# Seon Path



# User Guide

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# Introduction

Seon Path is a daily operational routing tool that is specially designed to allow small school districts to create bus Routes, manage Student and Stop lists, and deploy directions for Vehicle drivers.

## What does Seon Path do?

Seon Path automatically creates Routes from telemetry data provided by the devices installed in the Fleet Vehicles. The system collects position data from the GPS hardware together with speed and timing information.

Stop locations are identified by stop arm deployment or pre-configured speed/time events along the Vehicle's run, and Student loading data is collected via RFID technology.

Based on ESRI maps, the system recreates the Route using the gathered information and provides summaries, driver directions and basic reports to managers and transportation personnel.

The following figure illustrates how several Paths described by different Vehicles are shown on a map, including Stops and initial and final points of each Path.
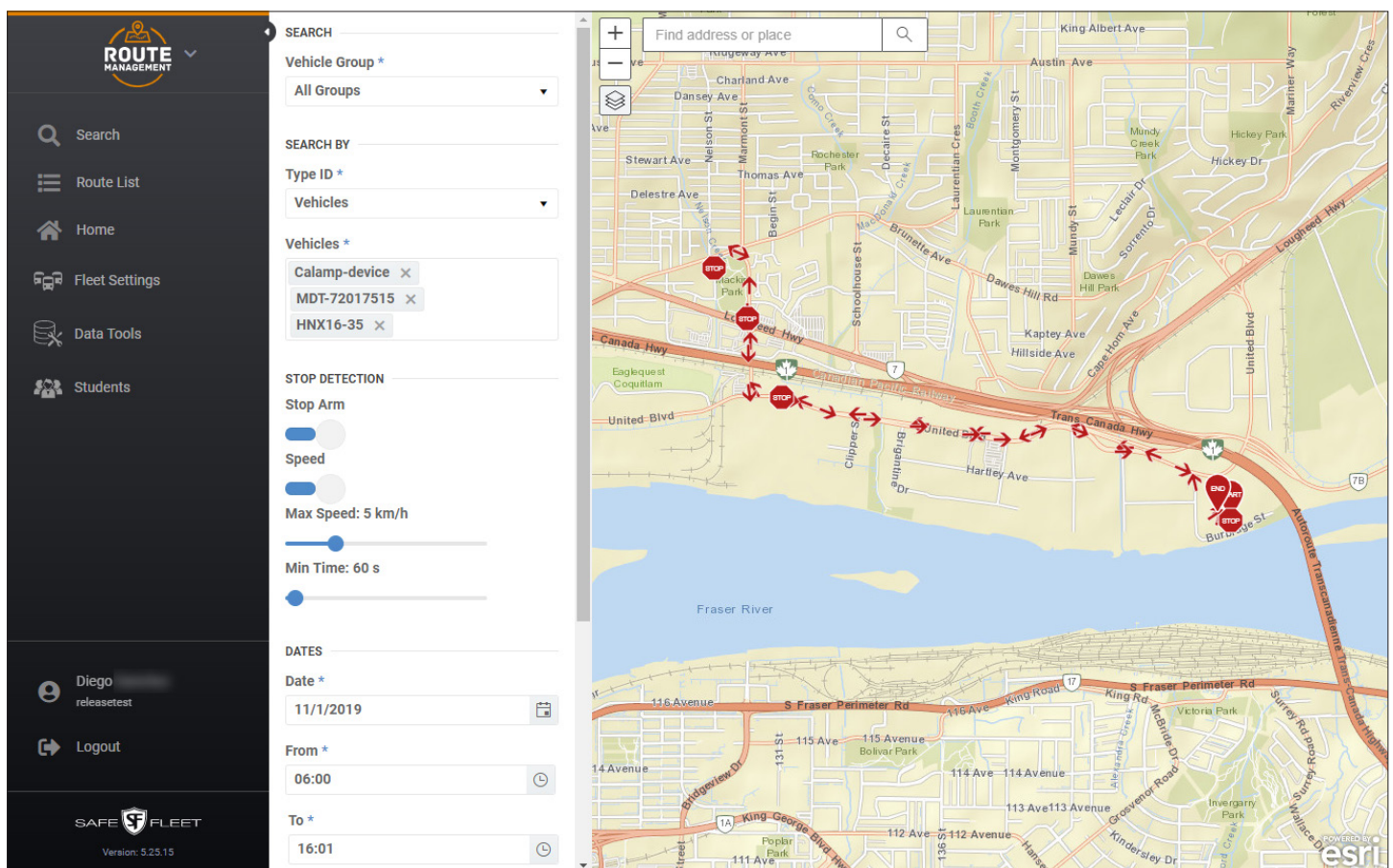
## Login and Launch

To access Seon Path from any web browser, go to *vmaxlive.net*. Once there:

1. Enter your **Fleet ID** (provided by Seon).

2. Click **Continue**. If confirmed, a similar User and Password window appears.

3. Enter your **User ID** and your **Password**.

4. Click **Login**.





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💡 TIP: Password Security

The default password is "password". For security purposes, Seon requires that the user default password is changed at login. Seon is not responsible if the password is lost or forgotten.

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If you login for the first time, another dialog is displayed and the system prompts you to change your password. Then:

5. Enter your **current password**.

6. Enter your **new password**.

7. Enter the password again to **Confirm**.

8. Click **Save**.

   Notice that the new password must contain between 8 and 32 characters and, at least, 1 number, 1 letter and 1 special character.



9. Once logged in to vmaxlive.net, select **Route Management** on the left of the top bar to launch the program.

## Setting User ID and Password and Logging Out

The User button, located on the lower-left section of the main panel of Path, gives access to the My Settings configuration dialog. My Settings allows users to update their own account information, including name, email, cell numbe, language and password.

To edit your account settings:

1.  Click on the **User** button on the lower section of the left pane.
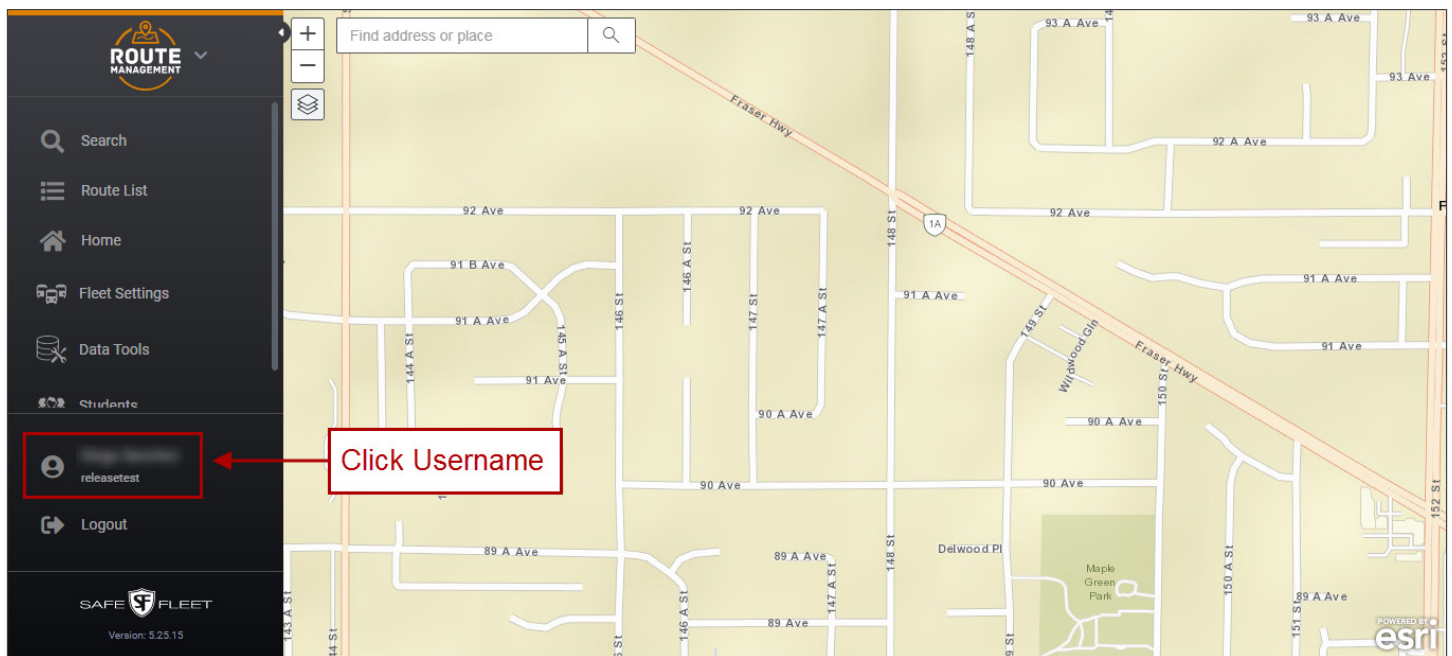


2.  Once the **My Settings** dialog is disclosed, you can update your account information and edit the user settings as needed.  Notice that:

    *   User **First Name, Last Name** and **Email** are required fields (indicated by a red asterisk).

    *   The rest of the fields, i.e. **Cell Number, Password** and **Language,** are optional.

    *   When entering a new **Password**, a colored box will show the password strength (red, orange or green).

    *   **Language** can be selected from its corresponding drop-down dialog.

    *   Click **Save** or **Cancel** if you want to leave the dialog without applying any changes.

## User Interface and Overview of Tools

Once Seon Path is accessed, the User Interface displays the main screen with the following features:
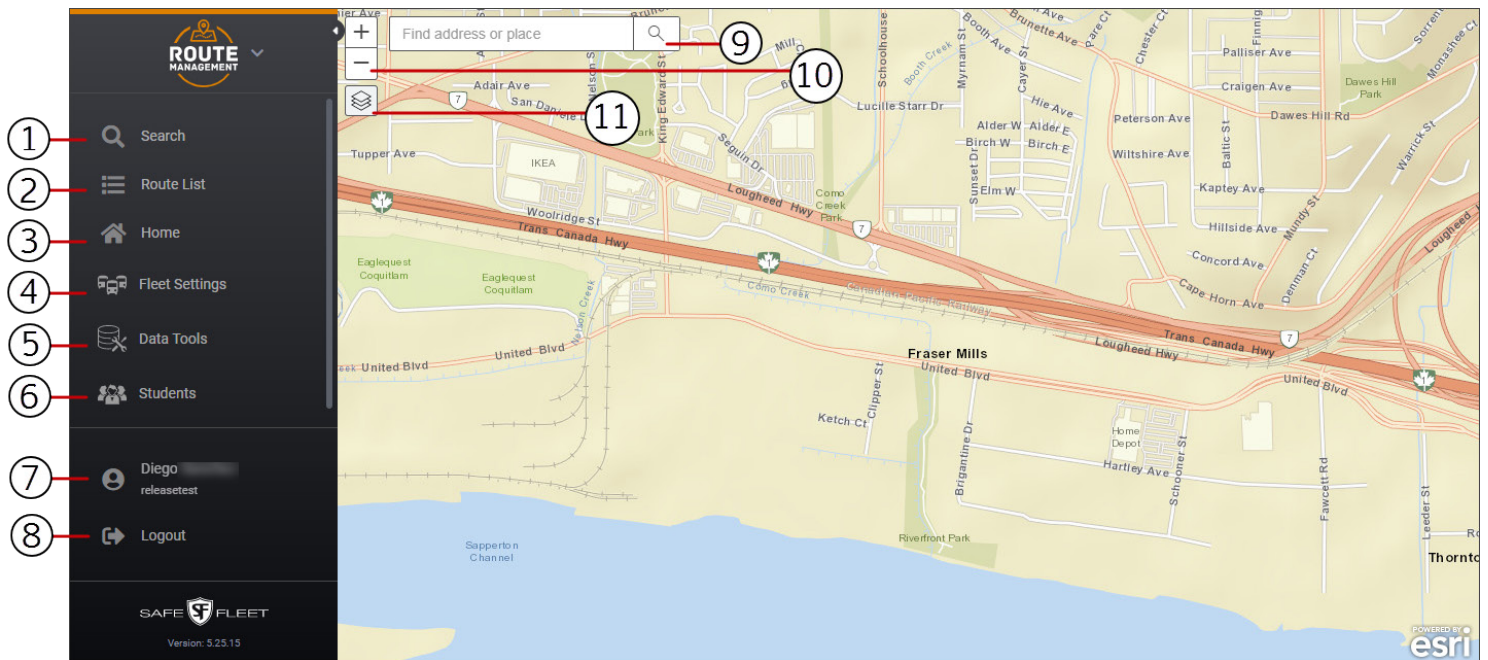


Within the left pane:

1. The **Search** - Discloses the Search pane. Clicking a second time on this button hides the corresponding pane.

2. **Route List** - Gives access to the Route Search and Create Route tools. Clicking a second time on this button hides the corresponding pane.

3. The **Home** button - Clicking on it displays the main screen again when working within a different module such as Data Tools or Students.

4. **Fleet Settings** - Gives access to the Fleet Settings dialog. This allows fleet administrators to set the configuration and defaults of all the Fleet components.

5. **Data Tools** - Enables users to autonomously map and upload Student files from other information systems.

6. **Students** - Gives access to the Student Database managing tool.

7. The **User** button - Discloses the User Settings dialog, that includes Name, Email, Password, Cell phone and Language.

8. **Logout** button.

Within the map:

9. **Find address or place** tool.

10. **Zoom** in/out buttons.

11. **Layers** tool allows the selection of Base Map and Layer options.

## Accessing Other Applications

The top-right corner of the screen contains an expand/collapse tool that allows users to disclose or hide the access buttons to other vMax Suite applications.

By clicking on them, you can move from Path to:

- AVL GPS Tracking

- Video Management

- Live Stream
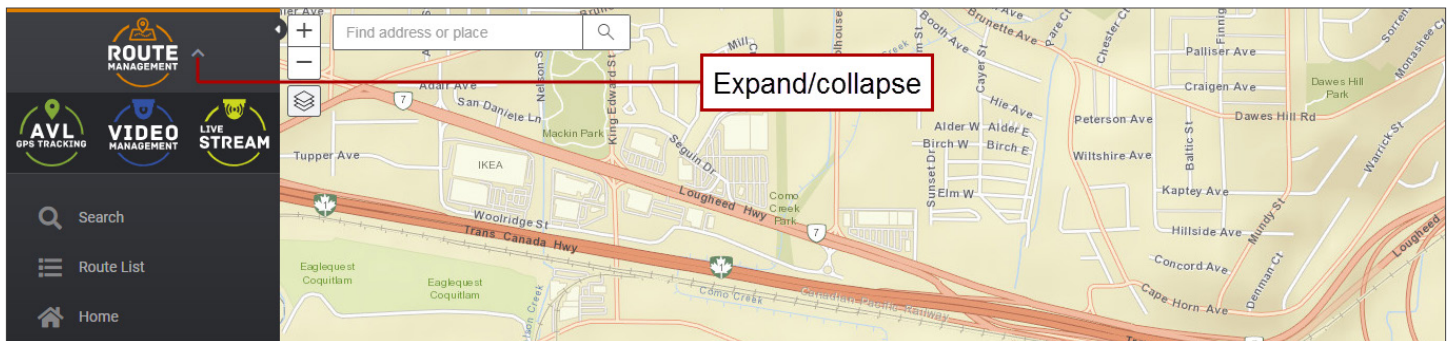
# Paths

## Searching and Selecting Recorded Paths

Path allows users to create Routes based on AVL and GPS data registered by the Vehicle's sensors during a drive.

This automatically collected information describes a track that the program identifies as **Path**.

Data is sent from the Vehicle to the server and it may eventually be used as the foundations for generating and editing **Routes**.

SEARCH

To search for recorded Paths, access the Search pane by clicking on the **Search** button. This is a magnifier icon located on the upper-left corner of the screen.

When the **Search** pane displays:

1. In the **Search** section, select a **Vehicle Group**.

2. In the **Search By** section, select a **Type ID** (Vehicle, Driver, Route or Zone).

3. Select the appropriate **Vehicle, Driver, Route** or **Zone**.
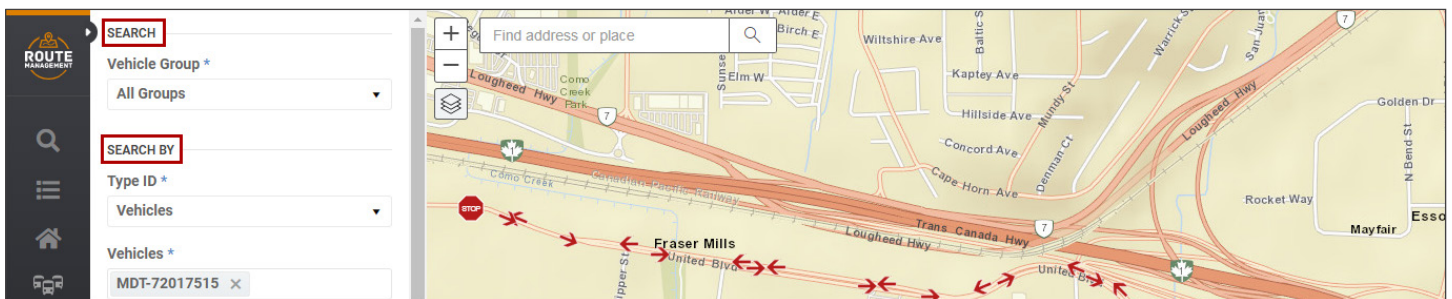


4. Under **Stop Detection**, select a detection method based on **Stop Arms** deployment or **Speed**.

   If Speed is ON, you'll need to set the **Maximum Speed** and the **Time** during which that Speed is maintained so the event is identified as Stop.
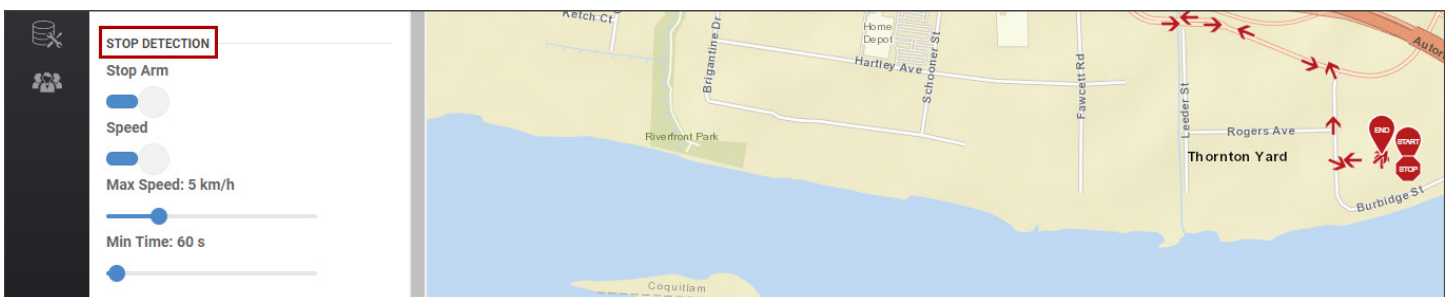
5.  In the **Dates** section, specify the **Date** and Time Frame of interest (**From/To**) by selecting them in the provided dialogs.

6.  Click **Search** below. The matching Paths, including Stops and Start and End points, are displayed on the map.
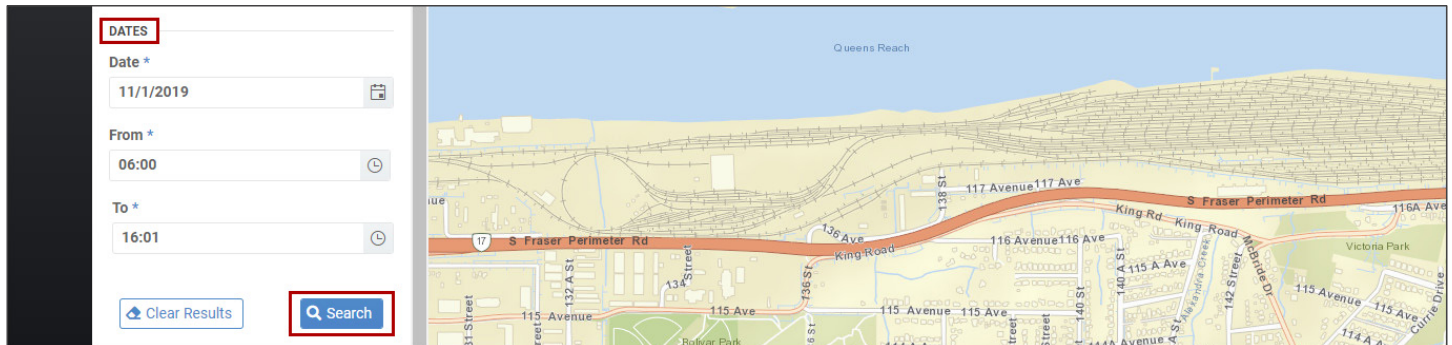


The resulting Vehicles and associated Paths, distinguished by different colors, are listed below.

The Search results disclosed in this figure are based on **Vehicles,** with only one Path recorded.
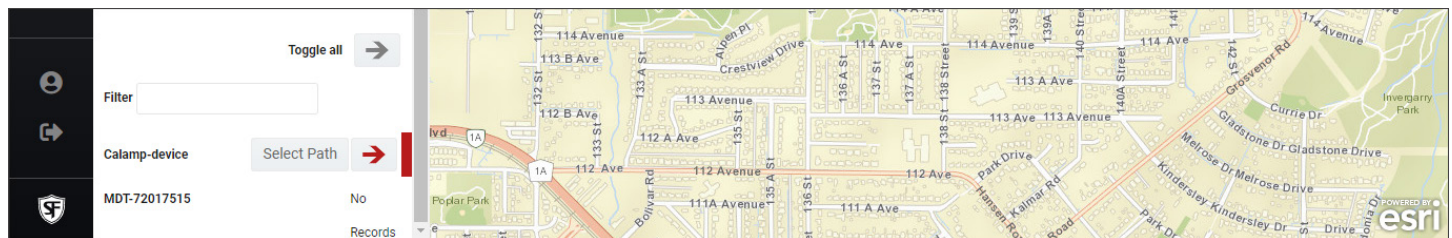


> 💡 TIP: Screenshots
>
> Notice that the previous screenshots are sections of the whole screen displayed separately for easier understanding.

SELECT

If there are more than one, find the preferred Path in the matching list and click on **Select Path** next to it.

Notice that many different Paths can be displayed together, especially if the Search is based on Zones, because a number of Paths can intersect the Zone boundaries at some point (see following section).

For user convenience, the list of matching Paths can be filtered by partially entering the Vehicle's ID in the **Filter** text box, and selecting what's appropriate once the matching entries are disclosed.



Alternatively, the visibility of the Paths can be toggled by clicking on the arrows next to them, so the user can decide which ones are displayed on the Map. A **Toggle All** button is also available to hide all Paths at the same time.
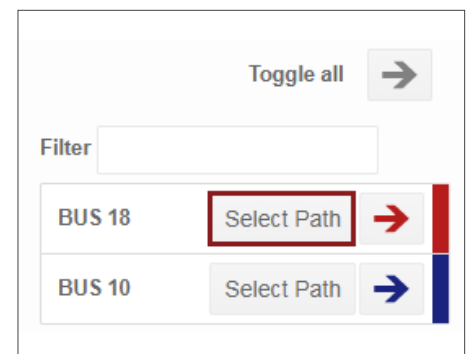
In the figure, the Path recorded by the sensors installed in Bus 18 is selected. Once the Path is selected from the list, its telemetry data appears on the Map.

## Searching by Zones

As indicated before, Search can also be based on Zones. These are areas of interest that have to be previously created. Users can select any preset Zone existing in the system or create new Zones for a specific Search.

To Search by Zone:

1.  Enter a **Vehicle Group** as indicated in the previous section.

2.  Find the Search By section in the Search pane and select **Zone** in the Type ID drop-down dialog.

3.  Choose the preferred **Zone** on which the Search will be based from the Zone drop-down dialog.

4.  Follow the same exact steps 4, 5 and 6 as explained in the previous section to complete the task.



The results will disclose all those Paths described by any Vehicle in the Fleet which intersects the chosen Zone.
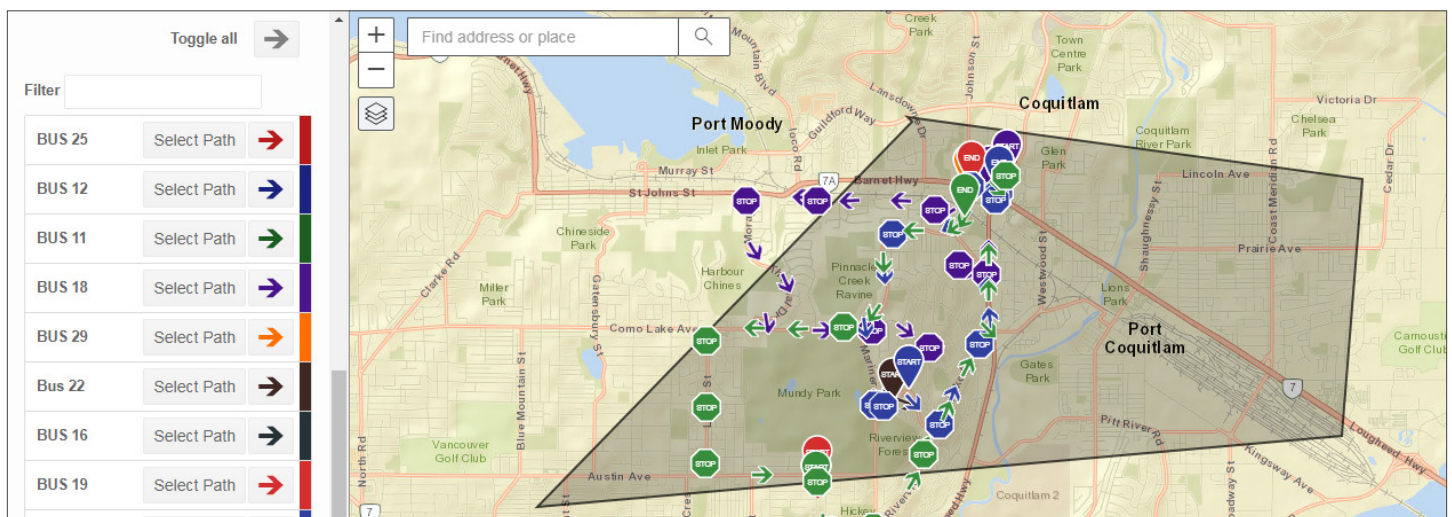


## Setting a Custom Zone

While searching by Zone, users can select existing reusable zones previously created in Fleet Settings. To learn more about this topic, see the section *Adding or Editing Zones*.

However, new **Custom Zones** can also be temporarily created to find out which vehicles were within or near certain areas at a particular time. Notice that these Zones will only be available for the duration of the user's login.

To use a Custom Zone, follow steps 1 to 3 described in the previous *Searching by Zone* section but select **Custom Zone** at the end of the list. This will display an empty map of the area where you can easily create the Custom Zone.

To create a Custom Zone:

- Chose the first point on the map and press down the mouse button to start drawing.

- Hold the button and drag the mouse cursor as you delimit the zone of interest. The perimeter displays as a red line.



- Release the mouse button. The new Custom Zone is created and automatically shown on the map.
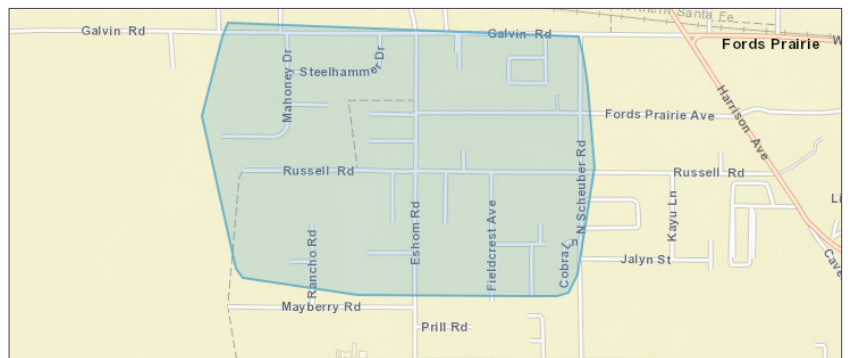


- If you need to redraw the Zone, click on the **Redraw** button that appears under the Zone drop-down dialog and start over.



- Back on the Search panel, follow **steps 4, 5** and **6** as described for *Searching by Zone* in the previous section. Once finished, Path will show the results based on the newly created Custom Zone.
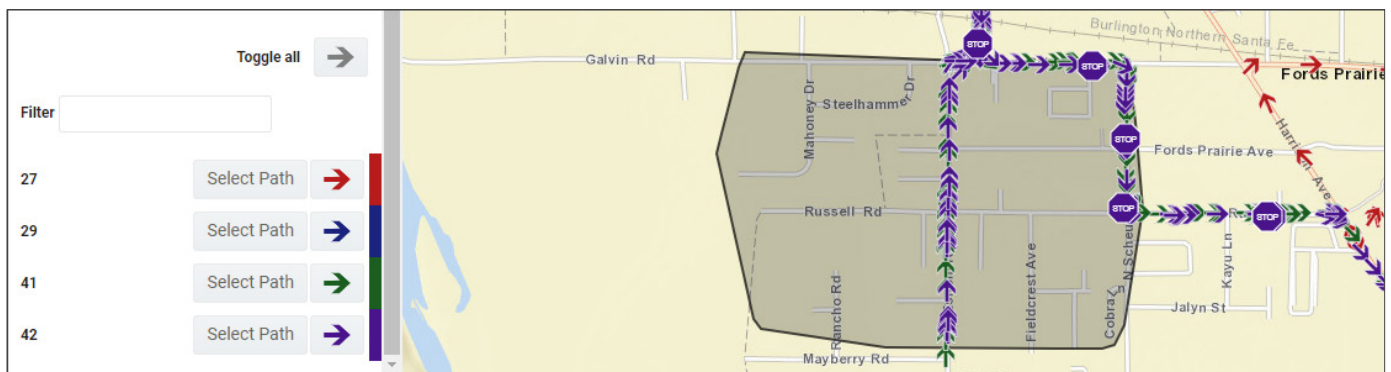
# Routes

## Generating Routes Based on a Selected Path

When a Path is selected after a search, the **Create Route** pane displays. To create a Route based on that Path:

1.  Enter a **Route ID** for the new Route you are going to create (required field). To avoid confusion, notice that when a Route ID is entered in the corresponding text box, the **Create Route** title at the top of the dialog becomes **Route**.

2.  Select a **Route Type** from the drop-down dialog (i.e., None, Inbound or Outbound).

3.  Check the appropriate **Days of Week** that will be assigned to this Route.

    Notice that the **Time and Distance** section is not editable since the information is based on real data collected by the Vehicle. This section informs you about total Time and Distance and Time and Distance while students where on the bus.

4.  Select the preferred **Vehicle** if different from the current one in the Dispatch Information section below.

5.  Select the **Driver** to be assigned to the Route.

6.  Click **Save** below. If the Route is created successfully, a message indicating so will pop up. Then click **OK.**

## Finding Existing Routes in the Route List

As mentioned in the *User Interface* section, clicking on the **Route List** button located on the left of Path's main screen displays a new section listing all the Routes currently existing in the system.

This tool enables the following features:

a.  In order to make Route search easier, a **Filter** option is provided. Users can partially enter a name or ID until matching Routes are disclosed, and then select the Route of interest.

b.  Each entry in that list shows the **Route ID**, the **Vehicle**, the **Driver**, the **Route Type**, number of **Stops** and **Days of the Week**.

    Clicking on the **View** icon (shown as a circle) displays the Route in the Map, and clicking once more hides it again.

c.  A **Delete** button is also located together with every entry, allowing users to remove these from the list.

d.  When a Route is selected, a new **Route** dialog displays on the right of the screen. This holds an **Edit** button (upper-right corner) which lets users edit the Route configuration.

e.  A specific **+Create Route** button gives access to the Create Route feature that allows the creation of a new Route directly from this dialog. To see how this works, read the *Creating a New Route* section.

## Editing Created Routes

Routes can be modified after they have been created and saved. If you want to modify an existing route, you need to find it and select it from the list first. You can review how to find Routes in the previous section *Finding Existing Routes in the List.*

Once a Route is selected and the Route tool displayed on the right of the screen, this can be modified by editing the information shown in the different Route dialogs, i.e., **Route**, **Stops** and **Students**.

To modify a Route, follow these steps:

1.  In the Route dialog, click the **Edit** button located on the right.
    This will be hidden and the dialog will become editable.

    You can now edit the information displayed in the different fields as explained in the section *Generating Routes Based on a Selected Path.*

2.  Access the **Stops** dialog to edit any Stop's specifications. From there you can:

    *   Input new information in the **Address** and **Arrival Time** fields.

    *   Check the Students assigned to the Stop by clicking the **Stop-Students** button (in the figure, blue button on the right of the dialog).

    *   The Students' names and IDs are displayed below.

    *   Here you also have the option to remove Students from that Stop by clicking the **Delete** (red bin) button.

3.  Each Stop displays a **Shift time** button next to the **Arrival** time. This allows the delay or advance of the Vehicle's arrival at all Stops before or after the reference Stop (the one used to Shift time). To do so:

    *   Click **Shift time**.

    *   Click **Remove** or **Add** to delay or advance the arrival time respectively. Use the slider to specify the number of minutes.

    *   Click **Before** or **After** to indicate which Stops will be affected by this change.

    *   Click **OK**.
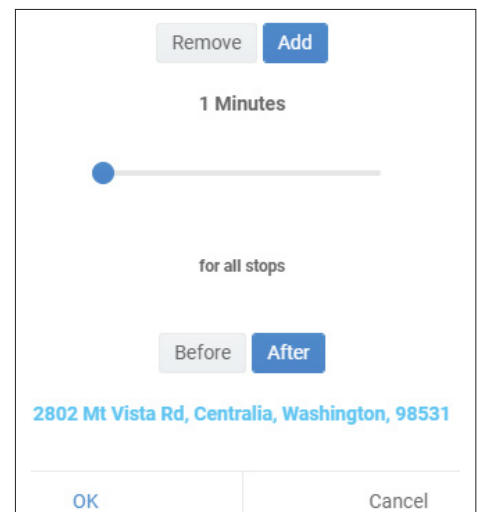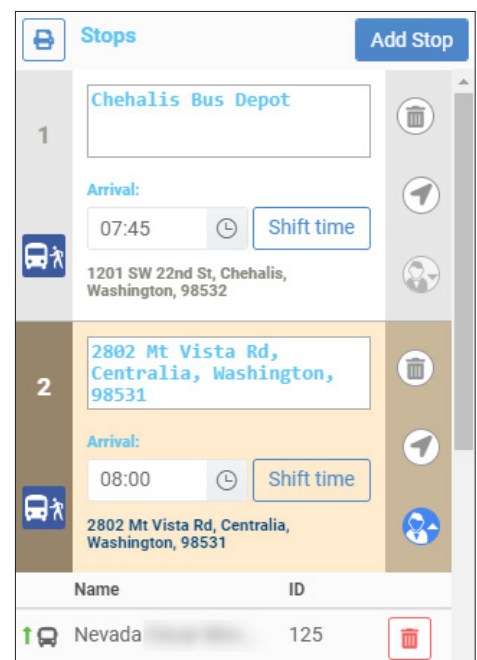
# Viewing Directions

If you want to view the Directions associated with the Route Stops, find the **Directions** button (shown as a double-curved arrow icon) and click on it.

Within the Map, the **Directions** pane on the right of the screen displays a detailed description of each segment of the Route and the Directions the driver must follow.



Directions are the reflection of the Stops and are not directly editable. However, if the Stop sequence is changed, the Directions will also readjust.

When hovering your mouse over Directions, each segment is highlighted on the map. If you click on a specific section, Seon Path will rearrange the map view to show that section in the center of the screen.

To get a printed version of the Directions, click the **Print** button.

## Adding or Editing Students Assigned to Stops

The list of Students assigned to each specific Stop can be accessed by clicking on the Students button located on the upper-right corner of the map. From this dialog, users can add new Students to the Stops or edit the existing information.

The Student list can be sorted by Name or ID by clicking in the corresponding column headers. In addition, users can filter the entries by partially typing the Student's name or ID in the provided text boxes, and selecting the appropriate Student once the matching results are disclosed. This may be especially useful when the list is too long and specific Students need to be found.
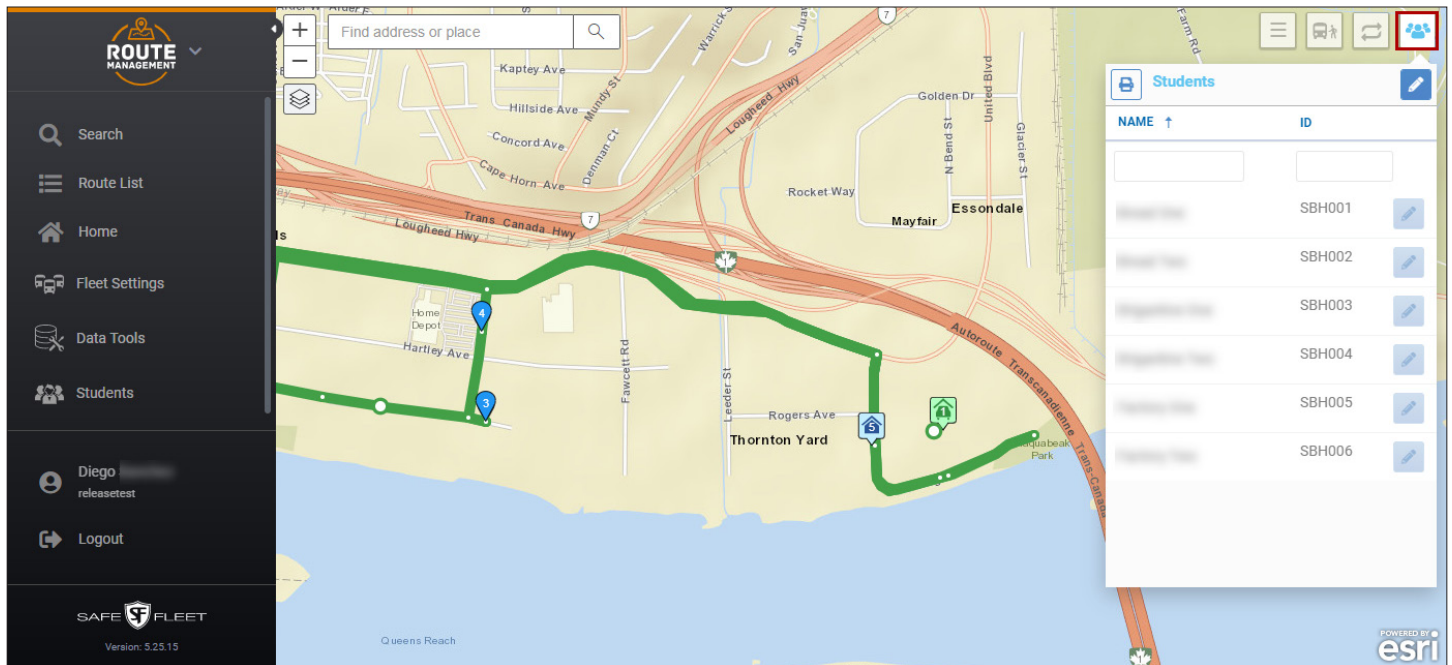


Before adding or editing Students, the corresponding buttons need to be enabled by clicking on the **Edit** button of the newly displayed Student dialog. The **Edit** button on the right corner of the Students dialog is replaced by an **Add Students** button, and the Edit buttons shown next to each entry become active.

TO ADD STUDENTS TO STOPS

1. Click **Add Students**. A table that shows the complete list of Students is disclosed.
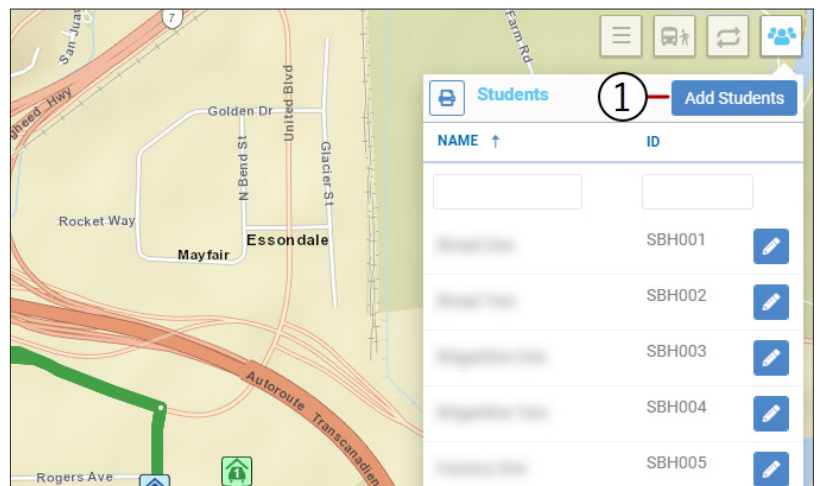
2. Find the Student in the list and click on **Pick Up** to the right. Select the appropriate Stop from the provided drop-down dialog.

3. Click on **Drop Off** and select the Stop from the drop-down dialog.

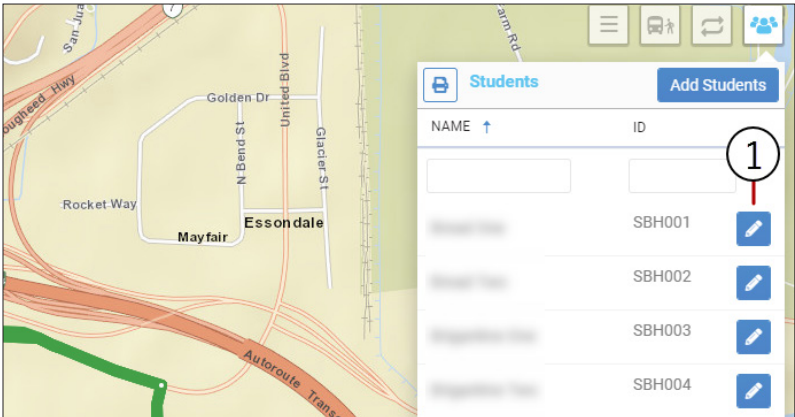4. Once both Stops are selected, the **Add Stop (+)** is enabled. Click on it.



Notice that Students already assigned to a specific Stop are followed by a **Remove Stop (-)** button. Click the **Remove Stop (-)** button to delete the Stop information.



TO EDIT STOPS LINKED TO STUDENTS

1. In the Students dialog, once the Add and the Edit buttons are enabled, click **Edit**.

2. Select the appropriate **Pick-Up** Stop to which the Student will be assigned from the drop-down dialog.

3. Select the appropriate **Drop-Off** Stop below.

4. Click the **Check** button.



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> ### TIP: Pick-Up and Drop-Off 💡
>
> When adding or editing a Student's Stop, remember that this will always have a Pick-Up and a Drop-Off location.

## Modifying Routes in the Map

Routes can also be easily modified directly in the Map. To do, so enter the Edit mode by clicking the **Edit** icon from the Route, Stops or Directions dialog. Then:

1. Locate the section you want to modify. You'll see the points indicating the directions at every intersection.

2. By hovering your mouse over the path, find a dot that displays **drag to change route**. Make sure you drag and drop the dot on the place of your preference in the map, so that the new Route matches the directions you would like the driver to follow.
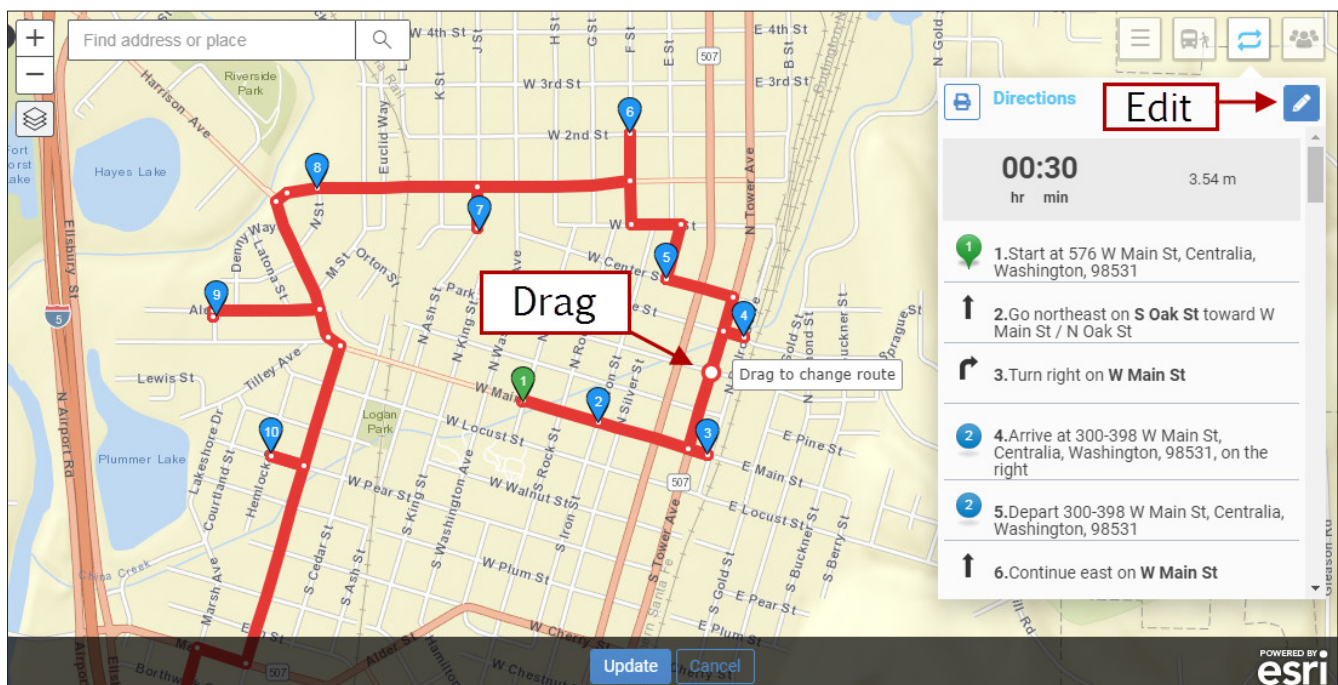
3.  Find the **Update** button at the bottom of the screen and click on it. The new Route will be displayed as you have designed it. Otherwise, click **Cancel** if you want to start over.
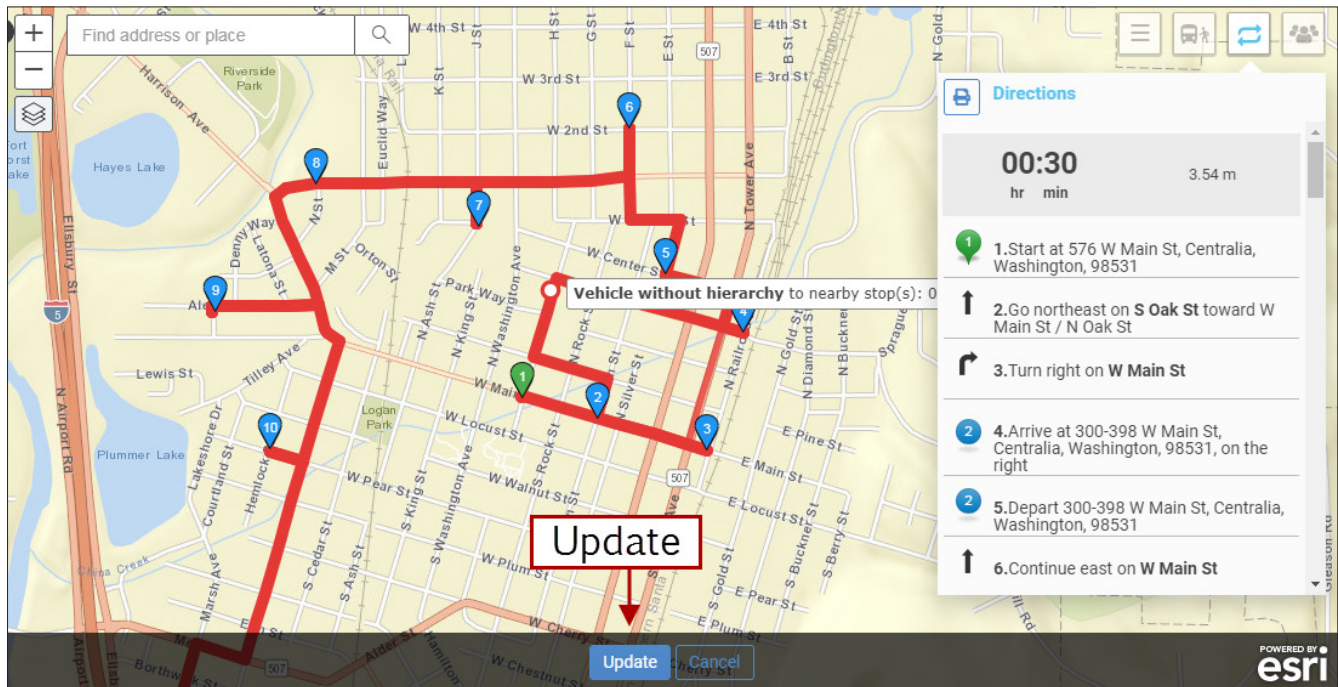


The resulting Route is displayed on the map. The new Stop list and the corresponding information is also updated in the Stops dialog pane on the right of the screen.

## Creating a New Route

New Routes that are not based on previously registered Path data can also be created. To do so:

1.  Click the **Route List** button on the left to expand the Route List pane.

2.  Find and click the **Create Route** button on top of it. A far-right pane opens and displays the tool set containing **Create Route, Stops, Directions** and **Students** tabs.

3.  Enter a **Route ID** for the new Route you are going to create (required field). Remember that, when a Route ID is entered in the corresponding text box, the **Create Route** title at the top of the dialog automatically becomes **Route**.

4.  Select a **Route Type** from the drop-down dialog.

5.  Check the appropriate **Days of Week** boxes.

6.  Enter the required start and end time to delimit the vehicle's running interval (**From** and **To**) in the corresponding fields, based on whether the Route will be Outbound or Inbound.

    As you add Stops to the Route, the rest of Time and Distance information will update automatically. If the ride is meant to be **Inbound** (students ride from home to school)**,** the end time will be subject to the School's Bell Time but the start time will change depending on the number and location of planned Stops. If **Outbound** is selected (students ride from school to home), the Start time will be fixed and subject to School's Bell Time and the end time will change accordingly.

7. In the **Dispatch Information** section, select the **Vehicle** you want to be assigned to the Route.

8. Below, select also the **Driver**.

9. Click **Save** at the bottom of the screen.



## Adding Stops to a New Route

Once you have entered the Route's main information, you can add the required Stops to it.

To do so:

1. Click the **Stops** button on the upper-right corner of the Map (bus and a passenger icon). A new Stops dialog displays.

2. Click **Add Stop.**

3. Hover your mouse over the Map to find the location where the first Stop needs to be placed and click on it. A **Stop** icon with its sequential number (#1) is added there and the Stop dialog is displayed.

4. Enter the vehicle's **Arrival** Time at that Stop.

5. Follow the same procedure to add as many **Stops** as needed.

6. Click **Save**. If the Route is created successfully, a message indicating this will pop up. Then, click **OK.**



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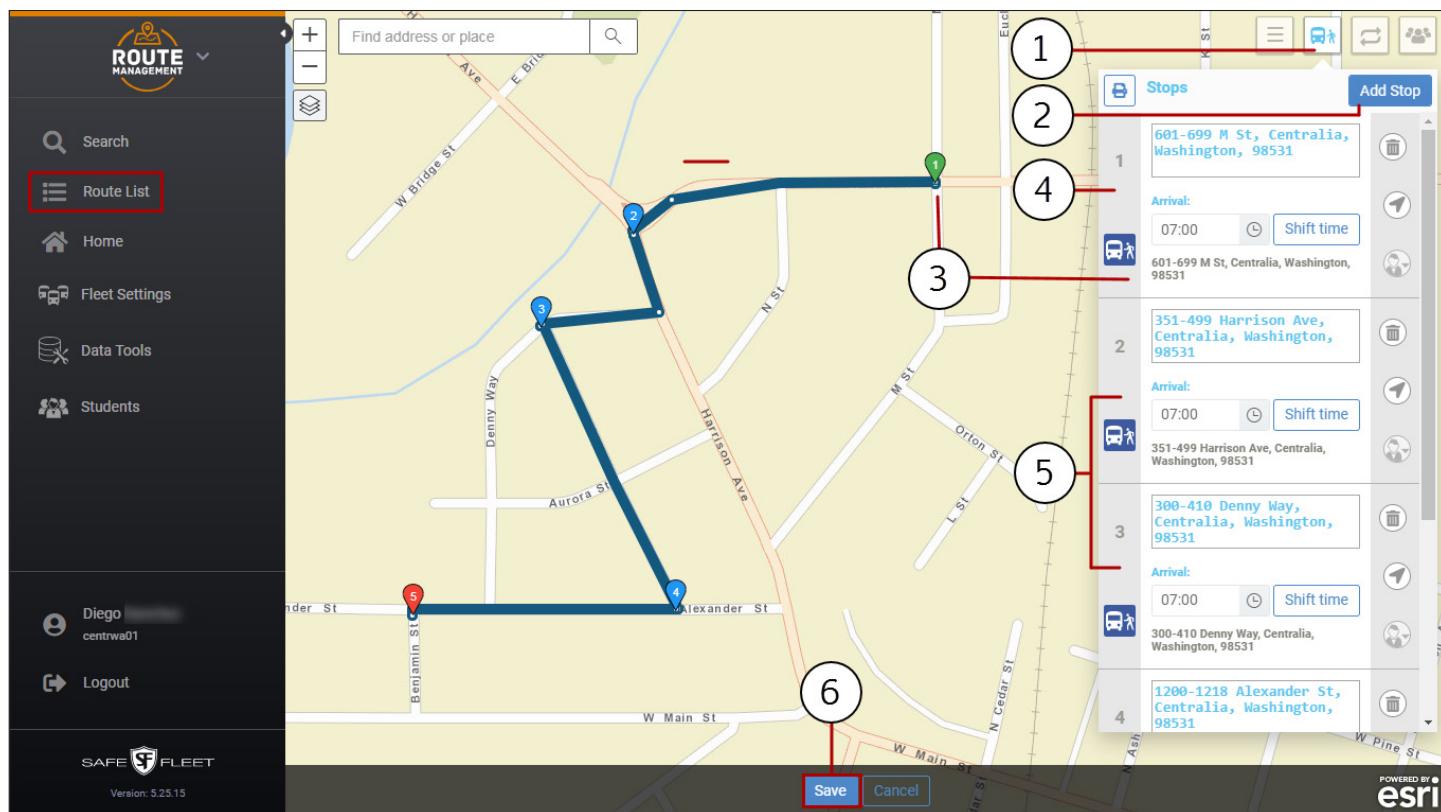
| TIP: Add Students to Stops | 💡 |
|---|---|

To review how to add Students to the Stops see the previous section *Adding or Editing Students Assigned to Stops*.

# Fleet Configuration

The **Fleet Settings** module allows fleet administrators to set the configuration and defaults of all the Fleet components. This can be accessed by clicking the corresponding button located on the left pane.
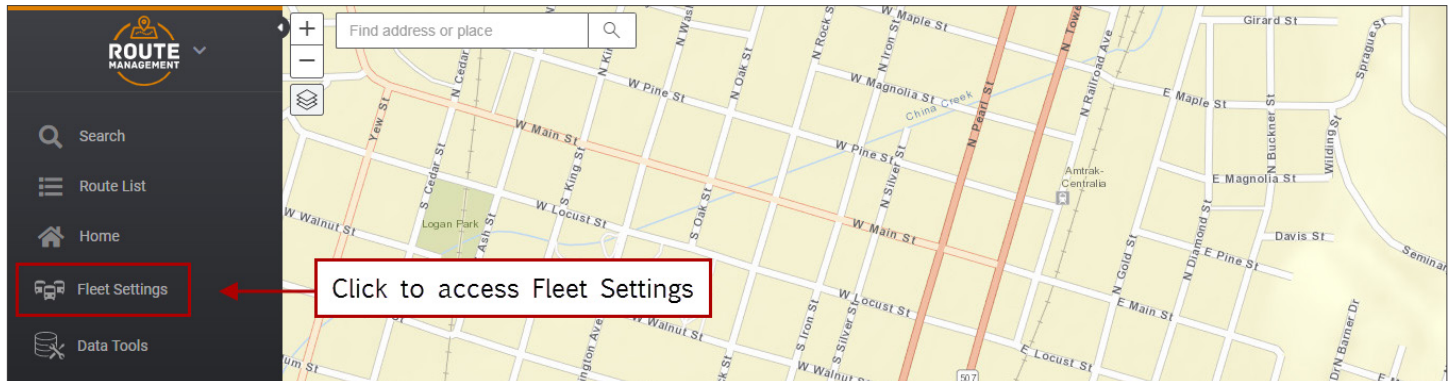


Within Fleet Settings, several tabs give access to the **Users, Fleet, Permissions, Drivers, Groups, Vehicle Types, Vehicles Facilities** and **Zones and Video Categories** dialogs**.** With the exception of **Fleet** and **Permissions,** these dialogs display editable entry lists.

Based on the Users dialog as an example, the following sections will walk you through the basic tasks you need to know in order to manage entries in Fleet Settings.

## Searching Entries in Fleet Settings

For a more convenient display of the information, entry lists in Fleet Settings can be sorted by clicking on the column headers. Entries can also be filtered by using the corresponding **Filter** button. To filter entries in the Users list:

1.  Find **Fleet Settings** in the toolbar and click on it. By default, the Users list will be displayed. Again, the Filter button can be found above the list, and **Page** navigation buttons are located above and below.

2.  Click the **Filter** icon to enable the filter row. A new row holding empty text boxes appears under the column headers and a new **Filter** icon appears under the **Actions** column header (see following figure).

3.  Enter the appropriate search values you want to use as filters in the corresponding text boxes. Select from drop-down dialogs or calendars where provided.

4.  Click the **Filter** icon in the Actions column and the rows will be reorganized to show only the resulting filtered entries.

    Remember that, once the filter is set, a new **Clear Filter** icon is also disclosed under the **Actions** column header. If you decide not to use the selected filter, click the **Clear Filter** icon. The list will be shown again as it was before applying the filter. Then, you can disregard filtering or apply new filter options to your search.

## Deleting Entries

Users can easily delete one or more existing entries from these lists if necessary.

To delete an entry:

1.  Click on the **Delete** button (trash bin icon) on the right of the entry row you want to delete.

2.  After a confirmation dialog appears, click **Yes** to deactivate the record.

3.  Close the confirmation by clicking the **X** on the corner.
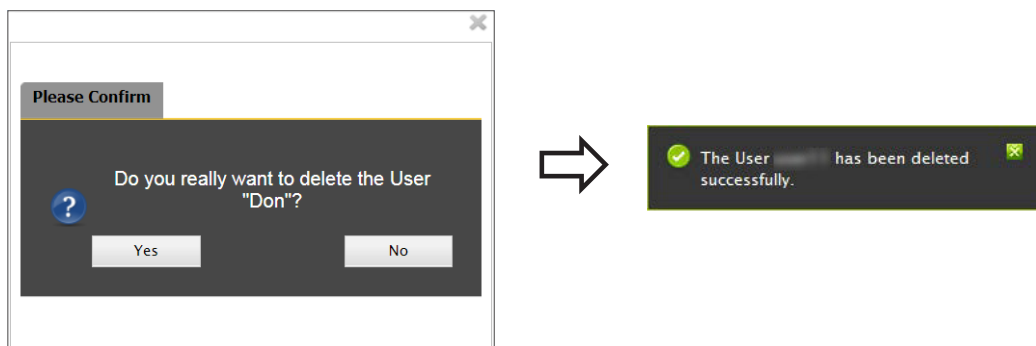


## Restoring Entries

Maintaining database integrity requires that entries are not completely removed but kept inactive when deleted. As a result, deleted entries can still be restored to active status later.

To restore deleted entries:

1.  Click **Filter** at the top of the list.

2.  Check the **Show Deleted Records** box that appears on the upper row of the Actions column to disclose all deleted records.

3.  Click the **Undelete** icons displayed next to the deleted entries.

4.  When the confirmation dialog is displayed, close it by clicking the X on the corner of the box.

5.  These actions will activate the deleted records again.

## Adding or Editing Entries

As previously mentioned, the dialogs under most tabs in Fleet Settings (i.e., Users, Groups, Vehicle Types, Vehicles, Facilities and Zones) hold editable lists of entries with similar display characteristics.

Users can add new entries to the lists or edit any of the existing entries by following these procedures:

1. To add a new entry, click the **Add** button and enter the appropriate text in the corresponding fields.

2. To edit an existing entry, click on it and enter the required information. Editable entries are underlined on the left.



To see how adding a new entry or editing an existing one applies to all available lists in more detail, access **Fleet Settings** on the main toolbar, select the preferred tab you would like to work with and proceed as explained in the next section.

## Adding or Editing Users

Click on the **Add** button if you want to add a new User or click on an existing one (underlined on the left) to edit its information.



When the User dialog appears:



1. Add new **User ID**, **Name** and **Email** or edit information of an existing User.

2. Enter **Cell Number** and check **Email Alerts** if required. Email Alerts will be received when system alerts are triggered.

3. Select a **Role** from the drop-down dialog.

4. Add or edit the **Password** and **Confirm** below.

   Be aware that passwords are required fields when creating new Users, and they need 8 to 32 characters including at least 1 number, 1 letter and 1 special character.

5. Select a **Restricted Group** from the drop-down dialog if access needs to be restricted to a Group, and check **Restricted Login** if applicable. If administrators restricted to a specific Group create new users, these will also be restricted to the same Group.

6. Select **Language** if necessary.

7. Click **Save** or **Save and Close** as required.

## Adding or Editing Drivers

The Drivers dialog lists the Drivers registered in the system.

Click the **Add** button if you want to add a new Driver or click on an existing one (underlined in the list) to edit its information.



When the Driver dialog appears:



1.  Add a **Driver ID** (required field when adding a new Driver) or edit the **Description** of the existing one.

2.  Enter a **First Name** and a **Last Name** (these are also required fields).

3.  Enter a **Cell Number** if necessary.

4.  Enter a **Badge Number** if desired.

5.  Click **Save** (or **Cancel** if you want to exit this dialog).

## Adding or Editing Groups

Users and Vehicles can be categorized into **Groups,** and some Users may have restricted access to specific Groups of Vehicles. When administrators with access restricted to certain Groups create new Users, these will also be restricted to the same Groups. This feature is especially useful when creating Sub Fleets and assigning Vehicles and Users to them.

Click on the **Add** button if you want to add a new Group (or Sub Fleet), or click on an existing one (underlined on the left) to edit its information.



When the Group Dialog appears:



1. Add a new **Group ID** (required field when adding a new Group) or edit the **Description** of the existing one.

2. Click **Save** (or click **Cancel** to exit the dialog).

## Adding or Editing Vehicle Types

Vehicles can be grouped into Types for tracking and management.

The **Vehicle Types** tab allows customers to create and edit default settings assigned to each Type of Vehicle in the Fleet.

Newly added Vehicles will have those Vehicle and Alarm settings assigned to their corresponding Type until they are eventually edited.

Click on the **Add** button if you want to add a new Vehicle Type or click on an existing one from the available list (underlined on the left) to edit the related information.
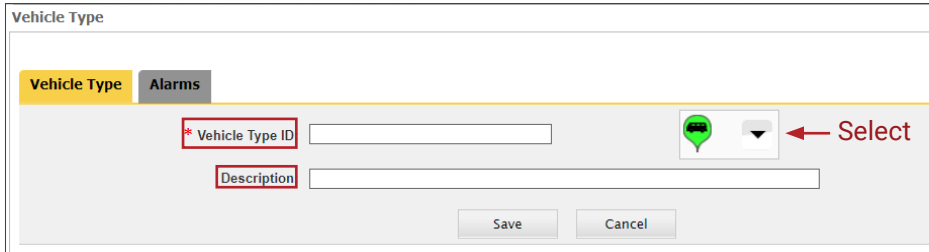
The Vehicle Type dialog appears.



Under **Vehicle Type**:

1. Add a new **Vehicle Type ID** (required field) or directly edit the **Description** of the existing one.

2. Select an appropriate **icon** from the drop-down dialog to display for that vehicle.

3. Click **Save** (or click **Cancel** to exit the dialog).

---

## IMPORTANT: Alarm Type Considerations

The number and type of Alarms available in the Vehicle Type and Vehicle dialogs can vary depending on the DVR installed in the Vehicle. In general terms, the Alarm types help organize alarms and other signals based on the response expected from the system after the event.

Some DVR models have a two-pin alarm input that allows the connection of an **Alarm Switch** (red button in the left figure below). During installation, alarms triggered by this button are configured as **Alarm 0**. An **Event-Diagnostic** button (metallic with a green ring light in the right figure below) can also be installed, unless the required harness connection is already being used by a RGY light indicator that displays DVR recording and video loss conditions. Alarms triggered by the Event-Diagnostic button are necessarily configured as **Alarm 1**.



---

Some recording systems don't have the input for the Alarm Switch, and these only allow the installation of the Event-Diagnostic button through the provided harness.

Both buttons can be pressed at the driver's discretion after an event. By doing so, the DVR registers the exact moment of the event to facilitate later analysis.

The rest of the Alarm types in the dialog are assigned to automatic vehicle event signals and configured as desired.

Under **Alarms**:



1. Select **Download Alarm Event** to enable this feature.

2. Select **Download Video** to download the video segments that are associated to the Alarm events. This will enable related fields.

3. If Download Video is selected, enter video **Pre/Post Alarm** Times (minutes and seconds) to specify the length of the video segment downloaded with the Alarm event.

4. Select **All Channels** if you want to include all available cameras in the alarm video download.

5. Choose the **Resolution (**High or Low) of the video to be downloaded from the drop-down dialog. Keep in mind that high resolution video has better quality but takes longer to download.

6. Click **Set All** if you want to apply the newly specified settings to all Alarm types.

7. Otherwise, enter individual settings for each Alarm type including Alarm **Name**, **Download Alarm Event** and **Download Video**, **Pre** and **Post Alarm** video times, **All Channels** (if preferred), **FTP Upload** and **Resolution**.

8. Check **Update All Vehicles with this Vehicle Type** if preferred.

9. Click **Save** (or click **Cancel** to exit the dialog).

---

**NOTE: FTP Upload**

If selected, a video is automatically converted to .avi file and uploaded to the customer's FTP site. By default, video starts 4 seconds before and ends 4 seconds after the event. Notice that only one Alarm Type can be set for FTP Upload.

## Adding or Editing Vehicles

The Vehicle tab shows the following  information displayed in a table:

- **Vehicle ID, Vehicle Type** and **Vehicle Group.**

- **Asset Collection ID**.

- **DVR Associated** notification (indicates if a DVR has been associated with the Vehicle) and **DVR Type** installed in the vehicle.

- **Firmware** version used in the DVR, **Firmware Status** (upload status of last DVR firmware version) and **Configuration Status** (upload status of last DVR configuration version).

Notice that different **Actions** buttons are displayed in the last column of the Vehicles table:

- **Delete** removes Vehicle entries from the table.

Users with remote video recorder management capabilities, such as those using vMax Commander, will find two more Action buttons to the far right of Vehicles with a synchronized video recorder:

- **Upload Firmware -** Shown as a green arrow above a video recorder, schedules a Firmware Upload to the DVR.

- **Modify DVR Configuration** - Shown as a blue cog above a video recorder, edits recorder Configuration and schedules a Configuration Upload.



To learn more about this topic, see the instructional materials included in the *Managing DVRs* chapter of the *vMax Commander User Guide* or visit the final section of our vMax Commander Training Tutorials here.

Now that you are familiar with the Vehicles dialog, you can click on the **Add** button if you want to add a new Vehicle or click on an existing one (underlined) to edit its information.

The Vehicle dialog appears.



Under **Vehicle**:

1. Add a new **Vehicle ID** (number from installer) or edit the information of an existing Vehicle.

2. Select **Vehicle Group** and **Type** (Car, Full Bus, Service Vehicle, Small Bus default types, or other custom vehicle type). Vehicle ID, Group and Type are required fields.

3. Enter additional **Vehicle Information** in the provided text box if necessary.

4. If needed, enter **Operation Cost, Seating Capacity, Year Manufactured or License Plate Number** (optional fields).

   * Notice that the **Contractor** and **VIN** (Vehicle Identification Number) fields are designed for vMax Live only.

   * The following steps 5 and 6 only apply to live streaming users, i.e. those who also run vMax Live or vMax Stream:

5. If an Asset Collection has been associated with an existing Vehicle, this will be shown on the right of the dialog. You can access and edit this by clicking the Asset Collection ID link.

   To know more about this topic, refer to the vMax Live+ User Guide, available from the Seon Community website.

6. Select **Live Streaming Connection** to enable live streaming and Vehicle's cellular router configuration. Enter **IP address** and **Port**, and check **Enable Map** if required.



7. Once the Vehicle Configuration is finished, click **Save** or **Save and Close** as preferred (click **Cancel** if you want to exit the dialog).

## Adding or Editing Facilities

Before Editing, notice that the dialog under Facilities offers several options to make the selection process easier:

1.  Click **Show Filters** if you want to enable this option. Entries can be filtered by Name, Longitude, Latitude or Facility Type.



2.  Click **Include Stops** if you prefer to have these listed together with the Facilities.

3.  Select **Show Inactive** Facilities if necessary.

4.  If needed, delete any Facility by clicking the **Delete** button under the Actions column.



Now, under the **Facilities** tab, click on the **Add** button if you want to add a new Facility, or click on an existing Facility to edit the corresponding information.

When the Facility Dialog appears:



1.   Enter a new **Facility Name** or edit the existing one (required field).

2.   Add a new **Facility Description** or edit the Description of an existing one.

3.   Drag the Map to move the red location icon to the appropriate place. As you do this, the **Latitude** and **Longitude** values change in their respective text boxes. Otherwise, if you know the coordinates, enter those values manually or use the up-down arrows to modify them. The address will also be shown below.

     If you know the exact street address, you can enter this (including city, state and zip code) in the optional **Look Up Address** text box and click the magnifier icon to disclose the coordinates. The system will also disclose its position in the Map.

4.   Choose the correct **Facility Type** (required field) from the provided drop-down dialog. There are basically four preset types of Facilities that can be selected: **School, Office, Garage** and **Stop**. However, the option **Other** allows users to define new types as needed. Each type has a specific icon assigned that will display in the Map. If School is selected, a School Code becomes a required field.

5.   Click **Save** (or click **Cancel** to exit the dialog).

---

### TIP: After Creating Facilities

If you create a new Facility, this will be added in the Facilities list. Remember that you can always delete a Facility by clicking the bin icon in the Actions column and navigate the list pages with the aid of the corresponding buttons located below.

# Adding or Editing Zones

Remember that Zones are shaped map areas that users can create to monitor Vehicle and Driver activity within certain areas of interest. See *Searching by Zone* and *Setting a Custom Zone* to review this topic.

Under Zones, click on the **Add** button if you want to add a new Zone or click on an existing one (underlined) to edit its corresponding information. The Zone window will appear.
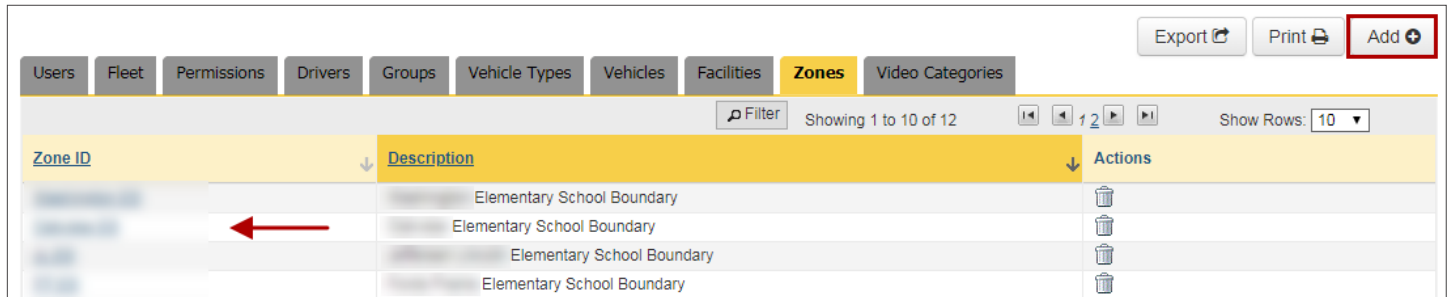


To add a new Zone:

1.  Click on the **Draw Zone** button and on up to eight different boundary points on the map to select the preferred Zone. After selecting three points, which define a triangle, the new Zone can be created by double-clicking on the last point. However, you can still click on more points (up to 8) or a more precise delimitation.

2.  Once you have outlined the Zone by setting the corresponding points, **double-click** on the last point. The Zone will be created.

3.  Add a **Zone ID** (required) and a **Description** (optional).

4.  Click **Save**.
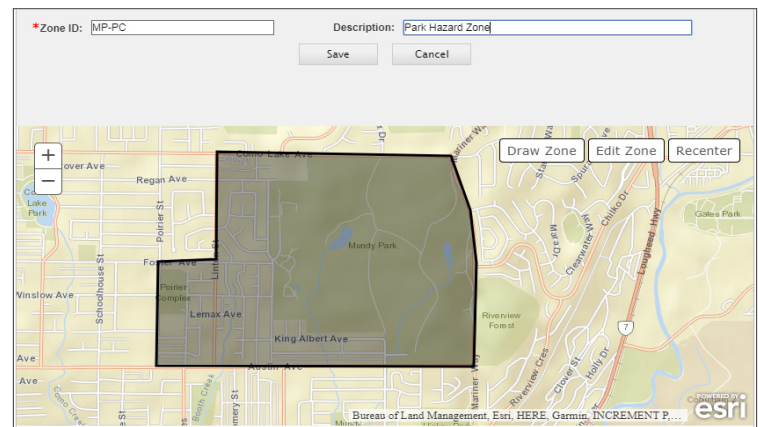


To edit an existing Zone:

1.  If you want to change the description, enter a new one in the corresponding text box.

2.  If you need to redefine the area, click **Edit Zone** and **drag the points** to a new preferred location.

3.  Click the **Finish** button.

4.  Click **Save**.
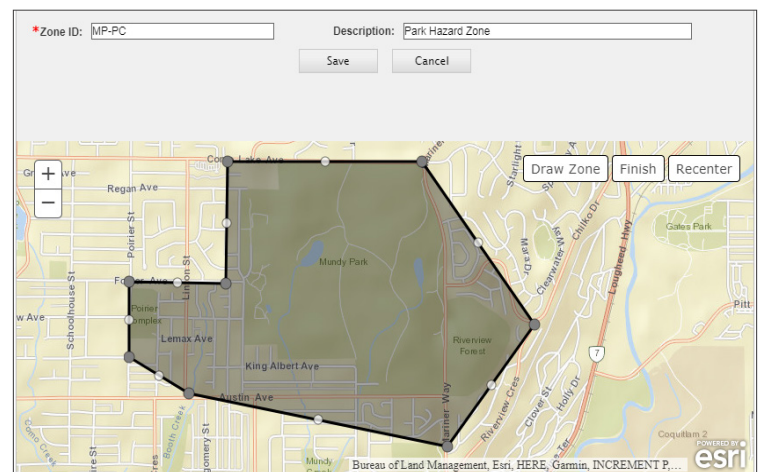
## Configuring Fleet

In the **Fleet** tab, Fleet administrators can view and edit Fleet display and configure email alerts.



**Fleet ID, Maximum Active Users** (number of Users that can be logged in), and **Maximum Active Vehicles** (number of Vehicles that can be tracked in this Fleet) are read-only fields. To edit the rest of the information:

1.  Set **Distance Units** to Miles or Kilometers and **Language** to English, French or Spanish. These are required fields.

2.  Select **Time Zone** from the provided drop-down dialog.

3.  Choose the preferred **Video Archive Folder** where scheduled video archives will be downloaded by default.

4.  Enter a **Purge** value, i.e., the number of days after which deleted video files will be permanently removed from the recycle bin.

5.  Enter the **Fleet Speed Limit** to have speeding events displayed in map search.

6.  Check the **Fan Requiring Attention Events** box to have Live inform about such events.

Depending on the customer, event alerts can be emailed from the Seon Path Server or from another customer's server. The email can be configured within the **Email Configuration** section. To do so:

1.  Check **Enable Email Alerts** to receive system alerts when triggered.

2.  Enter **SMTP** (email server name, which should have a maximum of 20 characters) and **SMTP Port** (value from 1 to 99999).

3.  Enter **Username** of email user account and then the corresponding **Password** of email user account.

4.  Check **Secured Connection using TLS** to enable a Transport Layer Security connection or **Secured Connection using SSL** to enable a Secure Socket Layer connection.

5.  To test the configuration, enter the email address in the **From Address** box and the recipient address to be used in the test in the **Test Address** box. Then, click **Send Test Email** and see if the email is received.

## Configuring Permissions

Fleet administrators can use the **Permissions** tool to assign permissions to other users.

Under the **Permission** tab, a drop-down dialog located on the upper-left corner displays the user **Roles** existing in the system.

Different Roles, such as **Administrators, Supervisors** or **Users**, may have different access levels to the **Features** available from each application.

These Features are listed in an expandable table and organized based on which of the applications allow access to them. Features that are common to all the applications are grouped first as **Common Components**.

There are basically three **Access Levels** to these features: **No Access, Read Only** and **Full Access**.

In the following example a user is granted Read Only Access to Fleet Settings (a Common Component) and No Access to vMax Stream. The different groups of features are displayed as:

- Common Components

- Path

- vMax Commander

- vMax Live Plus

- vMax Stream



Since Permissions are based on Roles, Features and Access Levels, let's take a closer look at the adding and editing workflows to learn how those are configured in the next section.

In the Permissions screen, users can add, edit or delete Roles through the **Role** drop-down dialog and the two buttons located next to it. To add a new Role:

1. Click on the green **Add New Role** button. The Add Role dialog opens.

2. Enter a **Name** for the Role.

3. In the provided drop-down dialog, select another Role to **Copy Permissions From**.

4. Click **Save**. The new Role appears in the Roles drop-down dialog.

5. A confirmation message pops-up. Close the window to continue with another task.

After adding a new Role, you may need to edit some of the Permissions assigned to it to differentiate it from other Roles (remember you have just copied these Permissions). To edit a Role:

1. Click on the **Role** drop-down dialog and select the appropriate Role.

2. Expand the **Features** in the table and locate those features whose Access Level you want to change.

3. Select the appropriate **Access Level** (No access, Read Only or Full Access).

4. Click **Save** at the bottom of the screen.

To delete a Role, simply click on the red **Delete Role** button.

# Data Tools

## Mapping Data

Data Tools enables users to autonomously map and upload Student files from other information systems, such as locally stored comma-separated values (CSV) or tab-separated values (TSV) files, into Path without having to manually enter the Students' data.

Mapping links those source files that contain relevant Student data, known as **Student Templates**, to the fields enabled for update in Path, also called **Entity Fields**. This sets the appropriate relationship between both systems before an upload is carried out.

The Student Template needs to be configured in such way that the headers correspond to the appropriate Entity Fields available in the Data Mapping tool. Although this doesn't mean that the text in the Student Template's headers needs to be identical to the text in the **Entity Fields**, the information they represent must be the same. As an example, think that a possible source file for the *STUID* Entity Field could be *Student ID,* as shown in the image below.

To map data into Path:

1. Once logged in to Path, expand the **Data Tools** dialog and click **Data Mapping.** The Data Mapping dialog displays.

2. Click the **Upload Template File** button and browse your system to find the Student Template you will be using. Select it and click open. The Template will be uploaded and Path will create drop-down dialogs with the headers of your Student Template under each File Field located on the left of the Data Mapping dialog.

3. Select the parameters from each drop-down dialog so data in **File Fields (Source)** and **Entity Fields (Destination)** match.

4. Find and click the **Save** button below. If saved successfully, a message displays. Click **OK**.

The Data Mapping tool also holds an **Advance Options** button that allows users to select the delimiter character and the lines in the template assigned to Field Names and Data Start for an easier mapping of the source files.

## Uploading Student Information

Once Data Mapping is done, the **Upload Students** tool will activate the user interface feature that allows uploading the source Student file into Path. To do so:

1. Within Data Tools, click **Upload** on the left pane. The **Uploads History** table is displayed.

2. Click the paper clip button to browse your computer and find your **Source Student Data File**.

3. Select it and click **Upload** in the Upload Students dialog.

4. Click the **Refresh** button next to Upload History and check that the job has been queued. When the job is completed, the **Status** column will display Finished.

5. Click **Finished** if you want to see a **Student Upload Report** (see below).



## Generating Student Upload Reports

By clicking **Finished** in the Status column, located to the right of the upload events listed in the Upload History, a Student Upload Report is disclosed.

These Reports show three different types of information:

• **Inconsistencies** found after the upload. These are invalid values provided in the Students file.

• **Students Added** successfully with the upload.

• **Students Updated** with the upload.

You can view each of these Reports on your computer by clicking on their respective headers but you can also have them printed if necessary.

Let's see the following figure as an example of viewing **Inconsistencies**:

- Click **Inconsistencies** once the Report is disclosed. The Inconsistencies found (41 in the figure) are listed below.

- If needed, you can filter the entry list by partially entering the appropriate text in their corresponding text boxes.

   Once the matching entries are disclosed, select the desired one.

   Filter options are: Student ID, Name, Address, Gender, School, Grade and Comments.



## Printing Student Upload Reports

As mentioned before, users can print Student Upload Reports. To print a Report, click the **Print** button located in the upper section of the Student Upload Report dialog. A digital version of the Report is disclosed.

The Student Upload Report displays the three types of events listed one after the other in the same document in the following order:

1. Students **Added**.

2. Students **Updated**.

3. Description of **Inconsistencies**.

The following report displays Students Updated and Inconsistencies only (no new Students were added).

Now you can print the Report by clicking the **Print** button displaying on the upper-right corner.

<div style="border: 1px solid #ccc;">

<div align="right">Print   Close</div>

## Students Upload Report

| Start Date/Time | End Date/Time | User | Process Type |
|---|---|---|---|
| 03/29/2019 14:26:41 | 03/29/2019 14:26:57 | seon | Manual |

### Students Updated

| Action | Student ID | Name | Address | Comment |
|---|---|---|---|---|
| UPDATED | 100 | | 888-9622 Torto Road | |
| UPDATED | 105 | | 120-4901 Cras St. | |
| UPDATED | 110 | | P.O. Box 345, 5045 Dui. Street | |
| UPDATED | 115 | | P.O. Box 466, 9611 Fusce Av. | |
| UPDATED | 120 | | 8729 A, Street | |
| UPDATED | 125 | | 2253 Placerat Road | |

### Inconsistencies

| Action | Student ID | Name | Address | Comment |
|---|---|---|---|---|
| INCONSISTENT | 100 | | 888-9622 Torto Road | Row 2: Attribute STUSCHOOL with value Oakview ES does not exist |
| INCONSISTENT | 105 | | 120-4901 Cras St. | Row 3: Attribute STUSCHOOL with value Centralia MS does not exist |
| INCONSISTENT | 110 | | P.O. Box 345, 5045 Dui. Street | Row 4: Attribute STUSCHOOL with value Centralia MS does not exist |
| INCONSISTENT | 115 | | P.O. Box 466, 9611 Fusce Av. | Row 5: Attribute STUSCHOOL with value Edison ES does not exist |
| INCONSISTENT | 120 | | 8729 A, Street | Row 6: Attribute STUSCHOOL with value Jefferson-Lincoln ES does not exist |

</div>

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# The Students Database

The Students Database essentially allows users to view and manage Student data. When clicking on its button, located on the left pane, a table listing all Students existing in the system displays.

The list only shows **Student ID, Name, Card ID**, if the Student has **Special Needs** and if the Student is **Active** or not, but a complete file with detailed information can be accessed and edited by clicking on the **Edit** button located next to each Student entry under the Actions column.

Since edit (update student) and add (create student) dialogs are identical, see the following section, *Adding Students Manually,* to see a detailed description of the student information that can be edited.

Users can filter the Students entry list by partially entering the appropriate text in the corresponding text boxes located under the column headers and selecting the preferred matching entries when these are disclosed.



Notice that **Special Needs** and **Active** status can be selected or deselected by means of their respective drop-down dialogs. Selecting "**Yes**" will disclose those Students to whom the parameter applies. Selecting "**No**" will do the opposite.

When any of these filters are set, a **Clear** button appears next to the drop-down menus. This allows the user to undo the selection so that the list will return to "all".

# Adding Students Manually

From the Students dialog, users can also add Students manually.

To do so, click the **Add** button located on the upper-right corner of the Students dialog. A new **Create Student** dialog showing fields to input Student's relevant information and grouped into 5 different sections is displayed. Once available, fill in the information as follows:

1. **Student Info** - Enter Student ID, Last, First and Middle Name. Enter or select Date of Birth in the provided calendar. Select Gender. Select School in the available drop-down dialog. Enter Grade, Ethnicity and Card ID.

2. **Geocode** - Enter Latitude and Longitude of the Student's residence and the Student's actual address.

3. **Special Needs** - Select  Special Needs, Aide or Wheelchair if appropriate. Then, type any additional comments if needed.

4. **Parent/Guardian Contact Info** - Enter Last, First and Middle Name of a parent or guardian. Also enter and Address and Phone Number and add any Comments if necessary.

5. **Activate/Deactivate** - Keep Active selected (by default) if that is the Student's status. Otherwise, deselect it.

6. Finally, click **Save** at the bottom of the screen (or Cancel to disregard the file created).

# Appendix

## Customer Service

Technical Support:        1-844-899-7366

General Enquiries:        1-877-630-7366

Email:                            service@seon.com

## Product Information

For product information and documentation, please visit https://community.seon.com.

Please contact Technical Support if you do not have access credentials.

## Warranty

Complete warranty details are available at https://www.seon.com/documents/Seon-Warranty.pdf