

Garmin Messaging Instructions

1. Before you can send a message, you must perform two tasks.

i. **Select Vehicles from the drop down and click the Manage button.**

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Vehicles

ii. **Select the vehicle the Garmin was installed in and place the name of the vehicle into the field marked VIN.** Hit the Update button.

Vehicle Name:

License Plate:

VIN:

State:

iii. **Note: Do not enter the name in the Vehicle Name field. The Vehicle Name field will be modified automatically after the next step.**

iv. **Select Drivers from the dropdown list and click the Manage button.**

v. Click the New button to add a driver.

vi. **Type in the drivers first and last name. Next go to the VIN drop down and select your vehicle from the list.** When you hit save this driver will be assigned to this vehicle and the vehicle name will automatically be set to (first name last name – VIN).

Driver information:

Driver ID:	<input type="text" value="000005"/>	Start Date:	
Pin:	<input type="text" value="1120"/>	Address:	
First Name:	<input type="text"/>	City:	
Last Name:	<input type="text"/>	State:	
SSN:	<input type="text"/>	Zip:	
Status:	<input type="text" value="Activated"/>		

Vehicle assignment:

Fleet: VIN:

Now you can go to the message tab. You should see the name of the driver you just entered in the drop down box.

Send message

9/17/2008 Mail Update auto-update Updated: 2:07:36PM

Fleet: Dispatch To: Andrew Petrov Info Read Receipt Question Yes/No

Content:

Send

- vii. Pick a driver and a message type. **If you select Read Receipt the driver will be prompted to hit an ok button and you will see a read notification. If you select Question the driver will be given the option to select Yes or No as a response to your question.**
- viii. When you hit the send button your message will be placed into the outbox. **The outbox will display information about this message as different events happen.** You will also see the read receipt and the answer to your question in the out box as that information is received.
- ix. Incoming messages will appear in the inbox. You can reply to incoming messages.