

Guardian Live Event Tags

Document Suite



AutoSense 
DRIVING SAFETY

SEEING MACHINES
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Purpose of this suite

This document suite provides four focused resources so customers can choose the guidance they need: practical uses, privacy and governance, step-by-step instructions, or system behaviour. Each document can be used on its own or alongside the others.

1. **What Tags Can Help You Achieve** — practical customer outcomes, user stories and suggested tags.
2. **Privacy and Governance Guide** — responsible use, non-identifying driver codes, ownership and review controls.
3. **How-to Guide** — creating, managing, applying and filtering account and fleet tags.

Introduction

Guardian Live Event Tags provide a flexible way to organise events, support review workflows and find related information. Used well, tags can help teams recognise patterns, record actions, reduce repeated reviews and turn individual events into useful operational insight. Because tags are flexible and may contain customer-entered information, they should also be designed and governed carefully.

The sections that follow explain how to create, manage, apply and filter tags, along with the permissions and behaviours that affect how tags are used.

Key Benefits:

1. Create Custom Tags: Depending on the access rights the admin users can define their own tags, allowing them to align event categorization with their specific business requirements.
2. Tagging Events: Users can assign tags to events, making it simple to classify and label events with relevant information.
3. Efficient Filtering: With the Event Tags feature, users can easily filter events based on their assigned tags. This enables quick access to specific events that are relevant to their business needs.

How to use this suite

Start with **What tags can help you achieve** to understand what tags can help your organisation achieve. Use **Privacy and governance guide** when designing privacy controls, ownership and review processes. Use **How-to guide** for the step-by-step Guardian Live instructions. Refer to **Behaviour and Important Limitations** before naming, changing or deleting tags so behaviour and limitations are understood.

What Tags Can Help You Achieve

This guide helps customers identify useful tagging opportunities before they design a tag set. It focuses on the outcomes tags can support, suggested tag examples and the practical value of each approach.

Designing a useful tag set

Start with the decision or action the tag will support. A useful tag should help a user find events, recognise a pattern, manage a workflow or report on an agreed category. Keep the initial set small, use plain language and give each tag one clear purpose.

Avoid creating several tags that mean nearly the same thing. Agree whether tags describe a cause, condition, action or status, and use the description to explain when the tag should and should not be applied. Where a workflow uses status tags, define the permitted sequence and who is responsible for moving an event from one status to the next. Review the tag library regularly and retire tags only after considering the effect on historical events and exports.

Practical ways customers can use tags

Driver-level trends across vehicles

A manager may need to review whether fatigue or distraction risk is changing for the same driver when that driver moves between vehicles. A non-identifying driver code can connect related events without entering the driver's name in Guardian Live. This approach requires an approved privacy and access process outside Guardian Live.

Suggested tags: Driver 001, Driver 002, Driver 003, or another approved non-identifying code.

Distraction causes

A safety team can tag the observed source of distraction, such as food or drink, a passenger, a work-required device, paperwork, cab controls or a CB radio. This changes a broad distraction category into information that can support policy, coaching, cab set-up and work-design improvements.

Suggested tags: Food or drink, Passenger, Work-required device, Work paperwork, Cab controls, CB radio.

Classification review

Reviewers can use agreed tags such as Misclassified, Borderline, Not fatigue, Not distraction or Suspected false positive to group events that need further review. This creates a measurable set of examples for internal quality review and escalation through the appropriate support channel. A customer-applied tag does not change the original Guardian event classification.

Suggested tags: Misclassified, Borderline, Not fatigue, Not distraction, Suspected false positive, Further review required.

Environmental factors

Tags such as Sun strike, Glare, Heavy rain, Snow or ice, Strong wind or Poor visibility can help a team explore whether environmental conditions are contributing to events. These tags can support route, time-of-day and control reviews, but they should not be treated as proof of causation without further investigation.

Suggested tags: Sun strike, Glare, Heavy rain, Snow or ice, Strong wind, Poor visibility.

Post-intervention follow-up

Tags can help teams find events that occurred after an intervention and review whether further action was needed.

Suggested tags: Enforced rest, Follow-up check-in, Rescue or intervention, Manager follow-up, No repeat event.

Route and location patterns

Tags can group events by an agreed route or operating environment. This may help identify repeat conditions or locations that warrant closer review. Avoid creating tags that reveal unnecessary personal or sensitive information.

Suggested tags: Highway, Hill climb, Metro, Rural, Depot approach, or an agreed route name such as Ashburton–Christchurch.

Workflow status and handover

Status tags can show what has already been decided or completed. A defined status flow can reduce duplicated reviews, support handovers and make outstanding actions easier to find.

Suggested tags: New, Reviewed, Further review required, To be coached, Coached, Follow-up due, Closed, Rewarded.

Privacy and Governance Guide

Privacy and responsible use of tags

Tags are general-purpose fields and were not designed as a driver-identification system. Do not enter a driver's name, contact details or other information that directly identifies a person in a tag name or description. Seeing Machines has advised that personally identifiable information should be removed if it is identified, and customers should understand that this information may be deleted.

Where a legitimate safety need exists to follow events for the same driver over time, a unique driver identifier may be used only when Seeing Machines cannot identify the driver or link the identifier back to the person's name or identity. The identifier should not contain an obvious name, initials, employee number, email address or another value that reveals the person's identity.

Customers remain responsible for deciding whether their proposed tagging approach is appropriate for their organisation. Before using tags to support driver-level trends, establish who may create identifiers, who may see and apply them, how the link to the driver is protected outside Guardian Live, when the identifier will be retired, and how access and deletion requests will be managed. The same care should be taken with other free-text fields, including notes and vehicle names.

Privacy decision check

Before creating a tag, ask: Does the tag reveal who a person is? Could another Guardian Live user work out the person's identity from the tag alone? Is the information necessary for the intended safety or workflow purpose? Could the same outcome be achieved with a non-identifying category or code? Who will be allowed to create, apply, review and retire the tag? If the tag contains personal information or the answers are unclear, do not create it until the organisation's privacy owner has reviewed the proposed approach.

Recommended governance

Assign a tag owner before introducing a shared tag set. The owner should approve new tags, maintain names and descriptions, check for duplication, review privacy risks and decide when tags can be retired. Keep a simple register showing each tag's purpose, level, owner, permitted users and review date.

Train users on what each tag means and apply periodic checks to confirm that tags are being used consistently. Where tags support coaching, intervention or another people-related decision, treat the tag as a prompt for review rather than a conclusion on its own. Decisions should consider the underlying event, available context and the organisation's approved safety and employment processes.

If a driver name or other personally identifiable information is found in a tag, stop using the tag and follow the organisation's privacy process. Identify the owner responsible for assessment and removal, record the action taken, consider whether notification or escalation is required, and confirm when remediation is complete. Seeing Machines' guidance confirms that such information may be removed, but customers should establish their own detailed response process.

Before going live

Confirm that the tag set has a clear business purpose, uses the correct account or fleet level, contains no names or other directly identifying information, has plain-language descriptions, avoids unnecessary duplication, and remains small enough for users to navigate. Test the sort order, permissions, filters and exports with representative users. Confirm how deleted tags and expired-tag behaviour will affect historical records. Record who owns the tag set, who may change it and when it will next be reviewed.

How-to Guide

This guide explains how to create, manage, apply and filter Guardian Live Event Tags. It covers account and fleet tags, the permissions that apply to each level, and the steps users follow in Guardian Live.

Account Tags

Account tags can be created and managed by Host Admin, Service Provider Admin and Account Admin users. These users can access the Manage Tags section from the account settings. Fleet Admin users can view account tags that apply to their fleet, but they cannot create, edit or delete them.

In order to navigate to the Account tags section, go to **Accounts** -> click and open an account -> in the Account Details page click on the **Settings tab**.

After navigating to the settings tab under Account details page of the account you want to create the tags for, follow the following steps to create Account tags under one or more fleets.

1. Click on the icon besides Manage tags under the settings of Account details page. This will open the stepper to add new tags.
2. The user can create account tags for all fleets or a selected number of fleets under an account.
 - In order to create account tags for all fleets, select the option all fleets. This will apply to all fleets added to this account currently and in the future.
 - In order to create account tags for selected fleets, the user can select the selected fleets option. When "selected fleets" is selected, a search bar and a list of all the existing fleets in this account will be displayed. The user can search or scroll and check on the checkbox for fleets that they want to add the tags for.
3. The next step is to fill in the name and description fields for the tag which are both mandatory. More tags can be added by clicking on the + icon. The tags will be created successfully once saved.

1

Fleets

Select fleets

2

Add new tags

Provide the name and description of each tags

2. Add new tags

ACCOUNT Sans Account

Specify the tag name and description to describe when to apply this tag for an event.

Tag name *

Smoking

Description *

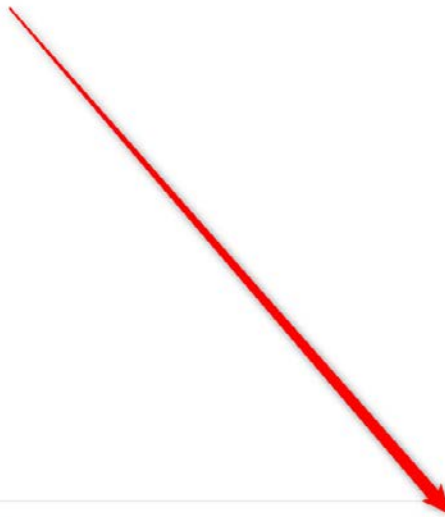
ive clips of the driver smoking while driving.

+ ADD ANOTHER TAG

Add new tags

PREVIOUS

SAVE



1

Fleets

Select fleets

2

Add new tags

Provide the name and description of each tags

1. Fleets

ACCOUNT Sans Account

Are you adding new tags for all fleets or selected fleets in this account?

Add tags for:

☐ All fleets

☒ Selected fleets

Search fleets

☒ Sans Fleet 1

☒ Sans Fleet 2

☐ Sans Fleet 3

☐ Sans Fleet 4

Add new tags

- 1 Fleets**
Select fleets
- 2 Add new tags**
Provide the name and description of each tags

1. Fleets

ACCOUNT Sans Account

Are you adding new tags for all fleets or selected fleets in this account?

Add tags for: ☒ All fleets ☐ Selected fleets

Account details

Details Region Intervention plan Notifications Reports Configuration **Settings** System

Working hours

Working hours are 24 hours per day 7 days per week unless you restrict them.
Restricts working hours during which data should be collected. Data logged outside these hours will be discarded - i.e. not collected or processed.

Manage tags

Account tags

The following tags are added to all fleets in this account.

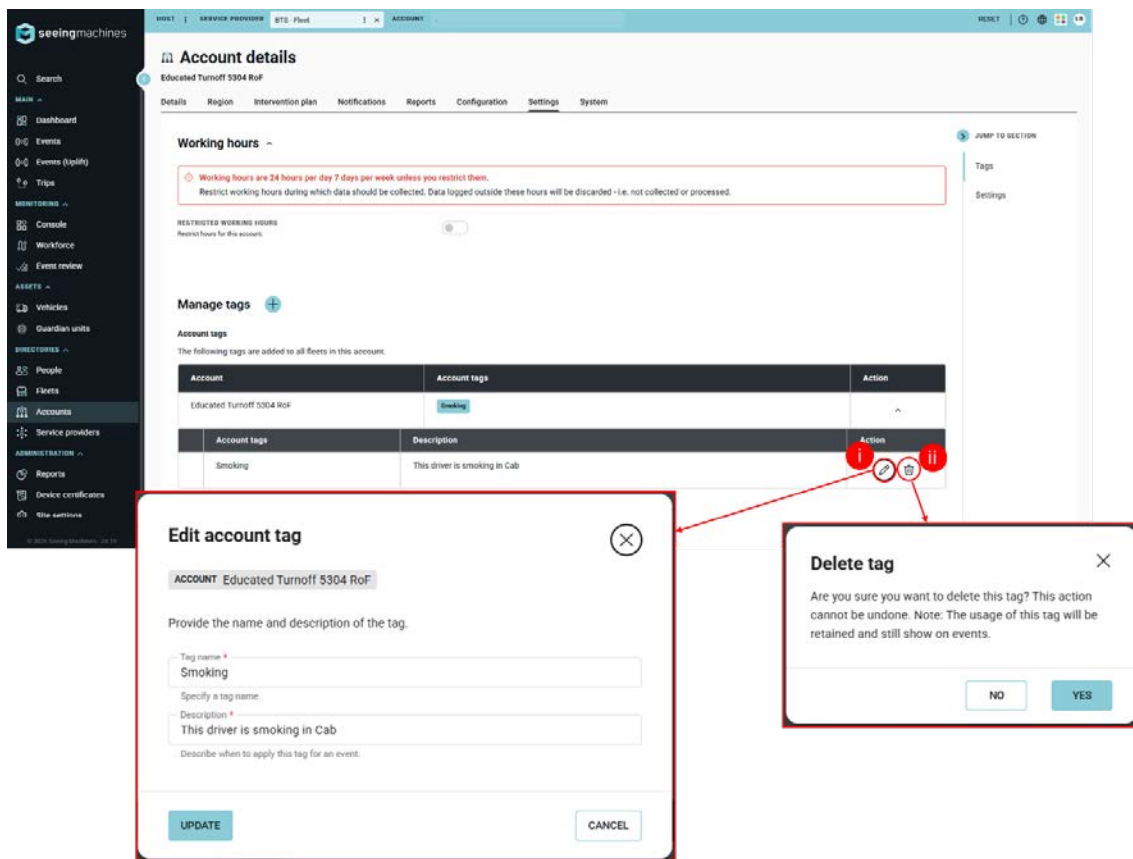
Account	Account tags	Action

Settings

SCOPE	ALLOW OVERRIDE	VALUE

The tags created for all the fleets under an account are known as Account Tags. These account tags appear in the Account tags table and can be accessed from events under all its fleets. Host site admins, Service provider Admins, and Account admins can edit or delete the account tags.

- The user can edit the account tags by clicking on the edit icon and updating details in the following edit account tags module.
- The user can delete the account tags by clicking the delete icon and confirming the delete module.



Only the Host admin, service Provider admin and Account Admin can edit the fleet tags from Account details page.

- Clicking on the edit icon will open the edit module where the user can Update the tag name or the description of the tag.

Account details

Sans Account

Details Region Notifications Reports Guardian configuration Settings System

Manage tags +

Account tags

The following tags are added to all fleets in this account.

Account	Account tags	Action
Sans Account		

Fleet tags

The following tags are customised for each fleets in this account.

Fleet ↓		Fleet tags	Action
Sans Fleet 1		Smoking Alcohol Video Call	
	Fleet tags	Description	Action
	Smoking	Tag events that have clips of the driver smoking while driving.	
	Alcohol	Tag events if the driver is under influence while driving.	
	Video Call	Tag events if the driver and video calling while driving.	
Sans Fleet 2		Smoking Alcohol Video Call	

Edit fleet tag

FLEET Sans Fleet 1

Provide the name and description of the tag.

Tag name *

Smoking

Specify a tag name

Description *

Tag events that have clips of the driver smoking while driving.

Describe when to apply this tag for an event

UPDATE

CANCEL

- On opening the dropdown of a fleet in the fleet tags table, the user will be able to view options to edit or delete each tag under that fleet.

Account details

Shivering Jellybean 411 Logistics

Details

Region

Intervention plan

Notifications

Reports

Configuration

Settings

System

Working hours

Manage tags

Account tags

The following tags are added to all fleets in this account.

Account	Account tags
Shivering Jellybean 411 Logistics	Smoking Video Call

Fleet tags

The following tags are customised for each fleets in this account.

Fleet	Fleet tags	Action
[qa] Shivering Jellybean 1242	Smoking	
Fleet tags	Description	Action
Smoking	Driver Smoking in Cab	
[qa] Shivering Jellybean 2130	Drinking	

Delete tag

Are you sure you want to delete this tag? This action cannot be undone. Note: The usage of this tag will be retained and still show on events.

NO YES

Important: deleting a tag does not immediately remove it from events where it was already used. The deleted tag remains visible on those events with “expired” added to its name, while CSV exports continue to show the original tag name without “expired”.

If a user later opens an event containing an expired tag, changes any tag and saves the event, the expired tag is automatically removed. It is then lost from both the event view and future CSV exports, even if the user did not deliberately remove it. Before deleting a tag, consider whether it is needed as part of the historical record. If it is, retain the tag or preserve the required information through an approved reporting or record-keeping process before editing affected events.

Fleet Tags

Host Admin, Service Provider Admin, Account Admin and Fleet Admin users can create and manage fleet tags. A Fleet Admin can manage tags only for the fleet they administer. Fleet Admin users can also view account tags that apply to their fleet, but they cannot create or manage those account tags.

Fleet details

Sans Fleet 1 Staging[Details](#) [Region](#) [Shifts](#) [Intervention plan](#) [Notifications](#) [Reports](#) [Settings](#) [System](#)

Manage tags

Manage tags

The following tags are added to all fleets in this account.

Account		Account tags	Action
Sans Account		Dancing	
	Account tags	Description	Action
	Dancing	When the driver is dancing while driving.	

Fleet tags

The following tags are customised for each fleets in this account

Fleet		Fleet tags	Action
Sans Fleet 1		Smoking Alcohol Video Call	
	Fleet tags	Description	Action
	Smoking	Tag events that have clips of the driver smoking while driving.	 
	Alcohol	Tag events if the driver is under influence while driving.	 
	Video Call	Tag events if the driver and video calling while driving.	 

This is the view logged in as fleet admin.

View for the Fleet Admin for Sans Fleet 1, where the fleet admin can view account tags, create fleet tags under this fleet, edit and delete fleet tags under this fleet.

Fleet details

Sans Fleet 1 **Settings** System

Details Region Shifts Intervention plan Notifications Reports **Settings** System

Manage tags +

Manage tags

The following tags are added to all fleets in this account.

Account	Account tags	Action
Sans Account	Smoking	⬆

Account tags	Description	Action
Dancing	When the driver is dancing while driving.	

Fleet tags

The following tags are customised for each fleet in this account.

Fleet	Fleet tags	Action
Sans Fleet 1	Smoking Alcohol Video Call	⬆

Fleet tags	Description	Action
Smoking	Tag events that have clips of the driver smoking while driving.	✎ 🗑
Alcohol	Tag events if the driver is under influence while driving.	✎ 🗑
Video Call	Tag events if the driver and video calling while driving.	✎ 🗑

Add new tags

1. Add new tags

Specify the tag name and description to describe when to apply this tag for an event.

Tag name: Description:

+ ADD ANOTHER TAG

Save

Any admin user can create fleet tags from the account page or fleet page. From the fleet details page, the new fleet tags can be created simply by clicking on the + icon and adding the name of the tag and its description in the following module. The Fleet admin can only create one or multiple tags under the fleet they are admin of and currently logged in. The account, host, and service provider admin can create one or multiple tags for all fleets under an account or selected fleets from the fleet details page as well.

All admins users can edit or delete the fleet tags. The host, service provider, and account admin can edit and delete both account tags and fleet tags while for fleet admins the account tags are viewed only on the fleet details page.

1. The user can edit the fleet tag by simply clicking on the edit icon and updating the name and description of the fleet tag in the following module.
2. The user can delete the fleet tags simply by clicking on the delete icon and confirming the following module.

Fleet details

Sans Fleet 2

Details Region Shifts Intervention plan Notifications Reports Settings System

Manage tags

Manage tags

The following tags are added to all fleets in this account.

Account	Account tags	Action
Sans Account	Dancing	

Fleet tags

The following tags are customised for each fleets in this account

Fleet	Fleet tags	Action
Sans Fleet 2	Smoking Alcohol Video Call Hands off Wheel	

	Fleet tags	Description	Action
	Smoking	Tag events that have clips of the driver smoking while driving.	 
	Alcohol	Tag events if the driver is under influence while driving.	 
	Video Call	Tag events if the driver and video calling while driving.	 
	Hands off Wheel	Tag events if the driver is has both hand off wheel while driving.	 

Edit fleet tag

FLEET Sans Fleet 2

Provide the name and description of the tag.

Tag name *

Specify a tag name

Description *

Describe when to apply this tag for an event

UPDATE

CANCEL

Delete tag

Are you sure you want to delete this tag? This action cannot be undone. Note: The usage of this tag will be retained and still show on events.

YES

NO

Events Tagging and Filtering

All users are able to assign tag(s) to events.

In the Events page, go to the event you want to tag.

1. Click on the menu and select the option “**Tag Event**”.
2. The global tags, restricted tags (if a user is logged in as host site admin), fleet and account level tags of the account and fleet the vehicle is under are displayed and the users can simply click on these tags to tag the event. The highlighted tags will be tagged to the event after clicking on the Save button.
 - For host scope users, restricted tags (with the lock icon) are only visible to host scope users.
 - For other users, the restricted tags are not visible. the tags are sorted in alphabetical order.
 - Hovering over the tags displays a description and information on which tag category it belongs to amongst global, account, or fleet.
3. The user is able to select one or multiple tags for an event. The selected tags when saved will be assigned to the event.

Tag event

×

EVENT ID 473524489

adipiscing

aliqua

commodo

consectetur

cupidatat

deserunt id

duis aute

excepteur

exercitation

fugiat

labore et

mollit anim

occaecat

pariatur

reprehenderit

quis nostrud

reprehenderit

veniam

vestibulum

SAVE

Tag event

×

EVENT ID

473524489

adipiscing

aliqua

commodo

consectetur

cupidatat

deserunt id

duis aute

excepteur

exercitation

fugiat

labore et

mollit anim

occaecat

pariatur

reprehenderit

quis nostrud

quis nostrud

reprehenderit

veniam

veniam

vestibulum

vestibulum

SAVE

Normal

FLEET

DRIVER

TIME

AGE

GUARDIAN UNIT

EVENT TYPE

ALARMS

SPEED, DURATION AND DISTANCE

CONFIRMATION

VERSION 1.7.3

LOCATION 41.5721 S, 174.0352 E

BEARING 171° S

ASSETS View

EVENT ID

TRIP ID

TAGS Autoclassified

View vehicle

View trip

Tag event

In order to edit the event tags, follow the following steps:

- Go to the event list and select the event for which you want to edit the tags. On the menu dropdown option click on Tag event.
- This will open “Tag Event” module where you can click and add more tags or click on the pre-selected tags to remove the selection and save it to update the edits.

Tag event

×

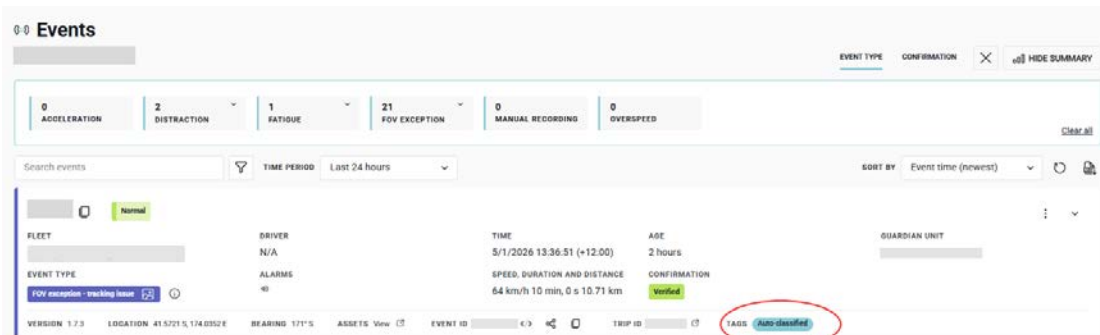
EVENT ID

Auto-classify

Smoking/Vaping

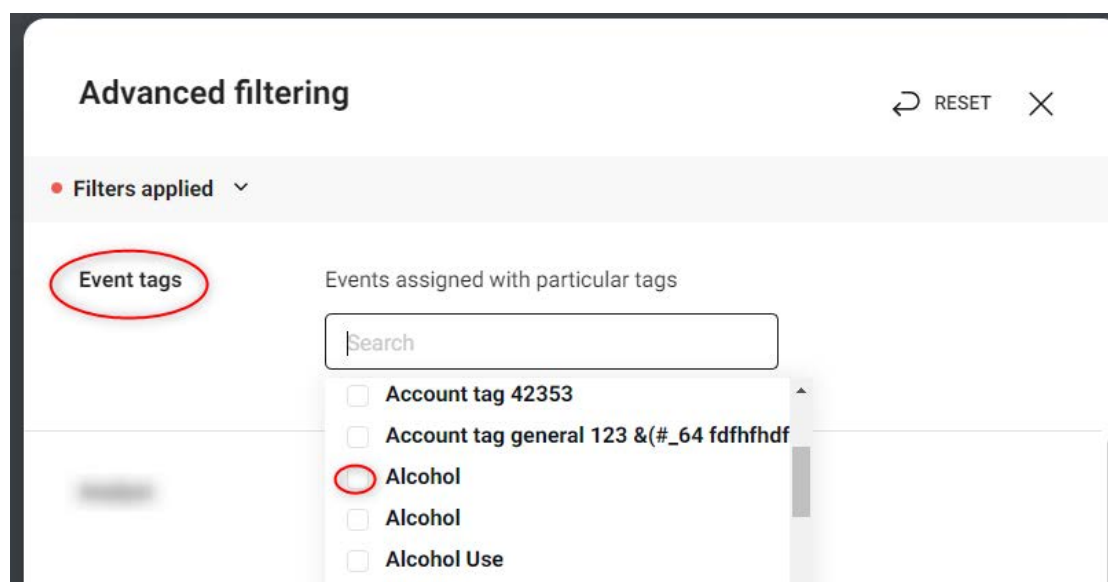
SAVE

The tags that are created under an event are shown in the tags section for that event on the event list page.



The user can then use the filter icon to open the advanced filtering where the users can filter events by the event tags.

With the Event Tags feature, users can easily filter events based on their assigned tags. This enables quick access to specific events that are relevant to their business needs.



Behaviour and Important Limitations

The following behaviour was observed during practical testing. These points affect how users create, organise, edit, delete and report on tags and should be reviewed before introducing a shared tag set or changing tags already in use.

Tag scope and availability

- Tags can be created at both account and fleet level.
- Account-level tags flow down and are available across the fleets to which they apply.

Get in touch

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