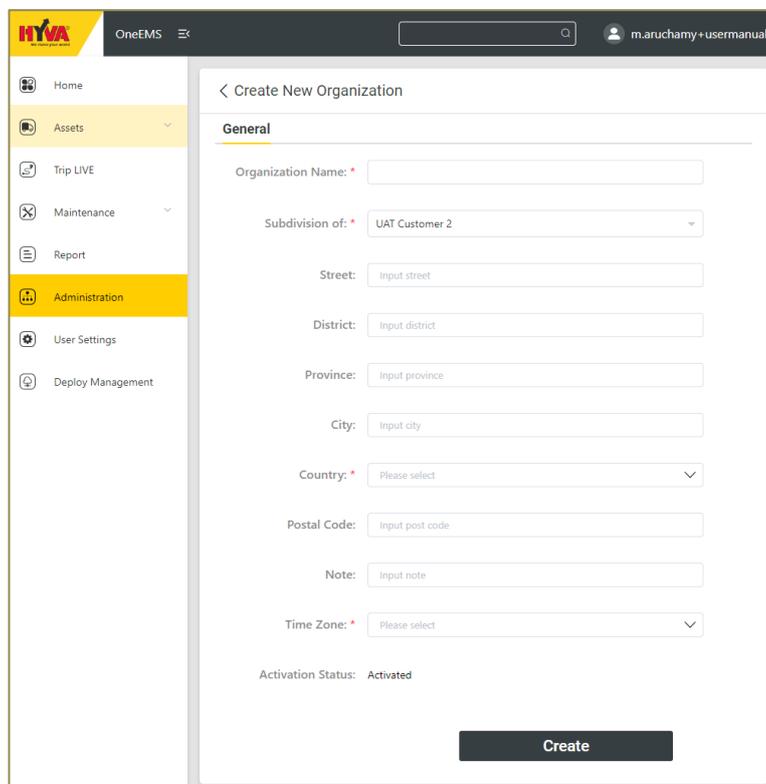
## 7.2 Organization Management

When selecting the tab 'Administration' from the main menu, you can enter Organization Management for adding or removing sub-organizations from your organization.



### 7.2.1 Adding a new organization

By selecting 'Create new Organization' you can add sub-organizations to your organization. The following screen will appear:



Please fill out as many fields as you can. However, only Name, Subdivision, country and time zone are mandatory.

## 7.2.2 Organization name

The name of the organization is shown throughout OneEMS. If your sub-organization does not have a formal name, please define a unique name people in your organization will understand.

## 7.2.3 Subdivision of..

The dropdown for 'Subdivision of' will show the organizational structure of your organization as it is currently defined. Please select the correct suborganization for the new organization you are defining.

Subdivision of: \*

IAT Customer 2

- ▼ UAT Customer 2
  - ▼ RC-33
    - RC-33-TS
    - SC
    - MC
    - TS

## 7.2.4 Country

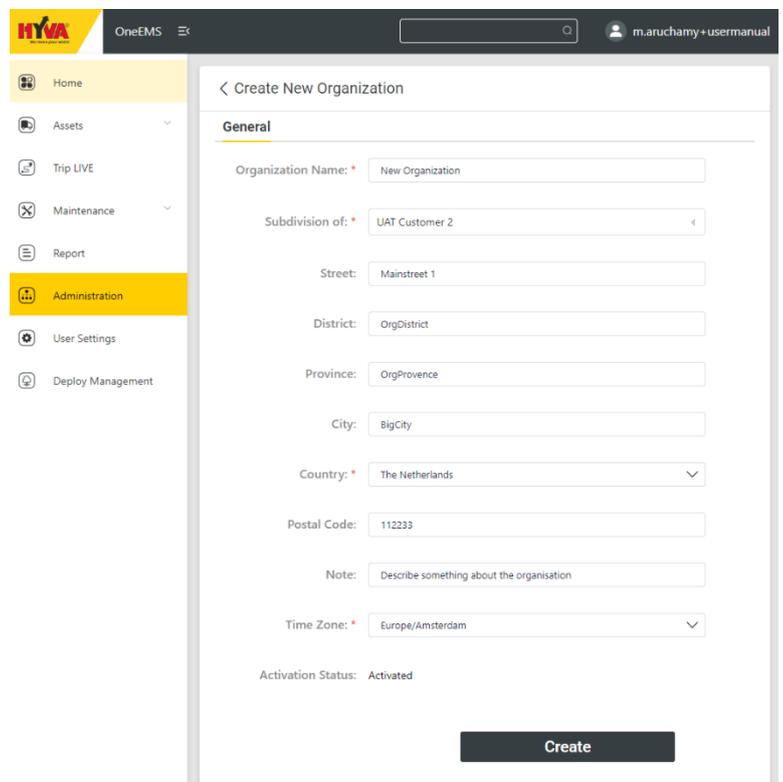
Please select the correct country from the dropdown. Country information will be used to present the correct user-consent information to the users in this sub-organization.

## 7.2.5 Time-zone

Please select the correct time-zone for this organization. This time-zone will be used for presenting the information to the users in the correct local time zone.

## 7.2.6 Press Create to save

After entering your information, it will look something like this. If all is correct, press Create and your new sub-organization will be created.



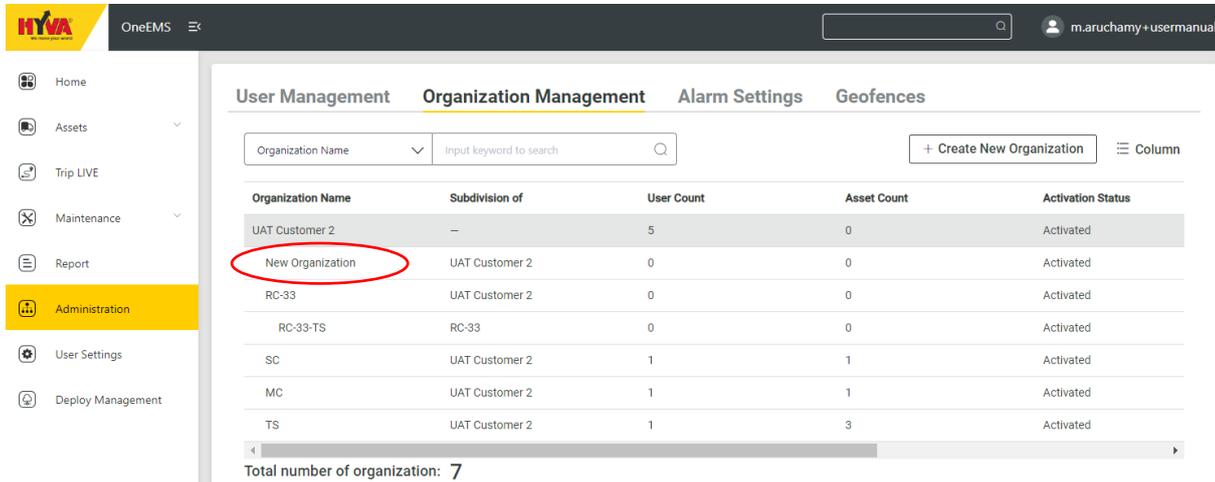
The screenshot shows the 'Create New Organization' form in the OneEMS application. The left sidebar contains navigation items: Home, Assets, Trip LIVE, Maintenance, Report, Administration (highlighted), User Settings, and Deploy Management. The main form area is titled 'Create New Organization' and includes the following fields:

- Organization Name: \* New Organization
- Subdivision of: \* UAT Customer 2
- Street: Mainstreet 1
- District: OrgDistrict
- Province: OrgProvince
- City: BigCity
- Country: \* The Netherlands
- Postal Code: 112233
- Note: Describe something about the organisation
- Time Zone: \* Europe/Amsterdam

At the bottom, the 'Activation Status' is set to 'Activated' and there is a 'Create' button.

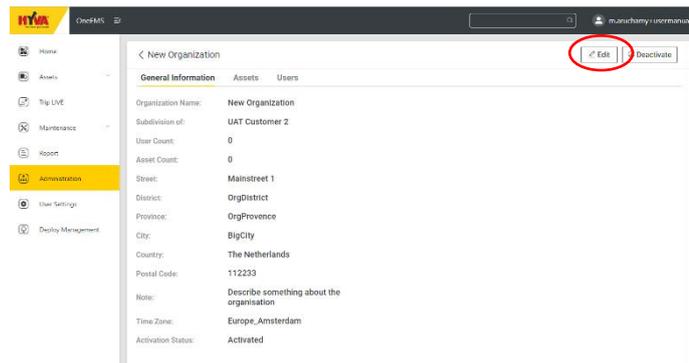
## 7.2.7 Overview and Edit organizations

Once you have created a sub-organization, it will show up in your Organization Overview.

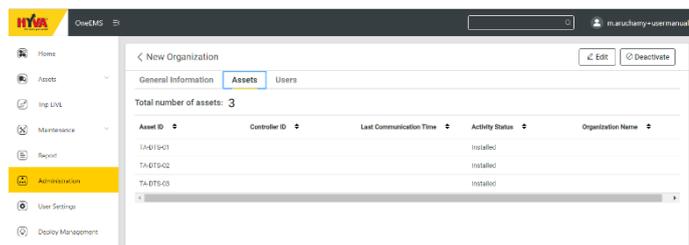


When you click on the organization, a window will appear showing the general information of the organization.

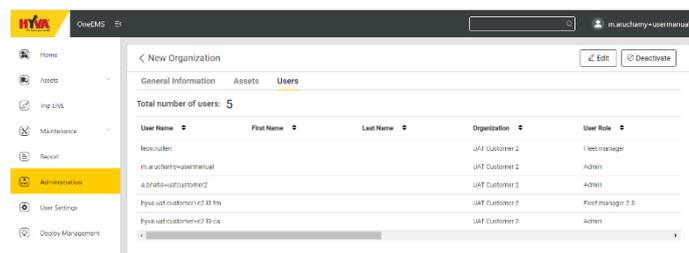
By selecting the 'Edit' button in the top-right corner, you can edit the organization info.



The second tab shows all the Assets for this organization.

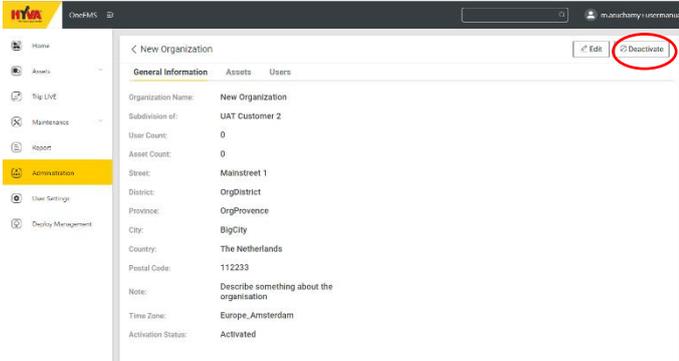


The third tab shows all the users for this organization.

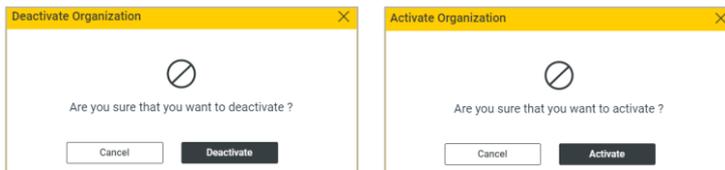


## 7.2.8 Activating and deactivating an organization

When you select an organization from the overview, a Deactivate button will show in the top-right corner for active organizations. For Deactivate organizations a Activate button will show.



When you select (de)activate you will be asked to confirm.

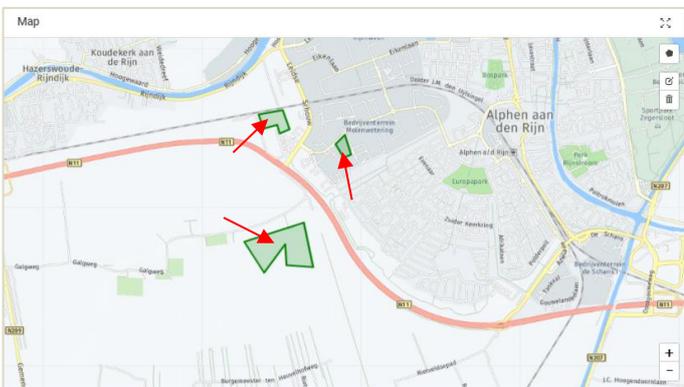


## 7.3 Geofences

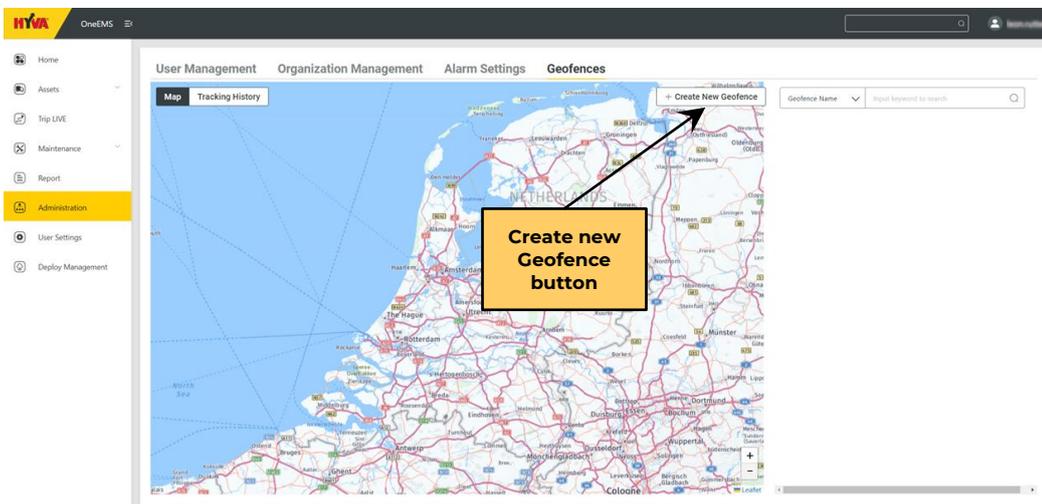
Hyva OneEMS supports the concept of Geofences. A Geofence is a geographical area that will trigger an event for an asset based on the asset entering or leaving that area.

Events						
Asset ID <input type="text" value="Input keyword to search"/>						
Last 7 days <input type="text" value="2023/05/04 — 2023/05/10"/>						
Event Level	Asset ID	Organization	Timestamp	Event Type	Event Name	Event Description
Information	TV_01	Customer A	2023/05/10 23:28:02	Geofence	Geofence Transfer Station A	The vehicle has exited the geofence. Total time spent is 20 minutes
Information	TV_01	Customer A	2023/05/10 23:08:02	Geofence	Geofence Transfer Station A	The vehicle has entered the geofence

Once defined, Geofences are shown on every map in OneEMS.



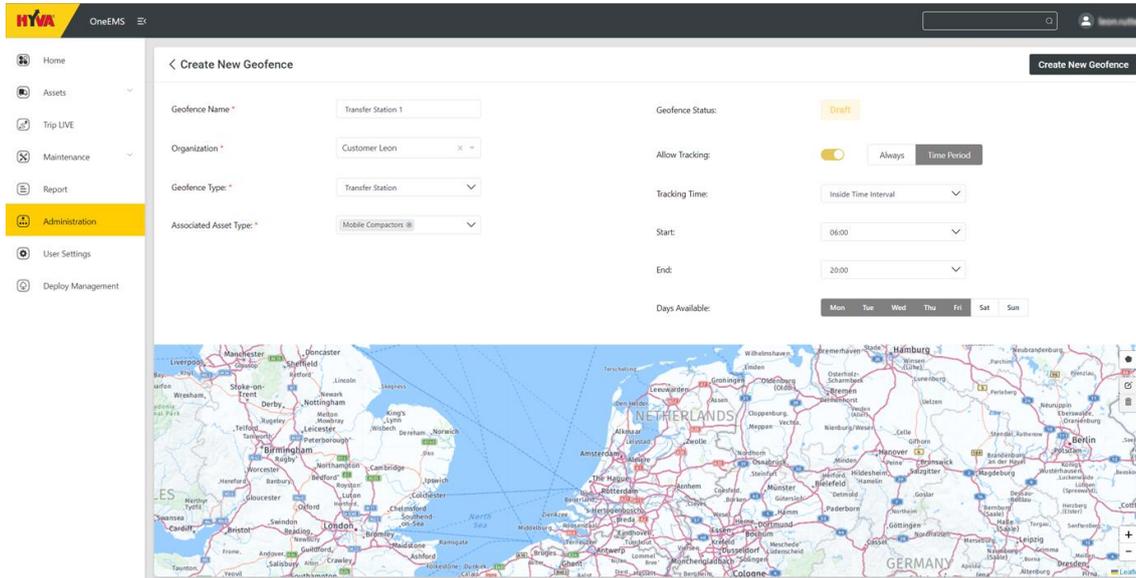
To manage geofences go to Administration in the main menu and then select the Geofences tab



On the left side a map will appear and on the right side all already defined geofences will be listed. Select 'Create New Geofence' to add a geofence.

## 7.3.1 Add a new Geofence

After selecting the Create New Geofence option, the Create New Geofence screen will appear.



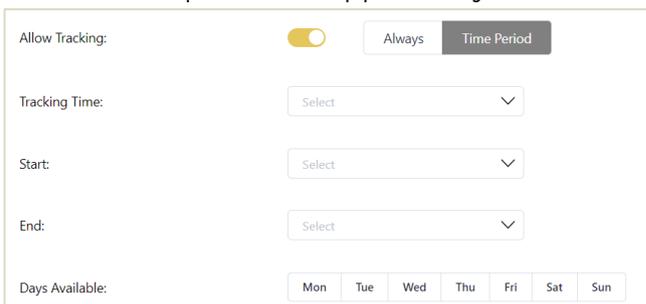
## 7.3.2 General Information

Enter the following information to create your Geofence:

- The name of your Geofence, e.g. 'Transfer Station 1'
- Select the organization this Geofence belongs to from the dropdown list of organizations
- Select the type of Geofence you'd like to add. You can choose one of these options:
  - o Workshop
  - o Site
  - o Loading Point
  - o Unloading Point
  - o Collection Point
  - o Parking
  - o Transfer Station
  - o Waste Plant
- Select the type of asset associated with this Geofence from the dropdown of available Asset types. You can select multiple asset types.
- If you want events to be generated based on this Geofence, switch 'Allow Tracking' on.

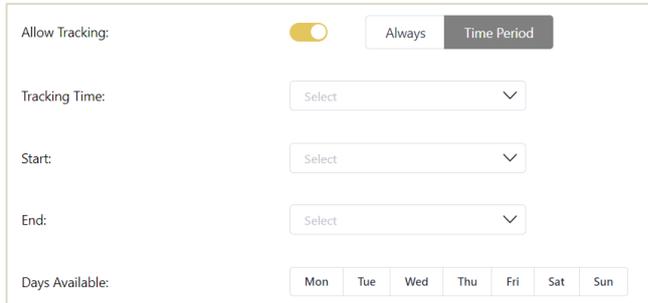


Selecting 'Always' will put no limitations on event tracking for this Geofence. If you select 'Time Period' new options will appear for you to define the working hours for this Geofence.



### 7.3.3 Setting Time Period limitations for Geofences

If you selected 'Time Period' these options will appear for you to define the working hours for this Geofence:

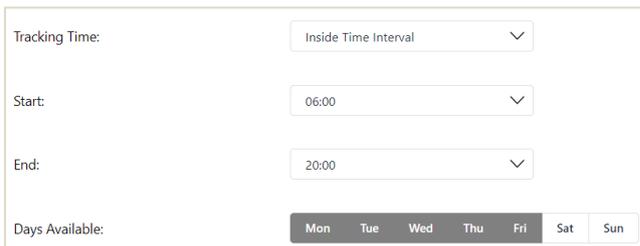


The screenshot shows a settings panel for a geofence. At the top, there is a toggle for 'Allow Tracking' which is turned on. Below the toggle are two buttons: 'Always' and 'Time Period', with 'Time Period' being the active selection. Underneath, there are three dropdown menus labeled 'Tracking Time', 'Start', and 'End', each with a 'Select' placeholder. At the bottom, there is a 'Days Available' section with buttons for each day of the week: Mon, Tue, Wed, Thu, Fri, Sat, and Sun.

The 'Tracking Time' drop box has three options:

- Inside time interval: Events will only be tracked within the time and weekdays you define
- Outside time interval: Events will only be tracked outside of the time and weekdays you define
- All day: Events will only be tracked on the weekdays you define.

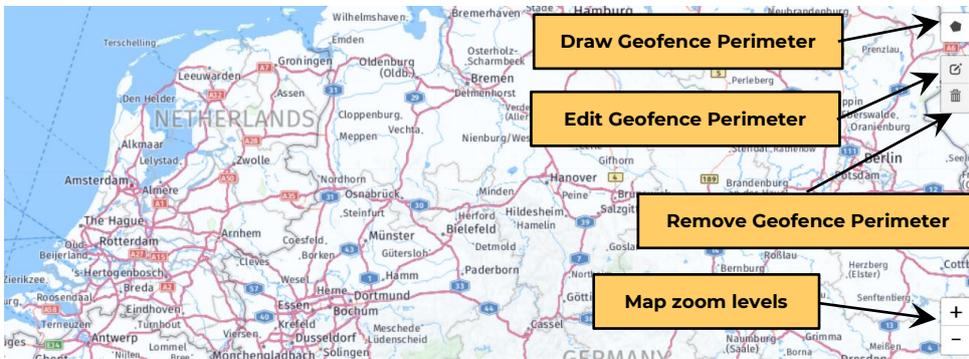
*EXAMPLE: The settings below will only track the Geofence on Monday to Friday between 06:00h and 20:00h*



This screenshot shows the same settings panel as above, but with specific values entered. The 'Tracking Time' dropdown is set to 'Inside Time Interval'. The 'Start' dropdown is set to '06:00' and the 'End' dropdown is set to '20:00'. In the 'Days Available' section, the buttons for 'Mon', 'Tue', 'Wed', 'Thu', and 'Fri' are highlighted in grey, indicating they are selected, while 'Sat' and 'Sun' are not.

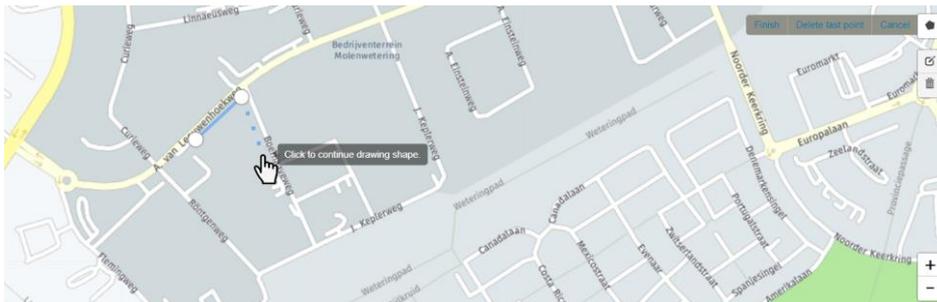
## 7.3.4 Defining the Geofence perimeter

Now you need to define the actual perimeter of the Geofence on the map.



Use the Map Zoom and your mouse to navigate to the location of your Geofence.

Once you've located your Geofence location at the right Zoom level, select the Draw Geofence option to start defining the perimeter of your Geofence (*The button tooltip will display 'Draw a Polygon'*)



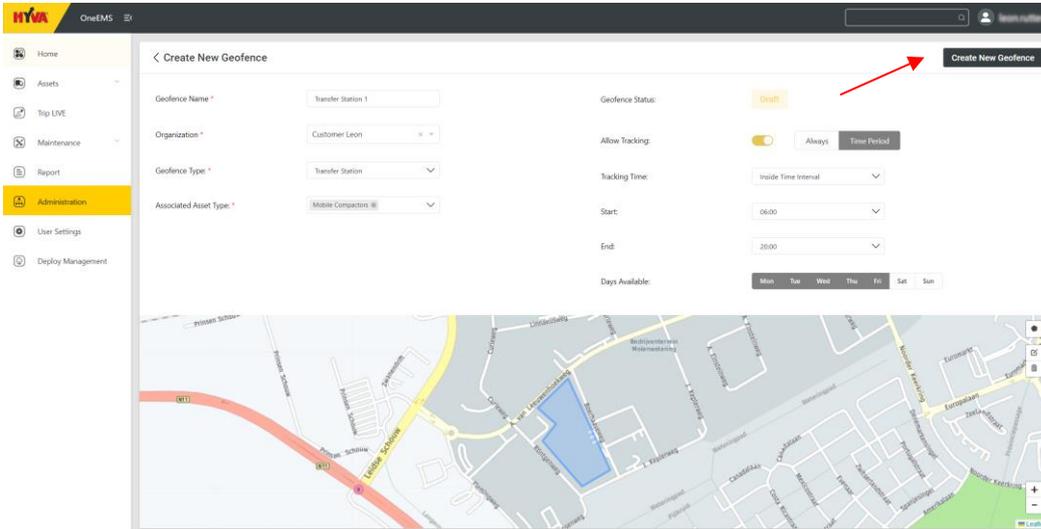
A hand symbol will appear on the map. Use your mouse to click on the corners of your Geofence to draw your geofence on the map. Finish by clicking the first corner again and your Geofence is defined. It will show as a blue shape on your map.



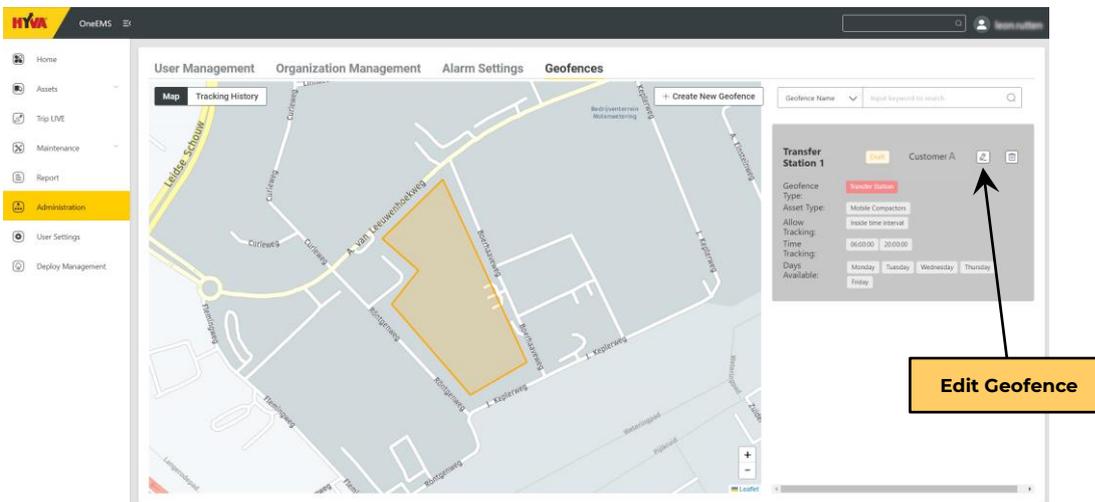
Use the Edit / Delete Geofence button to change the perimeter of your Geofence or delete it to start again.

## 7.3.5 Save your Geofence

After you have drawn your Geofence on the map and entered all the information, select the 'Create new Geofence' option in the top right-hand corner.



Congratulations, your Geofence is now defined. It will appear on your screen like this:

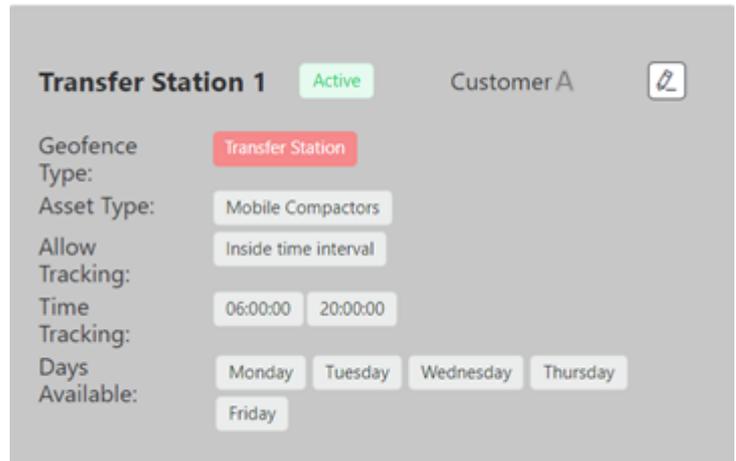


## 7.3.6 Activating a Geofence

It is however still in the status DRAFT. You will need to activate your Geofence before events will be tracked.

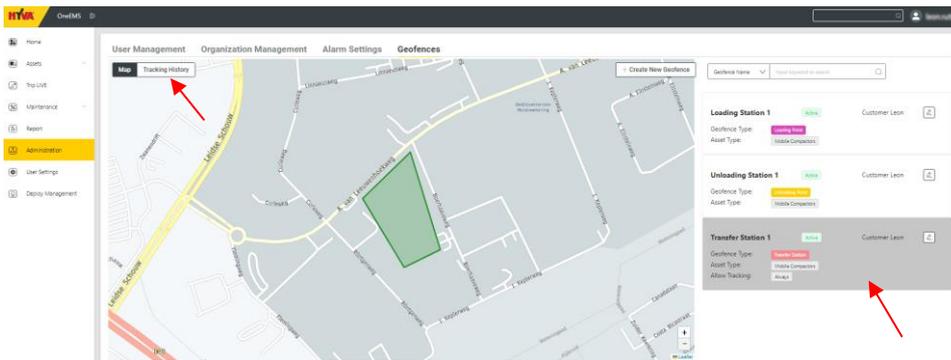
Select the 'Edit' option for your Geofence in the screen as shown above. The Geofence edit screen will appear again and it now has the 'Activate Geofence' option in the top right-hand corner.

When you select this option, the Geofence will be activated and the relevant Assets will be tracked entering or exiting this Geofence. The Geofence now has the status 'Active' in the overview screen.

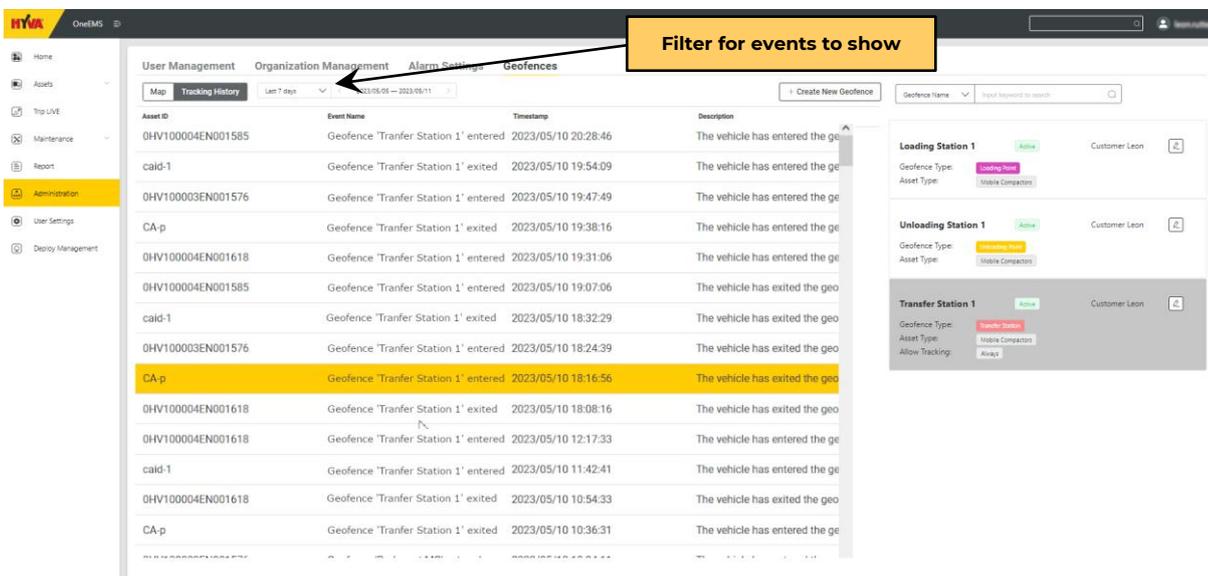


### 7.3.7 Geofence Tracking History

Once a Geofence is activated all relevant Assets will be tracked entering or exiting that Geofence. To see a full history of all events for a geofence, select the Geofence in the Geofences overview screen and then select 'Tracking History'



After selecting 'Tracking History' the event history will be shown for that Geofence.

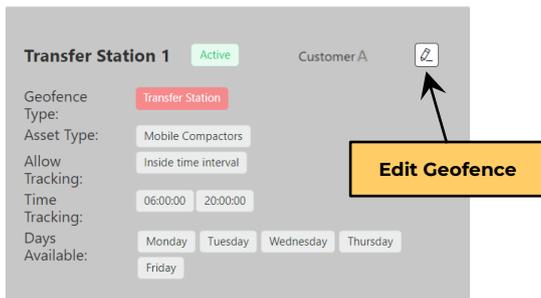


## 7.3.8 Deprecate a Geofence

It might happen that a Geofence is no longer relevant for your organization. You can then deprecate a geofence and it will no longer be monitored.

**BEWARE:** Once a Geofence is Deprecated, you cannot re-activate it again!

To deprecate a geofence select 'Edit Geofence' first.

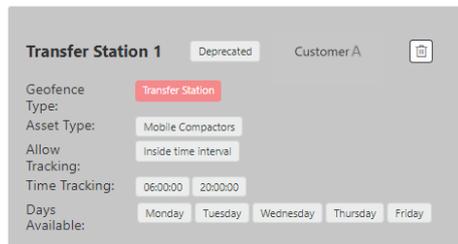


For any active geofence, on the Edit Geofence screen the option to Deprecate the Geofence will be visible in the top-right corner.



**BEWARE:** Once a Geofence is Deprecated, you cannot re-activate it again!

After selecting that option, your Geofence will be shown in your overview with the status Deprecated.

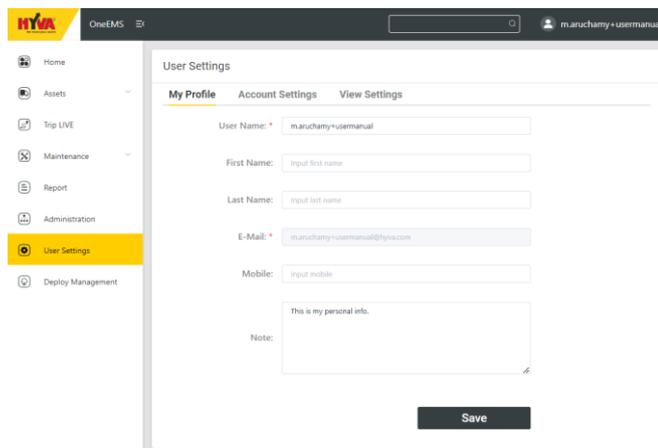


## 8 USER SETTINGS

By selecting 'user settings' from the main menu, or by selecting your user name in the top-right corner and then selecting 'User settings' you can view and change your personal settings. The screen shows three tabs:

- 1) My Profile
- 2) Account settings
- 3) View settings

### 8.1 My profile



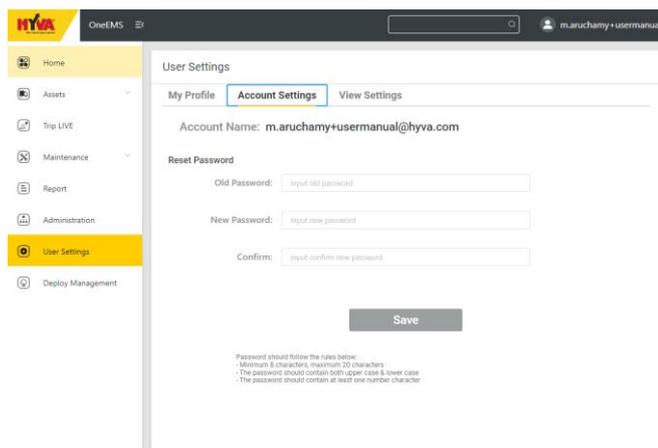
The screenshot shows the 'User Settings' page with the 'My Profile' tab selected. The form contains the following fields:

- User Name: m.aruchamy+usermanual
- First Name: Input first name
- Last Name: Input last name
- E-Mail: m.aruchamy+usermanual@hyva.com
- Mobile: Input mobile
- Note: This is my personal info.

A 'Save' button is located at the bottom of the form.

This tab shows your personal information. You can change the information as you like. The email address can never be changed. Please be sure to save any changes you make.

### 8.2 Account Settings



The screenshot shows the 'User Settings' page with the 'Account Settings' tab selected. The form contains the following fields:

- Account Name: m.aruchamy+usermanual@hyva.com
- Reset Password section:
  - Old Password: Input old password
  - New Password: Input new password
  - Confirm: Input confirm new password

A 'Save' button is located at the bottom of the form. Below the form, the following password requirements are listed:

- Password should follow the rules below:
- Minimum 8 characters, maximum 20 characters
- The password should contain both upper case & lower case
- The password should contain at least one number character

Here you can change your password. Be sure to know your old password and read the password requirements below. Please be sure to save any changes you make.

## 8.3 View Settings

The view settings tab gives you control on how you view data in OneEMS. You can change your preferred language, time zone, date & time format and the grid size (how many lines shown at once). Please be sure to save any changes you make.

