



# USER MANUAL

## Meta Trak

CONTRACT  
**SUPERALARM**

CONTRACT  
**SMART**

CONTRACT  
**FULLFLEET**

### AVAILABLE FUNCTIONALITY



Smartphone/Tablet



WEB "Lite" Portal



**TELEMATICS**



available for **iOS/Android**

[www.metasystem.it](http://www.metasystem.it)

Dear customer,  
thanks for choosing a **Meta Trak** product.

**Meta Trak** is a telematic device that lets its users autonomously locate their vehicles and receive notifications about significant events.

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# 1. ACCESSING THE SERVICE



## 1.1 Access through the APP:

1. Download the **Meta Trak App**, which is available free of charge from Apple Store (iOS devices) and Google Play (Android devices).
2. Once you have installed the telematic device on the vehicle, use the **"Login"** and **"Password"** received via SMS and click **"Sign In"** to enter.
3. Set your personal 4-digit **PIN code**, which will be requested every time you access the application.

The image shows two screenshots from the Meta Trak mobile application. The left screenshot is the 'Authorisation' screen, featuring a 'Login:' text box, a 'Password:' text box, and a 'Sign In' button. The right screenshot is the PIN entry screen, showing four empty boxes at the top for the PIN, a numeric keypad with buttons for digits 1-9, 0, 'Enter', and 'Delete'.



## 1.2 Access through the WEB:

To access the **WEB "LITE"** portal, open the browser on your Personal Computer and enter the link:

[lite.metatrak.it](http://lite.metatrak.it)

Once you have installed the telematic device on the vehicle, use the **"Login"** and **"Password"** received via SMS and click **"Sign In"** to enter.

The system is compatible with most common browsers.

The image shows a screenshot of the web portal's 'Authorisation' page. It contains a 'Login:' text box, a 'Password:' text box, and two buttons: 'Sign In' and 'Demo'.

## 2. ACTIVATING THE DEVICE

Only perform this procedure for the first access, if required for the chosen service. The system will automatically perform this step if required by the service, without the need for manual activation.

**NB: if activation has already been done from other tools (Smartphone/Tablet or PC), this step will not be displayed.**

On opening the user interface, only the product activation command will be available:



### 2.1 Activating the Device through the APP:

On opening the **application** for the first time, enter your access credentials and the following command will be displayed:

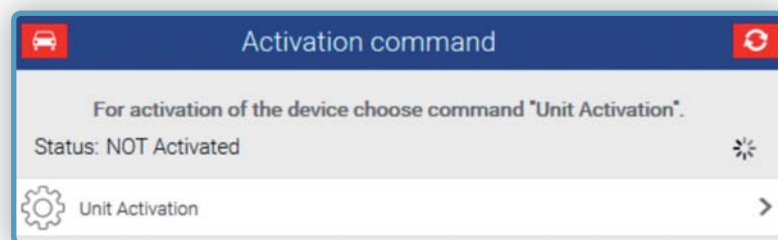


1. Press the command.
2. Press **"OK"** to confirm the request.
3. Wait for the confirmation **"Command Sent"**.
4. Close the APP, wait a few minutes, run it again and enter the PIN you set previously. The main screen of the application will open.



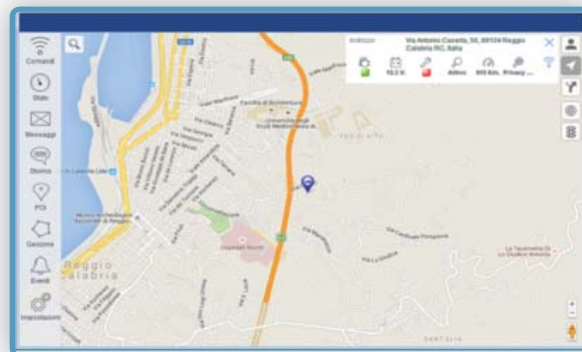
### 2.2 Activating the Device through the WEB:

On opening the **portal**, only the product activation command will be available:



1. Press the **"Unit Activation"** command.
2. Press **"OK"** to confirm the request.
3. Wait for the confirmation **"Command Sent"**.

The system will activate after a few minutes and you will be able to use the on-board device.



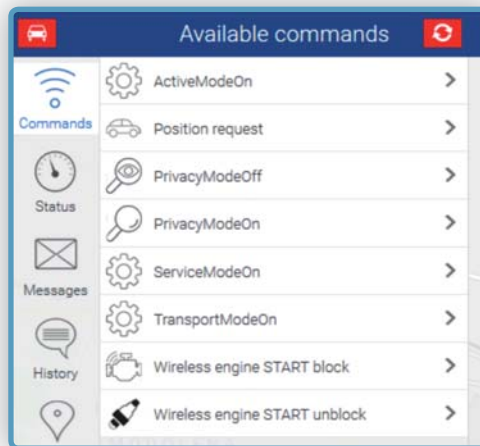
# 3. MENU DISPLAY

## 3.1 "COMMANDS" MENU



The **Commands Menu** contains the following functions:

- **Active Mode On:** this returns the device to its standard mode from one of the above modes.
- **Position request:** use this to manually request the current vehicle position (no SuperAlarm service).
- **Privacy Mode On/Off:** this enables or disables displaying data and downloading positions on the map.
- **Service Mode On:** this puts the device into the maintenance state (workshop, repair, etc.).
- **Transport Mode On:** this puts the device into transport mode with the instrument panel off (ferry, etc.).
- **Wireless engine START block/unblock\*:** this turns the "Wireless Engine Immobilizer" on/off (optional device).



\* Command and corresponding icons only available with the SMART and FULLFLEET services, and only if the optional engine immobilizer module is installed.

Confirmation will be requested for each command sent.















## 3.2 "STATUS" MENU



The **Status Menu** provides a range of information about the vehicle and device:

- **Odometer (km):** gives the total number of kilometres travelled since activation. You can align the value by clicking the item, entering a new value, and then clicking "SAVE".
- **Moto hours (hours):** gives the total hours that the vehicle has been in motion since device activation. You can align the value by clicking the item, entering a new value, and then clicking "SAVE".
- **Ignition:** Instrument Panel Status ■ ON / ■ OFF
- **Engine Start Block:** ■ Immobilizer On / ■ Immobilizer Off  
This function is only active for services with the optional engine immobilizer module.
- **Next Maintenance (km):** use this to set a vehicle operation time (in hours) and a customised notification email to be sent when that time is reached.
- **Next Maintenance (hours):** use this to set a vehicle travel distance (in kilometres) and a customised notification email to be sent when that distance is reached. You can enter kilometre steps for subsequent recall notifications.
- **Privacy:** On/Off status
- **System Operating Mode:** On/Off/Maintenance status
- **Automatic Engine Block:** This gives the Automatic Engine Immobilizer status (function that only the TSP can activate) together with the optional *IdTag* and *Engine Immobilizer Module* devices.  
■ Automation off/ ■ Automation on
- **Reserve Battery status:** ■ OK / ■ Not OK
- **Car Battery voltage:** voltage level measured at the vehicle battery
- **Car Battery status:** ■ OK / ■ Not OK

Tracker status		
Dashboard		
	<b>Moto hours</b> 15.11.18 08:33:55	890.79 h...>
	<b>Odometer</b> 15.11.18 08:33:46	112609 ...>
	<b>Ignition</b> 15.11.18 08:33:55	<span style="color: red;">■</span>
	<b>Engine Start Block</b> 23.01.17 16:12:33	<span style="color: green;">■</span>
	<b>Next Maintenance</b> 20.10.17 16:28:00	0 Km. >
	<b>Next Maintenance (tim...</b> 15.12.17 18:13:07	0 hours >

System Status		
	<b>Privacy</b> 16.10.16 09:34:27	Disabled
	<b>System Operating Mode</b> 19.03.18 18:17:28	Normal
	<b>Automatic Engine Block</b> 10.06.15 15:14:04	<span style="color: green;">■</span>
Diagnostic		
	<b>Reserve Battery status</b> 15.11.18 08:33:55	<span style="color: green;">■</span>
	<b>Car Battery voltage</b> 15.11.18 08:33:56	12.6 V
	<b>Car Battery status</b> 15.11.18 08:33:55	<span style="color: green;">■</span>

### 3.3 "MAP" MENU



The map shows the vehicle position and gives the address (area, street and street no.), when this information is available. When the vehicle is moving, the current speed is given:



The **"My Position"** icon shows the position of the equipment in use (Smartphone/Tablet or PC) on the map, if this function is enabled. In addition to the blue vehicle position indicator, a RED indicator marks the user's position.



The **"Cursor"** lets you centre the map on the last detected vehicle position.



If the vehicle is moving, you can trace its movement by clicking the **"Routes"** icon and then **"Plot"**.



You can easily pass from the street map display to the satellite display or mixed display.



In the **"Google"** map display, you can add **"Traffic"** information.



You can find an address and centre the map display on it.



The Google **"Street View"** function displays places along the route and the stopovers in detail, where this function is available.

Real-time location depends on the chosen Service Plan and the coverage of the network to which the on-board telematic device, Smartphone/Tablet and PC are connected.

#### On the WEB only



At the right of the PC screen, there is a window with a summary of the vehicle status:

1. Engine Immobilizer (on or off)
2. Vehicle battery voltage
3. Ignition ON or OFF
4. Operating Mode (On or Off)
5. Distance Travelled
6. Privacy Mode On or Off
7. Fast link to the "COMMANDS" menu (see paragraph 3.1)





## 3.4 "MAP" MENU - ROUTE HISTORY



On the map, you can see the history of the routes travelled, grouped by date and time.

Select the  icon and then  to search for routes travelled in:

**APP** > the last 30 days

**WEB** > the last 90 days



Back	Choose date	Next
13/11/18 03:00 - 05:00		
Thu 15 Novem...	00:00	
Wed 14 Nove...	01:00	
Tue 13 Novem...	02:00	✓
Mon 12 Nove...	03:00	✓
Sun 11 Novem...	04:00	
Sat 10 Novem...	05:00	
Fri 9 Novembe...	06:00	

1. Select the date

2. Select the time

The route for the 2 hours following the selected time will be plotted on the map, with indications of:

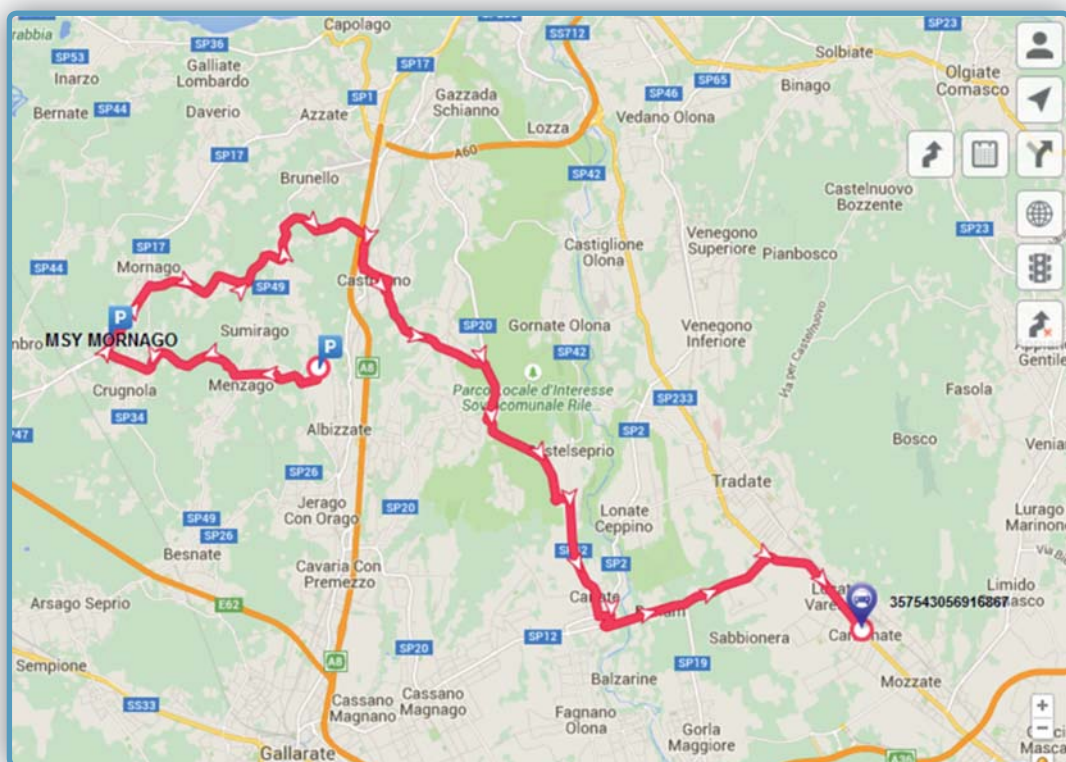


**Stopover Details**



**Parking Details**

Click the stopover and parking icons to display date, time and duration information for stopovers or parking.



**On the WEB only**

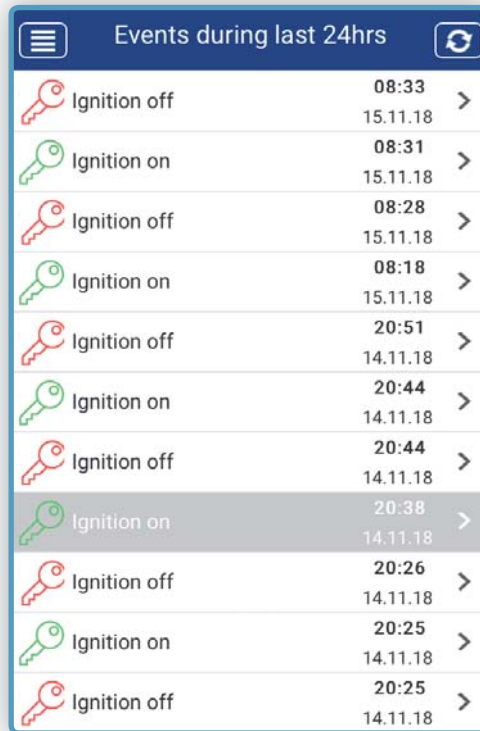
Clicking any point along the route will display a report with summary information.












## 3.5 "24h HISTORY" MENU



The **24h History Menu** provides a brief summary of the events during the last 24h of vehicle use:

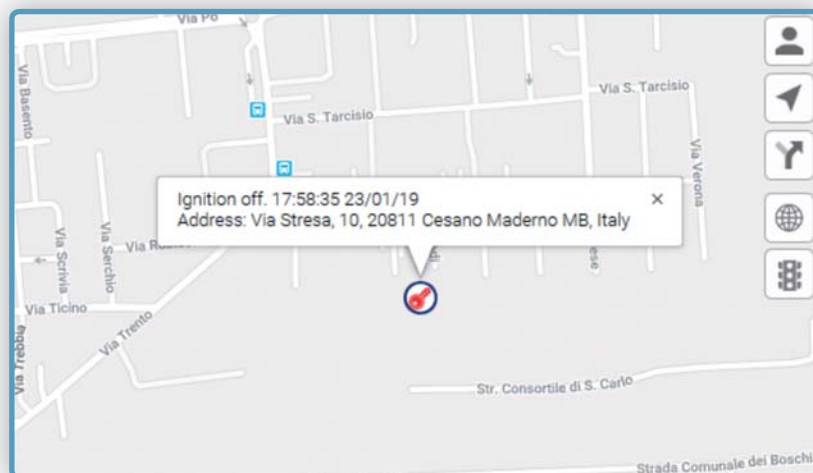
- When the vehicle was turned On/Off
- Crash events\*
- Vehicle battery disconnection events
- Vehicle battery check (charge state)
- SW updates made on the device



Events during last 24hrs		
 Ignition off	08:33	>
	15.11.18	
 Ignition on	08:31	>
	15.11.18	
 Ignition off	08:28	>
	15.11.18	
 Ignition on	08:18	>
	15.11.18	
 Ignition off	20:51	>
	14.11.18	
 Ignition on	20:44	>
	14.11.18	
 Ignition off	20:44	>
	14.11.18	
 Ignition on	20:38	>
	14.11.18	
 Ignition off	20:26	>
	14.11.18	
 Ignition on	20:25	>
	14.11.18	
 Ignition off	20:25	>
	14.11.18	

\* If included in the chosen Service Plan only.

Click on the desired line to open the map with an indication of the event location.



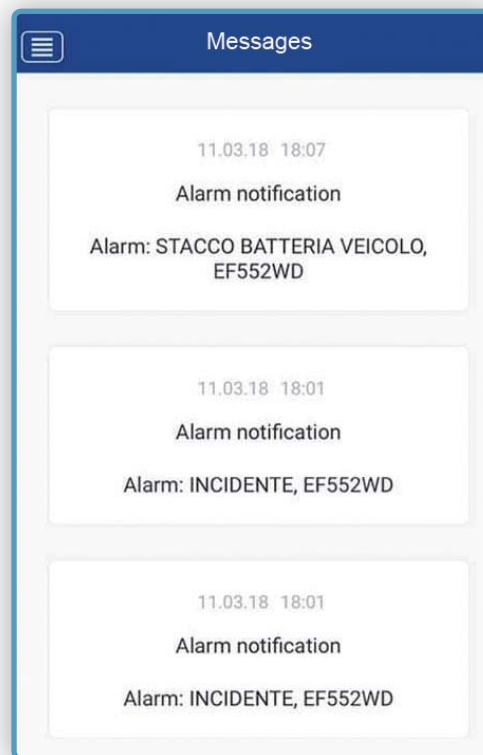
## 3.6 "MESSAGES" MENU



Meta Trak can send notifications to warn of faults/events \*:

- Vehicle battery voltage below the optimal value
- Vehicle battery disconnected
- Probable collision
- Id Tag not detected
- Id Tag battery flat
- Vehicle movement without ignition
- Car alarm triggered

Meta Trak can send notifications to warn of faults/events \*:



All notifications received will be archived in the messages menu.

\* The notification type depends on the chosen Service Plan.

## 3.7 Geofences and POI (Point Of Interest) notifications



### On the WEB only

Meta Trak lets you mark out an area on the map and set customised notifications to inform you about vehicle movements within that area.

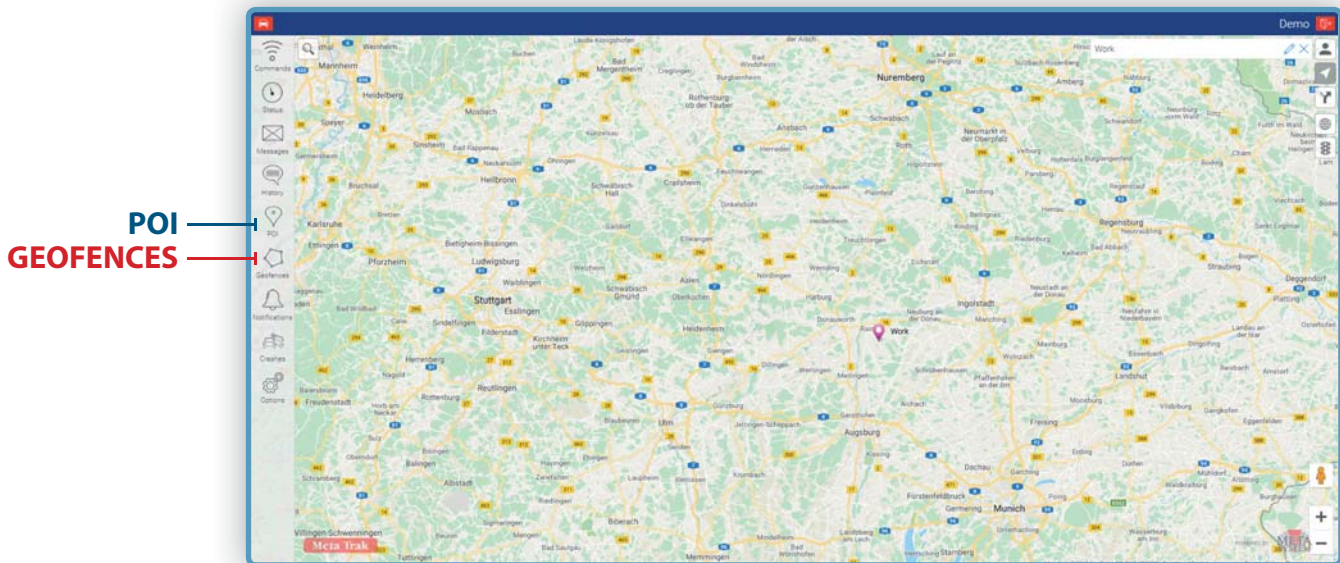


Select the **GEOFENCES icon** to open the function settings.

Meta Trak lets you enter one or more Points Of Interest (POI) on the map and set customised notifications to inform you about vehicle movements near these points.



Select the **POI icon** to open the function settings.






Once you have created the **GEOFENCES** and **POIs**, follow the instructions in the **“EVENTS MENU”** paragraph.

## 3.8 How to create a Geofences



### On the WEB only





1. Select the GEOFENCES icon to open the function settings.
2. Press the **+** button to create a new Geofences.
3. Name the Geofences.
4. Click on the coloured circle to choose a colour for the Geofences perimeter.
5. On the map, construct the border of the area you want to create by clicking points on it in sequence. Click the first point entered to close the perimeter and select **"CLOSE PERIMETER"**. You can adjust the Geozone created by dragging any of the points.
6. Click **Save**  or click **Cancel**  if there are errors.
7. To change a Geofences that has already been created, select the Geofences and click the  command.
8. Repeat the procedure to enter more POIs.

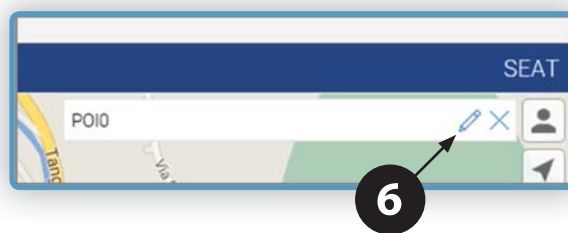
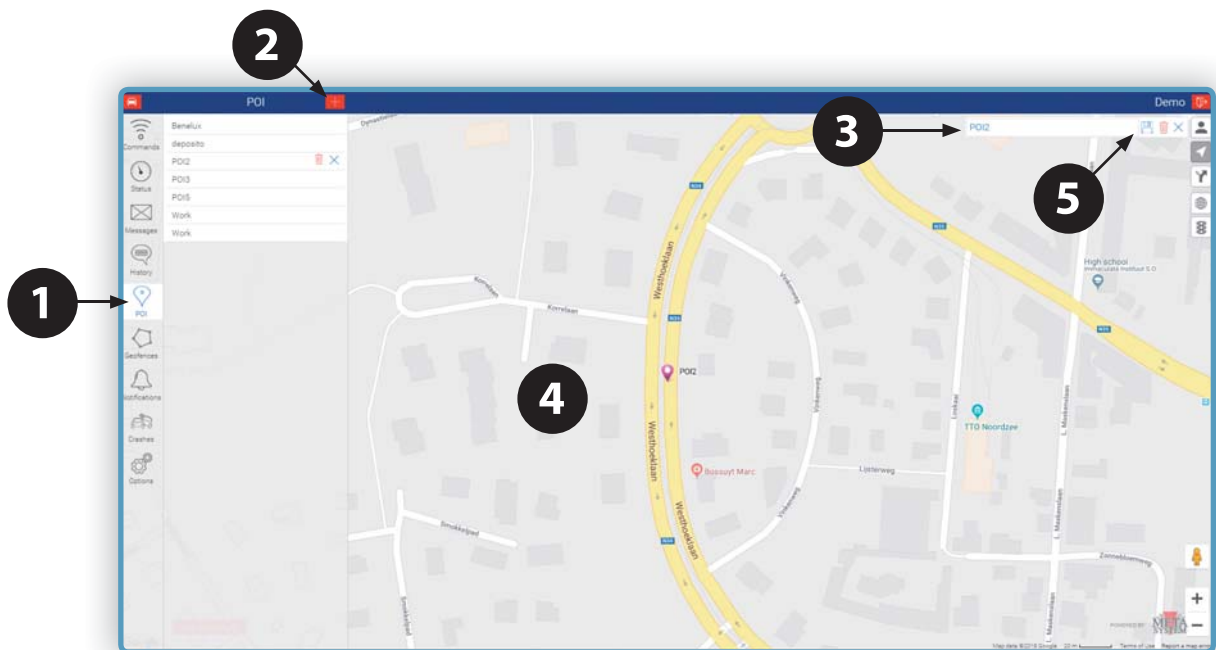


## 3.9 How to create a POI (Point Of Interest)



### On the WEB only

1. Select the POI icon to open the function settings.
2. Press the **+** button to create a new Point Of Interest (POI)
3. Name the POI
4. Move the POI to the desired point on the map 
5. Click Save  to store the POI, or Cancel 
6. Click the  icon to change a POI that has already been stored
7. Repeat the procedure to enter more POIs.



## 3.10 "NOTIFICATIONS" MENU

### Geofences Monitoring Notifications



#### On the WEB only

1. Create the Geofences (see paragraph 3.8)
2. Select the Events menu.
3. Click the **+** button
4. Select the Monitor Geofences function and press **Forward**
5. Select if you want to enter a minimum time (in minutes) after which you will be notified of the event
6. Enter the desired number of minutes
7. Select whether the notification must be sent when the vehicle enters the geozone or on leaving it.
8. Select the Geofences and press **Forward**
9. Select the vehicle(s) for which the event is being set.
10. Click Email and enter the email address to which the notification will be sent.
11. Enter the text you want to receive in the email.
12. Select the weekdays and time range in which you want to enable the notification (optional)
13. Click **Save**

The screenshot shows the 'Notifications' menu in the MetaTrak web interface. The interface is divided into three main sections: 'Type', 'Vehicles', and 'Notify type'. The 'Type' section shows a list of geofence events with a 'Forward' button highlighted in green. The 'Vehicles' section shows a list of vehicles with a 'Notify type' button highlighted in green. The 'Notify type' section shows a form for configuring the notification, including a 'Message' field, a 'Select the days of the week, and time range' section, and a 'Save' button highlighted in green. Numbered callouts (1-13) point to various elements on the screen corresponding to the steps in the list above.

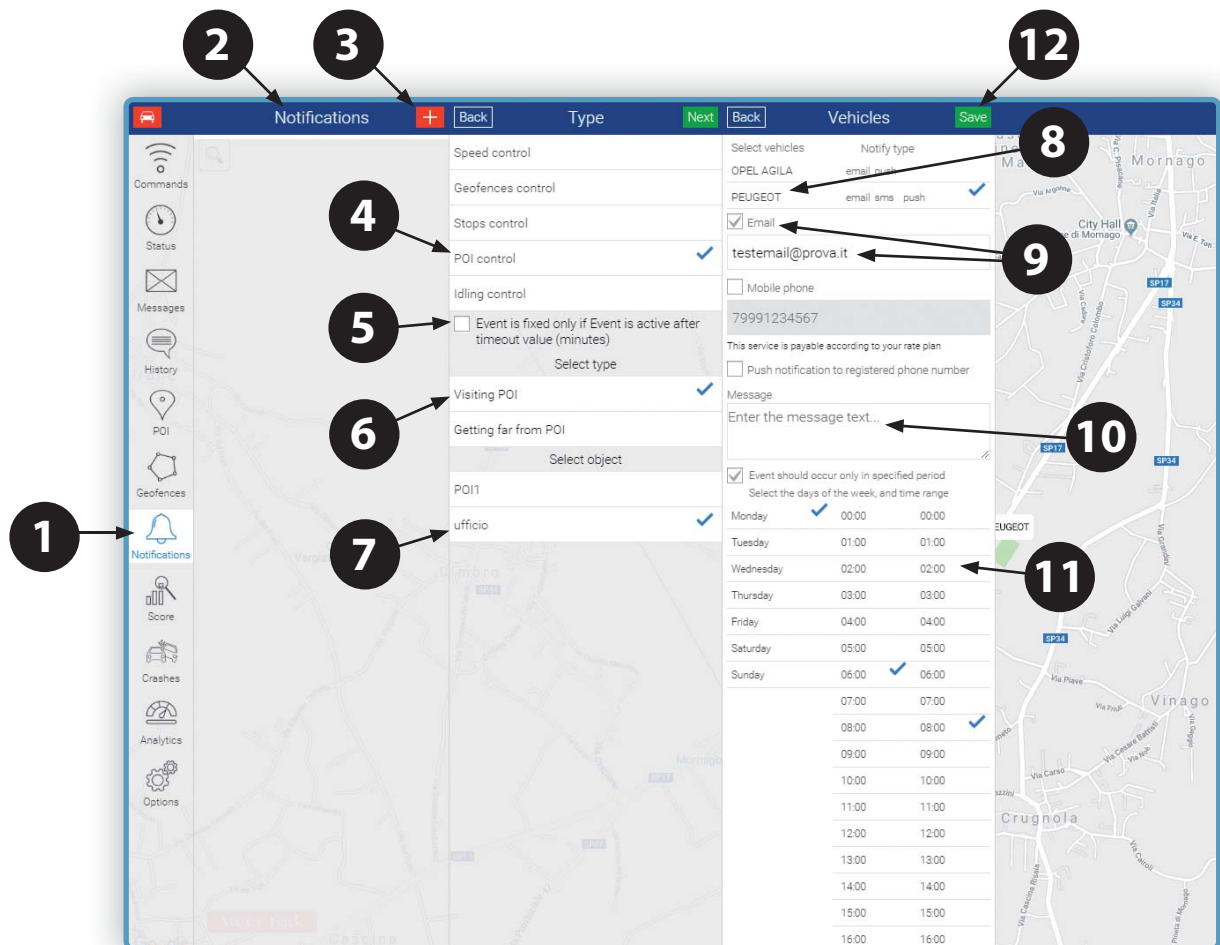
## 3.11 “NOTIFICATIONS” MENU

### POI (Point Of Interest) Monitoring Notifications



#### On the WEB only

1. Create the Point(s) Of Interest (see paragraph 3.9)
2. Select the Notifications menu.
3. Click the **+** button
4. Select the POI (Point Of Interest) Monitoring function.
5. Select if you want to enter a minimum time (in minutes) after which you will be notified of the event
6. Select if you want the notification when passing the POI or when moving away from it
7. Select the POI from those created previously (if more than one), and click **Forward**
8. Select the vehicle(s) for which the event is being set.
9. Enter the email address to which the notification will be sent.
10. Enter the text you want to receive in the email.
11. Select the weekdays and time range in which you want to enable the notification (optional)
12. Click **Save**





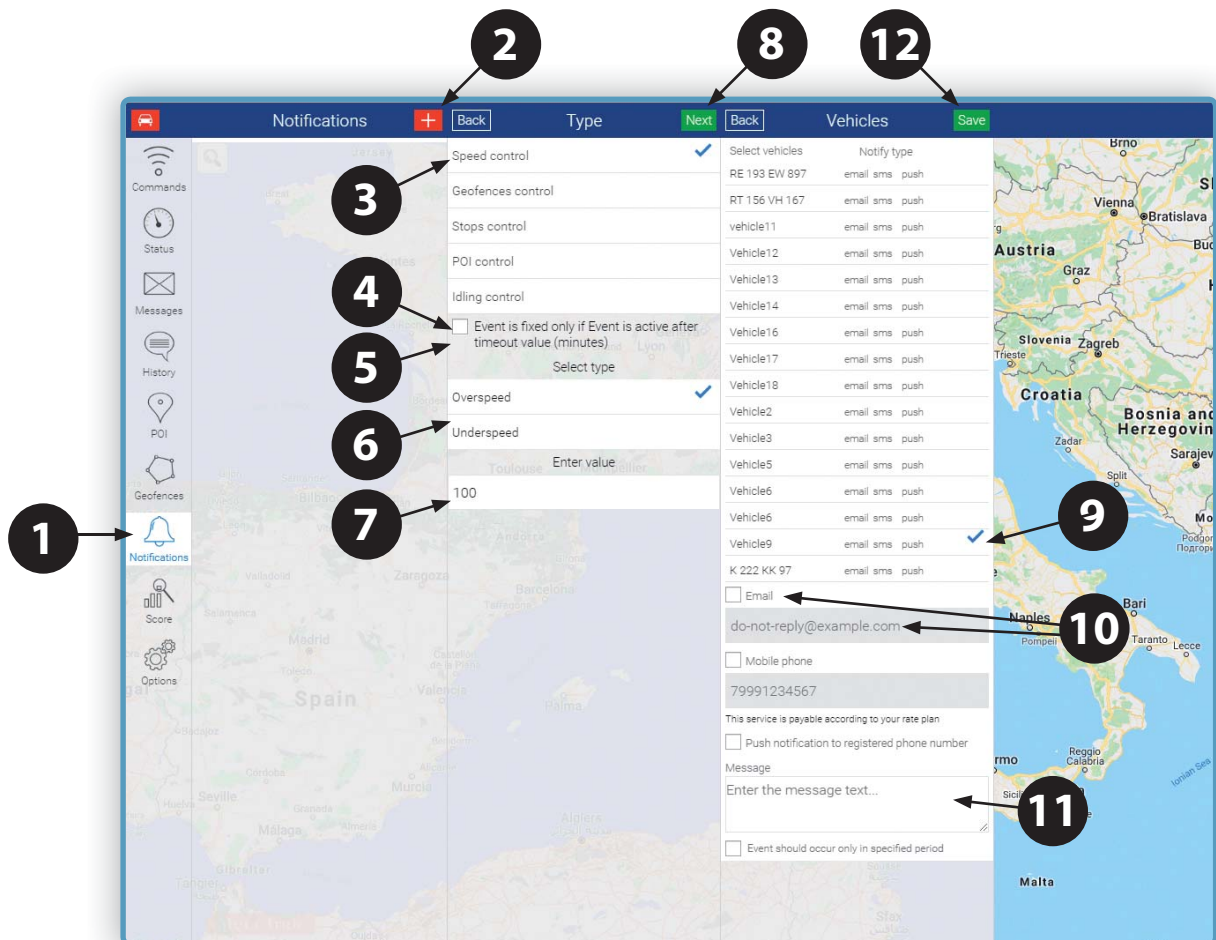
## 3.12 "NOTIFICATIONS" MENU

### Speed Monitoring Notifications



#### On the WEB only

1. Select the Notifications menu.
2. Click the **+** button
3. Select the Speed Monitoring function.
4. Select if you want to enter a minimum time (in minutes) after which you will be notified of the event.
5. Enter the desired number of minutes.
6. Select whether the notification must be sent when the vehicle speed is higher or lower than the set value.
7. Enter the speed
8. Press **Forward**
9. If there are several vehicles in the account, select for which one to set the event (one or more vehicles)
10. Enter the email address to which the notification will be sent
11. Enter the text you want to receive in the email.
12. Press **Save**



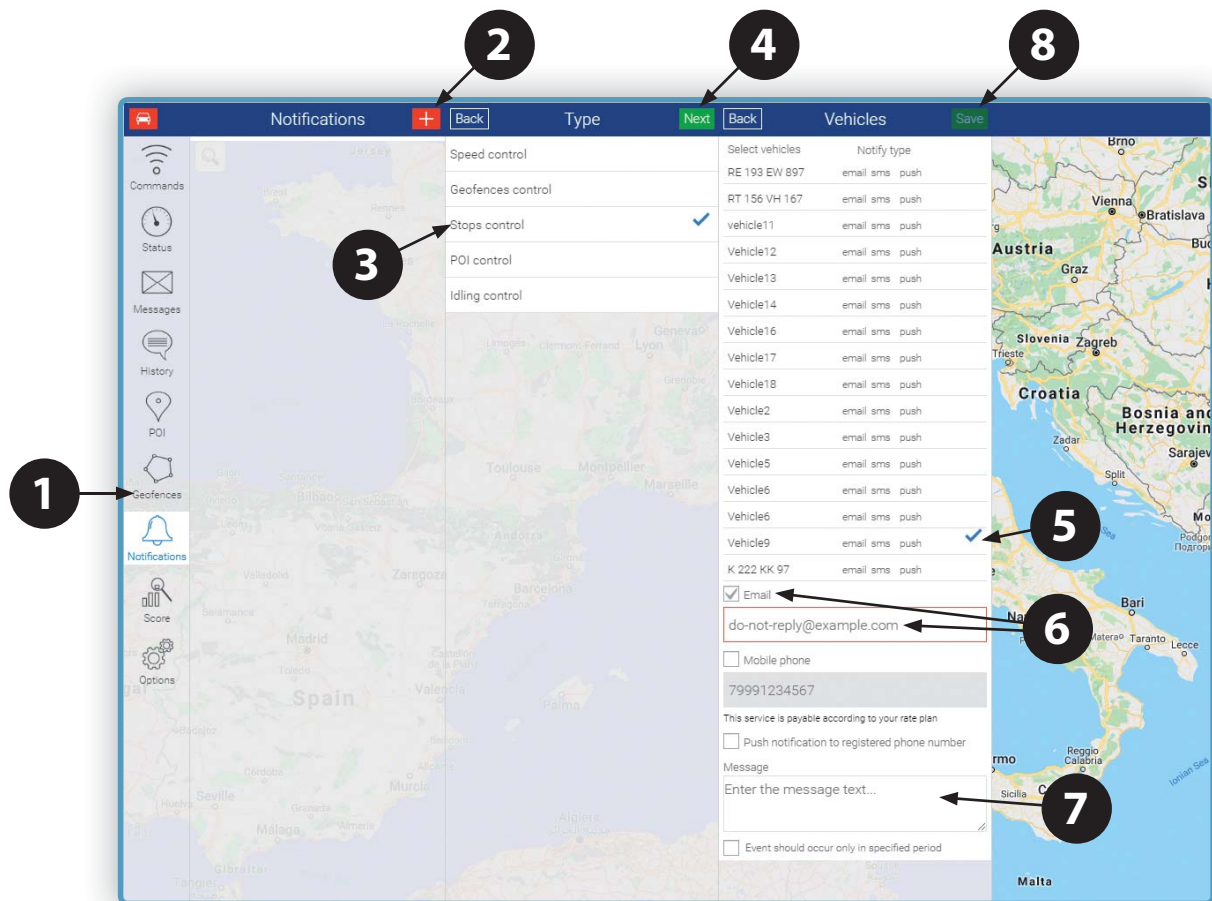
## 3.13 “NOTIFICATIONS” MENU

### Parking Monitoring Notifications



#### On the WEB only

1. Select the Notifications menu.
2. Click the **+** button
3. Select the Stopover Monitoring function
4. Press **Forward**
5. Select the vehicle(s) for which the event is being set
6. Enter the email address to which the notification will be sent.
7. Enter the text you want to receive in the email.
8. Press **Save**



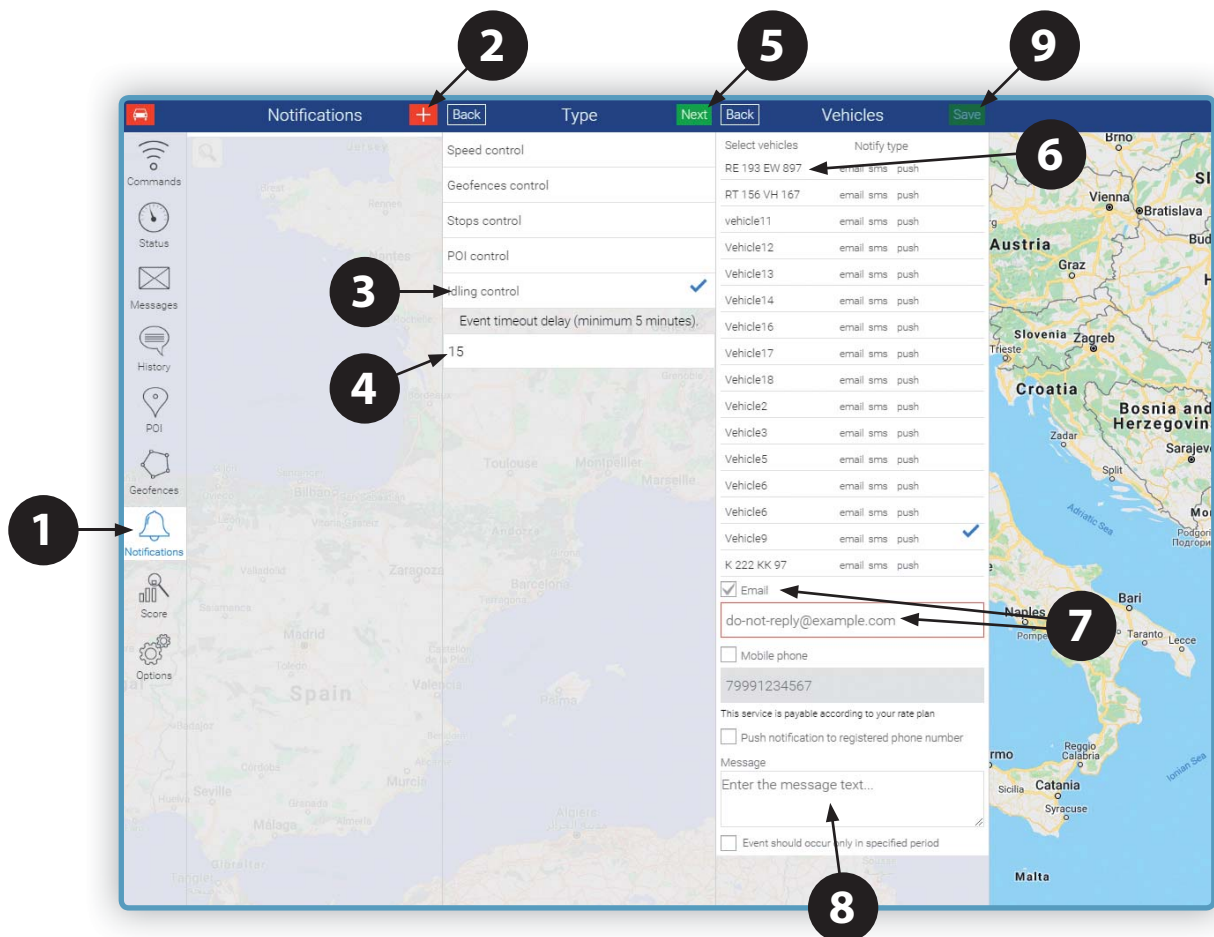
## 3.14 “NOTIFICATIONS” MENU

### Stopover Monitoring Notifications with Instrument Panel Key ON



#### On the WEB only

1. Select the Notifications menu.
2. Click the **+** button
3. Select the Idling Monitoring function
4. Enter the number of minutes after which the notification will be sent
5. Press **Forward**
6. Select the vehicle(s) for which the event is being set.
7. Enter the email address to which the notification will be sent.
8. Enter the text you want to receive in the email.
9. Press **Save**



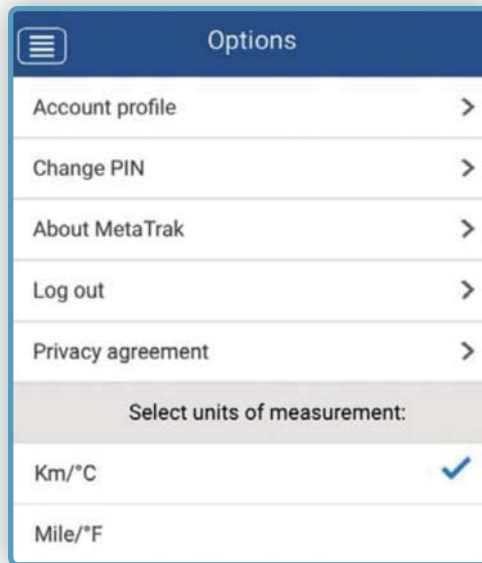
**CAUTION:** the instrument panel off signal may be delayed in some cases, affecting the notification times of the “Stopover Monitoring” function.

## 3.15 "OPTIONS" MENU



The "**Options Menu**" contains some setup and information functions:

- **Account profile:** Login, Service Plan and expiry date information.
- **Change PIN:** lets you change your PIN (command available only in the APP).
- **About Meta Trak/About the program:** informations about the Meta Trak software version.
- **Log out/Change User:** lets you disconnect and access as a different user (with Login and Password).
- **Privacy agreement:** Information note about personal data processing.
- **Select units of measurement:** lets you choose between Km/h and Miles/h.




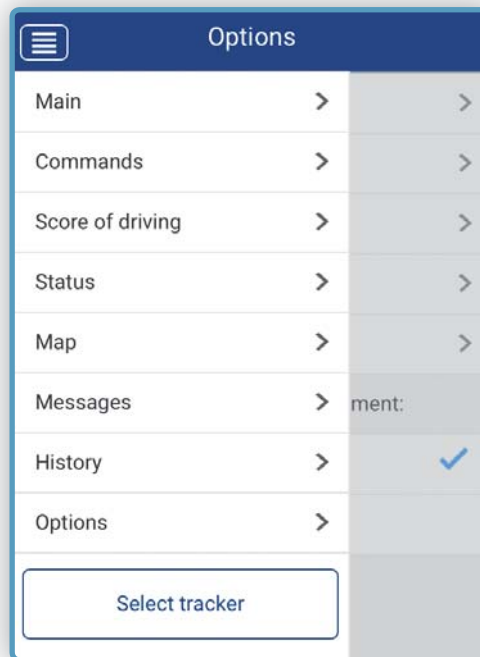
# 4. MULTI-VEHICLE MANAGEMENT



## 4.1 Management through the APP:

The same user profile can be used to manage several vehicles associated with the same customer.


Click  to open the main menu; press the **“Select tracker”** key to open the list of vehicles associated with the same account, from which you can select one.

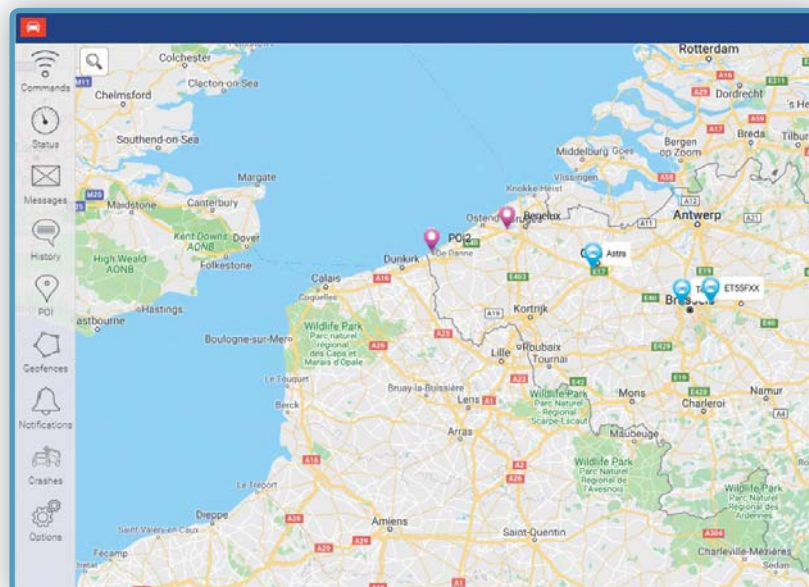


## 4.2 Management through the WEB:

The same user profile can be used to manage several vehicles associated with the same customer.

The vehicles will be displayed on the map simultaneously.

To quickly find the position of a vehicle, click  to open the list of vehicles associated with the same fleet. The name of the selected vehicle will be displayed at the top right.







Designed, engineered and manufactured in Italy by  
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COMPANY WITH QUALITY SYSTEM  
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CERTIFIED BY DNV  
= ISO/TS16949:2009 =

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= UNI EN ISO 14001:2004 =



**TELEMATICS**



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5040355400 EN-01/2019

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