

 NAVMAN  
WIRELESS

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 OnlineAVL 2

# OnlineAVL2 Quick Start Guide

This document outlines the basics of how to operate and navigate around OnlineAVL2 and the main features of the software.

For a more detailed installation process, connection problems and PC requirements, please refer to the OnlineAVL2 Connectivity Document.

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**CONFIDENTIAL**

Please DO NOT distribute the Navman Wireless Quick Start Guide to any parties outside of your company

# 1. Installing OnlineAVL2

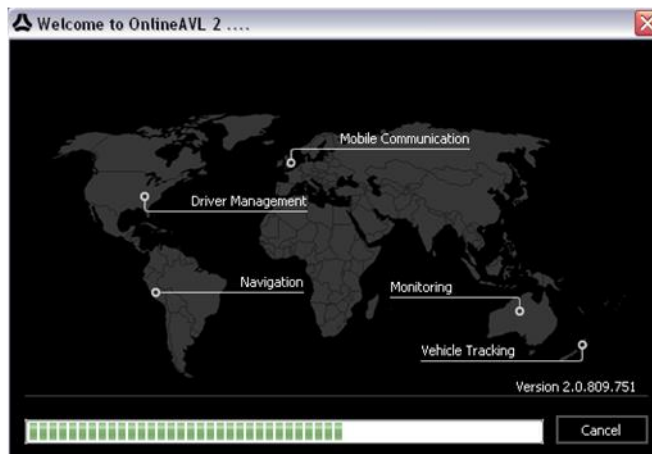
Download AVL2 application from <http://www.navmanwireless.co.uk/asset/s/downloads/onlineavl2.application>

The AVL2 download will automatically check the customers PC for the required system (.NET)

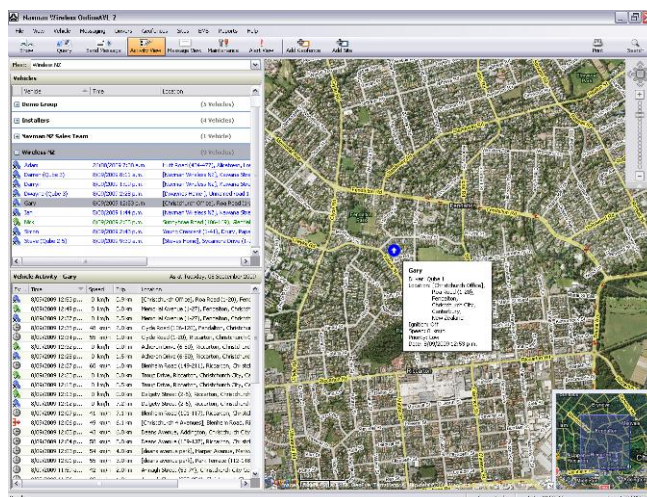
Follow instructions on screen



Login screen



Loading screen




OnlineAVL2

## 2. Getting started

Before starting the application will check that an Internet connection is available:

- If you are using a network connection, the Internet should be available through the network. Check with your system administrator if you are having difficulty connecting to the Internet
- If you are using a dial-up Internet connection, ensure you have connected prior to launching OnlineAVL2

## 3. Start the OnlineAVL2 application

1. Click on the OnlineAVL2 icon  on the Windows Quick Start bar at the bottom of your desktop or access the application by following the menu items from the Windows 'Start' button: 'Start' > 'Programs' > 'Navman Wireless' > 'OnlineAVL2'
2. Once the application is started, the OnlineAVL2 window will appear with the 'Login to Navman Wireless OnlineAVL2' screen



### LOGIN

1. Enter your 'user name' and 'password' (case sensitive) as provided to you by your Navman Wireless representative or your OnlineAVL2 administrator
2. Click 'Login'

## 4. Operating and Navigating around AVL2

	Show the selected vehicle/s on the map		View the <u>Activity Log</u> for a vehicle
	Query the selected vehicles current position and status		View the <u>Message Log</u> for the fleet
	Draw a Geofence on the map		View the <u>Maintenance Status</u> for the fleet
	Draw a Site on the map		View the <u>Alerts</u> for the fleet

**Menu** → [File, View, Vehicle, Messaging, Drivers, Geofences, Sites, EMS, Reports, Help]

**Shortcut Menu** → [Show, Query, Add Geofence, Add Site]

**Vehicle List**  
Blue = ignition off  
Green = ignition on

**Click on tab to show different activity view**  

- Vehicle activity
- Message log
- Vehicle maintenance
- Alerts

**Columns of information**  
Right click on grey bar to:

- Sort info in ascending/descending order
- Add or remove columns (10)

**Print the map as viewed** → [Print]

**Search an address and locate it on the** → [Address Search]

**Detach map to separate pane** → [Detach Map]

**Map toolbar** → [Map, Satellite, Hybrid, Terrain, Zoom, Pan, etc.]

**Mini map**  
Right mouse click > select Show Mini Map

### Basics / Shortcuts

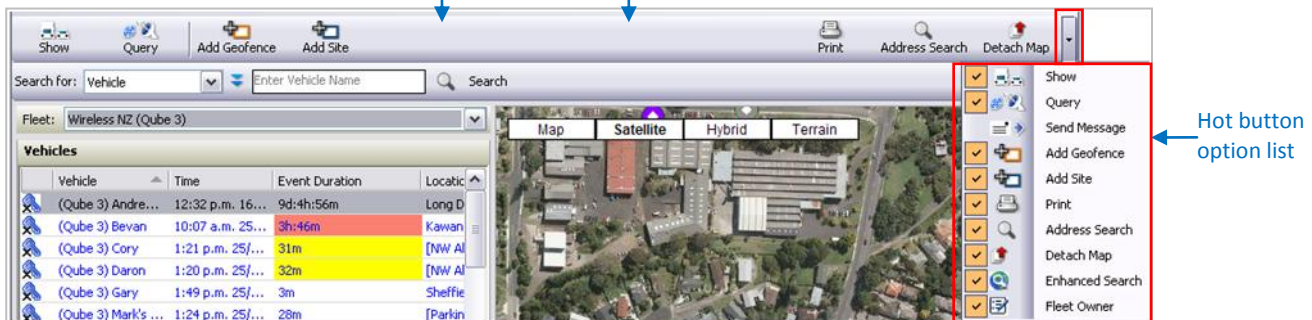
- Double clicking a vehicle in the **Vehicle List** will show that vehicle on the map
- You can use the **Map Tool Bar** OR your **Mouse** (left click and drag map; mouse scroll to zoom in/out) to navigate around the map
- If you require an immediate location of a vehicle, then select the vehicle and click **Query**. This polls the vehicle for its latest information
- You can **Search**
  - Vehicle
  - Driver
  - Address: streets, suburbs, post code or city/town
  - Site
  - Geofence
- **Icons – what do they mean.** In the **Activity Log**, right click in the grey bar where the heading of the columns are. Select 'Columns' > 'Event Description'. The **Event Description** tells you what the icon means
- Click on an event from the **Activity Log to show it on a map**. Double click the event if the events location is out of scope of the current map view
- Right clicking on a vehicle or the map will bring up a **Menu**

## 5. Show / hide buttons on Toolbar

You now have the ability to choose which hot buttons and functions are displayed in the toolbar of the ALV2 application. The expansions menu located on the right edge of the toolbar will allow you to enable or disable the following hot buttons or functions on the toolbar:

- Show
- Query
- Send Message
- Add Geofence
- Add Site
- Print
- Address Search
- Detach Map
- Enhanced Search
- Fleet Owner

Toolbar area which will populate/unpopulate with Hot Buttons as defined by you



## 6. Map

Navman Wireless utilises Google maps for OnlineAVL2. The Google map functions in the same manner as if you were using Google maps in a web browser.

There are five different map views:

- Map (road)
- Hybrid
- Street view
- Satellite
- Terrain

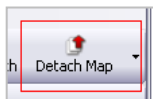
### Navigating around the map

Use the map toolbar on the right-top of the map to navigate around the map, including zooming in and out.

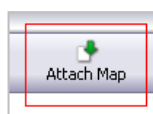
The mouse can also be used by using the left mouse button to 'click and drag' the map around. If you have a scroll mouse, you can use the scroll (wheel) to zoom in and out of the map.

### Detaching the map

The map pane can be detached from the application so you can move the map pane around or use it on a second screen (dual monitor set up).



Clicking the **Detach Map** button on the far right of the toolbar will separate the map from the vehicle status section of the application.

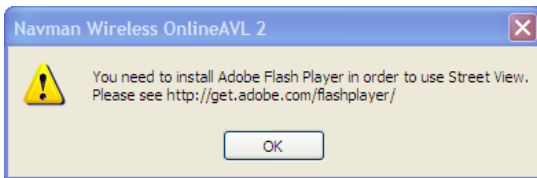


Clicking the **Attach Map** button in the map section (or in the vehicle status section if the map section is minimised) will reattach the map with the vehicle status section of the application.

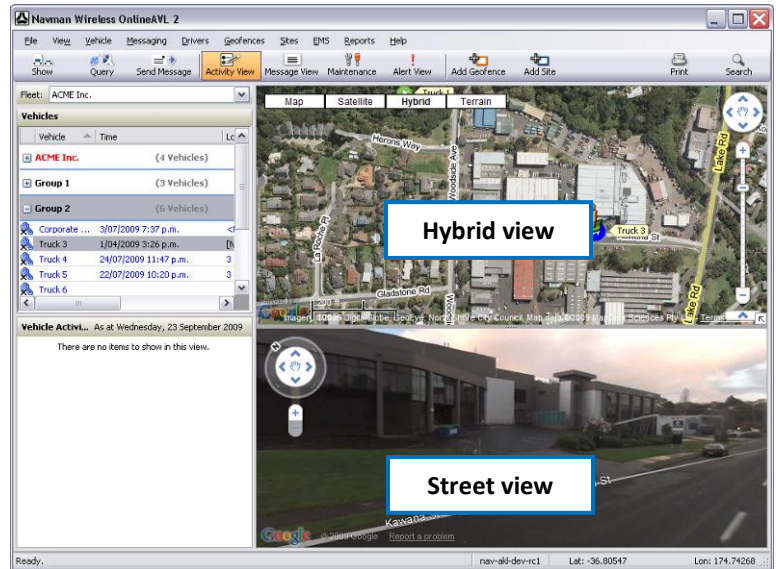
## Street view

Street view activates on the bottom panel and does not show the location of the vehicle/s

**Note:** to use Google Map Street View, you are required to download a **Flash plug-in**. OnlineAVL2 will detect if the Flash ActiveX is not installed and prompt you with the following message




1. You are required to visit the website displayed and download the plug-in.
2. Clicking OK does not download the plug-in.
3. Once the Flash plug-in has downloaded you will have to exit the application and re-open for the plug-in to be recognised.



## Enabling Street View

To enable Street View simply select a location on the map where you want to see Street View and **right-click to show menu**. Select **'Show Street View'**. This will split the view panel to preserve the current map zoom and location on the Main map and also show Street View

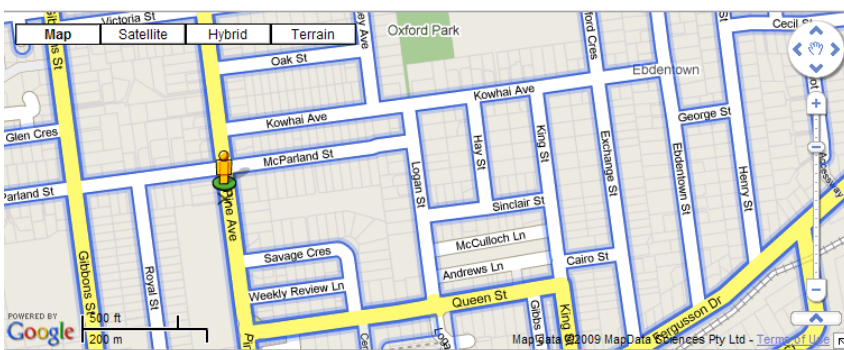
The main map window will be kept in sync with any movements made by you in the Street View window.

This will split the screen as above and reveal the 'Street View Man'  on the selected location.

## Changing Street View Location

The OnlineAVL2 client supports the functionality available in the public version of Google Maps to highlight locations which support Street View.

You will be able to drag and drop the 'Street View Man' and see supported locations highlighted Blue - two examples below.



Map view

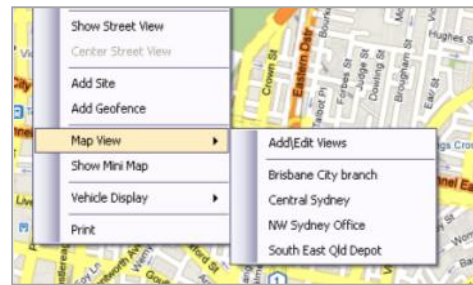
## If selected location does not Support Street View

If you try to show Street View for a location that does not support it, the application will place the man on the nearest available location that supports Street View, providing the same user experience as Google Maps.

## Save Map views as favourites

Define and quickly navigate to multiple different areas of the AVL2 map by selecting it from the list (Map View menu), in essence saving the Map View areas as favourites.

1. Go to location and desired zoom level
2. Right click mouse button on map
3. Select 'Map View' from list
4. Select 'Add/Edit View' from list

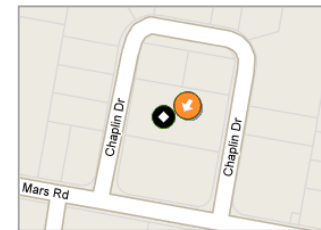


## User defined vehicle icon colours

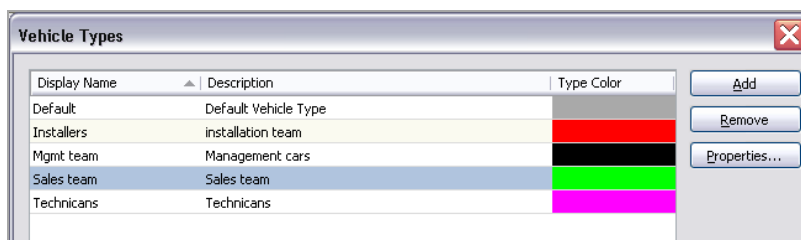
You can view vehicle icons on the AVL2 map by a colour that has been assigned to the associated Vehicle Type.

### Type colour

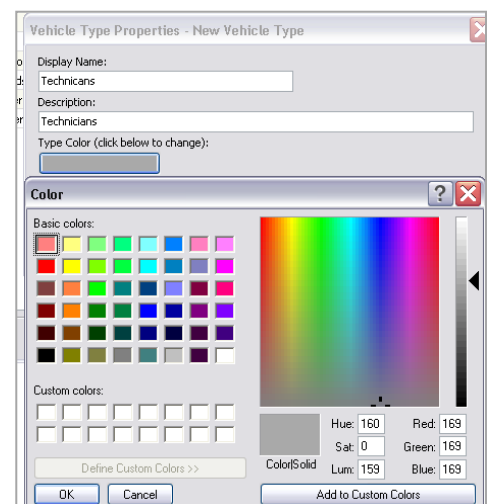
The Vehicle Type creation screen (*Vehicles > Vehicle Type*) will have a new element titled Type Colour. Type Colour will allow you to associate a colour to a vehicle type.



Vehicle icons on the map displayed by Vehicle Type, which was defined by colours



Example of Vehicle Type names and associated colours in the Vehicle Types screen (menu *Vehicle > Vehicle Type*)



Colour pallet. In the Vehicle Type screen, click 'Add' to create new Vehicle Type OR 'Properties' to edit an existing Vehicle Type

## 7. Add a Site

Customer Sites allow you to have an address or area (e.g. customer, supplier, office, yard, etc) marked out with a meaningful name, as opposed to just the default address information.

Hence, when a vehicle enters the Site (an ignition off or a time event must occur), the event will be stamped with the name of the Site in the activity log and reports. This allows easy identification and also allows you to report on activity by Site (see Report section).



1. Click on *Add Site* in the *Shortcut Menu*
2. Select if you want to create a 'Polygon' or 'Rectangle' shape *Site*
3. Click 'Next'
4. Draw the shape on the map
5. Click 'Next'
6. Fill in the details in the *Site Properties* screen
7. Click 'OK' to save

### NOTES:


- Zoom into the map to draw the customer Site for better accuracy
- To redraw or edit a Site, right click on the Site and select 'Redraw on Map' or 'Edit Site (to edit the details)'
- \*\* Customer Site is stored on the AVL2 server and applies to all vehicles within a fleet. No limit on the number of Sites that can be created \*\*

## 8. Add a Geofence

A Geofence is used to make a boundary/area where you want the AVL2 to generate an event in the activity log and/or alert (via email, pop up) when a vehicle enters or exits that Geofence area. E.g. a restricted area, out of bound area, office, yard etc. This allows easy identification and also allows you to report on activity by Geofence (see Report section on page 5).

*Geofence in OnlineAVL2 is Wizard driven so it takes you through each step from setting up the Geofence to sending it to a vehicle/s in one set up.*



1. Click on *Add Geofence* in the *Shortcut Menu*
2. Select if you want to create a 'Polygon' or 'Rectangle' shape Geofence
3. Click 'Next'
4. Draw the shape on the map
5. Click 'Next'
6. Fill in the details in the *Geofence Properties* screen
  - a. Entry / Exist email. Click on  to select email/s to receive an email alert when a vehicle/s enters or exists this Geofence
7. Click 'Next'
8. In the *Send Geofence to Vehicles* screen, select the vehicle/s to receive this Geofence
9. Click 'Finish' to save

### NOTES:

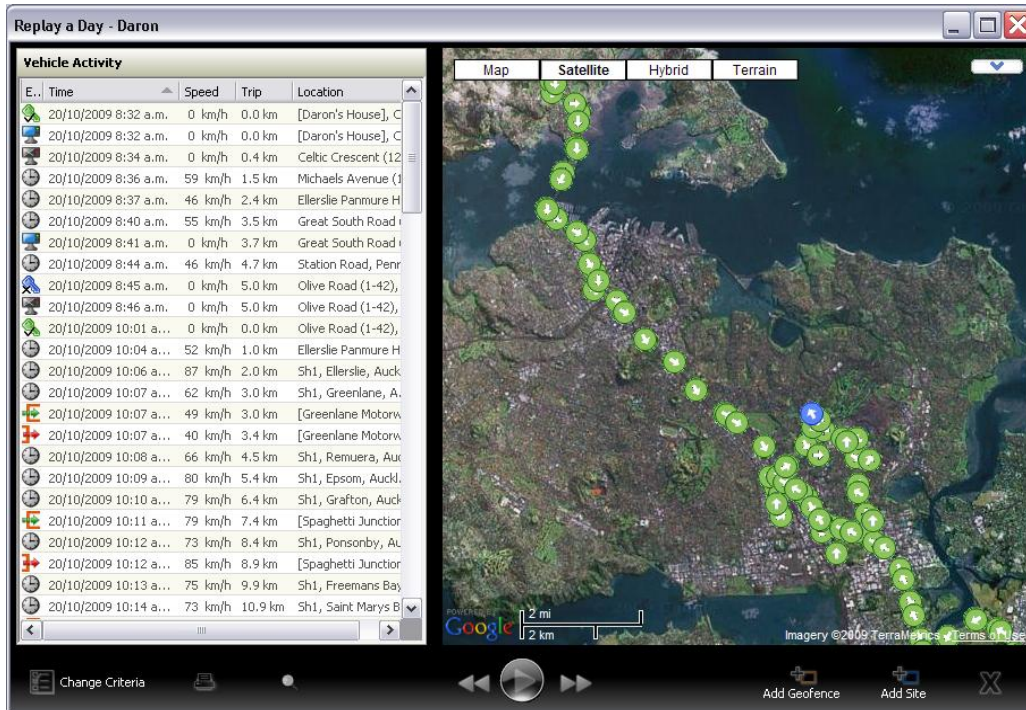
- Make sure the Geofence is big enough to avoid a vehicle being parked on the boundary of the Geofence as this will create repeated alerts
- Zoom into the map to draw the Geofence for better accuracy

- To redraw or edit a Geofence, right click on the Geofences and select 'Redraw on Map' or 'Edit Geofence (to edit the details)'.
- \*\* Geofence sits on a vehicles tracking device and therefore only valid to vehicles that are sent that Geofence. A limit of 50 Geofences per vehicle \*\*

## 9. Replay a Day

Replay a Day will replay a vehicle or multiple vehicles (up to 10) events on the map as a snail trail.

1. In the Main Menu go to *Vehicle > Replay a Day*
2. Click on 'Advanced'
3. Select a vehicle or multiple vehicles
4. Select date and time range
5. Select events to replay
6. Click 'OK'



Change the date criteria for this replay

Print the map as viewed

Search an address

slow down the rate of play

Play the activity on the map

Speed up the rate of play

Close

### Vehicle Icon Display

You can view the vehicle icons by

- Ignition status
- Vehicle type
- Auto assign (multiple vehicles)

Right-click map > select 'Vehicle Display' from list

### Key Basics

- As the event is selected or played down the list, the corresponding event on the map will show the icon bolder and bigger in size
- Double clicking an event in the *Vehicle Activity List* will show that events location on the map
- You can replay the activity from anywhere in the list. As a default, it will start from the top of the list
- You can modify the column view and view the information in ascending/descending order (right click grey bar for options)

**NOTE:** It is a good idea to draw Customer Site (blue boundary) and Geofence (orange boundary) from the Replay a Day map, because you can draw it at the exact point the vehicle visited/stopped.

## 10. Reports

All the reports come as standard on the OnlineAVL 2. Use the Reports to view historical information and to validate job logs, start/finish times, mileage, onsite time, site visits, speed and much more.

In the Main Menu go to *Reports* (use when reporting on multiple vehicles)

All data can be saved and exported as: PDF, CSV, Excel, TIFF and XML.

- Activity Report – details events that a vehicle/device or driver has generated for a given period. One, some or all events can be selected for reporting
- Customer Site Report – provides which vehicle has been to a Customer Site, when they arrived and duration of their stay. This report can be configured to one vehicle to many sites and/or one site to many vehicles
- Geofence Report – shows when and where a vehicle has entered or existed a Geofence; how much time a vehicle has spent inside the Geofence area and how many kilometres they travelled within it
- Idle Report – tells you when, where and how long a vehicle has been idling
- Mileage Report – details total mileage for a vehicle, including the total mileage if more than one day/one vehicle have been selected.
- Overspeed Report – allows you to identify every time a vehicle or driver was recorded travelling faster than a defined speed. The report lists the date, time and location of speeding events.
- Stop Report – lists every stop that a vehicle makes over a given time period and how long the vehicle was stopped at each of those locations.
- Trip Report – creates a run sheet. Information includes every trip (between ignition on and ignition off), trip distance, trip time and on site time. Use this report to verify timesheets and job logs.
- Speed Analysis Report – allows you to examine driver behaviour over time and provides a statistical representation of driving behaviour. The Speed Analysis Report allows you to see how much time a driver spends operating in different speed bands that you define.
- Unauthorised Event Report – reports on all unauthorised movement (as set up in ‘event alerting’ – ‘calendar’). You can schedule periods where no unauthorised activity should occur based on the vehicle moving a certain distance or existing/entering a Geofence. This report is used to assist in security management and highlight incidents of unauthorised vehicle use outside of business hours.
- Message Report – reports on all messages sent and received by the AVL2. Valid only if an MDT/M-Nav device is fitted in the vehicle).
- Event Alert Report – reports on all alerts that were generated based on the defined criteria’s set up.
- Vehicle Maintenance Status Report – reports on the status (overdue, due, ok) of vehicle maintenance issues for every vehicle that has been set up with it.
- Vehicle Maintenance Log Report – reports information in the log completed when the vehicle maintenance issue has been addressed.
- Executive Summary Report – provides summarised activity info on driving hours, distance travelled, travel time, stop time and idle times.
- Location Report – allows you to draw a temporary location on the map (in the report criteria screen) and identify any vehicle activity within that location during a date/time range you selected.
- Time sheet Report – summarises hours spent over the dates defined on start time (first ignition of the day), stop time (last ignition off the day), travelled hours, stopped hours, distance travelled, total hours, total stops and weekly/daily averages.
- Fleet out of service Report – highlights any fleet vehicles that are underperforming based on distance and ignition times you have defined. Will include vehicles with zero activity within that range also.

## **Report Scheduling**

Reports can also be scheduled so it can be automatically generated and sent to any email address, as a PDF, CSV or XML.

See the Help File of OnlineAVL2 on how to set up Report Scheduling.

## **11. Vehicle Properties**

Use Vehicle Properties if you need to add, delete or modify the:

- vehicles details (name, rego, driver, group, etc)
- maintenance schedule, log or recalibration
- event alerting
- Geofences – add or remove from the vehicle
- driver configuration (PIN (Personal Identification Number). Only if an MDT/M-Nav utilised)

In the Main Menu go to *Vehicle > Properties*

**NOTE:** Vehicle Properties is access restricted depending on your access level. Therefore, some items may be greyed out if it is not available for modification based on your access level (username).

## **12. Add a Driver**


Add a Driver to OnlineAVL2 if you want to:

- create reports based on 'driver activity'
- have the driver referenced with a vehicle (in the vehicle list, activity log and reports by vehicle)

### **Add a Driver**

1. In the Main Menu go to *Drivers > Drivers*
2. Click on 'Add'
3. Fill in the details in the *Driver Properties – New Driver* screen
  - a. Details – name of driver, address, PIN (optional and only if an MDT/M-Nav is utilised), etc
  - b. Licence Classes (optional) – type of licence they hold and expiry date
4. Click 'OK' to save

**Apply a Driver to a vehicle** (you can only do this if the driver is not set up with a PIN)

1. Select a Vehicle and go to *Vehicle Properties*
2. In the *Vehicles Details* screen, go to the field 'Default Driver'
3. Click on 
4. Select the driver from the list
5. Click 'OK' to save

**NOTE:** If using 'Apply a Driver to a vehicle', the driver can only be assigned to one vehicle.