User manual

Version: 6.2.2

TachoScan

User manual

© 2002 - 2024 INELO Polska Sp. z o.o. All rights reserved

All rights reserved. No parts of this work may be reproduced in any form or by any means - graphic, electronic, or mechanical, including photocopying, recording, taping, or information storage and retrieval systems - without the written permission of the publisher.

Products that are referred to in this help file may be either trademarks and/or registered trademarks of the respective owners. The publisher and the author make no claim to these trademarks.

While every precaution has been taken in the preparation of this help file, the publisher and the author assume no responsibility for errors or omissions, or for damages resulting from the use of information contained in this help file or from the use of programs and source code that may accompany it. In no event shall the publisher and the author be liable for any loss of profit or any other commercial damage caused or alleged to have been caused directly or indirectly by this help file.

The program windows (screenshots) shown within this help file can differ in form and contents from the actual program windows. This can be the case especially when the program version differs from the help file version.

Production:

INELO Polska Sp. z o.o.

ul. Karpacka 24/U2b

43-300 Bielsko-Biała

POLAND

www.inelo.pl

Table of Contents

1. Welcome 12
2. Installation package 12
3. How to use Help 13
4. FAQ (Frequently Asked Questions) 14
5. Installation 15
..5.1. Minimum requirements 15
..5.2. Program installation 17
..5.3. Self-installation of Microsoft® SQL Server 18
..5.4. Server 31
.....5.4.1. Attaching and Detaching the database 32
5.4.1.1. Running "Database Manager" 32
5.4.1.2. Attaching database 33
5.4.1.3. Detaching database 36
..5.5. HASP Manager 37
.....5.5.1. Windows 10, Server 2008 37
5.5.1.1. Set up the installation file 38
5.5.1.2. Install the HASP License Manager as a Service 38
5.5.1.3. Configure "Data Execution Prevention" to Allow the Service to Run 39
.....5.5.2. Windows 8 40
..5.6. Device installation 41
.....5.6.1. License key 41
5.6.1.1. No licence key is inserted 42
.....5.6.2. Flatbed scanner 43
.....5.6.3. Roller scanner 44
.....5.6.4. TachoReader 44
.....5.6.5. TachoReader Basic 45
.....5.6.6. TachoReader Combo Plus 46
..5.7. Transferring the program to another computer 47
6. First launch 50
..6.1. Step 1 - select program mode 51
..6.2. Step 2 - server initiation 54
..6.3. Log in 55
.....6.3.1. Simple logging 55
.....6.3.2. Advanced logging 56
.....6.3.3. Path selection 57

..6.4. Granting rights / privileges 58
..6.5. Database backup settings 58
..6.6. Program activation 59
..6.7. TCP/IP Port for MS SQL Server 59
7. Program launch mode 59
..7.1. The change of working mode to Advanced 59
..7.2. The change of working mode to Standard 60
8. Software update - Updater 60
..8.1. Download and Installation 61
..8.2. Ordering Warranty 62
..8.3. Failed update - causes and solutions 62
9. Administration panel 64
..9.1. [014] Settings 64
.....9.1.1. Main 64
9.1.1.1. Lists appearance settings 66
9.1.1.2. Menu appearance settings 67
.....9.1.2. Administration panel 68
9.1.2.1. Automatic updates 68
9.1.2.2. Countries 68
9.1.2.3. Database backup settings 69
9.1.2.4. E-mail - Agenda 72
9.1.2.5. List of used licences 73
9.1.2.6. Paths 73
9.1.2.7. Privileges templates 75
9.1.2.8. Security 76
9.1.2.9. Support 77
9.1.2.10. Users 78
..9.2. [015] User activity 80
10. Engine module 81
..10.1. Start 82
..10.2. Show incoming tasks 82
..10.3. Messages 83
..10.4. General information 83
.....10.4.1. List toolbar 83
.....10.4.2. Filtering lists 84
10.4.2.1. Filtering on chosen columns 85
10.4.2.2. Fast filtering 86
.....10.4.3. Filtering drivers and vehicles in program windows 86

.....10.4.4. Generating reports 87
10.4.4.1. Reports Queue 88
.....10.4.5. Report preview window 89
..10.5. Main menu 91
.....10.5.1. File 91
10.5.1.1. Start 91
10.5.1.2. Switch user 91
10.5.1.3. Language 92
10.5.1.4. Change password 93
10.5.1.5. Toolbars 93
10.5.1.6. Quit 93
.....10.5.2. Basic data 94
10.5.2.1. [001] Companies 94
10.5.2.2. [002] Cities 100
10.5.2.3. [003] Vehicles 102
10.5.2.4. [005] Employees 107
10.5.2.4.1. Basic data 108
10.5.2.4.2. Employment 111
10.5.2.4.3. Settings - other countries 113
10.5.2.4.4. Address 115
10.5.2.4.5. Documents 116
10.5.2.4.6. Category 116
10.5.2.4.7. Collaboration 116
10.5.2.4.8. Przewóz okazjonalny osób 117
10.5.2.5. [006] Employees groups 117
10.5.2.6. [007] Vehicles groups 118
10.5.2.7. [008] Libraries 118
10.5.2.8. [009] Rates of exchange 119
10.5.2.9. [010] Documents 120
10.5.2.10. [011] Holidays and free days 121
10.5.2.11. [012] Agenda 121
10.5.2.12. [013] Routes 124
10.5.2.13. [014] Settings 125
10.5.2.13.1. Main 126
10.5.2.13.1.1. Appearance settings 128
10.5.2.13.1.2. Filter settings 129
10.5.2.13.1.3. Lists appearance settings 131
10.5.2.13.1.4. Menu appearance settings 132

10.5.2.13.1.5. Reports settings ... 132
10.5.2.13.2. Agenda ... 133
10.5.2.13.3. Administration panel ... 135
10.5.2.14. [015] User activity ... 135
10.5.3. Other ... 135
10.5.4. Help ... 135
11. TachoScan module ... 137
11.1. Main menu ... 137
11.1.1. Basic data ... 138
11.1.1.1. [014] Settings ... 138
11.1.1.1.1. Main ... 138
11.1.1.1.1.1. Cooperation with GBOX Online ... 138
11.1.1.1.2. TachoScan ... 139
11.1.1.1.2.1. Analog ... 141
11.1.1.1.2.2. Default ... 142
11.1.1.1.2.3. Delete old data ... 145
11.1.1.1.2.4. Digital ... 146
11.1.1.1.2.5. Infringements - Analysis ... 148
11.1.1.1.2.6. Infringements - Analysis remarks ... 159
11.1.1.1.2.7. Infringements - Tolerance ... 159
11.1.1.1.2.8. Minimum wage - other countries ... 162
11.1.1.1.2.9. Miscellaneous ... 173
11.1.1.1.2.10. Mobility package ... 178
11.1.2. TachoScan ... 180
11.1.2.1. [101] Scan ... 180
11.1.2.1.1. Flatbed scanner ... 180
11.1.2.1.2. Roller scanner ... 182
11.1.2.2. [102] Open ... 183
11.1.2.3. [103] Read driver card ... 188
11.1.2.4. [104] Read digital tachograph ... 191
11.1.2.5. [105] From external device ... 194
11.1.2.5.1. TachoReader Basic/Combo ... 194
11.1.2.5.1.1. Downloading and cleaning of readings ... 195
11.1.2.5.1.2. TachoReader Combo Plus ... 201
11.1.2.5.1.3. TachoReader Basic ... 201
11.1.2.5.2. Other devices ... 202
11.1.2.5.3. External folder ... 207
11.1.2.5.3.1. Retrieve readings ... 207

11.1.2.5.3.2. Delete readings ... 213
11.1.2.6. [106] Driver card and record sheet data ... 213
11.1.2.7. [107] Digital tachograph data ... 215
11.1.2.8. [108] Add record sheet/digital day manually ... 215
11.1.2.9. [110] Import of data from digital tachograph to the card ... 217
11.1.2.10. [111] Add attestations ... 218
11.1.2.11. [112] Find attestations ... 221
11.1.2.12. [113] List of attestations ... 223
11.1.2.13. [114] Driver infringements ... 224
11.1.2.14. [115] Weekly chart ... 224
11.1.2.15. [116] Monthly chart ... 230
11.1.2.16. [117] Unsaved discs ... 232
11.1.2.17. [118] History of downloads ... 233
11.1.2.18. [171] Driver's available working time ... 234
11.1.2.19. [177] Entering and leaving a foreign country territory ... 236
11.1.2.20. [181] Minimum wages in foreign contries ... 240
11.1.2.21. [178] Minimum daily rate in foreign countries ... 241
11.1.2.22. [183] Foreign allowances ... 242
11.1.2.23. [119] Digital files export ... 243
11.1.3. GBOX ... 243
11.1.3.1. Import driver card readings ... 244
11.1.3.2. Import digital tachograph readings ... 245
11.1.3.3. Cooperation with GBOX Online ... 246
11.1.4. Reports ... 247
11.1.4.1. [180] Records of working time ... 247
11.1.4.2. [121] Drivers bonuses statement ... 248
11.1.4.3. [122] Data continuity calendar ... 249
11.1.4.4. [123] Download and validity deadlines ... 251
11.1.4.5. [124] History of downloads report ... 252
11.1.4.6. [125] Driver's attestations summary ... 253
11.1.4.7. [114] Driver infringements ... 254
11.1.4.8. [182] Risk analysis of loss of good repute ... 264
11.1.4.9. [127] Weekly control of driver's working and resting time ... 264
11.1.4.10. [128] Vehicles or drivers control ... 267
11.1.4.11. [129] Vehicles and drivers detailed control ... 269
11.1.4.12. [172] Drivers availability summary ... 270
11.1.4.13. [130] Record of working time ... 271
11.1.4.14. [131] Detailed activities from driver card ... 272

11.1.4.15. [132] Detailed activities from digital tachograph 272
11.1.4.16. [170] Differences between tachograph and card data 273
11.1.4.17. [176] Records of working time in foreign countries 275
11.1.4.18. [179] Summary records of working time in foreign countries 276
11.1.4.19. Additional reports 277
11.1.4.19.1. [134] Statement of driver's activities 277
11.1.4.19.2. [174] Drivers from digital tachograph report 278
11.1.4.19.3. [175] List of drivers' rests 278
11.1.4.19.4. Driver's activities 279
11.1.4.19.5. Detailed statement of driving and working time 281
11.1.4.19.6. Total driver's activities 281
11.1.4.19.7. Drivers activities in crews 282
11.1.4.19.8. [145] Drivers' infringements in general 283
11.1.4.19.9. Vehicles control 284
11.1.4.19.9.1. [146] Vehicle control according to discs - detailed (analytical) 285
11.1.4.19.9.2. [147] Vehicle control according to discs - summary (synthetic) 286
11.1.4.19.9.3. [148] Vehicle control by disc dates - summary (driving time including breaks) 287
11.1.4.19.9.4. [149] Vehicle control according to real dates 289
11.1.4.19.10. [151] Disc continuity 290
11.1.4.19.11. Events and faults 290
11.1.4.19.12. [159] Statement of disc faults 291
11.1.4.19.13. [160] Overspeedings according to digital tachograph 292
11.1.4.19.14. [161] Drivers availability 293
11.1.4.19.15. [162] Locations report 295
11.1.4.19.16. [163] Users activity 296
....11.2. View / edit a day from a driver card window 296
.....11.2.1. Preview and data edition 297
11.2.1.1. Daily visualization 298
11.2.1.2. Team visualization 307
11.2.1.3. Visualization with a tachograph 308
.....11.2.2. Driver Activity Data 310
.....11.2.3. Events and faults 312
.....11.2.4. Team 314
.....11.2.5. Vehicle 315
.....11.2.6. Certificates 315
.....11.2.7. Printing activities 317
.....11.2.8. Print pictograms 317
....11.3. Preview window of data from the digital tachograph / smart tachograph 323

.....11.3.1. General and technical data 323
.....11.3.2. Activities on a specific day 324
11.3.2.1. Selection 327
11.3.2.2. Driver (slot 1) 327
11.3.2.3. Codriver (slot 2) 328
.....11.3.3. Events and faults 329
.....11.3.4. Activities, events and faults in the table 330
.....11.3.5. Card insertions and withdrawals 331
.....11.3.6. Border crossings 331
.....11.3.7. Load unload operations 331
.....11.3.8. Company locks and last download 332
.....11.3.9. List of controls 332
.....11.3.10. Vehicle speed and acceleration chart 332
.....11.3.11. Certificates 335
..12. Foreign salary module 338
....12.1. Main menu 338
.....12.1.1. Basic data 338
12.1.1.1. [014] Settings 339
12.1.1.1.1. Foreign salary 339
12.1.1.1.1.1. Basic 339
.....12.1.2. Foreign salary 341
12.1.2.1. [273] Records of working time 342
12.1.2.2. [271] Wage components 342
12.1.2.3. [276] Wage components in countries 346
12.1.2.4. [272] Automatic change of activities 347
12.1.2.5. [274] Minimum rate 348
12.1.2.6. [275] Minimum rate categories 349
12.1.2.7. [277] Employment list 350
12.1.2.8. [270] Loading unloading 350
.....12.1.3. Reports 353
12.1.3.1. Foreign salary 354
12.1.3.1.1. [280] Work time in foreign countries record 354
..13. Supplementary information 355
....13.1. Engine module 355
.....13.1.1. Tutorial - Upgrading to Windows® 10 355
.....13.1.2. Tutorial - Upgrading SQL Server 360
.....13.1.3. End of support 363
.....13.1.4. Inserting dates 366

.....13.1.5. Document Add/Edit window 367
.....13.1.6. Manual installation of the program 368
.....13.1.7. Highlighting items on a list 368
.....13.1.8. Attaching files/documents 370
.....13.1.9. Groups of drivers and groups of vehicles in reports 370
.....13.1.10. Database Manager 371
13.1.10.1. Server 372
13.1.10.2. Database 373
13.1.10.3. Backup 374
13.1.10.4. Data import 375
13.1.10.5. Databases management 375
13.1.10.6. About 376
....13.2. TachoScan module 376
.....13.2.1. Tutorial - Attestation of secondment to work in France 376
.....13.2.2. Tutorial - Calculation of compensation for work in other countries 383
13.2.2.1. Germany 383
13.2.2.2. France 387
13.2.2.2.1. Professional qualifications: 391
13.2.2.3. Austria 394
13.2.2.3.1. Remuneration and allowances regulations 399
13.2.2.4. Norway 404
13.2.2.5. Netherlands 408
13.2.2.6. Italy 411
13.2.2.6.1. Table of minimum monthly rates 415
13.2.2.7. Luxembourg 416
13.2.2.7.1. Table of minimum hourly rate 421
13.2.2.8. Finland 422
13.2.2.8.1. Table of minimum hourly rate 427
13.2.2.9. Belgium 428
13.2.2.9.1. Table of minimum hourly rate 433
13.2.2.9.2. Allowances 434
13.2.2.10. Denmark 435
13.2.2.10.1. Table of minimum hourly rate 439
.....13.2.3. Interpretation of particular cases 439
13.2.3.1. A day with two daily rests 439
13.2.3.2. Weekly rest and compensation 441
.....13.2.4. Reports 442
13.2.4.1. by disc dates 442

13.2.4.2. by disc dates - detailed ... 442
13.2.4.3. by disc dates - summary ... 443
13.2.4.4. by disc dates - summary (driving time including breaks) ... 443
13.2.4.5. according to real dates ... 443
13.2.5. Team drive ... 444
13.2.6. UTC time ... 444
13.2.7. Downloaded data from driver card and tachograph ... 444
13.2.7.1. Data summary ... 444
13.2.7.2. "Save a new driver" window ... 445
13.2.7.3. "Save a new vehicle" window ... 447
13.2.8. Tutotial - import of sections abroad from GBOX Online ... 449
13.2.8.1. Connection configuration ... 449
13.2.8.2. Import of sections abroad ... 450
13.3. XML file structure ... 451
13.3.1. Vehicles ... 452
13.3.1.1. The structure of the imported xml file ... 452
13.3.1.2. Exported xml file structure ... 452
13.3.2. Employees ... 454
13.3.2.1. The structure of the imported xml file ... 454
13.3.2.2. Exported xml file structure ... 454
13.3.3. Entering and leaving a foreign country territory ... 457
13.3.3.1. The structure of the imported xml file ... 457
13.3.4. Loading unloading ... 459
13.3.4.1. The structure of the imported xml file ... 459
13.3.5. Exchange rate ... 461
13.3.5.1. The structure of the imported xml file ... 461
14. Additional information ... 462
14.1. The company ... 463
14.2. Support ... 463
14.3. Useful links ... 464
14.4. Copying the program ... 464
14.5. Keyboard shortcuts ... 464
14.6. Glossary ... 465

1. Welcome

We are pleased to introduce to you the TachoScan Module which is intended to facilitate the work of transport-related companies thus making it precise and allowing for fast record analysis from analog and digital tachographs. It makes up for employer's needs related to the Act on drivers' working hours (controlling and recording) that has come into effect and, from the 11th of April, Decree (WE) No 561/2006.

The program has a vast array of options: it is clear, simple to operate, allows to customize it to user's individual needs.

Bearing in mind our clients' satisfaction we are constantly working on its improving and implementing additional innovative modules thus making our product a competitive one.

When improving the product we have taken into account valuable suggestions made by our Clients.

Owing to cooperation with Motor Transport Institute the reading and data analysis from driver's card and digital tachographs were brought to perfection. As a confirmation we can proud ourselves on winning the tender for software to analyze data from digital tachographs for the Institute of Road Transport Inspection.

TachoScan module makes it possible to control the driver's working hours, generate summary and comparative reports. It is also possible to archive data taken from charts, driver's cards, digital tachographs, driver's data, vehicles and companies. The program allows to service many companies in the database that can be rendered available in a local network, which makes it possible to work with just one database on many computer stations.

Contact details to TachoScan producer 463

Contact details to TachoScan help and service 463

Useful links 464

FAQ 14

If you do not know how to search this help file, click here 13
To see the help file, click the module name in the tree on the left.

2. Installation package

A **standard** installation package includes:

- Installation CD or link to software installation,
- Operation manual or link to download operation manual,
- Certificate (license),

- License key,

The installation kit can extended with:

- Canon scanner 43 or Roller scanner 44 - that enables to scan tacho discs,
- TachoReader 44 - that enables efficient data downloading from driver's cards,
- TachoReader Basic 45 - the device for data downloading from digital tachographs,
- TachoReader Combo Plus 46 - the device for data downloading from digital tachographs as well as from driver's cards.

TachoScan depending on the order, is sold along with different installation packages.

3. How to use Help

In order to make it easier to take advantage of the help section, it has been divided into categories related to main elements of TachoScan system. This way one can easily and quickly get to information pertaining to a given topic, without having to look through the entire file. There is a dictionary 465 of phrases used in the program and this help section at the end of the topic list.

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

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

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

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

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

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

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

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

or:

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

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

Searching the currently opened Help page:

In order to find a specific information on a long Help page, activate the text search option by clicking the button combination 464

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

.

4. FAQ (Frequently Asked Questions)

How to uninstall TachoScan program Server?

For uninstalling of program server please contact Customer Support 463 of producer.

During program start-up the "License Key Error" message appears on the workstation. The hardware key is plugged into the server

Unfortunately, plugging the key into the computer is not enough to ensure problem-free work. To rectify the error it is necessary to:

- properly install the HASP license manager - (refer to: "HASP Manager installation 37").
- properly set the options of the key (refer to "Logging mode -> Advanced logging 55").
- properly configure the server firewall if it is switched on.

How to activate the program?

Program activation method is comprehensively described in the "Activating the program 59" topic.

5. Installation

This topic addresses the issues related to the installation of TachoScan. Further in the topic, there is a description of the installation of devices compatible with the program.

*To install the programs it is **required** to log in to an account with administrative privileges in the operating system.*

5.1. Minimum requirements

The following configuration shows the **MINIMUM** requirements that must be met in order to run the program.

Regardless of the minimum requirements requirements below, TachoScan will not be supported on Windows® and SQL Server™ for which Microsoft® support is discontinued.

PC working as a client

- system: Windows® 10, Windows® 11, Windows Server® 2008 R1 SP-2, Windows Server® 2008 R2 SP-1, Windows Server® 2012, Windows Server® 2012 R2;
  +for each system, all available Windows Update patches;
- Internet Explorer **version 8 or higher**;
- **1,5 GHz** processor;
- minimum **512 MB of available** RAM;
- depending on the number of installed modules, approx. **2 GB** of free disc space;
- graphic display resolution: **1280 x 768**;
- database attached to **Microsoft® SQL Server™ 2012 or newer** on the PC working as a server;
- during the first launch is installed by default:
  - Microsoft® SQL Server™ 2017 Express for Windows® 8.1, Windows Server® 2012, Windows Server® 2012 R2;
  - Microsoft® SQL Server™ 2019 Express for Windows® 10 and Windows® 11;
- the date format in the system regional settings must be the same for **all** stations, including the server computer;
- Scanner for disc scanning that supports the scanning resolution of 300 dpi, color mode monochrome (1 bit - black & white), black background of the scanned documents area and TWAIN driver;
  (recommended scanner models: Canon LiDE 70, LiDE 100, 110, 200 or LiDE 210, Plustek SmartOffice PS283);

- digital driver card reader that meets the requirements: support for T=0, T=1 protocols, clock frequency of 4 MHz or higher, ISO 7816 and EMV 2000 Level 1 chip card support, compliance with the requirements of ISO 7816, card format: ID-1 (Full Size), compatibility with PC/SC and CT-API or TachoReader Combo Plus,
  (recommended models of card readers: Omnikey 3121 (USB), Omnikey 4040 Mobile (PCMCIA), Omnikey 4321 Mobile (ExpressCard 54), SCR 3310 (USB), SCR 243 (PCMCIA), SCR 3340 (ExpressCard 54);
- one of the devices to read data from the digital tachograph: **TachoReader Basic**, **TachoReader Combo Plus**, **TachoUSB** or **TachoBlue**.

PC working as a server

- system: Windows® 10, Windows® 11, Windows Server® 2008 R1 SP-2, Windows Server® 2008 R2 SP-1, Windows Server® 2012, Windows Server® 2012 R2;
  +for each system, all available Windows Update patches;
- Internet Explorer **version 8 or higher**;
- **2 GHz** processor (multi-core system recommended);
  - The sum of all the cores in a single- and multiprocessor system must be a power of 2 - for example, 1, 2, 4, 8, 16, etc.
- free disc space: **4.2 GB** (depending on the volume of entered data);
- a minimum of **512 MB of available** RAM (recommended minimum is 1 GB);
- USB port - for the USB license key;
- graphic display resolution: **1280 x 768**;
- the date format in the system regional settings must be the same for **all** stations, including the server computer;
- to install the program server, you are required to log on to the account with administrator rights in the operating system;
- server name:
- user name can not be the same as the computer name.
- The first character must be a letter defined in Unicode 2.0 standard, which includes Latin letters from "a" to "z" and from "A" to "Z"
- The following characters:
  - letters defined in Unicode 2.0 standard;
  - latin alphabet digits;
  - spaces and special characters are not allowed (e.g. "-", "@", "#", "$");
- **You cannot change the name of the computer on which the database of TachoScan was installed**;

During the first run, the database server is installed:

*- **Microsoft® SQL Server™ 2017 Express** for Windows® 8.1, Windows Server® 2012, Windows Server® 2012 R2;*
*- **Microsoft® SQL Server™ 2019 Express** for Windows® 10 and Windows® 11.*

SQL Server™ 2017 Express database limitations:
- support for one physical processor;
- 1410 MB of RAM;
- database size: 10 GB.

If the maximum database size (10 GB) is not sufficient, you need to purchase the latest commercial version of Microsoft® SQL Server™.
When installation is finished you have to reboot your computer.

Self-installation of Microsoft SQL Server

Software producer allows self-installation of Microsoft SQL Server.

In this case, you should pay special attention to:

1. Select **Mixed Mode** as **Authentication mode** in the system configuration window for Microsoft SQL Server.
2. Configure advanced server options:
   - enable **xp_cmdshel** option support;
   - enable **Agent XPs** option support;
3. The **SQL Server ™** user used by TachoScan must have sysadmin privileges.

*The **Express** version of the database server does not automatically create a backup copy of the database. TachoScan has a built-in database backup service. If you want to use it, you need to install the INELO Service.*
The installer is available on the TachoScan installation CD, in "Utils/INELO Service/IneloServiceInstaller.exe."
In the event of an error, please contact the software service.

Database update (older than SQL Server™ 2008 R2):
*If you install **SQLServer™ 2017** or higher database server version, intermediate database migration of TachoScan (4TransMDF, 4TransKONFIG) to **SQL Server™ 2008 R2** must be done first.*

5.2. Program installation

To carry out installation, please run the installation file downloaded via link or received on a CD.

Then perform activities suggested by the products installer by clicking the button

. If the target directory is not changed, the program will be installed in the default location.

- for 32-bit systems: "C:\Program Files\INELO\";

- for 64-bit systems, depending on the Windows® version: "C:\Program Files (x86)\INELO\";

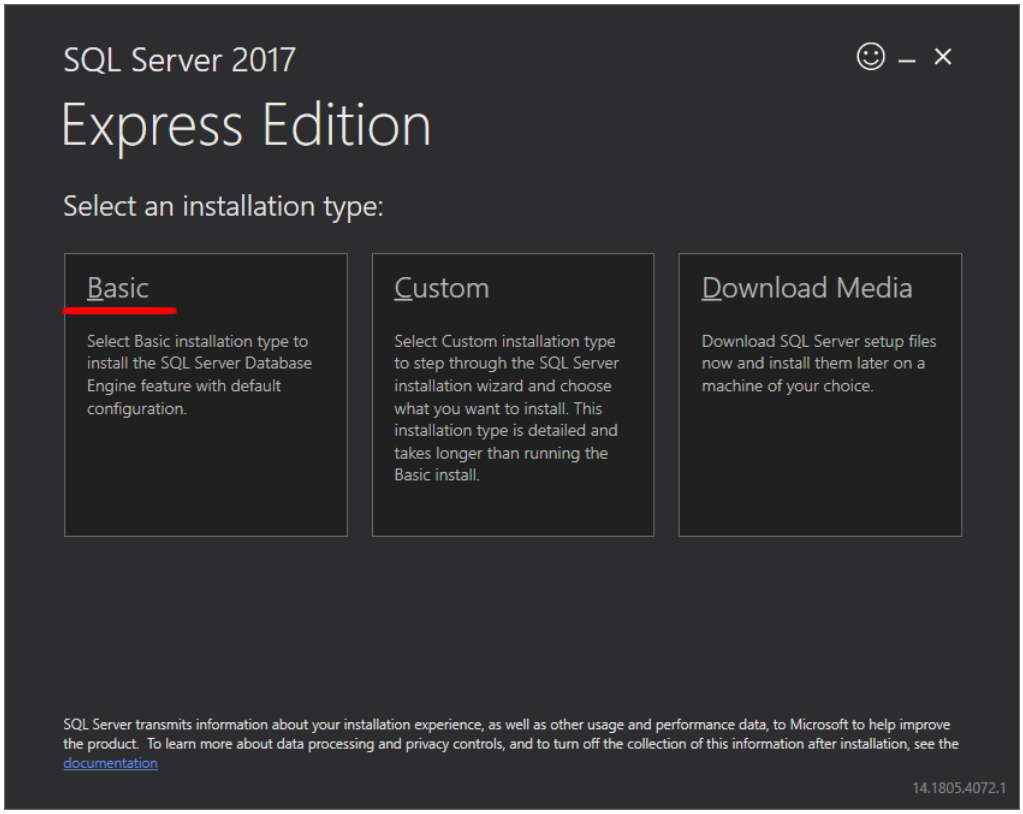
A further step in TachoScan program installation is shown in the clause: "First launch 50".

5.3. Self-installation of Microsoft® SQL Server

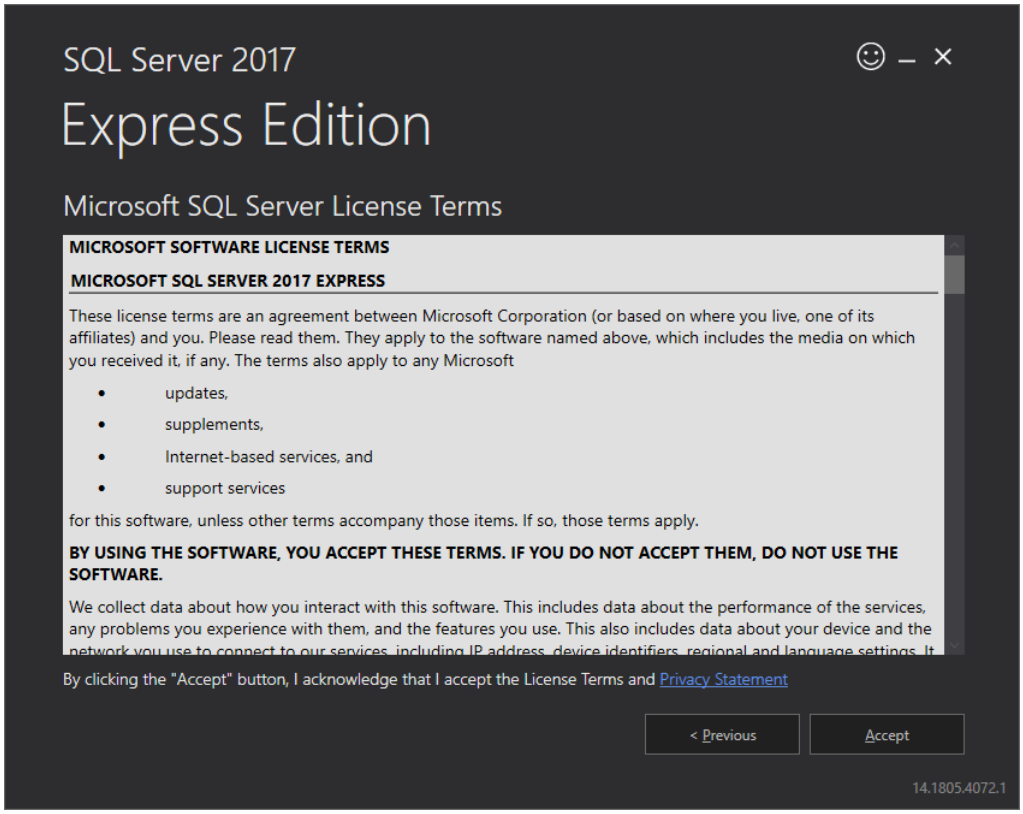
Software producer allows for self-installation of Microsoft® SQL Server™.

- To install Microsoft® SQL Server™:

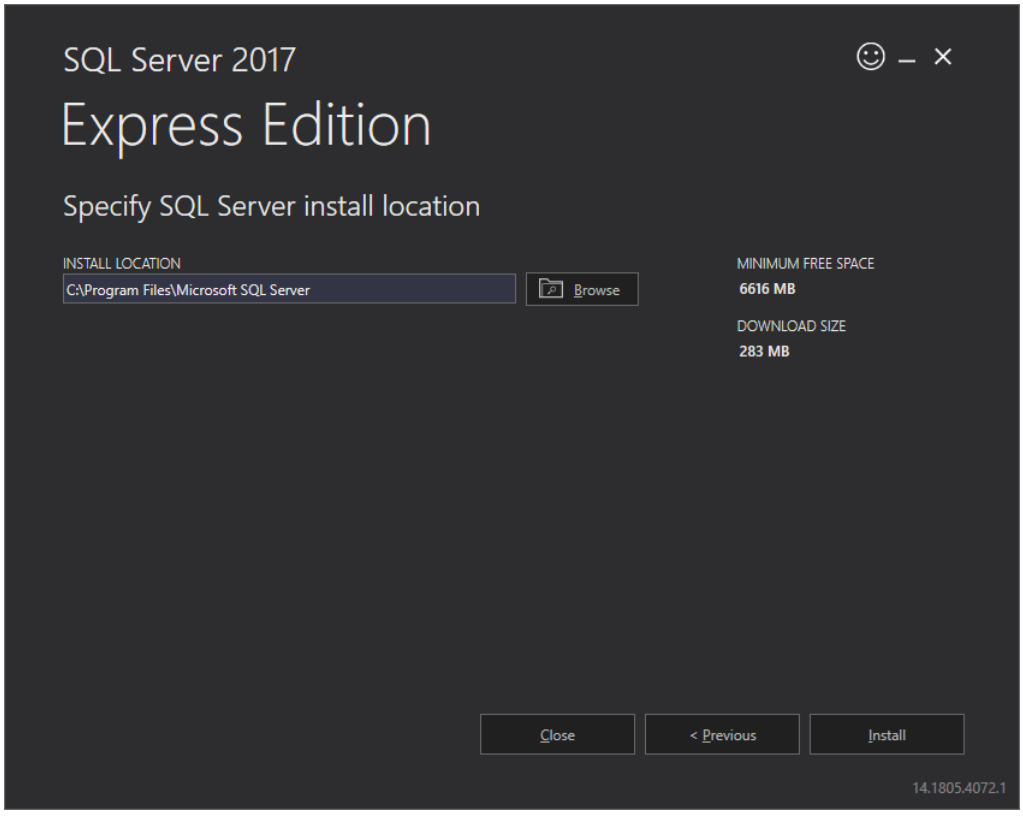
1. Download the free version of the server from the Microsoft website by clicking the Download button
2. After starting the installer, the installation window is displayed. Choose the **Basic** installation type



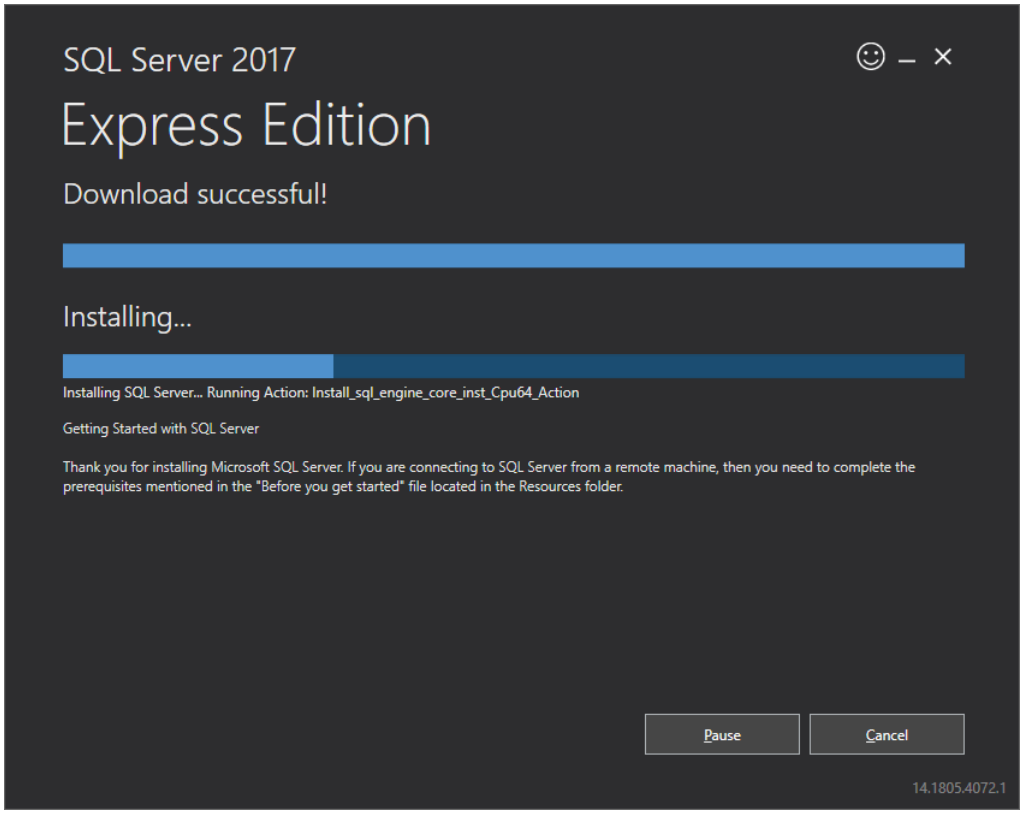
3. Accept license terms



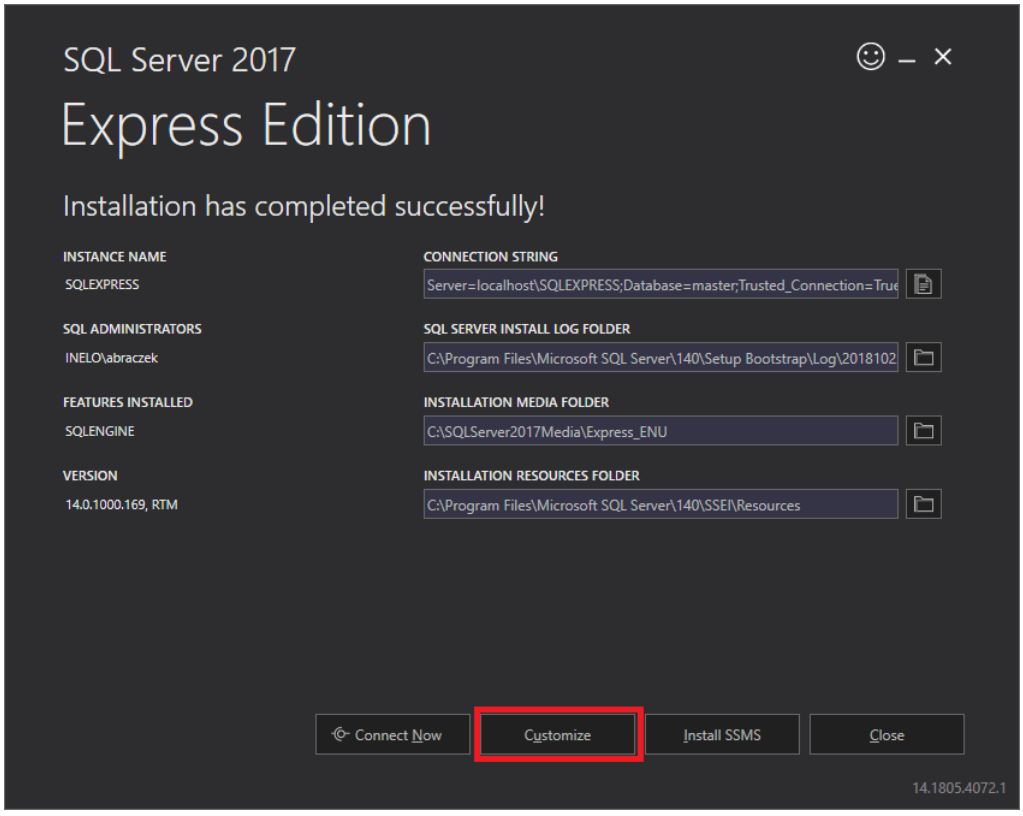
4. Choose the location where the SQL Server database files are to be created



5. Click the **Install** button. The installation process will start.

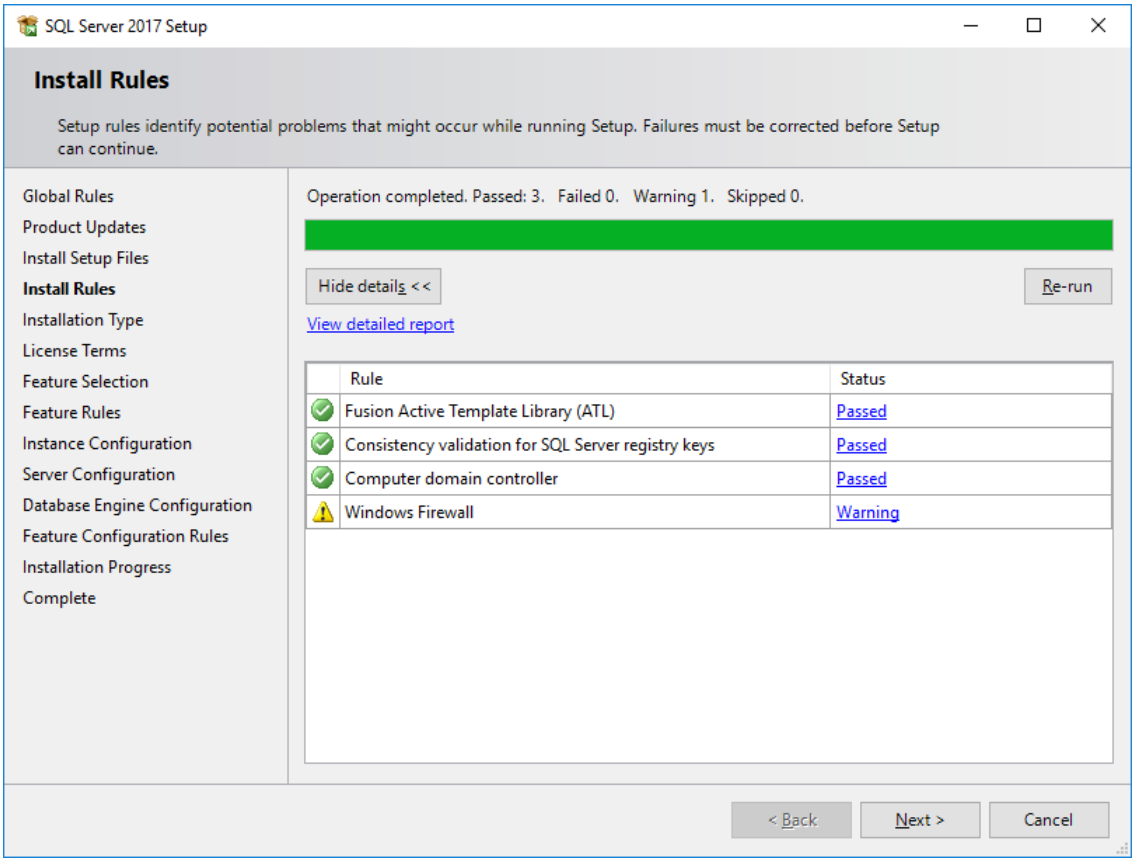


6. The installation was successful - you need to customize SQL Server to **4Trans** software.

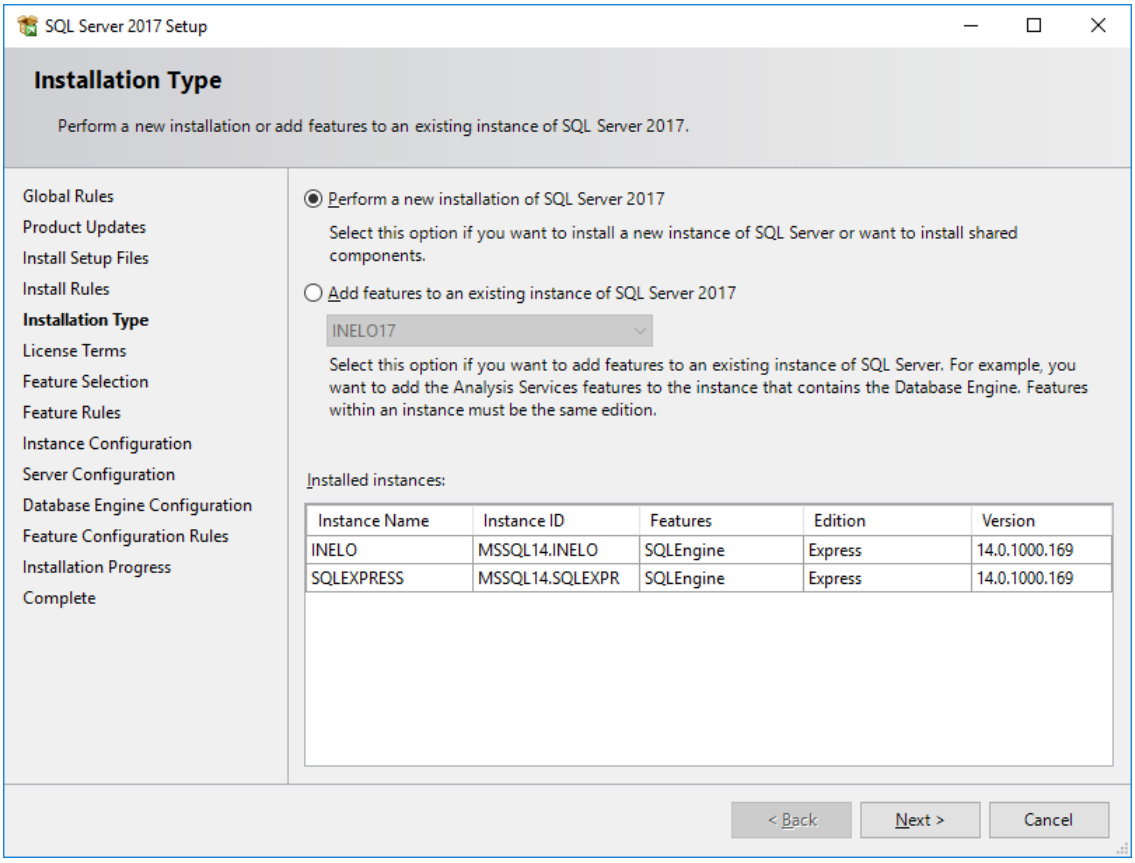


7. Go to the SQL Server 2017 Setup window by clicking **Customize**

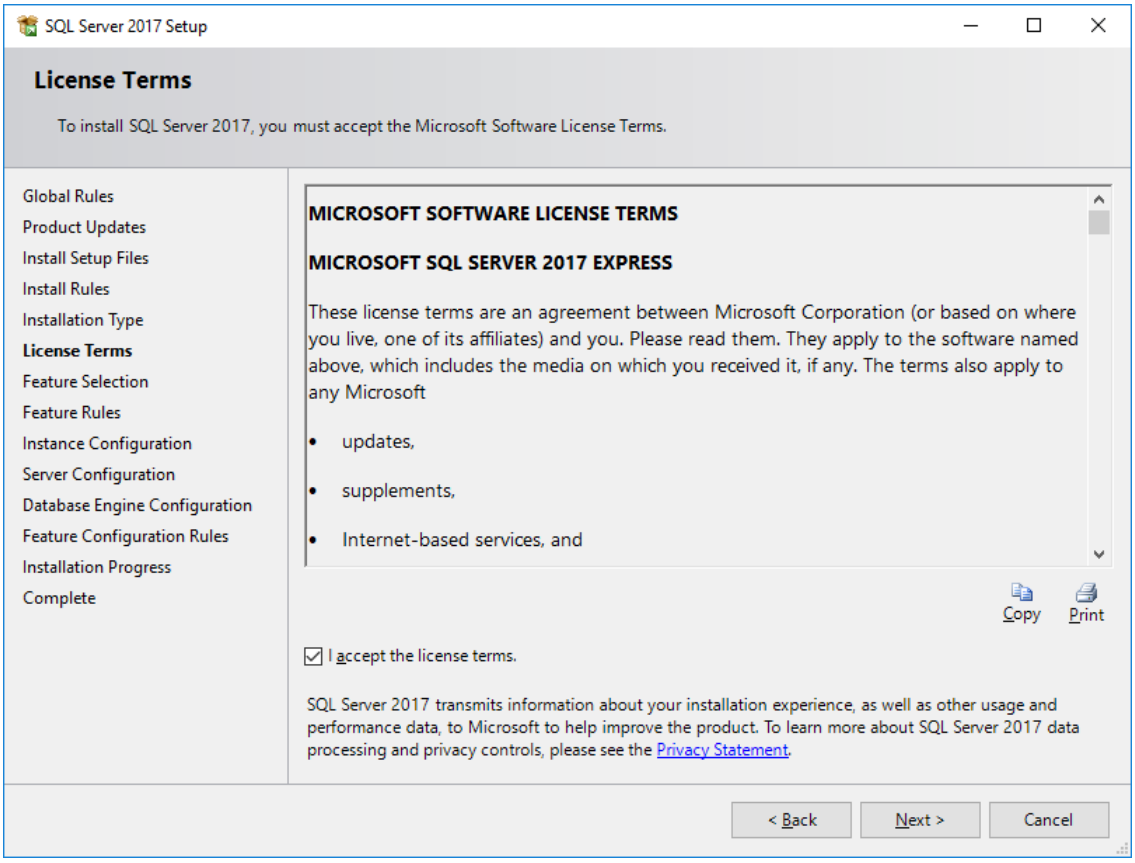
8. **Install Rules:** when the displayed operations succeed - click **Next>**



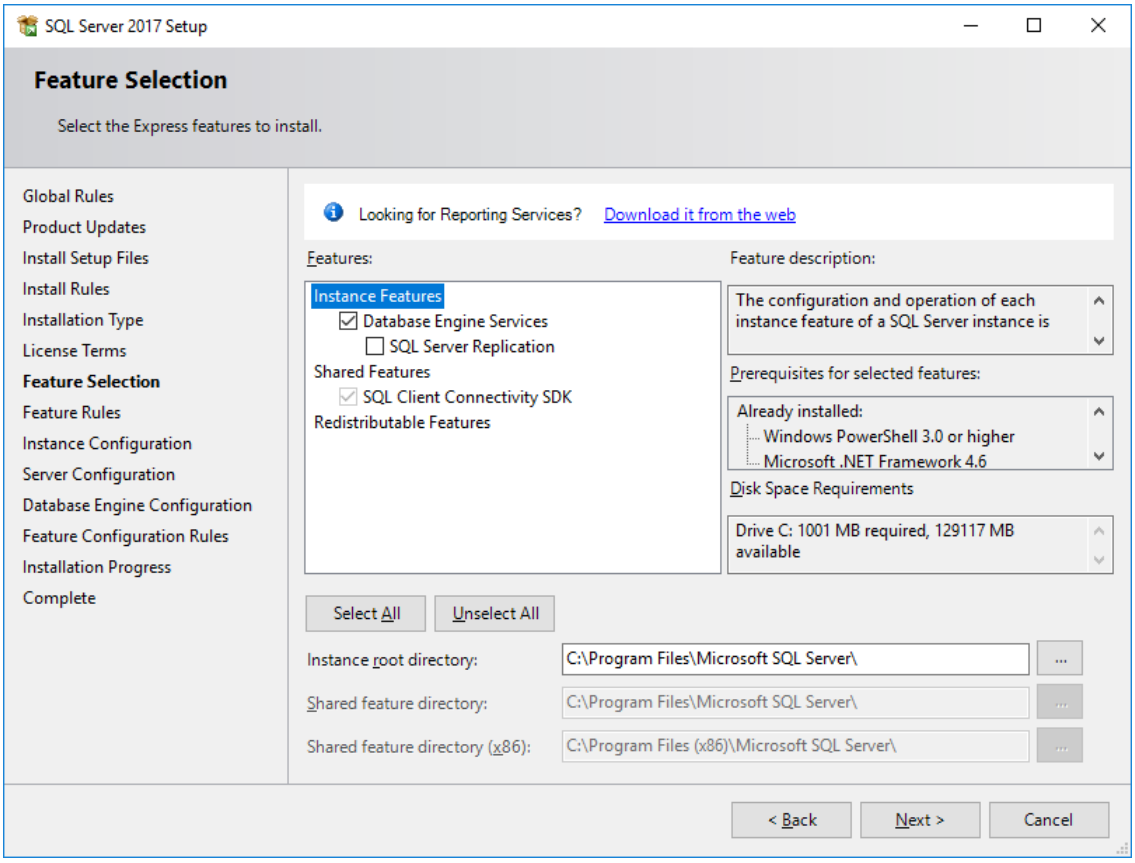
9. Choose a new **SQL Server 2017** installation



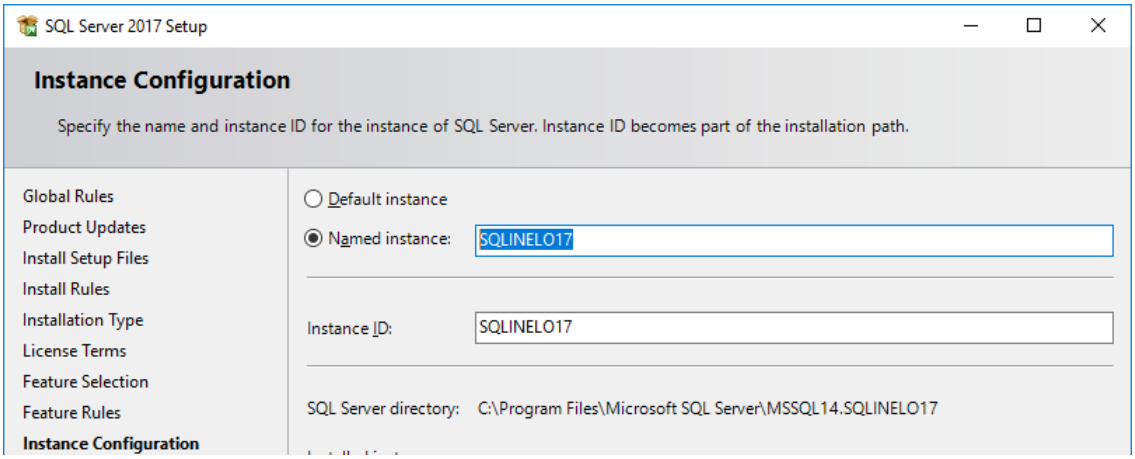
10. Once again, accept the license terms



11. **Feature selection:** Check Database Engine Services, the rest are additional options that are not required for proper operation of 4Trans.

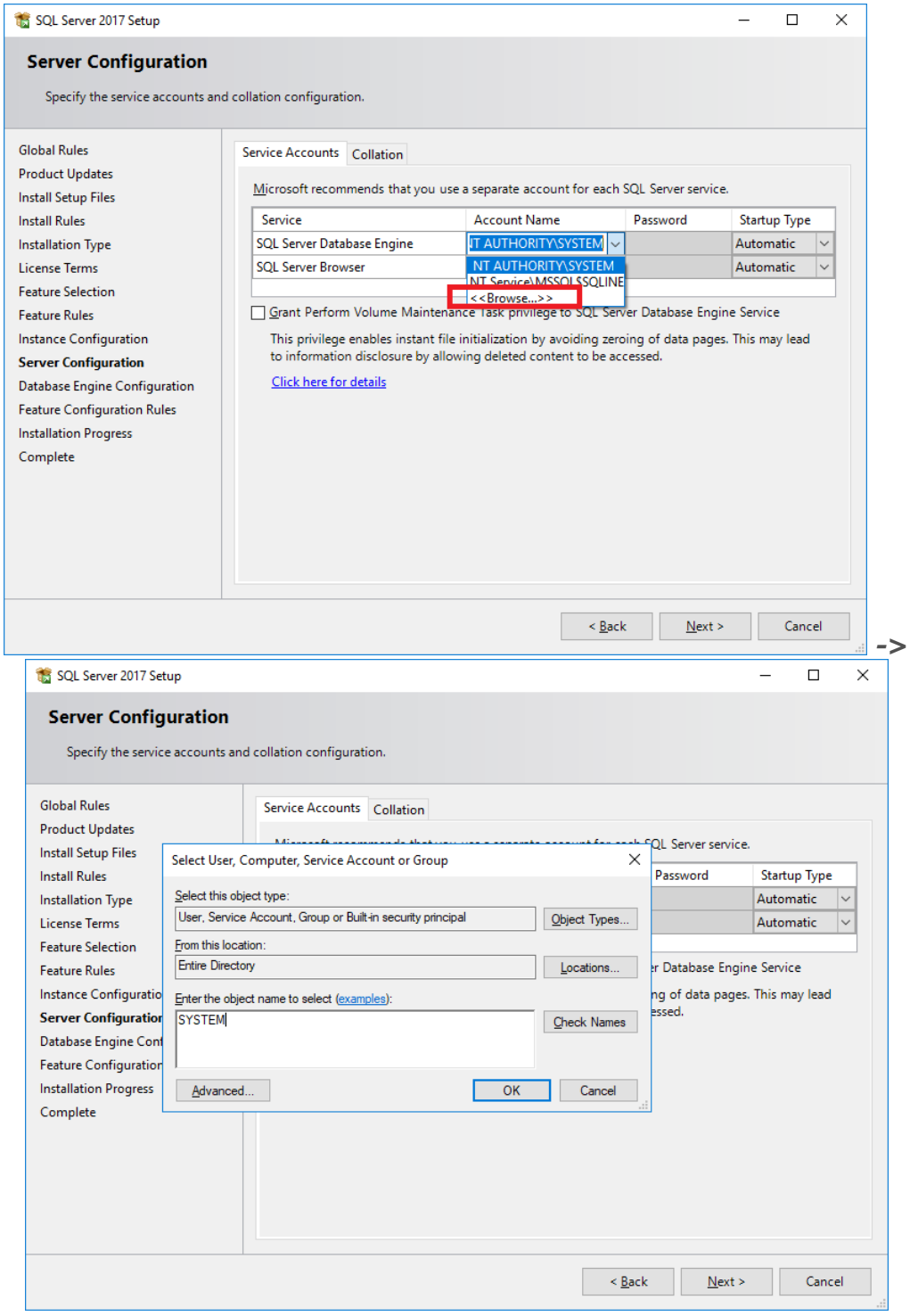


12. Enter the instance name - enter **SQLINELO17** instead of the default SQLExpress name



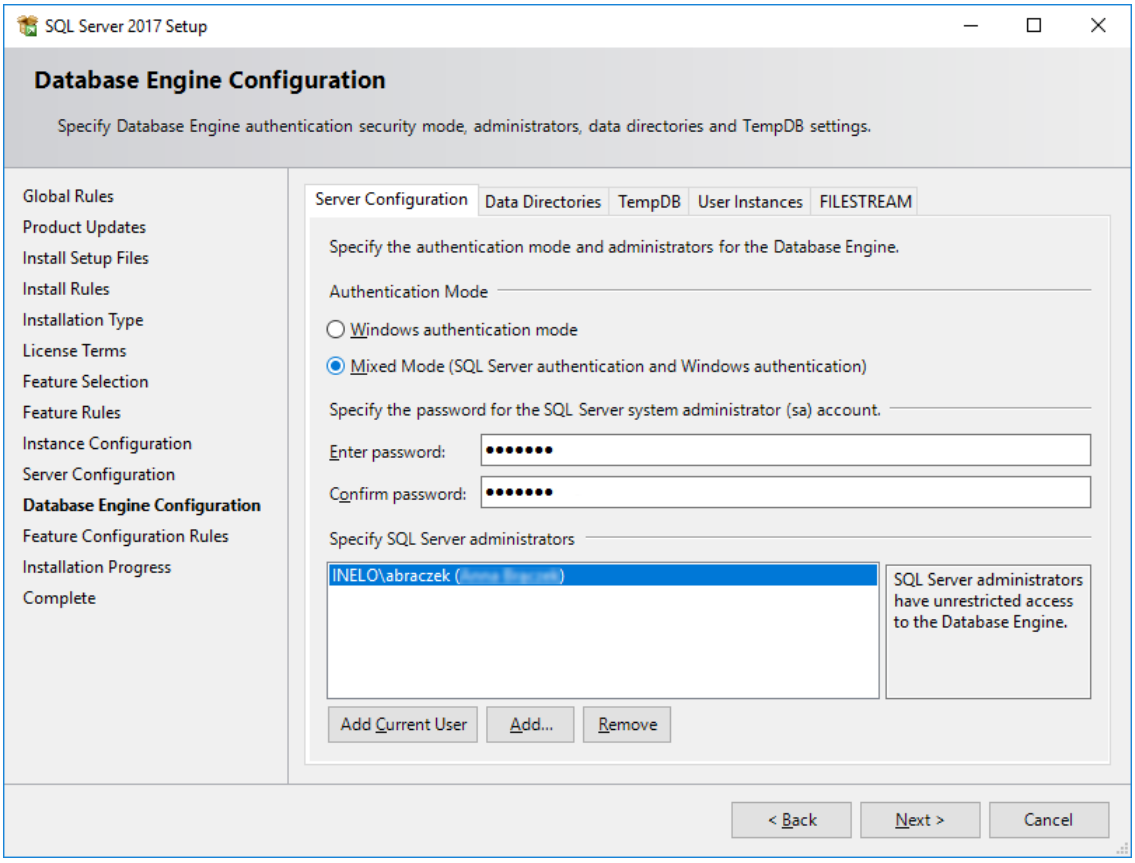
13. **Server Configuration**: in the SQL Server Database Engine choose Account Name NT AUTHORITY**SYSTEM**, in Startup Type options are to be **Automatic**

Note: If NT AUTHORITY**SYSTEM** is **NOT** displayed in the Account Name field, select **<<Browse...>>** from the list and in the **Enter the object name to select** field enter the word: **System**, and then click **OK**. The data will be completed automatically.

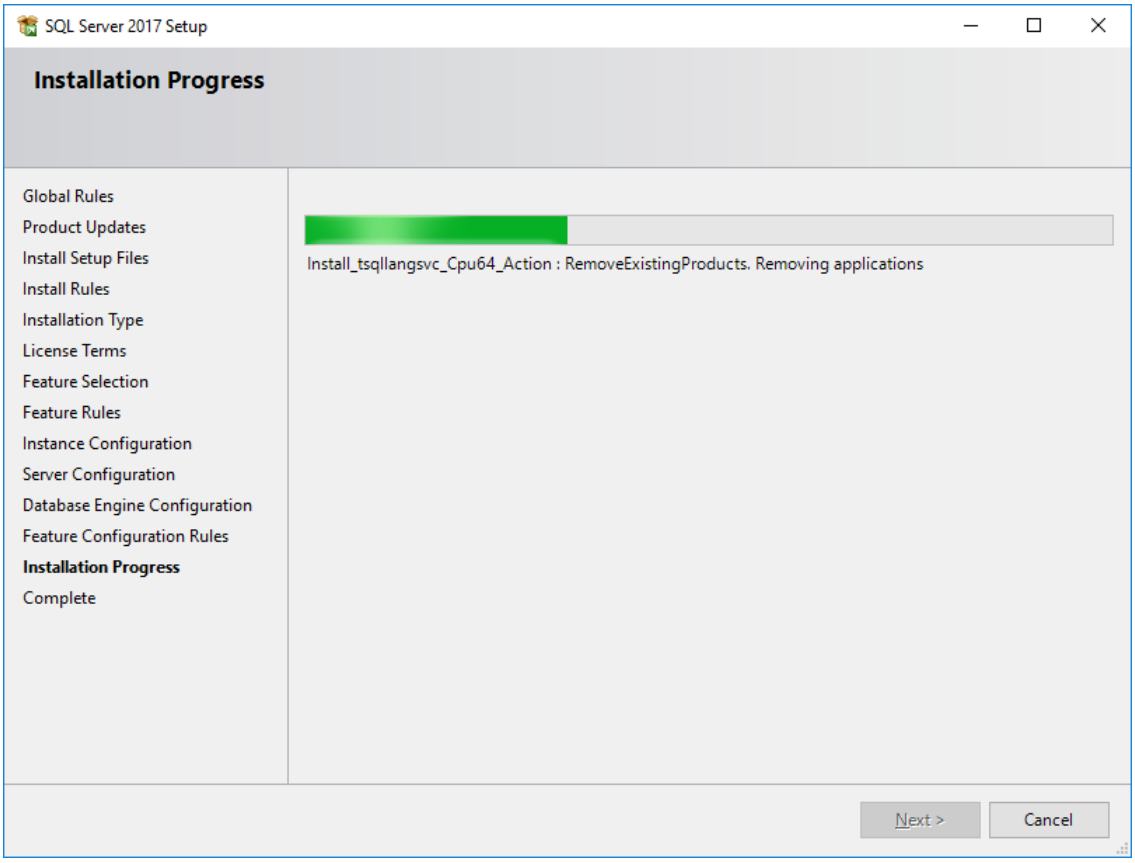


14. **Database Engine Configuration**: in Authentication Mode, select **Mixed Mode** and enter the strong password, it will be needed in **DB Manager**.

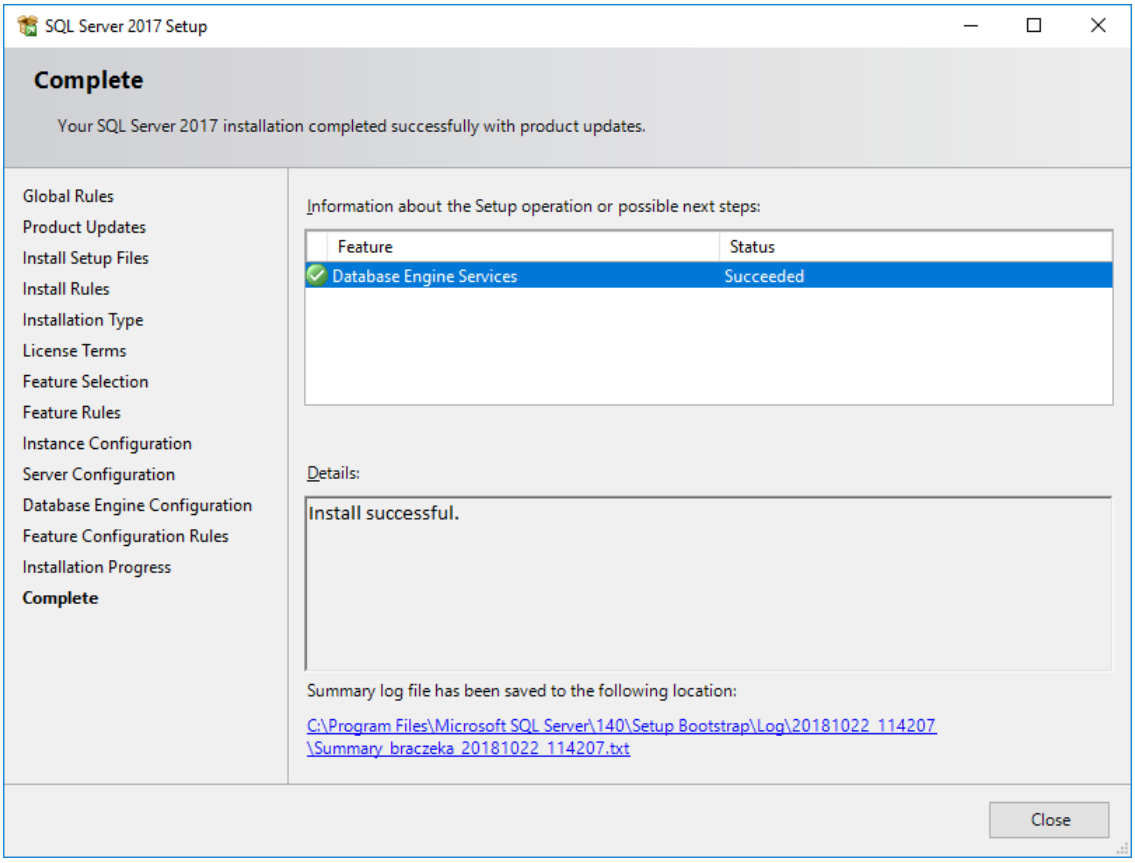
Note: Without **Mixed Mode** you will not be able to run the program!



15. Installation procedure



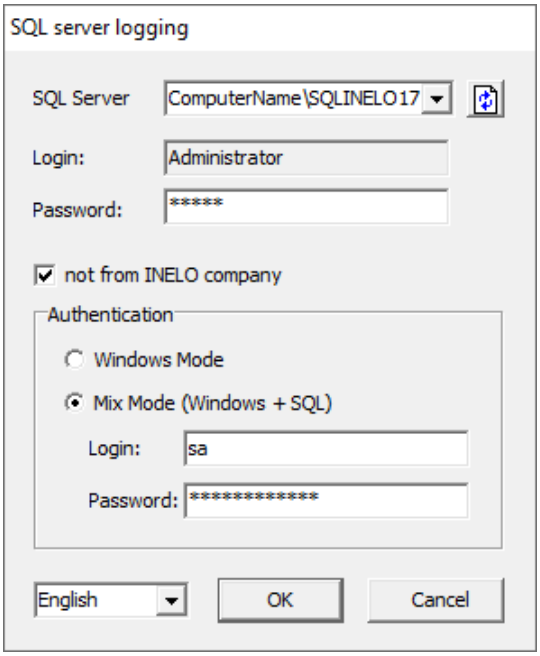
16. Installation Complete



- Server configuration in **Database Manager**

1. Launch **Database Manager** (Start Menu -> All programs -> Inelo -> Database Manager). The program default location is: "C: \Program Files (x86)\Inelo\Utils\Database Manager\manager_db.exe"

2. Log in to the SQL server by entering the data as in the figure below:

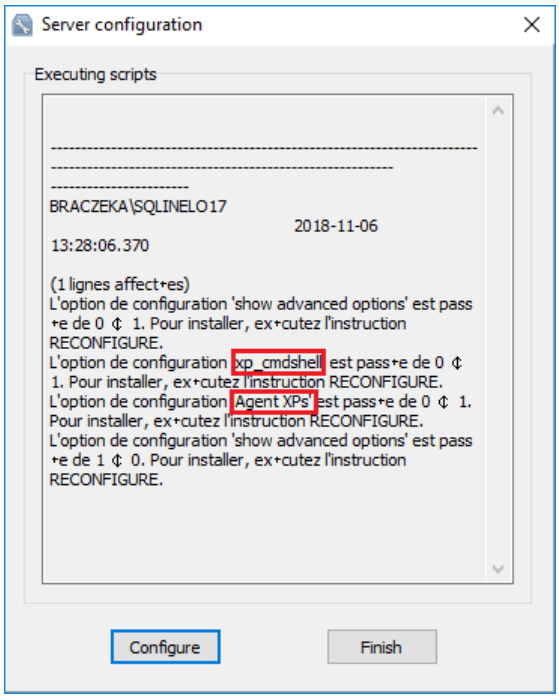


*SQL Server:**computer name**\instance name*

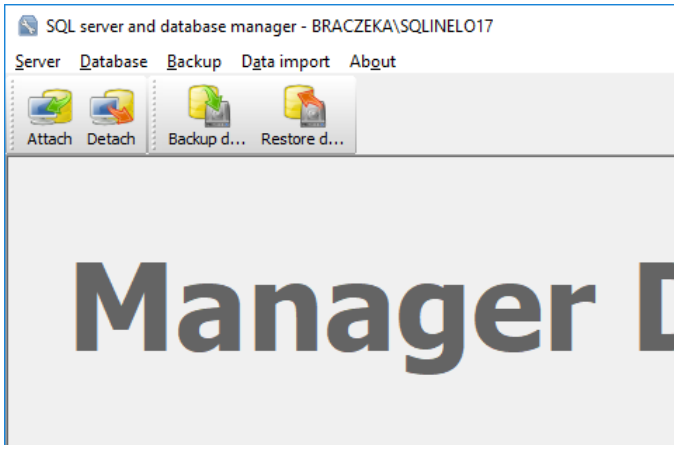
*Password for the **Administrator** login: admin*

*The password for the **sa** login is the one we provided during the SQL installation*

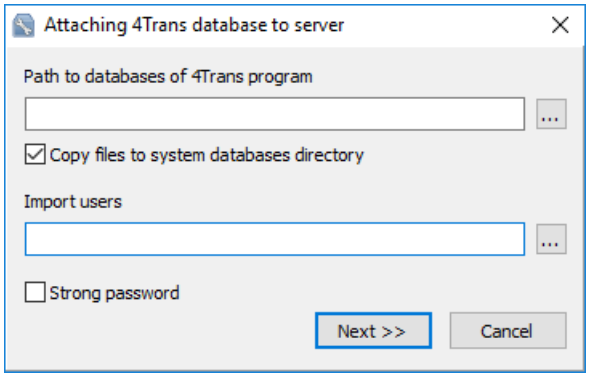
3. Click **OK** for the error
4. Go to Server -> Server Configuration -> **Configure** and wait.



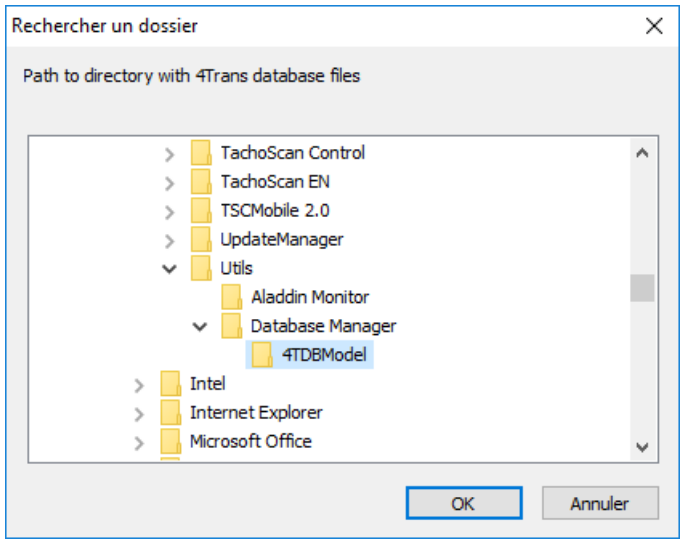
5. After completing the configuration, connect the 4Trans program model base server by clicking **Attach**



6. Select the path to the 4Trans database files



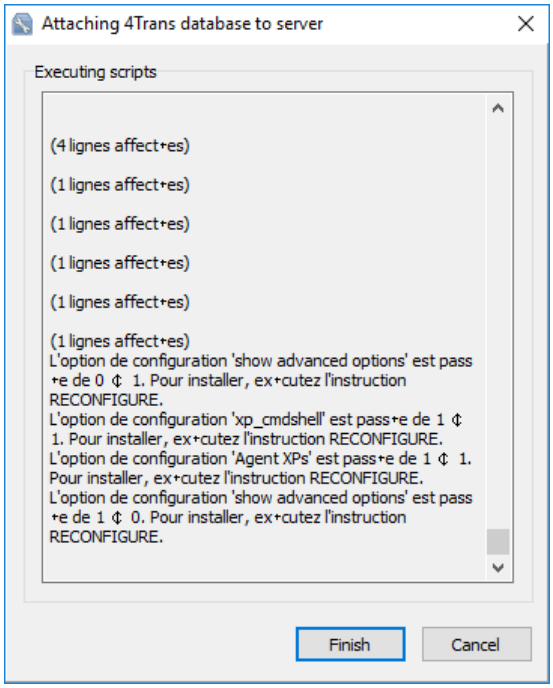
->



The exact path of the database model is:

C:\Program files (x86)\INELO\Utils\Database Manager\4TDBModel

7. After selecting the database model, click **Next>>**, wait for the database to be connected in and click **Finish**.



8. After the configuration, the server service must be restarted. **Services -> SQL Server (SQLINELO17) -> Right mouse button -> Restart**

*The **Express** version of database server does not automatically create a backup copy of the database. TachoScan has a built-in database backup service. If you want to use it, you need to install the INELO Service. In the event of an error, please contact the software service.*

Database update (older than SQL Server™ 2008 R2):
*If you install **SQLServer™ 2017** or higher database server version, intermediate database migration of TachoScan (4TransMDF, 4TransKONFIG) to **SQL Server™ 2008 R2** must be done first.*

5.4. Server

According to a standard procedure, server installation is possible after installation of the program (see: "Program installation 17") during first start-up (see: "First launch 50").

If you want to connect the program database to an existing MSSQL server, go to the topic: "Attaching and Detaching the database 32".

When to install a server from a separate location?

- when the TachoScan program cannot be installed on the PC as the server;
- when standard server installation (see: "First launch 50") does not proceed successfully.

Installation of the TachoScan server from a separate location:

Before installation, please read the minimum server requirements (see: "Minimum requirements 15").

To carry out installation:

1. Run the Microsoft® SQL Server™ installation file downloaded via link or received on a CD.
2. Then, follow the steps proposed by the installation program by pressing the button Next >>.

For Windows® 8.1, Server® 2012:
- the free version of SQL Server™ 2017 Express will be installed by default;
- the database will be placed in the directory: "C:\Program Files\Microsoft SQL Server\mssql$\INELO17\Data;

For Windows® 10, 11:
- the free version of SQL Server™ 2019 Express will be installed by default;
- the database will be placed in the directory: "C:\Program Files\Microsoft SQL Server\mssql$\INELO19\Data;

To make the server visible in the network and operating correctly, unlock communication through the ports:
*- **1433**, **1434** at **UDP** protocol;*
*- for HASP Manager **475** at **UDP** protocol - if the network license key is installed on the same PC.*

Give (full) access to the program resources directory in the network (default directory: "My documents\INELO").

To UNINSTALL the server, please contact the manufacturer's sevice 463.

Launch the TachoScan program after server installation for further configuration (see: "First launch 50").

5.4.1. Attaching and Detaching the database

WE STRICTLY RECOMMEND that only people who know the architecture of the MSSQL server or trained INELO Polska Sp. z o.o. employees/consultants attaching/detaching the database.

5.4.1.1. Running "Database Manager"

1. Select: "Start -> All programs -> INELO -> Utils -> Database Manager -> **Database Manager**".
2. In window "**SQL server logging**" (Fig. bellow) you should:
   - select the desired server - if the server is invisible on the list, press on the button beside;
   - enter the administrator account password (default password: "admin");

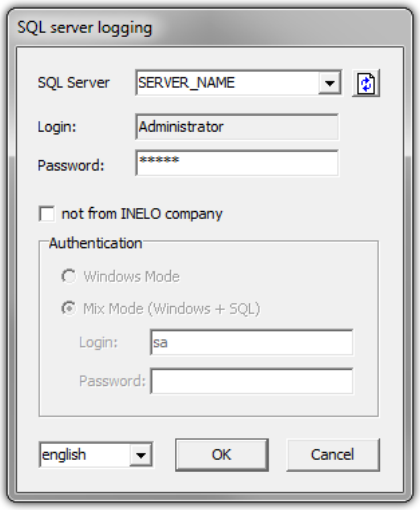


Fig. Login to database.

When the server was installed from the other source than TachoScan install CD

- mark the option as below "**not from INELO company**";
- the the field: "**Authentication**" will be displayed and authenticated login option have to be chosen (this information should be provided by the server administrator), for option "**Mix Mode**" you should type dbo(sa) user password for the selected server;
- press the button: OK;

5.4.1.2. Attaching database

1. After successfully logging in to the database in the **SQL server and database manager** window (Fig. bellow) select **Attach** command from the **Database** menu or click on icon.

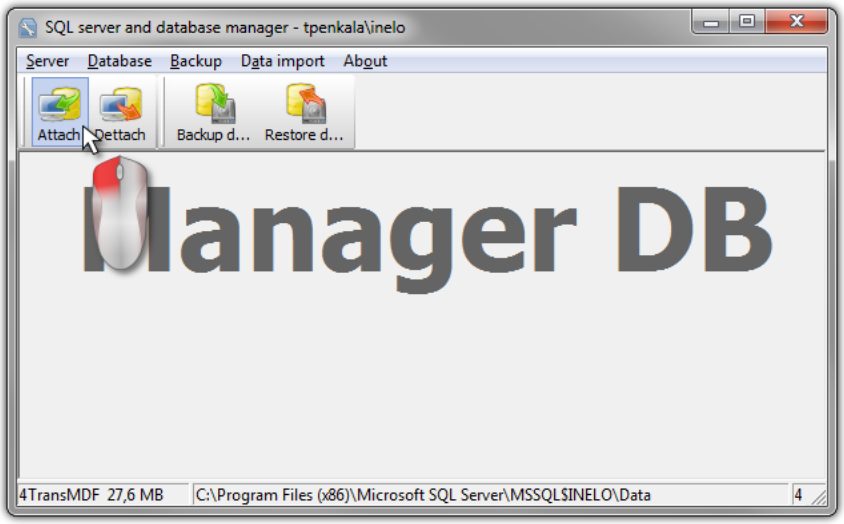


Fig. Selecting command "Attach".

2. In the next window you should point the localization of database files (Fig. bellow) and:

- Press the button: Next >>, OR mark before:
  - option: "**Copy files to system databases directory**" (Fig. bellow), will copy database files to the default database folder. This option attaches **the copied** database files to the server.

*The files of **empty** database are on the install CD: "**(Napęd CD/DVD:) \Utils\Database**".*

If the above option is not selected then the program attaches to the server the previously selected database files,

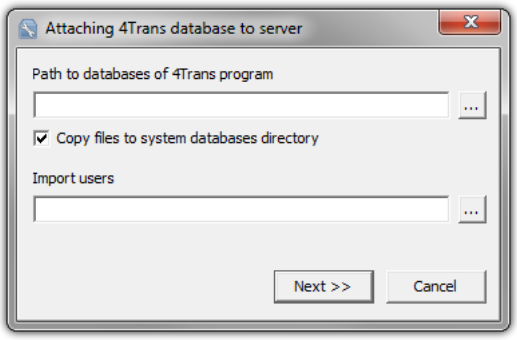


Fig. Determining the localization of database files.

3. Program will start attaching databases according to the previously chosen options. When the operation is finished the following windows will show up (Fig. bellow):

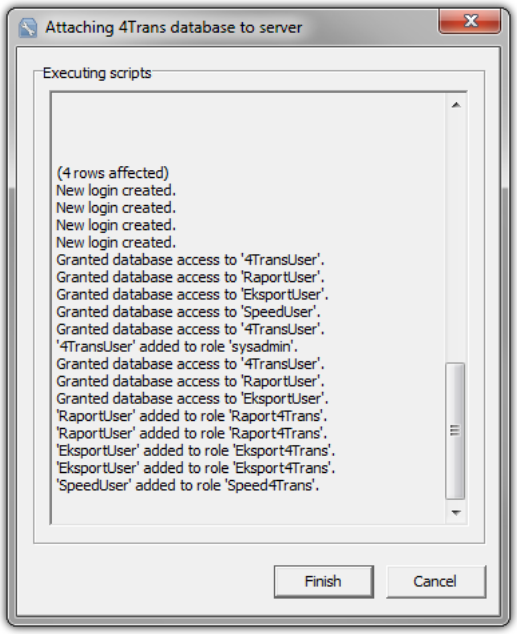


Fig. Finishing the process of attaching the databases.

*During the operation the server generates messages that are shown on the display and are saved to file "**ManagerDB_log.txt**" in the directory from which "**Database Manager**" is run. The destination file is named: "**manager_db.exe**".*

*In case of any doubts whether the operations were performed correctly – please send "**ManagerDB_log.txt**" to e-mail address: support@inelo.pl.*

4. After attaching the database you should create and make available the directory (eg. named: "INELO"), where all documents, driver cards and tachograph readouts, scans of tacho discs and the backup of database are stored,
   - in the main directory (eg. INELO) create a folder of files stored by the module TachoScan (eg. **TachoScan**),
   - in the root folder (eg INELO) create a folder of documents (such as **Documents**),
   - in the root folder (eg. INELO) create a folder where a backup copy of the database (eg. **Backup**) will be saved,

All users who are running TachoScan MUST have full access to these folders.
*- It does not apply to the folder "**backup**".*

*The folder "**backup**" must appear on the same computer that is running MSSQL server.*

The move program will only work properly on computers running MSSQL server.

Server services and SQL agent must be running for the proper operation of the program.

5.4.1.3. Detaching database

1. After successfully logging in to the database in the **SQL server and database manager** (Fig. bellow) select **Dettach** command from the **Database** menu or click on .

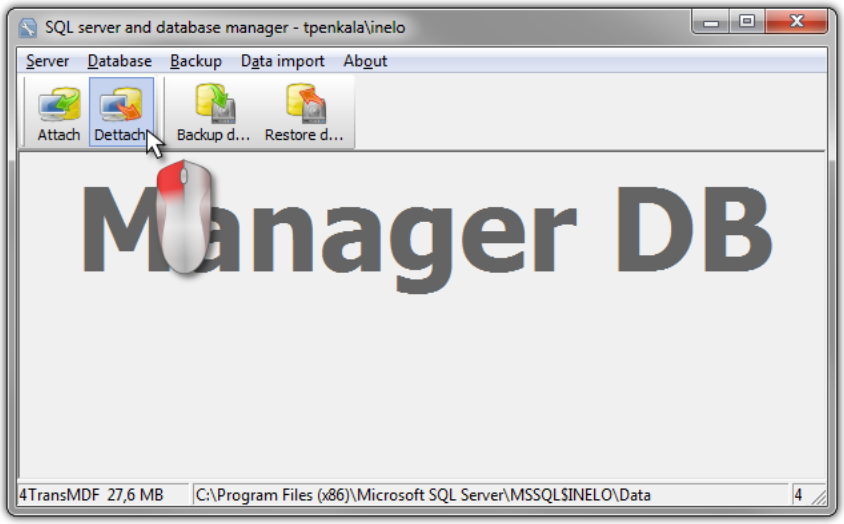
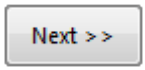


Fig. Choosing the option "Dettach".

2. In the next box press the button: 

, OR mark before:
   - option: "**After executing copy 4Trans database files to directory**" (Fig. bellow), that will copy files to that database directory.

     If this option is not selected the program will detach the database files and will leave them in the same folder in which they are located,

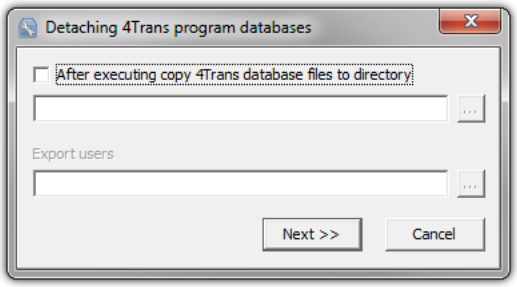


Fig. Selecting the destination of copy of database files.

3. The program will proceed to complete the database detaching job in accordance with pre-selected options. After it is finished a window will appear (Fig. bellow):

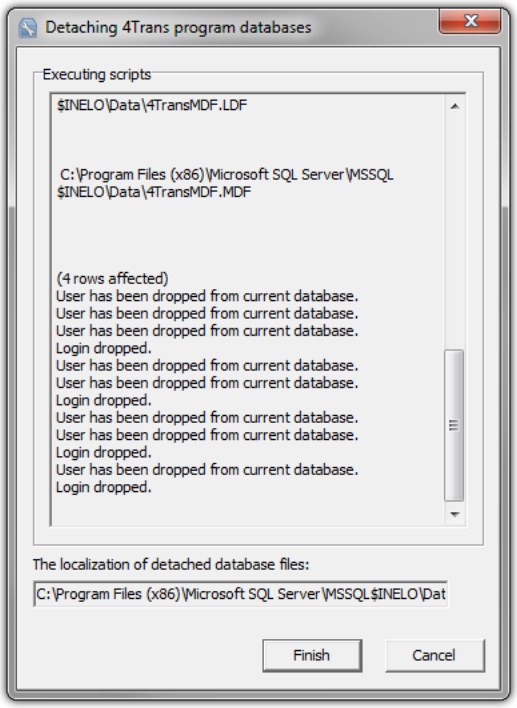


Fig. Finishing of database detaching process.

*In the course of the operation server generates messages which are visible on the screen and saved to a file "**ManagerDB_log.txt**" in the directory in which "**Database Manager**" is run . The destination file is named: "**manager_db.exe**".*

*In case of doubt whether the operations were performed correctly, please send the file "**ManagerDB_log.txt**" to support@inelo.pl.*

The move program will only work properly on computers running MSSQL Server.

Services and SQL Server Agent must be running to the proper operation of the program.

5.5. HASP Manager

We install HASP Manager depending on the possessed Windows®:

5.5.1. Windows 10, Server 2008

To install and set up HASP License Manager under the Windows® 10, Windows Server® 2008 operating system, do the following:

5.5.1.1. Set up the installation file

1. Go to the website: "http://download.inelo.pl/drivers/HASP_LM_setup.zip" to download the installation file.
2. Extract the file "**lmsetup.exe**" to a local drive.
3. Change the properties of "**lmsetup.exe**" as follows:
   a) Right-click the file in Windows Explorer.
   b) In the file menu, click "**Properties**". The lmsetup.exe Properties dialog box is displayed.
   c) Click the "**Compatibility**" tab.
   d) In the "**Compatibility mode**" pane, select "**Run this program in compatibility mode for:**" then choose "**Windows Vista (Service Pack 2)**" from the list.
   e) In the "**Privilege Level**" pane, select "**Run this program as an administrator**".

   The dialog box should now appear as follows:

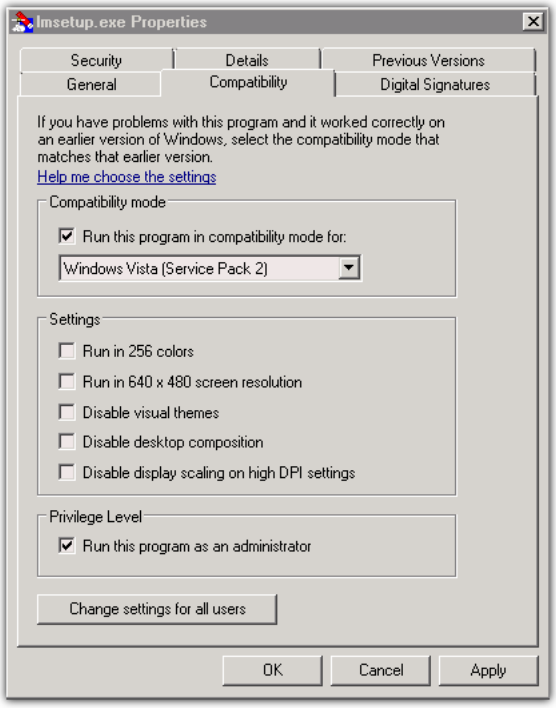


Fig. File's properties.

4. Click **[OK]**. The dialog box closes.

5.5.1.2. Install the HASP License Manager as a Service

1. In Windows Explorer, double-click "**lmsetup.exe**". The HASP License Manager installation wizard starts.
2. On the Installation Type screen (shown below), accept the default selection "**Service (nhsrvice.exe)**".

The application (nhsrvw32.exe) will not be executable.

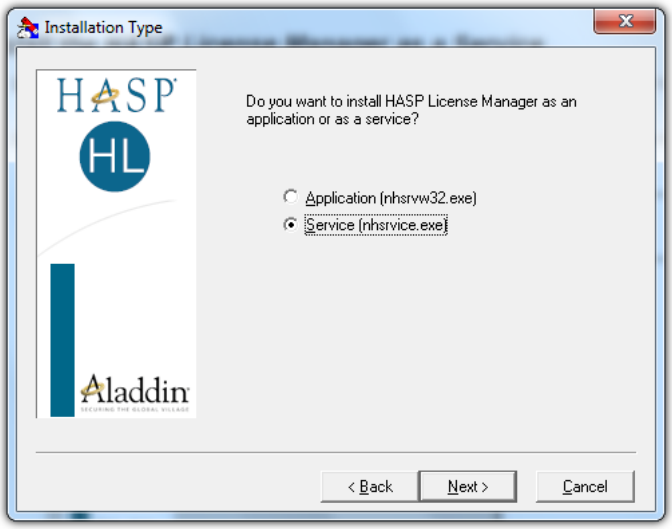


Fig. "Installation type" window after changing the settings.

3. Complete the installation wizard.

*When the installation of HASP Manager is finished, the start-up type for **HASP Loader** and **HASP License Manager** services must be changed from manual to **automatic**.*

("Control Panel -> System and Security -> Administrative Tools -> Services").

5.5.1.3. Configure "Data Execution Prevention" to Allow the Service to Run

If Data Execution Prevention (DEP) is turned on for all programs and services, you must enter the HASP License Manager service executable as an exception. Do the following:

1. From the "**Start**" menu, select "**Control Panel -> System and Security -> System**".
2. In the System Properties dialog box, click the "**Advanced**" tab.
3. In the "**Performance**" pane, click "**Settings**".
4. In the Performance Options dialog box, click the "**Data Execution Prevention**" tab.
5. If option "**Turn on DEP for all programs and services except those I select**" is selected, do the following:
   a) Click **[Add]**.
   b) Using the resulting dialog box, add to the list of DEP exceptions:
      - For 32-bit: "**c:\windows\system32\nhsrvice.exe**".
      - For 64-bit: "**c:\windows\SysWOW64\nhsrvice.exe**".

   The dialog box should now appear similar to this:

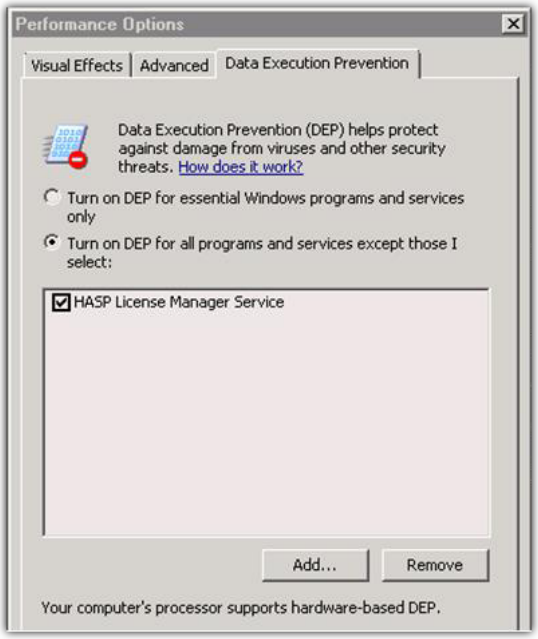


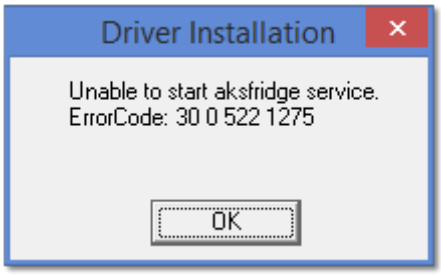
Fig. "Data Execution Prevention" tab after adding the exception.

After this setup process is completed, the HASP License Manager operates without any additional special handling.

5.5.2. Windows 8

1. Go to the website: "http://sentinelcustomer.safenet-inc.com/sentineldownloads/" and click on **Sentinel HASP/LDK - Windows GUI Run-time Installer** to download the installation file.
2. Unpack the file: **HASPUserSetup.exe** to the local drive.
3. Double-click on **LMB** in the file: **HASPUserSetup** to install **Sentinel Runtime Setup**.
4. After having installed the above controllers proceed with installation of **HASP Manager** – description of installation and configuration can be found in: "HASP Manager -> Windows® 10, Windows Server® 2008 37".

*During installation of **HASP Manager** controllers the installer shall display an error window:*



*Ignore it and click **[OK]**.*

5.6. Device installation

This section addresses the topics of the installation of devices available from INELO Polska Sp. z o.o..

*This topic presents you with information concerning installation of devices included in the installation package 12. An extended document describing the installation process is available in the manual: "**Other devices - tutorial.pdf**".*

5.6.1. License key

There are two types of license keys you may find in the program installation package:

LOCAL license key

The local license key has no additional markings on the casing.

To install the (**local**) license key in the computer, simply insert it in the USB port and wait until Windows® installs it automatically.

Fig. LOCAL license key.

Upon detecting a new device, the Windows® will install it automatically as the HID interface device.

*The **local license key** is intended to work on one workstation.*

NETWORK license key

The network license key has the marking: " **- NET -** " on the casing above a consecutive key number.

To install the (network) license key, first install the HASP Manager program (see: "HASP Manager 37").

Then insert it to USB port and wait until Windows® installs it automatically.

Fig. NETWORK license key.

*The **network license key** is necessary to work at many workstations.*

5.6.1.1. No licence key is inserted

The software is supplied with a so-called license key. Without the key the program will not start and will not work.

If a message appears informing the user that the license key is not present, check the following:	
Local key	**Network key**
1. Whether the license key is inserted in a USB port of the computer on which the program is to be run. 2. If the key is inserted into a USB port check if it has been installed properly (see: "LOCAL license key 41").	1. Whether the license key is inserted in a USB port of any PC connected via network with the computer on which the program is to be run. 2. If the key is inserted into a USB port check if it has been installed properly (see: "NETWORK license key 41"), 3. Whether the license key options in the login window are set properly (see: "Advanced

	logging 56 "). 4. Whether the key and HASP Manager are able to communicate with the computer on which the program is to be run (see: "HASP Manager 37 ").

If during the attempt to start the TachoScan program continues to report the license key error you should contact the manufacturer's service 463.

5.6.2. Flatbed scanner

The Canon flatbed scanner is a standard device for scanning images. Due to its low price, high accuracy and speed of operation, it is recommended by INELO for scanning tacho discs.

Fig. Cannon scanner.

Before connecting the scanner to the computer, install the drivers from the installation disc that comes with the device.

After installation of the drivers, simply connect the scanner with the USB port and wait until the Windows® installs it automatically.

5.6.3. Roller scanner

The SmartOffice PS283 scanner from Plustek is a standard device used to scan images. It is recommended by INELO to scan tacho discs owing to its low price, high precision and speed.

Fig. Plustek SmartOffice PS283 scanner.

Before connecting the scanner to the computer install drivers from the installation disc delivered with the device.

After having installed the drivers, connect the scanner to a USB port and wait until Windows system installs the device automatically.

5.6.4. TachoReader

TachoReader device is meant for downloading data from driver's cards. This is a fast, reliable and simple to use device.

TachoReader device (USB)

TachoReader device (PCMCIA or EXPRESS CARD)

In order to install driver's card reader you need to:

- Insert original install CD in drive;
- Connect reader to computer USB port;
- When Windows® system shows Installation window you should choose the first option: "**Install the software automatically (Recommended)**" and press button Next >>;
- System will start to install drivers and the device itself;
- After the system has installed the reader, the window of completing the installation wizard will be displayed.

If the driver has been installed properly, a green diode should illuminate on the reader.

5.6.5. TachoReader Basic

The **TachoReader Basic** device allows you to download data directly from the tachograph without connecting other devices. Using the tachograph, it is also possible to download driver card data. The device can store data in its internal memory until it is transferred to another media (for example, to a computer disk).

TachoReader Basic uses tachograph power supply while retrieving data, so no external power source is required. It is small, easy and convenient to use.

Fig. TachoReader Basic.

The device is not supported by Windows® 2000 and earlier operating systems.

To install **TachoReader Basic** on a computer, simply connect it to the USB port and wait until Windows® installs it automatically.

When it detects a new device, Windows® automatically installs it as a new mass storage disk.

5.6.6. TachoReader Combo Plus

TachoReader Combo Plus device allows to download data directly from a tachograph or a driver's and worshop card, without having to connect other devices. What is more, the device makes it possible to store data in its internal memory until the data is transferred to a different data carrier (e.g. a computer disk).

Fig. TachoReader Combo Plus.

The device set includes:

1. Two 1,5V AA batteries to supply the device without having to connect it to a different source of electricity;
2. **Mini-USB cable** by means of which the device is connected with a computer (transfers data from the memory to a computer disk) and provided supply from the computer;
3. TachoReader Combo Cable (hereinafter referred to as the **TRC cable**) - for reading data from the tachograph - the device uses the tachograph power supply.

The device is not supported by Windows® 2000 and earlier operating systems.

Required elements for PC installation:

1. The device **TachoReader Combo Plus**;
2. The cable MINI-USB.

Installation procedure:

1. Connect the device **TachoReader Combo Plus** to USB port via Mini USB cable and wait till Windows® has performed the installation automatically.
2. In device manager you can find the installed **TachoReader Combo Plus** as USB Mass Storage Device.

5.7. Transferring the program to another computer

Before transferring data, please read the items below:

Notes before proceeding

If you have SQL Server **other** than SQL 2000 MSDE:

*SQL 2000 MSDE (**M**icro**S**oft **D**esktop **E**ngine) - obsolete version.*

1. Select "Mixed Mode" as "Authentication mode" in the system configuration window for Microsoft SQL Server.
2. Turn on xp_cmdshel and Agent XPs options support
   (you can do this from the "Database Manager 371" in "Server -> Configuration 372" menu).

It is recommended that the same version of TachoScan as installed on the old computer, is installed on the new computer.

3. After making the copy of the database, transfer the license key to the new computer.

NET network license keys require HASP LICENSE MANAGER driver installation.

For Windows® 7 64-bit and Windows® Server 2008 64-bit systems, HASP installation instructions and the drivers for these systems can be found at: "http://download.inelo.pl/drivers/HASP_LM_setup.zip".

For 4Trans 3.10 version, all of the directories and path names below have the old name: PCNETSERVICE instead of INELO.

If you are migrating a database from SQL 2000 to SQL 2012 or higher version, the intermediate database migration to SQL 2008 R2 must be performed first.

Database

Making a backup copy of the database (on the old computer)

A copy of the database should be made using: "Database Manager 371" software:

1. Run the program (see: "Running "Database Manager" 32").
2. After logging in the Database Manager window menu, select: "Backup -> Backup database".
3. In the next window, click on: << Advanced.
4. After setting the "database copy path" make a two consecutive FULL copies of **4TransKONFIG** and **4TransMDF** databases.

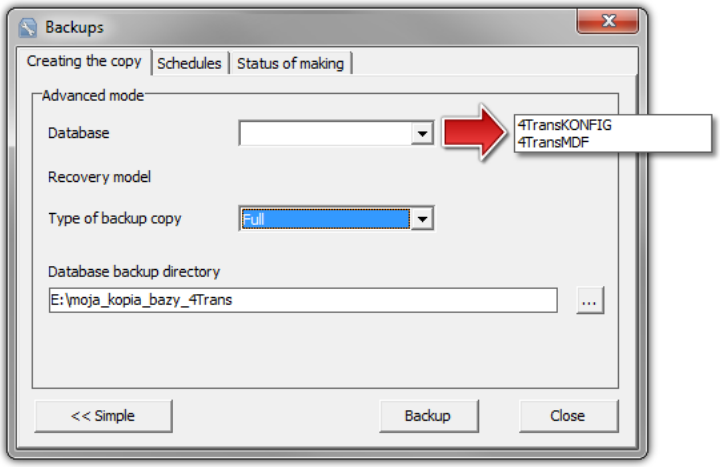


Fig. Creating database backup copies.

Restoring the database from backup (on a new computer)

Before restoring the database from the backup, you need to install TachoScan and TachoScan server on the new computer (server is installed automatically when you first run TachoScan).
*The server can be installed manually by downloading the installer from "www.tachoscan.com" -> **Download** tab.*

The database should restored using: "Database Manager 371" software:

1. Run the program (see: "Running "Database Manager" 32").
2. After logging in the Database Manager window menu, select: "Backup -> Restore database".

3. In the next window, click on: << Advanced.
4. Select the path to the database backup files (item 1 - Fig. bellow) - after the first path is selected, the program enters the same second path by default (item a).
5. Select each database (item 2).

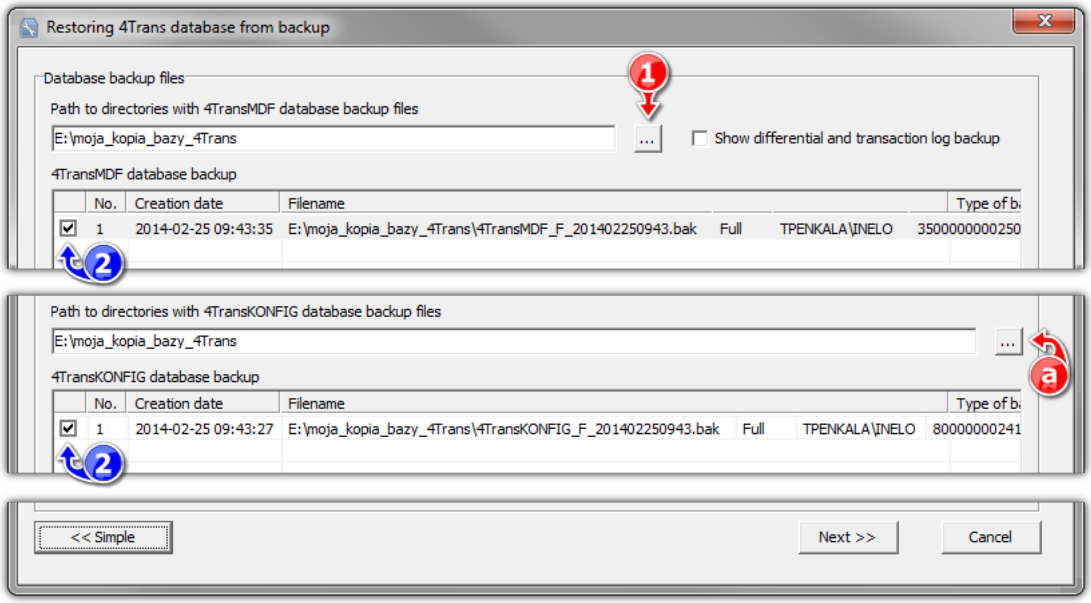


Fig. Restoring the database copy.

6. Click: Next >>.

Moving supporting folders

This operation is performed after the database is restored, before the first start of TachoScan.

After making the copy of the database on the old computer and restoring the backup on the new one, the final step is to copy from the old computer the folders in which, among others, digital readouts and record sheet scans are stored.

To do this:

On your old computer

1. Launch TachoScan, log in as administrator (the default password is "admin").

- if the login window is not displayed when launching the program, re-run it from: "START -> Programs -> INELO -> 4Trans -> Administrator".

2. Open the program settings window ("Basic data -> Settings").
3. In the: **Paths** tab check the location of the directories:

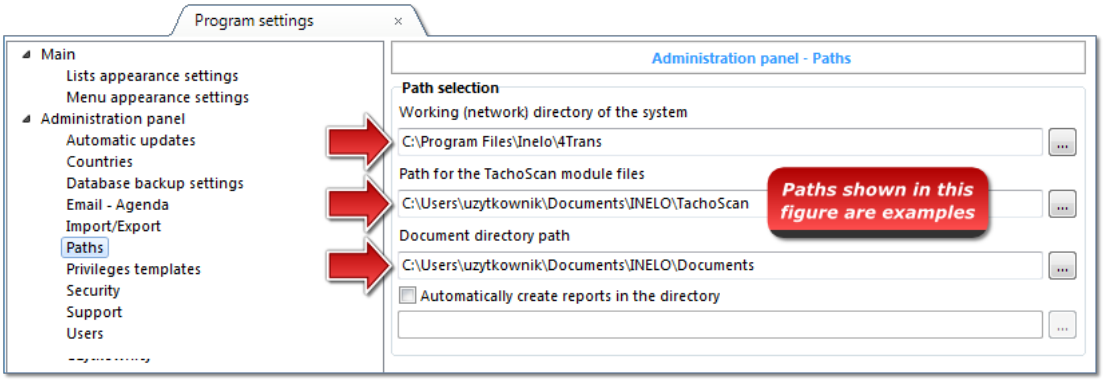


Fig. Program Settings -> Paths.

4. Copy the folders and their contents into any medium.

*If the **Path for the TachoScan module files** and **Document directory path** is within the **Working (network) directory of the system** path, it is enough to copy this directory.*

On your new computer

1. You can paste the contents of the directories (copied from the old computer) anywhere.
2. Run TachoScan, logging in as an administrator (see: "First launch 50").
3. In the settings window under **Paths** point to the location of the copied directories.

6. First launch

The topic below presents the program setup process before the first start.

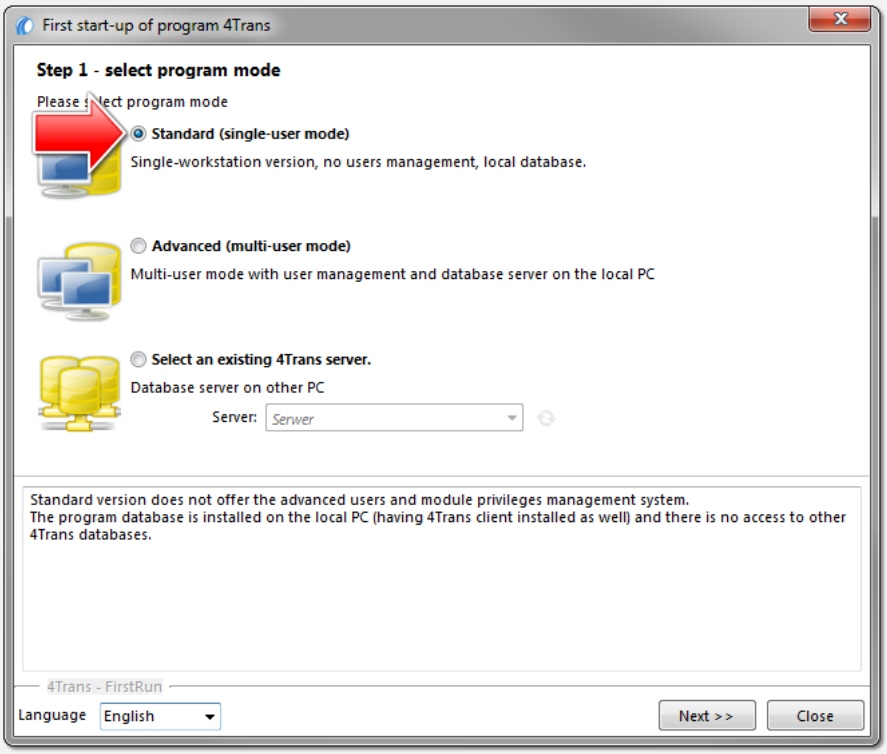
*Before the first start of the program it is **required** to sign in to an account with administrative privileges in the operating system.*

6.1. Step 1 - select program mode

When you first start the program it displays a window: **Step 1 - select program mode**, where, depending on your needs, select:

Standard (single-user mode)

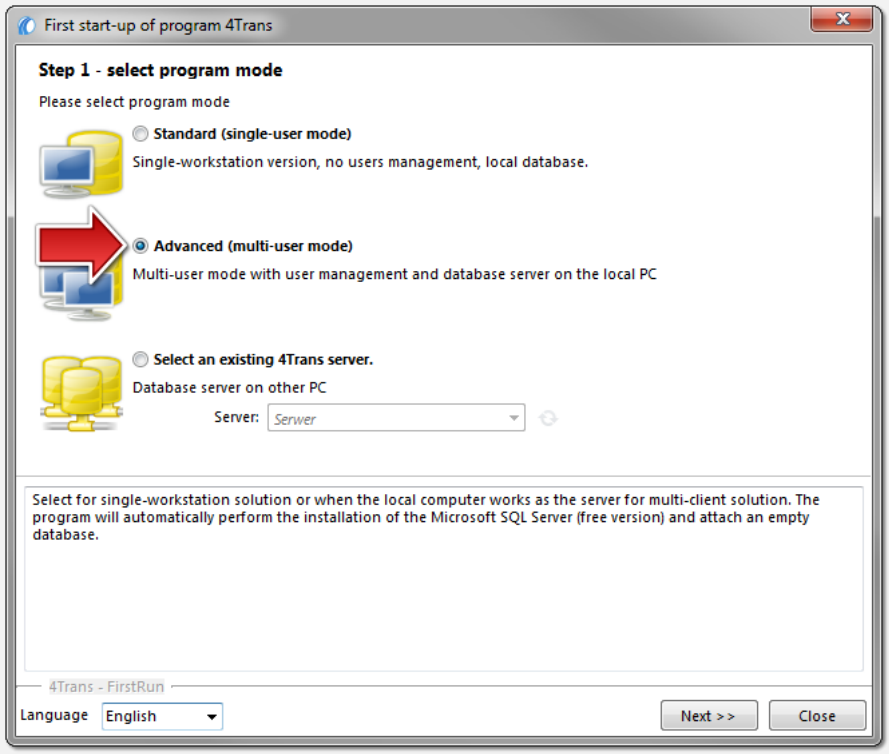
Please, read the description in the window (Fig. bellow).



If the above program mode is correct, left-click on the: Next >> - button - the program will display: "Step 2 - server initiation 54" window.

Advanced (multi-user mode)

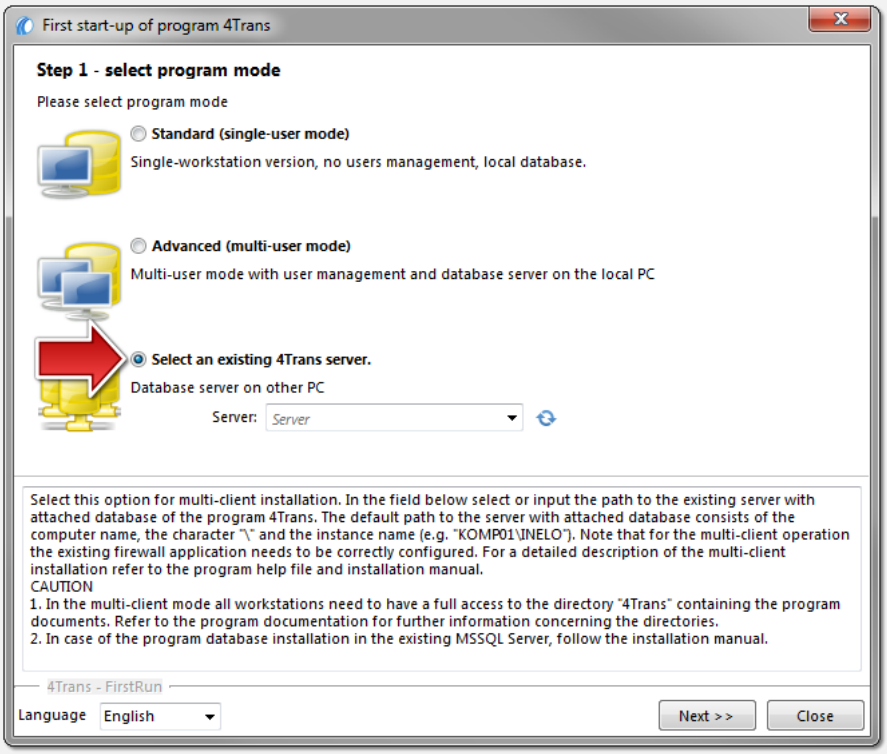
Please, read the description in the window (Fig. bellow).



If the above program mode is correct, left-click on the: Next >> - button - the program will display: "Step 2 - server initiation 54" window.

Select an existing 4Trans server.

Please, read the description in the window (Fig. bellow).



Summing up, this option can be selected only when:

- the program connects with an existing server that has the TachoScan database connected beforehand.

To connect to the existing server with the database:

- clicking on the icon: will refresh the list of servers;
- click the button: (item 1 - Fig. above);
- select a desired server from the list.

If a desired PC is not on the list of servers, please make sure that PC-server communication has been unlocked through the ports:
*- **1433**, **1434** at **UDP** protocol;*
*- possibly for HASP Manager check **475** port at **UDP** and **TCP** protocol - if the network license key is installed on the same PC.*

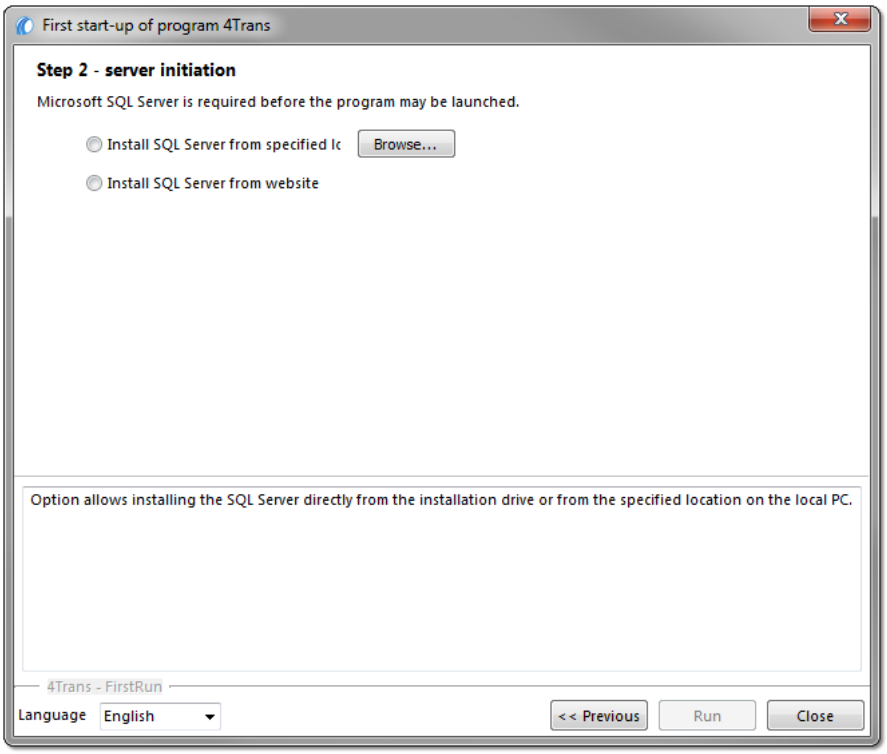
After installation of TachoScan program server IT IS NOT RECOMMENDED to change the name of the PC, on which the server has been installed.

If you want to connect TachoScan database to an existing MSSQL server, go to the topic: "Attaching and Detaching the database 32".

The program will be started after connecting to TachoScan, server is completed.

6.2. Step 2 - server initiation

If in the first step you selected: **Standard (single-user mode)** or **Advanced (multi-user mode)**, **Step 2 - server initiation** window appears in the next step.



Install SQL Server from specified location:

This option is automatically checked if TachoScan is installed from the original installation media.

Browse... - possibility of indicating any installation path:

- **Microsoft® SQL Server™ 2017 Express** for Windows® 8.1, Windows Server® 2012, Windows Server® 2012 R2 (required filename: "InstallSQL2017.exe");
- **Microsoft® SQL Server™ 2019 Express** for Windows® 10 and Windows® 11 (required filename: "InstallSQL2019.exe");

Install SQL Server from website

If the TachoScan installer does not find the SQL Server installation file, it checks the above option - the installer is downloaded from the Internet.

During the first run, the database server is installed:
***- Microsoft® SQL Server™ 2017 Express** for Windows® 8.1, Windows Server® 2012, Windows Server® 2012 R2;*
*- **Microsoft® SQL Server™ 2019 Express** for Windows® 10 and Windows® 11.*

SQL Server™ 2017 Express database limitations:
- support for one physical processor;
- 1410 MB of RAM;
- database size: 10 GB.

If the maximum database size (10 GB) is not sufficient, you need to purchase the latest commercial version of Microsoft® SQL Server™.
When installation is finished you have to reboot your computer.

During the installation process the program will automatically create folders for saving of tacho disco images, files with readings from digital driver's cards, documents and backup of database.

*The default path: "**...\My documents\User\INELO**",*

*where: **User** - is the name of user who logged in to Windows® system.*

After installation, the database program may display the following screen:

[Company] New Company

In the **New company** window, enter your company's data

or in the window:

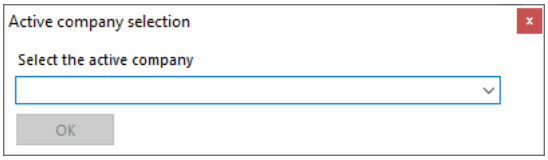


Fig. Window of active company selection

select the active company.

After selecting/saving, the proper program window will be launched.

6.3. Log in

6.3.1. Simple logging

The option unavailable for Standard (local work) mode of program work.

If you want to change the mode of program work go to topic: "The change of working mode to Advanced 59".

After program installation in the database, there exists only one "Administrator" account, to which to log on. We enter: **administrator** as a user, password: **admin**.

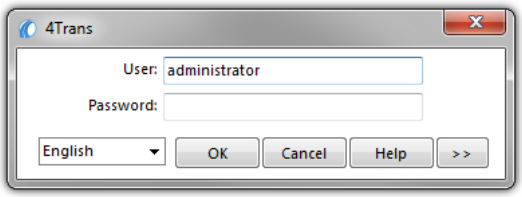


Fig. Simple logging.

6.3.2. Advanced logging

> ***The option unavailable for Standard (local work) mode of program work.***
>
> *If you want to change the mode of program work go to topic: "The change of working mode to Advanced 59".*

In order to change a server or network key option, select the button: >> (Fig. bellow):

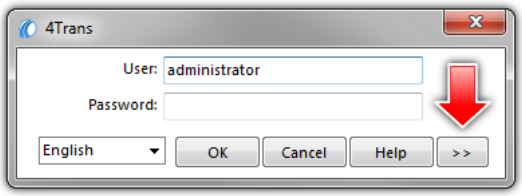


Fig. Button ">>"

The log window will be expanded with additional options:

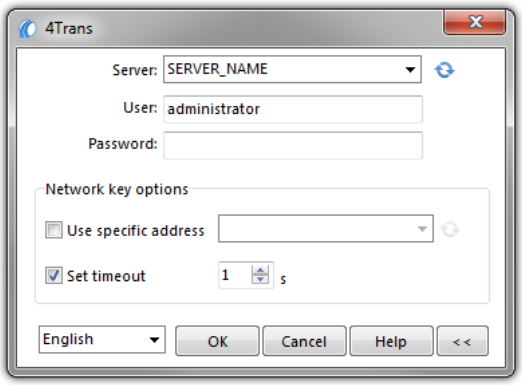


Fig. Advanced options

- **Server** (Fig. above)
  This is a drop-down list of MS SQL servers available (visible) in the network. In order to refresh the list, push the button: (Fig. above). If, due to some unpredictable reasons, the server which we want to connect to is not visible, then you can type in its name.
- **Use specific address**

This is a drop-down list of available (visible) HASP license managers. In the case when a "HASP Manager 37" is active on the computer that is logging to a domain different than the computer with installed TachoScan client, then the client will not be connected to this manager as a default one. It is necessary to activate this option and type the IP address of the computer along with installed HASP Manager.
If, however, this option is unchecked, the program searches the network for active HASP license managers (only in the domain to which the computer is logged);

- **Set timeout**
  This option makes it possible to set timeout ([s] – seconds) that the program should wait for response from computers when searching for key managers in the local network – increasing the time limit to more than 1 second is justified in the case of a low network transmission rates.

6.3.3. Path selection

The option unavailable for Standard (local work) mode of program work.
If you want to change the mode of program work go to topic: "The change of working mode to Advanced 59".

After you have logged a window will be displayed on which three paths to directories should be set:

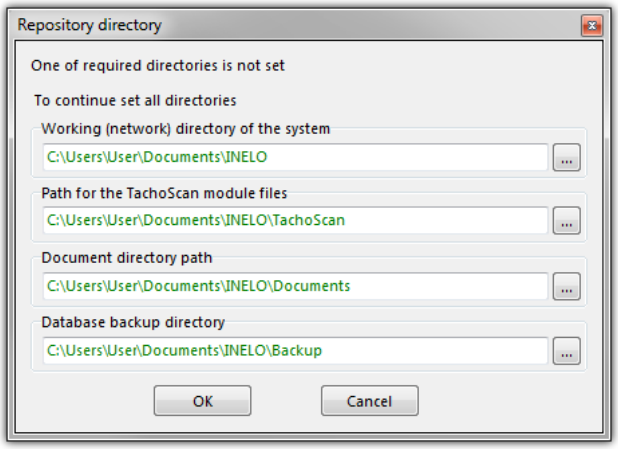


Fig. Repository directory.

- to the main 4Trans folder (default path "**...\Program Files\INELO**");

- *for 64-bit systems, depending on the Windows® version:*
  - *"**...\Program Files (x86)\INELO**".*

- to working (network) directory of the system (default path "**...\Documents\INELO**");
- to TachoScan module files (default path "**...\Documents\INELO\TachoScan**");
- to back-up copy (default path "**...\Documents\INELO\Backup**");
- to the folder with documents (default path "**...\Documents\INELO\Documents**").

Paths can be typed using the keyboard or chosen by clicking the button: ....

If a path to a folder is correct, it will be shown in green. Similarly, an incorrect path will be shown in red.

If the system operates in the network with several positions, the paths need sometimes be set to remote computers.

A user logged on a computer must have full access to the INELO catalogue made available to him.

6.4. Granting rights / privileges

The option unavailable for Standard (local work) mode of program work.

If you want to change the mode of program work go to topic: "The change of working mode to Advanced 59".

The TachoScan can be used by many users simultaneously, each user works within the authorization set by the administrator. The administrator has control over users, creating their accounts and granting them appropriate **rights**.

The standard menus are not available for the administrator, but the advanced settings, such as directory paths, database backup parameters, user management and access rights settings are available.

In order to grant licenses to a user (users) you need to log on to the program as "**Administrator**" (see the topic above "Logging"), and then:

- from the menu **Basic data** select option **Settings** and add a new user in the option **users**.
- In the **Templates** add a new license pattern and attribute it to a user.

6.5. Database backup settings

The option unavailable for Standard (local work) mode of program work.

If you want to change the mode of program work go to topic: "The change of working mode to Advanced 59".

Use menu "**program settings**", option "**Database backup settings**", to define the frequency for the backup copy and the type of the copy to be created.

6.6. Program activation

After purchasing, TachoScan may require activation (unless you paid directly). Prior to activation, a window informing about the required activation appears and you are asked to enter respective code.

There are 2 possible reactions now:

-

- the following window, for activation code input appears,
-

-continue to work with the program without activation.

If the program is not activated within the specified time limit, it will be blocked.

If an improper activation code is entered 3 times, the license key will be blocked permanently. In this case it is necessary to refer to the producer's intervention service that is provided against payment, according to the actual INELO Polska Sp. z o.o. price list.

6.7. TCP/IP Port for MS SQL Server

To read out the number of TCP/IP port for MSSQL server:

1. Start the program "**SQL Utility**" from menu:
   Start -> Programs -> INELO -> SQLDatabase.
2. Select the TCP/IP field in the right paneland click Properties.
3. A port created dynamically during installation, on which the created database operates, is displayed in a new windowin the Default Port field. Copy it (e.g.

) and configure existing firewall programs to enable communication with this port on TCP.
4. In case of program base malfunction, e-mail the content of the logging file (4Trans_log.txt in the directory "My Documents") to INELO Polska Sp. z o.o. (e.g., via email to serwis@inelo.pl). The file can also be opened from the menu:
   Start -> Programs -> INELO -> SQLDatabase -> Install Logs

7. Program launch mode

7.1. The change of working mode to Advanced

To change from Standard (local work) mode to Advanced mode you have to:

- Close program – when it is open,
- Re-open it from menu: "**Start -> Programs -> INELO -> TachoScan -> Administrator**",
- In login window fill the field: "**User**" -> "**Administrator**", enter the default password – that is: "**admin**",

*The program will open with so called "**Administration panel**" without basic functions but with the possibility to make the advanced settings like the setting of paths for saving of files, managing the users (see: program help).*

- Once the program is open you have to move to program settings ("**Administration panel** -> **Settings**"), and in tab: "**Support**" change option for: "**Program launch mode**" from "**Standard**" to "**Advanced**".

If the program will work in Advanced mode you have to remember about adding new users and setting the privileges for them (see: program help).

7.2. The change of working mode to Standard

To change from Advanced mode to Standard (local work) mode you have to:

- Restart program and login as: **Administrator** - the default password is: **admin**,

*The program will open with so called **Administration panel** without basic functions but with the possibility to make the advanced settings like the setting of paths for saving of files, managing the users (see: program help).*

- Once the program is open you have to move to program settings ("Basic data -> Settings"), and in tab: **Support** change option for: **Program launch mode** from **Advanced** to **Standard**.

If the program will work in standard mode you have to remember that:
- program will not display login window during start up – this means that any person can open it and feel free to add, edit and delete records;
- program will run with all available functions written on the license key;
- to login again to Administrator's account you have to run program from the menu: "Start -> All programs -> INELO -> TachoScan -> Administrator".

8. Software update - Updater

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

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

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

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

- Update - launches the process of downloading and installing program updates (see: "Download and Installation 61 " topic for more);
- Buy now - opens the guarantee order form window (see: "Ordering Warranty 62 " topic for more);

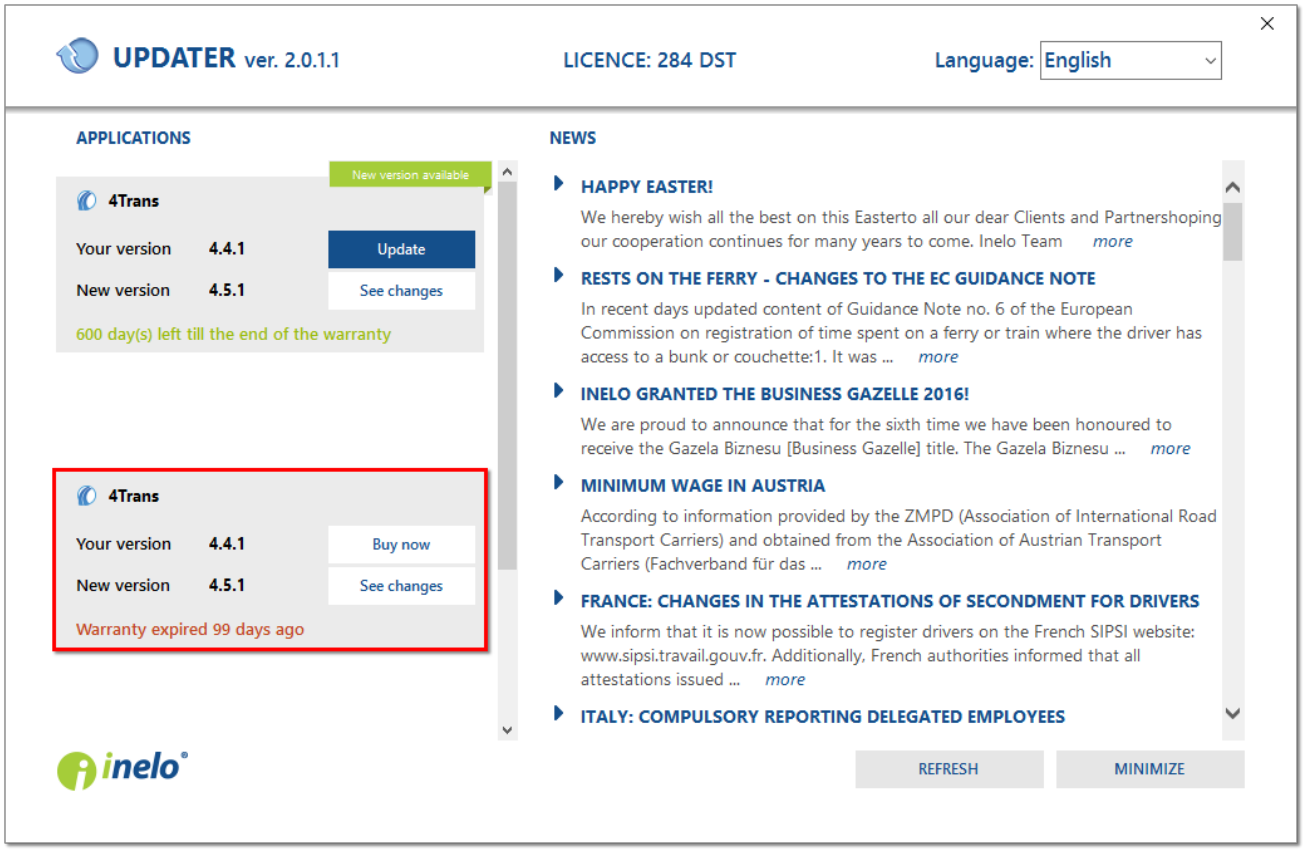


Fig. Updater window.

8.1. Download and Installation

To update the software:

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

> *We recommend that you upgrade to the new version on the computer / server on which the database resides first.*
>
> *You can continue to work on your computer while the updates are downloaded.*

2. After the download process is complete, it will be required to log in to an administrator account -

the default password:: **admin**.

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

8.2. Ordering Warranty

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

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

To renew your warranty, you must contact the Customer Service. To do so, click

- the update program will launch a web browser with the Order form, which must be appropriately filled in and sent.

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

8.3. Failed update - causes and solutions

Possible reasons for update failure:

- no free disk space required to perform a database backup before the update;
- no access (write access) to the directory to which database is to be backed up before the update;
- incorrect path to the database backup (e.g. on a mapped drive). It is recommended that UNC network path is set (e.g. "\\Server_Name\Shared_resource\Backup");
- SQL AGENT service not running.

Solution

Manual backup of the database

A copy of the database should be made using: "Database Manager 371" software:

1. Run the program (see: "Running "Database Manager" 32").
2. Make a copy of the database by selecting **Database backup** in **Backup** menu (a detailed description in: "Backup 374" topic).

INELO shall not be responsible for data loss caused by the failure to make program database backup.

Updating the database

To update the database, you must run the "aktualizacja4T.exe" file with "-ignore" parameter.

Default path to this file: "C:\Program Files\INELO\4Trans" or, for 64-bit systems: "C:\Program Files(x86)\INELO*\4Trans".*

1. Running the file with parameter:
   a. make a shortcut to "aktualizacja4T.exe" file;
   b. right-click on the shortcut and select Properties;
   c. in Target path field, add "-ignore" to "C:\Program Files\INELO*\4Trans\aktualizacja4T.exe" path (remember about the space before - Fig. bellow parameter).

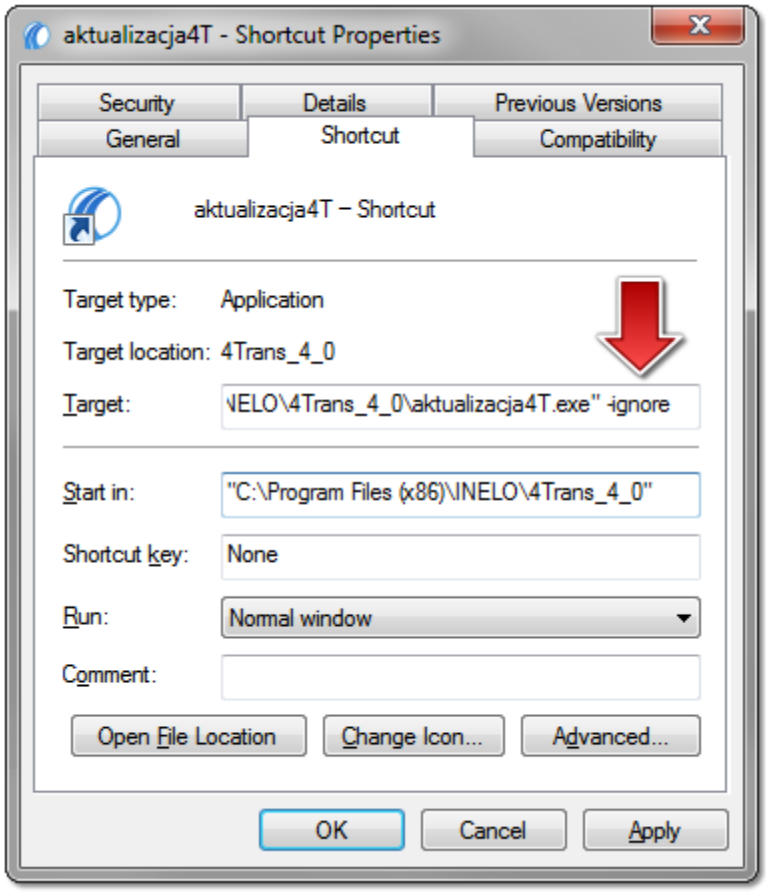


Fig. "-ignore" parameter.

If update continues to fail, contact the software vendor service 4631.

*) For 4Trans 3.10 version, all of the above directories and path names have the old name: PCNETSERVICE instead INELO.

9. Administration panel

To call up the Administration Panel log as "**Administrator**" to the program (the default password is: "**admin**").

If your program starts without opening the login window you should run the program from Start menu:

***Start -> All programs -> INELO -> 4Trans -> Administrator**.*

An option to enable/disable login window is available in program settings (see: "Support 77") on the administrator account.

Available options:

9.1. [014] Settings

Description of export/ import settings and other buttons, see: Engine module -> Settings 125 section.

*Menu available only on the **administrator's** account.*

Setting functions visible on the admin's account:

9.1.1. Main

Active company

Choosing a company

Choosing an active (default) company causes that the program will automatically suggest the name in the "**Company**" fields, e.g. when adding a new driver or a vehicle.

Show own companies only

Company names with the status: "**own company**" will be displayed in the active company selection field (see: "Basic data -> Companies 94").

Driver and company

Display after the driver's name abbreviation of the company name the driver works with

On the lists where drivers are chosen, next to names, an abbreviated form of the company for which they work will be displayed. This option is especially useful if the same driver is employed by at least two companies.

Default undertaking in the attestation of activities

Active company

An active company will be displayed by default in the business activity attestation adding window.

Company [...]

Irrespective of a user and active company, a company selected in this option will be displayed by default in the business activity attestation adding window.

Date and time format

A group of options allows you to select a date and time format and date separator.

Miscellaneous

Restore previously opened forms at the start of the application

Select this option to remember the windows open during unexpected closing of the program. Select this option to remember the windows open when closing the program. When re-starting the program, you will be asked whether to restore the open windows.

The mechanism saves open windows for the following items: sales/purchase invoices, orders, vehicles,

semi-trailers, companies, employees, list of record sheets, trips, costs, driver card.

Show risk assessment in the main window (may cause slower program operation)

After selecting this option, the **window presenting the results of calculating the frequency of serious infringements will be displayed in the** Start **Repute** tab. The window will be displayed alternately with **News**.

Proxy server

Use internet settings from Windows

The program uses Windows® settings (Control panel -> Internet options -> Connections) – this option should be used when the connection via proxy server does not require entering the user/password.

Manual configuration

Provides access to the settings fields of the connection via proxy server.

9.1.1.1. Lists appearance settings

Settings options are grouped in the fields:

Lists fonts

This option makes it possible to change font on the lists (list of companies, drivers, etc.). Program menu font will not be changed.

Colors

Lists header color

Change of color for the lines background in the list headings.

Highlighted header color

Change of color for the background of a marked column in the list heading.

Lists background color

Change of color on the list's background.

List options

Save filters when lists are being closed

- ☑ ***Option checked*** - date range – set when closing the list – is stored by the program and will be used the next time you open the list;
- ☐ ***Option unchecked*** - date range filter defaults to 12 months ago, or a different date range if it was saved using: button.

9.1.1.2. Menu appearance settings

You can change the appearance of the menu main bar in this window:

Toolbar options

Display the icon subtitles

Icon subtitles can be displayed in the top toolbar.

9.1.2. Administration panel

Administration panel contains a number of configuration and administrative settings relating to the fundamental mechanisms of program operation.

From the panel, you can configure the system users and their authorizations, you can make changes in the way the software is updated, you can also verify the license utilization for the individual modules of the system.

Administration panel is divided into tabs - click on the desired tab to open the settings window.

Available options depend on the authorizations granted by the system administrator.

9.1.2.1. Automatic updates

In this tab there are options concerning program update.

Automatically check for available updates for current version

☑ ***Option checked*** - program will check via the internet in specified intervals whether the update is available. Depending on the option selected below an appropriate message will appear if the update is available;

☐ ***Option unchecked*** - program will not check whether the new version is available.

In the "Help -> About" window the information if the current version is up to date will be displayed.

Select the automatic download type:
Download and install patches - once a patch is found, the program will automatically start to download it. The update will be carried out the next time TachoScan is launched.

Download and install updates - once an update is found, the program will automatically start to download it. The program will be updated after downloading the files or during the next launch of TachoScan.

9.1.2.2. Countries

Window related with Delegations module. All countries, which are featured in an Annex to the Act of amounts due in virtue of delegations (109 countries) appear in the list. In this bookmark it may be defined, which countries will be highlighted, and which will be hidden.

9.1.2.3. Database backup settings

In the window "**Database backup settings**" you can configure frequency and type of a copy to be created.

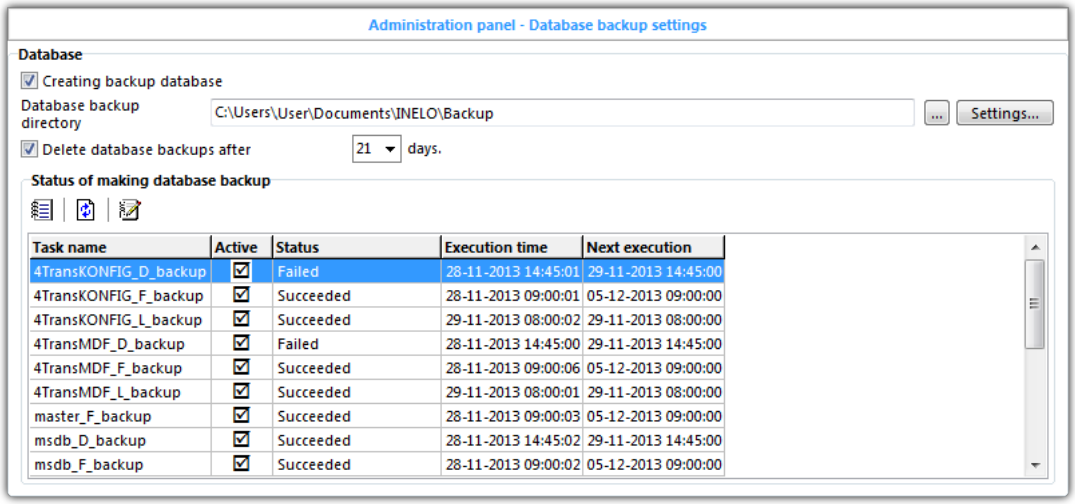


Fig. Setting a database copy.

Database

Creating backup database

Activating or deactivating the option of automatic creating of a database copy.

IT IS NOT recommended to deactivate the function of creating a database copy.

Even in the case when the administrator creates a backup copy for the entire disk on which the database is located, IT IS NOT recommended to deactivate the function.

*It must be remembered that when the option of creating a database backup copy is deactivated, the database will "**swell**" (increase its size with history of the performed operations).*

Jobs schedule executed by:

The frame is only visible for a database connected to SQL Server™ version 2008R2 or later.

SQL Server Agent service

For SQL Server™ **Express** version - after selecting this option, the program displays a warning that database backup is not possible.

For other versions of SQL Server™, database backup copy will be created by the SQL Server™ Agent service. In the **Status of making database backup** box, the history of backups made directly from SQL Server™ Agent will be displayed.

INELO Service

Backup copy of the database is created by the **INELO Service** which comes with the program. Most importantly, the service works on any version of SQL Server (from 2008R2 up).

Database backup directory

This is the same folder of "**database copy**" that we define when starting the program for the first time.

Button: Settings...

Opens the window "**Database backup settings**":

The settings work for the database backup service currently selected in the frame: ***Jobs schedule executed by:*** *(see description above).*

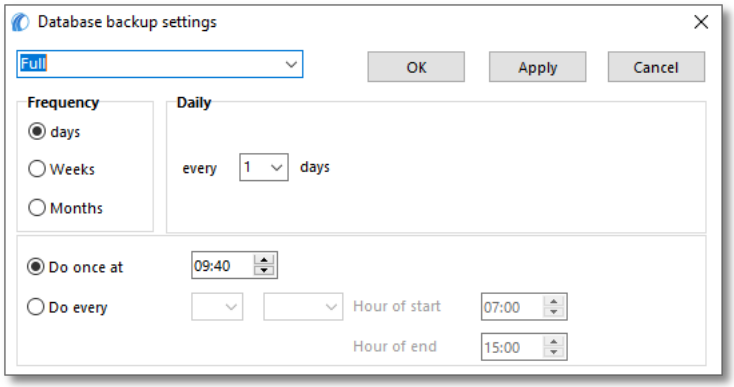


Fig. Window of "Database backup settings"

In this window you need to set:

- type of the database copy being created:
  - **Full** – the entire image of the database is created.
  - **Differential** – this is a copy of all data which have been changed (also new ones) from the time of creating the last full backup copy.
  - **Logs** – this is a copy of operations that have been performed on the database.
- Frequency of creating a database copy. It is possible to select from three different frequency schemata:
  - **daily** – set every how many days a copy is to be created,
  - **weekly** – select on which day of the week a coy is to be created,

- **monthly** – there are two possibilities to created a monthly copy:
  - ~ every (**1** to **31**) day of a month every (**1** to **3**) months,
  - ~ every (**1** to **4** or the last) (**Monday** to **Sunday**) month every (**1** to **3**) months.

➢ depending on frequency settings, it needs to be defined whether a copy is to be created:

- once at (**00:00** to **23:59**),
- every (**1** to **59** or **1** to **23**) (minutes or hours) Start (**00:00** to **23:59**) Finish (**00:00** to **23:59**)

In order for the values to appear in the first column one needs to select values in the second columns beforehand (minutes or hours).

Defined frequency: Weeks -> Thursday below Create every 35 -> minutes -> Start at 07:00 -> Finish at 10:00. which means a copy will be created every 35 minutes, between 07:00 and 10:00 every Thursday.

Delete database backups after

Activating or deactivating the option of automatic deletion of older backup copies after a number of days (from **1** to **59**).

Status of making database backup

View the record of making database backups

Displays a window, in which history of creating the database backup copies is shown. This window can be triggered if you double-click a given line of a sentence.

Refresh status

Refreshes the status of creating a database copy.

View actual "SQL Server Log"

Open an available log file list.

Status of making database backup

The list shows tasks (creating database copies), their activity, status, etc.

Tasks designation: D – full copy, F – differential copy, L - logs.

If the status of a given task is empty it means that creating this type of a backup copy has not been activated or the program has not yet attempted to create such copy, e.g. creating the copy is set for Thursday and the check-up date is Wednesday.

When you double-click the task line a window of history of creating a database copy process will appear and detailed information concerning the error will be displayed.

The most frequent reasons for error occurrence during the process of creating a database copy:

- wrongly set path for the database copy,
- lack of serves privileges to save a database copy in the set directory,
- no space on the disk.

*When the task status shows "**failed**" it means that the database copy has not been created.*

It is recommended to localize the reason for such error of failing to create a database copy as soon as possible and repair it.

9.1.2.4. E-mail - Agenda

In this window the following options are available:

Send an e-mail message to user responsible for unfinished task

This option applies to the modules where tasks are generated (Time schedule, certain registers of Fleet module), and a relevant user is made responsible for their completion.

- ☑ ***Option checked*** - the program, according to the settings below, will send an e-mail to the appropriate user reminding of task completion;
- ☐ ***Option unchecked*** - the program will not send any e-mail message.

E-mail reminding options

Send messages [] days before deadline

Select how many days prior to the deadline for task completion the program is to send an e-mail reminder.

Outgoing mail server configuration

Outgoing mail server
Enter the address of outcoming mail server.

Security
Select the security mode for outgoing mail server connection.

Port
Enter the number of port, through which e-mail messages will be sent (Default = 25).

User
Enter the name (login) of user having access to the e-mail.

Password
Enter the user access password.

9.1.2.5. List of used licences

Tab visible to a program that uses a network license key 41

This window displays information about the software licenses being used by other users/ computers.

Log the license usage
Enables/ disables the license use check function. When you select this option, click: Refresh.

9.1.2.6. Paths

*Menu available only on the **administrator's** account.*

Path selection

Working (network) directory of the system

Default path: "**...\Documents\INELO**".

This is the root directory of the program, in which working files are stored. Each user of TachoScan should have access (read and write permissions) to this directory.

By default, the working folder contains the following directories: **TachoScan** and **Documents**.

> ***Administrator***:
> *If you change the location of TachoScan and Documents folders, do not forget to grant appropriate permission to the users of TachoScan.*

Path for the TachoScan module files

Default path: "**...\Documents\INELO\TachoScan**".
Folders with the names that are short names of companies input in the program are created in TachoScan module files folder (default name: "TachoScan") - number of folders depends on the number of added companies. Whereas the following folders are created in these folders: **Image** folders (where tacho disc scan files are stored) and: **Digital** folder (where source files downloaded from driver cards and digital tachographs are stored).
It is the same folder of **tacho images**, which we define during first start-up of the program. This path can be changed in the main settings window.

Document directory path

Default path: "**...\Documents\INELO\Documents**".
Folders with the names that are short names of companies input in the program are created in the documents folder (default name: "Documents") - number of folders depends on the number of added companies. It is the same folder of **documents**, which we define during first start-up of the program. This path can be changed in the main settings window.

Automatically create reports in the directory

Option checked - reports exported to a file (pdf, xml. xls, html) are saved by default in the location selected here (in the active company folder).

Option unchecked - every time before exporting the report to a file, the program asks for the path to save the file.

9.1.2.7. Privileges templates

This window is intended to manage privilege templates thus enabling to add new templates, modify and delete existing ones.

In order to add, change or delete a privilege template you need to use the list toolbar 83.

Default privilege templates cannot be edited or deleted – names of these templates are marked with bold font (see: Fig. bellow).

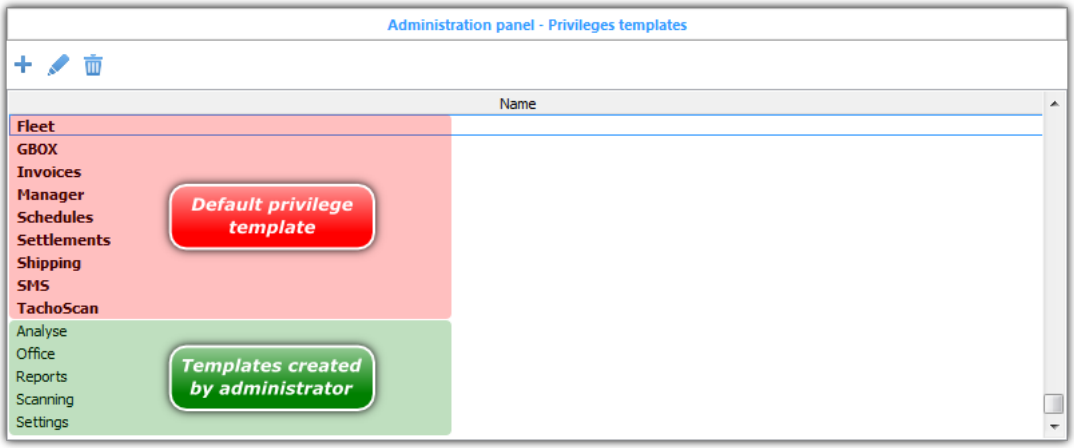


Fig. Program settings - templates.

Adding a template

1. Click the: + button.
2. In the **Name** field, type the name of the template - click Save and then Privileges edit.
3. This will open a window allowing to add or change the rights included in the created template:
   - any permissions (read-only, full, none) that appear on the permissions list can be established for created or edited permissions template;

   Type and number of privileges depends on the type of modules that have been installed.

   - to set the standard permissions for each module in the list, click with the right mouse button on the list and select the desired module;
   - after configuring the permissions, click Save and close;
4. In the **Privileges template** window, the created template can be assigned to any number of users from the list.

If privileges with different levels of access recur in template assigned to one user, the program will assign that user the highest possible ones available in these templates.

*1. Template: Analysis, privilege: monthly calendar, level of access: **NONE**.*

*2. Template: Settlements, privilege: monthly calendar, level of access: **READING**.*

*The two templates above have been assigned to a given user. Privileges for a monthly calendar recur but have different levels of access. The program will choose the highest level of access, i.e. the user will have access to **READ** the monthly calendar.*

9.1.2.8. Security

The available options in this window.

Passwords

Use secure passwords (min. 8 characters, capital and small letters)

After checking this option during adding and editing a new user the program will prompt for 8 sign password with at least one capital letter and one regular letter. If the password is incorrect the program will not allow to save it.

Force password changing every [] days

With this option users are forced to change password for the access to program TachoScan.

User activity

Record user activity

When the option is checked the program will record every operation (add, edit, delete) executed by the user in the TachoScan program.

The recording user activity function works only in Main and TachoScan modules. The functionality in other modules will be enabled in successive TachoScan versions.

Delete the history of user activity after
When the option is checked the program will consecutively delete any history of user activity that is older than the specified number of days.

9.1.2.9. Support

Database backup

Database backup folder
In this field path to database backup copy contained in: "Database backup settings 69" tab is displayed. *A copy of the database may be made only on the computer on which theTachoScan server is installed.*

[Run database backup wizard]
Press this button to display: **Database backup wizard** panel, in which you can specify the type of the backup: • Create database backup only (*.bak); • Create zip archive of database and attach: ➢ analog discs (record sheet); ➢ data files of digital tachographs and driver cards; After making your selection, click on the **[Next]** button to make a backup copy of the database or on the **[Cancel]** button to exit the database backup wizard. *Settings for automatic mechanism of creating a database can be found in the "Database backup settings 69" tab of program settings window.*

Program launch mode

There are two program launch modes available:

Standard

The program is launched without the logging window. All functions set in the license key are available in the program.

The standard version of the program operates with the LOCAL license key only.

Advanced

The logging window is displayed before each launch of the program, where you should enter a user and a password. Depending on privileges set for the user by the administrator, the program starts with defined functions and access rights.

9.1.2.10. Users

This window is intended to manage user's accounts thus enabling to add new accounts, modify and delete existing ones.

TachoScan safes user's own setting in the database. These settings are entered for a particular user, regardless of which computer in the network the user logs on. Columns width and sequence on the lists can be adjusted and one can select which columns are to be visible, etc.

In order to add, change or delete a user you need to use the main toolbar 83.

Copying privileges

In order to add a new user with copied rights:

- mark the user from who the rights are to be copied;
- from toolbar of users list select "**copy privileges**" .

*Privileges of users added with the function "**Copy privileges**" are the same as for the primary user (which has been copied).*

Pressing the add/edit user icon will result in opening the "**User**" window that contains the following tabs:

Basic data

When adding and editing, a login, password, language and privileges are defined for each user.

In order to change privileges for a user it is enough to check/uncheck proper privilege templates 75 on the privileges list 83.

You can add, change or delete a privilege template using the list toolbar 83.

The default privilege templates can be neither edited nor deleted - this templates appear in bold characters.

After the user is written to the database it will be possible to enter the following tabs:
(see description below)

Name of the module in gray italics means that license is not purchased.

Privileges to companies

This is the second tab in the window for adding and editing users. In this tab you can authorize a user to look up company data of a specific company.

To activate this option:

- uncheck the box: **Ignore privileges to selected companies**;
- check companies accessible for this user in the list below;
- or uncheck companies locked for this user.

Privileges to drivers

These permissions apply to selections in edit and print windows.

To enable this option:

- uncheck the box: "**Ignore privileges to selected drivers**";
- in the list below select the drivers that you want to see in the lists for the selected user;

Then, select the **show vehicles/drivers according to data privileges** option in the drop-down menu (see: "Filtering drivers and vehicles in program windows 86" for more).

Privileges to vehicles

These permissions apply to selections in edit and print windows.

To enable this option:

- uncheck the box: "**Ignore privileges to selected vehicles**";
- check vehicles accessible for this user in the list below;

Then, select the **show vehicles/drivers according to data privileges** option in the drop-down menu (see: "Filtering drivers and vehicles in program windows 86" for more).

Advanced

The tab allows to grant special privileges to a user:

TachoScan

- **to edit closed disks in the TachoScan module**, see: "TachoScan module-> Basic Data"),
- **to change tolerances in the TachoScan module**, see: "TachoScan module -> Infringements - Tolerance 159").

Other

- **Authorization to alter and records in main lists** - A user will be able to delete any item on the main lists (drivers, vehicles, orders, leasing register items etc.) with the one exception – it will be not possible to delete any item that is linked to another entries saved throughout the program. First the links are to be removed, and only then the selected item may be deleted.
- **Authorization to view the history of user activity** - the selected user will have access to the "User activity 80" command,
- **authorization to alter and save own company data**, see: "Basic data -> Companies 94"),
- **generate unique abbreviations of companies names** - marking this option will cause that a subsequent number will be added to the abbreviations of similar names of companies;
- **Generate unique abbreviations of companies names** - when selected, the program generates and "controls" the abbreviation names of companies to be unique.

*You can select/unselect option by selecting "**Select all**" and "**Unselect all**" from the drop-dop menu (available after RMB anywhere in the window).*

9.2. [015] User activity

The command is visible on the administrator account. A user may be granted access to the command depending on the privileges set (see: "Administration panel -> Users 78").

If the option is selected the program will open a list with the history of operations executed in the program.

To open the list from **Basic data** main menu, select **User activity**.

> *If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list 368".*

The list is divided into three tabs:

1. Everything.
2. Settings - changes saved in program settings.
3. Other - other operations excluding changes in settings.

10. Engine module

This module of TachoScan is an "**Engine**" that carries out administrative functions and enables setting user privileges to specific modules according to the customer's requirements.

The main module has the following functions for configuration of system:

- Creating new users of program and the privileges for them.
- Creating of templates and dictionaries that are used later on in program.
- Determining of schemes for numbering of documents and orders.
- Setting folders for backups of databases.
- General settings of program etc...

Furthermore, the build-in remainder function basing on data from installed modules alerts the customer in advance about the deadlines for:

- Expiring validity of vehicle's technical certificates.
- Expiring validity of driver's health fitness certificates.
- Deadlines for changing of tyres, oil, etc...
- The need to buy vignettes

The elements of TachoScan program menu belonging to **Engine** module are:

> *Depending on user privileges for working with modules the "**Main menu**" will be increased with additional commands.*
>
> *The description of additional commands is separate for each module. For example: the description of menu: "**TachoScan**" is placed in: "Module TachoScan -> Main menu -> TachoScan 180".*

10.1. Start

The main program tab, which, immediately after starting, shows the information from the manufacturer.

> *The information from the manufacturer will be displayed automatically only when you first start the new version of the program. After each subsequent launch, the program start-up menu is shown.*

The tab can be accessed using

key or from the menu: File -> Start 91.

The tab contains the following elements:

1. **Search box** - when you type any phrase of minimum 3 characters and confirm by pressing

, the program will look for results in the menu and the main program lists: vehicles, employees, companies, data from driver cards and record sheets:
   - items in the menu are marked with 3-digit codes that can be used during the search;
   - after entering the code and confirming with

button, the program will open the item in a new tab.
2. My shortcuts - allows you to customize **My shortcuts** toolbar - click on the blank button to create a new shortcut
3. Incoming instructions - dates of the upcoming trainings organized by TachoScan (for more information visit: "http://szkoleniadlatransportu.pl/").
4. News - information from the INELO website.
5. Repute displayed after selecting the **Show risk assessment in the main window (may cause slower program operation)** option (-> It presents the results of calculating the frequency of serious infringements):
   - the above frequency will be automatically calculated once a day immediately after starting the program;
   -

 - allows to force the recalculation of the above frequency;
   -

 - generates report "[182] Risk analysis of loss of good repute 264"
4. Information about the current warranty.

10.2. Show incoming tasks

The tab displays a list of the next deadlines for the agenda 121 items. In the list, the same operations as in the schedule may be performed, except for the addition and removal of deadlines.

> *If the list of the next deadlines is empty, this tab will not appear.*

10.3. Messages

The tab displays a list of important messages generated by the program that require user intervention.

> *If the message list is empty, this tab does not appear.*

10.4. General information

This topic contains information on the basic tools used in the program.

10.4.1. List toolbar

A vast majority of data stored in a database is presented to the user by means of lists. Each of such lists has a toolbar and unfolding menu, accessible after pushing the mouse right button, that allows for its comfortable use. Finding a specific position can be made easier by sorting the list: in order to do this, it is enough to click the mouse left button on the column's heading as per value which is to be sorted. If you double click, the order will be diversed.

Basic toolbar icons:

> *Some of the lists have extra icons in the toolbar - a description of these icons is included in the description of the list.*

- () **New entry** – opens a new input window for a new position on the list. The look of the window depends on the list for which it has been displayed. Fields which have to be filled in, are marked with a blue frame;
- () **Edit** – will cause that a new window opens thus enabling to edit data of the currently marked object;

> *Double-clicking on a position from the list has the same effect as using the button* .

- **Delete entry** – when confirmed, it causes that the object currently marked on the list will be deleted;
- **Copy from** - the data is copied from marked item to the: "**New entry**" window;
- **Refresh** – reads, from the base, all positions of the list anew;

- **Reset column filters** - disables all filters used on columns;
- **Save list as a file** – to save a list as a file in one of the three formats: commas separated values (*.csv files), MS Excel sheet (*.xls files) or a HTML file (a webpage);
- **Print preview** – print preview of the currently open list. Before displaying the report, a window opens to customize the appearance of the print:

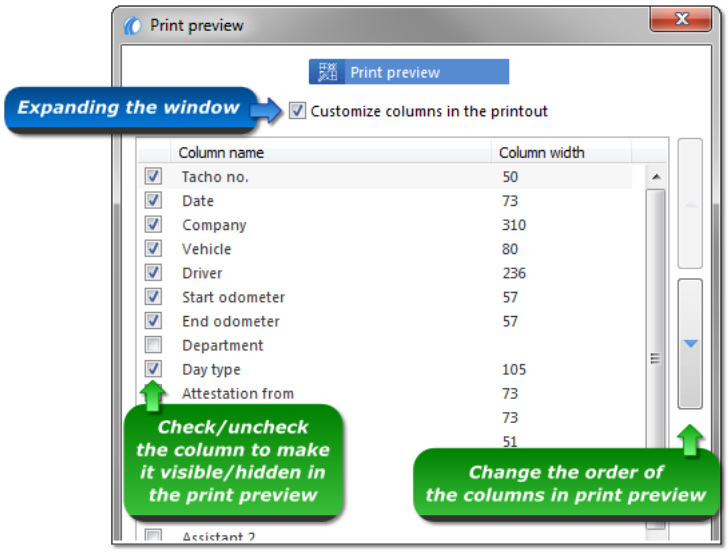


Fig. Print customization window.

click Print preview to display the report;

- **Customize visible columns** – opens the window where lists can be customized as per individual preferences. Here one can select which columns will be visible. In order to add/delete a given column, one needs to mark its name and then move it to the next list using an appropriate button, i.e. ◄ or ►. With ◄◄ and ►► buttons one can easily display/hide all columns at once. With buttons: ▲ and ▼ we determine the sequence of column displaying on the list of columns;
- **Reset list settings** - restores all list settings to default list settings;
- **Adjust columns width** - adjusts the width of the columns to fit the width of items in the list.

10.4.2. Filtering lists

The program gives the possibility to filter data on the lists. This is a useful function, especially when we have a large quantity of data. Applying special filters accelerates the program operation and increases work efficiency.

10.4.2.1. Filtering on chosen columns

This option allows to filter, based on the available values or text in any column that contains the: button in the header (Fig. bellow).

The filter on a given list works only for "**local data**" (on the list of data retrieved form the server - according to date range in the fast filter 86).

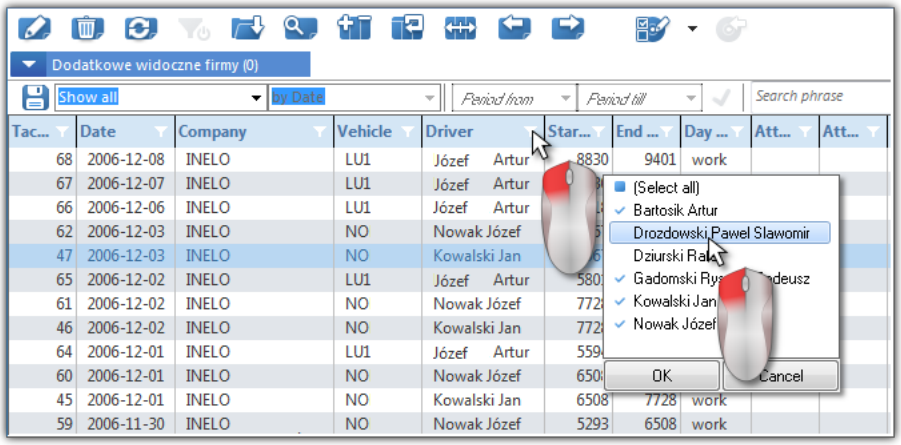


Fig. Filtering items in the list.

To set a filter, click on the: button on the header of the column you want to filter, and select one or more values to filter (Fig. above), and then confirm your choice by clicking OK.

To set the filter, click the button on the column which you want to filter and select text or value per which filtering will be done (Fig. above).

This filter can be set on as many columns as you wish. For instance, if you only want to see Mr. Smith's discs for the vehicle FZ 57545, activate the filter on the column "**driver**" choosing Mr. Smith and activate the filter on the column "**vehicle**" choosing FZ 57545.

The wbuttons in the column headers, in which filter is enabled, turn blue ( ).

In order to deactivate a filter in a column's heading, select "**All**" (Fig. above) lub klikamy na ikonę: in the list toolbar.

Settings of this filter are not saved by the program. After each closing of a list, the filter must be set again.

If there is no data visible on a list, make sure that the filters 84 settings are correct.

10.4.2.2. Fast filtering

Fast filtering means choosing or setting ready-made filter templates. The templates are located above column's headings of a given list.

> *Fast filtering elements are not visible on certain less developed lists (e.g. list of companies). Number and type of fast filters depends on the type of list (e.g. a filter for employers (Basic data-> Driver) would be of no value for the vehicle list (Basic data-> Vehicle)).*

The first of two fast filtering elements that operates directly on data recorded on the server is: choice of date range, period or any phrase (Fig. bellow).

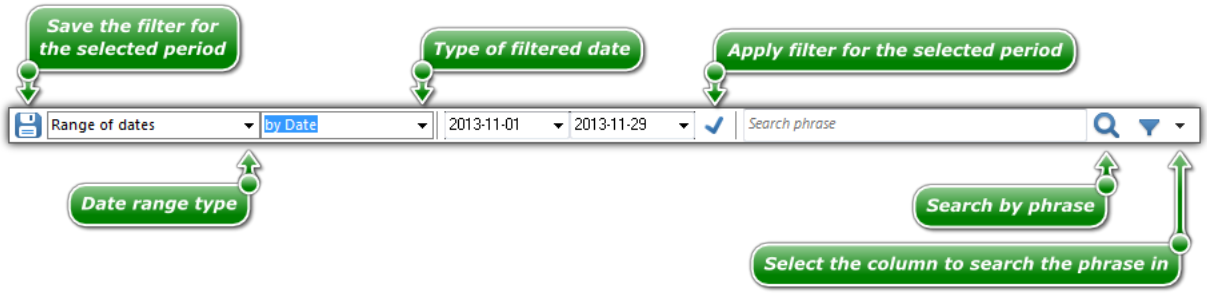


Fig. Fast filtering toolbar.

The second fast filtering element that operates directly on data recorded on the server are ready-made filter templates (Fig. bellow).

Fig. An example of filter templates

> *If there is no data visible on the list, make sure the filter 84 settings are correct.*

10.4.3. Filtering drivers and vehicles in program windows

Filtering drivers and vehicles in program windows works in the windows that contain fields to select driver and/or vehicle.

You can filter drivers and vehicles according to:

- data privileges;
- date of sale (vehicle), date of employment (driver);
- active company;
- status (active/not active).

Filtering for each of the above options works only if the relevant option is enabled in the program settings (see: "Main -> Filter settings 129").

If the foregoing options have been enabled in the program settings it is possible to control them directly in the windows. The examples on how to bring up pull down menu for drivers and vehicles filtering are shown on the figures below:

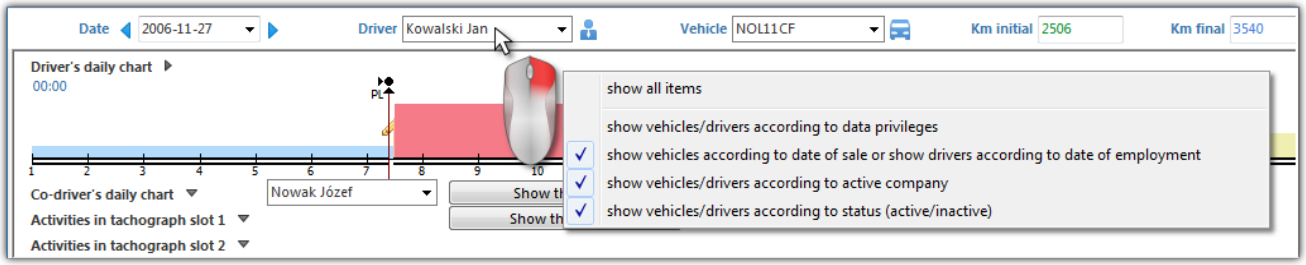


Fig. Filtering in window – driver's daily chart (TachoScan module).

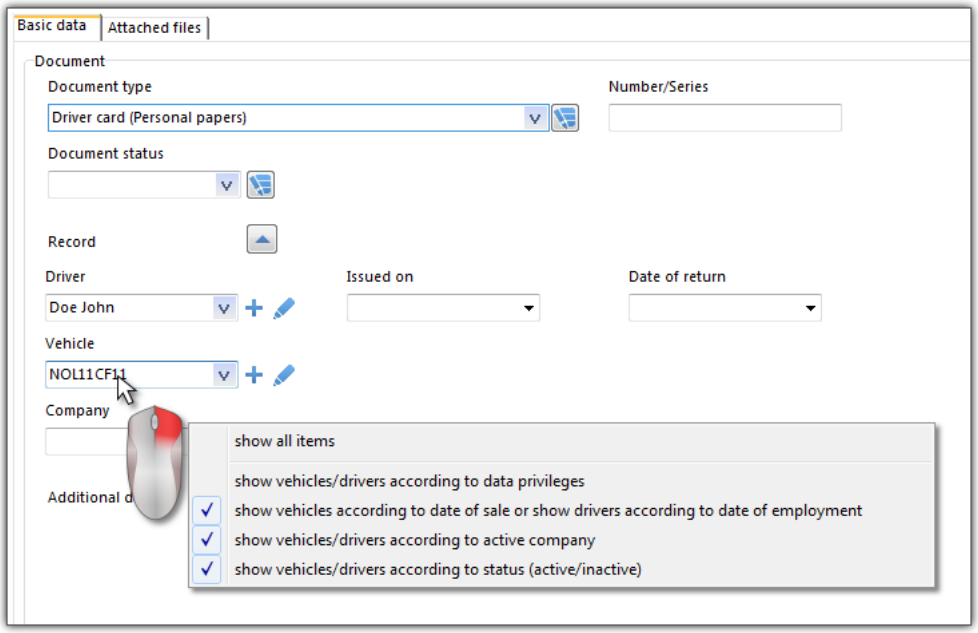


Fig. Filtering in window - personal papers (engine module).

10.4.4. Generating reports

Reports can be generated by using two buttons:

Fig. Window's toolbar from which report is generated.

- - (Fig. above) - **Generate and close** – after generating a report the window from which it has been generated will close;

Option recommended when displaying in report.

- - **Generate** – after generating a report the window from which it has been generated will still be visible;

Option recommended when displaying several reports of the same type – it is not necessary to close the report preview window in order to display the same report for e.g. a different driver or for a different period.

Description of functioning the buttons in the report preview window is included here: "Report preview window 89".

- -**Export to** - the report is saved directly to the file in PDF format, and after dropping down the menu icon to Excel (CSV), HTML, XML;

*When generating reports without "**Separate report for each driver/vehicle**" option selected as well as for reports that do not have this option, file generation progress window is displayed separately.*

- - **Send report via e-mail:** - after selecting the file format (PDF, CSV, HTML, XML) it opens a window to send e-mail with the report file attached;

10.4.4.1. Reports Queue

Report queue is displayed if in the report generation window more than one driver and/or car is selected and **Separate report for each driver/vehicle** option is selected.

***Exception**: Each report will be displayed in **Reports Queue** window, if it is not empty.*

Double-clicking the left mouse button on the report opens it in a new tab, and the entry itself disappears from the reports queue.

Fig. Report generation queue window.

1. *When generating reports, you can continue to work with the program (left-click next to the window or on:* *icon).*
2. *After generating all the reports, reports queue window opens automatically.*
3. *Queued reports will not be available after restarting the program.*
4. *icon is not visible if the* ***Reports Queue*** *window is empty.*
5. *- reports will be saved in the following directory: "Documents directory /Reports/Skrót firmy /RRRR-MM-DD/Abbreviated report name".*

10.4.5. Report preview window

Report preview window is a window which shows the results of the analysis based on the report generation window settings.

In the report preview window, you can perform the following actions:

Moving between pages

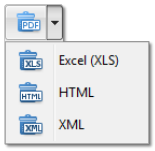
- **first page** – moves to the first page of a report,
- **previous page** – moves to the previous page of a report,
- **page number** – moves to the page of a given number,
- **next page** – moves to the next page of a report,
- **last page** – moves to the last page of a report.

Printing reports

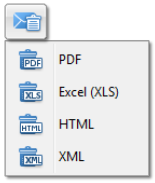
- **print** – opens the "**Print**" window where, apart from printing confirmation (OK), it is possible to customize the print settings.

Export the report to a pdf file

- export the report to a pdf file;



- export the report to a xls file;
- export the report to a html file;
- export the report to a xml file;



- e-mail the report as a file: pdf;
- e-mail the report as a file: xls;
- e-mail the report as a file: html;
- e-mail the report as a file: xml;

Description of buttons on the preview toolbar (beginning from the left)

Customize options of the page view:

- stretch the report to actual size;
- stretch the report horizontally;
- stretch the report to fit full page;
- manual increasing or decreasing of the report;

10.5. Main menu

Elements of TachoScan system belonging to the "**Engine**" module:

> *Depending on setting a user privileges to operate particular modules, the "**Main menu**" will enlarge with additional commands.*
>
> *Description of additional commands is specific for every module. For instance, menu description: "**TachoScan**" can be found: "TachoScan Module -> Main menu -> TachoScan 180".*

10.5.1. File

Elements of the **File** menu include basic commands meant to manage the TachoScan program. These include:

10.5.1.1. Start

Opens: Start 82 tab.

10.5.1.2. Switch user

Command: "**Switch user**" first opens a window and asks whether to perform this task (Fig. bellow).

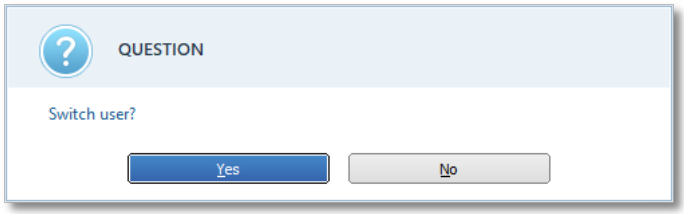


Fig. Log-out confirmation

If the command to change user is confirmed, the program will display a standard logging window including the "**User**" and "**password**" fields (Fig. bellow). In the "**User**" field type the name of the user who is to be logged on and type his password in the "**password**" field.

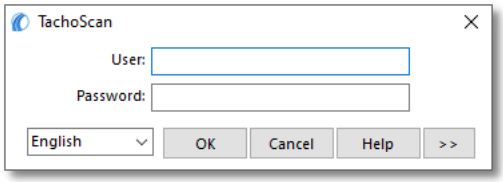


Fig. Logging window

If logging data is typed correctly, the current user will be logged out and the subsequent one will be logged on. Otherwise two additional re-logging attempts will be possible – if both fail, the program will turn off.

10.5.1.3. Language

Language options let us select the language of the program's menu. The following languages are available:

- Polish,
- English,
- Czech,
- Romanian,
- German,
- Estonian,
- Latvian,
- Lithuanian,
- Slovak,
- Hungarian,
- Russian,
- Slovenian,
- Portuguese,
- Spanish,
- French,
- Ukrainian,
- Macedonian,
- Serbian,
- Swedish.

When you have chosen the language, the program needs to be restarted.

It is also possible to set the language in which the program is to start – in the add a user 78 window (administrator's account).

The following modules are translated into foreign languages: Main, TachoScan and Foreign salary.

10.5.1.4. Change password

Choosing the "**Change password**" option causes that a window (Fig. bellow) containing the fields "**Name**" and "**Old password**" opens. The first field is filled in automatically, the second one requires that the previous password be typed. If you have forgotten the password, only the program administrator will be able to change it.

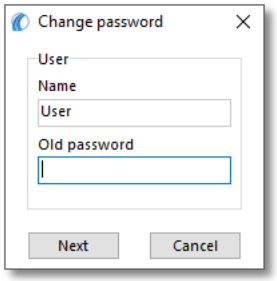


Fig. Window: "Change password" – typing old password.

After the previous password has been provided, press the Next button.

In the next window (Fig. bellow) two fields "**New password**" and "**Repeat password**" will appear. You need to type the new password and confirm it by clicking the OK. button. From now on the new password will be valid for the current user.

> *After the administrator has given you a new password it is recommended to change it to a new one, known only to the user.*
>
> *It is recommended to change passwords from time to time.*

10.5.1.5. Toolbars

From the "**Toolbars**" menu you can:

- **Show/Hide toolbars** – enable hiding or displaying top toolbars;
- **Position** - change the toolbar location;
- **Customize my shortcuts** – the tab: "**My shortcuts**" can be adjusted to your own needs or changed by deleting selected commands.

10.5.1.6. Quit

This option causes that the TachoScan program closes.

10.5.2. Basic data

Elements of the **Basic data** menu:

10.5.2.1. [001] Companies

This command opens the companies list. The list can be opened in several ways:

- click on the: icon located in the **Basic data** tab in the toolbar;
- from the **Basic data** main menu, select **Companies**.

With the use of list toolbar 83 one may add, change or remove a company.

> *It is not possible to delete company when it is linked with any register (vehicle, driver, order, etc.). At first, all ties have to be deleted (deletion of vehicle, driver etc.).*

> *If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list 368".*

Additional elements of the list

Additional elements of list toolbar 83:

- With the use of: and buttons companies may be imported from or exported to "**xml**" or "**csv**" file.

> *Irrespectively of filter settings, all the companies saved in program data base are exported.*

An example of an import file with description

```
<?xml version="1.0" encoding="UTF-8"?>
<root rowCount="1">
 <firma>
  <nazwa>testowa</nazwa>
  <skrot>testowa</skrot>
  <wlasciciel>Jan Kowalski</wlasciciel>
  <e_mail>testowa@mail.pl</e_mail>
  <www>www.testowafirma.pl</www>
  <nip>PL954-23-04-534</nip>
  <regon>XXX121222</regon>
  <krs>XXX2324532</krs>
  <status>dobry klient</status>
  <typ_firmy>8</typ_firmy>
  <konta>
```

```
    <konto>
     <nr_konta>235t9530tw453q02u4t03qt</nr_konta>
     <bank>Lichwiar Bank</bank>
     <waluta>PLN</waluta>
     <czy_domyslne>1</czy_domyslne>
     <aktywne>1</aktywne>
    </konto>
   </konta>
   <adresy>
    <adres>
     <ulica>księżycowa</ulica>
     <nr_domu>456</nr_domu>
     <nr_m>2w2</nr_m>
     <kod>43-300</kod>
     <miasto>Bielsko-Biała</miasto>
     <panstwo>Polska</panstwo>
     <czy_domyslny>0</czy_domyslny>
    </adres>
    <adres>
     <ulica>sloneczna</ulica>
     <nr_domu>2</nr_domu>
     <nr_m>2</nr_m>
     <kod>00-001</kod>
     <miasto>Warszawa</miasto>
     <panstwo>Polska</panstwo>
     <czy_domyslny>1</czy_domyslny>
    </adres>
   </adresy>
   <kontakty>
    <kontakt>
     <imie>Lucjan</imie>
     <nazwisko>Nowak</nazwisko>
     <e_mail>nowak@lsmailsco.pl</e_mail>
     <nr_gg>q2356yw3gh</nr_gg>
     <skype>whbd3q</skype>
     <transid>325yw4</transid>
     <stanowisko>kierownik</stanowisko>
     <tel>+48 34645w5</tel>
    </kontakt>
   </kontakty>
   <telefony>
    <telefon>
     <numer>+48 q340951q</numer>
     <rodzaj>firmowy</rodzaj>
     <tel_fax>Telefon</tel_fax>
     <czy_domysl>1</czy_domysl>
    </telefon>
   </telefony>
  </firma>
</root>
```

Description of important fields:

<firma>
<skrot> - *Abbreviated name of the company;*
<www> - *Company website address;*
<status> - *Tthe status of the company: dictionary value (after entering any value for the company status in the program dictionary, you can bring it up here.) Default values: "good customer," "inactive customer," "potential customer," "blocked customer";*
<konto>
<bank> - *The name of the bank;*
<czy_domyslne> - *Is the account default: "0" - no, "1" - yes;*
<aktywne> - *Is the account active: "0" - no, "1" - yes;*
<adres>
<nr_m> - *Address details: apartment number;*
<kod> - *Address details: postal code;*
<czy_domyslny> - *Is the address default: "0" - no, "1" - yes;*
<kontakt>
<stanowisko> - *The position of the contact person: dictionary value. Default values "assistant," "driver," "manager," "accountant," "warehouse worker," "mechanic," "office worker," "dealer";*
<telefon>
<rodzaj> - *Type of the phone: dictionary value. Default values: "company," "home";*
<tel_fax> - *Phone mode: "Phone," "fax," "Phone and fax";*
<czy_domysl> - *Is the phone default: "0" - no, "1" - yes;*

Additional elements in drop-down menu:

- **View attached files** - displays the window with a list/preview of related documents/files;

Click the right mouse button on the selected file/document to open a drop-down menu in which the following options are available:

- ***Open*** *- open the file using a default program,*
- ***Open using...*** *- open the file using any selected program;*
- ***Copy file to...*** *- copy the file to the desired location.*

- **Alter data for selected items** (used to change certain parameters while there is no need for opening the edition window) ->:
  - **Group** – adding of a vehicle to vehicles group 118;

Company add/edit window includes the following tabs

Depending on the installed modules and user permissions, window can be expanded with additional fields/tabs - refer to the online help for the corresponding module.
Fields with blue frames are mandatory.

General data

This tab allows you to specify general details:

Company data

- **Company** - full name of the company;
  - in the next field, specify an abbreviated company name - the option is used when filtering, as well as specifies the directory in which data from TachoScan module is stored (images of record sheets, source files);
  - indicate whether the company is to have the **own company** status - option used during filtering;
- **Address** - enter the town/city (required);
- **Headquarters** or **Department (subsidiary)** - select if the company is a headquarters or a subsidiary. In case of Department (subsidiary) type in the headquarters in the field next to it;
- **Company kind** – the list defined a scope of activity, e.g. **Insurance company** or **Garage** - select one or several types of companies.

Values for these two lists are downloaded from dictionaries. There is no obstacle to use them to provide the lists with other meaning.

- **Customer status** - default: **good customer** or **potential customer** (free term from the library 118);
- **Default currency** - currency for the company default settlements. Useful especially for users of the modules Invoices, Shipment and Fleet;
- **Credit limit** - Useful for users of the module Shipment;
- **Tax ID** - European tax ID Number;
  -

 - allows to check the correctness and validity of Tax ID (VAT number on VIES website) of the contractor and ensure that the business entity of the given Tax ID really exists;
- **National Economy Register** - national economy registry number;
- **NCR** - NCR number;

Other

- **Owner** - the owner of the company being added.
- **Email** - email address.
- **WWW site** - www address.
- **Nr gg**, **Skype**, **TransID** - ID numbers of the selected IM;

Remarks
Field allows you to enter any text.

Branches

In the lists, headquarters and all branches belonging to it are displayed.

Contacts

Company Addresses
All addresses of a given company are displayed on the tab. In order to add a new address, provide the street name, building number and location. One of these addresses can be set as a default one and thus it will be automatically suggested by the program if the company is selected on a form. You can also input address for correspondence in this window, by selecting in the field "**Kind of address**" by selecting -> "**mailing**".

Company contact people
All contact details of a given company are displayed on the tab. It is enough to type a new name in order to add a new person.

Telephone numbers
All telephone numbers of a given company are displayed on the tab. The list positions "Telephone types" are downloaded from libraries 118. One of these telephone numbers can be set as a default one and thus it will be automatically suggested by the program if the company is selected on a form.

Accountancy

The tab displays a list of bank accounts of the company.

Using the list toolbar 83 you can add/edit or remove the selected account.

In the account add/edit window, one of the accounts can be set as the default, so it will automatically be proposed by the program in the appropriate fields.
For each of the accounts you can set a status: active/inactive.

> *In the fields in which you can select bank account, you will be able to filter the accounts based on the status (right-click in the bank account check box).*

Settlement periods

To be able to manage settlement periods, you must first specify:

Beginning of the first settlement period

If no period is set.

> *The beginning of the first settlement period can only be changed by removing all settlement periods of a given company.*

To add or remove settlement periods, use the ""list toolbar 83".

Window for adding a settlement period

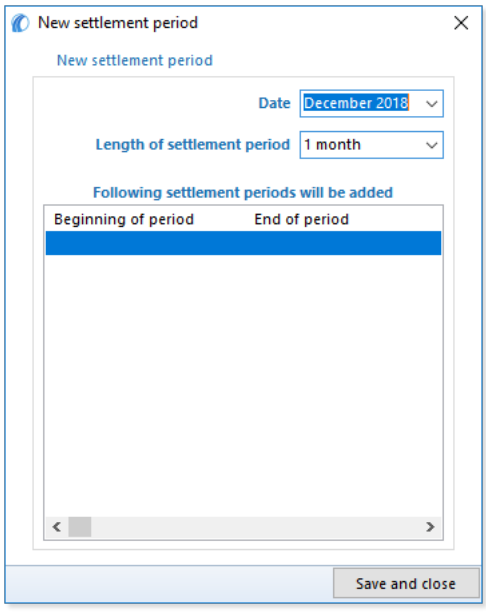


Fig. "Settlement periods" window

To add a new settlement period:

- select the month (year) until which settlement periods are to be inserted;
- specify the duration of the settlement period;
- press Save and close.

It is not possible to add a settlement period without maintaining data continuity. Each settlement period (except the first one) must follow the existing period.

If a settlement period which does not follow directly another period is added, the program will automatically fill in the missing periods, so that the "continuity" of periods is be maintained.

Removal of the settlement period

If the settlement period to be removed is different than the last one, the program in a new window will ask you to confirm the deletion of the subsequent settlement periods.

It is not possible to remove a settlement period without maintaining data continuity.

Exercise caution when removing settlement periods, because deletion of the period is irreversible.

10.5.2.2. [002] Cities

This command opens the cities list. The list can be opened in several ways:

- click on the: icon located in the **Basic data** tab in the toolbar;
- from the **Basic data** main menu, select **Cities**.

With the use of list toolbar 83 one may add, change or remove a company.

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list 368".

Additional elements of the list

Additional elements of list toolbar 83:

- - **Merge cities** - a mechanism that finds the cities with the same name in the same state and combines them into one city.

During the search of the same cities capitalization and blank characters at the beginnings and ends of names are ignored.

***Exceptions**:*

- *cities that have GPS coordinates entered will not be merged;*
- *for Polish cities it is checked if postcodes are from the same area (first two digits) - if they are not, the cities are not merged.*

Additional elements in the list drop-down menu:

- **Alter data for selected items**:
  - **Country** – you can add/change the country without opening the city add/edit window;
  - **Visible** – you can check/uncheck city "**visibility**" (see: description below);

Due to type of input data, You can split down the add/edit window into the following sections:

Depending on the installed modules and user permissions, window can be expanded with additional fields/tabs - refer to the online help for the corresponding module.
Fields with blue frames are mandatory.

Basic data

Description of selected items:

Borders on
To be filled out if the added city is a border-crossing point.

Postcode
You can add a few postal codes for one city. To do this, enter the next one in the "**Postcode**" field and click: + or press: Enter, and so on. After you have finished entering the postal codes, click: Save, otherwise the city codes will not be saved. To delete a postal code, select it with a **LMB** and click: 🗑 or select a postal code by clicking with **RMB** and selecting "**Delete**" from the drop-down menu; *You can set the default postal code. To do this, click on the selected code with a **RMB** and select "**Set as default**" from the drop-down menu.*

Visible

Check/uncheck if the city is to be visible in other program windows;

The cities without a country assigned and border-crossing towns will always be visible.

10.5.2.3. [003] Vehicles

This command opens the vehicles list. The list can be opened in several ways:

- click on the: icon located in the **Basic data** tab in the toolbar;
- from the **Basic data** main menu, select **Vehicles**.

With the use of list toolbar 83 one may add, change or remove a vehicle.

It is not possible to delete the vehicle if it is linked with any register (breakdowns, repairs, day from driver's card etc.). At first, it is necessary to delete these ties (breakdowns, repairs, etc.).

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list 368".

Additional elements of the list

Additional elements in list toolbar 83:

- and with the use of these buttons vehicles may be imported from or exported to "**xml**" or "**csv**" file.

Irrespectively of filter settings, all the vehicles saved in program data base are exported.

An example of an import file with description

```
<?xml version="1.0" encoding="UTF-8"?>
<root rowCount="1">
 <samochod>
  <nr_rej>WSI 70LP</nr_rej>
  <firma>Firma transportowa</firma>
  <stan>1</stan>
  <nr_inwent>SGDAS 2345</nr_inwent>
  <marka>Scania</marka>
```

```
<model>Stax</model>
<dzial>Transport</dzial>
<domyslny_kier>Anonim Gall</domyslny_kier>
<pomocnik>Doe John</pomocnik>
<naczepa>NACZ 123</naczepa>
<data_zakupu>2012-09-01</data_zakupu>
<data_sprzedazy>2012-12-04</data_sprzedazy>
<czy_maly>0</czy_maly>
<czy_leasing>1</czy_leasing>
<nr_umowy>1124ew/12</nr_umowy>
<nr_dow_rej>SC33X52</nr_dow_rej>
<data_rej>1999-01-22</data_rej>
<rok_prod>1999</rok_prod>
<nr_silnika>5SD34ZD76809</nr_silnika>
<nr_vin>VIN 907986785876578</nr_vin>
<nr_karty_poj>867987</nr_karty_poj>
<wysokosc>3000</wysokosc>
<szerokosc>2500</szerokosc>
<dlugosc>12000</dlugosc>
<nacisk_osi>5</nacisk_osi>
<dmc>32</dmc>
<ilosc_miejsc>2</ilosc_miejsc>
<lad_pal>50</lad_pal>
<ladownosc>24</ladownosc>
<masa_wlasna>8</masa_wlasna>
<km_pocz>20</km_pocz>
<kolor>czerwony</kolor>
<ekologia_nazwa>EURO-2</ekologia_nazwa>
<winda>1</winda>
<adr>1</adr>
<hds>1</hds>
<rodzaj_zawieszenia>mechaniczne</rodzaj_zawieszenia>
<nr_rej_tc>WSI 70LP</nr_rej_tc>
<zbiorniki>
 <zbiornik>
  <nazwa>standard</nazwa>
  <pojemnosc>400</pojemnosc>
  <paliwo>ON olej napędowy</paliwo>
  <szablon_spalania>szablon spalania podstawowy</szablon_spalania>
  <glowny>True</glowny>
 </zbiornik>
</zbiorniki>
<osie>
 <os>
  <nazwa>przednia</nazwa>
  <ilosc_opon>2</ilosc_opon>
 </os>
 <os>
  <nazwa>tylnia</nazwa>
  <ilosc_opon>4</ilosc_opon>
 </os>
 <os>
  <nazwa>podwieszana</nazwa>
```

```
    <ilosc_opon>2</ilosc_opon>
   </os>
  </osie>
 </samochod>
</root>
```

Description of important fields:

<nr_rej> - *The registration number of the vehicle;*

<stan> - *The status of the vehicle: dictionary value (after entering any value for the vehicle status in the program dictionary, you can bring it up here.);*

<nr_inwent> - *The reference number of the vehicle;*

<domyslny_kier> - *Name and surname of the driver set as the default for the imported car;*

<pomocnik> - *Name and surname of the assistant-driver set as the default for imported car;*

<naczepa> - *Registration number of the trailer set as the default for imported car;*

<czy_maly> - *Is the car status a "small car" (under 3.5 tonnes): "0" - no, "1" - yes;*

<czy_leasing> - *Is the car leased: "0" - no, "1" - yes;*

<nr_umowy> - *Number of the lease contract;*

<nr_dow_rej> - *Number of the registration ID;*

<data_rej> - *Date of first registration;*

<rok_prod> - *Year of manufacture of the vehicle;*

<nr_karty_poj> - *The vehicle card number;*

<wysokosc> - *The height of the vehicle;*

<szerokosc> - *The width of the vehicle;*

<dlugosc> - *The length of the vehicle;*

<nacisk_osi> - *Axle load [t];*

<dmc> - *Maximum authorized total weight [t];*

<lad_pal> - *Pallet capacity;*

<km_pocz> - *The initial odometer value;*

<ekologia_nazwa> - *Emission class: dictionary value. Default values: "EURO-1," "Euro-2," "Euro-5";*

<winda> - *Is car equipped with a lift: "0" - no, "1" - yes;*

<adr> - *Does the car carry dangerous goods and loads: "0" - no, "1" - yes;*

<hds> - *Does the car have a loading crane (truck crane variant): "0" - no, "1" - yes;*

<rodzaj_zawieszenia> - *Dictionary value (suspension type.) Default values: "mechanical," "parabolic," "air," "semi-elliptical";*

<nr_rej_tc> - *Car registration number retrieved from the digital tachograph;*

<zbiornik> - *Tanks data;*

<nazwa> - *Name of the tank - any value;*

<pojemnosc> - *Tank capacity [litres];*

<paliwo> - *Fuel type: dictionary value. Default values: "AdBlue," "LPG," "diesel fuel," "Pb95 unleaded," "PB98 unleaded," "U95 universal";*

<szablon_spalania> - *The name of the fuel consumption template used to calculate car fuel consumption: entered value: "Menu -> Fleet -> Consumption template"; Default values "Consumption template - construction machinery," "Primary consumption template," "Consumption template - TS total" , "Consumption template - TS detail."*

<glowny>True</glowny> - *Is the tank to be a primary tank - only one tank can be selected as primary;*

<nazwa> - *The name of the axle: dictionary value. Default values: "suspended," "front," "rear";*

Additional elements in drop-down menu:

- **View attached files** - displays the window with a list/preview of related documents/files;

Click the right mouse button on the selected file/document to open a drop-down menu in which the following options are available:

- ***Open*** *- open the file using a default program,*
- ***Open using...*** *- open the file using any selected program;*
- ***Copy file to...*** *- copy the file to the desired location.*

- **Alter data for selected items** (used to change certain parameters while there is no need for opening the edition window) ->:
  - **Status** – change of vehicle status (description below);
  - **Company**;
  - **Add to group** - adding of a vehicle to vehicles groups 118;
  - **Remove from group** - removing of a vehicle from vehicles groups.

Add/edit vehicle window is divided into the following sections:

Depending on the installed modules and user permissions, window can be expanded with additional fields/tabs - refer to the online help for the corresponding module.
Fields with blue frames are mandatory.

Basic data

Description of selected items:

Company
The company to which a given car belongs.

Vehicle status

Different types of vehicle activity may be assigned.

*Vehicle status: **inactive** - the car does not appear on the lists.*

Reg. no in tachograph

Source vehicle registration number downloaded from the digital tachograph.

With this field you can compare whether a car mentioned in the tachograph (along with its data) corresponds with the car entered into the database.

If the said car is incorrect (e.g. by mistake was wrongly entered in the vehicle choice window after downloading data from a tachograph or a driver's card), then by clicking the icon next to: this link can be easily deleted. In this case you need to delete all wrongly downloaded days from the database and re-read files downloaded from the driver's card and the tachograph and then attribute the car's registration number correctly.

Reg. nation

The vehicle country of registration.

Other

Odometer on the day

You can enter it by selecting one of the options (available when you click on the: button):

- **Enter odometer value and the corresponding date** - manually entered odometer reading - activates the odometer field and date selection box;
- **Retrieve data from the last disc/day from card** - automatically entered odometer reading based on the last readout from the record sheet or day from the driver card.

  After entering the odometer reading, TachoScan will monitor mileage based on data from record sheets/ days from the card

GBOX ID

GBOX ID is needed to import a sections abroad form the GBOX Online — see: "Tutorial - import a sections abroad from GBOX Online 449".

The number should be written or downloaded form GBOX Online

1. Select the vehicles, under a right click choose: **Alter data for selected items -> Get GBOX ID**;

> *Visible after selecting the Enable GBOX Online support option in the program settings window in the "Settings ->Main-> GBOX Online Support " 138 tab.*
>
> *Once downloaded, the GBOX ID numbers will be overwritten in TachoScan.*

2. In Basic data -> Settings -> Main -> In teh program setting window in the tab "Cooperation with GBOX Online 138" click Get GBOX ID.

10.5.2.4. [005] Employees

This command opens the drivers list. The list can be opened in several ways:

- click on the: icon located in the **Basic data** tab in the toolbar;
- from the **Basic data** main menu, select **Employees**.

With the use of list toolbar 83 one may add, change or remove a driver.

> *It is not possible to delete driver who is linked with any register (breakdowns, repairs, Day from driver's card etc.) At first, it is necessary to delete all ties (by deleting breakdowns, repairs etc.).*

> *If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list 368".*

Additional elements of the list

Additional elements in list toolbar 83:

- and with the use of these buttons drivers may be imported from or exported to "**xml**" or "**csv**" file.

> *Irrespectively of filter settings, all the drivers saved in program data base are exported.*
>
> *The structure of the xml files is decribed in:*

Additional elements in drop-down menu:

- **View attached files** - displays the window with a list/preview of related documents/files;

> *Click the right mouse button on the selected file/document to open a drop-down menu in which the following options are available:*
>
> - ***Open*** *- open the file using a default program,*
> - ***Open using...*** *- open the file using any selected program;*
> - ***Copy file to...*** *- copy the file to the desired location.*

- **Alter data for selected items** (used to change certain parameters while there is no need for opening the edition window) ->:
  - **Default vehicle** – option of setting a default vehicle, which is used by the employee;
  - **Add to group** - adding of a employee to "employees groups 117"
  - **Suma =** gross salary **+** lump sum for overtime + lump time for night hours + salary for a shift

The driver add/edit window consists of the following tabs:

10.5.2.4.1 Basic data

The tab is divided into the following sections:

> *Depending on the installed modules and user permissions, window can be expanded with additional fields/tabs - refer to the online help for the corresponding module.*
> *Fields with blue frames are mandatory.*

Driver's data

Birth date

The date will be taken into consideration when creating some documents.

> *Date of birth (as specified in the document: driver's license) will be automatically inserted in the program after downloading any data from the driver's card.*

Driver card no.

This can be entered or changed manually. The program will automatically complete this number when downloading data from the driver's car (see: TachoScan module 137).

Card issuing member state
The symbol of country where driver's card was issued – the program will automatically complete this field.

Position data

Company
That the person works for.

Department
Predictive value - assigns the employee to the appropriate department.

Position
Predictive value - assigns an employee to the appropriate position.

Official no.
If you select "**Show the official no. before the employee's name**" (the settings window: "Main -> Reports settings 132") it will be displayed on the reports.

Employee status
Predictive value - the employee is assigned the appropriate status (inactive - employee will not appear on the lists).

Started to work on
Defaults to the start date of the first "Employment 111".

Data from driver's card save since
After downloading data from the driver card it will be saved in the program from the date set in this field.

Settle work in the territory of France according to

This option applies to the calculation of compensation for work time on the territory of other countries.

Pursuant to French regulations the driver settlement, depending on the type of transport:

- Carriage of goods;
- Passenger transport;

is calculated in a different way.

Guidelines for calculation of compensation for the time of work on the territory of other countries are presented in the chapter:"Tutorial - Calculation of compensation for work in other countries 383".

self-employment / civil-law agreement (applies to infringement analysis only)

Analysis of infringements for self-employed drivers is different than for other drivers (see: "Driver infringements 254").

Default data

Default vehicle

If, when inputting data, you select a driver with a **default** vehicle assigned, the program will automatically suggest this value in the field **Vehicle**.

Periodic training of the driver

Date of last training

Based on the date entered, you can generate a reminder in the schedule - see below.

Agenda

The possibility to add reminders to "Agenda 121". Buttons: and open add/edit schedule items dialogue box.

10.5.2.4.2 Employment

In order to add, change or delete employment history you need to use the main toolbar 83.

Employment period

Set the period of employment for the selected employee - it will impact the calculation of seniority and the following settings.

*If the "**Date to**" is NOT included, it shall mean that the person has been employed for indefinite period.*

Calculate minimum wage payable for the work time in the territory of foreign countries at the rates

Contains a list of countries for which you can enable the compensation calculation (based on the program settings: "Basic data 138 -> [014] Settings 138" menu, "TachoScan 139 -> Minimum wage - other countries 162" tab) for the working time of foreign company drivers on the territory of the countries, in accordance with local regulations.

Guidelines for calculation of compensation for the time of work on the territory of other countries are presented in the chapter:"Tutorial - Calculation of compensation for work in other countries 383".

Changing the rate

Select the desired country, and then double click it with the left mouse button.

minimum wage

The program will assign the amount corresponding to the current minimum wage per hour worked in "other country" as the rate for working hours (minimum rates are taken from the "Minimum wages in foreign contries 241" list - "TachoScan 180" menu);

- **France** - minimum rates are grouped according to professional qualifications (see: "Professional qualifications: 391" topic for more);

- **Austria** - minimum rates are divided by driver professional groups (see "Remuneration and allowances regulations 399"); topic for more); the rate depends on the automatically calculated driver's seniority according to the date of the beginning of the first contract;
- **Italy** - minimum rates are grouped according to so-called levels (see: "Table of minimum monthly rates 415" topic for more).
- **Luxembourg** - minimum rates are grouped by category and seniority (see "Table of minimum hourly rate 421"topic for more)
- **Finland** - minimum rates are grouped by category and seniority (see "Table of minimum hourly rate 427" topic for more)
- **Belgium** - minimum rates are grouped by professional groups of drivers and weekly working time (see "Table of minimum hourly rate 433" topic for more)
- **Denmark** - minimum rates are grouped by the type of transport (see: "Table of minimum hourly rate 439" topic for more)

Austria

Add the allowance for the arduous work within carriage of passengers

*Calculation only works for employees who have the option: **Settle work in the territory of Austria according to -> Passenger transport** checked (Add/Edit employee window, "Settings - other countries 113" tab).*

When this option is checked the program, depending on the type of work selected below, adds to the remuneration for work in the territory of Austria the amount of arduous work conditions allowance (to each working hour):

- Driver driving a bus with a trailer or with more 50 seats (not including driver's seat) or more than 10,90 m long, or a driver employed in linear transport in a sole proprietorship.;
- Driver driving a bus more than 13 meters long, articulated bus or a double-decker bus.;

The allowance rates are defined in the minimum daily rate edit window ("TachoScan 180" -> "Minimum daily rate in foreign countries 241" menu).

France

Employee qualified as mechanic or collector (3% surcharge to the base rate for work on the territory of France)

According to the French regulations, drivers qualified as a mechanic/collector should be paid a surcharge of 3% of the base rate.

10.5.2.4.3 Settings - other countries

Austria

Count length of service from

Based on the selected driver professional group (menu: "Basic data 94" -> "[005] Employees 107", "Employment 111"), the program allocates the rate of remuneration for working time in Austria, taking into account the driver's seniority.

The seniority may be calculated on the basis of:

- First contract date - is the date taken from the employee's first employment period entered into TachoScan;
- Dates - any date entered by the user.

Settle work in the territory of Austria according to

- **Carriage of goods** - for truck drivers;
- **Passenger transport** - for bus/coach drivers;

*There is a different applicable rate of lodging and accommodation allowance and a slightly different way of calculating the hours worked in Austria for the employee **transporting passengers** as compared to the **Carriage of goods** (see the Austrian Federal Collective Labor Agreement for employees in private bus companies).*

Additional options for calculating the passenger transport compensation are available in the program settings window ("Basic data 138" -> "[014] Settings 138" menu, "TachoScan 180" -> "Minimum wage - other countries -> Austria 162" tab).

Type of carriage

This option only applies to **the transport of passengers**.

According to the Austrian Federal Collective Labor Agreement for employees in private bus companies, there are two types of carriage: **Occasional** and **Regular**.

There are different rates applicable for these types of transportation ("TachoScan 180" -> "Minimum daily rate in foreign countries 241" menu, "Austria" tab).

France

Settle work in the territory of France according to

This option applies to the calculation of compensation for work time on the territory of other countries.

Pursuant to French regulations the driver settlement, depending on the type of transport:

- Carriage of goods;
- Passenger transport;

is calculated in a different way.

Luxembourg

Count length of service from

Based on the selected driver professional group/category (menu: "Basic data 94" -> "[005] Employees 107", "Employment 111") the program allocates the rate of remuneration for working time in the specific country, taking into account the driver's seniority.

Options for calculating seniority:

- **First contract date** - the seniority is calculated on the basis of the history of employment contracts. At least one day of break between contracts results in the resetting the seniority;
- **Dates** - seniority calculated from any date entered (the program does not verify the continuity of employment contracts).

Finland

Count length of service from
Based on the selected driver professional group/category (menu: "Basic data 94" -> "[005] Employees 107", "Employment 111") the program allocates the rate of remuneration for working time in the specific country, taking into account the driver's seniority.. Options for calculating seniority: • **First contract date** - the seniority is calculated on the basis of the history of employment contracts. At least one day of break between contracts results in the resetting the seniority; • **Dates** - seniority calculated from any date entered (the program does not verify the continuity of employment contracts).

Belgium

Count length of service from
The program assigns the rate of **seniority allowance** taking into account the driver's seniority. Options for calculating seniority: • **First contract date** - the seniority is calculated on the basis of the history of employment contracts. At least one day of break between contracts results in the resetting the seniority; • **Dates** - seniority calculated from any date entered (the program does not verify the continuity of employment contracts).

Guidelines for calculation of compensation for the time of work on the territory of other countries are presented in the chapter:"Tutorial - Calculation of compensation for work in other countries 383".

10.5.2.4.4 Address

List of the employee's addresses.

To add, change or delete the address use the "list toolbar 83".

10.5.2.4.5 Documents

This tab enables to add any driver document with possibility to link it with file or scan.

The tab is linked with menu: **Basic data** -> **Documents**. The documents added for the driver will be visible in this tab as well as any documents added in this tab will be visible on the list of all documents.

In order to add, change or delete a document you need to use the list toolbar 83.

Description window is placed in "Document Add/Edit window 367" section.

> *Type of a personal document (driver's license, series and number) will be automatically entered in the program after downloading any data from the driver's card (see: TachoScan module 137).*

10.5.2.4.6 Category

This command opens a list of driving license categories. In the list, it can be selected which driving license category the selected employee holds and the date of issue and expiry date of the selected category (Fig. bellow).

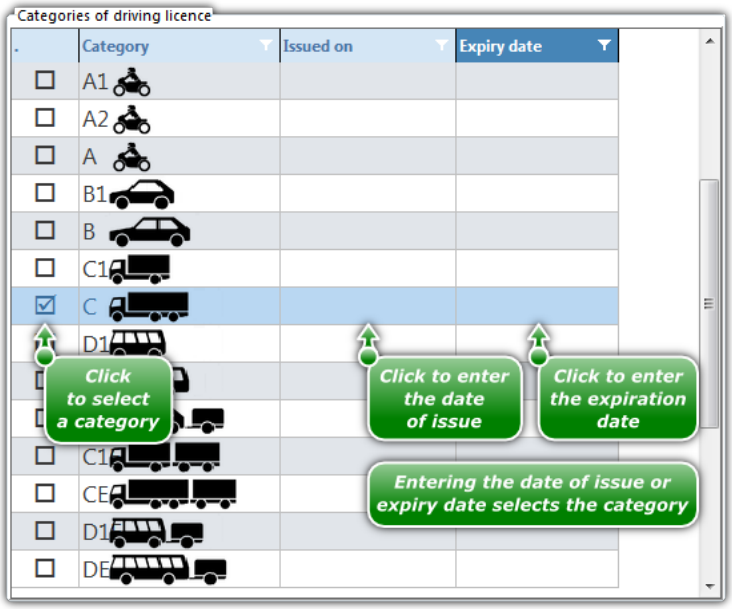


Fig. Tab: "Category" employee add/edit window.

10.5.2.4.7 Collaboration

Tab elements:

- **Definitions of import** - table of identifiers (value definition) of "Universal *import* of sections abroad" (list of sections with employee stay in other countries which have set the minimum

wage for drivers - "TachoScan 180"-> "[177] Entering and leaving a foreign country territory 236" menu).

NOTE: Deleting a definition removes the definition together with related values for all employees!

*Excluding an employee from import - remove the contents of the **value** field for the selected definition.*

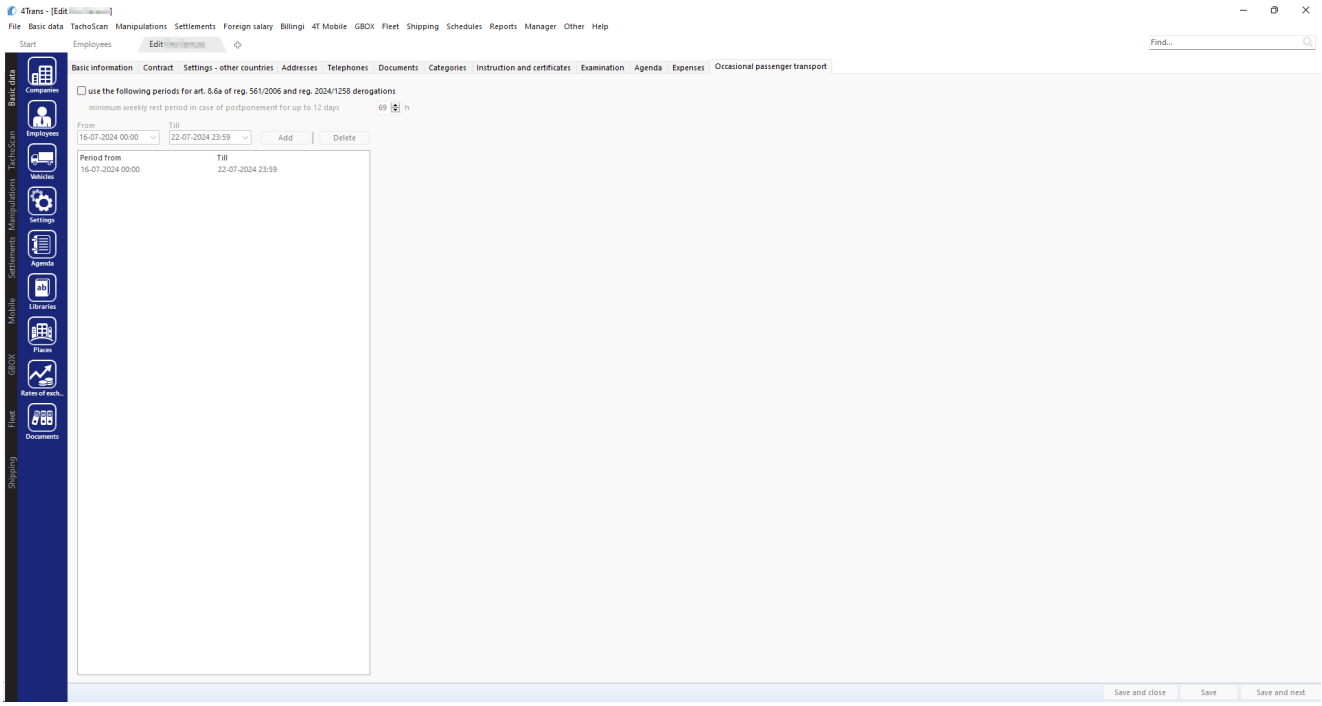
Guidelines for calculation of compensation for the time of work on the territory of other countries are presented in the chapter:"Tutorial - Calculation of compensation for work in other countries 383".

10.5.2.4.8 Przewóz okazjonalny osób

There are the options: **use the following periods for derogations under the art. 8 clause 6(a) of the reg. 561/2006 and the reg. 2024/1258** and **minimum weekly rest period in case of postponement for up to 12 days** in the tab.

The tab also contains a list of occasional passenger transports of the driver in question for self-editing.

To save changes after activating the aforementioned option, at least one period of carriage of this type must be added to the list of occasional passenger transports.



Occasional passenger transport

10.5.2.5. [006] Employees groups

This command opens the drivers groups list.

To open the list from **Basic data** main menu, select **Employees groups**.

With the use of list toolbar 83 drivers group may be added, changed or removed. Employees group adding/editing window is used to add/edit any number of drivers to a new/edited group.

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list 368".

Window to add/ edit a group of drivers

Fields with blue frames are mandatory.

The window contains only two elements:

- Name - of the group;
- Drivers list - belonging to the group - click + to add new drivers.

10.5.2.6. [007] Vehicles groups

This command opens the vehicles groups list.

To open the list from **Basic data** main menu, select **Vehicles groups**.

With the use of list toolbar 83, vehicles group may be added, changed or removed. Vehicles group adding/editing window is used to add/edit any number of vehicles to a new/edited group.

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list 368".

Window to add/ edit a group of vehicles

Fields with blue frames are mandatory.

The window contains only two elements:

- Name - of the group;
- Vehicles list - belonging to the group - click + to add new drivers.

10.5.2.7. [008] Libraries

Libraries are intended to automatic filling of drop-down lists in the program's data sheets. The number and types of libraries are pre-defined so that new positions can be only added to the existing ones. The list can be opened in several ways:

- click on the: icon located in the **Basic data** tab in the toolbar;
- from the **Basic data** main menu, select **Libraries**.

In order to add, change or delete a word in a dictionary you need to use the list toolbar menu 83, having previously chosen the type of a dictionary from the list.

Built-in phrases cannot be deleted.

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list 368".

10.5.2.8. [009] Rates of exchange

Opens the list of exchange rates divided into tabs (see below). Each of the exchange rates can be downloaded manually or automatically from the appropriate location. The list can be opened in several ways:

- by clicking on the: icon located in the **Basic data** tab in the toolbar;
- from the **Basic data** main menu select **Rates of exchange**.

The window is divided into the following tabs:

- **Monthly rates ECB PLN** and **Monthly rates ECB EUR** — downloaded from the European Central Bank website - these rates are used, among others, in the calculation of compensation for work in other countries.

Guidelines for calculation of compensation for the time of work on the territory of other countries are presented in the chapter:"Tutorial - Calculation of compensation for work in other countries 383".

How to add a new exchange rate

Exchange rates are downloaded automatically while generating forms related to exchange rates.

Exchange rates can be entered in two ways:

- automatically - by clicking on the: button (located on the "list toolbar 83");
- manually - by using "list toolbar 83" to add, change, or delete the exchange rate.
- import from an xml file using the button (on the "list toolbar 83"). The structure of the xml file can be found in the topic: The structure of the imported xml file 452

  Before starting the import, generate your own import files

  1. Open the **tools (narzędzia)** folder in the 4Trans file directory:
  - for 32-bit systems: "C:\Program Files\INELO\4Trans\narzedzia"
  - for 64-bit systems, depending on the Windows® version:
    - "C:\Program Files (x86)\INELO\4Trans\narzedzia";
    - "C:\Pliki programów (x86)\INELO\4Trans\narzedzia)

2. Run the **PobieranieKursowWalut.exe** file
3. In the exchange rate download window, select the period and click **Download**

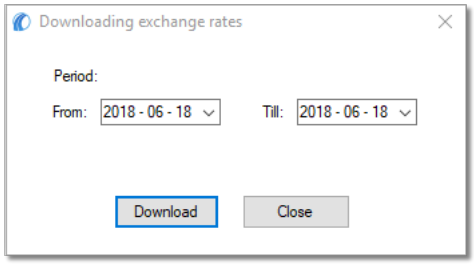


Fig. Currency exchange rates download window

4. Two files will be created in the **narzędzia** folder
kurs_dzień_nbp.xml (containing the NBP rate for the day)
kurs_miesiąc_ecb.xml (containing the monthly EUR and PLN exchange rate with ECB)
5. In the 4Trans program menu select Basic data/"[009]Rates of exchange 119"
6. Click (on the list toolbar 83)
7. Choose the location of the created files
8. Click Open

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list 368".

10.5.2.9. [010] Documents

All documents entered to program will be visible on the list depending on the tab chosen. The list can be opened in several ways:

- click on the: icon located in the **Basic data** tab in the toolbar;
- from the **Basic data** main menu, select **Documents**.

Each added document may be linked with file or scan (see: list toolbar 83).

The documents added to the list of documents will be visible also in the tabs (ex. driver, vehicle, business trip etc.) with which they were linked. And all documents added in the appropriate tabs will be visible on the list of all documents.

Description window is placed in "Document Add/Edit window 367" section.

*The type of document (**driving licence**), its series and number will be automatically entered to program after reading of data from driver's card (see: TachoScan module 137).*

10.5.2.10. [011] Holidays and free days

This command opens the list of custom holidays and free days. To open the list from **Basic data** main menu, select **Holidays and free days**.

List of holidays and free days is presented in two separate tabs.

Holidays and days off are added, changed and removed using the "list toolbar 83".

Free days

Filter: **Active company only** is used only for filtering results in the list.

When adding / editing a day off, you can not change your company - you can add it only for the active one.

Custom holidays

The list of standard holidays is supplemented during periodic TachoScan program updates.

10.5.2.11. [012] Agenda

This command opens a list of schedule items. Schedule allows to add deadlines reminding the users about the activities that should be done by a certain date, such as vehicle technical inspection, insurance payment, etc. The list can be opened in several ways:

- click on the: icon located in the **Basic data** tab in the toolbar;
- from the **Basic data** main menu, select **Agenda**.

With the list toolbar 83, you can add, change or remove a schedule item.

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list 368".

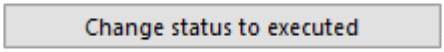
Additional elements of the list

Additional elements in list toolbar 83:

- (deadlines export to a file) and (deadlines import from a file) – by using these keys it is possible to import tasks from or export them to "**xml**" or "**csv**" file;

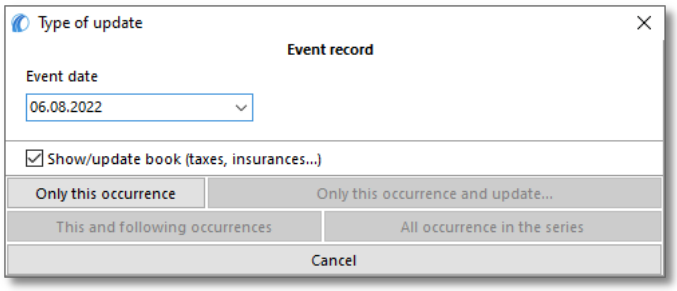
Irrespectively of filter settings, all the vehicles saved in program data base are exported.

Buttons:

- 

:

- one selected date – opens the **Type of update** window:



- Event date - date of closing/completion of the item in the timetable;
- Show/update book (taxes, insurances...) - for some registers (e.g., insurance register) when this option is selected once the task has been closed/completed, the add window shall open;

- several selected dates – on the basis of the current date it changes the status to completed without showing additional options;

- Hide all executed tasks - deletes all dates with the: **executed** status.

Add/edit schedule window consists of the following elements:

Fields with blue frames are mandatory.

Basic data

Event for

Depending on whether the deadline is assigned to a vehicle or to an employee, employees or vehicles will be displayed accordingly in the events list.

Event on the day, Event on the odometer value

During the attempt to save, the program enforces providing the type of the event occurrence: **Event on the day** and/or if a vehicle is provided in the basic filter: **Event on the odometer value**;

If the selected vehicle has the mileage history (odometer readings) saved in the program, the estimated time of the event is displayed in the fields next to the mileage.

Deadline status

At the time of adding a new deadline, this field is blocked – at the time of editing, this field becomes unblocked.

Visible for

Selection of user, to whom a given task will be vissible.

*If in the program setting window (see: administrator panel "Settings -> E-mail 72") the option "**Send an e-mail message to user responsible for unfinished task**" is highlighted, and remaining fields are correctly completed, and in user adding/editing window the e-mail address is filled in, then, an e-mail message will be sent to the responsible person, reminding such person of approaching task completion deadline.*

Recurring - set frequency

Set how often the reminders are to be repeated:

- Option: **Every [time]** - every x days/weeks/months/years;
- Option: **Every [distance]** (active when you select **Event on the odometer value** option);

*If in the program setting window (see: "Settings -> Agenda 1331") the option: **Show the list of incoming tasks having status "To be executed"** is marked, then, depending on the pre-set number of task repetitions, a window informing of approaching tasks completion deadlines will be displayed for the selected user.*

Recurring - set the end

Possibility of setting the end of the repeat cycle.

Event record

The frame appears only in the event of change of the date status to other than: **to be executed** (change of status possible only during the date edition).

Date - for the date status change.

10.5.2.12. [013] Routes

This command opens the routes list. To open the list from **Basic data** main menu, select **Routes**. With the use of list toolbar, route may be added, changed or removed.

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list".

Additional elements of the list
Additional elements of list toolbar: • - **Show route in the map** – displays the marked route, if it has been indicated earlier on Google™ map of TachoScan program.

Add/edit route window

Fields with blue frames are mandatory.

Route name
Any name text.

Where from
Starting place selected from the list of places or user locations previously defined on the map.

Where to
Destination place selected from the list of places or user locations previously defined on the map.

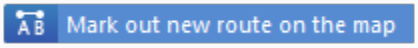
Distance inland
Total kilometres to be travelled within the home country.

Distance abroad
Total kilometres to be travelled abroad.

Driving time
Time of the driving activity itself necessary to cover the route.

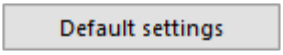
Route time
The time it takes to travel the route considering statutory breaks and rest periods. Automatic calculation of travel time: click on the ▼ button, and then select one of the following options: • Calculate for one driver; • Calculate for two drivers.

Route expense
The estimated cost for the route.

Button: 
Opens Google™ map window. On the basis of earlier selected places, the program will mark out the route on map, and after saving of the route, it will take the distance in km and estimate journey duration.

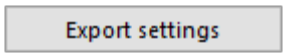
10.5.2.13. [014] Settings

Saving the settings takes place in real time while changing/switching to another option.



- Restores the default settings (all changes made by the user are deleted).

Settings export/import



- allows to export program settings. In the export window select the modules from which the settings are to be saved, and then specify the destination path of exported settings file;

> *Independently of the selected module the following settings are saved to the export file: global, for the active company, for the logged-in user.*
>
> *Settings are exported to a file in **XML** format.*

Import settings - allows to import program settings. In the import window, indicate the file from which the settings are to be loaded;

Immediately before the import, program backs up the current settings. Filename: settings_ [data_hh:mm:ss].xml (date_hour:minute:second). File location: working directory of TachoScan.

Settings are imported from an xml file that was previously created by TachoScan.

*Depending on available modules for a user, the menu "**Program settings**" can contain additional settings.*

Their description can be found in every chapter to which the settings apply.

*Depending on the type of installed and available modules, option sequence in the "**Program settings**" window can vary.*

Settings of functions included in the Engine module:

10.5.2.13.1 Main

Active company

Choosing a company

Choosing an active (default) company causes that the program will automatically suggest the name in the "**Company**" fields, e.g. when adding a new driver or a vehicle.

Show own companies only

Company names with the status: "**own company**" will be displayed in the active company selection field (see: "Basic data -> Companies 94").

Driver and company

Display after the driver's name abbreviation of the company name the driver works with

On the lists where drivers are chosen, next to names, an abbreviated form of the company for which they work will be displayed. This option is especially useful if the same driver is employed by at least two companies.

Default undertaking in the attestation of activities

Active company

An active company will be displayed by default in the business activity attestation adding window.

Company [...]

Irrespective of a user and active company, a company selected in this option will be displayed by default in the business activity attestation adding window.

Date and time format

A group of options allows you to select a date and time format and date separator.

Miscellaneous

Turn off reports about errors

If this option has been ticked, if an error occurs during the program operation, the report with so-called error-report will not be displayed.

Restore previously opened forms at the start of the application

Select this option to remember the windows open during unexpected closing of the program. Select this option to remember the windows open when closing the program. When re-starting the program, you will be asked whether to restore the open windows.

The mechanism saves open windows for the following items: sales/purchase invoices, orders, vehicles, semi-trailers, companies, employees, list of record sheets, trips, costs, driver card.

Show risk analysis in the main form (may affect program performance)

After selecting this option, the **Repute** window presenting the results of calculating the frequency of serious infringements will be displayed in the **Start** tab. This window will be displayed alternately with the **News** window.

Proxy server

Use internet settings from Windows

The program uses Windows® settings (Control panel -> Internet options -> Connections) – this option should be used when the connection via proxy server does not require entering the user/password.

Manual configuration

Provides access to the settings fields of the connection via proxy server.

10.5.2.13.1.1 Appearance settings

The tab contains the following options:

Colors of forms

Main form colors

Allows to change the colour scheme of the program.

Set background color

- ☑ ***Option checked*** - allows to change the background colour of windows - click on the colour change button;
- ☐ ***Option unchecked*** - window background colour is taken from the Windows® settings.

Vehicle description format

The above mentioned group of options covers the elements of vehicle description that may be included or not, as needed. Individual elements of the description will be displayed in the lists in the "**Vehicle**" column.

Hide character "-" in city code in detailed list of cities

☑ ***Option checked*** - field example: PL43300 Bielsko-Biała;

☐ ***Option unchecked*** - field example: PL43-300 Bielsko-Biała.

10.5.2.13.1.2 Filter settings

The setting options are grouped within the following fields:

Opening of main lists

When the list is being opened, change the date to today when today is out of range of dates

If the option is selected then the program will automatically replace "**date to**" with the current one in all lists that will be opened with the set "**date range**" filter.

Vehicles list

Filter according to active company

If the option is selected then in the program windows, that allow choosing vehicles from list, the function of vehicles filtering according to active company will be enabled.

Filter according to date of sale

If the option is selected then in the program windows, that allow choosing vehicles from list, the function of vehicles filtering according to the date of sale will be enabled.

Filter according to data privileges

If the option is selected then in the program windows, that allow to choose vehicles from list, the function of vehicles filtering according to data privileges - set out for the selected user in the administration panel - will be enabled (see: "Settings -> Users 78 -> Tabs: **Privileges to vehicles**").

Filter according to status

If the option is selected then in the program windows, that allow choosing vehicles from list, the function of vehicles filtering according to "**active/not active**" status will be enabled.
(see: "General information -> Filtering drivers and vehicles in program windows 86")

Drivers list

Filter according to active company

If the option is selected then in the program windows, that allow choosing drivers from list, the function of drivers filtering according to active company will be enabled.

Filter according to date of employment

If the option is selected then in the program windows, that allow choosing drivers from list, the function of drivers filtering according to date of employment will be enabled.

Filter according to data privileges

If the option is selected then in the program windows, that allow to choose drivers from list, the function of drivers filtering according to data privileges - set out for the selected user in the administration panel - will be enabled (see: "Settings -> Users 78 -> Tabs: **Privileges to drivers**").

Filter according to status

If the option is selected then in the program windows, that allow choosing drivers from list, the function of drivers filtering according to "**active/not active**" status will be enabled.
(see: "General information -> Filtering drivers and vehicles in program windows 86")

Default driver/vehicle

During saving the record save the relation default driver/default vehicle (applies to commission, driver card, document, damage, accident and equipment window)
Change of a vehicle to a different than a default one for a selected driver in the aforementioned windows will result in changing linkage after saving the change – a selected vehicle will become a default vehicle for the selected driver.

10.5.2.13.1.3 Lists appearance settings

Settings options are grouped in the fields:

Lists fonts

This option makes it possible to change font on the lists (list of companies, drivers, etc.). Program menu font will not be changed.

Colors

Lists header color
Change of color for the lines background in the list headings.

Highlighted header color
Change of color for the background of a marked column in the list heading.

Lists background color
Change of color on the list's background.

List options

Save filters when lists are being closed

☑ ***Option checked*** - date range – set when closing the list – is stored by the program and will be used the next time you open the list;

☐ ***Option unchecked*** - date range filter defaults to 12 months ago, or a different date range if it was saved using: button.

10.5.2.13.1.4 Menu appearance settings

You can change the appearance of the menu main bar in this window:

Toolbar options

Display the icon subtitles
Icon subtitles can be displayed in the top toolbar.

10.5.2.13.1.5 Reports settings

Setting options are grouped in the following fields:

Show dates on reports
If this option is checked, the current date (the date the report is generated) will be shown in the upper left corner of the reports.

Show user on the reports
If this option is checked, the login of the user who generated the report will be shown in the report header.

Show the official no. before the employee's name
If this option is checked, the official number will be displayed before an employee's name.

Show company name in the report header
If this option is selected, the data in the reports will be grouped according to the company.

Exceptions:
reports grouping: for drivers - according to driver's company, for vehicles - according to vehicle's company.

Show filters of groups

If this option is checked, a field to select groups of drivers or vehicles will also be displayed in the report preparation windows that involve driver or vehicle selection.

Margins (milimeters)

Left, Top

The option is used to set margins in printed reports.

10.5.2.13.2 Agenda

Elements of the tab:

Main

Show the list of incoming tasks having status "To be executed"

Depending on the user "**pinned**" to the created deadline, when the program starts, a window will be displayed showing upcoming deadlines of the tasks and the tasks for which the deadline has passed.

For new entries automatically check the option "Add deadline..."

Some of the forms have a group of options allowing deadlines management using the values entered in the very form. The specified deadline is saved along with the data.

Automatically check the option "Add to agenda" for new entries

This option works in the same way as the one above, except that it works only for entries in which the future date is set.

Number of displayed task recurrences (forward)

If a reminder for the specific deadline is to be repeated more than once (e.g., daily reminder displayed throughout the preceding week = 1 x 7 = 7 repetitions), it is possible to set with this option a number of repetitions to be shown on the deadline list.

Hide deadlines for inactive vehicles and drivers

Hides/displays deadlines and reminders for inactive vehicles and drivers.

Animations

This option is used to enable/disable animation of the windows displayed during generation of reminders. It is recommended to uncheck the option for low performance computers.

Lists appearance settings

Color tasks statuses

The tab is used to change the colours of the font of the deadlines displayed in the list, depending on their status. It is also possible to change the colour of the font for the upcoming deadline.

Change status

Changing status to "Executed" will result in popping up the window of book of: taxes, insurance, mechanical service, vigniettes

Depending on the type of deadline (i.e., whether it is included – or not - in the tax or insurance book), a new window will be displayed automatically to add a new book (of taxes or insurances) after the deadline status changes into "**executed**" and is saved.

It is advisable to check this option, if you do not want to forget about adding new technical inspection date or other deadlines.

10.5.2.13.3 Administration panel

Depending on user permissions set, this tab will show administration panel tabs. Each of the tabs is described in: "Administration panel 68".

10.5.2.14. [015] User activity

The issue is discussed under: "Administration panel -> User activity 80".

10.5.3. Other

Use this command to open any files that are associated or not associated with TachoScan software.

*The **Other** menu will appear if you create a directory: "Document directory path 73\OtherFiles", which will contain at least one "exe" or "dll" file.*

The menu appears when you restart the program: TachoScan.

The menu is divided into:

- Open the directory of additional applications, documents:
  - **Visible to all** - opens the Windows® Explorer window containing files on the server at the location: "Document directory path 73\OtherFiles";
  - **Visible to this computer only** - opens the Windows® Explorer window containing files on your local computer in the location: "**[Local Disc]\Program Files\INELO\4Trans\data\OtherFiles**";
- files list – a list of files with extension: **dll** or **exe** located in the catalogue: "[Local Disc]\Program Files\INELO\4Trans\data\OtherFiles".

10.5.4. Help

Menu "**Help**" contains following options:

Help
This command opens the HTML-format help file on the given computer.

Remote help
This command enables the remote connection with the team servicing TachoScan program after it has been agreed with a service employee that such assistance is necessary. The most important elements of the remote assistance window:

Fig. Remote assistance window.

- (item 1 -Fig. above) - information indicating that everything is ready for remote connection,

*The remote connection is only possible if "**Ready to connect**" message is displayed, see Fig. above.*

*The second necessary condition is that the "**Remote connection**" window **HAS NOT BEEN CLOSED**!*

- (item 2) - opens the "**Options**" window with the remote connection advanced setup options,

*It is recommended not to change settings in the "**Options**" window.*

New features

This command opens the help file on the page that contains recent TachoScan program updates.

About

"**About**" command - opens a window with information on:

1. **Information about the current version of the software:**
   - **Application is up to date**;
   - "**Application update is available (available version no.)**" + **[Download]** button - there is a patch available for the current version of the software;
   - "**New version of the application is available (version no.) - Check details**" - there is a new version of the software available;

2. **Client installation no.** – number of TachoScan version installed on a given computer.
3. **Server installation no.** – number of version installed on a computer acting as a database of the TachoScan server.
4. **Key no.** – license key number.
5. - opens a window informing about available licenses or possible time restrictions concerning the program.
6. **biuro@inelo.pl** - office e-mail address to the producer of the program.

   After clicking the mouse right button a window of a new MS Outlook message opens automatically, with the already typed receiver's address.

7. **www.inelo.pl** - webpage of the producer of the program.

   After clicking the mouse right button a default Internet browser opens the homepage of the producer automatically.

8. Input activation codes - TachoScan - this field appears only when the program is blocked (time restriction in function).

   Activation codes can be received from your regional representative.

Send system report

With the command the "**System report**" form is being opened.

The report collects the most important information on the Windows system in use and on TachoScan program; the collected data may be sent to the service team of the program manufacturer.

11. TachoScan module

The most vital elements of the TachoScan module are:

11.1. Main menu

Main menu elements of the TachoScan module:

11.1.1. Basic data

There are no additional options for the TachoScan module in **Basic data** menu in relation to the Engine Module. Yet there are new menu elements:

11.1.1.1. [014] Settings

Description of export/ import settings and other buttons, see: Engine module -> Settings 125 section.Settings of functions included in the TachoScan module:

> *Depending on available modules for a user, the menu "**Program settings**" can contain additional settings.*
>
> *Their description can be found in every chapter to which the settings apply.*
>
> *Depending on the type of installed and available modules, option sequence in the "**Program settings**" window can vary.*

11.1.1.1.1 Main

11.1.1.1.1.1 Cooperation with GBOX Online

Enable GBOX® Online support

This option allows you to download data from the GBOX® Online application to TachoScan. You can download both data from the driver card and tachograph (GBOX) 243 menu) as well as sections abroad (TachoScan 180 -> Entering and leaving a foreign country territory 236 menu).

- ☑ ***Option checked*** - enables GBOX® Online support and activates all settings related to this option;
- ☐ ***Option unchecked*** - disables GBOX® Online support and blocks/hides all settings related to this option.

Connection

Login and Password

Login and password are available after their configuration in the GBOX® Online panel. To configure, please contact the GBOX service serwis@gbox.pl (see "Tutorial - Import a sections abroad from GBOX Online 449" subject for more)

To start the GBOX® Online support, enter your login and password, and then click Test connection.

After successful connection, the following message will be displayed: **Connection successful**.

Information

Download the GBOX ID

GBOX ID is necessary to connect the vehicle in the 4Trans with the vehicle in the GBOX® Online panel.

When you click the Get GBOX ID button GBOX ID numbers for vehicles that have the same registration numbers are download-ed from GBOX® Online to the 4Trans.

The GBOX ID field is placed in the "add/edit vehicle window 102" in the: **Basic data** tab.

The GBOX ID is not downloaded for cars that:
- have already a GBOX ID entered;
- are inactive.

GBOX ID verification:
*- Go to the list of vehicles ("**Basic data** -> **Vehicles**" menu);*
- Select one or more cars you want to check;
*- From the drop down menu (click the right mouse button) select **Alter data for selected items** -> **Get GBOX ID;***

*NOTE: **TachoScan** overwrites the GBOX ID with numbers downloaded from GBOX® Online and displays the appropriate message.*

11.1.1.1.2 TachoScan

Elements of the tab:

Scanner

Button: Choose

After you have clicked, a window containing a list of all installed scanners will appear. Select the one which will be used for scanning.

Select scanner right before scanning

This option is used to speed up the disk scanning process. When it is marked, the program, each time scanning process is selected, will display scanner selection window. Thanks to that, it is possible, for instance, to connect two scanners and scan the disks alternately (1st one scans, 2nd one sets tacho disks).

Show setting before scanning

Check this option to get the scanner settings displayed each time before scanning starts. In case of scanners other than those recommended by INELO scanning options will always appear, regardless of this setting.

Brightness

These options are useful in order to improve reading accuracy of points from a disk, if the disk is unclear. There are four pre-defined brightness levels:

bright	sets brightness to "**-10**"
standard	sets brightness to "**-20**"
dark	sets brightness to "**-25**"
very dark	sets brightness to "**-30**"
other	setting brightness level using a slide in the range from "**-50**" to "**0**"

Time zone

Data downloaded from driver's cards and digital tachographs as per UTC time zone444. Proper settings of a time zone causes that time is changed to our time zone. This option allows you to shift the time of recorded events by any value. For example, after the appropriate GMT setting, the event time in the program will be displayed according to the local time.

Include daylight saving time

As a result of marking this option, the program will change the summer time on the last Sunday of March (one hour ahead) and similarly on the last Sunday of October it will change into the winter time (one hour back).

Time zone change is active only at the moment of saving the events from the driver card and/or the digital tachograph.

If any events were saved with incorrect time zone, such days need to be deleted from the database, correct time zone needs to be set and those days re-downloaded from the driver card and/or the digital tachograph and/or the source file.

11.1.1.1.2.1 Analog

Elements of the tab:

Record sheet analysis

Alert if km distinction greater than

This option allows to set the value of a constant difference in km or percentage. If the difference between the kilometres set by the program and the kilometres specified by the driver is greater than the value entered or calculated as a percentage, the fields with these values are highlighted in red.

Delete activities other than the driving event below

If two events/activities of the same type are separated with an activity shorter than the number of minutes specified here, than such event will be deleted and the two events will be joined as one (not applying for driving times).

Delete driving activities below

Driving times shorter than the time specified here (minimum value is 1 minute) will be automatically deleted by the program.

Set the disc's starting time after the longest rest

- ☑ ***Option checked*** - "Start time 142" option is ignored - the beginning of the chart is set after the longest rest period found on the given chart;
- ☐ ***Option unchecked*** - the beginning of the chart is set at the hour set using the "Start time 142" option.

It is recommended to start the record sheet from the first time the disc is inserted by the driver into the

tachograph or from the start time of manual entries (on the back of the record sheet).

Indicate the rest on record sheet with color:

Depending on your needs, select the appropriate colour.

11.1.1.1.2.2 Default

Default settings make it easier to insert new analog disks to the program, since it can automatically fill in suitable fields with previously provided values.

Elements of the bookmark:

Driver

Set default driver

When you select this option from the drop down list, you can select a driver 107 that will be displayed in the appropriate field in the "record sheet view/edit window".

Using buttons from the toolbar 83 located next to a driver's field you can add or edit driver's names.

Assistant

Set default assistant

When you select this option from the drop down list, you can select the assistant (add/edit employee window 107), who will then be displayed by default in the appropriate field in the "record sheet view/edit window" and in the "view/edit day from the driver card window 296".

Set default assistant 2

See the description above.

*In order for the above options to work, in the program settings window, in the "TachoScan -> Miscellaneous 173" tab, "**enable assistants**" option must be selected.*

Vehicle

Set default vehicle

When you select this option from the drop down list, you can select a vehicle 102 registration number that will be displayed in the appropriate field in the "record sheet view/edit window".

Using buttons from the toolbar 83 located next to a vehicle's field you can add or edit vehicle's registration numbers.

Date and time

Set record sheet date as today

As the discs are entered the program will insert the current date.

Set record sheet default date

If the option is checked the program will assign the entered discs the date that is given below.

It is recommended to start the record sheet from the first time the disc is inserted by the driver into the tachograph or from the start time of manual entries (on the back of the record sheet).

Record sheet

These fields apply to registering events by means of different types of tachographs. The program will accept newly scanned / collected disks as of such type as is set here.

Graph type

"**Standard**" – applies to most tachographs.

"**Thin graph**" – used to improve disk analysis on which the event line is thinner than normal (it depends on a tachograph model). If a disk is analyzed wrongly, one can try to indicate this field in order to improve the quality of analysis.

"**Stepped graph**" – pertaining to tachographs on which the line presenting types of driver's activity in drawn on a different level for each type of activity, e.g. is bolded in the case of driving.

"**Pseudostepped graph**" option – improves analysis of non-standard disks with step chart.

Detailed/regular record sheet

Indicating this option causes that the analysis is characterized by a different reading of kilometers and more precise reading of events so that even very short ones (from 1 minute) can be found and they are not rejected automatically but only in the case of appropriate settings of analysis. This has some drawbacks: sometimes inaccuracies resulting from the scanning process are indicated as events. Kilometers are found for the entire disk and not for particular events. Such reading of kilometers causes some inaccuracies when calculating the number of kilometers. Additionally, the list of events contains a column "**Km**" and "**Km/h**", because the number of kilometres and average speed is calculated for the entire disk, not for particular events.

Image size

The standard, step options and the entire disk allow to choose the width of "**cropping**" images of the scanned disks.

Vehicle

Here you can choose whether the program is to treat the scanned disks as those from a lorry or a bus. The difference is significant since busses can drive faster than lorries and other speed limitations also apply - .e.g. reaching the speed of more that 140 km/h instead of 85 km/h will be a violation. Reading of kilometers on the disk is adjusted to this.

11.1.1.1.2.3 Delete old data

Elements of the tab:

Delete data older than
In this field, set the date defining the last day in the period until which (depending on the options checked below) records from "**discs/ days from driver's card**" will be deleted.

Delete

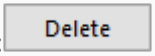
Record sheets
If the option is checked, the data originating from tacho discs will be deleted from the data base. The option does not delete tacho disc images!

Delete record sheet images (bitmaps) from the hard drive as well
The option is available if the previous one is checked. If checked, the program will delete – apart from the data originating from tacho discs – also scanned tacho disc images saved on the HDD.

Digital driver card data and Gbox days
Checking the option results in deleting the data downloaded from drivers' cards.

Digital tachograph data
Checking the option results in deleting the data downloaded from digital tachographs.

Detailed speed from digital tachogrph
Checking the option results in deleting the detailed speed data downloaded from digital tachographs.

Button: 
Pressing this button starts the data deleting process, depending on which of the above options are checked.

11.1.1.1.2.4 Digital

Elements of the tab:

Digital tachograph

Select port COM

Allows to direct the program to which COM port the transmission cable has been connected (downloading data by means of a cable, laptop and TachoScan module) or, in the case of using USB/RS232 converter,on what COM port the converter is installed. If no COM has been chosen, an additional dialogue window will be displayed during the reading.

Download speed

Allows to select speed at which data is downloaded from a digital tachograph. This is closely related to parameters of the device and thus choosing an improper value can disable communication with the tachograph.

Automatic detection of COM port

After installing Tacho-USB device, the program, when attempting to read a tachograph, will detect the COM port to which the device is "**attached**" itself. Indicating this field deactivates the above option: "**Select COM port**".

DBOX

Select port COM

Makes it possible to show the program to which COM port the DBOX device was attached. If no COM has been chosen, an additional dialogue window will be displayed during the reading.

Delete files after download

TachoReader Mobile, TachoDrive, Optac and Downloadkey

After indicating this option, data recorded in the devices mentioned hereinabove will be deleted from the device, after they have been successfully downloaded to the TachoScan module.

DBOX

After indicating this option, data recorded in DBOX will be deleted from it, after they have been successfully downloaded to the TachoScan module.

Download and validity deadlines

Planned card reading

Every how many days a card is to be read (default "**21**").

Planned tachograph reading

Every how many days data is to be downloaded from a tachograph (default "**90**").

Card warnings

How many days beforehand the program is to remind the driver about a planned card reading (default "**5**").

Tachograph warnings

How many days in advance is the program to remind us of planned digital tachograph read out ("**5**" days as default).

End of card and calibration validity warning

How many days in advance is the program to remind us of the end of driver card validity and tachograph re-calibration ("**30**" days as default).

Show warning about missing download/expired validity at the program startup

When this option is marked, the program, every time upon activation, will verify and display the window reminding of approaching dates of read outs, as well as time limits of drivers cards validity and tachographs calibration. The date of previous read out will be shown in the driver

card and digital tachograph read out summing up window, and the number of days since previous read out will be shown in brackets.

Other

Upon importing digital data files leave their names and extensions unchanged

When this option is checked, digital data files that are imported to the program will be saved with the original name and their extensions will not be changed into default ones (*ddd).

11.1.1.1.2.5 Infringements - Analysis

Tab elements:

Infringements analysis options

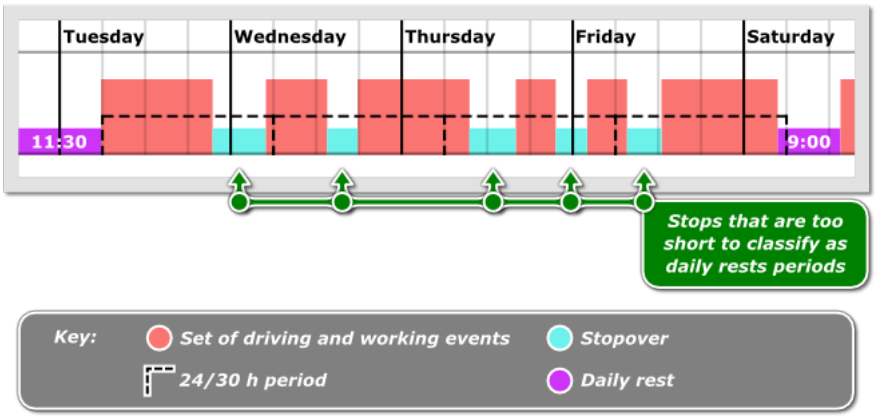
Accept daily driving time between rest periods lasting at least:

The program closes the daily driving period if the daily rest period lasts at least (select the correct option):

- 7 hours;
- 9 hours;

Analyze too short daily rests in exact 24-/30-hour periods - Guidance note 7

☑ ***Option checked*** - if the driver does not use the daily rest period of at least 9 hours, according to guideline No. 7 to the European Commission (Social legislation in road transport, Regulation (EC) No 561/2006, Directive 2006/22/EC, Regulation (EU) No 165/2014) the program sets fixed periods of 24 or 30 hours and in each of them is looking for infringement of shortening the daily rest period;



If during the analyzed period of 30 hours all the activities (depending on settings) are in a team, the program sets a period of 30 hours; in other cases 24-hour period is adopted.

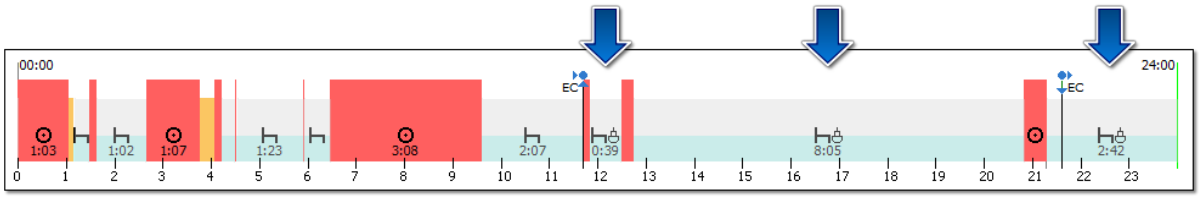
*Options in the **Multi-manning** frame ("TachoScan -> Infringements - Tolerance" tab of the program "settings" window) impact determining the activities in a team.*

If during the 24/30 hour period there are several stops, the analysis takes into account the longest stop.

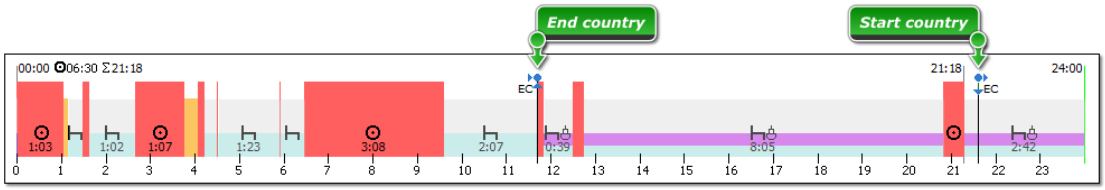
☐ ***Option unchecked*** - analysis of the next 24/30 hour period begins at the end of the daily / weekly rest.

Analyze daily rests on the ferry between the entries of countries where work ended and started

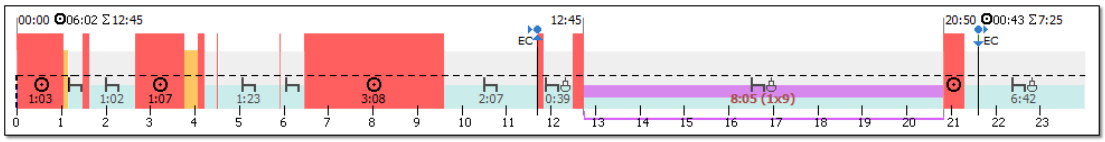
The mechanism of the option was illustrated in the following example:



☑ ***Option checked*** - the program, as the option name suggests, begins the analysis of rest periods from the marker of the end country and ends it at the marker of the start country. In the case, when the country marker is "inside" of the activity (e.g.: end country marker - Fig. bellow), the program includes the whole event in the analysis. This option is turned on by default.



☐ ***Option unchecked*** - during the analysis, the program assumed the **stop at 2:07**, driving period as the first rest break, the second **stop at 0:39**, another driving period as the second rest break and a **stop at 8:05**. The sum of stops is less than 11h (2:07 + 0:39 + 8:05 = 10:51) - in this case, the program adopted 8:05 as the longest daily rest and thus displayed an infringement.



Selecting this option, can improve the analysis of rest periods while on a ferry - it depends on the correct entry of the start country and end country.
If the country start and end markers are entered incorrectly, we recommend unchecking this option.

Include driving during the daily rest on the ferry to the daily driving time

This option refers to the example of the situation shown in the figure below:

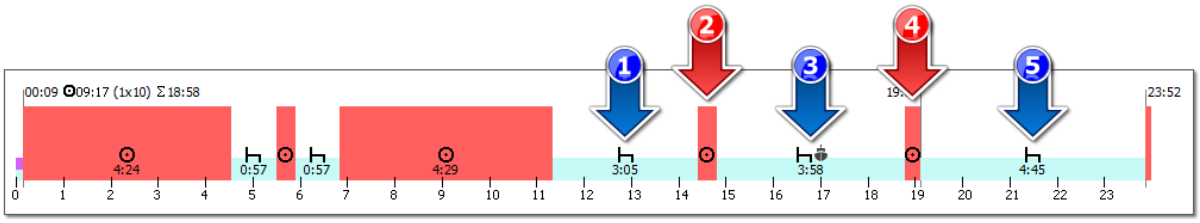


Fig. Driving during the rest on the ferry

- (Item 1 - Fig. above) a stop preceding the rest on the ferry;
- (Item 2 and item 4) driving during the rest on the ferry;
- (Item 3) rest on the ferry;
- (Item 5) stop after a rest on the ferry.

Remember:
- the total time of stops no. 1, 3 and 5 must be at least 11 hours (daily rest).

- total driving time no. 2 and 4 may not be more than 1 hour.

☑ ***Option checked*** — driving no. 2 and 4 **will be added** to the daily driving time. In this example, the program registers an infringement of daily driving time (10:01).

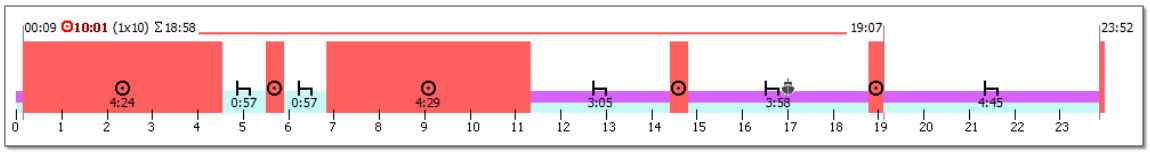


Fig. Driving included in the daily driving time.

☐ ***Option unchecked*** — driving no. 2 and 4 **will not be added** to the daily driving time. In the example shown, the program will register no infringements of daily driving time (9:17 - the first allowed time driving extension to 10h).

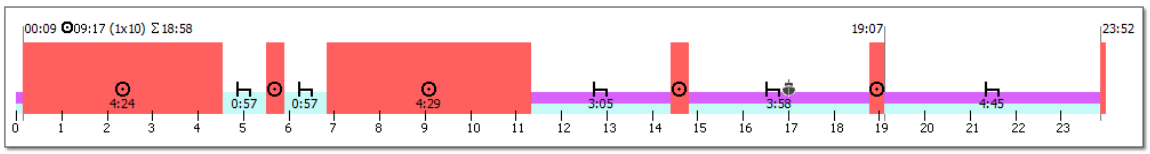


Fig. Driving omitted in the calculation of daily driving time.

Split daily driving time at the end of the week

In a situation where within 2 weeks there are 5 exceedances of the daily driving time over 9 hours, where two exceedances take place in the first week, next 2 are in the second week, and fifth at the turn of those weeks, the program:

☑ ***Option checked*** - does not show an offense;

☐ ***Option unchecked*** - shows an offense.

This option applies to Article 6 paragraph 1 of Regulation 561/2006:

1. Daily driving time shall not exceed 9 hours.
However, the daily driving time may be extended to at most 10 hours not more than twice during the week.

Include availability time in 45 min break

This option may be applied only in case of driving in a single crew.

☑ ***Option checked*** - availability periods may be included in breaks;

☐ ***Option unchecked*** - availability periods will not be included in breaks.

Each 45-minute break ends continuous driving period

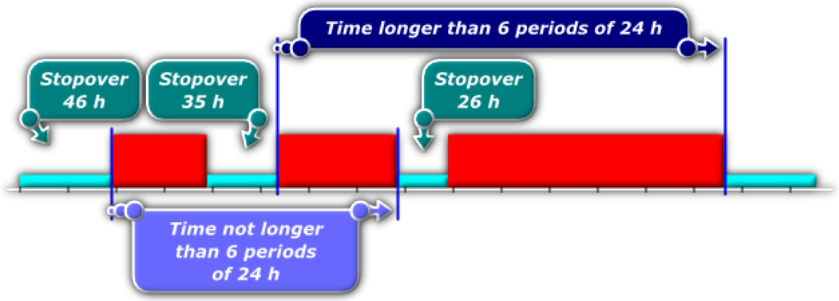
Option checked - the program will close the continuous period of driving time after every 45 min. of stop.

Option unchecked - the program will sum up (in terms of Regulation No. 561/2006) and optimize the continuous driving time in such a way, as to generate as little infringements as possible.

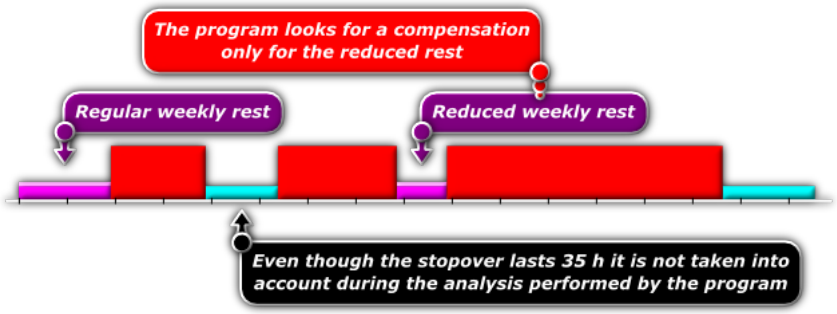
Regular or reduced daily rest period closes continuous driving time, regardless of this option.

Require all reduced weekly rests to be compensated

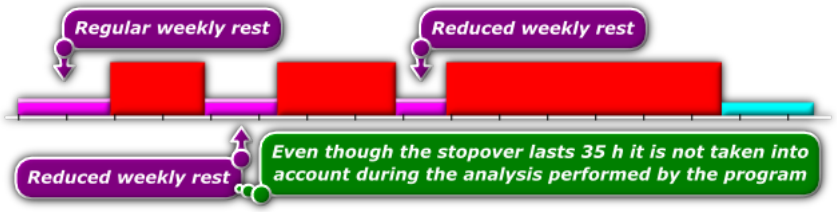
An exemplary week:



☑ ***Option checked*** - TachoScan chooses - from among all rests lasting between 24 h and 45 h in the two-week period - the minimum number of rests so as to maintain adherence to the law (and in particular to the requirement that no more than 6 days /periods of 24 h/ may pass between the preceding and the successive weekly rests), and looks for a compensation for them.
After the interpretation is accomplished by the program:



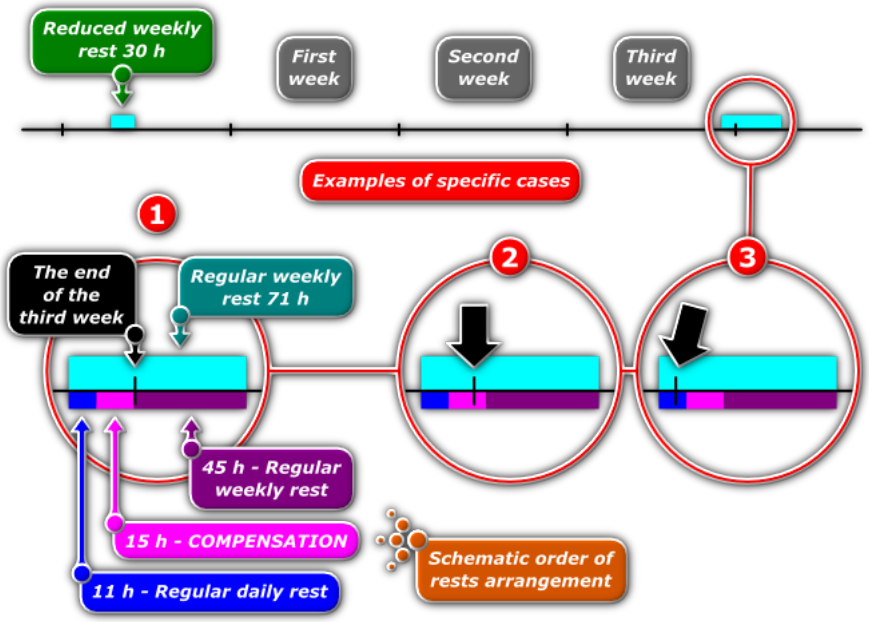
☐ ***Option unchecked*** - During the analysis, the program chooses - from among all rests lasting between 24 h and 45 h in the two-week period - the one that is optimal, and looks for compensation only for this single rest. The remaining reduced weekly rests need no compensation.
After the interpretation is accomplished by the program:



Require compensation of reduced weekly rests necessary to meet the requirement of the following weekly rest within six 24-h periods

This option operates similarly to the above one, the only difference being that the program requires compensation for only such weekly rests that meet the requirement of starting the weekly rest period within 6 periods of 24 hours.

Compensation has to be ended till the end of the third week



☑ ***Option checked*** - Program requires **the compensation to be taken in full before the end of the third week following the reduction**.
In the situation as presented on the figure above the program will insert compensation only in the first case – this is an extreme example in which the end of the compensation being inserted coincides precisely with the end of the third week following the reduced weekly rest;

☐ ***Option unchecked*** - Program requires the rest which includes compensation to start before the end of the third week following the reduced weekly rest.
In the situation as presented on the figure above the program will insert compensation in each case. The second and third cases show that whatever is the location of the rest for compensation, the program will always insert the compensation, provided **the weekly rest begins before the end of the third week** following the reduced weekly rest.

Generate the infringement of exceeding the 6/12x24h period between weekly rests

When this option is selected, the program will generate an infringement of exceeding six or twelve periods of 24 hours between the weekly rests.

*Checking the ☑ **allow weekly rest periods after up to 12 days (art. 29 reg. 1073/2009)** option placed in the "[114] Driver infringements 224", "[127] Weekly control of driver's working and resting time 264" and "[145] Drivers' infringements in general 283" report generation windows is required to check twelve 24-hour periods (12 x 24h).*

*The infringement will be displayed as: **Weekly rest period taken too late by [...]**.*

Generate infringements of weekly rest too short and taken after 6/12x24h period independently

If the option is enabled, the program will generate infringements of too short weekly rest, regardless of the infringement of the of exceeding six or twelve periods of 24 hours between weekly rests. When this option is selected, the **Accept weekly rest taken too late up to 24h** option is automatically deselected. The option is disabled by default.

- **verify 6/12x24h only between weekly rests at least 24h long** - during the analysis only rests with at least 24h will be taken into account;
- **verify 6/12x24h taking into account weekly rests indicated as too short** - too short rests will be taken into account during the analysis;
  - **only at least [] h [] min long** - allows you to define the minimum length of rest periods that will be included in the analysis.

Occasional passenger transport

*The options: **Accept all daily rest postponements** and **Accept daily rest postponements within a limit corresponding to a journey period** are enabled only for carriage within the European Union (regulated by the Regulation (EC) No. 561/2006). The occurrence of route sections outside the European Union results in the entire carriage being marked and treated in line with the AETR.*

Daily rest may be postponed if the daily driving time does not exceed 7 hours.

- **Accept all daily rest postponings** (default) - displays as unapproved all infringements related to postponed rest if the carriage lasted at least 6 days.
- **Accept daily rest postponings within a limit corresponding to a journey period** - displays as unapproved only those infringements that fall within the limits of rest postponements due to the duration of carriage.
  - Carriage lasting less than 6 days: 0 postponements.
  - Carriage lasting between 6 and 8 days: 1 postponement.
  - Carriage lasting 8 days or more: 2 postponements.

Show infringements of daily work time of 10h, regardless of night time

The option displays an infringement in the **Driver's infringements** and **Weekly control of driver's working and resting time** reports if the driver's daily working time exceeded 10 hours. The amount of the penalty is only visible if the German tariff is enabled.

The option enabled by default in the German version

Show working time transgressions for self-employed drivers only

☑ ***Option checked*** - drivers, with **self-employment / civil-law agreement** option selected in the add/edit drivers 108 window, are checked;

*Options: **Show transgressions of average weekly working time**, **Show transgressions of weekly working time**, **Show transgressions of working time of at most 10 hours at night time** are active only for self-employed drivers.*

☐ ***Option unchecked*** - all drivers are checked;

*Options: **Show transgressions of average weekly working time**, **Show transgressions of weekly working time**, **Show transgressions of working time of at most 10 hours at night time** are active for all drivers.*

Show transgressions of average weekly working time of 48h

When selected, the program checks whether the driver's working time per week does not exceed 48 hours.

- average number of excess work hours

or

- nominal number of excess work hours

To generate infringements of weekly working time, you must define settlement periods (Define periods - self-employment).

Penalties for infringements of weekly and average weekly working time according to the new Polish tariff (Polish (PLN) from 2018) are not imposed on drivers who are not self-employed.

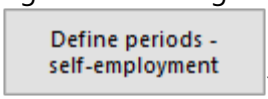
Analyze transgression of average weekly working time using:

Select the length of the work week to be included in the analysis of exceeding the average working week:

- 7-day workweek - during the analysis, the number of calendar weeks in the settlement period is taken into account);
- 5-day workweek (from Monday to Friday) - during the analysis, the number of 5-day work weeks (Monday to Friday) in the billing period is taken into account;
- nominal working days.

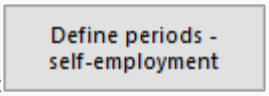
Show transgressions of weekly working time of 60h

When selected, the program checks whether the driver's working time per week does not exceed 60 hours.

To generate infringements of weekly working time, you must define settlement periods (

).

Penalties for infringements of weekly and average weekly working time according to the new Polish tariff (Polish (PLN) from 2018) are not imposed on drivers who are not self-employed.

Button: 

You can set any period which is to be analyzed by the program - after pressing

program automatically determines the periods from the specified day to the current day (applies to self-employed drivers).

Show transgressions of working time of at most 10 hours at night time

- **in fixed 24-h periods** - When this option is checked, the program will check whether the limit of 10 hours of work at night was exceeded in 24 hour periods determined on the basis of the following assumptions:
    - the first day starts from the end of the rest which lasts at least 24 hours
    - the next day cannot start earlier than by the end of the current day
    - if a day ends with an event other than rest, the next day will start along with the end of the previous one
    - if a day ends with a rest, the next day starts at the end of that rest

- **during each 24-h period since the beginning of daily driving period** - When selected, the program checks if in the day and night periods when the driver worked at night, during the 24 hours from the start of day and night period, working time was maximum 10h.
- **during daily driving period** - If this option is checked, the program checks whether in the period between start-ing work and beginning of the daily rest period, when the driver worked at night, the working time was a maximum of 10 hours.

Show transgressions of working time without a break

Program checks if the driver did not exceed the uninterrupted working time limit.

- **Allow 15-min breakfast break outside first 6 hours of work -** When this option is checked, the program will accept one longest break after 6 hours of work or the first one which lasted at least 15 minutes, but it will accept max 15 minutes from it. Hence, the break from Article 13 can be shortened by the break from Article 6(3).
- **Require at least 1 minute of driving on a work day** - when this option is enabled, the program checks whether the driver has at least a one-minute drive activity in a 24-hour period. This means that if during the 24-hour period there is only other work activity, the infringement will not be generated. However, the infringement will not occur if there is only other work activity for 11 hours. The option is enabled by default.
- **break required within first 6h of work** - the program checks if the driver did not exceed the uninterrupted working time limit (for work lasting at least 6 consecutive hours).
- **break required within daily driving time** - the program looks for 15, 30 or 45-minute breaks till the end of the daily driving period.

Show reduction of mandatory break in working time

The program checks if the driver has shortened the break required in accordance with art. 13 of the Law on drivers working time.

After selecting this option, exceeding the working time without a break will be treated as shortening the required break

*For the above infringement, the data is checked **from 15 July 2013.***

Require driver's preparation to work for at least [] minutes after daily/weekly rest

If the option is checked, the first event after the daily or weekly rest must be "other work". Default value of this option is 15 minutes.

11.1.1.1.2.6 Infringements - Analysis remarks

Tab elements:

Analysis remarks

The "warnings" listed below are displayed in the infringements generating window ("Basic data 94" -> "[114] Driver infringements 224" menu) in the **Analysis remarks** tab.

Work or availability at least [] hours long
The program is looking for an unnaturally long work or availability.

Rest on the ferry shorter than [] hours
The program checks for too short rest on the ferry.

Overlapping activities
On some vehicles, it may happen that the tachograph will save activities that overlap for unknown reasons. The program checks if such an event took place.

Other activities during manual rest from the driver card
The program checks whether during the stop / rest added manually by the driver on the digital card the same driver does not have other actions entered from another source (e.g. a record sheet).

Card insertion/withdrawal during daily or weekly rest
The removal / insertion of the driver card during a daily or weekly rest may be treated by the enforcement authorities as an interruption of rest. The program checks if such an event took place.

11.1.1.1.2.7 Infringements - Tolerance

*In order to change time tolerances, privileges must be activated: "**to change tolerance settings for TachoScan module**" – contact your company's administrator or IT technologist.*

Elements of the tab:

Time tolerance in control reports

Daily driving time

The total daily driving time may be be longer than the maximum number of minutes specified here and the program will not treat it as long driving.

Daily rest period

The total daily rest may be shorter than required by the number of minutes specified here and the program will not treat it as too short daily rest. This tolerance is useful, for example, when two days were combined in one long day, e.g. because 5 minutes were left.

Rest period

When accumulating a daily rest time consisting of 2, 3 breaks of which one must take at least 8 hours and others not less than 1 hour (AETR), this applies to the latter – they can be shorter by such a number of minutes than the said 1 hour.

Driving time without a break

The time limit of continuous drive, which is 4.5h, can be expanded by the number of minutes specified here and the program will not show this as an infringement.

45 min break

A break during continuous driving can be shorter than the said 45 minutes by the number of minutes specified here and the program will not treat this as a traffic violation. This tolerance must be at least 3 times greater than the tolerance pertaining to 15 minute's break.

30 min break

30-minute break can be shorter by the number of minutes specified here when the 45-minute's break is divided into 2 stages – especially for inspections according to the Regulation (EC) No 561.

15 min break

15-minute break can be shorter by the number of minutes specified here when the 45-minute's break is divided into stages.

Multi-manning

Ignore activities other than driving during analysis of multi-manning

- ☑ ***Option checked*** - when verifying multi-manning, the program analyzes only driving events, multi-manning is analyzed in accordance with Art. 4 item o) (Regulation 561/2006);
- ☐ ***Option unchecked*** - the program, when verifying multi-manning, analyzes driving events, other work and availability; multi-manning is analyzed in accordance with Art. 4 item o) (Regulation 561/2006).

When verifying multi-manning ignore activities below X min.

Ignoring short non multi-manning events - an important option for reading the card, where there are short "**non multi-manning**" events when changing the cards by the drivers.

Require presence of another driver within an hour since:

To start a multi-manning driving cycle, the second driver must sit in the car within a maximum of one hour. Choose from which activities measuring time will be started:

- **any first activity in daily driving time**;
- **first driving activity in daily driving time**;

Regular weekly rest taken in a vehicle

Ignore card inserted in tachograph for X minutes at the beginning and at the end of the rest

This option allows to set the time in which the program will ignore a driver card inserted into a tachograph at the beginning and at the end of a rest.

11.1.1.1.2.8 Minimum wage - other countries

This tab includes options for calculating the compensation for the work of drivers of foreign companies on the territory of other countries (in accordance with local regulations).

*The options in this tab apply only to those employees with "other country" checked in the box **Calculate minimum wage payable for the work time in the territory of foreign countries at the rates** in "add/edit employment window" ("Basic data 94 -> Employees 107" menu, "Employment 111" tab).*

Guidelines for calculation of compensation for the time of work on the territory of other countries are presented in the chapter:"Tutorial - Calculation of compensation for work in other countries 383".

Automatically download rates for other countries (minimal, allowances, daily)

☑ ***Option checked*** - updates of default rates (minimum wage, daily rate and allowances) on the territory of other countries will be downloaded automatically during program launch;

☐ ***Option unchecked*** - default rates will not be updated automatically, in order to download rates you will need to use the button located "Minimum wages in foreign contries 240", "Minimal daily rate in foreign countries 241"; "Foreign allowances 243" (przycisk pobierania jest niezależny dla każdego rodzaju stawek)

The rates added by the company will not be updated. It should monitor whether they are not lower than those required by law.

Germany

Calculate the value of the amounts with respect to the exchange rate:

This option allows to set the exchange rate according to which the amounts of allowances and lump sums will be converted for the purposes of calculating the deduction to the national minimum wage compensation:

- According to ECB from the month being settled - downloaded from the European Central Bank website;
  - In case there is no exchange rate use the last monthly rate
    - ☑ ***Option checked*** — the program adopts the recently introduced monthly exchange rate;
    - ☐ ***Option unchecked*** — zero exchange rate will be adopted;
- According to quarter exchange rate - generated on the basis of Art. 107 of Regulation (EEC) 574/72;

The above exchange rates are automatically downloaded/generated by the program. They are available in the "[009] Rates of exchange 119" window ("Basic data" menu).

France

Calculate foreign subsistence allowance in minimum wage

As a result of selecting this option, based on the French sections of the trip an additional French allowance will be calculated and considered (increasing the minimum wage due).

The principles for calculating the French allowance:
- the entire allowance is paid for full, uninterrupted 24 hours of stay in France (less than 24 hours does not entitle to the allowance).
- the amount of the allowance is set in "[178] Minimum daily rate in foreign countries 241" window.

The allowance amounts are converted according to ECB monthly exchange rate.

Calculate the amplitude between rests lasting at least

Calculating the amplitude is conditioned by the French regulations on secondment of employees of companies performing transport by road.

As a result of selecting this option, depending on the length of rest set, the amplitude will be calculated.

Description and method of calculating the amplitude is based on the following regulations:

- *Décret 83-40 du 26 janvier 1983 modifié relatif à la durée du travail;*
- *Accord national professionnel du 12 novembre 1998 relatif ŕ la garantie minimale de rémuération de l'amplitude mensuelle des personnels roulants "grands routiers ou longue distance".*

Calculate allowance for equivalent hours / overtime resulting from the amplitude

According to the French legislation if the amplitude exceeds the threshold of 152 hours or 186 hours, an overtime allowance of 25% or 50% respectively shall be calculated and paid (the method of calculation is described in the above-mentioned regulations).

When you select this option, the allowance will be taken into account when calculating the compensation to a minimum national remuneration.

Overtime calculated: (it applies to drivers engaged in the transport of goods)

Select the periods to settle overtime:

- Weekly;
- Monthly;

These periods are determined pursuant to the French Labour Code.

*For drivers engaged in **Passenger transport**, overtime is always calculated WEEKLY.*

Calculate the value of the amounts with respect to the exchange rate:

This option allows to set the exchange rate according to which the amounts of allowances and lump sums will be converted for the purposes of calculating the deduction to the national minimum wage compensation:

- According to ECB from the month being settled - downloaded from the European Central Bank website;
  - In case there is no exchange rate use the last monthly rate

    ☑ ***Option checked*** — the program adopts the recently introduced monthly exchange rate;

    ☐ ***Option unchecked*** — zero exchange rate will be adopted;
- According to quarter exchange rate - generated on the basis of Art. 107 of Regulation (EEC) 574/72;

The above exchange rates are automatically downloaded/generated by the program. They are available in the "[009] Rates of exchange 119" window ("Basic data" menu).

Components of the French minimum wage:

The following components are according to the French Labour Code:

- Overtime work allowance for work during the equivalent / overtime hours:
  - equivalent hours - overtime, for which allowance of 25% must be paid;
  - overtime - the hours for which the allowance of 50% shall be paid;
- Allowance for night work (it applies to drivers engaged in the transport of goods) - This is 20% of the amount declared as **The basis for calculating the hourly rate of the allowance for the night time work** - this basis is shown in the "[178] Minimum daily rate in foreign countries 241" window ("TachoScan 180" menu);

*The allowance for the night time work **does not apply** to drivers performing "Passenger transport".*

- Sunday and holiday work allowance - calculated on the basis of the algorithm described below, resulting from the French legislation (the list of French holidays is available in the: "[011] Holidays and free days 121" window - "Basic data 94" menu, a fixed allowance for work on Sundays and holidays for France is specified in the "[178] Minimum daily rate in foreign countries 241" window):
  - **allowance for the holidays** - depends on the uninterrupted seniority:
    - **from 0 to 6 months** - all holidays paid at a **fixed allowance rate** (see the table below);
    - **from 6 to 12 months** - holidays in **bold** (see the table below) are payable at **200%** of the rate, the remaining holidays paid at a **fixed allowance rate**;
    - **over 12 months** - all holidays paid at **200%** of the rate;
    - **1st May** - Labour Day and lily of the valley holiday - always paid at **200%**, REGARDLESS OF THE SENIORITY;
  - **allowance for Sundays** - regardless of the seniority paid at a fixed allowance rate (see the table below);

***Fixed allowance (as of December 2018)**:*

Carriage of goods:
*- working for up to 3 hours - daily allowance = **€ 10.22**;*
*- working for more than 3 hours - daily allowance = **€ 23.77**;*

Carriage of passengers:
*- working for up to 3 hours - daily allowance = **€ 14.06**;*
*- working for more than 3 hours - daily allowance = **€ 28.10**;*

***List of French holidays**:*
- January 1 - New Year (le Jour de l'An, le Jour du Nouvel An) - fixed holiday;
*- **Easter Monday** (Lundi de Pâques) - movable holiday;*
*- **May 1 - Labour Day and lily of the valley holiday** (la fête du muguet) - fixed holiday;*
- May 8 - Victory Day (Fête de la Liberté et de la Paix) - fixed holiday;
- Ascension (Jeudi de l'Ascension) - movable holiday;
*- **Pentecost** (la Pentecôte) - movable holiday;*
*- **July 14 - French National Day** (storming of the Bastille) - fixed holiday;*
- August 15 - Assumption of the Blessed Virgin Mary (L'Assomption) - fixed holiday;
*- **November 1 - All Saints Day** (La Toussaint) - fixed holiday;*
- November 11 - Anniversary of the Armistice (Armistice) - fixed holiday;
*- **December 25 - Christmas Day** (Noël) - fixed holiday.*

- Length of service allowance - the rate is Increased according to the following table.

The allowance table according to uninterrupted service (seniority):
*- from 2 to 5 years = **2%**;*
*- from 5 to 10 years = **4%**;*
*- from 10 to 15 years = **6%**;*
*- over 15 years = **8%**.*

Austria

Calculate foreign subsistence allowance in minimum wage

As a result of selecting this option, based on the Austrian sections of the trip an **additional** Austrian allowance will be calculated and considered (increasing the minimum wage due).

The Austrian allowance is calculated as follows:
- the entire allowance is paid for full, uninterrupted 24h of stay in Austria;
- for a period shorter than 3 hours, the allowance is not calculated;
- if the period is longer than 3 hours, 1/12 of the allowance is payable for each hour (e.g. for a period of 3:01h, 4/12 diets of the allowance is payable);
- the amount of the allowance is set in the "Minimum daily rate in foreign countries 241" window ("TachoScan 180" menu)

The allowance amounts are converted according to ECB monthly exchange rate.

Calculate foreign accommodation allowance for minimum wage

The accommodation allowance is set in the "Minimum daily rate in foreign countries 241" window ("TachoScan 180" menu).

☑ ***Option checked*** - the accommodation allowance will be **added to** the minimum wage;

☐ ***Option unchecked*** - the accommodation allowance **will not be added to** the minimum wage.

The following options allow to choose to which lump-sum will the accommodation allowance be added:

- **all accommodation allowances**;

OR:

- **accommodation allowances received during rest periods of less than 45h**;

Calculate accomodation allowance for a minimum stay of option - Austrian accommodation allowance is generated independently from the accommodation lump-sum calculation option for in the business trip settings.

The accommodation allowance is converted according to ECB monthly exchange rate.

Overtime for work time in Austria

According to Austrian regulations there are two kinds of overtime: weekly overtime and daily overtime. Daily overtime allowance is 50% or 100%, depending on the time of day, while weekly overtime allowance is based on exceeding the weekly work hours limit and is always 100%.

The description and method of calculating overtime for working in Austria is based on the Collective Agreement for Carriage of Goods (Reference document available at: "http://www.kollektivvertrag.at/kv/gueterbefoerderungsgewerbe-arb/gueterbefoerderungsgewerbe-rahmen/4207253")

For each normal working time on 24 December and 31 December after 12:00 o'clock, an additional entitlement of 50% of the regular hourly pay applies - it is calculated irrespective of checking the above options.

Fill the day with downtime unless the employee worked for more hours than (applies for drivers involved in carriage of passengers)

Depending on the type of transport (Occasional ordinary,Occasional long distance or Regular) in accordance with the Austrian Federal Collective Labor Agreement for employees in private bus companies, Chapter III, item l) **5** or **6.5** hours of work should be added the driver's invoice.

Allowance for night work [...] - [...] (applies for drivers involved in carriage of passengers)

The default value of the allowance has been established on the basis of the Austrian Federal Collective Labor Agreement for employees in private bus companies, Chapter III, item k).

Annual leave-Christmas allowance

If this option is checked, annual leave-Christmas allowance will we included in the minimum wage.

Sums calculated acc. to ECB exchange rate

The amounts of allowances and lump sums for calculation of the minimum wage are converted according to monthly ECB exchange rates.

- In case there is no exchange rate use the last monthly rate

☑ ***Option checked*** — the program adopts the recently introduced monthly exchange rate;

☐ ***Option unchecked*** — zero exchange rate will be adopted;

The above exchange rates are automatically downloaded/generated by the program. They are available in the: "[009] Rates of exchange 119" window ("Basic data 94" menu).

Norway

Calculate foreign subsistence allowance in minimum wage

If this option is checked, based on the Norwegian sections, the system will **additionally** calculate and take into account the Norwegian allowance (added to the minimum wage due).

The allowance is calculated according to the Norwegian regulations (1/3 of the allowance for each started 8 hours of stay in the territory of Norway).

Calculate the value of the amounts with respect to the exchange rate:

This option allows to set the exchange rate according to which the amounts of allowances and lump sums will be converted for the purposes of calculating the deduction to the national minimum wage compensation:

- According to ECB from the month being settled - downloaded from the European Central Bank website;
  - In case there is no exchange rate use the last monthly rate
    - ☑ ***Option checked*** — the program adopts the recently introduced monthly exchange rate;
    - ☐ ***Option unchecked*** — zero exchange rate will be adopted;
- According to quarter exchange rate - generated on the basis of Art. 107 of Regulation (EEC) 574/72;

The above exchange rates are automatically downloaded/generated by the program. They are available in the "[009] Rates of exchange 119" window ("Basic data" menu).

Netherlands

Sums calculated acc. to ECB exchange rate

The amounts of allowances and lump sums for calculation of the minimum wage are converted according to monthly ECB exchange rates.

- In case there is no exchange rate use the last monthly rate

☑ ***Option checked*** — the program adopts the recently introduced monthly exchange rate;

☐ ***Option unchecked*** — zero exchange rate will be adopted;

The above exchange rates are automatically downloaded/generated by the program. They are available in the: "[009] Rates of exchange 119" window ("Basic data 94" menu).

Italy

Sums calculated acc. to ECB exchange rate

The amounts of allowances and lump sums for calculation of the minimum wage are converted according to monthly ECB exchange rates.

- In case there is no exchange rate use the last monthly rate

☑ ***Option checked*** — the program adopts the recently introduced monthly exchange rate;

☐ ***Option unchecked*** — zero exchange rate will be adopted;

The above exchange rates are automatically downloaded/generated by the program. They are available in the: "[009] Rates of exchange 119" window ("Basic data 94" menu).

Luxembourg

Sums calculated acc. to ECB exchange rate

The amounts of allowances and lump sums for calculation of the minimum wage are converted

according to monthly ECB exchange rates.

- In case there is no exchange rate use the last monthly rate

☑ ***Option checked*** — the program adopts the recently introduced monthly exchange rate;

☐ ***Option unchecked*** — zero exchange rate will be adopted;

The above exchange rates are automatically downloaded/generated by the program. They are available in the: "[009] Rates of exchange" window ("Basic data" menu).

Finland

Sums calculated acc. to ECB exchange rate

The amounts of allowances and lump sums for calculation of the minimum wage are converted according to monthly ECB exchange rates.

- In case there is no exchange rate use the last monthly rate

☑ ***Option checked*** — the program adopts the recently introduced monthly exchange rate;

☐ ***Option unchecked*** — zero exchange rate will be adopted;

The above exchange rates are automatically downloaded/generated by the program. They are available in the: "[009] Rates of exchange" window ("Basic data" menu).

Belgium

Calculate foreign subsistence allowance in minimum wage

If this option is checked, based on the Belgian sections, the system will **additionally** calculate and take into account the Belgian allowance (added to the minimum wage due). This amount will increase the minimum wage due. The food allowance rate is defined in the **Minimum daily rate in foreign countries** tab (**TachoScan** menu)

The food allowance is calculated according to Belgian regulations:

- *full allowance - for every commenced 24-hour stay in Belgium, if a daily and / or weekly rest is taken during the stay. Minimum daily rest, which is needed to calculate the business trip is defined in the settings (Basic data 94 -> Settings 125 -> "TachoScan 139" -> Minimum wage - other countries 162)*
- *partial allowance - if the driver was in Belgium for no more than 24 hours and during that time he/she has taken a daily rest, preceded by periods of work and readiness of a total duration of less than 8 hours.*

The allowance amounts are converted according to ECB monthly exchange rate.

Weekly norm of [..] working hours per week

The weekly working time of road personnel in Belgium is:

- 38 hours (5 days)
- 39 hours (6 days)

Week starts on Monday at midnight and ends on Sunday at 23:59. The weekly working time of the driver affects the amount of the minimum wage (see "Table of minimum hourly rate 433" for more).

Sums calculated acc. to ECB exchange rate

The amounts of allowances and lump sums for calculation of the minimum wage are converted according to monthly ECB exchange rates.

- In case there is no exchange rate use the last monthly rate

☑ ***Option checked*** — the program adopts the recently introduced monthly exchange rate;

☐ ***Option unchecked*** — zero exchange rate will be adopted;

The above exchange rates are automatically downloaded/generated by the program. They are available in the: "[009] Rates of exchange 119" window ("Basic data 94" menu).

Components of the Belgian minimum wage

The components listed below, when checked, will be included in the calculation of the minimum compensation (these components result from the Belgian Collective Agreement for transport and logistics):

- **Overtime work allowance for work during the equivalent / overtime hours:** 50% bonus for work over 38/39 hours a week (depending on the weekly working time equivalent).

> *When the Allowance for overtime work and **Sunday and holiday work allowance** was selected:*
>
> *If overtime falls on a Sunday / holiday **Allowance for overtime work** is not calculated due to calculating the **allowance for working on Sunday and public holidays***

- **Allowance for night work** -Night work includes at least a 5-hour period of work or availability between 20:00h and 6:00h.
  In addition, the driver must meet one of the following conditions:
  - during the calendar month, he/sh has worked at least five consecutive days in a system including night work;
  - during the calendar month he/she has worked at least half of the days in the system including night work (counting from the first full month of work).

  The amount of the allowance depends on the age of the driver and is defined in the "Foreign allowances" tab ("**TachoScan**" menu) (see Allowances topic for more).
- **RGPT allowance:** sanitary allowance for every hour of work and/or availability. The amount of the allowance is defined in the "Foreign allowances" tab ("TachoScan 180" menu) (see Allowances topic for more).
- **Sunday and holiday work allowance** -
  - work on Sundays and holidays - a 100% bonus (200% of remuneration)
  - work on holidays - allowance depending on the weekly working time equivalent:
    - 7.6h x hourly rate (in the case of a 38 hour working time equivalent)
    - 6.3h x hourly rate (in the case of a 39-hour working time equivalent)
  - duty falling on Sundays and holidays - a 50% allowance (from 99% of the hourly rate plus seniority allowance).

  The list of Belgian holidays is available in the "Holidays and free days" window, "Basic data 94" menu:

> ***List of Belgian holidays:***
> ***- 1 January - New Year (le Jour de l'An) - permanent holiday;***
> ***- Easter Monday (Lundi de Pâques) - movable holiday;***
> ***- 1 May - Great Monday, Labor Day (Fête du Travail) - permanent holiday;***
> ***- Ascension (Jeudi de l'Ascension) - movable holiday;***
> ***- Pentecostal Monday - (Lundi de Pentecôte) - movable holiday;***
> ***- 21 July - National Holiday (Fête nationale) - permanent holiday;***
> ***- 15 August - Assumption of the Virgin Mary (L'Assomption) - permanent holiday;***
> ***- 1 November - All Saints' Day (La Toussaint) - permanent holiday;***
> ***- 11 November - Armistice Day - permanent holiday;***
> ***- 25 December - Christmas (Noël) - permanent holiday.***

*In accordance with Belgian regulations, the seniority allowance is also added to the remuneration (see Allowances topic for more). The amount of the supplement is defined in the **Foreign Allowances** tab (**TachoScan** menu). The options for calculating job seniority for Belgium are available in the "Settings - other countries 113" tab (menu: "Basic data 94" -> "[005]Employees 107", open for editing or add a new employee).*

If you do not want to include the seniority allowance when calculating the minimum wage compensation:

*1. From the **TachoScan** menu, select **Foreign Allowances**.*

*2. Using the list toolbar, open the edit **Seniority Allowance** window.*

*3. Change hourly rates to "**0**".*

The components of the Belgian minimum wage **increase** the adjustment to the Belgian minimum wage.

Denmark

Sums calculated acc. to ECB exchange rate

The amounts of allowances and lump sums for calculation of the minimum wage are converted according to monthly ECB exchange rates.

- In case there is no exchange rate use the last monthly rate

☑ ***Option checked*** — the program adopts the recently introduced monthly exchange rate;

☐ ***Option unchecked*** — zero exchange rate will be adopted;

The above exchange rates are automatically downloaded/generated by the program. They are available in the: "[009] Rates of exchange 119" window ("Basic data 94" menu).

11.1.1.1.2.9 Miscellaneous

Elements of the tab:

Close the record sheet when next one is opened

If this option is checked, every opening of a tacho disk for edition will cause that the previously opened disk is closed.

Alert when activities overlap during saving a record sheet

If the option is selected then during the attempt to save tachograph disc/day from driver's card the program will check if the newly added events overlap and, if so, a relevant message will be displayed.

Warn when record sheet is being saved with an unchanged starting time

This option only works when writing new record sheets.

When you select this option, after pressing the [Save] button, the program will display a reminder to set the start time if the activity has not been previously performed.

Alert when activities overlap during generating of control reports

If the option is selected then during generating of offences report the program will display a window with a relevant message when, during the period under analysis, activities of the analysed driver's driving time overlap.

Show default settings after scanning

The program will display the window "**Default settings**" before each scanning (see: "TachoScan -> Default settings 142").

Show information about missing image file when disc is being edited

If the option is checked, the program will show a window with a message about missing scans for those tacho discs opened for edition, for which it has not found corresponding scanned images in the folder with appropriate files (Tachoscan).
Exception: No matter the option has been checked or not, the program will not display the message about missing scan for free days or days added with the "**Add disc manually**" command.

Show summary before saving the data from digital downloads

☑ ***Option checked*** — **Data summary** window will always be displayed, even when you download data from the driver card / tachograph / file again;

☐ ***Option unchecked*** — **Data summary** window will not be displayed except in exceptional situations:

- reading of a new driver / vehicle (absent in the database);

- reading containing an incorrect certificate / certificates;
- reading an incorrect file;
- other irregularities.

After saving the digital data open it in a daily view form

☑ ***Option checked*** — after reading and writing a digital file, the program for each driver / vehicle will additionally display: "View / edit a day from a driver card window 296"

☐ ***Option unchecked*** — the above window will not be displayed - the program will display "Data summary" only.

During the analysis of digital readouts search for the driver within active company only

☑ ***Option checked*** - the program checks only the database of drivers assigned to the active company. If in the downloaded reading the program finds the driver who is in the database, but is assigned to a non-active company, it treats him as a new driver and displays a "Save a new driver" window 445;

☐ ***Option unchecked*** - the program checks the entire database regardless of the active company.

During the analysis of digital readouts search for the vehicle within active company only

☑ ***Option checked*** — the program checks only the database of vehicle registration numbers assigned to the active company.

If in the downloaded reading the program finds a vehicle that is in the database but is assigned to a different company than the active one then it will treat it as a different / new vehicle and display ""Save a new vehicle" window 447";

☐ ***Option unchecked*** — the program checks the entire database regardless of the active company.

After reading the driver card data insert 1-minute work at each place entry

Some enforcement authorities may qualify the **country entry** event (made by the driver on the tachograph) during a daily rest as an interruption of the rest. As a result, this may lead to an infringement.

While downloading data from the driver card the program:

☑ ***Option checked*** — for each **country entry** event inserts a minute of work, which is treated as interrupting the continuity of the daily rest;

This option only works when downloading data!

*If you have downloaded the data and you want ☑ to enable generating working minute, then **download the data from the driver card (source file) again**.*

***ferry/train** - exceptionally the above option **is not taken into account** when analyzing daily rest periods on the train / ferry.*

☐ ***Option unchecked*** — will not put in a minute of work, which will result in the **country entry** event not interrupting the continuity of daily rest.

*Be careful - if ☐ you turn this option off, the sections will be permanently **deleted** from the program database.*

*After ☑ turning the above option on, working minute will not be generated - you must **download the data from the driver card (source file) again**.*

Ask for confirmation when record sheet type or center is being changed

If this option is selected, the program, after changing the type and/or centre of the record sheet, when you try to close the window, will display a message about the change, asking if you want to save the record sheet.

Save detailed speed data from digital tachograph

If the option is checked, the detailed speed data downloaded from tachograph will be saved in the database.

Checking this option will affect the speed that the data are read out from/ written to the data base.

Check the external directory during program start-up

The program will check before each start whether there are files in the external directory **Input** (see: "From external device -> External folder 207"), if they do, a suitable message will be displayed with the suggestion of downloading those files.

Enable assistants

If the option is checked, it is possible additionally to assign each disc and each day from the driver's card to a so-called assistant (see: Record sheet preview / edition window -> Basic data, View / edit a day from a driver card window -> Preview and data edition 297 and Daily visualization 298", Settings: TachoScan -> Default 142).

Approximate km for activities from driver cards

If a driver drove the same vehicle and did not withdraw the driver's card and the tachograph recorded several driving events on a given day, then there would be no possibility to read what length the driver negotiated during individual driving events.
After marking this option, the program will count an approximate length negotiated by the driver during each of driving events alone. Approximation shall be visible in the report: "Weekly control of driver's working and resting time 264".

The digital tachograph records the km counter in a driver's card in several instances:

- *directly on inserting the driver's card in the tachograph,*
- *directly before withdrawing the driver's card from the tachograph,*
- *when the event is added manually using the tachograph (e.g., driving on to the ferry),*
- *at 00:00 UTC.*

- **Calculate the distance driven on the basis of the detailed speed data (may affect program performance)** - if this option is checked, the number of kilometers traveled, calculated on the basis of registered detailed speeds (if the **Detailed speed data** option is checked during downloading), will be displayed in the activities tab of the driver's daily chart window.

Download data from the external system

Enables/disables the mechanism for collecting data from the Helpten system. After entering login and password, it is recommended to test the connection by clicking the **LMB** on Test connection.

After activating the mechanism in the Device selection 194 window, Helpten tab will be added.

Show warning when saving the overlapping attestations

When you select this option, when saving the "attestation 218" the program will check whether the duration of the attestation does not overlap with another.

Hide the column "Km by disc" on the reports

Hide/show the column "**Km by disc**" on all reports, in which the distance covered by the vehicle according to the driver's record is compared to the distance indicated by the tachograph.

11.1.1.1.2.10 Mobility package

Elements of the tab:

Mobility package

Check location from GNSS and place entries in the analysis of two consecutive reduced weekly rest periods

After checking this option the program will check place entries of the start and end of rests.

A driver can take two reduced weekly rests if the following requirements are met:

- both rests have to be taken abroad, i.e. in the country that is a member of European Union, outside the country of company's place of business;
- in the following two weeks after reduced rests, regular rest must occur;
- a regular weekly rest in the following week must be taken in the country of company's place of business;
- compensations for reduced weekly rests must be taken with a regular rest in the country of company's place of business.

Generate weekly rest in vehicle infringement

☑ ***Option checked*** — the program generates infringement for regular weekly rest taken in a vehicle.

☐ ***Option unchecked*** — a rest in a vehicle does not influence accepting a derogation from Article 6(1), 6(2) and Article 8(2) of Regulation (EC) No 561/2006 that allows a driver to exceed daily and weekly driving time directly before a rest in member state.

Include weekly rest double reduction compensations in a 6x24h period between weekly rests

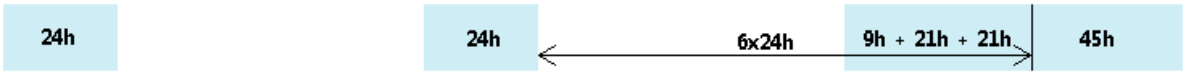
If the weekly rest is reduced by half, the next regular rest should be taken after a maximum of six 24-hour periods preceding that period of daily rest.

Compensation for previous reduced periods of weekly rest must begin before that period of rest and be taken simultaneously immediately before it. This change is due to the entry into force of the so-called "mobility package".

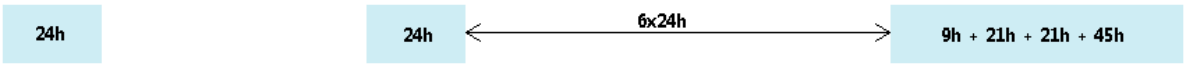
Rest used as compensation for a reduced weekly rest period shall be taken together with another rest period of at least nine hours (in accordance with Article 7 of Regulation 561). In case of compensation for double reduction of weekly rest period, the 9-hour rest period shall be attached to this compensation and selected immediately before/with them.

When the option **Include 9/11h rest in a compensation of weekly rest double reduction** is **disabled**.

☑ ***Option checked*** — the program provides compensation for the double reduction of weekly rest periods (and 9 hours of rest) to the period of 6x24h between weekly rest periods and for refusing regular rest in the country where the company's head office is located or where the driver lives. This means that the driver must accept these compensations in advance so that the regular weekly rest period starts no later than after six 24-hour periods.

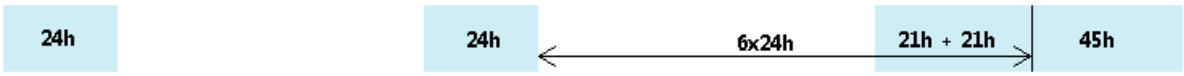


☐ ***Option unchecked*** — the program calculates compensation for the double reduction of a week's rest in the country of the company's head office or driver's residence, i.e. the driver can start receiving this compensation no later than after six 24-hour periods.



When the option **Include 9/11h rest in a compensation of weekly rest double reduction** is **enabled**.

☑ ***Option checked*** — the program includes compensation for the double reduction of weekly rest periods to the period of 6x24h between weekly rest periods and the 9h rest is included into the compensation time. This means that the rest period with compensations may be 9h shorter and the driver must accept these compensations in advance so that the regular weekly rest starts no later than after six 24-hour periods.



☐ ***Option unchecked*** — the program includes compensation for the double reduction of weekly rest periods to the regular weekly rest in the country of the company's head office or driver's residence, i.e. the driver can start receiving this compensation not later than after six 24-hour periods. The 9h rest is included in the compensation, what means that the rest with compensation may be 9h shorter.

Include 9/11h rest in a compensation of weekly rest double reduction

☑ ***Option checked*** — the program includes the 9h rest into the compensation of double reduction of weekly rest periods. This means that the rest with compensation may be 9h shorter and the compensation will be shown at the beginning of the rest on the weekly and monthly charts.

☐ ***Option unchecked*** — the program does not include 9h rest into compensation of double reduction of weekly rest periods. This means that the 9h rest must be received beside the compensation.

Require at least a 45-minute break in driving, if it includes team availability (561/2006 only)

☑ ***Option checked*** - the program requires the stop that includes availability in team to last at least 45 min. to be considered a break.

☐ ***Option unchecked*** - the program does not require the stop that includes availability in team to last at least 45 min.

11.1.2. TachoScan

Elements of TachoScan menu:

11.1.2.1. [101] Scan

Two types of scanners can be used to scan tacho disks in the TachoScan module:

11.1.2.1.1 Flatbed scanner

In order to start scanning, place the given number of disks (from 1 to 6) in the scanner so that all of them are in the scanning area (A4 area). No special peripheral device is necessary for correct scanning. Disks can be located at random.

An example disks arrangement on the scanner (Fig. bellow) - the most convenient way as information inserted by the driver will be easy to read from such scanned disks.

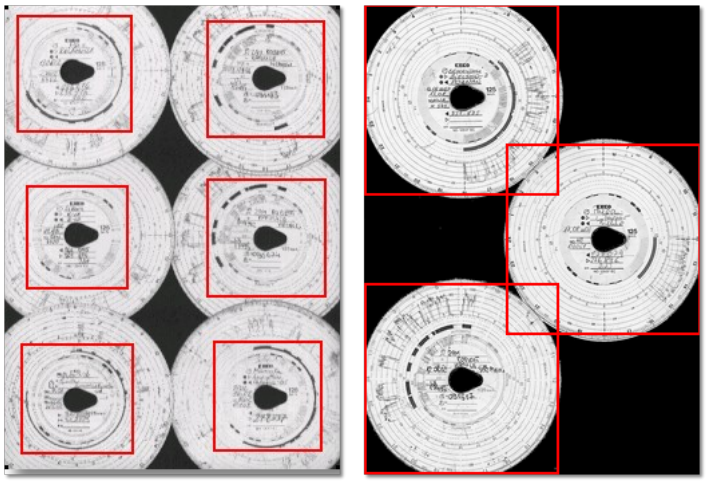


Fig. Disk arrangement in scanner.

Fragments of disks taken into consideration during the analysis are marked with red rectangles.

Disks on the scanner must be placed with the recording side towards the bottom. The above example shows disks seen from the scanner glass.

Before starting the scanning, you can use the "Default settings 142". In the settings window you can select the driver, the car, the date of the first disc (each subsequent scanned disc will have a date later by one day). Data entered in this window will be automatically completed for each scanned disc.

After placing disks, close the scanner cover in order to limit possible inaccuracies. To begin scanning of tacho disks, you can take advantage of the following:

- click on the: icon located in the **TachoScan** tab in the toolbar;
- press the key combination: ;
- select **Scan** option from the **TachoScan** menu.

*If you receive an error message, such as **Unable to open default Data Source**, make sure that the scanner is properly installed and connected.*

Scanning settings

In the menu "Basic data -> Settings 139" there are, among other, settings related to scanner. Indicating the option "**Show settings before scanning**" causes that every time before scanning begins, its setting will appear.

Recommended scanner settings	
resolution	300 dpi

brightness	"-20"
color	"Black and white"

After scanning, the program will open the last record sheet in the record sheet preview edit tab, and the rest will be displayed in the Unsaved discs 232 panel. Each record sheet should be reviewed, data should be completed and saved.

11.1.2.1.2 Roller scanner

To start the scanning process, place a specific number of disks (max. 50) in the scanner feed, all with their side with a chart turned towards the inside of the scanner. The record sheet discs should not be placed in the center of the scanner - they should, for example, be moved to the right (Fig. bellow). The angle of a disk teardrop pointer rotation is unimportant.

Fig. Position of the disks in the scanner.

Before the start of scanning, you can use the "Default settings 142". In the settings window, you can select a driver, vehicle, date of the first disk (each subsequent scanned disk date will be one day later). Data inserted in this window will be filled out automatically on each scanned disk.

To be able to keep correct automatic count of dates during scanning the disks of the same driver one by one, it is recommended to place clean sheets of paper instead of the disks with days off or days without driving (no disk). After scanning a clean sheet of paper, the program will not detect the disk, yet will still switch the default disk date to the next day. For example, when scanning the disks during the period when the driver had the weekend off, place two clean sheets of paper in appropriate places.

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

After placing the disks in the feed, start scanning using the following:

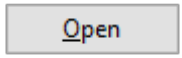
- click on the: icon located in the **TachoScan** tab in the toolbar;
- click key combination ;
- from the main menu **TachoScan**, select the option **Scan**.

After scanning, the program will open the last record sheet in the record sheet preview edit tab, and the rest will be displayed in the Unsaved discs 232 panel. Each record sheet should be reviewed, data should be completed and saved.

11.1.2.2. [102] Open

To open the scanned record sheet images from a file or source files from driver card or the digital tachograph readings, you can proceed in the following ways:

- click on the: icon located in the **TachoScan** tab in the toolbar;
- click the button combination ,
- from the main menu of **TachoScan** select the **Open** option.

After choosing this option a window with a file choice will appear. You need to mark the file containing a given disk (bmp format) or a download file containing data downloaded from a driver card or a digital tachograph (ddd format), and then click the button  .

> *This command is not meant to edit data saved in the program's database!*
>
> *In order to edit or preview data saved in the database you need to use the command: "Driver card and record sheet data 213" for tacho disks and driver card data and "Digital tachograph data 215" for mass memory data (digital tachograph data).*

Next, depending on the type of open file, the program analyzes the data and displays the appropriate window:

for record sheets pictures "bmp"

"Record sheet preview / edition window".

> *For opening **bmp** files, each recognized record sheet is opened in a separate tab.*

for digital files "ddd, esm, c1b, dtg, dtc, tgd, v1b"

Data summary

A detailed window description is available in the topic under the same title: "Data summary 444"

In a further step, windows will be displayed depending on the type of downloaded data:

Data from the digital tachograph

The description of the window can be found in the ""Save a new driver" window 445" topic.

The window will display drivers that are not in the database. Each of the drivers can be assigned a specific action ("save as new" by default)

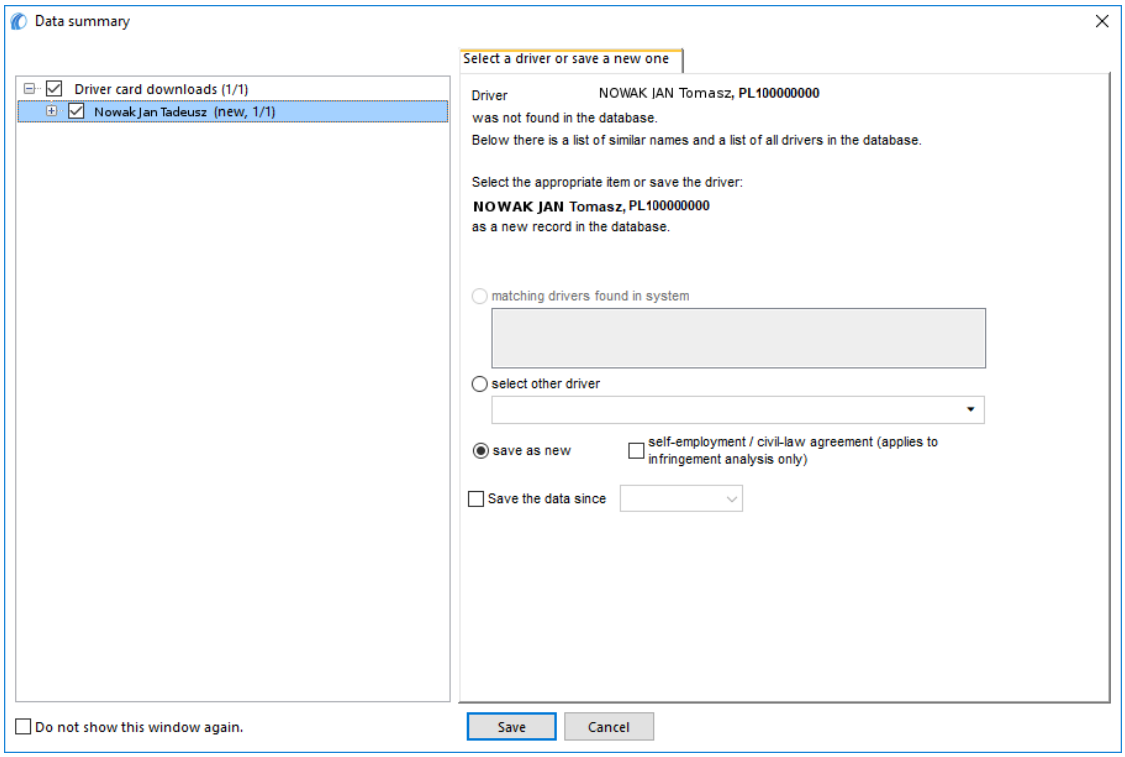


Fig. Reading from the driver card

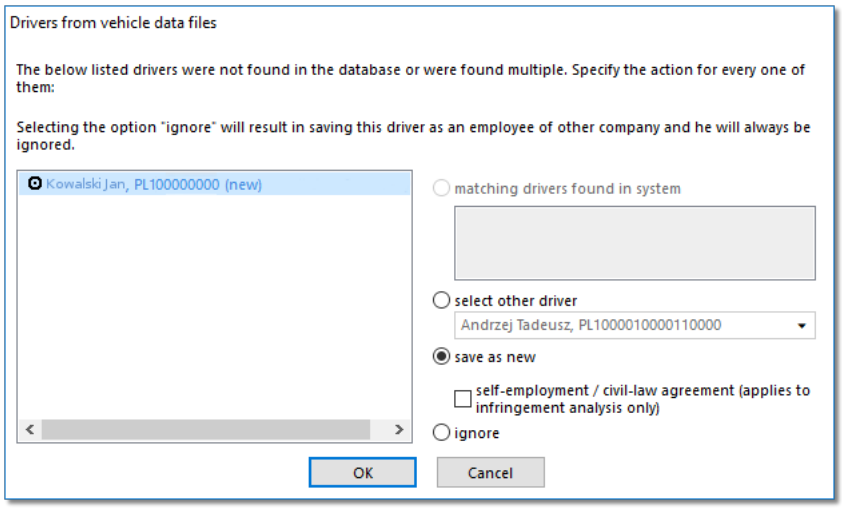


Fig. Reading from the tachograph.

Depending on the data source (driver card, tachograph), the following actions are available in the window:

When choosing a similar or different driver's name, be careful and make sure that the designated driver is the correct one.

If an incorrect driver's name is selected, cancel or change it into a correct driver card number in the driver editing window (see: "Driver 108"), and then open every incorrect day for edition (see: "Driver card and record sheet data") and change the driver's name into a correct one.

Matching drivers found in system

This item is marked by default, if the program finds at least one similar driver's name in the database. In the list, below the options, you will be able to select the driver to which the downloaded data will be assigned.

Be careful when selecting a similar driver's name and make sure that the selected driver is correct.

If an incorrect driver's name is selected, cancel or change it into a correct driver card number in the driver editing window (see: "Driver 108"), and then open every incorrect day for edition (see: "Driver card and record sheet data 213") and change the driver's name into a correct one.

Name (names) and surname of the driver is saved in the memory with Latin letters – no Polish fonts. Example: Ixsiński Piotr Józef will be saved in the memory as Ixinski Piotr Jozef.

In the bracket, next to the driver's surname, there is the company by which he is employed.

Select other driver

Should be chosen, when other driver's data must be recorded.

Save as new

This item is marked by default, when the system fails to find either an identical or similar driver's name in its database.

Save the data since (reading from the driver card)

After marking that option one may choose from which date the digital data will be saved in the data base.

Ignore (reading from the tachograph)

Saving of the driver and his/her data will be omitted.

*The indicated driver will be treated as an employee of another company and will **ALWAYS** BE OMITTED!*

*The option: **Add template** is activated after selecting the Add employment field (item a - see "Employees 107 -> Contract").*

Data from the driver card

The description of the window can be found in the ""Save a new vehicle" window 447" topic section.

The window will display the vehicle registration numbers that are not in the database.
Each of the vehicles can be assigned a specific action ("save as new" by default)

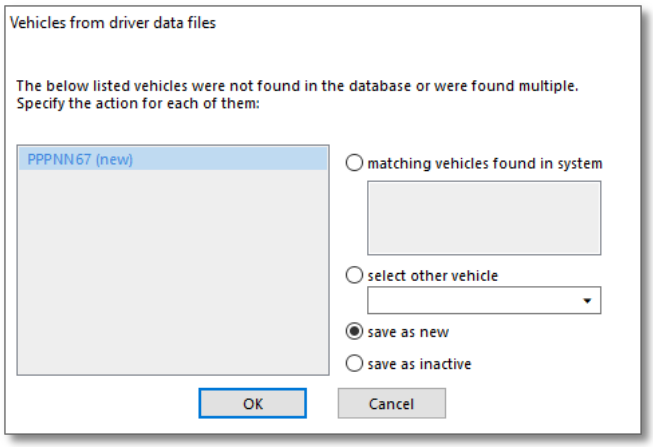


Fig. "Select the vehicle or add a new one" window.

Available Actions:

matching vehicles found in system

This item is marked by default, if the program finds at least one similar vehicle registration number in the database. In such a case, select an appropriate vehicle in the list and click LMB on the button OK.

> *The registration number of the vehicle may or may not contain the so-called spaces - empty character between characters.*
>
> *For the program the number "**NOL11CF**" (without a space) is different from the number: "**NOL 11CF**" (with a space). This is why, in such situation, when recording a new vehicle into the base, the program will display the number "**NOL 11CF**" as a similar (fig.1)*
>
> *If a vehicle's registration number has already been recorded in the database, the program will not display the window for choosing a vehicle again (Fig. above).*

select other vehicle

Should be chosen, when other vehicle data must be recorded.

save as new

This item is marked by default, when the system fails to find either an identical or similar registration number in its database.

save as inactive

Choose it when data concerning driver's activities need to be recorded, and there is no need to record the vehicle at the same time (not our company vehicle).

When choosing a similar registration number be wise and make sure that the given number is correct.

If an incorrect registration number is indicated in the window for choosing a vehicle, you need to remove the link in the edition and vehicle window (see: "vehicle 102"), and then remove all incorrectly inserted days and collect data from the tachograph again.

In the next step, the program will go into processing and saving data. After performing the analysis, it will display again the **Data summary** window in which the result of the operation will be shown in the form of colors (see: Legend).

*-- print preview of data placed in tabs **Basic data** and **Certificates**.*

Depending on the type of data downloaded (driver card, tachograph) in the final stage, the "view/edit days from the driver card window 296" or "view/edit days from the digital tachograph window 323" will be displayed.

Times downloaded from a tachograph are automatically shifted, in accordance with a time zone settings.

Source files shall be copied (relocated) to the Digital catalogue located in the files catalogue of the TachoScan module (see: "Administration panel -> Paths -> Path for the TachoScan module files 73").

11.1.2.3. [103] Read driver card

This command is to read data from driver's cards (chip card). This option is available after installing a chip card reader and appropriate program drivers and purchasing digital data support option (see: Installation -> Installing devices -> TachoReader 44).

In order to download data from a driver's card **first** the card needs to be correctly inserted into the reader (Fig. bellow).

Fig. Card inserted into card reader

To start downloading data from a driver's card you can use the following options:

- click on the: icon located in the **TachoScan** tab in the toolbar;
- press button combination ;
- from the main menu of **TachoScan** select **Read driver card**.

After downloading the data, the program will display the following window:

Data summary

A detailed window description is available in the topic under the same title: "Data summary 444"

If a new, previously not registered, registration number is detected in the data downloaded from the driver card, the program will display the following window:

Data from the driver card

The description of the window can be found in the ""Save a new vehicle" window 447>" topic section.

The window will display the vehicle registration numbers that are not in the database. Each of the vehicles can be assigned a specific action ("save as new" by default)

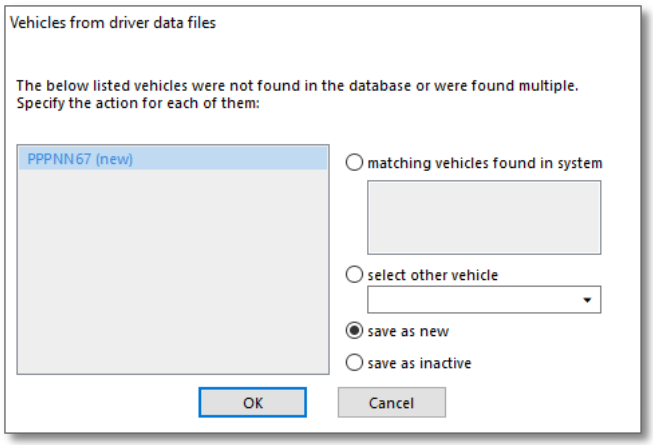


Fig. "Select the vehicle or add a new one" window.

Available Actions:

matching vehicles found in system

This item is marked by default, if the program finds at least one similar vehicle registration number in the database. In such a case, select an appropriate vehicle in the list and click LMB on the button OK.

The registration number of the vehicle may or may not contain the so-called spaces - empty character between characters.

*For the program the number "**NOL11CF**" (without a space) is different from the number: "**NOL 11CF**" (with a space). This is why, in such situation, when recording a new vehicle into the base, the program will display the number "**NOL 11CF**" as a similar (fig.1)*

If a vehicle's registration number has already been recorded in the database, the program will not display the window for choosing a vehicle again (Fig. above).

select other vehicle

Should be chosen, when other vehicle data must be recorded.

save as new

This item is marked by default, when the system fails to find either an identical or similar registration number in its database.

save as inactive

Choose it when data concerning driver's activities need to be recorded, and there is no need to record the vehicle at the same time (not our company vehicle).

When choosing a similar registration number be wise and make sure that the given number is correct.

If an incorrect registration number is indicated in the window for choosing a vehicle, you need to remove the link in the edition and vehicle window (see: "vehicle 102"), and then remove all incorrectly inserted days and collect data from the tachograph again.

In the next step, the program will go into processing and saving data. After performing the analysis, it will display again the **Data summary** window in which the result of the operation will be shown in the form of colors (see: Legend).

*-- print preview of data placed in tabs **Basic data** and **Certificates**.*

Depending on the type of data downloaded (driver card, tachograph) in the final stage, the "view/edit days from the driver card window 296 "or "view/edit days from the digital tachograph window 323" will be displayed.

Times downloaded from a tachograph are automatically shifted, in accordance with a time zone settings.

Source files shall be copied (relocated) to the Digital catalogue located in the files catalogue of the TachoScan module (see: "Administration panel -> Paths -> Path for the TachoScan module files 73").

11.1.2.4. [104] Read digital tachograph

This function for downloading data from digital tachographs.

To download data from a digital tachograph a direct computer (laptop) connection through a transmission cable with the tachograph is required.

To initiate downloading data from the tachograph by means of the transmission cable, you can do the following:

- press the key combination

,
- select **Read digital tachograph** option from the **TachoScan** main menu.

After performing these tasks, a window with selection option for data download will appear:

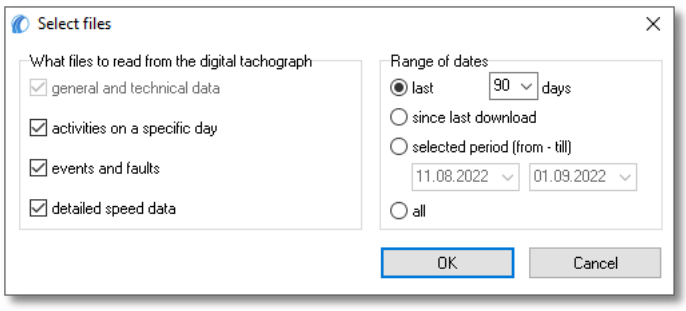


Fig. Tachograph download configuration window

After clicking:

the process of downloading data from the tachograph will begin.

Data summary

A detailed window description is available in the topic under the same title: "Data summary 444"

If a new, previously not registered, driver is detected in the data downloaded from the tachograph, the program will display the following window:

Data from the digital tachograph

The description of the window can be found in the ""Save a new driver" window 445" topic.

The window will display drivers that are not in the database. Each of the drivers can be assigned a specific action ("save as new" by default)

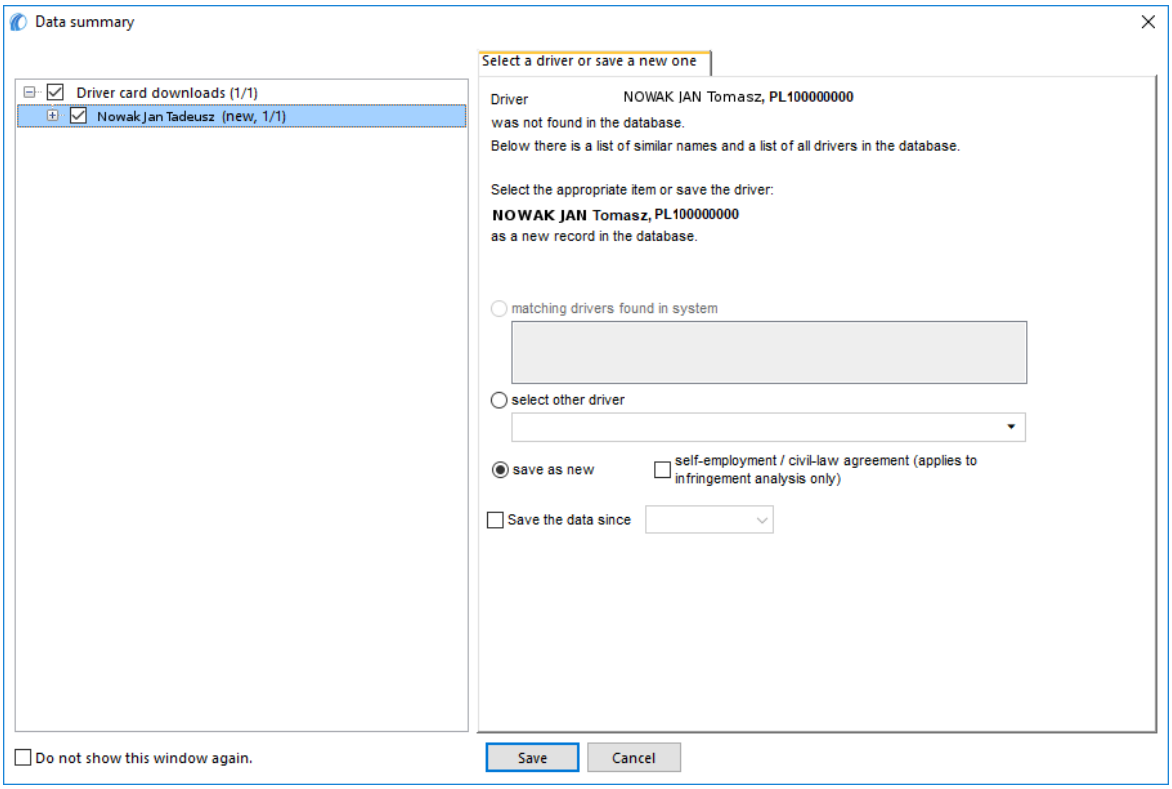


Fig. Reading from the driver card

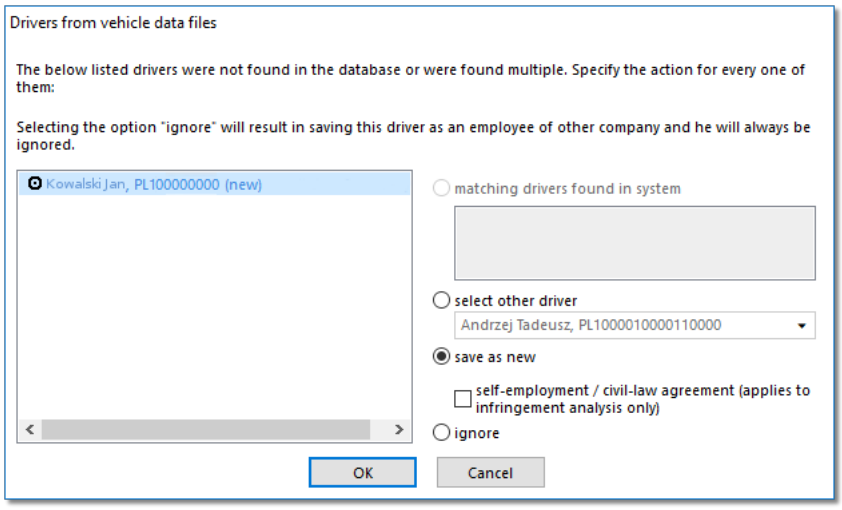


Fig. Reading from the tachograph.

Depending on the data source (driver card, tachograph), the following actions are available in the window:

> *When choosing a similar or different driver's name, be careful and make sure that the designated driver is the correct one.*
>
> *If an incorrect driver's name is selected, cancel or change it into a correct driver card number in the driver*

editing window (see: "Driver 108"), and then open every incorrect day for edition (see: "Driver card and record sheet data") and change the driver's name into a correct one.

Matching drivers found in system

This item is marked by default, if the program finds at least one similar driver's name in the database. In the list, below the options, you will be able to select the driver to which the downloaded data will be assigned.

Be careful when selecting a similar driver's name and make sure that the selected driver is correct.

If an incorrect driver's name is selected, cancel or change it into a correct driver card number in the driver editing window (see: "Driver 108"), and then open every incorrect day for edition (see: "Driver card and record sheet data 213") and change the driver's name into a correct one.

Name (names) and surname of the driver is saved in the memory with Latin letters – no Polish fonts. Example: Ixsiński Piotr Józef will be saved in the memory as Ixinski Piotr Jozef.

In the bracket, next to the driver's surname, there is the company by which he is employed.

Select other driver

Should be chosen, when other driver's data must be recorded.

Save as new

This item is marked by default, when the system fails to find either an identical or similar driver's name in its database.

Save the data since (reading from the driver card)

After marking that option one may choose from which date the digital data will be saved in the data base.

Ignore (reading from the tachograph)

Saving of the driver and his/her data will be omitted.

*The indicated driver will be treated as an employee of another company and will **ALWAYS** BE OMITTED!*

*The option: **Add template** is activated after selecting the Add employment field (item a - see "Employees 107 -> Contract").*

In the next step, the program will go into processing and saving data. After performing the analysis, it will display again the **Data summary** window in which the result of the operation will be shown in the form of colors (see: Legend).

*-- print preview of data placed in tabs **Basic data** and **Certificates**.*

Depending on the type of data downloaded (driver card, tachograph) in the final stage, the "view/edit days from the driver card window 296 "or "view/edit days from the digital tachograph window 323" will be displayed.

Next, it will record data in the database automatically and display them in the "digital tachograph analysis window 323". If given days have been recorded before, their recording will be omitted.

Times downloaded from a tachograph are automatically shifted, in accordance with a time zone settings.

Source files shall be copied (relocated) to the Digital catalogue located in the files catalogue of the TachoScan module (see: "Administration panel -> Paths -> Path for the TachoScan module files 73").

11.1.2.5. [105] From external device

From external device is a function by means of which we can retrieve data from other download devices for driver cards and digital tachographs.

To download data from such a device it is necessary to connected this device to the computer - data download from a digital tachograph or a driver card must be done previously.

This option enables also downloading digital readings from other locations (see: External folder 207)

To start downloading data from peripherals you can use the following options

- click on the: icon located in the **TachoScan** tab in the toolbar;
- press button combination ,
- from the main menu of "**TachoScan**" select **From external device** option.

After performing the aforesaid activities, select a suitable tab in the new window:

11.1.2.5.1 TachoReader Basic/Combo

This tab can be divided into three groups:

The window becomes active after plugging the TachoReader Basic key or TachoReader Combo device into a USB socket of your computer.

It is possible to download data from TachoReader Mobile and Combo devices via the remote desktop.

*When working on the TachoScan program it is possible to provide access to the **removable drive** of TachoReader for the server via the remote desktop. The drive that is shared in such a way needs to be mapped as a network drive. Then it is possible to download data to the TachoScan program from this mapped drive.*

11.1.2.5.1.1 Downloading and cleaning of readings

Downloading readings

Is a command which copies files (these are source files – original ones downloaded, in this case, from a digital tachograph – in case of an inspection these files are presented to Inspectors) located in the TachoRaeder's memory into the directory "**Digital**" on the hard disk of the computer (see: "Administrator settings -> Main 64").

In order to retrieve files saved on a key you need to:

1. connect the device to a computer.
2. press the icon: .
3. then, in the first tab (Fig. bellow) depending on needs, select:

Download all readings
Downloading all files available on the device to the program.

Download last reading
Downloading the newest file available on the device.

Download selected readings
Downloading any marked file indicated on the list:

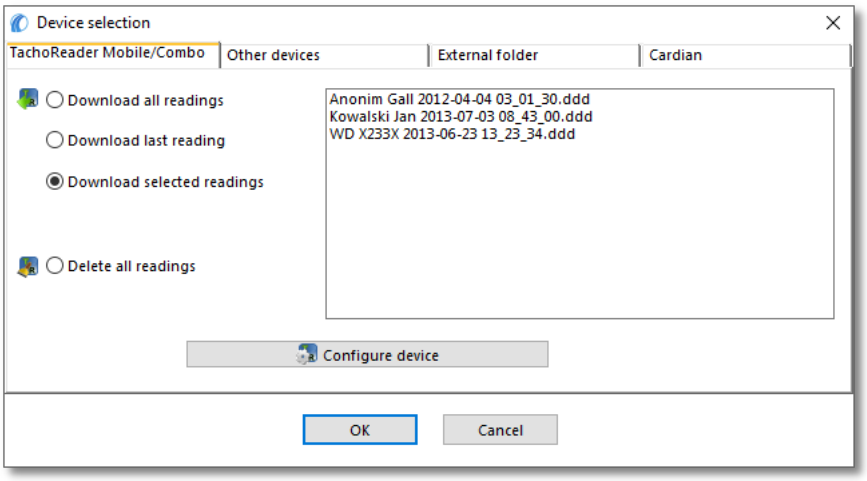


Fig. Downloading readings – selecting a file from the list

Data analysis

After downloading the files they shall be analysed:

Data summary

Data summary

A detailed window description is available in the topic under the same title: "Data summary 444"

In a further step, windows will be displayed depending on the type of downloaded data:

Data from the driver card

The description of the window can be found in the ""Save a new vehicle" window 447>" topic section.

The window will display the vehicle registration numbers that are not in the database.
Each of the vehicles can be assigned a specific action ("save as new" by default)

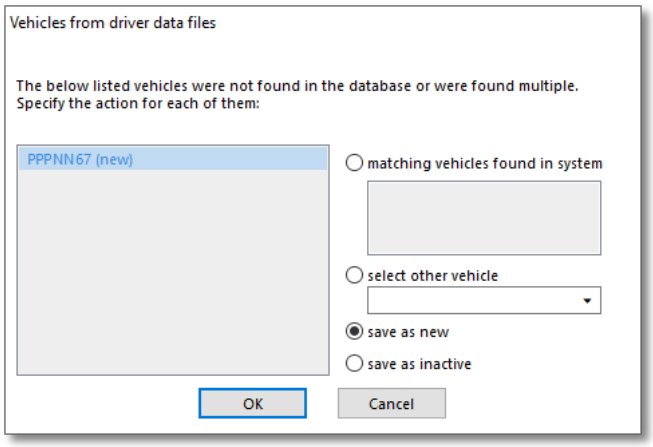


Fig. "Select the vehicle or add a new one" window.

Available Actions:

matching vehicles found in system

This item is marked by default, if the program finds at least one similar vehicle registration number in the database. In such a case, select an appropriate vehicle in the list and click LMB on the button OK.

> *The registration number of the vehicle may or may not contain the so-called spaces - empty character between characters.*
>
> *For the program the number "**NOL11CF**" (without a space) is different from the number: "**NOL 11CF**" (with a space). This is why, in such situation, when recording a new vehicle into the base, the program will display the number "**NOL 11CF**" as a similar (fig.1)*
>
> *If a vehicle's registration number has already been recorded in the database, the program will not display the window for choosing a vehicle again (Fig. above).*

select other vehicle

Should be chosen, when other vehicle data must be recorded.

save as new

This item is marked by default, when the system fails to find either an identical or similar registration number in its database.

save as inactive

Choose it when data concerning driver's activities need to be recorded, and there is no need to record the vehicle at the same time (not our company vehicle).

When choosing a similar registration number be wise and make sure that the given number is correct.

If an incorrect registration number is indicated in the window for choosing a vehicle, you need to remove the link in the edition and vehicle window (see: "vehicle 102"), and then remove all incorrectly inserted days and collect data from the tachograph again.

Data from the digital tachograph

The description of the window can be found in the ""Save a new driver" window 445" topic.

The window will display drivers that are not in the database. Each of the drivers can be assigned a specific action ("save as new" by default)

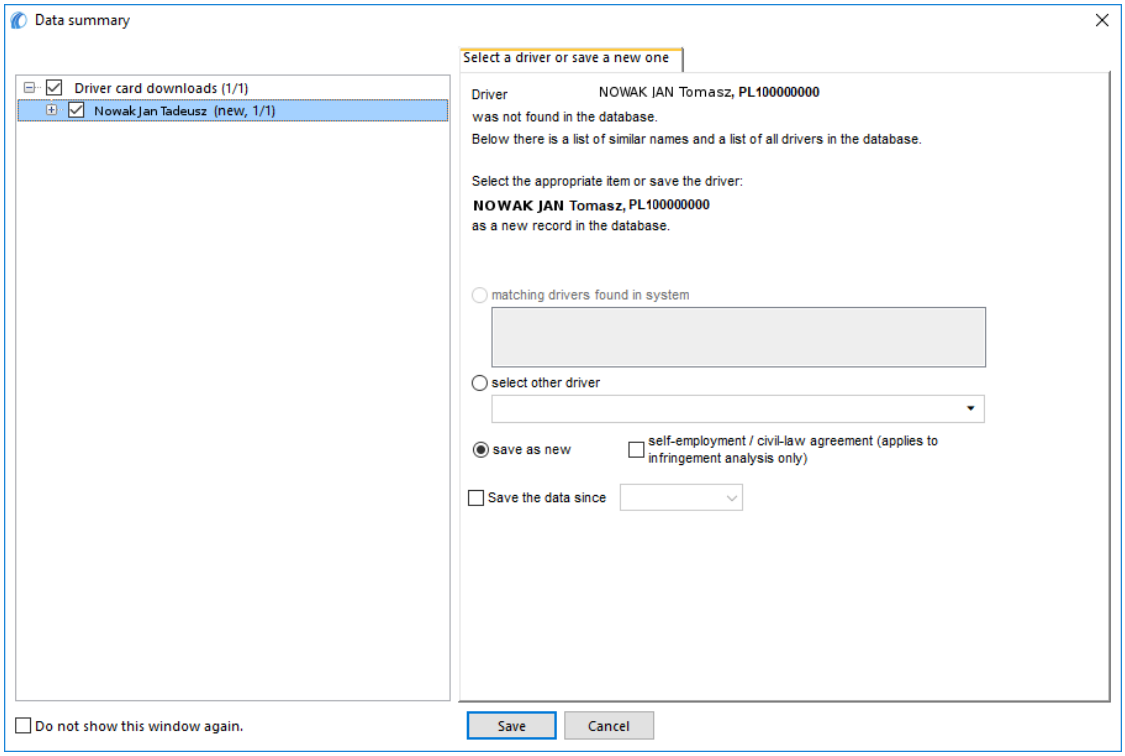


Fig. Reading from the driver card

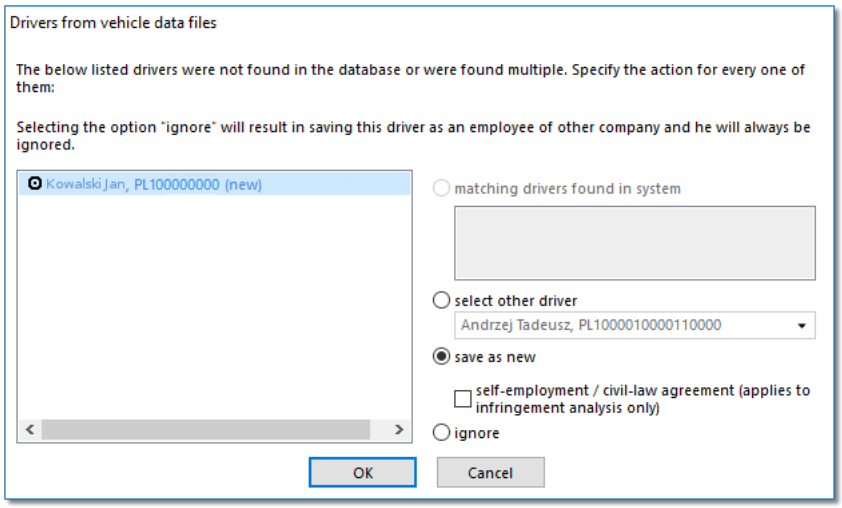


Fig. Reading from the tachograph.

Depending on the data source (driver card, tachograph), the following actions are available in the window:

When choosing a similar or different driver's name, be careful and make sure that the designated driver is the correct one.

If an incorrect driver's name is selected, cancel or change it into a correct driver card number in the driver editing window (see: "Driver 108"), and then open every incorrect day for edition (see: "Driver card and record sheet data") and change the driver's name into a correct one.

Matching drivers found in system

This item is marked by default, if the program finds at least one similar driver's name in the database. In the list, below the options, you will be able to select the driver to which the downloaded data will be assigned.

Be careful when selecting a similar driver's name and make sure that the selected driver is correct.

If an incorrect driver's name is selected, cancel or change it into a correct driver card number in the driver editing window (see: "Driver 108"), and then open every incorrect day for edition (see: "Driver card and record sheet data 213") and change the driver's name into a correct one.

Name (names) and surname of the driver is saved in the memory with Latin letters – no Polish fonts. Example: Ixsiński Piotr Józef will be saved in the memory as Ixinski Piotr Jozef.

In the bracket, next to the driver's surname, there is the company by which he is employed.

Select other driver

Should be chosen, when other driver's data must be recorded.

Save as new

This item is marked by default, when the system fails to find either an identical or similar driver's name in its database.

Save the data since (reading from the driver card)

After marking that option one may choose from which date the digital data will be saved in the data base.

Ignore (reading from the tachograph)

Saving of the driver and his/her data will be omitted.

*The indicated driver will be treated as an employee of another company and will **ALWAYS** BE OMITTED!*

*The option: **Add template** is activated after selecting the Add employment field (item a - see "Employees 107 -> Contract").*

In the next step, the program will go into processing and saving data. After performing the analysis, it will display again the **Data summary** window in which the result of the operation will be shown in the form of colors (see: Legend).

*-- print preview of data placed in tabs **Basic data** and **Certificates**.*

Depending on the type of data downloaded (driver card, tachograph) in the final stage, the "view/edit days from the driver card window 296 "or "view/edit days from the digital tachograph window 323" will be displayed.

Times downloaded from a tachograph are automatically shifted, in accordance with a time zone settings.

*Source files (original download files) will be copied (moved) to the catalogue "**Digital**" located in the catalogue of tacho images storage - "Administration panel -> Paths -> Path for the TachoScan module files 73".*

*It is also possible to copy the files manually (backup) from the TachoReader device to a computer, without engaging the TachoScan program. In order to do this, using windows or a different program to export files you need to copy files and move them in the required location (TachoReader installs on the computer as a separate disk named "**PNSTACHO**").*

*Format of the file's name with data downloaded from a tachograph: "**Vehicle's registration number, data of downloading data, time of downloading data.ddd (extension)**" (Example: SB3106G 10-10-2007 15_34.ddd)*

The TachoReader Mobile device makes it possible to store approx. 2 thousands of readings from digital tachographs.

Deleting readings

*If in the program settings 146 the option is activated: "**Delete files after download**" then after successful download the files will be deleted from the memory of the device.*

Delete all readings
This command is to delete all mass memory data, i.e. "**ddd**" files. Other files stored in the memory of TachoReader will not be altered.

11.1.2.5.1.2 TachoReader Combo Plus

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

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

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

11.1.2.5.1.3 TachoReader Basic

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

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

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

11.1.2.5.2 Other devices

The second tab allows to download data from the selected external equipment, such as: DBOX, Optac, Downloadkey, TachoDrive and PDAs.

Data download

1. In the **Other devices** tab select the device (Fig. bellow), and then click OK.

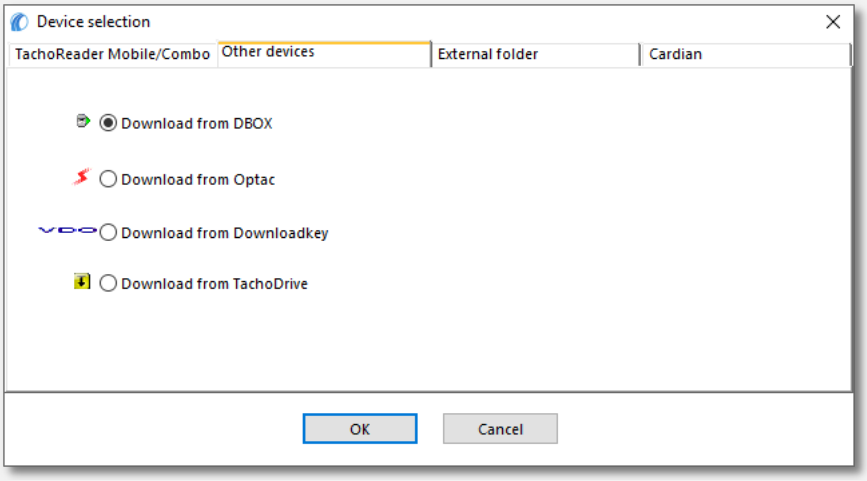


Fig. Other devices – window.

2. Depending on the selected device the program requests to connect it to the appropriate slot in your computer, or to select the COM port.
3. After establishing the connection, TachoScan proceeds to download the data.

We recommend downloading data using TachoReader Mobile or TachoReader Combo 46 devices.

Data analysis

Data summary

Data summary

A detailed window description is available in the topic under the same title: "Data summary 444"

In a further step, windows will be displayed depending on the type of downloaded data:

Data from the driver card

The description of the window can be found in the ""Save a new vehicle" window 447>" topic section.

The window will display the vehicle registration numbers that are not in the database.
Each of the vehicles can be assigned a specific action ("save as new" by default)

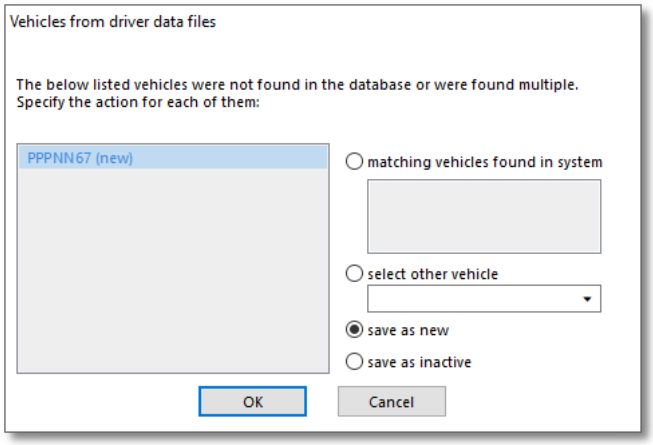


Fig. "Select the vehicle or add a new one" window.

Available Actions:

matching vehicles found in system

This item is marked by default, if the program finds at least one similar vehicle registration number in the database. In such a case, select an appropriate vehicle in the list and click LMB on the button OK.

> *The registration number of the vehicle may or may not contain the so-called spaces - empty character between characters.*
>
> *For the program the number "**NOL11CF**" (without a space) is different from the number: "**NOL 11CF**" (with a space). This is why, in such situation, when recording a new vehicle into the base, the program will display the number "**NOL 11CF**" as a similar (fig.1)*
>
> *If a vehicle's registration number has already been recorded in the database, the program will not display the window for choosing a vehicle again (Fig. above).*

select other vehicle

Should be chosen, when other vehicle data must be recorded.

save as new

This item is marked by default, when the system fails to find either an identical or similar

registration number in its database.

save as inactive

Choose it when data concerning driver's activities need to be recorded, and there is no need to record the vehicle at the same time (not our company vehicle).

> *When choosing a similar registration number be wise and make sure that the given number is correct.*
>
> *If an incorrect registration number is indicated in the window for choosing a vehicle, you need to remove the link in the edition and vehicle window (see: "vehicle 102"), and then remove all incorrectly inserted days and collect data from the tachograph again.*

Data from the digital tachograph

The description of the window can be found in the ""Save a new driver" window 445" topic.

The window will display drivers that are not in the database. Each of the drivers can be assigned a specific action ("save as new" by default)

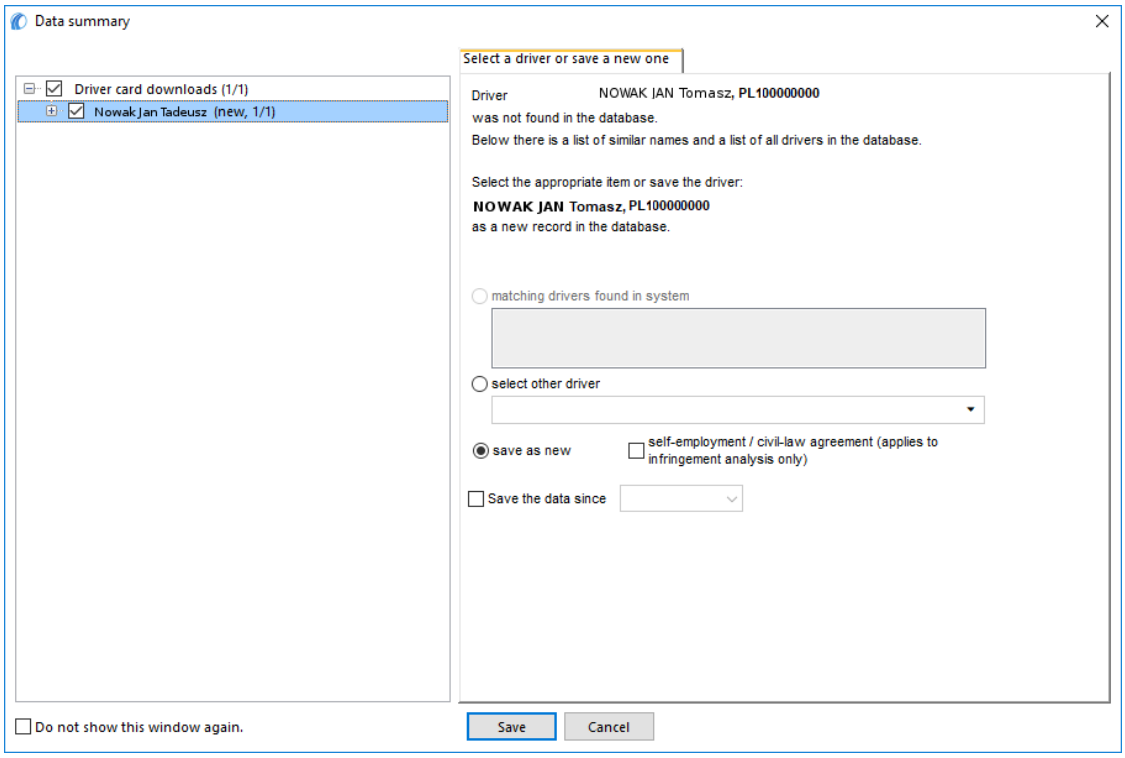


Fig. Reading from the driver card

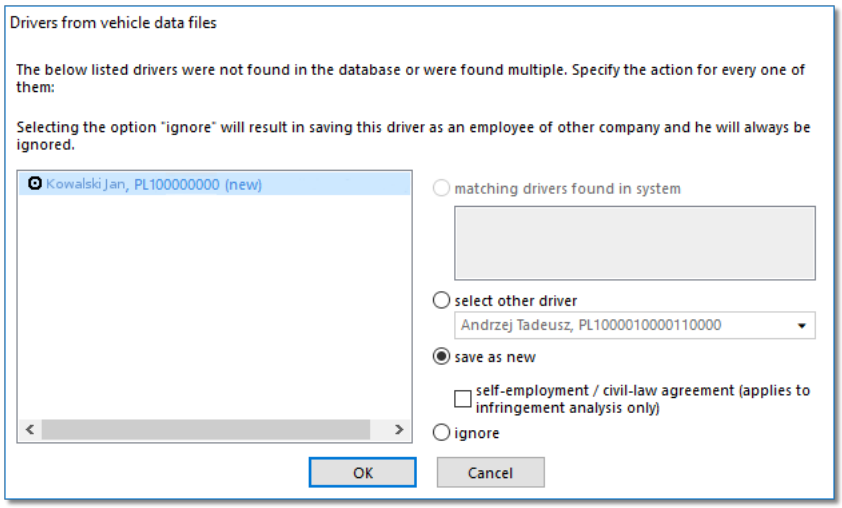


Fig. Reading from the tachograph.

Depending on the data source (driver card, tachograph), the following actions are available in the window:

When choosing a similar or different driver's name, be careful and make sure that the designated driver is the correct one.

If an incorrect driver's name is selected, cancel or change it into a correct driver card number in the driver editing window (see: "Driver 108"), and then open every incorrect day for edition (see: "Driver card and record sheet data") and change the driver's name into a correct one.

Matching drivers found in system

This item is marked by default, if the program finds at least one similar driver's name in the database. In the list, below the options, you will be able to select the driver to which the downloaded data will be assigned.

Be careful when selecting a similar driver's name and make sure that the selected driver is correct.

If an incorrect driver's name is selected, cancel or change it into a correct driver card number in the driver editing window (see: "Driver 108"), and then open every incorrect day for edition (see: "Driver card and record sheet data 213") and change the driver's name into a correct one.

Name (names) and surname of the driver is saved in the memory with Latin letters – no Polish fonts. Example: Ixsiński Piotr Józef will be saved in the memory as Ixinski Piotr Jozef.

In the bracket, next to the driver's surname, there is the company by which he is employed.

Select other driver

Should be chosen, when other driver's data must be recorded.

Save as new

This item is marked by default, when the system fails to find either an identical or similar driver's name in its database.

Save the data since (reading from the driver card)

After marking that option one may choose from which date the digital data will be saved in the data base.

Ignore (reading from the tachograph)

Saving of the driver and his/her data will be omitted.

*The indicated driver will be treated as an employee of another company and will **ALWAYS** BE OMITTED!*

*The option: **Add template** is activated after selecting the Add employment field (item a - see "Employees 107 -> Contract").*

In the next step, the program will go into processing and saving data. After performing the analysis, it will display again the **Data summary** window in which the result of the operation will be shown in the form of colors (see: Legend).

*-- print preview of data placed in tabs **Basic data** and **Certificates**.*

Depending on the type of data downloaded (driver card, tachograph) in the final stage, the "view/edit days from the driver card window 296 "or "view/edit days from the digital tachograph window 323" will be displayed.

Times downloaded from a tachograph are automatically shifted, in accordance with a time zone settings.

Source files shall be copied (relocated) to the Digital catalogue located in the files catalogue of the TachoScan module (see: "Administration panel -> Paths -> Path for the TachoScan module files 73").

11.1.2.5.3 External folder

This command allows to download digital readings from other sources, in particular, sent by a GBOX device! Reading the driver card is possible at any point the vehicle equipped with GBOX with a driver card reader is stopped. This tab can be divided into two groups:

11.1.2.5.3.1 Retrieve readings

Download readings

Is a command that copies the files (these are source - original files retrieved from the driver card or the digital tachograph - in case of inspection, these files are submitted to Inspectors) placed in the folder "**Input**" onto the PC to the file storage directory: "**Digital**" (see: "Administration panel -> Main 64").

*Path to the folder **Input**: "Working (network) directory of the system 73\Input".*

To retrieve files recorded in the folder: "**Input**":

- click the button: ,
- then, chose in the third tab (Fig. bellow) as needed:

Download all readings
Downloading all files available in the device to the system.

Download last reading
Downloading the latest file available in the device to the system.

Download selected readings
Downloading any file indicated in the list.

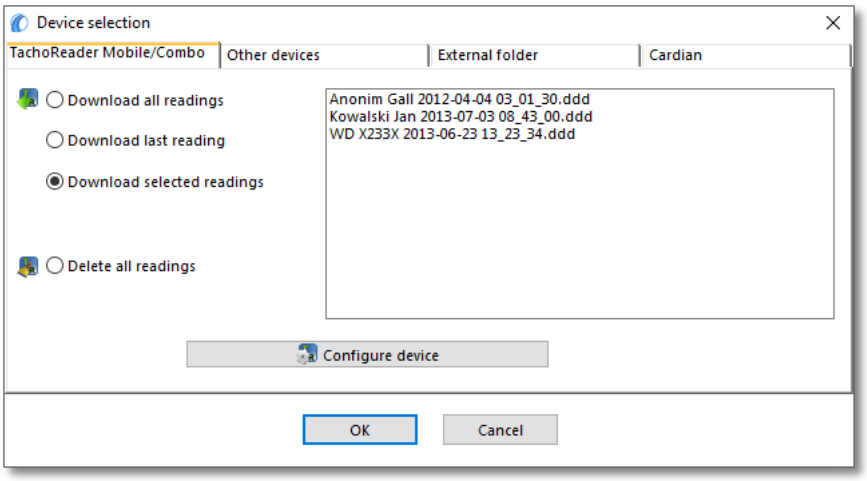


Fig. Retrieving readings - choosing from the list.

*If in program settings 146, the option: "**Delete files after download**" is enabled, then after positive retrieval of files they will be deleted from the folder: "**Input**".*

*For the sake of security and work comfort, storing of a large number of files in the folder: "**Input**" is not recommended.*

Data analysis

Data summary

Data summary

A detailed window description is available in the topic under the same title: "Data summary 444"

In a further step, windows will be displayed depending on the type of downloaded data:

Data from the driver card

The description of the window can be found in the ""Save a new vehicle" window 447>" topic section.

The window will display the vehicle registration numbers that are not in the database.
Each of the vehicles can be assigned a specific action ("save as new" by default)

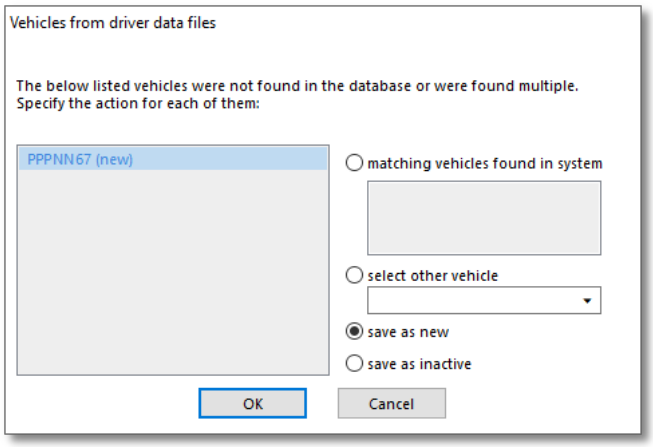


Fig. "Select the vehicle or add a new one" window.

Available Actions:

matching vehicles found in system

This item is marked by default, if the program finds at least one similar vehicle registration number in the database. In such a case, select an appropriate vehicle in the list and click LMB on the button OK.

> *The registration number of the vehicle may or may not contain the so-called spaces - empty character between characters.*
>
> *For the program the number "**NOL11CF**" (without a space) is different from the number: "**NOL 11CF**" (with a space). This is why, in such situation, when recording a new vehicle into the base, the program will display the number "**NOL 11CF**" as a similar (fig.1)*
>
> *If a vehicle's registration number has already been recorded in the database, the program will not display the window for choosing a vehicle again (Fig. above).*

select other vehicle

Should be chosen, when other vehicle data must be recorded.

save as new

This item is marked by default, when the system fails to find either an identical or similar registration number in its database.

save as inactive

Choose it when data concerning driver's activities need to be recorded, and there is no need to record the vehicle at the same time (not our company vehicle).

When choosing a similar registration number be wise and make sure that the given number is correct.

If an incorrect registration number is indicated in the window for choosing a vehicle, you need to remove the link in the edition and vehicle window (see: "vehicle 102"), and then remove all incorrectly inserted days and collect data from the tachograph again.

Data from the digital tachograph

The description of the window can be found in the ""Save a new driver" window 445" topic.

The window will display drivers that are not in the database. Each of the drivers can be assigned a specific action ("save as new" by default)

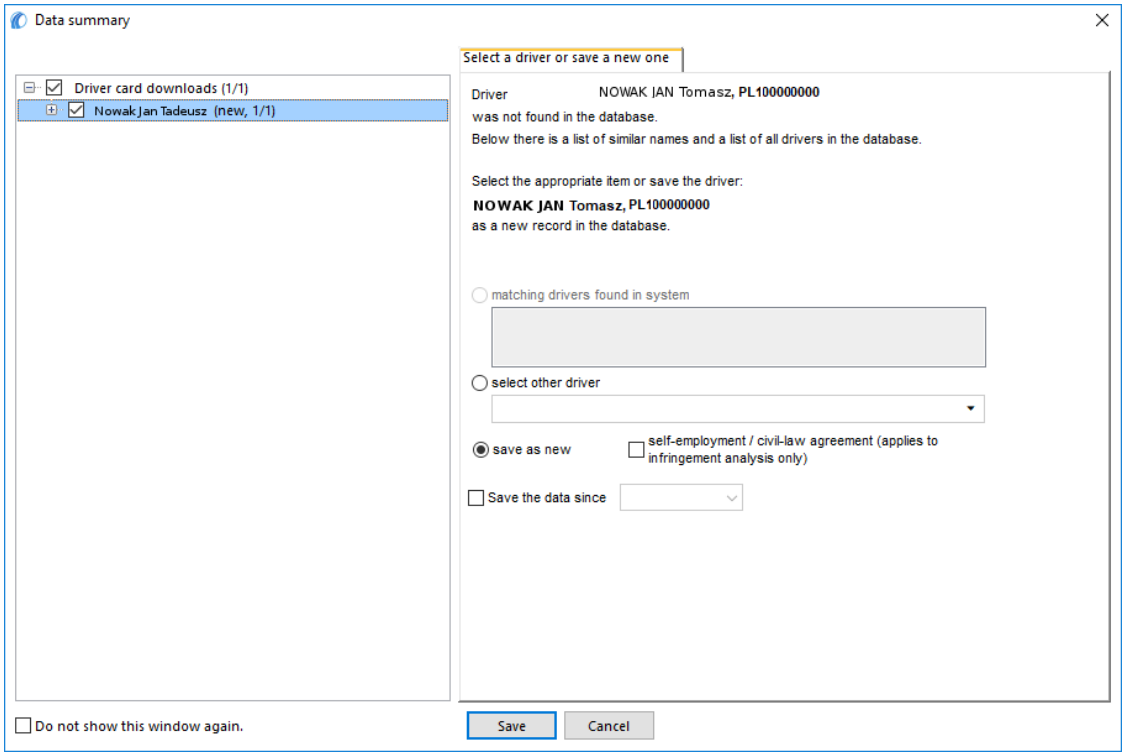


Fig. Reading from the driver card

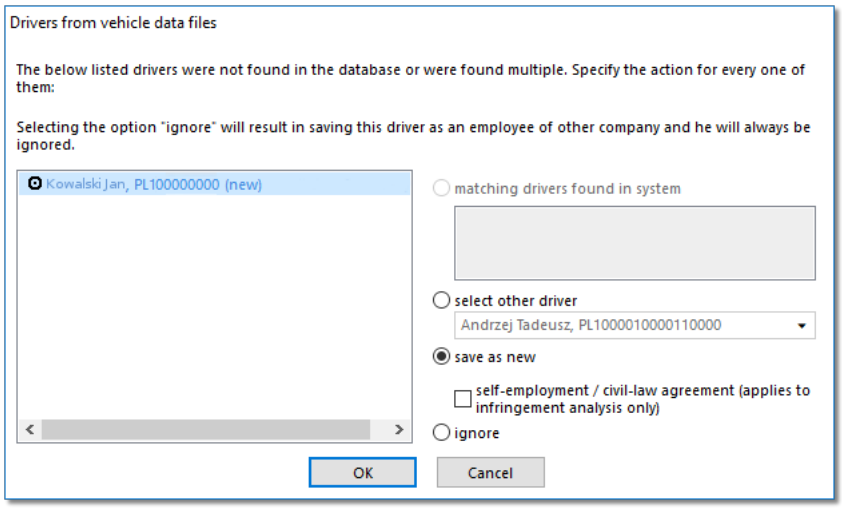


Fig. Reading from the tachograph.

Depending on the data source (driver card, tachograph), the following actions are available in the window:

When choosing a similar or different driver's name, be careful and make sure that the designated driver is the correct one.

If an incorrect driver's name is selected, cancel or change it into a correct driver card number in the driver editing window (see: "Driver 108"), and then open every incorrect day for edition (see: "Driver card and record sheet data") and change the driver's name into a correct one.

Matching drivers found in system

This item is marked by default, if the program finds at least one similar driver's name in the database. In the list, below the options, you will be able to select the driver to which the downloaded data will be assigned.

Be careful when selecting a similar driver's name and make sure that the selected driver is correct.

If an incorrect driver's name is selected, cancel or change it into a correct driver card number in the driver editing window (see: "Driver 108"), and then open every incorrect day for edition (see: "Driver card and record sheet data 213") and change the driver's name into a correct one.

Name (names) and surname of the driver is saved in the memory with Latin letters – no Polish fonts. Example: Ixsiński Piotr Józef will be saved in the memory as Ixinski Piotr Jozef.

In the bracket, next to the driver's surname, there is the company by which he is employed.

Select other driver

Should be chosen, when other driver's data must be recorded.

Save as new

This item is marked by default, when the system fails to find either an identical or similar driver's name in its database.

Save the data since (reading from the driver card)

After marking that option one may choose from which date the digital data will be saved in the data base.

Ignore (reading from the tachograph)

Saving of the driver and his/her data will be omitted.

*The indicated driver will be treated as an employee of another company and will **ALWAYS** BE OMITTED!*

*The option: **Add template** is activated after selecting the Add employment field (item a - see "Employees 107 -> Contract").*

In the next step, the program will go into processing and saving data. After performing the analysis, it will display again the **Data summary** window in which the result of the operation will be shown in the form of colors (see: Legend).

*-- print preview of data placed in tabs **Basic data** and **Certificates**.*

Depending on the type of data downloaded (driver card, tachograph) in the final stage, the "view/edit days from the driver card window 296 "or "view/edit days from the digital tachograph window 323" will be displayed.

Times downloaded from a tachograph are automatically shifted, in accordance with a time zone settings.

Source files shall be copied (relocated) to the Digital catalogue located in the files catalogue of the TachoScan module (see: "Administration panel -> Paths -> Path for the TachoScan module files 73").

11.1.2.5.3.2 Delete readings

Delete all readings is a command that deletes files placed in the folder **Input**.

*Path to the folder **Input**: "Working (network) directory of the system 73\Input".*

To delete files recorded in the folder: **Input**:

- click the button: ;
- then choose in the third tab: **Delete all readings** - this command will delete files with the extension **ddd**. Other files in the folder: **Input** will be intact.

*For the sake of security and work comfort, storing of a large number of files in the folder: **Input** is not recommended.*

11.1.2.6. [106] Driver card and record sheet data

In order to open for editing disks or days recorded before in the database, you can use the following options:

- click on the: icon located in the **TachoScan** tab in the toolbar;
- press button combination ;
- from the main menu of "**TachoScan**" choose **Driver card and record sheet data** option.

As a result of these activities a list 83 of all scanned tachograph disks and days downloaded from a driver's card into the program appears.

To open for viewing, change or delete the record sheet/ day from a driver card, use the list toolbar 83.

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list 368".

Additional elements of the list
Additional elements in the list toolbar 83: • - Import discs/ days from the card from **7z archive** file - select the file to be imported in the **Open** window;

***Assistant/co-driver**: it is not included in the data import.*

***New driver**: the program displays the appropriate window asking if you want to add a new driver.*

***New vehicle**: is added automatically by the program.*

***Overlapping events or record sheets**: the program will display appropriate message asking if you want to add the record sheet/ day from the driver card.*

- - export discs/days from card to 7z archive file - in the export window:
  - Digital readings - only source files downloaded from the driver card are exported;
  - Record sheet images - only images of record sheets of days designated as work are exported;
  - Record sheet activities - only events for days designated as work are exported;
  - Select the period of the exported data;
  - Select/deselect drivers.

***Assistant/co-driver**: it is not included in the data export.*

- - allows to change some parameters without having to open the edit window (also available in the drop-down menu):
  - **Driver**;
  - **Vehicle**;

*If the option "**enable assistants**" is enabled in the program settings, the drop-down menu option "**Assistant**" is added (see: "Settings -> TachoScan 139").*

Additional items in the drop-down menu:

- **Restore source data** - all manual changes on the driver card on the day are cancelled - the data is retrieved again;
- **Alter status** - status change (OUT, AETR, service, etc.) for the selected record sheets/days from the driver card;
- Weekly chart 224;
- Monthly chart 230;

After choosing a disk/day a new window for daily visualization will open inside the program – this is for analysis of a given disk (see: Record sheet preview / edition window) or a day from a driver card (see: View / edit a day from a driver card window 296).

11.1.2.7. [107] Digital tachograph data

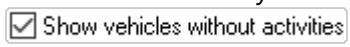
In order to open for viewing data collected from tachographs earlier, you can use the following options:

- press button combination

;
- from the main menu of "**TachoScan**" choose **Digital tachograph data** option;

As a result a list 83 of all days collected from digital tachographs will appear.

To open a day from the digital tachograph for preview, use the list toolbar 83.

To see on the list vehicles for which only special speed data without activity has been downloaded. (only for Continental VDO tachograph version 1.3 or later) 

should be checked. In the "Preview window of digital tachograph data" tabs **Activities on a specific day** and **Card insertions and withdrawals** will not be visible.

> *If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list 368".*

After choosing the appropriate position on the list, a new window of daily visualization will open (see: Analysis window of a digital tachograph 323) inside the program, for analyzing a given day from a tachograph.

11.1.2.8. [108] Add record sheet/digital day manually

This feature allows you to manually add activities in the form of analogue data (presentation on the record sheet) or in the form of digital data (presentation in the days from the driver card window) to the program. Practical application: adding activities based on events drawn on the reverse side of the record sheet or on the reverse side of the paper for digital tachograph.

To open the window of manual adding of the activities, choose one of the following options:

- press the combination of

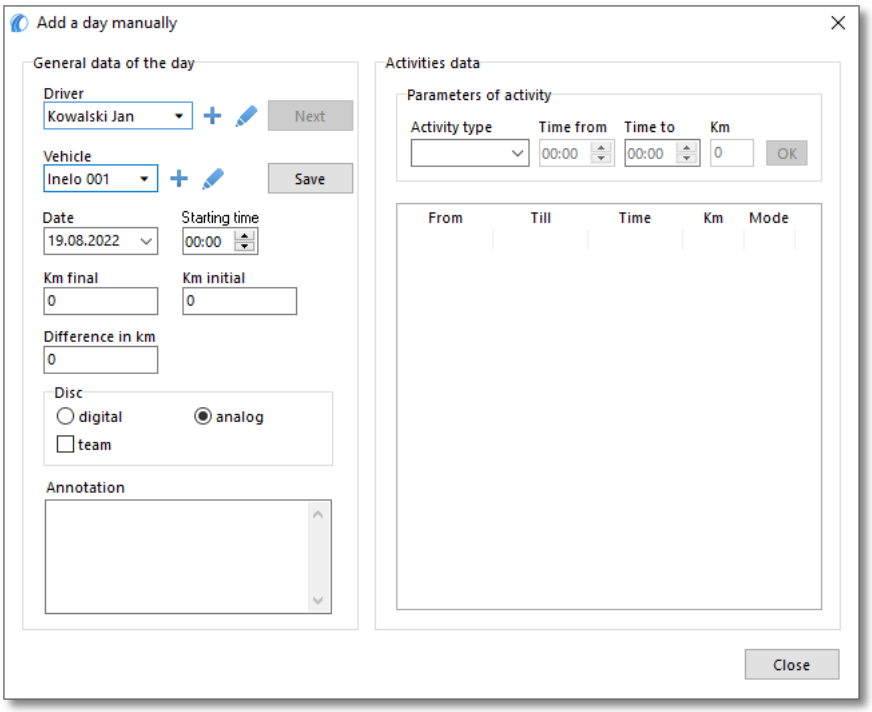
keys;
- from the **TachoScan** main menu select **Add record sheet/digital day manually**.

In the **Manual discs adding**, provide the following information:

1. Driver (Fig. bellow);
2. Vehicle;
3. Data 366 of starting the "record sheet/ day from the driver card";
4. Start time of the "record sheet/ day from the driver card";

> *Changing the start time after adding the events is possible after their removal.*

5. Click Save.
6. The final and initial number of kilometres;
7. Difference in km - calculated automatically;
8. Select the type of data presentation: **analog** or **digital**;
9. Alternatively, check **team** field;
10. Annotation - here you can enter additional remarks;



11. Events data - contains a list of activities for the specific day, which should be filled in;
    - select "event type";
    - time from - is automatically filled in based on the start time of the day, and in the following items on the basis of the end of the previous event;
    - time to - end time of the activity;
    - km - for driving events you can enter the number of kilometres travelled;
    - clicking OK will add the event to the list.

The total duration of all events must be equal to 24 hours.

11.1.2.9. [110] Import of data from digital tachograph to the card

This function allows us to settle the drivers' accounts on the basis of the data readout from the digital tachograph. The prerequisite of correct analysis is that the driver always uses driver's card during driving and that the data are read out of all tachographs the driver was driving with.

To open the Data Import window, select "**Import of data from digital tachograph to the card**" in the "**TachoScan**" main menu.

After the command is selected an import window will appear that needs to be completed accordingly:

- **driver**;
- **Omitted driver** - the data for all the drivers who have been ignored in the earlier imports will be imported;
- **Period** - of the imported data;
- **Import activities assigned to the driver** - the only option available for "**Omitted driver**";
- **Import activities not assigned to any driver from specific vehicle** - when you select this, choose the vehicle registration number for which data will be imported. You must also select the driver for which data will be imported;
- **Import all activities from specific vehicle**;

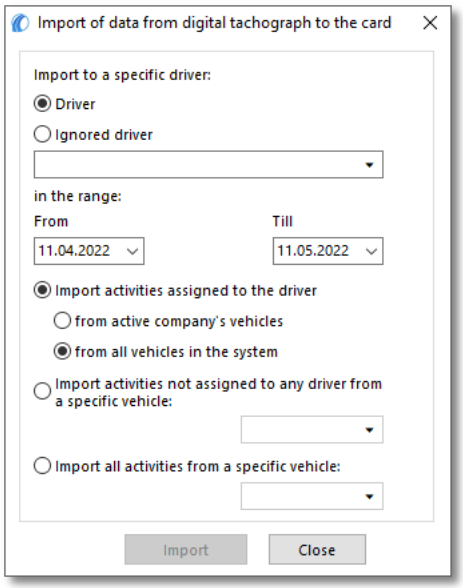


Fig. The digital tachograph–to-driver's card import window.

In case the driver's card is read out later, the imported days shall be deleted and replaced with the read out data.

11.1.2.10. [111] Add attestations

In compliance with the Regulation (EC) No 561/2006 drivers who have been on sick leave, drove a vehicle to which the regulation 561/2006 does not apply or have been on holiday are obliged to present the inspectors: "**ATTESTATION OF ACTIVITIES UNDER REGULATION (EC) NO 561/2006 OR THE EUROPEAN AGREEMENT CONCERNING THE WORK OF CREWS OF VEHICLES ENGAGED IN INTERNATIONAL ROAD TRANSPORT (AETR)**".

You can open the window to add/ edit and print the above **Attestation...** in the following ways:

"TachoScan -> Find attestations 221" window allows to automatically search and issue attestations for one or more drivers for the periods with no records.

- click on the: icon located in the **TachoScan** tab in the toolbar;
- press the combination of keys;
- from the **TachoScan** main menu select **Add attestations**.

Add/ edit attestation window is divided into two tabs:

Drivers
To issue an attestation: • select a driver from the list; ➢ for more than one driver, select **Issue for multiple drivers** (item a in Fig. bellow);

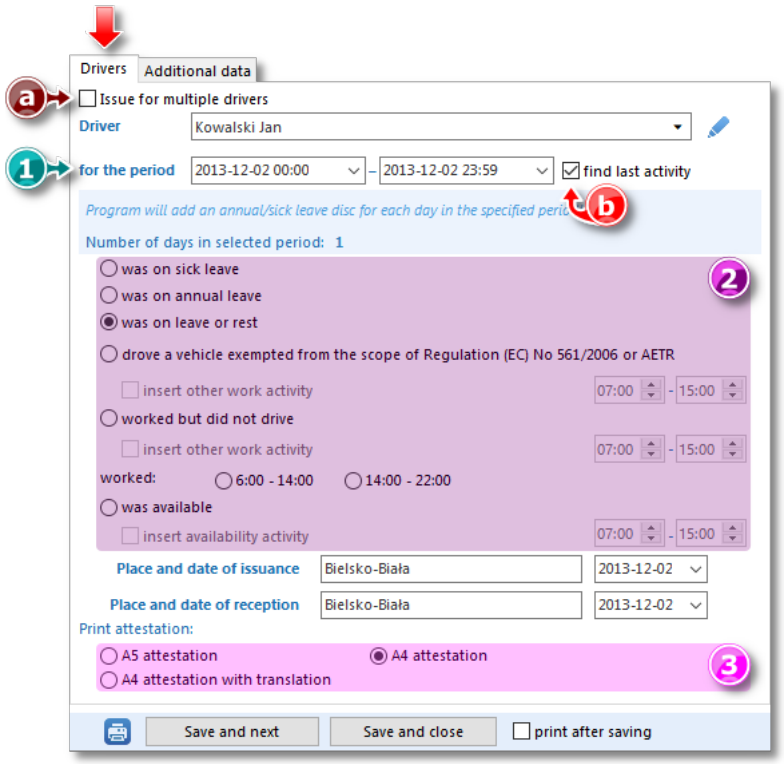


Fig. The first tab of the add/edit attestations window.

- (item 1 - Fig. above) set the start date of the period - by default, the program inserts the time and date of completion of the last activity from the "record sheet/day from the card" if option: **find last activity** (item b) is selected and the end date of the period (by default, the program inserts the current date);
- (Item 2) select the reason for not having a "record sheet/ day entry on the card" - if you want to add another work events, select the appropriate option;
- (Item 3) select the type of attestation to print:
  - A5 attestation - attestation will be issued in A5 size;
  - A4 attestation- attestation will be issued in A4 size;
  - A4 attestation with translation - attestation will be issued in A4 size, in three languages;

Due to the fact that on 15 December 2009 a Decision of the Commission of 14 December 2009 became valid, amending Decision 2007/230/EC on a form concerning social legislation relating to road transport activities (EU O.J. L 330), introducing a new model form concerning social legislation relating to road transport activities, the Form of the new attestation is updated in accordance with the guidelines contained in the corrigendum to Commission Decision 2009/959/EU of 12 March 2010.

- the last activity **especially during the first issue of the attestation** is supplementing the data in the **Additional data** tab (see the topic below),
- depending on the needs, the attestation can be:
  - **only** saved in the database Save and close Save and next;

- **only** printed ;
- added to the database and printed (select **print after saving** option when saving).

*The program assumes that the attestation for the specific day was **ISSUED** if it is saved.*

Save and close | Save and next

Additional data

Fields filled in this tab will be displayed in the appropriate sections of the printed attestation.

In the tab, select/ enter the following data:

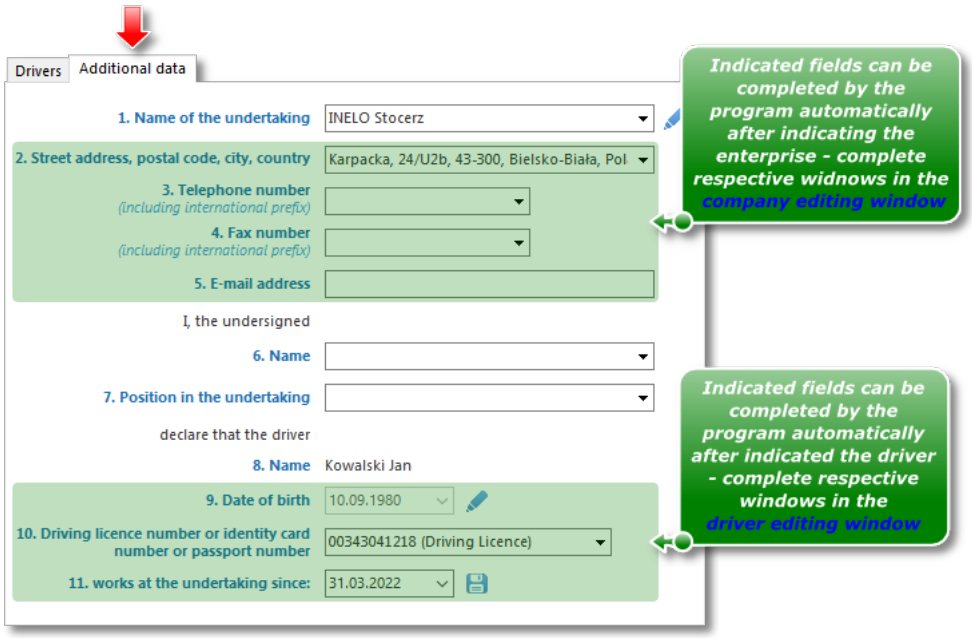


Fig. Add an attestation - the issuing person.

- enterprise name and data;
- attestation issuer's first name and surname;
  - attestation issuer's position;
- data for signature of a attestation issuer and a driver, respectively;
- after completing the data, you can go to attestation saving and/or printing (see: the topics above).

11.1.2.11. [112] Find attestations

The window allows to automatically search and issue attestations for one or more drivers for the periods with no records.

To open this window, you can:

*"TachoScan -> Add attestations 218" window allows to issue attestation for one or more drivers at **any time**.*

- click on the: icon located in the **TachoScan** tab in the toolbar;
- from the TachoScan main menu select **Find attestations**.

The attestations search window is divided into two tabs:

Drivers

To find and issue attestations of no driving for many drivers:

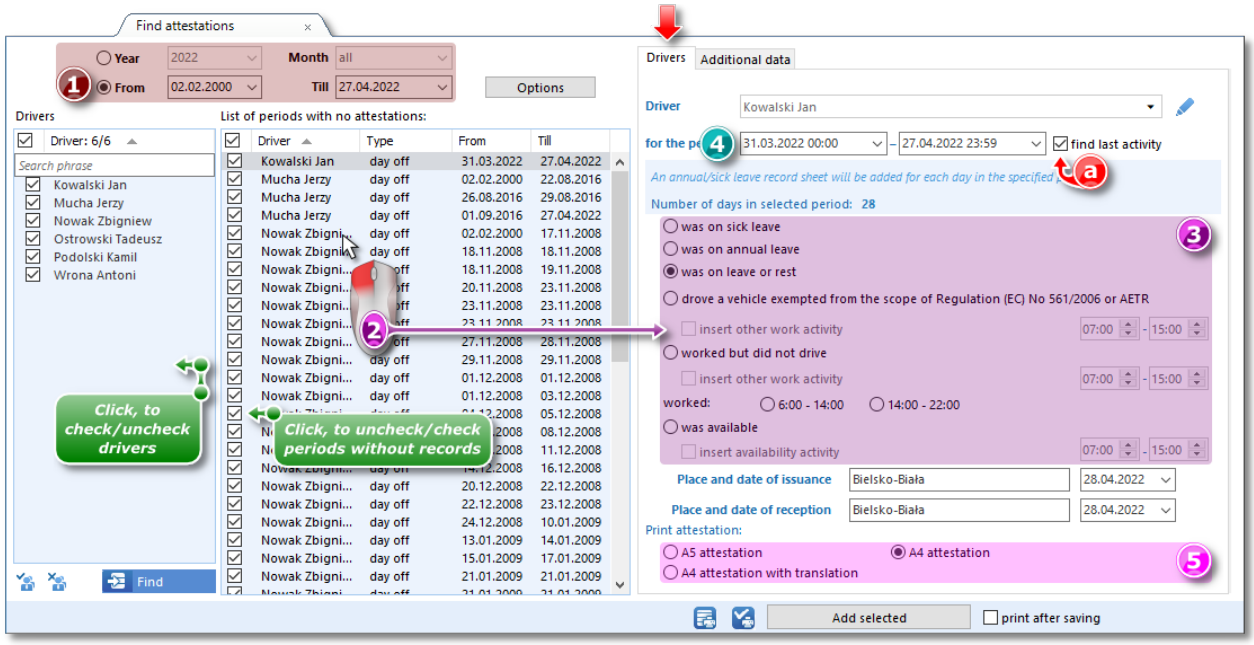
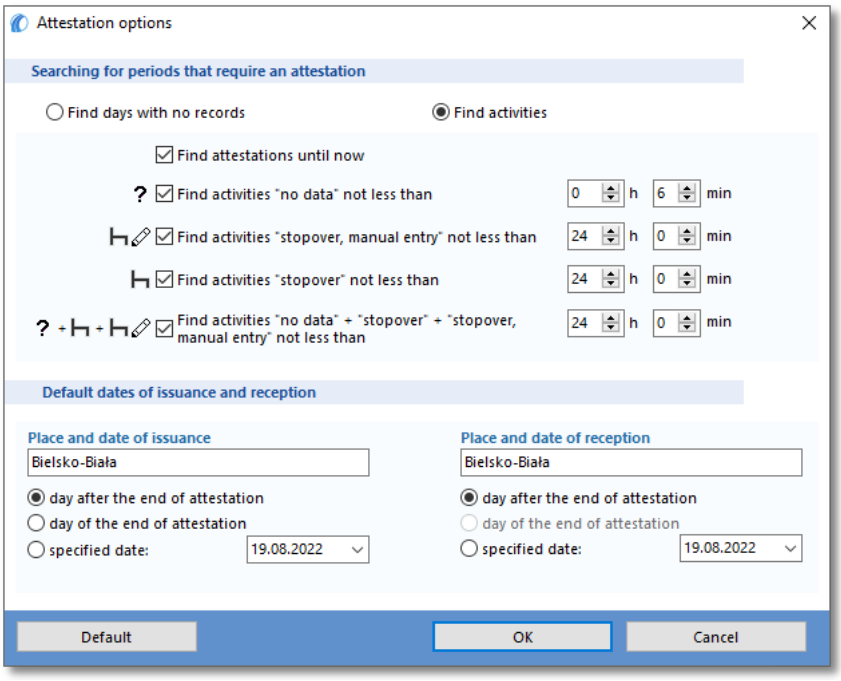


Fig. Search for missing periods.

1. Select the driver/ drivers (Fig. above).
2. (Item 1) Select:
   - year and month;

   or
   - any period from - to;
3. When you click on the: Options button, you can define:



a

- Search for periods which require attestation:
  - Find days with no records;

Exceptions for "Find days with no records" option:

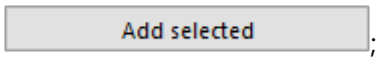
1. Every day that has an analogue disc, even an empty one, will not be displayed as "No data".

2. Days from the driver card that have only stop event and/or card removed, will be displayed as "No data".

  - Find activities (description of the selected options):
    - **Find attestations until now** - for the period: "year + all the months" the program searches from the beginning of the selected year to the current date, and for the period of "year + selected month" the program searches from the beginning of the selected month to the current date;
- the default dates and places of issue/ receipt - the data visible on the printed attestation.

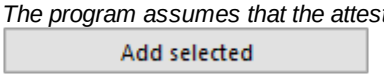
4. Press the: Wyszukaj button;
   in the window besides, a list of dates that do not have records is displayed, and e.g. can be printed using button;
5. (item 2) Select the desired period and change the reason for not having a "record sheet/ record of a day on the card" (item 3).
6. (item 4) Set the start date of the period - by default, the program inserts here the time and date of the last activity found before the period "no data" from the disc/ day from the card, if the **find last activity** option is selected (item a), and the end date of the period - by default,

the program inserts the time and date of starting the first activity found after the "no data" period from the disc/ day from the card if **find last activity** is selected.

7. (poz.5) Select the type of attestation to print:
   - **A5 attestation** - attestation will be issued in A5 size;
   - **A4 attestation**- attestation will be issued in A4 size;
   - **A4 attestation with translation** - attestation will be issued in A4 size, in three languages;
8. The last activity especially during the first issue of the attestation is supplementing the data in the **Additional data** tab (see: Add attestations 218);
9. Depending on the needs, the attestation can be:
   - **only** added to the database 

;
   - only printed ;
   - added to the database and printed (select **print after saving** option when saving).

*The program assumes that the attestation for the specific day was **ISSUED** if it is save.*



Additional data
For description of the tab refer to: "Add attestations 218" section.

11.1.2.12. [113] List of attestations

The list of attestations comprises, depending on the set filters, the periods for which the attestations have been issued.

An attestation may be also added using the following methods:

- press button combination

;
- from the main menu of **TachoScan** select **List of attestations** option.

To add, modify or delete an attestation use list toolbar 83.

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list 368".

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

- **Print attestation**:
  - **A5 attestation** - attestation will be issued in A5 size;
  - **A4 attestation**- attestation will be issued in A4 size;
  - **A4 attestation with translation** - attestation will be issued in A4 size, in three languages;
- **Alter data for selected items** (allows to change some parameters without having to open the edit window) ->:
  - **Day type** - change the type of absence (day off, sick leave, availability, etc.);
  - **Issuance and signing date**;
  - **Issuance and signing place**.

Adding new attestation item

When you click to expand the: icon, two choices are available:

- "Add attestations 218" <- click to display a description;
- "Find attestations 221" <- click to display a description.

11.1.2.13. [114] Driver infringements

Opens the report: "Driver infringements 254".

11.1.2.14. [115] Weekly chart

It is a graphical chart of driver activities during one week.

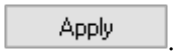
How to display the chart

Weekly chart may be accessed in the following ways:

- from the **TachoScan** main menu, select **Weekly chart**;
- click on button in driver card 296/record sheets and in the reports settings windows: "Weekly control of driver's working and resting time 264" and "Driver infringements 254";
- Double-click the left mouse button on any event in the monthly chart 230.

Designation of the driver's activity is the same as in the daily chart of the driver card (see: Daily visualization 298).

To display the data, enter:

- driver's name (selected from the drop-down list);
- period 366 of time to be covered;
- click the button: 

.

- *allow to zoom in and zoom out all daily charts or return to the default size.*

"Summary" tab

Summary

This field contains a summary of the individual activities shown on the graph:

- driving;
- other work;
- availability;
- break;
- activities: Card withdrawn.

Selected activity

Point with the mouse an activity on the chart and the respective information to this period of time appears on your right hand side as shown in the Fig. below.

For rests in which compensation occurs the date and the time of the compensated rest shall additionally appear in the frame.

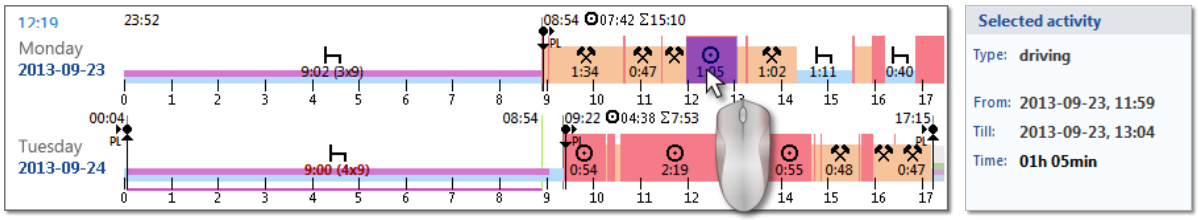


Fig. Point with the mouse to one of the driver activities on the chart

Selected area

A summary of various activities in the selected area is displayed in this field.

To select an area, click on the activities in the chart by selecting two lines (item 1 and 2 - Fig. bellow) marking the beginning and the end.

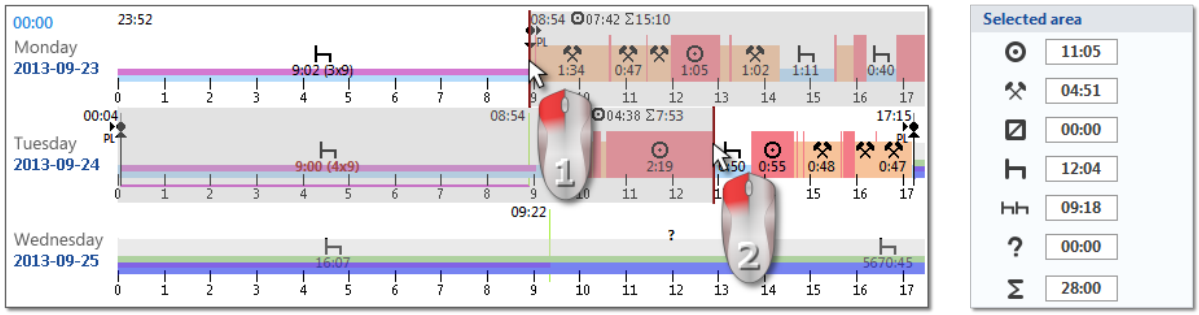


Fig. Marking a part of the weekly chart.

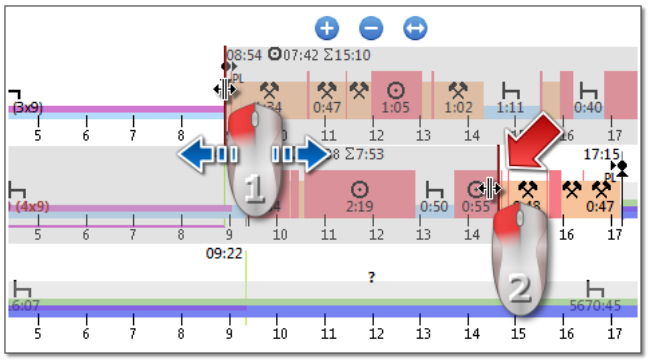


Fig. Move selection line.

If the selection area is larger than the chart displayed on the screen while selecting, or have other problems, you can use when selecting an area from the dropdown menu.
***Setting the start area** - click the PPM to the desired location and drop-down menu, select "**Set beginning**";*
***Settings for the end of the area** - click the PPM to the desired location and drop-down menu, select "**Set end**".*

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

"Days" Tab

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

Visualization of infringements (for driver only)

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

The weekly chart shows only authorized infringements.

A full description of the markings is available under the: Legenda *button.*

Displaying violations on the chart

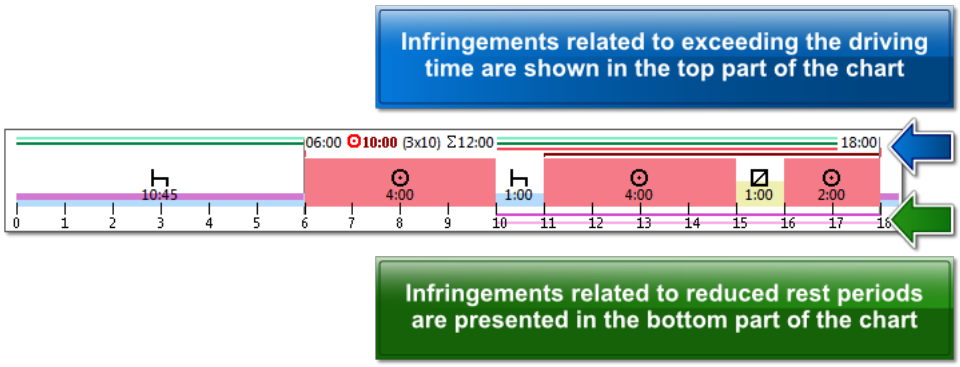


Fig. Place of displaying the infringements detected by the program.

View/ Edit days from the driver card/ record sheet

From the weekly chart level it is possible to open the view/ edit the day from the driver card 296 /record sheet (for a driver), or to open the day preview window from the digital tachograph 323 (for a vehicle) - from the weekly chart drop-down menu, choose: **Edit the day**.
he program will open a preview window for the selected day in a new tab.

Editing

Directly on the weekly chart, it is possible to partially edit activities - event insert, replace and delete commands are available in the drop-down menu (Fig. bellow).

The commands list is active if the option: **Edition blocked** located below the chart is **unchecked**.

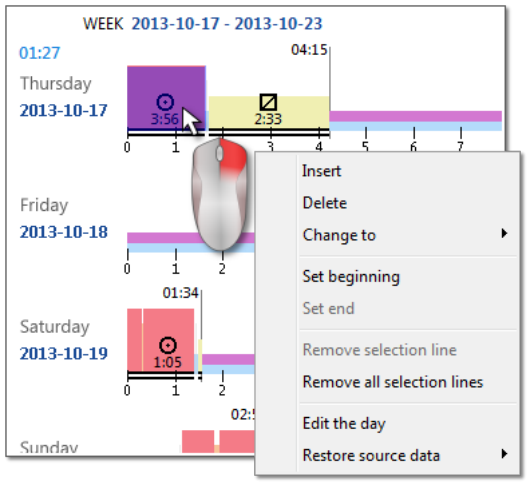


Fig. Pull down menu of the weekly chart window.

In partial edition it is not possible to shift the boundaries of individual events.

If a change has been made in the weekly chart, left click the: Refresh infringements *button in order to analyze offences again.*

Other buttons and markings

1. - "Driver's available working time 234".
2. - "Monthly chart 230".
3. Legenda - Description of the markings on the chart.

Special tags
Special markings shown in the week chart (the same markings are also visible on the daily chart from the driver card):

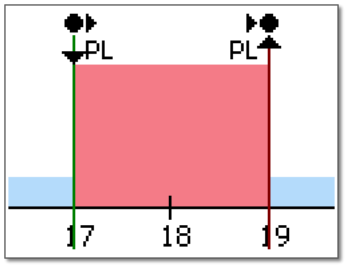


Fig. Signs visible on the driver weekly chart.

Events: start/end, (inserting/removing the card, manual entry) are recorded on the driver card as the same type of event. Thus, a situation may occur in which there will be several consecutive inserts and removals of the card with change of location visible on the chart.

Detailed recording of the above events is performed by the tachograph itself. And in the program it is presented on the activity chart from the tachograph (see: "Digital tachograph data 215" - description: "Preview window of data from the digital tachograph -> Activities on a specific day 324, Activities, events and faults in the table 330 or Card insertions and withdrawals 331").

Chart print out

There is an option of printing out the chart. After clicking **LMB** on: Print button, a drop-down menu will be displayed, in which the following options are accessible:

Print visible week
Displays print out preview of currently visible week.

Print highlighted weeks
Displays print out preview of currently marked weeks (see the above topic: "Selected activity").

Print entire period
Displays a print preview of the weeks included in the scope of control.

Print settings:
• **Show legend on the printout** - if this option is selected, the legend is displayed in the last page of the report;

- **Show activities list on the printout** - when you select this option, below the weekly chart, right before the legend, a list of activity for the days included in the chart is displayed;
- **Colour** - print in colour or in greyscale.

11.1.2.15. [116] Monthly chart

On the monthly chart, 5 consecutive weeks are displayed which allows easier and quicker analysis of weekly rest periods and two-/one-week driving.

How to display the chart

Monthly chart may be accessed in the following ways:

- from the main **TachoScan** menu, select **Monthly chart**;
- after pressing the button located in the driver card 296/record sheet days view/ edit windows and in the report generation windows: "Weekly control of driver's working and resting time 264 " and "Driver infringements 254";
- when you press the button in the weekly chart 224 window.

To access the chart, enter:

- driver's name (selected from the drop-down list),
- period 366 of time to be covered,
- click the button: Apply;

- *allow to zoom in and zoom out all daily charts or return to the default size.*

The main features of the monthly chart

1. Week view is shown in one line.
2. The entire chart covers 5 weeks (you always see the whole period of 28 days).
3. Option to show just rest periods is available:
   - you can specify how long are the rest periods to be shown on the chart (by default, rest periods of at least 7 hours are shown);
4. Displaying periods of 24/30 hours.
5. Displaying a 6-day period until using the weekly rest period.

6. The daily/weekly rest periods are plotted differently than in the weekly chart (see the legend).
7. Options/mechanisms taken from the weekly chart:
   - ability to select any area (drag the selection to the edges of events);
   - display of data for the event highlighted with the mouse;
   - visualization of infringements;
8. - "Driver's available working time".

Double-click the left mouse button on the chart to open the "weekly chart":

Chart print out

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

Print actual view
Displays a print preview of the currently visible month.

Print selected period
Displays a print preview of the currently selected period (see: "Weekly chart -> In the selected area").

Print entire period
Displays a print preview of the weeks included in the scope of control.

Print settings:
• **Show legend on the printout** - if this option is selected, the legend is displayed on the last page of the report; • **Show activities list on the printout** - when you select this option, below the monthly chart, right before the legend, a list of activity for the days included in the chart is displayed; • **Colour** - print in colour or in greyscale.

11.1.2.16. [117] Unsaved discs

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

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

- from the main: **TachoScan** menu, select: **Unsaved discs**;
- in the lower right corner of the program window click on th: icon.

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

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

> *Clicking with the left mouse button on another record sheet thumbnail will open it in the same ecord sheet view/edit tab.*
>
> *If any changes are made in the tab with specific record sheet, left-clicking on another record sheet thumbnail will open it in a new tab.*
>
> *Thumbnails of record sheets are filtered depending on the active company 126 set.*
>
> *After highlighting the record sheet thumbnail with a mouse, in the window next to it, the enlarged tacho disc is shown.*
>
> *Images of blank record sheets are stored in the system environment variable directory **TEMP**.*

Save - saves, closes the current record sheet, and then opens another one from the unsaved discs panel;

Save and close - saves the current record sheet and closes "Record sheet preview / edition window".

icon closes the unsaved record sheets bar.

Grouping/ sorting record sheets

Record sheet thumbnails can be grouped if the default driver and/or default vehicle was set during scanning in the: TachoScan -> Default 142 tab of the program settings window.

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

   or

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

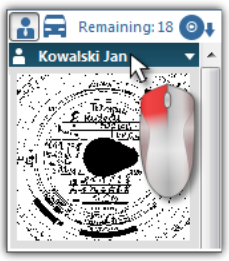


Fig. Hide a group of record sheets.

Removing record sheets

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

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

- Delete;
- delete all;

11.1.2.17. [118] History of downloads

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

The history of readings can be opened in two ways:

- from TachoScan menu select: **History of downloads**;
- press the combination of

keys.

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

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

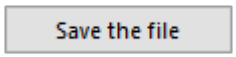
The importance of filters:

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

Print readings history:
*In **Reports -> TachoScan** menu History of downloads report 252.*

Additional elements of the list

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

- **Show the details** - opens the summary of reading (with a digital signature verification) of the selected file. Additional options:
  - 

 - possibility to save the source file in any location;
  - - opens a print preview for both tabs;
- **Report preview** - opens the window to display History of downloads report 252.

11.1.2.18. [171] Driver's available working time

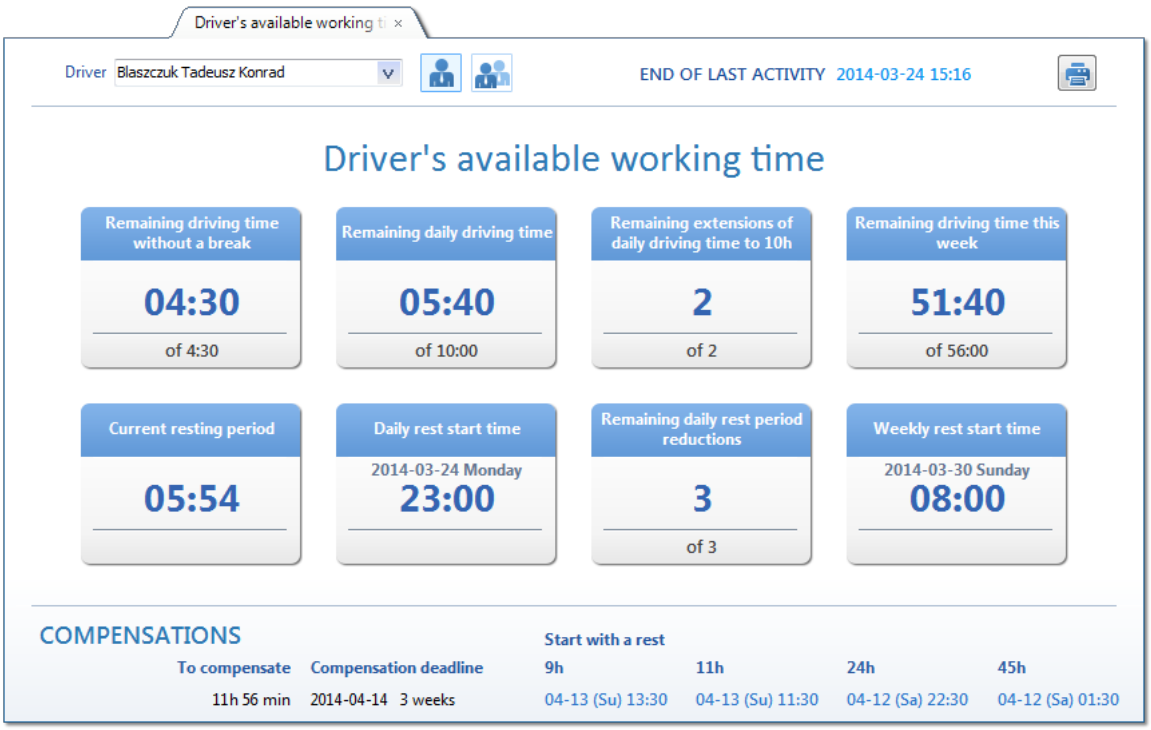
Based on the data retrieved from the driver card and pursuant to the provisions of **Regulation (EC) No. 561/2006**, the program determines the remaining amount of driving without a break, daily, weekly driving time, and the remaining time to start daily and weekly rest period. The program takes into account the possibility of extending the driving time and shortening the rests. For each shortened weekly rest, below the available work time, a deadline for recovering the time is shown.

Available driver working time is determined based on data downloaded from the driver card or data imported from the GBOX module (see: "Import of driver card readings 244 - GBOX").

***Driver's available working time** is updated each time the data is retrieved from the driver card.*

How to display the data

To open the window, select **Driver's available working time** from the TachoScan main menu.



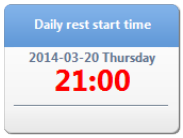
To display the data simply select the driver and then, select as needed:

- - Working time for drivers driving alone;
- - Working time for drivers driving in a team;

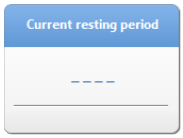
Based on the last day (team: yes/no) the program automatically selects the appropriate option.

- - current window print preview.

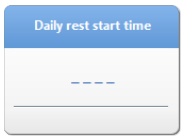
Explanation of symbols



➢ all kinds of exceeding are marked in red;



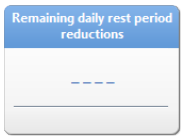
➢ no data;



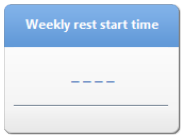
➢ **Current resting period** was classified as **daily rest**;

or

➢ no data;



➢ team was marked: ;



➢ **Current resting period** was classified as **weekly rest**;

or

➢ no data;

Compensation
Compensation is displayed if the driver has at least one shortening of the weekly rest period that is not compensated. **Start with a rest** - is the deadline when you should start the rest (9h, 11h, 24h or 45h), which will be combined with recovery time.

11.1.2.19. [177] Entering and leaving a foreign country territory

Shows a list of sections of the employee stay on the territory of other countries that established a minimum wage for drivers. From the list, you can also print **Notification for Bundesfinanzdirektion West** (work in the territory of Germany) and import a list of work sections from a csv, xls, xlsx file (see below: "Additional elements of the list").

Guidelines for calculation of compensation for the time of work on the territory of other countries are presented in the chapter:"Tutorial - Calculation of compensation for work in other countries 383".

To open the list from the TachoScan main menu, select **Entering and leaving a foreign country territory**.

To add, change, or remove an entry or exit section, use "List toolbar 83" — If the section is to be downloaded for the calculation of compensation the option: ☑ **Yes** must be checked in the column: **Take as delegating**.

*Sections entered in the program will be marked with the **No** status in **Import** column.*

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list 368".

Additional elements of the list

Additional elements on the "list toolbar 83":

- - allows import of sections while on the territory of other countries from a **csv**, **xls** or **xlsx** file;
  Import from a file was intended for drivers who can fill it themselves, for example while on the road.

You can import multiple files at once for different drivers - in the file selection window press and hold *and select the desired files using the left mouse button (* *- to select all files).*

You can also import a file that contains foreign sections for a few drivers.

Remember:
- sections of stay on the territory of the designated country may not overlap;
*- there **must not** be any pause between leaving one country and entering another - a section of stay on the territory of a designated country should start in the same minute as the stay on the territory of the previous country ended*
- the driver is recognized in the program by the personal number
- the import file may contain sections of entry to/exit from the territory of other countries in any period.

*To import **xlsx** Excel files you need:*
- MS Office 2007 or higher (32bit);
OR
*- to install the **AccessDatabaseEngine (32bit)** add-on (https://www.microsoft.com/en-us/download/details.aspx?id=54920).*

Data structure:

Template and sample file are available under: Download the import file - template, Download the import file - example.

	A	B	C	D	E	F	G
1	Official no	Country of a foreign section	Date of entrance	Time of entrance	Date of exit	Time of exit	Take as delegating
2	1111	Germany	28.02.2022	10:15:00	28.02.2022	12:36:00	1
3	1111	Češka Republika	1.03.2022	12:30:00	1.03.2022	14:00:00	0
4	2222	Deutschland	3.03.2022	11:11:00	3.03.2022	18:20:00	tak
5	3333	Francja	7.03.2022	11:31:00	8.03.2022	01:01:00	nie
6	4444	Белгија	10.03.2022	23:59:00	11.03.2022	02:07:30	yes
7	2222	CZ	11.03.2022	00:05:00	11.03.2022	20:32:00	no
8							

Fig. The data arrangement pattern in the imported file.

*The employee is recognized according to their id number - column **A**.*
- assign an id number [Official no.] for all "imported" employees (see: "Add/edit employee window -> Basic data 108") - you can use any numbering system;

*Date and time of entry into/exit from the territory of another country should be entered **from line 4** (any number of lines):*
official no. - column A;
country of a foreign section - column B;
date of entrance - column C;
time of entrance - column D;
date of exit - column E;
time of exit - column F;
take as delegating - column G;

country name format (column B): full country name (e.g. "Germany") or an international vehicle code (e.g. "D")
*the recommended date format: **day.month.year**, separator: dot: "." or dash "-".*
*the recommended time format: **hour:minute**, separator: colon ":".*

Sections of entry into and exit from the territory of other countries are recognized based on the country selected in the section abroad.

In case the Destination country is not provided, the program will complete it according to the Country of a foreign section column during the import.

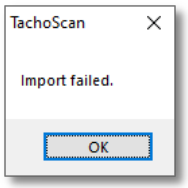


Fig. Import failure message.

- If the above message is displayed during an import:
  - click OK;
  - in the next window, **LMB** on the link: **See errors** (Fig. bellow);

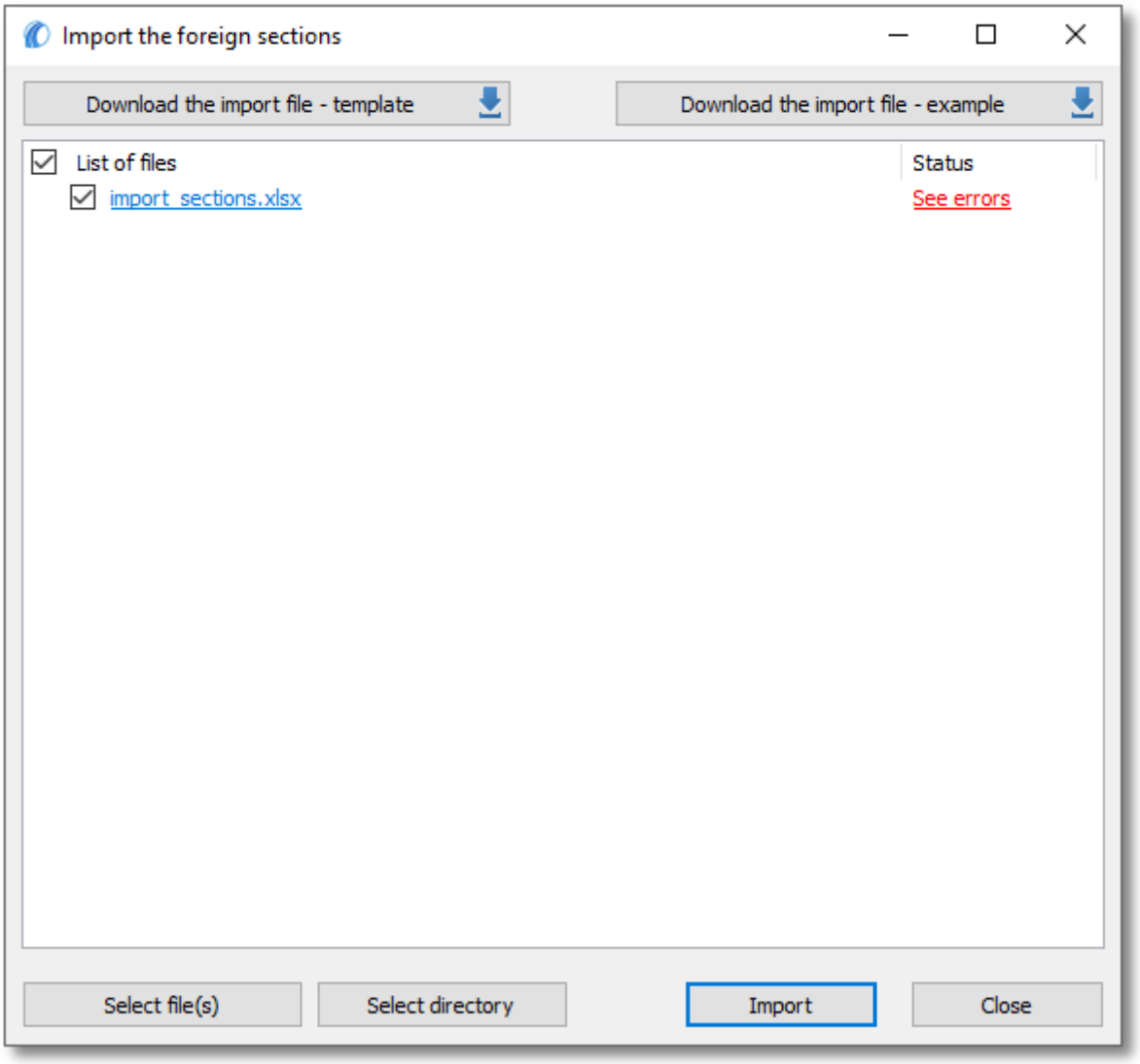


Fig. How to display an error cause information.

- - Import from the file - allows to import foreign sections from an **xml** file;

The structure of the imported xml file is described in: "The structure of the imported xml file 457".

- - import based on activities - opens the window, in which you can choose time range and drivers for whom the foreign sections and their countries will be imported.

Include GNSS points

If the option is enabled, the program will include GNSS points during the import of foreign sections from a driver card instead of place entries entered by a driver. The program will not include GNSS points, which are paired with place entries. The option is enabled by default.

The foreign sections which are entered manually or uploaded from a file (csv, xls, xlsx) and overlap with the imported time range will be deleted/updated to sections downloaded from a driver card.

*This option is available only for users with a license to the **Foreign salary** module.*

- - Mark delegating acc. to loading/unloading - the program will analyze the sections on the basis of loadings and unloadings and mark the ones which are subject to Foreign salary.
- - import of foreign sections from GBOX Online - opens a window for selecting the period and drivers for whom sections in other countries are to be imported. Also unfinished sections are downloaded. The driver for whom sections are to be downloaded must have the option of cal-culating remuneration for working time on the territory of other countries marked for at least one of the countries ("Basic data -> Employee -> open for editing the selected employee -> Contract -> open for editing).

Before importing:

• Make sure you have days from the driver card downloaded and/or scanned, record sheets completely filled in (TachoScan module) for the period in which you want to import sections abroad.

• If there are missing days from the driver card and/or record sheets or, in addition, the vehicle registration num-ber has not been filled in on the record sheet, then the sections will only be imported partially or will not be im-ported at all.

See: *Tutorial - import of sections abroad from GBOX Online* 449

11.1.2.20. [181] Minimum wages in foreign contries

List of minimum hourly wage rates for work in other countries that have established a minimum wage for drivers.

France
There are several default minimum rates that depend on the selected driver's qualification group (see: "Professional qualifications: 391*" topic for more).*

Austria

There are several minimum rates applicable depending on the driver's assigned group (see Remuneration and allowances regulations 399 *topic for more).*

Italy
There are three minimum rates, which depend on the so-called "level" (see "Table of minimum monthly rates" 415 *topic for more).*

Luxembourg
There are three minimum rates, which depend on the category and seniority (see "Table of minimum hourly rate 421*" topic for more).*

Finland
There are a few minimum rates, which depend on the category and seniority (see "Table of minimum hourly rate 427" topic for more).

Belgium
There are a few minimum rates that depend on the driver's assigned group and the weekly working time equivalent (see "Table of minimum hourly rate 433" topic for more).

Denmark
There are a few minimum rates that depend on the type of transport (see "Table of minimum hourly rate 439" topic for more).

Rates are taken into account when calculating the deduction of compensation for the work on the territory of another country depending on the program settings: "Basic data 138" -> "[014] Settings 138" menu, "TachoScan 180" -> "Minimum wage - other countries 162" tab).

Default rates are entered based on the local regulations of the specific country.

If you need, you can add, edit or delete the selected item in the list using the "list toolbar 83".

To add an individual rate for a company, you do not need to close the default rate. You can use the icon or open the selected default rate for editing, make the desired change and save. This rate will be marked in blue and will appear next to the default rate, which will no longer be considered in the calculation of compensation for work on the territory of a given country.

The rates added by the company will not be updated. It should monitor whether they are not lower than those required by law.

The default minimum wage rates can be updated using the following button .If the **Automatically download rates for other countries (minimal, allowances, daily)** option ("Basic data" -> "Settings" -> "TachoScan" -> "Minimum wage - other countries 162") is selected in the Settings, the default rates will be updated when the program is launched

Guidelines for calculation of compensation for the time of work on the territory of other countries are presented in the chapter:"Tutorial - Calculation of compensation for work in other countries 383".

11.1.2.21. [178] Minimum daily rate in foreign countries

List of food/subsistence allowance or other allowances for work on the territory of other countries that have established a minimum wage for drivers.

These rates are taken into account when calculating the deduction of compensation for the work on the territory of another country depending on the program settings ("Basic data 138 -> [014] Settings 138" menu, "TachoScan 139 -> Minimum wage - other countries 162" tab).

Default rates are entered based on the local regulations of the specific country.

If you need, you can add, edit or delete the selected item in the list using the "list toolbar 83".

To add an individual rate for a company, you do not need to close the default rate. You can use the icon or open the selected default rate for editing, make the desired change and save. This rate will be marked in blue and will appear next to the default rate, which will no longer be considered in the calculation of compensation for work on the territory of a given country.

The rates added by the company will not be updated. It should monitor whether they are not lower than those required by law.

The default Minimum daily rate in foreign countries can be updated using the following button .If the **Automatically download rates for other countries (minimal, allowances, daily)** option ("Basic data" -> "Settings" -> "TachoScan" -> "Minimum wage - other countries 162") is selected in the Settings, the default rates will be updated when the program is launched

Guidelines for calculation of compensation for the time of work on the territory of other countries are presented in the chapter:"Tutorial - Calculation of compensation for work in other countries 383".

11.1.2.22. [183] Foreign allowances

List of rates of allowances for work on the territory of other countries that have established a minimum wage for drivers.

These rates are taken into account when calculating the adjustment of compensation for the work on the territory of another country depending on the program settings "Basic data 94 -> [014] Settings 125", "TachoScan 139" -> "Minimum wage - other countries 162" tab).

Default rates are entered based on the local regulations of the specific country.

If you need, you can add, edit or delete the selected item in the list using the "list toolbar 83."

To add an individual rate for a company, you do not need to close the default rate. You can use the icon or open the selected default rate for editing, make the desired change and save. This rate will be marked in blue and will appear next to the default rate, which will no longer be considered in the calculation of compensation for work on the territory of a given country.

The rates added by the company will not be updated. It should monitor whether they are not lower than those required by law.

The default rates for foreign allowances can be updated using the following button .If the **Automatically download rates for other countries (minimal, allowances, daily)** option ("Basic data" -> "Settings" -> "TachoScan" -> "Minimum wage - other countries 162") is selected in the Settings, the default rates will be updated when the program is launched

Guidelines for calculation of compensation for the time of work on the territory of other countries are presented in the chapter:"Tutorial - Calculation of compensation for work in other countries 383".

11.1.2.23. [119] Digital files export

Using this function you can easily find and export any needed original data files. This is useful especially, when the files are required for an inspection by an authority.

Export mechanism allows you to retrieve and copy the files quickly and easily.

To open the export file window, from the **TachoScan** main menu select **Digital files export** option.

In the export window, specify:

- period 366 from which the data are to be exported;
- option: **export driver data** - select if you want to export the source files with the data downloaded from the driver card:
  - ➢ select the driver/drivers;
- option: **export vehicle data** - select if you want to export the source files with data downloaded from the digital tachograph:
  - ➢ select the vehicle/vehicles;

***Checking/unchecking all items on the list** - left-click in the check/ uncheck field in the header of the list.*

***Search by the phrase** - allows to filter items in the list by any text string - the field is located below the list header.*

***Sorting items** - click on the title header to sort items alphabetically.*

- browse to the **Output directory** where the files are to be saved;
- the final step is to click on the Export button.

11.1.3. GBOX

The functionality that enables downloading tachograph and driver card readings from the GBOX Online Panel.

***GBOX 15** - the number indicates the new data to be downloaded.*

Table of Contents

Import driver card readings 244
Import digital tachograph readings 245
Cooperation with GBOX Online 246

11.1.3.1. Import driver card readings

Opens the list of readings from the driver card to be downloaded from the GBOX Online Panel.

- the number indicates the new data to be downloaded.

Import

Opens all selected readings in the program. **Data summary** window along with the **Certificates** tab verifying the digital signature is displayed for each of the files. Click on:

*The **Certificates** tab title in red appears when an invalid certificate is detected.*

Data with an invalid certificate will not be saved to the database!

- Save - The data will be saved to the database;

or

- Cancel - data saving will be cancelled.

*If you do not want the summary window to be displayed, uncheck the **Show driver card or digital tachograph data before saving** option in the "program settings 173".*

The next step is to write data to the database and display them in the "preview/edit the days from a driver card" window. If the data has already been saved, their recording will be skipped.

*The source files will be copied to the **Digital** directory located in the TachoScan module file directory ("Basic data -> Settings"- > "Administration panel -> Paths 73", "Path for the TachoScan module files").*

Refresh

Refreshes the list of files.

Show archives

- ☑ ***Option checked*** — depending on the set period, only files that have already been imported into the program are displayed
- ☐ ***Option unchecked*** — displays a list of new files that have not yet been imported into the program.

11.1.3.2. Import digital tachograph readings

Opens the list of readings from the digital tachograph to be downloaded from the **GBOX Online** Panel.

- the number indicates the new data to be downloaded.

Import

Opens all selected readings in the program. **Data summary** window along with the **Certificates** tab verifying the digital signature is displayed for each of the files. Click on:

*The **Certificates** tab title in red appears when an invalid certificate is detected.*

Data with an invalid certificate will not be saved to the database!

- Save - The data will be saved to the database;

or

- Cancel - data saving will be cancelled.

*If you do not want the summary window to be displayed, uncheck the **Show driver card or digital tachograph data before saving** option in the "program settings 173".*

The next step is to write data to the database and display them in the "preview/edit the days from a digital tachograph preview window." If the data has already been saved, their recording will be skipped.

*The source files will be copied to the **Digital** directory located in the TachoScan module file directory ("Basic data -> Settings"- > "Administration panel -> Paths 73", "Path for the TachoScan module files").*

Refresh

Refreshes the list of files.

Show archives

- ☑ ***Option checked*** — depending on the set period, only files that have already been imported into the program are displayed
- ☐ ***Option unchecked*** — displays a list of new files that have not yet been imported into the program.

11.1.3.3. Cooperation with GBOX Online

Enable GBOX® Online support

This option allows you to download data from the GBOX® Online application to TachoScan. You can download both data from the driver card and tachograph (GBOX) 243 menu) as well as sections abroad (TachoScan 180 -> Entering and leaving a foreign country territory 236 menu).

- ☑ ***Option checked*** - enables GBOX® Online support and activates all settings related to this option;
- ☐ ***Option unchecked*** - disables GBOX® Online support and blocks/hides all settings related to this option.

Connection

Login and Password

Login and password are available after their configuration in the GBOX® Online panel. To configure, please contact the GBOX service serwis@gbox.pl (see "Tutorial - Import a sections abroad from GBOX Online 449" subject for more)

To start the GBOX® Online support, enter your login and password, and then click

Test connection.

After successful connection, the following message will be displayed: **Connection successful**.

Information

Download the GBOX ID

GBOX ID is necessary to connect the vehicle in the 4Trans with the vehicle in the GBOX® Online panel.

When you click the Get GBOX ID button GBOX ID numbers for vehicles that have the same registration numbers are download-ed from GBOX® Online to the 4Trans.

The GBOX ID field is placed in the "add/edit vehicle window 102" in the: **Basic data** tab.

The GBOX ID is not downloaded for cars that:
- have already a GBOX ID entered;
- are inactive.

GBOX ID verification:
*- Go to the list of vehicles ("**Basic data** -> **Vehicles**" menu);*
- Select one or more cars you want to check;
*- From the drop down menu (click the right mouse button) select **Alter data for selected items** -> **Get GBOX ID;***

*NOTE: **TachoScan** overwrites the GBOX ID with numbers downloaded from GBOX® Online and displays the appropriate message.*

11.1.4. Reports

Reports in the "**TachoScan**" module are divided into two groups:

11.1.4.1. [180] Records of working time

Only for the Slovenian language

The report is a list of weekly tables of day and night time work, which in the following sections is summed in daily and weekly periods. In the last column of the table the report shows exceeding the 48-hour working time per week.

How to create a report

1. In the report generation window::

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- select the range of weeks (see : "Dates entry 366")
- select a driver / drivers from the list.

Checking/unchecking all items on the list *- left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

Sorting items *- click on the title header to sort items alphabetically.*

Options

Copy disc annotations as remarks

As a result of checking this option, in the **Opombe** section of the above report **annotation** from the "record sheet"/"day from the driver card 312" will be included.

separate report for each driver

The report for each driver is displayed in the window: "Reports Queue 88".

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.2. [121] Drivers bonuses statement

This is a monthly summary of the total hours of driving and work at night, on weekends and holidays. In the report, also overtime which is reported after exceeding the average monthly working time, is displayed. The report only shows drivers employed in a given month (including other contracts).

How to create a report

1. Select the desired report from the main menu.

2. Report generation window is displayed, where you choose the analysed month.

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.3. [122] Data continuity calendar

This collation makes it possible to see an overview of all data (disks, card data, vehicle data) entered during a year.

How to display the visualization

1. Choose the report from the main menu.
2. A calendar window will be displayed (Fig. bellow). Make the following input:

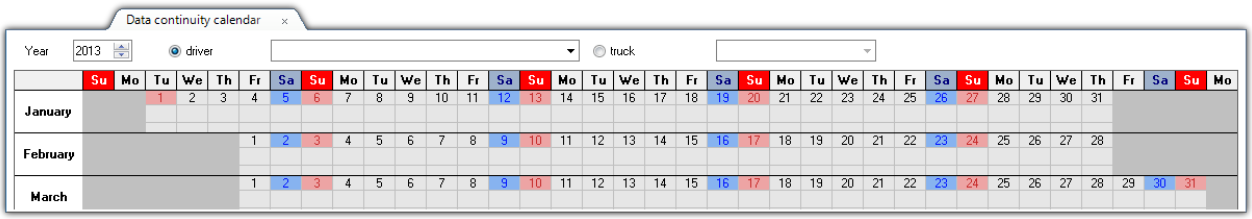


Fig. Empty calendar window.

- the year to be verified;
- driver or vehicle.

3. After the required user input, the results appear in the calendar – day marking, see legend (click Legend under the calendar).

Data continuity calendar - options

1. Some additional operations can be performed on the calendar:

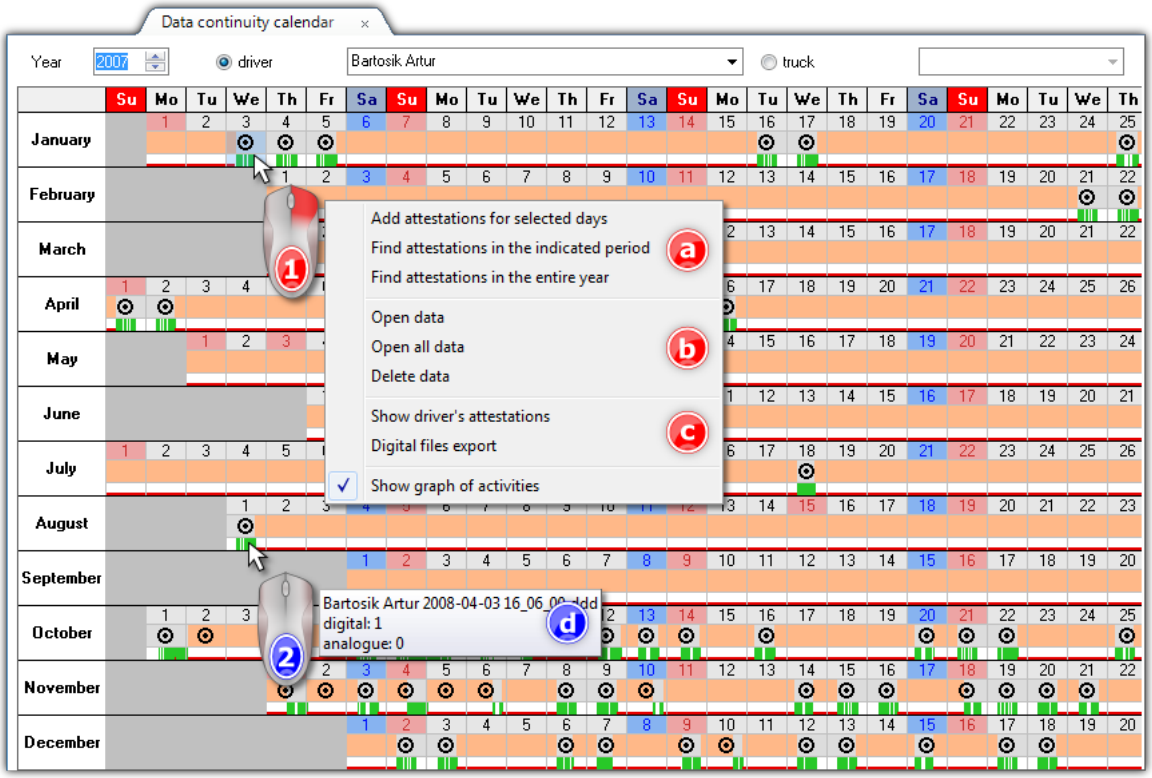


Fig. Data continuity calendar.

Select days on the calendar:

- *select (LMB) on the first day of the calendar, then holding down the LMB, move the mouse pointer to the last day and release the button;*
- *on the selected area, click the RMB of the mouse (item 1 - Fig. above) and select the desired option from the drop-down menu.*

Salmon-pink colour indicates the periods for which issuing a no driving attestation is required.

By default, blue colour indicates periods, for which an attestation of no driving was issued.

- **issuing attestations of no driving** (item a - Fig. above):
  - **Add attestations for selected days** - open an add attestation window[218] automatically filled in on the basis of the selected period of days;
  - **Find attestations in the indicated period** - for a selected period, retrieves and inserts the days on which the attestation was issued to add attestation window[218];
  - **Find attestations in the entire year** - in all the selected year, finds and inserts periods during which the attestation was issued to the window to add attestation window[218];
- view/edit data (item b):
  - **Open data** - opens the selected day in the view/edit "day from the driver card[296]"/"record sheet" or in the "preview window of data from the digital tachograph[323]";
  - **Open all data** - open all days in the view/edit windows of "day from the driver card[296]"/"record sheet" or in the "preview window of data from the digital tachograph[323]";

- **Delete data** - allows to delete data from the selected days including record sheets and attestations - after selecting this item, the program will display a window containing a list of related items to remove, where you can unselect/ select the data to be deleted;

- **Other** (item c):
  - **Show driver's attestations** - displays all the driver attestations issued by opening the list of attestations 223.
    A filter from the driver selected in the data continuity calendar window will be set in the list of attestations. Events will be displayed from the beginning of the year selected in the calendar without a final date.
  - **Digital files export** - the program displays an export windows with the dates entered for the selected area. After pressing the Export button, appropriate files will be exported to the previously indicated location.
- hovering the mouse over a day with marked data (item 2) will display the hint window: the source file name and the number of "**record sheets/days from the card**" for the selected range of days;

*Below the calendar, the number of "**record sheets/days from the card**" for the selected days is also displayed.*

- **Show graph of activities** - shows/hides the driver activity charts.

2. Click Legend to open the panel with the description of the markings on the calendar.
3. Settings - Opens the calendar colour settings.
4. After pressing the Print calendars... button, the report preview window for the currently selected driver/car will be displayed, where you can view, print or export the calendar (see: "Report preview window 89").
5. Clicking the Print button will bring up a print preparation window allowing for displaying the data continuity calendar for any driver/car.
6. Push Refresh to read that data again and refresh the calendar.
7. In order to close calendar preview, click the button Close.

11.1.4.4. [123] Download and validity deadlines

The report presents dates of last downloads from driver's cards and digital tachographs and recommended dates for upcoming downloads. The latter are generated according to settings (see: Settings -> Digital 146).

The report is divided into tachographs not locked with a company card and tachographs locked with a company card sections.

How to create a report

1. In the report generation window:
   - select a vehicle/ vehicles from the list;

   and/or
   - select a driver/ drivers from the list;
   - if you want to display **Download and validity deadlines**, select:
     - **Digital cards** - the report will be created on the basis of driver's card data, and/or;
     - **Digital tachographs** - the report will be created on the basis of vehicle data (mass memory data), and/or;
   - **Validity**:
     - **Drivers cards** - display drivers cards, the validity of which expired or will expire in the nearest future, and/or;
     - **Calibration** - display vehicles, of which tachographs calibration deadline expired or will expire in the nearest future, and/or;

Options

Order
The possibility to choose the method of dates/ validity dates sorting: **alphabetically by driver and vehicle** or **by the date of nearest deadline**.

Show warnings only
☑ ***Option checked*** - displays approaching or exceeded dates/ validity dates;
☐ ***Option unchecked*** - displays all dates and validity dates.

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.5. [124] History of downloads report

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

How to create a report
1. Select the desired report from the main menu. 2. Report generation window will appear, where you should enter:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- the duration of the analyzed period 366;
- for readings from the driver card select: Driver and then in the table check the driver/ drivers;

or

- for readings from the digital tachograph select: Vehicle and then in the table select vehicle/ vehicles registration number(s);

Checking/unchecking all items on the list *- left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

Sorting items *- click on the title header to sort items alphabetically.*

or

- for corrupt readings that were not identifiable select: **Invalid**.

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.6. [125] Driver's attestations summary

The report is a compilation of the no driving attestations that were issued for a driver for any period of time, using the "Add attestations 218" or "Find attestations 221" command.

How to create a report

1. Select the desired report from the main menu.
2. A report preparation dialog is displayed, where you need to indicate:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- the duration of the analyzed period 366;
- select a driver/ drivers from the list.

Checking/unchecking all items on the list *- left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

Sorting items *- click on the title header to sort items alphabetically.*

Options

Separate report for each driver/vehicle
Report for each driver/vehicle is displayed in "Reports Queue 88" window.

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.7. [114] Driver infringements

The report contains a violation list of driver's data; each violation is indicated separately. The report can be generated for one driver or collectively, for all drivers who have caused violations.

How to create a report

1. Choose a given report from the main menu.
2. A report preparation window will be displayed (Fig. bellow), where you need to provide:

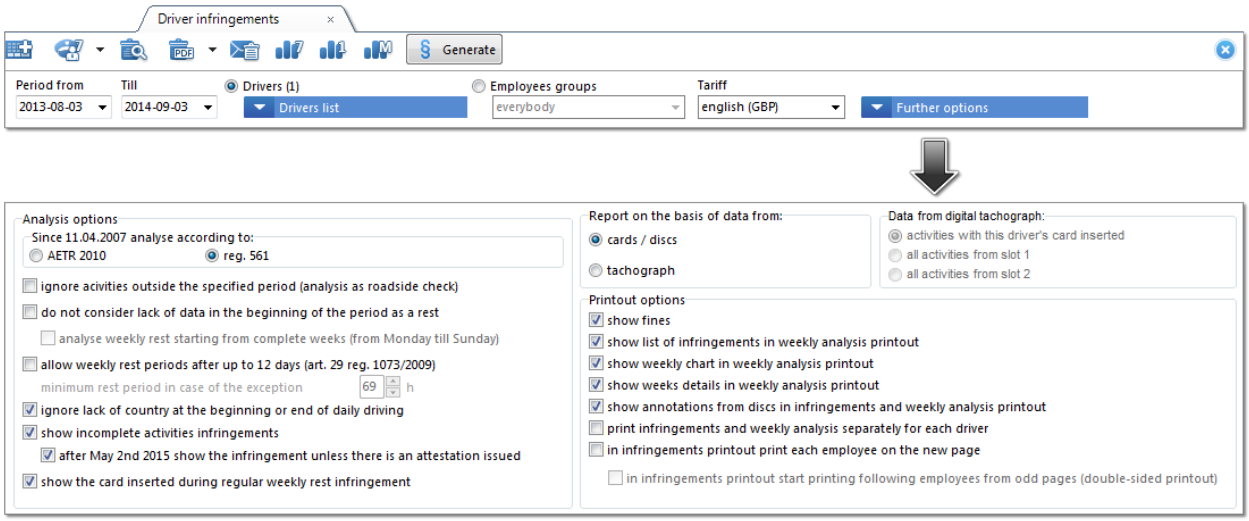


Fig. Report preparation window.

- driver:

- (item 1) click Drivers list and then check/uncheck the selected drivers;

or

- (item a) a group of drivers;

- (item 2) the period being analyzed,
- (item 3) **Tariff** - country selection field, on the basis of which a fines scale for calculating fines amounts will be selected;
- violations analysis starts after clicking the button: § Generate.

After changing the tariff it is necessary to generate infringements again.

The date of committing the infringement determines the choice of the current version of the Polish Tariff.

Further options - a drop-down panel in which the following options are available:

Analysis options

Since 11.04.2007 analyse according to:

Select whether the data should be checked according to the European Agreement AETR 2010 (amended) or according to reg. 561 (Regulation No. 561/2006).

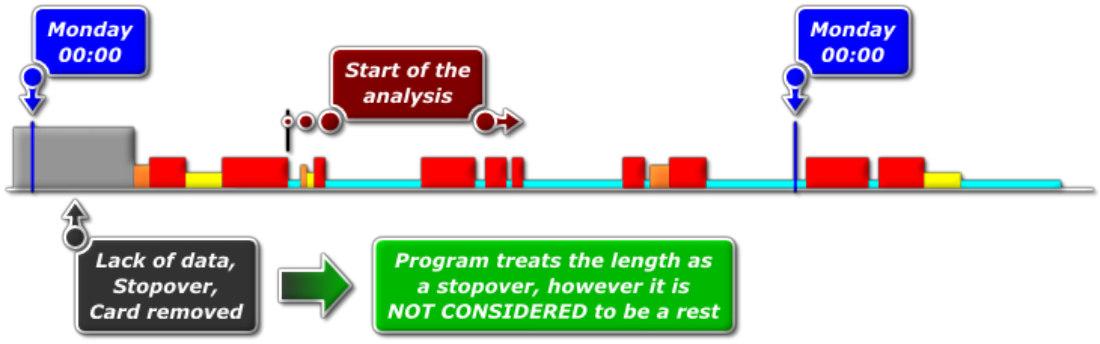
ignore acivities outside the specified period (analysis as roadside check)

☑ ***Option checked*** - program performs an analysis taking into account the activities done before and after the selected period of time;

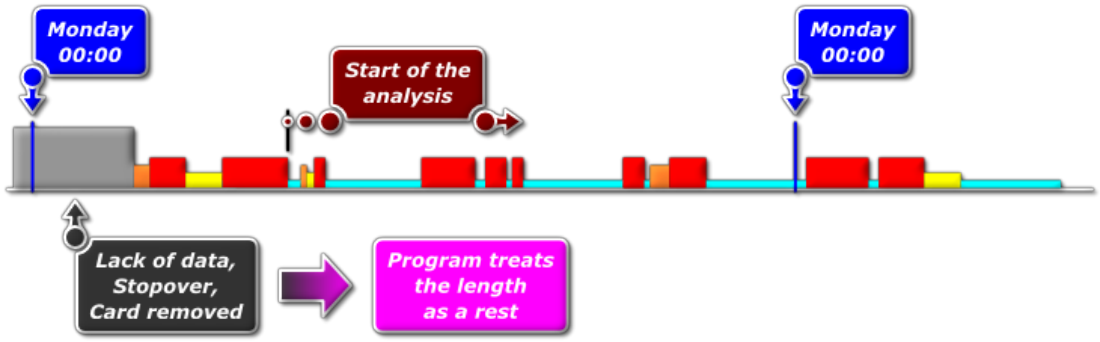
☐ ***Option unchecked*** - program performs an analysis only for the selected period of time.

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

☑ ***Option checked***:



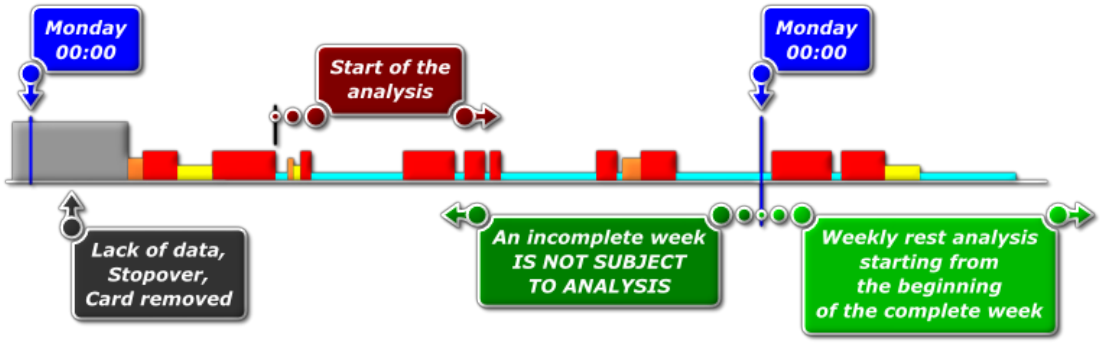
☐ ***Option unchecked***:



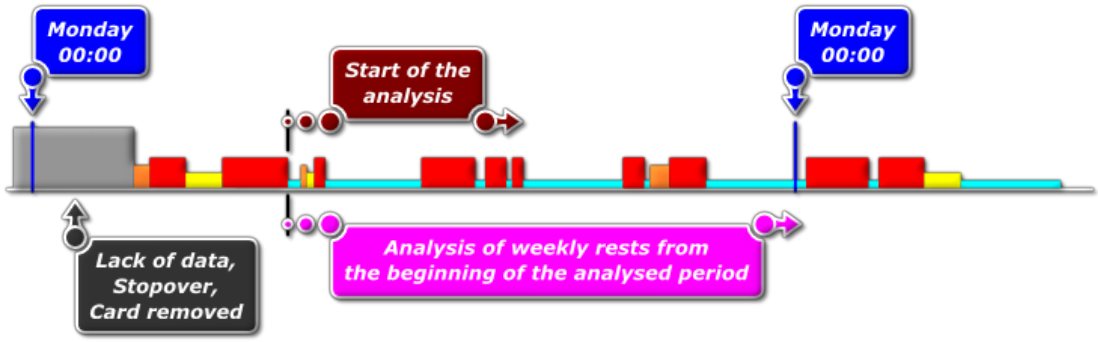
analyse weekly rest starting from complete weeks (from Monday till Sunday)

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

☑ ***Option checked***:



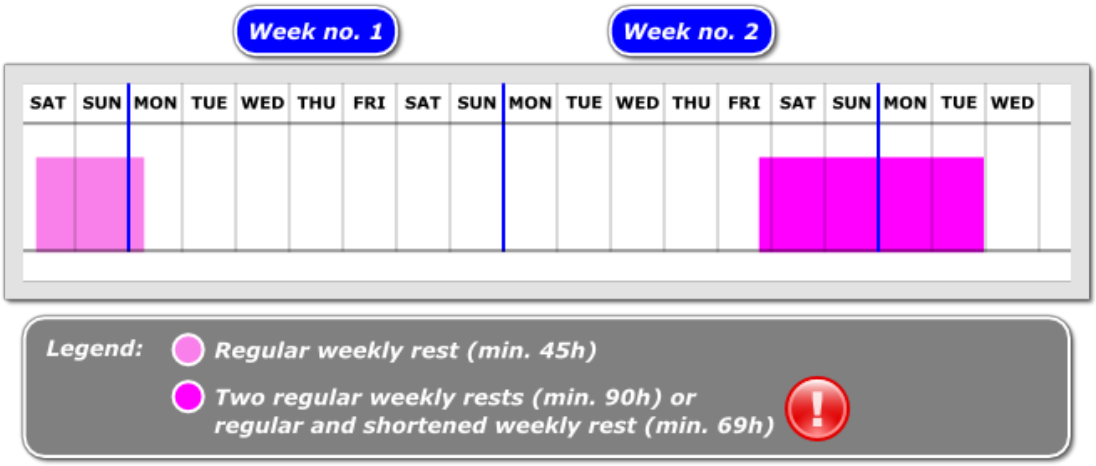
☐ ***Option unchecked***:



allow weekly rest periods after up to 12 days (art. 29 reg. 1073/2009)

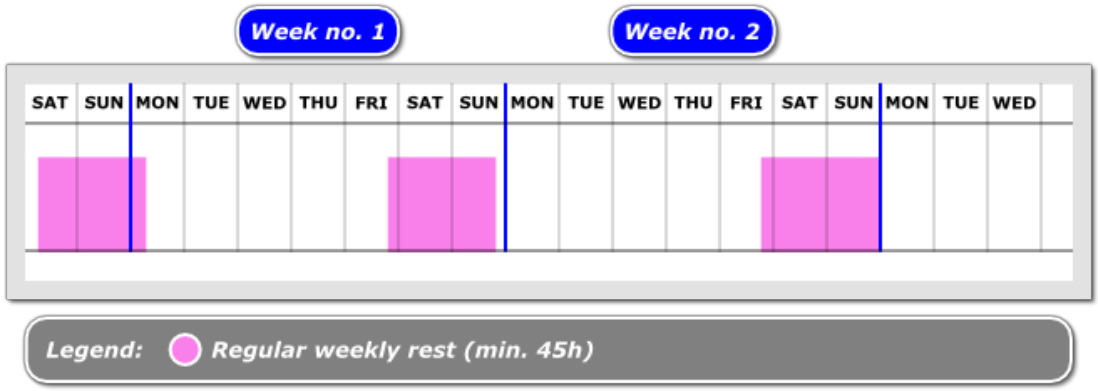
☑ ***Option checked*** - during analysis, the program will not take into account the exception set forth in Article 29 of Regulation 1073/2009

An example: Schedule of the regular weekly rests meeting the requirements of the Regulation (EC) No. 561/20:



☐ ***Option unchecked*** - if there's no proper rest (regular or shortened) up to 6 days, the program will look for a rest lasting at least 69 hours (regular + shortened) – according to the exception set forth in Art. 29 of Regulation 1073/2009.

An example: Schedule of the regular weekly rests meeting the requirements of the Regulation (EC) No. 1073/2009:



ignore lack of country at the beginning or end of daily driving

When this option is unchecked, program verifies whether the driver indicated a proper country at the beginning and the end of daily driving.

show incomplete activities infringements

When this option is checked, program indicates an infringement for each day with incomplete activities, unless the attestation of activities is issued.

after March 2nd 2015 show the infringement unless there is an attestation issued

- ***Option checked*** - for incomplete periods of time for which a attestation is issued ("Add attestations 218" or "Find attestations 221" - "TachoScan" menu) no infringement is displayed. Infringements resulting from incomplete periods of activity for which a certificate has been issued will not be taken into account during the "analysis of the risk of losing a good reputation or limiting the license."
- ***Option unchecked*** - pursuant to **Art. 34 of Regulation (EU) No. 165/2014** for incomplete periods of activity despite the issued attestation, infringement is displayed in the program. Infringements resulting from incomplete periods of activity for which a certificate has been issued will be taken into account during the "analysis of the risk of losing a good reputation or limiting the license."

show the card inserted during regular weekly rest infringement

Displays/hides violation in which the driver card was not removed from the tachograph for **the duration of the whole** (lasting minimum 45h) regular weekly rest.

Report on the basis of data from

cards / discs

Control of data downloaded from driver's cards and recorded tacho disks.

tachograph

Control of data downloaded from digital tachographs – after choosing this option the frame **Data from digital tachograph:** shown below will become active.

Data from digital tachograph:

activities with this driver's card inserted

Only events recorded in the tachograph from the moment of inserting and ejecting the cards of the driver being controlled are analyzed.

all activities from slot 1

All events recorded in slot No 1 of the tachograph are verified, regardless of whether the driver's card was inserted or not.

all activities from slot 2

All events recorded in slot No 2 of the tachograph are verified, regardless of whether the driver's card was inserted or not.

Printout options

show fines

are the amounts of fines for detected offence to be displayed?

show list of infringements in weekly analysis printout

After selecting this option, the weekly control report will display the list of offenses, the same as in the report of offenses.

show weekly chart in weekly analysis printout

Displays driver activity charts for each day grouped by weeks.

show weeks details in weekly analysis printout

Display descriptions Yes/No?

show annotations from discs in infringements and weekly analysis printout

If this option is checked, the report displays the annotation (if it has been written) for the disc associated with the infringement.

print infringements and weekly analysis separately for each driver

A violations report together with additional analysis options is displayed for each driver separately in a new tab - select this option to disable the print options below:

- in infringements printout print each employee on the new page;
- in infringements printout start printing following employees from odd pages (double-sided printout).

Offences list, edition, options

Pressing the Generate button will display offences list with detailed data on every detected offence, if selected driver(-s) committed offences in the defined period.

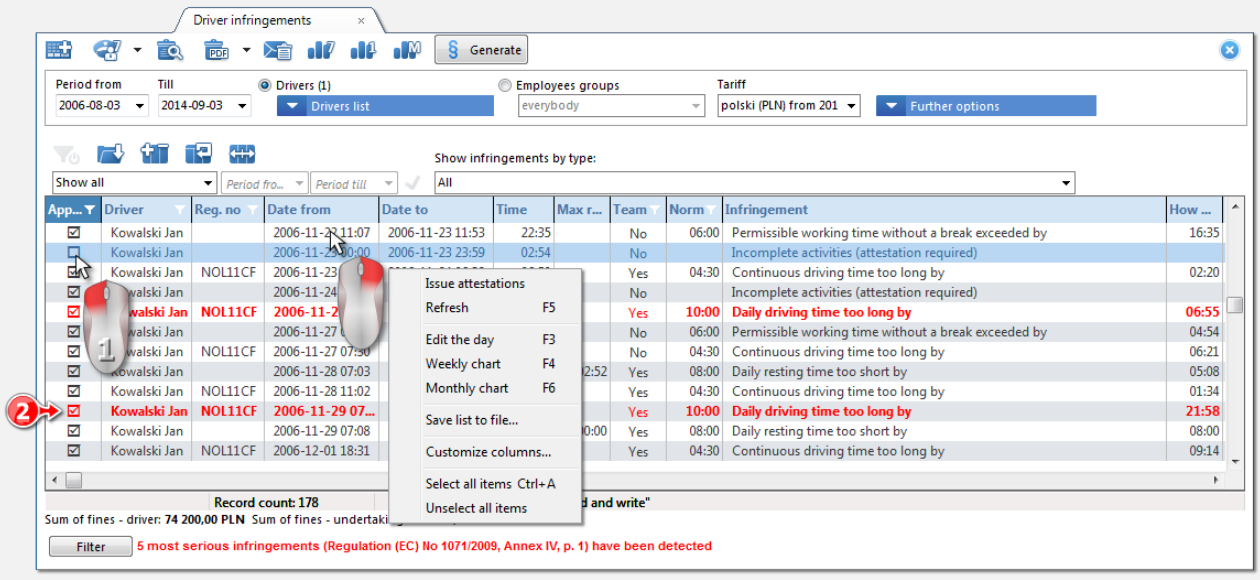


Fig. Displayed list of violations caused by a driver.

Displaying infringements (poz.1 - Fig. above)

The possibility to check/uncheck violations which are to be displayed on the preview of the violations list print-out ( ).

Issue attestations

Available after generating infringements - opens add a attestation window 218 with automatically designated periods in which the program has found violations: **incomplete entries**. Item is also available in the drop-down menu.

Weekly control

Opens the preview of the "Weekly control of driver's working and resting time 264".

It is possible to save the report directly into the file in PDF format – click on the drop-down box next to the icon and select the item: PDF.

Preview

Opens the report preview window.

Export to

Saves the report directly to a PDF, CSV, XML or RTF file (click a drop-down menu next to the icon).

Send report via e-mail:

After selecting the file format (PDF, CSV, HTML, XML or RTF) it opens a window to send e-mail with the report file attached.

Weekly chart

Opens the "Weekly chart 224".

Also available in the drop-down menu or by pressing: F4.

Edit the day

Opens a view/edit window for a day from the driver card 296 or record sheet in which the marked infringement took place.

Also available in the drop-down menu or by pressing: F3.

Monthly chart

Opens the "Monthly chart 230".

Also available in the drop-down menu or by pressing: F6.

Acknowledgement of infringements

After the analysis of the infringement, you can acknowledge/deselect it. By default, all displayed infringements are acknowledged. Select from the drop-down menu:

- **Acknowledge** (Fig. above) to acknowledge/deselect the infringement;
- **Acknowledge all** to select all infringements;
- **Deselect all items** to deselect all infringements;

After approval, the infringement will be marked in the **Acknowledged** field.

Unacknowledged infringements will not be considered when generating the report " [182] Risk analysis of loss of good repute 264".

most serious infringements (Regulation (EC) No 1071/2009, Annex IV, p. 1) have been detected (poz.2 - Fig. above)

The most serious offenses are displayed in red, bold text

Regulation 1071/2009, Annex IV

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

Analysis remarks

The tab lists additional warnings that may be helpful when analyzing infringements.

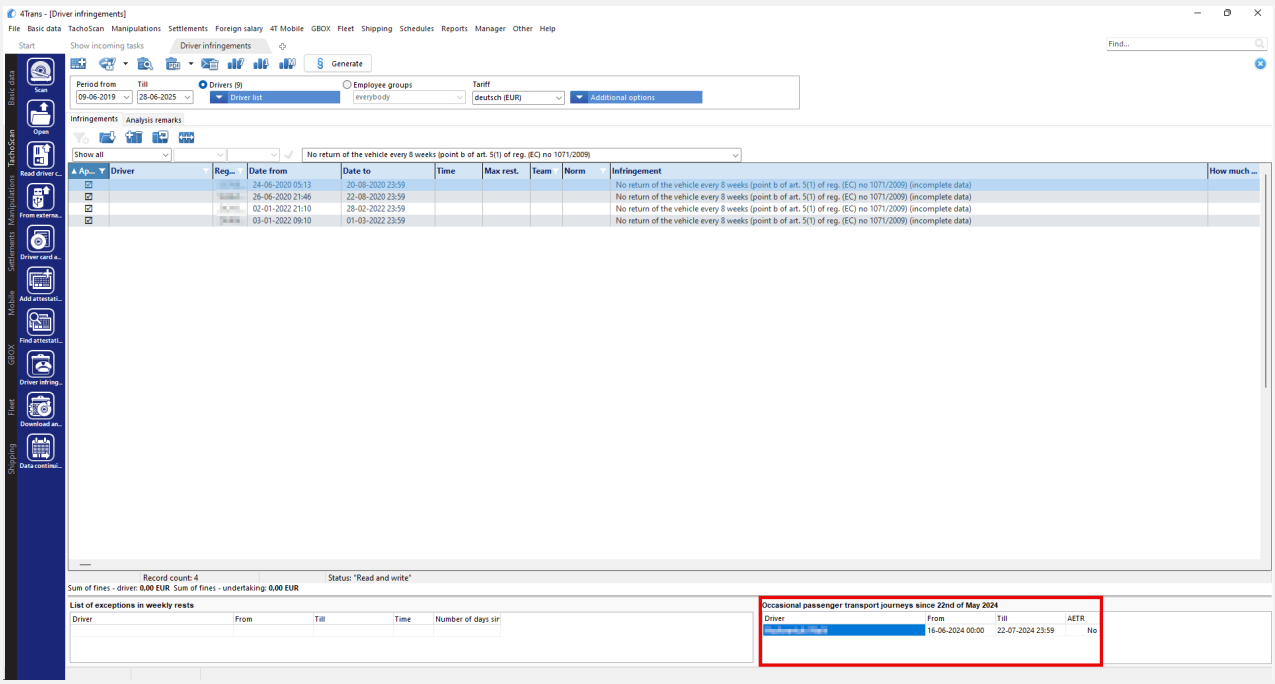
The above list of warnings is generated / refreshed after clicking on the § Generuj button.

In the program settings window ("Basic data 94" -> "[014] Settings 138" menu), in the "Infringements - Analysis remarks 159" tab, warnings that the program can generate are shown in the form of options.

Occasional passenger transport journeys since 22nd of May 2024

The **AETR** column indicates carriages outside the European Union (not regulated by Regulation (EC) No. 561/2006).

The occurrence of route sections outside the European Union results in the entire carriage being treated in compliance with the AETR and the respective line being marked in orange.



Occasional passenger transport journeys since 22nd of May 2024

In the occasional passenger transport, it is possible to divide the 45-minute break. Two breaks of at least 15 minutes each (total 45 minutes) are accepted. The entire transport route must be within the European Union. Failure to comply with any of the above conditions will result in a standard generation of the infringement for not taking a 45-minute break.

In the Polish tariff:
- the amounts of company penalties for infringements from before 3 September 2018 will be calculated according to a more favourable tariff;
- the infringements that had occurred prior to 3 September 2018, and for which a new tariff of penalties for companies was applied, will be marked on the list of infringements with the ""*

11.1.4.8. [182] Risk analysis of loss of good repute

The report displays the average number of very serious infringements, which is calculated on the basis of the Commission Regulation (EU) 2022/695 together with the list of drivers an the list of infringements committed.

How to create a report

1. In the report generation window:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- select the type of reporting period:
  - Report for a year back from the date;
  - Range of dates - any period;
- select a driver / drivers from the list,

***Checking/unchecking all items on the list** - left-click in the check/ uncheck field in the header of the list.*

***Search by the phrase** - allows to filter items in the list by any text string - the field is located below the list header.*

***Sorting items** - click on the title header to sort items alphabetically.*

Infringements that are not acknowledged (unchecked) in "[114]Driver infringements 254" are not taken into account when generating the report [182]Risk analysis of loss of good repute.

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.9. [127] Weekly control of driver's working and resting time

The report is divided into several parts. The first part displays the list of infringements of the driver along with the offense level. The infringement level (MI, SI, VSI and MSI) is displayed in accordance with EU regulation 2016/40. This report is divided into weekly sections. Within the each

section weekly and two-week driving time is displayed (for the current and previous week), along with exceedings of norm values and driving time limits for the following week. Information related to weekly rest times are displayed below: rest periods and durations, reductions and compensations, the number of days between the previous and current weekly rest time.

Within a given week the daily driving time report is displayed for each day, plus the longest rest time and daily rest time taken by a given driver. Additionally it contains remarks concerning their compliance with the Regulation (EC) No 3820/85 or the Regulation (EC) No 561. Division into days is done as required by the regulations.

On the report, infringements that have been approved in generate a: "Driver infringements 254" report window are displayed.

How to create a report

1. Choose the report from the main menu.
2. A report preparation window will be displayed (Fig. bellow), where you need to provide:

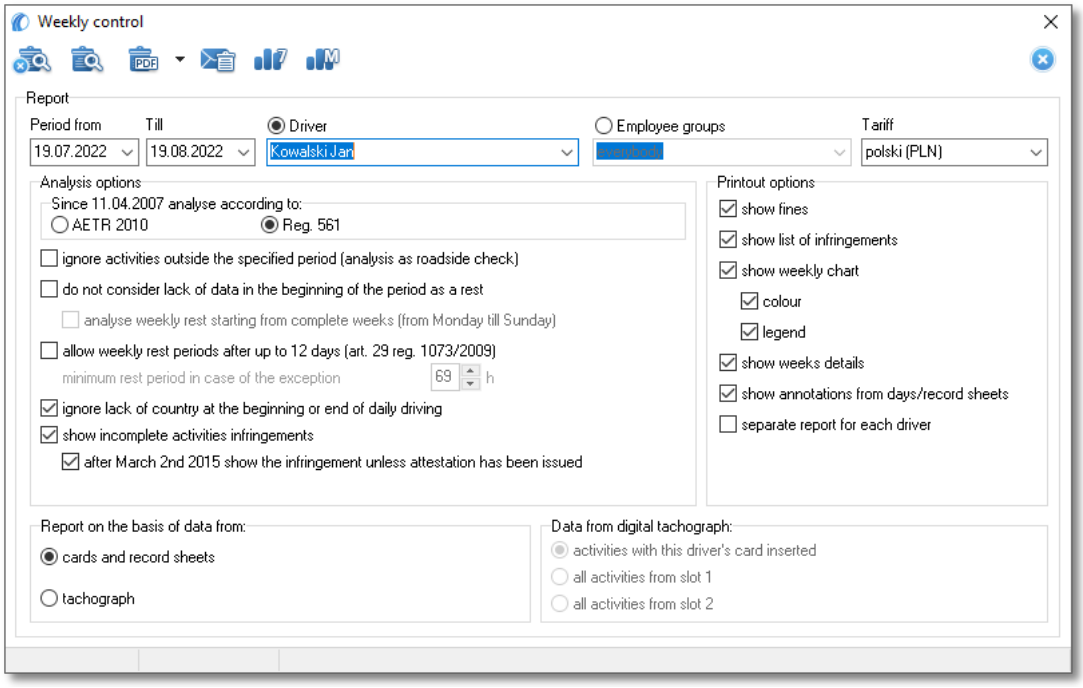


Fig. Report preparation window

- driver or:
  - "employees group 117";
- **period** of time in question (see: "Inserting dates 366");
- **Tariff** - country selection field, on the basis of which a fines scale for calculating fines amounts will be selected.

Options

Analysis options

See: "Driver infringements 254" -> Further options.

Printout options

show list of infringements

After marking this option, a short list of driver's infringements will be shown on the first pages of the report.

show weekly chart

After marking this option, the so-called **Weekly chart** of driver's driving time will be shown at the end of each week section,
(marking of symbols in the graph identical as in "weekly visualization 224"):

- **colour** - marking of this option will result in showing some report elements in several basic colours, otherwise it will be presented in the shades of grey,
- **legend** - with this option marked, a legend to the weekly graph will be shown in the end section of the report.

show weeks details

Checking this option will result in attaching a description of violations generated in the report "Driver infringements 254" to each section of the week.

show annotations from discs

If the option is checked the annotation (provided it has been written) from the offence-related disc will be shown in the report.

separate report for each driver

For each driver a report will be displayed separately in a new tab.

Report on the basis of data from

See: "Driver infringements 254" -> Further options.

Data from digital tachograph:

See: "Driver infringements 254 -> Further options.

Weekly chart

Opens the "Weekly chart 224".

Monthly chart

Opens the "Monthly chart 230".

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.10. [128] Vehicles or drivers control

The report is used to control kilometre meter continuity with respect to selected vehicles or drivers. Thanks to this report, one may also check whether the selected vehicle/driver – within the specified time – did not exceed average speed as defined in the report preparation window.

The vehicles/drivers for which the program detected irregularities, will be displayed in the report preview. The most serious offence found will be presented in general in the list, next to the vehicle/driver. To display all the offences together with some more detailed information about them, use the report :"Vehicles and drivers detailed control 269"

How to create a report

1. Select the requested report from main menu.
2. Report preparation window will be displayed, where one should enter:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- duration of analysed "period 366";
- mark vehicle/vehicles from the list, or mark driver/drivers from the list;

Checking/unchecking all items on the list *- left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

Sorting items *- click on the title header to sort items alphabetically.*

Options

filter according to proportional kilometers disparity

Display vehicles/drivers, of which km meter difference for consecutive days exceeded the percentage value set for that option.

filter according to nominal kilometers disparity

Display vehicles/drivers, of which km meter difference for consecutive days exceeded the value set for that option.

daily driving time for vehicle usage

Enter the vehicle standard daily driving time [in hours]. This value is used for calculating the vehicle usage ratio.

color red the average speed above

Enter the value of average speed, default value = 85 km/h.

calculate "Km acc. to driver" proportianally to "Km acc. to tacho"

☑ ***Option checked*** - in the: **Km acc. to driver** column, kilometres are presented in the form of two digits:

1. **Digit in parentheses** - number of kilometres from the meters read by the driver (tachograph chart) or read from the driver card (insert, remove the card) and not actual driving;
2. **Digit outside parenthesis** - number of kilometres after verification of records on the tachograph chart and the digital tachograph readings. If the sum of kilometres given by the drivers is less than the sum of kilometres read from the chart or digital tachograph, the missing kilometres are proportionally distributed among the drivers who drove the given vehicle on the settled day.

☐ ***Option unchecked*** - **Km acc. to driver** are presented on the basis of the readings from the meters made the drivers (tachograph chart) or read from the driver card (insert,

remove the card) and not actual driving.

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.11. [129] Vehicles and drivers detailed control

The report is used to control kilometre meter continuity with respect to selected vehicles or drivers. Thanks to this report, one may also check whether the selected vehicle/driver – within the specified time – did not exceed average speed as defined in the report preparation window.

The vehicles/drivers for which the program detected irregularities, will be displayed in the report preview. The days for which the program detected offences will be presented in the list next to the vehicle/driver, together with information on meters value, coefficient of vehicle use, as well as average speed value.

How to create a report

1. Select the requested report from main menu.
2. Report preparation window will be displayed, where one should enter:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- duration of analysed period 366;
- mark vehicle/vehicles from the list, or mark driver/drivers from the list;

Checking/unchecking all items on the list *- left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

Sorting items *- click on the title header to sort items alphabetically.*

Options

See: "Vehicles or drivers control 267" -> Options.

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

Report preview window *- click on the number in the* ***Tacho no.*** *column, to open a view/edit window for "day of the driver card 296" / "record sheet".*

11.1.4.12. [172] Drivers availability summary

A report in the printed form is presented by "Driver's available working time 234". The list can include any number of drivers.

How to create a report

1. In the report generation window:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- select a driver/ drivers from the list.

Checking/unchecking all items on the list *- left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

Sorting items *- click on the title header to sort items alphabetically.*

Options

Show reduced weekly rest compensations

Displays/hides detailed compensations information (if they occurred). Compensations shall be displayed on last pages of the report.

Regardless of this option in the column: ***Compensations*** *the number of weekly rests requiring a compensation shall be displayed.*

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.13. [130] Record of working time

The report is a daily summary of: start and end times of work, hours of: driving, other work, availability and rest periods. Hours listed in the report are aggregated separately for each month of the analyzed period.

How to create a report

1. Select the desired report from the main menu.
2. Report generation window will appear, where you should enter:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- the duration of the analyzed period 366;
- select a driver/drivers from the list - depending on the selected option: **Show working time transgressions for self-employed drivers only** (program settings - Infringements - Analysis 148 tab) the list will include the drivers for whom the option: **self-employment / civil-law agreement** had been selected (add / edit employee window 108), or all employees;

Checking/unchecking all items on the list *- left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

Sorting items *- click on the title header to sort items alphabetically.*

Options

drivers with self-employment / civil-law agreement only

In the list, only the drivers who have selected the **self-employment / civil-law agreement** option in the "add/edit employee 107" field, are displayed;

11.1.4.14. [131] Detailed activities from driver card

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

How to create a report

1. Depending on needs, choose the report to be generated from the main menu.
2. A report preparation window will be displayed. Required input:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- **period** of time in question (see: "Inserting dates 366"),
- select driver/s from the list,
- select activity/s from the list,
- depending on needs, set the appropriate filters for events being displayed.

Checking/unchecking all items on the list *- left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

Sorting items *- click on the title header to sort items alphabetically.*

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.15. [132] Detailed activities from digital tachograph

The report shows, in the form of a list, activities uploaded from digital tachograph along with the data of drivers cards (team driving) depending on specific filters being marked and the selected time period.

How to create a report

1. Select the requested report from main menu.

2. Report preparation window will be displayed, where one should enter:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- duration of analysed period 366,
- mark vehicle/vehicles from the list,
- indicate according to which activities the report is to be filtered,

***Checking/unchecking all items on the list** - left-click in the check/ uncheck field in the header of the list.*

***Search by the phrase** - allows to filter items in the list by any text string - the field is located below the list header.*

***Sorting items** - click on the title header to sort items alphabetically.*

- (item e) depending on needs, set the appropriate filters for events being displayed.

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.16. [170] Differences between tachograph and card data

The report, depending on the option you choose, is a summary of the differences between the data retrieved from the tachograph and the data downloaded from the driver card. In the summary, you can also view the data as recorded by the tachograph when the card was removed. The report can be displayed for any period of time for any number of drivers and/or vehicles.

How to create a report

1. In the report generation window, provide:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- the duration of the analysed "okresu 366";
- select a vehicle/ vehicles from the list;

or

- select a driver/ drivers from the list;

Checking/unchecking all items on the list *- left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

Sorting items *- click on the title header to sort items alphabetically.*

Options

Show activities recorded in the tachograph that are not in any card

Show / hide summary of activities from tachographs that were not downloaded from the driver cards to the program or were recorded on other cards (e.g., service).

Show activities recorded in the tachograph without the card

Show / hide tachograph activities that are not registered on the verified driver card (Card withdrawn, invalid card or other driver's card).

Show activities recorded in the card that are not in any tachograph

Show / hide summary of activities from driver cards that were not downloaded from the tachographs or were recorded on vehicles from outside the company).

Show activities longer than

The possibility to set the minimum time of discovered activities.

Show details

Show / hide summary of activities.

If in the day summary "---------" is displayed instead of the registration number/ driver, this means that on the given day, depending on the options selected, activities were recorded for several vehicles/drivers

Show only days with driving

Show / hide days when there are no driving activities.

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.17. [176] Records of working time in foreign countries

The report is a detailed statement of the calculation of compensation to meet the national minimum wage for working time on the territory of other countries, which shows the sections of stay and stretches of time of working on the territory of the country as well as the components considered in the calculation of the salary adjustment.

Guidelines for calculation of compensation for the time of work on the territory of other countries are presented in the chapter:"Tutorial - Calculation of compensation for work in other countries 383".

The report is shown, depending on the selected country, in two languages: German and English or Norwegian and English.

The remuneration due for working time in other countries is calculated according to ECB monthly exchange rate.

Exchange rates are automatically downloaded by the program ("Basic data -> [009] Rates of exchange 119" menu).

How to create a report

1. In the report generation window:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- select the period for which the report is to be generated (see: "entering the date 366");
- select the employee(s) from the list.

***Checking/unchecking all items on the list** - left-click in the check/ uncheck field in the header of the list.*

***Search by the phrase** - allows to filter items in the list by any text string - the field is located below the list header.*

***Sorting items** - click on the title header to sort items alphabetically.*

Options

separate report for each driver
The report for each driver is displayed in the window: "Reports Queue 88".

Show information even if there is no work time in the country
In the absence of data, only information is displayed - blank pages are not printed.

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.18. [179] Summary records of working time in foreign countries

The report is a summary of the final results of the compensation settlement for the time of work on the territory of the selected country. The report displays results only for periods of the **contract of employment** included in the period for which the report is generated.

Guidelines for calculation of compensation for the time of work on the territory of other countries are presented in the chapter:"Tutorial - Calculation of compensation for work in other countries 383".

The remuneration due for working time in other countries is calculated according to ECB monthly exchange rate.

Exchange rates are automatically downloaded by the program ("Basic data -> [009] Rates of exchange 119" menu).

How to create a report

1. In the report generation window::

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- select the period for which the report is to be generated (see: "entering the date 366");
- select a country or several countries;
- select the employee(s) from the list.

***Checking/unchecking all items on the list** - left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

Sorting items *- click on the title header to sort items alphabetically.*

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.19. Additional reports

11.1.4.19.1 [134] Statement of driver's activities

This is a report presenting the total amount of a driver's working time, both day and night shift. The report also lists sick leave days, days off and holiday time. Driving, availability and total rest and work is specified for each day, separately for the entire day and a night shift. There is a summary after every week. A summary of the total number of working days, days off and holiday time is presented at the end the report.

How to create a report

1. Select the report from the main menu.
2. A report preparation window will be displayed. Required input:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- **period** of time in question (see: "Inserting dates 366"),
- select driver/s from the list,

Checking/unchecking all items on the list *- left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

Sorting items *- click on the title header to sort items alphabetically.*

- select per what dates the report is to be generated:
  - by disc dates 442,
  - according to real dates 443,
  - **acc. to start time** - this is "**by disc dates**" report that additionally contains the columns defining dates of work beginning and end. In the column on work during night shift the driving time and duration of other night-time work are added up.

Options

print drivers on separate pages
Printout for each driver will start from new page.

colour for weekends
Check this field to get Saturdays and Sundays in color.

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.19.2 [174] Drivers from digital tachograph report

On the basis of selected vehicles the report displays all drivers whose cards were registered in the tachograph in the selected period of time.

How to create a report

1. In the report generation window::

> *If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.*
>
> *How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.*

- select the length of the analyzed "period 366";
- select a vehicle/ vehicles from the list.

> ***Checking/unchecking all items on the list*** *- left-click in the check/ uncheck field in the header of the list.*
>
> ***Search by the phrase*** *- allows to filter items in the list by any text string - the field is located below the list header.*
>
> ***Sorting items*** *- click on the title header to sort items alphabetically.*

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.19.3 [175] List of drivers' rests

The report contains a list of rests of freely selectable drivers in a specified period of time. The rest consists of all stops, manual entries and lack of data. For digital data the location (country) of the rest is displayed.

How to create a report

1. In the report generation window::

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- select the length of the analyzed "period 366";
- select a driver/ drivers from the list.

Checking/unchecking all items on the list *- left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

Sorting items *- click on the title header to sort items alphabetically.*

Options

Show rests lasting at least

Minimum rest duration – default value: 6h.

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.19.4 Driver's activities

This report is a collation of detailed times of: driving, other work, availability and rest times for one driver in the specified period of time. Depending on the specific type of this report, the distance and vehicle driven by this driver will also be shown. You can generate the report by disc dates and real dates.

Reports can be generated in three different ways:

- "[135] by disc dates - detailed 442";
- "[136] by disc dates - summary 443";
- "[137] according to real dates 443";
- "[138] on the night shift" - The report shows detailed times of: driving, other work, availability and rest for one driver in a specified period in night shift (see: Companies 94). When a night shift begins in the middle of an activity, then this activity will be split up and only the night-shift-part is taken into account for the report.

How to create a report

1. Depending on needs, choose the report to be generated from the main menu.
2. For each report type, the following selection window appears. Provide the following input:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- **period** of time in question (see: "Inserting dates 366"),
- select driver/s from the list,

Checking/unchecking all items on the list *- left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

Sorting items *- click on the title header to sort items alphabetically.*

Options

Tylko dla raportu "wg dat tarcz analityczny 442".

Separate report for each driver/vehicle

Report for each driver/vehicle is displayed in "Reports Queue 88" window.

Colour leaves

In the report preview, holidays, leaves and sick leaves will be marked with a different colour.

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

Report preview window *- click on the number in the* ***Tacho no.*** *column, to open a view/edit window for "day of the driver card 296" / "record sheet".*

11.1.4.19.5 Detailed statement of driving and working time

The report shows detailed start and end times as well as duration of activities: driving, work and availability registered on disks of a specified driver. The activities are grouped separately for each disk and there is a summary at the end of each day.

Reports can be generated in two different ways:

- "[139] by disc dates 442";
- "[140] according to real dates 443".

How to create a report

1. Depending on needs, select the report to be generated from the main menu.
2. Regardless of the report type, the same window of report preparation appears. Provide the following input:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- **period** of time in question (see: "Inserting dates 366");
- select driver/s from the list.

Checking/unchecking all items on the list *- left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

Sorting items *- click on the title header to sort items alphabetically.*

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.19.6 Total driver's activities

The report shows total driving time, work and availability for all drivers in a specified period of time, along with summary information.

Reports can be generated in two different ways:

- "[141] by disc dates 442",
- "[142] according to real dates 443",

How to create a report

1. Depending on needs, select the report to be generated from the main menu.

2. Regardless of the report type, the same window of report preparation appears. Provide the following input:

> *If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.*
>
> *How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.*

- **period** of time in question (see: "Inserting dates 366");
- select driver/s from the list.

> ***Checking/unchecking all items on the list** - left-click in the check/ uncheck field in the header of the list.*
>
> ***Search by the phrase** - allows to filter items in the list by any text string - the field is located below the list header.*
>
> ***Sorting items** - click on the title header to sort items alphabetically.*

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.19.7 Drivers activities in crews

The report presents the drive time, working and availability hours of drivers working in teams 444.

Reports can be generated in two different ways:

- [143] by driver;
- [144] by vehicle.

How to create a report

1. Depending on needs, choose the report to be generated from the main menu.
2. Depending on the report type, a report preparation window will be displayed for a driver or for a vehicle. You should provide the following:

> *If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.*
>
> *How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.*

- **period** of time in question (see: "Inserting dates 366");
- select driver/s from the list, or select vehicle/s from the list.

Checking/unchecking all items on the list *- left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

Sorting items *- click on the title header to sort items alphabetically.*

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.19.8 [145] Drivers' infringements in general

This report verifies disks recorded in the database as for the presence of violations. The report can be generated for one or more drivers in a given time interval.

Available violations:

- continuous driving time, i.e. 45-minutes breaks after every 4.5 h drive time,
- reduced daily rest period and exceeded daily driving time,
- weekly rest period reduced under 24 hours or, possibly, to less than 45 hours with no compensation,
- exceeding two-weeks driving time.

On the report, infringements that have been approved in generate a: "Driver infringements 254" report window are displayed.

How to create a report

1. Select a given report from the main menu.
2. A report preparation window will be displayed (Fig. bellow), where you need to provide:

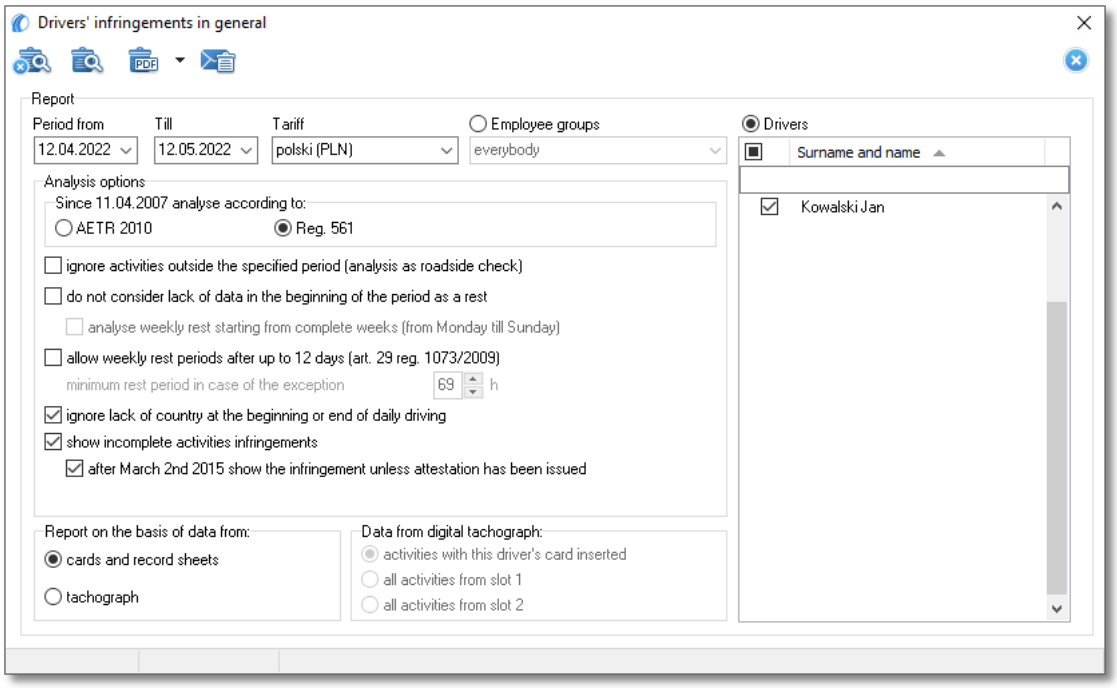


Fig. Report preparation window

- **period** of time in question (see: "Inserting dates 366"),
- select **Drivers** or:
  - ➢ select drivers group;

> ***Checking/unchecking all items on the list*** *- left-click in the check/ uncheck field in the header of the list.*
>
> ***Search by the phrase*** *- allows to filter items in the list by any text string - the field is located below the list header.*
>
> ***Sorting items*** *- click on the title header to sort items alphabetically.*

- **Tariff** - country selection field, on the basis of which a fines scale for calculating fines amounts will be selected;

Options

See: "Driver infringements 254" -> Further options.

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.19.9 Vehicles control

11.1.4.19.9.1 [146] Vehicle control according to discs - detailed (analytical)

The report presents driving times of and mileage made by selected vehicle/vehicles within a specified time interval.

In comparison with the summary one, the report contains additional columns (information). At report generating, all the events found on disk/day uploaded from the driver card, irrespective of the time of their occurrence, are taken into consideration. For instance, for disk or day from the driver card of 05.12.2002, all events are treated as if they occurred on 05.12.2002, in spite of that one of them could have occurred before midnight, and the following one already after midnight.

This type of report is of significance also for the days uploaded from the driver card since 24-hour intervals are shifted with respect to UTC by a given value as selected in settings 140.

How to create a report

1. Select the requested report from main menu.
2. Report preparation window will be displayed, where one should enter:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- duration of analysed period 366;
- mark vehicle/vehicles from the list;

***Checking/unchecking all items on the list** - left-click in the check/ uncheck field in the header of the list.*

***Search by the phrase** - allows to filter items in the list by any text string - the field is located below the list header.*

***Sorting items** - click on the title header to sort items alphabetically.*

Options

Daily driving time for vehicle usage

Vehicle utilization rate is calculated by dividing the daily driving time by the number of hours set in this option;

Separate report for each driver/vehicle

Report for each driver/vehicle is displayed in "Reports Queue 88" window.

Calculate "Km acc. to driver" proportionally to "Km acc. to tacho"

The option is active for analogue data (record sheets) recorded as a team.

Option checked - if for a selected driver **km difference = End odometer - Start odometer** (driver's record) is other than **Km by tacho** then the program calculates **Km by driver** on the basis of a proportion of **Km by tacho** covered by the first driver in relation to the total of **Km by tacho** covered by both drivers.

Data:

*1. Jan Kowalski: Start odometer = 100; End odometer = 200 (**km difference = 100**); Km by tacho = 100.*
*2. Józef Nowak: Start odometer = 100; End odometer = 300 (**km difference = 200**); Km by tacho = 50.*

Po wyliczeniu przez program:

*1. Jan Kowalski: **Km by driver = 100**; (no changes – because km difference = km acc. to tachograph).*
*2. Józef Nowak: **Km by driver = 67** (calculated from the proportion: Km by tacho Nowak's: 50 / total of Km by tacho of both drivers: 150 x Nowak's km difference: 200).*

Option unchecked - **Km by driver** are calculated on the basis of **km difference = End odometer - Start odometer** (driver's record).

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.19.9.2 [147] Vehicle control according to discs - summary (synthetic)

The report presents driving times of and mileage made by selected vehicle/vehicles within a specified time interval.

In comparison with the analytical one, the report contains basic columns (information). At report generating, all the events found on disk/day uploaded from the driver card, irrespective of the time of their occurrence, are taken into consideration. For instance, for disk or day from the driver card of 05.12.2002, all events are treated as if they occurred on 05.12.2002, in spite of that one of them could have occurred before midnight, and the following one already after midnight.

This type of report is of significance also for the days uploaded from the driver card since 24-hour intervals are shifted with respect to UTC by a given value as selected in settings 140.

How to create a report

1. Select the requested report from main menu.
2. Report preparation window will be displayed, where one should enter:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- duration of analysed period 366;
- mark vehicle/vehicles from the list;

***Checking/unchecking all items on the list** - left-click in the check/ uncheck field in the header of the list.*

***Search by the phrase** - allows to filter items in the list by any text string - the field is located below the list header.*

***Sorting items** - click on the title header to sort items alphabetically.*

Options

Daily driving time for vehicle usage
Vehicle utilization rate is calculated by dividing the daily driving time by the number of hours set in this option.

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.19.9.3 [148] Vehicle control by disc dates - summary (driving time including breaks)

The report presents driving times of and mileage made by selected vehicle/vehicles within a specific time interval.

In comparison with the analytical one, the report contains **basic** columns (information). This report calculates the sum of time from first event (apart from stopover) until last event (apart from stopover) on the disk, and it shows that time as the **working time** irrespective of that which events took place between them.

At report generating, all the events found on disk/day uploaded from the driver card, irrespective of the time of their occurrence, are taken into consideration. For instance, for disk or day from the driver card of 05.12.2002, all events are treated as if they occurred on 05.12.2002, in spite of that one of them could have occurred before midnight, and the following one already after midnight

This type of report is of significance also for the days uploaded from the driver card since 24-hour intervals are shifted with respect to UTC by a given value as selected in settings 140.

How to create a report

1. Select the requested report from main menu.
2. Report preparation window will be displayed, where one should enter:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- duration of analysed period 366;
- mark vehicle/vehicles from the list;

***Checking/unchecking all items on the list** - left-click in the check/ uncheck field in the header of the list.*

***Search by the phrase** - allows to filter items in the list by any text string - the field is located below the list header.*

***Sorting items** - click on the title header to sort items alphabetically.*

Options

Include days having no discs

Days that do not have any record (no disc or day from the digital card) during the period will be show.

Daily driving time for vehicle usage

Vehicle utilization rate is calculated by dividing the daily driving time by the number of hours set in this option.

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.19.9.4 [149] Vehicle control according to real dates

The report presents driving times of and mileage made by selected vehicle/vehicles within a specific time interval.

At report generating, all the events which occurred during a day, are taken into consideration. This means that the events taking place on the verge of 24 hours are separated and assigned to a specific date. For instance, if a disk or day from the driver card is of 05.12.2002, and it contains an event (relating to driving, work, availability hours) commencing before midnight and ending after midnight, then, it becomes divided into two events. First one ends at 23:59 hrs and the following one commences at 0:00 hrs and lasts till the end of the original event. Second part of the event is assigned to the following day, i.e., 06.12.2002.

This type of report is of significance also for the days uploaded from the driver card since 24-hour intervals are shifted with respect to UTC by a given value as selected in setting 139.

How to create a report

1. Select the requested report from main menu.
2. Report preparation window will be displayed, where one should enter:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- duration of analysed period 366;
- mark vehicle/vehicles from the list;

***Checking/unchecking all items on the list** - left-click in the check/ uncheck field in the header of the list.*

***Search by the phrase** - allows to filter items in the list by any text string - the field is located below the list header.*

***Sorting items** - click on the title header to sort items alphabetically.*

Options

Daily driving time for vehicle usage

Vehicle utilization rate is calculated by dividing the daily driving time by the number of hours set in this option.

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.19.10 [151] Disc continuity

The main aim of this report is to present missing data periods in order to add them. Additionally, the reported periods with added data contain the type of presence/activity (work without driving, days off, etc.).

How to create a report

1. Choose the report from the main menu.
2. A report preparation window will be displayed, where you need to provide:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- **period** of time in question (see: "Inserting dates 366");
- select driver/s from the list.

Checking/unchecking all items on the list *- left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

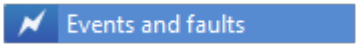
Sorting items *- click on the title header to sort items alphabetically.*

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.19.11 Events and faults

The report, depending on the chosen option, presents a summary of events and faults that have been recorder on the driver's card or directly in the tachographs memory.

The report can be generated for the data:

- **[157] driver's card** - in "the day from the driver card preview/edition window 329" button: 

;

- **[158] digital tachograph** - in the "data from the tachograph preview window -> Events and faults 329" button: Report.

How to create a report

1. Depending on needs, choose the report to be generated from the main menu.
2. Depending on the report type, a report preparation window appears for driver or for vehicle. Please provide the following:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- **period** of time in question (see: "Inserting dates 366");
- select driver/s from the driver list, or select vehicle/s from the vehicle list;
- Events Data - check/ uncheck the selected event.

Checking/unchecking all items on the list *- left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

Sorting items *- click on the title header to sort items alphabetically.*

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.19.12 [159] Statement of disc faults

The report is a summary "**record sheet/days from the driver card**" that were saved with error status.

How to create a report

1. Choose the report from the main menu.
2. A report preparation window will be displayed. Provide the following input:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- **period** of time in question (see: "Inserting dates 366");

- mark/unmark drivers from the list;
- mark/unmark type of error.

Checking/unchecking all items on the list *- left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

Sorting items *- click on the title header to sort items alphabetically.*

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

Report preview window *- click on the number in the* ***Tacho no.*** *column, to open a view/edit window for "day of the driver card 296" / "record sheet".*

11.1.4.19.13 [160] Overspeedings according to digital tachograph

The report, depending on the settings in the report preparation window, displays drivers who exceeded speed limit in the selected period of time. The report displays vehicle's registration number, exceeded speed value, date and exact time when the offence occurred.

How to create a report

1. Choose the report from the main menu.
2. A report preparation window will be displayed. Provide the following input:
   - **period** of time in question (see: "Inserting dates 366");
   - Show velocity greater than - the maximum permitted speed;
   - Show overspeedings lasting longer than - the minimum duration of the infringement;
   - select driver/s from the list.

Checking/unchecking all items on the list *- left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

Sorting items *- click on the title header to sort items alphabetically.*

Options

Show velocity greater than

Maximum permitted speed.
Show overspeedings lasting longer than
Minimum time of violation duration.

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.19.14 [161] Drivers availability

The command "**Drivers availability**" on the bases of downloaded tacho discs and/or driver's card data shows the available working time for driver working alone or as the part of driver's team. The visualization shows forecast for the next ten 24h periods.

How to display the visualization.
1. Pick the requested report from the main menu. 2. Report generation window is displayed, where the driver and the type of checked availability is to be provided. 3. Visualization is accessed by left-clicking on the: icon.

Visualization

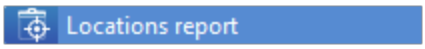
Fig. Visualization window.

The designation of the chosen visualization elements:

- Pointing with the mouse on the selected event (item 1 - Fig. above);
- Remaining daily driving time in the current 24h period (prior to the next daily rest period) (item 2);
- Remaining driving time this week (prior to the next weekly rest period) (item 3);
- Remaining daily driving time extensions that the driver may use for the extended daily driving time (item 4);
  - ➢ The number of available periods is shown by rectangles (item a);
- Remaining daily rest period reductions for the shortening of daily rest (item 5);
  - ➢ The number of such periods is shown by rectangles (item 5).

11.1.4.19.15 [162] Locations report

Report is list of driver card inserts and withdrawals with vehicle register number and country in which it occurs.

The report can also be called up in "the day from the driver card preview/edition window 329" button: 

.

How to create a report

1. Choose the report from the main menu.
2. A report preparation window will be displayed. Provide the following input:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- "**period**" of time in question (see: "Inserting dates 366");
- select driver/s from the list.

Checking/unchecking all items on the list *- left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

Sorting items *- click on the title header to sort items alphabetically.*

Options

Separate report for each driver/vehicle

Report for each driver/ vehicle is displayed in a separate tab.

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.1.4.19.16 [163] Users activity

The report shows the number of operations that the users did in the program within defined time period.

The report is available to the users that are granted the privileges to view history of users activity (see: "Administration panel -> users 78").

How to create a report

1. Choose the report from the main menu.
2. A report preparation window will be displayed. Provide the following input:
   - "**period**" of time in question (see: "Inserting dates 366");
   - select a user/users from the list;

Checking/unchecking all items on the list *- left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

Sorting items *- click on the title header to sort items alphabetically.*

Options

Show detailed data for each day

When this option is selected, the number of record sheets are shown for each day.

Colour for weekends

Check the box to make Saturdays and Sundays be marked with a different colour on the report preview.

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

11.2. View / edit a day from a driver card window

The view/edit day on the driver card window appears when you select:

1. "Read driver card 188" (shortcut

).

2. "From external device 194" (shortcut).
3. "Open 183" (shortcut).

> *The screen will show the last day saved in the driver card file.*

4. "Driver card and record sheet data 213" (shortcut).
5. **Edit the day** -some windows of TachoScan, e.g., "Driver infringements 254" allow to open disc/ days from the driver card for editing.

11.2.1. Preview and data edition

The upper part of digital disks' edition window contains the following elements:

- driver,
- date,
- vehicle,
- initial and final indication of the kilometers meter.

If on a given day a driver drove more than one vehicle, one can move between activities related to a given car thus choosing a suitable vehicle's registration number in the field **Vehicle**.

In the case of having to change a car for a day from a digital card, press the icon: located next to the field **Vehicle**. In turn, to change the driver for a day from digital card you need to press the icon: located next to the **Driver** field (see: "Daily visualization 298").

> *Change of a date in the field "**Day**" causes a jump to the card of a given driver from a given day, if only it is in the base. Otherwise, instead of a chart of activities, the message "**No data**" will appear.*
>
> *Choosing a different surname in the field "**Driver**" causes that data edition for the previous driver is closed and one can proceed to editing data from the card of this driver.*
>
> *If "**enable assistants**" option was selected in the program settings, below the "**Basic data**" field two assistant selection boxes will be displayed (see: "" option was selected in the program settings, below the "**Basic data**" field two assistant selection boxes will be displayed (see" field two assistant selection boxes will be displayed (see: "Settings -> TachoScan -> Miscellaneous 173").*

11.2.1.1. Daily visualization

Driver's daily chart can be edited and offers the following options:

- *allow to zoom in and zoom out all daily charts or return to the default size.*

Daily activity chart

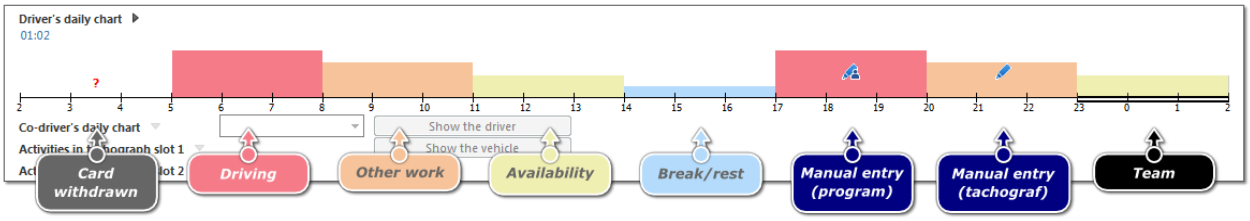


Fig. Graphic view of a day from a driver's card.

If data have been retrieved from the digital tachograph for a chosen driver's card day, than the daily chart will show the markings of inserting and removing the driver card (Fig. bellow).

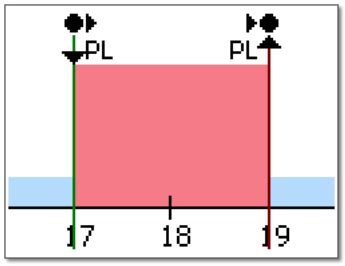


Fig. Special characters visible in the driver's daily chart.

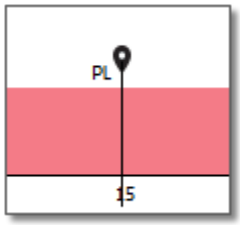


Fig. The location marker of the country for every 3h of accumulated driving time

Events: start/end, (inserting/removing the card, manual entry) are recorded on the driver card as the same type of event. Thus, a situation may occur in which there will be several consecutive inserts and removals of the card with change of location visible on the chart.

Detailed recording of the above events is performed by the tachograph itself. And in the program it is presented on the activity chart from the tachograph (see: "Digital tachograph data 215" - description:

"Preview window of data from the digital tachograph -> Activities on a specific day 324, Activities, events and faults in the table 330 or Card insertions and withdrawals 331").

Editing a driver and a vehicle

Editing a driver

In the daily visualization window, you can assign a given day taken from the driver's card to any driver. To do this:

- click LMB on the icon next to the driver selection field;
- in the new window, in the field **Driver change** (Fig. bellow) select a desired driver;

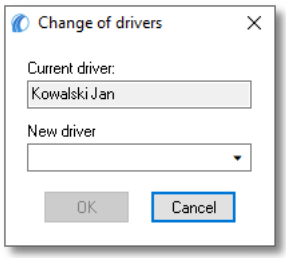


Fig. Driver selection.

- click LMB on OK.

Editing a vehicle

In the daily visualization window, you can assign a given day taken from the driver's card to any vehicle. To do this:

- click LMB on the icon next to the vehicle selection field;
- in the new window, in the field **Vehicle change** (Fig. bellow) select a desired vehicle;

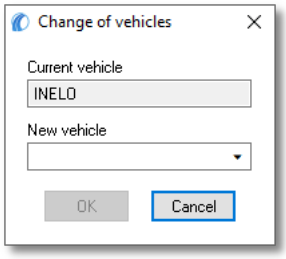


Fig. Vehicle selection.

- click **LMB** on OK.

*If the "**Enable assistants**" option has been checked in program settings then below the basic data field the assistant selection field will be displayed (see: "Settings -> TachoScan 139").*

To change or add an assistant make a selection from a list, as it is the case for analogue disc.

Adding, editing, deleting entries of start and end countries

*Original entries of start and end countries downloaded from the tachograph are be presented in **black**.*

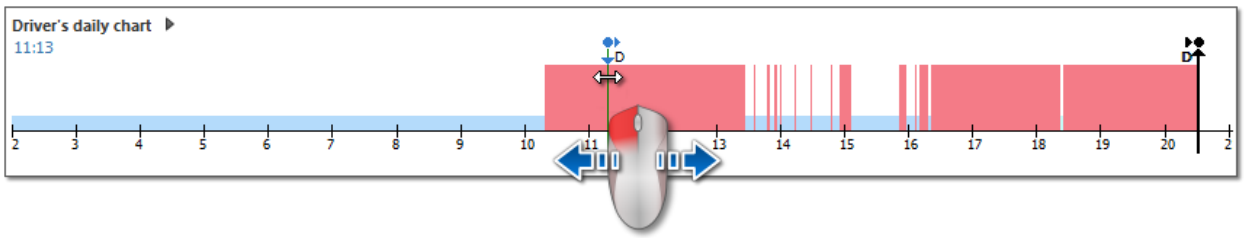
*Entries edited or added in the program are presented in **blue**.*

Adding:

1. Right-click in the place of entering the country - select **Entry of the country** from the drop down menu.
2. In the new window, select the hour, check **Country at the beginning** or **Country at the end** and then select the country.
3. Click OK - the program will insert a blue entry mark.

Editing:

1. Click and hold the left mouse button on the entry mark and then move it to the desired position (Fig. bellow).



Removing:

1. Right-click on the country entry mark that you want to delete and then select **Delete** from the drop down menu.

Selected area

Marking an area by placing two brown vertical lines on the chart (Fig. bellow).

In the Activities tab, in **Selected area** window, you can view the sum of the events from the selected area. The lines are marked by a single clicking with the mouse left button on a chosen point.

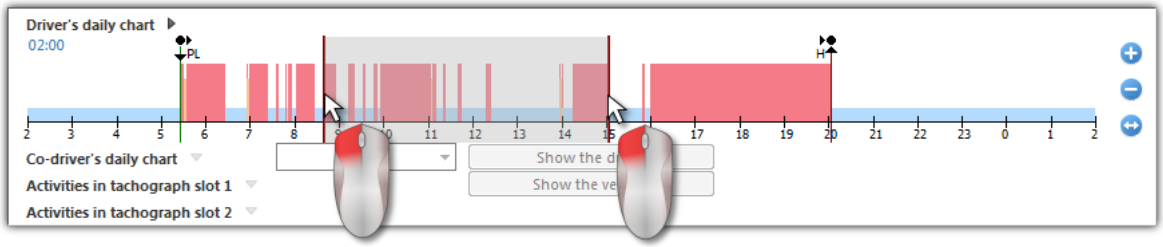


Fig. Marking the area.

Marking can be removed by clicking the chart with the mouse right button and choosing the option: **Remove selection line** or **Remove all selection lines** (Fig. bellow),

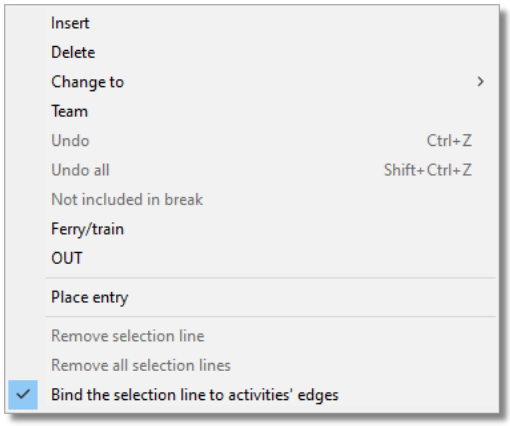


Fig. Removing markings.

In the drop-down menu, there is **Bind the selection line to events' edges** option (Fig. above) - if line is dragged near the beginning or end of an event it allows to snap it automatically to the beginning or end of the event, respectively.

Add, edit and delete events

The program allows you to add, move and delete events downloaded from the driver card.

*If the "**Select a vehicle so that you can edit data**" prompt appears instead of the "**Editing blocked**" field, it means that the driver - for the day under consideration – has records from at least two vehicles. In such a case the window will be modified as follows:*

- the mileage counter status showing kilometres on start and return is hidden,
- the "Change vehicle" button is blocked,

- records for all vehicles will be visible in the list of activities, in the summary, and in windows showing locations, events, failures and annotations (if a particular vehicle is chosen, then, only records for the vehicle will be visible in the above mentioned windows).

*To unblock the elements listed above, select the specific vehicle registration number in the "**Vehicle**" field.*

Editing an event

hen you hover the mouse over the area at the border of two activities (the cursor changes to " ⇹ " - Fig. bellow), press the left mouse button and holding it (item 1) drag outside the limits of the event, and then drop it.

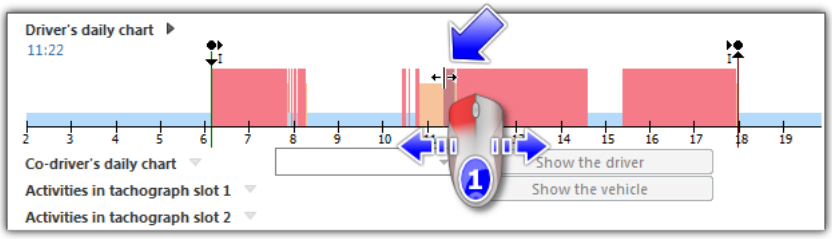


Fig. Shifting events.

To change an event type, click the right mouse button on the edited event (Fig. bellow), next use the option: **Change to** from drop-down menu and select a desired event type.

*If a driver fails to change the records **Card withdrawn** in the tachograph, the following options will be useful in completing such events:*

*- "**?**" less than 5 minutes for a stop,*
*- All "**?**" has a stop.*

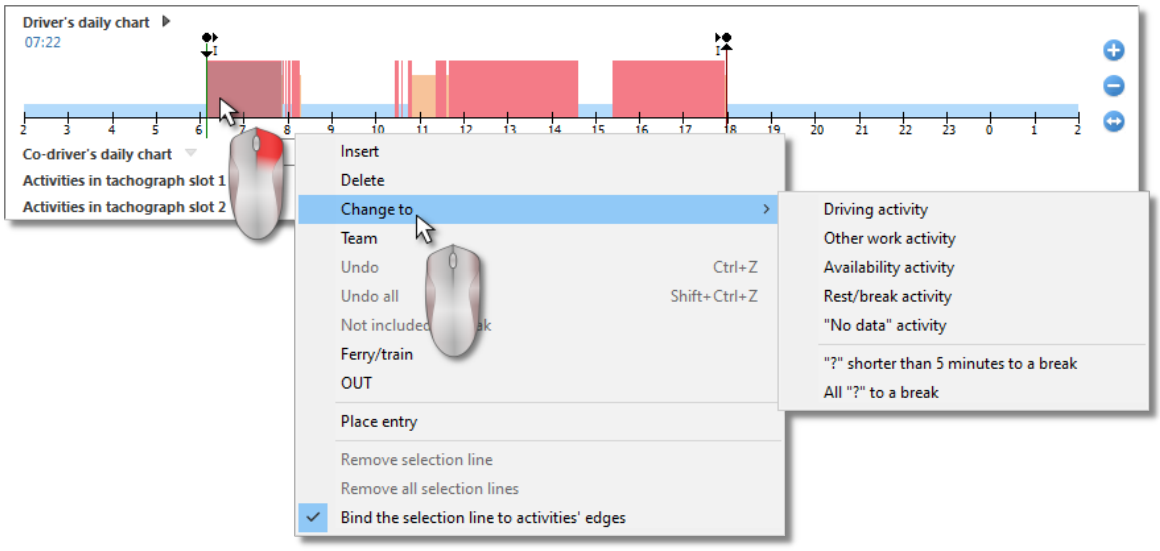


Fig. Change of an event type.

Adding an event

From drop-down menu (see: the topic below), select the command: "**Insert**". Choose the type of an event, the hour of start and end in the new window (Fig. bellow).

*Checking the option: "**add at stopovers and card withdrawn only**" will considerably facilitate filling in the working day by the driver, since added events do not change the recording of the events related to driving, work and availability hours, therefore any range of hours can be set covering the events mentioned for the purpose of e.g. input of a work event.*

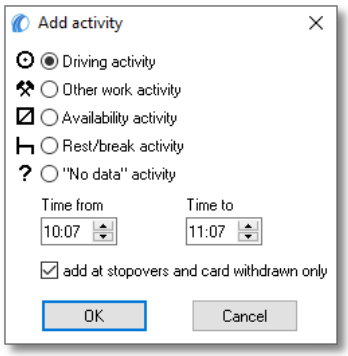


Fig. Event adding window.

Deleting events

To delete a given event, click the right mouse button on it, and then choose the command: "**Delete**" from drop-down menu.

The place of a deleted event is filled up by an event that follows it.

*If we have a digital tachograph reading (the same vehicle) for the edited day, then it is possible to copy data 309 from the tachograph to the location of the event card withdrawn 310 (mark " **?** ").*

Dropdown menu

The view of drop-down menu, activated by clicking it with the mouse right button:

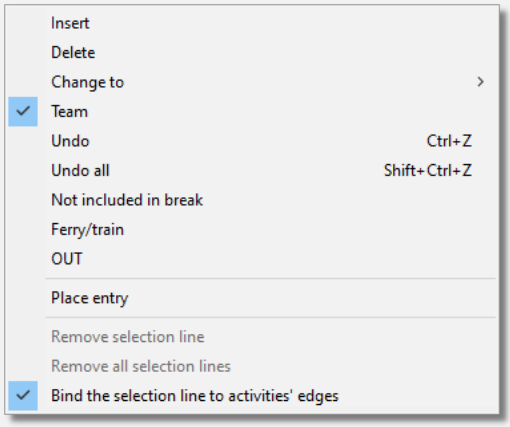


Fig. Drop-down menu.

Insert

Choosing this option from the menu causes that a new window will open in which you can choose the type of event to be inserted (edition unblocked). In the bottom part of the window one should specify the start and end hour of the event being inserted (see: Add, edit and delete events).
The event will be saved on the chart under the symbol CW 310.

Delete

Deletes currently marked event.

Change into

Changes currently marked event into a different one.

Team

This option is for marking events as team ones in the case when the second driver, for some reasons, .did not insert his card into the tachograph. If a given event has already been marked as a team one, a suitable symbol will appear next to the command "**Team**" (Fig. above);

If driver's cards are inserted into both slots of the tachograph, then all events, regardless of their type, are saved as team ones. When one of the cards is removed, team recording is stopped.

Undo

Undoing one change. when this option is clicked several times, a number of last made changes will be undone;

shortcut:

Undo all

Undoing all implemented changes,

shortcut:

Not included in break

It allows to mark an availability in team activity as not included in break.

Ferry/train

This option is used to mark events pertaining to driving up to a ferry or a train in the case when a driver did not activate it on the tachograph. If a given event has already been marked as a drive-up to a ferry / train, a suitable symbol will appear next to the command "**Ferry / train**" (Fig. above).

The driver can activate the tachograph so that a given drive-related event is saved as a drive-up to a ferry / train.

It is recommended to indicate only these drive events that actually interrupt a driver's daily rest time, yet not more than twice – with other activities that last no more than one hour (art. 9 clause 1 of the Regulation (WE) No 561).

OUT

When driving a vehicle equipped with a digital tachograph the driver can save events on the OUT card – the events do not undergo analysis as far as the Regulation (WE) No 561/2006 is concerned. This option is significant when controlling the driver's driving time. In the daily visualization window the events are marked with the symbol: **OUT**;

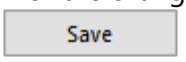
Remove selection line

Removes the vertical line: (**Selecting**).

Remove all selection lines

Removes all markings.

Saving day from driver's card

In order for the changed data to be recorded in the database they should be saved by clicking the button 

in the tab's right-hand corner.

Days from card can be saved with a status: "**unlocked**" or "**locked**":

- - If a days from card is saved with the "**unlocked**" status, every user having privileges to use the TachoScan module will be able to edit or delete such data.
- - If however the days from card is saved with the "**locked**" status, then ONLY users who have been granted privileges listed below: "**to edit locked disks in the TachoScan module**" (see: "Admin settings -> Users 78") will be able to edit or delete them. Other users will be able to open such days in order to view them (to read).

*By default days from card are saved with the status: "**unlocked**".*

If data are missing or are incorrect, a suitable message will be displayed.

Other buttons and options

1. Status - It is possible for each day from the card to check the following **fixed, choosable** status (incorrect operating of the mode switch, Lack of required activities data) and/or select from **Status** list the following ones: AETR, needs correction, needs explanation, no activities, no recordings, offences, OUT, service, unreadable..

> *Next to the status field there's an icon: , that may be made use of to add new day status from the card to the vocabulary.*
>
> *On the "Driver card and record sheet data 213" list, days from the card may be filtered according to the above statuses.*

2. Certificates - "Certifikates 315";
3. - "Scanning documents or attaching files 370";
4. - "Weekly chart 224";
5. - "Monthly chart 230";
6. - "Driver's available working time 234".
7. - "Print activities 317";
8. - "Print piktograms 317".

11.2.1.2. Team visualization

If in the preview of a day of the driver card there are team activities and the program detects data from the other driver's card, a preview button for the second driver activities is activated (Fig. bellow):

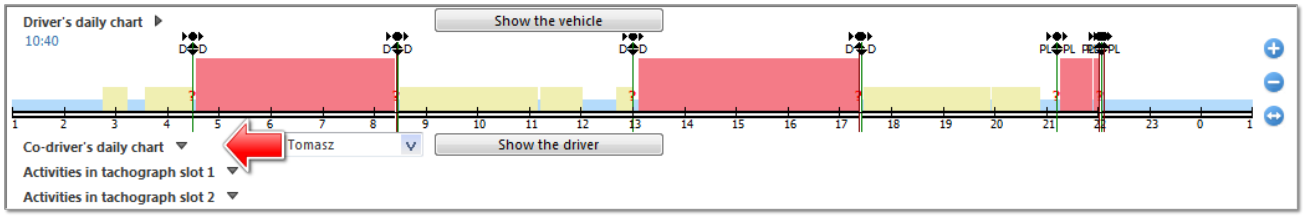
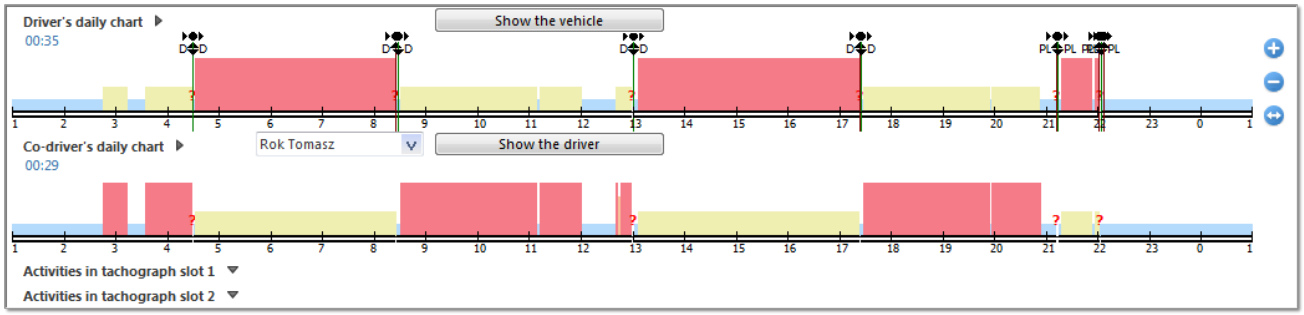


Fig. How to display a graph of the second driver.

Its pressing brings up the same, but non-editable chart (Fig. bellow) of the second driver in the team.



Drop-down of the second driver selection box shows all drivers which in a given day, in a given vehicle, drove in the team - driver change results in a graph displaying his actions.

Show the driver button (Fig. above) opens the day from the second card driver's card in a new tab, where you can edit 298 the data.

11.2.1.3. Visualization with a tachograph

If, for a given day and vehicle, the program detects in the database data from the digital tachograph, the activities preview options are activated for both slots of the tachograph (Fig. bellow).

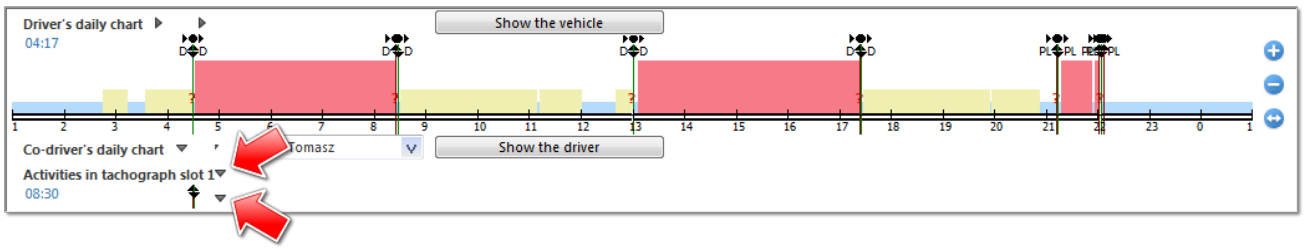
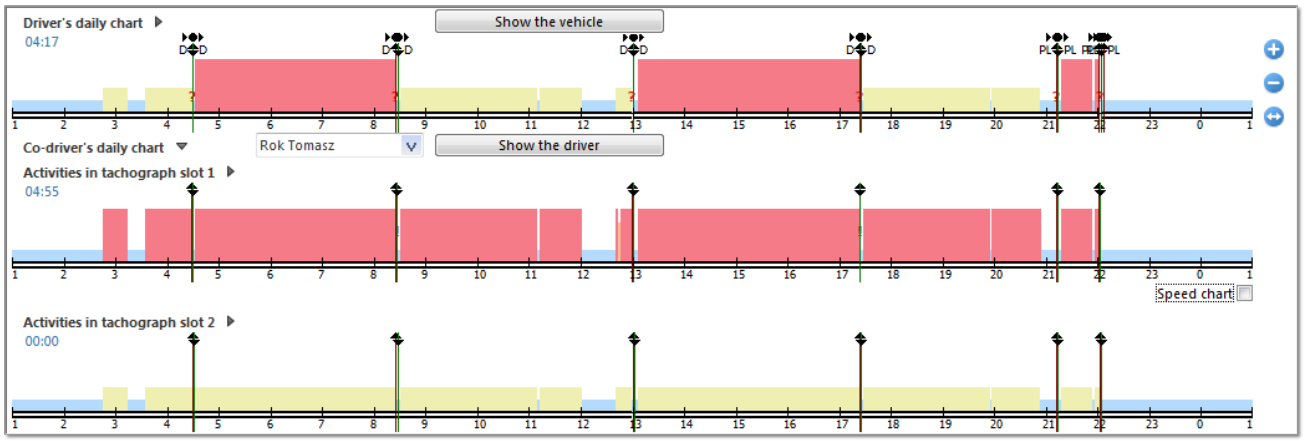


Fig. How to display a graph from a tachograph.

Pressing one of these, results in the appearance of a non-editable activity graph (Fig. bellow).



Show the vehicle button (Fig. above) opens the day in the preview window of data from the digital tachograph.

Other symbols on the diagram

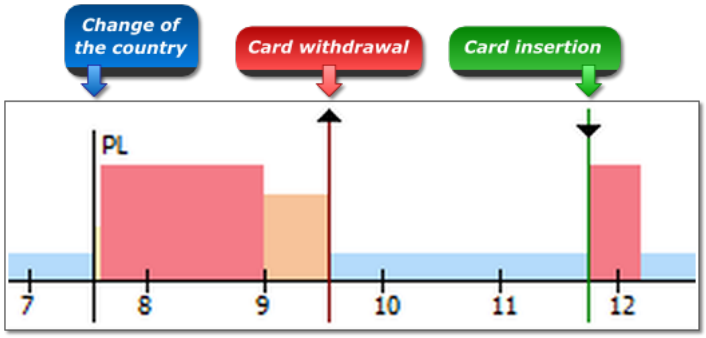


Fig. Additional symbols.

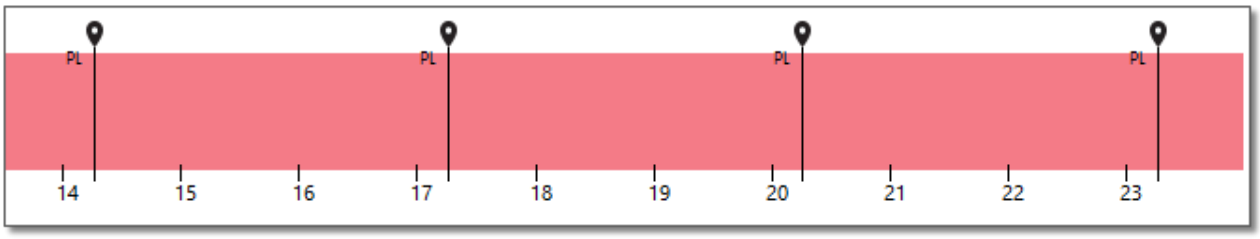


Fig. The location marker of the country for every 3h of accumulated driving time

Change of the country and inserting and removal of the card tags are visible only for the tachograph activity charts.

Copying events from tachograph

Copying the activities from the tachograph chart window to the driver's daily chart window is possible only in the place of events tagged as **Card withdrawn** (**?**) and the activity **break** (Fig. bellow).

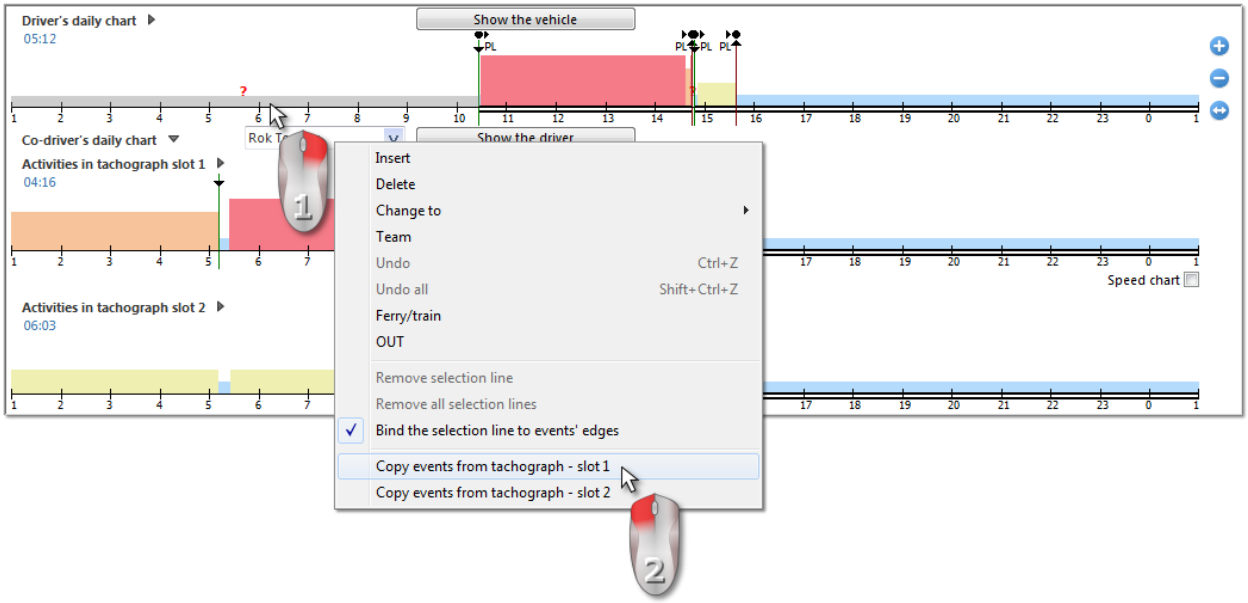


Fig. Copying events from tachograph.

In order to copy an event from a tachograph, click the mouse right button on the given event " **?** " or "**rest/break event**" (Fig. above) in the driver's daily chart and choose the option "**Copy from the tachograph - slot 1**".

> *It is also possible to copy events from slot No 2.*
>
> *For this option to be visible, expand **Activities in tachograph slot 2**.*

11.2.2. Driver Activity Data

The tab consists of four windows:

List of activities
Contains sequentially arranged events, from the first recorded by the card on that day to the last, keeping the colours of the chart. Consecutive lines are arranged as per the time they occurred.

No.	From	Till	Time	Mode	Team	Slot	Reg. no	Km
1	01:00	11:49	10:49		No	1	NOL11CF	
2	11:49	11:52	00:03		ME	1	NOL11CF	
3	11:52	14:21	02:29		CW	1	NOL11CF	
4	14:21	16:46	02:25		No	1	NOL11CF	
5	16:46	17:52	01:06		No	1	NOL11CF	4,9
6	17:52	17:53	00:01		No	1	NOL11CF	
7	17:53	19:39	01:46		No	1	NOL11CF	7,9
8	19:39	19:40	00:01		No	1	NOL11CF	
9	19:40	19:45	00:05		No	1	NOL11CF	0,4
10	19:45	19:49	00:04		ME	1	NOL11CF	
11	19:49	19:52	00:03		ME	1	NOL11CF	
12	19:52	19:54	00:02		No	1	NOL11CF	
13	19:54	20:04	00:10		No	1	NOL11CF	0,7

Fig. List of activities.

Click an activity in the list to highlight the position of this activity on the daily chart.

Meaning of symbols:

- Mode: - rest, - drive, - work, - availability, ? - card removed
- Legend:
  - **ME** - Manual entry - an event saved by the tachograph by the driver at the place of the incident card removed. It is also an event added or exchanged in the program;
  - **CW** - Card withdrawn - no writing on the driver card;
  - averaged km;
  - km averaged taking place entries in the card into account;
  - km averaged taking place entries in the tachograph into account;
  - km calculated based on detailed speed data or odometer readings;

*Activity marked with: place on a "**ferry/train**". Example:*

After clicking the list with the mouse right button menu 304, will be displayed – it is for data managing.

Selection

This window is divided into two parts:

- **Selected activity** - shows the information on the events (stop, driving, work, availability, card removed, card removal place, card insertion place) pointed with the mouse in an activity graph or list;
- **Selected area** – contains a summary of consecutive events located in the Selected area 298.

Summary

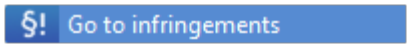
This window contains a sequence of events from the driver's daily chart.
- drive hours, - working hours, - availability, -stopovers, - card removal times, - km difference, - average speed

No matter how many charts are open (crew chart 307, Visualization with a tachograph 308) the sum is performed only for the daily chart of the driver displayed at the very top.

Infringements in continuous driving

This is the window of the current control of the driver's work time. In this tab, not full control of the day from the driver card is done. Only continuous driving time and break in continuous driving is controlled. The full picture of compliance with the Act is only provided by control reports.

*According to the description shown in the window "**Continuous driving offences**" offences (if any) will be displayed after the report: "Driver infringements 254"" is generated. The next prerequisite is that a selected day must be within the period of driver's offences report analysis.*

Report infringement generation window: "Driver infringements 254" can be opened directly using the following button: 

.

If during a day the driver drove more than two vehicles, the continuous and daily driving offences will be always analyzed for all activities downloaded for that day, regardless of the selected vehicle.

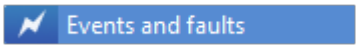
11.2.3. Events and faults

The tab consists of the following windows:

Events and faults

List showing detailed events and breakdowns collected on a given day from a driver's card.

*The error message: "**09:38: time overlap**" is generated by the program. Occurs when activities times are false registered on the card by the tachograph.*



- opens the call-up window of the: "Events and faults 290" report for the driver card data.

Location

Locations (places) are read from the card and shown on the second tab of the driver's card daily visualization (see the figure below).

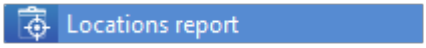
Every location contains the following information:

- date and time of the record,
- mileage counter status,
- record type:
  - card insertion, card removal (including changing the country),
  - beginning – manual entry, end - manual entry,
  - beginning - tachograph, end - tachograph (beginning and end of activities recorded by tachograph),
  - vehicle location record together with the odometer reading,
  - loading,
  - unloading,
  - border crossing;
- country,
- GNSS country (when you hover over the "i" icon, additional information will be displayed, including information about authentication).

Locations where a card was inserted and removed are indicated on the driver's daily chart.

The

option is available after **right-clicking** on a selected event with GNSS coordinates. It opens the OpenStreetMap view with the selected GNSS location point.



- opens the Locations report 295 generation window.

The default driver set in the printout generating window is the same as that in the card's window, and the mentioned dates are set as 2 weeks back and 2 weeks forward.

annotation

This field allows to insert notes concerning a given day from a drivers card. These will be stored in the database along with other data about the analyzed day and will be typed in this window when attempting to open the day in the future.

You may add an annotation text to the vocabulary by pressing the button: ,You may pick it up from there for another day from the driver's card or for tachograph disc.

The text entered within this window appears on the activity printout 317 as well.

11.2.4. Team

Tab consist of couple windows:

List of activities

Contains events arranged in order, from the first one that was registered on the card that day to the last one, and preserves the colours from tacho discs. Consecutive lines are arranged according to the time of occurrence. This is the same list of activities as the one shown on the first tab (see: Driver Activity Data 310).

Overview (driver)

In this window consecutive events from the driver's daily chart are summed:
- driving hours, - work hours, - availability hours, -stopover hours, - removed card hours, - kilometres made, - average speed

> *Regardless of the number of opened charts (Team visualization 307, Visualization with a tachograph 308) the events from the driver's daily chart that is on top are summed.*

List of codriver's activities

Contains co-driver's card events arranged in order. Events are displayed from the first one that was registered on the card that day to the last one, and the colours from tacho discs are preserved. Consecutive lines are arranged according to the time of occurrence. This is an activity list similar to the one shown on the first tab (refer to: Driver Activity Data 310).

Overview (codriver)

In this window consecutive events from the co-driver's daily chart are summed:
- driving hours, - work hours, - availability hours, -stopover hours, - removed card hours, - kilometres made,

> *Regardless of the number of opened charts Team visualization 307, Visualization with a tachograph 308 the events from the team's driver daily chart, i.e., the second from the top, are summed.*

Sum of the team

This column sums driving events and kilometres made for both drivers. In the last line the average speed of the vehicle is given.

11.2.5. Vehicle

The tab contains the following windows:

The tab appears only when the vehicle data for this day are saved to database.

- **List of activities (of the first driver)** - contains a sequence of Driver Activity Data 310.
- **List of events from the tachograph - slot 1**,
- **List of events from the tachograph - slot 2**.

11.2.6. Certificates

Clicking on the button Certificates results in the opening of: **Read preview** window with the tab: **Certificates** verifying the digital signature.

After that an information to the signature validity will appear in the field below.

Refer to the text below for detailed information to the respective positions and fields within the signature verification window. Mind that the structure of the information for driver data varies from the same for vehicle data:

Driver card

The driver card data contain two certificates, which validity is checked upon each download.

The check is performed by computing the checksums for the data files downloaded from the driver's card (or saved onto the hard drive) and comparing them with the checksums computed by the card processor.

Repeat the download from the driver card when one of the signatures is invalid.

Download files with invalid signatures are useless even if saved onto the hard disc!!!

After opening and decoding the certificate, particular digital signatures of files on the card are being checked.

An example of a correct verification of digital signatures:

Explanation to particular sections:

- **Application Identification** (Application_Identification) – information concerning identification of application on the card,
- **Card certificate** (EF Card_Certificate) - certificate of card's public key,

- **CA certificate** (EF CA_Certificate) - certificate of the certification authority,
- **Identification** (ID) - information containing identification details of a card (card no., name and surname of driver, etc.),
- **Events** (Events_Data) - information containing annotated events (card withdrawal, driving without card, etc.),
- **Faults** (Faults_Data) - information about detected faults (power supply interruption, etc.),
- **Driver activities** (Driver_Activity_Data) - information to performed activities by the driver (driving, rest, etc.),
- **Vehicles** (Vehicles_Used) - information to vehicles driven by this driver (reg. no., etc.),
- **Places** (Places) - information where the daily work periods begin and/or end work (country, time, etc.),
- **Specific conditions** (Specific_Conditions) - ferry/train (manual input of the driver),
- **Control activity data** (Control_Activity_Data) - information concerning carried out inspections,
- **2nd Generation** - only for smart tachographs readouts.

11.2.7. Printing activities

The button is used to display driver's card day preview with the following marked:

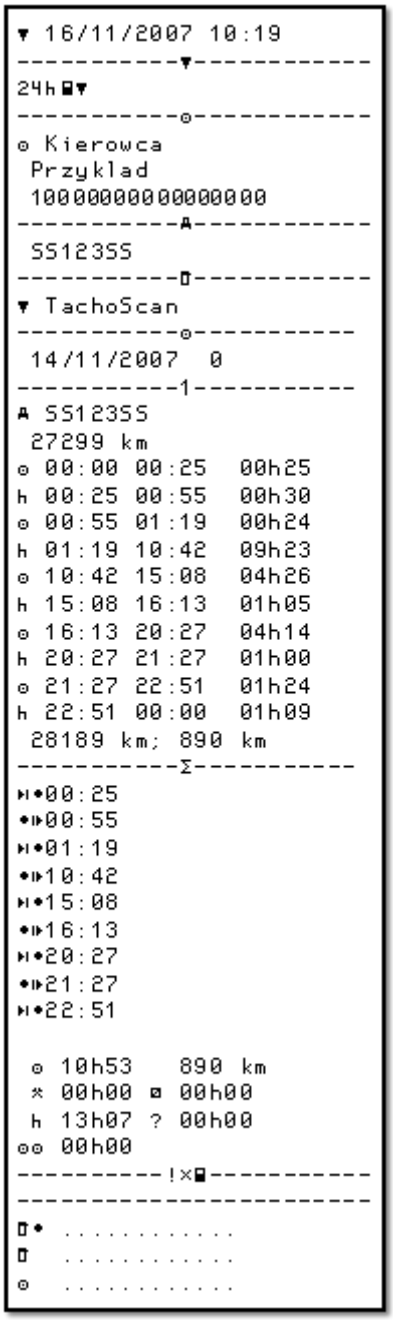
- a line chart with a legend,
- the list of events,
- the list of offences - provided that offences occurred and the "Driver infringements 254" report was generated before,
- the hours of driver's card withdrawal and insertion - provided that they occurred and digital tachograph reading of a given day was downloaded to the program,
- annotations.

11.2.8. Print pictograms

Press to create a simulation of the digital tachograph printout. This particular button launches the "**card daily printout**".

This function is very supportive to compare the tachograph data with the evaluation performed on this data within the module TachoScan.

Example



Meaning of the pictograms

People:

	Company (company personnel)
	Controller (authority)
	Driver

T	Workshop personnel
B	Manufacturer

Actions:

C	Control
D	Driver
T	Inspection/calibration

Modes of operation:

C	Company mode
C	Control mode
D	Operational mode
T	Calibration mode

Activities:

A	Available
D	Driving
R	Rest
W	Work
B	Break
?	Unknown

Duration:

A	Current availability period
D	Continuous driving time
R	Current rest period
W	Current work period
B	Cumulative break time

Specific conditions:

OUT	Out of scope
F	Ferry/train crossing

Equipment:

1	Driver slot
2	Co-driver slot
	Card
	Clock
	Display
	External storage
	Power supply
	Printer/printout
	Paper
	Sensor
	Tyre size
	Vehicle/ Vehicle unit

Functions:

	Displaying
	Downloading
	Printing

Qualifiers:

24h	Daily
I	Weekly
II	Two weeks
+	From or to

Miscellaneous:

!	Events
	Faults
	Start of daily work period
	End of daily work period
	Location
M	Manual entry of driver activities
	Security

	Speed
	Time
	Total/ summary
	Processing, please wait
	Case opened
	Lock

Cards:

	Company card
	Control card
	Driver card
	Workshop card
	No card

Driving:

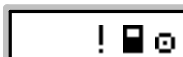
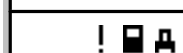
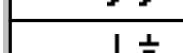
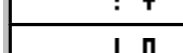
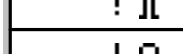
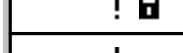
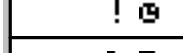
	Crew driving
	Driving time for one week
	Driving time for two weeks

Printouts:

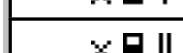
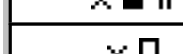
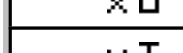
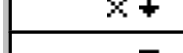
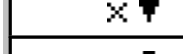
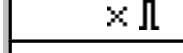
24h	Driver activities from card daily printout
24h	Driver activities from VU daily printout
! ×	Events and faults from card printout
! ×	Events and faults from VU printout
	Technical data printout
	Over speeding printout

Events:

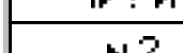
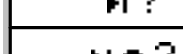
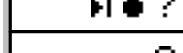
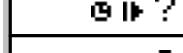
!	Insertion of a non valid card
!	Card conflict
!	Time overlap
!	Driving without an appropriate card

	Card insertion while driving
	Last card session not correctly closed
	Over speeding
	Power supply interruption
	Motion data error
	Security breach
	Time adjustment (by workshop)
	Over speeding control

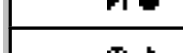
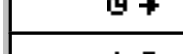
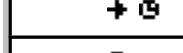
Faults:

	Card fault (driver slot 1)
	Card fault (driver slot 2)
	Display fault
	Downloading fault
	Printer fault
	Sensor fault
	VU internal fault

Manual entries procedure:

	Still same daily work period?
	End of previous work period?
	Confirm or enter location of end of work period
	Enter start time
	Enter location of start of work period

Miscellaneous:

	Control place
	Location start of daily work period
	Location end of daily work period
	From time
	To time
	From vehicle

OUT+	Out of scope begin
+OUT	Out of scope end

11.3. Preview window of data from the digital tachograph / smart tachograph

The digital tachograph data preview window appears when you select one of the following commands:

1. "Read driver card 191" (shortcut Alt + T).
2. "From external device 194" (shortcut Alt + U).
3. "Open 183" (shortcut Alt + O).

The screen will show the last day saved in the file downloaded from the tachograph.

4. "Digital tachograph data 215" (shortcut Alt + B).

11.3.1. General and technical data

The tab contains four windows:

- Vehicle's data,
- Tachograph's data,
- Range of data,
- Data concerning calibration – this window also shows the next date for calibration.

*Number of dates in the field "**Choose calibration as per date:**" depends on the number of calibrations performed during a given period.*

Using the button: Report print preview 89 of data contained in this tab is triggered.

Pushing the button: Certificates opens the window analysis of correctness of digital signatures 315.

11.3.2. Activities on a specific day

This tab contains a list of days that are saved in the tachograph for a given range of dates. Each day can contain the following data:

- date – using the buttons: ◀ and ▶ located next do the date we can change dates of collected days,
- button: Printout (24h) - is for simulation of data printout by means of a digital tachograph (see: Print pictograms 317),
- meter indication at the end of a day,
- vehicle's registration number,
- location – this window shows "**Odometer**" and Country and GNSS country (filled in only if read from a smart tachograph).
  - moves you to the OpenStreetMap map view with selected GNSS location points (only for smart tachograph reading);
  - displays GNSS data;
  - for vehicle location readings every 3 hours of cumulative drive time. **Country** and **Odometer** is left empty for such reading.

A digital tachograph saves meter indication only when a card is inserted or removed plus at 24:00 UTC time 444

Below the general data, there are three graphs:

- *allow to zoom in and zoom out all daily charts or return to the default size.*

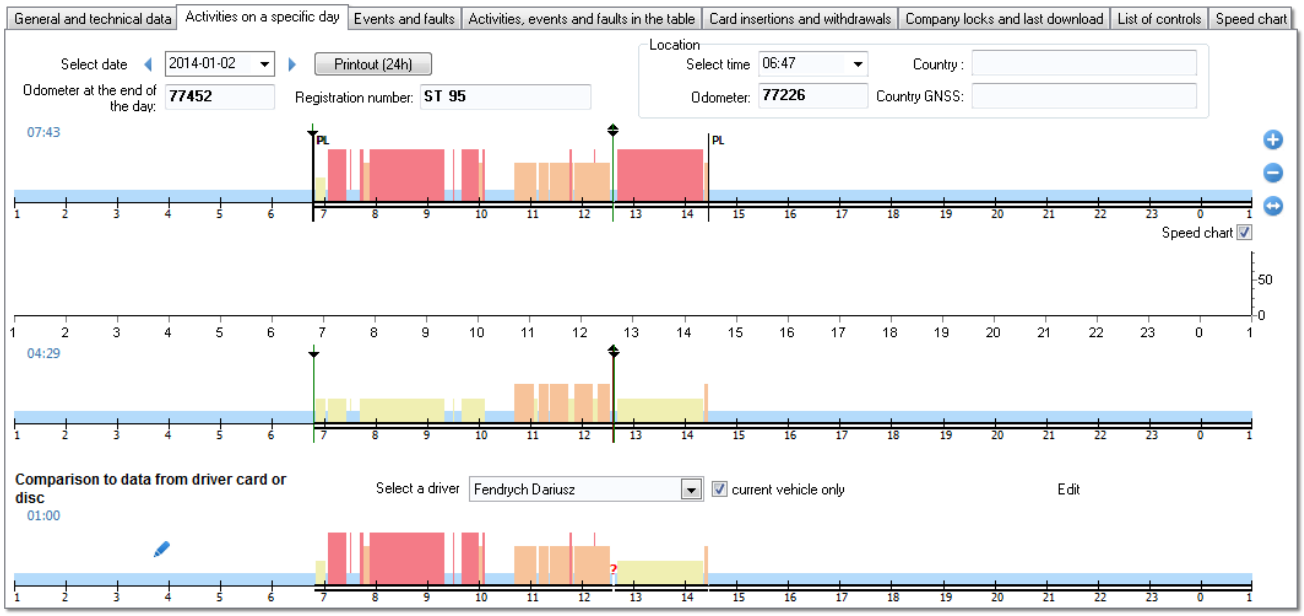


Fig. Activities with a specific date.

Similarly as for daily visualization of days from the driver card 298 in the charts, you can:

- **select action** - in the Selection 327 tab to read the data on it;
- **select any area** - in the Selection 327 tab to read the information on the total duration of the activities in the area.

The first graph - tachograph slot 1

The first visualization is a daily graph of all events (especially driving events) recorded by the tachograph on slot no. 1, regardless of whether the driver card was inserted or not.

Designation of events is the same as in the daily visualization 298 of a day from the driver card.

If, on a given day, the driver card was inserted into slot no. 1, the "Selection 327 - Driver (slot 1)" tab shows the information about it.

The second graph - tachograph slot 2

The second visualization, like the first one, is the graph of daily activities recorded on slot 2 (assistant), except that the tachograph in this slot does not record driving events. The main task of slot no. 2 is to record activity of the driver working in a team (team driving 444).

If, on a given day, the driver card was inserted into slot no. 2, the "Selection 327 - Codriver (slot 2)" window shows the information about it.

The third graph - data from the driver card or record sheet

The third visualization is the daily graph of data from the driver card or record sheet.

It is visible only when a reading from the driver card is made on a given day or record sheet is saved.

When you hover with the mouse on any event, the graph in the "Selection 327 - Driver card" window shows the information on the event.

If **current vehicle only** option is selected in the **Select a driver** field, the drivers who on this day drove the vehicle will be visible. However, if this option is unchecked, the **Select a driver** field will display all the drivers with records for that day.

Use the Edit button to move to the view/edit window 297 for the selected daily driver chart.

Other symbols on the diagram

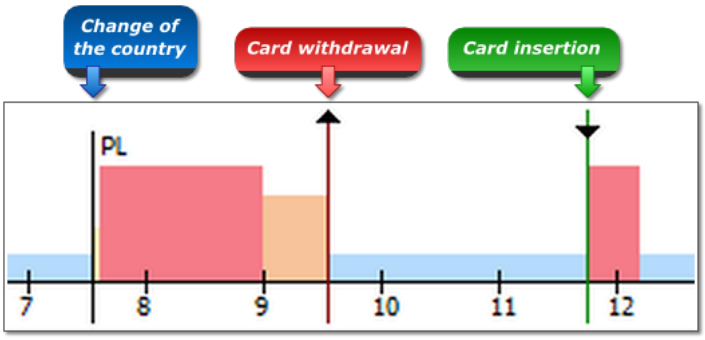


Fig. Additional symbols.

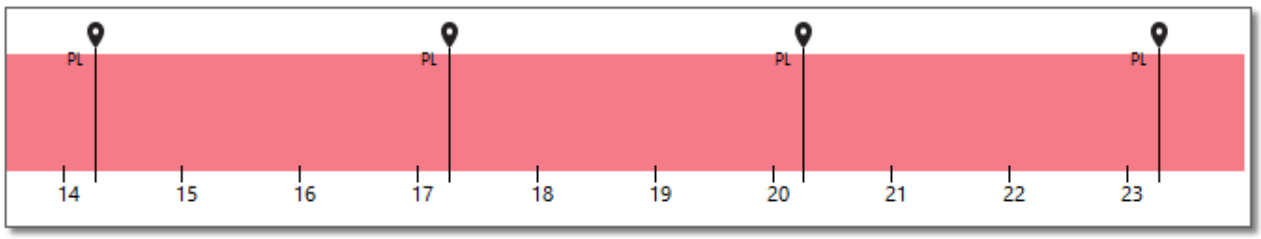


Fig. The location marker of the country for every 3h of accumulated driving time

Change of the country and inserting and removal of the card tags are visible only for the tachograph activity charts.

Pushing the button: Certificates opens the window analysis of correctness of digital signatures 315.

Other elements of the tab:

11.3.2.1. Selection

In the tab you can read information on the highlighted activities and the selected area. Depending on the chart in which the selection is made, the data appears respectively in the following windows:

- the first graph - Driver (slot 1);
- the second graph - Codriver (slot 2);
- the third graph - driver card.

In **Driver (slot 1)** and **Codriver (slot 2)** windows, driver card data is displayed (Fig. bellow), if on the given day, driver's actions were recorded on the driver card.

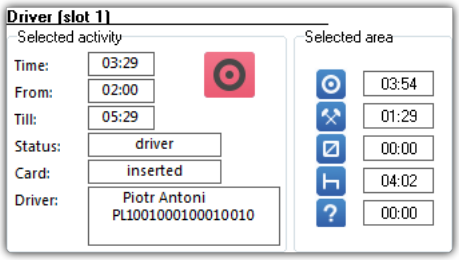


Fig. Selection - Driver (slot 1).

11.3.2.2. Driver (slot 1)

This tab consists of two windows:

Inserting / removing a card

Depending on the chosen hour of inserting the card to the **slot no. 1** in the tachograph, the window shows information about the driver, card number, date, hour and the km counter of card insertion/ withdrawal.

*If on a given day no card was inserted into **slot No 1** this window will not show any information in the tachograph.*

List of events

It contains a sequence of events (Fig. bellow), from the first registered by the tachograph on a given day to the last one; colors of the tacho disk are kept unchanged. Consecutive lines are arranged as per the time they occurred.

No.	From	Till	Time	Mode	Team	Card
1	01:00	06:32	05:32		Yes	inserted
2	06:32	06:32	00:00		No	inserted
3	06:32	06:33	00:01		No	withdrawn
4	06:33	06:34	00:01		No	inserted
5	06:34	06:34	00:00		Yes	inserted
6	06:34	06:54	00:20		Yes	inserted
7	06:54	06:54	00:00		No	inserted
8	06:54	06:56	00:02		No	inserted
9	06:56	11:31	04:35		No	withdrawn
10	11:31	16:10	04:39		No	withdrawn
11	16:10	16:11	00:01		No	withdrawn

Fig. List of events.

After clicking a given event from the list, the chart bar corresponding to it will be illuminated thus showing the position of the event on the first visualization 327.

Markings and symbols in the list are the same as in the driver's daily chart (see: "Driver Activity Data 310" topic for more)

Pushing the button: Certificates opens the window analysis of correctness of digital signatures 315.

11.3.2.3. Codriver (slot 2)

This tab consists of two windows:

Inserting / removing a card

Depending on the chosen hour of inserting the card to the **slot no. 2** in the tachograph, the window shows information about the driver, card number, date, hour and the km counter of card insertion/ withdrawal.

*If on a given day no card was inserted into **slot No 2** this window will not show any information in the tachograph.*

List of events

It contains a sequence of events (Fig. bellow), from the first registered by the tachograph on a given day to the last one; colors of the tacho disk are kept unchanged. Consecutive lines are arranged as per the time they occurred.

No.	From	Till	Time	Mode	Team	Card
1	01:00	06:32	05:32		Yes	inserted
2	06:32	06:34	00:02		No	withdrawn
3	06:34	06:54	00:20		Yes	inserted
4	06:54	11:31	04:37		No	withdrawn
5	11:31	16:10	04:39		No	withdrawn
6	16:10	16:12	00:02		No	withdrawn
7	16:12	18:20	02:08		Yes	inserted
8	18:20	01:00	06:40		Yes	inserted

Fig. List of events.

After clicking a given event from the list, the chart bar corresponding to it will be illuminated thus showing the position of the event on the chart.
*Drive-related events are not registered in **slot No 2**.*

Markings and symbols in the list are the same as in the driver's daily chart (see: "Driver Activity Data 310" topic for more)

Pushing the button: Certificates opens the window analysis of correctness of digital signatures 315.

11.3.3. Events and faults

Tab contains a list of prohibited actions related to the tachograph or driver's card and other problems concerning the device as well as exceeding the speed limit.

Double-click on the selected event/failure to go to the: "Activities on a specific day 324" tab and open the day in which the event/failure occurred from the card.

Button: Report opens the call-up window of the: "Events and faults 290" report for the tachograph data.

Pushing the button: Certificates opens the window analysis of correctness of digital signatures 315.

11.3.4. Activities, events and faults in the table

This tab shows the list of all events and activities (if filters are turned off) in the form of a table. Owing to this it is possible to segregate, filter and print the list (Fig. bellow).

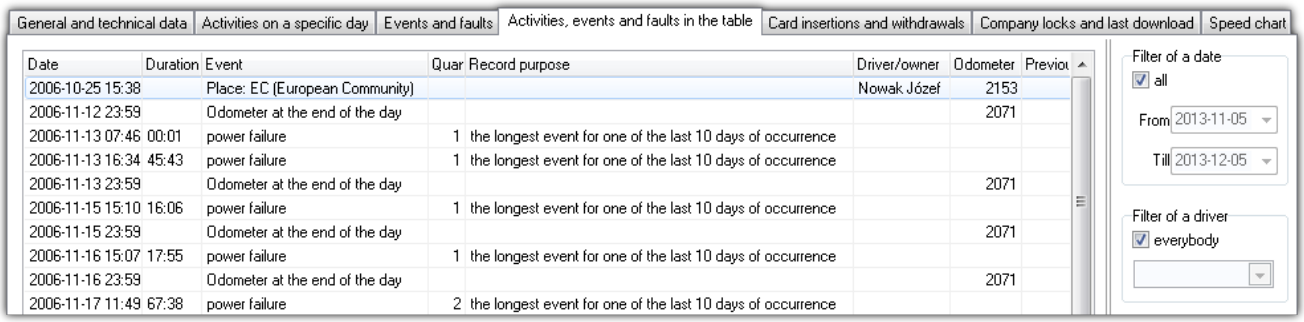


Fig. List of events.

> *Clicking the column title causes that positions are sorted as per data contained in the given column. Clicking again will cause the positions to be arranged in a different order.*
>
> *If a name on the column is "**cut**" the column can be broadened by keeping the mouse left button pressed on the line between the table's column and then moving the mouse cursor right.*

On the right there are four filters which allow to select events that are to be put on the list. Each of the filters is turned off by default (the field "**all**" is indicated). In order to activate a given filter, remove "**all**" from its field indication and then choose which event is not to be filtered in order to be put on the list.

- **Event filter -> Places**: change of country event filter.

> *If no event is visible on the list, make sure whether filter settings are correct.*

The button Printout (>>) is for simulation of data printout by means of a digital tachograph. Symbols description is included here: Printing pictograms 317.

The Show in the map option is available after **right-clicking** on a selected event with GNSS coordinates. It opens the OpenStreetMap view with the selected GNSS location point.

Using the button: Report print preview 89 of data contained in this tab is triggered.

Pushing the button: Certificates opens the window analysis of correctness of digital signatures 315.

11.3.5. Card insertions and withdrawals

The tab contains a list, as the name suggests, of the insertions, and removals of the driver card from the tachograph slots. In comparison to the previous tab, the list also has information on the country code and the slot number, from/to which the card was inserted/removed.

There are four filters on the right side of the list, allowing selection of events to be included on the list. Each filter is disabled by default (the "**all**" box is checked). To activate the selected filter, remove the checkmark from the "**all**", box, then choose which event the given filter should display in the list.

Using the button: Report print preview 89 of data contained in this tab is triggered.

Pushing the button: Certificates opens the window analysis of correctness of digital signatures 315.

11.3.6. Border crossings

The tab contains a statement of border crossing events downloaded from the tachograph.

On the right-hand side of the list, there are two filters to select the data to be included in the list. Each filter is disabled by default (the **all** field is ticked). To enable a selected filter, untick the **all** field and then choose which event you want the filter in question is to display in the list.

Pushing the button: Certificates opens the window analysis of correctness of digital signatures 315.

Report - generates the **Border crossings** report in line with the sorting of the list and the filters set.

11.3.7. Load unload operations

The tab contains a statement of the load and unload events downloaded from the tachograph.

On the right-hand side of the list, there are three filters to select the data to be included in the list. Each filter is disabled by default (the **all** field is ticked). To enable a selected filter, untick the **all** field and then choose which event you want the filter in question is to display in the list.

Pushing the button: Certificates opens the window analysis of correctness of digital signatures 315.

Report - generates the **Load unload operations** report in line with the sorting of the list and the filters set.

11.3.8. Company locks and last download

This tab presents a list of company locks applied using the company card on the tachograph. In the top part of the window, card data is displayed for the card using which the last tachograph data download was completed.

Using the button: Report print preview 89 of data contained in this tab is triggered.

Pushing the button: Certificates opens the window analysis of correctness of digital signatures 315.

11.3.9. List of controls

This tab displays all roadside inspections registered by the tachograph.

The column **Drivers on the day of the control** shall present those drivers who had activities registered on a given tachograph on the inspection day.

With the Raport button we call up the "print preview 89" of the data contained in this tab.

Pushing the button: Certificates opens the window analysis of correctness of digital signatures 315.

11.3.10. Vehicle speed and acceleration chart

The chart is visible only for data collected from the source file (see: the command Open 183) or peripherals (see: the command From device 194), under the condition that when collecting data from a tachograph the option of reading detailed data speed was active.

Tachograph memorizes speed-relating data only for the last 24 hours and with the frequency of one second.

By default the program shows a chart from the entire 24 hours of drive. By means of tools located above the chart it can be scaled, moved, printed, etc.

The upper toolbar of the chart

The tools include:

- - enlarging the chart by 10%,
- - decreasing the chart by 10%,
- - enlarging given area,
- - activates moving of the chart,
- - automatically resets the chart dimensions into default ones in both axes,

- - automatically resets the chart dimensions into default ones in the horizontal axis,
- - automatically resets the chart dimensions into default ones in the vertical axis,
- - allows to save the chart to a file with the "**bmp**", "**png**" or "**jpg**" extension,
- Speed according to Regulation 3821/85 - Statutory speed data - after expanding the field you can select additional sections - available only for **Continental VDO** tachographs, version 1.3 (since 2008), whose data were downloaded using special software (see the following topic: "Continental VDO since version 1.3 - Additional Sections" for a detailed description);
- - opens a chart print preview window,
- - moves the date back by one day,
- 2006-12-03 - the field of choosing a date of a day included in the range of read speeds,
- - moves the date forward by one day,
- Go to ____-__-__ __:__ - If you enter the precise time (date and time) in this field, the program will center the chart around the time and will broaden the chart to 10-minute span.
  (5 minutes before and 5 minutes after the entered time)

Continental VDO od wersji 1.3 - Dodatkowe sekcje

For speed data downloaded from Continental VDO tachographs, version 1.3 and later, using special software (TachoReader Combo and TachoReader Basic **Speed data from VDO tachograph (S-file)**) option) additional sections are available:

*Despite the fact that this type of tachographs record speed over the previous 168 hours of driving plus additional sections, during a **standard** download only statutory speed data (pursuant to Regulation 3821/85) for the last 24 hours of driving are retrieved.*

If the statutory speed (Regulation 3821/85) and speed over the previous 168 hours was downloaded into the program, in the daily activity graphs from the driver card and/or digital tachograph the statutory speed will be primarily displayed, and in its absence, the speed from the last 168 hours.

- Speed from last 168 hours - speed history of the last 168 hours of driving recorded with a frequency of one second;
- Detailed speed 4/sec - type 1 - last three records (high resolution - frequency: four values/second) of two-minute speed periods, in which there was an **unnatural speed change in a short period of time;**

- Detailed speed 4/sec - type 2 - last three records (high resolution - frequency: four values/second) of two-minute speed periods, in which there was a **sudden, high change in speed** ;

Availability of the above the section depends on the **Special Data from VDO tachographs (S file)** option selected during data downloading.

Additional options

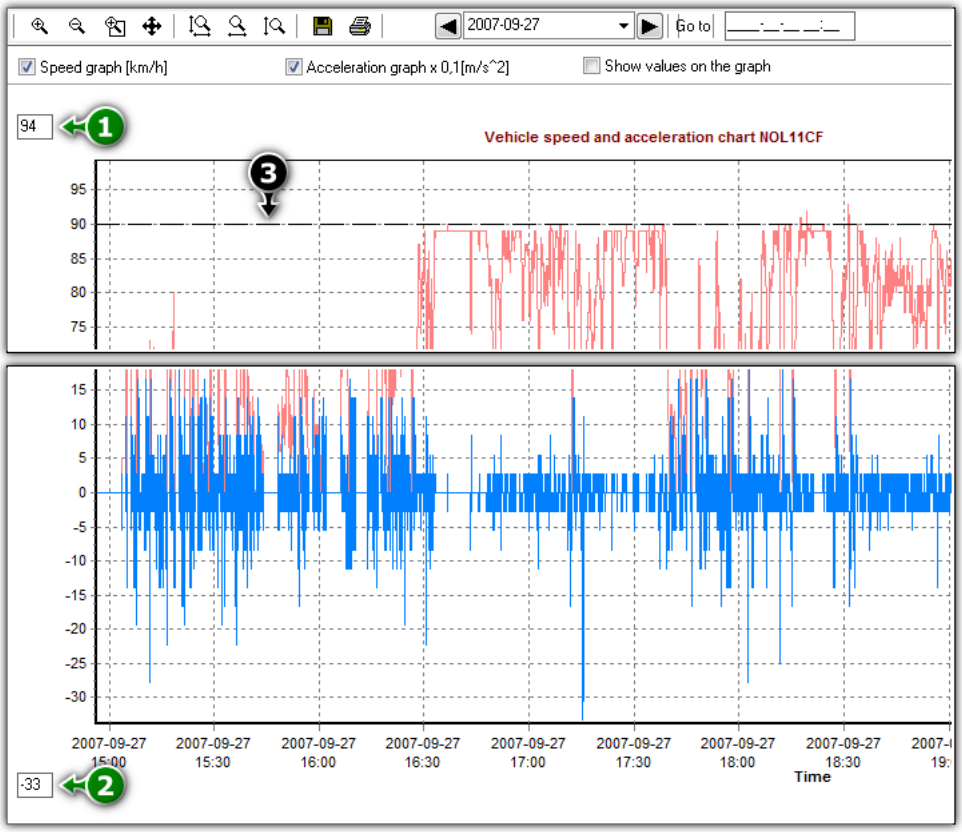


Fig. The acceleration and speed chart window.

Options description:

- **Speed graph [km/h]** - displays/hides the speed chart;
- **Acceleration graph x 0,1[m/s^2]** - displays/hides the acceleration and deceleration graph;
- **Show values on the graph** - displays/hides the speed or acceleration values directly on the chart - the option recommended for use with high zoom;
- (Item 1 - Fig. above) - the upper speed limit - the chart will be displayed up to this value;
- (Item 2) - the lower speed limit - the chart will be displayed from this value;
- (Item 3) - dotted line - indicates the authorized speed.

Fig. bellow shows two enlarged charts. You can precisely define acceleration or speed for a given point in the chart. In order to do so, point out the required position with the mouse – the program will display a box with the information pertaining to the position.

The possibility to preview the value in the required position by pointing it with mouse exists for both charts (speed and acceleration).

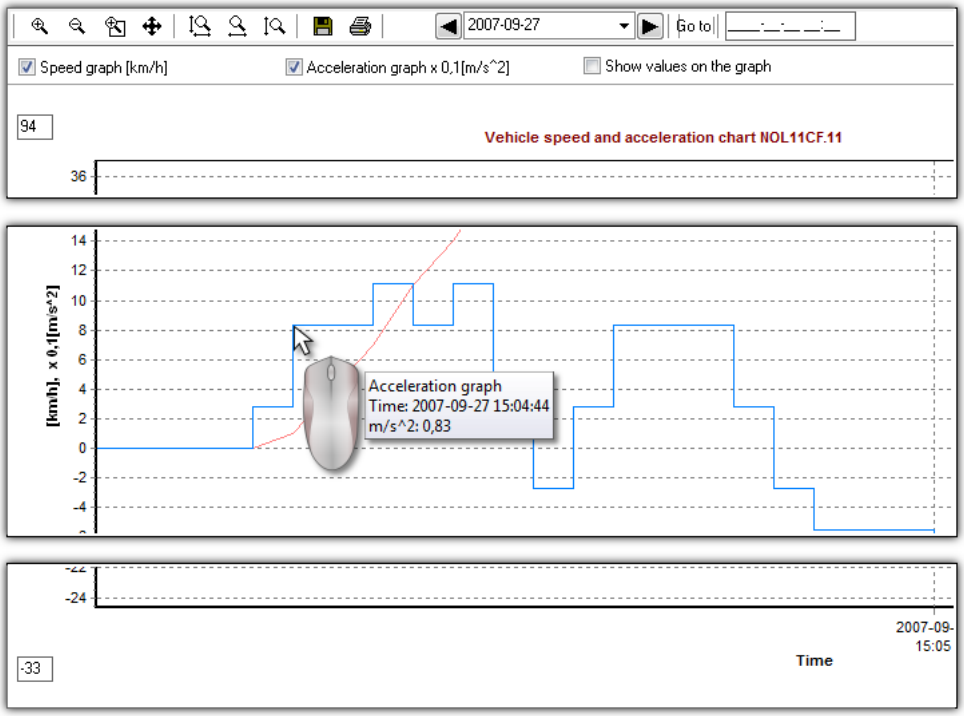


Fig. Enlarged speed and acceleration charts.

Report - Allows to export the chart data to **xlsx** or **csv** file.

Pushing the button: Certificates opens the window analysis of correctness of digital signatures 315.

11.3.11. Certificates

Digital tachograph

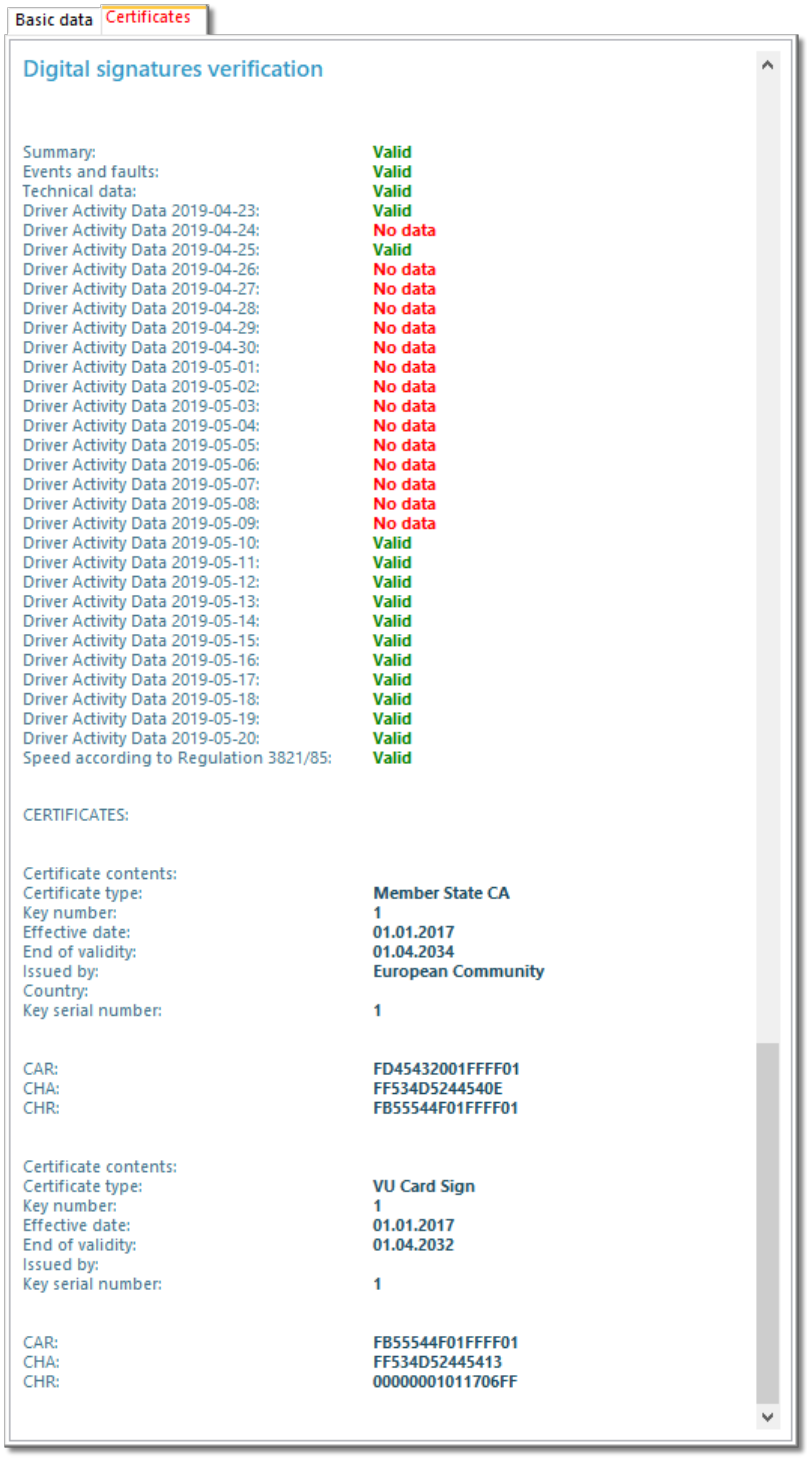
The vehicle data files contain two certificates, which validity is checked upon each download.

The check is performed by computing the checksums for the data files downloaded from the driver's card (or saved onto the hard drive) and comparing them with the checksums computed by the tachograph processor.

Repeat the download from the tachograph when one of the signatures is invalid.

Download files with invalid signatures are useless even if saved onto the hard disc!!!

After that an information to the signature validity will appear in the field below:



Explanation to particular sections:

- **Overview** - information concerning tachograph identification,
- **Activities** - driver activities of a specified date (driving, rest, etc.),

- **Events and faults** - information about registered events and faults (card withdrawal, current supply interruption, etc.),
- **Speed** - details about speed,
- **Technical data** - technical data about the tachograph,
- **No data** - no data entry on the selected day,
- **no activities** - the selected day was blocked with a foreign card of a company,
- **Effective date** - only for smart tachographs readouts

12. Foreign salary module

Foreign salary

The Foreign salary module is a response to the changes brought about by the **Mobility package**. Thanks to the possibility of entering and importing loadings and unloadings, our software will automatically be able to determine the types of sections subject to foreign salary (cross-trade and cabotage) and excluded sections (transit, bilateral transport and additional operations related to bilateral transport). This allows to calculate salaries of drivers for work in a given country.

The new module gives the possibility to designate sections for the calculation of the foreign salary on the basis of entries of country symbols in tachographs and on driver cards – which will ensure compliance of the foreign salary settled in the program with the settlement made by inspectors during the inspection.

Due to the obligation to calculate the foreign salary for drivers using often changing collective agreements in other countries, the module allows for independent creation of new components of foreign salary. The database of components will also be updated on an ongoing basis thanks to the import of rates and components of foreign salary, which are prepared by INELO experts. It is of great importance when individual Member States do not make changes to rates and drivers' remuneration available in advance.

12.1. Main menu

This topic describes the menu items of the Foreign salary module, which are available for users with full access to this module.

12.1.1. Basic data

In this topic only functions available for the Foreign salary module are described.

12.1.1.1. [014] Settings

Description of export / import settings and other buttons, see: Engine module -> [014] Settings 125 section.

Setting of functions included in the Foreign salary module:

> *Depending on available modules for a user, the menu "**Program settings**" can contain additional settings.*
>
> *Their description can be found in every chapter to which the settings apply.*
>
> *Depending on the type of installed and available modules, option sequence in the "**Program settings**" window can vary.*

12.1.1.1.1 Foreign salary

12.1.1.1.1.1 Basic

Elements of the tab:

Calculate foreign salaries from
If the option is enabled, foreign salary compensation will be calculated from the month selected from the drop-down list.

Foreign section import steps

The settings included in this section will be applied during the import of foreign sections based on activities, import from xml and xls files as well as import from GBox Online.

Import loading/unloading according to activities
If the option is enabled, the program will import loadings and unloadings as well during the import based on activities.

Verify foreign salary sections during the import
Apply the list of accepted countries

If the option is enabled, the program will include in the salary only sections in countries that are on the list of accepted countries (see: List of accepted countries for foreign salary section verification 339) and meet the conditions for being included in the foreign salary.

Verify according to loading/unloading

After checking this option, the program will include loadings and unloadings (Foreign salary 341 -> Loading unloading 350) while setting paid foreign sections.

Caution! *If none of the above setting is enabled, all new sections of foreign salary will be accepted.*

Delegating verification according to loading/unloading

Tolerance of cross-trade disembarkation after bilateral carriage disembarkation

The program will not include cross-trade transport in the foreign salary if the unloading of this cross-trade transport will be within the tolerance of bilateral transport unloading set in this option. If the unloading of cross-trade transport will take place after the time of the tolerance, the foreign section will be charged.

Take as delegating foreign sections when there is no loading/unloading between leaving the home country and returning to it

If this option is enabled, the program will treat all foreign sections as delegating, including the ones, which do not have any loading or unloading. This option allows also to disable default marking as delegating. The option is enabled by default. For its proper functioning, the option **Verify according to loading/unloading** needs to be enabled.

Import of loading/unloading according to activities

Identify loading/unloading event when there is work for at least [] min. and no longer than [] min.

During the import of loading and unloading according to activities, all work events with the duration set in this option will be imported as loadings and unloadings.

Merge work activities when between them there are any other activities in total no longer than []

If this option is enabled, during the import of loading and unloading according to activities, the program will combine work events interrupted with other events, which duration is equal or shorter than the time set in this option.

List of accepted countries for foreign salary section verification

In this section you can choose the countries, for which the program will generate sections of foreign salary after clicking **Mark sections according to the list of accepted countries** and during the import of foreign sections. The **Take as delegating** column will be marked according to the countries selected in this section (menu: TachoScan 180 -> Entering and leaving a foreign country territory 236). All European Countries are selected in this list by default.

Rates of exchange

In case there is no exchange rate use the last monthly rate

The program will calculate drivers' remuneration according to the recently published monthly rate, when the current monthly rates are not yet published.

Calculate the remuneration due for foreign wage according to the default settlement currency

If this option is selected, the due remuneration for foreign remuneration in the **Work time in foreign countries record** report will be converted into the default billing currency set in the company. The currency exchange rate is determined according to the average exchange rate of the month in question.

Option selected by default.

12.1.2. Foreign salary

This topic describes the all items of the Foreign salary menu.

12.1.2.1. [273] Records of working time

Opens a window of Records of working time, which allows to automatically calculate employee's working hours on the basis of data downloaded from driver cards and record sheets or data entered manually.

To open the list, from the **Foreign salary** main menu, select **[273] Records of working time**.

Aby wyliczyć ewidencję czasu pracy:

In order to calculate Records of working time

- select a date,
- select an employee,
- click Calculate.

Calculate multiple - Allows to calculate records for multiple drivers. After clicking the button, there will appear a list, in which you need to choose drivers for which you want to calculate the records. Drivers are sorted alphabetically by surname. To search for a specific driver, enter the driver's surname once the window opens. The search engine highlights results starting from the first letter as the surname is entered.

The window of records is divided according to countries, for which a given driver has employment. On the list, there are wage components, which are assigned to a given country. For each country, the amount of the calculation is presented in the **Razem** field.

There is also a possibility to add components manually on the list. In order to do that, click Add, choose a component from the drop-down list and fill in the remaining fields.

> *After calculating the **Records of working time**, the system Wage components, Wage components in countries and minimum rates for Foreign salary will be downloaded.*

12.1.2.2. [271] Wage components

The list of wage components that allows to adjust the foreign wage components depending on the driver activity. Basic components are set by default.

To open the list, from the **Foreign salary** main menu, select **[271] Wage components**.

The table includes the following items:

- **Name** of the wage component,
- **Sum mode**,
- **Percentage**,
- **Calculation mode**.

In order to add, edit or delete a wage component, use the "list toolbar 83".

Additional elements of list toolbar
• - Allows to import wage components, wage components in countries and minimum rates prepared by INELO experts. Downloading the minimum rates is necessary to calculate foreign salary.

Window of adding/editing wage components

Basic data

Name
In this field, enter a name of the new component.

Group
From the drop-down list, select a group to which the new component belongs. There are two groups: • **Work time** — it is available only for components, which are to be included while calculating foreign salary, • **Supplements** — it is available for other components. The **Supplements** group is set by default.

Type
• Unpaid, • Paid / sum, • Paid / percentage.

Component calculation method

Calculation mode
• **Calculate acc. to events** — the component is calculated according to events selected in the list. Available events: Rest, Work, Drive, Duty, Daily rest, Team duty.

- **Calculate acc. to distance traveled** — the component is calculated according to the number of kilometers traveled during the events of **driving** and **team duty**.
- **Calculate acc. to other components** — the component is calculated according to other components, which had been added earlier. After selecting this option, a list with all the available components appears. Additionally, there is a possibility to filter the components by the units of measure.
- **Calculate acc. to time spent in countries** — the component is calculated according to time of stay in a specific country or time of stay abroad.
- **Calculate by departure time** — the component will be calculated by driver's departure time.
- **Calculate by loadings/unloadings** — the component will be calculated by loadings and unloadings.

Ignore part of a rest above [] hours

The option is available if the **Calculate acc. to time spent in countries** option is selected in the **Calculation mode** field. If the option is enabled, the component is not calculated for a part of a rest after the time set in this option.

Take only kilometers without infringements

The option is available if the **Calculate acc. to distance traveled** option is selected in the **Calculation mode** field. If the option is enabled, the component is not calculated for the kilometers traveled, during which an infringement has occurred.

Calculate the component

This section informs for which time range a specific component is calculated. Possible options:

- **Hourly** — every minute is calculated,
- **Daily** — every day is calculated,
- **Weekly** — every week is calculated. The value is provided at the end of the week (on Sunday).
- **Monthly** — every month is calculated. The value is provided the last day of the month.
- **Per section** — every section is calculated. The value is provided on the day the section ends.

Round up to the full hour

The option is available if the **Hourly** option is selected in the **Calculate the component** field. If the option is enabled, the work time according to the selected component will be always rounded up to a full hour.

Summation mode

This section allows to determine when the component value is provided.

- **Daily** — at the end of every day,
- **Weekly** — at the end of the whole week (on Sunday),
- **Monthly** — on the last day of the month,
- **Per section** — on the last day of the foreign section.

> *The items available in the **Summation mode** section may differ depending on the option selected in the **Calculate the component** section.*

Split monthly

☑ ***Option checked*** — a week or section is split at the turn of months. The first part of a week/section is provided the last day of the month and the second part is calculated from the first day of the next month and provided on the last day of the week or section.

☐ ***Option unchecked*** — the component is provided on the last day of the week/section the next month.

Calculate for

- **selected weekdays** — choose the days of the week for which the component is to be calculated.
- **Particular dates** — add date (month and day) or number of days after Easter for which the component is to be calculated.

Additional settings

- **Calculate only until the total time of events is reached** — the component is calculated for the time defined in this option.
- **Calculate only above the time of events** — the component is calculated after the time defined in this option.
- **Calculate only between the hours [] and []** — gives a possibility to calculate the component only between the selected hours.
- **Calculate only if the component exists** — the component is calculated only when a component selected in the drop-down list occurs. On the list, there are other components,

which were added earlier. You cannot select the same component, which is selected in the **Calculate only if the component does not exist** option.

- **Calculate only if the component does not exist** — the component is calculated when a component selected in the drop-down list does not occur. On the list, there are components, which were added earlier. You cannot select the same component, which is selected in the **Calculate only if the component exists** option.

*The items available in the **Additional settings** section may differ depending on the option selected in the **Calculate the component** section.*

12.1.2.3. [276] Wage components in countries

The list of wage components in countries, where you can create new and edit already existing components of foreign wages.

To open the list, from the **Foreign salary** main menu, select **[276] Wage components in countries**.

The table includes the following items:

- **Country**,
- **Component**,
- **Seniority**,
- **Age**,
- **Category**.

In order to add, edit or delete a wage component in countries, use the "list toolbar 83".

*The default **Wage components in countries** are downloaded after clicking in the Wage components 342 tab.*

Window of adding/editing wage components in countries

Country

From the drop-down list, choose a country of the component. Only countries marked as active in **Settings-> Administration panel -> Countries** 68 are visible in the list.

Component

Choose a component from the drop-down list. There are the components, which were added earlier in the **Foreign salary -> [271] Wage components** 342 tab.

Calculation conditions

Seniority from [] to []

If the option is enabled, the wage components assigned to this category are calculated for drivers with seniority defined in this option.

Age from [] to []

If the option is enabled, the wage components assigned to this category are calculated only for drivers of a specific age.

Category

From the drop-down list choose a category of minimum rates, for which the component is calculated.

12.1.2.4. [272] Automatic change of activities

The list of rules of automatic change of activities. The list is divided into separate tabs for every country, to which wage components are assigned.

There are options of adding, editing and deleting rules of automatic change of activities.

To open the list, from the **Foreign salary** main menu, select **[272] Automatic change of activities**.

The table includes the following items:

- **active** — in this column, you can activate a given rule of automatic change of activities.
- **Automatic change of activities** — in this column, the rule of automatic change of activities is displayed.

In order to add, edit or delete a rule of automatic change of activities, use the "list toolbar 83".

A new rule may be added only for the countries, which have assigned wage components. If a given country is not on the list, first add a wage component (**Foreign salary -> [271] Wage components** 342), and then assign it to a specific country (**Foreign salary -> [276] Wage components in countries** 346).

Window of automatic change of activities

How to add a rule of automatic change of activities

1. Click .
2. In the **Section** field, choose a type of activity, which will be changed.
3. Define the time range of activity.
4. In the **Change into []** field, choose a type of activity, which will be entered.
5. Click Save or Save and close.
6. Using the buttons ▲ and ▼, set the priority of changing sections.

The order of automatic change of sections is the same as their order in the table.

Additional options

- **active** — the rule of automatic change of activities will be active after checking this option.
- **Change only a part of a section above []** — the program is changing the defined sections after the time set in this option

12.1.2.5. [274] Minimum rate

The list of minimum rates that allows to edit the existing rates and add new ones.

To open the list, from the **Foreign salary** main menu, select **[274] Minimum rate**.

The table includes the following items:

- **Country**,
- **Range** of dates of the minimum range,
- **Sum**,
- **Currency**,
- **Component name**, to which a rate is assigned,
- **Category**.

In order to add, edit or delete a minimum rate, use the "list toolbar 83".

*The default **minimum rates** are downloaded after clicking in the Wage components 342 tab.*

Window of adding/editing minimum rates

Country component

In this field, you can choose a component, to which minimum rate will be added.

Date from

In this field, you can choose the starting date for the new minimum rate.

Date to

This field, you can choose the ending date for the new minimum rate.

Sum

In this field, you can enter the new minimum rate.

Currency

In this field, you can choose the currency for a given rate.

***Caution!** You cannot add minimum rates that overlap.*

***Caution!** The foreign salary is calculated always in the currency of a given country. For example, if an amount in EUR is set for Norway, it will be converted into NOK.*

12.1.2.6. [275] Minimum rate categories

The list of minimum rate categories that allows to edit existing categories and add new ones.

To open the list, from the **Foreign salary** main menu, select **[275] Rate categories**.

The table includes the following items:

- **Country**,

- **Name** of a category,
- **Default**.

In order to add, edit or delete a minimum rate category, use the "list toolbar 83".

Window of adding/editing minimum rate categories

Country
In this field, you can choose a country for a minimum rate category.

Name
In this field, enter a name of a new category.

Default
If this option is checked, a minimum rate category will be assigned to drivers by default.

Caution! *You cannot add a few minimum rate categories with the same name.*

12.1.2.7. [277] Employment list

Drivers' employment list for the Foreign salary, where you can edit categories assigned to an employee. The options of adding and deleting contracts are not available. In the tab, there are displayed contracts according to the employment added in the Employees 107 -> Employment 111 tab.

To open the list, from the **Foreign salary** main menu, select **[277] Employment list**.

The table includes the following items:

- **Driver's** name and last name,
- **Contract type**,
- **Date from** and **Date to**.

In order to edit a contract, use the "list toolbar 83".

12.1.2.8. [270] Loading unloading

The list of loading and uloading.

To open the list, from the **Foreign salary** main menu, select **[270] Loading unloading**.

The table includes the following items:

- **Date and time**,
- **Employee**,
- **Type** — loading/unloading,
- **Identifier** of a loading/unloading.

In order to add, edit or delete a loading or unloading, use the "list toolbar 83".

Caution! *You cannot delete a loading, which is paired with an unloading. First, you need to delete the unloading.*

How to add a loading or unloading

1. Click .
2. A new row will appear in the table. Choose **date and time**, **employee** and **type** and provide its **identifier**.
3. Click to save changes.

*If you are adding an **unloading**, in the **Identifier** field there will appear a list with last five loadings so you can pair the unloading with a **loading**. If there is no right loading on the list, click . A window with all the loadings assigned to the driver will appear.*

Additional elements of the list

Additional elements on the "list toolbar 83":

- — Import from the file - allows to import loadings and unloadings from an **xml** file;

The structure of the imported xml file is described in: "The structure of the imported xml file 459".

- — allows to import loadings and unloadings from a **csv**, **xls** or **xlsx** file;

*You can import **multiple files at once** for different drivers - in the file selection window, press and hold* *and select the desired files using the left mouse button (* *- to select all files).*

*To import **xlsx** Excel files you need:*
- MS Office 2007 or higher (32bit);
OR
*- to install the **AccessDatabaseEngine (32bit)** add-on (http://www.microsoft.com/en-us/download/confirmation.aspx?id=13255).*

Data structure:

Template and sample file are available under: Download the import file - template, Download the import file - example.

	A	B	C	D	E	F
1	Official no	Date	Time	Loading	Cargo id	
2	1111	1.03.2022	10:16:00	tak	0001	
3	1111	3.03.2022	17:50:00	nie	0001	
4	2222	4.03.2022	22:59:00	1	xyz	
5	2222	7.03.2022	00:59:00	0	xyz	
6	3333	10.03.2022	09:00:00	yes	3	
7	3333	11.03.2022	23:59:59	no	3	
8						

Fig. The data arrangement pattern in the imported file.

*The employee is recognized according to their id number - column **A**.*
- assign an id number [Official no.] for all "imported" employees (see: "Add/edit employee window -> Basic data 108") - you can use any numbering system;

*Date and time of loading/unloading should be entered **from line 4** (any number of lines):*
official no. - column A;
date of loading/unloading - column B;
time of loading/unloading - column C;
type of loading (yes - loading; no - unloading) - column D;
ID - column E;

*the recommended date format: **day-month-year**, separator: dash "-", dot "." or slash "/";*
*the recommended time format: **hour:minute**, separator: colon ":".*

Loadings and unloadings will be paired on the basis of their ID.

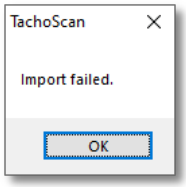


Fig. Import failure message.

- If the above message is displayed during an import:

- click OK;

➢ in the next window, **LMB** on the link: **See errors** (Fig. bellow);

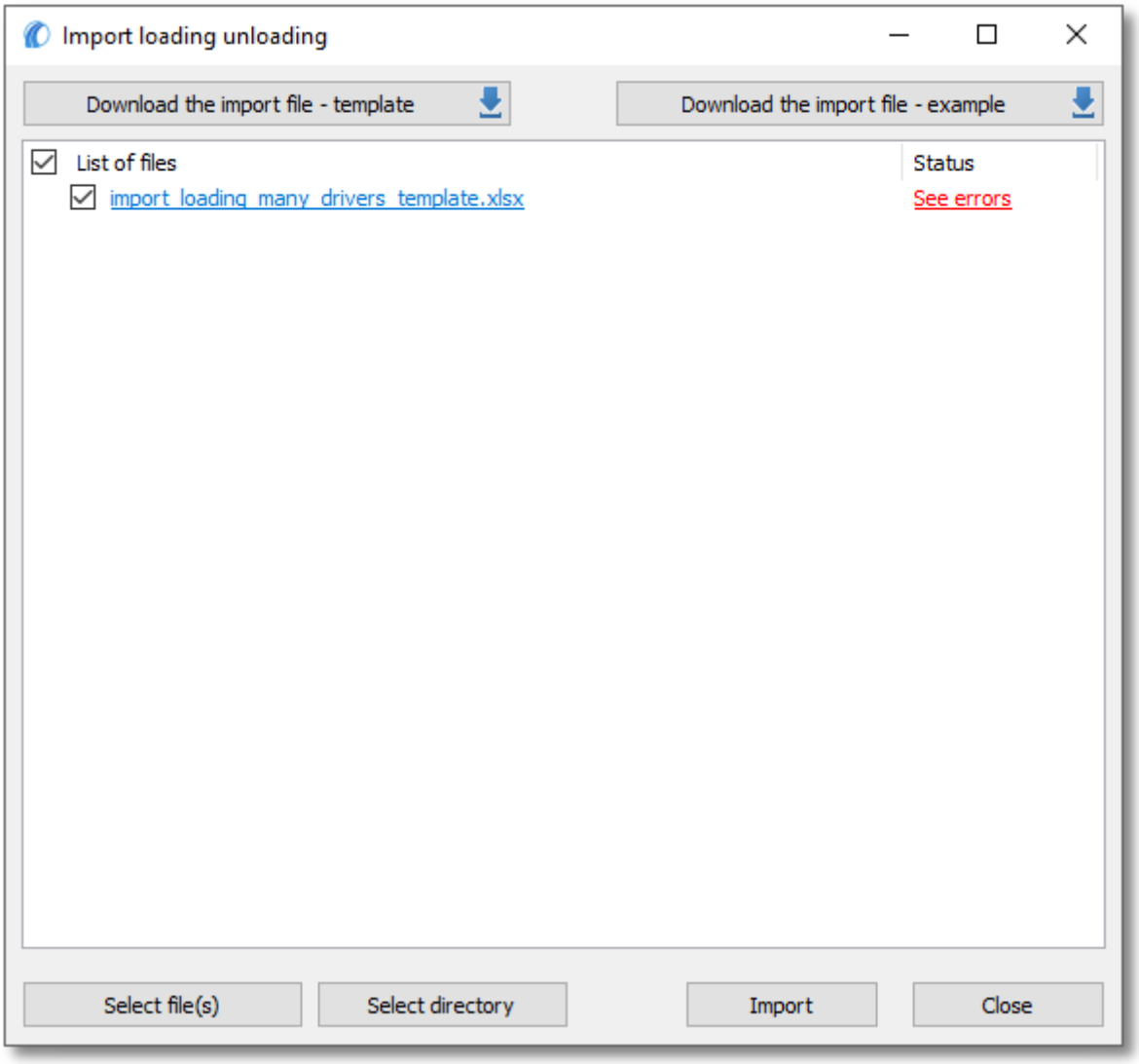


Fig. How to display an error cause information.

12.1.3. Reports

Report menu for the Foreign salary.

12.1.3.1. Foreign salary

Table of Contents

[280] Work time in foreign countries record 354

12.1.3.1.1 [280] Work time in foreign countries record

The report is a printout of data from records of working time for **Foreign salary**. The report also presents the summary of wage components and amount of remuneration. On the report, there are only the sections, for which the foreign salary compensation is calculated.

How to create a report

1. In the report generation window:

If the "Show filters of groups 132" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports 370" topic.

- check a country or a few countries;
- choose date **range** for the report (see: "Inserting dates 366");
- check an employee / employees on the list.

Checking/unchecking all items on the list *- left-click in the check/ uncheck field in the header of the list.*

Search by the phrase *- allows to filter items in the list by any text string - the field is located below the list header.*

Sorting items *- click on the title header to sort items alphabetically.*

Options

Separate report for each driver/vehicle

The program generates a separate report for every driver/vehicle. The reports will be shown in the "Reports Queue 88" window.

Separate report for each country

If more than one country has been selected in the report generation window:

- ☑ ***Option checked*** — the program will generate a separate report for every country. The reports will be shown in the "Reports Queue 88" window.
- ☐ ***Option unchecked*** — the record of working time will be presented on one report.

Show information even if there is no work time in the country

- ☑ ***Option checked*** — the report will be generated for every selected country. In case there is no data, the information **No work time on the territory of the country** will be displayed.
- ☐ ***Option unchecked*** — the report will be generated only for these countries, for which data was recorded.

Report preview can be displayed using the toolbar (see: Generating reports 87 topic for more).

13. Supplementary information

13.1. Engine module

13.1.1. Tutorial - Upgrading to Windows® 10

This guide contains a description of the steps to be taken before and after upgrading to Windows® 10 to make sure TachoScan works properly.

Before upgrading to Windows® 10

1. Update TachoScan to the latest version.
2. **It is absolutely necessary to create a backup copy of TachoScan database.**

A copy of the database may be made only on the computer on which the server is installed.

- log in to the TachoScan user account with "administration panel 64" permissions.

The default administrator account:
- login: "administrator";
- password: "admin."

- open the program settings window ("Basic data -> Settings" menu), then go to the: "Administration panel -> Database backup settings 69";
  - set: **Database backup folder**;

The manufacturer of the program recommends that a copy of the database was made/transferred to an external storage (flash drive, external hard drive, another computer).
When testing Windows® 10 upgrades there were cases in which the system erased all data on the disk.

- go to the: "Administration panel -> Support 77" tab.
  - click: Run database backup wizard;
  - check the: **Create database backup only (*.bak)** option (Fig. bellow):

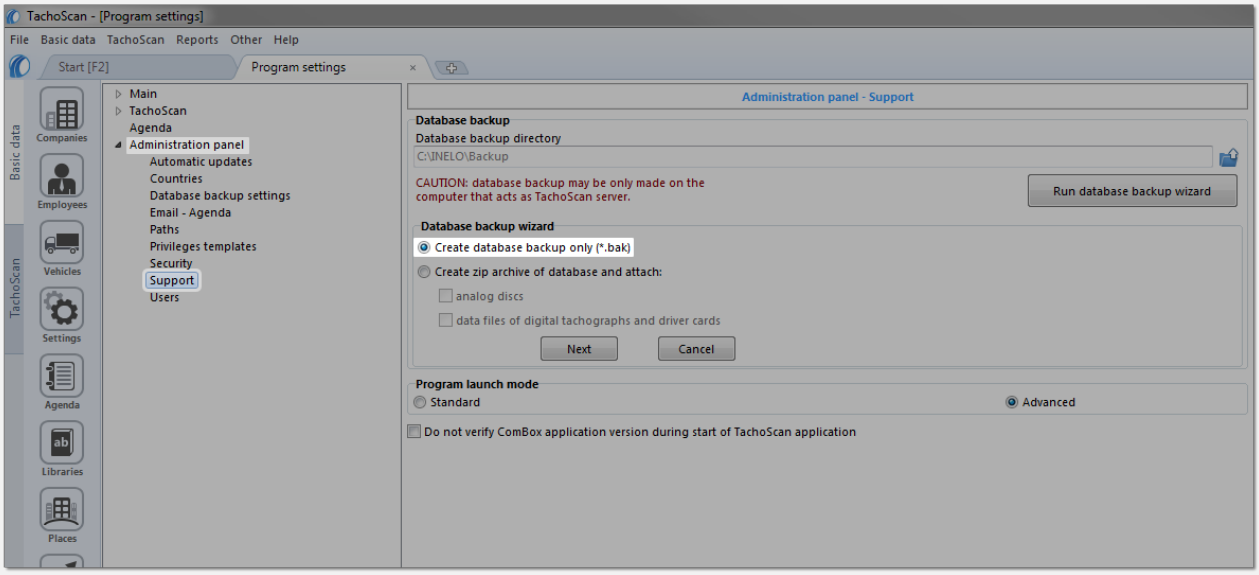


Fig. Program settings -> Administration panel -> Support.

  - click Next.
- **verify that the database backup files have been properly created in the directory specified earlier**;
- Make a backup copy of digital files and scanned record sheets:
  - the path where the above files are stored is given in: "Administration panel -> Paths 73" tab: **Path for the TachoScan module files**;

We recommend that you make a backup of other important files/documents.

- remove the external storage (to which the backup was made) from your computer.

Upgrading to Windows® 10

After creating a database backup, you are ready to upgrade the system.

If you do not know how to upgrade, please contact your IT specialist (system administrator).

Inelo is not responsible for any problems arising during the upgrade to Windows® 10 - please contact Microsoft® customer service.

*Free upgrade is available until **28 July 2016**.*

System requirements

- Windows® 7 with SP1;
- Windows® 8.1;
- **Processor**: 1 GHz or faster processor or SoC;
- **RAM**: 1 GB for 32-bit version or 2 GB for 64-bit version;
- **Hard disk space**: 16 GB for 32-bit or
  20 GB for 64-bit operating system;
- **Graphics card**: DirectX 9 or later with WDDM 1.0 driver;
- **Display**: 800 x 600.

Detailed information is available at: "https://www.microsoft.com/en-us/windows/windows-10-specifications".

After upgrading to Windows® 10

Make sure that TachoScan runs on MSDE 2000 and that it works correctly.

We anticipate two options:

Option I - the program starts up and works properly

We recommend to upgrade SQL server to minimum **SQL Server™ 2008R2 Express** or another.

Justification:

*- "SQL Server™ 2000" and "SQL Server™ 2005" **are not** supported by TachoScan and Microsoft®;*
*- for "SQL Server™ 2008" or later - change in database size limitation from 2GB to **10GB**;*
- for the "SQL Server™ 2008" or later - much improved performance.

Upgrading to a higher version of SQL Server® is done using the **DB Manager** software described in **Option II** below.

Option II - the program does not start because of problems with SQL Server

If there is no connection to the database you should receive the following message:

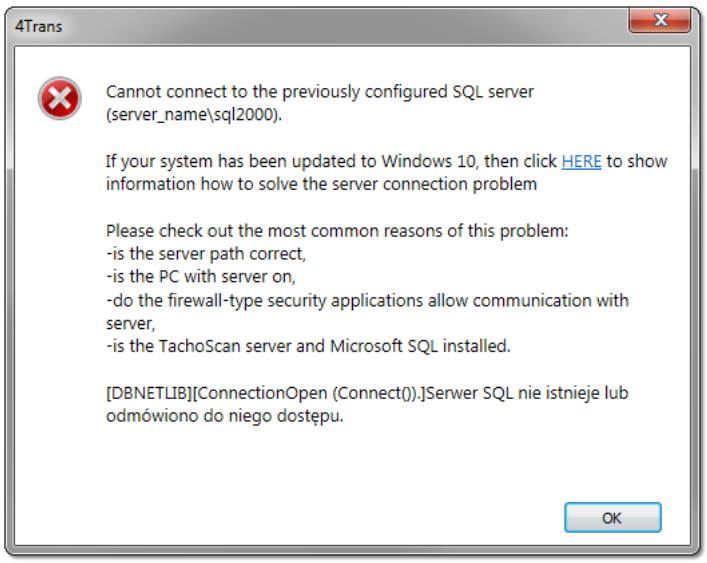


Fig. Error message.

Upgrading to a higher version of SQL Server:

1. Run **DB Manager** software on the server computer (menu: "Start -> Programs -> INELO -> Utils -> Database Manager -> Database Manager).

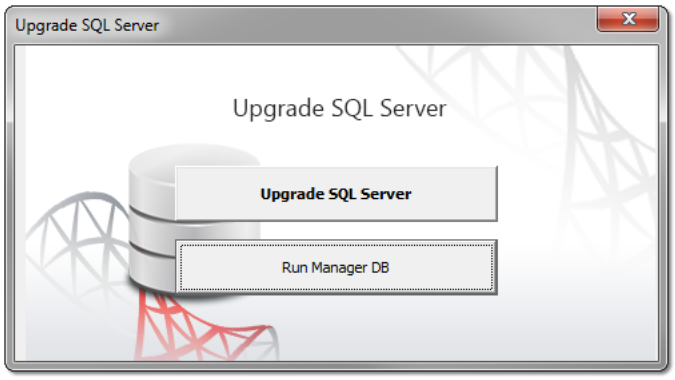
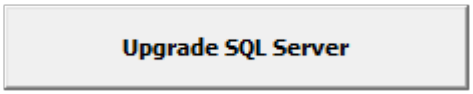


Fig. Upgrade.

This upgrade window does not appear if the TachoScan database is connected to SQL Server™ 2017 or later.

2. Click 

.
3. In the next window, select the database backup copy you created just before upgrading to Windows® 10 (a file with the extension "bak"):

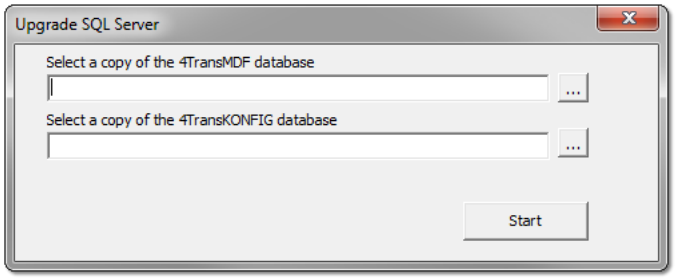


Fig. Database backup copy.

4. Click

.
5. The program will start the download and installation:
   - **SQL Server™ 2008R2 Express** - if TachoScan database was connected to MSDE 2000 or SQL Server™ 2005;
   - **SQL Server™ 2017 Express -** if TachoScan database was connected to SQL Server™ 2008R2.

During and/or after installation, you may be required to reboot the computer.
If the computer reboots during installation, the installer will automatically resume operation.

6. After the installation of SQL Server® verify if record sheet files and digital reading files are stored in the record sheet files and digital reading files directory ("Basic data -> Settings" menu, "Administration panel -> Paths 73" tab, "Path for the TachoScan module files") if not, copy them from the backup directory that you created earlier.

> *During the installation of SQL Server™ an instance is be created, to which the one of the following automatically connects:*
> *- INELO17 - for SQL Server™ 2017;*
> *- INELO19 - for SQL Server™ 2019.*
>
> *To prevent accidental connection to the old database, the update program disconnects it from the previous version of SQL Server™.*
> *Both the previous version of SQL Server™ and the database **are not removed** during the upgrade.*
> ***After checking** if TachoScan is working properly and data is complete, you can uninstall the old version of SQL Server™ and remove the old database.*
>
> ***Service version:***
> *If you want the database backup copy to be created using **INELO Service** then during the first linking of each database, check the **Jobs schedule executed by: -> INELO Service** option ("Basic data -> Settings" menu, "Administration panel -> Database backup settings 69" tab).*

7. Run TachoScan.

13.1.2. Tutorial - Upgrading SQL Server

This guide contains a description of the steps to be taken to update the free version of SQL Server™ for database (version 2012 or earlier) of TachoScan to **SQL Server™ 2017 Express** (for Windows® 10 and 8.1).

> ***Why to update SQL Server™?**:*
> *- SQL Server™ 2000, SQL Server™ 2005, SQLServer™ 2008, SQL Server™ 2012 and SQL Server™ 2014 are not supported by TachoScan and Microsoft®*
> *- for newer versions - change in database size limitation from 2GB to **10GB**;*
> *- for newer versions - much improved performance.*

Update of the program TachoScan

1. Update TachoScan to the latest version.
2. **It is absolutely necessary to create a backup copy of database**.

> *This upgrade window does not appear if the TachoScan database is connected to default or the latest version of SQL Server.*

- Run **DB Manager** software (menu: "Start -> Programs -> INELO -> Utils -> Database Manager -> Database Manager);

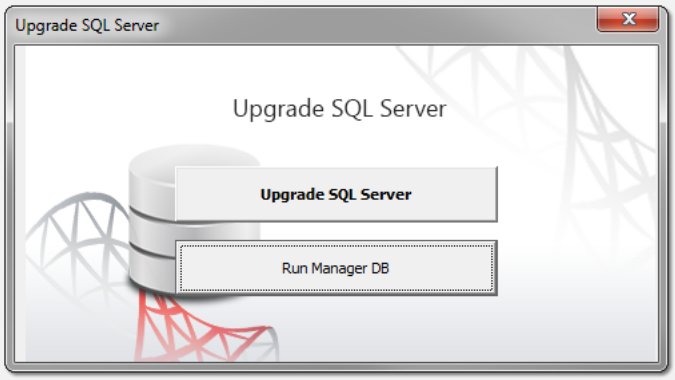
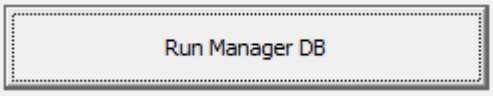


Fig. First launching.

This upgrade window does not appear if the database is connected to default or the latest version of SQL Server.

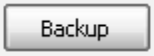
- click: 

- log on to the program as an administrator;

Default password: "admin."

- in the program menu select: **Backup** -> **Backup database**;
- in the **Database backup directory** field, a path to the directory where you saved a copy of the database will be displayed by default - **remember or write down this location**;

If you want to change the backup path, go to advanced settings - see: "Database Manager -> Backup 374".

- click 
.
- wait until you see backup completed confirmation window:

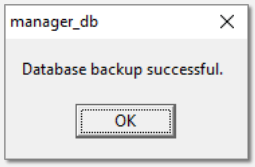


Fig. Backup confirmation.

- close **Manager DB**.

Upgrading SQL Server™

1. Run **DB Manager** software again on the server computer (menu: "Start -> Programs -> INELO -> Utils -> Database Manager -> Database Manager).

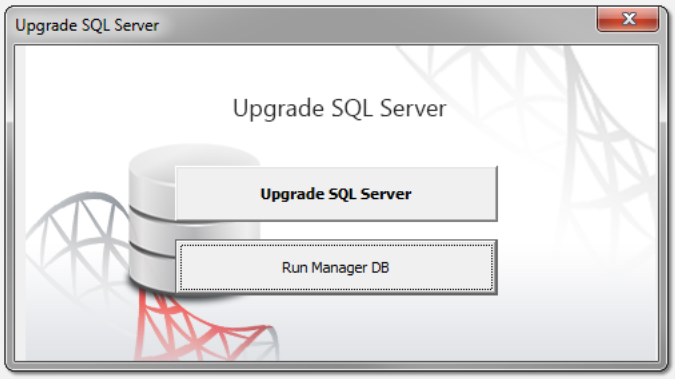
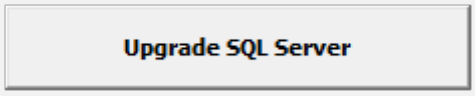


Fig. Upgrade.

2. Click 

.

3. 3. In the next window, select the copy of the database you created in the previous step (a file with the "bak" extension):

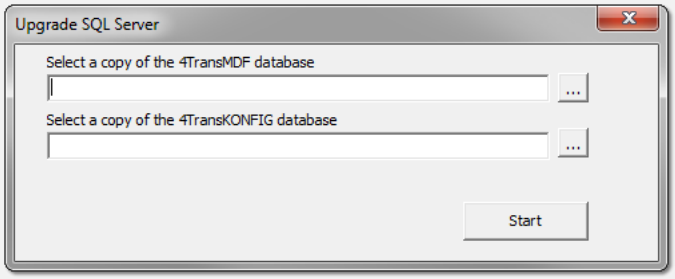
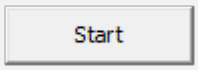


Fig. Database backup copy.

4. Click 

.

5. The program will start the download and installation:
   - **SQL Server™ 2017 Express** or **SQL Server™ 2019 Express** (depending on your operating system) .

During and/or after installation, you may be required to reboot the computer.
If the computer reboots during installation, the installer will automatically resume operation.

6. After the installation of SQL Server™ is completed, you can run TachoScan.

During the installation of SQL Server™ an instance is be created, to which the one of the following automatically connects:
- INELO17 - for SQL Server™ 2017;
- INELO19 - for SQL Server™ 2019.

To prevent accidental connection to the old database, the update program disconnects it from the previous version of SQL Server™.
*Both the previous version of SQL Server™ and the database **are not removed** during the upgrade.*
***After checking** if TachoScan is working properly and data is complete, you can uninstall the old version of SQL Server™ and remove the old database.*

Service version:
*If you want the database backup copy to be created using **INELO Service** then during the first linking of each database, check the **Jobs schedule executed by: -> INELO Service** option ("Basic data -> Settings" menu, "Administration panel -> Database backup settings 69" tab).*

7. If you wanted to update your SQL Server to **SQL Server™ 2017 Express / SQL Server™ 2019 Express** but the program has updated it only to: **SQL Server™ 2008R2 Express**:
   - restart DB Manager - repeat steps 2 to 6.

*After a successful update, you can uninstall **the previous version**.*

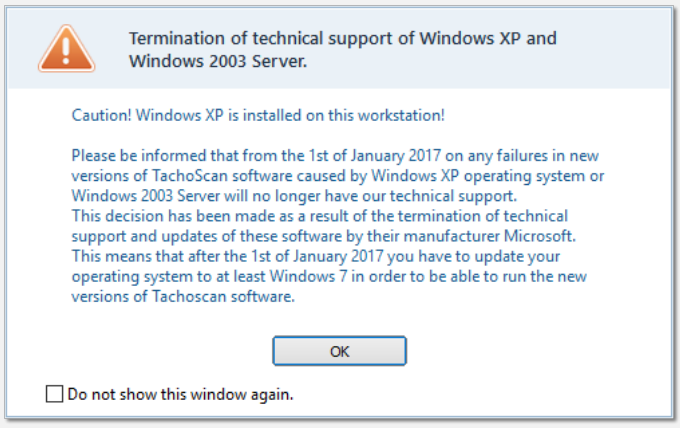
13.1.3. End of support

From **1 January 2017** TachoScan technical support has been discontinued for the following software:

- operating systems: Windows® XP and Windows Server® 2003;
- SQL Server™ 2000.

Windows® XP, Windows Server® 2003

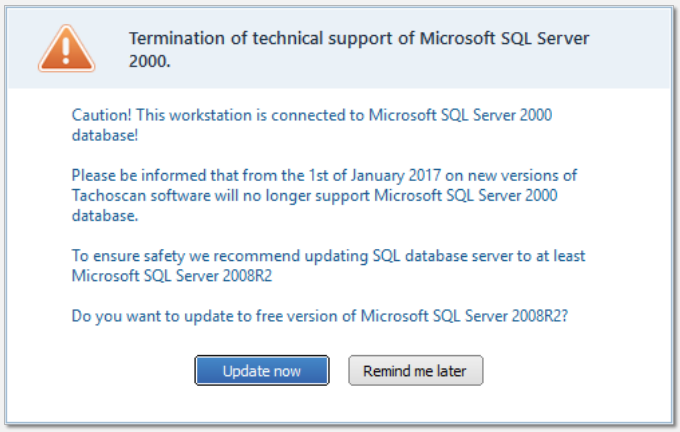
After launching TachoScan, the following warning is displayed:



We recommend you upgrade your operating system to a higher version ("Windows® 7" minimum) or possibly reinstalling the program into another computer with a later version of Windows® operating system (contact your system administrator/IT personnel).

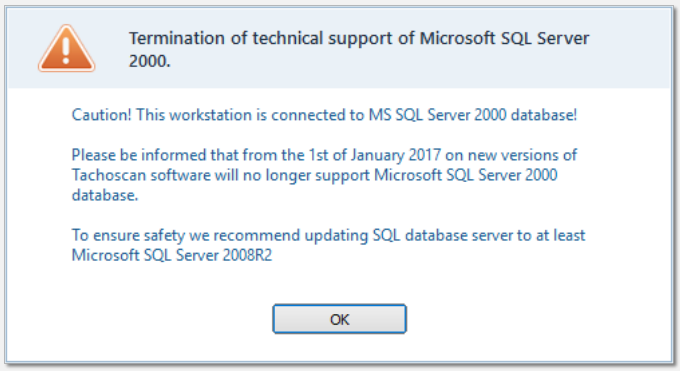
SQL Server™ 2000

After launching TachoScan, the following warning is displayed:



If the above window is displayed without the

button:



This means that the database is not located on this computer. In this case, contact your system administrator (IT personnel).

Update procedure:

1. Make sure you know the password for the administrator account TachoScan (default password is "admin").
2. Click the

button.
3. The program window will be closed and then the **DB Manager** login window is shown:

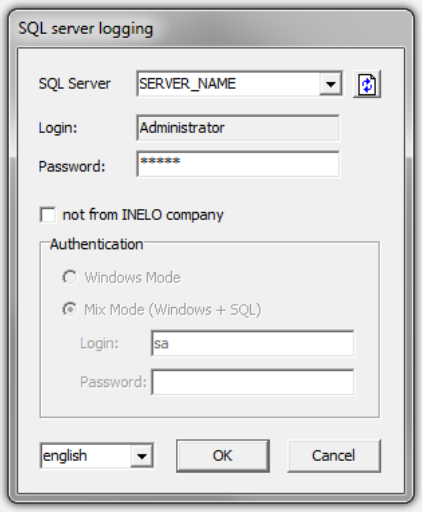
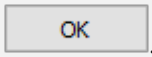


Fig. The login window.

4. Enter the administrator password (the default password is "admin") and click 

.
5. The program will automatically proceed to update SQL Server'a™ 2000 to **SQL Server™ 2008R2 Express** version.

*During the installation of SQL Server™, **INELO08** instance is created, to which TachoScan automatically*

connects.

To prevent accidental connection to the old database, the update program disconnects it from the previous version of SQL Server™.
*Both the previous version of SQL Server™ and the database **are not removed** during the upgrade.*
***After checking** if TachoScan is working properly and data is complete, you can uninstall the old version of SQL Server™ and remove the old database.*

Service version:
*If you want the database backup copy to be created using **INELO Service** then during the first linking of each database, check the **Jobs schedule executed by: -> INELO Service** option ("Basic data -> Settings" menu, "Administration panel -> Database backup settings 69" tab).*

13.1.4. Inserting dates

Select with the mouse:

Enter from the keyboard

1. Left-click on the date (day, month or year - Fig. bellow):

Fig. Entering the date from the keyboard.

2. Key in the desired value.

The date entered manually must be in the following format: DD-MM-YYYY (day-month-year)

The date can also be changed using the arrows on your keyboard. To do this, first click a date field, then select the appropriate field (e.g. day) with the *or* *arrow keys, and change its value with* *or* *arrows.*

Select with the mouse

1. Left-click on the button next to the date (Fig. bellow):

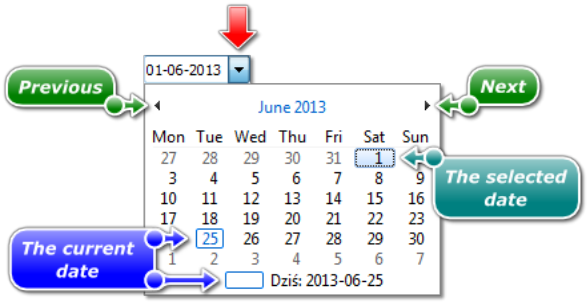


Fig. The calendar window.

2. Left-click on the desired day of the month - months can be scrolled with the arrow keys (Fig. above) or by left-clicking on the name of the month to select the desired month (Fig. bellow):

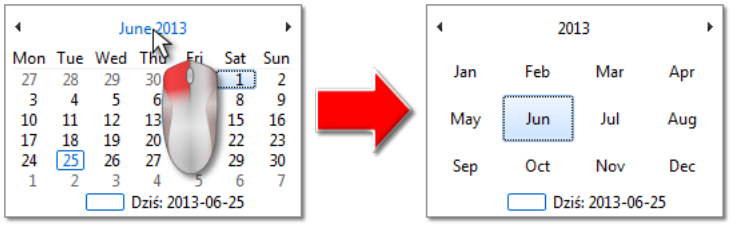


Fig. Selecting any month.

> *Left-clicking again on the year digit, will open a table for several years, etc.*

13.1.5. Document Add/Edit window

Add/edit the document window consists of the following tabs:

Document

To record a document, simply fill in a document type.

> *If there is no desired document in the document type list, you can add it to the list (i.e. dictionary) using the icon:* .

Additionally, you can fill in the remaining fields at your discretion.

> *If in **Record** field (Fig. bellow), the box: Driver, Vehicle or Company is filled in, the document is attached also to this register.*

Agenda *- option available after the introduction of* ***Expire date*** *of a document. It lets you add, edit or remove the document expiry date to/from the agenda 121, without opening it;*

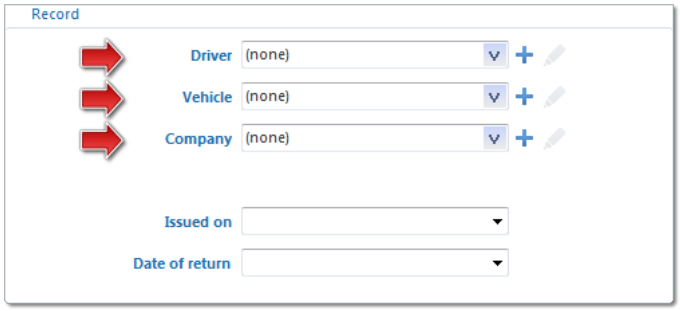


Fig. Tab: "basic data".

Attached files

For a detailed description refer to: "Attaching files/documents 370" section.

13.1.6. Manual installation of the program

If the function of automatic installation is not working (it may happen so if the function of AutoStart in Windows® is turned off), do the following:

1. Double-click the icon of DVD/CD-ROM drive containing the installation disc.
2. start the file: **Start.exe**.

13.1.7. Highlighting items on a list

More than one item can be marked in the all lists:

This marking is shown on a sample list of tacho disc/days from driver's card. It works the same in all other lists.

Marking items From - To

1. Click the first item "**from**" in the list (item 1 - Fig. bellow).
2. Press and holding down the key

click on the item "**to**" in the list (item 2).

3. Depending on the needs (editing or deleting), click the icon: or (see: List toolbar 83).

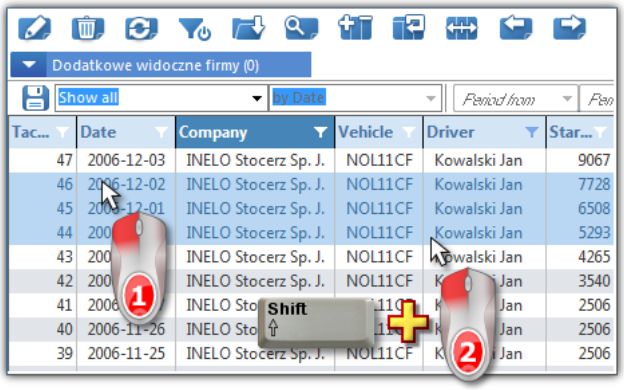


Fig. Marking items in the list from - to.

Marking any items in the list

1. Click on any item in the list (item 1 - Fig. bellow).
2. Press and holding down the key click on any next items in the list (item 2).
3. Depending on the needs (editing or deleting), click the icon: or (see: List toolbar 83).

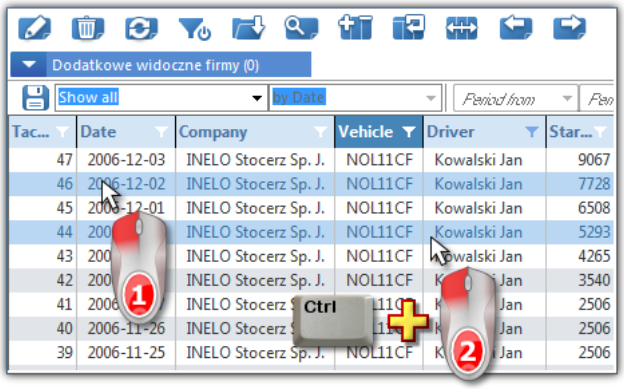


Fig. Marking any items.

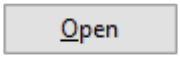
Marking all items in the list

1. Click the right mouse button on any place in the list.
2. Select: **Select all items** from drop-down menu.
3. Depending on the needs (editing or deleting), click the icon: or (see: List toolbar 83).

13.1.8. Attaching files/documents

Some of the windows offer the possibility of linking the entered items with any files, and even scanning and linking them with any document.

"Attached files" window elements:

1. - (Fig. bellow) - **new**- adding a file: to add a file simply click this icon with the **LMB**, then in the new window, select the file and press 

. In the **Files** field, a path with the file name is displayed and in the **File preview** field the file contents is displayed.
2. - **Delete** - removes file from the list.
3. - **Scan**: to scan a file, click this icon with the **LMB**, and the program will display a window asking for the name under which you want to save the scanned document. Then, if the scanner is connected, "**Scan settings**" window appears, depending on the type of scanner. After adjusting the settings, click **[Scan]**. Similarly as in the case of adding a file, the list below shows the path along with the file name and the **File preview** field displays its contents.
4. - **Copy file to ...** - allows you to copy the selected file to any directory.
5. - **Send the file via e-mail** - opens a dialog box to send a new e-mail with the selected file.

13.1.9. Groups of drivers and groups of vehicles in reports

If the "**Show filters of groups**" option is checked (refer to "Settings -> Main -> Reports settings 132") the report preparation windows with driver or vehicle selection fields will be supplemented by a field to select groups of drivers or vehicles:

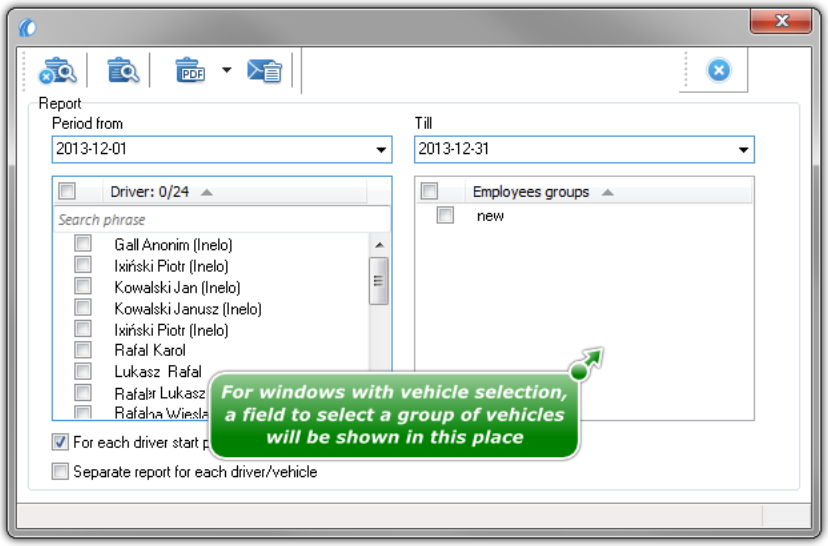


Fig. Exemplary window supplemented by a field to select a group of drivers.

Upon checking a group of drivers/vehicles, all drivers/vehicles belonging to the group will be checked accordingly in the adjacent list.

13.1.10. Database Manager

Database Manager is a program used to manage the server and TachoScan database program. With the help of this tool it is possible to attach and detach a database, read the attached information on the database, create a backup of the database, etc.

Before the work in the program should connect to the database, including the steps:

1. Select: "Start -> All programs -> INELO -> Utils -> Database Manager -> **Database Manager**".
2. In window "**SQL server logging**" (Fig. bellow) you should:
   - select the desired server - if the server is invisible on the list, press on the button beside;
   - enter the administrator account password (default password: "admin");

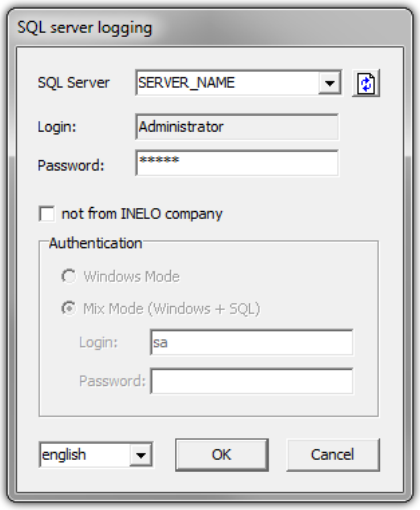


Fig. Login to database.

When the server was installed from the other source than TachoScan install CD

- mark the option as below "**not from INELO company**";
- the the field: "**Authentication**" will be displayed and authenticated login option have to be chosen (this information should be provided by the server administrator), for option "**Mix Mode**" you should type dbo(sa) user password for the selected server;
- press the button: OK;

In program menu there are following options:

13.1.10.1. Server

Information

The clicking on this command opens a window containing information on selected technical data of the server.

Current connections

In the window "**Current connections list**" will appear the names of computers and applications, with the help of which users connect to the TachoScanserver. The window also includes the information about the time of user login and time of last activity.

Server configuration

The command is visible if the option: "not from INELO company 371" was checked during logging in (if the server was installed from a source other than the installation CD TachoScan).

In the new window, after clicking on the: Configure button the features: "CMD_SHELL" and "XP_AGENT" are activated.

Close

Use this command closes the Database Manager.

13.1.10.2. Database

Information

The window contains information about database files connected to TachoScan server.

Depending on the selected database file, you can view information on the location of the file, its size and status.

Attach

The subject of **attaching** the database was covered in the topic: "Attaching database 33".

Detach

The subject of "**detaching**" the database was covered in the topic: "How to DETACH the database? 36".

Shrinking transaction log

Using this command, you can reduce the size of the database files with the extension "**LDF**".

*The size of files with the extension "**LDF**" is reduced automatically when you create a backup of the database.*

*If for some reasons, the backup copy is not made the size of files "**LDF**" grows infinitely.*

There are two ways to reduce the file size:

- **Simple mode** - by pressing the button Shrink - the size of ALL "LDF" files is reduced,

- **Advanced mode** -

- in the expanded view you can select the database file, which is to be reduced.

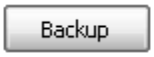
13.1.10.3. Backup

Backup database

As a result of choosing this option, you'll see a window with three tabs:

- Creating the copy,
- Schedules - it is the same option as in the administration panel (see: program Help),
- Status of making - this is the same option as in the administration panel (see: program Help),

Creating copies

1. **Simple mode** - this mode is created from a backup copy of all database files.
   To create a copy:
   - first identify the directory to which you want to copy the database files,
   - Press the button: 

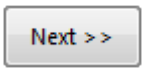
.
2. **Advanced mode** - this mode allows us the choice of the database file and the type of backup.
   To create a copy to:
   - Click the button:

,
   - Select the database file,
   - Select the type of backup copy,
   - Identify the directory to which you want to copy the database file,
   - Press the button:

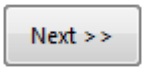
.

Restore database

This tool allows restoring data from previously performed a backup of the database.
To do this you must:

1. **Simple mode**:
   - specify the folder with a copy of the database files,
   - press: 

.
2. **Advanced mode**:

- Click the button: ,
- Select the directory containing the file "**4TransMDF.bak**",
- Select the directory containing the file "**4TransKONFIG.bak**",
- Press the button:  .

The program will proceed to restore data from backup. The result will be displayed in the Database Manager.

When restoring data from a backup copy the extreme caution is needed because the data contained in the currently attached database will be permanently lost.

13.1.10.4. Data import

Allows to copy data from the old TachoScan software to the new database of TachoScan.

If you need to import data from the old TachoScan software, contact the manufacturer's service 463.

13.1.10.5. Databases management

The menu is available after marking the option: "show options for managing the multiple databases 376".

New database

Using this command, you can create a new blank database, which will be automatically attached to the server.

Options for handling multiple databases are dedicated to the service version of program, so when you create a new database program will display the window in which abbreviation of company name should be given.

If you have previously selected: "**Create the full backup of database when changing the data**" the program will proceed to back up the detached database. Subsequently, the c

*The new database will be created in the directory set by using the: "**Parent directory**". In turn, the "**parent directory**" will create a folder with the name specified before in "**Company abbreviation**", and the database files will be placed in it.*

Current database will be detached and the new one will be attached.

Choose database

Using this command you can change database. This tool acts as a combination of options: "Dettach" and "Attach" the database.

To connect to another database if you select the above indicate the directory in which the database to connect and press the button: OK.

Parent directory

With this command you can set the directory, which will be stored in a newly created database.

13.1.10.6. About

Settings

In the settings window you can select the following options:

show options for managing the multiple databases

As a result of the selection of this option using the **Database manager** you can import data from several databases TachoScan Service version (see: "Data import").

Also, when you select this option is activated menu group: "Databases management".

Create the full backup of database when changing the data

During changing of databases the program creates the full backup of detached database.

About

In window "**About**" information on "**Database manager**" are displayed.

13.2. TachoScan module

13.2.1. Tutorial - Attestation of secondment to work in France

IMPORTANT:
*According to the information published at "http://www.developpement-durable.gouv.fr/formalites-declaratives-applicables-au-detachement-dans-transport-routier" **since 01.01.2017** any new attestation of secondment should*

only be filled in through the website of the French Ministry of Labour: "https://www.sipsi.travail.gouv.fr".

This tutorial explains which data is to be entered in TachoScan in the print generation window for **Attestations of secondment of an employee performing the transport by road within the framework of the provision of services by a shipping company**.

Drivers / Driver's data

In the list, select the drivers for whom you want to print the attestation.

If you select (click) on the selected first name/surname of the driver, the personal information needed to issue the attestation are displayed below the table.

Data such as: **Birth date.**, **Birth place.**, **Nationality**, **Address** can be added/edited directly in the print generation window.

The data will be SAVED in the database!

Other data can be modified only in the employee editing window ("Basic data -> Employees 107" menu).

*For all seconded drivers, fill in the employee editing window: **Nationality**, **Birth place.** and other basic employee data, if missing.*

Driver's data (Last name, First name, Birth date., Birth place., Nationality, Address)

Basic data of a seconded driver.

The data, if entered, will be copied from the employee editing window:

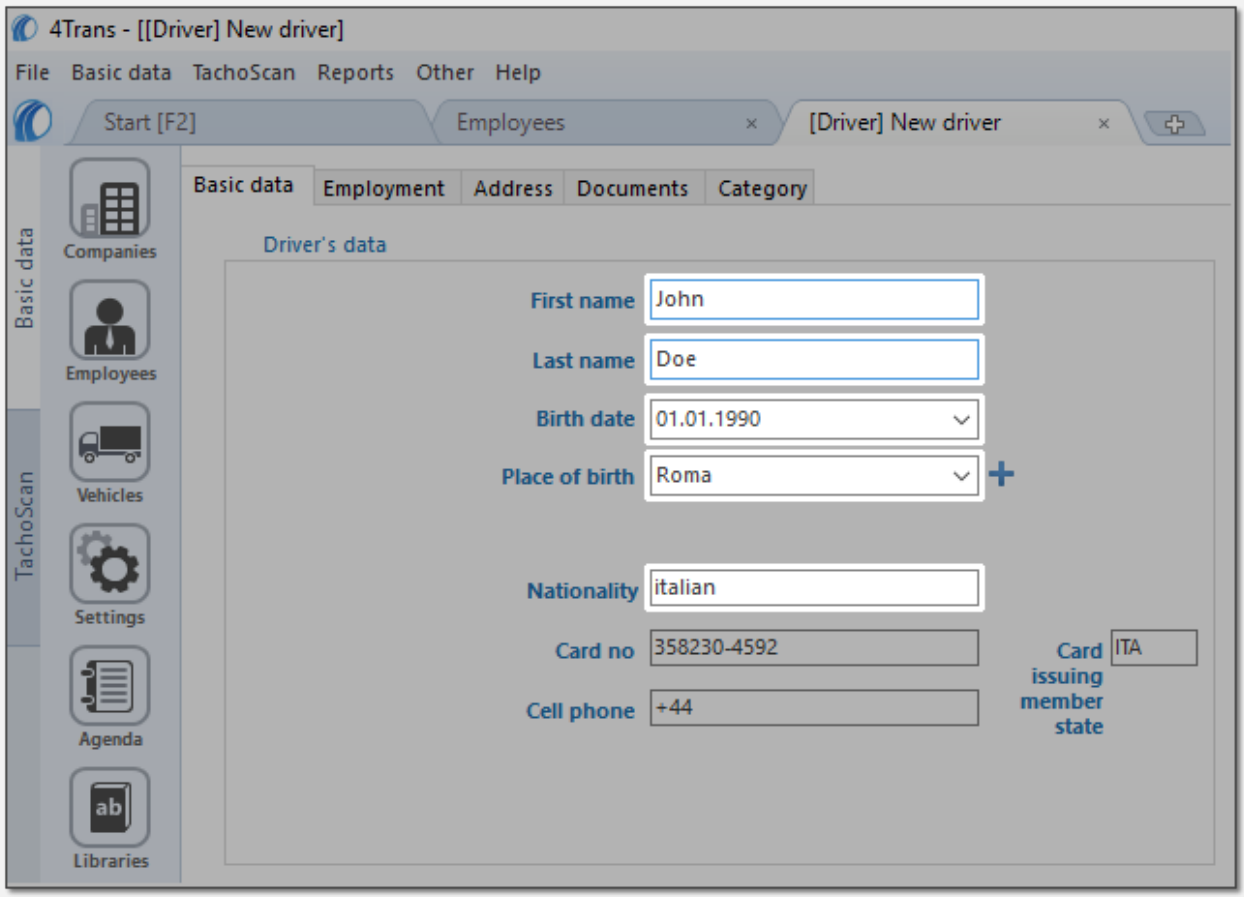


Fig. Employee editing window - "Basic data" tab.

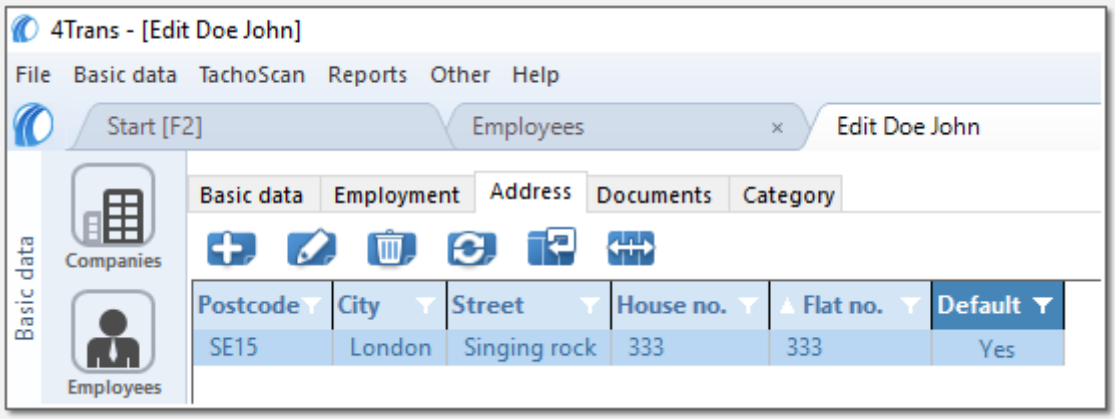


Fig. Employee editing window - "Addresses" tab.

Contract

Date of signing the employment contract with the company for which the driver currently performs the carriage (in the program, this is the active company).

This is the date of commencement of an uninterrupted (a gap can not be longer than one day) period of employment of the driver in your company. The date is automatically generated by the program based on the entered employment contracts.

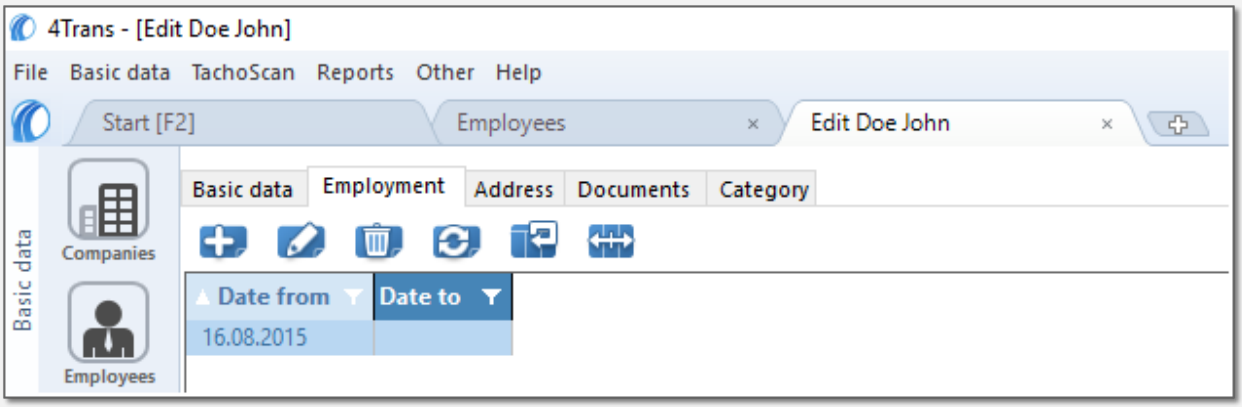


Fig. Employee editing window - "Contract" tab.

Rate

Enter the **hourly rate of remuneration**.

Company data

Company, Address, E-mail, Phone no.

Basic data of the company which employs the seconded employee(s). The name and Address of the company must be the same as stated in the Community license.

The data, if filled in, will be copied to the edit window for the active company (headquarters):

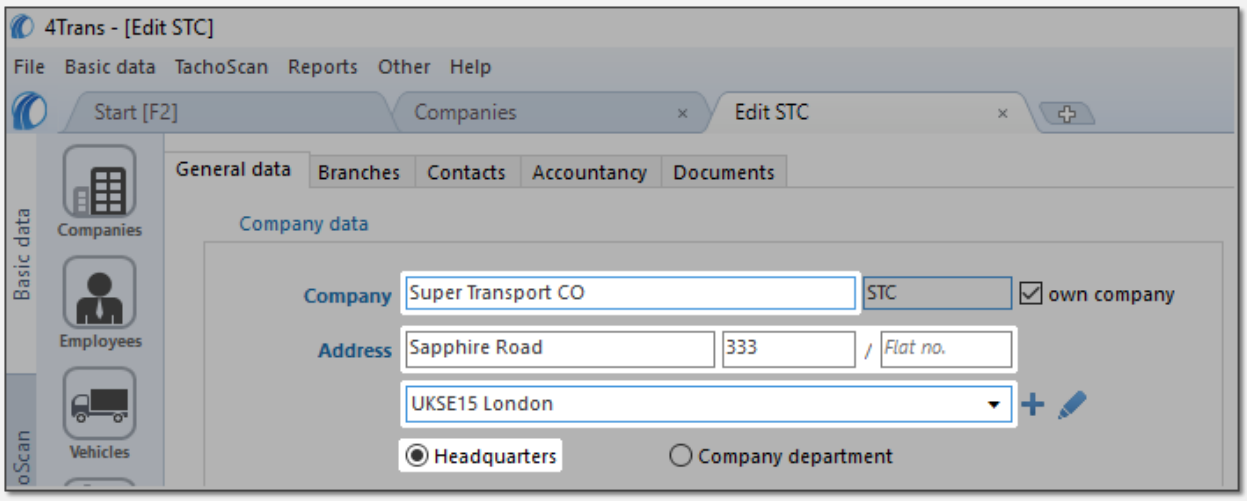


Fig. Company editing window - "General data" tab.

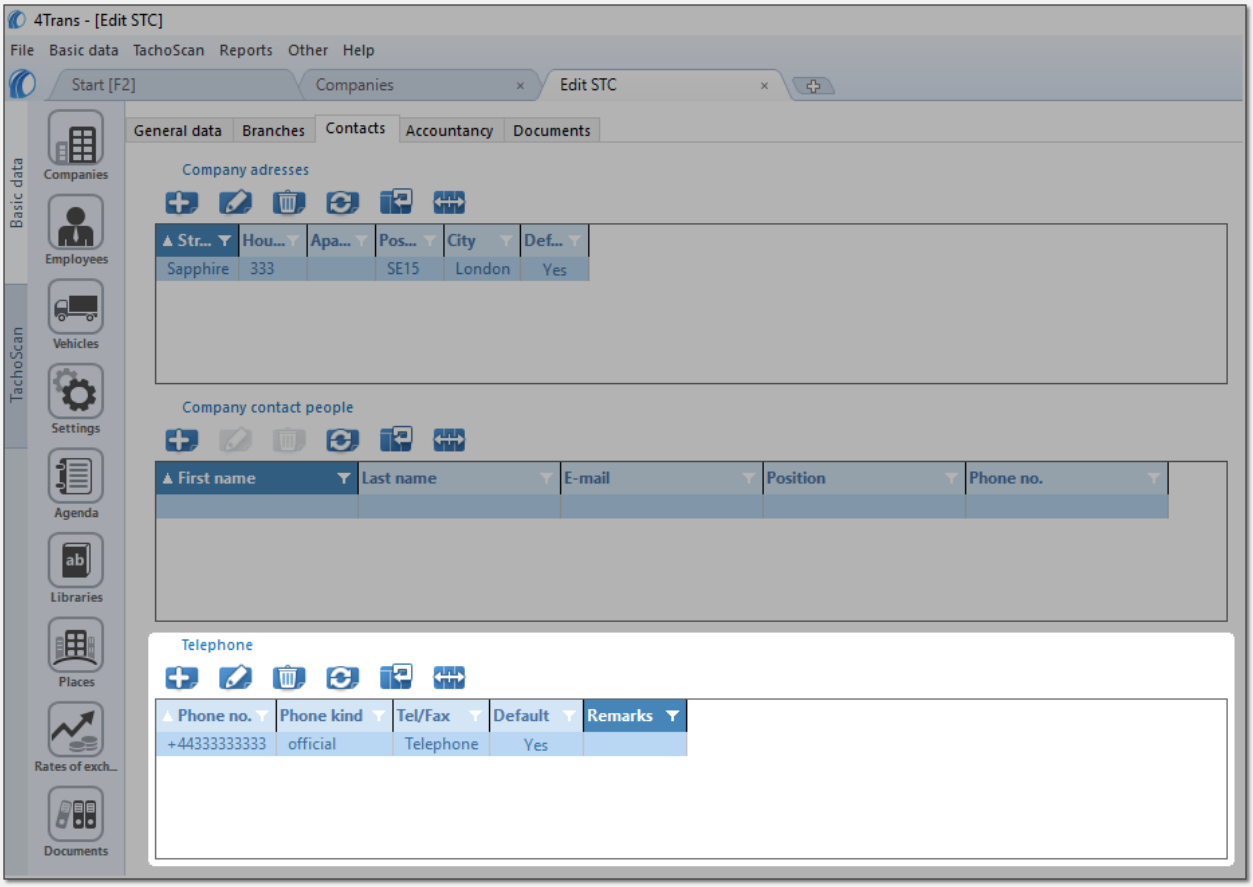


Fig. Company editing window -"Contacts" tab.

Legal form:

Legal form adopted by the company at the time of registration.

Inventory no.

According to the French form, the number to be stated is the one assigned with the entry in the national electronic register of road transport operators, as referred to in Article 16 of the Euro-pean Regulation (EC) No 1071/2009 of 21 October 2009.

COMPANY MANAGEMENT

Last name, First name, Birth date., Birth place.

First, enter the person managing the company.

Other

The field is not required - can be filled in if there are more persons responsible for/managing international transport, e.g. transport manager, dispatcher.

COMPANY REPRESENTATIVE IN FRANCE

Identification details, Last name lub Company, First name, Address, Phone no., E-mail

The data of the representative of the transport company in the territory of France appointed in writing.

NAME OF THE INSTITUTION TO WHICH SOCIAL SECURITY CONTRIBUTIONS ARE PAID

Name of the institution common to all the selected drivers.

CERTIFICATE EXPIRATION DATE (no longer than 6 months from the date of its preparation)

Date of issue and validity of the attestation.

Employee

The following fields, when completed, will be the same for all the selected drivers.

Professional qualifications:

When should I select: **150M - Highly qualified drivers of trucks (group 7)?** — before you make your choice, read about it in: "Professional qualifications:391"topic in the: "Tutorial - Calculation of compensation for work in other countries383 - France387" document:(incorrectly entered professional qualifications are fined).

Labour law governing the contract of employment:

List of internal regulations of the selected country.

Board cost (check the appropriate box): (If applicable) Costs of accommodation (check the appropriate box):

Board cost (check the appropriate box):

- **Paid directly by the employer:** - select if the cost of food are returned to the driver on the basis of invoices and receipts provided or if the employer provides food;
- **Reimbursement of expenses paid by the employee in advance** - select if the driver is paid an advance for the costs of food, and then enter the amount of the advance in euro;
- **Allowance payment** - select if the driver is paid to a subsistence al-lowance, and then enter the amount in euro.

(If applicable) Costs of accommodation (check the appropriate box):

- **Paid directly by the employer:** - select if the cost of ac-commodation are returned to the driver on the basis of invoices and receipts provided
- or if the employer provides accommodation;
- **Reimbursement of expenses paid by the employee in advance** - select if the driver is paid an advance for the costs of accommodation, and then enter the amount of the advance in euro;
- **Allowance payment** - select if the driver is paid a lump sum accom-modation allowance (accommodation is not provided to the driver), and then enter the amount in euro.

13.2.2. Tutorial - Calculation of compensation for work in other countries

The tutorial is divided into three separate parts, depending on the country for which the compensation is calculated:

- Germany 383
- France 387
- Austria 394
- Norway 404
- Netherlands 408
- Italy 411
- Luxembourg 416
- Finland 422
- Belgium 428
- Denmark 435

13.2.2.1. Germany

The notification form for an employee posted to work in Germany, is available on the website: "http://www.zoll.de" - the "Dienste und Datenbanken" section or directly on the website: "https://www.meldeportal-mindestlohn.de"

Compensation to the national minimum wage for working time on the territory of Germany **can be calculated** as follows:

1. In the add/edit employment window ("Basic data 383 -> [005] Employees 383" menu -> add or open for editing a selected employee, go to "Employment 111" tab, then open for editing or add a new employment, and then in the **Calculate minimum wage payable for the work time in the territory of foreign countries at the rates** table select the appropriate country (Fig. bellow).

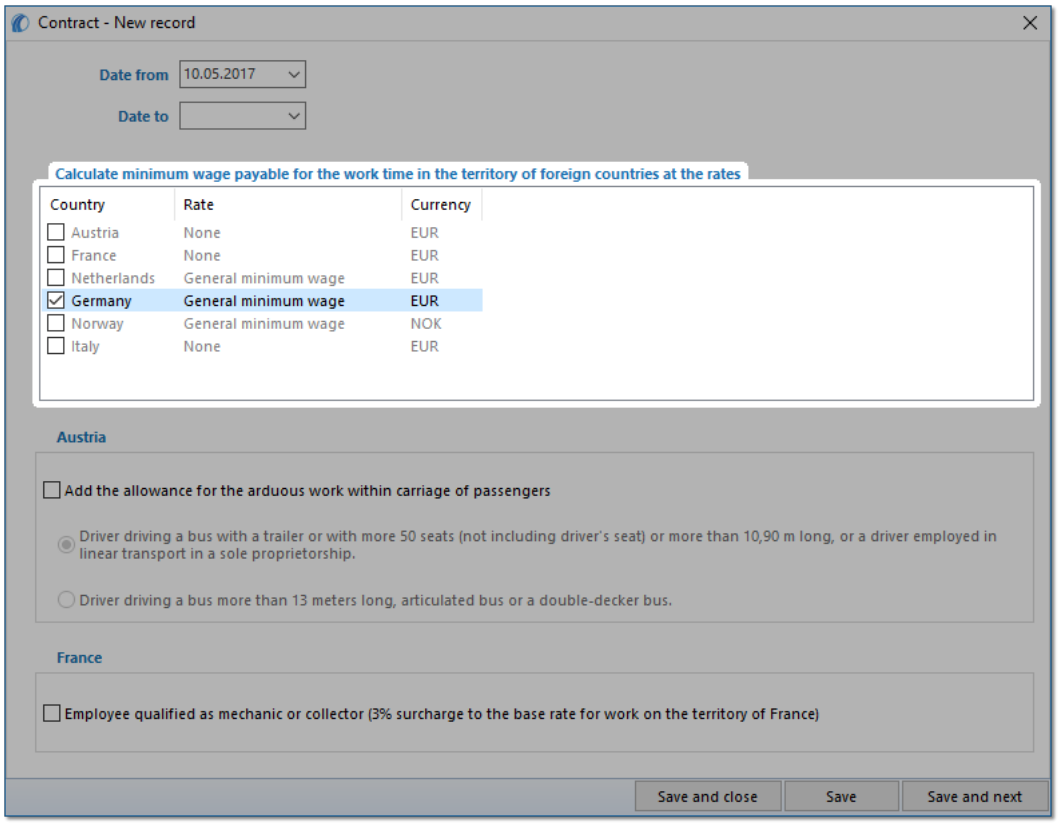


Fig. Add/edit employment window.

- **edit rate** - double-click with the left mouse button on the with the name of the country;
  - **minimum wage** - adopts the minimum wage amount (total minimum wage) listed in the: "Minimum wages in foreign contries" ("TachoScan" menu).
- **checking the option/editing rate for multiple drivers**:
  - go back to the list of employees;
  - use the Ctrl or Shift key and left mouse button to select the employees (Ctrl + A - select all empolyees);
  - right click to display drop-down menu;
  - in the menu, select: **Alter data for selected items -> Modify current contract -> Allowance for work time in foreign country**;
  - the program will display a table - select the appropriate country and then double-click with the left mouse button to open the compensation rate editing window;

2. Make sure you have complete data downloaded from the driver card and/or scanned from record sheets for the calculated period of time.

3. In the program settings window, in the: **TachoScan -> Minimum wage - other countries** tab ("Basic data" -> "Settings" menu) there are options that directly affect the calculation of the national minimum wage compensation. (see more program help: "TachoScan module" -> "Main menu" -> "Basic data" -> "[014] Settings" -> "TachoScan"-> "Minimum wage - other

countries" topic).

We encourage you to review the options - we recommend using the default program settings (Default settings).

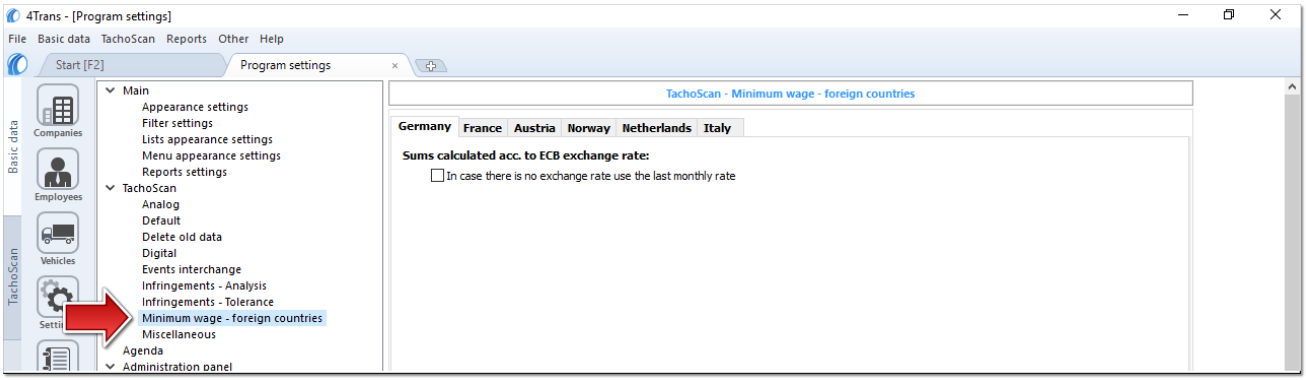


Fig. Program settings window.

4. In the **Entering and leaving a foreign country territory** window ("TachoScan" menu) add the periods of stay (settlement month + next day) in the territory of the selected country for the settled employee/employees. Periods can be entered as follows:

   - directly in the program - click on the: icon in the list toolbar, and then fill in the data in the boxes (Fig. bellow);

> *The section that has the option selected ☑ **Yes** in the column: **Include section in foreign countries due remuneration** will be included in the compensation calculation, otherwise the section will be skipped.*

   - Import from **csv**, **xls** or **xlsx** file - click: , select files, select: Import ;

> *In the import window, there are buttons to download a template or sample import file - see wpomocy programu: "TachoScan module" -> "Main menu" -> "Basic data" -> "TachoScan" -> in the: "Entering and leaving a foreign country territory" topic)*
>
> ***You can import multiple files at once for different drivers**:*
>
> *In the file selection window press and hold Ctrl and select the desired files using the left mouse button (Ctrl + A - to select all files).*

   - Import from xml file - click: , select file, select: Open ;

> *Option for advanced program users TachoScan.*
>
> *The structure of the imported file is available in the program help "TachoScan module" -> "Main menu" ->*

"Basic data" -> "TachoScan" -> "Entering and leaving a foreign country territory" in the "The structure of the imported xml file".

5. A detailed settlement of salary adjustment/reduction for the time of work on the territory of other countries is available in the report: **Records of working time in foreign countries** ("Reports" menu), which contains the following data:
   - list of entries to and exits from the territory of "other country";
   - summary of work time;
   - summary of compensation calculated for the work time while in the territory "other country".

The remuneration due for working time in other countries is calculated according to ECB monthly exchange rate.

Exchange rates are automatically downloaded by the program ("Basic data -> [009] Rates of exchange" menu).

2015-11-10 10:12:03 — Register der Arbeitszeit in anderen Ländern - Deutschland — en

Records of working time in foreign countries - Germany

Datum von: 01-01-2015 (Date from:) Datum bis: 31-03-2015 (Date to:)

Mitarbeiter (Employee) Doe John

Ein- und Ausreisen aus anderen Ländern - Deutschland
Entering and leaving a foreign country territory - Germany

Von (From)	Bis (Till)
2015-02-01 10:02	2015-02-10 10:02

Arbeitszeit in einem anderen Land - Deutschland
Working time in a foreign country - Germany

Datum (Date)	Arbeitszeit (Work time)
2015-02-02	10:22
2015-02-03	02:38
2015-02-04	07:11
2015-02-05	07:23
2015-02-06	02:25
2015-02-07	02:46
2015-02-09	09:39
2015-02-10	03:06
Überblick (Summary)	45:30

Zusammenfassung der Arbeitszeit in einem anderen Land - Deutschland
Summary of working time in a foreign country - Germany

Februar 2015 (February 2015)	Arbeitszeit [h] (Work time [h])	Satz EUR (Rate EUR)	Betrag EUR (Sum EUR)	Betrag PLN (Sum PLN)
Fälliger Mindestlohn (The minimum wage payable)	45:30	8,50	386,75	
Lohnausgleich (Compensation of remuneration)			386,75	1 626,92

Fig. Records of working time in foreign countries - Germany.

6. Other reports:
   - "[179] Summary records of working time in foreign countries" - the list of final results of the compensation settlement for the time of work on the territory of "other country".

13.2.2.2. France

The notification form for an employee posted to work in France, is available on the website of the French Ministry of Labor: "https://www.sipsi.travail.gouv.fr".

> ***IMPORTANT:***
> *According to the information published at "http://www.developpement-durable.gouv.fr/formalites-declaratives-applicables-au-detachement-dans-transport-routier" **since 01.01.2017** any new attestation of secondment should only be filled in through the website of the French Ministry of Labour: "https://www.sipsi.travail.gouv.fr".*

Compensation to the national minimum wage for working time on the territory of France **can be calculated** as follows:

1. in the add/edit employee window ("Basic data 94 -> [005]Employees 107" menu) in the "Settings - other countries 113" tab;
   - choose the date from which the program is to calculate the seniority: **First contract date** or free entry **Dates** (Fig. bellow);
   - for option: **Settle work in the territory of France according to** (Fig. bellow) select the applicable type of transport (Carriage of goods or Passenger transport);

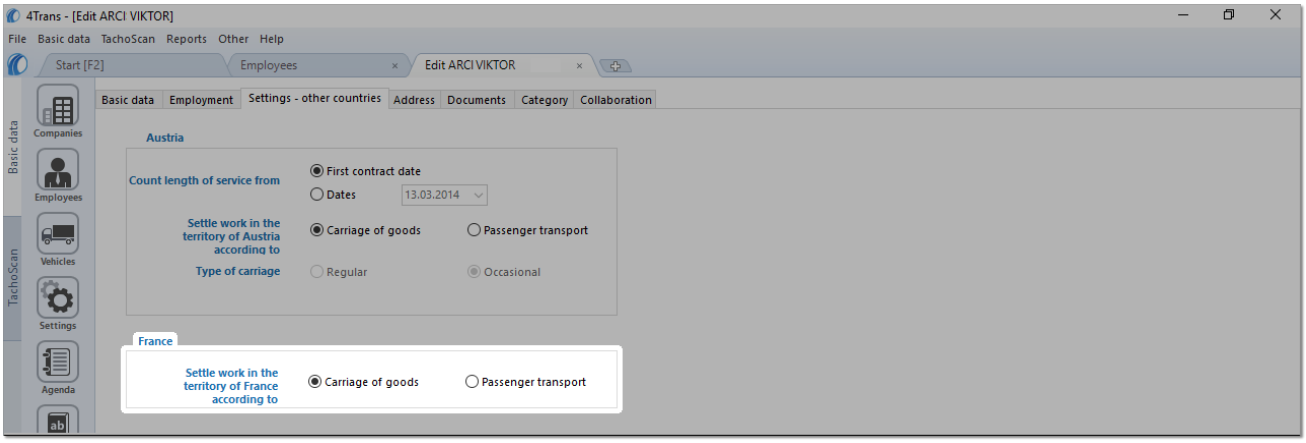


Fig. Add/edit employee window - Settings - other countries.

   - **checking the option for multiple drivers**:
     - in the menu, select: **Alter data for selected items -> Settle work in the territory of France according to**;
     - in the next window select the appropriate type of transport (Carriage of goods or Passenger transport).
2. In the add/edit employment window ("Basic data 94 -> [005] Employees 107" menu -> add or open for editing a selected employee, go to "Employment", tab, then open edit or add a new employment):
   a) **Employee qualified as mechanic or collector (3% surcharge to the base rate for work on the territory of France)** option is available (Fig. bellow), which must be checked or not depending on the qualifications of the settled driver;

b) in the same window, in the **Calculate minimum wage payable for the work time in the territory of foreign countries at the rates** table check **France** (Fig. bellow).

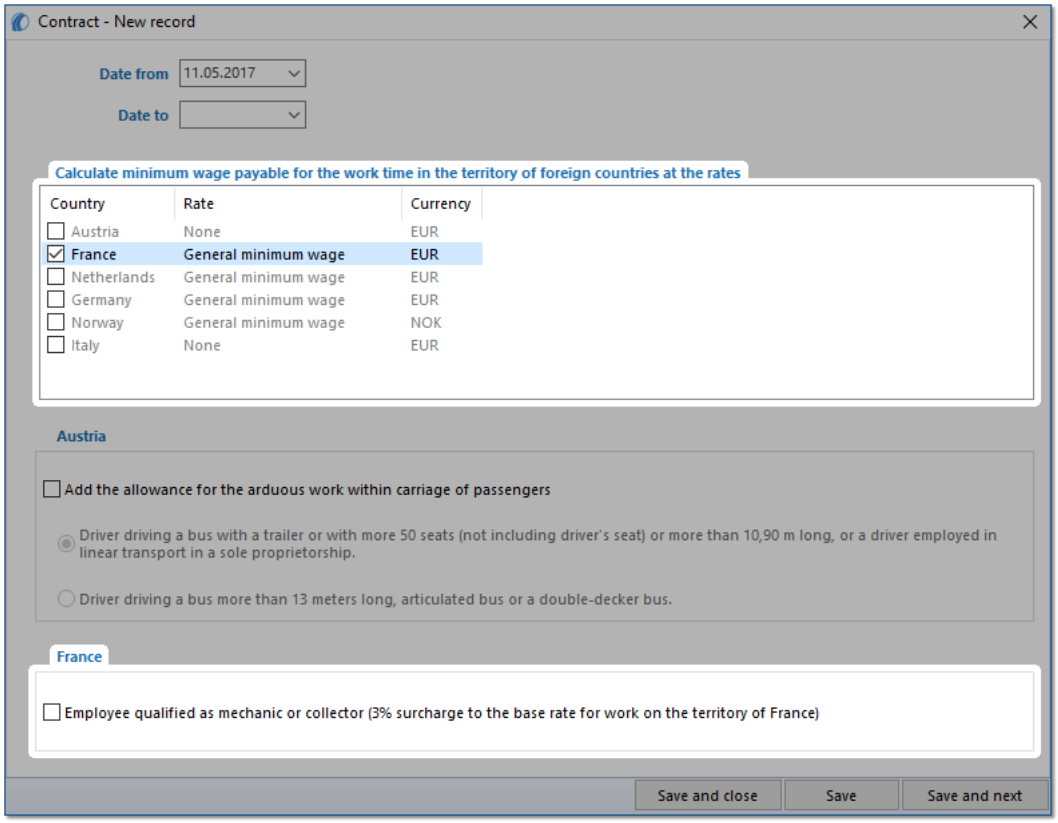


Fig. Add/edit employment window.

*If the rate for France is determined as **None**, when you click on the ☑ **France** option, the program will immediately display the rate and down-payment editing window in which the rate should be selected or a new one entered.*

- **edit rate** - double-click with the left mouse button on the with the name of the country;
  - **minimum wage** - adopts the minimum wage amount, depending on the chosen professional qualification group - the rates for each group are listed in: "Minimum wages in foreign contries 240" ("TachoScan 180" menu);

The description and table of professional qualification groups is available in the following "Professional qualifications: 391" topic.

*The default **General minimum wage** results from the French Decree no 2016-1818 of 22.12.2016 (as at 31-01-2017, source text: "https://www.legifrance.gouv.fr/affichTexte.do?cidTexte=JORFTEXT000033675194&fastPos=1&fastReqId=2044374315&categorieLien=cid&oldAction=rechTexte"). This rate is determined in the same way in the list: "Minimum wages in foreign contries".*

- **checking the option/editing rate for multiple drivers**:
  - go back to the list of employees;

- use the Ctrl or Shift key and left mouse button to select the employees (Ctrl + A - select all empolyees);
- right click to display drop-down menu;
- in the menu, select: **Alter data for selected items -> Modify current contract -> Allowance for work time in foreign country**;
- the program will display a table - select the appropriate country and then double-click with the left mouse button to open the compensation rate editing window;

3. In the "TachoScan 180 -> [178] Minimum daily rate in foreign countries 241" menu all lodging rates/allowance amounts and rates for work in the territory of France are available and can be edited.
4. Make sure you have complete data downloaded from the driver card and/or scanned from record sheets for the calculated period of time.
5. In the program settings window, in the: **TachoScan -> Minimum wage - other countries** tab ("Basic data 387" -> "Settings 387" menu) there are options that directly affect the calculation of the national minimum wage compensation. (see more program help: "TachoScan module 387" -> "Main menu 387" -> "Basic data 387" -> "[014] Settings 387" -> "TachoScan 387"-> "Minimum wage - other countries 162" topic).
   We encourage you to review the options - we recommend using the default program settings (Default settings).

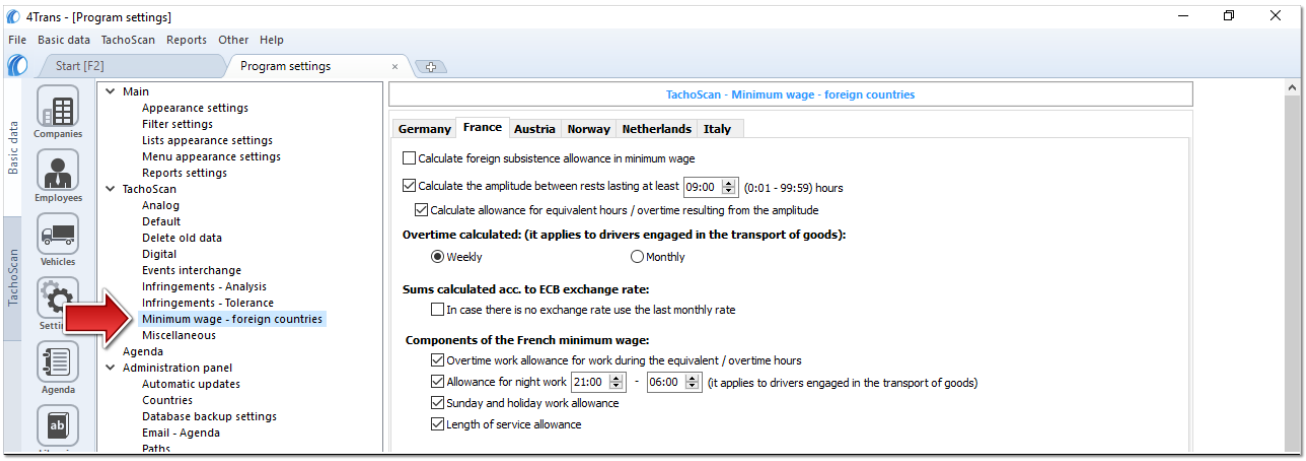
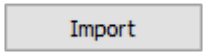


Fig. Program settings window.

6. In the **Entering and leaving a foreign country territory** window ("TachoScan 387" menu) add the periods of stay (settlement month + next day) in the territory of the selected country for the settled employee/employees. Periods can be entered as follows:
   - directly in the program - click on the: icon in the list toolbar, and then fill in the data in the boxes (Fig. bellow);

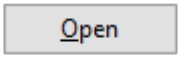
The section that has the option selected ☑ ***Yes*** *in the column:* ***Include section in foreign countries due remuneration*** *will be included in the compensation calculation, otherwise the section will be skipped.*

- Import from **csv**, **xls** or **xlsx** file - click: , select files, select:  ;

In the import window, there are buttons to download a template or sample import file - see wpomocy programu: "TachoScan module" -> "Main menu" -> "Basic data" -> "TachoScan" -> in the: "Entering and leaving a foreign country territory 236 *" topic)*

You can import multiple files at once for different drivers*:*

In the file selection window press and hold *and select the desired files using the left mouse button (* *- to select all files).*

- Import from xml file - click: , select file, select:  ;

Option for advanced program users TachoScan.

The structure of the imported file is available in the program help "TachoScan module 137 *" -> "Main menu* 91 *" -> "Basic data* 94 *" -> "TachoScan* 180 *" -> "Entering and leaving a foreign country territory" in the "The structure of the imported xml file* 457 *".*

7. A detailed settlement of salary adjustment/reduction for the time of work on the territory of other countries is available in the report: **Records of working time in foreign countries** ("Reports" menu), which contains the following data:
   - list of entries to and exits from the territory of "other country";
   - summary of work time;
   - summary of compensation calculated for the work time while in the territory "other country".

The remuneration due for working time in other countries is calculated according to ECB monthly exchange rate.

Exchange rates are automatically downloaded by the program ("Basic data -> [009] Rates of exchange 119 *" menu).*

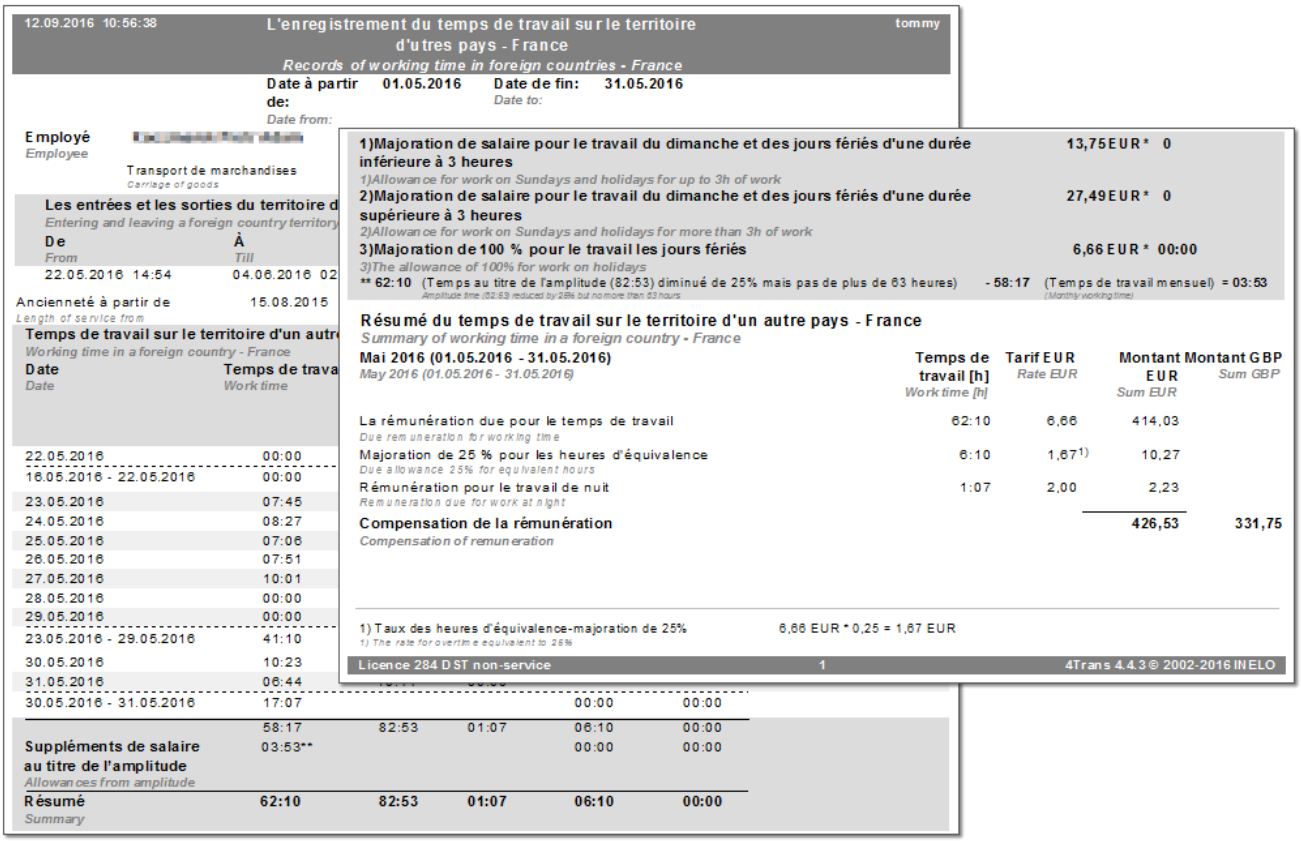


Fig. Records of working time in foreign countries - France.

8. Other reports:
   - "[179] Summary records of working time in foreign countries" - the list of final results of the compensation settlement for the time of work on the territory of "other country".

13.2.2.2.1 Professional qualifications:

I. Carriage of goods

The table of rates applicable for the personnel carrying goods.

Group		Hourly rate from 01-01-2022	Guaranteed enumeration for 1 hour of work with the division according to the seniority			
			After 2 years of work	After 5 years of work	After 10 years of work	After 15 years of work
3 bis	118M - Drivers of vehicles of gross combination weight up to 3,5 tons (group 3 bis)	10,57€	10,7814€	10,9928€	11,2042€	11,4156€
4	120M - Drivers of trucks of gross combination	10,57€	10,7814€	10,9928€	11,2042€	11,4156€

	weight between 3,5 and 11 tons (group 4)					
5	128M - Drivers of trucks of gross combination weight between 11 and 19 tons (group 5)	10,57€	10,7814€	10,9928€	11,2042€	11,4156€
6	138M - Drivers of trucks of gross combination weight over 19 tons (group 6)	10,57€	10,7814€	10,9928€	11,2042€	11,4156€
7	150M - Highly qualified drivers of trucks (group 7)	10,57€	10,7814€	10,9928€	11,2042€	11,4156€

II. Passenger transport

The table of rates applicable for the personnel transporting passengers.

Group		**Hourly rate from 01-04-2021**	**Guaranteed enumeration for 1 hour of work with the division according to the seniority**						
			After 1 year of work	**After 5 years of work**	**After 10 years of work**	**After 15 years of work**	**After 20 years of work**	**After 25 years of work**	**After 30 years of work**
			2%	**6%**	**8%**	**10%**	**14%**	**17%**	**20%**
8	138V - Bus driver - employee driving a bus and helping the conductor, also in the extent of handling the transported mail packages (group 8)	10,7171€	10,9314€	11,3601€	11,5745€	11,7888€	12,2174€	12,5390€	12,8605€
9	140V - Bus driver also performing the duties of a conductor - employee driving a bus and	10,7954€	11,0113€	11,4431€	11,6591€	11,8749€	12,3068€	12,6306€	12,9545€

	collecting fares for the carriage of passengers, luggage and packages (group 9)								
9 bis	145V - Tour bus driver - employee with at least 2 years of experience in driving a tour bus and meeting all the requirements of position no. 8 or 9 (group 9 bis)	11,018 7€	11,239 1€	11,679 8€	11,900 2€	12,120 6€	12,561 4€	12,891 9€	13,222 5€
10	150V - Large tour bus driver - employee driving a luxury tour bus with at least 32 seats, doing long (at least 5 days) touristic routes (group 10)	11,286 5€	11,512 2€	11,963 7€	12,189 4€	12,415 1€	12,866 6€	13,205 2€	13,543 7€

Group 7 — Highly qualified truck driver:

Definition:

Employee driving a motor vehicle, a transport vehicle or a tractor, with professional qualifications necessary for the proper performance (i.e. following a triple concern for the safety of persons and property, the effectiveness of actions or methods, the customer satisfaction) of all assigned tasks (i.e. in line with current practice and under applicable laws) related to the implementation of various stages in transportation of goods. In particular: uses the

vehicle in a reasonable manner (i.e. according to the technical requirements for equipment and safety requirements) and in all circumstances controls the vehicle; keeps the vehicle in running order; has sufficient knowledge of mechanics allowing either to make repairs on the vehicle provided the necessary resources are available, or, in the case of breakage of certain parts or components - to notify the company about the cause of the failure; the driver can take any action on their own, in particular in contact with the customer; is able to make a concise and sufficient report in case of an accident, report a failure to and indicate what repairs should be performed in the vehicle; assures appropriate placement and protection of the goods transported; is responsible for the custody of the vehicle, accessories, cargo and - if the vehicle is equipped with a lockable trunk - the equipment in the trunk; may be forced, if necessary, to load or unload the vehicle.

In addition, the driver is classified in the above group if he/she accumulate at least **55 points** according to the following list:

- driving a vehicle with a maximum permissible laden weight of over 19 tons:
  30 points;
- the service which requires driving at least 250 km one way:
  20 points;
- daily rest away from the place of residence (at least thirty times in a period of twelve consecutive weeks):
  15 points;
- international services with the exception of border services (i.e. services provided in a zone extending up to 50 km in a straight line from the borders, in the country in which the vehicle is registered):
  15 points;
- driving an articulated combination vehicle or a road train:
  10 points;
- possession of a certificate of professional qualifications or F.P.A. diploma of road driver:
  10 points;

13.2.2.3. Austria

The employee registration form, for secondment to work in Austria, is available at: "https://www4.formularservice.gv.at/formularserver/user/formular.aspx?pid=fe66cedb506e495c94b3e826701443e5&pn=B461f73088ab946fe9bd1d1cce573d81a&lang=en".

Compensation to the national minimum wage for working time on the territory of Austria **can be calculated** as follows:

1. In the add/edit employee window ("Basic data 94 -> [005] Employees 107" menu) in the "Settings - other countries 113" tab:
   - choose the date from which the program is to calculate the seniority: **First contract date** or free entery **Dates** (Fig. bellow);

- for **Settle work in the territory of Austria according to** option (Fig. bellow) select the applicable type of transport (Carriage of goods or Passenger transport -> Regular or Occasional):

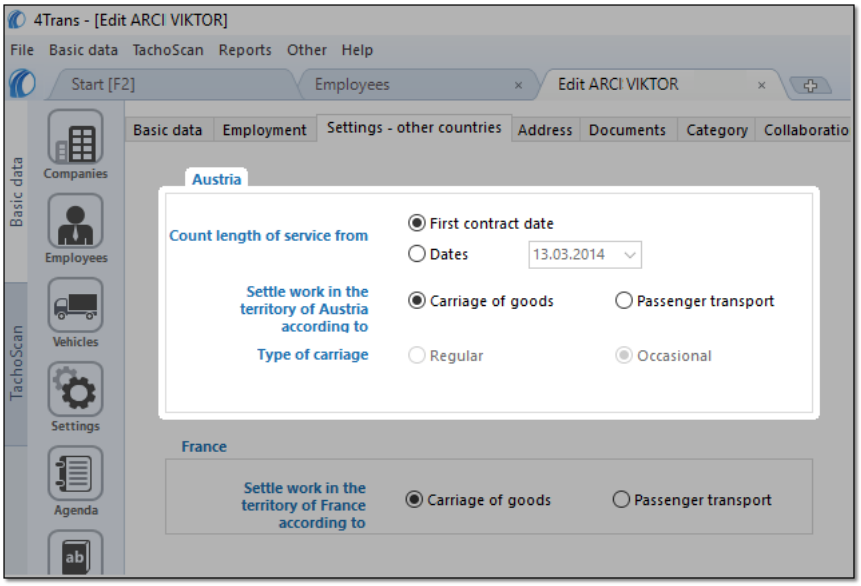


Fig. Add/edit employee window.

- select the option for multiple drivers: select drivers, then choose **Alter data for selected items** from the pull-down menu:
  - **For Austria count length of service from**, in the next window select the date;
  - **Settle work in the territory of Austria according to**, in the next window select the appropriate type of transport.

2. In the add/edit employment window (menu: "Basic data 94 -> Employees 107" -> add or open for editing a selected employee, go to "Employment 111" tab, then in the "Employment" tab open to edit or add a new employment):
   a) **Add the allowance for the arduous work within carriage of passengers** option is available: (Fig. bellow) which needs to be checked if the driver meets one of the following conditions (for passenger transport):
      - Driver driving a bus with a trailer or with more 50 seats (not including driver's seat) or more than 10,90 m long, or a driver employed in linear transport in a sole proprietorship.;
      - Driver driving a bus more than 13 meters long, articulated bus or a double-decker bus.;

   b) in the same tab, in the **Calculate minimum wage payable for the work time in the territory of foreign countries at the rates** table check **Austria** (Fig. bellow).

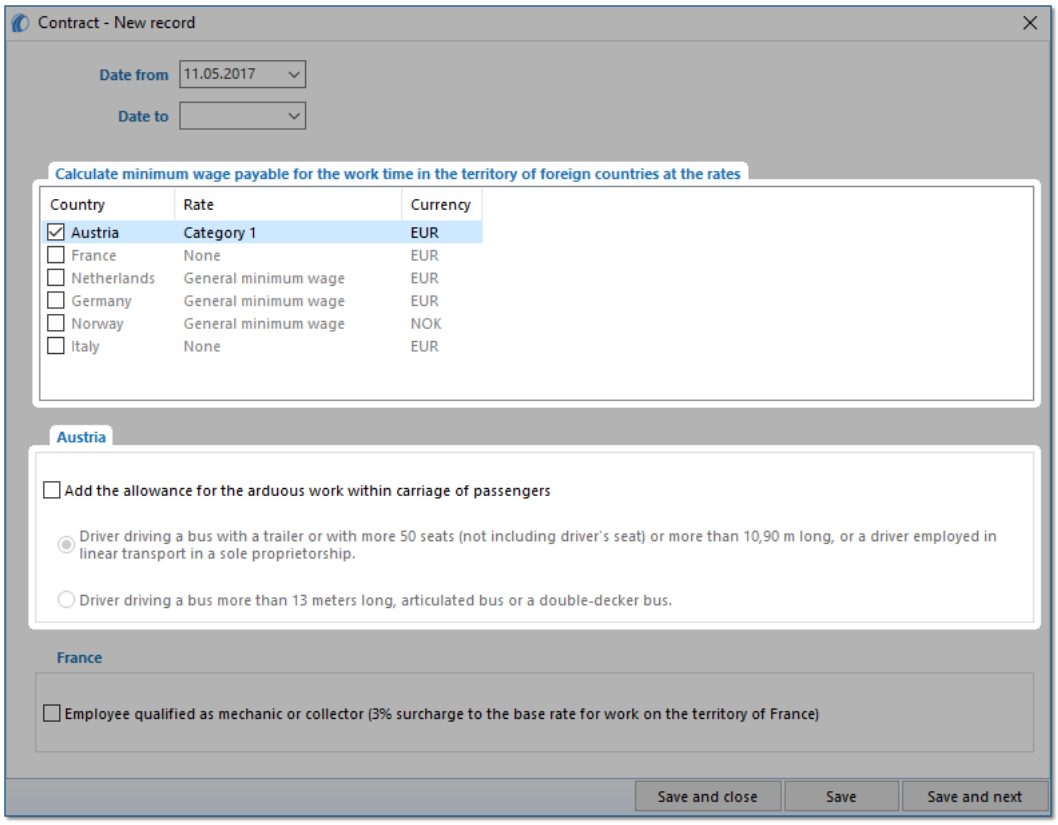


Fig. Add/edit employment contract window.

- **edit rate** - double-click with the left mouse button on the with the name of the country;
  - **minimum wage** - adopts the minimum wage amount, depending on the chosen professional qualification group - the rates for each group are listed in "Minimum wages in foreign contries 240" ("TachoScan 180" menu);

There are several minimum rates applicable depending on the driver's assigned group (see Remuneration and allowances regulations 395 topic for more).

- **checking the option/editing rate for multiple drivers**:
  - go back to the list of employees;
  - use the Ctrl or Shift key and left mouse button to select the employees (Ctrl + A - select all empolyees);
  - right click to display drop-down menu;
  - in the menu, select: **Alter data for selected items -> Modify current contract -> Allowance for work time in foreign country**;
  - the program will display a table - select the appropriate country and then double-click with the left mouse button to open the compensation rate editing window;

3. in the "TachoScan 394" -> "Minimum daily rate in foreign countries 241" menu all lodging rates/allowance amounts and rates for work in the territory of Austria are available and can be edited.
4. Make sure you have complete data downloaded from the driver card and/or scanned from record sheets for the calculated period of time.
5. In the program settings window, in the: **TachoScan -> Minimum wage - other countries** tab ("Basic data 394" -> "Settings 394" menu) there are options that directly affect the calculation of the national minimum wage compensation. (see more program help: "TachoScan module 394" -> "Main menu 394" -> "Basic data 394" -> "[014] Settings 394" -> "TachoScan 394"-> "Minimum wage - other countries 162" topic).
   We encourage you to review the options - we recommend using the default program settings (Default settings).

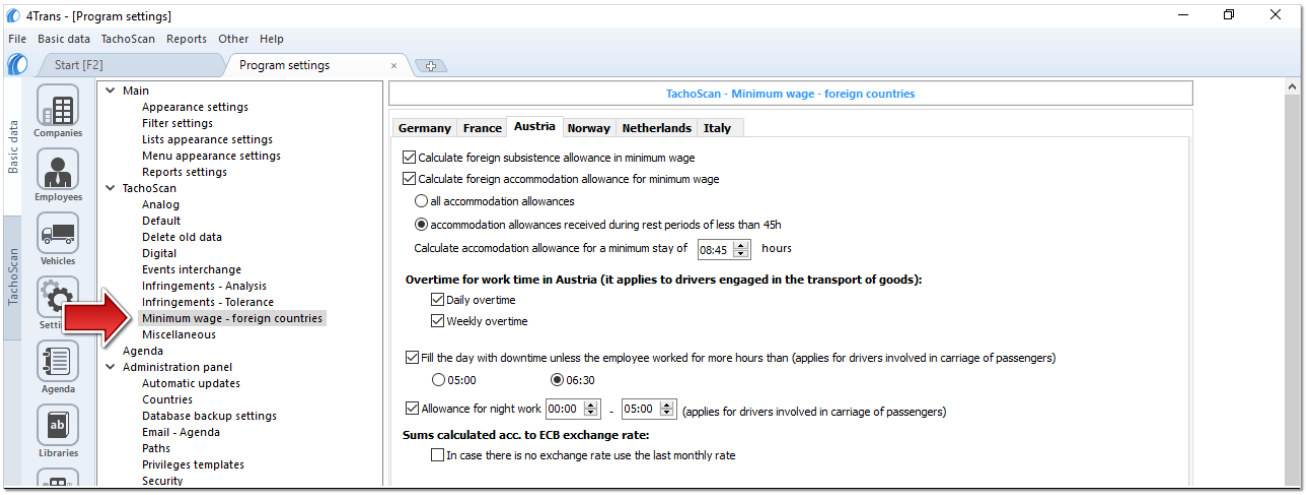


Fig. Program settings window.

6. In the **Entering and leaving a foreign country territory** window ("TachoScan 394" menu) add the periods of stay (settlement month + next day) in the territory of the selected country for the settled employee/employees. Periods can be entered as follows:
   - directly in the program - click on the: icon in the list toolbar, and then fill in the data in the boxes (Fig. bellow);

> *The section that has the option selected ☑ **Yes** in the column: **Include section in foreign countries due remuneration** will be included in the compensation calculation, otherwise the section will be skipped.*

   - Import from **csv**, **xls** or **xlsx** file - click: , select files, select: Import ;

> *In the import window, there are buttons to download a template or sample import file - see wpomocy programu: "TachoScan module" -> "Main menu" -> "Basic data" -> "TachoScan" -> in the: "Entering and leaving a foreign*

country territory 236 *" topic)*

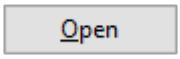
***You can import multiple files at once for different drivers**:*

In the file selection window press and hold

and select the desired files using the left mouse button (

- to select all files).

- Import from xml file - click:

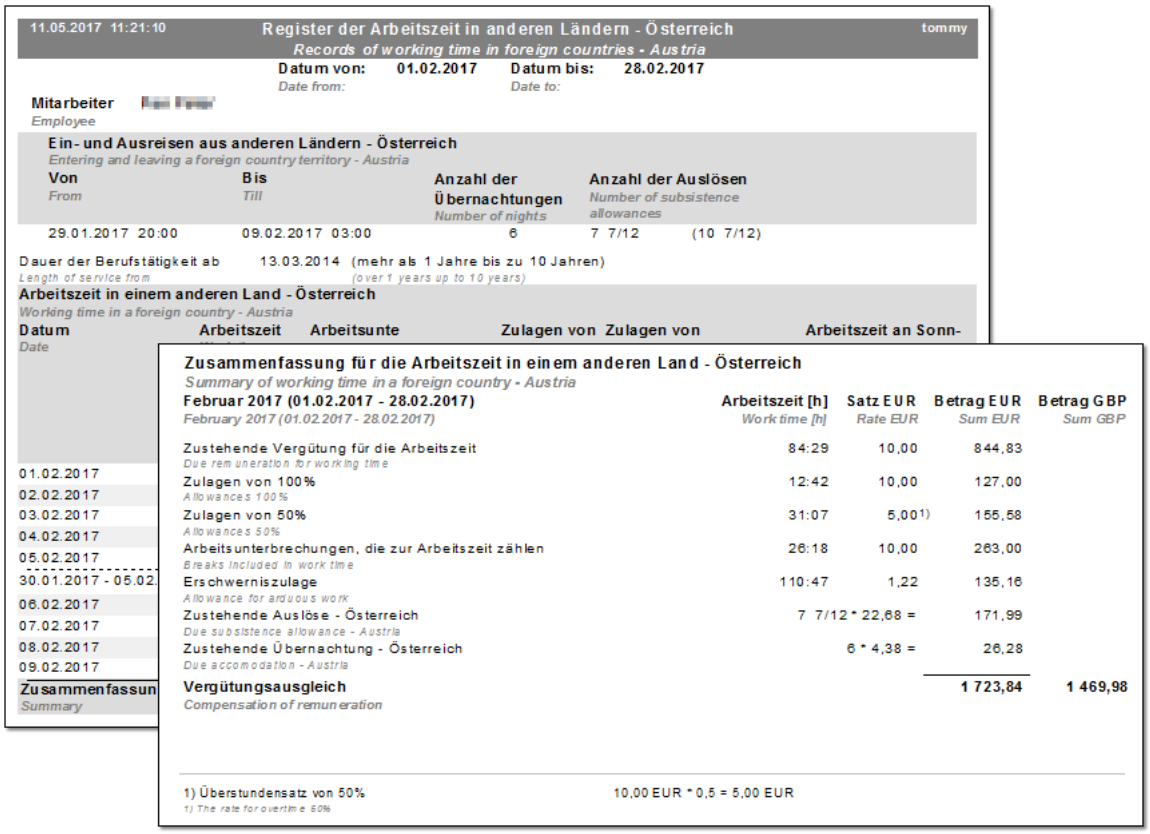
, select file, select: 

;

Option for advanced program users TachoScan.

The structure of the imported file is available in the program help "TachoScan module 137 *" -> "Main menu* 91 *" -> "Basic data* 94 *" -> "TachoScan* 180 *" -> "Entering and leaving a foreign country territory" in the "The structure of the imported xml file* 457 *".*

7. A detailed settlement of salary adjustment/reduction for the time of work on the territory of other countries is available in the report: **Records of working time in foreign countries** ("Reports" menu), which contains the following data:
   - list of entries to and exits from the territory of "other country";
   - summary of work time;
   - summary of compensation calculated for the work time while in the territory "other country".



11.05.2017 11:21:10 — Register der Arbeitszeit in anderen Ländern - Österreich — tommy
Records of working time in foreign countries - Austria

Datum von: 01.02.2017 (*Date from:*) Datum bis: 28.02.2017 (*Date to:*)

Mitarbeiter (*Employee*) [redacted]

Ein- und Ausreisen aus anderen Ländern - Österreich
Entering and leaving a foreign country territory - Austria

Von (*From*)	Bis (*Till*)	Anzahl der Übernachtungen (*Number of nights*)	Anzahl der Auslösen (*Number of subsistence allowances*)	
29.01.2017 20:00	09.02.2017 03:00	6	7 7/12	(10 7/12)

Dauer der Berufstätigkeit ab (*Length of service from*) 13.03.2014 (mehr als 1 Jahre bis zu 10 Jahren) (*over 1 years up to 10 years*)

Arbeitszeit in einem anderen Land - Österreich
Working time in a foreign country - Austria

Datum (*Date*)	Arbeitszeit	Arbeitsunte	Zulagen von	Zulagen von	Arbeitszeit an Sonn-
01.02.2017					
02.02.2017					
03.02.2017					
04.02.2017					
05.02.2017					
30.01.2017 - 05.02.					
06.02.2017					
07.02.2017					
08.02.2017					
09.02.2017					
Zusammenfassun (*Summary*)					

Zusammenfassung für die Arbeitszeit in einem anderen Land - Österreich
Summary of working time in a foreign country - Austria

Februar 2017 (01.02.2017 - 28.02.2017) *February 2017 (01.02.2017 - 28.02.2017)*	Arbeitszeit [h] *Work time [h]*	Satz EUR *Rate EUR*	Betrag EUR *Sum EUR*	Betrag GBP *Sum GBP*
Zustehende Vergütung für die Arbeitszeit *Due remuneration for working time*	84:29	10,00	844,83	
Zulagen von 100% *Allowances 100%*	12:42	10,00	127,00	
Zulagen von 50% *Allowances 50%*	31:07	5,001)	155,58	
Arbeitsunterbrechungen, die zur Arbeitszeit zählen *Breaks included in work time*	26:18	10,00	263,00	
Erschwerniszulage *Allowance for arduous work*	110:47	1,22	135,16	
Zustehende Auslöse - Österreich *Due subsistence allowance - Austria*	7 7/12 * 22,68 =		171,99	
Zustehende Übernachtung - Österreich *Due accomodation - Austria*	6 * 4,38 =		26,28	
Vergütungsausgleich *Compensation of remuneration*			**1 723,84**	**1 469,98**

1) Überstundensatz von 50% (*1) The rate for overtime 50%*) 10,00 EUR * 0,5 = 5,00 EUR

Fig. Records of working time in foreign countries.

The remuneration due for working time in other countries is calculated according to ECB monthly exchange rate.

Exchange rates are automatically downloaded by the program ("Basic data -> [009] Rates of exchange 119" menu).

8. Other reports:
   - "[179] Summary records of working time in foreign countries 276" - the list of final results of the compensation settlement for the time of work on the territory of "other country".

13.2.2.3.1 Remuneration and allowances regulations

I. Carriage of goods

Professional categories:	Regular hourly rate 2022 €
1. Assistants, garage workers, tractor drivers, passengers and drivers of trucks of gross weight up to 3.5 t *Hilfsarbeiter, Garagenarbeiter, Traktorfahrer, Mitfahrer und Kraftfahrer für LKW bis 3,5 t Gesamtgewicht*	

a) For employment of up to 5 years,	9,80
b) For employment of more than 5 years, up to 10 years,	10,03
c) For employment of more than 10 years, up to 15 years,	10,29
d) For employment of more than 15 years, up to 20 years,	10,54
e) For employment of more than 20 years.	10,80
2. Drivers of trucks of gross weight more than 3.5 t having up to 3 axles *Kraftfahrer für LKW über 3,5 t Gesamtgewicht mit bis zu 3 Achsen*	
a) For employment of up to 5 years,	10,03
b) For employment of more than 5 years, up to 10 years,	10,29
c) For employment of more than 10 years, up to 15 years,	10,54
d) For employment of more than 15 years, up to 20 years,	10,85
e) For employment of more than 20 years.	11,10
3. Drivers of trucks of gross weight more than 3.5 t having more than 3 axles *Kraftfahrer für LKW über 3,5 t Gesamtgewicht mit mehr als 3 Achsen*	
a) For employment of up to 5 years,	10,17
b) For employment of more than 5 years, up to 10 years,	10,41
c) For employment of more than 10 years, up to 15 years,	10,71
d) For employment of more than 15 years, up to 20 years,	10,99
e) For employment of more than 20 years.	11,25
4. Drivers of combination of vehicles with a trailer weighing more than 750 kg or more than one trailer, semitrucks with semitrailers, and self-propelled heavy machinery, site foremen and site managers *Kraftfahrer für Kraftwagenzüge und Sattelkraftfahrzeuge sowie selbstfahrende Arbeitsmaschinen, Partieführer und Platzmeister*	
a) For employment of up to 5 years,	10,29
b) For employment of more than 5 years, up to 10 years,,	10,54
c) For employment of more than 10 years, up to 15 years,	10,85
d) For employment of more than 15 years, up to 20 years,	11,10
e) For employment of more than 20 years.	11,36

5a. Drivers with driver education in accordance with § 2, 11 and 14 of the Act on the Transport of Dangerous Goods (Gefahrgutbeförderungsgesetz), BGBl. I no. 145/1998, in each valid version, on the calendar days on which the transport of dangerous goods takes place (except for remuneration category 7), as well as drivers who have passed the examination to operate lifts up to 10 m/t (maximum load) *Kraftfahrer mit Lenkerausbildung aufgrund der §§ 2, 11 und 14 des Gefahrgutbeförderungsgesetzes, BGBl. I Nr. 145/1998 i.d.j.g.F., an den Kalendertagen, an denen ein Einsatz zur Beförderung gefährlicher Güter erfolgt (ausgenommen Lohnkategorie 7), sowie Kraftfahrer, die zur Führung von Kränen ab 10 Metertonnen (Hebeleistung) eine Prüfung abgelegt haben.*	
a) For employment of up to 5 years,	10,54
b) For employment of more than 5 years, up to 10 years,	10,85
c) For employment of more than 10 years, up to 15 years,	11,10
d) For employment of more than 15 years, up to 20 years,	11,36
e) For employment of more than 20 years.	11,61
Qualified employees who work in a profession studied with a completed vocational education qualify for the minimum remuneration as per the collective agreement for their in their industry. Job seniority credited for the purpose of classifying persons into a collective agreement of an industry follows the provisions of the collective agreement for employees of the transport industry. Minimum eligibility: *Professionisten mit abgeschlossener Lehrausbildung – bei ausschließlicher Verwendung als solche – gebührt der kollektivvertragliche Mindestlohn ihrer Branche. Die Anrechnung von Betriebszugehörigkeitsjahren für die Einstufung in den Kollektivvertrag der jeweiligen Branche erfolgt nach den Bestimmungen des Kollektivvertrages für Arbeiter im Güterbeförderungsgewerbe.* *Mindestens gebührt jedoch:*	
a) For employment of up to 5 years,	10,54
b) For employment of more than 5 years, up to 10 years,	10,85
c) For employment of more than 10 years, up to 15 years,	11,10
d) For employment of more than 15 years, up to 20 years,	11,36
e) For employment of more than 20 years.	11,61
6.1 Drivers of trucks of gross weight more than 3.5 t having up to 3 axles *Berufskraftfahrer mit Lehrabschlussprüfung - Kraftfahrer für LKW über 3,5 t Gesamtgewicht mit bis zu 3 Achsen*	
a) For employment of up to 5 years,	10,29
b) For employment of more than 5 years, up to 10 years,	10,54
c) For employment of more than 10 years, up to 15 years,	10,85

d) For employment of more than 15 years, up to 20 years,	11,10
e) For employment of more than 20 years.	11,36
6.2 Drivers of trucks of gross weight more than 3.5 t having more than 3 axles *Berufskraftfahrer mit Lehrabschlussprüfung - Kraftfahrer für LKW über 3,5 t Gesamtgewicht mit mehr als 3 Achsen*	
a) For employment of up to 5 years,	10,59
b) For employment of more than 5 years, up to 10 years,	10,80
c) For employment of more than 10 years, up to 15 years,	11,10
d) For employment of more than 15 years, up to 20 years,	11,38
e) For employment of more than 20 years.	11,61
6.3 Drivers of combination of vehicles with a trailer weighing more than 750 kg or more than one trailer, and semitrucks with semitrailers *Berufskraftfahrer mit Lehrabschlussprüfung - Kraftfahrer für Kraftwagenzüge und Sattelkraftfahrzeuge*	
a) For employment of up to 5 years,	10,85
b) For employment of more than 5 years, up to 10 years,	11,10
c) For employment of more than 10 years, up to 15 years,	11,36
d) For employment of more than 15 years, up to 20 years,	11,63
e) For employment of more than 20 years.	11,89
7. Drivers mainly involved in deliveries to gas stations and for final consumers in factories with overproduction, as well as transportation of fuel, gas and fuel oil. *Kraftfahrer, die überwiegend in der Tankstellenbelieferung und für Endverbraucher im Mehrproduktebetrieb eingesetzt sind, bei der Beförderung von Dieselkraftstoff, Vergaserkraftstoff und Heizöl*	
a) For employment of up to 5 years,	11,10
b) For employment of more than 5 years, up to 10 years,	11,36
c) For employment of more than 10 years, up to 15 years,	11,63
d) For employment of more than 15 years, up to 20 years,	11,89
e) For employment of more than 20 years.	12,12

Source document: "https://www.wko.at/service/kollektivvertrag/kv-gueterbefoerderungsgewerbe-arbeiter-2022.pdf".

A. Hourly, weekly and monthly remuneration

a) For employment of up to 5 years,

b) For employment of more than 5 years, up to 10 years,

c) For employment of more than 10 years, up to 15 years,
d) For employment of more than 15 years, up to 20 years,
e) For employment of more than 20 years.

The calculation of seniority should take into account the working time at the same employer, with no discontinuance intervals of more than 4 months each time. The calculation is not made when the discontinuance occurs as a result of termination of the employment relationship by the employee, early termination of employment without a valid reason or as a result of a dismissal at the employee's default.

The calculation of seniority should consider earlier periods of employment with other employers as professional driver with vocational training completion exam, up to a maximum of 15 years. The employee is required to provide verifiable written evidence of appropriate prior employment. This regulation applies to all employment relationships that commenced after 31 December 2015.

II. Passenger transport

Professional categories:	Hourly pay: 2021: €
1. (Carriage of passengers) Drivers *Kraftfahrer*	
during the 1st year in the company	13,13
from 2 to 10 years in the company	13,17
from 11 to 20 years in the company	13,27
from 21st year in the company	13,39
2. (Carriage of passengers) Professional drivers who passed the final exam *Berufskraftfahrer mit bestandener Lehrabschlussprüfung*	
during the 1st year in the company	13,17
from 2 to 10 years in the company	13,27
from 11 to 20 years in the company	13,39
from 21st year in the company	13,52
3. (Carriage of passengers) Skilled employees *Facharbeiter*	
during the 1st year in the company	12,00
from 2 to 10 years in the company	12,07
from 11 to 20 years in the company	12,17
from 21st year in the company	12,23

4. (Carriage of passengers) Semiskilled employees, working in workshops *Angelernte Arbeiter, die im Werkstättenbetrieb verwendet werden*	11,42
5. (Carriage of passengers) Garage foremen *Garagenvorarbeiter*	12,00
6. (Carriage of passengers) Garage employees, gas station operators, cashiers *Garagenarbeiter, Tankwarte, Kassiere usw.*	10,09

Source document: "https://www.wko.at/service/kollektivvertrag/kollektivvertrag-autobusbetriebe-2021.html"

Allowances:

a) Drivers operating a bus with a trailer or a bus equipped with more than 50 seats (excluding the driver's seat) with a total length of over 10.90 m, or drivers employed in regular transport in a sole proprietorship are entitled to an arduous work allowance of **EUR 1.01** per hour. This allowance for arduous work is payable for the whole period of work, and is paid only once, even if several of the aforementioned circumstances apply.

b) Garage workers working during night shift receive a shift allowance of **€ 1.01** per hour.

c) For night work from 24.00h to 5.00h in occasional and regular transportation an allowance in the form of supplementary **100 percent** of the rate stated in the Federal Collective Labor Agreement must be paid.

d) Drivers of bus with a total length of more than 13 meters, articulated bus or a double decker bus, instead of the allowance specified in subparagraph (a), are entitled to an arduous work allowance of **€ 1.25** per hour.

e) For employees working in a garage, depending on the degree of pollution, allowances for dirty work can be established by agreement at the level of **10 percent** of the hourly wage.

13.2.2.4. Norway

Employee Notification Form - as of today (May 2017) is not required.

Compensation to the national minimum wage for working time on the territory of Norway **can be calculated** as follows:

1. In the add/edit employment window ("Basic data 404 -> [005] Employees 404" menu -> add or open for editing a selected employee, go to "Employment 111" tab, then open for editing or add a new employment, and then in the **Calculate minimum wage payable for the work time in the territory of foreign countries at the rates** table select the appropriate country (Fig. bellow).

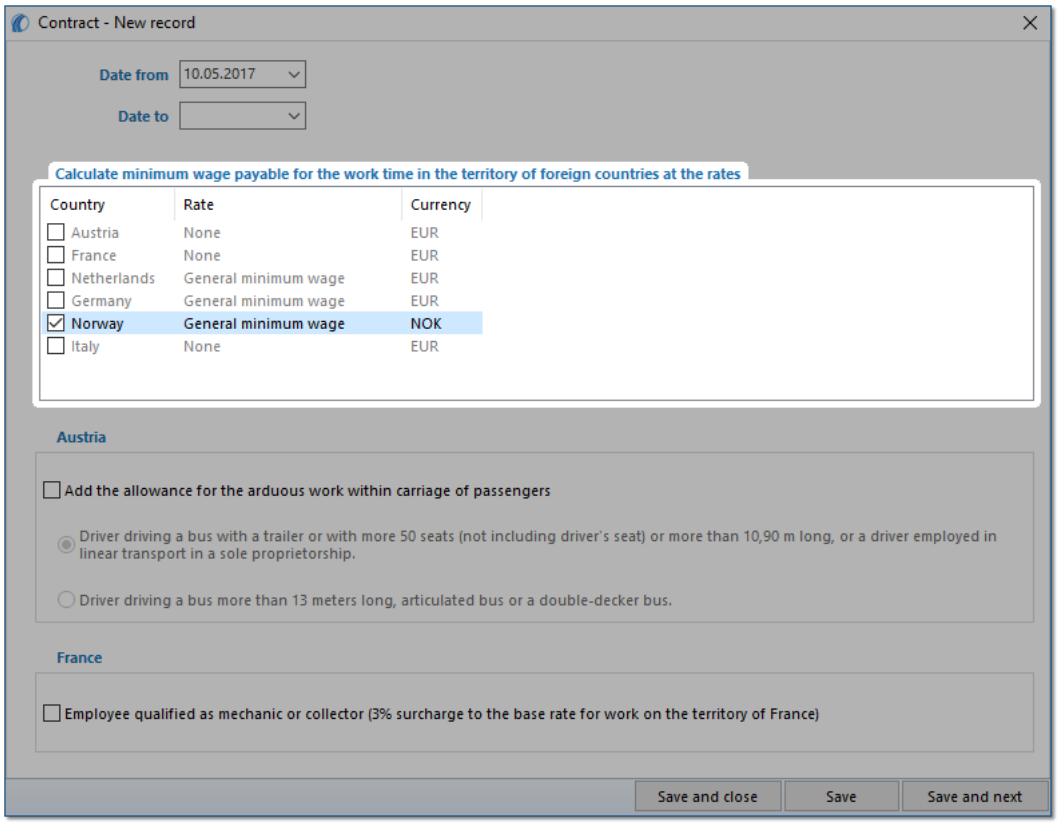


Fig.; Add/edit employment window.

- **edit rate** - double-click with the left mouse button on the with the name of the country;
  - **minimum wage** - adopts the minimum wage amount (total minimum wage) listed in the: "Minimum wages in foreign contries 240" ("TachoScan" menu).
- **checking the option/editing rate for multiple drivers**:
  - go back to the list of employees;
  - use the Ctrl or Shift key and left mouse button to select the employees (Ctrl + A - select all empolyees);
  - right click to display drop-down menu;
  - in the menu, select: **Alter data for selected items -> Modify current contract -> Allowance for work time in foreign country**;
  - the program will display a table - select the appropriate country and then double-click with the left mouse button to open the compensation rate editing window;
2. In the "TachoScan 180 -> [178] Minimum daily rate in foreign countries 241" menu, **Board rate/allowance** is available and can be edited.

3. Make sure you have complete data downloaded from the driver card and/or scanned from record sheets for the calculated period of time.

4. In the program settings window, in the: **TachoScan -> Minimum wage - other countries** tab ("Basic data" -> "Settings" menu) there are options that directly affect the calculation of the national minimum wage compensation. (see more program help: "TachoScan module" -> "Main menu" -> "Basic data" -> "[014] Settings" -> "TachoScan"-> "Minimum wage - other countries" topic).
   We encourage you to review the options - we recommend using the default program settings (Default settings).

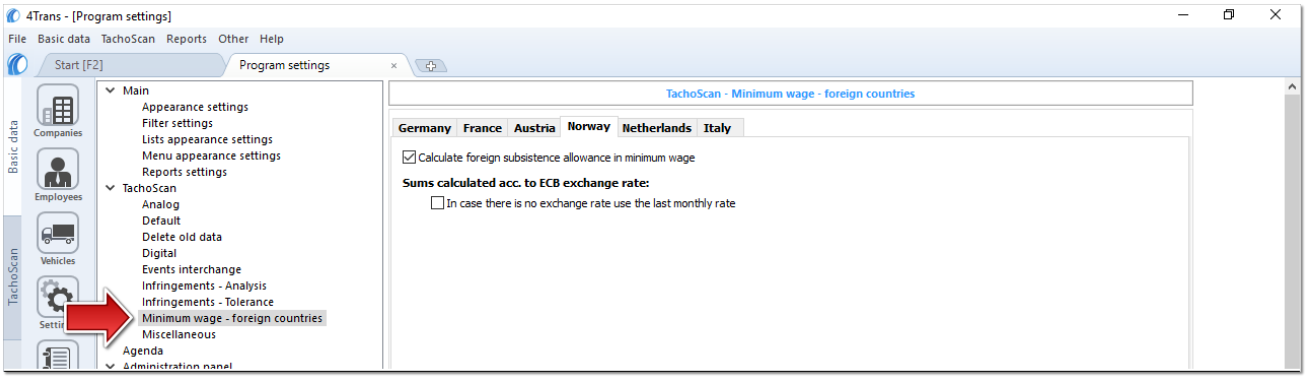


Fig. Program settings window.

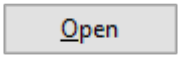
5. In the **Entering and leaving a foreign country territory** window ("TachoScan" menu) add the periods of stay (settlement month + next day) in the territory of the selected country for the settled employee/employees. Periods can be entered as follows:

   - directly in the program - click on the: icon in the list toolbar, and then fill in the data in the boxes (Fig. bellow);

> *The section that has the option selected* ☑ ***Yes*** *in the column:* ***Include section in foreign countries due remuneration*** *will be included in the compensation calculation, otherwise the section will be skipped.*

   - Import from **csv**, **xls** or **xlsx** file - click: , select files, select: Import ;

> *In the import window, there are buttons to download a template or sample import file - see wpomocy programu: "TachoScan module" -> "Main menu" -> "Basic data" -> "TachoScan" -> in the: "Entering and leaving a foreign country territory" topic)*
>
> ***You can import multiple files at once for different drivers****:*
>
> *In the file selection window press and hold* Ctrl *and select the desired files using the left mouse button (* Ctrl + A *- to select all files).*

- Import from xml file - click: , select file, select:  ;

> *Option for advanced program users TachoScan.*
>
> *The structure of the imported file is available in the program help "TachoScan module 137" -> "Main menu 91" -> "Basic data 94" -> "TachoScan 180" -> "Entering and leaving a foreign country territory" in the "The structure of the imported xml file 457".*

6. A detailed settlement of salary adjustment/reduction for the time of work on the territory of other countries is available in the report: **Records of working time in foreign countries** ("Reports" menu), which contains the following data:
   - list of entries to and exits from the territory of "other country";
   - summary of work time;
   - summary of compensation calculated for the work time while in the territory "other country".

> *The travelling allowance is calculated according to the Norwegian regulations (1/3 of the allowance for each started 8 hours of stay in the territory of Norway).*
>
> *A section abroad ***no longer*** than 8 hours (1/3 of the allowance) at the turn of the month (e.g. starting before midnight on 31st January and ending on 1st February) is calculated together with the month in which it began (in this example to January).*
> *A section abroad ***longer*** than 8 hours at the turn of the month is divided into eight-hour parts. Each of the parts is calculated together with the month in which it begun.*

2015-11-10 10:12:03 — en

Register av arbeidstid i et annet land - Norge
Records of working time in foreign countries - Norway

Dato fra: 01-01-2015 *Date from:* **Dato til:** 31-03-2015 *Date to:*

Ansatte Doe John
Employee

Innkjørsler i og avganger fra andre land - Norge
Entering and leaving a foreign country territory - Norway

Fra *From*	Til *Till*	Antall dietter *Number of allowances*
2015-02-12 10:02	2015-02-23 10:02	11

Arbeidstid i et annet land - Norge
Working time in a foreign country - Norway

Dato *Date*	Arbeidstid *Work time*
2015-02-12	07:55
2015-02-13	05:45
2015-02-14	11:05
2015-02-15	03:59
2015-02-16	10:30
2015-02-17	09:51
2015-02-18	08:42
2015-02-19	10:34
2015-02-20	08:55
2015-02-23	03:04
Oppsumering *Summary*	**80:20**

Oppsummering av arbeidstid i et annet land - Norge
Summary of working time in a foreign country - Norway

Februar 2015 *February 2015*	Arbeidstid [h] *Work time [h]*	Sats NOK *Rate NOK*	Beløp NOK *Sum NOK*	Beløp PLN *Sum PLN*
Minstelønn *The minimum wage payable*	80:20	158,32	12 718,37	
Lønnsjustering *Compensation of remuneration*			**12 718,37**	**6 435,40**

Fig. Records of working time in foreign countries - Norway.

The remuneration due for working time in other countries is calculated according to ECB monthly exchange rate.

Exchange rates are automatically downloaded by the program ("Basic data -> [009] Rates of exchange 119" menu).

7. Other reports:
   - "[179] Summary records of working time in foreign countries 276" - the list of final results of the compensation settlement for the time of work on the territory of "other country".

13.2.2.5. Netherlands

Employee Notification Form - (as of May 2017) is not required.

Compensation to the national minimum wage for working time on the territory of the Netherlands **can be calculated** as follows:

1. In the add/edit employment window ("Basic data 408 -> [005] Employees 408" menu -> add or open for editing a selected employee, go to "Employment 111" tab, then open for editing or add a new employment, and then in the **Calculate minimum wage payable for the work time in the territory of foreign countries at the rates** table select the appropriate country (Fig. bellow).

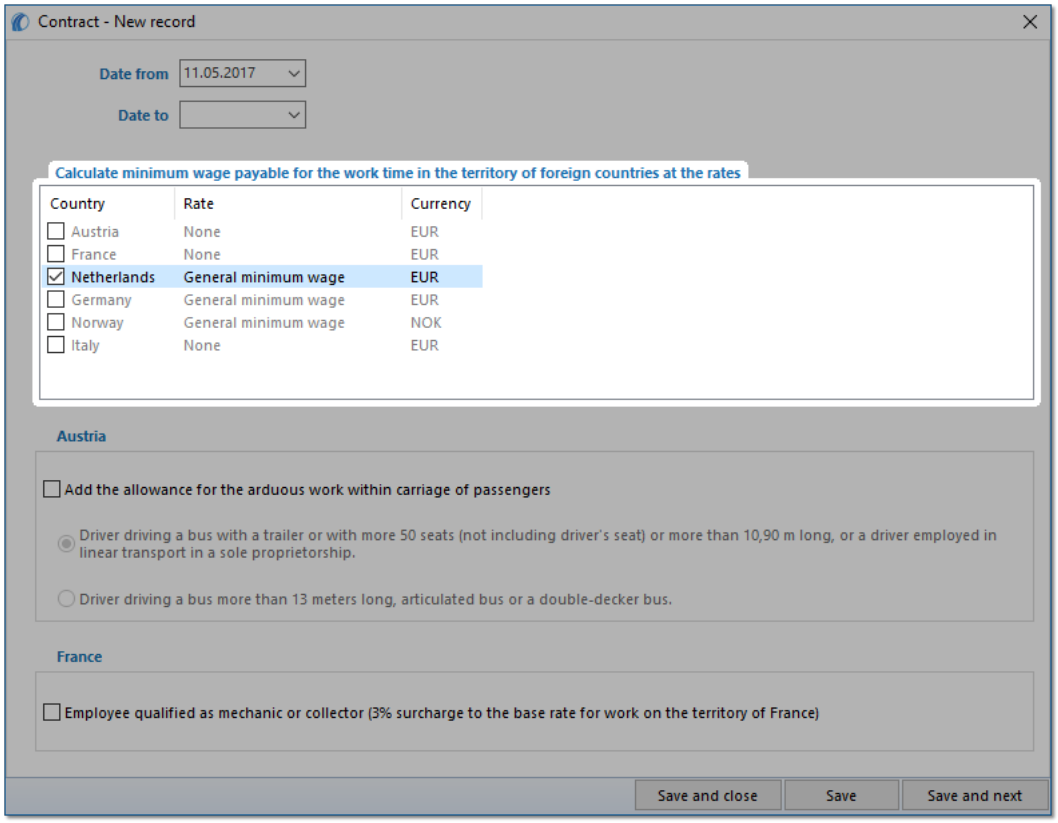


Fig. Add/edit employment contract window.

- **edit rate** - double-click with the left mouse button on the with the name of the country;
  - **minimum wage** - adopts the minimum wage amount (total minimum wage) listed in the: "Minimum wages in foreign contries[240]" (menu: "TachoScan[180]");
- **checking the option/editing rate for multiple drivers**:
  - go back to the list of employees;
  - use the Ctrl or Shift key and left mouse button to select the employees (Ctrl + A - select all empolyees);
  - right click to display drop-down menu;
  - in the menu, select: **Alter data for selected items -> Modify current contract -> Allowance for work time in foreign country**;
  - the program will display a table - select the appropriate country and then double-click with the left mouse button to open the compensation rate editing window;

2. Make sure you have complete data downloaded from the driver card and/or scanned from record sheets for the calculated period of time.

3. In the program settings window, in the: **TachoScan -> Minimum wage - other countries** tab ("Basic data[408]" -> "Settings[408]" menu) there are options that directly affect the calculation of the national minimum wage compensation. (see more program help: "TachoScan module[408]" -> "Main menu[408]" -> "Basic data[408]" -> "[014] Settings[408]" -> "TachoScan[408]"-> "Minimum wage - other countries[162]" topic).
   We encourage you to review the options - we recommend using the default program settings (Default settings).

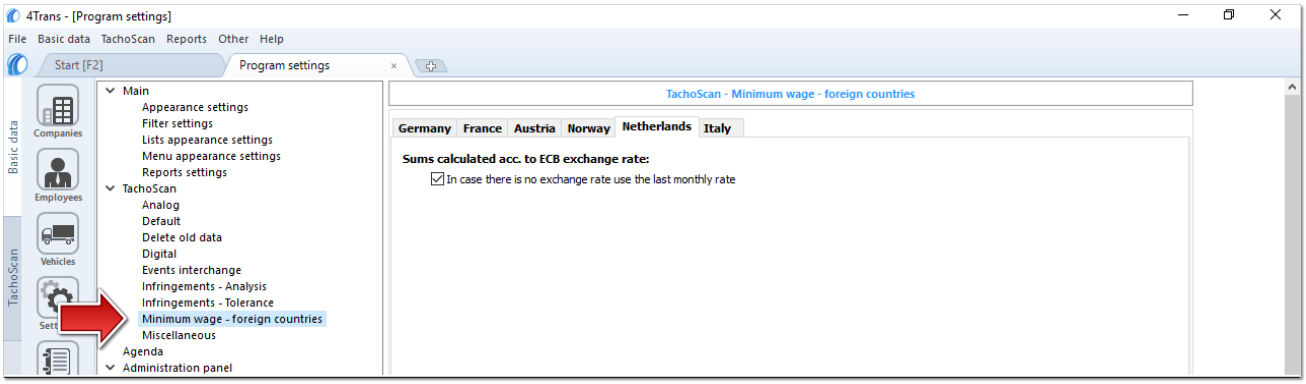
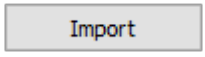


Fig. Program settings window.

4. In the **Entering and leaving a foreign country territory** window ("TachoScan[408]" menu) add the periods of stay (settlement month + next day) in the territory of the selected country for the settled employee/employees. Periods can be entered as follows:

   - directly in the program - click on the: icon in the list toolbar, and then fill in the data in the boxes (Fig. bellow);

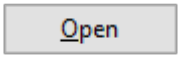
*The section that has the option selected ☑ **Yes** in the column: **Include section in foreign countries due remuneration** will be included in the compensation calculation, otherwise the section will be skipped.*

- Import from **csv**, **xls** or **xlsx** file - click: , select files, select:  ;

In the import window, there are buttons to download a template or sample import file - see wpomocy programu: "TachoScan module" -> "Main menu" -> "Basic data" -> "TachoScan" -> in the: "Entering and leaving a foreign country territory 236" topic)

***You can import multiple files at once for different drivers**:*

In the file selection window press and hold *and select the desired files using the left mouse button (* *- to select all files).*

- Import from xml file - click: , select file, select:  ;

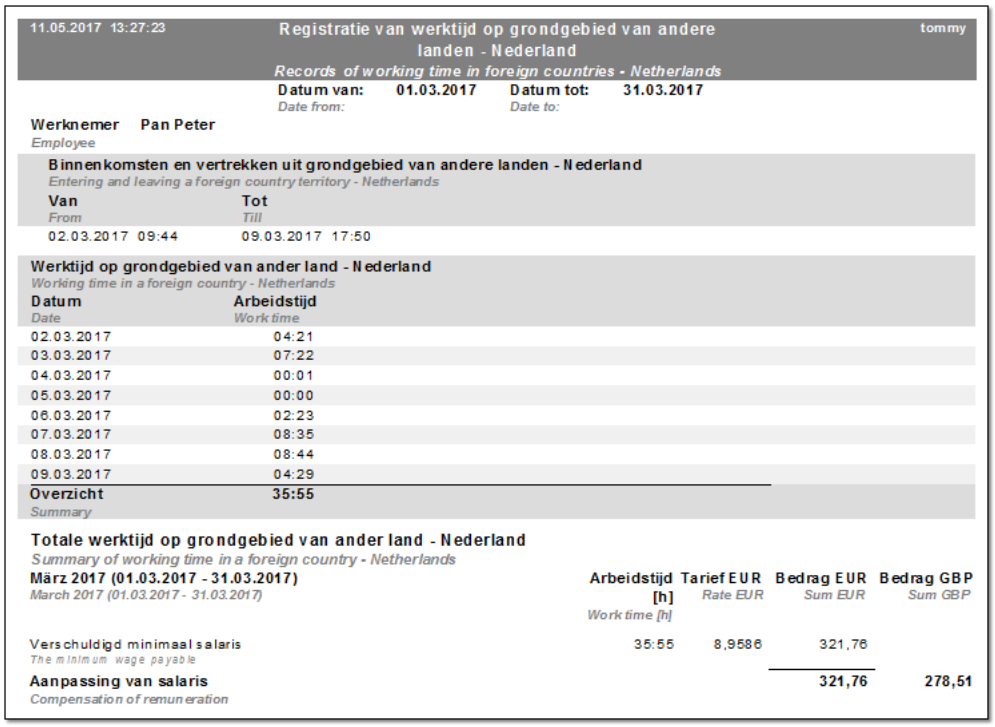
Option for advanced program users TachoScan.

The structure of the imported file is available in the program help "TachoScan module 137" -> "Main menu 91" -> "Basic data 94" -> "TachoScan 180" -> "Entering and leaving a foreign country territory" in the "The structure of the imported xml file 457".

5. A detailed settlement of salary adjustment/reduction for the time of work on the territory of other countries is available in the report: **Records of working time in foreign countries** ("Reports" menu), which contains the following data:
   - list of entries to and exits from the territory of "other country";
   - summary of work time;
   - summary of compensation calculated for the work time while in the territory "other country".

The remuneration due for working time in other countries is calculated according to ECB monthly exchange rate.

Exchange rates are automatically downloaded by the program ("Basic data -> [009] Rates of exchange 119" menu).



11.05.2017 13:27:23 — tommy

Registratie van werktijd op grondgebied van andere landen - Nederland
Records of working time in foreign countries - Netherlands

Datum van: 01.03.2017 (Date from:) Datum tot: 31.03.2017 (Date to:)

Werknemer Pan Peter
Employee

Binnenkomsten en vertrekken uit grondgebied van andere landen - Nederland
Entering and leaving a foreign country territory - Netherlands

Van (From)	Tot (Till)
02.03.2017 09:44	09.03.2017 17:50

Werktijd op grondgebied van ander land - Nederland
Working time in a foreign country - Netherlands

Datum (Date)	Arbeidstijd (Work time)
02.03.2017	04:21
03.03.2017	07:22
04.03.2017	00:01
05.03.2017	00:00
06.03.2017	02:23
07.03.2017	08:35
08.03.2017	08:44
09.03.2017	04:29
Overzicht (Summary)	**35:55**

Totale werktijd op grondgebied van ander land - Nederland
Summary of working time in a foreign country - Netherlands

März 2017 (01.03.2017 - 31.03.2017) *March 2017 (01.03.2017 - 31.03.2017)*	Arbeidstijd [h] *Work time [h]*	Tarief EUR *Rate EUR*	Bedrag EUR *Sum EUR*	Bedrag GBP *Sum GBP*
Verschuldigd minimaal salaris *The minimum wage payable*	35:55	8,9586	321,76	
Aanpassing van salaris *Compensation of remuneration*			**321,76**	**278,51**

Fig. Records of working time in foreign countries.

6. Other reports:
   - "[179] Summary records of working time in foreign countries 276" - the list of final results of the compensation settlement for the time of work on the territory of "other country".

13.2.2.6. Italy

The Italian notification form (in Italian) for a worker posted to work in Italy, is available at: "http://www.distaccoue.lavoro.gov.it/Documentazione/allegato-circolare-INL-22-dicembre-2016-n.3.pdf".

Once completed, the form (scan or pdf file) should be sent by e-mail to: "Cabotaggio.DistaccoUE@lavoro.gov.it".

For more information visit: "http://www.distaccoue.lavoro.gov.it/Pages/Home.aspx?lang=eng"

Compensation to the national minimum wage for working time on the territory of Italy **can be calculated** as follows:

1. In the add/edit employment window ("Basic data 411 -> [005] Employees 411" menu -> add or open for editing a selected employee, go to "Employment 111" tab, then open for editing or add a new employment, and then in the **Calculate minimum wage payable for the work time in the territory of foreign countries at the rates** table select the appropriate country (Fig. bellow).

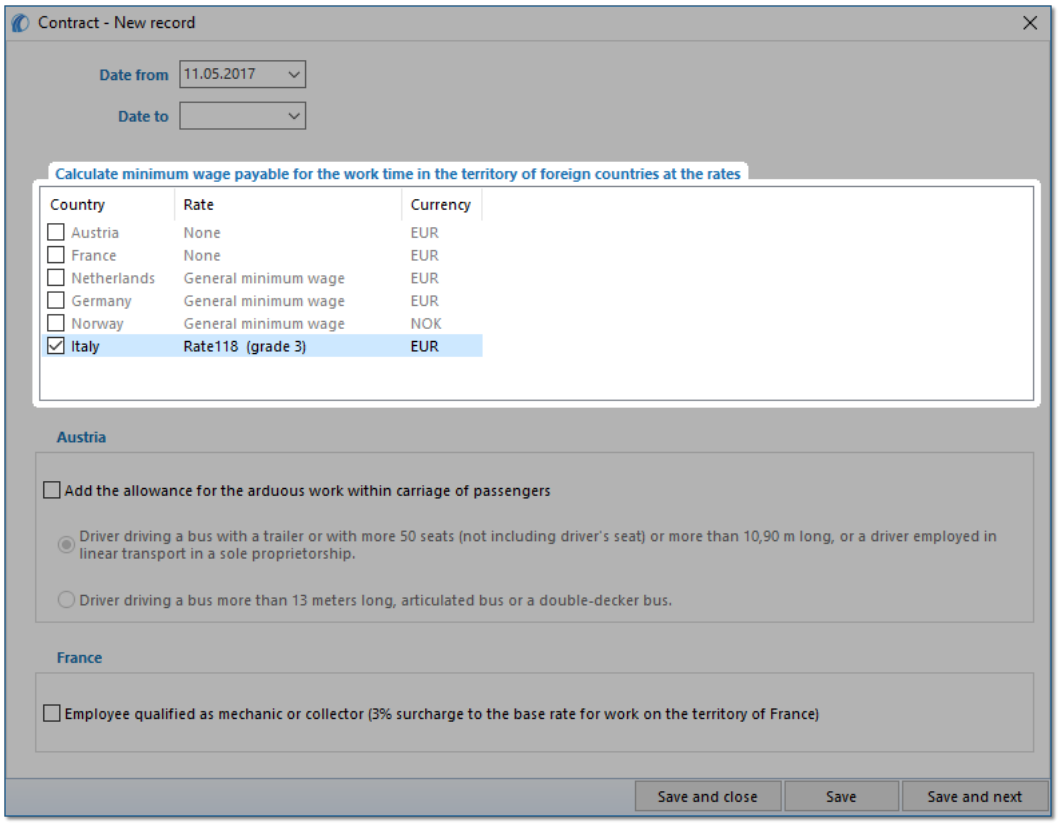


Fig. Add/edit employment contract window.

*If the rate for Italy is determined as **None**, when you click on the ☑ **Italy** option, the program will immediately display the rate and down-payment editing window in which the rate should be selected or a new one entered.*

- **edit rate** - double-click with the left mouse button on the with the name of the country;
  - **minimum wage** - adopts the minimum wage amount, depending on the chosen so-called **level** - the rates for each level are listed in : "Minimum wages in foreign contries 240 " ("TachoScan 180" menu);

The description and table of "levels" is available in the following topic: "Table of minimum monthly rates 415".

- **checking the option/editing rate for multiple drivers**:
  - go back to the list of employees;
  - use the Ctrl or Shift key and left mouse button to select the employees (Ctrl + A - select all empolyees);
  - right click to display drop-down menu;
  - in the menu, select: **Alter data for selected items -> Modify current contract -> Allowance for work time in foreign country**;

- the program will display a table - select the appropriate country and then double-click with the left mouse button to open the compensation rate editing window;

2. Make sure you have complete data downloaded from the driver card and/or scanned from record sheets for the calculated period of time.

3. In the program settings window, in the: **TachoScan -> Minimum wage - other countries** tab ("Basic data 411" -> "Settings 411" menu) there are options that directly affect the calculation of the national minimum wage compensation. (see more program help: "TachoScan module 411" -> "Main menu 411" -> "Basic data 411" -> "[014] Settings 411" -> "TachoScan 411"-> "Minimum wage - other countries 162" topic).
   We encourage you to review the options - we recommend using the default program settings (Default settings).

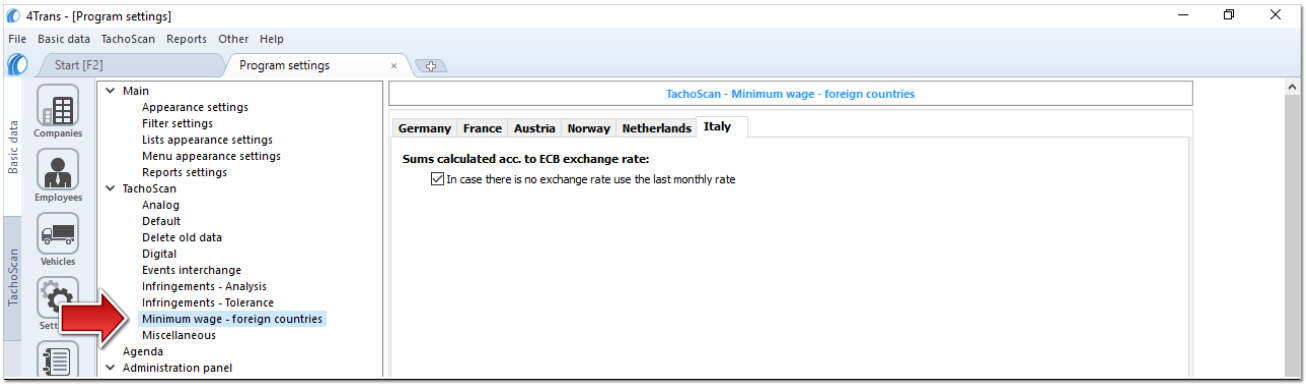


Fig. Program settings window.

4. In the **Entering and leaving a foreign country territory** window ("TachoScan 411" menu) add the periods of stay (settlement month + next day) in the territory of the selected country for the settled employee/employees. Periods can be entered as follows:

   - directly in the program - click on the: icon in the list toolbar, and then fill in the data in the boxes (Fig. bellow);

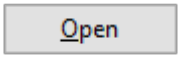
> *The section that has the option selected* ☑ ***Yes*** *in the column:* ***Include section in foreign countries due remuneration*** *will be included in the compensation calculation, otherwise the section will be skipped.*

   - Import from **csv**, **xls** or **xlsx** file - click: , select files, select: Import ;

> *In the import window, there are buttons to download a template or sample import file - see wpomocy programu: "TachoScan module" -> "Main menu" -> "Basic data" -> "TachoScan" -> in the: "Entering and leaving a foreign country territory 236" topic)*
>
> ***You can import multiple files at once for different drivers****:*
>
> *In the file selection window press and hold* Ctrl *and select the desired files using the left mouse button (*

- to select all files).

- Import from xml file - click:

, select file, select: 

;

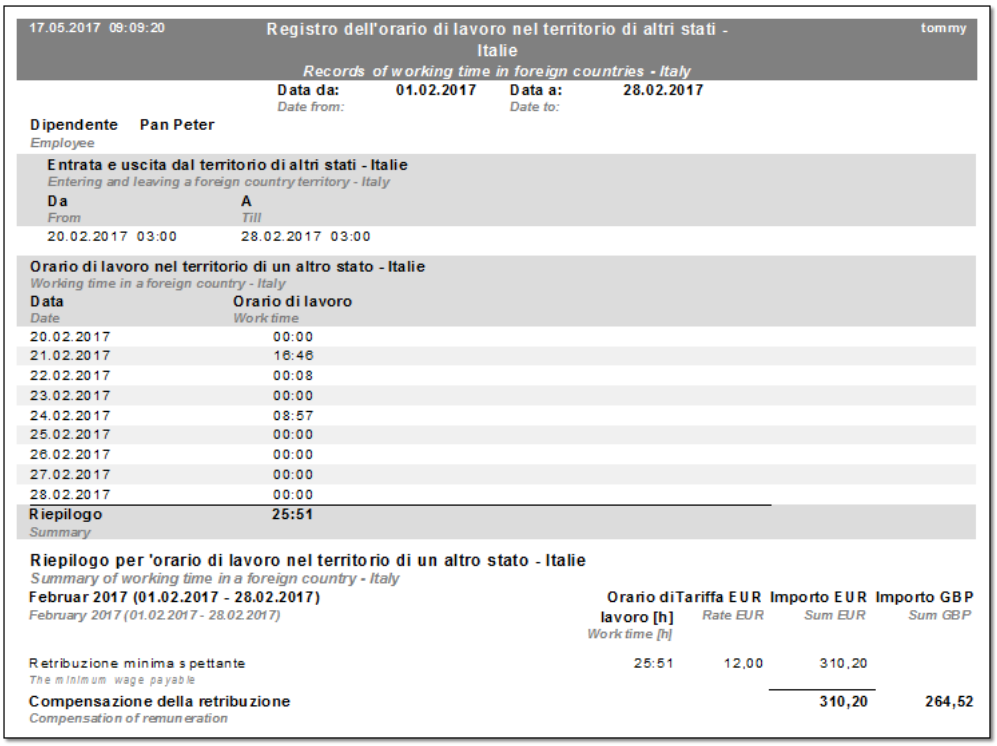
Option for advanced program users TachoScan.

The structure of the imported file is available in the program help "TachoScan module 137" -> "Main menu 91" -> "Basic data 94" -> "TachoScan 180" -> "Entering and leaving a foreign country territory" in the "The structure of the imported xml file 457".

5. A detailed settlement of salary adjustment/reduction for the time of work on the territory of other countries is available in the report: **Records of working time in foreign countries** ("Reports" menu), which contains the following data:
   - list of entries to and exits from the territory of "other country";
   - summary of work time;
   - summary of compensation calculated for the work time while in the territory "other country".

The remuneration due for working time in other countries is calculated according to ECB monthly exchange rate.

Exchange rates are automatically downloaded by the program ("Basic data -> [009] Rates of exchange 119" menu).



17.05.2017 09:09:20 — Registro dell'orario di lavoro nel territorio di altri stati - Italie — tommy
Records of working time in foreign countries - Italy

Data da: 01.02.2017 (*Date from:*) Data a: 28.02.2017 (*Date to:*)

Dipendente Pan Peter
Employee

Entrata e uscita dal territorio di altri stati - Italie
Entering and leaving a foreign country territory - Italy

Da *From*	A *Till*
20.02.2017 03:00	28.02.2017 03:00

Orario di lavoro nel territorio di un altro stato - Italie
Working time in a foreign country - Italy

Data *Date*	Orario di lavoro *Work time*
20.02.2017	00:00
21.02.2017	16:46
22.02.2017	00:08
23.02.2017	00:00
24.02.2017	08:57
25.02.2017	00:00
26.02.2017	00:00
27.02.2017	00:00
28.02.2017	00:00
Riepilogo *Summary*	25:51

Riepilogo per 'orario di lavoro nel territorio di un altro stato - Italie
Summary of working time in a foreign country - Italy

Februar 2017 (01.02.2017 - 28.02.2017) *February 2017 (01.02.2017 - 28.02.2017)*	Orario di lavoro [h] *Work time [h]*	Tariffa EUR *Rate EUR*	Importo EUR *Sum EUR*	Importo GBP *Sum GBP*
Retribuzione minima spettante *The minimum wage payable*	25:51	12,00	310,20	
Compensazione della retribuzione *Compensation of remuneration*			310,20	264,52

Fig. Records of working time in foreign countries.

6. Other reports:
   - "[179] Summary records of working time in foreign countries" - the list of final results of the compensation settlement for the time of work on the territory of "other country".

13.2.2.6.1 Table of minimum monthly rates

Level		Monthly minimum rate from 01-10-2017 €	Minimum hourly rate (Minimum monthly rate / 168) from 01-10-2017 €
3	118 - drivers of combination of vehicles: a truck and a trailer or semi-trailer trucks of a load capacity under 8 tons, and drivers of motorboats (grade 3) *Autisti conducenti di autotreni o autoarticolati di portata inferiore a 80 quintali*	**1 598,78**	**9,52**

3 Super	121 - drivers of combination of vehicles: truck and trailer or semi-trailer trucks of a load capacity over 8 tons, and drivers of trucks of a load capacity over 2 tons equipped with a crane; drivers of vehicles intended for exceptional freight haulage haulage (grade 3 super) *Conducenti di autotreni o autoarticolati di portata superiore a 80 quintali e i conducenti di autocarri con portata superiore a 20 quintali muniti di gru.*	**1 642,37**	**9,78**
4	112 - other drivers who fall neither under grade 3 super nor grade 3 (grade 4) *Altri autisti non compresi nel 3°livello Super e nel 3° livello;*	**1 520,42**	**9,05**

13.2.2.7. Luxembourg

As of 24 January 2018, Luxembourg temporarily suspended the provisions on the minimum wage for employees posted in road transport of goods and passengers.

The employee notification form (in English, German or French) that is posted to work in Luxembourg is available at: "https://guichet.itm.lu/edetach/"

Compensation to the national minimum wage for working time on the territory of Luxembourg **can be calculated** as follows:

1. In the add/edit employee window "Basic data 94 -> [005] Employees 107" menu) in the "Settings - other countries 113" tab:
   - choose the date from which the program is to calculate the seniority: **Dates of the first contract with the continuity of employment** or free entery **Dates** (Fig. bellow);

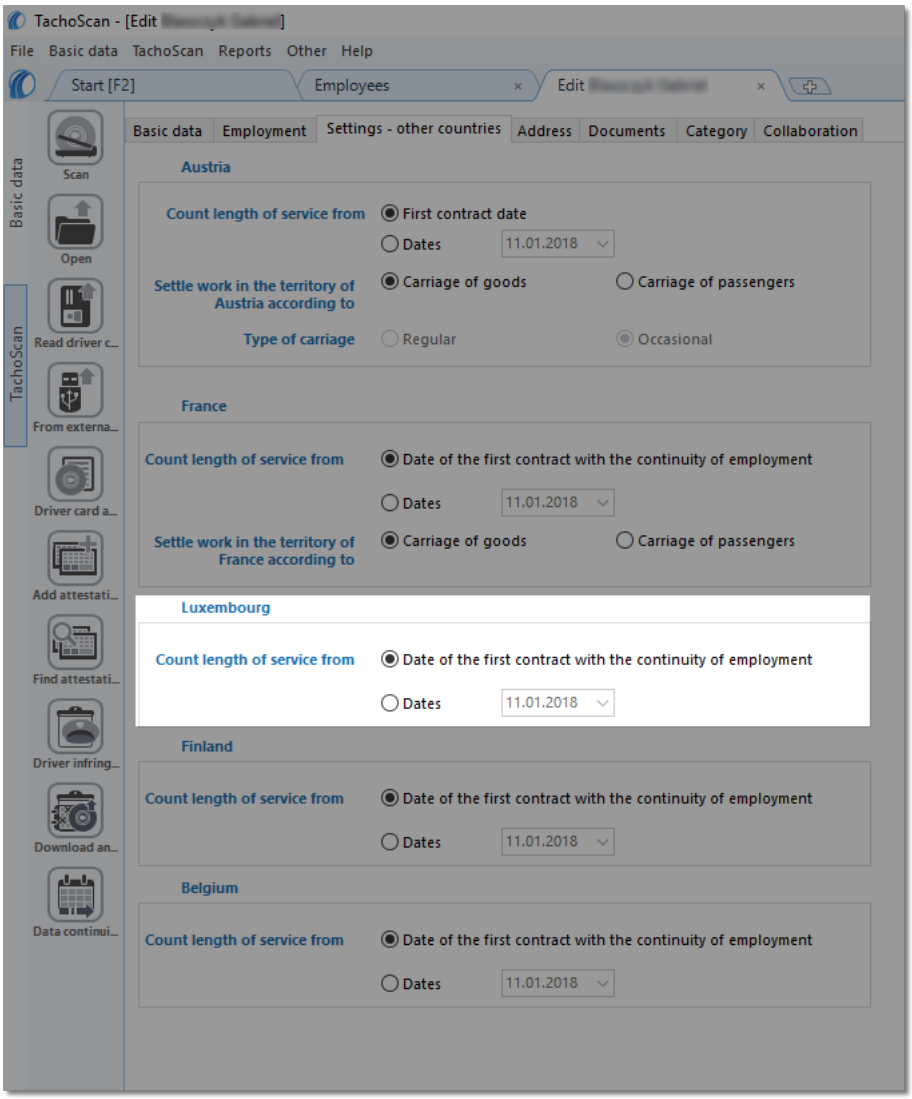


Fig. Add/edit employee window.

- **select the option for multiple drivers:** select drivers, then choose Alter data for selected items from the pull-down menu:
  - **For Luxembourg count length of service from**, then select the date in the next window.

2. In the add/edit employment window ("Basic data 416 -> [005] Employees 416" menu -> add or open for editing a selected employee, go to "Employment 111" tab, then open for editing or add a new employment, and then in the **Calculate minimum wage payable for the work time in the territory of foreign countries at the rates** table select the appropriate country (Fig. bellow).

> *If the rate for Luxembourg is determined as None, when you click on the ☑ option, the program will immediately display the rate and down-payment editing window in which the rate should be selected or a new one entered.*

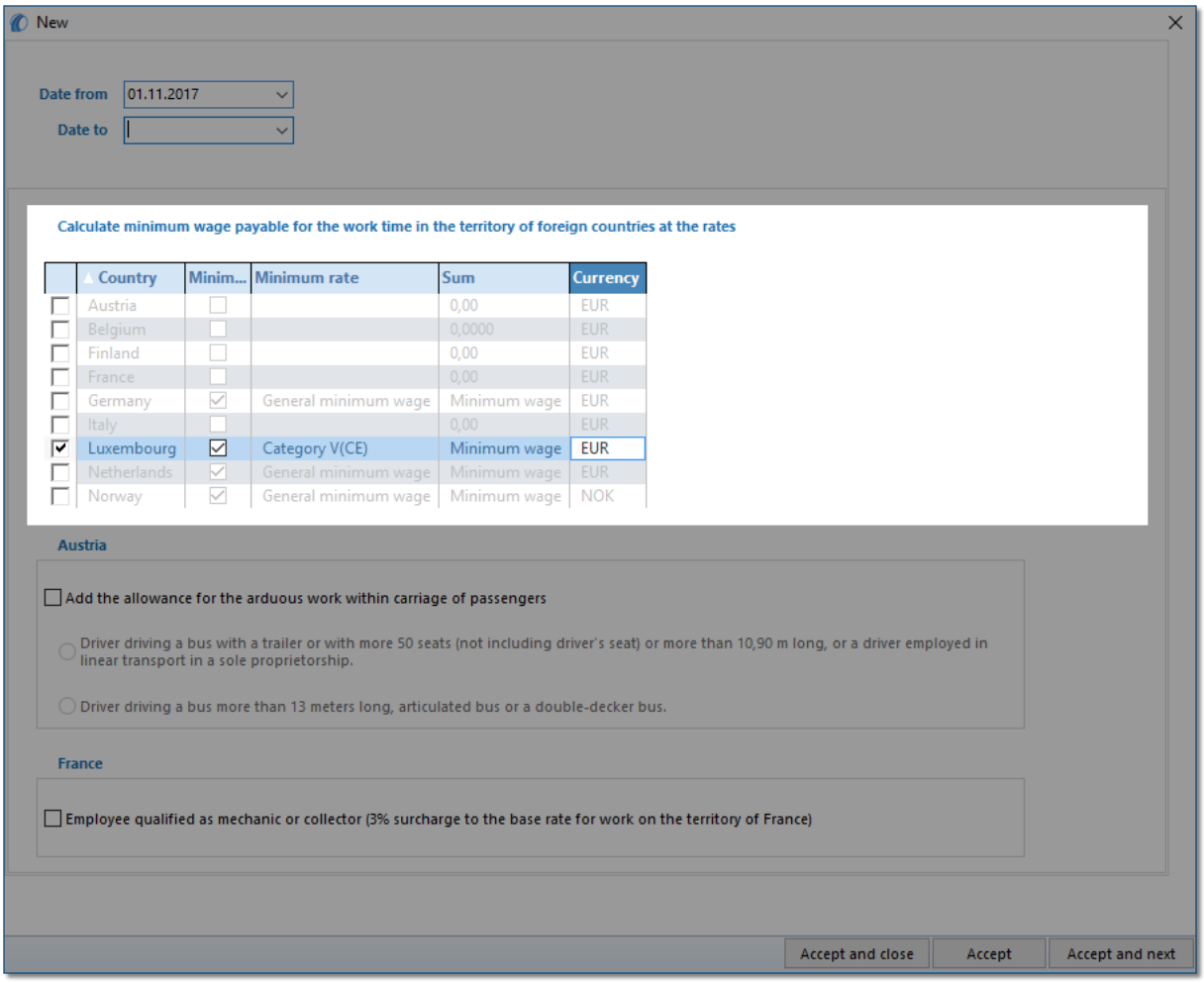


Fig. Add/edit employment contract window

- **edit rate** - double-click with the left mouse button on the with the name of the country;
  - **minimum wage -** is the amount of the minimum wage, depending on the category chosen - rates are specified in the " [181] Minimum wages in foreign contries 240" list ("TachoScan 180" menu);

> *There are a few minimum rates, which depend on the driver's license category and seniority (see "Table of minimum hourly rate 421" topic for more).*

- **checking the option/editing rate for multiple drivers**:
  - go back to the list of employees;
  - use the Ctrl or Shift key and left mouse button to select the employees (Ctrl + A - select all empolyees);

- right click to display drop-down menu;
- in the menu, select: **Alter data for selected items -> Modify current contract -> Allowance for work time in foreign country**;
- the program will display a table - select the appropriate country and then double-click with the left mouse button to open the compensation rate editing window;

3. Make sure you have complete data downloaded from the driver card and/or scanned from record sheets for the calculated period of time.

4. In the program settings window, in the: **TachoScan -> Minimum wage - other countries** tab ("Basic data" -> "Settings" menu) there are options that directly affect the calculation of the national minimum wage compensation. (see more program help: "TachoScan module" -> "Main menu" -> "Basic data" -> "[014] Settings" -> "TachoScan"-> "Minimum wage - other countries" topic).
   We encourage you to review the options - we recommend using the default program settings (Default settings).

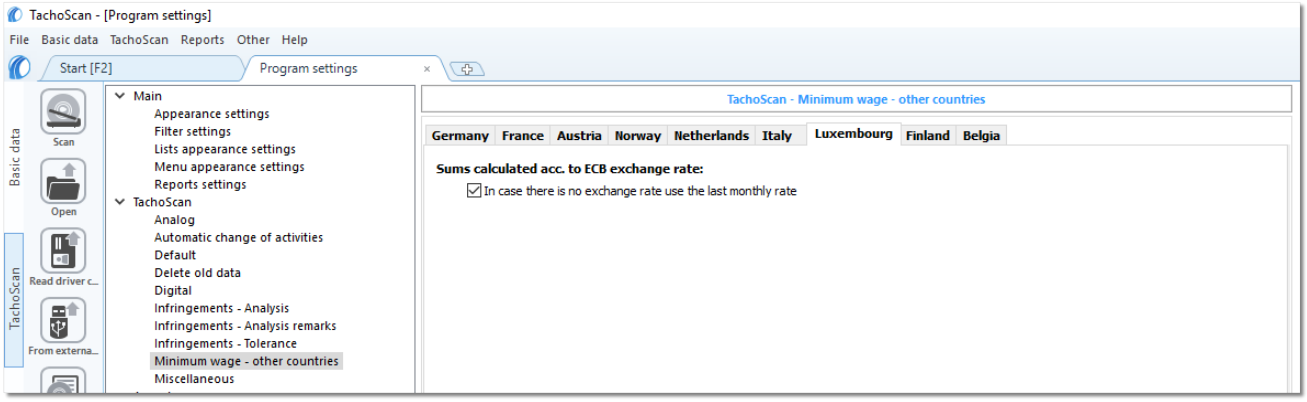


Fig. Program settings window.

5. In the **Entering and leaving a foreign country territory** window ("TachoScan" menu) add the periods of stay (settlement month + next day) in the territory of the selected country for the settled employee/employees. Periods can be entered as follows:

   - directly in the program - click on the: icon in the list toolbar, and then fill in the data in the boxes (Fig. bellow);

> *The section that has the option selected* ☑ ***Yes*** *in the column:* ***Include section in foreign countries due remuneration*** *will be included in the compensation calculation, otherwise the section will be skipped.*

   - Import from **csv**, **xls** or **xlsx** file - click: , select files, select: Import ;

> *In the import window, there are buttons to download a template or sample import file - see wpomocy programu: "TachoScan module" -> "Main menu" -> "Basic data" -> "TachoScan" -> in the: "Entering and leaving a foreign*

country territory 236" topic)

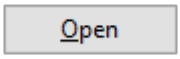
***You can import multiple files at once for different drivers**:*

In the file selection window press and hold

and select the desired files using the left mouse button (

- to select all files).

- Import from xml file - click:

, select file, select: 

;

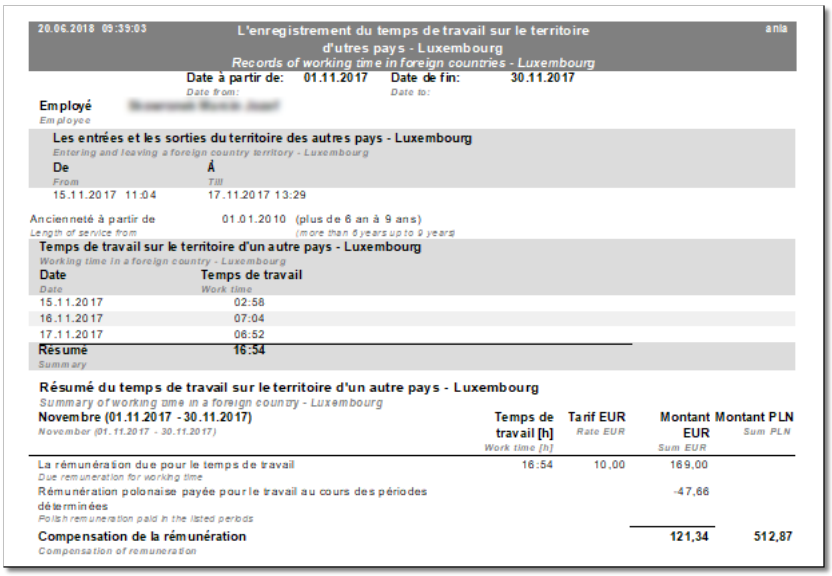
Option for advanced program users TachoScan.

The structure of the imported file is available in the program help "TachoScan module 137" -> "Main menu 91" -> "Basic data 94" -> "TachoScan 180" -> "Entering and leaving a foreign country territory" in the "The structure of the imported xml file 457".

6. A detailed settlement of salary adjustment/reduction for the time of work on the territory of other countries is available in the report: **Records of working time in foreign countries** ("Reports" menu), which contains the following data:
   - list of entries to and exits from the territory of "other country";
   - summary of work time;
   - summary of compensation calculated for the work time while in the territory "other country".

The remuneration due for working time in other countries is calculated according to ECB monthly exchange rate.

Exchange rates are automatically downloaded by the program ("Basic data -> [009] Rates of exchange 119" menu).



20.06.2018 09:39:03 — L'enregistrement du temps de travail sur le territoire d'utres pays - Luxembourg / *Records of working time in foreign countries - Luxembourg* — anta

Date à partir de: 01.11.2017 (*Date from:*) Date de fin: 30.11.2017 (*Date to:*)

Employé (*Employee*) [redacted]

Les entrées et les sorties du territoire des autres pays - Luxembourg
Entering and leaving a foreign country territory - Luxembourg

De (*From*)	À (*Till*)
15.11.2017 11:04	17.11.2017 13:29

Ancienneté à partir de (*Length of service from*) 01.01.2010 (plus de 6 an à 9 ans) (*more than 6 years up to 9 years*)

Temps de travail sur le territoire d'un autre pays - Luxembourg
Working time in a foreign country - Luxembourg

Date (*Date*)	Temps de travail (*Work time*)
15.11.2017	02:58
16.11.2017	07:04
17.11.2017	06:52
Résumé (*Summary*)	16:54

Résumé du temps de travail sur le territoire d'un autre pays - Luxembourg
Summary of working time in a foreign country - Luxembourg

Novembre (01.11.2017 - 30.11.2017) (*November (01.11.2017 - 30.11.2017)*)	Temps de travail [h] (*Work time [h]*)	Tarif EUR (*Rate EUR*)	Montant EUR (*Sum EUR*)	Montant PLN (*Sum PLN*)
La rémunération due pour le temps de travail (*Due remuneration for working time*)	16:54	10,00	169,00	
Rémunération polonaise payée pour le travail au cours des périodes déterminées (*Polish remuneration paid in the listed periods*)			-47,66	
Compensation de la rémunération (*Compensation of remuneration*)			121,34	512,87

Fig. Record of working time in the territory of other countries.

5. Other reports:
   - "[179] Summary records of working time in foreign countries" - the list of final results of the compensation settlement for the time of work on the territory of "other country".

13.2.2.7.1 Table of minimum hourly rate

List of hourly rates of the minimum wage for drivers on the basis of a collective agreement for transport
(source - carriage of goods: "http://www.itm.lu/files/live/sites/Itm/files/Droit%20Du%20Travail/conventions-collectives/transport.pdf"
source - carriage of passengers: "http://www.itm.lu/files/live/sites/Itm/files/Droit%20Du%20Travail/conventions-collectives/conducteurs_autobus.pdf").

Seniority	**Category I** (B) **€**	**Category II** (C1) **€**	**Category III** (C) **€**	**Category IV** (C1+E) **€**	**Category V** (C+E) **€**	**Category I (carriage of passengers)** (D1) **€**	**Category II (carriage of passengers)** (D) **€**
up to 6 months	11,7168	12,6842	13,5357	13,5357	13,5357	12,5958	18,1966
over 6 - 12 months	11,8693	12,8841	13,5357	13,8128	14,2015	12,5958	18,1966
over 1 - 3 years	12,0531	13,0869	13,5357	14,0743	14,8335	13,6690	18,7949
over 3 -6 years	12,6842	13,7079	13,9477	14,3268	14,8335	14,7421	19,3911

over 6 - 9 years	13,3158	14,3268	14,5789	14,5789	15,4625	15,2788	19,9901
over 9 - 12 years	13,8128	14,5789	14,7761	14,8335	16,0956	15,8153	20,5861
over 12 - 15 years	14,0743	14,8335	15,4017	15,0421	16,7249	16,3649	20,8851
over 15 - 18 years	14,3268	15,0421	15,7157	15,2519	17,2325	16,3649	21,1843
over 18 - 21 years	14,5789	15,2519	16,0317	15,4647	17,7319	16,3649	21,4832
over 21 - 24 years	14,8335	15,4647	16,3464	15,6804	18,2443	16,3649	21,7820
over 24 years	15,0421	15,6804	16,6614	15,8992	18,7496	16,3649	22,0799

*)**Seniority** - calculated depending on the option selected in the program ("Basic data 138" -> "[005]Employees 107" menu, edit employee window -> "Settings - other countries 113" tab):
- Dates of the first contract with the continuity of employment - seniority calculated on the basis of the employment contract history. At least one day of interruption between contracts results in the seniority being counted from zero;
- Dates - seniority calculated from any date entered (the program does not verify the continuity of employment contracts).

13.2.2.8. Finland

The employee notification form (in English), which is posted to work in Finland, is available at: "https://www.tyosuojelu.fi/web/en/employment-relationship/posted-worker/reporting-duty/form".

Compensation to the national minimum wage for working time on the territory of Finland **can be calculated** as follows:

1. in the add/edit employee window "Basic data 94 -> [005] Employees 107"menu) in the "Settings - other countries 113" tab:
   - choose the date from which the program is to calculate the seniority: **Dates of the first contract with the continuity of employment** or free entery **Dates** (Fig. bellow);

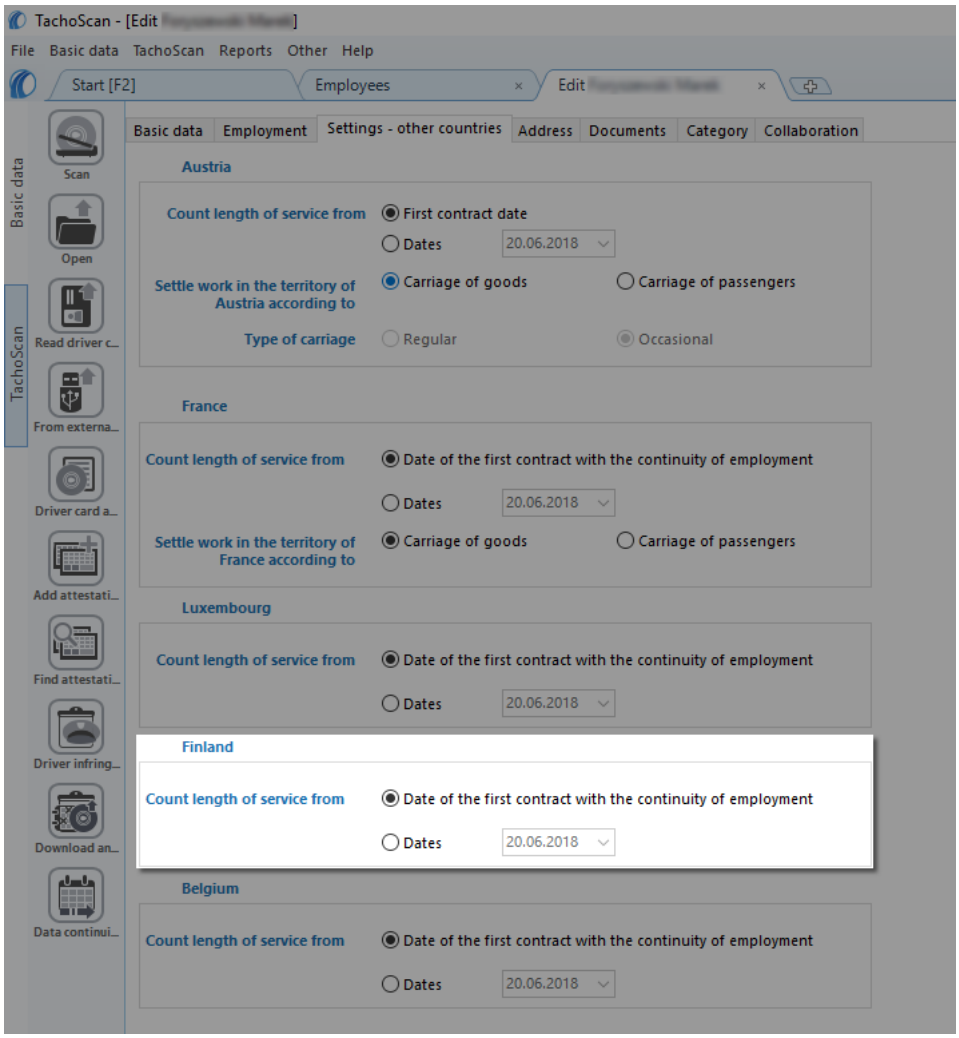


Fig. Add/edit employee window.

- **select the option for multiple drivers:** select drivers, then choose: Alter data for selected items:
  - **For Finland count length of service from**, then select the date in the next window.

2. In the add/edit employment window ("Basic data 422 -> [005] Employees 422" menu -> add or open for editing a selected employee, go to "Employment 111" tab, then open for editing or add a new employment, and then in the **Calculate minimum wage payable for the work time in the territory of foreign countries at the rates** table select the appropriate country (Fig. bellow).

> *If the rate for Finland is determined as **None** when you click on the ☑ **Finland** option, the program will immediately display the rate and down-payment editing window in which the rate should be selected or a new one entered.*

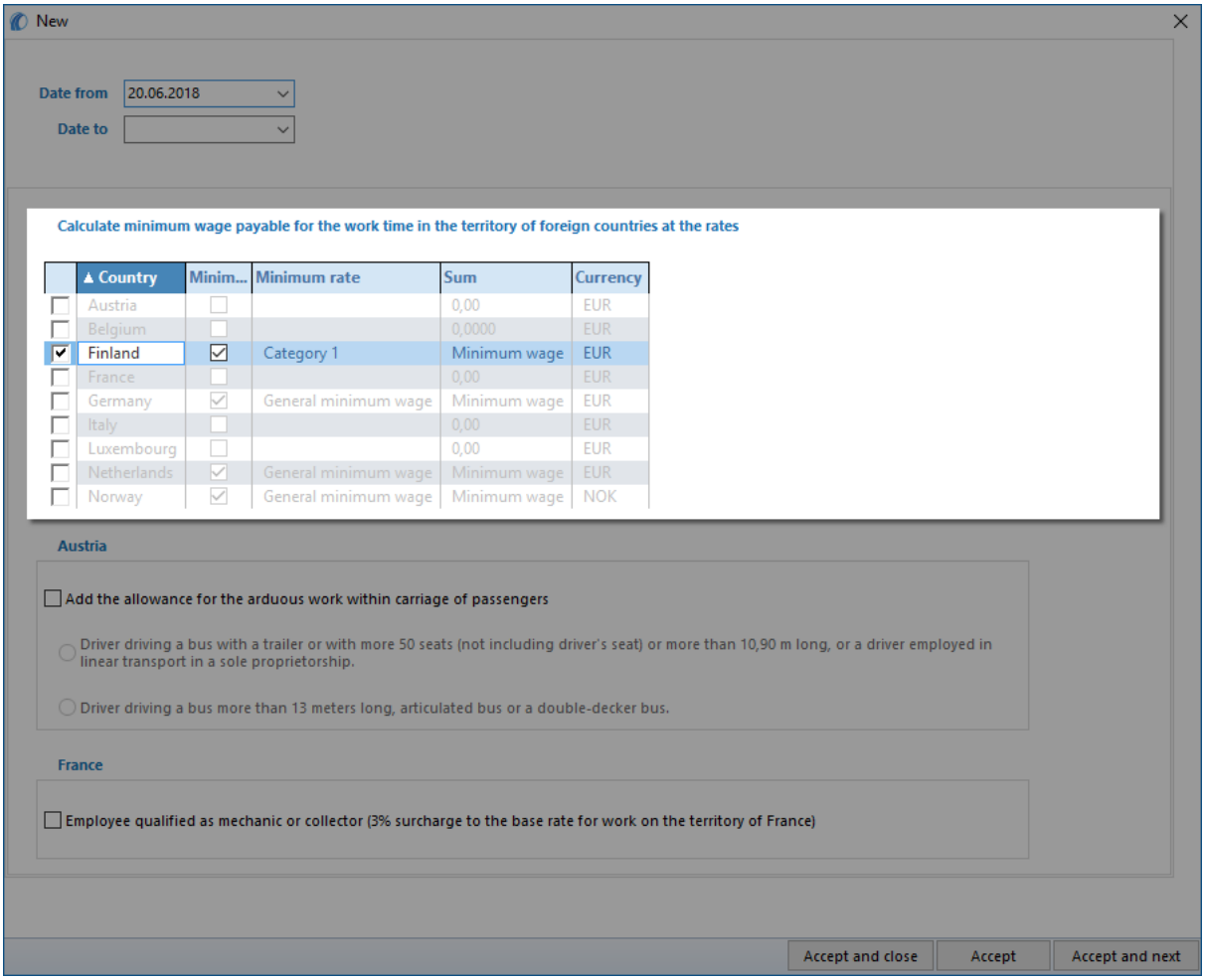


Fig. Add/edit employment contract window.

- **edit rate** - double-click with the left mouse button on the with the name of the country;
  - **minimum wage -** is the amount of the minimum wage, depending on the category chosen - rates are specified in the "Minimum wages in foreign contries 240" list "TachoScan 180" menu);

> *There are a few minimum rates, which depend on the driver's license category and seniority (see "Table of minimum hourly rate 421" topic for more).*

- **checking the option/editing rate for multiple drivers**:
  - go back to the list of employees;
  - use the Ctrl or Shift key and left mouse button to select the employees (Ctrl + A - select all empolyees);
  - right click to display drop-down menu;
  - in the menu, select: **Alter data for selected items -> Modify current contract -> Allowance**

for work time in foreign country;

- the program will display a table - select the appropriate country and then double-click with the left mouse button to open the compensation rate editing window;

3. Make sure you have complete data downloaded from the driver card and/or scanned from record sheets for the calculated period of time.

4. In the program settings window, in the: **TachoScan -> Minimum wage - other countries** tab ("Basic data" -> "Settings" menu) there are options that directly affect the calculation of the national minimum wage compensation. (see more program help: "TachoScan module" -> "Main menu" -> "Basic data" -> "[014] Settings" -> "TachoScan"-> "Minimum wage - other countries" topic).
   We encourage you to review the options - we recommend using the default program settings (Default settings).

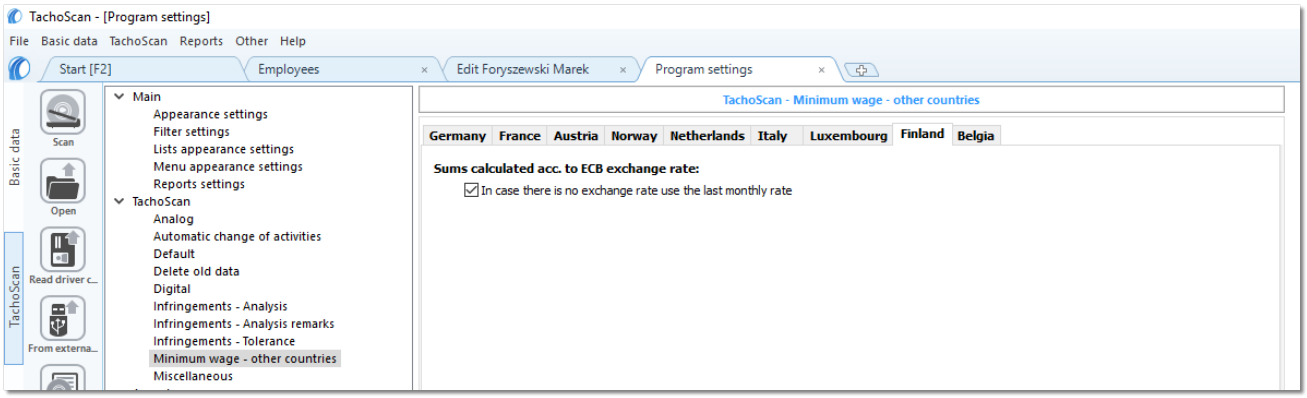


Fig. Program settings window.

5. In the **Entering and leaving a foreign country territory** window ("TachoScan" menu) add the periods of stay (settlement month + next day) in the territory of the selected country for the settled employee/employees. Periods can be entered as follows:

   - directly in the program - click on the: icon in the list toolbar, and then fill in the data in the boxes (Fig. bellow);

> *The section that has the option selected ☑ **Yes** in the column: **Include section in foreign countries due remuneration** will be included in the compensation calculation, otherwise the section will be skipped.*

   - Import from **csv**, **xls** or **xlsx** file - click: , select files, select: Import ;

> *In the import window, there are buttons to download a template or sample import file - see wpomocy programu: "TachoScan module" -> "Main menu" -> "Basic data" -> "TachoScan" -> in the: "Entering and leaving a foreign country territory" topic)*

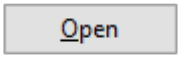
***You can import multiple files at once for different drivers**:*

In the file selection window press and hold

and select the desired files using the left mouse button (

- to select all files).

- Import from xml file - click:

, select file, select: 

;

Option for advanced program users TachoScan.

The structure of the imported file is available in the program help "TachoScan module 137" -> "Main menu 91" -> "Basic data 94" -> "TachoScan 180" -> "Entering and leaving a foreign country territory" in the "The structure of the imported xml file 457".

5. A detailed settlement of salary adjustment/reduction for the time of work on the territory of other countries is available in the report: **Records of working time in foreign countries** ("Reports" menu), which contains the following data:
   - list of entries to and exits from the territory of "other country";
   - summary of work time;
   - summary of compensation calculated for the work time while in the territory "other country".

The remuneration due for working time in other countries is calculated according to ECB monthly exchange rate.

Exchange rates are automatically downloaded by the program ("Basic data -> [009] Rates of exchange 119" menu).

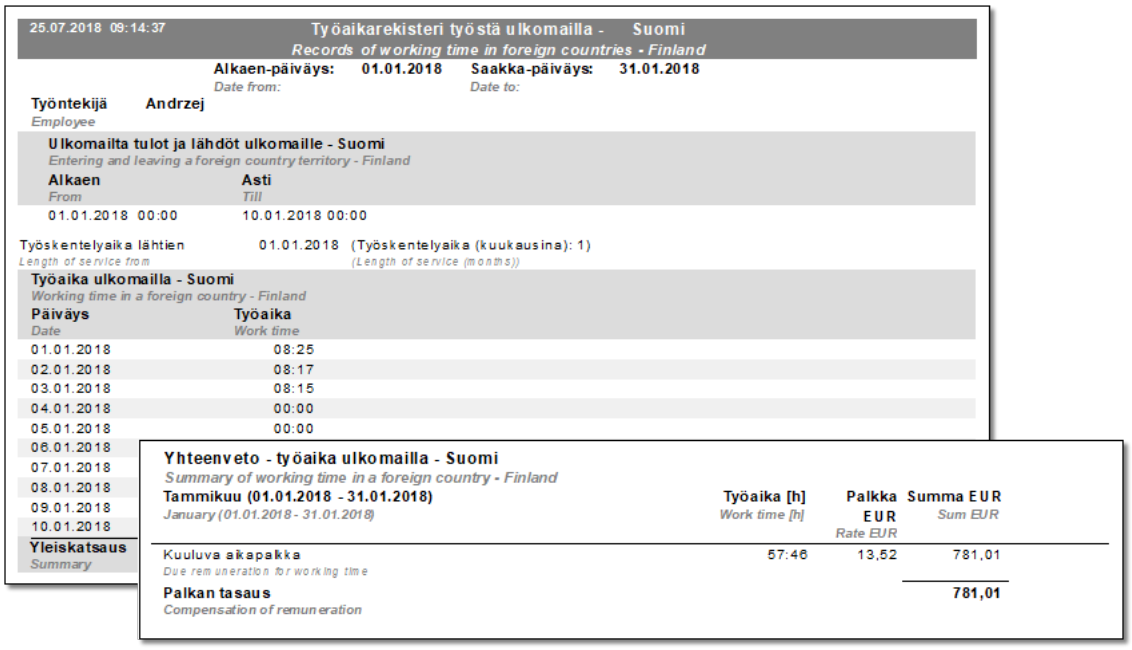

25.07.2018 09:14:37 Työaikarekisteri työstä ulkomailla - Suomi
Records of working time in foreign countries - Finland
Alkaen-päiväys: 01.01.2018 Saakka-päiväys: 31.01.2018
Date from: Date to:
Työntekijä Andrzej
Employee
Ulkomailta tulot ja lähdöt ulkomaille - Suomi
Entering and leaving a foreign country territory - Finland
Alkaen / From: 01.01.2018 00:00
Asti / Till: 10.01.2018 00:00
Työskentelyaika lähtien / Length of service from: 01.01.2018 (Työskentelyaika (kuukausina): 1) / (Length of service (months))
Työaika ulkomailla - Suomi
Working time in a foreign country - Finland
Päiväys / Date | Työaika / Work time
01.01.2018 08:25
02.01.2018 08:17
03.01.2018 08:15
04.01.2018 00:00
05.01.2018 00:00
06.01.2018
07.01.2018
08.01.2018
09.01.2018
10.01.2018
Yleiskatsaus / Summary
Yhteenveto - työaika ulkomailla - Suomi
Summary of working time in a foreign country - Finland
Tammikuu (01.01.2018 - 31.01.2018) / January (01.01.2018 - 31.01.2018)
Työaika [h] / Work time [h] | Palkka EUR / Rate EUR | Summa EUR / Sum EUR
Kuuluva aikapalkka / Due remuneration for working time: 57:46 | 13,52 | 781,01
Palkan tasaus / Compensation of remuneration: 781,01

Fig. Record of working time in the territory of other countries.

6. Other reports:
   - "[179] Summary records of working time in foreign countries" - the list of final results of the compensation settlement for the time of work on the territory of "other country".

13.2.2.8.1 Table of minimum hourly rate

List of minimum wage rates for drivers on the basis of a collective agreement for transport
(source "https://alt.fi/yleista-tyoehtosopimuksista/kuorma-autoalan-tyoehtosopimus/")

Category	Seniority (in years)*	from 01.10.2021 €
Bus driver	up 4	14,55
	4 to 8	14,77
	from 8 to 12	15,23
	up 12	15,52
Driver of a truck with a trailer	up 4	14,94
	4 to 8	15,10
	from 8 to 12	15,55
	up 12	15,88
Driver of a tractor unit with	up 4	14,43

	4 to 8	14,59
	from 8 to 12	15,04
	up 12	15,32
Driver, cat. B, C1 or C	upj 4	14,14
	4 to 8	14,29
	from 8 to 12	14,71
	up 12	15,02

*)**Seniority** - calculated depending on the option selected in the program "Basic data 94" -> "[005] Employees 107", menu, edit employee window -> "Settings - other countries 113"):
- Dates of the first contract with the continuity of employment - seniority calculated on the basis of the employment contract history. At least one day of interruption between contracts results in the seniority being counted from zero;
- Dates - seniority calculated from any date entered (the program does not verify the continuity of employment contracts).

13.2.2.9. Belgium

An employee posted to work in Belgium should be notified via the website: "www.limosa.be" (in English, German, French or Dutch).

Compensation to the national minimum wage for working time on the territory of Belgium **can be calculated** as follows::

1. 1. In the add/edit employee window "Basic data 94 -> [005] Employees 107"menu) in the "Settings - other countries 113" tab:
   - choose the date from which the program is to calculate the seniority: **Dates of the first contract with the continuity of employment** or free entery **Dates** (Fig. bellow);

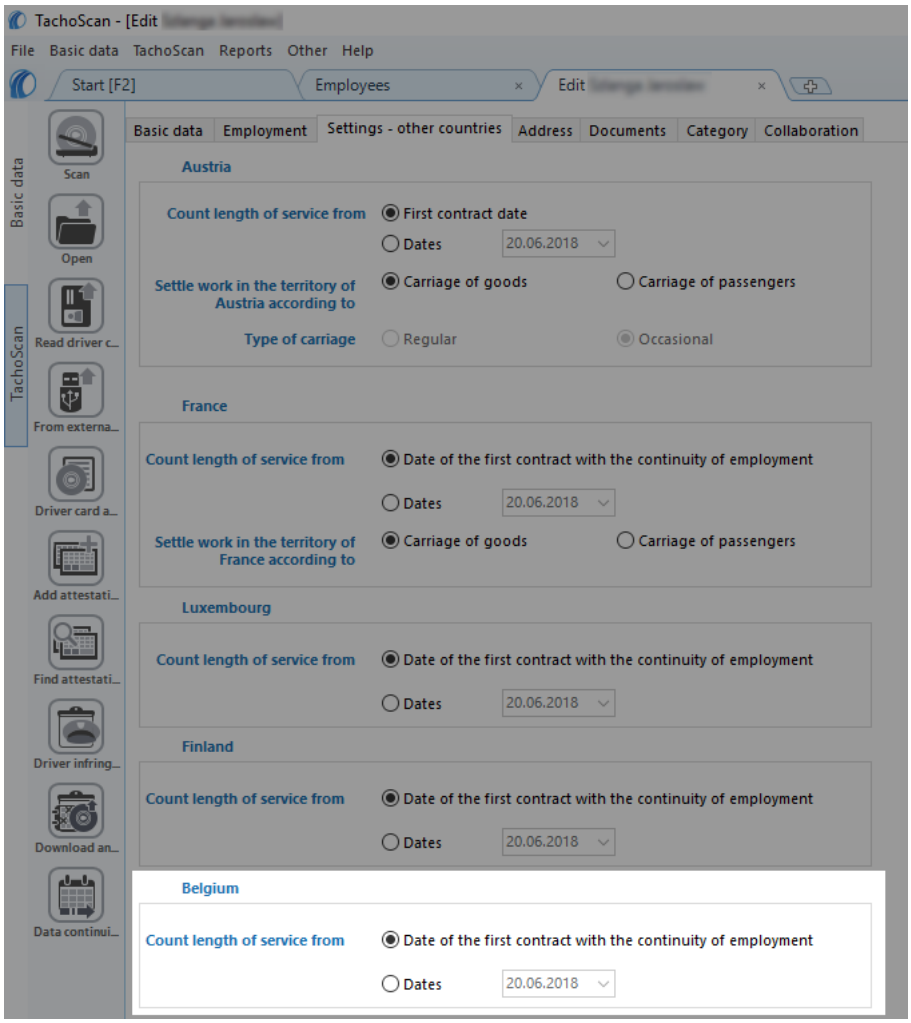


Fig. Add/edit employee window.

- **select the option for multiple drivers:** select drivers, then choose Alter data for selected items from the pull-down menu:
  - **For Belgium count length of service from**, then select the date in the next window.

2. In the add/edit employment window ("Basic data 428 -> [005] Employees 428" menu -> add or open for editing a selected employee, go to "Employment 111" tab, then open for editing or add a new employment, and then in the **Calculate minimum wage payable for the work time in the territory of foreign countries at the rates** table select the appropriate country (Fig. bellow).

*If the rate for Belgium is determined as **None,** when you click on the ☑ **Belgium** option, the program will immediately display the rate and down-payment editing window in which the rate should be selected or a new one entered.*

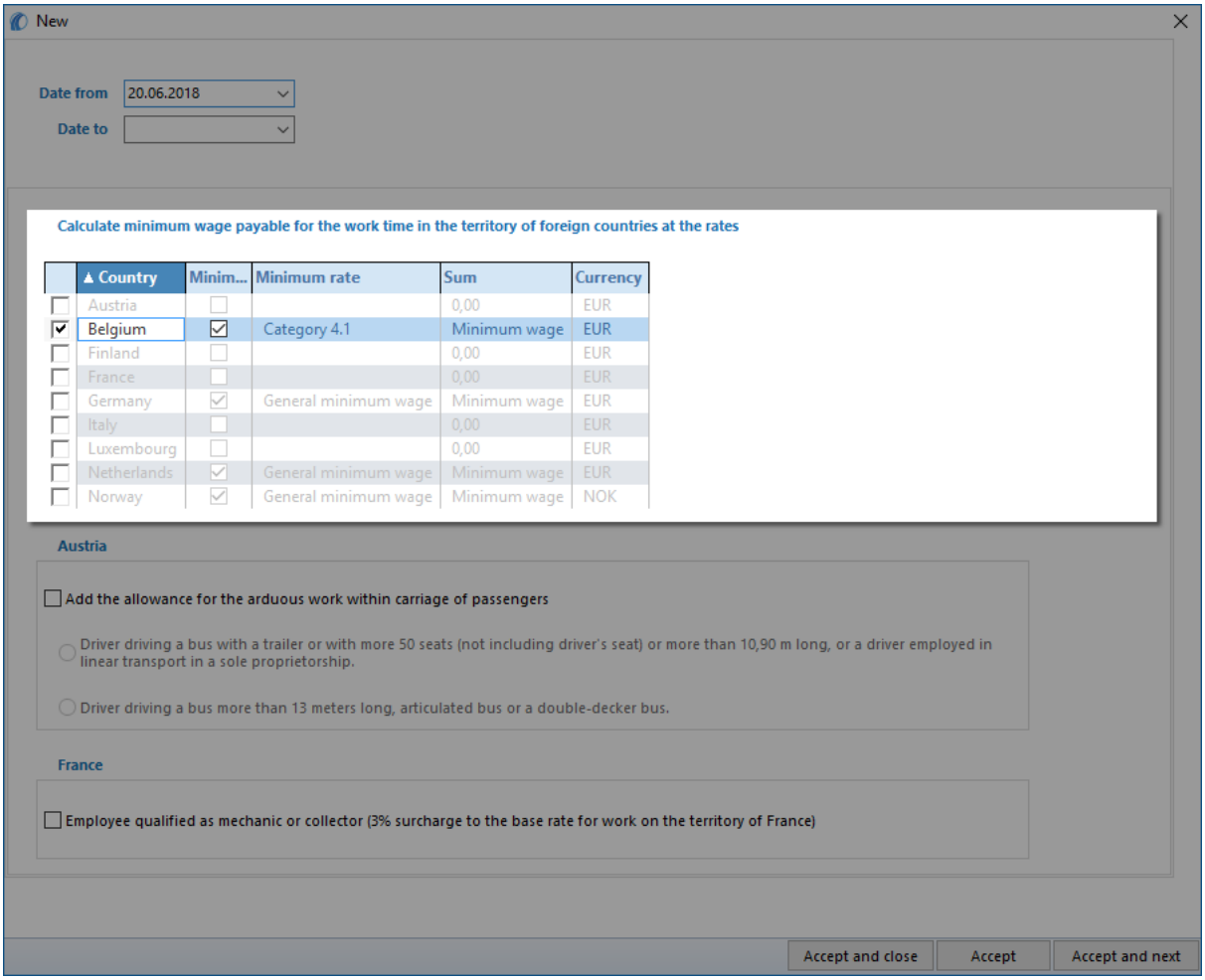


Fig. Add/edit employment contract window.

- **edit rate** - double-click with the left mouse button on the with the name of the country;
  - **minimum wage** - is the amount of the minimum wage, depending on the category chosen - rates are specified in the "Minimum wages in foreign contries 240" list ("TachoScan 180" menu);

There are several rates depending on the type of work, in addition rates vary depending on the weekly working time of the driver (see "Table of minimum hourly rate 433" topic for more).

- **checking the option/editing rate for multiple drivers**:
  - go back to the list of employees;
  - use the Ctrl or Shift key and left mouse button to select the employees (Ctrl + A - select all empolyees);
  - right click to display drop-down menu;
  - in the menu, select: **Alter data for selected items -> Modify current contract -> Allowance for work time in foreign country**;
  - the program will display a table - select the appropriate country and then double-click with the

left mouse button to open the compensation rate editing window;

3. Make sure you have complete data downloaded from the driver card and/or scanned from record sheets for the calculated period of time.

4. In the program settings window, in the: **TachoScan -> Minimum wage - other countries** tab ("Basic data" -> "Settings" menu) there are options that directly affect the calculation of the national minimum wage compensation. (see more program help: "TachoScan module" -> "Main menu" -> "Basic data" -> "[014] Settings" -> "TachoScan"-> "Minimum wage - other countries" topic).
   We encourage you to review the options - we recommend using the default program settings (Default settings).

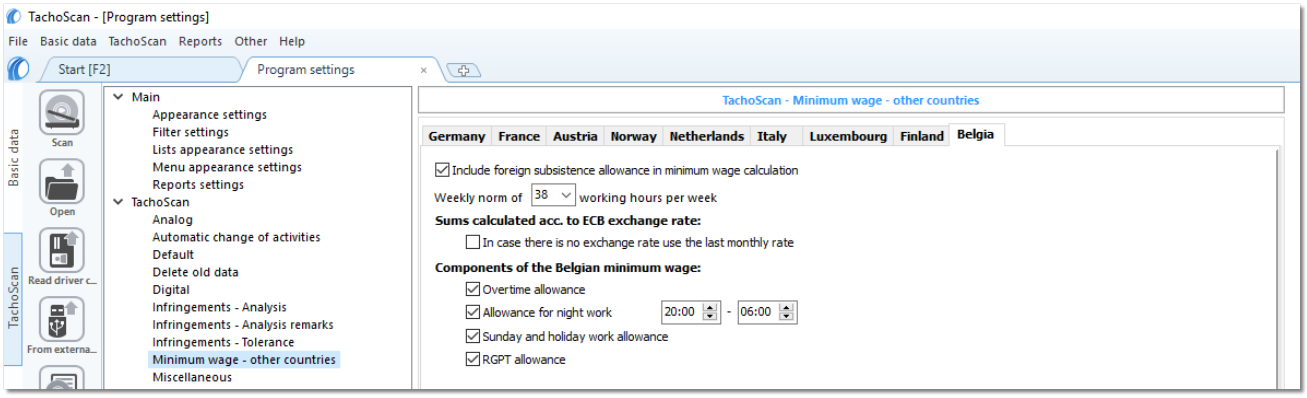


Fig. Program settings window.

5. In the **Entering and leaving a foreign country territory** window ("TachoScan" menu) add the periods of stay (settlement month + next day) in the territory of the selected country for the settled employee/employees. Periods can be entered as follows:

   - directly in the program - click on the: icon in the list toolbar, and then fill in the data in the boxes (Fig. bellow);

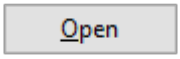
> *The section that has the option selected* ☑ ***Yes*** *in the column:* ***Include section in foreign countries due remuneration*** *will be included in the compensation calculation, otherwise the section will be skipped.*

   - Import from **csv**, **xls** or **xlsx** file - click: , select files, select: Import ;

> *In the import window, there are buttons to download a template or sample import file - see wpomocy programu: "TachoScan module" -> "Main menu" -> "Basic data" -> "TachoScan" -> in the: "Entering and leaving a foreign country territory" topic)*
>
> ***You can import multiple files at once for different drivers****:*
>
> *In the file selection window press and hold* Ctrl *and select the desired files using the left mouse button (*

- to select all files).

- Import from xml file - click:

, select file, select: 

;

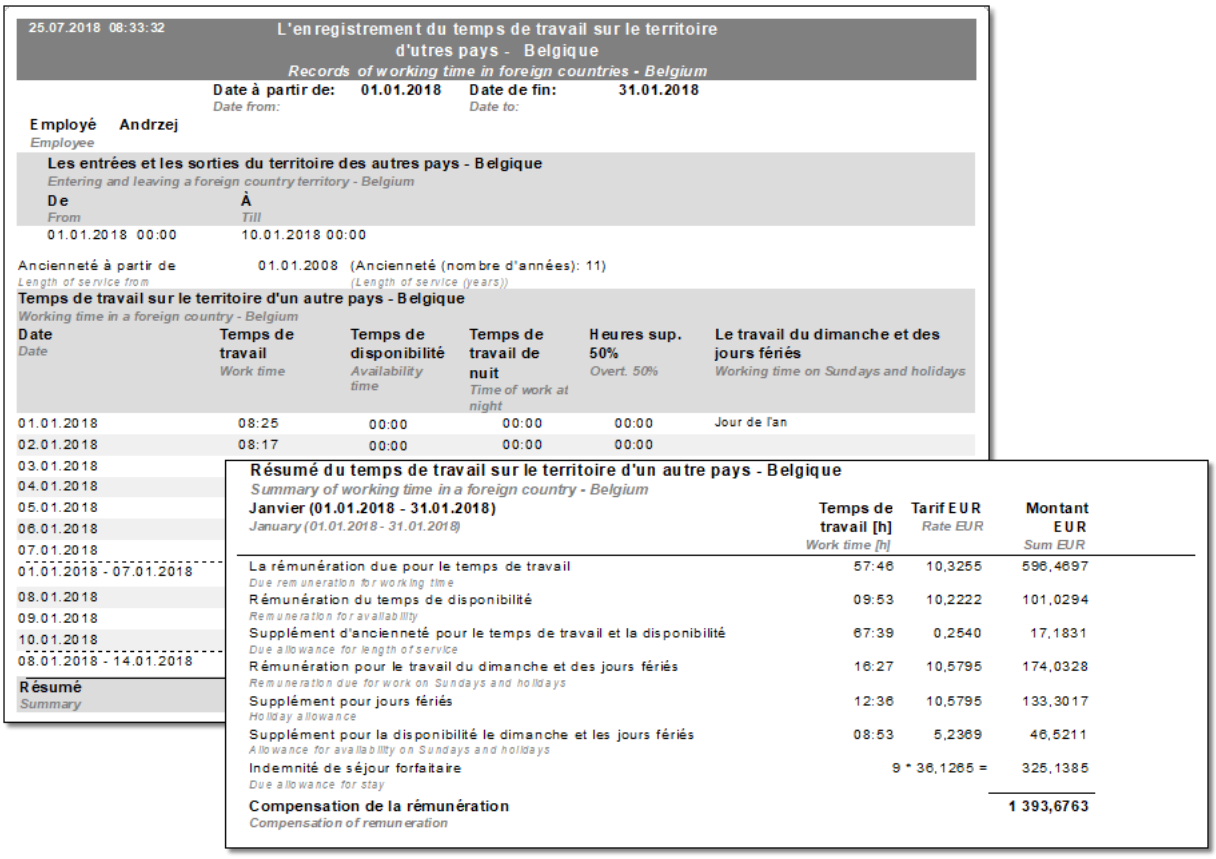
Option for advanced program users TachoScan.

The structure of the imported file is available in the program help "TachoScan module 137" -> "Main menu 91" -> "Basic data 94" -> "TachoScan 180" -> "Entering and leaving a foreign country territory" in the "The structure of the imported xml file 457".

5. A detailed settlement of salary adjustment/reduction for the time of work on the territory of other countries is available in the report **Records of working time in foreign countries** ("Reports" tab), which contains the following data:
   - list of entries to and exits from the territory of "other country";
   - a list of:
     - working time (driving time and other work)
     - standby time (including availability in a team)
     - working time at night
     - overtime
     - work time on Sundays and holidays
   - summary of compensation calculated for the work time while in the territory "other country";
   - detailed settlement of the business trip (option in the report generation window):
   - the sum of the reduced allowances/lump sums depending on the options selected in the program settings window;

The remuneration due for working time in other countries is calculated according to ECB monthly exchange rate.

Exchange rates are automatically downloaded by the program ("Basic data -> [009] Rates of exchange 119" menu).



25.07.2018 08:33:32

L'enregistrement du temps de travail sur le territoire d'utres pays - Belgique
Records of working time in foreign countries - Belgium

Date à partir de: 01.01.2018 *Date from:* **Date de fin:** 31.01.2018 *Date to:*

Employé Andrzej *Employee*

Les entrées et les sorties du territoire des autres pays - Belgique
Entering and leaving a foreign country territory - Belgium

De *From*	À *Till*
01.01.2018 00:00	10.01.2018 00:00

Ancienneté à partir de *Length of service from* 01.01.2008 (Ancienneté (nombre d'années): 11) *(Length of service (years))*

Temps de travail sur le territoire d'un autre pays - Belgique
Working time in a foreign country - Belgium

Date *Date*	Temps de travail *Work time*	Temps de disponibilité *Availability time*	Temps de travail de nuit *Time of work at night*	Heures sup. 50% *Overt. 50%*	Le travail du dimanche et des jours fériés *Working time on Sundays and holidays*
01.01.2018	08:25	00:00	00:00	00:00	Jour de l'an
02.01.2018	08:17	00:00	00:00	00:00	
03.01.2018					
04.01.2018					
05.01.2018					
06.01.2018					
07.01.2018					
01.01.2018 - 07.01.2018					
08.01.2018					
09.01.2018					
10.01.2018					
08.01.2018 - 14.01.2018					
Résumé *Summary*					

Résumé du temps de travail sur le territoire d'un autre pays - Belgique
Summary of working time in a foreign country - Belgium

Janvier (01.01.2018 - 31.01.2018) *January (01.01.2018 - 31.01.2018)*	**Temps de travail [h]** *Work time [h]*	**Tarif EUR** *Rate EUR*	**Montant EUR** *Sum EUR*
La rémunération due pour le temps de travail *Due remuneration for working time*	57:46	10,3255	596,4697
Rémunération du temps de disponibilité *Remuneration for availability*	09:53	10,2222	101,0294
Supplément d'ancienneté pour le temps de travail et la disponibilité *Due allowance for length of service*	67:39	0,2540	17,1831
Rémunération pour le travail du dimanche et des jours fériés *Remuneration due for work on Sundays and holidays*	16:27	10,5795	174,0328
Supplément pour jours fériés *Holiday allowance*	12:36	10,5795	133,3017
Supplément pour la disponibilité le dimanche et les jours fériés *Allowance for availability on Sundays and holidays*	08:53	5,2369	46,5211
Indemnité de séjour forfaitaire *Due allowance for stay*		9 * 36,1265 =	325,1385
Compensation de la rémunération *Compensation of remuneration*			**1 393,6763**

Fig. Record of working time in the territory of foreign countries.

6. Other reports:
   - "[179] Summary records of working time in foreign countries" - the list of final results of the compensation settlement for the time of work on the territory of "other country".

13.2.2.9.1 Table of minimum hourly rate

List of minimum wage rates for drivers under the Collective Agreement for Transport and Logistics.
(source: "https://employment.belgium.be/sites/default/files/content/documents/International/Limosa%20fiches%20EN/Limosafiche%20PSC%20140.03%20EN.pdf")

A type of job	38 hour work week	39 hour work week
1. Loader/unloader - assisstant	11,7065 €	11,4070 €
2. A training employee (with the help of an experienced employee)	11,7065 €	11,4070 €
3.1. Operator of vehicles with a loading capacity of below 7 tons	12,1590 €	11,8475 €

3.2. Employee performing delivery services, less than six months seniority in the sector (category A)*		
4.1. Operator of vehicles with a loading capacity between 7 and 15 tons	12,4325 €	12,1140 €
4.2. Employee performing delivery services, more than six months seniority in the sector (category B)		
5.1. Operator of vehicles with a loading capacity of at least 15 tons	12,8680 €	12,5375 €
5.2. Driver of a combination of a tractor unit and a semi-trailer		
5.3. Operator of a homologated ADR vehicle		
5.4. Operator of a refrigerator truck		
5.5 Delivery company employee		

According to Belgian law, the salary for the period of parking (availability) is 99% of the basic rate.

13.2.2.9.2 Allowances

List of wage components for drivers under the Collective Agreement for Transport and Logistics.
(source: "https://public-search.werk.belgie.be/website-download-service/joint-work-convention/14003/14003-2021-001366.pdf")

Seniority allowance

100% for all hours of work and availability

seniority in the company	allowance	Total
after 1 year of work in the company	0,0560€	0,0560€
after 3 years of work in the company	0,0585€	0,1145€
after 5 years of work in the company	0,0585€	0,1730€

after 8 years of work in the company	0,0585€	0,2315€
after 10 years of work in the company	0,0585€	0,2900€
after 15 years of work in the company	0,0585€	0,3485€
after 20 years of work in the company	0,0585€	0,4070€

*)**Seniority** - calculated depending on the option selected in the program "Basic data 94" -> "[005] Employees 107", menu, edit employee window -> "Settings - other countries 113"):
- Dates of the first contract with the continuity of employment - seniority calculated on the basis of the employment contract history. At least one day of interruption between contracts results in the seniority being counted from zero;
- Dates - seniority calculated from any date entered (the program does not verify the continuity of employment contracts).

Night-time work allowance*

driver's age	allowance
under 50 years old	1,5295€
over 50 years	1,5295€

*) **Night work** includes at least a 5-hour period of work or availability between 20:00h and 6:00h.

In addition, the driver must meet one of the following conditions:

- during the calendar month, he/she has worked at least five consecutive days in a system including night work;
- during the calendar month he/she has worked at least half of the days in the system including night work (counting from the first full month of work).

RGPT allowance

1,4730€ for each hour of attendance (work and availability).

13.2.2.10. Denmark

The employee notification form (in English) that is posted to work in Denmark is available at: "https://virk.dk/myndigheder/stat/ERST/selvbetjening/Register_of_foreign_operations_in_Denmark".

Compensation to the national minimum wage for working time on the territory of Denmark **can be calculated** as follows:

1. In the add/edit employment window ("Basic data 435 -> [005] Employees 435" menu -> add or open for editing a selected employee, go to "Employment 111" tab, then open for editing or add a new

employment, and then in the **Calculate minimum wage payable for the work time in the territory of foreign countries at the rates** table select the appropriate country (Fig. bellow).

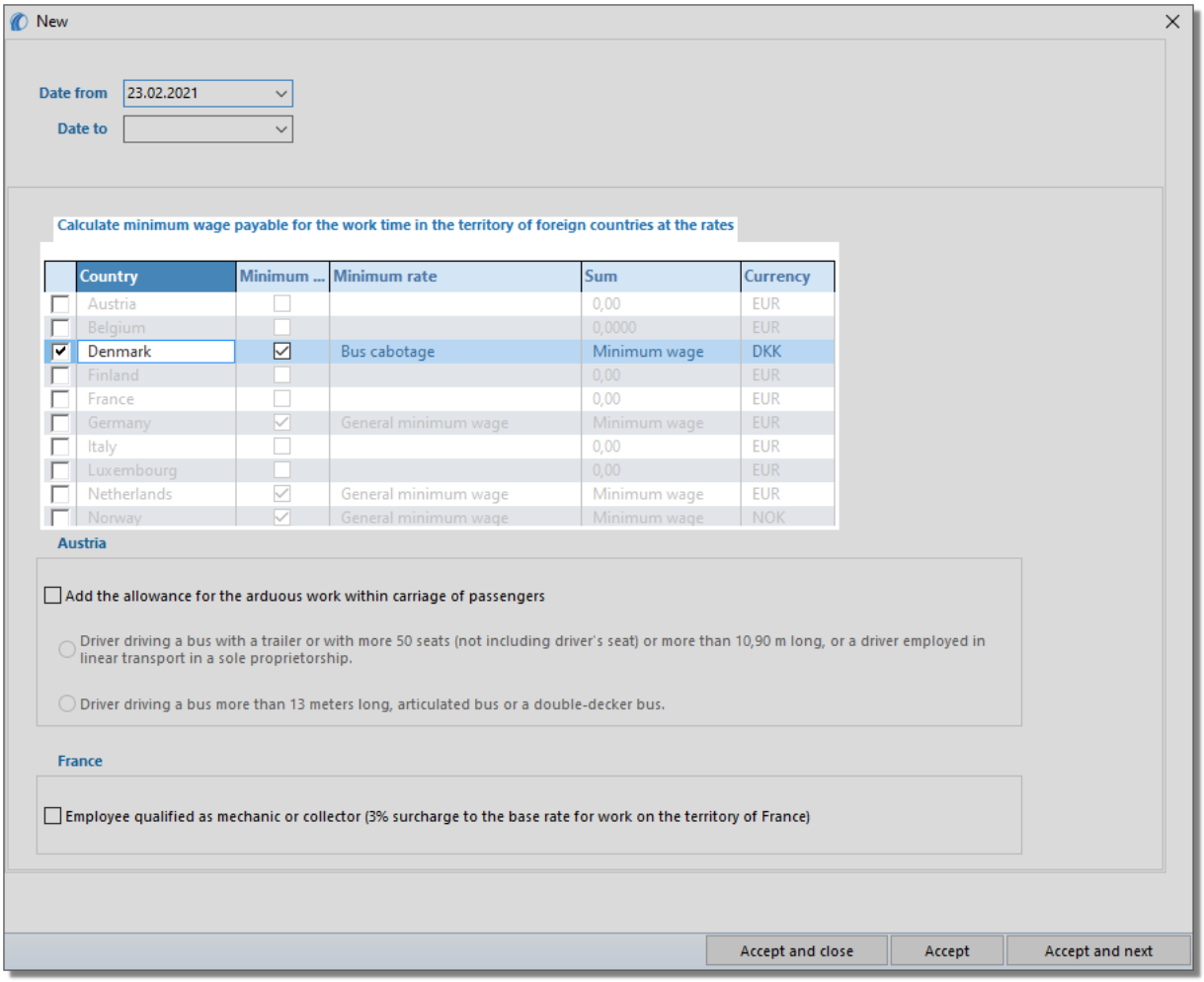


Fig. Add/edit employment contract window.

- **edit rate** - double-click with the left mouse button on the with the name of the country;
  - **minimum wage** - adopts the minimum wage amount (total minimum wage) listed in the: "Minimum wages in foreign contries 240" (menu: "TachoScan 180");
- **checking the option/editing rate for multiple drivers**:
  - go back to the list of employees;
  - use the Ctrl or Shift key and left mouse button to select the employees (Ctrl + A - select all empolyees);
  - right click to display drop-down menu;
  - in the menu, select: **Alter data for selected items -> Modify current contract -> Allowance for work time in foreign country**;
  - the program will display a table - select the appropriate country and then double-click with the left mouse button to open the compensation rate editing window;

2. Make sure you have complete data downloaded from the driver card and/or scanned from record sheets for the calculated period of time.

3. In the program settings window, in the: **TachoScan -> Minimum wage - other countries** tab ("Basic data 435" -> "Settings 435" menu) there are options that directly affect the calculation of the national minimum wage compensation. (see more program help: "TachoScan module 435" -> "Main menu 435" -> "Basic data 435" -> "[014] Settings 435" -> "TachoScan 435"-> "Minimum wage - other countries 162" topic).
   We encourage you to review the options - we recommend using the default program settings (Default settings).

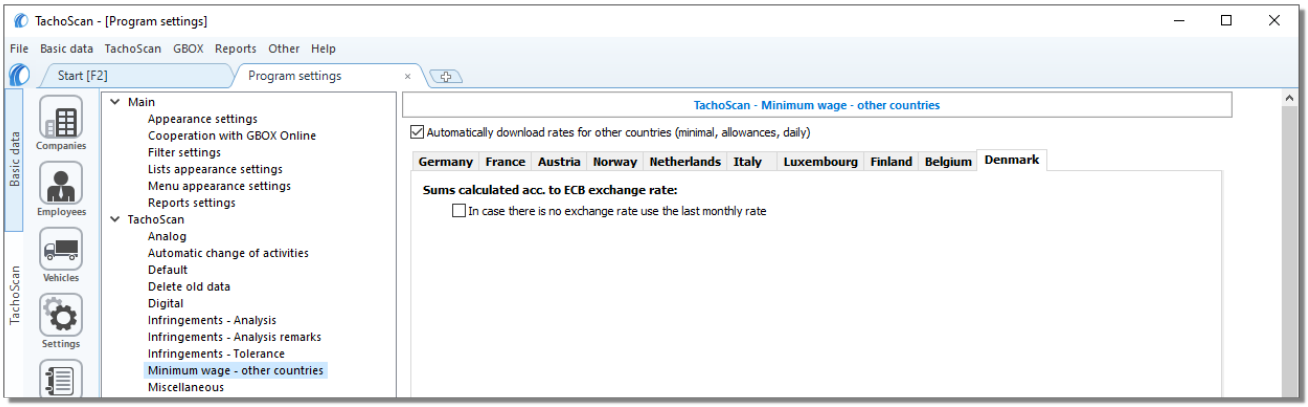


Fig. Program settings window.

4. In the **Entering and leaving a foreign country territory** window ("TachoScan 435" menu) add the periods of stay (settlement month + next day) in the territory of the selected country for the settled employee/employees. Periods can be entered as follows:

   - directly in the program - click on the: icon in the list toolbar, and then fill in the data in the boxes (Fig. bellow);

> *The section that has the option selected ☑ **Yes** in the column: **Include section in foreign countries due remuneration** will be included in the compensation calculation, otherwise the section will be skipped.*

   - Import from **csv**, **xls** or **xlsx** file - click: , select files, select: Import ;

> *In the import window, there are buttons to download a template or sample import file - see wpomocy programu: "TachoScan module" -> "Main menu" -> "Basic data" -> "TachoScan" -> in the: "Entering and leaving a foreign country territory 236" topic)*
>
> ***You can import multiple files at once for different drivers**:*
>
> *In the file selection window press and hold* *and select the desired files using the left mouse button (*

Ctrl + A - *to select all files).*

- Import from xml file - click: XML, select file, select: Open;

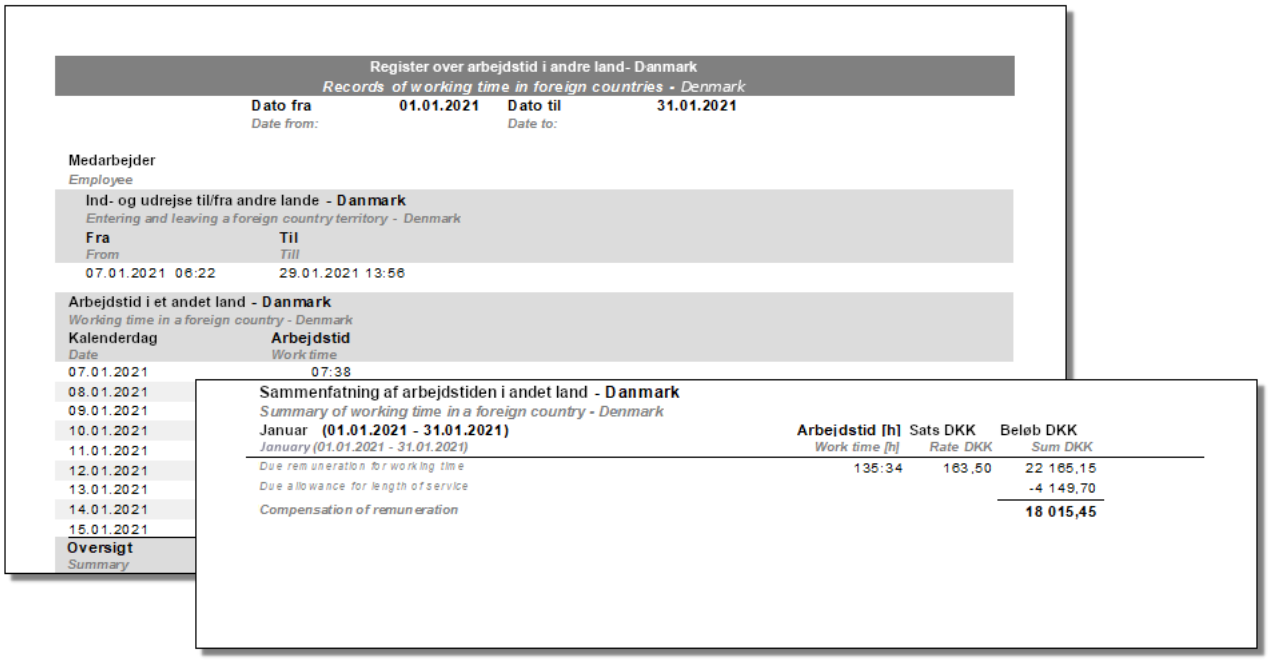
Option for advanced program users TachoScan.

The structure of the imported file is available in the program help "TachoScan module 137" -> "Main menu 91" -> "Basic data 94" -> "TachoScan 180" -> "Entering and leaving a foreign country territory" in the "The structure of the imported xml file 457".

5. A detailed settlement of salary adjustment/reduction for the time of work on the territory of other countries is available in the report: **Records of working time in foreign countries** ("Reports" menu), which contains the following data:
   - list of entries to and exits from the territory of "other country";
   - summary of work time;
   - summary of compensation calculated for the work time while in the territory "other country".

The remuneration due for working time in other countries is calculated according to ECB monthly exchange rate.

Exchange rates are automatically downloaded by the program ("Basic data -> [009] Rates of exchange 119" menu).


Register over arbejdstid i andre land- Danmark
Records of working time in foreign countries - Denmark
Dato fra / Date from: 01.01.2021 Dato til / Date to: 31.01.2021
Medarbejder / Employee
Ind- og udrejse til/fra andre lande - Danmark
Entering and leaving a foreign country territory - Denmark
Fra / From: 07.01.2021 06:22 Til / Till: 29.01.2021 13:56
Arbejdstid i et andet land - Danmark
Working time in a foreign country - Denmark
Kalenderdag / Date: 07.01.2021 Arbejdstid / Work time: 07:38
08.01.2021
09.01.2021
10.01.2021
11.01.2021
12.01.2021
13.01.2021
14.01.2021
15.01.2021
Oversigt / Summary
Sammenfatning af arbejdstiden i andet land - Danmark
Summary of working time in a foreign country - Denmark
Januar (01.01.2021 - 31.01.2021) / January (01.01.2021 - 31.01.2021)

	Arbejdstid [h] / Work time [h]	Sats DKK / Rate DKK	Beløb DKK / Sum DKK
Due remuneration for working time	135:34	163,50	22 165,15
Due allowance for length of service			-4 149,70
Compensation of remuneration			18 015,45

Fig. Records of working time in foreign countries.

6. Other reports:

- "[179] Summary records of working time in foreign countries" - the list of final results of the compensation settlement for the time of work on the territory of "other country".

13.2.2.10.1 Table of minimum hourly rate

List of minimum wage rates for drivers under the Collective Agreement for Transport and Logistics.
(source: "https://fstyr.dk/en/Cabotage-and-combined-transport/Cabotage-and-combined-transport/Salary-conditions")

Type of transport	Minimum hourly rate from 01-03-2021
Cabotage and combined transport of goods	168,56 DKK
Bus cabotage	168,31 DKK
Tourist transport	173,65 DKK

13.2.3. Interpretation of particular cases

13.2.3.1. A day with two daily rests

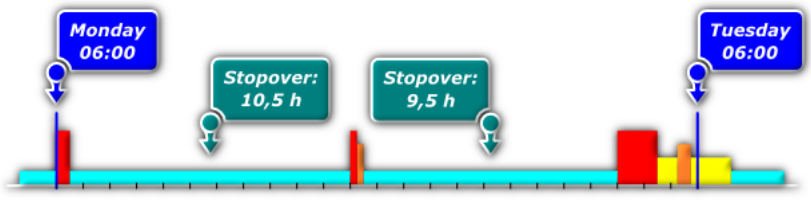
Interpretation for a day, in which two daily rests occurred within 24 hours is as follows:

*The case of a day, during which **two regular daily rests** occur within 24 hours, is the exception to the interpretation.*

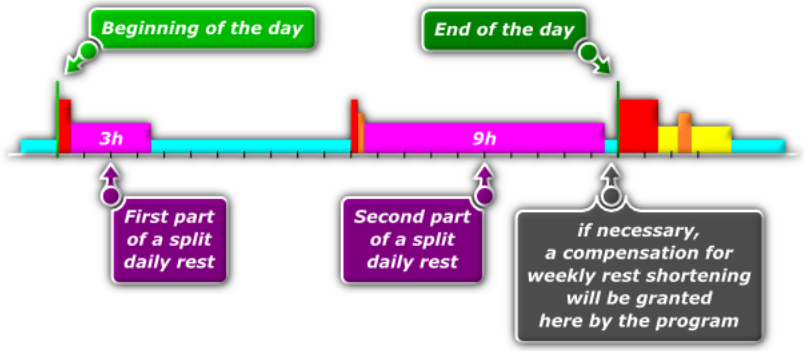
case A: first - SHORTENED, second - SHORTENED

1. "**O1**" First rest SHORTENED:
   9h ≤ **O1** < 11h
2. "**O2**" Second rest SHORTENED:
   9h ≤ **O2** < 11h

An example of a day for which the foregoing conditions are met:



After the interpretation is made by the program:

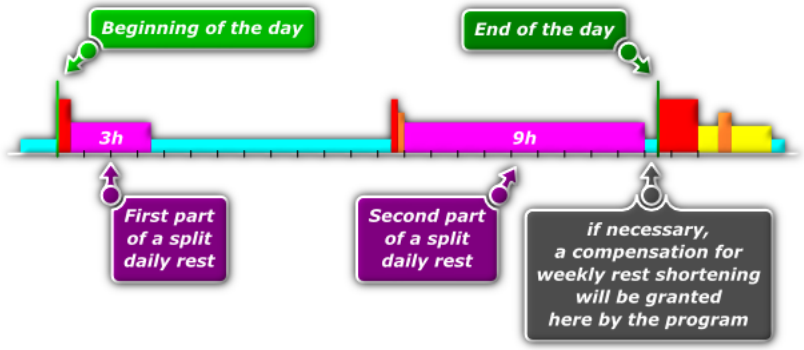


case B: first - REGULAR, second - SHORTENED

1. "**O1**" First rest REGULAR:
   O1 ≥ 11h
2. "**O2**" Second rest SHORTENED:
   9h ≤ **O2** < 11h

An example of a day for which the foregoing conditions are met:

After the interpretation is made by the program:

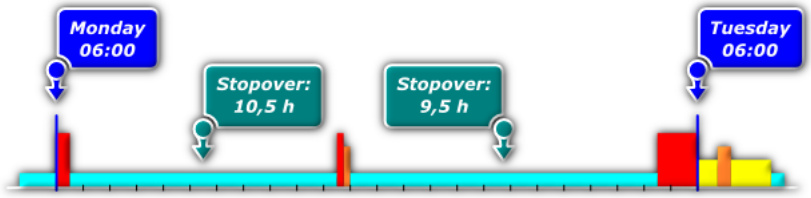


case C: first - SHORTENED, second - REGULAR

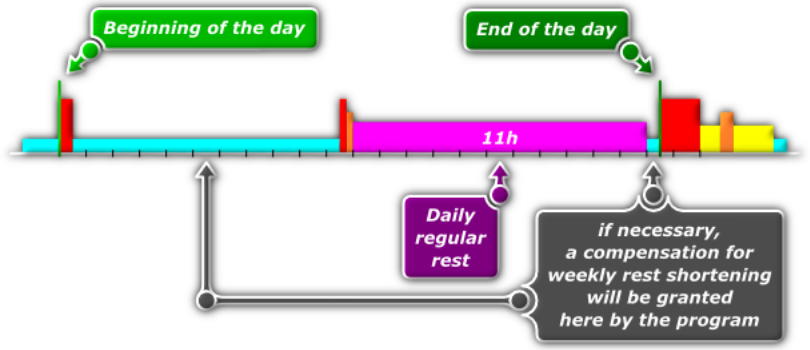
1. "**O1**" First rest SHORTENED:
   9h ≤ **O1** < 11h

2. "**O2**" Second rest REGULAR:
   O2 ≥ 11h

An example of a day for which the foregoing conditions are met:



After the interpretation is made by the program:



13.2.3.2. Weekly rest and compensation

1. All stopovers that last longer than 45 h are treated as regular rests.
2. According to Art. 8 par. 6 of **Regulation (EC) No. 561/2006**, the program looks for optimal reduced rests longer than 24 h and shorter than 45 h (at least 1 regular weekly rest and 1 reduced weekly rest in any two consecutive weeks are required, and the next weekly rest that shall start no later than at the end of six 24-hour periods from the end of the previous weekly rest period is also required).
3. According to Art. 8 par. 6 of **Regulation (EC) No. 561/2006**, every reduced weekly rest (shorter than 45 hours) shall be compensated. The rule does not apply to the rests shorter than 45 hours marked as regular ones – in such a case an offence is generated due to the reduction of required regular weekly rest.
4. If a regular rest or a reduced rest cannot be defined in compliance with the requirements set forth above in item 2., the program defines optimal rests shorter than 24 hours.
5. If during two consecutive weeks there were one regular weekly rest and one reduced weekly rest, the latter shorter than 24 hours, the program imposes a penalty due to reduction of the rest to 24 hours and requires an en bloc compensation of the whole period to 45 hours. If the compensation is not taken, a penalty is imposed due to reduction of the rest to 45 hours.

If the rest lasted 19 hours, the program imposes a penalty for 5-hour reduction and requires 26-hour compensation. If the compensation is not taken, a penalty is imposed due to reduction by 26 hours.

6. If during two consecutive weeks two reduced rests occur, the program – basing on Art. 8 par. 6 – treats the longer rest as a regular one (45 hours) and imposes a penalty due to making the regular rest shorter, the penalty being consistent with the penalty tariff applied by road inspection units.

The analysis of weekly rests is much influenced by the options:
- Require all reduced weekly rests to be compensated,
- Compensation has to be ended till the end of the third week,

(see: "Settings")

13.2.4. Reports

13.2.4.1. by disc dates

When generating a report all events present on a disk/day collected from a driver's card are taken into account, regardless of the time when they occurred. For instance, for a disk or a day from a driver's card as of 05.12.2002 all events are treated as if they occurred on 05.12.2002, despite the fact one of them could have occurred before midnight and the next one already after midnight.

This type of report is also significant for days collected from a driver's card since days differ in relation to UTC time by a value provided in the settings 140.

13.2.4.2. by disc dates - detailed

This type of report is generated for a report as per disk's dates and contains **additional** columns (information) for the given type of a report.

When generating a report all events present on a disk/day collected from a driver's card are taken into account, regardless of the time when they occurred. For instance, for a disk or a day from a driver's card as of 05.12.2002 all events are treated as if they occurred on 05.12.2002, despite the fact one of them could have occurred before midnight and the next one already after midnight.

This type of report is also significant for days collected from a driver's card since days differ in relation to UTC time by a value provided in the settings 140.

13.2.4.3. by disc dates - summary

This type of report is generated for a report as per disk's dates and contains **basic** columns (information) for the given type of a report.

When generating a report all events present on a disk/day collected from a driver's card are taken into account, regardless of the time when they occurred. For instance, for a disk or a day from a driver's card as of 05.12.2002 all events are treated as if they occurred on 05.12.2002, despite the fact one of them could have occurred before midnight and the next one already after midnight.

This type of report is also significant for days collected from a driver's card since days differ in relation to UTC time by a value provided in the settings 140.

13.2.4.4. by disc dates - summary (driving time including breaks)

This type of report is generated for a report as per disk's dates and contains **basic** columns (information) for the given type of a report.

This report calculates the time from the first event (apart from stopovers) till the last event (apart from stopovers) on the disk and shows this time as a **working time**, regardless of what events occurred in between.

When generating a report all events present on a disk/day collected from a driver's card are taken into account, regardless of the time when they occurred. For instance, for a disk or a day from a driver's card as of 05.12.2002 all events are treated as if they occurred on 05.12.2002, despite the fact one of them could have occurred before midnight and the next one already after midnight.

This type of report is also significant for days collected from a driver's card since days differ in relation to UTC time by a value provided in the settings 140.

13.2.4.5. according to real dates

When generating the report all events that occurred on a given day are taken into consideration. It means that events that occurred at the turn of the day are divided and attributed to a given date. E.g. if a disk or a day from a driver's card is from 05.12.2002 and contains an event (drive, work, availability) starting before midnight and ending after midnight, it will be divided into two events. The first one ends at 23:59 and the next one begins at 0:00 and lasts till the end of the initial event. The second part of the event is attributed to the next day, i.e. 06.12.2002.

This type of report is also significant for days collected from a driver's card since days differ in relation to UTC time by a value provided in the settings 140.

13.2.5. Team drive

"**Team disks**" – these are drivers' disks from one period and belonging to one vehicle.

"**Team of drivers**" – means two or more drivers traveling on the same route in the same time.

A disk is considered as a team one if the following conditions are met:

- the same vehicle,
- the same date concerning the disk,
- different drivers,
- the same number of initial or final kilometers,
- each disk has to have the "**Team disk**" field indicated (bookmark "Basic data" in the disk analysis)
- for days taken from driver's cards non-team-related events (e.g. placing a card into a different slot) must be shorter than those set as ones to be ignored when team verification 161.

13.2.6. UTC time

Coordinated universal time, UTC - standard time set on the basis of TAI (fr. Temps Atomique International), making allowance for the irregularity of the Earth's rotational movement and coordinated in relation to solar time.

Coordinated Universal Time is expressed by means of 24-hours clock and uses the Gregorian calendar. It is used in aviation and sea navigation where it is known under its military name "**Zulu time**". (Zulu in the phonetic alphabet corresponds with the letter "z" which means the zero meridian, i.e. geographical longitude 0, in Greenwich, an English city).

All digital tachographs, regardless of what time is set by the driver, record events as per UTC time.

13.2.7. Downloaded data from driver card and tachograph

13.2.7.1. Data summary

The window contains a list of drivers / vehicles read from digital data.

Markings on the list:

- (new) - the driver / vehicle is not listed in the program database;
- **black** - digital data correct - ready to save;
- **green** - data saved;
- **red** - invalid certificate or data / file contains other errors - **saving not available**;
- gray - data not saved (e.g. Cancel button pressed)

By default, the following tabs will be displayed on the right side of the window:

- **Basic data**:
  - driver card - includes, among others, **Card identification data** and **Previous control data**;
  - tachograph - includes, among others, **Vehicle data** and **Tachograph data**
- **Certificates** - the results of the digital signature verification are presented and for smart tachographs, additional information on the date of entry into force of the certificates. When reading from the driver card, the tab will be divided into two sections: **1st Generation** and **2nd Generation**.

Clicking on the selected driver / vehicle (list on the left side of the window) will close the tabs: "Basic data" and "Certificates", and in their place will open the tabs: **Select a driver or save a new one** / **Select the vehicle or add a new one** (see ""Save a new driver" window 445" / ""Save a new vehicle" window 447"topic for more).

In the bottom part of the window there are the following buttons:

- Save - the data will be saved to the database;

or

- Cancel - data saving will be cancelled.

If you do not want the summary window to be displayed, check the ☑ ***Do not show this window again.*** *option.*
Use the following option:Show summary before saving the data from digital downloads ("Basic data 138" -> "[014] Settings 138", "TachoScan 139" -> "Miscellaneous 173" tab) to re-enable displaying of this window.

13.2.7.2. "Save a new driver" window

The window will display drivers that are not in the database. Each of the drivers can be assigned a specific action ("save as new" by default)

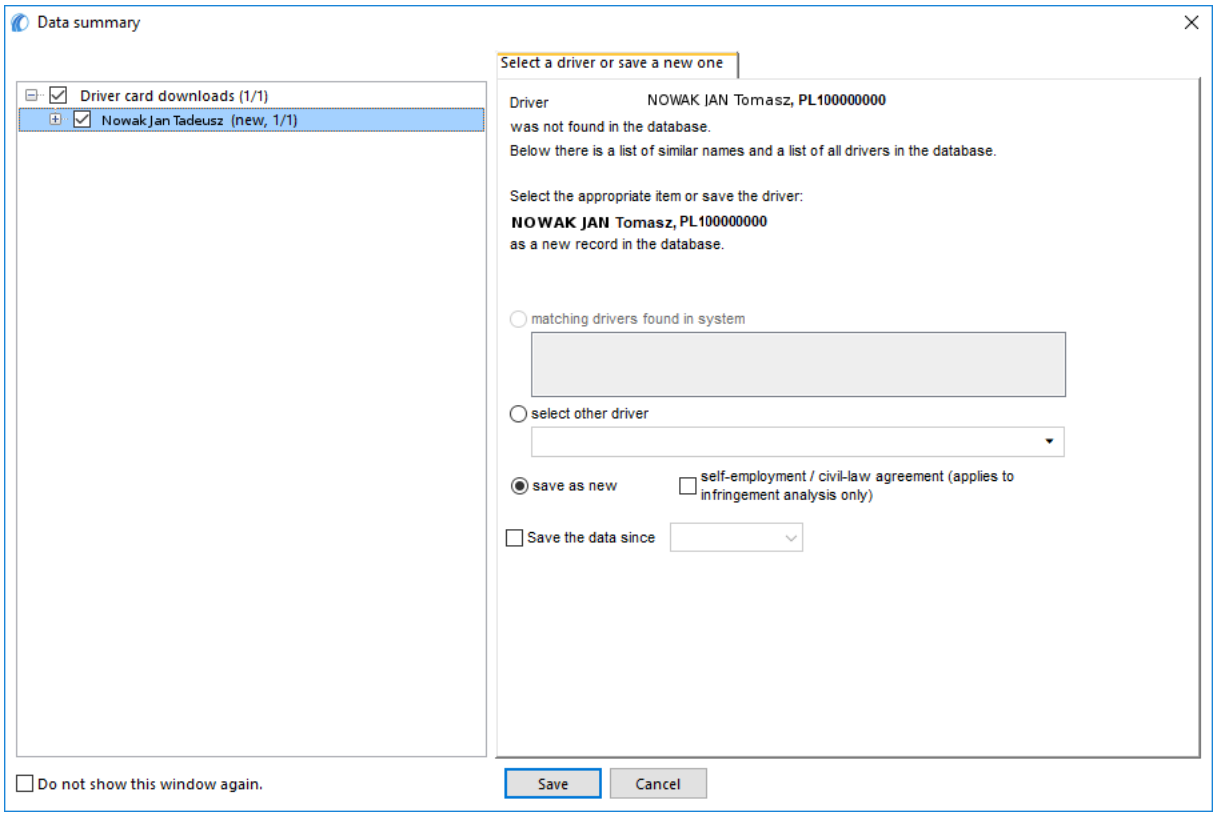


Fig. Reading from the driver card

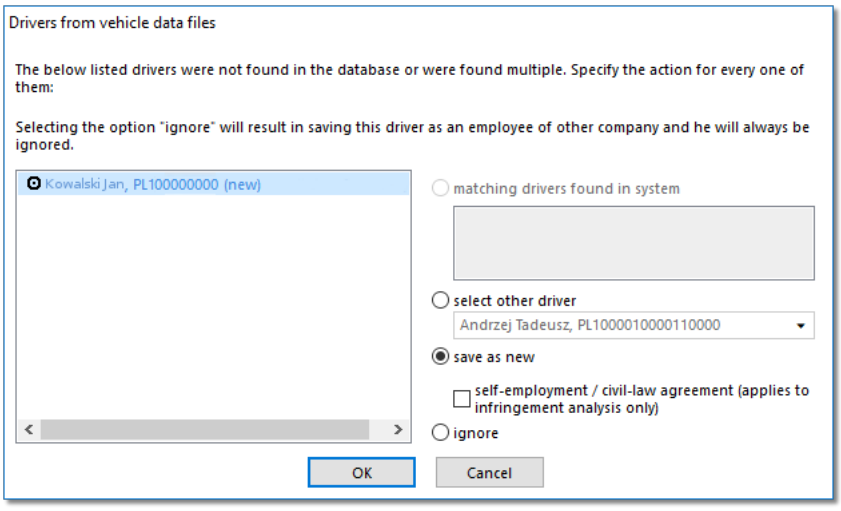


Fig. Reading from the tachograph.

Depending on the data source (driver card, tachograph), the following actions are available in the window:

> *When choosing a similar or different driver's name, be careful and make sure that the designated driver is the correct one.*

Matching drivers found in system

This item is marked by default, if the program finds at least one similar driver's name in the database. In the list, below the options, you will be able to select the driver to which the downloaded data will be assigned.

Be careful when selecting a similar driver's name and make sure that the selected driver is correct.

If an incorrect driver's name is selected, cancel or change it into a correct driver card number in the driver editing window (see: "Driver 108"), and then open every incorrect day for edition (see: "Driver card and record sheet data 213") and change the driver's name into a correct one.

*Name (names) and surname of the driver is saved in the memory with Latin letters – no Polish fonts. Example: **Żół**ty Ksawery J**ó**zef will be saved in the memory as **Zol**ty Ksawery J**o**zef.*

In the bracket, next to the driver's surname, there is the company by which he is employed.

Select other driver

Should be chosen, when other driver's data must be recorded.

Save as new

This item is marked by default, when the system fails to find either an identical or similar driver's name in its database.

Save the data since (reading from the driver card)

After marking that option one may choose from which date the digital data will be saved in the data base.

Ignore (reading from the tachograph)

Saving of the driver and his/her data will be omitted.

*The indicated driver will be treated as an employee of another company and will **ALWAYS** BE OMITTED!*

*The option: **Add template** is activated after selecting the Add employment field (item a - see "Employees 107 -> Contract").*

13.2.7.3. "Save a new vehicle" window

The window will display the vehicle registration numbers that are not in the database. Each of the vehicles can be assigned a specific action ("save as new" by default)

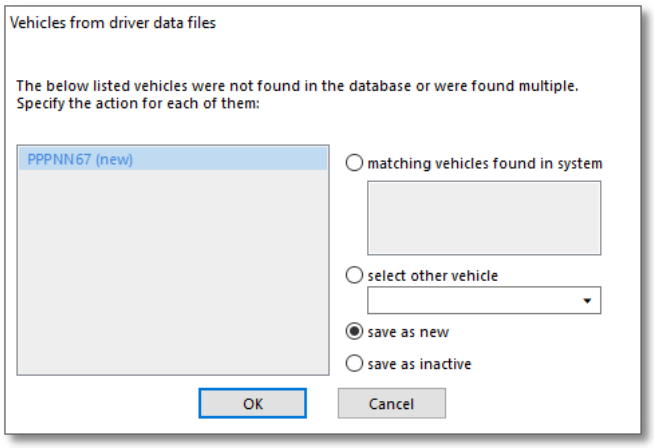


Fig. "Select the vehicle or add a new one" window.

Available Actions:

matching vehicles found in system

This item is marked by default, if the program finds at least one similar vehicle registration number in the database. In such a case, select an appropriate vehicle in the list and click LMB on the button OK.

> *The registration number of the vehicle may or may not contain the so-called spaces - empty character between characters.*
>
> *For the program the number "**NOL11CF**" (without a space) is different from the number: "**NOL 11CF**" (with a space). This is why, in such situation, when recording a new vehicle into the base, the program will display the number "**NOL 11CF**" as a similar (fig.1)*
>
> *If a vehicle's registration number has already been recorded in the database, the program will not display the window for choosing a vehicle again (Fig. above).*

select other vehicle

Should be chosen, when other vehicle data must be recorded.

save as new

This item is marked by default, when the system fails to find either an identical or similar registration number in its database.

save as inactive

Choose it when data concerning driver's activities need to be recorded, and there is no need to record the vehicle at the same time (not our company vehicle).

> *When choosing a similar registration number be wise and make sure that the given number is correct.*

If an incorrect registration number is indicated in the window for choosing a vehicle, you need to remove the link in the edition and vehicle window (see: "vehicle 1021"), and then remove all incorrectly inserted days and collect data from the tachograph again.

13.2.8. Tutotial - import of sections abroad from GBOX Online

If you have the GBOX Online application and the 4Trans software with the TachoScan module, you can enable the mechanism of importing sections abroad from GBOX Online. Sections abroad are automatically generated on the basis of related areas and places of crossing the border.

The guide contains a description of the steps to be taken to configure the connection between GBOX Online and 4Trans.

A few important remarks:
- data on sections abroad
- you cannot see the sections abroad in the GBOX Online panel - you can see them in 4Trans after importing them;
- a GBOX Online section is linked to the vehicle (GBOX ID), and not to the driver - if the driver returns to the so-called "base" with a different means of transport than a vehicle fitted with a GBOX device, this section will not be finished.

13.2.8.1. Connection configuration

GBOX Online

1. Contact the GBOX service at serwis@gbox.pl to determine the areas or bases that are the beginning of the trip. After configuration, we will send you a 4Trans password and login.
2. You can go to the connection configuration in TachoScan (see description below).

TachoScan

The entire configuration can be found in the program settings window:

Settings

1. In the **Basic data**, menu select **Settings**, after the window opens, in the **Main** tab check the **Cooperation with GBOX Online** option.
2. Check the ☑ **Enable GBOX® Online service** option.

3. Enter **Login** and **Password**, which were created in the GBOX Online panel - click Test connection.

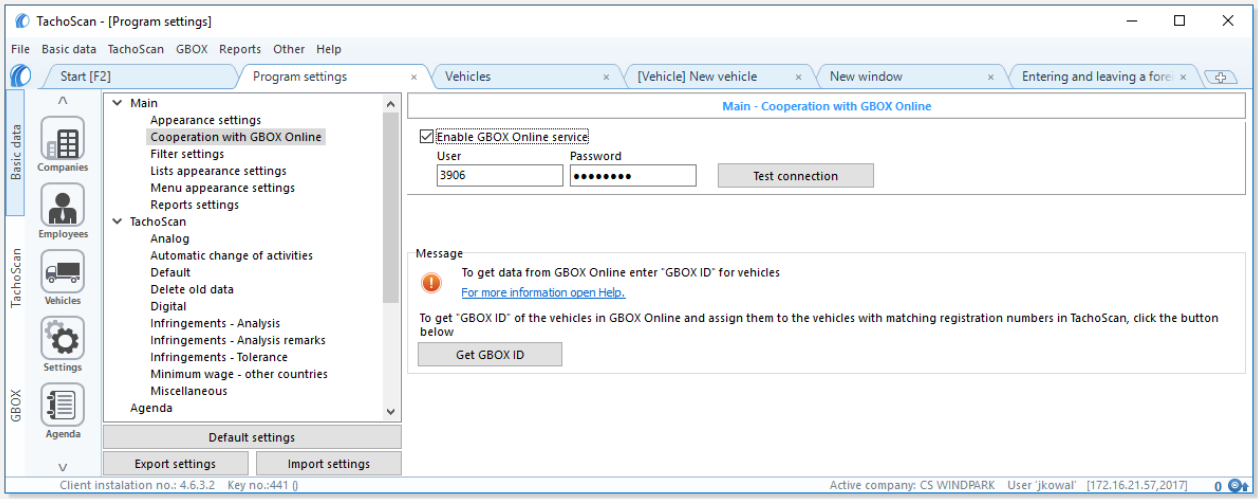


Fig. Ł Login i ł do łą z GBOX Online.

4. After successful connection, click Get GBOX ID — download and assign GBOX ID numbers to the vehicles available in TachoScan. The GBOX ID is necessary to link the vehicle in GBOX Online with the vehicle in TachoScan.

> *The GBOX ID number will not be downloaded if the **GBOX ID** field in the vehicle edit window is already filled with any data.*
>
> *It is possible to manually add/change the **GBOX ID** number - open the selected vehicle for editing, then go to the **GBOX ID** field in the **Basic data** tab.*

5. The program is ready to import sections abroad - go to the "Importing sections abroad" topic below. 449

13.2.8.2. Import of sections abroad

Before importing

1. Make sure you have days from the driver card downloaded and/or scanned, record sheets completely filled in (TachoScan module) for the period in which you want to import sec-tions abroad.

If there are missing days from the driver card and/or record sheets or, in addition, the vehicle registration number has not been filled in on the record sheet, then the sections will only be imported partially or will not be imported at all

2. Make sure that the driver for whom you want to download the sections abroad has the option of calculating the minimum wage for working in the territory of other countries checked for at least one of the countries.

Import

You can import from **TachoScan** -> **Entering and leaving a foreign country territory** by clicking on .

1. Go to: **TachoScan** -> **Entering and leaving a foreign country territory**.
2. Clickj .
3. The GBOX Online section download window is displayed.
4. Choose a range of dates and drivers from the list.

Right-click for the option of drivers visibility on the list:

*- **show all items**;*

*- **show vehicles/drivers according to data privileges** (vehicles/drivers are displayed according to the permissions granted to users);*

*- **show vehicles according to date of sale or show drivers according to date of employment**;*

*- **show vehicles/drivers according to active company**;*

*- **show vehicles/drivers according to status (active/inactive)**.*

5. Click **Download**.

13.3. XML file structure

This chapter contains descriptions of the structure of xml files that are available in all export from/import to the program.

13.3.1. Vehicles

13.3.1.1. The structure of the imported xml file

Minimum amount of data needed to complete the import:

Place in the program from where you can import data: menu "Basic data 94" -> "[003] Vehicles 102" menu, icon: .

For additional details on how to import, see the topic:: "Exported xml file structure 452".

***Date and time format**: "Year-month-day hour:minute:second", date separator: "-" (hyphen), time separator: ":" (colon).*
***Not described value**: string type.*

```
<?xml version="1.0" encoding="UTF-8"?>
<root rowCount="1">
<!-- Number of vehicles -->
<root>
<!-- List of vechicles -->
  <samochod>
<!-- Vehicle data section -->
    <nr_rej>SLI X123X</nr_rej>
<!-- Vehicle registration number -->
    <firma>CompanyX</firma
<!-- Company name -->
  </samochod>
</root>
```

13.3.1.2. Exported xml file structure

List of data that the program can export:

The data is placed in the vehicle editing window.

Place in the program from where you can export data:

"Basic data 94" -> "[003] Vehicles 102" menu, icon: .

Import:

***Date and time format**: "Year-month-day hour:minute:second", date separator: "-" (hyphen), time separator: ":" (colon).*
***Not described value**: string type.*

```
<?xml version="1.0" encoding="UTF-8"?>
<root rowCount="15">
<!-- List of vehicles
IMPORT: "root" section required, "rowCount" value - IMPORT: internal identifier (value ignored) -->

  <samochod>
<!-- Vehicle data section -->

    <id_s>13</id_s>
<!-- Vehicle identification number
 IMPORT: internal identifier (value ignored) -->

    <nr_rej>SLI X123X</nr_rej>
<!-- Registration number -->

    <firma>My company</firma>
<!-- Company
The value represented in the database Company name to which the vehicle was assigned.
IMPORT: No section/value or company not found in the database TachoScan - the program will assign an active company --
>

    <stan>1</stan>
<!-- Vehicle condition
 IMPORT: internal identifier (value ignored) -->

    <nr_inwent>WE23421</nr_inwent>
<!-- Inventory no. -->

    <marka>Scania</marka>
<!-- Make -->

    <model>RX-720</model>
<!-- Model -->

    <status>aktywny</status>
<!-- Status
Dictionary value.
 IMPORT: No section/value or invalid value - the program will assign "inactive"
Default values: "inactive", "active", "roadworthy", "damaged" -->

    <nr_rej_tc>8619JTJ</nr_rej_tc>
<!-- Reg. no in tachograph
Vehicle registration number taken from digital tachograph -->

    <kraj>POL</kraj>
<!-- Reg. nation
Country of registration.
IMPORT: Maximum of 3 characters -->

  </samochod>
</root>
```

13.3.2. Employees

13.3.2.1. The structure of the imported xml file

Minimum amount of data needed to complete the import:

Place in the program from where you can import data: menu

"Basic data 94" -> "[005] Employees 107" menu, icon: .

For additional details on how to import, see the topic:

"Exported xml file structure 454".

***Date and time format**: "Year-month-day hour:minute:second", date separator: "-" (hyphen), time separator: ":" (colon).*
***Not described value**: string type.*

```
<?xml version="1.0"?>
<root>
<!-- Employee List -->
  <pracownik>
<!-- Employee details section -->
    <imie>Jan</imie>
<!-- First name -->
    <nazwisko>Kowalski</nazwisko>
<!-- Last name -->
  </pracownik>
</root>
```

13.3.2.2. Exported xml file structure

List of data that the program can export:

The data is placed in the employee editing window.

Place in the program from where you can export data:

"Basic data 94" -> "[005] Employees 107", icon.

Import:

***Date and time format**: "Year-month-day hour:minute:second", date separator: "-" (hyphen), time separator:*

":" (colon).
***Not described value**: string type.*

```
<?xml version="1.0"?>
<root rowCount="4">
<!-- List of employees
IMPORT: "root" section required, "rowCount" value - IMPORT: internal identifier (value ignored) -->
  <pracownik>
<!-- Employee details section -->
    <id_k>111</id_k>
<!-- Employee identification number
 IMPORT: internal identifier (value ignored) -->
    <imie>Jan</imie>
<!-- First name -->
    <nazwisko>Kowalski</nazwisko>
<!-- Last name -->
    <numer_karty>32354322343425PL</numer_karty>
<!-- Card no
Digital driver card number -->
    <firma>Moja firma</firma>
<!-- Company -->
The value represented in the database. Company name to which the employee was assigned.
IMPORT: No section/value or company not found in the database TachoScan - the program will assign an active company --
>
    <status>aktywny</status>
<!-- Employee status
Dictionary value. Default values: "active", "inactive"
IMPORT: Value not imported - program will assign "active" -->
    <data_ur>1983-03-11</data_ur>
<!-- Birth date
 IMPORT: type: date -->
    <miejsce_ur>Legnica</miejsce_ur>
<!-- Place of birth
Value in database.
IMPORT: No section / value or value not found in database - value will not be assigned. -->
    <nazwa_stanowiska>kierowca</nazwa_stanowiska>
<!-- Position
Dictionary value. Default values: "assistant", "Driver", "supervisor", "accountant", "warehouse attendant", "mechanic", "clerk",
"salesman"
 IMPORT: No section/value or value not found in the dictionary - value will not be assigned. -->
    <domyslny_sam>WJ6740C</domyslny_sam>
```

<!-- Default vehicle
Value in database.
IMPORT: No section / value or vehicle not found in database - value will not be assigned. -->

<kraj>POL</kraj>
<!-- Card issuing member state
IMPORT: maximum 3 characters -->

<zatrud_od>2017-01-01</zatrud_od>
<!-- Started to work on
IMPORT: type: date -->

<nr_sluzbowy>Nrsl34352</nr_sluzbowy>
<!-- Official no. -->

<samozatrud>1</samozatrud>
<!-- Option: self-employment / civil-law agreement (applies to infringement analysis only)
Acceptable values: "0" - Option unchecked, "1" - Option checked
IMPORT: No section/value or invalid value - the program will assign "0" -->

<pin_mobile>2222</pin_mobile>
<!-- 4Trans Mobile PIN
IMPORT: type: integer 4 characters ->

<zatrudnienia>
<!-- List: of "employments" -->

<zatrudnienie>
<!-- Employment data section - employment editing window -->

<data_od>01.01.2017</data_od>
<!-- Date from
IMPORT: type: date -->

<data_do>19.04.2017</data_do>
<!-- Date to
IMPORT: type: date -->

</zatrudnienie>
</zatrudnienia>
<adresy>
<!-- Address List -->

<adres>
<!-- Address data section - "Address" tab -->

<ulica>Rogata</ulica>
<!-- Street -->

<nr_domu>34</nr_domu>
<!-- House no. -->

<nr_m>234</nr_m>
<!-- Apartment no. -->

<kod>43-300</kod>

```
<!-- Postcode
IMPORT: If Place and Postcode are not found in the dictionary - the program will insert new values into the dictionary -->
        <miasto>Bielsko-Biała</miasto>
<!-- Place -->
        <panstwo>Polska</panstwo>
<!-- IMPORT: Value not imported -->
        <czy_domyslny>1</czy_domyslny>
<!-- option: default address
Acceptable values: "0" - Option unchecked, "1" - Option checked
 IMPORT: No section/value or invalid value - the program will assign "0" - only one address may be the default -->
      </adres>
    </adresy>
  </pracownik>
</root>
```

13.3.3. Entering and leaving a foreign country territory

13.3.3.1. The structure of the imported xml file

Minimum amount of data needed to complete the import:

Place in the program from where you can import data: menu "TachoScan 180" -> "[177] Entering and leaving a foreign country territory 236" menu, icon: XML .

***Date and time format**: "Year-month-day hour:minute:second", date separator: "-" (hyphen), time separator: ":" (colon).*
***Not described value**: string type.*

*Before importing, enter the import definition, individually for each employee ("Basic data 94"-> "Employees 107" -> open the selected employee for editing -> "Collaboration"). In the **Definition** field, specify the source from which you want to import data (e.g. APD), and in the **Value** field, the number you assign individually to the employee (you assign this number yourself).*

```
<?xml version="1.0" encoding="UTF-8"?>
<Eksport>
  <TRozListaKierowca type="TSysListaKierowca">
<!-- List of employees for whom data was exported/imported -->
    <TSysKierowca type="TSysKierowca">
<!-- Employee details section -->
      <imie>Jan</imie>
<!-- Employee's name -->
      <nazwisko>Kowalski</nazwisko>
```

<!-- Employee's last name -->

```
<FSysListaDefinicjaImportuWartosc type="TSysListaDefinicjaImportuWartosc">
```

<!-- Import definition list - employee edit window, "Collaboration" tab -->

```
<TSysDefinicjaImportuWartosc type="TSysDefinicjaImportuWartosc">
```

<!-- Import definition section
NOTE: Based on the "nazwa" in the following section and the "wartosc" the program recognizes employee -->

```
<wartosc>SP12</wartosc>
```

<!-- Import definition value,
e.g. employee ID, for which you import data - before importing, enter for each employee in the program TachoScan (**Basic data** -> **Employees** -> open the selected employee for editing -> **Collaboration** -> in the **Import definition** section, **Value.**
Unique value for each employee in a specific "Import definition name" (see below) -->

```
<SysDefinicjaImportu type="TSysDefinicjaImportu">
<nazwa>SuperProgram</nazwa>
```

<!-- Import definition name,
e.g. Program name/code of the program, for which you specify "Import definition value" - before importing, enter for each employee in the program TachoScan (**Basic data** -> **Employees** -> open the selected employee for editing -> **Collaboration** -> in the **Import definition** section, **Definition.**
Unique value on the import definition list -->

```
</SysDefinicjaImportu>
</TSysDefinicjaImportuWartosc>
</FSysListaDefinicjaImportuWartosc>
<FRozListaOdcinekZagr type="TRozListaOdcinekZagr">
```

<!-- List of sections while abroad - List of entries to/exits from the territory of other countries
(TachoScan - "TachoScan" menu) -->

```
<TRozOdcinekZagr type="TRozOdcinekZagr">
```

<!-- Foreign section section -->

```
<data_od>2016-05-06 04:27:00</data_od>
```

<!-- Date of beginning of the section abroad
NOTE: Date and time of beginning the same section abroad must be earlier than the date and time of ending it (at least by one minute).
There must not be any pause between leaving one country and entering another - a section of stay on the territory of a designated country should start in the same minute as the stay on the territory of the previous country ended.
Seconds are ignored. -->

```
<data_do>2016-05-07 04:47:00</data_do>
```

<!-- Date of ending of the section abroad
NOTE: Date and time of the end of the same section abroad must be later than the date and time of beginning the section (at least by one minute).
Seconds are ignored. -->

```
<SysPanstwo type="TSysPanstwo">
```

<!-- Section of a foreign country section -->

```
<sam>F</sam>
```

<!-- Vehicle code of the country of the section abroad
Acceptable values:
"F" - France, "D" - Germany, "N" - Norway, "A" - Austria, "I" - Italy, "NL" - Netherlands.
Target country will be the same as the country of the section abroad -->

```
        </SysPanstwo>
      </TRozOdcinekZagr>
    </FRozListaOdcinekZagr>
  </TSysKierowca>
 </TRozListaKierowca>
</Eksport>
```

13.3.4. Loading unloading

13.3.4.1. The structure of the imported xml file

Minimum amount of data needed to complete the import:

Place in the program from where you can import data: menu menu "Foreign salary 341" -> "[270] Loading unloading 350", icon: .

***Date and time format**: "Year-month-day hour:minute:second", date separator: "-" (hyphen), time separator: ":" (colon).*
***Not described value**: string type.*

*Before importing, enter the import definition, individually for each employee ("Basic data 94"-> "Employees 107" -> open the selected employee for editing -> "Collaboration"). In the **Definition** field, specify the source from which you want to import data (e.g. APD), and in the **Value** field, the number you assign individually to the employee (you assign this number yourself).*

```
<?xml version="1.0" encoding="UTF-8"?>
<Eksport data_eksportu="2021-12-08" ver="5.2.1.1">
     <TRozListaKierowca type="TSysListaKierowca" wersja="4.6.2.3">
<!-- List of employees, for whom data is imported -->
            <TSysKierowca type="TSysKierowca" wersja="4.6.2.3">
<!-- Employee details section -->
                  <id>23</id>
<!-- Employee identification number-->
                  <imie>Jan</imie>
<!-- Employee's name -->
                  <nazwisko>Kowalski</nazwisko>
<!-- Employee's last name -->
                  <FSysListaDefinicjaImportuWartosc
type="TSysListaDefinicjaImportuWartosc">
<!-- Import definition list - employee edit window, "Collaboration" tab -->
                        <TSysDefinicjaImportuWartosc
type="TSysDefinicjaImportuWartosc">
<!-- Import definition section
NOTE: Based on the "nazwa" in the following section and the "wartosc" the program recognizes employee -->
```

```
                                <wartosc>SP12</wartosc>
<!-- Import definition value,
e.g. employee ID, for which you import data - before importing, enter for each employee in the program TachoScan (Basic data -> Employees -> open the selected employee for editing -> Collaboration -> in the Import definition section, Value.
Unique value for each employee in a specific "Import definition name (see below) -->
                                <SysDefinicjaImportu type="TSysDefinicjaImportu">
                                    <nazwa>SuperProgram</nazwa>
<!-- Import definition name,
e.g. Program name/code of the program, for which you specify "Import definition value" - before importing, enter for each employee in the program TachoScan (Basic data -> Employees -> open the selected employee for editing -> Collaboration -> in the Import definition section, Definition.
Unique value on the import definition list -->
                                </SysDefinicjaImportu>
                            </TSysDefinicjaImportuWartosc>
                        </FSysListaDefinicjaImportuWartosc>
                        <FRozListaZaladunekRozladunek type="TRozListaZaladunekRozladunek"
 wersja="4.6.2.3">
<!-- List of loadings and unloadings (TachoScan - menu: "Foreign salary") -->
                            <TRozZaladunekRozladunek type="TRozZaladunekRozladunek"
wersja="4.6.2.3">
<!-- Loading/unloading section -->
                                <data>2021-11-09</data>
<!-- Date of loading/unloading - Date format: "Year-Month-Day", date separator: "-" (dash) -->
                                <identyfikator>1</identyfikator>
<!-- Loading/unloading ID -->
                                <typ>1</typ>
<!-- Type
Acceptable values: "1" - loading; "2" - unloading -->
                            </TRozZaladunekRozladunek>
                            <TRozZaladunekRozladunek type="TRozZaladunekRozladunek"
wersja="4.6.2.3">
                                <data>2021-11-25 08:00:00</data>
                                <identyfikator>1</identyfikator>
                                <typ>2</typ>
                            </TRozZaladunekRozladunek>
                        </FRozListaZaladunekRozladunek>
                    </TSysKierowca>
                </TRozListaKierowca>
            </Eksport>
```

13.3.5. Exchange rate

13.3.5.1. The structure of the imported xml file

```
<?xml version="1.0" encoding="utf-8"?>
<Eksport xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
 <TSysListaKursWaluty type="TSysListaKursWaluty">
<!-- List of imported exchange rates -->
  <TSysKursWaluty type="TSysKursWaluty">
<!-- Currency data section -->
    <data>2018-01-31</data>
<!-- The date for which the exchange rate is downloaded -->
    <kurs>4.1488</kurs>
<!-- Exchange rate -->
    <przelicznik>1</przelicznik>
<!-- Conversion -->
    <waluta>EUR</waluta>
<!-- Current currency that will be converted to the target currency>
    <waluta_docelowa>PLN</waluta_docelowa>
<!-- Currency for which the current currency will be converted>
    <tabela>022/A/NBP/2018</tabela>
<!-- Only for the NBP daily exchange rate>
    <czy_kwartalny>0</czy_kwartalny>
<!--Defines the type of exchange rate:
<czy_kwartalny> 0 </czy_kwartalny> - daily NBP rate
<czy_kwartalny> 3 </czy_kwartalny> - monthly ECB EUR exchange rate
<czy_kwartalny> 4 </czy_kwartalny> - monthly ECB PLN exchange rate-->
  </TSysKursWaluty>
  <TSysKursWaluty type="TSysKursWaluty">
<!-- Currency data section -->
    <data>2018-01-01</data>
<!-- The date for which the exchange rate is downloaded -->
    <kurs>2.40198</kurs>
<!-- Exchange rate -->
    <przelicznik>10</przelicznik>
<!-- Conversion -->
    <waluta>PLN</waluta>
<!-- Current currency that will be converted to the target currency>
    <waluta_docelowa>EUR</waluta_docelowa>
<!-- Currency for which the current currency will be converted>
```

```
    <czy_kwartalny>3</czy_kwartalny>
<!--Defines the type of exchange rate:
<czy_kwartalny> 0 </czy_kwartalny> - daily NBP rate
<czy_kwartalny> 3 </czy_kwartalny> - monthly ECB EUR exchange rate
<czy_kwartalny> 4 </czy_kwartalny> - monthly ECB PLN exchange rate--&gt

  </TSysKursWaluty>
  <TSysKursWaluty type="TSysKursWaluty">
<!-- Currency data section -->

    <data>2018-01-01</data>
<!-- The date for which the exchange rate is downloaded -->

    <kurs>4.163232</kurs>
<!-- Exchange rate -->

    <przelicznik>1</przelicznik>
<!-- Conversion -->

    <waluta>EUR</waluta>
<!-- Current currency that will be converted to the target currency>

    <waluta_docelowa>PLN</waluta_docelowa>
<!-- Currency for which the current currency will be converted>

    <czy_kwartalny>4</czy_kwartalny>
<!--Defines the type of exchange rate:
<czy_kwartalny> 0 </czy_kwartalny> - daily NBP rate
<czy_kwartalny> 3 </czy_kwartalny> - monthly ECB EUR exchange rate
<czy_kwartalny> 4 </czy_kwartalny> - monthly ECB PLN exchange rate-->

  </TSysKursWaluty>
 </TSysListaKursWaluty>
</Eksport>
```

14. Additional information

14.1. The company

A EUROWAG COMPANY

INELO Polska sp. z o.o.

ul. Karpacka 24/U2b

43-300 Bielsko - Biała

POLAND

e-mail: biuro@inelo.pl

tel.: +48 33 496 58 71

fax.: +48 33 496 58 71 (111)

www.inelo.com

14.2. Support

INELO Polska Sp. z o.o.

Support

e-mail: support@inelo.pl

tel.: +48 33 496 58 74

14.3. Useful links

TachoScan developer website:

http://en.inelo.pl/

TachoScan website:

http://en.inelo.pl/Tachoscan-en

Download:

http://en.inelo.pl/TachoScan_download-en

14.4. Copying the program

Detailed description of licence rights is included in the certificate attached to the program.

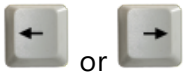
Copying and redistributing the program without the consent of INELO shall be treated as an infringement upon the law and license rights.

14.5. Keyboard shortcuts

Keyboard shortcuts are special key combinations triggering program functions attributed to them. If not indicated, they can be used at any time when working with the program.

(the symbol + means that first you need to press and hold the first button then press the second one and, at the same time, release both)

Ctrl + T	opens a new tab
Ctrl + W	closes the last tab
Ctrl + F6, Ctrl + Tab	moving between the program windows

	moving between tabs in a given window
	close program
	getting help at any time of the program operation
	activating the option of text search 14 in the active Help window
	"View / edit a day from a driver card window 296", "Record sheet preview / edition window ": opens another record sheet or a day from the card
	"View / edit a day from a driver card window 296", "Record sheet preview / edition window ": opens the previous record sheet or day from the card

14.6. Glossary

This dictionary contains words and symbols used in this Help section and TachoScan program, in alphabetical order.

el_1 -> **el_2**	means subordination of el_2 element in relation to el_1 element, e.g. "**Settings** -> **Program settings**" means the option "**Program settings**", related to "**Settings**" menu.
double-click	quick double-click with the mouse left button on a given element
FAQ	It is an English abbreviation from Frequently Asked Questions.
click "**something**", "**using a key**"	Set the mouse cursor over "**something**", and then press the mouse button and release it immediately. If no button is given it should be assumed that the left one should be used.
drop-down menu	This means menu related to an element of the program which appears after you click it using the mouse right button and

	disappears when you select the option you like.

INELO

A EUROWAG COMPANY

www.inelo.com

export@inelo.pl