



**Global Telematics,
Just Easier**

Tutorial: Location Management Guide

Creating and Managing
POIs, Geofences, and No-Go-
Zones

Creating and Managing POIs, Geofences, and No-Go Zones

The 3Dtracking platform makes it easy to define, organize, and manage locations—whether you're monitoring a few key points or overseeing a full-scale fleet operation. This guide covers how to create circular and custom-shaped locations, manage them centrally, and import them in bulk.

Part 1: Creating Locations from the Tracking Tab

You can create locations directly on the live map using the Map Tools panel in the **Tracking** tab.

To create a circular location:

1. Open the **Map Tools** panel.
2. Select the **Draw a Circle** tool.
3. Click and drag on the map to define the area.
4. Once released, the **Create Location** window will appear.

Here, you can:

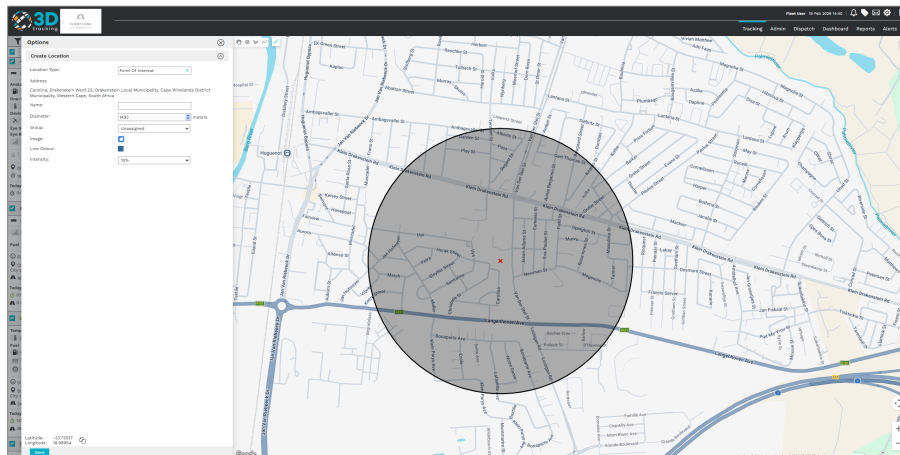
- Choose a **Location Type**:
 - Point of Interest (POI).
 - Geofence.
 - No-Go Zone.
- Customize settings:
 - Size, icon, color, opacity.
 - Assign to a location group.
 - Give your location a clear, descriptive **Name**.

Click **Save** to complete the process.

To create a custom-shaped location:

1. Select the **Draw a Shape** tool.
2. Click to set points and outline the area.
3. When the shape closes, the Create Location window will reappear.
4. Name your location, assign a type, and set your preferences.

Click **Save**. This method gives you more control over irregular zones and boundaries.



Part 2: Managing Locations from the Admin Tab

For a centralized view and management of all locations:

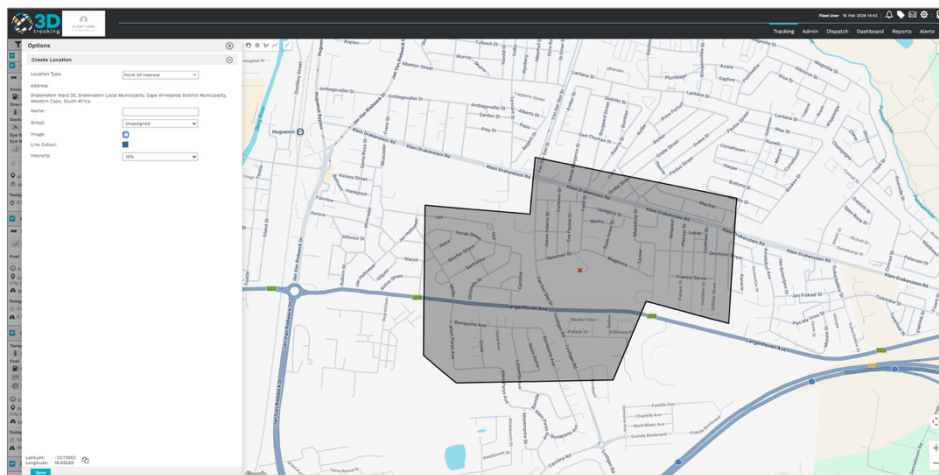
1. Navigate to the **Admin** tab and select **Location Management**.
2. You'll see a full list of all POIs, geofences, and no-go zones created within your account.

Each entry includes:

- Name.
- Type.
- Assigned group.
- Address.
- Date created .

You can:

- Use filters to search by **name** or **type**.
- Download all locations as a **KMZ file** (compatible with Google Earth).
- Organize entries using the **Groups** tab for better filtering and reporting.



Part 3: Creating Locations from the Admin Panel

You can also manually create locations from within the Admin section.

To add a new location:

1. Click the **+** (**plus**) button on the right side.
2. Choose a type: **POI**, **Geofence**, or **No-Go Zone**.

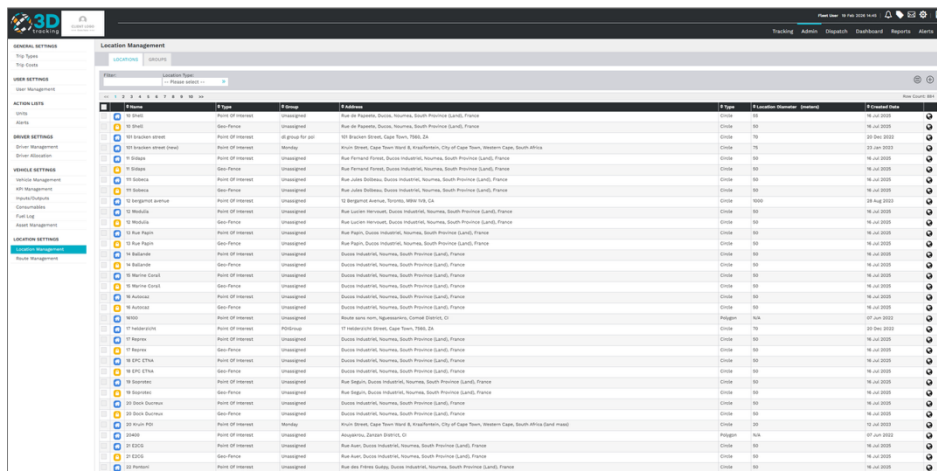
You can create a location in one of three ways:

- **By address.**
- **By latitude and longitude.**
- **From an existing POI.**

Example – Creating a location by address:

1. Type the address into the search field.
2. Select the correct suggestion from Google.
3. Add a Name, optional Description, and any additional details.

Click **Save** to create the location.



ID	Name	Type	Group	Address	Type	Location Manager	Created
10	10 Blvd	Point of Interest	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	10	16 Jul 2019
11	11 Blvd	Geofence	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	11	16 Jul 2019
12	12 Broken street	Point of Interest	Unassigned	101 Broken Street, Cape Town, 7825, ZA	Circle	12	20 Dec 2012
13	13 Broken street	Point of Interest	Monday	Broken Street, Cape Town West & Kraaibosch, City of Cape Town, Western Cape, South Africa	Circle	13	23 Jan 2013
14	14 Blvd	Point of Interest	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	14	16 Jul 2019
15	15 Blvd	Geofence	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	15	16 Jul 2019
16	16 Blvd	Point of Interest	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	16	16 Jul 2019
17	17 Blvd	Geofence	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	17	16 Jul 2019
18	18 Blvd	Point of Interest	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	18	16 Jul 2019
19	19 Blvd	Geofence	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	19	16 Jul 2019
20	20 Blvd	Point of Interest	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	20	16 Jul 2019
21	21 Blvd	Geofence	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	21	16 Jul 2019
22	22 Blvd	Point of Interest	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	22	16 Jul 2019
23	23 Blvd	Geofence	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	23	16 Jul 2019
24	24 Blvd	Point of Interest	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	24	16 Jul 2019
25	25 Blvd	Geofence	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	25	16 Jul 2019
26	26 Blvd	Point of Interest	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	26	16 Jul 2019
27	27 Blvd	Geofence	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	27	16 Jul 2019
28	28 Blvd	Point of Interest	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	28	16 Jul 2019
29	29 Blvd	Geofence	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	29	16 Jul 2019
30	30 Blvd	Point of Interest	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	30	16 Jul 2019
31	31 Blvd	Geofence	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	31	16 Jul 2019
32	32 Blvd	Point of Interest	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	32	16 Jul 2019
33	33 Blvd	Geofence	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	33	16 Jul 2019
34	34 Blvd	Point of Interest	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	34	16 Jul 2019
35	35 Blvd	Geofence	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	35	16 Jul 2019
36	36 Blvd	Point of Interest	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	36	16 Jul 2019
37	37 Blvd	Geofence	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	37	16 Jul 2019
38	38 Blvd	Point of Interest	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	38	16 Jul 2019
39	39 Blvd	Geofence	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	39	16 Jul 2019
40	40 Blvd	Point of Interest	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	40	16 Jul 2019
41	41 Blvd	Geofence	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	41	16 Jul 2019
42	42 Blvd	Point of Interest	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	42	16 Jul 2019
43	43 Blvd	Geofence	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	43	16 Jul 2019
44	44 Blvd	Point of Interest	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	44	16 Jul 2019
45	45 Blvd	Geofence	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	45	16 Jul 2019
46	46 Blvd	Point of Interest	Unassigned	Rue de Papenla, South, South Province (Lands), France	Circle	46	16 Jul 2019

Part 4: Bulk Importing Locations

To save time when importing multiple locations:

1. In the **Location Management** panel, click Import.
2. Choose your file format:
 - a. *CSV*.
 - b. *GPX*.
 - c. *KML*.
3. Select the **location type** to import (POI, geofence, no-go zone).
4. Upload your file.

You'll see a preview of the imported data. Click Save to confirm and add all locations to the platform at once.

Summary

The 3Dtracking platform provides powerful, flexible tools for managing all types of location data:

- Draw custom zones directly on the map.
- Organize and edit locations from the Admin panel.
- Import hundreds of entries in one go.