



NAVMAN WIRELESS OFF-ROAD TRACKER USER GUIDE



OFF-ROAD TRACKER

Navman Wireless Off Road Tracker provides automated reporting and ticket management for distance travelled off road by a vehicle and trailer.

Customer Login

User name and password are case sensitive

User Name:

Password:

Server:

Remember Me



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INTRODUCTION

Navman Wireless's Off-Road Tracker is an automated system to help you manage Road User Charges. The Off-Road Tracker allows you to record licences, to capture details of off-road travel, and to fill in automatically claims forms for lodging with the NZTA.

The Off-Road Tracker has been designed to track each licence individually from purchase to expiry. At any stage you can easily review which licences are active, the licences that are ready to have claims made against them, and the licences against which claims have already been filed.

You can also set up email or SMS alerts that will be triggered when licences are nearing expiry or have expired.

Navman Wireless Off-Road Tracker lets you:

- Scan licences and apply them to trucks and trailers
- Automatically track and record off-road travel
- Keep track of licences claimed and processed against a truck or trailer
- Receive alerts when a licence is near expiry or expired
- Create reports at any time, which can be exported to Excel or created as PDFs

Tab layout

Once a user has logged into the Off-Road Tracker solution they will be presented with the below.

OVERVIEW	LICENCES	RECORDER READINGS	CLAIMS	REPORTS	TRAILERS	SETTINGS	LOG OFF
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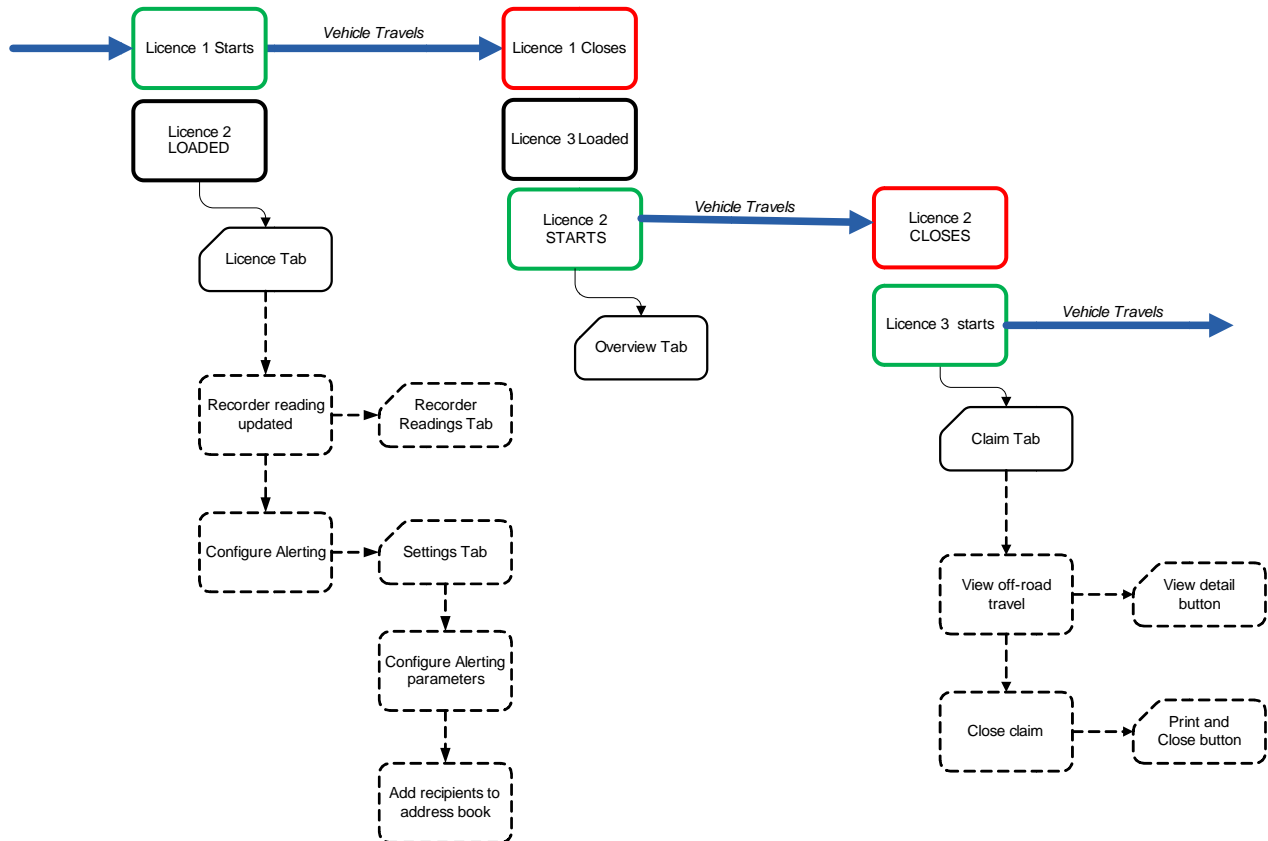
The Off-Road Tracker uses tabs to navigate between the functional areas of the system. These tabs are:

Overview	Used for a snapshot view of fleet Licence status
Licences	For entering and management of Licences assigned to vehicles
Recorder Readings	Used for the management of Hubometer readings within the system
Claims	Review / Print / Close complete Licences for claiming
Reports	The reports centre, review off-road travel to ticket claim history
Trailers ^{*new*}	Use for management of trailer assignments to activity
Settings	Configure alerts and address book entries

NOTE:

The system will automatically log you off if you are inactive for more than 20 mins.

Life cycle of a RUC licence



- Licence is purchased and entered into system
 - **'Licence Tab'**
 - 'Add New button / Start scanning option'
- Recorder reading entered from vehicle's Hubometer
 - **'Recorder readings Tab'**
 - 'Add New button' or bulk import
- Optional alerting configured for licence expiration
 - **'Settings Tab'**
 - 'Alerts' Tab for alert settings
 - 'Address book' Tab for alert recipients
- Travel against licence is recorded once current distance is within licence parameters
 - **'Overview Tab'**
- Once distance exceeds licence maximum, off-road travel is calculated
 - **'Claim Tab'**
 - Alert is generated based on alert settings
 - Claim can be reviewed, and closed via 'print applications and close licence button'

OVERVIEW TAB

When you log into the Off-Road Tracker, the *Overview* tab is visible. The *Overview* tab shows the current state of the tracked vehicles and trailers.

OVERVIEW		LICENCES	RECORDER READINGS	CLAIMS	REPORTS	TRAILERS	SETTINGS	LOG OFF	
Fleet		Overview						Refresh	Page size 16
Wireless NZ									
Type	Reference	Rego	Current Licence No	Max Dist (km)	Current Distance (km)*	Last Reading(km)	Recorder Reading Date		
● Vehicle	Gary	BNJ228 (Holden)		0	34400	34343	13/08/10 11:15		
● Vehicle	EMS test Case			0	12200	12121	09/06/10 08:41		
● Vehicle	Steve			0	12300	8550	18/09/08 08:16		
● Vehicle	Navman Dealer			0	556600	556565	09/09/10 15:38		
●				0	23000	23000	14/03/10 11:21		
● Trailer	Trailer 1	TYU3333		0	20000	20000	01/02/09 17:08		
● Vehicle	Graham	EHG853		0	333400	333333	07/06/10 00:00		
● Vehicle	Over Rev Test			0	4600	4534	13/08/10 11:15		
● Vehicle	Simon	TP705		0	55600	55555	09/09/10 16:06		
● Vehicle	Darryn			0	4534600	4534534	09/09/10 15:55		
● Vehicle	Adam	EWG707		0	100100	100033	23/07/10 20:00		
● Vehicle	Ian		7891234	10000	5600	5555	09/09/10 16:07		
● Vehicle	Adam OLD	Adam							

* Current Distance is rounded up to the nearest 100 km

Information provided in the *Overview* table:

- **Type** – Vehicle, Trailer or Asset
- **Reference** – the name of the vehicle as seen in OnlineAVL
- **Rego** – The registration details as recorded in OnlineAVL
- **Current Licence No** – The licence that is currently in use in the vehicle
- **Max distance (km)** – The distance at which the current licence will expire
- **Current distance (km)** – The distance the vehicle has travelled
- **Last recorder reading (km)** – The last reading taken from the vehicles calibrated Odometer or Hubometer
- **Recorder reading date** – The date and time the last calibrated reading was taken

LICENCES

The Licences tab shows all purchased licenses that have been entered into the system and their current status. To show the current licences or add a new license you must select a fleet.

OVERVIEW		LICENCES		RECORDER READINGS		CLAIMS		REPORTS		TRAILERS		SETTINGS		LOG OFF	
Fleet		License Add New Refresh History Page size 16 													
Wireless NZ		Type	Reference	Rego	License No	Min Dist (km)	Max Dist (km)	Purchased	Status						
Vehicle Filter		Vehicle	Ian		123456789	11000	12000	Unused							
--All Vehicles--		Vehicle	Ian		8974321	10000	11000	Unused							
Scan Licence		Vehicle	Ian		8974321	10000	11000	Unused							
Start Scanning		Vehicle	Ian		8974321	10000	11000	Unused							
Filter		Vehicle	Ian		8974321	10000	11000	Unused							
Unused Licences		Vehicle	Ian		8974321	10000	11000	Unused							
		Vehicle	Ian		8974321	10000	11000	Unused							
		Vehicle	Ian		8974321	10000	11000	Unused							
		Vehicle	Ian		8974321	10000	11000	Unused							
		Vehicle	Ian		8974321	10000	11000	Unused							
		Vehicle	Ian		8974321	10000	11000	Unused							
		Vehicle	Ian		8974321	10000	11000	Unused							
		Vehicle	Darren	EDR162	135792468	75000	85000	Unused							



Information provided in the *Licences* table:

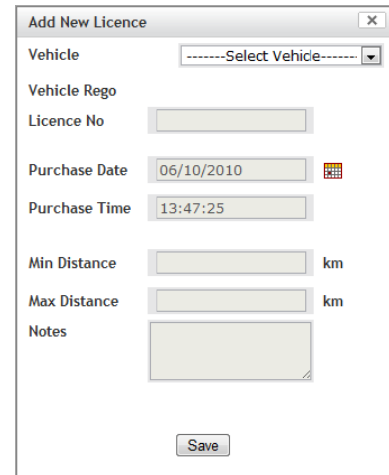
- **Type** – Vehicle, Trailer or Asset
- **Reference** – The name of the vehicle as seen in OnlineAVL
- **Rego** – The registration as recorded in OnlineAVL
- **License No** – The RUC licence number as entered into the system
- **Min dist (km)** – The starting distance that the licence will be active from
- **Max dist (km)** – The distance that the licence will expire
- **Purchased** – The date and time the license was purchased

To add new licences


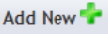
There are two methods for adding licences.

Manual input via the *Licence* tab on Off-Road Tracker

1. Click on 
2. The 'Add New Licence' screen will appear 
3. Select the vehicle from the 'Vehicle' drop down field
4. Complete the following details: Licence No, Purchase Date & Time, Minimum distance (start distance) and Max distance (end distance) and Notes
5. Click *Save* to finish



Via a 2D barcode scanner

1. Attach the scanner to the computer running Off-Road Tracker
2. Click the  *Start Scanning* button. This will place the cursor in the *Start Scanning* field
3. Scan the barcode. The *Start Scanning* field will populate with the barcode information
4. If the vehicles registration exists the  screen will automatically open
5. Check and/or complete the following fields: Licence No, Purchase date, Minimum distance (start distance) and Max distance (end distance)
6. Click *Save* to finish


NOTE:

The cost of a 2D barcode scanner is approximately \$1000 and will need to be sourced from a third party.

To manually close or delete licences



Type	Reference	Rego	Licence No	Min Dist (km)	Max Dist (km)	Purchased	Status	
Vehicle	Ian		123456789	11000	12000	Unused		
Vehicle	Ian		8974321	10000	11000	Unused		
Vehicle	Ian		8974321	10000	11000	Unused		

1. Click on the cross button  next to the license you want to close/delete
2. The 'Close or Delete License' screen will appear
3. Select one of the options below and click *Continue* to finish

Close License - will move the ticket to the claims tab

Delete License - will delete the ticket permanently off the system

RECORDER READINGS

Recorder Readings tab enable the Off-Road Tracker to provide distance information and automatically associate vehicle activity with licences. Incremental distances reported by the system are measured by GPS and regular readings are required to ensure reasonable accuracy to the calibrated vehicle recorder.

OVERVIEW		LICENCES	RECORDER READINGS	CLAIMS	REPORTS	TRAILERS	SETTINGS	LOG OFF
Fleet		Recorder Readings						
Wireless NZ		Add New + Refresh Refresh History History Page size 16						
Vehicle Filter		Type	Reference	Rego	Hubo Serial No	Distance Reading(km)	Distance Reading Date/Time	
--All Vehicles--		Vehicle	Adam	EWG707		100033	23/07/10 20:00	X
View Filter		Vehicle	Navman Dealer		3444444	556565	09/09/10 15:38	X
Last Reading Only		Vehicle	Gary	BNJ228 (Holden)	sdfsdf	34343	13/08/10 11:15	X
Bulk import		Vehicle	Simon	TP705	55555		09/09/10 16:06	X
Browse...		Vehicle	Steve			8550	18/09/08 08:16	X
Import		Vehicle	EMS test Case		444444	12121	09/06/10 08:41	X
Download template		Vehicle	Over Rev Test		sdwer	4534	13/08/10 11:15	X
		Vehicle	TA	Demo		12365	27/03/08 12:35	X
		Vehicle	Ian		345	5555	09/09/10 16:07	X
		Vehicle	Graham	EHG853	53533	333333	07/06/10 00:00	X
		Trailer	Trailer 1	TYU3333	2353434534	20000	01/02/09 17:08	X
		Vehicle	Darryn		2345REPLACED	4534534	09/09/10 15:55	X

Information provided in the *Recorder Reading* table:

- **Type** – Vehicle, Trailer or Asset
- **Reference** – The name of the vehicle as seen in OnlineAVL
- **Rego** – The registration as recorded in OnlineAVL
- **Hubo serial number** – The serial number of the vehicle’s calibrated recorder
- **Distance Reading** – The reading taken from the vehicle’s calibrated recorder
- **Distance Reading Date/Time** – The date and time the calibrated reading was taken

NOTE:

Navman Wireless recommends taking calibrated recorder readings when purchasing new licences or at distances of less than 5000km / monthly - which ever happens first.

Recorder readings – must be made at least every 90 days

Recorder readings for vehicles should be taken regularly. The Off-Road Tracker system will warn you if a recorder reading on a vehicle is over 90 days.



Any vehicles that doesn’t have a valid recorder reading will show as a grey status in the ‘Overview’ page.

Trailer	test trailer 1	TSTTRL1
Unknown. No Vehicle Recorder Reading or last reading is more than 90 days old.		

Correct management of vehicles in Off-Road Tracker will show the following status as

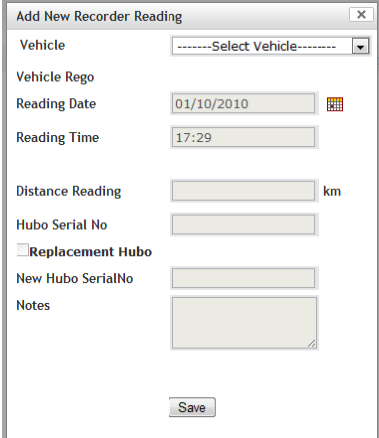
- Green = valid licence
- Yellow = licence about to expire
- Red = licence expired

Entering a recorder reading:

1. Read the current distance as displayed on the vehicle's calibrated recorder
2. Click on 
3. The 'Add New Recorder Reading' screen will appear 
4. Select the vehicle from the 'Vehicle' drop down field
5. Complete the following details: Reading Date & Time, Distance Reading, Hubo Serial No.

Note: See page 10 for 'Replacement Hubo'

6. Click *Save* to finish



Recorder reading bulk import ^{new}

The Bulk Import functionality allows multiple vehicle recorder readings to be entered via a CSV file. This is designed to help with the administration of larger fleets.

CSV file structure:

- **Column A: Vehicle Rego** – Registration of the vehicle as entered in OnlineAVL
- **Column B: Reading (Kms)** – The distance reading in Kms
- **Column C: Reading Date** – The date and time of the reading

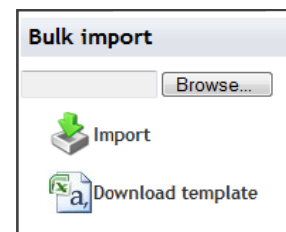
	A	B	C	
1	Vehicle Rego	Reading (Kms)	Reading Date	
2				
3				
4				
5				
6				
7				
8				

Note:

A template CSV file can be obtained by clicking on the 'Download template' button.

To perform a bulk import:

1. Click the 'Browse...' button and select a .CSV file to import
2. Click 'Import'
3. Wait for the file to upload – indicated by the background colour of the textbox next to the browse button. **Red** signifies an issue with the upload and **Green** indicates a successful upload
4. The 'Import Results' screen will appear, showing for each line either:
 - 'OK' – recorder reading is valid
 - 'Errors' – incorrect or invalid recorder reading

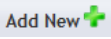


Import results	
Line No	Validation Response
1	Vehicle does not belong to selected fleet.
2	ERROR: Column Distance: Cannot set lower distance reading than 100033kms.
3	Vehicle does not belong to selected fleet.
4	ERROR: Column Distance: Cannot set lower distance reading than 55555kms.
5	Vehicle does not belong to selected fleet.
6	ERROR: Column DateTime: Missing data at this cell.
7	ERROR: Column Distance: Incorrect data type used. Expected a value of type Int32.
8	ERROR: Column Distance: Incorrect data type used. Expected a value of type Int32.

Example showing errors in the Import Result screen


5. Close window to continue

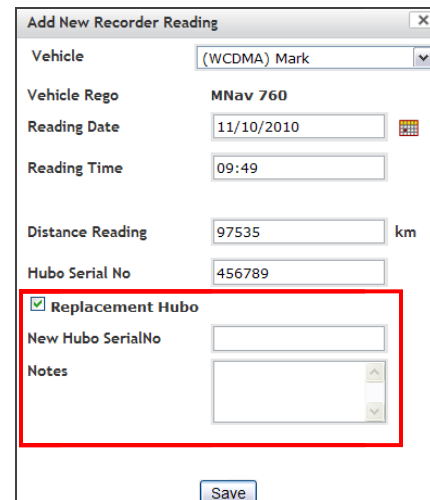
Replacing a hubo

1. Click on 

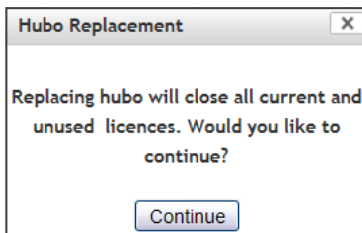


Type	Reference	Rego	Hubo Serial No	Distance Reading(km)	Distance Reading Date/Time
Vehicle	Adam	EWG707		100033	23/07/10 20:00
Vehicle	Navman Dealer		3444444	556565	09/09/10 15:38

2. The 'Add New Recorder Reading' screen will appear 
3. Select the vehicle from the 'Vehicle' drop down field
4. Check the tick box next to 'Replacement Hubo' field
5. Complete the 'New Hub Serial No' field with the new Hubo serial number
6. Complete the 'Notes' field with comments (optional)
7. Click *Save* to finish
8. The 'Hubo Replacement' pop up screen will appear, detailing that 'all open and unused licenses will now be closed'




Vehicle: (WCDMA) Mark
 Vehicle Rego: MNav 760
 Reading Date: 11/10/2010
 Reading Time: 09:49
 Distance Reading: 97535 km
 Hubo Serial No: 456789
 Replacement Hubo
 New Hubo SerialNo:
 Notes:
 Save



Hubo Replacement
 Replacing hubo will close all current and unused licences. Would you like to continue?
 Continue

9. Click *Continue* to finish (this action will close all open/unused licenses and place them in the 'Claims' tab for processing. From here new tickets can now be entered against the new Hubo)

Click the cross button  to *Cancel* Hubo Replacement

CLAIMS TAB

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

Type	Ref	Rego	Licence No	Purchased	Min Dist (km)	Max Dist (km)	In Use Start Date	In Use End Date	Calc Off Road (km)	Claim Off Road (km)
Vehicle	Simon	TP705	5671234	15/09/08	30000	40000	18/09/08 07:00	04/11/08 14:00	3	560
Trailer	Trailer 1	TYU3333	23234	01/01/09	200	10000			0	200
Vehicle	Darryn		123456789	20/10/08	0	0			0	0
Vehicle	Darryn		12345678	15/09/08	0	10000			0	0


Tag Actions: [Print Application For Refund & Close Licence](#)












Disclaimer: The accuracy of report can be affected by a number of factors including but not limited to the accuracy of current mapping data and network availability. Navman Wireless NZ accepts no responsibility for any inaccuracies in or reliance on any reports and accepts no liability whatsoever for damages or loss incurred as a result of any inaccuracies in or reliance on a report (including, without limitation, claims not being accepted by LTNZ, for any off-road travel which may not be shown in a report).



Information provided in the *Claims* table:

- **Reference** – The name of the vehicle as displayed in OnlineAVL
- **Rego** – The vehicle registration as recorded in OnlineAVL
- **Licence No** – The number of the license as entered into the system
- **Purchase Date** – The date the license was purchased
- **Min Dist** – The start distance of the License
- **Max Dist** – The end distance of the License
- **In Use Start Date** – The start date of the period the licence was active
- **In Use End Date** – The date the licence expired
- **Calculated Off-Road** – Distance identified by the system as off-road travel
- **Claimed Off-Road** – Off-road distance to be claimed against the license

To populate the off-road to be claimed

1. Click on the PDF icon  to view the report on the off-road km travel associated with this licence

Claims												Refresh 	History 	Page size 16 
Type	Ref	Rego	Licence No	Purchased	Min Dist (km)	Max Dist (km)	In Use Start Date	In Use End Date	Calc Off Road (km)	Claim Off Road (km)			<input type="checkbox"/>	
Vehicle	T41	BWA419	306598553	17/09/08	189000	192000	16/09/08 10:00	24/09/08 15:59	20	20			<input type="checkbox"/>	
Vehicle	T32	ACC846	307227054	24/09/08	254000	258000	24/09/08 09:00	23/10/08 06:59	55	55			<input type="checkbox"/>	
Vehicle	old_T55	BKG805	306587646	18/09/08	41000	44000	23/09/08 06:00	03/10/08 11:59	36	36			<input type="checkbox"/>	

2. To adjust the report, click on the pen icon  next to the vehicle & licence you want to adjust
3. The 'Edit Claim Info' screen will appear 
4. Edit the off-road distance in the 'Claim Off-Road' field
5. Click on *Save* to finish
6. If you are ready to print a claim form / close a licence, see the 'Printing Claims' section on page 15

Edit Claim Info x

Vehicle Reference: Trailer 1

Vehicle Rego: TYU3333

Licence No: 23234

Purchased Date/Time: 01/01/2009 05:07:10

Min Dist Recorder: 200km

Max Dist Recorder: 10000km

Calculated Off-Road: 0km

Claim Off-Road: 200 km



NOTE:

Clicking on *Claim Sent* will remove this licence detail from the *Claim* tab. You can view the *Claim Sent* history and details from the 'Licence Claim History Report' via the *Report* tab

Company details ^{new}

Company details and contact information can be pre-populated on the NZTA claim form generated via Off-Road Tracker.

To edit/add company details:

1. Click the  icon next to the 'Claim/Company Details' field
2. The 'Claim/Company Details' screen will appear 
3. Complete the following fields
 - a. Company Name
 - b. Customer Number
 - c. Phone
 - d. Email
 - e. Reason code
 - f. Applicant Name
 - g. Address
4. Click *Save* to finish

Claim/Company Details x

Company Name

Customer Number

Phone -

Email

Reason Code

Applicant Name

Address

Printing claims

To print a claim or print / close a licence:

1. Select the licence/s from the 'Claims' table by checking the box on the right of the licence (see below)

Claims											Refresh	History	Page size	16
Type	Ref	Rego	Licence No	Purchased	Min Dist (km)	Max Dist (km)	In Use Start Date	In Use End Date	Calc Off Road (km)	Claim Off Road (km)				
Vehicle	T41	BWA419	306598553	17/09/08	189000	192000	16/09/08 10:00	24/09/08 15:59	20	20			<input type="checkbox"/>	
Vehicle	T32	ACC846	307227054	24/09/08	254000	258000	24/09/08 09:00	23/10/08 06:59	55	55			<input type="checkbox"/>	
Vehicle	old_T55	BKG805	306587646	18/09/08	41000	44000	23/09/08 06:00	03/10/08 11:59	36	36			<input type="checkbox"/>	

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

Tag Actions: Print Application For Refund & Close Licence

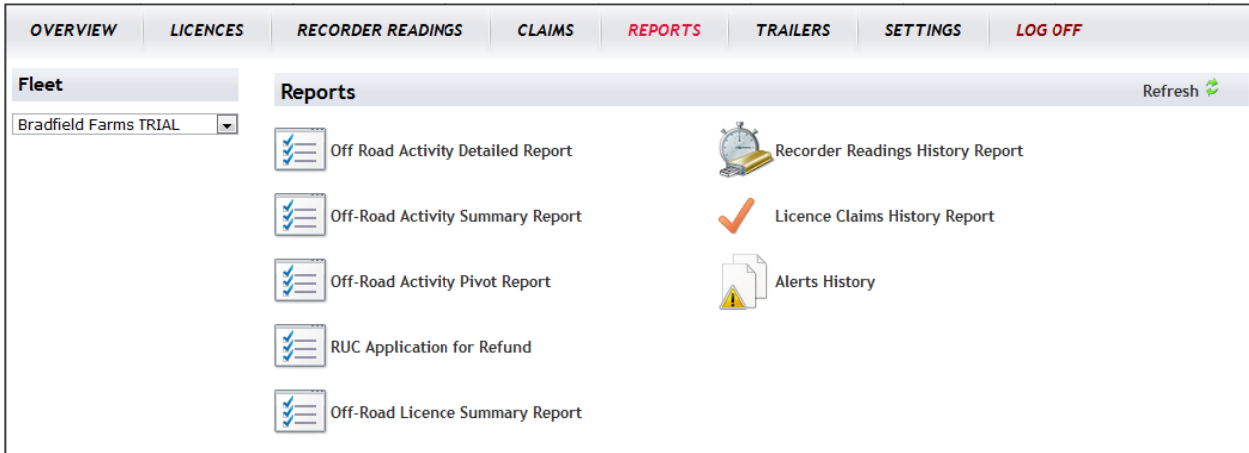
- Print Application For Refund & Close Licence
- Print Application For Refund
- Close Licence

3. Click the green arrow to proceed
4. The 'Claims Print Summary' page will appear
5. Click on 'Print Report' or 'Returns to Claims' to finish

OVERVIEW	LICENCES	RECORDER READINGS	CLAIMS	REPORTS	TRAILERS	SETTINGS	LOG OFF			
Fleet										
Wireless NZ										
Claims Print Summary										
Page size 16										
Type	Ref	Rego	Licence No	Purchased	Min Dist (km)	Max Dist (km)	In Use Start Date	In Use End Date	Calc Off Road (km)	Claim Off Road (km)
Trailer	Trailer 1	TYU3333	23234	01/01/09	200	10000	01/01/01 12:00:00	01/01/01 12:00:00	0	200
Vehicle	Darren		123456789	20/10/08	0	0	01/01/01 12:00:00	01/01/01 12:00:00	0	0
<div style="display: flex; justify-content: space-between;"> <input type="button" value="Print report"/> <input type="button" value="Return to Claims"/> </div>										

REPORTS

The Reports tab is quite simply the reports centre for the Off-Road Tracker containing all the reports needed for the management and claiming of your Road User Charges.




The Off-Road Tracker contains seven reports:

- **Recorder readings history report** – Summary of readings taken the vehicle’s calibrated recorder
- **Licence Claims history report** - Licences that have been claimed
- **Alerts History** – Alerts sent
- **Off Road Activity Detailed Report** – Instances of off-road travel tagged with location details and distance
- **Off Road Activity Summary Report** – Daily totals of off-road travel for the defined date period
- **Off Road Activity Pivot Report** – Daily totals of off-road travel in a table
- **Off Road Licence Summary Report** ^{new (below)} – Daily totals of off-road travel for a licence

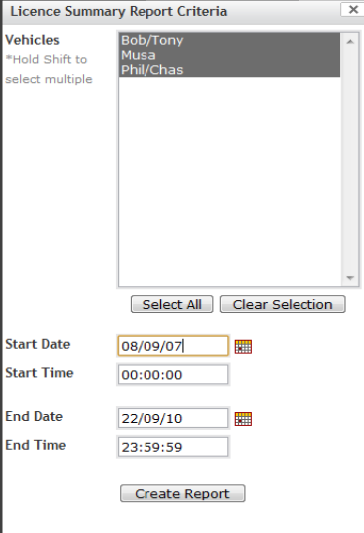
Licence Summary Report	
Licence No: 327860334 Vehicle:	
01/11/2009	0.777
Total for Licence: 327860334	
0.777	
Licence No: 329531983 Vehicle:	
11/11/2009	0.000
12/11/2009	8.615
13/11/2009	3.168
14/11/2009	0.000
15/11/2009	4.544
16/11/2009	11.082
17/11/2009	9.546
18/11/2009	3.148
Total for Licence: 329531983	
40.104	

To run a report

1. Select the desired report from the list
2. The 'Report Criteria' screen will appear 
3. Select the vehicle/s from the 'Vehicles' field list
Note: to select more than one vehicle, but not all, hold down 'CTRL' on your keyboard and click on the vehicles you want to report on
4. Select the 'Start Date and Time ^{new}' (Period from) range
5. Select the 'End Date and Time ^{new}' (Period to) range
6. Click on *Create Report* to finish

NOTE:

The total distance is shown on the last page and is in metres.



Licence Summary Report Criteria

Vehicles
*Hold Shift to select multiple

- Bob/Tony
- Musa
- Phil/Chas

Select All Clear Selection

Start Date 08/09/07

Start Time 00:00:00

End Date 22/09/10

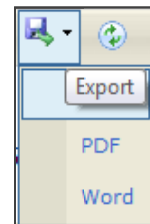
End Time 23:59:59

Create Report

Report format

Reports can be exported to Excel, PDF or Word ^{new}. The export format is selected at the top of the report.

Select the format and press 'Export'



TRAILERS ^{NEW}

Manual trailer association has been added to the Off-Road Tracker for fleets where trailers are typically associated with certain vehicles. The trailer features allow you to add trailers to your fleet (Trailer Management) and associate trailers to vehicles via hook / un-hook events (Trailer Movements). The Off-Road Tracker manages trailer claims for off-road travel based on the associated vehicle's movements.

Trailer Movement

Trailer Movement associates trailers to vehicles via hook / un-hook events.

From the task menu on the left, trailers events can be filtered by:

- Fleet
- Trailer
- Event Types: 'Hooked' and 'Unhooked'
- Date range

Reference	Rego	Trailer Tag	Connected to	Hook Date/Time	Unhook Date/Time	
Tst Trailer	tst123	N/A	(Qube 3) Andrew'sBMW	01/10/10 13:00		

A trailer event captures the following information:


- The trailer
- The primary mover
- The 'Hook' date and time
- The 'Unhook' date and time

Events can be created with no disconnect date/time, only one open entry per trailer is allowed.

A primary mover can have many associated trailers.

Trailer	Trailer 1
Connecting Vehicle	Graham
Hook Date	31/12/2009
Hook Time	21:00:00
Unhook Date	31/01/2010
Unhook Time	21:00:00

To add an event

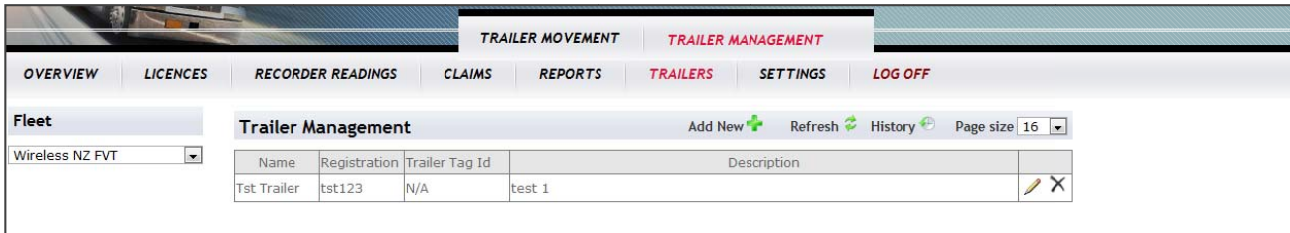
1. Click on 
2. Select the pre-loaded trailer from the drop down 'Trailer' field
3. Select the connecting vehicle from the 'Connecting Vehicle' field
4. Select 'Hook Date' and 'Hook Time'
5. If, the trailer has been detached select 'Unhook Date' and 'Unhook Time'
6. Click *Update* to finish

Trailer Management

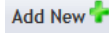
Trailer Management allows you to add or delete trailers.

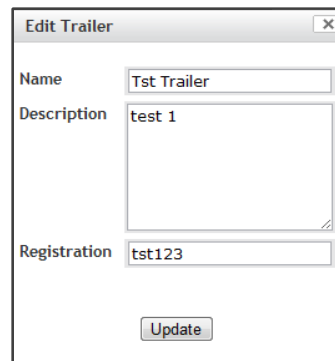
The following parameters are required to create a trailer:

- **Trailer name** - Display reference for the trailer
- **Registration** – Trailer registration
- **Trailer Tag ID** – serial number of tag id used on the trailer vehicle for connection events.
- **Description** - A description for the trailer



To add a trailer to a fleet

1. Click on 
2. Complete the 'Trailer Name' field
3. Complete the 'Description' field
4. Complete the 'Registration' field
5. Click *Update* to finish



Edit Trailer

Name:

Description:

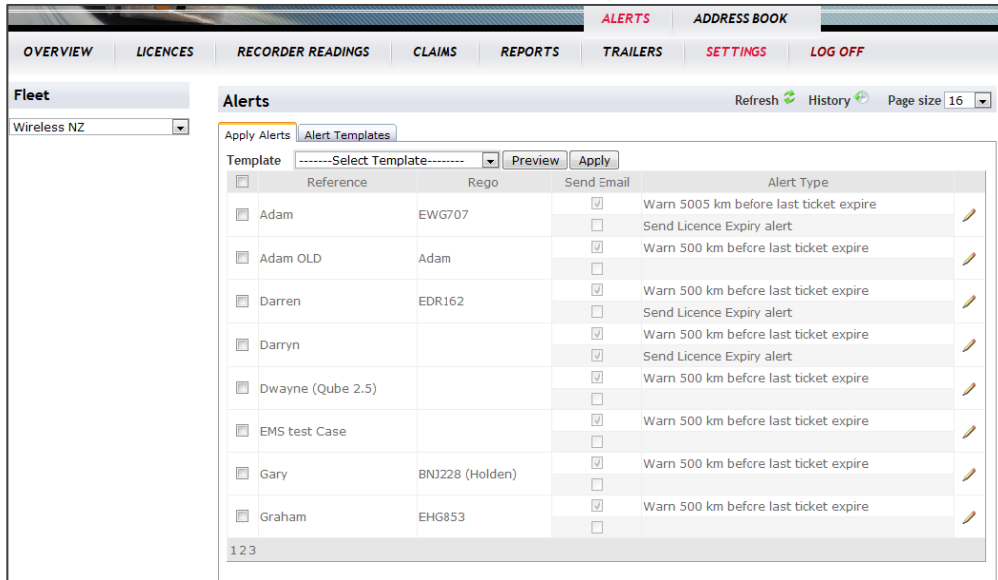
Registration:

SETTINGS ^{NEW}

Enabling Alerts and Address Book management

Alerts

Alerts can be set up to provide notification via e-mail when a licence is near expiry or has expired. Alerts are configured on a per vehicle basis.



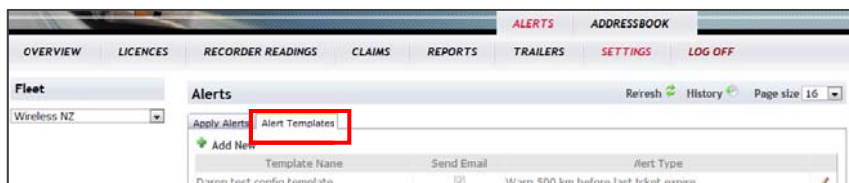
NOTE:



To enable alert notification you will need to select an address from the Address Book. See Settings > Address Book on page 20.

Templates can be used to apply a set of notification settings to multiple vehicles.

Creating a Template

1. Select the 'Alert Templates' tab



2. Click on **Add New** 
3. The 'Configure Alert Template' screen will appear 
4. Complete the 'Template name' field
5. Select the type of alert: Warning or Expiration
6. Click *Save* to finish

Configure Alert Template

Template Name

Alert Type:

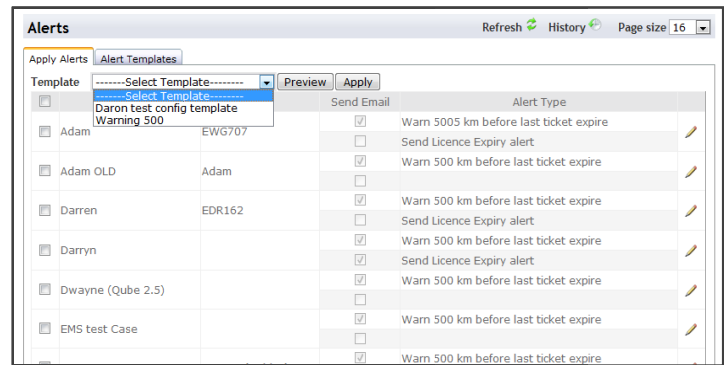
Warning Alert

Expiration Alert




Save

Applying a Template

1. Select the 'Apply Alerts' tab
2. Select the template from the drop down list
3. Select the vehicles to apply the template to (check checkboxes)
4. Click *Apply* to finish



Editing Alerts for an individual vehicle

1. Click on the pen icon 
 2. A 'Preview Alert' screen will appear 
 3. Select the alert types required: Warning Alert and/or Expiration Alert
 4. Enter the required details (distance / hours)
 5. Click on the e-mail picker  and select the e-mail addresses to receive the alerts
- NOTE:** Email addresses should be entered in the address book first – see page 20)
6. Click *Save* to finish

Preview Alert

Vehicle Reference: Adam
Vehicle Rego: EWG707

Warning Alert Configuration

Send Warning Alert
Warn 5005 km before last ticket expire
 repeat alert after 24 hours

Email to
Andrew Franchuk

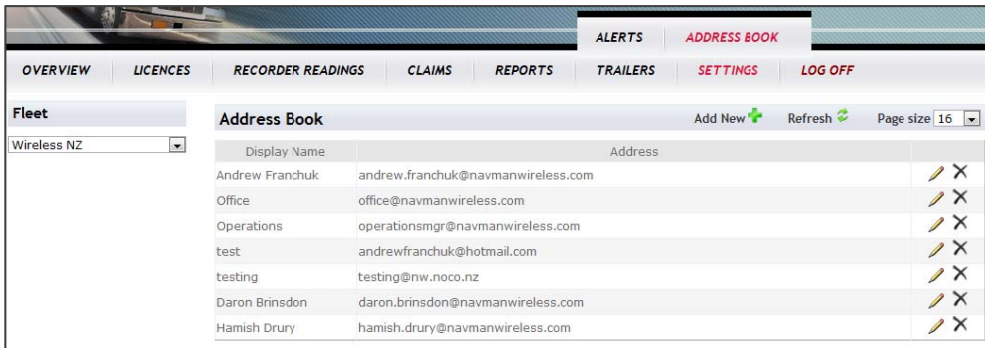
Expiry Alert Configuration

Send Licence Expiry Alert
 repeat alert after 0 hours



Email To

[Address book](#)

The Address book stores email addresses used for alerts.



To set up an address

1. Click on **Add New** 
2. The 'Contact Details' screen will appear 
3. Complete the 'name' field
4. Complete the 'email address' field
NOTE: You can setup a group of email addresses by using a semi-colon to separate the email addresses
5. Click *Save* to finish

Contact Details

Name: Andrew Franchuk

Email: andrew.franchuk@navmanwireless.com

*Separate multiple emails by semi-colon

Save