TRACK4SERVICES PORTAL
USER GUIDE

TABLE OF CONTENTS

PORTAL INTRODUCTION
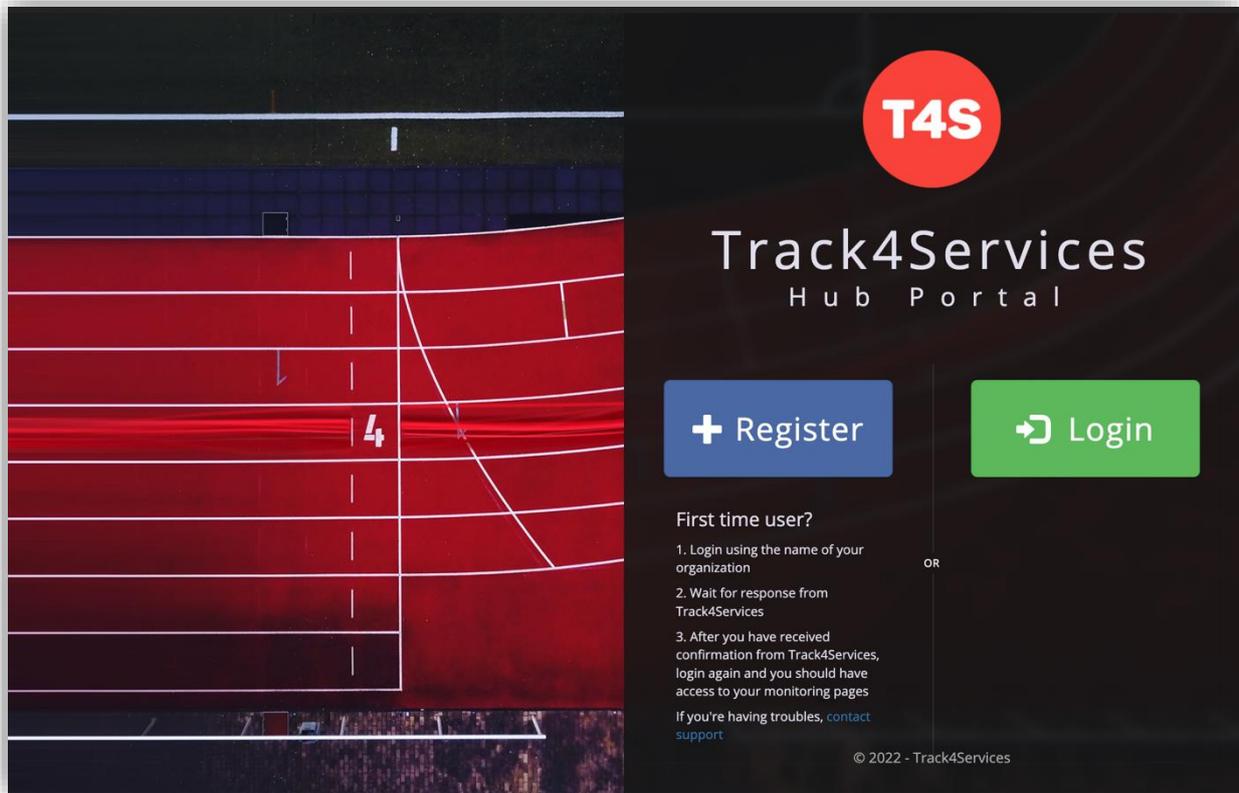
The T4S Portal gives you full visibility and control of all your Smart Hubs. Among other things, our centralised management system allows you to:

- Conduct over-the-air diagnostics
- Change network settings
- Retrieve live GPS location data
- Monitor and restrict data usage

For individual hubs or groups of hubs.

Register for the Portal by visiting **www.t4shub.com**

MULTIFACTOR AUTHENTICATION
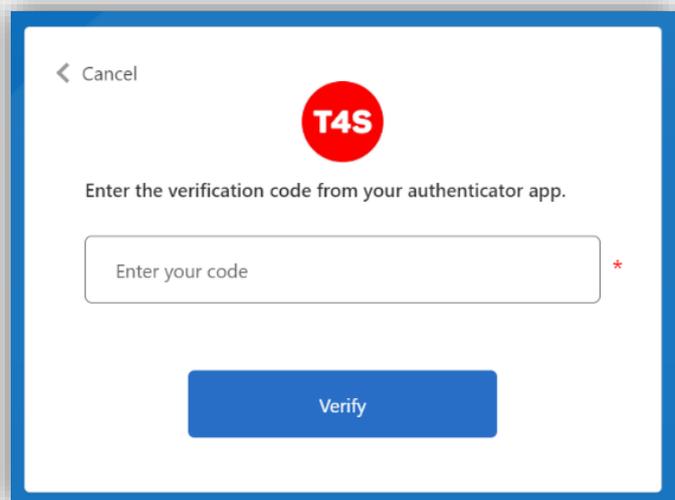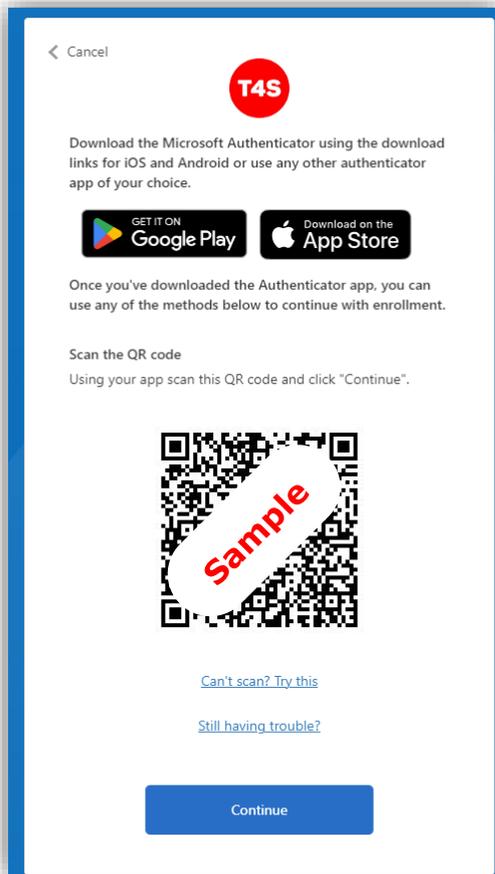
- The Portal is secured with MFA (multifactor authentication). Download the Microsoft Authenticator app to your mobile device through your app store.
- In the app, add an account using the + sign in the top right corner, and choose "Other account".
- Scan your unique QR code that is being displayed on the Portal.
- The app will display a six-digit code which refreshes every 30 seconds, this is linked to a global clock, check the remaining time. Do not share this code with anyone, under any circumstances.
- Return to the portal and sign in, you will be prompted for this code.
- Insert the code displayed on the Microsoft Authenticator app and press 'verify'.

HOME PAGE

The home page displays a clear overview of all your Smart Hubs.

At the top of the page, Smart Hubs are grouped into four coloured boxes based on their idle times for quick, online visibility. You can adjust idle times to suit your needs.

Hubs in Installed group: 17

Select Group:

| Installed | ▲ |

| ⬇ CSV | | Idle time: | Minutes ⌄ | Min | - | Max | | Reset filters |

Show [10 ⌄] entries

Search: [_____]

Hub ↕	Hub Type ↕	Location/Reg ↕	Test ↕	Idle Since ↕	Idle time
210665	Hub	A&M		2022-03-16 16:34:18	0min
110921	Mobile Hub	Derek Demo		2022-03-16 16:34:07	0min
210061	Hub	T4S Office, London		2022-03-16 16:33:51	0min
110581	Vehicle	MM66 GDO		2022-03-16 16:33:43	1min
210030	Hub	Test Hub 110		2022-03-16 16:33:36	1min
110723	Vehicle	FX70 JFZ		2022-03-16 13:17:57	3h
110275	Vehicle	LR70 HNO		2022-03-16 11:54:46	4h
110801	Vehicle	WG70 DOU		2022-03-16 11:49:52	4h
80027	Vehicle	YS66 VOH		2022-03-15 15:44:20	1d
210790	Hub	J&D Test Hub		2022-03-15 10:28:45	1d

At the bottom of the homepage, you can find a convenient database of all your hubs.

Group hubs by installation status or organise by category such as hub type or ide time.

Add and name custom category columns to suit your needs.

Easily search and filter using the search bar and filter function.

SMART HUB DETAILS

To view details of an individual Smart Hub, select a serial number from the first column on the home page. Depending on your assigned permissions, you will be able to see certain options at the top of the page in the blue bar.

Admins can edit information, set the Smart Hubs installation status, and conduct over the air reboots and updates.

DATA USAGE DASHBOARD

You can view your Smart Hubs individual and over-all data usage by selecting 'My Dashboards' at the top of the home page, then selecting 'New Data Usage'.

Here you can view an overall data usage from per day up to an entire year in an easy-to-use interactive graph.
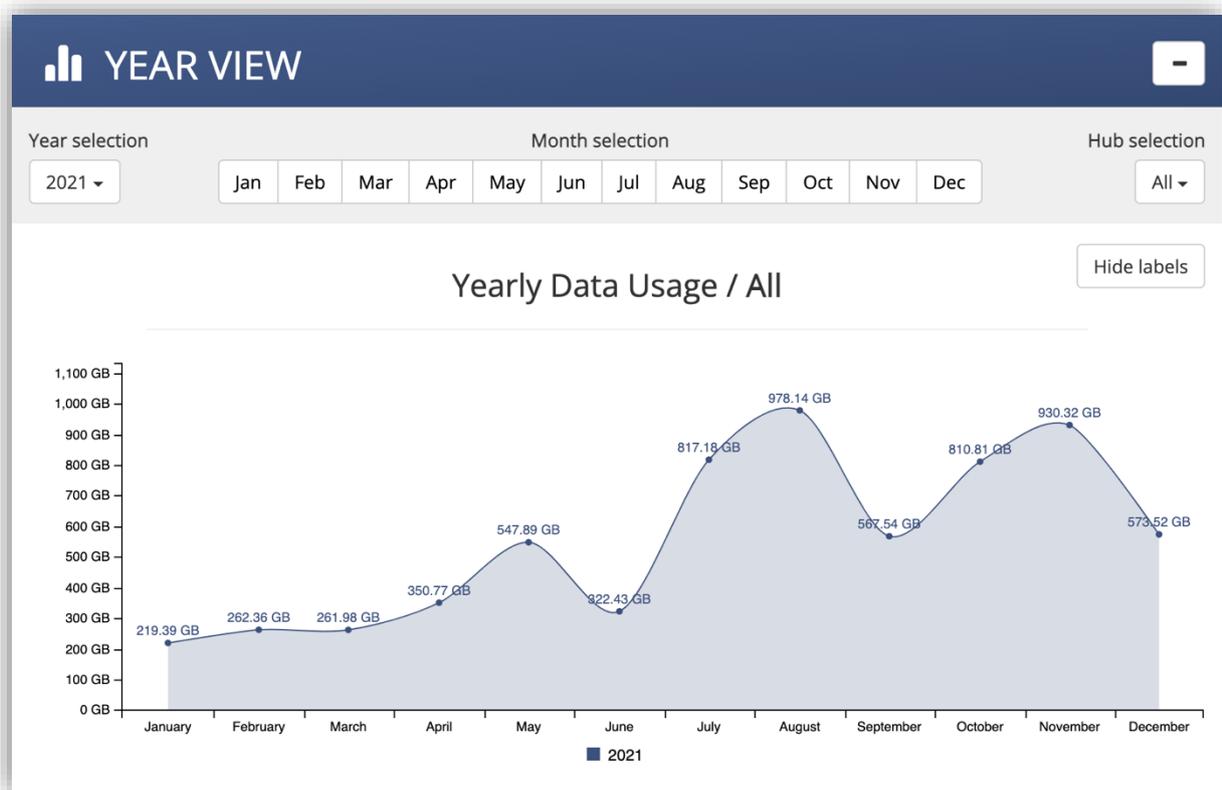
You can also monitor the 'Top Hubs' for to see which of your hubs have been using the most data.

GPS - LOCATION

Vehicle Smart Hubs and EMUs are fitted with GPS. This feature allows you to track your hubs in real time. The Smart Hub sends a "heartbeat" every minute which records the location, signal strength and network type.
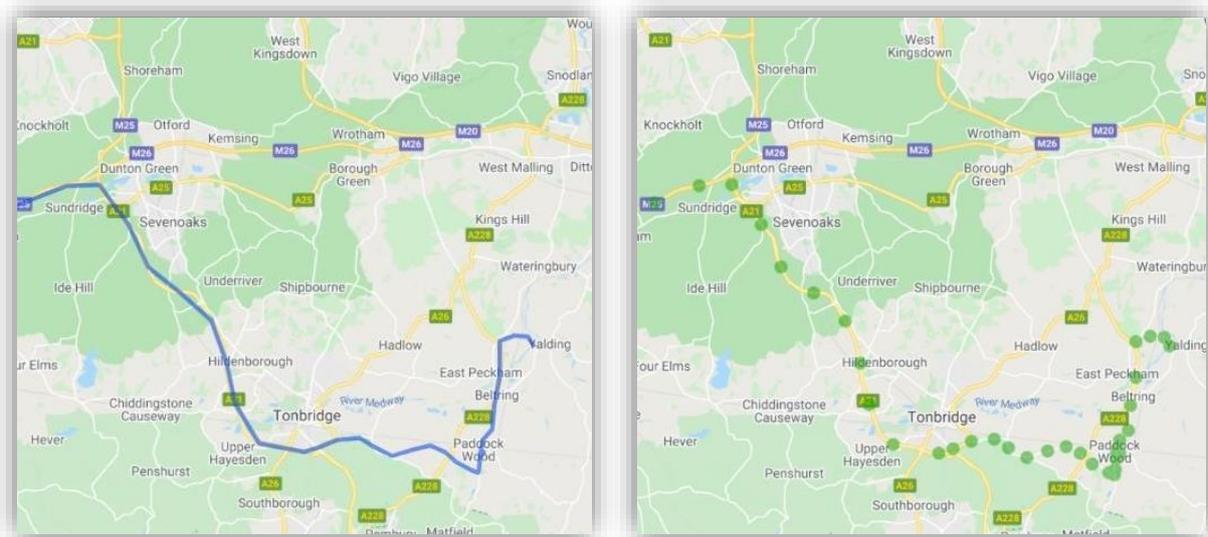
To view Location information for an individual hub, navigate to the individual hub settings and select "Location" from the options available in the blue bar.

You can also select a specific time and date parameters to view historic recorded data. to view all your hub locations in real time, select "Locations" from the menu at the top of the page and select "My Hubs Real Time".
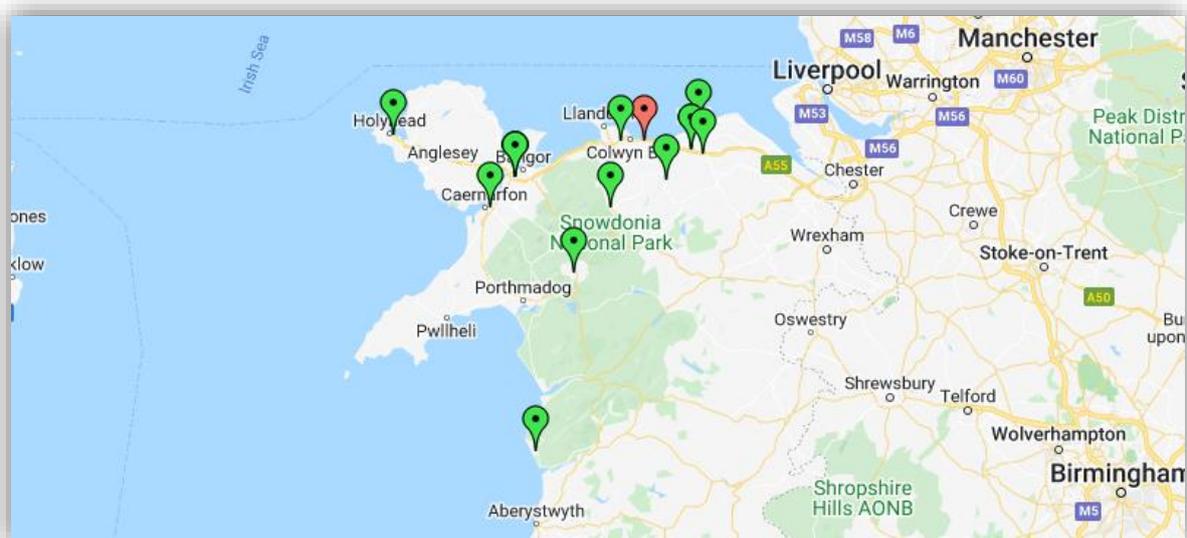
HUB DIAGNOSTICS

Select a Smart Hub number you wish to run diagnostics on.

Click on the diagnostics button situated in the blue bar.
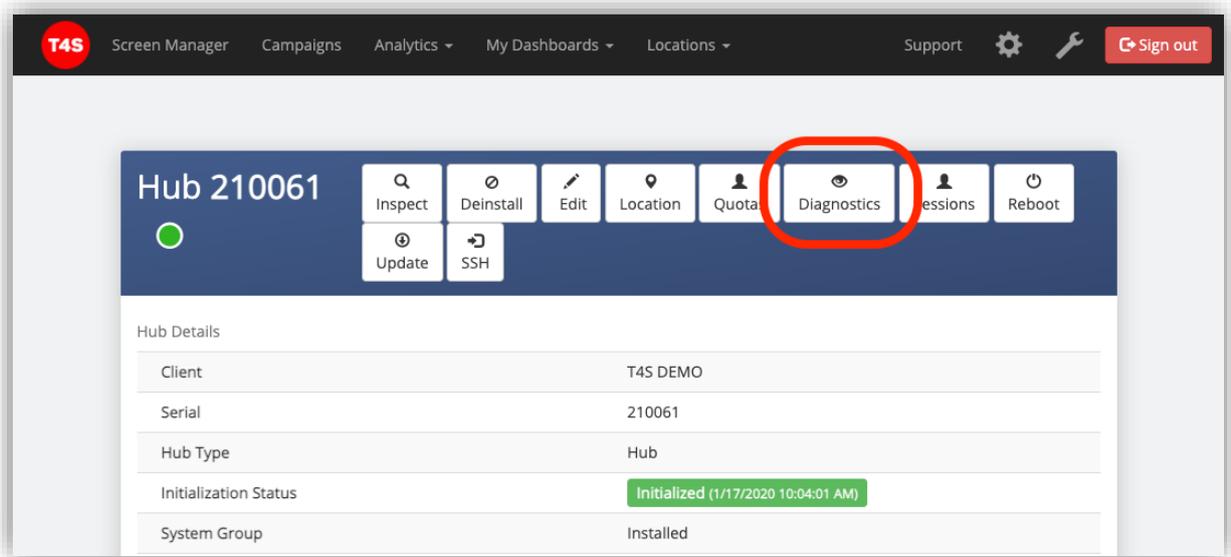
Here you can run various diagnostic tests that can help detect any problems with your connection, or inform you of current speeds, carrier info and who's connected via the Wi-Fi.
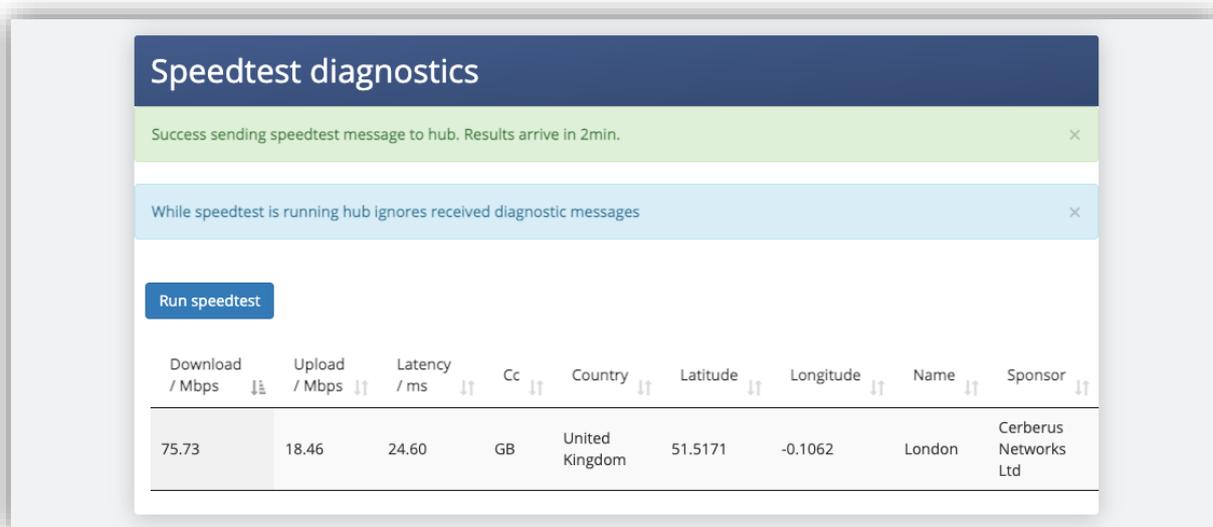
HUB SETTINGS

The Vodafone Smart Hub is configured through the "Hub Network Settings" page on the Portal.

Settings are applied in a tiered system, they can be set for all of a client's Hubs, by custom group, or by individual Hub. Settings applied by "All Hubs Settings" are overwritten by settings applied by "Group Settings" and those are overwritten by settings applied by "Single Hub Settings"
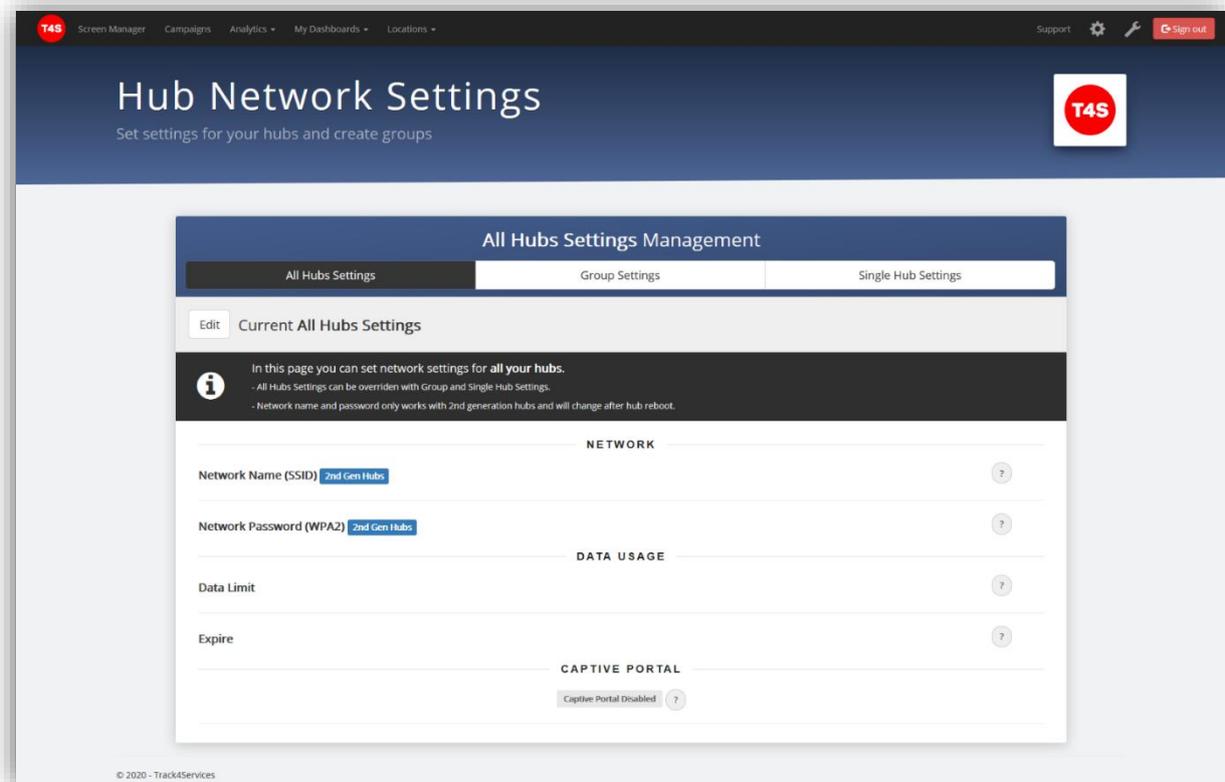
Pressing "Edit" will allow you to change or remove settings on the Hub(s) you have selected. Here you can set the network name, password and data limit for your Hubs. The data limit is applied to all devices that connect to a hub.

Settings groups are managed under the "Group Settings" section, you can create new groups or edit groups.