

How to correct when a driver has entered the wrong mode between shifts.

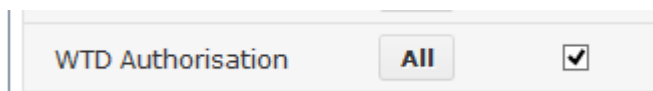
You may also have seen the term linked day. Please see the section at the end of this document that describes what a linked day is.

Section 1: Introduction

This document will explain how to enter a duty end to correct driver hours and working time where a driver has left the driver card in the Vehicle Unit over night or entered a manual entry of work or POA between duty periods. This can only be done on the Tachomaster website.

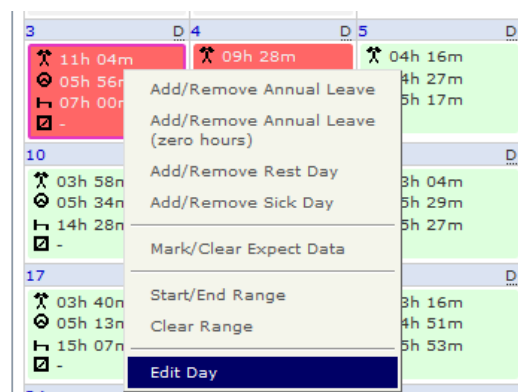
To amend any data you may need to take guidance from the DVSA, your relevant authority or your company compliance team to confirm they are happy for any changes to be made.

You can leave data that has been entered incorrectly as it is but if a driver records a manual entry of work or POA between duties it is very likely to cause a number of infringements (daily rest, daily driver time limit exceeded and possibly an insufficient break EU drivers hours infringement, possibly a WTD working time exceeded, insufficient break and even a 24 hour work limit (10 hour rule) infringements). You may decide that although you could be cross at your driver for getting this so wrong, it is better to enter a duty end which replaces the manual entry with an end and start of duty and records a rest period (which is most likely what actually happened). This is possible to do in Tachomaster but a user must have a user profile that allows "WTD Authorisation".



Please contact your Tachomaster Administrator to arrange the correct user access level. Once you are sure you have the correct access this is how you can add a duty end to correct duty period errors.

If you know the day that is causing the issue, from the calendar view ,right click and click "Edit Day".



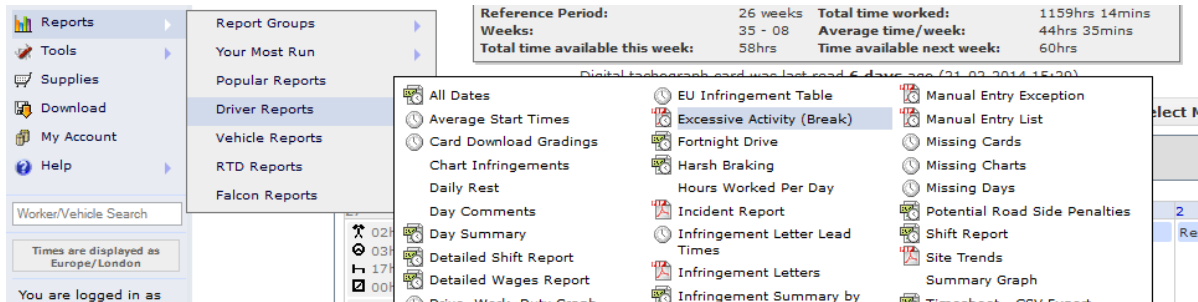
Proceed to section 3.

If you wish the system to tell you which periods to change, continue to section 2.

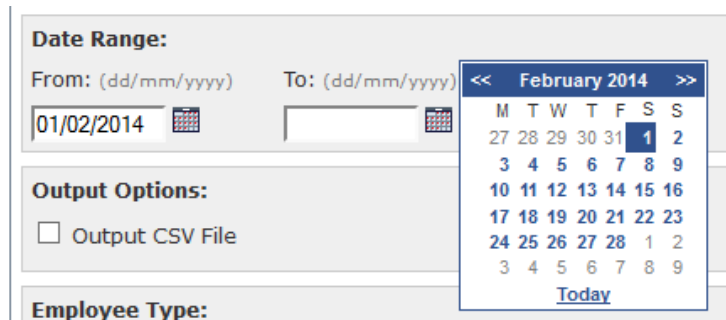
Section 2: How to report where drivers have recorded overnight or between duty periods of work or POA instead of rest.

If you would like to discover how many times a driver has entered a period of work or POA overnight or between duties, use the Excessive Activity (Break) report.

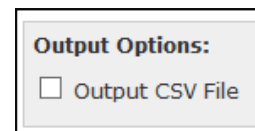
Mouse over, Reports > Driver Reports and select "Excessive Activity (Break)" report.



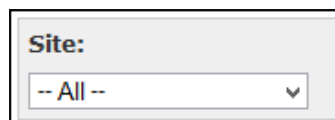
Select the date range you wish to see.



There are two output options, pdf, which is default or csv can also be chosen. You may find the csv version better to use. You may wish to try both.



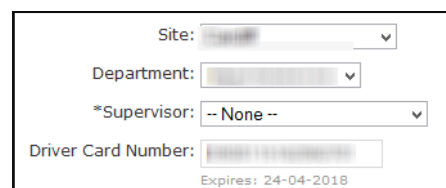
Select all sites or a specific site.



You may also filter on supervisor



Please remember the driver has to have the supervisor entered in their worker record (via Tools> Add/Amend> Amend Worker Details) for this to work.



Now enter a **minimum length of**, what we are aiming to see is any worker that has a period of 9 hours or more of continuous work or POA.

Minimum length of:

Break: minutes OR

POA: minutes OR

Drive: minutes OR

Work: minutes

It is unlikely a driver would stay for such a long period on one mode without driving or break. So enter 540 (which is 9 times one hour) in both the POA and Work minutes fields.

Leave these fields blank to show **all** workers

Worker:

Or

Worker Range (A-Z):

From: To:

Select an individual worker, a range of workers or leave the fields blank to include all workers.

Click "View Report".

View Report
Schedule Report


Tachomaster will now produce your report.

In both output options, a list of all work and POA events that exceed 9 hours without interruption is shown.

This is the csv version

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Name	Site	Empl	Empl	Activity	Start	End	Durat	Membe	Empl	Vehicle	Duty Start	Odo Star	Duty End	Odo End
2					perma Work	03/02/2014 16:27	04/02/2014 06:15	828		perm		03/02/2014 06:13	240383	04/02/2014 06:19	240574
3					perma POA	06/02/2014 15:31	07/02/2014 06:16	885		perm		06/02/2014 06:14	31651	07/02/2014 06:16	31833

This is the pdf version



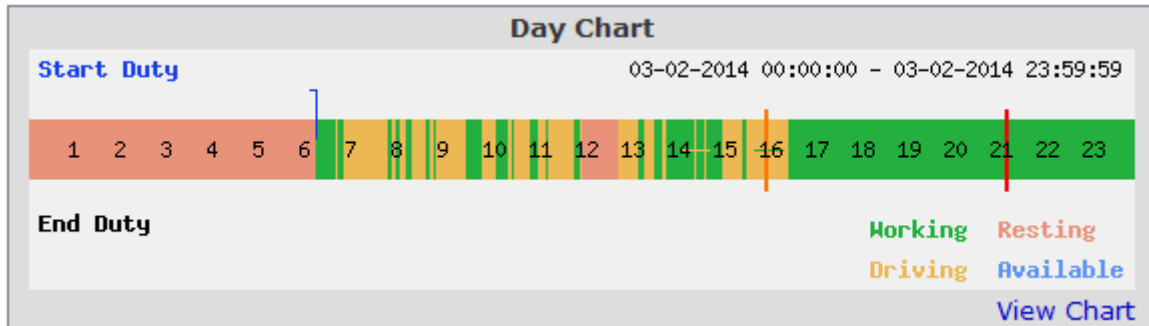
Excessive Activity
 Report Period: 01-02-2014 to 28-02-2014
 Minimum POA: 09:00
 Minimum Work: 09:00

Name	Site	Employee No.	Activity	Start	End	Duration
	P		Work	03-02-2014 16:27	04-02-2014 06:15	13:48
	P		POA	06-02-2014 15:31	07-02-2014 06:16	14:45

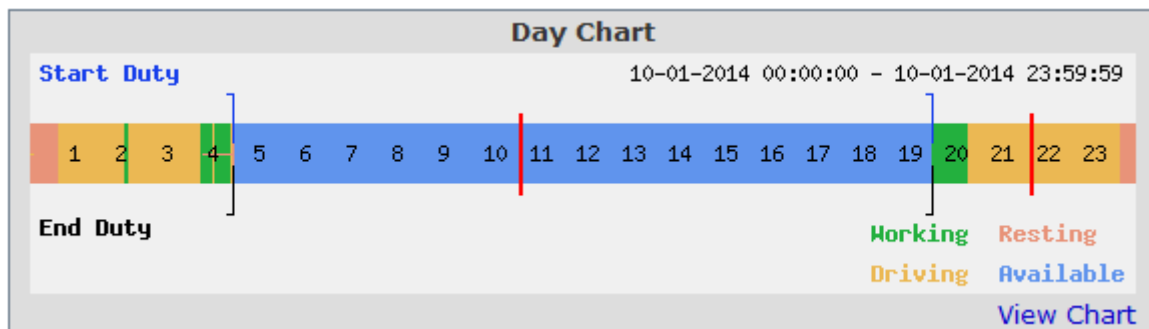
You can now use the data from the report go to the respective worker calendar to see what the driver has done.

Section 3: How to add the end of duty event

Go to the driver calendar for the driver record you wish to add. Click on the day and at the top of the screen, you will see the long green line for work

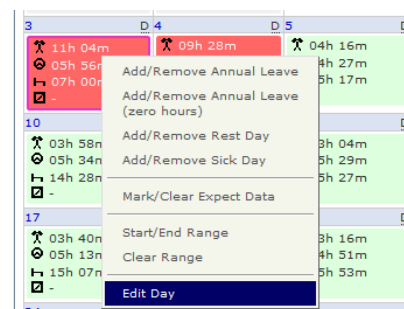


or blue for POA.

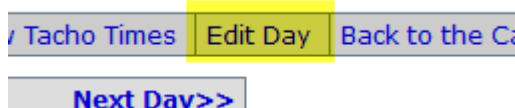


You can leave the data "as is" if you are happy to leave the data and infringements or navigate to the edit day screen to enter a duty end and a misuse infringement.

From the worker calendar right click on the day you wish to add the end of duty for and click "Edit Day".



Alternatively, from the day view, click on "View WTD Times"



And click on "Edit Day"

The period to be amended will be the very long blue or green POA or work line (in this case blue.) Click on that line and the period details will be shown. Work out when the wrong period was entered – *in this case POA at 4.24am.*

The screenshot shows the 'Timeline' view with a date range from 09-01-2014 to 11-01-2014. A blue bar representing a period is highlighted. Below the timeline is the 'Period Details' section, which lists several duty periods. The 'POA: 10-01-2014 04:24' entry is highlighted in yellow. To the right is a 'Messages' section with a message about saving changes. At the bottom of the 'Period Details' section, there are 'Save', 'Remove Period', and 'Cancel' buttons.

Click on "Add New Events"

The 'New Events' dialog box has an 'Add New Events' button. Below it is a dropdown menu for 'Use this template:' set to '-- Select From List --'. A text box below contains instructions: 'New times can be added here. Fill in the event, date and time to create an event. If you need to create more than 1 event, maybe an entire day, click the '+' button to create another event row. When finished, click Save and the times will be uploaded and processed.'

Select "End Duty"

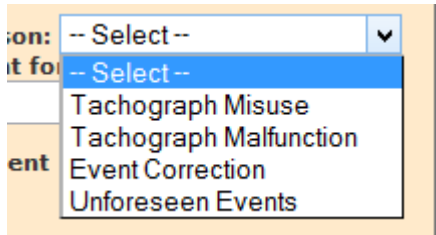
The 'New Events' dialog box shows a dropdown menu open with 'End Duty' selected. The date field is set to '10-01-2014'. Other options in the menu include 'Start Duty', 'Work', 'Break', and 'POA'. The same instructional text from the previous screenshot is visible at the bottom.

The 'New Events' dialog box now has 'End Duty' selected in the dropdown, the date '10-01-2014' entered, and the time '0425' entered in the time field. The 'Save' and 'Cancel' buttons are visible at the bottom.

Click save.

Make sure it is the correct date and enter the time. The time should be a minimum of one minute after the period starts. *In this example we will add the time of 0425 which is one minute after the long POA started.*

You will now see this message



Enter a supporting reason. For most of these entries it will be Tachograph Misuse.

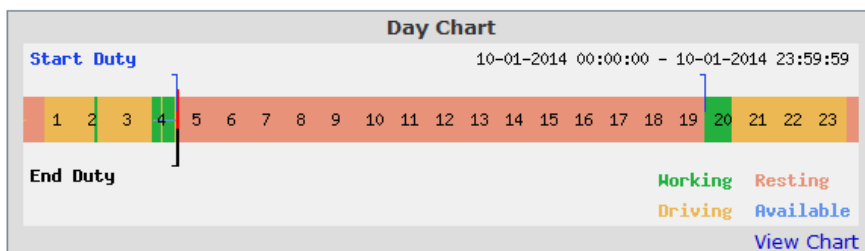
Enter a comment - for example, "Driver manual entry error" and click the "Authorise Event" check box and finally click "Continue"

04:24	Start Duty Assumed by Tachomaster			
04:24	6h 16m	Availability	Driver	
10:40	Insufficient Daily Rest #			
10:40	8h 52m	Availability	Driver	
19:33	End Duty Assumed by Tachomaster			
19:33	Start Duty by Card Insertion			Odo: 661729 km
19:33	Location: United Kingdom			
19:33	48m	Work	Driver - Single	
20:21	1h 24m	Driving	Driver - Single	
21:45	Insufficient Breaks in Driving Period #			
21:45	1h 54m	Driving	Driver - Single	

Once you have done this you can now go back to the calendar, a number of infringements shown left here have been replaced

by one infringement with one misuse infringement and adjusting other times to be more accurate to what was actually done.

03:58	23m	Work	Driver - Single	
04:21	2m	Driving	Driver - Single	
04:23	1m	Rest	Driver - Single	
04:24	End Duty by Card Withdraw			Odo: 661393 km
04:24	Location: United Kingdom			
04:24	Start Duty Assumed by Tachomaster			
04:24	1m	Availability	Driver	
04:25	WTD due to Tachograph Misuse #			
04:25	End Duty by WTD Manual Entry			-
04:25	15h 08m	Rest	Driver	
19:33	Start Duty by Card Insertion			Odo: 661729 km
19:33	Location: United Kingdom			
19:33	48m	Work	Driver - Single	



The day chart now shows the period as rest but has an infringement added to the worker record for Tachograph Misuse.

In some cases the time you need to enter may need some investigating as in the edit day view work and drive are both green.

If the save fails with

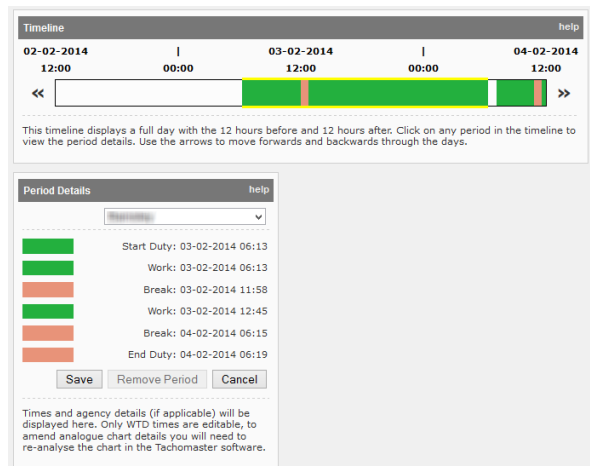
The previous event is a drive event. You can not interrupt tachograph events.

or

You can not add WTD times where there is on-duty tachograph data. Check your times and try again

you may need to work out exactly where you can enter the data and it must happen after the last period of drive for that duty. You cannot enter an event during or before any drive period of that duty period.

In this case the Edit Day view shows the work period starting at 12.45



⊙	11:56	2m	Driving	Driver - Single		
⊙	11:58	47m	Rest	Driver - Single		
⊙	12:45	26m	Driving	Driver - Single		
✕	13:11	9m	Work	Driver - Single		
⊙	13:20	13m	Driving	Driver - Single		
✕	13:33	11m	Work	Driver - Single		
⊙	13:44	6m	Driving	Driver - Single		
✕	13:50	36m	Work	Driver - Single		
⊙	14:26	1m	Driving	Driver - Single		
✕	14:27	11m	Work	Driver - Single		
⊙	14:38	3m	Driving	Driver - Single		
✕	14:41	4m	Work	Driver - Single		
⊙	14:45	2m	Driving	Driver - Single		
✕	14:47	14m	Work	Driver - Single		
⊙	15:01	27m	Driving	Driver - Single		
✕	15:28	5m	Work	Driver - Single		
⊙	15:33	49m	Driving	Driver - Single		
⊙	15:59	Harsh Braking #				
✕	16:22	2m	Work	Driver - Single		
⊙	16:24	3m	Driving	Driver - Single		
✕	16:27	4h 46m	Work	Driver - Single		
⊙	21:13	Insufficient Daily Rest #				
✕	21:13	2h 47m	Work	Driver - Single		
✕	Work until 00:00 04-02-2014					

Go back to the tacho day view to work this out.

In this tacho day view although the work period started at 12:45 you cannot add an end duty time before 16:28 as that is the first time available after the last period of drive.

If you get this message

You are trying to add WTD times in to a tachograph duty period. This change requires authorisation. You do not have permission to do this, check with your Tachomaster Administrator

please contact your Tachomaster Administrator (not Tachomaster support) to get the correct "WTD Authorisation" added to your user profile.

Linked Days

The term Linked Day is used to show where a driver has entered manual entries onto the driver card but has not entered a end or start of shift/duty.

Tachomaster has a number of settings which can help your company deal with these events that suits your operation. Most companies will have settings that add end and start of duties each side of a period of rest/break that exceeds 9 hours with no interruptions (ie drive, work or POA). Please contact a your Tachomaster administrator from within your own organisation to confirm what settings have been made.

Automatically add End and Start Duty when Driver Card left in overnight:
This is known as a Linked Day

Yes (default)
 No

Options - applicable when set to 'Yes' above

Automatically add End and Start Duty when a driver has left the tachograph mode set to:

Rest ONLY (default)
 Rest, Work & POA

Also automatically add End and Start Duty where a driver has entered manual entries:
The Driver has not ended Duty on the Tachograph Vehicle Unit but has entered activity between Duty periods

Yes (default)
 No

Please be aware the above ONLY affects activities of Rest (and Work/POA if selected above) that are at least 9 hours in duration that have no mode changes or driving interruptions during the minimum 9 hour period. So if a Driver leaves a card in overnight and records an amount of Rest that equates to a regular or reduced daily or weekly rest then duty events will be added.

By including manual entries, if the driver does not enter a Duty Period End/Start event but uses the Rest symbol for periods between duty periods then those activities will also be included (Work and POA activities will be converted to Rest if selected above - this is not recommended). This only applies to digital card data and does not affect analogue chart information. Ferry mode usage is also unaffected by the above changes.

If any changes to these settings are made, only future activities will be affected.

The default settings as above add end and start of duty when a driver leaves the card in overnight (Rest Only is the default) and will also will also change where a driver adds a manual entry and no end and start of duty.

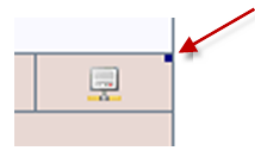
Generate warnings for Linked Days: Yes No

If the generate warnings for linked days is checked yes then a linked day warning line

will appear on a drivers Tachomaster day view as shown here.

	18:01	Location: Great Britain			
	18:01	Start Duty Assumed by Tachomaster			
	18:01	14m	Work	Driver	
	18:15	Linked Day #			
	18:15	End Duty Assumed by Tachomaster			
	18:15	5h 45m	Rest	Driver	
	Rest until 00:00 04-03-2014				

If the generate warnings for linked days is set to no but your settings ask for the amendment to be made then no warning is generated but a little black dot is still shown on the first event after the addition.



If work or POA have been added by the driver and you wish to amend the detail to correct a drivers' working time please return to the beginning of this document to add an end of duty and driver warning.

Need more help?

Check the [FAQ](#) and [Site Help](#) or Training [Videos](#)

Can't find the answer there?

Email us at feedback@tachomaster.co.uk