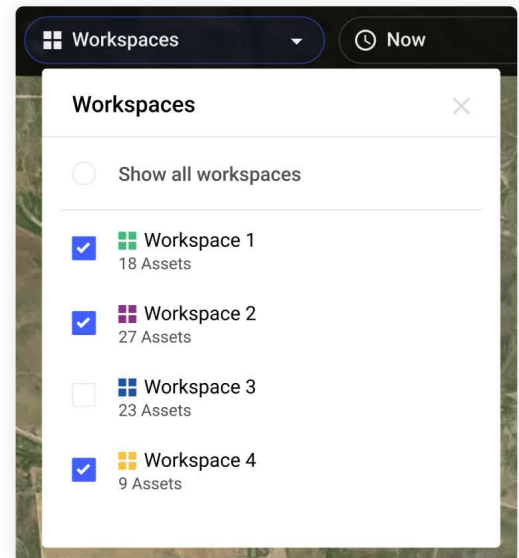


# SOMEWEAR WEB APP

## WORKSPACES

### HIDING AND SHOWING WORKSPACES ON THE MAP

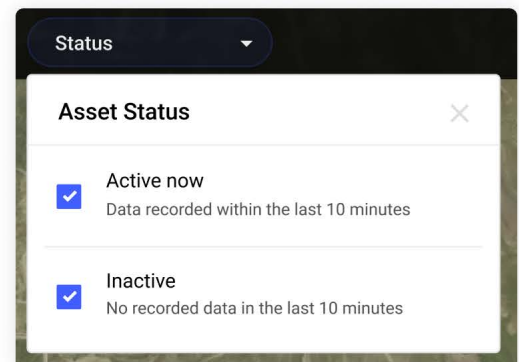
- 1 From the map/tracking screen of the web app, select the “Workspaces” dropdown from the top tool bar.
- 2 All of the workspaces within your organization will appear in the “Workspaces” dropdown. Using the checkboxes to the left of the workspace name, select or unselect a workspace to hide or show that workspace’s data from the map.
- 3 To show/hide all workspaces in your organization at once, use the “Show all workspaces” toggle at the top of the dropdown.



## STATUS


### FILTER ASSETS ON THE MAP BY STATUS

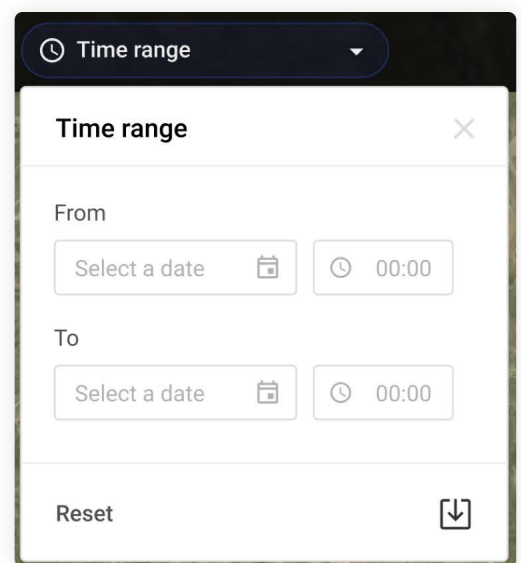
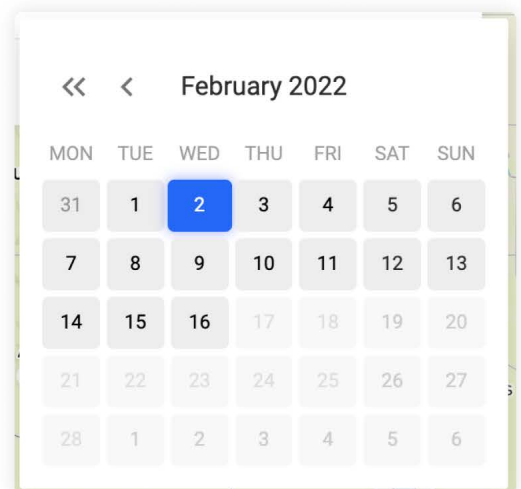
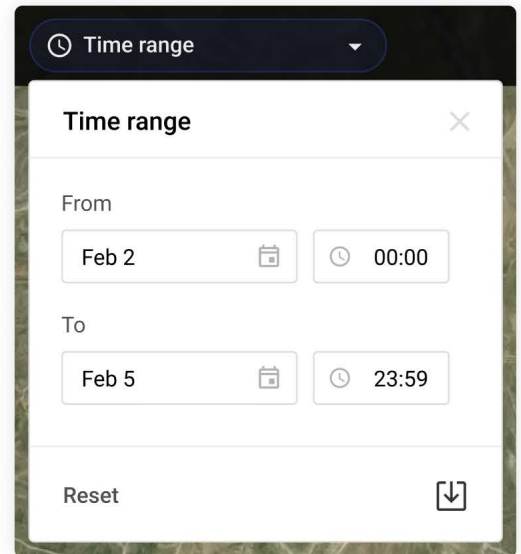
- 1 From the map/tracking screen of the web app, select the “Status” dropdown from the top tool bar.
- 2 To view active assets (assets with data recorded within the last 10 minutes), select “Active now”
- 3 To view inactive assets (assets without any recorded data in the last 10 minutes), select “Inactive”



# TIME RANGE

## SELECT A TIME RANGE

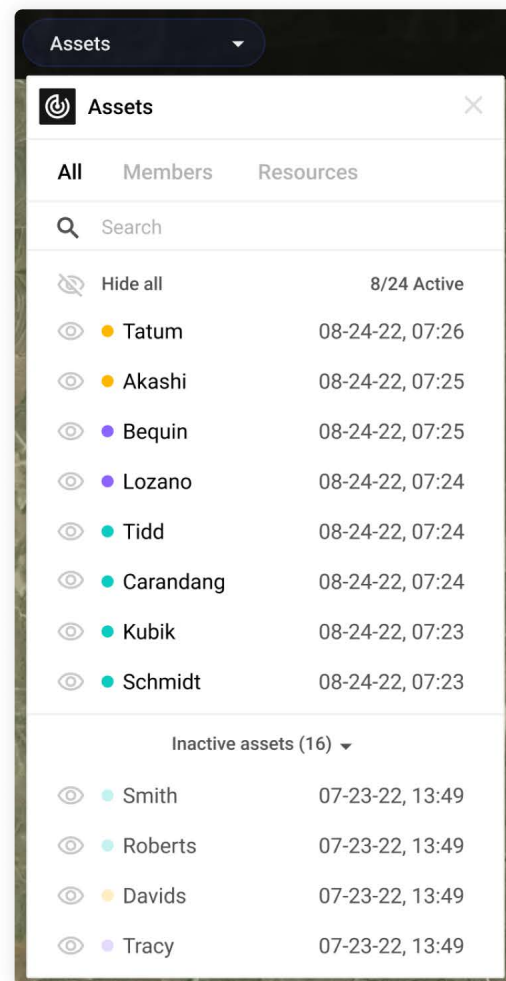
- 1 From the map/tracking screen of the web app, select the “Time range” dropdown from the top tool bar.
- 2 To select a time range to view on the map, first select “Select a date” field from the dropdown. From the calendar, select the date at the beginning of your desired time range. Next select the ending date of the desired time range. The data on the map will reflect this time range.
- 3 To adjust the specific times, use the fields on the right to select a time.
- 4 To download map data from the selected time range, select the download button  from the bottom of the time range dropdown.
- 5 To clear/reset the time range from the map, select “Reset from the bottom of the time range dropdown



## ASSETS


From the map/tracking screen of the web app, select the “Assets” dropdown from the top tool bar. The Assets panel shows a list of all members and resources across any active (not hidden) workspaces. From the assets panel, you can hide or show assets from the map, search for a specific asset by name, and view the date/time stamp of the asset’s last recorded position.

If you don't see the asset you are looking for on the list, make sure that the workspace they are a part of is selected as visible under the Workspaces dropdown in the toolbar.



## MESSAGES

View your organization’s workspace group message threads under the “Channels” section from the left-hand panel. View direct message threads under the “Direct Messages” thread of the left-hand panel. Select a thread from the left panel to view the contents of the thread.

Select the new message icon  to start a new, empty message thread. Select a contact or enter a phone number to send a message to that person.

