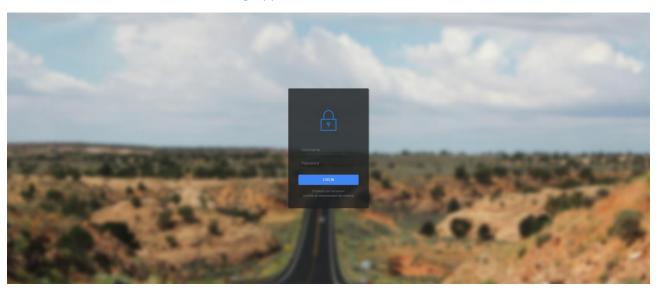




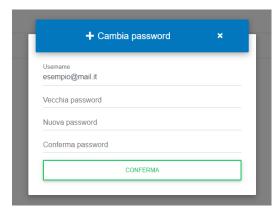
## FOR ALMA MATER STUDIORUM Università di Bologna

## "ALMABIKE" OPERATING MANUAL

1. Go to this web address: "https://www.tracko.it".



- 2. Log in to the platform, using the following credentials:
  - Username → your e-mail address
  - Password → the password you received by e-mail, valid only the first time you use it
- 3. When you log in for the first time, you will need to update your password with a personal one that you should keep



4. The side menu contains the following pages:



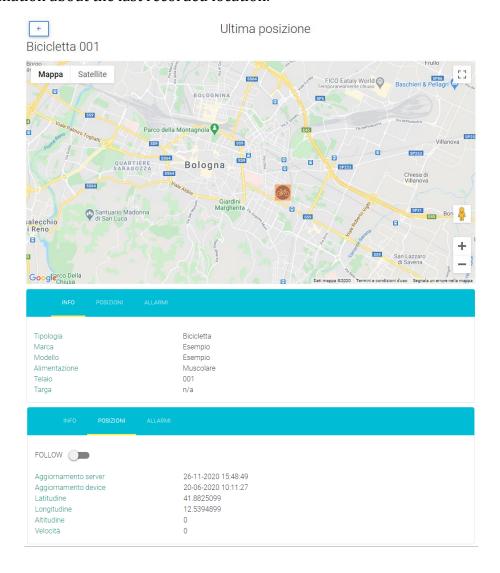
**Vehicles > Map**: contains the location of the bike on the map, with the option of accessing bike details

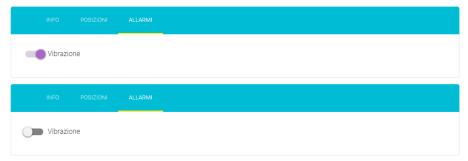
**Vehicles > Vehicle fleet**: brief summary of bike information, with the option of accessing bike details

**Report > Travels**: Detailed reports of each trip made (max. 15 days' history)

**Report > Routes**: Displays trips for each day (max. 15 days' history)

5. Bike detail page. On this page, you can find some detailed information about the bike and information about the last recorded location.





In the "ALARMS" tab, the "Vibration" alarm can be enabled or disabled:

- if the alarm is enabled, an e-mail notification will be sent if the bike is moved in any way
- if the alarm is disabled, no notification will be sent (it is important to disable the alarm before using the bike, to avoid receiving alarm notifications by e-mail max. 1 every 5 minutes)