

Starting Navigator



Navigator Metro

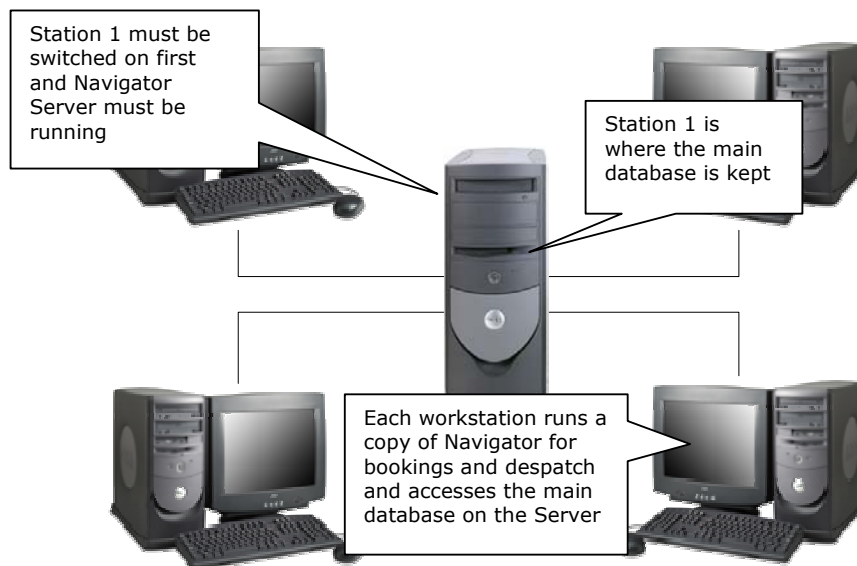
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The Diplomat Navigator Server & Workstations

There may be several workstations (PCs) in your office and one of these will be called **Station 1**. There may be other PCs networked to Station 1 that the operators use to take bookings and despatch jobs.

Station 1 is where the main Navigator database is kept and is the most important computer. Station 1 must be turned on and a special program called Navigator Server must be running before anyone else can use the system on the other workstations.



Start Up & Shutdown

Automatic Start Up

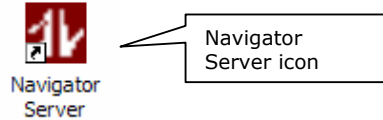
Your system will probably be configured to start-up automatically in the event of a power cut or other system failure. The automatic start-up routine will start all the computers and automatically log them into Windows. It will also automatically run Navigator Server on Station 1 and log Station 1 into Navigator. This is essential if your company is using Navigator to automatically despatch jobs to drivers.

Starting Navigator Server

Even though your system is probably configured to start-up automatically in the event of a system failure, it's important that you know how to start-up the system manually.

Before you can run Navigator on your own workstation, the Navigator Server must be running on Station 1. Follow these simple instructions to run the server...

1. Switch on Station 1 by pressing the power button – this is usually found on the front of the main computer box
2. On the Desktop of Station 1 you will find an icon called **Navigator Server** or it may be called **NavSvr.exe**




3. Locate the icon and double click on it. If you can't find the icon on the Desktop, click on the **Start** button and you should find it there
4. The Navigator Server icon will now appear in the bottom right-hand corner of the screen in the System Tray



TIP! System Tray

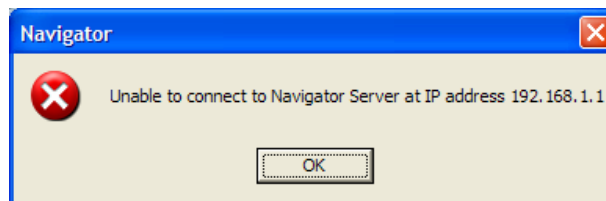
The System Tray shows services that are currently running on the computer. The Navigator Server icon will always show in the System Tray when it is running. If you are running Windows XP, the System Tray often hides icons that are not frequently used. So if you want to view all the icons you may have to click on the **Show hidden icons** button...



Click on this button to view all the icons in the System Tray

What happens if I try to run Navigator on my workstation without starting Navigator Server?

If you try to run the Navigator application without having started Navigator Server, you will receive the following error...



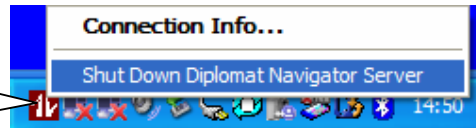
Click **OK** on the error window, start **Navigator Server** on Station 1 (as described above) and try again.

Shutdown the Navigator Server

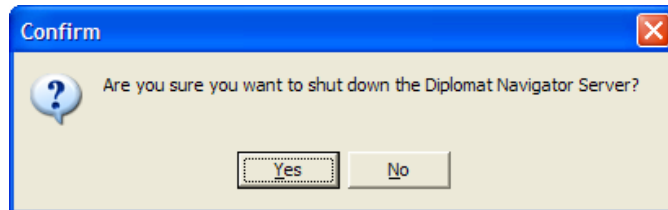
It's good practice to shutdown the Navigator Server program from time to time.

1. Right-mouse click on the Navigator Server icon in the System Tray of Station 1

Right-mouse click on the Navigator Server icon and choose **Shut Down Diplomat Navigator Server** from the shortcut menu

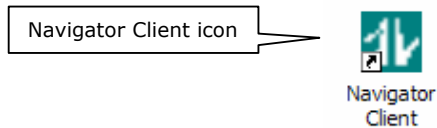


- Choose **Shut Down Navigator Server** from the shortcut menu and answer **Yes** on the message box to confirm that you do want to shut the server down

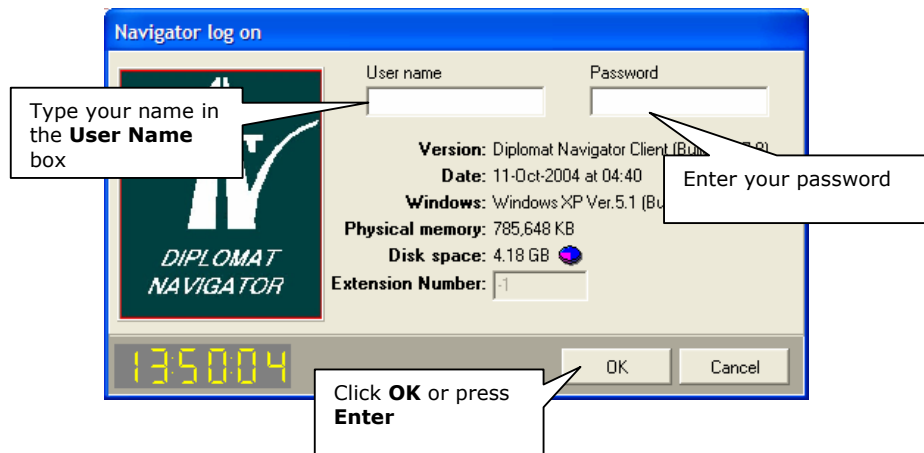


Starting Diplomat Navigator on your workstation and logging in

- On the Desktop of you workstation you will find an icon called **Navigator Client**



- Double click on the icon
- Wait for the application to load and then a **Log In** box will appear



- As you start to type your name into the Username box, a drop-down list will appear, choose your name from the list by either clicking with your mouse or high-lighting your name using the up/down arrows and then pressing **Enter**
- Next enter your password and click **OK** or press **Enter** on your keyboard

TIP! Passwords

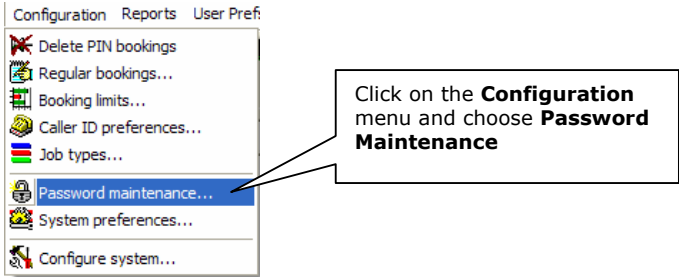
In Navigator passwords are NOT case sensitive so if your password is *taxi* and by mistake you type *TAXI*, the system will still log you on.

For security reasons, passwords should be changed on a regular basis. For instructions on changing your password, please see below...

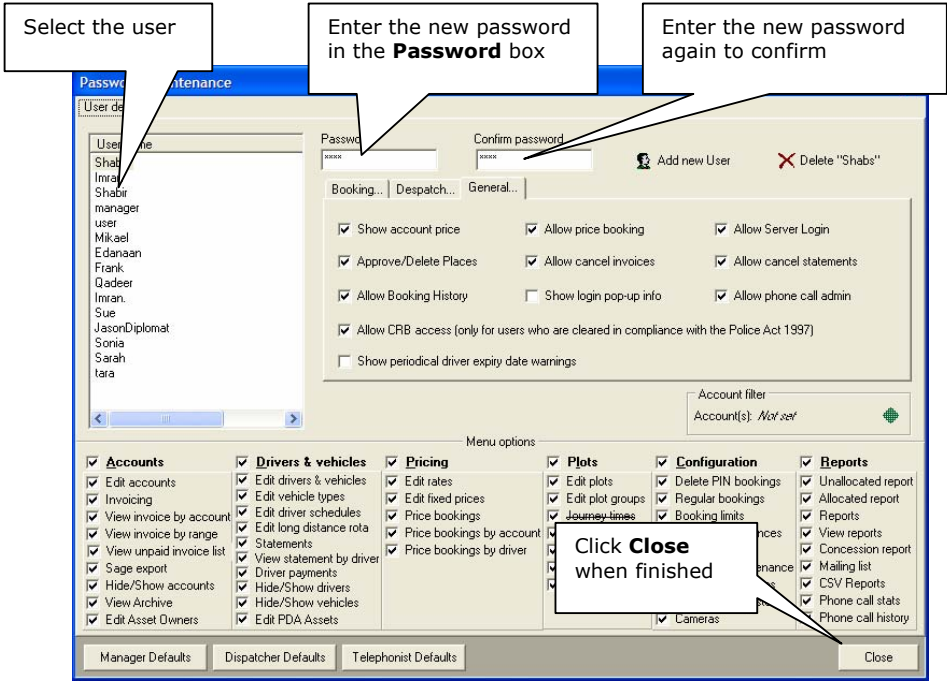
Changing your Navigator password

For security reasons, everyone should change the password on a regular basis. This may be something that only your manager can do. If in doubt ask your manager.

- 1. When in Navigator, click on the **Configuration** menu and choose **Password Maintenance**



- 2. Select the user you wish to change and then type their new password in the **Password** box, confirm the new password by typing it again in the **Confirm Password** box



- 3. Click on the **Close** button.