



Teletrac Navman Director Quick Reference Guide



TELETRAC NAVMAN
AUTHORISED DEALER

http://telequip.net/pdfs/Telequip_Navman-Director-Quick-Reference-Guide.pdf

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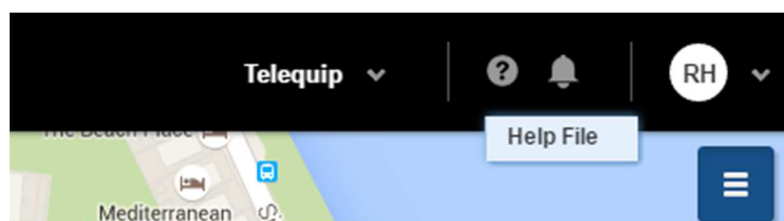
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Need more help?

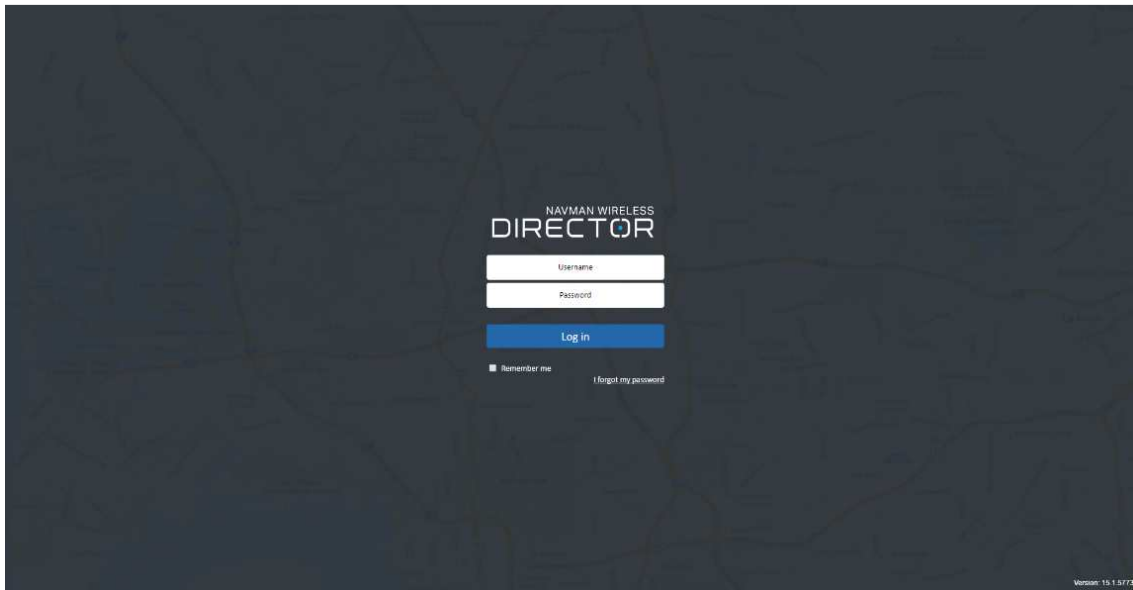
If you require further assistance, there is additional documentation available from Navman which can be accessed at

<https://director-au.teletracnavman.net/avl3/Scripts/OnlineHelp/en-US/Default.htm#cshid=welcome.htm>

Or alternatively, click the question mark in the top right hand of your Navman Director Home-Screen, and then click the “Help File” button that appears, as shown below.



1. Log into Navman Director



To access the Navman Director portal, use your preferred web browser and browse to:

<https://director-au.navmanwireless.com/avl3/Account/Login>

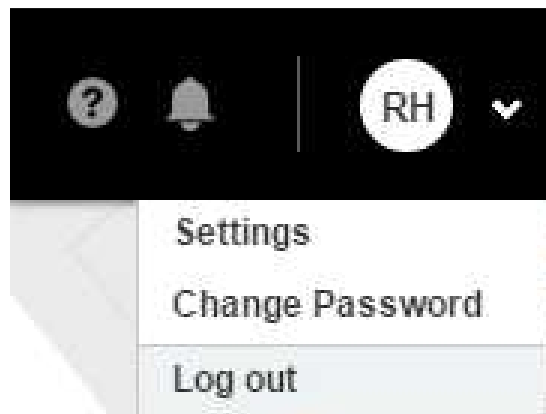
You will be taken to a page like the one above. Log in using the credentials supplied to you by Navman and you will be taken to the Navman Director Home Screen, as shown in step 3.

2. Change your password

To change your password, left click your initials, located in the top right corner of the Navman director screen. A dropdown bar will appear.

From there you can select “Change password.” A window will appear where you will be required to enter your old password, then a new password which you will have to then confirm below.

After you have done this, press “OK.”



3. Overview of the Navman Director Screen

The screenshot shows the Navman Director interface. At the top, there are navigation tabs: Home, Messaging, Reports, and Administration. Below the tabs, there are two main panels. The left panel is divided into two sections: 'Fleet' (top) and 'Events' (bottom). The 'Fleet' section shows a table with columns for Ignition, Type, Name, Group, Time, and Duration. The 'Events' section shows a table with columns for Event, Description, Priority, Driver, and Time. The right panel is a map showing the location of the vehicle 'Caddy Cairns' in Cairns, Queensland. The map is overlaid with a red border and numbered callouts: 1 points to the 'Fleet' table, 2 points to the 'Events' table, 3 points to the map, 4 points to the navigation tabs, and 5 points to the account/notifications area in the top right corner.

The Navman Director Home Screen allows you to view the vehicles in your fleet, events for specific vehicles, and information about vehicles such as speed, ignition, current location and how long the vehicle has been switched off for. The layout of the screen (as numbered in the diagram) is as follows.

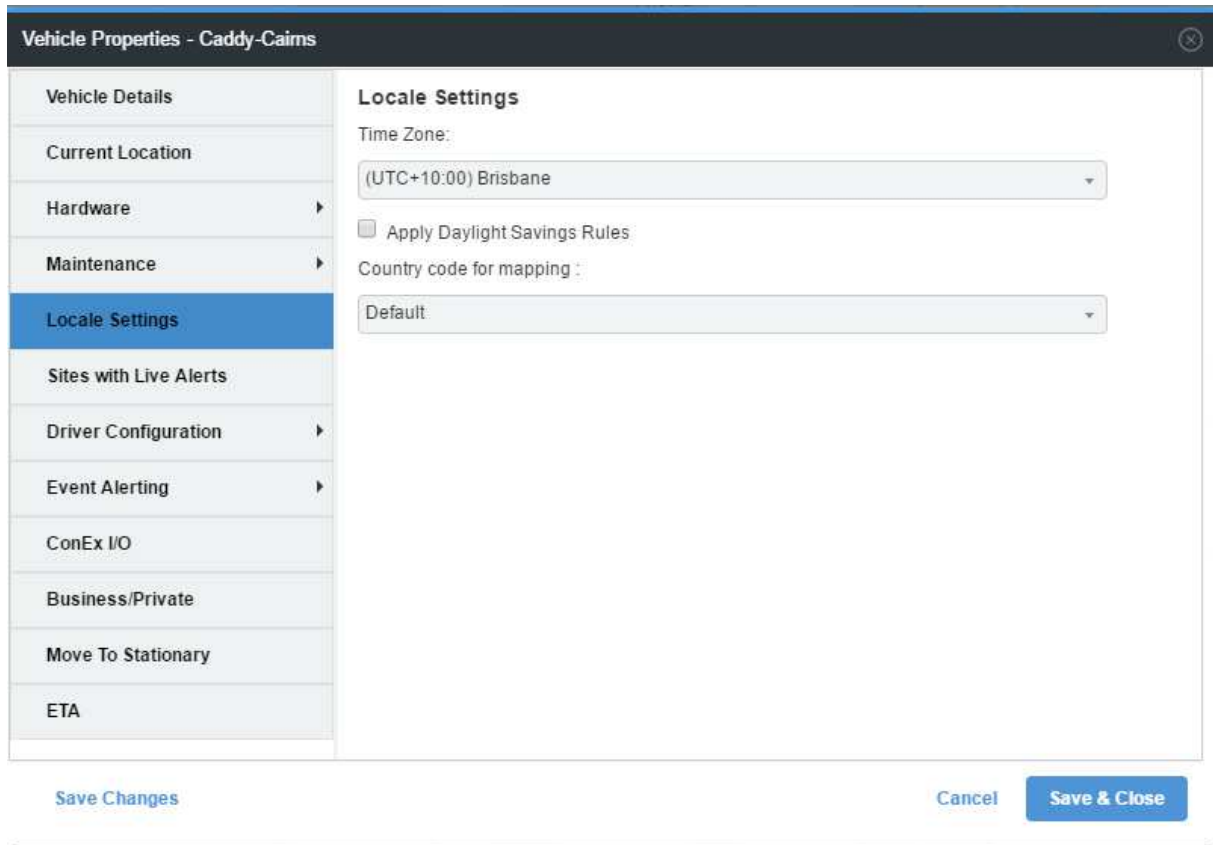
- 1) **Fleet:** This panel lists all the vehicles in your Navman fleet. From here you are able to group vehicles through different criteria, see their ignition status, name, speed, and a host of other options by simply dragging and dropping the selection criteria into the “Group by” Bar.
- 2) **Events:** After left clicking on a specific vehicle in your “Fleet,” this panel will reveal a list of events for the vehicle. These events can include over-speed, ignition status, idle alerts and customisable timed updates on vehicle position and speed.
- 3) **Map:** This panel allows you to view the location of your vehicles. From this panel, you can track drivers, add sites, search addresses and mark locations.
- 4) **Tabs:** Here you can switch between the four different menus in Navman Director. When you log into Navman Director, you start on the home screen. From there you are able to open the messages, reports or administration tabs.
- 5) **Account/Notifications:** Here you can change your password, preferences and view your notifications. When a notification is triggered, an alert will appear next to the bell icon.

4. Check time zones

To check time zones, right click on the vehicle you wish to change the time zone for.

From there, select the “Vehicle Properties” button. A window like the one shown below will pop up. Ensure you only have one vehicle selected, otherwise you will not be able to access the vehicle properties menu.

From there, select the “Locale Settings” tab. Change the time zone to the correct location by clicking the drop down arrow and choosing the required time zone (For Queensland, use the “UTC+10:00 – Brisbane” option.)



The screenshot shows a window titled "Vehicle Properties - Caddy-Caims" with a close button in the top right corner. On the left is a sidebar menu with the following items: Vehicle Details, Current Location, Hardware, Maintenance, Locale Settings (highlighted in blue), Sites with Live Alerts, Driver Configuration, Event Alerting, ConEx I/O, Business/Private, Move To Stationary, and ETA. The main content area is titled "Locale Settings" and contains the following fields:

- Time Zone: (UTC+10:00) Brisbane (dropdown menu)
- Apply Daylight Savings Rules
- Country code for mapping : Default (dropdown menu)

At the bottom of the window, there are three buttons: "Save Changes" (text link), "Cancel", and "Save & Close" (blue button).

5. Create a site



To create a site, press the menu button (indicated by the three parallel lines as shown above, which is located in the top right of the map on your Navman Director Homepage.) When the bar has appeared, click the “Add Site” button and a dropdown menu will appear like the one above.

From there, you can select a rectangular or a polygonal site. To create a rectangle site, left click in one corner of the site, and then in the opposing corner. To create a polygonal site, click in each corner of the site to create corner points.

To finish creating the shape, double click on the first point you created.

After you have finished outlining the shape of the site, a pop up box like the one below will appear. From there, you can set the name, description, and type of site. After you are done, press “Save” and the site will be created.

New Site
✕

General

Display Name:

Description:

Type:

Live Alert

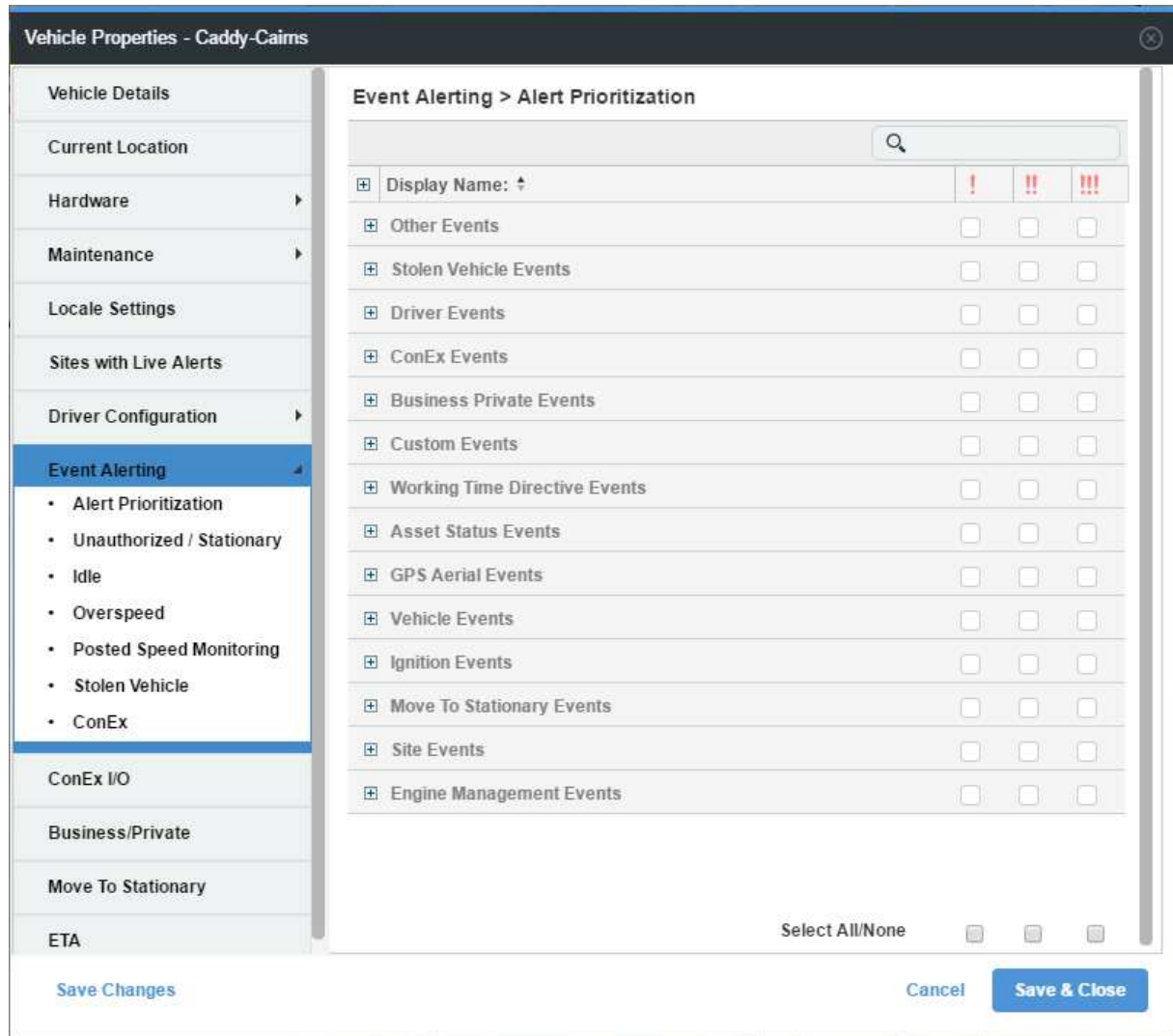
Additional Criteria

Cancel Save

6. Activate “Event Alerting” feature

To configure your event alerting, right click on the vehicle you wish to activate the feature for, and select “Vehicle Properties”. Ensure you only have one vehicle selected, otherwise you will not be able to access the vehicle properties menu.

Once the window has popped up, select the “Event Alerting” tab, shown below.



From there, you can select the priority of each event alert. The event alerts can be prioritized as Medium, High, or Urgent. All generated alerts are displayed in the Alerts panel. However, when a High or Urgent alert is triggered, a pop-up window appears where you can acknowledge, ignore, or comment on the alert.

After you have selected the correct site events, press “Save and Close” to finish your changes.

7. Configure the “Unauthorised Use” alert

Right click on the vehicle you wish to configure the “Unauthorised Use” alert for, and select “Vehicle Properties”. Ensure you only have one vehicle selected, otherwise you will not be able to access the vehicle properties menu.

Click the “Event Alerting” tab on the left hand side, and when the menu drops down, select “Unauthorized / Stationary.”

From there, tick the “Enable” box, and select which type of event you want to trigger the alert. You will then need to outline the hours which are deemed unauthorised. You can do this by clicking the calendar menu, which can be found at the bottom of the window as shown in blue below.

The screenshot shows the 'Vehicle Properties - DEMO BOX' window. On the left, the 'Event Alerting' menu is open, with 'Unauthorized / Stationary' selected. The main panel is titled 'Event Alerting > Alert Calendaring'. A yellow warning message states: 'Unauthorized Event alert must be plotted on the calendar.' Below this, the 'Unauthorized' section is expanded, showing a checked 'Enable' checkbox. The question 'When should this unauthorized event alert be triggered?' is followed by two radio buttons: 'Alert on any event' (unselected) and 'Advanced' (selected). Under 'Advanced', several checkboxes are listed: 'Alert on Distance' (checked), 'Alert on Site Entry' (unchecked), 'Alert on Site Exit' (unchecked), 'Alert on Ignition On' (checked), and 'Alert on Ignition Off' (unchecked). The 'Alert on Distance' option has a text input field containing '100' and the unit 'Meters'. Below this, the question 'Who should receive an email when the alert is triggered?' is followed by a text input field and a user selection icon. At the bottom of the main panel, there are two tabs: 'Stationary' and 'Calendar', with 'Calendar' selected and highlighted in blue. At the bottom of the window, there are three buttons: 'Save Changes', 'Cancel', and 'Save & Close'.

Once you have gone to the calendar tab, you can set the times by clicking which category you want and clicking and dragging to the set times. To set “Unauthorised” times, click the orange box above the calendar, and drag it across your required times. After you’re finished setting the times, press “Save and Close” .

8. Configure the “Posted Speed Monitoring” alert

Right click on the vehicle you wish to configure the “Posted Speed Monitoring” alert for, and select “Vehicle Properties”. Ensure you only have one vehicle selected, otherwise you will not be able to access the vehicle properties menu.

Click the “Event Alerting” tab on the left hand side, and when the menu drops down, select “Posted Speed Monitoring.”

The screenshot shows the 'Vehicle Properties - Caddy-Cairns' window. On the left is a navigation menu with 'Event Alerting' expanded to show 'Posted Speed Monitoring' selected. The main content area is titled 'Event Alerting > Posted Speed Monitoring'. It contains the following elements:

- An 'Enable' checkbox which is checked.
- A question: 'What is the allowable tolerance above the posted speed limit before the Posted Speed Start Event is generated?'.
- Two radio button options:
 - 'Allowable speed above posted speed limit in percentage: 5 %' (selected)
 - 'Allowable speed above posted speed limit as flat value: 11 km/h'
- A section titled 'Who should receive an email when the Posted Speed Start Event is triggered?' with a text input field containing 'Ryan' and a blue phonebook icon.
- A section titled 'Who should receive an email when the Posted Speed End Event is triggered?' with a text input field containing 'Ryan' and a blue phonebook icon.
- At the bottom, there are three buttons: 'Save Changes' (highlighted in blue), 'Cancel', and 'Save & Close'.

From there, tick the “Enable” box, and enter either the percentage or set limit over the posted speed limit that will trigger the alert.

After you have entered the required information, you can set who will receive an email when this alert is triggered. To do this, click the blue phonebook icon, and either tick an already added user, or click the button with a plus “+” at the top of the window to add a new contact.

After you have chosen the required recipients, click the “Select” button at the bottom of the window.

9. Configure the “Idle” alert

Right click on the vehicle you wish to configure the “Idle” alert for, and select “Vehicle Properties”. Ensure you only have one vehicle selected, otherwise you will not be able to access the vehicle properties menu.

Click the “Event Alerting” tab on the left hand side, and when the menu drops down, select “Idle.”

From there, tick the “Enable” box, and enter both the minimum travel distance required, and the allotted time the vehicle has to move this distance.

The screenshot shows the 'Vehicle Properties - Caddy-Caims' window. The left sidebar contains the following menu items: Vehicle Details, Current Location, Hardware, Maintenance, Locale Settings, Sites with Live Alerts, Driver Configuration, Event Alerting (expanded), Alert Prioritization, Unauthorized / Stationary, Idle (selected), Overspeed, Posted Speed Monitoring, Stolen Vehicle, and ConEx. The main content area is titled 'Event Alerting > Idle' and contains the following settings:

- Enable
- When should this (ignition on) idle event alert be triggered?
 - Vehicle has not moved a distance of at least: Meters
 - Vehicle has not moved the required distance within: minutes
- Keep sending this alert every 5 minutes until the vehicle moves again.
- Who should receive an email when the alert is triggered?
 - On alert, send email to:

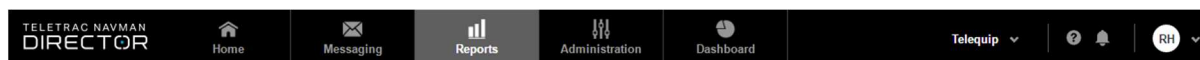
At the bottom of the window, there are three buttons: 'Save Changes', 'Cancel', and 'Save & Close'.

After you have entered the required information, you can set who will receive an email when this alert is triggered. To do this, click the blue phonebook icon, and either tick an already added user, or click the button with a plus “+” at the top of the window to add a new contact. After you have chosen the required recipients, click the “Select” button at the bottom of the window.

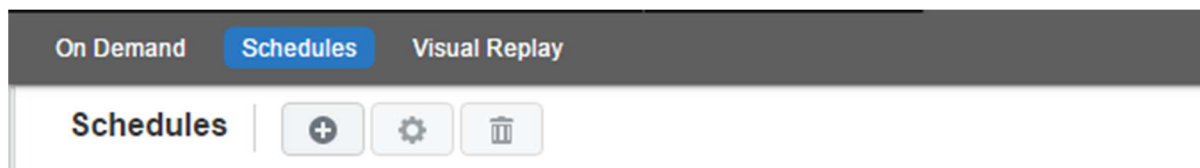
If you are happy with the settings you have configured for the “Idle” alert, click the “Save & Close” button at the bottom of the window.

10. Schedule Reports

To schedule a report, from the Navman Director Home-Screen, press the “Reports” button, located at the top of the screen.



From there, select the “Schedules” tab, located in the top left corner of the screen, as show below. Once you have clicked over to the “Schedules” tab, you can create a new schedule by clicking the plus “+” button, underneath the “Schedules” tab.



To create a report, click the drop down box and select the report type here. For this example we are going to be creating an “Activity by Driver” report, but these steps can be transferred to create any type of report you would like.

Add New Schedule

Details ?

Report:

Schedule Name:

▶ Advanced Options

Schedule ?

Frequency:

▶ Advanced Options

Delivery ?

To:

▶ Advanced Options

After you have selected which report you would like, go ahead and complete the fill out the following general criteria

- Assign the report a name
- How frequently you would like the report to be generated
- Choose who Navman Director will deliver the report to.

Add New Schedule

Details ?

Report:

Schedule Name:


▶ Advanced Options

Schedule ?

Frequency:

▶ Advanced Options

Delivery ?

To: 

▶ Advanced Options

Depending on which report you choose, the criteria window on the right half of your Navman Director Screen will change. For the “Activity by Driver” report, you can select which drivers you wish to receive a report on, and what events are included in your report. After you have set all the criteria for your report, press the “Save” button, which is located in the top right hand corner of your Navman Director screen.

Criteria

Activity Report By Driver

DRIVERS

Group By: Drag a column heading here

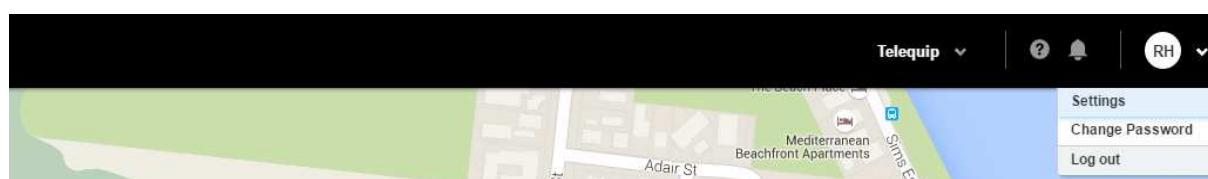
Name	Group
<input type="checkbox"/> Les Curtis	Telequip
<input type="checkbox"/> No Driver	Telequip
<input type="checkbox"/> Russell Woodfield	Telequip
<input checked="" type="checkbox"/> Ryan Harris	Telequip

EVENTS

Group By: Drag a column heading here

Name	Category
<input checked="" type="checkbox"/> Site Overspeed Start	Site Events
<input checked="" type="checkbox"/> Site Overspeed End	Site Events
<input type="checkbox"/> GPS Aerial Reconnected	GPS Aerial Events
<input type="checkbox"/> GPS Aerial Removed	GPS Aerial Events
<input checked="" type="checkbox"/> Ignition On	Ignition Events
<input checked="" type="checkbox"/> Ignition Off	Ignition Events
<input type="checkbox"/> Driver	Driver Events
<input type="checkbox"/> Loan OK	Driver Events

11. Check General Settings



To check your general settings, left click the circle with your initials in the top right of your Navman Director Home-Screen. From there, select settings, and a window like the one shown below will pop up.

Shown above is the settings menu. From here you can change the different variables that your Navman Director Home-Screen will display for you. The metrics shown above are the recommended regional settings for Australian use.