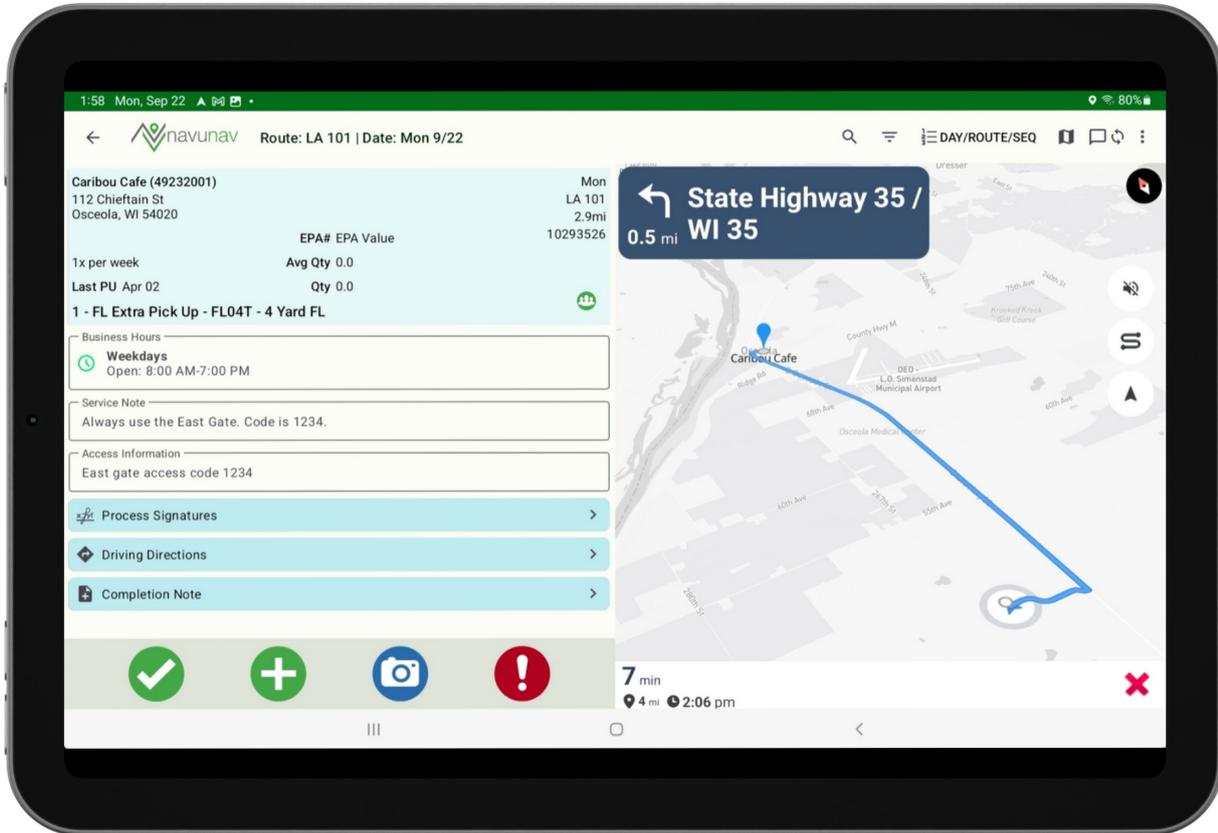


NavuNav Screen Overview (Android)

Last Modified on 03/25/2026 8:00 am PDT

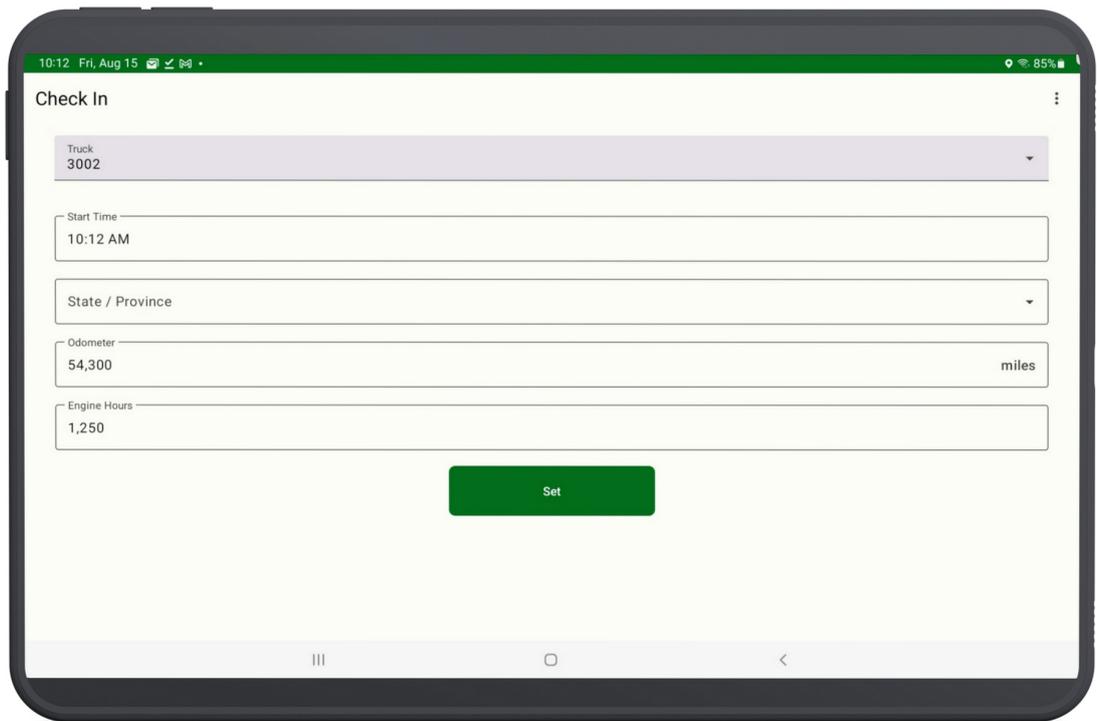
The following article provides an overview of the NavuNav features, specific to the NavuNav Android Driver application.



Logging In

Clock In

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

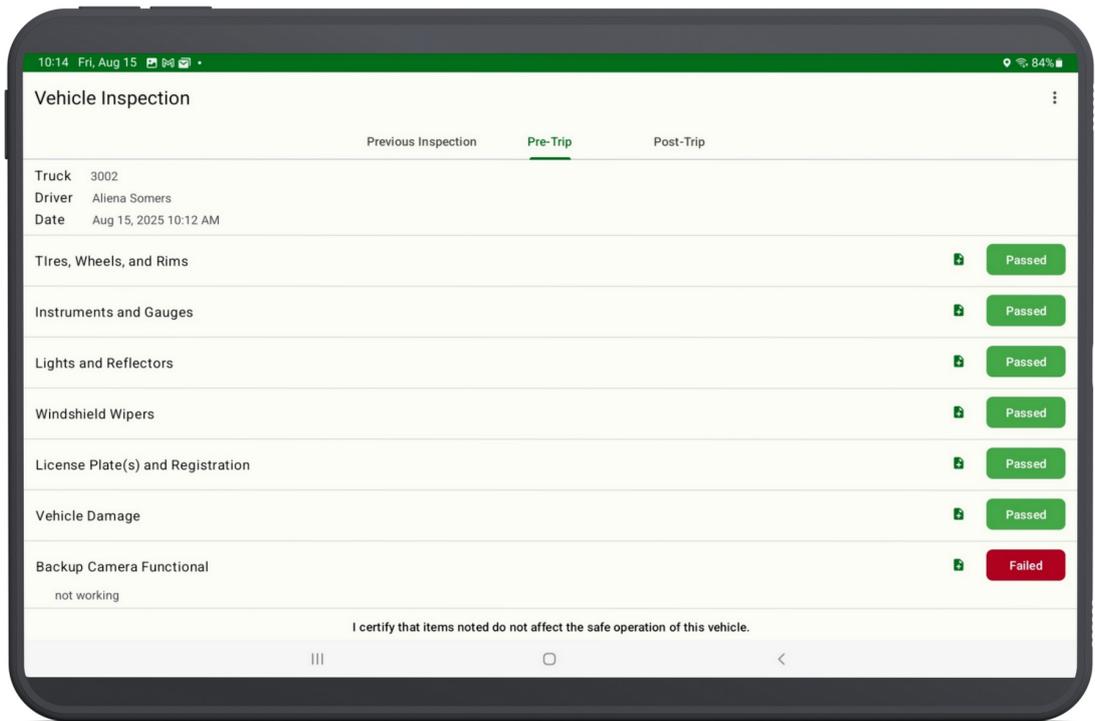


Field Logic

1. The Route selection drop-down allows drivers to choose from their assigned routes. If only one route is assigned, it will automatically display by default.
 - **Important To Note:** If multiple routes are assigned, the driver must select which route to service first then use the **Switch Route** feature in the application menu when ready to service the other route(s).
2. The **Odometer** and **Engine Hours** fields were both updated to display a warning message if the entered value is lower than the most recently recorded value.
 - This field is not required.

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.

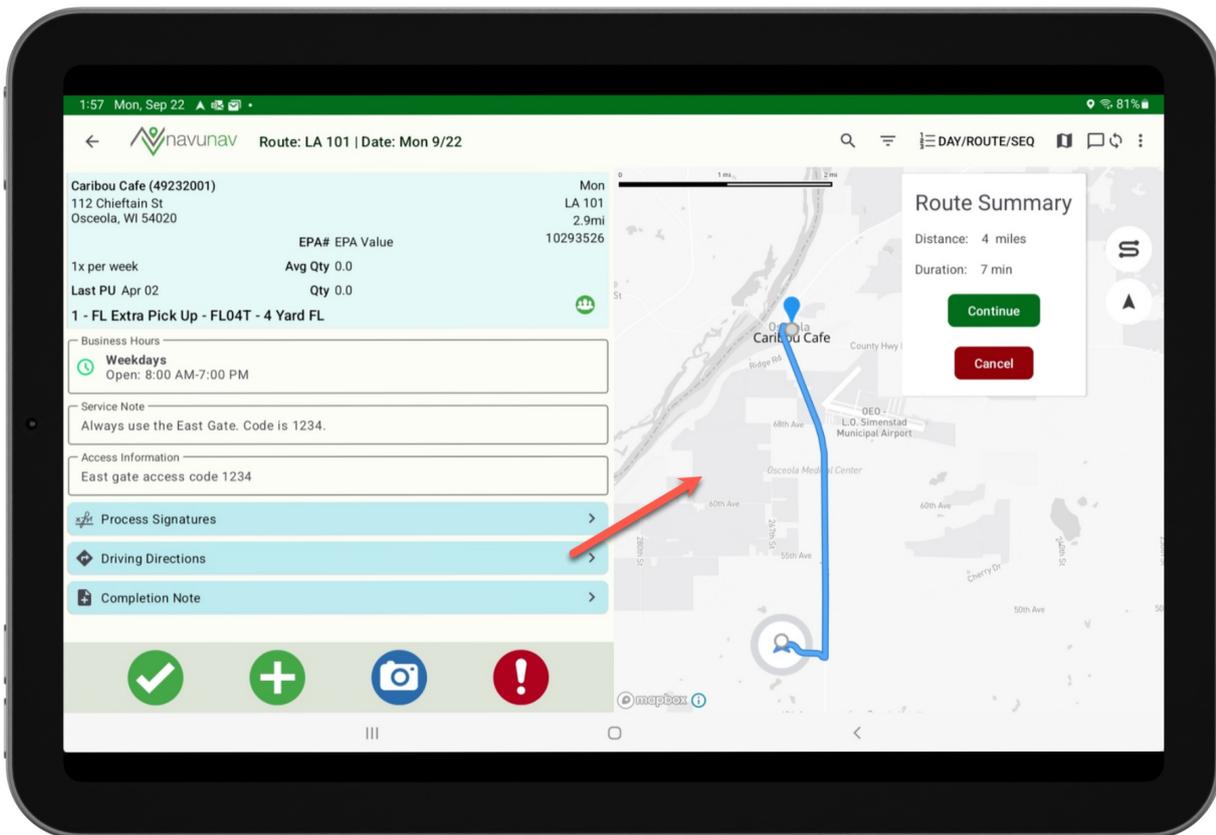


Driving Directions (Turn-By-Turn Navigation)

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.

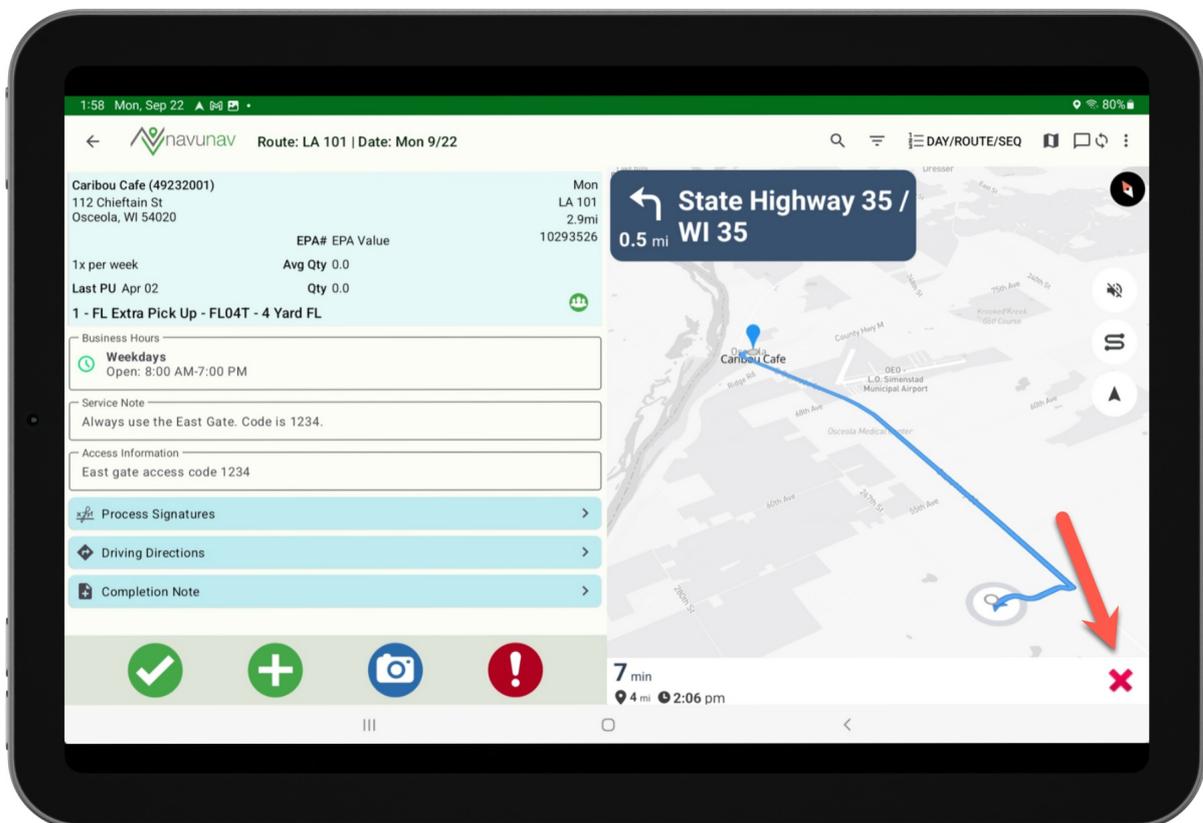


The Driving Directions feature is not available for sites with addresses that have not been geo-coded in the system.



Exit Driving Directions Mode

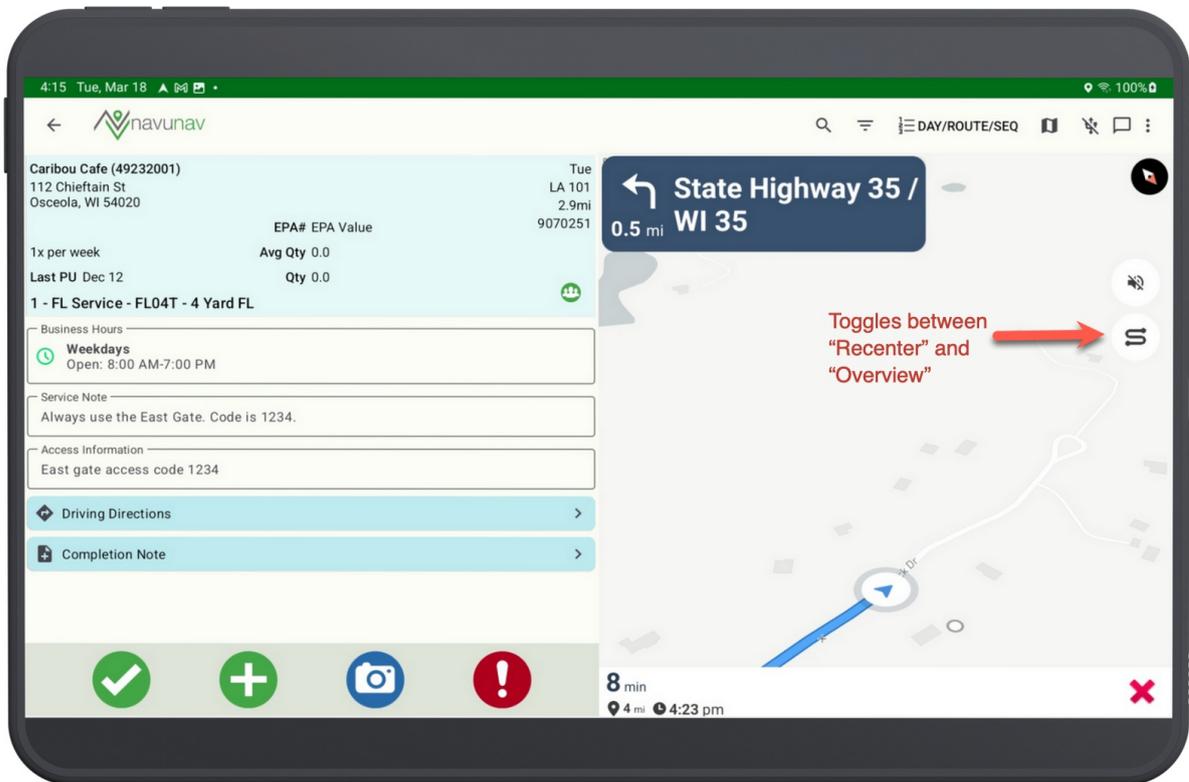
To exit turn-by-turn navigation, the driver can select the red 'X' located on the bottom right corner of their tablet.



Recenter and Overview

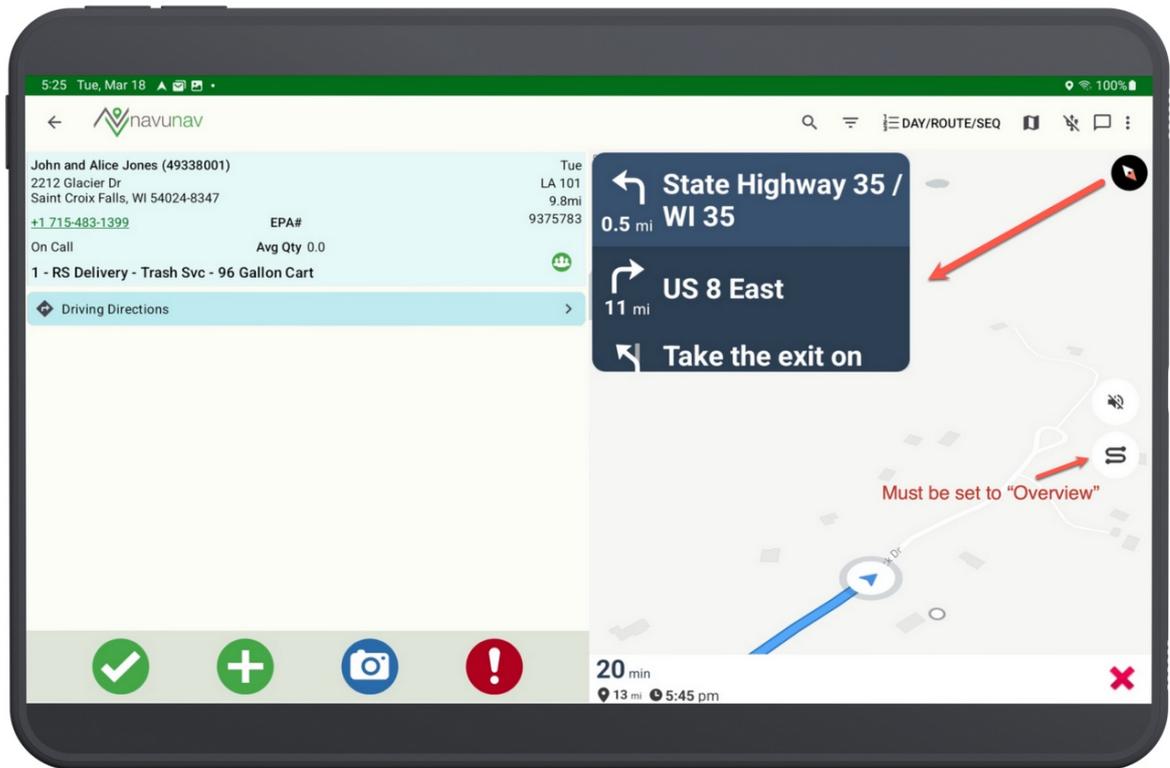
The Recenter and Overview functions on the map serve distinct purposes to enhance user navigation.

- **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.



Navigation Details

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



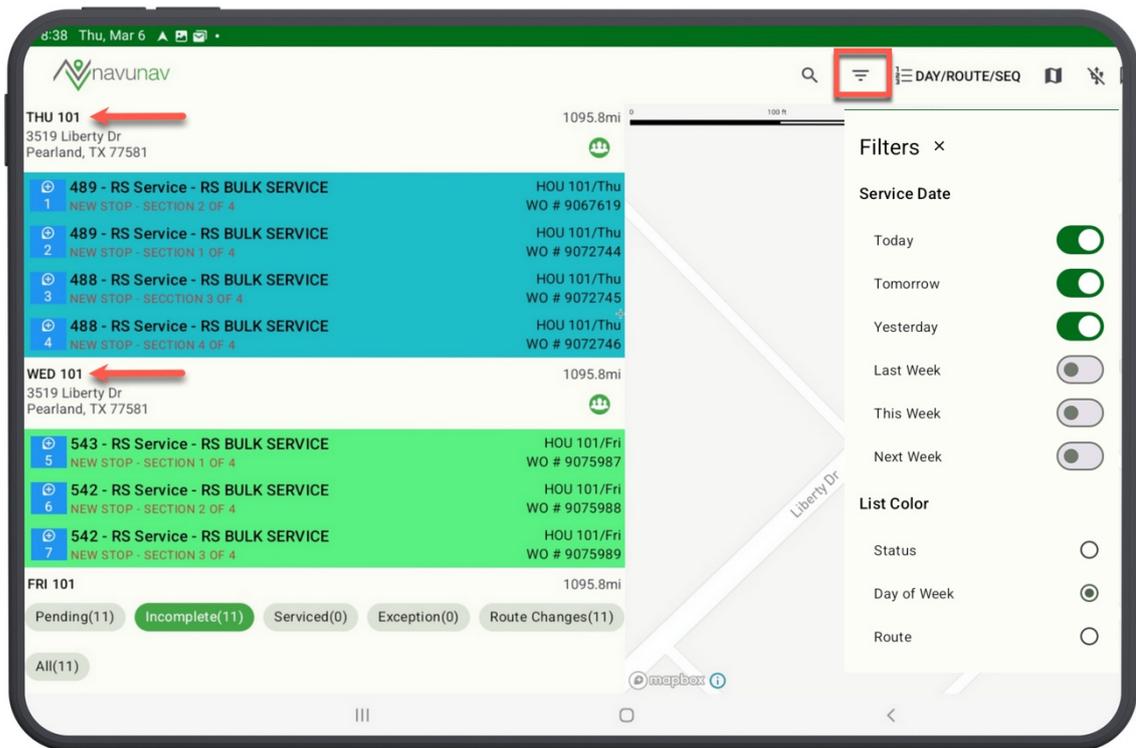
Display Settings and Menu Options

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.

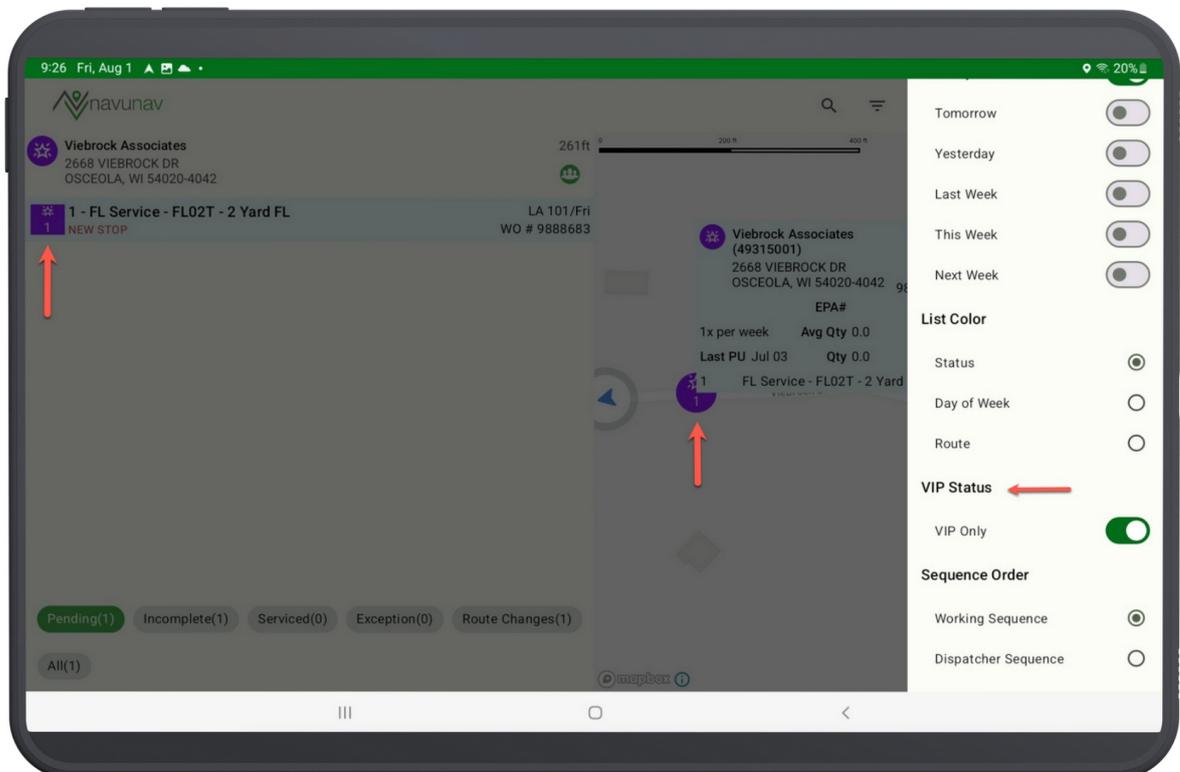
Service Date and List Colors

- **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.



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.

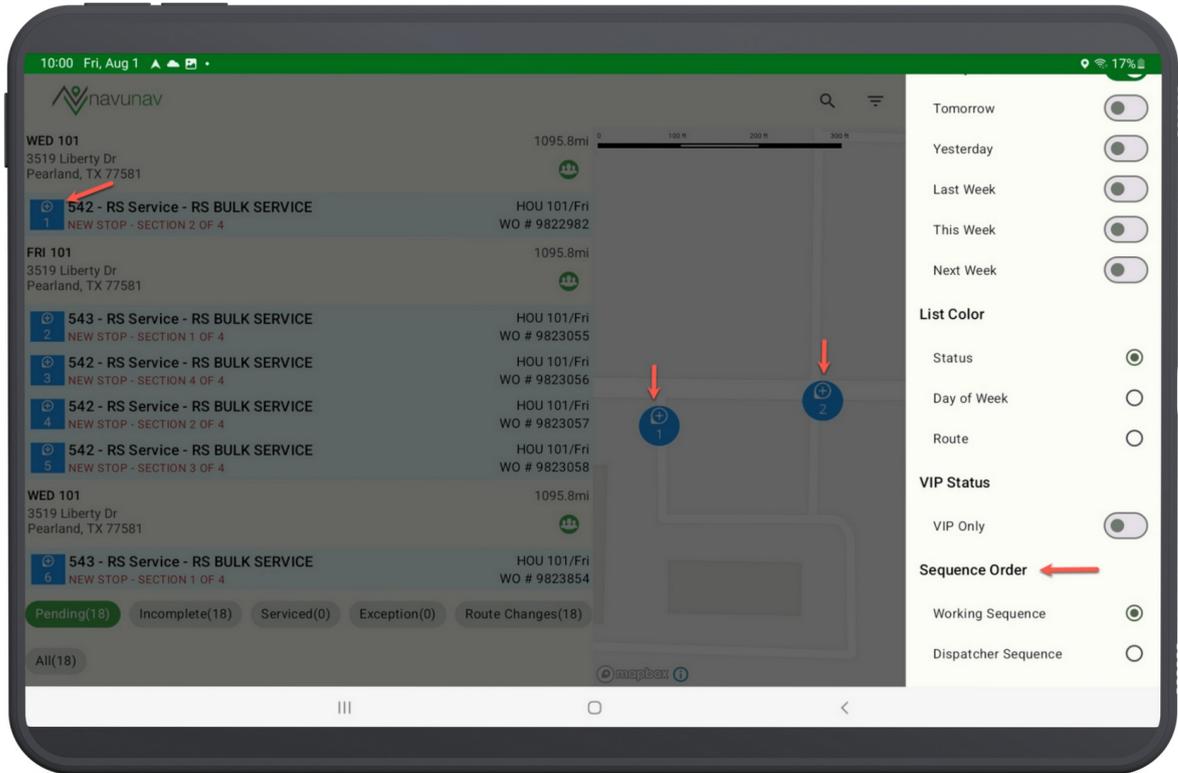


Sequence Order

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

Dispatcher Sequence.

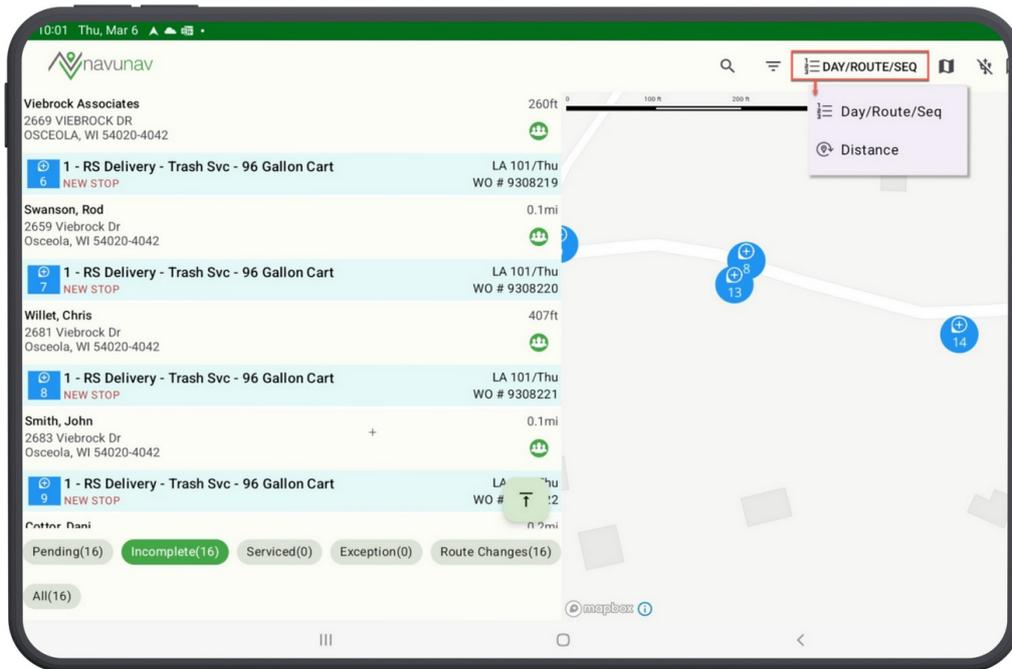
- **Working Sequence**
 - If this option is selected, when the driver completes a stop the next stop on their route is sequenced as '1'.
- **Dispatcher Sequence**
 - If this option is selected, the sequence the driver sees will match the sequence that is displayed in Dispatch.



Stop Sequence

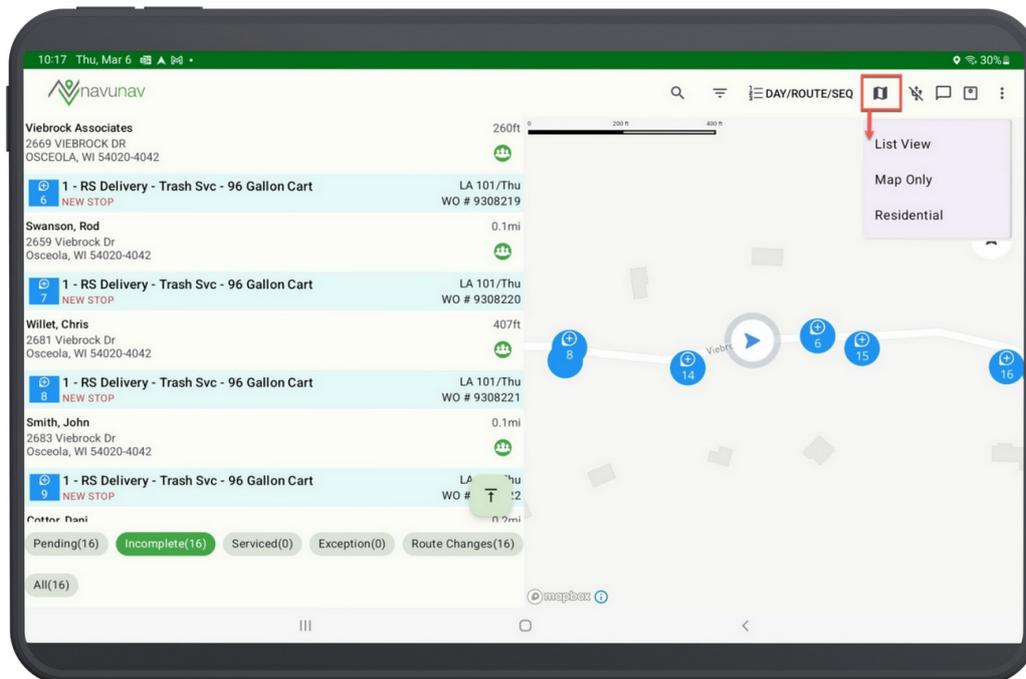
Stop sequencing preferences display at the top of the screen with the current selection displayed.

- **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.



Screen Modes

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



List View

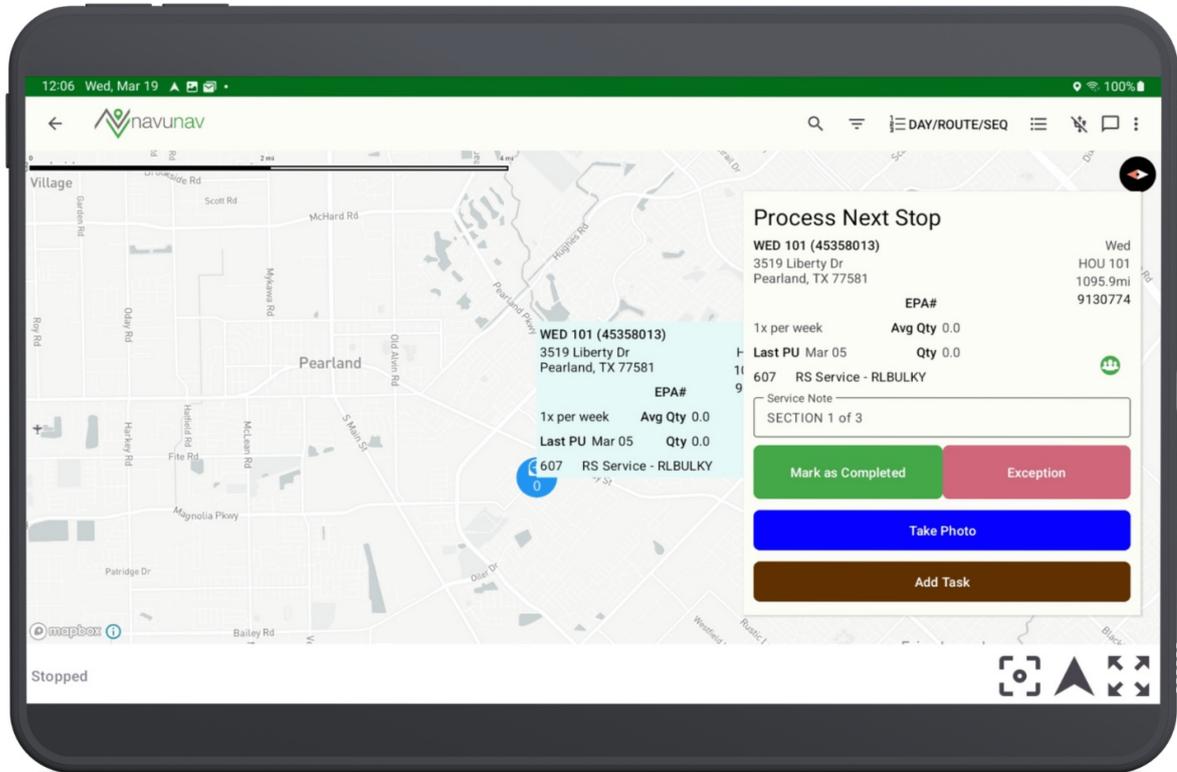
The list view in the NavuNav app displays all stops along with status buttons. When the tablet is held in landscape mode, a route map appears to the right of the list for enhanced navigation. The image displayed above is an example of List View in landscape.

Functions available in List View:

- Driving Directions (Turn-by-Turn)

Residential & Map Only Modes

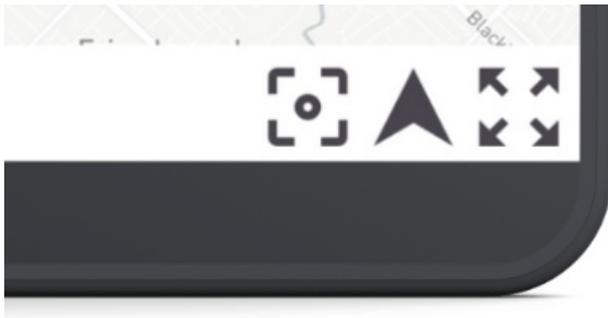
Residential and Map Only modes share a similar display, presenting stops without a list while offering additional navigation features. In Residential mode, the system has the added ability to auto-complete stops. This mode uses the geofence radius settings defined in [Account Class Setup](#) and [Site 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	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Setup > Services > Line of Business > Mobile [tab] > Auto Complete Seconds [field] 	<ul style="list-style-type: none"> • 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

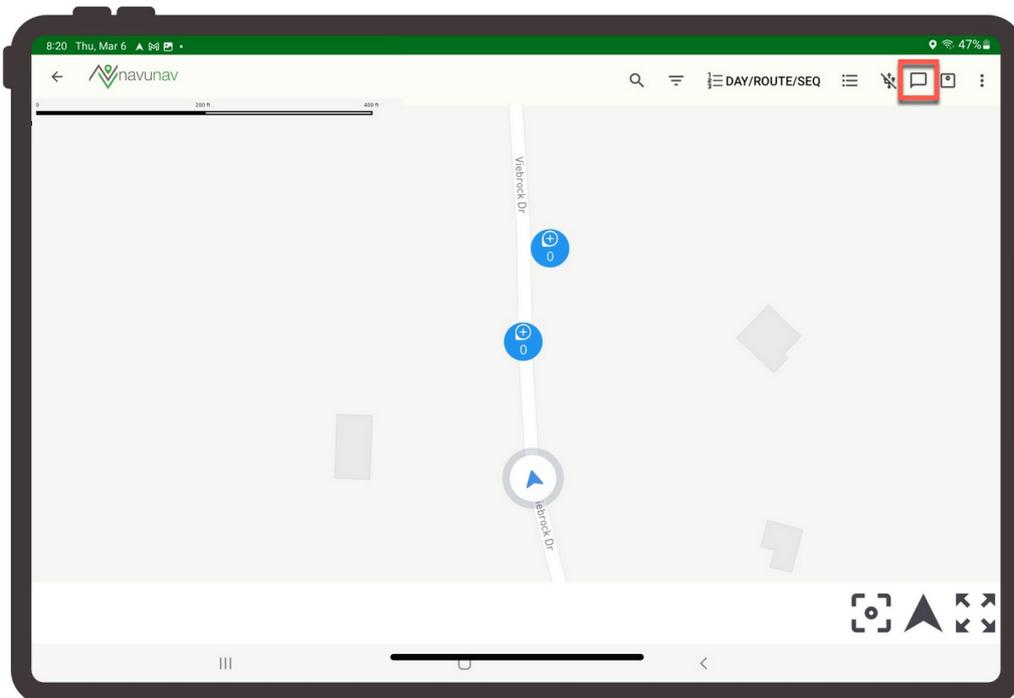
This setting ensures that the map is always oriented with *north* at the top of the screen. When disabled, the map may rotate based on the device's direction or user interaction.

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.



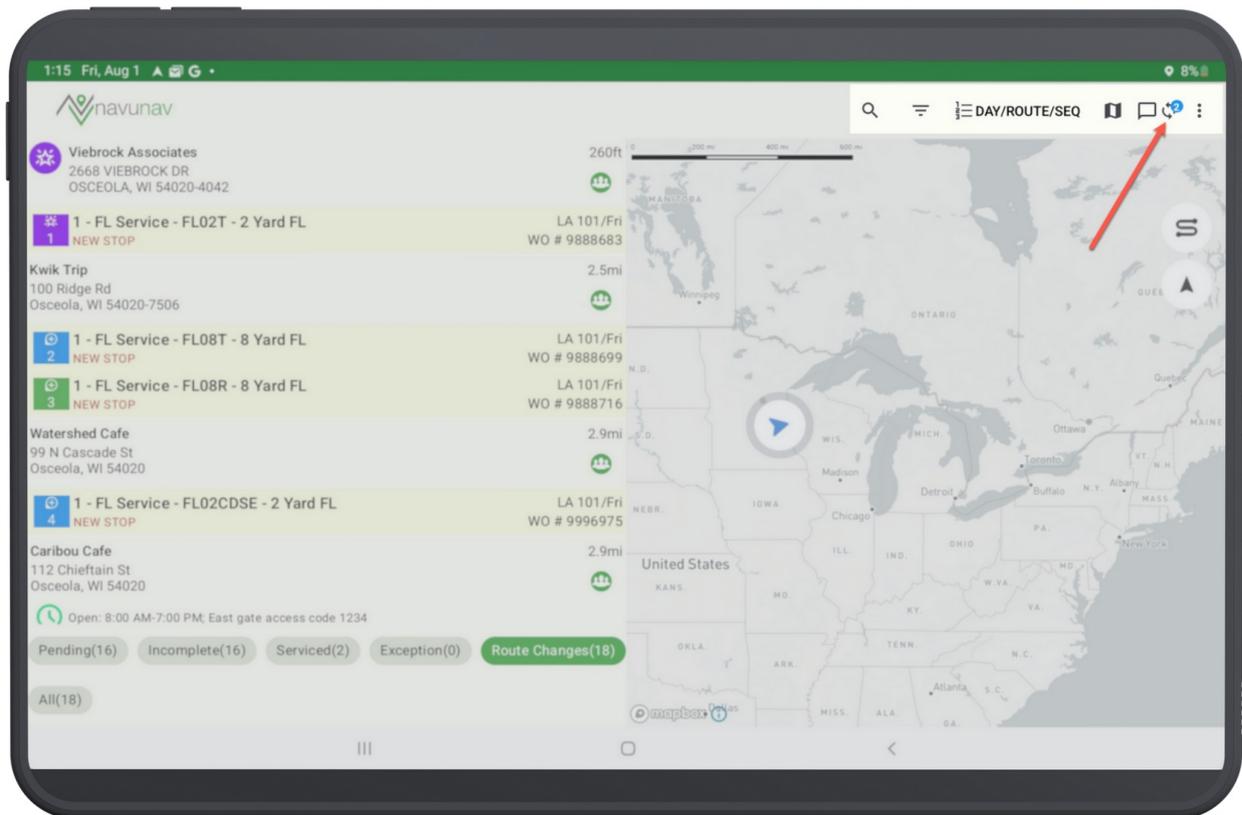
Permissions

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

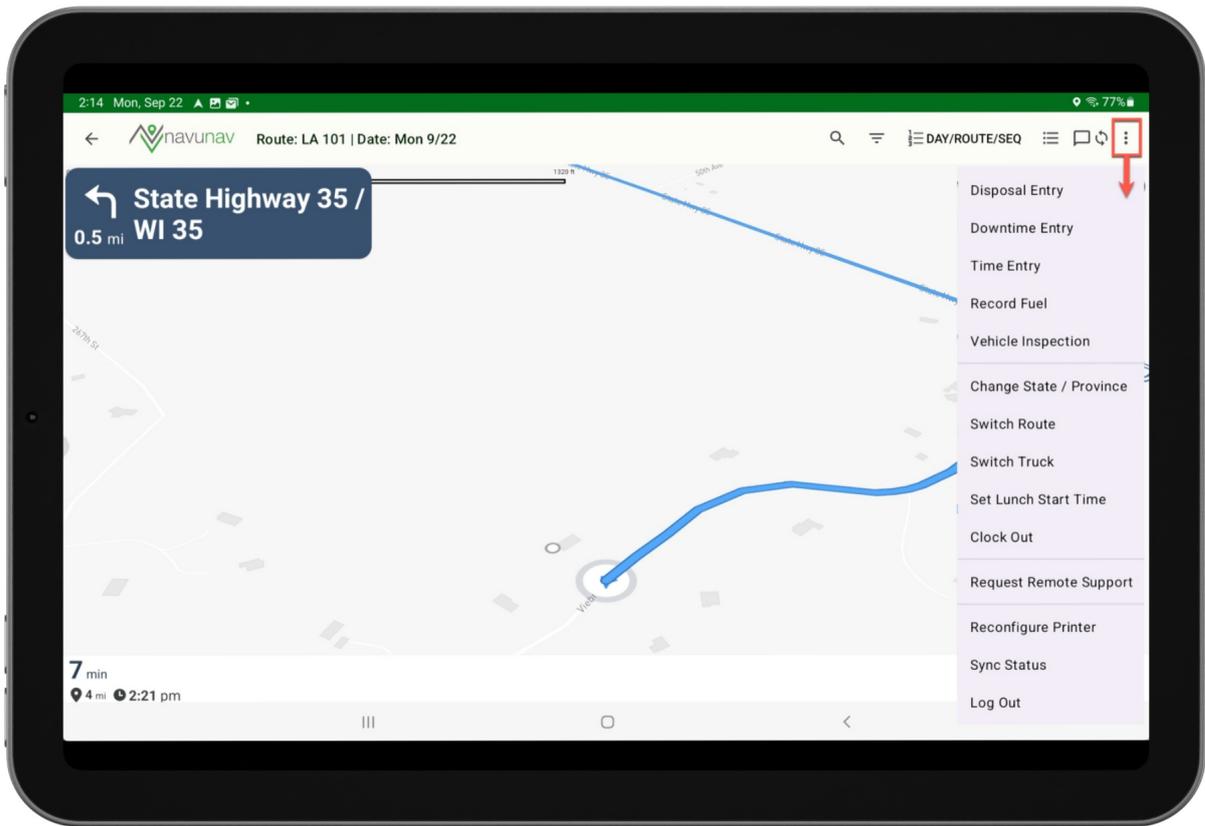
Sync Status

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.



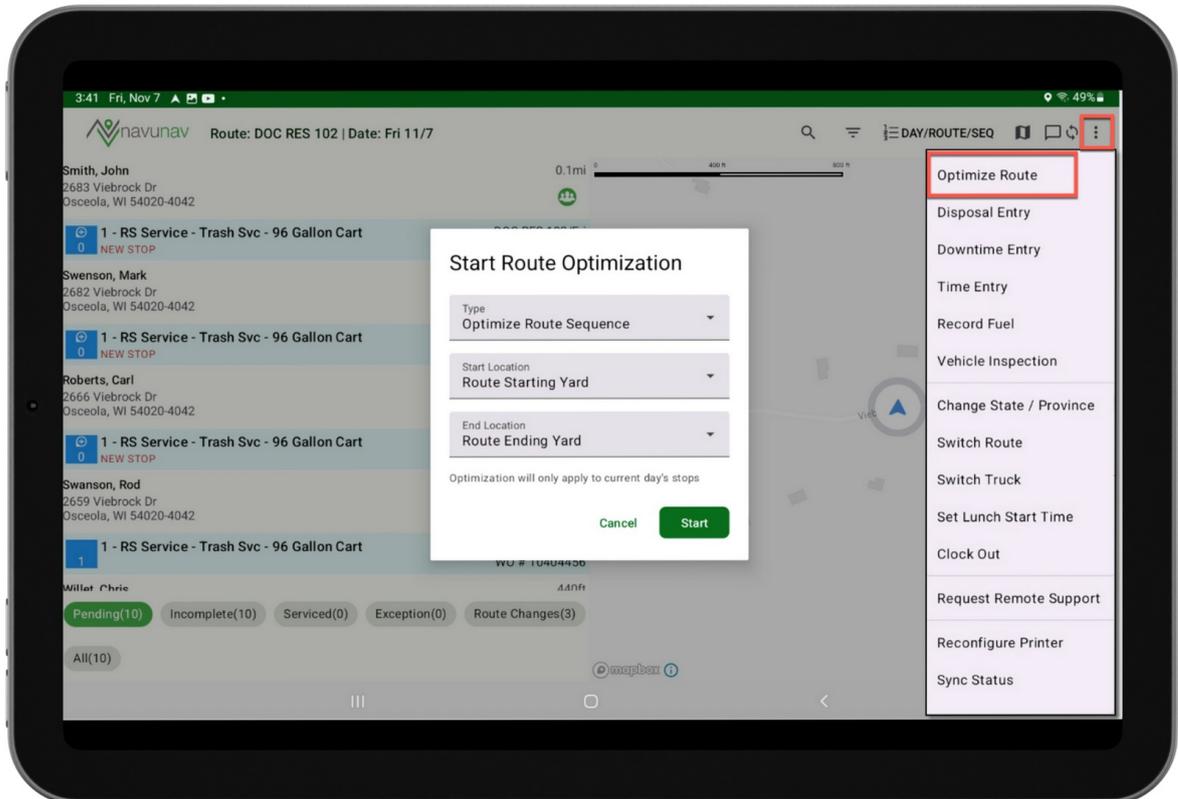
Application Menu

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



Optimize Route

The Optimize Route feature allows drivers to optimize their **current day's route** directly from their Android tablet. When route optimization is initiated, a pop-up message appears indicating that the optimization job is in progress. Once complete, the Stop List automatically updates to reflect the optimized route path. **This feature is available in NavuNav version 6.6.**



Optimize Route Requirements

- RouteSmart must be enabled system-wide.
- Route optimization settings are configured.
- The driver has permission **366 (Optimize Selected Routes in Dispatch or NavuNav)**. Without this permission, the Optimize Route option will not display in the menu.

○ Optimize Route Driver Selection Options

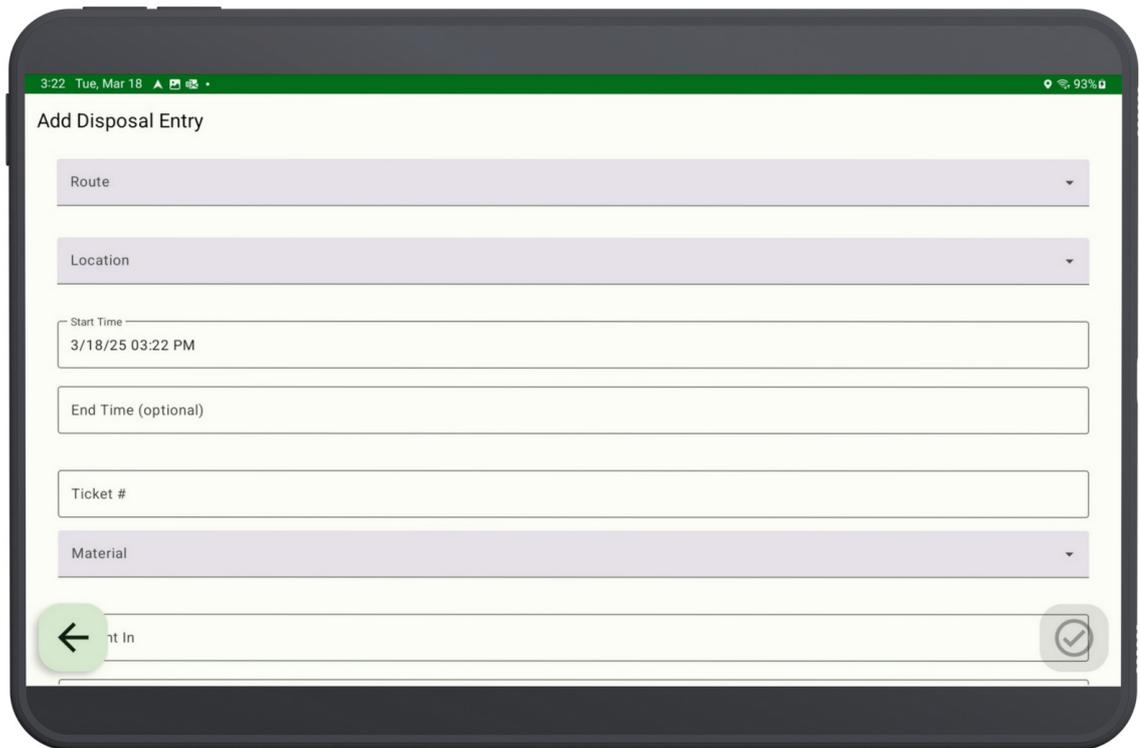
Type	Options include: <ul style="list-style-type: none">▪ Optimize Route Sequence<ul style="list-style-type: none">▪ Selecting this option will resequence all stops on the route to follow the most optimized path.▪ Insert Unsequenced Stops<ul style="list-style-type: none">▪ Selecting this option will insert stops with a sequence value of 0 into the most optimized position along the route. This option is only available when at least one stop on the route has a sequence of 0.
Start Location	Options include: <ul style="list-style-type: none">▪ Route Starting Yard▪ Current Location
End Location	Options include: <ul style="list-style-type: none">▪ Route Ending Yard▪ Last Stop

Supporting Documentation

- [Improve Operations with Route Optimization](#)
- [Route Optimization Setup](#)

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.



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.

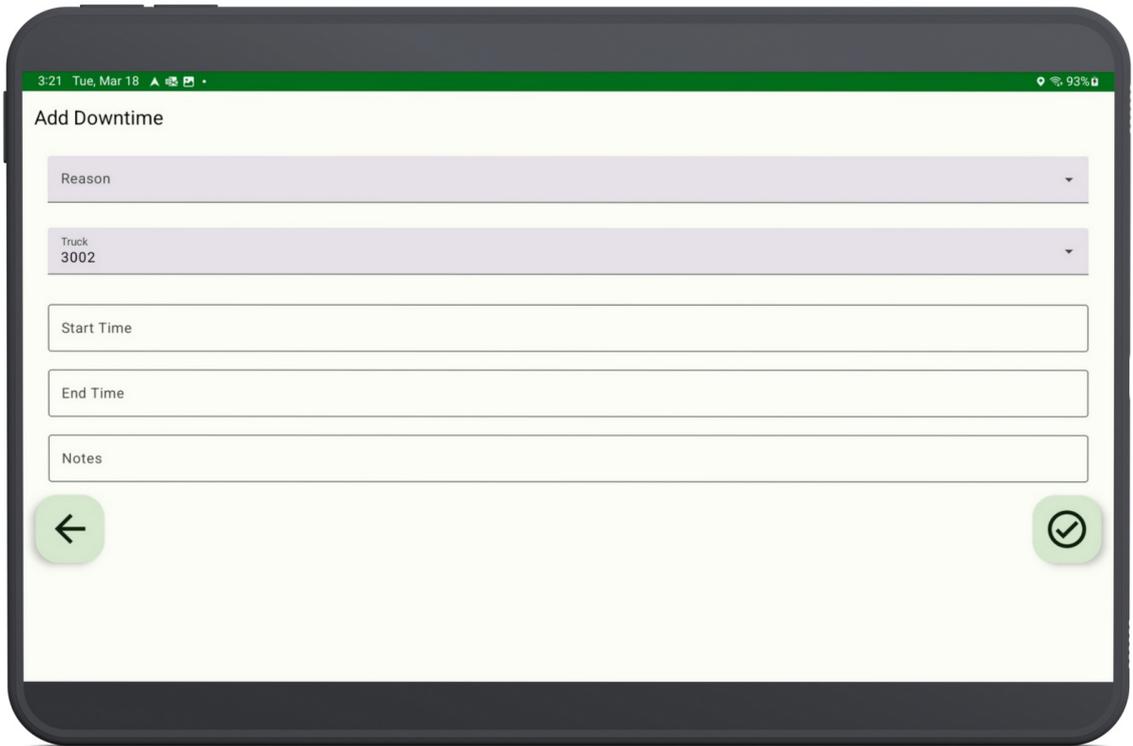
Materials

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.

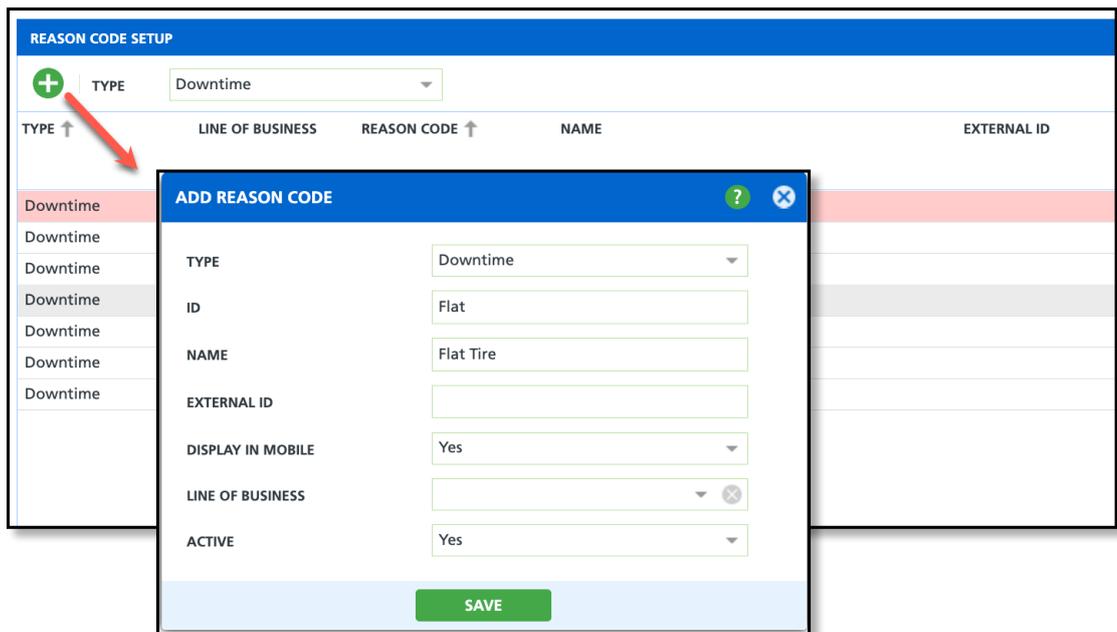


Reason Code Setup Requirement

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](#)



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.

Productivity

Start
06:00 AM

Lunch Start
11:30 AM

Lunch End
12:00 PM

End

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

Volume
0

Fuel Measured By
gallon

Cost
0

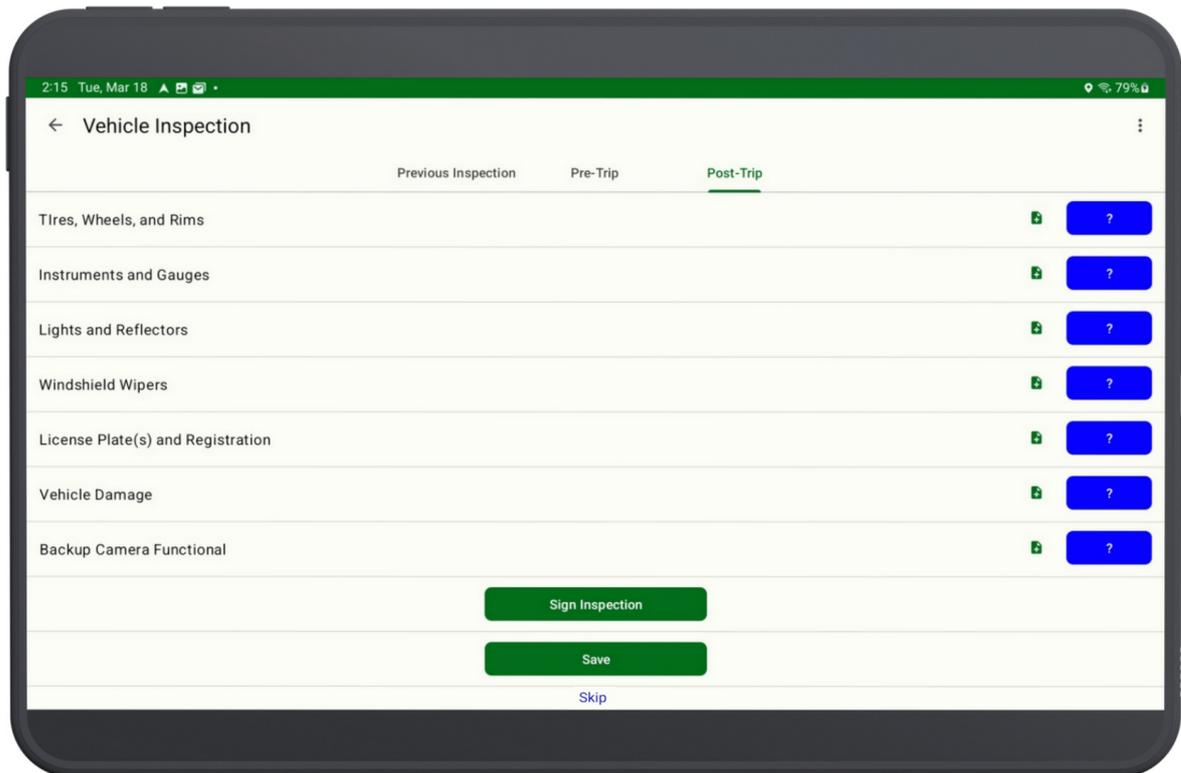
Notes

Add Receipt Image

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. In **NavuNav version 6.6**, users are provided the option to skip the Post-Trip inspection. When selected, the application will close automatically, and the user will be logged out.



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.

8:58 Fri, Aug 1 27%

Change State / Province

Previous State / Province

Start Time
8:57 AM

Start Odometer
720,225 miles

New State / Province
Please select a state

Current Time
8:58 AM

Current Odometer
Please enter a valid number of miles

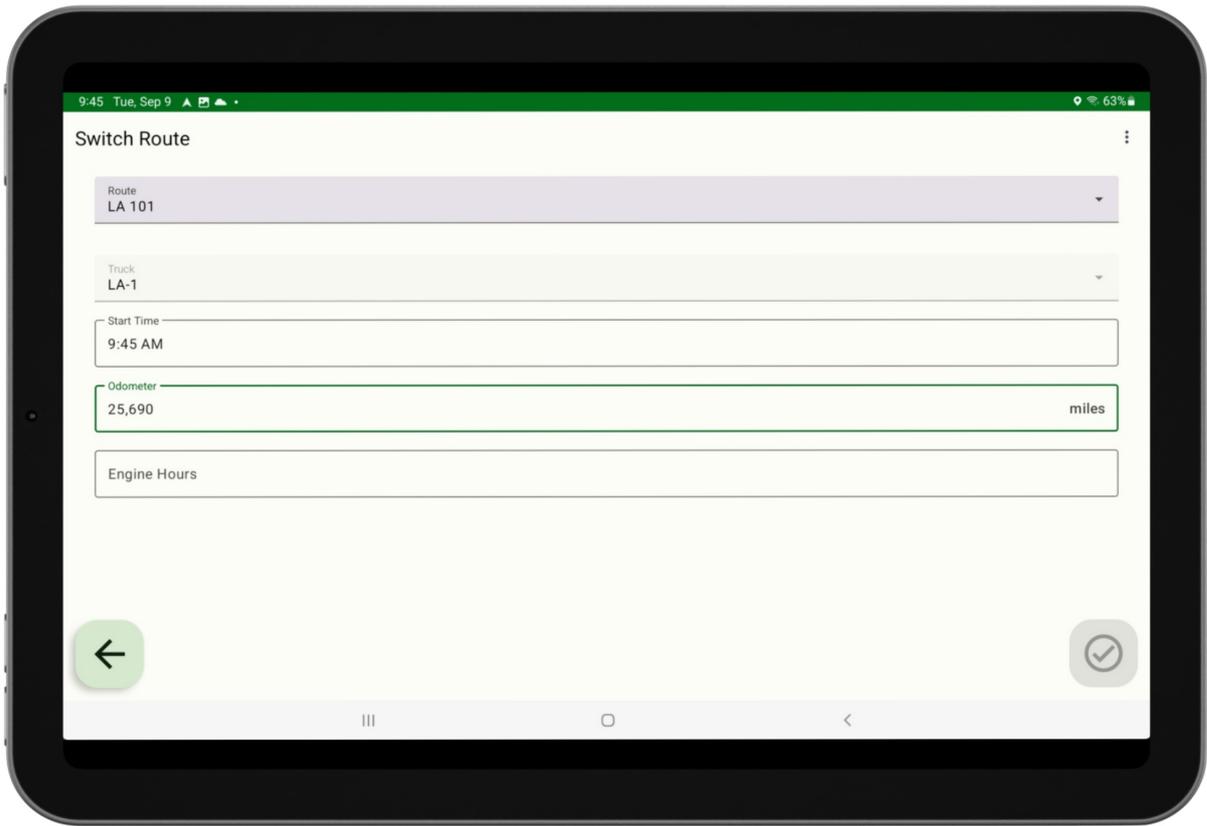
← Set

Field Logic

The **New State/Province** drop-down list displays recently used selections at the top of the list under a **Recent States/Provinces** header. This allows drivers to quickly select a state or province they have used before without scrolling through the full list.

Switch Route

If a driver is assigned multiple routes, they must select their first route at clock-in. After completing that route, they use the Switch Route feature in the application menu to begin servicing another assigned route. The option is not available while a lunchtime or downtime is in progress. Review the full documentation here: [NavuNav \(Android\) Switch Route](#).



Switch Truck

To provide more precise productivity reporting, drivers switching to another truck must use the **Switch Truck** option in the application menu. The process highlights required fields in red to ensure completion. The option is not available while a lunchtime or downtime is in progress.

9:13 Mon, Sep 22 5%

Switch Truck ⋮

Route: HOU 101 | Date: Mon 9/22

Truck
2002 ▼

Current Odometer _____

146,500 miles

Odometer indicates you have travelled more than 1000 miles from the most recently recorded value: 145000.0 miles

Current Engine Hours _____

430

New Truck
2001 ▼

Start Odometer _____

222,211 miles

Odometer is less than the most recently recorded value: 222222.0 miles

Start Engine Hours _____

2,900

Engine Hours are less than the most recently recorded value: 3000.0

State / Province _____

Texas (TX) ▼

Field Logic

Truck

- Displays the ID of the current truck.

Current Odometer / Current Engine Hours

- Entries made to these fields will be recorded back into Dispatch under the **End Odometer** and **End Engine Hours** fields.
- A warning message is displayed if the value entered in any field is less than the most recent recorded value.
- For the **Current Odometer** field
 - A warning message is displayed if a driver enters a value that exceeds the most recent reading by more than 1,000 miles (1,609 km).

- For the **Current Engine** hours field:
 - A warning message is displayed if a driver enters a value that exceeds the most recent reading by 24 hours.
 - A warning message is displayed if engine hours are not entered, but were entered during Clock In.

New Truck

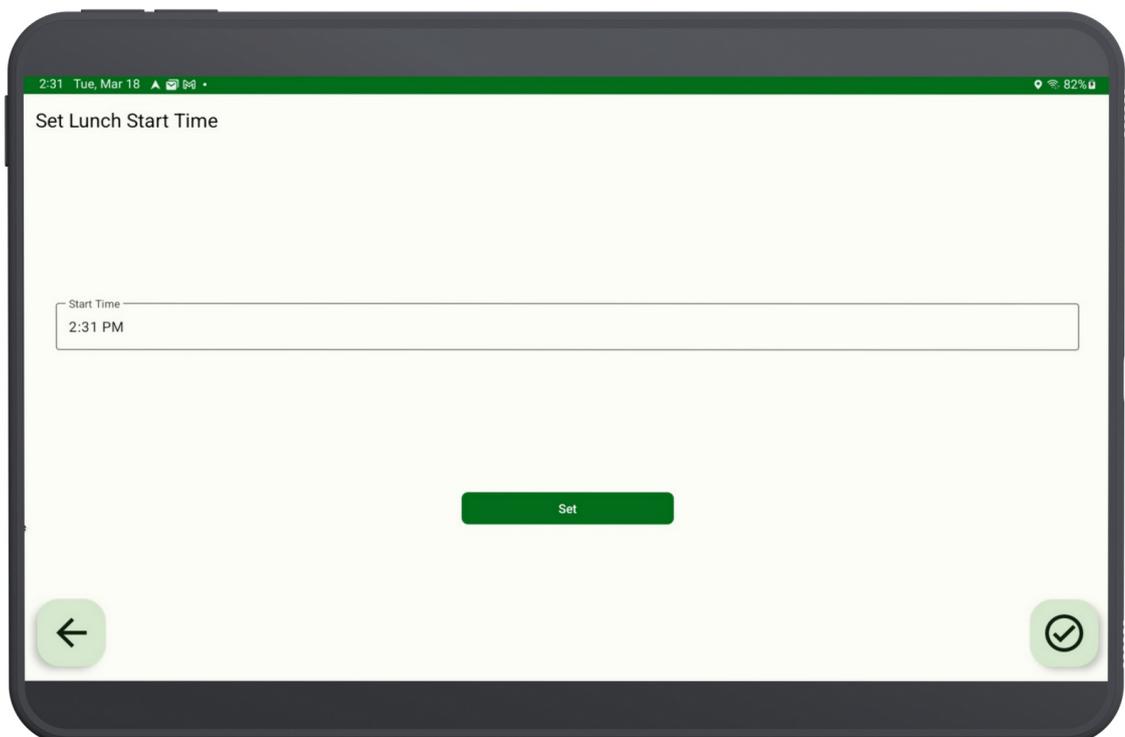
- Will only display the ID of trucks that match the current route's line of business.

Start Odometer / Start Engine Hours

- Entries made to these fields will be recorded back in Dispatch in **Truck Productivity** for the route.
- A warning message is displayed if the value entered in any field is less than the most recent recorded value.
- Not a required field.

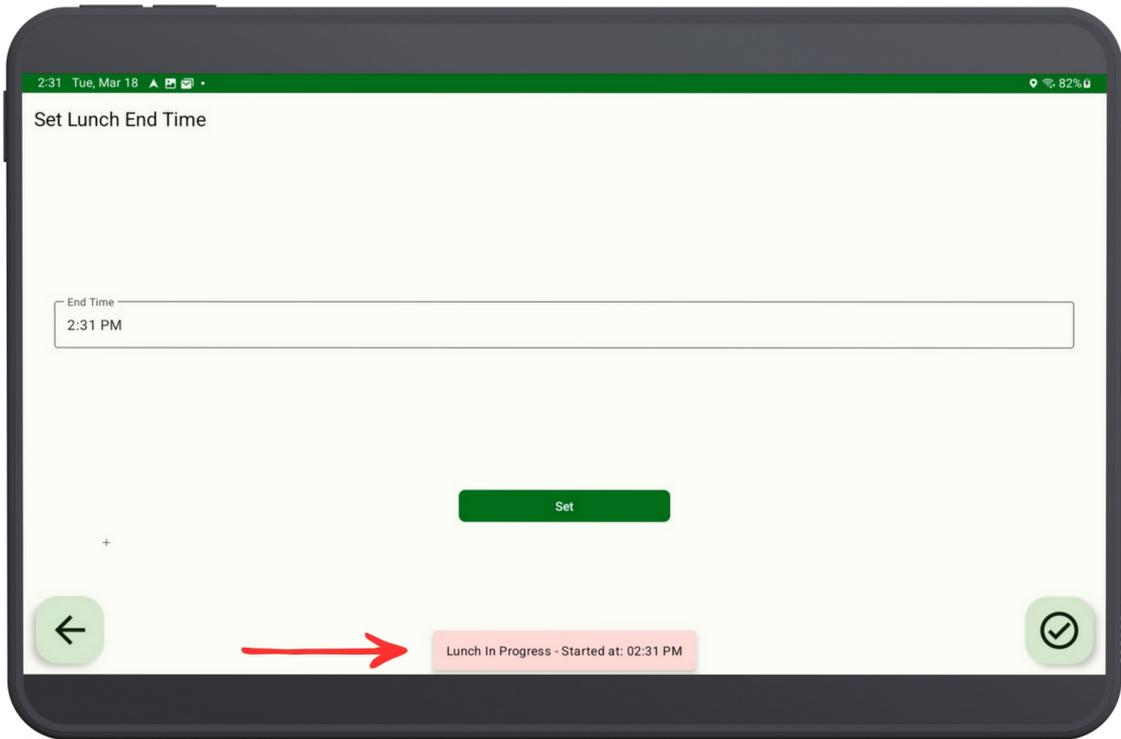
Set Lunch Start Time / Set Lunch End Time

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.



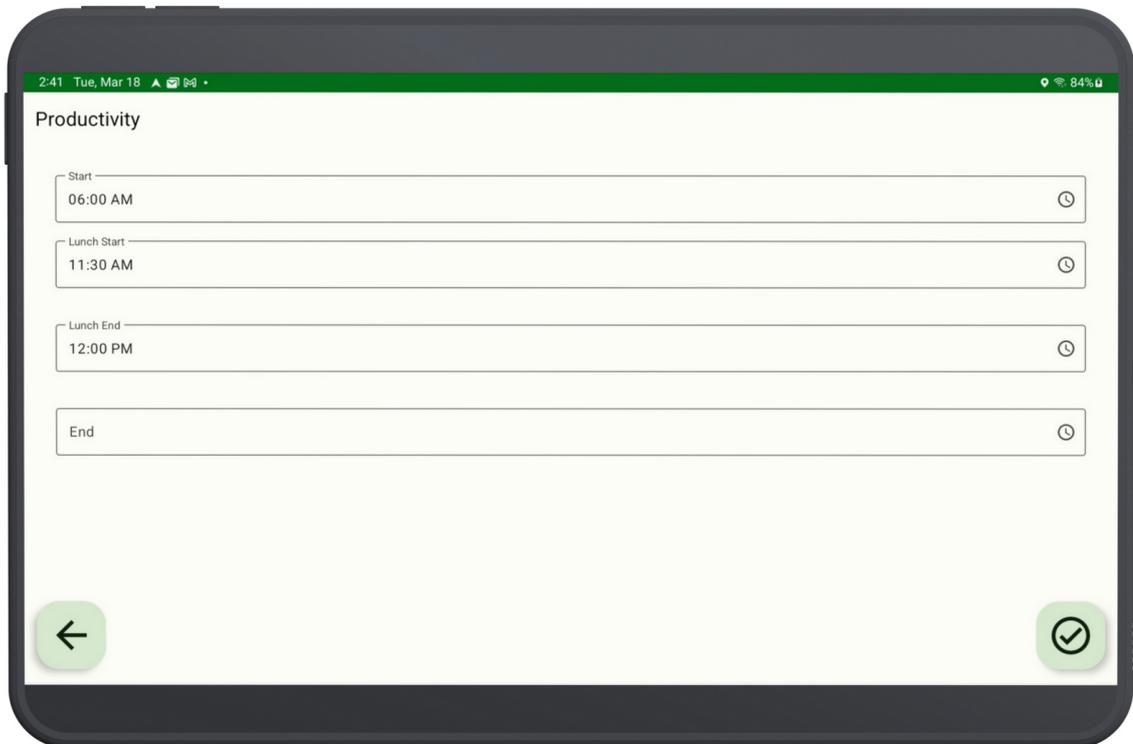
Start Lunch and End Lunch

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.



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.



Clock Out

The **Check Out** feature records the end time of the driver's shift and captures the truck's odometer reading

and engine hours at that time. This functionality ensures accurate tracking of driving hours and mileage.

10:27 Mon, Sep 22 41%

← Clock Out

Route: HOU 101 | Date: Mon 9/22

Truck
2001

State / Province
Texas (TX)

End Time
10:27 AM

Odometer
22,231 miles

Odometer is less than the most recently recorded value: 222211.0 miles

Engine Hours

Engine Hours were entered during clock in but have not been provided here

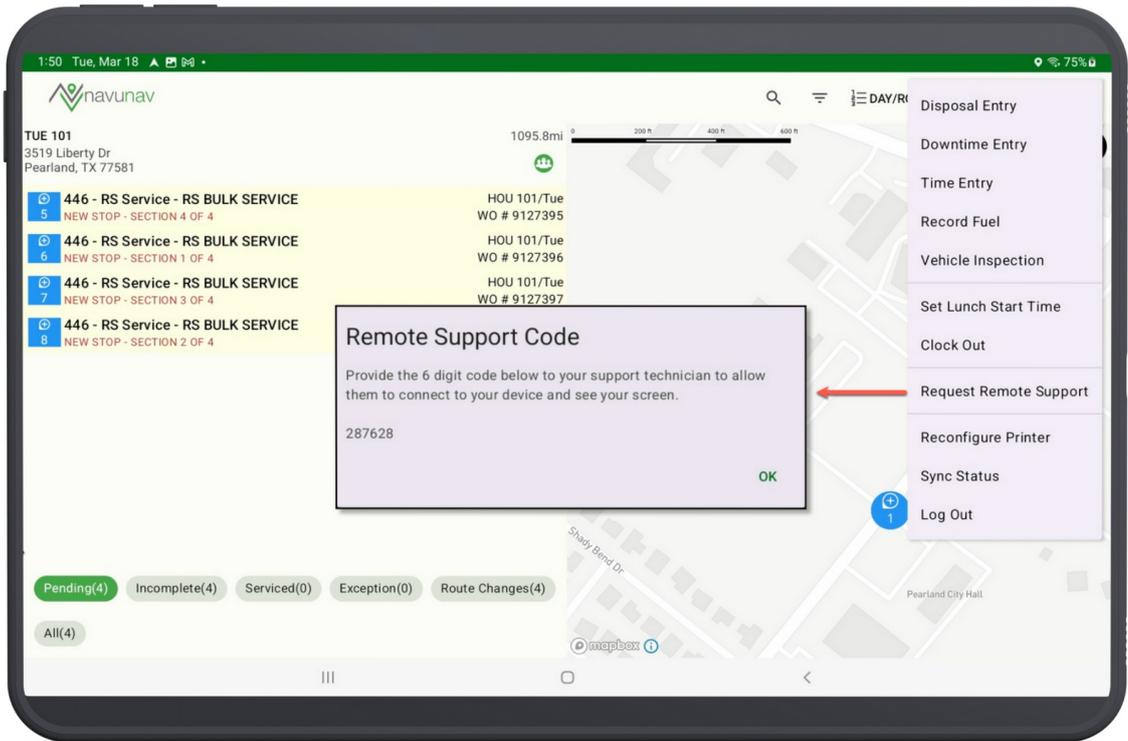
Field Logic

1. Values displayed in each of the fields are captured from the most recent information entered during the last Clock In, vehicle change, route change or state change operation.
2. A warning message is displayed for **Odometer** and **Engine Hours** if entered values are less than the most recent recorded value.
3. For the **Current Odometer** field:
 - A warning message is displayed if a driver enters a value that exceeds the most recent reading by more than 1,000 miles (1,609 km).
4. For the **Current Engine** hours field:
 - This field is no longer required.
 - A warning message is displayed if a driver enters a value that exceeds the most recent reading by 24 hours.
 - A warning message is displayed if engine hours are not entered, but were entered during Clock In.

Request Remote Support

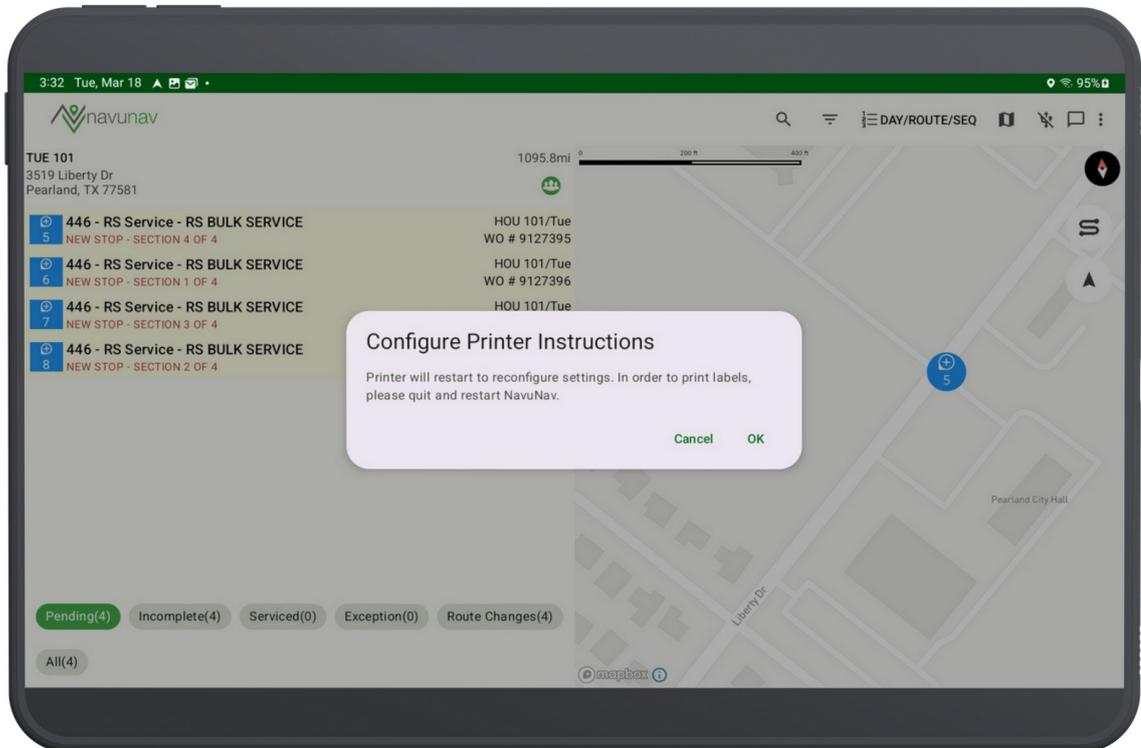
The *Request Remote Support* feature provides drivers the ability to share their screen with support staff to assist in resolving an issue the driver may be experiencing on their device.

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.



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.

