

**DriverLocate.com**  
**GPS FLEET & ASSET TRACKING**

## v2.4 Messaging Guide

## 2.4 Messaging Guide

Thank you for choosing our solution for your fleet and asset tracking needs. Our goal is to help you streamline and maximize the resources you already have.

As part of our continued efforts to keep you at the forefront of GPS fleet and asset tracking technology, we are pleased to offer the Messaging Guide. This guide details the Messaging upgrade available for your account, to help you communicate with your Messaging-enabled vehicles.

We hope you take advantage of the information that is available at your fingertips to make your operations even more efficient. If you have any questions regarding any of these features, please contact your customer support team.

### Supported Garmin Devices

Nüvi series 12xx, 13xx, 14xx, 24xx, 2xx5, 2xx7 and Dezl 760LMT, supporting version 2.7 Fleet Management Interface (Garmin FMI)

Nüvi series 2xx7, 14xx and Dezl series 560, supporting version 2.8 Fleet Management Interface (Garmin FMI)

Other supported Garmin devices include: Nüvi series 22xx, 23xx, supporting version 2.6 Fleet Management Interface (Garmin FMI) and Nüvi 465T supporting version 2.1 Fleet Management Interface (Garmin FMI).

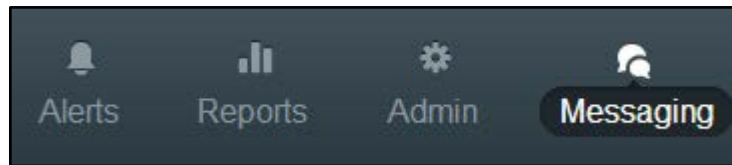
All Garmin devices with the 2.1 or later version of the Fleet Management Interface are supported.

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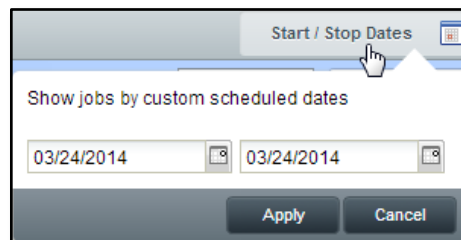
## Messaging Tab

A **Messaging** tab has been added to user accounts that have Messaging-enabled vehicles. This new tab allows you to send jobs to a user's Garmin device.

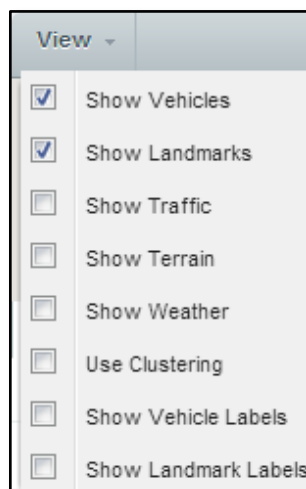


## Changing the Map View

1. Use the **Start/Stop Dates** option at the top right of the map to specify a date range. Only messaging data from the selected date range will display on the map and in the **Jobs** and **Messages Log**



2. Click **Apply**
3. Select the **View** dropdown from the upper left corner of the map



1. Use the checkboxes to select the level of detail displayed on the map
  - a. **Show Vehicles** – shows vehicles on the map
  - b. **Show Landmarks** – shows landmarks on the map
  - c. **Show Traffic** – shows current traffic information, which may not match conditions at the time a route was taken

- d. **Show Terrain** – shows terrain information
- e. **Show Weather** – shows current weather information, which may not match conditions at the time a route was taken
- f. **Use Clustering** – displays vehicles in small groups that will separate when a user zooms in
- g. **Show Vehicle Labels** – shows vehicle label information on the map
- h. **Show Landmark Labels** – shows landmark label information on the map

### Jobs & Messaging Control Panel

1. The **Jobs & Messaging** control panel is located to the left of the map and displays all jobs scheduled during the selected date range

Map Label	Messages	Jobs
Test Bench 1	1470	18
Bob Test	1563	21


2. Double-clicking a vehicle will open that vehicle's job history. By default, only jobs within the selected date range will display, but you can choose to display all jobs for the selected vehicle

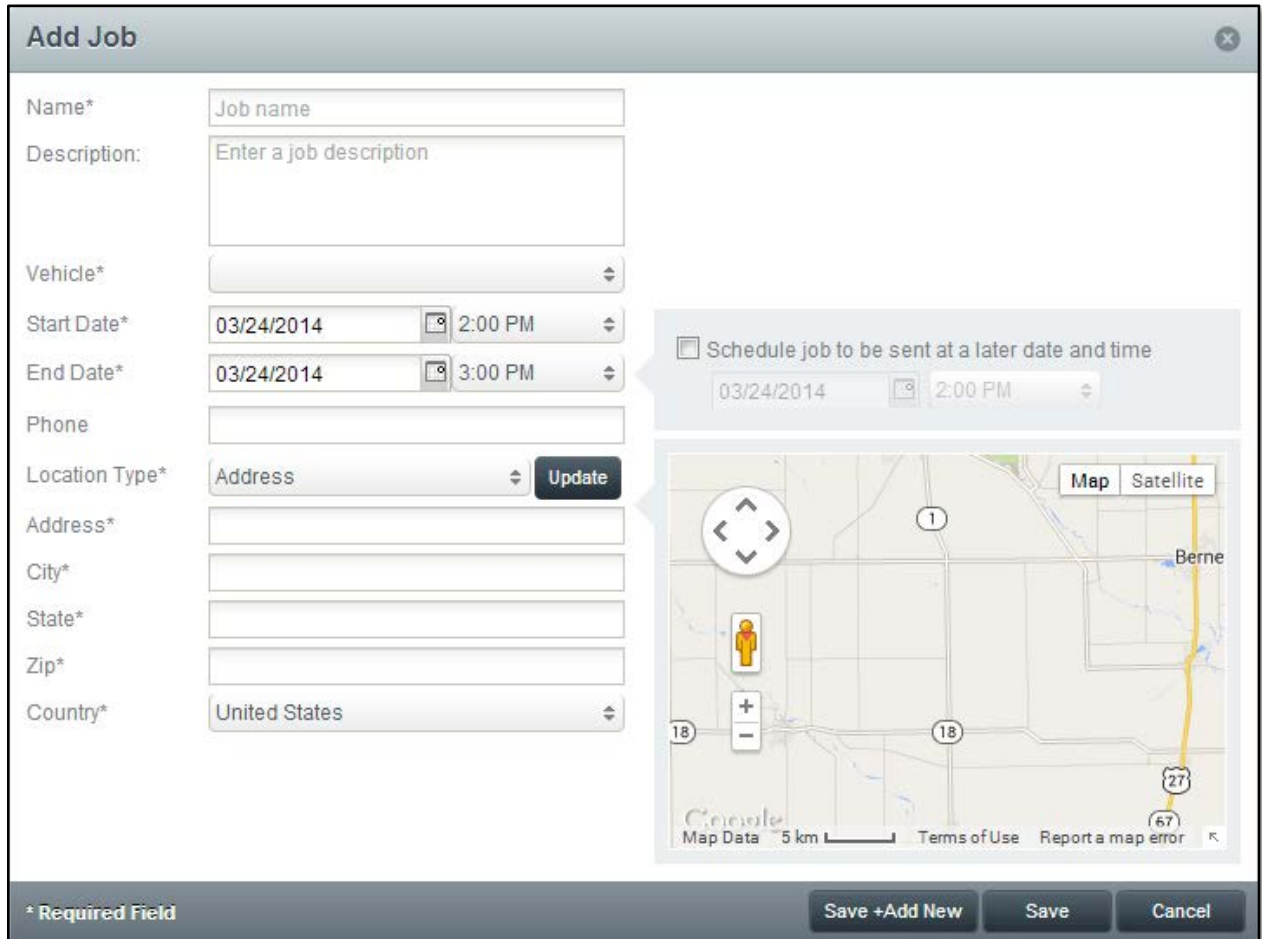
Job Name	Location	Job Status	Scheduled Start
bob name2	Landmark: Spir...	Pending/Not Sent	03/05/2014 2:00 PM
bob name2	Landmark: Spir...	Pending/Unread	03/05/2014 2:00 PM
update this job	100 main street	Pending/Not Sent	03/05/2014 4:00 PM

3. Selecting a job from the history will re-center the map to that job's location

Job Name	Location	Job Status	Scheduled Start
bob name2	Landmark: Spir...	Pending/Not Sent	03/05/2014 2:00 PM
bob name2	Landmark: Spir...	Pending/Unread	03/05/2014 2:00 PM

## Adding a Job

1. In the **Jobs & Messaging** control panel on the left side, click the  in the upper right to open the **Add Job** window



**Add Job**

Name\*

Description:

Vehicle\*

Start Date\*

End Date\*

Phone

Location Type\*

Address\*

City\*

State\*

Zip\*

Country\*

Schedule job to be sent at a later date and time

Map Satellite

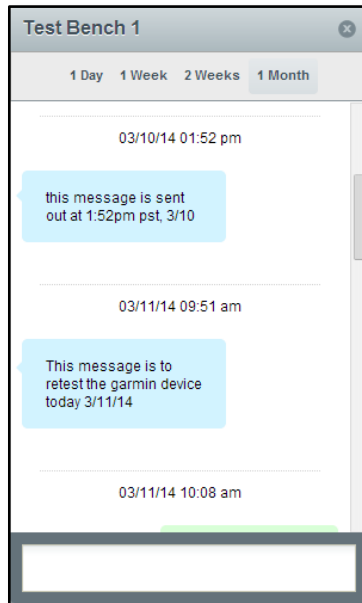
Map Data 5 km Terms of Use Report a map error

\* Required Field

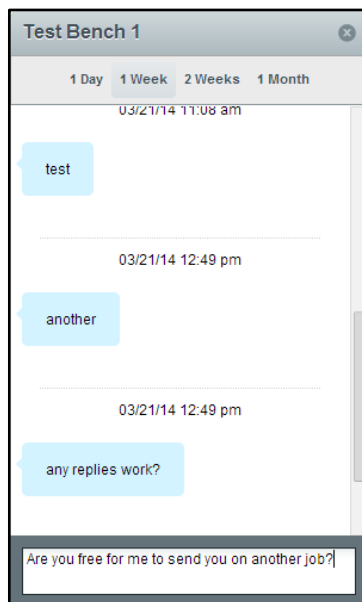
2. Fill out the required fields, marked with a \*
  - a. Use the checkbox above the map to schedule the job to be sent at a later date and time
    - i. Note: The selected delivery date must be before the selected start date
3. Click **Save + Add New** to save this job and add another, or click **Save** to save the current job

## Sending a Message

1. In the **Jobs & Messaging** control panel on the left side, click the **Create a new message** icon (📧) next to the vehicle you need to send a message to
2. This will open a window containing all messages sent to or received from the selected vehicle







- a. This window can be modified to display messages from the past **1 Day**, **1 Week**, **2 Weeks**, or **1 Month**
3. Use the text field at the bottom of the window to send new text messages to the selected vehicle

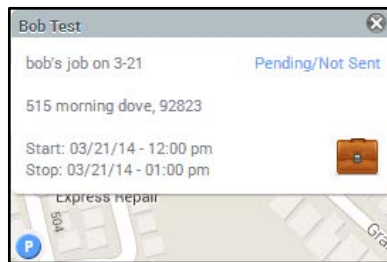


## Jobs Log

1. The **Jobs Log** is located below the map and displays all jobs scheduled during the selected date range (as defined by the **Start/Stop Dates** option at the top right of the map)

Jobs Log		Messages Log		Import	Export		
Edit	Map Label	Job Name	Job Status	Location	Scheduled Start	Scheduled Stop	Date Created
 	Bob Test	test job	Pending/Not Sent	Landmark...	03/12/2014 2:00 PM	03/12/2014 3:00 PM	03/12/2014 1:23 PM
 	Bob Test	bob name2	Pending/Not Sent	Landmark...	03/05/2014 2:00 PM	03/05/2014 3:00 PM	03/05/2014 3:13 PM

2. Selecting a job from the **Jobs Log** will re-center the map on that job's location and display job details



## Editing or Deleting Jobs

1. Jobs can be edited or deleted using the **Delete job** () and **Edit job** () buttons to the left of each job
2. Click the **Edit job** button will open the **Edit Job** window

### Edit Job

Name\*

Description:

Vehicle\*

Start Date\*

End Date\*

Phone

Location Type\*

Address\*

City\*

State\*

Zip\*

Country\*

Schedule job to be sent at a later date and time

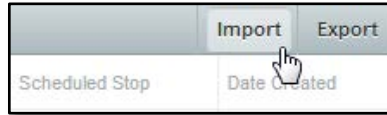
\* Required Field



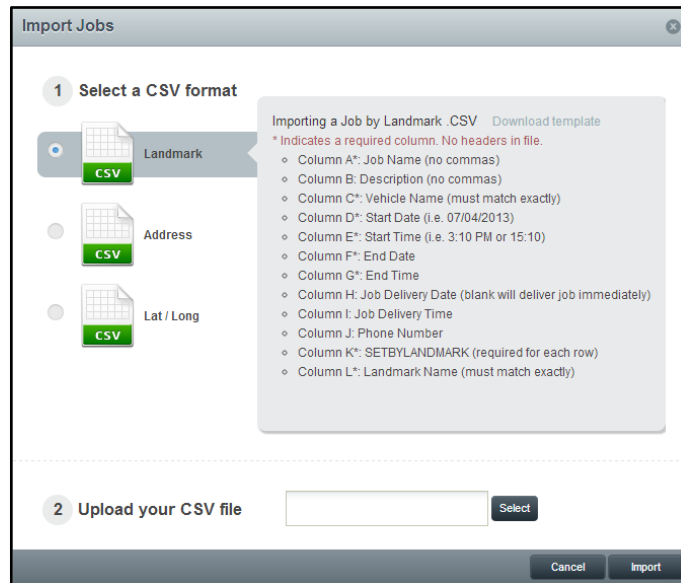
- a. From this window, all fields of the job can be edited
  - i. Note: The **Start Date** cannot occur before the current date
- b. Click **Save**

## Importing Jobs

1. Click **Import** in the upper right of the **Jobs Log** to open the **Import Jobs** window



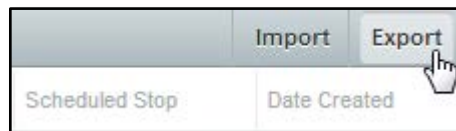
2. Select a **CSV Format**
3. Follow the formatting guidelines displayed in the window
4. Select a CSV file using the **Select** button under step 2



5. Click **Import**

## Exporting Jobs

1. Click **Export** in the upper right of the **Jobs Log**



2. This will automatically export all jobs currently displayed in the **Jobs Log** as a CSV file

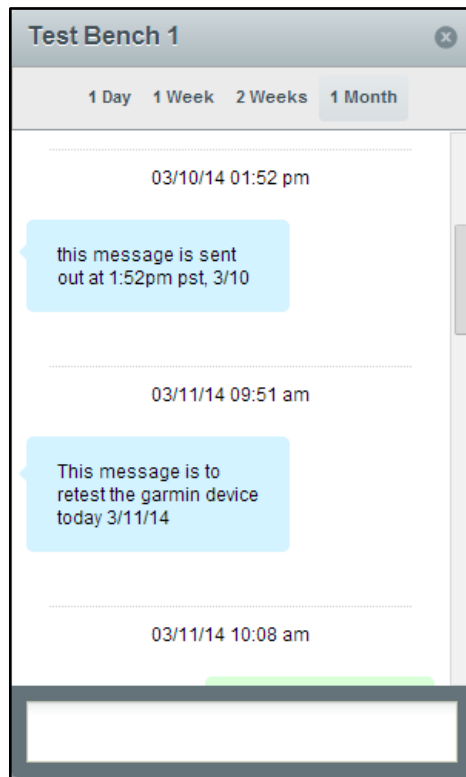
## Messages Log

1. The **Messages Log** is located below the map and displays all messages sent to vehicles during the selected date range (as defined by the **Start/Stop Dates** option at the top right of the map)

Jobs Log	Messages Log					Export	↓
Map Label	Originator ▲	Message	Location	▼	Sent	Status	
VZ NAV1	Dispatch	It works			08/25/2014 10:38 AM	Sent	
VZ NAV1	Dispatch	Now there is gas			08/25/2014 11:10 AM	Sent	

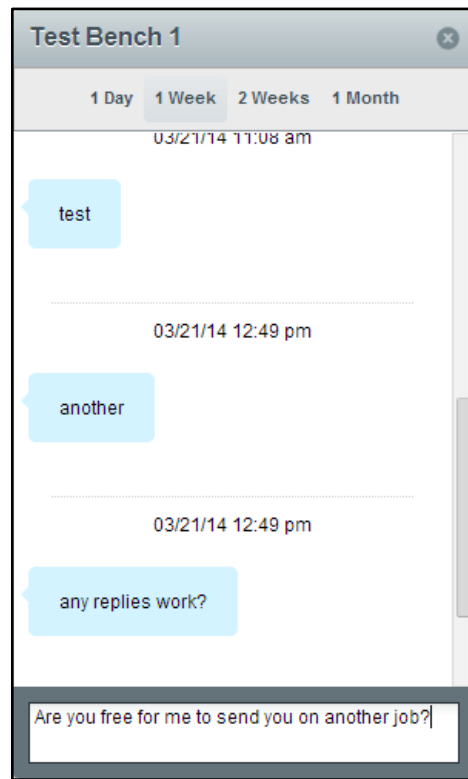
## Viewing Message History and Sending Messages

1. Double-clicking a message from the **Messages Log** will open a window containing all messages sent to or received from the selected vehicle



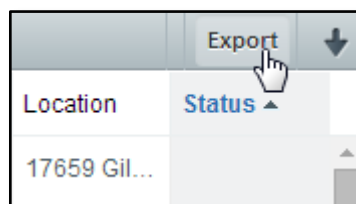
2. This window can be modified to display messages from the past **1 Day**, **1 Week**, **2 Weeks**, or **1 Month**

3. Use the text field at the bottom of the window to send new text messages to the selected vehicle



## Exporting Messages

1. Click **Export** in the upper right of the **Messages Log**



2. This will automatically export all messages currently displayed in the **Messages Log** as a CSV file