Landmarks
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Landmarks in OneView

A landmark or geo-fence is a virtual perimeter on a geographic area using a location-based service, so that when the geo-fencing device enters or exits the area a notification is generated. The notification can contain information about the location of the device and is sent back to OneView. Using landmarks is an important part of dispatching and shipments. It allows users of OneView to create a radius around places of work, customer’s sites and secure areas. These geo-fences when crossed by an equipped vehicle or asset can trigger a warning or notification to the user or operator.

WHY SAVE LOCATIONS

It is helpful to save locations in OneView because it allows you to quickly identify common stop locations in Stop Reports or Landmarks Runtime Report. Saving locations will also allow you to view a map with saved locations and will provide quick access to common locations when using Jobs or uploading fuel purchases from the tablet.

OneView provides the user with the ability to enter a single landmark or complete an upload of all landmarks at once. The following instructions will demonstrate how to do both.

How to Enter a Single Landmark

1. Click the Flag tab of the asset tree.

2. Click the dropdown icon on the right side and click on Create Landmark.
3. Complete the required* information in the Create Landmark dialog box.

- **Latitude and Longitude**: Moving the pin on the map will adjust the latitude and longitude values or they may be entered manually.
- **Name**: Name of the landmark
- **Actor Class**: Leave this as Landmark or change to a custom actor class (see p.9).
- **Group**: Select which landmark group to add this landmark to. Landmark groups are the folders that you have created to organize your landmarks. **Note**: Create Landmark Group is only available to Admin users.
- **Address**: Address of the landmark (Note: Address does not need to be filled in. You can leave this blank and use the Latitude and Longitude below the map by dragging and dropping the pin to the location on the map.)
- **Radius/Polygon drop-down**:
  - i. Radius- a basic circle geo-fence with the size defined by the distance entered.
  - ii. Polygon- allows user to click and draw the perimeter around the location.
- **Description**: Landmark description (Note: This is not a required field)

4. **Verify the location** of the landmark on the map. If needed drag the pin to adjust the marker to the correct address.

5. **Click Create**.
Right Click on Map to Add Single Landmark

1. Right click on any map and choose Create Landmark. (Note: do not right click on the asset flag if creating a landmark near an asset).

2. Enter the Landmark information as noted in the above section.

Upload Landmarks Using a Template

1. Click the Flag tab of the asset tree menu.
2. Click the dropdown arrow to select the Upload Landmarks option.

3. Click the link to download the landmark template.

4. Open the template in your spreadsheet program (like Microsoft Excel). See the images here to know where your document downloads to based on your browser.
5. Enter all required landmark information into the template.

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Type</th>
<th>Address</th>
<th>Latitude</th>
<th>Longitude</th>
<th>Radius</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Fargo Civic Center</td>
<td>Landmark</td>
<td>207 4th St N Fargo, ND 58102</td>
<td></td>
<td></td>
<td>0.05</td>
<td>Fargo Civic Center</td>
</tr>
<tr>
<td>3</td>
<td>Holiday Station</td>
<td>Landmark</td>
<td>2755 Brandt Drive S Fargo, ND 58104</td>
<td></td>
<td></td>
<td>0.05</td>
<td>Holiday Station</td>
</tr>
<tr>
<td>4</td>
<td>Flying J</td>
<td>Landmark</td>
<td>3150 39th St SW Fargo, ND 58104</td>
<td></td>
<td></td>
<td>0.1</td>
<td></td>
</tr>
</tbody>
</table>

A. **Name**: add the name (required)
B. **Type**: add Landmark to each row (required)
C. **Address**: add the full address if using the address for upload
D. **Latitude**: use latitude if not using address
E. **Longitude**: use longitude if not using address
F. **Radius**: the distance of the radius (required) for your geo-fence (polygon is not an option for the upload). Add your distance in numbers. You will choose your unit of measure upon upload.
G. **Description**: add an optional description.

6. After the template is complete, it must be saved as a CSV file (comma delimited).
   a. Click Save As
   b. Entered the desired name for the document in the File name field.
   c. Save As Type should be CSV.
   d. Click save.
7. Click **Browse** in the **Upload Landmarks** dialog box to upload your saved document of landmarks.

8. Select which **Folder to import** the landmarks to. All landmarks in the spreadsheet will be uploaded into the same folder. Create a separate upload spreadsheet for each folder of assets you are adding.

9. Choose your **unit of measure for the radius** from the dropdown.

10. Click **Upload**.

11. If upload is successful, a **confirmation message** will display.

12. As stated in the confirmation message, check your event history to see the outcome of the import.
Search for a Landmark

1. Click the Flag tab of the asset tree menu.
2. Type the landmark name or keyword in to the search blank and hit Enter.
3. The landmark folders will open revealing all landmarks that match your search.

Hover Over Landmark Folder

1. Hover over a landmark folder to see a pop-up view of the first 20 landmarks in the folder.
2. Click on any landmark name in the hover box to go directly to that landmark.
Edit a Landmark

1. Click the **Flag tab** of the asset tree menu.

2. Type the name of the landmark in the search box and press enter.

3. The results will display all landmarks with criteria matching the information you typed in the search box.

4. Right click on the **appropriate landmark**.

5. Select the **edit button**.
6. Complete any **needed edits** to the landmark and then click **Submit**.

7. A confirmation, “Landmarked Saved” will display. Then click **close**.

**Customize Landmark Pin Color (Admin Users Only)**

Change the color of the landmark pin with custom actor classes. This would allow you to categorize the types of landmarks that you create, such as distinguishing between landmarks that are customers and landmarks that are vendors.

1. Choose the Admin Tab
2. Choose View Actor Classes
3. Choose Create New
4. Add the name of your new landmark actor class
5. Choose the Landmark Icons from the Icon Set drop down
6. Customize the map icon by clicking on the color boxes next to Background and Foreground. Choose the colors from the color chart that will appear.
7. To save your new actor class, click Submit.

Assign the New Landmark Actor Class
To assign the new actor class to an existing landmark, go to the landmark customization page.

1. Choose the landmark flag at the top of the asset tree.
2. Click on the landmark folder or hover over the landmark folder and choose the landmark you want to edit.

3. Choose Configure in the upper right corner.
4. In the Edit Landmark window, click on the Actor Class dropdown where it currently says landmark, and then choose the new landmark actor class that you just created.

5. Choose the submit button to save your landmark.
6. Refresh the page and you will see your new landmark flag color on the map.

Landmark Reporting
You can pull reports on landmark entrances and exits, asset runtime at landmarks, landmark visits and other landmark activity through the reports tab.

1. Choose the Reports Tab
2. Choose the report from the categories on the left or use the New Custom Report and type landmark in the Select report field to see a list of landmark related reports.
3. After choosing the report, add the duration you would like to run. Next choose the **Assets wrench**.

4. Next choose the **Flag icon** in the Selector window.

5. Select the landmark(s) or landmark group that you want to include in the report.
   a. Hover over the **landmark folder** and select the landmark from the hover window.
   b. Search for the landmark in the **Search Landmark** field.
c. Check the **landmark folder** to include all landmarks in that group in the report.

6. Click **Done** to add the Landmarks to the report.
7. **Generate** your report.

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### Landmark Entry/Exit Report

<table>
<thead>
<tr>
<th>Asset</th>
<th>Description</th>
<th>Arrived</th>
<th>Departed</th>
<th>Previous Landmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detroit Lakes</td>
<td>UJC-292</td>
<td>Apr 11, 2018 7:03 AM</td>
<td>Apr 11, 2018 8:30 AM</td>
<td>F &amp; M Transport</td>
</tr>
<tr>
<td>Mack 56</td>
<td>Apr 15, 2018 7:21 AM</td>
<td>Apr 15, 2018 8:00 AM</td>
<td>F &amp; M Transport</td>
<td></td>
</tr>
<tr>
<td>F &amp; M Transport</td>
<td>UJC-292</td>
<td>Apr 8, 2018 11:04 AM</td>
<td>Apr 9, 2018 10:23 AM</td>
<td>Moorhead State</td>
</tr>
<tr>
<td>UJC-292</td>
<td>Apr 9, 2018 2:16 PM</td>
<td>Apr 9, 2018 2:20 PM</td>
<td>F &amp; M Transport</td>
<td></td>
</tr>
<tr>
<td>UJC-282</td>
<td>Apr 9, 2018 5:30 PM</td>
<td>Apr 10, 2018 12:03 PM</td>
<td>F &amp; M Transport</td>
<td></td>
</tr>
<tr>
<td>UJC-292</td>
<td>Apr 10, 2018 3:33 PM</td>
<td>Apr 11, 2018 5:57 AM</td>
<td>F &amp; M Transport</td>
<td></td>
</tr>
<tr>
<td>UJC-292</td>
<td>Apr 14, 2018 2:18 PM</td>
<td>Apr 14, 2018 2:22 PM</td>
<td>Detroit Lakes</td>
<td></td>
</tr>
<tr>
<td>Mack 56</td>
<td>Apr 4, 2018 4:02 PM</td>
<td>Apr 10, 2018 6:47 AM</td>
<td>F &amp; M Transport</td>
<td></td>
</tr>
</tbody>
</table>

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### Landmark Alarms

Set alarms on your assets that alert you to when they enter or exit any landmark or landmark group that you choose.

1. **Choose Settings**, then **Alarm Configuration**, and then **Configure a New Alarm**.

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2. Next choose the Landmark alarm that you want to set up.

3. Next choose the Landmark Wrench to select the landmark(s) or landmark group you would like to use for this alert.

4. Just like the Landmark Search steps above or adding landmarks to reports, you can use the search to find the landmark, check the folder to include the whole landmark group, or hover over the landmark folder to select from one of the first twenty landmarks to add to this alert.

5. Select your assets next.

6. Keep adding the appropriate next steps to set up your alarm (for information about setting up alarms, see the Alarms document in the Learning Center)