



**P E A K**

User Guide

# User Guide 3G GPS Trip Stick

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## How to use your Trip Stick

### In the car

Make sure the device battery switch is in the ON position.



To protect the battery life:

If devices are to be inactive for long periods more than 4 weeks or in storage the battery switch must be in the OFF position

With the engine turned off, plug the GPS device into your 12v outlet in your car, please choose an outlet that you will not regularly require to use for other devices or reasons.



To accurately record mileage the GPS device will require an uninterrupted power supply that is clear of obstructions. To achieve the best performance, we recommend the outlet used should give the device the clearest view towards the sky with the domed side of the device facing upwards (where possible).

Placing the device in a glove compartment, a hard-covered vehicle boot or in a location where the device is in a confined space will impact the devices ability to pick up the satellite signals.

### **Notes:**

The button on the top of the device is disabled.

Please do not attempt to plug into the USB port on the device

When the 3G Device has a solid blue light, it has got a GPS fix.

When the Peak GPS device is powered up it first needs to get a lock on the satellite signals, this process is known as Time to First Fix (TFF), and the time needed for a GPS lock usually depends on how quickly the GPS receiver picks up the satellite signals.

There are two types of start-up on the Peak GPS Device – Cold Start and Hot Start.

The Cold Start (approx. 5 mins)

Is when the GPS device has not been used for several hours, when the device attempts to locate satellites the previously saved satellite positions, that data has since expired. This requires the device to update the satellite locations before connecting, and is why it takes longer.

The Hot Start (approx. 1 min)

Is when the GPS device remembers its last calculated position and the satellites are in view. This happens if the device has been recently in operation.

If your vehicle is moving the satellite why the device is searching for a satellite fix that part of the journey won't be recorded, the Peak system will stitch the connection location back to the start of the journey, as the crow flies.

3G Device Light colours

Red/Blue Flashing – Device is initialising

Blue – GPS signal found, everything's working

No lights - no power

### **Useful things to remember**

1.Position accuracy: GPS accuracy depends on many factors, such as internal battery level, time that has passed since last usage, strength of the satellite signal, and unit orientation. In some case, it might take up to several minutes to triangulate the satellite signals.

As detailed previously, location of the device in your vehicle is also important and we recommend the outlet is chosen to give the device the clearest view skywards.

2. Data recording: the device will regularly take a GPS position to record your location on your journey. The regularity of this depends on a number of factors such as the speed and the route taken. For example, the device will take more readings on a winding road than a straight road.

3. Data storage: If the GPS is unable to transmit the data due to a network connectivity issue your data will be stored on the device until the connection is re-established. The device has the capacity to store approximately 15 hours of journey data and if that limit is reached the device will overwrite the oldest record with the newest. We recommend you check your journey data regularly in the Peak system. If the Peak system receives no data for 7 consecutive days, you will receive an automated email alerting you to this, where you can then raise a support ticket by emailing [servicedesk@proximitum.com](mailto:servicedesk@proximitum.com).

### **SIM Card:**

The two pictures below show the SIM Card position, If the SIM card is in the position in the left-hand picture, it has popped out and will need to be carefully re-inserted. Please contact [servicedesk@proximitum.com](mailto:servicedesk@proximitum.com) for further instructions.

The right-hand picture shows the SIM Card in the correct position.

SIM card popped out



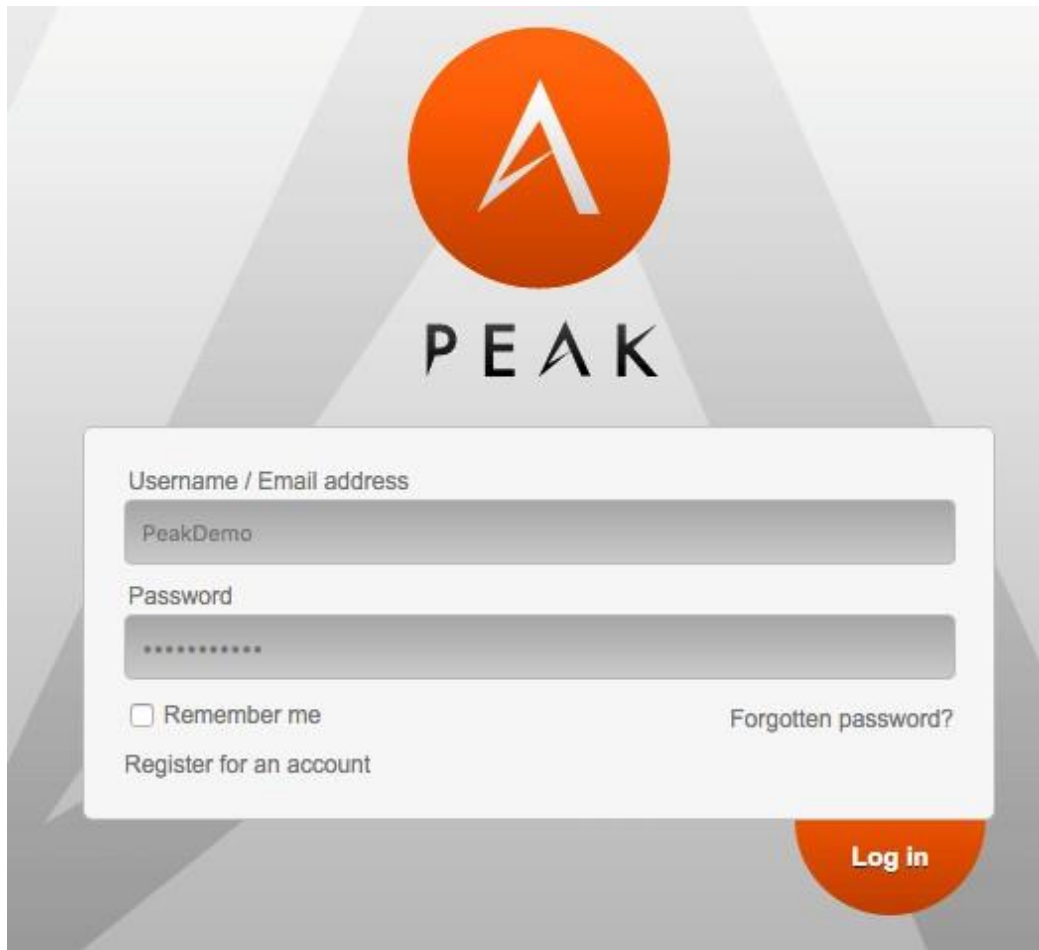
SIM Card in correctly



## Logging in



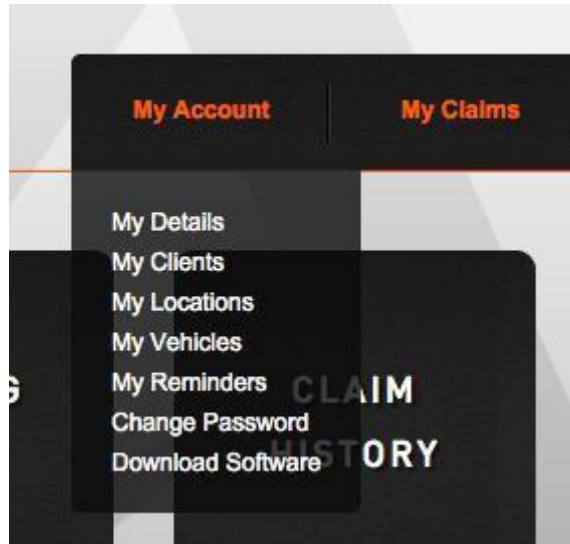
Enter your username and password and click 'Log in'.



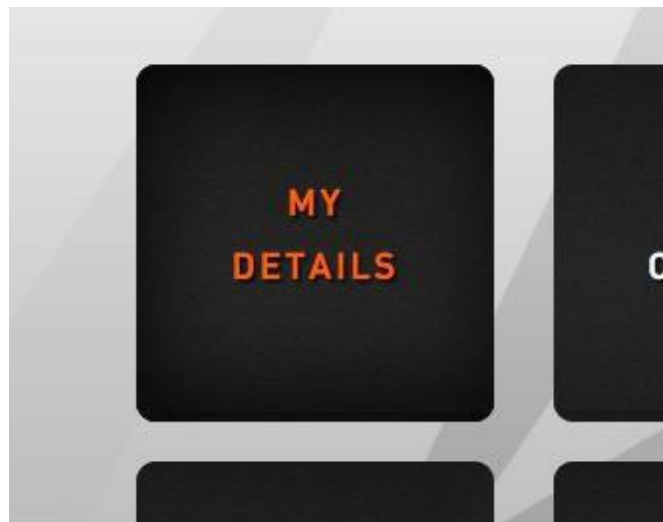
The login form features the PEAK logo at the top, which consists of an orange circle with a white stylized 'A' and the word 'PEAK' in a bold, sans-serif font below it. The form itself is a white box with a light gray border. It contains two input fields: 'Username / Email address' with the text 'PeakDemo' and 'Password' with masked characters '\*\*\*\*\*'. Below the password field is a checkbox labeled 'Remember me' and a link 'Forgotten password?'. At the bottom left of the form is the text 'Register for an account'. A large orange 'Log in' button is positioned at the bottom right of the form area.

## Check your details and assign 3G 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 3G Device.

**MY GPS DEVICE**

No GPS device found

[Find GPS Device](#)

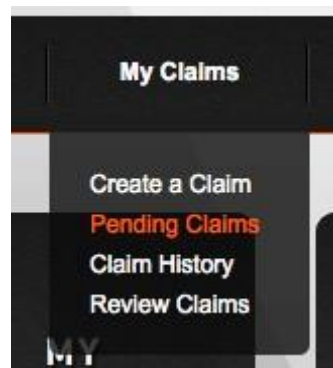


## Journey upload

The 3G device will automatically upload all your trips at 3AM using the 3G/2G network. If the Trip Stick doesn't have sufficient network signal the data will be stored on the device until a 3G/2G network is found.

## View your Claim

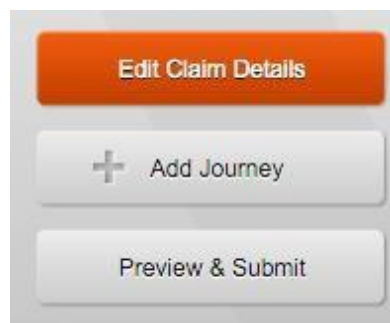
Once trips are uploaded to the account the PEAK system will automatically make a pending claim for you based on your company's monthly cut off dates. To view your pending claim click on 'My Claims' tab then 'Pending Claims' button.



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		<a href="#">View</a> <a href="#">Delete</a>

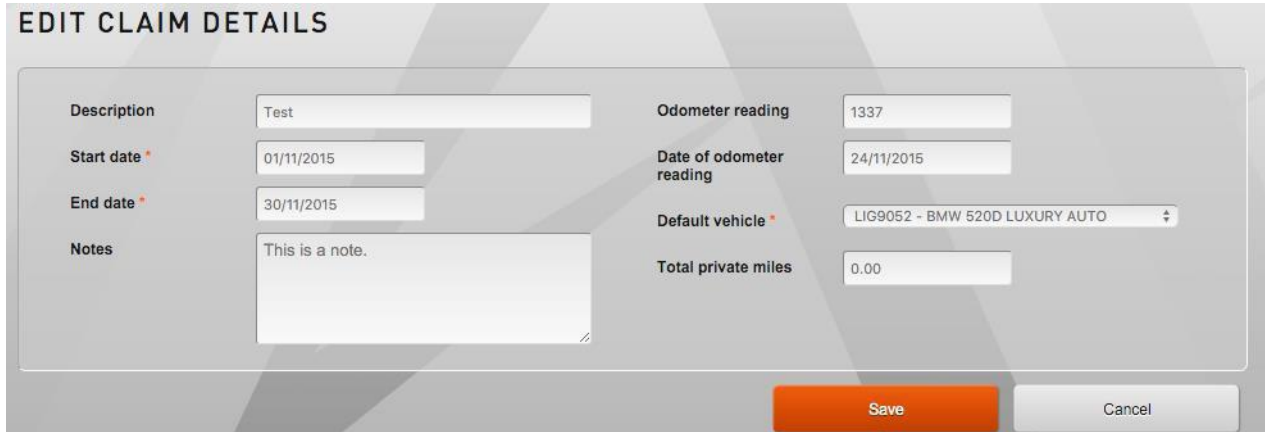
Once you are in the claim screen you will see at the top of the page the claim summary and below the journeys. The first thing we recommend doing is adding in your odometer reading. To do this click on 'Edit Claim'.



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.

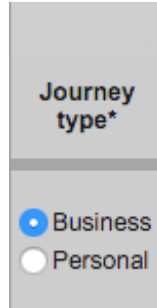
Map	Vehicle	CO <sub>2</sub> kg emitted	Miles	ppm rate
<i>Map</i>	CK54LYO	11.57	29.95	45.00

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.

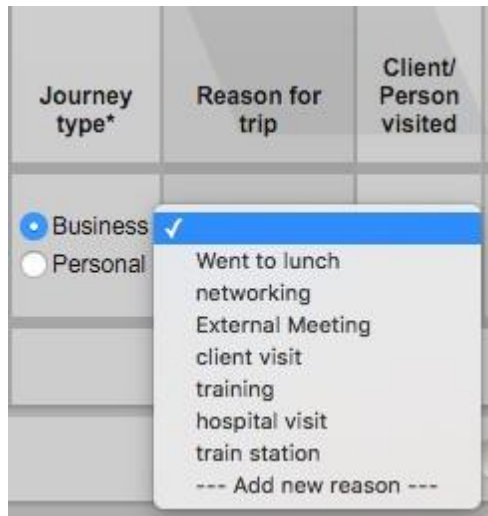


Journey type\*

Business

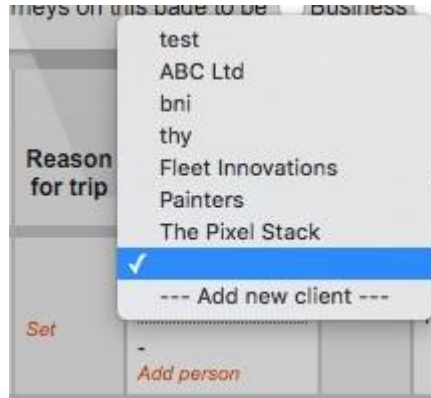
Personal

Enter the reason for your trip using the drop down.



Journey type*	Reason for trip	Client/ Person visited
<input checked="" type="radio"/> Business	Went to lunch networking	
<input type="radio"/> Personal	External Meeting	
	client visit	
	training	
	hospital visit	
	train station	
	--- Add new reason ---	

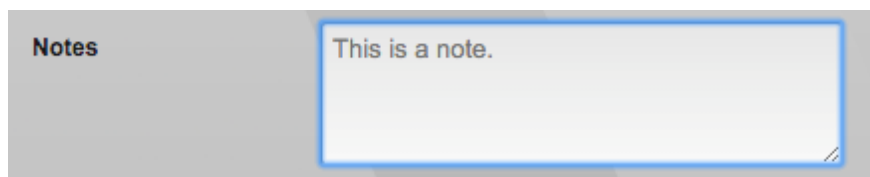
Enter the client name using the drop down.



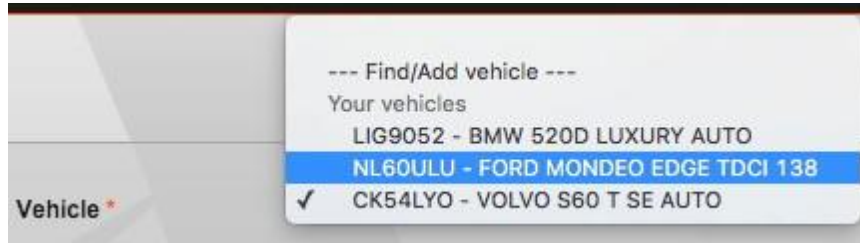
Edit information about the journey by clicking the text 'Edit'.



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.

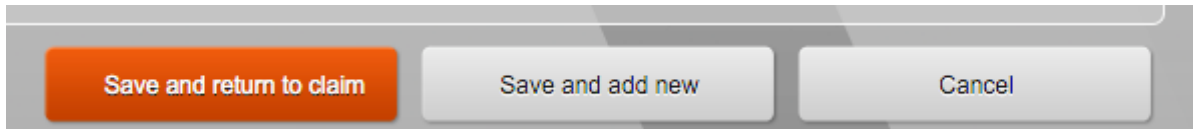


To add a new vehicle, enter the registration number and click 'Look up'.

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

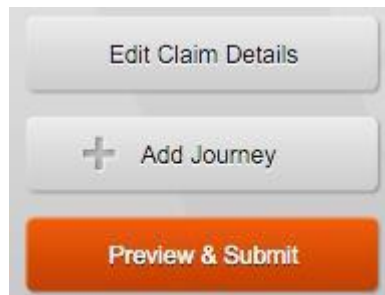
A screenshot of a form field labeled "Miles driven \*". The input box contains the number "29.95".

Once you have amended the details click 'Save'.

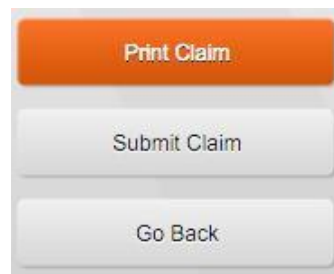


## Submitting your claim

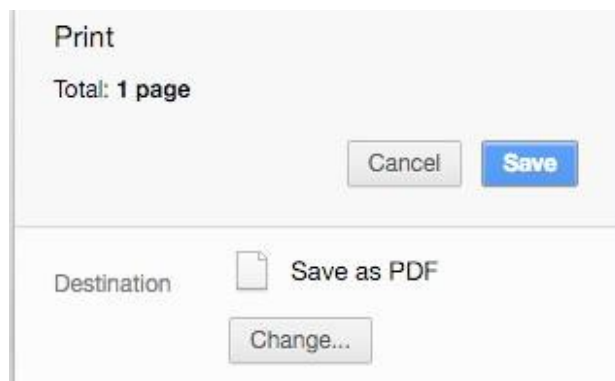
Once you are happy that your claim has been completed click the 'Preview and Submit' button.



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



Then, change the destination to 'Save as PDF' and click 'Save'. Save this PDF to your computer then attach to the relevant Concur expenses claim.



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 3G 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. <i>24926</i>	Driver name <i>Niall Baker</i>	Start date <i>01/06/2014</i>	<input type="button" value="Edit Claim Details"/> <input style="border: 2px solid yellow;" type="button" value="+ Add Journey"/> <input type="button" value="+ Add Fuel Spend"/> <input type="button" value="Preview &amp; Submit"/>
Description	Manager name <i>Niall Baker</i>	End date <i>30/06/2014</i>	
Mileage rate <i>Advisory Fuel Rate for WV14SXE</i>		Odometer reading <i>N/a</i>	
Status <i>Pending</i>		Reading date <i>N/a</i>	
Notes	Business mileage <i>234.49 miles</i>	Total cost of business miles <i>£32.84</i>	
Pence per mile <i>14.00p</i>	Total mileage <i>234.49 miles</i>	Refund Amount <i>£32.84</i>	

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.



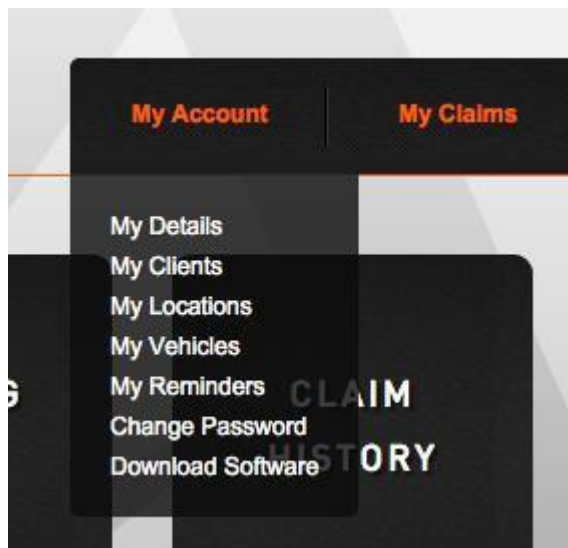
### ADD JOURNEY TO CLAIM

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

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'.

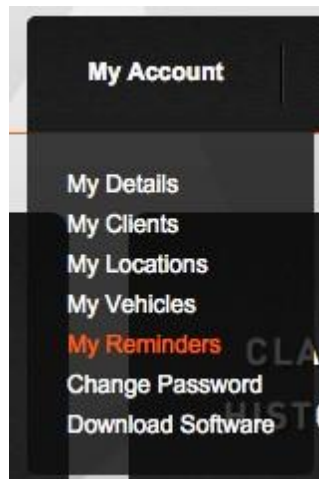
Fields marked with an asterisk (\*) are mandatory fields. Once you have confirmed your new password click 'Save'.

**CHANGE PASSWORD**

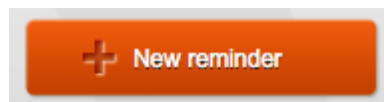
Old password *	<input type="text"/>	New password *	<input type="text"/>
		Confirm new password *	<input type="text"/>

## 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 *	<input type="text" value="25/11/2015"/>	Frequency *	<input type="text"/>
Subject *	<input type="text"/>	Message *	<input type="text"/>

## Support and contact details

If you have any questions about the PEAK system please feel free to contact our support team at [servicedesk@proximity.com](mailto:servicedesk@proximity.com) or (+44) 0845 686 9000