NAVMAN WIRELESS OFF-ROAD TRACKER
USER GUIDE

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INTRODUCTION

Navman Wireless's Off-Road Tracker is an automated system to help you manage Road User Charges. The Off-Road Tracker allows you to record licences, to capture details of off-road travel, and to fill in automatically claims forms for lodging with the NZTA.

The Off-Road Tracker has been designed to track each licence individually from purchase to expiry. At any stage you can easily review which licences are active, the licences that are ready to have claims made against them, and the licences against which claims have already been filed.

You can also set up email or SMS alerts that will be triggered when licences are nearing expiry or have expired.

Navman Wireless Off-Road Tracker lets you:

- Scan licences and apply them to trucks and trailers

- Automatically track and record off-road travel

- Keep track of licences claimed and processed against a truck or trailer

- Receive alerts when a licence is near expiry or expired

- Create reports at any time, which can be exported to Excel or created as PDFs

Tab layout

Once a user has logged into the Off-Road Tracker solution they will be presented with the below.

| OVERVIEW	LICENCES	RECORDER READINGS	CLAIMS	REPORTS	TRAILERS	SETTINGS	LOG OFF

The Off-Road Tracker uses tabs to navigate between the functional areas of the system. These tabs are:

Overview	Used for a snapshot view of fleet Licence status
Licences	For entering and management of Licences assigned to vehicles
Recorder Readings	Used for the management of Hubometer readings within the system
Claims	Review / Print / Close complete Licences for claiming
Reports	The reports centre, review off-road travel to ticket claim history
Trailers *new*	Use for management of trailer assignments to activity
Settings	Configure alerts and address book entries

NOTE:
The system will automatically log you off if you are inactive for more than 20 mins.

Life cycle of a RUC licence
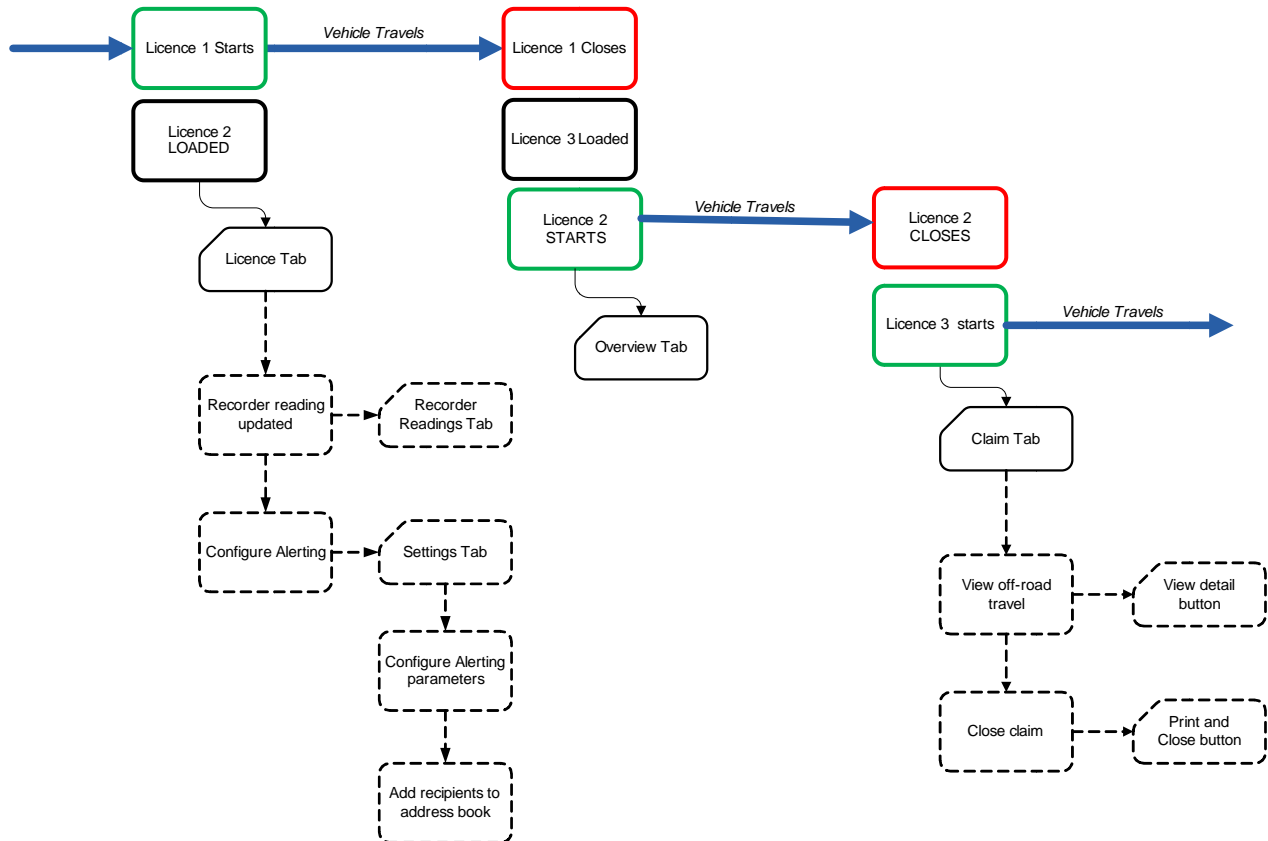
- Licence is purchased and entered into system
  - '**Licence Tab**'
  - 'Add New button / Start scanning option'

- Recorder reading entered from vehicle's Hubometer
  - '**Recorder readings Tab**'
  - 'Add New button' or bulk import

- Optional alerting configured for licence expiration
  - '**Settings Tab**'
    - 'Alerts' Tab for alert settings
    - 'Address book' Tab for alert recipients

- Travel against licence is recorded once current distance is within licence parameters
  - '**Overview Tab**'

- Once distance exceeds licence maximum, off-road travel is calculated
  - **'Claim Tab'**
  - Alert is generated based on alert settings
  - Claim can be reviewed, and closed via 'print applications and close licence button'

OVERVIEW TAB

When you log into the Off-Road Tracker, the *Overview* tab is visible. The *Overview* tab shows the current state of the tracked vehicles and trailers.

	Type	Reference	Rego	Current Licence No	Max Dist (km)	Current Distance (km)*	Last Reading(km)	Recorder Reading Date
●	Vehicle	Gary	BNJ228 (Holden)		0	34400	34343	13/08/10 11:15
●	Vehicle	EMS test Case			0	12200	12121	09/06/10 08:41
●	Vehicle	Steve			0	12300	8550	18/09/08 08:16
●	Vehicle	Navman Dealer			0	556600	556565	09/09/10 15:38
●					0	23000	23000	14/03/10 11:21
●	Trailer	Trailer 1	TYU3333		0	20000	20000	01/02/09 17:08
●	Vehicle	Graham	EHG853		0	333400	333333	07/06/10 00:00
●	Vehicle	Over Rev Test			0	4600	4534	13/08/10 11:15
●	Vehicle	Simon	TP705		0	55600	55555	09/09/10 16:06
●	Vehicle	Darryn			0	4534600	4534534	09/09/10 15:55
●	Vehicle	Adam	EWG707		0	100100	100033	23/07/10 20:00
●	Vehicle	Ian		7891234	10000	5600	5555	09/09/10 16:07
●	Vehicle	Adam OLD	Adam					

Overview. Refresh. Page size 16. Fleet: Wireless NZ.

* Current Distance is rounded up to the nearest 100 km

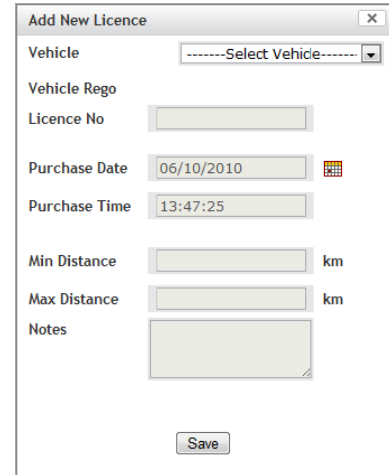Information provided in the *Overview* table:

- **Type** – Vehicle, Trailer or Asset

- **Reference** – the name of the vehicle as seen in OnlineAVL

- **Rego** – The registration details as recorded in OnlineAVL

- **Current Licence No** – The licence that is currently in use in the vehicle

- **Max distance (km)** – The distance at which the current licence will expire

- **Current distance (km)** – The distance the vehicle has travelled

- **Last recorder reading (km)** – The last reading taken from the vehicles calibrated Odometer or Hubometer

- **Recorder reading date** – The date and time the last calibrated reading was taken

LICENCES

The Licences tab shows all purchased licenses that have been entered into the system and their current status. To show the current licences or add a new license you must select a fleet.

OVERVIEW	LICENCES	RECORDER READINGS	CLAIMS	REPORTS	TRAILERS	SETTINGS	LOG OFF

Fleet
Wireless NZ

Vehicle Filter
--All Vehicles--

Scan Licence
🔴 Start Scanning

Filter
Unused Licences

License   Add New ➕   Refresh 🔄   History ⊕   Page size 16 ▾

Type	Reference	Rego	Licence No	Min Dist (km)	Max Dist (km)	Purchased	Status	
Vehicle	Ian		123456789	11000	12000	Unused		✏ ✕
Vehicle	Ian		8974321	10000	11000	Unused		✏ ✕
Vehicle	Ian		8974321	10000	11000	Unused		✏ ✕
Vehicle	Ian		8974321	10000	11000	Unused		✏ ✕
Vehicle	Ian		8974321	10000	11000	Unused		✏ ✕
Vehicle	Ian		8974321	10000	11000	Unused		✏ ✕
Vehicle	Ian		8974321	10000	11000	Unused		✏ ✕
Vehicle	Ian		8974321	10000	11000	Unused		✏ ✕
Vehicle	Ian		8974321	10000	11000	Unused		✏ ✕
Vehicle	Ian		8974321	10000	11000	Unused		✏ ✕
Vehicle	Ian		8974321	10000	11000	Unused		✏ ✕
Vehicle	Ian		8974321	10000	11000	Unused		✏ ✕
Vehicle	Ian		8974321	10000	11000	Unused		✏ ✕
Vehicle	Darren	EDR162	135792468	75000	85000	Unused		✏ ✕

Information provided in the *Licences* table:

- **Type** – Vehicle, Trailer or Asset

- **Reference** – The name of the vehicle as seen in OnlineAVL

- **Rego** – The registration as recorded in OnlineAVL

- **Licence No** – The RUC licence number as entered into the system

- **Min dist (km)** – The starting distance that the licence will be active from

- **Max dist (km)**– The distance that the licence will expire

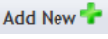- **Purchased** – The date and time the license was purchased

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To add new licences

There are two methods for adding licences.

Manual input via the *Licence* tab on Off-Road Tracker

1. Click on Add New ➕

2. The 'Add New Licence' screen will appear ⟶

3. Select the vehicle from the 'Vehicle' drop down field
4. Complete the following details: Licence No, Purchase Date & Time, Minimum distance (start distance) and Max distance (end distance) and Notes

5. Click *Save* to finish

Via a 2D barcode scanner

1. Attach the scanner to the computer running Off-Road Tracker

2. Click the ▌▌ Start Scanning button. This will place the cursor in the *Start Scanning* field

3. Scan the barcode. The *Start Scanning* field will populate with the barcode information

4. If the vehicles registration exists the Add New ➕ screen will automatically open

5. Check and/or complete the following fields: Licence No, Purchase date, Minimum distance (start distance) and Max distance (end distance)

6. Click *Save* to finish

NOTE:
The cost of a 2D barcode scanner is approximately $1000 and will need to be sourced from a third party.

To manually close or delete licences

OVERVIEW	LICENCES	RECORDER READINGS	CLAIMS	REPORTS	TRAILERS	SETTINGS	LOG OFF

Fleet

Wireless NZ

Vehicle Filter

--All Vehicles--

License   Add New ➕   Refresh ⟳   History   Page size 16

Type	Reference	Rego	Licence No	Min Dist (km)	Max Dist (km)	Purchased	Status	
Vehicle	Ian		123456789	11000	12000	Unused		✎ ✕
Vehicle	Ian		8974321	10000	11000	Unused		✎ ✕
Vehicle	Ian		8974321	10000	11000	Unused		✎ ✕

1. Click on the cross button ✕ next to the license you want to close/delete

2. The 'Close or Delete License' screen will appear

3. Select one of the options below and click *Continue* to finish

    Close License - will move the ticket to the claims tab

    Delete License - will delete the ticket permanently off the system

RECORDER READINGS

Recorder Readings tab enable the Off-Road Tracker to provide distance information and automatically associate vehicle activity with licences. Incremental distances reported by the system are measured by GPS and regular readings are required to ensure reasonable accuracy to the calibrated vehicle recorder.

OVERVIEW	LICENCES	RECORDER READINGS	CLAIMS	REPORTS	TRAILERS	SETTINGS	LOG OFF

Fleet
Wireless NZ

Vehicle Filter
--All Vehicles--

View Filter
Last Reading Only

Bulk import
Browse...
Import
Download template

Recorder Readings   Add New   Refresh   History   Page size 16

Type	Reference	Rego	Hubo Serial No	Distance Reading(km)	Distance Reading Date/Time	
Vehicle	Adam	EWG707		100033	23/07/10 20:00	✗
Vehicle	Navman Dealer		3444444	556565	09/09/10 15:38	✗
Vehicle	Gary	BNJ228 (Holden)	sdfsdfsdf	34343	13/08/10 11:15	✗
Vehicle	Simon	TP705	55555	55555	09/09/10 16:06	✗
Vehicle	Steve			8550	18/09/08 08:16	✗
Vehicle	EMS test Case		444444	12121	09/06/10 08:41	✗
Vehicle	Over Rev Test		sdwer	4534	13/08/10 11:15	✗
Vehicle	TA	Demo		12365	27/03/08 12:35	✗
Vehicle	Ian		345	5555	09/09/10 16:07	✗
Vehicle	Graham	EHG853	53533	333333	07/06/10 00:00	✗
Trailer	Trailer 1	TYU3333	2353434534	20000	01/02/09 17:08	✗
Vehicle	Darryn		2345REPLACED	4534534	09/09/10 15:55	✗

Information provided in the *Recorder Reading* table:

- **Type** – Vehicle, Trailer or Asset

- **Reference** – The name of the vehicle as seen in OnlineAVL

- **Rego** – The registration as recorded in OnlineAVL

- **Hubo serial number** – The serial number of the vehicle's calibrated recorder

- **Distance Reading** – The reading taken from the vehicle's calibrated recorder

- **Distance Reading Date/Time** – The date and time the calibrated reading was taken

NOTE:
Navman Wireless recommends taking calibrated recorder readings when purchasing new licences or at distances of less than 5000km / monthly - which ever happens first.

Recorder readings – must be made at least every 90 days

Recorder readings for vehicles should be taken regularly. The Off-Road Tracker system will warn you if a recorder reading on a vehicle is over 90 days.

Any vehicles that doesn't have a valid recorder reading will show as a grey status in the 'Overview' page.

Correct management of vehicles in Off-Road Tracker will show the following status as
- Green = valid licence
- Yellow = licence about to expire
- Red = licence expired
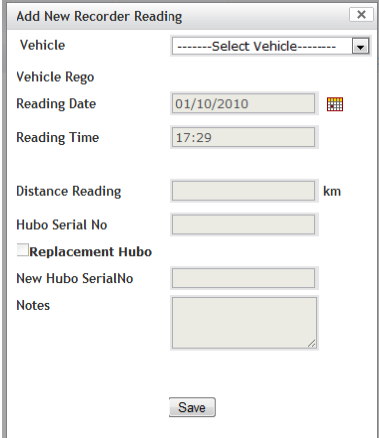
Entering a recorder reading:

1. Read the current distance as displayed on the vehicle's calibrated recorder

2. Click on **Add New** ✚

3. The 'Add New Recorder Reading' screen will appear ⟶

4. Select the vehicle from the 'Vehicle' drop down field

5. Complete the following details: Reading Date & Time, Distance Reading, Hubo Serial No.

   Note: See page 10 for 'Replacement Hubo'

6. Click *Save* to finish

Recorder reading bulk import ^{new}

The Bulk Import functionality allows multiple vehicle recorder readings to be entered via a CSV file. This is designed to help with the administration of larger fleets.

CSV file structure:

- **Column A: Vehicle Rego** – Registration of the vehicle as entered in OnlineAVL

- **Column B: Reading (Kms)** – The distance reading in Kms

- **Column C: Reading Date** – The date and time of the reading

Note:
A template CSV file can be obtained by clicking on the 'Download template' button.

To perform a bulk import:

1. Click the 'Browse…' button and select a .CSV file to import

2. Click 'Import'

3. Wait for the file to upload – indicated by the background colour of the textbox next to the browse button. Red signifies an issue with the upload and Green indicates a successful upload

4. The 'Import Results' screen will appear, showing for each line either:
   - 'OK' – recorder reading is valid
   - 'Errors' – incorrect or invalid recorder reading
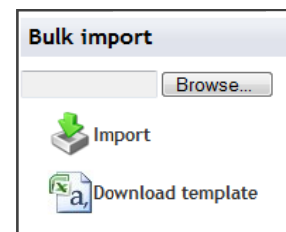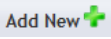
Import results	
Line No	Validation Response
1	Vehicle does not belong to selected fleet.
2	ERROR: Column Distance: Cannot set lower distance reading than 100033kms.
3	Vehicle does not belong to selected fleet.
4	ERROR: Column Distance: Cannot set lower distance reading than 55555kms.
5	Vehicle does not belong to selected fleet.
6	ERROR: Column DateTime: Missing data at this cell.
7	ERROR: Column Distance: Incorrect data type used. Expected a value of type Int32.
8	ERROR: Column Distance: Incorrect data type used. Expected a value of type Int32.

Example showing errors in the Import Result screen

5. Close window to continue
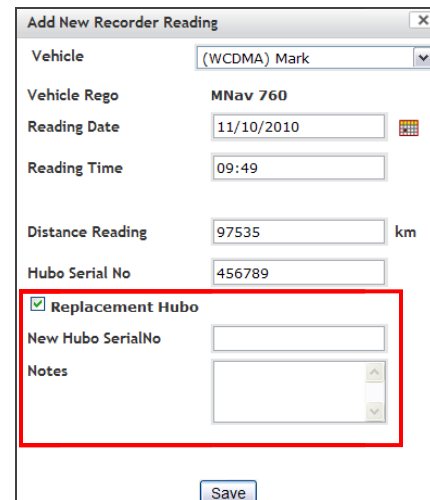
Replacing a hubo

1. Click on   Add New ✚

OVERVIEW	LICENCES	RECORDER READINGS	CLAIMS	REPORTS	TRAILERS	SETTINGS	LOG OFF

Fleet
Wireless NZ ▼

Recorder Readings   Add New ✚ Refresh ⟳ History ⊕ Page size 16 ▼

Vehicle Filter

Type	Reference	Rego	Hubo Serial No	Distance Reading(km)	Distance Reading Date/Time	
Vehicle	Adam	EWG707		100033	23/07/10 20:00	✕
Vehicle	Navman Dealer		3444444	556565	09/09/10 15:38	✕

2. The 'Add New Recorder Reading' screen will appear ⟶

3. Select the vehicle from the 'Vehicle' drop down field

4. Check the tick box next to 'Replacement Hubo' field

5. Complete the 'New Hub Serial No' field with the new Hubo serial number

6. Complete the 'Notes' field with comments (optional)

7. Click *Save* to finish

8. The 'Hubo Replacement' pop up screen will appear, detailing that 'all open and unused licenses will now be closed'

Add New Recorder Reading ✕

Vehicle	(WCDMA) Mark ▼
Vehicle Rego	MNav 760
Reading Date	11/10/2010 🗓
Reading Time	09:49
Distance Reading	97535 km
Hubo Serial No	456789
☑ **Replacement Hubo**	
New Hubo SerialNo	
Notes	
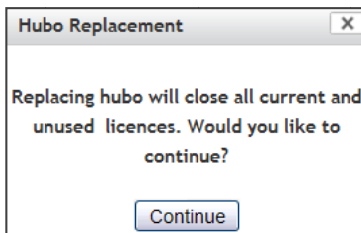
Save

Hubo Replacement ✕

Replacing hubo will close all current and unused licences. Would you like to continue?

Continue

9. Click *Continue* to finish (this action will close all open/unused licenses and place them in the '*Claims' tab* for processing. From here new tickets can now be entered against the new Hubo)

   Click the cross button ✕ to *Cancel* Hubo Replacement

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CLAIMS TAB

The Claims tab summarises the off-road travel associated with each licence. Licences will appear in the claims tab as they expire.

Information provided in the *Claims* table:

- **Reference** – The name of the vehicle as displayed in OnlineAVL

- **Rego** – The vehicle registration as recorded in OnlineAVL

- **Licence No** – The number of the license as entered into the system

- **Purchase Date** – The date the license was purchased

- **Min Dist** – The start distance of the License

- **Max Dist** – The end distance of the License

- **In Use Start Date –** The start date of the period the licence was active

- **In Use End Date –** The date the licence expired

- **Calculated Off-Road –** Distance identified by the system as off-road travel

- **Claimed Off-Road** – Off-road distance to be claimed against the license

To populate the off-road to be claimed

1. Click on the PDF icon [icon] to view the report on the off-road km travel associated with this licence

2. To adjust the report, click on the pen icon [icon] next to the vehicle & licence you want to adjust

3. The 'Edit Claim Info' screen will appear ⟶

4. Edit the off-road distance in the 'Claim Off-Road' field

5. Click on *Save* to finish

6. If you are ready to print a claim form / close a licence, see the 'Printing Claims' section on page 15

NOTE:
Clicking on *Claim Sent* will remove this licence detail from the *Claim* tab. You can view the *Claim Sent* history and details from the 'Licence Claim History Report' via the *Report* tab

Company details ^{new}

Company details and contact information can be pre-populated on the NZTA claim form generated via Off-Road Tracker.

To edit/add company details:

1. Click the [icon] icon next to the 'Claim/Company Details' field

2. The 'Claim/Company Details' screen will appear ⟶

3. Complete the following fields
   a. Company Name
   b. Customer Number
   c. Phone
   d. Email
   e. Reason code
   f. Applicant Name
   g. Address

4. Click *Save* to finish

Printing claims

To print a claim or print / close a licence:

1. Select the licence/s from the 'Claims' table by checking the box on the right of the licence (see below)

2. At the bottom of the 'Claims' page, select from the 'Tag Actions' drop down list

3. Click the green arrow to proceed

4. The 'Claims Print Summary' page will appear

5. Click on 'Print Report' or 'Returns to Claims' to finish

REPORTS

The Reports tab is quite simply the reports centre for the Off-Road Tracker containing all the reports needed for the management and claiming of your Road User Charges.
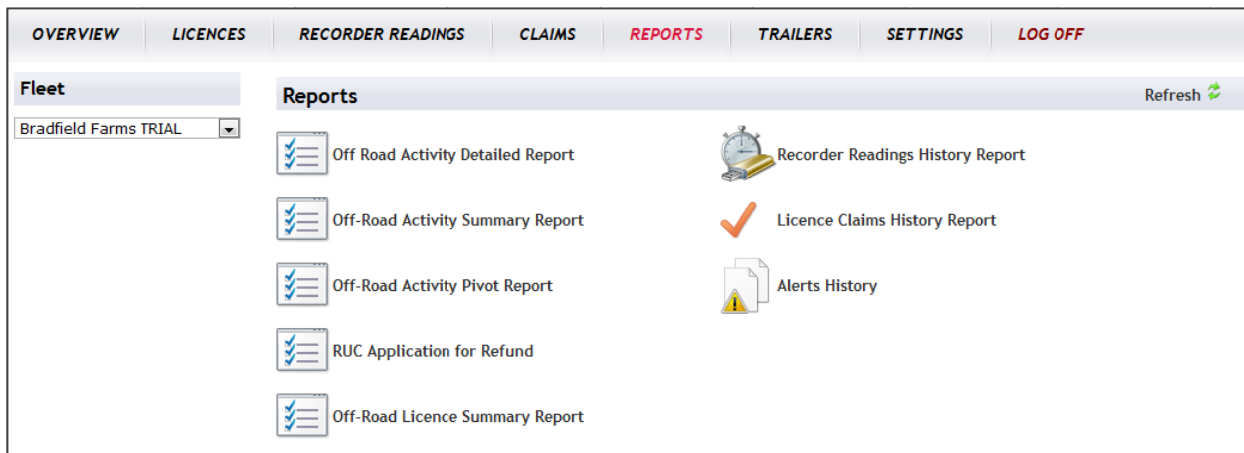
The Off-Road Tracker contains seven reports:

- **Recorder readings history report** – Summary of readings taken the vehicle's calibrated recorder

- **Licence Claims history report** - Licences that have been claimed

- **Alerts History** – Alerts sent

- **Off Road Activity Detailed Report** – Instances of off-road travel tagged with location details and distance

- **Off Road Activity Summary Report** – Daily totals of off-road travel for the defined date period

- **Off Road Activity Pivot Report** – Daily totals of off-road travel in a table

- **Off Road Licence Summary Report** **new (below)** – Daily totals of off-road travel for a licence
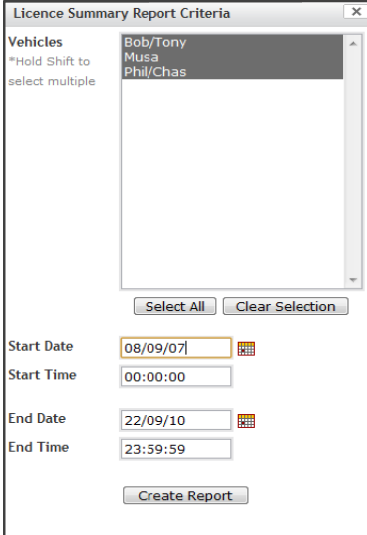
To run a report

1. Select the desired report from the list

2. The 'Report Criteria' screen will appear ⟶

3. Select the vehicle/s from the 'Vehicles' field list

   Note: to select more than one vehicle, but not all, hold down 'CTRL' on your keyboard and click on the vehicles you want to report on

4. Select the 'Start Date and Time ^{new}' (Period from) range

5. Select the 'End Date and Time ^{new}' (Period to) range

6. Click on *Create Report* to finish

   NOTE:
   The total distance is shown on the last page and is in metres.

Report format

Reports can be exported to Excel, PDF or Word ^{new}. The export format is selected at the top of the report.

Select the format and press '*Export*'
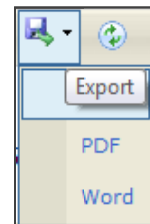
TRAILERS NEW

Manual trailer association has been added to the Off-Road Tracker for fleets where trailers are typically associated with certain vehicles. The trailer features allow you to add trailers to your fleet (Trailer Management) and associate trailers to vehicles via hook / un-hook events (Trailer Movements).
The Off-Road Tracker manages trailer claims for off-road travel based on the associated vehicle's movements.

Trailer Movement

Trailer Movement associates trailers to vehicles via hook / un-hook events.

From the task menu on the left, trailers events can be filtered by:

- Fleet

- Trailer

- Event Types: 'Hooked' and 'Unhooked'

- Date range

A trailer event captures the following information:

- The trailer

- The primary mover

- The 'Hook' date and time

- The 'Unhook' date and time

Events can be created with no disconnect date/time, only one open entry per trailer is allowed.
A primary mover can have many associated trailers.

To add an event

1. Click on ![Add New](Add New +)

2. Select the pre-loaded trailer from the drop down 'Trailer' field

3. Select the connecting vehicle from the 'Connecting Vehicle' field

4. Select 'Hook Date' and 'Hook Time'

5. If, the trailer has been detached select 'Unhook Date' and 'Unhook Time'

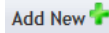6. Click *Update* to finish

Trailer Management

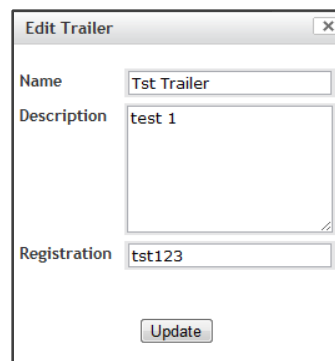Trailer Management allows you to add or delete trailers.

The following parameters are required to create a trailer:

- **Trailer name** - Display reference for the trailer

- **Registration** – Trailer registration

- **Trailer Tag ID** – serial number of tag id used on the trailer vehicle for connection events.

- **Description** - A description for the trailer
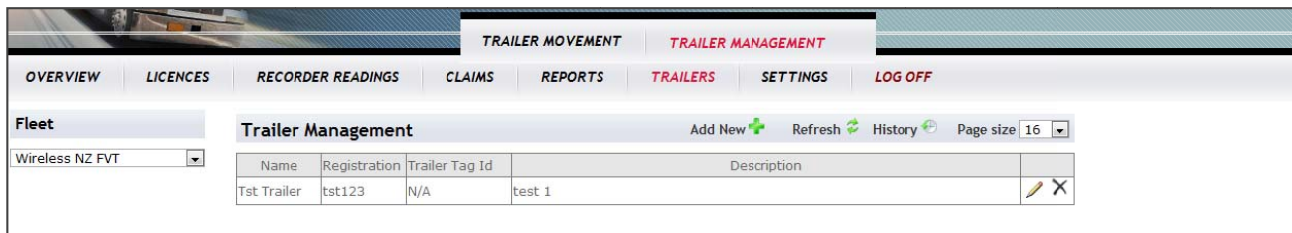
To add a trailer to a fleet

1. Click on ![Add New](Add New +)

2. Complete the 'Trailer Name' field

3. Complete the 'Description' field

4. Complete the 'Registration' field

5. Click *Update* to finish

SETTINGS ^{NEW}

Enabling Alerts and Address Book management
Alerts

Alerts can be set up to provide notification via e-mail when a licence is near expiry or has expired. Alerts are configured on a per vehicle basis.
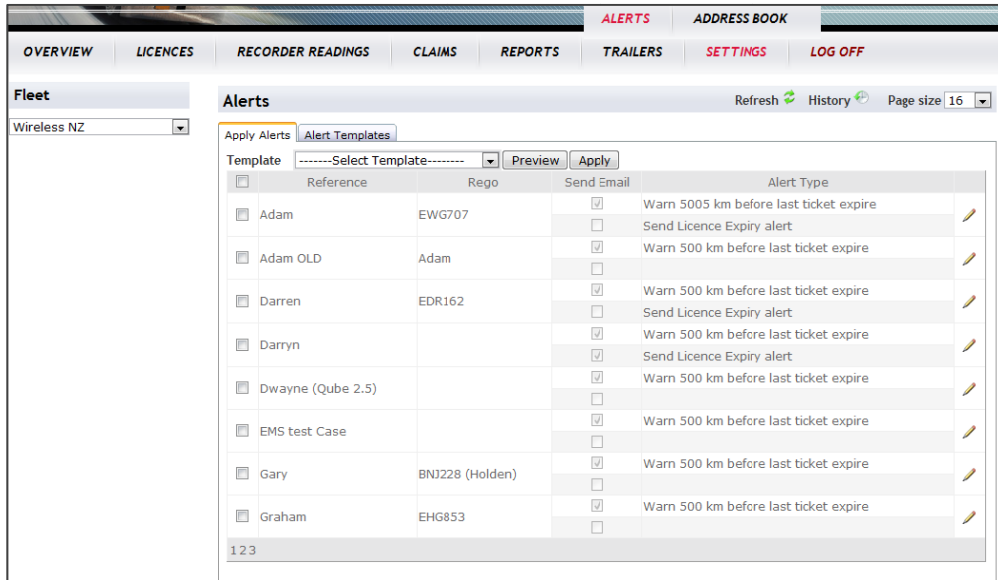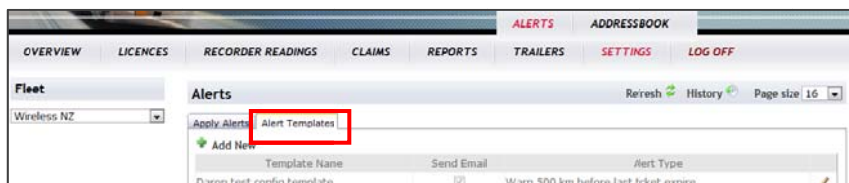

NOTE:

To enable alert notification you will need to select an address from the Address Book. See Settings > Address Book on page 20.

Templates can be used to apply a set of notification settings to multiple vehicles.

Creating a Template

1. Select the 'Alert Templates' tab

2. Click on Add New
3. The 'Configure Alert Template' screen will appear
4. Complete the 'Template name' field
5. Select the type of alert: Warning or Expiration
6. Click *Save* to finish

Applying a Template

1. Select the 'Apply Alerts' tab

2. Select the template from the drop down list

3. Select the vehicles to apply the template to (check checkboxes)
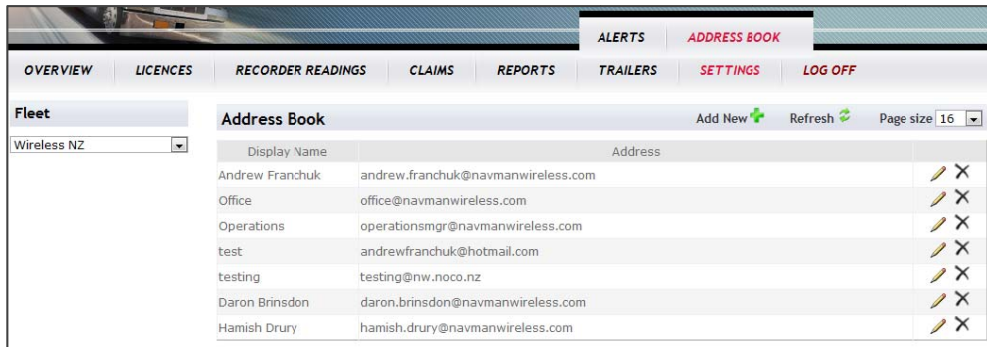
4. Click *Apply* to finish
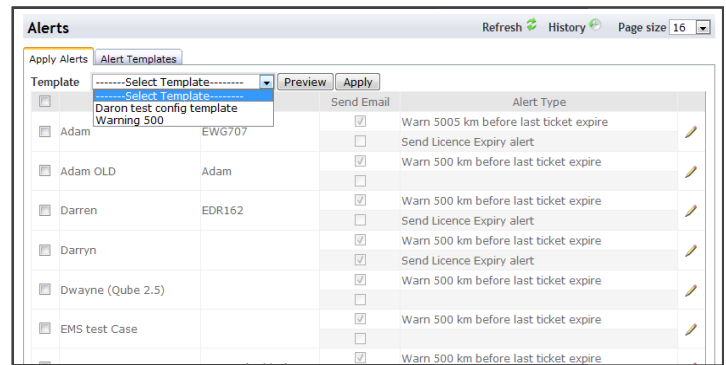
Editing Alerts for an individual vehicle

1. Click on the pen icon

2. A 'Preview Alert' screen will appear

3. Select the alert types required: Warning Alert and/or Expiration Alert

4. Enter the required details (distance / hours)

5. Click on the e-mail picker   and select the e-mail addresses to receive the alerts
   NOTE: Email addresses should be entered in the address book first – see page 20)
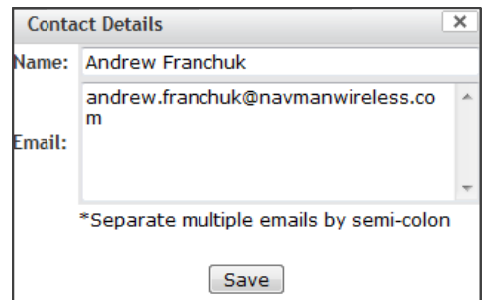
6. Click *Save* to finish

Address book

The Address book stores email addresses used for alerts.

To set up an address

1. Click on Add New

2. The 'Contact Details' screen will appear ⟶

3. Complete the 'name' field

4. Complete the 'email address' field
   NOTE: You can setup a group of email addresses by using a semi-colon to separate the email addresses

5. Click *Save* to finish