

Finished Vehicle Logistics User Guide

Cognosos Portal Outdoor Asset Tracking



Table of Contents

INTRODUCTION	5
1.1 OVERVIEW	6
1.2 SYSTEM INFRASTRUCTURE	6
1.3 PORTAL COMPONENTS	7
1.4 COGNOSOS SUPPORT	9
1.5 INFORMATION ACCESS + DOCUMENT SCOPE	11
 ACCESS & USER PROFILES	 12
2.1 SYSTEM ACCESS	13
2.2 USER ROLES	16
2.3 USER PROFILE MANAGEMENT	17
2.3.1 Adding Users	20
2.3.2 Editing User Profiles + Passwords	25
2.3.3 Deactivating User Profiles	26
2.3.4 Restoring Deactivated Users	28
2.3.5 Managing Own User Profile	29
 DASHBOARD	 32
3.1 DASHBOARD OVERVIEW	33
3.2 DASHBOARD GRAPHS	34
3.2.1 Total Inventory	34
3.2.2 Tag Status and Battery Level	35
3.2.3 Idle Inventory	36
3.2.4 Inventory Aging	37
3.2.5 Zonal Occupancy	38
3.2.6 Vehicle Distribution by Attributes	39
3.2.7 OnSpot	40
 MAP	 41
4.1 MAP NAVIGATION	43
4.2 VEHICLE MANAGEMENT	47
4.2.1 Locating Vehicles via Search	48
4.2.2 Locating Vehicles via Filter	50
4.2.3 Setting Spotlight Filters	53
4.2.4 Managing Saved Filters	54
4.2.5 Viewing Vehicle Details	56
4.2.6 Creating a Task	58

COGNOSOS REAL-TIME LOCATION SERVICES

4.3	TAG MANAGEMENT	59
4.3.1	Locating Tags via Search.....	61
4.3.2	Locating Tags via Filter	62
4.3.3	Viewing Tag Information	63

MY LOT.....64

5.1	VEHICLE MANAGEMENT	66
5.1.1	Locating Vehicles via Search.....	67
5.1.2	Locating Vehicles via Filter	68
5.1.3	Managing Saved Filters	71
5.1.4	Locating Vehicles on the Lot	73
5.1.5	Navigating to a Vehicle.....	74
5.1.6	Viewing + Editing Vehicle Details	75
5.1.7	Viewing Vehicle Movements.....	76
5.1.8	Creating a Vehicle Task	77
5.2	SINGLE VEHICLE SUBSCRIPTION	78
5.3	EXIT MONITOR SUBSCRIPTIONS	81
5.3.1	Viewing Exit Monitor Zone Information.....	82
5.3.2	Creating Exit Monitor Subscriptions.....	83
5.4	ONSPOT MANAGEMENT + REPORTING	84
5.4.1	Creating Definitions + Mappings.....	85
5.4.2	Running OnSpot	89
5.4.3	Managing Definitions & Mappings.....	92
5.5	TAG MANAGEMENT	94
5.5.1	Locating Tags via Search.....	95
5.5.2	Locating Tags via Filter	95
5.5.3	Attaching and Detaching Tags.....	96

TASKS.....104

6.1	TASK LIFECYCLE	106
6.2	TASK MANAGEMENT	107
6.2.1	Searching Tasks	107
6.2.2	Filtering Tasks.....	107
6.2.3	Creating a Task	109
6.2.4	Editing a Task.....	110
6.3	END USER TASK MANAGEMENT	111

REPORTS, SUBSCRIPTIONS & NOTIFICATIONS113

7.1	EVENTS REPORTING.....	114
7.2	DRIVER BADGE REPORTING.....	116
7.2.1	Review All Driver Badge Events.....	117

COGNOSOS REAL-TIME LOCATION SERVICES

7.2.2	Run Driver Badge Report.....	117
7.3	VEHICLE + ZONE SUBSCRIPTIONS	119
7.3.1	Creating Zone Subscriptions.....	120
7.3.2	Pausing/Resuming Subscriptions	122
7.3.3	Deleting Subscriptions.....	123
7.4	NOTIFICATIONS.....	124
7.5	APPLICATION SETTINGS	125
7.6	CUSTOM FIELDS	127

FACILITY MANAGEMENT.....130

8.1	ZONE INFORMATION.....	132
8.2	OUTDOOR ZONES.....	133
8.2.1	Adding Zones.....	133
8.2.2	Editing Zones	135
8.2.3	Deleting Zones.....	137
8.3	STRUCTURES	138
8.3.1	Viewing Structures	138
8.3.2	Editing Structures.....	139
8.3.3	Deleting Structures.....	140

APPENDIX A: MAP ICONOGRAPHY.....141

Introduction

COGNOSOS REAL-TIME LOCATION SERVICES

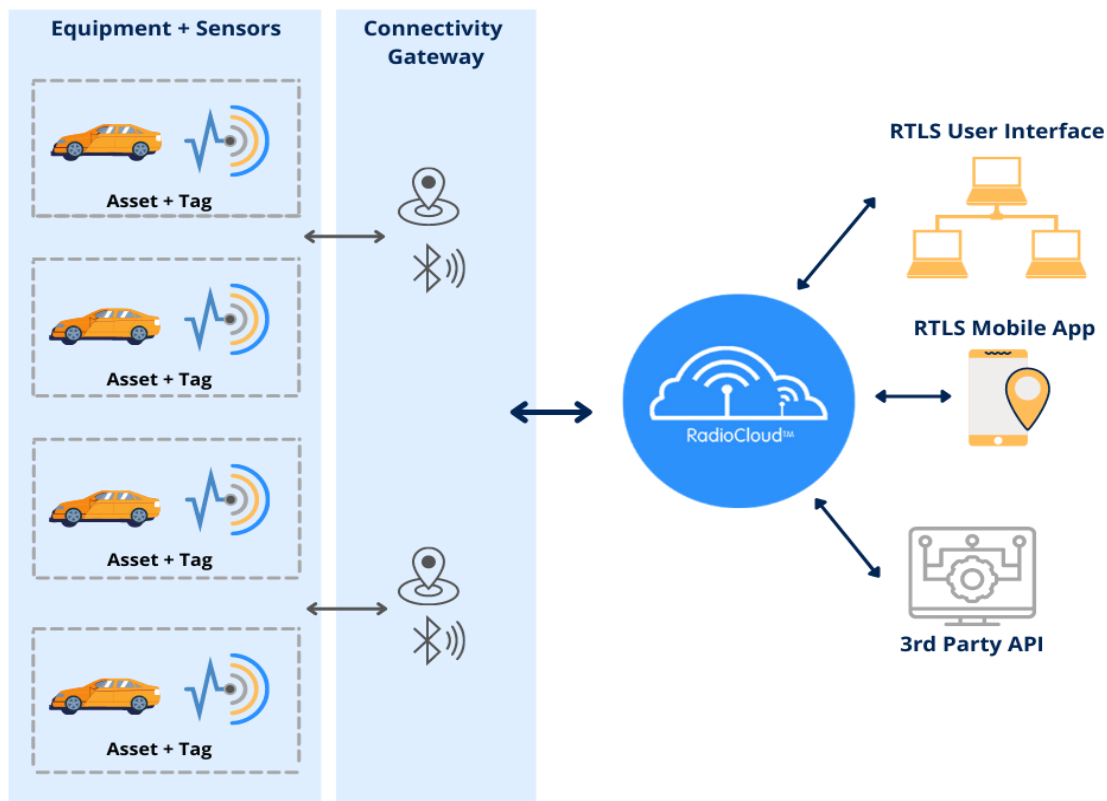
1.1 Overview

The Real-Time Location Services (RTLS) platform provides visibility to large volumes of vehicles with the ability to track and locate any vehicle within a massive inventory across multiple large lots. This allows teams to work more effectively by receiving step-by-step navigation to the location of every single car and eliminating the need to spend costly time searching for vehicles and ensuring they are staged and ready for shipping. Combining real-time visibility and advanced analytics, the RTLS tracks throughput metrics for processes like accessory installations, detailing, and quality inspections and helps to ensure that vehicles are staged and complete on time.

With a web-based user interface and a mobile application, the RTLS gives up-to-date location and utilization information through a dashboard, map, and lot list views. In addition to the ability to quickly identify, track, and locate vehicles, users can filter and search on various vehicle attributes (e.g., VIN, type, color) and apply business rules to oversee and maintain inventory visibility and to ensure continuous vehicle movement within the supply chain. Special features such as a driver tag offer data on driver performance (e.g., moves per driver, average and median move time per vehicle) and SpotLight give field members a fast way to signal and easily see flashing vehicle tags in the lots.

1.2 System Infrastructure

Cognosos RTLS is an IoT (Internet of Things) solution that leverages GPS and the Cognosos proprietary long-range networking capabilities to collect and provide data for vehicles throughout yards and across facilities. The solution includes location sensors (vehicle tags) that are attached to vehicles (vehicles) and a communication 'highway' over which data is transferred. By utilizing a unique vehicle ID (such as a VIN), the system locates and provides real-time information about a vehicle's position throughout and across facilities. Movement alerts, utilization rates, and battery health provide the information necessary to operate effectively and make important business decisions.



COGNOSOS REAL-TIME LOCATION SERVICES

Vehicle movement data is transmitted through the system every time a vehicle moves. The tag takes GPS readings and communicates the data over the proprietary network to the gateway. Once in the gateway, data is analyzed, aggregated, and displayed through the RTLS user interface and mobile application.


For the outdoor setting, the RTLS solution leverages a combination of GPS and LocationAI, thus allowing tags to communicate with gateways up to two miles outdoors and ensure reliable and efficient operation even when thousands of tags are communicating.

Cognosos uses a proprietary wireless networking technology called RadioCloud® to reliably transmit location data without the need to install large amounts of infrastructure or hardware. This patented platform offers great flexibility and scalability, enables easy configuration, and supports a wide range of device and sensor types, while supporting long-range communication.

1.3 Portal Components


The Cognosos solution provides a web-based portal for accessing immediate vehicle location information and managing vehicle inventory, logistics, and delivery. Within the portal there are three primary views, or pages, from which users can access data and manage assets, tags, and take many other actions to ensure the continuity of asset management: Dashboard, Map, and My Lot.

Dashboard



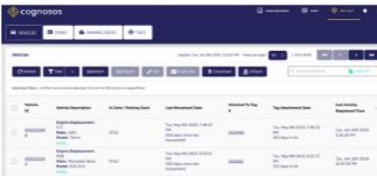
- View facility wide information in graphical format
- Gain valuable information about asset utilization, inventory, asset distribution, and tag battery health from a single dashboard view
- Access more details regarding assets and tags with one click

Map



- View vehicle icons, zone counts, capacity levels by structures and zones
- Zoom in and out of clusters to view all the way down to the single asset or tag level
- Locate vehicles using search + filter features
- Create/edit/delete structures and zones*

My Lot



- Manage vehicles, tags, zones, and lots across your facility
- Create/edit/delete individual assets, tags, zones*
- Locate assets or tags using filter and search features
- Attach and detach tags to vehicles
- Create and manage vehicle tasks
- Download data to CSV file
- Access individual asset, tag, and driver data on demand

*Availability of exact functions are based on user role

COGNOSOS REAL-TIME LOCATION SERVICES

Functions on the Map and My Lot dynamically interact so that when an action is taken from one area, the information refreshes across the system.

The user interface contains standard functions for data information, input and sorting:

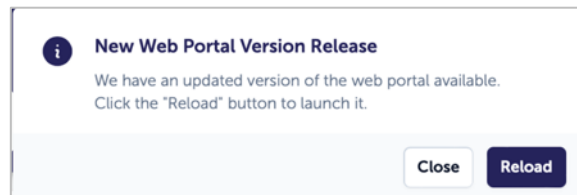
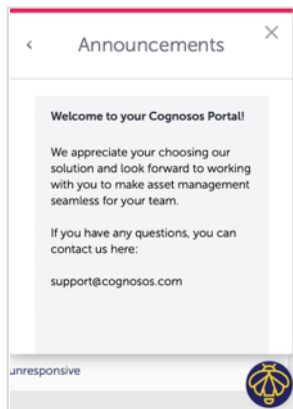
Data Views: Main/primary window, modal (pop-up) window, page, dashboard, map, list

Input Controls: checkboxes, radio buttons, drop-down lists, list boxes, buttons, toggles, text and date fields, buttons

Navigational Components: primary or UI menu, page menu, left and right menus, search field, pagination, breadcrumb

Informational Components: icons, notifications, modal (pop-up) windows, message boxes, progress bar, graphs

The Cognosos lightening bug icon displayed in the bottom right corner of all portal pages is there to provide you with more information and links to resources. From any page in the portal click the icon located in the bottom right corner of the screen. Look for announcements, resource links, surveys, and the like.

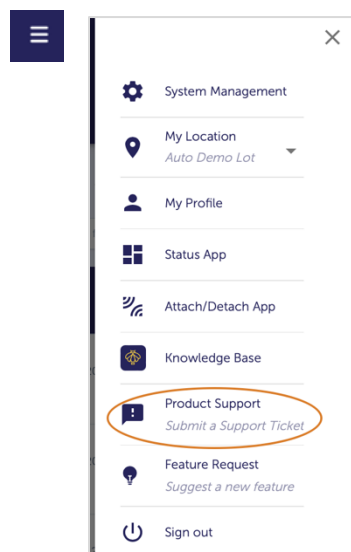


From time to time auto messages will display regarding software upgrades. You will need to reload your browser to initiate those improvements.

COGNOSOS REAL-TIME LOCATION SERVICES

1.4 Cognosos Support

In the event there is an issue with the RTLS portal, communication gateways, vehicle tags, etc., you may connect to Cognosos Support Teams directly from the portal. Select the hamburger menu from the top right. Choose **Product Support** from the menu.



You will be taken to the Cognosos Support Ticket page. Complete all fields and use the drop-down list to choose the Ticket and Case Categories. Depending on Case Category selection, another sub-category (e.g., iOS Mobile under Troubleshooting) field may appear. Select the proper sub-category.

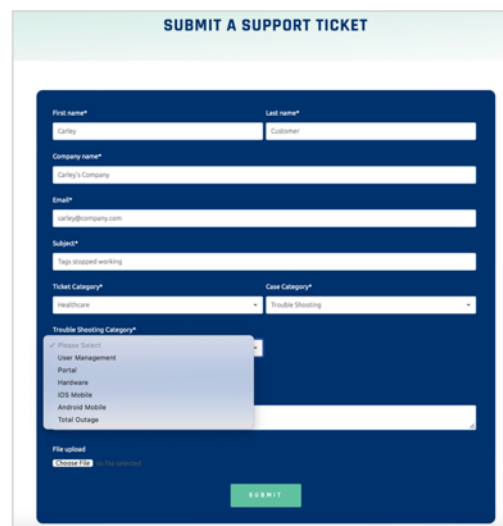
Use the Description field to input pertinent information such as:

- Software version
- Browser/version
- Impact of issue
- Hardware type
- Tag ID(s)*
- Phone model/mobile app version

If necessary, attach a support file (e.g., photo, report, etc.). When you've put in all known information, select **Submit**. Your support ticket goes directly into the Cognosos Support Ticketing System and you will be contacted by a Field Services Engineer to address your concern.

The version number of your portal is shown at the bottom of all portal pages. You are likely to need this information when requesting support.

Certain issues, such as [user password reset](#) or a [forgotten password](#), can be addressed on site by a System Administrator.



COGNOSOS REAL-TIME LOCATION SERVICES

Cognosos values the experiences and input of its customers and users so there is an option for sending requests to enhance workflow or product functionality. To access this form, select the hamburger menu and then **Feature Request**.

The image shows two parts of the Cognosos user interface. On the left is a hamburger menu with the following options: System Management, My Location (Glovis America), My Profile, Status App, Attach/Detach App, Product Support (Report a problem), Feature Request (Suggest a new feature), and Sign out. The 'Feature Request' option is highlighted with a yellow oval. On the right is the 'REQUEST A PRODUCT FEATURE' form. The form has a header with the title and a brief statement from the team. Below the header, there are two columns. The left column is titled 'Tell Us About You' and contains fields for First name, Last name, Email, Job title, and Company name. The right column is titled 'Tell Us What You Need' and contains a dropdown for 'Which Cognosos Product Are You Using?', and three text areas for 'What Are You Trying To Do?', 'What's Preventing you?', and 'What Could We Do To Help?'. At the bottom of the form, there is a 'Give Us A Short Title For This Feature' field, a reCAPTCHA widget, and a 'Submit Request' button. In the top right corner of the form, there is a 'CUSTOMER SUPPORT' section with links to support@cognosos.com and Customer Portal Login.

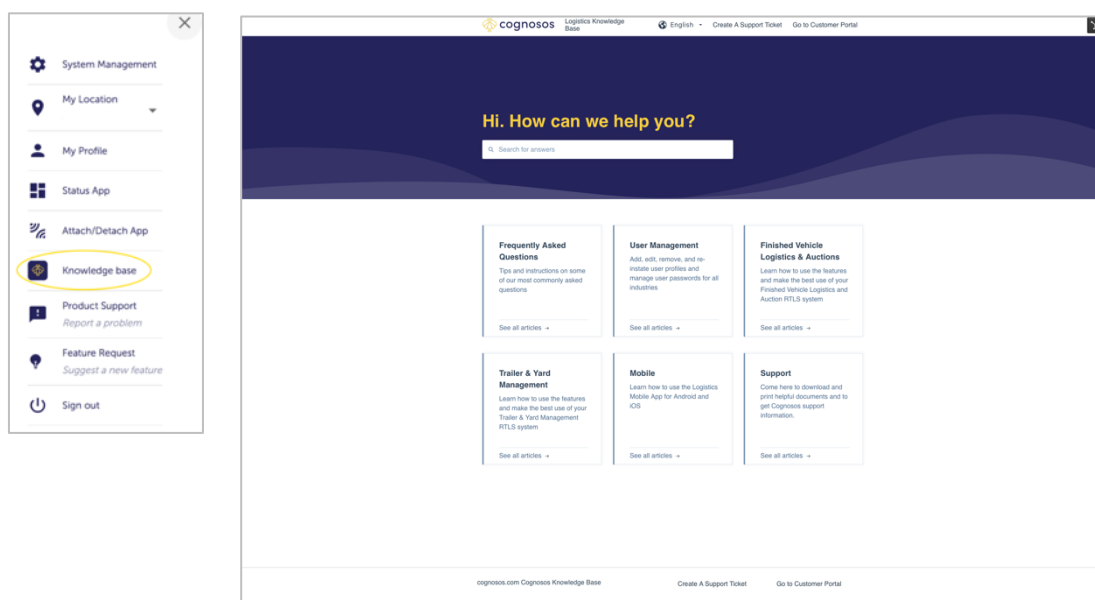
Use the form to input your contact information and give information about what needs to be accomplished through the RTLS and how the system can better serve your needs. Click **Submit Request** when complete and your information will be sent to the appropriate Cognosos Product Manager.

COGNOSOS REAL-TIME LOCATION SERVICES

1.5 Information Access + Document Scope

This Real-Time Location Services User Guide supports clients and users of the Outdoor Vehicle Tracking System for finished vehicle logistics. Broadly speaking, the User Guide covers the graphical user interface on the computer set-top (Cognosos portal) and divides the system into three broad topics: (1) Data views, (2) Functionality and feature set, and (3) system administration.

Utilize the Cognosos Knowledge Base to access a wealth of information about your product. Select the portal's hamburger menu and then **Knowledge base**. Once inside the database you can search on the topic or question or go directly to the Finished Vehicle Logistics + Auctions topic.



Due to the platform's configurability, there are some slight differences to the ways in which organizations set up facilities, define zones, set up vehicles, and track data. The possibility of these variations are noted throughout the document as applicable.

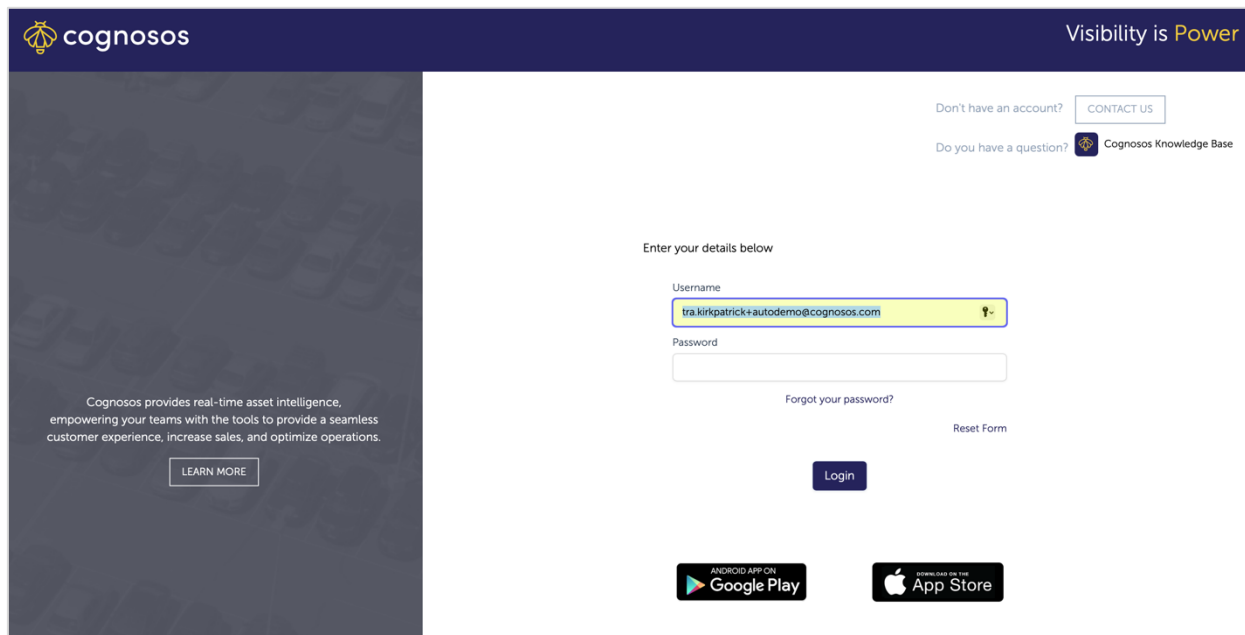
Instructions for the mobile application are contained within the Logistics Mobile App Quick Reference Guide. For instructions and information on installation and set-up please refer to the Installation Guide; for information on hardware (Tags/tags), please refer to the Product Data Sheet or Product Guide for that particular device.

Access & User Profiles

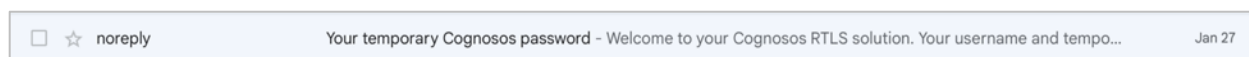
COGNOSOS REAL-TIME LOCATION SERVICES

2.1 System Access

Cognosos provides a web-based platform that is accessed through your organization's portal (e.g., portal.cognosos.net). From the browser, enter the website address to access the login page. Your Username and password are assigned by your Administrator.

A screenshot of the Cognosos login page. The header features the Cognosos logo on the left and the tagline "Visibility is Power" on the right. Below the header, there are links for "Don't have an account? CONTACT US" and "Do you have a question? Cognosos Knowledge Base". The main section is titled "Enter your details below" and contains a login form with fields for "Username" (containing "tra.kirkpatrick+autodemo@cognosos.com") and "Password". There are links for "Forgot your password?" and "Reset Form". A "Login" button is at the bottom of the form. On the left side of the page, there is a dark sidebar with text about Cognosos providing real-time asset intelligence and a "LEARN MORE" button. At the bottom of the page, there are buttons for "ANDROID APP ON Google Play" and "APPLE APP STORE".

You will be given a temporary password for your initial login to the portal. Check your email for the temporary password.

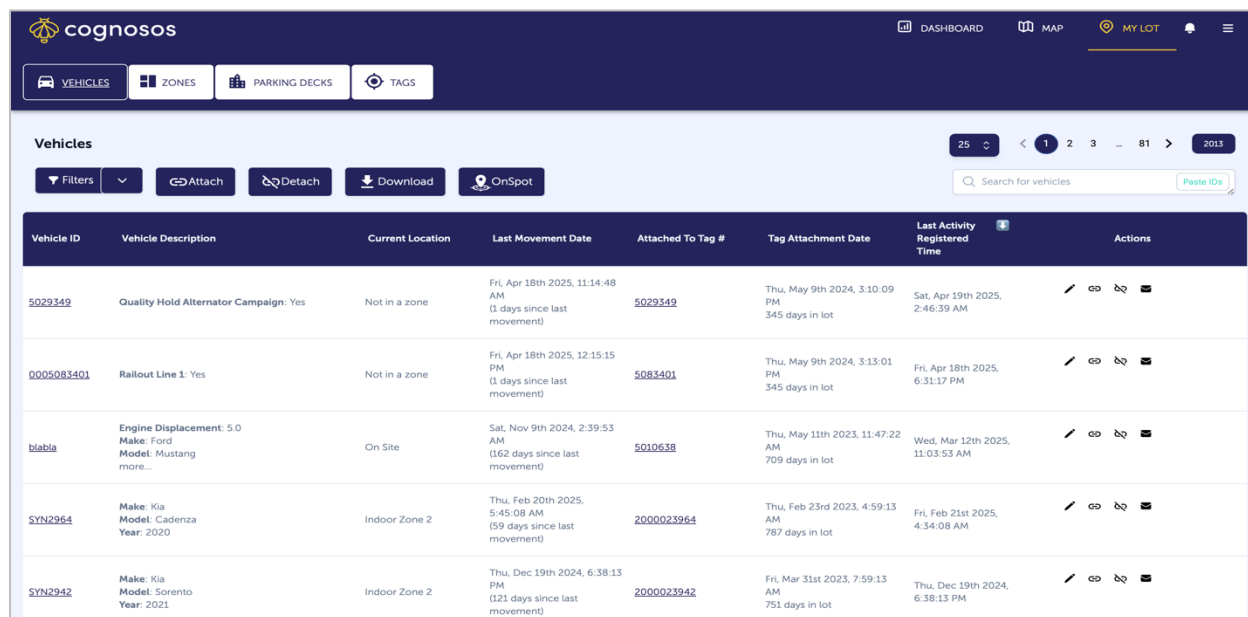


Use the temporary password from the email as your initial login password. Upon login, you will be prompted to enter a new password. Input and save a new password (minimum of 8 characters; at least 1 capital letter, 1 number, and 1 special character).

*If you do not see the email in your Inbox, check your Spam folder. The temporary password is good for 7 days once it is sent. If more than one week has passed, a System Administrator may request a new temporary password using the **Resend Invitation** button on the Users page. For more information on managing user passwords, refer to later sections in this chapter.*

COGNOSOS REAL-TIME LOCATION SERVICES

When logging into the portal users are taken directly to the Vehicles page under My Lot, which displays vehicle inventory, descriptions, location, tag information, and activity in a list format. The features of this page are outlined in [Managing Vehicles](#).



Vehicle ID	Vehicle Description	Current Location	Last Movement Date	Attached To Tag #	Tag Attachment Date	Last Activity Registered Time	Actions
5029349	Quality Hold Alternator Campaign: Yes	Not in a zone	Fri, Apr 18th 2025, 11:14:48 AM (1 days since last movement)	5029349	Thu, May 9th 2024, 3:10:09 PM 345 days in lot	Sat, Apr 19th 2025, 2:46:39 AM	
0005083401	Railout Line 1: Yes	Not in a zone	Fri, Apr 18th 2025, 12:15:15 PM (1 days since last movement)	5083401	Thu, May 9th 2024, 3:13:01 PM 345 days in lot	Fri, Apr 18th 2025, 6:31:17 PM	
blabla	Engine Displacement: 5.0 Make: Ford Model: Mustang more...	On Site	Sat, Nov 9th 2024, 2:39:53 AM (162 days since last movement)	5010638	Thu, May 11th 2023, 11:47:22 AM 709 days in lot	Wed, Mar 12th 2025, 11:03:53 AM	
SYN2964	Make: Kia Model: Cadenza Year: 2020	Indoor Zone 2	Thu, Feb 20th 2025, 5:45:08 AM (59 days since last movement)	2000023964	Thu, Feb 23rd 2023, 4:59:13 AM 787 days in lot	Fri, Feb 21st 2025, 4:34:08 AM	
SYN2942	Make: Kia Model: Sorento Year: 2021	Indoor Zone 2	Thu, Dec 19th 2024, 6:38:13 PM (121 days since last movement)	2000023942	Fri, Mar 31st 2023, 7:59:13 AM 751 days in lot	Thu, Dec 19th 2024, 6:38:13 PM	

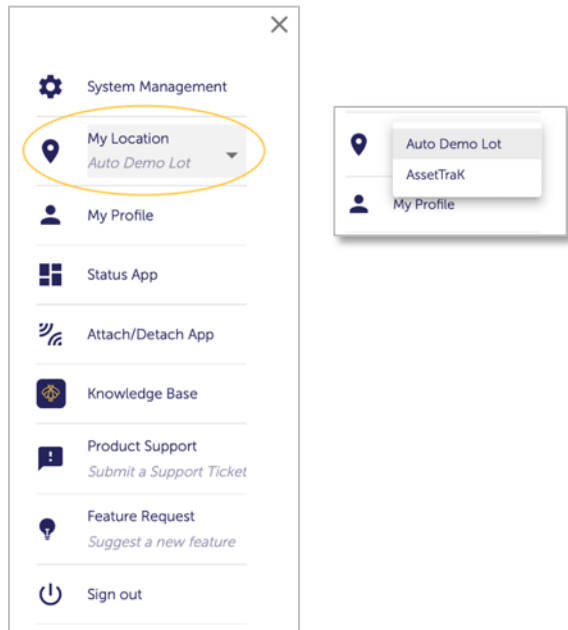
The system offers three different page views from which to access facility, vehicle, and tag information. With one click users are taken to the Map, a geo-map overview of the facility noting vehicle locations, while My Lot offers a more detailed list view of vehicles, location, and Tag information. System Management functions (symbolized by the bell icon or accessible through the hamburger menu) give you fast access to exception reporting, such as unresponsive tags, subscription management (vehicles and zones), and system events. This is also where Administrators will manage RTLS users. The page views and features are described throughout this User Guide.



Although the way in which the facility data is displayed changes depending on which page view you select (dashboard, map, or lot) the real-time information is the same across the entire system and many of the features are available no matter which page view you are on.

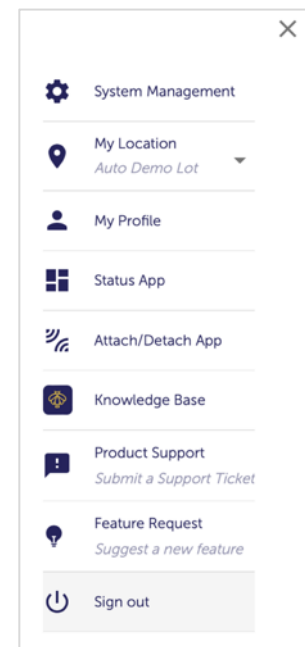
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Large vehicle facilities or lots may have more than one defined location. To change the location of your current portal data, select the hamburger menu and then **My Location**. When more than one location has been set up, there will be a drop-down list with additional locations. Select one to change the asset information shown in the portal.



To log out of the portal, click the system menu drop down icon then select **Sign out**.

If multiple users utilize a public computer to access the portal, Cognosos recommends you log out when you are done with your tasks.



COGNOSOS REAL-TIME LOCATION SERVICES

2.2 User Roles

Each user is assigned a login and user role by the Administrator. Availability of functions and features is based on the user role. The user roles are as follows:

Guest (e.g., transport drivers, consigners, or buyers; see [Managing Users + Roles](#))

View Only

Standard User

Administrator

Feature/Function	Guest	View Only	Standard	Admin
Dashboard (page view)	x	x	x	x
Map (page view)	x	x	x	x
My Lot (page view)	X (limited based on user set-up)	x	x	x
Tag Management (attach/detach)			x	x
Task Management (create tasks)				x
Task Movement (lifecycle)			x	
Zone Management (add/edit/delete)				x
User Management				x
Application Settings (including OnSpot definitions + mappings)				x
Events		x	x	x
Subscriptions	x	x	x	x
Notifications		x	x	x
Facility Management				x
Cognosos Support Tools (Knowledge Base, Product Support, Feature Request)	x	x	x	x

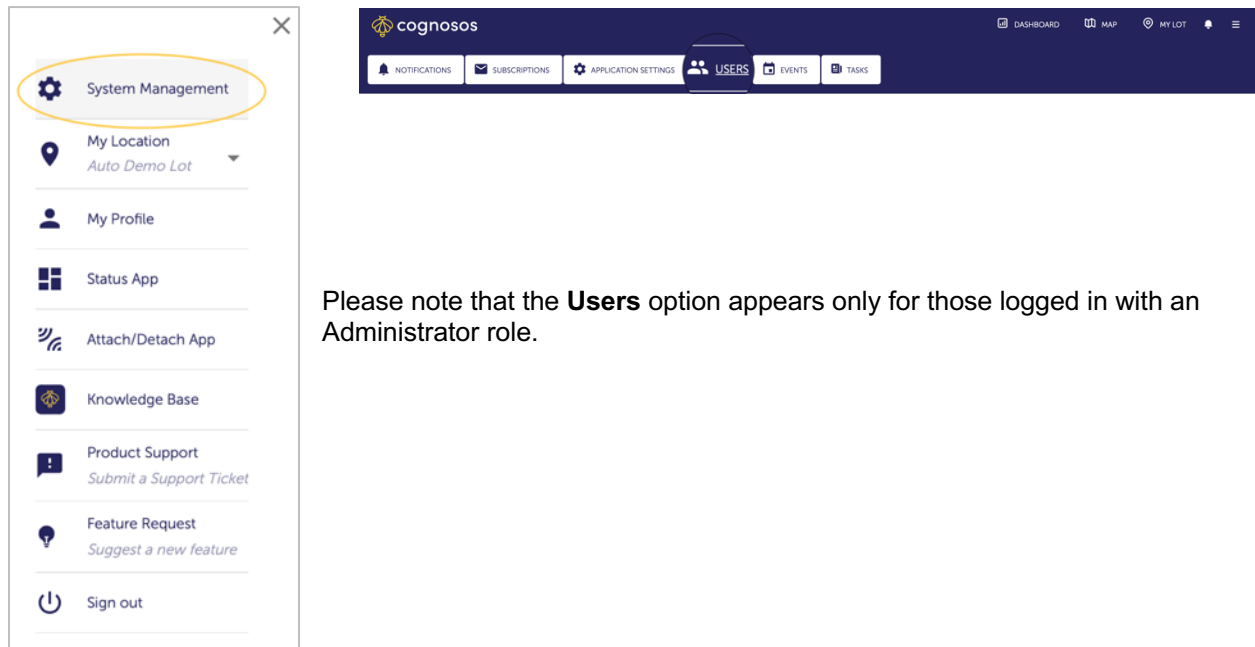
Any user role may be assigned a status of protected user, which provides a safeguard against accidentally deactivating or deleting a user profile. If you believe that you should have certain functionality available and do not, please speak with your Administrator.

COGNOSOS REAL-TIME LOCATION SERVICES

2.3 User Profile Management

System users and roles are managed by the Administrator. To access the Users option you must have Administrator access rights. Users may edit their own profiles, which is outlined in [User Profiles](#).

To manage users, select **System Management** from the primary menu drop-down (or the bell icon) and then select **Users** from the menu bar across the top of the window.



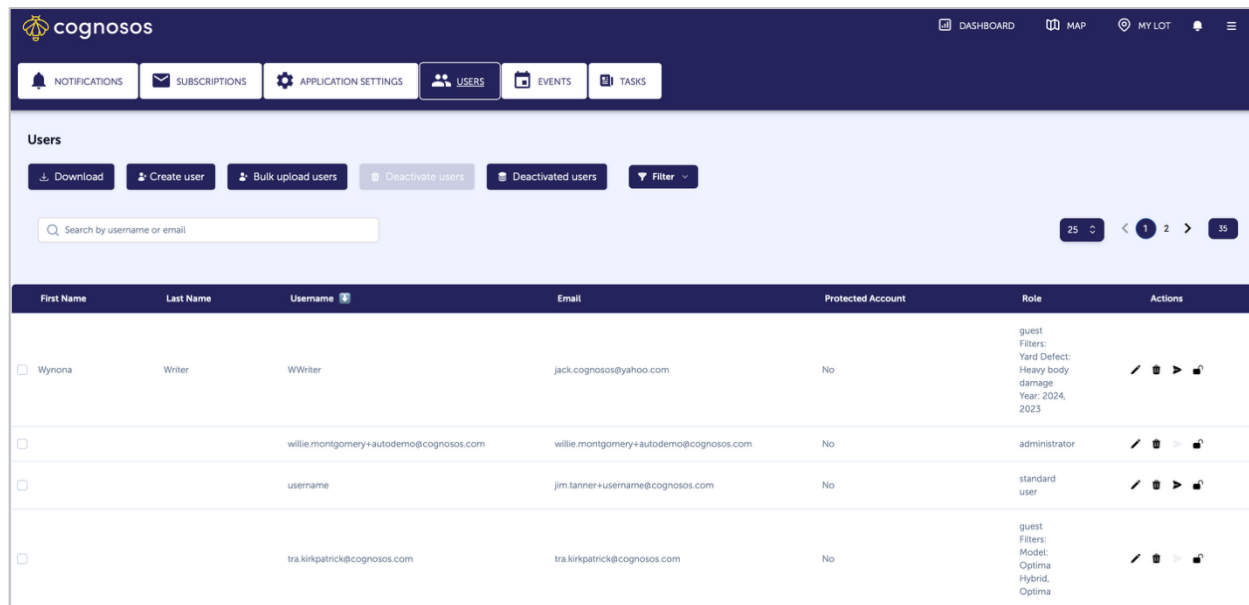
Please note that the **Users** option appears only for those logged in with an Administrator role.

Access the Users page to:

- Add new users to the RTLS portal (including access to the Logistics Mobile App)
- Edit user profiles, including protected status and application access
- Bulk upload and delete user profiles
- Deactivate and delete user profiles
- Reset user passwords and resend new user invitations
- View and restore deactivated user profiles

COGNOSOS REAL-TIME LOCATION SERVICES

The main User page lists the currently active users in alphabetical order ascending by username (default mode). Change the sort mode of the Username, Role, and Email columns by placing the cursor over the column title and clicking mouse. The First Name and Last Name are optional and may or may not contain values for your users.

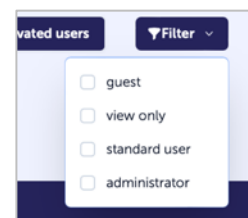


The screenshot shows the Cognosos Users page. At the top, there's a navigation bar with links for DASHBOARD, MAP, MY LOT, and a menu icon. Below this is a secondary navigation bar with buttons for NOTIFICATIONS, SUBSCRIPTIONS, APPLICATION SETTINGS, **USERS**, EVENTS, and TASKS. The main content area is titled 'Users' and contains a toolbar with buttons: Download, Create user, Bulk upload users, Deactivate users, and Deactivated users, along with a Filter dropdown. A search bar is present with the placeholder 'Search by username or email'. Below the search bar is a table of users. The table has columns: First Name, Last Name, Username, Email, Protected Account, Role, and Actions. The table lists four users: Wynona (Writer, WWriter, jack.cognosos@yahoo.com, No, guest Filters: Yard Defect: Heavy body damage Year: 2024, 2023), Willie (willie.montgomery+autodemo@cognosos.com, willie.montgomery+autodemo@cognosos.com, No, administrator), Jim (username, jim.tanner+username@cognosos.com, No, standard user), and Tra (tra.kirkpatrick@cognosos.com, tra.kirkpatrick@cognosos.com, No, guest Filters: Model: Optima Hybrid, Optima). Each user row has a checkbox and an Actions column with icons for edit, delete, and other actions.

View all users, view user by role type, and search for specific user(s). This is also the starting point to create (add), edit, and delete user profiles. You may also restore a deactivated profile and download a list of users.

To fine-tune the list of users by role, select the **Filter** button from the User page menu. Select the user role by which to filter and to refresh the User page to display only users with selected role.

Remove the filtered list and return to all users or view a different filter by changing the settings from the Filter drop-down list.



The screenshot shows the Filter dropdown menu. It has a title 'vated users' and a Filter dropdown button. The menu lists four options: ☐ guest, ☐ view only, ☐ standard user, and ☐ administrator.

Utilize the Search bar to quickly locate a specific user. Type inside the field and the user list automatically begins to refresh the user list as information is input. When the user you need is shown, continue with any actions.

To return to a full list of users, select the **X** in the search field.



The screenshot shows the Cognosos Users page with the search bar active. The search bar contains the text 'ja'. The user list is filtered to show only users whose names or usernames start with 'ja'. The table lists four users: Jack (jack.cognosos@yahoo.com, jack.cognosos@yahoo.com, standard user), Jaime (jaime@gatego.io, jaime@gatego.io, administrator), Scott (scott.jacobs+autodemo@cognosos.com, scott.jacobs+autodemo@cognosos.com, administrator), and Wynona (Writer, WWriter, jack.cognosos@yahoo.com, guest Filters: Yard Defect: Heavy body damage Year: 2024, 2023). Each user row has a checkbox and an Actions column with icons for edit, delete, and other actions.

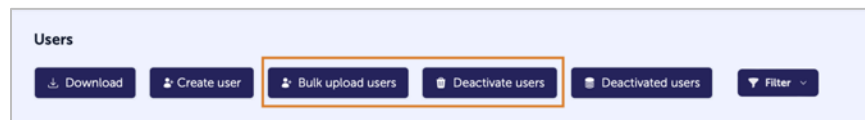
COGNOSOS REAL-TIME LOCATION SERVICES

Actions necessary for a single user are listed in line with the username under the Actions column. Here you may choose to edit, delete, resend the temporary password (new user), or reset a password (credentialed user). These functions are described in the sections that follow.

First Name	Last Name	Username	Email	Protected Account	Role	Actions
<input type="checkbox"/> Wynona	Writer	WWriter	jack.cognosos@yahoo.com	No	guest Filters: Yard Defect: Heavy body damage Year: 2024, 2023	

The Protected Account column indicates whether the profile is set to protected; when yes, the portal prohibits the deactivation or removal of the user profile.

[Bulk actions](#) (upload and deactivate) are available from the Users menu on the top of the page. Bulk actions are helpful when many users need to be added (i.e., a new facility or branch) or removed (i.e., old vendors).



Use the **Download** button from the Users menu to download the user list (with or without filters) to a CSV file.

COGNOSOS REAL-TIME LOCATION SERVICES

2.3.1 Adding Users

To log into the Cognosos system (both the portal and mobile app) and access RTLS features, a user profile must be set up. This can be done by adding a single user at a time or by bulk uploading user profiles and then editing each profile if/as needed.

Add Single User

To create a new user profile, select **Create user** from the Users page menu. Input the user information in the Create user pop-up window.

The image shows two parts of the Cognosos system interface. The top part is a 'Users' management bar with buttons: 'Download', 'Create user' (highlighted with a red circle), 'Bulk upload users', 'Deactivate users', 'Deactivated users', and 'Filter'. The bottom part is the 'Create user' form. It has a sidebar with three steps: 'USER INFO' (selected), 'USER ROLE', and 'APPLICATIONS'. The form fields include: 'First Name' (Isaiah), 'Last Name' (Writer), 'Username' (imwriter), 'Email' (imwriter@carsus.com), 'Confirm Email' (imwriter@carsus.com), a checked 'Protected Account' checkbox, 'Country Code' (US (+1)), and 'Phone Number'. A 'Next' button is at the bottom right.

The First and Last Name values are optional. Input the username that will be used for logging in and displayed as the person's username throughout the system. Enter and confirm the user's email address. These fields are required.

If this account should be protected, select the Protect Account checkbox. When protected, the user profile may not be deactivated or deleted without first changing the status.

Optionally, input a mobile phone number. A mobile number must be present to receive SMS alerts. Select **Next**. To cancel the process, select the **X** in the upper right corner of the window.

COGNOSOS REAL-TIME LOCATION SERVICES

Use the drop-down list to select the user's role. Refer to the [User Roles](#) table if needed.

Any user role may be assigned the Protect Account status.

When user has Guest role, choose assets to which the guest has access based on the vehicle type, manufacturer model or name, or VIN number. For example, a guest user might be the 3rd party vendor who comes to annual auctions or to pick up vehicles for repair.

When logged in, the user will only be able to view the assets associated with the filter(s).

Highlight the filter category (e.g., Year) in the left column. Right column values change based on first column. Use Select All to choose all items in the category or select individually (one or multiple).

Remove a single item from the 2nd column by deselecting the checkbox; deselect all option to uncheck all.

You may have multiple filters (e.g., Make, Model, and Year). Once you've selected the sub-set of criteria for the first filter, return to the first column and make your next selection. Continue until all the guest filters have been defined for that user. Select **Next**. Choose **Back** to change the user role selection. Set filters show in the Role column of the Users page once saved.

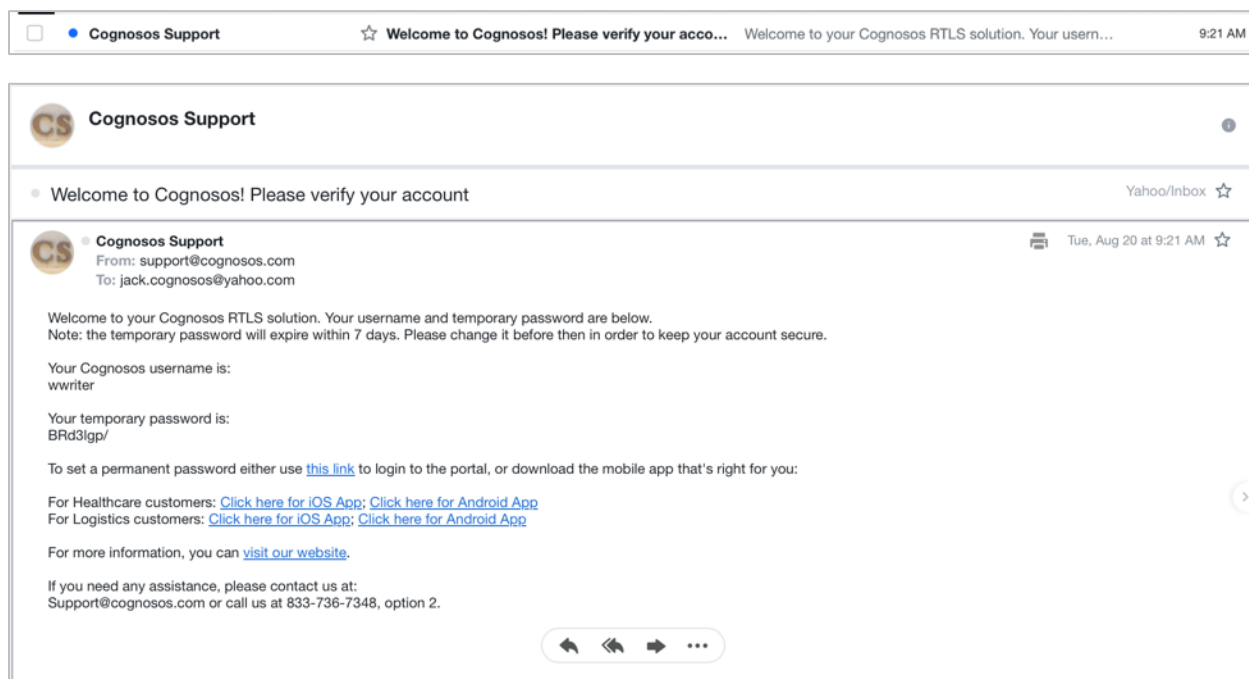
Because multiple sites can be defined within one enterprise or business, users can be granted access to only specific applications. This applies to all user roles with exception of the Administrator role, which automatically given access to all applications.

If the user should have access to only certain application(s), click the **Select applications** radio dial then place a checkmark next to the application to which the user is granted access. Otherwise leave setting to **All applications**.

Click **Submit** to save the new user profile. The system returns to the main Users page, a green confirmation shows at the bottom of the page, and the new user is added to the system. Select **Back** to return to the User Role page.

COGNOSOS REAL-TIME LOCATION SERVICES

For initial profile set-up, a temporary password is sent via email (refer to [System Access](#)). The temporary password is good for seven (7) days.



Make sure the user checks their Spam/Junk folder if they are not seeing the temporary password email in their email Inbox. Verify the email address in user profile.

When initially logging onto the portal, the user should use the temporary password provided then create a new password as prompted. Passwords must contain eight (8) characters, including one number and one special character. Login credentials are the same on the portal and mobile app.

Resend User Invitation

The temporary password is good for 7 days. If the user does not set up a new password before the temporary password expires, Administrators should use the **Resend invite** option in the Actions column for that user.

First Name	Last Name	Username	Email	Protected Account	Role	Actions
<input type="checkbox"/> Wynona	Writer	WWriter	jack.cognos@yahoo.com	No	view only	

This option sends a new temporary password to the email address listed inside the user's profile. Make sure the user checks their Spam/Junk folder if they are not seeing the temporary password email in their Inbox; verify the email address in the profile is correct.

The Resend invite icon is absent for any user who initially set up log in credentials. Use [Reset Password](#) option instead.

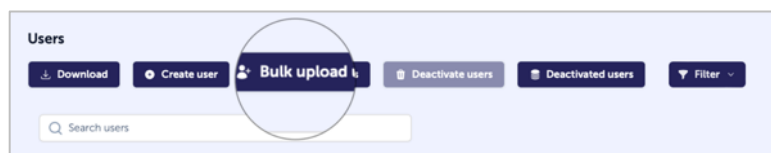
COGNOSOS REAL-TIME LOCATION SERVICES

Adding Bulk Users

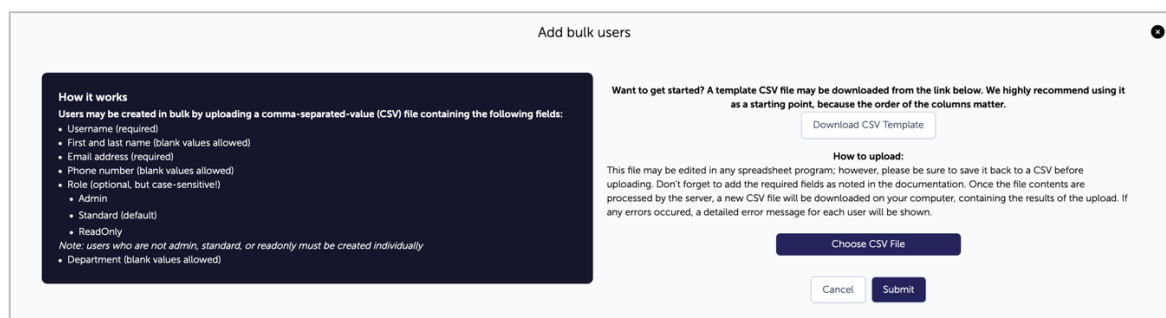
Take advantage of the **Bulk upload users** option from the Users menu to input multiple users simultaneously. The provided CSV template helps with compiling the user profile data:

- Username (required)
- First and last names (optional)
- Email address (required)
- Phone number (optional)
- Role (optional)
 - Admin
 - Standard (default)
 - View Only

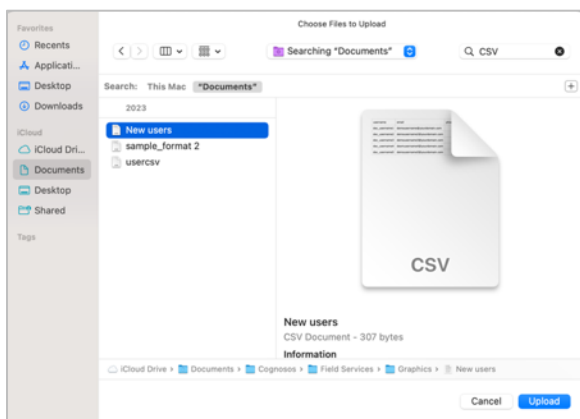
Note: All other user roles must be created individually using Create user option



You may create your own CSV file matching the criteria above; however Cognosos recommends downloading the template.



Select **Download CSV Template** to input user profile data. If a CSV is already prepared, go straight to **Choose CSV File**. Use the computer's standard find/select process for choosing and uploading the file.



Locate and select the file you wish to upload.

COGNOSOS REAL-TIME LOCATION SERVICES

Upon return to the CSV upload screen, confirm the file name and click **Save**. If you want to end the process click **Cancel**.

How to upload:

This file may be edited in any spreadsheet program; however, please be sure to save it back to a CSV before uploading. Don't forget to add the required fields as noted in the documentation.

New users.csv x

Cancel Save

A small pop-message will appear when the upload is complete. The new user profiles will be listed. Make edits to any new user profiles as needed.



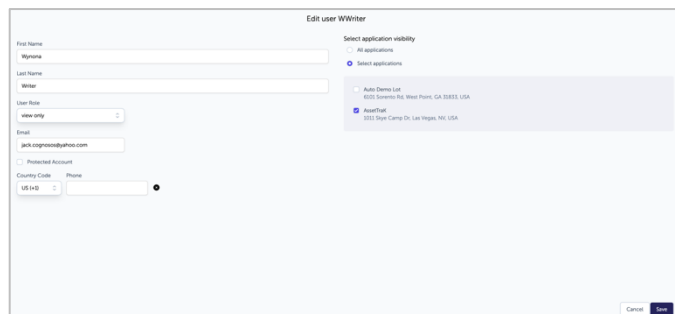
Guest users need to be input singularly rather than through bulk upload. Protected Account status must be set manually for all users.

COGNOSOS REAL-TIME LOCATION SERVICES

2.3.2 Editing User Profiles + Passwords

Administrator users may make changes to other users' name, role, email address, phone number, and application access. Users may edit their own profile, which is described in [Managing Own User Profile](#). To edit a user's profile, locate profile using search or filter. Select the pencil icon from the Actions column.

First Name	Last Name	Username	Email	Protected Account	Role	Actions
<input type="checkbox"/> Wynona	Writer	WWriter	jack.cognosos@yahoo.com	No	view only	  



Add or change **First** or **Last Name** fields (optional and may remain blank). Click **User Role** dropdown list to choose a different role for the user. Edit the email and/or phone fields as needed.

To change protected status of profile, use **Protected Account** checkbox. When checked, the user profile is prohibited from being deactivated or deleted without deselecting this option.

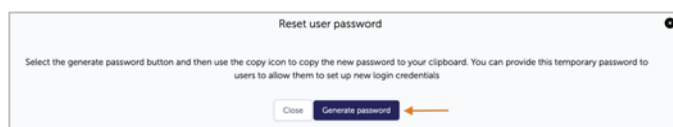
Add or remove filters from a guest user by selecting or de-selecting filter values as described in the Create New User section. To change the application visibility, click the appropriate radio dial (all or select applications). When all changes are complete, select **Save**. The user profile is updated. To disregard changes, select **Cancel**. Changes to user profiles apply to both the Cognosos platform and mobile app.

Reset User Password

Open the Users page, locate profile and click the **Reset password** icon. Only Administrator user roles have access to this feature.

First Name	Last Name	Username	Email	Protected Account	Role	Actions
<input type="checkbox"/> Wynona	Writer	WWriter	jack.cognosos@yahoo.com	No	guest	  

Click **Generate password** in the Reset user password pop-up window. *Please note: If you click Generate Password a subsequent time, the previous password will be null.*



The system generates a new password. Use **copy** icon to copy the password and provide it to the user.



The user should use the temporary login password to reset their credentials by following the steps outlined in [System Access](#). Click **Close** to return to Users list.

The user can also change their password under their [user profile](#).







COGNOSOS REAL-TIME LOCATION SERVICES

2.3.3 Deactivating User Profiles

Deactivating users removes their ability to log into both the Cognosos portal and mobile app. This is an Administrator-level function that can be used at the single user level or via bulk action. If you accidentally deactivate a user, use the restore user (**Deactivated Users**) function.

Single User

Locate the user to remove using search or filter then select **Deactivate User** (trash can) icon from the Action column for the user.

First Name	Last Name	Username	Email	Protected Account	Role	Actions
<input type="checkbox"/> Wynona	Writer	WWriter	jack.cognosos@yahoo.com	No	view only	   
<input type="checkbox"/> Isaiah	Writer	imwriter	imwriter@carsrus.com	Yes	guest Filters: Yard Defect: Dead battery, Flat tire, Fluid leak, Glass damage, Heavy body damage, Light body damage, Non-starter, Squirrel nesting in glove compartment Year: 2016, 2017, 2018, 2020, 2021, 2023, 2024, 2025 Recall: Yes Make: Ford	 

If the profile has a Protected Account status of Yes, a message will follow. The protected status must be no to proceed; edit the profile.

This is a Protected User, and deactivation may cause unexpected system behavior. Please coordinate with your System Administrator before proceeding. Do you wish to deactivate this Protected User?

imwriter

Review the confirmation pop-up and choose **Deactivate** to deactivate the profile or **Cancel** to end the process.

Are you sure you wish to deactivate the following 1 user from the system?

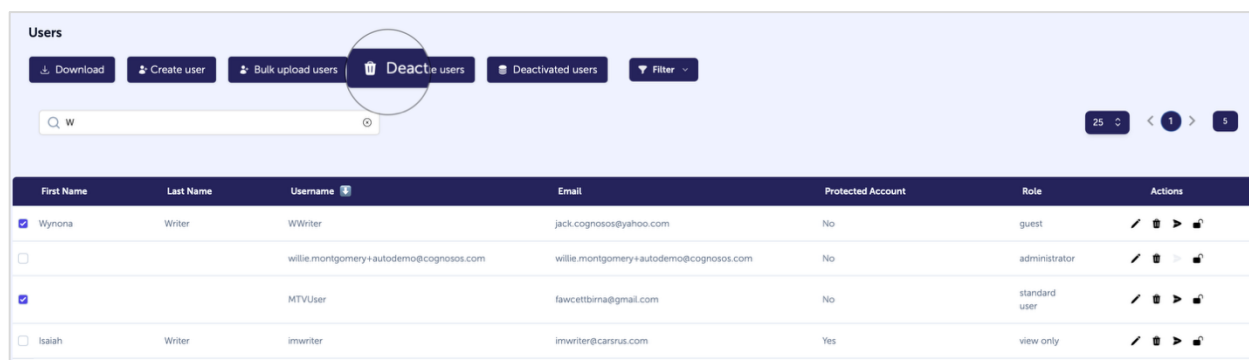
WWriter

If you inadvertently delete a user profile use the restore deactivated users option covered in [Restoring Deactivated Users](#).

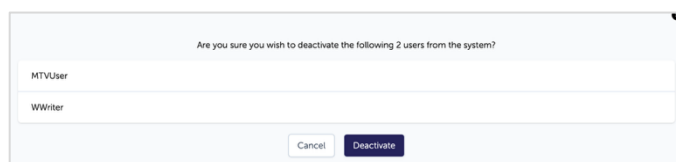
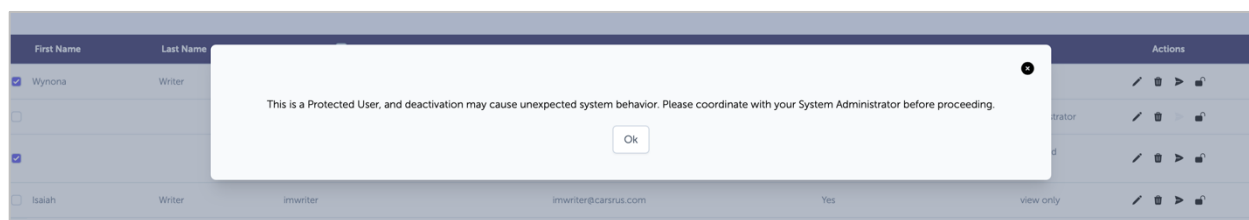
COGNOSOS REAL-TIME LOCATION SERVICES

Bulk Users

To deactivate more than one user at a time, place a checkmark next to all the users you want to remove from RTLS portal use. Click **Deactivate users** from the menu. The button will remain grayed out until one or more selections is made.



If a user with a protected account status is attempted for selection, the portal immediately displays a warning message. You may not select a protected account for bulk deactivation.



Review usernames listed (list scrolls when needed). Select **Deactivate** to continue with the process or **Cancel** to stop.

The system returns to the main User page.

Broadly speaking, users should only be deactivated if they no longer work for the organization or a vendor to whom was given access.

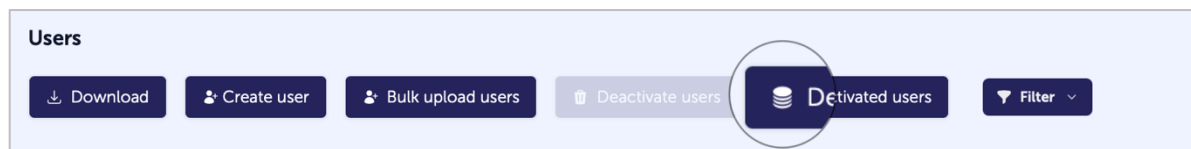


Deactivating user(s) with either function also removes them from mobile app access. Use the [restore](#) option to reactivate a user's profile and system access.

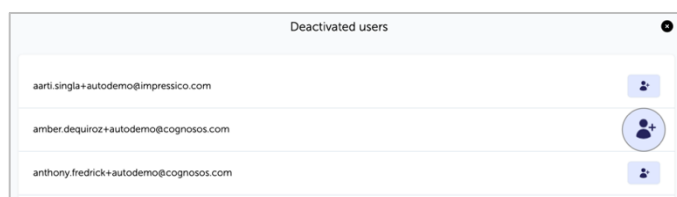
COGNOSOS REAL-TIME LOCATION SERVICES

2.3.4 Restoring Deactivated Users

Administrators can run a report to see all users that have been removed from the system and restore any user profile(s) that has been inadvertently deleted. Select the **Deactivated users** option on the User menu to run the report.



The pop-up window shows all deactivated user profiles with the option to restore.



Select the restore user icon to the right of the user that you need to add back to the system. A confirmation message will display stating the user was successfully restored.

Select **X** to close window when complete.

To return to the Users listing without restoring any user, select the **X** in the upper right corner to close the window.

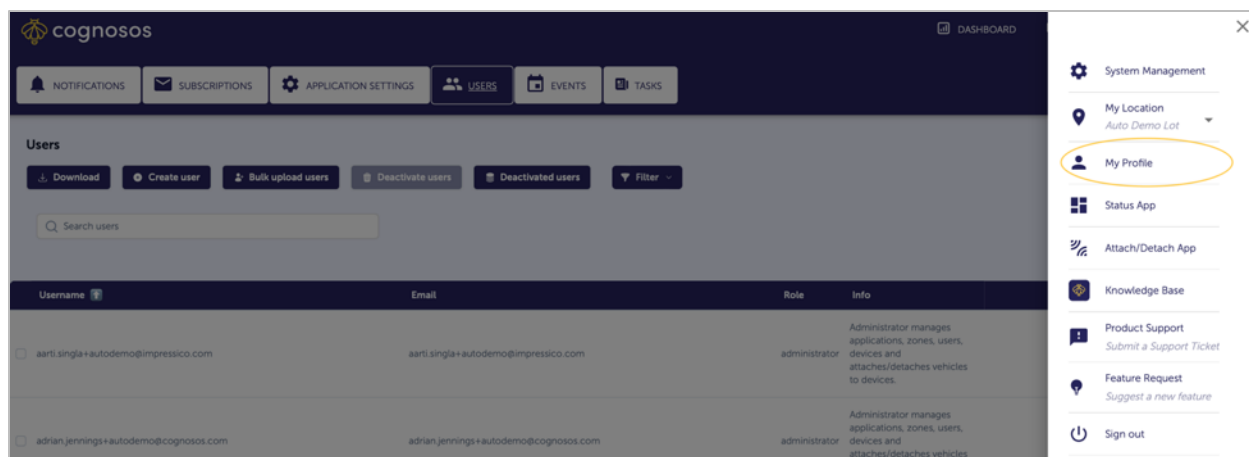


If the restored user does not remember their previous password, have them use the Forgot Password link on the login page and follow prompts or manually reset the password as shown in [Editing User Profiles + Passwords](#).

COGNOSOS REAL-TIME LOCATION SERVICES

2.3.5 Managing Own User Profile

Users (Administrator and standard) can view and makes changes to their own profiles, login settings, and map view. Once logged into the portal, click the hamburger menu and select **My Profile**.



User Profile Settings

The top of the page covers profile settings and the bottom half contains user and map settings.

The image shows two sections of the user profile settings. The 'User profile' section has fields for Name, Username, Email, Password, and Phone, each with a pencil icon for editing. The 'User settings' section has a 'Dashboard' section with checkboxes for 'Total inventory' and 'Tag status and battery level', and a 'Map' section with a dropdown for 'Default map display'.

User settings include the viewable Dashboard widgets and the default map display (all assets or search only).

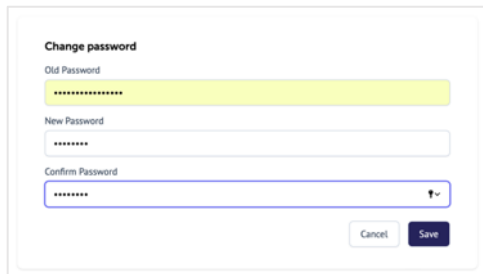
In the User Profile pane, select the pencil icon to change the name, email, password, or phone number. Note that editable fields vary dependent on role.

The image shows a 'Change name' pop-up window. It has two text input fields: 'First Name' with the value 'Tra' and 'Last Name' with the value 'Kirkpatrick'. At the bottom right, there are 'Cancel' and 'Save' buttons.

For each field change select **Save** in the pop-up window. Select **Cancel** to return to user profile without making changes.

COGNOSOS REAL-TIME LOCATION SERVICES

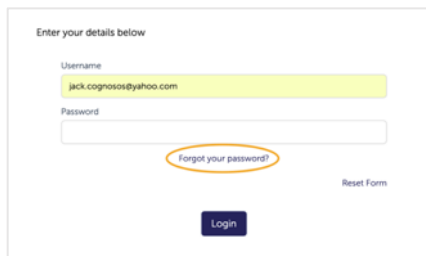
When changing the password, user must enter their current (old) password to reset it. The new password must be at least 8 characters and contain at least one number and one special character.



A screenshot of a 'Change password' form. It contains three input fields: 'Old Password' (filled with a yellow bar), 'New Password' (filled with a yellow bar), and 'Confirm Password' (filled with a yellow bar). Below the fields are two buttons: 'Cancel' and 'Save'.

Following the change of password, the user will employ the new password when logging in.

If the user has forgotten their password and therefore can not change it using My Profile, instruct the team member to use the Forgot your password option on login page.

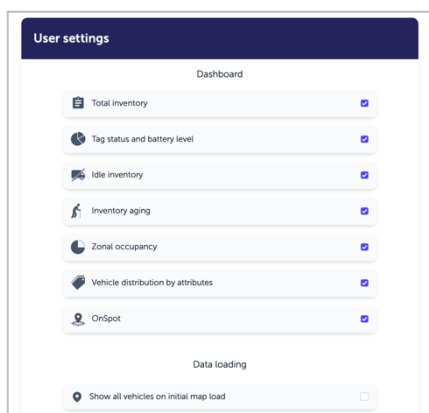


A screenshot of a login form titled 'Enter your details below'. It has two input fields: 'Username' (filled with a yellow bar) and 'Password' (empty). Below the password field is a link that says 'Forgot your password?'. To the right of the link is a 'Reset Form' button. At the bottom is a 'Login' button.

The system will generate an email that gets sent to the user. Access that email for a temporary password to log in; set up new password as prompted.

User Settings

This pane allows users to select the widgets that appear on the portal Dashboard, as well as the default Map loading view.



A screenshot of the 'User settings' form. It has a dark blue header with the text 'User settings'. Below the header is a section titled 'Dashboard' with a list of widgets: 'Total inventory', 'Tag status and battery level', 'Idle inventory', 'Inventory aging', 'Zonal occupancy', 'Vehicle distribution by attributes', and 'OnSpot'. Each widget has a checkbox to its right, all of which are checked. Below the 'Dashboard' section is a section titled 'Data loading' with a single checkbox labeled 'Show all vehicles on initial map load', which is unchecked.

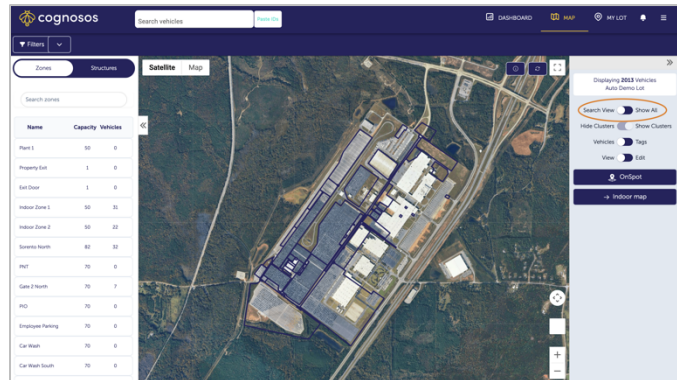
Use the checkbox to select/deselect the Dashboard widgets to display.

COGNOSOS REAL-TIME LOCATION SERVICES

The Data loading option controls whether ALL assets display on the Map or only searched assets. When this option is DESELECTED (no checkmark), the Map will be in Search View and will not load all vehicles.

Data loading

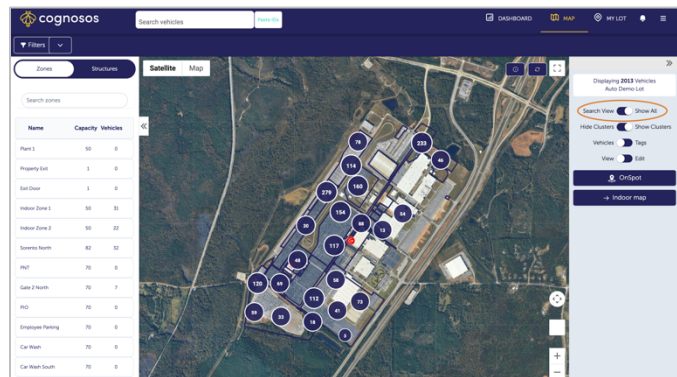
Show all vehicles on initial map load ☐



Select the option to display all vehicles on the map by default. The Map will be in Show All mode.

Data loading

Show all vehicles on initial map load ☒



The setting can be changed on the fly by using the Map toggle. Changes made to the setting on the Map will update the Data loading setting in My Profile.

Please note that the data setting applies to the Logistics Mobile App as well.

Users may not change the Protected Account status for their profiles. This action must be taken by an Administrator.

Dashboard

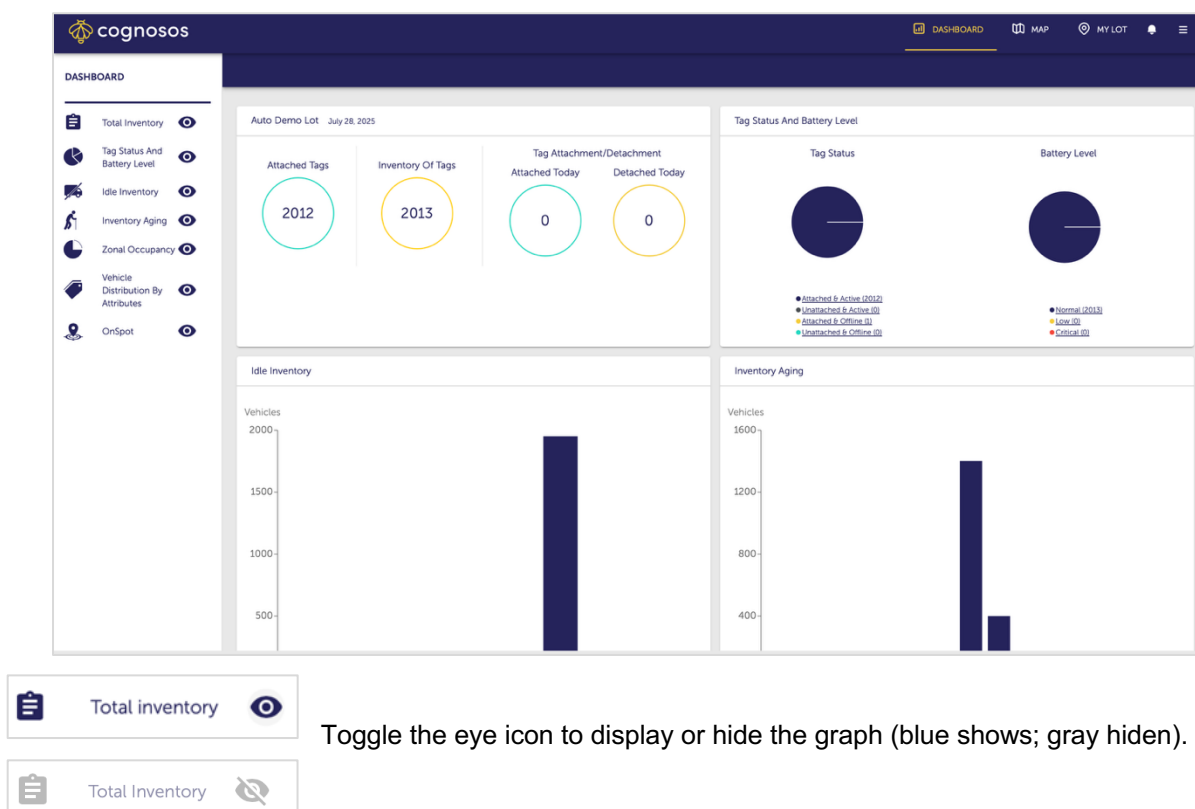
COGNOSOS REAL-TIME LOCATION SERVICES

3.1 Dashboard Overview

The Dashboard provides a graphical bird's eye view of vehicle inventory and provides throughput metrics to help your organization make data informed decisions.

Change the graphical displays using the dashboard toggles (eye icon) to customize which graphical panes are in view. If you want to change the default widget view, go to User Settings under [My Profile](#).

From within the various graphs users can click to access more detailed information about overall inventory, idle and aging inventory, zone throughput and occupancy, vehicle attributes, and more.



Because the dashboard provides a graphical view of vehicle and tag data, the following sections provide information only on the features available on/from this page. Further sections of the manual go into detail about the data itself, including how and where to access specific information and make changes.

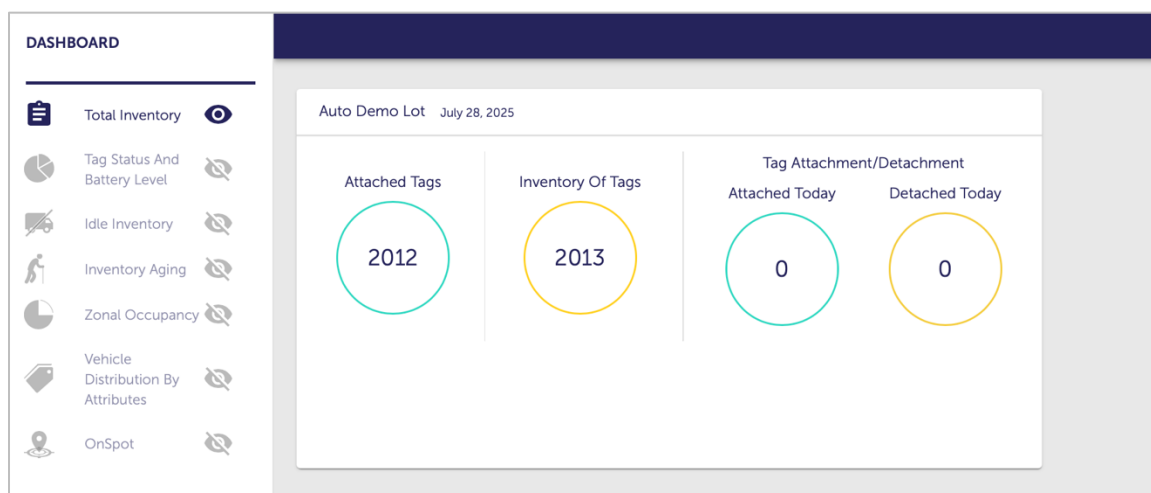
Users can always return to this view by selecting **Dashboard** from the primary user interface (UI) menu.

COGNOSOS REAL-TIME LOCATION SERVICES

3.2 Dashboard Graphs

3.2.1 Total Inventory

Total inventory displays real-time data for the organization's tag inventory as well as the number of tags attached or detached for the day.



Click the Attached Tags and Inventory of Tags circles to open the My Lot pages for Vehicles and Tags respectively. [My Lot](#) covers more information about vehicle and tag data.

Vehicle ID	Vehicle Description	Current Location	Last Movement Date	Attached To Tag #	Tag Attachment Date	Last Activity Time	Actions
00000000	Automotive - 100	Lot 100	Mon, Jul 28, 2025, 1:00:00 PM 100 days since last movement	00000000	Mon, Jul 28, 2025, 1:00:00 PM 100 days in lot	Mon, Jul 28, 2025, 1:00:00 PM	✓ ↻ ⌂
00000001	Quality Hotel Information Campaigner - 100	Not in a zone	Tue, Jul 29, 2025, 1:00:00 PM 100 days since last movement	00000000	Mon, Jul 28, 2025, 1:00:00 PM 100 days in lot	Mon, Jul 28, 2025, 1:00:00 PM	✓ ↻ ⌂
00000002	Engine Replacement - 100	Not in a zone	Tue, Jul 29, 2025, 1:00:00 PM 100 days since last movement	00000000	Tue, Jul 29, 2025, 1:00:00 PM 100 days in lot	Tue, Jul 29, 2025, 1:00:00 PM	✓ ↻ ⌂
00000003	Engine Replacement - 100	On Site	Tue, Aug 5, 2025, 1:00:00 PM 100 days since last movement	00000000	Tue, Aug 5, 2025, 1:00:00 PM 100 days in lot	Tue, Aug 5, 2025, 1:00:00 PM	✓ ↻ ⌂
00000004	Engine Replacement - 100	On Site	Tue, Aug 5, 2025, 1:00:00 PM 100 days since last movement	00000000	Tue, Aug 5, 2025, 1:00:00 PM 100 days in lot	Tue, Aug 5, 2025, 1:00:00 PM	✓ ↻ ⌂

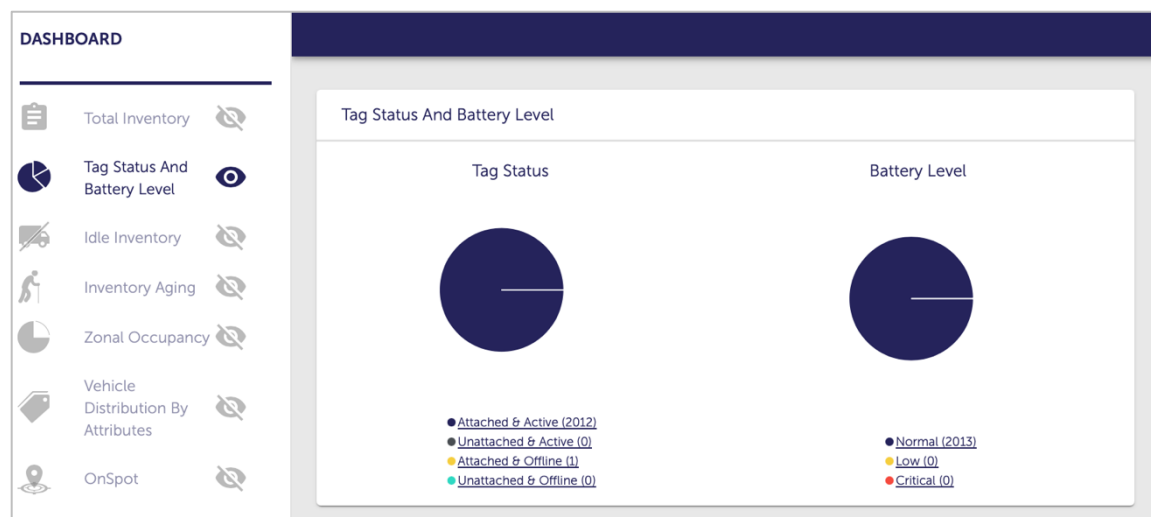
Tag ID	Tag Name	Attachment ID	Status	Battery	Message	Temperature	Actions
0000000000	Active	00000000	Active	100%		20.1°C / 68.2°F	⌂ ↻ ⌂
0000000001	Active	00000000	Active	100%		20.1°C / 68.2°F	⌂ ↻ ⌂
0000000002	Active	00000000	Active	100%		20.1°C / 68.2°F	⌂ ↻ ⌂
0000000003	Active	00000000	Active	100%		20.1°C / 68.2°F	⌂ ↻ ⌂
0000000004	Active	00000000	Active	100%		20.1°C / 68.2°F	⌂ ↻ ⌂
0000000005	Active	00000000	Active	100%		20.1°C / 68.2°F	⌂ ↻ ⌂

The Tag Attachment and Detachment circles open Events listing when selected. The Events will automatically be filtered to display the appropriate selection (today, attached or detached). [Events section](#) covers information on viewing and filtering Events.

COGNOSOS REAL-TIME LOCATION SERVICES

3.2.2 Tag Status and Battery Level

The Tag Status and Battery Level pane provides a quick view of tag status and battery health.



Drill down into detailed tag status data by selecting the links under the Tag Status circle. Status links include Attached & Has Signal, Attached & Lost Signal, Unattached & Has Signal, Unattached & Lost Signal. The portal opens to the appropriate filtered tag list, as shown below.

The screenshot shows the 'Tags' page with a search bar and filters. The 'Attached' filter is selected. The table below shows the following data:

Tag ID	Tag Status	Attached to Vehicle#	Signal	Battery	Firmware	Temperature	Actions
2017798	Offline	AlpicoloTest1	Offline		valfa0.2.42	25.27 °C / 77.5 °F	

View detailed battery information through the Battery level links (Normal, Low, Critical). Selection of any Tag Status or Battery level link opens the My Site Tags page to display a list of tags meeting the selection criteria.

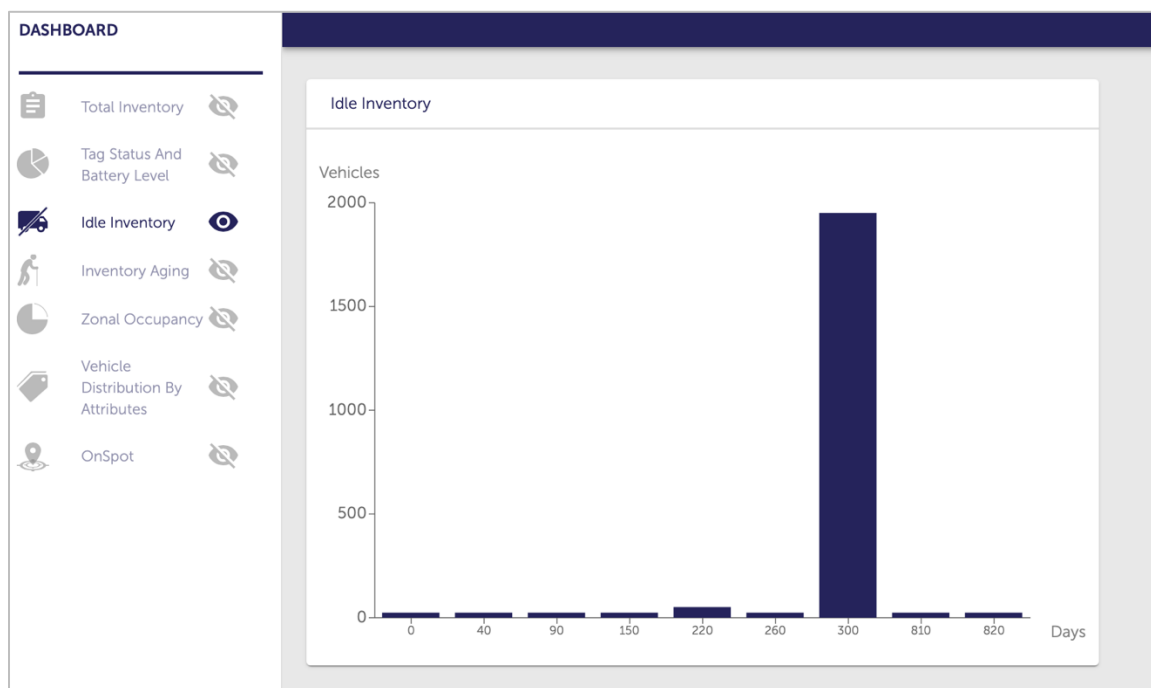


Tags with offline status may: (1) have a battery that has died, (2) have left the site still attached to equipment or out of range for another reason, (3) be unable to communicate with the gateway. Refer to the [Managing Tags](#) section.

COGNOSOS REAL-TIME LOCATION SERVICES

3.2.3 Idle Inventory

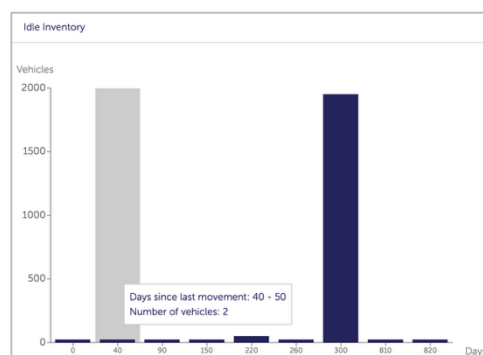
Idle inventory displays the number of days vehicles have been sitting idle (no movement). This data helps identify process or automobile challenges and ensures issues are remedied in a timely manner to keep the supply chain smoothly operating.



Hover the mouse over a single bar on the graph to display summary data.

Click on a single bar to open the filtered Vehicles listing page in My Lot.

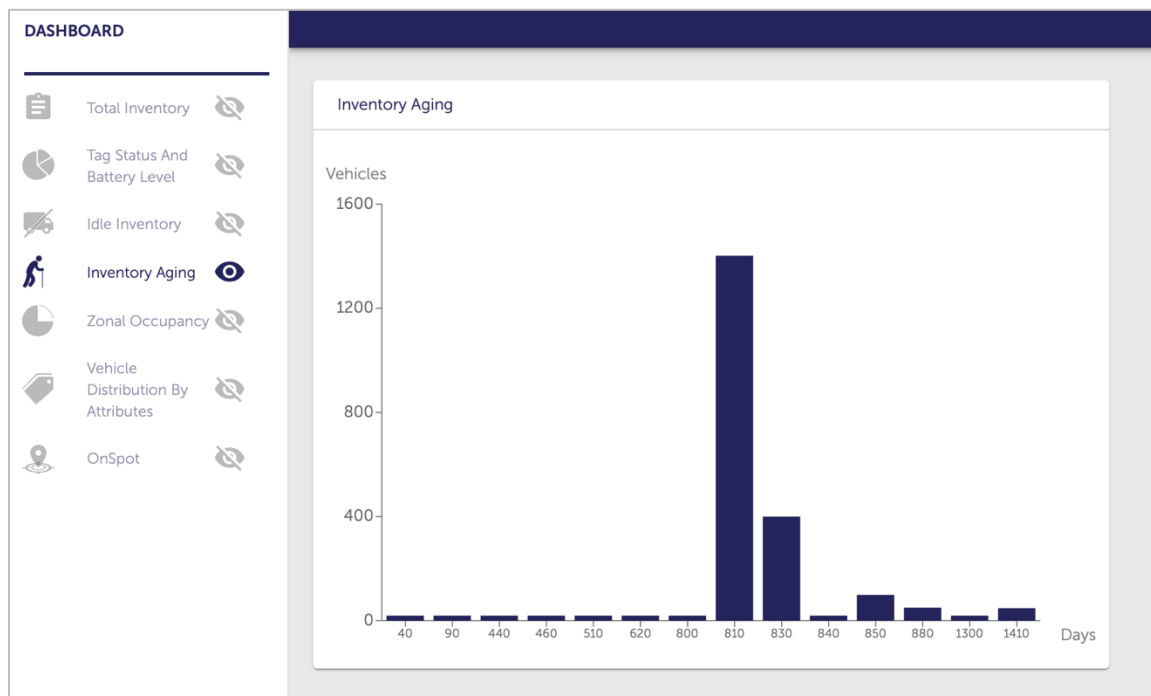
Return to the Dashboard or **Clear Filters** and take the next action.



COGNOSOS REAL-TIME LOCATION SERVICES

3.2.4 Inventory Aging

The Inventory Aging toggle offers a graphical view of tagged vehicles based on the 'age' of automobile and tag 'relationship' (when the vehicle and tag were attached).



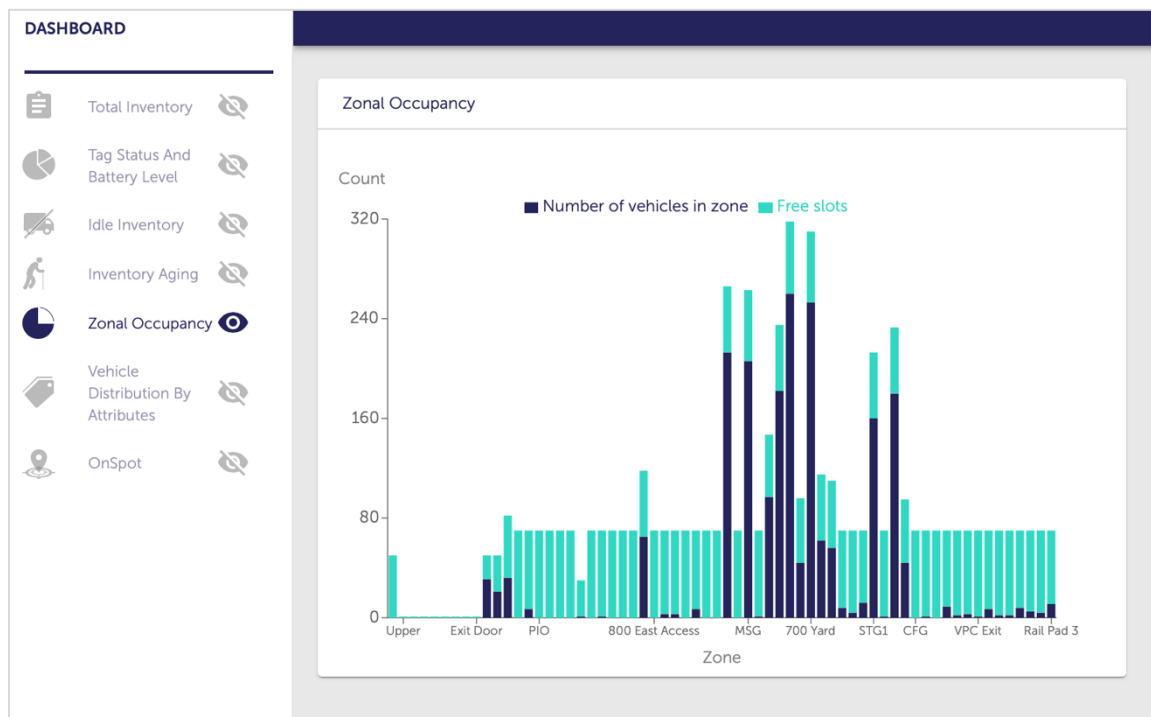
Hover the mouse over any of the bars to view summary information; click the bar to open the Vehicles list in My Lot. The Vehicles page defaults to matching inventory aging filters.

Return to the Dashboard or **Clear Filters** and take the next action.

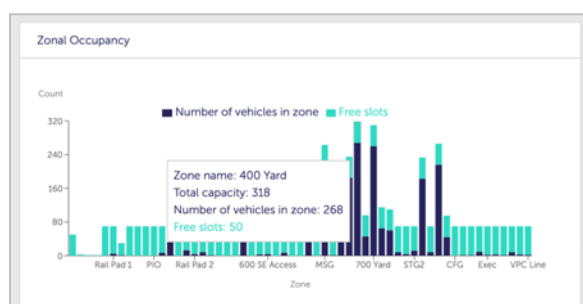
COGNOSOS REAL-TIME LOCATION SERVICES

3.2.5 Zonal Occupancy

The Zonal Occupancy graph displays the number of vehicles within a zone and the available spaces per zone. This can help identify any zones where a bottleneck may be occurring.



Hover over the individual bar to view zone occupancy and vacancy information. Select the bar to launch the My Lot Vehicles page filtered to vehicles that passed through the selected zone at some stage of the processing.

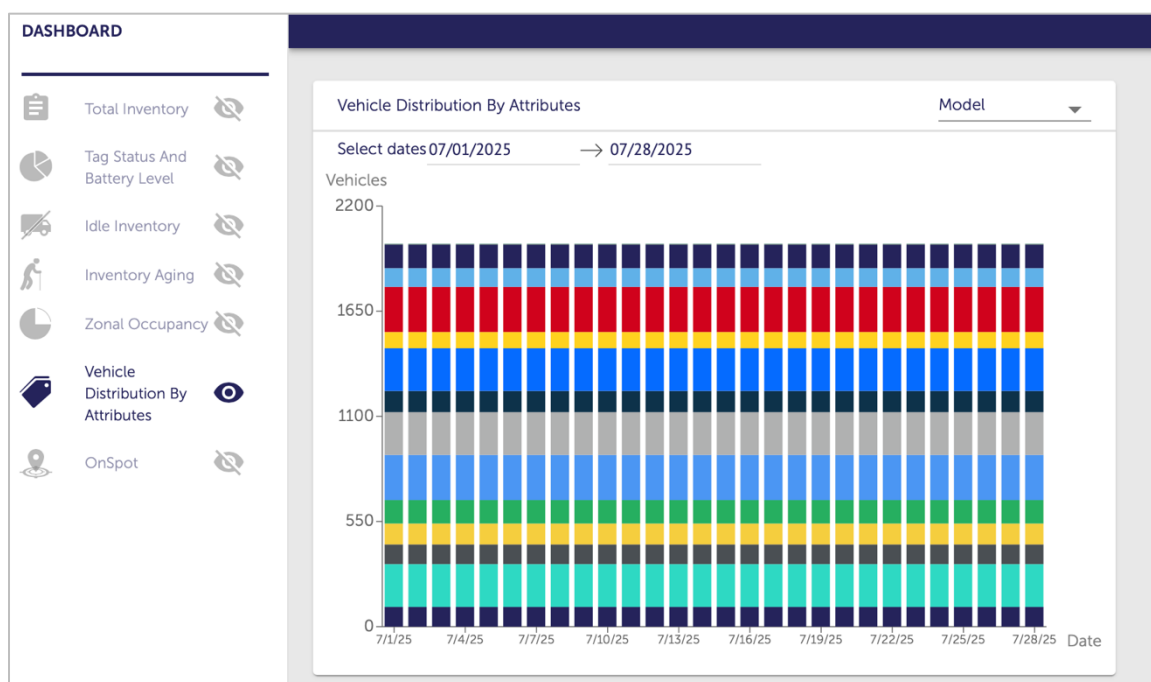


Refer to the [Managing Indoor Zones](#) section for more information on managing zones and zonal information.

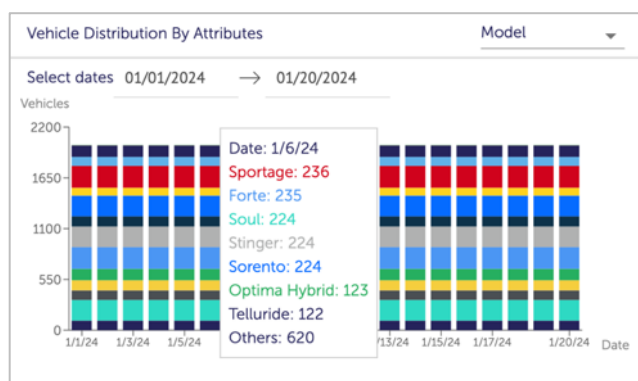
COGNOSOS REAL-TIME LOCATION SERVICES

3.2.6 Vehicle Distribution by Attributes

When vehicles are input into the system any number of attributes can be assigned to the asset (e.g., dealer, serial number, VIN #, model, etc.). Utilize the Vehicle Distribution graph to quickly view inventory counts per attribute for a chosen date range. By default, the system displays the first attribute in the drop-down list. Choose another option from the **Attributes** drop-down on the upper right corner of the graph. Use **Select dates** to input the date range for your search.



Hover mouse within a bar to view more specifics regarding data for the selected attribute and date.



Select a different attribute and/or date range or carry on to another activity.

COGNOSOS REAL-TIME LOCATION SERVICES

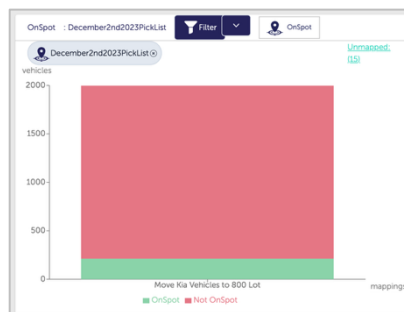
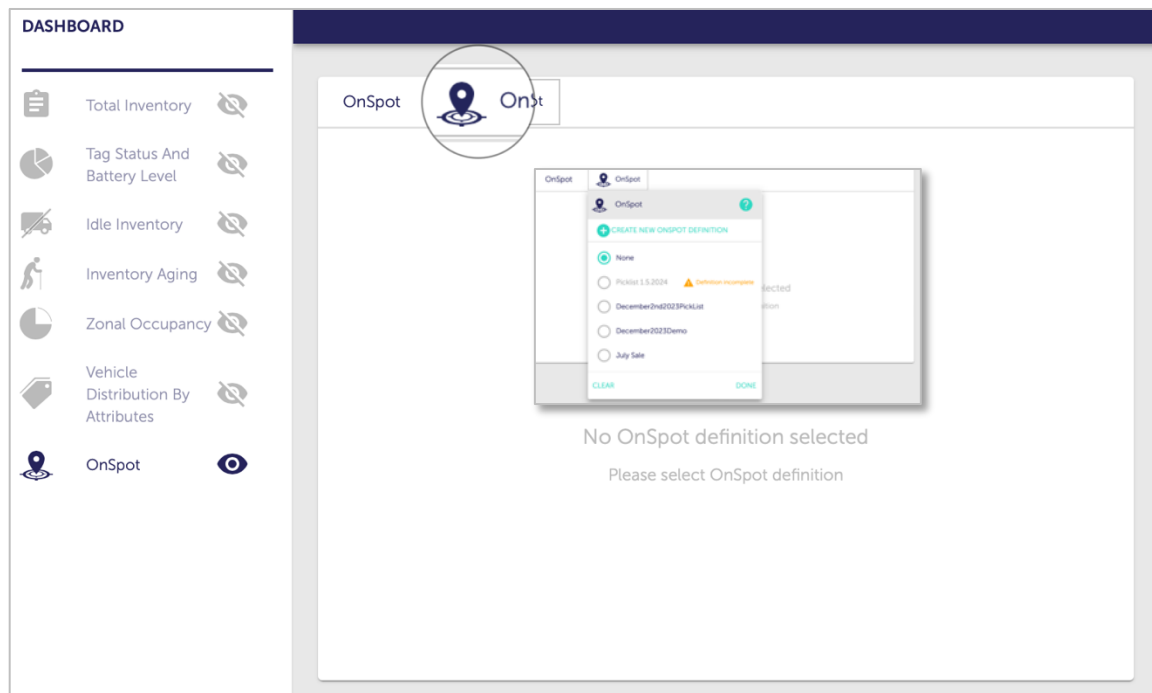
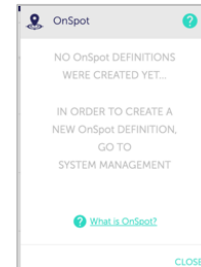
3.2.7 OnSpot

OnSpot is a method to determine if a vehicle is ready for the next step in its finished vehicle logistics life-cycle. To view OnSpot vehicles use the dashboard to select and run the OnSpot report. The definitions (reports) listed are user-defined. Refer to the [Creating Definitions + Mappings](#) for steps to set up OnSpot definitions and mappings prior to running an OnSpot report.

If no OnSpot definitions have been set up, the pop-up window will state such. Definitions are set up through the OnSpot option in Application Settings.

Click **OnSpot** from the OnSpot graph to open the list.

Choose desired OnSpot report from the list. Optionally, [Create New OnSpot Definition](#) if you need to create a new report.



OnSpot (green): Vehicles meeting OnSpot mappings

NOT OnSpot: All assets from the category even if not meeting conditions

Use **Filters** to filter data if needed. The graph refreshes with added filter.

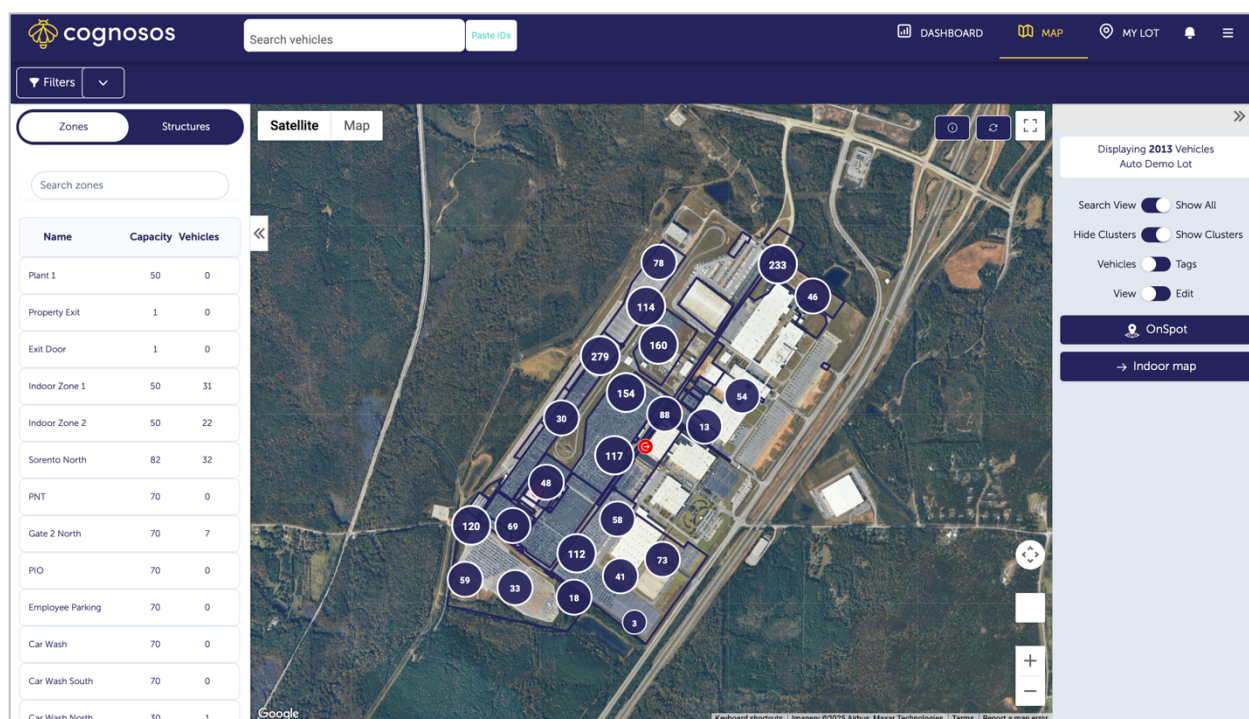
When OnSpot is run, resulting data is shown also in My Lot and on the Map. These same OnSpot reports can be run from other areas in the portal, shown throughout the User Guide.

Map

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As one of three primary methods for viewing and accessing information regarding vehicles and tags, the Map option provides a Google-based map view of the property with options to view detailed data, define/edit zones, locate vehicles and tags.

Select **Map** from the primary portal menu. Depending on the Data load option defined in the user's profile, the map will either display all vehicles (clusters shown in blue circles) or without vehicles (no clusters). In the later case, the user needs to perform a search or filter to display icons.



Change the map view (all vehicles or only filtered/searched vehicles) by using the Search View/Show All toggle setting. Refer to the [My Profile](#) section for more information.

The map defaults to View mode. Depending on your user role the view option may be the only option available; edit functionality is reserved for system administrators.

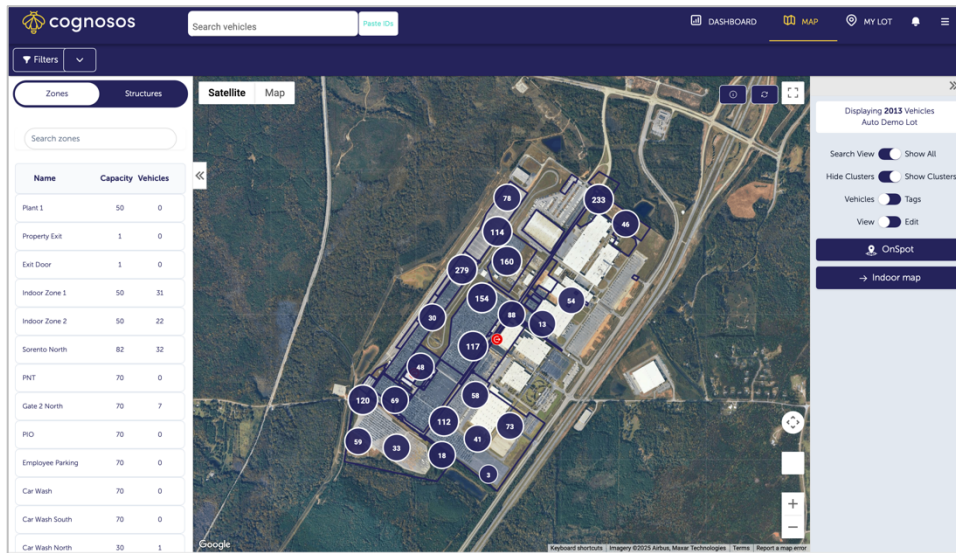
[Map Navigation](#) covers layout, terminology, and general use of the portal map. [Vehicle Information](#) and [Tag Information](#) cover use of the map to access vehicle and tag information. For those with Administrator user level access, the map provides access to additional functions (i.e., editing structures and zones), which are covered in [Managing Structures](#) and [Managing Outdoor Zones](#).

COGNOSOS REAL-TIME LOCATION SERVICES

4.1 Map Navigation

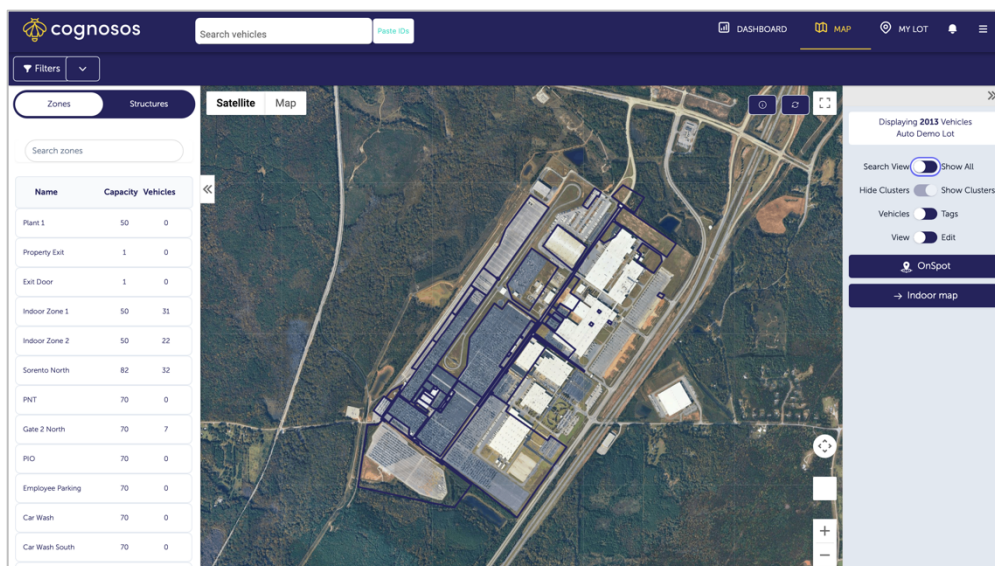
This section generally describes map iconography, data displayed on the map, view options, and how to navigate the map interface. For map functions, such as Edit, refer to [Facility Management](#) topics.

Depending upon the data load setting, the map may or may not load with vehicle clusters shown. When set to 'on' (show all vehicles), the map shows clusters of assets located in defined zones, as well as zone counts and capacity. The map view defaults to vehicles and can be toggled to [tags](#).



Map in Show All view

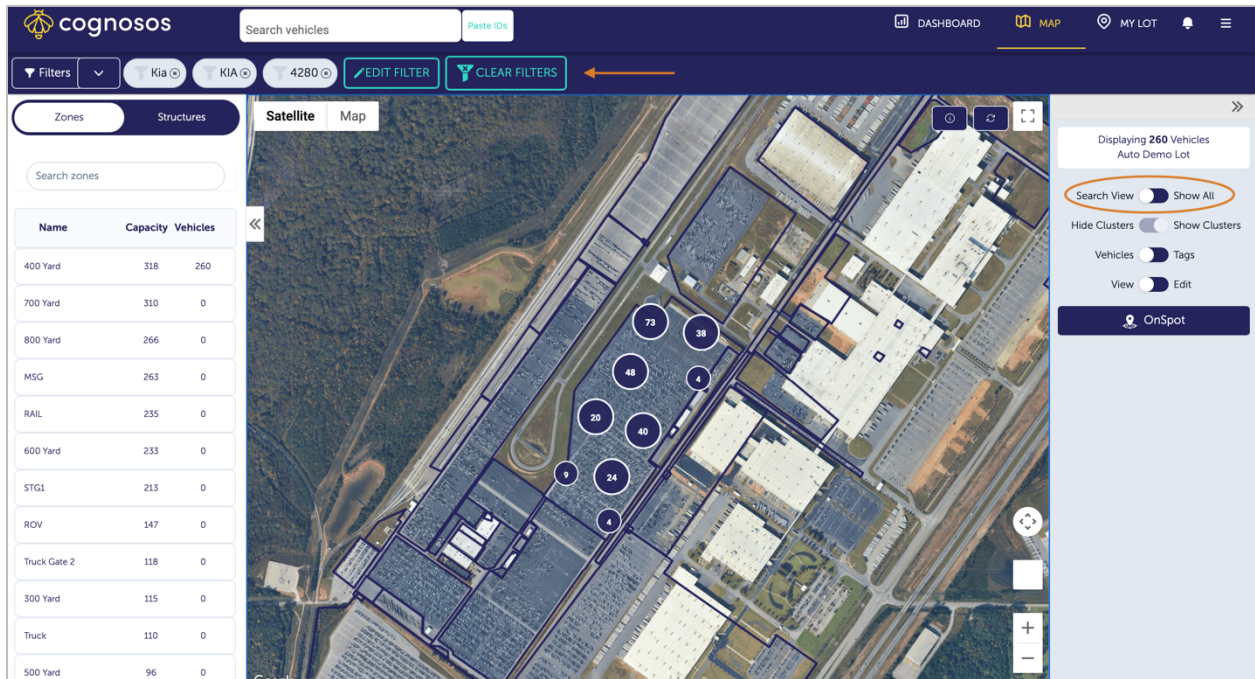
When the data load option is 'off' (Search View), the map will not display any vehicle or tag icons until a search or filter is performed. The Cluster toggle is also disabled.



Map in Search View

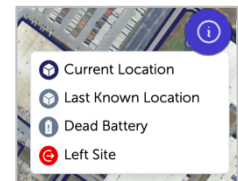
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In Search View, you must select a filter or perform a search for the map to display any clusters or icons. Refer to [Vehicle Management](#) for information on running searches and filters. The top of the map displays the search/filter criteria and the right pane shows the number of vehicles in the search. Once the search is complete, the map can be used as described throughout this section.



Change the map view (all vehicles or only filtered/searched vehicles) by using the **Search View/Show All** toggle setting. Refer to the [My Profile](#) section for more information.

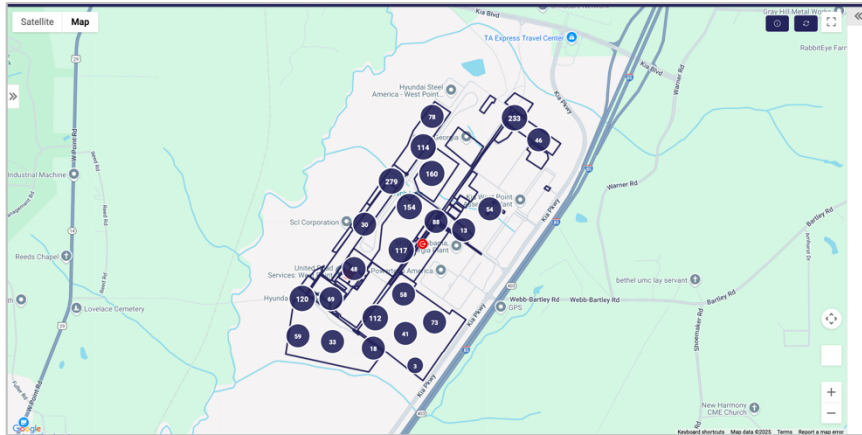
Regardless of the map view setting, you can select the information icon on the top right to view icon legend; the icon information changes depending on whether the map is set to vehicles or tags. Go to the sections on [Vehicle Management](#) and [Tag Management](#) for more information on icons.



If your facility utilizes exit monitors, you may see a red icon on the map when viewing clustered vehicle or tag information (Left Site status). This indicates that vehicles are currently located in a zone identified as an exit monitor zone or the last known location was in an exit zone.

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To switch to a street map view, select **Map** in the upper left corner of the map.



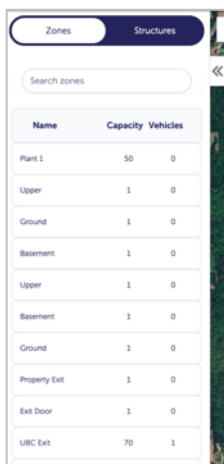
For a full screen view of the map (or to return to the window view) use the full screen toggle option located on the top right corner of the map.

There are two methods for zooming in and drilling down into more detailed information from the map's cluster view: Click on the cluster itself or use the zoom in (+) and zoom out (-) options on bottom right corner of the map. You may also have zoom ability using a track pad depending on the type of device through which you are accessing the portal.

From the map cluster, click a specific vehicle cluster to drill down to the next layer of cluster views. Continue this process for each vehicle cluster you want details for until you reach the smallest cluster or individual vehicle icon.



Two panes are available for changing the map layers and performing actions. Use << and >> to open and close the panes.



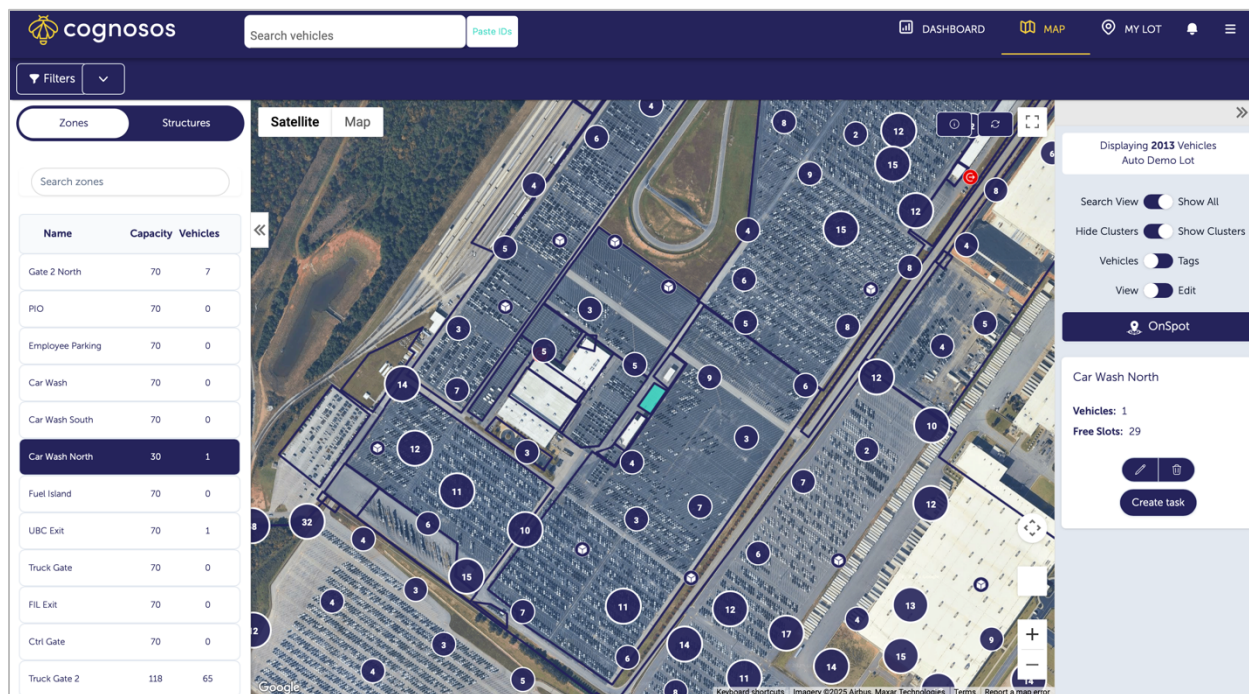
The left menu pane contains geo-map definitions (zones, structures) and real time asset counts for each zone. A zone is any physical space or area on the lot that holds vehicles (e.g., garage, parking lot, parking space, car wash, etc.). A structure can be the entire facility or specific buildings/lots within the facility; a structure contains the zones. The Zones tab can be searched by a specific zone or all zones across the facility by selecting the desired radio dial. The Search box provides standard search functionality. The zones list refreshes as numbers and/or letters are input.

COGNOSOS REAL-TIME LOCATION SERVICES



A structure is a building; there may be one or more structures listed. A structure will always have at least one “floor” (in the case of a single story building) but may have multiple floors (multi-story building). Zones and structures are set up during the installation process.

If the map is set to Show All, the map dynamically refreshes to display the selected zone in the right hand pane. If the map is zoomed in enough, you will see the zone outlined in teal blue.



The number of vehicles shown in the right pane is the number of attached vehicles (regardless of attached status). Nonattached vehicles are NOT included in the map display.

Vehicle clusters are the default view mode. Set to **Hide Clusters** to display individual vehicles or tags (setting applies to both).

Use the **Vehicles/Tags toggle** in the right-hand menu to switch the display between vehicle and tag clusters.

When in the map is in edit mode, the right menu provides facility management functions related to structures and zones. Indoor map/Outdoor map is a function of facility management. Find information about [Facility Management](#) here.

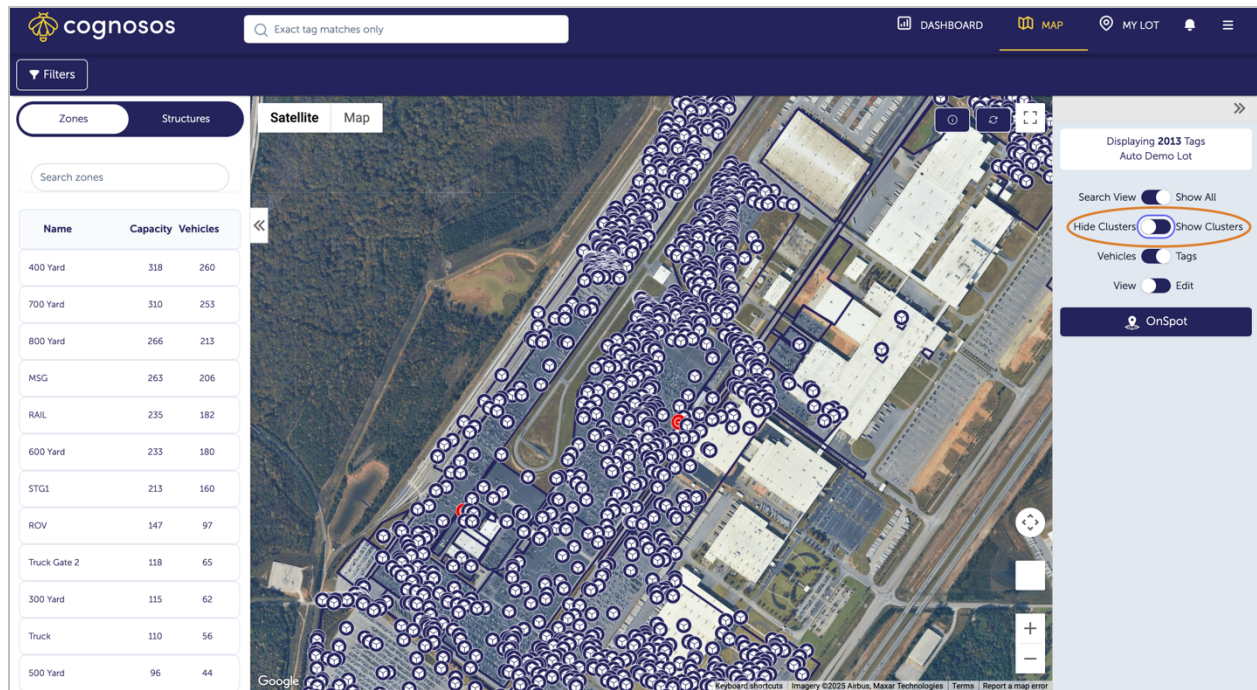
OnSpot launches the OnSpot reporting feature. Refer to OnSpot information on the [Dashboard](#) and in [My Lot](#).

A table on [Map Iconography](#) for both vehicles and tags might be useful

4.2 Vehicle Management

The map display defaults to either show all assets or only searched assets depending on the setting in the User Profile. When set to Show All, users can toggle the view to hide or show clusters of vehicles. The number value in the cluster circle represents the number of smaller clusters or individual vehicles within that cluster. The right menu shows the total number of (attached) vehicles across the facility.

To view individual vehicle icons rather than vehicle clusters, set the Clusters toggle to **Hide Clusters**. Due to volume, this setting is recommended only when using search or filter to decrease the number of displayed vehicle icons. The toggle is grayed out when the map is set to Search View.



At the individual vehicle level, a vehicle icon may be:



Asset can be located here



Asset is located in or was last 'seen' in a defined exit zone



Asset was last located here



Asset is attached to a tag with a dead battery

COGNOSOS REAL-TIME LOCATION SERVICES

4.2.1 Locating Vehicles via Search

Look up and locate any vehicle located within the facility using the search feature located in the map's menu bar. Search helps you find a single record based on a particular value. Searching begins with nothing and adds to a list of results based on criteria that matches search input.



This feature can be used in Show All map view and MUST be used to display icons when the map is set to Search View.

The Search field is best utilized when you know the asset number. Start typing the asset ID in the search field and the portal refreshes a list of vehicles matching input. Select the correct asset ID when shown to display the vehicle icon on the map.

The left screenshot shows the search dropdown menu with the following asset IDs: SYN1118, SYN1072, SYN1063, SYN1062, SYN1061, SYN1060, SYN1055, and SYN1054. The right screenshot shows the map view with a table of vehicle data:

Name	Capacity	Vehicles
Vehicle Zone 2	50	1
400 Yard	328	0
500 Yard	328	0
600 Yard	328	0
700 Yard	328	0
800 Yard	328	0
900 Yard	328	0
1000 Yard	328	0
1100 Yard	328	0
1200 Yard	328	0
1300 Yard	328	0
1400 Yard	328	0
1500 Yard	328	0
1600 Yard	328	0
1700 Yard	328	0
1800 Yard	328	0
1900 Yard	328	0
2000 Yard	328	0
2100 Yard	328	0
2200 Yard	328	0
2300 Yard	328	0
2400 Yard	328	0
2500 Yard	328	0
2600 Yard	328	0
2700 Yard	328	0
2800 Yard	328	0
2900 Yard	328	0
3000 Yard	328	0
3100 Yard	328	0
3200 Yard	328	0
3300 Yard	328	0
3400 Yard	328	0
3500 Yard	328	0
3600 Yard	328	0
3700 Yard	328	0
3800 Yard	328	0
3900 Yard	328	0
4000 Yard	328	0
4100 Yard	328	0
4200 Yard	328	0
4300 Yard	328	0
4400 Yard	328	0
4500 Yard	328	0
4600 Yard	328	0
4700 Yard	328	0
4800 Yard	328	0
4900 Yard	328	0
5000 Yard	328	0
5100 Yard	328	0
5200 Yard	328	0
5300 Yard	328	0
5400 Yard	328	0
5500 Yard	328	0
5600 Yard	328	0
5700 Yard	328	0
5800 Yard	328	0
5900 Yard	328	0
6000 Yard	328	0
6100 Yard	328	0
6200 Yard	328	0
6300 Yard	328	0
6400 Yard	328	0
6500 Yard	328	0
6600 Yard	328	0
6700 Yard	328	0
6800 Yard	328	0
6900 Yard	328	0
7000 Yard	328	0
7100 Yard	328	0
7200 Yard	328	0
7300 Yard	328	0
7400 Yard	328	0
7500 Yard	328	0
7600 Yard	328	0
7700 Yard	328	0
7800 Yard	328	0
7900 Yard	328	0
8000 Yard	328	0
8100 Yard	328	0
8200 Yard	328	0
8300 Yard	328	0
8400 Yard	328	0
8500 Yard	328	0
8600 Yard	328	0
8700 Yard	328	0
8800 Yard	328	0
8900 Yard	328	0
9000 Yard	328	0
9100 Yard	328	0
9200 Yard	328	0
9300 Yard	328	0
9400 Yard	328	0
9500 Yard	328	0
9600 Yard	328	0
9700 Yard	328	0
9800 Yard	328	0
9900 Yard	328	0
10000 Yard	328	0

A broader search can be performed using a vehicle attribute (e.g., model). Enter the search term (e.g., Soul).

If you want to search on multiple attributes at once (i.e., model and year), use the Filter function instead.

The screenshot shows the map view with a table of vehicle data:

Name	Capacity	Vehicles
Vehicle Zone 2	50	1
400 Yard	328	0
500 Yard	328	0
600 Yard	328	0
700 Yard	328	0
800 Yard	328	0
900 Yard	328	0
1000 Yard	328	0
1100 Yard	328	0
1200 Yard	328	0
1300 Yard	328	0
1400 Yard	328	0
1500 Yard	328	0
1600 Yard	328	0
1700 Yard	328	0
1800 Yard	328	0
1900 Yard	328	0
2000 Yard	328	0
2100 Yard	328	0
2200 Yard	328	0
2300 Yard	328	0
2400 Yard	328	0
2500 Yard	328	0
2600 Yard	328	0
2700 Yard	328	0
2800 Yard	328	0
2900 Yard	328	0
3000 Yard	328	0
3100 Yard	328	0
3200 Yard	328	0
3300 Yard	328	0
3400 Yard	328	0
3500 Yard	328	0
3600 Yard	328	0
3700 Yard	328	0
3800 Yard	328	0
3900 Yard	328	0
4000 Yard	328	0
4100 Yard	328	0
4200 Yard	328	0
4300 Yard	328	0
4400 Yard	328	0
4500 Yard	328	0
4600 Yard	328	0
4700 Yard	328	0
4800 Yard	328	0
4900 Yard	328	0
5000 Yard	328	0
5100 Yard	328	0
5200 Yard	328	0
5300 Yard	328	0
5400 Yard	328	0
5500 Yard	328	0
5600 Yard	328	0
5700 Yard	328	0
5800 Yard	328	0
5900 Yard	328	0
6000 Yard	328	0
6100 Yard	328	0
6200 Yard	328	0
6300 Yard	328	0
6400 Yard	328	0
6500 Yard	328	0
6600 Yard	328	0
6700 Yard	328	0
6800 Yard	328	0
6900 Yard	328	0
7000 Yard	328	0
7100 Yard	328	0
7200 Yard	328	0
7300 Yard	328	0
7400 Yard	328	0
7500 Yard	328	0
7600 Yard	328	0
7700 Yard	328	0
7800 Yard	328	0
7900 Yard	328	0
8000 Yard	328	0
8100 Yard	328	0
8200 Yard	328	0
8300 Yard	328	0
8400 Yard	328	0
8500 Yard	328	0
8600 Yard	328	0
8700 Yard	328	0
8800 Yard	328	0
8900 Yard	328	0
9000 Yard	328	0
9100 Yard	328	0
9200 Yard	328	0
9300 Yard	328	0
9400 Yard	328	0
9500 Yard	328	0
9600 Yard	328	0
9700 Yard	328	0
9800 Yard	328	0
9900 Yard	328	0
10000 Yard	328	0

The map returns a refreshed view with vehicles that match the criteria (vehicles must be attached and have a good signal with a known location). The right pane displays the number of vehicles in the results.

In the event that one or more vehicles can not be located in the search, the system will show a message at the top of the map.

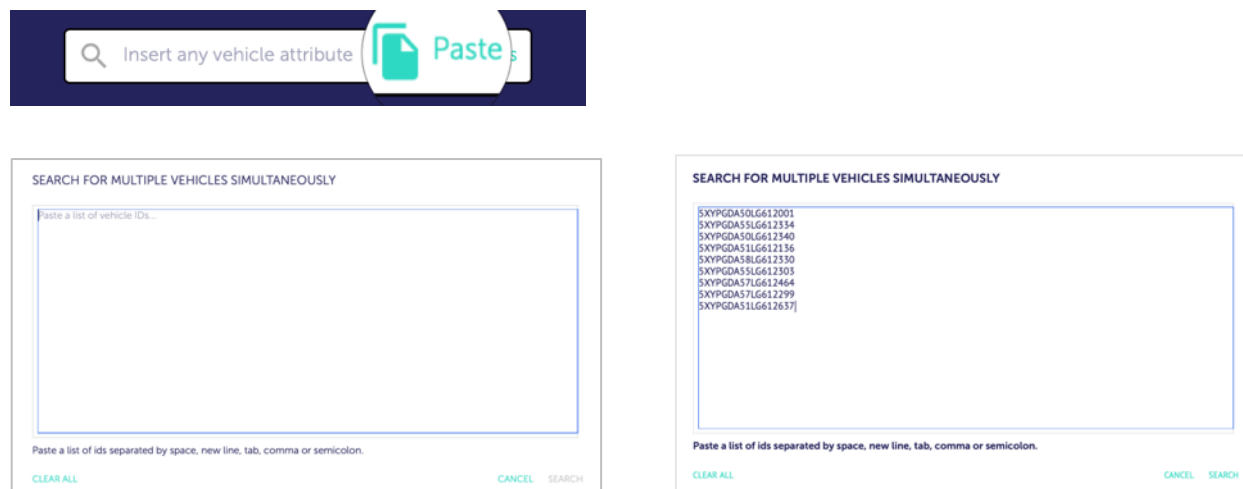
Some vehicles are not currently located.

To clear the search criteria, select **Clear Filters**. The map will refresh to all or no vehicles.

COGNOSOS REAL-TIME LOCATION SERVICES

[Viewing Vehicle Details](#) provides information on viewing detailed vehicle information and making changes to attributes.

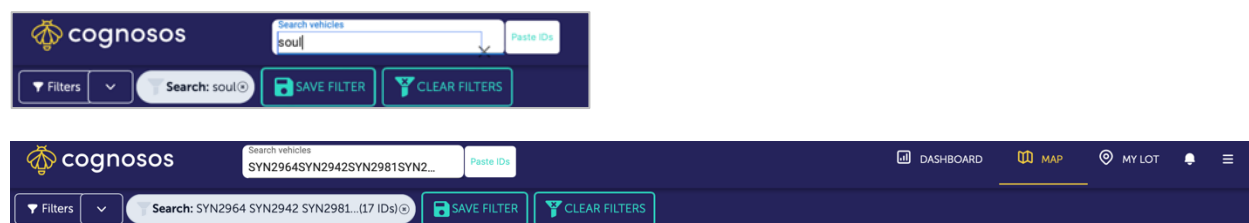
To search by multiple vehicles IDs simultaneously, copy and paste a list of vehicle IDs from My Lot or copy and paste from another program (you can also download to a spreadsheet). Select **Paste IDs** next to the search field. In the pop-up window use the standard paste function.



You must only use vehicle IDs with this function; other attributes (e.g., model) will not work.

Select **Search** to filter the map view based on the search criteria. The map refreshes with just those vehicles. Select **Clear All** to remove the vehicle IDs (keeps window open) or **Cancel** to close window and return to default map.

Regardless of the search function used, you have the option to [save filter](#). If you'd like to save the search for future use, select **Save Filter** next to the Search field. Name, set filter options, and save. Otherwise, use **Clear Filters** to refresh the map.



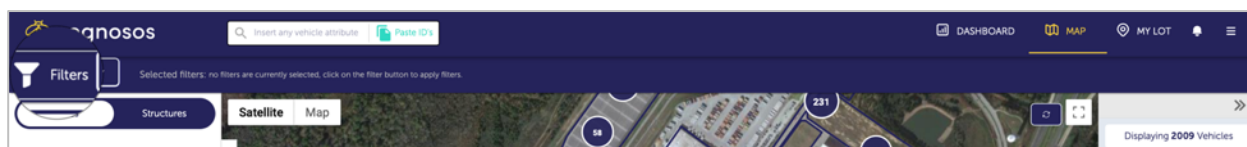
Searches applied to the map cross over to My Lot Vehicles so view that page for a single list of all assets meeting the search criteria.

COGNOSOS REAL-TIME LOCATION SERVICES

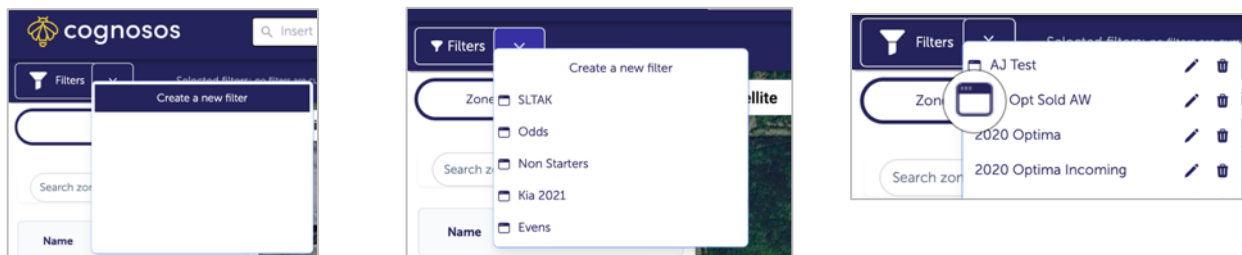
4.2.2 Locating Vehicles via Filter

Filters provide another mechanism for locating vehicles within the facility. Filters can be saved for future access to vehicle location information quickly and easily. Filters may also be saved as application-wide (for all users) by Administrators and users may create and save their own filters. If the default map display is set to Search View you MUST use filter or search to show icons on the map.

Select **Filters** on the map. The map can be in View or Hide Clusters mode.

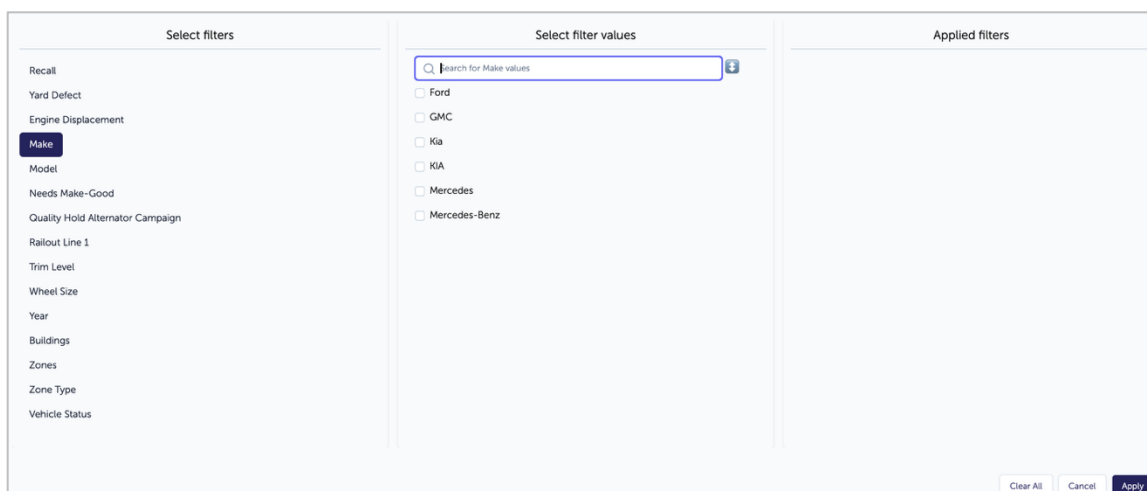


Until a user creates and saves a filter (or Administrator creates system-wide filter), there are no filters listed. Once a filter is created and saved it appears in the drop-down list accessible next to the **Filter** button. Use the carat to display the list and make a selection.



Filters listed with a folder icon represent application-wide filters, which are created by an Administrator and available for all users. Otherwise, the filter is only for the logged in user.

To create a new filter, select either the **Filters** button or **Create New Filter** from the Filters list to launch the Filter settings window.



COGNOSOS REAL-TIME LOCATION SERVICES

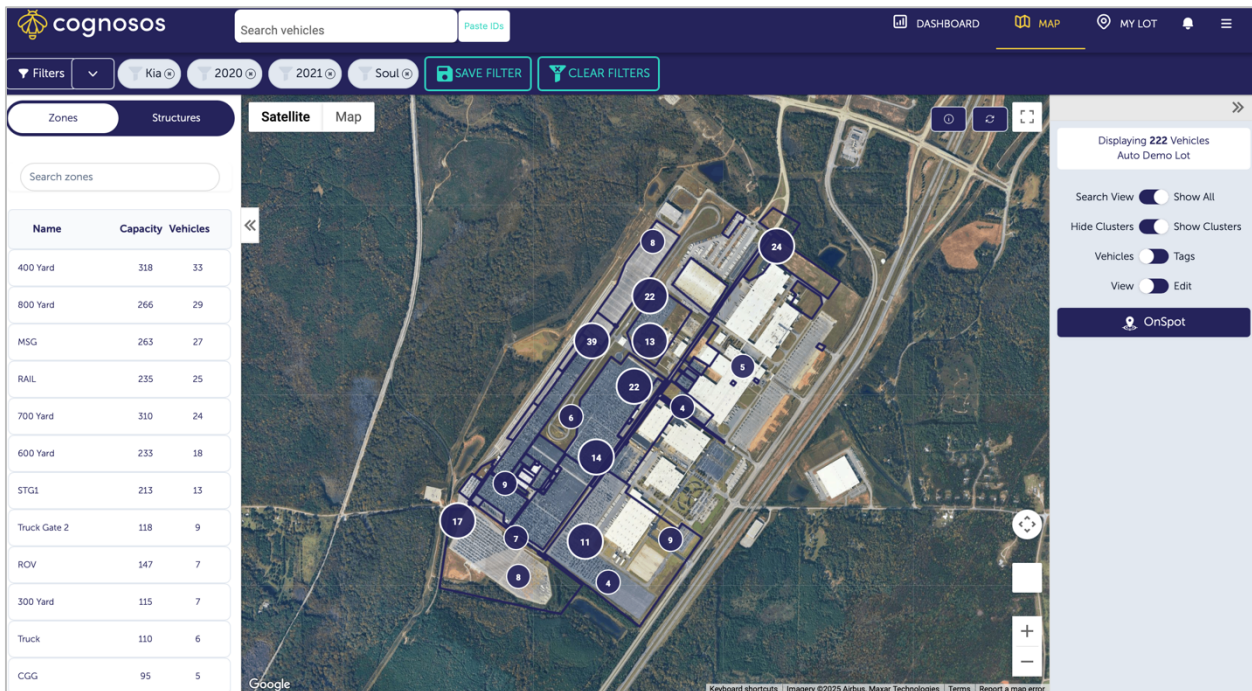
The items listed in the Select Filters (far left) and Select filter values (middle) columns come from both pre-defined RTLS attributes those added since. If you do not find an attribute you expected, please speak with your Administrator.

Choose items for the filter. As selections are made from the Select Filters (1st + 2nd) columns, the items displayed under Selected filters (3rd column) will change. You may have multiple selections under each column.



Use the arrow icon in Select Filters column to change the sort order of the list.

A filter selection may be removed by selecting the **X** next to the value in the Selected filters column. Use **Clear All** to remove all chosen filters. Choose **Close** to return to map without applying a filter. Once filter criteria are defined, select **Apply** to filter the map view with vehicles that meet the criteria.



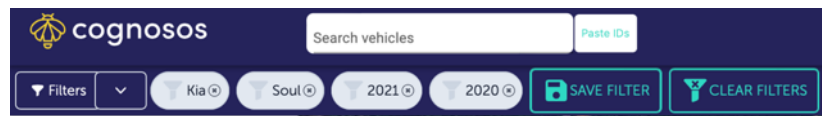
Name	Capacity	Vehicles
400 Yard	318	33
800 Yard	266	29
MSG	263	27
RAIL	235	25
700 Yard	310	24
600 Yard	233	18
STG1	213	13
Truck Gate 2	118	9
ROV	147	7
300 Yard	115	7
Truck	110	6
CGG	95	5

Selected attributes appear next to the Filters option. Save or clear the filters from here. Clear a single filter by selecting the **X** next to that item; refresh map by selecting **Clear Filters**. Filters applied to the map cross over to the My Lot Vehicles list until cleared.

COGNOSOS REAL-TIME LOCATION SERVICES

Saving a New Filter

Filters may be saved once they are run. The selected filter values display adjacent to the Filters option. Select **Save Filter** to add the filter to the portal.

This is a screenshot of the 'Save filter' dialog box for a standard user. The dialog has a title bar 'Save filter'. Inside, there is a text input field for 'Filter Name' containing 'All 2020'. Below it is a dropdown menu labeled 'Select a spotlight pattern for this filter' with the text 'Please select a value'. At the bottom of the dialog are two buttons: 'Cancel' and 'Save'.

Standard User Save Filter Window

This is a screenshot of the 'Save filter' dialog box for an administrator user. The dialog has a title bar 'Save filter'. Inside, there is a text input field for 'Filter Name' containing 'All 2020'. Below it is a dropdown menu labeled 'Select a spotlight pattern for this filter' with the text 'Please select a value'. Further down are two radio buttons: 'Application-Wide' (which is selected) and 'User-Only'. At the bottom of the dialog are two buttons: 'Cancel' and 'Save'.

Administrator User Save Filter Window

In the Save Filter pop-up window input a descriptive name for the filter. If your facility uses flashing tags for [spotlight](#), you can set the spotlight flash pattern here.

Administrator user roles have option to select **Application-Wide** (to save to all users across the portal) or **User-Only** (to save filter only for the logged in user).

Select **Save** to add the filter to the portal (and mobile app) or **Cancel** to disregard.

Saved filters appear in the Filters drop-down list in both the Map and My Lot views of the portal (and on the mobile app). If the filter was created as a User-Only subscription, it only appears on the lists for the logged in user; if it was created as an Application-Wide filter, it will display for all active RTLS users (with exception of guest users).

COGNOSOS REAL-TIME LOCATION SERVICES

4.2.3 Setting Spotlight Filters

Some companies utilize the Spotlight feature, which allows users to cause selected Gen4 tags to flash their LED with a predefined pattern to aid staff in identifying specific sets of vehicles nearby. This feature may or may not be turned on within your portal. If your organization does not use the required hardware or software flag, the spotlight pattern option will not be shown in your user interface.

Spotlight patterns are assigned to vehicles through the Filter option on the Cognosos portal. Enacting spotlight in the field happens from the mobile app; use of the mobile app is covered in the Logistics Mobile App Quick Reference Guides.

To assign flash patterns to specific vehicles with Gen4 tags, use the [Save Filter](#) option after defining the attributes necessary for that filter. Spotlight patterns can be set by standard user roles and higher.

Use the drop-down list to set a spotlight pattern for the filter; otherwise leave to None.

If you select a pattern that is already in use, the system returns a warning (you can still save the filter).

Warning. One or more filters use the same Slow Green/Red (500 ms) flashlight pattern. The following filters will be indistinguishable from 21 Opt Sold AW while using the flashlight feature:

Odds

When the portal detects that one or more vehicle tags may not flash (e.g., dead battery), it will also return a message and indicate the vehicle IDs.

Click **Save** to add the filter to the list. Choose **Cancel** if you do not want to save.

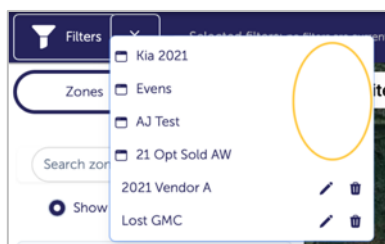
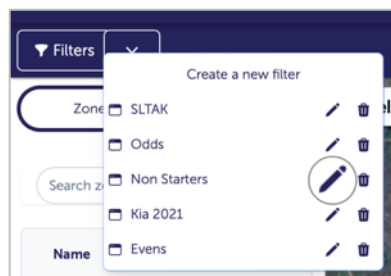
The new filter will display in the Filters drop-down list for future use. Even once the filter is saved, use the **Clear Filters** option to refresh the map (and My Lot). Saved filters appear in the Filters drop-down list in both the Map and My Lot views.

COGNOSOS REAL-TIME LOCATION SERVICES

4.2.4 Managing Saved Filters

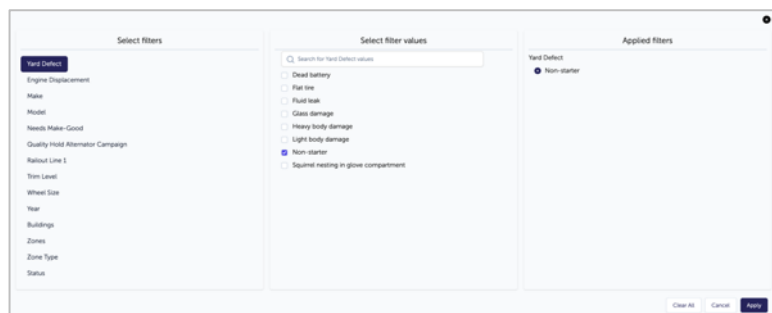
Edit Filter Attributes

Users may make changes to their own defined filters and Administrators may edit application-wide filters. Open the filter drop-down list and select the **edit** (pencil) icon to open the filter settings window.



Standard user role may edit only their own filters.

Current attributes are listed under Selected Filters as well as adjacent to the Filters button over the map. Remove any filter value by selecting the **X** next to that item in either area. To remove a selected filter value topic, deselect the checkbox.



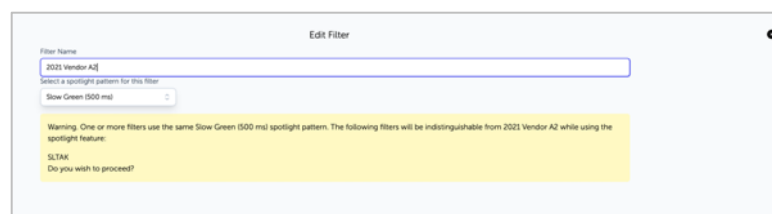
Add other attributes to the filter if needed.

When complete choose **Apply**.

Select **Clear All** to remove all values in the filter; **Cancel** to return to map without changes.

The view (map and vehicles list) refreshes to meet the updated criteria. You may save the filter or carry on with other activities without saving.

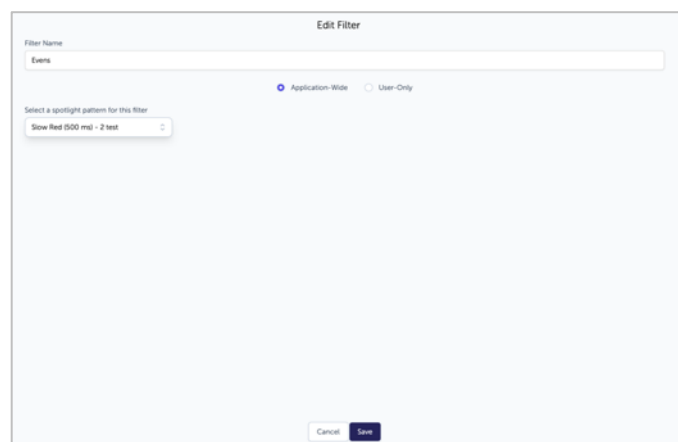
To save the edited filter, choose **Save Filter** from the map. Fields in the Save filter window are already populated with information from the original filter. You can save as-is or make other adjustments. To note, saving an edited filter does not create a new duplicate filter; it overwrites the original.



COGNOSOS REAL-TIME LOCATION SERVICES

Edit Filter Name + Spotlight Setting

To rename a filter, change the filter availability, or add or change the spotlight flash pattern, first select and run the filter. Once run, use the **Edit Filter** option next to the displayed filter attributes to change the filter name and spotlight setting.



Make changes as needed. Click **Save** to update the filter and return to the map.

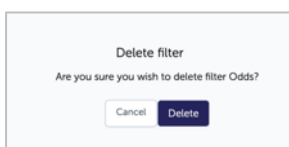
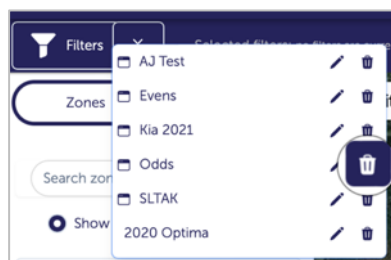
Changes applied cross over to portal and mobile app.



Use this process to edit the assigned spotlight patterns. Add or choose a new pattern from the drop-down list and save the new filter.

Delete Filter

To remove a filter, open the **Filters** drop-down list. Select the **Delete** (trash can) icon next to the filter you want to delete. Standard role users may delete only their profiles; Administrator roles may delete application-wide filters (denoted with folder icon).



In the Delete filter pop-up window select **Delete** to continue or **Cancel** to end the process.

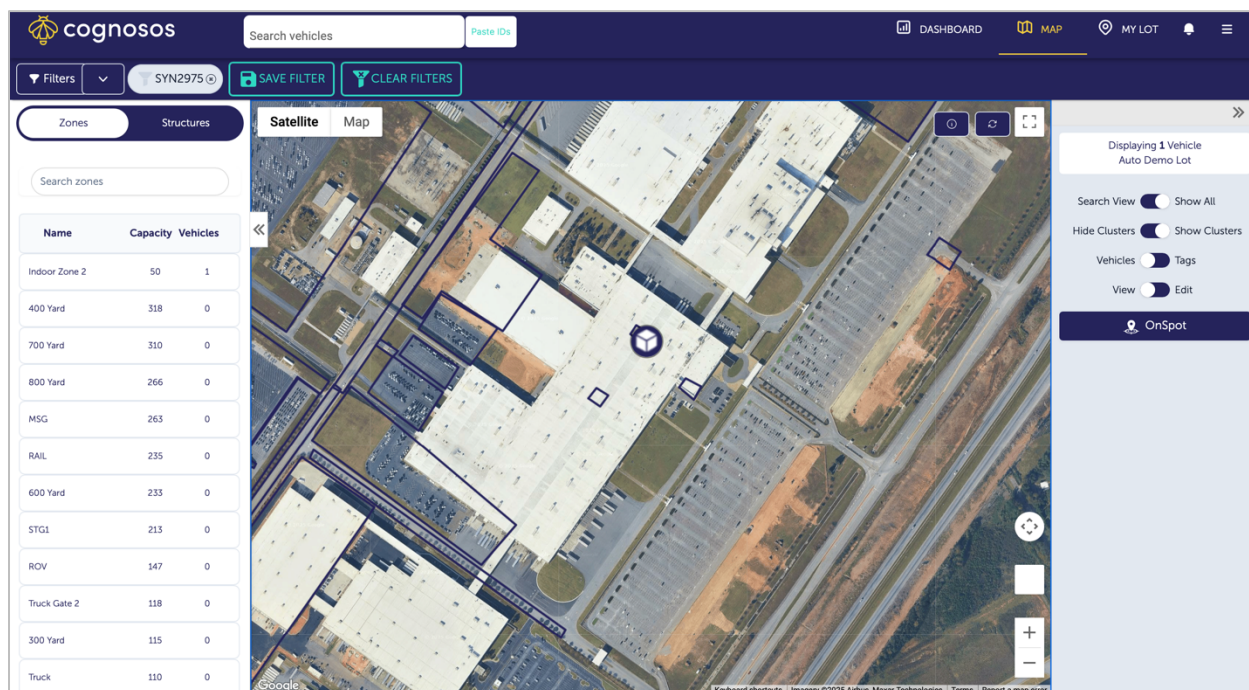
A small message window will confirm that the filter was deleted. Regardless of the filter type (all or single user) the filter will no longer appear in the Filter drop-down list once removed (portal and mobile app).

If you have a spotlight pattern assigned to the filter, ensure that removing the filter will not adversely impact facility/yard management.

COGNOSOS REAL-TIME LOCATION SERVICES

4.2.5 Viewing Vehicle Details

Using either [search](#) or [filters](#) from the map, locate the vehicle for which information is needed. Select the single vehicle icon on the map.



Click icon to view vehicle information in the right menu pane.



Some of the values, such as Vehicle ID, VIN are specific to the individual automobile. Other values (attached to tag) are based on user input/actions. Some information comes from the tracking system itself (e.g., current location). The vehicle summary information in the right menu pane changes as different vehicle icons are selected.

COGNOSOS REAL-TIME LOCATION SERVICES

Select **Click to see more** to open the Vehicle Details and Vehicle Movements information for that vehicle.

VEHICLE DETAILS

Vehicle ID:	SYN1108
Current location:	700 Yard
Attached to tag:	2000022108
Make:	Kia
Model:	Soul
Year:	2020
Tag attachment date:	Wed, May 3rd 2023, 1:59:13 PM 818 days in lot
Last movement date:	Mon, Sep 23rd 2024, 7:04:28 PM (308 days since last movement)
Last activity time:	Mon, Sep 23rd 2024, 7:04:28 PM

Map Satellite

Google

Keyboard shortcuts Imagery ©2025 Airbus, Maxar Technologies Terms Report a map error

EDIT VEHICLE DETAILS SUBSCRIBE TO VEHICLE REPLACE TAG DETACH TAG NAVIGATE TO VEHICLE CREATE TASK SHOW VEHICLE MOVEMENTS

Various actions can be taken from the Vehicle Details screen:

- View step-by-step vehicle movements
- Set up vehicle alerts and notifications via [Subscriptions](#)
- Manage tag and vehicle [assignments](#)
- [Navigate](#) to the vehicle using driving directions
- [Edit](#) vehicle attributes
- Create and assign vehicle [tasks](#)

Take action as needed or move to any area of the portal using the main menu.

COGNOSOS REAL-TIME LOCATION SERVICES

4.2.6 Creating a Task

Quickly set up a new task for a vehicle directly from the portal map. Using any of the search or filter options locate the vehicle and select the vehicle icon to display the information in the right menu pain. Click **Create task**.

The screenshot shows the Cognosos portal interface. On the left, there's a 'Zones' sidebar with a table listing various zones and their capacities. The main map area shows a satellite view with a vehicle icon selected. On the right, a sidebar displays details for the selected vehicle (ID: SYN2975). A 'Create task' button is highlighted in the bottom right of this sidebar.

Name	Capacity	Vehicles
Indoor Zone 2	50	1
400 Yard	318	0
700 Yard	310	0
800 Yard	266	0
MSG	263	0
RAIL	235	0
600 Yard	233	0
STG1	213	0
ROV	147	0
Truck Gate 2	118	0
300 Yard	115	0
Truck	110	0

Vehicle ID: SYN2975

Vehicle ID: SYN2975

Attached to tag: 2000023975

Make: Kia

Model: Sportage

Year: 2020

Current Location: Indoor Zone 2

Create task

The 'Create New Task' form contains the following fields:

- Task Name: [Text input]
- Vehicle: SYN1371 (dropdown menu)
- Destination: VPC Entrance (dropdown menu)
- User: [Dropdown menu]
- Priority: High (selected) / Standard

Buttons: Cancel, Create Task

Input task name.

Vehicle ID is auto-populated from map selection.

Use drop-down list to select destination zone. The zone in which the vehicle is located will not be on the list.

Select the user to whom to assign the task or leave blank. All other fields are required.

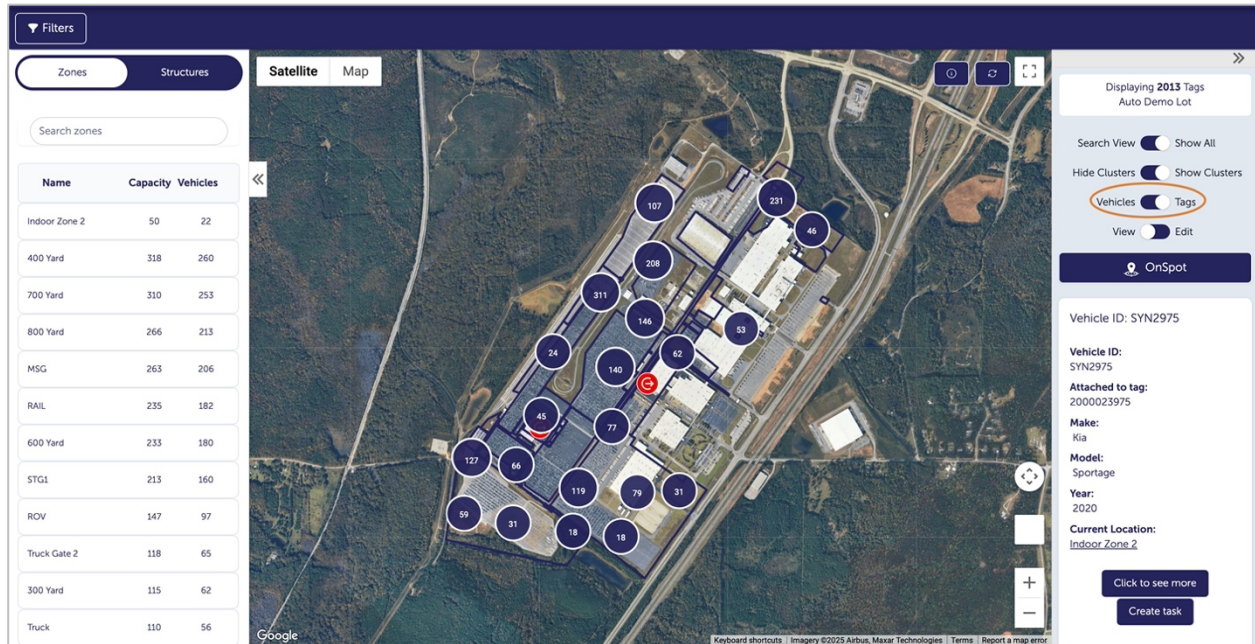
Click **Create Task**. A confirmation that task was added is shown at the bottom of the screen. Otherwise, **Cancel** the function. The new task is added to the [Tasks](#) list. Go to [Task Lifecycle](#) for more information.

The screenshot shows the 'Tasks' list in the Cognosos portal. The table below represents the data shown in the screenshot.

Priority	Created On	Task Name	Status	Vehicle	Location	Destination	Assigned To	Accepted On	Actions
HIGH	10/27/2023, 12:25:48 PM	Sale Prep	AVAILABLE	SYN1002	STG1	Primary			
HIGH	12/1/2023, 2:40:11 PM	Trailer Move SYN002	ASSIGNED	SYN016	800 Yard	Exit Door			
HIGH	1/23/2024, 4:21:06 PM	Check stats	AVAILABLE	SYN1371	700 Yard	VPC Entrance			

4.3 Tag Management

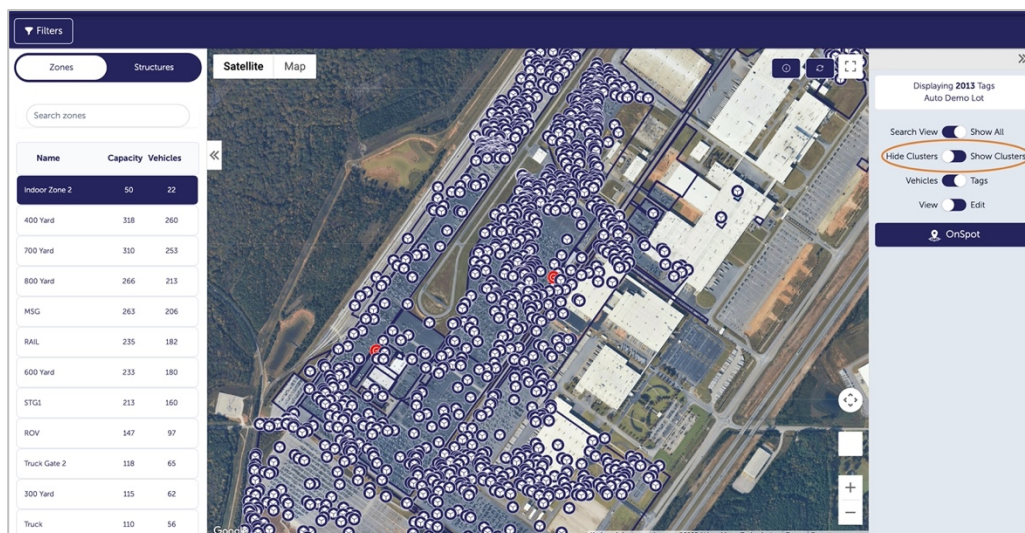
Change the map view to tags by selecting Tags with the **Vehicles/Tags** toggle in the right-hand pane. Just as with vehicles, the Search View/Show All setting impacts how/when tags are shown on the map. When set to Search View, no tags will show until a search or filter is enacted. Either change toggle setting or perform filter to display icons.



The screenshot displays the Cognosos real-time location services interface. On the left, a 'Filters' pane shows a table of zones and structures. The main map area shows a satellite view of a facility with numerous tag clusters represented by numbered blue circles. On the right, a settings pane for '2013 Tags Auto Demo Lot' is visible. It includes toggles for 'Search View' (set to 'Show All'), 'Hide Clusters' (set to 'Show Clusters'), and 'Vehicles/Tags' (set to 'Tags'). A 'View' toggle is set to 'Edit'. Below these are buttons for 'OnSpot', 'Click to see more', and 'Create task'. A vehicle details section shows 'Vehicle ID: SYN2975', 'Attached to tag: 2000023975', 'Make: Kia', 'Model: Sportage', 'Year: 2020', and 'Current Location: Indoor Zone 2'.

Name	Capacity	Vehicles
Indoor Zone 2	50	22
400 Yard	318	260
700 Yard	310	253
800 Yard	266	213
MSG	263	206
RAIL	235	182
600 Yard	233	180
STG1	213	160
ROV	147	97
Truck Gate 2	118	65
300 Yard	115	62
Truck	110	56







To view individual tag icons rather than tag clusters, set the Clusters toggle to **Hide Clusters**. Due to volume, this setting is recommended only when using filter to decrease the number of displayed tag icons. This setting is disabled when the map is in Search View.



This screenshot shows the same Cognosos interface as the previous one, but with the 'Hide Clusters' toggle set to 'Hide Clusters'. The map now displays individual tag icons instead of clusters. The settings pane on the right shows 'Hide Clusters' is selected, and the 'Vehicles/Tags' toggle remains set to 'Tags'.

COGNOSOS REAL-TIME LOCATION SERVICES

At the individual tag level, a tag icon may be:

-  Tag and asset are attached and operating normally
-  Tag operating normally; has critical battery level
-  Tag is offline
-  Tag is offline with dead battery
-  Tag is not attached to an asset (available for use)
-  Tag has left the site

Each facility organizes its map geo-fence (perimeters, zones, and structures), inventory and movement process, and vehicle tags unique to its operating principles.

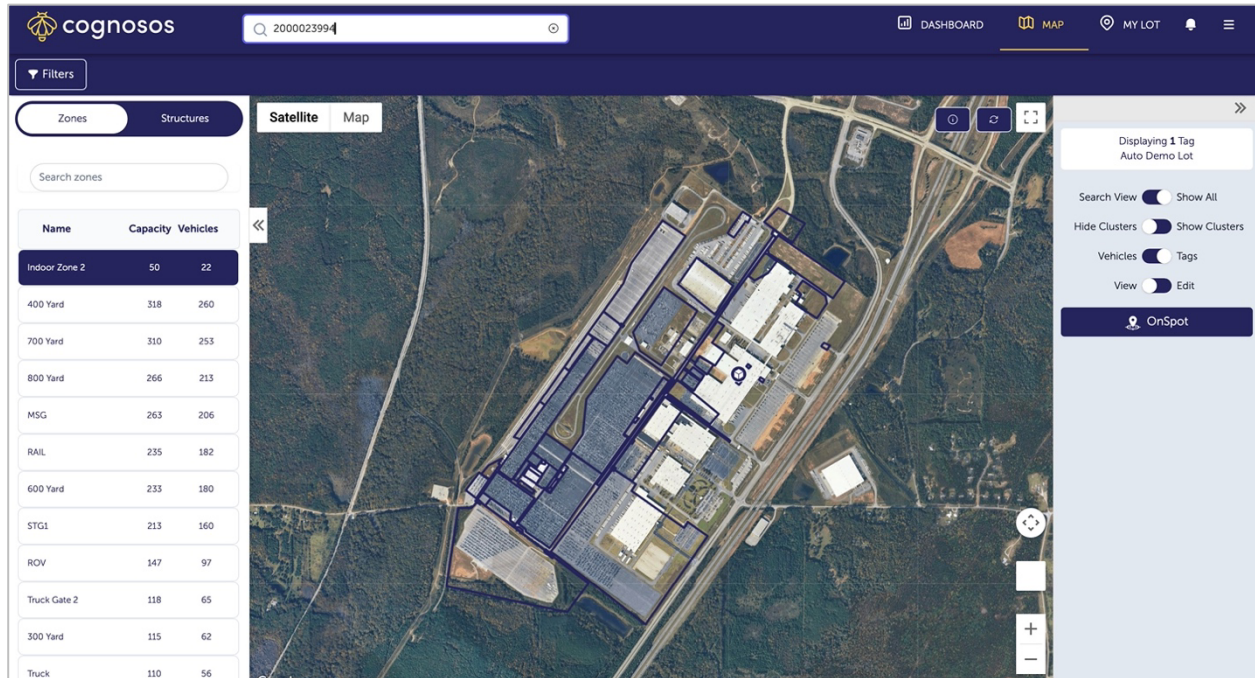
COGNOSOS REAL-TIME LOCATION SERVICES

4.3.1 Locating Tags via Search

Use this option to locate a known tag ID within the facility. If you do not know the unique identifier, Cognosos recommends use of [My Lot Tags](#) page to locate the tag number.

If the map is set to Search View, a search or filter must be done to show tag icons.

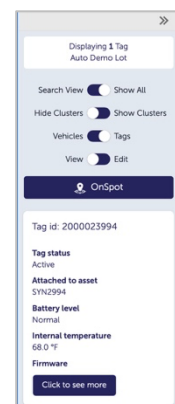
Maintain the Tags toggle setting on the map. Input the exact tag ID into the Search field. The map will refresh to display the tag icon with that tag ID assigned.



Select the icon to view information about the tag. Open Vehicle Details with **Click to see more**.

Tag searches performed on the map cross over to My Lot Tags.

To clear the search criteria, select the **X** in the Search. The map will refresh to all tags (if set to Show All) or no tags (if set to Search View).

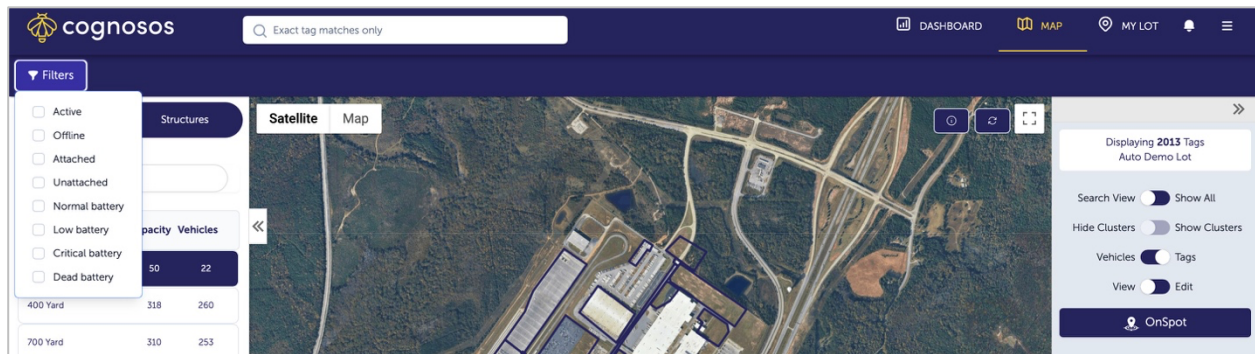


COGNOSOS REAL-TIME LOCATION SERVICES

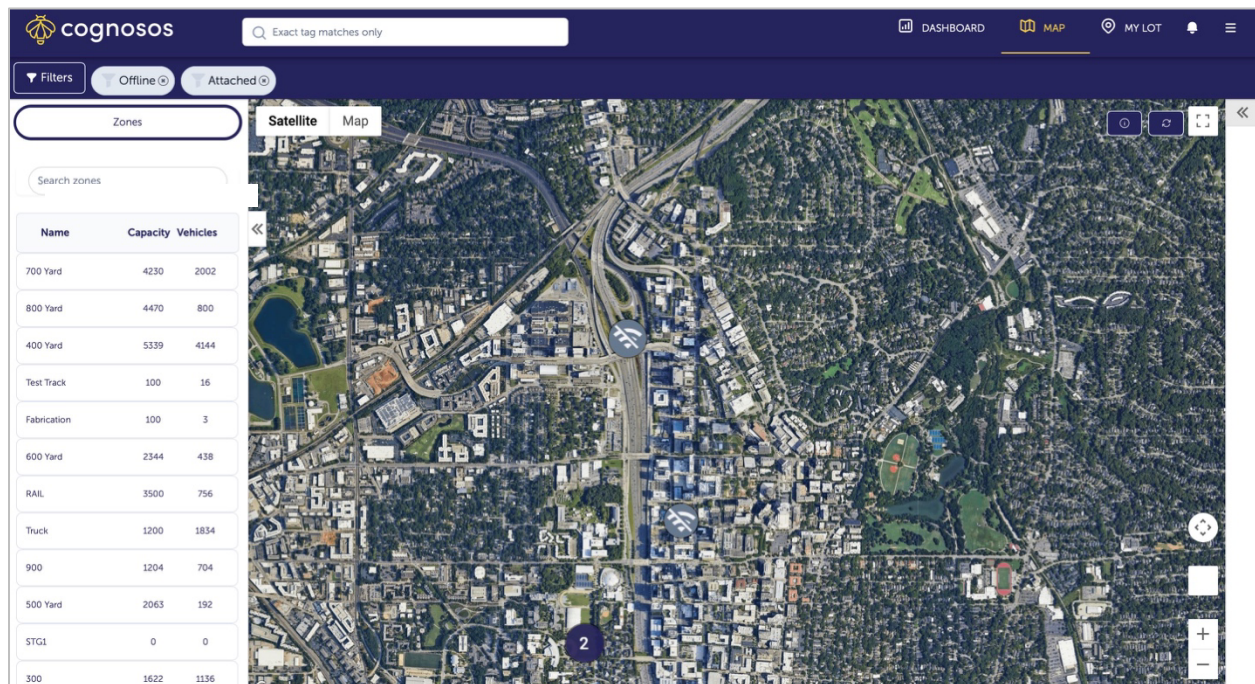
4.3.2 Locating Tags via Filter

Filtering vehicle tags provides the ability to quickly locate tag groups across the facility. Unlike user-created filters with vehicles, tag filters have pre-defined options (tag operation and battery level status). This feature is available from both the Map and [My Lot](#) pages.

Set the **Vehicles/Tags** toggle in the right-hand menu to Tags if not set already. The default view is all tags, regardless of status. Select **Filters** from the Map menu. Choose a status checkbox. As soon as a selection is made, the filter menu closes and the page refreshes. If you'd like to add more filters, repeat the process. You may have multiple filter selections; you just may not select them at one time.



Selected filter(s) displays adjacent to the Filter button. To remove filter, select the **X** next to the filter option at the top of the map; or open the drop-down menu and deselect the checkbox. This is also the way to refresh the map to all tags. There is no option to save tag filters.



Tag filters cross over to My Lot Tags until cleared.

COGNOSOS REAL-TIME LOCATION SERVICES

4.3.3 Viewing Tag Information

Locate a tag using the search or filter option. Click a tag icon to display the Tag Summary box.

The screenshot displays the Cognosos Real-time Location Services interface. On the left, a 'Filters' sidebar shows a table of zones and structures. The main area is a satellite map of an industrial facility with a tag icon. On the right, a 'Tag Summary' box provides details for tag ID 2000023979.

Name	Capacity	Vehicles
Plant 1	50	0
Property Exit	1	0
Exit Door	1	0
Indoor Zone 1	50	31
Indoor Zone 2	50	22
Sorento North	82	32
PNT	70	0
Gate 2 North	70	7
PIO	70	0
Employee Parking	70	0
Car Wash	70	0
Car Wash South	70	0

Tag id: 2000023979

Tag status
Active

Attached to asset
SYN2979

Battery level
Normal

Internal temperature
68.0 °F

Firmware
Click to see more

Tag id: 2000023979

Tag status
Active

Attached to asset
SYN2979

Battery level
Normal

Internal temperature
68.0 °F

Firmware
Click to see more

Tag ID: unique tag identifier

Tag Status: [current status](#)

Attached to asset: unique vehicle identifier

Battery level: current charge level reading (normal, low, critical)

Internal temperature: temperature of tag; reported by firmware

Firmware: current firmware version on tag

Use **Click to see more** to open the Vehicle Details page, which displays data dependent on the tag status.

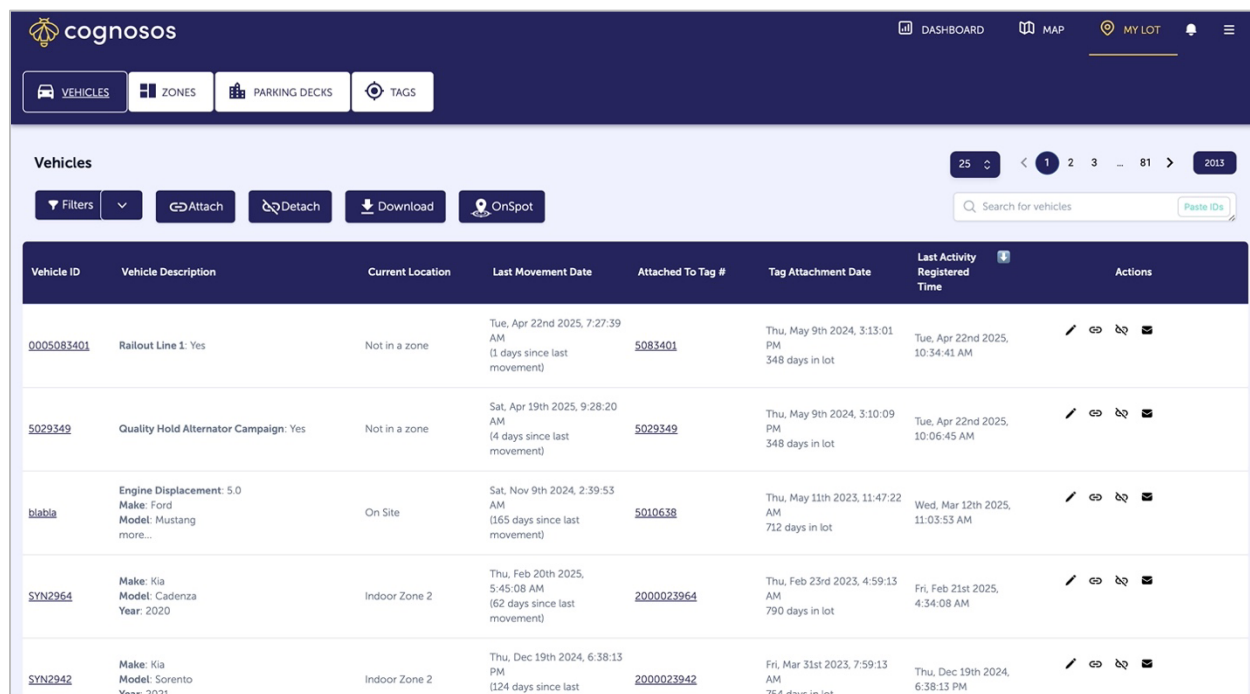
My Lot

COGNOSOS REAL-TIME LOCATION SERVICES

While the Dashboard and Map provide methods for viewing and accessing vehicle information through graphical navigation, My Lot uses tables or lists to further access management of automobiles, tags, tasks, and zones. The My Lot page can be accessed through various functions on the dashboard and map. Use My Lot to:

- Run vehicle and tag lists and “reports” using filters, search, and OnSpot options
- Download lists to CSV files
- Manage vehicles and zones
- Attach/detach tags

Select **My Lot** from the primary UI menu. The system defaults to the Vehicles page with all vehicles (attached) listed.



Vehicle ID	Vehicle Description	Current Location	Last Movement Date	Attached To Tag #	Tag Attachment Date	Last Activity Registered Time	Actions
0005083401	Railout Line 1: Yes	Not in a zone	Tue, Apr 22nd 2025, 7:27:39 AM (1 days since last movement)	5083401	Thu, May 9th 2024, 3:13:01 PM 348 days in lot	Tue, Apr 22nd 2025, 10:34:41 AM	
5029349	Quality Hold Alternator Campaign: Yes	Not in a zone	Sat, Apr 19th 2025, 9:28:20 AM (4 days since last movement)	5029349	Thu, May 9th 2024, 3:10:09 PM 348 days in lot	Tue, Apr 22nd 2025, 10:06:45 AM	
blabla	Engine Displacement: 5.0 Make: Ford Model: Mustang more...	On Site	Sat, Nov 9th 2024, 2:39:53 AM (165 days since last movement)	5010638	Thu, May 11th 2023, 11:47:22 AM 712 days in lot	Wed, Mar 12th 2025, 11:03:53 AM	
SYN2964	Make: Kia Model: Cadenza Year: 2020	Indoor Zone 2	Thu, Feb 20th 2025, 5:45:08 AM (62 days since last movement)	2000023964	Thu, Feb 23rd 2023, 4:59:13 AM 790 days in lot	Fri, Feb 21st 2025, 4:34:08 AM	
SYN2942	Make: Kia Model: Sorento Year: 2021	Indoor Zone 2	Thu, Dec 19th 2024, 6:38:13 PM (124 days since last)	2000023942	Fri, Mar 31st 2023, 7:59:13 AM 754 days in lot	Thu, Dec 19th 2024, 6:38:13 PM	

My Lot contains minimally three tabs: Vehicles, Zones, Tags. The fourth (optional) tab is Parking Decks. Each of these tabs has its own set of functions and features. Depending on your [user role](#) certain functions may or may not be available.

Vehicles: View and edit vehicle details, follow/subscribe to vehicles, view historical movements, attach and detach tags, navigate to vehicle

Zones: View defined outdoor zones, number of vehicles per zone, view and edit zone occupancy, edit zone names, edit and delete zones (only for Administrator user roles)

Tags: View tags and tag health, attach and detach tags, link to individual vehicle movements and details, link to Google map to locate tag

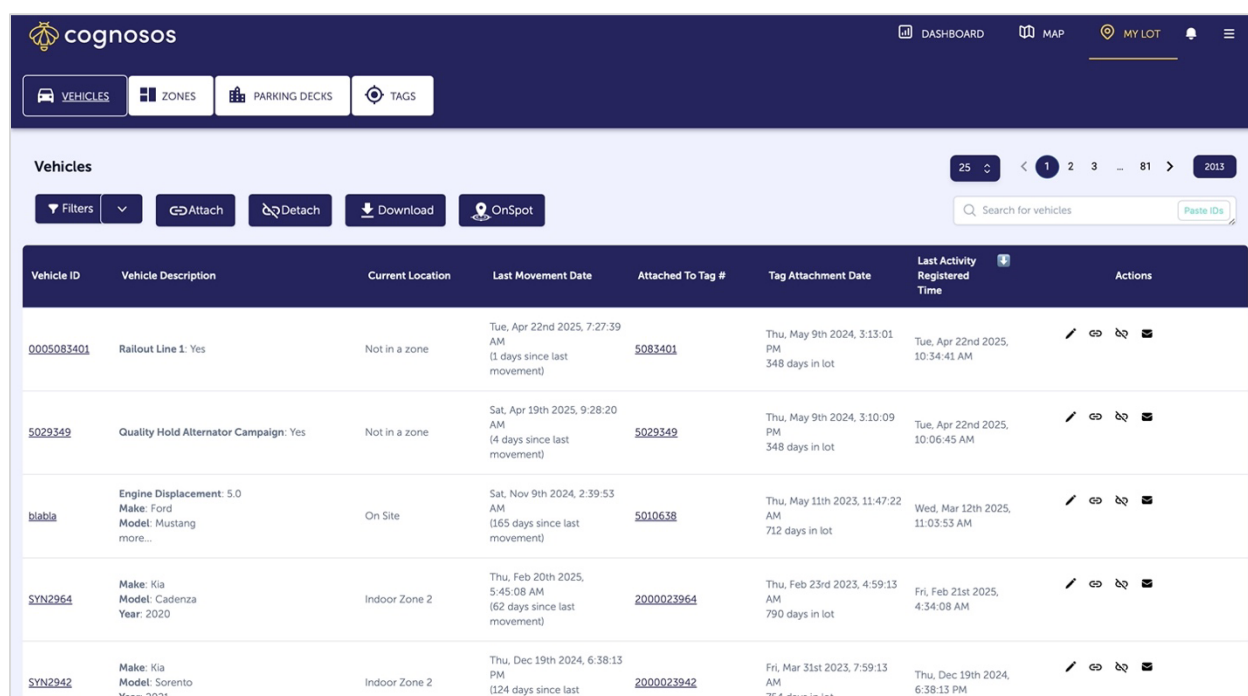
Parking Decks: This tab may or may not appear depending on system set-up; view indoor zones, number of vehicles, view and edit zone names and re-order; create and delete indoor zones (only for Administrator user roles)

Many actions, such as filter and search, carry over between My Lot and the map.

COGNOSOS REAL-TIME LOCATION SERVICES

5.1 Vehicle Management

The My Lot Vehicles page defaults to a list of assets (vehicles, trucks, trailers, etc.) so long as there is a tag association with the asset (vehicle and tag are attached). Inventory counts here will match number of vehicles displayed on the map and number of attached tags on the dashboard. To view assets that have a status of 'Not Attached' use the Filter option. Whereas the map displays the assets in clusters, My Lot provides a listing of individual vehicles.



Vehicle ID	Vehicle Description	Current Location	Last Movement Date	Attached To Tag #	Tag Attachment Date	Last Activity Registered Time	Actions
0005083401	Railout Line 1: Yes	Not in a zone	Tue, Apr 22nd 2025, 7:27:39 AM (1 days since last movement)	5083401	Thu, May 9th 2024, 3:13:01 PM 348 days in lot	Tue, Apr 22nd 2025, 10:34:41 AM	
5029349	Quality Hold Alternator Campaign: Yes	Not in a zone	Sat, Apr 19th 2025, 9:28:20 AM (4 days since last movement)	5029349	Thu, May 9th 2024, 3:10:09 PM 348 days in lot	Tue, Apr 22nd 2025, 10:06:45 AM	
blabla	Engine Displacement: 5.0 Make: Ford Model: Mustang more...	On Site	Sat, Nov 9th 2024, 2:39:53 AM (165 days since last movement)	5010638	Thu, May 11th 2023, 11:47:22 AM 712 days in lot	Wed, Mar 12th 2025, 11:03:53 AM	
SYN2964	Make: Kia Model: Cadenza Year: 2020	Indoor Zone 2	Thu, Feb 20th 2025, 5:45:08 AM (62 days since last movement)	2000023964	Thu, Feb 23rd 2023, 4:59:13 AM 790 days in lot	Fri, Feb 21st 2025, 4:34:08 AM	
SYN2942	Make: Kia Model: Sorento Year: 2021	Indoor Zone 2	Thu, Dec 19th 2024, 6:38:13 PM (124 days since last movement)	2000023942	Fri, Mar 31st 2023, 7:59:13 AM 754 days in lot	Thu, Dec 19th 2024, 6:38:13 PM	

The Vehicle ID and Vehicle Description come from data input when the automobiles are defined in the system. Click the **more...** link in the Vehicle Description column to display additional information. Current Location shows the current zone name of the vehicle's location. The column may also display:

On Site: Tag is connecting to the network so the tag is still on site, but it is not sending a fixed location

Not located: No connection to tag therefore no location available to report; text in the Current Location column is grayed out (tag may have a dead battery or damage)

Left Site: Tag last located in an exit zone and no communication with tag since that location

Not in a zone: Confirmed connection and location for asset, but asset not inside of a defined zone

Attached to Tag # is the tag identification number for the vehicle and Tag Attachment Date indicates the date of the tag attachment to the asset. Last Movement Date, Last Activity Registered Time come from the tag's communication with the gateway.

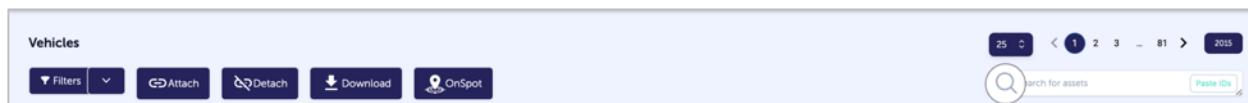
Apart from Vehicle Description and Current Location, all columns can be sorted in ascending and descending order.

From the vehicles list, several actions can be taken including: edit details, attach/detach tag, view vehicle history and movements, follow vehicle, navigate to vehicle. Some functions are available from the Actions column and some are available from both the column and the Vehicles menu.

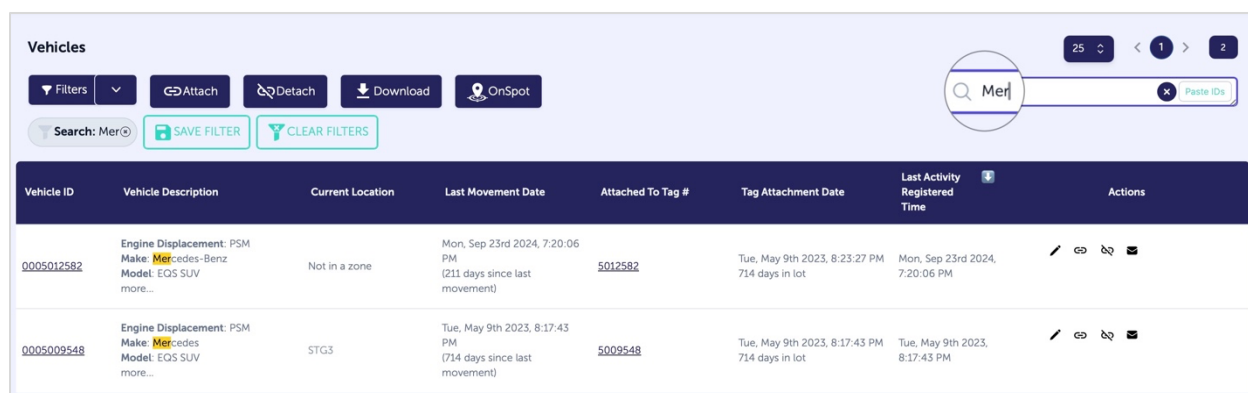
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5.1.1 Locating Vehicles via Search

Searching from within My Lot supports a wide array of attributes so that you can find the vehicles for which you are searching. Search by any vehicle attribute (dealer, color, model, model #, etc.). Look up and locate any vehicle within the facility using the search feature. Search by a single vehicle ID or multiple vehicle IDs using the **Paste IDs** option.



As values are entered into the Search field, the vehicle list auto-refreshes to display all vehicles that have attributes meeting the search criteria. An attribute can be the vehicle type, manufacturer name or model, vehicle ID. The Search field allows letters and numbers. Matching criteria is highlighted within the Vehicle Description column.



When an asset is not located within a defined zone, the search results show “Not in a zone” in the Current Location column.

If needed, export the list to a CSV file using the **Download** option.

To see high level vehicle information, select More... link in the Vehicle Description column. Select Less...link to collapse the information. [Viewing Vehicle Details](#) provides information on viewing detailed vehicle information and making changes to attributes.

Maintain the search report criteria for future use by selecting **Save Filter**. Standard user roles will input filter name and [Spotlight](#) pattern, if appropriate; Administrator users will input the same and choose if the filter is available for all users.



To clear the search and refresh the list to all vehicles, select the **X** in the Search field or use the **Clear Filters** option next to the selected filters. When a search is utilized in My Lot, it crosses over to the map unless or until the search is cleared.

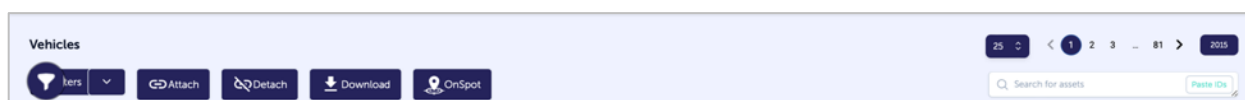
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5.1.2 Locating Vehicles via Filter

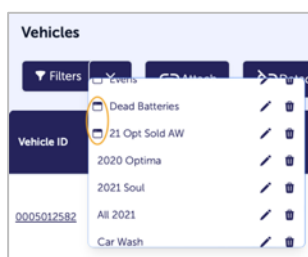
Filters provide another mechanism for locating vehicles within the facility. New filters can be saved for future use, which is particularly helpful when, for example, an employee is responsible for certain zones, or dealers, etc.

Compared to Search, which is better for locating individual or smaller groups of vehicles, filter is good for navigating through larger groups of vehicles or those which share a common attribute (e.g., in a specific zone). The two features can be used together.

From the My Lot, select **Filters** from the top left.



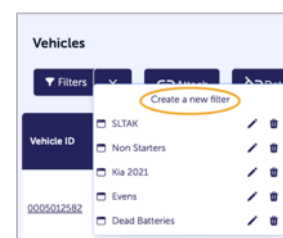
Until a user creates and saves a filter (or Administrator creates system-wide filter), there are no filters listed. Once a filter is created and saved it appears in the drop-down list accessible next to the **Filter** button. Use the carat to display the list and make a selection.



Filters listed with a folder icon represent application-wide filters, which are created by an Administrator and available for all users. Otherwise, the filter is only for the logged in user.

When a filter is chosen, My Lot Vehicles refreshes with the vehicles currently matching the filter criteria.

To create a new filter, select **Filter** from Vehicles menu. Alternatively, select the Filters carat and choose **Create a new filter** from the drop-down menu. The Filter pop-up window opens to select the criteria for filtering the vehicle results.



COGNOSOS REAL-TIME LOCATION SERVICES

Use the attributes to set up the new filter. The Select Filters column contains attributes that belong to all vehicles. These values are pre-defined during the system installation process. Attributes listed in the Select filter values column change depending on the selection in the first column. The Selected filters column displays the selections from the first two columns. Because each organization is unique in its set-up and business processes, the filter values (2nd column) shown may be different than your system.

The screenshot shows a filter configuration interface with three main sections:

- Select filters:** A list of attributes including Recall, Yard Defect (selected), Engine Displacement, Make, Model, Needs Make-Good, Quality Hold Alternator Campaign, Railout Line 1, Trim Level, Wheel Size, Year, Buildings, and Zones.
- Select filter values:** A search bar and a list of values for 'Yard Defect'. The selected values are 'Dead battery' and 'Fluid leak'. Other values include Flat tire, Glass damage, Heavy body damage, Light body damage, Non-starter, and Squirrel nesting in glove compartment.
- Applied filters:** A list of the selected filters: 'Yard Defect' with sub-items 'Dead battery' and 'Fluid leak', and 'Recall' with sub-item 'No'.

At the bottom right, there are buttons for 'Clear All', 'Cancel', and 'Apply'.

Choose the criteria for the filter. You may have multiple selections within the Select Filters and Select filter values columns. The more criteria you select and the more filters you use, the more fine-tuned the results will be. Once filter criteria are defined, select **Apply**. The vehicles list refreshes to display only those vehicles that meet the filter criteria.

The filter criteria display at the top of list. Clear a single filter by selecting the **X** next to that item; remove all by selecting **Clear Filters**.

The screenshot shows the 'Vehicles' list with the following columns: Vehicle ID, Vehicle Description, Current Location, Last Movement Date, Attached To Tag #, Tag Attachment Date, Last Activity Registered Time, and Actions. Two vehicles are displayed:

Vehicle ID	Vehicle Description	Current Location	Last Movement Date	Attached To Tag #	Tag Attachment Date	Last Activity Registered Time	Actions
SYN1055	Yard Defect: Dead battery Make: Kia Model: Optima more...	600 Yard	Mon, Sep 23rd 2024, 7:11:18 PM (211 days since last movement)	2000022055	Wed, May 3rd 2023, 1:59:13 PM 720 days in lot	Mon, Sep 23rd 2024, 7:11:18 PM	[Edit] [Copy] [Share]
SYN1090	Yard Defect: Dead battery Make: Kia Model: K900 more...	Sorento North	Mon, Sep 23rd 2024, 7:06:51 PM (211 days since last movement)	2000022090	Wed, May 3rd 2023, 1:59:13 PM 720 days in lot	Mon, Sep 23rd 2024, 7:06:51 PM	[Edit] [Copy] [Share]

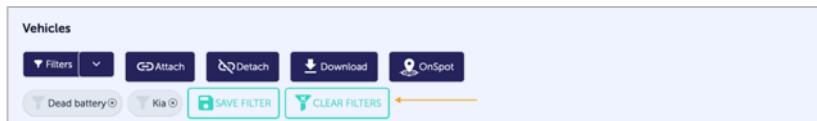
If no vehicles match the filter settings, a message is displayed.

The screenshot shows the 'Vehicles' list with the following columns: Vehicle ID, Vehicle Description, Current Location, Last Movement Date, Attached To Tag #, Tag Attachment Date, Last Activity Registered Time, and Actions. The list is empty, and a message is displayed at the bottom: 'No assets found. Please try adjusting your search or filter criteria.'

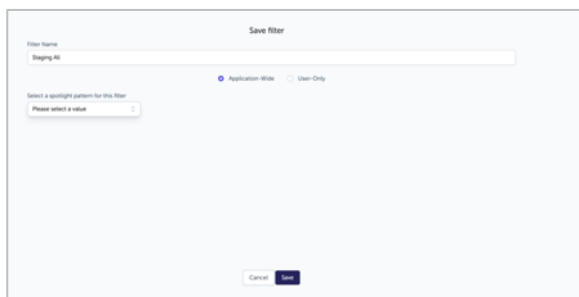
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Save New Filter

Once filter criteria are applied, the selected filter values display adjacent to the Filters option. Retain the filter for future use by selecting **Save Filter**.

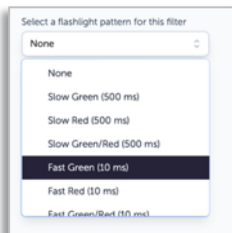


In the Save Filter pop-up window input a descriptive name for the filter. Administrator users will also have the option to choose whether the filter is user only or system-wide (for all users).



Click **Save** to add the filter to the list. Choose **Cancel** if you do not want to save.

Some companies utilize the [Spotlight](#) feature, which allows users to cause selected Telluride tags to flash their LED with a predefined pattern to aid staff in identifying specific sets of vehicles nearby. This feature may or may not be turned on within your portal. If your organization does not use the required hardware or software flag, the flashlight pattern option will not appear.



Use the drop-down list to set a spotlight pattern for the filter; otherwise leave to None.

If you select a pattern that is already in use, the system returns a warning (you can still save the filter).



Click **Save** to add the filter to the list. Choose **Cancel** if you do not want to save. The new filter will display in the Filters drop-down list for future use.

Once a filter is saved, it is available in the drop-down list on both My Lot Vehicles and Map views (as well as in the Logistics Mobile App). If a filter is defined as Application-Wide, it is available to all users and displays a folder icon next to the filter name; when it is set as user only, it is displayed only for the logged in user who created the filter.

Use the **Clear Filters** option next to Selected filters on My Lot to refresh the list.

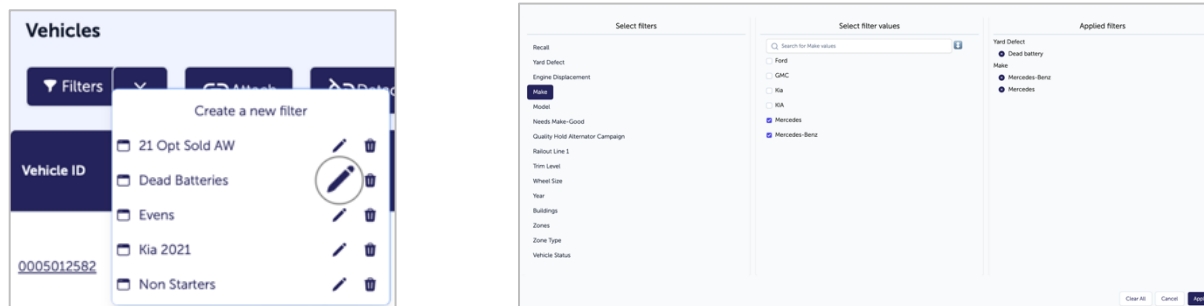
COGNOSOS REAL-TIME LOCATION SERVICES

5.1.3 Managing Saved Filters

Users may modify filter settings for their own filters and Administrators may change application-wide (all user) filters. Changes made via the Cognosos portal apply also to the Logistics Mobile App.

Edit Filter Attributes

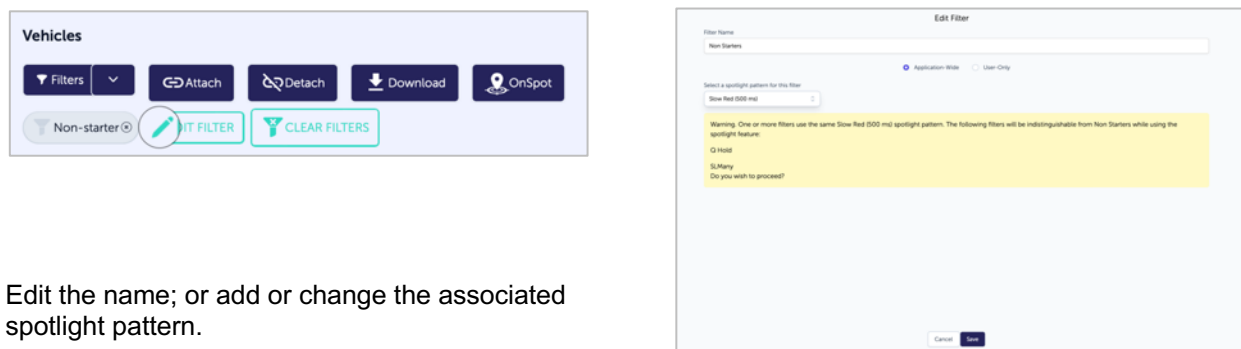
From the Vehicles page in My Lot, open the filter drop-down list and select the **pencil** icon to open the filter settings window.



Set criteria are listed in the Selected Filters column. You may remove any filter criteria by selecting the **X** next to that item. Add other filter criteria by making selections. When complete with changes, click **Apply**. The view (map and vehicles list) refreshes to meet the updated criteria. You may save the filter or carry on with other activities without saving.

Edit Filter Name + Spotlight Settings

To rename filter or add/change spotlight settings, select and run a filter. Use the Edit Filter button to open the edit window.



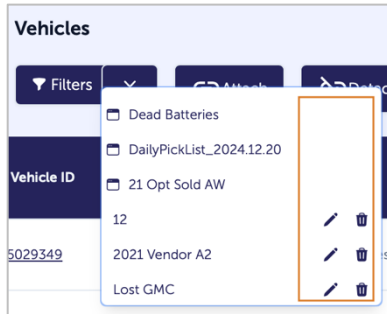
Edit the name; or add or change the associated spotlight pattern.

Choose **Save** to update the filter settings; **Cancel** to abandon.

COGNOSOS REAL-TIME LOCATION SERVICES

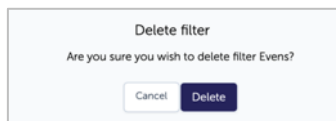
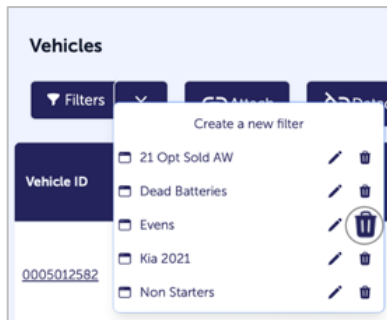
Delete a Filter

To remove a defined filter, open the **Filter** list. Select the **trash can** icon next to the filter. Administrator level users may delete system wide filters; all other roles may delete only filters created under their user profile.



Note that non-Admin users do not have the option to edit or delete system wide filters; only the filters created by the user.

In the Delete Filter window select **Delete** to continue or **Cancel** to disregard the action.

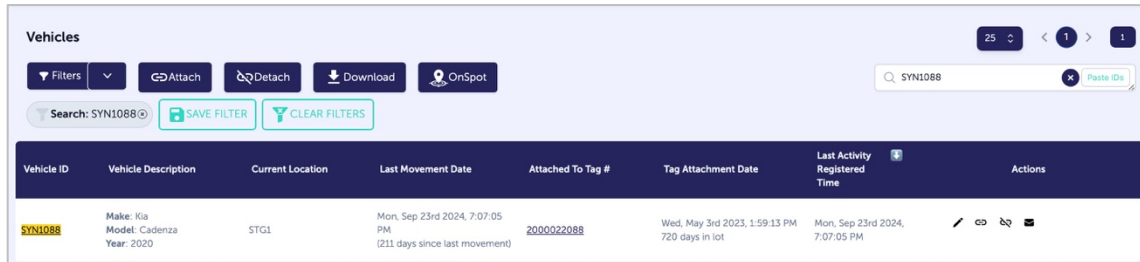





Upon confirmation, the filter is removed from Filter drop-down lists in both My Lot and Map, as well as on the mobile app.

COGNOSOS REAL-TIME LOCATION SERVICES

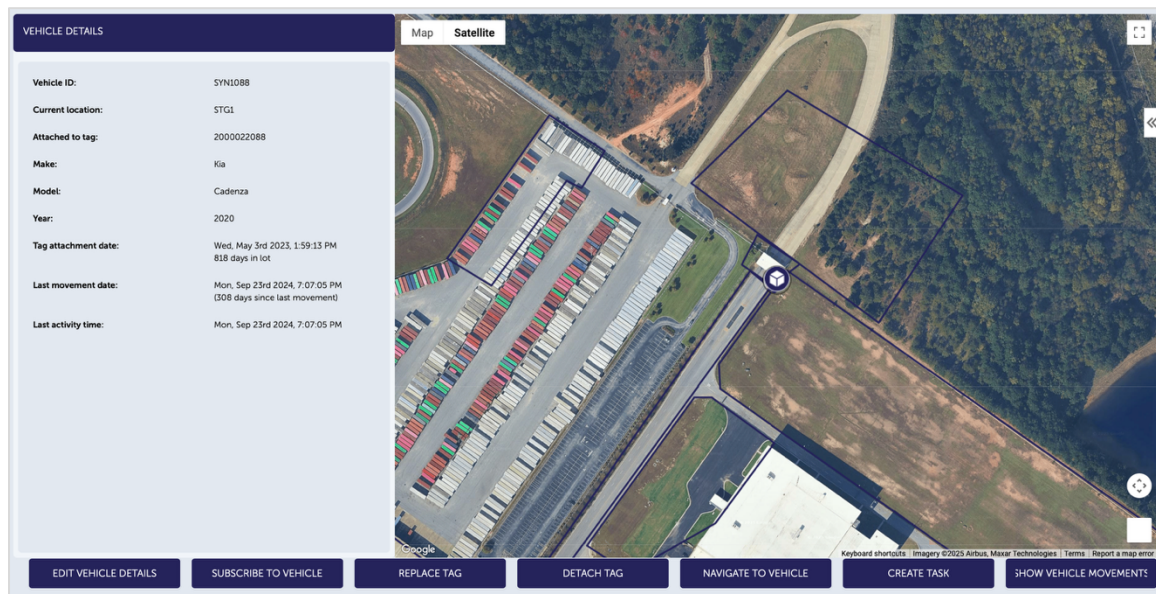
5.1.4 Locating Vehicles on the Lot

Although vehicle location is most often performed through the mobile app out on the lot, there may be times when locating an automobile from the Cognosos portal is necessary. From the Vehicles list in My Lot, use search or/and filter to locate the specific vehicle. Select the vehicle's ink in the Vehicle ID column to open Vehicle Details. This feature is available for a single vehicle at a time.



Vehicle ID	Vehicle Description	Current Location	Last Movement Date	Attached To Tag #	Tag Attachment Date	Last Activity Registered Time	Actions
SYN1088	Make: Kia Model: Cadenza Year: 2020	STG1	Mon, Sep 23rd 2024, 7:07:05 PM (211 days since last movement)	2000022088	Wed, May 3rd 2023, 1:59:13 PM 720 days in lot	Mon, Sep 23rd 2024, 7:07:05 PM	  

The Vehicle Details opens to a default view of the map displaying the vehicle icon in the zone in which the vehicle is located. Zoom in as needed.



VEHICLE DETAILS

Vehicle ID: SYN1088

Current location: STG1

Attached to tag: 2000022088

Make: Kia

Model: Cadenza

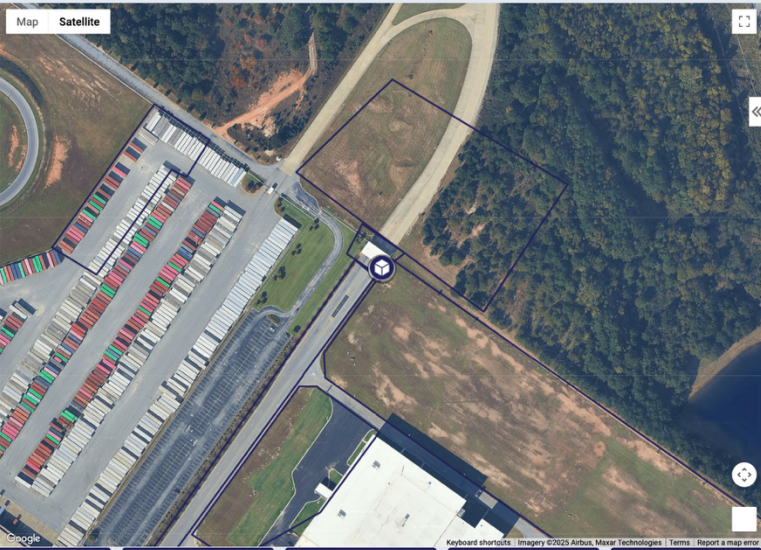
Year: 2020

Tag attachment date: Wed, May 3rd 2023, 1:59:13 PM
818 days in lot

Last movement date: Mon, Sep 23rd 2024, 7:07:05 PM
(308 days since last movement)

Last activity time: Mon, Sep 23rd 2024, 7:07:05 PM

Map Satellite



Google

Keyboard shortcuts Imagery ©2025 Airbus, Maxar Technologies Terms Report a map error

EDIT VEHICLE DETAILS

SUBSCRIBE TO VEHICLE

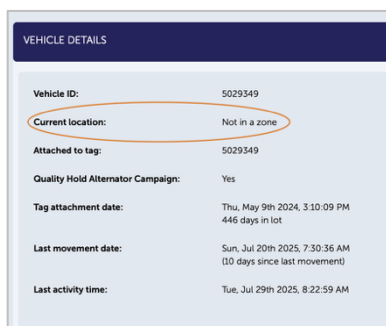
REPLACE TAG

DETACH TAG

NAVIGATE TO VEHICLE

CREATE TASK

SHOW VEHICLE MOVEMENTS



VEHICLE DETAILS

Vehicle ID: 5029349

Current location: Not in a zone

Attached to tag: 5029349

Quality Hold Alternator Campaign: Yes

Tag attachment date: Thu, May 9th 2024, 3:10:09 PM
446 days in lot

Last movement date: Sun, Jul 20th 2025, 7:30:36 AM
(10 days since last movement)

Last activity time: Tue, Jul 29th 2025, 8:22:59 AM

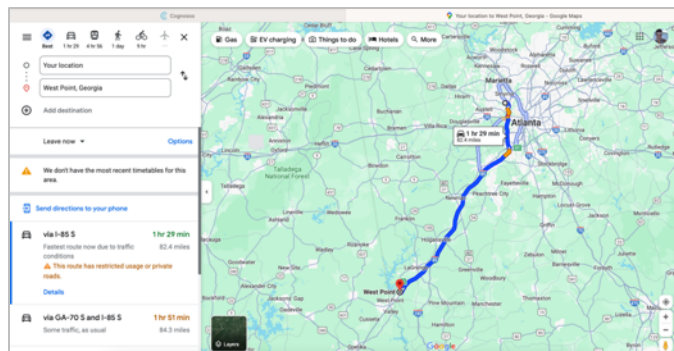
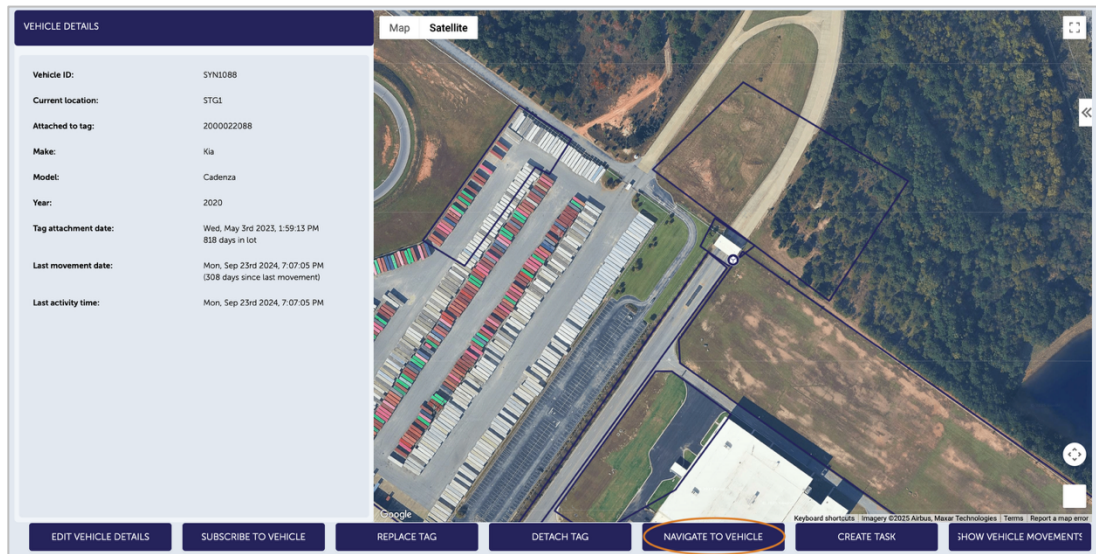
If the asset is not located within a defined zone, the Current Location indicates as such.

Take necessary actions from here or return to another area in the portal. Use the browser's back arrow to return to the My Lot Vehicles screen.

COGNOSOS REAL-TIME LOCATION SERVICES

5.1.5 Navigating to a Vehicle

To get Google map directions from your current location to the vehicle's location, select **Navigate to Vehicle** from the Vehicle Details pane. From the Vehicles list in My Lot, use search or/and filter to locate the specific vehicle. Select the vehicle's ink in the Vehicle ID column to open Vehicle Details.






Close the Google map browser tab. Select the Cognosos tab from your browser to return to the Vehicle Details page.

COGNOSOS REAL-TIME LOCATION SERVICES

5.1.6 Viewing + Editing Vehicle Details

The Vehicle Description column from the Vehicles table allows for quick access to summary details for each of the vehicles listed. Depending on the attributes input for the vehicle, the description may include a **more...** link. Click to expand the vehicle information. Once expanded, click **less...** to collapse.

To edit vehicle locate the vehicle to edit on the list and select **Edit** icon from the Actions column.

Vehicle ID	Vehicle Description	Current Location	Last Movement Date	Attached To Tag #	Tag Attachment Date	Last Activity Registered Time	Actions
SYN1088	Make: Kia Model: Cadenza Year: 2020	STG1	Mon, Sep 23rd 2024, 7:07:05 PM (211 days since last movement)	2000022088	Wed, May 3rd 2023, 1:59:13 PM 720 days in lot	Mon, Sep 23rd 2024, 7:07:05 PM	  

Input or change data as needed. The fields may be text input or drop-down lists, depending on the field. Add a new attribute to a field by typing in new value and choose **Create {new value}**.

Year

2024

Create {2024}

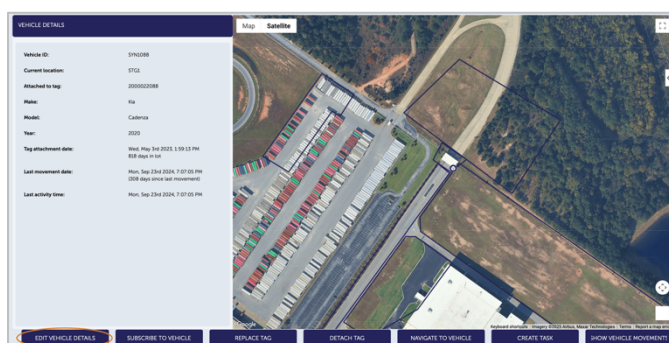
2020

2021

2023

Select **Save** to complete and close the edit window. The portal returns to the Vehicles page and a small pop-up message will appear indicating that the vehicle details were successfully updated. Select **Cancel** to return to the previous without saving any changes.

You can also use **Edit Vehicle Details** from Vehicle Details screen to update attributes following the same process.



COGNOSOS REAL-TIME LOCATION SERVICES

5.1.7 Viewing Vehicle Movements

One important benefit of the Cognosos portal is the ability to dynamically view vehicle movement across the facility. This feature provides metrics to help manage the supply chain, monitor vehicles for issues arising during the finished vehicle process, and helps to ensure that automobiles are where you need them to be when you need them there.

To access vehicle movements, locate the desired automobile through the Vehicles page in My Lot. Select the Vehicle ID link to open Vehicle Details; click **Show Vehicle Movements**. The Vehicle Details page displays the historical movement data on the right; the numbered movements match on the map.

VEHICLE DETAILS

Vehicle ID: SYN1088

Current location: STG1

Attached to tag: 2000022088

Make: Kia

Model: Cadenza

Year: 2020

Tag attachment date: Wed, May 3rd 2023, 1:59:13 PM
818 days in lot

Last movement date: Mon, Sep 23rd 2024, 7:07:05 PM
(308 days since last movement)

Last activity time: Mon, Sep 23rd 2024, 7:07:05 PM

Map Satellite

HISTORY 10 Last Locations

Mon, May 3rd 2023, 5:58:11 PM
Drivers:

Sun, Apr 30th 2023, 5:31:49 PM
Drivers:

Fri, Apr 28th 2023, 6:48:41 PM
Drivers:

Thu, Apr 27th 2023, 6:44:37 PM
Drivers:

Thu, Apr 20th 2023, 2:42:03 PM
Drivers:

Wed, Apr 19th 2023, 1:11:40 PM
Drivers:

Mon, Apr 17th 2023, 1:10:05 PM
Drivers:

Thu, Mar 30th 2023, 12:10:03 PM
Drivers:

Wed, Mar 29th 2023, 12:30:56 PM
Drivers:

Wed, Mar 29th 2023, 11:44:58 AM
Drivers:

EDIT VEHICLE DETAILS SUBSCRIBE TO VEHICLE REPLACE TAG DETACH TAG NAVIGATE TO VEHICLE CREATE TASK SHOW VEHICLE MOVEMENTS

HISTORY 10 Last Locations

Select number of shown locations:

☐ Show all

☐ 5 last locations

☐ 10 last locations

☐ 50 last locations

☐ 100 last locations

☐ 1 Hour

☐ 6 Hours

☐ 1 Day

☐ 3 Days

☐ 1 week

By default, all available movements are listed. Some vehicles will have a long or detailed history, in which case history details should be filtered for ease.

Select the arrow in the History pane and select the appropriate filter. You may make only one selection. To change a filter, select the arrow and select a different option.

Once a filter is chosen, the pane refreshes to meet that filter criteria. Select Show all to return to all historical movements.

Select **Show Current Location** to return Vehicle Details to close history pane.

EDIT VEHICLE DETAILS SUBSCRIBE TO VEHICLE REPLACE TAG DETACH TAG NAVIGATE TO VEHICLE CREATE TASK SHOW CURRENT LOCATION

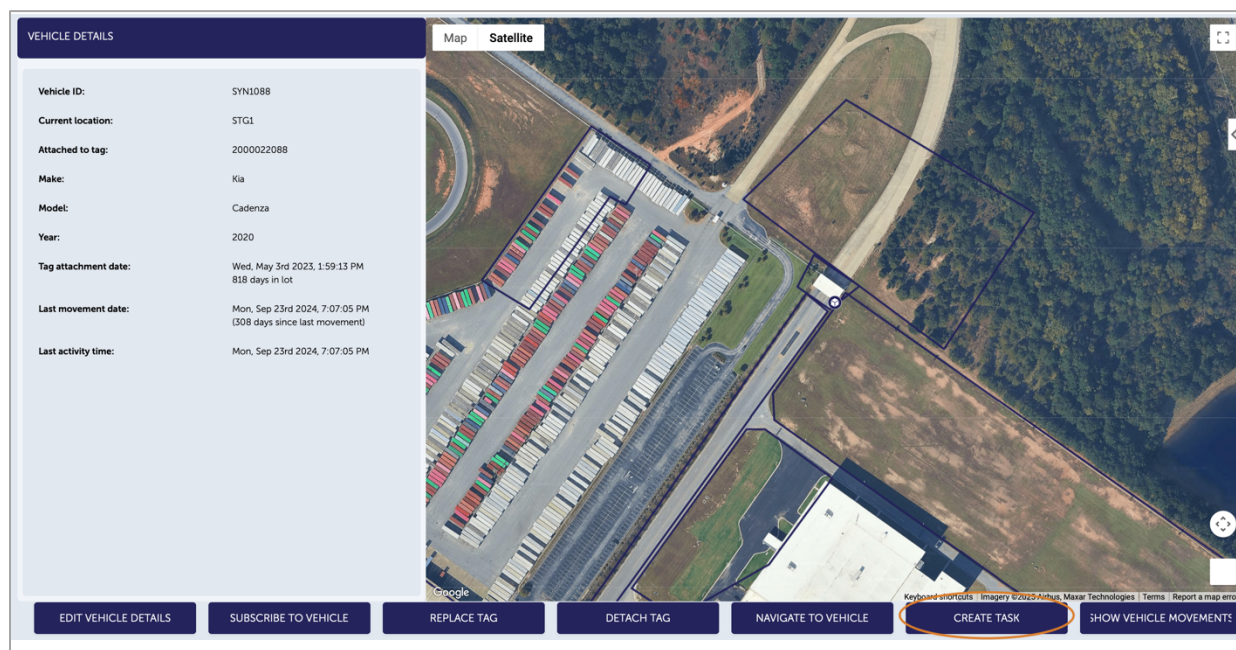
Use the browser's back arrow to return to the Vehicles list page or take other vehicle actions from here.

COGNOSOS REAL-TIME LOCATION SERVICES

5.1.8 Creating a Vehicle Task

The Cognosos portal provides a task management feature that allows administrators to create and assign tasks and for users to manage those tasks on the Cognosos portal and Logistics Mobile App. [Task Management](#) contains information regarding the lifecycle of a task and full task functionality.

To create a task for a vehicle, open My Lot, locate the vehicle and open Vehicle Details. Select Create Task.



Input Task Name. Use a short descriptor that will make sense to task designers, especially if there will be multiple tasks under one heading.

The 'Create New Task' form has the following fields and options:

- Task Name:
- Asset: (with a dropdown arrow)
- User: (with a dropdown arrow)
- Destination: (with a dropdown arrow)
- Priority: ☐ High ☒ Standard
- Buttons:

Task Name, Asset, and Destination are all required to save the new task.

You can choose a user to whom to assign the task now or you can come back and input that information later using the Edit function.

An asset may only be assigned to a single task. If you choose an asset that already has a task associated with it, the system will return an error when you attempt to save the new task.

Choose **Create Task** when task information is complete; otherwise choose **Cancel**. A new task has the status of Available when it is not assigned a user. When a user is assigned to the task, the status changes to Assigned.

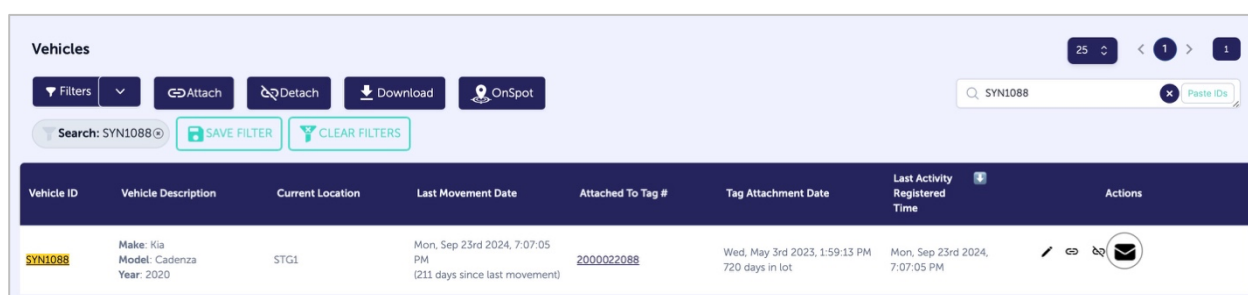
COGNOSOS REAL-TIME LOCATION SERVICES




5.2 Single Vehicle Subscription

Stay alerted regarding vehicle activities or follow the vehicle during throughout the facility. The ability to track vehicles is available to all system users and helps to ensure automobiles are moved through the FVL process in a timely manner. This feature is also useful for ensuring that key people are notified when a vehicle leaves the premises.

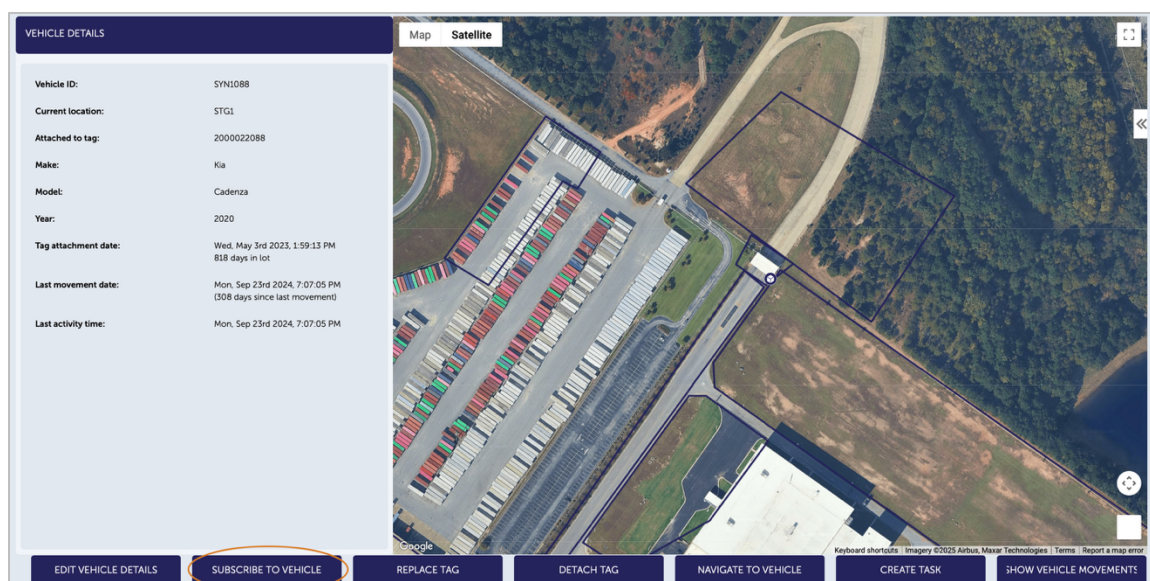
Vehicle subscriptions provide real-time email and/or mobile alerts when a vehicle meets the conditions for a subscription, e.g., get notified when an automobile reaches a certain stage in the staging process, receive alerts afterhours when any vehicle leaves the lot, etc. This is also the place to set up exit monitor alerts, used in tandem with exit zones.

Locate the vehicle for which the subscription is needed from the My Lot Vehicles list. Select **Subscribe** from the Actions column.



Vehicle ID	Vehicle Description	Current Location	Last Movement Date	Attached To Tag #	Tag Attachment Date	Last Activity Registered Time	Actions
SYN1088	Make: Kia Model: Cadenza Year: 2020	STG1	Mon, Sep 23rd 2024, 7:07:05 PM (211 days since last movement)	2000022088	Wed, May 3rd 2023, 1:59:13 PM 720 days in lot	Mon, Sep 23rd 2024, 7:07:05 PM	  

You can also set up a vehicle subscription from the Vehicle Details screen (select Vehicle ID link from the Vehicles page).



VEHICLE DETAILS

Vehicle ID: SYN1088

Current location: STG1

Attached to tag: 2000022088

Make: Kia

Model: Cadenza

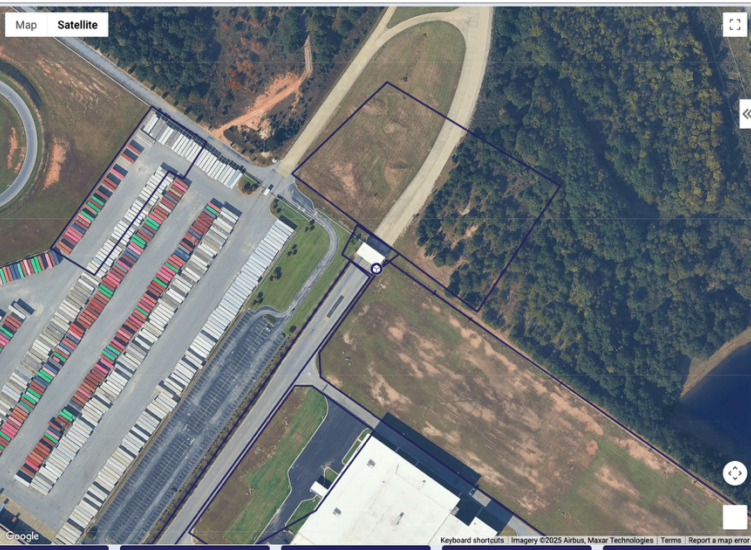
Year: 2020

Tag attachment date: Wed, May 3rd 2023, 1:59:13 PM
818 days in lot

Last movement date: Mon, Sep 23rd 2024, 7:07:05 PM
(308 days since last movement)

Last activity time: Mon, Sep 23rd 2024, 7:07:05 PM

Map Satellite



Google

Keyboard shortcuts Imagery ©2025 Airbus, Maxar Technologies | Terms | Report a map error

EDIT VEHICLE DETAILS

SUBSCRIBE TO VEHICLE

REPLACE TAG

DETACH TAG

NAVIGATE TO VEHICLE

CREATE TASK

SHOW VEHICLE MOVEMENTS

COGNOSOS REAL-TIME LOCATION SERVICES

Select **Any zone** or **Specific zones** to choose the location(s) to add to the subscription (when the vehicle is 'seen' in the zone(s) an alert is sent). Scroll the zones and place a checkmark next to any/all zones to which you want to subscribe for the vehicle. When selecting specific zones, you may search zones using alphanumeric characters; use show zones only in a specific building when there are multiple buildings defined with zones across the site.

Vehicle 0005012639

Notify me when the vehicle enters or leaves the following zones:

☒ Any zone

☐ Specific zones

☐ Show only zones in building

RA

☐ Employee Parking

☐ Primary

☐ RAIL

☒ Rail Pad 1

☒ Rail Pad 2

☒ Rail Pad 3

☐ Side Street Entrance

☐ Trail Parking

☐ VRC Entrance

Next

Following the zone selection(s) click **Next** to continue.

Enter the time range and days of week to assign for the vehicle alert. Use the days of week checkboxes under the clock to set for specific days or leave set to All.

Vehicle 0005012639

Notify me of changes between the following times

Start time 06:00 AM

End time hh:mm aa

Select day of the week

☐ All

☐ Sunday

☒ Monday

☒ Tuesday

☒ Wednesday

☒ Thursday

☐ Friday

☐ Saturday

12 00 AM

01 05

02 10

03 15

04 20

05 25

06 30

07 35

08 40

OK

Back Next

Click **Next** to enter the delivery method or **Back** to return to zone selection.

COGNOSOS REAL-TIME LOCATION SERVICES

Input delivery method for the subscription alerts. The system populates the email address for the logged in user. You may leave, change, or remove that data. To receive SMS alerts, enter mobile number. One delivery method must contain valid information.

The screenshot shows a web form titled "Vehicle 0005012639". On the left is a dark sidebar with three sections: "ZONE" (Select the zones that will trigger an alert), "TIME AND DAY" (Select time interval and day of the week during which you will be notified), and "MEDIUM" (Select how you would like to be notified). The main form area has a heading "Select how you would like to be notified". Below this are two input fields: "Phone" with the value "404-422-4222" and "Email" with the value "tra.kirkpatrick+autodemo@cognosos.com". At the bottom right are "Back" and "Submit" buttons.

Select **Submit** to save to subscription. Otherwise, click **Back** to change the time range. When vehicle movement meets the subscription criteria, a notification will be sent to the phone number and/or email address set up in the subscription.

View your subscriptions under System Management (bell icon). The page displays a confirmation for each of the subscription zone/delivery methods defined (a subscription comprises one delivery method and one zone). For example, if the subscription is for a single vehicle in three zones and the delivery method is email, there will be three subscriptions. If the subscription is for a single asset in three zones and the delivery method is both phone and email, there will be six subscriptions.

The screenshot shows the "Subscriptions" page in the Cognosos portal. The top navigation bar includes "NOTIFICATIONS", "SUBSCRIPTIONS" (active), "APPLICATION SETTINGS", "USERS", "EVENTS", and "TASKS". Below the navigation bar are buttons for "Refresh", "Subscribe", and "Delete". The table below lists three subscriptions for vehicle 0005012639, each for a different rail pad (1, 2, and 3) with a notification time of 6:00 AM - 5:00 PM. Each row has a "Pause subscription" button.

Subscription Date	Notification	When The Event Happens?	Notification Medium	Notification Source	Status
Fri, Jan 26th 2024, 7:43:00 PM	Notify me when 0005012639 enters or leaves Rail Pad 3	6:00 AM - 5:00 PM	tra.kirkpatrick+autodemo@cognosos.com	Vehicles/Zone	Pause subscription
Fri, Jan 26th 2024, 7:43:00 PM	Notify me when 0005012639 enters or leaves Rail Pad 2	6:00 AM - 5:00 PM	tra.kirkpatrick+autodemo@cognosos.com	Vehicles/Zone	Pause subscription
Fri, Jan 26th 2024, 7:43:00 PM	Notify me when 0005012639 enters or leaves Rail Pad 1	6:00 AM - 5:00 PM	tra.kirkpatrick+autodemo@cognosos.com	Vehicles/Zone	Pause subscription

When a vehicle meets the criteria and a subscription alert is initiated, it will appear on the [Notifications](#) page.

[Subscriptions](#) contains information on viewing and managing user-defined alerts.

5.3 Exit Monitor Subscriptions

To detect accidental asset loss and protect data integrity, the RTLS provides the ability to alert management and key team members when an asset is within range of leaving a specific zone via the use of exit alerts. These exit monitors are set up through zone creation and monitored through zone subscriptions. Exit monitor alarms also display under system events.

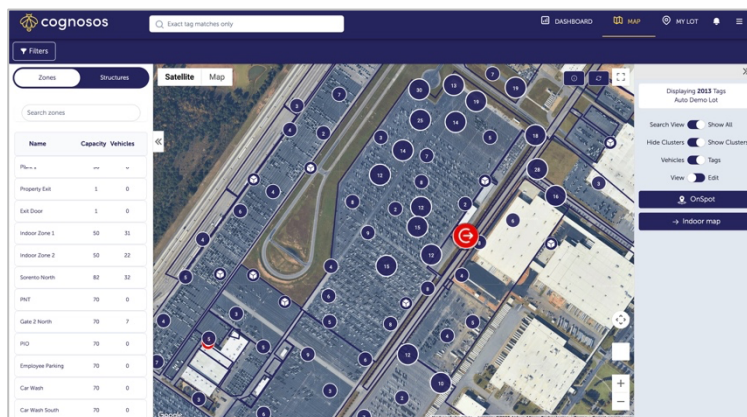
Note: Exit monitors alone will not prevent assets from leaving your facility or prevent loss of assets. They are a tool to enable your staff to detect if an asset is in an exit zone and can help you see patterns to allow you to recover assets or plan strategies to prevent future loss.

Exit zones are created by the Cognosos Installation Team when your system zones are created. Your implementation team will work with you to create the exit zones based on best practices and your needs and consult with you on naming the zones for your facility.

Name	Vehicles in zone	Zonal Occupancy (%)	Actions
VPC Exit	1	1.4%	[Edit] [Delete] [Share]
UBC Exit	1	1.4%	[Edit] [Delete] [Share]
FIL Exit	0	0.0%	[Edit] [Delete] [Share]
Exit Door	0	0.0%	[Edit] [Delete] [Share]

To utilize this feature, zones first need to be designated as exit zones. If you suspect a zone should be an exit monitor zone, open My Lot; go to Zones. Locate the zone and choose **Edit** from the Actions column. Ensure the Exit Monitor box is checked; otherwise, this zone will not be designated as an exit monitor zone.

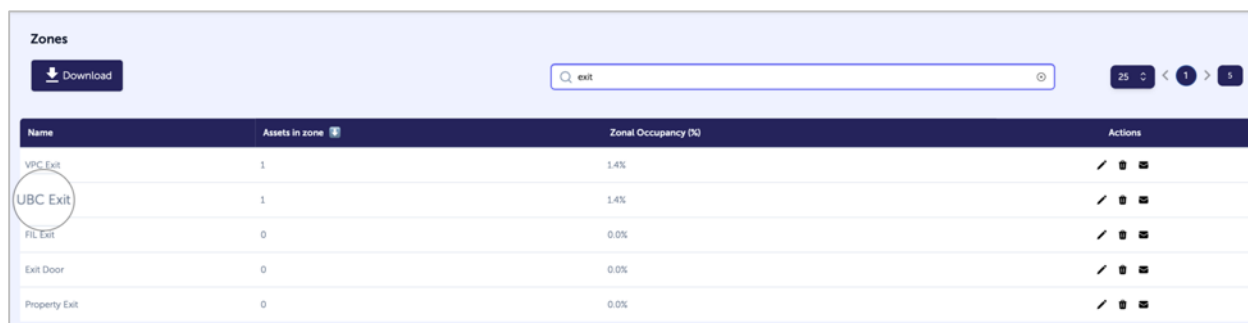
View the [Map](#) to see assets located in/near zones designated as exit monitors by looking for the exit monitor icon.


















COGNOSOS REAL-TIME LOCATION SERVICES

5.3.1 Viewing Exit Monitor Zone Information

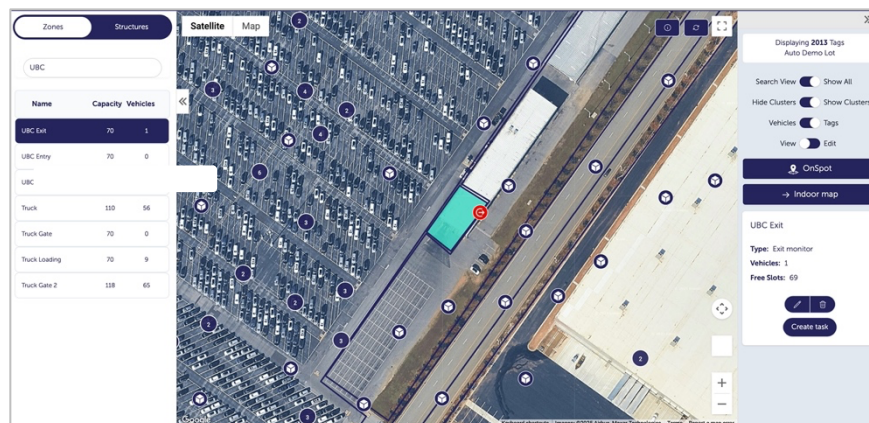
The location of the exit monitor zone coincides with specific areas of the facility and/or lot that signal when an asset is in jeopardy of leaving an assigned area or the facility/lot at large. From My Lot, open the Zones page and search for the exit zone(s). Click the zone in the Zone Name column to launch the map.



Name	Assets in zone	Zonal Occupancy (%)	Actions
VPC Exit	1	1.4%	  
UBC Exit	1	1.4%	  
FIL Exit	0	0.0%	  
Exit Door	0	0.0%	  
Property Exit	0	0.0%	  

If you are already on the map search for exits on the Zones tab from the left pane. Select an Exit zone to highlight the zone on the map. Exit zones are outlined in teal when selected under Zones on the left. You can also use the Filter option to filter the maps to defined exit zones.

One launched from My Lot Zones or by selecting the zone from the Zones search from the map, the right side of the map shows the exit monitor zone name and information regarding inventory counts in the zone.



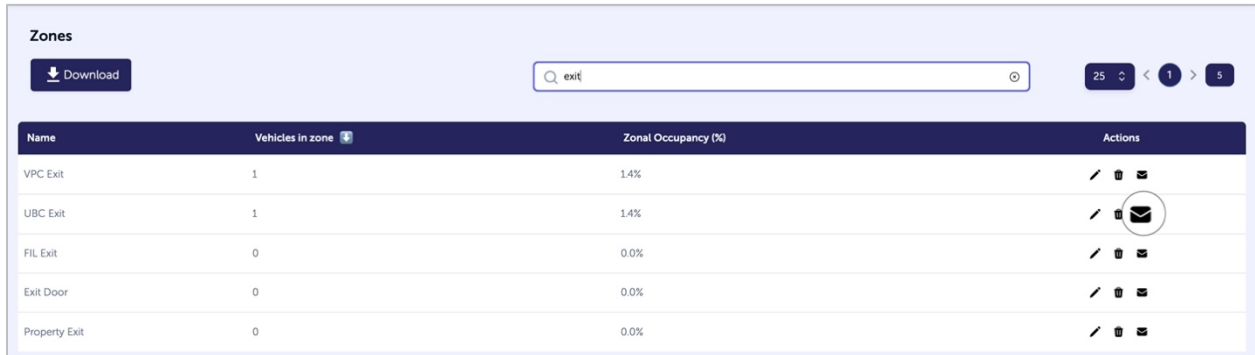
Exit monitor zones are treated no differently than other zones in the portal. Take steps to edit or delete the zone or create an exit monitor subscription.
















COGNOSOS REAL-TIME LOCATION SERVICES

5.3.2 Creating Exit Monitor Subscriptions

To receive exit monitor alerts set up a subscription for each exit zone for which you want to monitor. Subscriptions for exit monitors are treated like any zone subscription and are created using the same steps described in [Vehicle Subscriptions](#).

On the Zones tab in My Lot locate and select the exit monitor zone for which you'd like to set up the subscription and select **Subscribe** from the Actions column.



Name	Vehicles in zone	Zonal Occupancy (%)	Actions
VPC Exit	1	1.4%	  
UBC Exit	1	1.4%	  
FIL Exit	0	0.0%	  
Exit Door	0	0.0%	  
Property Exit	0	0.0%	  

Continue to set up the subscription as described in [Subscribing to a Vehicle](#), with the exception of zone selection.

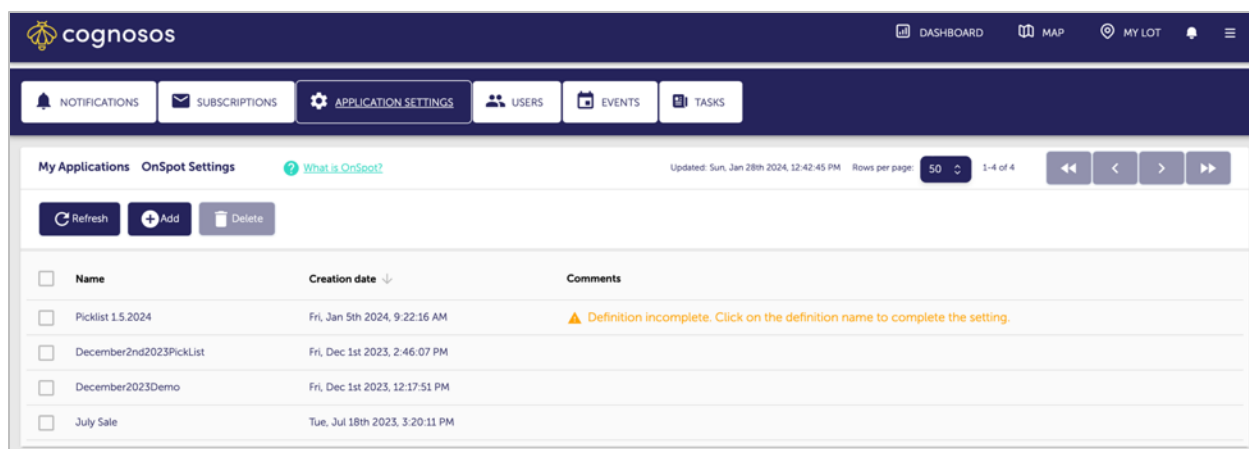
Users can manage exit alert subscriptions on the [Subscriptions](#) page.

5.4 OnSpot Management + Reporting

OnSpot is a user-defined set of criteria that helps the user determine when an automobile is ready for the next step in its life cycle or inventory process and is another method for managing a group of vehicles based on user-defined criteria.¹ A single on-spot definition may consist of several mappings that create a link between a subset of tracked assets and a condition that these assets should meet in order to be considered on-spot. In the automotive industry, the user may define that vehicles of a certain consigner will be on-spot only if located in a certain zone.

To run OnSpot, there must be at least one mapping definition. Each definition or mapping creates a link between identified tagged vehicles and specific conditions; and when the conditions are met, the vehicle is considered on-spot. For example, users can create an on-spot mapping of vehicles that are selected for retail, fail the A/C check, and are processed to return to the plant.

Users may create a new on-spot definition via My Lot, as well as on the Map or from the [Dashboard](#). Each is described below. Prior to running OnSpot, definitions and mappings must be set up via System Management. Only Administrator user roles have access to Application Settings; the menu option is not there for other user roles.



<input type="checkbox"/>	Name	Creation date	Comments
<input type="checkbox"/>	Picklist 1.5.2024	Fri, Jan 5th 2024, 9:22:16 AM	⚠ Definition incomplete. Click on the definition name to complete the setting.
<input type="checkbox"/>	December2nd2023PickList	Fri, Dec 1st 2023, 2:46:07 PM	
<input type="checkbox"/>	December2023Demo	Fri, Dec 1st 2023, 12:17:51 PM	
<input type="checkbox"/>	July Sale	Tue, Jul 18th 2023, 3:20:11 PM	

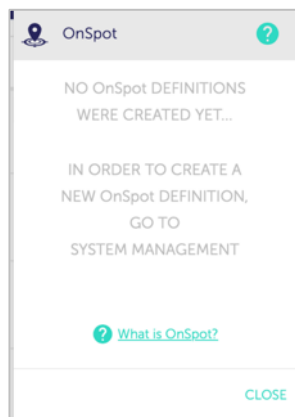
View defined OnSpot definitions on the list, create new definitions, and otherwise edit existing definitions. The Name column launches actions for managing the OnSpot definition. The Comments column includes a warning message when an OnSpot definition is missing information.

¹ Unlike Subscriptions and Follow Vehicle which trigger alerts to email and/or mobile phone, OnSpot is more a dynamic reporting feature that is initiated by the user via the UI to view on-spot vehicles.

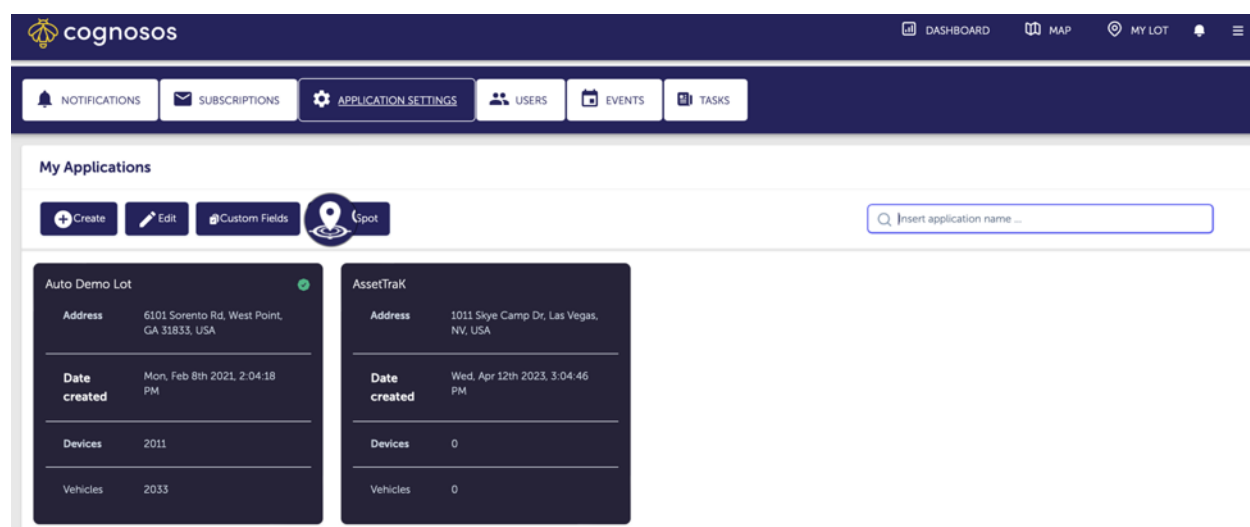
COGNOSOS REAL-TIME LOCATION SERVICES

5.4.1 Creating Definitions + Mappings

When no OnSpot definitions have been set up, the drop-down list will be empty and direct users to System Management.



When this message appears, click **Close**. Select the bell icon or hamburger menu, then System Management. Under System Management, choose **OnSpot** from the **Application Settings** page.



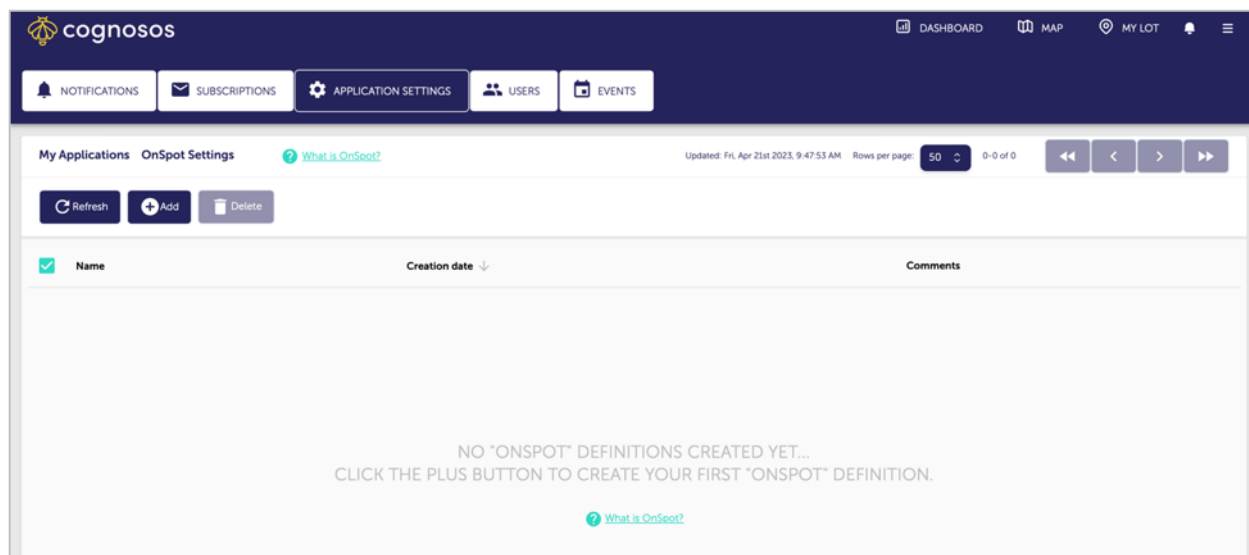
Regardless of whether there are existing OnSpot definitions and mappings, this is the process used to create all new OnSpot definitions. Refer to this section any time you are creating new OnSpot mappings.



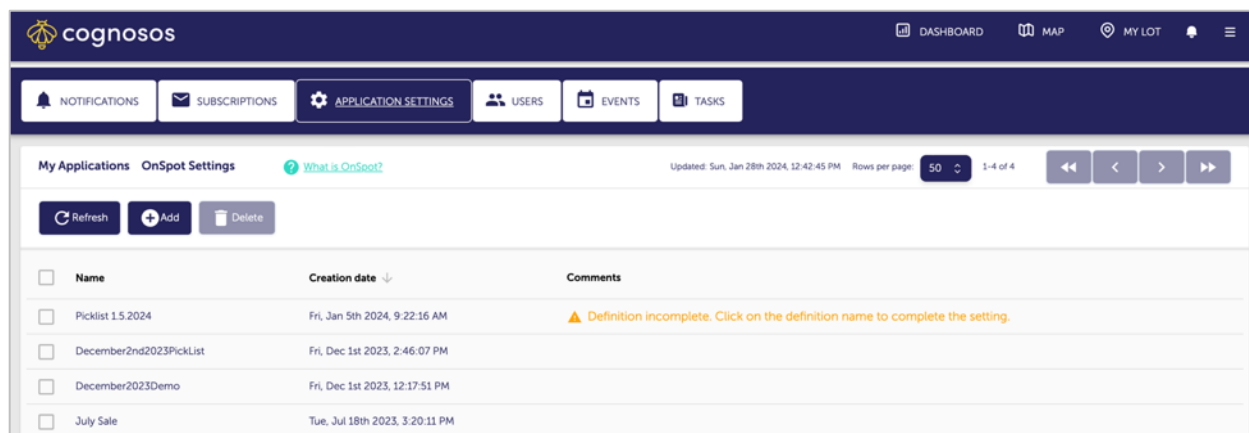
Once there is at least one OnSpot definition, you may create new definitions and mappings from the OnSpot option located on the Map, My Lot Vehicles page, or the OnSpot graph on the Dashboard.

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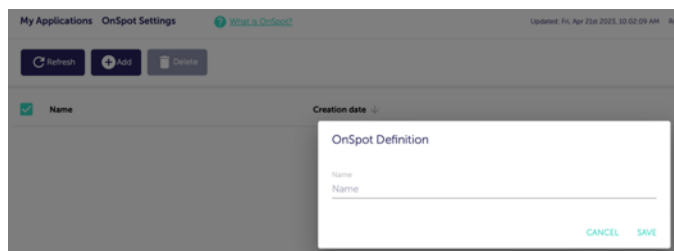
When no OnSpot mappings have been defined, this page appears empty, and the only option is to add new mappings.



When OnSpot mappings have been defined, they will appear on this page, as well as in the OnSpot drop-down menu on the Dashboard, Map, and My Lot pages.



Select **Add** and name the new definition. Click **Save**. To return to the OnSpot Settings page without saving, click **Cancel**.



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The RTLS will save the new OnSpot definition. Although saved, the mappings need to be created to complete the OnSpot definition. Mapping creates a link between a subset of vehicles and a condition that these vehicles should meet to be considered on-spot.

Click the link in the Name column to complete definition. The system opens to the mappings page.

The screenshot shows the 'OnSpot Settings' page. At the top, there are tabs for 'My Applications', 'OnSpot Settings', and a help link '? What is OnSpot?'. Below the tabs are buttons for 'Refresh', 'Add', and 'Delete'. A table with columns 'Name', 'Creation date', and 'Comments' contains one row: 'Picklist5.2024' with creation date 'Fri, Jan 5th 2024, 9:22:16 AM' and a warning comment 'Definition incomplete. Click on the definition name to complete the setting.' Below the table, there is a section for 'Picklist 1.5.2024' with a 'What is an OnSpot mapping?' link. This section has a 'Refresh', 'Add', and 'Delete' button bar. Below this is a table with columns 'Mapping name', 'OnSpot for...', 'When in...', 'Description', and 'Creation date'. The table is empty, and a message states 'NO MAPPINGS CREATED YET... CLICK THE PLUS BUTTON TO CREATE YOUR FIRST MAPPING.' with a 'What is an OnSpot mapping?' link.

Click **Add** to create a new mapping. The first step is to choose the vehicle categories/attributes from the Selection column. Use the carats to open and close each of the categories and make your selection(s).

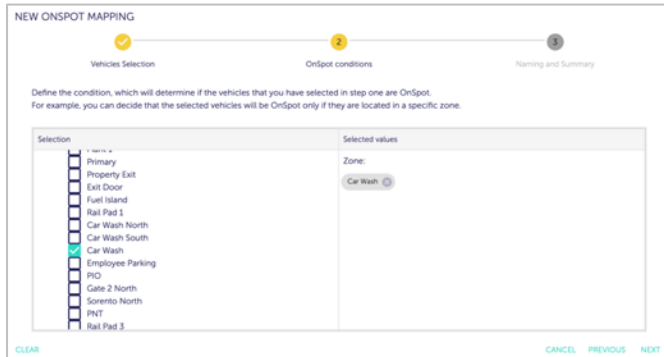
The screenshot shows the 'NEW ONSPOT MAPPING' form. It has three steps: 'Vehicles Selection', 'OnSpot conditions', and 'Naming and Summary'. The 'Vehicles Selection' step is active. It has a 'Selection' column with categories: 'Make', 'Model', 'Needs Make-Good', 'Trim Level', 'Wheel Size', 'Year', and 'Zone'. The 'Selected values' column shows: 'Make: Mercedes-Benz', 'Year: 2021 - 2020', and 'Zone: Fuel Island'. There are 'CLEAR', 'CANCEL', and 'NEXT' buttons at the bottom.

The Selected values column populates with the chosen attributes. Clear a single value with the **X** next to that item. To remove all selections choose **Clear**; **Cancel** to return to OnSpot Settings page for the selected OnSpot definition.

Once vehicle categories are selected choose **Next**.

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The second step is to identify the criteria for the selected vehicles (step 1) to consider the vehicles on-spot. For example, the vehicles will be on-spot when they are in a specific zone or meet a certain condition.



NEW ONSPOT MAPPING

1 Vehicles Selection 2 OnSpot conditions 3 Naming and Summary

Define the condition, which will determine if the vehicles that you have selected in step one are OnSpot. For example, you can decide that the selected vehicles will be OnSpot only if they are located in a specific zone.

Selection

- Primary
- Property Exit
- Exit Door
- Fuel Island
- Rail Pad 1
- Car Wash North
- Car Wash South
- Car Wash
- Employee Parking
- PIC
- Gate 2 North
- Sorento North
- PRT
- Rail Pad 3

Selected values

Zone: Car Wash

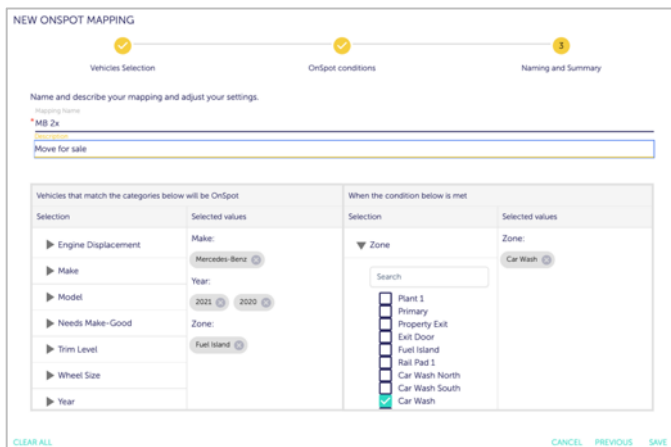
CLEAR CANCEL PREVIOUS NEXT

Use carats to open/close the categories and make your selections.

Clear a single value with the **X** next to that item. To remove all selections choose **Clear**; **Previous** to return to step 1; **Cancel** to return to OnSpot Settings page for the selected OnSpot definition.

Once OnSpot categories are selected choose **Next**.

Each mapping within an on-spot definition has its own identifier. Input the mapping name (required). Optionally enter a description.



NEW ONSPOT MAPPING

1 Vehicles Selection 2 OnSpot conditions 3 Naming and Summary

Name and describe your mapping and adjust your settings.

Mapping Name: MB 2x

Move for sale

Vehicles that match the categories below will be OnSpot

Selection

- Engine Displacement
- Make: Mercedes-Benz
- Model
- Needs Make-Good
- Trim Level
- Wheel Size
- Year

Selected values

Make: Mercedes-Benz

Year: 2021 2020

Zone: Fuel Island

When the condition below is met

Selection

- Plant 1
- Primary
- Property Exit
- Exit Door
- Fuel Island
- Rail Pad 1
- Car Wash North
- Car Wash South
- Car Wash

Selected values

Zone: Car Wash

CLEAR ALL CANCEL PREVIOUS SAVE

Changes to the mapping and definitions may also be made directly from this window. Remove any selected value by clicking the **X** next to that value. Add new values by opening the category and making selection(s).

To return to step 2, choose **Previous**; to finalize the new mapping select **Save**. The portal returns to the OnSpot Settings page for the selected OnSpot definition.

My Applications

OnSpot Settings

Picklist 1.5.2024

What is an OnSpot mapping?

Updated: Sun, Jan 28th 2024, 1:42:37 PM

Rows per page:

50

1-1 of 1

Refresh

Add

Delete

<input type="checkbox"/>	Mapping name	OnSpot for...	When in...	Description	Creation date <div></div>
<input type="checkbox"/>	MB 2x	<div>Make: Mercedes-Benz</div> <div>Year: 2021, 2020</div> <div>Zone: Fuel Island</div>	Zone: Car Wash	Move for sale	Sun, Jan 28th 2024, 1:42:37 PM

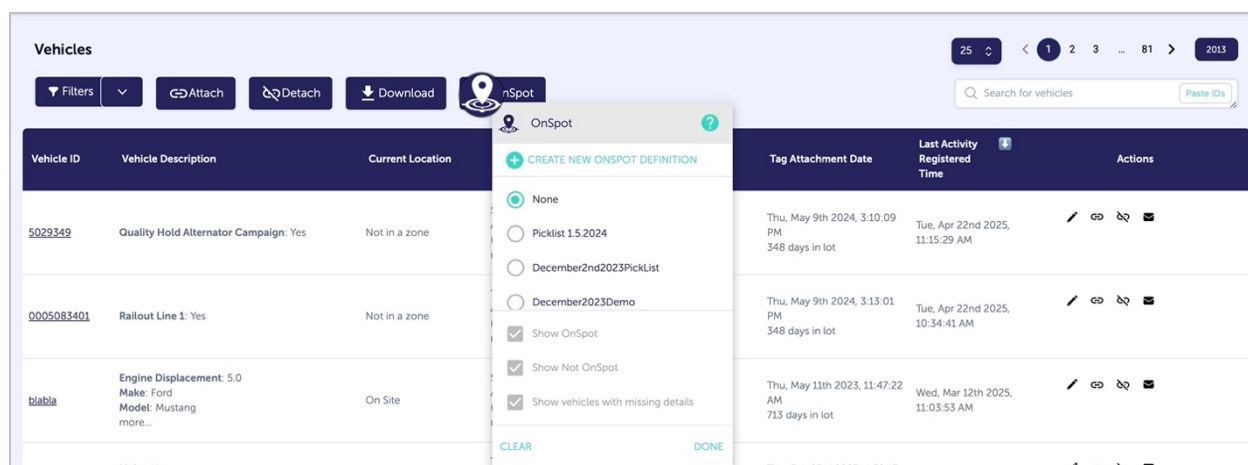
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5.4.2 Running OnSpot

Once on-spot definitions have been created and saved, they can be run from My Lot, the Map, or Dashboard. Each location will display on-spot vehicles for the definition created, although each offers various actions as noted below.

via My Lot

Open the Vehicles page and select the OnSpot option from the drop-down list. You may make only one on-spot report selection.



Three options at the bottom of the menu allow you to fine-tune the display of on-spot vehicles. If left unchecked, the list shows all vehicles in the on-spot definition (meet mapping criteria), whether they are currently on-spot according to the criteria. Choose one, multiple or leave all checked.

Show OnSpot displays only vehicles that meet all on-spot conditions

Show Not OnSpot displays vehicles that meet the vehicle definition but not on-spot condition

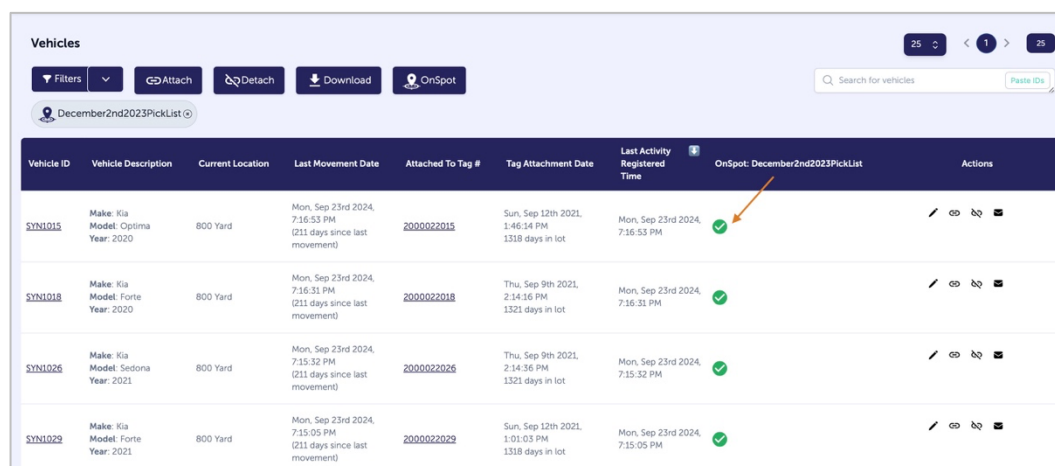
Show vehicles with missing details will display automobiles that have missing attributes (the portal can not determine if vehicles meet conditions)

Once the on-spot definition and output option(s) are selected from the OnSpot menu, select **Done**. The Vehicles list refreshes based on the selected on-spot report as shown in the examples below.

Regardless of the options chosen for the OnSpot list, click the Vehicle ID link to open the Vehicle Details page. Use the more... option from the Vehicle Description column to view more asset details for the vehicle (although when viewing vehicles with missing details, asset information may be limited or missing).

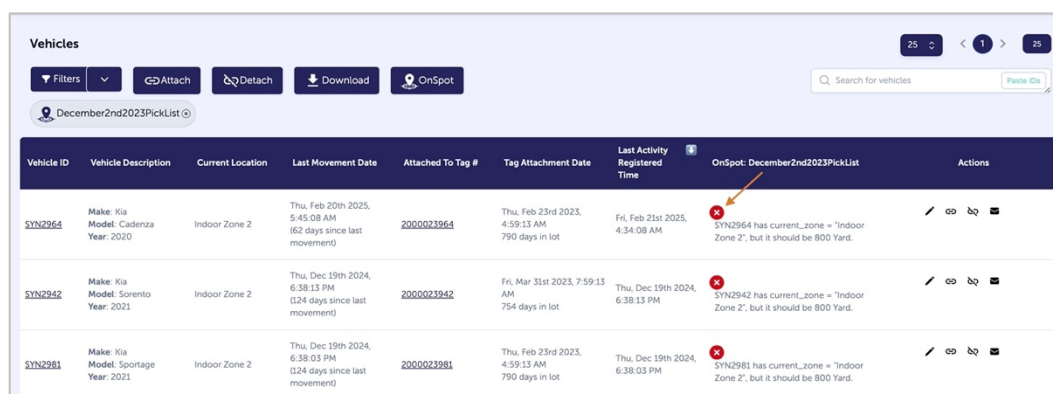
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Show OnSpot displays only on-spot autos. These vehicles meet all conditions and are denoted with a green checkmark icon in the OnSpot (name) column on the Vehicles list.



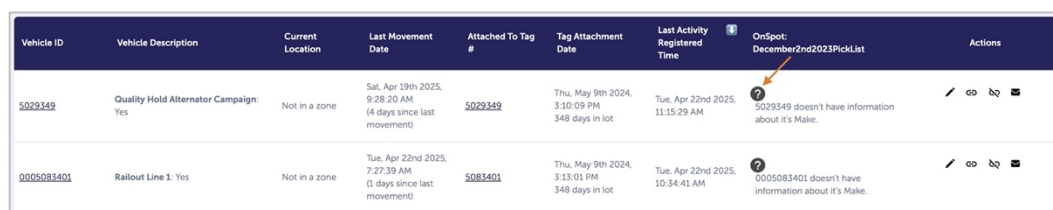
Vehicle ID	Vehicle Description	Current Location	Last Movement Date	Attached To Tag #	Tag Attachment Date	Last Activity Registered Time	OnSpot: December2nd2023PickList	Actions
SYN1015	Make: Kia Model: Optima Year: 2020	800 Yard	Mon, Sep 23rd 2024, 7:16:53 PM (211 days since last movement)	2000022015	Sun, Sep 12th 2021, 1:46:14 PM 1318 days in lot	Mon, Sep 23rd 2024, 7:16:53 PM	✓	✎ ∞ 🔍 📧
SYN1018	Make: Kia Model: Forte Year: 2020	800 Yard	Mon, Sep 23rd 2024, 7:16:31 PM (211 days since last movement)	2000022018	Thu, Sep 9th 2021, 2:14:16 PM 1321 days in lot	Mon, Sep 23rd 2024, 7:16:31 PM	✓	✎ ∞ 🔍 📧
SYN1026	Make: Kia Model: Sedona Year: 2021	800 Yard	Mon, Sep 23rd 2024, 7:15:32 PM (211 days since last movement)	2000022026	Thu, Sep 9th 2021, 2:14:36 PM 1321 days in lot	Mon, Sep 23rd 2024, 7:15:32 PM	✓	✎ ∞ 🔍 📧
SYN1029	Make: Kia Model: Forte Year: 2021	800 Yard	Mon, Sep 23rd 2024, 7:15:05 PM (211 days since last movement)	2000022029	Sun, Sep 12th 2021, 1:01:03 PM 1318 days in lot	Mon, Sep 23rd 2024, 7:15:05 PM	✓	✎ ∞ 🔍 📧

Show Not OnSpot displays only vehicles that are in the definition but do not meet the conditions. These automobiles appear with a red X icon. The column also notes why the vehicle does not meet the on-spot mapping criteria.



Vehicle ID	Vehicle Description	Current Location	Last Movement Date	Attached To Tag #	Tag Attachment Date	Last Activity Registered Time	OnSpot: December2nd2023PickList	Actions
SYN2964	Make: Kia Model: Cadenza Year: 2020	Indoor Zone 2	Thu, Feb 20th 2025, 5:45:08 AM (62 days since last movement)	2000023964	Thu, Feb 23rd 2023, 4:59:13 AM 790 days in lot	Fri, Feb 21st 2025, 4:34:08 AM	✗ SYN2964 has current_zone = "Indoor Zone 2", but it should be 800 Yard.	✎ ∞ 🔍 📧
SYN2942	Make: Kia Model: Sorento Year: 2021	Indoor Zone 2	Thu, Dec 19th 2024, 6:38:13 PM (124 days since last movement)	2000023942	Fri, Mar 31st 2023, 7:59:13 AM 754 days in lot	Thu, Dec 19th 2024, 6:38:13 PM	✗ SYN2942 has current_zone = "Indoor Zone 2", but it should be 800 Yard.	✎ ∞ 🔍 📧
SYN2981	Make: Kia Model: Sportage Year: 2021	Indoor Zone 2	Thu, Dec 19th 2024, 6:38:03 PM (124 days since last movement)	2000023981	Thu, Feb 23rd 2023, 4:59:13 AM 790 days in lot	Thu, Dec 19th 2024, 6:38:03 PM	✗ SYN2981 has current_zone = "Indoor Zone 2", but it should be 800 Yard.	✎ ∞ 🔍 📧

Show vehicles with missing details displays automobiles that are missing asset details. This is indicated through a gray question mark icon along with noting the missing values. When asset details are missing, a vehicle can not accurately be reported. If this option is left unchecked, these vehicles do not display in the on-spot listing.



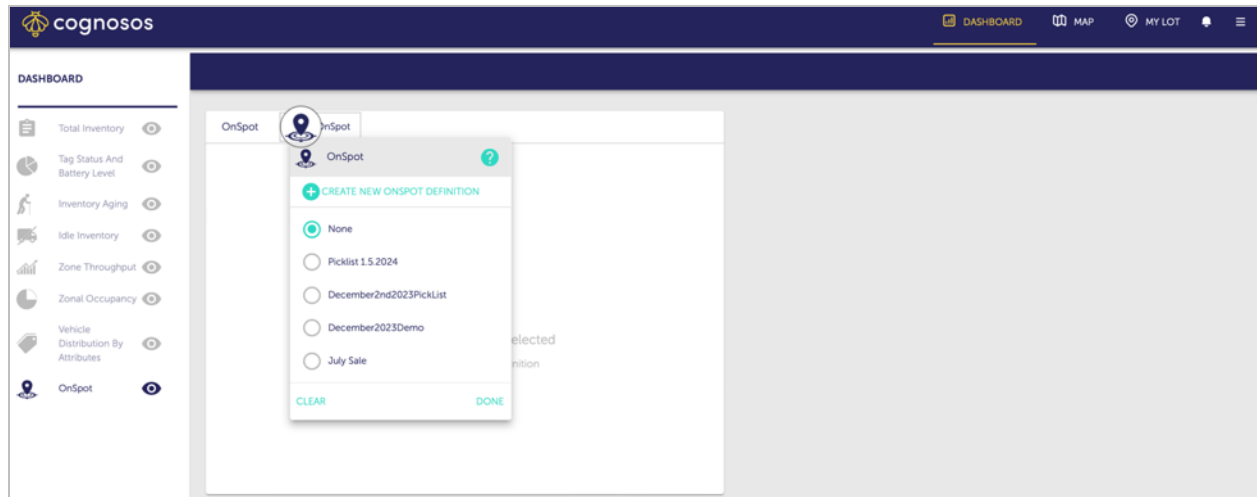
Vehicle ID	Vehicle Description	Current Location	Last Movement Date	Attached To Tag #	Tag Attachment Date	Last Activity Registered Time	OnSpot: December2nd2023PickList	Actions
5029349	Quality Hold Alternator Campaign: Yes	Not in a zone	Sat, Apr 19th 2025, 9:28:20 AM (4 days since last movement)	5029349	Thu, May 9th 2024, 3:10:09 PM 348 days in lot	Tue, Apr 22nd 2025, 11:15:29 AM	? 5029349 doesn't have information about it's Make.	✎ ∞ 🔍 📧
0005083401	Railout Line 1: Yes	Not in a zone	Tue, Apr 22nd 2025, 7:27:39 AM (1 days since last movement)	5083401	Thu, May 9th 2024, 3:13:01 PM 348 days in lot	Tue, Apr 22nd 2025, 10:34:41 AM	? 0005083401 doesn't have information about it's Make.	✎ ∞ 🔍 📧

To return to a full list of vehicles, open the OnSpot menu and select the **None** checkbox or the **Clear** option. Click **Done**. As with search and filters, when you run an OnSpot report from any portal page, the results will display on all applicable portal pages until cleared.

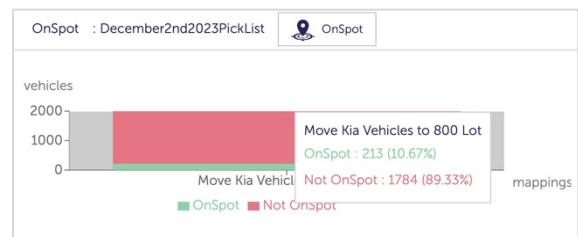
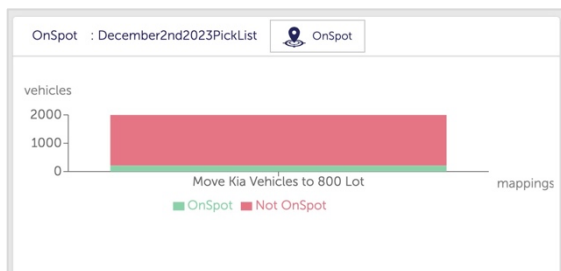
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via Dashboard

Open the portal's Dashboard and scroll to the OnSpot bar graph. If you do not see the bar graph, ensure the OnSpot toggle on the left side of the page is on (eye is blue). When viewing this bar graph with no on-spot definition selected there is no data displayed. Click **OnSpot** to open the menu.



Select radio dial for the OnSpot definition you wish to view. The graph automatically displays on-spot (green) and not on-spot (red) automobiles. Click **Done** to display the graph; otherwise click **Clear** or click anywhere else on the screen to close the menu.



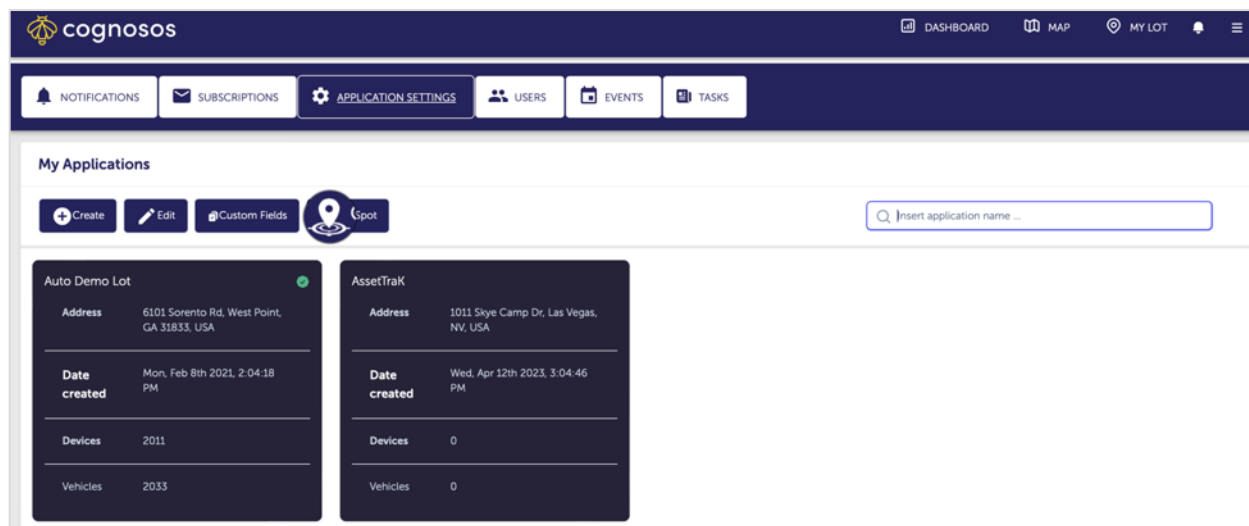
The graph shows the number of vehicles for on-spot and not on-spot for that definition. Hover the mouse over the graph to view the number of vehicles in each, as well as percentage within each category.

To clear the graph, open the OnSpot menu and select **None** or **Clear**. Click **Done**.

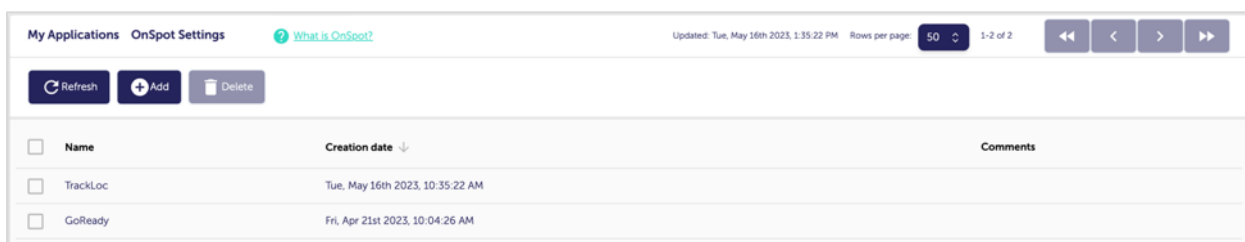
COGNOSOS REAL-TIME LOCATION SERVICES

5.4.3 Managing Definitions & Mappings

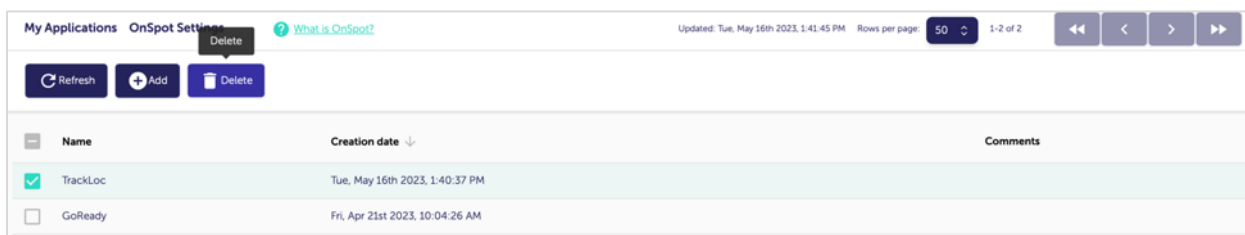
Users with Administrator rights may delete existing OnSpot definitions or add or remove mappings within an existing definition. To access existing definitions, open the System Management page (bell icon or hamburger menu). Select **Application Settings** from the menu. Click **OnSpot** under My Applications.



The system opens the OnSpot Settings page listing all OnSpot definitions that have been set up.



Remove an OnSpot definition entirely by placing a checkmark next to the name and clicking **Delete**. The button will remain grayed out until only one definition is checked. Be sure you want to take this action before you delete the OnSpot definition.



A small confirmation window appears confirming the definition was deleted.

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To make changes to a definition (to the mappings), select the OnSpot name link in the Name column. The mappings are listed.

My Applications OnSpot Settings What is OnSpot?		Updated: Tue, May 16th 2023, 1:44:23 PM	Rows per page: 50	1-2 of 2
Refresh Add Delete				
<input type="checkbox"/>	Name	Creation date ↓	Comments	
<input type="checkbox"/>	TrackLoc	Tue, May 16th 2023, 1:40:37 PM		
<input type="checkbox"/>	GoReady	Fri, Apr 21st 2023, 10:04:26 AM		

My Applications OnSpot Settings TrackLoc What is an OnSpot mapping?		Updated: Tue, May 16th 2023, 1:46:28 PM	Rows per page: 50	1-2 of 2
Refresh Add Delete				
<input type="checkbox"/>	Mapping name	OnSpot for...	When in...	Creation date ↓
<input type="checkbox"/>	FordNew	Make: Ford	Year: 2023	Tue, May 16th 2023, 1:41:36 PM
<input type="checkbox"/>	GMCkia	Make: GMC, Kia	Year: 2020, 2021, 2023	Tue, May 16th 2023, 1:41:14 PM

Click **Add** to create a new mapping for this definition. To remove a particular mapping from the OnSpot definition, select the checkbox for that mapping and click **Delete**.

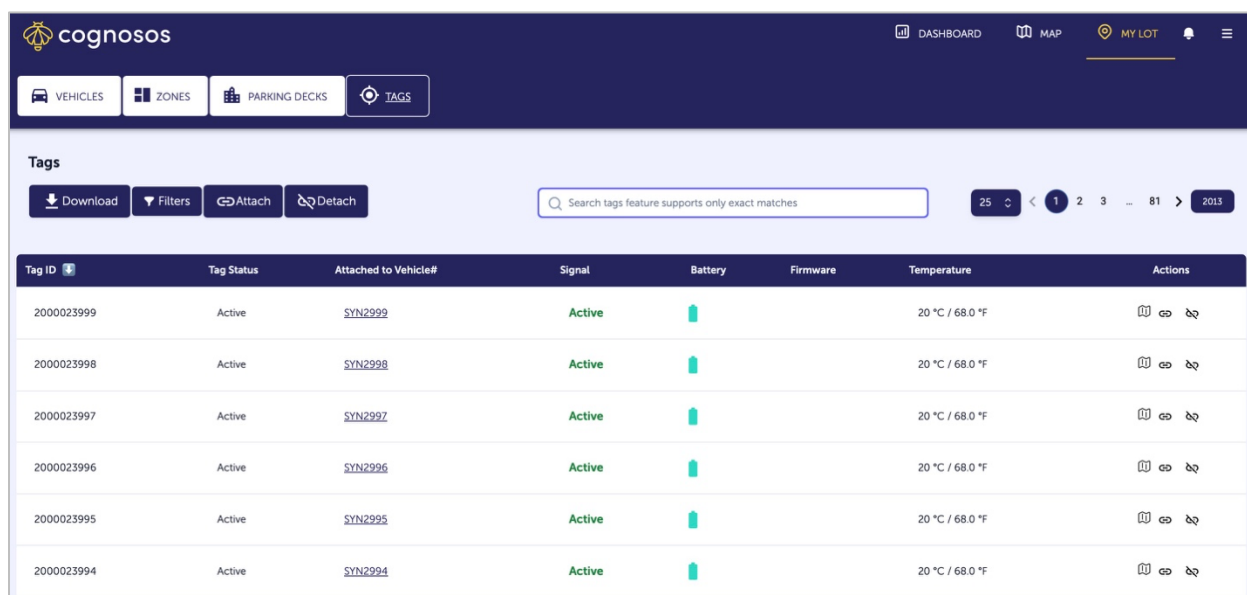
Click the **OnSpot Settings** breadcrumb at the top of the page to return to the OnSpot listings page.

COGNOSOS REAL-TIME LOCATION SERVICES

5.5 Tag Management

A tag is a device (e.g., hangtag on rearview mirror) that is placed inside the vehicle and provides wayfinding services. The Tags tab in My Lot provides a way to view tags and tag health, attach and detach tags, and link to individual vehicle movements and history. A location link also takes users to a Google map noting the tag's location. Refer to [Map Navigation](#) on using the map to view and locate tags.

When the Tags tab is opened the page defaults to a list of all tags.



Tag ID	Tag Status	Attached to Vehicle#	Signal	Battery	Firmware	Temperature	Actions
2000023999	Active	SYN2999	Active			20 °C / 68.0 °F	
2000023998	Active	SYN2998	Active			20 °C / 68.0 °F	
2000023997	Active	SYN2997	Active			20 °C / 68.0 °F	
2000023996	Active	SYN2996	Active			20 °C / 68.0 °F	
2000023995	Active	SYN2995	Active			20 °C / 68.0 °F	
2000023994	Active	SYN2994	Active			20 °C / 68.0 °F	

The Tag ID, Battery Level, Firmware, and Temperature columns are sortable. Hover and click over the column you want to resort. At any point the list can be saved to a CSV file using the **Download** option in the Tag menu bar. This option downloads the data to a CSV file that can be saved to your local drive. Tag actions are available in the Actions column (show on map, attach, detach).

A tag will show either a vehicle ID or “not attached” in the Attached to Vehicle # column. Tags will have a signal status of:

Active: Tag is communicating with the gateway; may or may not be attached

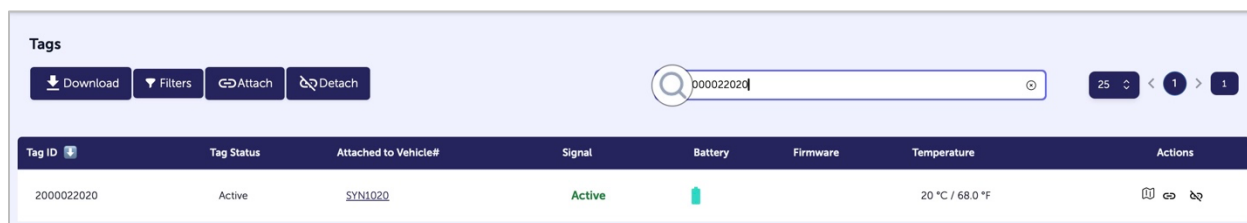
Offline: Displayed when the tag is unresponsive and can not communicate location (e.g., dead battery, lost signal or connection to gateway)

Battery levels are independent of tag attachment and tag signals, although may contribute to a lost signal message if the battery runs out.

COGNOSOS REAL-TIME LOCATION SERVICES

5.5.1 Locating Tags via Search

Locate a specific tag within the facility using the search feature located in the Tag menu bar. Unlike the vehicle search which allows attribute search, the whole, exact tag ID must be input into the Search field.

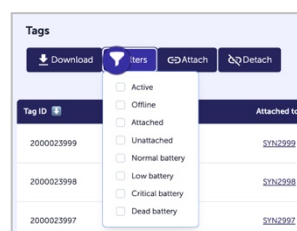


When the list refreshes the single tag will appear. Available actions for the device are dependent upon the tag status. When a tag has the Attached status, select the Vehicle # to open Vehicle Details; when the tag is not attached, either view its location on the map or attach a vehicle. Tag searches do not carry over to the map.

Select the **X** in the search field to clear the search and refresh the list.

5.5.2 Locating Tags via Filter

The Filter option provides the ability to locate tags across the facility based on tag status, signal status, and battery level. Unlike filtering vehicles, the tag filter provides pre-defined options and no new filters may be saved. Select **Filter** from the Tags menu and choose one of the pre-defined filters.



Tag status (e.g., attached) and signal (e.g., offline) are independent of one another, but may impact each other (e.g., offline due to storm power outage).

Make selection(s). The tags list refreshes showing only tags with the operational status or battery level selected. The filter will appear next to the Selected filters field. You may choose more than one filter option (e.g., attached and critical battery).

For Attached, select the link in the Attached to Vehicle # column to open the Vehicle Details page.

For tags with a status of Unattached/ Not attached, choose **Show on map** to view the last known location, if available. In some cases, location will be unknown. For unattached tags, the available action is to [attach](#) to a vehicle.

Offline tags may have a connection status of Attached (shown by link in Attached to Vehicle # column) or Not Attached. The offline, attached status offers a limited amount of information. Historical movements may not be fully available; however, many actions can be taken (e.g., detach tag, edit details). With offline, unattached tags, you can see limited data and attach (so long as the battery level is good). Any issues with that battery, hardware or firmware will need to be addressed to bring the tag online so that it can be attached to a vehicle. Contact [Cognoscos Support](#) for additional help if needed.

Click the **X** in the filters display to clear the filter and refresh the page. Any filters applied in My Lot will transfer over to the map until cleared.

COGNOSOS REAL-TIME LOCATION SERVICES

5.5.3 Attaching and Detaching Tags

The Cognosos portal provides multiple inroads for attaching, detaching, and replacing tags. When a vehicle and tag are attached, it means that tag has been physically placed in the automobile, and both the vehicle and tag have been defined within the system with a relationship between the two. Users with the role of Standard and Administrator have access to this feature.

Attaching or detaching the tags arises from various needs: arrival vehicle does not currently have a tag attached; vehicle has gotten a new tag; a Tag has become defective and needs to be detached and replaced; and so forth. As such, vehicle and tag relationships can be defined from the:

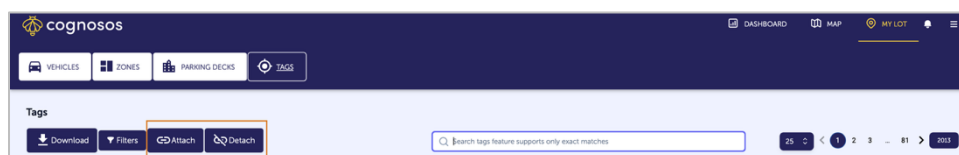
Vehicles Tab - attach or detach from Vehicles list



Vehicle Details - detach tag, replace tag (for attached), attach (for not attached)



Tags Tab - attach and detach from Tags list



Best practices indicate that attaching tags should be done through the Logistics Mobile App while user is physically at the vehicle in which the tag is installed. Detaching tags can be done on the mobile app or through the portal.

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Attach Tag: My Lot Vehicles Tab

From the Vehicles tab in My Lot either select **Attach** from the Vehicles menu or icon from the Actions column. When using the icon, the portal populates the Vehicle ID with the information from the selected row.

The screenshot shows the 'Vehicles' tab interface. At the top, there is a 'Vehicles' header with a 'Filters' dropdown and an 'Attach' button (represented by a chain link icon). Other buttons include 'Detach', 'Download', and 'OnSpot'. Below this is a table with the following columns: Vehicle ID, Vehicle Description, Current Location, Last Movement Date, Attached To Tag #, Tag Attachment Date, Last Activity Registered Time, and Actions. The table contains one row with the following data: Vehicle ID: 002tra, Vehicle Description: (blank), Current Location: On Site, Last Movement Date: Fri, Aug 30th 2024, 2:35:32 PM (236 days since last movement), Attached To Tag #: (blank), Tag Attachment Date: Fri, Aug 30th 2024, 2:35:32 PM (236 days in lot), Last Activity Registered Time: Fri, Aug 30th 2024, 2:35:32 PM, and Actions: (blank). The 'Attach' button is highlighted in the Actions column.

The Tag Attachment pop-up window opens. If there was a vehicle selection from the Vehicles tab, the vehicle ID will auto-populate in the Vehicle ID field. If no vehicle was selected, both fields will be blank.

The screenshot shows the 'Attach a tag to a vehicle' pop-up window. It has a title bar with the text 'Attach a tag to a vehicle' and a close button (X) in the upper right corner. The main content area is divided into two sections. On the left, there is a dark blue sidebar with two options: 'ADD TAG INFORMATION' (Type in the tag Id you wish to use) and 'SET VEHICLE CUSTOM FIELDS' (Set or edit the vehicle properties). On the right, there is a light blue area with the text 'Attachment of a tag to a vehicle allows Cognos to follow the vehicle and collect essential information about it.' Below this text are two input fields: 'Tag ID' with the value '1526762' and 'Vehicle ID' with the value 'TK1008080'. At the bottom right of the pop-up, there is a 'Next' button.

Input the proper value(s) and select **Next**. Otherwise select the **X** in the upper corner to abandon the action.

If the input tag has a status of unresponsive, the system will display a warning. Correct any issues with the tag so it is responsive or use a different tag to continue.

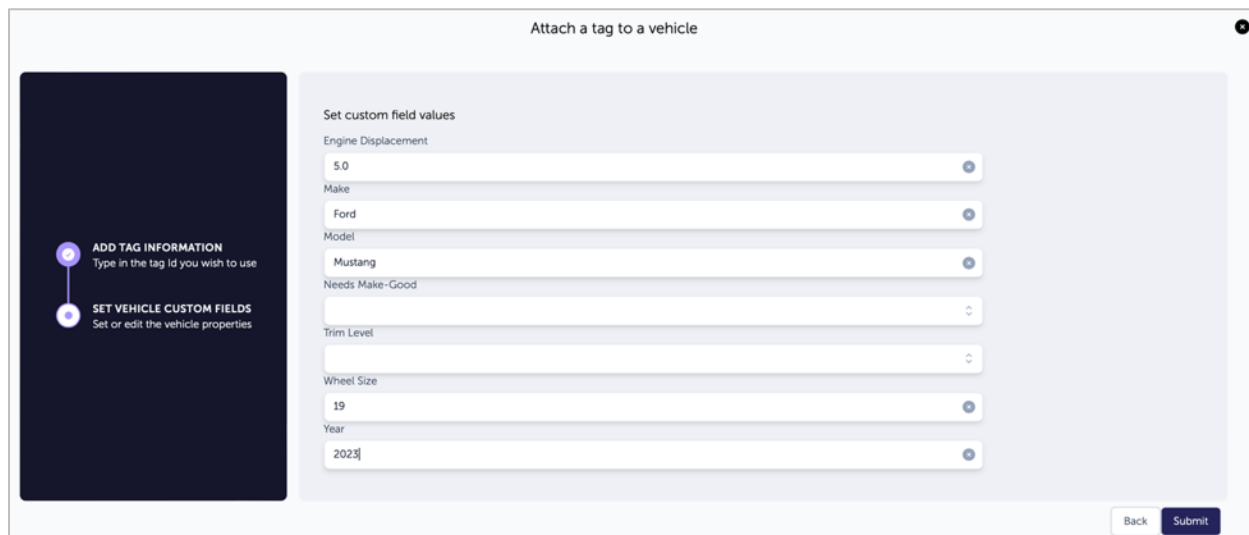
The screenshot shows the 'Attach a tag to an asset' pop-up window. It has a title bar with the text 'Attach a tag to an asset allows Cognos to follow the asset and collect essential information about it.' Below this text are two input fields: 'Tag ID' with the value '1744798' and 'Asset ID' with the value '1093748'. A red warning message is displayed in the center: 'Tag appears unresponsive. Please tap on the tag or shake it and check its LED color. The LED on the tag should blink green if the battery is good. If it blinks red, or doesn't blink at all, then set the tag aside and use another one.' At the bottom right of the pop-up, there is a 'Next' button.



Ensure that the tag's battery status is 50% or higher. You can view battery level for all Tags on the My Lot Tags page (Battery Level column) and you can filter the tag list by battery level (normal, low, critical).

COGNOSOS REAL-TIME LOCATION SERVICES

If your organization utilizes custom fields, the system opens the custom details window to input additional details for the vehicle to which the tag is attached. Vehicle details help to ensure that vehicles can be easily located using a variety of attributes and identifying information. The more details, the easier it is to locate the vehicle and to track data that may impact business operations.



The screenshot shows a web interface titled "Attach a tag to a vehicle". On the left is a dark sidebar with two steps: "ADD TAG INFORMATION" (Type in the tag id you wish to use) and "SET VEHICLE CUSTOM FIELDS" (Set or edit the vehicle properties). The main area is titled "Set custom field values" and contains several input fields: "Engine Displacement" (5.0), "Make" (Ford), "Model" (Mustang), "Needs Make-Good" (a dropdown menu), "Trim Level" (a dropdown menu), "Wheel Size" (19), and "Year" (2023). At the bottom right are "Back" and "Submit" buttons.

Scroll down to access all the available fields. Use the drop-down lists or input values for vehicle details as needed. Add [new values](#) to custom fields as needed.

Select **Submit** to complete the input or **Back** to change the tag or vehicle ID. When complete, the vehicle/tag information is updated across the portal.

COGNOSOS REAL-TIME LOCATION SERVICES


Detach Tag: My Lot Vehicles Tab

To detach a tag, select **Detach** from the menu or the icon from the Actions column. When you engage this activity from the Actions column, the portal auto-populates the Tag ID from the selected row in the 2nd step.

Vehicles



Filters

Attach

 Detach

Download

OnSpot

Vehicle ID	Vehicle Description	Current Location	Last Movement Date	Attached To Tag #	Tag Attachment Date	Last Activity Registered Time	Actions
007tra		On Site	Tue, Apr 22nd 2025, 3:08:31 PM (1 days since last movement)	2000023947	Tue, Apr 22nd 2025, 3:08:31 PM 1 days in lot	Tue, Apr 22nd 2025, 3:08:31 PM	 

Detach a tag from a vehicle

Tag ID

Vehicle ID

Cancel

Confirm

Only the tag or vehicle ID is required to perform the operation. If blank, input the correct ID for either.

Detach a tag from a vehicle

Tag ID

Vehicle ID

007tra

Cancel

Confirm

Select **Confirm** to continue the process or **Cancel** to disregard the action. Once detached, the automobile can no longer be tracked through the portal.

This operation removes the relationship between the tag and the vehicle. If you need to continue tracking the vehicle, attach a new tag and ensure the new tag is with the vehicle.

COGNOSOS REAL-TIME LOCATION SERVICES

Attach Tag: Vehicle Details Page

A tag may be attached, detached, or replaced directly from the Vehicle Details page depending on the current vehicle status. Access this page through the map or My Lot by selecting the (unattached) vehicle icon or link, respectively.

When a vehicle has the status of unattached, the Vehicle Details page will display the Attach Tag option. Select that option to set up the tag.

The screenshot shows the 'VEHICLE DETAILS' page for a vehicle with ID 10000008. The vehicle is currently 'On Site' and is a 2020 GMC Yukon. The 'Attach Tag' button is highlighted with an orange box. Other buttons at the bottom include 'EDIT VEHICLE DETAILS', 'SUBSCRIBE TO VEHICLE', 'NAVIGATE TO VEHICLE', 'CREATE TASK', and 'SHOW VEHICLE MOVEMENTS'. A yellow banner at the top right states: 'There is no location data associated with this vehicle.'

Follow the same steps as outlined in [Attach Tag](#) from My Lot Vehicles.

Replace Tag: Vehicle Details Page

When a vehicle has the status of attached (whether located/has signal or not located/lost signal), Vehicle Details shows the option to **Replace Tag**. This function essentially wraps the detach and attach functions in a single step. Choose this option to detach and attach a new tag.

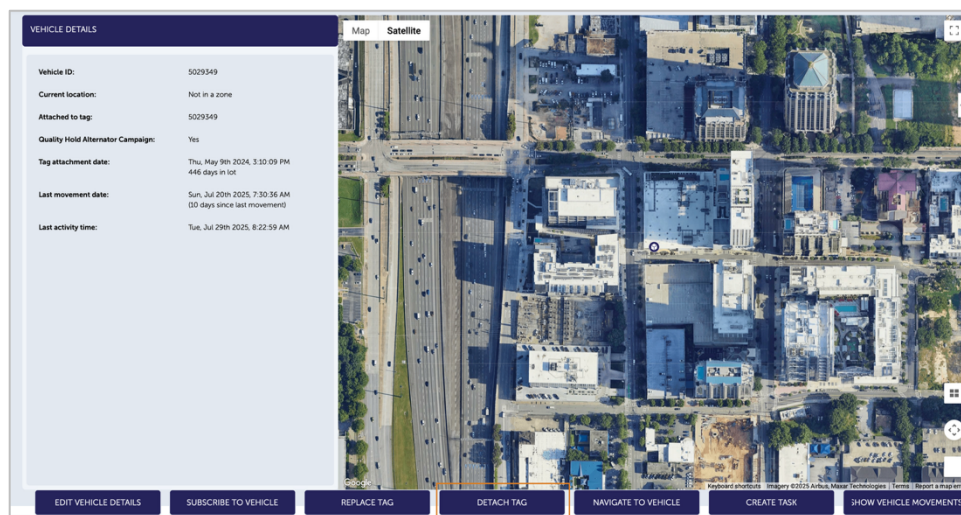
The screenshot shows the 'VEHICLE DETAILS' page for a vehicle with ID 5029349. The vehicle is 'Not in a zone'. A modal window titled 'Attachment of a tag to a vehicle allows Cognosos to follow the vehicle and collect essential information about it.' is open. It contains fields for 'Tag ID' and 'Vehicle ID' (TK1008080). A yellow warning message states: 'This vehicle is already attached to a tag. If you attach this vehicle to another tag, you will detach the existing tag from the vehicle. If you wish to continue and attach this vehicle to another tag, select the Next button.' The 'REPLACE TAG' button is highlighted with an orange box. Other buttons at the bottom include 'EDIT VEHICLE DETAILS', 'SUBSCRIBE TO VEHICLE', 'DETACH TAG', 'NAVIGATE TO VEHICLE', 'CREATE TASK', and 'SHOW VEHICLE MOVEMENTS'.

Input a new valid Tag ID (status of unattached, normal battery) and click **Next**. Continue as described previously. If this is not the operation needed, close the Replace Tag window using the X at the top right.

COGNOSOS REAL-TIME LOCATION SERVICES

Detach Tag: Vehicle Details Tab

Use this option to detach a tag from a vehicle without replacing it (e.g., car sale). Open the Vehicles page under My Lot. Locate the vehicle and tag that need to be detached from one another. From the Vehicle Details page select **Detach Tag**.



The Vehicle Detachment pop-up window opens. Confirm the detachment. Detaching the tag removes the relationship between the tag and the vehicle. If you need to continue tracking the vehicle, attach a new tag and ensure the new tag is with the vehicle.

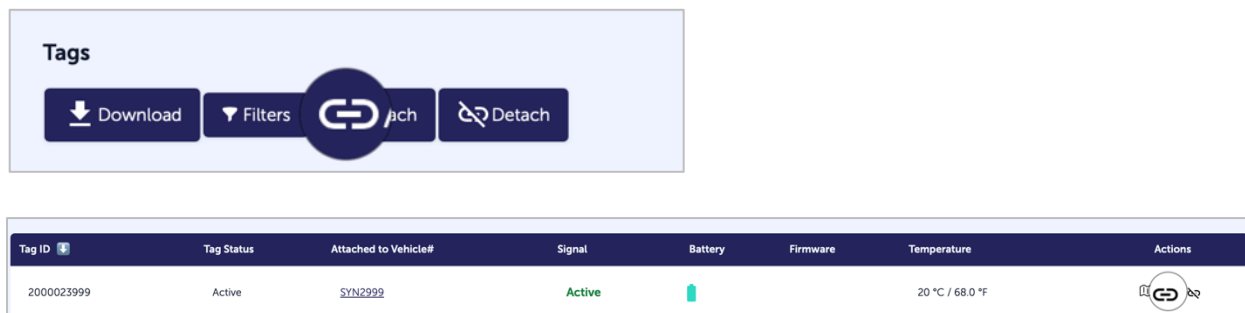
COGNOSOS REAL-TIME LOCATION SERVICES

Attach Tag: Tags Tab

This section covers the specific operation of attaching and detaching tags through the Tags tab under My Lot. Best practices indicate that tag attachment activities should be performed through the mobile app while user is physically at the vehicle in which the tag is installed.

Open the Tags tab. You may use filter or search to look up and attach a specific device.

Select **Attach** from the Tag menu. Alternatively, select the **Attach** link from the Actions column. Ensure a sufficient battery level in the selected tag.



A valid, unique tag ID and vehicle ID are required to complete the operation.



- In the Tag Attachment pop-up window enter proper values into the Tag ID (if no Tag selected) and Vehicle ID fields.

Select **Next** to continue.

The process to add vehicle details continues as described in [Attach Tag](#) from the Vehicles tab. Once complete, the tag/vehicle attachment is updated across the portal and in the mobile app.

COGNOSOS REAL-TIME LOCATION SERVICES

Detach Tag: Tags Tab

To detach a tag, select the **Detach** menu option or locate the tag to detach and use the icon from the Actions column.



Tag ID	Tag Status	Attached to Vehicle#	Signal	Battery	Firmware	Temperature	Actions
2000023999	Active	SYN2999	Active			20 °C / 68.0 °F	

Detach a tag from a vehicle

Tag ID

Vehicle ID

A valid tag ID is required to complete this operation.

Detach a tag from a vehicle

Tag ID

Vehicle ID

Select **Confirm** in the pop-up window to continue. Otherwise select **Cancel** to return to the Tags list without making changes.

Once detached, that tag and vehicle will no longer be connected for location services and data gathering purposes. Attach a new tag to maintain location and information services for the vehicle. Use [Replace Tag](#) to detach/attach in a single step.

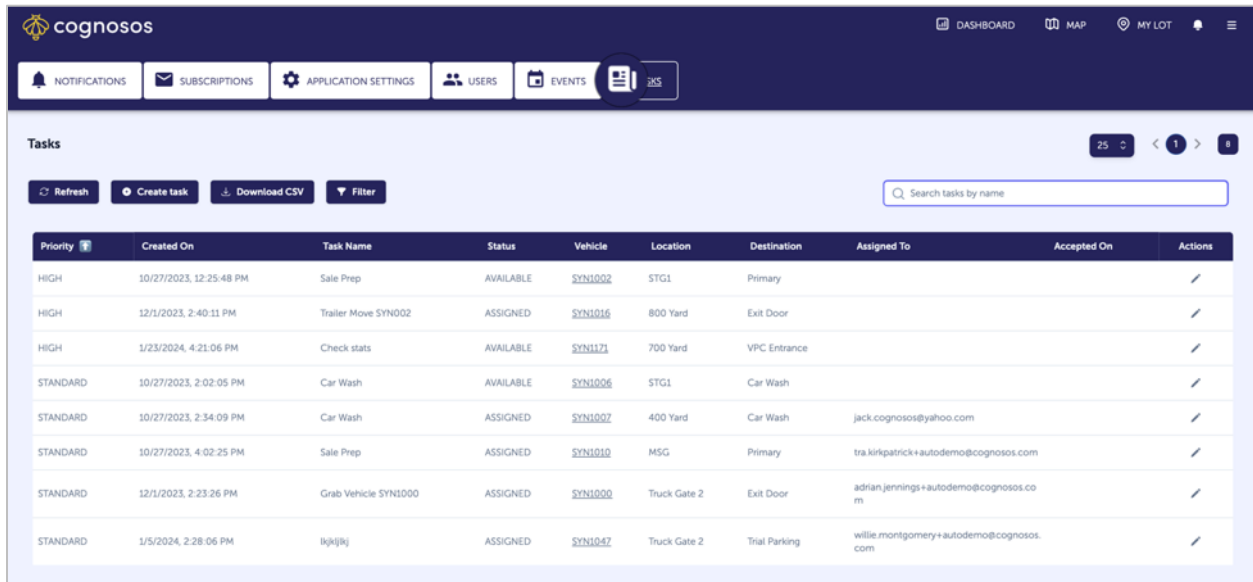
Tasks

COGNOSOS REAL-TIME LOCATION SERVICES

A task management system provides a method for assigning a task to a user, such as relocating a vehicle, and helps to ensure any logistics operation runs smoothly. The Cognosos Outdoor RTLS solution includes a Task Management module that organizations may purchase to enhance their team workflow and efficiency. Speak to your [Cognosos Account Manager](#) for more information about this feature.

Task management allows Administrator users to set up tasks and assign to users across the facility. Using the Logistics Mobile App, users then manage tasks assigned to them. Refer to the Logistics Mobile App Quick Reference Guide for instructions on accessing and using Task Management on a mobile device.

Open the Cognosos portal and select System Management (from the hamburger menu or bell icon) and select the Tasks option. The Tasks page opens, listing tasks that have been created, along with important task-related information.



Priority	Created On	Task Name	Status	Vehicle	Location	Destination	Assigned To	Accepted On	Actions
HIGH	10/27/2023, 12:25:48 PM	Sale Prep	AVAILABLE	SYN1002	STG1	Primary			
HIGH	12/1/2023, 2:40:11 PM	Trailer Move SYN002	ASSIGNED	SYN1016	800 Yard	Exit Door			
HIGH	1/23/2024, 4:21:06 PM	Check stats	AVAILABLE	SYN1171	700 Yard	VPC Entrance			
STANDARD	10/27/2023, 2:02:05 PM	Car Wash	AVAILABLE	SYN1006	STG1	Car Wash			
STANDARD	10/27/2023, 2:34:09 PM	Car Wash	ASSIGNED	SYN1007	400 Yard	Car Wash	jack.cognosos@yahoo.com		
STANDARD	10/27/2023, 4:02:25 PM	Sale Prep	ASSIGNED	SYN1010	MSG	Primary	tra.kirkpatrick+autodemo@cognosos.com		
STANDARD	12/1/2023, 2:23:26 PM	Grab Vehicle SYN1000	ASSIGNED	SYN1000	Truck Gate 2	Exit Door	adrian.jennings+autodemo@cognosos.com		
STANDARD	1/5/2024, 2:28:06 PM	lkjlkj	ASSIGNED	SYN1047	Truck Gate 2	Trial Parking	willie.montgomery+autodemo@cognosos.com		

Sort the Priority or Created On status columns to resort the view. You can also filter or search tasks, create tasks, download the table to a CSV file, and make task edits from this page.

6.1 Task Lifecycle

Tasks have a general lifecycle that is largely managed by the user to whom the task was assigned via the Logistics Mobile App. In some cases, the Administrator will intervene in the lifecycle process by using the Edit function on the Cognosos portal. Broadly speaking, the task lifecycle is:



At various points throughout the lifecycle, a task can be unassigned or abandoned by both the Administrator and assigned user; once a task is marked as completed, it can be changed to uncompleted.

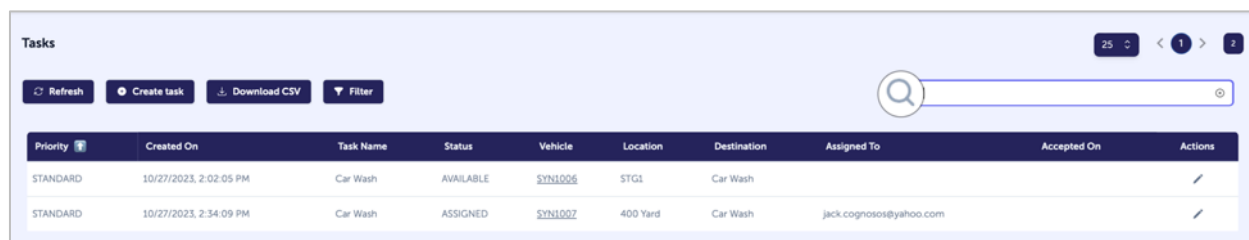
When a task is assigned to a user, it will appear on the user's Tasks list when they are logged into the portal or mobile app. Only Administrators can see all tasks; other users will see only tasks assigned to them.

Refer to the Logistics Mobile App Quick Reference Guide for using the Task Manager on the mobile app. Users can manage their tasks through the app.

6.2 Task Management

6.2.1 Searching Tasks

Open the Tasks page and begin inputting alphanumeric characters in the Search field. The page dynamically refreshes as the portal receives input. Use this option to search within a task name or asset ID number. If you are looking for tasks assigned to a particular user or with a specific status, use the Filter option instead.



The screenshot shows the 'Tasks' page interface. At the top, there are buttons for 'Refresh', 'Create task', 'Download CSV', and a 'Filter' dropdown. A search bar is located on the right. Below these is a table with the following columns: Priority, Created On, Task Name, Status, Vehicle, Location, Destination, Assigned To, Accepted On, and Actions. Two tasks are listed:

Priority	Created On	Task Name	Status	Vehicle	Location	Destination	Assigned To	Accepted On	Actions
STANDARD	10/27/2023, 2:02:05 PM	Car Wash	AVAILABLE	SYN1006	STG1	Car Wash			
STANDARD	10/27/2023, 2:34:09 PM	Car Wash	ASSIGNED	SYN1007	400 Yard	Car Wash	jack.cognosos@yahoo.com		

Edit task as needed. Use the **X** in the search field to refresh the page.

6.2.2 Filtering Tasks

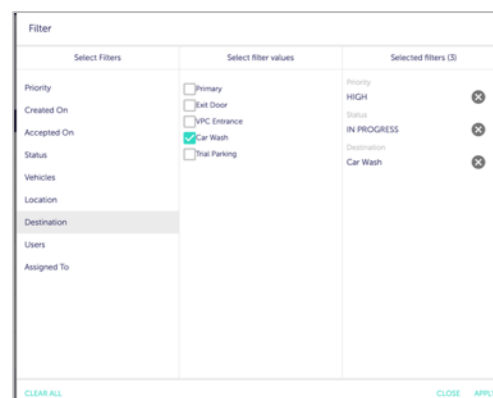
Open the Tasks page and select the **Filter** drop-down list.



Task filters work much the same as filters across the portal. Make selections for the filter criteria. You may select multiple primary categories (Select Filters column) and multiple options under each category.

At any point click the **X** next to any item to remove it; choose **Clear All** to keep window open and remove selections; choose **Close** to disregard running the filter and return to Tasks list.

When filters selection is complete choose **Apply**.



The screenshot shows the 'Filter' dialog box. It has three columns: 'Select Filters', 'Select filter values', and 'Selected filters (3)'. The 'Select Filters' column lists various criteria: Priority, Created On, Accepted On, Status, Vehicles, Location, Destination, Users, and Assigned To. The 'Select filter values' column shows checkboxes for each criterion: Primary, Exit Door, APC Entrance, Car Wash (checked), and Trail Parking. The 'Selected filters (3)' column shows the selected filters: Priority, Status, and Destination. At the bottom, there are buttons for 'CLEAR ALL', 'CLOSE', and 'APPLY'.

COGNOSOS REAL-TIME LOCATION SERVICES

The portal returns to the Tasks list with any tasks meeting the filter criteria.

Priority	Created On	Task Name	Status	Asset	Location	Destination	Assigned To	Accepted On	Actions
HIGH	8/9/2023, 8:12:14 AM	Ntest17	ASSIGNED	5XYPGDA51LG612637	600 Block	600 Block	aarti.singla+glovis@impressico.com		
HIGH	8/11/2023, 5:09:49 AM	Ntest24	ASSIGNED	5XYPGDA53LG612137	800 Yard14	700 Yard	kota.soundarya+glovis1@impressico.com		
HIGH	8/11/2023, 5:10:32 AM	Ntest26	ASSIGNED	5XYPGDA57LG612111	600 Block	700 Yard	kota.soundarya+glovis@impressico.com		

Edit any listed task or download the list to a CSV file. To remove a single item from the displayed filter (if more than one selected), use the **X** next to the item next to Selected filters about the table. To remove all filters and return to all tasks, click **Clear Filters**.

Priority	Created On	Task Name	Status	Vehicle	Location	Destination	Assigned To	Accepted On	Actions
HIGH	12/1/2023, 2:40:11 PM	Trailer Move SYN002	IN_PROGRESS	SYN1016	800 Yard	Exit Door	tra.kirkpatrick+autodemo@cognoscos.com	2/27/2024, 3:49:45 PM	
HIGH	1/23/2024, 4:21:06 PM	Check stats	AVAILABLE	SYN1121	700 Yard	VPC Entrance			

Save Task Filter

If you want to save as a filter for later use, select **Save Changes**.

Input a recognizable filter name and then choose whether the filter is available for user only or application wide (standard role users will not have that option).

If a spotlight pattern should be assigned, make a selection; otherwise leave set to None.

Click **Save**.

COGNOSOS REAL-TIME LOCATION SERVICES

6.2.3 Creating a Task

Cognosos users with Administrator user roles may create new tasks in the portal. Tasks created on the portal are shared to the Logistics Mobile App. Use this area of Task Management within the portal to create multiple tasks for multiple vehicles. A task can also be created from the [Vehicle Details](#) page or from the My Lot Zones page. The steps are the same regardless of initiation point.

Open the Tasks page and choose **Create task**.



User must have role Administrator or Cognosos for access to Create task and Download CSV options.

On the Create new task screen input task information. For the Task Name, use a short descriptor that will make sense to task designees, especially if there will more multiple tasks under one heading.

Task Name, Asset, and Destination are all required to save the new task.

You can choose a user to whom to assign the task now or you can come back and input that information later using the Edit function.

A vehicle may only be assigned a single task. If you choose an asset that already has a task associated with it, the system will return an error when you attempt to save the new task.

Choose **Create Task** when task information is complete; otherwise choose **Cancel** to return to the Tasks list without creating a new task. Once saved, the portal returns to the Task list and the new task will be listed.



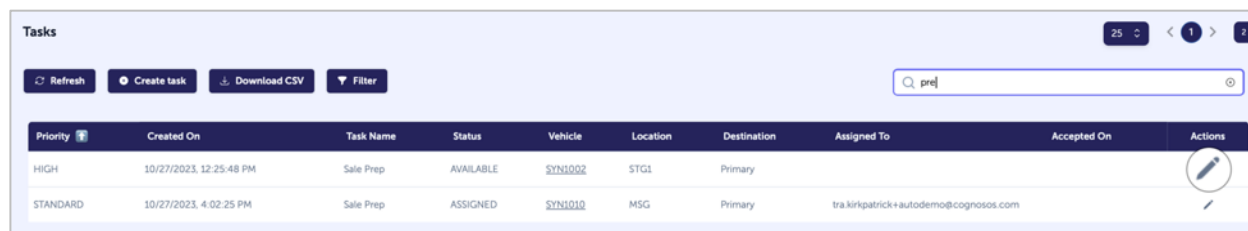
Depending on the sort display of your Task list (priority or date created; ascending or descending), the new task(s) may or may not appear at the top of the list. Resort the view accordingly to view the newly added tasks.

A new task has the status of Available when it is not assigned a user. When a user is assigned to the task, the status changes to Assigned.

COGNOSOS REAL-TIME LOCATION SERVICES

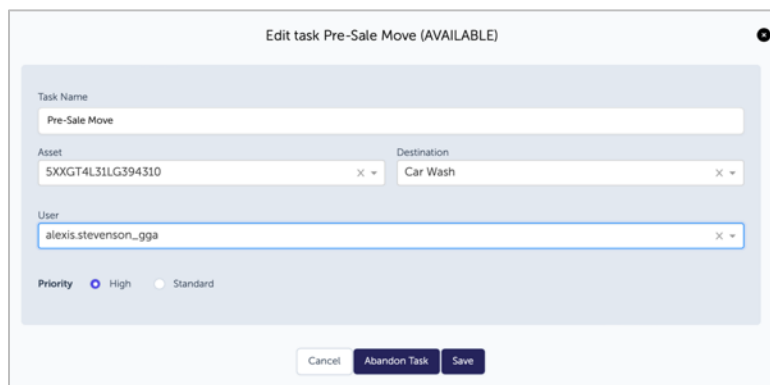
6.2.4 Editing a Task

Administrators may edit any aspect of a task once it has been created within the portal, including choosing to abandon the task. Open the Tasks page and locate the task to update. Choose the pencil icon under the Action column for the task's row.



Priority	Created On	Task Name	Status	Vehicle	Location	Destination	Assigned To	Accepted On	Actions
HIGH	10/27/2023, 12:25:48 PM	Sale Prep	AVAILABLE	SYN002	STGL	Primary			
STANDARD	10/27/2023, 4:02:25 PM	Sale Prep	ASSIGNED	SYN010	MSG	Primary	tra.kirkpatrick+autodemo@cognosos.com		

The Edit task window displays the task name and (STATUS) at the top of the Edit window. Options depend on the status of the task. See information regarding the [Task Lifecycle](#). Edit the task name or change any field using the drop-down lists. Change the priority status using the radio dials.



Task Name: Pre-Sale Move

Asset: 5XXGT4L31LG394310

Destination: Car Wash

User: alexis.stevenson_gga

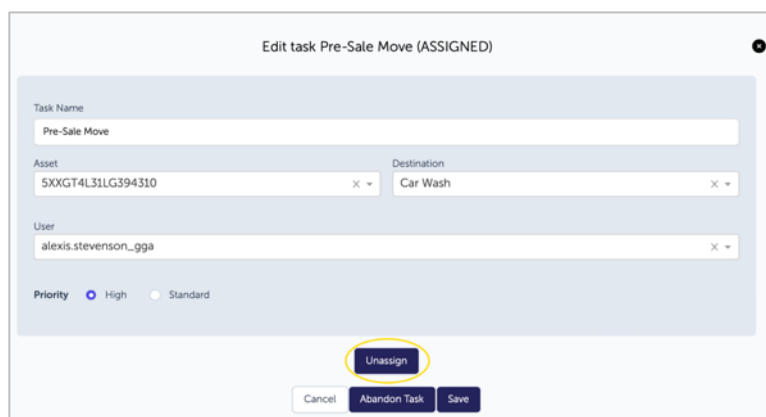
Priority: ☒ High ☐ Standard

Buttons: Cancel, Abandon Task, Save

Once changes are complete, click **Save**. To disregard changes, choose **Cancel**.

If the task has been assigned to a user, remove the task by choosing **Abandon Task** at the bottom of the Edit window. Please note that this action removes the task from the Cognosos portal, mobile app, and can not be undone. If the task is Unassigned, there is no option to abandon.

Administrators may also unassign a task from a user. This puts the task status back to Available. Open the task to edit using the pencil icon from the Tasks page and choose **Unassign task**.



Task Name: Pre-Sale Move

Asset: 5XXGT4L31LG394310

Destination: Car Wash

User: alexis.stevenson_gga

Priority: ☒ High ☐ Standard

Buttons: Cancel, Abandon Task, Save, **Unassign**

6.3 End User Task Management

Once the task has been input by the Administrator and assigned, the first user-based step is for the assigned user to accept the task. Field team members will most often manage their tasks from the mobile app. If on the Cognosos portal, open the task using the pencil icon and select **Accept**. The portal will display a message that the task was accepted and return to the Tasks list. The status will change to Accepted.

STANDARD	9/5/2023, 3:28:26 PM	Pre-Sale Move	ACCEPTED	5XXGT4L31LG394422	600 Yard123	Car Wash	tra.kirkpatrick+glovis@cognosos.c om	9/5/2023, 8:42:01 PM	
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After a task has been accepted by the assigned user, the next step in the lifecycle is to start the task. Other options include to Unassign the task or to Abandon (remove). When the assigned user is ready to begin the task, use the Edit option to change the task status by selecting **Start**.

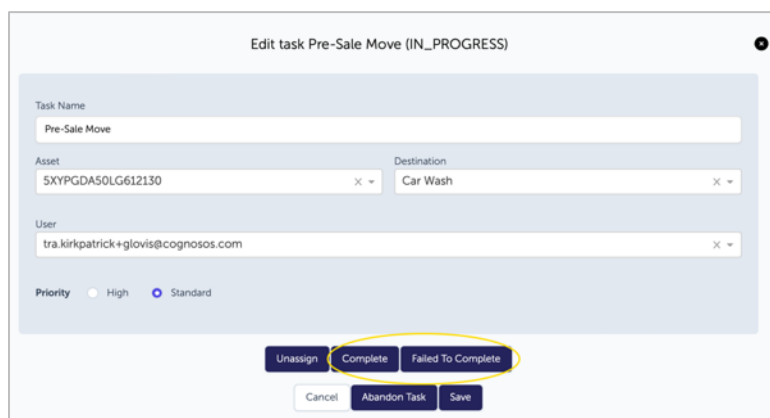
The task will change to a status of In Progress. If the task needs to go to another user, click **Unassign**. To remove the task from the list, choose **Abandon Task**. The Tasks list updates with the new status accordingly.



When changing the status of a task, the data updates immediately; you do not need to use **Save**. The Save option is for using when changing the value of a field.

COGNOSOS REAL-TIME LOCATION SERVICES

The task will remain in the In Progress mode until the next step of the task is taken: Complete or Failed to Complete.



If the task is done successfully, mark **Complete**. The status will change to Completed.

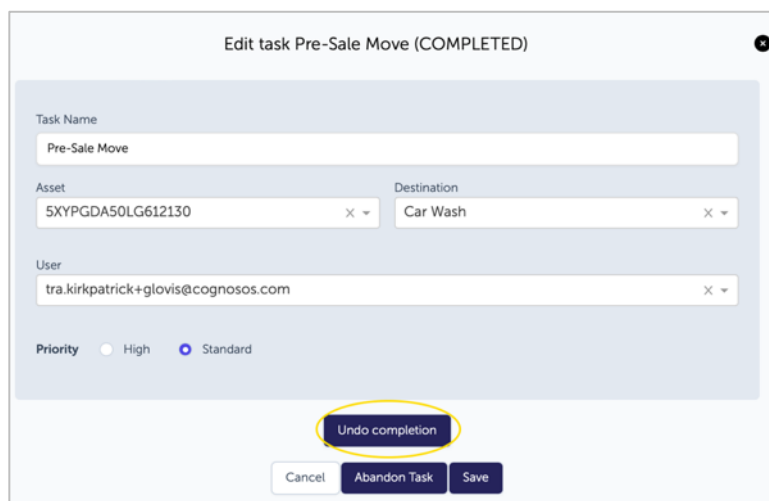
If for any reason you could not complete the task, mark **Failed to Complete**. When this option is selected, the status returns to Available.

Additional options for the task before completion are to **Unassign** or to **Abandon Task**.

When a task is Unassigned, it returns to the Available status. When a task is abandoned, it is removed from the task list entirely. The Abandon option can not be undone.

If a task has been marked Complete by accident or needs to return to the task lifecycle, open the Completed task and select **Undo Completion**.

Task status returns to In Progress when this option is chosen.



Refer to the Logistics Mobile App Quick Reference Guide for using the Task Manager on the mobile app. Users can manage their tasks through the app.

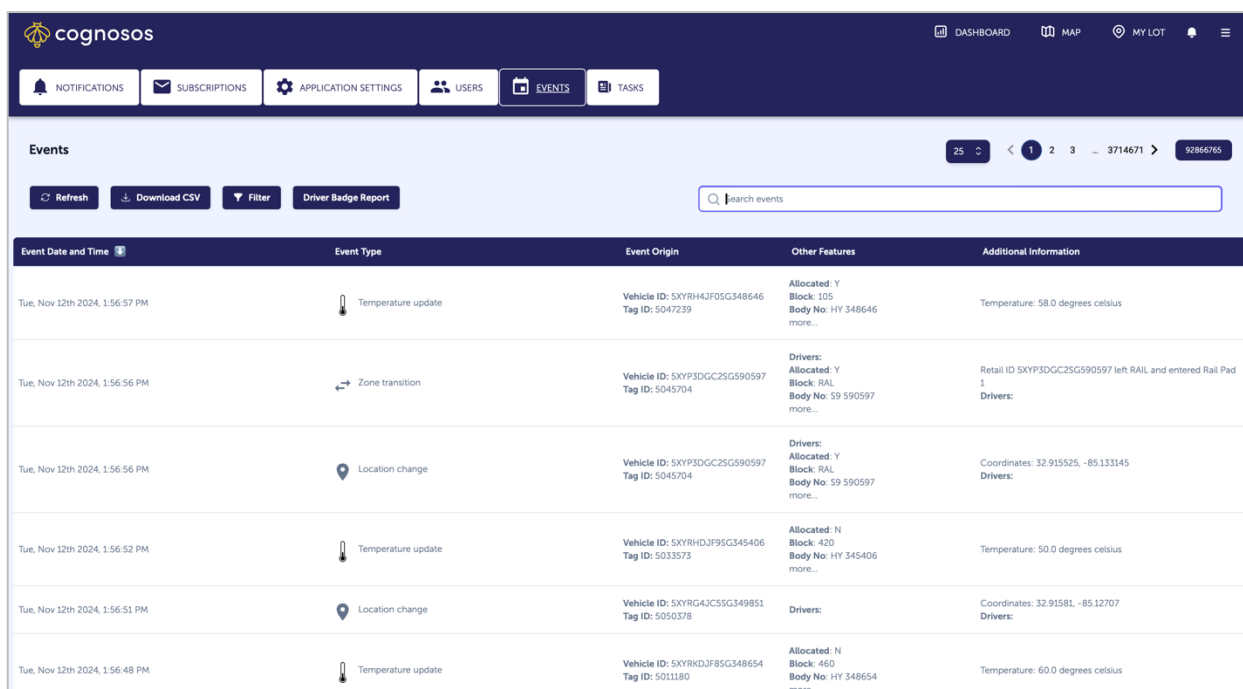
Reports, Subscriptions & Notifications

COGNOSOS REAL-TIME LOCATION SERVICES

The Cognosos portal provides several mechanisms for tracking and disseminating vehicle data, thus providing a lens to real-time information about stock and inventory, supply chain metrics, and more. Users have the ability to set up subscriptions and notifications to track vehicle movement and subscribe to specific vehicle activities and benchmarks. Additionally, an events report provides all historical information for a wider view of vehicle information and exceptions and a driver badge report contains vehicle movement information sorted by driver badge(s). All system users have access to reports, subscriptions, and notifications.

7.1 Events Reporting

The Events report entails every trackable vehicle event in the facility. To access this information, click the **bell** icon located in the portal's main menu or choose System Management from the hamburger menu; select **Events** to open the report tab.



Event Date and Time	Event Type	Event Origin	Other Features	Additional Information
Tue, Nov 12th 2024, 1:56:57 PM	Temperature update	Vehicle ID: 5XYRH4JF05G348646 Tag ID: 5047239	Allocated: Y Block: 105 Body No: HY 348646 more...	Temperature: 58.0 degrees celsius
Tue, Nov 12th 2024, 1:56:57 PM	Zone transition	Vehicle ID: 5XYP3DGC25G590597 Tag ID: 5045704	Drivers: Allocated: Y Block: RAL Body No: 59 590597 more...	Retail ID 5XYP3DGC25G590597 left RAIL and entered Rail Pad 1. Drivers:
Tue, Nov 12th 2024, 1:56:56 PM	Location change	Vehicle ID: 5XYP3DGC25G590597 Tag ID: 5045704	Drivers: Allocated: Y Block: RAL Body No: 59 590597 more...	Coordinates: 32.915525, -85.133145 Drivers:
Tue, Nov 12th 2024, 1:56:52 PM	Temperature update	Vehicle ID: 5XYRHDJF95G345406 Tag ID: 5033573	Allocated: N Block: 420 Body No: HY 345406 more...	Temperature: 50.0 degrees celsius
Tue, Nov 12th 2024, 1:56:51 PM	Location change	Vehicle ID: 5XYRG4JC55G349851 Tag ID: 5050378	Drivers:	Coordinates: 32.91581, -85.12707 Drivers:
Tue, Nov 12th 2024, 1:56:48 PM	Temperature update	Vehicle ID: 5XYRKDJF85G348654 Tag ID: 5011180	Allocated: N Block: 460 Body No: HY 348654 more...	Temperature: 60.0 degrees celsius

As shown, this report contains every event that has been logged in the system, which is an extensive list. Use **Refresh** to reload the page if needed. Pagination options at the top allow a page by page browse of events.

Download events listing to a CSV file using the **Download CSV** button in the Events menu bar.

Select the Vehicle ID link in the Event Origin column to open the Vehicle Details page for that vehicle.

The Additional Information column provides more data, which changes depending upon the event type. For example, a Tag event shows the action (attach/detach), tag and vehicle IDs, an unresponsive tag displays the last known location and last message date. For organizations utilizing hardware and software for [driver badges](#), this information is also shown.

When the event type is a location change the system provides a map link to view the location of the tag/vehicle. Highlight and copy the link then open a new browser window. Paste the link to access the vehicle's location via the map coordinates and location through Google maps.

COGNOSOS REAL-TIME LOCATION SERVICES

The Other Features column includes vehicle information. If your Cognosos portal utilizes the Driver Tag feature, the user's driver tag ID will display in this column for certain vehicle events (e.g., tag attach or detach).

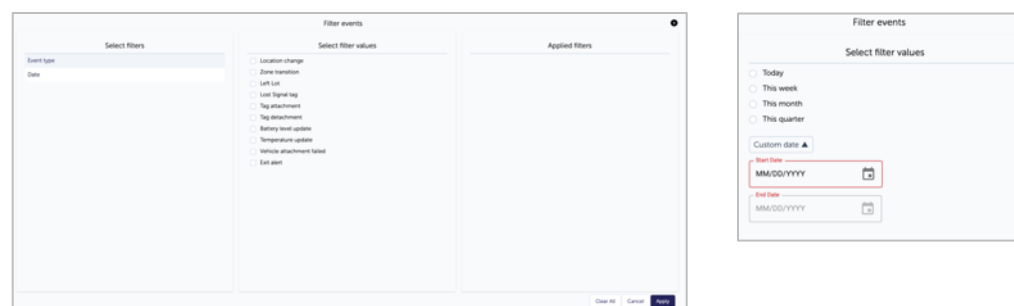
Use the Search box to narrow down the event list. The search field accepts numbers, letters and special characters. Perform a simple search by vehicle, zone, tag ID. You can also run more complex searches to find targeted events for a specific zone. The Event list refreshes as input is entered into the Search field.



Alternatively, use the filtering option to narrow down the listing of Events. The Filter option can be used instead of or in tandem with the Search function. From the Events menu select **Filter**.



The Filter pop up window opens. To filter a specific event, highlight Event Type in the Select Filters column then check the event(s) to display on the list. Select one or more filter values.



A date filter can be added to the event type or the date filter can be used on its own to filter all events within a certain date range. Highlight the Date option under Select Filters. Predefined ranges are available for selection as well as a custom date option. Click the radio dial for the necessary date filter.

To remove an event type from the filter, simply select the **X** next to the event type in the Selected filters column. Select **Clear All** to remove all selected filters.

Select **Apply** or **Close** to return to the Events list. The system returns to the Events page with the filters applied. Click the **X** next to a filter value to remove that single filter. As filters are removed, the page dynamically refreshes.

7.2 Driver Badge Reporting

Cognosos offers a driver badge feature that provides companies with a way to maintain and view real-time data around driver performance, logistics processes, and inventory movement. If your organization does not utilize this feature and/or have the required hardware, this information is not shown in your Cognosos portal.

A driver badge is a physical badge that is worn on the person while at work. Drivers are assigned a badge and badge number and the badge should be kept until it needs to be replaced. Ensure operational battery by pressing on the Cognosos firefly logo located on the badge; look for a small, flashing blue light. Badge should be worn on the upper front of the driver's torso (e.g., shirt pocket).

Please note: While the badges can withstand slight moisture, they are not designed to get wet or to be submerged in liquids.

Driver badge information communicates through Bluetooth beacons, similar to vehicle tags. To view driver badge information on the portal, use:

- Vehicle Details: History
- Events: Additional Information column
- Events: Driver Badge Report option

Open the [Vehicle Details](#) page using any method to locate a specific vehicle. When the history for vehicle movement includes driver badge information, it is displayed within the movement data.

The screenshot displays the 'VEHICLE DETAILS' page in the Cognosos portal. On the left, a table lists vehicle information:

Vehicle ID:	SKYP5DGC75G678345
Current location:	PIO Exclusion Zone 1
Attached to tag:	5102817
Allocated:	Y
Block:	VPP
Body No:	S9 678345
Cell:	003
Color:	Midnight Lake Blue
Dealer:	AZ032
Dest:	ELMAZ
GridLocation:	VPP-VPP-005-003
Hold:	N
Model:	TELLURIDE
Model#:	J44A2
MY:	2025
Owner:	KMA
PIO:	N
Region:	WE
Row:	005

The central part of the page shows a satellite map of a large parking lot with a red location pin. On the right, the 'History' section shows a list of 50 last locations. The list includes timestamps, locations, and driver badge information:

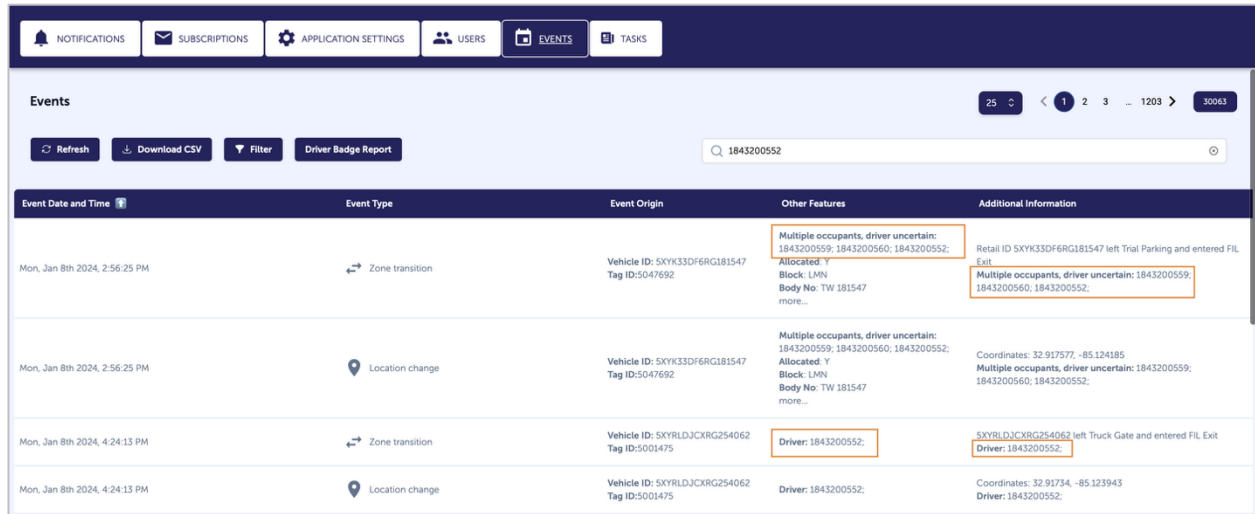
Time	Location	Driver
30. Tue, Jul 29th 2025, 10:55:32 AM	PIO, Exclusion Zone 1	No driver identified
29. Tue, Jul 29th 2025, 10:52:54 AM	PIO, Exclusion Zone 1	Driver: 1843200665
28. Tue, Jul 29th 2025, 10:50:53 AM	PIO, Exclusion Zone 1	Multiple occupants, driver uncertain: 1843202615, 1843202457
27. Tue, Jul 29th 2025, 10:50:14 AM	PIO, Exclusion Zone 1	No driver identified
26. Tue, Jul 29th 2025, 10:48:27 AM	PIO, Exclusion Zone 1	No driver identified
25. Tue, Jul 29th 2025, 10:48:18 AM	PIO, Exclusion Zone 1	No driver identified
24. Tue, Jul 29th 2025, 10:41:48 AM	PIO, Exclusion Zone 1	No driver identified
23. Tue, Jul 29th 2025, 10:41:47 AM	PIO, Exclusion Zone 1	No driver identified
22. Tue, Jul 29th 2025, 10:41:16 AM	PIO, Exclusion Zone 1	No driver identified

When more than one driver badge ID is shown, all badges detected in the vehicle during movement are listed. The “no driver identified” message shows when movement occurred by a driver without a driver badge.

COGNOSOS REAL-TIME LOCATION SERVICES

7.2.1 Review All Driver Badge Events

To view driver badge events across the lot, go to the Events option (bell icon or hamburger menu). Use filter options such as location change or zone transition or search by driver badge ID to find driver information more quickly. The Other Features and Additional Information columns show driver badge IDs, when present, for vehicle events.

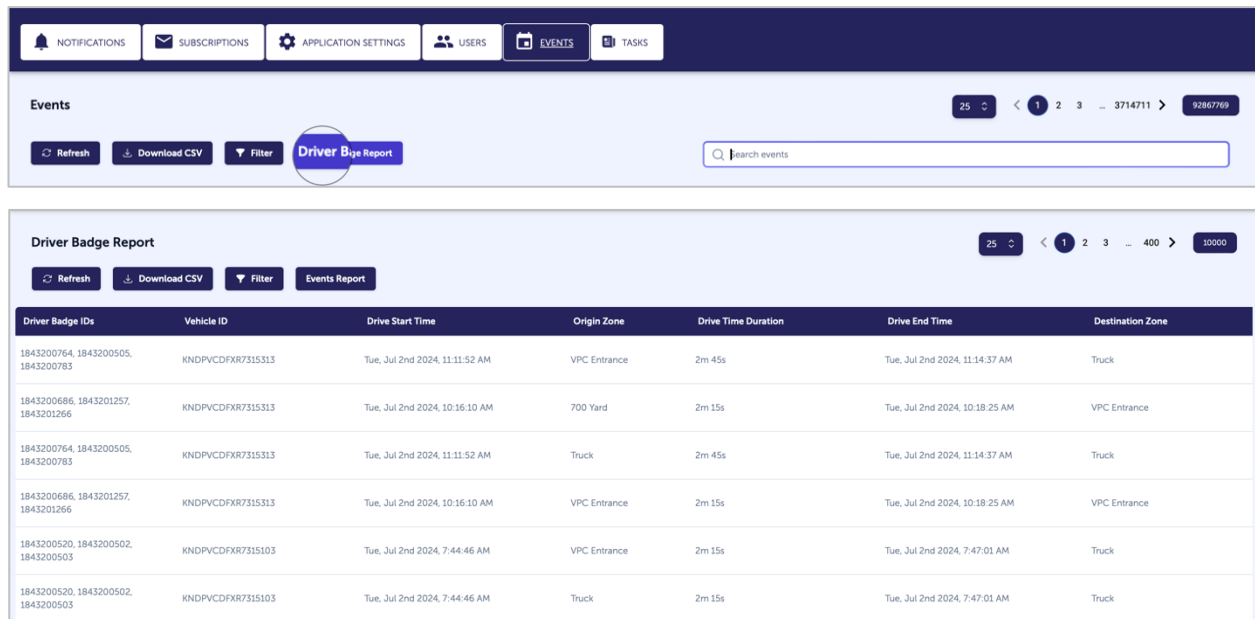


The screenshot shows the 'Events' page in the Cognosos portal. The top navigation bar includes 'NOTIFICATIONS', 'SUBSCRIPTIONS', 'APPLICATION SETTINGS', 'USERS', 'EVENTS' (selected), and 'TASKS'. Below the navigation bar, there are buttons for 'Refresh', 'Download CSV', 'Filter', and 'Driver Badge Report'. A search bar contains the text '1843200552'. The main table displays a list of events with columns: Event Date and Time, Event Type, Event Origin, Other Features, and Additional Information. The events listed are:

Event Date and Time	Event Type	Event Origin	Other Features	Additional Information
Mon, Jan 8th 2024, 2:56:25 PM	Zone transition	Vehicle ID: SYK33DF6RG181547 Tag ID: 5047692	Multiple occupants, driver uncertain: 1843200559; 1843200560; 1843200552; Allocated: Y Block: LMN Body No: TW 181547 more...	Retail ID SYK33DF6RG181547 left Trial Parking and entered FIL Exit. Multiple occupants, driver uncertain: 1843200559; 1843200560; 1843200552;
Mon, Jan 8th 2024, 2:56:25 PM	Location change	Vehicle ID: SYK33DF6RG181547 Tag ID: 5047692	Multiple occupants, driver uncertain: 1843200559; 1843200560; 1843200552; Allocated: Y Block: LMN Body No: TW 181547 more...	Coordinates: 32.917577, -85.124185 Multiple occupants, driver uncertain: 1843200559; 1843200560; 1843200552;
Mon, Jan 8th 2024, 4:24:13 PM	Zone transition	Vehicle ID: SYRLDJCXRG254062 Tag ID: 5001475	Driver: 1843200552;	SYRLDJCXRG254062 left Truck Gate and entered FIL Exit Driver: 1843200552;
Mon, Jan 8th 2024, 4:24:13 PM	Location change	Vehicle ID: SYRLDJCXRG254062 Tag ID: 5001475	Driver: 1843200552;	Coordinates: 32.91734, -85.123943 Driver: 1843200552;

7.2.2 Run Driver Badge Report

Select **Driver Badge Report** from the Events page. The Driver Badge Report shows vehicle movement information by driver badge ID. This information is shown in the Driver Badge IDs column. The Driver Badge IDs column will contain minimally one identifier.



The screenshot shows the 'Driver Badge Report' page in the Cognosos portal. The top navigation bar is the same as the previous screenshot. Below the navigation bar, there are buttons for 'Refresh', 'Download CSV', 'Filter', and 'Events Report'. A search bar contains the text 'search events'. The main table displays a list of driver badge reports with columns: Driver Badge IDs, Vehicle ID, Drive Start Time, Origin Zone, Drive Time Duration, Drive End Time, and Destination Zone. The reports listed are:

Driver Badge IDs	Vehicle ID	Drive Start Time	Origin Zone	Drive Time Duration	Drive End Time	Destination Zone
1843200764, 1843200505, 1843200783	KNDPVCDXFR7315313	Tue, Jul 2nd 2024, 11:11:52 AM	VPC Entrance	2m 45s	Tue, Jul 2nd 2024, 11:14:37 AM	Truck
1843200686, 1843201257, 1843201266	KNDPVCDXFR7315313	Tue, Jul 2nd 2024, 10:16:10 AM	700 Yard	2m 15s	Tue, Jul 2nd 2024, 10:18:25 AM	VPC Entrance
1843200764, 1843200505, 1843200783	KNDPVCDXFR7315313	Tue, Jul 2nd 2024, 11:11:52 AM	Truck	2m 45s	Tue, Jul 2nd 2024, 11:14:37 AM	Truck
1843200686, 1843201257, 1843201266	KNDPVCDXFR7315313	Tue, Jul 2nd 2024, 10:16:10 AM	VPC Entrance	2m 15s	Tue, Jul 2nd 2024, 10:18:25 AM	VPC Entrance
1843200520, 1843200502, 1843200503	KNDPVCDXFR7315103	Tue, Jul 2nd 2024, 7:44:46 AM	VPC Entrance	2m 15s	Tue, Jul 2nd 2024, 7:47:01 AM	Truck
1843200520, 1843200502, 1843200503	KNDPVCDXFR7315103	Tue, Jul 2nd 2024, 7:44:46 AM	Truck	2m 15s	Tue, Jul 2nd 2024, 7:47:01 AM	Truck

COGNOSOS REAL-TIME LOCATION SERVICES

Each row reports movement start zone and time and end zone and time, drive duration for a specific vehicle. Use **Refresh** to reload the page if needed. Pagination options at the top allow a page by page browse of events.

The **Filter** option provides a way to filter the report by one or more driver badge IDs or to filter the driver badge report by other criteria, such as by date, zone, and more. Multiple filters can be applied together.

Driver Badge Report

Refresh Download CSV Filter Events Report

Filter Driver Badges

Select filters: Event Type, Date, Zones, Vehicle, Driver Badge

Select filter values: 1843200684, 1843200207, 1843200206

Applied filters: DriverBadgeID: 1843200684, 1843200207, 1843200206

Clear All Cancel Apply

To filter by a specific driver badge or truck tag ID, select **Driver Badge** under **Select filters** and input one or more IDs in the **Search** field under **Select filter values**.

If desired, filter by other criteria such as the event type (e.g., zone), vehicle ID(s), or date. Selected filters show under **Applied filters**. Click **Apply**.

The Badge ID Reports page refreshes with just the applied criteria from the filter.

Driver Badge Report

Refresh Download CSV Filter Events Report

1843200764, 1843200505, 1843200783 CLEAR FILTERS

Driver Badge IDs	Vehicle ID	Drive Start Time	Origin Zone	Drive Time Duration	Drive End Time	Destination Zone
1843200764, 1843200505, 1843200783	KNDPVCFXR7315313	Tue, Jul 2nd 2024, 11:11:52 AM	VPC Entrance	2m 45s	Tue, Jul 2nd 2024, 11:14:37 AM	Truck
1843200764, 1843200505, 1843200783	KNDPVCFXR7315313	Tue, Jul 2nd 2024, 11:11:52 AM	Truck	2m 45s	Tue, Jul 2nd 2024, 11:14:37 AM	Truck
1843200605, 1843200764, 1843200688	KNDPVCF6R7315227	Tue, Jul 2nd 2024, 11:19:37 AM	VPC Exit	2m	Tue, Jul 2nd 2024, 11:21:37 AM	Truck
1843200605, 1843200764, 1843200688	KNDPVCF6R7315227	Tue, Jul 2nd 2024, 11:19:37 AM	Truck	2m	Tue, Jul 2nd 2024, 11:21:37 AM	Truck

Use **Clear Filters** above the report to refresh the screen to all.

Select **Events Report** to return to the primary events log. Please note that this option does not refresh the Driver Badge Report; you must use **Clear Filters**.

To extrapolate data more fully, download the information using the **Download CSV** option. Driver Tag data is found in column P.

Refer to our [Driver Badge tip sheet](#) on the Cognosos Knowledge Base for more information on setting up, using, and troubleshooting driver badge data.

O	P
Raw Val	Driver Tag IDs
MSG_REA	184,320,124,218,432,00
MSG_REA	184,320,124,618,432,00
MSG_REA	184,320,124,218,432,00
MSG_REA	184,320,125,418,432,00
MSG_REA	184,320,124,618,432,00
MSG_REA	184,320,125,418,432,00
MSG_REA	184,320,124,218,432,00
MSG_REA	184,320,125,518,432,00
MSG_REA	184,320,125,518,432,00
MSG_REA	184,320,125,518,432,00
MSG_REA	184,320,125,518,432,00
MSG_REA	184,320,124,218,432,00
MSG_REA	184,320,125,518,432,00

COGNOSOS REAL-TIME LOCATION SERVICES

7.3 Vehicle + Zone Subscriptions

A subscription provides a mechanism for users to follow vehicle and zone activities. Click the bell icon on the top right portal menu; click **Subscriptions** to open the tab.



The Subscriptions tab shows both subscriptions created here (which are for all vehicles) and subscriptions that are set up for individual vehicles using [Subscribe](#).

<input type="checkbox"/> Subscription Date	Notification	When The Event Happens?	Notification Medium	Notification Source	Status
<input type="checkbox"/> Fri, Jan 26th 2024, 7:43:00 PM	Notify me when 0005012639 enters or leaves Rail Pad 3	6:00 AM - 5:00 PM	✉ tra.kirkpatrick+autodemo@cognosmos.com	Vehicles/Zone	Pause subscription
<input type="checkbox"/> Fri, Jan 26th 2024, 7:43:00 PM	Notify me when 0005012639 enters or leaves Rail Pad 2	6:00 AM - 5:00 PM	✉ tra.kirkpatrick+autodemo@cognosmos.com	Vehicles/Zone	Pause subscription
<input type="checkbox"/> Fri, Jan 26th 2024, 7:43:00 PM	Notify me when 0005012639 enters or leaves Rail Pad 1	6:00 AM - 5:00 PM	✉ tra.kirkpatrick+autodemo@cognosmos.com	Vehicles/Zone	Pause subscription
<input type="checkbox"/> Tue, Jul 18th 2023, 2:50:16 PM	Notify me when 5YN1753 enters or leaves Exit Door	4:16 AM - 3:00 PM	✉ tra.kirkpatrick+autodemo@cognosmos.com	Vehicles/Zone	Pause subscription
<input type="checkbox"/> Tue, Jun 27th 2023, 11:55:53 AM	Notify me when any asset enters or leaves 300 Yard	3:00 AM - 3:00 PM	✉ tra.kirkpatrick+autodemo@cognosmos.com	Zone	Pause subscription
<input type="checkbox"/> Tue, Jun 27th 2023, 11:55:52 AM	Notify me when any asset enters or leaves 200 Yard	3:00 AM - 3:00 PM	✉ tra.kirkpatrick+autodemo@cognosmos.com	Zone	Pause subscription
<input type="checkbox"/> Sat, May 27th 2023, 4:40:25 PM	Notify me when any asset enters or leaves Trial Parking	3:35 PM - 10:42 PM	✉ tra.kirkpatrick+autodemo@cognosmos.com	Zone	Pause subscription
<input type="checkbox"/> Fri, Aug 19th 2022, 9:23:19 AM	Notify me when 4Y15L65848Z411439 enters or leaves 600 Yard	8:00 AM - 5:00 PM	✉ tra.kirkpatrick+autodemo@cognosmos.com	Vehicles/Zone	Pause subscription
<input type="checkbox"/> Fri, Aug 19th 2022, 9:11:35 AM	Notify me when 4Y15L65848Z411439 enters or leaves Highlight Row	6:00 PM - 6:00 AM	☎ +1404-999-1222	Vehicles/Zone	Pause subscription

The tab displays a row for each subscription and notification medium defined (there is a row for email and row for phone number even when they are the same subscription). Sort the Subscription Date column by ascending or descending order.

The Notification Source column indicates the type of notification or subscription:

- Vehicle: Single vehicle, all zones
- Zone: All vehicles, single zone
- Vehicle/Zone: Single vehicle, specific zone

From this tab users may add zone subscriptions, delete all subscriptions, as well as pause and resume subscriptions.

COGNOSOS REAL-TIME LOCATION SERVICES

7.3.1 Creating Zone Subscriptions

Unlike single vehicle subscriptions that are created directly from the Vehicles and Vehicle Details pages, subscriptions set up here are for all vehicles in a specific zone(s). If you need to create a subscription for an individual vehicle, refer to [Single Vehicle Subscriptions](#). You can also set up subscriptions for a specific zone from the My Lot Zones tab.

New Subscription: Zones Tab

Use this option to create a subscription for a single zone. Open My Lot and choose the Zones tab. Locate the zone and use the **Subscribe** icon from the Actions column.

The screenshot displays the Cognosos interface with the 'Zones' tab selected. The top navigation bar shows 'DASHBOARD', 'MAP', and 'MY LOT'. Below the navigation bar, there are tabs for 'VEHICLES', 'ZONES', 'PARKING DECKS', and 'TAGS'. The 'ZONES' tab is active, showing a table of zones. The table has four columns: 'Name', 'Vehicles in zone', 'Zonal Occupancy (%)', and 'Actions'. The table lists four zones: '400 Yard', '700 Yard', '800 Yard', and 'MSG'. The 'Actions' column for each zone contains three icons: a pencil (edit), a trash can (delete), and an envelope (subscribe). The subscribe icon is highlighted in the 700 Yard row.

Name	Vehicles in zone	Zonal Occupancy (%)	Actions
400 Yard	260	81.8%	[edit] [delete] [subscribe]
700 Yard	253	81.6%	[edit] [delete] [subscribe]
800 Yard	213	80.1%	[edit] [delete] [subscribe]
MSG	206	78.3%	[edit] [delete] [subscribe]

Input the time and days of week criteria for the zone subscription, which works the same as vehicle subscriptions. Click **Next** to input delivery medium (mobile, email).

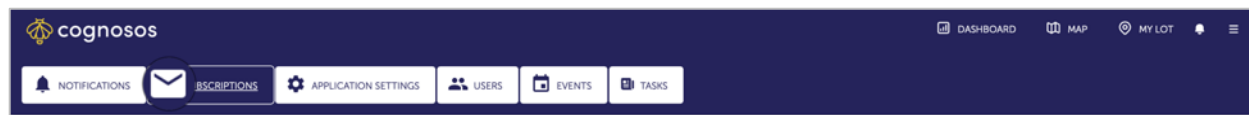
The screenshot shows a form titled 'Create a zone subscription for Exit Door'. The form is divided into two main sections: 'SELECT TIME AND DAY' and 'SELECT MEDIUM'. The 'SELECT TIME AND DAY' section includes a 'Notify me of changes between the following times' section with 'Start time' and 'End time' dropdowns, and a 'Select day of the week' section with radio buttons for 'All', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', 'Saturday', and 'Sunday'. The 'SELECT MEDIUM' section includes a 'Select how you would like to be notified' section with radio buttons for 'Mobile', 'Email', and 'SMS'. A 'Next' button is at the bottom right.

Save the zone subscription. New subscription is added to the Subscriptions page with the Notification Source of Zone. There is a line item for each zone and each delivery method in the subscription.

COGNOSOS REAL-TIME LOCATION SERVICES

New Subscription: Subscriptions Tab

Initiate zone subscriptions from this tab to set up a subscription for one or multiple zones in the same subscription. Open System Management (hamburger menu or bell icon) and select **Subscriptions**.



To create a new subscription select **Subscribe** on the Subscriptions menu.

The image shows the 'Create subscription' form. On the left is a sidebar with three steps: 'ZONE TYPE' (selected), 'DAY AND TIME', and 'MEDIUM'. The main area is titled 'Create subscription' and contains a section 'Select what you would like to monitor via notifications: (Applies to all vehicles)'. There are two radio buttons: 'All zones' and 'Specific zones' (selected). Below 'Specific zones' is a search bar 'Search zones...' and a list of zones with checkboxes: '200 Yard', '300 Yard', '400 Yard', '500 SW Access', '500 West Access', '500 Yard', '600 SE Access', 'MSG', 'PIO', 'Plant 1', 'PNT', 'Primary', 'Property Exit', and 'RAIL'. A 'Next' button is at the bottom right.

Subscriptions can be set up for all zones or a specific zone. Select the radio dial for either option. For **Selected zones** use the pick list to choose one or more zones for the subscription. Use the Search field to quickly pull up a specific zone or set of zones (exit zones). Select **Next** once zone selection is complete.

The remaining subscription input and workflow follows that of [vehicle subscriptions](#). Enter the time range for the zone subscription; make necessary changes to the days of week. Click **Next** to input delivery medium. Click **Submit** to create the subscription.

The new subscription is added to the Subscriptions list with the Notification Source of Zone. There is a line item for each zone and each delivery method in the subscription.

COGNOSOS REAL-TIME LOCATION SERVICES

7.3.2 Pausing/Resuming Subscriptions

Once any vehicle or zone subscription has been set up, you may pause and resume the subscription. This option may be more appropriate than [deleting](#) the entire subscription.

All subscriptions include the Pause/Resume option on the main Subscriptions table. You may pause only your own subscriptions.

Subscription					
Updated: Tue, Jul 29th 2025, 11:08:33 AM Rows per page: 50 1-2 of 2					
<div><div>Refresh</div><div>Subscribe</div><div>Delete</div></div>					
<input type="checkbox"/> Subscription Date ↓	Notification	When The Event Happens?	Notification Medium	Notification Source	Status
<input type="checkbox"/> Fri, Apr 25th 2025, 10:38:42 AM	Notify me when 5029349 enters or leaves any zone	5:00 PM - 7:00 AM	✉ tra.kirkpatrick+autodemo@cognosos.com	Vehicles	<div>→ Pause subscription</div>
<input type="checkbox"/> Sat, Aug 31st 2024, 7:50:41 PM	Notify me when any asset enters or leaves Property Exit	5:00 AM - 5:00 PM	✉ tra.kirkpatrick+autodemo@cognosos.com	Zone	<div>→ Resume subscription</div>

To temporarily pause the subscription select **Pause Subscription**. Likewise, to re-start the subscription, select **Resume Subscription**.

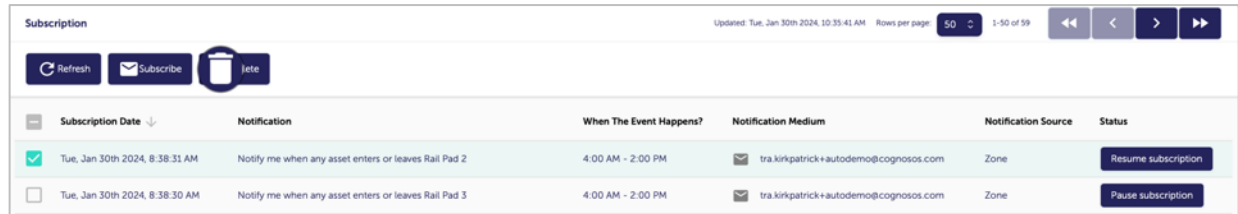


Depending on the number of zones and delivery method(s), a single subscription may contain multiple line items to pause/resume. You can pause/resume a segment (e.g., one zone within a selection of zones, or one delivery method) or all of a subscription through your selections.

COGNOSOS REAL-TIME LOCATION SERVICES

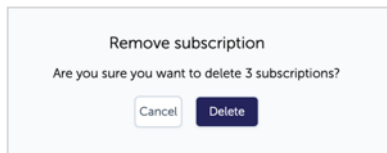
7.3.3 Deleting Subscriptions

Remove subscriptions from the subscriptions list, no matter the origin of the subscription creation (Subscriptions, Zones, or Vehicle Details from My Lot). Select the subscription(s) to remove by placing a checkmark for that subscription. You may have one or multiple selections. Click **Delete** from the Subscriptions menu.



Subscription	Subscription Date	Notification	When The Event Happens?	Notification Medium	Notification Source	Status
<input checked="" type="checkbox"/>	Tue, Jan 30th 2024, 8:38:31 AM	Notify me when any asset enters or leaves Rail Pad 2	4:00 AM - 2:00 PM	tra.kirkpatrick+autodemo@cognosos.com	Zone	Resume subscription
<input type="checkbox"/>	Tue, Jan 30th 2024, 8:38:30 AM	Notify me when any asset enters or leaves Rail Pad 3	4:00 AM - 2:00 PM	tra.kirkpatrick+autodemo@cognosos.com	Zone	Pause subscription

In the Remove Subscription pop up window select **Delete** to continue the process or **Cancel** to return to list without deleting. Consider [pausing](#) the subscription if you are unsure whether to delete it.



Remove subscription

Are you sure you want to delete 3 subscriptions?

Cancel Delete

The subscription (segment) is removed from the portal.

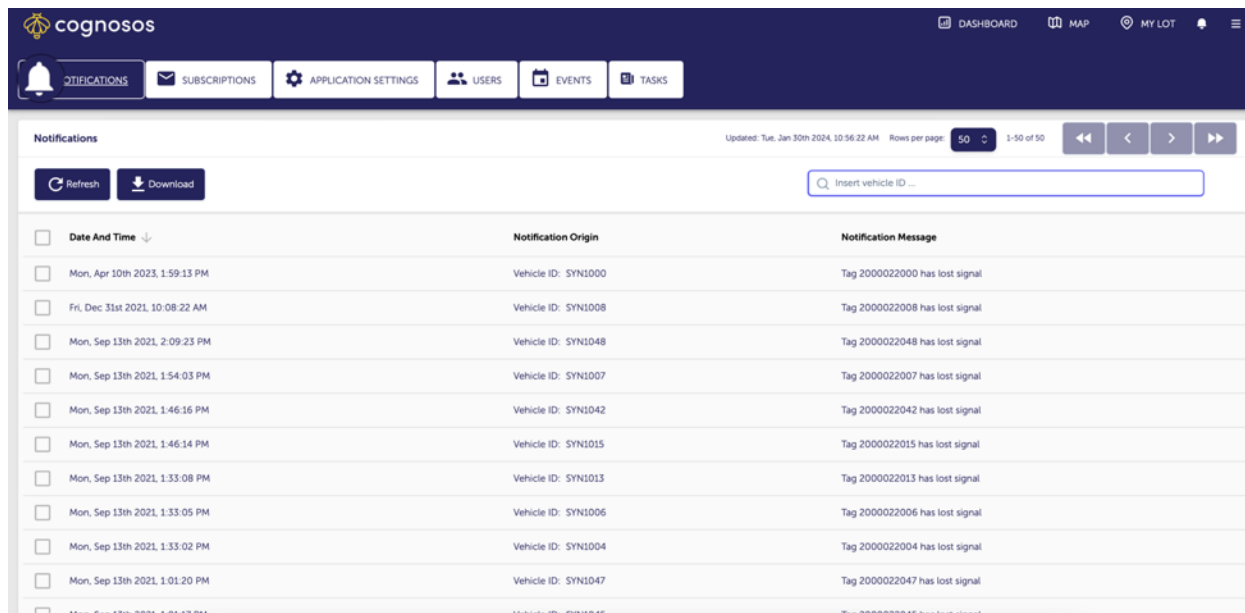


Depending on a subscription's parameters, there may be multiple line items to delete to remove the subscription in its entirety. You can delete part (e.g., phone delivery method) or all of a subscription.

COGNOSOS REAL-TIME LOCATION SERVICES

7.4 Notifications

The Cognosos portal provides exception reporting regarding the responsiveness of tags and notes these exceptions on the Notifications tab. Tags listed on the report are likely to have bad/critical batteries or the equipment has lost communication with the gateway for another reason. Select the bell icon from the portal menu, then **Notifications** to open the tab.



The screenshot shows the Cognosos portal interface. The top navigation bar includes the Cognosos logo, a bell icon for notifications, and links to Dashboard, Map, My Lot, and a menu. Below the navigation bar, there are tabs for Notifications, Subscriptions, Application Settings, Users, Events, and Tasks. The Notifications tab is active, displaying a table of notifications. The table has columns for Date and Time, Notification Origin, and Notification Message. The data is sorted by Date and Time in descending order. A search bar is available at the top right of the table, and a 'Download' button is at the top left. The table lists 12 notifications, each with a checkbox, a date and time, a vehicle ID, and a message indicating a lost signal.

<input type="checkbox"/>	Date And Time	Notification Origin	Notification Message
<input type="checkbox"/>	Mon, Apr 10th 2023, 1:59:13 PM	Vehicle ID: SYN1000	Tag 2000022000 has lost signal
<input type="checkbox"/>	Fri, Dec 31st 2021, 10:08:22 AM	Vehicle ID: SYN1008	Tag 2000022008 has lost signal
<input type="checkbox"/>	Mon, Sep 13th 2021, 2:09:23 PM	Vehicle ID: SYN1048	Tag 2000022048 has lost signal
<input type="checkbox"/>	Mon, Sep 13th 2021, 1:54:03 PM	Vehicle ID: SYN1007	Tag 2000022007 has lost signal
<input type="checkbox"/>	Mon, Sep 13th 2021, 1:46:16 PM	Vehicle ID: SYN1042	Tag 2000022042 has lost signal
<input type="checkbox"/>	Mon, Sep 13th 2021, 1:46:14 PM	Vehicle ID: SYN1015	Tag 2000022015 has lost signal
<input type="checkbox"/>	Mon, Sep 13th 2021, 1:33:08 PM	Vehicle ID: SYN1013	Tag 2000022013 has lost signal
<input type="checkbox"/>	Mon, Sep 13th 2021, 1:33:05 PM	Vehicle ID: SYN1006	Tag 2000022006 has lost signal
<input type="checkbox"/>	Mon, Sep 13th 2021, 1:33:02 PM	Vehicle ID: SYN1004	Tag 2000022004 has lost signal
<input type="checkbox"/>	Mon, Sep 13th 2021, 1:01:20 PM	Vehicle ID: SYN1047	Tag 2000022047 has lost signal
<input type="checkbox"/>	Mon, Sep 13th 2021, 1:01:17 PM	Vehicle ID: SYN1045	Tag 2000022045 has lost signal

The list displays tags that have become unresponsive defaulting in date descending. Use the Search field to locate a specific vehicle ID (search by vehicle ID only). Select the Date and Time column header to resort to ascending. Notification Origin indicates the vehicle to which the Tag is attached. The Notification Message identifies the Tag.

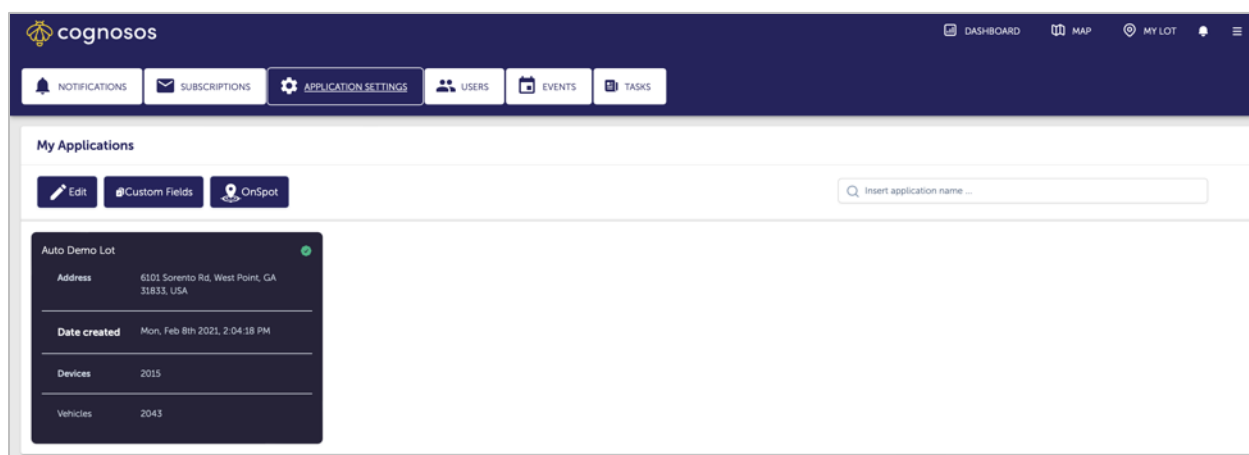
Download the exception report using **Download** from the Notifications menu bar.

Click the Vehicle ID link to open the [Vehicle Details](#) and [Vehicle Movements](#) data for that vehicle/tag.

7.5 Application Settings

The Cognosos portal provides direct access to other applications in use by the organization; and users may be granted access to all applications or only specific applications as noted in the Users section. Further, applications may be set up so that all users or only certain users are granted access. Applications are generally set up in the portal through your company's installation and Cognosos technical support teams.

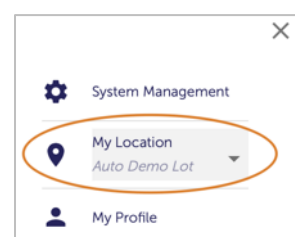
Users with an Administrator role may access the **Applications Settings** page through System Management (hamburger menu or bell icon). Applications may be edited. Administrators may also create [custom fields](#) and define [on-spot](#) settings.



Please Note: Applications and their management are generally handled through or with the aid of the Cognosos Support Team. If you are uncertain about how to proceed and how changes will impact your RTLS functions, please contact your organization's support team and/or Cognosos.

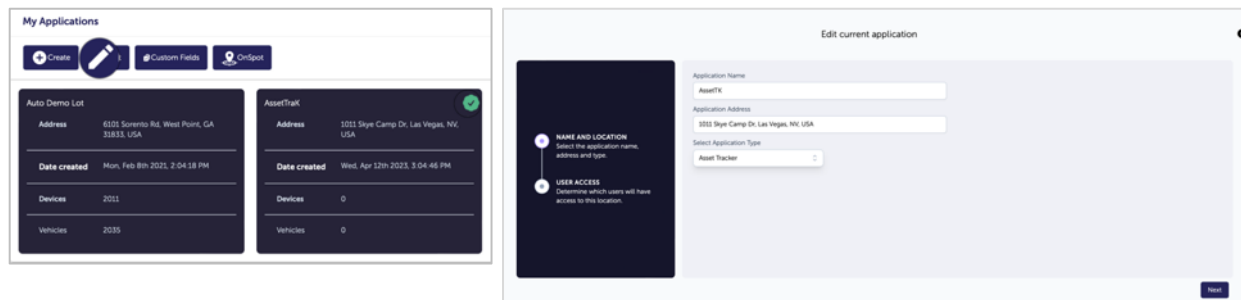
In the event your organization uses many applications, use the Search bar to locate a specific application.

Applications are show in the hamburger dropdown menu; users may choose a different application once logging in, when appropriate.



COGNOSOS REAL-TIME LOCATION SERVICES

Administrators may edit the application name, location, or user access for any application. Select the appropriate application from the My Applications page. Look for the green checkmark icon in the top right corner of the application square to identify which app is selected. Click **Edit** from the My Applications menu.



Edit name, location, and application type as needed. Click **Next**. Set up user access and save. When changes are complete, the system returns to the My Applications page. A pop-up window appears at the bottom of the page showing changes were successfully made.

Applications can only be removed by Cognosos Engineering. If you need an application removed, please complete a [Support Request](#).

7.6 Custom Fields

The RTLS associates specific data (values) with each vehicle that is connected to the RTLS and attached to a vehicle tag. This data allows the portal to report information more reliably on assets, inventory, movement, and the like. By default, some attributes are automatically included as part of the installation; others may be added. Custom fields provide a way to input specialized data outside of the standard values managed through the portal (e.g., vehicle ID, tag ID). Your organization may not need additional custom fields, in which case the attach process will eliminate the input of this information.

Select the appropriate application from the My Applications page for which you want to define or edit custom fields. Look for the green checkmark icon in the top right corner of the application square to identify selected app. Click **Custom Fields** from the My Applications menu. If there are already custom fields defined for the application, those will show in the Custom Fields window; otherwise, the window is blank. Choose **Add Custom Field**.

The image displays two screenshots from the Cognosos portal. The top-left screenshot shows the 'My Applications' page with two application cards: 'Auto Demo Lot' and 'AssetTrack'. The 'Auto Demo Lot' card has a green checkmark in the top right corner, indicating it is selected. The top-right screenshot shows the 'Custom Fields' window for the 'Auto Demo Lot' application. It features a sidebar with two steps: 'SET CUSTOM FIELDS' (Define custom field name and their predefined value, if necessary) and 'RANK CUSTOM FIELDS' (Set the rank of the custom field). The main area contains a table for defining custom fields.

Custom field name	Does it uniquely identify vehicles?	Is it visible to guest users?	Predefined values?
Stock #	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tires	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Color	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

A note at the top of the 'Custom Fields' window states: "Note: 'Does it uniquely identify assets' and 'Predefined values' are mutually exclusive". An 'Add Custom Field' button is located above the table. A 'Next' button is at the bottom right.


COGNOSOS REAL-TIME LOCATION SERVICES

A new row is added for input. Type the custom field name and select the appropriate checkbox(es) for the new field. You may have no selections or more than one selection. Repeat this process for each new field you want to add before you click **Next**.

Note: 'Does it uniquely identify assets' and 'Predefined values' are mutually exclusive

Add Custom Field

Custom field name	Does it uniquely identify vehicles?	Is it visible to guest users?	Predefined values?	
<input type="text" value="Enter custom field name"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•
<input type="text" value="Stock #"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•
<input type="text" value="Tires"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	•
<input type="text" value="Color"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	•



Does it uniquely identify vehicles means that the specific value (attribute) can pertain to one vehicle only, such as with a VIN.

Predefined values display in a drop-down list for that specific field and lock the field to only those in this list; otherwise users may add new values (attributes) during vehicle processing. If you choose to define a custom field with predefined values, you will need to set up the values for that field. Select the **pencil** icon to add the pre-defined values.

Type the value and select **Add value** for each item you want to add. Once all pre-defined values are entered for the custom field, choose **Save changes**.

Custom Fields

Transmission

Add value

Cancel **Reset** **Save changes**

Use **Reset** to clear all values or **Cancel** to return to the Add Custom Field screen without saving.

Drag and drop the fields below to rank them.
Click 'Save ranking' when done and then click submit to create a new application.

Transmission

Stock #

Tires

Color

Save ranking

Back **Submit**

Use standard drag/drop to re-order the custom fields if desired. This ranking determines the order in which the fields appear for data input.

You must click **Save ranking** to save the ranking information.

Click **Submit** to save the custom field(s). The portal will display a confirmation message and return to the main My Applications page.

COGNOSOS REAL-TIME LOCATION SERVICES

Custom fields can also be edited or removed. Select the application and choose **Custom Fields** from My Applications page.

Use the **X** to remove a custom field or simply make the necessary changes to the name or checkbox options.



Custom Fields

Note: 'Does it uniquely identify assets' and 'Predefined values' are mutually exclusive

Add Custom Field

Custom field name	Does it uniquely identify vehicles?	Is it visible to guest users?	Predefined values?
Stock #	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tires	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Color	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

✎

Use the pencil icon to make changes to predefined values (icon does not appear for custom fields with no predefined values).



Custom Fields

Note: 'Does it uniquely identify assets' and 'Predefined values' are mutually exclusive

Add Custom Field

Custom field name	Does it uniquely identify vehicles?	Is it visible to guest users?	Predefined values?
Stock #	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tires	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Color	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

✎

Facility Management

COGNOSOS REAL-TIME LOCATION SERVICES

The foundation for the Cognosos portal and the success of the wayfinding system lie in the set-up of geofences during the initial system installation process. The Cognosos real-time vehicle location technology leverages digital maps of the property, which are segmented into structures and zones to provide accurate vehicle location information.

Generally speaking, the hierarchy of the geo (digital) map is as follows:

Structures Refer to the physical facility (lot, warehouse, etc). There may be zero or more structures for an organization. Structures are set up by the installation teams.

Zones Consist of any defined area (yard, lot, aisle, parking space, staging area, etc.). Zones 'hold' vehicles and each zone has a maximum vehicle capacity.

All users can view information regarding the structures (if present) and zones on the digital map as described in the sections below. The ability to add, edit, or delete zones is reserved for those with Administrator user roles. Structures are managed through the Cognosos support team.

It is very rare that a change would need to be made to structures. Be advised that some of these functions are performed only by system installers or the technical support team.

For information on navigating and utilizing the digital map, refer to [Map Navigation](#) before proceeding.

8.1 Zone Information

A zone is a digital area marked by a geo-fence that corresponds to a physical location on the facility's property. A zone can be an outdoor or indoor area and include an entire lot, aisle, parking space, structure or operations facility, or any place where finished vehicle logistics activities occur. For a quick summary view of real-time vehicle inventory information for a zone, open the map. From the left-hand menu, select the Zones tab and then locate the zone and select. You can use the Search function on the tab to quickly find a specific zone (e.g., a specific yard or lot).

The screenshot displays the Cognosos web application interface. At the top, there is a navigation bar with the Cognosos logo, a search bar for vehicles, and links to Dashboard, Map, My Lot, and a settings menu. Below the navigation bar, a left-hand sidebar contains a 'Filters' dropdown and a 'Zones' tab. Under the 'Zones' tab, there is a search bar and a table listing various zones.

Name	Capacity	Vehicles
Gate 2 North	70	7
PIO	70	0
Employee Parking	70	0
Car Wash	70	0
Car Wash South	70	0
Car Wash North	30	1
Fuel Island	70	0
UBC Exit	70	1
Truck Gate	70	0
FIL Exit	70	0
Ctrl Gate	70	0
Truck Gate 2	118	65

The main area of the interface is a satellite map of the facility, with various zones outlined and numbered. The 'Car Wash North' zone is highlighted in teal. On the right side, a summary box for the selected zone is displayed, showing the number of vehicles and free slots, along with edit and delete icons.

Once a zone is chosen, the map highlights the zone in teal and the right-hand menu will display a zone summary box.

The map displays inventory totals. To obtain detailed vehicle inventory information for the zone, use the Zones tab in My Lot and filter on the zone.

Make zone changes using the edit and delete icons in the summary box.

COGNOSOS REAL-TIME LOCATION SERVICES

8.2 Outdoor Zones

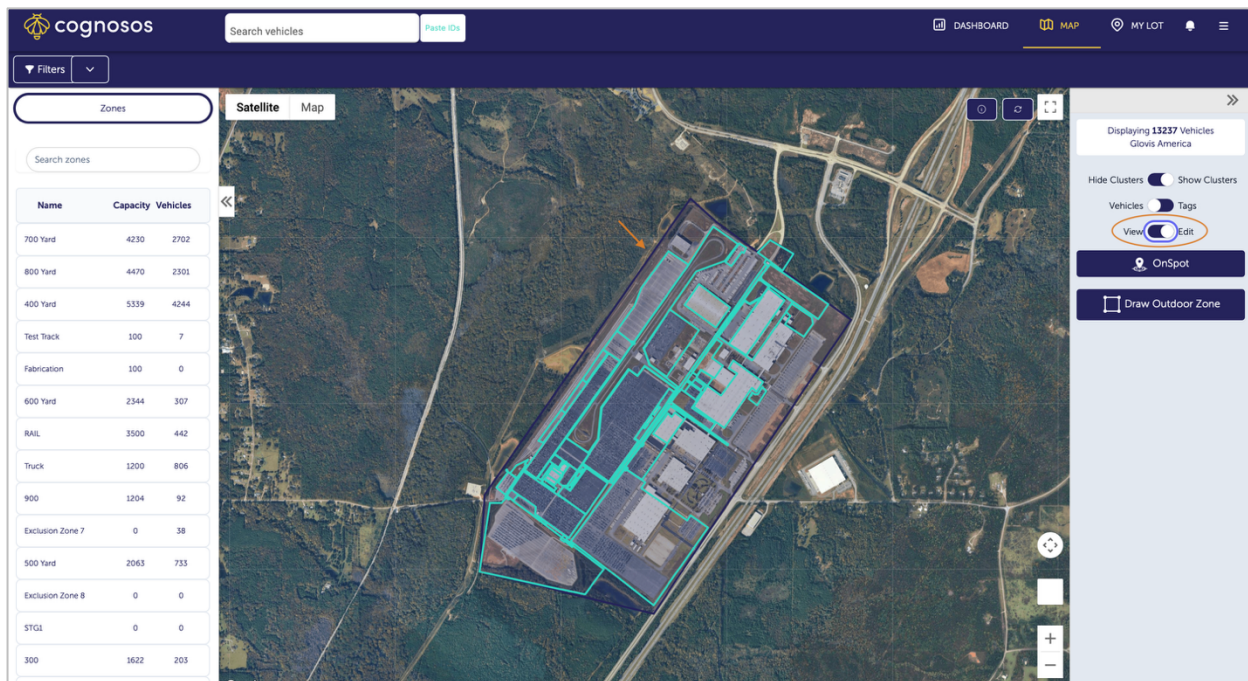
When zone additions or changes are needed, the operations are available only to users with Administrator user rights. Even then, consult with Cognosos Customer Success team to ensure the creation or re-assignment of zones will not cause any issues in providing accurate location and inventory information.

8.2.1 Adding Zones

Although this feature not utilized regularly, the system provides the ability to add zones to the outdoor geo-map. On the map, select the **View/Edit** toggle in the right-hand menu to turn on edit mode. When in edit mode, defined zones shown on the digital map will change from blue to teal and vehicle clusters and icons will disappear leaving just the geo-fences and the Google satellite view.

If your organization uses a site perimeter, it is shown in a dark blue outline. Zones may not be drawn (in part or in whole) outside of the perimeter boundaries.

Select **Draw Outdoor Zone** from the right-hand menu. The mouse pointer will change to a crossbow and the Draw Outdoor Zone button will gray out.



The **Draw Outdoor Zone** button is available only when in Edit mode.

Use **Indoor map** to switch to a strictly geo-fence view; **Outdoor map** (button changes) when you want to return to satellite map mode.

COGNOSOS REAL-TIME LOCATION SERVICES

The drawing feature uses standard point-click-drag-release functionality. Click to place a point on the map, drag the crossbow to create a line, click to end that line/start the new line, drag the crossbow to the next location and click. Continue this process to create the (relative) shape of the zone. As a line is drawn it is gold. Draw the full perimeter of the zone until back to the original point to complete the zone shape.



At any point, select escape (esc) on your keyboard to exit drawing mode. Please note, this does not take the system out of edit mode; it merely exits drawing mode.

Select **Confirm shape** in the right menu to save the newly drawn zone. Otherwise, select **Cancel** to delete the shape and exit drawing mode (this does NOT exit Edit mode; use the toggle).

If a site perimeter is in use and any part of the zone is outside the perimeter boundaries, a message will show at the bottom of the map and you will need to correct the zone drawing to fit all parts of the zone inside the site perimeter before saving.

Input zone name and vehicle capacity for that zone.

If this is a designated [exit zone](#), select Exit Monitor; if this is a GPS Exclusion² zone select that box; otherwise choose None of the above checkbox.

Select **Save** to add the zone to the portal and return to the map with the new zone shown in teal. The new zone also appears on the Zones tab under My Lot. Use **Change Shape** to return to the drawing board. Select **Cancel** to return to the map without saving the new zone.

The portal automatically sets the center point of the zone based on the drawing. Use the **Reset the center point** option on the right menu to move. Click, drag, and release the red balloon icon inside the shape.

Click the **View** toggle in the right-hand menu to return the map to the view mode once the outdoor zone creation process is complete so that other changes are not accidentally made.

² The use of GPS Exclusion Zones is set through a feature flag. This feature may not be included with your RTLS portal so will not show in the interface.

COGNOSOS REAL-TIME LOCATION SERVICES

8.2.2 Editing Zones

The portal provides two inroads for editing outdoor zones: **My Lot** and **Map**. Editing of outdoor zones includes the ability to change the size and shape of zone, zone name, and capacity. Zone name and capacity can be changed through both the map and My Lot. Use the map to edit size and shape of zone.

Zone Size & Shape

Zone size and shape are changed directly from the digital map. Locate and highlight the zone on the Zones tab (left-hand pane) to display the zone outline. Set the **View/Edit** toggle to Edit to turn on the editing mode.



Click zone (shown in teal outline) to re-define the shape. Use standard point and click to re-shape the zone as needed.

Select **Save** in the right hand pane to keep the new shape; **Cancel** to discard the changes.

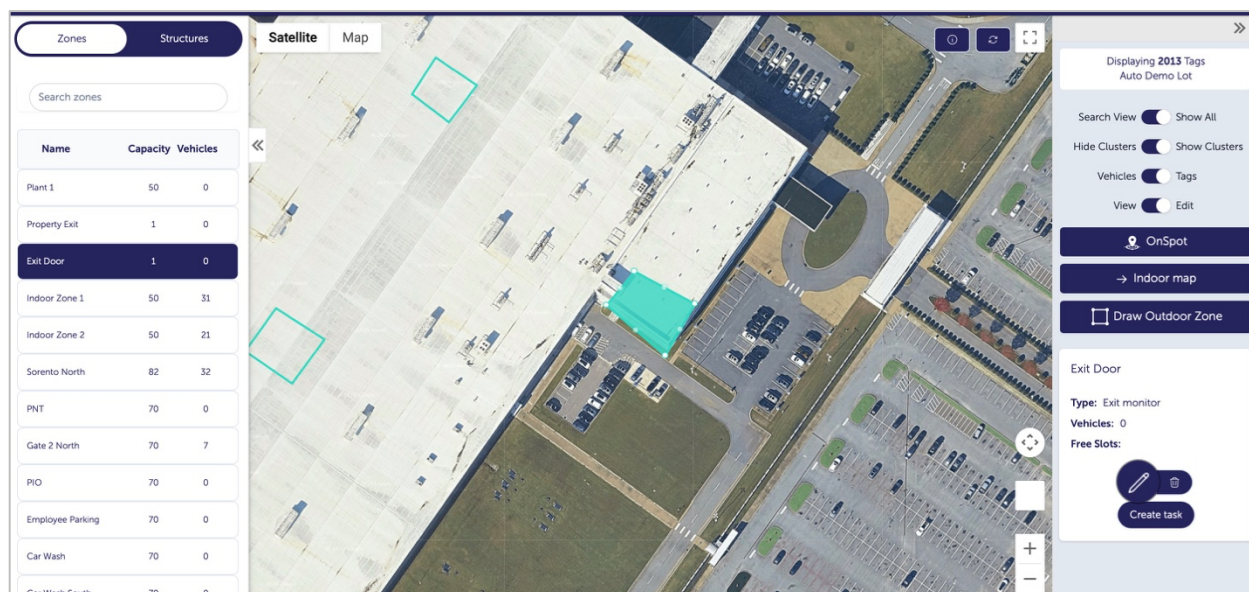
Continue with other zone edits or create new zones.

Return map to View mode when all changes are complete.

COGNOSOS REAL-TIME LOCATION SERVICES

Zone Name & Capacity

If you need to change the zone's name or capacity, change those directly from the digital map or from My Lot. From the map, locate and highlight the appropriate zone in the left-hand pane. Once the zone is selected (shape turns teal blue) select the **Edit** (pencil) icon inside the summary box in the right-hand pane. The map can remain in View mode for this change.



From the Zones list in My Lot, locate the zone to change and choose the **Edit** icon from the Actions column.



In the Edit Zone pop-up window, make changes to the zone name and/or capacity. If zone is a designated exit zone, ensure that checkbox is selected. If your RTLS includes GPS Exclusion Zones, that option is also listed; mark accordingly. Otherwise, set to None of the above.

The screenshot shows the 'Edit Testing Zone' pop-up window. It contains fields for 'Zone Name' (Testing Zone) and 'Zone Occupancy' (88). There are two radio buttons: 'Exit monitor' (selected) and 'None of the above'. At the bottom, there are 'Cancel' and 'Save' buttons.

Zone Name: Testing Zone

Zone Occupancy: 88

☒ Exit monitor

☐ None of the above

Cancel Save

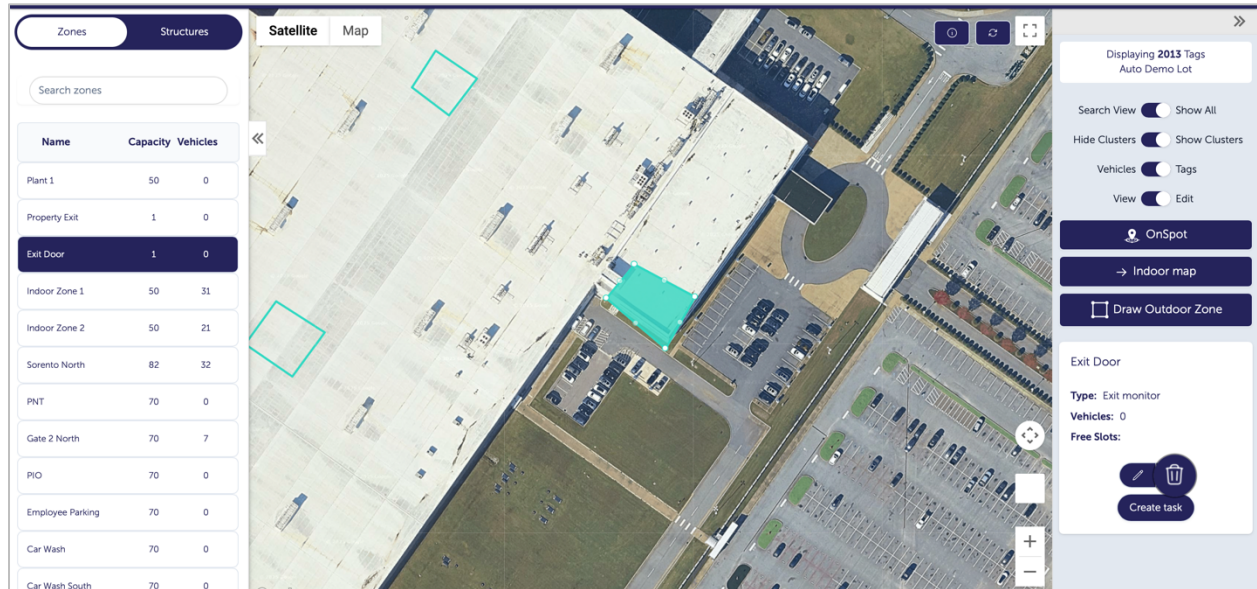
Select **Save** to continue and return to the map; otherwise select **Cancel** to return to the map without zone changes.

COGNOSOS REAL-TIME LOCATION SERVICES

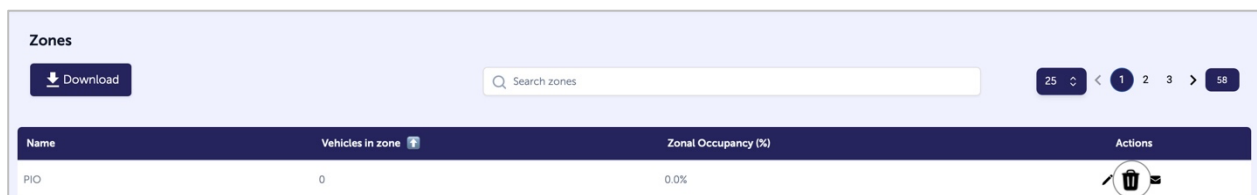
8.2.3 Deleting Zones

As with the create and edit zone functions, start the process by locating the zone to be deleted. You can do this either on the map or on the Zones tab under My Lot.

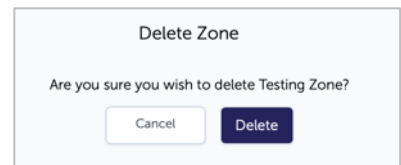
On the map, highlight the zone in the left-hand menu from the Zones tab. Select **Delete** (trash can) icon in Zone Summary Box in the right-hand menu. The map can remain in View mode for this function.



Alternatively, go to the Zones list in My Lot. Locate the zone and click **Delete** in the Actions column.



With either method, confirm removal of the zone with **Delete**; otherwise choose **Cancel** to end the process.



Once deleted, the zone is removed from the RTLS. Ensure you want to take this step, as it can not be undone and may adversely impact tracking abilities, logistics information, inventory data, and the like.

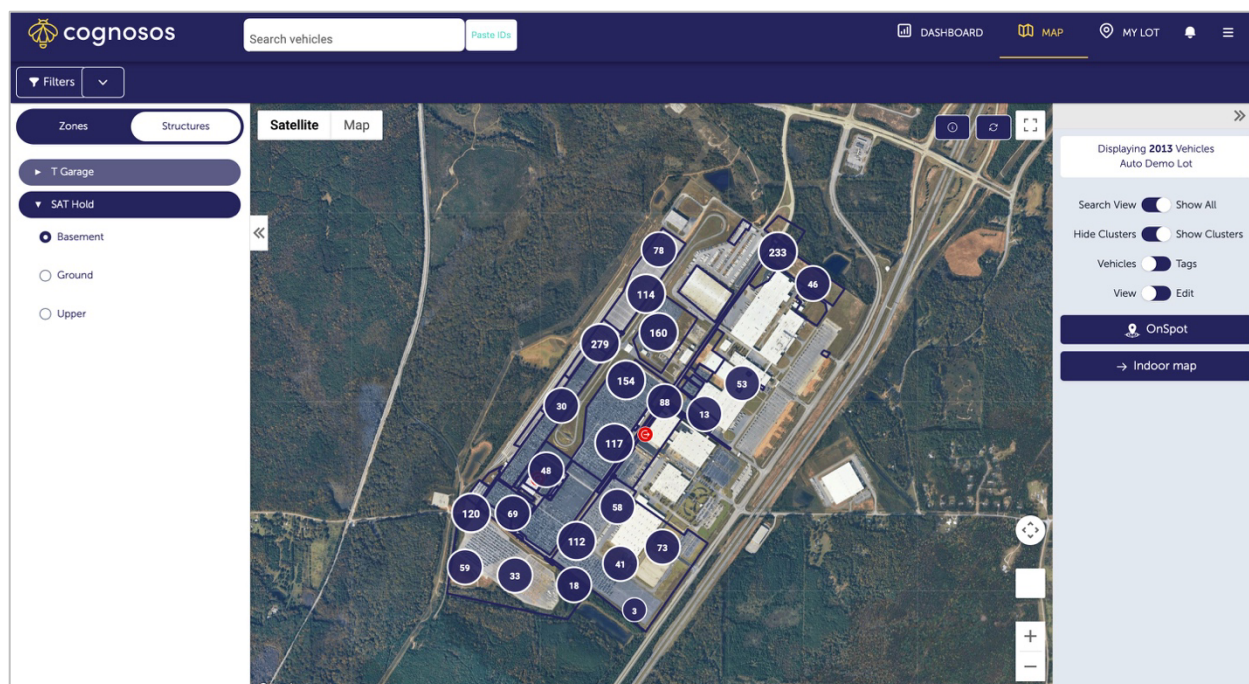
COGNOSOS REAL-TIME LOCATION SERVICES

8.3 Structures

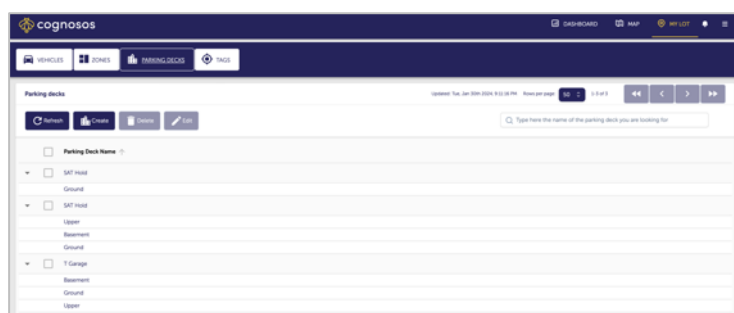
A structure is a digital area marked by a geo-fence that corresponds to a physical location on the facility's property. Structures are generally categorized as parking decks but can be any physical location that contains one or more zones. When structure changes are needed, the operations are available only to Administrator user roles. Even then, consult with Cognosos' Customer Success team to ensure re-assignment of or changes to a structure will not cause any issues in providing accurate location and inventory information. Note that not all customers utilize structures in which case only Zones tab is shown.

8.3.1 Viewing Structures

Open the Map and go to the Structures tab on the left. The pane shows the structure name(s) and any defined layers within the structure. Use the carats to open and close the layers.



Alternatively, open My Lot and choose Parking Decks to view the same list.

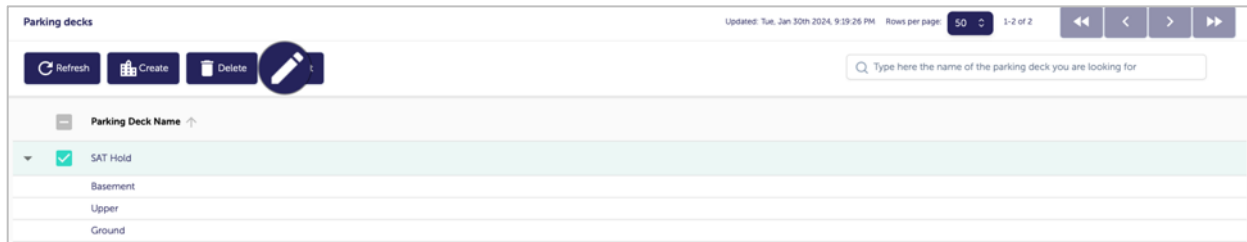


Note: Not all organizations utilize the Structures (parking decks) feature, therefore your RTLS may not include this Map or My Lot menu option.

COGNOSOS REAL-TIME LOCATION SERVICES

8.3.2 Editing Structures

The system allows Administrators to edit the structure name and floor order. Structure changes are performed in the My Lot area of the portal. Select the structure to edit on the Parking Decks tab. Click **Edit** on the Parking Decks menu bar.



In the Edit Structure window change the parking deck name or re-order the floors. Select **Save** to return to Parking Decks listing and retain changes. Select **Cancel** to return to listing without saving changes.



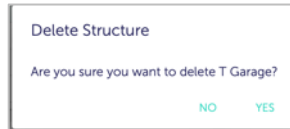
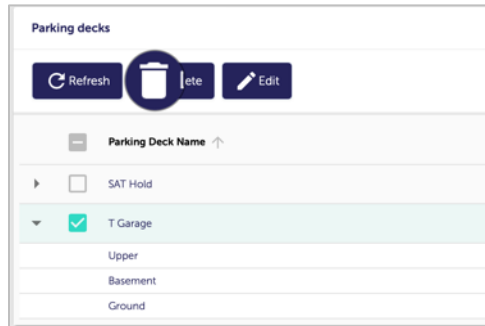
Saved structure changes are reflected in My Lot and on the map.

If you need to change the shape or add floors, please contact Cognosos support.

COGNOSOS REAL-TIME LOCATION SERVICES

8.3.3 Deleting Structures

Select the structure to remove on the Parking Decks tab. Click **Delete** on the Parking Decks menu bar.













In the confirmation pop-up window select **Yes** to remove; otherwise select **No**.

The system will return a message stating that the removal is complete and return to the Parking Decks listing. The structure will no longer appear on the list or on the map.

Ensure taking this action does not interfere with location tracking, logistical services, and inventory management before completing.

Appendix A: Map Iconography

Icon	Meaning	Map Mode
	Displayed on the map when there are assets located in (or last seen in) an exit zone	Show All Search View* Vehicles
	For the rest of the zones other than exit monitors; number in circle denotes number of assets in the cluster	Show All Search View* Vehicles
	Shown when the asset is active; denotes location of asset	Show All Search View* Vehicles Hide Clusters
	Denotes last known/reported location of asset	Show All Search View* Vehicles
	Tag and asset are attached and operating normally	Show All Search View* Tags
	Tag is not attached to an asset (available for use)	Show All Search View* Tags Hide Clusters
	Shown for tags located in/passed through an exit zone (left site)	Show All Search View* Tags
	Tag operating normally, but has a critical battery level	Show All Search View* Tags Hide Clusters
	Tag is offline	Show All Search View* Tags Hide Clusters
	Tag is offline with a dead battery	Show All Search View* Tags Hide Clusters

*Only displays following a filter or search