

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

<u>Overview</u>	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
<u>Claims</u>	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
<u>Settings</u>	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
  - o 'Licence Tab'
  - o 'Add New button / Start scanning option'
- Recorder reading entered from vehicle's Hubometer
  - 'Recorder readings Tab'
  - o '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
  - o 'Overview Tab'
- Once distance exceeds licence maximum, off-road travel is calculated
  - o 'Claim Tab'
  - o Alert is generated based on alert settings
  - o 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.

OVERVIEW LICENCES	RECORDER		CLAIMS	REPORTS TR	AILERS	SETTINGS	LOG OFF	
Fleet	Overview						Refresh 🕏	Page size 16
Wireless NZ 💌	Туре	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					

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.

Fleet	License				Add New	P Refre	sh 💈 History 🕙	Page size 16
Wireless NZ 🔹	Туре	Reference	Rego	Licence No	Min Dist (km)	Max Dist (km)	Purchased	Status
Vehicle Filter	Vehicle	Ian		123456789	11000	12000	Unused	/ 7
-All Vehicles	Vehicle	Ian		8974321	10000	11000	Unused	17
	Vehicle	Ian		8974321	10000	11000	Unused	/ 7
Scan Licence	Vehicle	Ian		8974321	10000	11000	Unused	17
Start Scanning	Vehicle	Ian		8974321	10000	11000	Unused	/ 7
	Vehicle	Ian		8974321	10000	11000	Unused	17
	Vehicle	Ian		8974321	10000	11000	Unused	/ 7
Filter	Vehicle	Ian		8974321	10000	11000	Unused	17
Inused Licences	Vehicle	Ian		8974321	10000	11000	Unused	/ 7
	Vehicle	Ian		8974321	10000	11000	Unused	17
	Vehicle	Ian		8974321	10000	11000	Unused	/ 7
	Vehicle	Ian		8974321	10000	11000	Unused	17
	Vehicle	Ian		8974321	10000	11000	Unused	/ 7
	Vehicle	Darren	EDR162	135792468	75000	85000	Unused	17

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

### 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
- 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 <sup>start Scanning</sup> 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 LICENCE	S RECORI	DER READINGS CL	AIMS	REPORTS TR	AILERS	SETTINGS	LOG OFF		
Fleet	License				Add New	Refre	sh ᡷ 🛛 History 🕙	Page size	16 💌
Wireless NZ	Type	Reference	Rego	Licence No	Min Dist (km)	Max Dist (km)	Purchased	Status	
Vehicle Filter	Vehicle	Ian		123456789	11000	12000	Unused		✓ ×
All Vehicles	Vehicle	Ian		8974321	10000	11000	Unused		/ X
<b>.</b>	Vehicle	Ian		8974321	10000	11000	Unused		×

- 1. Click on the cross button  $\overline{X}$  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

Add New Licence		
Vehicle	Select Vehicle	e 💌
Vehicle Rego		
Licence No		
Purchase Date	06/10/2010	
Purchase Time	13:47:25	
Min Distance		km
Max Distance		km
Notes		
	Save	





# **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	RECORI	DER READINGS	CLAIMS RI	EPORTS TR	AILERS SETTINGS	LOG OFF
Fleet	Recorde	er Readings			Add New 👇 🛛 Refresh	🗧 🗘 History 🕙 🛛 Page size 16 📼
Wireless NZ						
	Туре	Reference	Rego	Hubo Serial No	Distance Reading(km)	Distance Reading Date/Time
Vehicle Filter	Vehicle	Adam	EWG707		100033	23/07/10 20:00
All Vehicles	Vehicle	Navman Dealer		344444	556565	09/09/10 15:38
	Vehicle	Gary	BNJ228 (Holden)	sdfsdfsdf	34343	13/08/10 11:15
View Filter	Vehicle	Simon	TP705	55555	55555	09/09/10 16:06
view i liter	Vehicle	Steve			8550	18/09/08 08:16
ast Reading Only 💽	Vehicle	EMS test Case		44444	12121	09/06/10 08:41
	Vehicle	Over Rev Test		sdwer	4534	13/08/10 11:15
Bulk import	Vehicle	TA	Demo		12365	27/03/08 12:35
Browse	Vehicle	Ian		345	5555	09/09/10 16:07
Diowse	Vehicle	Graham	EHG853	53533	333333	07/06/10 00:00
ort 🛃	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

	А	В	С	
1	Vehicle Rego	Reading (Kms)	<b>Reading Date</b>	
2				
3				
4				
5				
6				
7				
8				

## 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'
- 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 re	esults
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	RECORL	DER READINGS	CLAIMS	REPORTS TR	AILERS SETTINGS	LOG OFF	
Fleet		Recorde	er Readings			Add New 🕈 🛛 Refres	h 🗘 History 🕙 🛛 Page size 16	•
Wireless NZ	-							
		Туре	Reference	Rego	Hubo Serial No	Distance Reading(km)	Distance Reading Date/Time	
Vehicle Filter		Vehicle	Adam	EWG707		100033	23/07/10 20:00	×
		Vehicle	Navman Dealer		344444	556565	09/09/10 15:38	X

- 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'

Hubo Replacement X
Barda da la la cultura de se di successo da se
Replacing hubo will close all current and
unused licences. Would you like to
continue?
Continue

Add New Recorder Re	ading	×
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 Hu	bo	
New Hubo SerialNo		
Notes		~
		~
	Save	¥.

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



# **CLAIMS TAB**

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

	RECORD	ER REAL	DINGS	CLAIMS	REPO	RTS	TF	RAILERS	SETT	INGS	LOG OF	F			
Fleet	Claims									Refresh 🕏	History	e p	age s	ize 16	i 💌
Wireless NZ 🔹	Туре	Ref	Rego	Licence No	Purchased	Min	Max Dist	In Use S	tart Date	In Use E	-nd Date	Calc Off	Clain Off		
Vehicle Filter	17pc	i ci	nego	Little Ho	i archasea		(km)	in obe b	care buce	in obe i	ind bate		Road (km)		
-All Vehicles	Vehicle	Simon	TP705	5671234	15/09/08	30000	40000	18/09/0	08 07:00	04/11/0	8 14:00	3	560		/ 🗉
Claim/Company Details	Trailer	Trailer 1	TYU3333	23234	01/01/09	200	10000					0	200	_	/
	Vehicle	Darryn		,123456789	20/10/08	0	0					0	0		ew Det
Wireless NZ	Vehicle	Darryn		12345678	15/09/08	0	10000					0	0		/ 🗉
				or Refund & Cl											
	Disclaimer: T	he accura	acy of repo	rt can be affec	ted by a nur	nber of	factors i								and
	Disclaimen: T network avail	he accura lability. Na	acy of repo avman Wir		ted by a nur ots no respo	mber of nsibility	factors i for any i	inaccuracies	s in or relian	ce on any n	eports and	accept	s no li	ability	

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 <sup>March</sup> to view the report on the off-road km travel associated with this licence

Claims								Refresh ኞ History	e P	<sup>)</sup> age si	ze 16	~
Туре	Ref	Rego	Licence No	Purchased	Min Dist (km)	Max Dist (km)	In Use Start Date	In Use End Date	Off Road	Claim Off Road (km)		
Vehicle	T41	BWA419	306598553	17/09/08	189000	192000	16/09/08 10:00	24/09/08 15:59	20	20	is 🖉	
Vehicle	T32	ACC846	307227054	24/09/08	254000	258000	24/09/08 09:00	23/10/08 06:59	55	55	1	
Vehicle	old_T55	BKG805	306587646	18/09/08	41000	44000	23/09/08 06:00	03/10/08 11:59	36	36	1	

- To adjust the report, click on the pen 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
- 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 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

Claim/Company De	etails	3
Company Name		
Customer Number		
Phone		
Email		
Reason Code		_
Applicant Name		_
Address		^
		~
	Save	

Vehicle Reference:	Trailer 1
Vehicle Rego:	TYU3333
Licence No	23234
Purchased Date/Time	01/01/2009 05:07:10
Min Dist Recorder	200km
Max Dist Recorder	10000km
Calculated Off-Road	0km
Claim Off-Road	200 km
Save	

X

Edit Claim Info

12 | P a g e

# **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)

Claims								Refresh 💈 History	🕘 p	age si	ze 16	~
Туре	Ref	Rego	Licence No	Purchased	Min Dist (km)	Max Dist (km)	In Use Start Date	In Use End Date	Off Road	Claim Off Road (km)		
Vehicle	T41	BWA419	306598553	17/09/08	189000	192000	16/09/08 10:00	24/09/08 15:59	20	20	A	2
Vehicle	T32	ACC846	307227054	24/09/08	254000	258000	24/09/08 09:00	23/10/08 06:59	55	55	💁 ⊿	2
Vehicle	old_T55	BKG805	306587646	18/09/08	41000	44000	23/09/08 06:00	03/10/08 11:59	36	36	1	

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

Tag Actions	Print Application For Refund & Close Licence	€
-	Print Application For Refund & Close Licence	
	Print Application For Refund	
1	Close License	

- 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

OVERVIEW LICENCES	RECORDE	ER REAL	DINGS	CLAIMS	REPOR	RTS	TRA	ILERS SETTING	SS LOG OFF		
Fleet	Claims Pr	rint Su	ımmary	,						Page siz	e 16 💌
Wireless NZ 🔹	Туре	Ref	Rego	Licence No	Purchased	Min Dist (km)	Max Dist (km)	In Use Start Date	In Use End Date	Calc Off Road (km)	Claim Off Road (km)
	Trailer	Trailer 1	TYU3333	23234	01/01/09	200	10000	01/01/01 12:00:00	01/01/01 12:00:00	0	200
	Vehicle Print report	Darryn Retur	n to Claim	123456789 s	20/10/08	0	0	01/01/01 12:00:00	01/01/01 12:00:00	0	0



# **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.

OVERVIEW LICENCES	RECORDER READINGS CLAIMS REPORTS TRAILERS SETTINGS LOG OFF
Fleet	Reports Refresh 🖗
Bradfield Farms TRIAL	Off Road Activity Detailed Report
	Off-Road Activity Summary Report
	Off-Road Activity Pivot Report
	RUC Application for Refund
	Off-Road Licence Summary Report

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 <sup>new (below)</sup> Daily totals of off-road travel for a licence

icence Summary Report		🕮 Chan
4 4 1 of 3 ▶ ▶	∲ 100% ▼	Find   Next 😽 🔹 🖨
Licence No: 327860334 Vehic	le:	
01/11/2009		0.777
	Total for Licence: 327860	0.777
Licence No: 329531983 Vehic	le:	
11/11/2009		0.000
12/11/2009		8.615
13/11/2009		3.168
14/11/2009		0.000
15/11/2009		4.544
16/11/2009		11.082
17/11/2009		9.546
18/11/2009		3.148
	Total for Licence: 329531	983 40.104

### 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 <sup>new,</sup> (Period from) range
- 5. Select the 'End Date and Time <sup>new,</sup> (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 <sup>new</sup>. The export format is selected at the top of the report.

Select the format and press 'Export'

Licence Summa	ry Report Criteria	×
Vehicles "Hold Shift to select multiple	Bob/Tony Musa Phil/Chas	*
	Select All Clear Selection	*
Start Date	08/09/07	
Start Time	00:00:00	
End Date	22/09/10	
End Time	23:59:59	
	Create Report	





# 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

	RECORDER	R READINGS	CLAIM	S REPORTS TRA	ILERS SETTINGS	LOG OFF	
Fleet	Trailer Mo	vement			Add New 👇 🛛 Refresh 🗧	🗧 History 🕙 🛛 Page size	16
Wireless NZ FVT	Reference	Rego	Trailer Tag	Connected to	Hook Date/Time	Unhook Date/Time	
Trailers	Tst Trailer	tst123 N	I/A	(Qube 3) Andrew'sBMW	01/10/10 13:00		/ 7
All Trailers							
Event Filter							
Hooked Events							
Date Filter							
Date Friter							

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.

Edit Trailer Event		X				
Trailer Connecting Vehicle	Trailer 1 Graham	v				
Hook Date	31/12/2009					
Hook Time	21:00:00	1				
Uhhook Date	31/01/2010					
Unhook Time	21:00:00	1				
Update						



### To add an event

- 1. Click on 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

				TR	AILER MOVEMENT	TRAILER M	IANAGEMENT		
OVERVIEW	LICENCES	RECORD	ER READINGS	CLAIMS	REPORTS	TRAILERS	SETTINGS	LOG OFF	
Fleet		Trailer /	Managemer	nt		Add Nev	w ት 🛛 Refresh 🕯	🗧 History 🏵	Page size 16 💌
Wireless NZ FVT		Name	Registration	Trailer Tag Id		D	escription		
		Tst Trailer	tst123	N/A	test 1				/ X

#### To add a trailer to a fleet

- 1. Click on Add New 🕈
- 2. Complete the 'Trailer Name' field
- 3. Complete the 'Description' field
- 4. Complete the 'Registration' field
- 5. Click Update to finish

Edit Trailer	x
Name	Tst Trailer
Description	test 1
Registration	tst123
	Update

# SETTINGS NEW

Enabling Alerts and Address Book management

### <u>Alerts</u>

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.

		ORDER READINGS	CLAIMS REPO	RTS TRAIL	LERS SETTINGS LOG OFF	
leet	Alert	s			Refresh ᡷ 🛛 History 🕙 🛛 Page siz	ze 16
ireless NZ 💌	Apply A	Alerts Alert Templates ateSelect Tem	plate	iew Apply		
		Reference	Rego	Send Email	Alert Type	
		Adam	EWG707	V	Warn 5005 km before last ticket expire	
			2110/07		Send Licence Expiry alert	
		Adam OLD	Adam	$\lor$	Warn 500 km before last ticket expire	
		Darren	EDR162	V	Warn 500 km before last ticket expire	
					Send Licence Expiry alert	
		Darryn		7	Warn 500 km before last ticket expire	/
				V	Send Licence Expiry alert	
		Dwayne (Qube 2.5)		<i>V</i>	Warn 500 km befcre last ticket expire	
					we make the short the state	
	E 6	EMS test Case		V	Warn 500 km befcre last ticket expire	/
				V	Warn 500 km before last ticket expire	
		Gary	BNJ228 (Holden)		warn 500 km berere last ticket expire	/
				<i>V</i>	Warn 500 km before last ticket expire	
	🔲 Graham	Graham	EHG853			/

## 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

115					ALERTS	ADDRESSBOOK		
OVERVIEW	LICENCES	RECORDER READINGS	CLAIMS	REPORTS	TRAILERS	SETTINGS	LOG OFF	
Fleet		Alerts				Reiresh 🗳	History 🕙	Page size 16 💌
Wireless NZ		Apply Alerts Alert Templates						
		Template Nan	e	Send Email		Aert Type	e	
		Daron test config template		121	Warn 500 km	before last tcket ex	pine	1

- 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)
- 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

Aler	ts			Refresh 💝 History 🏵 Page s	ize 16 💌			
Apply	Alerts Alert Templates	1						
Temp			eview Apply					
	Daron test confi		Send Email	Alert Type				
1	Warning 500 Adam	EWG707	$\checkmark$	Warn 5005 km before last ticket expire	/			
	Adam	EWG/U/		Send Licence Expiry alert				
	Adam OLD	Adam	$\checkmark$	Warn 500 km before last ticket expire				
	Adam OLD	Adam						
m	Darren	EDR162	$\checkmark$	Warn 500 km before last ticket expire				
	Darren	EDR102		Send Licence Expiry alert				
-			1	Warn 500 km before last ticket expire				
	Darryn		1	Send Licence Expiry alert				
-			1	Warn 500 km before last ticket expire				
	Dwayne (Qube 2.5)							
	EMS test Case		1	Warn 500 km before last ticket expire				
	EMS test Case							
_			√	Warn 500 km before last ticket expire				

Preview Alert		×
Vehicle Reference: Vehicle Rego:		
Warning Alert Conf	iguration	
🗷 Send Warning A	lert	
Warn 5005 k	m before last ticket expire	
🗷 repeat alert afte	r 24 hours	
Email to		
Andrew Franchuk		*
		·
Expiry Alert Config	uration	
Send Licence Ex	· · ·	
🔲 repeat alert afte	r 0 hours	
Email To		
		*
		-
	Save	



# Address book

The Address book stores email addresses used for alerts.

						ALERTS			
OVERVIEW	LICENCES	RECORDER READI	VGS	CLAIMS	REPORTS	TRAILERS	SETTINGS	LOG OFF	
Fleet		Address Book					Add New 👇	Refresh 🕏	Page size 16 💌
Wireless NZ 💌		Display Name				Address			
		Andrew Franchuk	andre	X					
		Office	office	/ X					
		Operations	operationsmgr@navmanwireless.com						/ X
		test	andrewfranchuk@hotmail.com						
		testing	testing@nw.noco.nz						/ X
		Daron Brinsdon	daron.brinsdon@navmanwireless.com						/ X
		Hamish Drury	hamis	h.drurv@nav	manwireless.com				/ X

## To set up an address

- 1. Click on Add New 🕇
- 2. The 'Contact Details' screen will appear
- 3. Complete the 'name' field
- 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

Conta	ct Details ×
Name:	Andrew Franchuk
Email:	andrew.franchuk@navmanwireless.co ^ m
	*Separate multiple emails by semi-colon
	Save

