

# 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 installation process, installation and connection problems and PC requirements please refer to the OnlineAVL2 Connectivity document.

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## 1. Installing OnlineAVL 2

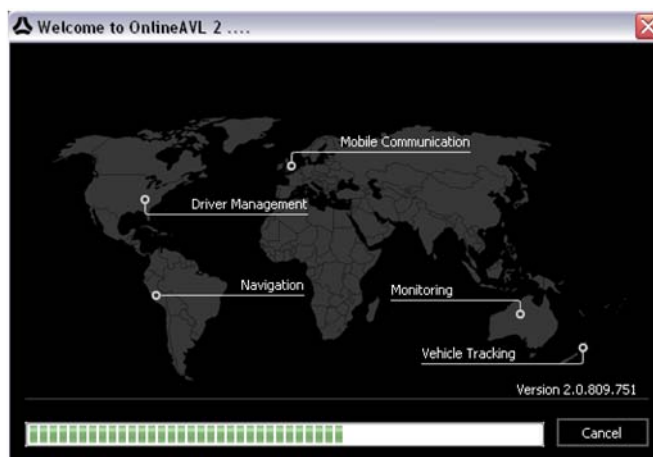
Download AVL2 application from <http://onlineavl2.navmanwireless.co.nz/>

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

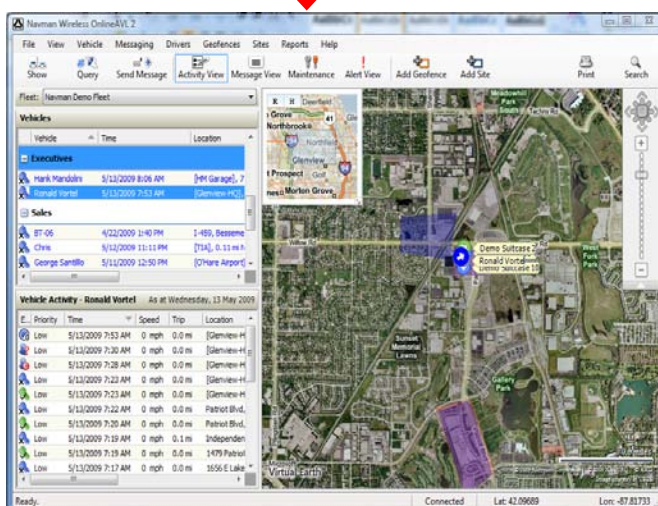
Follow instructions on screen



Login screen



Loading screen



OnlineAVL2 app

## 2. Short Cut Keys

### Main Map

- Search Address = CTRL + F
- Print map screen = CTRL + P
- Show Aerial Map = CTRL + A
- Show Road Map = CTRL + R
- Show Hybrid Map + CTRL + H

## 3. Getting started


### Before starting the application

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

## 4. Start the OnlineAVL2 application

### To 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



## 5. 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'

## 6. Operating and Navigating around AVL2

	Show the selected vehicle/s on the map		View the Maintenance status for the fleet
	Query the selected vehicles current position and status		View the Alerts for the fleet
	Send a message to a vehicle/s		Draw a Geofence on the map
	View the Activity Log for a vehicle		Draw a Site on the map
	View the Message Log for the fleet		

**Menu**

**Shortcut Menu**

**Columns**  
Add or remove columns

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

**Activity Log**  
List of all events generated by the vehicle for the current day

**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**

**Search an address and locate it on the map**

**Map Tool**

**Move map**

**Zoom level**

**Hide/Unhide Tool bar**

**Hover mouse over vehicle to see this pop up**

**Right Click on mouse to get menu options**

### Key Basics / Shortcuts

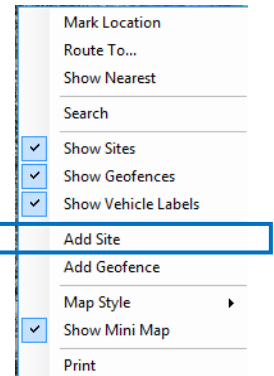
- Double clicking a vehicle in the *Vehicle List* will show that vehicle on the map
- You can use the *Map Tool Bar* or your Mouse (left click and drag map; mouse scroll to zoom in/out) to navigate around the map
- If you require an immediate location of a vehicle, then select the vehicle and click *Query*. This polls the vehicle for its latest information
- You can *Search* streets, suburbs or location (e.g. Chicago)
- 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
- In the *Activity Log*, if you click on an event it will show that events location on the 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* with options to Mark Location, Route To..., Show Nearest, etc.

## 7. Add a Customer 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 on page 5).

1. Click on *Add Site* in the *Shortcut Menu* or right click map for a menu and choose *Add Site*
2. Select if you want to create a 'Polygon' or 'Rectangle' shape *Site*
3. Click 'Next'
4. Draw the shape on the map by clicking once for each point and double click to finish
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 Sites blue line and select 'Redraw on Map' or 'Edit Site (to edit the details)'
- \*\* Customer Site is stored on the AVL 2 server and applies to all vehicles within a fleet. There is a 1,000 site limit on the number of Sites that can be created per fleet \*\*

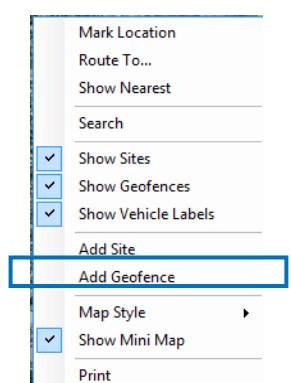
## 8. Add a Geofence



A Geofence is used to make a boundary/area where you want the AVL 2 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 OnlineAVL 2 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* or right click the map for a menu and choose *Add Geofence*
2. Select if you want to create a 'Polygon' or 'Rectangle' shape Geofence
3. Click 'Next'
4. Draw the shape on the map by clicking once for each point and double click to finish
5. Click 'Next'
6. Fill in the details in the *Geofence Properties* screen
  - a. Entry / Exit email. Click on to select email/s to receive an email alert when a vehicle/s enters or exits 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



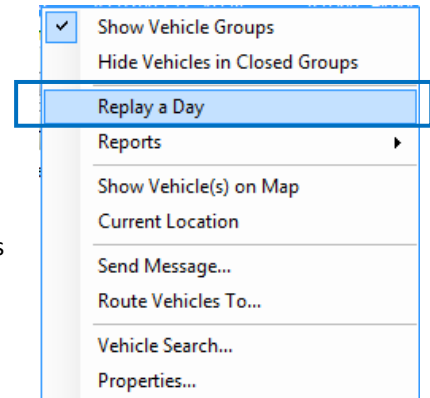
### NOTES:

- 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 orange line 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

Access via right clicking a vehicle from the *Vehicle List* > *Replay a Day*; OR from the Main Menu go to *Vehicle* > *Replay a Day*

Replay a Day will replay a vehicles activity (location) on a map as a snail trail.



1. Select a vehicle and go to *Replay a Day*
2. Select the 'day' or click 'Advanced' if you want to replay more than one days worth of activity
3. Click 'OK'
4. The *Replay a Day* screen will open

**Columns**  
Add or remove columns for custom view

Click on an event to go to that event on the map

Blue icon = ignition off event  
Green icon = ignition on event

Snail trail of the vehicles movement

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  
Create a Geofence  
Create a Site

Priority	Time	Speed
Medium	5/11/2009 11:56 AM	0 mp
Medium	5/11/2009 12:00 PM	42 mp
Low	5/11/2009 12:05 PM	75 mp
Low	5/11/2009 12:10 PM	70 mp
Low	5/11/2009 12:15 PM	65 mp
Low	5/11/2009 12:20 PM	73 mp
Low	5/11/2009 12:25 PM	24 mp
Medium	5/11/2009 12:26 PM	0 mp
Medium	5/11/2009 1:40 PM	0 mp
Low	5/11/2009 1:45 PM	39 mp
Low	5/11/2009 1:50 PM	69 mp
Low	5/11/2009 1:55 PM	73 mp
Low	5/11/2009 2:00 PM	76 mp
Low	5/11/2009 2:10 PM	62 mp
Low	5/11/2009 2:15 PM	75 mp
Low	5/11/2009 2:20 PM	58 mp
Low	5/11/2009 2:25 PM	39 mp
Medium	5/11/2009 2:26 PM	8 mp
Medium	5/11/2009 2:28 PM	0 mp
Medium	5/11/2009 2:32 PM	0 mp
Medium	5/11/2009 2:33 PM	17 mp

### 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)

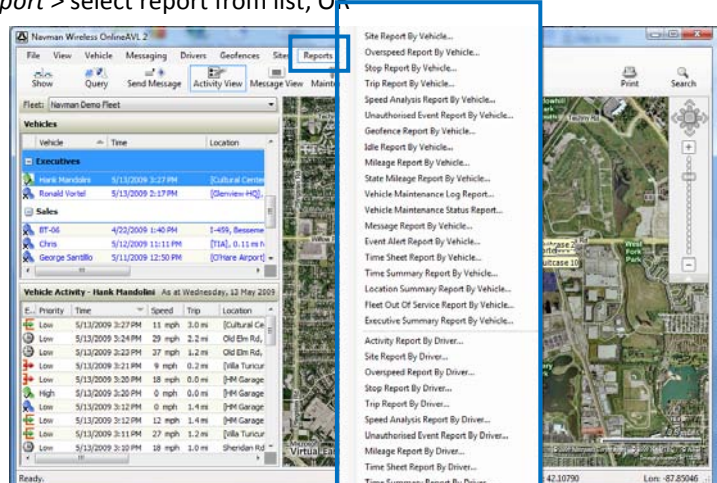
**NOTE:** It is a good idea to draw Customer Site (blue boundary) and Geofence (orange boundary) from the Replay a Day map, because you can draw it at the exact point the vehicle visited/stopped.

## 10. Reports

Access via right clicking a vehicle from the *Vehicle List > Report > select report from list; OR* from the Main Menu go to *Reports* (use when reporting on multiple vehicles)

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.

**NOTE:** All data can be saved and exported as: PDF, CSV, Excel, TIFF and XML. Data is stored on Navman Wireless Server for 180 days.



- 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 or driver 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 miles they travelled within it
- Idle Report – tells you when, where and how long a vehicle has been idling Select idle parameter by feet and time
- 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 or driver makes over a given time period and how long the vehicle was stopped at each of those locations.
- Trip Report – creates a run sheet for a vehicle or driver. 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 or vehicle behavior over time and provides a statistical representation of driving behavior. The Speed Analysis Report allows you to see how much time a driver spends operating in different speed bands that you define.
- Unauthorized Event Report – reports on all unauthorized movement of a vehicle or driver (as set up in 'event alerting' – 'calendar'). See menu under properties/ alerts. 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 AVL 2. Valid only if an MDT/M-Nav device is installed 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.
- State Mileage Report - this report shows the distance travelled by the selected vehicle(s) within a geographic state during the specified time period, either as a summary or day-by-day.
- Mileage Report by Driver - This report shows the total mileage done by the selected driver(s) during the specified time period (usually in one day - midnight to midnight).
- Time Sheet Report - This report shows the following information for the selected driver(s) or vehicle(s) during the specified time period.

Daily summaries of the:

- start time of the first trip and end time the last trip
- total trip time (hours spent travelling)
- total stop time (total time the driver stopped between trips and site visits)
- distance travelled
- total hours
- total stops.

Weekly totals of the:

- total hours
- total stops.

- Time Summary Report - This report shows the following information for the selected driver(s) or vehicle(s) during the specified time period.

Weekly summaries of the:

- total trip time (hours spent travelling)
- total stop time (total time the driver has stopped between trips and site visits)
- total hours (trip times and stop times)
- total number of stops.

Daily averages (over each weekly period) for the:

- average start time for shifts
- average last stop time for shifts
- average hours spent travelling
- average hours spent stopped
- average total hours (length of time between start time and end time)
- average number of stops during shift
- average stop time.

Averages of these daily averages are also provided.

The report also includes pie graphs that show the:

- total travel time for each driver over each weekly period
- total stopped time for each driver over each weekly period
- total time stopped at customer sites
- total time stopped at non-customer sites.

- Location Summary Report - This report enables you to create a temporary location and show vehicle or drivers activity at that location for a selected time period.

This report is useful if you need to prove that a delivery attempt was made at a certain time, provided that drivers turn the ignition OFF (to generate and store an Ignition OFF event) during the visit.

- Fleet Out of Service Report - This report shows the following information for selected vehicle(s) within one vehicle group OR for selected vehicle(s) within two or more vehicle group(s) during the specified time period:

- average daily distance driven
- average daily Ignition ON time
- average daily total number of trips made
- how many vehicles meet the report criteria
- total distance driven
- total Ignition ON time.

The overall averages are also shown.

- Executive Summary Report - This report shows the following information for selected vehicle(s) within one vehicle group OR for selected vehicle(s) within two or more vehicle group(s) during the specified time period:

- total time a vehicle has been in use ('In Use' is defined as the time between the first Ignition ON event and the last Ignition OFF event in a day)
- total distance driven
- travel time (total Ignition ON time)
- stop time (total time the vehicle has been stopped). **Note:** The time between the last Ignition OFF event in a day and the first Ignition ON event the following day is not counted as stop time in this report.
- idle time (total time the vehicle has been idling, according to the idling criteria you specify for this report)
- total idles (total number of idling events)
- total stops (total number of stop events)

The overall averages are also shown.

## 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.

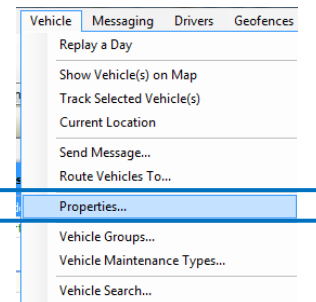
See document 'OnlineAVL 2 New Features\_User Guide' on how to set up Report Scheduling.

## 11. Vehicle Properties

Access via right clicking a vehicle from the *Vehicle List > Properties*; OR from the Main Menu go to *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)



**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).

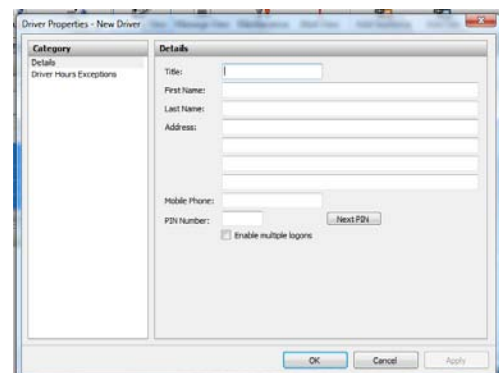
### Add a Driver

Add a Driver to OnlineAVL 2 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.

## 12. Maintenance Module

Use **Vehicle** to setup and manage all the vehicle maintenance schedules and requirements for individual vehicles. You can:

- define all the different types of vehicle maintenance you want to perform on your vehicles. (You must do this BEFORE you setup the maintenance schedule for the vehicle.)
- recalibrate a vehicle's odometer OR engine hours. (You must do this BEFORE you setup the maintenance schedule for the vehicle.)
- use the vehicle maintenance templates to create and manage the vehicle maintenance schedules for each vehicle. You can also nominate the contacts that need to be notified about upcoming vehicle maintenance so that OnlineAVL 2 can send automatic reminders before a maintenance item is due, on the due date itself, and if it is overdue.
- view the vehicle maintenance schedules
- change the vehicle maintenance schedule for a vehicle (stored as part of the vehicle's properties).
- update the vehicle maintenance log (stored as part of each vehicle's properties) after a maintenance item has been performed.