

Quick Reference Card

Working with Work Schedules

OVERVIEW

Work Schedules helps you to create custom schedules to reflect your company's needs and use reports to determine if activities are occurring either inside or outside of set working hours. These are beneficial both for tracking as well as when working with rules to notify you about assets moving at specific times.

The Work Schedule by default will be set to 24 hours and 7 days a week for all assets.

ACCESS WORK SCHEDULES

- 1. Log in to Fleet Complete
- 3. Click the Manage menu item
- 4. Click the Schedules submenu item

ADD A WORK SCHEDULE

- 1. Complete steps 1-3 from Access Work Schedules
- 2. Click the Add button +
- 3. On the *General* tab, type the *Description* of the Work Schedule
- Optionally, type a *Departure Grace* and/or a *Return Grace* period for those assets that are taken home by the drivers
- From the Schedule menu, click Custom and select the Days and then type the Start Time and End Time for this schedule
- Alternatively, from the Schedule menu, click Weekdays (Mon to Fri) and type the *Start Time* and *End Time* for this schedule

GENERAL	ASSET ASSIGNMENT			RESOURCE ASSIGNMENT			
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Thursday							
Friday							1

- 7. Click the Asset Assignment Tab
- 8. From the list or grid view of assets, click the asset(s) **Descriptions** to assign to this work schedule



- 9. Click the **Resource Assignment** tab
- 10. From the list or grid view of resources, click the resource(s) **Description** to assign to this work schedule
- 11. Click the Save button

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GENERAL	ASSET ASSIGNMENT	RESOURCE ASSIGNMENT			
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Arms Marin Lessard		Carland Styl Work Schemater			
Bruce Live		Collect 25/7 Work Schedule			
Caroline Spicer		Default 34/7 Mark Schwaler			
corinha		Default 24/7 Hork Schedule			
David Hayden		Default 24/T Work Schedule			
Eduardo Moreno		Default 34/7 minik 3phasais			
Fernando De La Oruz		Default 24.7 Work Schedule			
Helena Cotter		Default 24/7 Work Schedule			
		Parla at 12 Young Streaming			

TO LEARN MORE ABOUT DEVICE DATA SETTINGS

To learn more about Device Data Settings, click the **Help** button located in the top right-hand corner of the tracking screen and perform a keyword search.