Manage School Bus Operating Manual



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Operating Manual

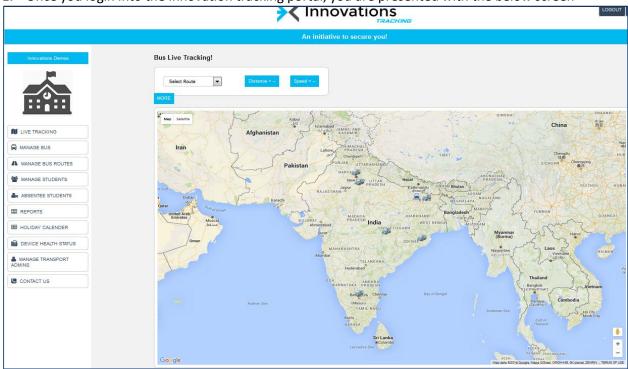
Step by step manual is provided to assist School's transport department to easily set up their buses, routes, students and administrator on 'Innovation Tracking' application. Though all guidance is provided in the manual to easily navigate through the Innovation Tracking Portal, administrator can always reach out to us for any assistance on the contact provided at the end of the manual.



How do I Map my bus to the GPS device?

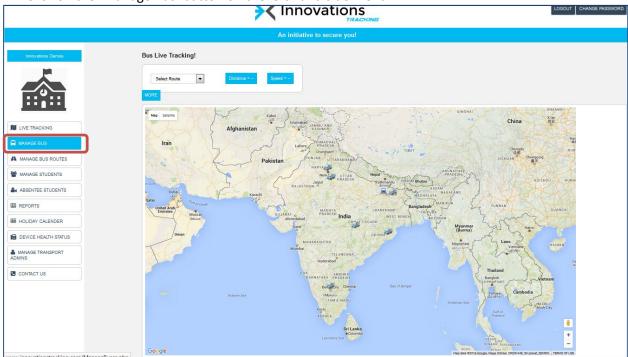
'Manage Bus' option allows you to map your School bus to GPS device provided to you by *Innovation Tracking*.

1. Once you login into the Innovation tracking portal, you are presented with the below screen

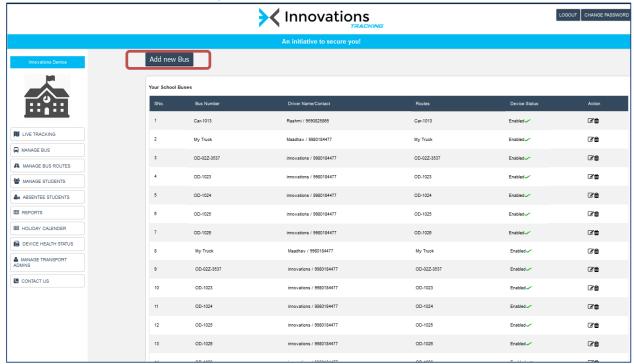




2. Click on the 'Manage Bus' button on the left hand side menu

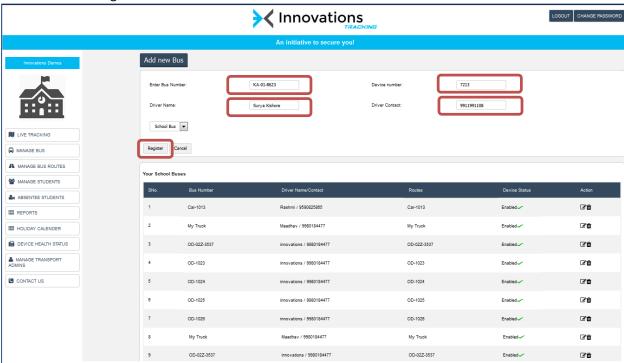


3. Once you click on 'Manage Bus' option, you are presented with below screen. In this screen press button 'Add New Bus' on the top.

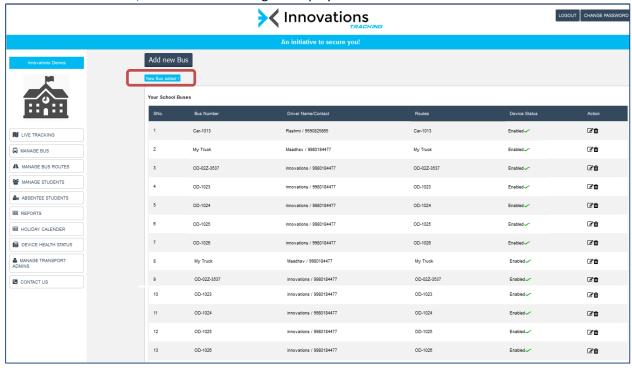


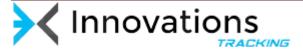


4. Clicking on 'Add New Bus' button takes you to the below screen. In this you need to enter the Bus registration number (or any other identifier you want to use to identify your bus), GPS device number provided to you by Innovation Tracking and driver details. Once you enter the details, press the button 'Register' to save.



5. Once bus is added, confirmation message is displayed

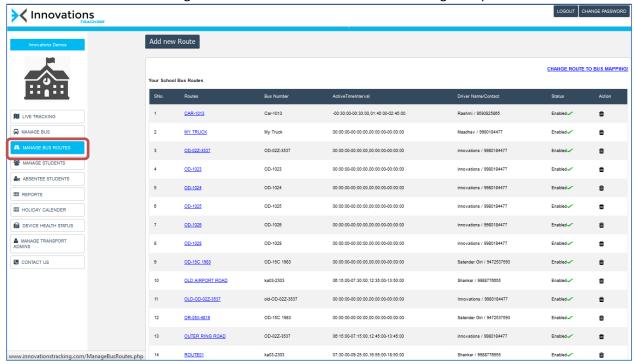


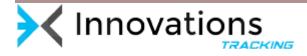


How do I manage Bus routes and bus stops?

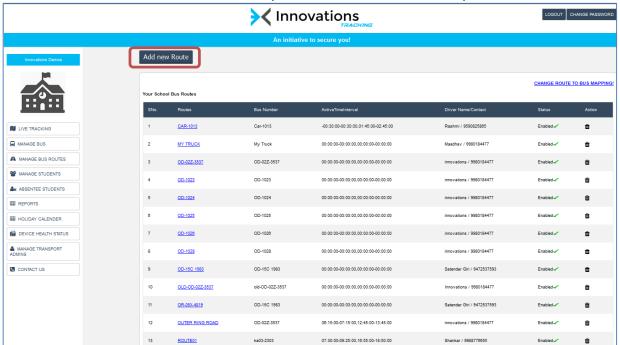
'Manage Bus Routes' is next important step. In this step you define route of the bus along with the bus stops on the google map directly from *Innovation Tracking* web page.

1. Click on the button 'Manage School Bus' button on the left hand navigation panel

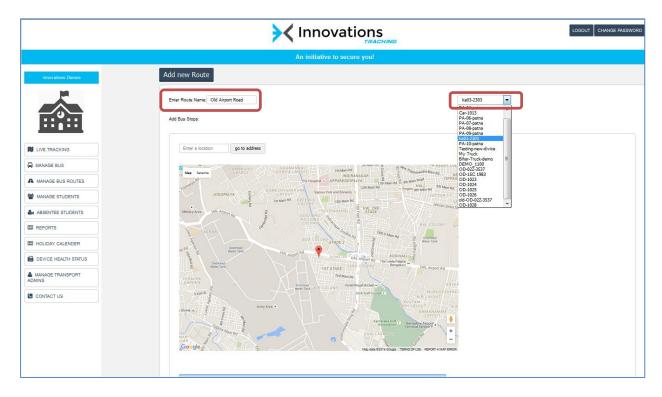




2. Click on 'Add New Route' button on the top to create route for the bus stop

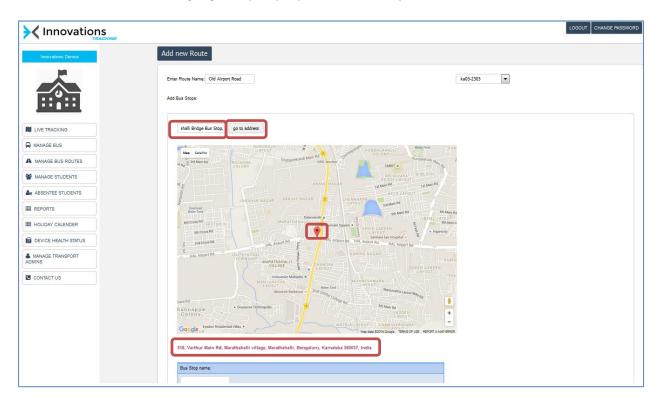


3. Once you click on 'Add New Route' button on the top, you are navigated to next scree for defining few details of the Route like name of the route (it could be numeric or named after most identifiable road in the route or whatever suits you) and bus which you want operate on this route.

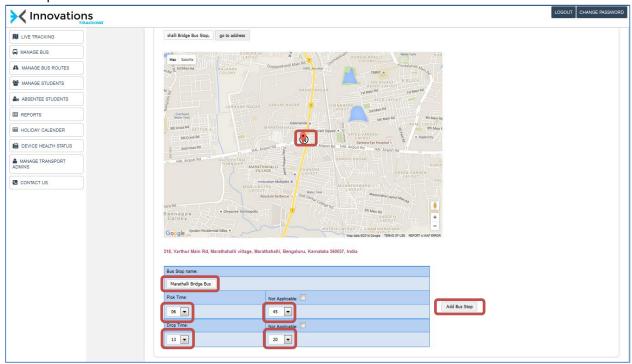




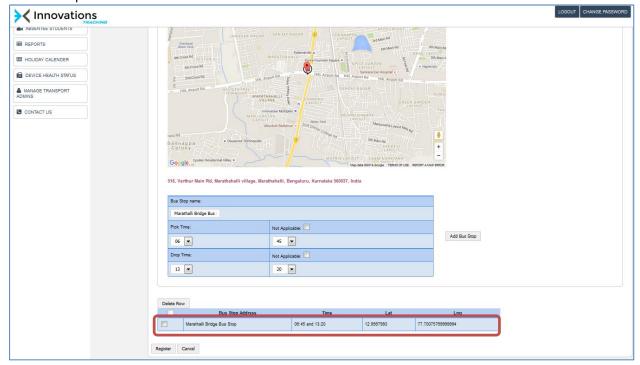
4. Once you have named your bus route and mapped a bus to the route, next step is to define bus stops on this route. Google Map is directly embedded in the web to help you easily map the bus stops. To mark the bus stop, please enter the location on the address box above the google map and press 'go to address' button. Google map will zoom into the location automatically. You can move Place mark (**) icon on google map to pin point the bus stop.

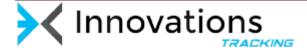


5. Once you have marked the exact location of bus stop on the google map, you need to name the bus stop (should be easily recognized) defined pick up and drop times for the bus at this particular bus stop

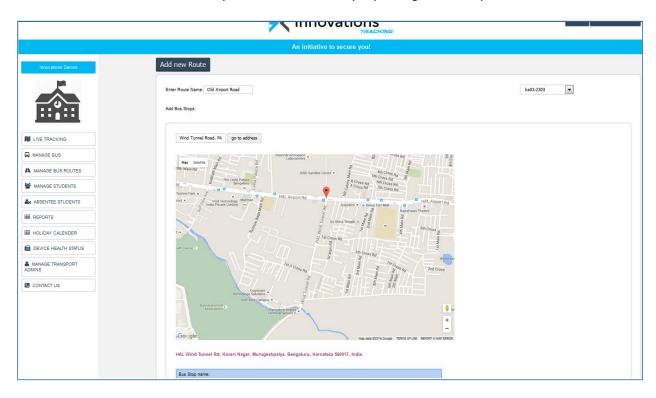


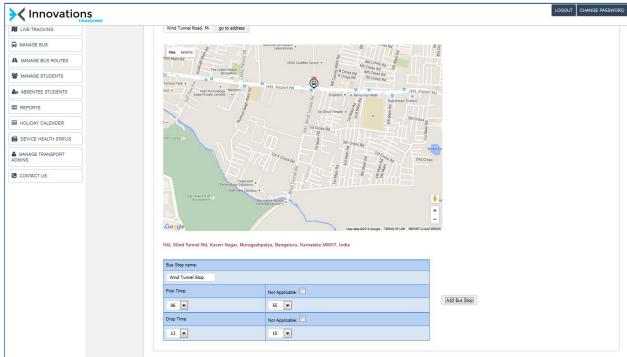
6. Enter the Bus stop name, pick up and drop times, and save by pressing button 'Add Bus Stop'. New bus stop is added to the route



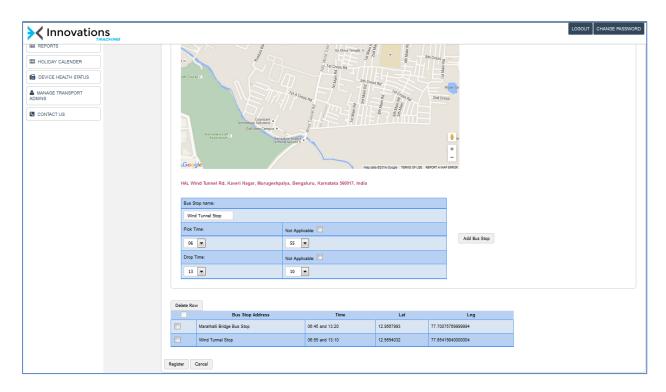


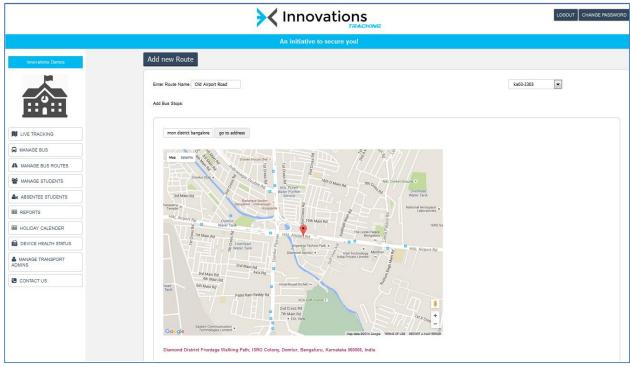
7. You can add additional bus stop to the same route by repeating the same process



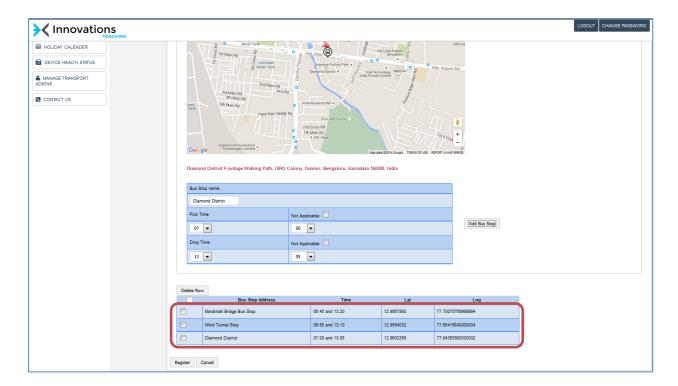




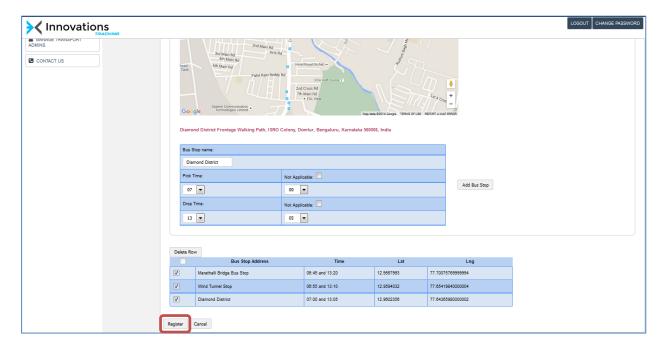








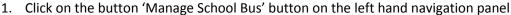
8. Once you have marked all the bus stops on the route, please select each of them and press button to register them to the route.

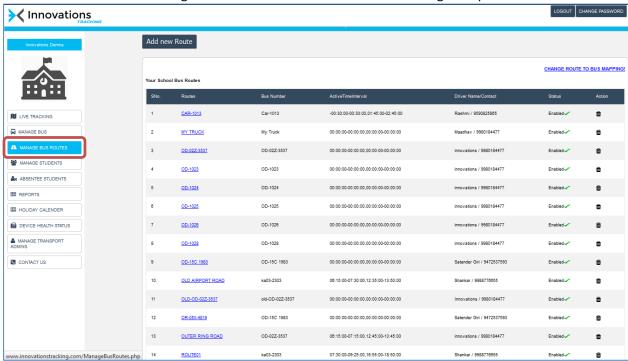


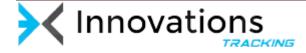


How do I edit existing Bus routes and bus stops?

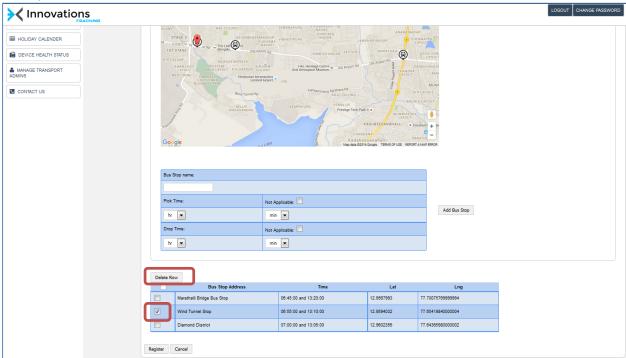
Based on your students' needs you may have shift your bus stop from your original place on a particular route. For this you need to delete the bus stop you want to change and add its replacement (if needed)



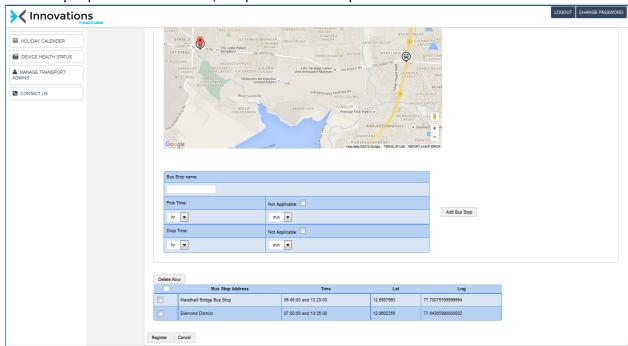




2. Select the bus stop you want to delete by selecting the check box and press 'Delete' button on the top

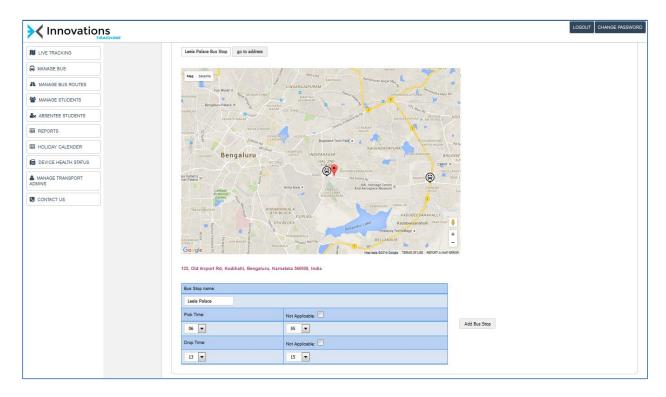


3. Once you press 'Delete' button, this particular bus stop is removed from the route



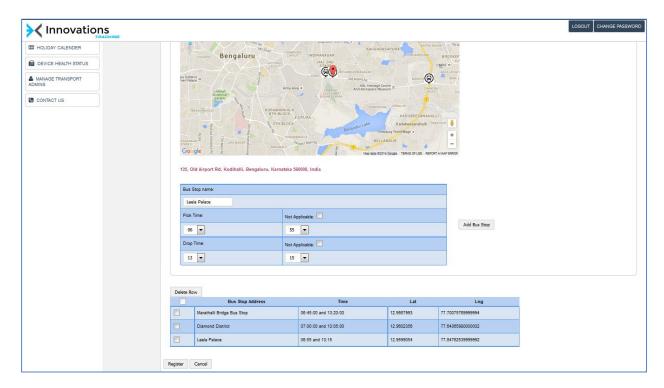


4. Next step is add a new bus stop as a replacement of the deleted bus stop





5. Locate the new bus stop on the embedded google map and provide pick up and drop timings. Once done, press 'Add Bus stop button' on the side.

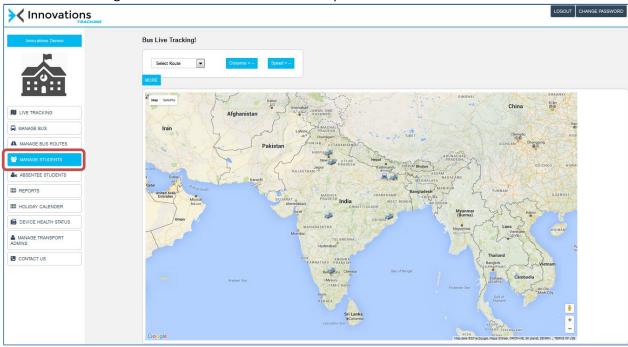




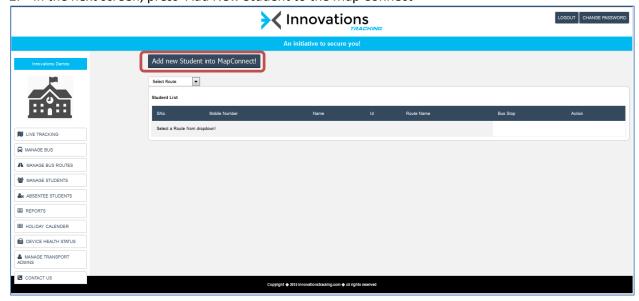
How do I add students to bus routes and bus stops?

After defining routes, next step is to map students to the bus and respective bus stops.

1. Click on 'Manage' Students button on the left hand panel.

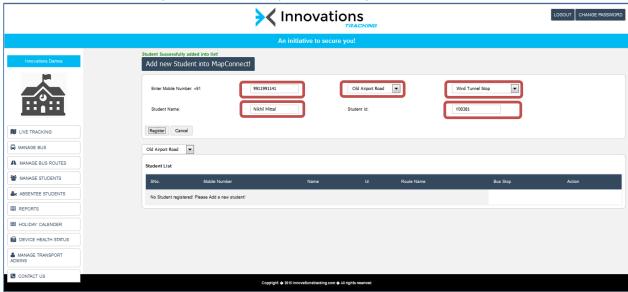


2. In the next screen, press 'Add New Student to the Map Connect'

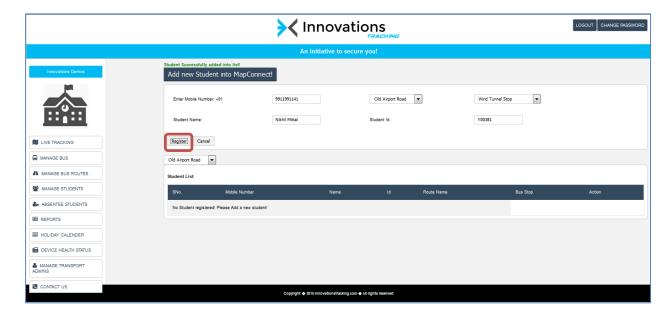




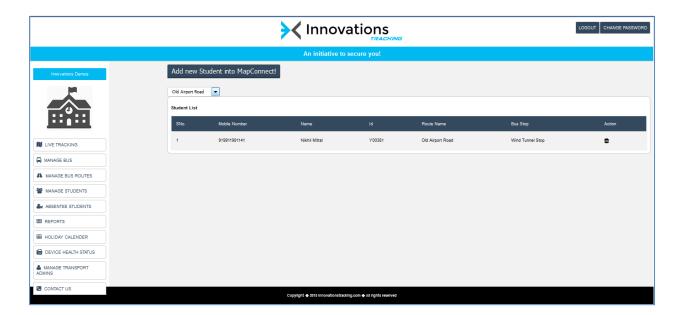
3. In the next screen enter the name of the student, Student ID, mobile number (smart phone), select the route from the drop down and bus stop from the drop down.



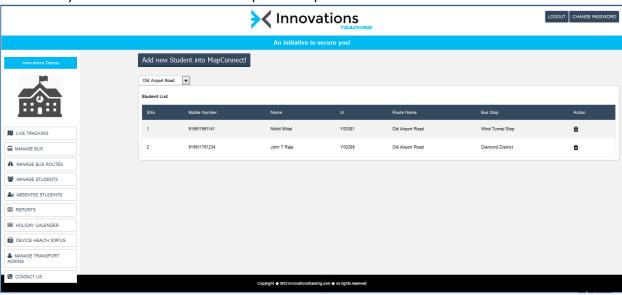
4. After entering the student details, click on 'Register' button. As soon as you click on register button, an SMS is sent to the mobile number. Parents / student can install Map connect on their mobile from the link provided in the SMS.







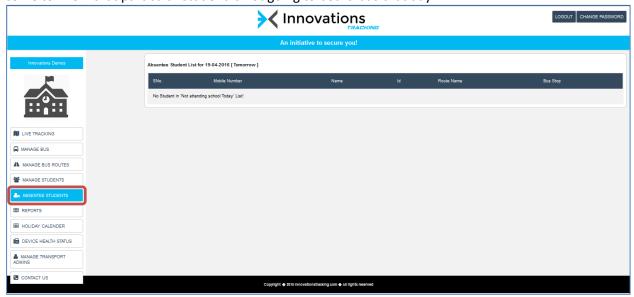
5. Similarly add other students to the map connect portal





How do I manage students who are absent and not boarding bus?

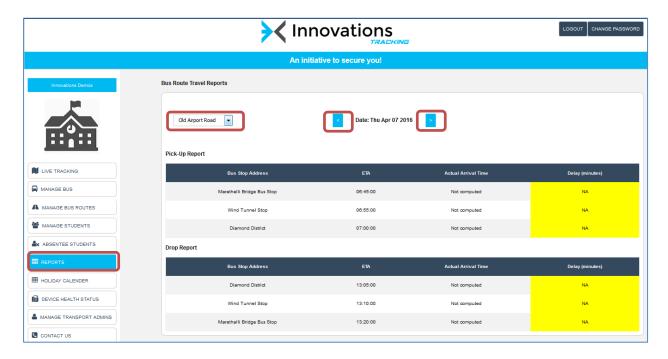
Student/Parents can mark themselves absent on their Map Connect application on their smart phones. This information is directly fed into map connect portal. Drivers and administrator will automatically come to know that particular student is not going to board bus that day.





How can I see the historical trends of bus timings on each route?

'Reports' option gives you an overview of bus arrival timings as each stop on the particular route on a selected day. Route can be selected from the drop down and date can be selected from the top navigator. This will help you managing routes better

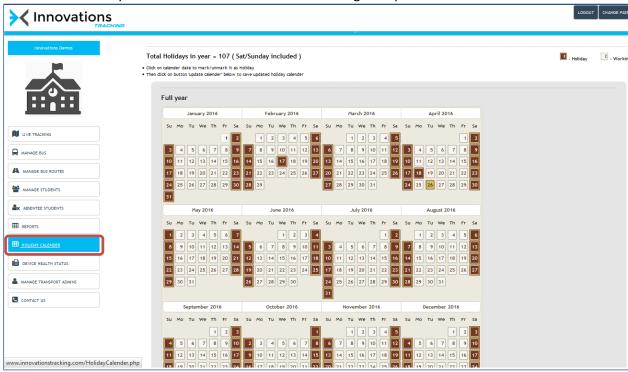




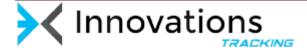
How do I create holiday calendar?

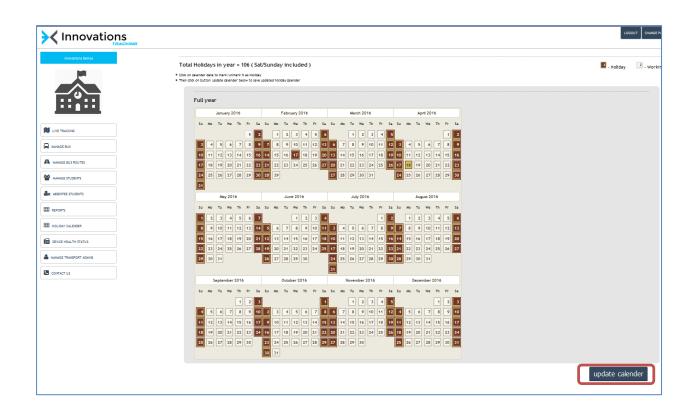
Holiday calendar allows you to maintain school off days (weekends, public holidays and term holidays) in the calendar. During these days bus don't operate.

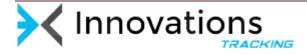
1. Click on 'Holiday' calendar button on the left hand navigation panel



2. A new holiday can be added to the calendar by simply clicking on the particular date. Once you have updated all the Holidays, press on the button 'Update Calendar' on the lower right side to save the calendar. You can modify calendar as many time as you wish.

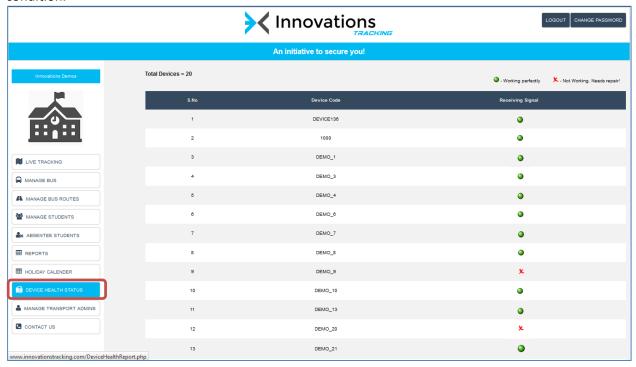






How do I know if GPS devices are working fine

'Device Health status' button on the left hand panel gives you an overall status of GPS devices working condition.

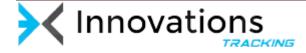


Green circle ● indicates that device is working perfectly fine while red-cross [×] indicates problem with the device

How do I fix GPS devices if it is not working

If you see red-cross for any GPS devices provided by us, then do the following

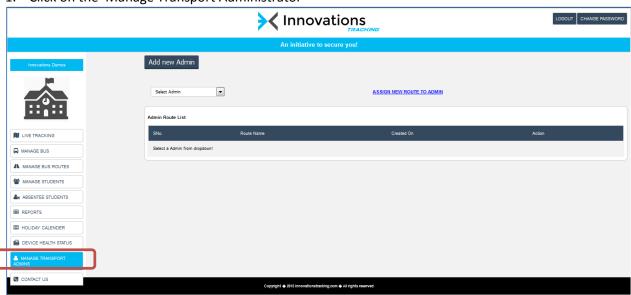
- 1. Ask you electrician to check for any loose wiring. If there are any lose wiring ask electrician to fix it and start the bus to check if the devices status turns green
- 2. If above does not work please call us or write to us for immediate help



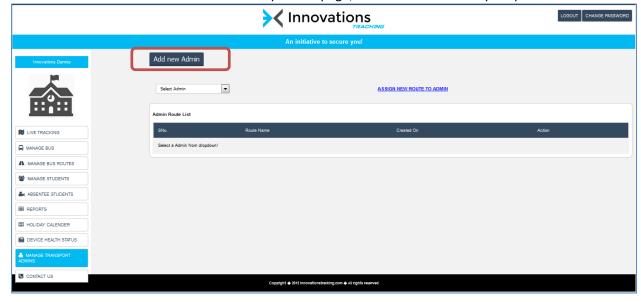
How can I add, delete or edit Transport Administrators

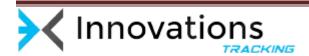
Manage Transport Administrator allows you to add, edit and delete the transport administrator. These transport administrator manage the data on Innovation Tracking for your school.

1. Click on the 'Manage Transport Administrator'

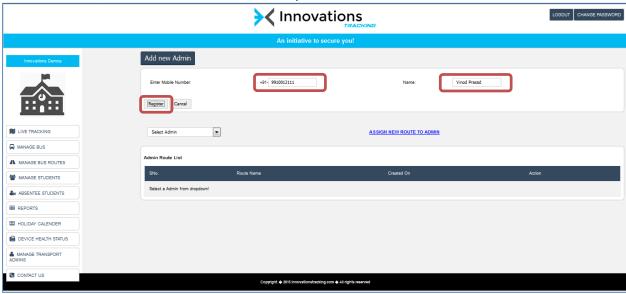


2. Click on 'Add New Admin' button the top of the page, to add new admin to your portal

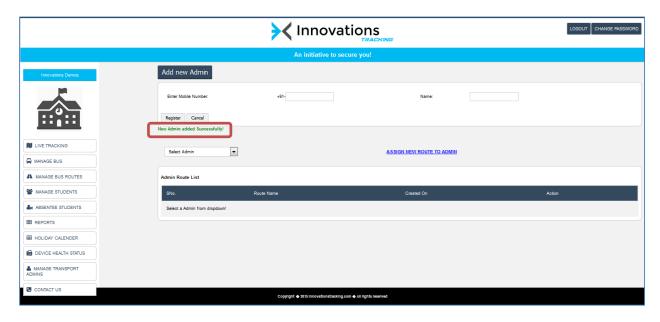




3. Enter mobile, name of the administrator and press enter to add the new administrator

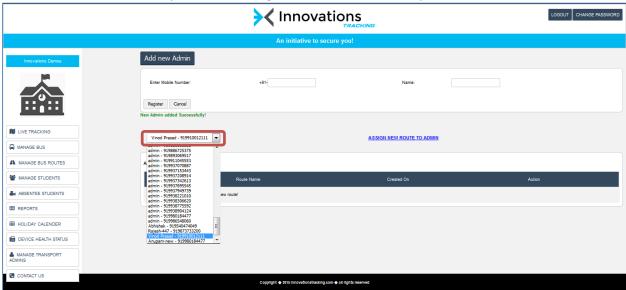


4. Success message is displayed once you register a new administrator

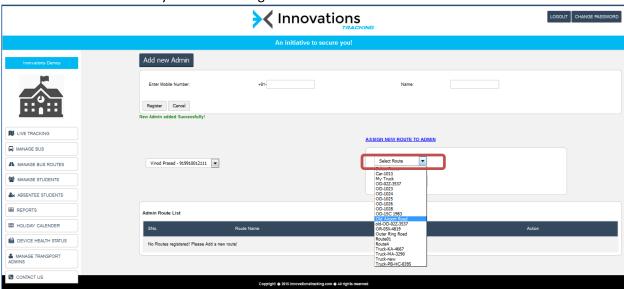


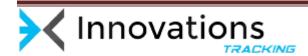


- 5. After registering admin, you can assign routes to the admin. You can assign multiple routes to the same admin.
- 6. Select the admin whom you want to assign the route from the drop down

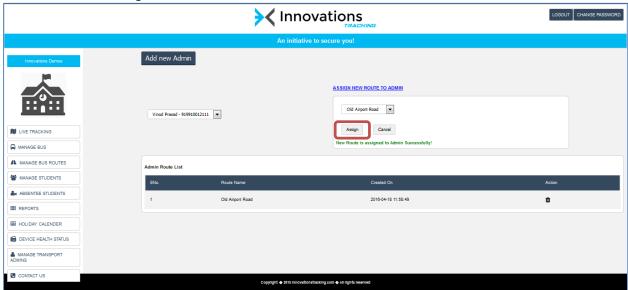


7. Select the route which you want to assign to the admin selected above





8. Press button 'Assign'



Contact us

You can either write to us at info@innovationstracking.com or call us at +91-8197714916 for any help and guidance for setting up Innovation Tracking system

