Real Time Location System (RTLS)

BASIC USER TRAINING:

• INTRODUCTION
• SEARCHING FOR EQUIPMENT
• “FAVORITES” SETUP
1. On Shared/Public Computers:
   Click “Launch Pad” button & Select “RTLS” from list

OR

2. On Personal/Office Computers
   ◦ Click the RTLS Vision Desktop Shortcut

Note: If shortcut is not on your desktop, please notify RTLS System Admin at ks7yd@Virginia.edu
Parts of the Dashboard

- **Search Field**
- **Main Window: Assets, locations, other info**
- **Asset Selection Pane**
As you type in the Search field, items that do not match are filtered out.

**IMPORTANT**: Look at the date/time in “Last Updated” column
- This column shows the most recent date/time the tag transmitted its location
- If it has not updated in several days, the location shown is outdated
- The location showing on the dashboard is the LAST REPORTED location – not necessarily the “Current” location.
Sort on any column heading
Set a “Favorite” for your default view

1. Select the Assets for your view using the Asset Selection Pane
2. Click “Add to Favorites” at the bottom of the Pane
3. Enter a name for your view and then click “Add”
Click “Favorites” to see list of Favorites you have created

Make any Favorite a Default View....

...by clicking on the small arrow to the right of the Favorite, and selecting “Set as default search”
Select the Locations tab to open the maps

Select the Building and Map (floor) desired

NOTE: UH is “New Main Tower” in the dropdown.
The map opens with all Assets visible.

Strongly Recommended to set up a Favorite view.
- Click “Hide All” on the Asset Selection Pane
- Select only the equipment desired
- Click on “Add View to Favorites” and enter a name
- Click “Add” and enter a new name
- Click the “Favorites” tab and select your default view
Searching from the Map

- Enter a search term in the Search Bar
- Select the item from the list that appears
- A new tab opens showing the searched item outlined with a red box
Discover Location History

- Click any item on the map (or look in far right-hand column on Dashboard)
- Click the icon to open a video/spaghetti view of location history
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