

TAD Communications

Tracker System User Manual

A step by step user guide to getting started on the
TAD i-am Tracker, Providing additional information



Overview

This unique product can control which employees are authorised to use specific plant machinery, using a tag system to improve on-site health and safety. It also provides a tracking function that detects movement when a vehicle is on the road and when it is stationary, offering peace of mind to the vehicle owner and/or company.

The TAD Communications Tracker is a device that monitors activity and delivers accurate, reliable information, providing a high-quality tracking system. This manual includes a step-by-step guide to setting up the tracker system on the online website.

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Website login

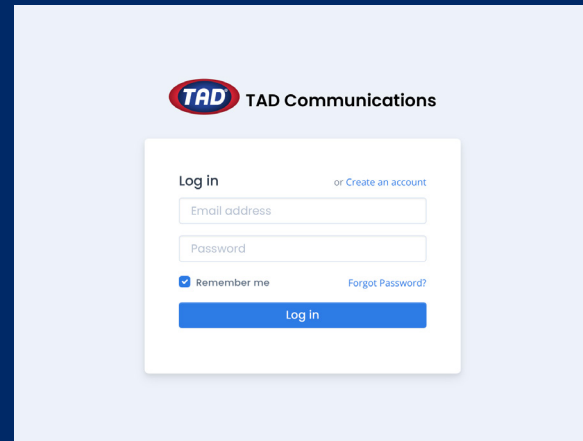
1. Setting up your login account

Open your web browser and enter

<https://tad-tracker.com/login>

into the address bar to access the online system.

For the foreseeable future all New Companies
and Operatives will be added by TAD
Personnel

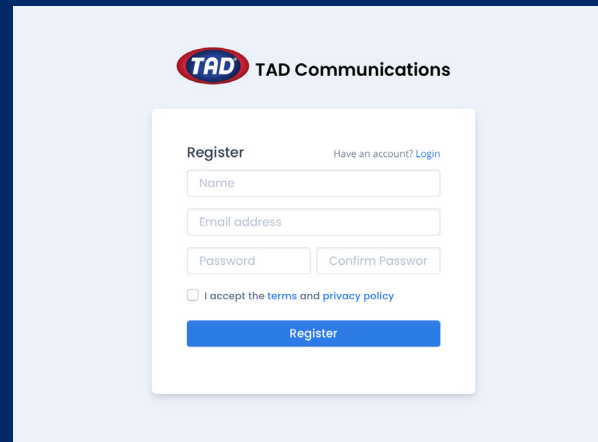


The screenshot shows the TAD Communications login page. At the top is the TAD logo and the text "TAD Communications". Below this is a white box containing the login form. The form has a "Log in" link and a "Create an account" link. There are input fields for "Email address" and "Password". A "Remember me" checkbox is checked, and there is a "Forgot Password?" link. A blue "Log in" button is at the bottom of the form.

Once you have entered the address into your browser, the login page will be displayed.

To create a new account, click the blue tab labelled “Create an account”.

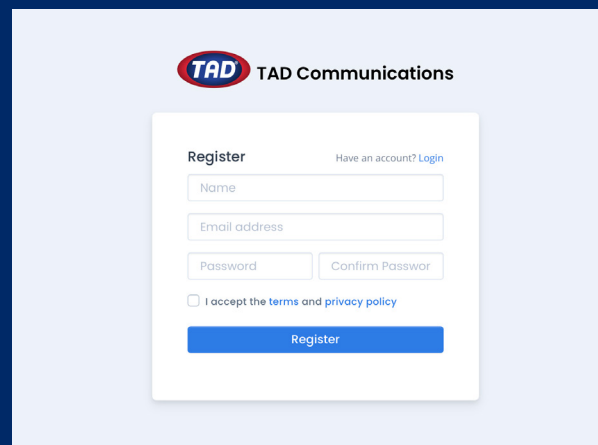
If you already have an account, go ahead and sign in using your existing login details.



The screenshot shows the TAD Communications register page. At the top is the TAD logo and the text "TAD Communications". Below this is a white box containing the register form. The form has a "Register" link and a "Have an account? Login" link. There are input fields for "Name", "Email address", "Password", and "Confirm Password". A checkbox for "I accept the terms and privacy policy" is present. A blue "Register" button is at the bottom of the form.

Here you will find the information you need to enter in order to register your account:

- Name – Enter your first and last name.
- Email address – Enter your company or personal email address.
- Password – Create your own unique password.



This is a duplicate of the previous screenshot, showing the TAD Communications register page with the same form fields and layout.

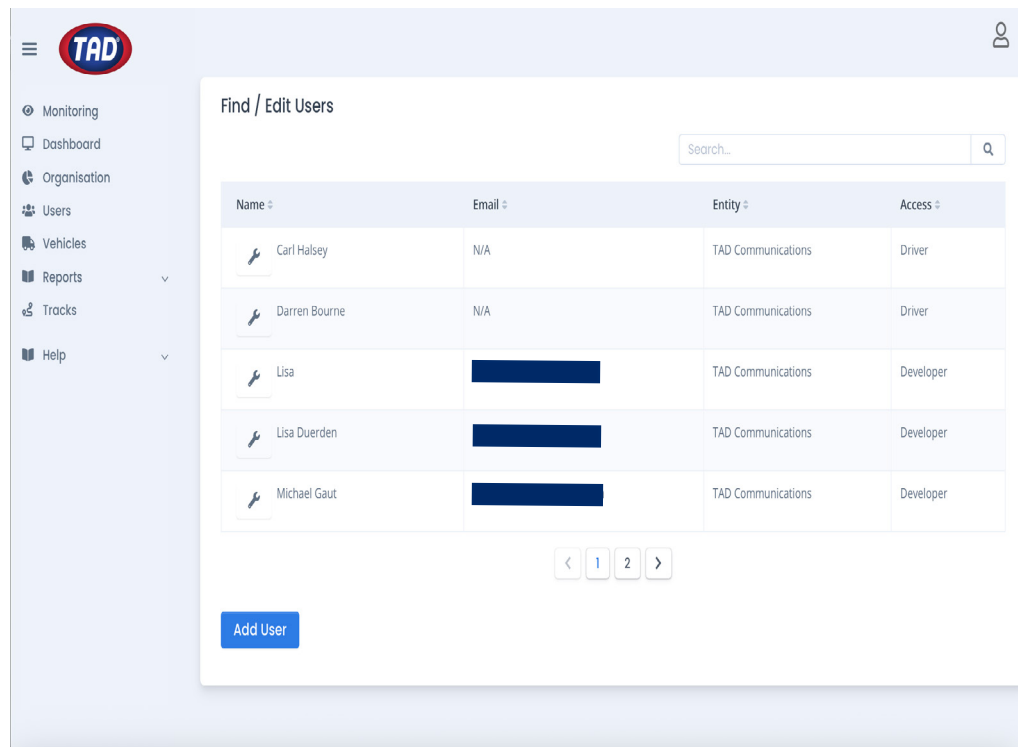
Once you have entered all the required information and accepted the terms and privacy policy, click the blue “Register” button to complete your account setup.

Users

2. Setting up your users information

Once you have set up your account, the dashboard page will be displayed. Go to the “Users” tab to view or find your user profile.

In the columns, you will see a wrench icon next to your user. Click this icon to view or edit your details.



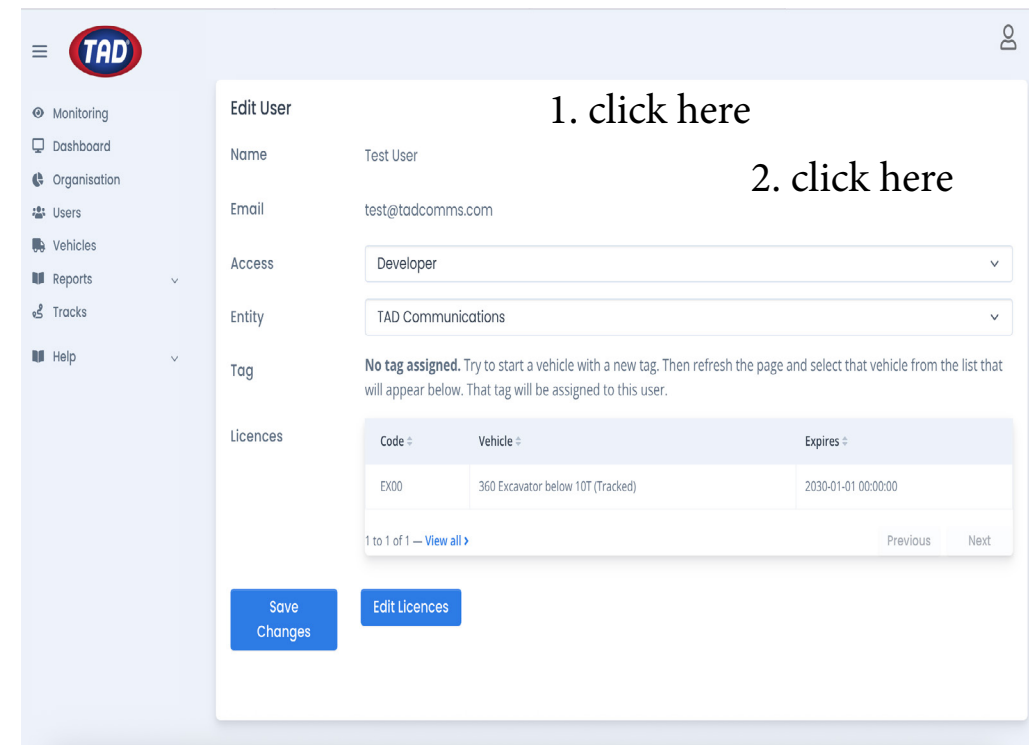
The screenshot shows the TAD dashboard with the 'Users' tab selected. The 'Find / Edit Users' section displays a table of users. Each user has a wrench icon next to their name, indicating an edit option. The table has columns for Name, Email, Entity, and Access.

Name	Email	Entity	Access
 Carl Halsey	N/A	TAD Communications	Driver
 Darren Bourne	N/A	TAD Communications	Driver
 Lisa	[REDACTED]	TAD Communications	Developer
 Lisa Duerden	[REDACTED]	TAD Communications	Developer
 Michael Gaut	[REDACTED]	TAD Communications	Developer

At the bottom of the table, there are pagination controls showing '1' and '2' with arrows. An 'Add User' button is located at the bottom left of the table area.

On this page, you will see the details you entered, along with your assigned tag number and your licences.

1. Your admin within the company, can adjust your access to the system by clicking the “Access” dropdown box. This will display different options for you to choose from, based on your role. Developer is purely for the use of TAD personnel.
2. You can also adjust your Entity using the same method by clicking the “Entity” dropdown box. This will display a list of branches within your company location.



The screenshot shows the 'Edit User' page for a user named 'Test User'. The page includes fields for Name, Email, Access (dropdown), Entity (dropdown), Tag, and Licences. The 'Access' dropdown is set to 'Developer' and the 'Entity' dropdown is set to 'TAD Communications'. The 'Tag' field shows 'No tag assigned'. The 'Licences' section displays a table with columns for Code, Vehicle, and Expires.

1. click here

2. click here

Code	Vehicle	Expires
EX00	360 Excavator below 10T (Tracked)	2030-01-01 00:00:00

At the bottom of the page, there are two buttons: 'Save Changes' and 'Edit Licences'.

Each user will be allocated their role by their Admin Person, who will be responsible for adding Drivers training and expiry date. Within the “access” dropdown box each selection is for different types of employee the different meaning are as followed:

Developer purely for the use of TAD personnel

Admin will be Company Administrator

Manager will have access to Drivers

User will omly have viewing rights

Driver no access to system

Adjusting your licences:

If you are qualified for different licences, you can add or remove licences in your user profile as needed.

Click “Edit licences”. This will take you to the next page where you can manage your licence details.

The screenshot shows the 'Edit User' interface in the TAD system. The left sidebar contains navigation links: Monitoring, Dashboard, Organisation, Users, Vehicles, Reports, Tracks, and Help. The main content area displays the user's profile with fields for Name (Test User), Email (test@tadcomms.com), Access (Developer), and Entity (TAD Communications). Below these fields is a section for Licences, which includes a table with columns for Code, Vehicle, and Expires. The table currently shows one licence: EX00, 360 Excavator below 10T (Tracked), with an expiry date of 2030-01-01 00:00:00. At the bottom of the page, there are two buttons: 'Save Changes' and 'Edit Licences'. An arrow points to the 'Edit Licences' button with the text '1. click here'.

Code	Vehicle	Expires
EX00	360 Excavator below 10T (Tracked)	2030-01-01 00:00:00

1 to 1 of 1 — View all > Previous Next

Save Changes Edit Licences 1. click here

Within the columns, you will see your name and your current licences.

To add a new licence, click the blue highlighted box next to “New licence”. A list of available licence registrations will appear. Click the licence you require.

Step 2: Enter the expiry date for that licence in the following format, then click “Add licence” to save:

Format: Year-Month-Day

The screenshot shows the 'Edit Licences' page in the TAD system. The left sidebar contains navigation links: Monitoring, Dashboard, Organisation, Users, Vehicles, Reports, Tracks, and Help. The main content area has a header 'Edit Licences' and a sub-header 'Name' with the value 'Test User'. Below this is a table of licences with columns: Code, Vehicle, Expires, and Actions. The table contains one row: EX00, 360 Excavator below 10T (Tracked), 2030-01-01 00:00:00, and a trash icon. Below the table is a 'Back to User' button. Underneath is a 'New Licence' section with a dropdown menu showing '000A - Driving Licence A', an 'Expires' text input field, and an 'Add Licence' button. Three numbered arrows point to these elements: '1. click here' points to the dropdown menu, '2. click here' points to the 'Expires' input field, and '3. click here' points to the 'Add Licence' button.

Code	Vehicle	Expires	Actions
EX00	360 Excavator below 10T (Tracked)	2030-01-01 00:00:00	

Back to User

New Licence
Code: 000A - Driving Licence A
Expires:
Add Licence

To add a new user:

The primary account holder should enter the same type of information used for the login system.

Within the Users column, you should complete the following fields:

- First and last name
- Access level
- Email address
- Password
- Entity (location name)

Once all details have been entered, click the “Save” button to store the new user information.

Once saved, you can then make the necessary adjustments previously mentioned.

The screenshot shows the 'Add User' page in the TAD system. The left sidebar is identical to the previous screenshot. The main content area has a header 'Add User' and several input fields: 'Name' (text input), 'Access' (dropdown menu with 'Developer' selected), 'Email' (text input), 'Password' (text input), and 'Entity' (dropdown menu with 'TAD Communications' selected). A 'Save' button is located at the bottom left of the form.

Add User

Name:

Access: Developer

Email:

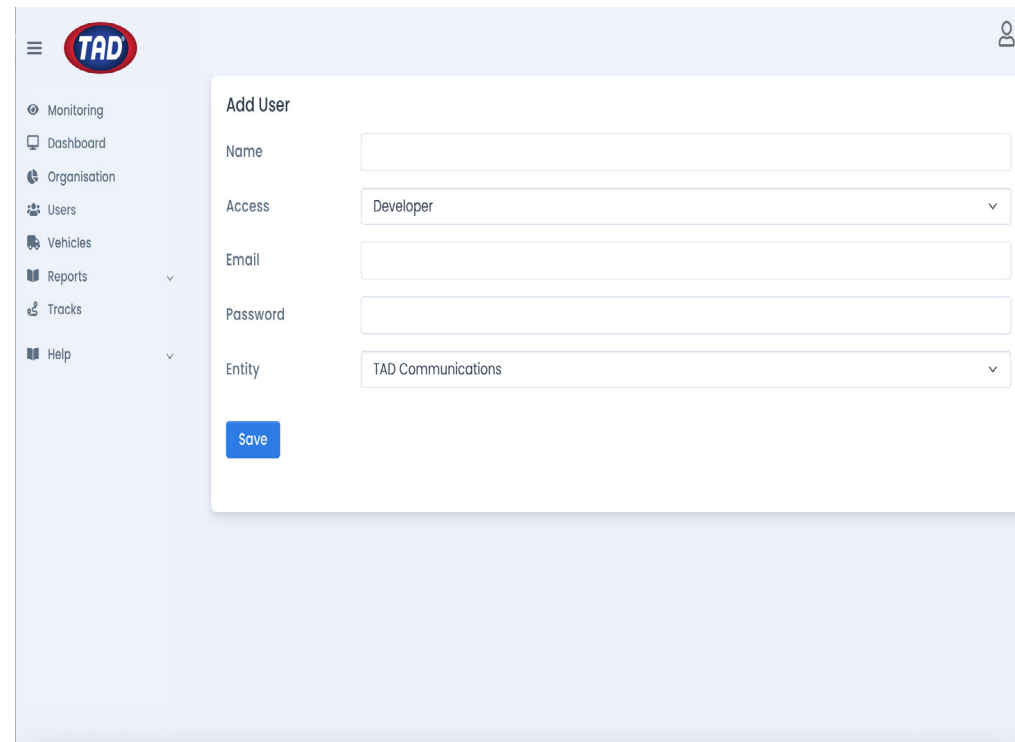
Password:

Entity: TAD Communications

Save

To add a tag to a user, simple go to a vehicle where a TAD I-am is installed. Switch on the ignition and press the TAG button for a minimum 5 seconds switch vehicle off.

Admin person then refreshes the Users page and a field will appear at the bottom, select the vehicle the user went to and that will allocate the TAG to the user. Next to the TAG assigned is the tag number and tag battery level.



The screenshot displays the TAD web application interface. On the left is a sidebar menu with icons and labels for Monitoring, Dashboard, Organisation, Users, Vehicles, Reports, Tracks, and Help. The main content area features a modal window titled 'Add User'. This form includes input fields for Name, Email, and Password, and dropdown menus for Access (set to 'Developer') and Entity (set to 'TAD Communications'). A blue 'Save' button is positioned at the bottom left of the form.

Add User	
Name	
Access	Developer
Email	
Password	
Entity	TAD Communications
Save	

Vehicles

3. Vehicle information

Similar to the Users column, the dashboard page displays vehicle information. Within this column you will see the IMEI number, licence registration, and entity, as provided from your user setup.

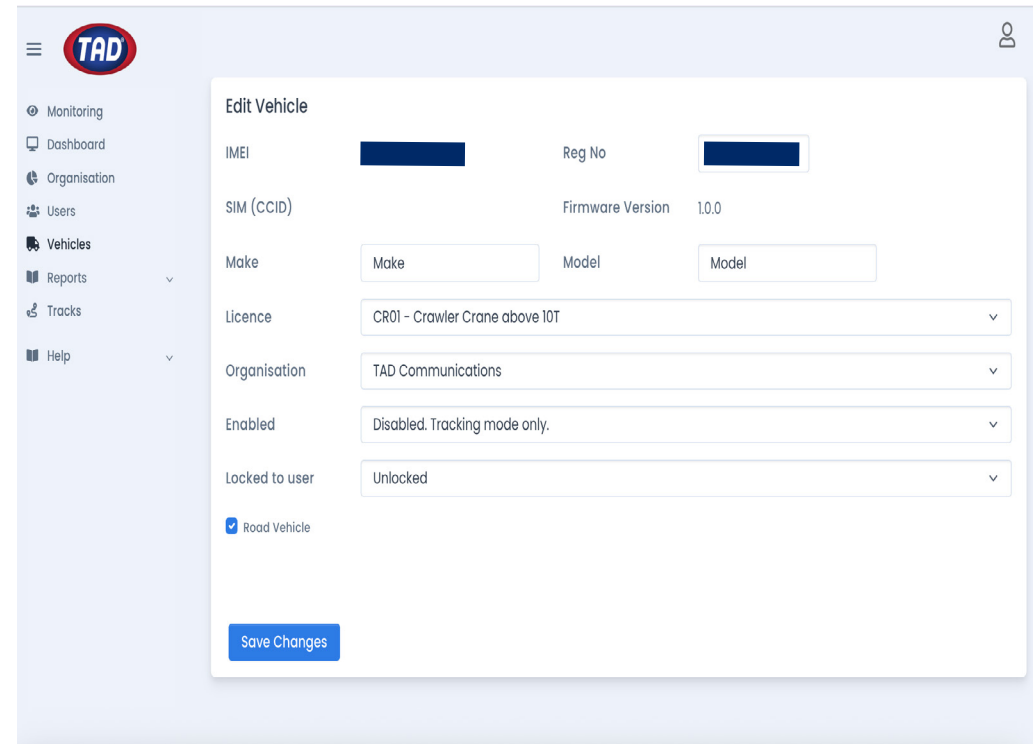
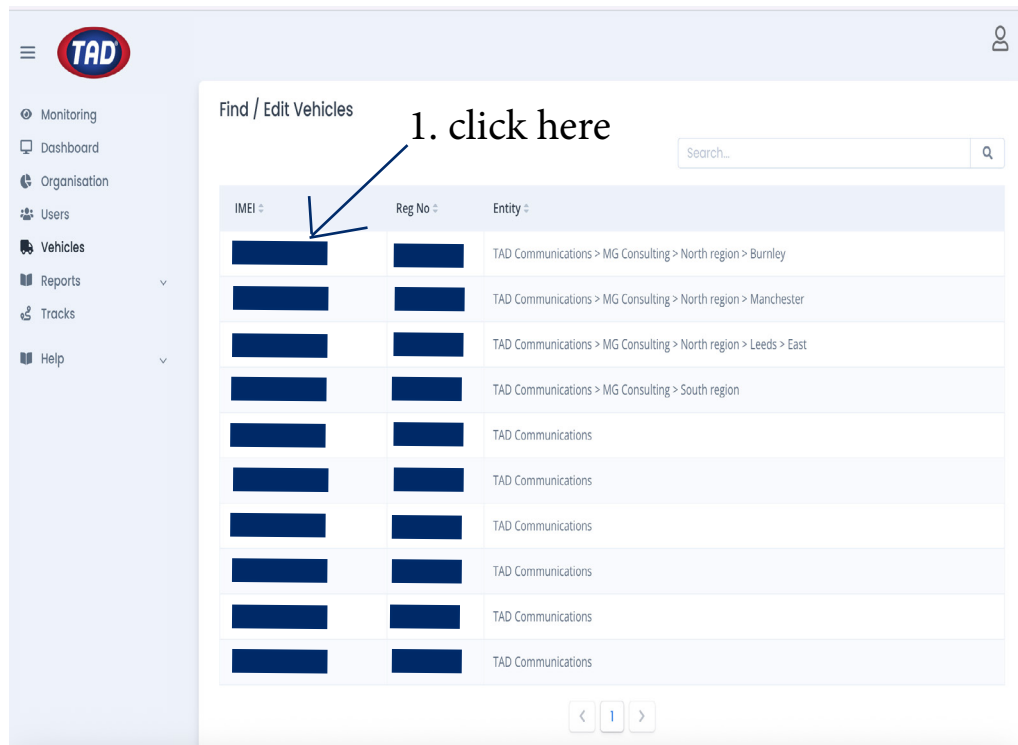
To edit a vehicle, click on the row where its IMEI number is displayed.

Once you have opened this page, you will see the details you entered, such as Licence, Organisation, Registration Number, and IMEI Number.

To make adjustments or add information, click each dropdown box and enter or select the required details.

Within this section, you can adjust:

- The make and model of the vehicle
- The licence and the organisation
- Whether the tag system is enabled
- Which vehicle the licence is assigned to



To add a new vehicle, a TAD I-am system, will need adding to a vehicle.

Once the system is installed and vehicle ignition switched on the new unit will become live and show within the Find / Edit Vehicles list. If the installer rings in when they finish installing correct details can be added to the vehicle, such as reg number etc. All other details pick up automatically such as IMEI and sim numbers. Inform fitter to Ring TAD on 01923712430 to activate new unit.

The screenshot shows the 'Edit Vehicle' interface of the TAD I-am system. The interface has a light blue header with the TAD logo on the left and a user profile icon on the right. A sidebar on the left contains navigation links: Monitoring, Dashboard, Organisation, Users, Vehicles (selected), Reports, Tracks, and Help. The main content area is titled 'Edit Vehicle' and contains the following fields:

IMEI	352777619618306	Reg No	TEST1
SIM (CCID)	[REDACTED]	Firmware Version	1.0.0
Make	Make	Model	Model
Licence	CR01 - Crawler Crane above 10T		
Organisation	TAD Communications		
Enabled	Disabled. Tracking mode only.		
Locked to user	Unlocked		

Below the fields, there is a checkbox labeled 'Road Vehicle' which is checked. At the bottom left of the form is a blue button labeled 'Save Changes'.

Adjusting your tag system:

1. Within the Edit Vehicle section, locate the “Enabled” dropdown box. This box contains two options for tag enabling:

- “Disabled. Tracking mode only” – This option disables the tag access system so that only tracking mode is active.
- “Enabled for tag access” – This option activates the tag access system so that the vehicle can only be used when a valid tag is presented.

Select the option that matches how you want the tag system to operate for this vehicle.

The screenshot shows the 'Edit Vehicle' form in the TAD system. The form includes fields for IMEI (352777619618306), Reg No (TEST1), SIM (CCID), Firmware Version (1.0.0), Make, Model, Licence (CR01 - Crawler Crane above 10T), Organisation (TAD Communications), Enabled (Disabled. Tracking mode only.), and Locked to user (Unlocked). A blue arrow points to the 'Enabled' dropdown menu, with the text '1. click here' next to it. The 'Road Vehicle' checkbox is checked. A 'Save Changes' button is at the bottom.

After adjusting everything you need to, complete the Final Steps:

1. Click “Road Vehicle” if the vehicle is for road use. Leave this unchecked if the vehicle is plant-based. For Road vehicles, the immobiliser will only operate once the ignition is switched off. For Plant vehicles, Immobiliser operates every time driver leaves Bluetooth range of vehicle.
2. Click “Save changes” to store all new vehicle information.

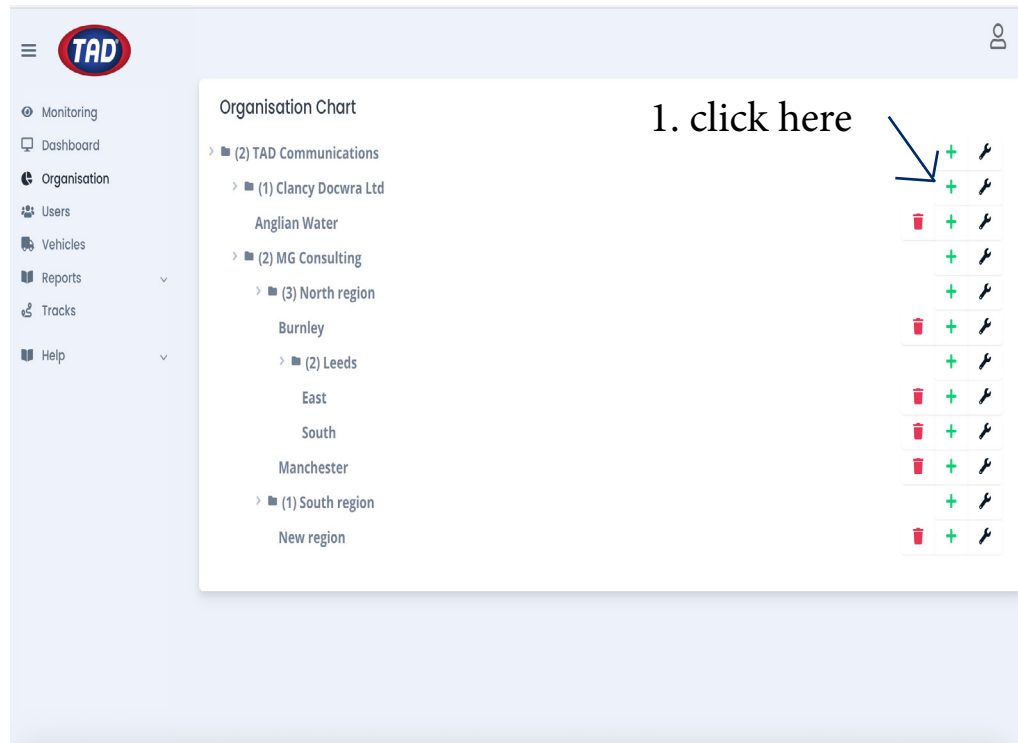
The screenshot shows the 'Edit Vehicle' form in the TAD system, identical to the previous one. A blue arrow points to the 'Road Vehicle' checkbox, with the text '1. click here' next to it. Another blue arrow points to the 'Save Changes' button, with the text '2. click here' next to it.

Organisation

4. Organisation information

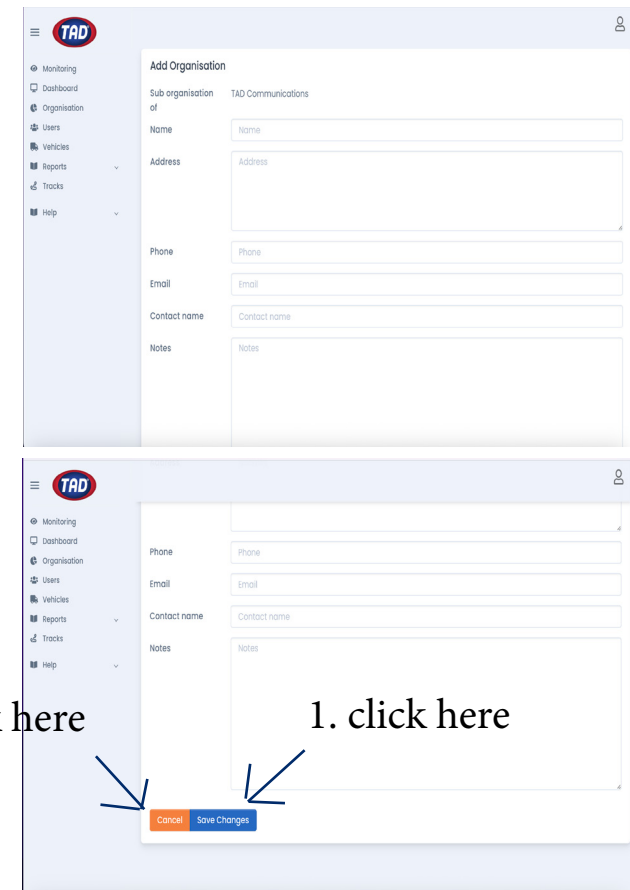
Within the dashboard, you will see a column called “Organisation”. Click this to view each individual branch linked to your company address.

In this section, you will see your main branch, along with a list of smaller branch bases underneath. To add a new branch, click the green plus icon within the main base section.



Once clicked, your dashboard will now show “Add Organisation”. Use this option to enter all required information for the branch you are adding.

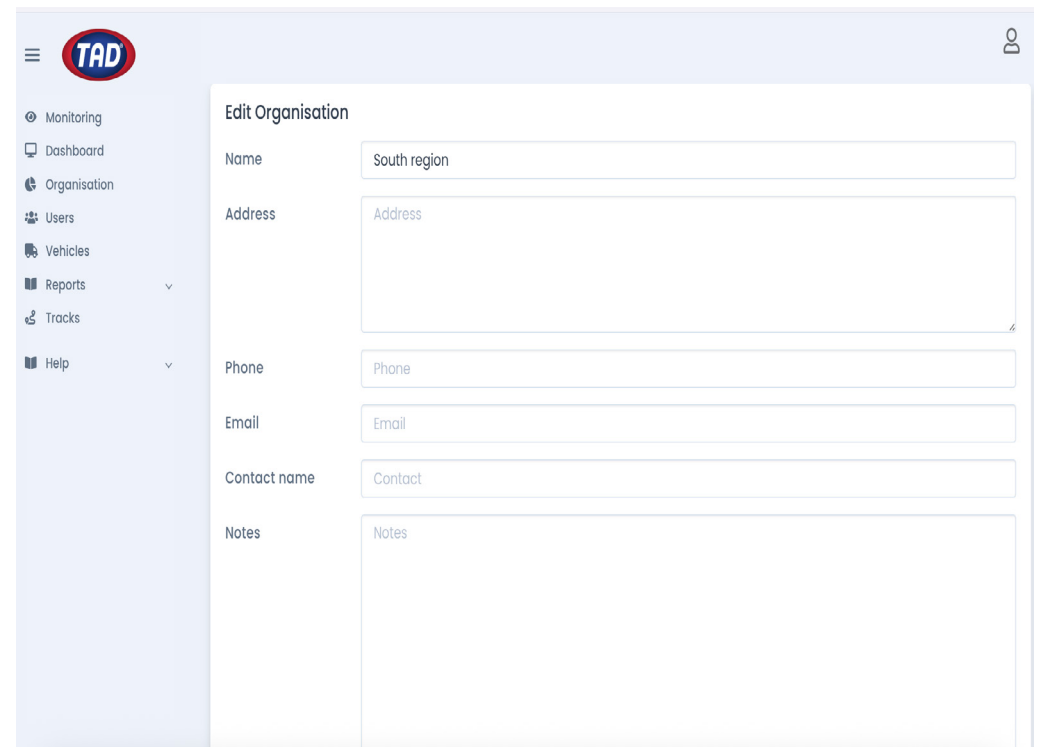
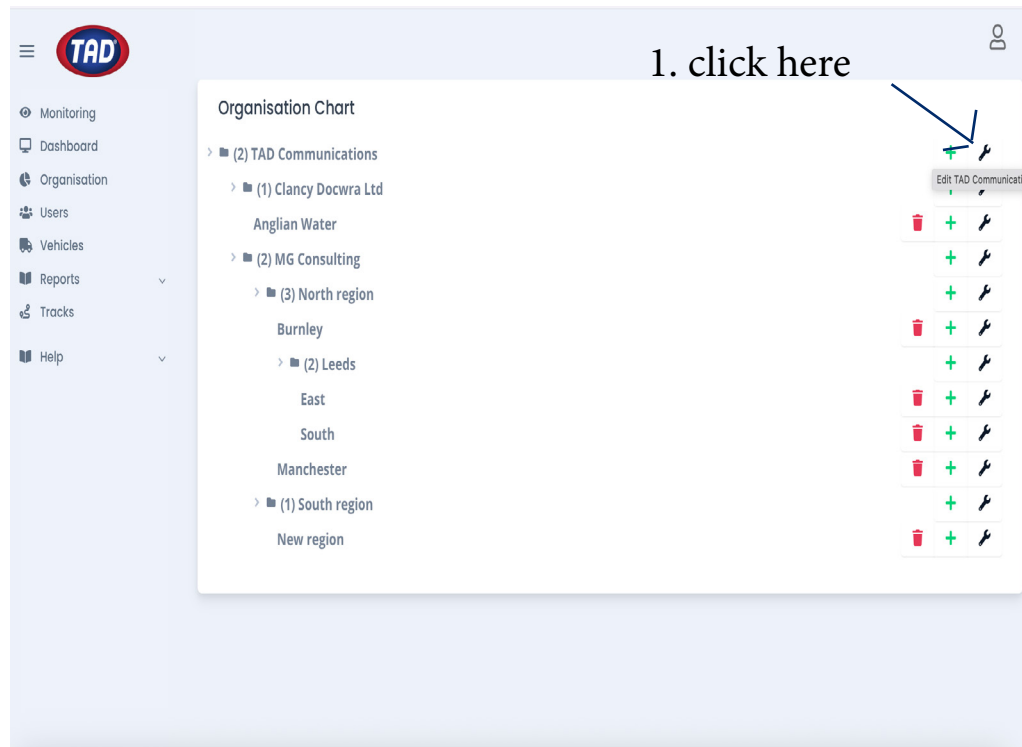
After you have entered all the information, scroll down and click the blue “Save Changes” button to confirm and store the new branch details. Or to Cancel click “Cancel”.



To edit an organisation:
Click the wrench icon. This will open the page showing the information previously added for that base. To make changes, click each field to update any individual or out-of-date information.

Once all details have been adjusted, click the “Save Changes” button to store the new information. To discard your changes, click the “Cancel” button instead.

Within the Edit Organisation page, you can also add notes for your employees to notify them of any important details.

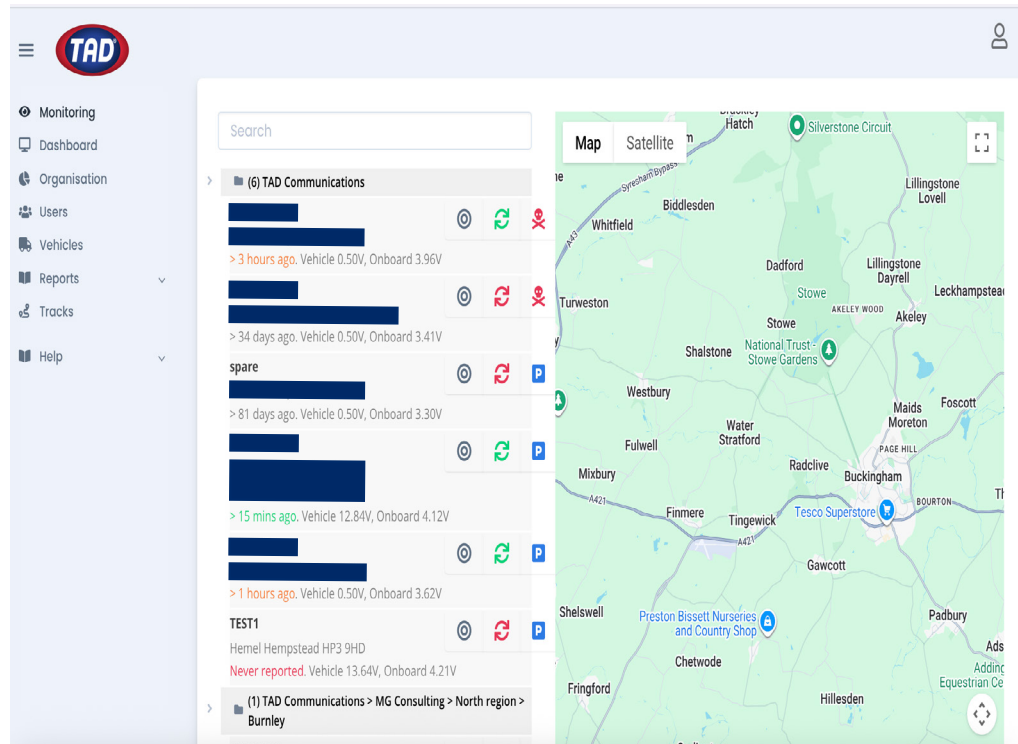


Monitoring

5. Monitoring information

The dashboard page displays monitoring information for each tag system.

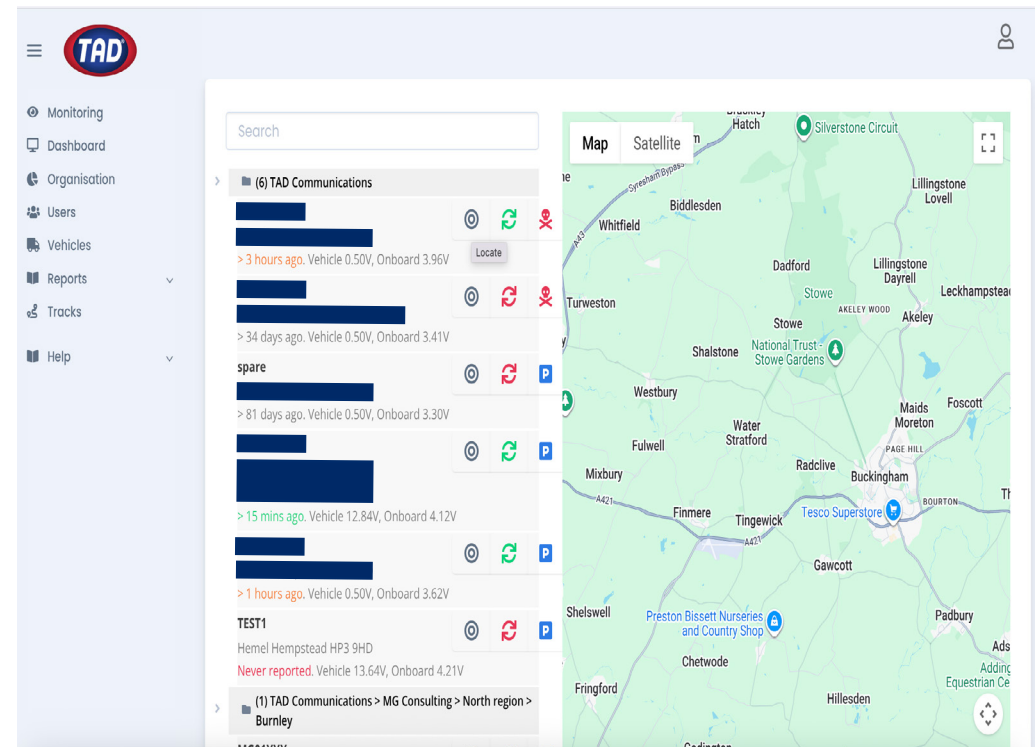
Click the Monitoring column to see the live event location of each vehicle. Once clicked, you will see a map on the right-hand side of the screen and a list of licence tags, grouped by company base, on the left-hand side of the screen.



Each licence will display the following information:

- Registration number
- Location and postcode
- Time
- Battery voltage for the tag system

For the tag system, the battery voltage should not drop to 3 volts. If it does, the battery will be switched off and placed into a deep sleep. You will also be notified about the low battery on the device.



Next to each licence is a circle, an arrow circle, and either a “P” or a skull-and-crossbones icon will be displayed. Each one represents a different status:

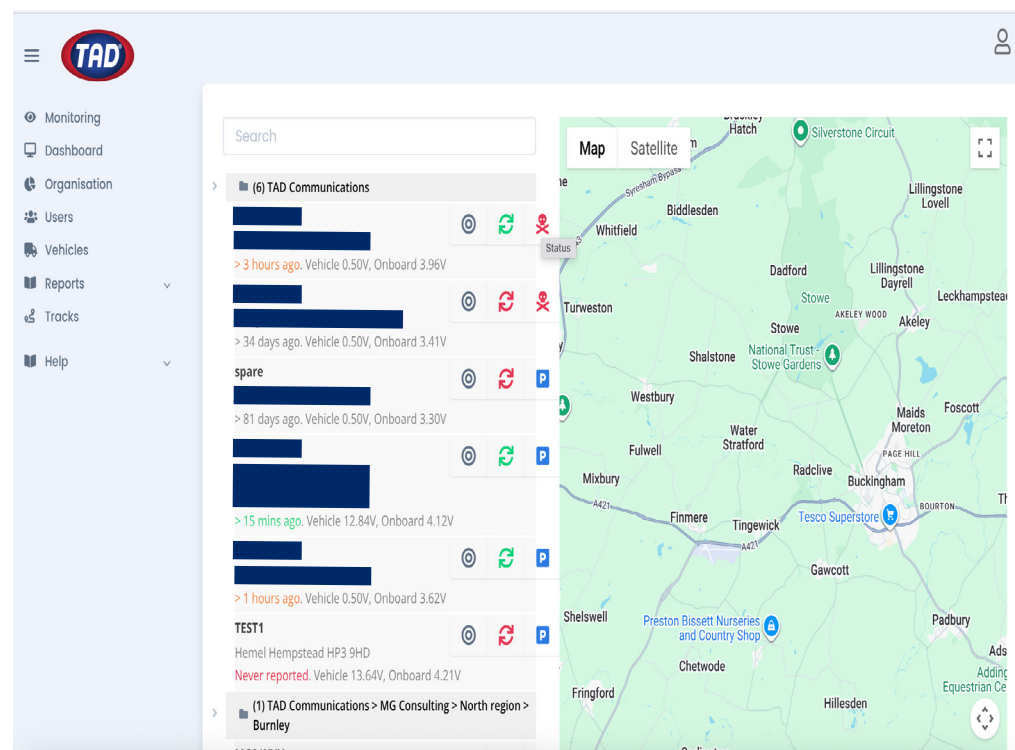
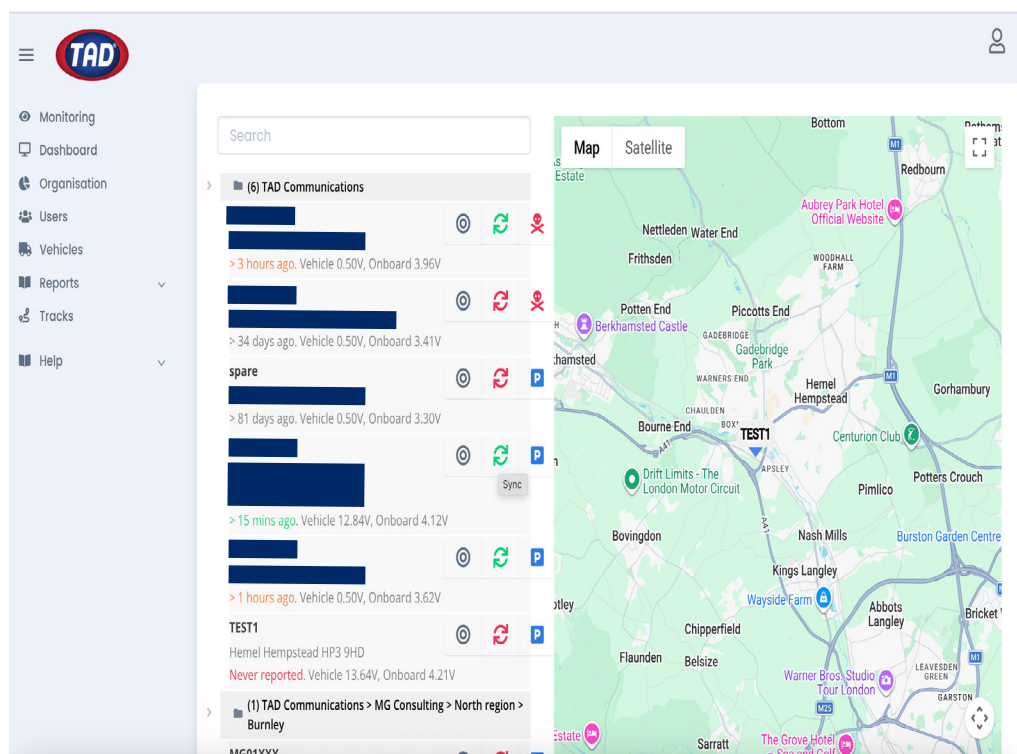
The circle indicates the status of the vehicle. You can click this circle to track and locate the vehicle’s current whereabouts.

The arrow circle indicates a software update.

The last icon indicates what the vehicle is doing.

- “P” means the vehicle is parked.
- The skull-and-crossbones icon means the vehicle is parked but moving.

This allows you to quickly see the current behaviour of each vehicle at a glance.



Reports

1. live access system

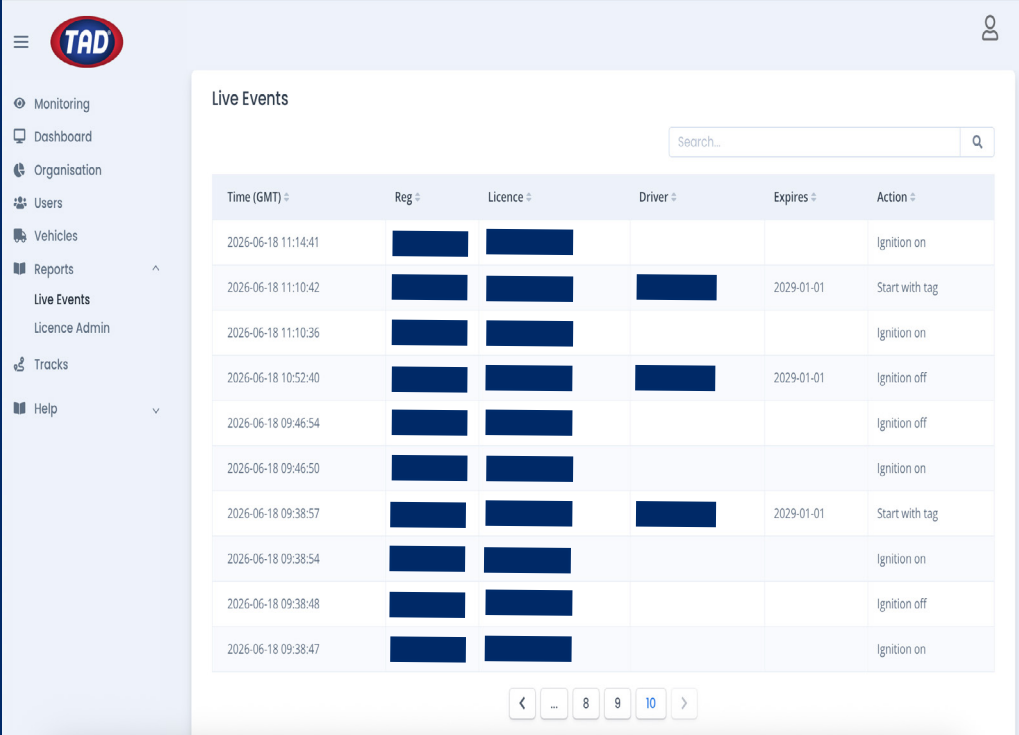
Lastly within the dashboard, locate the Reports column. In this column, click the report called Live Events.

Once selected, the page will display live data for each tracker. The report updates every few minutes and shows what the vehicle is doing (moving or stationary). It also records when the system detects movement while the vehicle is marked as stationary.

On the Live Event page, you will see a list of recent vehicle events.

Each record shows:

- Time of the event
 - Registration Number
 - Licence Number and Expiry Date
 - Vehicle Owner
 - Vehicle Action/Status (Ignition on, Moving, Stationary, Start with tag, Ignition off)
- Use this list to quickly check what each vehicle was doing at a given time.



The screenshot shows the TAD Live Events page. On the left is a sidebar with a menu: Monitoring, Dashboard, Organisation, Users, Vehicles, Reports (expanded), Live Events (selected), Licence Admin, Tracks, and Help. The main area is titled 'Live Events' and contains a search bar and a table of events. The table has columns for Time (GMT), Reg, Licence, Driver, Expires, and Action. The events listed are as follows:

Time (GMT)	Reg	Licence	Driver	Expires	Action
2026-06-18 11:14:41					Ignition on
2026-06-18 11:10:42				2029-01-01	Start with tag
2026-06-18 11:10:36					Ignition on
2026-06-18 10:52:40				2029-01-01	Ignition off
2026-06-18 09:46:54					Ignition off
2026-06-18 09:46:50					Ignition on
2026-06-18 09:38:57				2029-01-01	Start with tag
2026-06-18 09:38:54					Ignition on
2026-06-18 09:38:48					Ignition off
2026-06-18 09:38:47					Ignition on

At the bottom of the table is a pagination control showing page 10 of 10.



01923 712 430

sales@tadcomms.com