Hyva OneEMS User Manual

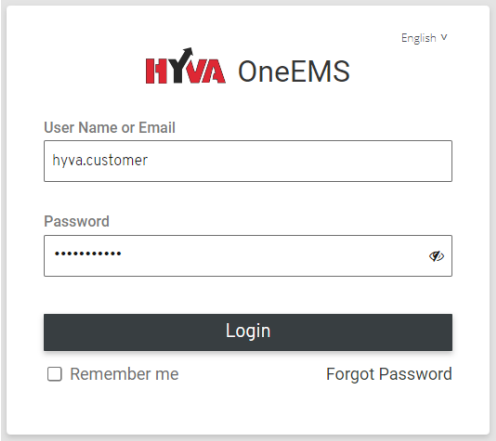
Table of Contents

1
1 Login 4
2 Home Screen 5
2.1 Organization Dropdown 5
2.2 Health Info 6
2.3 Asset Map 6
2.4 Operational Status 7
3. Fleet Overview page 8
3.1 Operational Status 9
3.2 Fleet Target Details 9
3.3 Fleet Safety 10
3.4 Events 11
4. Single Asset overview page 12
4.1 Asset Overview – Asset Information 12
4.2 Asset Overview – KPI's 13
4.2.1 Trip Log 13
4.2.2 Asset Targets 14
4.2.3 Asset Overview 14
4.2.4 Asset Safety 15
5. Trip LIVE 16
5.1 Review and Replay Trip LIVE 17
6 Reports 18
6.1 Report Templates 18
6.2 Create a new report template 19
6.2.1 Define Report settings 19
6.2.2 Include Charts in the report 19
6.2.3 Save the Report Template 20
6.3 Viewing a Report 21
6.3.1 Set Parameters 21
6.3.2 Generate Report 21
6.3.2 Export Report 22
6.3.4 Subscribing to a report 23
6.4 Subscribing to a report without viewing first 24
6.5 Unsubscribe from a report. 24
6.6 Receive emails for your Subscriptions 25
7 Administration 26
7.1 User Management 26
7.1.1 Adding a new user 26
7.1.2 User email 26

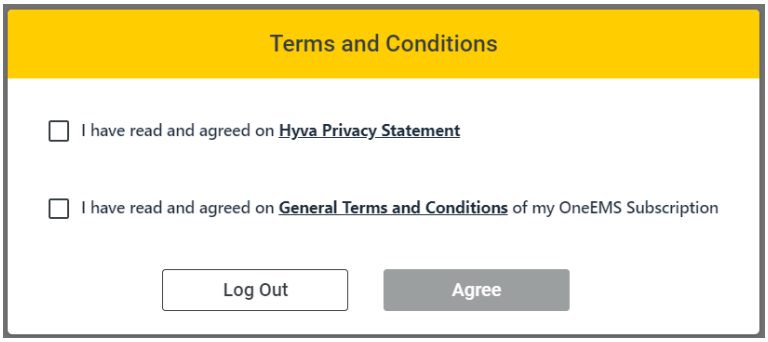
7.1.3 User role 26
7.1.4 Organization 26
7.1.5 Press Create to save 27
7.1.6 Overview and Edit users 27
7.1.7 User activation, deactivation and removal 27
7.2 Organization Management 28
7.2.1 Adding a new organization 28
7.2.2 Organization name 29
7.2.3 Subdivison of.. 29
7.2.4 Country 29
7.2.5 Time-zone 29
7.2.6 Press Create to save 29
7.2.7 Overview and Edit organizations 30
7.2.8 Activating and deactivating an organization 31
7.3 Geofences 32
7.3.1 Add a new Geofence 33
7.3.2 General Information 33
7.3.3 Setting Time Period limitations for Geofences 34
7.3.4 Defining the Geofence perimeter 35
7.3.5 Save your Geofence 36
7.3.6 Activating a Geofence 36
7.3.7 Geofence Tracking History 37
7.3.8 Deprecate a Geofence 38
8 User settings 39
8.1 My profile 39
8.2 Account Settings 39
8.3 View Settings 40

1 LOGIN

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

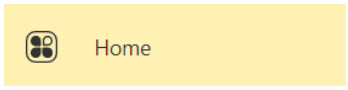


On your first login of the OneEMS portal, you will be asked to agree on the privacy policy and general terms and conditions. By clicking the Hyva Privacy Statement & General Terms and Conditions, you can find the detailed information of each items in a separate page respectively.

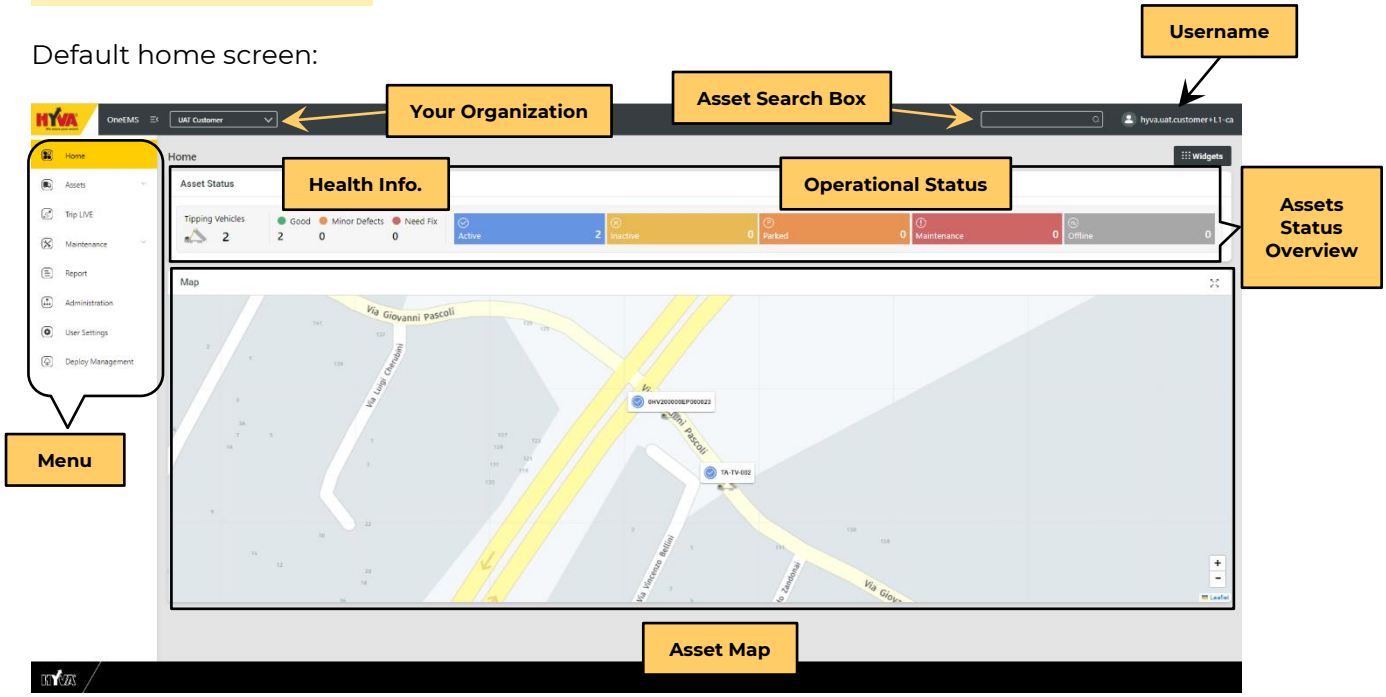


2 HOME SCREEN

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.



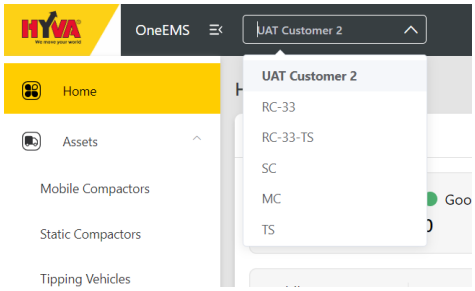
Default home screen:



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.

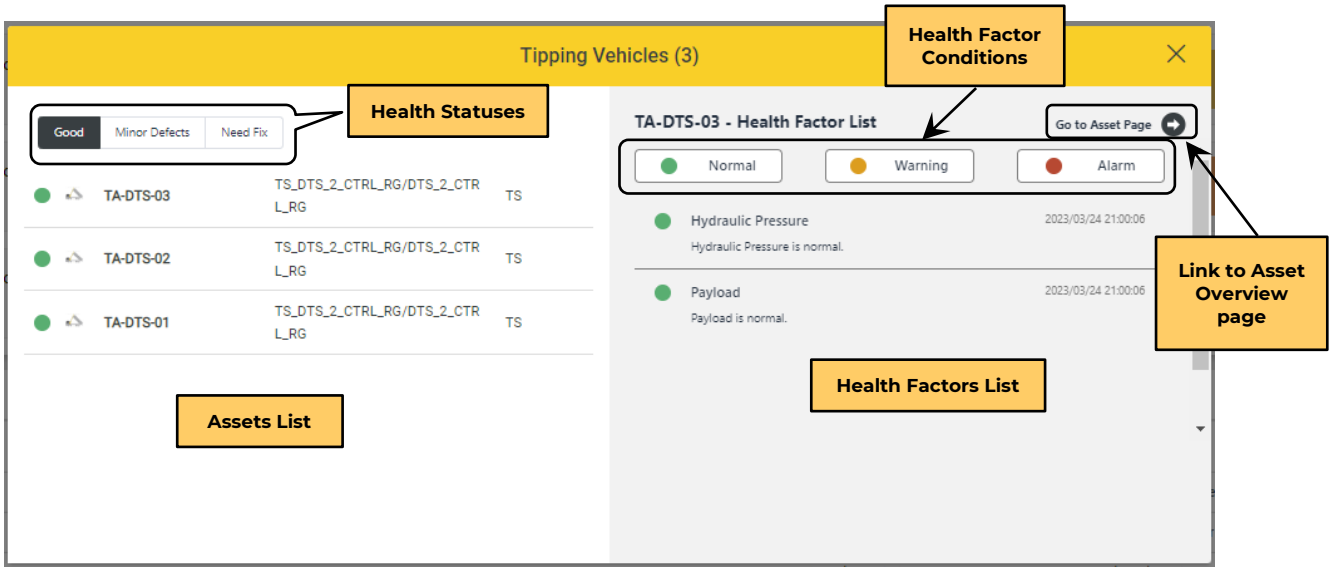
2.1 Organization Dropdown

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.

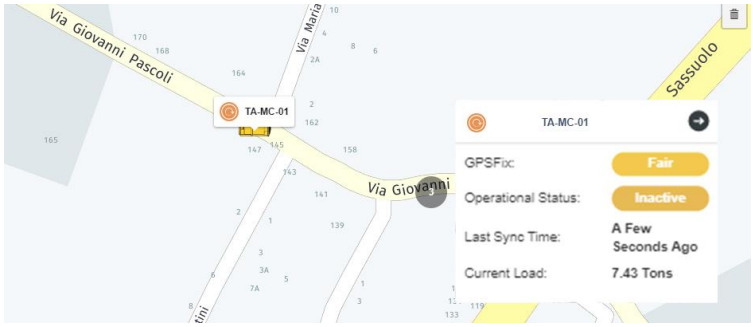
You can close the window by pressing the [X] in the top right of the popup.

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.

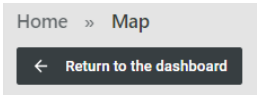
Clicking on an asset will give you information about the GPS signal quality, operational status, last communication and current load. Selecting the arrow on the right of this window will take you to the detailed asset overview page.



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

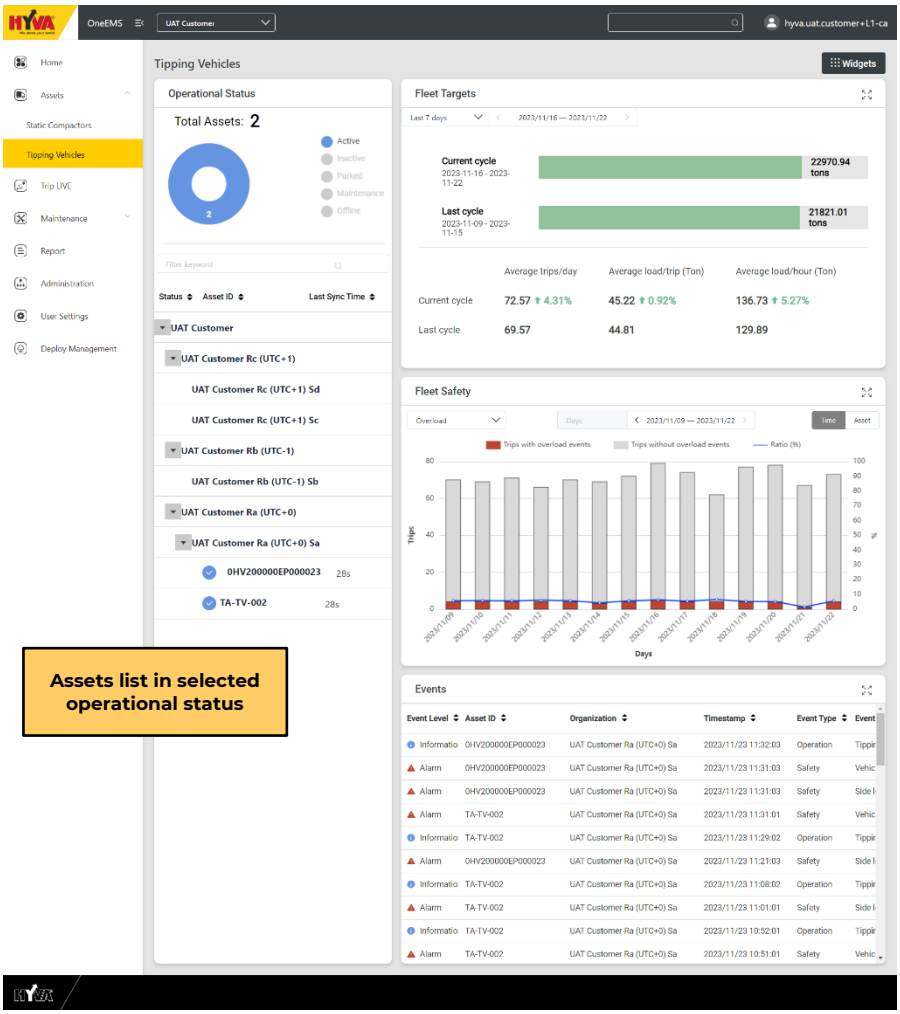
Expanded view has the same map and its features along with an operational widget on the left side.

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



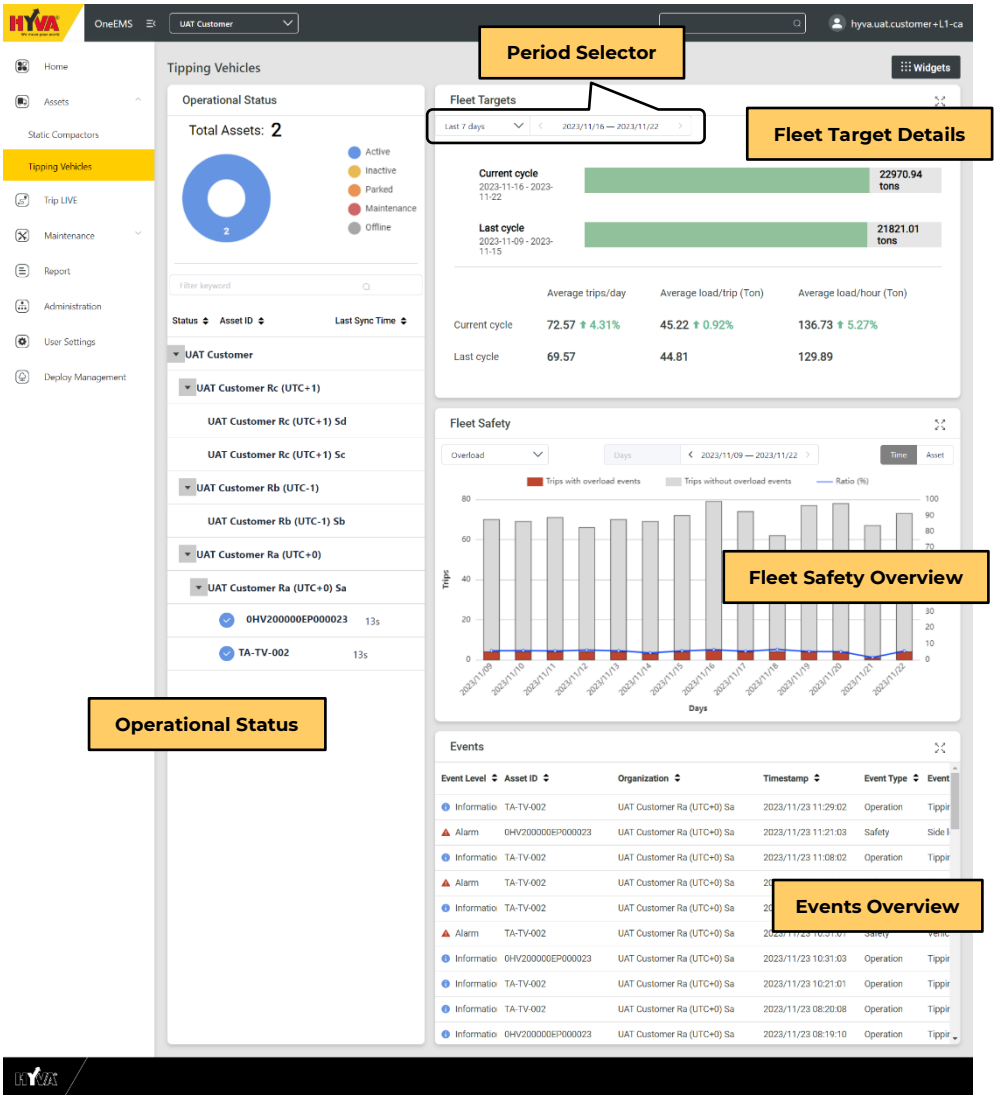
2.4 Operational Status

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.

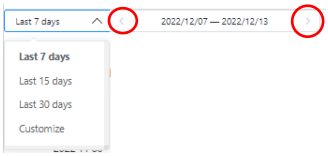


3. FLEET OVERVIEW PAGE

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



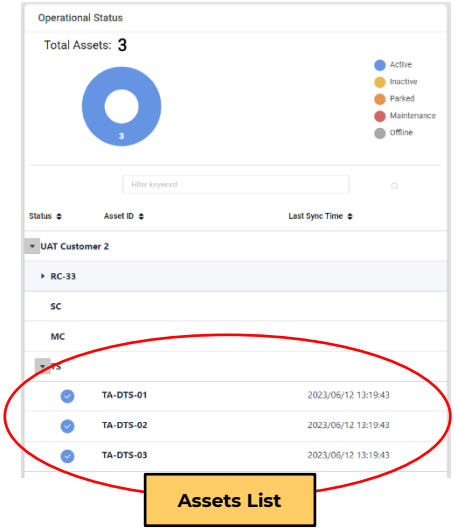
Using the period selectors, you can select the time period to be shown in the respective widgets.



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



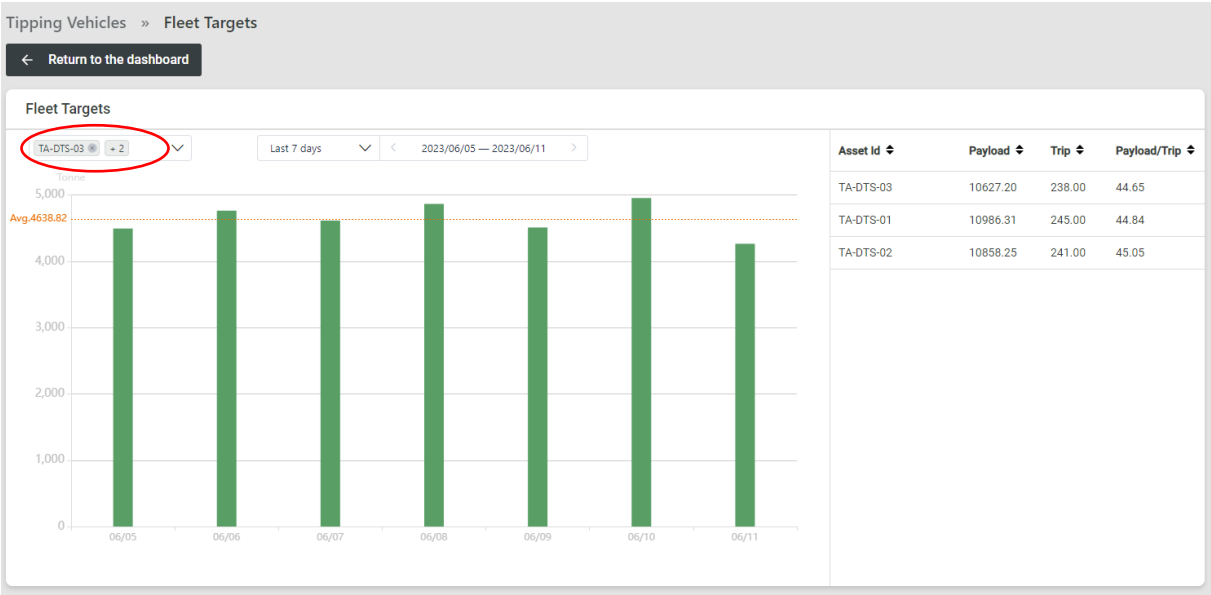
The operational status widget shows all your assets with an indication of their last known status. You can select and deselect for what statuses you want to show your assets by toggling the statuses.

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.

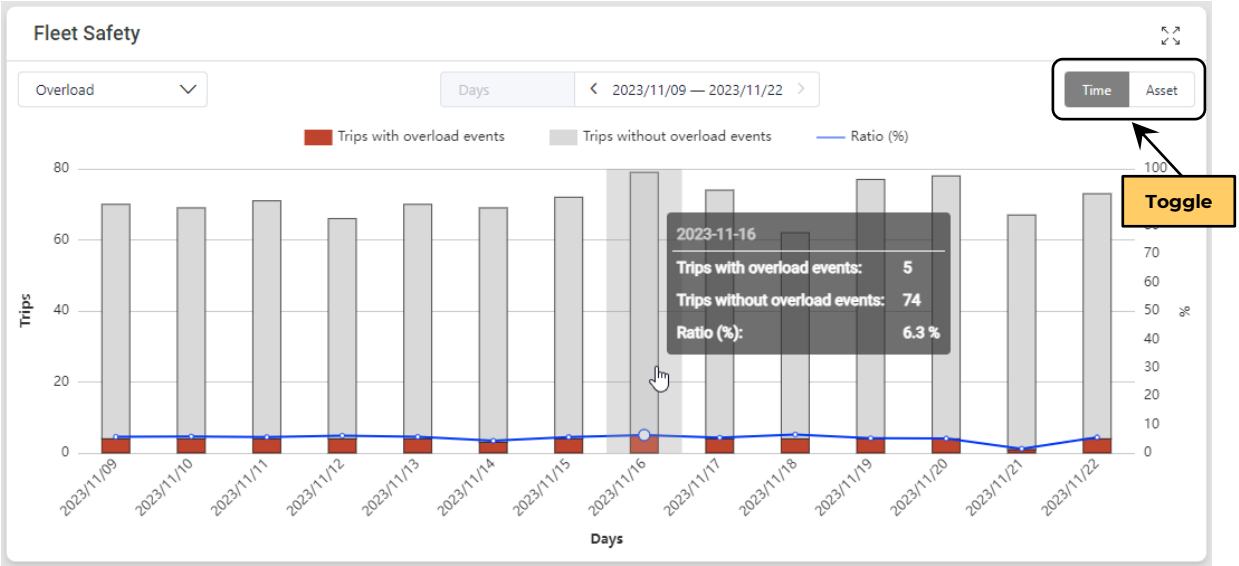


In the upper left corner, you can select the assets you want to include in this view. With the period selector you can select and cycle time periods.

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

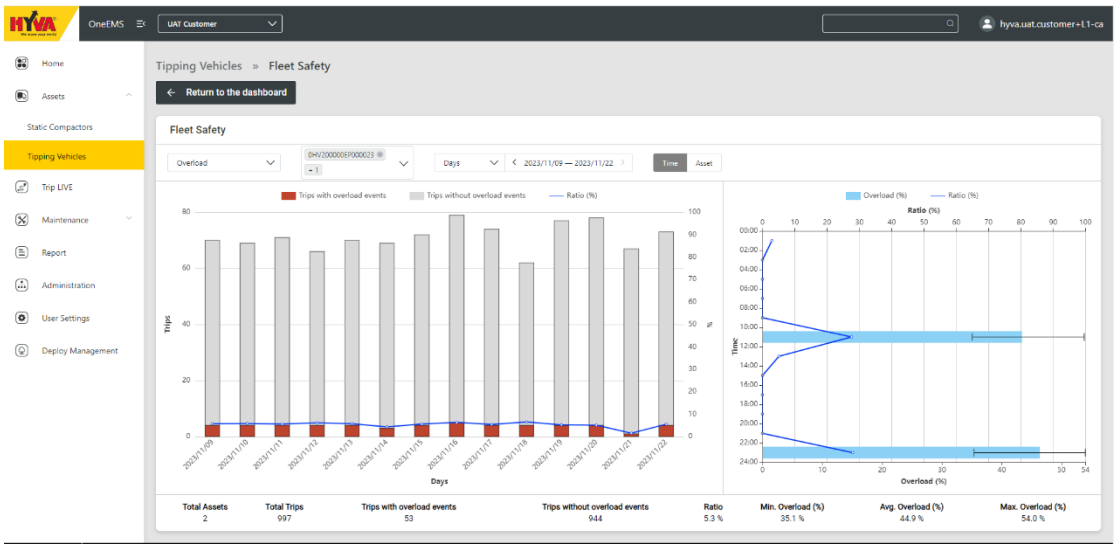
3.3 Fleet Safety

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.

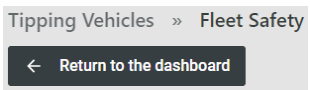


By using the toggle button (Time/Asset), you can switch the data aggregation per day / per asset for the selected period. You can hover over each bar to get a tool tip with a detailed information.

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.

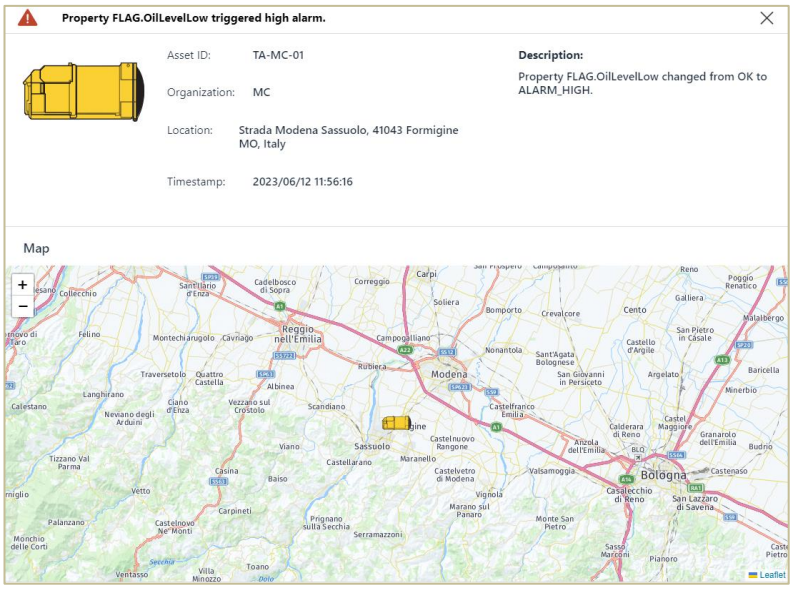


By clicking this [Return to the dashboard] button OR Tipping Vehicles in the expanded view, you can return back to previous screen.



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.



4. SINGLE ASSET OVERVIEW PAGE

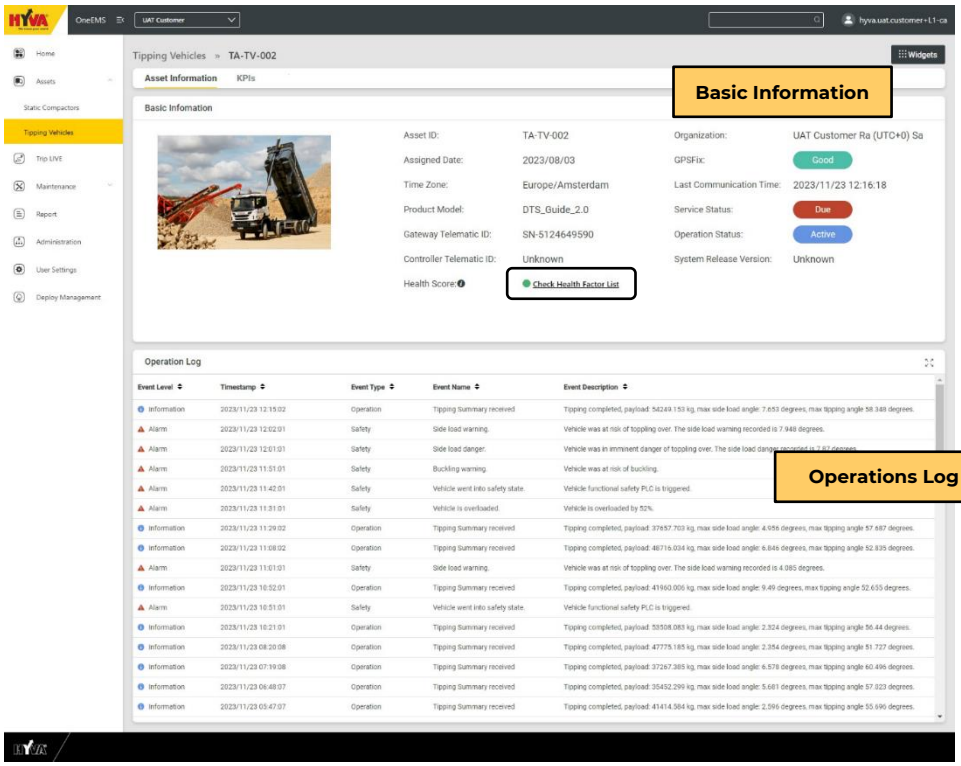
You can enter the detailed asset overview page through many ways and few of them are mentioned below.

- 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

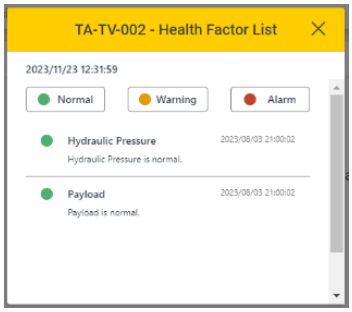
4.1 Asset Overview – Asset Information

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.

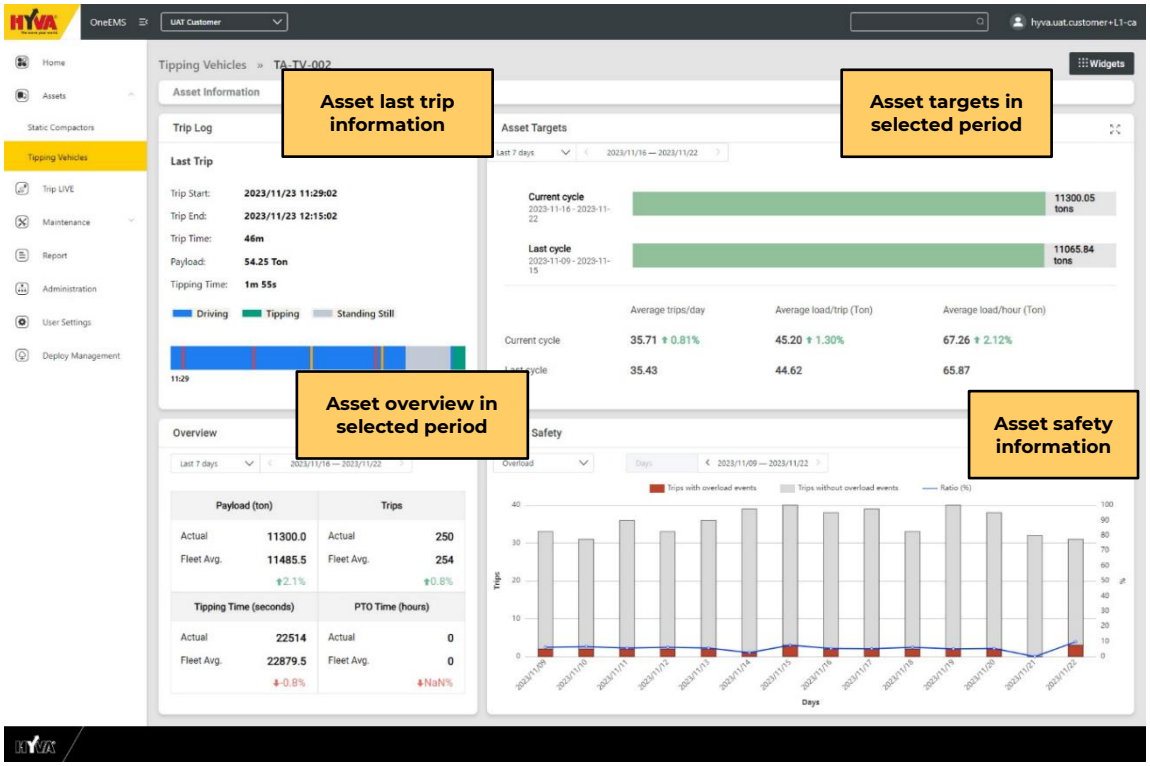
You can see the health factors list pop-up by clicking the Check Health Factor List icon in the basic information widget.



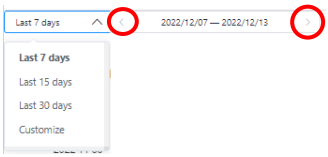
The operations log shows all events and warnings for this Asset. By clicking on an event in the this widget, you will get a popup with detailed information of that event. Detailed info contains asset ID, organization, location (text and map), timestamp of the event and a description of the event.

4.2 Asset Overview – KPI's

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

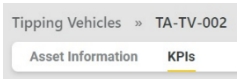


Using the period selectors, you can select the time period to be shown in the respective widgets.



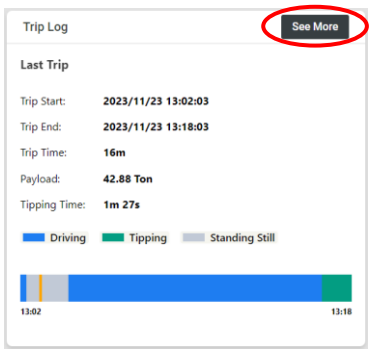
You can select what timespan period you'd like to see with the dropdown on the left. Using the arrows on the right box, you can cycle back and forth through time periods.

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



4.2.1 Trip Log

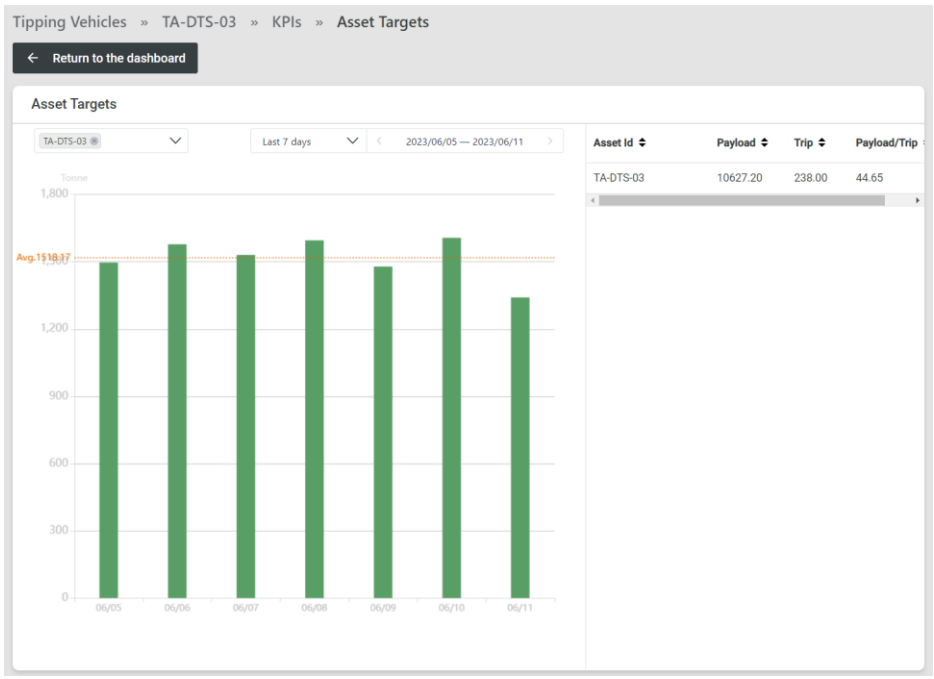
The Trip Log widget shows you detailed information on the last trip of your asset. Pressing the 'See More' button will take you to the Trip Live page to review a trip in detail.



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.

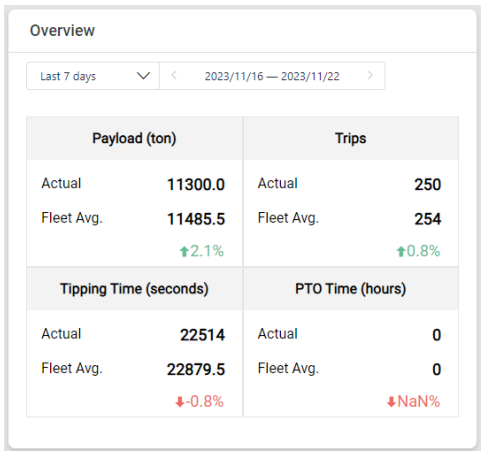


Using the period selector, you can select the time period to be shown in the respective widgets.

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.

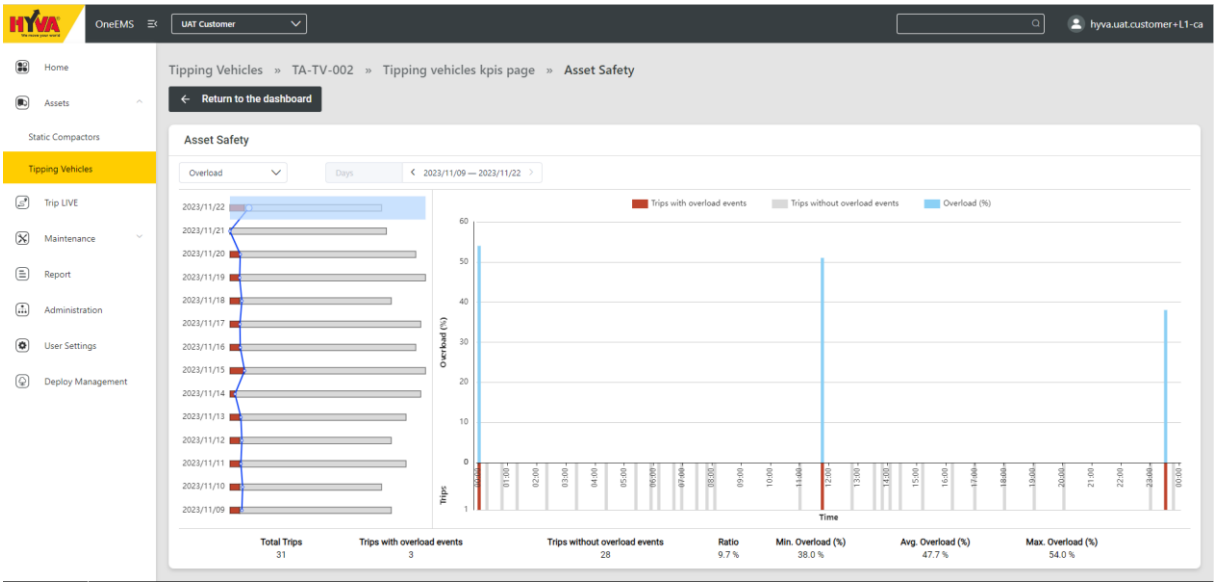


4.2.4 Asset Safety

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.

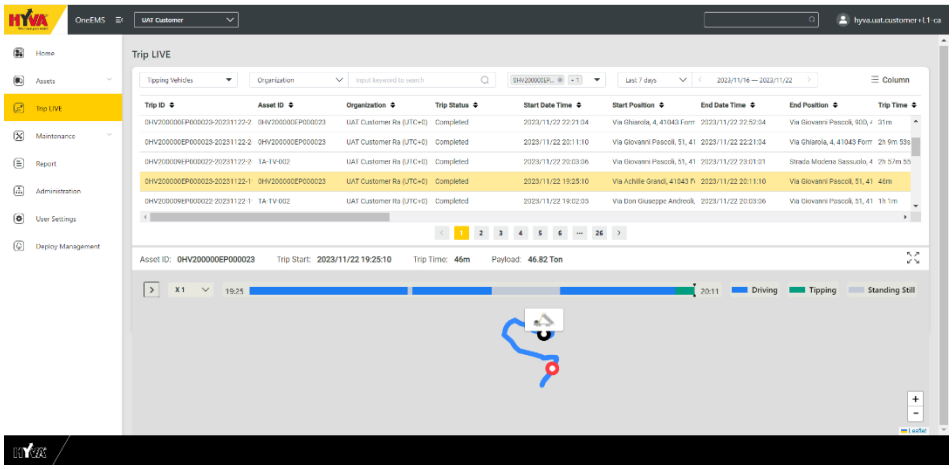


By clicking this [Return to the dashboard] button in the expanded view, you can return back to previous screen.

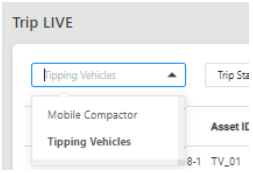
5. TRIP LIVE

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

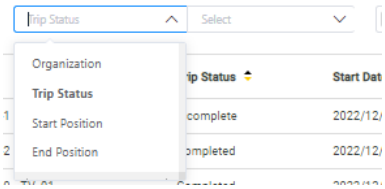
At the top you see an overview of all trips recorded. Using the period selector you can select the time period to be shown in the widget.



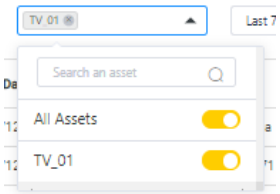
You can select the type of assets you want to see using the asset type dropdown



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



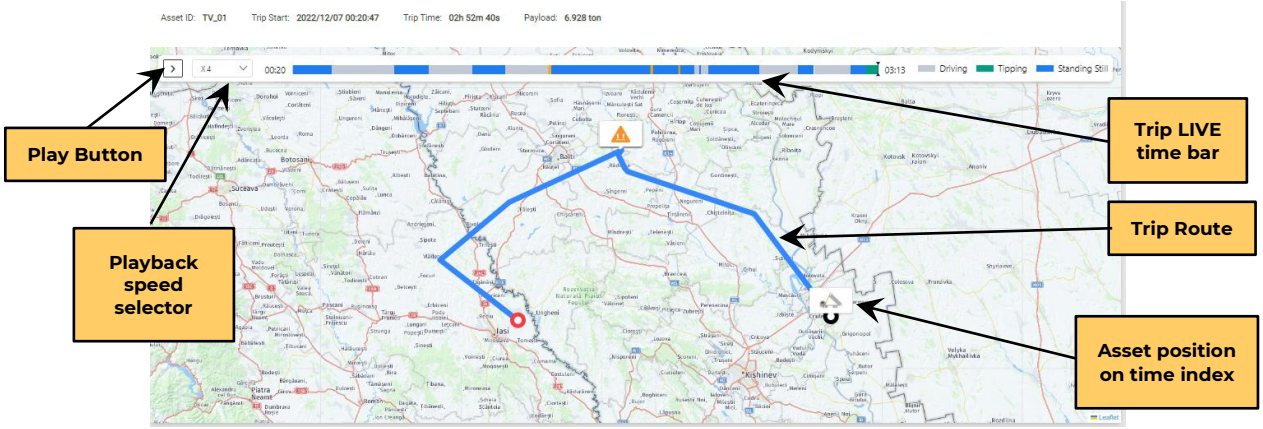
You can select specific assets using the Asset selector dropdown



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

5.1 Review and Replay Trip LIVE

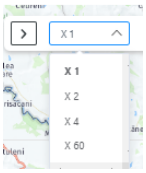
After selecting a specific trip from the list, the Trip LIVE play controls will appear above the map



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.

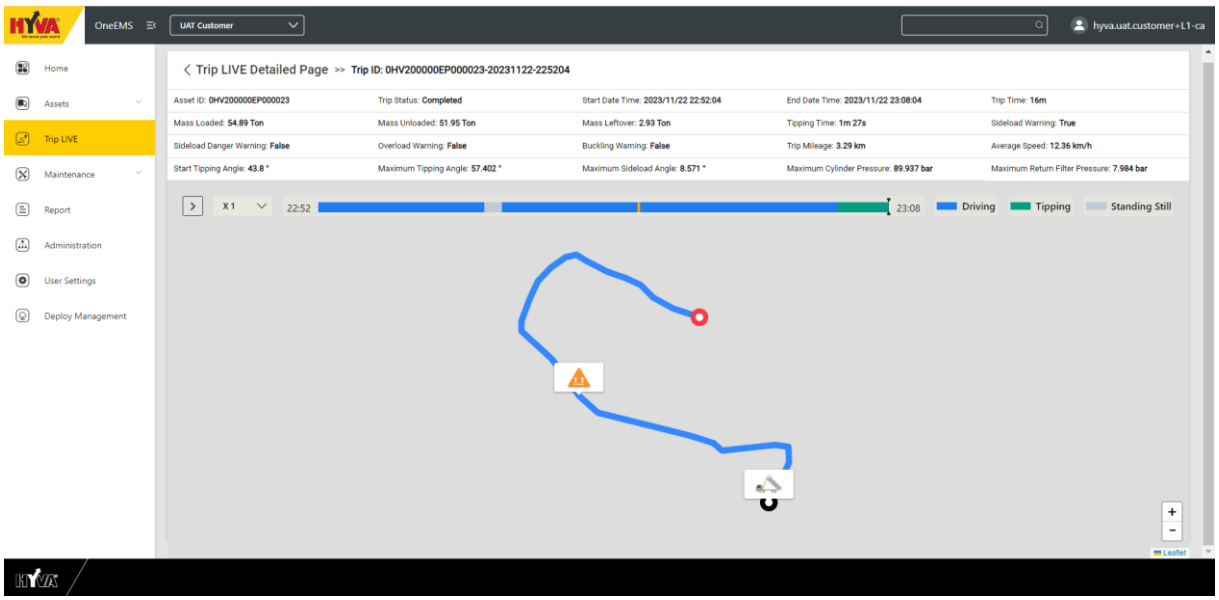
Next to the play button is the playback speed selector:



This enables you the 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.

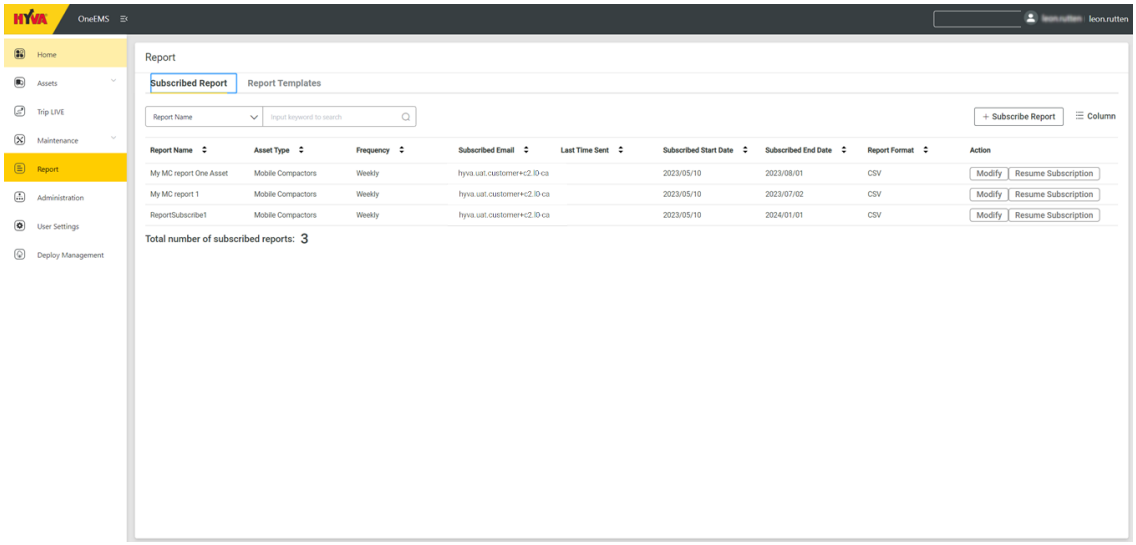


By clicking this [<] button in the expanded view, you can return back to previous screen.

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).

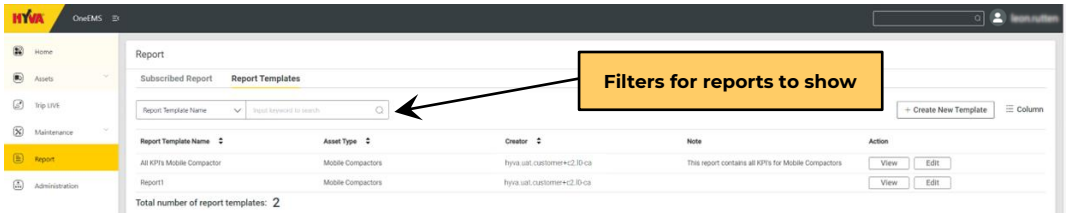
In the **Subscribed Reports Tab** you will see the reports you have subscribed to. By subscribing to a report, you will receive that report by mail on a fixed interval by your choosing.

6.1 Report Templates

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

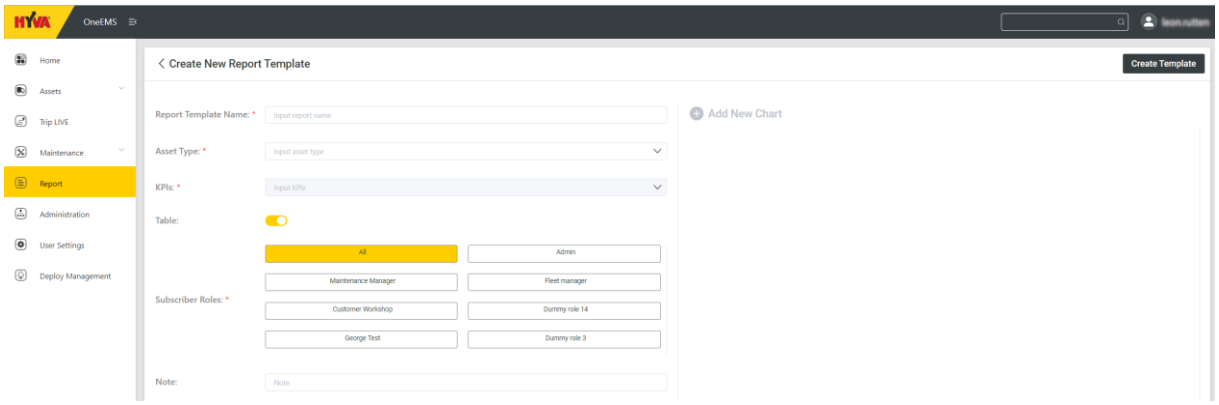
If enabled, you will also have the option to define a new report template using the ‘Create Report Template’ option in the top-right of the screen.

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.

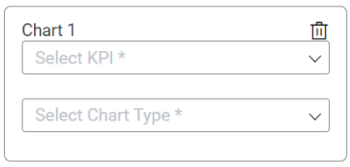
6.2.1 Define Report settings

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.

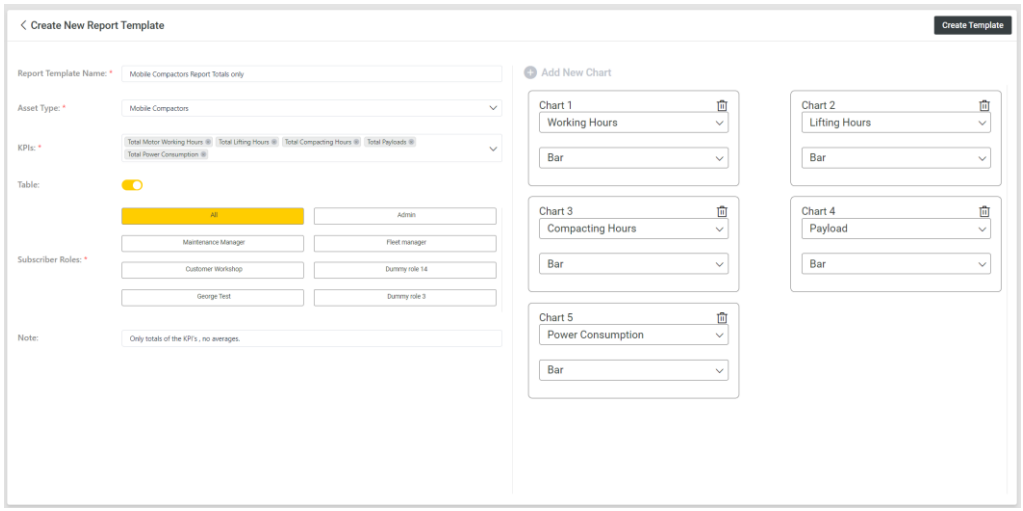


Select the KPI you would like to have in the Chart. Oly the KPI's you have selected will be visible in the dropdown box. Then select the type of Chart you'd like displayed. *(Currently only the chart type 'Bar' is supported)*

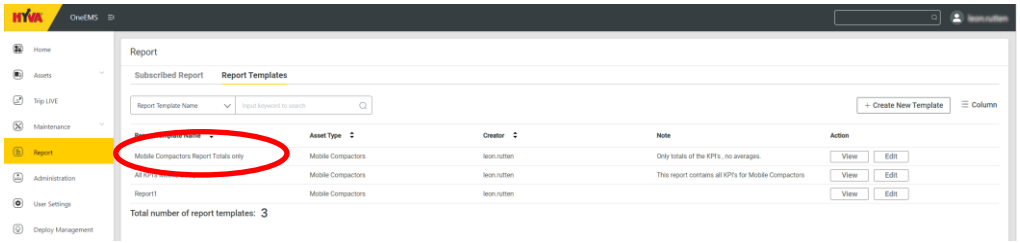
You can add one Chart for each selected KPI.

6.2.3 Save the Report Template

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

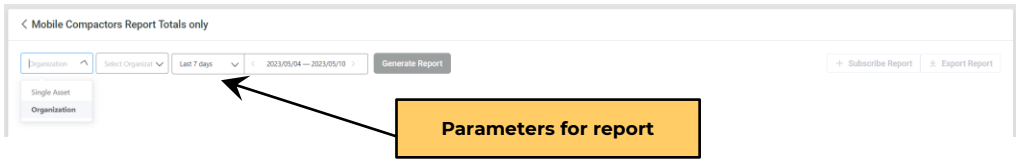


Select 'Create Template' in the top-right corner to save your report template. The report will now appear in the overview on the 'Report Templates' tab:



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

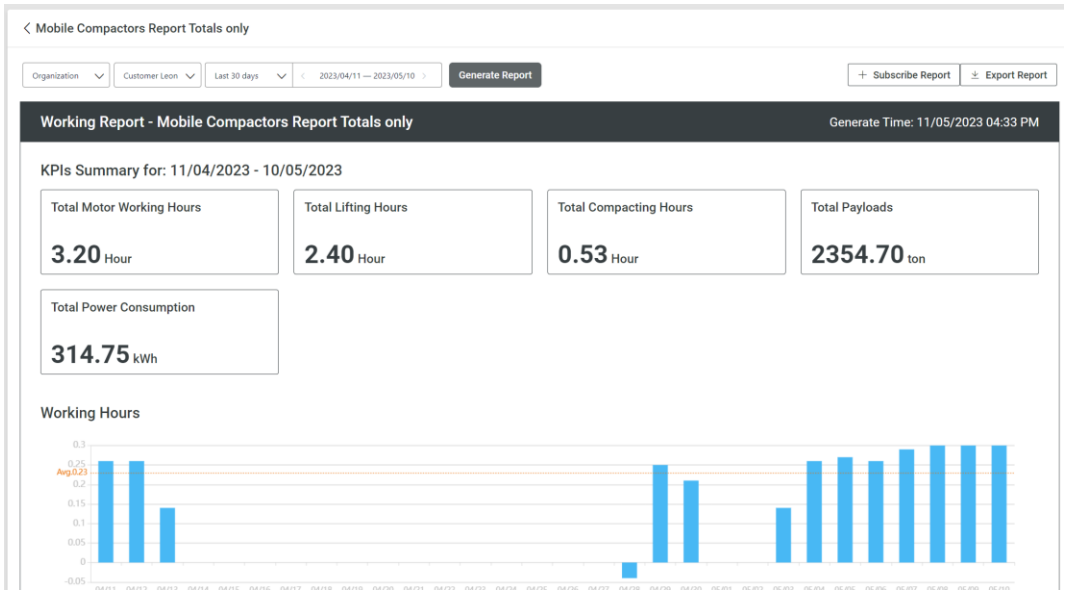
First select if you want to see the report for a specific Asset or for an entire organization. Depending on your choice, the second dropdown box will enable you to select either an organization or a specific asset.

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.

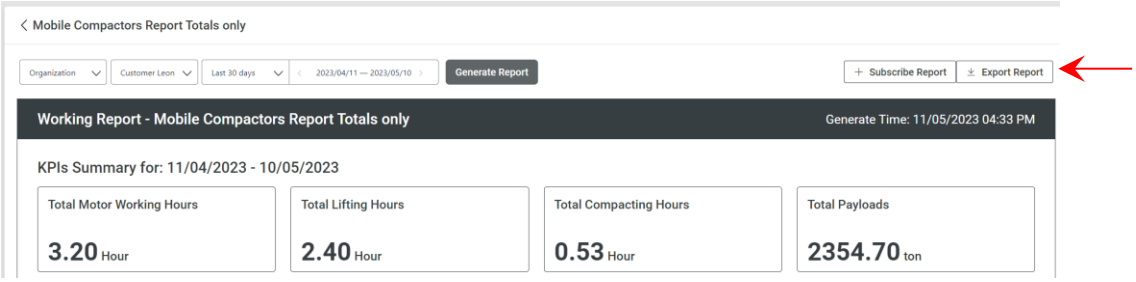
6.3.2 Generate Report

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

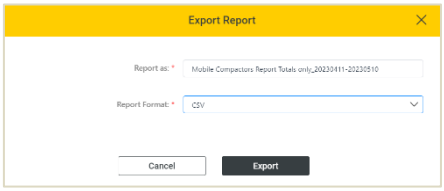


6.3.2 Export Report

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.



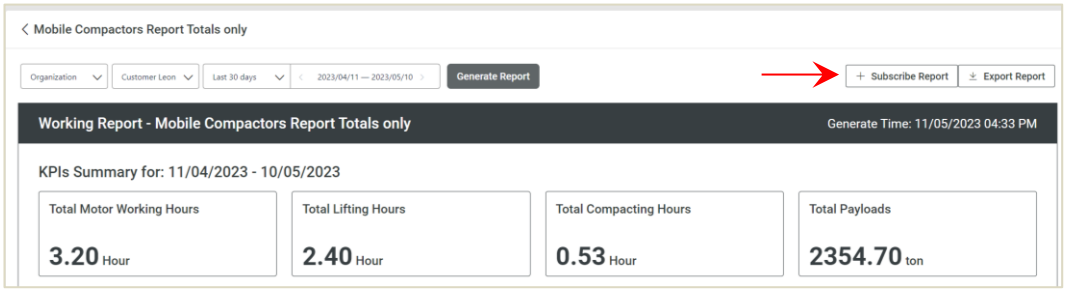
When you select Export, the file will be saved in your Downloads folder.

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

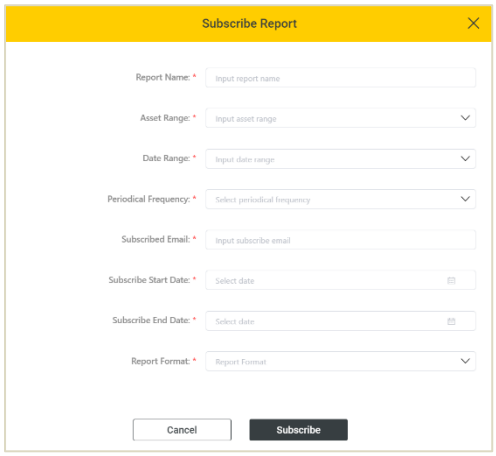
6.3.4 Subscribing to a report

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?

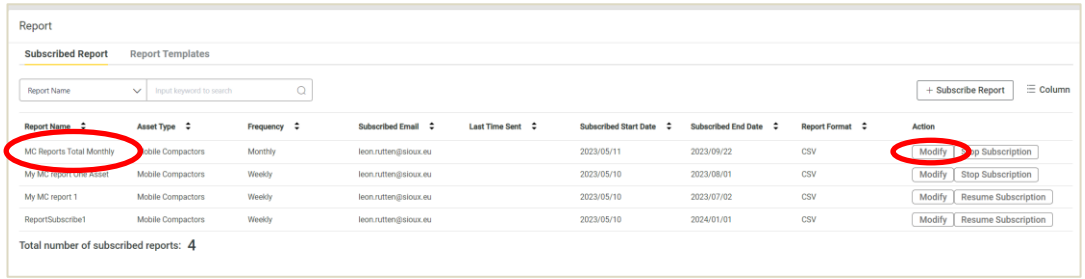
Subscribed Email: What email should the report be sent to?

Subscribe Start Date: When should your subscription start?

Subscribe End Date: When should your subscription end?

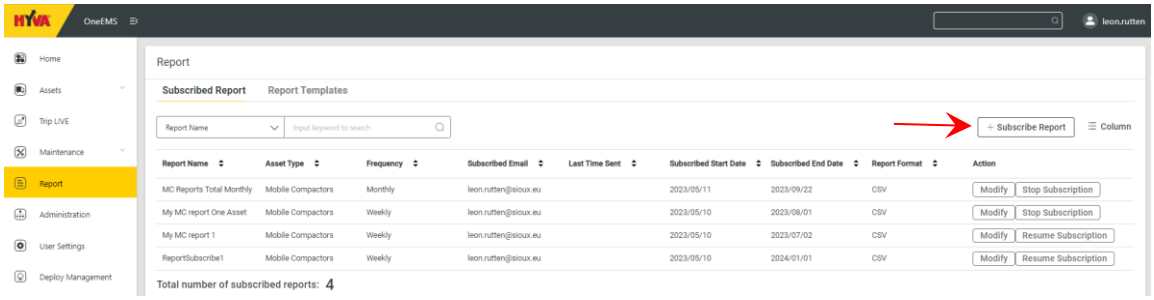
Report format: What report format would you like? *(currently only CSV is supported)*

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.

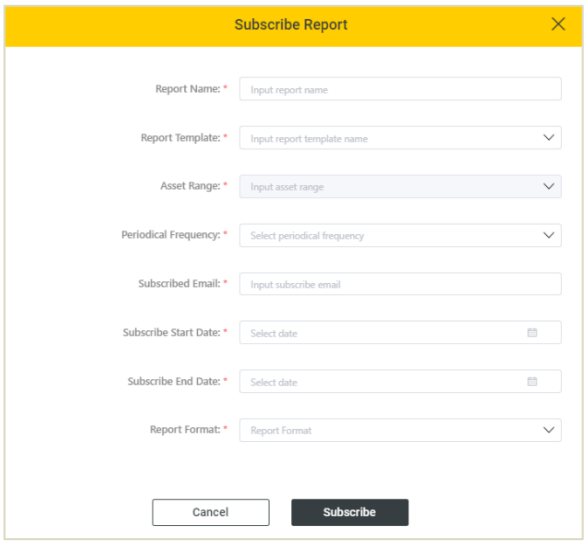


6.4 Subscribing to a report without viewing first

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:



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?

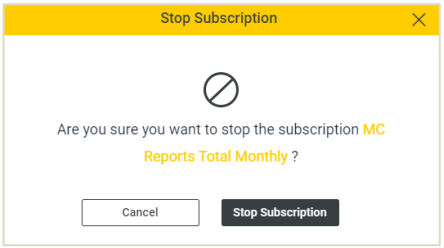
Subscribe End Date: When should your subscription end?

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

6.5 Unsubscribe from a report.

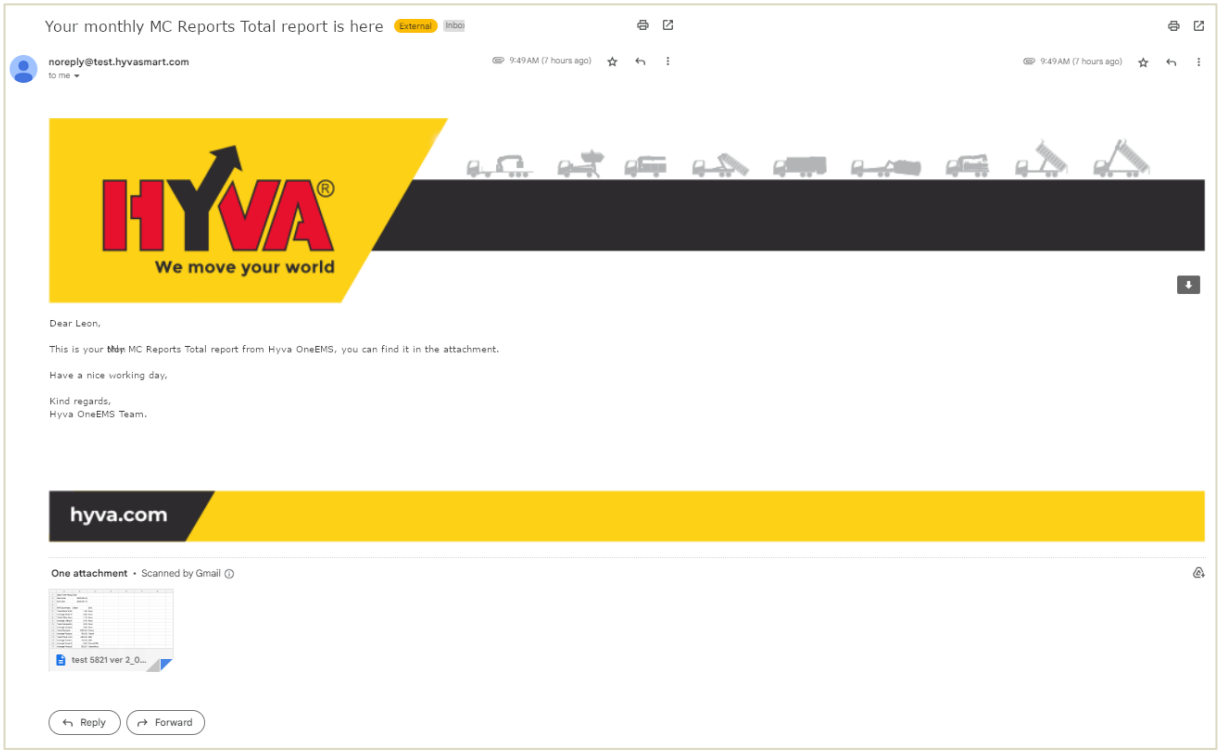
You can unsubscribe from a report at any given time. Simply choose 'Stop Subscription' from the Subscribed Report overview tab. A popup will appear to confirm you want to stop your subscription.

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

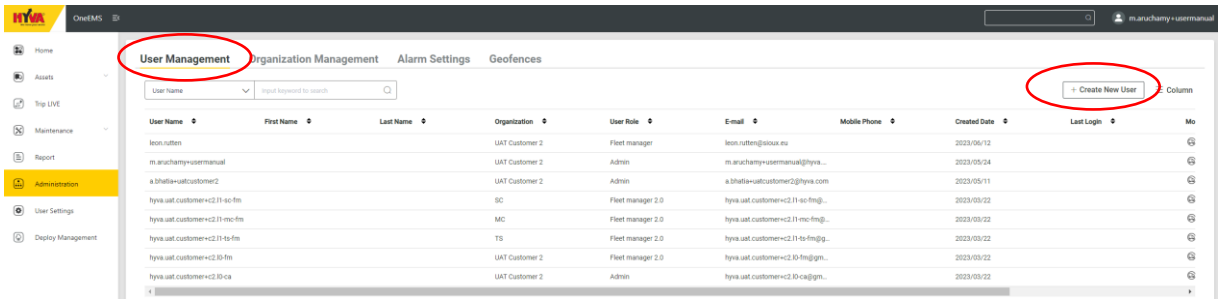
For the reports you have subscribed to, you will receive an email with the report attached on the interval you have selected. The email you receive will look like the one below.



7 ADMINISTRATION

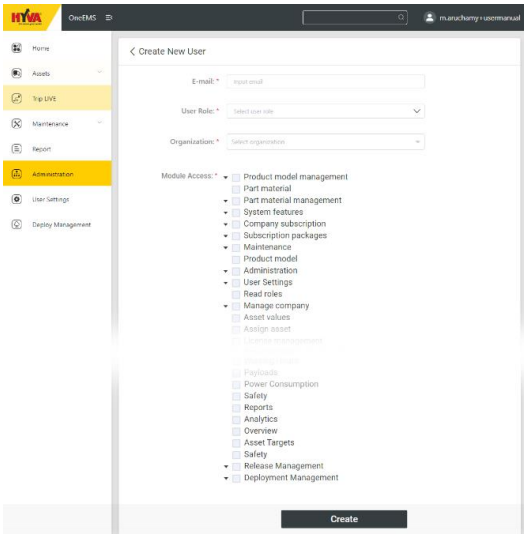
7.1 User Management

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



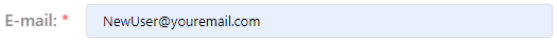
7.1.1 Adding a new user

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.



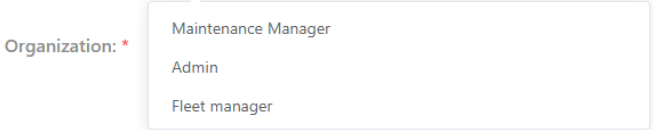
7.1.2 User email

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



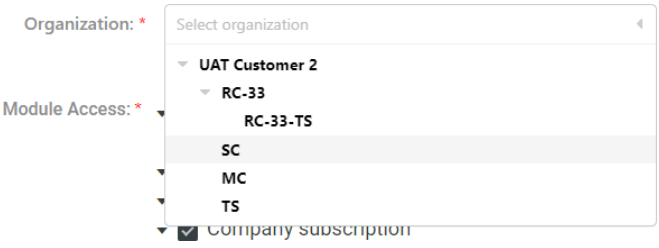
7.1.3 User role

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.



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.

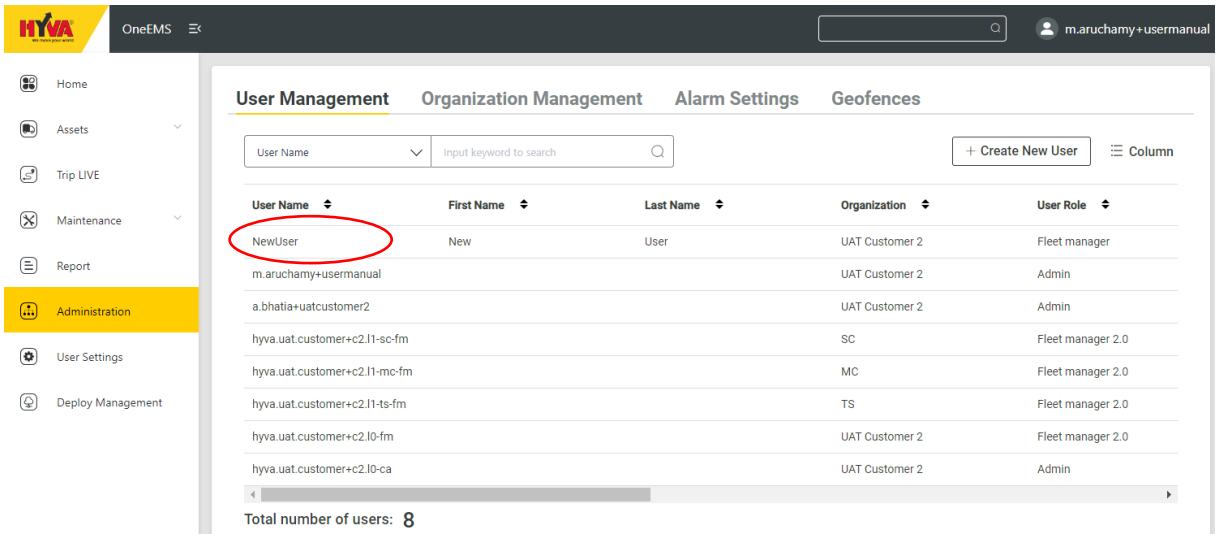


7.1.5 Press Create to save

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

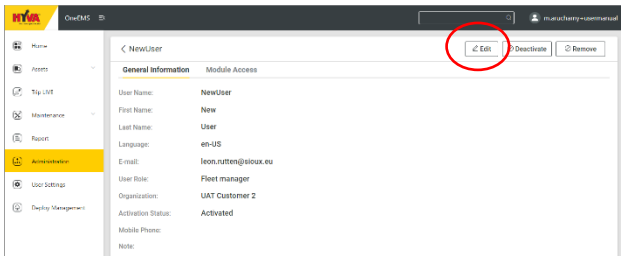
7.1.6 Overview and Edit users

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

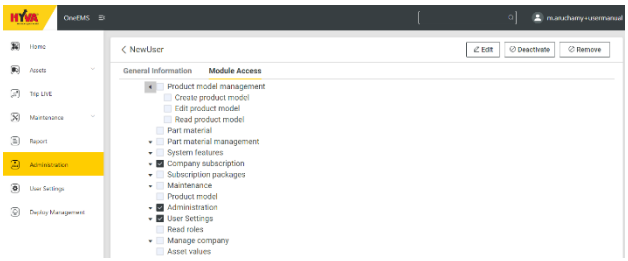


When you click on the user, a window will appear showing the general information of the user.

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

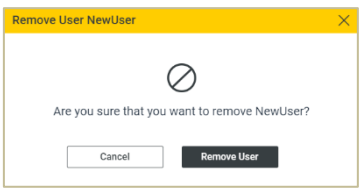


The second tab shows the module access for this user.



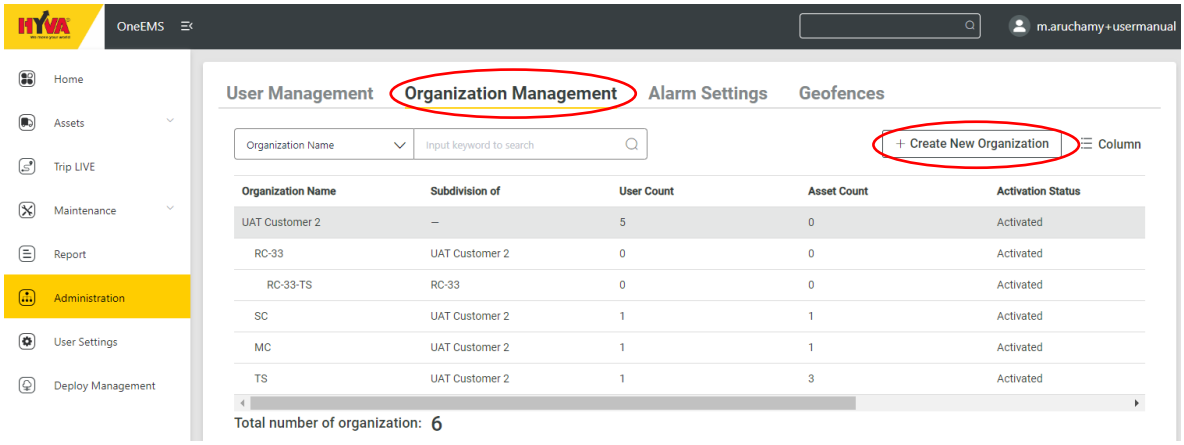
7.1.7 User activation, deactivation and removal

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.



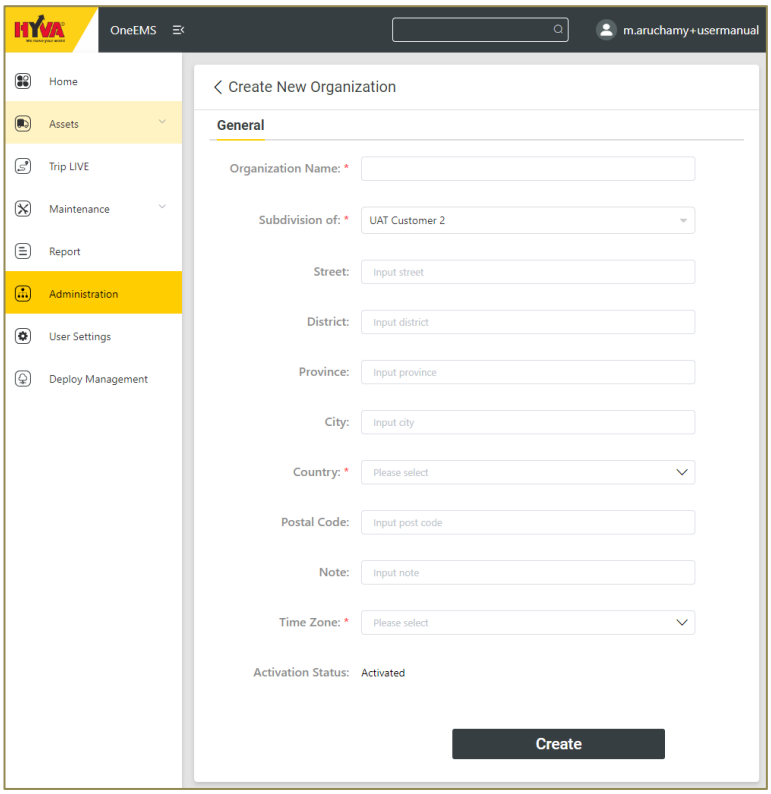
7.2 Organization Management

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:



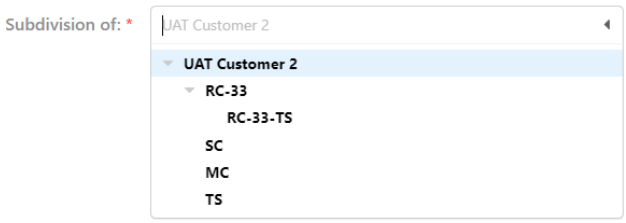
Please fill out as many fields as you can. However, only Name, Subdivision, country and time zone are mandatory.

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 Subdivison 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.



7.2.4 Country

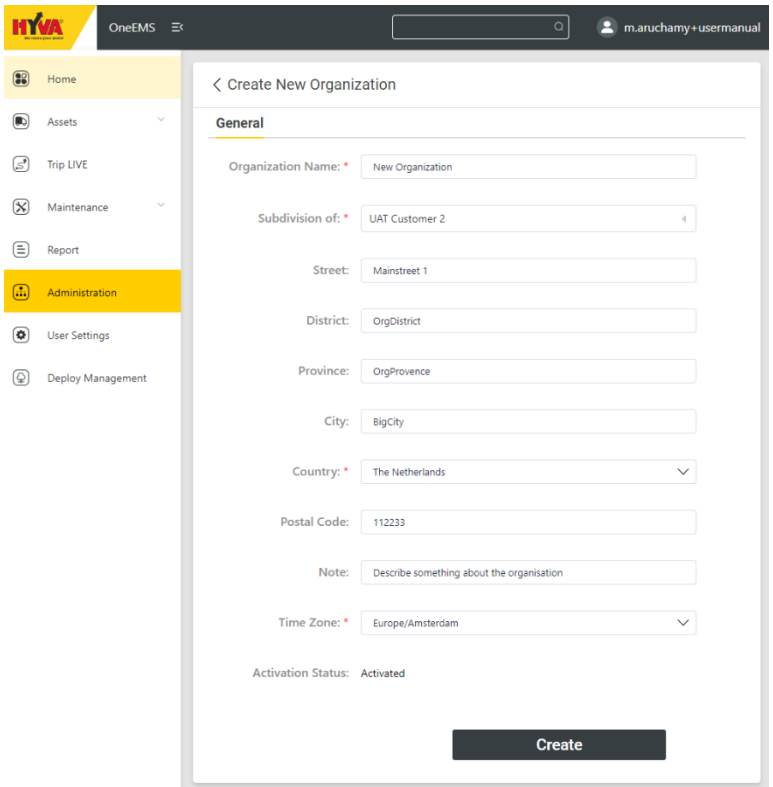
Please select the correct country from the dropdown. Country information will be used to present the correct user-consent information to the users in this sub-organization.

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.

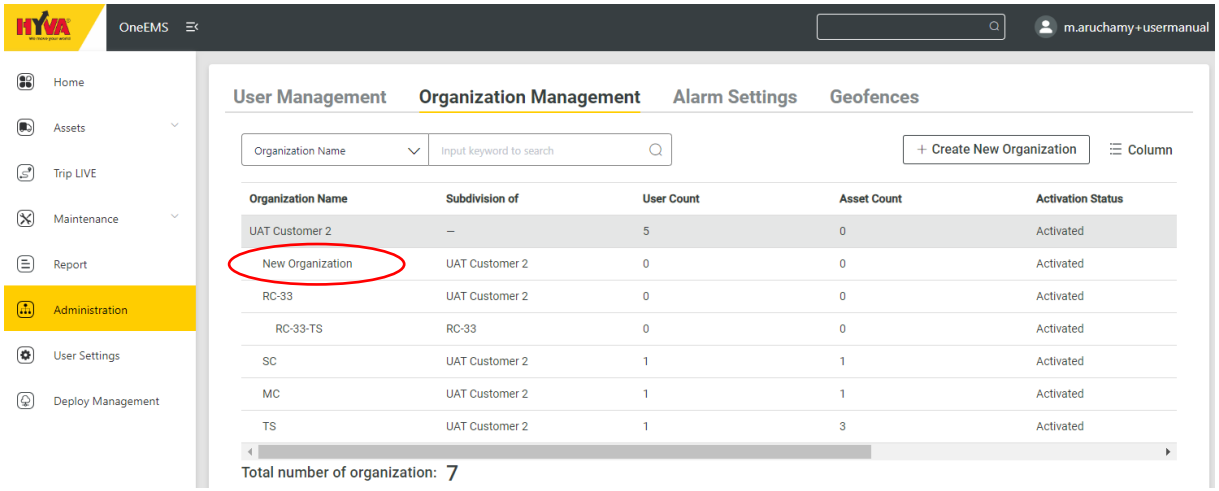
7.2.6 Press Create to save

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

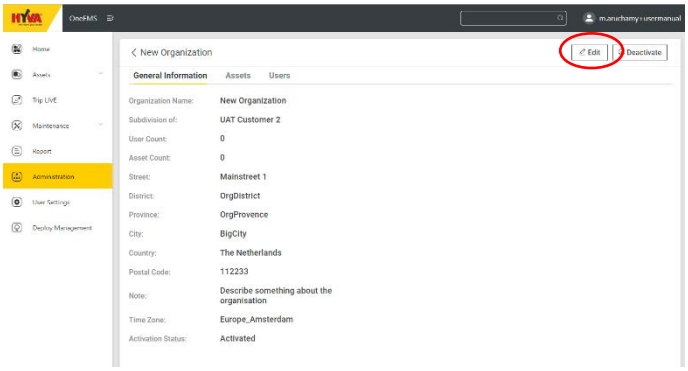


7.2.7 Overview and Edit organizations

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

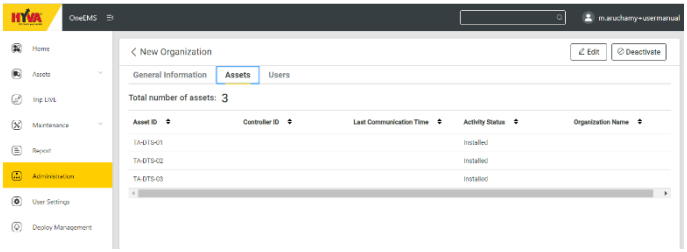


When you click on the organization, a window will appear showing the general information of the organization.

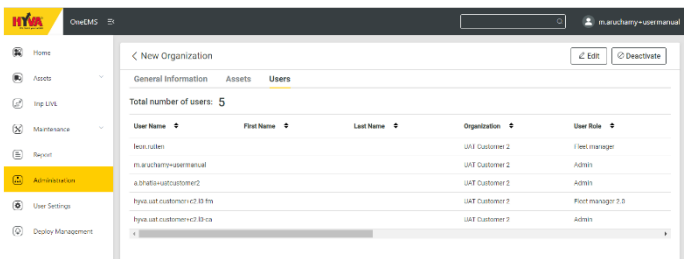


By selecting the 'Edit' button in the top-right corner, you can edit the organization info.

The second tab shows all the Assets for this organization.

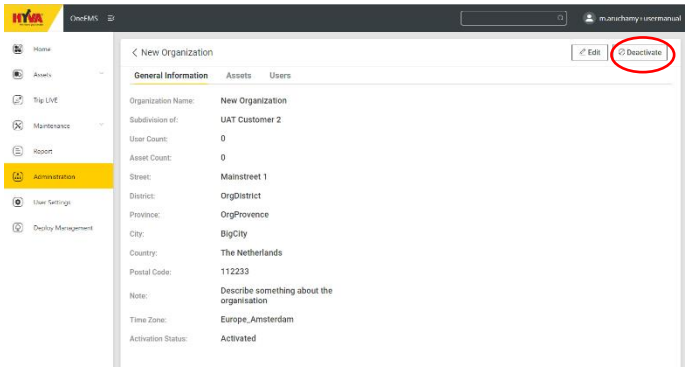


The third tab shows all the users for this organization.

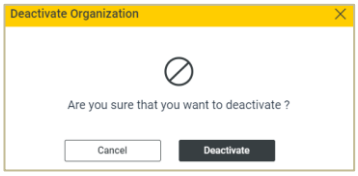


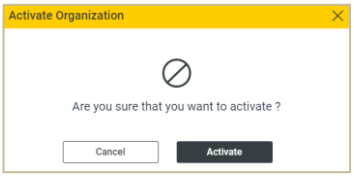
7.2.8 Activating and deactivating an organization

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.



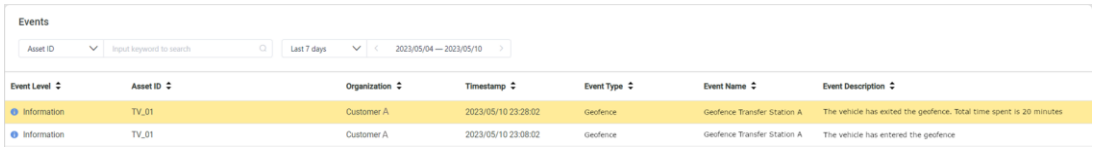
When you select (de)activate you will be asked to confirm.



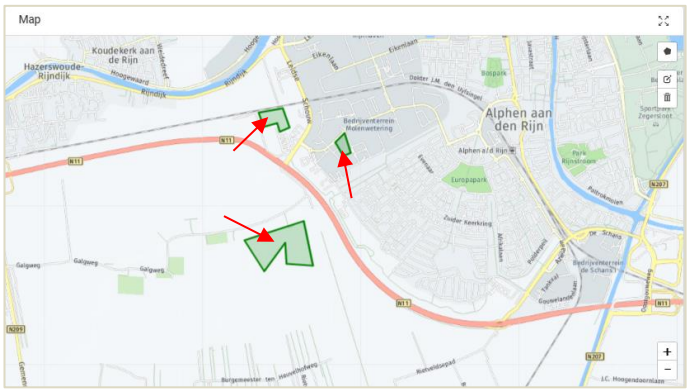


7.3 Geofences

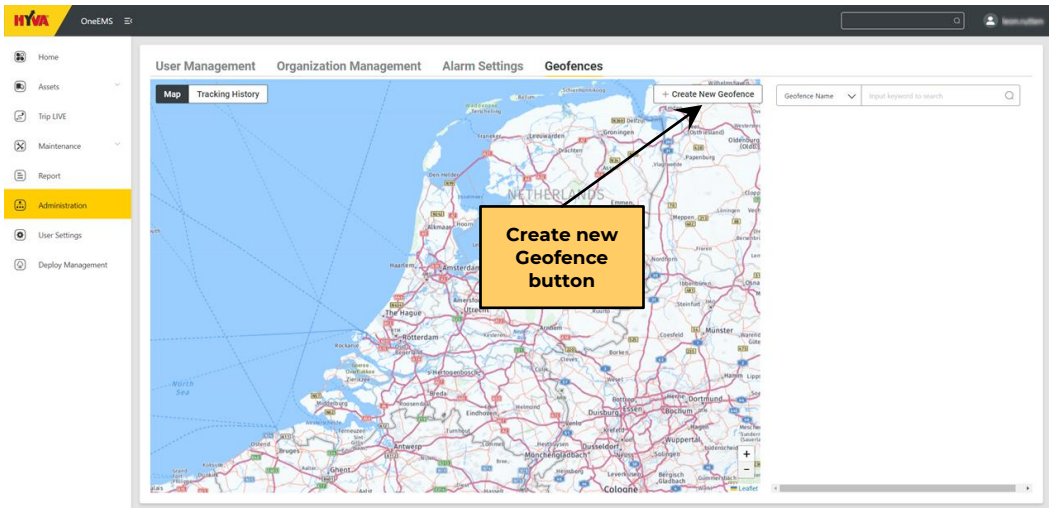
Hyva OneEMS supports the concept of Geofences. A Geofence is a geographical area that will trigger an event for an asset based on the asset entering or leaving that area.



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



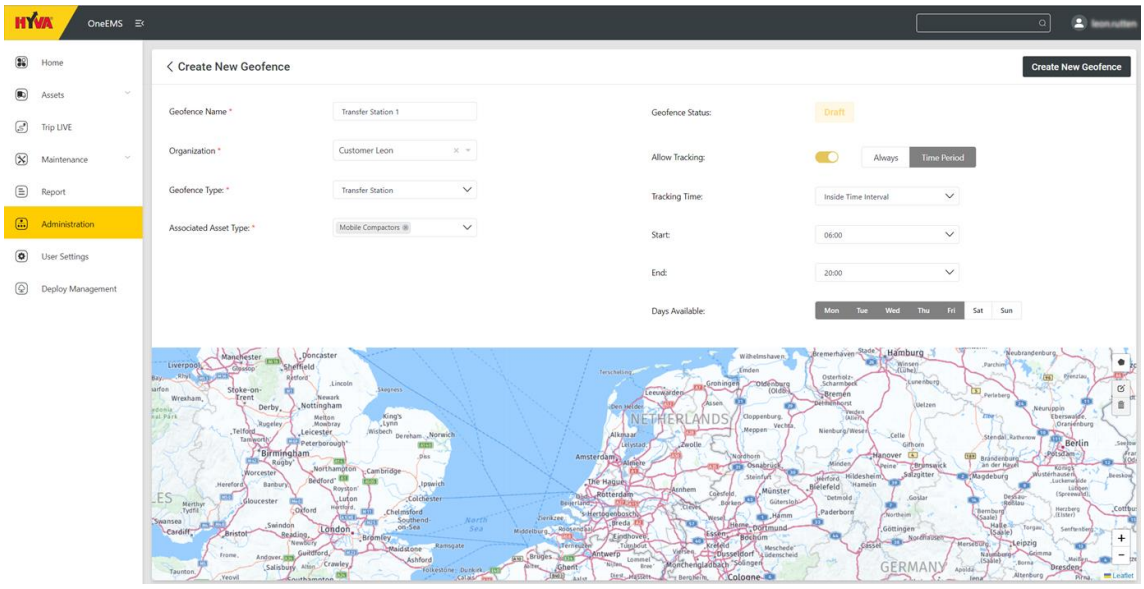
To manage geofences go to Administration in the main menu and then select the Geofences tab



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.

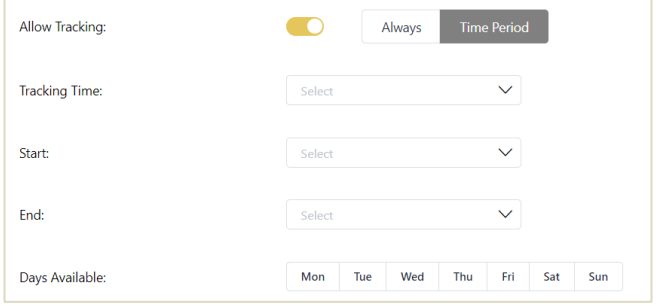


7.3.2 General Information

Enter the following information to create your Geofence:

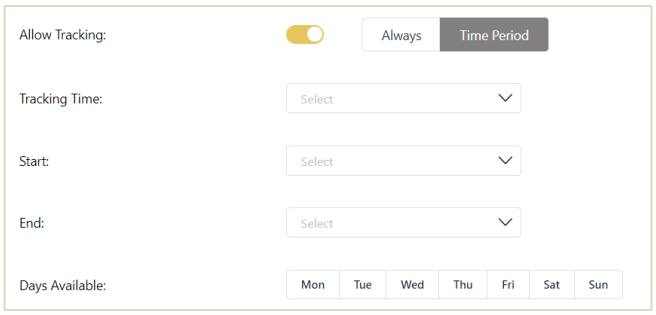
- The name of your Geofence, e.g. 'Transfer Station 1'
- Select the organization this Geofence belongs to from the dropdown list of organizations
- Select the type of Geofence you'd like to add. You can choose one of these options:
    - Workshop
    - Site
    - Loading Point
    - Unloading Point
    - Collection Point
    - Parking
    - Transfer Station
    - 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

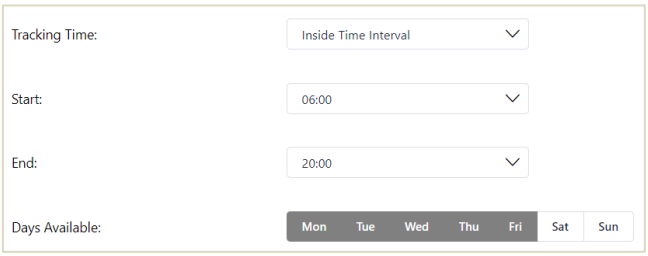
If you selected 'Time Period' these options will appear for you to define the working hours for this Geofence:



The 'Tracking Time' drop box has three options:

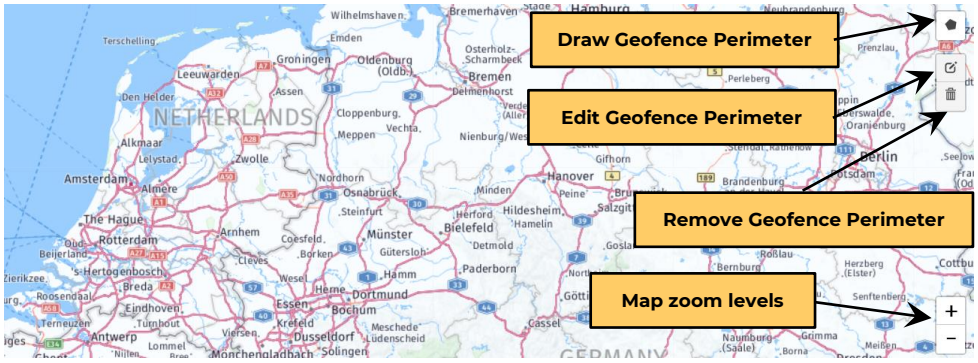
- Inside time interval: Events will only be tracked within the time and weekdays you define
- Outside time interval: Events will only be tracked outside of the time and weekdays you define
- All day: Events will only be tracked on the weekdays you define.

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



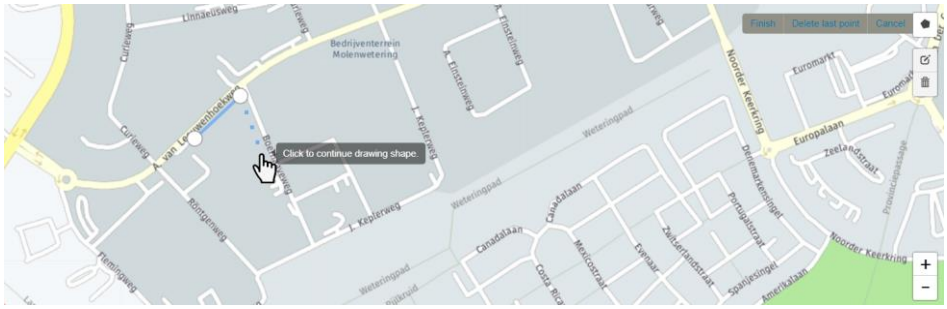
7.3.4 Defining the Geofence perimeter

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

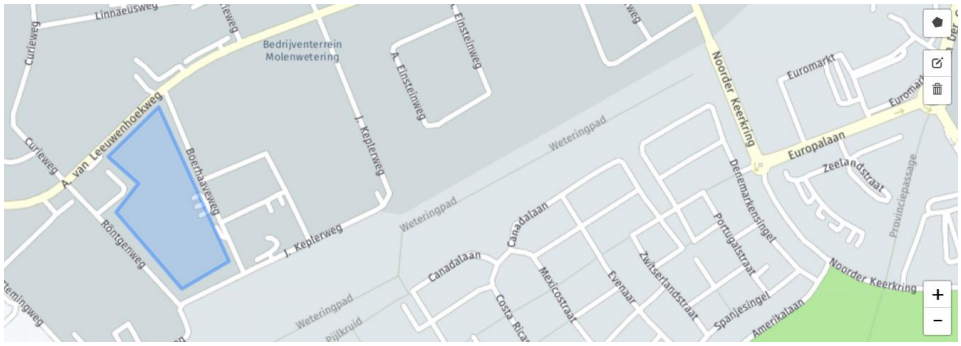


Use the Map Zoom and your mouse to navigate to the location of your Geofence.

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')*



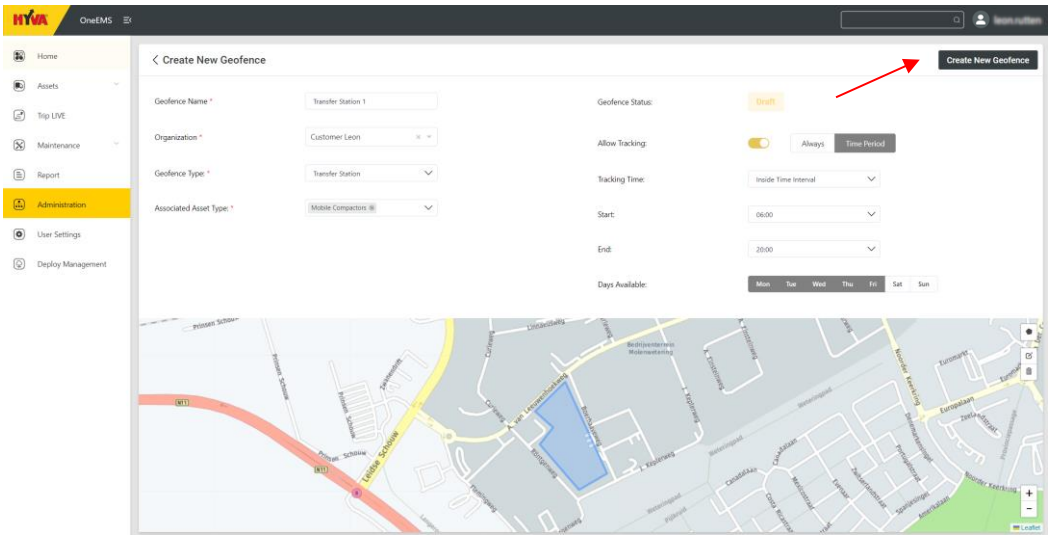
A hand symbol will appear on the map. Use your mouse to click on the corners of your Geofence to draw your geofence on the map. Finish by clicking the first corner again and your Geofence is defined. It will show as a blue shape on your map.



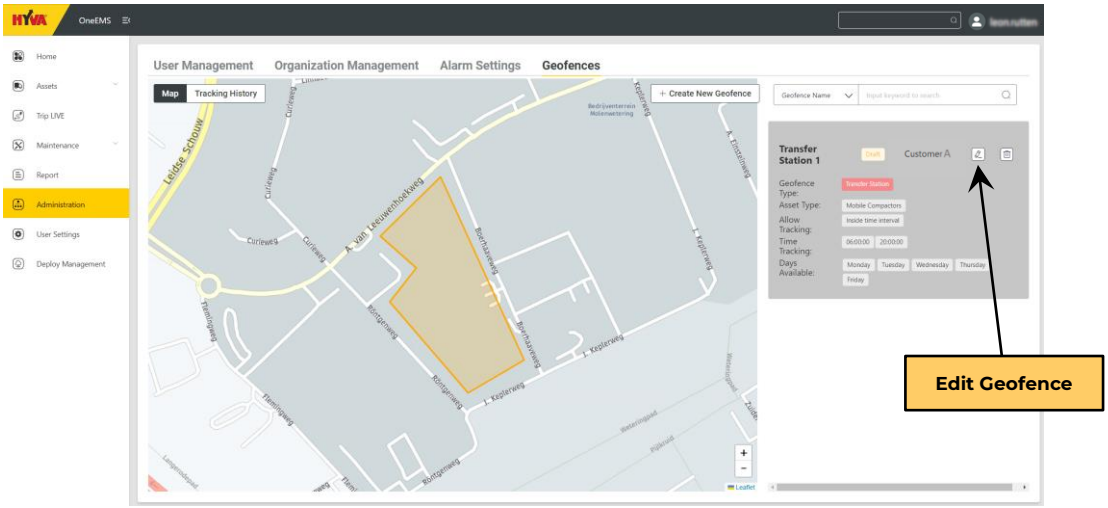
Use the Edit / Delete Geofence button to change the perimeter of your Geofence or delete it to start again.

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:

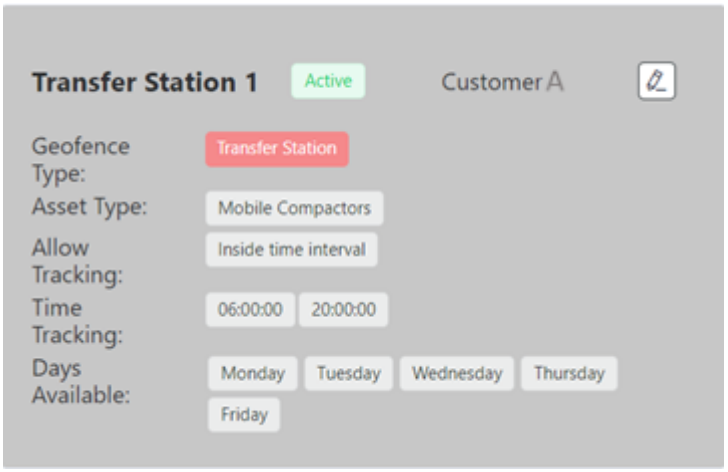


7.3.6 Activating a Geofence

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

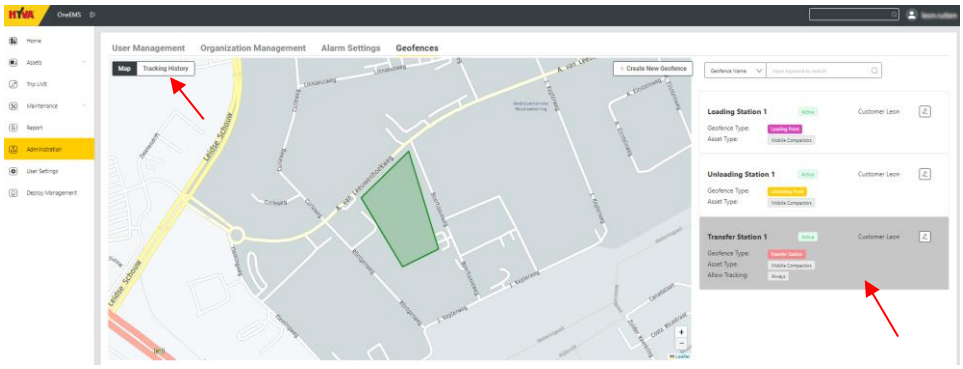
Select the 'Edit' option for your Geofence in the screen as shown above. The Geofence edit screen will appear again and it now has the 'Activate Geofence' option in the top right-hand corner.

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.

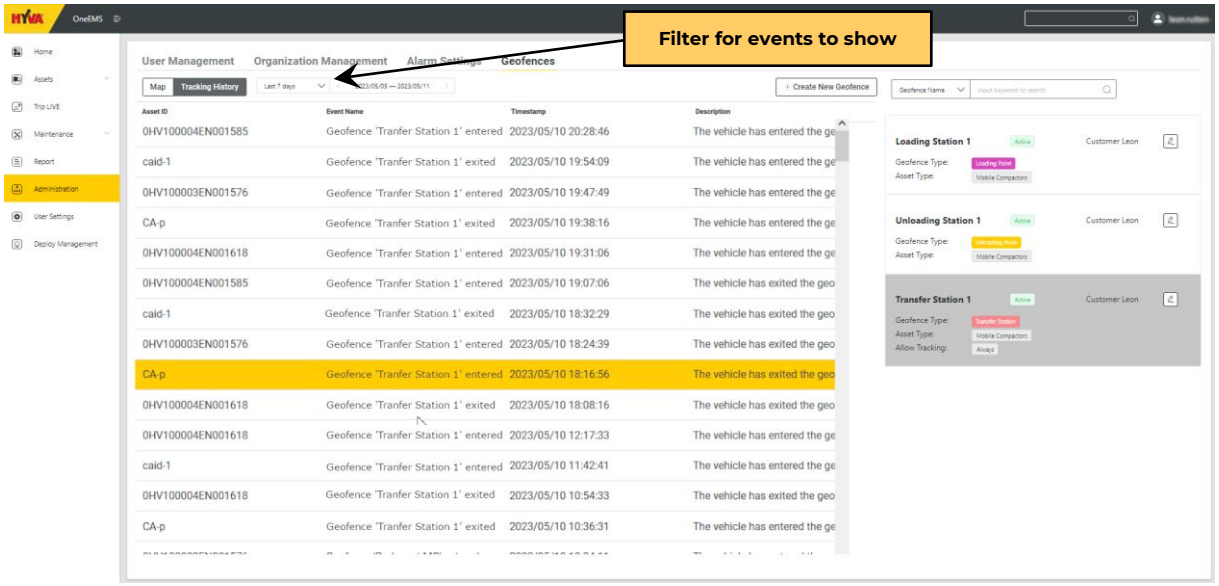


7.3.7 Geofence Tracking History

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.

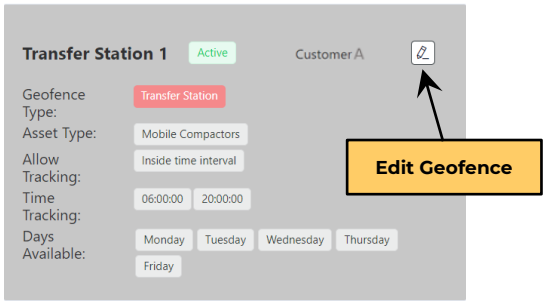


7.3.8 Deprecate a Geofence

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.

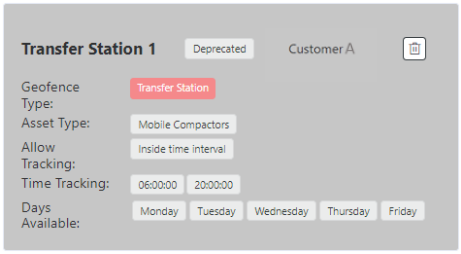
BEWARE: Once a Geofence is Deprecated, you cannot re-activate it again!

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.

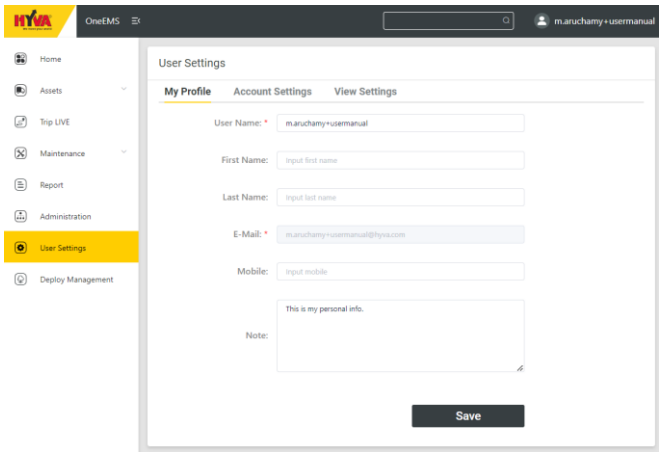


8 USER SETTINGS

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:

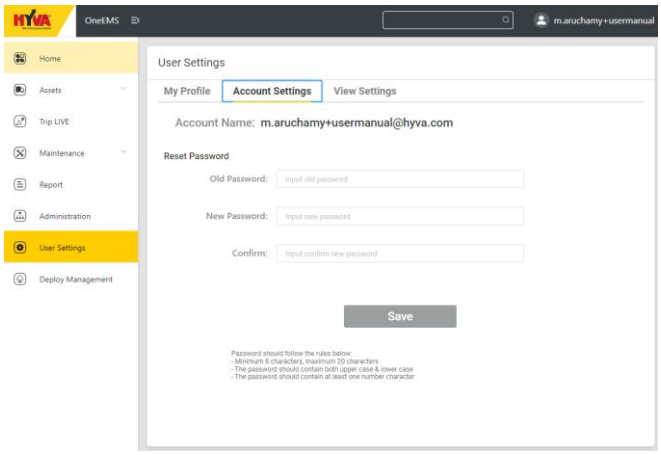
1) My Profile
2) Account settings
3) View settings

8.1 My profile

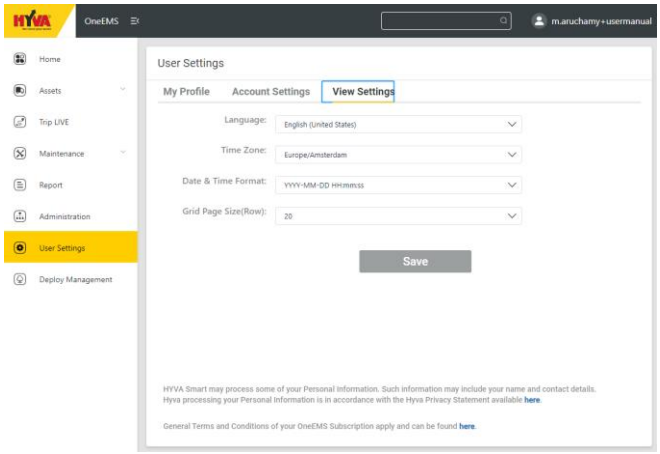


This tab shows your personal information. You can change the information as you like. The email address can never be changed. Please be sure to save any changes you make.

8.2 Account Settings



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.