# Introduction

With this document you are able to use all the additional functionality TomTom WORK provides on your TomTom navigation device.

Next to using all the standard navigation functionality in your TomTom navigation device you are able to select and read orders, exchange text messages with the office, register working time, breaks or logbook transactions.

Orders with destination data make your work easier and you save a lot of valuable time on reporting.

Have fun with your work and your TomTom navigation device!

# Driving view

On the driving view you can find additional icons. Those signify the status of the current order, new orders/messages or show if you are on a private trip or if you have a break.

**New order or message**

... signifies that you have new unread orders or messages.

**Quick menu**

When your navigation device and the TomTom LINK 300 have been connected, the quick menu contains the buttons **Active order** and **Change logbook/Report work time**.

**Status of order**

... signifies the status of the current order when you are on a business trip or in work time. Each status has a different icon.

**Break**

... signifies that you have a break. This icon only appears if **Report work time** is activated.

**End of work**

... signifies that you have finished work.

**Private trip**

... signifies that you are on a private trip. This icon only appears when **Change logbook mode** is activated.
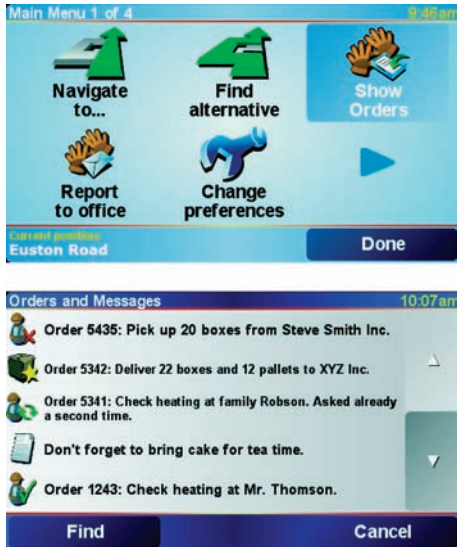
**Locating disabled**

... signifies that the locating of your vehicle is disabled when you are on private trips, have a break or have finished work.

**Disconnected**

... signifies that there is no connection between the navigation device and the TomTom LINK 300. It only appears if the two devices have been connected at least once previously.

# Orders and messages





The office can send service, delivery and pick up orders. They are stored on your TomTom navigation device, to read and deal with them at any time. Find them in the **TomTom WORK** menu under **Show orders,** and the active order in the **Quick menu**.

These symbols show the type and status of items in your list of orders and messages:

New text message

Text message that has been read

New service order

Service order in progress

Suspended service order

Finished service order

Cancelled or rejected service order

New delivery or pick up orders (compare to the icon for service orders)
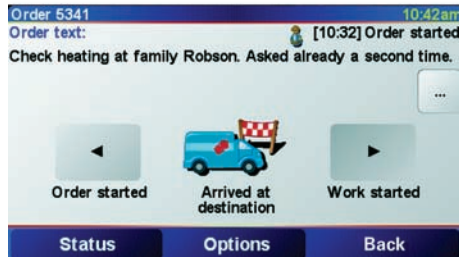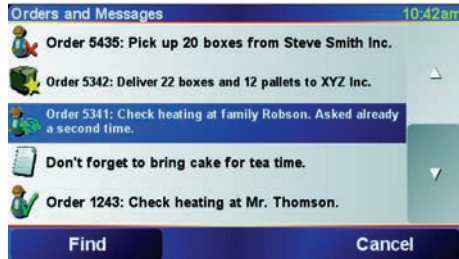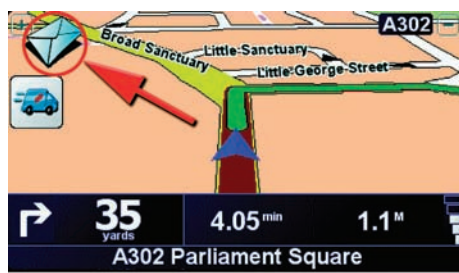
# Orders and messages

**Working on orders**

To bring up the complete list of your orders and messages do the following:

1. Tap the screen to bring up the main menu.

2. Tap **TomTom WORK**.

3. Tap **Show orders**.

4. Select an order from the list.

5. To work on this order tap **I agree**. To reject the order tap **Options**, then tap **Reject order**. You can enter a reason for rejection.

If you have agreed, you are asked to start this order. If the order contains destination data, you will be asked to start navigation.

As soon as you start the order, you can report your current activities. Tap the button that shows your activity to report. Tap **Status** to report to your office by using the status messages defined by the office.

To bring up the order you are currently working on tap the **Quick menu** icon on the driving view and then tap **Active order**.
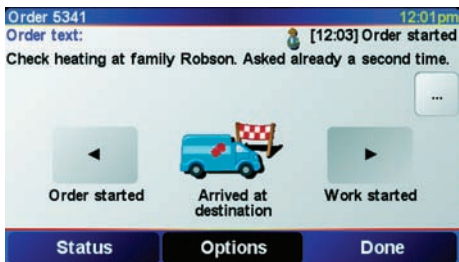
# Orders and messages

1. To suspend the current order, select it from the list.

2. Tap **Options**.

3. Tap **Suspend**.

1. To switch to another order, select the new order from the list.

2. You will be asked to suspend the current order and to start working on the new one.

You will always be able to continue working on the suspended order. For this, select the suspended order from the list and tap **Resume**.

1. If you want to cancel an order, first select the order.

2. Tap **Options**.

3. Tap **Cancel**.

Then you will be asked to enter a reason for cancelling the order.
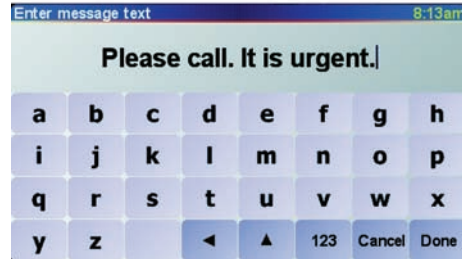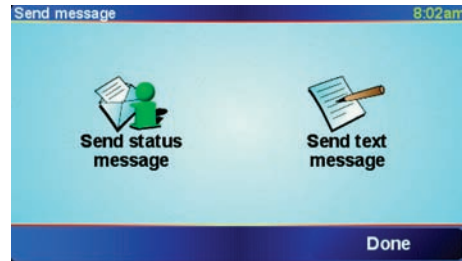
# Report to office

**Send text message**

If you want to send a text message to the office, do the following.
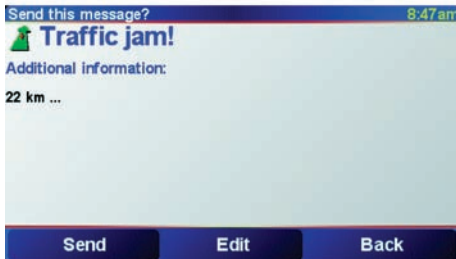
1. Tap **Report to office** in the **TomTom WORK** menu.

2. Tap **Send text message**.

3. Enter your text (see the explanation below).

4. To send your complete message to the office, tap **Done**.

Enter your message using the keyboard and the following buttons:

|  | Tap this button to enter capital letters. |
|---|---|
| ▲ | |

|  | Tap this button to enter lowercase letters |
|---|---|
| ▼ | |

|  | Tap this button to switch to the numeric/special characters keyboard |
|---|---|
| 123 | |

|  | Tap this button to switch back to alphabetic keyboard |
|---|---|
| ABC | |

|  | Tap this button to delete single characters |
|---|---|
| ◄ | |

# Report to office
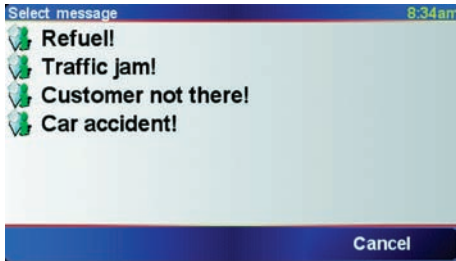




**Send status message**

Status messages must be defined by the office. You can select the appropriate message and send it as is, or you can add information.

1. Tap **Report to office** in the **TomTom WORK** menu.

2. Tap **Send status message**.

3. Select a status message from the list by tapping it.

   If you want to add information, tap **Edit**. Tap **Send** to send the message directly to the office.

4. Tap **Send** to send the message to your office with any information you have added.
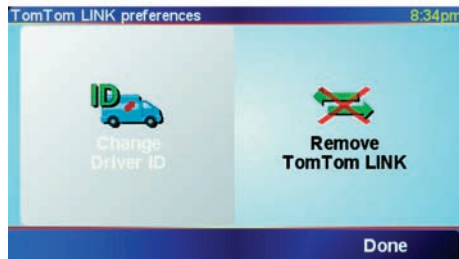
# Setting PIN code

To grant personalized work time reports you need to enter your PIN code.

*Note: The office can configure via TomTom WEBFLEET, that you have to enter your PIN code each time you switch on your TomTom navigation device.*

1. Tap the screen to bring up the main menu.

2. Tap **TomTom WORK**.

3. Then, tap **Change Driver**.

4. Select your name from the drivers list by tapping it.

5. Enter your PIN code, then tap **Done**.

Your PIN code is now stored and used for all reports until you change it.

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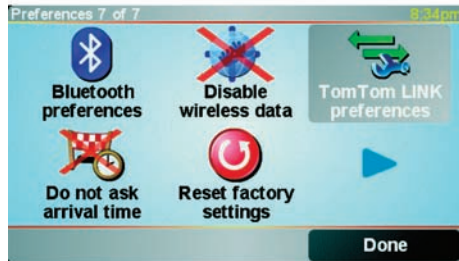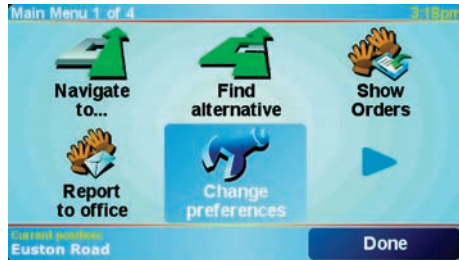
# Report work time

With TomTom LINK 300 you can report your general working status. You can report the time you start and finish work, and time you spend having a break. For this you need to set tyour PIN code first (see **Setting PIN code** on page 11).
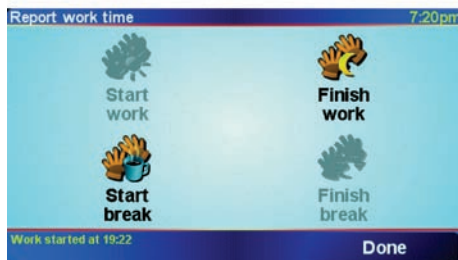
**Report work time**

To report work times to TomTom WEBFLEET, do the following:

1. Tap the **Quick menu** icon.

2. Tap **Report work time**.

3. Tap the appropriate button to change your work status.

When you tap **Finish work**, this is indicated in the driving view (see **Driving view** on page 5).

If you are working on an order, the current order status is shown on the driving view.

*Note: In the **TomTom WORK** menu or **Quick menu** either the button **Report work time** or **Change logbook mode** is available. These functions are activated using TomTom WEBFLEET by the office.*

# Report work time

**Turining on/off the navigation device**

When you turn on your TomTom navigation device and you have reported **Finish work** or **Start break** last, you are asked to report either **Start work** or **Finish break**.

When you turn off your TomTom navigation device without having reported **Finish work** or **Start break** before, it shows you a menu with the options **Finish work**, **Start break**, **Active order** and **Power off** to select from, to ensure proper reporting to TomTom WEBFLEET.

*Note: The function of prompting **Report work time** transactions is activated using TomTom WEBFLEET by the office.*
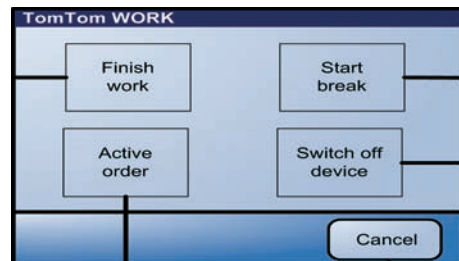
# Change logbook mode
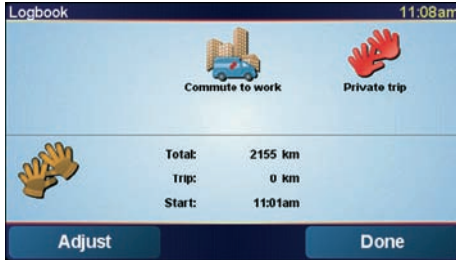


You can generate a driver's logbook with your TomTom navigation device. To use this functionality you need to adjust the odometer first. You can do this by tapping **Adjust** or see **Set odometer** on page 20.

To change the kind of trip do the following:

1. Tap the **Quick menu** icon.

2. Tap **Change logbook mode**.

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*Note: Either **Report work time** or **Change logbook mode** is available. Both cannot be available at the same time.*

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3. Select the appropriate mode.

   The current logbook mode is shown in the bottom half of the screen, as well as journey specific information.

If the logbook mode is set to **Private trip** or **Commute to work**, this is shown in the driving view. During a business trip, the current order status is shown.

# Call contact
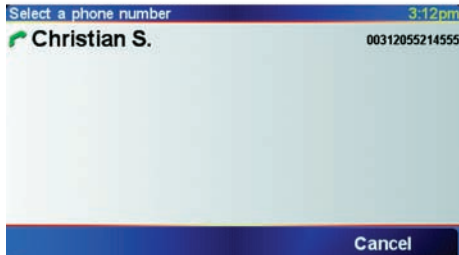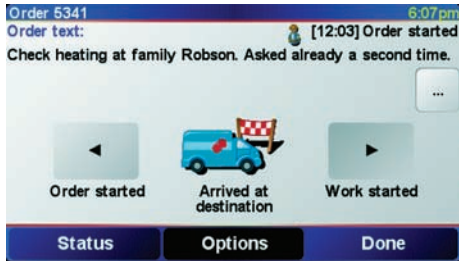
Orders can contain a contact name and a telephone number. You can call this number from your TomTom navigation device.

*Note: To use the **Call contact** feature you need a Bluetooth® mobile phone that is compatible with your TomTom navigation device.*

1. Tap the screen to bring up the main menu.

2. Tap **TomTom WORK**.

3. Tap **Show orders**.

4. Select an order from the list by tapping it.

5. Then tap **Options**.

6. Tap **Call**.

7. Tap the contact to start the dialing process.

# TomTom LINK preferences
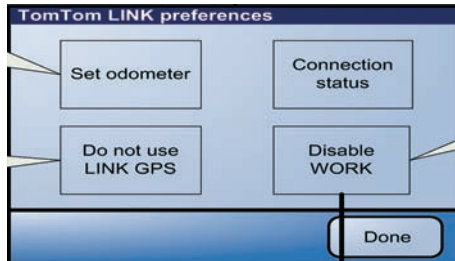


In the **TomTom WORK** menu you can find the **TomTom LINK preferences** menu. With it you can:

• Synchronize the odometer of your TomTom navigation device with your vehicle's odometer (see **Set odometer** on page 20)

• View the connection status between your TomTom navigation device, your TomTom LINK 300 and TomTom WEBFLEET (see **Connection status** on page 21)

• Choose to use the GPS signal either from your TomTom navigation device or from your TomTom LINK 300

*Important! Make sure the GPS source you select has clear view of the sky and with it GPS reception!*

• Disable the TomTom WORK functionality on your TomTom navigation device

*Attention - Use with care! When you **Disable WORK** you remove all TomTom WORK related functionalities (e.g. **Logbook mode, Report work time** icons, orders, messages, etc.) from your TomTom navigation device.*

# Set odometer

When you use the logbook you need to synchronize the odometer on your TomTom navigation device with your vehicle's odometer.

1. Tap the screen to bring up the main menu.

2. Tap **TomTom WORK**.

3. Tap **TomTom LINK preferences**.

4. Tap **Set odometer**.

5. Tap the buttons to adjust the odometer to match your vehicle's odometer.

6. Tap **Done** to save the changes.
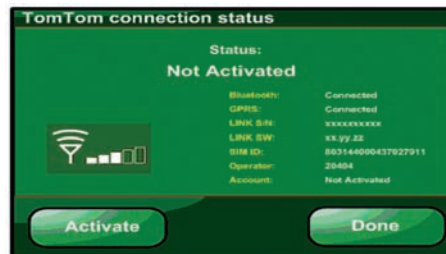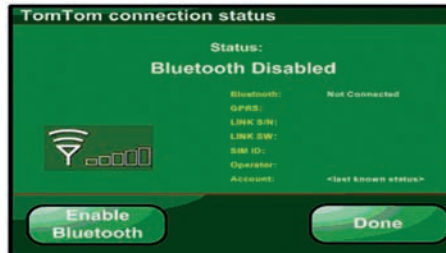
# Connection status

To see the connection status of your TomTom navigation device, your TomTom LINK 300 and TomTom WEBFLEET do the following:

1. Tap the screen to bring up the main menu.

2. Tap **TomTom WORK**.

3. Tap **TomTom LINK preferences**.

4. Tap **Connection status**.

Here you have a brief overview of the connection status:

- GSM connection

- GPRS connection

- Connection to TomTom WEBFLEET

- If Bluetooth is disabled and how to enable it

- If the TomTom LINK 300 is disconnected and how to initiate the reconnection

- If the TomTom LINK 300 has not been activated and how to activate it

*Note: For the activation you need the activation code indicated on the contract confirmation letter.*
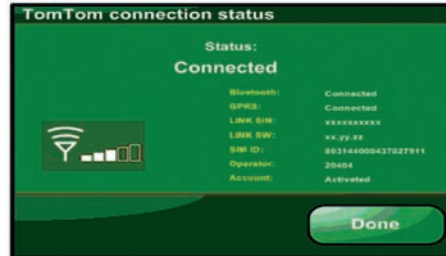
# Considerations

This section contains important considerations for the use of the TomTom PND and the TomTom LINK 300.

When you are using the additional TomTom LINK 300 features, keep in mind that the TomTom PND and the TomTom LINK 300 must be connected.

Sending status or text messages or any other acknowledgements to the office take place as soon as you have connected the two devices.

This means, for example, that if you change the logbook mode from **Private trip** to **Business trip** while the two devices are disconnected, the time of change in the logbook will be the time of reconnection.

Configuration from the office

Status message configuration and the selection between **Change logbook mode** and **Report work time** can only be made by the office.

15.21

**Federal Communications Commission (FCC) Statement**

**You are cautioned that changes or modifications not expressly approved by the part responsible for compliance could void the user's authority to operate the equipment.**

15.105(b)

**Federal Communications Commission (FCC) Statement**

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

-Reorient or relocate the receiving antenna.
-Increase the separation between the equipment and receiver.
-Connect the equipment into an outlet on a circuit different from that to which the
  receiver is connected.
-Consult the dealer or an experienced radio/TV technician for help.

**Operation is subject to the following two conditions:**
1) this device may not cause interference and
2) this device must accept any interference, including interference that may cause
undesired operation of the device.

**FCC RF Radiation Exposure Statement:**

1. This Transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

2. This equipment complies with FCC RF radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with a minimum distance of 20 centimeters between the radiator and your body.