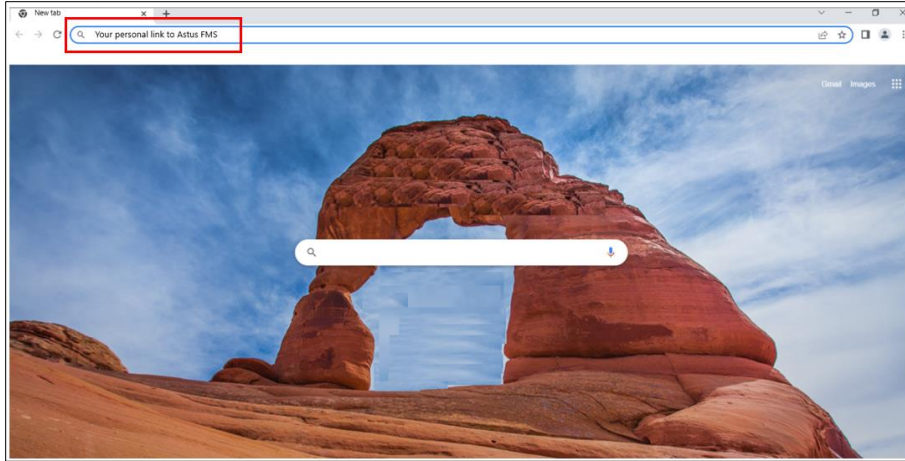


This quick reference guide will help you access the web application using a computer.

Login

1. Open an internet browser on your computer.
2. In the address field, type your personal address that was given to you.



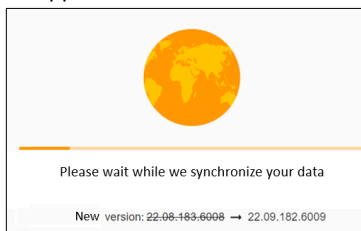
Be sure to use the link provided to you from the Astus team.

3. Press **Enter**.
4. Key your email ID and password.

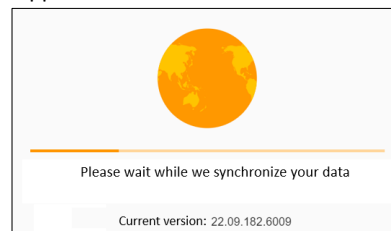
5. Click on **Login**.

If the application detects that there is a new version, the "Data Synchronization" window displays the old version and the new version. The number of the old version is crossed out (~~123.123~~) and the number of the new version is displayed right next to it. If a new version is not detected, only the current version will be displayed during data synchronizations.

Application finds a new release



Application does not find a new release



The application opens to the configuration screen, or to the last page you visited when you last accessed the application.

6. Click on the desired section.

Sections:

<p>Dashboard</p> <p>Provides current vehicle, employee and route information at a glance.</p>	<p>Configuration</p> <p>You can view, configure and modify fleets, vehicles, employees, beacons, locations, territories, etc.</p>	<p>Real Time</p> <p>You view current vehicle, employee, beacon, location, tasks, and group information. Elements can be viewed on a map.</p>	<p>Reports</p> <p>You can generate, save and subscribe to over 50 different reports.</p>
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Forgot your password

If you forgot your password, you can change it yourself.

1. On the sign in screen, click **Forgot password?**.
2. In the username field, type your email address.
3. Click on **Send Email to reset password**.
4. Check your email inbox for the email and follow the instruction to change the password.
5. Sign on to the application using the new password.

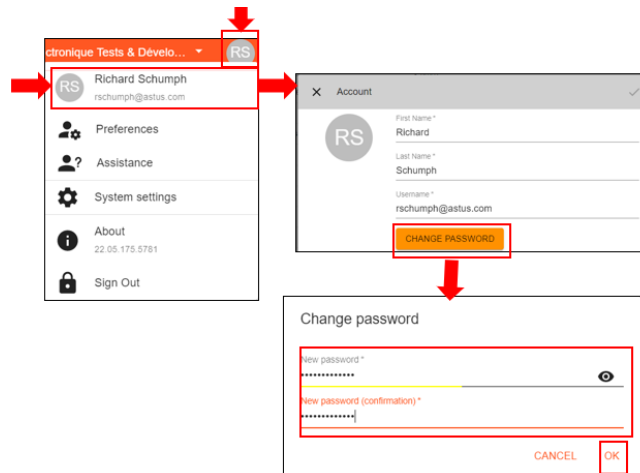
Change your password

Once you have successfully logged in with the temporary password (either the one provided by the Astus team, or by a user within your organization), it is a good idea to change the password.

1. Click on your initials in the upper right corner.
2. Click on **your name**.

An account screen will be displayed.

3. Click **Change Password**.
4. Enter your new password twice.
5. Tap **OK**.



The next time you sign into the FMS, use your new password and click in the checkbox next to Remember Me so you don't have to enter your login information every time you access the app.

