



# *Tooo Air*

## User Guide

### Tooo Air Wide Area Dispatcher

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# TooAir Dispatcher Console Guide

## 1.0 Dispatcher

TooAir Wide Area Dispatcher version 1.0.9.8 is a base station application to manage fleets, users and groups. TooAir Dispatcher Console offers visual dispatching with user status and group management.

This document contains the guide and instruction on how to use the TooAir Dispatcher, if the TooAir Dispatcher is not installed on the machine intended to be used, please refer to the Dispatcher Installation Guide on our website under Resources.

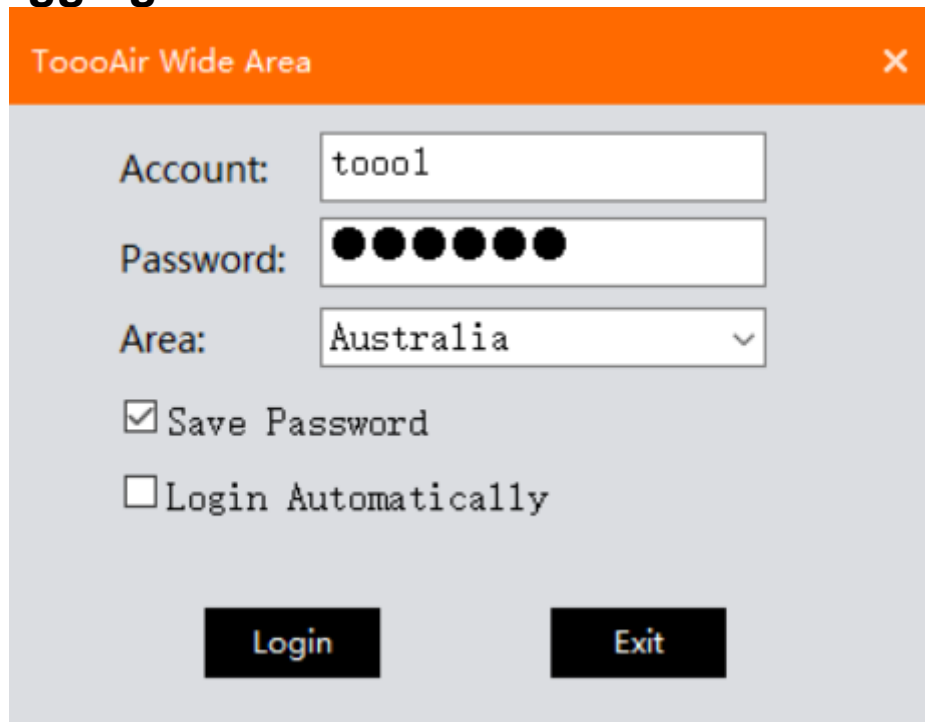
### 1.1 System Setup

The TooAir Dispatcher is empowered by pre-programmed features which can be customized over air, the following features are pre-programmed;

- Groups
  - Name
  - Users belonging to group
  - Static group monitoring
  - Additional groups
- Users
  - Name
  - Talk priority hierarchy (1-10)
- Contacts list
  - Users belonging to contacts

If you would like any of the above features customized please contact your local TooAir dealer or contact TooAir directly via the website.

## 2.0 Logging In



The screenshot shows a login window titled "ToooAir Wide Area". It features three input fields: "Account" containing "toool", "Password" masked with six black dots, and "Area" set to "Australia". Below these are two checkboxes: "Save Password" (checked) and "Login Automatically" (unchecked). At the bottom are "Login" and "Exit" buttons.

Enter in your details provided to you by your local ToooAir Dealer, if you do not have this information please contact your local ToooAir dealer.

Account: *Enter user account.*

Password: *Enter user password.*

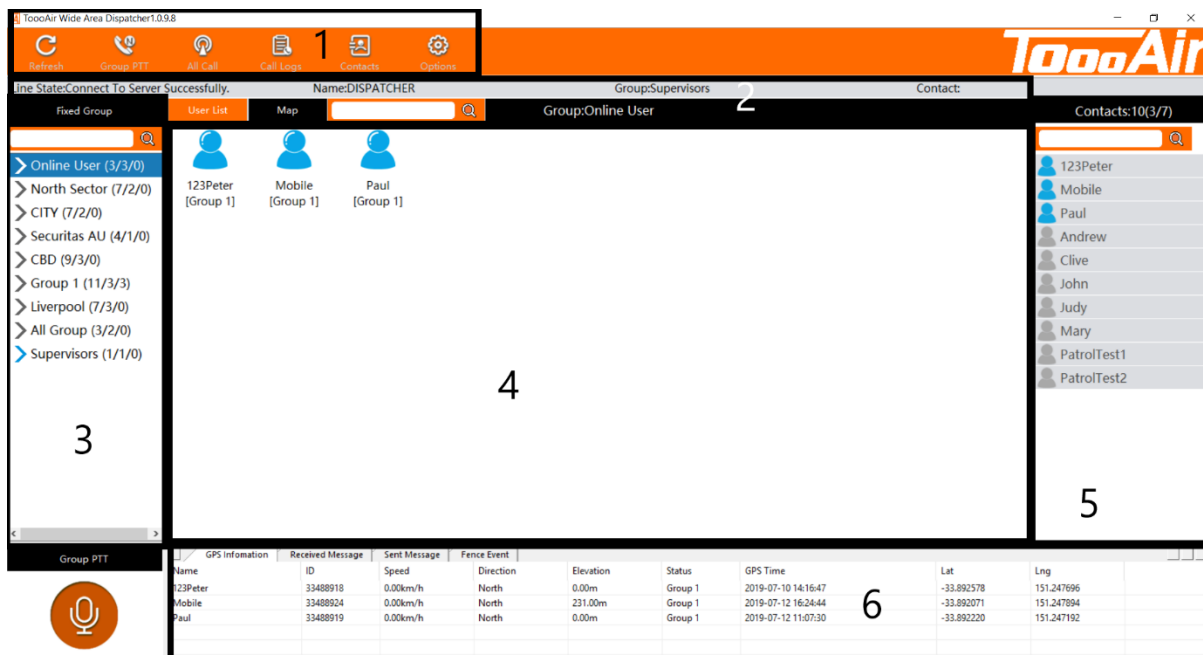
Area: *Set area to Australia.*

Enabling Login Automatically will login the ToooAir Dispatcher on next launch.

## 2.1 Dispatcher Sections

The TooAir Dispatcher contains several main sections:

1. Toolbar
2. Status Bar
3. Group List
4. User Display Area
5. Logs & Contacts
6. Information Display



## 2.2 Tool Bar



Refresh – Retrieves latest user, group, GPS, message and contacts information.

Group PTT – Calls all users that are in current group.

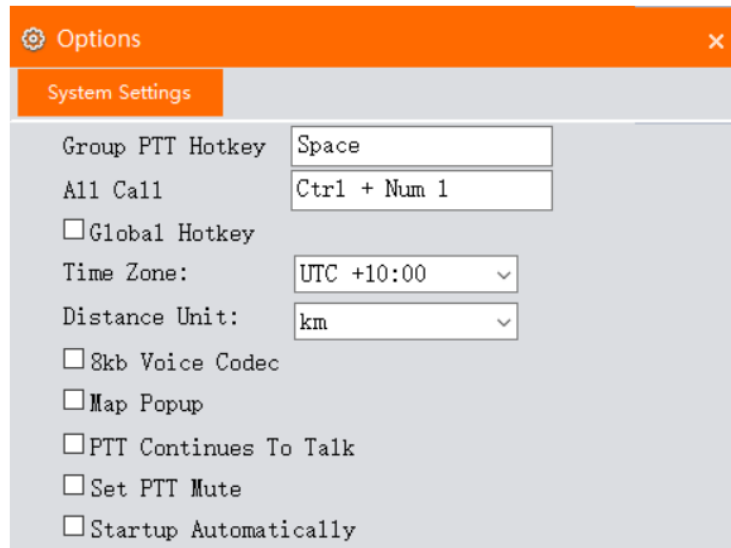
All Call – Call all users across all groups.

Call Logs – Displays Call Logs interface.

Contacts – Displays Contacts interface.

## 2.1.1 Options

### System Settings



Group PTT Hotkey: *Press any combinations of keys to set.*

All Call PTT Hotkey: *Press any combinations of keys to set.*

Global Hotkey – Allows the user of Group PTT and All Call PTT hotkeys to be used outside the dispatcher. Note, that this will override these keys from any other application.

Time Zone: *Choose time zone.*

Distance Unit: *Choose desired selection.*

8kb voice codec – Enhances sound quality. Note, all devices and radios must be on same codec and 8kb voice codec is only compatible with TooAir Dispatcher, TooAir App and TooAir 4G Radios.

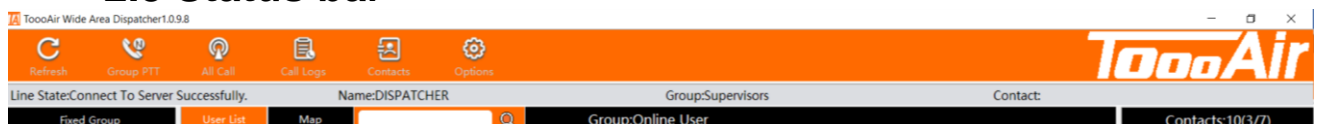
Map popup – Enables the map to be resized and moved across multiple monitors.

PTT Continues To Talk – Enables single click PTT, requires second click for TX. termination.

Set PTT mute: *Enable to mute ALL volume through dispatcher.*

Start-up Automatically – Launch on Start-up

## 2.3 Status bar



Line State – Status between the connection of Dispatch Console and server.

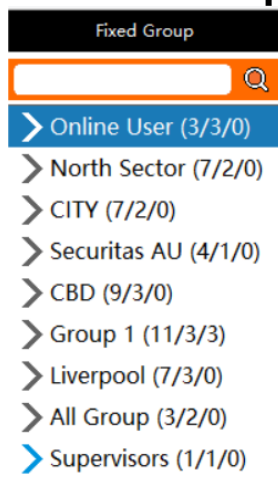
Name – User currently logged into Dispatch Console.

Group – Current group user is in.

Contact – Current user who is transmitting.

The display tabs, User List or Map will highlight signifying which tab display is currently being viewed.

## 2.4 Group List

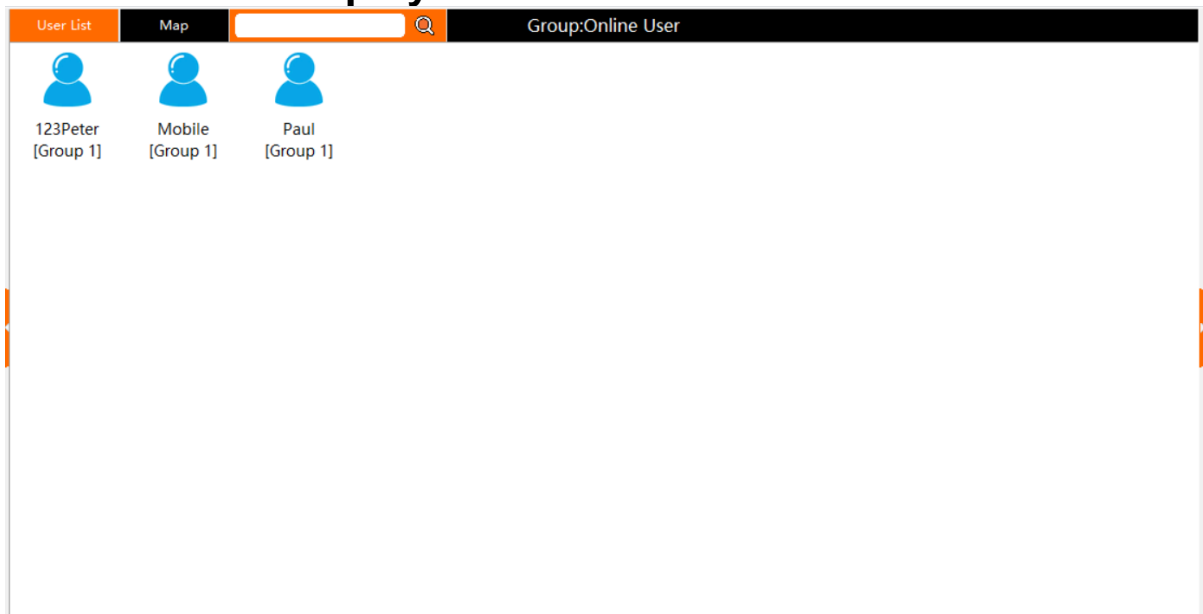


The group list displays all groups in your fleet, groups are pre-programmed features. Note, refer to 1.1 System Setup for additional information.

The search bar can be used to quickly find a user or group. Note, the filter is case sensitive.

Double left clicking on a group will expand the groups list and display the users belong to the group.







## 2.5 User Display Area



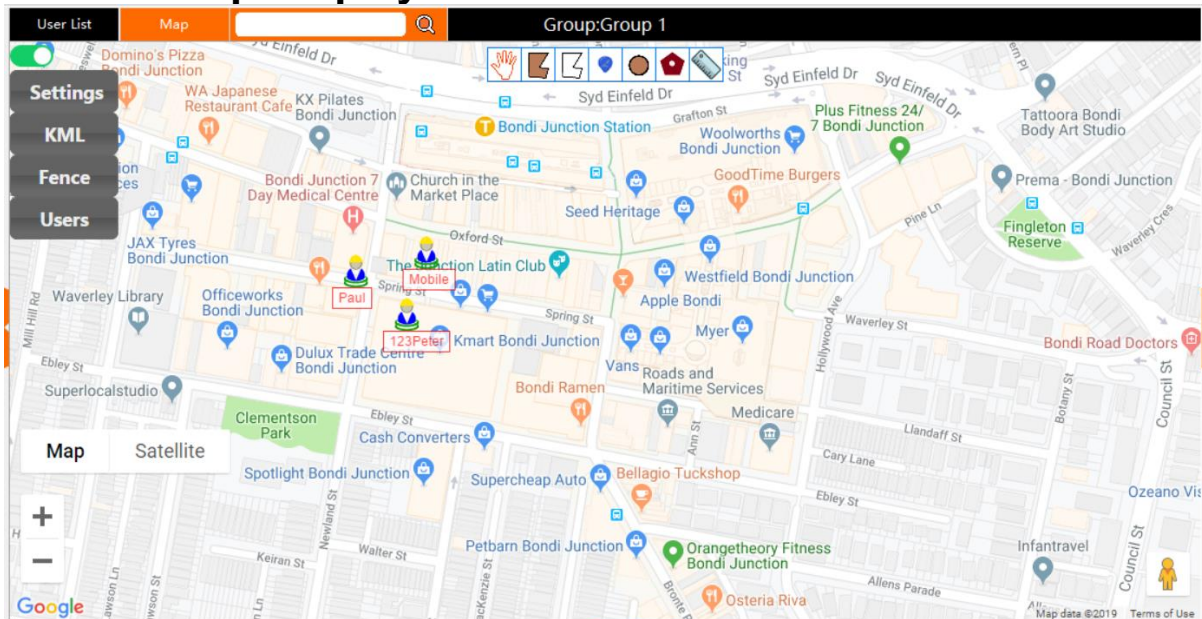
To access the User List display left click on “User List”. The user display area is a power display tool that allows you to check on user status and access user interactions. The User List tab will be highlighted when accessing this display tab. The search bar can be used to quickly find a user. Note, the filter is case sensitive.

### 2.5.1 User List Display - Status of Users

Users can be in several states:

- 
**Offline** – Currently not logged on
- 
**Clive**  
[Offline]
- 
**Online** – Currently logged on, not in current group
- 
**Paul**  
[Group 1]
- 
**Online in Group** – Currently logged on, currently in group
- 
**Mobile**  
[This Group]

### 2.6 Map Display

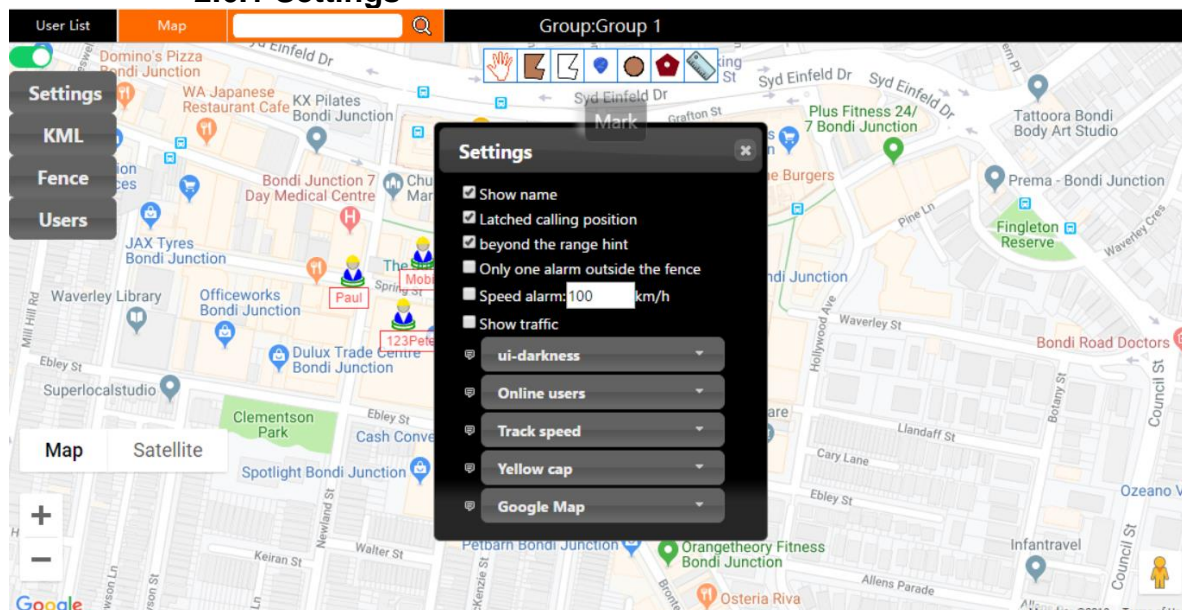


To access the Map display tab, left click “Map”. The Map tab will be highlighted when accessing this display tab. The map display tab is a powerful tool that allows you to see a live display of your users and access additional user interactions.

The search bar can be used to quickly find a user. Note, the filter is case sensitive.



## 2.6.1 Settings



The settings menu interface can be toggled by left clicking the slider located above Settings.

Access the settings interface by left clicking Settings.

Show Name – Enables user name display on map.

Latched calling position – Enables map re-centring on last user broadcast.

Beyond the range hint – Enables geo fence alert prompt.

Only one alarm outside the fence – Enables single geo fence alert prompt

Speed alarm: *Set desired maximum speed of users.* Note, this feature is only compatible with TooAir 4G Radios. Enabling this feature will prompt a speed alert from users traveling above set speed.

Show traffic – Enables traffic congestion display on map.

Base: *Choose a desired colour scheme and style for GUI.*

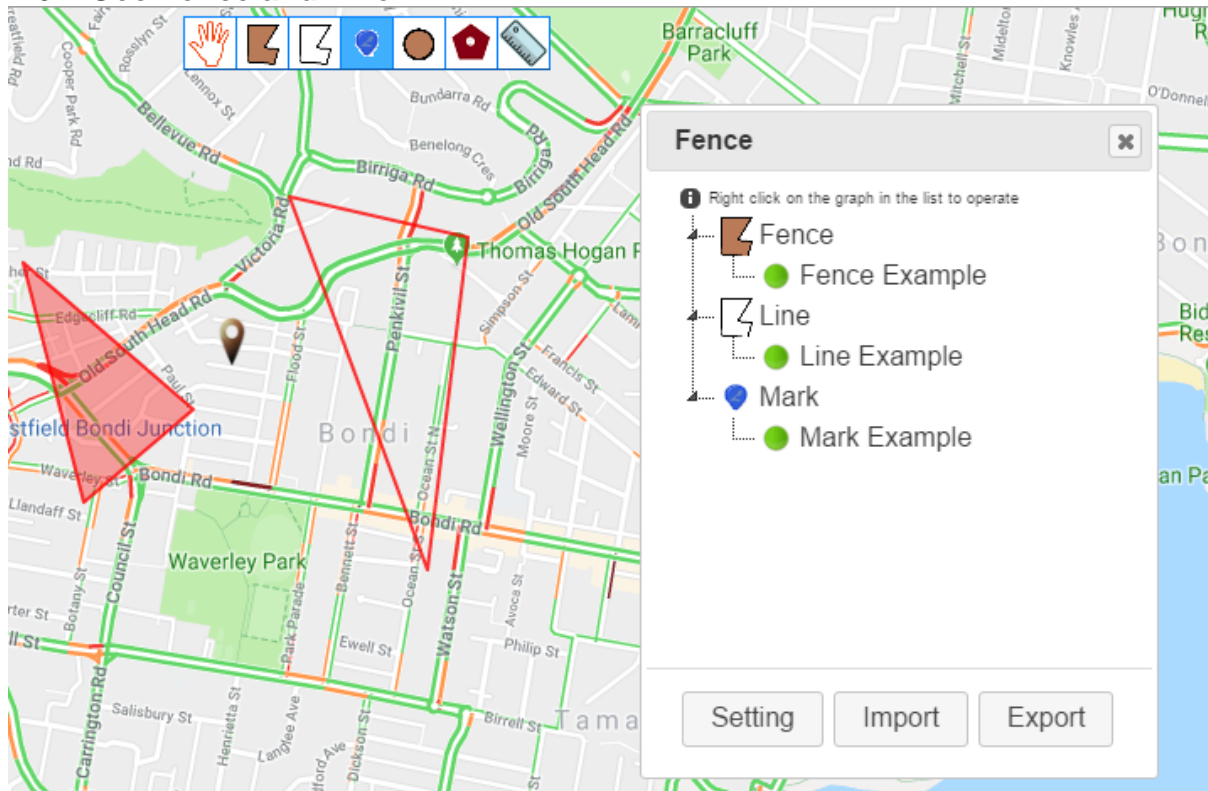
Location setting: *Select one*

- Last location – Display all users.
- Online users – Display all online users only.
- Real time location – Display users that are online and have GPS acquisition.

Track speed – *Choose a desired speed.* Note, this setting adjusts the tracking display speed when accessing a track log.

Yellow Cap: *Choose desired icon display.* Note, this setting adjusts all user display icons on the Map display tab.

## 2.6.2 Geo Fence and Line



Stop Drawing button



Draw Fence button



Draw Line button



Draw Mark button

### Geo Fence

To create a Geo Fence, click the draw fences button. Click out an area you would like fenced once connecting the tail fence to the beginning you will be prompted to name the area. This will create a fence and appear under the fence list. You can configure the geo fence by clicking settings and adding individual users to the geo fenced area.

### Line

To create a line, click the draw line button. Click out a line or area you would like to draw the line over, either right click to finish drawing the line or once connecting the tail line to the beginning you will be prompted to name the area. This will create a line and appear under the line list.

### Mark

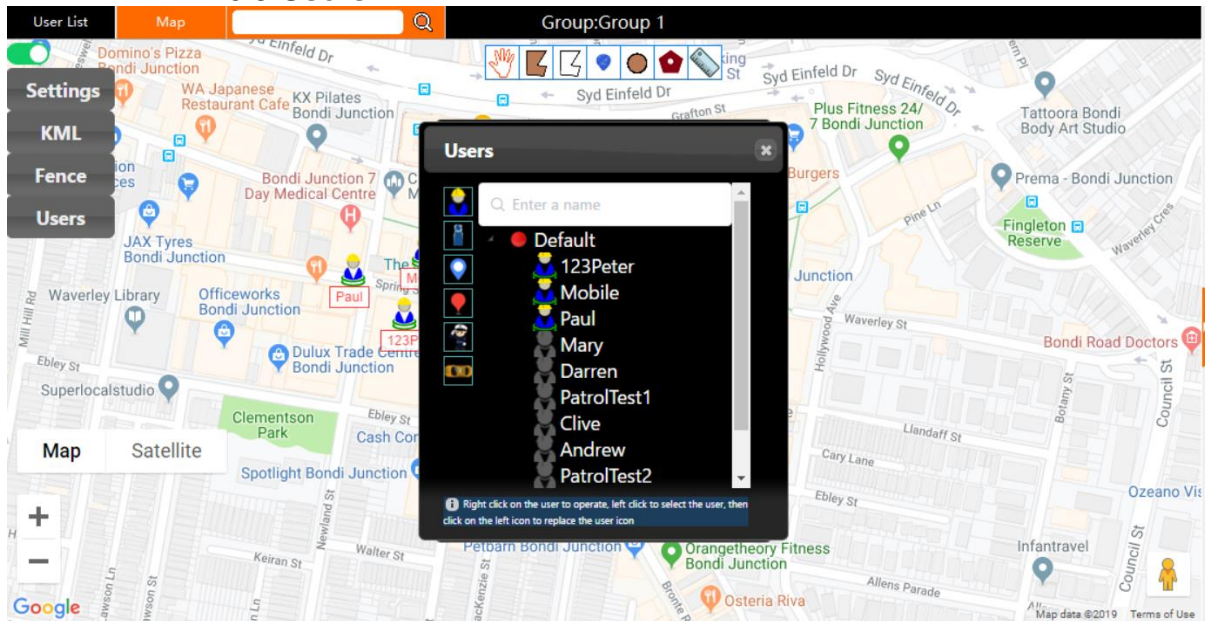
To create a mark, click draw mark button. Click anywhere on the map you would like the mark and you will be prompted to name the mark. This will create a mark and appear under the mark list.

To stop drawing objects on the map click the stop drawing button.

To remove an object from the map you can right click the object from the Fence list display and select Delete.

You can also centre the map to the objects location by right clicking the object from the Fence list display and selecting Map Centre.

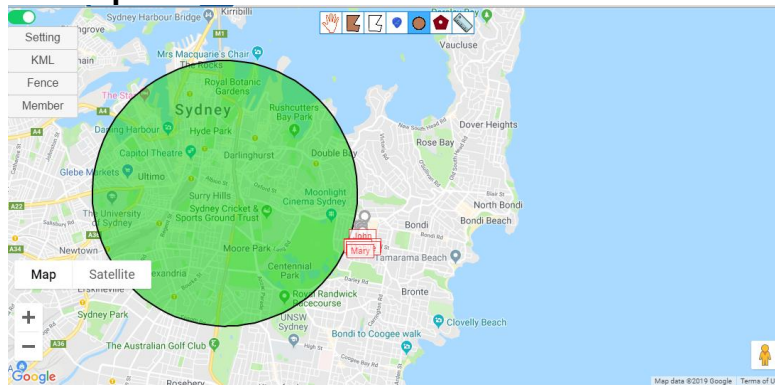
### 2.6.3 Users




From the map display click Member to display the member list. From this list you can select individual users and set their icons. You can also find additional user interactions by right clicking on the user;

- PTT Call – Start individual temporary call with user
- Show Track – Display Show Track interface for user
- Map Centre – Centres map to users' location

### 2.5.4 Map User Select



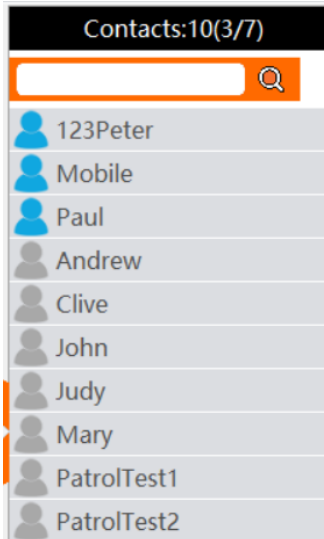
 Multiple Selection

 Polygon Selection

You can create temporary calls by selecting users on the map, from the map display select multiple selection and click and drag to select desired users. After releasing the mouse click an interface will prompt that will allow you to customize the users being called. This operation can also be done with polygon selection by enclosing an area for selection.

## 2.6 Contacts & Logs

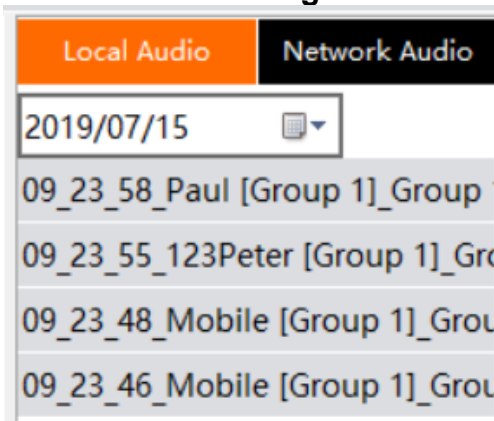
### 2.6.1 Contacts



Contacts is a pre-programmed feature, that acts as a quick user access list for users unlike the User List the contacts list only lists users that have been set into the users' contacts list. Note, refer to System Setup for additional information.

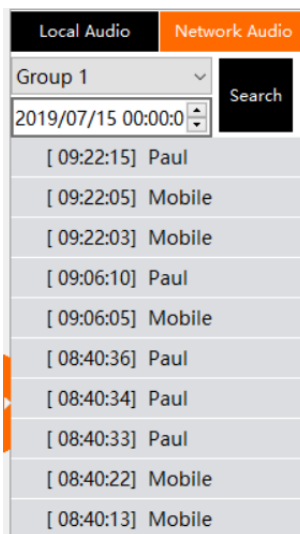
The search bar can be used to quickly find a user. Note, the filter is case sensitive.

### 2.6.2 Logs



**Local Audio** logs are saved to the local machine. Note, the local audio will only be saved while the dispatcher is logged in.

To access the logs left click the Call Logs button from the Tool Bar. You can filter the logs by date once located desired logs, double left clicking the log will play the audio.



**Network Audio** is saved to the platform server and can be access via the dispatcher or our platform portal. Note, all audio is being recorded to the server.

To access the Network Audio, left click Network Audio, this audio can also be filtered by date and group, once desired filters are set click Search. Double left clicking the log will play the audio.

## 2.7 Information display

GPS Infomation	Received Message	Sent Message	Fence Event						
Name	ID	Speed	Direction	Elevation	Status	GPS Time	Lat	Lng	
123Peter	33488918	0.00km/h	North	0.00m	This Group	2019-07-10 14:16:47	-33.892578	151.247696	
Mobile	33488924	0.00km/h	North	231.00m	This Group	2019-07-12 16:24:44	-33.892071	151.247894	
Paul	33488919	0.00km/h	North	0.00m	This Group	2019-07-12 11:07:30	-33.892220	151.247192	
Andrew	33488927	0.00km/h	North	0.00m	Offline	2019-07-12 16:24:36	-33.892380	151.248657	
Clive	33488926	1.00km/h	North	108.00m	Offline	2019-06-18 15:41:58	-33.892132	151.247025	

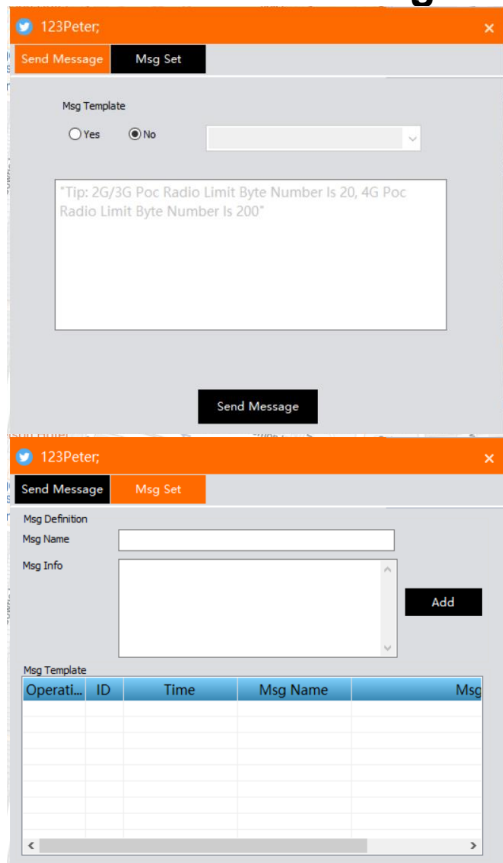
GPS information – Displays Name, ID, Speed, Direction, Elevation, Status, GPS time, Latitude and Longitude. Note, Speed, Direction and Elevation are 4G radio only compatible features.

Received Message – Displays Status, Time, Sender, Received MSG, MSGID and USERID. Note, this will only display the messages received while the dispatcher was logged in.

Sent Message – Displays Status, Time, Receiver, Sent MSG, MSGID and USERID.

Fence Event – Displays ID, Name, Event, Fence, GPS Time, Latitude and longitude. Note, information will only appear in the event a fence rule has been triggered.

## 2.8 Send message

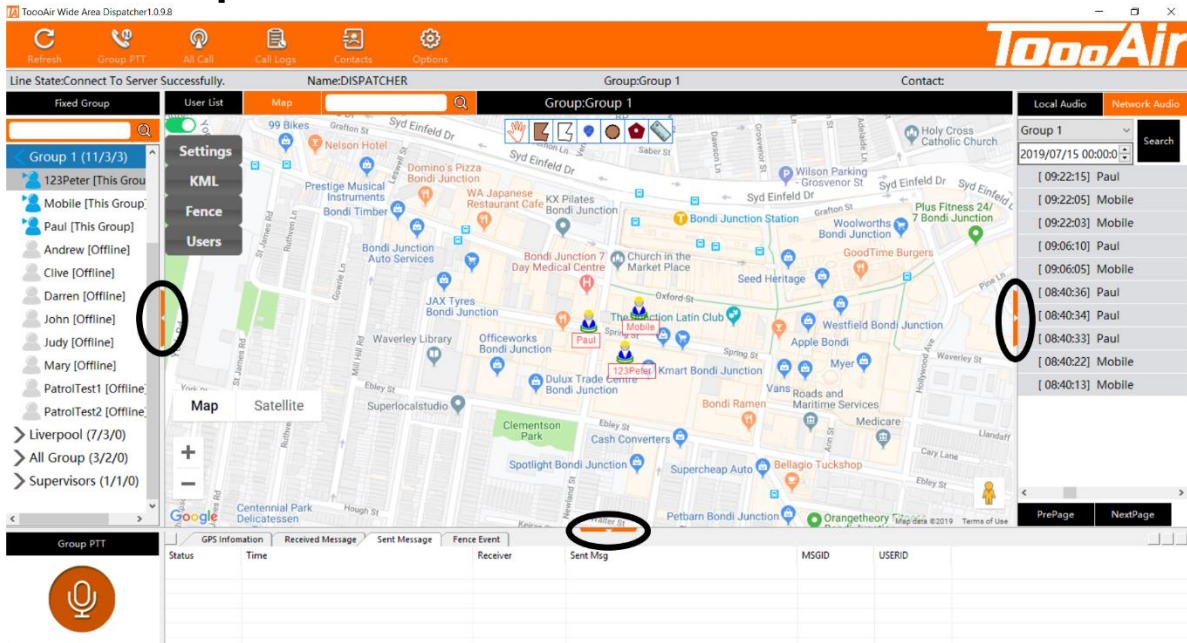


To send a user or group a message right click on a user or group and select Send Message (Left click for select). A message interface will appear. Enter in your message and click Send Message. Note, 3G Radios are limited to reading 20-character long messages. 4G radios are limited to 200-character messages.

Message templates can be created for quick message creation. From the message interface left click Msg Set. To create a template, add a name and the content of the message in Msg Info left click Add when ready to save template. The template can be deleted by left clicking the white box "Delete".

To use the template left click on Send Message and select yes to Msg Template. Select desired template message and left click Send Message.

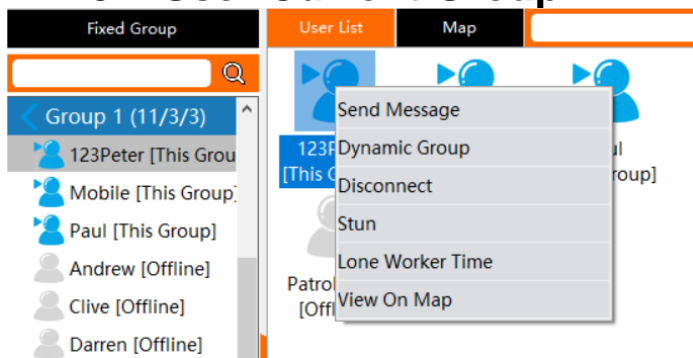
## 2.9 Expand/Minimize



Left click orange arrows to expand or minimize panels.

## 3.0 User Operation

### 3.1 User Current Group

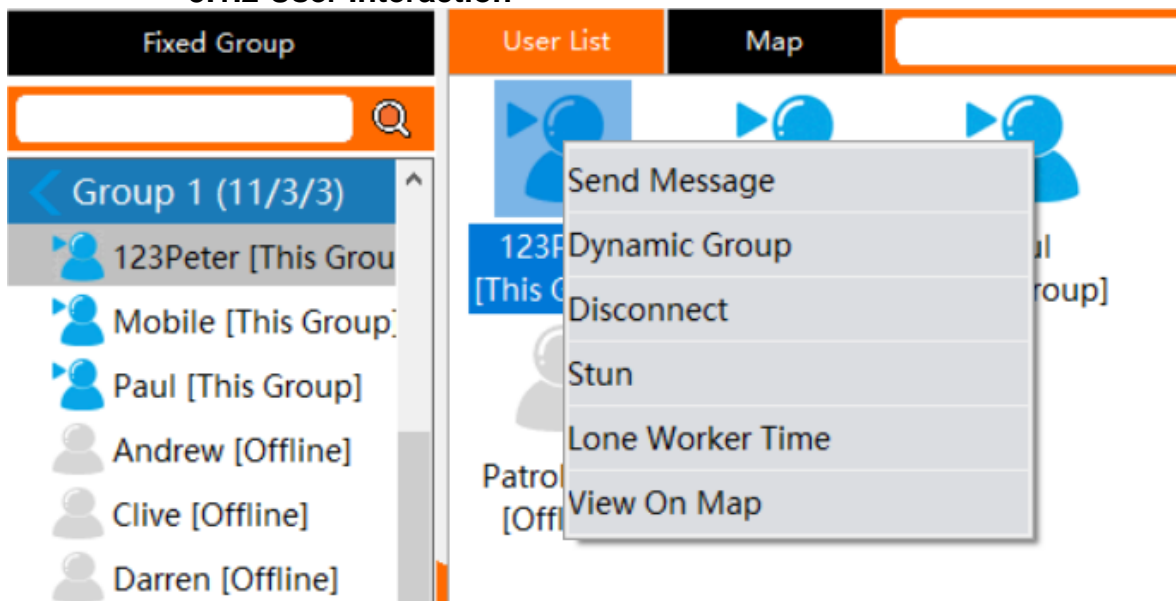


Left click User List to display the User List tab. From this tab right click on the user icons to find additional interactions. For User Current Group interactions ensure the Status Group is displaying the correct group.

#### 3.1.1 Individual Call

To create an individual call, right click a user and select Dynamic Group this will create a temporary group between the Dispatcher and user. This feature can be repeated across multiple users to create a temporary group call. To end the private call, either right click on the group displaying in group list and select Leave Conversation or right click on a group in the group list and select Enter Into Group.

### 3.1.2 User Interaction



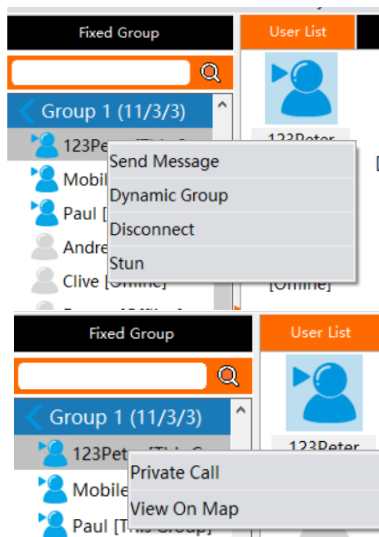
Access user interaction by right clicking on a user.

Send Message – Refer to 2.8 Send Message.

Dynamic Group – Refer to 3.1.1 Individual Call.

Disconnect – Temporarily removes user from group.

Stun – Prevents user from connecting into the TooAir system. Note, this feature should only be used if a radio has been compromised as this can only be un-done by contacting your local TooAir dealer.



Additional interactions can be found by left clicking to select a user in the group list display, then right clicking the user.

Send Message – Refer to 2.8 Send Message

Dynamic Group – Refer to 3.1.1 Individual Call

Disconnect – Temporarily removes user from group

Stun – Refer to 3.1.2 User Interaction

Additional interactions can be found by double left clicking a user in the group list display.

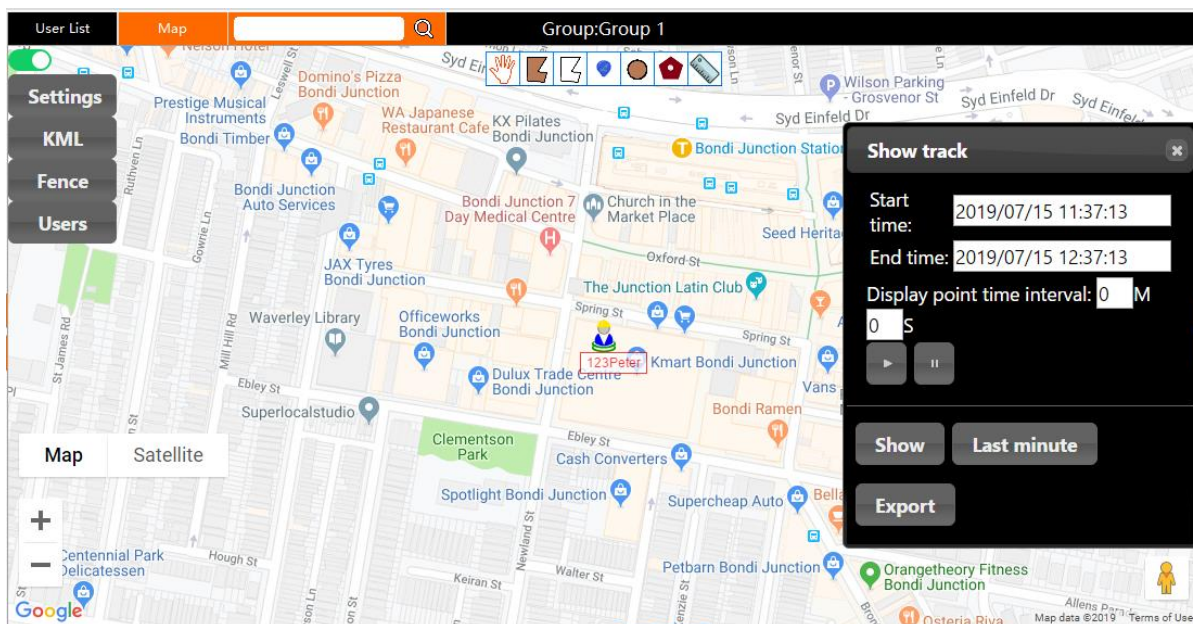
Private Call – Refer to 3.1.1 Individual Call

View On Map – Refer to 3.1.4 Show Track

### 3.1.3 Lone Worker

The Lone worker time is a timer that requires a response from the user, right click on a user and select Lone Worker Time. A prompt for user input for set time will appear: *enter a number*. Note, this feature is a timer that will prompt an alert if the user does not transmit to dispatcher within set time. Once set a green icon will appear on user signifying user has lone worker enabled. The lone worker can be cancelled by right clicking the user icon and selecting Cancel Lone Worker.

### 3.1.4 Show Track



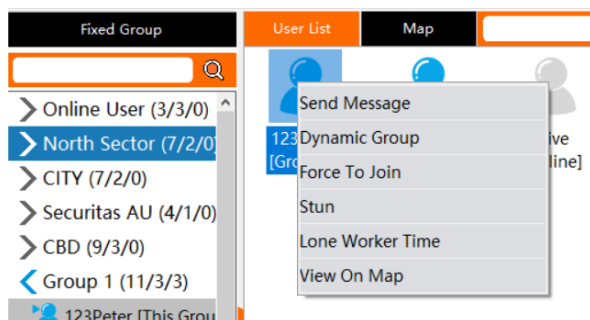
To access a users’ track log, right click on a user icon and select View on Map, this will change to the Map tab and display the Show Track interface. Note, the View on Map feature can also be used to locate a user on the map display.

Set the desired date and time you would like to see from the users’ log and left click Show. Note, you can only see logs between 24-hour intervals. You can also export this log by left clicking Export.

After clicking Show, the log will be dotted out on the map. Left clicking the play button will start a play through of the log, this can be paused at anytime and have the display point time adjusted.

### 3.2 User Not Current Group

For users not in current group in the **User Display Area** right click on the user icons to find additional interactions.



The additional interactions for users not in current group as the dispatcher.

**Force To Join** – This will force the user from another group to join the current group the dispatcher is in.

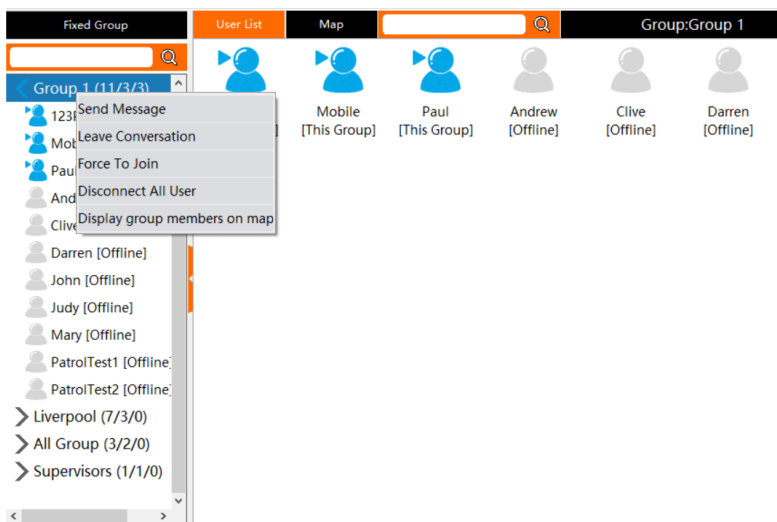
**Dynamic Group** – This interaction can also be accessed by the dispatcher outside of the current group to create individual or group temporary calls. Refer to 3.1.1 Individual call for more information.



## 4.0 Group Operation

### 4.1 Current Group

In the **Group List** right click on current group to find additional settings.



Send Message – Sends a message to current group. Refer to 2.8 Send Message.

Leave Conversation – Leaves the current group.

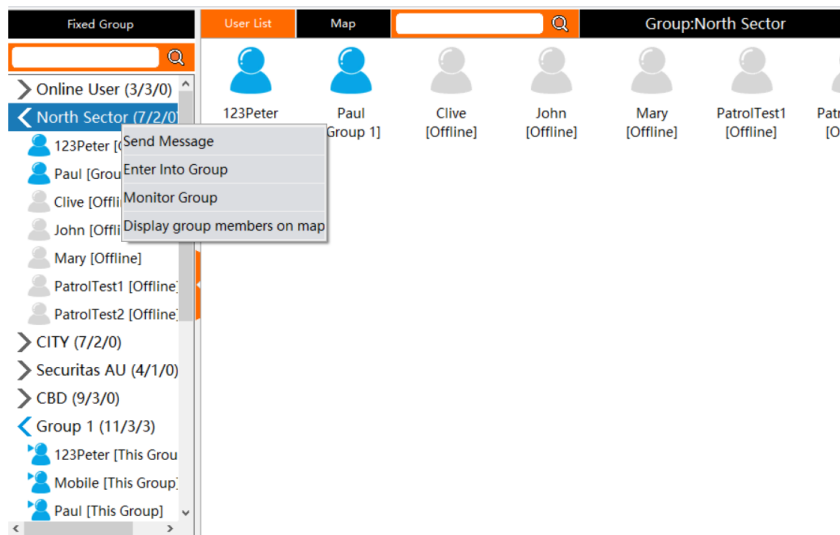
Force To Join – Forces all users who belong to current group to join current group.

Disconnect All Users – Temporally disconnects all users from current group.

Display group members on map – Enables current group, group user display on Map display tab.

### 4.2 Not Current Group

In the **Group List** right click on a group to find additional settings.



Send Message – Sends a message to selected group. Refer to 2.8 Send Message.

Enter into Group – Change group from current to selected group.

Monitor Group – Enables monitoring of selected group, allowing dispatcher to listen to selected group while in another group.

Display group members on map – Enables selected group, group user display on Map display tab.