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Quick Reference Guide

TIS-Web 4.4

VDO

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Date	Chapter/ Page	Topic, revision, action taken
10/2013	<i>all chapters</i>	Screen shots updated. Chapter entitled "Brief summaries" expanded Installing the TIS Client Communication Service (expanded) Chapter entitled "TIS-Web Communicator" expanded Chapter entitled "TIS-Web Mapping" inserted
11/2014	<i>all chapters</i> page 2 page 3 page 4 pages 16 to 20 pages 39, 40	Screen shots updated. Graphics updated New functions in TIS-Web 4.4 System requirements updated Installing the TIS Client Communication Service (updated) Chapter entitled "TIS-Web Communicator" updated

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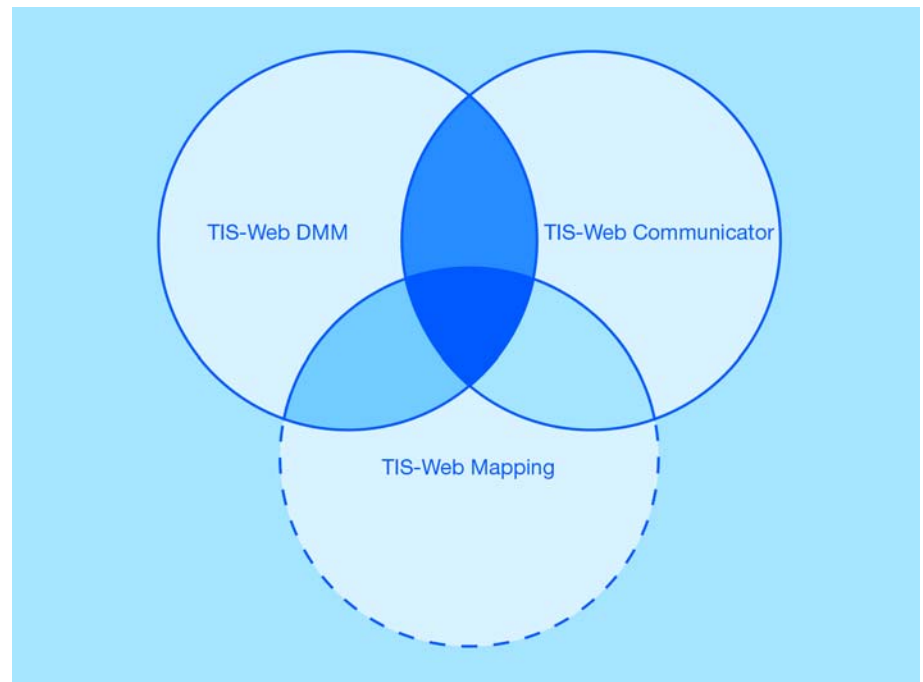
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Brief summaries

Interaction of TIS-Web applications

The summary below illustrates the fields of use of the three TIS-Web applications to which you can subscribe to meet your fleet requirements. Combining the applications in different ways will give you different functions within each application.



TIS-Web DMM

TIS-Web DMM (Data Management) is a Web Service for archiving and evaluating digital and analogue tachograph data.

TIS-Web Communicator

TIS-Web Communicator enables the logged on TIS-Web user to directly communicate with fleet drivers. To use this service, drivers only need to install the TIS-Web Fleet App on a smartphone and activate communication via the App. Messages can then be sent and received. Your service partner can provide you with more information about this.

TIS-Web Mapping

TIS-Web Mapping is a service to display your drivers' and vehicles' position and route data.



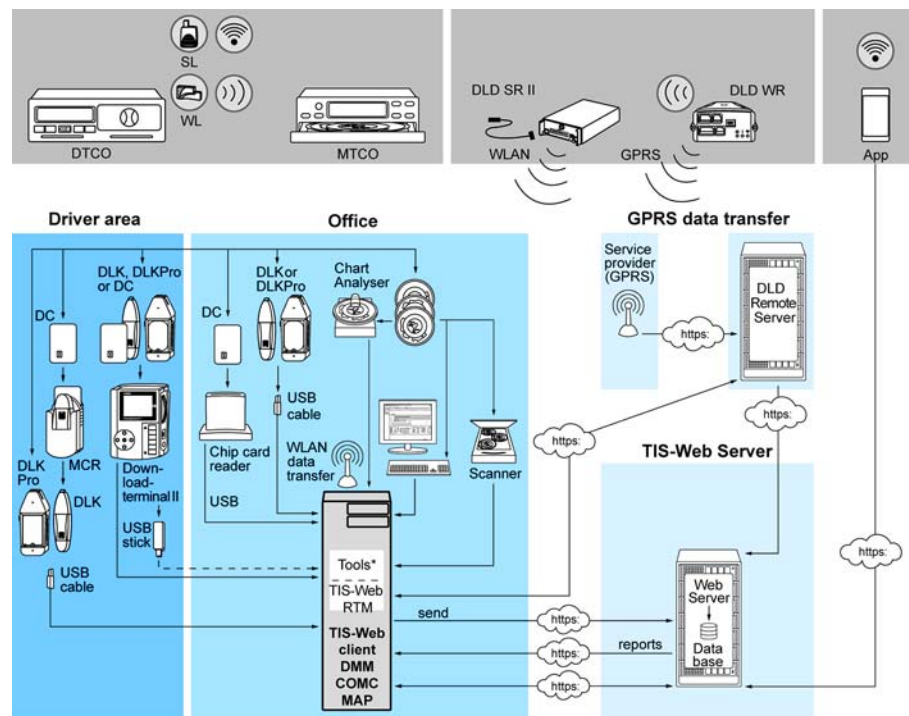
Tip

The pictogram shown underneath the header on each page tells you the area in which you are currently located. ◀



Data transfer options

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



App	Application software:	COMC	TIS-Web Communicator
	• TIS-Web Fleet App		
	• VDO DriveTime App		
DC	Driver Card	MAP	TIS-Web Mapping
DLD SR	Download Device Short Range	MCR	Mobile Card Reader
DLD WR	Download Device Wide Range	RTM	Remote TCO Manager
DLK	Download Key for transferring driver card and mass memory data	SL	DTCO [®] SmartLink
DLK Pro	Latest generation of Download Keys	Tools	• TIS-Web Automatic Upload • TIS-Web Scanner Client
DMM	TIS-Web Data Management	WL	Wireless Link (for DLD [®] Wide Range)

The following TIS-Web applications (on the TIS-Web Client) that are briefly described below are primarily responsible for data transfer. They are used to edit and archive fleet and communication data.



New functions in TIS-Web 4.4

Site-specific settings for download reminders

In order to use different download reminders for different sites you can create individual reminder templates and assign these to the various sites.

Optimised data evaluation in line with daylight saving

Data evaluation has been optimised to account for the daylight saving changeover, i.e. when changing from summer time to winter time and vice versa. In the infringement reports a new exception indicates whether daily or weekly rest times are affected by daylight saving changeover.

Indicators have now been inserted into various activity reports – they will show you when TIS-Web has adjusted the times in the activity data.

Daily rest times considered as weekly rest times

When evaluating activities based on Regulation (EC) No. 561/2006, a new option now lets you define that sufficiently long daily rest times taken during the week are regarded as weekly rest times if this helps to avoid infringements.

Expanded driver and vehicle list

In TIS-Web 4.3 the **Driver List** and **Vehicle List** reports have already been expanded to include more information. For example, the Vehicle List report now shows the date of the next required tachograph calibration.

Improved TIS Client Communication Service

The installation and functionality of the TIS Client Communication Service has been optimised (this Service is required when using TIS-Web in Mozilla® Firefox and Google® Chrome).



Requirements and Security

System requirements

Processor	Pentium 4 (2 GHz), similar or higher
RAM	1 GB or higher
Operating system	- Windows® 2003 (Release 2 or later) - Windows® 2008 R2 - Windows® Vista™ - Windows® 7 (32 and 64-bit versions) - Windows® 8 (32 and 64-bit versions)
Transmission speed	at least ADSL/VDSL (1Mbps)
Internet browser	- Google® Chrome, version 24 to 37 (32 and 64-bit versions) - Microsoft® Internet Explorer® version 7 to 11 (32-bit version) - Mozilla Firefox®, version 18 to 29 (32 and 64-bit versions)
Runtime components	- Microsoft® Visual C++ 2005 Service Pack 1 Redistributable Package ATL Security Update - Microsoft® .NET Framework 4
Port address	Port 8733 (only Google® Chrome and Mozilla Firefox®)
Screen resolution	1024 x 786 pixels or higher – max. 1280 x 1024 pixels

Accessories

Chip card reader	X11-140-002-004 (incl. driver software)
Digital tachograph data	Download Key (mass memory), driver card
Suitable reader for tachograph charts	VDO Chart Analyser, PC with PS/2 connection and free COM port (1 or 2)
Tachograph charts that can be analysed	all EC tachograph charts



Requirements for use

After you've logged on to TIS-Web (see *page 21*), the TIS-Web applications (upon which you and your service partner have agreed) are available. It doesn't matter which of the three browsers you are using: The range of functions is the same in all browsers.

Preparation and installation

Depending on the selected browser and application, TIS-Web requires different installations (see *page 8 or page 15*), some preparatory steps and a few extra installations in order to e.g. communicate with the chip card reader.

Browser settings

Depending on the browser you wish to use and your company's security policy, minor browser program changes must also be made before you can use TIS-Web. The changes could affect the following components:

ActiveX controls

ActiveX controls are used as an interface to display interactive TIS-Web application elements on your computer.

ActiveX control adjustments (as described on *page 12*) are only necessary in Internet Explorer®. These settings need not be made in the two other browsers – the TIS Client Communication Service is used here instead. See also *page 15*.

Current security and usage rules were of course adhered to when creating the TIS-Web pages, so you can enable the ActiveX controls for these pages without hesitation.

JavaScript

TIS-Web uses JavaScript to improve the program's response times to user entries.

JavaScript enables a Web application's functions to be executed on the computer (Client) via the Web browser. This means that TIS-Web pages (Server) need not be accessed each time the user makes an entry.

These components are also mainly required by Internet Explorer®; see *page 13*.

Cookies

TIS-Web also uses Cookies to store a user's settings on the computer (Client), for instance.

By default, cookies are enabled when the browser's security level is set to medium-high. If you encounter any problems, you can adjust the settings for cookies in Internet Explorer®; see *page 8*.

TIS Client Communication Service

This Service (only used in conjunction with Google® Chrome and Mozilla® Firefox) enables TIS-Web to access one or more of your computer's functions and resources. The TIS Client Communication Service transfers the data stored on a driver or company card (inserted in the chip card reader), any data stored on a connected Download Key and the data acquired by the VDO Chart



Analyser. This Service is absolutely necessary for Google® Chrome and Mozilla® Firefox. While working with TIS-Web DMM, you can check the information area on your taskbar at any time to see whether or not the service is enabled; see *page 23*.

Further options

Minor adjustments relating to data transfer or data download can also be made at the same program level.

The required settings, especially those in Microsoft® Internet Explorer® are described in the next chapter on *page 8*.

For information about the other browsers, please refer to *page 15*.

Data transmission security

The SSL encryption protocol is used to transfer all the fleet data via the Internet. If an encrypted connection exists, Internet Explorer will display a closed padlock and 'https' in the address bar.



Tip

We also recommend that you add *www.my-fis.com* to your **trusted sites** (if your browser supports this function).

This will allow you to adjust the security settings for this Web application, especially in Microsoft® Internet Explorer® (see also *page 10*). Your company's security policy will still apply to all other Internet pages. ◀



Applications, access data and password

Applications

Three TIS-Web applications are currently available – in addition to supplementary apps and administrative tools:

- TIS-Web Data Management (TIS-Web DMM) for archiving and evaluating tachograph and driver card data.
- TIS-Web Communicator for communication between drivers and the fleet office.
- TIS-Web Mapping for tracking positions and routes of drivers and vehicles.

Access data

If you don't have TIS-Web access data or if you can't use all the applications, contact your service partner to set the contractual terms and conditions for your required user level (service level). You'll receive the access data immediately.

The access data described below only applies to TIS-Web – it does not automatically provide access to all the applications named here.



Tip

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

In TIS-Web DMM, this user can then click on **Settings > System > Users** and specify which sites should be displayed for editing by which users. ◀

Password

You can only retrieve the TIS-Web data and messages by entering the correct access data.

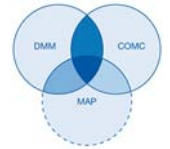
The following security precautions should be taken to protect your access data from unauthorised access:

- Change the initialisation password you received from your service partner.
- Never give your password to third parties. Our staff will never ask you for your password – under any circumstances.
- Keep your personal access or account data (account, user, password) in a safe place.
- Change your password regularly for security reasons. You'll find a description of how to change your password on *page 27*.

Logging off

To protect your data and account always close TIS-Web correctly by clicking on **[Log Out]** (top right menu area).

If you forget to close the application or if you leave your computer unattended for an extended period of time, the system will automatically log you off after 35 minutes for security reasons.



Internet Explorer settings®

Microsoft® Internet Explorer® will only work perfectly if a few preparations and settings have been made (see the next pages):

- Preparations for using TIS-Web
- Browser security settings (page 9)

Preparations for using TIS-Web and Microsoft® Internet Explorer®

Logging on for the first time

The first time a user logs on, TIS-Web creates the 'VKISICnt' folder on the 'C:\' drive. During each login procedure, TIS-Web checks the status of already transferred files and updates them if new versions become available. This ensures that you always have the latest software release.



Condition

TIS-Web can only install and register the required system components on your computer if you

- have administrator rights or the permission to install programs.
- start Microsoft® Internet Explorer® and carry out the first login procedure with the command **Run as administrator** (shortcut menu). ◀



Important

You can then limit the permissions for drive 'C:\' to the 'VKISICnt' folder. Select **Properties** from the folder's shortcut menu. On the **Security** tab, click on **[Edit]** to assign **Full control** to only the **System** entry and to the relevant TIS-Web user.

The computer will then be protected against unauthorised access during a restart or when another user logs on. The user can access the 'VKISICnt' folder without limitations, e.g. to update existing program entries.

It is not necessary to share the folder. ◀



Tip

Please contact your service partner if your company policy prevents files on your computer from being updated. He'll be glad to inform you about a different installation option (Offline Installer). ◀



Folder settings

TIS-Web manages the following sub-folders in the 'VKISCIInt' folder on drive 'C:\':

- 'Downloads' – the current downloaded data or data restored from a driver card or Download Key,
- 'Export' – CSV files (interchange format for Microsoft® Excel, for instance) if you want to export reports for further processing in other programs,
- 'Logs' – TIS-Web log files (if any),
- 'MFCdlls' – the program files for the graphical user interface (only created and used if User Account Control is enabled),
- 'OutdoorTerminal' – the list of current rights of access to the Outdoor Terminal (White List),
- 'Software' – the required program files, e.g. for transferring data to your fleet database,
- 'Temp' – the default pages for processing driver card or Download Key data for your fleet database.

Security settings

✓ Condition

Contact your system administrator if you cannot make any changes because access to the browser settings has been restricted. ◀

To adjust the Microsoft® Internet Explorer® browser settings:

1 Internet Explorer

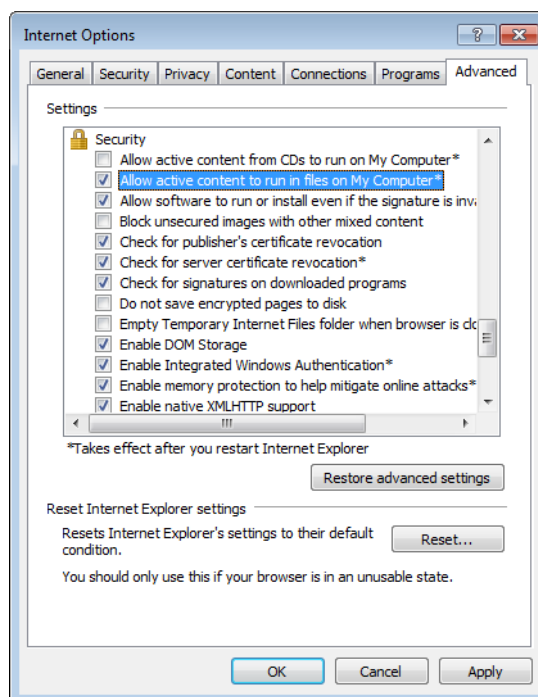
Start Microsoft® Internet Explorer®, e.g. via **[Start] > All Programs > Internet Explorer**.

The program window with the default settings is displayed.

2 Tab: Advanced

On the **Tools** menu, click on **Internet Options** and switch to the **Advanced** tab.

The tab to make advanced security level adjustments is displayed.



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3 Selecting options

Scroll to the **Security** section and select the following check boxes (if not selected by default):

- **Check for publisher's certificate revocation**
- **Allow active content to run in files on My Computer**

4 Confirming selection

Click on **[Accept]**.

The advanced Internet option settings are saved.

5 Tab: Security

Switch to the **Security** tab.

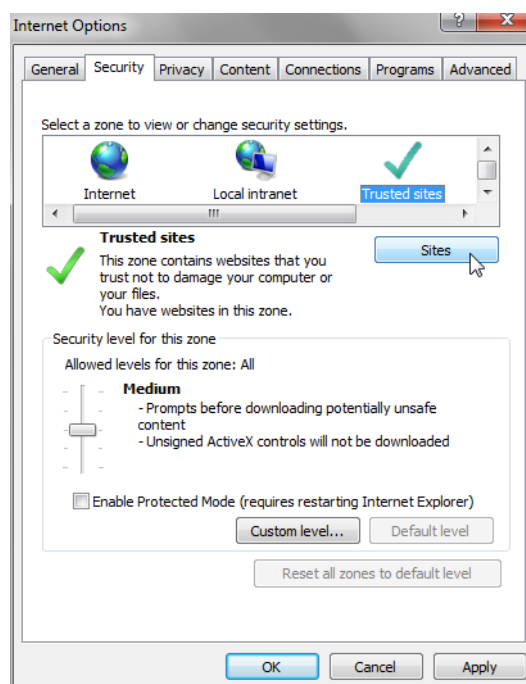
The tab to customise the security levels is displayed.

The **Internet** zone is selected by default.

6 Security settings

Select **Trusted Sites**.

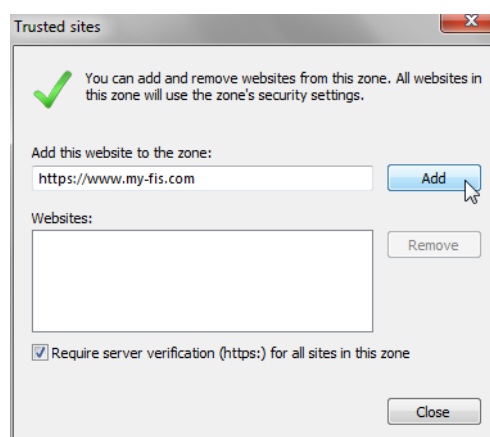
The security settings for this zone are displayed.



7 Protected Mode

Clear the **Turn on Protected Mode** check box and click on **[Sites]**.

The dialogue box for adding a trusted site appears.



8 Adding the website to the zone

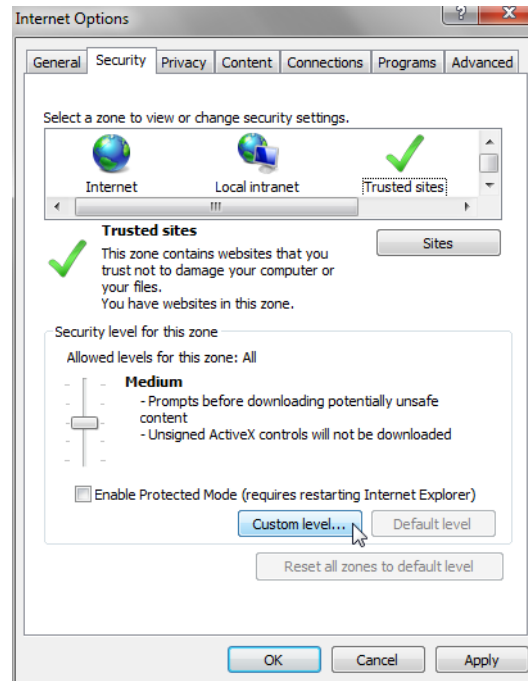
Under **Add this website to the zone**, type *https://www.my-fis.com* and click on **[Add]**.

The URL is displayed in the **Websites** list.

9 Terminating entry

Click on **Close**.

The **Internet Options Security** tab is again displayed.



10 Adjusting the security level

Click on **[Custom level...]** to modify the security settings.

The **Security Settings – Trusted Sites Zone** dialogue box appears. Select the following options:

- **.NET Framework**
Select **Enable** for all options.
- **ActiveX controls**
Select **Enable** for the following options:
 - **Allow ActiveX filtering**
 - **Script ActiveX controls and Plugins marked safe for scripting**
 - **Only allow approved domains to use ActiveX without prompt**
 - **Allow Scriptlets**

You can select **Disable** for all the other options.
- **.NET Framework Components**
Select **Enable** for all options and **High Safety** for the last entry in this group.
- **User Authentication**
Select **Automatic logon only in Intranet zone**.
- **Download**
Select **Enable** for all options.



- **Scripting**

Select **Enable** for the following options:

- **Active scripting**
- **Allow Programmatic clipboard access**
- **Scripting of Java applets**
- **Enable XSS filter**

You can select **Disable** for all the other options.

- **Miscellaneous**

Select **Enable** for the following options:

- **Userdata persistence**
- **Navigate windows and frames across different domains**
- **Don't prompt for client certificate selection when no certificate or only one certificate exists**
- **Allow META REFRESH**
- **Enable MIME Sniffing**
- **Allow script-initiated windows without size or position constraints**
- **Allow scripting of Microsoft web browser control**
- **Use SmartScreen Filter**
- **Submit non-encrypted form data**
- **Websites in less privileged web content zone can navigate into this zone**
- **Drag and drop or copy and paste files**

For all the other options you can select either **Disable** or **Prompt** if you want to decide from case to case.

11 Confirming selections

Click on **[OK]** to accept the settings and confirm the message with **[Yes]**.

The **Security** tab in the Internet Options dialogue box is again displayed in the foreground.

From now on, the connection to the TIS-Web applications will be established based on the settings for the trusted site. Your individual security settings apply for all other web sites.



Important

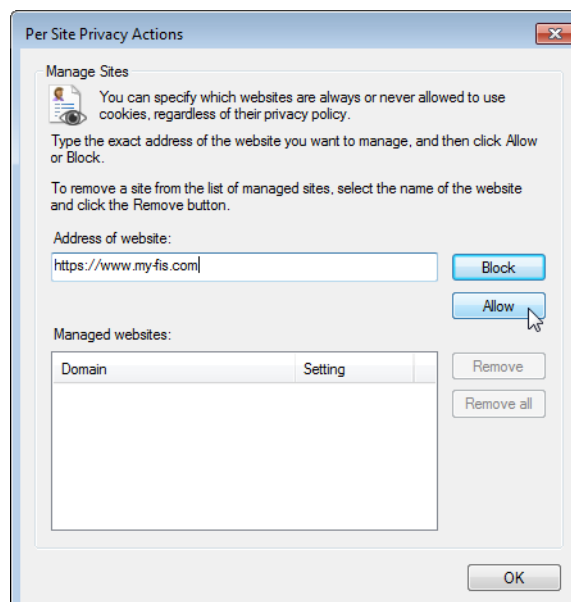
The medium-high security level does not usually cause any problems – but you can also adjust the settings for cookies (described below). ◀



12 Tab: Privacy

Switch to the **Privacy** tab and click on **[Sites]**.

The dialogue box for entering a website address appears.



13 Adding a website

Under **Address of website**, type the TIS-Web URL *https://www.my-fis.com* and click on **[Allow]**.

The address is added to the list of managed websites and its status is displayed.

14 Confirming entry

Click on **[OK]** to apply the settings for specific websites which are allowed to use cookies.

The **Privacy** tab in the Internet Options dialogue box is again displayed in the foreground.

15 Saving settings

Click on **[OK]** to save the new option settings.

The Internet Explorer program window is again displayed.



Important

Please bear in mind that some of your settings will only take effect after you restart Internet Explorer.

Close and restart Internet Explorer if you want to check whether or not the settings have been applied. ◀



Google® Chrome and Mozilla® Firefox settings

A few preparations and settings (described on the following pages) must be made in these two browsers:

- Preparations for using TIS-Web
- Installing the TIS Client Communication Service (page 16)

Preparations for TIS-Web and the two browsers mentioned above

Port sharing

Unlike Microsoft® Internet Explorer®, these two browsers only require port 8733 to be opened for the TIS Client Communication Service. This port (which is part of the network address) allows the TIS-Web Server to communicate with your computer (TIS-Web Client) and exchange data with it.



Important

Open the above port in your system's firewall, e.g. the Windows firewall.

If you can't access the firewall settings on your computer, contact your system or network administrator and ask him to open the port for you. ◀

All other settings are optional. You can also specify the TIS-Web access page (www.my-fis.com) to be your startup page in both browsers, for example and make the relevant settings for secure access to the World Wide Web. These options can be found in **Customize and Control Google Chrome** or under **Firefox > Options**.

Both browsers also require the installation of the TIS Client Communication Service (as described further below). This Service ensures that uploaded driver and company card data and tachograph data (recorded manually via the VDO Chart Analyser) can be transferred.

The program is installed as a permanent service and integrated into the operating system. It is started automatically together with the system and can be controlled via the **taskbar > Show hidden icons**.

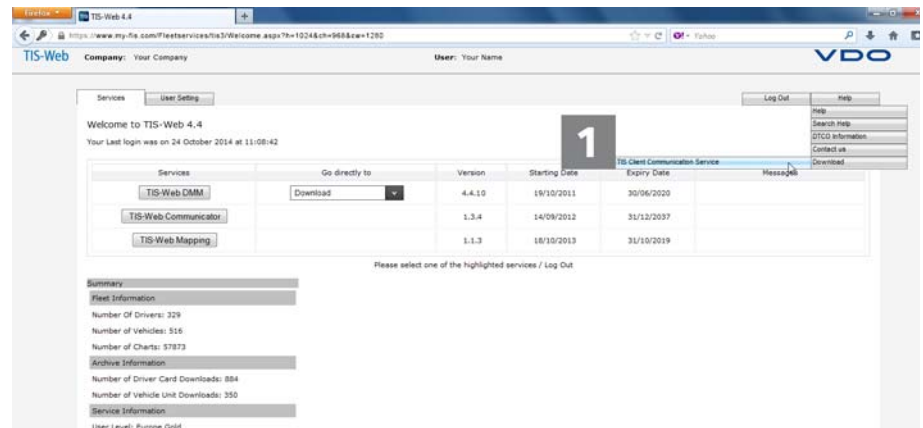


Installing the TIS Client Communication Service

✓ Condition

To download and install the service on your computer, you must

- have administrator rights or the permission to install programs.
- have logged on to TIS-Web successfully using your personal access data; see *page 21*.
- Microsoft .NET Framework 4.0 must also be installed. ◀



Proceed as follows to download and install the TIS Client Communication Service (here: Mozilla® Firefox):

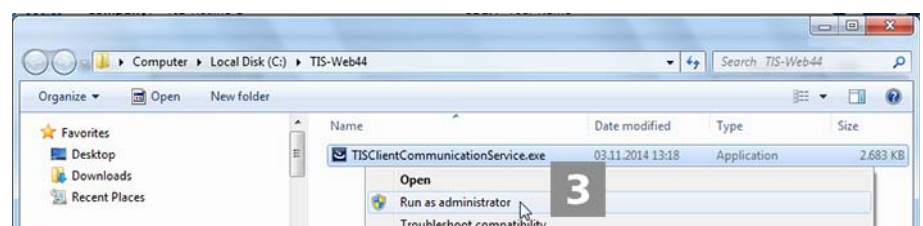
1 Starting the download

In **Help** (drop-down menu) > **Download**, click on **Download TIS Client Communication Service**. A security warning appears asking you whether you want to download or save the installation file.



2 Downloading the installation file

Click on **[Save File]** to save the file in the Mozilla® Firefox download folder.



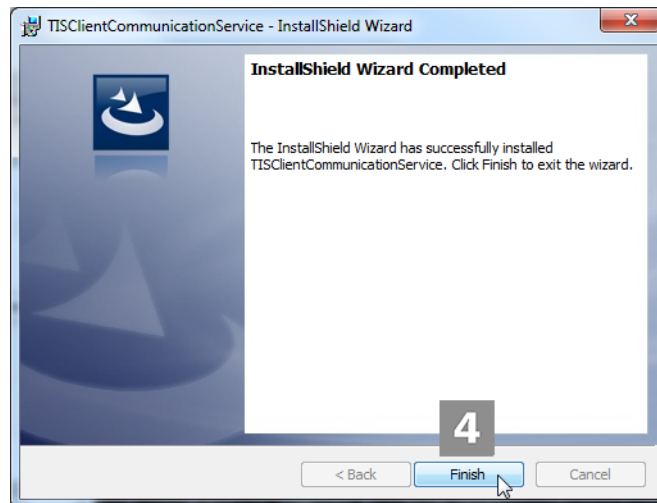


3 Starting installation

Switch to the folder, right click on **TISClientCommunicationService.exe** and select **Run as administrator** from the shortcut menu.

If a User Account Control message appears, confirm with **[Yes]**.

The installation wizard starts and guides you through the installation process.



4 Completing the installation

Click on **[Finish]** to complete the installation process.

The software components for this service are installed in **C:\Programs\TISDriverCard**.

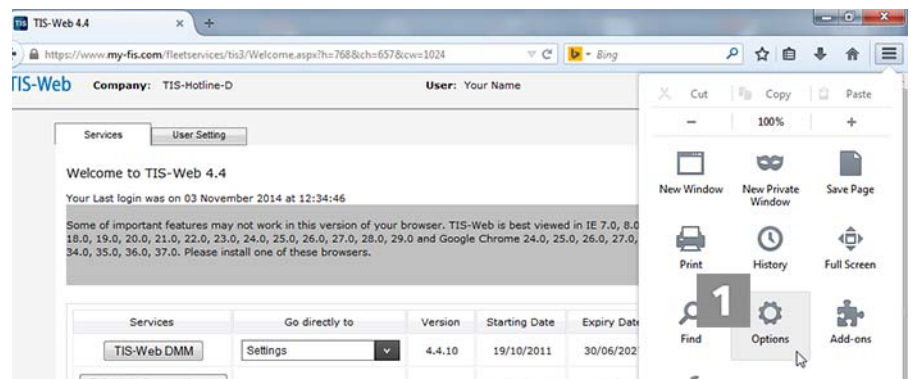


Adding a certificate exception for local communication with the TIS-Web Client Communication Service

! Important

Before downloading the data stored on a driver card, for example, TIS-Web DMM checks whether or not the service has been installed and port 8733 opened. ◀

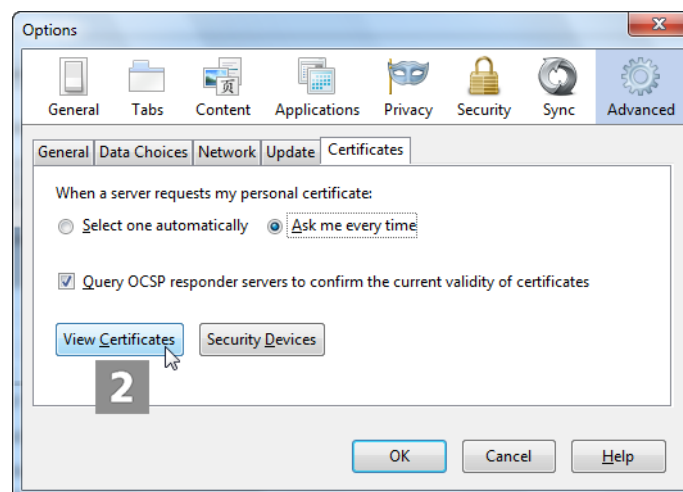
If you're using Mozilla Firefox, you must add a certificate exception for local communication with the TIS-Web Client Communication Service:



1 Opening settings (Options)

In the browser's menu bar click on **Tools > Options**.

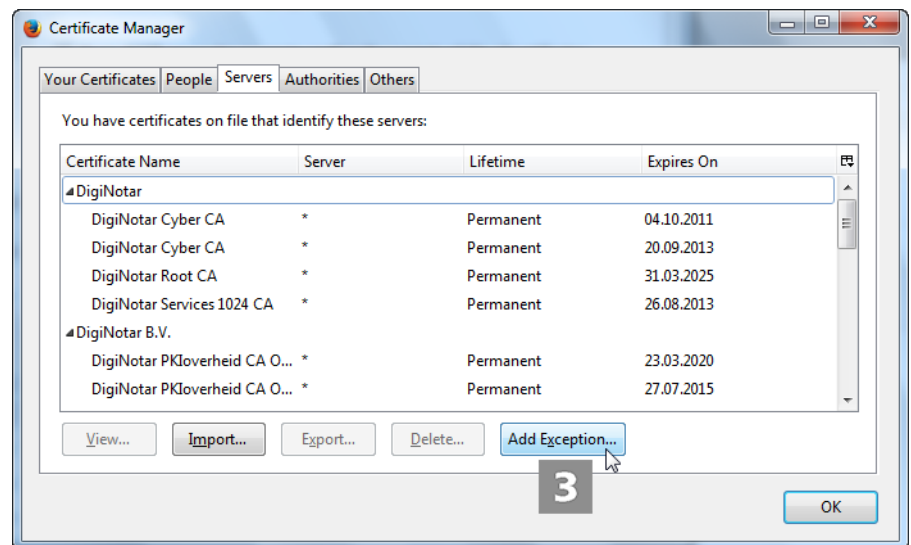
The **Options** dialogue box opens.



2 Viewing certificates

Switch to the **Certificates** tab and then click on **[View Certificates]**.

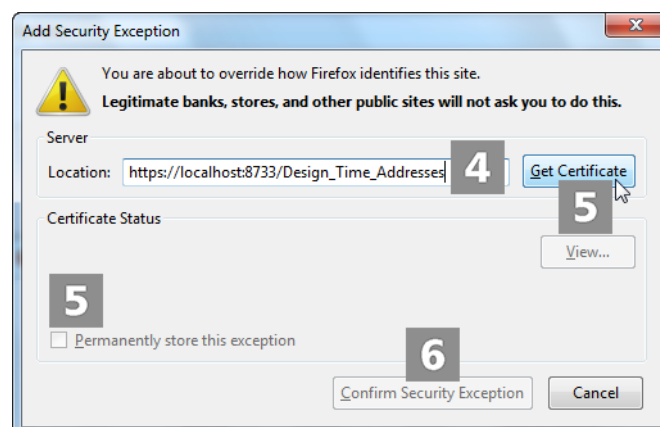
The **Certificate Manager** dialogue box opens.



3 Adding an exception

Click on **[Add Exception]**.

The **Add Security Exception** dialogue box opens.



4 Entering the address

In the **Location** box enter this address:

https://localhost:8733/Design_Time_Addresses

5 Downloading the certificate

Click on **[Get Certificate]** and select the **Permanently store this exception** check box.

6 Confirming the security exception

Click on **[Confirm Security Exception]**.

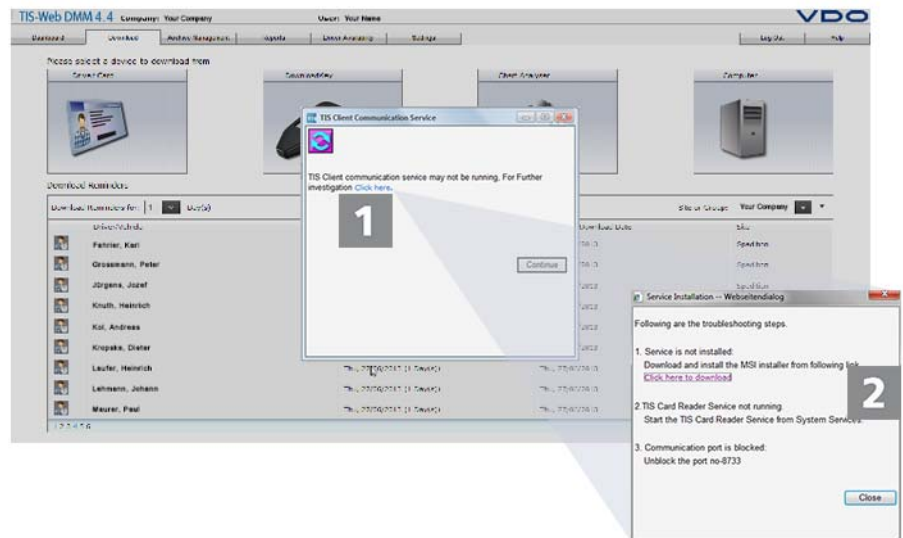
The exception will now be stored permanently and enables the local communication of the TIS-Web Client Communication Service on your computer.



Installing the TIS Client Communication Service after the application has been started

! Important

Before downloading the data stored on a driver card, for example, TIS-Web DMM checks whether or not the service has been installed and port 8733 opened. ◀



To install TIS Client Communication Service after TIS-Web DMM has been started and a card download has been initiated:

1 Additional information

Click on **Click here**.

A dialogue box with further information and the option to download the missing service appears.

✓ Condition

To download and install the service on your computer, you must have administrator rights or the permission to install programs. ◀

2 Starting the download

Click on the **Click here to download** link to start the download of the relevant service.

A message appears. Confirm whether you want to run or save the service files.

3 Starting installation

Click on **[Run]** if you want to install the service.

The installation wizard starts and guides you through the installation process; see page 16.



Logging on and off

Logging on



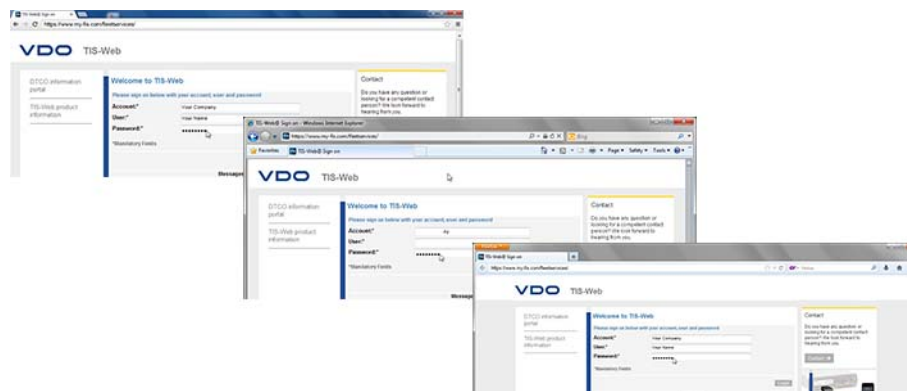
Condition

Before logging on for the first time, refer to the following instructions:

- System Requirements; see *page 4*.
- Requirements for use; see *page 5*.
- Requirements for Data Access; see *page 7*.

Please also bear in mind that the TIS components can only be fully used if the following conditions are met:

- Microsoft® Internet Explorer®
 - When logging on for the first time, Internet Explorer must be started by selecting **Run as administrator**.
 - You've made all the required settings; see *page 8*.
- Google® Chrome and Mozilla® Firefox
 - The TIS Client Communication Service is installed. ◀



Important

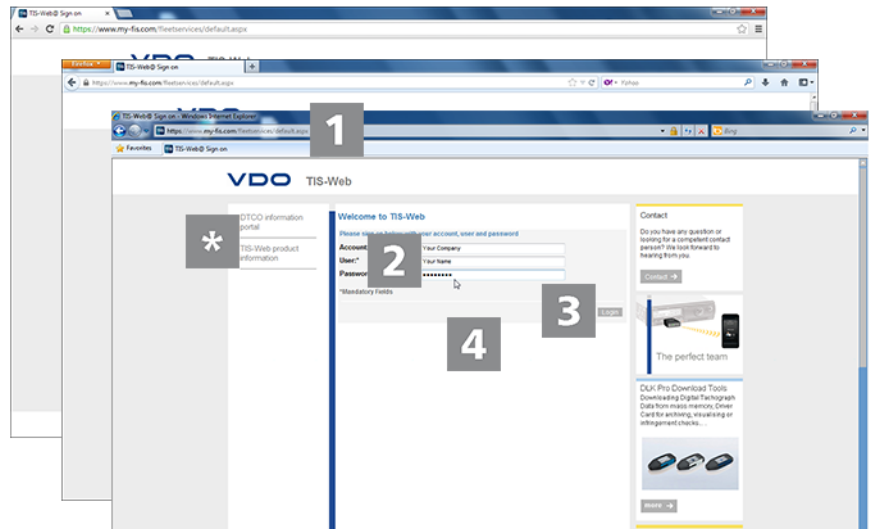
To use the TIS-Web applications you must always log on with your personal access data. ◀



Tip

For an optimal screen display you should

- choose a screen resolution of at least 1024 x 786 dpi to ensure that all functions and symbols are fully displayed.
- set the browser's zoom factor to 100 % (if possible). ◀



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

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1 Internet address

Start your preferred web browser and type <https://www.my-fis.com> in the address bar.

The TIS-Web access page opens.

If a message appears telling you that a secure connection is being established, confirm with **[Yes]**.

* Digital Tachograph Information Portal

The relevant link gives you access to the VDO Digital Tachograph Information Portal (www.fleet.vdo.com) and to products for downloading, visualising, archiving and evaluating mass memory and driver card data, such as TIS-Web.

2 Login page: Access data

Enter the access data (Account, User and Password) you received from your service partner.

Always log on using only your personal access data.

3 Logging on

Click on **[Login]**.

A dialogue box for entering your e-mail address may appear. Enter your e-mail address – a link to reset your password can then be sent to you if you click on **[Reset Password]**.

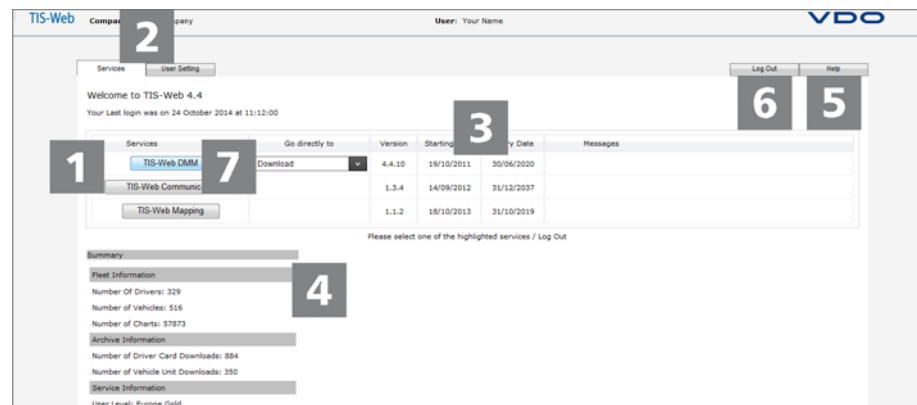
The **Switchboard** opens – you can access your registered TIS-Web applications from here.

4 News

In this area you'll find up-to-date information about events which affect your work with TIS-Web, such as announcements regarding TIS-Web Server maintenance.



Switchboard



1 Overview of TIS-Web applications

In the Services list, you'll find all the TIS-Web applications the use of which you have agreed upon with your service partner and which you can access with your login credentials.

2 Services or settings

You can use the **Switchboard** at any time to change to another application.

Switch to the **User Setting** tab to specify the settings that should apply to all the applications for which you have registered, e.g. your password.

Use the three drop-down menus to make the settings for your user account, password and the TIS-Web Fleet App ('Message App').

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

Click on the **Services** tab to return to the overview of TIS-Web applications.

3 Information about the applications

Here you can see the individual applications

- and the current versions to which you have access,
- the start and expiry dates of your access rights to the relevant application and
- messages you may have received.



4 Summary – Data Management

You can also get current information on

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

5 Help topics

In the **Help** drop-down menu, you'll find commands

- to open the Help,
- to open the dialogue box for carrying out a full-text search in Help,
- to access the Digital Tachograph Information Portal,
- to display your service partner's contact data and
- to download the TIS Client Communication Service; see *page 15*.

6 Switching between applications

The **Log Out** drop-down menu enables you (at all program levels)

- to log off TIS-Web if you have completed all your tasks in the TIS-Web applications.

At the **Switchboard** level you can only log off.

- to switch to another TIS-Web application if you want to check the TIS-Web Communicator for an urgent message you are expecting, for instance.
- to return to the **Switchboard** if you want to modify your settings, for example.

7 Starting a TIS-Web application

On the **Services** tab, select the TIS-Web application that you want to start. If you want to use

- **[TIS-Web DMM]** select the function that you want to access from the list, then click on the relevant button to start the application.
- **[TIS-Web Communicator]** click on the relevant button to start the application.
- **[TIS-Web Mapping]** click on the relevant button to start the application.

If a message appears asking you if you want to view only the web page content that was delivered securely, confirm with **[Yes]**.



Legal Agreement

This is the first time you are using TIS Web. Please read the legal agreement about the Data Protection carefully. You only need to agree once.

5 Datenschutz

5.1 Die Vertragspartner werden bei der Durchführung des TIS-Web-Vertrages alle relevanten Datenschutzgesetze beachten. Siemens wird dafür sorgen, dass von Siemens eingesetzte Unterauftragnehmer diese Vorschriften uneingeschränkt beachten, Siemens wird sicherstellen, dass die gemäß § 9 Bundesdatenschutzgesetz („BDSG“) zu treffenden technischen und organisatorischen Maßnahmen zum Schutz von personenbezogenen Daten, die im TIS-Web-Vertrag niedergelegt sind, berücksichtigt werden. Die Vertragspartner werden die Maßnahmen zum Schutz personenbezogener Daten anpassen, soweit technische und organisatorische Entwicklungen bei Siemens dies erfordern. Der Kunde wird einer Anpassung dieser Maßnahmen durch Siemens zustimmen, wenn sie ihn nicht unbillig benachteiligt und den Datenschutzgesetzen entspricht.

5.2 Siemens wird bei der Verarbeitung personenbezogener Daten im Rahmen des TIS-Web-Vertrages Mitarbeiter einsetzen, die auf das Datengeheimnis im Sinne von § 5 BDSG verpflichtet sind, und den von ihr eingesetzten Subunternehmern vorgeben, ihre entsprechenden Mitarbeiter ebenfalls auf das Datengeheimnis zu verpflichten.

5.3 Dem Kunden ist bekannt, dass er mit Unterzeichnung des TIS-Web-Vertrages Auftraggeber einer Datenverarbeitung im Auftrag im Sinne von § 11 BDSG wird. Der Kunde wird in eigener Verantwortung und auf eigene Kosten die Einhaltung aller seiner Pflichten als Auftraggeber im Sinne des § 11 BDSG während der gesamten Laufzeit des Vertrages sicherstellen. Weisungsberechtigte Personen des Kunden und Weisungsempfänger auf Seiten von Siemens sind dem Kunden bekannt.

☒ I have read and agree to the Legal Agreement for TIS Web data protection

Decline Continue



Data protection

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

Click on **[Continue]**. The selected TIS-Web application starts.

General user settings

Account information

On the Switchboard, the **User Setting** menu (tab) provides additional information about your user account. It also lets you change your current password and specify basic information about using the TIS-Web Fleet App ('Message App').

General settings

The settings you specify in the drop-down menus apply to all the TIS-Web applications you are using.

Specific settings

Of course you can also adjust the applications to suit your company requirements. For a detailed description of the available options, please have a look at your TIS-Web application Help available on the **Help** menu.

Information about the Service

For information about the status of your TIS-Web application, please refer to the **Switchboard** display and editing area.



Checking and adjusting general settings

The boxes in this drop-down menu give you information about your user account, ranging from your service provider to the dialogue language (software texts).

1 Checking settings

Check your user account details stored by your service partner, e.g. when logging on for the first time.

2 Modifying settings

Click on **[Modify]**, then change and supplement your account details.



Important

If you've changed the user interface language of your TIS-Web applications, you must log on to TIS-Web again for the change to take effect. ◀

3 Saving changes

To save any changes or supplements made:

- If you don't want to make any more changes, e.g. to the TIS-Web Fleet App ('Message App') settings, click on **[Save]**.

Confirm the dialogue box telling you that the settings have been modified successfully with **[OK]**.

- If you want to make more changes, switch to the relevant drop-down menu, e.g. **Change Password**.



Changing the password

You want to change your password. Click on the **Change Password** drop-down menu. The relevant drop-down menu opens – it contains the text boxes for the password.

1 Current Password Enter your current password.

2 New Password Enter the new password.

! **Important** You can usually assign any password. If the system doesn't accept your password, a message will be displayed which you must confirm. Enter a different password. ◀

3 Confirm New Password Enter the new password again to confirm.

4 Saving the new password To save the new password:

- If you don't want to make any more changes, e.g. to the TIS-Web Fleet App settings, click on **[Save]**.

Confirm the dialogue box telling you that the settings have been modified successfully with **[OK]**. From now on, you can use the new password to log on to TIS-Web.

- If you want to make more changes, simply switch to the relevant drop-down menu.

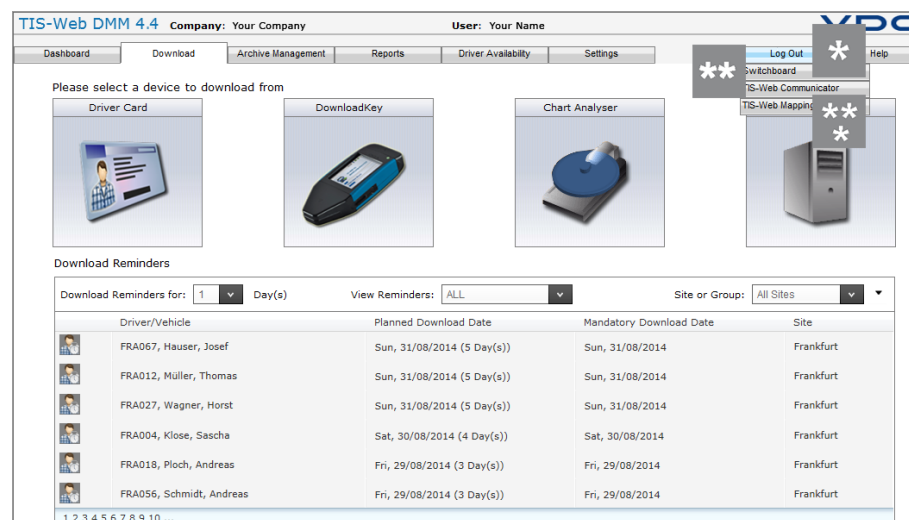
! **Important** Change your password often for security reasons and never give it to third parties. ◀

💡 **Tip** If you've entered a wrong password three times on the login page and if a user's e-mail address is stored in TIS-Web, you can click on **[Reset Password]**. A link to reset the password will be sent to you. ◀



Logging off

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



TIS-Web 4.4 • Edition 01/2015



Logging off

In the heading area, click on the **Log Out** drop-down menu.

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



Switching to the Switchboard

You can also go back to the **Switchboard** and change the TIS-Web user interface language or your password on the **User Setting** tab, for instance.



Switching between applications

Of course you can also switch to another TIS-Web application (if available).



Important

After 35 minutes of computer inactivity, the TIS-Web Server will terminate the connection automatically for security reasons.

A dialogue box will appear if you didn't log off correctly and you log on again within 35 minutes. To log on you must confirm the message with **[Yes]**. ◀



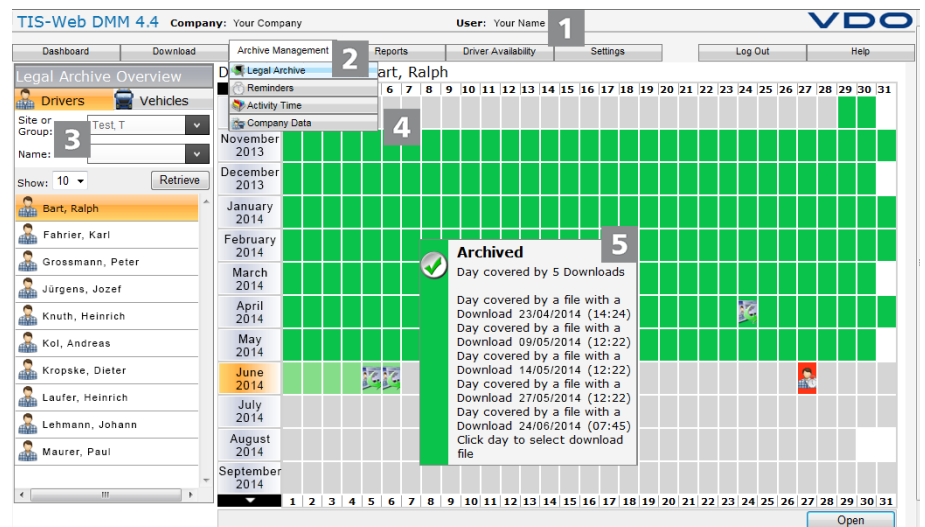
TIS-Web Data Management Service

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

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

If you're working with the TIS-Web Data Management Service for the first time, this Quick Reference Guide will make it easier for you to become familiar with the graphical user interface and some program functions. You'll find detailed information in the Help; see also *page 40*.

TIS-Web DMM user interface



1 Heading area

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

2 Menu area

Theme-associated functions are assigned to the various main menus. You can change from any menu command to a different main menu.



Depending on your user level and the current editing status, these main menus give you access to additional menu commands (drop-down menus).

The **Archive Management** main menu includes, for example,

- **Legal Archive** – a summary and details of archived driver and vehicle data
- **Reminders** – a list of download reminders and planning tool
- **Activity Time** – a summary and details of activity (working) times and schedules
- **Company Data** – a drop-down menu providing access to your company's master data

If you're using several TIS-Web applications, you can switch between them using the **Log Out** drop-down menu, enabling you, for example, to start the **TIS-Web Communicator**.

If you've completed all your tasks in TIS-Web DMM, you can also log off by selecting **Log Out**.

3 Selection pane

In the Selection pane, you can choose sites, drivers and vehicles and restrict or increase the number of entries. The pane also has a text box for entering search criteria.

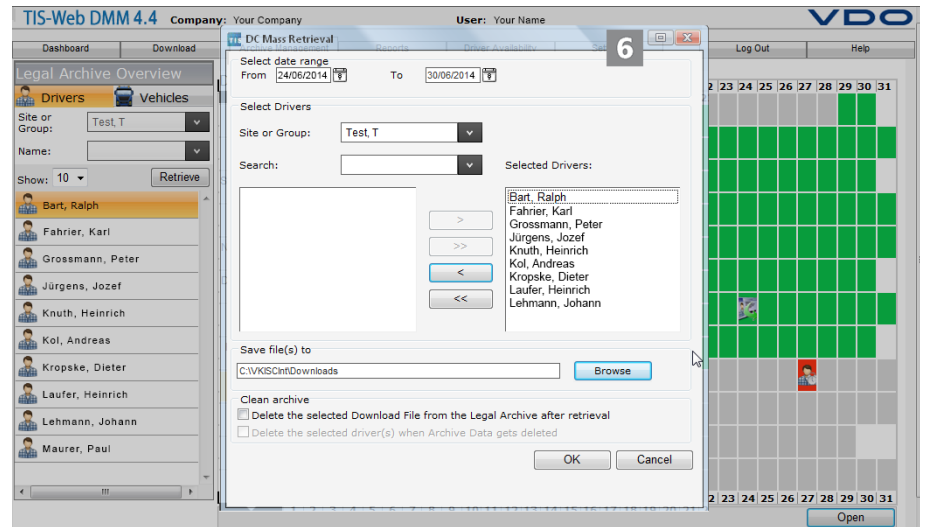
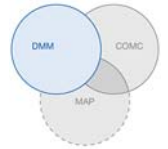
4 Display and Editing area

This area of a TIS-Web DMM page is reserved for displaying and editing data. Exceptions:

- The **Download** menu always shows four tool buttons for importing and entering digital and analogue tachograph data.
- The **Driver Availability** menu offers you two tool buttons that you can use to display the availability times and a quick summary of the data stored on a driver card.

5 Quick Info (ScreenTip)

Display of detailed information about download reminders, download files or activities (using the mouse-over facility).



6 Dialogue boxes

Example of a dialogue box with detailed information about the individual tasks or functions, for capturing data or specifying date and time.



Acquiring data

TIS-Web DMM 4.4 Company: Ihre Firma User: Your Name VDO

Dashboard Download Archive Management Reports Driver Availability Settings Log Out Help

Please select a device to download from

Driver Card

DownloadKey

Chart Analyser

Computer

Download Reminders

Download Reminders for: 3 Day(s) View Reminders: ALL Site or Group: Frankfurt, FRA

Driver/Vehicle	Planned Download Date	Mandatory Download Date	Site
FRA005, Bergner, Samuel	Fri, 05/09/2014 (3 Day(s))	Fri, 05/09/2014	Frankfurt
FRA045, Lorenz, Daniel	Tue, 02/09/2014 (0 Day(s))	Tue, 02/09/2014	Frankfurt
FRA209, F VDO 209	Tue, 02/09/2014 (0 Day(s))	Tue, 02/09/2014	Frankfurt
FRA001, Musterfrau, Krista	Tue, 26/08/2014 (OverDue)	Tue, 26/08/2014	Frankfurt
FRA032, F VDO 32	Thu, 21/08/2014 (OverDue)	Thu, 21/08/2014	Frankfurt
FRA034, Bauer, Siegfried	Fri, 25/07/2014 (OverDue)	Fri, 25/07/2014	Frankfurt
FRA113, F VDO 113	Sun, 11/05/2014 (OverDue)	Sun, 11/05/2014	Frankfurt

If you want to archive digital tachograph data or enter analogue tachograph data, you can start downloading or entering your data by using one of the four tool buttons shown above.



Important

Before downloading the data, don't forget

- to specify the required file format and data blocks via **Settings > System > Legal Archive**.
- to specify how to deal with the data of unknown drives or vehicles via **Settings > System > Activity Time**. ◀

Download options

You can, for example,

- transfer driver card data to the TIS-Web Server using a chip card reader and then archive it.

If you've already inserted the driver card and clicked on the **[Driver Card]** tool button, a wizard will now guide you through the download process.

- transfer the data stored on a Download Key and then archive it.

If you've already inserted the Download Key and clicked on the relevant tool button, the files are now listed and can be downloaded straight away.

- enter tachograph chart data manually in TIS-Web DMM.
- import data downloaded or transferred to your computer into the TIS-Web database via **[Browse...]**.



Important

The Download Reminders for a selected site show you the drivers and vehicles for whom/which data has to be downloaded during the next couple of days and the driver cards which are about to expire or have already expired: For more details, please refer to the Help. ◀



Legal Archive Overview



When you've imported the download data and stored it in the database, you can display a Year Overview of the archived data via **Archive Management > Legal Archive**.

Download status

You can see at a glance any gaps in the downloaded data and its status:

-  /  if a download took place on that day.
-  if the data signature is correct.
-  if the archived data does not contain any activity information.
-  if there is a gap between the date of the last download and the first activity of the next download.
-  if the data signature is faulty.

Some of the days following the download date are also colour-highlighted

-  if the next download is due on that day.
-  if the next download was due on that day.
-  if a driver's driver card expires on that day.
-  if a driver's driver card expired on that day.

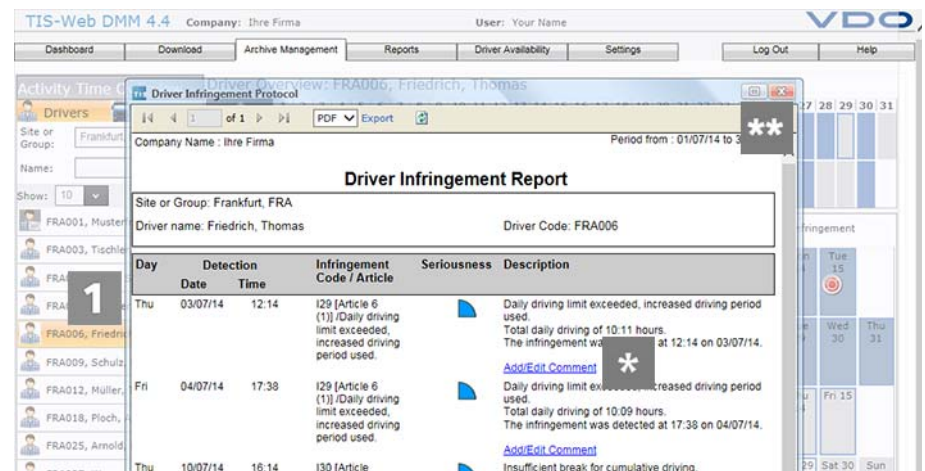
In the Year Overview, you can also click on **[Open]** to display more details about the data or you can click on **[Retrieve]** to restore the download files, e.g. if the control authority requests a copy of the files.

Vehicle Overview

This information is also available for your vehicles. Click on the **Vehicle** tab to display the detailed overview.



Evaluation



Evaluations are available either in the **Reports** drop-down menu or in **Archive Management** where you'll also find some interesting driver and vehicle data analyses.

Report options – Activity Time

In **Archive Management > Activity Time**, the following protocols and attestations can be selected, for instance:

- Driver Activity Protocol
- Driver Infringement Protocol
- Driver Attestation (using an entry form)

Evaluation – Example: Driver Infringement Protocol

1 Selecting the driver

Select a listed driver for whom you want to create a protocol or attestation.

2 Selecting the Driver Infringement Protocol

Right-click on the desired month and select the relevant entry.

A dialogue box with the infringement report opens (see above).

* Adding comments to infringements

Click on **Add/Edit Comment** to add a comment to the infringement or to edit an existing comment.

** Additional comments

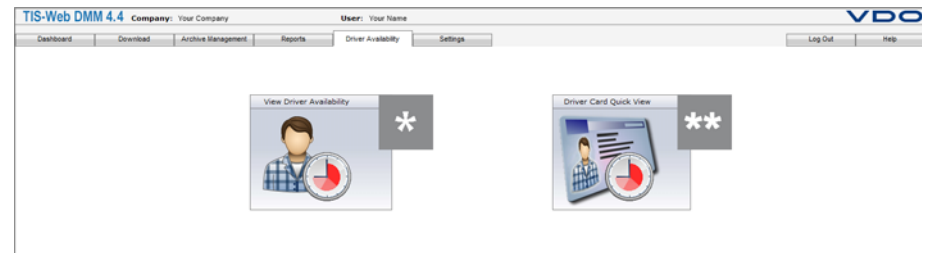
Click on **Add/Edit Comment** below another infringement description to enter further comments, then close the dialogue box with .

The drivers' Activity Time Overview is again displayed in the foreground.

An evaluation is also available in the vehicles' Activity Time Overview – **Vehicle Activity Protocol**.



Driver Availability



With TIS-Web you can now calculate the remaining driving time from a specific point in time (e.g. before your driver departs on a trip). This avoids possible infringements against driving time and rest period regulations.

✓ Condition

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

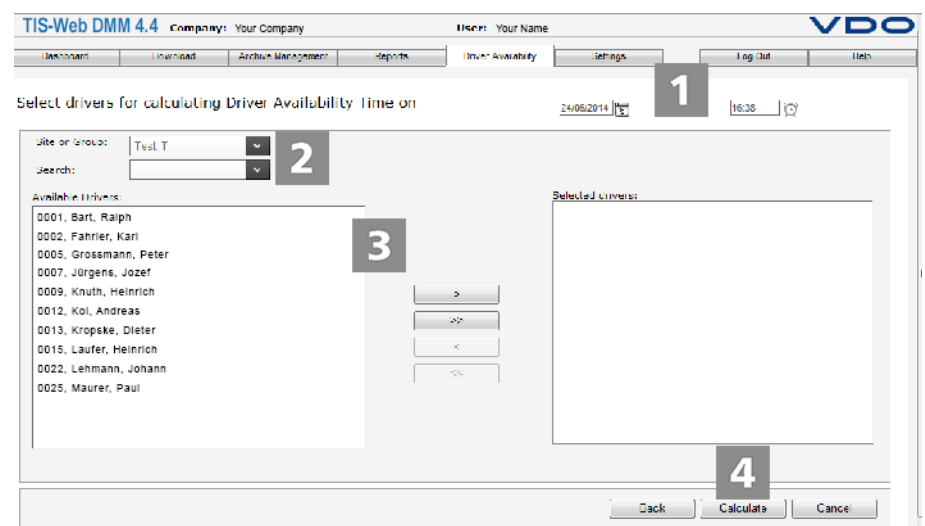
* View Driver Availability

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

** Driver Card Quick View

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

Selections for determining driver availability



! Important

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



1 Point in time of calculation Specify the point in time (date and time) for which availability is to be calculated. The current date and time are set as default.

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

The two lists are updated accordingly.



Tip

Enter a specific driver in the **Search** box if the list of drivers is long, or enter letters to filter the display of available drivers. ◀

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

4 Starting the calculation Click on **[Calculate]**.

The page with the available driving times of the selected driver(s) is displayed.



Important

With the TIS-Web Fleet App and a DTCO 1381 from Release 2.0a for which VDO Counter is enabled, the driver can also transfer the current VDO Counter data from the digital tachograph straight to TIS-Web.

This data is used to display the current remaining driving time. ◀

TIS-Web 4.4 • Edition 01/2015

The screenshot shows the 'TIS-Web DMM 4.4' interface. At the top, there's a navigation bar with 'Dashboard', 'Download', 'Access Management', 'Reports', 'User Availability', and 'Settings'. Below this, a header indicates 'Availability for 27 June 2013 at 14:13'. The main table lists drivers with columns for Driver Name, Date, Start Time, and various availability metrics. A search box with a magnifying glass icon is at the top left of the table. A 'Push' button with a double asterisk icon is at the bottom right.

Driver Name	Date	Start Time	24h	24h	24h	24h	24h	24h	24h	24h	24h
Burkhardt, Ralph	26/08/2014	16:35	10:00								
Fabrizio, Karl	24/08/2014	21:48	10:00								
Grossmann, Peter	27/08/2014	07:45	10:00								
Jürgens, Jozef	26/08/2014	09:55	10:00								
Knecht, Heinrich	26/08/2014	02:21	10:00								
Was	18/07/2014	12:23	10:00								
Dieler	26/08/2014	08:52	10:00								
Laufner, Heinrich	26/08/2014	07:38	04:21	05:06	04:30	09:51	14:51	50:34	67:14	0	0
Lehmann, Johann	19/08/2014	13:54	10:00								
Maurer, Paul	27/08/2014	06:55	00:00								

*** Sorting** Click on an entry or a symbol to re-sort the relevant list columns in ascending or descending order.

**** New message** If a driver is allowed to use the TIS-Web Fleet App Messaging Service, right click on the symbol and send him a new message.



Important

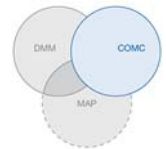
The message transfer pictogram is only displayed if you and your service partner have agreed on the use of the TIS-Web Communicator and if the driver is entitled to use the TIS-Web Fleet App Messaging Service. ◀



**** Terminating the
availability check**

Click on **[Back]** if you want to make a new selection.

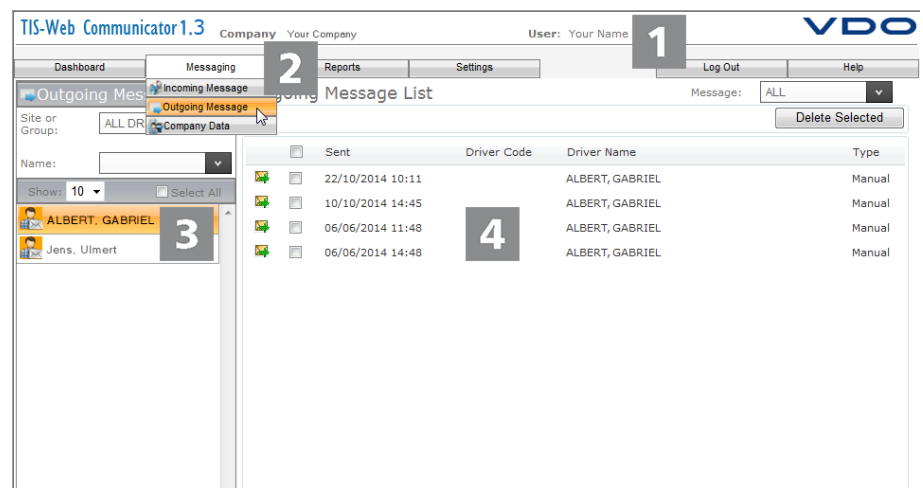
Or click on **Log Out** to switch to the TIS-Web Communicator and check whether the driver has already sent a reply.



TIS-Web Communicator

TIS-Web Communicator is a Web application with which you (the logged-on TIS-Web user) can communicate with the drivers of your fleet. Messages can also be sent automatically with TIS-Web DMM, such as monthly reminders of due driver card downloads.

To use this application, a driver only needs to install an app on his smartphone and activate communication via the app – he can then send and receive messages. This TIS-Web application can also be used as a stand-alone application, i.e. without TIS-Web DMM.



1 Heading area

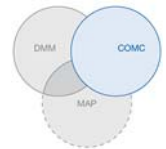
This permanently displayed area provides you with information about your access data (company and user).

2 Menu area

Theme-associated functions are assigned to the various main menus. You can change from any menu command to a different main menu.

Depending on the current editing status, these main menus give you access to additional menu commands (drop-down menus). The **Messaging** main menu includes, for example,

- **Incoming Message** – a list of drivers who have access to the TIS-Web Fleet App and incoming messages.
- **Outgoing Message** – a list of drivers to whom you have sent (or want to send) a message.
- **Company Data** – a drop-down menu providing access to drivers, vehicles, sites and vehicle check results that have been sent.



If you're using several TIS-Web applications,

- the master data is the same in all applications, i.e. you only need to enter the data once and keep it up-to-date.
- you can switch between these TIS-Web applications using the **Log Out** drop-down menu and start **TIS-Web DMM**, for instance.

If you want to terminate your communication session in TIS-Web Communicator, you can also use **Log Out** to log off TIS-Web.

3 Selection pane

In the Selection pane, you can choose sites and drivers and restrict or increase the number of entries. The pane also has a text box for entering search criteria.

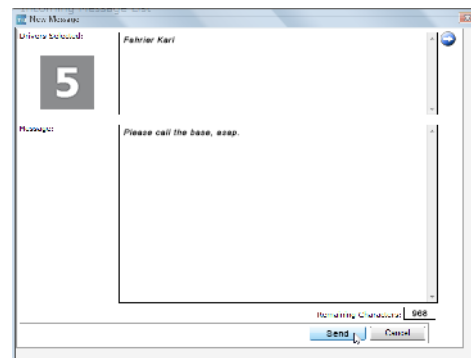
Next to the box for specifying the number of list entries, there are also tool buttons for adding another driver or site or deleting a driver entry.

4 Display and Editing area

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

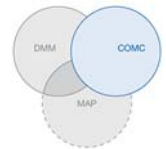
- messages (you've received or sent),
- information boxes and entry windows (for entering driver or site information, for example).

If you want to edit driver and site master data, use the relevant drop-down menus to display and manage this data.



5 Dialogue boxes

Example of a dialogue box with detailed information about the individual tasks or functions, for creating messages (as shown), specifying reminders and messages in different languages.



Activating Messaging



Condition

TIS-Web Communicator requires specific communication data to be able to send and receive messages. Choose

- **Messaging > Company Data > Sites** and enter your fleet's site data.

You can skip this step if you're already using TIS-Web DMM, i.e. the required data will be copied. You can then check and add to the data if necessary.

- **Messaging > Company Data > Drivers** and enter your driver data.

You can also skip this step if you're already using TIS-Web DMM.

In both cases, however, you must specify the drivers who are allowed to use the TIS-Web Fleet App and the usage conditions. ◀

1 Selecting the driver

Choose **Messaging > Company Data** and select the **Driver** who should be entitled to use the TIS-Web Fleet App ('Message App').

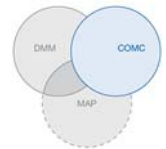
The **General** drop-down menu opens with the data of the selected driver.

2 Assigning usage rights

Click on **[Modify]**, switch to the **TIS-Web Fleet App** drop-down menu and select the **Allow to use Fleet App** check box.

In this drop-down menu select the relevant check boxes to specify the TIS-Web Fleet App functions that the driver is entitled to use.

The driver can now use the app installed on his smartphone to communicate via TIS-Web Communicator.



3 Adding usage details

Specify

- the driver's user name and password to log on to the app.
- whether or not the driver should also receive reminders of due downloads.

4 Saving the settings

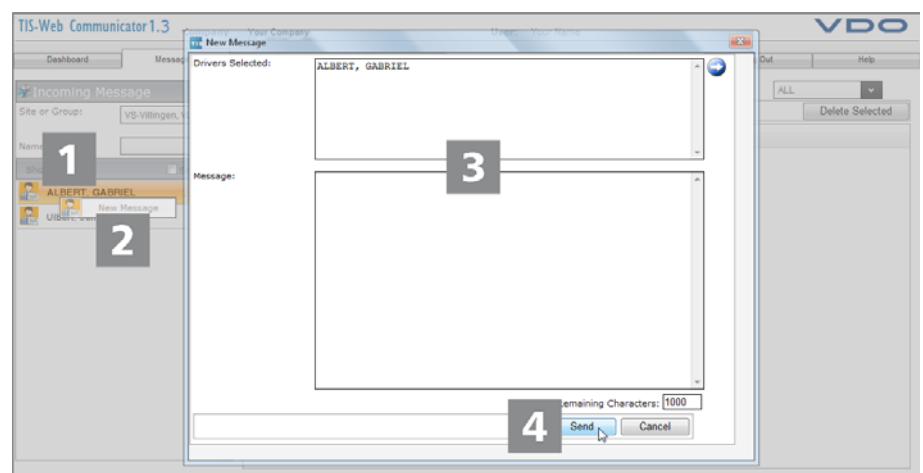
To save your settings:

- If you don't want to make any more settings, e.g. change general driver details, click on **[Save]**.

Confirm the dialogue box telling you that the settings have been modified successfully with **[OK]**. The driver can now start using the TIS-Web Fleet App for communication.

- If you want to make more settings, switch to the relevant drop-down menu, e.g. **General**.

Creating messages



A new job has come in – you've checked your route planning and one of your vehicles could take on the job. Simply send a short message to the driver.

1 Selecting the driver

Choose **Messaging > Incoming** or **Outgoing Message** and select the **Driver** to whom you want to send a message.

The page with the **list of incoming** or **outgoing messages** opens with the name of the selected driver.

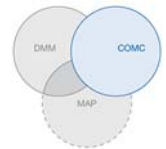
2 Opening the message dialogue box

Right click on the name entry and then click on **New Message** (shortcut menu).

The dialogue box to create a new message opens.

3 Entering the message text

Make sure that you've selected the correct driver. Then enter the message text. Try to keep your message short.



A counter below the message box tells you the remaining number of characters that can be entered.

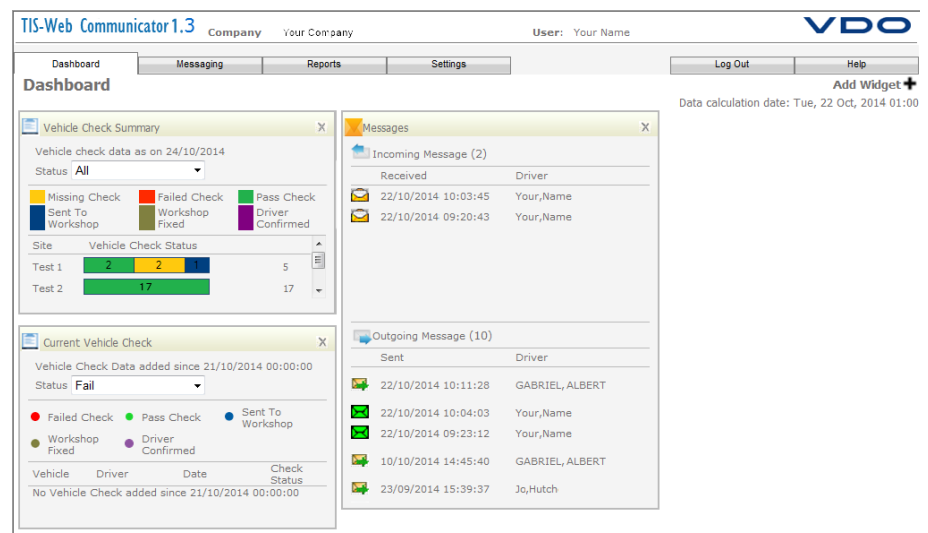
4 Sending the message

Click on **[Send]** when you've checked the name and created the message.

Confirm the dialogue box telling you that the message has been sent successfully with **[OK]**. The driver will receive your message within a couple of seconds.

The page with the **list of incoming or outgoing messages** is again displayed in the foreground.

Dashboard



Before the trip, your drivers can use the TIS-Web Fleet App to capture the results of vehicle checks on their smartphone and send the details to TIS-Web. This enables you to schedule any repairs before the vehicle returns to the site.

The Dashboard provides you with a quick overview of completed vehicle checks, incoming and outgoing messages. This means you'll always have the most important information at your fingertips and can check more details if necessary, e.g. using the **Vehicle Check** report.



Important

You'll find a detailed description of the Dashboard in the Help. ◀

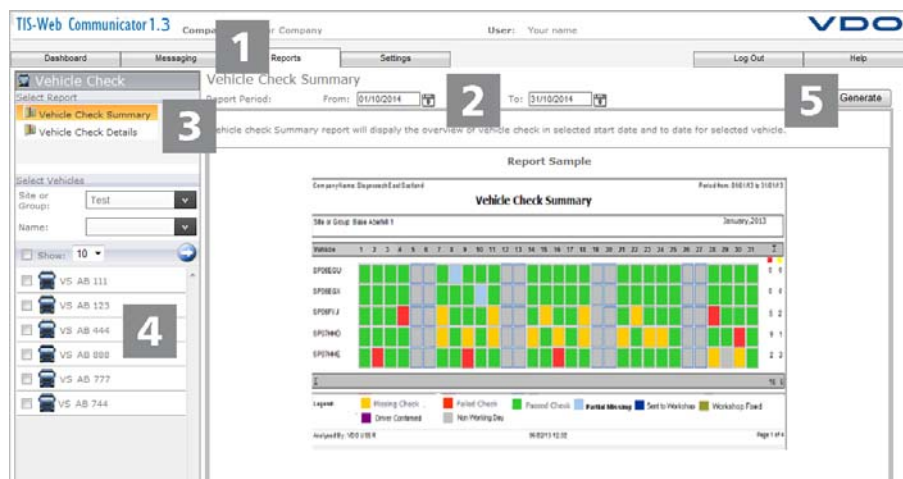


'Vehicle Check' report



Condition

The **Vehicle Check** report is only available if you have subscribed to the TIS-Web Communicator and selected either the 'Communicator' or 'Vehicle Check' user level. ◀



The TIS-Web Communicator **Vehicle Check** report includes a detailed analysis of completed vehicle checks:

1 Displaying the report

In the **Reports** drop-down menu, click on **Vehicle Check**.

2 Selecting the period and site or group

The page for selecting the report settings opens.

Select the **Report Period** and the **Site or Group**.

3 Selecting the report

The **Select Vehicles** group box shows all the vehicles assigned to the selected site or vehicle group during the selected report period.

Under **Select Report**, select the report you wish to create.

4 Selecting the vehicles

Under **Select Vehicles**, select the vehicle or vehicles for which the report is to be created.



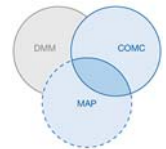
Tip

Click on  if you want to select the vehicles using the vehicle selection page. Here you can display a specific number of vehicles or all your vehicles at once – you can always see how many vehicles have already been selected. ◀

5 Creating the report

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

The report will be created based on your settings.



TIS-Web Mapping

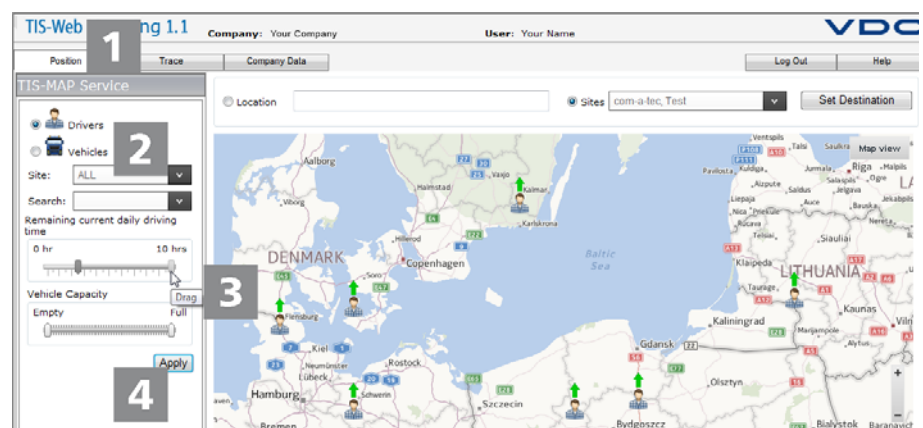
TIS-Web Mapping enables you access your drivers' and vehicle's position and route data at any time and to increase the efficiency of your fleet. This gives you the flexibility of adding new cargo spontaneously and increases fleet usage significantly.

Displaying position data

✓ Condition

To display position data in TIS-Web Mapping the following conditions must be met:

- You vehicle is equipped with a DTCO 1381 Release 1.3 or higher.
- The TIS-Web Fleet App is installed on the relevant smartphone.
- The TIS-Web Fleet App uses a DTCO SmartLink to communicate with the DTCO 1381. ◀



The TIS-Web Fleet App sends your drivers' and vehicles' position data to TIS-Web Mapping and the data can be displayed in the map view.

! Important

If your vehicle is equipped with a DTCO 1381 Release 2.0a or higher, you can also display information about the vehicle's loading status and VDO Counter data in a Screenshot – in addition to position data. ◀

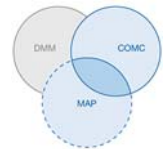
These functions enable you to determine the right vehicle for a specific job at any time.

1 Tab: Position

Switch to the **Position** tab (if it is not yet open).

2 Selection: Driver or Vehicle

Specify whether you want to display a driver's or a vehicle's position data and select the **Site** to which the driver or vehicle is assigned.



! Important

You can use the Search box (selection list) to select a specific driver or vehicle for whom/which you want to display the data. ◀

3 Limiting the amount of data displayed

Use the **Remaining current daily driving time** and **Vehicle capacity** sliders to limit the amount of position data that is displayed.

! Important

You can set a lower and an upper limit for both options. The map will then only show the drivers and vehicles that are within the set range. ◀

4 Displaying position data

Click on **[Apply]** to display the position data on the map (based on your selection).

! Important

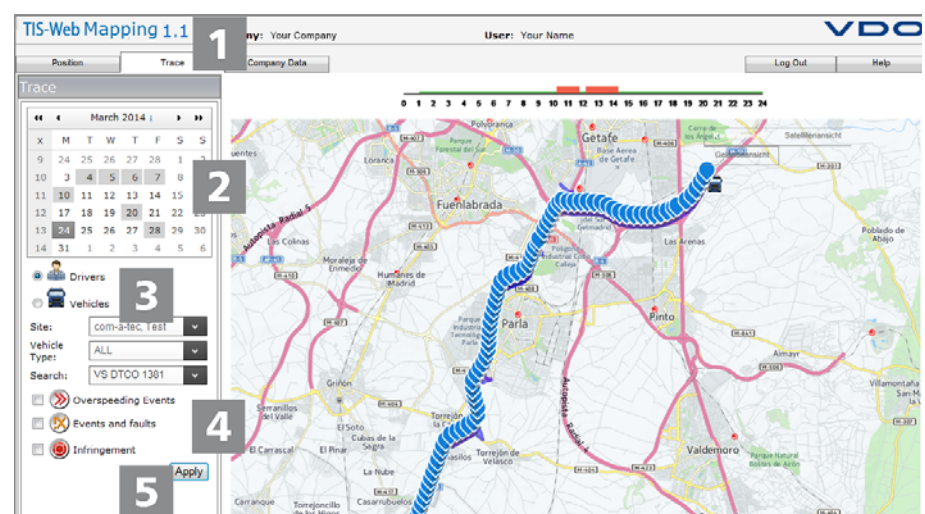
You can also display your drivers' and vehicles' position data in TIS-Web DMM under **Archive Management > Activity Time > Drivers** or **Vehicles** and in **Driver Availability**. ◀

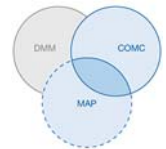
Displaying route data

✓ Condition

To display route data in TIS-Web Mapping the following conditions must be met:

- The **TIS-Web DMM** application is assigned to your account.
- Your vehicle is equipped with a DTCO 1381 Release 2.1 or higher.
- The special data for the relevant vehicle has already been imported into TIS-Web DMM. ◀





The special data includes the drivers' and vehicles' route data recorded by the DTCO. This route data is then transferred to TIS-Web Mapping and can be displayed in the map view.

- 1 Tab: Trace** Switch to the **Trace** tab (if it is not yet open).
- 2 Selecting the date** Select the date for which you want to display the route data.
- 3 Selection: Driver or Vehicle** Specify whether you want to display a driver's or a vehicle's route data and select the **Site** to which the driver or vehicle is assigned.
- 4 Displaying additional data** Use the check boxes and select the additional data you want to display:
 - Overspeeding Events
 - Events and Faults and/or
 - Infringements
- 5 Displaying route data** Click on **[Apply]** to display the route data on the map (based on your selection).

! **Important** You can also display your drivers' and vehicles' route data in TIS-Web DMM under **Archive Management > Activity Time > Drivers or Vehicles.** ◀

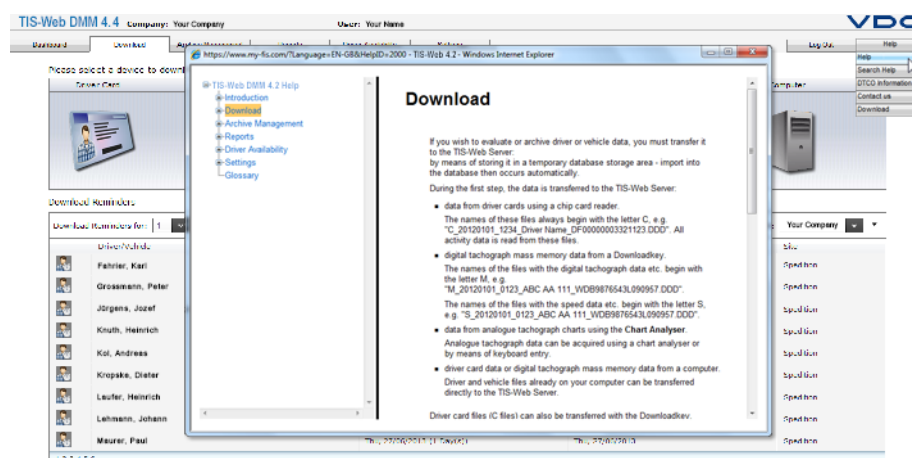


Reference to the Help

This Quick Reference Guide has been written to give you a first impression. You'll find further and more detailed information – especially about functions, boxes and buttons – in the Help.

Context-sensitive Help

You can open the Help associated with every TIS-Web application at any time using the **Help** drop-down menu. You'll then receive specific information about the currently open menu or drop-down menu.



Searching the Help

If you require information about topics not linked to your current task: Choose **Help** (drop-down menu) > **Search Help** to open a dialogue box for entering a search term.

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