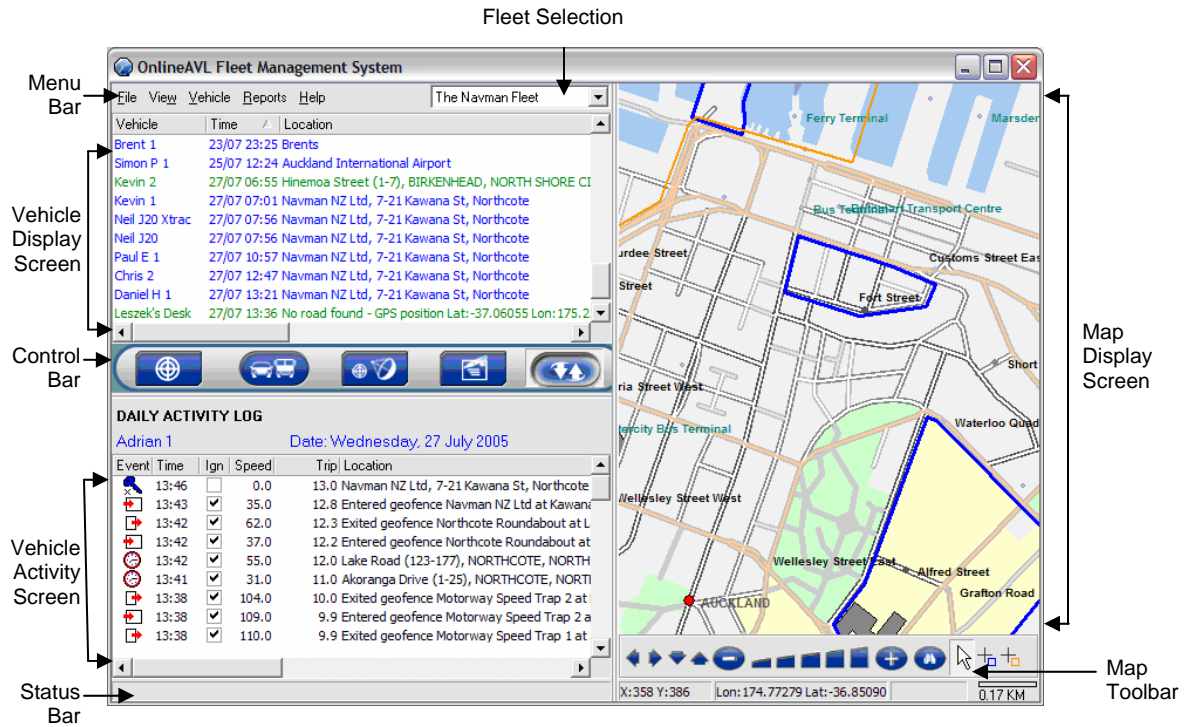


User Manual for OnlineAVL 2.0

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1.0 ONLINEAVL SCREEN



2.0 MENU BAR

The OnlineAVL Menu Bar allows you to access many of the OnlineAVL functions by simply clicking on the menu item and scrolling down to the appropriate option.

FILE

- **Connect:** connects you onto the OnlineAVL application
- **Disconnect:** disconnects you from the OnlineAVL application
- **Settings:** allows you to access the Settings Menu
 - **Alerts:** configuration options for OnlineAVL pop-up alerts
 - **General:** configuration options for OnlineAVL general settings such as displaying distance in miles or kilometers
- **Administration:** allows you access to the Administration Menu
 - Vehicles
 - Drivers
 - Geofences
 - Canned Messages
 - Sites
 - Standard Messages
- **Printer Setup:** sets up the default printer for your OnlineAVL application
- **Servers:** displays the OnlineAVL servers you can access. **NOTE:** Do not modify server settings unless you are prompted to do so by your Navman Wireless Customer Support Representative
- **Password:** changes your OnlineAVL access password
- **Exit:** closes your OnlineAVL application

VIEW

- **Show Sites:** toggles the display of the blue boundary (customer sites) on and off on the map
- **Show Geofences:** toggles the display of the orange boundary (geofence sites) on and off on the map
- **Show Vehicle Groups:** if vehicles have been configured into groups using the Vehicle Administration settings, users can toggle the Vehicle Display Screen between the list view and group view
- **Hide Vehicles in Selected Groups:** if vehicles have been configured into groups, users can hide a group(s) of vehicles on the map
- **Refresh Vehicles:** refreshes the Vehicle Display Screen with the latest available data
- **Refresh Activities:** refreshes the Vehicle Activity Screen with the latest available data
- **Refresh Messages:** refreshes the Message Log Screen with the latest available data

VEHICLE

- **Replay a Day:** shows a graphical history of vehicle activity for a given day by replaying a journey with the vehicles icons overlaid on the map
- **Last Known Location:** refreshes selected vehicles activity and provides their latest update in the Vehicle Activity Screen
- **Display Vehicle on Map:** displays the selected vehicles on the map at the time of the latest update
- **Current Location:** queries the position of the selected vehicles in real-time
- **Vehicle Details:** lists your fleets vehicles and their detailed information
- **Send Message:** sends text messages to vehicles equipped with a Navman MDT/M-Nav device
- **Route To:** *available only if a vehicle is fitted with an M-Nav device.* Directs a vehicle(s) to a location you have selected on the map. The M-Nav device receives the routing instructions and routes the vehicle turn-by-turn via the shortest route
- **Force Driver Logoff:** *available only if a vehicle is fitted with an MDT device and has driver ID enabled.* From the OnlineAVL remotely log off a driver from the vehicles MDT
- **ConEx Setup:** *not visible by all users.* Allows you to configure data from the optional ConEx telemetry module. You can then report on events such as lights on/off, door open/close, temperature, etc. *See section [12.0](#)*
- **ConEx Output:** *not visible by all users.* Allows you to configure commands to the vehicle via the optional ConEx telemetry module. You can then instruct the vehicle to perform certain functions such as open/lock the door. *See section [12.0](#)*

REPORTS

Please refer to section [9.0](#) for a full list of available reports from this menu and a description of their function.

HELP

- **Contents:** opens the OnlineAVL 'Help File' for online help and topic searches.
- **About:** opens the OnlineAVL 'About box' with information on your OnlineAVL version number, the Navman web site address www.navman.com and product credits.

3.0 VEHICLE DISPLAY SCREEN

The Vehicle Display Screen provides a list of the vehicles in your fleet. Vehicles are listed by name and their last known location is also shown. Vehicles shown in **green** have their ignition on, while vehicles shown in **blue** have their ignition off.

TO SELECT A SINGLE VEHICLE:

- Left-click with your mouse on a vehicle name in the Vehicle Display Section
- If you double click on a vehicle its location will appear in the Map Display Screen
- If you right-click on a vehicle in the Vehicle Display Screen, a function menu will appear (see section 3.1 for more information)
-

TO SELECT MULTIPLE VEHICLES:

- While holding down the 'CTRL' key, select the vehicles of your choice in the Vehicle Display Screen by clicking on them with your mouse
-

TO SELECT A RANGE OF VEHICLES:

- Select the vehicle at the top of the range you want in the Vehicle Display Screen
- Hold down the 'Shift' key
- Select the vehicle at the bottom of the range you want in the Vehicle Display Section
- Release the 'Shift' key

3.1 FUNCTIONS MENU

(Right-click on Vehicle Display Screen to show menu)

TO ACCESS THE FUNCTIONS MENU:

- Select the vehicles you want from the Vehicle Display Screen
- Right-click your mouse on the vehicle(s) you have selected. The Functions Menu will appear next to your mouse pointer
- Roll the mouse pointer over the function you want and 'click'

THE FUNCTIONS MENU GIVES YOU ACCESS TO A RANGE OF OPTIONS AND TOOLS:

- **Show Vehicle Groups:** displays the vehicles listed in the Vehicle Display Screen by group. These groups can be set up under any grouping you require, such as: trucks, vans, cars, North group, South group, etc.
- **Hide Vehicles in Group:** hides vehicles on the map from the group that you have minimised on the Vehicle Display Screen
- **Replay a Day:** shows a graphical history of vehicle activity for a given day. You can then replay a journey or the day's activity with event icons overlaid on the map
- **Last Known Location:** refreshes selected vehicles activity and provides their latest update in the Vehicle Activity Screen
- **Display Vehicle on Map:** displays the selected vehicles on the map at the time of the latest update
- **Current Location:** queries the position of the selected vehicles in real-time
- **Vehicle Details:** lists your fleets' vehicles and their detailed information

- **Send Message:** sends text messages to vehicles equipped with a Navman MDT/M-Nav device
- **Route To:** *available only if a vehicle is fitted with an M-Nav device.* Directs a vehicle(s) to a location you have selected on the map. The M-Nav device receives the routing instructions and routes the vehicle turn-by-turn via the shortest route
- **Force Driver Logoff:** *available only if a vehicle is fitted with an MDT device.* From the OnlineAVL remotely log off a driver from the vehicles MDT
- **ConEx Setup:** *not visible by all users.* Allows you to configure data from the optional ConEx telemetry module. You can then report on events such as lights on/off, doors open, temperature, etc. *See section 12.0*
- **ConEx Output:** *not visible by all users.* Allows you to configure commands to the vehicle via the optional ConEx telemetry module. You can then instruct the vehicle to perform certain functions such as open/lock the door. *See section 12.0*
- **Reports:** provides a list of reports available for the vehicle. *See section 9.0*

4.0 VEHICLE ACTIVITY SCREEN








The Vehicle Activity Screen shows a log of the vehicles activity for the current day (this period is user definable) in the form of time, date, events (see 4.1 for icon descriptions), speed, mileage (distance travelled), location, driver and event description.







TO VIEW A VEHICLES ACTIVITY

1. Select a vehicle from the Vehicle Display Screen by clicking on it. The vehicles activity details will then appear in the Vehicle Activity Screen
2. The latest update is at the top of the list, the oldest at the bottom







4.1 ICONS

COMMON ICONS



-  **Ignition on**
The vehicles ignition is turned on
-  **Ignition off**
The vehicles ignition is turned off
-  **Timed update**
The position of the vehicle has been updated according to the time and distance settings determined on installation of the units
-  **Entering a Geofenced area**
The vehicle has entered a geofence area (see 'geofence' in section 11.3)
-  **Exiting a Geofenced area**
The vehicle has exited a geofence area (see 'geofence' in section 11.3)
-  **MDT/M-Nav on-line**
The MDT/M-Nav device in the vehicle is turned on
NOTE: This is only applicable to vehicles equipped with an MDT or M-Nav device
-  **MDT/M-Nav off-line**
The MDT/M-Nav device in the vehicle is turned off
NOTE: This is only applicable to vehicles equipped with an MDT or M-Nav device

- 
Vehicle position queried
 The position of the vehicle has been queried, by an OnlineAVL user clicking on the 'get current location' button on the control bar
- 
Vehicle moved with ignition off
 The vehicle has moved while its ignition is off. This can mean that the vehicle is being stolen, towed away, loaded on a ferry, etc.
- 
Power removed and restored
 The battery disconnection or voltage of the vehicle equipped with your tracking devices has dropped below the device's minimum operating voltage. This can happen when you are cranking the vehicle if the battery is in poor or discharged condition and is most evident on 12-volt systems
- 
Remote panic switch
 The remote panic switch has been activated by a driver. A ConEx device and panic switch is required for this event to be created
- 
GPS aerial reconnected
 The GPS aerial has been reconnected to the tracking device located in the vehicle
- 
GPS aerial unconnected
 The GPS aerial has been disconnected from the tracking device located in the vehicle

DRIVER ID ICONS

- 
Logon ok
 Driver has successfully logged on with the correct pin number, keyed into the MDT device
- 
Unknown pin
 Driver has entered an incorrect pin number into the MDT device
- 
Pin in use
 Driver has entered a pin number already in use at that given time
- 
Unknown driver
 The vehicle is moving but no pin number has been entered into the MDT device
- 
Manual logoff
 The driver has logged off successfully from the MDT device
- 
Auto logoff
 The MDT has automatically logged the last driver off, after ignition has been turned off. Time after ignition off to auto logoff is determined by you

CALENDAR ALERT ICONS


- 
Stationary
 A vehicle has been stationary past the time and distance based on the settings determined in the calendar template
- 
Unauthorised Movement
 An unauthorised movement of the vehicle has occurred based on the settings determined in the calendar template


5.0 MAP DISPLAY SECTION


The Map Display Screen allows you to see the last known location of vehicles in your fleet. You can also freely navigate around the map (see point 5.1) or search for addresses.


5.1 MAP TOOLBAR

Map Navigation: You can navigate around the map by clicking on the four

navigation buttons  to scroll up, down, left or right.


Map Boundaries Navigation: You can also navigate by moving your mouse pointer to the map boundary. When the pointer is close to the boundary or corners of the map it will change into a panning arrow . When you see a panning arrow in the direction you desire, simply left-click and the map will automatically scroll in that direction.

Zoom:  You can zoom in and out within the Map Display Screen by:

- Clicking on the + or - keys on the Mapping Tool Bar
- Clicking on any of the five scale zoom settings . From left to right, the five settings approximately translate to the following levels, although this varies by country:
 - Country View
 - State View
 - Regional View
 - City View
 - Suburb View
- Holding down the left button of your mouse and dragging/drawing an area on the map with your mouse pointer, will automatically resize the map to the dimensions of the area you have just drawn. This is an excellent way to zoom in on a group of vehicles from a higher level view quickly.


Street Names: Most streets will automatically display a label with the name of the street. If a street appears on the map without a name, simply hover your mouse pointer over the street for a short time and a mouse tip label will appear with the name of that street.

NOTE: At higher level views, not all streets or map detail can be seen. Often you will need to zoom in closer to an area to see greater detail such as surface streets or street names.

Search Map:  You can perform a search for a street name, town/city, postcode (only available in the UK) or country.










1. Click on the 'Search' button in the 'map toolbar' that looks like a pair of binoculars
2. Enter a street or place name, town/city, postcode (only available in the UK) and country by separating these fields with a comma. You don't need to

- specify the type of street you are looking such as 'road', 'rd', 'street', 'st.', 'avenue', 'ave', etc. as the search will return a list of all streets that match your search
3. Click 'Search'. OnlineAVL will run the search briefly and then display a list of all possible matches
 4. Select the address you require from the options listed
 5. Click 'Go to'. The result of your search will appear highlighted in green on the map

Geofence and Site Drawing:  For further details on these functionalities, refer to the geofence (section 11.3) and customer site (sections 11.2) of this guide.

6.0 CONTROL BAR

The Control Bar provides a quick access to the most commonly used functions in OnlineAVL. To quickly access any of these functions, ensure that you have selected the vehicle(s) you want in the Vehicles Display Screen and click any of the function buttons below:

- **Refresh:**  refreshes the Vehicle Activity Screen and Vehicle Display Screen with the latest updates received.
- **Show Vehicle on Map:**  positions the selected vehicle(s) on the map. If you are selecting several vehicles, the map will automatically be adjusted to fit all vehicles requested. The vehicles selected will appear as a red arrow icon , while all other vehicles will appear as blue  or green  arrows matching their ignition status.
- **Get Current Location:**  queries the selected vehicles position in real-time and displays the results in the Vehicle Activity Screen. The  icon will be displayed in the Event column of the Vehicle Activity Screen matching this update, and the 'status bar' will indicate the status of the query. **NOTE:** Only one vehicle can be polled at a time.
- **Send Message to Vehicle(s):**  allows you to send messages to the vehicle(s) selected by directly typing your message or sending a preset standard message. **NOTE:** This function is only available to vehicles fitted with an MDT/M-Nav device.
- **Activity Log / Message Log:**  toggles between the Vehicle Activity Screen and the Message Log Screen.

7.0 FLEET SELECTION

If you have more than one fleet of vehicles, you can use the 'fleet selection' box to access your other fleet(s). OnlineAVL will dynamically change to display your selected fleet, so you do not need to log in and out and can quickly swap between fleets.



8.0 STATUS BAR

The 'status bar' indicates the status of OnlineAVL activity. This includes the status of your login progress, a vehicles query, the latitude/longitude of your cursor over the Map Display Screen, your message updates, etc.

9.0 REPORTS

The Report menu allows you to generate reports on your fleets activity.

To select a report:

METHOD 1:

1. Click on the vehicle(s) you want to report on in the Vehicle Detail Screen
2. Select 'Reports' from the Menu Bar
3. Scroll to the report of your choice

METHOD 2:


1. Select the vehicle(s) you want to report on in the Vehicle Detail Screen
2. Right-click your mouse over the selected vehicle(s) to bring up the functions menu
3. Scroll to the bottom of the functions menu to 'Reports' which will open a sub-functions menu with a list of reports. Select the report you require

REPORTS AVAILABLE:

- **Activity Report:** generates reports on the selected vehicles activity over a requested period of time. The report indicates all automatic time and distance updates, as well as all events recorded that day (ignitions on/off, location queries, geofence entry/exit, etc).
- **Customer Site Report:** generates reports on the customer sites selected over a requested period of time. The report provides the date of the visits, time on-site and identity of the vehicle and the vehicles driver.
- **Geofence Report:** this report allows the user to view details on some or all of the geofences that a vehicle has visited over a specified date range. Reports can be generated on a per vehicle basis, per geofence basis, or a combination of both. This report is designed to allow the user to determine the time spent and distance traveled inside of a geofenced area.
- **Idle Report:** generates idling information on the selected vehicle(s) over a period of time. The report allows you to determine a maximum idling time above which any idling activity will be recorded.
- **Mileage Report:** generates reports on the selected vehicle(s) mileage over a requested period of time. The report provides the mileage completed per day per vehicle as well as the total fleet mileage completed over the period selected.
- **Speed Analysis Report:** this report allows the user to analyse the pattern of speed for how a vehicle is being driven over time. You may run the report based on selected vehicles or drivers. The report also allows you to perform a graphical comparison of up to five vehicles or drivers at a time. The report can be generated over user defined speed bands so that you can see what proportion of time a vehicle is traveling in a particular speed bracket. The report supports up to 10 'speed bands'.

- **Stop Report:** generates reports on the selected vehicles stops. The report lists the locations where the vehicle(s) stopped, the date and time of the stops, and time on site.
- **Trip Report:** generates reports on the selected vehicle(s) journeys. The report lists the date, time, location of the stops, ignition on/off, distance traveled, time traveled and time on site per journey, as well as the overall distance traveled, time traveled, and time on site.
- **Vehicle Overspeed Report:** generates reports on the selected vehicle(s) peak speed over a requested period of time. The report allows you to determine a speed limit above which all speed will be recorded.
- **Unauthorised Movement Event Report:** generate reports on alerts that have activated along with vehicle, date, time and type of alert information. The alert reporting was setup in the situation where unauthorised movement alerts have been set up to trigger if the vehicle moves a certain distance or crosses a geofence. This implies that a certain amount of vehicle movement is expected and tolerated but you can then use reporting to identify incidents where that tolerance has been exceeded.


TO PRINT A REPORT

All reports can be printed by clicking on the print icon  on the top left corner of the 'Report' window. The print outs will be sent to the default printer initially set up for the OnlineAVL application.

EXPORT TO AN EXCEL COMPATIBLE (CSV) FORMAT

This function allows you to save a report to an Excel compatible comma separated file (CSV) and manipulate the data in order to obtain the information you are looking for.

TO EXPORT A REPORT'S DATA:

1. From any open report, click on the print icon  on the top left corner of the report window
2. Tick the 'Print to File' box
3. Click on the icon under the 'Where' section. A 'Save As' window will pop on top of your application
4. Select the location where you want to save your report information
5. Enter the name under which you want to save the report data. Ensure that the name of your document is followed by '.csv'
6. Click 'Save' on the 'Save As' window. The window will automatically close and return to the 'Print' window
7. Click 'OK' on the 'Print' window. The window will automatically close down and return to the 'Print Preview' window
8. Reduce or exit your report window
9. Go to the location where your document has been saved
10. Open your document by double-clicking on it. Your document will now open in Microsoft Excel

NOTE: We recommend that when you first open your CSV document you insert a new row on top of the document to include the title of the columns listed ('Vehicle'; 'Date'; 'Time'; 'Time on site'; 'Speed'; 'Destination'; etc).

10.0 STANDARD FEATURES

Standard features are typical features that are available to all levels of users. There are no prerequisites or limitations on their use.

10.1 SHOW NEAREST

This function allows you to identify the vehicles closest to a location on the Map Display Screen. To show the nearest vehicles to a location:

1. Right-click within the map on the location you are interested in
2. A menu will appear, select 'Show Nearest' from the list
3. The 'Nearest Vehicles' window will appear on top of your OnlineAVL application listing the vehicles closest to the location by order of proximity

NOTE: The 'max distance' box at the top of this window. You can change this value dynamically by simply typing in a new value. The list of vehicles will automatically vary depending on whether you expand or reduce the search radius.

10.2 ALERTS

10.2.1 POPUP & AUDIBLE ALERTS

Alerts can be activated for incoming MDT/M-Nav messages, ConEx events and geofence entries/exits. To activate these alerts:

1. Select 'File' > 'Settings' > 'Alerts'
2. This will open the 'Alert Settings' window. Simply click in the check boxes for the alert 'Event Type Description' you are interested in. You can specify different types of alerts for different events:
 - **Beep:** OnlineAVL will generate an audible beep when an event is triggered. If this is the only alert type selected, there will be no other alert other than the 'beep'
 - **Popup:** This will generate a small alert window similar to a windows error message or notification alert. This window will detail the nature of the alert, the vehicle affected and the time and location of the alert event
 - **Overall:** A popup alert appears over the top of the OnlineAVL screen
 - **Flash:** This causes the OnlineAVL application window in the toolbar to flash

10.2.2 EMAIL ALERTS

Email alerts can be generated whenever a vehicle enters or exits a geofence, or for certain ConEx event alerts. To specify an email alert, follow these directions:


Geofence Email Alerts:

1. When you create a geofence (*see section 11.3*) you will see a window appear called the 'Geofence Details' window. At the bottom of this window are two boxes for email addresses; one for when a vehicle enters the geofence, the other for when it exits
2. Simply type in the email addresses you want. You can add multiple email addresses with a semi-colon (;) separation. E.g. user1@mycompany.com; user2@mycompany.com etc.

NOTE: You are required to setup email alerts for each individual geofence that you want to receive alerts for.

ConEx Email Alerts:

NOTE: configuring ConEx data requires special security access and is recommended only for experienced OnlineAVL users.

1. Select the vehicle that you want to receive alerts from (please ensure that the vehicle has a properly configured ConEx first)
2. Select 'ConEx Setup', either by right-clicking on a vehicle and using the functions menu, or use the 'Vehicle' Menu in the Menu Bar
3. Select the checked (active) hardware channel component that you want to receive alerts for from the list provided and then press 'Configure'. This will open the 'ConEx Configuration' window
4. You should now see the 'Event Low' and 'Event High' descriptions. If these are properly configured, you should see a meaningful icon and description for that event type. Check the 'Email Alert' tick box and then click on the ellipses box  on the right hand side of the email alert bar. This will open a window where you can now add new email addresses and select them. When done correctly, the email address should appear in the grey email alert bar under the description box

There is no limit on the number of recipient email addresses listed, and these can include standard or mobile phone email addresses.

11.0 ADVANCED FEATURES

Advanced features are not available to all users. Advanced features either have special prerequisites that are required before they can be used or they require advanced user permissions to access the feature.

11.1 MESSAGING

This feature is only available if a vehicle is fitted with an MDT (Mobile Data Terminal) or M-Nav (Messaging Navigation) device.

An OnlineAVL user can send text messages to one or more vehicles and receive replies which are logged on the Message Screen for the current day.

STANDARD MESSAGES

These are pre-set messages that an OnlineAVL user creates if they are sending the same message on a regular basis. This message can be edited before sending in the 'Message Screen' as required.


To set up 'Standard Messages' or for more information, please see the Online Help available by selecting 'Help' > 'Contents' from the OnlineAVL screen.

CANNED MESSAGES

These are pre-set messages that an OnlineAVL user creates and sends to the vehicles so drivers can use them as 'reply back' messages.


To set up 'Canned Messages' or for more information, please see the Online Help available by selecting 'Help' > 'Contents' from the OnlineAVL screen.

CREATE MESSAGES

1. Select the vehicle(s) to receive the message from the 'Vehicle Display' screen
2. Click on  from the 'Control Bar' to bring up the 'Send Message' screen
3. Type your message (a maximum of 400 characters including space) OR select a pre-set message from the 'Standard Messages' button
4. Click 'SEND' to send the message to a vehicle(s) OR 'CLOSE' to cancel the action

RECEIVING REPLIES

If a vehicle(s) sends or replies to a message, a pop-up box will appear over the OnlineAVL screen with the following details: sender (vehicle name); time, date and message.

To view all sent and received messages for the current day, click on  from the 'Control Bar' to bring up the 'Message Log' screen.

11.2 CUSTOMER SITES

Customer sites requires advanced user permission.

A customer site is an area you can draw on the map in the Map Display Screen. Customer sites appear as a blue shape and can be as large or as small as you want to draw them.

A customer site allows you to set the OnlineAVL application so that the application will report on events that occur within a set area. There is no limit on the number of customer sites you can create per fleet.

VIEW/HIDE SITES

To view/hide the sites already defined on the map:


1. Right-click anywhere on the map
2. A menu will appear
3. Select/unselect 'Show Sites'

FIND A SITE

To find a site:

1. Select: 'File' > 'Admin' > 'Sites'
2. Select the customer site you require
3. Click on 'Find on Map'

SET UP A SITE

1. Click on the 'Add Site' icon  at the bottom of the map screen OR right-click on the location where you want to create a site and select 'Add Site'
2. Drag a box around the location wanted. The 'Site Details' window will appear as soon as you release your mouse

3. Enter the details necessary for the site you have just drawn
4. Once you are satisfied with the information provided, click 'OK'. If you want to cancel the operation, click 'Cancel'

EDIT A SITE

1. To edit or delete a site, right-click on the boundary of the site selected
2. To delete the site, select 'Delete'*
3. To edit the name of a site, select 'Edit Properties'
4. To move the site to another location, select 'Redraw on Map'

***NOTE:** You cannot delete a site which has a history or previous vehicle activity associated with it.

CUSTOMER SITE V GEOFENCE

A key difference between a customer site and a geofence is that a customer site is only defined on the Navman Fleet Manager and you can have any number of customer sites. A geofence is sent to the vehicle and stored in the tracking device located in the vehicle. There is a limit of 50 geofences that the vehicle can store, but you can have as many geofences as you need.



Use customer sites when you know that a vehicle will be stopping and you want to record how long that vehicle is stopped there or you want to define a location for general reporting purposes. Use geofences for areas of interest where you want to be 100% certain that a vehicle has passed through regardless of whether they stop or not. A geofence can be used to define an area of operation that a vehicle works within. You can then later determine the time and distance that a vehicle spends inside that geofence.

11.3 GEOFENCES

Geofences requires advanced user permission.

A geofence is an area you can draw on the map in the Map Display Screen. geofences appear as an orange shape and can be as large or as small as you want to draw them.

The purpose of a 'geofence' is that it allows you to set your vehicles tracking device (Halo/Halo Qube) so that all entries and exits into or out of a preset area can trigger event logs and alert notifications. You can have up to 50 geofences per vehicle, with a maximum of 20 sides per geofence.

When a vehicle enters/exits a geofence, the entry/exit will be logged into the vehicles activity log with the icon 'entry ' or 'exit '. If the vehicle has a MDT/M-Nav, the driver will also receive a geofence entry/exit message on the device dependant on the 'alert' setup you have configured.

Two forms of geofence can be created:

1/ Polygonal geofence - defined custom shapes for geofences. This means shapes can be drawn to follow the contours of the desired area precisely, making geofence reporting more accurate. A maximum of 20 sides can be created per geofence area.

2/ Standard geofence - is a square/rectangular shape created around an area. This is useful when creating large geofence areas or around simple points of interest eg around a suburb, bridge

VIEW/HIDE GEOFENCES

To view/hide the geofences on the map:


1. Right-click anywhere on the map
2. A menu will appear
3. Select/unselect 'Show Geofences' from the list

FIND A GEOFENCE

To find a geofence:

1. Select: 'File' > 'Administration' > 'Geofences'
2. Select the geofence you require
3. Click on 'Find on Map'

SET UP A GEOFENCE*

1. Click on the add geofence icon  at the bottom of the map screen or right-click on the location where you want to create a geofence and select 'Add Geofence'
2. Select the type of geofence you want to create: 'polygonal' or 'standard'
 - a. For 'polygonal geofence', draw a line using the left mouse button by dragging a line around the area, clicking off on each new side to go around corners (a maximum of 20 sides). Click on 'finish' when you have completed drawing the geofence boundary. The 'geofence details' window will appear
 - b. For 'standard geofence', drag a box around the area. The 'geofence details' window will appear as soon as you release your mouse
3. Enter a name for the geofence you have just drawn. If you want any entry or exit to this geofence to trigger email alerts, enter the necessary email addresses separating them with a semi-colon (;). *See section [10.2.2](#) for details on inserting email addresses*
4. Once you are satisfied with the information provided, click 'OK'. If you want to cancel the operation, click 'Cancel'

EDIT A GEOFENCE*

1. To edit or delete a geofence, right-click on the boundary of the geofence selected
2. To delete the geofence, select 'Delete'
3. To edit the name or email address list for the alerts, select 'Edit Properties'
4. To move the geofence to another location, select 'Redraw on Map'

***NOTE:** You cannot delete a site which has a history or previous vehicle activity associated with it.

SENDING GEOFENCES TO VEHICLES*

To send all geofences to all vehicles

1. Select: 'File' > 'Administration' > 'Geofences'
2. Click on 'Send All'

To send specific geofences to a vehicle:

1. Select: 'File' > 'Administration' > 'Vehicles'

2. Double-click on the vehicle of your choice
3. Click on the 'Geofence' tab
4. Select geofences by holding 'Ctrl' and clicking on the geofences needed
5. Click on 'Send'

NOTE: that when you send a set of geofences to a vehicle, you reset the geofence memory on the vehicle. If you want to send one additional geofence to a vehicle, you need to send the complete updated set of geofences. Adding one geofence will overwrite all other stored geofences.

**These functions are security-dependent, and therefore not all users have access to them.*

11.4 CALENDAR ALERT

Calendar Alert requires advanced user permission.

Calendar Alert provides the ability to define scheduled alerting periods for specific kinds of alerts that should appear during different periods in the day. There are two types of alert:

STATIONARY VEHICLE ALERT

This alert is used during working periods when the vehicle should be active and not stationary for more than a defined time limit. This feature is ideal to alert the OnlineAVL user and management of a vehicle that has been stationary when it should be on the road. You can also define exemption periods, such as breaks, when the vehicle is expected to be stationary.

UNAUTHORISED MOVEMENT ALERT

This alert is used during out-of-hours periods when the vehicle should not be active such as nights, weekends and out-of-office hours. OR, if the vehicle is sometimes used out-of-hours, the alert can be set to trigger if the vehicle crosses a geofence or travels more than a pre-determined maximum distance.

Three different options are available for alerting on Unauthorised Movement

Alert on any event – the alert will trigger on the first activity seen during the scheduled time period eg ignition on. Use this alert if the vehicle is not to be touched at all during non-business hours.

Distance – this alert will trigger if the vehicle travels more than an allotted distance during the scheduled period. Use this alert if drivers are allowed to take their vehicles home with them or vehicles are being serviced in the yard, but are limited in the distance they can travel.

Geofences – this alert can be set to trigger if the vehicle enters or exits a geofence. Use if you want to allow the vehicle to operate within a defined area eg a yard on the weekend but not leave this area. This alert requires that the tracking device (Halo Qube/Dome) in the vehicle have the geofence stored, otherwise it will not know to trigger the alert.

NOTE: The 'Distance' and 'Geofences' alerts can be used together or separately.

The above alert options have been provided to minimise instances of false alerting. If you find that alerts are triggering too often when there is no problem, you may need to tune the alert settings to reduce instances of false alerting.

TIME ZONE* SET UP

Firstly you must check the time zone confirmed for the vehicle is the one you want to apply, before setting up the calendar template for each vehicle.

1. Select 'File' > 'Administration' > 'Vehicles' select the vehicle you are setting up the calendar template for
2. Select the 'Time Zone' tab from the window
3. Select the time zone from the drop down menu
4. Select 'Apply daylight saving rules' if this applies
5. Click on 'Apply'
6. Click on 'Send' this will send the update to the tracking unit in the vehicle
7. Click 'OK'

** Time zone only applies to calendar alert; it has no effect on other settings related to the receiving/sending of vehicle information.*

CALENDAR TEMPLATE SET UP

Templates are used to make configuration easier.

1. Select 'File' > 'Administration' > 'Calendar Template'
2. Click 'Add' to create a new template.

Stationary Vehicle Alert set up

3. Enter a name for this template in the 'Description' field
4. Enter details in the 'Stationary Configuration' field
5. Click on 'Email List' button to add email addresses to receive notification alert
6. Left-click mouse button on a cell and drag it left/right to shade in the area where stationary alert applies. This area will appear in **Green**

NOTE: Leave blank a 30 minute gap to separate the Unauthorised Movement time schedule and the Stationary Vehicle time schedule. This allows drivers ample opportunity to get to and from work without triggering the alerts. Blank spaces should also be left for when drivers are on breaks such as lunch/dinner.

To delete a cell, right-mouse button click on a cell(s) and click 'Delete'. To clear ALL cells in the template, click on 'Clear' located above the template cells.

Unauthorised Movement Alert set up

7. Click the drop down menu under the 'Event Type' field and select 'Unauthorised'
8. Click on either the 'Alert on any event' OR 'Advanced' field under the 'Unauthorised Configuration Usage' to select the type of activity that should trigger a alert
9. Click on 'Email List' button to add email addresses to receive notification alert
10. Left-click mouse button on a cell and drag it left/right to shade in area where unauthorised movement applies. This area will appear in **Blue**
11. Click on 'Apply'
12. Click 'OK' to save the template settings OR 'CANCEL' if you do not wish to save the new settings

APPLY TEMPLATE CONFIRMATION TO A VEHICLE

1. Select 'File' > 'Administration' > 'Vehicles'
2. Select a vehicle from the list and click on 'Properties'
3. Click on the 'Calendar' tab
4. To apply a template you have already created, click on the drop down menu from the 'Base on Template' option OR you can create a new template specific to this vehicle only by following the steps under 'Calendar Template Set Up' above
5. Ensure the 'Enabled' field is ticked in both the 'Stationary' and 'Unauthorised' template. This means the calendar settings will apply to the vehicle
6. If you want to edit the email list for alert notification on this vehicle click on 'Email List' and amend list as required
7. Click on 'Apply'
8. Click on 'Send'. This will send the settings to the tracking device in the vehicle and confirmation of this will appear in the 'Vehicle Response' section
9. Click 'OK' to save settings OR 'CANCEL' if you do not wish to save the new settings

11.5 DRIVER ID

Driver ID required advanced user permission and that the vehicle is fitted with an MDT (Mobile Data Terminal).

Allows a driver to input a personalised PIN number into an MDT and "logon" to the OnlineAVL system. As a result, driver activity can now be recorded and monitored through reporting.

Driver ID is set up for each vehicle that the customer requires a logon PIN for:

1. Select 'File' > 'Administration' > 'Vehicles' > select the vehicle you want to configure the Driver PIN for
2. Select the 'Driver' tab
3. **Driver PIN required.** Check this to enable Driver ID for the vehicle
4. **Auto logoff.** By default the driver PIN will automatically logoff when the vehicle ignition is turned off. However, Driver ID can be set to delay auto-logoff. This can allow a driver to turn off the vehicle and return within 10 minutes (for example), restart the vehicle, and still be logged on.
5. **MDT starts beeping.** The MDT will to emit a loud warning beep if the driver does not log in. You can increase or decrease this period here.
6. **Vehicle events from the point of ignition before the driver logs on.** In order to logon, the driver must first start the vehicle. OnlineAVL is designed to associate any events from a vehicle that occur without a PIN with a reporting entity known as "Unknown Driver". This setting allows OnlineAVL to assume that the driver is indeed known and will automatically link events to the driver so long as the driver logs in within *2* minutes from vehicle ignition. This setting is configurable.
7. Click on 'Send'
8. Click on 'Refresh' until data has appeared in the 'Received' field
9. Click 'OK' to accept changes OR 'CANCEL' if you do not want to apply the settings

ASSIGN PIN NUMBER TO DRIVERS

1. Select 'File' > 'Administration' > 'Drivers' > select the driver you want to configure the Driver PIN for
2. Click on 'Get Next Pin'
3. Click 'OK' to accept changes OR 'CANCEL' if you do not want to apply the settings

NOTE: PIN numbers can be any number from 1 to 999999 (maximum 6 numbers). No letters are allowed and the first number cannot be just zero.

The *Multiple Logons* check box is used for generic drivers. You can setup a basic driver profile such as a "Valet" or "Temporary Driver" and assign a PIN number that can be used by multiple drivers at the same time. Normally this check box will be left unchecked. In the event that someone tries to logon with a PIN that is already in use, that logon attempt will be denied and an event generated by OnlineAVL that an attempt has been made to use someone else's PIN number.

11.6 ROUTE TO

This function allows an OnlineAVL user to route one or more vehicles to a location. *(This is only available to vehicles equipped with an M-Nav device)*

1. 'Right-click' the mouse anywhere on the OnlineAVL map screen and identify a location you want to route a vehicle(s) to
2. A menu will appear, select 'Route to' from the list
3. A new window will open. The map will display the 'location' (marked with a chequered flag) and the 'selected vehicles' you want to route
4. The top left of the window will highlight the selected vehicle(s) for routing. This list can be re-selected by clicking on the required vehicle(s)
5. The bottom left of the window will display the text message (name of the street/road is inserted automatically) which can be customised to add further text. For example detailing job instructions
6. Click on 'OK' to send the message and embedded navigation coordinates to the M-Nav device located in the vehicle
7. The M-Nav device in the vehicle(s) will receive the message and the driver can select to 'read' or 'cancel' the message

12.0 CONEX

ConEx is an optional module that provides a means to connect external devices into your OnlineAVL system in order to allow you to monitor or control these devices.

For further information on the ConEx, contact your Navman Wireless Representative or refer to the ConEx Setup section of the Help menu available from your OnlineAVL application.

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