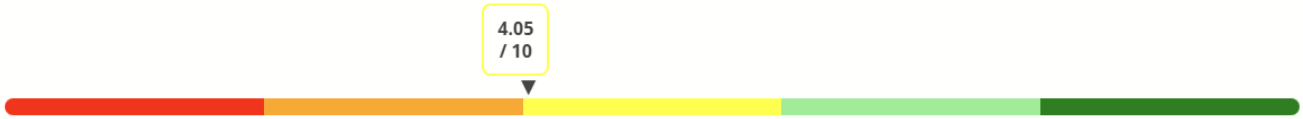
User Guide

- 1. Home
- 2. Map
- 3. Reports
- 4. Settings
- 5. TachoSync
- 6. Tachographs (Tacho+)

1. Home

1.1 Fleet Eco-Score for the Current Month (optional)



Eco-driving score for all vehicles in the fleet.

This score is displayed if your fleet has the eco-driving option enabled and if it has been activated in the general settings:
Settings / General Settings / Home page: display the fleet eco-score on the home page > yes

See eco-driving report: 3.4 Ecodriving reports

1.2 Your fleet

Vehicles can be filtered by entering the vehicle name, make, ID, etc. in the **Filter vehicles** field. It is also possible to select a group that has been created beforehand (see 4.3 Manage vehicles).

1.2.1 Vehicles moving

List of vehicles currently in motion.

This table may contain:

1.2.1.1 Vehicles

Lists all vehicles in the fleet that are currently moving, including:

- model
- license plate
- vehicle ID

1.2.1.2 Status

Displays data for vehicles in motion such as:

- **how long** the vehicle has been moving;

- the **vehicle's estimated total mileage** (provided by satellite, which explains possible differences with the odometer reading, unless the vehicle is equipped with CAN bus);
- the **unit battery level** (depending on the vehicle type, e.g. trailer);
- **beacons** (identifier of a tool present in the vehicle);
- **temperature** (current temperature measured by the sensors installed in the vehicle);
- **stationary** status;
- driver identification, if variable;
- fuel level (optional);
- RPM (optional)
- PTO – Power Take-Off

1.2.1.3 Speed

Real-time vehicle speed, calculated by GPS.

1.2.1.4 Location

Displays the vehicle's real-time location. If the vehicle is located within a previously saved geographical zone, the name of that zone will be displayed. By clicking on it, the zone can be edited. Otherwise, a pin-shaped icon will appear at the end of the address. By clicking on this pin, it is possible to create a geographical zone centered on the current position (see 4.6 Manage zones).

1.2.1.5 Actions

- **Daily report**: all trips made by the vehicle during the last day on which the vehicle was driven (see 3.2.1 Daily report for a vehicle)
- **Monthly report**: all trips made by the vehicle during the current month (see 3.2.2 Summary report for a vehicle);
- **Today's trips**: all trips displayed on a map;
- **Track vehicle**: real-time vehicle tracking on the map.

1.2.2 Stationary vehicles

List of vehicles currently stopped.

This table includes the same options as Vehicles in Motion (see 1.2.1 Vehicles moving).

1.2.3 Vehicles out of signal

List of vehicles currently outside the network or satellite coverage. If a vehicle remains out of coverage for an unusually long time, please report it to support@bizztrack.eu

2. Map

Allows you to view all vehicles in the fleet on an interactive map.

2.1 Left sidebar

At the top of the left sidebar, you will find 4 tabs:

2.1.1 Tracking

Lists all vehicles in your fleet, with the ability to search among them. Each vehicle is associated with a color code:

- **Green**: the vehicle is moving;
- **Red**: the vehicle is stopped;
- **Black**: the vehicle is stationary (ignition on);
- **Orange**: the vehicle is out of coverage

For each vehicle, a shortcut () is available to edit its information (see 4.3: Manage vehicles).

Clicking on a vehicle will center and zoom the map on it. A new panel will open on the right, displaying its history for the current day (see 2.3 Right sidebar).

Right-clicking on a vehicle opens a menu with the following options:

- **History**: trip history of this vehicle, by default for the current day. It is possible to change the vehicle or add additional vehicles (top dropdown). The date can also be modified;
- **Report**: opens a new window with the vehicle's daily report (see 3.2.1 Daily report for a vehicle);
- **View on Google Maps**: opens a window to directly calculate a route from this position in Google Maps;
- **Edit vehicle**: allows you to directly modify the vehicle settings (see 4.3: Manage vehicles)

Below the list, vehicles can be filtered by:

- **Group** (see 4.3.3 Groups);
- **Guest account** (see 4.11 Manage guest accounts);
- **Status**.

2.1.2 History

Allows you to search for all trips of a vehicle based on selected dates and times. If the **Hide vehicles** option is checked, vehicles will be hidden on the map to improve readability.

By clicking on **View history**, all trips for the selected period will appear:

- As a list in the left panel;
- As paths on the map.

2.1.2.1 Trip List

Each trip is assigned a color, which is also used for its path on the map. Using the checkboxes, you can choose which trips to display or hide. The checkbox in the header (to the left of **Trips**) allows you to show/hide all trips at once.

2.1.2.2 Trips on the Map

Each trip is displayed on the map with a color matching the left panel. Each stop is represented by a numbered marker. Clicking on it provides more details about the trip. Each point along the route represents a GPS record. Hovering over a point displays the exact time and the recorded speed.

2.1.3 Search

Allows you to find vehicles located at or near a specific address by entering it in the designated field. It is also possible to search by zone, if it has been previously created (see 4.6 Manage zones).

2.1.4 Settings

Map display settings that can be adjusted according to user preferences.

2.2 Central map

In the top-left corner of the map, you can choose between Map view and Satellite view. In the bottom-right corner, you will find the Street View option: click on the orange figure, hold the mouse button, drag it to the desired street, and release.

On the map, vehicles are displayed using the same color code as in the left sidebar (see 2.1.1 Tracking). The arrow next to the vehicle name or icon indicates its direction of travel. When clicking on a vehicle the right sidebar opens with the daily history (see 2.3 Right sidebar) and an info window appears with the latest known data (last position date, speed, direction, status, etc) along with two actions:

- **View on Google Maps**: to estimate the remaining travel time
- **Edit vehicle**: to modify the vehicle settings (see 4.3 Manage vehicles)

2.3 Right sidebar

When clicking on a vehicle (from the map or the left sidebar), a right panel opens showing the history for the current day. You can modify the date range using the two fields at the top of the panel.

If the vehicle is equipped with a tachograph, a summary of the selected period is also displayed (work, driving, rest, availability).

Trips are displayed in a table with the following information:

- **Start**: time when the vehicle started;
- **End**: time when the vehicle stopped;
- **Duration**: duration of the trip;
- **Distance**: distance traveled;
- 📋: shortcut to the starting position in the list of recorded positions;
- 🔍: link to display more details about the trip:
  - start and end addresses appear below the trip data in the right panel;
  - the route is displayed on the map (hovering over a point shows the time and the speed).

3. Reports

3.1 Stop Report

Allows you to generate a report of vehicle and/or driver stops within a selected zone and over a defined period.

This report lists, day by day, the total time spent in the selected zone by the chosen vehicle(s)/driver(s), including arrival and departure times.

These data can be exported in .PDF, .XLSX and .CSV formats by selecting the desired format.

3.2 Vehicles Reports

3.2.1 Daily report for a vehicle

- By selecting a vehicle and a date (single day), a **report** is generated detailing all data for each trip made by the vehicle on that day.
- The **timeline** displays each trip and allows you to view locations where the vehicle was stationary (clicking on a black “stationary” segment opens a Google Maps window showing the exact stop location). It is also possible to view periods during which digital signals were active (beacon light, siren, etc.).
- The **fuel** or **battery level** graph shows consumption throughout the selected day, if the vehicle is equipped with CAN bus.
  If **temperature sensors** are installed, the graph displays temperature evolution throughout the day.
- **Eco-performance**: eco-driving score of the vehicle (if enabled – see 3.4 Ecodriving reports).
- **Summary**: overview of vehicle data for the selected day.
- **View all logs**: table containing all recorded data for the vehicle, with the ability to check positions on Google Maps. It is possible to select another vehicle or date.

Export available in .PDF, .XLSX and .CSV formats.

3.2.2 Summary report for a vehicle

By selecting a vehicle and a period, a report is generated showing daily totals of trips over the selected period. By clicking the icon in the Actions column, you can access the detailed report for a specific day (see 3.2.1 Daily report for a vehicle).

You can quickly switch vehicles using the **Select a vehicle** dropdown.

- The **timeline** displays trips day by day, including stationary periods and digital signals.
- **Eco-performance**: eco-driving score over the selected period (see 3.4 Ecodriving reports).
- **Summary**: overview of vehicle data.

Export available in .PDF, .XLSX and .CSV formats.

3.2.3 Vehicle detailed report

- By selecting a vehicle and a period, a **report** is generated showing all trips per day.
- **Summary**: overview of vehicle data.

Export available in .PDF, .XLSX and .CSV formats.

3.3 Fleet Reports

3.3.1 Fleet daily report

- Report detailing the aggregated trip data of all vehicles for a selected day (default: current day). You can access the detailed vehicle report via the Actions column (see 3.2.1 Daily report for a vehicle).
  Data can also be filtered by group and date.
- The timeline shows all trips and stationary periods.
- Eco-performance: eco-driving score for the entire fleet (see 3.4 Ecodriving reports).

Export available in .PDF, .XLSX and .CSV formats.

3.3.2 Fleet summary report

Report showing aggregated trip data for all vehicles in the fleet over a selected period. It is possible to generate this report by group using the dropdown menu.

By clicking Actions, the vehicle summary report opens (see 3.2.2 Summary report for a vehicle).

Export available in .PDF, .XLSX and .CSV formats.

3.3.3 Vehicle detailted report

By selecting a date, a **report** is generated listing all trips of all vehicles for that day (default: current day).

It is possible to quickly switch to another date.

Export available in .PDF, .XLSX and .CSV formats.

3.4 Ecodriving reports (optional)

3.4.1 Fleet report

Ranking of all fleet vehicles based on eco-score over a selected period (default: current month). Clicking on a vehicle opens its eco-performance report.

Export available in .PDF, .XLSX and .CSV formats.

3.4.2 Vehicle report

Report showing the performance of a selected vehicle over a given period (default: current month).

3.4.2.1 Vehicle ecoscore

- Ecoscore bar showing the vehicle’s result
- Harsh behaviors: chart showing the number of behaviors impacting the eco-score
- Overspeedings: frequency of speeding events and maximum speed during the period
- Long idle periods: number of periods where the vehicle is stationary with the engine running

3.4.2.2 Vehicle history

Eco-score per day vs average eco-score over the selected period.

Export available in .PDF, .XLSX and .CSV formats.

3.4.3 Driver report

Report showing the performance of a selected driver over a given period (default: current month).

3.5 Drivers reports

3.5.1 Daily report for a driver

- By selecting a driver and a date (default: current day), a report is generated detailing all trips and stop durations for that driver.
- The timeline displays each trip and stationary periods, as well as digital signals.
- Summary: overview of data for the selected period.

Export available in .PDF, .XLSX and .CSV formats.

3.5.2 Summary report for a driver

- By selecting a driver and a period, a report is generated showing aggregated trip data. You can switch drivers using the dropdown menu.
- Timeline and summary are included.

Export available in .PDF, .XLSX and .CSV formats.

3.5.3 Pointing report

If a time tracking device is installed (in a vehicle, on a site, or in an office), a time tracking report can be generated.

Select a device and a date range, then click View report. The report includes start and end work addresses and total worked time.

Time tracking is performed using a Dallas key.

Export available in .PDF, .XLSX and .CSV formats.

3.5.4 Pointing report for the fleet

Select a date range to obtain a chronological list of all time tracking events.

The period can be quickly modified using the date selectors.

Export available in .PDF, .XLSX and .CSV formats.

3.5.5 Attendance report

Select a driver (optional, default: all drivers) and a period to generate an attendance report. You can quickly change drivers or the period via the dropdown.

The report shows, day by day start and end of the workday (time and location) based on first check-in and last check-in or last trip where the driver was identified.

Export available in .PDF, .XLSX and .CSV formats.

3.6 Alarms reports

3.6.1 Alarms daily report

Report listing all alarms for a vehicle or group on a selected day (see 4.7 Manage alarms).

Export available in .PDF, .XLSX and .CSV formats.

3.6.2 Alarms summary report

Report listing all alarms for the entire fleet over a selected period (see 4.7 Manage alarms).

It is possible to refine the report by selecting a vehicle or group.

Export available in .PDF, .XLSX and .CSV formats.

4. Settings

4.1 Profile management

Manage your data: fleet name, username, email address, password change, etc.

4.2 General settings

Set of parameters to configure in order to ensure accurate and reliable tracking of fleet vehicles.

4.2.1 Fleet logo

Customize the platform with your company logo.

Choose file: select/open a file.

> The file must be an image (PNG, JPG, GIF) and must not exceed 4 MB.

4.2.2 Vehicles name

Choose how vehicles will be displayed across the platform:

- **ID**: only the vehicle identifier is displayed;
- **ID (Make + Model)**: identifier with make and model in parentheses;
- **ID (Matriculation)**: identifier with license plate in parentheses;
- **Matriculation**: only the license plate is displayed;
- **Matriculation (ID)**: license plate with identifier in parentheses;
- **Matriculation (Make + Model)**: license plate with make and model in parentheses;
- **Make + Model (ID)**: make and model with identifier in parentheses;
- **Make + Model (Matriculation)**: make and model with license plate in parentheses;

4.2.3 Map

List of options for trips and vehicles displayed on the map (see 2. Map):

- Gather vehicles by group in the left sidebar;
- Show the driver name;
- Map full screen by default;
- Hide path position points;
- Label each map marker by default with time stamp;
- By default, display addresses when selecting a vehicle on the map;

- Hide unselected vehicles on the map;
- Enable traffic info by default on the map.

4.2.4 Default marker

Selects the default icon used to represent vehicles on the map.

4.2.5 Fuel prices

Set the prices for diesel, petrol, LPG and electricity according to current values to calculate consumption costs in reports.

4.2.6 Alarms

Email addresses to which alerts will be sent. Multiple addresses can be entered, separated by a semicolon (;).

To receive alerts, notification permissions must be enabled. If previously denied, this can be changed via your browser settings (usually top-left near the address bar).

4.2.7 Report

- **Trips**: defines how trips are calculated (start/end based on ignition off or first/last detected movement).
- **Costs**: defines cost calculation unit (per km or per hour). This setting can also be configured per vehicle (see 4.3 Manage vehicles).

4.2.8 Homepage

- **Homepage selection**: defines how vehicles are displayed:
  - as a list (vehicles, positions, statuses, etc.)
  - or on a map
- **Sorting**: defines the display order (default, by identifier, by license plate).

4.2.9 Expense Management

Receive an email whenever a driver adds or updates an expense.

4.3 Manage vehicles

List of fleet vehicles. Clicking on a column header sorts the table accordingly.

Data can be exported in .XLSX format.

4.3.1 Vehicle Profile

From the vehicle list, clicking the edit icon () opens the vehicle profile with several tabs:

- **Vehicle**: summary of vehicle data. The Edit button allows modification of vehicle details (license plate, consumption, costs, group, etc.);
- **Maintenance**: manage maintenance, schedule or record completed maintenance (see 4.8 Manage maintenances);
- **Spending**: add or view vehicle expenses (see 4.9 Manage spending);
- **Files**: upload/view documents (registration certificate, insurance, etc.);
- **Alarms**: create alerts for the vehicle (see 4.7 Manage alarms)

4.3.2 Batch modifications

The Bulk edit button (top-right) allows applying changes to multiple vehicles at once:

1. select fields to modify;
2. enter new values;
3. select vehicles to apply changes to;
4. click **Modify** at the bottom

4.3.3 Groups

On the right side, a list of vehicle groups is displayed. Click **Add a group** to create a new group (name + optional parent group).

Groups are assigned via the vehicle profile.

> If a vehicle belongs to a subgroup and filtering is applied on the parent group, all vehicles in the subgroup will be displayed.

4.4 Manage drivers

List of drivers.

Available actions per driver:

-  edit;
-  delete;
-  view files;
- access calendar (see 4.4.3 Calendar)

4.4.1 Add a driver

Click **Add a driver** at the top of the list and fill in the required fields.

>

> If vehicles are equipped with driver identification, the **Key code** must be entered correctly using the value found on the chip. The code consists of 16 characters (0–9 and A–F). The first two characters are located at the top-left of the sequence, and the last two at the top-right. Example: B6000009E4E35B01



4.4.2 Driver profile

Accessed via the edit icon ( ):

- **Driver**: summary of driver details. The **Edit** button opens the same form as creation;
- **Reminders**: create/view reminders;
- **Spending**: manage driver-related expenses (with file/photo upload);
- **Files**: manage driver documents (license, ID, etc.).

4.4.3 Calendar

Displays driver unavailability. From the right panel:

- filter by driver
- add events
- edit absence types

Clicking an event allows editing, deletion, or export to Google/Outlook calendars.

4.5 Manage Beacons (optional)

- To add a beacon, contact support: support@bizztrack.eu;
- Connected beacon: detected in or near a vehicle;
- Disconnected beacon: not detected;
- Beacon names can be edited via Actions.

4.6 Manage zones

- **Add a zone**: fill in required fields:
  - zone name;
  - category;
  - address search;
  -  drawing tools : circle or custom shape

    > Avoid making zones too small, otherwise vehicles may not be detected within them.
  - Optional: zone coordinates.
- Import zones: via .CSV, per category;
- Create category: define a new category;
- Zones can be filtered by category.

4.7 Manage alarms

Alerts can be configured at three levels:

- fleet
- vehicle group
- individual vehicle

Click the Manage alerts icon (🔔) to view or add alerts.

4.7.1 Edit alarm

- **Sending**:
  - **Trigger every time**: overrides default once-per-day behavior;
  - **Email address**: overrides global email settings for this alarm
- **Days of the week**: limit activation days
- **Fixed period**: define alert validity period

Alarms can also be copied/transferred between vehicles.

4.7.2 Add an alarm

Configure parameters (zone, time, etc.) and click **Add**.

> Notifications and/or email must be enabled to receive alarms (see 4.2.6 Alarms).

4.8 Manage maintenances

4.8.1 Plan a maintenance

Fill in fields to receive alerts for upcoming maintenance (inspection, servicing, tires, etc.).

At least one of the following must be set:

- date
- mileage
- usage time

If multiple thresholds are set, the first reached will trigger the alert.

Repeat option triggers recurring alerts.

Alerts are sent via email (see 4.2.6 Alarms).

4.8.2 Add a maintenance

Two options:

-  via scheduled maintenance
- manually via **Add a maintenance**

Option to automatically create an expense entry.

4.8.3 Categories

Default categories:

- inspection
- maintenance
- tires
- other

Custom categories can be added.

4.9 Manage spending

Add and track expenses for vehicles or drivers. Fields include:

- vehicle
- amount
- date
- description

Filtering available (group, vehicle, driver, period).

Categories can be created.

Export available in .PDF, .XLSX and .CSV formats.

4.10 Scheduled reports

Receive reports by email at a defined frequency. Configure:

- report type (see 3. Reports)
- frequency
- format
- recipients

4.11 Manage guest accounts

Create a new platform access. Configure:

- user details
- expiration date
- accessible groups
- accessible vehicles
- permissions

> If no vehicle or group is selected, access will be granted to all vehicles.

5. TachoSync

5. TachoSync

If your trucks are equipped with one of our devices with tachograph reading capability, you should have received an invitation to the TachoSync platform. This platform allows you to schedule and download DDD files for your trucks and drivers.

Introduction – Important

⚠ We strongly recommend backing up your DDD files to your company’s own storage.
⚠ Data remains available on TachoSync for 2 years.
⚠ For a DDD file download to complete successfully, the following conditions must be met:

- The company card must be connected via a card reader to a computer that is switched on and connected to the internet.
- The vehicle’s ignition must be switched on.
- The driver card must be inserted in the tachograph.

⚠ If you wish, we can manage the downloads for you. Simply send us a duplicate of your company card, and we will integrate it into our infrastructure, in a secure rack connected to TachoSync 24 hours a day. For more information, please contact your sales representative.

5.1 Adding your company card

If you have not already done so, the first essential step is to add your company card to the platform. Start by downloading the card reader software. To do this, go to **Settings** in the top-right corner, then select **Company Card Authenticator**. In the window that opens, click **Download** for the latest available version. Once downloaded, run the file and install the software.

If you previously used Web Tacho, you must first uninstall the **Remote Card Reader Monitoring** software from your computer.

Next, connect your company card to your computer using a USB card reader. A card number should appear in the **Company Card Authenticator** application. Copy this number. In the left-hand menu, click **Companies**, then click your company’s name in the list. A panel will open on the right. Scroll down to **Company card** and click **+ Add new item**. In the **Company card ID** field, paste the ID obtained from the software.

5.2 Dashboard

The TachoSync dashboard contains four panels providing the following information:

Driver downloads

- **On time:** number of driver file downloads completed on time.
- **Overdue:** number of outstanding driver file downloads.
- **Due soon:** number of scheduled driver file downloads (see **Schedule**).
- **No downloads:** number of drivers for whom no files have ever been downloaded.

Vehicle downloads

- **On time:** number of vehicle file downloads completed on time.
- **Overdue:** number of outstanding vehicle file downloads.
- **Due soon:** number of scheduled vehicle file downloads (see **Schedule**).
- **No downloads:** number of vehicles for which no files have ever been downloaded.

Connectivity

- **Devices:** number of connected tachographs, grouped by status: online, offline, disabled or inactive.
- **Company card:** number of connected company cards, grouped by status: online, offline, disabled or inactive.

Company cards expiration

- **Expiring imminently:** number of company cards due to expire within 3 months.
- **Expiring soon:** number of company cards due to expire in 3 to 6 months.
- **Expired.**

5.3 Vehicles

⚠ We strongly recommend downloading your vehicles' DDD files once a month. When creating your account, we schedule a monthly download by default.
⚠ Data remains available on TachoSync for 2 years.

The **Vehicles** tab provides the following important information:

- The vehicle, identified by its registration number.
- The status of its on-board tachograph.
- The tachograph's last connection.
- The most recent download.

Scheduling DDD file downloads for one or more vehicles

The **Schedules** button allows you to schedule automatic backups of DDD files. You can change the backup date by clicking this button and adjusting the date of the next automatic backup.

Viewing scheduled downloads

You can view download monitoring for each vehicle by clicking **Downloads monitoring** on the right-hand side of the vehicle’s row.

Performing a quick download of DDD data

If needed, you can download DDD files that have not previously been downloaded. Select one or more vehicles in the left-hand column. A **Quick Schedules** button will appear. Then select the period you want to download.

⚠ Downloads requested through **Quick Schedules** will take place during the next trip made by the selected vehicle(s). Data older than 1 year is not available for download.

5.4 Drivers

⚠ We strongly recommend backing up your drivers’ DDD data once a week. When creating your account, we schedule a daily download by default.
⚠ Data remains available on TachoSync for 2 years.

The **Drivers** tab provides the following important information:

- The driver’s name.
- The driver’s ID.
- The driver’s last activity.
- The driver’s last connection.
- The most recent download.

Scheduling DDD file downloads for one or more drivers

The **Schedules** button allows you to schedule automatic backups of DDD files. You can change the backup date by clicking this button and adjusting the date of the next automatic backup.

Performing a quick download of DDD data

If needed, you can download DDD files that have not previously been downloaded. Select one or more drivers in the left-hand column. A **Quick Schedule** button will appear.

⚠ Downloads requested through **Quick Schedule** will take place during the next trip made by the vehicle(s) used by the selected driver(s). Data older than 2 years will no longer be available for download.

6. Tachographs (Tacho+)

6.1. Overview

6.1.1. Overview:

Provides a summary of the information relating to vehicles in the fleet that are equipped with a tachograph:

- Number of vehicles equipped with a tachograph (see 6.2. Vehicles);
- Number of vehicles equipped with a tachograph that are currently on the road (see 6.2. Vehicles);
- Driver cards: all drivers using a vehicle equipped with a tachograph (see 6.3. Drivers);
- Drivers at work: number of drivers currently active (driving, working, etc.) (see 6.3. Drivers);
- Company card expiry date (see 6.4. Infringements).

6.1.2. Graphical display:

- Vehicle activity: chart showing the number of active and inactive vehicles;
- Driver activity: chart showing the number of active and inactive drivers;
- Vehicle status: chart showing the number of vehicles according to their driver's status;
- Tachograph calibration: indicates when a tachograph calibration expiry date is approaching;
- Vehicle DDD downloads: status of vehicle DDD file downloads;
- Driver DDD downloads: status of driver DDD file downloads.

6.1.3. Infringement timeline

- Chart showing the number of infringements recorded per day over the last 15 days.

6.1.4. Quick actions

- Close all infringements: allows you to archive all infringements currently being viewed. To view and manage infringements individually, see 6.4. Infringements;
- Disable all notifications: allows you to stop all notifications. To manage notifications individually, see 6.5. Notification management.

6.2. Vehicles

Allows you to view the list of vehicles equipped with a tachograph.

The following information is available for each vehicle:

- Vehicle status: parked or moving (when hovering over the icon, the vehicle speed is displayed);
- Vehicle: vehicle name. By clicking on the name, you can display various information about the vehicle (position, status, last driver, etc.), display it on the map and view the speeds recorded during its various trips throughout the day;
- Last identified driver;
- Driver card status (inserted, not inserted);
- Driver status: driving, working, etc.;
- Date of the next tachograph calibration;
- Daily report: redirects to the vehicle's daily report (see 3.2.1. Daily report by vehicle);
- View vehicle details: by clicking on the icon, you can display various information about the vehicle (position, status, last driver, etc.), display it on the map, view the speeds recorded during its various trips throughout the day and view infringements relating to this vehicle.

You can search for a vehicle by entering its name or the first few letters of its name in the search field.

You can also sort vehicles by name, status, speed or calibration date by selecting the desired sorting option from the Sort menu.

6.3. Drivers

List of drivers.

You can search for a driver by entering the driver's name or the first few letters of the name in the search field.

You can also sort drivers by name, status, time remaining until the next rest period, remaining shift time or remaining weekly time by selecting the desired sorting option from the Sort menu.

Each driver row displays the following information:

- Status;
- Driver name;
- Vehicle currently being used by the driver;
- Remaining hours for the current week;
- Driver daily report;
- View driver details.

By clicking on the icon, all information relating to the driver is displayed:

- Name;

- Card number (on the right);
- Status: driving, working, etc.;
- Driving time for the day;
- Driving time for the week;
- Driving time for the week.

The driver's working hours are displayed as an overall summary:

- Time until the next break;
- Remaining hours for the current week;
- Remaining hours for the current two-week period;
- Daily limit exceeded this week.

Activity during the day: displayed graphically, allowing you to see the periods assigned to work, driving and rest throughout the day.

Above the chart, on the right-hand side, you can quickly change the date to view this information for another day by using the calendar menu.

DDD files

6.4. Infringements

You can view and filter infringements:

- By vehicle: "Filter by vehicle" menu on the right;
- By driver: "Filter by driver" menu on the right;
- By infringement: "Search for an infringement" field on the right.

6.4.1. Open infringements

List of infringements relating to vehicles.

Each infringement includes:

- Date, time and vehicle;
- The option to add a comment;
- Incident details: click +.

6.4.2. Archiving infringements

You can archive an infringement by clicking on the icon. If the "Advanced infringement management with 'In progress' status" setting is enabled, additional options become available:

View details / set to "In progress", set to "Closed" (see 6.7.3. Infringement settings).

6.4.3. Archived infringements

Archived infringements can be found in this tab.

6.5. Notification management

6.5.1. Notification management

- You can configure which notifications you wish to receive and the email address(es) to which these notifications should be sent. This configuration can be managed in the "Notification configuration" menu;
- If no email address is provided, notifications will be sent to the default email address. The default email address can be entered at the top of the "Notification management" page.

6.5.2. Notification configuration

List of available notifications:

- Notify when speeding occurs;
- Notify when the maximum working time without a break is exceeded (4h30 without a break);
- Notify when the daily working time is exceeded (9h/day);
- Notify when the weekly working time is exceeded (56h/week);
- Notify when the working time over two weeks is exceeded (90h/2 weeks);
- Notify when the company card expires;
- Notify when a vehicle is driving without a card inserted;
- Notify when a vehicle is driving with an inserted but unrecognised card;
- Notify when a vehicle or driver card has not downloaded data recently;
- Notify when a driver card is about to expire;
- Notify when the company card has been disconnected for more than 7 days;
- Send a weekly report of infringements recorded by the tachograph;
- Notify when the tachograph calibration date is less than 15 days away.

To activate a notification, enter the recipient's email address and enable the notification by clicking the button on the right. If no email address is provided but the notification is enabled, the default email address (see above) will be notified.

6.5.3. Automatic creation of infringements

Whenever an enabled notification is triggered, an infringement will automatically be created (see 6.4. Infringements).

Once the desired notifications have been enabled and the email addresses have been entered, make sure to save the changes by clicking the "Save" button at the top or bottom of the notification configuration menu.

6.6. Reports

Allows you to create an activity report by vehicle or by driver for the selected period.

To generate a report, select either the vehicle from the drop-down menu OR the driver from the drop-down menu, select the desired period in the "From" and "To" calendar fields, then click "View report".

The report generated by vehicle contains the following information:

- Total rest;
- Total availability;
- Total work;
- Total driving;
- Further down, a detailed breakdown by day and hour of each status (rest, work, driving).

This information can be exported in .PDF, .XLSX and .CSV formats.

You can quickly change the report criteria by clicking "Edit" at the top of the report. You can then change the vehicle and the period.

The report generated by driver contains the following information:

- Total rest;
- Total availability;
- Total work;
- Total driving.

This information can be exported in .PDF, .XLSX and .CSV formats.

You can quickly change the report criteria by clicking "Edit" at the top of the report. You can then change the driver and the period.

Please note that the driver report is never available for the current day.

6.7. Configuration

6.7.1. General settings

Allows you to select which information should be displayed on the start page. In the menu on the right, you can choose from four different start page options:

- Overview: all information relating to all vehicles equipped with tachographs, all drivers and all infringements;
- Vehicles: all information relating to all vehicles equipped with tachographs;
- Drivers: all information relating to all drivers;
- Infringements: all information relating to all infringements.

Please note that you must click the "Save" button to apply the changes.

6.7.2. Overview settings

- Display key indicators in the overview: displays the key indicators at the top of the "Tachographs" start page: number of vehicles equipped with a tachograph, number of vehicles currently on the road, number of driver cards, number of drivers at work, company card expiry date and number of unresolved infringements;
- Display charts in the overview: displays the charts at the top of the "Tachographs" start page: vehicle activity, driver activity, vehicle status, tachograph calibrations, vehicle DDD downloads and driver DDD downloads.

Please note that you must click the "Save" button to apply the changes.

6.7.3. Infringement settings

Advanced management of infringements with the "In progress" status: once enabled, this setting displays additional icons on each infringement row:

- Set to "In progress";
- Set to "Closed".

6.7.4. Report settings

XLSX exports without detailed activities: reduces the size of reports exported in Excel format by excluding the list of status changes.