FLEET DIRECTOR TABLET
Navigation & Messaging

User Guide

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INTRODUCTION

The Fleet Director Tablet allows drivers to send and receive messages using a QWERTY keyboard via a color touch screen, in addition to supporting a full-featured Turn-By-Turn (TBT) navigation. This guide shows how to use the messaging and navigation functions of the Tablet.

MESSAGE INDICATOR

The envelope icon ✉ on the right of the screen notifies a driver when a message has been received by doing the following:

- ✉ This helpful icon shows (numerically on the top right) how many messages have been received by the Tablet. In addition, a beep sound quickly alerts the Driver that new messages are waiting in the messaging inbox. The beep repeats every 30 seconds until the Driver reviews the messages.

MESSAGING ICONS

Users will find these messaging icons when viewing or creating messages on the Tablet.

Messaging Icons	
⬆	To view the first and previous message page.
⬇	To view the next message page(s).
❌	To delete the current message.
✅	To save the message shown.
⬅	To exit the **Messaging** screen and return to the **Inbox**.

VIEWING A MESSAGE

Quickly view incoming messages on the Tablet.

Viewing a Message	
Step 1	Touch ✉. The **Message Inbox** screen appears. The Tablet displays the most recent messages first (top to bottom).
Step 2	Touch any one message to highlight your selection. Touch ✅. The **View Message** window appears. At this point, Drivers can view the entire message and scroll down (if necessary). (See **Note**.)
Step 3	Touch **Save** to save the message or touch **Delete** to delete.

Note: Some messages may be six lines or more. To view the entire message, touch ⬆ or ⬇ to scroll up or scroll down while viewing the message contents.

CREATE AND SEND MESSAGES

TYPES OF MESSAGES*

Drivers have the ability to send three types of messages from the Tablet:

- **Canned Messages** – Pre-installed messages that do not require data entry before sending. These messages are the most common type of message sent by a driver to dispatch and are either default or custom, based on a company's business needs. Useful for quick work updates and two-way messaging.

- **Form-Fill Messages** – Template-based messages that ask Drivers to enter information into available fields. These messages can be used to send delivery and pick up information, such as a stop number, parcels picked up or delivered, weight of parcel and time of pick up, depending on the available fields.

- **Free-Text Messages** – Messages that allow Drivers to include up to 500 characters in free form. This option is useful for detailed messages.

Canned and Form-Fill messages can be customized via the Teletrac system.

SENDING CANNED MESSAGES

The following shows Drivers how to send pre-set Canned messages via the Tablet at any time.

Sending a Canned Message	
Step 1	From the right side menu, touch ✉ . This opens the **Messaging Inbox**.
Step 2	Touch **Canned messages** 🗨 .
Step 3	Touch the message to highlight your selection or use ⬆ and ⬇ to scroll through the message pages to search.
Step 4	Touch ✅ . The "Confirm Canned Message" screen appears.
Step 5	Touch ✅ to send the message.

SENDING FORM-FILL MESSAGES

The following shows Drivers how to send template-based Form-Fill messages via the Tablet at any time.

Sending a Form-Fill Message	
Step 1	From the right side menu, touch ✉ . This opens the **Messaging Inbox**.
Step 2	Touch **Form Messages** 🗒 .
Step 3	Touch the message to highlight your selection or use ⬆ and ⬇ to scroll through the message pages to search.
Step 4	Touch ✅ to retrieve the message. The Form-Fill message appears with brackets where you can enter information.
Step 5	Use the ⬆ or ⬇ to move the bracket to a field. Touch anywhere in the message: the keyboard appears. Enter the information you want to send. **Note:** *Information entered applies only to the bracketed field regardless of where the user touches within the message.*
Step 6	Touch ✅ to send the message. This sends you back to the **Form Message** screen. **Note:** *If your form has more than one field, use the ⬆ and ⬇ to move to the next or previous field. Repeat step 5 for additional entries.*

SENDING FREE-TEXT MESSAGES

The following shows Drivers how to send detailed Free-Text messages
(up to 500 characters) via the Tablet at any time.

Sending a Free-Text Message	
Step 1	From right side menu, touch ✉ . This opens the **Messaging Inbox**.
Step 2	Touch **Form Messages** 📝 .
Step 3	Use ⬆ and ⬇ to scroll and find the FREE TEXT option. Touch the message to highlight it and then touch ✅ . This takes you to the **Edit Message** screen.
Step 4	Touch the message box. The QWERTY keyboard appears. Enter your characters.
Step 5	Touch ✅ to send the message.

NAVIGATION

This section shows Drivers how to launch the turn-by-turn navigation application, navigate to an address or Point of Interest (POI), navigate to locations saved in the history, and how to save and navigate to locations in Favorites.

SETTING A HOME ADDRESS

Quickly set up a home address to instantly navigate to the "home" location, such as headquarters or a frequent customer location, from any travel point, at any time.

Setting a Home Address	
Step 1	Touch **Navigation**.
Step 2	Touch any location on the map. The **Navigation** options appear.
Step 3	Touch **Navigate To**.
Step 4	Touch **Home** in the **Navigate To** screen. The **Home Settings** screen appears.
Step 5	Touch 🖊 to enter your address.
Step 6	From the **City** tab, enter the entire city or ZIP code. You may enter the first two/three letters/numbers of the city or ZIP and touch the orange drop-down arrow (if active) to select from a list. When complete, touch ✅ .
Step 7	From the **Road** (street) tab, enter the entire street name. You may enter the first two/three letters of the street name and touch the orange drop-down arrow (if active) to select from the list. When complete, touch ✅ . *Note: To edit the city, touch the **City** tab.*
Step 8	From the **Road Number** tab, enter the address number. When complete, touch ✅ . *Note: To edit the city or the street, touch the **City** or the **Road** tab.*
Step 9	Touch 🔄 to return to the **Navigate To** screen.

NAVIGATING TO AN ADDRESS

Quickly navigate to a targeted address at any time.

Navigating to an Address	
Step 1	Touch **Navigation**.
Step 2	Touch any location on the map.
Step 3	Touch **Navigate To**.
Step 4	Touch **Address**.
Step 5	From the **City** tab, enter the entire city or ZIP code. You may enter the first two/three letters/numbers of the city or ZIP and touch the orange drop-down arrow (if active) to select from a list. When complete, touch ✅ .
Step 6	Touch the **Road** (street) tab and enter the entire street name. You may enter the first two/three letters of the street name and touch the orange drop-down arrow (if active) to select from the list. When complete, touch ✅ . *Note:* To edit the city, touch the *City* tab.
Step 7	From the **Road Number** tab, enter the address number. When complete, touch ✅ . **The Launch Navigation** screen appears. *At this point, touch the **middle icon** to change the default route settings to one of the following:* • *Shortest time* • *No Toll* • *No Highway* • *Shortest way* • *No Highway and No Toll* *Touch the **Vehicle icon** to change the vehicle type.* *Note:* To edit the city or the street, touch the *City* or the *Road* tab.
Step 8	Once you have selected an address, touch either **X** to cancel your selection or touch **Go** to navigate to the address.

NAVIGATING TO A LOCATION STORED IN HISTORY

Quickly navigate to a previous location traveled, at any time.

Navigating to a Location Stored in History	
Step 1	Touch **Navigation**.
Step 2	Touch any location on the map.
Step 3	Touch **Navigate To**.
Step 4	Touch **History**.
Step 5	Touch an address in the **History** list. Then touch **Go**. The **Launch Navigation** screen appears. *At this point, touch the **middle icon** to change the default route settings to one of the following:* • *Shortest time* • *No Toll* • *No Highway* • *Shortest way* • *No Highway and No Toll* *Touch the **Vehicle icon** to change the vehicle type.*
Step 6	Once you have selected an address, touch either **X** to cancel your selection or touch **Go** to navigate to the previously used address.

NAVIGATING TO A POINT ON THE MAP

Quickly navigate to a specific point on the map, at any time.

Navigating to a Point on the Map	
Step 1	Touch **Navigation**.
Step 2	Touch any location on the map.
Step 3	Touch **Navigate To**.
Step 4	Touch **Point on map**. The map screen appears.
Step 5	Touch the **+** or **–** keys to adjust the zoom level.
Step 6	Swipe one or two fingers up, down, right, or left to adjust the placement of the location on the map.
Step 7	When you find the location, tap the Tablet screen in the desired place, and then touch **Go**. The **Launch Navigation** screen appears. *At this point, touch the **middle icon** to change the default route settings to one of the following:* • *Shortest time* • *No Toll* • *No Highway* • *Shortest way* • *No Highway and No Toll* *Touch the **Vehicle icon** to change the vehicle type.*
Step 8	Once you have selected an address, touch either **X** to cancel your selection or touch **Go** to navigate to the point on the map.

NAVIGATING TO GPS COORDINATES

Quickly enter GPS coordinates (latitude/longitude by using a decimal or minutes, degree and seconds) and navigate to the location, at any time.

GPS Coordinates Using Decimal
Note: *Drivers must have exact latitude/longitude coordinates for a precise navigation. The GO icon will not highlight if values entered are invalid.*

Navigating to a GPS Coordinate Using Decimal	
Step 1	Touch **Navigation**.
Step 2	Touch any location on the map.
Step 3	Touch **Navigate To**.
Step 4	Touch **GPS Coordinates**. The **GPS Coordinates** screen appears.
Step 5	Below the **GPS Coordinates** header, touch the **0.0000** option.
Step 6	Touch the **Latitude** bar. The numeric keypad appears. Enter the value, including the decimal. When complete, touch ✅ .
Step 7	Touch the **Longitude** box. The numeric keypad appears. Enter the value, including the decimal. When complete, touch ✅ .
Step 8	Touch **Go**. The **Launch Navigation** screen appears. *At this point, touch the **middle icon** to change the default route settings to one of the following:* • *Shortest time* • *No Toll* • *No Highway* • *Shortest way* • *No Highway and No Toll* *Touch the **Vehicle icon** to change the vehicle type.*
Step 9	Once you have selected your settings, touch either **X** to cancel your selection or touch **Go** to navigate to your location (decimal coordinates).

GPS Coordinates Using Degree, Minutes And Seconds

Note: *Drivers must have exact latitude/longitude coordinates for a precise navigation. The GO icon will not highlight if values entered are invalid.*

Navigating to a GPS Coordinate Using Degree, Minutes and Seconds	
Step 1	Touch **Navigation**.
Step 2	Touch any location on the map.
Step 3	Touch **Navigate To**.
Step 4	Touch **GPS Coordinates**. The **GPS Coordinates** screen appears.
Step 5	Below the **GPS Coordinates** header, touch the **0°0'0"** option.
Step 6	Touch below **Latitude** to change from **North** to **South**. Touch the **Degree** (°) box. The numeric keypad appears. Enter the value. When complete, touch ✅ .
Step 7	Touch the **Minutes** (') box. The numeric keypad appears. Enter the value. When complete, touch ✅ .
Step 8	Touch the **Seconds** (") box. The numeric keypad appears. Enter the value. When complete, touch ✅ .
Step 9	Touch below **Longitude** to change from **East** to **West**. Touch the **Degree** (°) box. The numeric keypad appears. Enter the value. When complete, touch ✅ .
Step 10	Touch the **Minutes** (') box. The numeric keypad appears. Enter the value. When complete, touch ✅ .
Step 11	Touch the **Seconds** (") box. The numeric keypad appears. Enter the value. When complete, touch ✅ .
Step 12	Touch **Go**. The **Launch Navigation** screen appears. *At this point, touch the **middle icon** to change the default route settings to one of the following:* • *Shortest time* • *No Toll* • *No Highway* • *Shortest way* • *No Highway and No Toll* *Touch the **Vehicle icon** to change the vehicle type.*
Step 13	Once you have selected your settings, touch either **X** to cancel your selection or touch **Go** to navigate to your location.

ADDING A LOCATION TO FAVORITES

Quickly add locations to your Favorites for a fast and easy search.

Adding a Location to Favorites	
Step 1	Touch **Navigation**.
Step 2	Touch any location on the map.
Step 3	Touch **Navigate To**.
Step 4	Touch **History**.
Step 5	Touch an address in the **History list** and then touch the **star icon**. The keyboard appears.
Step 6	Enter a unique name for this location. When complete, touch ✅ . Your entry is saved in **Favorites**.
Step 7	Touch 🔄 to return the **History list** screen.
Step 8	Touch 🔄 to return to the **Navigate To** screen.

NAVIGATING TO A LOCATION IN FAVORITES

Quickly navigate to locations listed as Favorites at any time.

Navigating to a Location in Favorites	
Step 1	Touch **Navigation**.
Step 2	Touch any location on the map.
Step 3	Touch **Navigate To**.
Step 4	Touch **Favorites**. The **Favorites** list appears.
Step 5	Touch a location in the **Favorites** list. Then touch **Go**. The **Launch Navigation** screen will appear. *At this point, touch the **middle icon** to change the default route settings to one of the following:* • *Shortest time* • *No Toll* • *No Highway* • *Shortest way* • *No Highway and No Toll* *Touch the **Vehicle icon** to change the vehicle type.*
Step 6	Once you have selected your settings, touch **X** to cancel your selection or touch **Go** to navigate to your Favorites location.

VIEWING ACTIVE ROUTES

Quickly view the remaining distance of the active route from the most recent travel point on the navigation map.

Viewing an Active Route	
Step 1	Touch **Navigation**.
Step 2	Touch any location on the map. The **Navigation** screen appears.
Step 3	Touch **Map Explorer**. The map shows the remainder of the active route.
Step 4	Touch to return the **Navigation** screen.
Step 5	Touch to return to the map screen.

Viewing Blocked Roads

Quickly view and avoid blocked roads.

Viewing Blocked Roads	
Step 1	Touch **Navigation**.
Step 2	Touch any location on the map. The **Navigation** screen appears.
Step 3	Touch **Blocked road**. The **Avoid road on**… screen appears with each segment of the route.
Step 4	Touch the appropriate segment you want to avoid. ***Note:*** *The Tablet automatically recalculates the route, redirecting you away from the current road to an alternate route.*

STOPPING NAVIGATION

Quickly stop any current or ongoing navigation.

Stopping Navigation	
Step 1	Touch **Navigation** or touch anywhere in the navigation map. The **Navigation** screens appears.
Step 2	Touch **Stop Navigation**. Navigation stops.

MUTING NAVIGATION

Quickly mute voice-guided navigation.

Muting Navigation	
Step 1	Touch **Navigation**.
Step 2	Touch any location on the map. The **Navigation** screens appears.
Step 3	Touch **Mute**. **Note:** *To unmute, touch* **Mute** *again.*
Step 4	Touch [icon] to return to the map screen.

TABLET SETTINGS

The following shows how to access the general settings for navigation and how to configure them.

ADJUSTING VOLUME AND BRIGHTNESS

To begin, touch **Apps** [icon] then **Settings** [icon]:

Adjusting Volume and Brightness	
Step 1	Touch **Settings** [icon] in the Settings screen. The **Settings/General** screen appears.
Step 2	In the **Sound** bar, touch **+** or **–** to set the volume level.
Step 3	In the **Brightness**, touch **+** or **–** to set the brightness level. **Note:** *To return to* **Apps***, touch* [icon] *on the bottom right of the screen.*

ADJUSTING NAVIGATION ROUTING OR SETTINGS

To begin, touch **Apps** [icon] then **Settings** [icon]:

Adjusting Navigation Routing	
Step 1	Touch **Settings** [icon] in the Settings screen. The **Settings/General** screen appears.
Step 2	Touch the **Other Parameters** bar. A **Settings:General** screen appears.
Step 3	Adjust settings as required, such as vehicle height, length, weight, hazardous cargo and maximum speed.

ADJUSTING NAVIGATION DISPLAY SETTINGS

To begin, touch **Apps** [icon] then **Settings** [icon]:

Adjusting Navigation Display Settings	
Step 1	Touch **Settings** [icon] in the Settings screen. The **Settings/General** screen appears.
Step 2	Go to **Applications** at the button of the screen and touch [icon]. The **Settings:Navigation** screen appears. Swipe one or two fingers to scroll up and down to find your settings.
Step 3	Adjust settings as required, such as audible and visual alerts for speeding, lane guidance and 2D/3D map view.

NOTES

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Help Desk
1.800.ITS.HELP