

# Application

## How do I create an auxiliary rule in Geotab?

### Grouping Auxiliaries

Generally we want to keep Auxiliary Groups in a separate Group tree from that of location, vehicle category, etc. For this reason we will group all auxiliaries in their own branch under Entire Organization. If you already have a parent group for Auxiliaries skip to step 4. Navigate to Rules & Groups from the left hand side menu, then select Groups from the sub-menu. Click the “+” button connected to the Entire Organization group. Name the group “Auxiliaries” and click save. Next we will create our auxiliary group, click the Auxiliary branch. Click the “+” button under Auxiliaries group. Name the group as required, for this example we will use “Salt Truck”, click save.

### Auxiliary Rules

Navigate to Rules & Groups from the left hand side menu, then select Rules from the sub-menu. Select Add from the top menu to begin creating a new auxiliary rule. Give your auxiliary rule a meaningful name and description such as “Salter”. Select the Groups “Salt Truck” group. Click the Conditions tab to specify how the rule will behave. Select the connected auxiliary port from the More menu. Select True for the value from the opened Condition Value Selection then click Add to associate the new rule with this auxiliary input. Add any additional conditions you would require such as the ignition being on, minimum duration or vehicle speed. Create the new rule by selecting Save. Note: Your new rule applies to future data. If you would like to apply the auxiliary rule to historic information, you must first reprocess your historical data.

### Apply Auxiliary Rule to Vehicles

Navigate to Vehicles from the left hand side menu. Select one or more vehicles from the list to add the aux rule to. Select the “Groups” tab. Select the “Salt Truck” group from the “Groups” control. Save the vehicle(s).

### User Access

Because Aux Rules are grouped, you may need to give users access to report on Aux rules. Note that given a user access to an Aux group in their “Data Scope” may result in them getting access to vehicles you do not want them to see. For this reason you can give a user access to the aux group in their reporting scope. This will give them access to see the exception on the map and report on these exceptions. If the users in question have Entire Organization data scope, skip this step. Navigate to Users from the left hand side menu. Select the user(s) you want to see aux rule exceptions. Under “Additionally allow reporting by these groups:” select the aux group you would like the user to report against. For example the “Salt Truck” group we set up in the above steps. Save the user(s).

### Auxiliary rule reports

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After an auxiliary rule has been broken by a vehicle or driver, it will be available in your exception reports. Select Rules & Groups from the left hand side menu, then select Exceptions from the sub-menu. Select which Device, Driver or Group to report on and select the appropriate time and date range from the Filter. Select the Options button, the Select Exception Rules window is now displayed. From the Select All Rules drop down menu, select Select Particular Rules. Select the auxiliary rules to report on and close the Select Exception Rules window. Select Apply to run your report using the filter you created Note: To view a summarized version which includes duration totals and the total number of incidents select the Summarized button from the top menu.

Unique solution ID: #1126

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Last update: 2021-10-27 20:03