



# *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 1.1.5 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 operate the TooAir Dispatcher, if you require assistance installing the TooAir Dispatcher on the machine, 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.

Note, after the TooAir system is deployed changes can be made over-air and do not require the radios or devices to be recalled for re-programming. Once a re-programming request has been actioned restarting the radios will update the TooAir system with the latest customizations.

## 2.0 Logging In



TooAir Dispatcher version 1.1.5

Account: testla

Password: ●●●●●●

Area: Australia

Save Password

Login Automatically

Login Exit

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

Account: *Enter user account.*

Password: *Enter user password.*

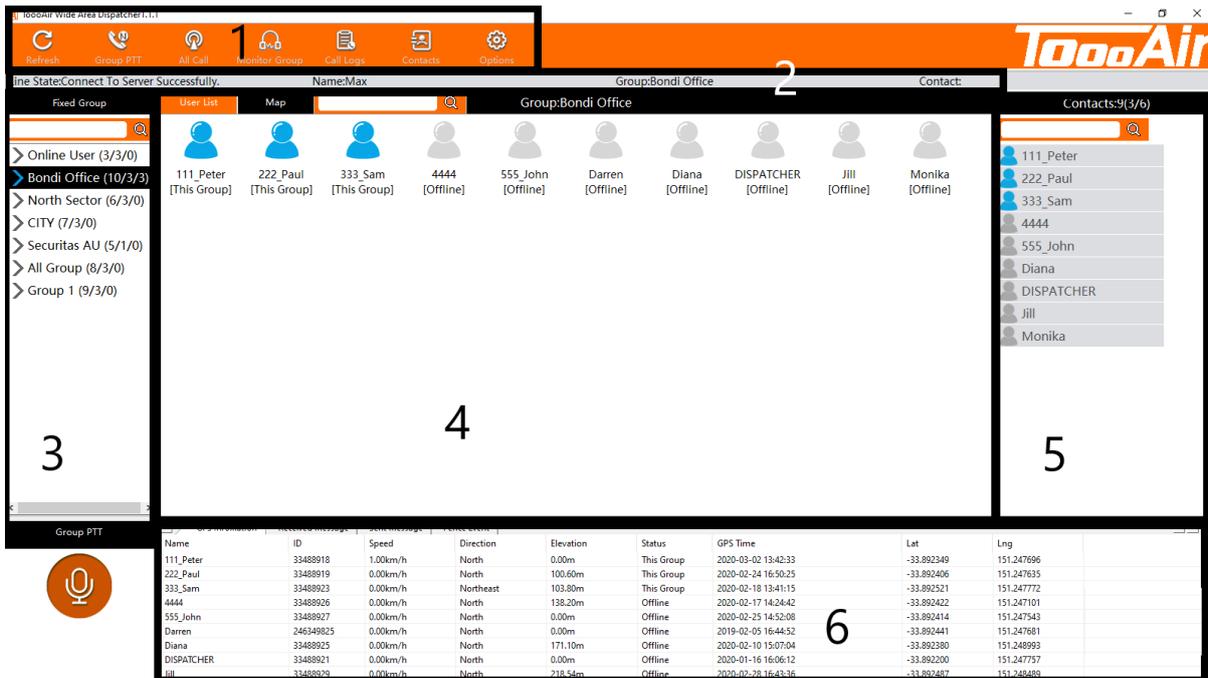
Area: *Set area to Australia.*

Enabling Login Automatically will login the TooAir 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

TooAir Wide Area Dispatcher 1.1.3



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

Group PTT – Transmit to all users that are in the current group.

All Call – Transmit to all users across all groups.

Monitor Group – Enable to receive transmissions from all groups in fleet.

Call Logs – Displays Call Logs interface.

Contacts – Displays Contacts interface.

## 2.2.1 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, TooAirPTT 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.
- Update Software Automatically – *Enable to keep TooAir dispatcher software up-to date.*
- Send Messages to Lone Workers – *Enable to send pre-set message to Lone Workers once timer has triggered. Enter customized message in message box.*
- Number of Alarms – 0 by default will continuously cycle through Lone Worker Timers. *Setting this number to 3 will only cycle through the Lone Worker Timer 3 times.*
- Duration of temporary group: Timeout feature for creating private calls - *Choose desired setting for call duration*
- Update to the latest – Updates the TooAir dispatcher to the latest Dispatcher version.

## 2.3 Status bar



- Line State – Status between the connection of Dispatch Console and TooAir Servers.
  - Name – User currently logged into Dispatch Console.
  - Group – Current group user is in. Note, this display is the group when transmitting will receive the broadcast.
  - 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

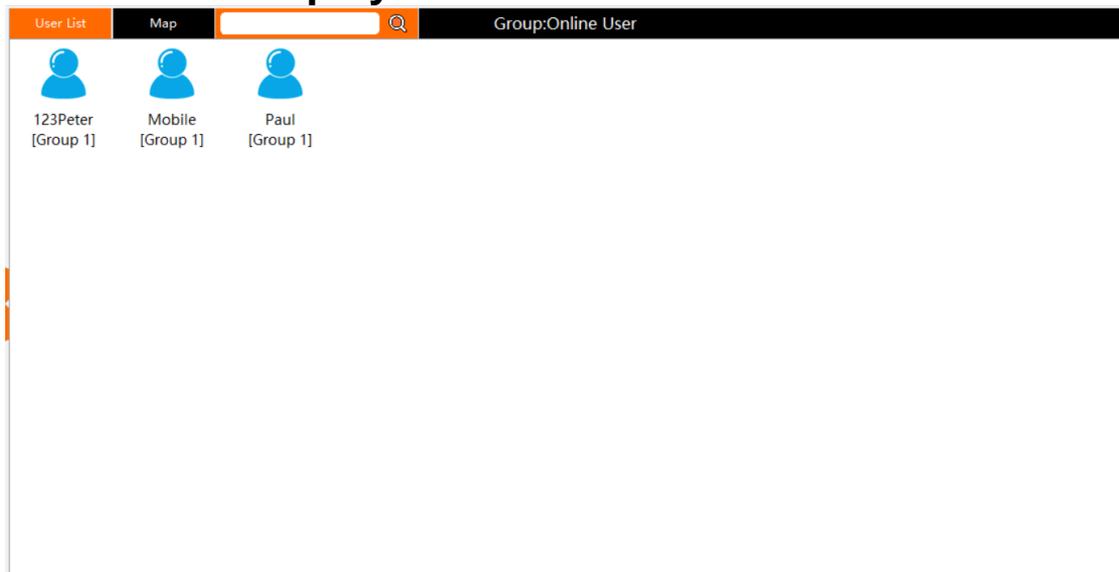


The group list displays all groups in your fleet that the dispatcher account is a member of, groups are pre-programmed features. Note, refer to [1.1 System Setup](#) for additional information.

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:



Clive  
[Offline]

**Grey Offline** – Currently not logged on



Test02  
[Bondi Office]

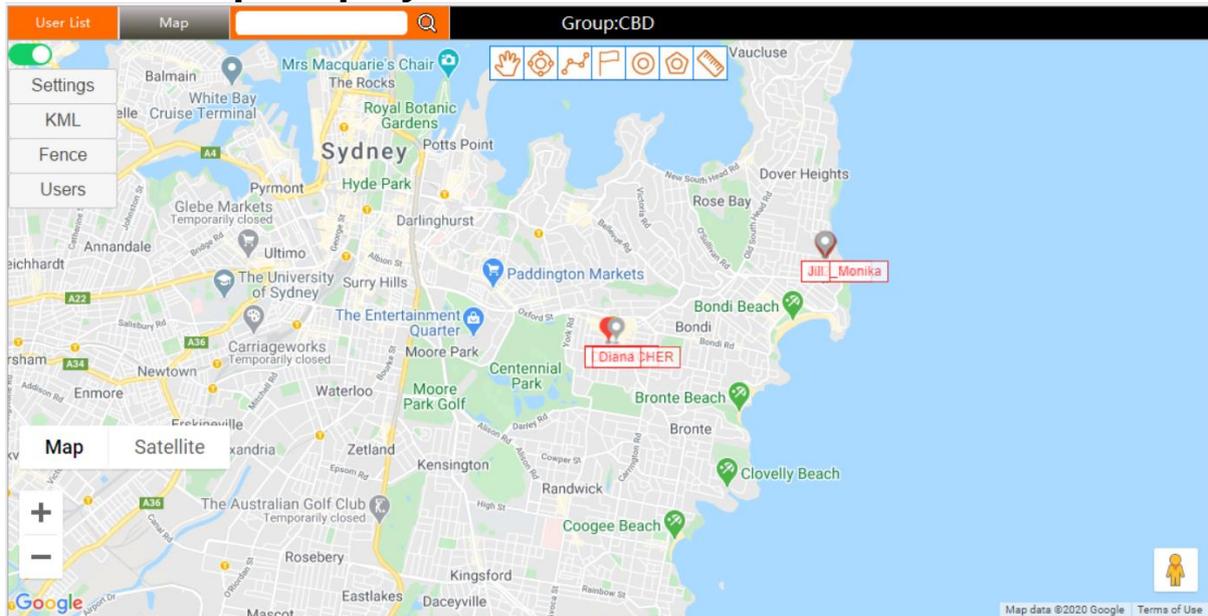
**Yellow Online** – Currently logged on, not in current group.



222\_Jack  
[This Group]

**Blue Online** – Currently logged on, currently in group.

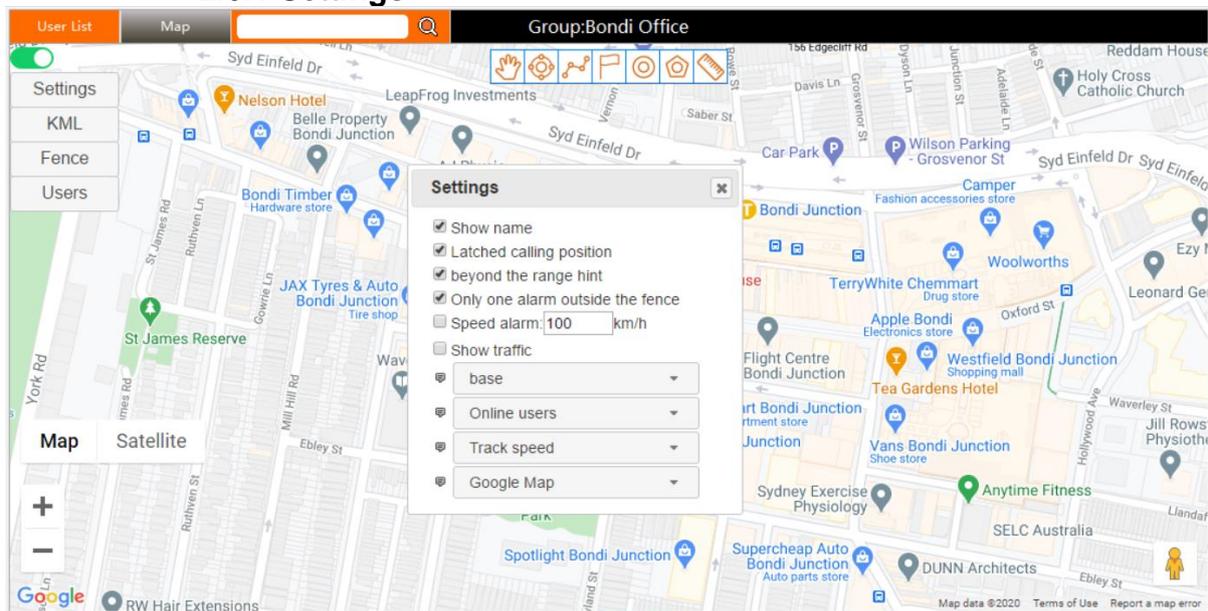
## 2.6 Map Display



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.*

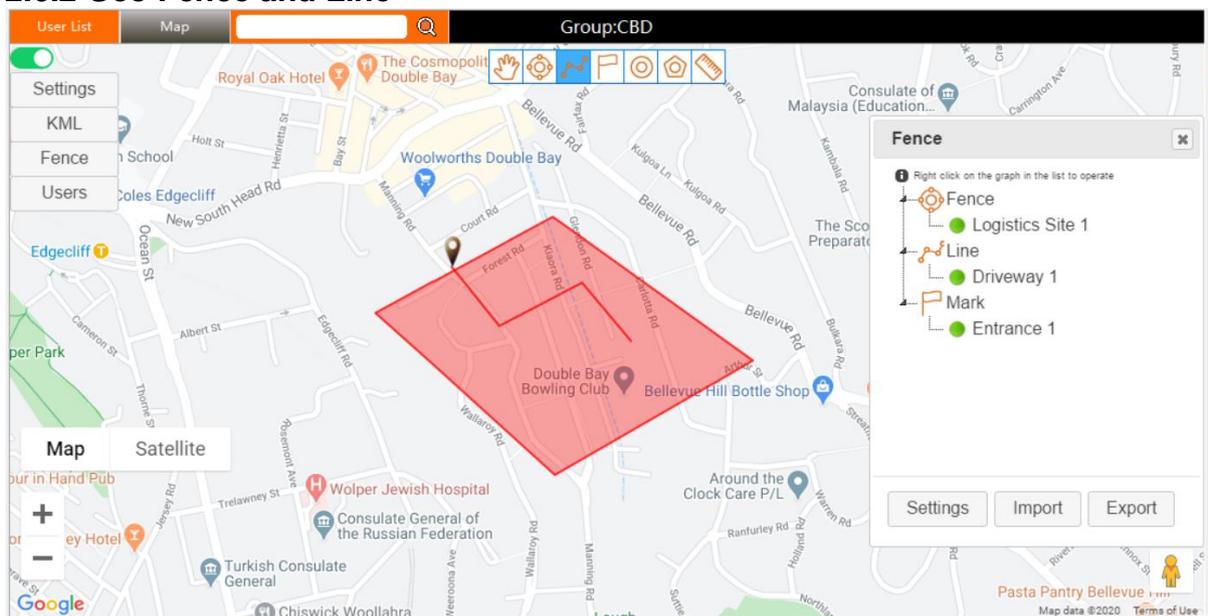
**Location setting:** *Select one*

- Last location – Display all users.
- Online users – Display all online users only.
- Real time location – Display users that are online and have GPS acquisition.
- Current Group – Displays all online users in the current group, the dispatcher is in.

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

**Google Map:** *Choose a desired map,* By default Google Maps is selected. MapBox is available as a backup map or preference map if Google Maps is interrupted.

### 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. Note, left click Stop Drawing to stop drawing Geo-Fence.

#### 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. Note, left click Stop Drawing to stop drawing Line.

#### 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. Note, left click Stop Drawing to stop drawing Mark.

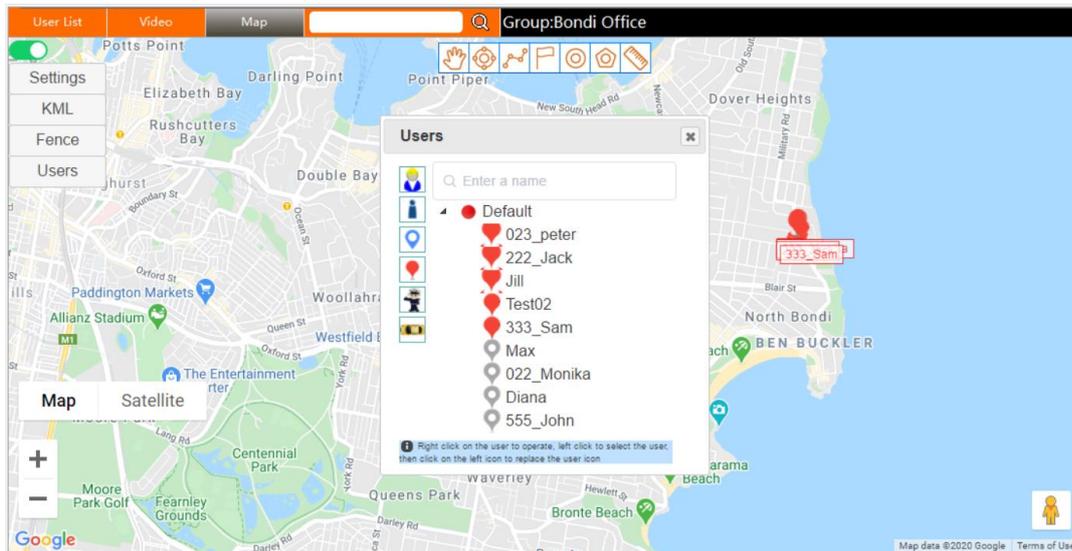
### Centre Map

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

### Delete Objects

To remove an object (Geo Fence / Mark / Line) from the map you can right click the object from the Fence list display and select Delete.

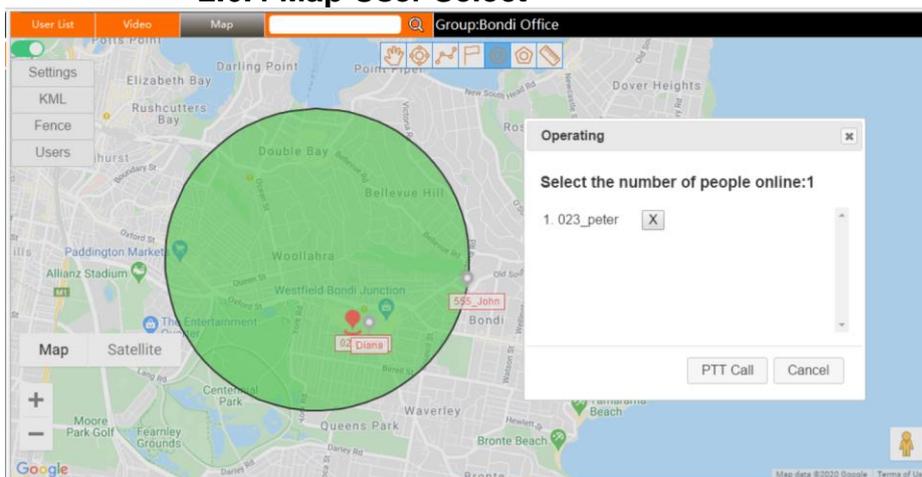
## 2.6.3 Users



From the map display settings panel, click Users to display the Users list. From this list additional user interactions can be performed 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

## 2.6.4 Map User Select



Multiple Selection



Polygon Selection

You can create temporary calls by selecting users on the map, from the map display left click on multiple selection. Click and drag to select desired users from the map. You will notice as you drag the mouse the circle enlarges to create a larger Geo-location call area. 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, like the Geo-Fence feature left clicking on the original plotting point will enclose the area for the Geo-location call.

Note, you will be able to call these users from other groups. Once the Geo-Location call has been made all these users will be placed into a temporary group call, after the call is terminated all the users will return to their previous groups.

## 2.7 Contacts & Logs

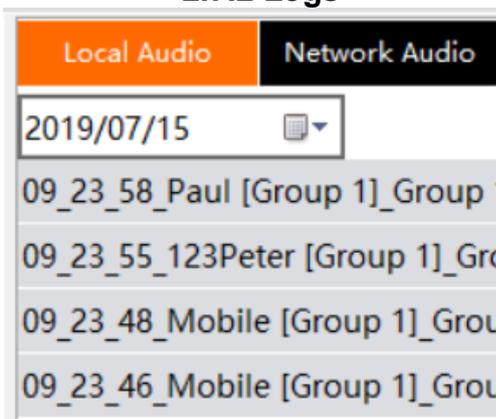
### 2.7.1 Contacts



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.

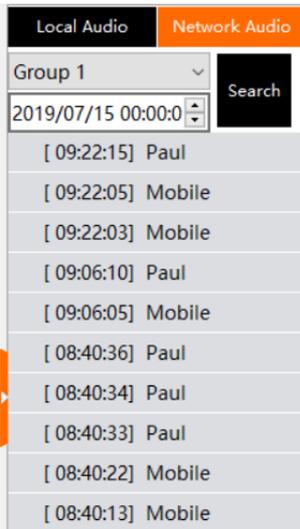
The search bar can be used to quickly find a user. Note, the filter is case sensitive.

### 2.7.2 Logs



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

To access the logs left click the Call Logs button from the Tool Bar. You can filter the logs by date. Once you have located the desired logs, double left clicking the log will play the audio through the dispatcher. You can also access the audio files by right clicking on a desired audio file and selecting "Open the directory where file is saved".



**Network Audio** is saved to the TooAir platform servers and can be accessed via the dispatcher or our platform portal. Note, all audio is being recorded to the server and is kept on backup for up to 6 months.

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.

## 2.8 Information display

GPS Information		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.

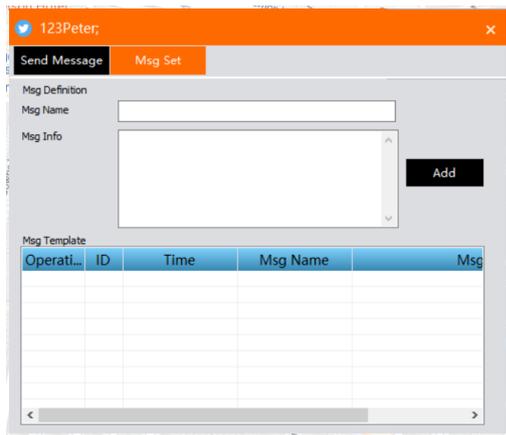
**Fence Event** – Displays ID, Name, Event, Fence, GPS Time, Latitude and longitude. Note, information will only appear in the event a fence rule has been triggered.

## 2.9 Send message



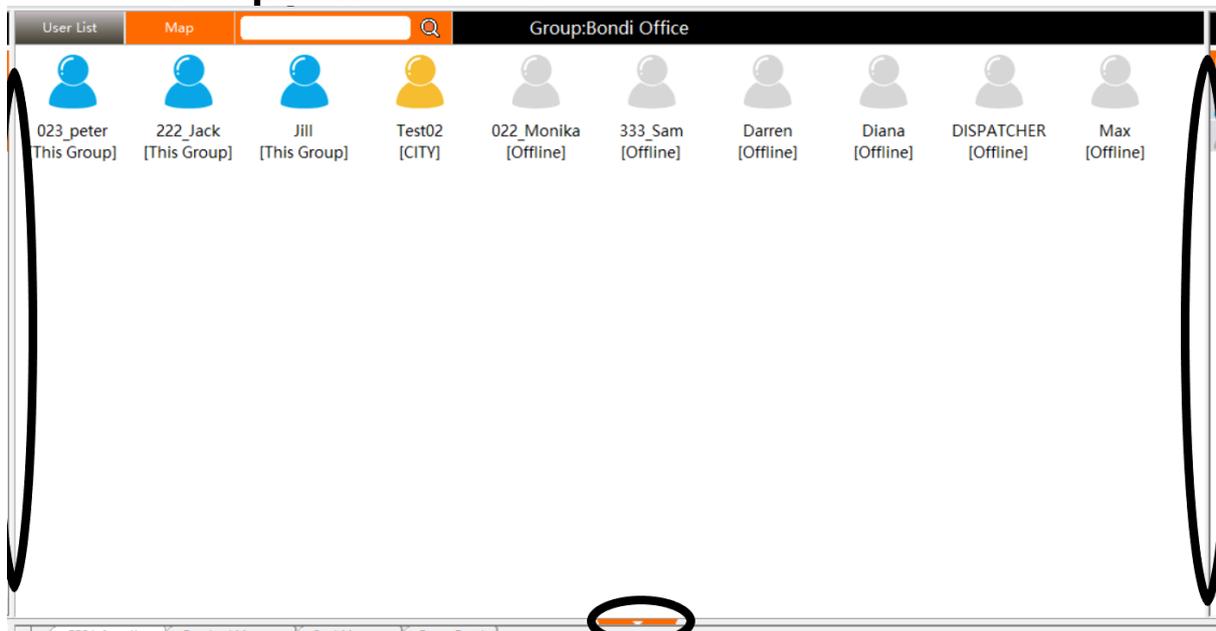
To send a user a message, navigate to the User Display, right click on a user and left click Send Message. A message interface will appear. Enter in your message and click Send Message. Note, 3G Radios are limited to reading 20-character long messages. 4G radios are limited to 200-character messages.

Note, sending messages to entire groups can be done by right click on a group in the group list display and selecting Send Message.



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.

## 2.10 Expand/Minimize

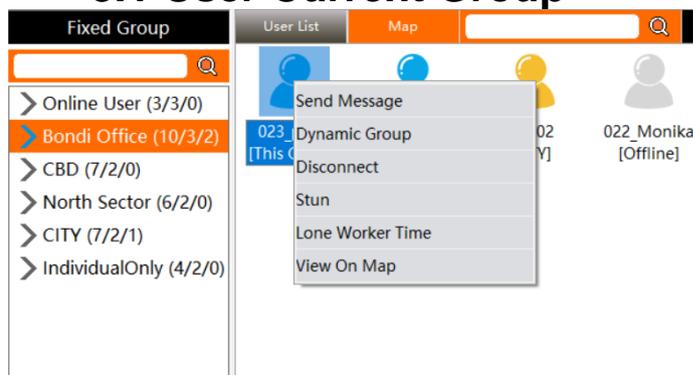


Left click the orange arrow to expand or minimize the Information Display section.

Left click and drag the adjustable side panels to expand or minimize the Group List display or Contacts and Logs Display.

## 3.0 User Operation

### 3.1 User Current Group

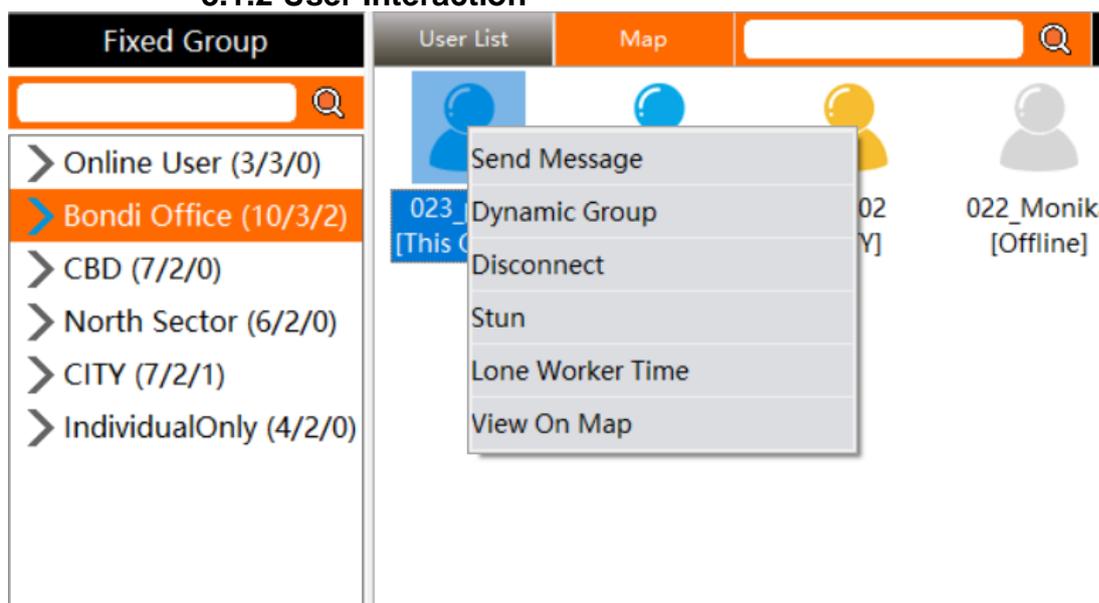


Left click User List to display the User List tab. From this tab right click on the user icons to find additional interactions. For User Current Group interactions ensure the Status Group is displaying the correct group. For additional information regarding status please refer to [2.3 Status Bar](#).

#### 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. Likewise, from the User Display selecting multiple users with a drag selection will create a temporary group call with all the users selected. 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



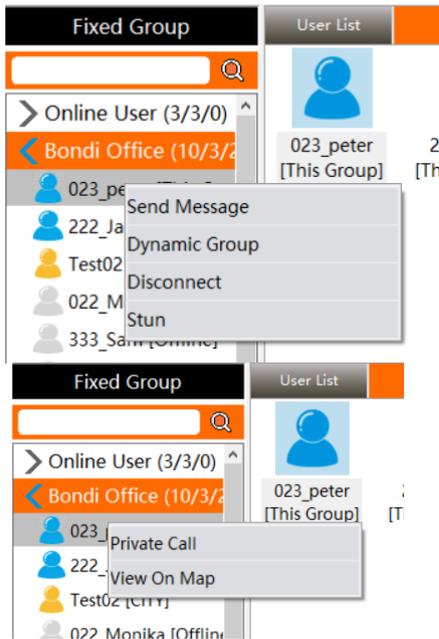
Navigate to the User List Display and right click on a user to access additional interactions.

Send Message – Refer to [2.9 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/stolen as this can only be un-done by contacting your local TooAir dealer.



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

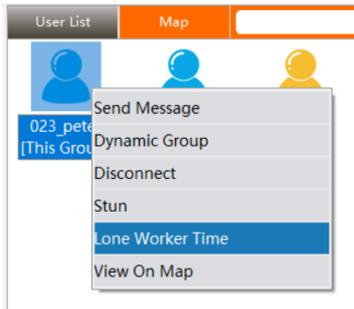
- Send Message – Refer to [2.9 Send Message](#)
- Dynamic Group – Refer to [3.1.1 Individual Call](#)
- Disconnect – Temporarily removes user from group
- Stun – Refer to [3.1.2 User Interaction](#)

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

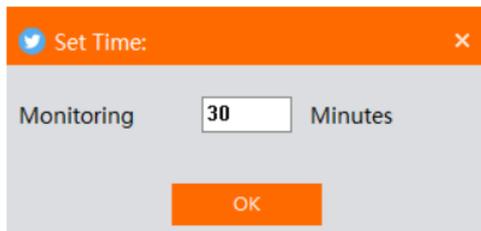
- Private Call – Refer to [3.1.1 Individual Call](#)
- View On Map – Refer to [3.1.4 Show Track](#)

### 3.1.3 Lone Worker

The Lone worker time is a timer that requires the user to transmit into the system within the allowed time set by the dispatcher, right click on a user and select Lone Worker Time.

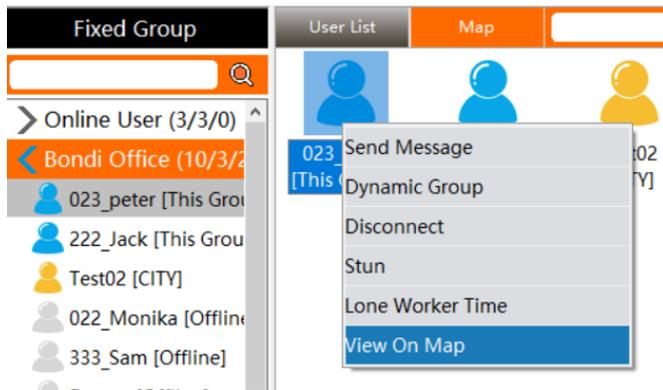


A prompt for user input for set time will appear: *enter a number*. Note, this feature is a timer that will prompt an alert if the user does not transmit to dispatcher within the set time.

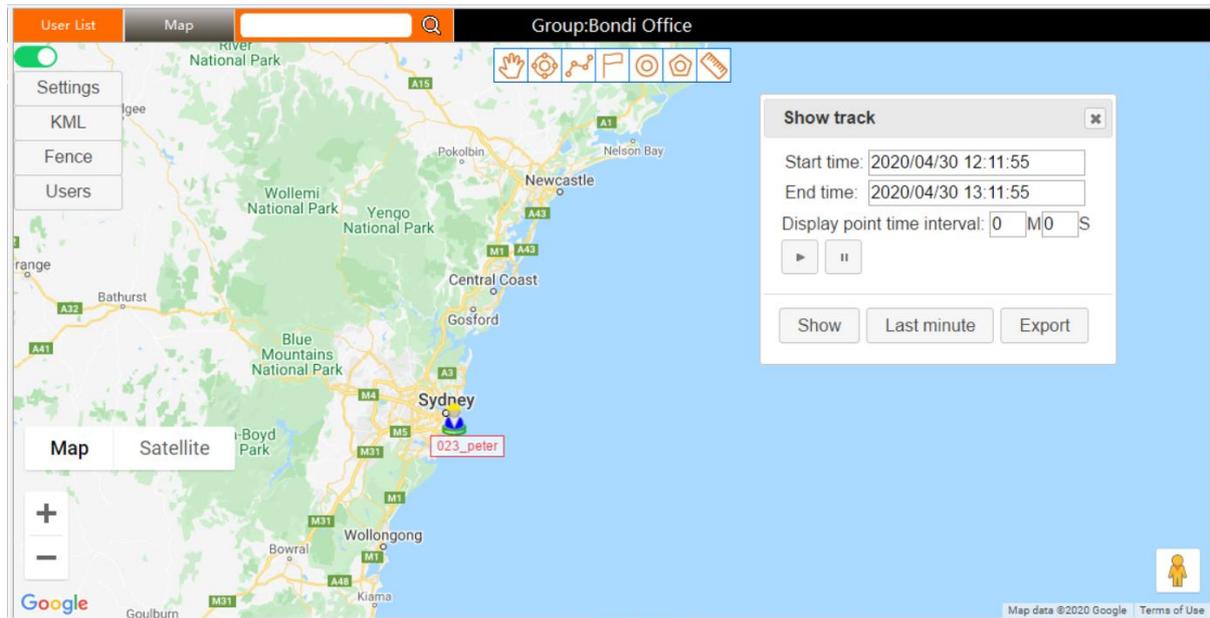


Once set a green icon will appear on the user signifying the user has lone worker enabled. The lone worker can be cancelled by right clicking the user and selecting Cancel Lone Worker.

### 3.1.4 Show Track

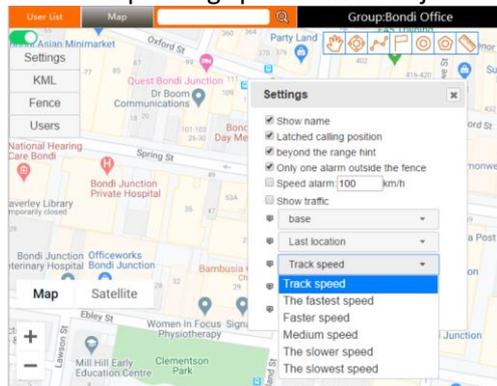


To access a users' track log, right click on a user icon and select View on Map, this will change to the Map tab and display the Show Track interface. Note, the View on Map feature can also be used to locate a user on the map display.



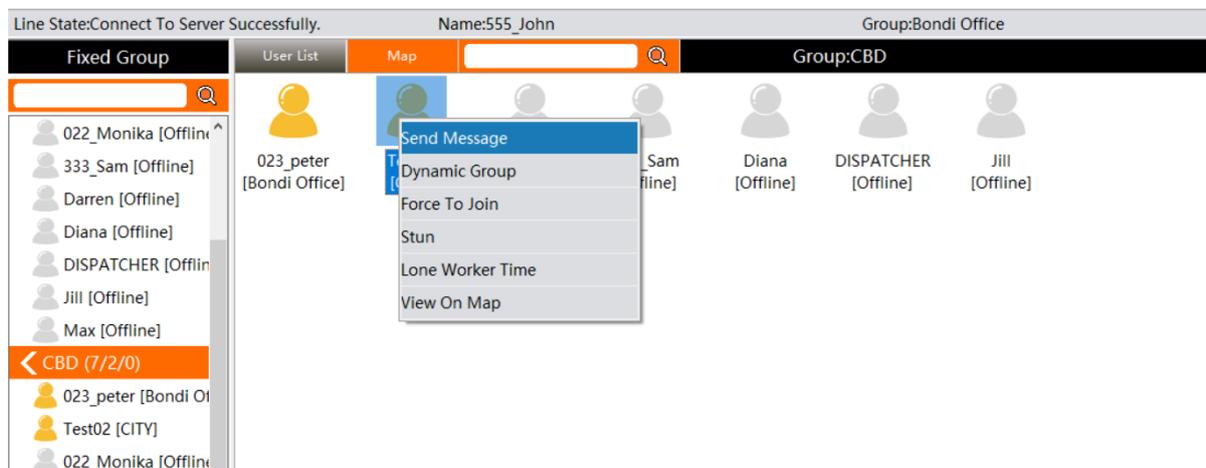
Set the desired date and time you would like to see from the users' log and left click Show. Note, you can only see logs between 24-hour intervals. You can also export this log by left clicking Export.

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 set to the paused time. The plotting speed can be adjusted from the Settings interface. Refer to [2.6.1 Settings](#).



### 3.2 User Not Current Group

For users not in current group as the dispatcher, navigate to the User Display right click on the user icons to find additional interactions.



Send Message – Refer to [2.9 Send Message](#)

Dynamic Group – Refer to [3.1.1 Individual call](#)

Force To Join – Force the user from another group to join the current group the dispatcher has selected. Note, the dispatcher is currently in Bondi Office and will transmit to Bondi Office, however the dispatcher has selected CBD and will force the user to join CBD.

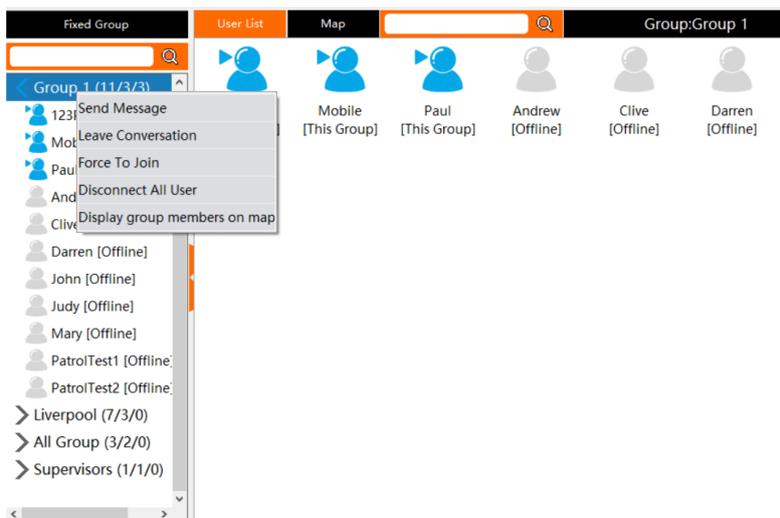
Lone Worker Time – Refer to [3.1.3 Lone Worker](#)

View On Map – Refer to [3.1.4 Show Track](#)

## 4.0 Group Operation

### 4.1 Current Group

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



Send Message – Sends a message to current group. Refer to [2.9 Send Message](#).

Leave Conversation – Leaves the current group.

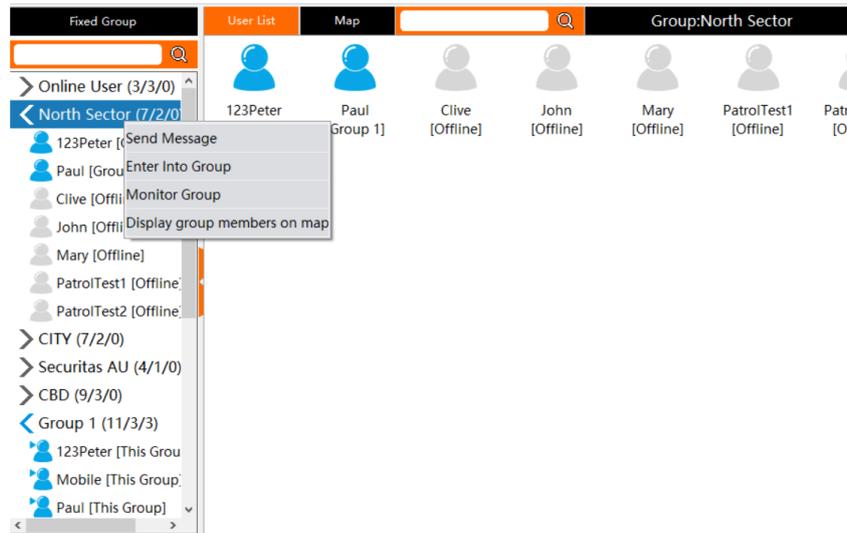
Force To Join – Forces all users who belong to current group to join current group.

Disconnect All Users – Disconnects all users from the 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 [2.9 Send Message](#).

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

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

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