

Step 1: Log Into Navistream

- A username (email address) and password were provided in your welcome email
- Use that information to log into www.mynavistream.com
 - If you do not have that information please contact navistream@stti.ca
 - You can also log in with a Google account

Step 2: Add Users

- Click on Administration at the top



- Click on Users on either the middle or left side of the page



- Click on Create a New User on the top right



- Fill out the user's personal information including:
 - Name
 - Email address
- Add Memberships and roles to the user



- Memberships show who a driver works/drives for if you have multiple Organizational Units within your company hierarchy
- Each membership requires one or more roles associated to it

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- Only users with the role of Driver can log into the tablet in a vehicle
 - A full breakdown of roles is included as a separate document. See User Role Access/Permissions (attached)
- Click on Create User in the top right when finished

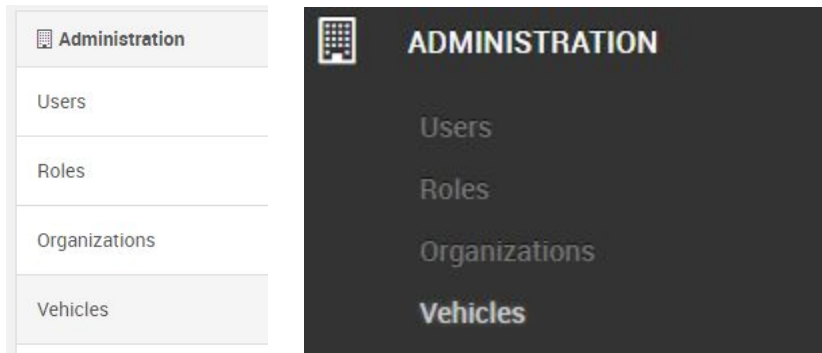


Step 3: Add Vehicles

- Click on Administration at the top



- Click on Vehicles on either the middle or left side of the page



- Click on Create a New Vehicle on the top right



- Assign the vehicle a unique ID - usually will match your truck's name in the fleet
- Fill out the vehicle information including make, model and license plate if you wish
- Select which of your Organizational Units manages this truck (There may only be one option to select from)

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- Click Create Vehicle on the top right to finish



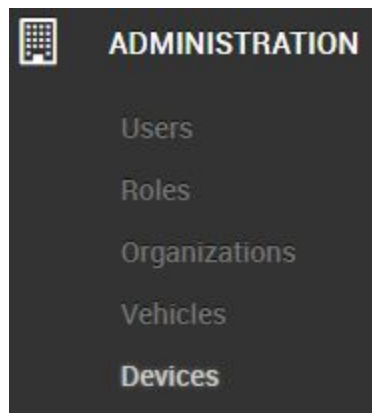
- Note: Drivers can create vehicles on their tablets as well

Step 4: Activate Tablets

- Click on Administration at the top



- Click on Devices on either the middle or left side of the page



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- Click on Create a new Activation Code on the top right



OR

Click on New Activation Codes on the left



- On the tablet, enter the generated activation code and asset tag found on the back of the tablet (i.e. STTI-1234), then press activate

