

TIS-Office

Tachograph Data Information Service



www.siemensvdo.com

First steps...
Version 2

SIEMENS VDO

The information contained in this documentation is subject to change without prior notice. In doing so, Siemens VDO Trading GmbH do not enter into any obligation. The description is based on the information available at the time this documentation was printed. We reserve the right to change technical details in the description, information and illustrations in this manual.

Siemens VDO Trading GmbH shall accept no liability for program errors and for incorrect information in this documentation or for any consequential damages arising from this.

Microsoft Internet Explorer® is a trademark of the Microsoft® Corporation.
Windows® is a trademark of the Microsoft® Corporation.
Adobe®/Acrobat® Reader is a trademark of Adobe Systems Incorporated.
In the following, the above trademarks are sometimes used without indicating their respective owners.

© by Siemens VDO Trading GmbH. All rights reserved.

Responsible for the content

Siemens VDO Trading GmbH
Postfach 16
4078006 Villingen-Schwenningen
Germany
Internet <http://www.siemensvdo.com/dtco>
E-mail tachograph@siemensvdo.com

Document history

Date	Chapter/ Page	Subject, change, action taken
07/2007	Complete revision	TIS-Office 2.6

Release: 07/26/2007

Table of contents

Requirements and security	V
Overview	1
New functions	1
Connection overview	2
Module summary	3
Brief summary	7
Logging in	8
Home page	9
Help	10
Exit	10
Download	11
Download – Example: Driver card	12
Download – Example: Transfer Data	13
Import Wizard	15
Resolving a conflict – Example: Driver without driver card	17
Resolving a conflict – Example: Tachograph data overlaps	19
Master Records	21
Adding master records – Example: Recording driver data	22
Assigning a driver card to a driver	24
Editing master records – Example: Modifying vehicle data	26
Deleting master records – Example: Deleting a site	28
Archives	29
Summary – Example: Driver Card Archive	29
Retrieval – Example: Driver Card Archive	30
Tachograph Data	31
Reports	33
Creating report – Example: Driver Fault and Infringement Graph	34
Contact TIS-Web	36
System Settings/ User Settings	37
Schedules	38
Driver Planner	38
Index	40

Requirements and security

System requirements

To use TIS-Office (stand-alone installation) the following requirements must be met:

Hardware	Pentium III 1 GHZ processor or faster; minimum of 512 MB RAM; minimum of 500 MB hard disk space
Operating system	Windows® 2000 (current Service Pack), Windows® XP (current Service Pack), Windows® Vista
Installation program	Microsoft® Windows® Installer 3.1 or higher
Database	Microsoft® SQL Server 2005 Express (or similar)
Browser	Microsoft® Internet Explorer® from Version 6.1 SP1; only if TIS-Office data is to be read "offline" or for exchanging data with TIS-Web
Document viewer	Adobe® Acrobat® Reader
Chip card reader	X11-140-002-004 (incl. driver)
Chart reader	VDO Chart Analyser PC with PS/2 connection and free COM port (1 or 2)
Scanner	as recommended by your service partner
Tachograph charts that can be analysed	all EC tachograph charts
DTCO data	Downloadkey (mass memory), driver card



Important

A computer has a limited number of USB ports.

If you want to connect a mouse, keyboard, printer, chip card reader, Downloadkey, Downloadterminal, scanner and dongle to your computer using USB ports, you will need what is called a USB hub. When buying such a unit, ensure that it has its own power supply to avoid any performance loss.



Tip

For further information on installing TIS-Office, e.g. in a Client/Server environment, please refer to the Installation Guide on the product CD.

Requirements for use

TIS-Office is a modular software. Please contact your service partner if you require functions described in these instructions that you do not have.

Security


Logging in

The access data, i.e. user name and password, must be entered correctly to start TIS-Office and call up any of your company data (drivers etc.).

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

- Change the initialisation password you received from your service partner.
- Do not disclose your password to third parties. Your service partner or Siemens VDO Trading GmbH staff will never ever ask you for this password.
- Store your personal access data (user, password) in a safe place.
- We recommend that you change the password regularly. For information on how to change the password please refer to *page 37*.

Exit TIS-Office

Always exit TIS Office correctly by clicking on  in the top menu area.


Overview

Topics

This document will help you become familiar with TIS-Office so that you can start archiving and analysing tachograph data immediately.

It describes the main steps you must carry out in TIS-Office to

- download driver card and vehicle unit data (using the Downloadkey for example),
- check the download files (Import Wizard) before transferring them to your TIS-Office database and
- check any new driver and vehicle data (master data) and modify it if necessary.

For all further steps on how to create reports and customise TIS-Office to suit your company requirements for example, please refer to the context-sensitive Online Help that you can access by pressing F1 or clicking on . The Online Help describes each program window and dialogue box in more detail.

New functions

The following new functions have been added to the current version of TIS Office:

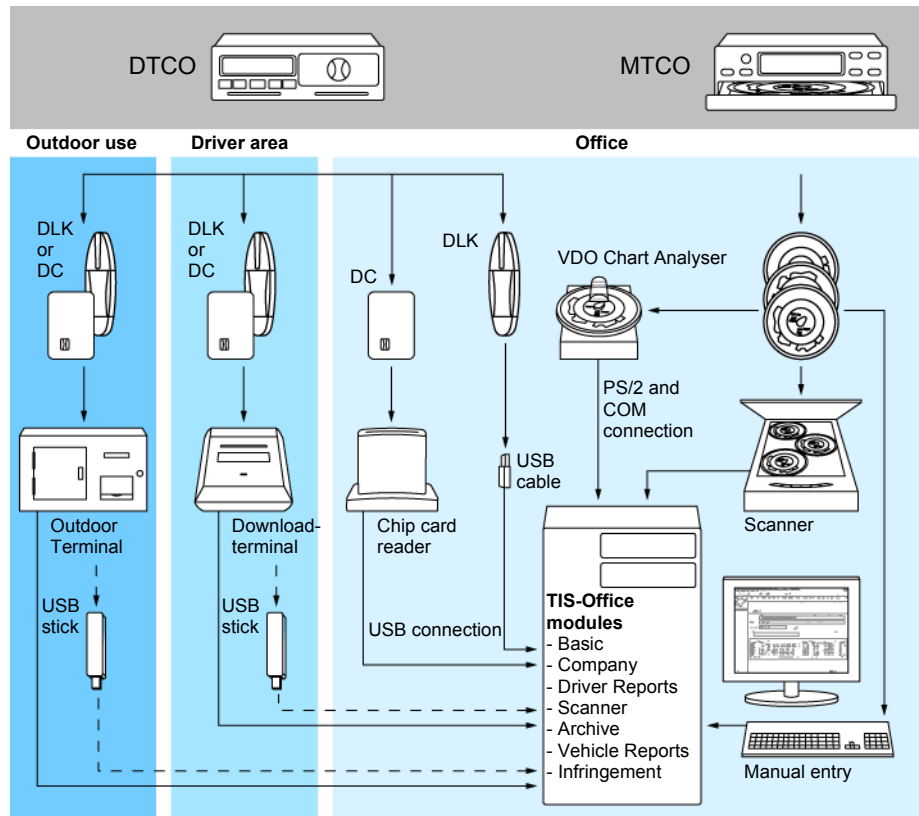
- Status messages are displayed on the home page. These indicate any conflicts in the Import Wizard or any driver or vehicle downloads that are due.
- Driver infringements can be evaluated in accordance with the new Regulation (EEC) No. 561/2006.
- If the time has not been set correctly on the tachograph, existing charts in the TCO data can be moved as a whole chronologically.
- To eliminate chart overlaps existing charts or events can be deleted while they are still in the Import Wizard.
- A DTCO can be given an end date in the vehicles' master records. This makes it easier to deal with registration number changes in the vehicles.

In addition the user interface has been revised:

- The link to your user settings has been incorporated into the upper menu area and can now be accessed from any program page.

Connection overview

This connection overview shows how the data is transferred to TIS-Office:



DC: Driver card

DLK: The data below can be stored on the Downloadkey:

- mass memory data
- Siemens VDO specific data (is not archived)
- driver card data



Tip

For further information on recording devices such as the Downloadterminal or Outdoor Terminal, please refer to the Online Help glossary.

Please contact your service partner should you be interested in these devices.

Module summary



The functions available in TIS-Office depend on the modules that are activated and licensed.

This section summarises the various modules and their functions.

Module	Function
Basic (included in the Starter Kit)	Home page User (permission summary and dialogue language)
	Master Records Enter, modify and delete master data relating to: <ul style="list-style-type: none"> • drivers • vehicles • sites (limited to one site in the "Basic" module)
	Download Download tachograph data from driver cards or the Downloadkey and transfer this data
	Tachograph Data • Create and view (digital and analogue tachograph) summaries for: <ul style="list-style-type: none"> – fleets – drivers – chart details. • Record tachograph chart data manually or using the VDO Chart Analyser.
	Reports • Driver Reports <ul style="list-style-type: none"> – Daily Driver Activity Protocol (list of a driver's daily activities in chronological order) – Detailed Driver Speed Protocol (driver-related daily summary of the vehicle speed recorded by the digital tachograph) – Driver List (complete list of all drivers belonging to the selected site or driver group) • Vehicle Reports <ul style="list-style-type: none"> – Daily Vehicle Activity Protocol (list of a vehicle's daily activities in chronological order) – Equipment List (summary of any additional equipment fitted to the vehicles belonging to the selected site or vehicle group) – Vehicle List (complete list of all vehicles belonging to the selected site or vehicle group)
	Contact TIS-Web • Transfer master data to and retrieve master data from TIS-Web <ul style="list-style-type: none"> • Transfer tachograph data to TIS-Web

TIS-Office • Edition 07/2007

Module	Function
Basic (continued)	System Settings <ul style="list-style-type: none"> • General (settings for currency, measuring units, consumption and the password) • System Information (program, regional settings and system) • Import Wizard (options for driver cards, vehicle units and SV specific files) • Download (options for downloading files from driver cards and the Downloadkey) • Driver Activity Setup (Driver Planner settings)
	User Settings <ul style="list-style-type: none"> • Users (display options, file import/export folder, transport type) • Tachograph Data (display options for fleet and driver summaries and for recording tachograph chart data) • Reports (e.g. date format, speed protocol and download reminder options) • Contact TIS-Web (options for establishing a connection to TIS-Web, e.g. URL, User, Password, XML directory)
	Utilities <ul style="list-style-type: none"> • Company (general company data, IFS folder file retention period, contact details) • Compress DB (database compression settings) • Language Files (adding languages) • Software Key (activating/deactivating modules)
	Schedules <p>Driver Planner (calendar showing a driver's working days, holidays and the days he was off sick)</p>
Archive (included in the Starter Kit)	Download <p>Import Wizard</p> <ul style="list-style-type: none"> • Enable/disable automatic processing of new driver card files • Enable/disable automatic processing of new mass memory files • Specify the data blocks that must be available in order to archive the mass memory
	Reports <p>Archive reports for vehicles and drivers</p> <ul style="list-style-type: none"> • Driver Card Archive Summary • Driver Card Download Reminder • Driver Card Gap Overview • Driver Card Retrieval Protocol • Vehicle Unit Archive Summary • Vehicle Unit Download Reminder • Vehicle Unit Gap Overview • Vehicle Unit Retrieval Protocol
	Driver Card Archive <ul style="list-style-type: none"> • Summary (drivers for whom files were archived in the evaluation period) • Overview (files that were archived for a driver in the evaluation period) • Retrieval (restoring archived files, i.e. original driver card file)

Module	Function
Archive (continued)	Vehicle Unit Archive <ul style="list-style-type: none"> • Summary (vehicles for which files were archived in the evaluation period) • Overview (files that were archived for a vehicle in the evaluation period) • Retrieval (restoring archived files, i.e. original vehicle unit file)
	User Settings <ul style="list-style-type: none"> • Driver Card Archive <ul style="list-style-type: none"> – Driver card archive display options – File restore options – Enable/disable archive file deletion prompt • Vehicle Unit Archive <ul style="list-style-type: none"> – Vehicle unit archive display options – File restore options – Enable/disable archive file deletion prompt
Company	Master Records Enter, modify and delete master data relating to: <ul style="list-style-type: none"> • sites • driver groups • vehicle groups
	Reports <ul style="list-style-type: none"> • Security Reports (lists): <ul style="list-style-type: none"> – List of Roles with Privileges – List of Users • Driver Reports <ul style="list-style-type: none"> – Driver Group List – Driver Activity Historical Protocol (after database has been compressed) • Vehicle Reports <ul style="list-style-type: none"> – Vehicle Group List – Vehicle Activity Historical Protocol (after database has been compressed)
	Utilities <ul style="list-style-type: none"> • Export Fleet Data/ Import Fleet Data • Create, modify and delete companies
 Important	You can create an additional company and 5 additional sites with each licence for the "Company" module.
Company (continued)	Security <ul style="list-style-type: none"> • Create, modify and delete users • Create, modify and delete roles
 Important	Users can only be created if the "Company" module is activated or licensed. In a Client/Server environment you will need one "Company" module licence for each logged on user, i.e. you must buy three licences if 3 users are to work with TIS-Office simultaneously in a Client/Server environment.

Module	Function
Driver Reports	Reports <ul style="list-style-type: none"> Further driver reports: <ul style="list-style-type: none"> • Driver Activity Protocol • Driver Activity Special Period Protocol • Driver Activity Summary • Driver Event and Fault Protocol • Driver Missing Chart • Driver Tachograph Chart Summary • Linear Activity Protocol
Vehicle Reports	Reports <ul style="list-style-type: none"> Further vehicle reports: <ul style="list-style-type: none"> • Detailed Vehicle RPM Profile • Detailed Vehicle Speed Profile • Detailed Vehicle Speed Protocol • Vehicle Activity Protocol • Vehicle Activity Summary • Vehicle Event and Fault Protocol
Scanner	Tachograph Data Scan tachograph charts from analogue tachographs
	System Settings <ul style="list-style-type: none"> • Edit scanner settings • Manage tachograph types and specify limits for recording tachograph data
! Important	The "Scanner" module only offers limited functionality in demo mode: the scanning procedure can be simulated using charts stored in the program.
Infringement	Reports <ul style="list-style-type: none"> • Driver infringement reports (Driver Fault and Infringement Graph, Driver Infringement Report, Driver Letter Report, Driver Overspeeding Protocol) • Vehicle infringement reports (Vehicle Overspeeding Protocol)
	System Settings <ul style="list-style-type: none"> • Infringement report options • Driver Letter texts
	User Settings Reports (Driver Letter language options)

TIS-Office • Edition 07/2007

Brief summary

With TIS-Office you can

DTCO data

- archive and analyse data recorded with the Digital Tachograph (DTCO) and transferred via a Downloadkey or driver card:
 - Connect the Downloadkey to your PC or insert the driver card into the connected chip card reader and download the data; see *page 12* and *page 13*.
 - Start the Import Wizard to check the import status of data to be analysed and/or archived; see *page 15*.
 - If necessary, missing drivers or vehicles can be added to the master records while the data is being imported.
 - Create reports for drivers or vehicles; see *page 33*.



Tip

To use more than one site and create them even before recording other master data or tachograph data, you can assign or change the drivers or vehicles you subsequently add directly in their respective site. You can also assign these sites later.

Tachograph chart data

- record and analyse tachograph chart data (TCO):
 - Create master records for your sites, drivers and vehicles; see *page 21*.
 - Record data from tachograph charts using a connected VDO Chart Analyser or a scanner or enter data manually, see *page 31*.
 - Create reports for drivers or vehicles; see *page 33*.

Data from TIS-Web

- download master records from TIS-Web and send recorded tachograph data to TIS-Web.

Logging in

So that you can use the TIS-Office application you must start TIS-Office and log in using your personal access data.



Condition

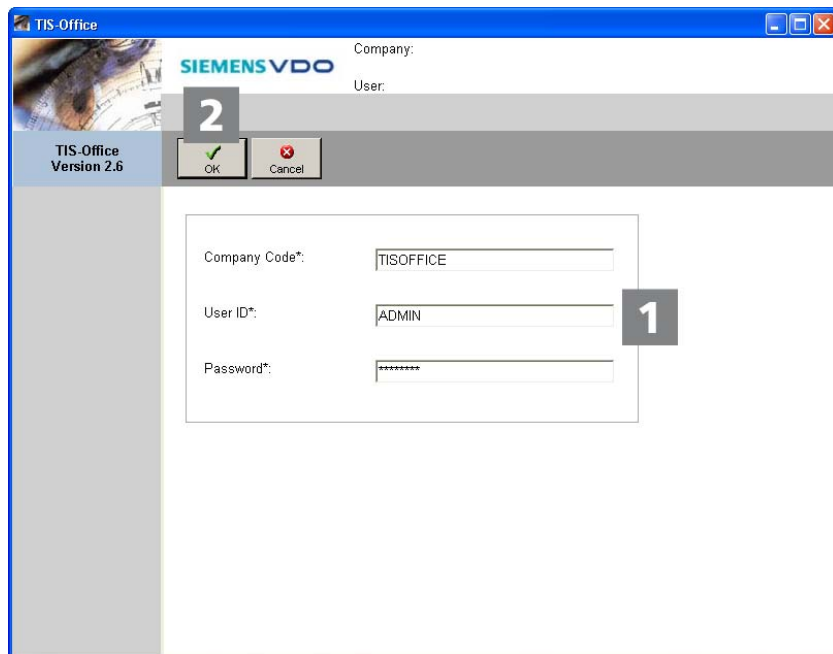
Before you can work with TIS-Office you must have entered the software key for the demo mode at least for the "Basic" module.

The steps to be performed after installation and when starting the program for the first time are describe in detail in the Installation Guide.

Starting TIS-Office

Start TIS-Office, e.g. by a double-clicking on the TIS-Office icon on the desktop.

The log in screen is displayed.



1

Entering access data

Enter your **Company Code**, your **User ID** and your **Password**.

The Company Code and User ID boxes are filled in by the program. You can change the company code in **Utilities > Company**.

The password when starting the program for the first time is **admin123**.

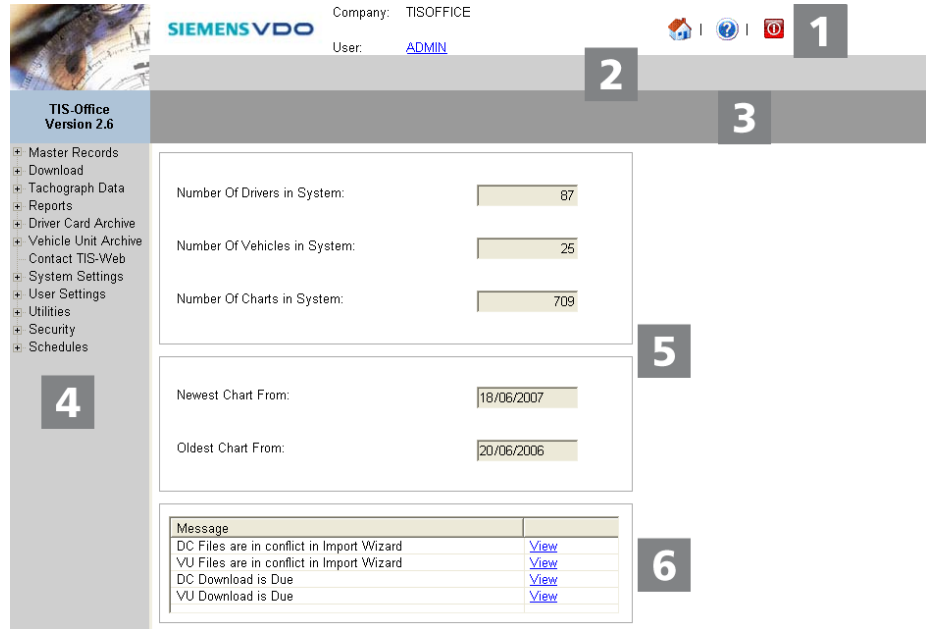
2

Confirming entries

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

If the data entered is correct, the TIS-Office home page will be displayed.

Home page






TIS-Office • Edition 07/2007

1 Top menu area

This is what your TIS-Office home page looks like: At the top of the TIS-Office page you will find information on the current user data (company and user).

This menu area is always displayed and also includes

- a link to your personal user settings (here **ADMIN**),
- the  symbol for this home page so that you can return to it from any other TIS-Office page,
- the  symbol for the stored Help and
- the  symbol to log off TIS-Office once you have carried out the daily work to be done using the application.

2 Filter area

A double-click in the relevant menu is all that is needed to switch to the desired site or planned evaluation period. Depending on the TIS-Office page selected, the **Evaluation Month**, **Drivers** and **Sites** list boxes are available.

3 Toolbar

In the relevant menu in this area you will find buttons for the various functions that are available in the display and editing area. You can use these to save the recorded data or open a specific window or dialogue box.

4 Left menu area

Depending on the activated TIS-Office modules and the permissions of the logged on user, different functions are available in the left menu area.


5 Display and editing area Data is displayed and can be edited in this part of a TIS-Office page. In this area the home page always displays up-to-date information on the

- master records and
- tachograph charts (digital and analogue tachograph data)

that you are managing.


6 Status messages If there are files with conflicts in the Import Wizard or data for specific drivers or vehicles is due to be downloaded, a box with status messages appears here on the home page. If you click on the corresponding link, you will go directly to the relevant Import Wizard or the "Download Reminder" report.

Help

Clicking on  in the top menu area of a TIS-Office page or pressing the F1 key will open the Online Help which contains detailed information on the functions of the selected menu area.

You can navigate forward and backward within the Online Help using the corresponding buttons. In the Online Help you also have the option of searching specifically for specific menus or key words, grouping together frequently required help topics separately (Favourites) and printing content.

Exit

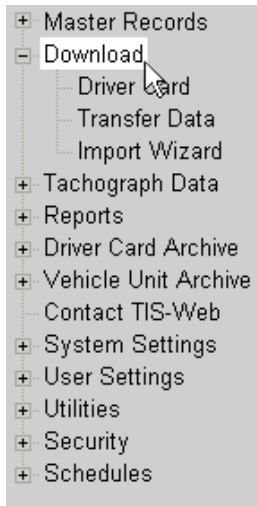
You have done all the work you were planning to do that day with TIS-Office so all that remains for you to do is to exit TIS-Office. To do this click on  in the top menu area.



Important

TIS-Office displays a message asking whether to save entered or modified data if you have not yet saved your modifications.

Download



The TIS-Office default settings are selected in such a way that you can start downloading tachograph data immediately. Of course, you can change these settings at any time but before you do you should have a quick look at the detailed description in the Online Help.

If you want to archive or evaluate data from driver cards or vehicle units, you can

- download driver card data to TIS-Office via a chip card reader **or**
- transfer data from a Downloadkey or another storage medium **and**
- import downloaded or transferred data to TIS-Office.

Select **Download** in the left menu area and then the desired sub-menu. The corresponding TIS-Office page will be displayed.

The downloaded data is saved under "C:\Program Files\Siemens\TIS-Office\IFS". This folder is checked regularly by the TIS-Office service when

- starting TIS-Office and
- every 30 seconds while the program is running.

You can set how long the downloaded files are to be stored. The files are deleted automatically from the IFS folder when the set retention period has elapsed. Download files will be deleted regardless of whether they have been imported successfully to the archives or for evaluation.

Important

Select **System Settings > Download** to determine which file formats should be read when downloading data.

Tip

Depending on the TIS-Office default settings all drivers and vehicles contained in the downloaded data are automatically added to the master records. They are assigned to the main site.

You can change these default settings by selecting **System Settings > Import Wizard** before starting to import the data in order to be prompted for each driver or vehicle to see whether you want to add them to the master records.

For further information please refer to the Online Help.

Download – Example: Driver card

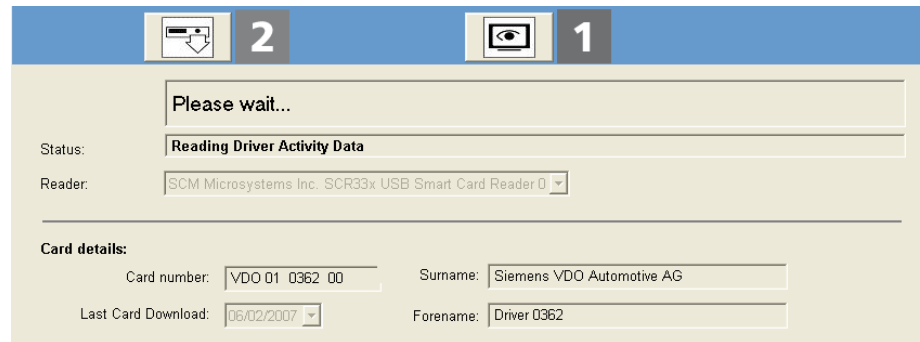
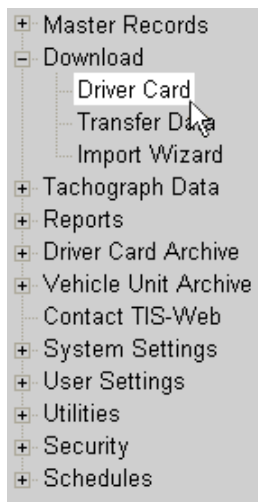
✓ Condition

To download data from the driver card the chip card reader and the corresponding driver must be installed. Only drivers from version 4.3.0 recognise and read all European driver cards.

Driver card data will only be assigned a digital signature if it has been downloaded in compliance with the archiving regulations (**According to archive regulation**). However, this option is selected by default in **System Settings > Download > Tab: Driver Card**. Data without digital signatures can only be imported for evaluation and cannot be archived.

You want to import driver data from a driver card for the first time. To do this, carry out two steps:

- Download data from the driver card.
- Check the import status in the **Import Wizard**.



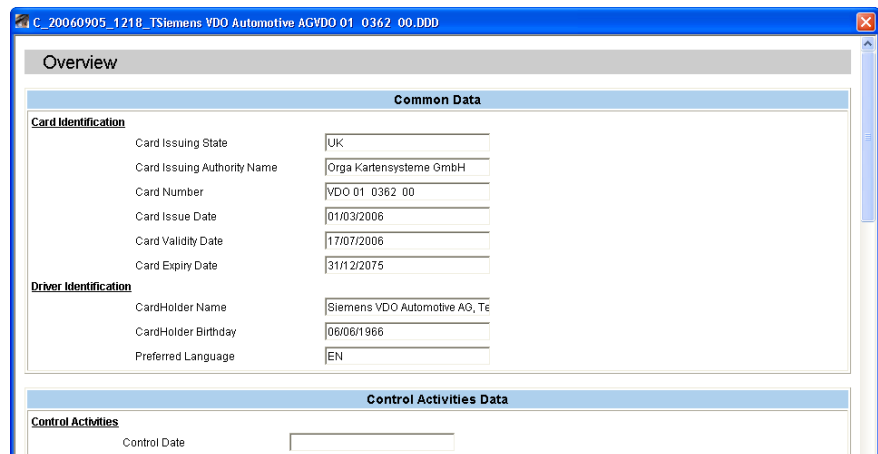
1 Preview

You have inserted the driver card into the chip card reader and want to check the data before downloading:

Click on this tool button to preview the data stored on the driver card.

💡 Tip

If no chip card reader is shown, please check to see whether the plug is connected to the computer and if the device driver for the chip card reader is installed.



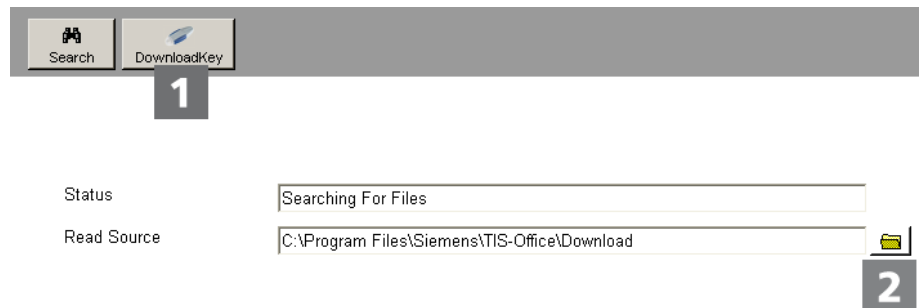
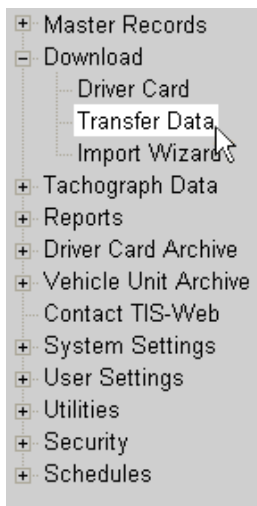
2 Downloading driver card data

Click on this tool button to start downloading the data.

Depending on the amount of data, downloading may take some time. When the download process is complete, you will be prompted to remove the driver card from the chip card reader.

Download – Example: Transfer Data

TIS-Office • Edition 07/2007



You have connected a Downloadkey to your computer and now want to download data to import it.



If you have selected a folder in **System Settings > Download**, the files stored in this folder are automatically displayed in the **Read Source** box.

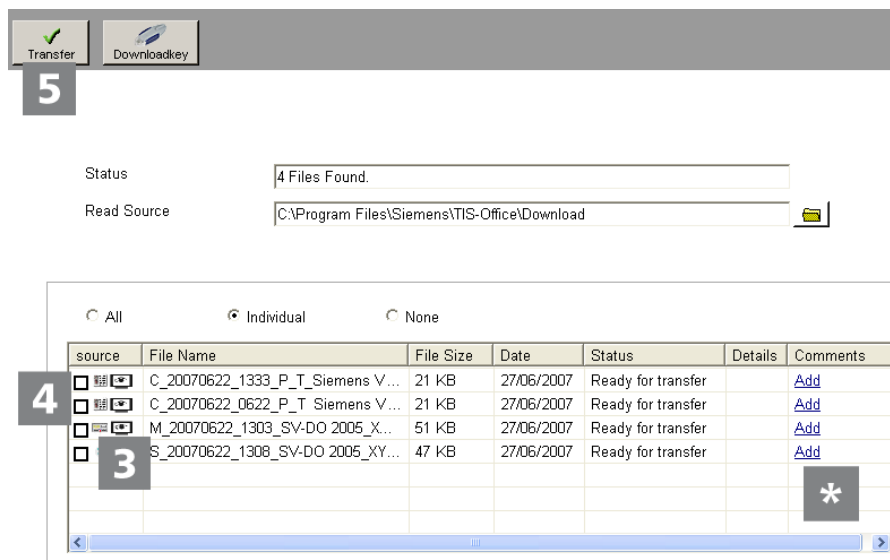
1 Searching for a Downloadkey

Connect the Downloadkey to your computer and click on **[Downloadkey]**. The download files found will be listed and the **[Search]** button changes to **[Transfer]**.

2 Searching for download files

If download files have been saved to the hard disk or to another drive, click on the **[Browse]** symbol, select the drive and expand the tree view until the proper folder is shown, e.g. "C:/Downloads TIS/download_data". Click on **[OK]** and then on **[Search]**.

The download files found will be listed and the **[Search]** button changes to **[Transfer]**.



3 Preview

Click on this button (monitor) to open the preview of the data, see also *page 12*.

*** Adding information**

To add additional information click on **Add** in the **Comments** column and enter the information, e.g. the driver's holiday period.

4 Selecting files

Select the files that you want to import or archive by selecting the corresponding check boxes or clear the check boxes relating to files that you do not want to download.

! Important

Selecting **All** or **None** can make this easier – especially with long lists. For example if you select **All**, all check boxes will be selected. Now you can change to **Individual** and clear individual check boxes.

5 Transferring and confirming

Click on **[Transfer]** and then confirm the message telling you that the data has been transferred successfully.

The status for the selected files changes to **Transferred**.

Import Wizard

Depending on the default settings the data is imported automatically. Here unknown drivers and vehicles are created and assigned to the main site by default. You can specify this in **Utilities > Company**.

! Important

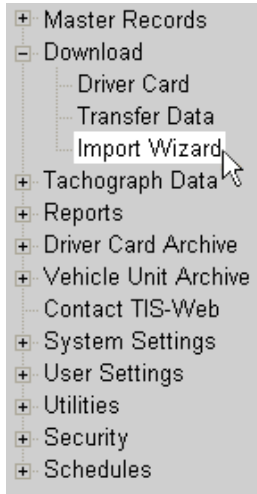
Downloaded files are imported together with the download date. The download date does not always correspond to the date of the last activity.

In **Utilities > Company** you can set whether the date and time for the saved date should automatically be adjusted to the correct time zone and/or daylight saving time. Data is always archived with the time set in the DTCO.

In the tool bar it is indicated whether the service is active (green) or inactive (red). If you have administrator rights on the PC, you can stop and restart the service via the tool bar.

💡 Tip

In **System Settings > Import Wizard** you can define how data from unknown drivers or vehicles is to be processed.



Details	DC	VU	SV
Parsing Conflicts	1	0	0
Validation Conflicts	1	2	0
New Files	0	1	0
Evaluation Last Process Date	27/06/2007	27/06/2007	-
Archive Last Process Date	26/06/2007	26/06/2007	-
Evaluation Days Left To Act	89	90	-
Archive Days Left To Act	-	90	-

Registration	File Name	Download Date	Speed Block	Event / ...	Control Activity	Evaluation Status	Archive Status
7	M_20070627_12...	27/06/2007 1...	Y	Y	Y	Success	Success
1	M_20070627_08...	27/06/2007 0...	N	Y	Y	Conflict	Conflict
000000007	M_20070627_14...	27/06/2007 1...	Y	Y	Y	Conflict	Success
VS-MG315	M_20070611_08...	11/06/2007 0...	Y	Y	Y	Success	Success
VS-MG315	M_20070611_08...	11/06/2007 0...	Y	Y	Y	Success	Success
	M_20070611_14...					New	New

You have downloaded files from the Downloadkey and now want to evaluate and archive the data:

1 Selecting the site

Select the site to which the vehicle is assigned.

2 Selecting the file type

Click on the relevant button, e.g. **[Details VU]** to select the file type to check the status. Data records with the **Conflict** status cannot be imported.

! **Important**

Existing data, e.g. **Speed Block** data, is displayed with **Y** (Yes). If data blocks that have been selected in **System Settings > Import Wizard > Tab: Vehicle Unit** are missing, an **N** (No) is displayed. This data cannot be archived.

For further information please refer to the Online Help.

3 **Importing data manually**

Select the data record that you want to import manually by selecting the corresponding check box.

4 **Importing and confirming**

For a manual import click on **[Import]**, confirm the status message with **[OK]** and click on **[Refresh]** to show the current file status.

***** **Status**

You can import data records with the **New, Ready for Evaluation** or **Resolved** status.

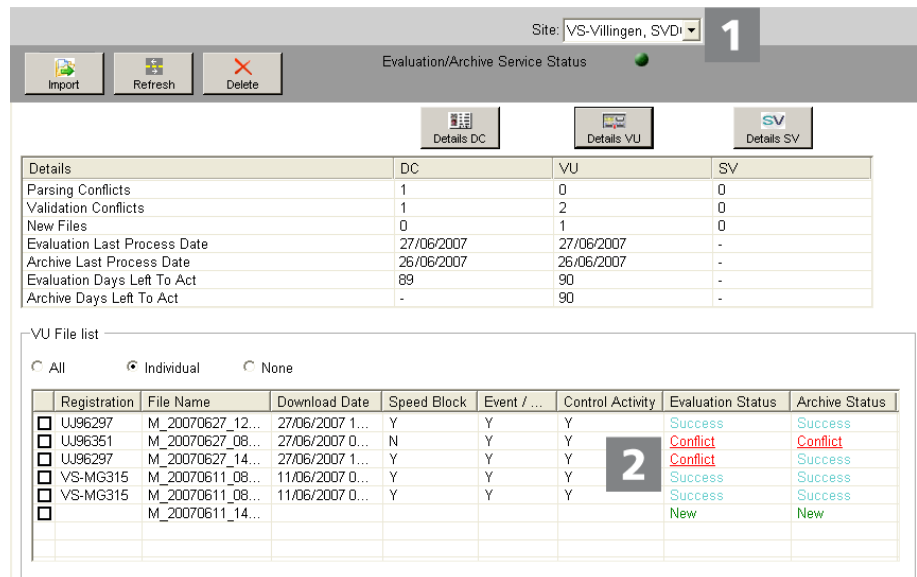
Status	Description
Conflict	This indicates that the system could not assign the data to any driver or vehicle. For information on how to solve the problem see <i>page 17</i> and <i>page 19</i> . This status is also shown if data is invalid, e.g. corrupted files.
In Process	This file is about to be transferred to the system.
New	Files with this status are new and can be imported. This status is only displayed when automatic import has been disabled.
Resolved	After a missing driver or vehicle has been added to the master records, the corresponding file has this status. It can now be imported for evaluation or archiving.
Success	Files with this status have been successfully imported or archived.
Duplicate	Files with this status have been archived several times.

💡 **Tip**

Proceed in the same way to import data that you have downloaded from the driver card.

Files with the **Success** status can be removed from the file list with **[Delete]** in order to retain the overview.

Resolving a conflict – Example: Driver without driver card



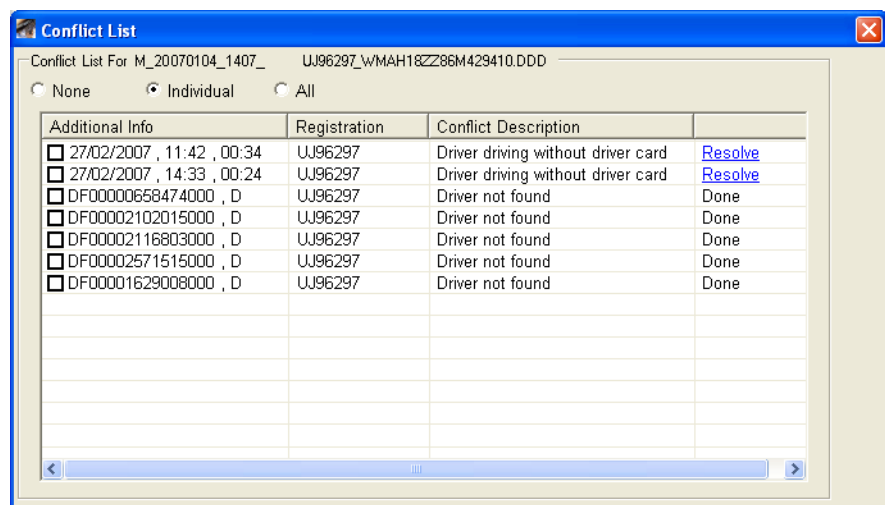
You have downloaded files from the Downloadkey but the data cannot be imported, e.g. because journeys were recorded where the driver did not insert his driver card. In TIS-Office this data cannot be assigned automatically:

1 Selecting the site

Select the site to which the vehicle is assigned and click on **[Details VU]** to display the vehicle unit file list.

2 Resolving the conflict

Double-click on **Conflict**. The **Conflict List** dialogue box will be displayed.



3 Assigning the data

Select one or more data records and click on **Resolve** to open the **Assign Driver** dialogue box.

To assign tachograph data in the **Assign Driver** dialogue box

- to a new driver click on **[Add New Driver]**. A dialogue box will open where you can enter and save the relevant details.

When the data has been imported successfully, select **Master Records > Drivers** and enter the details of the new driver.

- to an existing driver select the driver from the list and click on **[Save]**.

Close the **Conflict List** dialogue box after you have resolved all conflicts. The data record will be displayed in the Import Wizard with the **Success** status.



Important

Files where conflicts have occurred will also be stored for the period you have specified for the buffer memory (IFS folder), 30 days for example. After this period the relevant files will be deleted.

Resolving a conflict – Example: Tachograph data overlaps

Site: VS-Villingen, SVD **1**

Import Refresh Delete Evaluation/Archive Service Status

Details DC Details VU Details SV

Details	DC	VU	SV
Parsing Conflicts	1	0	0
Validation Conflicts	1	2	0
New Files	0	1	0
Evaluation Last Process Date	27/06/2007	27/06/2007	-
Archive Last Process Date	26/06/2007	26/06/2007	-
Evaluation Days Left To Act	89	90	-
Archive Days Left To Act	-	90	-

VU File list

All Individual None

Registration	File Name	Download Date	Speed Block	Event / ...	Control Activity	Evaluation Status	Archive Status
<input type="checkbox"/> UJ96297	M_20070627_12...	27/06/2007 1...	Y	Y	Y	Success	Success
<input type="checkbox"/> UJ96351	M_20070627_08...	27/06/2007 0...	N	Y	Y	Conflict	Conflict
<input type="checkbox"/> UJ96297	M_20070627_14...	27/06/2007 1...	Y	Y	Y	Conflict	Success
<input type="checkbox"/> VS-MG315	M_20070611_08...	11/06/2007 0...	Y	Y	Y	Success	Success
<input type="checkbox"/> VS-MG315	M_20070611_08...	11/06/2007 0...	Y	Y	Y	Success	Success
<input type="checkbox"/>	M_20070611_14...					New	New

2

You have downloaded files from the Downloadkey but the data cannot be imported, e.g. because of tachograph data overlaps:

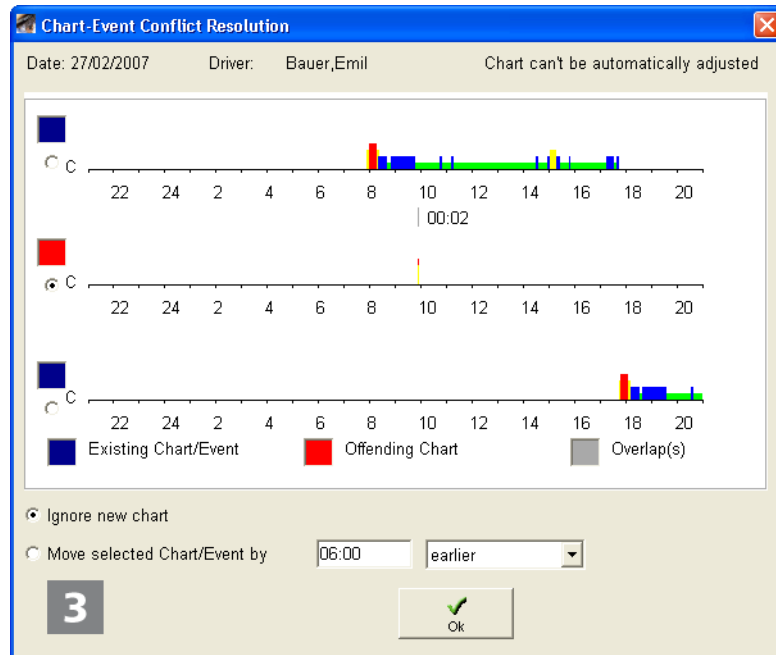
1 Selecting the site

Select the site to which the vehicle is assigned and click on **[Details VU]** to display the vehicle unit file list.

2 Resolving the conflict

Double-click on **Conflict**. The corresponding dialogue box will open.

In the **Conflict List** dialogue box click on **Resolve** to open the **Chart Conflict Resolution** dialogue box and resolve the overlap.



3 Chart overlaps

To resolve the conflict select

- **Ignore new chart** and then close the dialogue box with **[OK]**.
- **Move selected Chart/Event by** and select the options for the data that has caused the overlap. Insert the time and the direction (earlier or later). Click on **[OK]**.
- **Existing Chart/Event.** This option is available as soon as you have selected the existing data records. Click on **[OK]** to delete this data or these events.

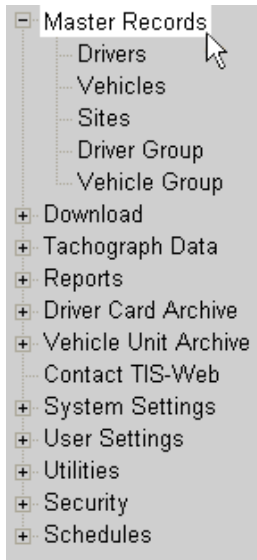
Close this dialogue box after all overlaps have been removed.

The data record will be displayed in the Import Wizard with the **Success** status.

! Important

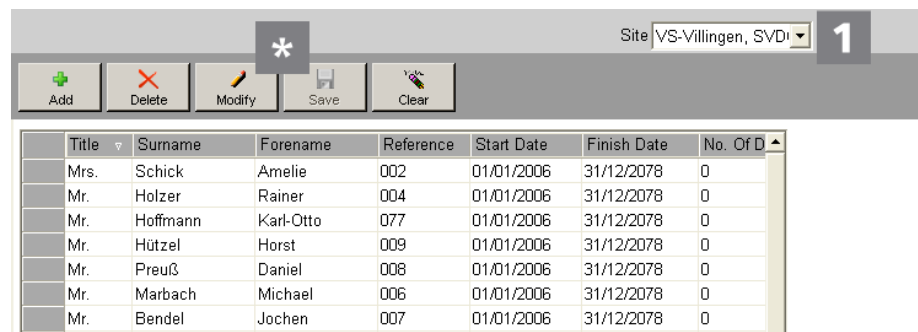
Chart overlaps can occur if you have wrongly entered a day's leave for a driver in the Driver Planner and you now import his driver card.

Master Records



In this menu you can check and amend the master records of the drivers and vehicles created during the download.

In the **Master records** menu select the corresponding sub-menu to create or edit drivers, vehicles and sites. The corresponding TIS-Office page will be displayed, e.g. **Drivers**.



1 Selecting the site

Select the relevant site. The list of drivers or vehicles already assigned will be displayed.



Tip

To use more than one site and create them even before recording other master data or tachograph data, you can assign or change the drivers or vehicles you subsequently add directly in their respective site. You can also assign these sites later.

* Selecting the function

Decide what to do next:

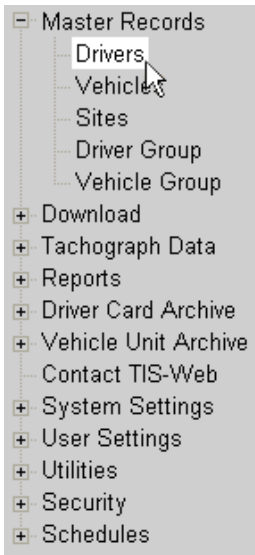
- Click on **[Add]**, to enter a new data record.
- Select a row in the list and click on **[Modify]** to change an already saved data record.
- Select a row from the list and click on **[Delete]** to delete a data record.
- Click on **[Refresh]** to update the display in the editing area.



Tip

Open an existing data record by double-clicking in the overview to edit this data record.

Adding master records – Example: Recording driver data



Further tabs

For further information on the **Driver Card** tab, please refer to *Chapter "Assigning a driver card to a driver"* on page 24.

To add a driver via the keyboard:

1 Tab: General

Select **Master Records > Drivers** and click on **[Add]**. Enter the required data into the text and list boxes. On the first tab, the **Surname**, **Forename** and **Assigned Site** boxes are mandatory fields.

All mandatory fields are indicated by an asterisk (*) .

! Important

Driver-related tachograph data can only be saved if it has been recorded between the **Hiring Date** and the **Leaving Date**. Therefore, you must specify the driver's start date and not the current date (default setting). When saving your entries, the leaving date is set automatically and can be adjusted in individual cases.

You cannot enter a start date that is after the current date.



Important

Allowed to Download Mass Memory Data indicates whether the driver can access the electronically protected security compartment on the Outdoor Terminal using his driver card. This option is not selected by default.

2

Tab: Personnel Data

Select the **Personnel Data** tab. All boxes on this tab are optional fields.

3

Tab: Driver License

Select the **Driver License** tab. The **License Type** and **Number** boxes are mandatory fields.



Important

You cannot modify driving licence details. If you want to change these, you must delete the old licence and enter the new data.



Saving and confirming

Confirm the entry with **[Save]** and the message telling you that the data will be stored in the TIS-Office database with **[OK]**.



Tip

Proceed in the same way to add vehicles and sites by selecting the relevant sub-menus in the left menu area.

New drivers or vehicles are automatically created by default when importing DTCO data.

You can also import master records from TIS-Web via **Contact TIS Web**; see *page 36*.



Important

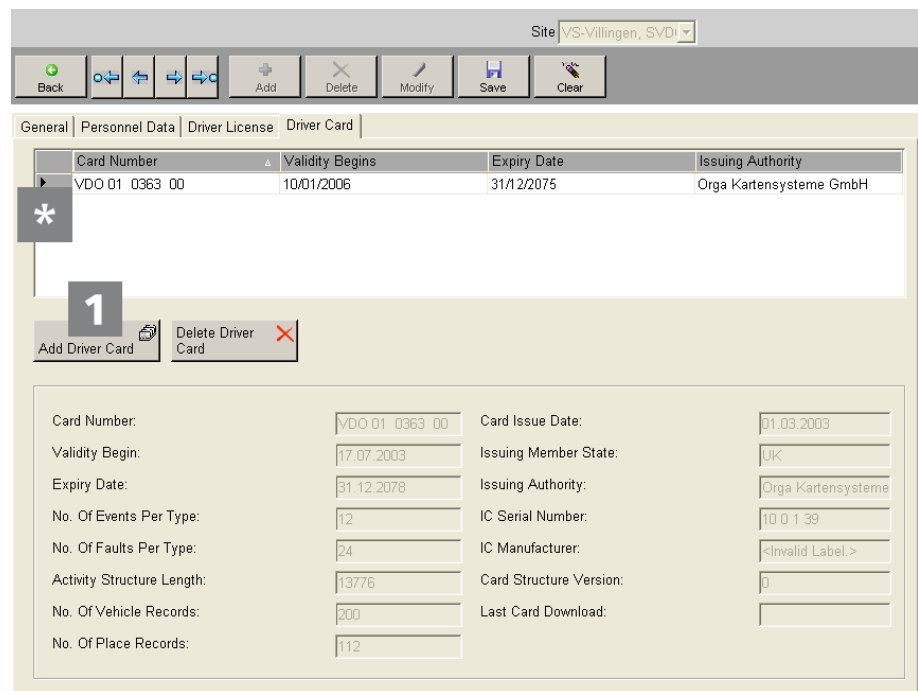
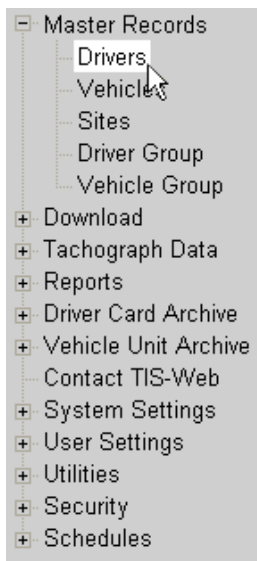
The registration numbers of vehicles with DTCO must match the numbers programmed in DTCO for TIS-Office to be able to assign imported data to the corresponding vehicle.

Assigning a driver card to a driver

✓ Condition

A chip card reader must be connected to your computer and the corresponding device driver must be installed.

The driver has to be stored in the database so that he can be assigned a driver card.



* Driver card details

If you double-click on a listed driver card, its details are displayed at the bottom of the display and editing area.

To assign a driver card select the corresponding driver from **Master Records > Drivers**:

1 Tab: Driver Card

Select the **Driver Card** tab, click on **[Add Driver Card]** and insert the driver card into the chip card reader.

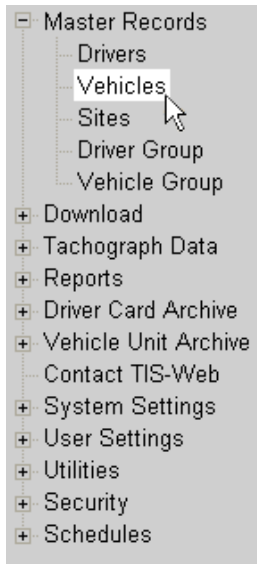


2 Reading the driver card

Click on this tool button to start downloading the data. Remove the driver card from the chip card reader when this is indicated. The reading window will then close and the driver card is listed on the **Driver Card** tab.

Driver card data is saved in the master records automatically.

Editing master records – Example: Modifying vehicle data



General | Equipment | **1** **3**

General

Registration No*: VS-RK 909 VIN: 123xyz456789

Vehicle Code: TI200501 Registration Country: D

Registration Date: 01/06/2006 Harsh Brake Border: 0 Km/h/s

Last Odometer Entry: 60123 Target Consumption: 0 L/100Km

Date Of Last Odometer Entry: 20/06/2007 Freight Capacity: 0 m³

Transport Type*: Goods Net Load: 0 t

Tyre Size: Max. Weight: 0 t

Make: Green Band Min.: 0 RPM

Model: Green Band Max.: 0 RPM

Purchase Date: Idle Range Min.: 0 RPM

Disposal Date: Idle Range Max.: 0 RPM

Site

Assigned Site*: VS-Villingen, SVDO

Comments:

General | Equipment | **2**

Equipment Type	Start Date	End Date	Comments
Digital Tachograph (DTCO)	10/01/2006	(null)	Active

Start Date: 10/01/2006 End Date:

Approval Number: e1-84 Manufacturer Number: SiemensVDO Automotive

Part Number: 1381.1072100002 Software Version: 1017

Serial Number: 35293 Authorized Speed: 90

Additional Data Recording

Profile

Speed Profile **2**

RPM Profile

Status 1

Status 1 Off

Fuel Consumption Litre

Status 1 as

Status 2

Status 2 Off

Fuel Consumption Litre

Status 2 as

Calibration Data

Workshop Name	Next Calibration Date	Calibration Purpose	Date	W	K
AUTODISTRIBUTION	01/01/2006	Activation	10/01/200	10302	10302
AUTODISTRIBUTION	10/01/2008	First installation: first calibratio	10/01/200	10131	10131

To modify the vehicle details select the vehicle from **Master Records > Vehicles**, click on **[Modify]** and make the changes:

1 Tab: General

Modify the vehicle details, e.g. the last odometer entry or the date of the last odometer entry, if necessary.

2 Tab: Equipment

Modify further vehicle details if necessary, e.g. additional information that must be recorded or add new equipment.



Important

To add a DTCO you must download data from the relevant vehicle; please refer to *Chapter "Download"* on page 11.

If you double-click on a listed DTCO, its details are displayed at the bottom of the display and editing area. You can see which data types have been imported.



Tip

Select **[Modify]** to enter an end date for the DTCO. This is necessary if, for example, you have to create a new vehicle with the identical DTCO in the master records because the registration number has changed. For further information please refer to the Online Help.



Saving and confirming

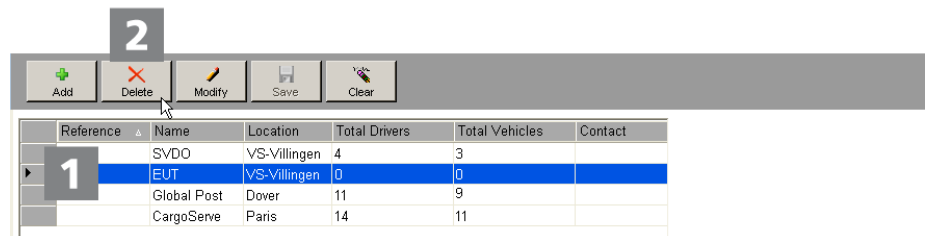
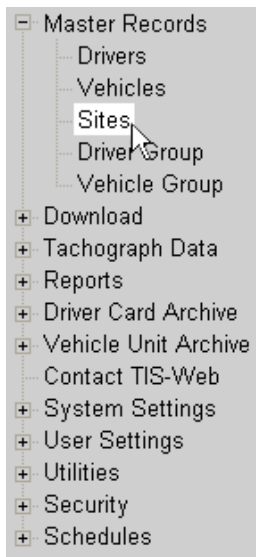
Confirm the changes with **[Save]** and the message telling you that the data will be stored in the TIS-Office database with **[OK]**.



Tip

You can, of course, also modify the master records of your drivers and/or sites in the same way.

Deleting master records – Example: Deleting a site



You have closed down one of your sites and now wish to delete it from TIS-Office. This can also be done easily in this application.

✓ Condition

Before deleting a site you must assign all drivers and vehicles to a different site or delete them.

1 Selecting a row

Click on the first column of the site you want to delete.

2 Deleting and confirming

Click on **[Delete]** and confirm the security query with **[Yes]**.

! Important

You cannot delete a driver or a vehicle with archived data.

Retrieve the corresponding data prior to deleting the driver or vehicle. Thereafter proceed in the way described above to delete driver data (including the relevant transaction data) or vehicle data.

For further information on restoring and deleting archived data please refer to the *Chapter "Retrieval – Example: Driver Card Archive"*; see page 30.

Archives

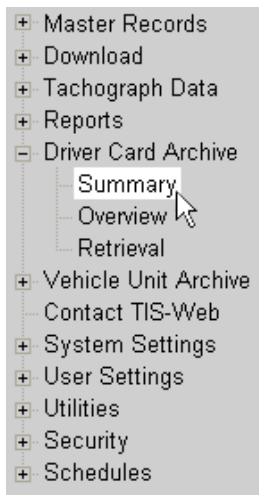
Only data downloaded from a DTCO is saved in **Driver Card Archive** and **Vehicle Unit Archive**. You can display a fleet or driver or vehicle-related summary of this data and if necessary retrieve it.



Important

In **User Settings > Driver Card Archive** and **User Settings > Vehicle Unit Archive** you can select the columns to be displayed in overviews.

Summary – Example: Driver Card Archive



Driver Name	Driver Card Number	Download Date/Time	First Activity	Last Activity	File Size	F
Knuth, Andreas,	DF00002709882000					C
Köder, Daniel,013	DF00002342886000	06/10/2006 11:53	03/02/2006 03:00	02/03/2006 18:00	24,75 KB	C
Noack, Kurt,001	DF0000236779x000	06/10/2006 10:00	09/08/2006 06:00	04/09/2006 18:00	24,75 KB	C
Schuh, Kai,	DF00002672793000	09/10/2006 11:30	16/08/2006 06:30	08/09/2006 19:30	24,75 KB	C
Schwel, Markus,012	DF00002369897000	16/10/2006 10:30	03/09/2006 03:30	04/10/2006 19:30	24,75 KB	C
Spiesa, MARIUS,	1000000031938000					C

TIS-Office • Edition 07/2007

1 Selecting the evaluation month

Select the evaluation month for which you want to create the driver-related archive summary.

2 Selecting the site

Select the site to which the drivers are assigned. Archived data will be listed in the display area.



Tip

In the same way you can create a summary of the archived vehicle data and an overview of the data archived for the individual drivers or the individual vehicle.

For further information please refer to the Online Help.

Retrieval – Example: Driver Card Archive

During an external audit archived data must be handed over to an authority or made available for analysis.



Tip

If you want to change the default folder, you can create a directory for the retrieved files on your hard drive, e.g. "C:\Program Files\Retrievals" to save these files.

In **User Settings > Driver Card Archive > Tab: Retrieval** you can change the default folder (target directory).

1 Selecting the evaluation month

Select the evaluation month for which you wish to retrieve files.

2 Selecting the site

Select the site. The list of the relevant drivers is displayed with the date of the last download.

3 Modifying the period

Select **Other** if you want to modify the evaluation period and set the start and end dates in the corresponding list boxes.

4 Selecting the driver

Select the driver for whom you want to retrieve data.

! Important

Selecting **All** or **None** can make this easier – especially with long lists. For example if you select **All**, all check boxes will be selected. Now you can change to **Individual** and clear individual check boxes.

5 **Selecting the target directory**

If you do not want to save the data in the default directory, select another directory where the retrieved files are to be saved.



Important

Select **For evaluation** if you just want to analyse the data. The retrieved data will be loaded into the Import Wizard und imported.

When the import process is complete, you can evaluate data that has already been compressed in the database.

6 **Retrieving data**

Click on **[Retrieval]**. The data will be saved with the (original) date of the download and a retrieval report will be displayed. For further information about reports see *page 33*.



Important

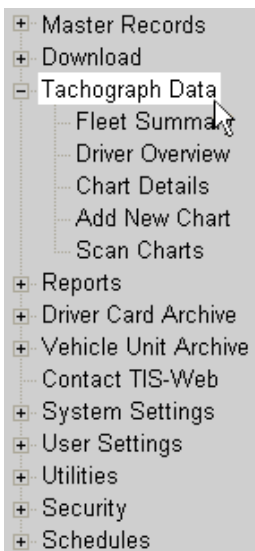
Retrieved data will not be deleted from the archive automatically. You can only delete the data if you have selected the corresponding check boxes in **User Settings > Driver Card Archive / Vehicle Unit Archive > Tab: Retrieval**.



Tip

Proceed in the same way to retrieve data from the **Vehicle Unit Archive**.

Tachograph Data



TIS -Office is used primarily for downloading and importing DTCO data from a driver card or a Downloadkey. This data can then be viewed (analysed) and archived. You will find further information on downloading and importing on *page 11*.

In TIS-Office the data from the DTCO is shown as a chart.

If you are still using analogue tachographs in your vehicles, you can record the tachograph charts in TIS-Office, display the tachograph charts already assigned to a site and check the results.

In the left menu area select **Tachograph Data** and then the desired sub-menu. The corresponding TIS-Office page will be displayed.

You can decide how to enter new chart data:

- Enter digital and handwritten data manually,
- import activity times using the VDO Chart Analyser and enter handwritten data manually or
- scan charts.



Important

The requirements below must be met to scan tachograph charts:

- The dongle (copy protection) must be inserted and the "Scanner" module must be licensed by entering the corresponding software key.
- The **Use Bitmap** option in **System Settings > Scanner Settings** must not be selected (demo mode setting).

Further information

You will find further information on recording tachograph chart data in the TIS-Office Online Help.

Summaries

You can view the following summaries for a specific evaluation month:

- Fleet Summary (status of recorded, site-related data)
- Driver Overview (status of recorded, driver-related data)
- Chart Details (detailed overview of recorded charts)

Chart details can be modified after saving, e.g. to add information on ferry connections.



Important

Recorded tachograph charts (TCO data) cannot be archived because

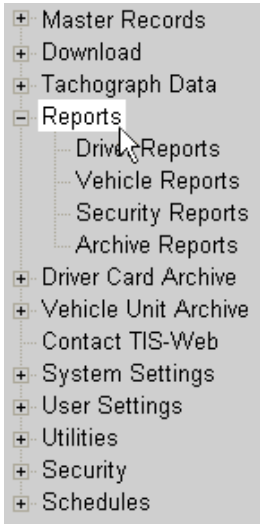
- this data can be modified in TIS-Office and
- you must prove that the data is correct with the tachograph chart (obligation to store tachograph charts).



Tip

Select **User Settings > Tachograph Data** to determine which handwritten entries on a tachograph chart must be entered and which data is to be included in summaries.

Reports



Reports are always created at the saved local time. The time can be set under **Utilities > Company**. This way the analysis results of DTCO and TCO data can be compared. This data is displayed in the same way, i.e. as tachograph charts. Each time the driver card is inserted a chart is created.

Reports can be created in PDF, text and/or CSV format and can be displayed, printed and saved.

Select **Reports** and then the desired sub-menu in the left hand menu area. The corresponding TIS-Office page used to configure a report will then open.



Tip

Create the "Driver Card Download Reminder" and "Vehicle Unit Download Reminder" reports on a regular basis and display these reports in such way that your drivers are reminded to download driver cards and Downloadkeys regularly.

Dates are sorted in descending order by priority.



Important

You will find further information on the individual reports in the TIS-Office Online Help. All the reports are described in detail there.

Creating report – Example: Driver Fault and Infringement Graph

TIS-Office • Edition 07/2007

✓ Condition

The "Infringement" module must be activated in order to create the "Driver Fault and Infringement Graph".

You want to obtain a summary of your drivers' faults and infringements. With TIS-Office it will take only a few minutes to select and print a report.

💡 Tip

Select **User Settings > Reports** to set the default report parameters.

To create the "Driver Fault and Infringement Graph" select **Reports > Driver Reports**:

1 Selecting the evaluation month

Select the evaluation month for which you want to create the report.

2 Selecting the site

Select the site. The driver list shows the relevant entries.

3 Selecting the report type

Under **Report Selection** select **Driver Fault and Infringement Graph** and the date format (depends on the settings in **User Settings > Reports**).

4 Modifying the period

Select **Individual** if you want to modify the evaluation period and the start and end dates. This group box is not available when a list, e.g. "Driver List", is chosen.

5 Selecting drivers or vehicles

Select the drivers or vehicles for whom/which you want to create the report.



Important

Selecting **All** or **None** can make this easier – especially with long lists. For example if you select **All**, all check boxes will be selected. Now you can change to **Individual** and clear individual check boxes.

***** Generating a CSV file

If you need a CSV file that can be imported into other applications – for example to use the data in your payroll system – click on **[Generate CSV]**. The report will be saved in a pre-defined folder.



Important

The field separator in the CSV file can be set under **User Settings > User > Tab: Export/Import**.

6 Creating the report

Click on **[Preview]** to create and display the report.

If the reports are very long, the report creation progress bar will be shown. When the report has been created it will be displayed.

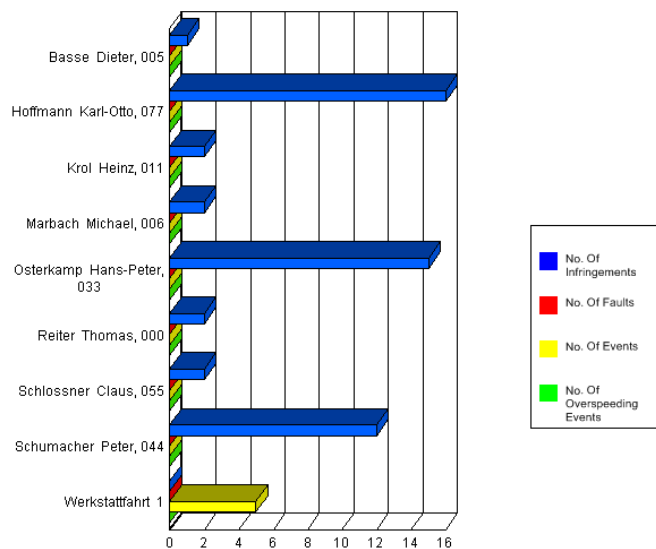
TIS-Office • Edition 07/2007

Company Name: TIS-Office

Driver Fault and Infringement Graph

Period from 01/01/2006 to 31/01/2006

Site: VS-Villingen,SVDO



Analysed By: Company Manager

Report Date: 11/03/2007 16:07

Page 1 of 1

Report Analysed Under: Regulation No. 3820/85



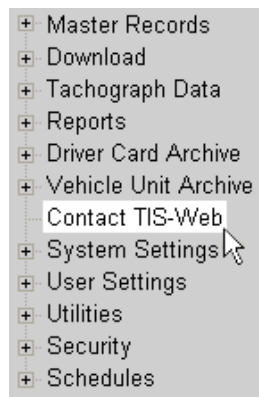
Important

For information on how to print and navigate in reports please refer to the Online Help.

Contact TIS-Web

✓ Condition

To exchange data with the TIS-Web Internet service you must apply for the respective login data. For further information please contact your service partner.



You are using TIS-Office for offline data entry at different sites and transfer this data to TIS-Web for centralised fleet management.

Your sites are working with TIS-Web to take care of day-to-day fleet management, e.g. planning schedules for drivers. Master records must be kept up to date in the TIS-Web databases as well as in the TIS-Office databases, e.g. to produce reports.

In the left menu area select **Contact TIS-Web** to transfer master records and tachograph chart data.

! Important

TIS-Web takes on the role of master. Once the master records data has been transferred to TIS-Web, this data can only be maintained in TIS-Web. This applies to each site. Data can be downloaded from TIS-Web any number of times.

The following functions are available in the **Contact TIS-Web** menu:

- Get Master Data From TIS
- Send Master Data To TIS
- Send Tachograph Data To TIS.

Further information

For further information on these functions please refer to the TIS-Office Online Help.

System Settings/ User Settings

- + Master Records
- + Download
- + Tachograph Data
- + Reports
- + Driver Card Archive
- + Vehicle Unit Archive
- + Contact TIS-Web
- + System Settings
- + User Settings
- + Utilities
- + Security
- + Schedules

The TIS-Office default settings must be selected in such a way that the majority of users do not have to make any changes. Of course, you can change the settings at any time to suit your personal requirements.

Display parameters and program settings are set in the **System Settings**, **User Settings** and **Utilities** menus and sub-menus. If the TIS-Office "Company" module is activated, the **Security** menu is also available. You must have activated the Infringement module for the **Infringement** sub-menu.

For example, you can make the following settings:

- In **Utilities > Company** you can enter information on your company, storage periods and data backup.
- In **System Settings > Infringement** you can store the settings for evaluating infringements.
- In **Utilities > Compress DB** you can compress the database by combining the individual activities into total values.
- In **Utilities > Software Key** you can enter the keys for licensing further modules.
- In **Security > Users** you can create further users and restrict their privileges and permissions by assigning specific roles.



Important

You will find detailed information on the individual setting options in the Online Help. All the options are described in detail there.

Password

To change your password, click on your user name in the top menu area and click on **[Password]**. Enter your current password and the new password.



Important

You should set a suitable period for which the password is valid in **System Settings > General**. A reminder will inform you 5 days before you have to change the password.

Schedules

Select **Schedules > Driver Planner** to find out when your drivers have carried out which activities and plan future events, e.g. holidays.

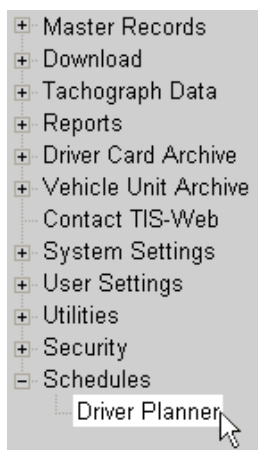


Important

Digital and analogue tachograph data assigned to a driver is copied to the Driver Planner automatically. If the tachograph data and a schedule you specified overlap, a message indicating that charts are overlapping will be displayed when importing the data; see also *Chapter "Resolving a conflict – Example: Tachograph data overlaps"*.

Driver Planner

TIS-Office • Edition 07/2007



1		2				
Bohm, Claus.Peter, January,2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31		04:50 - 12:51 C 23:02 - 23:04 C 23:05 - 23:59 C	00:00 - 00:59 C 01:00 - 23:59 C	00:00 - 00:59 C 01:00 - 23:59 C	00:00 - 00:59 C 01:00 - 15:19 C	6
7 21:23 - 23:59 C	8 00:00 - 00:56 C 01:50 - 23:59 C	9 00:00 - 00:59 C 01:00 - 23:59 C	10 00:00 - 00:59 C 01:00 - 23:59 C	11 00:00 - 00:59 C 01:00 - 23:59 C	12 00:00 - 00:23 C 01:08 - 20:07 C	13
14 00:00 - 23:59 H	15 00:00 - 23:59 H	16 00:00 - 23:59 H	17 00:00 - 23:59 H	18 00:00 - 23:59 H	19 00:00 - 23:59 H	20 00:00 - 23:59 H

For example, to check whether a driver can still be scheduled for further journeys select **Schedules > Driver Planner** and open the driver-related monthly overview:


1 Selecting the evaluation month

Select the evaluation period for which you want to create the monthly overview.

2 Site and driver

Select the site and driver.

The monthly overview will be updated. Now you can check whether the driver has taken sufficient weekly rest times in order to take on further journeys.

 **Displaying
schedules**

Click on **[Show Events]** to open the dialogue box with the list of schedules (events). In this dialogue box you can modify and delete schedules or add new schedules.

 **Important**

Select **System Settings > Driver Activity Setup** to define the abbreviations to be used for a driver's activity.

You can also define the weekdays which are considered to be working days. Select **Master Records > Sites** to make the necessary settings for each site individually.

For further information on the Driver Planner please refer to the Online Help.

Index

A

Archive	
– Driver Card Archive Summary	29
– retrieve	30
Archiving	29
– data import	15
– Import Wizard	15

B

Brief summary	7
---------------------	---

C

Chart overlaps	20
Conflict	
– data import	15, 16
– overlaps	19
– tachograph chart	20
Contact TIS-Web	36
Create master records	21
Creating reports	34

D

Data	
– import	15
– retrieve	30
– transfer to TIS-Web	36
DC. See Driver card	
Deleting master records	28
Display and editing area	10
Download	11
– data from driver card	12
– mass memory data	13
Download data	13
Downloading driver card data	12
Downloading vehicle data	13
Driver	
– download data	12
– manage	22
Driver card	24
– assign	24
– Import Wizard	15
– preview	12

Driver cards	
– archive	29
– details	24
Driver License	23
Driver Planner	38
Driver without driver card	17
Drivers	
– add new data record	22
– Personnel Data	23

E

Editing master records	26
Evaluation	
– data import	15
– Import Wizard	15
Exit TIS-Office	10

F

Filter	9
--------------	---

H

Home page	9
– display and editing area	10
– filter	9
– navigation area	9, 10
– toolbar	9
– top menu area	9

I

Import	
– overview for data import	15
– status	15
Import Wizard	
– archiving	15
– evaluation	15
– resolving conflicts	19
Import Wizard status	16
Imprint	II

L

Logging in 8

M

Mass memory data
 – download 13
 – Import Wizard 15
 Master Records 22
 – add (example - driver) 22
 – delete 28
 – delete (example - site) 28
 – Drivers 22
 – edit (example - vehicle) 26
 – new data record 22
 – Sites 28
 – Vehicles 26
 Menu area
 – left 9, 10
 – top 9
 Modifying master records 26
 Monthly overview 38

N

New
 – add driver card 24
 – add master data 22

P

Password 37
 Personnel Data 23
 Preview
 – driver card 12
 – vehicle unit 14

R

Reports 33
 Requirements for use VI
 Resolving conflict 17
 Retrieval 30

S

Saving data 23
 Schedules 38
 Security VI
 – exit TIS-Office VI
 – logging in VI
 Settings 37
 Settings, password 37
 Sites (manage) 28
 Solving problems 17
 System requirements V
 System Settings 37

T

Tab
 – Driver License 22
 – Equipment 26
 – General
 – Drivers 22
 – Vehicles 26
 – Personnel Data 22
 Tachograph Data 31
 Toolbar 9

U

User Settings 37
 Utilities 37

V

Vehicle
 – manage 26
 Vehicle unit, preview 14
 Vehicles
 – equipment 26