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Creating a Geofence from the Options tab [GPv3]

Lu Parente - 2019-06-11 - in [How-To](#)

Geofences allow Administrators and Monitors to define and highlight geographical locations on the map which can be used to monitor when device users **entered, exited or cross through** specific areas. Geofences can be created using a **circle, polygon** or drawing a **line** on the map and a fence width can be defined as well as given a custom colour. In order to trigger geofence notifications and alert individuals of geofence crossings, you will be required to create an Event Notification for the geofence. When creating the Event Notification for the Geofence, you will be able to define which devices the geofence should apply to and who will be notified.

This article explains how to create a geofence.

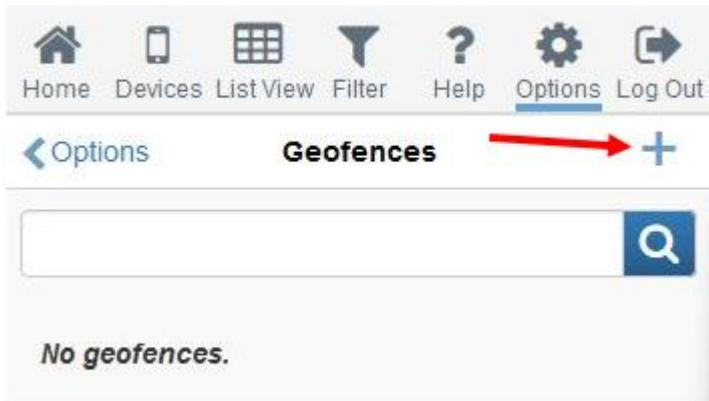
1. To create a geofence, navigate to the **Options** tab and select **Geofences**.

Options

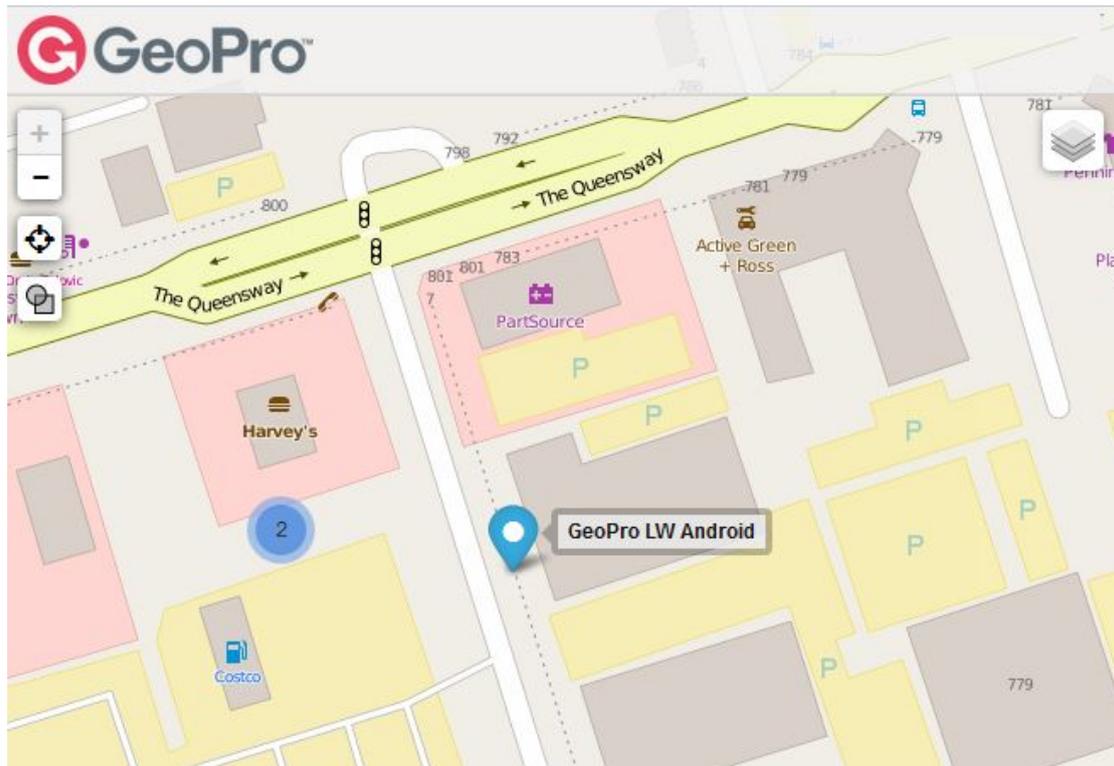
- My Profile >
- Users >
- Groups >
- Global Address Book >
- Global Event Notifications >
- Global Canned Messages >
- Check-In Schedules >
- Synchronization Tools >
- Tracks >
- Geofences >
- Points of Interest >
- Account Management >
- Log a Support Request

2. The Geofences page will be displayed. You now have the ability to **create**, **edit** and **delete** geofences.

To create a new geofence, select the + icon in the top right corner.



3. Pan & zoom the map to locate the desired location for your geofence.



4. Geofences can be created drawing a **circle**, **polygon** or a **line** on the map. Select the desired **shape** button.

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[← Geofences](#)
Add Geofence

Click shape button to start drawing geofence on the map:

Circle
 Polygon
 Line

Geofence Name

Fence Width (Meters)

Geofence Color

5. Draw your geofence on the map. Use the **center-box** to position your geofence and use the **outer-box** to re-size your geofence.



6. Give your geofence a name, fill in the **Geofence Name** field.

Home Devices List View Filter Help **Options** Log Out

← Geofences **Add Geofence**

Geofence Name

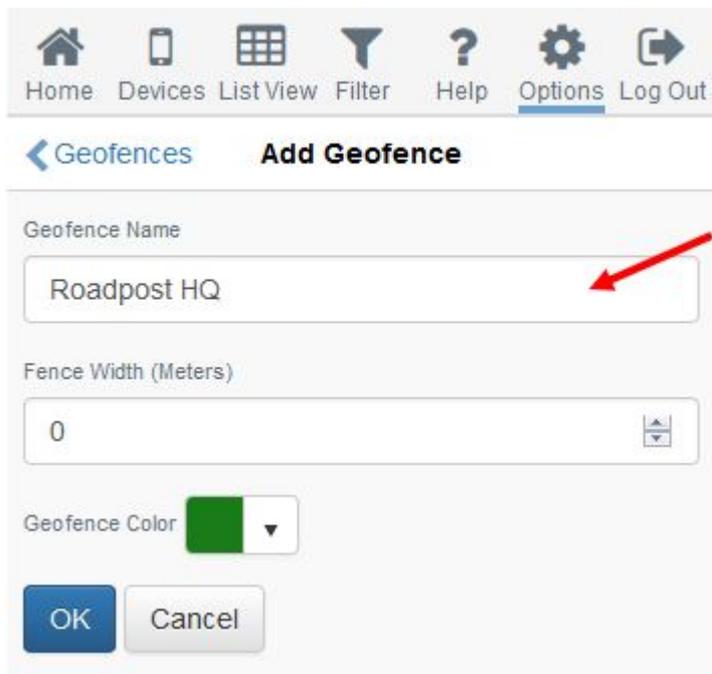
Roadpost HQ

Fence Width (Meters)

0

Geofence Color ▼

OK Cancel



6. Enter a **Fence Width** (in meters). The fence width is a buffer zone which can be used to delay notifications from being triggered until the fence has been completely crossed.

Home Devices List View Filter Help **Options** Log Out

← Geofences **Add Geofence**

Geofence Name

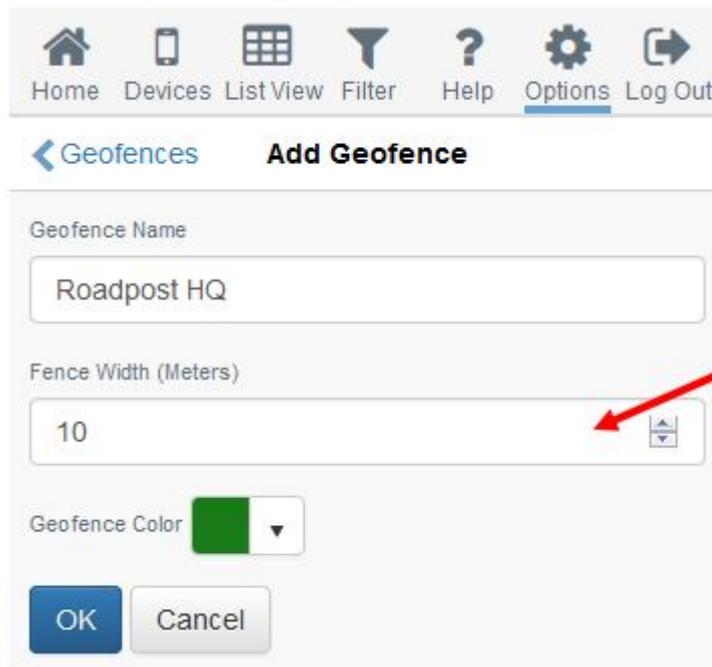
Roadpost HQ

Fence Width (Meters)

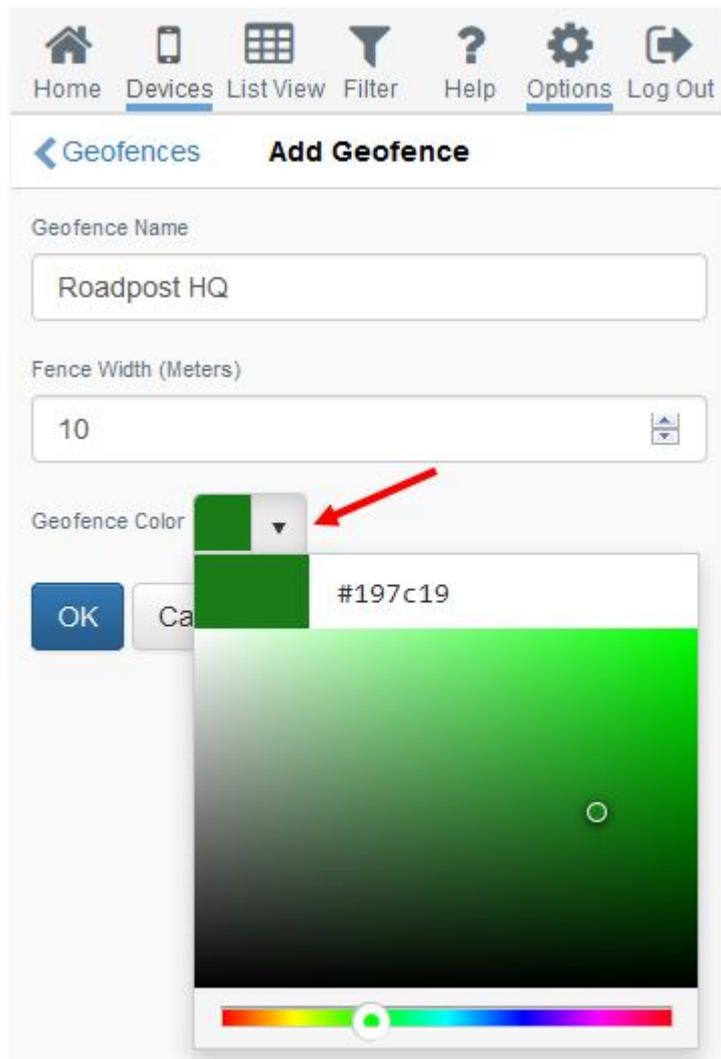
10

Geofence Color ▼

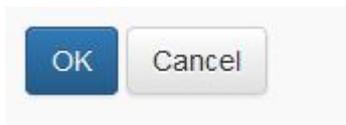
OK Cancel



7. Select a colour by selecting the **Geofence Color** drop-down.



8. Press **OK** to save your changes and your geofence will be displayed on the map.



9. Next, if you would like to generate notifications for the newly created geofence, select your geofence from the list, then select Create Event Notification.

10. Use the Event Notification wizard to select the type of geofence alert you would like to trigger, the geofence and devices it applies to, as well as who you would like to notify of the crossing.

Note: It is recommended that tracking is enabled and devices are actively sending position reports in order to generate notifications in near real-time