

This document has been specifically prepared by Proximitum LTD.

USER GUIDE/GPS Device



User Guide GPS Trip Stick

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How to use your Trip Stick

Plug the GPS Trip Stick in to the vehicles 12v socket.



Please make sure the light on the GPS Device is a solid green. When the GPS Device has a solid blue light, it is operational.

Usually, the device will get a signal very quickly, however, on particularly overcast days or in built up areas this can take up to 1 minute. If your vehicle is moving the satellite may take longer to gain a fix and some of your journey may be missed.

GPS Device Light colours

Blue – GPS signal found, everything's working

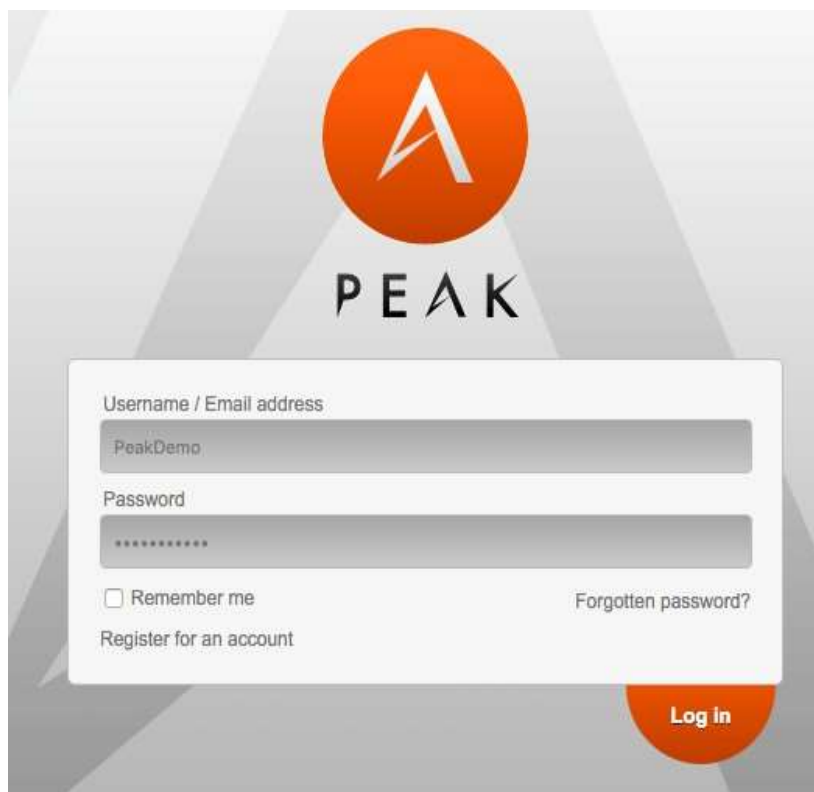
Red – No GPS signal

No light - No power

Logging in



Enter your username and password and click 'Log in'.

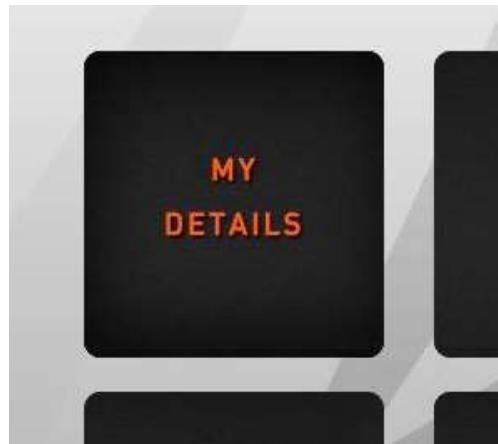


Check your details and assign GPS device

Click on 'My Account'.



Click on 'My Details'.





Check your details, if any of the details are incorrect or need adding click on 'Edit my details'.

Job title		Current year business mileage	160.58
Username	<i>jfleet3g</i>	Total business mileage	160.58
Address		Payment type	<i>Pay and reclaim</i>
Email address	<i>joseph+123@fleetinnovations.com</i>	Driver grade	<i>HMRC AMAP</i>
Phone number		Mileage rate	<i>AMAP car/van rate for 2011/12</i>
Mobile number		Standard rate per mile	<i>45p</i>
Remember me on log in	<i>No</i>	Mileage limit	<i>10000</i>
Payroll Number		Rate above limit per mile	<i>25p</i>
		Cost centres	
		Price plan	<i>GPS Capture + Reporting - 3G/SIM</i>
		May self approve claims	<i>Yes</i>

[Edit my details](#)

MY GPS DEVICE

Device IMEI	Last Updated
862950023273066	26/11/2015

Please confirm that your IMEI number (15 Digit Device number) has been assigned to your account.

MY GPS DEVICE

Device IMEI	Last Updated
862950023273066	26/11/2015

If a device is not assigned you can assign it by clicking on the 'Find GPS Device' button and add in your 15 Digit IMEI number that will be found on the back of your GPS Device.

MY GPS DEVICE

No GPS device found

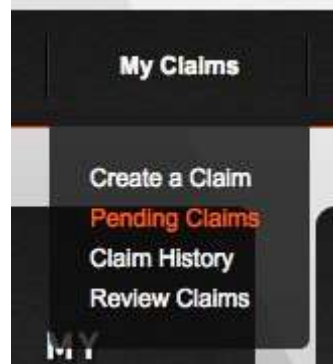
[Find GPS Device](#)

Journey upload

The GPS device will automatically upload all your trips. If the Trip Stick doesn't have sufficient network signal the data will be stored on the device until a network is found.

View your Claim

Once trips are uploaded to the account the PEAK system will automatically make a pending claim for you based on your company's monthly cut off dates. To view your pending claim, click on 'My Claims' tab then 'Pending Claims' button.



Click on the 'View' button for the claim you would like to work on.

Claim no.	Date created	Description	Start date	End date	Journeys	Cost of business miles	Type	Status	Notes	Action
43191	24/11/2015		01/11/2015	30/11/2015	1	£13.48	Manual	Pending		View Delete

Once you are in the claim screen you will see at the top of the page the claim summary and below the journeys. The first thing we recommend doing is adding in your odometer reading. To do this click on 'Edit Claim'.



Please add in the following:

- Description for the claim
- Notes for the claim
- Odometer reading
- The date of Odometer reading
- Change your default vehicle for the claim (main vehicle).

Once you have done this you can then click on 'Save' and you will return to the claim.

EDIT CLAIM DETAILS

Description	<input type="text" value="Test"/>	Odometer reading	<input type="text" value="1337"/>
Start date *	<input type="text" value="01/11/2015"/>	Date of odometer reading	<input type="text" value="24/11/2015"/>
End date *	<input type="text" value="30/11/2015"/>	Default vehicle *	<input type="text" value="LIG9052 - BMW 520D LUXURY AUTO"/>
Notes	<input type="text" value="This is a note."/>		
		Total private miles	<input type="text" value="0.00"/>

You will notice from the image below that all trips uploaded via the GPS Trip Stick have their journey details prepopulated. Including:

- Start address
- End address
- Date, time
- CO₂
- Vehicle
- Miles
- Trip value

If there are locations that you frequently visit you can add a “friendly name” so next time you go to this location your friendly name will automatically populate.

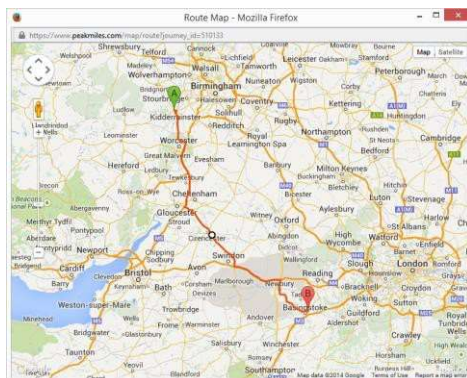
Mon	07/09	15:30	Head Office <i>Edit friendly name</i>	15:36	1C, Shaw Lane, Stoke Prior, Bromsgrove, B604ED <i>Add friendly name</i>
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By clicking on the text ‘Map’ a representation of the journey travelled will be launched.

Map	Vehicle	CO ₂ kg emitted	Miles	ppm rate
<i>Map</i>	CK54LYO	11.57	29.95	45.00

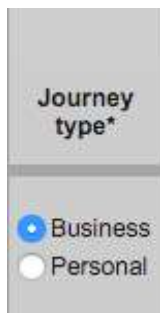


The map shows an accurate representation of your journey taken but may not show every turn you actually undertook. Particularly short journeys can occasionally look a bit strange. The map is supposed to show an overview of the journey rather than a turn-by-turn representation.

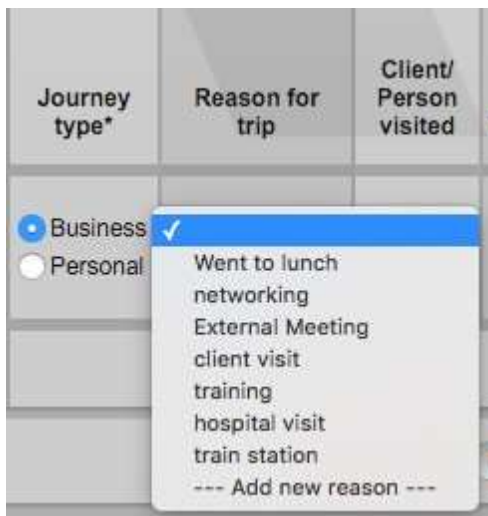


By using the 'Business / Personal' toggle buttons you can indicate if a trip is business or personal.

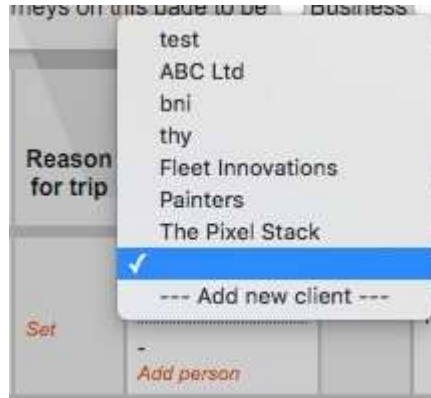
Business trips will show on mileage reports whereas personal trips will not, they will only show the distance travelled.



Enter the reason for your trip using the drop down.



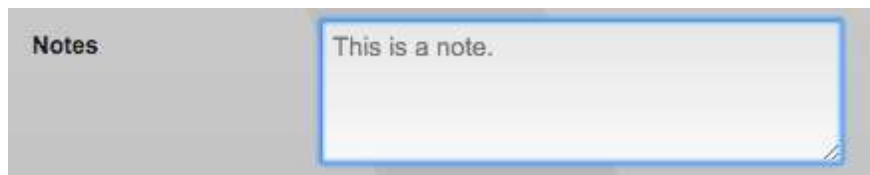
Enter the client's name using the drop down.



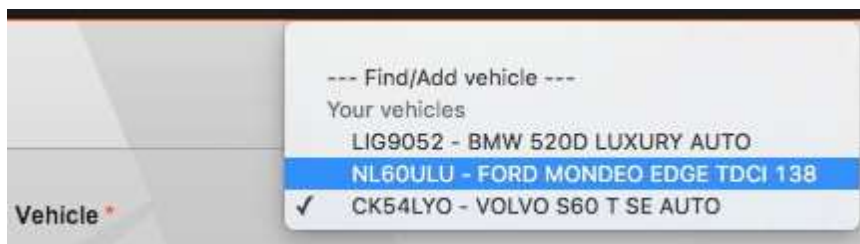
Edit information about the journey by clicking the text 'Edit'.



Add any notes against the journey.



If you have used a vehicle that is not your normal vehicle you can add a specific vehicle against the trip (to add this, see below instructions) by using the drop down to select a journey or by using the vehicle look up to search for a new vehicle.



To add a new vehicle, enter the registration number and click 'Look up'.

You can reduce the mileage of a trip by changing the number in the 'Miles driven' box. You cannot increase the mileage. If a proportion of your trip is both business and private set the trip to business and then reduce the private miles

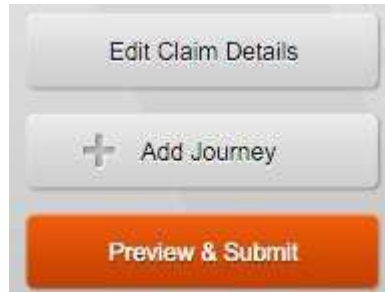
Miles driven *	<input type="text" value="29.95"/>
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Once you have amended the details click 'Save'.

<input type="button" value="Save and return to claim"/>	<input type="button" value="Save and add new"/>	<input type="button" value="Cancel"/>
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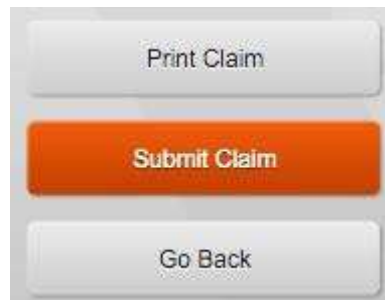
Submitting your claim

Once you are happy that your claim has been completed click the 'Preview and Submit' button.



At this point all personal journeys are removed from the claim. Double check you are happy to submit your claim and click

Then click 'Submit Claim'. This will lock the claim, the system will automatically create a new claim for you.



Add a Manual Journey

If your GPS Trip Stick wasn't plugged in or in the unlikely event that it didn't record your trip you can add a manual journey to your claim. To do this click on the 'Add Journey' button at the top of the claim.

CLAIM DETAILS

Claim no. 24926	Driver name Niall Baker	Start date 01/06/2014
Description	Manager name Niall Baker	End date 30/06/2014
Mileage rate Advisory Fuel Rate for WV14SXE	Odometer reading N/a	Reading date N/a
Status Pending	Business mileage 234.49 miles	Total cost of business miles £32.84
Notes	Total mileage 234.49 miles	Refund Amount £32.84
Pence per mile 14.00p		

When you add a manual journey, you will need to add a start location and end location. The system will use Google Maps to automatically add in the mileage. If you would like to edit the route taken you can do this by clicking on the edit route button.

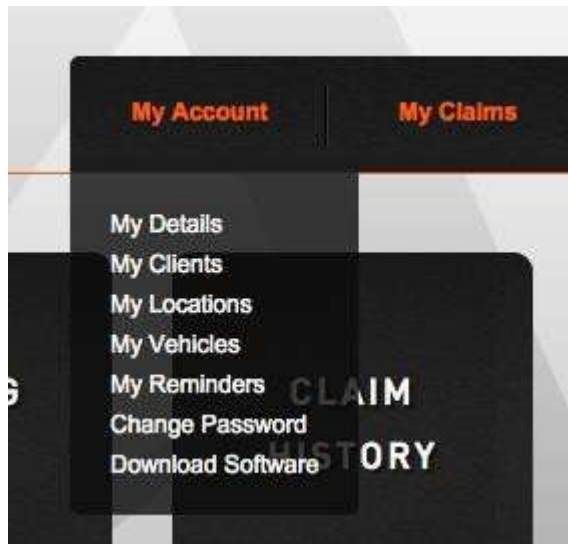
ADD JOURNEY TO CLAIM

Start location * <input type="text" value="Office"/>	Vehicle * <input type="text" value="WV14SXE - AUDI A5 SE TECHNIK TDI"/>
End location * <input type="text" value="home"/>	Journey type * <input type="text" value="Business"/>
Date of travel * <input type="text" value="12/06/2014"/>	Reason for trip <input type="text" value="Support call"/>
Start time <input type="text" value="10:00"/>	Client <input type="text" value="ABC Ltd"/>
End time <input type="text" value="10:15"/>	Person visited <input type="text" value="Joe Bloggs"/>
Miles driven * <input type="text" value="20.62"/> <small>Edit route</small>	Notes <input style="width: 100%;" type="text" value="left my trip stick at my desk"/>
Return journey <input checked="" type="checkbox"/>	
Date of travel * <input type="text" value="12/06/2014"/>	
Start time <input type="text" value="17:30"/>	
End time <input type="text" value="17:40"/>	
Miles driven * <input type="text" value="20.49"/> <small>Edit route</small>	

Once you had added in all the journey details you can either click on 'Save and Return to claim' or 'Save and add new'.

Change your password

Click on 'My Account'.



Click on 'Change Password'.

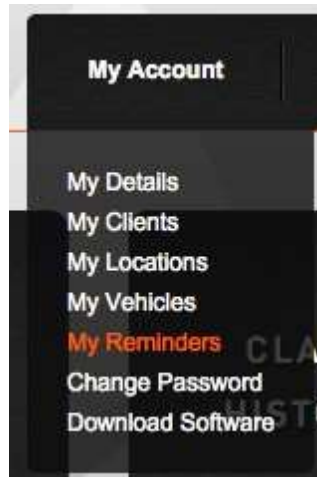
Fields marked with an asterisk (*) are mandatory fields. Once you have confirmed your new password click 'Save'.

CHANGE PASSWORD

Old password *	<input type="text"/>	New password *	<input type="text"/>
		Confirm new password *	<input type="text"/>

Set up a scheduled reminder

Select 'My Reminders' from the 'My Account' navigation menu.



Click on the '+New reminder' button.



Choose your start date, frequency, Subject and Message then click Create.



CREATE A SCHEDULED REMINDER

Start date * 25/11/2015

Subject *

Frequency * [dropdown]

Message *

Create Cancel

Support and contact details

If you have any questions about the PEAK system, please feel free to contact our support team at servicedesk@proximitum.com or (+44) 20 3875 8930