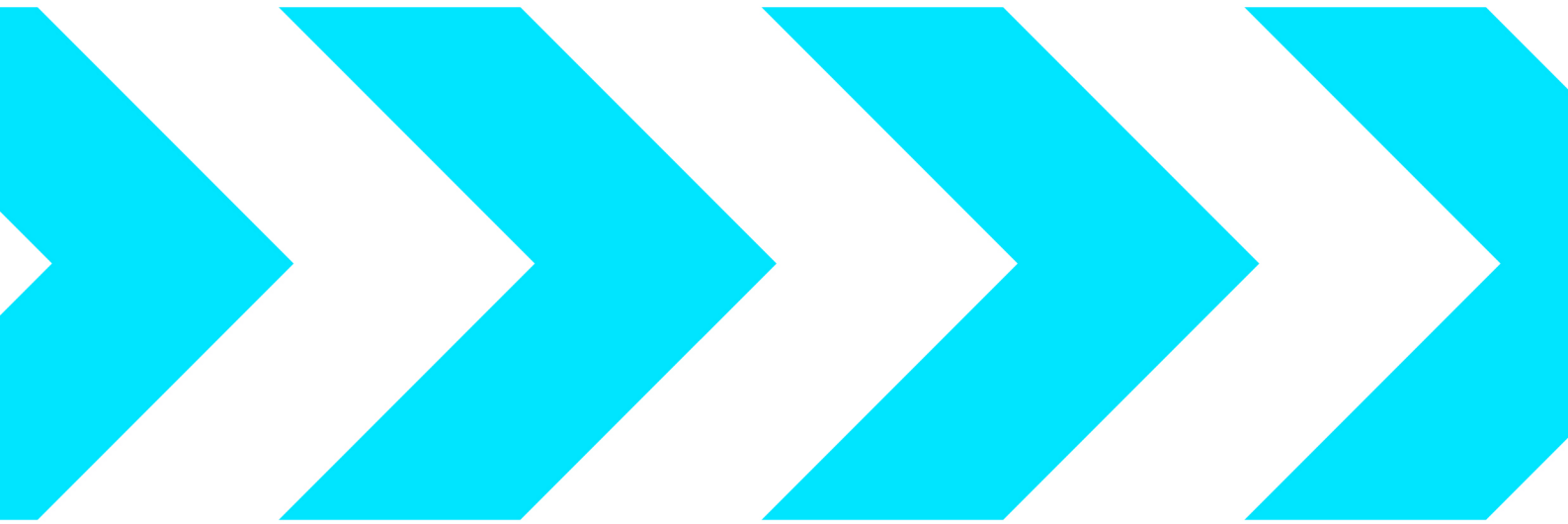
Tachoscan Control / EUROWAG

User manual

Version: 7.2.4



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TachoScan Control

User manual

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Table of Contents

1. About the TachoScan program

Version: 7.2.4

The TachoScan Control program is designed for the analysis of the tachograph recording discs. It enables the analysis of the data recorded on discs, the control of the drivers' working time, generating of the summing up and comparing reports. It also makes it possible to archive the data read from diagrams as well as the data of drivers, vehicles and companies. The program enables working with many companies stored in the database that may be available on LAN, which makes it possible to work with one database at many computer workstations.

*For the **Expert license**, some functions related to the import and export of data, statistics and control protocols were disabled. A new nomenclature was added: 'survey' instead of 'control' and 'user' instead of 'inspector.'*

2. Minimum requirements

The below configuration presents minimal hardware requirements which must be met to enable regular work with the program TachoScan:

- operating system: Windows® 10, Windows® 11;
  + all updates for each system available from Windows Update;
- a computer with the processor of **1 GHz**;
- **2 GB** of available RAM;
- USB socket and additional USB for each device (e.g. smart card reader);
- the LPT port (optionally another USB port + purchase of the USB hardware key);
- VDU resolution of **1280 x 768**;
- a scanner for scanning discs (the INELO company recommends the scanner Canon LiDE 70, LiDE 100 or LiDE 200, Plustek SmartOffice PS283);
- either the smart card reader and the cable to a tachograph or one of the following digital reading devices: **TachoCard Reader**, **TachoReader Basic**, **TachoReader Combo Plus**, Optac, DownloadKey, TachoDrive.

It is advised to use a scanner accepted by the INELO company.

3. Installation

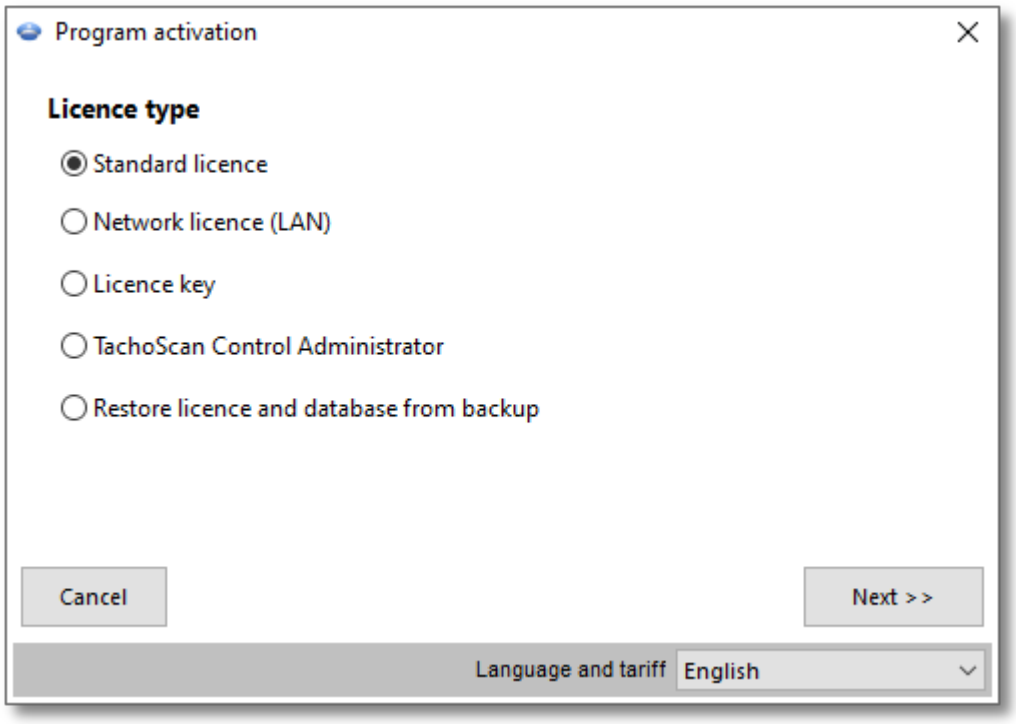
To carry out the installation you should start the installation program. Later, you should perform the activities suggested by the installation program, pressing **[Next >]**. If the target directory is not changed, the program will be installed in the default location:

C:\Program Files\PC NET SERVICE\TachoScan Control.

The program does not work if the printer is not installed in the system. It is necessary in such a case to install any printer from the list given by the Windows® installer – there may be Windows® installation disk necessary.

If you have problems connecting the equipment provided with the software (e.g. driver card reader), you will need to install the appropriate drivers.

4. Program activation



If you have the license key

Network license dongle
If a network license dongle was attached to the program (specially marked): 1. Contact the system administrator (IT specialist) to obtain the IP address of the computer to which the network dongle is plugged. 2. Connect your computer to the local network.

3. Launch TachoScan Control - in **Program activation** window select: **Licence key** -> Next.
4. In **Use specific address** field, enter the IP address of the computer with the network dongle plugged in (fig. below) - click OK.

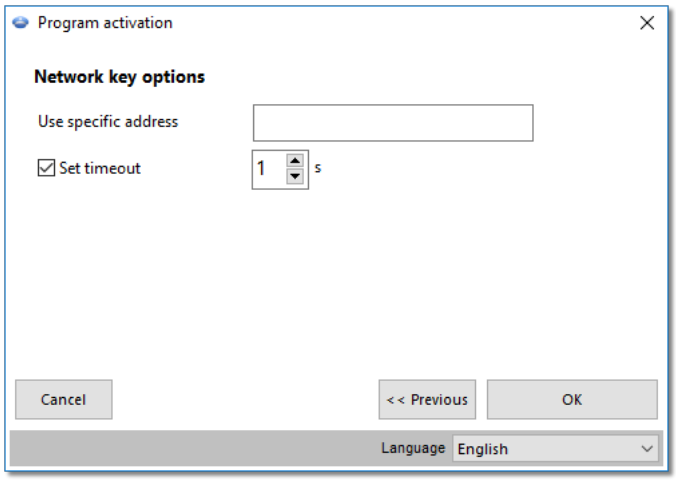
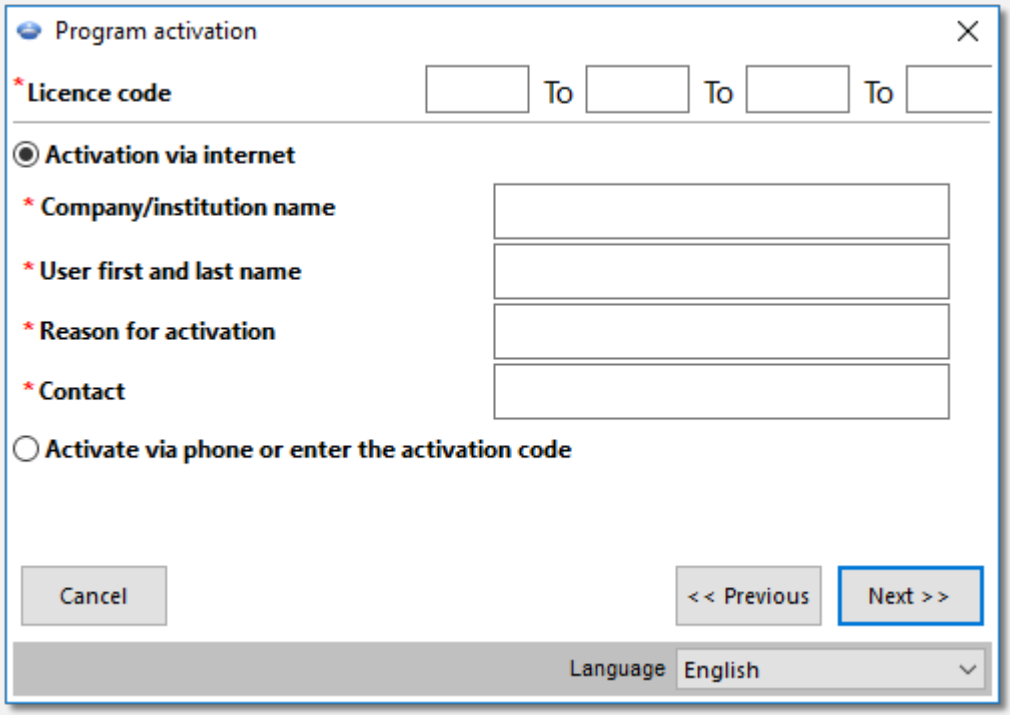


Fig. Configuration window for accessing the network dongle.

If you DO NOT HAVE the license key



The program can be activated in two ways:

Activation via the Internet

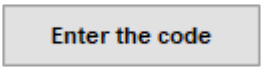
1. Run TachoScan Control program - in **Program activation** window select : **Standard licence -> Next**
2. Select **Activation via internet**.
3. Fill in all fields - license code is written on the certificate attached to the program.
4. Click Next >>.
5. The program will be activated automatically.

Activation by phone or entering the activation code

1. Run TachoScan Control program - in **Program activation** window select **Standard licence -> Next**
2. Select **Activate via phone or enter the activation code**.
3. Click Next >>.

4. Enter **Licence number** and **Licence code** - written on the certificate attached to the program.
5. Email or call (email address and phone no. is given in "Contact" field) the software service to obtain an **activation code** (if you know your activation code - enter it).

*You will be prompted by the service to provide the **Workstation code and the License code** that is displayed in the **Program activation** window*

6. Enter the obtained code into **Enter the activation code** field.
7. Click 

.
8. The program is activated.

If you have a network license (LAN)

1. Launch TachoScan Control - in the **Program activation** window select: **Network licence (LAN) -> Next**
2. Before starting the program, you must install the SQL Server® database server.

Microsoft® SQL Server® installation

Available only for LAN license

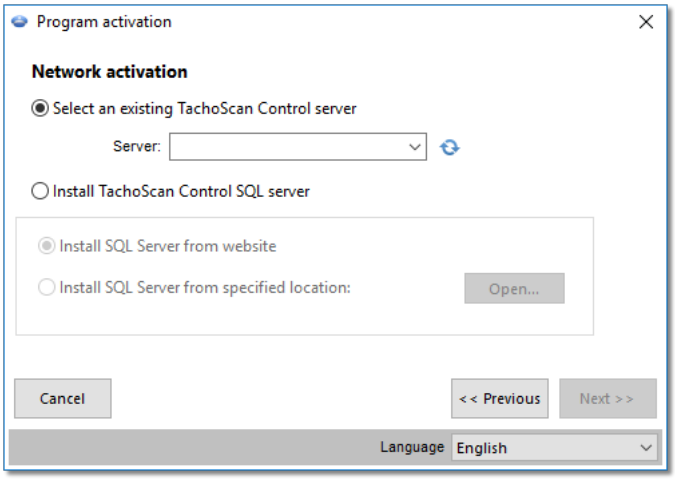


Fig. The SQL Server installation window.

The server can be installed or selected according to the following options:

1. Select an existing TachoScan Control server
   Allows to establish a connection to an existing TachoScan Control database.
   The server can be selected from the list after it has been refreshed or simply enter the path.

> *The TachoScan Control database can be connected to the **Microsoft® SQL Server® 2014** or higher.*
>
> *If the desired address is not on the server list, make sure that the computer-server communications are enabled on the following ports: (default) **1433**, **1434** in **UDP** protocol;*
>
> *After installing the TachoScan Control server, **DO NOT** change the computer name.*

After installing / connecting to the server, TachoScan Control will be launched automatically

2. Install TachoScan Control SQL server

- Install SQL Server from website
  The installer will be downloaded from the internet - after downloading, the installation process will start automatically.
- Install SQL Server from specified location:
  The installer will be downloaded from the internet - after downloading, the installation process will start automatically.
  Open... - click to select the installer file:
  - for a 64-bit system: required file name: "InstallSQL2014x64_TC.exe" or "InstallSQL2017x64_TC.exe";

- for a 32-bit system: required file name: "InstallSQL2014_TC.exe" or "InstallSQL2017_TC.exe";

Limitations of SQL Server™ 2014 Express database: Microsoft® SQL Server™ 2014 Express *for Windows Server® 2008 R1 and Windows Server® 2008 R2, Windows® 8.1, Windows® 10, Windows Server® 2012, Windows Server® 2012 R2;*

SQL Server® 2014 express database limitations:
- support for a single physical processor;
- 1 GB of RAM;
- the size of the database: 10 GB.

If the maximum database size (10GB) is not sufficient, you need to purchase the latest commercial version of Microsoft® SQL Server®.

If the application is started on Windows® Server system, the local license key (TASP) is not supported.

When installation is finished you have to reboot your computer.

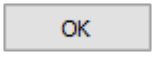
Transferring a license to another computer

To transfer the program to another computer:

1. Make sure that you have the possibility to activate the program on the computer onto which you are transferring the program.

Both computers must be connected to the Internet.

In case of problems please contact the software "service".

2. **The old computer**:
   - set the directory where the checks are to be exported
     - in "Controls menu"  select: Set directories
     - select the export directory;
     - click  ;
   - Export all or selected controls:
     - in "Controls menu"  select: Export selected controls;
     - in the new window, select: Standard export and Export entire control.

- select controls and click OK;
- Copy the Export directory (for example:"C:\Users\User_Name\Documents\Controls\") along with the content to any external media;
- deactivate the program, selecting Program deactivation from: "Help" menu.

3. **The new computer**:
   - install the program: TachoScan Control - minimum version: 2.0.1;
   - activate the program;
   - Log in as an administrator (default password: "admin");
   - set the directory where the checks are to be imported

     in "Controls menu"  select: Set directories
     - select the import directory;
     - click OK;
   - import a control:
     - connect the external media on which the exported check was saved
     - from **Control** menu, select: **Archives** -> **Import controls**
     - select the location of the exported control and click **OK**
   - The program is ready to work.

Restore licence and database from backup

In order to transfer the program and all the controls to another computer:

1. Make sure you are able to activate the program on the computer you are transferring the program to,

> *Both computers must have access to the Internet.*
>
> *In case of problems, please contact the software service.*

2. In the program activation window, click **Restore licence and database from backup**,
3. Select the previously created zip/7zip file from which you want to transfer the license along with the saved controls.
4. Once the file has been verified, the program will be activated automatically.

5. First launch

After the correct installation, you should check if the scanner or the hardware key are plugged in properly to the computer. Then, you should choose **Programs** from the **Menu Start** and later **Inelo -> TachoScan Control**. You can also start the program using the icon created on the desktop.

During the first launch, you need to "activate the program".

The recommended parameters for the work with the program are the following:

- VDU settings: resolution – **1280 x 768**,
- scanning settings (menu "Program settings"):
  - resolution 300 dpi,
  - brightness "-20",
  - color – "black – white"

If the program does not start, you should first look for a cause in "Help" (see "Troubleshooting" topic for more). If it does not help you, contact the service of INELO Polska Sp. z o.o..

6. Logging into the program

Before you start to work with the program you should log in first. To log in, select the appropriate user icon on the login screen, and then enter password, if required.

Expert license:

The first login is made using the User account without a form. There is no administrator account - editing can be done from the level of any user. During subsequent logins, the previously logged in user will be selected. Adding a user requires entering only the name and surname (without a password), additionally a check is made whether the entered user already exists in the database.

First login (Administrator)
When you log in for the first time, the program displays the following window:

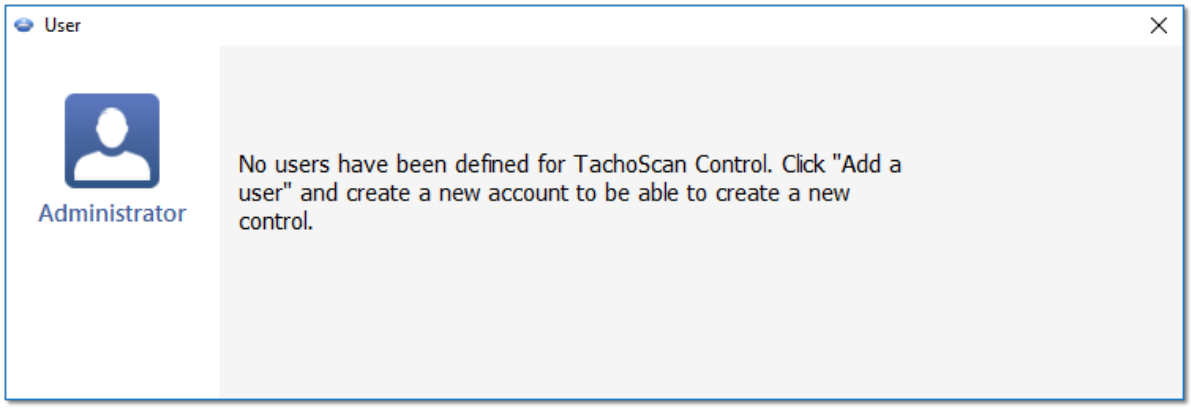
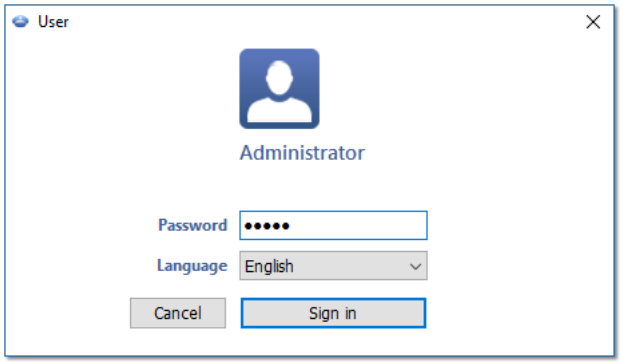


Fig. No user - Message.

in which you need to click on the administrator icon, and then, in the next window:

- fill in the **Password** field (the default password is "admin");
- click Sign in.



Once logging in is successfully completed, the software shall be activated.

New user

When logged in as an administrator, from the control menu, select: **Add a user**.

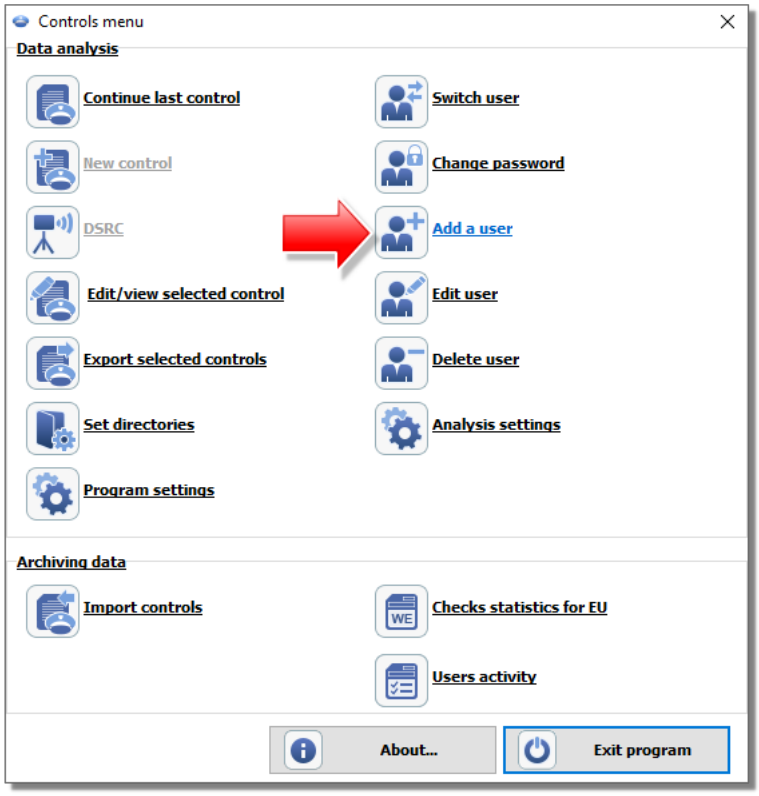


Fig. Administrator control menu.

The program displays the Add User window.

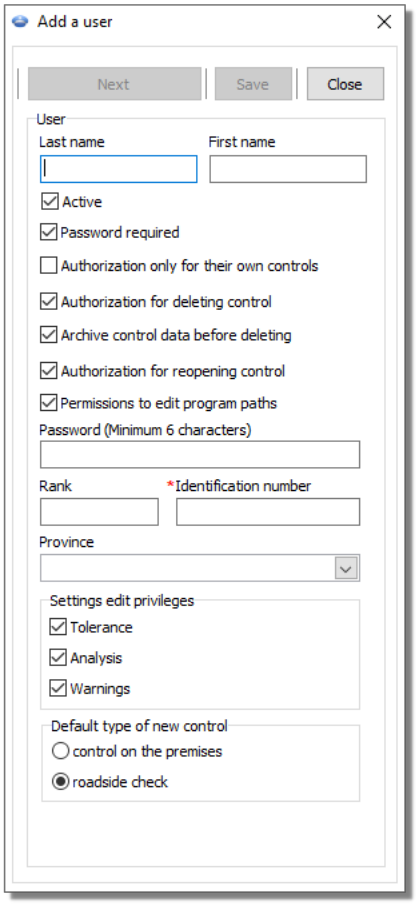


Fig. Administrator - adding a user.

We enter, accordingly (see: "User" -> "Add" topic for more):

- Surname and name;

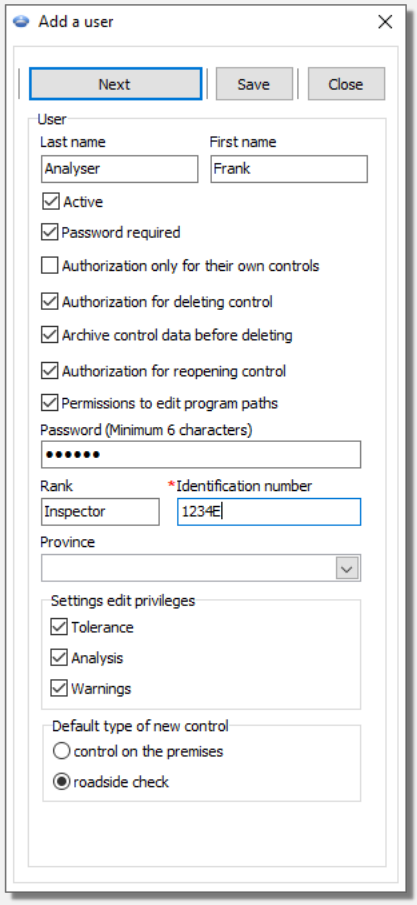
> ***LAN License -*** ☑ ***Domain authentication*** *("Settings" -> "Program settings" menu):*
> *Surname and name (login) of the TachoScan Control user must be the same as the username in the domain.*

- Password required - uncheck this option if you don't want the user to supply a password at login;
- Authorization only for their own controls - if checked, the inspector will see only the checks he/she has set up (significant for LAN licenses);
- Password - if the above-mentioned option is checked;
- Rank;
- Identification number;
- Province - select from the list;
- Settings edit privileges - select the tabs which the user being added or edited can access;

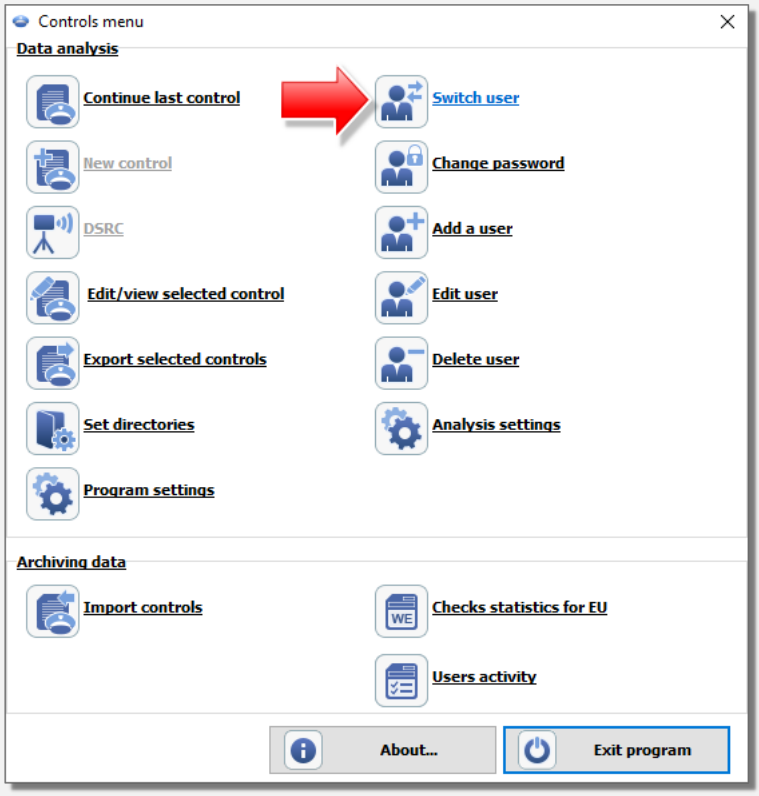
***Exception**:*
Any user, regardless of their permissions, will always have access to the option management: ***After reading the driver card data insert 1-minute work at each place entry*** *("Analysis" tab)*

- Default settings of a new control - select the type of check you want to select when setting up a new check.

Example



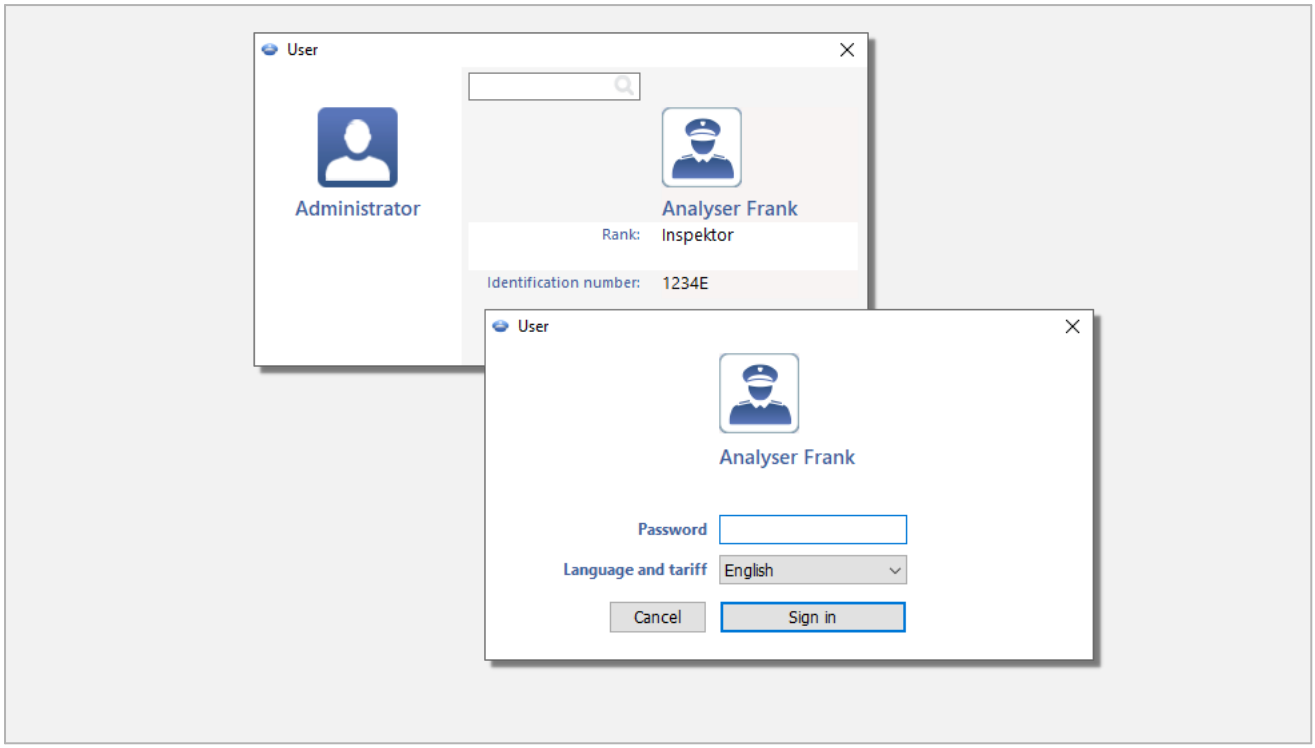
After the foregoing data are completed, press: Save and then Close button.
Then, the **Controls menu** window shall appear, again:



On the list, we click on the option: **Switch user**.

In the new window, click on the inspector icon, and then type your password and click Sign in.

(**Controls menu** window is shown again to allow to add a new check)



7. Program management - administrator

Below are the features, options, and other information to help you manage your program.

1. User management support ("User" menu):
   - Logged users - only for LAN license;
   - Users activity;
   - Report - list of users;
2. Options in settings menu:
   - ("Settings" -> "Program settings" menu) options visible only to the administrator:
     - **Record user activity**;
     - **Delete the user log after**;
     - **Domain authentication**;
     - **After reading the driver card data insert 1-minute work at each place entry** option changes the default setting for an option with the same name in the: "Analysis" tab (see "Program settings" for more).
3. Archiving: controls and source files are stored in the Controls ("C:\Users*User_name*\Documents") directory for each Windows® user using TachoScan Control.
   - How to change the data storage directory?
     - from "Control" menu, select: "Set directories";
     - changes must be made for each Windows® user.

4. Transferring the program to another computer - see "Program activation" topic for a detailed description.
5. TachoScan Control features API (**A**pplication **P**rogramming **I**nterface).
   - The API is available in the **TSC_API.dll** library, the program installation directory ("C:\Program Files (x86)\INELO\TachoScan Control\" by default);
   - A summary of the features offered by API together with their parameters and execution status definitions is located in the header file: **TSC_API_interface.h** (the same directory);
   - the Interface can be used by any application, web service or other tool using C, C++ or possibly C#.

8. Introduction

8.1. How to use Help

In order to make it easier to take advantage of the help section, it has been divided into categories related to main elements of TachoScan Control system. This way one can easily and quickly get to information pertaining to a given topic, without having to look through the entire file. There is a dictionary of phrases used in the program and this help section at the end of the topic list.

1. Markers adopted in help:
   - **Blue** color is reserved for references to windows with yet more detailed information on a given topic.

This table is for warnings and notices that the user should read in order to avoid undesired problems and/or data losses

This table is used to mark practical hints making the program operation easier.

This table is intended to help understand the functioning of TachoScan Control program. It contains examples of calculations, on how to use some specific options and to settle an employee.

2. Some of the topics are grouped by subjects.

To **expand** subject you should click at subject name Or at symbol: " ⊕ ". Double clicking on the same place will **collapse** the expanded text.

Click here to expand or shrink the additional information

You will find here the additional information and answers.

Double clicking on symbol "⊖ " (Or on the next text) will collapse this information.

3. In order to find information on a given issue, you can:
   - select the middle tab named **Search** and type words characteristic for the subject (so-called key-words), then press 

. This will cause that a list of all subject-related topics including the searched name is displayed.

*The program basically finds accurate names – i.e. typing only 'a' letter will cause that only topics with separate standing 'a' letter will be displayed. To find topics with similar words instead of exact ones, you need to use the * sign (asterisk). With this, the program will also display approximate hits.*

Example: A search for **driv*** yields topics with words driver-, drivers-, driving- and so on.

or:

- find the searched word by clicking one of the main categories in the tree on the left and then the suitable sub-category directing to this element.

The option is meant for more experienced users who are already acquainted with basic program structure.

4. Searching the currently opened Help page:

   In order to find a specific information on a long Help page, activate the text search option by clicking the button combination 

. If the search window does not appear, use the mouse left button to click inside the window containing text and then try to use the button combination once again 

.

8.2. Controls menu

The control menu is different for the inspector (user) and for the administrator.

The first time you run this program (no users), you must be logged in as an administrator so that new users can be created (see: "Logging into the program" for more).

Expert license:

The first login is made using the User account without a form. There is no administrator account - editing can be done from the level of any user.
*The nomenclature of "**Expertise**" instead of '"**Control**" was introduced throughout the program.*

Inspector (User)

Upon starting up the program you should select the proper activity from the Controls menu:

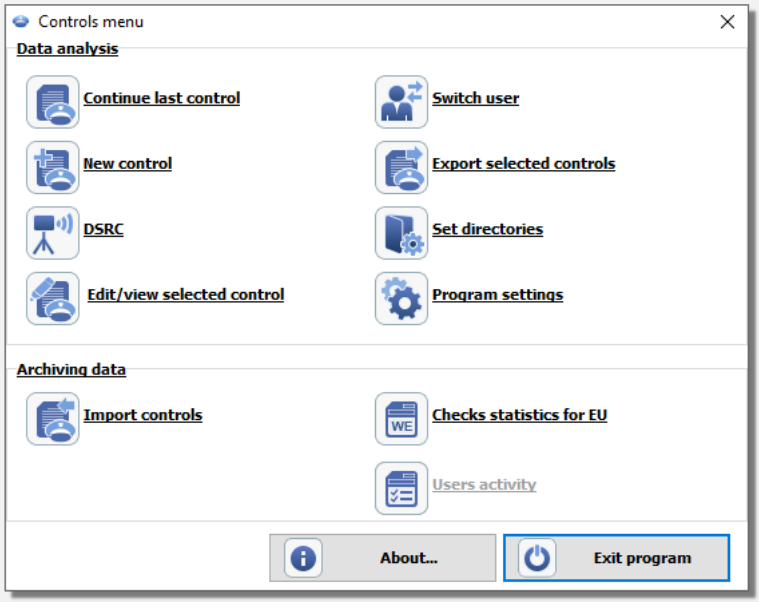


Fig. Inspector start menu.

Data analysis
"start a new", continue the current and "edit selected" control. You can also change the user, export any controls and set the export and control directories.

Archiving data

This part of the window enables generating statistical reports and importing controls.

Upon the first start up of the program you should select the "New control" option.

When you select "New control", "Continue last control" or "Edit/view selected control" the real work with the program begins.

***Archiving data** section is not available for the Expert license*

Administrator

"Controls menu" for the administrator is slightly different from the inspector menu:

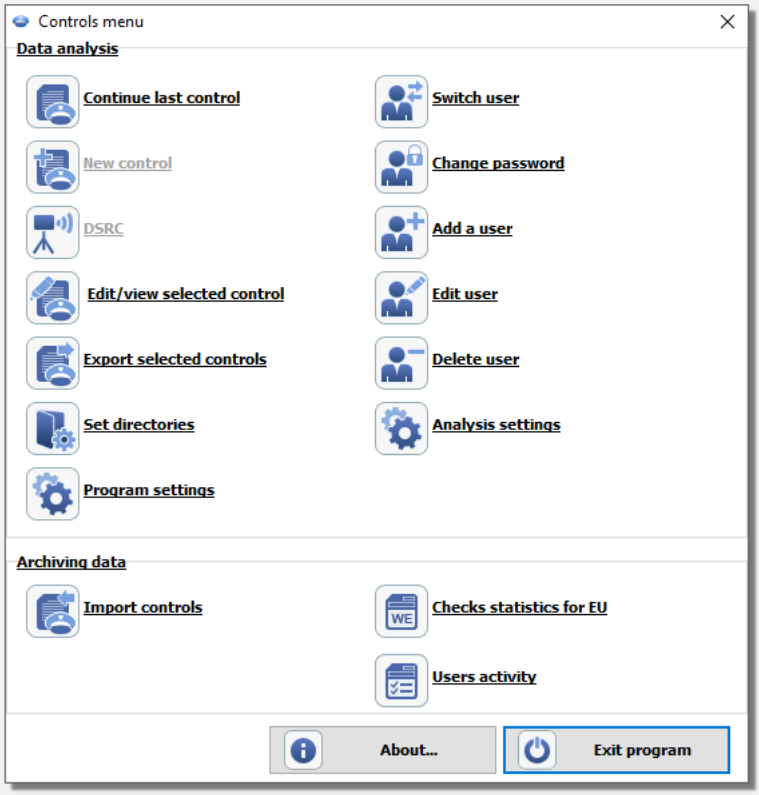


Fig. Administrator Start Menu.

1. **New control** item is not available for administrator.
2. The menu is enhanced with users management options (see: "User" for more).

8.3. The Trial version

For testing purposes, you can install the Control version of the TachoScan software as a TRIAL version.

Please bear in mind that the trial version has some limitations:

- the maximum number of conducted controls is 50,
- for the purpose of the very same control you can download a maximum of 5 digital readings,
- the option allowing you to delete controls is disabled.

To run TachoScan Control in **Trial** version:

1. Install the program.
2. When trying to launch, in **Program activation** window select **Activate via phone or enter the activation code** - click Next >> .
3. Contact the program support via e-mail or telephone (contact details displayed in activation window - fig. below) to obtain **Licence number**, **Licence code** and the **activation code**.

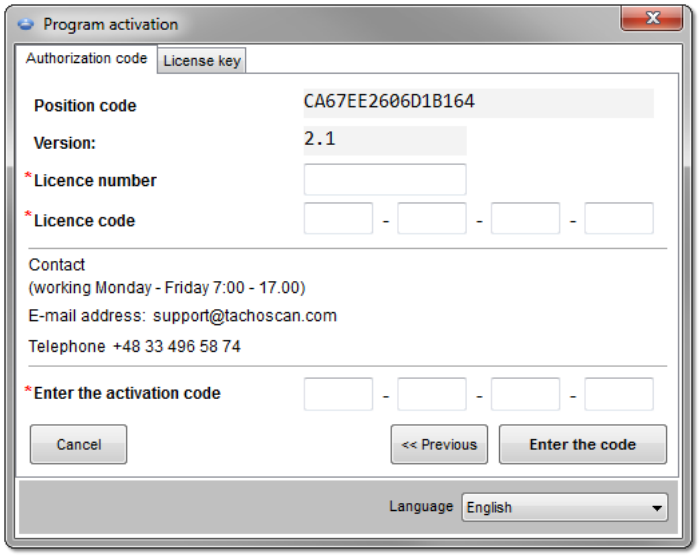


Fig. Window: "Program activation".

4. After entering the above information, click: Enter the code .
5. Program will be activated as a **Trial** version (fig. below).

> ***If you have a Licence code for TRIAL version:***
>
> *1. Connect your computer to the Internet.*

2. *In **Program activation** window enter **Licence code**.*
3. *Select **Activation via internet** option, and then click:* Next >> .
4. *Program will be activated as a **Trial** version.*

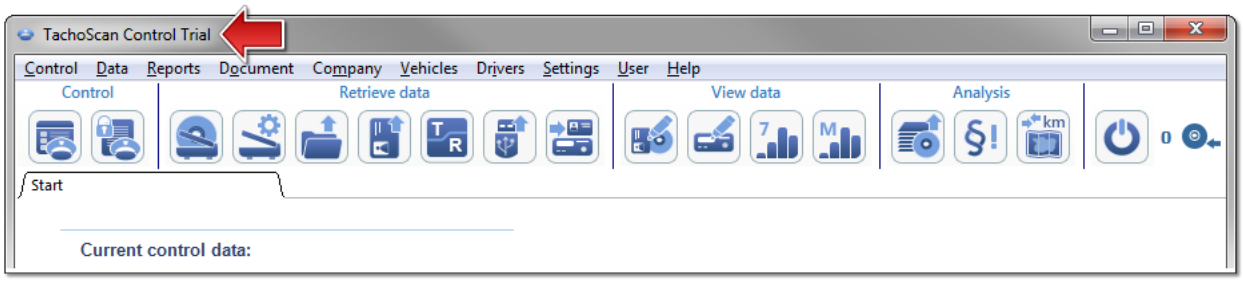


Fig. Trial version.

8.4. Scanning the record sheets

Record sheets can be scanned on two types of scanners: flatbed and roll scanner.

Default settings

The default settings make it easy to enter new record sheets in the program, because the program can automatically fill in the appropriate fields with predetermined values.

Default settings window is opened using:  icon.

Elements of the window:

1. **Driver** - Set the default driver.
   When you select this option from the drop down list, you can select a driver that will be displayed in the appropriate field in the record sheet view/edit window.
2. **Vehicle** - Set the default car
   When you select this option from the drop down list, you can select a vehicle registration number that will be displayed in the appropriate field in the record sheet view/edit window.

Use the  *button to add a new driver or a car to the database.*

3. Date and time:
   - Default disc date - the program will assign the date specified here to all scans;
   - Start time - means the point of time from which a day (twenty-four hours) is calculated by default on the disc.

Scanning settings

The "Program settings" window includes, among others, settings for the scanner. If you select **Show the settings** option, scanning settings appear before every scanning. If you use a scanner different than the one recommended by INELO Polska Sp. z o.o., scanning settings appear irrespectively of this option.

Recommended scanners: Canon LiDE 70, LiDE 100 or LiDE 200, Plustek SmartOffice PS283.

Settings for other scanners:

Recommended scanner settings (Program settings window):

- resolution **300 dpi;**
- brightness **-20**;
- color – **black – white**;
- scanner lid background color: **Black**.

Brightness

Setting higher brightness can improve the quality of reading on dark discs. It contributes to a clearer image. At the same time, additional points (distortions) having an influence on the later analysis of the disc disappear. If some points are not **recognized** by the program, you should add them manually on the tab "Read preview". If the reading is still incorrect, you should try to set other brightness once again.

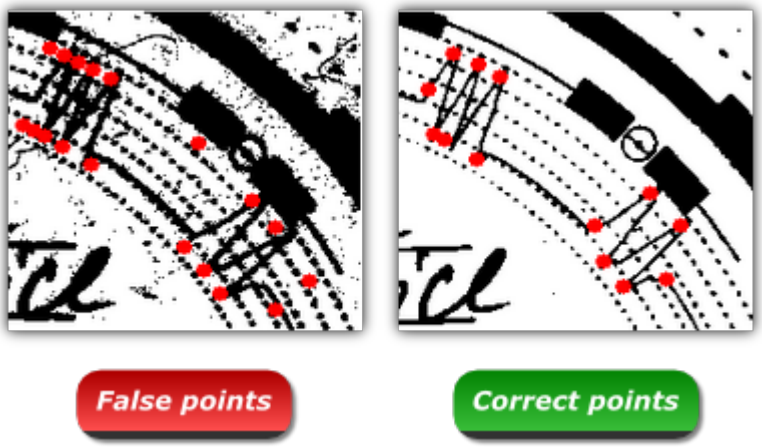
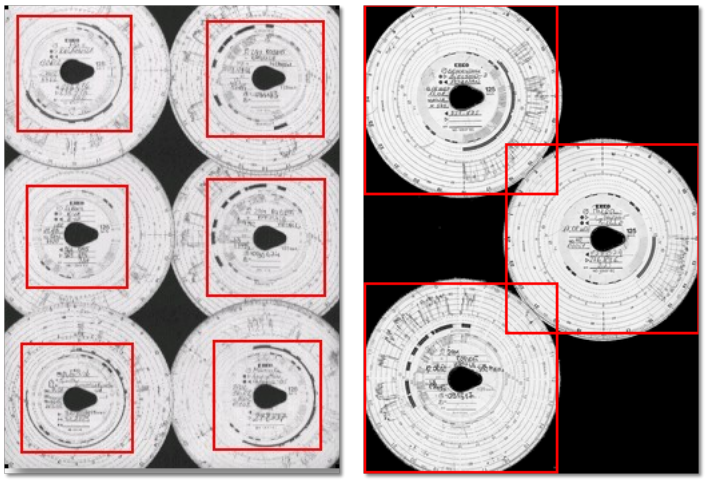


Fig. An example of a scanned kilometres graph.

8.4.1. Flatbed scanner

To start the scan process, place a certain number of discs (1 to 6) in the scanner so that all are placed in the scanning area (A4 area). No special adapter is needed for proper scanning. Discs can be arranged in any way.



Red rectangles mark the disc sections considered in the analysis.

Discs on the scanner must be placed facing down. The example above shows the discs as seen from the scanner glass side.

When you place a disc, close the scanner cover to limit the number of possible inaccuracies. Scanning can be started in three ways:

- choose: "Get -> Scan" from menu: **Data**;
- click the  button on the toolbar;
- use the  shortcut.

After scanning, the program will open the last record sheet in the record sheet preview edit tab, and the rest will be displayed in the Unsaved discs panel. Each record sheet should be reviewed, data should be completed and saved.

For a detailed description of the record sheet preview/edit form refer to the topic: Analysis of scanned discs.

8.4.2. Roll scanner

To start the scanning process, place a certain number of discs (max. 50) in the scanner feeder, so that they are all directed with the graph to the inside of the scanner. The record sheet discs should not be placed in the center of the scanner - they should, for ex-ample, be moved to the right (fig. below). The angle of rotation of the disc teardrop is not important (fig. below).

The scanner jamming after scanning half of the disk may result from placing it centrally in the scanner. Place the disc unsymmetrical fig. above and retry scanning.

When you place the disc in the tray, you can start scanning using the following methods:

- choose: "Get -> Scan" from menu: **Data**;
- click the  button on the toolbar;
- use the  shortcut.

After scanning, the program will open the last record sheet in the record sheet preview edit tab, and the rest will be displayed in the Unsaved discs panel. Each record sheet should be reviewed, data should be completed and saved.

For a detailed description of the record sheet preview/edit form refer to the topic: Analysis of scanned discs.

8.5. Digital card reading

To analyze digital driver cards, it is necessary to install and connect **a digital card reader**.

To begin the reading process you should insert the given card into the reader. Downloading data can be initiated in two ways:

- choose: "Get -> Read driver card" from menu: **Data**;
- clicking on the button  on the toolbar;
- using the shortcut  .

Subsequently, data analysis may proceed in two ways (for a description refer to "Supplementary information" chapter):

- Correct reading of data from the driver card/ tachograph;
- Corrupt reading of data from the driver card/ tachograph;
- Corrupt reading of data from the tachograph.

> *If you have downloaded the data from a driver card that is registered as canceled, the appropriate information that such card was detected is displayed.*

8.6. Digital tachograph reading

For downloading data from a digital tachograph, a direct computer connection to the tachograph is required. Downloading data can be begun in two ways:

- choose "Get -> Digital tachograph reading" from menu **Data**;
- using the shortcut  .

A window shows the data to choose for download. It is also possible to select the reading speed:

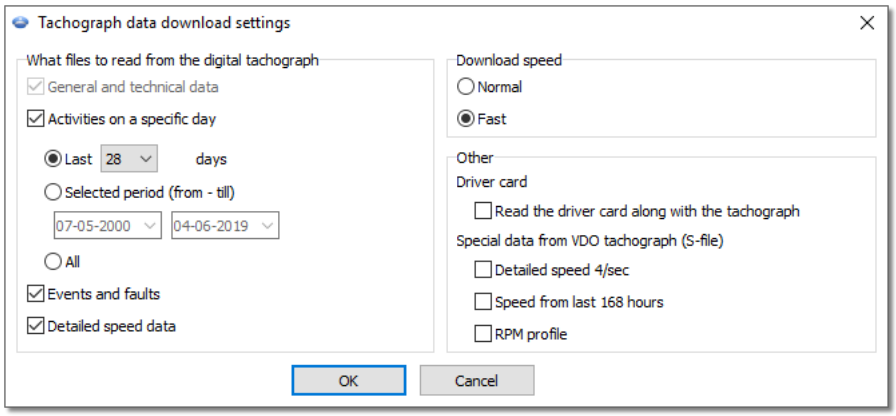


Fig. The selection window for data to be downloaded from a digital tachograph.

Data download process (Tacho-USB cable, TachoBlue)

1. Turn the ignition switch to position II (ignition) - to switch on the lights on the dashboard (switching on the tachograph).

> *It is recommended to perform this step together with the driver.*

2. Insert the control card into slot 1 or 2 in the tachograph.
3. After reading the card in the tachograph confirm the message: "**Lock the tachograph yes/no**".
4. Connect the laptop with the Tacho-USB cable or TachoBlue to the tachograph port.

> *For location of the port in the tachograph refer to the tachograph manual.*

5. Launch TachoScan Control.
   - choose the command: "**Download from digital tachograph**";
   - after opening of the configuration window, press the **[OK]** button,

> *In the configuration window, you can change the settings before downloading data.*

   - TachoScan Control will start downloading data from the tachograph.

> *If the "**Reading the tachograph**" window does not appear or disappears after a short time, it means that the COM port has been set incorrectly or the Tacho-USB cable or TachoBlue was incorrectly connected.*
>
> *Depending on the number of days downloaded from the tachograph memory, the download may take up to approx. **1 hour**.*

If TachoScan signals data download error, repeat the download. If download error persists, please use another tachograph for downloading.
If the download in another tachograph is successful, take the tachograph returning faulty reading to the service.
If the incorrect reading is repeated also on another tachograph, please contact the manufacturer service.

6. Subsequently, data analysis may proceed in two ways (for a description refer to "Supplementary information" chapter):
   - Correct reading of data from the driver card/ tachograph;
   - Corrupt reading of data from the driver card/ tachograph;
   - Corrupt reading of data from the tachograph.

If you have downloaded the data from a driver card that is registered as canceled, the appropriate information that such card was detected is displayed.

7. The end of the data download is signaled with a sound. Now you can disconnect the cable or TachoBlue from the tachograph

8.7. Reading from external devices

To download data from the device, simply connect it to the computer and then, depending on the method:

- click the  button on the toolbar;
- "Data" select: "Get" -> External devices;

and then select the appropriate device:

- Download from DBOX;
- Download from TachoDrive;
- Download from OPTAC;
- Download from Downloadkey;
- Download from PDA;
- Download from DigifobPro;

If Windows® cannot detect Digifobpro USB drive:

 *change **Enabled** option into **YES** (refer to the instruction manual attached to the device).*

- Download from TX-BOX 2/Tacho2Safe

We recommend downloading data using TachoReader Mobile II or TachoReader Combo Plus devices.

Subsequently, data analysis may proceed in two ways (for a description refer to "Supplementary information" chapter):

- Correct reading of data from the driver card/ tachograph;
- Corrupt reading of data from the driver card/ tachograph;
- Corrupt reading of data from the tachograph.

If you have downloaded the data from a driver card that is registered as canceled, the appropriate information that such card was detected is displayed.

8.8. TachoReader Basic

Basic manual containing a description of the configuration, procedure of data download from tachograph and driver card is supplied in the electronic form in the device memory.

The current manual is available (for download) on our website: "https://tachoscancontrol.com/en/" in the: "Download -> Instructions".

Document name: **TachoReader Basic - Tutorial**.

8.9. TachoReader Combo

TR Combo Plus manual containing a description of the configuration, procedure of data download from tachograph and driver card is supplied in the electronic form in the device memory.

The current manual is available (for download) on our website: "https://tachoscancontrol.com/en/" in the: "Download -> Instructions".

Document name: **TachoReader Combo Manual (pdf)**.

9. Software update - Updater

Updater is a standalone, self-executable application that is used as a monitoring and updating tool.

The program works in the background (is not visible). To open the Updater window, click on the: , icon in the system tray (on the bottom right of Windows® taskbar, next to system date).

Once connected, the program will display a window with the following information:

The information in the red box is displayed after the program warranty has expired.

- Update - launches the process of downloading and installing program updates (see: "Download and Installation" topic for more);
- Buy now - opens the guarantee order form window (see: "Ordering Warranty" topic for more);

9.1. Download and Installation

To update the software:

1. Download the latest version of the program - click: Update.
   The program will begin downloading the update. Download progress is shown in a new window.

You can continue to work on your computer while the updates are downloaded.

2. Then, installing the new version will start - follow the instructions of the upgrade software.

9.2. Ordering Warranty

If the warranty for the program has expired, in the **Updater** window, the following text will appear: "**Warranty expired [] days ago**".

In this case, you will not be able to upgrade to the latest version.

To renew your warranty, you must contact the Customer Service. To do so, click Buy now - the update program will launch a web browser with the Order form, which must be appropriately filled in and sent.

Within one business day you will be contacted by a Customer Service employee to confirm and clarify your order. The employee will also inform you about the date of renewing the program warranty.

10. "Current control" tab

Expert license:

*The nomenclature of "**Expertise**" instead of "**Control**"was introduced throughout the program.*

In addition to the basic control data the tab contains a summary of infringements and tamper warnings as well as a summary of periods of "no data" for individual drivers.

Since the tab is always visible, at any time during the control you can return to it without closing other tabs.

The tab is divided into the following sections:

Current control data

Control data copied from the: "Edit/view selected control" window.

Directory of the control - opens a directory with inspection files;

Edit the control - opens data inspection edit window.

Hämta material - synchronizes control data with Storage System - in the Swedish language version;

Make a control snapshot - copies a control;

Set as main control - sets a copy of a control as a main control

Risk analysis of loss of good repute

*The functionality is available only for the **control on the premises** option.*

The section displays the frequency of serious infringements (Commission Regulation (EU) 2022/695).

Refresh - repeats the frequency calculation;

Report - displays the "Risk analysis of loss of good repute" report, in which, in addition to the calculation of the average number of very serious infringements, information is given whether this ration exceeded the acceptable value. The report also contains a list of drivers along with the number of infringements committed.

Drivers' infringements:

Immediately after the data from the driver cards is retrieved, the program analyzes and displays the list of drivers with the sum of detected infringements and tamper warnings.

The list is interactive (click on the sum of infringements/ warnings figure or on the icons to open the corresponding window) and includes the following items:

In addition to the data retrieved from driver cards, the sum of infringements displayed in this tab is influenced by:
- generating infringements (Infringements and manipulations) after "scanning record sheets" and/or "manual" data input;
- the type of analysis (AETR, AETR (2010), Reg. 561) and the type of data source (cards / discs, tachograph) selected in the infringements generation window;
- change in the infringement status Approved: Yes/No.

Infringements

The sum of all infringements of a driver.
Clicking on the figure opens the: "Infringements and manipulations" window in the: **Infringements** tab with a filter of the selected driver set.

-  - opens the view/ edit window of "record sheet"/"Day from the driver card" on the first day of control containing data other than stop;
-  - opens the "Weekly chart" on the first day of the control containing data other than stop;
-  - opens the "Monthly chart" on the first day of the control containing data other than stop.

MSI

Sum of violations of a driver with "Level of seriousness (*)" = **Most serious infringements**.

Clicking on the figure opens the: "Infringements and manipulations" window in the: **Infringements** tab with a filter:

- of the selected driver set;
- Most serious infringements.

VSI

Sum of violations of a driver with "Level of seriousness (*)" = **Very serious infringements**.

Clicking on the figure opens the: "Infringements and manipulations" window in the: **Infringements** tab with a filter:

- of the selected driver set;
- Very serious infringements.

SI

Sum of violations of a driver with "Level of seriousness (*)" = **Serious infringements**.

Clicking on the figure opens the: "Infringements and manipulations" window in the: **Infringements** tab with a filter:

- of the selected driver set;
- Serious infringements.

MI

Sum of violations of a driver with "Level of seriousness (*)" = **Minor Infringements**.

Clicking on the figure opens the: "Infringements and manipulations" window in the: **Infringements** tab with a filter:

- of the selected driver set;
- Minor Infringements.

Warnings

The sum of all "tamper warnings" of a driver.
Clicking on the figure opens the: "Infringements and manipulations" window in the: **Manipulation warnings** tab with a filter of the selected driver set.

Lacks of records

An interactive list of drivers, for which the program detects periods of "missing data".

Clicking on the figure will open the report generation window: "Lack of driver's records".

Report - displays the **Summary of drivers' infringements** report (print preview of the data in the "Drivers' infringements:" frame).

Vehicles's infringements:

Immediately after the data from the driver cards is retrieved, the program analyzes and displays the list of drivers with the sum of detected infringements and tamper warnings.

The list is interactive (click on the sum of infringements/ warnings figure or on the icons to open the corresponding window) and includes the following items:

-  - opens the "Weekly chart" on the first day of the control containing data other than stop;
-  - opens the "Monthly chart" on the first day of the control containing data other than stop.

11. DSRC module (Dedicated short-range communications)

DSRC module allows the remote reading of a tachograph from a passing vehicle without stopping it - in order to get access to the module, you need **DSRC license**.

*If you have only **DSRC license**, you have access to **DSRC module**, managing the users and program settings.*

*If you have a license for only **TachoScan Control**, DSRC module is not available and the button*  *in the controls menu window is grayed out.*

*If you have a license for **DSRC** and **TachoScan Control**, both modules are available.*

Current antenna status
Possible statuses: • Connected • Disconnected

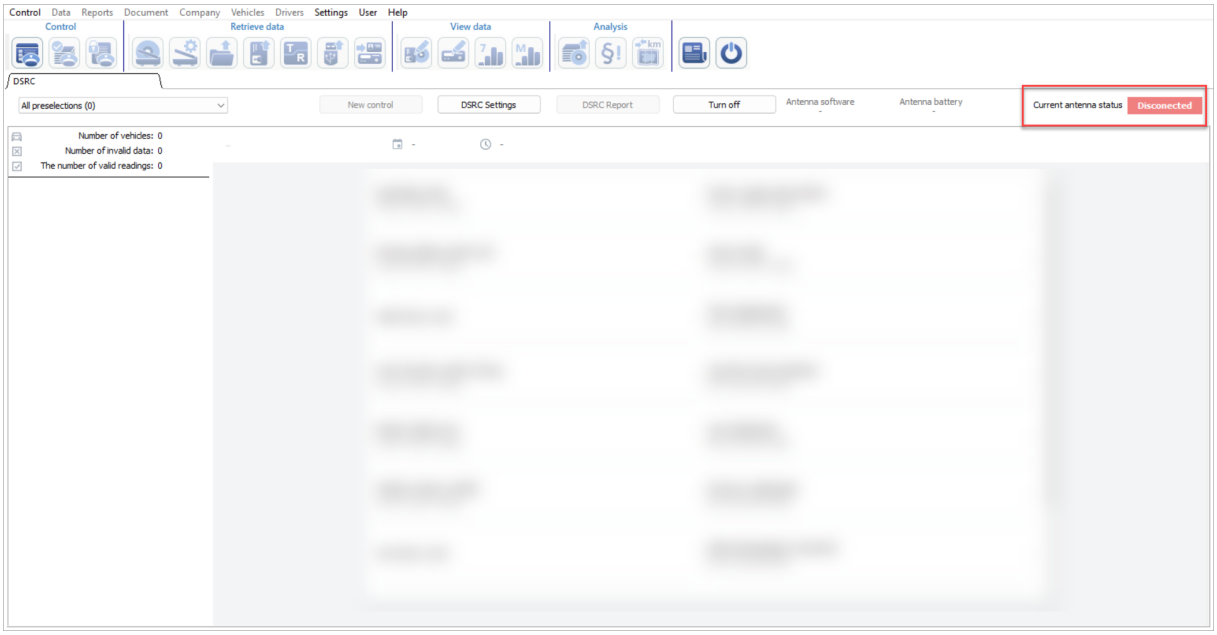


Fig. Antenna status.

Data visualization from DSRC

The list of vehicles with registration number, date and time of the reading and country.

Above the list the **number of vehicles** and **invalid data** is shown.

Next to each vehicle there is information [3] about the number of offenses.

The number in the circle informs about the number of offenses and the color depends on the type of the most serious offense:

- - no offenses
- - warning
- - control

If there is no inspector or workshop card, a message about a missing card will be displayed and the information **Data encoded** is shown instead of vehicle data.

If the received data is not valid, the information **Invalid data** appears.

Possible reasons:

- the downloaded data is corrupted and decoding it is impossible;
- a faulty smart-tachograph or DSRC module;
- data manipulation;
- downloading data from a device other than a tachograph (e.g. a toll collection device).

Button: 

The button shows vehicle filters:

- Selected vehicles for a check;
- Vehicles with warnings;
- No indications for control;
- Invalid data.

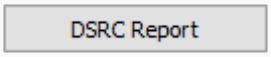
The number in brackets indicates how many times a given preselection occurred.

Data decoded from the antenna

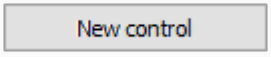
Data downloaded from a vehicle is displayed in the table. Click on a chosen vehicle in order to display it.

Above the table, the vehicle data is displayed: registration number, country, date and time of the reading and tachograph serial number.

When you hover the mouse over  , specific tachograph data will be displayed.

Button: 

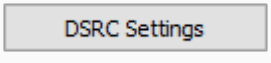
The button opens **DSRC Report** for a vehicle chosen from the list on the left.

Button: 

The button allows you to create a new control on the basis of the vehicle chosen from the vehicle list. **Registration nation**, **Vehicle registration** and **Type of tachograph** fields will be completed automatically.

In order to create a new control, choose a vehicle from the list on the left and click 

.

Button: 

The button opens Analysis settings on the **DSRC** tab.

Demo
Demo mode allows you to see the sample data presented in the **DSRC** module.

Data in the DSRC module is deleted after three hours or closing the tab. In order to save the data of the inspected car, you should create a new control on its basis.

12. Main menu

12.1. Control

Expert license:

*The nomenclature of "**Expertise**" instead of "**Control**"was introduced throughout the program.*

In the Control menu there are options for managing the checks. If any tabs are open, the Control menu is inactive. To enable it, close all program tabs.

12.1.1. New control

Expert license:

*The nomenclature of "**Expertise**" instead of "**Control**"was introduced throughout the program.*

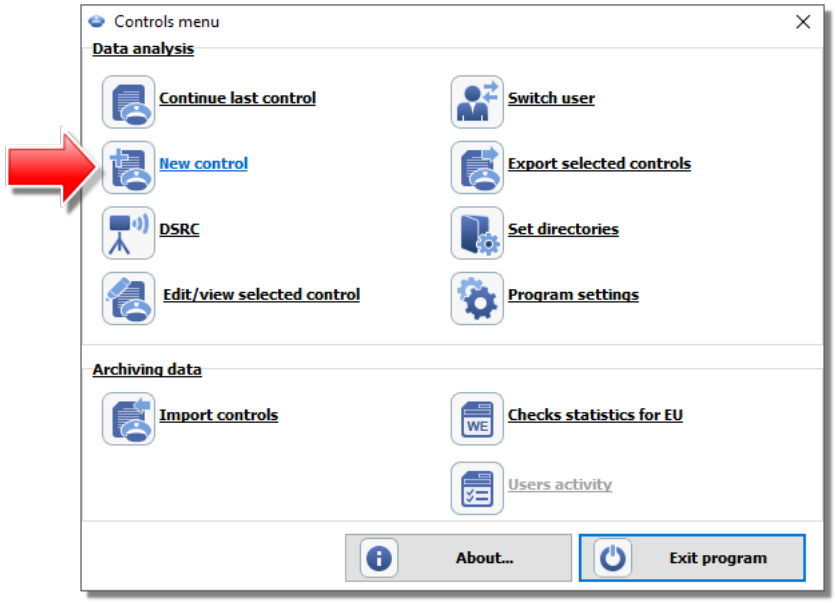
Each control performed by TachoScan Control is recorded in the database, so when you select **New control** you need to enter the data specifying: control no., date, name of the controlled company and the type of control carried out.

To start a new control:

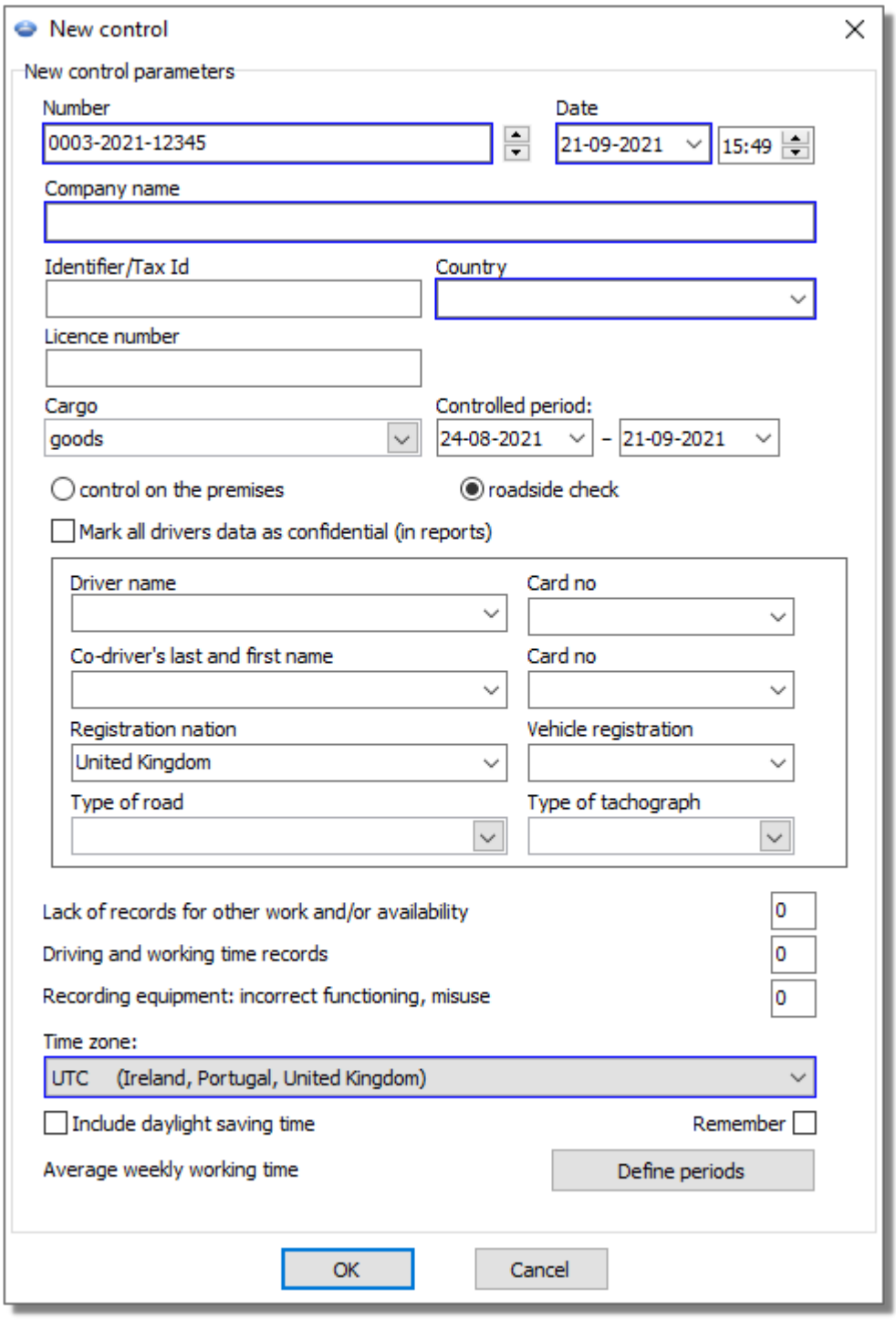
- in **Control** menu select **New control**;

or

- click on:  , and then, in **Controls menu** window, select **New control**.



The program displays: **New control** window which contains the following elements:



New control parameters:

1. **Number** – the program automatically assigns a number for each control:
   - the first part **0208** is the consecutive control number, which can be changed using arrows on the right;

- the second part **2014** is the current year read from the Windows system date;
- the third part **1234-1234** is the identification number of the logged inspector.

2. **Date** – this is the control date, by default the current date read from the Windows system date is displayed.
3. **Company name** – enter the name of the controlled company or, for driver control, the company he works for.
4. **Cargo** – in this window, select the type of carriage from the list: **goods**, **passengers** or **unspecified**.
5. **Controlled period:** – select the period for which the inspection will be conducted. Available options:

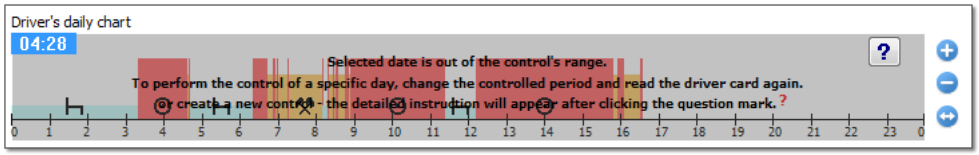
- 28 days
- 56 days
- a custom period defined by the user
  By default, the program sets the controlled period to 56 days plus the current day if the road inspection is scheduled from 31.12.2024 in the European Union and Switzerland. For earlier dates or inspections outside the European Union, the default period is 28 days plus the current day.

Data downloaded from the driver card and digital tachograph outside of the specific range are NOT analyzed and are NOT saved in the database.

*If you change the "controlled period" you need to **download again the driver card data and/or data from the digital tachograph and re-analyze the drivers' infringements**.*

The period of infringements analysis may also be limited to the period of employment (see "Driver" -> "Add" topic for more).

Immediately after downloading data from a driver card/ digital tachograph, in the daily chart preview window, days outside the control period will be "grayed out" with an appropriate message (see: fig. below).



6. **Selecting the type of control**:
   - control on the premises:
     - Carriage purpose – choose a purpose from the list: own purposes or earning.
     - the control is divided into a driving time and rest periods control, and work time control - in the Swedish language version
   - roadside check:
     - Driver name;
     - Vehicle registration;
     - Co-driver's last and first name – driving in a team;

- Registration nation.

If data is retrieved from the driver card, this data is automatically filled in.

- Type of tachograph.

7. **Mark all drivers data as confidential (in reports)** - if this options is checked, all personal data will be hidden on the reports.
8. Depending on the results of the checks carried out, fill in the following fields (data entered in the fields below are displayed in the report: "Checks statistics for EU"):
   - Lack of records for other work and/or availability;
   - Driving and working time records;
   - Recording equipment: incorrect functioning, misuse.
9. **Time zone:** – the local time offset against **UTC** - when you retrieve the data, the program moves all times read from the driver card data and the tachograph against the time zone set in this option.

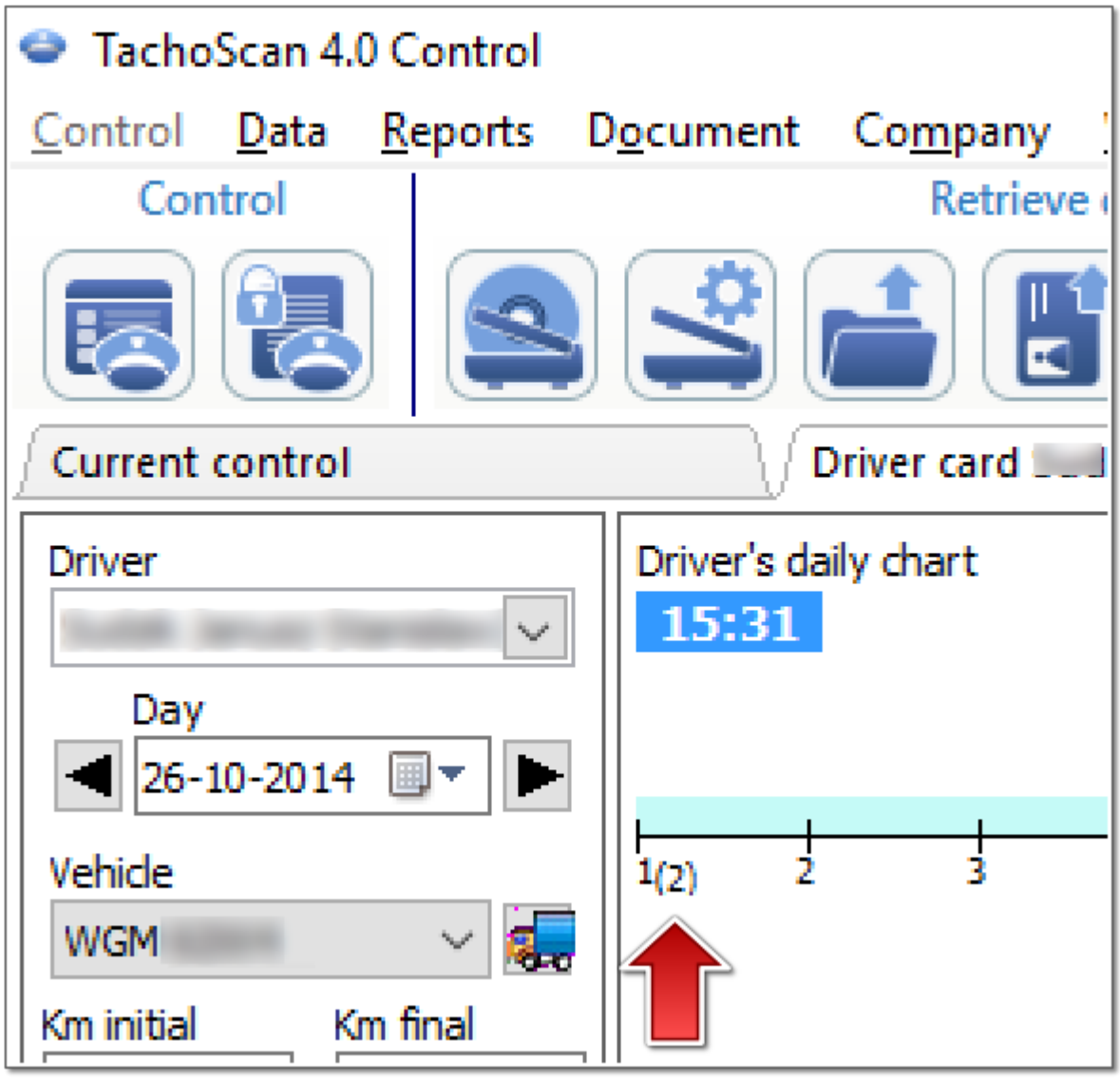


Fig. Daily driver chart (2:1 scale) - time shift.

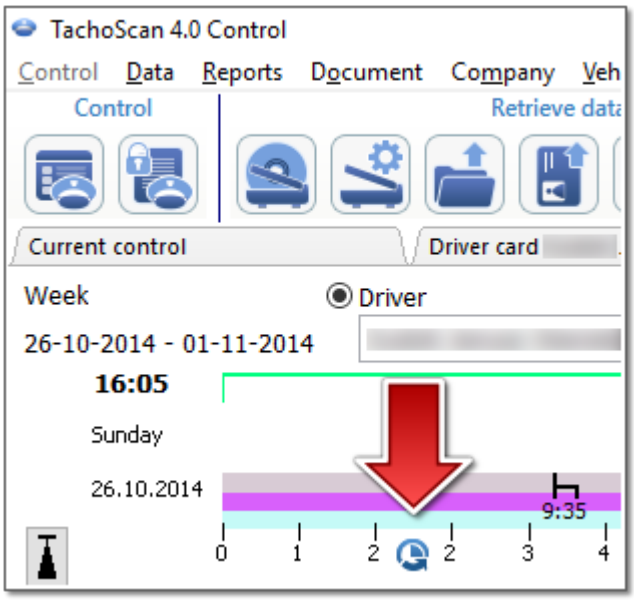


Fig. Weekly driver chart - time shift.

- **Remember** - the option allows to save the choice of the time zone. If the option is enabled, the last saved time zone will be hinted while creating a new control. The option is disabled by default.

> *By default **Time zone:** and **Include daylight saving time** option will be set based on the country selected in the **Registration nation** field;*
>
> *After downloading the digital data you can not change the time zone. The change is only possible after the removal of all digital data of the current check. The simplest solution is to remove the current check and to open a new one.*
>
> ***UTC** (Coordinated Universal Time) - standard time determined based on TAI (French: Temps Atomique International), taking into account the irregularity of the Earth's rotation and coordinated with the solar time.*

10. **Average weekly working time** Define periods - Allows to set any dates for the analysis to be carried out in the: **Driver's average weekly working time report - detailed** report.

> *Fields marked with blue frames are required.*

12.1.2. Edit current control parameters

You can use this window to change parameters of the current control. It is identical with the new control window.

> *If you change the "controlled period" you need to **download again the driver card data and/or data from the digital tachograph and re-analyze the drivers' infringements**.*

12.1.3. Edit/view selected control

> ***Expert license:***
>
> *The nomenclature of "**Expertise**" instead of "**Control**"was introduced throughout the program.*

This option allows you to open, preview and edit one of the already created controls. In case of the archiving module it may be the control that has been imported.

You can make use of extended filters in the right side of the window to narrow the number of controls to be displayed in the list.

Searching for a check

Search can be divided in several ways:

1. Using filters ("Date filter," "Inspector filter," etc.).
   - select the desired type of filter;
   - choose the value you are re looking for.
2. **Find according to** - searching for any phrase in the checks visible on the list.
   - in the "Find according to" field select the searched item;
   - enter the search phrase in the field below.
3. **Advanced search** - searching for any phrase in the data of all checks. A very helpful method, for example when searching for names in a check containing several dozens of drivers (not visible in the check data).

In case there is no control that meets the criteria defined in the filters, a message **No matches found** will be displayed.

Opening the control

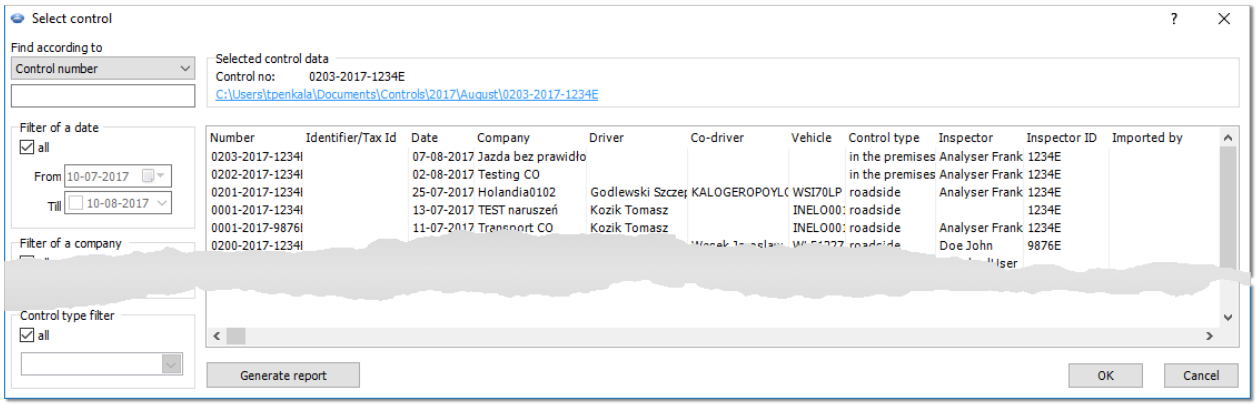


Fig. The control selection window.

1. Closed control

   In case you press **[OK]**, the control will open for preview only and data editing will not be possible.

   To open a control for editing, right-click the selected control with the mouse and mark the **Unlock and edit the control** option.

2. Open control

   Press the **[OK]** button or double-click the control to open it for editing.

> *Once you have created a copy of the current status of the control, you have the option to enter a comment in the **Selected control data** section.*

Print inspection statement

Generate report - opens the print preview window.

In the report generation window:

1. Select the period **From - To** (Date filter) or check ☑ **all**.
2. Select the inspector (Inspector filter) or check ☑ **everybody**.
3. Select the inspection type (Control type filter) or check ☑ **all**.
4. Alternatively, change the sorting (Order by, Order).

To view the report, use the toolbar buttons (see: Generating reports).

12.1.4. Delete control

Expert license:

*The nomenclature of "**Expertise**" instead of "**Control**"was introduced throughout the program.*

This option allows you to delete any of the controls that have been carried out. If you delete the current control, the program will open the controls menu window and prompt you to establish a new control or select an existing one.

*Using the function **Delete all** in the context menu (right-mouse click in the window "delete control") you can delete all controls (control cases). Press and keep the* 

button to mark and select several controls to be deleted.

12.1.5. Archives

*The section is not available for the **Expert license.***

12.1.5.1. Checks statistics for EU

This report uses the template **REPORT on the implementation by Member States of Regulation (EC) No 561/2006, Regulation (EEC) No 3821/85 and Directive 2002/15/EC in accordance with Article 17 of Regulation (EC) No 561/2006 and Article 13 of Directive 2002/15/EC**. It shows the data on the performed controls.

This is not a final report. It does not include complete data and is a supportive material for the preparation of final report.

To generate the report it is necessary to provide:

- The period of time;

To view the report, use the toolbar buttons (see: Generating reports).

12.1.5.2. Import controls

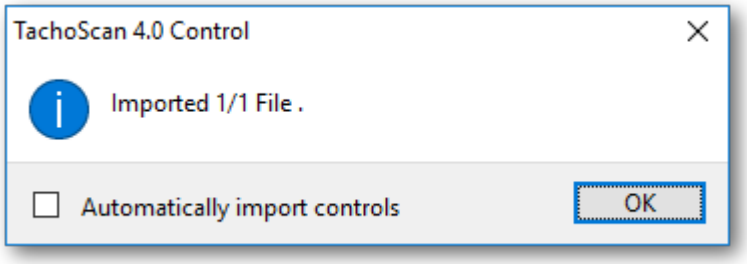
*The function is not available for the **Expert license.***

This option allows you to import the archived controls that have been copied into the import directory.

It is possible to import a check exported from the **TachoScan Control Mobile** application

Importing the check

1. After selecting Import controls (Control - > Archives) choose the location from which you want the check to be imported (in the form of a ZIP archive). You can also specify a folder containing several exported checks
2. The import process will begin
3. When finished, a window will be displayed



12.1.6. Export selected controls

*The function is not available for the **Expert license.***

Opens the control export window.

Standard export

Depending on the option, it allows to export all check or digital files into export directory: "Control -> Set directories" menu).

Send previously exported controls to TachoScan Control WebServer server (sftp)

Available only for exported checks (Standard export).

SFTP settings - Opens the connection settings dialog.

Export to own FTP server

Available only for exported checks (Standard export).

FTP settings - Opens the connection settings dialog.

Options

All types of exports

Show only controls not sent to ftp/sftp server yet

Show/hide the checks, which have not been sent to FTP/SFTP server.

Options

Standard export

Show unexported controls only

Show/hide the checks that have not been exported (Standard export).

Show locked controls only

Show/hide closed checks

Export entire control

Exports all check files and data.

to export directory

This option is not available - the check is always exported to export directory.

to TachoScan Control WebServer (sftp)

In addition, the check is exported to "SFTP" like **Send previously exported controls to TachoScan Control WebServer server (sftp)**.

SFTP settings - Opens the connection settings dialog.

to own FTP server

In addition, the check is exported to "FTP" like **Export to own FTP server**.

FTP settings - Opens the connection settings dialog.

Export digital data files only

Exports only the files downloaded from driver cards and/or tachograph, which were opened in the program.

To export the checks, mark them on the list (a drop-down menu: Select all, Deselect all), is available at the right-click), and then click OK.

1. *Repeat check when an exported file is downloaded in another station.*
2. *All reports that will be saved in the **pdf** format in the default directory of on-going check of **Documents** will be attached to exported check.*
3. ***Export digital data files only** option does not compress files, but copies the digital files to previously created, relevant sub-directories.*

12.1.6.1. Export control to xml

Export of check data to xml file is done automatically when you press on the close check button:  .

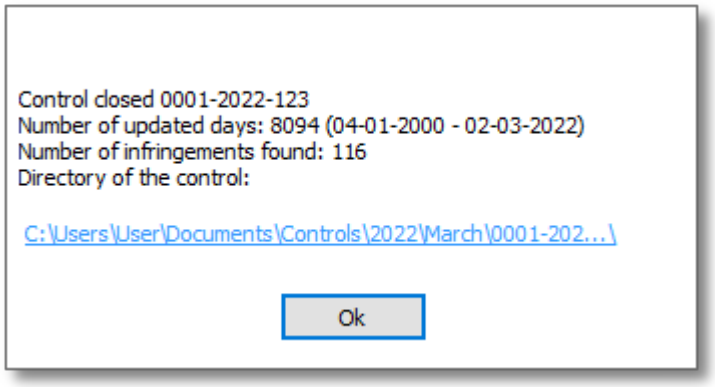
When data changes, you need to generate infringements for the check once again and close the check again.

File location:

The exported file is saved in the check directory under the name: **summary.xml**.

Opening the directory:

1. After closing the check the following window appears:



2. Left-click on the link located above the: OK button.

12.1.6.1.1 Structure of the exported file

Check data is exported to an xml file according to the following tags (text marked in bold):

If there is no value in the expected tag, this means that it was not entered in the exported check (except for some cases indicated in the description below).

```
<?xml version="1.0" encoding="UTF-8"?>
<Control>
  <ControlData>
```

The section of check data placed in the add/edit check ("Control -> Edit current control parameters" menu):

```
   <FullNumber>
```

Full check number -> "Number" field.
Data type: string.

```
   </FullNumber>
   <ReducedNumber>
```

Short check number - the first part of the full check number without leading zeros.
Data type: integer.

```
   </ReducedNumber>
   <CompanyName>
```

Field: "Company name".
Data type: string.

```
   </CompanyName>
   <Identifier_TaxId>
```

Company ID - field: "Identifier/Tax Id".
Data type: string.

```
   </Identifier_TaxId>
   <Cargo>
```

Field: "Cargo".
It can take the following values: "passengers", "goods" or "unspecified".

```
   </Cargo>
   <DateOfControl>
```

Date of control - field: "Date".
Data type: date. Date format: "yyyy-mm-dd".

```
   </DateOfControl>
   <ControlledPeriod>
```

Fields: "Controlled period:":

```
     <From>
```

Date from.
Data type: date. Date format: "yyyy-mm-dd".

</From>
<To>

Date to.
Data type: date. Date format: "yyyy-mm-dd".

</To>
<NumberOfDays>

Number of calendar days of check - calculated on the basis of "controlled period".
Data type: integer.

</NumberOfDays>
</ControlledPeriod>
<Locked>

Control closing date - generated after pressing the:  button.
Data type: date. Date format: "yyyy-mm-dd".

</Locked>
<Type>

Type of control - selected radio-button.
It can take the following values: "control in the premises" or "roadside check".

</Type>
<ControlInThePremises>

Radio-button: "control on the premises":

If you select: "roadside check" radiobutton, this section adopts an empty value.

<CarriagePurpose>

Field: "Carriage purpose".
It can take the following values: "earning" or "own purposes".

</CarriagePurpose>
<SizeOfFleet>

Field: "Size of fleet".
Data type: integer.

</SizeOfFleet>
<NumberOfDrivers>

Field: "Number of drivers".
Data type: integer.

</NumberOfDrivers>
</ControlInThePremises>
<RoadsideCheck>

Radio-button: "roadside check":

If you select "control on the premises" radiobutton, this section adopts an empty value.

<Driver>

Field: "Driver name".
Data type: string, separator: <space>.

</Driver>
<Co-Driver>

Field: "Co-driver's last and first name".
Data type: string, separator: <space>.

</Co-Driver>
<TypeOfRoad>

Field: "Type of road".
It can take the following values: "Motorway", "National road" or "Secondary road".

</TypeOfRoad>
<VehicleRegistration>

Field: "Vehicle registration".
Data type: string.

</VehicleRegistration>
<RegistrationNation>

As an exception, in the check data group the value of the add/edit vehicle window -> field: "Registration nation".
Data type: string.

</RegistrationNation>
<CarriageNation>

Field: "Registration nation".
It can take the following values: "current country", "other EC country" or "country outside EC".

</CarriageNation>
<TypeOfTachograph>

Field: "Type of tachograph".
It can take the following values: "Analogue" or "Digital".

</TypeOfTachograph>
</RoadsideCheck>
<LackOfRecordsForOtherWorkAndOrAvailability>

Field: "Lack of records for other work and/or availability".
Data type: integer.

</LackOfRecordsForOtherWorkAndOrAvailability>
<DrivingAndWorkingTimeRecords>

Field: "Driving and working time records".
Data type: integer.
</DrivingAndWorkingTimeRecords>
<RecordingEquipmentIncorrectFunctioningMisuse>
Field: "Recording equipment: incorrect functioning, misuse".
Data type: integer.
</RecordingEquipmentIncorrectFunctioningMisuse>
</ControlData>
<InspectorsData>
The inspector data section in the add/edit user window ("User -> Add / Change / Edit" menu):
<Id>
Field: "Identification number".
Data type: string.
</Id>
<SurnameAndName>
Field: "Surname and name".
Data type: string, separator: <space>.
</SurnameAndName>
<Rank>
Field: "Rank".
Data type: string.
</Rank>
<Province>
Field: "Province". The field is filled in depending on the language version of the program.
Data type: string.
</Province>
</InspectorsData>
<NumberOfDrivers>
A section with a number of drivers depending on the type of carriage and the downloaded data type.
<Generally>
Number of drivers in general:
<Digital>
The number of drivers with digital data and possibly data from the scanned record sheets.
Data type: integer.
</Digital>
<Analog>

The number of drivers with data only from the scanned record sheets.
Data type: integer.
</Analog>
</Generally>
<CarriageOf>
The division due to "Cargo":
<Passengers>
"Cargo" -> "passengers":
<Digital>
The number of drivers with digital data and possibly data from the scanned record sheets.
Data type: integer.
</Digital>
<Analog>
The number of drivers with data only from the scanned record sheets.
Data type: integer.
</Analog>
</Passengers>
<Goods>
"Cargo" -> "goods":
<Digital>
The number of drivers with digital data and possibly data from the scanned record sheets.
Data type: integer.
</Digital>
<Analog>
The number of drivers with data only from the scanned record sheets.
Data type: integer.
</Analog>
</Goods>
<Unspecified>
"Cargo" -> "unspecified":
<Digital>
The number of drivers with digital data and possibly data from the scanned record sheets.
Data type: integer.
</Digital>
<Analog>
The number of drivers with data only from the scanned record sheets.
Data type: integer.
</Analog>

```
    </Unspecified>
  </CarriageOf>
  <CarriagePurpose>
```

The division due to: "Carriage purpose":

```
    <Earning>
```

"Carriage purpose" -> "earning":

```
     <Digital>
```

The number of drivers with digital data and possibly data from the scanned record sheets.
Data type: integer.

```
     </Digital>
     <Analog>
```

The number of drivers with data only from the scanned record sheets.
Data type: integer.

```
     </Analog>
    </Earning>
    <OwnPurposes>
```

"Carriage purpose" -> "own purposes":

```
     <Digital>
```

The number of drivers with digital data and possibly data from the scanned record sheets.
Data type: integer.

```
     </Digital>
     <Analog>
```

The number of drivers with data only from the scanned record sheets.
Data type: integer.

```
     </Analog>
    </OwnPurposes>
  </CarriagePurpose>
</NumberOfDrivers>
<NumberOfWorkingDays>
```

Section with the number of days containing data depending on the type of carriage and the type of the downloaded data.

```
  <Generally>
```

Number of days in general:

```
    <Digital>
```

The number of days with digital data and possibly data from the scanned record sheets.
Data type: integer.

```
    </Digital>
    <Analog>
```

The number of days with data only from the scanned record sheets.
Data type: integer.
</Analog>
</Generally>
<CarriageOf>
Division by "Cargo":
<Passengers>
"Cargo" -> "passengers":
<Digital>
The number of days with digital data and possibly data from the scanned record sheets.
Data type: integer.
</Digital>
<Analog>
The number of days with data only from the scanned record sheets.
Data type: integer.
</Analog>
</Passengers>
<Goods>
"Cargo" -> "goods":
<Digital>
The number of days with digital data and possibly data from the scanned record sheets.
Data type: integer.
</Digital>
<Analog>
The number of days with data only from the scanned record sheets.
Data type: integer.
</Analog>
</Goods>
<Unspecified>
"Cargo" -> "unspecified":
<Digital>
The number of days with digital data and possibly data from the scanned record sheets.
Data type: integer.
</Digital>
<Analog>
The number of days with data only from the scanned record sheets.
Data type: integer.
</Analog>

```
    </Unspecified>
  </CarriageOf>
  <CarriagePurpose>
```

The division due to "Carriage purpose":

```
    <Earning>
```

"Carriage purpose" -> "earning":

```
     <Digital>
```

The number of days with digital data and possibly data from the scanned record sheets.
Data type: integer.

```
     </Digital>
     <Analog>
```

The number of days with data only from the scanned record sheets.
Data type: integer.

```
     </Analog>
    </Earning>
    <OwnPurposes>
```

"Carriage purpose" -> "own purposes":

```
     <Digital>
```

The number of days with digital data and possibly data from the scanned record sheets.
Data type: integer.

```
     </Digital>
     <Analog>
```

The number of days with data only from the scanned record sheets.
Data type: integer.

```
     </Analog>
    </OwnPurposes>
  </CarriagePurpose>
</NumberOfWorkingDays>
<Infringements>
```

Infringements section - data from the infringements generation window of: "Infringements and manipulations" report.

```
  <DailyDrivingTime count="$variable">
```

Summary of: "Daily driving time exceeded".
"$variable" - the number of infringements in this section (the number of section occurrences: "<Infringement>"). Data type: integer.
If the value is not present, the section is not displayed.

```
    <Infringement>
```

A single infringement data:

*The section **<Infringement></Infringement>** scheme is the same for each type of infringement.*

<DateAndTimeFrom>

Date of commencement of the infringement - column: "Date from".
Data type: datetime. Date and time format: "yyyy-mm-dd<space>HH:MM".

</DateAndTimeFrom>
<DateAndTimeTo>

Date of end of the infringement - column: "Date to".
Data type: datetime. Date and time format: "yyyy-mm-dd<space>HH:MM".

</DateAndTimeTo>
<DriverName>

Surname and name of the driver - column: "Driver".
Data type: string.

</DriverName>
<DriverCard_Number>

Driver card number - column: "Driver".
Data type: integer.

</DriverCard_Number>
<RegistrationNo>

Vehicle registration number - column: "Reg. no".
Data type: string.

</RegistrationNo>
<Duration>

The duration of the checked period - column: "Time".
Data type: time. Time format: "GG:MM".

</Duration>
<Norm>

Duration of the standards for the checked period - column: "Norm".
Data type: time. Time format: "GG:MM".

</Norm>
<Team>

Infringement analyzed according to the guidelines for driving in a team - column "Team".
It can take the following values: "Yes", "No" or empty.

</Team>
<Annotation>

Column: "Notes".
Data type: string.

</Annotation>
<LevelOfSeriousness>

Column: "Level of seriousness (*)".
It can take the following values: "MI" (Minor Infringement), "SI" (Serious Infringement) or "VSI" (Very Serious Infringement).

```
</LevelOfSeriousness>
<LevelOfSeriousnessCodeEU>
```

EU code of the offense level - generated based on the "Risk assessment for the occurrence of infringements" table: "A1", "B1", "B2", "B3", "B4", "B5", "B6", "B7", "B8", "B9", "B10", "B11", "B12", "C1", "C2", "C3", "D1", "D2", "D3", "D4", "D5", "D6", "D7", "D8", "D9", "D10", "D11", "D12", "D13", "D14", "D15", "D16", "D17", "D18", "G19", "H9" or empty.

```
</LevelOfSeriousnessCodeEU>
<MostSeriousInfrigement>
```

Infringement classified as "the most serious infringement" in accordance with Regulation 1071/2009, Annex IV, item 1.
It can take the following values: "Yes"or "No".

```
</MostSeriousInfrigement>
<TrestneBody>
```

The Czech version of the program. Infringement qualified for awarding penalty points.
It can take the following values: "Yes" or "No".

```
</TrestneBody>
<Status>
```

Infringement status - column: "Approved"
It can take the following values: "Approved" or "Not approved".

```
</Status>
<OffenceCodeEU>
```

EU infringement code generated on the basis of the Act, article, paragraph and possibly sub-paragraph or subsection.
Data type: string.

```
</OffenceCodeEU>
<OffenceCodeAETR>
```

AETR infringement code generated on the basis of the Act, article, paragraph and possibly sub-paragraph or subsection.
Data type: string.

```
</OffenceCodeAETR>
  </Infringement>
</DailyDrivingTime>
<DailyRestPeriod count="$variable">
```

Summary of: "Daily rest period reduced" infringements.
"$variable" - the number of infringements in this section (the number of section occurrences: "<Infringement>"). Data type: integer.
If the value is not present, the section is not displayed.

```
  <Infringement>
  ...
  </Infringement>
</DailyRestPeriod>
<MinimumAgesForDrivers count="$variable">
```

Summary of: "The driver is less than 18 years old." infringements.
"$variable" - the number of infringements in this section (the number of section occurrences: "<Infringement>"). Data type: integer.
If the value is not present, the section is not displayed.

```
  <Infringement>
  ...
  </Infringement>
</MinimumAgesForDrivers>
</DailyRestPeriod>
<DrivingTimeWithoutBreak count="$variable">
```

Summary of: "Driving time without a break exceeded" infringements.
"$variable" - the number of infringements in this section (the number of section occurrences: "<Infringement>"). Data type: integer.
If the value is not present, the section is not displayed.

```
  <Infringement>
  ...
  </Infringement>
</DrivingTimeWithoutBreak>
<FortnightlyDrivingTime count="$variable">
```

Summary of: "Fortnightly driving time exceeded" infringements.
"$variable" - the number of infringements in this section (the number of section occurrences: "<Infringement>"). Data type: integer.
If the value is not present, the section is not displayed.

```
  <Infringement>
  ...
  </Infringement>
</FortnightlyDrivingTime>
<WeeklyRestPeriod count="$variable">
```

Summary of: "Weekly rest period reduced" infringements.
"$variable" - the number of infringements in this section (the number of section occurrences: "<Infringement>"). Data type: integer.
If the value is not present, the section is not displayed.

```
  <Infringement>
  ...
  </Infringement>
</WeeklyRestPeriod>
<WeeklyDrivingTime count="$variable">
```

Summary of: "Exceed weekly driving time" infringements.
"$variable" - the number of infringements in this section (the number of section occurrences: "<Infringement>"). Data type: integer.
If the value is not present, the section is not displayed.

```
  <Infringement>
  ...
  </Infringement>
</WeeklyDrivingTime>
<LackOfIndicationOfCountry count="$variable">
```

Summary of: "Lack of proper indication of country at the beginning or end of daily driving" infringements.
"$variable" - the number of infringements in this section (the number of section occurrences: "<Infringement>"). Data type: integer.
If the value is not present, the section is not displayed.

```
  <Infringement>
  ...
  </Infringement>
</LackOfIndicationOfCountry>
<IncompleteActivities count="$variable">
```

Summary of: "Failure to produce the record sheet, digital data or the attestation" infringements.
"$variable" - the number of infringements in this section (the number of section occurrences: "<Infringement>"). Data type: integer.
If the value is not present, the section is not displayed.

```
  <Infringement>
  ...
  </Infringement>
</IncompleteActivities>
<AverageWeeklyWorkingTime count="$variable">
```

Summary of: "Transgression of average weekly working time" infringements.
"$variable" - the number of infringements in this section (the number of section occurrences: "<Infringement>"). Data type: integer.
If the value is not present, the section is not displayed.

```
  <Infringement>
  ...
  </Infringement>
</AverageWeeklyWorkingTime>
<WeeklyWorkingTime count="$variable">
```

Summary of: "Transgression of weekly working time" infringements.
"$variable" - the number of infringements in this section (the number of section occurrences: "<Infringement>"). Data type: integer.
If the value is not present, the section is not displayed.

```
  <Infringement>
```

```
    ...
    </Infringement>
  </WeeklyWorkingTime>
  <WorkingTimeWithoutBreak count="$variable">
```

Summary of: "Transgression of working time without a break" infringements.
"$variable" - the number of infringements in this section (the number of section occurrences: "<Infringement>"). Data type: integer.
If the value is not present, the section is not displayed.

```
    <Infringement>
    ...
    </Infringement>
  </WorkingTimeWithoutBreak>
  <WorkingTimeAtNight count="$variable">
```

Summary of: "Transgression of working time of at most 10 hours at night time" infringements.
"$variable" - the number of infringements in this section (the number of section occurrences: "<Infringement>"). Data type: integer.
If the value is not present, the section is not displayed.

```
    <Infringement>
    ...
    </Infringement>
  </WorkingTimeAtNight>
 </Infringements>
</Control>
```

12.1.6.1.2 Sample file containing data

```
<?xml version="1.0" encoding="UTF-8"?>
<Control>
  <ControlData>
   <FullNumber>0001-2015-1234E</FullNumber>
   <ReducedNumber>1</ReducedNumber>
   <CompanyName>Test</CompanyName>
   <Identifier_TaxId>999-999-99-99</Identifier_TaxId>
   <Cargo>goods</Cargo>
   <DateOfControl>2015-05-12</DateOfControl>
   <ControlledPeriod>
     <From>2006-04-11</From>
     <To>2015-05-12</To>
     <NumberOfDays>3319</NumberOfDays>
   </ControlledPeriod>
   <Locked>2015-05-12</Locked>
   <Type>roadside check</Type>
   <ControlInThePremises>
     <CarriagePurpose></CarriagePurpose>
```

```
          <SizeOfFleet></SizeOfFleet>
          <NumberOfDrivers></NumberOfDrivers>
        </ControlInThePremises>
        <RoadsideCheck>
          <Driver>Kowalski Jan</Driver>
          <Co-Driver></Co-Driver>
          <TypeOfRoad></TypeOfRoad>
          <VehicleRegistration>LAU 45X59</VehicleRegistration>
          <RegistrationNation>PL</RegistrationNation>
          <CarriageNation>current country</CarriageNation>
          <TypeOfTachograph>Digital</TypeOfTachograph>
        </RoadsideCheck>
        <LackOfRecordsForOtherWorkAndOrAvailability
>0</LackOfRecordsForOtherWorkAndOrAvailability>
        <DrivingAndWorkingTimeRecords>0</DrivingAndWorkingTimeRecords>
        <RecordingEquipmentIncorrectFunctioningMisuse
>0</RecordingEquipmentIncorrectFunctioningMisuse>
      </ControlData>
      <InspectorsData>
       <Id>1234E</Id>
       <SurnameAndName>Analyser Frank</SurnameAndName>
       <Rank>Inspector</Rank>
       <Province></Province>
      </InspectorsData>
      <NumberOfDrivers>
       <Generally>
         <Digital>1</Digital>
         <Analog>0</Analog>
       </Generally>
       <CarriageOf>
         <Passengers>
          <Digital>0</Digital>
          <Analog>0</Analog>
         </Passengers>
         <Goods>
          <Digital>1</Digital>
          <Analog>0</Analog>
         </Goods>
         <Unspecified>
          <Digital>0</Digital>
          <Analog>0</Analog>
         </Unspecified>
        </CarriageOf>
        <CarriagePurpose>
         <Earning>
          <Digital>0</Digital>
          <Analog>0</Analog>
```

```
      </Earning>
      <OwnPurposes>
       <Digital>0</Digital>
       <Analog>0</Analog>
      </OwnPurposes>
     </CarriagePurpose>
    </NumberOfDrivers>
    <NumberOfWorkingDays>
     <Generally>
      <Digital>232</Digital>
      <Analog>0</Analog>
     </Generally>
     <CarriageOf>
      <Passengers>
       <Digital>0</Digital>
       <Analog>0</Analog>
      </Passengers>
      <Goods>
       <Digital>232</Digital>
       <Analog>0</Analog>
      </Goods>
      <Unspecified>
       <Digital>0</Digital>
       <Analog>0</Analog>
      </Unspecified>
     </CarriageOf>
     <CarriagePurpose>
      <Earning>
       <Digital>0</Digital>
       <Analog>0</Analog>
      </Earning>
      <OwnPurposes>
       <Digital>0</Digital>
       <Analog>0</Analog>
      </OwnPurposes>
     </CarriagePurpose>
    </NumberOfWorkingDays>
    <Infringements>
     <DailyRestPeriod count="2">
      <Infringement>
       <DateAndTimeFrom>2011-06-21 17:26</DateAndTimeFrom>
       <DateAndTimeTo>2011-06-22 02:08</DateAndTimeTo>
       <DriverName>Kowalski Jan</DriverName>
       <DriverCard_Number>PL000123456789000</DriverCard_Number>
       <RegistrationNo></RegistrationNo>
       <Duration>8:42</Duration>
```

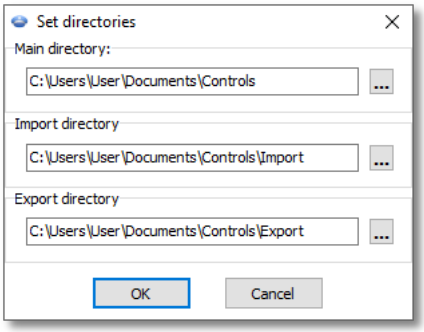
```
      <Norm>9:00</Norm>
      <Team>No</Team>
      <Annotation></Annotation>
      <LevelOfSeriousness>MSI</LevelOfSeriousness>
      <LevelOfSeriousnessCodeEU>B1</LevelOfSeriousnessCodeEU>
      <MostSeriousInfrigement>No</MostSeriousInfrigement>
      <TrestneBody>No</TrestneBody>
      <Status>Approved</Status>
      <OffenceCodeEU>561-8-2</OffenceCodeEU>
      <OffenceCodeAETR>AETR-8-2</OffenceCodeAETR>
    </Infringement>
    <Infringement>
      <DateAndTimeFrom>2011-07-07 17:01</DateAndTimeFrom>
      <DateAndTimeTo>2011-07-08 03:30</DateAndTimeTo>
      <DriverName>Kowalski Jan</DriverName>
      <DriverCard_Number>PL000123456789000</DriverCard_Number>
      <RegistrationNo></RegistrationNo>
      <Duration>10:29</Duration>
      <Norm>11:00</Norm>
      <Team>No</Team>
      <Annotation></Annotation>
      <LevelOfSeriousness>MSI</LevelOfSeriousness>
      <LevelOfSeriousnessCodeEU>B2</LevelOfSeriousnessCodeEU>
      <MostSeriousInfrigement>No</MostSeriousInfrigement>
      <TrestneBody>No</TrestneBody>
      <Status>Approved</Status>
      <OffenceCodeEU>561-8-4</OffenceCodeEU>
      <OffenceCodeAETR>AETR-8-2</OffenceCodeAETR>
    </Infringement>
  </DailyRestPeriod>
  <DrivingTimeWithoutBreak count="1">
    <Infringement>
      <DateAndTimeFrom>2011-11-02 12:33</DateAndTimeFrom>
      <DateAndTimeTo>2011-11-02 18:00</DateAndTimeTo>
      <DriverName>Kowalski Jan</DriverName>
      <DriverCard_Number>PL000123456789000</DriverCard_Number>
      <RegistrationNo>LAU 45X59</RegistrationNo>
      <Duration>4:31</Duration>
      <Norm>4:30</Norm>
      <Team></Team>
      <Annotation></Annotation>
      <LevelOfSeriousness>MSI</LevelOfSeriousness>
      <MostSeriousInfrigement>No</MostSeriousInfrigement>
      <TrestneBody>No</TrestneBody>
      <Status>Approved</Status>
      <OffenceCodeEU>561-7</OffenceCodeEU>
```

```
      <OffenceCodeAETR>AETR-7</OffenceCodeAETR>
     </Infringement>
    </DrivingTimeWithoutBreak>
   </Infringements>
</Control>
```

12.1.7. Set directories

*The section is not available for the **Expert license.***

In the window it is possible to re-define the following default directories:



- **main directory** - This is the directory where the controls are stored;
- **import directory** - This is the directory that the controls are imported from. The import option is available in the archiving module;
- **export directory** - This is the directory that the controls are exported to (archived).

12.2. Data

In the menu **Data** there can be found basic options for the operation of the program.

The possible options are the following: manual adding of discs, scanning or opening a file with an image of a disc or with the digital card or tachograph data, editing diagrams or days from the driver card saved in the database, editing days from the digital tachograph saved in the database, deleting diagrams or days from the driver card saved in the database, days from the digital tachograph saved in the database, and exiting the program.

12.2.1. Add manually

This option enables a user to add a disc into the database manually. You should use it if i.e. a diagram is seriously damaged and a correct automatic analysis is impossible to be carried out or you have to add a disc for a driver who worked on the spot (in the base) and does not have a disc.

To add a diagram manually you should enter the following data:

General data of a disc

1. a driver's name (you should choose it from the list or you add it by clicking the button "+").
2. a vehicle's registration number, if a "default" option has not been selected, you should choose it from the list or add a new one clicking "+").
3. the date of a disc.
4. the time of starting work.
5. initial and final odometer.
6. whether the day should be saved as analog or digital one.
7. whether the driving was in team.

> *The change of the hour after entering events requires deletion of the list of events.*
>
> *Then, you should enter the above data to the database using the button **[Save]**.*

Detailed data – events

On this list you can add in turn all events which appeared on the entered diagram. To enter an event you should choose a specified kind of an "event" from the list and specify the time of its duration. The value of the field **Time from** is entered automatically. Pressing the button **[OK]** causes adding the event to the list of events below.
There is a possibility to delete, insert and edit events in the list. The default duration of newly added event is one minute and the program automatically enters the event edit mode making it possible to change the value.
The list of events has to include the activities from the whole day (24 h), namely the duration of all events should equal 24 hours for the program to save a complete disc in the database.

12.2.2. Get

Possible choices:

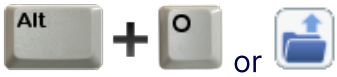
Scan

or

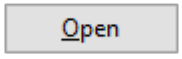
Images of discs appear automatically on the screen right after scanning, each disc in a separate window. Additionally, the program displays the message about the number of found discs.

For a detailed description, refer to the topic: "Scanning the record sheets".

Open from a file



or

When you select this option, the normal file selection window appears. Please select the file containing the desired record sheet (bmp format) or source file that contains the data retrieved from the driver card or the digital tachograph (list of formats is specified below), and then click 

.

Do not use this option to edit the record sheets which are already stored in the current control.

The next step depends on the type of file:

Record sheets (bmp)

The program opens "Record sheet view/ edit window" - each additional record sheet is opened in a new tab.

Digital data (ddd, dtc, dtg, esm, c1b, v1b, tgd)

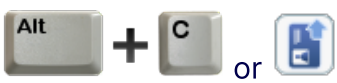
*The program also opens files with digital data archived to formats: **ZIP**, **7z** and **ARZ**.*

Subsequently, data analysis may proceed in two ways (for a description refer to "Supplementary information" chapter):

- Correct reading of data from the driver card/ tachograph;
- Corrupt reading of data from the driver card/ tachograph;
- Corrupt reading of data from the tachograph.

If you have downloaded the data from a driver card that is registered as canceled, the appropriate information that such card was detected is displayed.

Read the card



or

Clicking this option starts downloading the data from the driver's digital card. This option is enabled when the smart card reader is bought from INELO Polska Sp. z o.o. and properly installed.

For a detailed description, refer to the topic: "Digital card reading".

Read digital tachograph

Danish version of the program:

the option is located directly in "Data" -> "Read digital tachograph".

Clicking this option starts downloading the data from the digital card. First the window appears, where the user may select what data is to be downloaded.

For a detailed description, refer to the topic: "Digital tachograph reading".

External devices

Allows the user to download the data from digital cards and tachograph, stored by the devices such as:

- DBOX;
- Optac;
- DownloadKey;
- TachoDrive;
- PDA.
- Digifobpro;

If Windows® cannot detect Digifobpro USB drive:

*change **Enabled** option into **YES** (refer to the instruction manual attached to the device).*

- TX-BOX 2/Tacho2safe.

See the following topic for more: "Reading from external devices".

If the complete set of data (from the driver card and tachograph) is opened, the missing country entries from the tachograph are automatically imported to the card.

Imported country entries are marked in the "preview/edit the day from the driver card window" with a green line.

12.2.3. Read digital tachograph - Denmark

See "Get" -> **Read digital tachograph**.

12.2.4. Import data from file

This option allows to import drivers' activities from the file.

In order to import data:

- choose the option **Import data from file** from "Data" menu

or

- click the key combination 

There will be displayed a window in which you should choose the file to import and click the button **Open**. When the import is completed, it is signaled with a proper prompt.

You can find an example file here.

	A	B	C	D	E	F
1	name	surname	birthdate	date	starttime	work/rest
2						
3	Driver	One	1989-06-01	2019-10-01	07:00	work
4	Driver	One	1989-06-01	2019-10-01	09:30	rest
5	Driver	One	1989-06-01	2019-10-01	10:30	work
6	Driver	One	1989-06-01	2019-10-01	13:00	rest
7	Driver	One	1989-06-01	2019-10-01	14:00	work
8	Driver	One	1989-06-01	2019-10-01	16:00	rest
9	Driver	One	1989-06-01	2019-10-02	07:00	work

Every driver should be in a different tab. If in the first row of a given tab there is a driver who is not in the program, he will be added.

12.2.5. Import of data from tachograph to the card

Data

This mechanism makes it possible to fill the empty days, in which the driver does not have any records of activities from the digital tachograph. You can import tasks assigned to any driver, activities not assigned to any of the drivers and activities from a given vehicle.

If the driver card is read later, the imported days are removed and replaced by the data read from the card.

Data import mechanism can be run in several ways:

- from the "Data" menu select: **Import of data from tachograph to the card**;
- "click" the  button on the "toolbar";
- use the "shortcut"  .

When you select one of the commands above, import window appears and should be filled in as necessary:

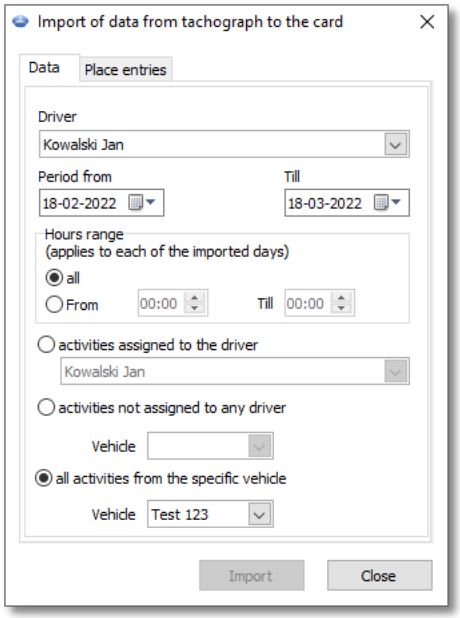
- **Driver** - to which the data will be imported;
- **Period** - of the imported data;
- **Hours range** - whether to import all data or only for a certain range of hours;
- **activities assigned to the driver** - select the driver from whom data will be imported, if the driver drove the vehicle using the driver card, but has not made it available during the control;

or

- **activities not assigned to any driver** - select the vehicle from which data not assigned to any driver will be imported, if the driver drove the vehicle without a card;

or

- **all activities from the specific vehicle** - select a vehicle from which all data will be imported (whether they are assigned to other drivers or not), if the driver drove a vehicle without a card, using other cards, etc.



*Days imported from tachograph are marked in the "List of discs/days from card" window ("Data -> Driver card and record sheet data" menu) as **Digital tachograph**, while in "view/edit day on the driver card window" above the driver's daily chart, **TC** symbol is displayed.*

Place entries

Allows to supplement countries on the driver card with entries from the digital tachograph, in the case of controls established in **TachoScan Control** version older than 4.0.9. For this purpose:

1. Select ☑ the driver/drivers
2. Choose the period
3. Click Import.

Imported country entries are marked in the "preview/edit the day from the driver card window" with a green line.

From version 4.0.9, when the complete set of data - from the driver card and tachograph - is opened, the missing country entries from the tachograph are automatically imported to the card.

12.2.6. Driver card and record sheet data

To edit discs saved in the database you should use one of the three ways:

- click the button  on the "toolbar";
- use the "shortcut"  ;
- choose option **Driver card and record sheet data** from menu "Data".

As a result of each of these three actions, a window containing a list of saved record sheets and days downloaded from driver cards will appear. It consists of the following elements:

List of discs/days from card

To open a particular record sheet/day from the driver card, double-click its name, or select it and then click the **[OK]** button below the list.
Depending on the selected option, the program will open a "Record sheet view/ edit window" or "View/ edit a day from a driver card window".

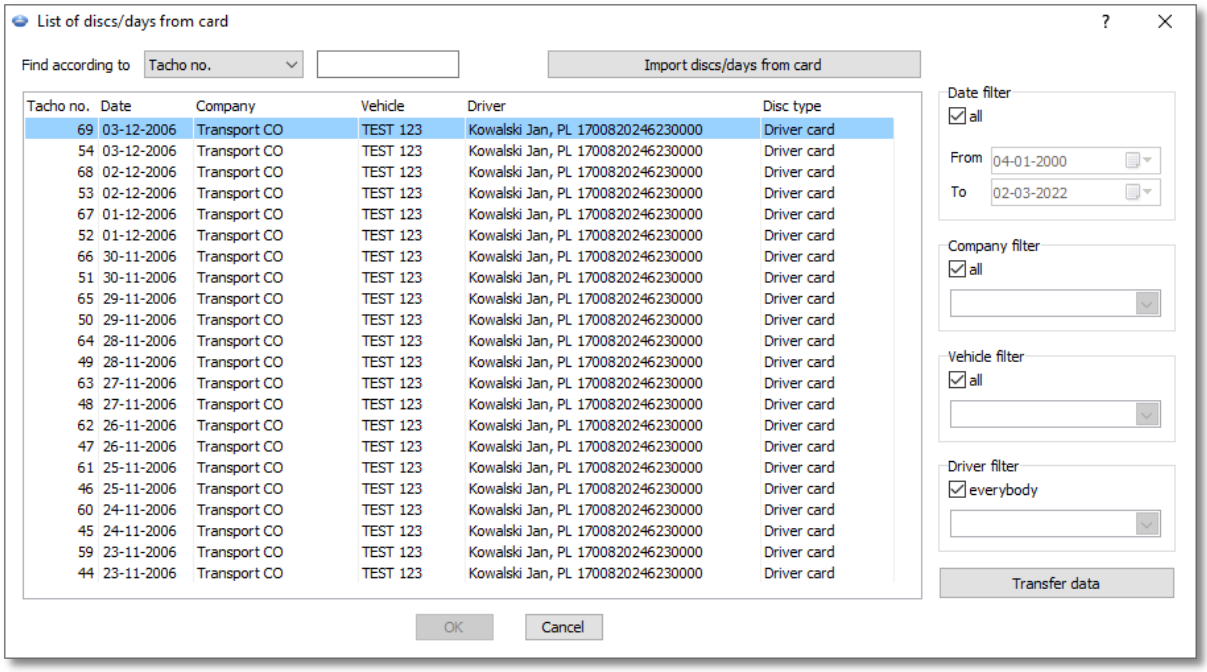


Fig. List of record sheets/days from the driver card.

To open more than one disc at once, you should select particular positions on the list keeping the key  *pressed on the keyboard.*

Clicking the title of the column causes sorting the positions according to the data included in the chosen column. The repeated clicking causes the arrangement of the positions in the reversed order.

If instead of the ending of a word you can see "...", you can widen a column keeping the left button of a mouse pressed on the line between the headlines of columns and then moving the cursor of the mouse to the right.

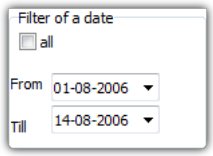
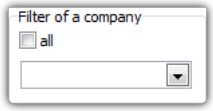
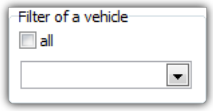
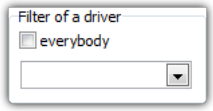
The record sheets/days from the driver card saved as free, holiday and sick leave open as Read Only.

***Disc type** = **Digital tachograph** - means a day imported from tachograph (see: "Import of data from tachograph to the card" - "Data" menu).*

Data filtering

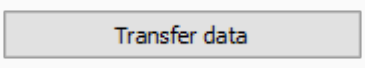
Enables pre-selection of record sheets/days from the driver card to be included in the list. Each filter (except the date filter) is disabled by default (the "all" field is checked). To activate the selected filter, uncheck **all** option, then select the type of filter.

- filtering based on existing data:

	*After activating this filter there are displayed only those discs which can be attributed to the chosen time brackets.*
	*After activating this filter there are displayed only those discs which belong to the chosen company.*
	*After activating this filter there are displayed only those discs which come from the chosen vehicle.*
	*After activating this filter there are displayed only those discs which registered work of the chosen driver.*

If you cannot see any disc on the list, you should make sure if the settings of filters are correct.

-  - Filtering by tacho number or by a defined date.

Button: 

Allows to move selected **record sheets/days from the card** from any driver to another one.

12.2.7. Digital tachograph data

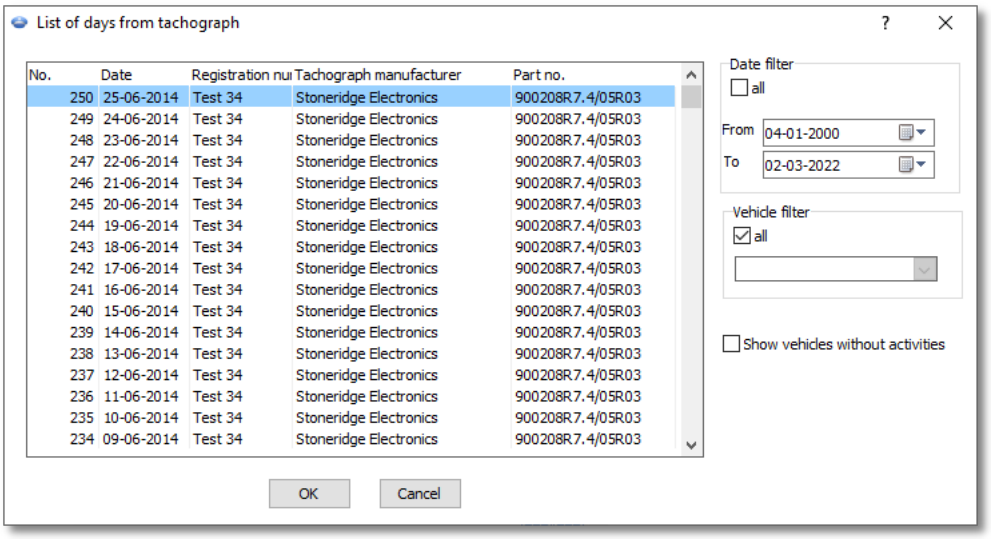
To edit days downloaded from digital tachograph and saved to the database you should use one of the three ways:

- click the button  on the "toolbar";
- use the "shortcut"  ;
- choose option **Digital tachograph data** from menu "Data".

As a result of each of these three operations there appears a window including the list of all days from digital tachographs entered into the program. It consists of two parts:

List of days from tachograph

There is the list of days on the **left**. To open the given day you should click twice an appropriate row or select it and then click **[OK]** under the list.



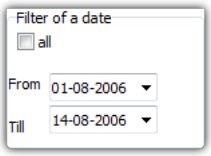
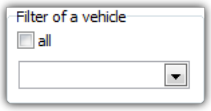
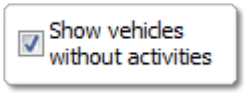
Clicking the title of the column causes sorting the positions according to the data included in the chosen column. The repeated clicking causes the arrangement of the positions in the reversed order.

If instead of the ending of a word you can see "...", you can widen a column keeping the left button of a mouse pressed on the line between the headlines of tables and then moving the cursor of the mouse to the right.

Data filtering

To the **right** there are two filters enabling a preliminary selection of discs which are to be on the list. The vehicle filter is off by default (the field "All" is selected). To choose the given filter you should remove the marking from its field **All** and then choose those days which the given filter should let on the list.

These are the following filters in turn:

	*After activating this filter there are displayed only those discs which can be attributed to the chosen time brackets.*
	*After activating this filter there are displayed only those discs which come from the chosen vehicle.*
	*Upon selection the vehicles for which only additional speed data, without activity, were downloaded will be shown.* *In the "preview data from the digital tachograph window" only 3 tabs are visible:* ***Basic data***, ***Company locks and last download***, ***Speed chart***. *(See more in the: "Speed chart" chapter, "Continental VDO from version 1.3 - Additional sections" tab)*

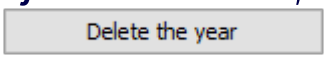
After choosing the day there appears a new window inside the program for the view of the selected day from digital tachograph.

To open more than one day at once you need to highlight the individual items in the list while pressing and holding down  *key on the keyboard.*

12.2.8. Delete disc/card

Deleting a tacho window, as the name suggests, allows to delete the data from record sheets and days from the driver card from the program database.

Data can be removed in several ways:

- **remove a single item**: select the desired item in the list, and then click  ;
- **remove data from the whole year**: above the list, select the year you want to delete the data from, and then click  ;

- **remove any number of items**: using the filters on the right side of the window, select the data to be removed, and then from the drop down menu, choose: Select all. After selecting the data, click Delete.

If you accidentally remove the wrong disc, you need to enter it again.

Removing an entire year can take a very long time. Removal progress is displayed on the progress bar.

12.2.9. Delete tachograph data

After you click the menu, a window will appear with the list that contains all of the days downloaded from the digital tachograph. To delete a specific day you need to select it from the list first. You can do that either by marking the list entry manually or by setting the relevant date and/or vehicle filter and marking **Select all** option (or "Deselect all") with the right mouse click. Finally, press the Delete button.

If you delete improper day by mistake you will have to download it again.

Removing an entire year can take a very long time. Removal progress is displayed on the progress bar.

12.2.10. History of downloads

It presents the list of files/readings from a driver card or digital tachograph which were downloaded to the program.

The history of readings can be opened in two ways:

- from "Data" menu, select **History of downloads**;
- click the button  on the "toolbar";
- press the  key combination.

On the left side of the history of readings window, the list of files/readings, divided into tabs, is displayed:

- **Drivers** - shows a list of readings from the driver card;
- **Vehicles** - shows a list of readings from the digital tachograph;
- **Invalid** - shows the list of damaged readings that were not identifiable;

On the right side of the window there are filters used to make readings selection:

- **Show transgressions only** - displays the readings, in which **Number of days since previous download** is greater than 28 days for the driver card and 90 days for the tachograph;

- **Date filter** - displays readings in a given period of time - to disable the date filter, select: **all**;
- **Driver filter/Vehicle filter** - displays the readings for selected drivers/cars - to turn off the filter select: **all**;

The meaning of the selected columns:

- **Number of recorded days*** - all days with any activity, including rest days on the tachograph and rest periods entered manually excluding the activities of the reading day;
- **Number of days with work or availability** - all days, in which driving, working and/or availability were reported;
- **Number of unread / incomplete days** - all days since the previous reading which are incomplete (full-day data missing or readings not covering the whole day).

*Items of the list in **Drivers** and **Vehicles Invalid** tabs will be sorted alphabetically and descending by date.*

It is possible to sort the lists individually. Click on the name of the column which is to be used as the sorting criterion. The first click will sort the list in ascending order, the second click - in descending order.

Additional elements of the list

Additional items in the drop-down menu of the list:

- **Show the details** - opens the digital readings test (with a digital signature verification) of the selected file.
- **Report preview** - opens "History of downloads report".
- **Add/edit annotation** - allows to add any note to the selected readout - the note will appear in the report print preview (Report preview), and in the **Annotation** column, the icon will be displayed;
- **Delete annotation** - removes the note.

12.2.11. Unsaved discs

Displays in the bar on the right side of the window a panel with record sheets scanned but not saved into the database.

The list of unsaved record sheet images can be opened as follows:

- from the main "Data" menu, select : **Unsaved discs**;
- in the upper right corner of the program window click on the: icon.

The number next to this icon is the number of unsaved record sheets.

To save a record sheet to the database, simply left-click on it - the program will open it in the record sheet view/edit tab.

Clicking with the left mouse button on another record sheet thumbnail will open it in the same record sheet view/edit tab.

*If any changes are made in the tab with specific record sheet, left-clicking on another record sheet thumbnail will open it in a **new** tab.*

Record sheet thumbnails are filtered depending on the active control.

After highlighting the record sheet thumbnail with a mouse, in the window next to it, an enlarged tacho disc is shown.

Images of unsaved record sheets are stored in the control directory.

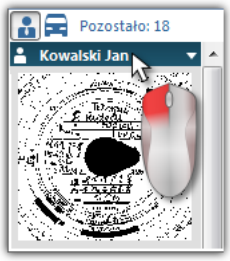
Click again on the  icon to close the unsaved record sheets bar.

Grouping/ sorting record sheets

Record sheet thumbnails can be grouped if the default driver and/or default car was set during scanning in the "Default settings" window,  icon.

1. Grouping record sheets:
   -  - Grouping by drivers;
   -  - Grouping by vehicles.
2. Sorting and hiding/showing record sheet groups:
   - **left-click** on the group header (the name of the driver or the vehicle registration number) to collapse or expand each record sheets group (fig. below);

   or
   - **right-click** on the header of the group, and then, from the drop down menu, select:
     - Reverse date order - sorts the record sheets in the group, depending on the date of creation as defined under the scan default settings;
     - Collapse all - collapses all the thumbnails in the group;
     - Expand all - expands all groups;



Removing record sheets

Thumbnails of record sheets, after saving them to the database, are automatically removed from the unsaved discs panel.

Images of record sheets that you do not want to save in the database can be removed using commands in the drop-down menu (right-click on any record sheet thumbnail):

- Delete;
- delete all.

12.3. Reports

In the menu concerning reports you can create the following reports:

Creating a report may take some longer time dependent on the amount of the saved data.

MS Excel needs to be installed and registered in order to create xls report.

12.3.1. Control report

This report is helpful in understanding the analysis of driving time, time of daily and weekly rest periods and to understand and explain any infringements detected by the program. The report can be called either from the menu: **Reports -> Control report** as well as from the infringements report generation window: "Infringements and manipulations" when you press the button: 

.

Report construction

- weekly chart of record sheets activities/ driver card days (key on the last page of the report);
- weekly and two-week driving time (for the current and the previous week) with comments on possible cases of exceeding the norms and driving time available next week;

- information on weekly rest periods: the time the rest was used and its duration, possible reduction and compensation, then the number of days between the previous and the current weekly rest period;
- information on daily rest periods: for each day the maximum time of rest and the time of daily rest used are shown. In addition, comments on these times are entered, stating the compliance with Council Regulation (EEC) No 3820/85 or Regulation (EC) No 561. The division into the days is done according to the provisions of the laws;
- daily driving periods: the length of the cycle (daily driving period), the analysis of daily driving time and constant driving time, comments on possible exceeding the norms. The last column shows the penalty amount for the driver and the company according to the fines for infringements;
- on the last page there is the key for the signs used in weekly activities chart.

How to create a report

1. Open the report generation window (*menu: Reports -> Control report or menu: Infringements and manipulations ->* Control report).
2. Select a driver from the **Driver** menu.
3. Set the analysis period in the fields **Period from** and **To**.
4. In the **Analysis according to** section, choose analysis according to **AETR (2010)** or **561** *(Regulation (EC) No 561/2006 of the European Parliament and Council).*
5. In the **Report on the basis of data from:** section, select:
   - **cards / discs** - control of data downloaded from driver cards and recorded tachograph discs.
   - **tachograph using activities assigned to particular drivers** - control of data downloaded from digital tachographs.
6. Click (**Generate**) or (**Generate and close**).
7. Choose the report language and click **OK**.

Infringements committed outside the period of employment of the driver or outside the scope of control are marked .

Options

For a detailed description of other options refer to: "Infringements and manipulations" -> Advanced tab.

show weekly chart on the report
After selecting this option, the so-called weekly chart of driver's driving time will be shown at the end of each week section, (markings of symbols on the chart is the same as on the "weekly visualization").

Colour
As a result of selecting this option, some elements of the report will be presented in several basic colors, otherwise it will be presented in shades of gray.

Legend
After selecting this option, a legend for the weekly chart will be presented in the final section of the report.

Display amount of fines (only in Danish and Romanian language versions)
☑ ***Option checked*** — **unapproved** amount of fines will be shown according to tariffs of penalties applicable in Denmark/Romania ; ☐ ***Option unchecked*** — **unapproved** amount of fines will not be displayed;

Button: 
Opens "Weekly chart".

Button: 
Opens "Monthly chart".

To view the report, use the toolbar buttons (see: Generating reports).

12.3.2. Infringements and manipulations

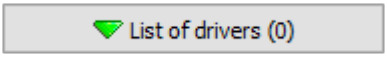
Report based on collected data generates a list of infringements and interference warnings. The report is generated for all drivers under the active check. Thanks to the relevant mechanisms it is possible to quickly move from the infringement to the record sheet/ driver card day on which an infringement took place. For each violation, you can view and print the ready infringement template report.

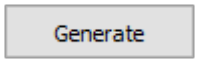
In the final part of the report the **Groups of infringements against Regulation (EC) No 561/2006** is presented.

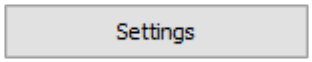
How to create a report

1. Open the report ("Reports" menu).
2. Analysis settings window is displayed, which should include:
   - the analyzed period:
     - **All infringements and warnings** – the software analyzes the period between the first and the last step stored in the database for the specific control;
     - **period** – allows setting any analysis period - by default, the software sets a controlled period. For a roadside check – unless the to date is checked ☑ - the period beyond the check date will be analyzed.
   - Use activities time tolerance:

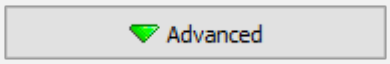
     ☑ ***Option checked*** — tolerances of driving times, rest periods and breaks set in the settings window, under: "Tolerance" tab will be taken into account during the analysis of the infringements;

     ☐ ***Option unchecked*** — these tolerances are not taken into account in the analysis of infringements;
   - **All drivers** or **Selected drivers** - the program generates infringements for all drivers or for the drivers who have been chosen from the list available after clicking 

   - 

 - press this button, the program will proceed to analyze infringements in the pre-selected period of time - before you click, review the settings described below;
   - 

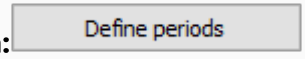
 - opens "Analysis settings" window;



 - click to expand the advanced settings panel.

Attach notes on violations - allows to attach notes that have been added to specific infringements

Attach control notes - allows to attach general notes from the infringement tabs

Button: 

Allows to set any dates in which the analysis is to be carried out in the **Driver's average weekly working time report - detailed** report that is generated when you click on the button.

Defining periods is necessary for analyzing infringements of weekly working time.

If no periods are defined, generated infringements will not take into account weekly working time infringements

Button: Detailed report

Opens, for the selected driver(s), **Driver's average weekly working time report - detailed** with specified periods (set using the Define periods button) and weeks, including: Driver, Period, Week, Weeks count, Driving time, Other work time , Actual working time of the driver and Norm. In the summary - the sum of weeks, the sum of individual driving and work periods, and **Average weekly working time** calculated during the period. If Average weekly working time is exceeded, it is displayed in red.

Analysis according to

Select whether the data should be analyzed according to: AETR (2010) or Reg. 561.

Report on the basis of data from:

- **cards / discs** - control of driver's card data and tacho disks;
- **tachograph** - control of vehicle data (mass memory data) – after choosing this option the frame shown next becomes active:

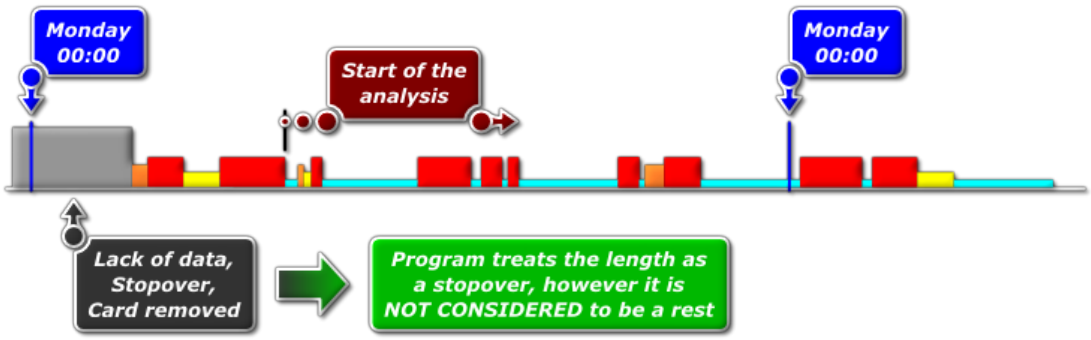
Data from digital tachograph:

Select the type of analyzed events:

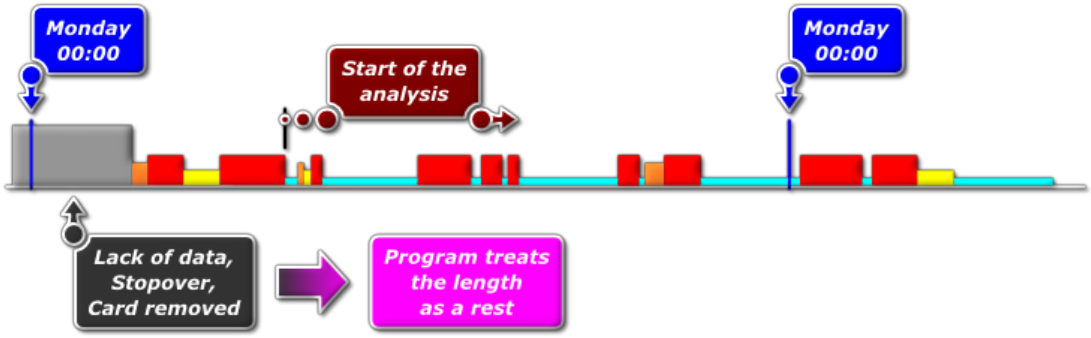
- **activities with this driver's card inserted** - only activities recorded in the tachograph with driver card inserted;
- **all activities from slot 1** - all activities recorded in slot No 1 of the tachograph are verified, regardless of whether the driver's card was inserted or not;
- **all activities from slot 2** - all activities recorded in slot No 2 of the tachograph are verified, regardless of whether the driver's card was inserted or not;

do not consider lack of data in the beginning of the period as a rest

☑ ***Option checked***



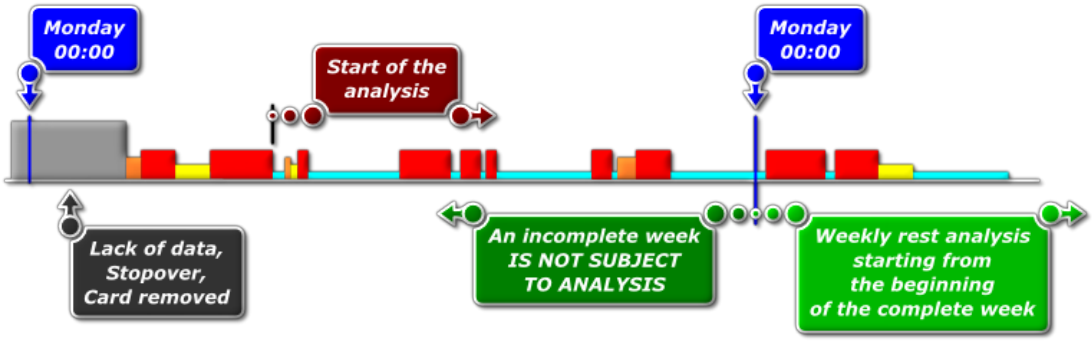
☐ ***Option unchecked***



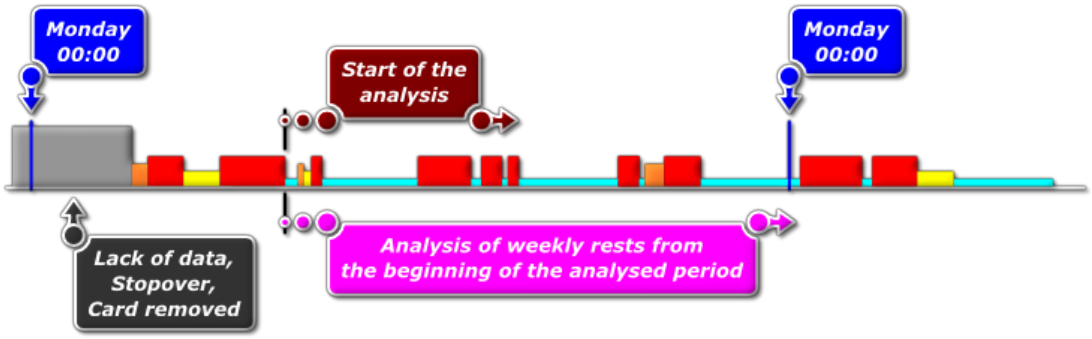
analyse weekly rest starting from complete weeks (from Monday till Sunday)

the option is accessible only if the preceding one has been checked.

☑ ***Option checked***



☐ ***Option unchecked***



Compare activities

*The tab is only visible for **control on the premises** option (edit inspection window - "Control" -> "Edit current control parameters" menu).*

Depending on the settings, the tab lists the differences between the tachograph data and the data downloaded from the driver card. In the comparison, you can also view the data as recorded by the tachograph when the card was removed. The analysis is performed during the report generation period.

Activity List

1. Like above, the activity list is generated by clicking on the: Generate button. If the program detects:
   - Activities recorded in the card that are not in any tachograph;
   - Activities recorded in the tachograph that are not in any card;

   Compare activities tab title will be bolded and will change color into **red** (options available in the analysis settings: "Settings" -> "Analysis settings" menu, "Analysis" tab).
2. Filtering results - above the table there are checkboxes for the driver, the vehicle, and the "missing" type which allow to filter the analysis results.
3. From any entry in the list you can go to visualize the day with the "missing" items ("day from the driver card" or "day from the tachograph"). Double-click the left

mouse button on the selected line or select the line and select **Edit the day** from the pull-down menu, or click on the button:  ;

4. Activity Verification - To make work easier, each item in the list can be labeled as **Verified** -> **Yes** / **No** (first column) - right click on the selected line and select **Verified** from the drop-down menu;

> *Actions **All verified** and **All unverified** are available in the drop-down menu.*

Printing

Print the list of activity differences - opens a list print preview window of all items in the list.

Infringements

Infringement list, edition, options

As a result of pressing the Generate button, if infringements have occurred in the selected period of time, their list will be displayed in **Infringements** tab with detailed data on each of them.

> ***Danish version of the program***
>
> - *the information about percentage of exceeding the standard will be displayed on the descriptions of infringements;*
> - ***Max Rast / Summen af pauser** column: depending on the infringement, the following will be displayed:*
>   - *maximum resting time - in the case of too short daily resting time;*
>   - *the total time of breaks lasting at least 10 minutes - in the case of exceeding the continuous driving time.*

> *If the program detected irregularities associated with the use of the tachograph or the driver card, the text under **Manipulation warnings** will be displayed in bold and change the color to red (Description of the tab in the following topic.)*

1. Results filtering - above the infringement table, there are driver, vehicle and infringement type and severity selection boxes that allow to filter data in the list of infringements.
2. Approval of the infringements - by default, all infringements detected by the program are **approved**. Status of the infringements can be changed using the **Approved**, **All approved** and **All not approved** commands in the drop-down menu (right-click on any item in the list of infringements).

> ***Unapproved*** *infringements will have a "No" indication in the* ***Infringement*** *column.*
>
> *Approved/unapproved infringements can be filtered using the* ***Show approved infringements only*** *option below the list of infringements.*

3. The most serious offenses are displayed in red, bold text;
   - the most serious (MSI) and other violations (VSI, SI, MI) can be displayed separately using filters (see item 1).

> ***Regulation 1071/2009, Annex IV***
>
> *Most serious infringements for the purposes of Article 6(2)(a)*
> *1.*
> *a) Exceeding the maximum 6-day or fortnightly driving time limits by margins of 25% or more.*
> *b) Exceeding, during a daily working period, the maximum daily driving time limit by a margin of 50% or more without taking a break or without an uninterrupted rest period of at least 4,5 hours.*

4. Under the infringement list, the overview of the infringement number according to the level of seriousness is visible. The overview includes only approved infringements.
5. **Show approved infringements only** - displays only items in the list with **Approved** status in the **Infringements** column
6. On the basis of any violation shown on the list one can proceed to a day visualization when the said violation was caused (see: Days from card or Discs). In order to do this click the given violation with the mouse right button and choose the option: **Edit the day**. 1. It is also possible . to go to the driver's **Daily chart** window using 
7.  - opens "Weekly chart".
8.  - opens "Monthly chart".

> *If you want to add a description to the selected infringement, click* ***CTRL + E****.*

Printing

1. Report preview - when you press this button and select the language of the report, the report preview window displays.

Depending on the option selected: ***Show not approved infringements in the report (striked out)*** *in the preview,* ***unapproved*** *infringements will not be displayed or will be shown as crossed out.*

Notes to an ***unapproved*** *infringement will not be printed as crossed out.*

Danish version of the program

- *the information about percentage of exceeding the standard will be displayed on the descriptions of infringements.*

2. Control report - by clicking, the report is displayed: "Control report" based on the settings selected in the window.

Manipulation warnings

List of manipulation warnings

1. Just as the list of infringements, the list of interference warnings is generated when you press the button: Generate. If the program detects irregularities associated with the use of the tachograph or the driver card, the text under **Manipulation warnings** will be displayed in bold and change the color to red.
2. Results filtering - above the interference warnings table, there are driver, vehicle and warning type selection boxes that allow to filter data in the list of interference warnings.
3. On the basis of any warnings shown in the list of interference warnings you can go to visualize the day on which there was a warning (record sheet or driver card day). To do this, click RMB on the desired warning and select **Edit the day**. You can also select the specific warning and click on the following button: Edit the day.

4. For each of the selected warnings at the bottom of the tab, an instruction for checks that should be performed to verify the warning will be displayed.

Printing

1. Print selected warning - opens a print preview window for the selected warning along with the description.
2. Print list of warnings - opens the print preview window for the list of all warnings found.

Annotation

Annotations can be entered for the entire inspection in general or specifically for each item in the lists of infringements, manipulation warnings and activity comparisons.

Inspection annotations:

*Available in the **Infringements** tab only.*

- add/edit annotations - click on the Inspection annotations, button located below the infringements list;
- delete annotation - click on the Inspection annotations button, then clear the contents of the window and click OK;

Detailed annotations:

- add / edit annotations - right-click on the selected line and choose Add/edit annotation from the drop-down menu;
- delete annotations - in the drop-down menu, select: **Delete annotation**;

Settings made in this window are stored for that control.

In the absence of data from the tachograph and if the limit of country entries on the driver card is used up, the period beyond the limit is not taken into account when generating lack of the start/end country entry

infringements

12.3.3. Drivers' infringements in general

This report checks discs saved in the database from the point of view of committed violations. The report can be generated for one or more drivers in the given time frame.

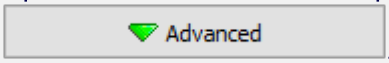
Recognizing an infringement

- violations connected with the time of travel and breaks in continual driving, that is 45-minute breaks after each 4.5-hour period of travel,
- shortening the daily time of rest and exceeding the daily time of travel,
- shortening the weekly time of rest to under 24 hours or possibly under 45 hours and not collecting this time,
- exceeding a weekly and fortnightly period of travel.

How to create a report

1. Open the report ("Reports" menu).
2. In the report generation window select:
   - select a driver or select **Drivers with infringements**;
   - the period of analysis;
   - select whether the data should be checked according to AETR, AETR (2010) or Reg. 561;
   - Report on the basis of data from::
     - **cards / discs** - control of driver's card data and tacho disks;
     - **tachograph using activities assigned to particular drivers** - control of vehicle data (mass memory data).

Options

A detailed description of the other options selected at this point is in the topic: "Infringements and manipulations -> tab: 

.

To view the report, use the toolbar buttons (see: Generating reports).

12.3.4. Daily chart for multiple drivers

The daily chart for multiple drivers is a graphic chart of a few drivers' activities on any selected day.

In order to access the chart, from the main menu **Reports** choose **Daily chart for multiple drivers**.

Designation of the driver's activity is the same as in the daily chart from the driver card.

To activate the report:

- specify the day for which you want to display the chart,
- specify the drivers' names (selected from the drop-down list).

> *After you choose a driver from the list, the next field in which you can choose another driver will be displayed.*
>
> *The data for up to **eight drivers** may be displayed on the chart.*

There is an overview of the day for each driver on the right side of the window.

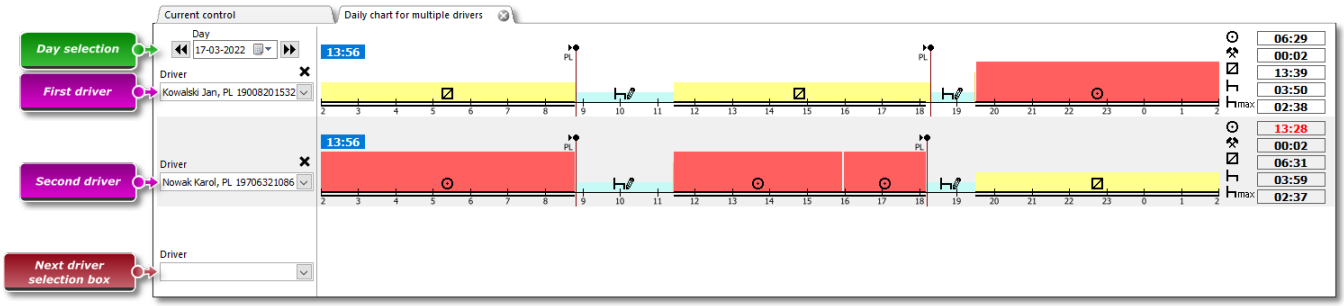


Fig. The window of the Daily chart for multiple drivers.

12.3.5. Driver's chart according to tachograph data

Driver's chart according to tachograph data is a graphic chart of activities of a driver/drivers:

- registered in a digital tachograph;
- on any selected day;
- for one specific registration number.

In order to display data, choose:

- a day, for which the chart will be displayed;
- registration number of a vehicle, for which the data will be displayed.

> *Only **active** vehicles are available on the list.*

*You can select maximum of **5 vehicles**.*

*Data for maximum of **eight drivers** can be displayed on the chart.*

*Events, which are not assigned to any driver will be displayed in a separate line with the information: "**Card withdrawn**".*

In order to print the report:

- click the Report button in the upper right corner of the screen.

12.3.6. Weekly chart

Weekly chart is a graphic representation of driver's activities in specified weeks.

The chart may be accessed in the following ways:

- From the main **Reports** menu, select: **Weekly chart**;
- after pressing the  or Weekly chart button in the preview windows of the days from the "driver card" / "record sheet" and in the generation windows for the following reports: "Control report" and "Infringements and manipulations";

Designation of the driver's activity is the same as in the "daily chart from the driver card".

To activate the report:

- specify driver's name (selected from the list);

or

- Vehicle;
  - If in the downloaded reading the program finds activities stored on the first and the second slot, the following selection options are displayed: **Slot 1** and **Slot 2**;

*For vehicles, **only events** are displayed - the program does not analyze any infringements.*

- specify "time extent";
- press the button:  .

The following options are available in the weekly chart:

Button: Monthly chart
Opens in a new tab: "Monthly chart".

Selected activity

In the **Selection** tab on the left side of the chart, in Selected event field, the information on the event pointed to with the mouse (fig. below) is displayed.

The time of inserting and removing the driver card will also be visible in the chart, if they were downloaded from the tachograph card for the given day and for this vehicle.

*After placing the cursor on the card insertion and removal symbol in the **Selected activity** field, an appropriate bubble text will appear.*

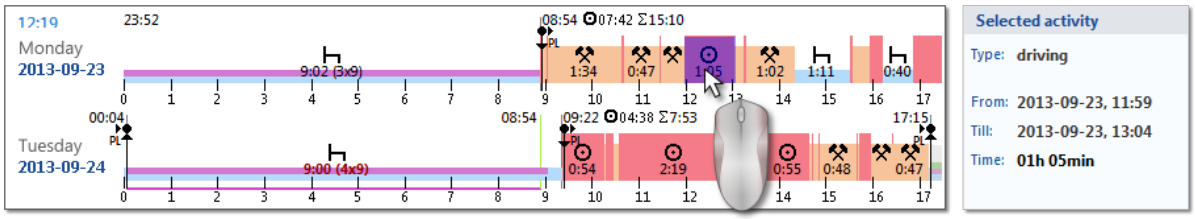


Fig. Point with the mouse to one of the driver activities on the chart.

Selected area

In the **Selection** tab, on the left side of the chart, in In the selected area field, a summary of the selected period is displayed. Click with the mouse two points at the weekly chart. Two lines will appear and mark the resp. period of time (item 1 and 2 - fig. below).

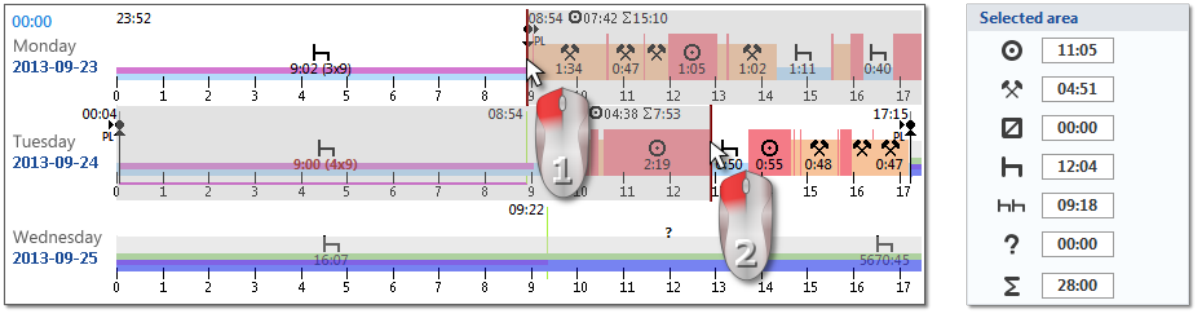


Fig. Marking a part of the weekly chart.

You can grip those lines (marks) with the mouse and move them as you need (item 1 - fig. below). Having set the second mark you can make it jump to another position by clicking another spot of the chart.

If the selection area is larger than the chart displayed on the screen while selecting, or have other problems, you can use when selecting an area from the drop-down menu.

Setting the start area *- click the PPM to the desired location and drop-down menu, select* ***Set beginning***

Settings for the end of the area *- click the PPM to the desired location and drop-down menu, select* ***Set end****.*

There is the option ***Bind the selection line to events' edges*** *below the chart. When this option is activated the placed selection lines will be automatically moved exactly to the end/begin of the neighboring activity (item 2 - fig. below).*

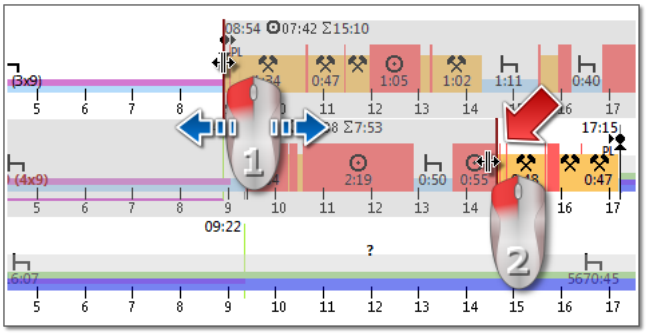


Fig.3. Move selection line.

Overview and legend

In the third window: **Overview**, subsequent events from the weekly chart are totaled, for the driver or the vehicle, respectively as well as OUT and AETR periods.

And in the fourth window **Legend** is shown.

Visualization of infringements (for driver only)

In addition to the linear visualization of events, the chart also shows the places where infringements related to exceeding the driving time, working time or shortening the rest time occurred.

Only confirmed violations will be displayed in the weekly chart.

The infringements analysis is carried out only for the selected driver.

The place of display is shown in the figure below (fig. below).

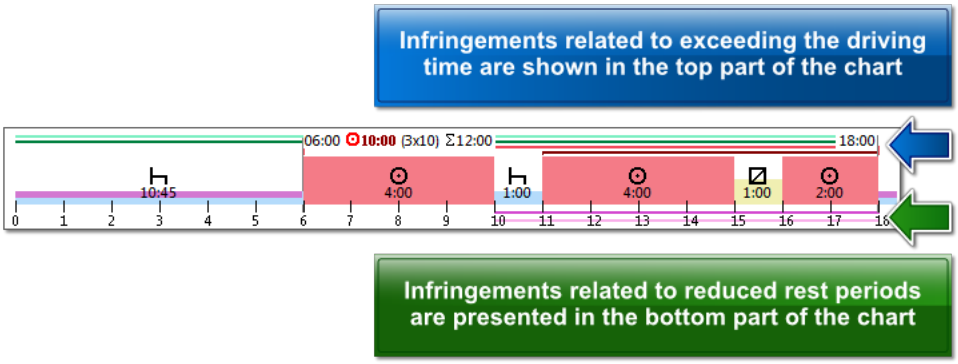


Fig. Place, where the offences detected by the program are displayed.

*Description of the other markings on the chart can be found in the **Legend** tab.*

"Days" Tab

The **Days** tab shows the sums of four basic events (driving, work, driver's availability, stop) for each day separately.

View/edit days from the driver card/record sheet on weekly chart

From the weekly chart level it is possible to open the view/edit the day from the driver card/record sheet (for a driver), or to open the day preview window from the digital tachograph (for a vehicle) - from the weekly chart drop-down menu, choose:

- **Edit day**

or

- double-click on the chart area for the selected day

The program will open a preview window for the selected day in a new tab.

Additional options

You can better evaluate particular parts of the chart by enlarging it with: (button under the chart). Use the button to make the chart smaller. The default size of the chart can be regained with .

Chart printout

It is possible to print out the chart. After clicking LMB on the Print button, a pull-down menu will be displayed, with the following options:

- **Print visible week** - displays the print preview for the currently viewed week;
- **Print selected weeks** - displays the print preview for the currently marked weeks (see "Selected area" above);
- **Print entire period** - displays print preview for weeks included in the control period;

Options related with printing the chart:

- **Show legend on the printout** - if this option is marked, the legend will be displayed on the last page of the report;
- **Show activities list on the printout** - after marking this option, a list of actions included in the chart will be displayed under the weekly chart, right above the legend;

12.3.7. Monthly chart

There are 5 consecutive weeks displayed in the monthly chart which provides easier and faster analysis of weekly rests, weekly driving time and fortnightly driving time.

The chart may be accessed in the following ways:

- from the main **Reports** menu, select: **Monthly chart**;
- after pressing the  or Monthly chart button in the "weekly chart" window and the generation windows for the following reports: "Control report" and "Infringements and manipulations".

To activate the report:

- specify driver's name (selected from the list);
- specify time extent,
- press the button:  ;

The main features of the monthly chart
1. One week displayed in one line.
2. The whole chart view covers 5 weeks (we can see the whole period of 28 days).
3. An option that enables the display of rest periods only is available: • you can select the length of rest periods to be shown in the chart (daily and weekly rest periods are displayed by default);
4. Display of 24/30 hour periods.
5. Display of a 6-day period for taking a weekly rest.

6. Day/weekly rests are drawn differently than in the weekly chart (see the legend).
7. Options/mechanisms taken from the weekly chart:
   - the option of marking any area (dragging the marking to the event edge);
   - displaying the data of a backlit event using the mouse;
   - visualization of the offenses;

Chart printout

You can print the chart. When you left-click on the Print button, a drop-down menu appears with the following options:

- **Print actual view** - opens currently displayed month printout preview;
- **Print selected period** - opens currently selected period printout preview (see topic: "Weekly chart -> Selected area");
- **Print entire period** - opens printout preview of all the weeks in the controlled range;

Options related to chart printout:

- **Show legend on the printout** - if this option is checked, then the chart legend will be appended to the printout;
- **Show activities list on the printout** - if this option is checked, then all the driver's activities in the printed period will be listed in the printout (right before the legend).

Switching to the daily chart

1. Right-click on the activity on the selected day.
2. Select **Edit the day** from the drop-down menu.

OR

1. Double-click on the activity on the selected day

12.3.8. Driver card insertions and withdrawals from the digital tachograph

This report presents the date and time of insertions and withdrawals of a driver card with information on driver's name, card number and odometer reading.

How to create a report

1. In the report generation window:
   - choose a vehicle/vehicles
   - choose "Period" from which data will be presented.

To view the report, use the toolbar buttons (see: Generating reports).

12.3.9. Compare driving time and distance on the map

Compare driving time and distance on the map opens the Google™ Maps window (online map) or OpenStreetMap (offline map), where you can compare the kilometres read from the tachograph and the driver card with the kilometres from the route calculated on the map.

The purpose of this analysis is to verify whether manipulations have taken place that leave no trace in the tachograph or on the driver card. In practice, this is the only tool that makes it possible to check whether the driver manipulated the tachograph using a magnet or voltage reduction.

Online map (Google Maps)

When using the online map, you can perform the comparison based on GNSS locations or based on a manually defined route.

*If you use Google™ Maps, you can use both routing modes at the same time by switching between the **GNSS places** and **Route** tabs (item 3).*

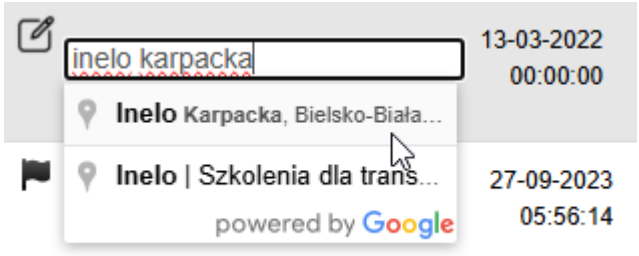
Comparison based on GNSS locations (GNSS places tab)

To perform a comparison based on GNSS locations:

1. Select the analysed period in the **Date from** and **Date to** fields, and select a vehicle or a driver (default: **Vehicle**).

*If you select the **Driver** option, the list displays only drivers who have a **G2V1** or **G2V2** driver card. The map will show the route from the driver card without GNSS data imported from the digital tachograph.*

2. In the **Tolerance** section, set the tolerance of the deviation between distance and time values.
3. Go to the **GNSS places** tab.
4. (Optional) Add your own GNSS locations. Custom GNSS locations are marked with the following icon: .
   - To add a GNSS location, click **Add a GNSS point**, then search for it from the list (you can also enter GPS coordinates).



Enter an address or GPS coordinates to search for a location. Click the date to change it.

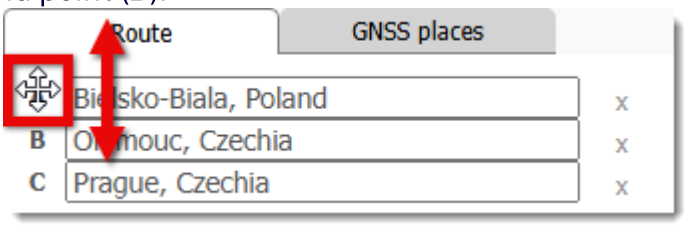
- To change the date and time of your custom GNSS location (default: the content of the **Date from** field), click the current value to open the date and time selection window.
- To remove a GNSS location, click it on the list, then click **Delete the selected GNSS point**.

5. (Optional) Select additional options from the **Options** dropdown list.

Comparison based on a manually defined route (Route tab)

To perform a comparison based on a manually defined route:

1. Select the analysed period in the **Date from** and **Date to** fields, and select a vehicle or a driver (default: **Vehicle**).
2. Go to the **Route** tab.
3. Select the starting point (**A**) and the end point (**B**).
   - You can add more route points by clicking **Add destination**.
   - To remove a point, click **x** next to that point.
   - To change the order of route points, place the mouse cursor over the letter of the point (**A**, **B** etc.). When the standard cursor changes to the following:  , hold the left mouse button and drag the point to the desired position on the route.



Changing the order of route points.

4. (Optional) Select additional options from the **Options** dropdown list.
5. Click **Show route in the map**.

> *After each change in the route (e.g. removing a point, changing its order, etc.), click **Show route in the map** again to apply the changes to the map.*

The program will display the available routes. By default, the first route in the list is displayed on the map. To change the displayed route, click it on the list.

Offline map (OpenStreetMap)

When using the offline map, you can perform the comparison only based on GNSS locations.

1. Select the analysed vehicle or driver (default: **Vehicle**).

*If you select the **Driver** option, the list displays only drivers who have a **G2V1** or **G2V2** driver card. The map will show the route from the driver card without GNSS data imported from the digital tachograph.*

2. (Optional) Change the analysed period in the **Date from** and **Date to** fields.
   - By default, the **Date from** and **Date to** fields are automatically filled with the last day of the controlled period.
3. In the **Tolerance** section, set the tolerance of the deviation between distance and time values.

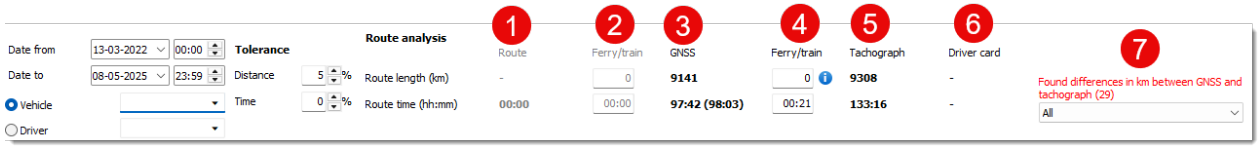
Exporting GNSS data to a GPX file

Location of the button for exporting GNSS data to a .GPX file.

You can export GNSS data to a .GPX file, e.g. to verify the route in another system. Only the data according to the currently selected filters is exported.

To export GNSS data to a .GPX file, click the GPX button.

Route analysis



In the **Route analysis** section, you will find the following information:

- (item 1) suggested travel time and distance calculated from Google™ Maps / OpenStreetMap
  - number outside the parentheses – does not include the value from the **ferry/train** field
  - number in parentheses – includes the value from the **ferry/train** field
- (item 2) suggested travel time and distance travelled by ferry/train calculated from Google™ Maps / OpenStreetMap (editable)
- (item 3) suggested travel time and distance according to GNSS locations
  - number outside the parentheses – does not include the value from the **ferry/train** field
  - number in parentheses – includes the value from the **ferry/train** field
- (item 4) suggested travel time and distance travelled by ferry/train according to GNSS locations (editable)

- (item 5) tachograph data
- (item 6) driver card data
- (item 7) detected distance differences between tachograph data and GNSS data (see: Compare driving time and distance on the map)

Comparison of tachograph and GNSS distances

When using the online map (Google™), the program automatically compares the distance measured by the tachograph with the shortest road distance between the GNSS points. When the distance measured by the tachograph is shorter than the road distance, an alert appears: **Found differences in km between GNSS and tachograph** (see item 7 – fig. above).

Printing the report

 – opens the report "print preview window". After expanding the report printing options [▾], you can choose the report **For Google route** or **For GNSS points**.

You can also use the **Print Screenshot** function (more information in the Help topic in the **Print Screenshot** section).

Changing the map type (online/offline)

To change the displayed map type:

1. Go to *Settings* -> *Program settings*.
2. Under the **Web settings** section, select **Google Maps** or **OpenStreet maps (offline)**.

> *If you selected **Google Maps** or **OpenStreetMap (offline)**, make sure that in the **Web settings** section, the **Google Maps / OpenStreetMap** option is selected.*
>
> *If you selected **OpenStreetMap (offline)**, you must additionally download the map package (see: Downloading offline maps).*

> *The map selection applies to all users and inspections.*

Downloading offline maps

1. Download the map package from: https://maps:inelo@maps.inelo.pl/tsc7.2.3/tsc723osmeurope.zip.
   - Package size: 34.4 GB.
2. Extract the contents of the package into the following folder: *C:|ProgramData|INELO|TachoScan Control|maps|*.
   - Package size after extraction: 42.7 GB.

The correct path to the sample files in the default program directory should look as follows:

C:|ProgramData|INELO|TachoScan Control|maps|osm-offline-dataPath|europe.pmtiles

C:|ProgramData|INELO|TachoScan Control|maps|graphhopper-cache|edgekv_keys

3. In the program settings select the OpenStreetMap (offline) option under the **Web settings** section (see: Changing the map type (online/offline)).

If offline map files are not located in the folder indicated above, the map window in the **Compare driving time and distance on the map** tab is filled with a grey colour (fig. below). Make sure you unpacked the map files in the correct folder.

Symptom of missing offline map files or incorrectly unpacked map package.

12.3.10. Report of activity in particular countries

Report of activity in particular countries provides details on driver and vehicle activities in the countries they were present in.

Report structure

The report is divided into the following sections:

- The date and time the report was generated and the time zone.
- The period for which the report was generated.
- For vehicle reports: vehicle registration number and tachograph generation. For driver reports: driver card number and generation.
- A list of periods and countries in which the vehicle/driver was present, including the following data:
  - Duration (of the stay),
  - Country (according to the driver's manual entry),
  - GNSS (country/countries according to GNSS data)
  - Sum of driving time,
  - Work time sum,

- The sum of availability time,
- Sum of team availability time,
- Mileage,
- Driver's name(s)/vehicle registration number(s),
- Loadings (number),
- Unloadings (number).

- Total activity time in individual countries in a given period.

*If there is a discrepancy between the column **Country** and the GNSS column, the entry is marked in red. Below the **Driver/Vehicle** field, the message appears: Conflict of foreign sections. Possible driver input error.*

Feature not available for G1 tachographs.

The report does not support loading and unloading counting in case of G1 and G2V1 tachographs.

How to create a report

1. Select the Report of activity in particular countries report from the main menu.
2. A report generation window will appear, where you need to specify:
   - Length of the analyzed period;
   - For driver card readings: Select: **Drivers**, then select the driver(s) in the table;

   or
   - For digital tachograph readings: Select: **Vehicles**, then select the vehicle registration number(s) in the table.
3. (Optional) Specify the duration of sections to be excluded in the report in the **Discard sections shorter than [xx] min** section.

To view the report, use the toolbar buttons (see: Generating reports).

12.3.11. Events and faults from digital cards

This listing presents a summary of all events and failures noted on the card of a given driver in a chosen period of time.

In order to open a report, the following information must be given:

- driver's surname
- period of time which it should cover.

To view the report, use the toolbar buttons (see: Generating reports).

12.3.12. Lack of driver's records

The report **Lack of driver's records** displays the start and end time and duration of periods during which the driver activities are not stored in the program activity.

How to create a report
1. In the report generation window • select driver/vehicle or check: **All drivers/all vehicles**. • select "Period", from which data will be displayed; • possibly for: **Show lacks of data** option, change the time value;

Options

Show lacks of data
longer than - lacks of data that last longer than time set in this option will be displayed on the report; **shorter than** - lacks of data that last shorter than time set in this option will be displayed on the report.

Show manual rests
longer than — on the report, the manual entries lasting longer than the time set for this option will be displayed; **shorter than** — on the report, the manual entries lasting shorter than the time set for this option will be displayed; *Only active for the driver.*

To view the report, use the toolbar buttons (see: Generating reports).

12.3.13. Risk analysis of loss of good repute

*The functionality is available only for the **control on the premises** option.*

The report displays the average number of very serious infringements, which is calculated on the basis of the Commission Regulation (EU) 2022/694 Annex II. Apart from the calculations, the report also specified whether the coefficient exceeded the acceptable value. The document also contains a list of drivers along with the number of infringements committed.

How to create a report
1. In the report generation window: • select the type of reporting period: ▪ Report for a year back from the date; ▪ Range of dates - any period; • depending on the needs, select whether the report will be generated for all drivers or for the selected employee

To view the report, use the toolbar buttons (see: Generating reports).

12.3.14. History of downloads report

The report displays a list of files/ readings that have been downloaded to the program. Readings having an invalid certificate, or readings for which the number of days since the previous reading is greater than 28 (for driver card) or 90 (for tachograph) will be marked in red.

How to create a report
1. Select the desired report from the main menu. 2. Report generation window will appear, where you should enter: • for readings from the driver card, select: **Driver** and then in the table check the driver/drivers; or • for readings from the digital tachograph, select: **Vehicle** and then in the table select car/cars registration number(s); or • for corrupt readings that were not identifiable, select: **Invalid**.

To view the report, use the toolbar buttons (see: Generating reports).

12.3.15. Roadside Check Form

*The section is not available for the **Expert license.***

The respective fields of the **Roadside Check Form** are filled in automatically by the program according to the results of the performed roadside check.

The second report page features a list of possible infringements with reference to respective articles of the regulations.

The roadside check form aims at avoiding drivers to be submitted to what is called double jeopardy. Article 20 of Regulation (EC) n° 561/2006, in particular paragraphs 1 and 2 help understanding the issue.

To view the report, use the toolbar buttons (see: Generating reports).

12.3.16. Roadside Check Form - Ukraine

*The section is not available for the **Expert license.***

The report is generated on the basis of control data according to the template provided by The State Service of Ukraine for Transport Safety.

How to create a report
1. In the report generation window: • fill in the fields: Driver and/or Vehicle and/or Trailer.

After clicking on:  or  icon the report is saved to **rtf** file in the **Documents** folder of the active check (

), and then opened in the default rtf editor (e.g. OpenOffice, Word, WordPad). The data presented in the report can be edited.

12.3.17. Roadside Check Form - Sweden

*Report available only for the **Sverige - Standard** Inspection.*

The Roadside Check Form report is generated in PDF format based on the data entered in the form.

In the report, infringements of missing country entry, missing border crossing entry and missing manual entries are grouped by type (column **Infringement**) and status (column **Status**). The column **Antal** indicates the number of infringements for each combination of **Överträdelser**/**Status** in the controlled period.

To delete an infringement, right-click it and then click **Delete**.

After filling in the form, click  (**Generate and close**) or  (**Generate**).

In the report generation form, all data (except for fields with the  icon) are entered only temporarily. After closing and reopening the window, you have to enter them again.

12.3.18. Statement on the removal or breakage of a tachograph seal

The report presents the Written statement on the removal or breakage of a tachograph seal by a control officer. The protocol has been published by the European Comission.

How to create a report
1. In the report generation window: • wybierz samochód dla którego chcesz wygenerować raport. • choose a vehicle, for which you want to generate the report.

To view the report, use the toolbar buttons (see: Generating reports).

12.3.19. Export detailed activities from driver cards and tachographs

*The section is not available for the **Expert license.***

For all or selected vehicles and drivers, and for the selected period, detailed activities are exported to csv file.

How to export
1. Open the window ("Reports" menu). 2. In the export settings window: • select "Period", from which data will be exported; • in the: **Driver** field select whether you want to export activities for all drivers (everybody) or for a selected driver (selected:); • in the: **Vehicle** field select whether you want to export activities for all vehicles (everybody) or for a selected vehicle (selected:); • optionally change **Export directory**; • the last step is to click on the:  icon.

12.3.20. Additional reports

12.3.20.1. Driver's activities in detail

The report shows the details of starting times, completion and duration, selected earlier in a report window, event: driving, work, availability, stopover and **card withdrawn** recorded on **discs** and / or **days from the card** for the selected driver. For each event separately is also presented information on the vehicle registration number is assigned, the number of kilometers (driving time), whether it was carried out in a team that has been described as' the **ferry / train** and / or **OUT**. And for the **days from the card** or event has been added as a **manual entry** and where the slot was tachograph driver card during the recording of the event.

To create the report you should enter:

- driver's surname,
- the period for which the report is to be generated,
- a kind of the report.

To view the report, use the toolbar buttons (see: Generating reports).

12.3.20.2. Report of altered activities

The report presents detailed data concerning changes on the activities.

How to create a report
1. Open the report (menu: "Reports -> Additional reports"). 2. In the report generation window:. 3. Choose a **driver** from the drop-down list. 4. Choose Period: From - To.

To view the report, use the toolbar buttons (see: Generating reports).

12.3.20.3. Activities from digital tachograph

The report presents a list of activities downloaded from the digital tachograph along with driver card data (multi-manning) depending on the selected filters and the selected time period.
If the driver found drove also other vehicles, they also appear on the report.

How to create a report
1. Select the desired report from the main menu ("Reports -> Additional reports" menu). 2. In the report generation window:.

3. Select **Vehicle** from the drop-down list.
4. Select Period: From - To.

To view the report, use the toolbar buttons (see: Generating reports).

12.3.20.4. Drivers from digital tachograph report

In the report, based on the selected vehicle, a list of all the drivers who drove the vehicle during the inspection is displayed.

If the driver found drove also other vehicles, they also appear on the report.

How to create a report

1. Open the report ("Reports -> Additional reports" menu).
2. In the report generation window select **Vehicle**.

To view the report, use the toolbar buttons (see: Generating reports).

12.3.20.5. Summary of vehicles from driver cards

In the selected period of time (by default, the scope of check), the report displays a list of vehicles driven by the driver.

How to create a report

1. Open the report ("Reports -> Additional reports" menu).
2. In the report generation window::
   - choose a **driver** from the list;
   - select the period of data analysis.

To view the report, use the toolbar buttons (see: Generating reports).

12.3.20.6. Record of vehicles from driver card

The list of vehicles for a given driver in a selected date range.

How to create a report

1. Open the report ("Reports -> Additional reports").
2. In the report generation window::
   - choose a **driver** from the list;
   - select the period of data analysis

To view the report, use the toolbar buttons (see: Generating reports).

12.3.20.7. Driver's activities

The report shows detailed time of: driving, work, duties and rest for one driver in the given period of time according to disc dates: detailed (analytical), summary (synthetic). It is also possible to create the report according to real dates.

To create the report you should enter:

- a driver's surname (chosen from the activated list),
- the period for which the report is to be generated,
- a kind of the report.

To view the report, use the toolbar buttons (see: Generating reports).

In the report there can be found:

- a date of the given disc,
- the time of starting and finishing of work on particular days (the time of starting the first recorded activity is assumed as the time of starting the given disc, which does not apply to the event of rest),
- a tacho number – the number of the recorded disc,
- a registration number of the vehicle driven on the day,
- a sum of km made on the day - according to the driver and to the disc

For the days read from the driver's digital card the column 'Km according to a disc' usually contains false data or no data.

- the sum of duration of events of driving, work, duties and rest,
- the sum of duration of events of driving and work together,
- work/vacation – a kind of a disc.

12.3.20.8. Driver's activities on a night shift

The report shows detailed time of: driving, work and duties for one driver in the given period of time from (22.00) 10 p.m. to (6.00) 6 a.m. If one of those hours occurs in the middle of an event it is divided then. The part of an event belonging to this time bracket is taken into account for the report.

To create the report you should enter:

- a driver's surname;
- the period of time for which the report is to be generated.

To view the report, use the toolbar buttons (see: Generating reports).

A report's fields include:

- a time of driving, work and duties,

- the sum of working hours.

12.3.20.9. Statement of driver's activities

It is the report presenting the total driver's working time statement together on a daily and night shift. The report also includes specified time of sick leave, free days and vacation. There is given the time of driving, work and duties as well as the total time of work and rest regarding every day, separately for a whole day and a night shift. After each week there is summary. At the end of the report there is the summary of total days of work, free days, sick leave and vacation days.

It is possible to generate the report:

- according to disc dates;
- according to real dates;

> *If you select the option **Colour**, Saturdays and Sundays will be printed with a different color.*

To generate the report you should enter:

- a driver's surname,
- the period of time for which the report is to be generated,
- a kind of the report.

To view the report, use the toolbar buttons (see: Generating reports).

12.3.20.10. Detailed statement of driving and working time

The report shows detailed data concerning the starting, finishing and duration of events such as: driving, work, duty recorded on discs of the chosen driver. The events are grouped separately in relation to every disc. At the end of each day there is summary.

It is possible to generate the report:

- according to disc dates;
- according to real dates;

To generate the report you should enter:

- a driver's surname,
- the period of time for which the report is to be generated,
- a kind of the report.

To view the report, use the toolbar buttons (see: Generating reports).

12.3.20.11. Sum of working and availability days

The report displays a summary of all read days divided into days with driving activities, days of work or driving OUT, days of availability and the days of remaining activities. The report is generated "according to real dates".

How to create a report
1. In the report generation window: • select whether the report should be generated according to drivers or vehicles.

To view the report, use the toolbar buttons (see: Generating reports).

12.3.20.12. Chronological list of cards used in the tachograph

The report presents a list of cards that have been used in the tachograph.

To generate the report, you have to choose a vehicle from the list. Only active vehicles with smart tachographs are available on the list.

To view the report, use the toolbar buttons (see: Generating reports).

The reports fields include:

- card issuing member state / card no
- generation
- type
- serial number
- driver name

12.3.20.13. First uses of vehicle units in the driver card

The report presents a list containing data of tachographs, in which the driver card has been used.

In order to generate the report, you have to choose a driver from the list.

To view the report, use the toolbar buttons (see: Generating reports).

The report's fields include:

- date
- registration number
- manufacturer
- device id
- software version

12.3.20.14. Total drivers' activities

The report shows total driving, working and duty time for all drivers in the given period of time as well as its summary.

To create the report you should enter the period of time for which the report is to be generated.

To view the report, use the toolbar buttons (see: Generating reports).

The report's fields include:

- a driver's surname and name,
- a number of hours of driving, work and duties and their summary.

Below this list there is the general summary of driving, working and duty time of all drivers as well as the total sum of all hours worked by all drivers.

12.3.20.15. Drivers activities in crews

The report shows the time of driving, work and duty of drivers working in teams.

To generate the report you should enter:

- a surname of one of the drivers from the team or a vehicle registration number,
- the period of time for which the report is to be generated.

To view the report, use the toolbar buttons (see: Generating reports).

The report's fields include:

- a date
- a list of drivers
- the time of driving, work and duties of individual drivers
- the summary of the periods of the whole period.

If there is no expected data in the report, you should make sure if the conditions of discs' registration as team ones were met.

12.3.20.16. Vehicle control

The report shows the driving time and the number of kilometers made by the given vehicle in the specified period of time.

To create the report you should enter:

- a vehicle registration number,
- the period you want to get the report from,
- a kind of the report;
- depending on the need, mark the option: **Color red the average speed above [...] Km/h** and change the average speed value.

Average speed is calculated as the quotient of the road traveled to driving time.

Types of report:

- **detailed** (analytical) shows all discs concerning the given vehicle,
- **summary** (synthetic) report also presents all discs concerning the given vehicle, however, if on the given day there worked a team or two drivers, one after another, there is displayed only one position including the sum of events from all diagrams concerning the given date,
- according to real dates.

To view the report, use the toolbar buttons (see: Generating reports).

The report's fields include:

- the date the given disc comes from
- start time
- ending time
- driver
- start location
- end location
- the state of the counter before setting out on the given route
- the state of the counter after coming back
- a difference between the above values
- the number of kilometers according to the tachograph's record

For the days read from the driver's digital card the column 'Km according to a disc' usually contains false data or no data.

- the time of driving and pauses during 24 hours.

In addition, in the report there is the **ratio of the vehicle usage** calculated according to the formula: the sum of driving time / (24 hours * number of days with driving).

12.3.21. DSRC Report

It presents a summary of all activities related to a vehicle chosen in **DSRC module**. At the top of the report, the tachograph data is displayed: Serial number, Number, Month and year of manufacture, Equipment type and Manufacturer.

How to create a report

1. In order to generate the report, first, create a new control on the basis of a vehicle chosen in the **DSRC module**;
   - then, choose **DSRC Report** from the Reports menu

   or
   - choose a vehicle from the list on the left and click DSRC Report.

12.4. Document

*The section is not available for the **Expert license.***

The list show all the documents that were entered to the program. It is possible to add, edit and delete any document.

The documents can be added to the list by the two ways:

-  - opening a file (bmp, jpg, txt, rtf, doc, xls, pdf) from the storage (HDD, flash drive, CD/DVD etc.),
- Scan - scanning.

*Added and scanned files are added to the directory: **Documents** - the path to this catalog is visible in the **List of documents** (fig. below).*

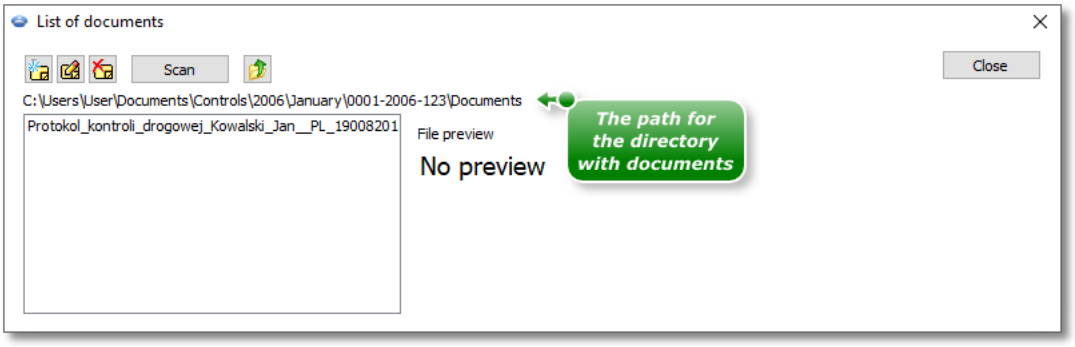


Fig. Window: "List of documents".

How to add the document?

To add the file click LMB on the icon  (fig. above) then select a file in the new window and press Open....

When you click the button:  *(fig. above) the window with the content of the directory:* ***Documents****.*

In the box below (item 1 - fig. above) the list with names of all addend file will open. In field **File preview** you will see the content of file.

In the preview window you will see all files with extensions: "bmp", "jpg", "txt", "rtf".

Scanning

To scan click **LMB** on the button: Scan, program will open window asking for the name for scanned document. Then, when the scanner is connected the window **Scan settings** will pop up depending on the type of scanner. When the settings are done you should press the button Scan.

Similarly as in the case of adding a file in the list below (item 1 - Fig. above) the name of a scanned file displays, and in the box: **File preview** its contents will display.

12.5. Company

In the menu **Company** you can enter a new company to the database, delete or modify the data concerning particular companies.

12.5.1. Add

The function is not available for the ***Expert license.***

To add a new company to the database you should enter the following data:

- a name of a company (the name cannot be repeated),
- a postcode,
- a place,
- a street,
- a house number,
- a telephone number and fax number,
- Tax Identification No.,
- National Economy Register,
- License number,

- Attestation no.,
- Size of fleet,
- Drivers count,
- Country.

All fields apart from a place are required to be entered.

The last step is to save the entered data to the database pressing **[Save]** or **[Next]**.

12.5.2. Edit

This option is for changing the data of entered companies.

You should first choose an appropriate company. You can do it by entering its name in the field **Find** or clicking **[Edit]** or by finding it manually on the list of all companies (you should click its record twice).

Changing data: After choosing a required company, in the fields there appear its current data. You can change it according to needs and then save the changes clicking **[Save]** or **[Next]**. In case of a mistake you can cancel the entered changes clicking **[Back]**.

Deleting companies: You can simply click **[Delete]** which causes irreversible deletion of the chosen company from the database.

> *In case of deleting an inappropriate company by mistake, you should enter it once again.*
>
> *You cannot delete a company which is saved on any disc in the database. You should first delete the disc.*

12.5.3. Delete

> *The function is not available for the **Expert license.***

To delete the given company you should choose it from the list (either by finding its name or by manual selection of its record in the list) and then click **[Delete]**.

> *In case of deleting an inappropriate company by mistake, you should enter it once again.*
>
> *You cannot delete a company that is associated with the data in the program (driver, vehicle, etc.). You must delete the data associated with the company first.*

12.6. Vehicle

In the menu: **Vehicle** you can enter a new vehicle to the database, delete or modify the data concerning specified vehicles.

> ***Expert license:***
>
> *The nomenclature "**Vehicles**" instead of "**Vehicle**" was introduced.*

12.6.1. Add

To add a new vehicle you should enter the following data:

- the registration number of a vehicle,
-

> *In the lower part of the window the three options are available: **Vehicle**, **Semitrailer** and **Trailer**. When **Trailer** field is marked the registration number for the trailer will be saved.*

Optionally, you can enter:

- Registration nation,
- Make,
- Type,
- Seats count,
- Gross vehicle weight,
- Carrying capacity,
- Gross combination weight,
- Owner,
- Owner's address.

Then, you should save the data by pressing the button **[Save]** or **[Next]**.

12.6.2. Edit

This option is for changing the data of entered vehicles.

You should first choose an appropriate vehicle. You can choose it by entering in the field **Find** its number and by clicking **[Edit]** or by selecting it manually on the list of all vehicles (you should click its record twice).

Changing data: After choosing a demanded vehicle, in the fields there appears its current data. You can change it according to needs and then save changes pressing **[Save]** or **[Next]**. In case of mistake you can cancel entered changes pressing **[Back]**.

Deleting vehicles: You can simply click **[Delete]**, which causes irreversible deletion of the chosen vehicle from the database.

> *In case of deleting an inappropriate vehicle by mistake, you have to enter it once again.*
>
> *You cannot delete the vehicle which is saved on any disc in the database. You should first delete this disc.*

12.6.3. Delete

To delete the given vehicle, you should first choose it from the list (searching its number or manually selecting its record on the list) and then click **[Delete]**.

> *In case of deleting an inappropriate vehicle by mistake, you have to enter it once again.*
>
> *You cannot remove the vehicle which is associated with the data in the program (record sheet, day from the driver card, etc.). You must delete the data associated with the vehicle first.*

12.7. Driver

In the menu **Driver** you can enter a new driver to the database, delete or modify the data concerning particular drivers.

> ***Expert license:***
>
> *The nomenclature "**Drivers**" instead of "**Driver**" was introduced.*

12.7.1. Add

Mandatory fields for filling in:

- the name and surname,
- the company in which a particular driver works (if a demanded company cannot be found in the database, you should add it using the button "+" next to the list).

Driver's data

Description of selected items:

When downloading data from the card of a selected driver, the program can automatically complete the fields: **Surname and name**, **Birth date**, **Digital card no.**,

Country, **Name of the identity document** and **Series and number** provided they have not been previously filled in **manually**.

Employment

self-employment / civil-law agreement

The analysis of violations for self-employed drivers is different than for other drivers (see "Show transgressions", menu: "Settings -> Analysis settings" menu - "Analysis" tab).

*The functionality is available only for the **control on the premises** option.*

By the control

The option sets the period of employment of the driver for the entire check period (analysis of infringements and the risk of losing a good reputation and the employee's filter is limited only to the scope of the check). This option is available for control on the premises only.

By date range

The option allows you to enter any period of employment. Similarly to the above, the analysis of infringements / risk of losing good reputation and the employee's filter will be limited to the duration of the check and the periods of employment added here. This option is available for control on the premises only.

Edit employment

1. Double-click the right mouse button on the edited period of employment (the Save button will be visible instead of Add).
2. In the fields below the employment period table, change the date range;
3. Click Save.

Copying employment to other drivers

The option allows you to copy periods of employment to other drivers. In order to do that, choose drivers from the list and click [**Copy employment to selected**

drivers]. This option is available for control on the premises only.

Absence

In the tab you can add periods of absences for a driver. In order to do that, choose a proper date range, type of absence and days of the week, and click **[Add]**.

In order to delete a chosen period of absence, mark it in the table and click **[Delete]**.

Carriage data

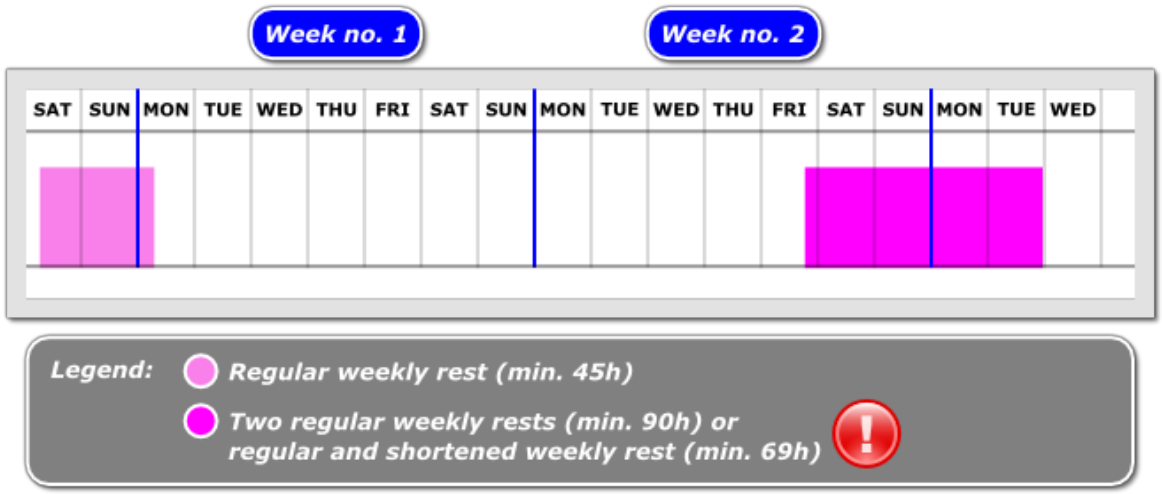
In the tab you can choose Cargo, Carriage purpose and set Default vehicle.

Analysis options

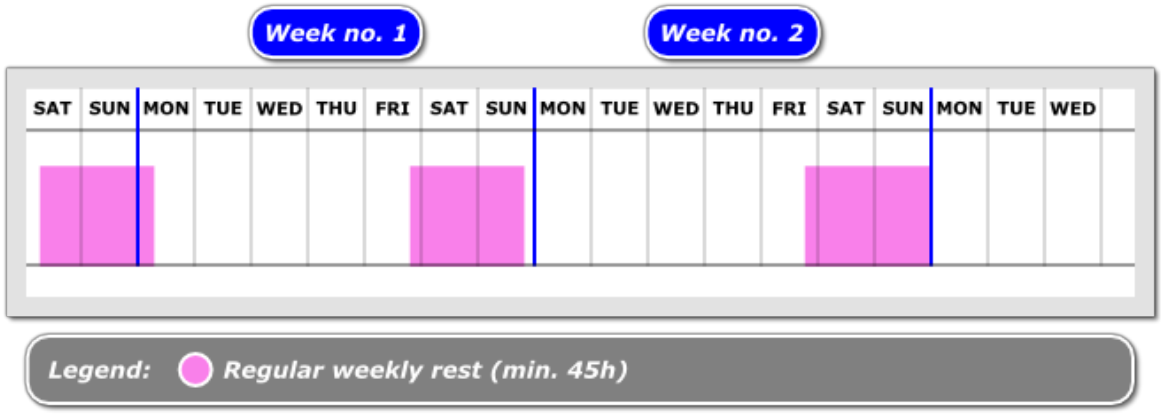
Settings of this option are counted while generating the Infringements and manipulations report.

allow weekly rest periods after up to 12 days (art. 29 reg. 1073/2009) minimum rest period in case of the exception

☑ ***Option checked*** — program when it does not have the correct (regular or reduced) to 6 days of rest will be searched rested for a minimum of 69 hours (regular + reduced) - in accordance with the derogation of Article 29 of Regulation 1073/2009;



☐ ***Option unchecked*** — program when the analysis does not reflect the derogation provided for in Article 29 of Regulation 1073/2009,



Then, you should save the data pressing the button **[Save]** or **[Next]**.

12.7.2. Edit

This option is for changing the data of entered drivers.

You should first choose an appropriate driver. You can do it either by entering his surname and name in the field **Find** and then clicking the button **[Edit]** or by finding it manually on the list of all drivers (you should click its record twice).

Changing data: After choosing a required driver, in the fields there appear its current data. You can change them according to needs and then save the changes pressing **[Save]** or **[Next]**. In case of mistake you can cancel the entered changes pressing **[Back]**.

Deleting drivers: You can simply click **[Delete]**, which causes irreversible deletion of the chosen driver from the database.

In case of deleting an inappropriate driver by mistake, you have to enter him once again.

You cannot delete the driver who is saved on any disc in the database. You should first delete this disc.

12.7.3. Delete

To delete the given driver you should choose him from the list (either by finding his surname or by manual selection of his record on the list) and then click **[Delete]**.

If you delete an inappropriate driver by mistake, you should enter him once again.

You cannot remove the driver who is associated with the data in the program (record sheet, day from the driver card, etc.). You must delete the data associated with the driver first.

Deleting a driver with a driver card and tachograph reading
In this case data from driver cards and record sheets is deleted automatically and the driver is marked as not active as there is data linked with a tachograph.

Deleting a driver with a driver card reading
In this case data from driver cards and record sheets as well as a driver are deleted as there is no data linked with him.

Deleting a driver with a tachograph reading
In this case a driver is marked as not active as there is data linked with a tachograph.

12.8. Settings

In the menu **Settings** you can choose one of two options:

12.8.1. Program settings

Main

Select program language and tariff
Select the language in which the you want the program and the tariff to be launched. The names of the tariffs are added to the languages for which they were implemented

Images directory

Lets you preview the directory in which the program will store images of the scanned tachograph recording discs.

The directory of digital data

Lets you preview the directory in which the program will store the unchanged files with readings from cards and digital tachographs.

Scanner

Choose

After clicking the option there appears the window containing the list of all installed scanners. You should choose from it this one which will be used for scanning.

show settings before scanning

Selecting this option every time before scanning the window with the scanner settings appears. In case of scanners other than the recommended ones by INELO Polska Sp. z o.o. the options of scanning always appear irrespective of this setting.

Brightness

This scroll bar is designed for setting brightness of images of the scanned discs. Brightness can be changed in the range from –50 to zero. This option is useful when you want to improve the accuracy of reading of points from the disc if it is unclear.

You can also use four defined below brightness levels:

- bright - sets brightness for -10
- standard - sets brightness for -20
- dark - sets brightness for -25
- very dark - sets brightness for -30
- other - allows to set the brightness according to one's individual preferences

Digital tachograph

Select port COM

Enables to indicate for the program to which port the tachograph was connected. If no COM was chosen, during a reading, an additional dialogue window will display itself.

automatic detection of COM port

After Tacho-USB device is installed the program detects automatically the COM port the device is being plugged into during the download. Checking this box disables the option: Select COM port.

DBOX

Select port COM

Enables to indicate for the program to which port the DBOX was connected. If no COM was chosen, during a reading, an additional dialogue window will display itself.

Delete files after download

On this option does it depend whether data saved in DBOX will be deleted from this device after successful download of them to TachoScan.

Default settings of a new control

Based on the selected option, the program will set the default control type (control on the premises or roadside check) when creating a **new** control.

After reading the driver card data insert 1-minute work at each place entry

Available only in the administrator account (user: "Administrator", default password: "admin").

This option works differently than the option with the same name in the: "Settings" -> "Analysis settings" menu, "Analysis" tab.

The option placed here **does not affect data analysis** - it allows you to set default options in the: "Analysis" tab when setting up a new inspection by each inspector.

Disc - picture size

This option makes it possible to choose width of **cutting** images of the scanned discs to size.

Web settings

Allow access to:

- **Google maps/OpenStreet maps** - Allows to enable/disable showing the report **Compare driving time and distance on the map** in the tollbar and Reports menu as well as the Show in the map button in the Data -> Driver card and record sheet data and Digital tachograph data tabs.
- **News** - Allows to enable/disable showing the News button in the toolbar.
- **Remote help** - Allows to enable/disable showing the Remote help option in the Help menu.

Automatically download the update

The option is enabled by default. Automatic updates will be downloaded. It does not affect the updates connected with releasing new versions of the programs - to update them, please use the **Updater**.

Map selection

Google Maps

The map is set by default and available only online.

OpenStreetMap (offline)

The map is available in offline mode.

*If you selected **Google Maps** or **OpenStreetMap (offline)**, make sure that in the **Web settings** section, the **Google Maps / OpenStreetMap** option is selected.*

*If you selected **OpenStreetMap (offline)**, you must additionally download the map package (see: Downloading offline maps).*

The map selection applies to all users and inspections.

Miscellaneous

Suggest names for reports in Excel

After checking this option, the program suggests the dialog window designed for saving files the name for the saved reports of the scheme "Name of the Subject of the Report – The Abbreviation of the Name of the Report – Date".

Show dates on the reports

If this option is ticked, reports will have current date (report preparation date) printed in the top left-hand corner.

Show time zone on the reports

When this option is checked, the time zone will be displayed next to the control period on the reports.

Show controller's data in the report footer

When this option is marked, a logged-in inspector's data will be displayed to the left in the footer. These data will be visible on each page of any report.

Help always on top

If this option is checked, the window of "Help" is not covered by other ones.

Create log file

If this option is checked, the program saves internal errors met during work to the file Log.txt being in its main directory.

Show default settings after scanning

If this option is marked, during scanning a larger number of discs, the program displays a window with default settings, in which you should choose the date of the first disc inserted. At this tacho, the indicated date will be set and subsequent discs will receive the dates of days following.

Delete files after download

On this option does it depend if data saved in Optac, DownloadKey and TachoDrive will be deleted from this device after successful download of them to TachoScan.

Save detailed speed from digital tachograph

As a result of marking this option, detailed speed data downloaded from the tachograph card will be saved in the database. Selecting this option will have an impact on the speed of the saving and reading of data from the database.

Update the last download date during downloading the data from driver card

☑ ***Option checked*** — when downloading data, the program will change the date of last reading from the driver's card into the current date.

Be careful - changing the date may interfere with the cardholder's timely retrieval of data.

☐ ***Option unchecked*** — the program will leave the last reading date unchanged.

During saving tachograph data merge vehicles with identical VIN

The option is applicable when the vehicle registration numbers have changed.

☑ ***Option checked*** — The program first searches for vehicles with the same VIN number.
If the vehicles have different registration numbers - the program will add data to the car, which is already in the database. The registration number of the vehicle will be left or changed into the one with a newer calibration date.

☐ ***Option unchecked*** — The program only searches vehicle registration numbers (it does not compare VIN numbers).

Automatically save changes on the daily chart every

Enables / disables automatic saving of changes on the daily chart from the driver card (see "View/ edit a day from a driver card window", option: ☐ editing blocked).

Automatically import controls every

☑ ***Option checked*** — Enables the mechanism of automatic check import.
The mechanism checks periodically (by default, every 5 minutes - the value can be changed) whether there are checks in the import directory (menu: "Control" -> "Set directories", Import directory). If a check appears, it will be imported.
After importing, as it has been so far, the program will transfer check to the **Imported** directory.

Prompt before import

☑ ***Option checked*** — Before importing the check, the program will display a message / question about the possibility of importing the check.

☐ ***Option unchecked*** — The import will proceed automatically without notifying the user.

☐ ***Option unchecked*** — Automatic check import is disabled.

Export controls upon locking them

As a result of selecting this option, the check will be automatically exported after closing.

The check will be exported based on the last settings in the export control window (see "Export selected controls" topic for more).

How to change the export settings?
1.From the menu: "Control" select: "Export selected controls."
*2.Make the necessary changes in the export window, then close the window or click **[Cancel]**.*

***Notes**:*
1.If for some reason the check export fails, the program will display an appropriate message.

2.The program will check if the there are not exported checks and retry to export them every 5 minutes.

Domain authentication

Available only in the administrator account (user: "Administrator", default password: "admin").

This option only works for users who log on to Windows® from the domain.

If the Windows® user name is the same as **Surname and name** TS Control user, the program automatically logs you in from the domain at launch

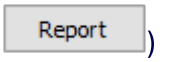
alert when activities overlap during saving a record sheet

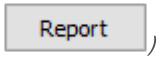
After activating this option, the message will appear when you try to save the record sheet and at the same time there are other events registered on the digital card.

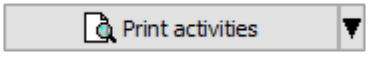
treat the speed of 255 km/h from digital tachograph as no data

When this option is enabled, speed of 255 km/h from a tachograph is not displayed on speed charts (Activities on a specific day or Speed chart).

Irregardless if this option is checked, speed of 255 km/h:

- is not included in estimation of the traveled kilometers on events
- is not included on the speed and acceleration report (Speed chart -> 

)
- is not included on the tachograph data report (Activities on a specific day -> 

) or disc print preview (Data -> Driver card and record sheet data -> 

)

Save digital files in control folder

This option is enabled by default. If it is checked, digital files will be saved in the control's directory.

Show controlled period on reports

This option is disabled by default. If it is checked, the controlled period will appear on the reports.

Show summary before saving the data from digital downloads

If this option is checked, the window with a possibility of choosing the files to save will be displayed before the import of digital files.

Set the control period automatically based on the last reading file

If this option is checked, during the first loading of digital files in the new control, its range will be changed. The end of the control will be set according to the date of the newest file and the beginning 28 days back — for the roadside check or 90 days back — for the control on the premises. The option is disabled by default.

Upon loading digital data save each driver/vehicle as new

If this option is checked, a window with a possibility of choosing a driver/vehicle will not be displayed while downloading digital data and a driver/vehicle will be automatically saved as new.

Automatically generate infringements after new readings have been loaded

This option is enabled by default. If it is checked, the infringements will be generated automatically after saving the files in the program.

Show lack of driver's records notification after new data has been read

If the option is enabled, when the program will find periods without data, it will display a message "**Show Lack of driver's records report**?" in the data summary window for the driver card reading. When you confirm it, a window of generating the "Lack of driver's and vehicle's records" report will be displayed.

Users activity

Available only in the administrator account (user: "Administrator", default password: "admin").

Record user activity

By selecting this option, the program will record the history of selected operations in the program (Signing in, Signing out, New control, Edit control and Locking the control).

The activity history is available in the: "User" -> "Users activity".

Delete the user log after

By selecting this option, the program will successively delete the user activity history older than the number of days specified here.

12.8.2. Analysis settings

Saving settings

Network license (LAN)

Administrator account:

Restore defaults — The program's default settings will be restored.

Save as defaults — The default settings will be saved for a new control.

Standard User account:

Restore defaults — The default settings saved by the administrator will be restored. If the administrator did not save new default settings, the program's default settings would be restored.

Save — The settings will be saved for the current control.

Standard license and license key

Administrator account:

Restore defaults — The program's default settings will be restored.

Save as defaults — The default settings will be saved for a new control.

Standard User account:

Restore defaults	The default settings will be restored for a given tab.
☑ **Apply settings for the current control only**	After clicking Save, settings will be saved for the current control only.
☐ **Apply settings for the current control only**	After clicking Save, settings will be saved for the current control and default settings for a new control.

12.8.2.1. Tolerance

Options are divided into groups:

Activities time tolerance

Use activities time tolerance

☑ ***Option checked*** — tolerances of driving times, rest periods and breaks set in the settings window, under "Tolerance" tab will be taken into account during the analysis of the infringements;

☐ ***Option unchecked*** — these tolerances are not taken into account in the analysis of infringements.

Daily driving time

Sum of daily driving time may be greater than the norm by up to specified number of minutes and the program does consider it as a violation.

Daily rest period

Sum of daily rest may be lesser than the norm by up to specified number of minutes and the program does consider the rest too short. This tolerance is useful e.g. when two days are stuck together into one, because the daily rest was 5 minutes too short.

First part of the rest period

For split daily rest (3 hours + 9 hours) this is the permitted limit by which the 3-hour part of the daily rest can be shortened.

Continual driving time

The limit of the time of continual driving, amounting to 4,5 h can be lengthened by the specified here number of minutes and the program does not treat it as an offense.

45 min break

A pause in continual driving (in 1,2 or 3 parts) can be shorter than 45 minutes by the specified here number of minutes and the program does not treat it as an offense. The tolerance should be at least 3 times higher then the tolerance of a 15-minute pause.

30 min break

A pause of 15 minutes can be shorter by the specified here number of minutes when a 45-minute pause is divided in 2 stages - specifically regarding analysis according to Regulation (EC) no. 561/2006.

15 min break

A pause of 15 minutes can be shorter by the specified here number of minutes when a 45-minute pause is divided into stages.

Place entries:

Accept place entry at the beginning up to 1 min. after the actual beginning of daily work period

Set the time allowed after starting work in which you have to enter the start country

Accept place entry at the end up to 1 min. before the actual end of daily work period

Set the time allowed before ending work in which you have to enter the end country

Tolerance for analysis of activities on charts

Alert if km distinction greater than

If the difference between the number of kilometers set by the program and the number of kilometers specified by a driver is bigger than the specified here number, the fields showing these numbers are highlighted red.

Delete events other than the driving event below

If while analyzing there appear two events of the same type separated by any other event except an event of driving, shorter than the specified here number of minutes, it is deleted and those two events are joined into one.

Delete driving events below

Driving events with duration of less than specified in this option will be automatically deleted by the program.

Set the disc's starting time after the longest rest

- ☑ ***Option checked*** — record sheet start time set using the following option: "Change the time of starting" is ignored. Start of the record sheet is set after the longest rest;
- ☐ ***Option unchecked*** — the program will not change the beginning of the record sheet set with the following option: "Change the time of starting".

Regular weekly rest taken in vehicle

Ignore card inserted in tachograph for X minutes at the beginning and at the end of the rest

This option allows to set the time in which the program will ignore a driver card inserted into a tachograph at the beginning and at the end of a rest.

12.8.2.2. Analysis

Options are divided into groups:

Infringements analysis options

Save driver card data and digital tachograph data in the controlled period only

☑ ***Option checked*** — only data from the control period set in the new control/edit control window will be saved (menu: "Control -> Edit current control parameters").

☐ ***Option unchecked*** — all data available on the driver card / tachograph reading will be saved.

In the case of the tachograph the range of saved data is dependent on the range of dates set while downloading activities.

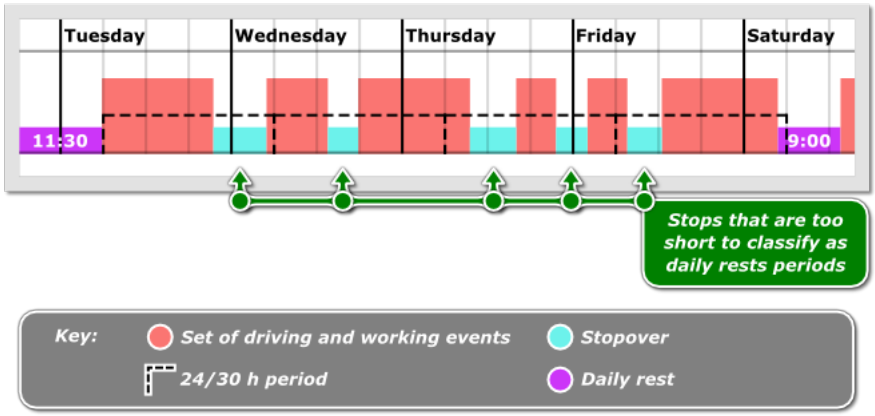
Accept daily driving time between rest periods lasting at least:

The program closes the daily driving time, when the daily rest least at least (check the appropriate options):

- 7 hours - Commission implementing decision no. K(2011) 3759;
- 9 hours.

Analyze too short daily rests in exact 24-/30-hour periods - Guidance note 7

☑ ***Option checked*** — If the driver does not take daily rest period of at least 9 hours, according to guideline No. 7 to the European Commission (Social legislation in road transport Regulation (EC) No 561/2006, Directive 2006/22/EC, Regulation (EU) No 165/2014), the program sets fixed periods of 24 or 30 hours and is looking for shortening daily rest period infringement in each of them;



If, during the analyzed period of 30 hours all the activities (depending on settings) are in a team, the program sets a period of 30 hours, in other cases a 24-hour period is adopted.

Options which can be found in the: "Multi-manning" frame (see description below) impact determining the activities in a team.

If during the 24/30 hour period there are several stops, the analysis takes into account the longest stop.

☐ ***Option unchecked*** — analysis of the next 24/30 hour period begins at the end of the daily/weekly rest period.

Split daily driving time at the end of the week

In a situation where within 2 weeks there are 5 exceedances of the daily driving period over 9 hours, where two exceedances take place in the first week, next 2 are in the second week, and fifth at the turn of those weeks, the program:

☑ ***Option checked*** — shows no infringement;

☐ ***Option unchecked*** — shows an infringement.

This option applies to Article 6 paragraph 1 of Regulation 561/2006:

1. Daily driving time shall not exceed 9 hours.
However, the daily driving time may be extended to at most 10 hours not more than twice during the week.

Include availability time in 45 min break

This option applies only in case of driving in single manning:

☑ ***Option checked*** — periods of availability may be included in the break period;

☐ ***Option unchecked*** — periods of availability will not be included in the break period.

Each 45-minute break ends continuous driving period

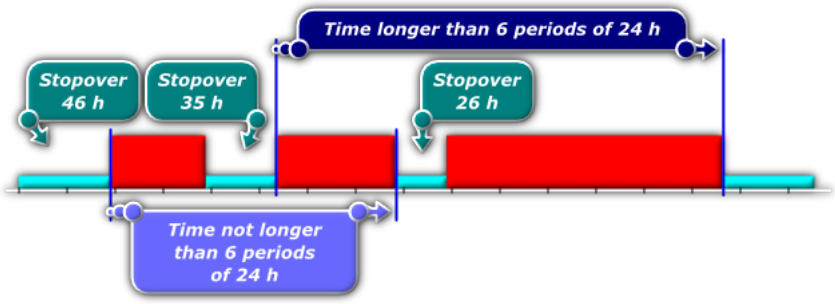
☑ ***Option checked*** — the program will close the continuous period of driving time after every 45 min of stop.

☐ ***Option unchecked*** — the program will sum up (in terms of Regulation No. 561/2006) and optimize the continuous driving time in such a way, as to generate as few infringements as possible.

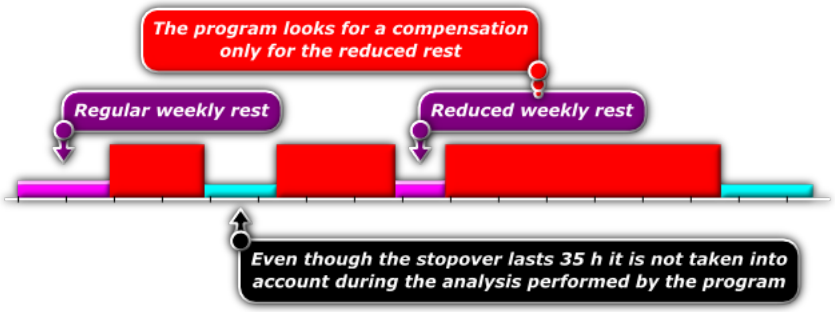
Regular or reduced daily rest period closes continuous driving time, regardless of this option.

Require all reduced weekly rests to be compensated

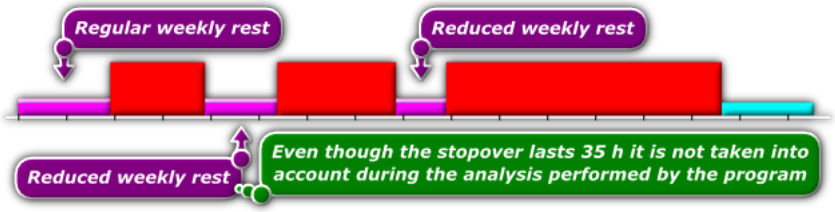
An exemplary week:



☑ ***Option checked*** — TachoScan Control chooses - from among all rests lasting between 24 h and 45 h in the two-week period - the minimum number of rests so as to maintain adherence to the law (and in particular to the requirement that no more than 6 days /periods of 24 h/ may pass between the preceding and the successive weekly rests), and looks for a compensation for them.
After the interpretation is accomplished by the program:



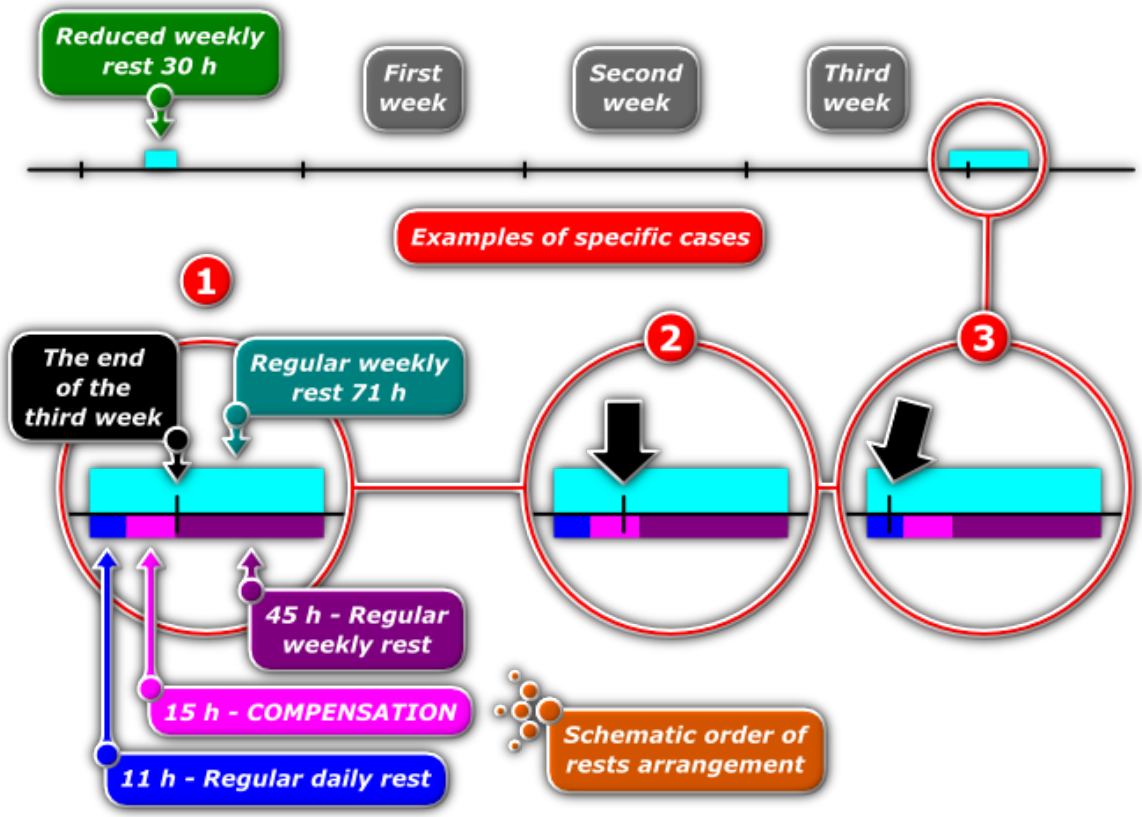
☐ ***Option unchecked*** — During the analysis, the program chooses - from among all rests lasting between 24 h and 45 h in the two-week period - the one that is optimal, and looks for compensation only for this single rest. The remaining reduced weekly rests need no compensation.
After the interpretation is accomplished by the program:



Require compensation of reduced weekly rests necessary to meet the requirement of the following weekly rest within six 24-h periods

Program seeks compensation of only those reduced weekly rests that are required so that each weekly rest starts within six days since the end of the previous one.

Compensation has to be ended till the end of the third week



☑ ***Option checked*** — Program requires **the compensation to be taken in full before the end of the third week following the reduction**.
In the situation as presented on the figure above the program will insert compensation **only** in the **first** case – this is an extreme example in which the end of the compensation being inserted coincides precisely with the end of the third week following the reduced weekly rest;

☐ ***Option unchecked*** — Program requires the rest which includes compensation to start before the end of the third week following the reduced weekly rest.
In the situation as presented on the figure above the program will insert compensation in each case. The second and third cases show that whatever is the location of the rest for compensation, the program will always insert the compensation, provided **the weekly rest begins before the end of the third week** following the reduced weekly rest.

Generate the infringement of exceeding the 6/12x24h period between weekly rests

When this option is selected, the program will generate an infringement of exceeding six or twelve periods of 24 hours between the weekly rests.

Checking the: ☑ ***allow weekly rest periods after up to 12 days (art. 29 reg. 1073/2009)*** *option placed in the: "Infringements and manipulations", "Control report" and "Drivers' infringements in general" report generation windows is are required to check twelve 24-hour periods (12 x 24h).*

The infringement is displayed as: ***Weekly rest period taken too late by [...]****.*

Accept weekly rest taken too late up to 24h

If this option is checked, while generating infringements of exceeding six or twelve periods of 24 hours, the program will include rests taken no later than 24 hours after the time in which the rest should be taken.

Generate infringements of weekly rest too short and taken after 6/12x24h period independently

If the option is enabled, the program will generate infringements of too short weekly rest, regardless of the infringement of the of exceeding six or twelve periods of 24 hours between weekly rests. When this option is selected, the **Accept weekly rest taken too late up to 24h** option is automatically deselected. The option is disabled by default.

- verify 6/12x24h only between weekly rests at least 24h long - during the analysis only rests with at least 24h will be taken into account;
- verify 6/12x24h taking into account weekly rests indicated as too short - too short rests will be taken into account during the analysis;
  - only at least X h X min long - allows you to define the minimum length of rest periods that will be included in the analysis.

Treat driving OUT recorded by driver as "other work"

After checking this option all driving events set by the driver on the digital tachograph as **OUT** will be changed by the program to **other work** events.

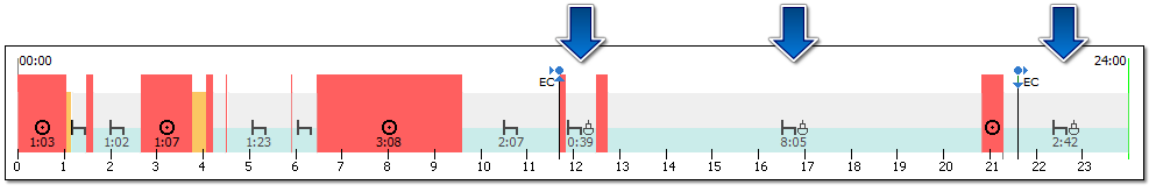
The driver driving a vehicle equipped with a digital tachograph may record events on the OUT type card - these events are not subject to analysis in terms of Regulation (EC) No 561/2006.

Treat driving OUT marked by user as "other work"

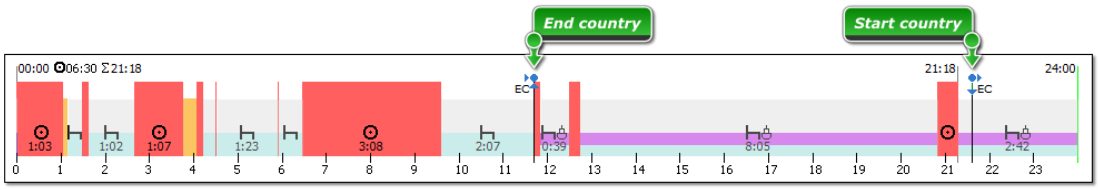
After checking this option all driving events set by the inspector on the digital tachograph as **OUT** will be changed by the program to **other work** events.

Analyze daily rests on the ferry between the entries of countries where work ended and started

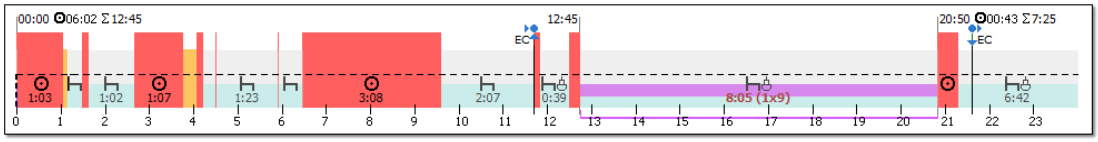
The mechanism of the option was illustrated in the following example:



☑ ***Option checked*** — the program, as the option name suggests, begins the analysis of rest periods from the marker of the end country and ends it at the marker of the start country. In the case, when the country marker is "inside" of the activity (e.g.: end country marker - fig. below), the program includes the whole event in the analysis.



☐ ***Option unchecked*** — during the analysis, the program assumed the **stop at 2:07**, driving period as the first rest break, the second **stop at 0:39**, another driving period as the second rest break and a **stop at 8:05**. The sum of stops is less than 11h (2:07 + 0:39 + 8:05 = 10:51) - in this case, the program adopted 8:05 as the longest daily rest and thus displayed an infringement.



Selecting this option, can improve the analysis of rest periods while on a ferry - it depends on the correct entry of the start country and end country.
If the country start and end markers are entered incorrectly, we recommend unchecking this option.

Include driving during the daily rest on the ferry to the daily driving time

This option refers to the example of the situation shown in the figure below:

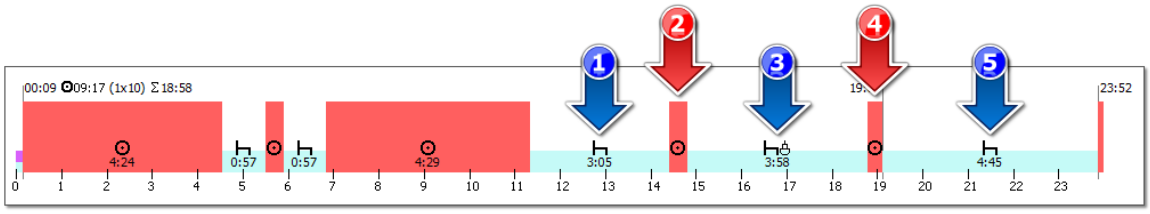


Fig. Driving during the rest on the ferry

- (Item 1 - fig. above) a stop preceding the rest on the ferry;
- (Item 2 and item 4) driving during the rest on the ferry;
- (Item 3) rest on the ferry;
- (Item 5) stop after a rest on the ferry.

Remember:
- the total time of stops item 1, 3 and 5 must be at least 11 hours (daily rest).
- total driving time item 2 and 4 may not be more than 1 hour.

☑ ***Option checked*** — driving item 2 and 4 **will be added** to the daily driving time. In this example, the program registers an infringement of daily driving time (10:01).

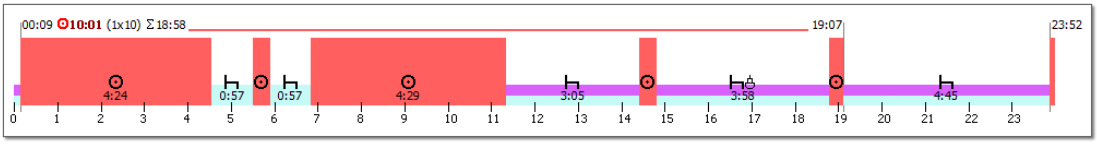


Fig. Driving included in the daily driving time.

☐ ***Option unchecked*** — driving item 2 and 4 **will not be added** to the daily driving time. In the example shown, the program will register no infringements of daily driving time (9:17 - the first allowed time driving extension to 10h).

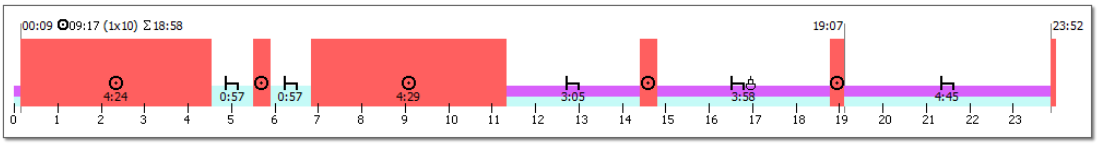


Fig. Driving omitted in the calculation of daily driving time.

Require driver's preparation to work for at least 1 minutes after daily/weekly rest

If the option is checked, the program requires the first activity after the daily or weekly rest period to be "other work" event". The default value is 15 minutes.

For roadside check analyze infringements according to Regulation 561 or the AETR agreement depending on vehicle registration country

Causes change of the default setting **Analysis according to** (**Infringements and manipulations** ->tab) depending on the country of registration of the first vehicle which was added to the current roadside inspection:

- **Reg. 561** - for the vehicle registered in European Union
- **AETR(2010)** – for the vehicle registered outside the EU

There is a possibility to manually change the type of analysis.

This options works only for work side inspection.

Occasional passenger transport

- Accept all daily rest postponings (enabled by default)
  Option available for occasional passenger carriages performed within the European Union only, lasting at least 6 days.
  All deferrals that meet these conditions are accepted as unapproved infringements. The total daily driving time on a deferral day may not exceed 7 hours and the deferral of daily rest may be a maximum of 1 hour.
  Option does not work in a multi-person crew.
- Accept daily rest postponings within a limit corresponding to a journey period (disabled by default)
  Option available for occasional passenger carriages performed within the European Union only.
  If the occasional carriage lasted at least 6 days but less than 8 days, only one deferral is accepted (only one infringement for a rest taken too late is treated as unapproved).
  If the carriage lasted at least 8 days, two deferrals are accepted. The total daily driving time on a deferral day must not exceed 7 hours and the deferral of a daily rest can be a maximum of 1 hour.
  Option does not work in a multi-person crew.

Mobility package

Check location from GNSS and place entries in the analysis of two consecutive reduced weekly rest periods

After checking this option the program will check place entries of the start and end of rests.

A driver can take two reduced weekly rests if the following requirements are met:

- both rests have to be taken abroad, i.e. in the country that is a member of European Union, outside the country of company's place of business;
- in the following two weeks after reduced rests, regular rest must occur;
- a regular weekly rest in the following week must be taken in the country of company's place of business;
- compensations for reduced weekly rests must be taken with a regular rest in the country of company's place of business.

Generate weekly rest in vehicle infringement

☑ ***Option checked*** — the program generates infringement for regular weekly rest taken in a vehicle.

☐ ***Option unchecked*** — a rest in a vehicle does not influence accepting a derogation from Article 6(1), 6(2) and Article 8(2) of Regulation (EC) No 561/2006 that allows a driver to exceed daily and weekly driving time directly before a rest in member state.

Include weekly rest double reduction compensations in a 6x24h period between weekly rests

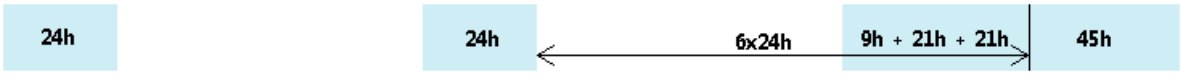
If the weekly rest is reduced by half, the next regular rest should be taken after a maximum of six 24-hour periods preceding that period of daily rest.

Compensation for previous reduced periods of weekly rest must begin before that period of rest and be taken simultaneously immediately before it. This change is due to the entry into force of the so-called "mobility package".

Rest used as compensation for a reduced weekly rest period shall be taken together with another rest period of at least nine hours (in accordance with Article 7 of Regulation 561). In case of compensation for double reduction of weekly rest period, the 9-hour rest period shall be attached to this compensation and selected immediately before/with them.

When the option **Include 9/11h rest in a compensation of weekly rest double reduction** is **disabled**.

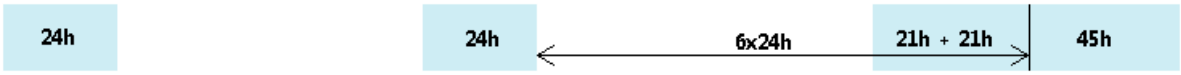
☑ ***Option checked*** — the program provides compensation for the double reduction of weekly rest periods (and 9 hours of rest) to the period of 6x24h between weekly rest periods and for refusing regular rest in the country where the company's head office is located or where the driver lives. This means that the driver must accept these compensations in advance so that the regular weekly rest period starts no later than after six 24-hour periods..



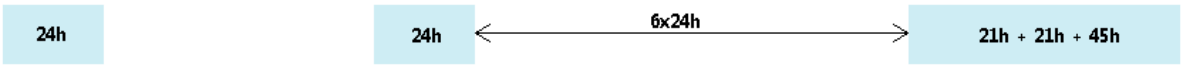
☐ ***Option unchecked*** — the program calculates compensation for the double reduction of a week's rest in the country of the company's head office or driver's residence, i.e. the driver can start receiving this compensation no later than after six 24-hour periods.

When the option **Include 9/11h rest in a compensation of weekly rest double reduction** is **enabled**.

☑ ***Option checked*** — the program includes compensation for the double reduction of weekly rest periods to the period of 6x24h between weekly rest periods and the 9h rest is included into the compensation time. This means that the rest period with compensations may be 9h shorter and the driver must accept these compensations in advance so that the regular weekly rest starts no later than after six 24-hour periods.



☐ ***Option unchecked*** — the program includes compensation for the double reduction of weekly rest periods to the regular weekly rest in the country of the company's head office or driver's residence, i.e. the driver can start receiving this compensation not later than after six 24-hour periods. The 9h rest is included in the compensation, what means that the rest with compensation may be 9h shorter.



Include 9/11h rest in a compensation of weekly rest double reduction

☑ ***Option checked*** — the program includes the 9h rest into the compensation of double reduction of weekly rest periods. This means that the rest with

compensation may be 9h shorter and the compensation will be shown at the beginning of the rest on the weekly and monthly charts.

☐ ***Option unchecked*** — the program does not include 9h rest into compensation of double reduction of weekly rest periods. This means that the 9h rest must be received beside the compensation.

Require at least a 45-minute break in driving, if it includes team availability (561/2006 only)

☑ ***Option checked*** - The program requires the stop that includes availability in team to last at least 45 min. to be considered a break.

☐ ***Option unchecked*** - the program does not require the stop that includes availability in team to last at least 45 min.

Generate infringement of no return of a vehicle every 8 weeks

☑ ***Option checked*** - The program requires return to the transport company's operational base every 8 weeks.

☐ ***Option unchecked*** - the program does not require return to the transport company's operational base every 8 weeks.

Generate use of improper tachograph infringement

☑ ***Option checked*** - The program will report an infringement for using an improper tachograph in EU transport.

☐ ***Option unchecked*** - The program will not report this infringement.

Generate improper cabotage infringements

☑ ***Option checked*** - the program will indicate an infringement for a vehicle transporting goods and staying outside the country of company registration for more than 7 days.

☐ ***Option unchecked*** - the program will not report this infringement.

Discard sections shorter than [xx] min

☑ ***Option checked*** - the program will not detect the above infringement for segments shorter than [configured number] minutes (0–99 minutes; default is 15 minutes).

☐ ***Option unchecked*** - the program will detect a infringement for each segment that breaches the regulations.

Multi-manning

When verifying multi-manning ignore events below minutes

Ignoring short non multi-manning events - an important option for reading the card, where there are short **non multi-manning** events when changing the cards by the drivers.

*By default, the effects of the paragraph included in both standards, which says that the rest in the continuous driving period cannot be counted as rest in daily driving period, which applies to those short components of daily rest **composed of** 2 or 3 pieces, are switched off in the program. In other words, rest in the driving period amounting to for example 1h is both a rest for the daily driving period and for the continuous driving period. To change this setting, disable the option **Include a 45 minute break in the daily rest**.*

Require presence of the other driver within

To start a multi-manning driving cycle, the second driver must sit in the car within a maximum of one hour. Choose from which activities measuring time will be started:

- a straight hour - depending on the following options a straight hour is counted from the first event (irregardless of the type of activity performed by the driver):
  - since any first activity in daily driving time;
  - since first driving activity in daily driving time;
- an hour of driving - irregardless of the time from the beginning of the first drive event, the hour is counted as the sum of the following drive events.

Driver card

After reading the driver card data insert 1-minute work at each place entry

While downloading data from the driver card the program:

☑ ***Option checked*** — for each **Place entry** event inserts a minute of work, which is treated as interrupting the continuity of daily rest;

This option only works when downloading data!

*If you have downloaded the data and you want ☑ to enable generating working minute, then **download the data from the driver card (source file) again**.*

☐ ***Option unchecked*** —will not put in a minute of work, which will result in the **Place entry** event not interrupting the continuity of daily rest.

Be careful - if ☐ you turn this option off, the sections will be permanently deleted from the program database.

*After ☑ turning the above option on, working minute will not be generated - you must **download the data from the driver card (source file) again**.*

***Note for the administrator**:*
This option works differently than the option with the same name in the: "Settings" -> "Program settings".
*Changing the options here works only for active inspections and **affects data analysis**.*

After reading the driver card data change breaks shorter than [...] minutes to work

During downloading data from the driver card, the program:

☑ ***Option checked*** — exchanges stops which meet aforementioned conditions into work event

☐ ***Option unchecked*** — does not exchange stops into work event

Regulation 165/2014

Ignore lack of place entry at the beginning or end of daily driving

When this option is **unchecked**, program verifies whether the driver indicated a proper country at the beginning and the end of daily driving.

Show lacks of data

After this option is **checked**, the program will analyze whether in a given period there are no infringements of lacks of data that require a certificate. Set the minimum duration of the lack of data you want to be informed of.

Show manual rests

After this option is **checked**, the program will analyze whether in a given period there are no manual rests that require a certificate. Set the minimum and maximum duration of manual rests that you want to be informed of.

Set infringements outside the inspection country under Regulation 165 as inactive (Judgment of the CJEU)

- ☑ ***Option checked*** — infringements of the lack of the entry of the country and the lack of the manual entry un-der the Regulation (EC) No 165/2014 will be displayed only for the inspection country. **By default**, infringements from other countries will be treated as a unapproved;
- ☐ ***Option unchecked*** — by default, all infringements of Regulation (EC) No. 165/2014 will be approved.

For company inspection show infringements that:

Choose which infringements are to be shown during the company control:

- ending in the controlled period (the option is selected by default);

or

- ending or starting in a controlled period

Show not approved infringements in the report (striked out)

☑ ***Option checked*** — **unapproved** violations will be shown in the report preview window, but will be crossed out and not included in the summary of penalties;

☐ ***Option unchecked*** — **unapproved** violations will not be displayed in the report preview window;

Show table of infringements gravity

On the printed report, on the last page, **Groups of infringements against Regulation (EC) No 561/2006** form is displayed.

The program does not generate all infringements, only those resulting from driver's driving time and other events. The coefficient is also affected by other infringements that are not reported in the program.
The calculated "Risk Assessment" is a warning.

Sort infringements on the printout by seriousness

In the report print preview, the infringements are sorted by priority, generated based on a risk assessment of the infringement.

Display amount of fines

☑ ***Option checked*** — **unapproved** amount of fines will be shown according to tariffs of penalties applicable in Denmark/Romania ;

☐ ***Option unchecked*** — **unapproved** amount of fines will not be displayed;

Show transgressions

Show the following transgressions during:

The following infringements will be generated depending on the selected type of control:

- roadside check;
- control on the premises.

Weekly working time of 60h

When selected, the program checks whether the driver's working time per week does not exceed 60 hours.

To generate infringements of weekly working time, you must define settlement periods (Reports -> Infringements and manipulations or Control -> Edit current control parameters)

Weekly working time of 84h - in the Swedish language version

When selected, the program checks whether the driver's working time in a week does not exceed 84 hours.

The working time includes:

- driving time
- working time
- disposition time
- stop time

In order to generate infringements of weekly working time, you must define settlement periods (Reports -> Infringements and manipulations or Control -> Edit current control parameters)

Weekly working time of 48h when its extension to 60h not permitted

When checked, the program checks whether the weekly working time of the driver did not exceed 48 hours, but only if it could not be extended to 60 hours.

To generate infringements of weekly working time, you must define settlement periods (Reports -> Infringements and manipulations or Control -> Edit current control parameters)

Average weekly working time of 48h

When selected, the program checks whether the driver's working time per week does not exceed 48 hours.

To generate infringements of weekly working time, you must define settlement periods (Reports -> Infringements and manipulations or Control -> Edit current control parameters)

Analyze transgression of average weekly working time using:

Select the length of the work week to be included in the analysis of exceeding the average working week

- 7-day work week - during the analysis, the number of calendar weeks in the settlement period is taken into account)
- 5-day work week (from Monday to Friday) - during the analysis, the number of 5-day work weeks (Monday to Friday) in the billing period is taken into account

Working time of at most 10h at night time

- during each 24-h period since the beginning of daily driving period. When selected, the program checks if in the day and night periods when the driver worked at night, during the 24 hours from the start of day and night period, working time was maximum 10h.
- during daily driving period If this option is checked, the program checks whether in the period between starting work and beginning of the daily rest period, when the driver worked at night, the working time was a maximum of 10 hours.

  In the box next to **Night shift:** you can set the range of hours.

In the right part of the window you can set **Night shift:** depending on the type of the transport performed (goods or passengers).

Working time without a break

- **Require at least 1 minute of driving on a work day** - when this option is enabled, the program checks whether the driver has at least a one-minute drive activity in a 24-hour period. This means that if during the 24-hour period there is only other work activity, the infringement will not be generated. However, the infringement will not occur if for 11 hours there is only other work activity. The option is enabled by default.
- **Break required within first 6h of work -** Program checks if the driver did not exceed the uninterrupted working time limit (for work lasting at least 6 consecutive hours).
- **break required within daily driving time-** Program looks for 15, 30 or 45-minute breaks till the end of daily driving period.

Mandatory break in working time reduced

The program checks if the driver has shortened the break required in accordance with art. 13 of the Law on drivers working time.

After selecting this option, exceeding the working time without a break will be treated as shortening the required break

No 15-min. break in each 6-hour-long work period

When this options is checked, the program inspects if a drier received a 15-minute break for a work that lasts at least 6 consecutive hours.

- **Require at least 1 minute of driving on a work day** - when this option is enabled, the program checks whether the driver has at least a one-minute drive activity in a 24-hour period. This means that if during the 24-hour period there is only other work activity, the infringement will not be generated. However, the infringement will not occur if for 11 hours there is only other work activity. The option is enabled by default.

Regular contract, Self-employment, Apprentice, Covered by local agreement

☑ ***Option checked*** — for options:

- Weekly working time of 60h
- Weekly working time of 48h when its extension to 60h not permitted
- Average weekly working time of 48h
- Working time of at most 10h at night time;
- Working time without a break

drivers who have chosen type of employment in the "adding/editing a driver" window are inspected.

☐ ***Option unchecked*** — remaining drivers are inspected

Analysis of data files

Count only days with the checked activities as the days of recorded activity:

In the **Data summary** window, **Basic data** tab, in the **Number of days since previous download** line:

☑ ***Option checked*** — information about the number of **days of recorded activity**. Below the name of the option, there is a list of activities for reading the driver card and the tachograph, which, when selected, will be considered in calculating the above "days of recorded activity".

Remember:
*The **Read preview** window can also be displayed in the **History of downloads** tab ("Data -*

> History of downloads" menu) when item **Show the details** is selected from the drop-down menu (right-click on the file name).

For tachograph data, the number of **days of recorded activity** will be displayed correctly if all days from the previous tachograph reading are downloaded.

☐ ***Option unchecked*** — Line **days of recorded activity** will not be displayed.

Compare activities

For company inspection analyze:

Activities recorded in the tachograph that are not in any card
Show / hide tachograph activities that are not registered on the verified driver card (invalid card or other driver's card).

Activities recorded in the card that are not in any tachograph
Show / hide activities from driver cards that have not been downloaded from tachographs or were registered on vehicles outside of the inspected company.

The result of the above option is visible in the tab of the report **Compare activities** window: "Infringements and manipulations" ("Reports" menu).

12.8.2.3. Warnings

The tab contains a list of warnings that may be generated by the program. Each warning may be turned on/off, and for some of them it is possible to set limits.

In the "preview days from the driver card" and "preview days from the digital tachograph" windows, after discovering visible and active irregularities, in this window the following text will be displayed: **There are warnings**.

1. *In the event that any of the settings is changed to a lower value, re-read (retrieve the data from the driver card/ tachograph or source file) the data for the controlled drivers.*
2. *Analysis of these anomalies takes place only immediately after downloading data from tachograph or from a file:*

- *Warn when momentary speed over km/h for at least min. *;*
- *Warn when momentary speed changed by more than [] km/h in at the most [] s **

List of warnings with default settings:

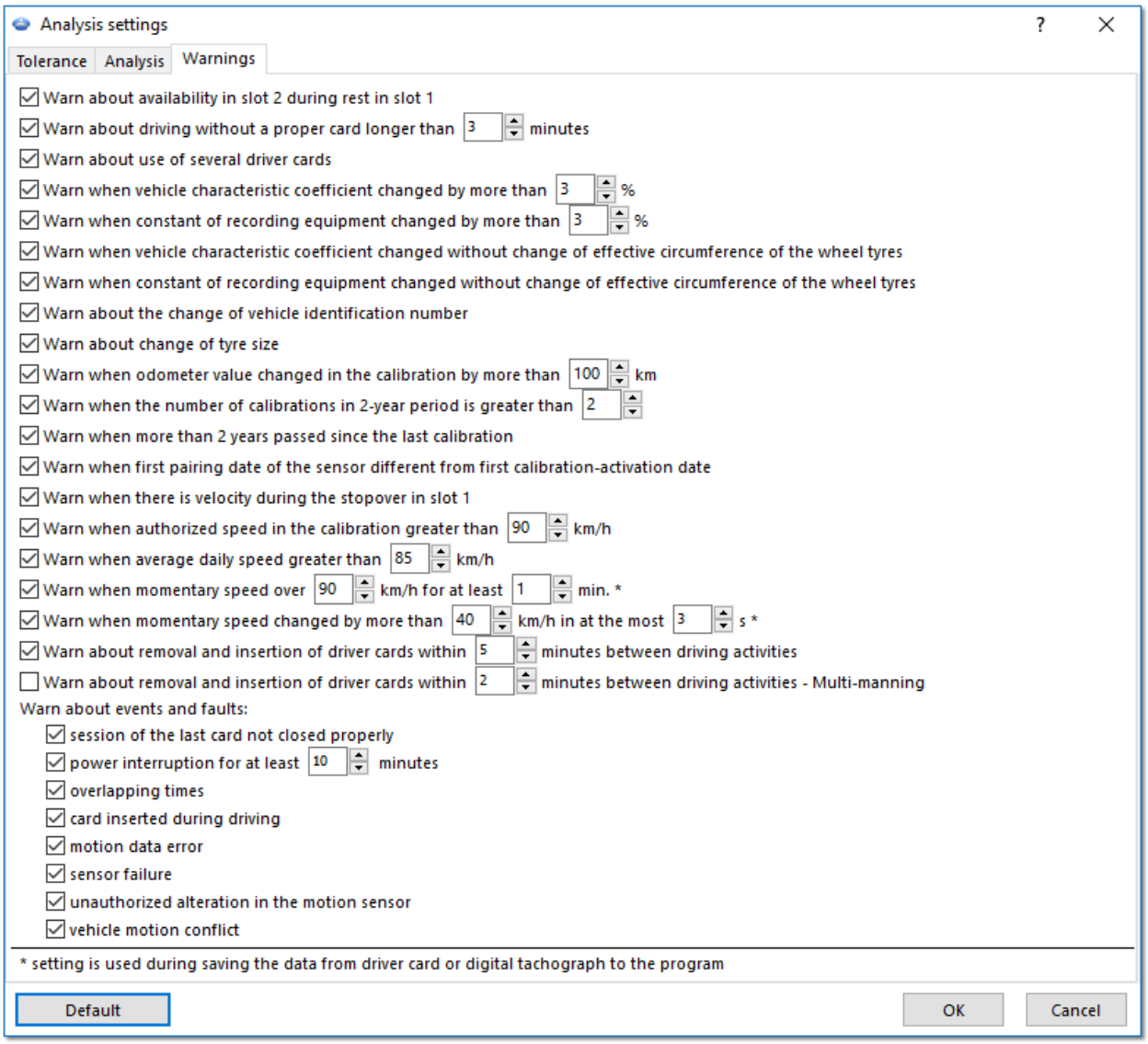


Fig. Default settings.

Notes on some warnings

Warn about availability in slot 2 during break/rest in slot 1 lasting at least minutes *

Availability activities were detected in slot 2 during a rest in slot 1.

1. *For a warning to appear, on a given day, the total availability in the second slot assigned to the rest time in the first slot must be at least 15 minutes, or least one whole availability activity in the second slot shall be only the rest in the first slot.*
2. *Availability event lasting all day is Ignored.*
3. *For suspected events, an exclamation mark is displayed.*

Warn when is velocity recorded during the break/rest in slot 1 lasting at least minutes

Places where a speed was detected during a stop, in "data from the digital tachograph preview window" in **Activities on a specific day** tab, will be marked on the speed chart with a vertical purple line:

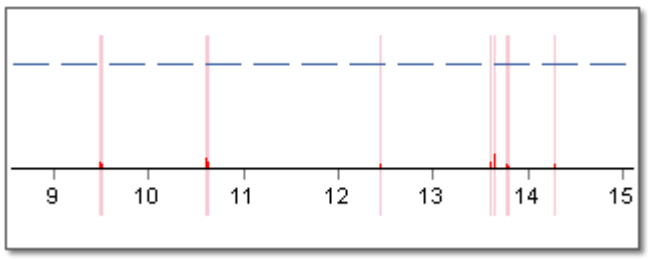


Fig. Speed recorded during a stop - example.

Warn when date and time of GNSS position differs from date and time in the tachograph or card by at least [ ] minutes

The option has an additional condition: **Show warning when there is at least [ ] minutes of driving between time from GNSS and time in the tachograph**.

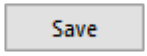
- Possible values: 0 to 240 min (default: 15 minutes).
- For the driver card, driving time and crew availability in the same vehicle are summed.
- For the tachograph, only driving time is counted.

12.8.2.4. DSRC

Type of antenna

In the **Type of antenna** section you can choose the antenna from which you want to download readings. Three types of antennas are available:

Q-Free

1. In the **Type of antenna** section, choose **Q-Free**,
2. Enter the **IP address** and **port number**,
3. Set the **time range** from which data is to be downloaded (**Download data from the last X min**). The range can be set from **0** (nothing is downloaded) to **180 min.**,
4. Click 

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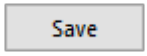
EFKON

1. In the **Type of antenna** section, choose **EFKON**,
2. Enter the **IP address** of the antenna,
3. Set the **time range** from which data is to be downloaded (**Download data from the last X min.**). The range can be set from **0** (nothing is downloaded) to **180 min.**,
4. Click 

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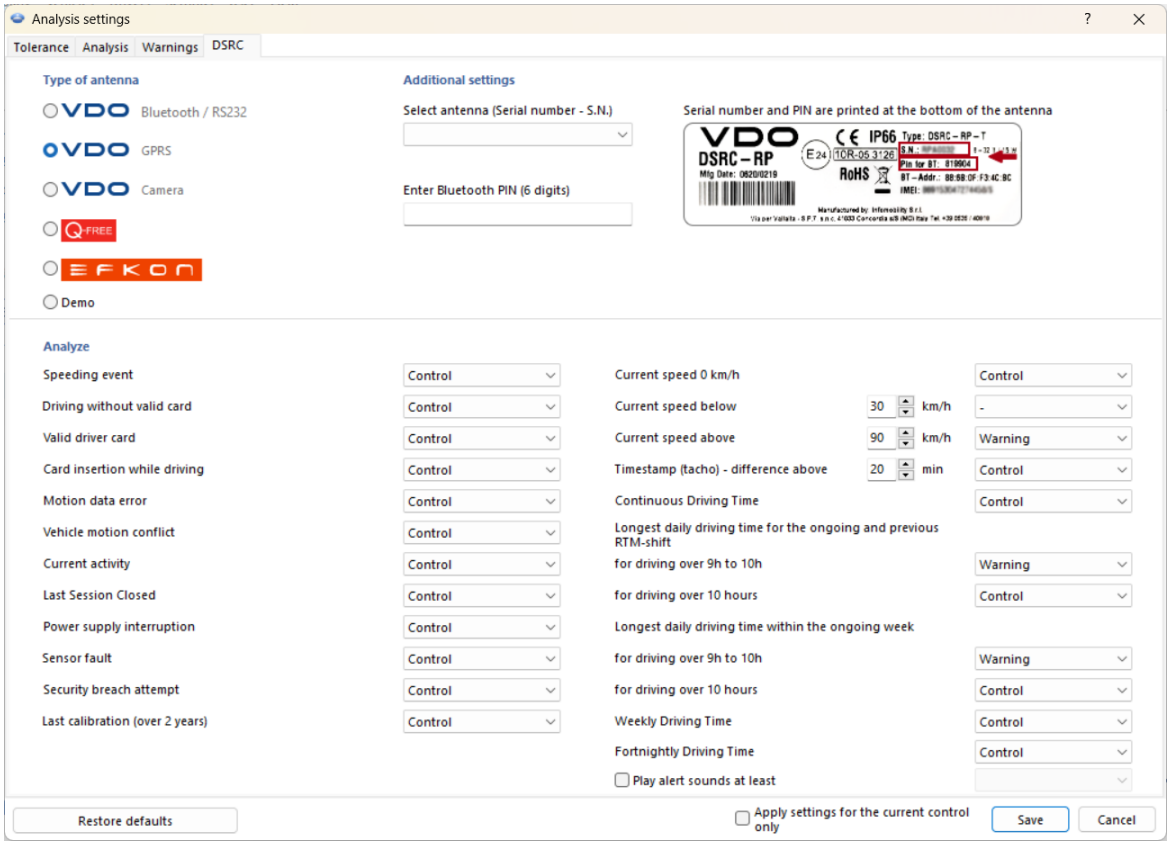
VDO (Continental)

VDO GPRS

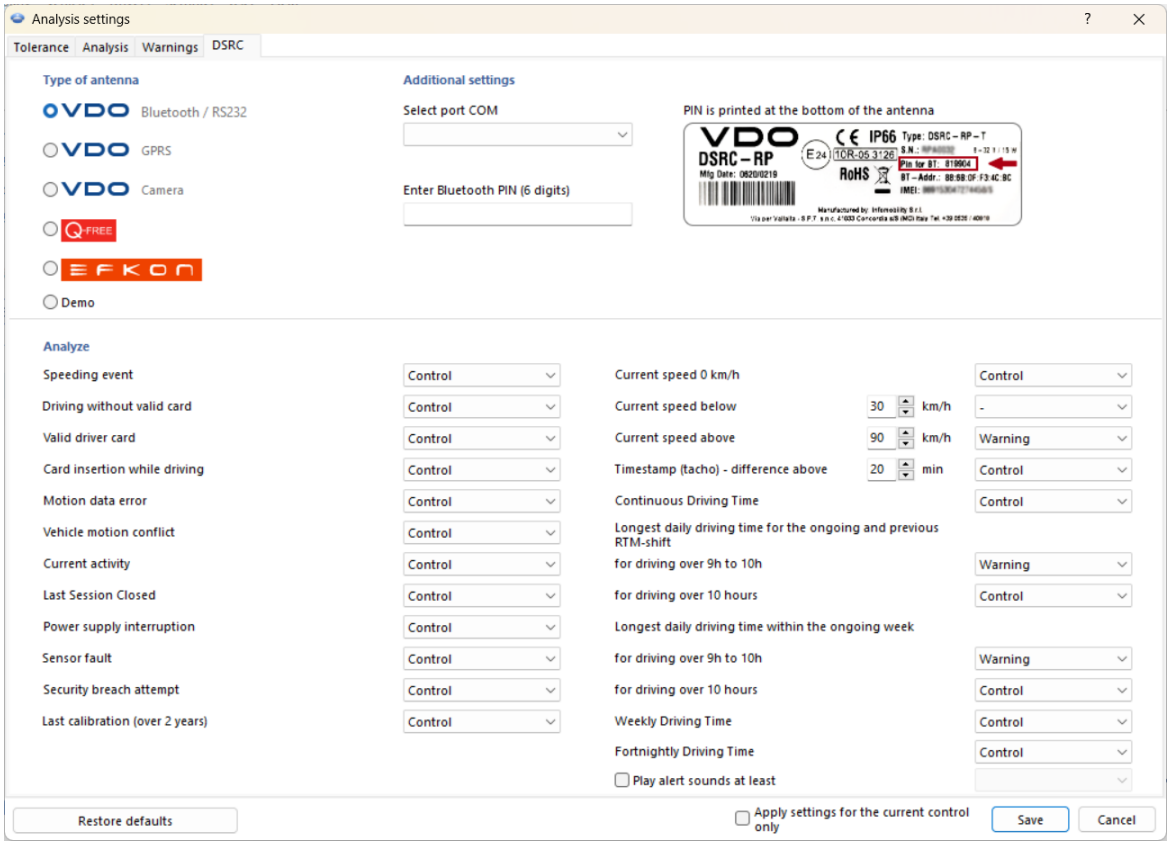
1. Pair the antenna to the computer via **Bluetooth** (for Windows 11: Control Panel -> Settings -> Bluetooth &other devices) before you configure it in the program.
2. In the **Type of antenna** section, choose **VDO GPRS**,
3. Select the antenna that is paired with the computer from the drop-down list **Select antenna (Serial number - S.N.)**,



4. Then, enter the **PIN** (it consists of six digits),
5. Click Save.

VDO Bluetooth / RS232

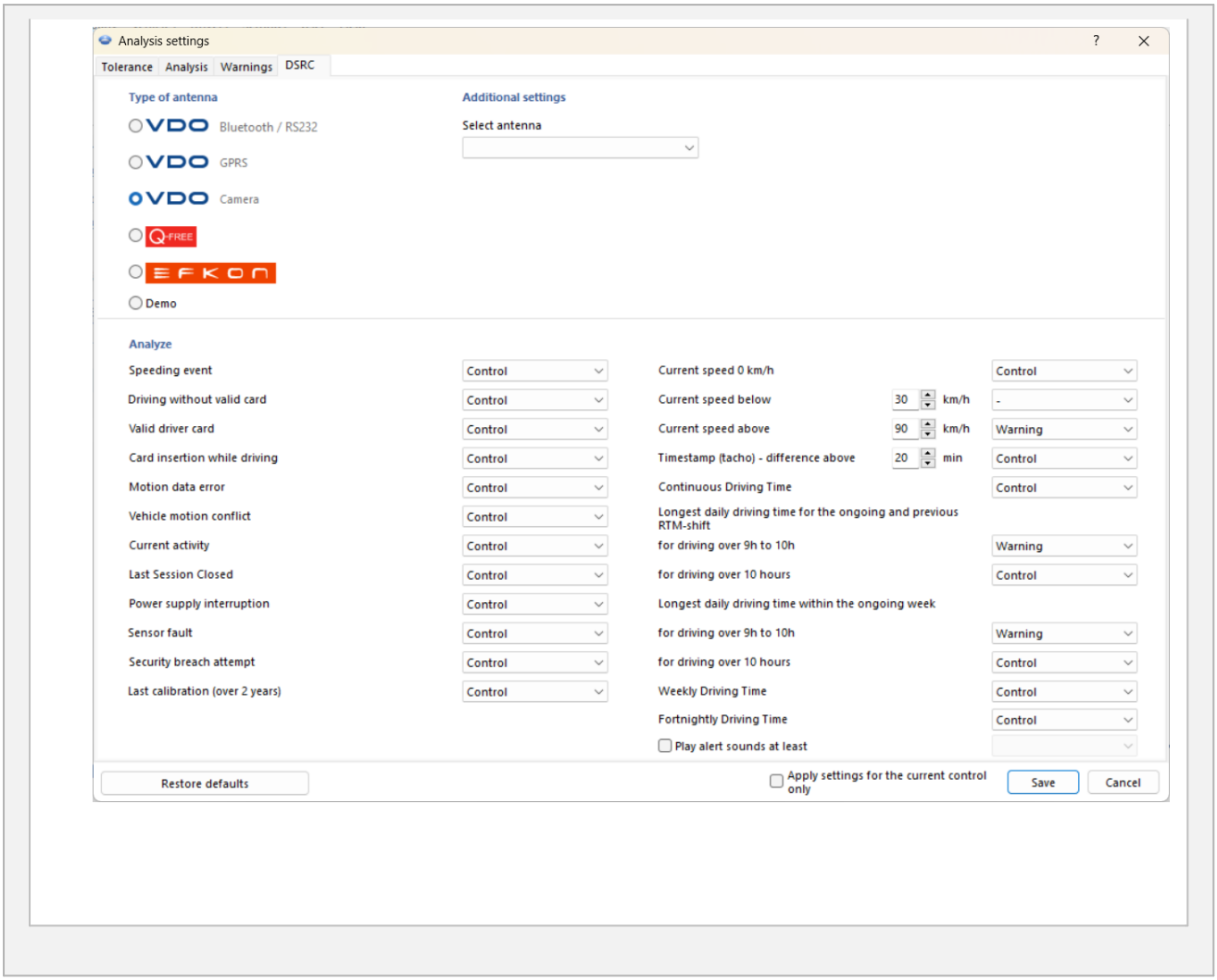
1. Pair the antenna to the computer via **Bluetooth** (for Windows 11: Control Panel -> Settings -> Bluetooth &other devices) before you configure it in the program.
2. In the **Type of antenna** section, choose **VDO Bluetooth / RS232**,
3. Select the antenna that is paired with the computer from the drop-down list (**Select port COM**),



4. Then, enter the **PIN** (it consists of six digits),
5. Click Save.

VDO Camera

1. Pair the antenna to the computer via **Bluetooth** (for Windows 11: Control Panel -> Settings -> Bluetooth &other devices) before you configure it in the program.
2. In the **Type of antenna** section, choose **VDO Camera.**
4. Select the antenna that is paired with the computer from the drop-down list,
5. Click Save.



Analyze

The tab includes the list of DSRC analysis options. For each activity, you can choose whether it will be shown as a warning or control. You can also turn off showing as an offense for a chosen option, and for some of them there is a possibility to provide limit values.

12.9. User

12.9.1. Change password

Opens a window in which the current user can change password. It will be also necessary to enter the old password for verification purposes.

If the administrator is logged in, selecting another user (field: Surname and name) makes the option: **Password required** visible.

12.9.2. Add

Available only in the administrator account (user: "Administrator", default password: "admin").

Export license:

Adding a user requires entering only the name and surname (without a password), additionally a check is made whether the entered user already exists in the database.

Description of selected items

Find
Filter - search for a user in the list below.

List
List of users added to the program.

User

Surname and name
Login, you can use inspector's surname and name.

active
Inactive user will not be visible in login screen.

Password required

By selecting this option, H button will be displayed to enable entering the password.

Authorization only for their own controls

☑ ***Option checked*** — the user will only see the inspections that were **launched and imported** by him/her.

☐ ***Option unchecked*** — the user will see all the inspections. As a result, he/she will be able to open, edit or delete them.

Authorization for deleting control

By selecting this option, the user will have permissions to delete controls.

Archive control data before deleting

By selecting this option, the controls deleted by the user will be archived.

Authorization for reopening control

By selecting this option, the user will have permissions to reopen the controls that have already been closed.

Permissions to edit program paths

By selecting this option, the user will have permissions to edit the program paths (menu: Control -> Set directories).

Rank

Inspector's rank.

Identification number

Required field - Enter a unique inspector number.

Province

Possibility of assigning a province to the inspector.

Settings edit privileges

A list of analysis settings tabs to which you can set permissions for the user.

> ***Exception:***
> *Any user, regardless of their permissions, will always have access to the option management:* ***After reading the driver card data insert 1-minute work at each place entry*** *("Analysis" tab)*

Default settings of a new control

Based on the selected option, the program will set the default control type (control on the premises or roadside check) when creating a **new** control.

12.9.3. Edit

> *Available only in the administrator account (user: "Administrator", default password: "admin").*

> *The function is not available for the* ***Expert license.***

Opens the "Edit user data" window. The meaning of each field is explained in the topic: "User -> Add".

12.9.4. Delete

> *Available only in the administrator account (user: "Administrator", default password: "admin").*

To delete a given user, you should first select the user from the list (either by searching for the user's name or marking a line in the list manually) and then click the **[Delete]** button. You can't delete the current (i.e. logged-in) user.

12.9.5. Logged users

> *The function is not available for the* ***Expert license.***

1. *Available only in the administrator account (user: "Administrator", default password: "admin").*
2. *Menu item visible only for LAN license.*

The list of currently logged-in users is displayed in the window. Using the: Shutdown remotely button you can log off the selected user remotely and thus release one license.

12.9.6. Users activity

Available only in the administrator account (user: "Administrator", default password: "admin").

Depending on the selected filters, the window shows the history of operations performed by each user.

How to display the data

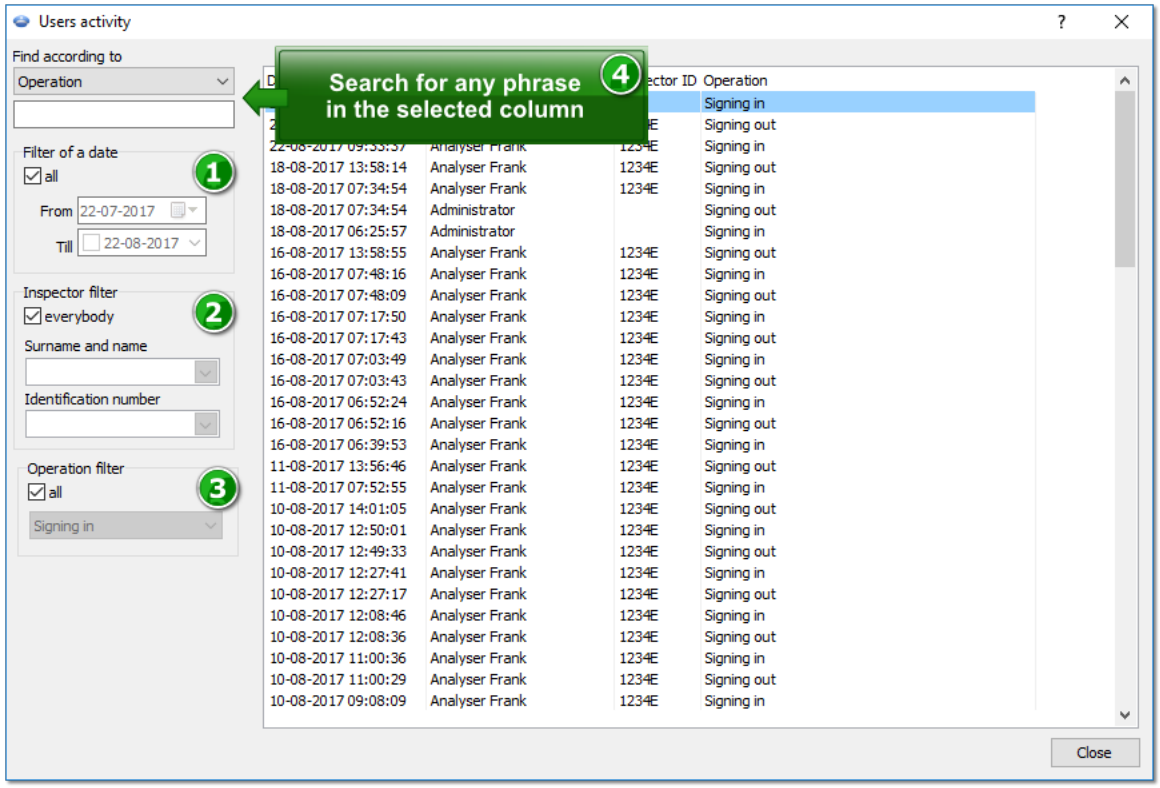


Fig. User activity window.

1. Select the period **From-To** (Date filter) or check ☑ **all**.

2. Select **the inspector** (Inspector filter) or check ☑ **everybody**.
3. Select **the type of operation** (Operation filter) or check ☑ **all**.

12.9.7. Report - list of users

Available only in the administrator account (user: "Administrator", default password: "admin").

The report lists the user accounts added to the program. The report provides information about available privileges, status, and user identity information ("edit user" window data).

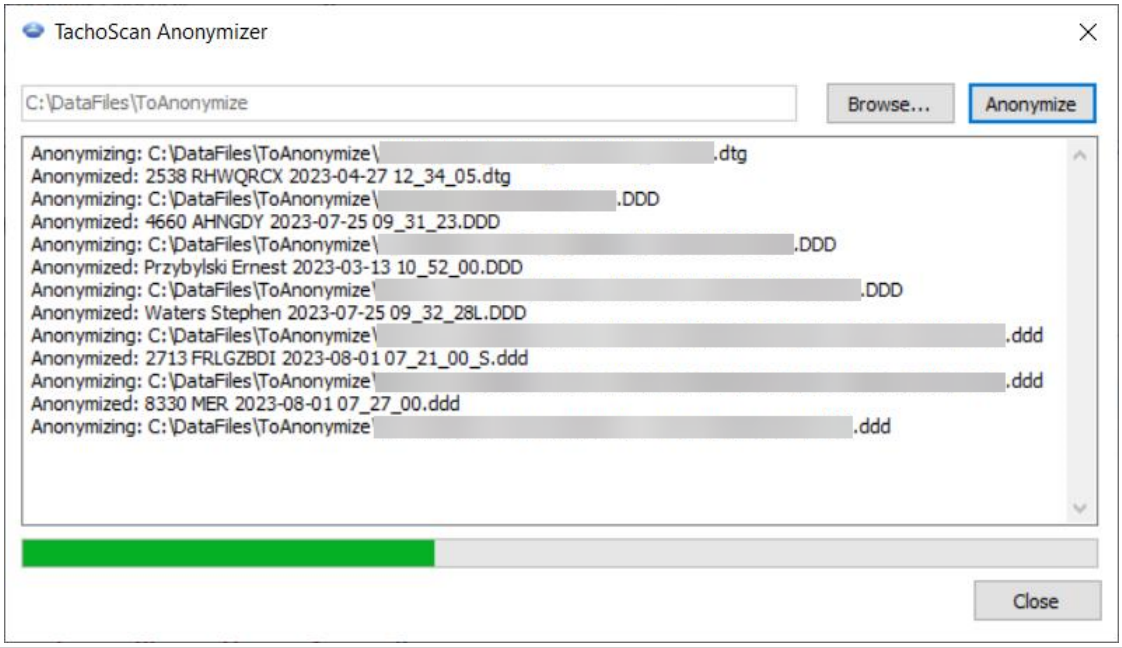
How to create a report
1. The report is displayed directly after selecting the menu item.

12.10. Help

The menu contains the following items:

Help
This command opens a Help file in CHM format. *If additional help is required, you should contact the INELO company*

TachoScan Anonymizer
This function anonymizes all sensitive data in DDD files from driver cards and tachographs. The program allows selecting a directory with digital files for anonymization and displays the operation progress. The anonymization does not include PDF files.



Remote help

This command enables the remote connection with the team servicing TachoScan Control program after it has been agreed with a service employee that such assistance is necessary.

The most important elements of the remote assistance window:

Fig. Remote assistance window.

- (item 1 -fig. above) - information indicating that everything is ready for remote connection,

*The remote connection is only possible if "**Ready to connect**" message is displayed, see fig. above.*

*The second necessary condition is that the "**Remote connection**" window **HAS NOT BEEN CLOSED**!*

- (item 2) - opens the "**Options**" window with the remote connection advanced setup options,

*It is recommended not to change settings in the "**Options**" window.*

Regulations

Redirects to https://tachoscancontrol.com/en/regulations/ where a collection of legal regulations is located. The website is opened in the browser set as default.

Search for updates

Opens Updater window.

Logs

Opens the folder with logs. You can also use shortcut: 

Print screenshot

Opens a dialog to take a screenshot:

- After selecting **Print**, a screenshot is taken and sent to the default printer.
- Selecting **Non-default printer** allows choosing another printer from the dropdown list.

The print orientation adjusts automatically to the window size. The print file is saved as **TSControl Screenshot**.

The dialog can also be opened using the shortcut 

About...

Contains information about the program. Additionally you can find here the expire date of the support contract.

Transfer licence

Available only for the Access version (not available for the LAN license).

Thanks to this option, you can transfer the license and all controls to a new computer. The process is based on the automatically created zip or 7zip archive.

It is not possible to transfer a license during an upgrade from Access (6.6.9 and lower) to MS SQL (7.0.0 and above). In such a situation, you must first update the program to the MS SQL version (7.0.0), and then transfer the license.

12.11. News

It contains information from the **INELO Polska** website. After clicking on the selected information, the article is opened on the website (in the default browser).

Markings:

 - digit is the number of unread updates.

To uncheck them as read:

1. Right-click on  ;
2. From the drop-down menu select **Mark all as read**.

[] - no internet access

13. Toolbar

The description of buttons on the toolbar (beginning from the left):

 Opens the control menu of the program.

 Marks the control as complete. It informs a controller that all record sheets and files have been already added and they have to be analyzed. This option does not close the control. Even after choosing this option you can add files to analysis.

Opens the window allowing you to summarize and lock the current control.

Allows to add a note to the entire control - in the Swedish language version.

Starts scanning

Makes it possible to set a default driver, vehicle and date for scanned discs. It facilitates work because the program ascribes this data to the entered disc automatically. This option works as long as this button is pressed. (A date is always selected, irrespective of pressing this button)

Opens the scan of a disc or the file containing data from the digital card or tachograph given location for an analysis

Starts retrieving data from driver card

Opens the download and configuration menu for TachoReader Mobile II and TachoReader Combo Plus (more information can be found in the electronic versions of the user manuals uploaded into the device memory).

Allows to download data from such devices as DBOX, Optac, Downloadkey, TachoDrive and PDA.

Opens "Import of data from tachograph to the card" window.

Opens the list of record sheets/days from the driver card. From the list, you can open saved record sheets/days from the driver card for viewing/editing.

Opens the list of days from the digital tachograph. From the list, the saved data from the digital tachograph can be opened for viewing.

Opens the "Weekly chart" window.

Opens the "Monthly chart" window.

Opens the "History of downloads" window.

Opens the window of "Infringements and manipulations" report.

Opens the "Compare driving time and distance on the map" window.

Opens the TachoNet system management tools menu (for **DVSA TSC** license holders only)

Opens the News window.

Closes the program.

Additionally, you can leave the cursor of a mouse over the given button for a while and the program displays a hint concerning its functioning.

14. Record sheet view/ edit window

14.1. Read preview

On this tab there is the disc preview on which there are selected peaks (red points) indicating the number of kilometers covered by the given driver. Here, you can also set the starting time and correct the arrangement of the center of a disc if it is marked incorrectly (moving the center of a disc results in the repeated reading of the number of kilometers).

The program draws a thin red line thanks to which you can check if the reading of the number of kilometers was correct. If the red line does not cover the black one, drawn by the tachograph, you should scan the disc once again and set different brightness settings or correct the position of files manually.

- **adding**: you have to press the key 

(a cursor changes into a "hand" with the mark "+") and click in the place where a peak is to be added;
- **removing**: you have to click on the unwanted peak with the left key of a mouse.

With the buttons  and  you can adequately zoom in or out a disc image so that the data it includes could be read more easily from the computer screen.

If a mouse has a scroll it functions as the above - mentioned keys.

In order to see the whole scan of a disc, you have to use the option **Image -> Preview** from the main menu. This option is useful if there is a need to see these fragments of a disc which are not included in the analysis.

This option concerns only discs that have just been scanned or read from a file. This option is not available for discs read from the database.

If in the Program settings disc image size is set to **Whole disc** (this means the whole disc is analyzed, including vehicle speed chart), this tab provides general information whether the driver exceeded maximum speed allowed:

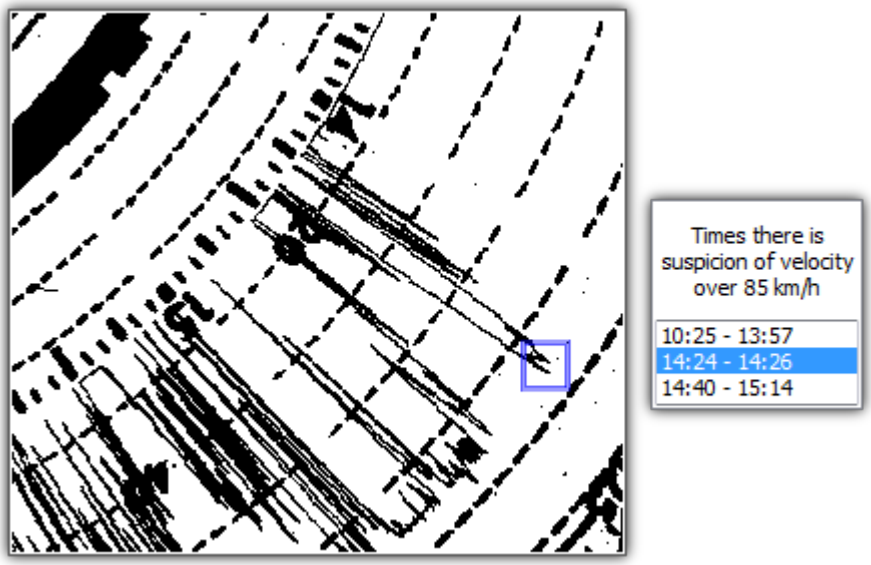


Fig. Suspected speeding.

If the speed chart visibly goes over the line indicating 80km/h (so there is a suspicion vehicle did a speeding), that point is put into the list of suspicious times and there is a blue rectangle drawn on the chart in the appropriate spot.

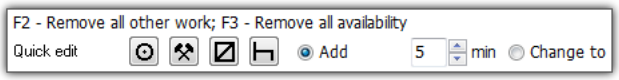
14.2. Basic data

On this tab there is the data concerning the number of covered kilometers, driving and stopover hours indicated by a disc of a tachograph as well as the average speed counted on the basis of the number of kilometers and the time of covering them. Particular events recognized by the program are presented on an image of a disc as colorful fragments of a circle and they are on the list of events.

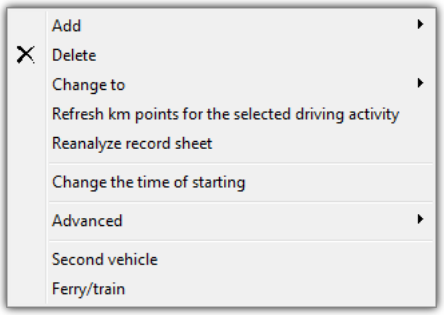
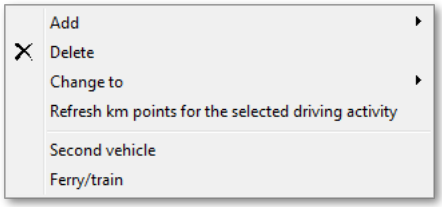
You can add, remove or edit these events, clicking with the right key of a mouse on an event (you can choose an event both from a disc and the list of events) and choosing the required option. It is possible to select more events by clicking with the left key of a mouse over the first event and then moving a mouse-cursor down to the last event or by choosing the first event and then pressing the 

key and clicking with the left key of a mouse on the last event. Chosen events from the list will be highlighted blue both on the list and a disc image.

Add/replacement events - top toolbar
Use the upper toolbar (fig. below) to add or edit events on the record sheet image.



- F2 - press to delete all the work events from the whole record sheet;
- F3 - press to delete all availability events from the whole record sheet;
- F10 - "Set 12:00 hours";
- quick edit:
  - select the type of event;
    Ctrl + ! 1 - driving event, Ctrl + @ 2 - other work event, Ctrl + # 3 - availability event, Ctrl + $ 4 - rest/break event, Ctrl + % 5 - "no data" event;
  - select the type of operation: adding (for adding, you can set the length of the event in the next field) or changing;
    Ctrl + A - switching to adding operation, Ctrl + M - switching to event changing operation;
  - click with the LMB on the image of the disc, where the event is to be added, or on the event that is to be changed;

the appearance of the menu activated by clicking on with the right key of a mouse	
disc menu	list of events menu
	

Options:

- **Add** – Choosing this option from the menu causes adding a new event in the middle of a currently selected event, and thanks to choosing it from a disc menu this event is added in a place of clicking on a disc;
- **Delete** – deletes a currently selected event;
- **Change to** – changes a currently selected event into another one;

- **Refresh km points for the selected driving activity** – will re-read the points designating peaks of the km chart belonging to the selected driving event;
- **Reanalyze record sheet** - repeated automatic analysis of the record sheet by the program;

When you select this command, all changes input manually will be deleted.

- **Second vehicle** - this option is designed for dividing events from one disc into a few ones. It is useful if a disc registered a drive in more than one vehicle. After choosing this option all events including the clicked one are moved to a new disc which will be automatically given the same data and the same driver;
- **Ferry / train** - allows marking driving events as an entry to or exit from train or ferry ,according to art. 9, par. 8 of **Council Regulation (EEC) No 3820/85**. It is recommended to mark solely those events, that truly interrupt driver's daily resting, at the most 1 event per day;
- Change the time of starting;
- **Advanced**:
  - Set 12:00 hours;
  - Remove all work;
  - Remove all duty.

The purple line, appearing on the scanned image of a disc, indicates the start of a driver's work. It is set automatically to 6 a.m. by the program (default value). ! If the time proposed by the program will not be changed, during the attempt to save there will appear the message: **The time of starting was not changed**.

You should always set the correct time of starting of the disc.

Kinds of discs – the fields concern kinds of events' recording by different models of tachographs:

- **Standard** - concerns most of the used tachographs.
- **Thin chart** - is designed for the correction of the analysis of discs on which the line of events is a little thinner than the standard one. (It is dependent on the model of a tachograph.) If you notice the disc is incorrectly analyzed, you should select a particular field, which will correct the analysis.
- **Stepped chart** - concerns the tachographs in which the line showing kinds of a driver's activity is drawn on a different level for each kind of activity, i.e. the line is thickened for driving.
- **Pseudo-stepped chart** - the option for the disc having the stepped chart, but the levels are not differentiated or they are random.

For the following opened disc there is recorded the last chosen setting.

A wrong choice of the kind of a disc causes an incorrect analysis of the disc.

You have to select the field "Team disc" in case of discs of a team of drivers. The field has to be selected at all discs belonging to the same team. A disc is assumed as a team one if the following conditions are met:

- the same vehicle,
- the same date concerning a disc,
- different drivers,
- the same value of initial kilometers.

Clicking the button: 

- opens a weekly chart window.

You should fill in the following fields if you want the data concerning a disc to be complete: "Date", **Vehicle**, **Driver** and the number of kilometers.

The fields: **Vehicle**, **Driver** should be completed using activated lists placed next to those fields. If needed values do not exist on lists you should use the button "**+**" in order to complete the database. If a default vehicle was set in the program it appears in the field **Vehicle** if it is empty.

The field "Date" represents the moment of starting recording events by a tachograph.

In the windows: **Km from** and **Km to** you have to enter an initial and final value of the car's counter (written by a driver on a disc). In the field **Difference in km** below, you can see a difference in the entered kilometers, i.e. the distance covered by a driver. If the received value is considerably different than the read number of kilometers from a disc by the program (the window "The sum of kilometers") these fields are automatically highlighted red.

The tolerance of differences is placed in the menu "Settings -> Analysis settings -> Tolerance" in the field **Alarm about the discrepancy of kilometers**.

In order to place data in the database you have to save them by pressing **[SAVE]** in the right bottom corner of a tab. If some data is missing or incorrect, an appropriate message will appear.

14.3. Working time control

The field **Detailed remarks on working time control** is similar to the "List of events" but it is enriched with the information on correctness of the given event. If any position is marked red, it means abusing the regulations included in the acts. Then, in the column **Remarks** there appears an appropriate comment to that event, depending on an offense.

In the field **General remarks on working time control** the program can write in a special comment to a disc if any irregularities are found. If everything is in order, this field contains the following message **No remarks – the disc is OK**.

If there are any offenses on the disc, the violated point of the **Council Regulation (EEC) No 3820/85** ,appears below. For the tacho discs after 11 April 2007 the show infringements

are referred to the **Regulation (EC) No 561**. This information appears on the disc printout too.

The field **Annotation** makes it possible to record the remarks concerning the given diagram. They will be stored in the database with remaining data of an analyzed disc and entered in this window during next opening of this disc.

When the average speed in the given event exceeds the top speed permitted for this kind of vehicle, exclamation mark appears next to the value in the column 'km/h'.

On this tab a full control of a disc is not carried out (continual driving time and a pause in the time of continual driving). The full picture of conformity with the act is presented only in control reports.

If an offense has been discovered on the disc, the tab's name will be extended by the exclamation: **Working time control !**.

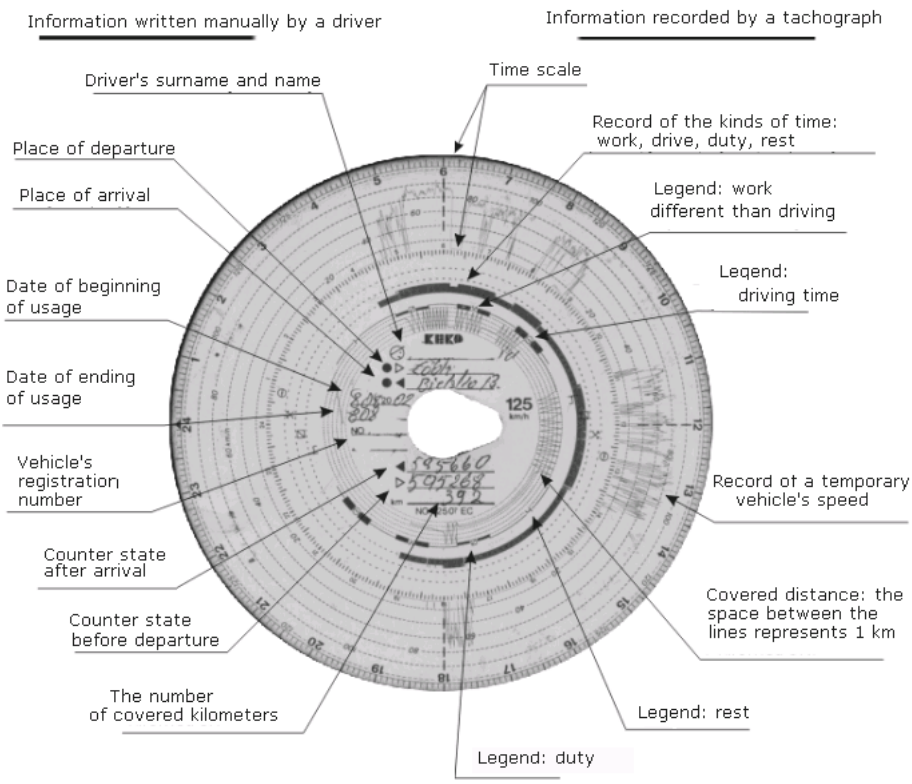
14.4. Analysis of scanned tachograph discs

Disc images to be analyzed can be entered to the program in two ways:

1. Choose the icon  from the toolbar (the shortcut )
Images of discs appear automatically on the screen right after scanning, each disc in a separate window. Additionally, the program displays the message about the number of found discs.
2. Choose the icon  from the toolbar (the shortcut )
There appears a normal window of file choosing. You should select the file including a required disc, and then click the button **[Open]**. This option is designed to open images (of the BMP format) of earlier scanned discs. There can be some discs in this window.

Each tacho disk (opened from a bitmap file or just scanned) opens in a separate tab.

The program carries out the analysis of discs on the basis of a line recording different kinds of a driver's activities. On the basis of a standard disc you can get the following information:



There are possible the following kinds of activity (events):

Symbol	Activity	Description
	driving	*It is the time spent only behind the wheel*
	working	*Work different than driving, i.e. loading, unloading*
	availability (duty)	*It is the time of waiting when a driver does not have to stay at the work place, i.e.: - the time spent on a couchette when a vehicle is moving, - the time spent with another driver during driving*
	rest	*It is specified by pauses in driving and the periods of daily rest*

The individual record sheets are opened in separate tabs.

The record sheet days view/edit window contains the following elements:

- Read preview
- Basic data
- Working time control

On the tab "Read preview" you can correct the scanned disc if it was dirty or illegible and the program was not precise enough to carry out an automatic analysis. You can correct it by adding or removing peaks and changing the time of starting.

On the tab "Basic data" there are presented all the data which are read from the disc by the program. There are also the fields identifying a disc, such as a driver's name, a vehicle's registration number, etc. You should also fill in these fields so that the data in the database is complete.

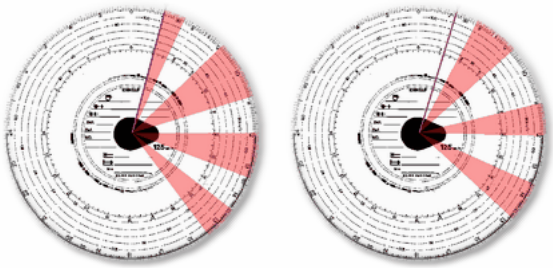
The tab "Working time control" sums up the current diagram as regards the control of driving and pauses during the continual driving, according to the act which is currently in force. If the program discovered an offence, the tab's label will be extended by exclamation mark **Working time control !**

14.5. Team discs

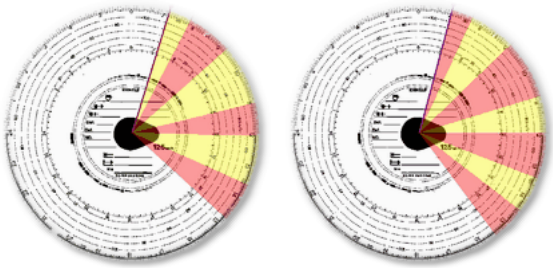
The TachoScan program carries out an automatic basic check up of the correctness of team discs.

The program tries to establish if for each disc of its travel event, duty events are accompanied on other discs. If it turns out that there is a disc on which a stopover event is found instead of expected duty events, the program will change them itself for availability during the saving of the disc.

If we assume that in a vehicle where two drivers rode the tachograph does not enable simultaneous event registration on two discs, after finishing travel, their discs may look like this:



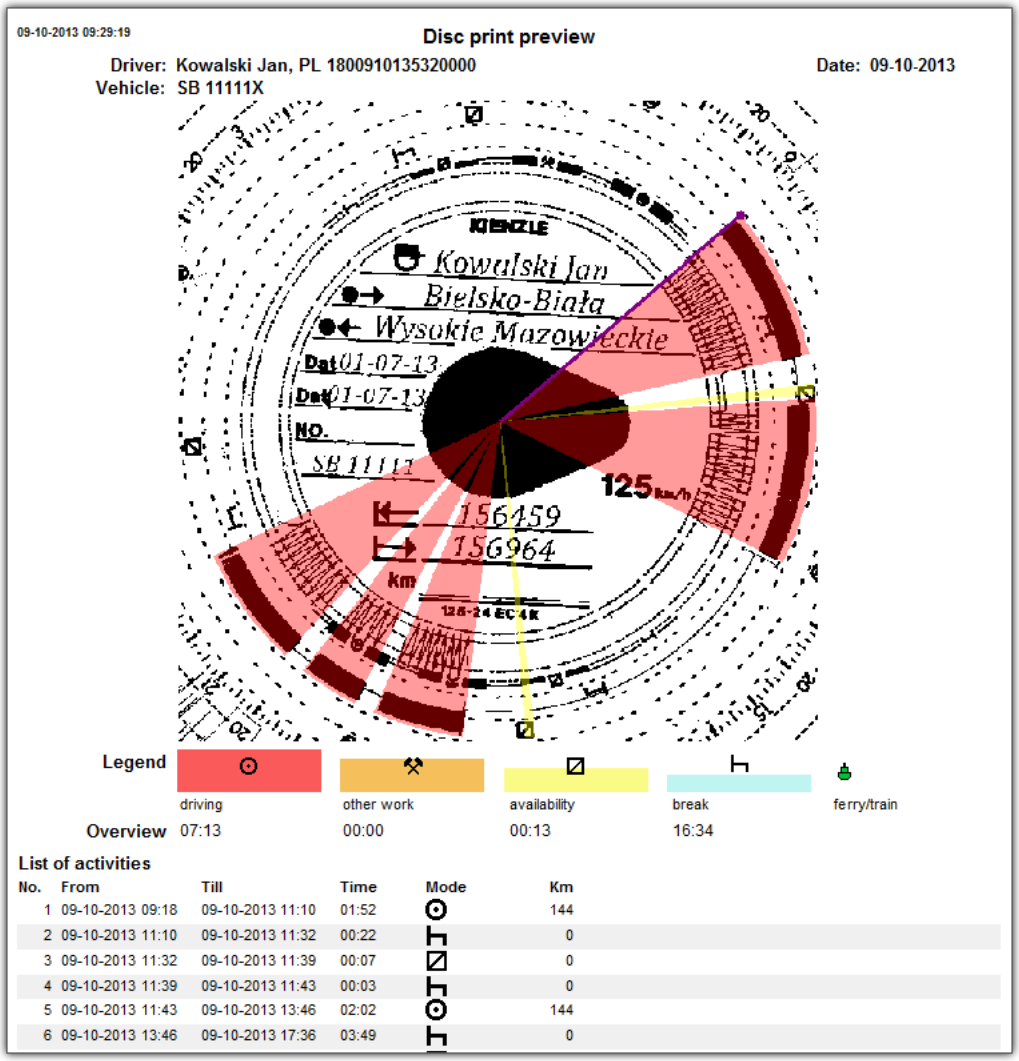
If these discs are scanned to the TachoScan program, at the moment of their saving to the database of stopover event (white), they will be changed automatically for availability (yellow).



14.6. Printing activities

On each discs analysis tab, there is **[Print]** button. It is used to print the currently open disc with a list of events and notes.

An example preview of a disc printout (with prolonged travel):



09-10-2013 09:29:19

Disc print preview

Driver: Kowalski Jan, PL 1800910135320000 Date: 09-10-2013
Vehicle: SB 11111X

KIENZLE
Kowalski Jan
Bielsko-Biała
Wysokie Mazowieckie
Dat 01-07-13
Dat 01-07-13
NO.
SB 11111
125 km/h
156459
156964
km

Legend	driving	other work	availability	break	ferry/train
Overview	07:13	00:00	00:13	16:34	

List of activities

No.	From	Till	Time	Mode	Km
1	09-10-2013 09:18	09-10-2013 11:10	01:52		144
2	09-10-2013 11:10	09-10-2013 11:32	00:22		0
3	09-10-2013 11:32	09-10-2013 11:39	00:07		0
4	09-10-2013 11:39	09-10-2013 11:43	00:03		0
5	09-10-2013 11:43	09-10-2013 13:46	02:02		144
6	09-10-2013 13:46	09-10-2013 17:36	03:49		0

14.7. Image of a scanned disc

This element includes an image of a scanned disc with additional marks added. These are the following:

a clock – 24h clock placed in the upper left corner. It shows the time pointed on a disc with a mouse-cursor. It is useful i.e. while changing the time of starting and finishing events.

recognized events – which are marked in the form of fragments of a circle with an appropriate color, including the whole time of duration of the event. These events are a

graphical image of the "List of events" and their meaning is described in the section "Analysis of the scanned tachograph disc".

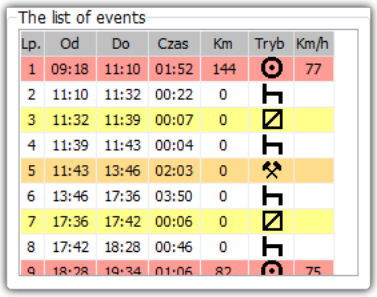
The duration time of events can be changed with a mouse. First you have to set a cursor over the edge of a fragment representing the event so that the arrow can change into the sign ⇹, then you have to press and hold the left key of a mouse and next move this edge to a new position controlling this move with a clock placed in the upper left corner of the image.

The starting hour can be changed in the same way.

After clicking on a disc with the right key of a mouse there appears the menu designed for managing a disc and events.

14.8. List of activities

The list of events includes events arranged in turn, from the first one registered by a disc to the last one, keeping colors of a disc. The next rows are arranged according to the time of appearance.



After clicking on the given event on the list, the fragment of a circle attributed to it changes its color into blue, showing the position of this event on a disc.

The meaning of abbreviations: stopover – ⌐, driving – ⊙, work - ⚒, duty – ◪.

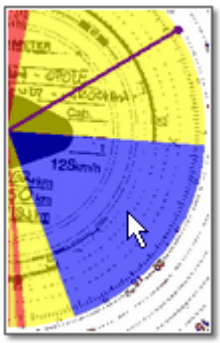
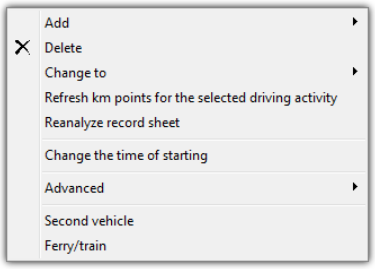
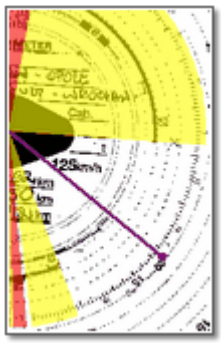
After clicking on the list with the right key of a mouse there appears the menu designed for managing events.

After selecting more than 1 activity using a mouse, there appears a hint containing the summary of time of each kind of activity from the selection range.

14.9. Change the time of starting

The starting time represents the moment of putting a disc to a tachograph by a driver. It is marked with a purple line, running form the middle of a disc. This change can be made in each of three tabs including the image of a scanned disc ("Read preview", "Basic data"). You can do it in one of the following ways:

1. Using the menu option **Change the time of starting**:

		
You have to set a cursor over a disc in a suitable place. The clock in the upper left corner shows an hour over which the cursor is placed at the given moment.	*After setting a cursor, you have to click with the right key of a mouse. There will appear the menu where you have to choose the **Change the time of starting** option.* ***Remark**: if there were some routes set earlier, first they have to be removed.*	*The hour of starting will be moved to the place where the disc was clicked on, unless the click was made on a driving event. In such a case the start will be moved to the beginning of this event.*

2. Moving it manually to another position (apart from the tab "Read preview"):

You have to set a cursor over the purple line representing the hour of starting so that the cursor arrow changes into ⇹. Then, you have to press and hold the left key of a mouse and next move this line to a new position controlling this move with a clock placed in the upper left corner of the image.

> *The program can automatically set the start of the record sheet after the longest rest - select the following option: **Set the disc's starting time after the longest rest** located in the "Analysis settings -> Tolerance".*

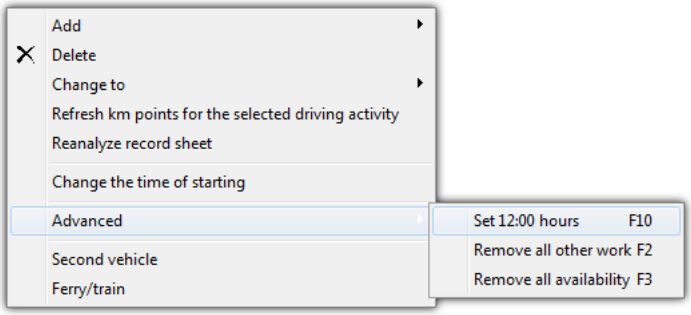
14.10. Set 12:00 hours

This option is used to calibrate the time on the record sheet.

The change of the 12 o'clock hour can be done in both bookmarks including the image of the scanned disc with the plotted recognized events, i.e. "Basic data".

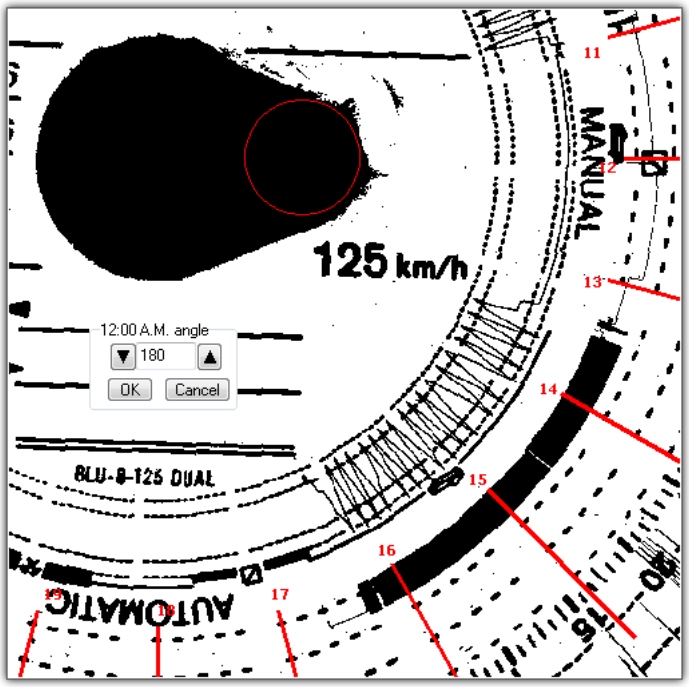
If you think that the program misread the start time of activity on the record sheet, check if 12:00 o'clock is set correctly.

In order to change the 12 o'clock hour, first you have to click on a disc image with the right key. There appears the menu from which you should choose the option **Advanced** and next **Set 12:00 hours**.



or press: F10

From the image of a disc there disappear colorful events and instead there appear the red circle representing the location of 12 o'clock on a disc, the window showing the angle of deviation from 12 o'clock and auxiliary lines showing hours on a disc.



In order to change the location of 12 o'clock you have to click on and hold the circle representing it with the left key of a mouse, and next move the mouse-cursor and set the circle in a new position. While moving it the clock in the upper left corner is replaced with the number of degrees showing the level of deviation from the beginning of a disc. (i.e.: from 00:00 on a disc). You can achieve more precise arrangement pressing one of two black triangles.

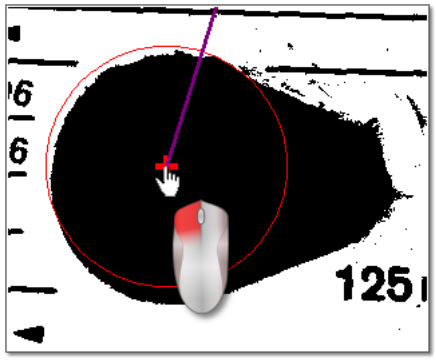
The correct setting of 12 o'clock (always at the thinner end of a tear) is achieved when auxiliary lines cover hours on a disc.

14.11. Changing the center of a disc

The option of changing the center of a disc is useful in two situations:

- the program could not place it correctly because a disc had a damaged **tear**,
- there were marked too few points on a kilometer charts, because it was not precisely drawn by a tachograph.

In order to move the center of a disc you should set a mouse cursor over a red plus, and next press and hold the left key of a mouse. The red circle representing the center of a disc moves together with a cursor as long as you hold the key of a mouse. After setting the circle in a new place you have to stop pressing the key of a mouse, and if any routes were set you have to confirm their removal.



15. View/ edit a day from a driver card window

The window consists of the following elements:

15.1. Preview and data edition

The top part of the edition window in digital discs contains the following elements:

Driver's daily chart

Basic data
Driver, Date, Vehicle, start and end km counter status. 1. If on a given day, a driver rode more than one vehicle, you can shift between activities connected with a given vehicle, choosing the appropriate registration number in the **Vehicle** field.

2. Changes of date in the **Day** field causes a shift to the card of a chosen driver from a given day, if it is in the database. Otherwise, instead of an activity graph, the sign **No data** will appear.
3. Choosing a different surname in the **Driver** field causes the closing of data edition of the previous driver and a move to data edition from the card of that driver.
4. Arrows: allow to move the chart by an hour back and forward. Moving the chart even by an hour results in hiding of **Overview** column as well as initial and final kilometers. This information is only available when we present the whole day from the tachograph and in the tachograph's data there are saved initial and final kilometers.

The choice of date or driver with the driver's card has a completely different meaning than with an analogical disc.

Activity marking

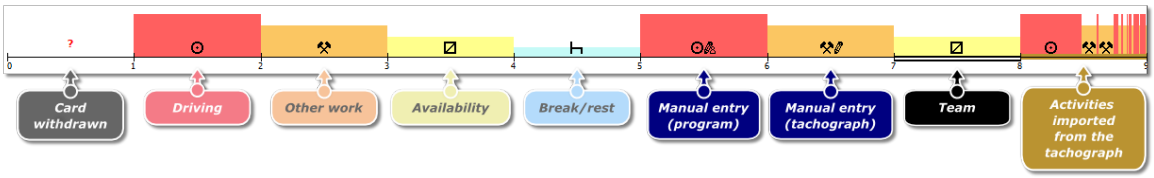
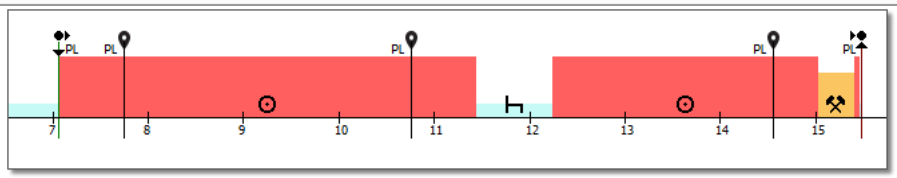


Fig. Graphical preview of the day from the driver card.

Other markings are described in the program legend window (Legend button below the list of activities).

Special signs



- inserting the card, with the country code;
- removing the card, with the country code;
- vehicle location marker, with country code (for smart tachograph readings).

The location for smart tachographs is checked every 3 hours of accumulated driving time, when inserting and removing the card.

The card insertion marker will change color to blue if moved.

Manual entry of a change of location without removing/inserting the driver card is not properly recorded by some tachographs.

In such a case it may happen that the chart can show a few card removals in a row, with the change of location, and similarly a few insertions in a row with the change of location of the card.

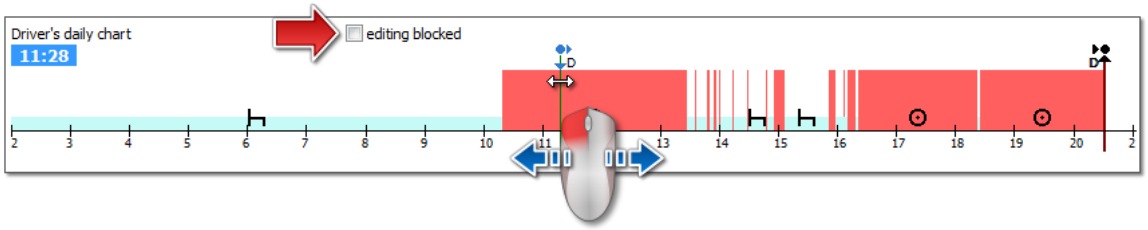
Adding, editing, deleting entries of start and end countries

Adding:

1. Uncheck: **editing blocked**.
2. Right-click in the place of entering the country - select: **Insert -> Place entry** from the drop down menu.
3. In the new window, select **Country at the beginning** or **Country at the end**, and then select the **country**.
4. Click OK - the program will insert a blue entry mark.

Editing:

1. Uncheck: **editing blocked**.
2. Click and hold the left mouse button on the entry mark and then move it to the desired position (fig. below).



Removing:

1. Uncheck: **editing blocked**.

2. Right-click on the country entry mark that you want to delete and then select: **Delete** from the drop down menu.

Select an area

Select an area by placing two vertical brown lines on the chart (fig. below). In the **Selection** tab, you can view the sum of the activities from the selected area. These lines are placed by single-clicking the left mouse button in the selected place.

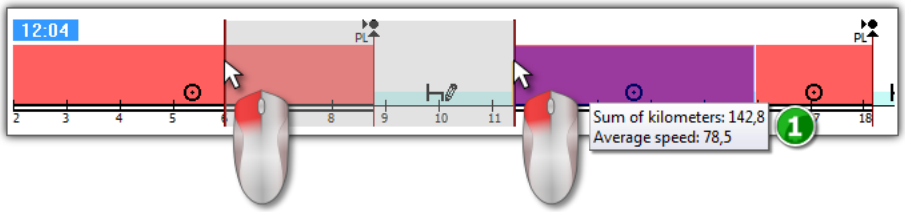


Fig. Selecting the area.

If the selection includes a driving event, the program will display a tool tip with the total mileage and average speed (item 1 - fig. above).

Selection can be removed by right-clicking on the chart and selecting the menu option: **Remove selection line** or **Remove all selection lines** (fig. below).

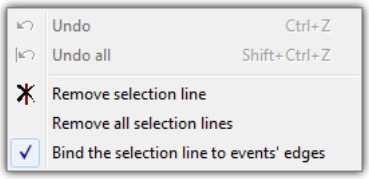


Fig. Removing the selection.

*In the drop-down menu, there is the **Bind the selection line to events' edges** option (fig. above) - if line is dragged near the beginning or end of an activity it allows to snap it automatically to the beginning or end of the activity, respectively.*

drop-down menu (editing enabled)

Available options (general):

- inserting a new activity;
- change and deletion of highlighted activity;
- change of all activities **card withdrawn** for Stopover;
- setting an event as a team or non-team event;

- change of all activities **card withdrawn** lasting less than 5 minutes for Stopover;
- marking a driving event as driving onto a ferry or train;
- inserting place entry;
- inserting OUT period in selected range or for the entire control ;
- inserting AETR period in selected range or for the entire control;
- deleting the vertical line of the highlighted area;
- deleting all things highlighted in the area;
- moving data from a digital tachograph in place of a Card Withdrawn (if a preview of one of the tachograph slots is opened and the event **card withdrawn** is chosen);

Each change can be reversed by pressing 

. Multiple pressing of this combination will reverse a determined number of last changes.

Add, edit, and delete activities

The program allows you to add, move and delete activities downloaded from the driver card.

If the following text is displayed: ***Select a vehicle so that you can edit data*** *it means that on the given day the driver has records for at least two vehicles. In such a case, the following changes occur in the window:*

- initial and final mileage counter is hidden;

- button: ***[Change vehicle]*** *is blocked;*

- in the list of activities, in summary, in the location window, in the events and failures window and in the annotations window, records for all vehicles will be visible (if you specify a particular vehicle, in these windows only records for this selected vehicle will be visible).

To unlock the above elements, choose a specific vehicle registration number in: ***Vehicle*** *field.*

Edit activity

When you hover the mouse over the border between two activities (the cursor changes onto the following: " ↔ " - fig. below) press the left mouse button and holding it (item 1) move the boundaries of the activity, and then release.

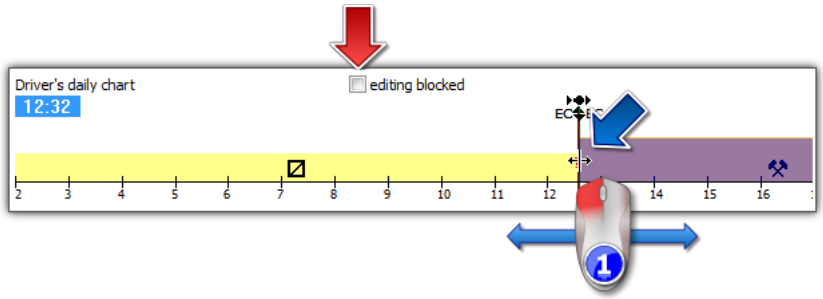


Fig. Moving activities.

To change the type of activity, right-click on the edited activity, then in the drop-down menu select: **Change to** and select the type of activity.

> *If the driver does not change **card withdrawn** records in the tachograph, the options useful in supplementing these activities are:*
>
> *- "?" shorter than 5 minutes to a break;*
> *- All "?" to a break.*

Adding driving activities to the driver card based on detailed speed or instructions registered on the tachograph

1. To add a driving event or other work event, right-click and select **Insert activities** from the drop-down menu.
2. Please select at least one option.
   - Insert driving / other work activity when the speed is registered while parking in slot 1;
   - Insert driving / other work activity when the instruction is registered in slot 2 while resting in slot 1;
3. In the **Apply for:** section, select the scope of the functionality:
   - For the selected area;
   - For the selected day;
   - For the whole control (change only for the currently selected driver).
4. Confirm OK.

Add activity

Select **Insert** from the drop-down menu, then select the type of event as well as start and end time.

Delete activity

In order to delete an event, right-click on it and then, from the drop down menu, select **Delete**.

The deleted activity is replaced with the activity following it.

When editing charts, the possibility to zoom them using the: button on the right side of the chart, is handy. Using the button allows to zoom out the chart, and the button resets the chart to its default size.

The icons above are used to scale all the charts simultaneously.

*If for the edited day we have a reading from the digital tachograph (the same vehicle), it is possible to copy data from the tachograph instead the **card withdrawn** event ("? ") - option: **Copy events from tachograph - slot 1**.*

Options

Driving in a team

If in the edited day team activities occur and the program discovers data from a second driver's card for that day, the activity preview option of that driver is activated – button  . Pressing this button causes the appearance of a graph of the second driver of the team, but non-editable. The option of moving to edition of a day of the second driver of the team is also activated – button [**Edit**] below.

Preview of activities from the tachograph

If for a given day and vehicle the program discovers in the database data from a digital tachograph, the option of event preview read from both tachograph slots of that vehicle is activated – buttons S1 and S2. Pressing one of them will result in displaying the activity chart for a given slot. The option of moving to edition of a day from a digital tachograph is also activated – button [**Edit**] below.

After hovering over the selected activity registered in the tachograph, a hint containing in-formation about the driver and his / her card number will be displayed.

Speed chart

After clicking S1 below the activity chart, the following option is displayed: ☑ **Speed chart**- show / hide the Speed chart downloaded from the tachograph.

The chart is displayed if speed data were collected for a given vehicle.

*Dotted line indicates the **authorized speed**.*

*The program downloads and stores in the database the speed if **Save detailed speed from digital tachograph** option is selected in the program settings window.*

Digital tachograph records in its memory speed over the last 24 hours of driving.

There are warnings

If this text is displayed in the bottom of the window, it means that the program has detected irregularities associated with the use of the driver card in the open readout - left-click on this text to display a list of irregularities: ("Manipulation warnings" tab of "Infringements and manipulations" generation windows).

*The analysis is based on the settings in the: **Analysis settings** window, "Warnings".*

Button: Weekly chart

for a description refer to the section: "Weekly chart".

Button: Print activities

for a description refer to the section: "Printing activities".

Button: Print pictograms

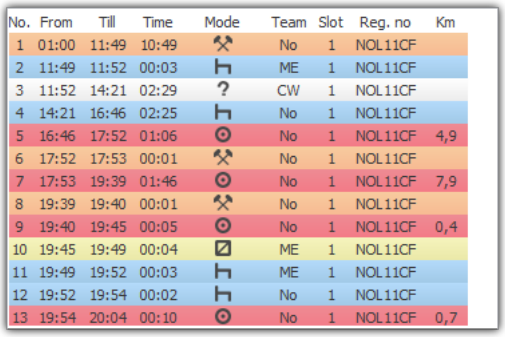
for a description refer to the section: "Print pictograms".

15.2. Tab no. 1

Tab no. 1 (below the activities chart, directly below the ) key) contains a list of windows that can be turned on and off. The tab consists of four windows:

List of activities

Contains sequentially arranged events, from the first recorded by the card on that day to the last, keeping the colors of tacho discs. Subsequent rows are arranged by time of occurrence.



No.	From	Till	Time	Mode	Team	Slot	Reg. no	Km
1	01:00	11:49	10:49		No	1	NOL11CF	
2	11:49	11:52	00:03		ME	1	NOL11CF	
3	11:52	14:21	02:29		CW	1	NOL11CF	
4	14:21	16:46	02:25		No	1	NOL11CF	
5	16:46	17:52	01:06		No	1	NOL11CF	4,9
6	17:52	17:53	00:01		No	1	NOL11CF	
7	17:53	19:39	01:46		No	1	NOL11CF	7,9
8	19:39	19:40	00:01		No	1	NOL11CF	
9	19:40	19:45	00:05		No	1	NOL11CF	0,4
10	19:45	19:49	00:04		ME	1	NOL11CF	
11	19:49	19:52	00:03		ME	1	NOL11CF	
12	19:52	19:54	00:02		No	1	NOL11CF	
13	19:54	20:04	00:10		No	1	NOL11CF	0,7

When you click the event in the list, the corresponding daily driver chart bar is highlighted, showing the position of the event on the chart.

Meaning of symbols:

- - break, - driving, - other work, - availability;
- - **ferry/train**, example: ;
- - averaged km;
- - km averaged taking place entries in the card into account;
- - km averaged taking place entries in the tachograph into account;
- - km calculated based on detailed speed data or odometer readings;
- **CW**- card withdrawn;
- **ME**- Manual entry - an event recorded in the tachograph by the driver in the place where card was removed. It is also an event added or replaced in the program.

When you right-click on the list, a menu, for managing events appears.

Overview

In this window subsequent the events from the daily driver chart are summarized: - driving hours, - hours of work, - hours of availability, - hours of stopover, - card removed hours, - the sum of kilometers traveled by the driver in the selected vehicle; - the sum of kilometers from the tachograph (in the absence of data from the tachograph, the value calculated on the basis of insertions and removals of the card), - average speed

Regardless of the number of open charts (team visualization, visualization with the tachograph) only the driver daily chart which is at the top is summarized.

Selection

The window is divided into two parts:

- **Selected activity** - shows the information on the events (stop, driving, work, availability, card withdrawn) pointed with the mouse in a graph or actions (card insertion place, card removal place)
- **Selected area** - provides a summary of sequence of events in the area.

Infringements

This is the window of the current time control of the driver. In this tab, not full control on the day from the driver card is done. Only continuous driving time and break in continuous driving is controlled. The full picture of compliance with the Act is only provided by control reports.

*As described in "Continuous driving infringements" window, the infringements (if any) will be displayed when you generate the "Infringements and manipulations" report. Another prerequisite is that the selected day was within the analysis period for the **Infringements and manipulations** report.*

If on a given day the driver drove more than two vehicles, continuous and daily driving infringements will be analyzed always for all the downloaded activities for a given day, regardless of the car.

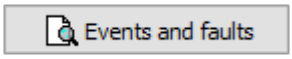
15.3. Tab no. 2

Tab no. 2 (below the activities chart, directly below the ) button) contains a list of windows that can be turned on and off. The tab consists of three windows:

Events and faults

List showing the events and failures downloaded from the driver card on a given day.

> *Message like: "9:38: time overlap" is generated by the program. It occurs when the tachograph mistakenly records the event times on the card.*



- opens the Events and failures report generation window. The report can be generated for any driver at any time.

To view the report, use the toolbar buttons (see: Generating reports).

Annotation

This field allows you to save notes on the day from the driver card. They will be stored in the database along with other data on the analyzed day and displayed after each opening.

> *The text entered in this window will also be visible on the activities printout.*

Location

Locations (places) are read from the driver card and displayed on the second tab of the driver card daily view.

Individual entries contain the following information:

- **Date and time**;
  - The content is marked in red if a difference is detected between the date and time of the GNSS position and the date and time of the activity according to the tachograph and driver card.
- **Odometer**;
- **Event**
  - card insertion, card removal (including country change);
  - start - manual entry, end - manual entry;
  - start - tachograph, end - tachograph (start and end of activities recorded by the tachograph);
  - vehicle location reading;
  - loading or unloading (G2V2 cards only);
  - border crossing (G2V2 cards only);
- **Country**;
- **GNSS time**

- The content is marked in red if a difference is detected between the date and time of the GNSS position and the date and time of the activity according to the tachograph and driver card.

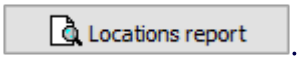
- **Country GNSS**.
  - Imported GNSS points are described as: **Import from tachograph**.

*A warning about the difference between the date and time of the GNSS position and the date and time in the tachograph/driver card is displayed depending on the activation status and the value of the setting **Warn when date and time of GNSS position differs from date and time in the tachograph or card by at least [ ] minutes** and the condition **Show warning when there is at least [ ] minutes of driving between time from GNSS and time in the tachograph**.*

The setting and condition are available from the menu: Settings -> Analysis settings -> Warnings.

Driver card insertion and removal locations are shown on the driver's daily chart.

Locations report

Additionally, a report is available via the button: 

. In the print dialog window, select the driver and specify the length of the analyzed period.

The contents of the **Date and time** and **GNSS time** columns are marked in red if a difference is detected between the date and time of the GNSS position and the date and time of the activity according to the tachograph and driver card.

*A warning about the difference between the date and time of the GNSS position and the date and time in the tachograph/driver card is displayed depending on the activation status and the value of the setting **Warn when date and time of GNSS position differs from date and time in the tachograph or card by at least [ ] minutes** and the condition **Show warning when there is at least [ ] minutes of driving between time from GNSS and time in the tachograph**.*

The setting and condition are available from the menu: Settings -> Analysis settings -> Warnings.

To view the report, use the toolbar buttons (see: Generating reports).

By default, the print preparation window sets the driver from the card window, and the dates are set to two weeks back and forward.

Show in the map

The Show in the map button automatically opens the **Compare driving time and distance on the map** window, setting the given vehicle and range on the map window.

The button is inactive when:

- *two vehicles are available on the given day and both are selected,*
- *the list is empty,*
- *the selected event does not contain GNSS data,*
- *the GNSS point was imported from a digital tachograph reading.*

GNSS location data is recorded only on 2nd generation cards.

15.4. Printing activities

The print preview of the activities is accessed with the: Print activities button. Activities can be printed for the current day or for a date range.

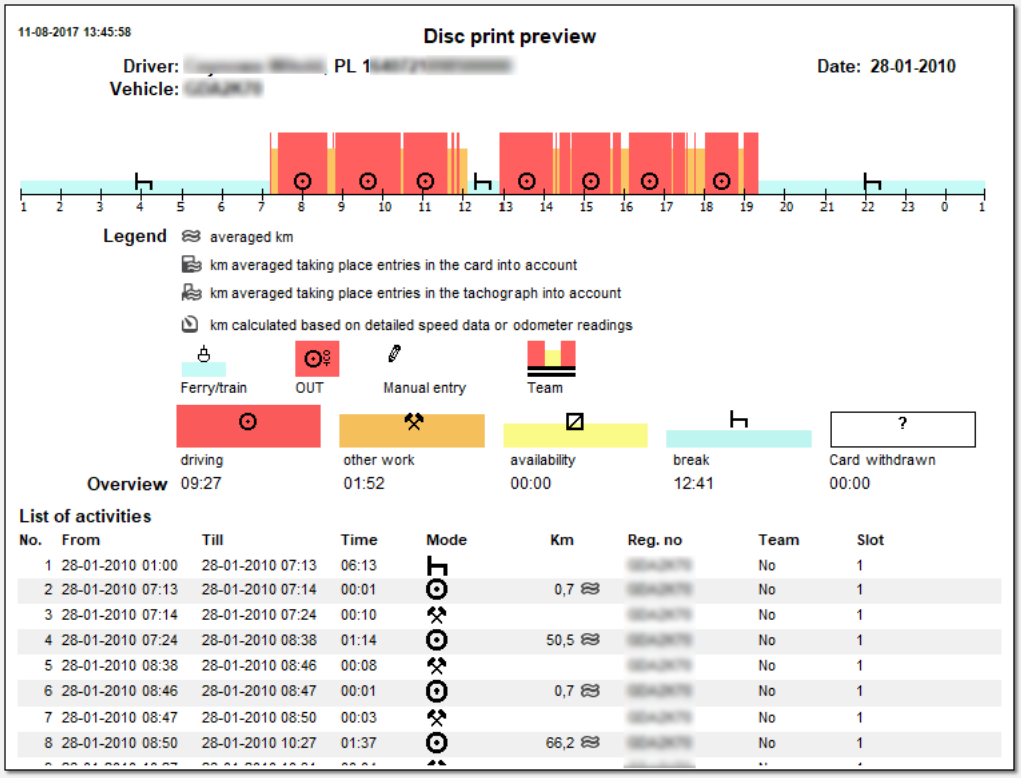
Current day

The printout can be generated directly after clicking on the: Print activities button or from the button drop-down menu ( ) select: **Current day**.

The print preview includes:

- daily driver chart and / or second driver charts, slot 1/2 of the tachograph and the speed chart (depending on whether they are enabled);
- the key;
- the list of events for each active daily chart;
- hours of removing and inserting the driver card - provided they took place, and digital tachograph reading for the day was downloaded to the program;
- annotations.

An example of a printout for a day from the digital card:



11-08-2017 13:45:58

Disc print preview

Driver: PL 1
Vehicle:

Date: 28-01-2010

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 0 1

Legend
- averaged km
- km averaged taking place entries in the card into account
- km averaged taking place entries in the tachograph into account
- km calculated based on detailed speed data or odometer readings

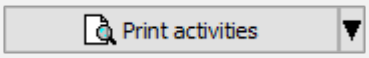
Ferry/train | OUT | Manual entry | Team

	driving	other work	availability	break	Card withdrawn
Overview	09:27	01:52	00:00	12:41	00:00

List of activities

No.	From	Till	Time	Mode	Km	Reg. no	Team	Slot
1	28-01-2010 01:00	28-01-2010 07:13	06:13				No	1
2	28-01-2010 07:13	28-01-2010 07:14	00:01		0,7		No	1
3	28-01-2010 07:14	28-01-2010 07:24	00:10				No	1
4	28-01-2010 07:24	28-01-2010 08:38	01:14		50,5		No	1
5	28-01-2010 08:38	28-01-2010 08:46	00:08				No	1
6	28-01-2010 08:46	28-01-2010 08:47	00:01		0,7		No	1
7	28-01-2010 08:47	28-01-2010 08:50	00:03				No	1
8	28-01-2010 08:50	28-01-2010 10:27	01:37		66,2		No	1

Range of dates

You can generate the printout by selecting the 

button drop-down menu, item **Range of dates**.

In the print generation window:

- select the time period **From - To**;
- depending on your needs, select which of the charts are to be included in the report.

To view the report, use the toolbar buttons (see: Generating reports).

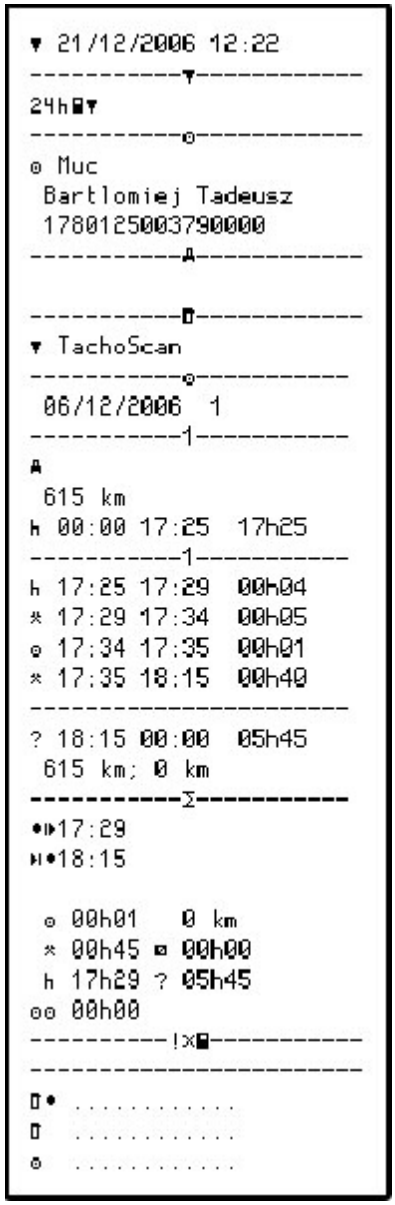
*The report format is the same as for the **current day** printout.*

15.5. Print pictograms

Print pictograms and "Printout (24h)" buttons are used to simulate the printout of the data using the digital tachograph. With this command you can print both the driver card data and the tachograph data.

This function is helpful in the case of the necessity to compare data stored in the program TachoScan with the printout from the tachograph.

Example printout of a driver's card



Symbols on pictograms

Persons:

	Transport company personnel
	Service personnel certified for control
	Driver
	Authorized workshop personnel
	Equipment producer personnel

Activities:

	Control
	Driving vehicle
	Service/calibration

Tachograph work modes:

	Company mode
	Control mode
	Operational mode
	Calibration mode

Work period:

	Duty
	Driving vehicle
	Rest
	Work
	Break
?	Unknown

Time groups:

	Current time on duty
	Continual time of driving vehicle
	Current time of rest
	Current time of work
	Accumulated time of breaks

Special modes:

OUT	Without registration
	Ferry/train transport

Elements of vehicle equipment:

1	Driver's slot
2	Second driver's slot
	Card
	Clock
	Display
	External data carrier
	Power
	Printer/printout
	Paper
	Sensor
	Tyre size
	Vehicle/vehicle unit

Functions:

	Display
	Read
	Printing

Qualifiers:

24h	Daily
I	Weekly
II	Fortnightly
+	From/to

Other:

!	Event
×	Failure
	Start of daily working period
	End of daily working period

	Place
M	Manual entrance of activity
	Safety
	Speed
	Time
Σ	Altogether/total
	Processing, please wait
	Casing open
	Blockade

Cards:

	Company card
	Control card
	Driver's card
	Workshop card
_	No card

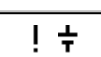
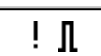
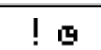
Periods of driving vehicle:

	Team driving
I	Time of travel in the course of the current week
II	Time of travel in the course of a fortnight

Printouts:

24h	Printout of daily report from card
24h	Printout of daily report from vehicle unit
! x	Printout of events and failures from card
! x	Printout of events and failures vehicle unit
	Printout of technical details
>>	Printout of report of exceeding speed

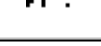
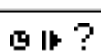
Events:

	Inserting invalid card
	Card conflict
	Time entered incorrectly
	Diving vehicle without a valid card
	Inserting the card during vehicle movement
	Incorrect closure of last session
	Exceeding speed limit
	Power break
	Sensor error
	Safety violation
	Adjusting clock (by workshop)
	Road control

Failures:

	Card failure (reader 1)
	Card failure (reader 2)
	Display failure
	Reading failure
	Printer failure
	Sensor failure
	Vehicle unit failure

Manual entrances:

	Asking about continuation of daily working period
	Asking about end of previous daily working period
	Confirming or entering place of end of daily working period
	Asking for entrance of start time
	Confirming or entering starting place of daily working period

Other:

	Place of control
	Starting place of daily working period
	End place of daily working period
	Time from
	Time to
	From vehicle
OUT +	Start of mode not including inspection
+ OUT	End of mode no including inspection

16. Preview window of data from the digital tachograph / smart tachograph

The window is divided into the following tabs:

16.1. General and technical data

The tab is divided into several parts:

- **Vehicle data**;
- **Range of stored days** - two dates are visible in this part. The first date is the first day with tachograph actions saved in the database, the second date is the last day with tachograph actions saved in the database;
- **Digital tachograph data/Smart tachograph data** - this section includes tachograph data;
  - - highlight with the mouse to see additional information;
  - for smart tachograph, the "Registration nation" row remains empty
- **Pairing sensors** - this section includes data on the motion sensors;
  - - highlight with the mouse to see additional information;
  - in the **Sensor first pairing date** field, you can choose a date form the list, which results in changing the data in the two remaining fields;
- **Identification of the coupled GNSS facility** - this section includes data of identification the GNSS facility;
- **Calibration data** - depending on the selected calibration date, this parts presents data for the workshop which performed the calibration and the calibration itself;

- **Seals** - this section includes information on the way of **Mounting** and **Identification numbers** of the used seals. There may be up to 5 seals;
  - ℹ - highlight with the mouse to see additional information;
- **Analysis of the constant of recording equipment (k) and the effective circumference of wheel tyres (l)** -comparing and calculating the difference of "k" and "l" constants for the selected calibration (Calibration data -> Select calibration) against the previous one;
  - **Velocity** - on the basis of the difference between "k" and "l" constants (see above) the speed values for the selected calibration are compared with the previous calibration.

There are warnings - if this text is displayed in the bottom of the window, it means that the program has detected irregularities associated with the use of the tachograph in the open readout - left-click on this text to display a list of detected irregularities ("Manipulation warnings" tab of "Infringements and manipulations" generation window).

*The analysis is based on the settings in the **Analysis settings** window, "Warnings" tab.*

***Technical data in red** - anomaly detected.*

***Type of detected irregularities in this tab** (depending on settings):*
- change in the vehicle identification number (VIN);
- change in the tire size for calibration;
- change in the characteristic coefficient of the vehicle (w) without changing the effective circumference of tire (l);
- a significant change (over 3%) of the characteristic coefficient of the vehicle (w);
- a significant change (over 3%) of the recording equipment constant (k);
- incorrect authorized speed in calibration;
- period of 2 years from the last calibration exceeded;
- a high number of calibrations (more than two, except for the calibration carried out on the same day) during two years;
- date of the first pairing is different from the date of the first calibration-activation.

Report button - opens print preview of general information and technical data.

16.2. Activities on a specific day

This tab presents a list of all days saved on the tachograph card for the selected range of dates. Each day can contain the following data:

- date and meter status at the end of the day;
- areas visited (the **GNSS country** is filled in only if read from a smart tachograph);
  - moves you to the map view with selected GNSS location points (only for smart tachograph reading);
- detailed information on card insertion and removal by the driver and the assistant;
- actions performed on the given day by the driver and the assistant;
  - the following options are available, in addition to the option of removing the selection, in the drop-down menu after clicking the RMB on the daily chart:
    - Copy all activities to driver's data;
    - Copy marked activities to driver's data;

After selecting one of the above options, the program opens a window where the driver is selected.

- list of actions with card insertions and removals for the driver and the assistant;
- list of actions from the card or the chart, if at least one card or chart is in the database for the given day.
  If it is a card, you can open "View/ edit a day from a driver card window" by clicking **[Edit]**;

*The option: **current vehicle only** is selected by default. If the given driver moved in the given day between vehicles and data from other vehicles was downloaded into the database (driver card download, saving of the tachograph chart) then **MARKING** this option will cause that events for all vehicles driven by him will be displayed.*

- Printout (24h) - a simulation of a printout from the tachograph;
- Speed chart - when this option is selected, below the activities chart an interdependent speed chart is displayed;

The chart is displayed if speed data were collected for a given vehicle.

*Dotted line indicates the **authorized speed**.*

*The program downloads and stores in the database the speed if **Save detailed speed from digital tachograph** option is selected in the program settings window.*

Digital tachograph records in its memory speed over the last 24 hours of driving.

Button: Report - opens a print preview of the day from the tachograph.

Selecting an area

Select an area by placing two vertical brown lines on the chart (fig. below). In the **Selection** tab (below the charts), in the **Selected area** field, depending on the selected chart (Driver (slot 1), Co-driver (slot 2), Driver card), you can read the sum of the events from the selected area. These lines are placed by single-clicking the left mouse button in the selected place.

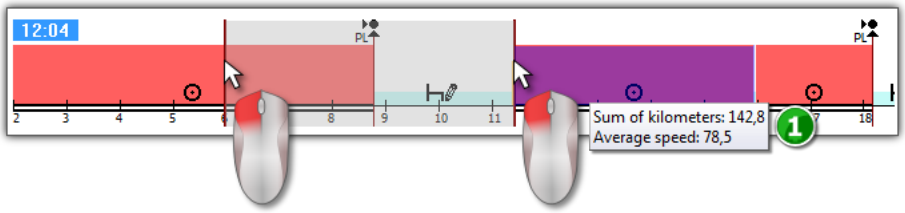


Fig. Selecting the area.

If the selection includes a driving event, the program will display a tooltip with the total mileage and average speed (item 1 - fig. above).

Selection can be removed by right-clicking on the chart and selecting the menu option: **Remove selection line** or **Remove all selection lines** (fig. below).

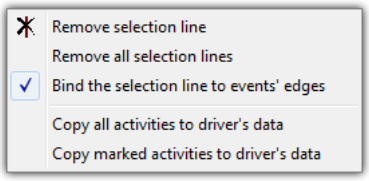


Fig. Removing the selection.

*In the drop-down menu, there is the **Bind the selection line to events' edges** option (fig. above) - if line is dragged near the beginning or end of an activity it allows to snap it automatically to the beginning or end of the activity, respectively.*

16.3. Events and faults

This tab contains a general list of not permitted actions related with the tachograph or the card or other problems with the device, as well as instances of exceeding permitted speed downloaded from the tachograph.

Button: Report opens the preview window for the events and failures printout - the report is expanded in relation to the view by maximum speed data, average speed data and other driver data, whose driver card was in the tachograph at the moment of the defect, event or failure.

16.4. Activities, events and faults in the table

This tab presents data for events, failures, exceeding the speed limit, places visited and card insertions and removals, all put into one table, which can be sorted in any way (by clicking the header of the given column, another click causes the order to be reversed) and filtered (filters are located on the right side of the window).

Button: Printout (>>) - opens the print preview window for speed limit violations from the tachograph.

Button: Report - opens the print preview window for actions, events and failures in the table.

The contents of the columns **Date**, **Duration** and **GNSS time** are marked in red if a difference is detected between the date and time of the GNSS position and the date and time

of the activity according to the tachograph and driver card. The contents of the columns **Date**, **Duration** and **GNSS time** are marked in the same way in the **Tachograph data report – Activities, events and faults**.

A warning about the difference between the date and time of the GNSS position and the date and time in the tachograph/driver card is displayed depending on the activation status and the value of the setting ***Warn when date and time of GNSS position differs from date and time in the tachograph or card by at least [ ] minutes*** *and the condition* ***Show warning when there is at least [ ] minutes of driving between time from GNSS and time in the tachograph****.*

The setting and condition are available from the menu: Settings -> Analysis settings -> Warnings.

16.5. Card insertions and withdrawals

This tab features a list of driver card insertions and removals, which can be sorted and filtered in any way. In comparison to the previous tab, the list also has information on the country code and the slot number, from/to which the card was inserted/removed.

Button: Report opens the print preview window for card insertion and removal.

16.6. Company locks and last download

This tab presents a list of company locks applied using the company card on the tachograph. In the top part of the window, card data is displayed for the card using which the last tachograph data download was completed.

Button: Report opens the locks and last download print preview window.

16.7. List of controls

This tab displays all road checks recorded by the tachograph.

In addition, in **Drivers on the day of the control** column, the drivers who had activities recorded on a tachograph on the control date are displayed.

Button: Report - opens a print preview window of the controls displayed in the tab.

16.8. Speed profiles

Available only for data downloaded using special software (TachoReader Combo - option: "Special data from VDO tachograph (S-file)") from Continental VDO tachographs (version 1.3 or later).

The tab shows the time periods in which a specific speed range of a vehicle was registered.

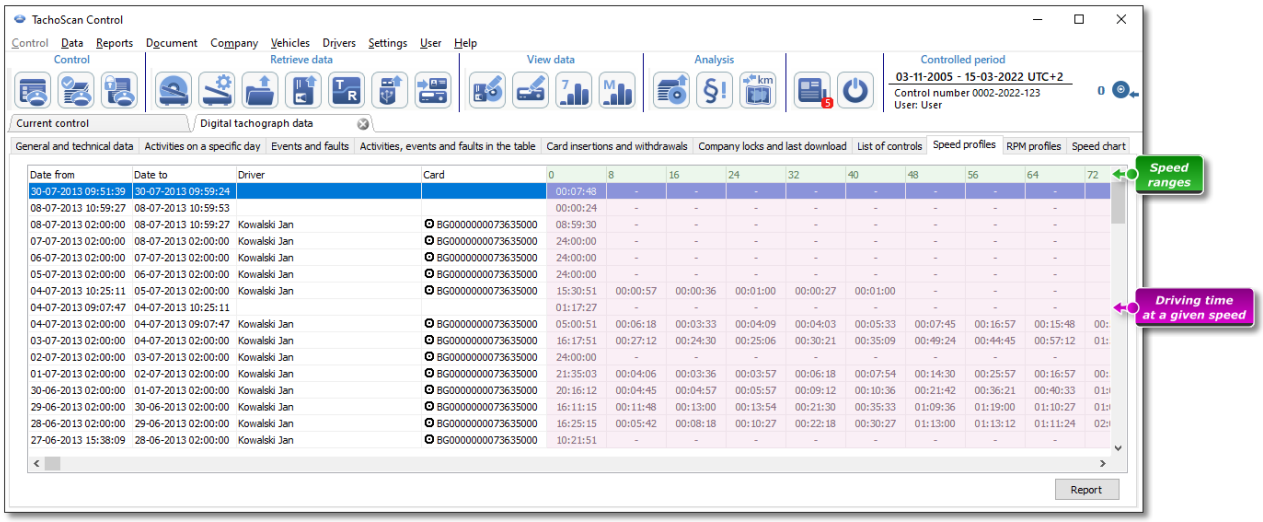


Fig. Speed profiles tab.

A message informing about the lack of data in the read section of speed profiles is displayed when the speed registration function has not been configured in the tachograph being read. It is possible to generate a report that does not contain data from this section.

Button: Report - opens print preview of speed profiles information presented in this tab.

16.9. RPM profiles

Available only for data downloaded using special software (TachoReader Combo - option: "Special data from VDO tachograph (S-file)") from Continental VDO tachographs (version 1.3 or later).

The tab shows the time periods in which a specific engine rotational speed range was registered.

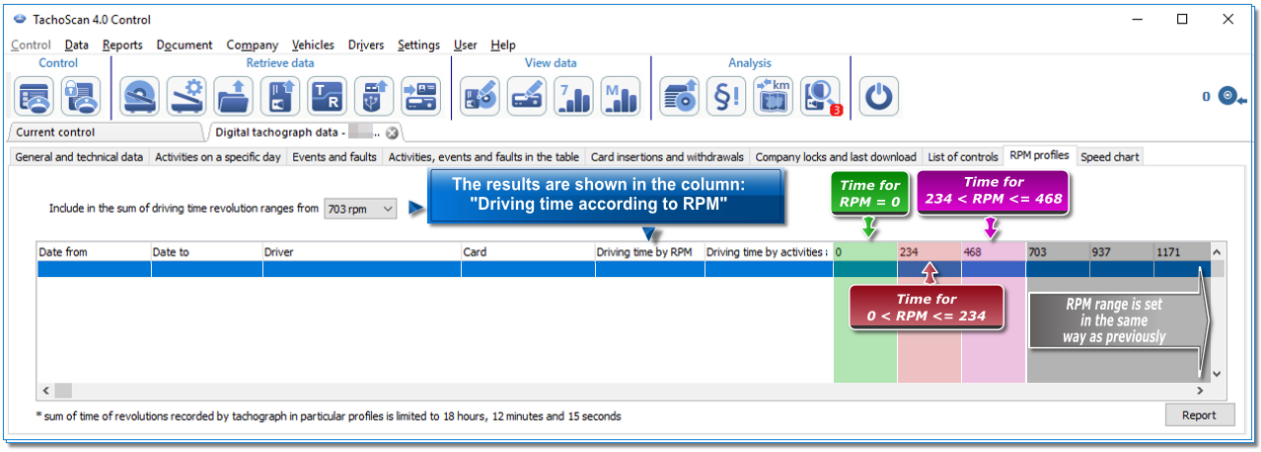


Fig. "RPM profiles" tab.

The rows in which the driving time according to RPM is higher than the driving time calculated based on the activity are highlighted in red.

The RPM values in the columns (100, 234, 703, 937, etc.) may differ from the values presented in the above figure. This depends on the calibration settings of the digital tachograph

A message informing about the lack of data in the read section of RPM profiles is displayed when the RPM registration function has not been configured in the tachograph being read; It is possible to generate a report that does not contain data from this section.

Button: Report - opens print preview of RPM profiles information presented in this tab.

16.10. Speed chart

The speed data read are shown on a graph in red, while acceleration is shown on the graph in blue. Graphs can be freely scaled, moved, printed and saved.

Depending on the option below, the speed chart will be displayed in different colors:

- ☐ ***Include daylight saving time*** *(Option unchecked):*
  - *Speed according to Regulation 165/2014 - red;*
  - *Detailed speed 4/sec (so-called S-file) - green;*
- ☑ ***Include daylight saving time*** *(Option checked):*

- *Speed according to Regulation 165/2014:*
  - summer - light red;
  - winter - dark red;
- *Detailed speed 4/sec (so-called. S-file):*
  - summer - light green;
  - winter - dark green;

Basic information

*If the option **save detailed speed data from digital tachograph** is selected in the program settings window, the list of speeds will be saved to the database.*

You can set the required period that the chart will cover by default.

The blue color represents the acceleration and speed chart. The chart is generated by the program.

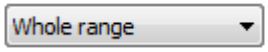
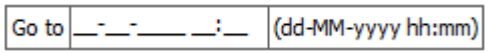
The charts are visible only for the data that have been downloaded from the source file (Open) or external devices, provided that the option of detailed speed data reading was enabled during downloading the data from a tachograph.

Tachograph's memory keeps the speed from the last 24 driving hours, registered with once per second frequency.

By default, the program shows charts which cover full 24 hours of driving. You can freely scale, displace, print, save etc. the chart with the tools located above it.

The toolbar comprises the following tools:

-  - expands the size of the chart by 10%,
-  - reduces the size of the chart by 10%,
-  - zooms the selected area,
-  - enables displacement of the chart,
-  - automatically resets the size of the chart to the default values in respect to both axes,
-  - automatically resets the size of the chart to the default value in respect to the horizontal axis only,
-  - automatically resets the size of the chart to the default value in respect to the vertical axis only,

-  - allows to add a new checkpoint,
-  - deletes a chosen checkpoint;
-  - possibility to save chart image to a **bmp**, **jpg** or **png** file,
-  - opens a chart print preview window,
-  - Statutory speed data - after expanding the field you can select additional sections - available only for **Continental VDO** tachographs, version 1.3 (since 2008), whose data were downloaded using special software (see the following topic: "Continental VDO since version 1.3 - Additional Sections" for a detailed description);
-  - decreases the value in the field described beneath,
-  - a check box to select the time range covered by the displayed charts:
  - whole range,
  - last 1 minute,
  - last 5 minutes,
  - last 10 minutes,
  - last 15 minutes,
  - dates of the individual days covered by the range of the downloaded vehicle speed data,
-  - increases the value in the field described above.
-  - If you enter the precise time (date and time) in this field, the program will center the chart around the time and will broaden the chart to 10-minute span.
  (5 minutes before and 5 minutes after the entered time)

Continental VDO since version 1.3 - Additional Sections

For speed data downloaded from Continental VDO tachographs, version 1.3 and later, using special software (TachoReader Combo - **Special data from VDO tachograph (S-file)** option) click on the:  button for additional sections:

> *Despite the fact that this type of tachographs record speed over the previous 168 hours of driving plus additional sections, during a **standard** download only statutory speed data (pursuant to Regulation 3821/85) for the last 24 hours of driving are retrieved.*
>
> *If the statutory speed (Regulation 3821/85) and speed over the previous 168 hours was downloaded into the program, in the daily activity graphs from the driver card and/or digital tachograph the statutory speed will be primarily displayed, and in its absence, the speed from the last 168 hours.*

- Speed from last 168 hours - speed history of the last 168 hours of driving recorded with a frequency of one second;
- Detailed speed 4/sec - type 1 - Last three records (high resolution - frequency: four values /second) of two-minute speed periods, in which there was an **unnatural speed change in a short period of time**;
- Detailed speed 4/sec - type 2 - Last three records (high resolution - frequency: four values/second) of two-minute speed periods, in which there was a **sudden, high change in speed**;

Additional options

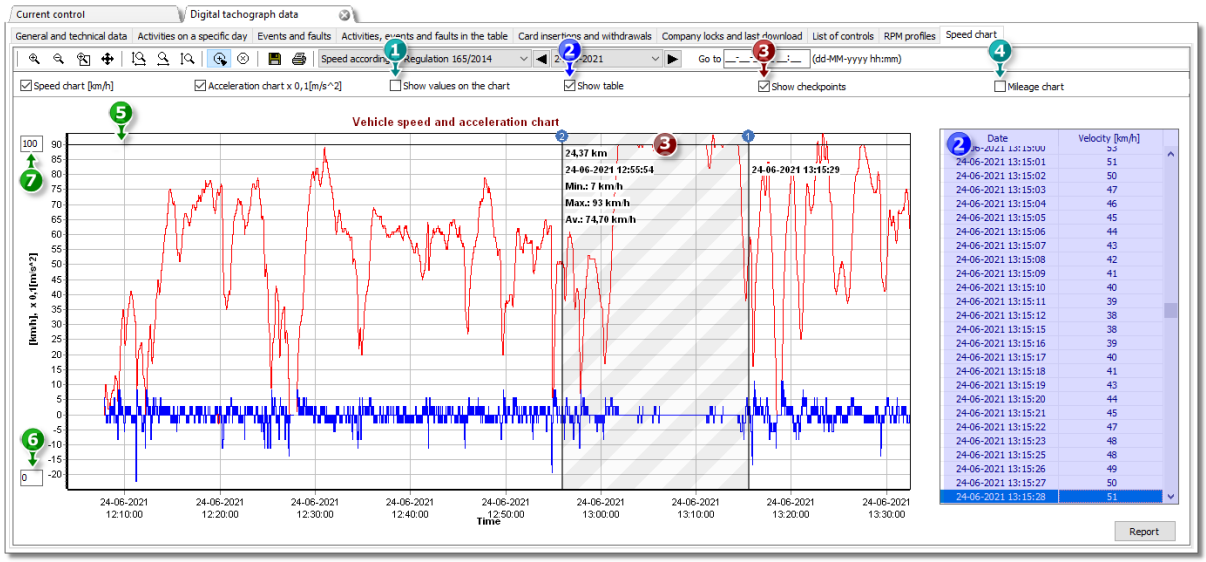


Fig. The acceleration and speed chart window.

1. **Show values on the chart** - displays numerical values directly on the chart.
2. **Show table** - next to the speed chart, the program displays the speed in the form of a table (see: blue background in the above figure).
   - when hovering the mouse over a point on the speed graph, the value in the table corresponding to this point will be marked;
3. **Show checkpoints** - the program will show checkpoints that have been already added and it will also allow to add new ones:
   - in order to add a new checkpoint, click  and then on a chosen place on a speed chart;
   - information displayed between checkpoints:
     - traveled kilometers;
     - date and time;
     - current speed;

- current acceleration/slowing down;
- minimal speed;
- maximal speed;
- average speed.

4. **Mileage chart** - the program will display the number of traveled kilometers on the X-axis of the chart and the 0 km/h speed will not be included on the chart;
   - if the option is enabled, the options **Speed chart** and **Acceleration chart** will be automatically disabled.
5. **Authorized speed [km/h]** - presented in the form of a line.
6. Lower limit of the chart - possibility of editing.
7. Upper limit of the chart - possibility of editing.

Fig. 2 shows two enlarged charts. You can precisely define acceleration or speed for a given point in the chart. In order to do so, point out the required position with the mouse – the program will display a box with the information pertaining to the position (fig. below).

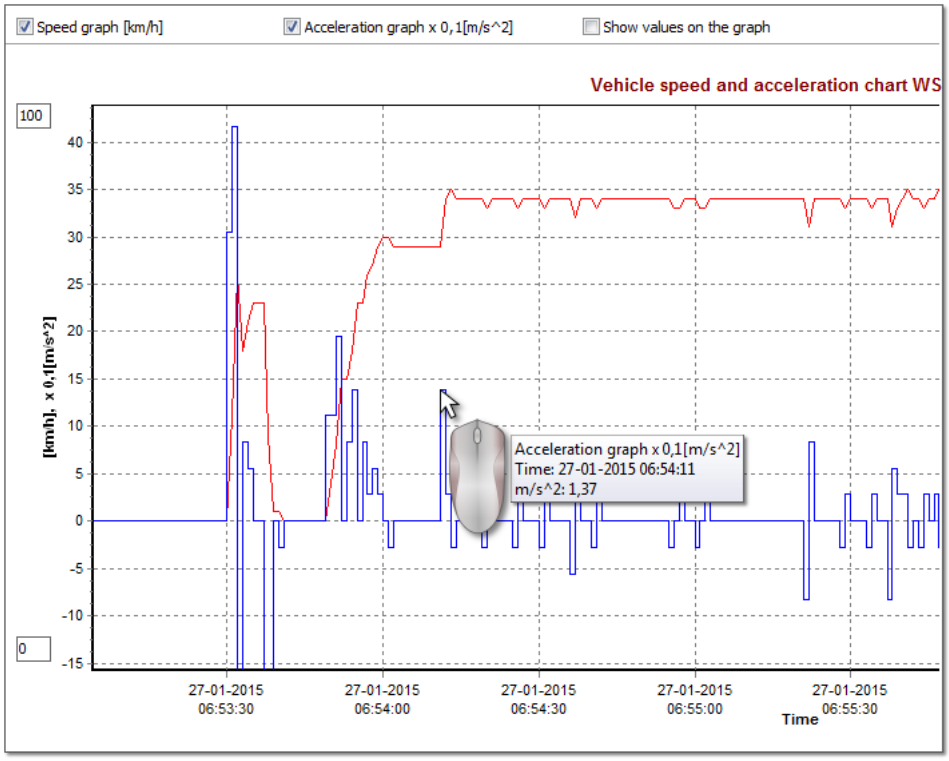


Fig. Enlarged speed and acceleration charts.

The Speed and Acceleration Report

There is a button to the window bottom right: Report that can be used to save all values recorded in the value diagram in the **xls** or **csv** file. The report will show as the

summary:

*Saving chart data into an "xls" file is possible on the computer with **MS Excel** installed.*

- for speeds: maximum speed, average speed both in [km/h] and in [m/s],
- for acceleration: Max acceleration and Max deceleration,
- summary distance.

Before saving the file, the application will display the window of period length selection (fig. below) – the period read from the current diagram view will be inserted by default.

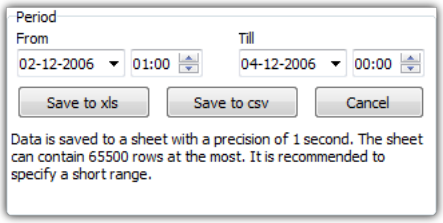


Fig. Preparation of the report.

17. Interpretation of particular cases

17.1. A day with two daily rests

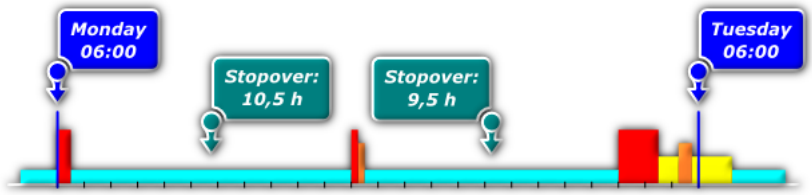
Interpretation for a day, in which two daily rests occurred within 24 hours is as follows:

*The case of a day, during which **two regular daily rests** occur within 24 hours, is the exception to the interpretation.*

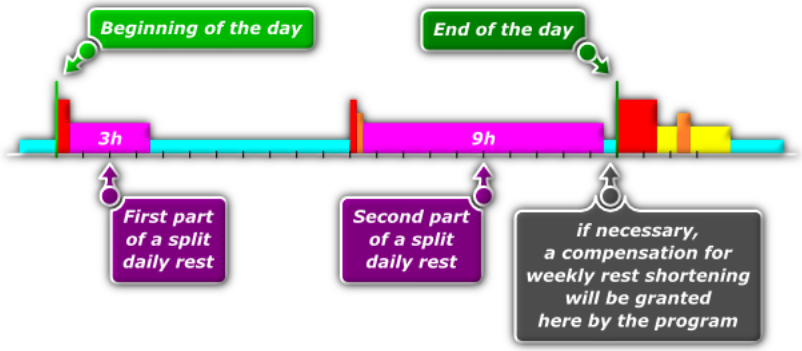
case A: first - SHORTENED, second - SHORTENED

1. "**O1**" First rest SHORTENED:
   9h ≤ **O1** < 11h
2. "**O2**" Second rest SHORTENED:
   9h ≤ **O2** < 11h

An example of a day for which the foregoing conditions are met:



After the interpretation is made by the program:

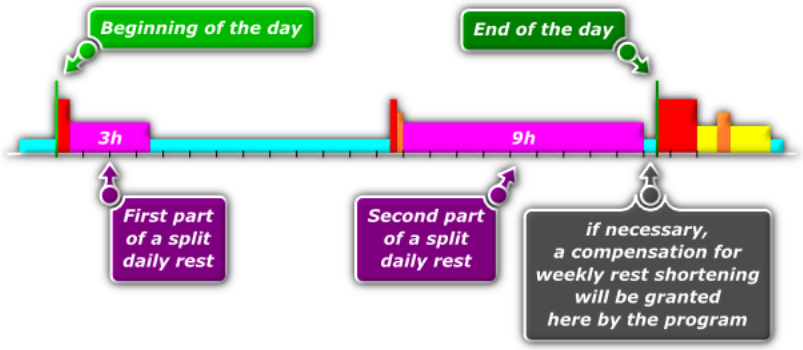


case B: first - REGULAR, second - SHORTENED

1. "**O1**" First rest REGULAR:
   O1 ≥ 11h
2. "**O2**" Second rest SHORTENED:
   9h ≤ **O2** < 11h

An example of a day for which the foregoing conditions are met:

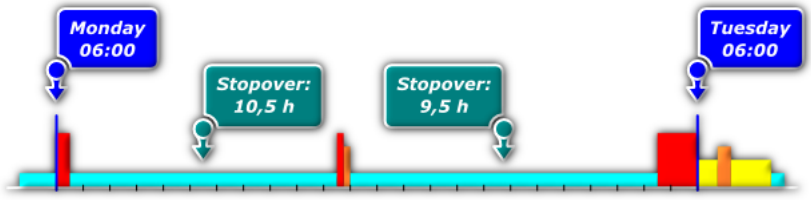
After the interpretation is made by the program:



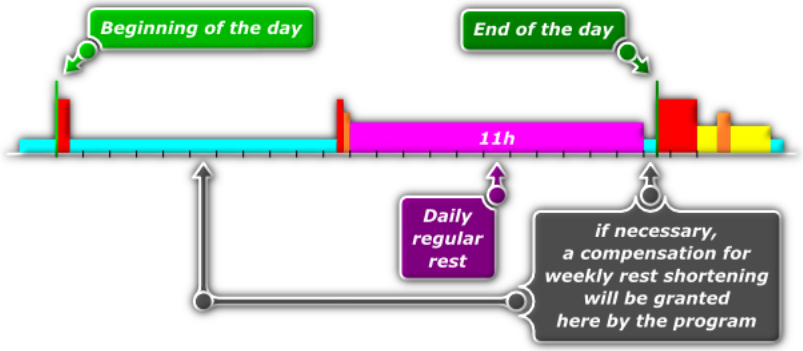
case C: first - SHORTENED, second - REGULAR

1. "**O1**" First rest SHORTENED:
   9h ≤ **O1** < 11h
2. "**O2**" Second rest REGULAR:
   O2 ≥ 11h

An example of a day for which the foregoing conditions are met:



After the interpretation is made by the program:



17.2. Weekly rest and compensation

1. All stopovers that last longer than 45 h are treated as regular rests.
2. According to Art. 8 par. 6 of **Regulation (EC) No. 561/2006**, the program looks for optimal reduced rests longer than 24 h and shorter than 45 h (at least 1 regular weekly

rest and 1 reduced weekly rest in any two consecutive weeks are required, and the next weekly rest that shall start no later than at the end of six 24-hour periods from the end of the previous weekly rest period is also required).

3. According to Art. 8 par. 6 of **Regulation (EC) No. 561/2006**, every reduced weekly rest (shorter than 45 hours) shall be compensated. The rule does not apply to the rests shorter than 45 hours marked as regular ones – in such a case an offence is generated due to the reduction of required regular weekly rest.
4. If a regular rest or a reduced rest cannot be defined in compliance with the requirements set forth above in item 2., the program defines optimal rests shorter than 24 hours.
5. If during two consecutive weeks there were one regular weekly rest and one reduced weekly rest, the latter shorter than 24 hours, the program imposes a penalty due to reduction of the rest to 24 hours and requires an en bloc compensation of the whole period to 45 hours. If the compensation is not taken, a penalty is imposed due to reduction of the rest to 45 hours.

If the rest lasted 19 hours, the program imposes a penalty for 5-hour reduction and requires 26-hour compensation. If the compensation is not taken, a penalty is imposed due to reduction by 26 hours.

6. If during two consecutive weeks two reduced rests occur, the program – basing on Art. 8 par. 6 – treats the longer rest as a regular one (45 hours) and imposes a penalty due to making the regular rest shorter, the penalty being consistent with the penalty tariff applied by road inspection units.

The analysis of weekly rests is much influenced by the options:
- Require all reduced weekly rests to be compensated,
- Compensation has to be ended till the end of the third week,

(see: "Settings")

17.3. Daily rest taken too late

Starting with version 1.9.62 of the TachoScan Control program, a new violation type has been introduced: **Daily rest taken too late**.

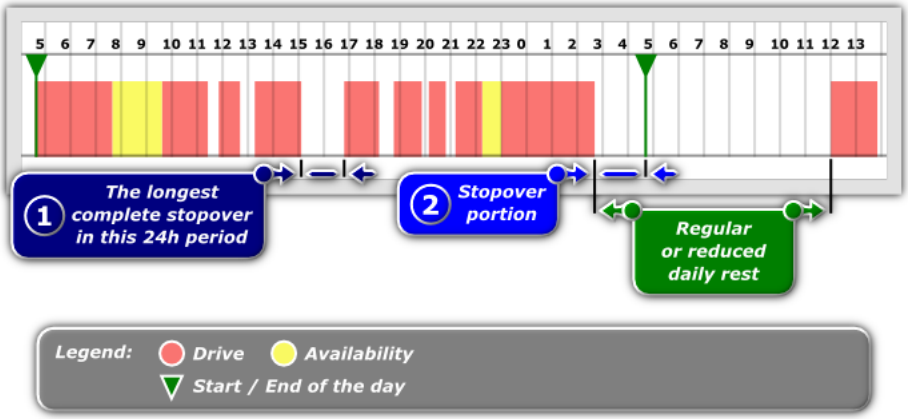


Fig. An example of a day for which the program will display a violation of a daily rest taken too late.

1. In the violations window: "Infringements and manipulations", a violation **daily rest taken too late** will be displayed if in the situation presented in the above figure, the longest, finished rest during the day (item 1 - fig. above) is **SHORTER** than the rest period (item 2 - this period is measured from the moment of the last action other than rest until the end of the driving day 24 hours) will be a part of a regular or shortened daily rest.
2. In the reverse situation: if the longest finished rest period in the given day (item 1 - fig. above) will be **LONGER** than the rest period (item 2) which is a part of the regular or shortened daily rest, the violation will be displayed as **daily rest too short**.

> *During the analysis, the program always assumes a situation which is more favorable for the driver, that is, to calculate a violation, the longest rest will always be taken into account.*

18. Conducting the control on the basis of earlier readings

> ***Expert license:***
>
> *The nomenclature of "**Expertise**" instead of "**Control**"was introduced throughout the program.*

In order to conduct another control on the basis of the data that have been earlier read out from driver's card / digital tachograph:

1. Establish new control (see: New control).

If there's a need to conduct farther control in a different 28-day period or for another driver (or for some other reason) for the data that have been downloaded earlier from driver's card / digital tachograph, you should ALWAYS establish NEW control.

2. Open the **source** file from the earlier reading with the command **Open from a file** (icon: , see: "Data -> Get").
3. A simpler way is to select the source file using **Select control** window (see: "Control -> Edit/view selected control").

*The control No. **0003-2013-11-22-33** (Item 1 - Fig.fig. below) is a new control being performed currently. In the row below the control number: **0001-2013-11-22-33** (item 2) is the one with a reading of interest to us. To find the desired file, highlight the control (Item 3), and then click - in the **Selected control data** frame (Item 4) - the path (link) to a folder containing the data from the control.*

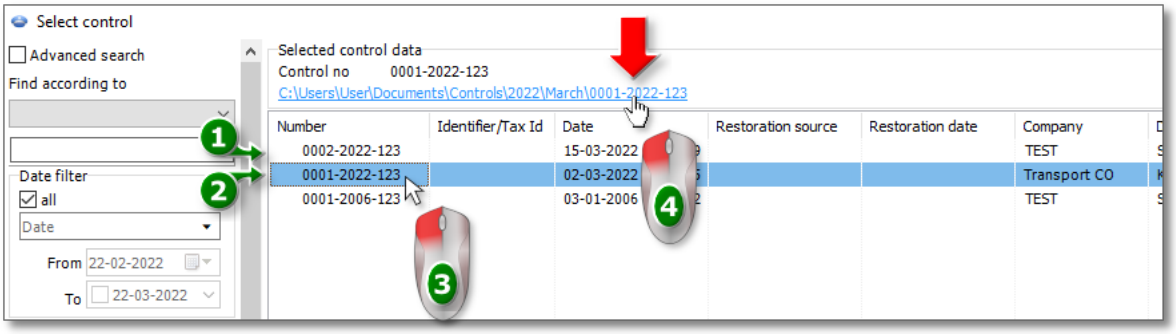


Fig. The path to the data from control.

- after you click, a window with the file and folders that belong to the given control will be displayed, where the **Digital** folder containing readings downloaded to the given control will also be shown. Then, open this folder;
- the next window will show the source files that have been downloaded to the given control. Double click the desired file to open it. The data from the file will be sent to the new control.

Always check if the name of the desired source file is correct while selecting it.

The name of the file read from driver's card contains surname and name of the driver and the time of the download (e.g. "Example Driver 2008-02-14 09_32_15").

Similarly, the name of the file read from digital tachograph contains the registration number of the vehicle and the time of the download (e.g. "SB12345 2008-02-12 12_34_43").

4. The next steps are performed in the same way as for the usual control.

19. Troubleshooting

This chapter describes solutions to some of the problems associated with using the program and peripherals.

19.1. Running the program

Problems that may arise when starting the program:

Message: "Cannot connect to main database!"

Purpose:

1. No user rights to the directory in which the database is located.
2. Incorrect database path.
3. Corrupted or deleted database file.

Solution:

Ad.1. Please contact system administrator to obtain the proper permissions.

Ad.2. Contact the software "service".

Ad.3. Contact the software "service".

Message: "Network printer is not available."

Purpose:

The computer can not connect to the default **network** printer.

Solution:

1. Set any local printer as default (it may be not connected).
2. If there is no printer - install any local printer and then set it as default.

> *If you set an unavailable local printer as default, remember to change the printer to an available one before printing.*

19.2. Scanning the record sheets

Errors that may occur when trying to scan the record sheets (CanoScan scanner):

Message: "Device driver not found or Power off or Cable failure"

Purpose:

1. The scanner power is off.
2. The scanner is not properly connected to the computer.
3. The scanner is not properly installed.

Solution:

Ad.1. Turn on the scanner.

Ad.2. Check the scanner connection to the computer - connect the scanner.

Ad.3. If the scanner is turned on and correctly connected to the computer, check in Windows® the device manager if the device is recognized. If the scanner is not listed, reinstall the scanner.

Message: "Release the lock switch, detach the USB cable and reconnect. Scanner driver will be closed"

Purpose:

Scanner lock not removed.

Solution:

Remove the scanning head lock - see the scanner instruction manual.

Message: "Tacho could not be found!"

Purpose:

1. Scanner plate is dirty.
2. Poor quality of the record sheets.
3. Fragments of discs do not appear on scans.

Solution:

Ad.1. Clean the plate with the appropriate agent or cloth (cleaning procedure should be described in the scanner manual).

Ad.2.

- scan quality can be improved in "Program settings" menu;
- improve the quality or change the location of the record sheet storage.

Ad.3. Make sure that all the record sheets are in the scan area (usually this area is marked around the scanner plate). Click "HERE", to see an example of correct placement of the record sheets on the scanner plate).

19.3. Downloading data from tachograph

Problems that may arise when trying to download tachograph data.

Digifobpro - Message: There is no disk in the drive. Insert the disc into the drive.

Purpose:

USB mode was not enabled on the digifobpro device.

Solution:

 change the **Enabled** option into **YES** (see the user manual attached to the device for more information).

Data retrieval does not work with TachoUSB or TachoBlue

Purpose:

1. The device is not responding or has not been installed in Windows® (no drivers).
2. The device has been connected incorrectly to the tachograph or computer.
3. The procedure for downloading data does not comply with the instructions.
4. The program displays an error while retrieving data.

Solution:

Ad.1.

- Install the device according to the enclosed installation manual;
- Make sure the COM port is selected correctly in the program settings: "Settings" -> "Program settings", menu, see the program help for more);

- Check if you have installed a mobile phone application (e.g. Sony Ericsson PC Suite for Smart phones, Sony Ericsson Symbian Drivers). If there an application like that or similar, just switching it off is not enough. The problem can only be solved by removing the application to restore communication with the COM port.

Ad.2. Connect TachoUSB or TachoBlue with tachograph according to the instructions provided with the device.

Ad.3. Repeat the download procedure according to the : "Digital tachograph reading" instructions from the program help.

Ad.4. Repeat the download according to the above instructions. If the error is repeated, please contact the "service" of the manufacturer.

Data retrieval does not work with TachoReader Combo Plus
See the user manual that came with the device for troubleshooting.

Data downloading with TachoReader Mobile II does not work
See the user manual that came with the device for troubleshooting.

19.4. Download from driver card

Problems that may arise when trying to download data from a driver card.

Message: "Unable to find working smartcard reader!"

Purpose:

1. Driver card reader not connected.
2. Too many devices plugged into the USB Hub.

Solution:

Ad.1. Connect the driver card reader (TachoCard Reader is recommended).

Ad.2. Insert the reader into a separate USB port (outside the hub).

Message: "The reader with an inserted card was not found!"

Purpose:

1. No driver card inserted into the reader.

2. Driver card inserted incorrectly.
3. Too many devices plugged into the USB Hub.

Solution:

Ad.1. Insert the driver card into the card reader slot.
Ad.2. Insert the card correctly into the reader - pay attention to the location of the chip.
Ad.3. Insert the reader into a separate USB port (outside the hub).

Other problems connected with the driver card reader using a USB port

Purpose:

1. Device not installed (no drivers).
2. The reader does not meet the minimum requirements.
3. Device unavailable.

Solution:

Ad.1. Install the device drivers.
Ad.2. We recommend using the TachoCard Reader from INELO.
Ad.3. Wait until TachoScan Control or another program stops using the device.

Data retrieval does not work with TachoReader Combo Plus

See the user manual that came with the device for troubleshooting.

Downloading driver card data via tachograph using TachoReader Mobile II does not work

See the user manual that came with the device for troubleshooting.

20. Supplementary information

20.1. The company

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Support

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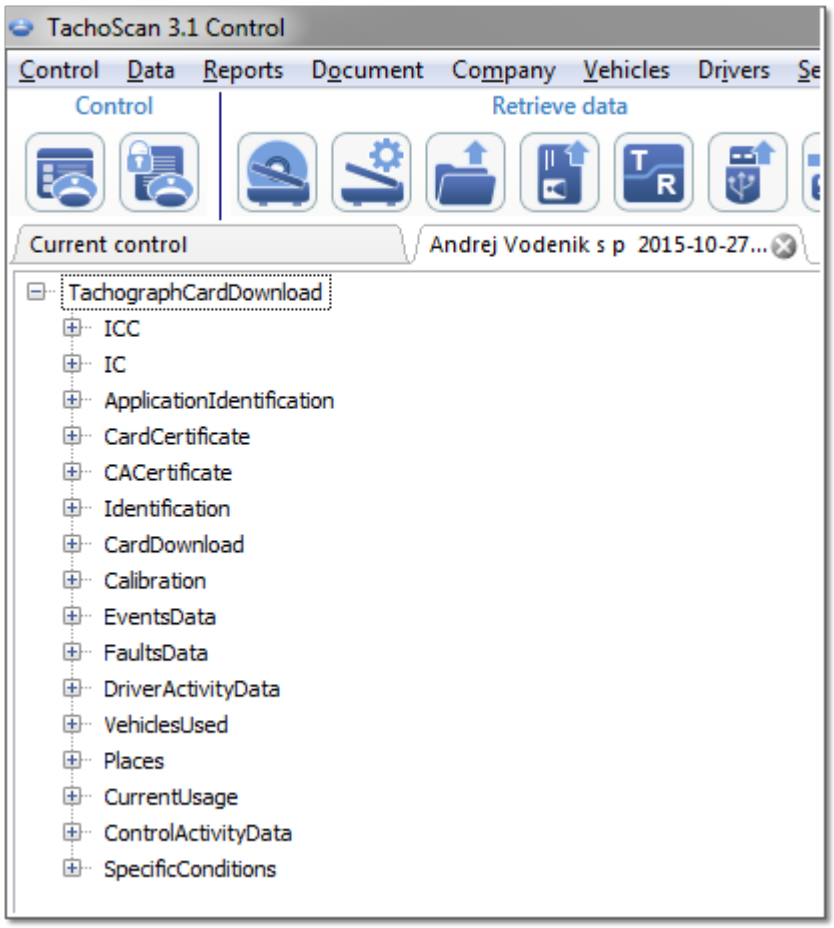
20.3. Reading control cards and other cards

Apart from digital driver cards, TachoScan Control can read in the digital control, workshop and company cards.

Reading these cards is carried out in the same way as "reading the driver card".

After reading, the data is displayed in a tab in the form of so-called "tree" (fig. below).



The data is not saved to the database - each reading can be exported to an **XML file** Export.

For the workshop card, "daily activities chart" can be displayed in a new tab - Show activities button.

20.4. Generating reports

A report can be generated in two ways:

Rys. Pasek narzędziowy okna wywołania raportu.

- - (fig. above) - **Generate and close** - when the report is displayed, the window from which the report was generates will be closed;

-  - **Generate** - when the report is displayed, the window from which the report was generates will still be visible,

This option is recommended when displaying several reports of the same type – then, there is no need to close the report preview window to display the same report, for example, for another driver or period.

20.5. Entering dates

Date can be entered in two ways:

Enter from the keyboard

1. Left-click on the date (day, month, or year - fig. below):

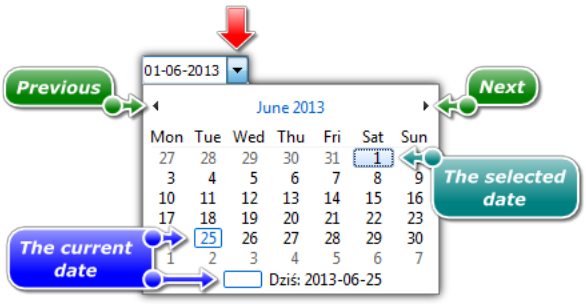
2. Key in the desired value.

The date entered manually must be in the following format: DD-MM-YYYY (day-month-year)

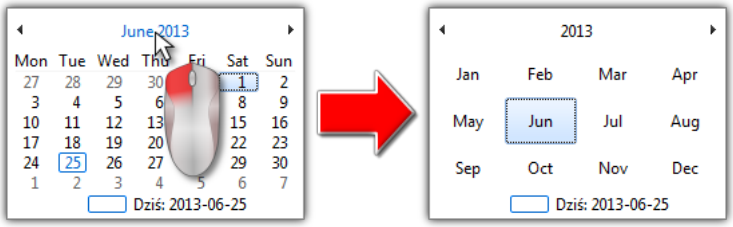
The date can also be changed using the arrows on your keyboard. To do this, first click a date field, then select the appropriate field (e.g., day) with the  *or*  *arrow keys, and change its value with*  *or*  *arrows.*

Select with the mouse

1. Left-click on the:  button next to the date (fig. below):



2. Left-click on the desired day of the month - months can be scrolled with the arrow keys (fig. above) or by left-clicking on the name of the month to select any month (fig. below):



By left-clicking again on a year digit, the calendar will open a table for several years, etc.

20.6. Report preview window

The report preview window displays the results of the analysis completed on the basis of the settings in the report preparation window.

In the report preview window, you can perform the following actions:

Change the view

- **The whole page** - displays the entire page on the monitor screen;
- **100%** - restores the default settings of the page view;
- **Page's width** - stretching the document view in the horizontal axis;
- **Show/hide left panel** - shows / hides the side panel with two tabs: **Miniatures** (tab with smaller pages of the report) and **Search results** (presents page numbers on which the text entered in the window was found **Find text**.
- 100 % - **Zoom:** - percentage of zooming in / out of the page view.

Switching between pages
 - **The first page** - go to the first page of the report;  - **The previous page** - go to the previous page of the report;  - **Page** - go to the page with the given number;  - **The next page** - go to the next page of the report;  - **The last page** - go to the last page in the report

Searching in the text
 - **Find text** - opens the search window of the page where the search text is located. In addition to the **Find:** field, in the window, there is a to mark a case-sensitive option. The search result is visible in the side panel.

Exporting the file
 - **Save as PDF**;  - **Save as XML** ;  - **Save as RTF** (available only for selected reports);  - -**Save as CSV** (available only for selected reports).

Printing
 - **Printout settings** - opens the print settings window **Printing**.  - **Printing** -starts printing the report.

20.7. Correct reading of data from the driver card/ tachograph

If the downloaded data are correct, the new driver and vehicle are automatically saved in the database.

1. **Reading data from the driver card**:
   - All new cars are saved as inactive;
   - If in the downloaded reading the program finds a driver that is stored in the database with the status **inactive**, it will change their status to **active**;

- If in the downloaded reading the program finds a similar driver, it opens a window for selecting/saving a new driver.

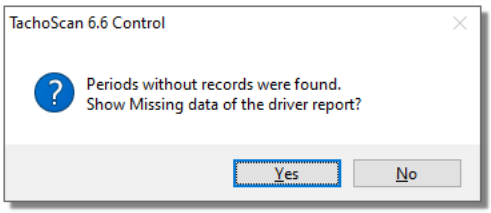
2. **Reading data from the tachograph**:
   - All new drivers are saved as inactive;
   - If in the downloaded reading the program finds a vehicle that is stored in the database with the status **inactive**, it will change its status to **active**;
   - If in the downloaded reading the program finds a similar vehicle, it opens a window for selecting/saving a new vehicle.

Then **Data summary** window appears, consisting of two tabs:

1. **Basic data** - it contains, among others, card/ tachograph identification data, data on the last control (driver card) and the date of the previous reading;
   In the **Number of days since previous download** line, the following information is provided:
   - o number of "calendar days";
   - o number of "days of recorded activity" - depending on the: **Count only days with the checked activities as the days of recorded activity:** option selected ("Settings -> Analysis settings" menu, "Analysis" tab)
2. **Certificates** - **Analysis of the sections read**
   - for special files (S files), the Events and faults and Technical data rows are not displayed;
   - in the absence of a digital signature, the following annotation is displayed: **validdigital signature not required**.
     Clicking on:
   - Print - opens a digital signature print preview window;
   - Close - the program closes the window and goes to the preview of a day from the driver card or the preview of the day from the tachograph.

*The additional downloaded data is stored in a binary file in **Digital** subdirectory of the current control directory. They can be opened from there and re-analyzed at any time by selecting "Data -> Get -> Open from a file" from the menu or by clicking on the*  *icon.*

If the option **Show lack of driver's records notification after new data has been read** is enabled in the program settings and, in the controlled period, the program finds no records, the following window is displayed:

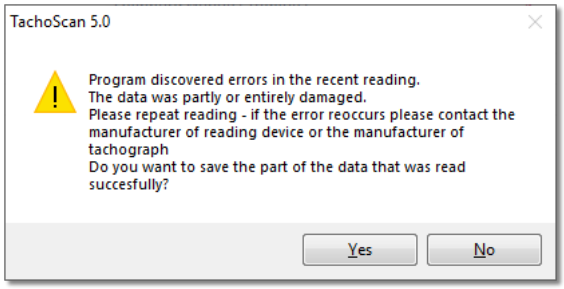


- Yes - the report generation window is displayed in a new tab;
- No - the report is skipped - the program proceeds to the next stage of analysis;

Report on missing driver data can be generated during the control using the "Reports -> Lack of driver's records".

20.8. Corrupt reading of data from the driver card

If the software detects a corrupt reading or invalid certificate, the following window will be displayed:



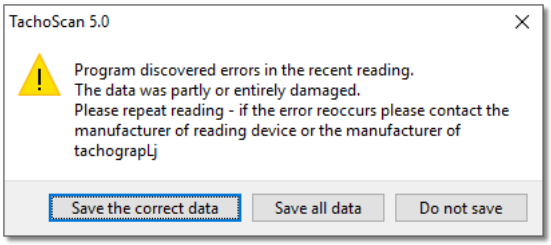
Yes - properly read data is saved to the database - a further step is carried out in the same manner as for a correct reading, except for:

- in the read summary window, reading/file will be displayed in red;
  - in the **Certificates** tab the places where the program detected irregularities will be indicated.

No - downloading data will be canceled.

20.9. Corrupt reading of data from the tachograph

If the program detects readings with a damaged days certificate, but at least part of the data can be read, the following window is displayed:



Possible options:

- **Save the correct data** - correctly read data will be saved to the database.
- **Save all data** - all data will be saved, including data with a damaged certificate..

*When selecting the two options above in the reading summary window, the file will be displayed in red. In the **Certificates** tab the places where the program detected irregularities will be indicated.*

- **Do not save** - downloading data will be canceled.

If the program can not read any data from the file, a message will appear with a reading summary and information about the detection of errors.

20.10. Copying TachoScan

Copying and distributing the program without the permission of the INELO company are acts of infringement of license rights.

Some names of companies and products used in the present Help are or can be restricted trademarks or names of their owners. The INELO Polska Sp. z o.o. company claims no rights to them.

20.11. Certificates

Driver's card

The driver's card contains two certificates, which correctness is checked at each reading.

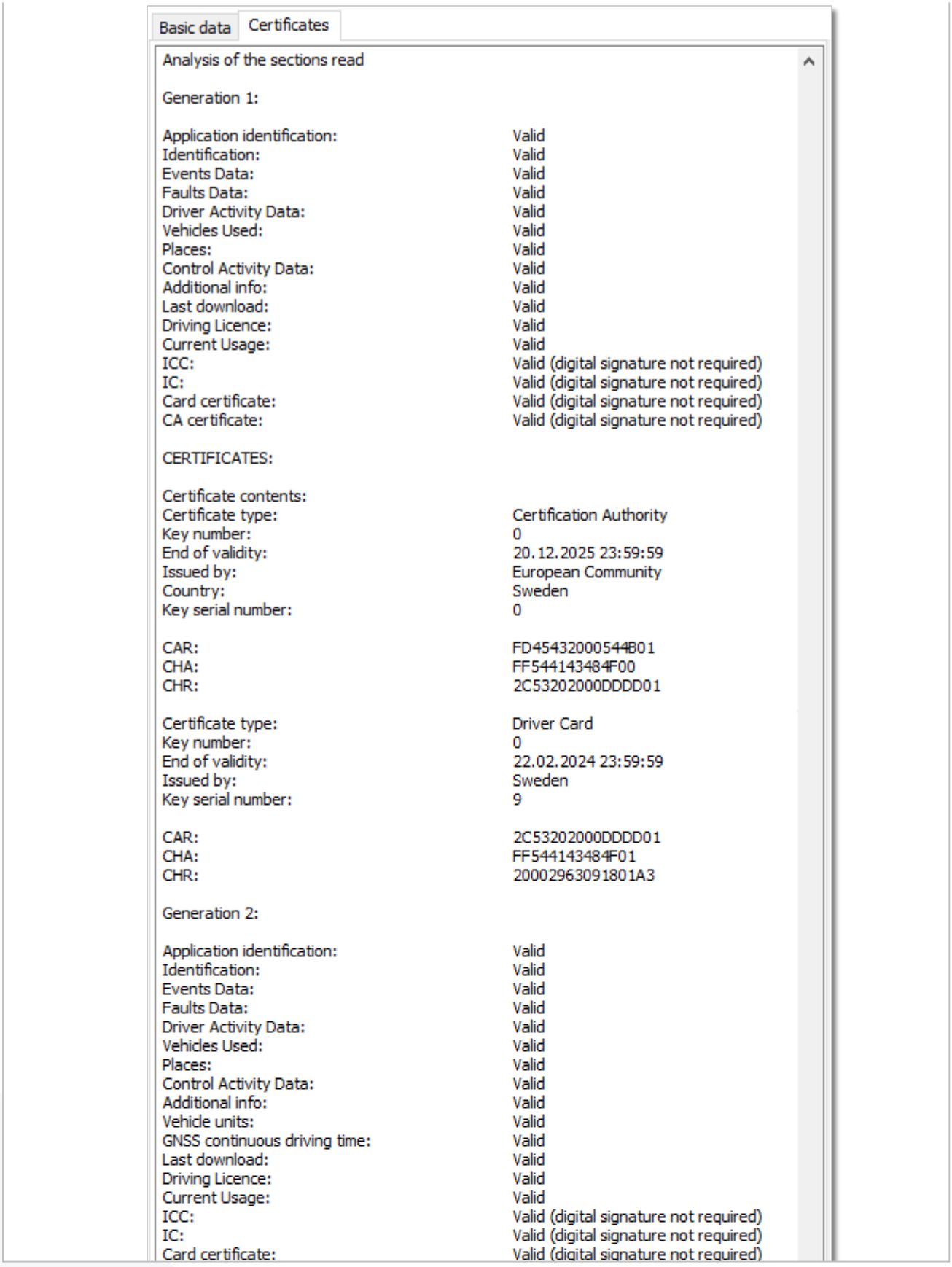
Checking is done by counting digital signatures of files directly downloaded from the driver's card or saved onto the hard drive, and comparing them with digital signatures counted by the card processor.

If any of the digital signatures do not correspond, repeat the reading from the driver card.

The source file saved onto the hard drive, having mismatched digital signatures is useless.

After opening and decoding the certificate, particular digital signatures of files on the card are checked.

An example of correct verification of a digital signature:



Basic data | Certificates

Analysis of the sections read

Generation 1:

Application identification:	Valid
Identification:	Valid
Events Data:	Valid
Faults Data:	Valid
Driver Activity Data:	Valid
Vehicles Used:	Valid
Places:	Valid
Control Activity Data:	Valid
Additional info:	Valid
Last download:	Valid
Driving Licence:	Valid
Current Usage:	Valid
ICC:	Valid (digital signature not required)
IC:	Valid (digital signature not required)
Card certificate:	Valid (digital signature not required)
CA certificate:	Valid (digital signature not required)

CERTIFICATES:

Certificate contents:

Certificate type:	Certification Authority
Key number:	0
End of validity:	20.12.2025 23:59:59
Issued by:	European Community
Country:	Sweden
Key serial number:	0
CAR:	FD45432000544B01
CHA:	FF544143484F00
CHR:	2C53202000DDDD01

Certificate type:	Driver Card
Key number:	0
End of validity:	22.02.2024 23:59:59
Issued by:	Sweden
Key serial number:	9
CAR:	2C53202000DDDD01
CHA:	FF544143484F01
CHR:	20002963091801A3

Generation 2:

Application identification:	Valid
Identification:	Valid
Events Data:	Valid
Faults Data:	Valid
Driver Activity Data:	Valid
Vehicles Used:	Valid
Places:	Valid
Control Activity Data:	Valid
Additional info:	Valid
Vehicle units:	Valid
GNSS continuous driving time:	Valid
Last download:	Valid
Driving Licence:	Valid
Current Usage:	Valid
ICC:	Valid (digital signature not required)
IC:	Valid (digital signature not required)
Card certificate:	Valid (digital signature not required)

Explanation of particular sections:

- **Application Identification** – information concerning identification of application on a card,
- **Card certificate** (EF Card_Certificate) – certificate of card's public key,
- **CA certificate** (EF CA_Certificate) – certificate of certified unit,
- **Identification** (ID) – information containing identification details of a card (card no., name and surname of driver, etc.)
- **Events** (Events_Data) – information containing annotated events (taking out card, driving without card, etc.)
- **Failures** (Faults_Data) – information about failures detected (power break, etc.)
- **Driver activity** (Driver_Activity_Data) – information concerning performed activities of the driver (driving, stopover, etc.)
- **Vehicles** (Vehicles_Used) – information concerning the vehicles which the driver rode (reg. no., etc.)
- **Places** – information containing the place of the driver's work (country, time, etc.)
- **Specific conditions** – information entered by the driver (ferry, train, etc.)
- **Control activity data** – information concerning carried out inspections.
- **Generation 2** - visible when reading the second generation cards.

Digital tachograph

The file downloaded from a digital tachograph contains two certificates, which correctness is checked at each reading.

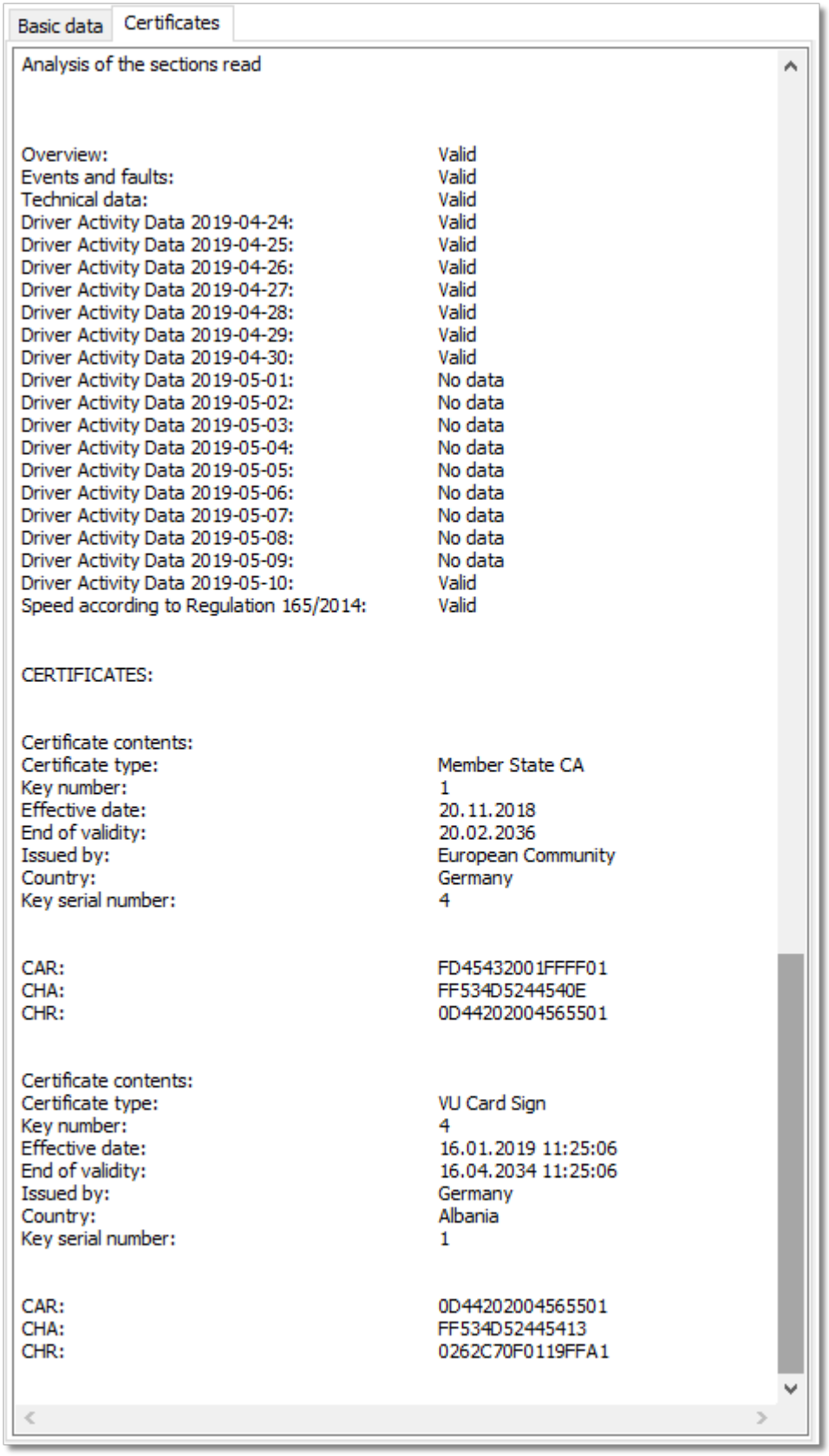
Checking is done by counting digital signatures of files directly downloaded from the digital tachograph or saved onto the hard drive, and comparing them with digital signatures counted by the tachograph processor.

If any of the digital signatures do not correspond, repeat the reading from the tachograph.

The source file saved onto the hard drive, having mismatched digital signatures is useless.

After opening and decoding the certificate, particular digital signatures of files downloaded from the tachograph are checked.

An example of correct verification of a digital signature:



Basic data | Certificates

Analysis of the sections read

Overview:	Valid
Events and faults:	Valid
Technical data:	Valid
Driver Activity Data 2019-04-24:	Valid
Driver Activity Data 2019-04-25:	Valid
Driver Activity Data 2019-04-26:	Valid
Driver Activity Data 2019-04-27:	Valid
Driver Activity Data 2019-04-28:	Valid
Driver Activity Data 2019-04-29:	Valid
Driver Activity Data 2019-04-30:	Valid
Driver Activity Data 2019-05-01:	No data
Driver Activity Data 2019-05-02:	No data
Driver Activity Data 2019-05-03:	No data
Driver Activity Data 2019-05-04:	No data
Driver Activity Data 2019-05-05:	No data
Driver Activity Data 2019-05-06:	No data
Driver Activity Data 2019-05-07:	No data
Driver Activity Data 2019-05-08:	No data
Driver Activity Data 2019-05-09:	No data
Driver Activity Data 2019-05-10:	Valid
Speed according to Regulation 165/2014:	Valid

CERTIFICATES:

Certificate contents:

Certificate type:	Member State CA
Key number:	1
Effective date:	20.11.2018
End of validity:	20.02.2036
Issued by:	European Community
Country:	Germany
Key serial number:	4
CAR:	FD45432001FFFF01
CHA:	FF534D5244540E
CHR:	0D44202004565501

Certificate contents:

Certificate type:	VU Card Sign
Key number:	4
Effective date:	16.01.2019 11:25:06
End of validity:	16.04.2034 11:25:06
Issued by:	Germany
Country:	Albania
Key serial number:	1
CAR:	0D44202004565501
CHA:	FF534D52445413
CHR:	0262C70F0119FFA1

Explanation of particular sections:

- **Summary** – information concerning tachograph identification,
- **Activity** – information concerning performed activities of the driver for specific days (driving, stopover, etc.)
- **Events and failures** – information containing noted events and failures (removing card, power break, etc.),
- **Speed** – information containing details of speed,
- **Technical** – information concerning technical details of the tachograph.

Date of entry into force *row appears only when reading from smart tachographs.*

20.12. Keyboard shortcuts

Keyboard shortcuts are special combinations of a few keys activating functions of the program which are attributed to them. If it is not mentioned you can use them in any time while using the program.

The mark "+" means that at first you have to press and hold the first key, then you have to press the second one and stop pressing both at the same time

Ctrl + F6, Ctrl + Tab	*switching between windows of the program*
←, →	*switching between tabs in the given window*
Alt + S	*starting scanning tachograph discs*
Enter	*starting scanning discs and closing windows with discs*
Alt + E	*editing discs recorded in the database*

Alt + O	*opening an image graphic file of scanned tachograph discs or binary file containing data retrieved from smart card or digital tachograph*
Alt + C	*reading data from smart card*
Alt + T	*reading data from digital tachograph*
Alt + U	*deleting recorded discs from the database*
Alt + F4, Alt + X	*exiting the program*
F1	*getting help in any time of the program's working*
Ctrl + F	*starting the option of searching the text in the active Help window*
Ctrl + E	*starting the option of adding description to an infringement in the "Infringements and manipulations" window*
Ctrl + L	*opens the program Logs directory*

20.13. Vocabulary

This vocabulary includes words and symbols used in the present Help and the TachoScan program. They are arranged in an alphabetical order.

el_1 -> el_2	*means that the element el_2 is subordinate to the element el_1, i.e. "Settings -> Program settings" represents the option "Program settings", belonging to the menu "Settings".*

double-click	*fast double clicking on the given element with the left key of a mouse*
FAQ	*the abbreviation: Frequently Asked Questions*
click "something", *"with any key*	*set a mouse-cursor over "something", next press the mentioned button of a mouse and stop pressing it immediately, if no button is specified – you should press the left button.*
hardware key	*protection from illegal copying the program; it is a black box connected to a printer port of a computer or the USB socket*
pop-up, menu	*this term represents a menu connected with some element of the program that appears after clicking on it with the right mouse button and disappears after choosing any option from it.*
scan	*a scanned text on a drawing in an electronic version; here, this term is usually applied to tachograph discs, which are stored as graphic files in the specified directory.*

20.14. FAQ (Frequently Asked Questions)

Manually adding or removing peaks on discs' image.

This is described in section "Record sheet view/ edit window -> Read preview".

Changing 12 o'clock.

This is described in section "Record sheet view/ edit window -> Set 12:00 hours"

Does the program analyze team driving with respect to the act?

Yes. The TachoScan program checks the driving time of drivers working in teams.

Why aren't the times of starting events according to those recorded on a disc?

Probably the program set 12 o'clock incorrectly. In such a case you have to check the position of 12 o'clock on the tab "Basic data", next, correct it if there is such a need

What happens if a driver has got two discs from a single day?

Every disc is designed to be used for 24h. The program enables to enter a bigger number of diagrams concerning one driver during one day (24h). If a driver obeys norms included in acts, there will be no information about it in control reports – the program joins these disc into one sequence. Then, in analytical reports generated according to "disc dates" there appear two or more positions ascribed to the given date, however, in synthetic reports there appears only one position being the sum of discs. In reports generated according to "real" dates there appears only one position being the sum of time of events from a disc ascribed to the specified day.

How to find quickly information on the given topic in an extensive text?

First, you have to "move" to the internal window of Help where this text is located. In order to do that you just have to click the left key of a mouse on a text – the visible effect of a click is a change of the highlighted color from dark blue into gray. Then you have to activate the text search option pressing the combination of keys CTRL + F.

What does the date "30-12-1899" mean?

This is a value of the earliest date used by the system Windows®. It can appear automatically in the fields "Date" if they were not set earlier.

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