

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.

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