

HARDING
T R A F F I C

HTL OverSite™ IntelliSign

Version 2.1

User Manual



Email
Password
Login

Welcome to the OverSite™ IntelliSign Portal

The OverSite™ IntelliSign Portal is designed to simplify and improve the management of electronic road signs. This intuitive platform provides transportation authorities, city planners, and administrators with tools to efficiently update, monitor, and optimise electronic road signs, ensuring safer and more efficient traffic management.

Key Features:

Centralized Control: Gain centralized control over an extensive network of electronic road signs. From a single interface, you can manage multiple signs across various locations, ensuring consistent and accurate messaging throughout your jurisdiction.

Customized Scheduling: Plan ahead with precision. Schedule automated updates for specific times, days, or recurring events, guaranteeing timely and relevant information delivery without manual intervention.

Advanced Monitoring: The portal monitors sign status through regular device check-ins. Certain alarms, including sign activation and door-open events, may be reported immediately, while other information updates during the next scheduled check-in.

Data Insights: Leverage valuable data insights to enhance road safety. Analyse traffic patterns, driver behaviour, to make informed decisions.

User-Friendly Interface: Our intuitive and user-friendly interface requires minimal training, making it accessible to a wide range of users. Effortlessly navigate through features and functionalities to maximise the portal's potential.

Secure Access: Rest assured knowing that your data is protected with robust security measures. User authentication and encryption protocols safeguard sensitive information and ensure authorised access only.

This system is only open to users who have permission to manage the devices, so only users with the correct account password can use it.

Before you begin

- Use a modern web browser with an active internet connection.
- Use the username/email address and password issued to you.
- The functions visible in the portal depend on your assigned user role and permissions.

Platform Overview

The OverSite™ IntelliSign Portal provides centralised monitoring and control of electronic school-zone and road signs. Users can view sign condition, confirm communications, inspect historical performance, manage operating times, and receive alerts.

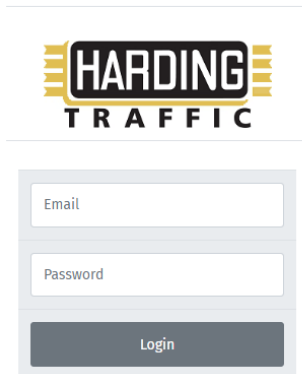
User roles

- School User: views assigned school sites and can temporarily activate all devices linked to a selected school for 10 minutes.
- Council User: monitors assigned sites, schedules, reports, users and other permitted functions.
- Technical User: reviews assigned devices and can manually switch an individual sign on or off for testing.
- Admin User: monitors assigned sites, schedules, reports, users and other permitted functions.

Role permissions are controlled by the organisation administrator. A user may not see every feature described in this manual.

Logging In

- ❖ Open a browser and go to <https://intellisign.hardingtraffic.co.nz>.
- ❖ Enter the username or email address provided to you.
- ❖ Enter your password.
- ❖ Select Login.
- ❖ After a successful login, the Dashboard opens.

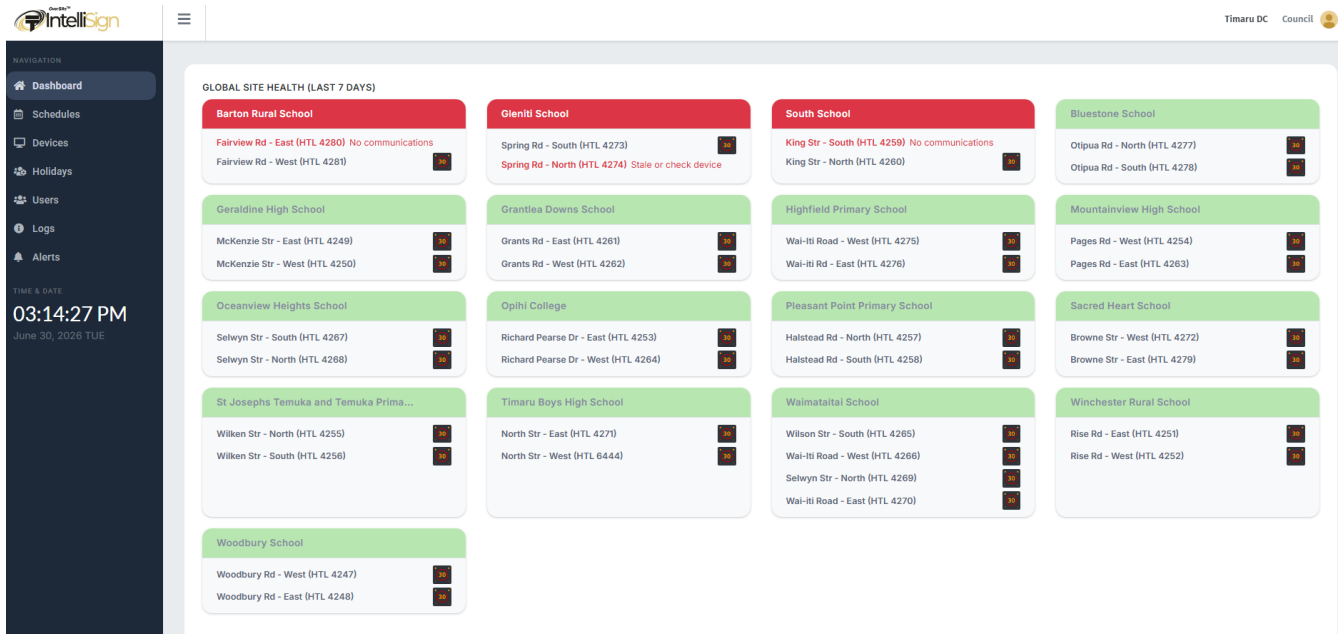


The login screen features the Harding Traffic logo at the top. Below the logo, there are two input fields: one labeled 'Email' and another labeled 'Password'. At the bottom of the form is a dark grey button labeled 'Login'.

Use the login screen to enter your email/username and password.

Dashboard Overview

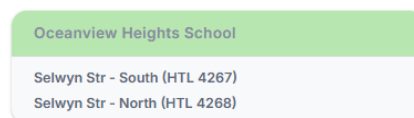
The Dashboard displays all sites assigned to your profile. Each site appears as a colour-coded tile, allowing you to quickly identify the condition of the signs linked to that site.



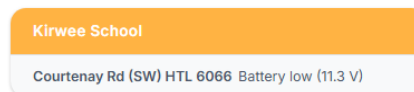
Dashboard showing multiple sign tiles and their current status.

Tile Colours and Indicators

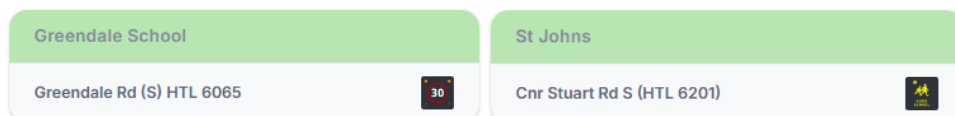
- ❖ **Green / Idle:** the sign is communicating normally and no active alarm is present.
- ❖ **Green / Running:** when the sign is active, a small animated sign image flashes on the tile in the same pattern as the physical sign.
- ❖ **Yellow / Alarm:** there is an active alarm, such as low battery, low solar input, stale communications, door open, pixel error or photocell error.
- ❖ **Red / Offline:** the sign is not communicating with the portal or has a critical issue.



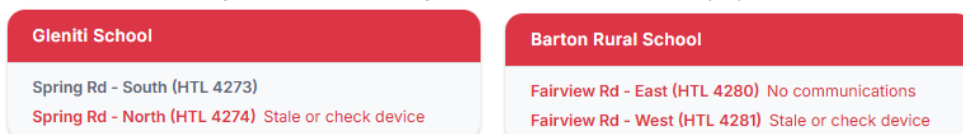
Green tile: sign is online and operating normally.



Yellow tile: an active warning or alarm is present.



Running tile: the animated sign indicator shows that the display is active.



Red tile: one or more of the devices at that site is offline or not communicating.

Good practice: Review yellow and red tiles first. These are the signs most likely to require follow-up, site attendance, solar/battery checks, or communication checks.

Where several devices are linked to one site, the site tile reflects the highest-priority warning currently present. Within the site pop-up, devices without an alarm are displayed normally, while affected devices show the applicable warning.

Opening a Site Tile

Select a site tile to open a pop-up window. The window lists every sign allocated to that site. A site may have one sign or several devices, and each device is shown separately.

- Confirm that the correct site name is shown.
- Review the list of linked devices.
- To investigate one sign in more detail, select that sign from the list.

Note: Only devices fitted with a communications modem are displayed individually in IntelliSign. In a master/slave installation, only the master device may be visible in the portal.

Although only the master device is displayed, the activation command operates all the devices linked to the master.

Timaru Boys High School

×

OK

DEVICES

North Str - East (HTL 4271) HTL 4271

North Str - West (HTL 6444) HTL 6444

SITE - 10 MIN

Close

Site tile pop-up showing all devices linked to the Site.

School User - 10-Minute Activation

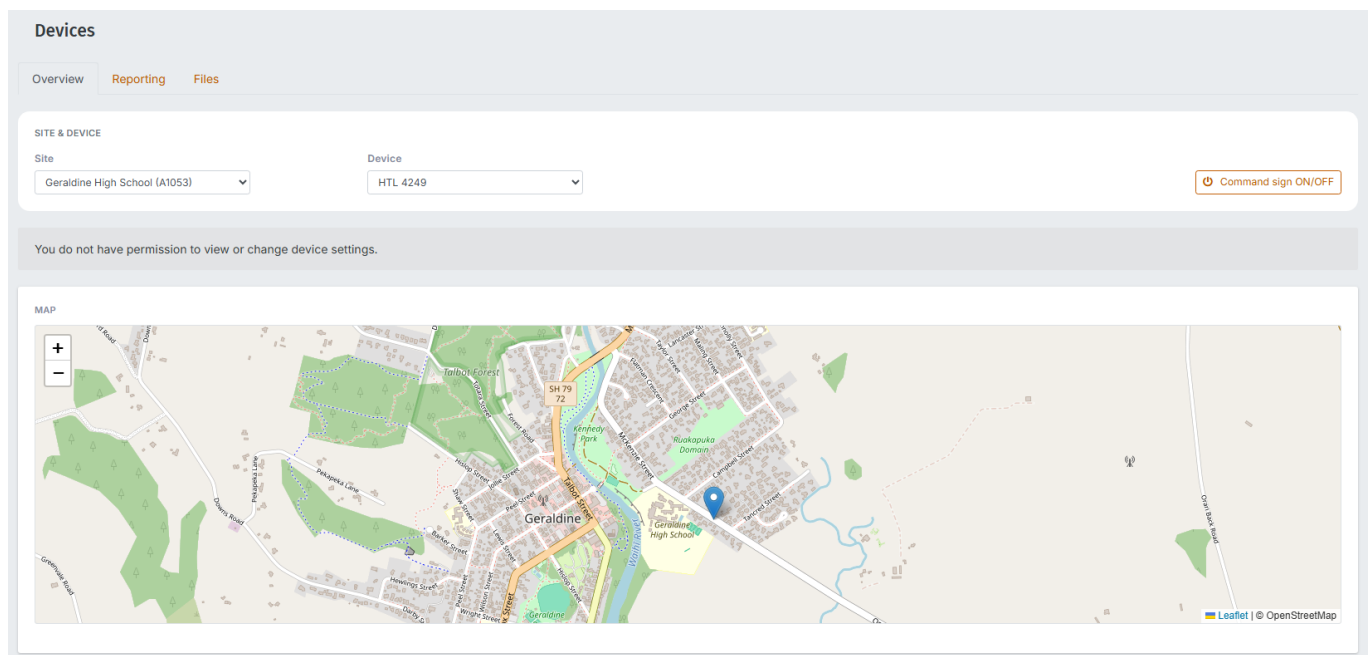
School Users can temporarily switch on all devices linked to the selected school for 10 minutes. This function is not available to Council Users or Technical Users unless requested by a department head.

- ❖ Open the required Site tile.
- ❖ Check the Site name and the list of linked Devices.
- ❖ Select **SITE - 10 MIN**.
- ❖ All devices linked to that site will switch on for 10 minutes.
- ❖ At the end of the 10-minute period, the temporary activation ends automatically and the device return to the default schedule.

The 10-minute command operates every sign linked to the selected school. Confirm the school before activating it..

Device & Reporting Overview

Selecting an individual sign opens the Device page. Use the Site and Device drop-down lists to confirm the sign being viewed. Where available, the Overview page also displays the GPS location on a street-view map.



Device Overview page showing site details and map location.

- ❖ Use the Site drop-down to select the required site.
- ❖ Use the Device drop-down to select the exact sign.
- ❖ Review the device details and available GPS location.
- ❖ Select Reporting at the top of the page to view historical data.

Technical User - Sign ON/OFF Test

Technical Users can manually switch one specific sign on or off for testing. This control is not available to School Users, Admin Users or Council Users unless requested by a department head.

- ❖ Open Devices from the left navigation menu.
- ❖ Select the required Site.
- ❖ Select the exact Device from the drop-down list.
- ❖ Verify the device number before sending the command.
- ❖ Select **Command sign ON/OFF**.
- ❖ Confirm that the intended sign responds.
- ❖ When testing is complete, ensure that the sign is turned off.

Devices

Overview

Reporting

Files

SITE & DEVICE

Site

Device

Geraldine High School (A1053)

HTL 4249

Command sign ON/OFF

You do not have permission to view or change device settings.

Technical control showing the Site and Device selectors and Command sign ON/OFF button.

Always verify the Device selection. Where a site has multiple devices, the command applies only to the device selected in the drop-down list.

Reporting

The Reporting page contains several report tabs. All reports allow a period from the last 24 hours through to 365 days. Longer periods may take more time to load because the portal must retrieve more data. Export options are available where shown.

Devices

Overview

Reporting

Files

SITE & DEVICE

Site

Device

Bluestone School (A1051)

HTL 4277

INFORMATION/DATE RANGE

Status (Sign Running)

Power (Battery & Solar)

Alarms (Door / A1 / A2)

Days:

24h

7

14

30

90

180

365

Bucket:

1m

5m

15m

60m

SITE STATISTICS FOR BLUESTONE SCHOOL (A1051)

Last 30 Days: (8,025 Communications)

THIS WEEK

1,705

LAST WEEK

1,336

TOTAL (365D)

30,403

STATUS REPORTING (5-MINUTE BUCKETS)

Sign state: Off / On. Points are added at each "Sign commanded on" and "Sign commanded off" so the line steps vertically (square wave).

Tick Density:

Normal

Zoom:

Reset zoom

Export to Excel

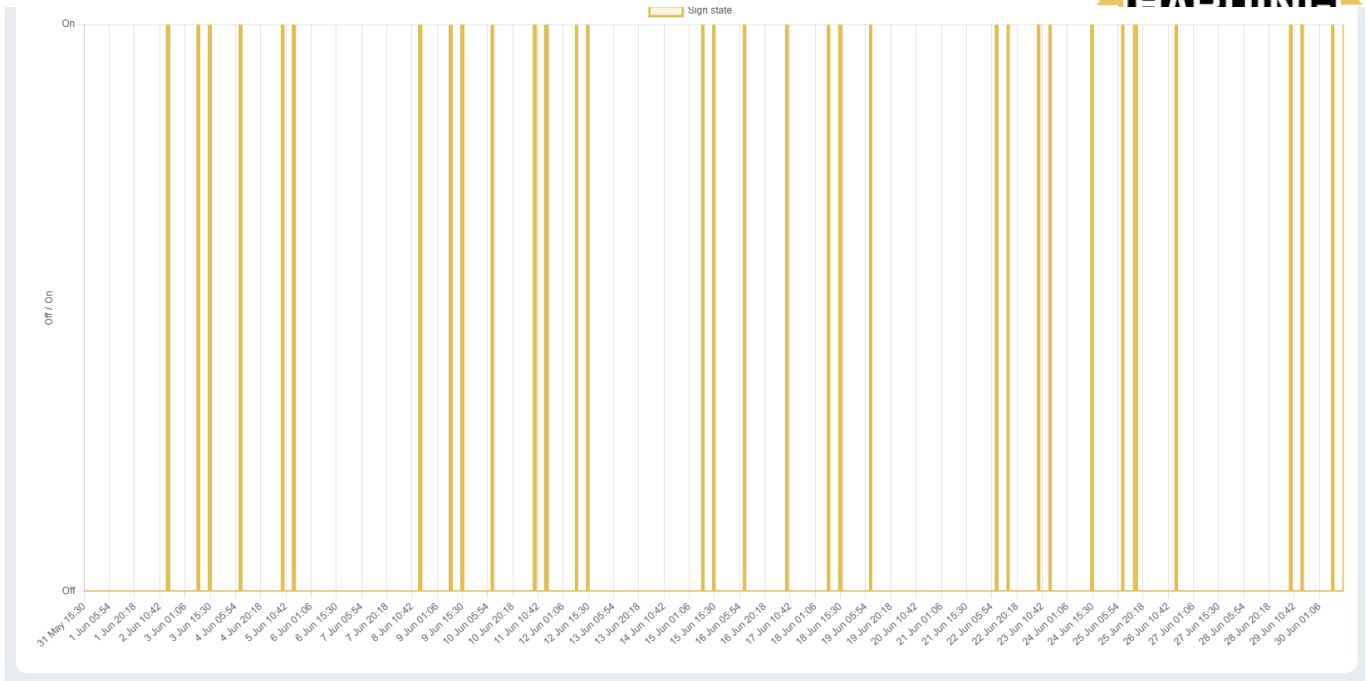
Scroll or pinch to zoom; drag to pan. Reset zoom to restore full range.

Reporting page showing report tabs and date-range controls.

Sign Status / Running Reporting

This report shows when the selected sign switched on and off. Use it to confirm the sign operated at its scheduled times.

- ❖ Select Status / Sign Running.
- ❖ Choose the required period, for example 7 days.
- ❖ Wait for the graph to load.
- ❖ Hover over the graph to view exact operating times.
- ❖ Export the information to Excel for further analysis where required.

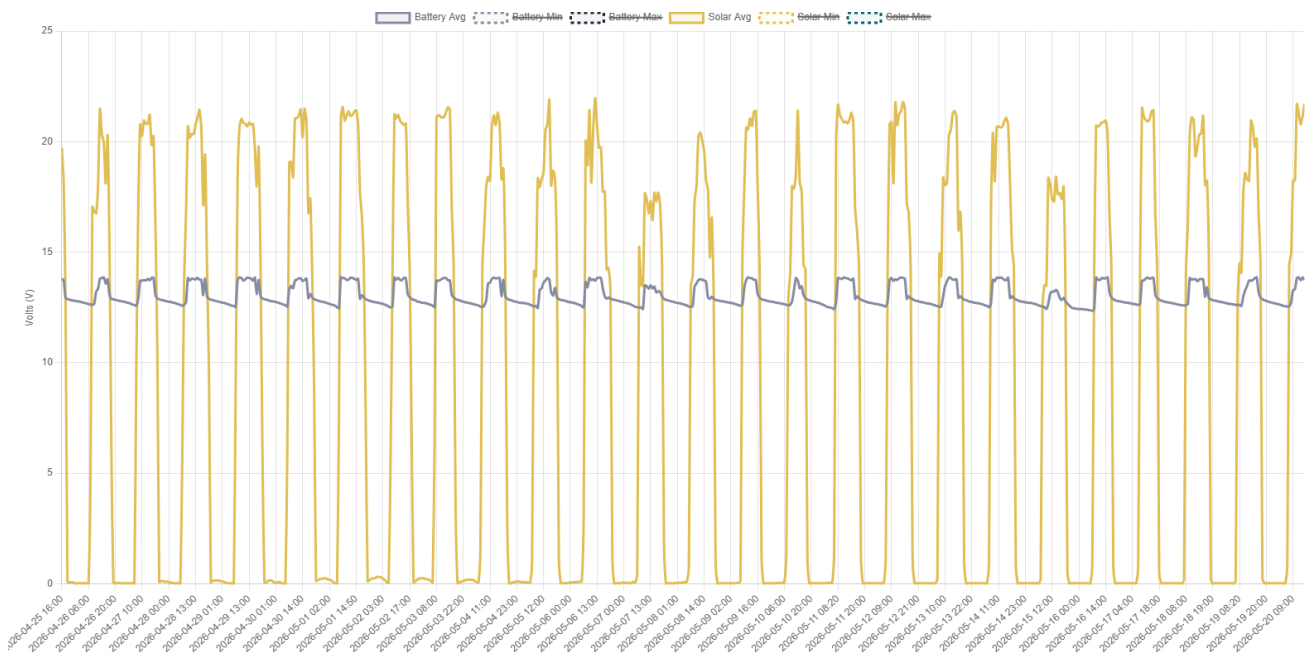


Sign-running graph. The marked periods show when the sign was active.

Power - Battery and Solar Reporting

This report shows how the battery and solar charging system performed over the selected period.

- ❖ Select Power / Battery & Solar.
- ❖ Choose the required date range.
- ❖ Scroll down to the graph.
- ❖ Review battery voltage and solar input over time.
- ❖ Export the information to Excel for further analysis where required.



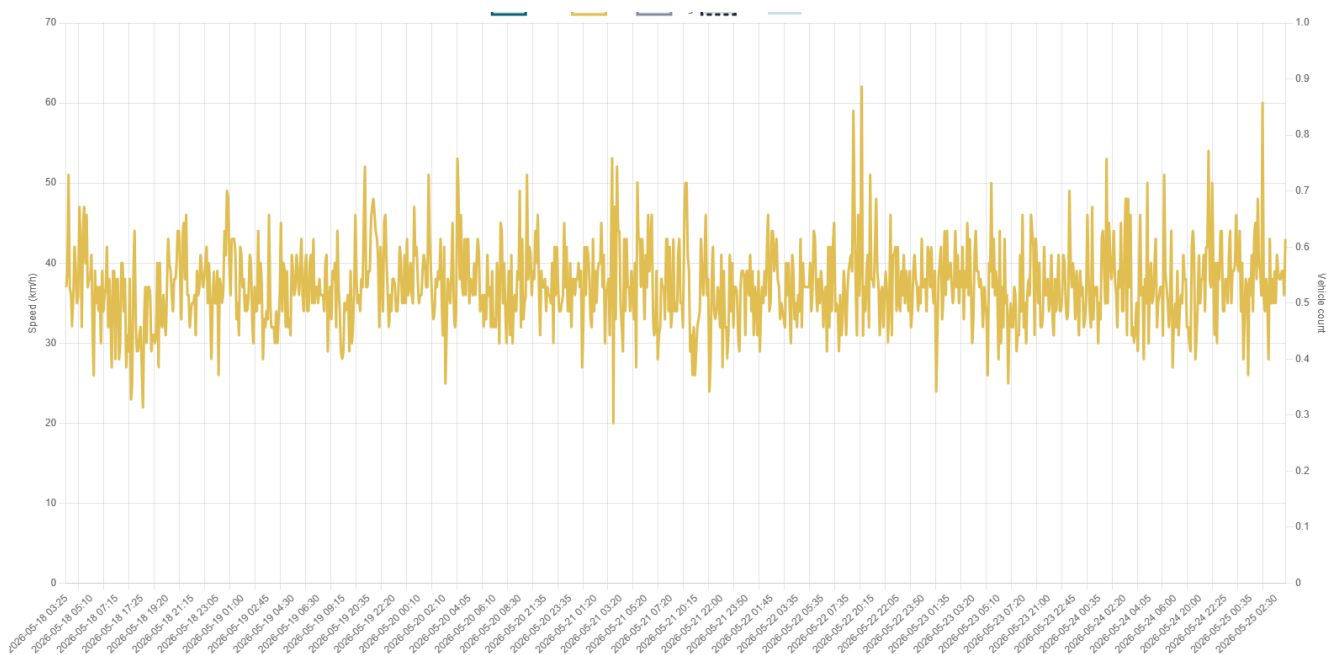
Battery and solar graph showing performance over time.

Radar Reporting

Radar reporting is available only for devices equipped with radar.

- ❖ Select Radar.

- ❖ Choose the required date range.
- ❖ Review the displayed radar information.
- ❖ Export the information to Excel for further analysis where required.

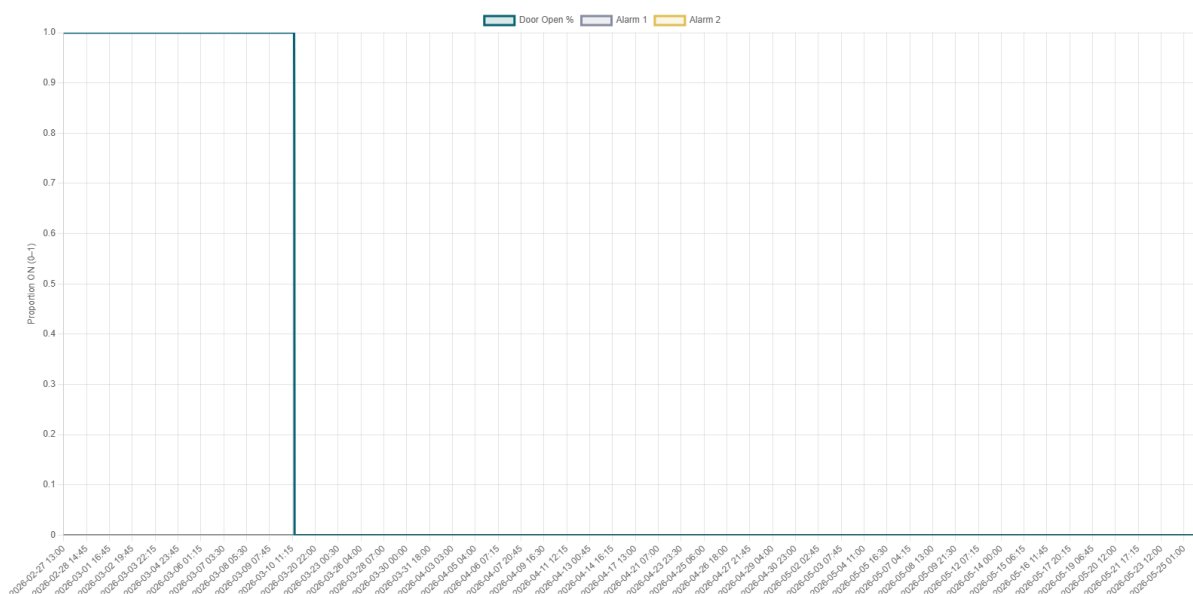


Radar report showing recorded data over the selected period.

Alarm Reporting

The Alarm report records events generated by the sign. Common alarms include door open, pixel error and photocell error.

- ❖ Select Alarms.
- ❖ Choose the required date range.
- ❖ Wait for the graph to load.
- ❖ Hover over the graph to view exact alarm times.
- ❖ Export the data to Excel where required.

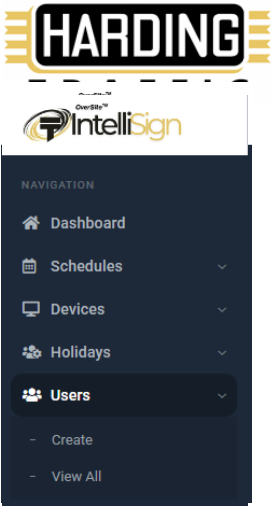


Alarm graph showing the timing of a recorded alarm event.

Schedules

The default schedule controls the normal operating times for each school site. The calendar first opens using the currently selected site.

- ❖ Select Schedules from the left navigation menu.
- ❖ Confirm the correct school in the Site drop-down list.
- ❖ Select Default Schedule to review the current operating times.
- ❖ Select Edit Schedule to make changes.
- ❖ Add, remove or amend the required ON and OFF times.
- ❖ Set the starting date to the Monday of the week from which the revised schedule is intended to apply.
- ❖ Save the schedule.
- ❖ Return to the default schedule and confirm the changes are shown correctly.



Schedules

View calendar

Default schedule

Edit schedule

Import schedules (CSV)

Site

Bluestone School (A1051)

Schedules and the calendar use the site selected here (same as elsewhere in the app). Changing site updates your session.

Schedule

ID:10732

MON	TUE	WED	THU	FRI	SAT	SUN	ACTIVE	START DATE	CREATED	ENTRY USER
ON: 08:20 am	ON: 08:20 am	ON: 08:20 am	ON: 08:20 am	ON: 08:20 am			Active	2025-07-07	2024-11-13 14:13:58	Kerrin Sherborne
OFF: 09:00 am	OFF: 09:00 am	OFF: 09:00 am	OFF: 09:00 am	OFF: 09:00 am						
ON: 02:50 pm	ON: 02:50 pm	ON: 02:50 pm	ON: 02:50 pm	ON: 02:50 pm						
OFF: 03:30 pm	OFF: 03:30 pm	OFF: 03:30 pm	OFF: 03:30 pm	OFF: 03:30 pm						

Default schedule for the selected school site.

Editing Schedule (ID:10732)

MON

TUE

WED

THU

FRI

SAT

SUN

ON: 8:20 AM

OFF: 9:00 AM

ON: 2:50 PM

OFF: 3:30 PM

-

+

ON: 8:20 AM

OFF: 9:00 AM

ON: 2:50 PM

OFF: 3:30 PM

-

+

ON: 8:20 AM

OFF: 9:00 AM

ON: 2:50 PM

OFF: 3:30 PM

-

+

ON: 8:20 AM

OFF: 9:00 AM

ON: 2:50 PM

OFF: 3:30 PM

-

+

ON: 8:20 AM

OFF: 9:00 AM

ON: 2:50 PM

OFF: 3:30 PM

-

+

+

+

Starting Date (Monday)

2025-07-07

Clear all entries

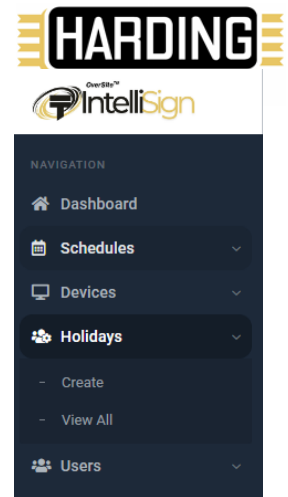
Save Schedule

Edit Schedule screen. Set the starting date to a Monday before saving..

Holiday Schedules

Holiday schedules are used for school holidays, teacher-only days, public holidays, or any period when selected device must not operate. The holiday overrides the normal default schedule for the selected dates.

- ❖ Select Holidays from the left navigation menu.
- ❖ Select Create Holiday.
- ❖ Enter a clear holiday name.
- ❖ Enter the From and To dates.
- ❖ Select every site that must not operate during the holiday.
- ❖ Select Create Holiday.
- ❖ Confirm the holiday appears in the current or upcoming holiday list and on the schedule calendar.

The screenshot shows the 'Create Holiday' screen in the IntelliSign application. The interface has a dark blue sidebar on the left with navigation links: Dashboard, Schedules, Devices, Holidays, and Users. The 'Holidays' link is selected. The main content area has a light gray header with two tabs: 'All holidays' and 'Create holiday'. The 'Create holiday' tab is active. Below the tabs, there are three input fields: 'HOLIDAY NAME' with a placeholder 'Holiday name', 'FROM' with a placeholder 'dd/mm/yyyy', and 'TO' with a placeholder 'dd/mm/yyyy'. Below these fields is a list of 'SITES' with checkboxes next to each name. The sites listed are: Barton Rural School, Bluestone School, Geraldine High School, Gleniti School, Grantlea Downs School, Highfield Primary School, Mountainview High School, Oceanview Heights School, Opihi College, Pleasant Point Primary School, Sacred Heart School, South School, St Josephs Temuka and Temuka Primary, Timaru Boys High School, Waimataitai School, Winchester Rural School, and Woodbury School. Below the list of sites is a section for 'GROUPS' with the text 'No groups in this organization.' At the bottom of the form are two buttons: '+ Create holiday' and 'Cancel'.

Create Holiday screen with holiday name, date range and site selection.

Viewing Current, Upcoming and Past Holidays

The All Holidays page displays current and upcoming holidays already loaded into the system. To view older entries, select Include Past Holidays. Past holidays will then be added to the list.

Holidays

All holidays [Create holiday](#)

ID	NAME	DATE FROM	DATE TO	STATUS	ACTIONS
209	King's Birthday (2026)	2026-06-01	2026-06-01	Past	Delete
217	Installation Process	2026-06-10	2026-07-03	Current	Delete
212	School Holiday Term 2 (2026)	2026-07-04	2026-07-19	Upcoming	Delete
210	Matariki (2026)	2026-07-10	2026-07-10	Upcoming	Delete
213	School Holiday Term 3 (2026)	2026-09-26	2026-10-11	Upcoming	Delete
211	Labour Day (2026)	2026-10-26	2026-10-26	Upcoming	Delete
215	Christmas Day - Observed (2026)	2026-12-27	2026-12-27	Upcoming	Delete
216	Boxing Day - Observed (2026)	2026-12-28	2026-12-28	Upcoming	Delete

All Holiday View showing all the current, past and upcoming holidays.

Schedule Overview

The calendar provides a month-by-month overview of the selected site's holiday blackout periods.

- ❖ Select Schedules.
- ❖ Select View Calendar.
- ❖ Choose the correct site from the drop-down list.
- ❖ Use the arrow controls to move between months.
- ❖ Review holiday entries.

Schedules

View calendar [Default schedule](#)

[Edit schedule](#)

[Import schedules \(CSV\)](#)

Site

Schedules and the calendar use the site selected here (same as elsewhere in the app). Changing site updates your session.

<

>

today

July 2026

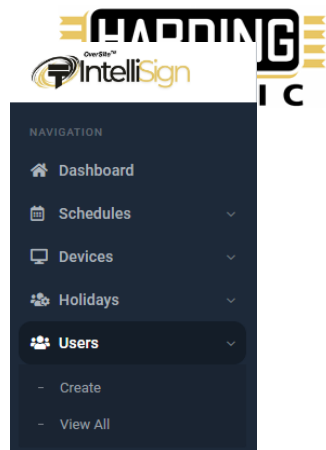
Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	1	2	3	4	5
6	7	8	9	10	11	12
Term 2 holiday				Matariki		
				Matariki		
13	14	15	16	17	18	19
Term 2 holiday						
20	21	22	23	24	25	26

Schedule calendar showing default schedule and holiday entries

User Management

Authorised administrators can create users, select a pre-populated role and assign access to one or more sites.

- ❖ Select Users from the left navigation menu.
- ❖ Select Create User.
- ❖ Enter first name, last name and email address.
- ❖ Enter a password and confirm the password.
- ❖ Select the required User Type
- ❖ Choose one-site or multiple-site access.
- ❖ Assign the required site or sites.
- ❖ Select Create User.
- ❖ Provide the login details to the user securely.



Create User page with user details, password and role fields.

Viewing Current, Upcoming and Past Holidays

- Council User - one site: choose the one-site option and select the permitted site from the drop-down list.
- Council User - multiple sites: choose Multiple Sites to include all organisation sites, subject to the portal configuration.
- School User - one site: choose the one-site option and select the school from the drop-down list.
- School User - multiple sites: choose Multiple Sites and select each school the user may manage.
- Technical User: assign only the sites and devices required for testing or maintenance.
- Admin User - one site: choose the one-site option and select the permitted site from the drop-down list.
- Admin User -- multiple sites: choose Multiple Sites to include all organisation sites, subject to the portal configuration.

User Activity Logs

The Logs page records activity completed by users within the organisation..



- ❖ Select Logs from the left navigation menu.
- ❖ Use the filters where required.
- ❖ Review the user, date, time, site and action recorded for each entry.
- ❖ Use the logs to confirm activities such as creating users, changing device details or making other portal changes.

Logs

User

FILTERS

Site

All

 From

yyyy-mm-dd

 To

yyyy-mm-dd

 Limit

100

Apply

USER LOGS

ID	TIME	DESCRIPTION	USER	SITE
4244	2026-07-02 15:56:04	User logged in: council@hardingtraffic.co.nz. IP Address: 192.168.0.182	Council User (ID 81)	—
4242	2026-07-02 14:58:56	Device health snapshot refreshed manually (admin page) — ok, orphan_cleanup=skipped (manual), fleet upsert 2.039s, window 7d. UPSERT affected rows: 312.	Craig Vause (ID 2)	A1059
4240	2026-07-02 14:56:39	Device 74 updated	Sherise Wood (ID 5)	A1050
4239	2026-07-02 14:55:24	Device 87 updated	Sherise Wood (ID 5)	A1059
4238	2026-07-02 14:55:04	Device 87 updated	Sherise Wood (ID 5)	A1059
4237	2026-07-02 14:54:47	Device 87 updated	Sherise Wood (ID 5)	A1059
4236	2026-07-02 14:54:25	User logged in: sherise.wood@hardingtraffic.co.nz. IP Address: 192.168.0.182	Sherise Wood (ID 5)	—
4235	2026-07-02 14:42:02	User logged in: technical@hardingtraffic.co.nz. IP Address: 192.168.0.182	Technical User (ID 92)	—
4231	2026-07-02 14:15:31	User logged in: matthew.ahlers@traffitech.nz. IP Address: 192.168.0.64	Admin TTL (ID 1)	—
4230	2026-07-02 12:44:05	User logged in: sherise.wood@hardingtraffic.co.nz. IP Address: 192.168.0.182	Sherise Wood (ID 5)	—
4229	2026-07-02 12:41:34	User logged in: council@hardingtraffic.co.nz. IP Address: 192.168.0.182	Council User (ID 81)	—
4228	2026-07-02 12:35:00	User logged in: sherise.wood@hardingtraffic.co.nz. IP Address: 192.168.0.182	Sherise Wood (ID 5)	—
4227	2026-07-02 12:33:53	User logged in: council@hardingtraffic.co.nz. IP Address: 192.168.0.182	Council User (ID 81)	—
4226	2026-07-02 12:33:35	Role 70 updated for org 4	Sherise Wood (ID 5)	A1050
4225	2026-07-02 12:33:09	User logged in: sherise.wood@hardingtraffic.co.nz. IP Address: 192.168.0.182	Sherise Wood (ID 5)	—
4224	2026-07-02 12:31:19	User logged in: council@hardingtraffic.co.nz. IP Address: 192.168.0.182	Council User (ID 81)	—
4223	2026-07-02 12:28:16	User logged in: sherise.wood@hardingtraffic.co.nz. IP Address: 192.168.0.182	Sherise Wood (ID 5)	—
4222	2026-07-02 12:27:40	User logged in: matthew.ahlers@traffitech.nz. IP Address: 192.168.0.64	Admin TTL (ID 1)	—

All recorded user activity for the organisation is visible to authorised users with access to the Logs page.

Alerts and Email Notifications



The Alerts page allows authorised users to **view active alert settings** for each site or sign. Alerts are used to notify the relevant recipients when selected alarm conditions are triggered, such as low battery, low solar input, door open, photocell error or pixel error.

Alert configuration is managed by **Harding Traffic**. Users are not able to create, edit or delete alert settings directly within the portal.

- ❖ Select Alerts from the left navigation menu.
- ❖ Select the required site or sign.
- ❖ Review the active alert types currently configured.
- ❖ Check the listed recipients, thresholds or alert conditions where shown.

When an active alert condition or threshold is reached, the system will send an email notification to the configured recipient list.

Note: If alert settings need to be added, removed or changed, please contact Harding Traffic support. Do not attempt to amend alert settings through any other portal function.

Email alert rules

Existing rules [Add rule](#)

Rules apply to sites in Timaru DC. When a condition is met, an email is queued for the cron to send. Cooldown limits repeats.

NAME	RECIPIENT	SITE / DEVICE	CONDITION	COOLDOWN	LAST TRIGGERED	ACTIVE
No rules yet. Use the Add rule tab.						

Troubleshooting and Support

Problem	Checks
Cannot log in	Confirm the username/email and password. Check Caps Lock. Ask an administrator to confirm the account is active.
Red tile / no communication	Open the device, confirm the selected sign, review recent alarms and contact support if communication does not recover.
Yellow tile / alarm	Open Reporting > Alarms and review battery, solar and alarm history.
Schedule not operating as expected	Confirm the selected site, default schedule, starting Monday and any active holiday blackout.
Report takes a long time to load	Reduce the selected date range and allow the page to finish loading.
Wrong sign responds to test	Stop testing and verify the Device selected in the drop-down list.

Support

Email: service@hardingtraffic.co.nz

Phone: 0800-427-346