4. Settings

4.1 Profile management

Manage your data: fleet name, username, email address, password change, etc.

4.2 General settings

Set of parameters to configure in order to ensure accurate and reliable tracking of fleet vehicles.

4.2.1 Fleet logo

Customize the platform with your company logo.

Choose file: select/open a file.

> The file must be an image (PNG, JPG, GIF) and must not exceed 4 MB.

4.2.2 Vehicles name

Choose how vehicles will be displayed across the platform:

- **ID**: only the vehicle identifier is displayed;
- **ID (Make + Model)**: identifier with make and model in parentheses;
- **ID (Matriculation)**: identifier with license plate in parentheses;
- **Matriculation**: only the license plate is displayed;
- **Matriculation (ID)**: license plate with identifier in parentheses;
- **Matriculation (Make + Model)**: license plate with make and model in parentheses;
- **Make + Model (ID)**: make and model with identifier in parentheses;
- **Make + Model (Matriculation)**: make and model with license plate in parentheses;

4.2.3 Map

List of options for trips and vehicles displayed on the map (see 2. Map):

- Gather vehicles by group in the left sidebar;
- Show the driver name;
- Map full screen by default;
- Hide path position points;
- Label each map marker by default with time stamp;

- By default, display addresses when selecting a vehicle on the map;
- Hide unselected vehicles on the map;
- Enable traffic info by default on the map.

4.2.4 Default marker

Selects the default icon used to represent vehicles on the map.

4.2.5 Fuel prices

Set the prices for diesel, petrol, LPG and electricity according to current values to calculate consumption costs in reports.

4.2.6 Alarms

Email addresses to which alerts will be sent. Multiple addresses can be entered, separated by a semicolon (;).

To receive alerts, notification permissions must be enabled. If previously denied, this can be changed via your browser settings (usually top-left near the address bar).

4.2.7 Report

- **Trips**: defines how trips are calculated (start/end based on ignition off or first/last detected movement).
- **Costs**: defines cost calculation unit (per km or per hour). This setting can also be configured per vehicle (see 4.3 Manage vehicles).

4.2.8 Homepage

- **Homepage selection**: defines how vehicles are displayed:
  - as a list (vehicles, positions, statuses, etc.)
  - or on a map
- **Sorting**: defines the display order (default, by identifier, by license plate).

4.2.9 Expense Management

Receive an email whenever a driver adds or updates an expense.

4.3 Manage vehicles

List of fleet vehicles. Clicking on a column header sorts the table accordingly.

Data can be exported in .XLSX format.

4.3.1 Vehicle Profile

From the vehicle list, clicking the edit icon () opens the vehicle profile with several tabs:

- **Vehicle**: summary of vehicle data. The Edit button allows modification of vehicle details (license plate, consumption, costs, group, etc.);
- **Maintenance**: manage maintenance, schedule or record completed maintenance (see 4.8 Manage maintenances);
- **Spending**: add or view vehicle expenses (see 4.9 Manage spending);
- **Files**: upload/view documents (registration certificate, insurance, etc.);
- **Alarms**: create alerts for the vehicle (see 4.7 Manage alarms)

4.3.2 Batch modifications

The Bulk edit button (top-right) allows applying changes to multiple vehicles at once:

1. select fields to modify;
2. enter new values;
3. select vehicles to apply changes to;
4. click **Modify** at the bottom

4.3.3 Groups

On the right side, a list of vehicle groups is displayed. Click **Add a group** to create a new group (name + optional parent group).

Groups are assigned via the vehicle profile.

> If a vehicle belongs to a subgroup and filtering is applied on the parent group, all vehicles in the subgroup will be displayed.

4.4 Manage drivers

List of drivers.

Available actions per driver:

-  edit;
-  delete;
-  view files;
- access calendar (see 4.4.3 Calendar)

4.4.1 Add a driver

Click **Add a driver** at the top of the list and fill in the required fields.

>

> If vehicles are equipped with driver identification, the**Key code** must be entered correctly using the value found on the chip. The code consists of 16 characters (0–9 and A–F). The first two characters are located at the top-left of the sequence, and the last two at the top-right. Example: B6000009E4E35B01



4.4.2 Driver profile

Accessed via the edit icon ( ):

- **Driver**: summary of driver details. The **Edit** button opens the same form as creation;
- **Reminders**: create/view reminders;
- **Spending**: manage driver-related expenses (with file/photo upload);
- **Files**: manage driver documents (license, ID, etc.).

4.4.3 Calendar

Displays driver unavailability. From the right panel:

- filter by driver
- add events
- edit absence types

Clicking an event allows editing, deletion, or export to Google/Outlook calendars.

4.5 Manage Beacons (optional)

- To add a beacon, contact support: support@bizztrack.eu;
- Connected beacon: detected in or near a vehicle;
- Disconnected beacon: not detected;
- Beacon names can be edited via Actions.

4.6 Manage zones

- **Add a zone**: fill in required fields:
  - zone name;
  - category;
  - address search;
  -  drawing tools : circle or custom shape

    > Avoid making zones too small, otherwise vehicles may not be detected within them.
  - Optional: zone coordinates.
- Import zones: via .CSV, per category;
- Create category: define a new category;
- Zones can be filtered by category.

4.7 Manage alarms

Alerts can be configured at three levels:

- fleet
- vehicle group
- individual vehicle

Click the Manage alerts icon (🔔) to view or add alerts.

4.7.1 Edit alarm

- **Sending**:
  - **Trigger every time**: overrides default once-per-day behavior;
  - **Email address**: overrides global email settings for this alarm
- **Days of the week**: limit activation days
- **Fixed period**: define alert validity period

Alarms can also be copied/transferred between vehicles.

4.7.2 Add an alarm

Configure parameters (zone, time, etc.) and click **Add**.

> Notifications and/or email must be enabled to receive alarms (see 4.2.6 Alarms).

4.8 Manage maintenances

4.8.1 Plan a maintenance

Fill in fields to receive alerts for upcoming maintenance (inspection, servicing, tires, etc.).

At least one of the following must be set:

- date
- mileage
- usage time

If multiple thresholds are set, the first reached will trigger the alert.

Repeat option triggers recurring alerts.

Alerts are sent via email (see 4.2.6 Alarms).

4.8.2 Add a maintenance

Two options:

-  via scheduled maintenance
- manually via **Add a maintenance**

Option to automatically create an expense entry.

4.8.3 Categories

Default categories:

- inspection
- maintenance
- tires
- other

Custom categories can be added.

4.9 Manage spending

Add and track expenses for vehicles or drivers. Fields include:

- vehicle
- amount
- date
- description

Filtering available (group, vehicle, driver, period).

Categories can be created.

Export available in .PDF, .XLSX and .CSV formats.

4.10 Scheduled reports

Receive reports by email at a defined frequency. Configure:

- report type (see 3. Reports)
- frequency
- format
- recipients

4.11 Manage guest accounts

Create a new platform access. Configure:

- user details
- expiration date
- accessible groups
- accessible vehicles
- permissions

> If no vehicle or group is selected, access will be granted to all vehicles.

Revision #3
Created 2026-03-20 09:15:46 UTC by Benoit Chleide
Updated 2026-03-20 10:31:01 UTC by Benoit Chleide