Using the Address Card

After you have entered an address into the Search Field, an Address Card is created. From the Address Card, you can copy the address location and/or open the address location in Google Maps in a separate browser, create a landmark, Send a dispatch, view the Street View of the address location, and see a list of nearby assets and landmarks to the entered address location.
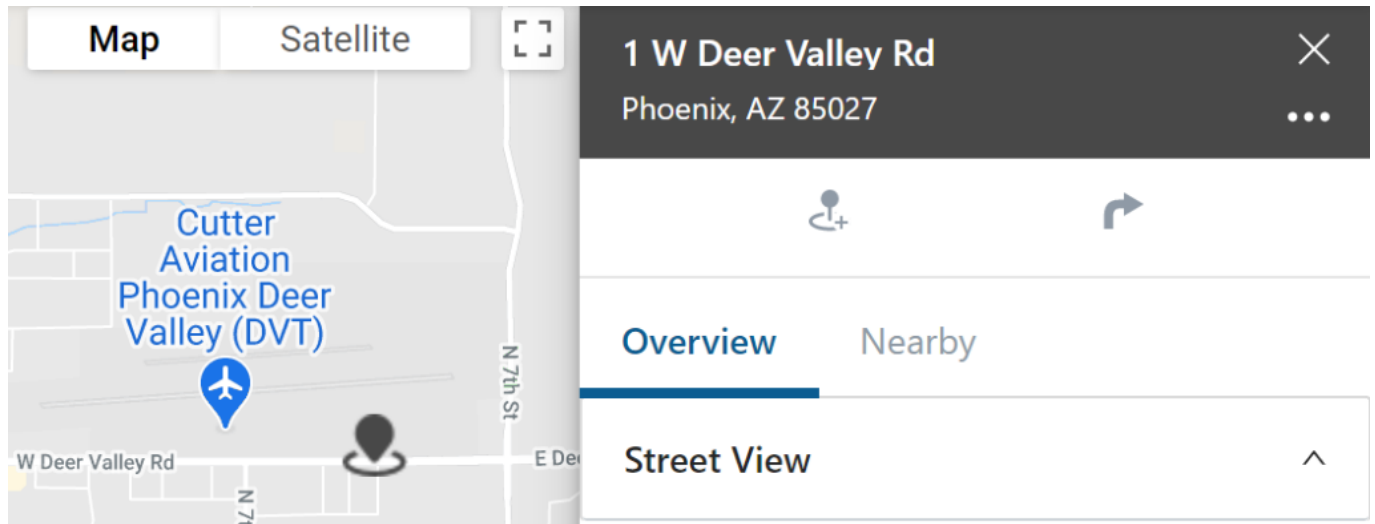
Using the Card Header

From the Card Header, you can view the address, copy the location or open Google Maps in a separate browser tab to view the location.
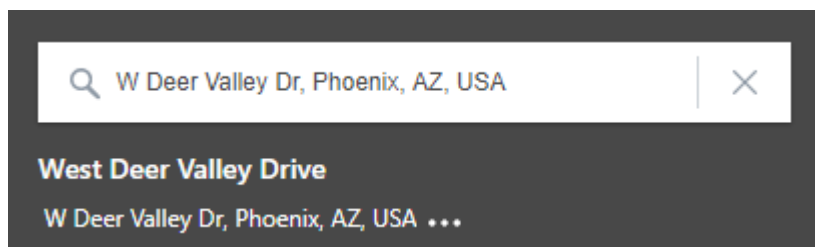
Using the Ellipses button

Using the ellipses button from the Card Header, you can copy the address or open Google Maps in a separate browser tab to view the location.

▶ **How to copy the address location:**

1. From the Address Card, click on the ellipses button ( ).

   A pop-up window appears.

2. Click **Copy Location**.

   The location is copied to your system's clipboard. Use may paste this location in within the Portal or externally (e.g., separate browser tab, etc.).
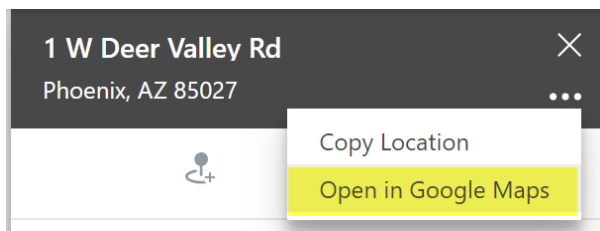
▶ **How to view the location in Google Maps:**

Using the Address Card

1. From the Address Card, click on the ellipses button (⚫⚫⚫).
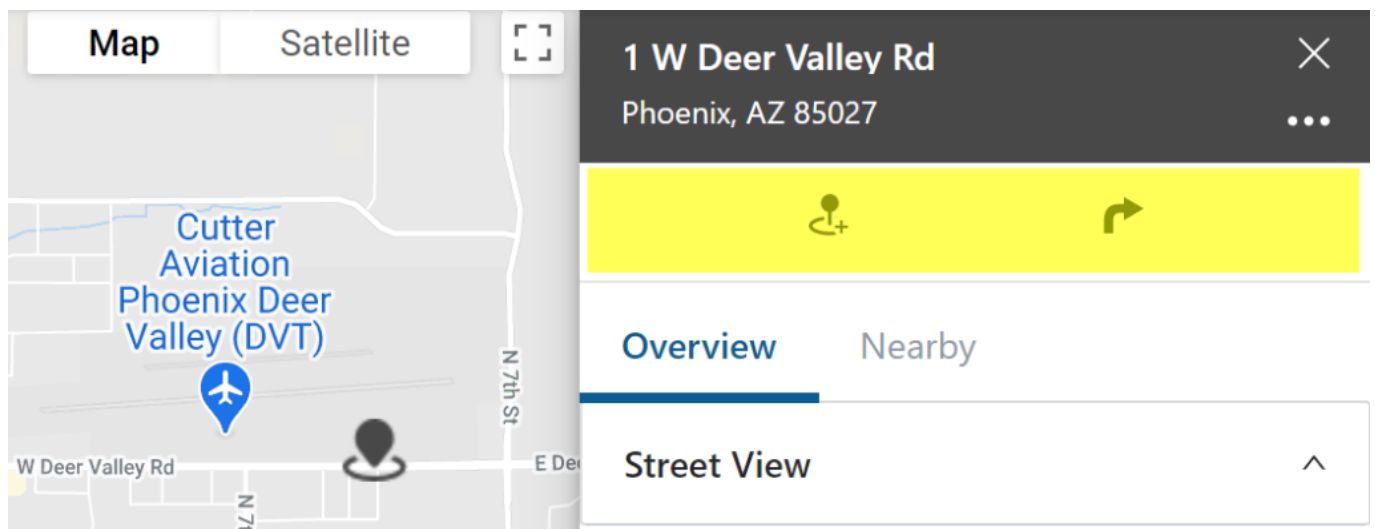
   A pop-up window appears.

2. Click **Open in Google Maps**.

   A separate browser tab opens displaying the location in Google Maps.
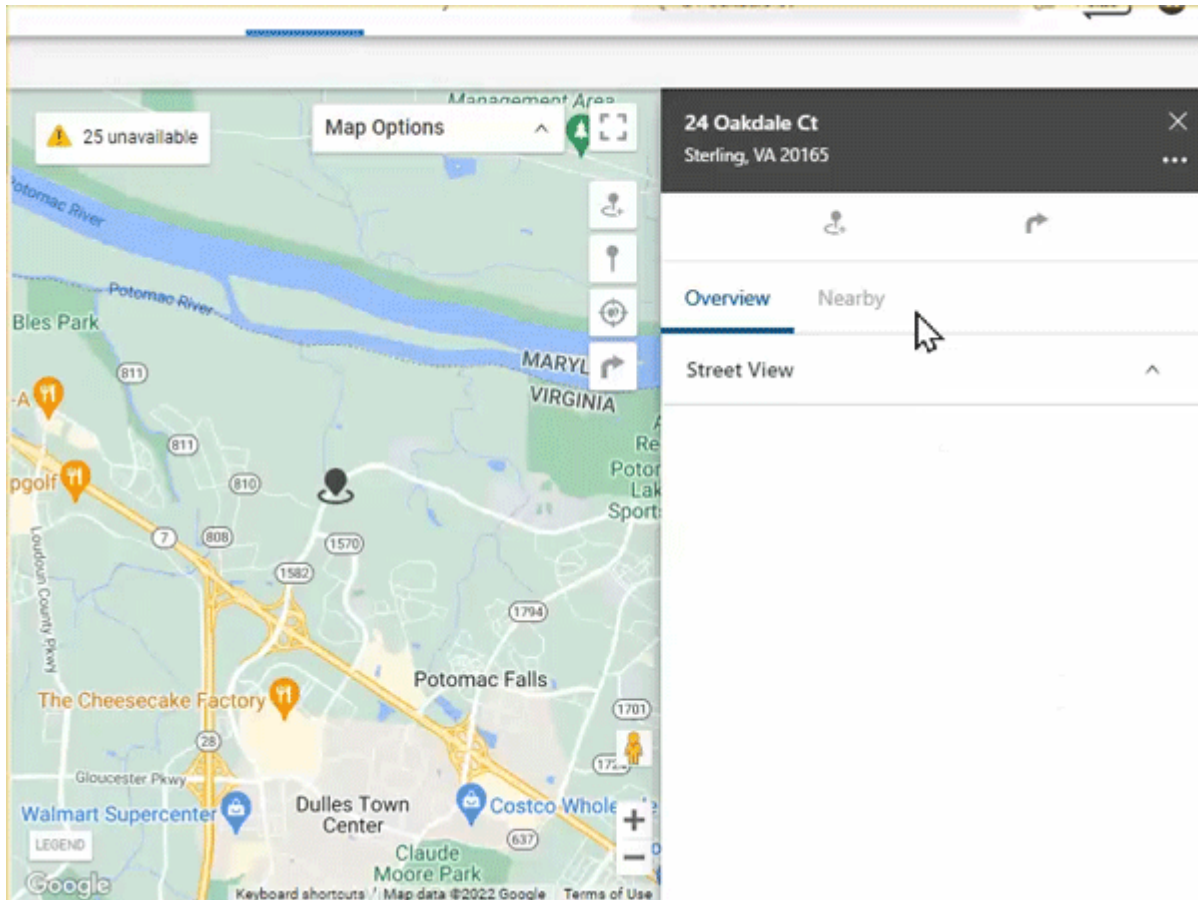

Using the Create Landmark and Send Dispatch Features

Using the Create Landmark and Send Dispatch functionality, you can create a landmark centered over the address location or send a dispatch to selected vehicles/drivers to the entered address.

Creating a Landmark

▶ **How to create a landmark:**

Using the Address Card

Link: https://help.wextelematics.com/docs/about-the-map-page/available-map-cards/using-the-address-card/ Last Updated: August 30th, 2019

1. From the Address Card, click the **Create Landmark** icon ( ).

2. Select **Circle** or **Polygon** for the shape of your landmark.

3. In the Landmark Name text field, enter a name for the landmark.

4. Select a color for the landmark.

5. Optional: Enter Address Details (Street, City, State, Country, Zip).

6. If you have selected Circle as your landmark shape, you will have the option to enter the radius of the circle in feet/meters (If lat/long coordinates are not entered then the default size is 750 feet or 228.5999926848002 meters).

7. Optional: Use the drop-down window to select a Landmark Group.

8. Click **Create**.

   The Landmark is created and the corresponding Landmark Card appears.

Sending a Dispatch

▶ **How to send a dispatch:**

1. From the Address Card, click the **Send Dispatch** icon ( ).

   The Send Dispatch window appears.

2. The selected recipient field is pre-populated with the address associated with the displayed address card.

3. In the search/text field, enter a landmark, driver, vehicle ID, or address to which you would like to dispatch the selected address.

4. Click **Send**.

   The dispatch is sent.

Using Street View

You can use Street View to view the vehicle's location on the map for street-level imagery.

▶ **How to use the Street View:**

1. From the Street View section of the Vehicle Card, click on the Expand button ( ).

   The Street View section expands to show the street view of the vehicle's location.

   📕 **Note.** If Street View is unavailable for the location, a message is displayed stating: "Currently unavailable for this location".

2. To interact with the Street View, click on the screen to move the view up/down the street. To move the view, click and drag on the Street View screen. To zoom in or out, use the trackpad or trackball on your mouse.

3. To expand the Street View to Full Screen, click the **Toggle fullscreen view** button ( ). To exit Full

Screen view, press the **Esc** button on your keyboard or click the **Exit full screen view** ( ).

4. To collapse the view, click the Collapse button.

Viewing Nearby Assets and Landmarks

You can view a list of all nearby assets and landmarks to the address location in the Nearby section of the Address Card.

Nearby Assets

Nearby assets are listed by Vehicle label and associated driver (if assigned), current status, and distance from the Address Card.

> **Note.** You can enter the desired radius (in miles) from the address within which you would like to see nearby assets. The default radius is 25 miles.

Nearby Landmarks

Nearby landmarks are listed by selected landmark group, landmark name, and distance from the address (in miles).

> **Note.** You can enter the desired radius (in miles) from the address within which you would like to see nearby assets. The default radius is 25 miles.

▶ **How to view nearby landmarks:**

1. From the Card, click **Nearby**, then click **Landmark**.

Using the Address Card

2. Select the desired landmark group using the drop-down window under Landmark Groups.

3. Enter the desired radius (in miles) from the address for your search parameters.

   Nearby landmarks appear and are listed by landmark name and distance from the address (in miles). You may click on the name of a listed nearby landmark; however, the Landmark Card for the selected Landmark will appear and you will need to recreate the address to go back to the Address card.

Overview	Nearby

Nearby ︿

Asset	Landmark

Landmark Groups

Company Landmarks	▼

Radius (mi) ⓘ

25

NAME	DISTANCE ⌄
⚓ GPS Insight Office	0.1 mi.
⚓ Whole Foods	0.5 mi.
⚓ Walmart	3.6 mi.
⚓ Alemeda Shop	8.0 mi.
⚓ Doubletree Paradise Valley	10.0 mi.
⚓ Airport	16.2 mi.
⚓ Arizona State University	16.7 mi.