

Tachomaster User Guide

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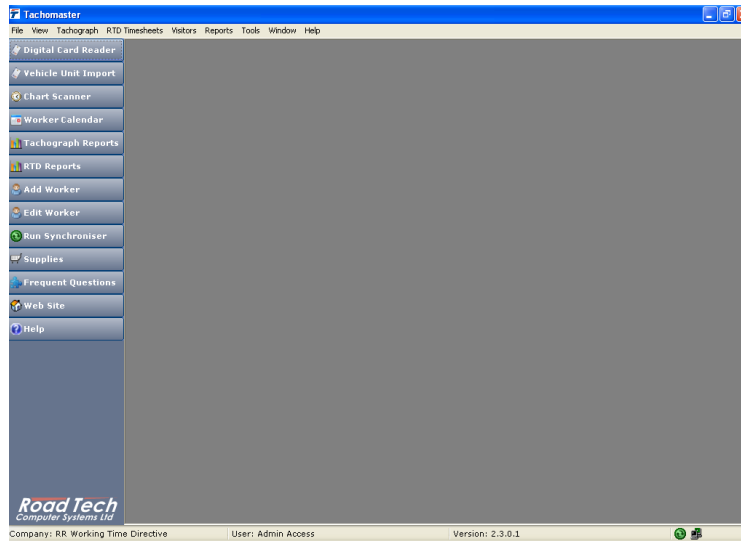
To enter the Tachomaster product double click the “Tachomaster” icon on your computer desktop



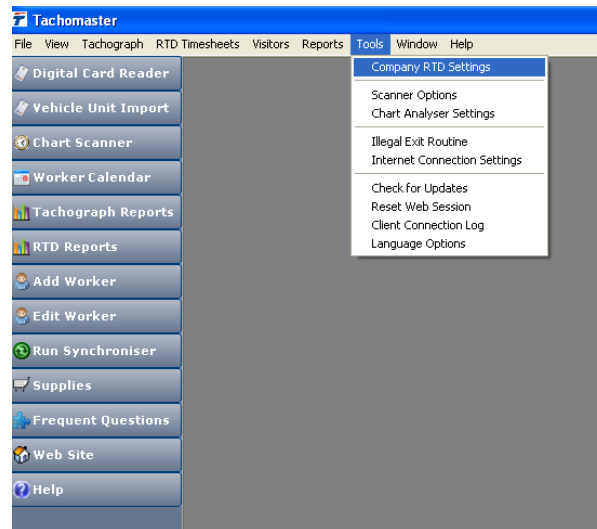
Enter your User Name and Password when prompted



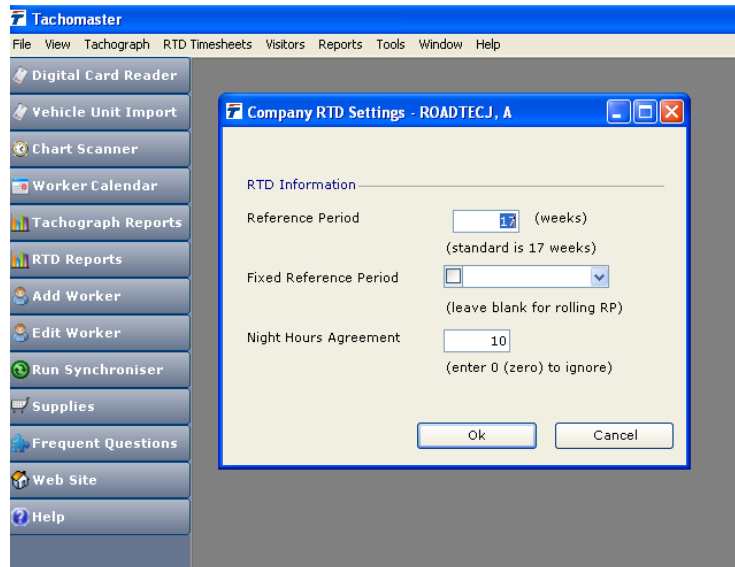
The home page for the software will then appear on screen.



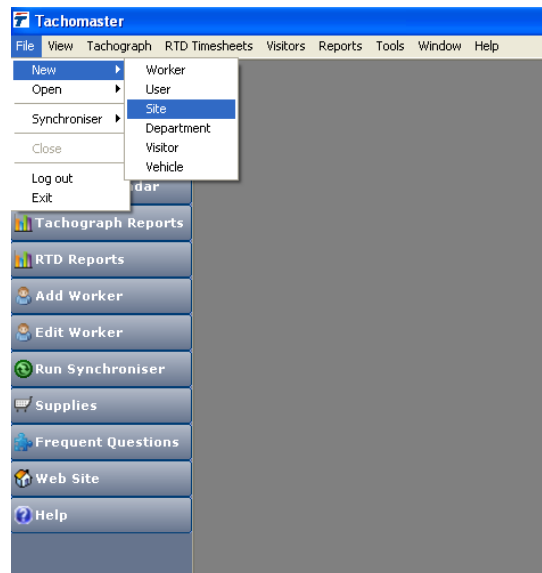
To enter Company Working Time Directive information select “Tools” and then select “Company RTD Settings”



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”



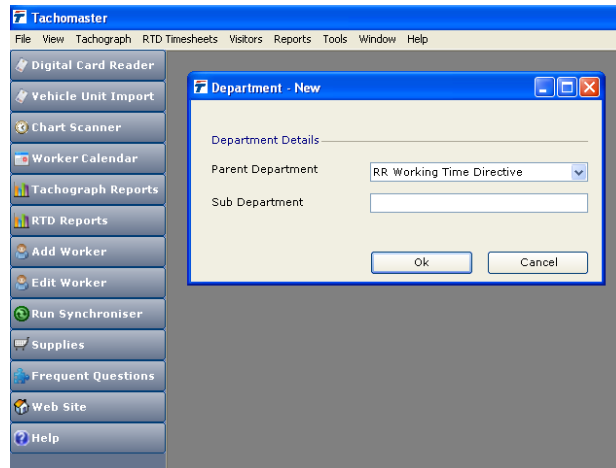
Enter the information required into the text box and then click “OK”

The screenshot displays the Tachomaster software interface. On the left is a vertical menu with buttons for: Digital Card Reader, Vehicle Unit Import, Chart Scanner, Worker Calendar, Tachograph Reports, RTD Reports, Add Worker, Edit Worker, Run Synchroniser, Supplies, Frequent Questions, Web Site, and Help. The main window has a menu bar with: File, View, Tachograph, RTD Timesheets, Visitors, Reports, Tools, Window, and Help. A 'Site - New' dialog box is open, containing the following fields:

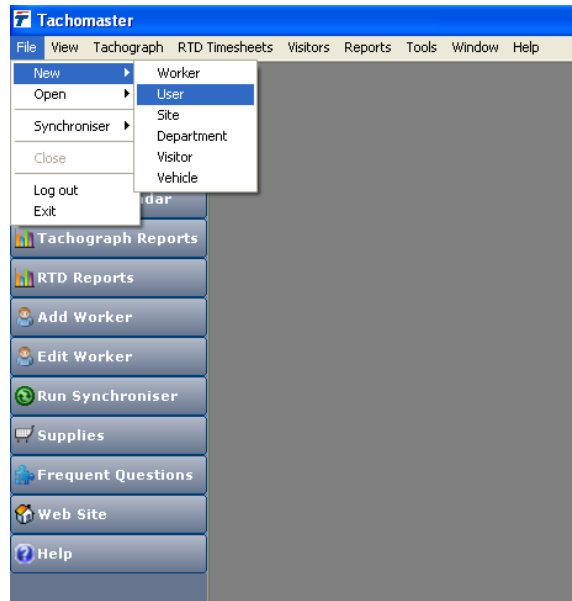
- Site Details**
 - Site No:
 - Name:
- Address**
 - Address 1:
 - Address 2:
 - Address 3:
 - Town:
 - County:
 - Post Code:
 - Country:
- Other Details**
 - CPC Holder:
 - CPC Holder Email:
 - Account Centre:
 - FMS Centre:

At the bottom of the dialog box are 'Ok' and 'Cancel' buttons.

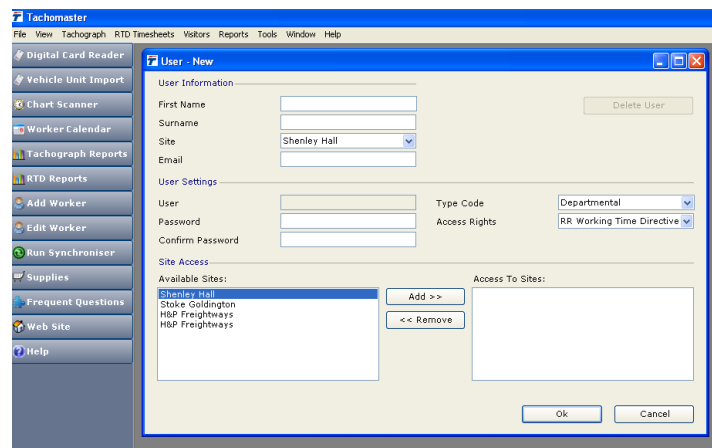
A site can be sub divided into multiple departments (If required), to utilise this option click “File”, “New” and then “Department”.



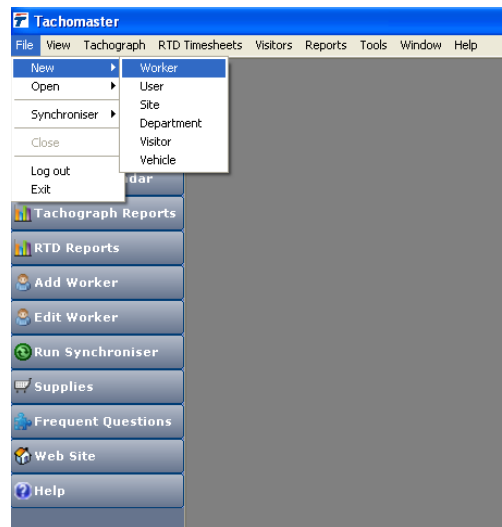
To create a User on the system click on “File, “New” and then “User”



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).



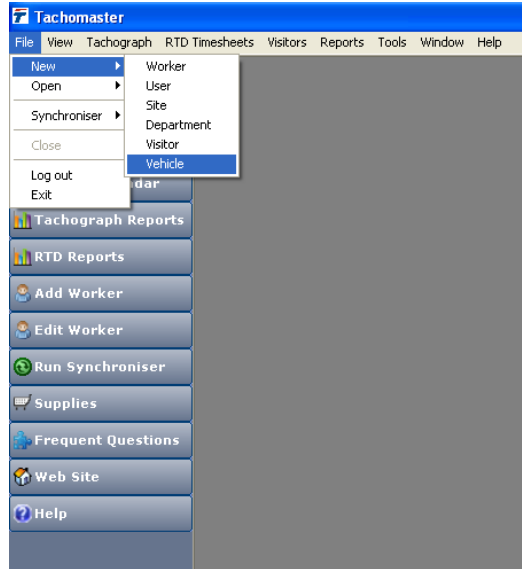
To create Drivers/Workers click “File”, “New” and then “Worker” (Please note that if a driver has a digital tachograph card then this information will be created automatically the first time his/her card is put into the card reader).



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.

The screenshot shows the 'Worker - New' dialog box. It contains several sections: 'Worker Details' with fields for First Name, Surname, Date of Birth, Department, Site, Email, and Employee Number; 'WTD Information' with fields for Reference Period (RP) and Fixed RP Start; and 'Worker Type' with checkboxes for 'Is this worker MOBILE?', 'Is this worker subject to the EU Drivers Regulations?', 'Will this worker be required to work NIGHTS?', 'Does this worker handle HAZARDOUS materials?', and 'Does this worker drive a PASSENGER VEHICLE?'. There are 'Ok' and 'Cancel' buttons at the bottom right.

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



Enter the information required into the text box and then click “OK”

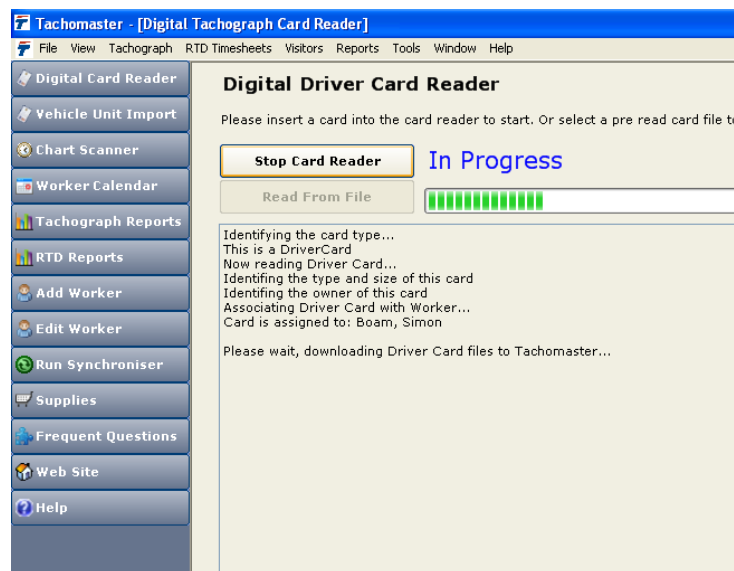
The screenshot shows the 'Vehicle - New' dialog box. It contains two main sections: 'Vehicle Details' and 'Vehicle Maintenance Information'. The 'Vehicle Details' section includes fields for 'Vehicle Code', 'Registration Country' (set to 'United Kingdom'), 'Registration Number', 'VIN', 'Owner Type' (set to 'Fleet'), 'Odometer Type' (set to 'Kilometers'), 'Vehicle Rule' (set to 'EC HGV'), 'Site' (set to 'Shenley Hall'), 'Description', 'Fleet Number', 'Make', 'Model', 'Colour', 'Vehicle Type', 'Tachograph Media' (set to 'Analogue'), and 'Tacho Unit Last Read'. The 'Vehicle Maintenance Information' section includes checkboxes and date fields for 'Next Tax', 'Next Mot', 'Next Inspection', 'Next Service', 'Next Anti Freeze Check', 'Next Tacho Recalibration', 'Next Tacho 2 Year Check', 'Date Acquired', 'Date Sold', 'Engine Number', 'Chassis Number', and 'Ignition Key'. At the bottom right, there are 'Ok' and 'Cancel' buttons.

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.

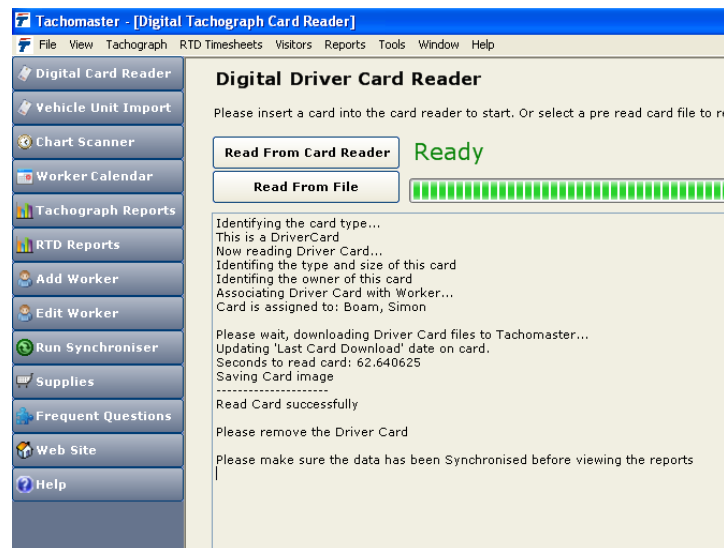
The software will automatically start to download the data from the card. If the driver does not exist on your database it will automatically give you the option of creating him/her.



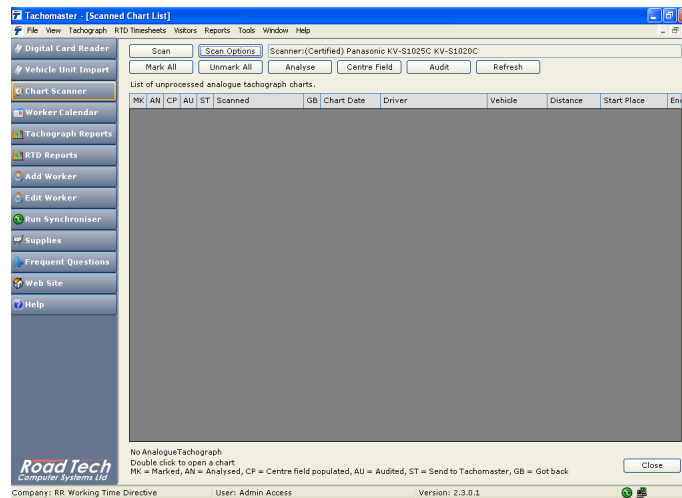
It will take about 60 seconds to download the data from a driver card - during which time a progress bar will be displayed on screen.



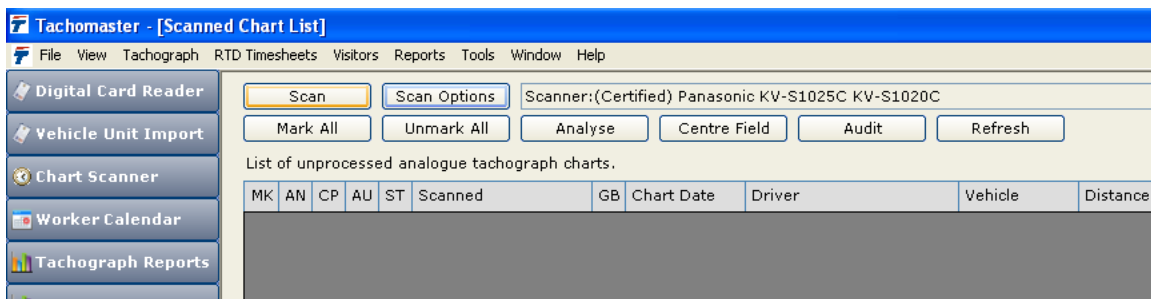
After the card has been read the software will inform the operator that it has been read successfully and the card may then be removed from the reader and returned to the driver.



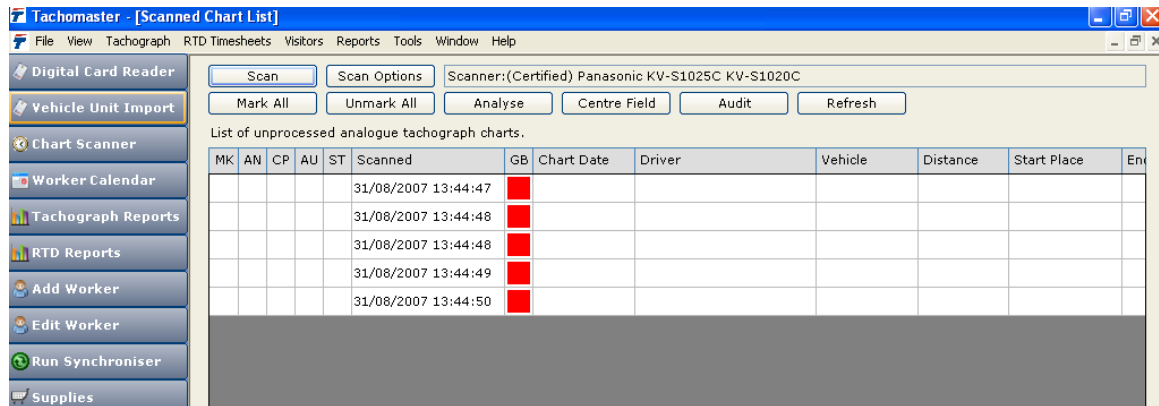
To analyse analogue charts select the 3rd button down “Chart Scanner” place the charts into the feeder on the top of the scanner FACE DOWN.



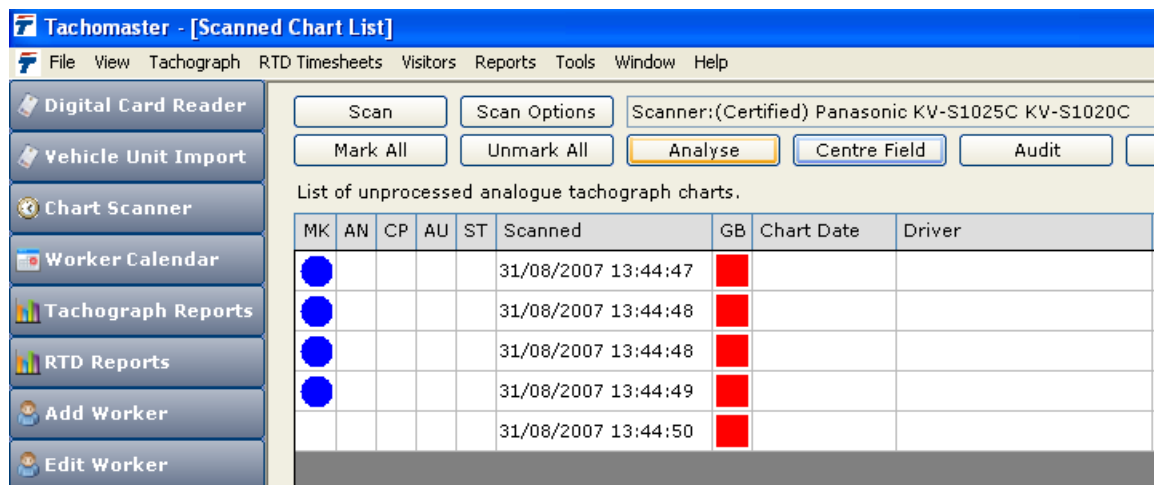
Click the “Scan” button and the scanner will then start to scan the charts, the scanner will take about 1 second per chart.



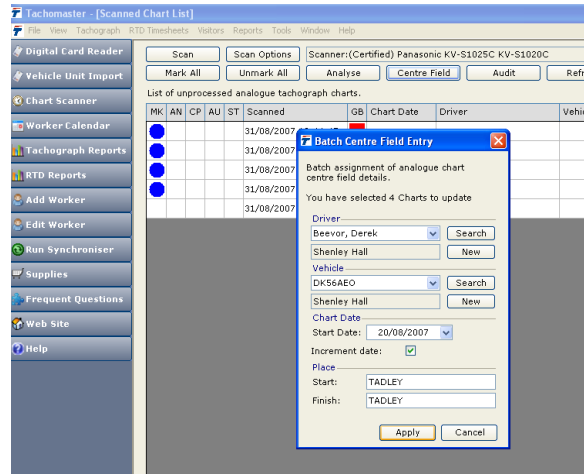
Once the charts have been scanned a list will then appear on screen of the newly scanned images. The charts can then be handed back to the driver straight away, so ensuring he complies with the law.



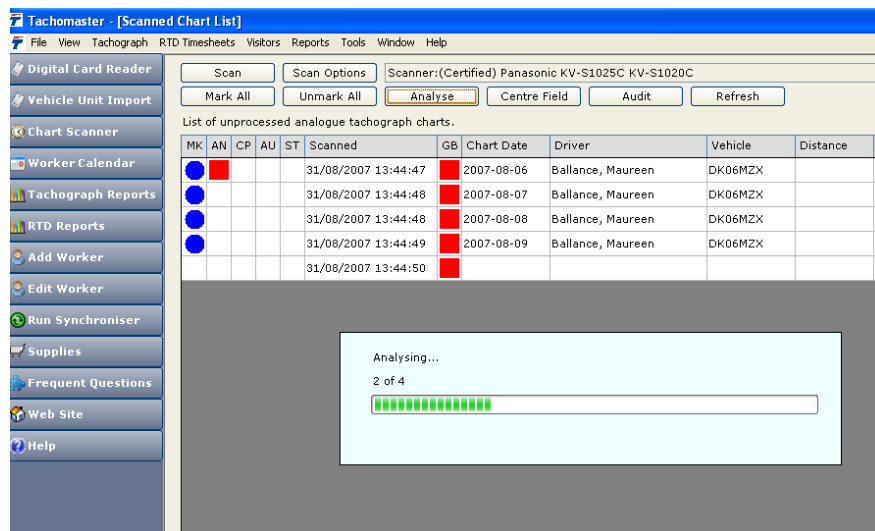
To analyse a batch of charts from one driver using the same vehicle the user must left click the “MK” column on each line of the scanned charts or select the “Mark All” button (This will put a blue bullet into the column).



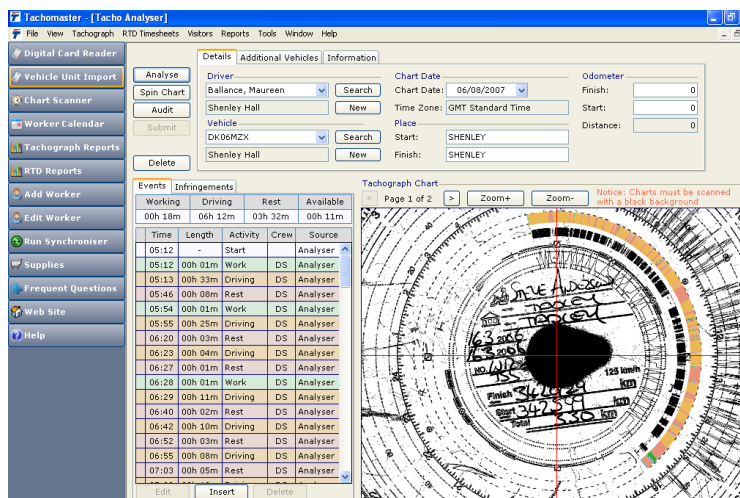
Click on the “Centre Field” button and using the drop down boxes allocate the scanned charts to the same Driver, Vehicle and Start and Finish Place.
 If the charts were scanned in date order then you are able to put the date of the first chart in the “Start Date” field and tick the “Increment Date” box and the software will automatically date each chart.



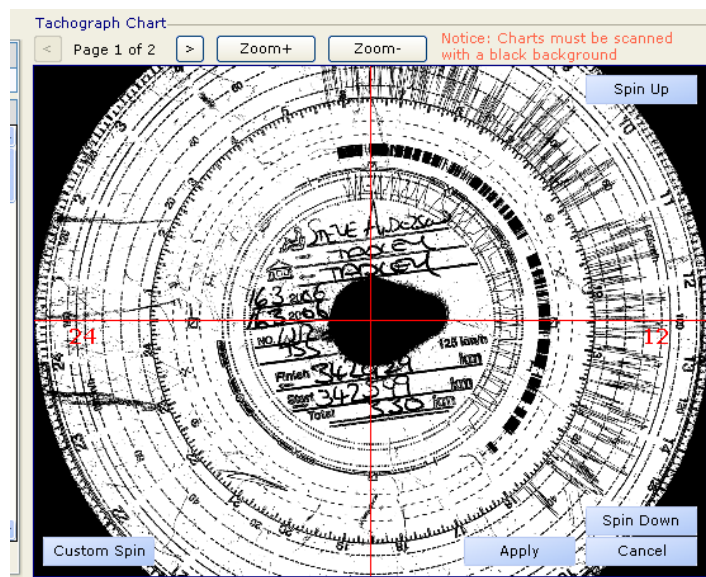
With the blue bullet in the “MK” column then click on the “Analyse” button and the software will then analyse each chart automatically for the user.



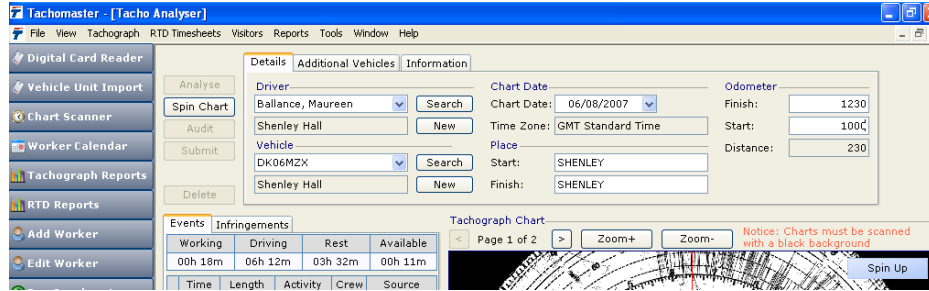
If “none computer” readable charts have been used the software will still do the analysis for you however, you may have to make some minor adjustments to do this double click on each chart in the list and this will then bring up that chart image. Click on the “Spin Chart” button.



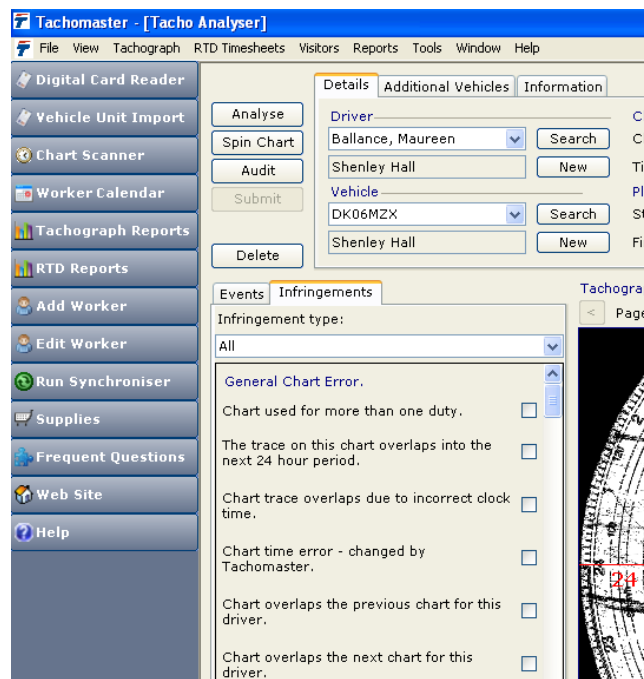
The user will then be able to spin the chart “Up” or “Down” once the 24 and 12 on the chart is in line with the red horizontal line overlaying the chart click the “Apply” button which will adjust the times accordingly.



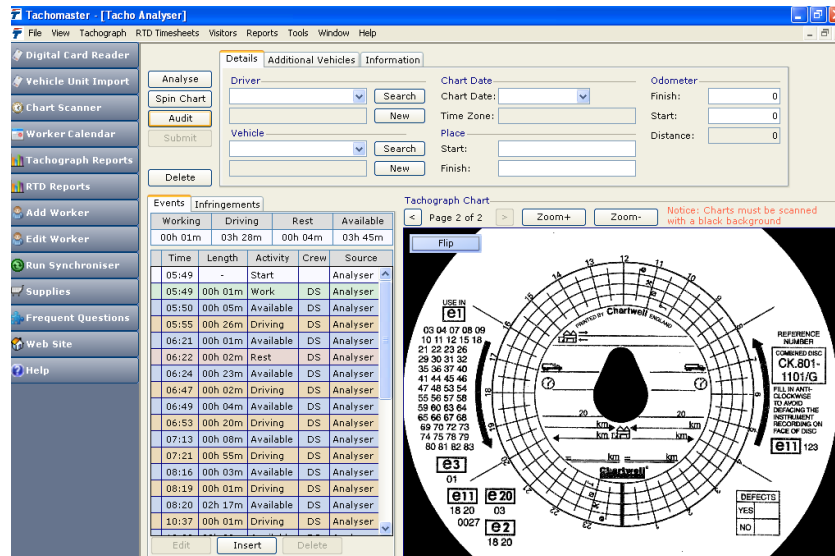
At this point the user may want to enter the start and finish odometer reading.



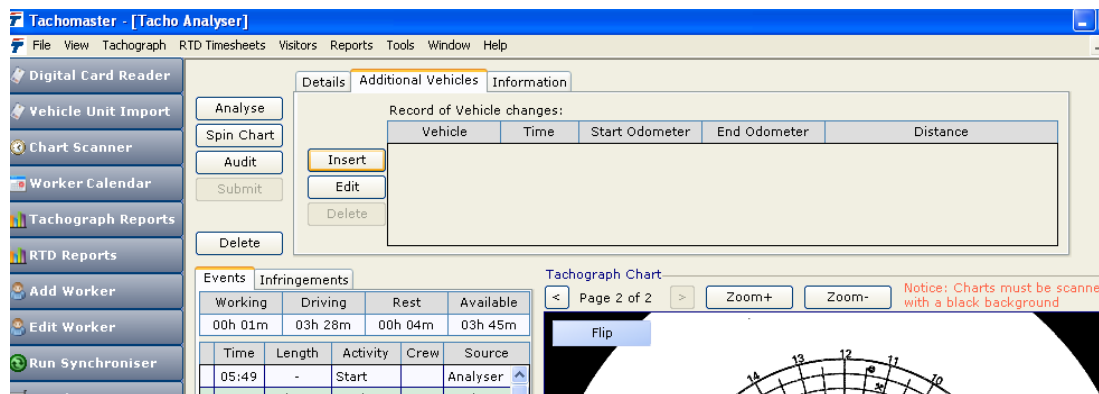
If the user notices any manual infringements on the chart then they can be recorded by clicking the “Infringements” tab and selecting the particular infringement from a pre determined list just by ticking a box.



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.

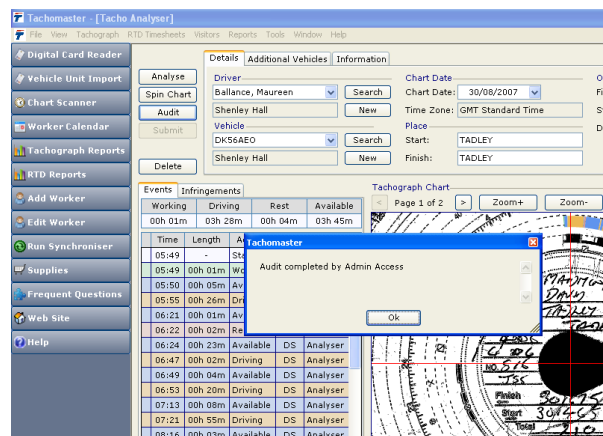


If a driver has recorded that he/she has driven more than one vehicle, this information can be recorded by clicking the “Additional Vehicle” tab at the top of the screen and then clicking “Insert”.

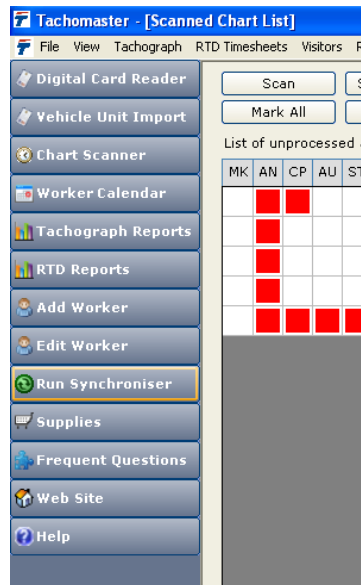


Once the user is happy that all the centre field information has been populated the final stage is to “Audit” the chart, this process ensures that the user has not inadvertently scanned, and trying to analyse the same chart twice. This operation is completed by clicking the “Audit” button.

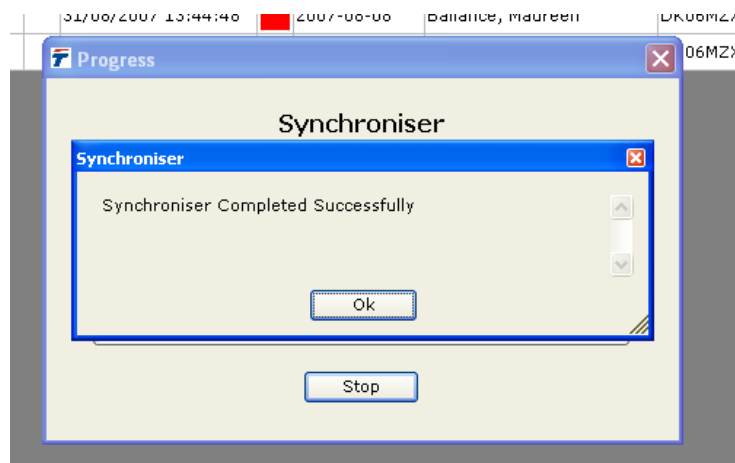
A message will then be returned “Audit complete by Admin Access”



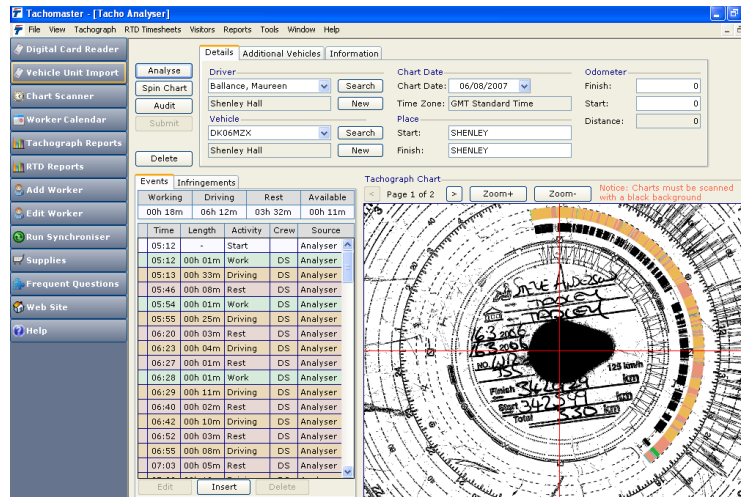
As all chart scanning and analysis and all card reading is done locally and reporting is web based at some point the data on your local PC needs to be synchronised with Tachomasters servers. This can happen automatically in the background or can be done manually by the user. At any time a user just needs to click the “Run Synchroniser” button



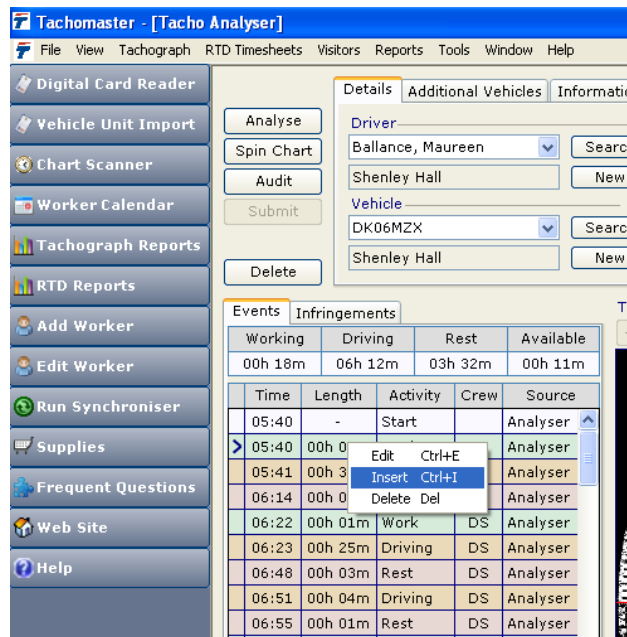
Once synchronisation has taken place the user will see the following message.



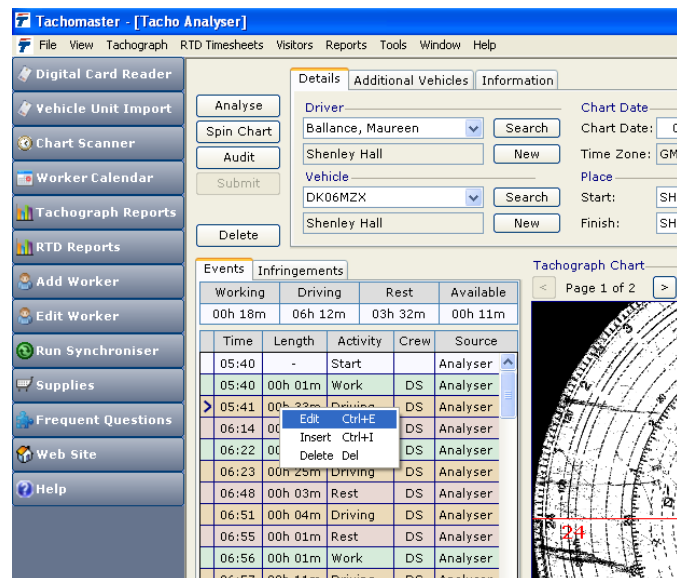
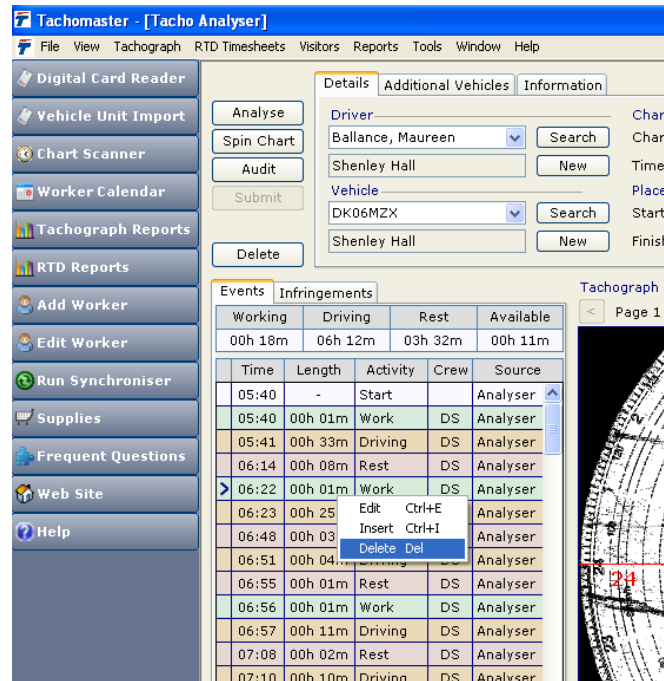
Charts can also be analysed individually by double clicking a single chart from the Scanned Chart list and then clicking on the “Analyse” button within each chart. It is at this point that center field information can also be added by completing the fields at the top of the screen.



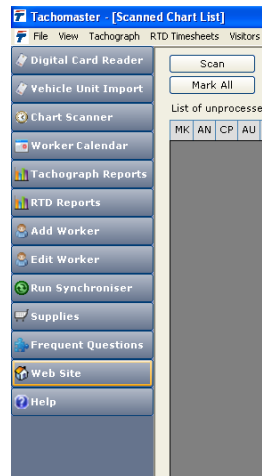
If a driver has added any manual events to the tachograph chart these can be added by right clicking at the relevant time in the activities list and then selecting “Insert” and then adding the event and time.



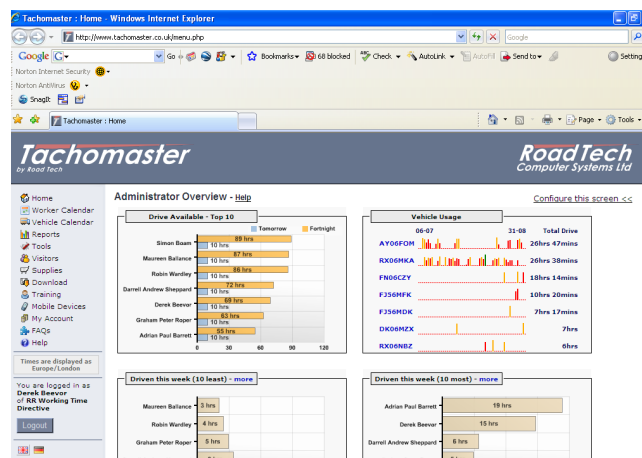
Before synchronisation an event can also be manually deleted or edited from a chart by right clicking the event in the events list and by then selecting
“Delete” or “Edit”



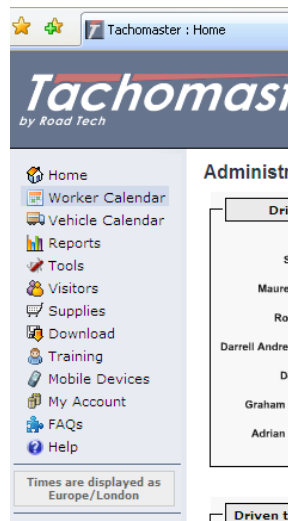
To access the website for reporting purposes click on the “Web Site” Button on the software.



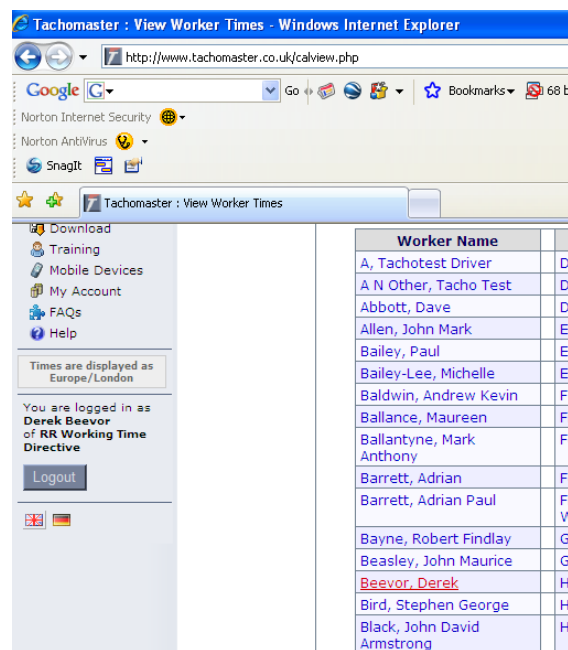
The reporting for Tachomaster is all web based and the user name and password that are used for the local Tachomaster application can also be used on the web based system.



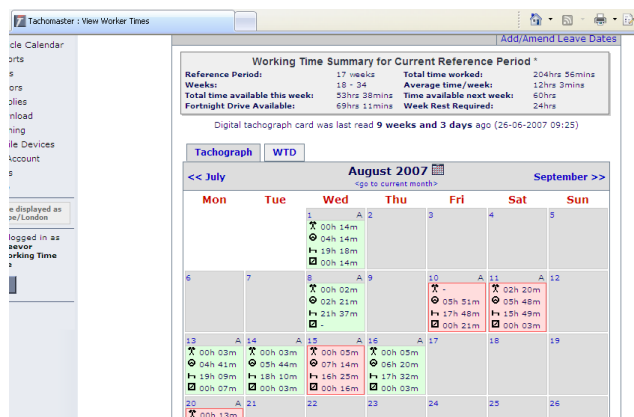
To View a workers activities click on the “Worker Calendar” button on the left hand side.



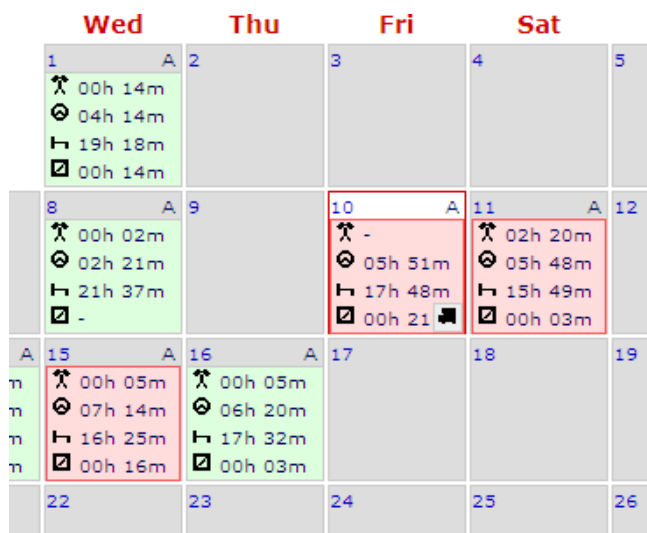
Then choose the worker required from the drop down list, or from the full list of drivers displayed on the screen.



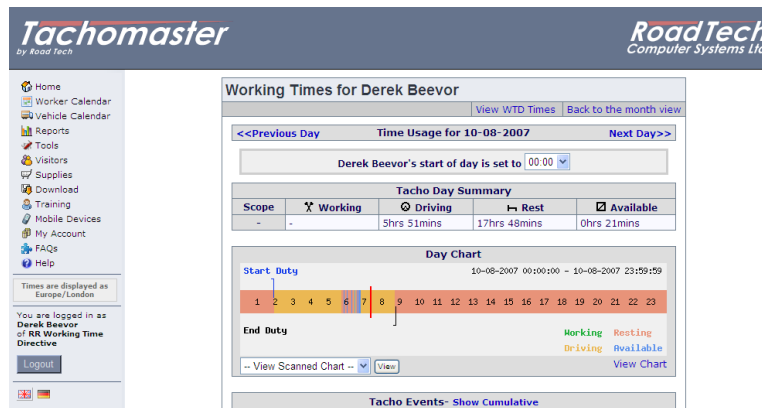
This will then display the current month for your chosen driver. At the top of the screen is a summary of the drivers Working Time Directive information. The main calendar view is a summary of each day for Tachograph information. The days are colour coded to show “Green” day as having now infringements and “Red” days as having infringements.



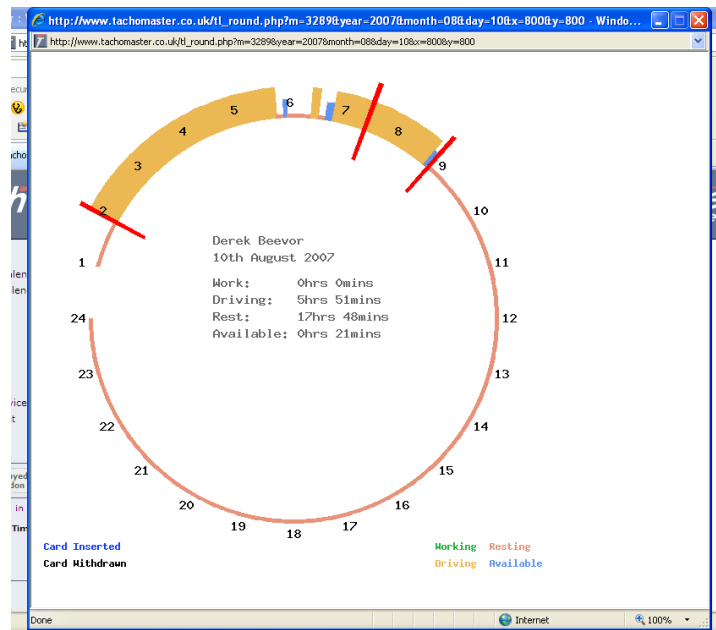
To view the information in more detail, click on the day of your choice.



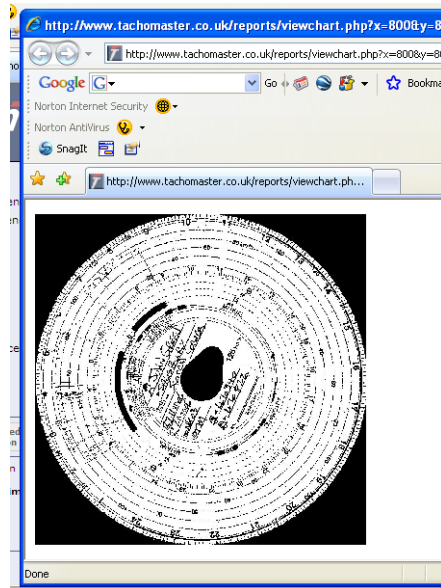
This will then show a daily summary of driving at the top of the screen in text form and a colour coded bar chart of activities underneath that.



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)	

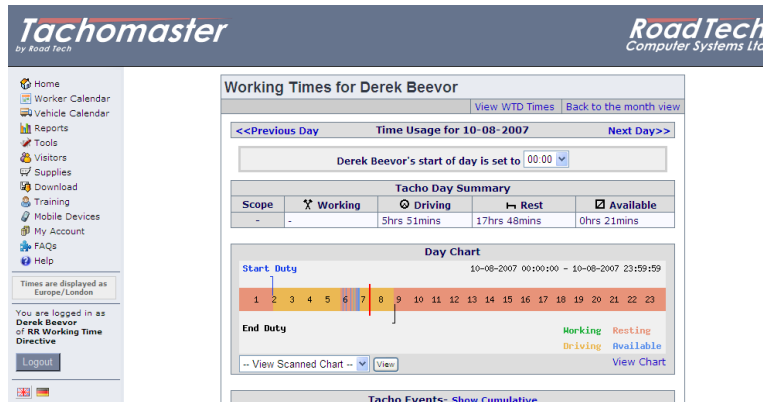
If an infringement has been recorded, you can click on the infringement line and the activities leading up to the infringement are displayed on screen.



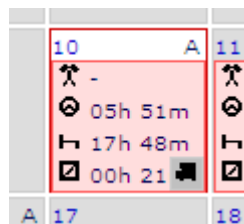
Click on the “More” button to see a detailed explanation of the infringement!



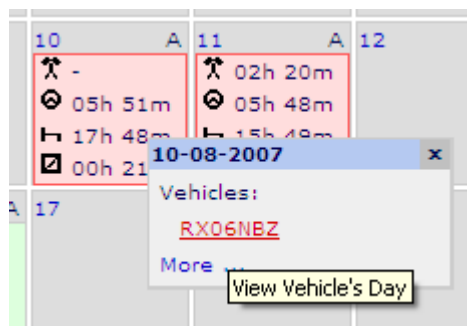
To go back to the calendar view click on the “Back to the month view” at the top right hand side of the screen.



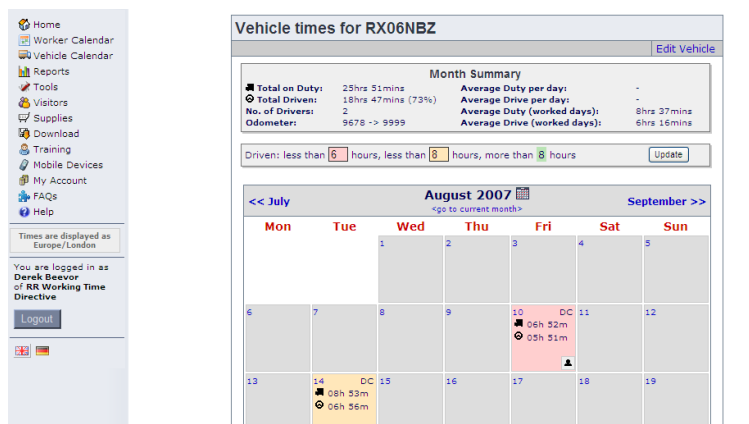
When the cursor hovers over a specific day on the calendar view, a small truck symbol will appear on the bottom right hand corner of the highlighted box.



Click on the truck symbol, this will then show the vehicle or vehicles that the driver has used.



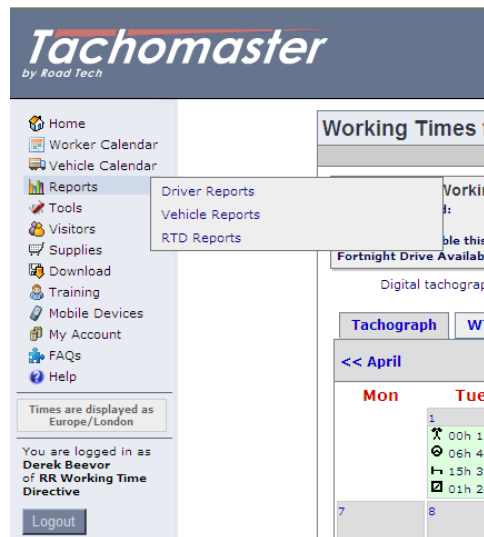
If you then click on the underlined vehicle registration number, this will then take the user into a “Vehicle Calendar”. This will then show vehicle usage. This report can also be accessed by clicking on the “Vehicle Calendar” button on the left hand side of the screen and by selecting the required vehicle from the list provided.



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.

<<Previous Day		Time Usage for 03-05-2007			Next Day>>	
Event		From	To	Event Length	Cumulative Working Time	Method
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.



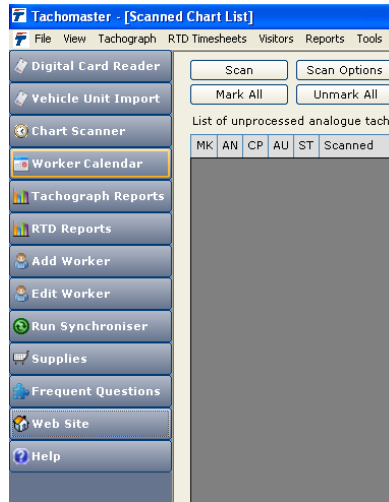
Select your required report.

<div> Reports Tools Visitors Supplies Download Training Mobile Devices My Account FAQs Help </div> <div> Times are displayed as Europe/London </div> <div> You are logged in as Derek Beevor of RR Working Time Directive </div> <div> Logout </div> <div> </div>	<ol style="list-style-type: none"> Management Report This report displays a breakdown of workers by site, showing number of T Hours, Working Time and speeding infringements. Driver Utilisation This report shows the average hours spent driving for workers from each is selected it will show the hours driving for each worker, showing how w they are. The report will display a week from the selected date. Driver Infringement List This report will display a list of infringements found in the period you selec show the driver and the date and time that it happened. Infringements By Driver This report will generate a report containing a breakdown of workers that infringements over the period you specify and the infringements they incu Infringement Letters This report will generate a pdf file containing letters to any workers that h infringements over the period you specify. EU Infringement Table This report displays a table of all workers and how many of each type of ii they have incurred.
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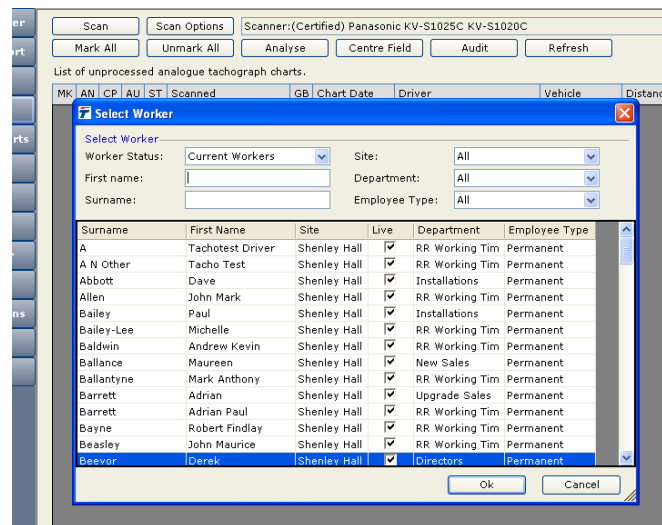
All reports are generated by entering the desired criteria into the selection boxes.
Then click on “View report”
(Please make sure that your system allows pop ups from the site).

The screenshot displays the Tachomaster web application interface. The header features the 'Tachomaster by Road Tech' logo on the left and the 'Road Tech Computer Systems' logo on the right. A left-hand navigation menu includes links for Home, Worker Calendar, Vehicle Calendar, Reports, Tools, Visitors, Supplies, Download, Training, Mobile Devices, My Account, FAQs, and Help. Below this menu, it indicates the user is logged in as 'Derek Beevor of RR Working Time Directive' and provides a 'Logout' button. The main content area is titled 'Driver Infringement List'. It includes a dropdown menu for 'Available Reports' currently set to 'Driver Infringement List'. A descriptive text states: 'This report will display a list of infringements found in the period you select. It will show the driver and the date and time that it happened. Select a date range, site and employee type and click 'Show Report'.' Below this, there are three selection sections: 'Date Range' with 'From' and 'To' date pickers (format dd/mm/yyyy), 'Site' with a dropdown menu currently showing '-- All --', and 'Employee Type' with a dropdown menu also showing '-- All --'. A 'View Report' button is positioned at the bottom of these selection fields.

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.

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
		1 A X 00h 14m O 04h 14m T 19h 18m Z 00h 14m	2	3	4	5
6	7	8 A X 00h 02m O 02h 21m T 21h 37m Z -	9	10 A X - O 05h 51m T 17h 48m Z 00h 21m	11 A X 02h 20m O 05h 48m T 15h 49m Z 00h 03m	12
13 A X 00h 03m O 04h 41m T 19h 09m Z 00h 07m	14 A X 00h 03m O 05h 44m T 18h 10m Z 00h 03m	15 A X 00h 05m O 07h 14m T 16h 25m Z 00h 16m	16 A X 00h 05m O 06h 20m T 17h 32m Z 00h 03m	17	18	19
20 A X 00h 13m O 06h 07m T 17h 31m Z 00h 09m	21	22	23	24	25	26
27 A X 00h 13m O 06h 08m	28	29	30 A X 00h 03m O 07h 00m	31 A X 00h 01m O 01h 34m		

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

Start Work

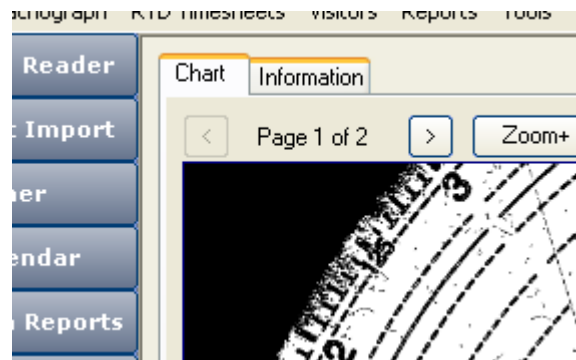
1 2 3 4 5 6 7

Stop Work

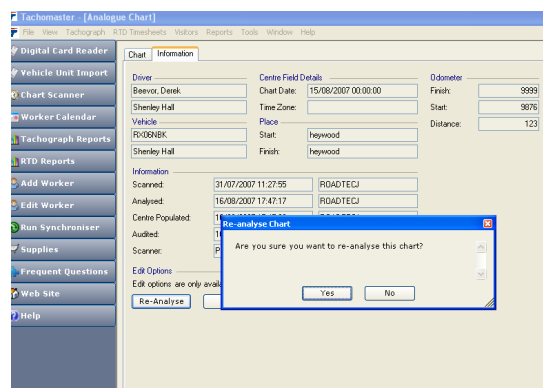
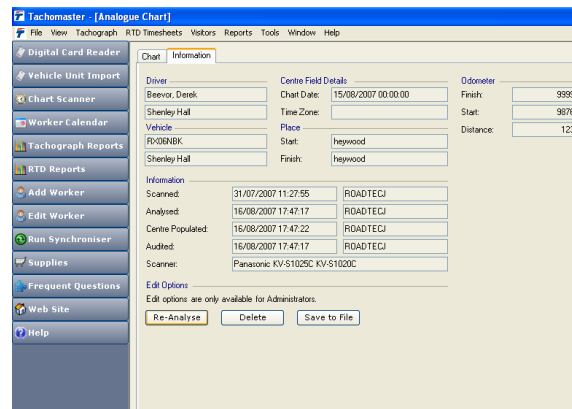
Analogue chart (555208)

At Time	Length	
01:00	04h 53m	Rest

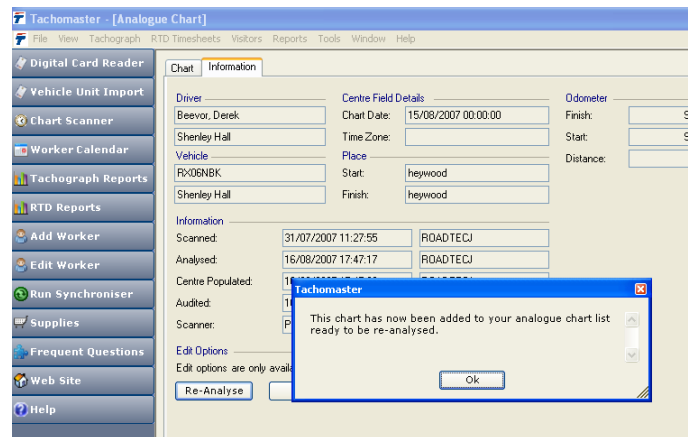
This will then bring up the image of the chart. Select the “Information Tab” at the top left hand corner.



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.

