NavuNav Screen Overview (Android)

Last Modified on 08/18/2025 7:39 am PDT

The following article provides an overview of the NavuNav features, specific to the NavuNav Android driver application.

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Caribou Cafe (49232001) 112 Chieftain St Osceola, WI 54020	EPA# EPA Value	Thu LA 101 2.9mi 9070251	State I ך 5 mi WI 35 O	Highway 35 /
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Last PU Dec 12	Qty 0.0			cute H
1 - FL Service - FL04T - 4 Yard FL		•	+	5 June -
Business Hours	1234.	> >		
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Logging In

Check In

As soon as the driver logs in, they will be prompted to Check In. Start Time here is recorded under the **Log In** column in Dispatch.

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heck In				
Truck 3002				-
Start Time 10:12 AM				
State / Province				•
Odometer54,300				miles
Engine Hours				
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Vehicle Inspection

The Vehicle Inspection screen lists items for the driver to review and mark as Passed or Failed. A notes field is available for entering additional details about any inspected item. Review the Vehicle Inspection Item setup article for additional information.

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Vehicle Inspection					:
	Previous Inspection	Pre-Trip	Post-Trip		
Truck 3002					
Driver Aliena Somers					
					_
Tires, Wheels, and Rims					Passed
Instruments and Gauges				6	Passed
Lights and Reflectors				B	Passed
Windshield Wipers				B	Passed
License Plate(s) and Registration				B	Passed
Vehicle Damage				8	Passed
Backup Camera Functional				B	Failed
not working					
	I certify that items noted o	do not affect the safe o	operation of this vehicle.		
	111	0	<		

Driving Directions (Turn-By-Turn Navigation)

NavuNav's Driving Directions feature is designed to enhance navigation efficiency for drivers using the List View

mode. When a driver selects a stop from their route list, the app provides a route summary, detailing the estimated distance and travel time to the destination. If the driver makes a wrong turn the, system will update to provide a redirect.

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1 - FL Service - FL04T - 4 Yard F	-L	A Link	Ridge Rd	Route Summary
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Always use the East Gate. Code	is 1234.	:Sin	Usceola Medital Cr 630 Aw	enter Duration: O mins
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Driving Directions			South State	Cancel
Completion Note		>		Solite dama
		2./.		
				1
			40th Ave	County Hwy X
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Exit Driving Directions Mode

To exit turn-by-turn navigation, the driver can select the red 'X' located on the bottom right corner of their tablet.

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Service Note Always use the East Gate. Code is 1234.				6
East gate access code 1234	>			
Completion Note	>		- Gr	-in
			0	
$\mathbf{\nabla} \mathbf{\Theta}$		8 min ♀4 mi �4:23 pm		×

Recenter and Overview

The Recenter and Overview functions on the map serve distinct purposes to enhance user navigation.

- **Recenter Function**: Allows users to quickly return the map's view to their current location, facilitating easy orientation during navigation.
- **Overview Map**: Provides a broader perspective of the user's location and surroundings to enhance spatial awareness.

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← ∕ % navunav			Q = 1=	DAY/ROUTE/SEQ 🚺 🦎 🏳 🗄
Caribou Cafe (49232001) 112 Chieftain St Osceola, WI 54020	EPA# EPA Value	Tue LA 101 2.9mi 9070251	← State Highway 35 / ₀.₅ mi WI 35	- 0
1x per week	Avg Qty 0.0			
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Navigation Details

Tap this icon to view detailed route information. To access this feature, the map must be using the "Overview" mode.



Display Settings and Menu Options

Driver Filter Options

The Driver Filter option allows drivers to customize how stops are displayed on their screen. Settings can be configured to prevent the driver from viewing stops that are scheduled for past or future dates.

Service Date and List Colors

- List Colors visually distinguish stops based on status, day of the week, and route assignment.
- Service Date filters allow drivers to view stops scheduled for today, tomorrow, this week, next week, or last week—though settings in Navusoft may restrict visibility to only the current day's route.

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THU 101 3519 Liberty Dr Pearland, TX 77581	1095.8n	1i 0 100 ft	= Filters ×	
489 - RS Service - RS BULK SERVICE New STOP - SECTION 2 OF 4	HOU 101/Th WO # 906761	u 9	Service Date	
489 - RS Service - RS BULK SERVICE New STOP - SECTION 1 OF 4	HOU 101/Th WO # 907274	u 4	Today	C
488 - RS Service - RS BULK SERVICE New STOP - SECCTION 3 OF 4	HOU 101/Th WO # 907274	u 5	Tomorrow	C
488 - RS Service - RS BULK SERVICE New STOP - SECTION 4 OF 4	HOU 101/Th WO # 907274	u 6	Yesterday	C
WED 101 3519 Liberty Dr Pearland, TX 77581	1095.8n	ni	Last Week This Week	
543 - RS Service - RS BULK SERVICE New STOP - SECTION 1 OF 4	HOU 101/F WO # 907598	ri 7	Next Week	
 542 - RS Service - RS BULK SERVICE NEW STOP - SECTION 2 OF 4 	HOU 101/F WO # 907598	ri 8 LibetyD	List Color	
S42 - RS Service - RS BULK SERVICE New STOP - SECTION 3 OF 4	HOU 101/F WO # 907598	ri 9	Status	0
FRI 101	1095.8n	i	Day of Week	۲
Pending(11) Incomplete(11) Serviced(0)	Exception(0) Route Changes(11)		Route	0
All(11)		() mappan ()		
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VIP Status

Drivers can choose to display only VIP sites by enabling the "VIP Only" filter. VIP-designated sites will appear with purple markings to highlight their status. This filter is disabled by default. For details on enabling the VIP indicator, refer to the Edit Account and Site Information documentation.

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Viebrock Associates 2668 VIEBROCK DR	261ft 🔒	200 ft 400 ft	Yesterday	
OSCEOLA, WI 54020-4042	LA 101/Fri		Last Week	
1 NEW STOP	WO # 9888683	Viebrock Associates (49315001)	This Week	
Î		2668 VIEBROCK DR OSCEOLA, WI 54020-4042	Next Week	
U		EPA# 1x per week Avg Qty 0.0	List Color	
		Last PU Jul 03 Qty 0.0	Status	۲
	4	The service - FLU2T - 2 Yan	Day of Week	0
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			VIP Only	
			Sequence Order	
Pending(1) Incomplete(1) Serviced(0) Exce	ption(0) Route Changes(1)		Working Sequence	۲
All(1)			Dispatcher Sequence	0
	0	Conneisness ()		

Sequence Order

At the bottom of the Filters screen is the Sequence Order setting with two options: Working Sequence and Dispatcher Sequence.

- Working Sequence
 - If this option is selected, when the driver completes a stop the next stop on their route is sequenced as '1'.
- Dispatcher Sequence
 - If this option is selected, the sequence the driver sees will match the sequence that is displayed in Dispatch.

Mavunav		Q -	Tomorrow	
VED 101 3519 Liberty Dr Pearland, TX 77581	1095.8mi °	100 h 200 h 300 h	Yesterday	
542 - RS Service - RS BULK SERVICE	HOU 101/Fri W0 # 9822982		Last Week	
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Pearland, TX 77581	HOU 101/Fri		List Color	
NEW STOP - SECTION 1 OF 4 542 - RS Service - RS BULK SERVICE NEW STOP - SECTION 4 OF 4	WO # 9823055 HOU 101/Fri WO # 9823056		Status	۲
S42 - RS Service - RS BULK SERVICE New STOP - SECTION 2 OF 4	HOU 101/Fri WO # 9823057		Day of Week	0
542 - RS Service - RS BULK SERVICE New STOP - SECTION 3 OF 4	HOU 101/Fri WO # 9823058		Route VIP Status	0
NED 101 3519 Liberty Dr Pearland, TX 77581	1095.8mi		VIP Only	
543 - RS Service - RS BULK SERVICE New STOP - SECTION 1 OF 4	HOU 101/Fri WO # 9823854		Sequence Order 🛛	_
Pending(18) Incomplete(18) Serviced(0) Except	ion(0) Route Changes(18)		Working Sequence	۲
All(18)	٥		Dispatcher Sequence	0
Ш	0	<		

Stop Sequence

Stop sequencing preferences display at the top of the screen with the current selection displayed.

- Day/Route/Seq: If a driver selects this option, the stops will display in order of day, route and their set sequence.
- **Distance:** If a driver selects this option, the stops will be sequenced based on their current location. The sequencing is determined by air distance rather than road distance.

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Viebrock Associates 2669 VIEBROCK DR OSCEOLA, WI 54020-4042	260ft 0 100 ft	}∃≣ Day/Ro	oute/Seq
1 - RS Delivery - Trash Svc - 96 Gallon Cart NEW STOP	LA 101/Thu WO # 9308219		,e
Swanson, Rod 2659 Viebrock Dr Osceola, WI 54020-4042	0.1mi		
1 - RS Delivery - Trash Svc - 96 Gallon Cart NEW STOP	LA 101/Thu WO # 9308220	€ ⁸ 13	
Willet, Chris 2681 Viebrock Dr Osceola, WI 54020-4042	407ft		() 14
1 - RS Delivery - Trash Svc - 96 Gallon Cart NEW STOP	LA 101/Thu WO # 9308221		
Smith, John + 2683 Viebrock Dr + Osceola, WI 54020-4042 +	0.1mi		
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Cottor Dani	0.2mi		
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All(16)	() mepber ()		
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Screen Modes

The driver app offers three screen view modes to enable drivers to choose the most suitable interface for their

route servicing needs.

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Mavunav			Q =	1 ∃ ∃ ∃ DAY/ROUTE/SEQ	
Viebrock Associates 2669 VIEBROCK DR OSCEOLA, WI 54020-4042	260ft °	200 R	400 ft		List View
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1 - RS Delivery - Trash Svc - 96 Gallon Cart New STOP	LA 101/Thu W0 # 9308220				
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List View

The list view in the NavuNav app displays all stops along with status buttons. When the tablet is held in landscape mode, a route map appears to the right of the list for enhanced navigation. The image displayed above is an example of List View in landscape.

Functions available in List View:

• Driving Directions (Turn-by-Turn)

Residential & Map Only Modes

Residential and Map Only modes share a similar display, presenting stops without a list while offering additional navigation features. In Residential mode, the system has the added ability to auto-complete stops. This mode uses the geofence radius settings defined in Account Class Setup and Site Class Setup to create a virtual boundary around the service location's address, helping determine the truck's proximity to the site.



Map Only vs Residential

Mode	Permission	Setup	Functionality
Map Only	No Additional Permissions	No Additional Setup	 GPS Navigation Display View Service Notes Mark Stops Completed Mark Exception Take a Photo Add a Task
Residential	No Additional Permissions for Android (391 applies to IOS)	Set Autocomplete Duration • Setup > Services > Line of Business > Mobile [tab] > Auto Complete Seconds [field]	 GPS Navigation Display View Service Notes Mark Stops Completed Mark Exception Take a Photo Add a Task Includes added functionality to auto-complete a stop.

Navigation Features



Auto Center

This feature keeps the driver's location centered on the map as they move. When enabled, the map automatically updates and recenters on the driver's position. If the user manually moves the map, auto-centering may be disabled until reactivated.

Auto North

This setting ensures that the map is always oriented with *north* at the top of the screen. When disabled, the map may rotate based on the device's direction or user interaction.

Auto Zoom

This function adjusts the zoom level dynamically based on the driver's speed or movement. For example, the map may zoom in when stationary or moving slowly and zoom out when traveling at higher speeds to provide a broader view.

Driver Chat

The driver chat feature enables drivers to communicate directly with other users from their device. Access to this feature is managed through permission settings. When a new message is received, a notification appears on the chat icon and a message will display on the bottom of the screen.



Permissions

The Chat option will only display on the driver app if the driver has at least one of the following

permissions assigned to their user role:

Permission ID	Permission Name
368	Chat with Employees in my Department
369	Chat with Employees in Other Departments (excluding drivers and sales)
370	Chat with Drivers
371	Chat with Sales Reps

Sync Status

The Sync Status icon shows the total number of items pending synchronization when the device is offline. To review pending items, tap the icon or select "Sync Status" from the Menu Options list.



Driver Menu

The Driver Menu offers a drop down with various options, allowing drivers to log time, record fuel usage, request remote support, and more.



Disposal Entry

The **Disposal Entry** feature allows drivers to input disposal tickets directly into the system. Additionally, drivers can attach images of the tickets by capturing screenshots, ensuring accurate record-keeping and facilitating efficient processing. Review the setup requirements below. Once a driver submits a disposal entry, it will be available for review in Dispatch under the Disposal column.

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Add Disposal Entry	
Route	*
Location	*
C Start Time	
3/18/25 03:22 PM	
End Time (optional)	
Ticket #	
Material	•
	\odot

Permission Requirement: 241 (NavuNav Driver \ Disposal Receipt Entry)

Facilities Setup Requirement

Pathway: Setup > Operations > Facility

Proper Facility setup is essential for drivers to add disposal tickets in NavuNav.

Divisions

In the Add Disposal Entry feature of NavuNav, the Location drop down visible to the driver will only display active facilities linked to divisions that match the selected route. To enable the locations a driver can select, review the Divisions tab in Facility Setup.

Materials

In the Add Disposal Entry feature of NavuNav, the Material drop down visible to the driver will only display materials linked to the selected location. To enable the facilities a driver can select, review the Material Type tab in Facility Setup.

Review Facility Setup documentation here: Facilities Setup

Downtime Entry

The **Downtime Entry** feature is essential for drivers to accurately record productivity disruptions, such as a flat tire. When a driver logs a downtime entry, it will appear in the Downtime column within the 'Route Data Entry' view in Operations. Additional setup is required to enable this feature.

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Add Downtime	
Reason	•
Truck 3002	-
Start Time	
End Time	
Notes	
←	\odot

Reason Code Setup Requirement

Pathway: Setup > System > Reason Code

In Reason Code Setup, assign the Downtime 'Type' to each reason a driver may record while on their route. Create an "Other" downtime reason code for instances not covered by predefined options. In the app, drivers can add notes to specify the reason for the downtime if "Other" was selected. When adding a downtime reason code, set 'Display in Mobile' to "Yes" to make it available in the app.

Review Reason Code Setup documentation here: Reason Code Setup

EASON CODE SI	ETUP			
р туре	Downtime	.		
PE 🕇	LINE OF BUSINESS	REASON CODE 🕇 NAM	ΛE	EXTERNA
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owntime	EXTERNAL ID			
	DISPLAY IN MOBILE	Yes	~	
	LINE OF BUSINESS		- (S)	
	ACTIVE	Yes	-	
		SAVE		

Time Entry

The **Time Entry** (Productivity) feature enables drivers to add and edit time entries for the start and end of their workday, as well as for lunch breaks. These entries are visible in the Productivity view of the Dispatch screen, allowing for accurate tracking of driver hours and activities.

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Productivity	
C Start	
06:00 AM	O
C Lunch Start	
11:30 AM	©
C Lunch End	
12:00 PM	0
End	O
4	Q
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Record Fuel

The **Record Fuel** feature allows drivers to log each refueling event directly within the app. To ensure comprehensive tracking, additional settings are available to specify details such as the fuel source and fuel type. Fuel type options are managed in *Setup > Operations > Fuel Source* in Navusoft.

	Add Fuel Record	
Fuel Source Navu Fuel		
Fuel Type Other		
- Volume0		
Fuel Measured By gallon		
- Cost		
Notes		
	Add Receipt Image	
_		6

Vehicle Inspection

Vehicle inspections are captured when a driver first logs into the NavuNav application before starting their route. After their route is complete, the driver can complete a Post Trip inspection using the Vehicle Inspection menu option. After a driver completes and saves either inspection, it will be visible in Dispatch under the Pre-Trip and Post-Trip columns.

Review the Vehicle Inspection Item setup article for additional information.

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← Vehicle Inspection					:
	Previous Inspection	Pre-Trip	Post-Trip		
Tires, Wheels, and Rims				6	?
Instruments and Gauges				B	?
Lights and Reflectors				B	?
Windshield Wipers				B	?
License Plate(s) and Registration				B	?
Vehicle Damage				B	?
Backup Camera Functional				B	?
		Sign Inspection			
		Save			

To complete a post-trip inspection, follow these steps:

1. Access the Post-Trip Inspection:

- Upon opening the Vehicle Inspection screen, it defaults to the Pre-Trip inspection.
- Select the "Post-Trip" option to access the list of items for post-trip inspection.

2. Inspect Each Item:

- Review each item individually.
- Tap the '?' button next to each item to open the Pass/Fail editor.
- Indicate whether the item has passed or failed the inspection.
- If an item fails, consider adding notes by selecting the note icon to the left of the '?' button.

3. Sign and Save the Inspection:

- After marking all items as Passed or Failed, select "Sign Inspection" to open the signature capture screen.
- Provide your signature to validate the inspection.
- Select "Save" to store the completed inspection, which will then be accessible in Dispatch.

Change State / Province

The Change State / Province option allows a driver to update the state or province they are servicing. When the driver first logs into NavuNav, the selected state or province is initially identified on the Check In screen.

58 Fri, Aug 1 🔺 📥 🖪 🔸				오 🗟 27
nange State / Province				
Previous State / Province				•
C Start Time				
8:57 AM				
Start Odometer				
720,225				miles
New State / Province Please select a state Current Time 8:58 AM				•
Current Odometer				9
rieuse enter a valid humber of mile	a			
\leftarrow		Set		
	III	0	<	

Set Lunch Start Time / Set Lunch End Time

The Set Lunch Start Time setting allows for quick logging of a driver's lunch start and end times. Once logged, the lunch times will appear in Dispatch under the "Lunch Start" and "Lunch End" columns in the Labor Hours and Route Data Entry views.

2:31 Tue, Mar 18 🛦 🖻 🛤 •	ଡ଼ 😤 82% 🗅
Set Lunch Start Time	
Start Time 2:31 PM	
Set	
	\odot

Start Lunch and End Lunch

After a driver logs their start time, a "Lunch in Progress" message will appear at the bottom of their app, allowing the driver to navigate away from the Lunch Start Time screen. Once lunch is started, the app will update the menu drop down to display "Set Lunch End Time," allowing the driver to select it when ready to end their lunch.

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Set Lunch End Time	
End Time	
2:31 PM	
Set	
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4	Ø
Lunch In Progress - Start	ed at: 02:31 PM

Edit Lunch Time Log

Once a driver has logged their lunch time, the option will no longer appear in the app menu. If a correction is needed, it can be made through the "Time Entry" menu option.

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roductivity	
└ Start	
06:00 AM	0
Lunch Start 11:30 AM	0
- Lunch End	0
End	0
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Check Out

The **Check Out** feature records the end time of the driver's shift and captures the truck's odometer reading at that time. This functionality ensures accurate tracking of driving hours and mileage.

Truck 3002		
End Time		
Odometer		
Please enter a valid number of kilometres		
Engine Hours		
	Set	

Request Remote Support

The *Request Remote Support* feature provides drivers the ability to share their screen with support staff to assist in resolving an issue the driver may be experiencing on their device.

Upon selection, a remote support code is generated for the driver to share with their support staff. Full details on the screen share process can be reviewed here: Create or Join a Screen Share Session



Reconfigure Printer

Selecting the **Reconfigure Printer** option in NavuNav initiates a process to update your printer settings. To ensure that labels can be printed correctly, it is necessary to exit and restart the NavuNav application after reconfiguring the printer.

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VE 101 519 Liberty Dr tearland, TX 77581	1095.8mi 💁 🚥 🛛	
446 - RS Service - RS BULK SERVICE NEW STOP - SECTION 4 OF 4	HOU 101/Tue W0 # 9127395	s
446 - RS Service - RS BULK SERVICE NEW STOP - SECTION 1 OF 4	HOU 101/Tue WO # 9127396	
446 - RS Service - RS BULK SERVICE NEW STOP - SECTION 3 OF 4 446 - RS Service - RS BULK SERVICE 446 - RS Service - GS SERVICE	HOU 101/Twe Configure Printer Instructions	
	Printer will restart to reconfigure settings. In order to print labels, please quit and restart NavuNav.	ĸ
	and a second	Pearland City Hall
Pending(4) Incomplete(4) Serviced(0) All(4)	Exception(0) Route Changes(4)	*

Sync Status

The Sync Status feature ensures that all transaction statuses are retained on the device for one week. If the driver's tablet loses connection, transactions are queued locally and synchronized once the connection is restored.

Successfully synced transactions will display a success icon, while failed syncs will be marked with a queued icon.

1:08 Thu, M	1:08 Thu, Mar 6 🛦 🗃 🔯 •					
Sync Sta	Sync Status					
8	Service Record 8172343: Completed Queued - 01:08 PM, 03/06					
	User Location Success - 01:06 PM, 03/06					
Ø	Service Record 8172333: Scheduled Success - 10:59 AM, 03/06					
Ø	Service Record 8172342: Scheduled Success - 10:58 AM, 03/06					
Ø	Service Record 8172342: Completed Success - 10:57 AM, 03/06					
÷	Service Record 8172333: Completed Success - 10:56 AM, 03/06					
	III	0	<			