

Quick Reference Guide

TIS-Web 3

TIS-Web 3 • Edition 02/2012

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Document History

Date	Chapter/ Page	Topic, revision, action taken
09/2011	*alle*	All screenshots updated.
	2	Chapter entitled "*Requirements and security*" revised.
	6	Chapter entitled "*New functions*" revised.
	7	Chapter entitled "*Brief summary*" revised.
	10	Chapter entitled "*Logging on*" revised.
	14	Chapter entitled "*Getting to know the TIS-Web page*" revised.
	21	Chapter entitled "*Download – Example: Driver card*" revised.
	24	Chapter entitled "*Download – Example: Downloadkey*" revised.
	33	Chapter entitled "*Download – Example: Computer*", note relating to deleting of files added.
	40	Chapter entitled "*Working Time Overview – Example: Drivers*" revised (colour scheme for state of archiving).
	49	Table symbols colour scheme for state of activity modified.
	57	New chapter "*TIS Track&Trace*".
	66	Chapter entitled "*Driver Availability*" revised.
	69	New chapter "*Driver Card Quick View*".

Status as of: February 28, 2012

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Requirements and security

System requirements

Processor	Pentium 4 (2 GHz), similar or higher
RAM	1 GB or higher
Operating system (32-bit and 64-bit operating systems)	• Windows® XP (Service Pack 2 or later) • Windows® 2003 (Release 2 or later) • Windows® Vista • Windows® 7
Transmission speed	at least ADSL / VDSL
Internet browser	• Microsoft® Internet Explorer® Version 6 • Microsoft® Internet Explorer® Version 7 • Microsoft® Internet Explorer® Version 8 • Microsoft® Internet Explorer® Version 9
Runtime components	Microsoft® Visual C++ 2005
Chip card reader	X11-140-002-004 (incl. driver software)
Digital tachograph data	Downloadkey (mass memory), driver card
Suitable reader for tachograph charts	VDO Chart Analyser, PC with PS/2 connection and free COM port (1 or 2)
Tachograph charts that can be analysed	all EC tachograph charts

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Requirements for use

Folder settings

The "VKISCInt" folder is created in your computer's root directory (default "C:\") when you first log on to this Web service.
In this folder TIS-Web manages the following sub-folders:

- "Downloads" for storing the current data downloaded or restored from a driver card or a Downloadkey,
- "Export" for created reports,
- "Help" – the current version of the Help in your account language,
- "Logs" for storing modifications to the software version,
- "MFCdlls" – the program files for the graphical user interface (only created and used in Vista if User Account Control is enabled),
- "OutdoorTerminal" – the list of current rights of access to the Outdoor Terminal (White List),
- "Software" for storing the required program files, e.g. for transferring data to your fleet database and
- "Temp" for storing the default pages for processing the driver card or Downloadkey data for your fleet database.

Condition

You must have administrator rights or be entitled to install programs in order for TIS-Web to create the "VKISCInt" folder on your computer.

You can then limit the permissions for this folder by assigning **Full control** to the **System** entry and to the relevant TIS-Web user only. To do this, right-click on the folder to open the folder's shortcut menu, click on **Properties** and then click on the **Security** tab.

The computer will then be protected again against unauthorised access when being restarted or when another user logs on. The "VKISCInt" folder can be accessed without limitations, e.g. to update existing program entries.

It is not necessary to share the folder.◄

Browser settings

ActiveX controls are used to incorporate interactive elements into a web site without having to use programming language. When using these controls, however, security gaps may occur if certain rules are not observed.

These rules were of course observed when creating the TIS-Web web pages, so you can enable the ActiveX controls for these pages without hesitation.

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Important

To use TIS-Web, two settings must be made in Internet Explorer which will ensure operating system security:

- The Internet connection to the TIS-Web service must first be added to the trusted sites.

  Start Microsoft® Internet Explorer and type the following web address: *https://www.my-fis.com*. Choose the **Tools** menu and click on **Internet Options**. Click on the **Security** tab, select **Trusted Sites** and click on **[Sites]**.

  The Trusted sites dialogue box will open. The address you typed should be displayed. Click on **[Add]** to add TIS-Web to the list of trusted sites. Now click on **[Close]**.

- In the second step, you must enable the ActiveX controls and plug-ins for this zone.

  On the **Security** tab for the trusted site, click on **[Custom level…]** and select the relevant options to enable ActiveX controls and plug-ins.

  Confirm your settings and the security message with **[OK]**. The security level is now displayed as a user-defined zone. Click on **[OK]** to close the **Internet Options** dialogue box.

From now on, the connection to TIS-Web Services will be established based on the settings for the trusted site. For all other sites your individual security settings apply.◄

Access data

If you do not have TIS-Web access data, contact your VDO service partner to agree on the contractual terms and conditions for the user level (service level) you require. You will then receive the access data immediately.

Tip

If several employees in your fleet are to use TIS-Web and if you want to restrict their access to individual sites, contact your service partner to stipulate which TIS-Web Service user is to be given administrator rights.

This user can then click on **Settings** > **Users** to specify which sites should be displayed for editing by which users.◄

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Security

Logging on

Before you can call up any TIS-Web-managed data, you must enter the access data correctly.

The following security precautions should be taken to protect your access data from unauthorised access:

- Change the initialisation password you received from VDO.
- Do not disclose your password to third parties. Our staff will never ask you for your password - under any circumstances.
- Keep your personal access or account data (account, user, password) in a safe place.
- Change your password regularly. For information on how to change the password, please refer to the chapter of the same name on *page 17*.

Data transfer

All data relating to your fleet will be encrypted using the SSL protocol when transmitted via the Internet. Internet Explorer displays a lock symbol () when a secure connection has been established.

Logging off

Always close TIS-Web correctly by using **Switchboard** and clicking on **Log Out** in the top menu area.

If you have forgotten to close the application or if you leave your computer unattended for an extended period of time, the system will automatically log you off after 20 minutes.

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New functions

Extensions in the current version of TIS-Web

Internet Explorer 9 — TIS-Web can now also be used in conjunction with Internet Explorer 9 without any restrictions.

Driver Card Quick View — You can check a driver's remaining driving times directly using his driver card – without having to download and analyse the data beforehand; see also page *69*.

Extensions in TIS-Web 3.5

Legal Archive Overview — In the Legal Archive Overviews for drivers and vehicles archived data without any activities or with gaps is now colour-highlighted; see page *39*.

TIS Track&Trace — Route information can also be called up for days for which tachograph data have not yet been archived or evaluated; see page *57*.

Infringement report in CSV format — The **Driver Infringement Report** can now also be exported as a CSV file. You can then import this TIS-Web analysis into other programs.

Evaluation based on Regulation (EC) No. 1073/2009 — In compliance with Regulation (EC) No. 1073/2009, drivers engaged in the international carriage of passengers are allowed to postpone their weekly rest period for up to 12 consecutive 24-hour periods following a previous regular weekly rest period (so-called “12-day-rule”).

Extensions in TIS-Web 3.4

TIS Track&Trace — This is a new service that you can book and that provides you with current positioning data and route information about vehicles equipped with a DLD Wide Range; see page *57*.

Restore function with company data cleansing option — If you delete all the files associated with a driver or vehicle while restoring archived files, you can now delete that driver or vehicle from the company data.

New driver report — The **Total Driver Infringement Report** enables you to obtain an overview of infringements and exceptions in the evaluation period. The report can be created for individual drivers in the form of a table and a graphical summary.

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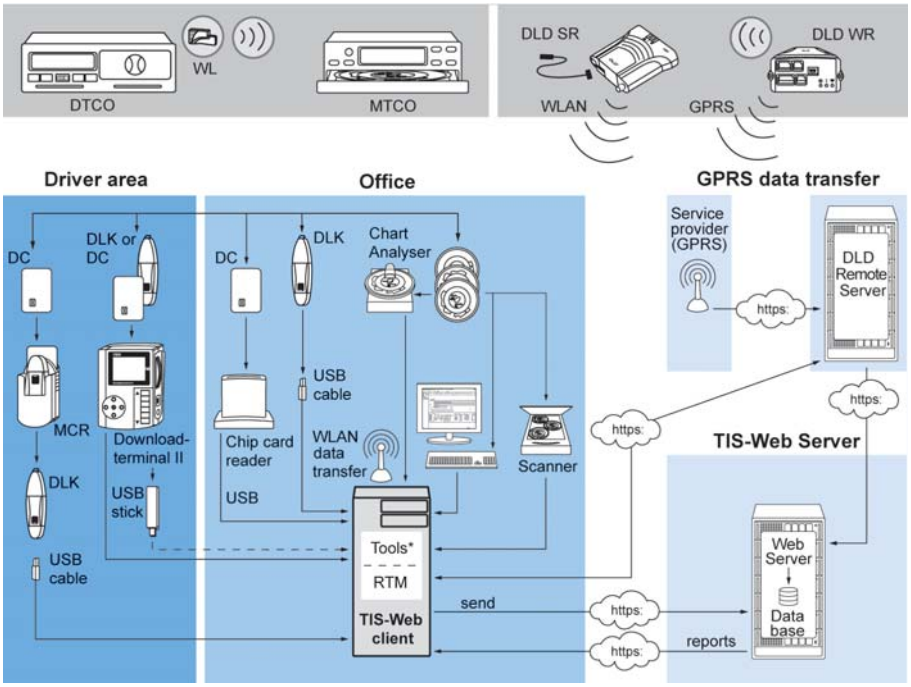
Enhanced driver attestation — You can store all the details for the Driver Attestation directly in TIS-Web.

Evaluating infringements — When creating infringement reports compliance with the German Working Time Law can now also be checked.

Brief summary

What TIS-Web can do — The following summary will give you a first impression of what you can do with TIS-Web's comprehensive data transfer options:



DLD SR	Download Device Short Range	**RTM**	Remote TCO Manager
DLD WR	Download Device Wide Range	**WL**	Wireless Link (for DLD Wide Range)
DC	Driver Card		
DLK	Downloadkey for driver card and mass memory data	**MCR**	Mobile Card Reader

Tools
- TIS-Web Automatic Upload
- TIS-Web Scanner Client

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The steps involved

TIS-Web enables you to transfer downloaded driver card and digital tachograph data to the TIS-Web database and to legally archive it there.

You can manage your fleet's master records, maintain drivers' working times/ vehicles' operating times and evaluate digital and analogue tachograph data in accordance with various criteria – for perfect data management.

To do this, carry out the following steps:

Company Data

- Create fleet data for the site(s).

  In the case of digital tachograph data, driver and vehicle data is automatically created during data import.

  In the case of manual entry of tachograph data (tachograph charts), you can create driver and vehicle data during import to TIS-Web.

Settings

- You can modify TIS-Web to suit your company's specific requirements if, for instance, you wish to
  - make settings for driver and vehicle activity evaluation,
  - enter public holidays or
  - restrict individual users' access to specific site data.

Download

- To download and import data you can either
  - insert the driver card into the chip card reader,
  - connect the Downloadkey to your computer or
  - select a folder where download files are saved.

    Choose the last option if the data originates from a Downloadterminal or Outdoor Terminal.

  The data will be automatically archived on the TIS-Web Server and made available for evaluation; see the Chapter entitled "*Legal Archive*" on *page 39*.

Tachograph charts

- Transfer manually entered and tachograph-recorded chart data, assign it to the master records and save the recorded tachograph data in the TIS-Web database; see the Chapter entitled "*Download – Example: Capturing tachograph charts*" on *page 28*.



Scan the tachograph chart with a multi-page scanner and assign all your relevant data using the TIS-Web Scanner Client. The TIS-Web Automatic Upload Service then transfers the data automatically to TIS-Web.

Please contact your service partner for more information on how to capture data from tachograph charts and upload it.◄

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Checking and evaluating

- Check imported DTCO data using the Year Overview of the Legal Archive.

  This overview tells you at a a glance if there are gaps in the downloaded driver card and mass memory (vehicle) data – and if there are, you can take immediate action; see also the Chapter entitled “*Legal Archive Overview – Example: Drivers*” on *page 40*.

- Check the activities in the imported digital tachograph data and recorded TCO data using the Year Overview of drivers' working time and vehicle operating times; see also the Chapter entitled “*Working Time*” on *page 48*.

  In this overview, you can also store information on when one of your drivers was on holiday, or when he wants to take a holiday; see the Chapter entitled “*Driver events*” on *page 55*.

- Analyse company-relevant data in reports that can be saved and exported and use these reports as a valuable decision-making aid for your fleet management; see the Chapter entitled “*Reports*” on *page 64*.

Important

This Quick Reference Guide gives you an overview of TIS-Web functions and how to use them. You will then be able to log in to TIS-Web and carry out the first steps, e.g. downloading a driver card.

Please refer to the Help for further information on functions, steps to be taken and various dialogue boxes and text boxes.◄

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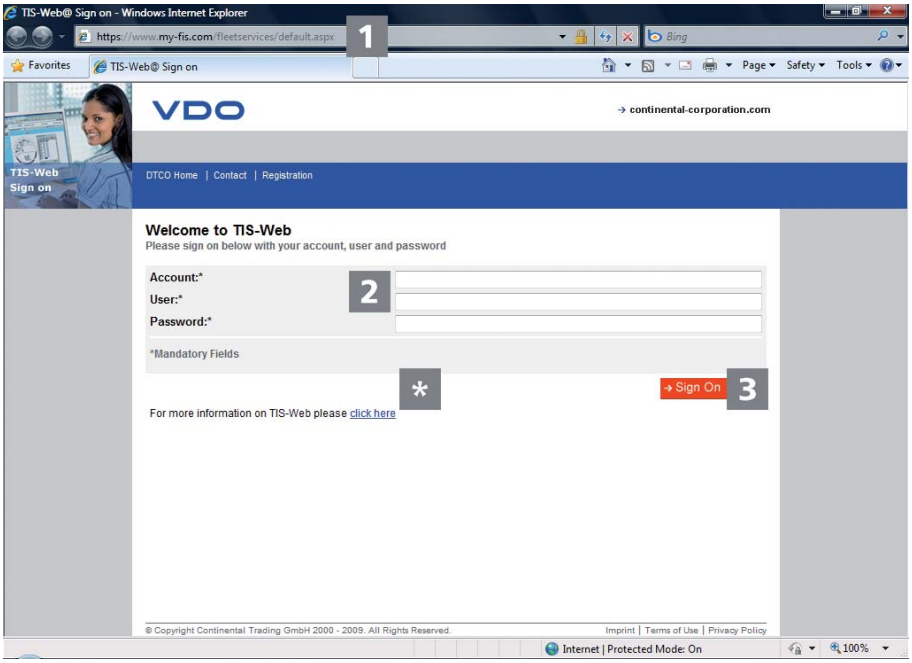
Logging on and off

Logging on



Important

To use TIS-Web, you must

- always log in using your own access data.
- start Microsoft® Internet Explorer as an Administrator (right mouse button), if you are using the Microsoft® Vista™ or Windows 7 operating system.◄

You have received your access data from your service partner (e.g. by e-mail) and would now like to log in to TIS-Web:

1 Internet address

Start Microsoft® Internet Explorer and type *http://www.my-fis.com* in the address line.

The TIS-Web access page will open.

A message may appear telling you that a secure connection is being established. You can confirm this with **[OK]**.

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*	**Digital Tachograph Information Portal**	The link (*http://www.dtco.vdo.de*) gives you access to the VDO Digital Tachograph Information Portal, where you can get information about the digital tachograph and about systems for the downloading, archiving and evaluation of mass memory and driver card data.
2	**Login page: Entering access data**	Enter the access data (Account, User and Password) you received from your service partner.
!	Important	Always log in using your own access data.◄
3	**Logging on**	Click on **[-> Sign On]**. The **Switchboard** will open – from this page you can access TIS-Web; see the following section.
**	**Digital Tachograph Information Portal**	Use this link (*http://www.dtco.vdo.de*) to go straight to the VDO Digital Tachograph Information Portal and access information about TIS-Web.
4	**News**	In this area you'll find up-to-date information about events which affect your work with TIS-Web, such as announcements regarding TIS-Web Server maintenance.
5	**Screen display**	The TIS-Web user interface elements are optimised for a browser zoom level of 100%. So please make sure that the Internet Explorer zoom level is always set to 100%.
!	Important	Also note that the optimum screen display is achieved with a text size of 100% or 96 dpi. The values are the default values set in Windows Control Panel.◄

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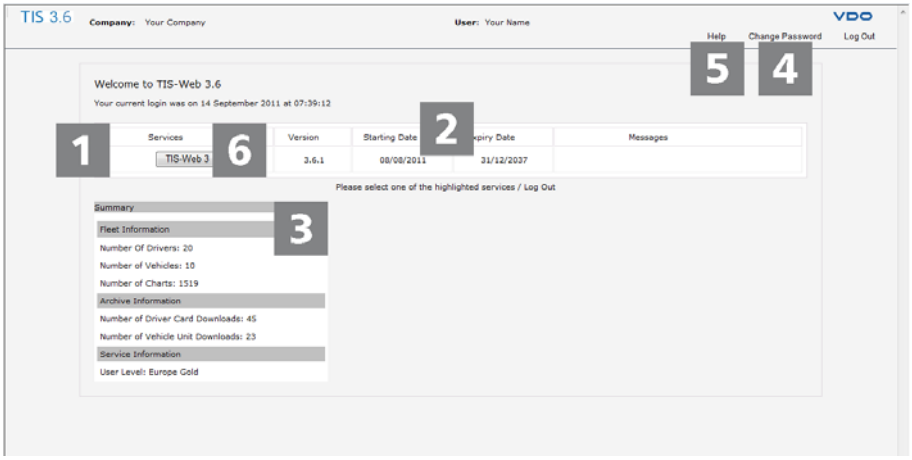
Switchboard



1 **Overview of TIS-Web Services**

In the Services list you will find all the TIS-Web applications for which you have registered and for which your service partner has given you access data. You can use the **Switchboard** at any time to change to another Service.

2 **Information about the Services**

Here you can see the Services

- and their versions to which you have access,
- the start and expiry dates of your access rights to these Services and
- messages you may have received.

3 **Summary – Data Management**

You can also get current information on

- the master records and tachograph data that you are managing,
- the archived data and
- the user level being used.

4 **User information and password**

To check your account and user details, or to change your password, click on **Change Password**; see also the Chapter entitled “*Change Password*” on *page 17*.

If your company name or address is changed, please contact your service partner. The required changes will be made immediately.

5 **Help topics**

In Help you'll find your service partner's contact data, a link to the Digital Tachograph Information Portal and of course the Help, which you can call up from any TIS-Web page.

6 **Selecting a service**

Click on **[TIS-Web 3]** to start the Service.

A message may appear with details about the secure connection that is being established. You can confirm this with **[Yes]**.

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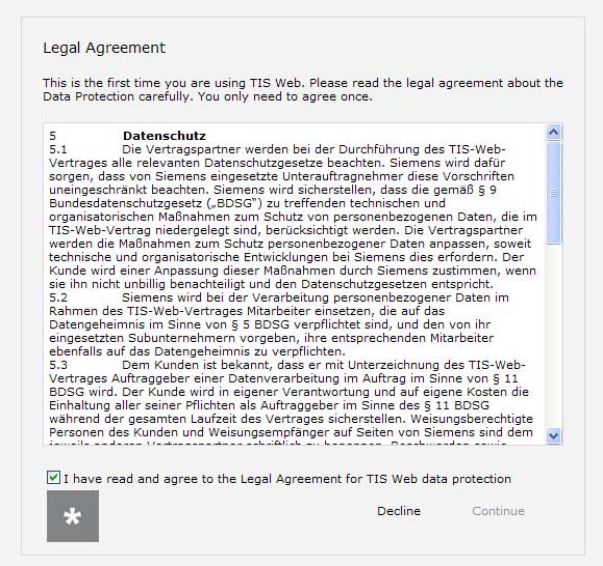

Data protection

When you start TIS-Web 3 for the first time, you must agree with the data protection agreement. Read the data protection agreement, then select the **I have read and agree to the Legal Agreement for TIS-Web data protection** check box.

Click on **[Continue]**. The TIS-Web Service will start.

The existing components of your Web application will now be checked (“VKISCInt” folder). If necessary, they will be replaced by up-to-date components (progress indicator). When your components have been checked and transmitted, the home page of the selected TIS-Web Service will be displayed.

Important

The “VKISCInt” folder is created in your computer's root directory (“C:\”) when you first start the Service. Each time TIS-Web starts, this folder will be checked and updated.

You must have administrator rights in order for TIS-Web to create the “VKISCInt” folder on your computer. For future updates, you can limit this access right to this folder; see the note on *page 3*.◄

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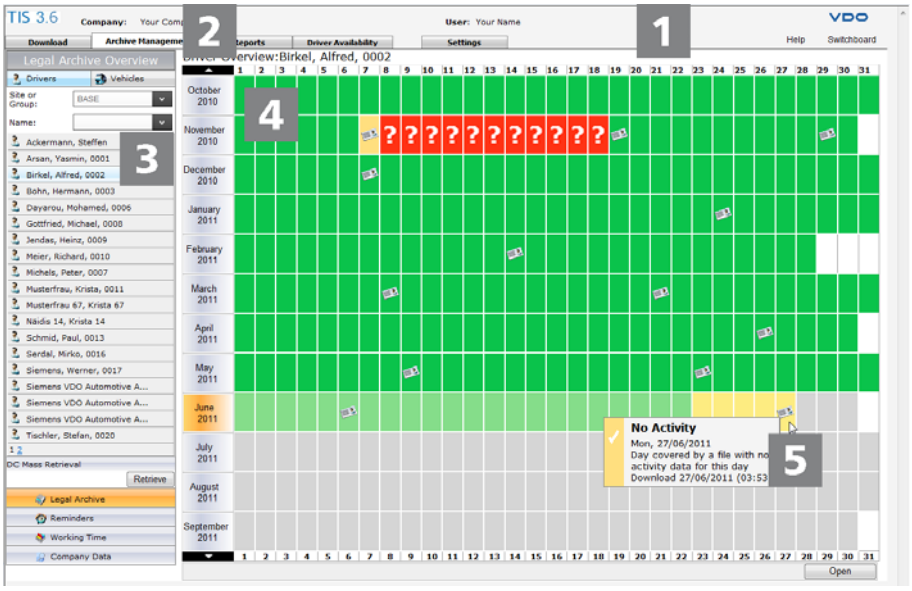
Getting to know the TIS-Web page

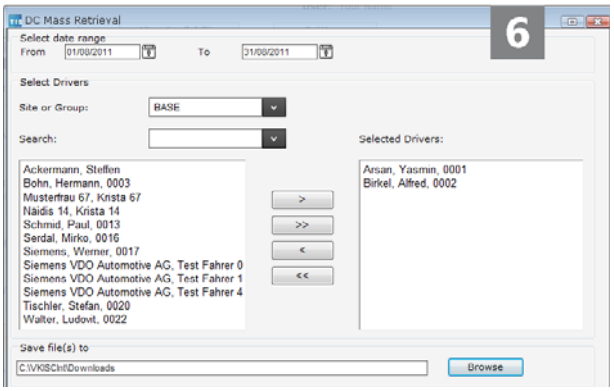
TIS-Web is a Web Service for archiving and evaluating digital (driver card and DTCO data) and analogue tachograph data (tachograph charts). In archiving your digital tachograph data, you are complying with your country's archiving laws.

The archived data is stored in accordance with the agreed retention period. Older data is automatically deleted from your Web archive every month. The retention period for archived data is set in your service contract.

If you are working with a TIS-Web application for the first time, you will find information on the graphical user interface and program functions in this Quick Reference Guide.

You'll also find detailed and further information in the Help, which you can call up at any time via **Help**.





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1 **Heading area**

This permanently displayed area provides you with information about valid access data (company and user). It also displays links

- to supporting information about **Help**, e.g. select
  - **Help** to open the TIS-Web Help.
  - **DTCO Information** to access the Digital Tachograph Information Portal.
  - **Contact Us** to get the contact information of your service partner.
- to return to the **Switchboard** if you want to
  - change to another service,
  - log off after completing all your tasks in TIS-Web or
  - obtain information on the status of your TIS-Web application.

2 **Tabs**

Theme-associated functions are assigned to the various tabs. You can change to a different tab from any page.

The tabs give you access to the modules containing further functions, e.g. Company Data.

3 **Selection pane**

In the Selection pane you can choose sites, drivers or vehicles, for instance.

4 **Display and Editing area**

This area of a TIS-Web page is reserved for displaying and editing data. It shows you:

- Year Overviews
- Reports
- Information and e.g. dialogue boxes.

While the **Download** tab always shows four tool buttons for importing or entering digital/analogue tachograph data in this area, the **Driver Availability** tab offers you two tool buttons with which you can display availability times and a quick summary of the data stored on a driver card.

5 **Quick Info**

Display of detailed information about download reminders, download files or activities.

6 **Dialogue boxes**

Windows with detailed information about the individual tasks or functions for capturing data or specifying date and time.

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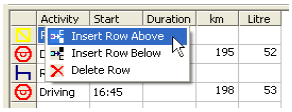
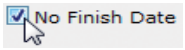
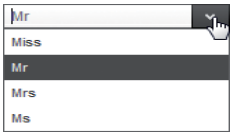
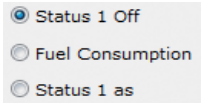
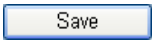
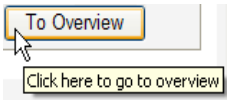
This applies to all TIS-Web pages

	Symbol	Description
Navigating in a list		Use the tab stop key (TAB key) to move between cells in a row; the arrow keys enable you to move up and down or left and right.
Scroll bar		Moves the entries in an area to the left or right to display information or select functions, even with a large display and editing area.
Spin box		You use this box to make the required entry directly or using the two buttons with the up and down arrows.
Progress bar		Depending on the amount of data and the Internet connection, the download process may take some time. A progress indicator in the Microsoft® Internet Explorer status bar or in the application displays the procedure's progress.
Shortcut menu		A menu that appears on the screen when you right-click on a specific object (if a menu is available for that object).
Check box		You select or clear a check box to specify whether or not the given option should be available. A check mark indicates that the box has been selected.
List box		Click on the down arrow next to a list box to select an entry from a list or a date from a calendar. This is also possible when working with tables.
Module		The tabs give you access to the modules containing further functions, e.g. Company Data.
Option button		Option buttons enable you to specify whether or not the given option should be available (like a check box). A green dot indicates that an option has been selected.
Tab		To select the desired work area (tab) or the data you want to work with, e.g. drivers or vehicles.
Button		Clicking on this graphic element (button) triggers a specific action that is conveyed either by text or a symbol.
Column width		Dynamic, adapts itself to the Internet Explorer page width.
ToolTip		Quick info about the function of the button over which the mouse pointer is located.

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Account and Service information

Account information

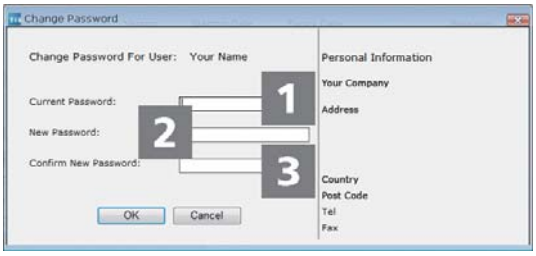
You'll find information about your account by clicking on **Switchboard** > **Change Password**.

Information about the Service

You'll find information on the status of your TIS-Web application in the display and editing area of the **Switchboard**.

Change Password

You want to change your password. To do this, click on **Change Password** on the Switchboard page. The relevant dialogue box opens, with text boxes for the password and your account and user information.



1 Current Password

Enter your current password.

2 New Password

Enter the new password.

Important

As a rule, you can freely assign a password.

If the system doesn't accept your new password, a message will be displayed which you must confirm.

Enter a different password.◄

3 Confirm new Password

Enter the new password once more to confirm.

4 Saving the new password

Confirm the new password with **[OK]**. From now on, you can use the new password to log on to TIS-Web.

Important

Change your password often for security reasons and never pass it on to third parties.◄

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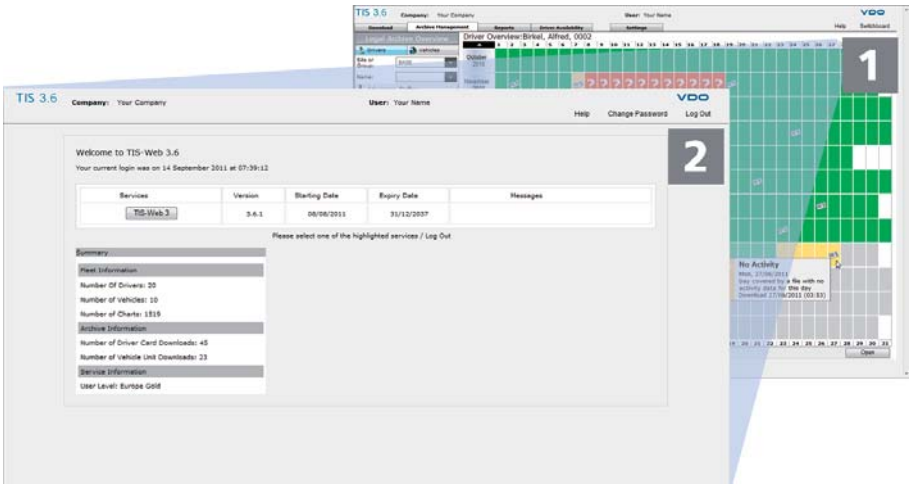
Logging off

Always close TIS-Web correctly by using **Switchboard** and clicking on **Log Out**.



1 **Switching to the Switchboard**

In the heading area, click on **Switchboard**.

You'll return to the Switchboard.

2 **Logging off**

In the heading area, click on **Log Out**.

You will be prompted whether or not you want to log off TIS-Web. Click on **[Yes]** to terminate the connection with the TIS-Web Server.

Important

After 20 minutes of computer inactivity, the TIS-Web Server will terminate the connection automatically for security reasons.

If you didn't log off correctly and you try to log on again within this 20-minute period, you'll have to select the **Forced Sign On** check box and enter your password.◄

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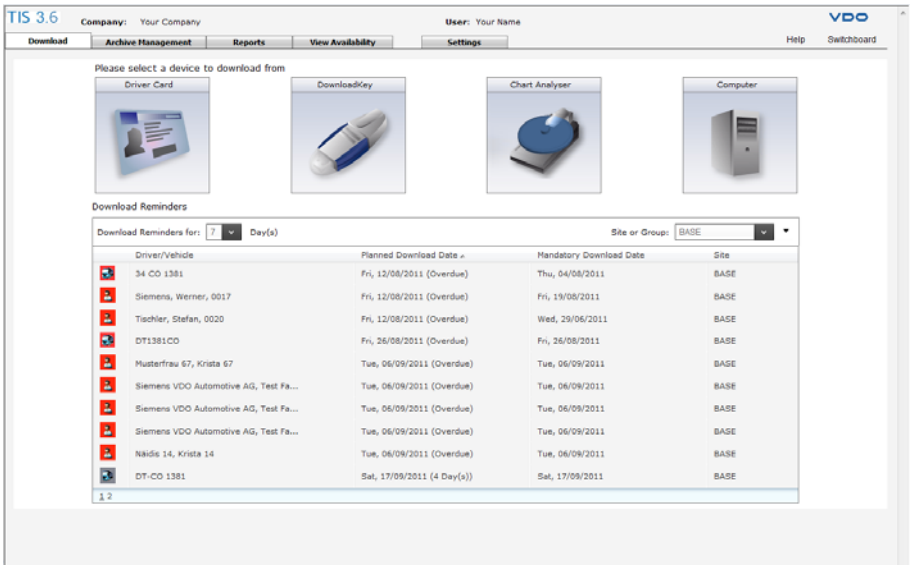
Download



If you want to archive digital tachograph data or enter analogue tachograph data, you can start downloading or entering your data right away via the four tool buttons.

You can, for example,

- download driver card data to TIS-Web and archive it using a chip card reader; see the Chapter entitled “*Download – Example: Driver card*” on *page 21*.
- download driver card data to TIS-Web from a Downloadkey and archive it; see the Chapter entitled “*Download – Example: Downloadkey*” on *page 24*.
- manually record data from tachograph charts in TIS-Web; see the Chapter entitled “*Download – Example: Capturing tachograph charts*” on *page 28*.
- import data that you have downloaded or transferred to your computer or server to the TIS-Web database and archive it; see the Chapter entitled “*Download – Example: Computer*” on *page 33*.

Tip

Scan the tachograph chart with a multi-page scanner and assign all your relevant data using the TIS-Web Scanner Client. The TIS-Web Automatic Upload Service then transfers the data automatically to TIS-Web.

Please contact your service partner for more information on how to capture data from tachograph charts and upload it.◀

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Tip

Besides providing manual data download for users, TIS-Web also offers automatic data download.

- You can use TIS-Web Automatic Upload to automatically transfer files (which you have downloaded from a Downloadterminal to your computer or server) to TIS-Web.
- Use the Remote Download Devices (DLD Short Range and DLD Wide Range) for the automatic and punctual transfer of mass memory and driver card data from the DTCO to TIS-Web.
  You no longer have to go to the vehicle to do this – the download files you need are automatically transferred to your TIS-Web account.

Please contact your service partner for more information about the automatic transfer of data to TIS-Web.◄

Important

Corresponding to the selected site, the Download Reminders show you the drivers and vehicles for whom/which data has to be downloaded and the driver cards which are about to expire or have already expired; for more on this, see the Help.◄

Important

You should check the settings of both functions before downloading driver card data or a vehicle's mass memory data (Downloadkey or other storage media) – to do this, click on the **Settings** tab.

You can, for example,

- specify the download file format for downloading or transferring data (**Settings** > **Legal Archive**).
- specify how you want the program to deal with the data of unknown drivers or vehicles during import of download files (**Settings** > **Working Time**).

Please refer to the Help!◄

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Tip

The following procedure has been tested and tried:

- If you use drivers/vehicles who/which are also used by other transport companies, you can create a 'fictitious' site, e.g. “external company” to separate the download data (which is important to you) from the 'other' data.

  You can display the data for this site, assign the relevant driver/vehicle data to your sites and delete the irrelevant entries.

  Create a relevant site by clicking on **Archive Management** > **Company Data** > **Sites**; then click on **Settings** > **Working Time** to define it as your main site.

- We recommend that you always check the company data of the imported drivers and vehicles after downloading has taken place. You can modify and supplement this data – to do this, click on **Archive Management** > **Company Data** > **Drivers** or **Vehicles**; see also the Chapter entitled “*Company Data*” on *page 62*.◄

Important

You can also download and/or transfer the same files several times. However, these files will only be stored in the database once.◄

Download – Example: Driver card

In this section you will find a description of how to download data from a driver card using a connected chip card reader.

Condition

To download data from a driver card, the chip card reader must be connected to your computer via a USB port and the relevant driver must be installed.◄

Important

Before starting the download process, remember to specify the settings for the data download in **Settings**; see the Chapter entitled “*Settings*” on *page 71*.◄

You have inserted the driver card into the chip card reader and wish to archive the download file:

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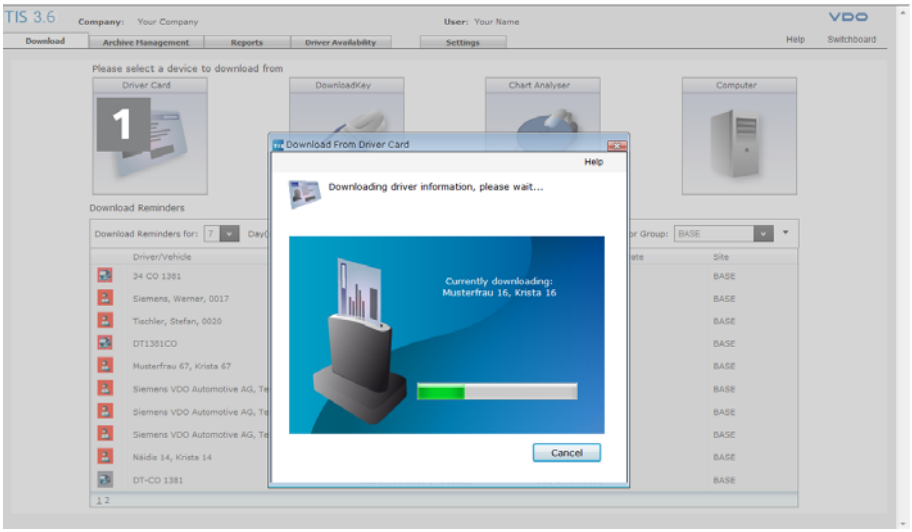


1 **Downloading driver card data**

On the **Download** tab, click on **[Driver Card]** to import the data from the driver card.

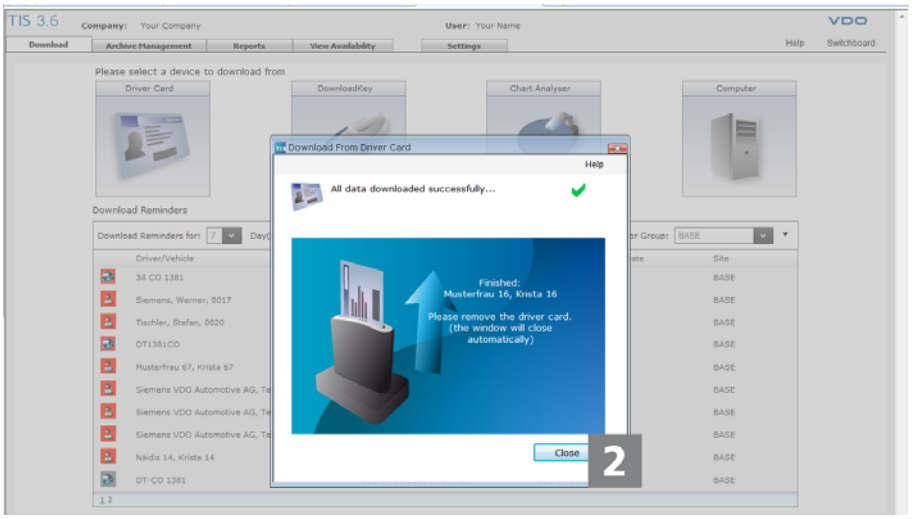
The relevant dialogue box will open. Download starts automatically. A progress indicator shows you the status of the download.

Depending on the amount of data, the download procedure may take some time.

Important

Do not remove the driver card from the card reader while data is being downloaded. This could corrupt the data and even damage the driver card.

In TIS-Web, you can only check and evaluate data from a driver card for the period before the driver stops working for the company (driver's start and finish date).◄



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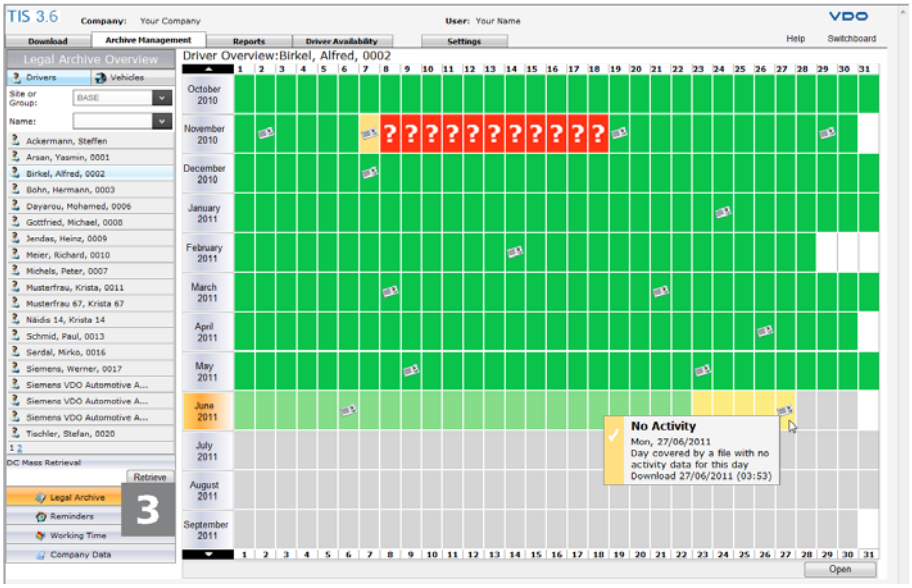
2 Removing the driver card

When the download process is complete, you will be prompted to remove the driver card from the card reader. The dialogue box will close automatically when you remove the card – or you can click on **[Close]**.



3 Checking driver data

On the **Archive Management** tab, click on **Legal Archive** > **Drivers** to display the saved data in the Year Overview. For each day the data status is colour-highlighted.

- Green: Data has been archived successfully.
- Yellow: The archived data does not contain any activity information.
- Red: There is a gap in the archived data or there are data errors.

Important

If a signature error exists (red with a white X), repeat the driver card download as soon as possible; see also the Chapter entitled "*Legal Archive Overview – Example: Drivers*" on *page 40*.◄

In the Year Overview, you can also click on **[Open]** to display details about the data; see the Chapter entitled "*Detailed view of archived files – Example: Drivers*" on *page 41*.

Tip

You'll find further information about downloading driver cards in the TIS-Web Help, which you can call up at any time via **Help**.◄

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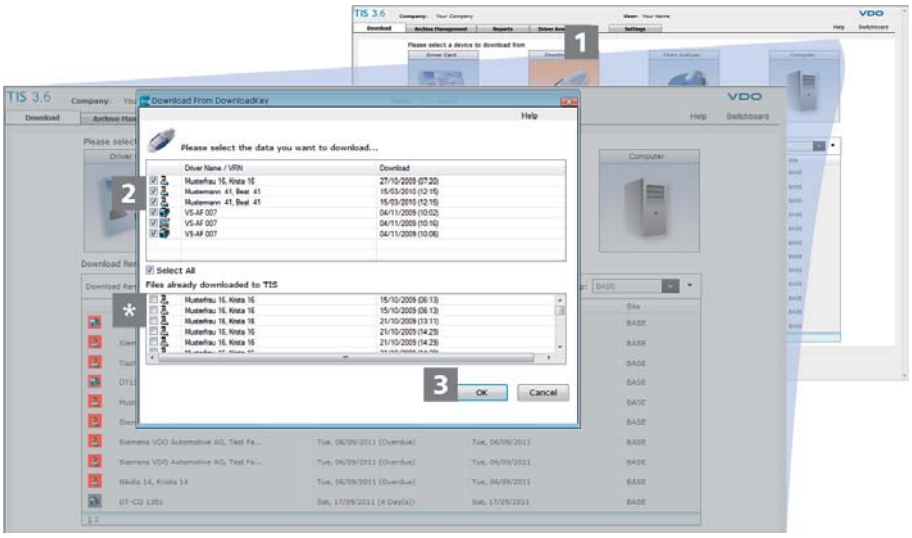
Download – Example: Downloadkey

You have connected a Downloadkey to the computer using a USB port and now wish to download the tachograph data to be able to import the data into the TIS-Web database:



Important

If you select the **Delete Files from Source after transfer** check box in **Settings** > **Legal Archive**, the files will be deleted from the source folder when transfer is complete.◄

1 Downloading Downloadkey files

On the **Download** tab, click on **[Downloadkey]**.

The relevant dialogue box will open and a check is carried out for the presence of a Downloadkey.

If imported from digital tachographs, driver/vehicle files and special data will be displayed for selection in the upper list.

*** Data that has already been transferred**

Data that has already been transferred is displayed in a separate list – you can download this data again if you have e.g. changed the settings for unknown drivers/vehicles.

2 Selecting files

Select the files to be transferred by selecting the corresponding check box. Clear the check boxes for the files that are not to be transferred.

By default, all new files are selected for transfer.

Tip

If you only wish to select a few data records, clear the **[Select All]** check box and select the check boxes next to the files you wish to transfer.◄

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3 **Transferring files**

Click on **[OK]**. The files are now automatically transferred to the TIS-Web database. A progress indicator shows you the status of the transfer.

Depending on the amount of data, the download procedure may take some time.

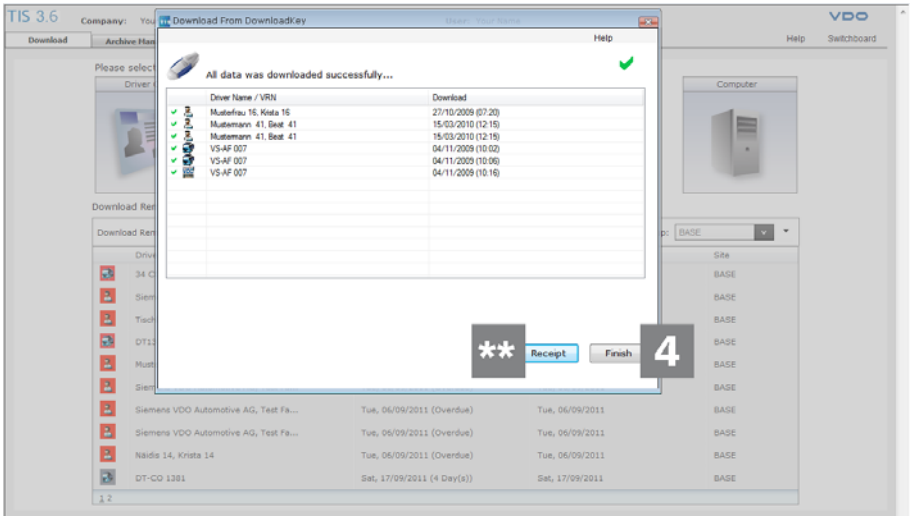
Successfully transferred files are denoted by a green check mark.

! Important

Files that have not been transferred, e.g. due to a format error are denoted by a red X.

In the case of formatting errors, the file cannot be archived because e.g. required data blocks are missing.

In a case like this, you should change the download settings (see the Chapter entitled "*Settings*" on *page 71* and/or the Downloadkey Operating Instructions) and repeat the download of the Downloadkey data or mass memory at the DTCO as soon as possible.◄



****** **Printing the Transfer Receipt**

If you want a receipt for the data transfer, click on **[Receipt]**.

The receipt lists which user downloaded data to the named folder at a specific time. You can either print this confirmation receipt (as you can do with all reports) or save it as a PDF, Excel or Word file on your computer.

Use the **[X]** button (top right) to close the receipt.

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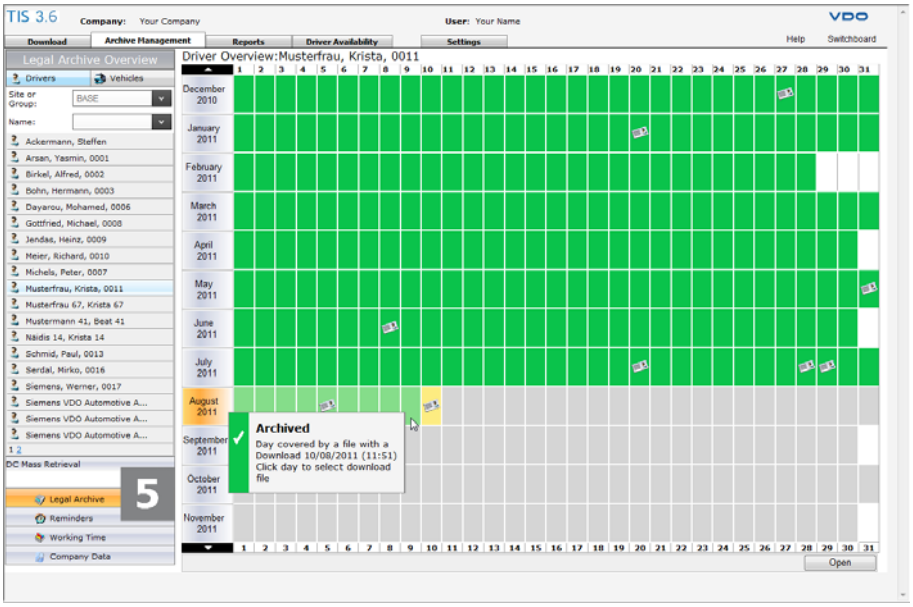

5 Checking archived data

On the **Archive Management** tab, click on **Legal Archive** > **Drivers** to check in the Year Overview whether or not data has been saved and archived. For each day the data status is colour-highlighted:

- Green: Data has been archived successfully.
- Yellow: The archived data does not contain any activity information.
- Red: There is a gap in the archived data or there are data errors.

In the Year Overview, you can also click on **[Open]** to display details about the data.

Tip

You'll find further information about downloading by Downloadkey in the TIS-Web Help, which you can call up at any time via **Help**.◄

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	Symbol	Description
Source		Driver card data This symbol indicates that data is being downloaded from the driver card.
		Mass memory data This symbol indicates that data is being downloaded from a digital tachograph.
		Special data This symbol indicates that the data in question is additional data from a digital tachograph, e.g. speed or fuel consumption data (only available for DTCO 1381 versions).
Transfer status		Transfer successful. This symbol indicates that the data has been successfully transferred to the TIS-Web Server.
		Transfer cancelled. This symbol indicates that the data could not be transferred. In this case, download these files again from the mass memory or driver card. You cannot use TIS-Web to correct such files. Position the mouse pointer over the symbol. The Quick Info then displays more information about why data transfer was interrupted.

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Download – Example: Capturing tachograph charts

Of course you can also capture the data from available tachograph charts using TIS-Web – this will give you a complete overview of your drivers' working time.

Important

Click on **Settings** > **Chart Setup** to specify whether the chart's data should be captured via your keyboard or the VDO Chart Analyser; see the Chapter entitled "*Settings"* on *page 71*.◀

Tip

The basic rule is that a tachograph chart must always be assigned to either a driver or to a vehicle. However, you can still use **[+]** to assign any missing data to a driver/vehicle while the tachograph chart is being read.

You can also enter company data beforehand via **Archive Management** > **Company Data** > **Drivers** or **Vehicles**; see the Chapter entitled "*Company Data*" on *page 62*.◀

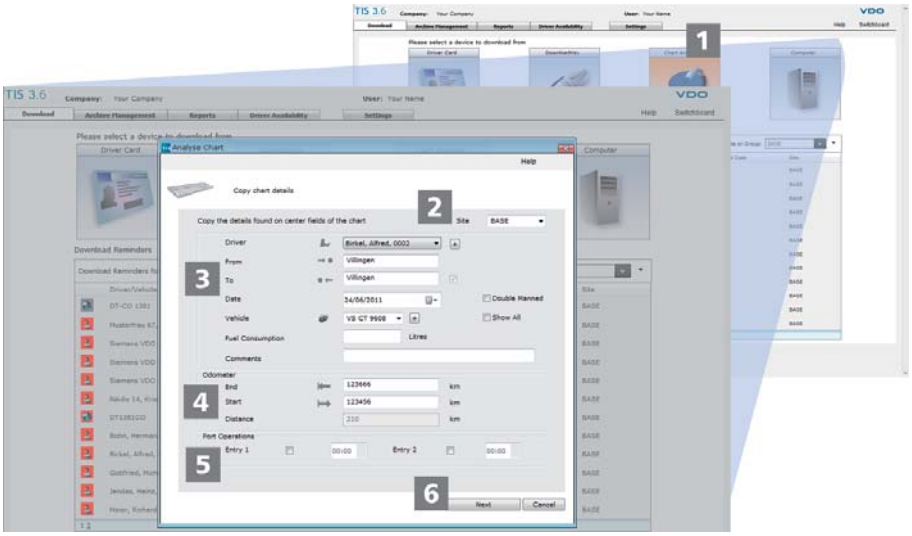
Tip

Scan the tachograph chart with a multi-page scanner and assign all your relevant data using the TIS-Web Scanner Client. The TIS-Web Automatic Upload Service then transfers the data automatically to TIS-Web.

Please contact your service partner for more information on how to capture data from tachograph charts and upload it.◀

Capturing handwritten tachograph chart entries

You want to capture the data of the first tachograph chart:



1 Capturing a tachograph chart

On the **Download** tab, click on **[Chart Analyser]**.
A dialogue box will open in which you can enter the handwritten entries from the centre field of the chart.

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2 **Selecting the site**

Select the site or the group – if necessary – to which the driver belongs.

3 **Details of drivers and vehicles**

Specify

- the driver (mandatory, if no vehicle has been selected),
- the start and destination locations (From, To),
- the date on which the driver inserted the tachograph chart,
- the vehicle (mandatory, if no driver has been selected) and
- any handwritten entries on double-manned (team) operation, fuel consumption and comments.

Optional: If the driver name or vehicle registration number is not on the list (although both are assigned to the selected site), you can enter the data by clicking on **[+]**. You can modify and supplement this data later – to do this, click on **Archive Management** > **Company Data** > **Drivers** or **Vehicles**; see the Chapter entitled "*Company Data*" on *page 62*.

4 **Information about the kilometres**

Enter the tachograph chart odometer readings for the end and start of the trip.

5 **Details about Port Operations**

If it's entered on the chart, enter the time the vehicle drove on to and off the ferry or train.
This entry shows (in association with the adherence to rest times), that this vehicle movement will not be evaluated as a rest time interruption.

6 **Switching to driver activities**

Click on **[Next]** when you have copied the handwritten entries.

If you use the VDO Chart Analyser (as in this example), you will be prompted

***** **Put the tachograph chart on the device and position it correctly**

- to put the tachograph chart on the Chart Analyser turntable and to
- rotate the turntable until the guide line covers the 24:00 hour mark on the tachograph chart.

Tool:
VDO Chart Analyser



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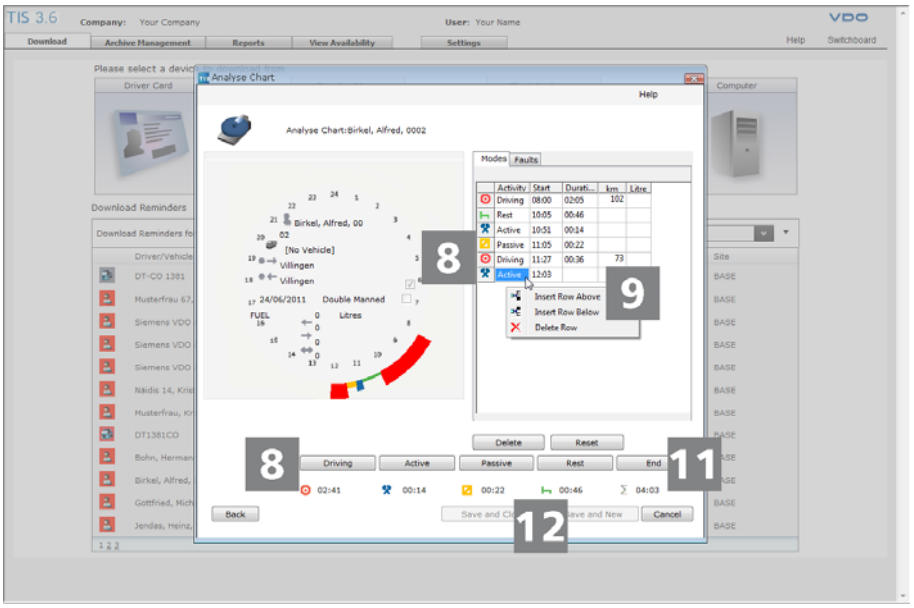
**** Starting data capture**

Click on **[Next]** when the zero position is marked.
Data capture can now begin.

The dialogue box for capturing activities is displayed.

If you are capturing the activities via your keyboard, the following dialogue box will open immediately.

Capturing tachograph chart activities (digitalised)



7 Selecting the first activity

Rotate the chart until the guide line marks the beginning of the first activity (start of time recording).

8 Selecting the activity (incl. keyboard)

Click on the button corresponding to the first activity.
Now every time an activity begins the times will be recorded and the totals automatically displayed in the **Duration** column.

9 Kilometres (optional; incl. keyboard)

Enter the kilometres driven if the activity relates to driving time.
Remember: The distance recordings are shown on the inner tachograph recording circle where a deflection from peak to peak corresponds to 5 kilometres or 5 miles.

9 Fuel consumption (optional; incl. keyboard)

Enter the amount of fuel consumed for the kilometres driven if there is an additional recording that corresponds to the activity.
Remember: Consumption recordings are shown below the inner time scale where a narrow bar/short line corresponds to 2 or 5 litres and a wide bar/long line stands for 10 litres.

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7 **Selecting the following activity**

Rotate the chart until the guide line marks the beginning of the next activity (change in time recording).

8 **Selecting the next activity**

Click on the button that corresponds to the activity.
The time between the first and this activity will be automatically captured.

9 **Optional entries (incl. keyboard)**

Enter the kilometres driven and the related consumption if they correspond to the activity.
TIS-Web calculates the sums of both values.

10 **Subsequent activities**

Capture all other activities recorded on the tachograph chart in the same order (see steps 7 to 9).

11 **Last activity (incl. keyboard)**

Rotate the chart until the guide line marks the end of the last activity (end of time recording) and click on **[End]**.

Tip

If you know that faults and events have occurred, you can enter these on the **Faults** tab.

If the vehicles are used for passenger transport (PSV), a selection of applicable legal provisions may be displayed. Confirm your selection with **[OK]**; see also the Help.◄

12 **Finishing chart capture**

Click on

- **[Save and Close]** if you want to save the chart in the database without capturing any more charts.

  Confirm the success message with **[OK]**. The dialogue box closes and TIS-Web is displayed with the **Download** tab in the foreground.

- **[Save and New]** if you want to save the chart in the database and capture another chart.

  Confirm the success message with **[OK]** and continue with Step 2.

Important

You can only evaluate the chart data.
The tachograph chart itself (in the case of analogue tachographs) serves as a proof of availability.◄

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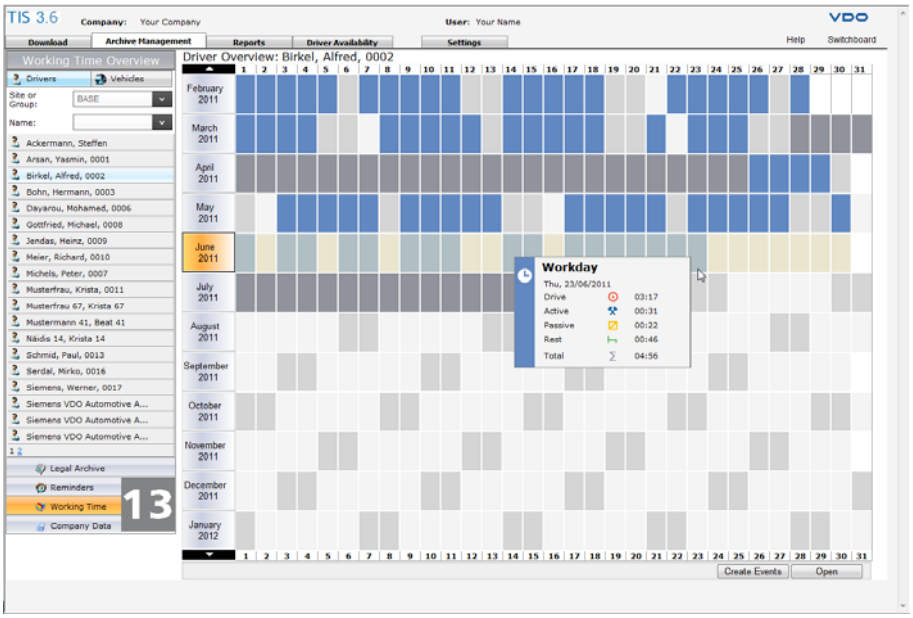

13 **Checking activities**

Of course you can also click on **Archive Management** > **Working Time** > **Drivers** to check in the Year Overview whether or not analogue tachograph data has been saved (highlighted blue); see the Chapter entitled "*Working Time Overview – Example: Drivers*" on *page 49*.

	Symbol	Function	Keyboard	Numeric key pad
Symbols		**Driving time**	I key	Num key
		Working Time	a key	/ key
		Availability time	b key	* key
		Rest time	r key	– key
		Total of all activities	End key	
		Inserts a row above the current row	Ins key	

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Download – Example: Computer

Important

Before you start transferring the tachograph data, we recommend that you specify a default path for transferring download files; to do this, click on **Settings** > **General**. If the drive has not been changed, you can enter “C:\Programs Files\Terminal Download\Downloaded Files” for a connected Downloadterminal, for example.

The default path for TIS-Web is “C:\VKISCInt\Downloads”.◄

Tip

You can use TIS-Web Automatic Upload to automatically transfer files (which you have downloaded or transferred from a Downloadterminal to your computer or server) to TIS-Web. The Service transfers e.g.

- analogue tachograph data which has been processed by TIS-Web Scanner Client for TIS-Web or
- files that have been transferred via a Downloadterminal.

Please contact your service partner for more information about the automatic transfer of data to TIS-Web and the evaluation of tachograph charts.◄

You have saved downloaded files on your computer and you now want to import them into the TIS-Web database and archive them.

This data possibly originates

- from files restored from the archive (C:\VKISCInt\Downloads); see also the Chapter entitled “*Retrieval – Example: Legal Archive – Drivers*” on *page 43*.
- from the Downloadterminal (e.g. “C:\Program Files\ Terminal Download\Downloaded Files”).
- from a different storage medium (e.g. a USB stick).

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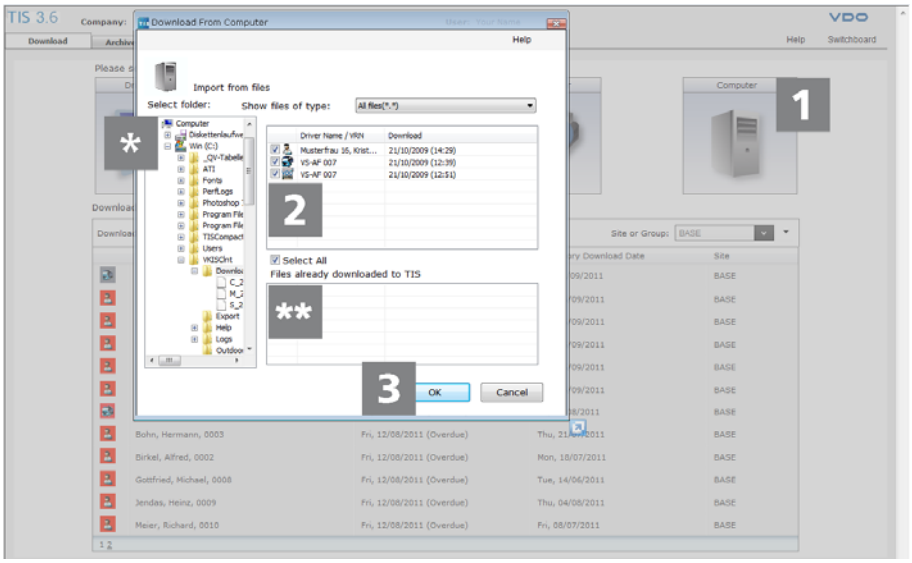
To download the data, proceed as follows:



Important

If you select the **Delete Files from Source after transfer** check box in **Settings** > **Legal Archive**, the files will be deleted from the source folder when transfer is complete.◄

1 Downloading from a computer

On the **Download** tab, click on **[Computer]**.

The dialogue box for selecting files to download will open. If files from drivers/ vehicles and special data are found in the selected folder, they will be displayed for selection in the upper list.

*** Selecting the folder**

If you want to transfer files that have not been saved in the default folder, select the relevant folder.

Tip

Click on **Settings** > **General** and under **Transfer File From Computer** specify the folder that will be automatically selected.◄

**** Data that has already been transferred**

Data that has already been transferred from this folder is displayed in a separate list – you can download this data again if you have e.g. changed the settings for unknown drivers/vehicles.

2 Selecting files

Select the files to be transferred by selecting the corresponding check box. Clear the check boxes for the files that are not to be transferred.

By default, all files are selected for transfer.

Tip

If you only wish to select a few data records, clear the **[Select All]** check box and select the check boxes next to the files you wish to transfer.◄

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3 Transferring files

Click on **[OK]**. The files are now automatically transferred to the TIS-Web database. A progress indicator shows you the status of the transfer.

Depending on the amount of data, the download procedure may take some time.

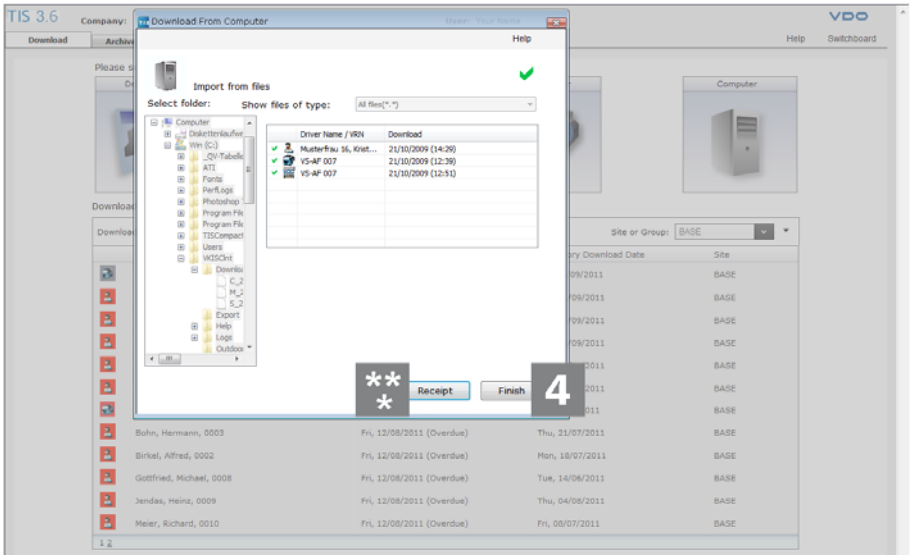
Successfully transferred files are denoted by a green check mark.

! Important

Files that have not been transferred, e.g. due to a format error are denoted by a red X.

In the case of formatting errors, the file cannot be archived because e.g. required data blocks are missing.

In a case like this, you should change the download settings (see the Chapter entitled "*Settings*" on *page 71* and/or the Downloadkey Operating Instructions) and repeat the download of the driver card or mass memory at the DTCO (digital tachograph) as soon as possible.◄



** * Printing the Transfer Receipt

If you want a receipt for the data transfer, click on **[Receipt]**.

The receipt lists which user downloaded data to the named folder at a specific time. You can either print this confirmation receipt (as you can do with all reports) or save it as a PDF, Excel or Word file on your computer.

Use the **[X]** button (top right) to close the receipt dialogue box.

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4 **Finishing download**

Click on **[Finish]** to finish the transfer.

On the **Archive Management** tab, click on **Legal Archive** > **Drivers** or **Vehicles** to check in the Year Overview whether or not data has been saved and archived. For each day the data status is colour-highlighted:

- Green: Data has been archived successfully.
- Yellow: The archived data does not contain any activity information.
- Red: There is a gap in the archived data or there are data errors.

See also the Chapter entitled "*Legal Archive Overview – Example: Drivers*" on *page 40*.

In the Year Overview, you can also click on **[Open]** to display details about activities; see the Chapter entitled "*Detailed view of archived files – Example: Drivers*" on *page 41*.

Tip

You'll find further information about transferring files from a computer in the TIS-Web Help, which you can call up at any time via **Help**.◄

	Symbol	Description
Transfer status	✔	Transfer successful. This symbol indicates that the data has been successfully transferred to the TIS-Web Server.
	✖	Transfer cancelled. This symbol indicates that the data could not be transferred. Position the mouse pointer over the symbol. The Quick Info then displays more information about why data transfer was interrupted.

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Causes of format errors

A check of the downloaded data for import reveals that the digital tachograph data does not match the data requested by TIS-Web.

This error occurs if the Downloadkey is not configured to download “Events and Faults”, but TIS-Web expects this data according to the settings made in **Settings** > **Legal Archive**.

A file like this cannot be imported.

Delete the downloaded data and start the download process again as soon as possible.



Modify the Downloadkey configuration and/or the settings in TIS-Web – for more on this, see the Downloadkey configuration software documentation.◄

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Archive Management

Click on **Archive Management** for a summary of all driver and vehicle data functions. You can display overviews of

- archived driver card and mass memory files (digital tachograph data).
- due driver card and mass memory downloads as well as driver cards which are due to expire.
- activities from digital and analogue tachograph data.
- working times of your drivers and utilisation of your vehicles.
- the current positions of your drivers and/or vehicles.
- your fleet's driver, vehicle and site data.

TIS-Web Archive offers you functions for quickly checking and evaluating archived data according to various criteria and for restoring archived data.

TIS-Web 3 • Edition 02/2012

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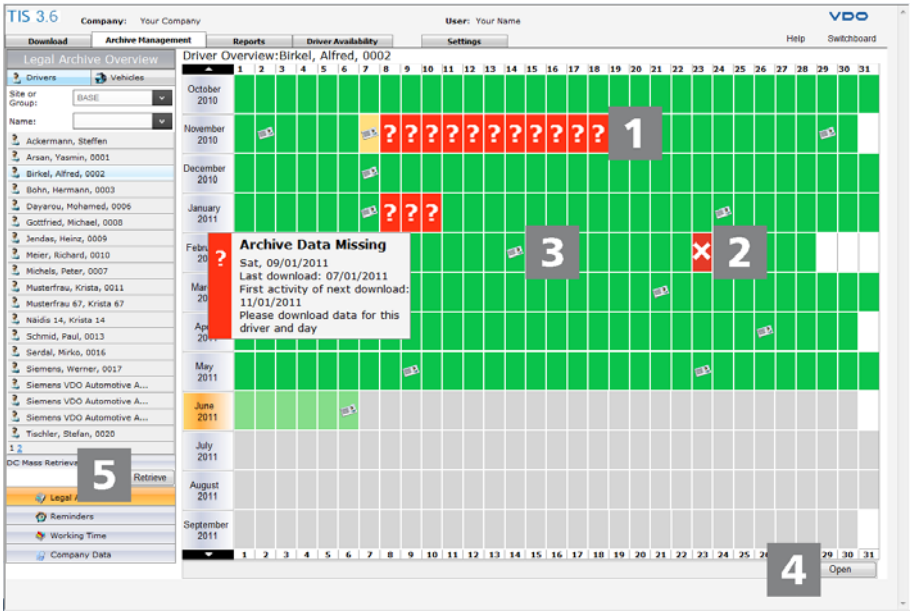
Legal Archive



Click on **Legal Archive** for a summary of all your archived driver and vehicle files.

Only driver card data or data from the digital tachograph is stored here.

The individual days are colour-highlighted for you to keep track of your archived data.

1 Year Overview

In the Year Overview you can see at a glance whether or not gaps in the archived data have occurred and immediately order the download of these files.

2 Errors in archived data

Before and during each import, TIS-Web checks for format errors in the files. If only data with a non-matching signature has been archived on one particular day, then that day will be colour-highlighted in the Year Overview (red with a white X).

3 Highlighting of downloads

The symbols (driver card download) and (mass memory download) tell you at a glance the day on which data has been downloaded.

4 Overview and details

You can display overviews and details of archived driver card and digital tachograph data.

5 Restoring data

You can restore this data for inspections and/or issue it as a report.

The **Legal Archive** module consists of the **Drivers** and **Vehicles** tabs.

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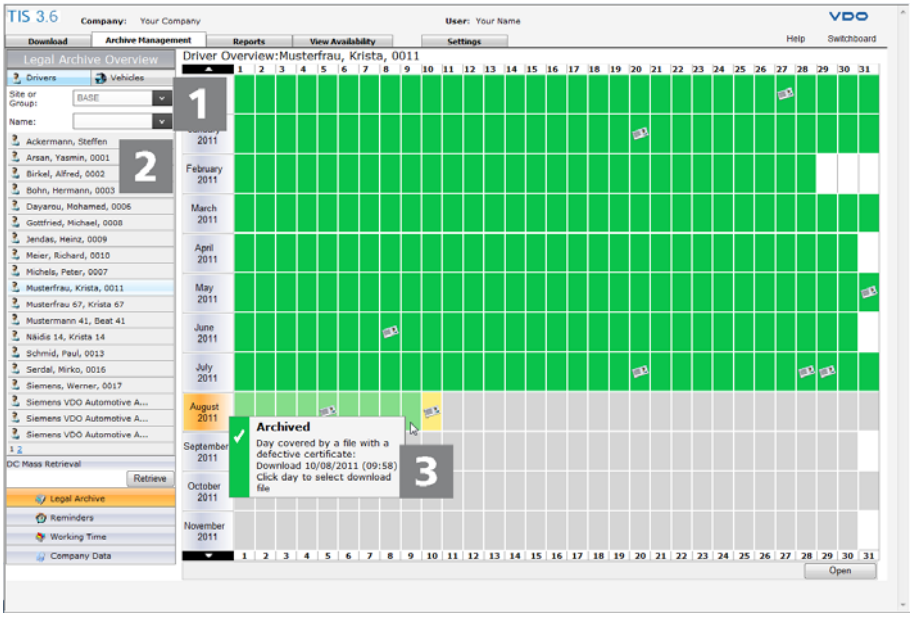
Legal Archive Overview – Example: Drivers

You want to check if a driver's archived data is complete. In the **Legal Archive** module, click on the **Drivers** tab.



1 **Selecting the site or group**

Select the site or the group – if necessary – to which the driver belongs.

The list of drivers is updated.

2 **Selecting the driver**

In the list on the left, click on a driver or select a driver from the **Name** list. The Year Overview for that driver is displayed.

All days for which data has been archived are colour-highlighted.

3 **Download details**

Move the mouse pointer over a day's entry to display the archived information for that day.

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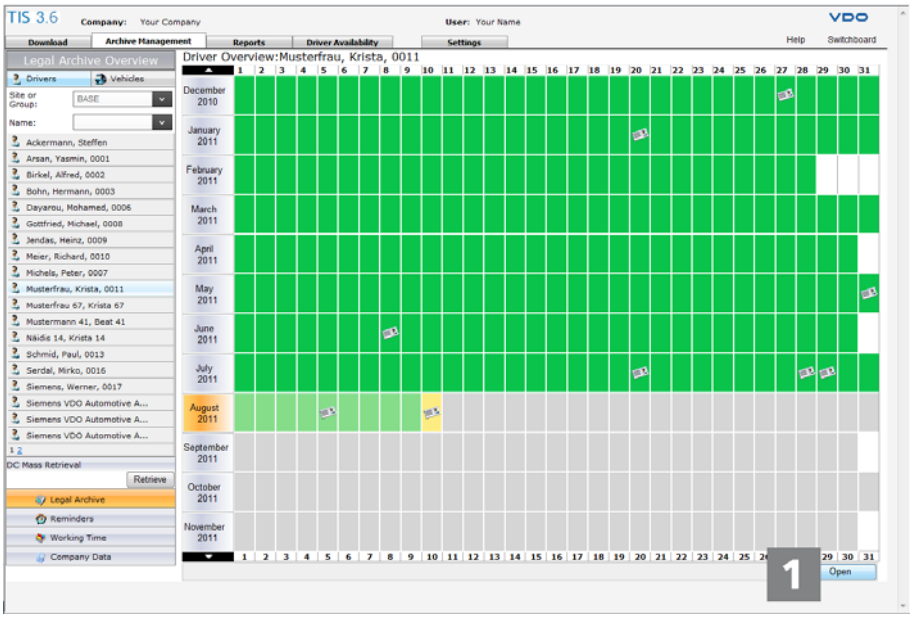
	Symbol	Description
Archiving status		Archiving successful
		Day on which download took place: driver card (only in the Driver Overview) or mass memory (only in the Vehicle Overview)
		The archived data does not contain any activities (in the download data there is a gap between the download data and the last activity).
		Day with downloaded data that does not include any activities: driver card (only in the Driver Overview) or mass memory (only in the Vehicle Overview)
		There is a gap between the date of the last download and the first activity of the next download.
		Signature error

Detailed view of archived files – Example: Drivers

You want a more detailed look at the archived data from a driver card, just select a site and driver whose archived data you want to view.



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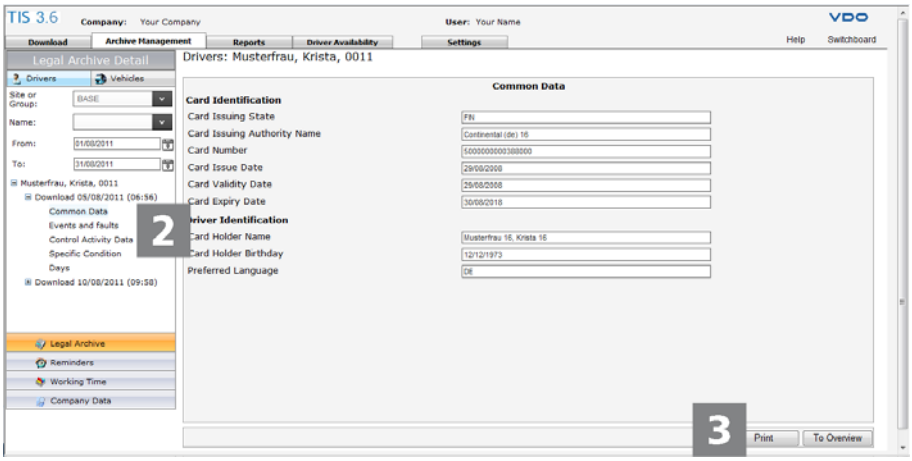
1 **Selecting the period**

In the Year Overview, click on

- the entry of a day for which data has been archived to display the data for that day.
- a month's name to display the data for that month.
- a day's entry and (with the SHIFT key held down), then click on a different day's entry – the data for that period will be displayed.

Click on **[Open]** to display details about the archived data.



2 **Detailed view**

In the detailed view, you can choose between:

- Common Data,
- Events and faults,
- Control Activity Data,
- Specific Condition,
- Technical Data and
- Days (activities).

Please refer to the Help for further information on the individual topics/items.

3 **Print preview**

You can create a printout of the archived data and open the printable overview by clicking on **[Print]** in the detailed view.

Tip

You can either print this overview or save it as a PDF, Excel or Word file on your computer.◄

Important

The overview always shows the entire contents of the driver card file, irrespective of the period selected.◄

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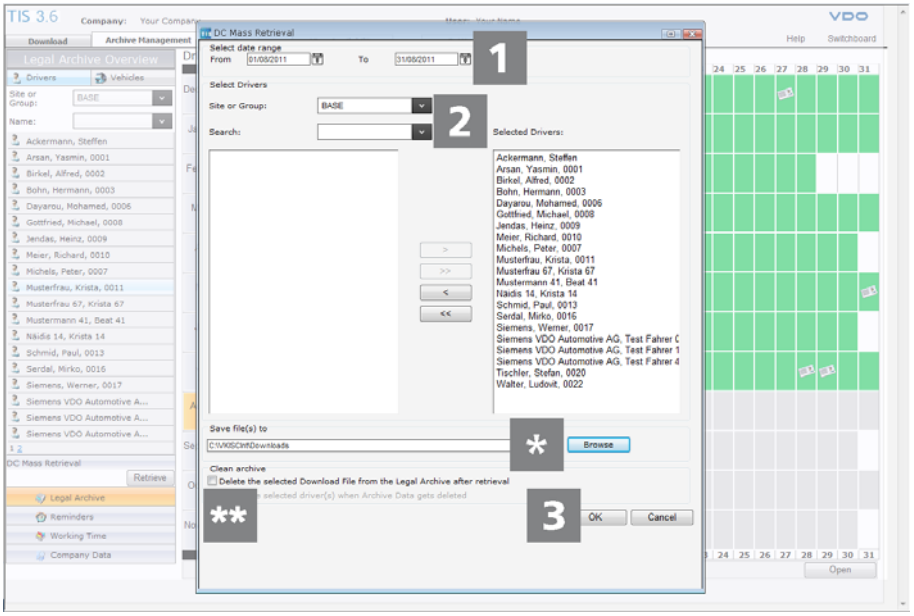
Retrieval – Example: Legal Archive – Drivers

Original files have to be restored from the archive due to an imminent inspection so that they can be made available for the control authority:

Click on **[Retrieve]**. The dialogue box for retrieving archived files is displayed.



1 Selecting the evaluation period

Under **Select date range**, select the period for which the files are to be restored.

All files containing data from the selected period will now be restored.

2 Selecting the driver

You can restore the data of either one driver, all your drivers or a selected few; see also the Help.

*** Selecting the folder**

Select the folder in which you want to save the restored files.

! Important

You can specify any folder, or use the default folder defined in **Settings** > **General**.◄

**** Deleting data from the archive**

Under **Clean archive**, you can specify whether or not the restored files are to be deleted from the Legal Archive. The archived data will now be removed from the database and saved in the given target folder as original files.

! Important

Only delete data from the Legal Archive if you are sure that you do not need it any more – if you're not sure, archive it again.◄

3 Retrieval

Click on **[OK]** to confirm the settings.

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Important

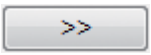
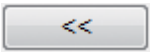
If you have assigned a company card to a site, the retrieval of archived data is automatically protected. The retrieval procedure can then only be started by inserting the company card into the chip card reader.◄

The data will be transferred to the given folder and – depending on the setting – deleted from the Legal Archive. The original data (including file name and file date) are still available.

If retrieval has been successful, a retrieval protocol will be displayed.

Important

Proceed in the same way to restore data from the vehicle archive.◄

	Symbol	Description
Add driver		Adds the selected driver to the list of selected drivers.
		Adds all drivers to the list of selected drivers.
Remove driver		Removes the selected driver from the list of selected drivers.
		Removes all drivers from the list of selected drivers.

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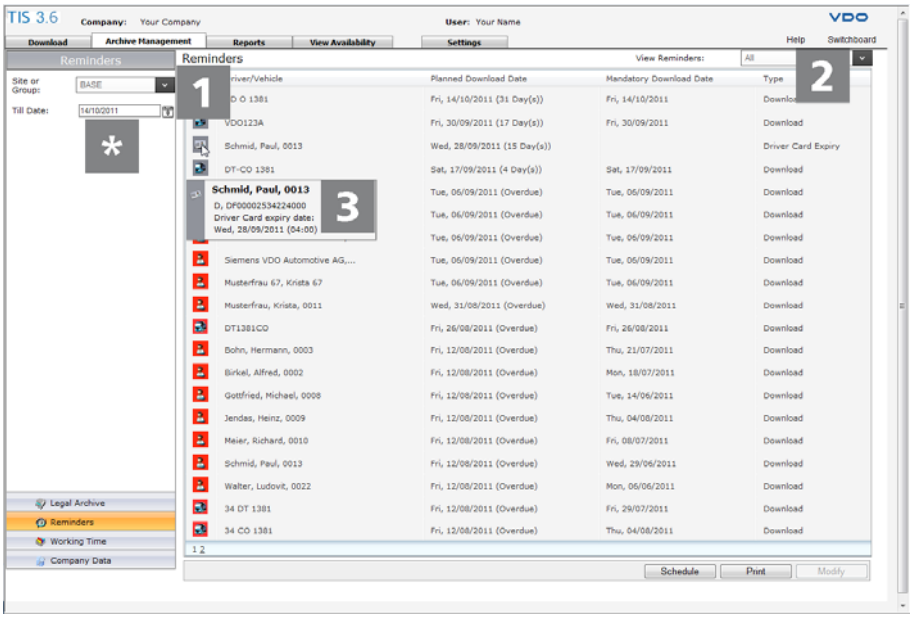
Reminders

The **Reminders** module enables you to display your site's/sites' download reminders and expiring driver cards for any desired period. You can bring deadlines forward if they fall on a weekend or national holiday.



1 Selecting the site or group

Select the site or the group to which a driver or vehicle belongs.

The reminder list is updated.

Tip

All Sites displays all the reminders for all sites to which you have access with your account data.◄

*** Changing the date**

Modify the date if you also want to display future download deadlines and/or expiring driver cards.

The reminder list is updated.

Important

If you use the Remote Download Devices (DLD Short Range and DLD Wide Range) and you change the date, your data may not be downloaded punctually and transferred to TIS-Web.

You should only change the date of a download reminder if the valid archiving regulations in your country are still complied with.◄

Important

All overdue deadlines are easily identified by the red background colour of the driver or vehicle symbol.◄

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2 **Selecting a filter**

Choose a filter setting under **View Reminders** and select

- **All** if you want to display all due download deadlines.
- **Only Driver Card** if you want to display all driver card deadlines.
- **Only Vehicle Unit** if you want to display all deadlines for mass memory downloads from vehicle units.
- **Only Driver Card Expiry** if you want to display the data of all expiring driver cards.

3 **Displaying information**

Move your mouse pointer over the symbol of a driver, vehicle or card.

Information about the last download, the expiry of a driver card or the last download of a vehicle's mass memory is displayed.

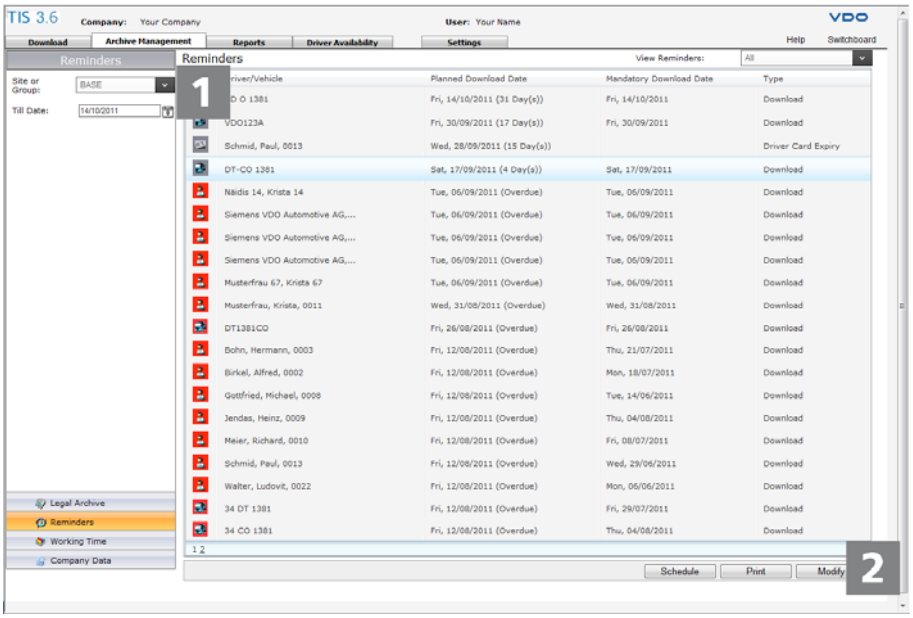
Reminders – Rescheduling a deadline

It may be that a download deadline falls on a weekend or holiday. If this happens, you can reschedule the deadline.

Important

If you use the Remote Download Devices (DLD Short Range and DLD Wide Range) and you change the date, your data may not be downloaded punctually and transferred to TIS-Web.

You should only change the date of a download reminder if the valid archiving regulations in your country are still complied with.◄



1 **Selecting the site or group**

Select the site or the group to which a driver or vehicle belongs.

The reminder list is updated.

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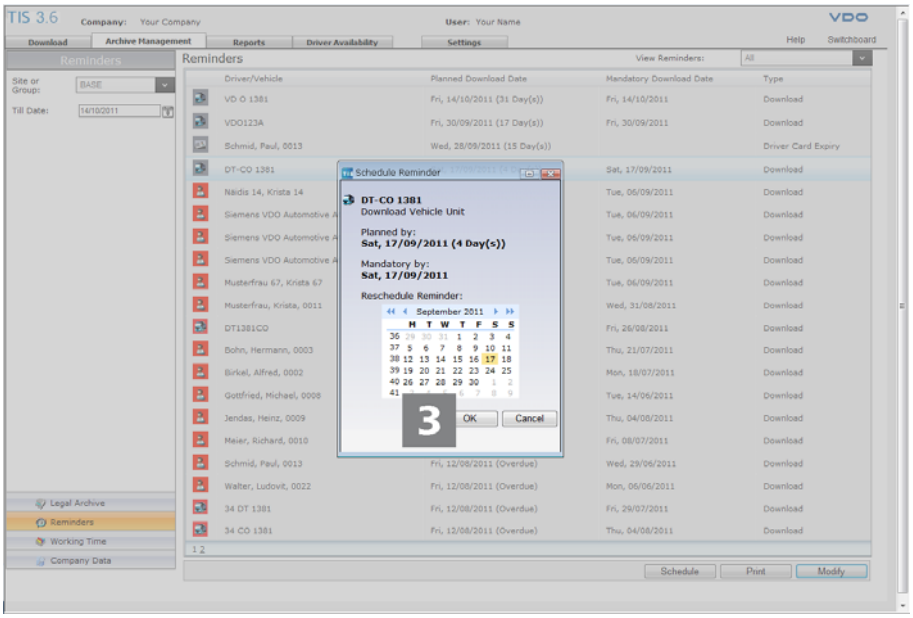
2 **Rescheduling a deadline date**

Select the entry you want to reschedule and click on **[Modify]**.

The **Schedule Reminder** dialogue box opens.



3 **Selecting the date**

In the calendar under **Reschedule Reminder**, select a new date and confirm it with **[OK]**.

The modified reminder is saved and the dialogue box closes.

	Symbol	Description
Meaning of the symbols		This signifies that the driver card is due for download.
		This signifies that the driver card is overdue for download.
		This signifies that the mass memory of a vehicle unit is due for download.
		This signifies that the mass memory of a vehicle unit is overdue for download.
		This is a reminder that the driver card is due to expire.
		This is a reminder that the driver card has expired.

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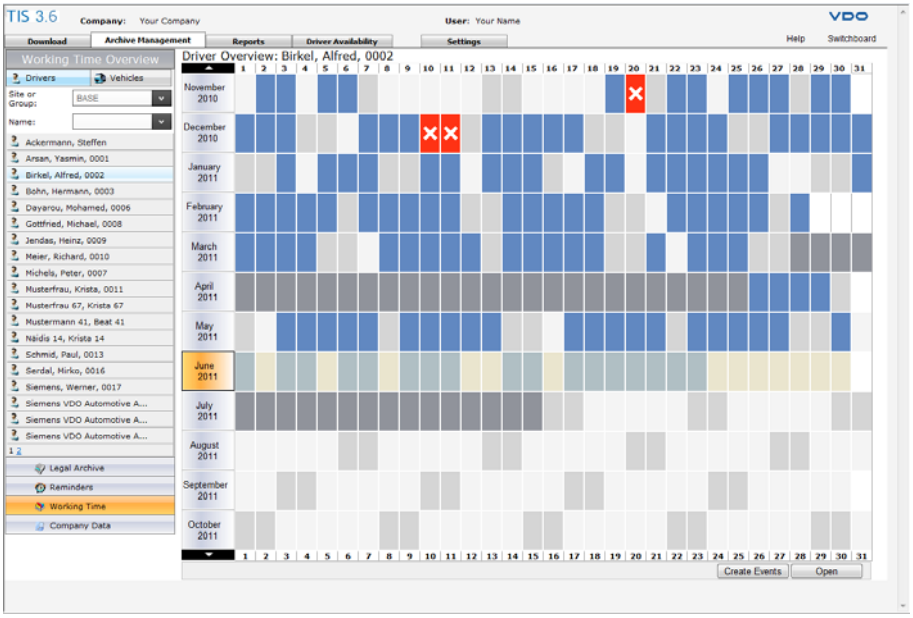
Working Time

In the **Working Time** module, you can view all activities in the Year Overview (digital and analogue tachograph data).



The calculation of drivers' working times is based on the archived download files. You can supplement this data with the data from analogue tachograph charts and additional events, e.g. sick days.

You can find out which driver has carried out which activities for a site (e.g. for payroll accounting) or you can plan future schedules, e.g. your drivers' working days and holidays.

You can modify digital and analogue tachograph data for evaluation in the **Working Time** module.

Important

Any changes you make to working times are only available for evaluation purposes – they do not affect the archived download files.◄

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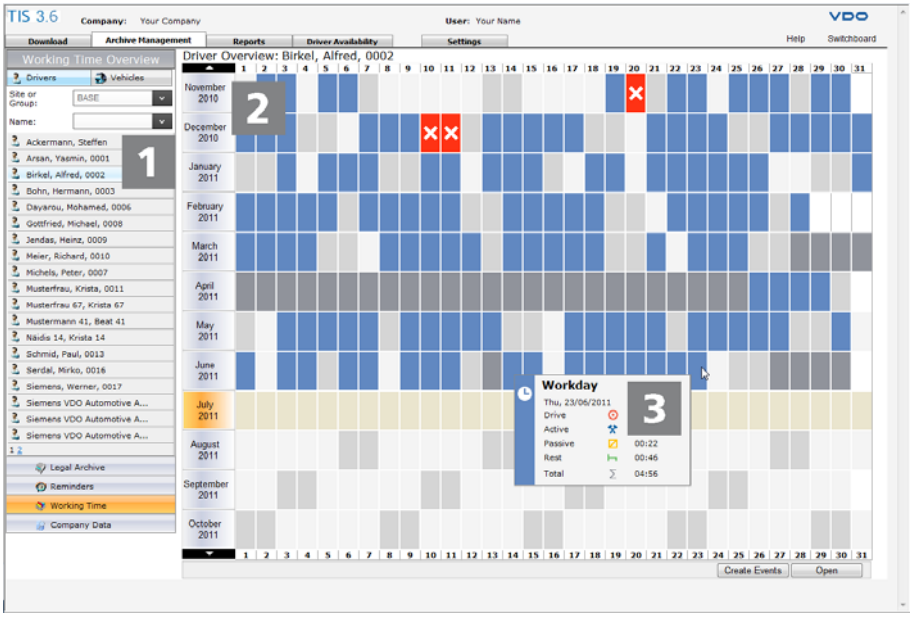
Working Time Overview – Example: Drivers

You want

- to display driver activities from analogue and digital tachographs,
- edit driver activities from analogue and in part from digital tachographs for evaluation or
- plan driver events like holidays.



1 **Selecting the driver**

In the **Working Time** module, click on **Drivers** and select a driver from the list. You may have to change the site.

2 **Year Overview**

The Year Overview for that driver is displayed. All days for which activities have been saved are colour-highlighted:

- blue if activities recorded by a tachograph have been saved.
- red if overlaps have occurred between the saved activities.
- grey if events have been saved.
- no colour if no activities or events have been archived.

3 **Detailed view of activities**

Move the mouse pointer over a day's entry to display the saved activities' details for that day.

Tip

You'll find further information about the Activity Overview or Year Overview in the **Working Time** module in the Help, which you can call up via **Help** at any time.◄

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	Symbol	Description
Activity status		Activities recorded by a tachograph have been saved (in the Driver and Vehicle Overviews).
		Other activities or usage data have been saved (in the Driver and Vehicle Overviews).
		Activities recorded by a tachograph and other activities or usage data have been saved (in the Driver and Vehicle Overviews).
		Trips with and without a driver card have been recorded by the tachograph (only in the Vehicle Overview).
		Only trips without a driver card have been recorded by the tachograph (only in the Vehicle Overview).
		Overlaps have occurred between the saved activities (only in the Driver Overview).

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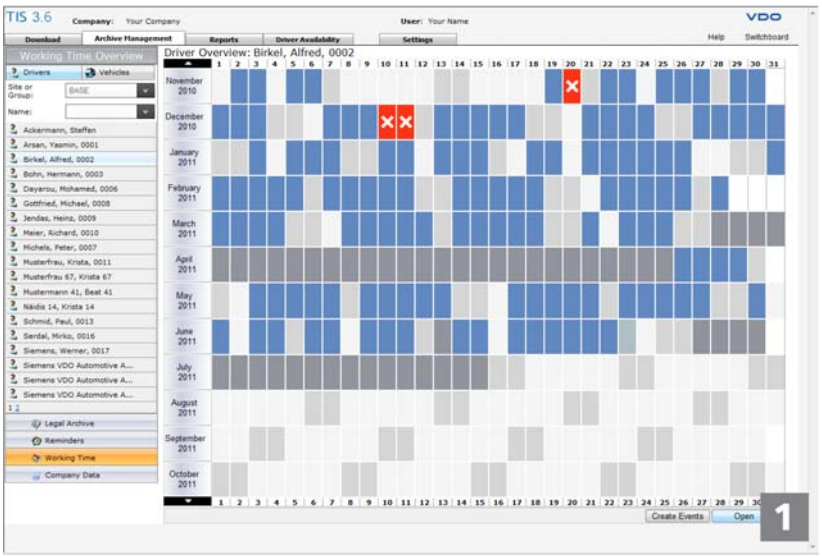
Detailed view of activities – Example: Drivers

You want to take a more detailed look at a driver's activities, just select a site or group and the driver whose activities you want to view.

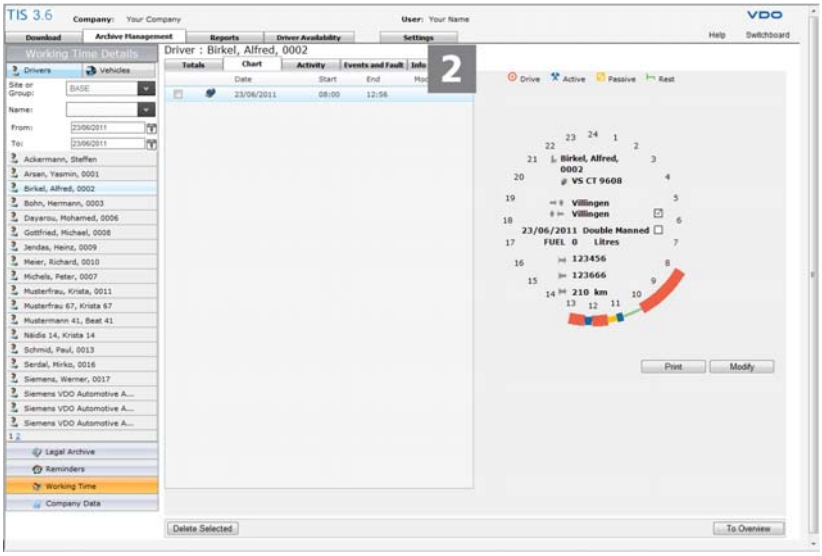


1 Selecting the period

In the Year Overview, click on

- the entry of a day to display the activities which have been saved for that day.
- a month's name to display the activities for that month.
- a day's entry and (with the SHIFT key held down), then click on a different day's entry – the data for that period will be displayed.

Click on **[Open]** to display details about the activities.



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2 **Detailed view**

In the detailed view, you can choose between the following tabs:

- **Totals**
- **Chart**
- **Activity**
- **Events and Faults**
- **Info**

For more detailed information about individual descriptions, please refer to the Help.

Tip

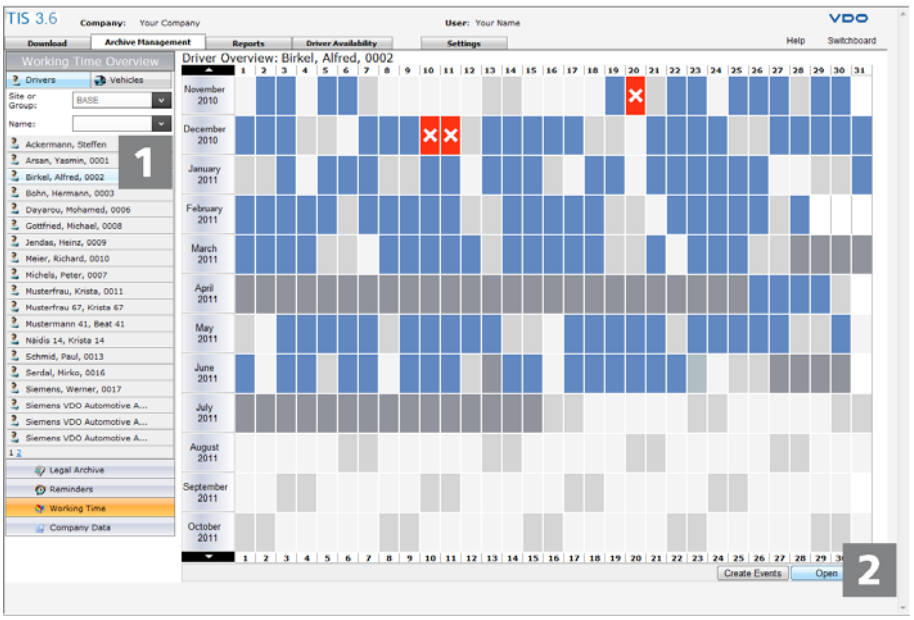
You can create a printout of a tachograph chart view and obtain a print preview by clicking on **[Print]** on the **[Chart]** tab.◄

Modifying activities

Important

Changes made to activities have no effect on archived digital tachograph data. The archived data remains in original form.◄

You want to modify activities for evaluation, e.g. due to missing activities in charts or the wrong choice of driver for an activity entry (apart from driving time).



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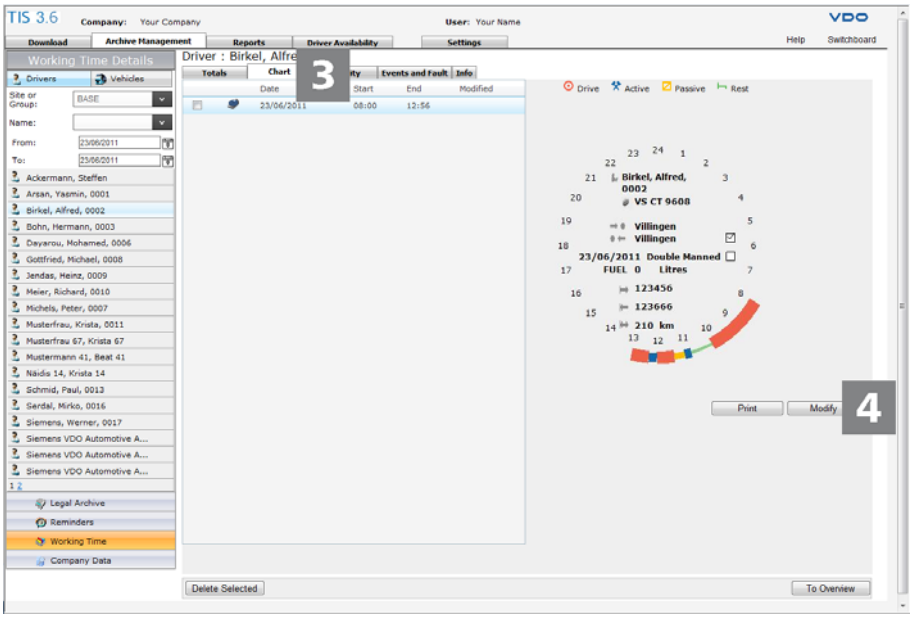
Carry out the following steps:

1 **Selecting the driver**

In the **Working Time** module, click on **Drivers** and select a driver from the list. You may have to change the site or group.

2 **Detailed view**

Open the detailed view for the desired period; see also the Chapter entitled "*Detailed view of activities – Example: Drivers*" on page *51*.



Important

On the **Chart** tab, you can click on **[Print]** to print the currently displayed chart.◄

3 **Chart tab**

Click on **Chart** and select from the list the point in time when the activity you want to modify took place.

4 **Details of activities**

Click on **[Modify]**. The dialogue box for driver activity details opens.

Important

You can only make changes in the boxes that are available (white background).◄

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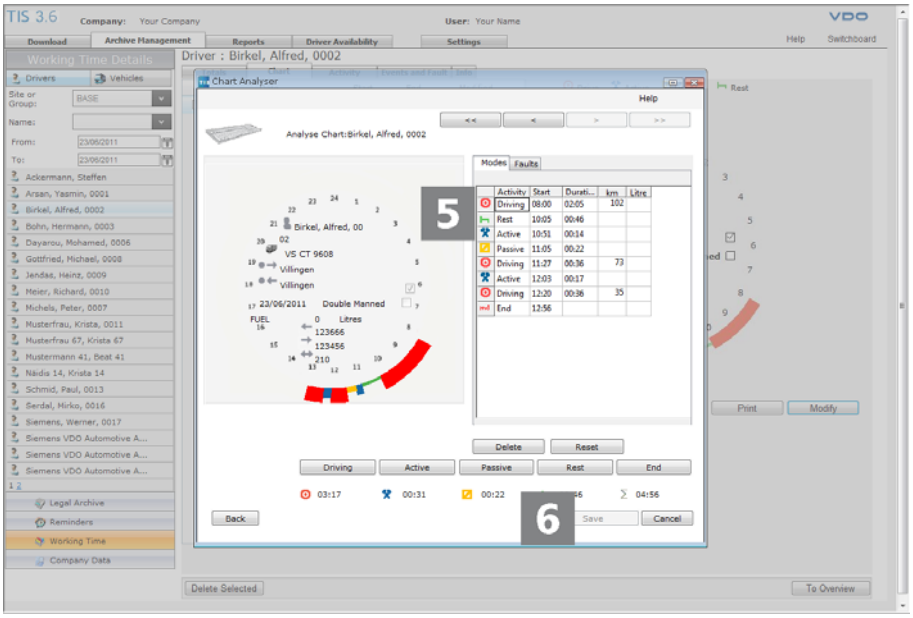

5 Modifying activities

Click on **[Next]** and modify the driver's activities.

Remember the following rules for modifying, adding and deleting activities:

- Activities with status Active, Passive or Rest can be modified.
- Digitally recorded activities cannot be changed to **Driving time**.
- Driving times cannot be added.
- The periods (Start and Duration) cannot be changed. If you have added an activity, the following activity can be modified time-wise.
- Only activities that have been manually entered can be deleted. You cannot delete digital tachograph activities.

You can

- modify the **Active, Passive** or **Rest** activities by selecting the **Activity** box and clicking on the particular button (**[Active]**, **[Passive]**, **[Rest]**).
- add rest times which, however, **cannot** be entered at the start and end of a tachograph chart.
- add activities (except driving times) by right-clicking in the list on an activity and adding a row above or below. Modify the time of the following activity to match.
- delete a manually entered activity by selecting it and clicking on **[Delete]**.
- switch to the previous or following chart on the list by clicking on **[<<]**, **[<]**, **[>]** or **[>>]**.

6 Saving modifications

When you have made all your modifications, click on **[Save]**. A message will appear telling you that the procedure was successful – confirm this with **[OK]**.

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	Symbol	Description
	>	Switches to the next chart on the list.
	>>	Switches to the last chart on the list.
	<	Switches to the previous chart on the list.
	<<	Switches to the first chart on the list.

Tip

You'll find further information about modifying activities in the TIS-Web Help, which you can call up at any time via **Help**.◄

Driver events

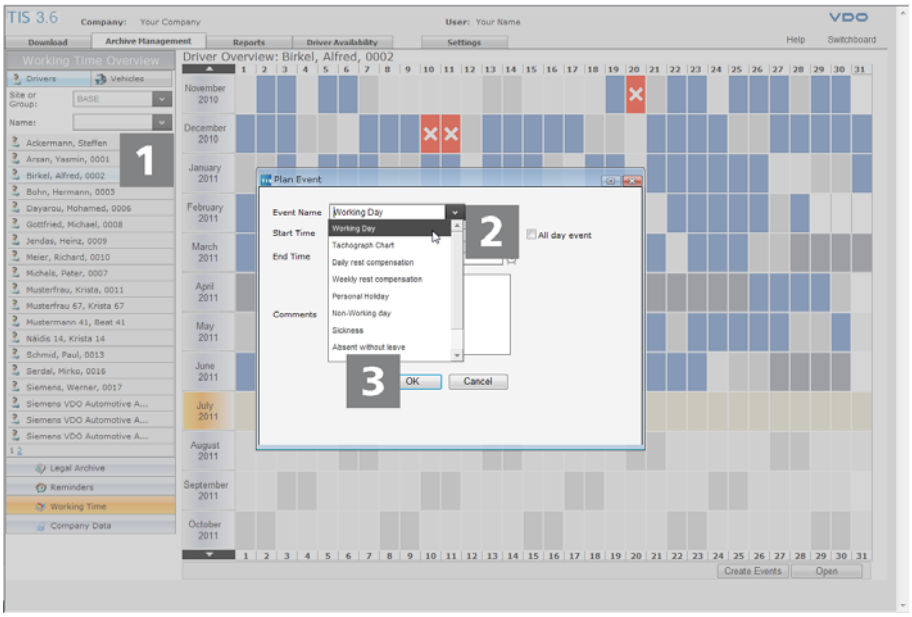
You want to enter additional events that are not recorded by tachographs (e.g. sick days or holidays) and thus plan your resources better.

Important

Now you can also define additional vehicle events (e.g. vehicle cleaning and oil changes). These events are created at the same time as driver events; see the Help for more on this.◄

Important

You can define site-related public holidays by choosing **Settings** > **Driver Activity setup** and clicking on **[Statutory Holidays]**. These holidays will be displayed like Sundays in the Year Overview (highlighted dark grey).◄



© Continental Automotive GmbH

1 **Selecting the driver** Select a driver from the list for whom you want to create an event and click on **[Create Events]**.

2 **Events data** Select the desired event from the list and enter the period for the event.

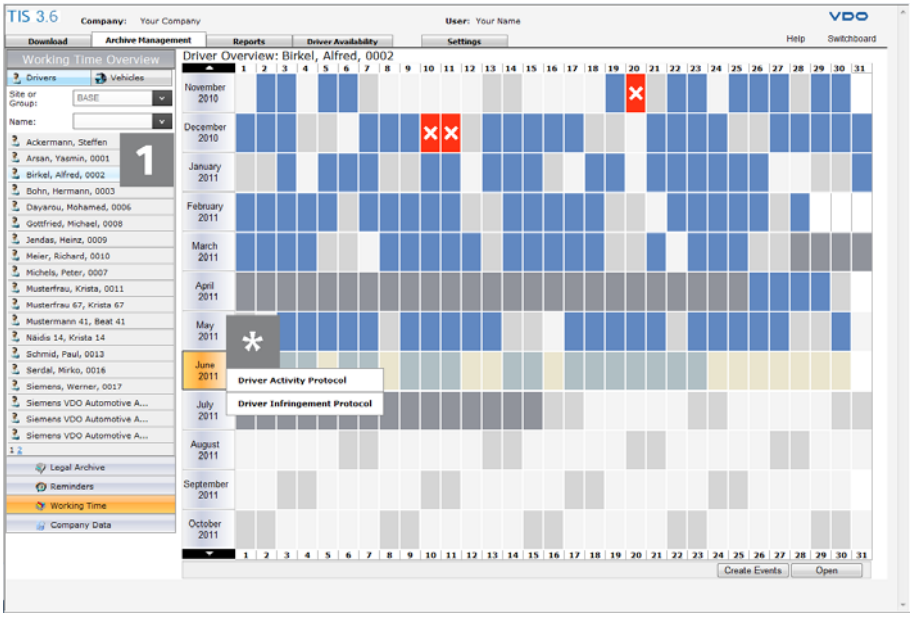
You can add additional comments (e.g. under medical supervision until).

3 **Saving data** Click on **[OK]** and confirm the message telling you that the data has been saved successfully with **[OK]**.

	Symbol	Description
Selecting the period and the time		Opens the calendar to select a date.
		Opens the table to select a time.

Driver Activity and Infringement Protocols

You can create a driver activity protocol or a driver infringement protocol in the **Working Time** module.



1 **Selecting the driver** Select a listed driver for whom you want to create a report.

***** **Selecting the report** Right-click on a month to create a report for that month and select the report.

The report will now be created and (as you can do with all reports) you can either print it out or save it as a PDF, Excel or Word file on your computer.

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TIS Track&Trace

TIS Track&Trace enables you to determine the last position that was transferred for your drivers and vehicles at any time and increase the efficiency of your fleet. This gives you the flexibility of adding new cargo spontaneously to your current routes for instance.

You can also analyse and compare driven routes using the Route Information feature and thus optimise future route planning.

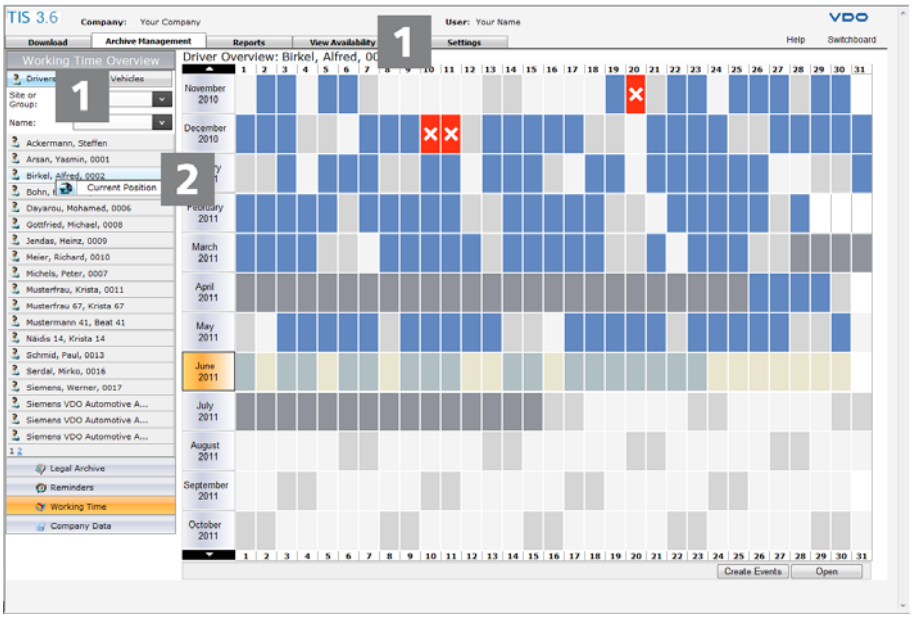
Condition

These functions are only available if at least one vehicle is equipped with a Remote Download Device DLD Wide Range and if the **TIS Track&Trace** service was booked. Your service partner can provide you with more information about this.◄

Current position

There are two ways to display the last known position transmitted for a vehicle or driver:

- via the **Archive Management** tab in the **Working Time** module or
- via the **Driver Availability** tab.



1 Selecting the driver or vehicle

Choose **Archive Management** > **Working Time** and specify whether you want to view current information about a vehicle or driver.

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Alternative:

1 **Driver availability**

On the **Driver Availability** tab, display the list of drivers with remaining driving times.

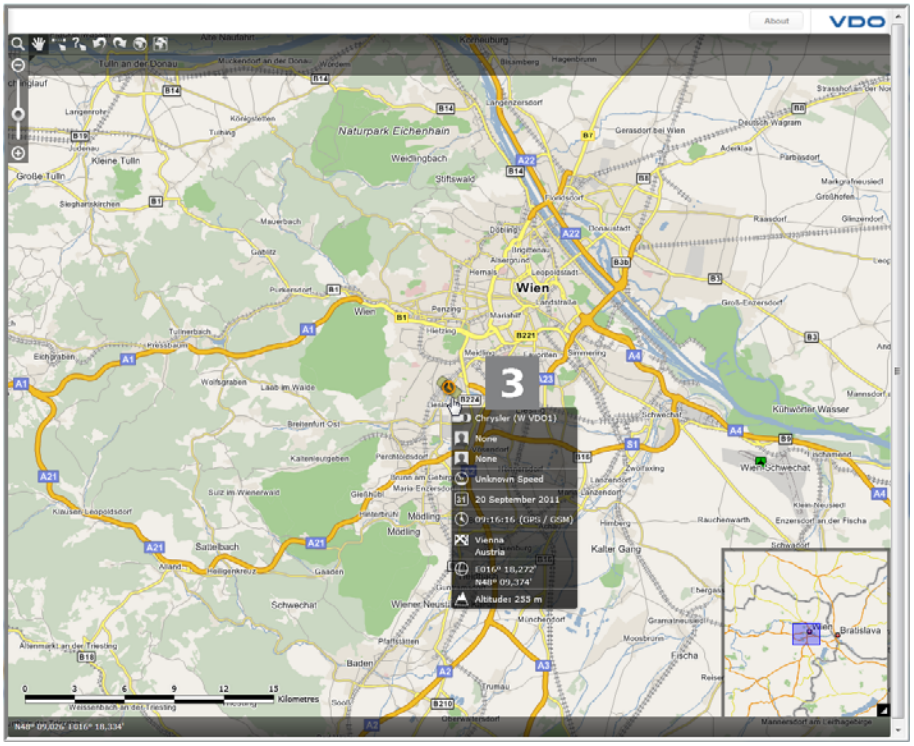
2 **Current position**

Right-click on a vehicle registration number or a driver name in the list and then select **Current Position**.

The map view window opens.

Important

Map view loading may take some time. If no current positioning data is available, a corresponding message will be displayed.◄



3 **Quick Info**

To display details about the current position hold your mouse pointer over the vehicle symbol on the map.

Important

Please refer to the Help for a description of the symbols used in the map view.◄

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Tip

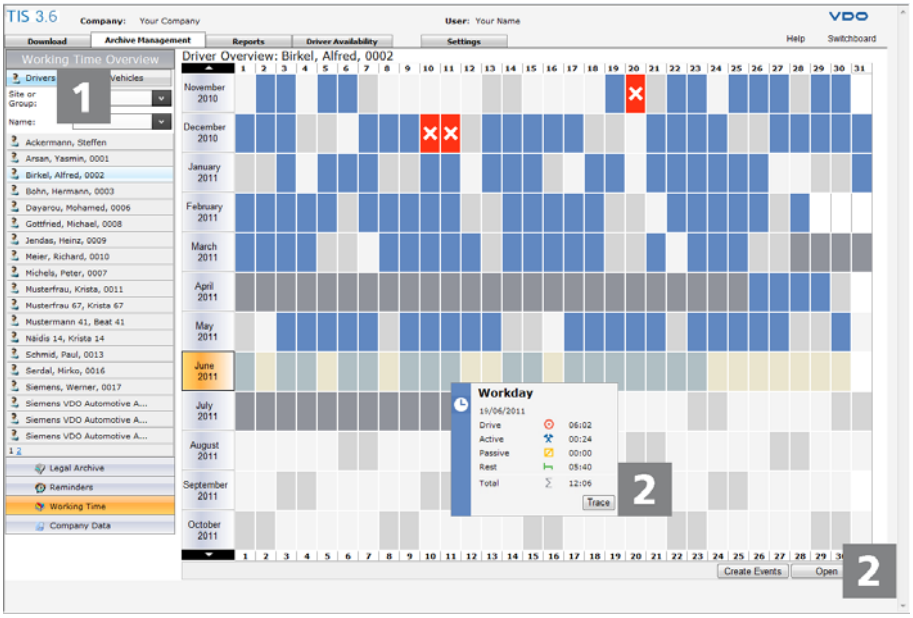
In the map view you can

- zoom in a map section or zoom out of the map to display less detail.
- move the map section.
- display the area around the current map section.
- measure distances in the map.

Please refer to the Help for a more detailed description of the functions and the symbols used in the map view.◀

Route Information

Proceed as follows to display a vehicles (or a driver's) route information:



1 **Selecting the driver or vehicle**

Choose **Archive Management** > **Working Time** and specify whether you want to view route information for a vehicle or driver.

There are two ways to display route information:

2 **Route Information**

Hold the mouse pointer over the day for which you want to display route information and then click on **[Trace]** in the Quick Info.

Alternative:

2 **Selecting the period**

In the calendar select a day or a period and click on **[Open]**.

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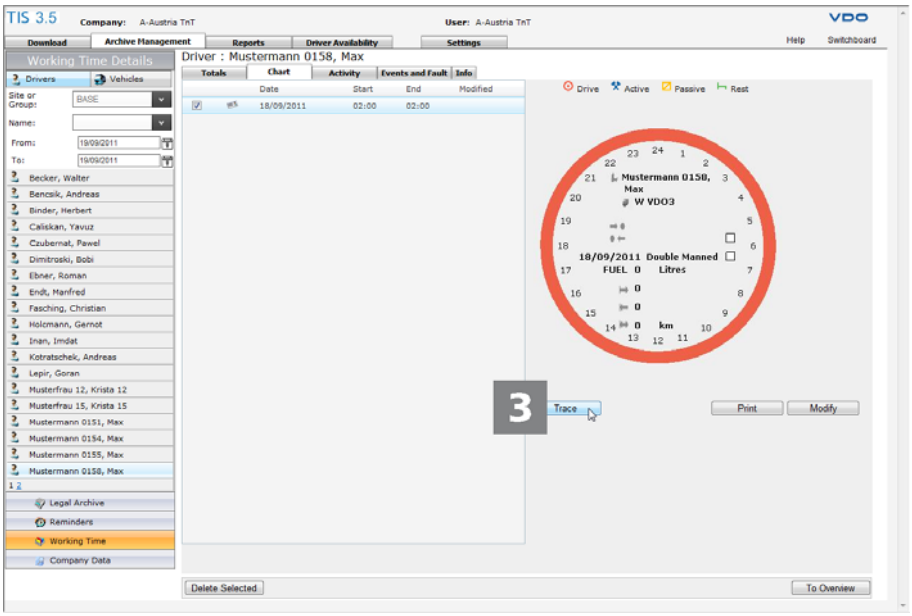


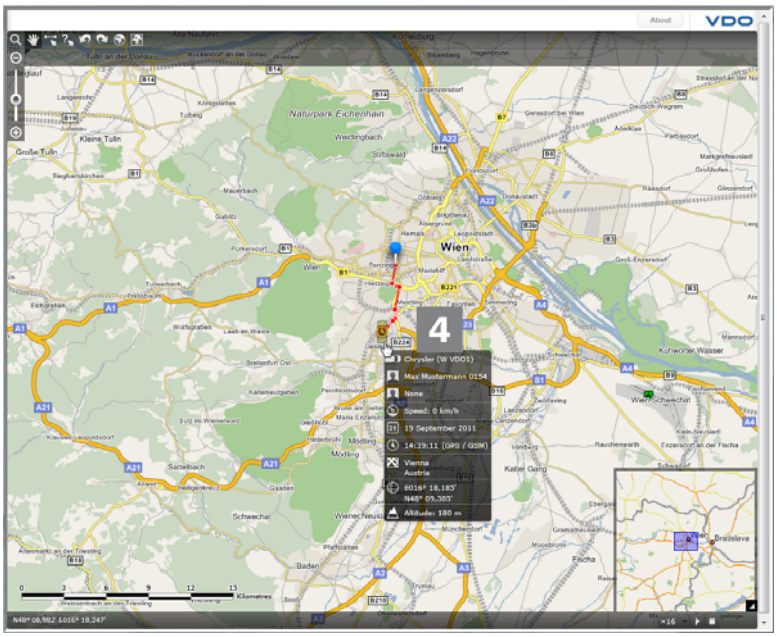
3 **Chart tab**

Switch to the **Chart** tab, select a data record and the click on **[Trace]**.

The map view window opens.

Important

Map view loading may take some time. If no current positioning data is available, a corresponding message will be displayed.◄



4 **Details about the current position**

Hold your mouse pointer over the vehicle symbol. A Quick Info with detailed information about the current position is displayed.

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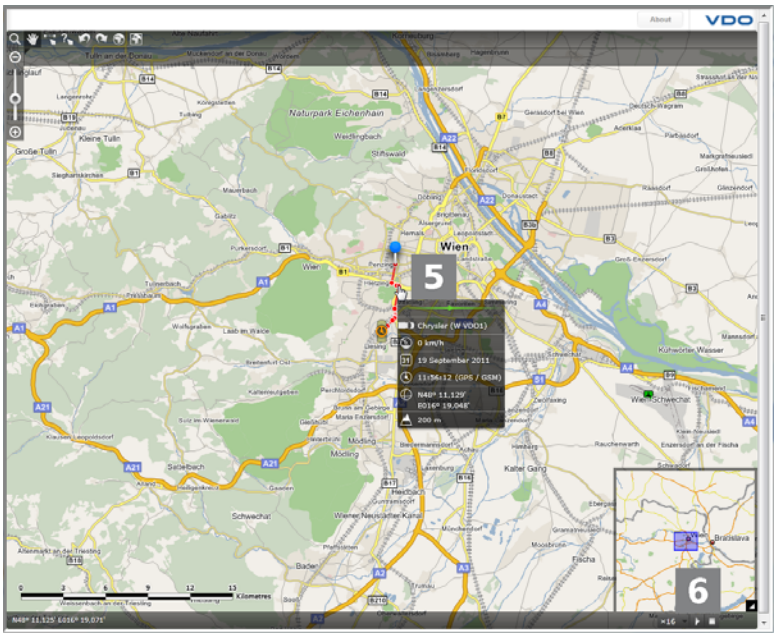

5 **Details about the position message**

Hold your mouse pointer over a route node. A Quick Info with detailed information about the current position message is displayed.

In the map view you can display the driven route's animation. The route is shown in fast motion.

6 **Starting the animation**

Click on ▶ to start the animation.

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Company Data

You can start downloading the digital tachograph data immediately and add drivers and vehicles while transferring the data. You should – however – create sites beforehand.

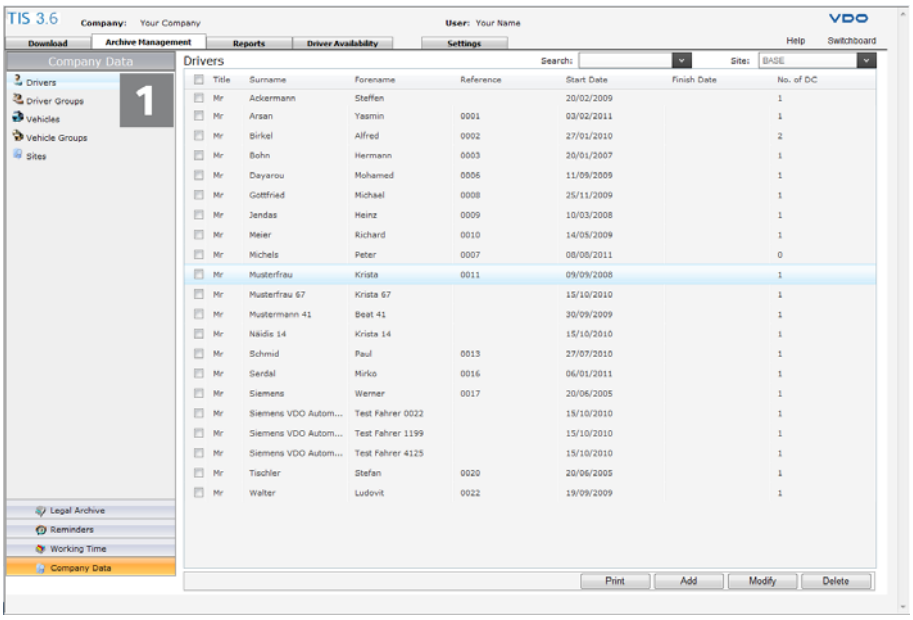
Alternatively, you can create your fleet before you archive data with TIS-Web and assign this data to the relevant drivers and vehicles.

On the **Archive Management** tab, click on **Company Data** and then select the desired function, i.e. to create or modify drivers, vehicles and sites. The corresponding TIS-Web page will open, e.g. the list of drivers.

For more detailed information on how to create company data, please refer to the Help.

Modifying company data – Example: Drivers

You have downloaded data from a driver card and created a driver during the download. Now you want to check and modify the data. In the **Company Data** module, click on **Drivers**.



1 **Selecting the driver and checking his details**

Select a driver from the list and click on **[Modify]**. Check the person's details and modify them accordingly.

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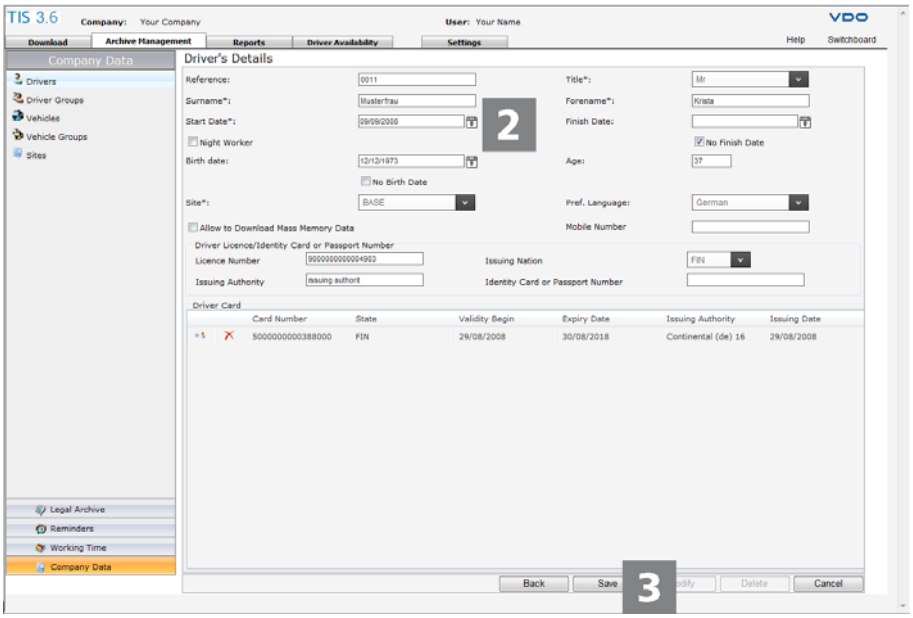

2 **Start Date and Finish Date**

Modify – if necessary – the **Start Date**. The tachograph data of a driver can only be archived and evaluated from the start date.

Clear the **No Finish Date** check box if you want to set a finish date. The tachograph data of a driver can only be archived and evaluated up to the finish date.

3 **Saving the data**

Confirm your modifications with **[Save]** and the subsequent message with **[OK]**.

The data is now saved in the TIS-Web database.

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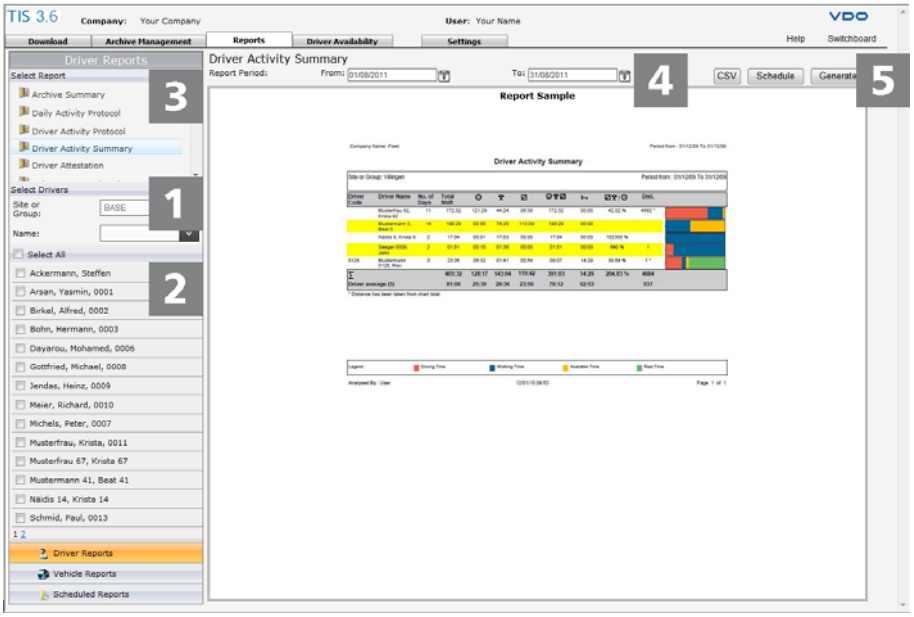
Reports

TIS-Web offers you a host of overviews and reports, giving you valuable decision support for your fleet management – with just a few clicks of your mouse button. One example of this is that TIS-Web enables you to check if data gaps are present during archiving.

Reports – Example: Driver Reports

You want to e.g. create a Driver Letter to make your driver aware of possible infringements. On the **Reports** tab, click on **Driver Reports**.



1 **Selecting the site or group**

Select the site or the group to which the driver belongs.

The list of drivers is updated.

2 **Selecting the driver**

Select the check box for the drivers for whom you want to create a report. Clear the check box if the data of a particular driver is not to be evaluated in the report.
or
Select the **Select All** check box to select all listed drivers.

A report will be generated for the selected drivers.

3 **Selecting a report**

Select a report, e.g. Driver Letter.

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4 **Selecting the period**

Select the evaluation period for which you want to generate the report.

Important

A driver-related report can only be generated if the driver activities have already been recorded and archived for the selected period.◄

5 **Generating the report**

Click on **[Generate]** to create the report.

Depending on the number of drivers selected, report generation may take some time.

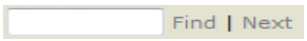
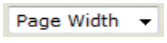
You can either print the report or save it as a PDF, Excel or Word file on your computer.

Important

Proceed in the same way to generate reports for your vehicles.

For more detailed information on this and on further reports, please refer to the Help.◄

This applies to all TIS-Web reports

	Symbol	Description
Print		Opens a dialogue box to specify the printer, its layout and paper settings.
Export		Select the export format from the list. Click on Export to open a dialogue box in which you can select the storage location (destination folder) and the name of the file.
Close		A click on this button will close the report.
Page number		Enter the page number of the report you want to open.
Find		Enter the search term in the text box. Click on Search to start searching. The first hit will be highlighted. Next will display the next hit.
Zoom		Enlarges or reduces the current report view when you enter or select a zoom factor.
Go to next or last page		Displays the next or last page of the report.
Go to previous or first page		Displays the previous or first page of the report.

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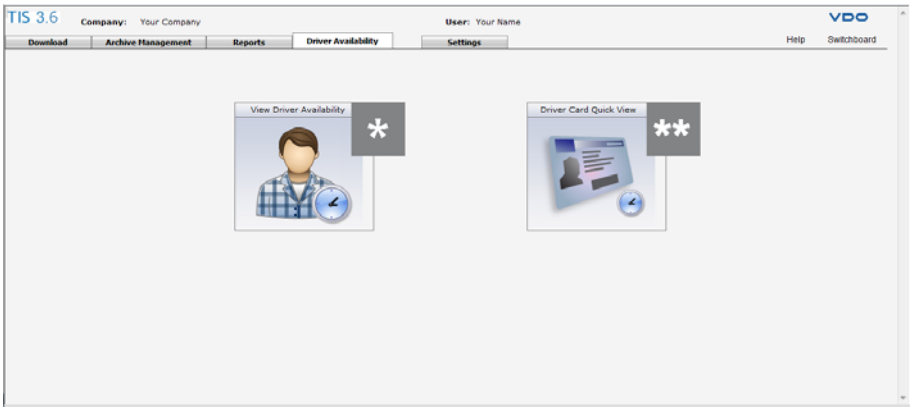
Driver Availability

With TIS-Web you can now calculate the remaining driving time from a specific point in time (e.g. before your driver departs on a trip). This avoids possible infringements against driving time and rest period regulations – so you know exactly the driving time your driver still has available until the next day, or his remaining weekly rest time.

Condition

The **Driver Availability** tab is only available if your user level is **Europe Gold**. Your service partner can provide you with more information about this.◄



*** View Driver Availability**

The remaining driving time of one or more drivers is determined based on the activity data saved in TIS-Web.

**** Driver Card Quick View**

The remaining driving time of a driver is determined based on the data stored on his driver card.

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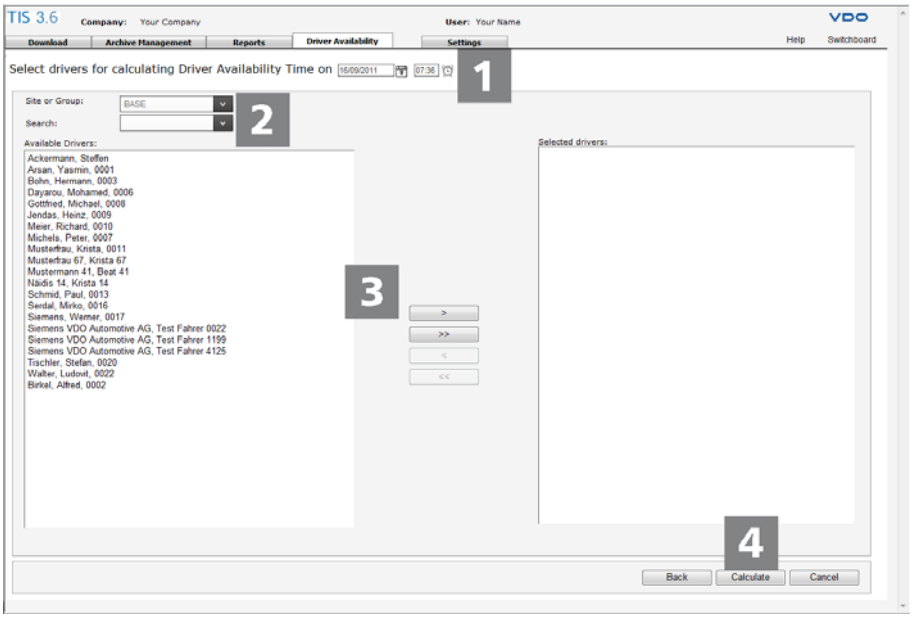
View Driver Availability



Important

In order to calculate remaining driving times correctly, a current driver card download must be available. Before calculating driver availability download all necessary driver cards.

Also bear in mind that the calculation of availability can only take place for 50 drivers at one time.◄

1 Point in time of calculation

Specify the point in time (date and time) for which availability is to be calculated.

The current date and time are set as default.

2 Selecting the site or group

Select the site or the group to which the driver belongs.

The **Available Drivers** and **Selected drivers** lists are updated accordingly.

Tip

Click on **Search** to enter a specific driver if the list of drivers is long – or you can enter letters to filter the display of available drivers.◄

3 Selecting the driver

In the list of **Available Drivers**, select the driver whose availability you want to calculate. Now click on **[>]** to add his name to the **Selected drivers** list.

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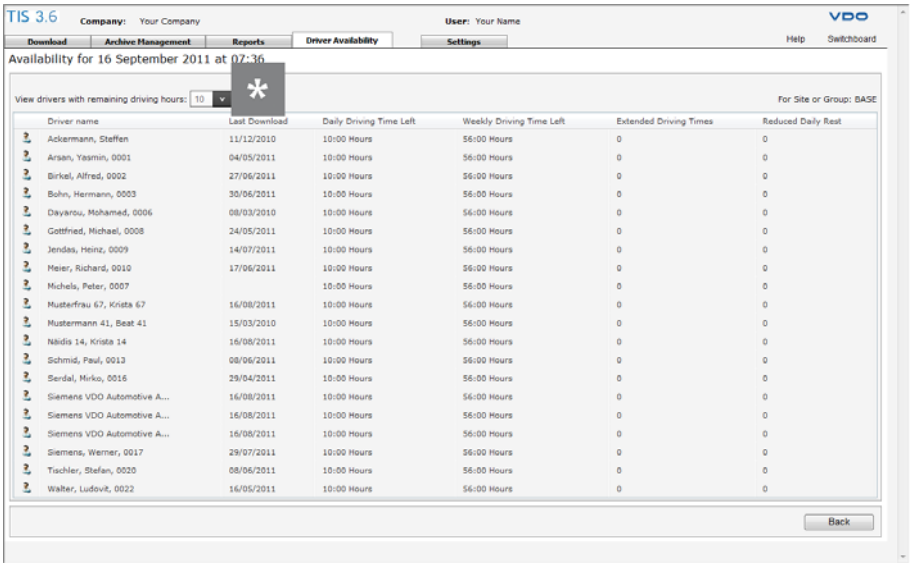
	Symbol	Description
Add driver	>	Adds the selected driver to the list of selected drivers.
	>>	Adds all drivers to the list of selected drivers.
Remove driver	<	Removes the selected driver from the list of selected drivers.
	<<	Removes all drivers from the list of selected drivers.

4 **Starting the calculation**

Click on **[Calculate]**.

The page with the available driving times of the selected driver(s) is displayed. All drivers who still have a daily driving time of 10 hours left are displayed by default.



***** **Modifying the remaining driving hours**

Select a different total of remaining driving hours if you also want to display drivers with less remaining driving time.

The list is updated.

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Driver Card Quick View

The **Driver Card Quick View** function enables you to determine a driver's remaining driving time by checking his driver card.

For this, the driver card data will be buffered during the download. If necessary, you can archive the data in TIS-Web after the check – in the same way as when saving downloaded driver card data.

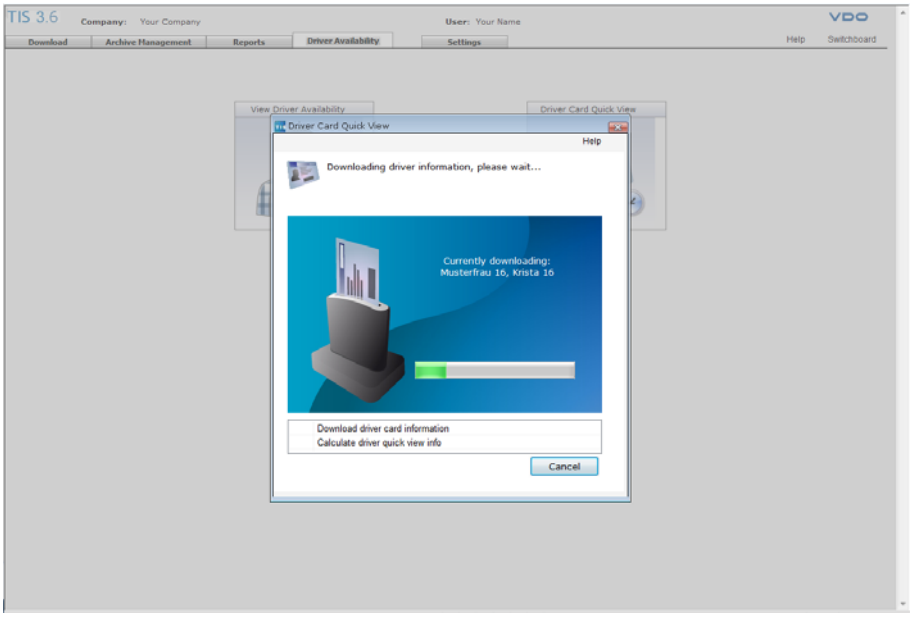
Condition

To read and download data from a driver card, the chip card reader must be connected to your computer via a USB port and the relevant driver must be installed.◄

Important

If you want to download the driver card data after the check, remember to specify the settings for the data download in **Settings**; see the Chapter entitled "*Settings*" on *page 71*.◄

You have inserted the driver card into the chip card reader and wish check the driver's remaining driving time:



Depending on the amount of data, the download procedure (into the cache) may take some time.

The **Driver Card Quick View** dialogue box shows details about remaining driving times and due rest periods.

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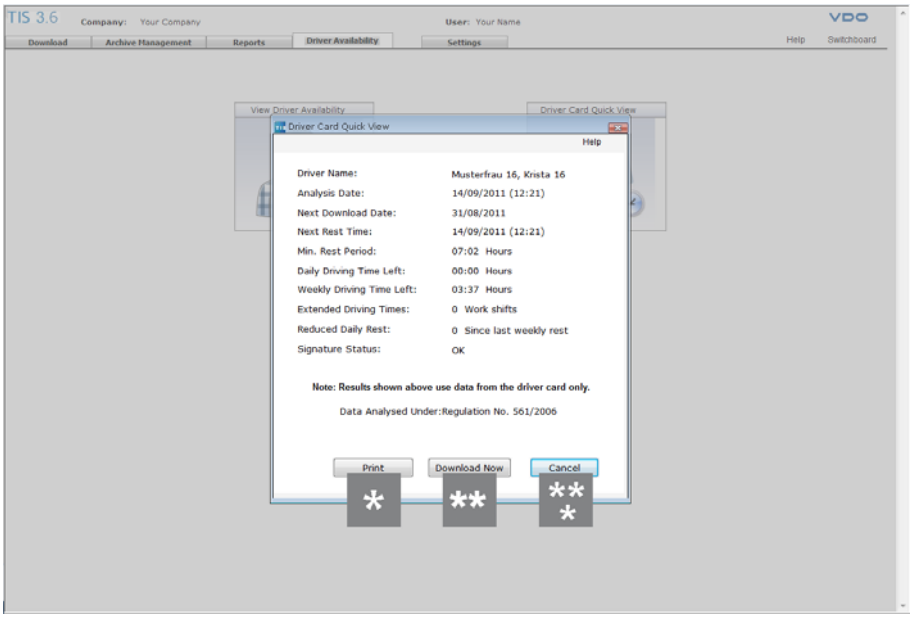

Important

Please note that driver availability will only be valid for the time you enter here. If the start of the next journey is delayed, the driver may not be able to take on the whole trip.◄

*** Printing remaining driving times**

Click on **[Print]** if you want to save the list of remaining driving times as a report (Quick View Driver Info Receipt) or print it. For further information on this report please refer to the Help.

**** Downloading the driver card**

Click on **[Download Now]** if you want to download the driver card data and archive it in TIS-Web. If not, the driver card data buffered in the cache will be discarded.

Important

Do not remove the driver card from the card reader while data is being downloaded. This could corrupt the data and even damage the driver card.

Please also note the instructions in the Chapter entitled "*Download – Example: Driver card*" on page *21*.◄

***** Terminating the check**

Click on **[Cancel]** to return to the **Driver Availability** tab.

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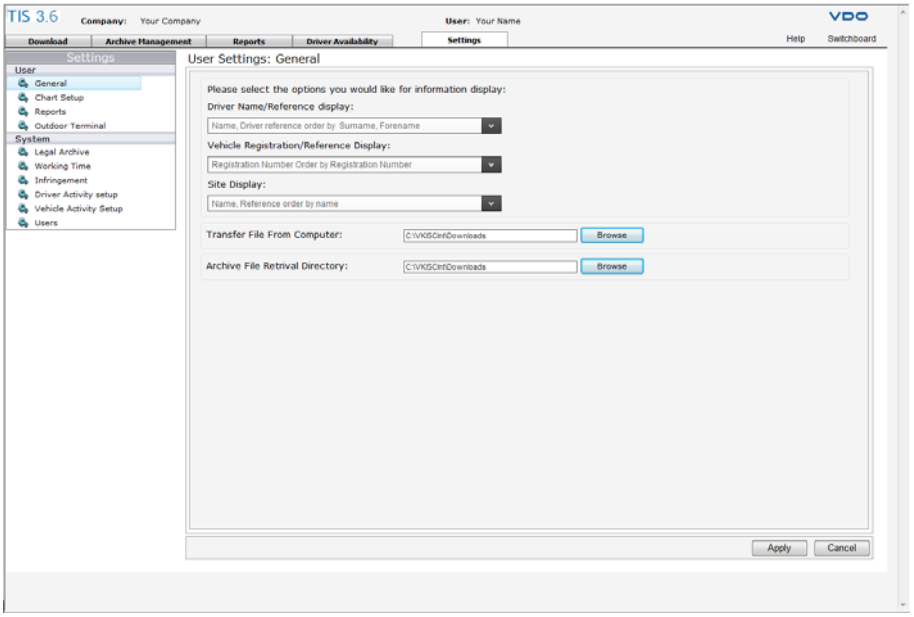
Settings



You can configure TIS-Web to suit your company's requirements to e.g.

- define default folders.
- define which data blocks are to be downloaded.
- specify how unknown drivers/vehicles are to be dealt with.
- assign specific sites to users.

In the Settings for the **Legal Archive** module, you can also specify how many days are to pass between the last download and the next download reminder. If you use the Remote Download Devices (DLD Short Range and DLD Wide Range), the data will be downloaded from the DTCO and transferred to TIS-Web in accordance with the list of reminders.

To do this, select **Settings** and there select the desired function. The relevant page is displayed.

You can make these settings at any time and thus become familiar with the available settings when using TIS-Web. Based on your experience with the program, you decide which fields (boxes), columns and texts you will actually need.

Important

For further information on the individual settings please refer to the Help where all options are described in more detail.◄

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Frequently asked questions

Keyword	Topic: Logging on
Administrator rights	Why does the installation of the TIS-Web components fail? In most cases, it's because you don't have the required Administrator rights. You will need these on the computer you are using. Please contact your system administrator for assistance.
User level	Why aren't all the functions described in the Quick Reference Guide available? The reasons for any differences are mostly due to the user levels that define the TIS-Web range of functions. If you do not have a function, please contact your service partner. This is because you know best (from your daily work) which functions you need to obtain the most useful information about your fleet.
Initial and subsequent logins	Why does TIS-Web check program files – and transfer new files if necessary – after the first and any subsequent login procedure? When you log on for the first time, a few files are transferred to your computer. These are only used to record, display and exchange data on the TIS-Web Server. If necessary, you will be asked to restart the computer after the initial installation. This restart procedure configures the communication to the VDO Chart Analyser, for instance. Any further login procedure will be delayed for a short time. The above files are compared with the last Web application version; this check guarantees that you will benefit from the Service in the best possible way.
Internet Explorer messages	Why does your Microsoft® Internet Explorer already show messages on TIS-Web when selecting the Web page? These messages relate to the Internet Explorer security settings selected by you or your system administrator. Do not change the settings as you don't know whether another Internet connection is as secure as the one to the TIS-Web Server. For TIS-Web you can confidently confirm these with [OK].
Switchboard	Can I log in to more than one Service at a time? You can register for more than one Service but you can only log in to one Web Service at a time. You can switch to another TIS-Web Service using the **Switchboard** link in the top menu area. You only need to log in once.
Forced sign on	Why does an extended login screen appear and not the TIS-Web home page? In this case, a connection to the TIS-Web Server with your login data is still active, e.g. after closing Microsoft® Internet Explorer inadvertently. As you can only log on to one TIS-Web Service with your login data at any one time, an extended login procedure is necessary to either re-establish an interrupted connection or to establish a connection with another computer. If several users can use TIS-Web at the same time, you need a correspondingly greater number of accounts with access data. Please contact your service partner about this.

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Keyword	Topic: Logging off
Forced sign off	You want to continue working with TIS-Web after a break. Why can't you save any entries or modifications after this time? If you don't make any entries within 20 minutes, the connection to the TIS-Web Server will be automatically cut off. This “forced sign off” helps to avoid • the TIS-Web Server being used unnecessarily by a connection that is no longer needed. • third parties gaining access to your data through a connection that you no longer need.

Keyword	Topic: Information and assistance
Support	You use TIS-Web on a daily basis – so if you have any questions to which you cannot find answers in this Quick Reference Guide or the Help. …please contact your service partner by clicking on the **Contact** link in the Digital Tachograph Information Portal, (*http://dtco.vdo.com*). ...or go to the FAQ page on the Internet (*(http://www.dtco-user.com/faq)* where you will find up-to-date information, answers to your questions and problem solutions. For Great Britain: …please contact Continental Automotive Trading UK Ltd at *www.tis-web.co.uk*.

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