Tachomaster User Guide

Index

Local PC Activities

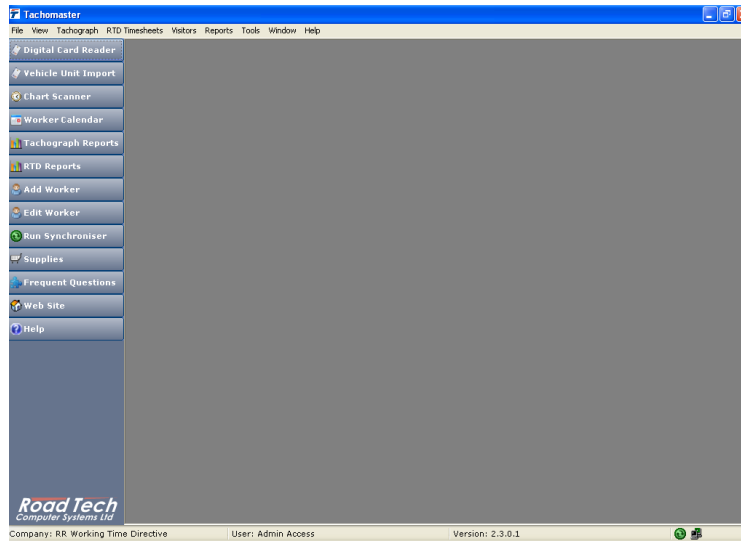Website Activities

To enter the Tachomaster product double click the "Tachomaster" icon on your computer desktop
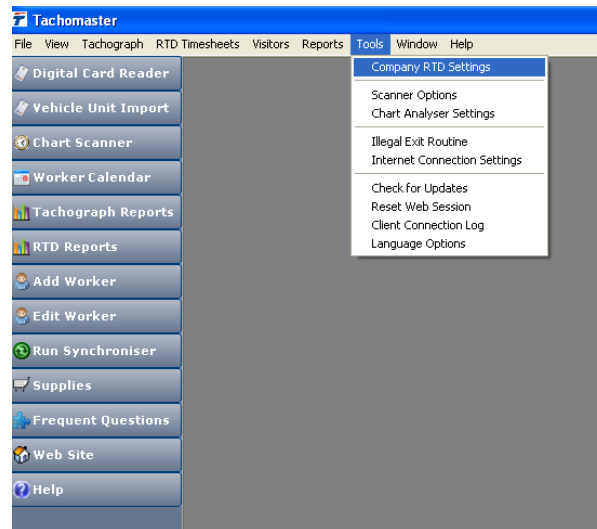

Enter your User Name and Password when prompted

The home page for the software will then appear on screen.
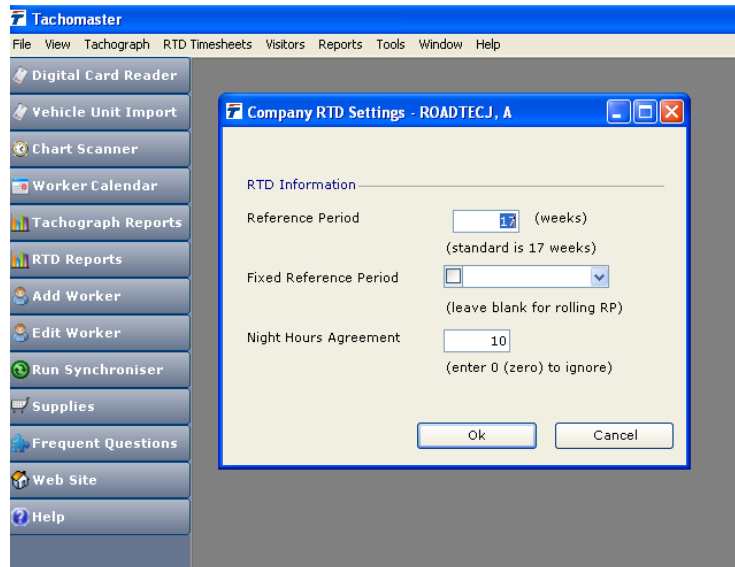
To enter Company Working Time Directive information select "Tools" and then
select "Company RTD Settings"

Enter your company standard WTD information in the text box
(Please note that this only has to be done once)

To create multiple sites (If applicable) select "File" "New" and then "Site"

Enter the information required into the text box and then click "OK"

A site can be sub divided into multiple departments (If required), to utilise this option click "File", "New" and then "Department".

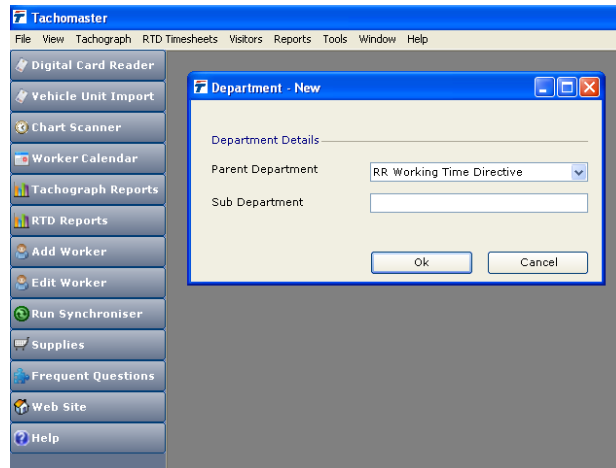To create a User on the system click on "File, "New" and then "User"
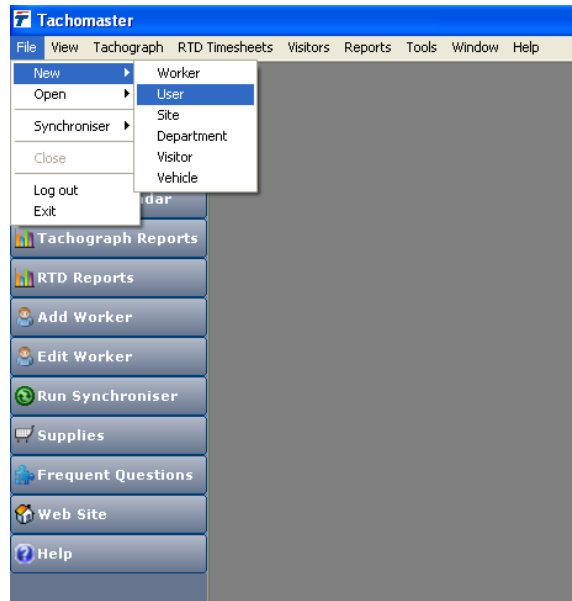
Enter the information required into the text box and then click "OK"
(Please note that users can be restricted to only view certain sites if required by
highlighting the available sites in the left hand box and adding them to the right
hand box).
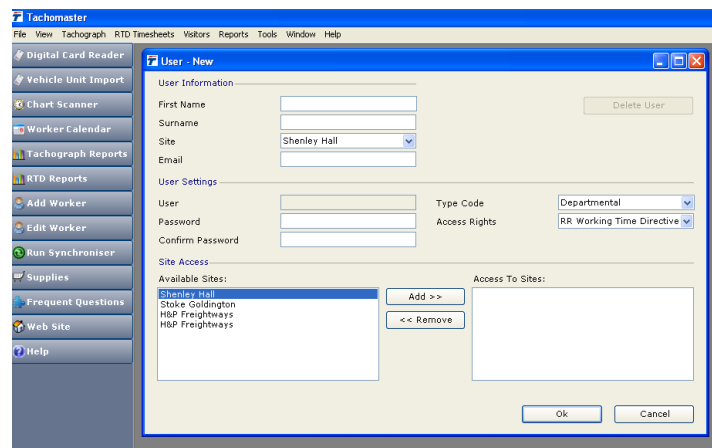
To create Drivers/Workers click "File", "New" and then "Worker" (Please note that if a driver has a digital tachograph card then this information will be created automatically the first time his/her card is put into the card reader).
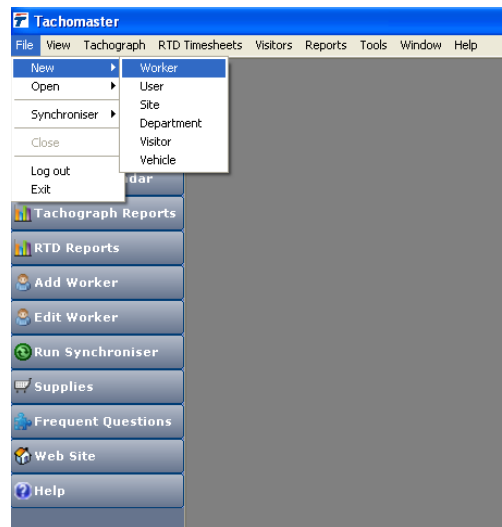
Enter the information required into the text box and then click "OK"
Remember to tick the box if the worker is required to work nights or handles hazardous goods.

To create vehicles click on "File", "New" and then "Vehicles".

Enter the information required into the text box and then click "OK"

To start to the analysis of digital cards - click on the "Digital Card Reader" button and insert the driver's card into the card reader with the chip facing towards you. The software will automatically start to download the data from the card. If the driver does not exist on your database it will automatically give you the option of creating him/her.

It will take about 60 seconds to download the data from a driver card - during which time a progress bar will be displayed on screen.
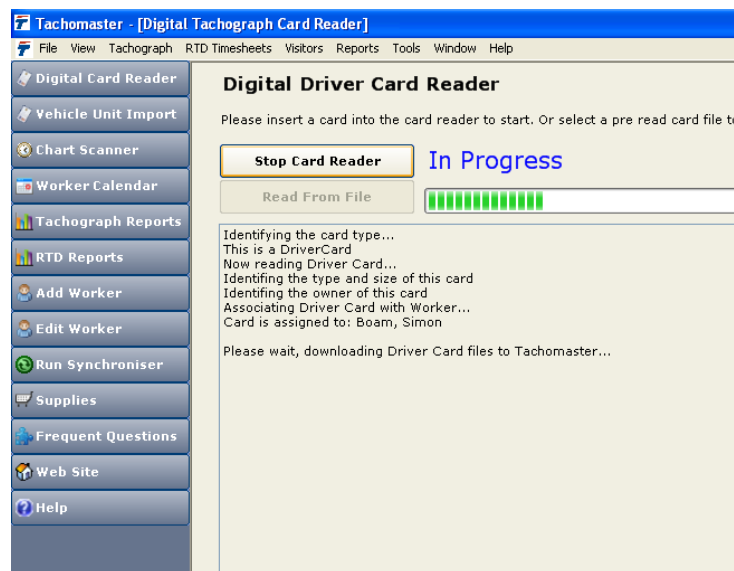
After the card has been read the software will inform the operator that it has been read successfully and the card may then be removed from the reader and returned to the driver.
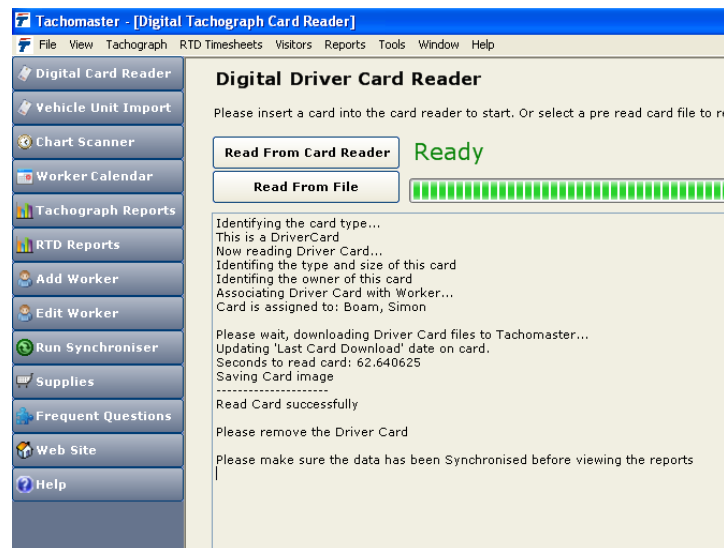
To analyse analogue charts select the 3rd button down "Chart Scanner" place the charts into the feeder on the top of the scanner FACE DOWN.
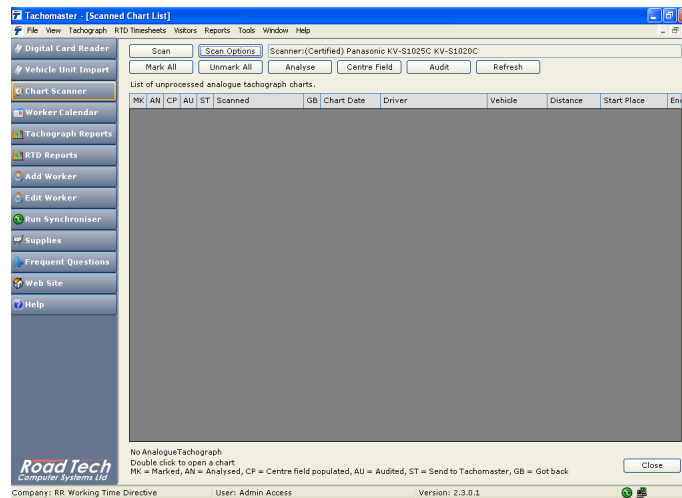
Click the "Scan" button and the scanner will then start to scan the charts, the scanner will take about 1 second per chart.
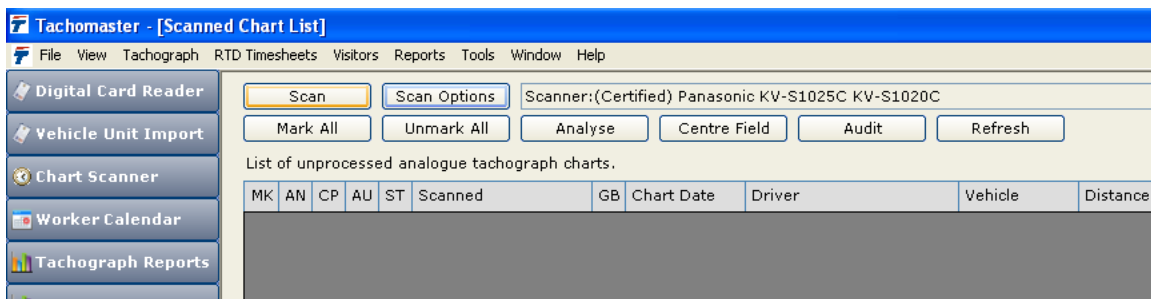
Once the charts have been scanned a list will then appear on screen of the newly scanned images. The charts can then be handed back to the driver straight away, so ensuring he complies with the law.
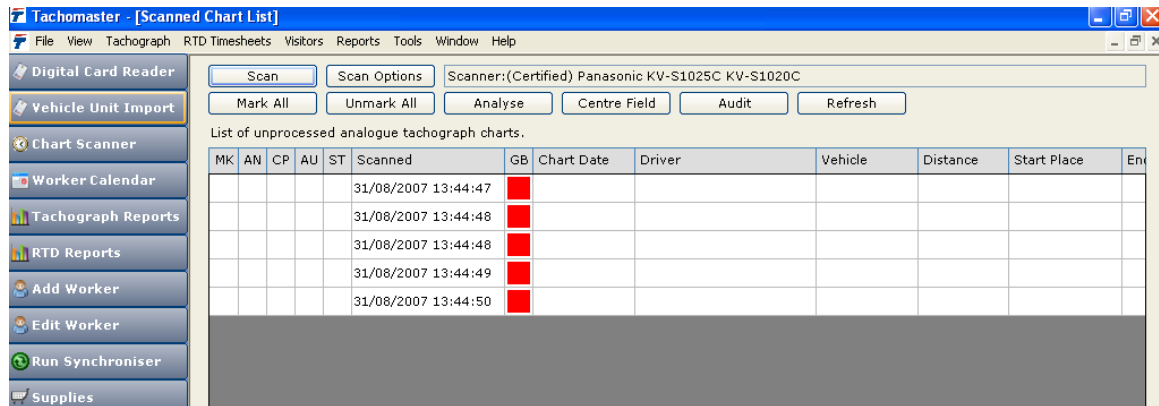
To analyse a batch of charts from one driver using the same vehicle the user must left click the "MK" column on each line of the scanned charts or select the "Mark All" button (This will put a blue bullet into the column).
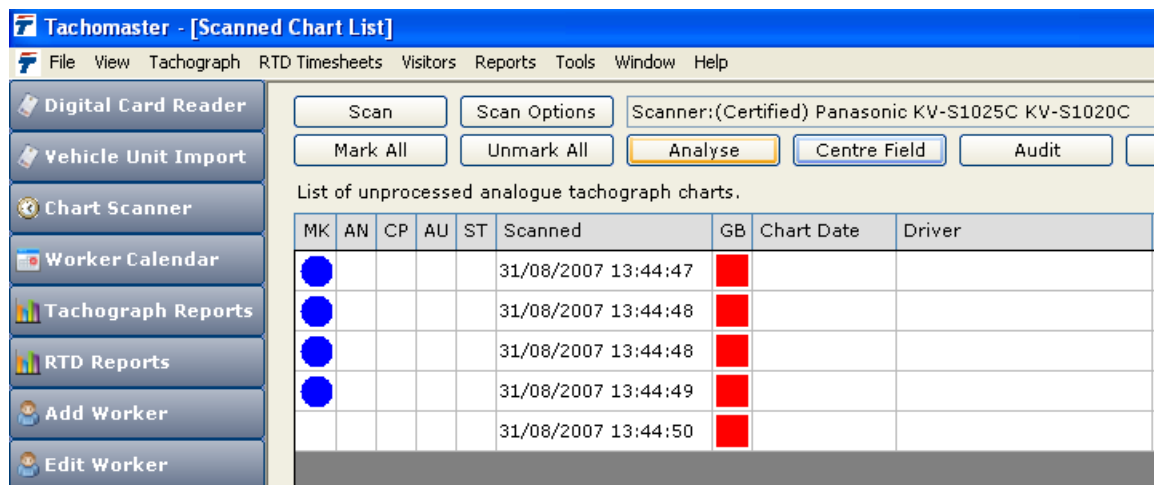
Click on the "Centre Field" button and using the drop down boxes allocate the scanned charts to the same Driver, Vehicle and Start and Finish Place.
If the charts were scanned in date order then you are able to put the date of the first chart in the "Start Date" field and tick the "Increment Date" box and the software will automatically date each chart.
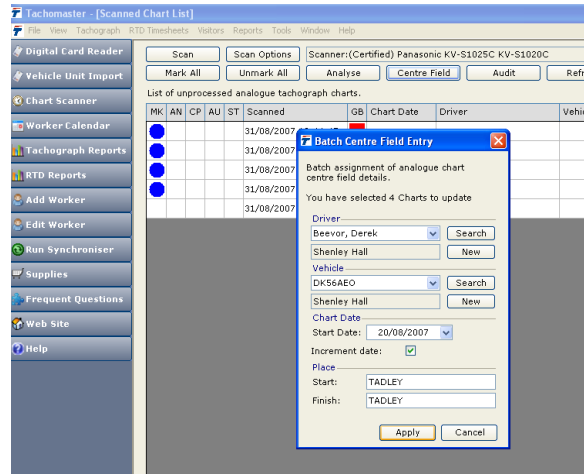
With the blue bullet in the "MK" column then click on the "Analyse" button and the software will then analyse each chart automatically for the user.
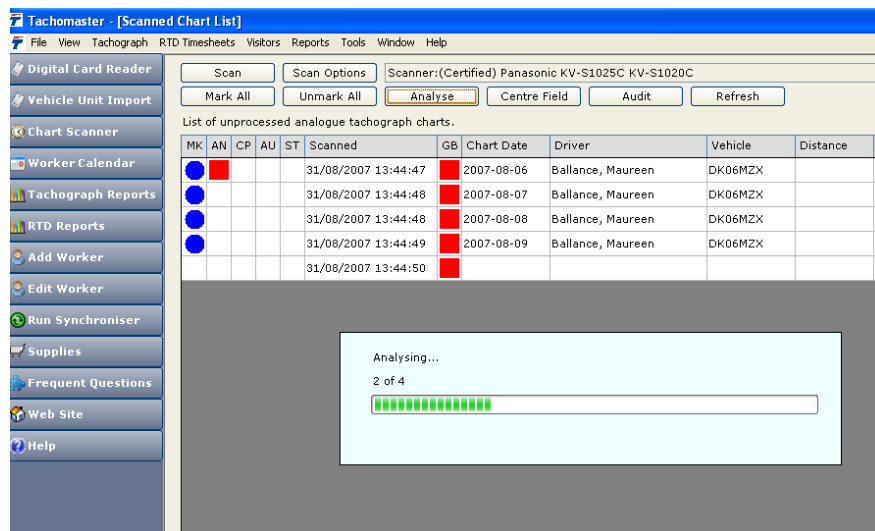
If "none computer" readable charts have been used the software will still do the analysis for you however, you may have to make some minor adjustments to do this double click on each chart in the list and this will then bring up that chart image. Click on the "Spin Chart" button.
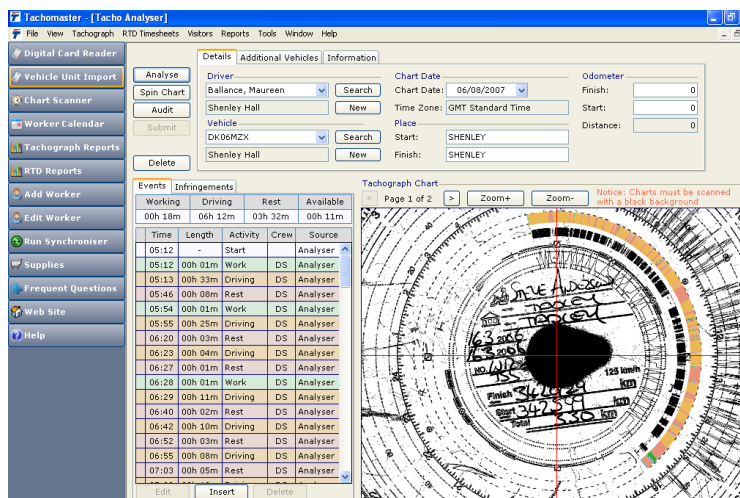
The user will then be able to spin the chart "Up" or "Down" once the 24 and 12 on the chart is in line with the red horizontal line overlaying the chart click the "Apply" button which will adjust the times accordingly.
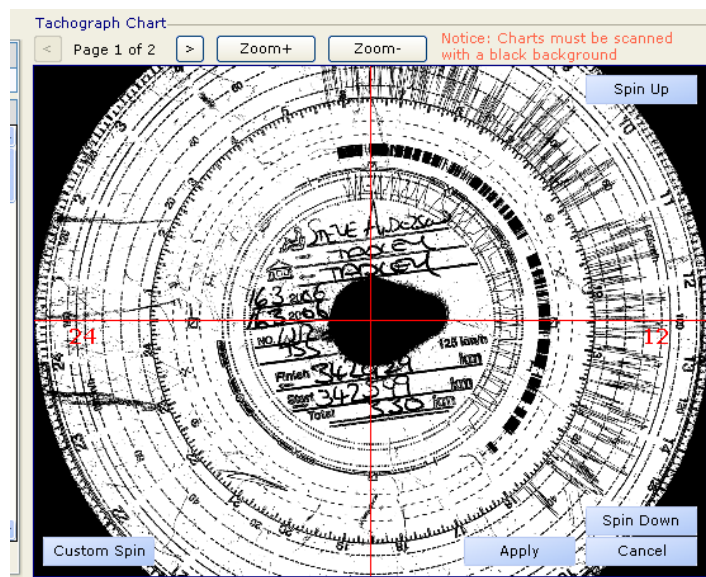
At this point the user may want to enter the start and finish odometer reading.
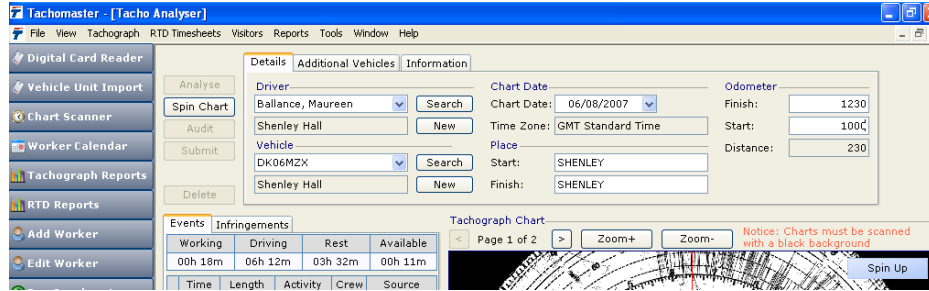
If the user notices any manual infringements on the chart then they can be recorded by clicking the "Infringements" tab and selecting the particular infringement from a pre determined list just by ticking a box.
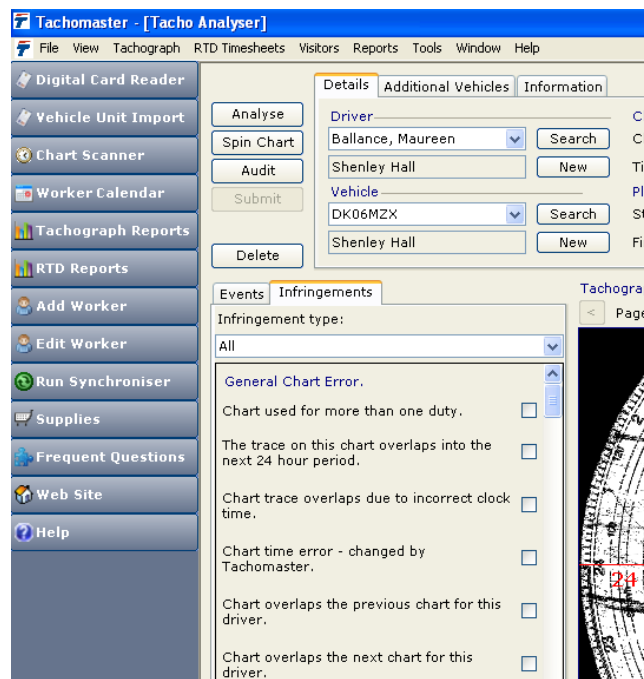
When a chart is scanned the scanner scans both sides at the same time. To view the back of the chart click on the arrow pointing to the right next to the wording "Page 1 of 2" in the top left hand corner of the scanned image.
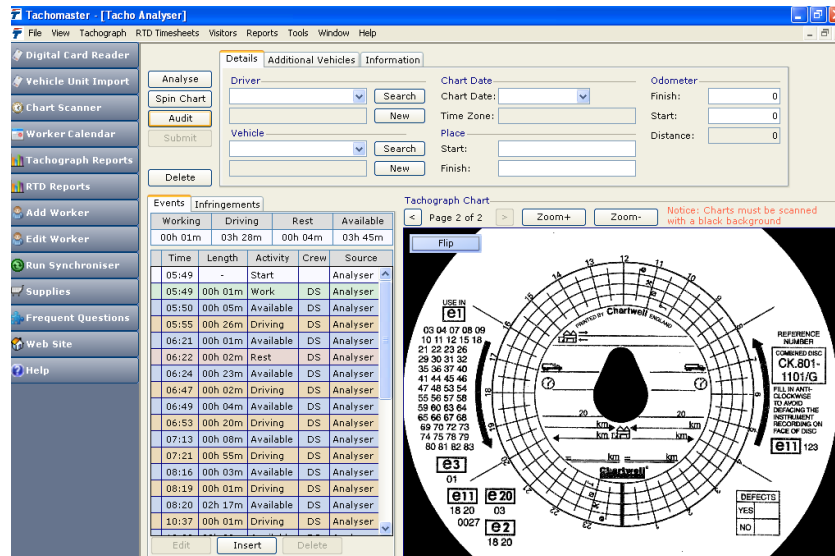
If a driver has recorded that he/she has driven more than one vehicle, this information can be recorded by clicking the "Additional Vehicle" tab at the top of the screen and then clicking "Insert".
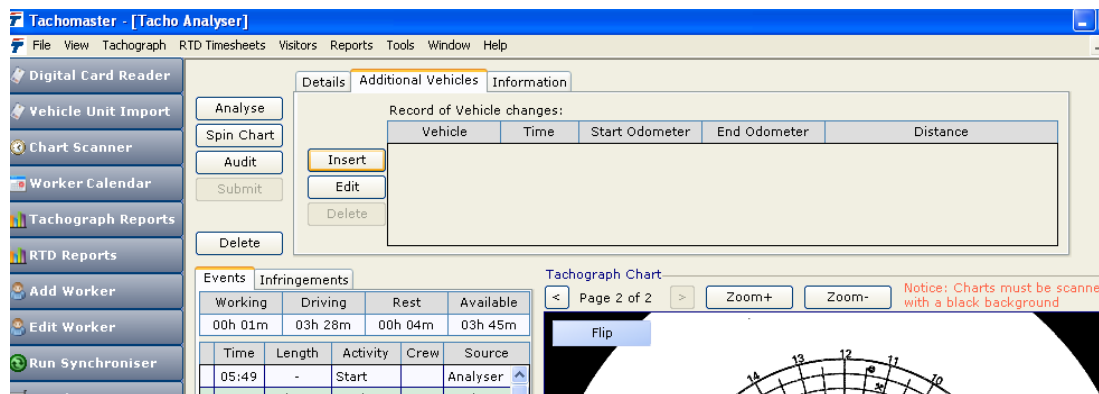
Once the user is happy that all the centre field information has been populated the final stage is to "Audit" the chart, this process ensures that the user has not inadvertently scanned, and trying to analyse the same chart twice. This operation is completed by clicking the "Audit" button.
A message will then be returned "Audit complete by Admin Access"
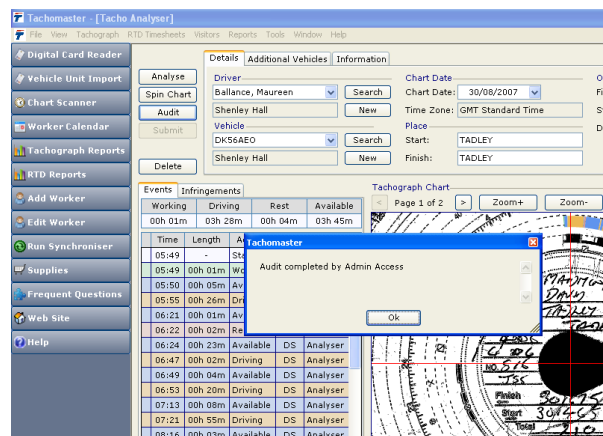
As all chart scanning and analysis and all card reading is done locally and reporting is web based at some point the data on your local PC needs to be synchronised with Tachomasters servers. This can happen automatically in the background or can be done manually by the user. At any time a user just needs to click the
"Run Synchroniser" button
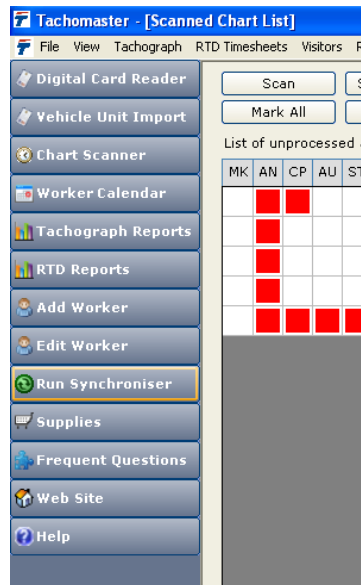
Once synchronisation has taken place the user will see the following message.
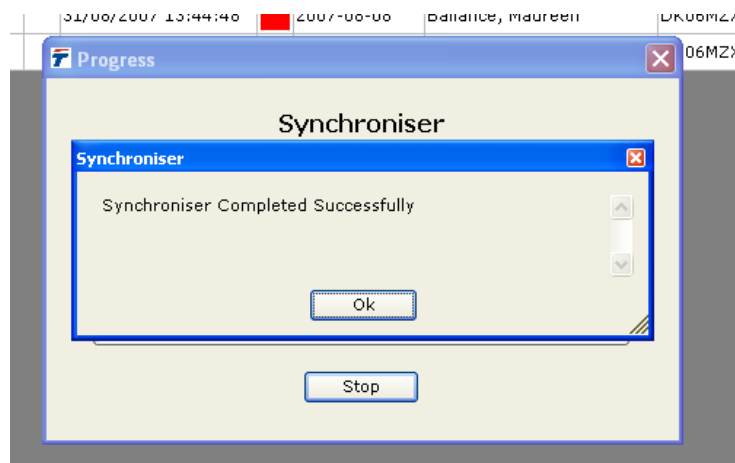
Charts can also be analysed individually by double clicking a single chart from the Scanned Chart list and then clicking on the "Analyse" button within each chart. It is at this point that center field information can also be added by completing the fields at the top of the screen.
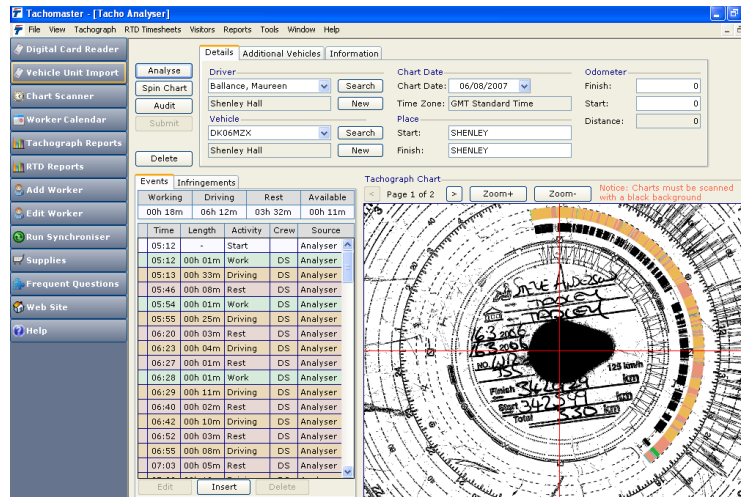
If a driver has added any manual events to the tachograph chart these can be added by right clicking at the relevant time in the activities list and then selecting "Insert" and then adding the event and time.
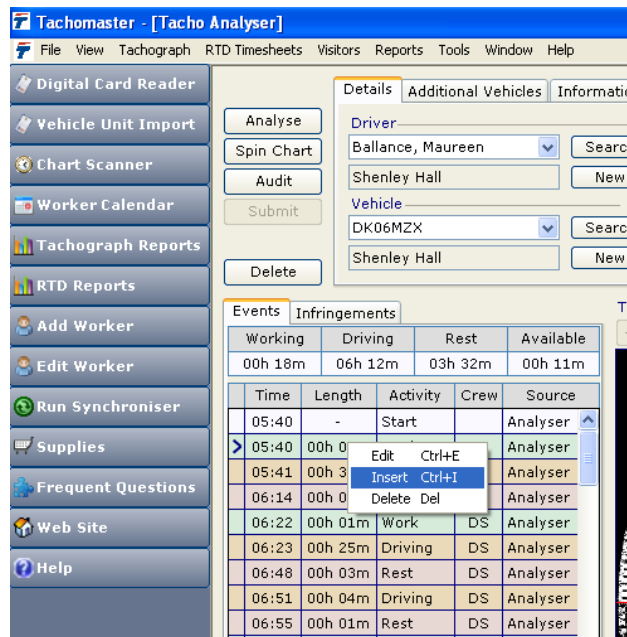
Before synchronisation an event can also be manually deleted or edited from a chart by right clicking the event in the events list and by then selecting "Delete" or "Edit"
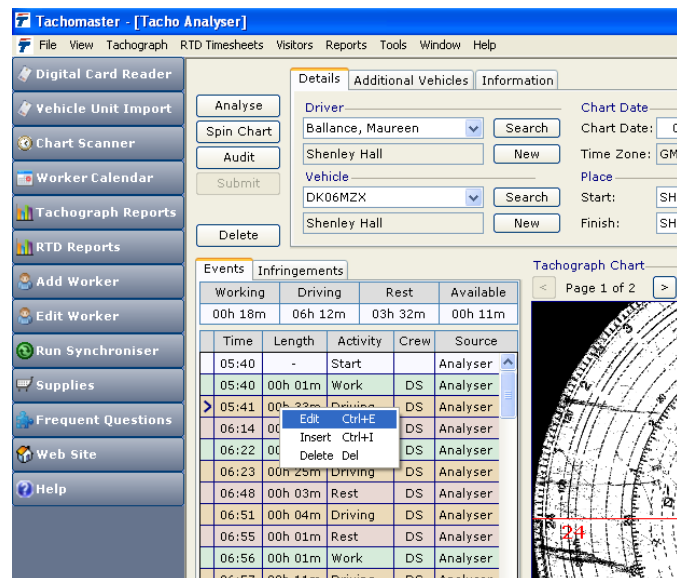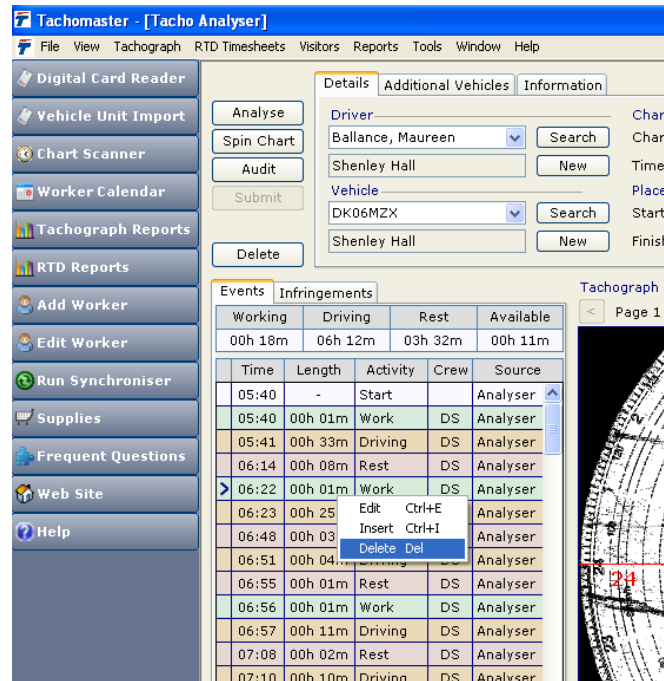
To access the website for reporting purposes click on the "Web Site" Button on the software.
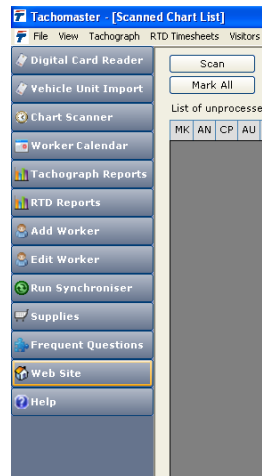
The reporting for Tachomaster is all web based and the user name and password that are used for the local Tachomaster application can also be used on the web based system.
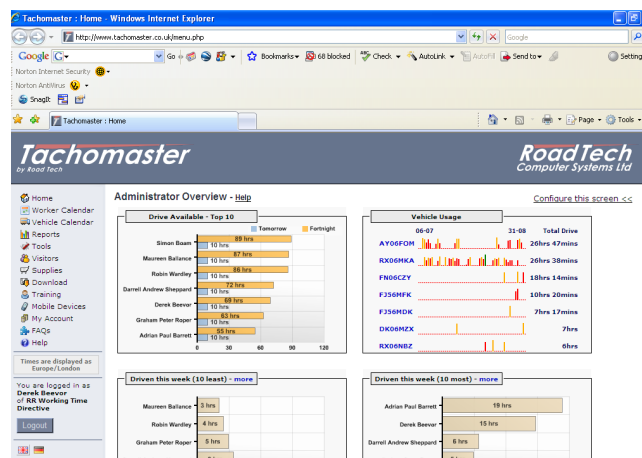
To View a workers activities click on the "Worker Calendar" button on the left hand side.
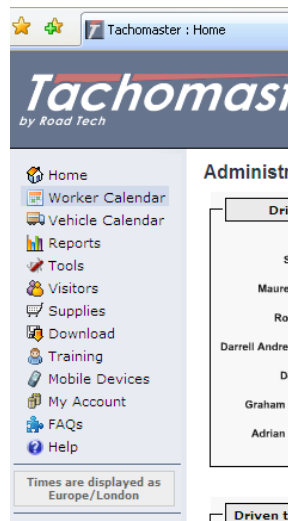
Then choose the worker required from the drop down list, or from the full list of drivers displayed on the screen.
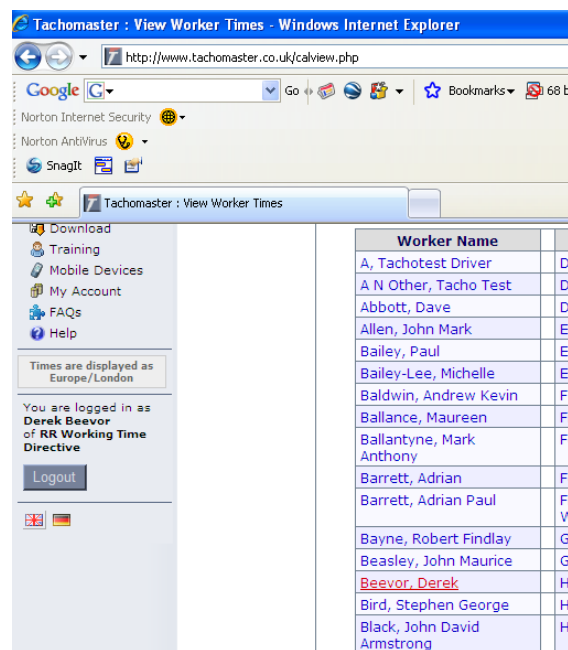
This will then display the current month for your chosen driver. At the top of the screen is a summary of the drivers Working Time Directive information.
The main calendar view is a summary of each day for Tachograph information. The days are colour coded to show "Green" day as having now infringements and "Red" days as having infringements.
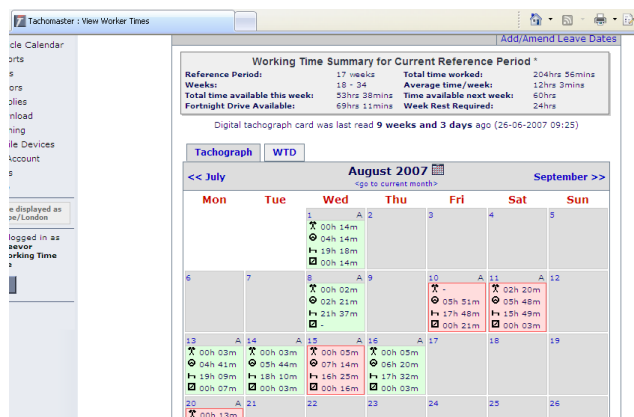
To view the information in more detail, click on the day of your choice.
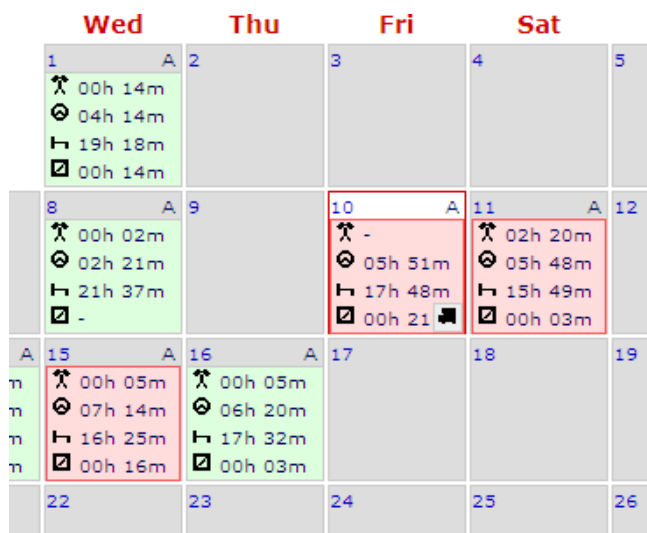
This will then show a daily summary of driving at the top of the screen in text form and a colour coded bar chart of activities underneath that.
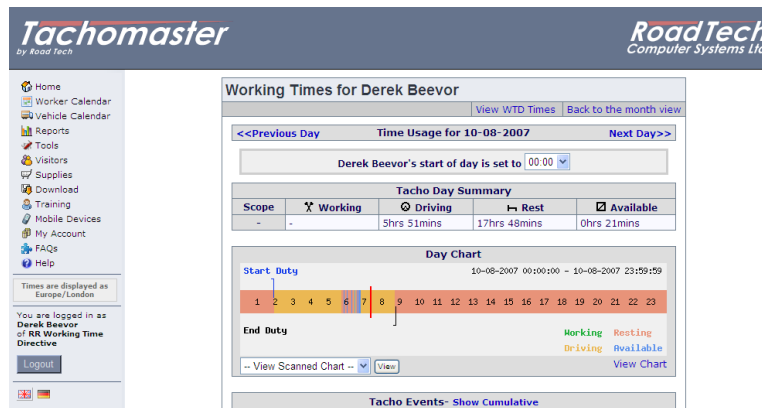
To view the bar chart in a more familiar circular form, click on the blue "View Chart" link.
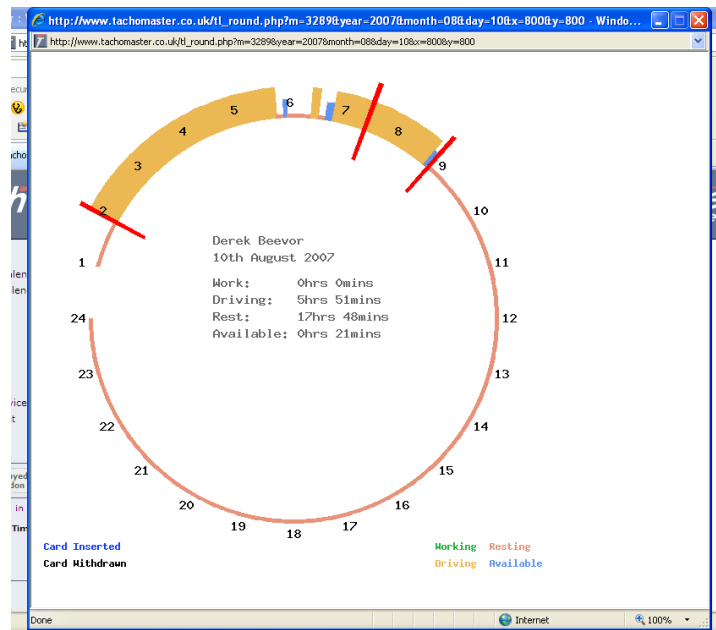
If the information on that day has been obtained from the scanning of an analogue chart, the actual image of the chart can be viewed by clicking on the "View Scanned Chart" button and selecting the date from the drop down list on screen. This will then display the image on screen.

A list of activities that the driver has done will be displayed as a list when looking at his/her daily summary.

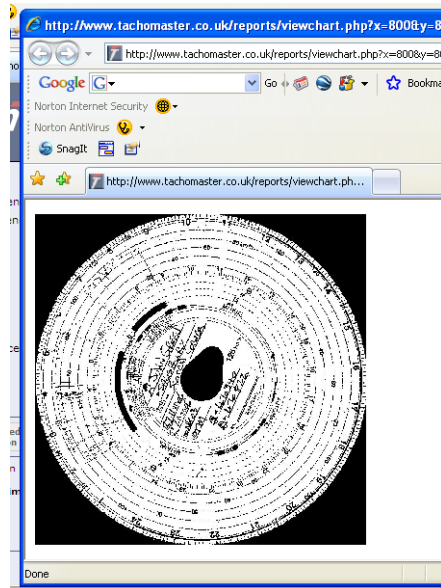|	05:55	5m	Rest	Driver - Single	-	☉
▨	06:00	2m	Availability	Driver - Single	-	☉
	06:02	7m	Rest	Driver - Single	-	☉
▨	06:09	1m	Availability	Driver - Single	-	☉
	06:10	6m	Rest	Driver - Single	-	☉
▨	06:16	1m	Availability	Driver - Single	-	☉
	06:17	5m	Rest	Driver - Single	-	☉
⊘	06:22	3m	Driving	Driver - Single	RX06NBZ	☉
▨	06:25	2m	Availability	Driver - Single	-	☉
⊘	06:27	3m	Driving	Driver - Single	RX06NBZ	☉
	06:30	3m	Rest	Driver - Single	-	☉
▨	06:33	2m	Availability	Driver - Single	-	☉
	06:35	4m	Rest	Driver - Single	-	☉
▨	06:39	7m	Availability	Driver - Single	-	☉
⊘	06:46	1h 56m	Driving	Driver - Single	RX06NBZ	☉
	07:22	**Insufficient Breaks in Driving Period #**				
	08:42	1m	Rest	Driver - Single	-	☉
▨	08:43	1m	Availability	Driver - Single	-	☉
⊘	08:44	1m	Driving	Driver - Single	RX06NBZ	☉
	08:45	End Duty by Analogue Chart			Odo: 9999 km (+212)	

If an infringements has been recorded, you can click on the infringement line and the activities leading up to the infringement are displayed on screen.
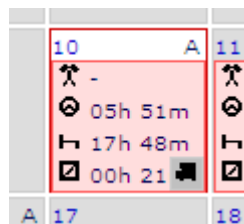

Click on the "More" button to see a detailed explanation of the infringement!
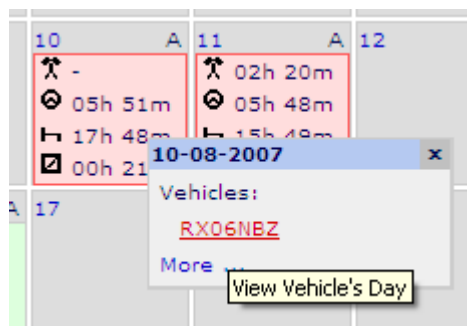
To go back to the calendar view click on the "Back to the month view" at the top right hand side of the screen.
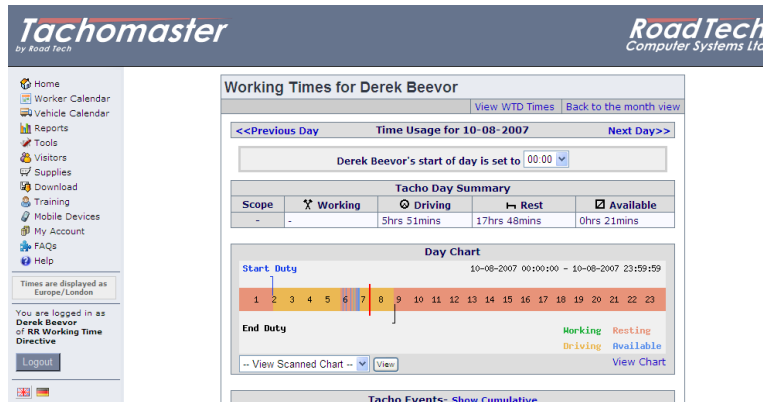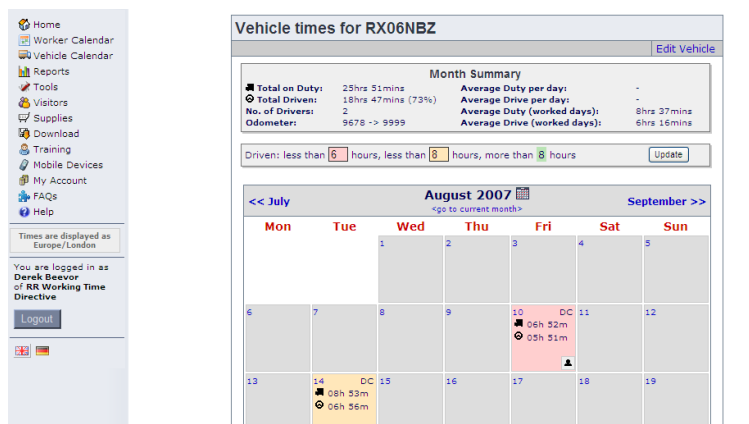

When the cursor hovers over a specific day on the calendar view, a small truck symbol will appear on the bottom right hand corner of the highlighted box.

Click on the truck symbol, this will then show the vehicle or vehicles that the driver has used.
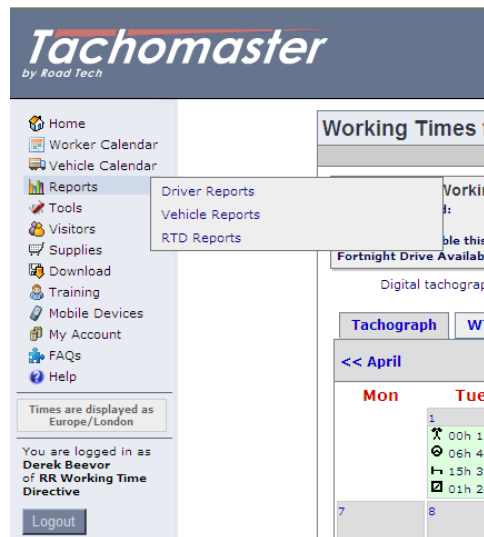
If you then click on the underlined vehicle registration number, this will then take the user into a "Vehicle Calendar". This will then show vehicle usage.
This report can also be accessed by clicking on the "Vehicle Calendar" button on the left hand side of the screen and by selecting the required vehicle from the list provided.

A driver's WTD information can be viewed by clicking on the "WTD" tab on the monthly calendar view.

The screen will then show a calendar for the driver for WTD.
Green days highlight no infringements and red days detail infringements.

Click on the day and the system will then show a detailed daily breakdown of WTD activities for the driver. If the user is an administrator, they are allowed to "right click" on an activity line and "edit" an event.

Event		From	To	Event Length	Cumulative Working Time	Method
<<Previous Day		Time Usage for 03-05-2007			Next Day>>	
At work since 22:55 02-05-2007. To view full details, please view the relevant day(s)						
At Work	(click to edit)	<-- 00:00	02:43	2hrs 43mins	2hrs 43mins	
POA	(click to edit)	02:43:00	02:44:00	0hrs 1mins		⊙
At Work	(click to edit)	02:44:00	02:44:00	0hrs 0mins	2hrs 43mins	⊙
On Break	(click to edit)	02:44:00	02:49:00	0hrs 5mins		⊙
At Work	(click to edit)	02:49:00	02:50:00	0hrs 1mins	2hrs 44mins	⊙
-- Stopped Work --						
At Work	(click to edit)	06:30:00	07:03:00	0hrs 33mins	3hrs 17mins	⊙
POA	(click to edit)	07:03:00	07:04:00	0hrs 1mins		⊙
At Work	(click to edit)	07:04:00	07:27:00	0hrs 23mins	3hrs 40mins	⊙
POA	(click to edit)	07:27:00	07:32:00	0hrs 5mins		⊙
At Work	(click to edit)	07:32:00	07:34:00	0hrs 2mins	3hrs 42mins	⊙
POA	(click to edit)	07:34:00	07:38:00	0hrs 4mins		⊙
At Work	(click to edit)	07:38:00	07:39:00	0hrs 1mins	3hrs 43mins	⊙
POA	(click to edit)	07:39:00	07:45:00	0hrs 6mins		⊙
At Work	(click to edit)	07:45:00	07:46:00	0hrs 1mins	3hrs 44mins	⊙
POA	(click to edit)	07:46:00	07:49:00	0hrs 3mins		⊙
At Work	(click to edit)	07:49:00	08:27:00	0hrs 38mins	4hrs 22mins	⊙
POA	(click to edit)	08:27:00	08:30:00	0hrs 3mins		⊙
At Work	(click to edit)	08:30:00	08:47:00	0hrs 17mins	4hrs 39mins	⊙
On Break	(click to edit)	08:47:00	08:48:00	0hrs 1mins		⊙

There are a range of reports available from the system. The reports can be accessed by selecting the "Reports" button and then by choosing "Driver" "Vehicle" or "RTD" reports.
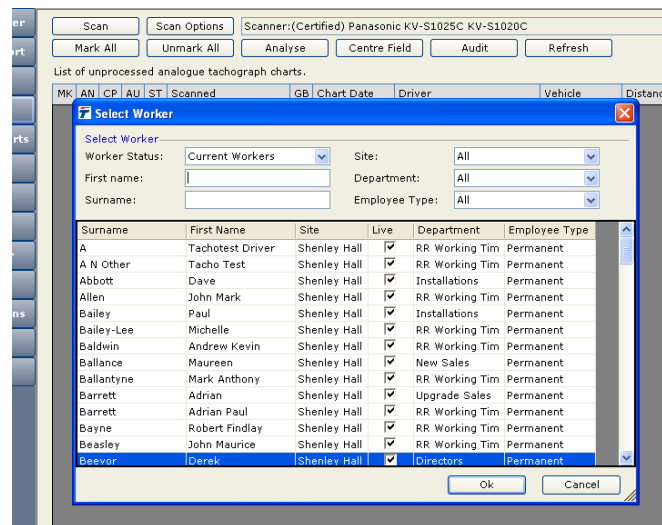

Select your required report.

All reports are generated by entering the desired criteria into the selection boxes.
Then click on "View report"
(Please make sure that your system allows pop ups from the site).

If a scanned charts has been inadvertently processed to the wrong driver or vehicle it can be amended by the following procedure.
Go to the Tachomaster software on your local PC (Not the web based system).
Click on "Worker Calendar".
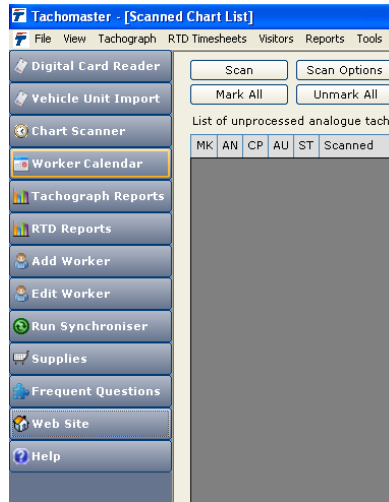
Select the required driver.

A view very similar to that seen on the website will then appear on screen.

Select the required day and when the day is open click on the blue
"Analogue Chart (######)" link.

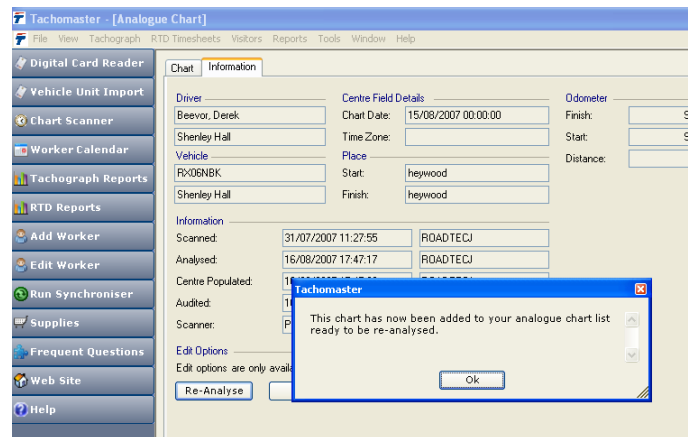This will then bring up the image of the chart. Select the "Information Tab" at the top left hand corner.
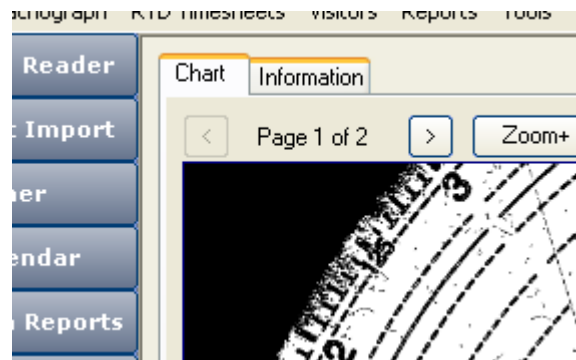
Select the "Re Analyse" button. Then are you sure "Yes".
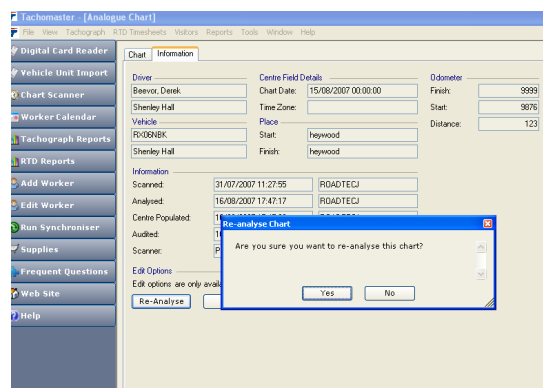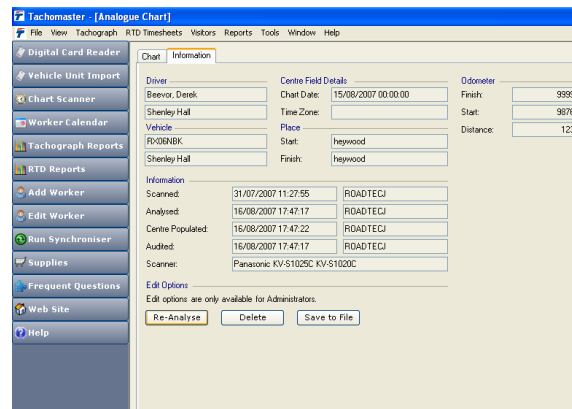
The chart will then be placed back into your library of scanned images in the "Chart Scanner" section of the software, ready to be re-analysed and allocated to the correct driver, vehicle etc.

The amendments can then be done by double clicking on the chart in the list, filling in the details at the top of the screen and then by re-auditing the chart. The correct information will then be sent to the Tachomaster website.