



FREIGHT TRANSPORT ASSOCIATION

## Instructions for the use of FTA's Customer Data Upload Software

DIGITAL TACHOGRAPH



Ensuring compliance, advancing performance

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## User manual of software version 8

This manual has been produced to instruct you in the use of the FTA CDU for the download and upload of digital data from both the driver card and the vehicle unit as well as for uploading scanned images of tachograph charts. Screenshots have been used to enable you to work around the system in the easiest way possible.

The system is designed to work on a pc or laptop which is operated by Windows 2000, XP and Vista and is internet enabled.

Installation will be carried out by a member of FTA staff. Should you have any queries following installation please do not hesitate to contact the number provided at the end of this document.

### Getting started

Prior to using the software please ensure that FTA has been given details of vehicle registrations, driver names, and driver licence numbers. This allows the system to recognise the drivers' data once it is uploaded to FTA's servers. Subsequent new drivers can be added through the CDU.

Arrangements should also be made at this point regarding the type of reports required and frequency and delivery method of the chosen reports.

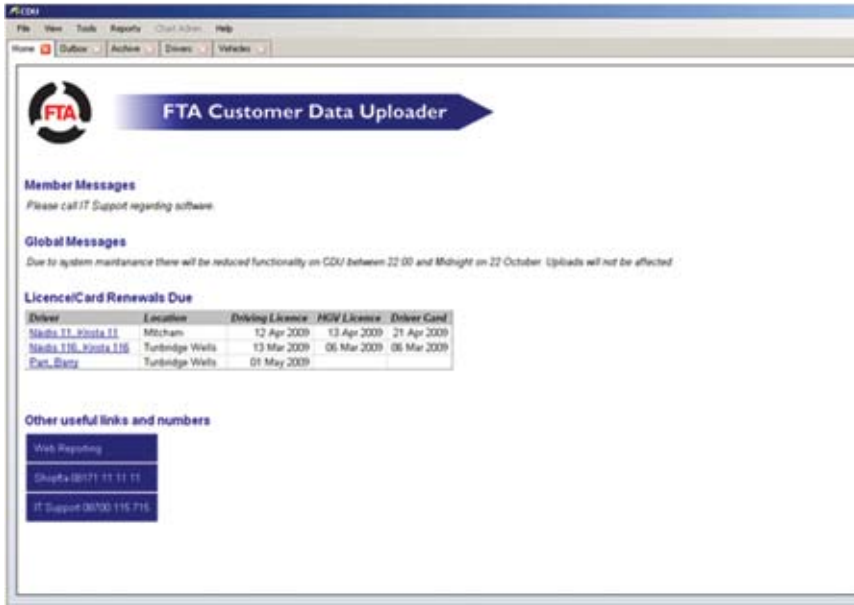
### Opening CDU

Plug in your driver card reader. Version 6 onwards will allow for multiple card readers to be used. If this option is required ensure all card readers are plugged in prior to opening CDU.

Double click on the CDU icon as pictured below.



This will produce the following screen.



**Home page tab** (shown above)

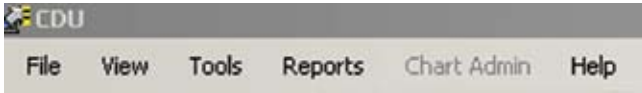
The software always opens up with the home page in view to draw the users' attentions to any messages aimed at them specifically (Member Messages) or all users of the software (Global Messages).

Licence/Card Renewals Due displays drivers who have expiring licences that need renewing – Driving Licence, HGV Licence and Digital Driver Cards.

Other useful links and numbers displays link direct to Shopfta and new 'web reporting' services website (currently under development).

The number of FTA's IT Support team – this is the number to call for any support required for the software.

## The toolbar



### File

Click here to find the exit option.

### View

Click here to activate the different screen views by ticking/unticking. These will be remembered the next time the software is started with the exception of the Driver Calendar View. This version of the software allows for multiple driver calendars to be opened simultaneously.



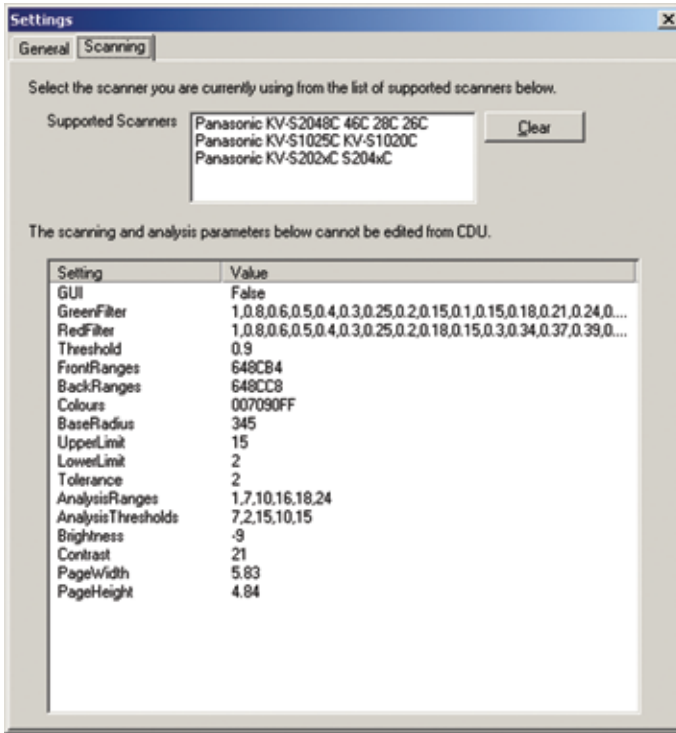
## Tools/settings/general

This is where the General settings can be viewed. The location option allows a location to be set against the CDU, tagging any driver card or tachograph chart files with the name of the depot from where they were uploaded. This does not effect the depot location of the driver; for example a driver based in Mitcham may download his data at a CDU based in Tunbridge Wells. The card file would be tagged as Tunbridge Wells but the data would be set against the driver in the Mitcham depot, provided this is not the first time the card has been uploaded.



## Tools/settings/scanning

This is where the Scanning settings can be viewed and is also where the supported scanners are displayed and allows the user to select the scanner model they will use for scanning.



## Tools/connection

This section will be set up at the point of installation if a proxy server is used.

## Tools/login

Login will be carried out by the installer. Each member will be given a password to use with their member number to enable them to use the CDU. Prior to entering the login details.

## Tools/admin site

Clicking on this will redirect to the FTA web-based admin site where Group/User settings can be managed.

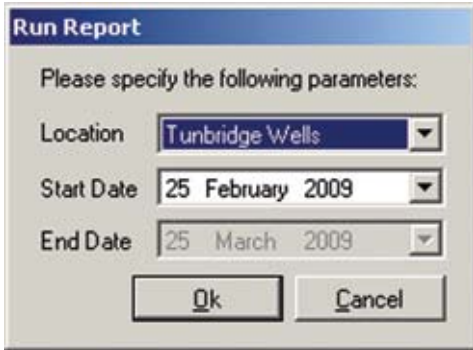
[Refer to the [Instructions for use of FTA's Customer Data Upload Web Mode Set Up.](#)]





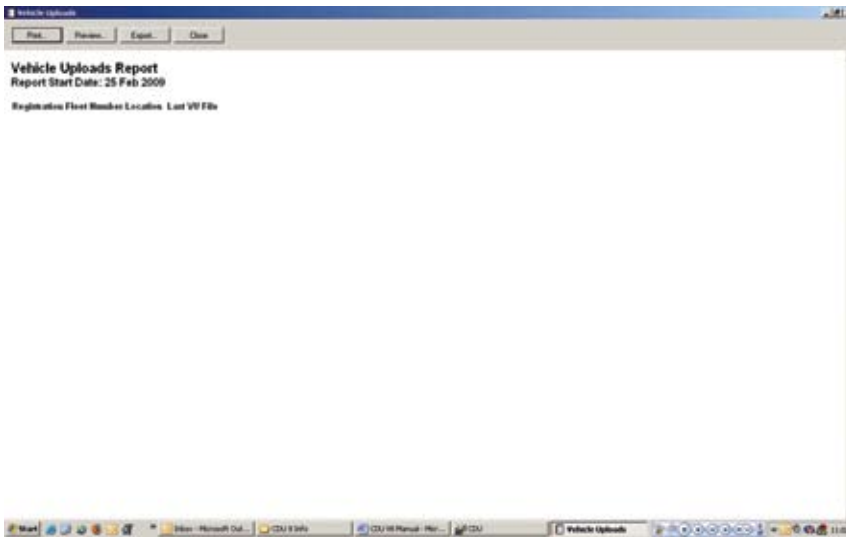
## Reports/vehicle uploads report

Selecting this option will bring up the parameters in which this report will follow enabling the user to choose the location and start date parameters.



The image shows a 'Run Report' dialog box with a blue header. Below the header, it says 'Please specify the following parameters:'. There are three dropdown menus: 'Location' set to 'Tunbridge Wells', 'Start Date' set to '25 February 2009', and 'End Date' set to '25 March 2009'. At the bottom, there are 'Ok' and 'Cancel' buttons.

Once the parameters have been set the following report will be produced.

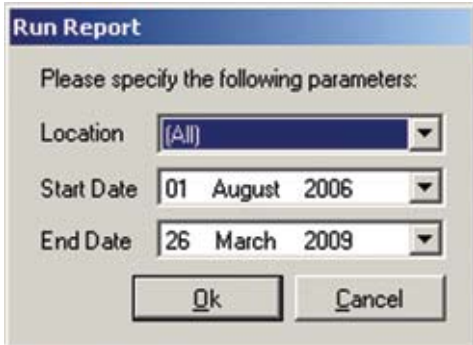


The report can be printed, exported to a location on the user's computer or simply closed.

The report itself will allow the vehicle file uploads to be monitored to ensure they are complying with the upload guidelines and shows Last VU (Vehicle Unit) file upload date.

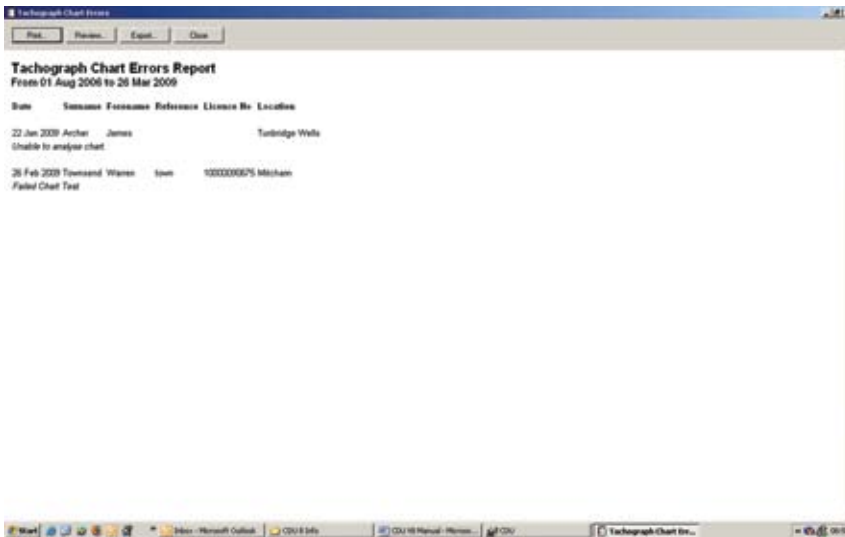
## Reports/tachograph chart errors report

Selecting this option will bring up the parameters in which this report will follow enabling the user to choose the location and start date parameters.



A dialog box titled "Run Report" with a blue header. Below the header, it says "Please specify the following parameters:". There are three dropdown menus: "Location" with "(All)" selected, "Start Date" with "01 August 2006" selected, and "End Date" with "26 March 2009" selected. At the bottom are "Ok" and "Cancel" buttons.

Once the parameters have been chosen the report will be displayed.



A screenshot of a software window titled "Tachograph Chart Errors". The window has a menu bar with "File", "Format", "Export", and "Close". Below the menu bar, the title "Tachograph Chart Errors Report" is followed by the date range "From 01 Aug 2006 to 26 Mar 2009". A table displays the report data with columns: Date, Session, Forename, Reference, Licence No, and Location. The table contains two rows of data.

Date	Session	Forename	Reference	Licence No	Location
22 Jun 2008	Ancher	James			Torbidge Wells
26 Feb 2009	Townsend	Warren	100000000%	Michan	

The report itself will show errors for tachograph charts by date and driver with any relevant comments from the analysts.



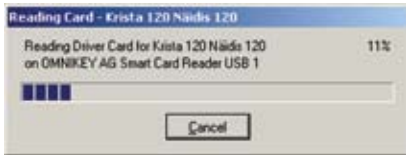
## Downloading driver cards/outbox

Insert the driver card into the slot ensuring that the chip goes in first and is facing in the direction of the lights on the reader:

The card reader will start to auto read the card. If multiple card readers are used as cards are inserted they will also auto read.

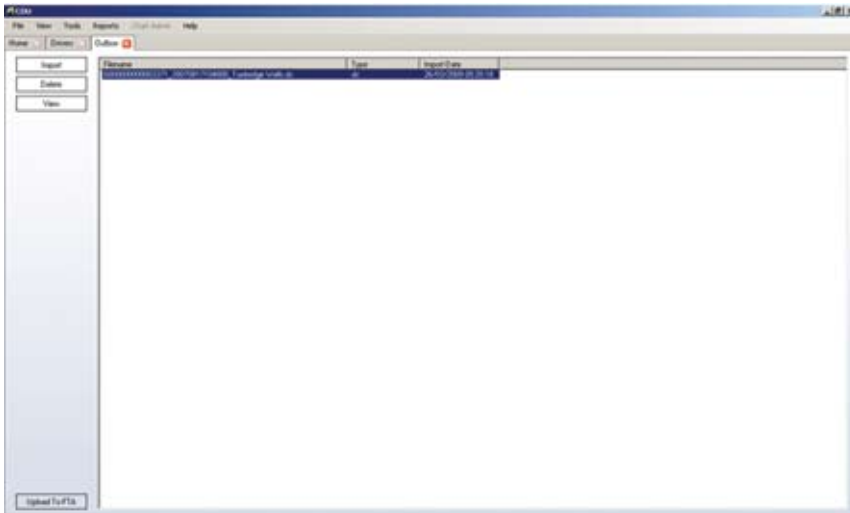
Please note if the card reader is plugged in after the CDU has been opened the card will not read. In these circumstances close the CDU and re-open it so auto read is activated.

As the card is downloaded to the CDU the green light on the card reader will flicker red and green. The progress of the card reading will be shown as illustrated below.



When the card has been read the driver should simply remove the card from the reader:

Once the card has been downloaded a 'dc' file will appear in the out box shown below.



The file can now be imported to a location of choice on the computer being used, deleted if not required or viewed.

To upload the driver card file simply click on it to highlight and then select Upload To FTA button in the bottom left-hand corner of the screen.

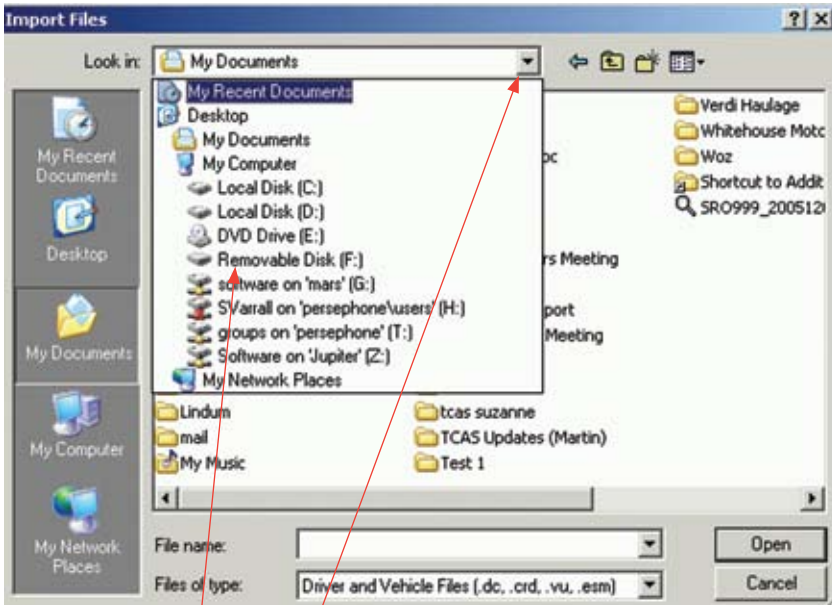
If several cards have been uploaded and all the files are shown in the view, by not highlighting any files, when you click on the Upload To FTA button, all files shown in the view will be sent.

## Downloading the VU data/outbox

Plug the USB cable provided with the FTA Vehicle Unit Download Device into your pc or laptop.

Connect the download device to the cable using the socket on the side of it. Your pc will pick this up automatically. **Ensure the memory card is inserted in the download device.**

Click on  and the following screen will appear:



Using the scroll down button here will reveal various options.

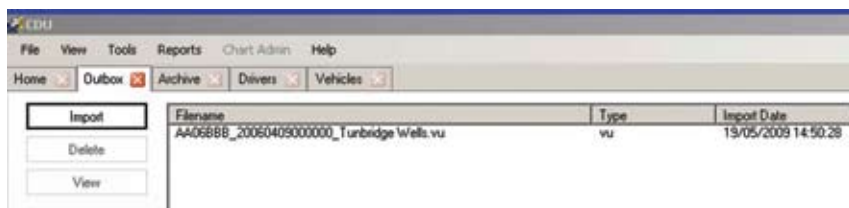
Select Removable Disk to display the following screen.



Double click on the 'Digdown' folder to reveal two more folders called 'card' and 'vu'. Double click on the VU folder to open it and reveal the download files as shown overleaf.



Select the file or files that you wish to 'import' into the CDU software. The most recent download will have the highest number attached to it. In this example it would be vu000003.esm. Click on **Open** on the bottom right-hand side of the screen. This will import the data into the outbox of the CDU as shown below.



The file will show the vehicle registration, the unique file number made up of the date, and time of the last activity on the digital tachograph at the time of download. In this example the last date was the 08/08/2006 and the time was 12:36 (UTC time). VU preceding the file name stands for vehicle unit.

The date and time of import into CDU is given at the end of the line.

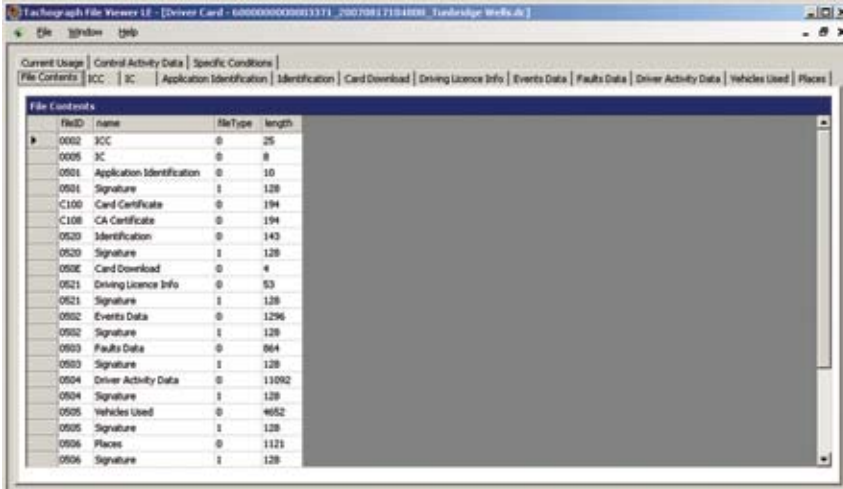
To download card data from the FTA Vehicle Unit Download Device follow the same procedure as described for downloading VU data, selecting the card folder as opposed to the VU folder: Again the most recent card downloads will have the highest number attached as shown below.



In this example cd000002.crd is the most recent file. Click on the **Open** button on the bottom right-hand side of the screen to import the data into the CDU.



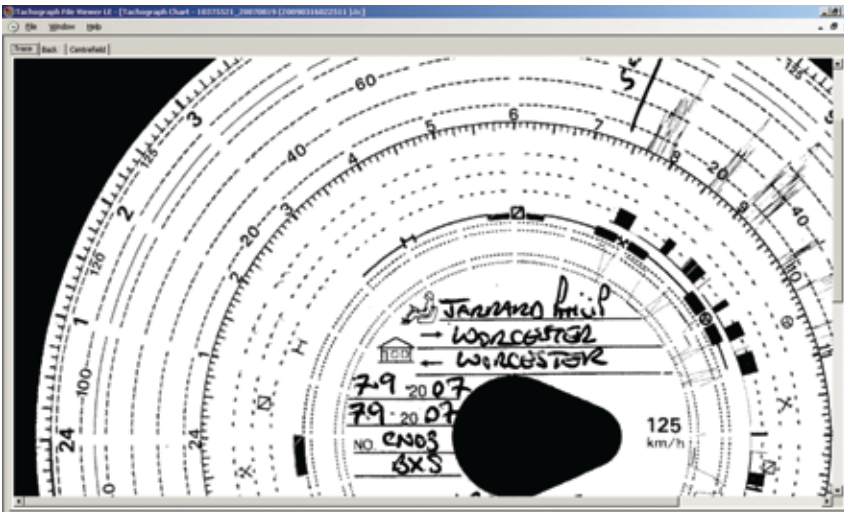
## Driver card (dc) file



The screenshot shows the 'File Contents' window in the Tachograph File Viewer. It displays a table with columns for FileID, name, fileType, and length. The table lists various data files and their corresponding sizes.

FileID	name	fileType	length
0002	ICC	0	25
0005	IC	0	8
0001	Application Identification	0	10
0001	Signature	1	128
C100	Card Certificate	0	194
C100	CA Certificate	0	194
0020	Identification	0	143
0020	Signature	1	128
000E	Card Download	0	4
0021	Driving Licence Info	0	53
0021	Signature	1	128
0002	Events Data	0	1296
0002	Signature	1	128
0003	Faults Data	0	864
0003	Signature	1	128
0004	Driver Activity Data	0	11092
0004	Signature	1	128
0005	Vehicles Used	0	4652
0005	Signature	1	128
0006	Places	0	1123
0006	Signature	1	128

## Tachograph chart (tc)



In the Tachograph File Viewer the trace, back and centre field sections can be viewed by selecting the appropriate view tab option.



## New driver/agency driver card upload

When a driver card is uploaded by your company for the first the following screen will appear.



If the card belongs to an agency driver select Yes. The data will only be uploaded to your archive and not to FTA therefore no cost will be incurred, though the drivers and calendar view dates for analysis can be purchased.

If the driver is simply a new driver to the company click no and continue as normal.

## Home page

The home page is a new view for version 8 of the CDU. This is where messages relating to the CDU will be displayed.

**Member Messages** – are messages for the individual member.

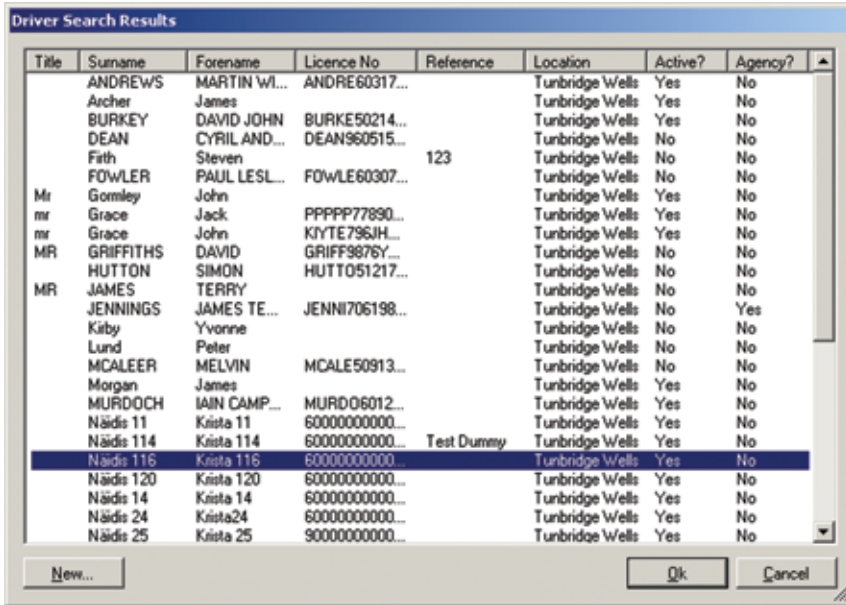
**Global Messages** – are universal messages for all users of the CDU.

Licence renewal details will be displayed on this view to help users keep their drivers' details up to date.

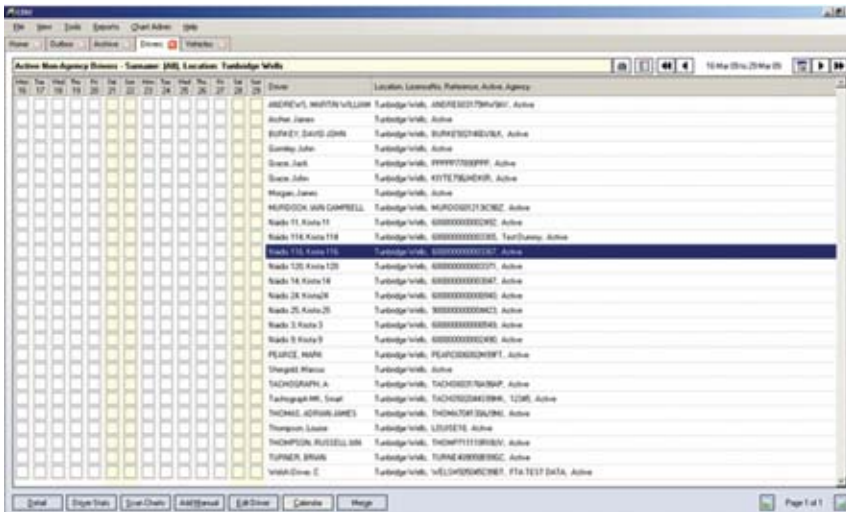
There will also be links to the FTA Reporting website (that is currently in development) and FTA's online shop. These links will take you to the relevant website by simply clicking on the relevant link.



If a more broad search is required select a location in the search engine and do not enter a name. The search engine will then bring up a new box that will display all drivers for that location and the user can select the driver and press Ok to open the calendar for that selected driver:



The second way is to go to the Drivers view, select a driver and once highlighted press the Calendar button. The CDU will then open up a driver calendar for the driver selected.



The driver calendar will then appear for the same date range as was previously shown in the Drivers' screen.

## Adding a new driver

To add a new driver carry out a driver search in the calendar view to check that driver is not on the system already by typing in the surname. If no match is found the following box will display.



Click  button:

The above box will appear where the new driver's details can be added. Press the Ok button to save the new driver.

## Chart scanning

Open the Calendar or the Drivers view prior to scanning charts.

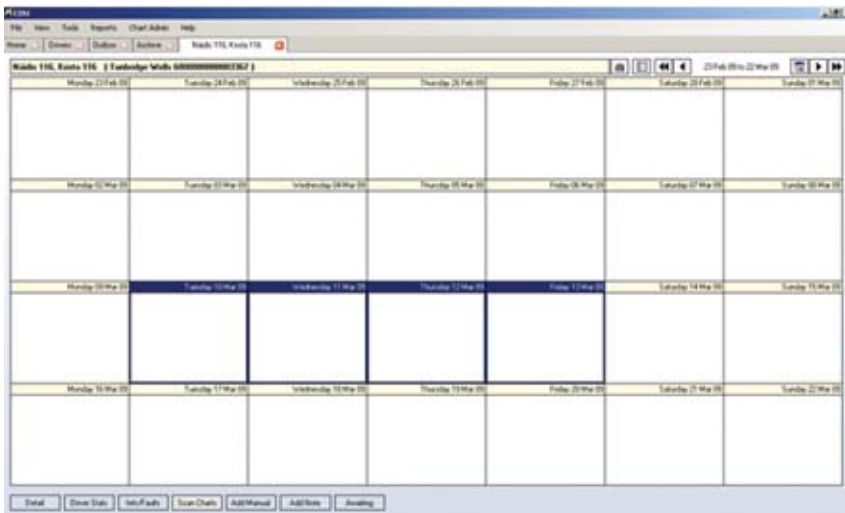
Select the relevant charts to be scanned and arrange them by driver and date order; oldest date on the top, most recent date on the bottom. Charts should be placed in the scanner face up if the scanner is a Panasonic KV-S202xC S204xC and face down if it is Panasonic KVS1025C. Ensure the scanner is turned on and linked to the computer by a USB cable.

Select the correct driver through the search engine.

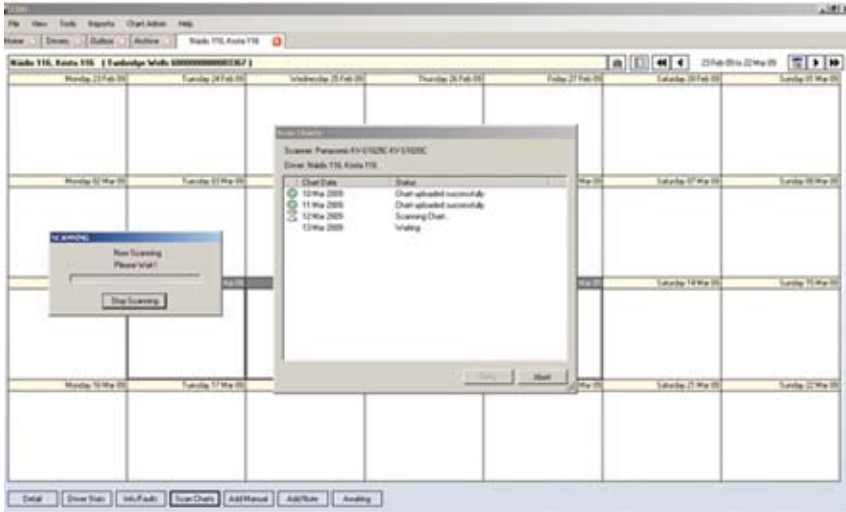
To choose the date(s) that the scanned charts are for click on a day, or for multiple days click on a day, hold down Ctrl button and select all the days (earliest first).

Once the days have been selected press the **Scan Charts** button, the charts will then be sent to the CDU.

Hold down Ctrl on your keyboard and click on each date of the charts to be scanned for that driver as illustrated below.

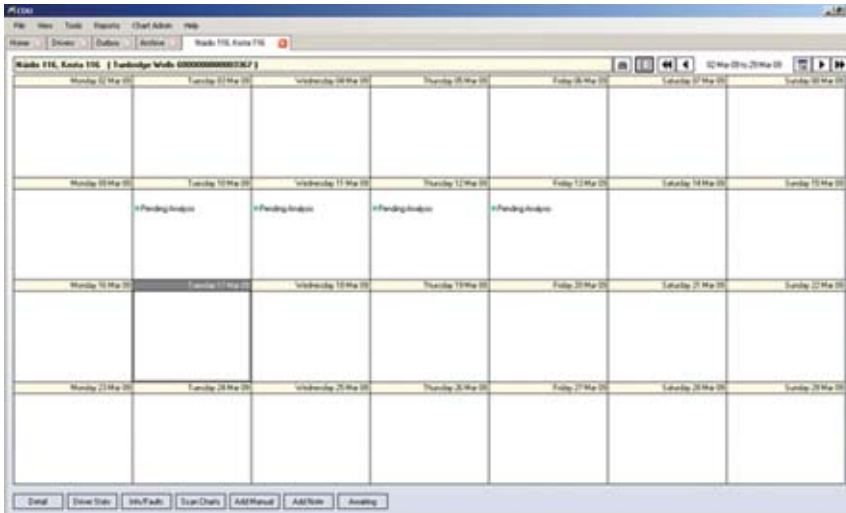


Once the dates have been selected (as above) click **Scan Charts** :

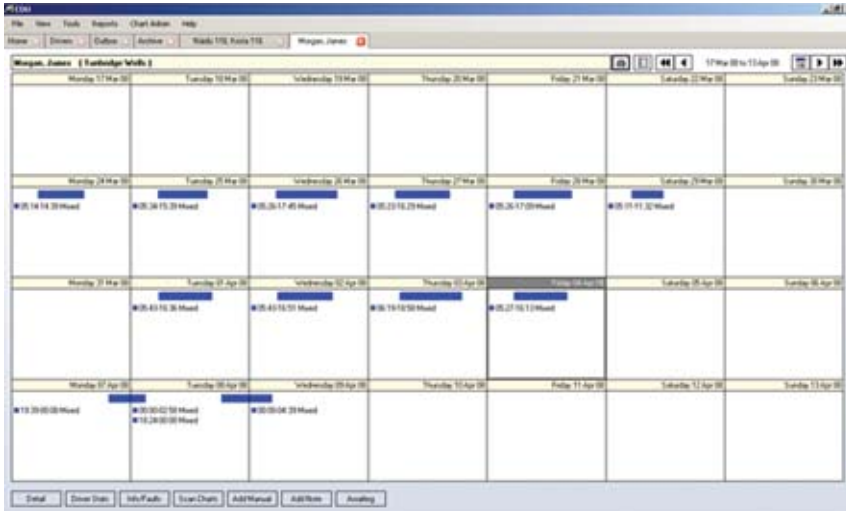


The scanner will scan all charts as highlighted on the calendar view. Once all charts have been successfully scanned click on OK .

If the option to upload charts later has been selected the chart files will appear in the Outbox. If the option to upload straight away after scanning has been selected the charts will appear in the calendar as pending, illustrated below.



Once the charts have been analysed by FTA these boxes will change as shown below.



If a chart has been scanned incorrectly, ie upside down or has been scanned so that the analyst is unable to read the information, a note will be sent back to the calendar view to highlight this as illustrated below.



## Manual entries

Manual entries such as statutory holidays, sickness and work can be added via the Calendar view or Drivers view to give full records of the driver's activities. This is of particular importance when using the system to produce working time reports.

To add these entries select a driver, as explained previously, in the Calendar view or Drivers view choose the day(s) required to input manual entries for and click **Add Manual** at the bottom of the Calendar view to produce the following screen.

Manual Entry

Driver: Nääds 116, Kieta 116  
Date: 18 Dec 2007

Detail

Time	Activity	Duration	Error
------	----------	----------	-------

Rules

EU  
 Domestic  
 None

Working Time

Adjust holiday or sickness entry to ensure 48 hour week?

Comment

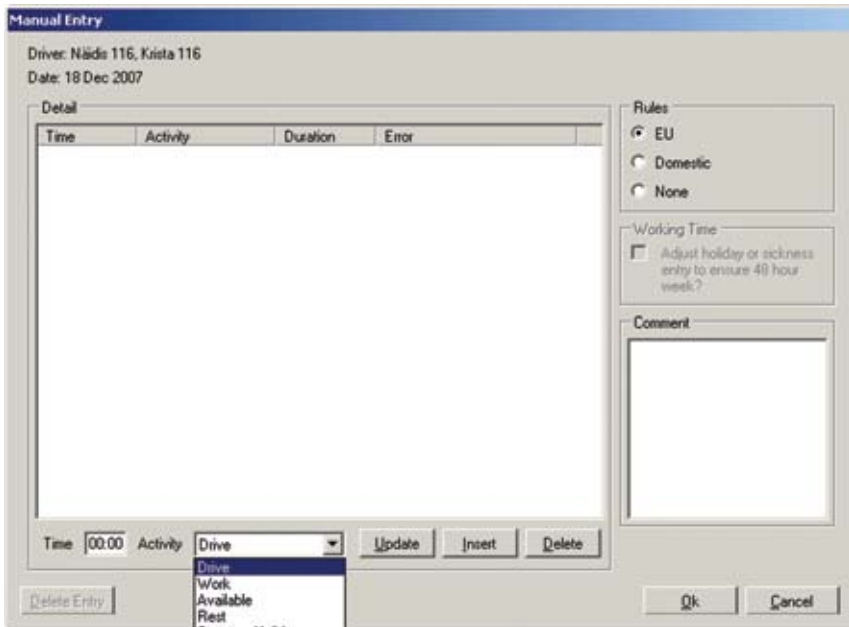
Time: 00:00 Activity: Drive Update Insert Delete

Delete Entry OK Cancel

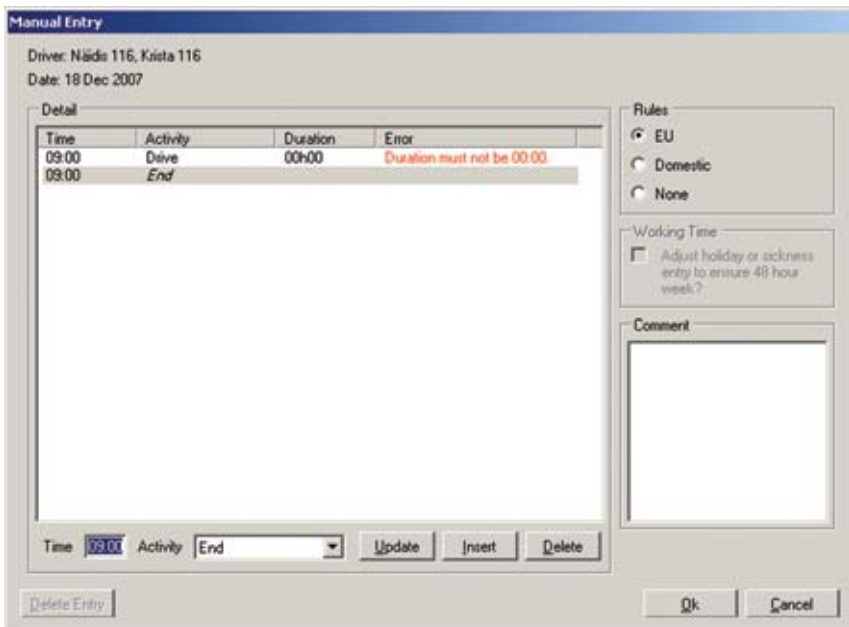
The Manual Entry screen will always be defaulted to EU rules but can be changed by selecting either Domestic or None Rules in the top right-hand section of this screen. The driver and date will always be displayed in the top left-hand corner.

To add an entry first select the start time of the first activity of the entry. To do this click in the Time box and enter the start time, eg 09:00. Then select the type of activity that started at this time by clicking on the arrow next to the activity section to display the drop down activity options to choose from.

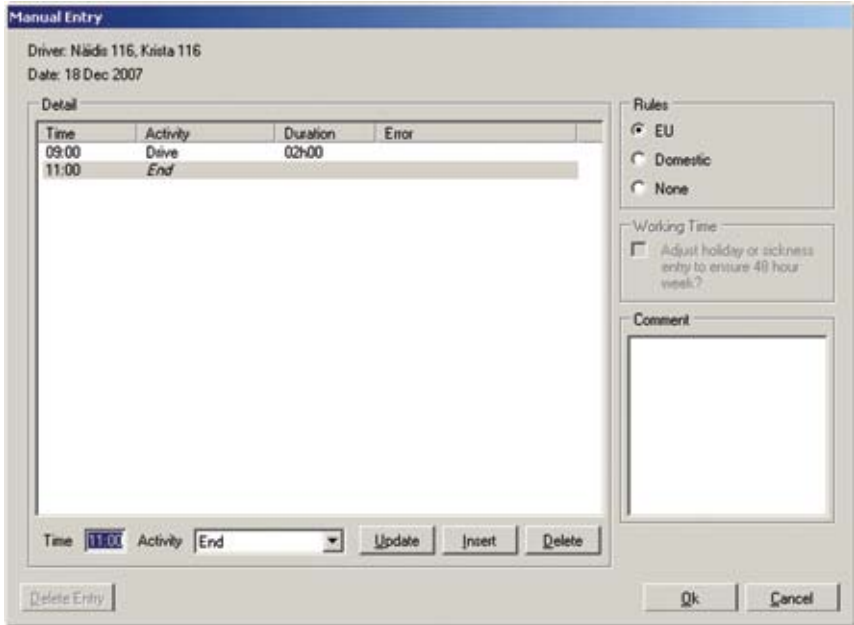




Once activity has been selected click on **Insert** and this will add the first activity to the manual entry.



The activity will be displayed with the start time selected. End activity will automatically appear underneath. To confirm that this is the end of the entries to be made click on the time box enter the finish time, leave the activity as End and press



Manual Entry

Driver: Nääts 116, Kieta 116  
Date: 18 Dec 2007

Detail

Time	Activity	Duration	Error
09:00	Drive	02h00	
11:00	End		

Rules

EU  
 Domestic  
 None

Working Time

Adjust holiday or sickness entry to ensure 40 hour week?

Comment

Time: 11:00 Activity: End [Update] [Insert] [Delete]

[Delete Entry] [OK] [Cancel]

To continue adding entries click on Time and select 11:00 and enter an activity other than End and press



Manual Entry

Driver: Nääds 116, Kieta 116  
Date: 18 Dec 2007

Detail

Time	Activity	Duration	Error
09:00	Drive	02h00	
11:00	Rest	00h00	Duration must not be 00:00.
11:00	End		

Rules

EU  
 Domestic  
 None

Working Time

Adjust holiday or sickness entry to ensure 48 hour week?

Comment

Time:  Activity:

Again End will always appear at the bottom of the activities inputted and will require an end time entered to give a duration of the last activity made. In the above screen, for example, if the driver started his rest period at 11:00 as shown and finished his rest 2 hours later – click in time period enter '13:00' leave the activity as 'End' and press

**Manual Entry**

Driver: Nääds 116, Kieta 116  
Date: 18 Dec 2007

Time	Activity	Duration	Error
09:00	Drive	02h:00	
11:00	Rest	02h:00	
13:00	End		

Rules  
 EU  
 Domestic  
 None

Working Time  
 Adjust holiday or sickness entry to ensure 40 hour week?

Comment

Time: 13:00 Activity: End [Update] [Insert] [Delete]

[Delete Entry] [Ok] [Cancel]

You will now have the completed manual entry. To delete an activity select it and press the



button to erase it.

**Manual Entry**

Driver: Nääds 116, Kieta 116  
Date: 18 Dec 2007

Time	Activity	Duration	Error
09:00	Drive	04h:00	
13:00	End		

Rules  
 EU  
 Domestic  
 None

Working Time  
 Adjust holiday or sickness entry to ensure 40 hour week?

Comment

Time: 09:00 Activity: Drive [Update] [Insert] [Delete]

[Delete Entry] [Ok] [Cancel]

To add comments to a manual entry click into the Comment box and type in the information you would like saved against it.

**Manual Entry**

Driver: Nädis 116, Kieta 116  
Date: 18 Dec 2007

Time	Activity	Duration	Error
09:00	Drive	04:00	
13:00	End		

Time:  Activity:

**Rules**

EU  
 Domestic  
 None

**Working Time**

Adjust holiday or sickness entry to ensure 40 hour week?

**Comment**

Driver drove for 4 hours from 09:00 till 13:00.

Once all aspects of the manual entry have been filled out as required click on the **Ok** button to save the entry. It will now appear in the Calendar view and Drivers view.

Calendar view for Nädis 116, Kieta 116 (18 Dec 07 to 24 Dec 07)

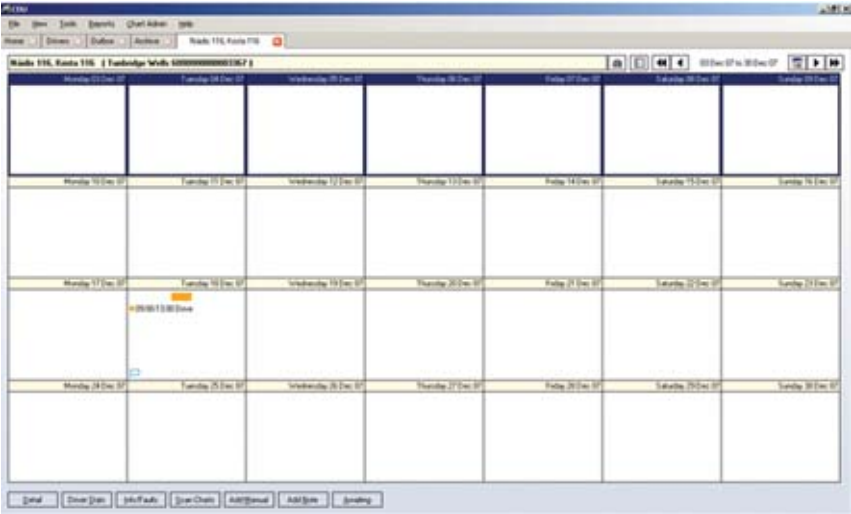
Monday 17 Dec 07	Tuesday 18 Dec 07	Wednesday 19 Dec 07	Thursday 20 Dec 07	Friday 21 Dec 07	Saturday 22 Dec 07	Sunday 23 Dec 07
	09:00-13:00 Drive					

The manual entry is now saved and displayed on the relevant date.

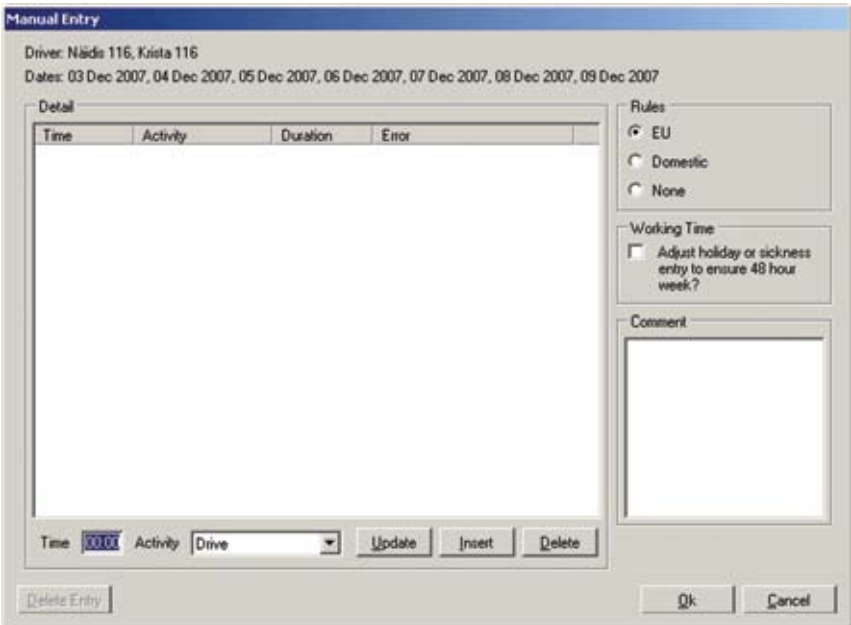


## Adding a week-long manual entry/48-hour statutory holiday or sickness

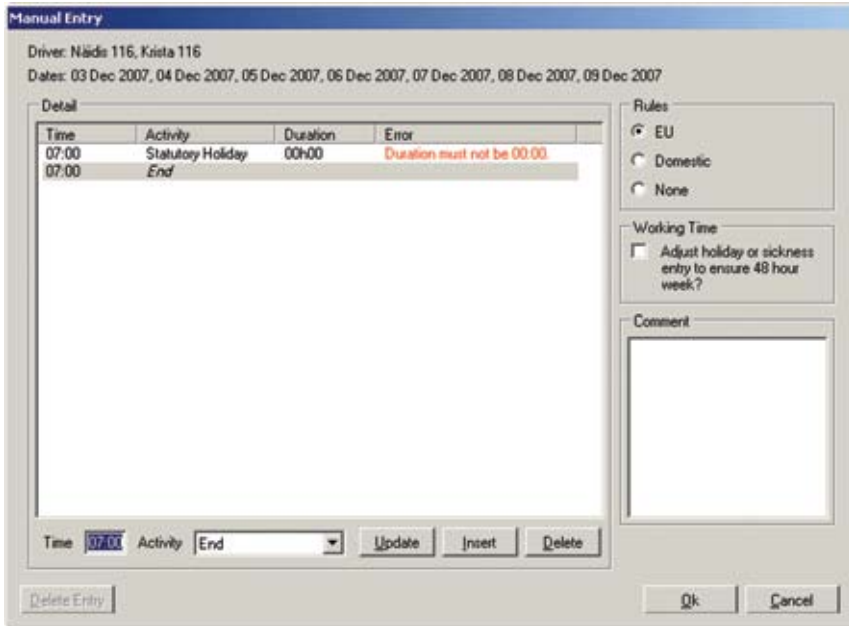
To add a week-long statutory holiday/sickness entry, go to the Calendar view and hold down the Ctrl button, highlight the days the entry covers for your holiday/sickness normal week.



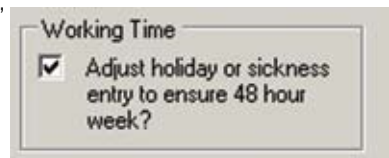
Once the required dates are highlighted (as shown above) press **Add Manual**. The manual entry screen will appear and will display the driver and all the dates selected for the entry in the top left-hand corner.



Add the start time of your normal day, in the Time box and then choose the required activity, either Statutory Holiday/Sickness and then select **Insert**.

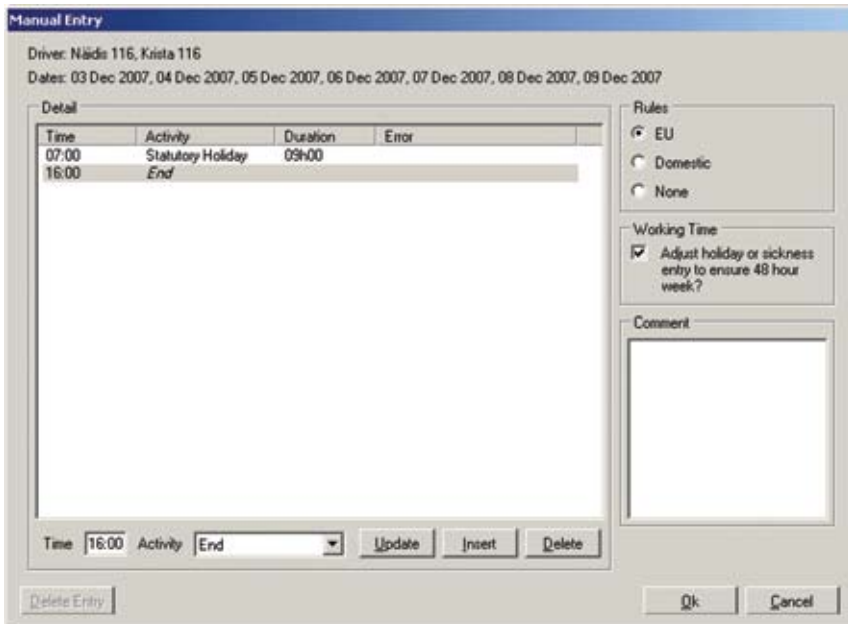


Then enter a finish time for the entry by clicking in the time box and entering a finish time, leave the activity as End and then press **Update** click in the box

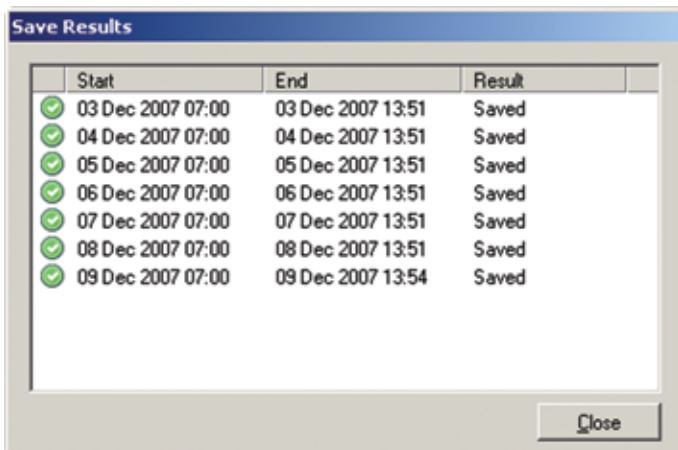


to tell the CDU to automatically make the manual entry that covers the days selected add up to a 48-hour week.

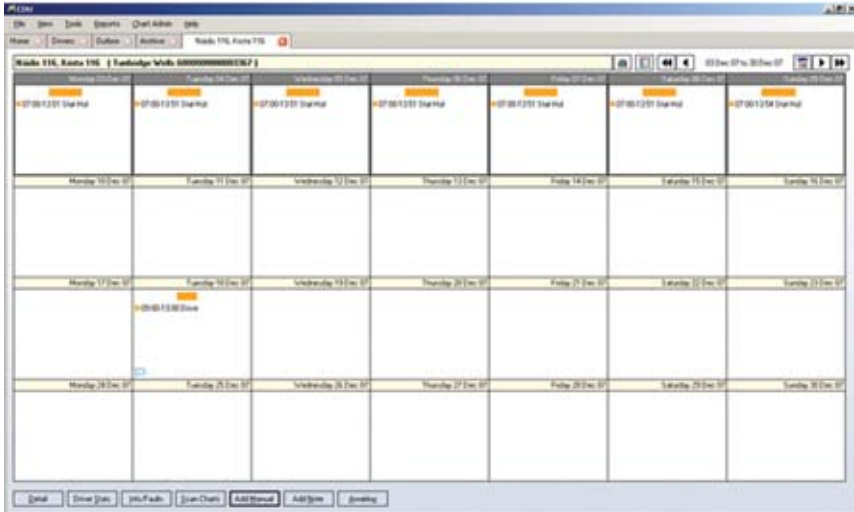




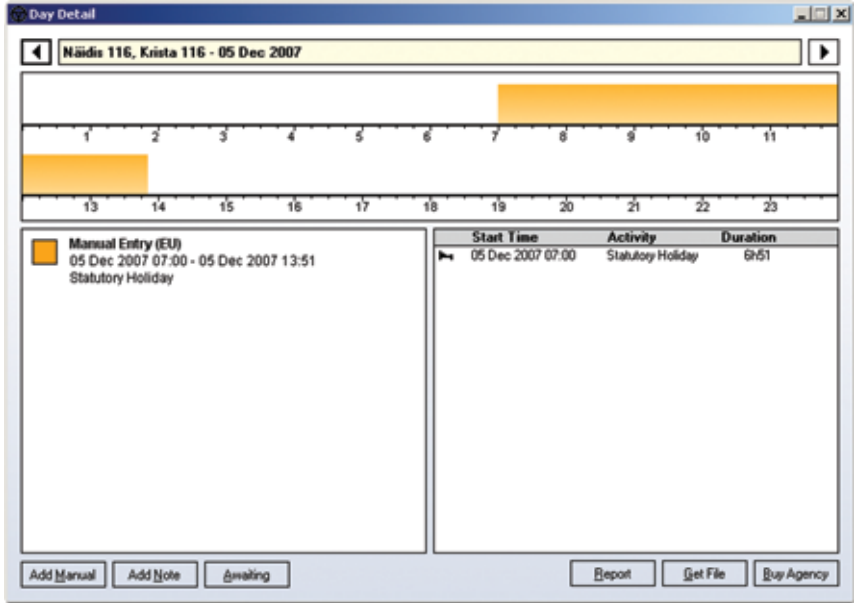
Press **Ok** to save the week-long manual entry and this box will appear confirming the multiple manual entries.



Press Close and the CDU will go back to the Calendar view where the entry was created and display them.

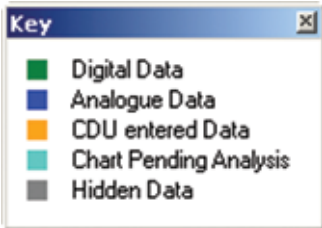


Each of the days selected will show the same manual entry and the start and end time which was originally entered as 07:00 to 16:00 will now show 07:00 to 13:51 which is a duration of 6 hours and 51 minutes each day. The tick box selected ensures the CDU software equally splits the chosen days to make a 48-hour week-long statutory holiday/sickness manual entry.

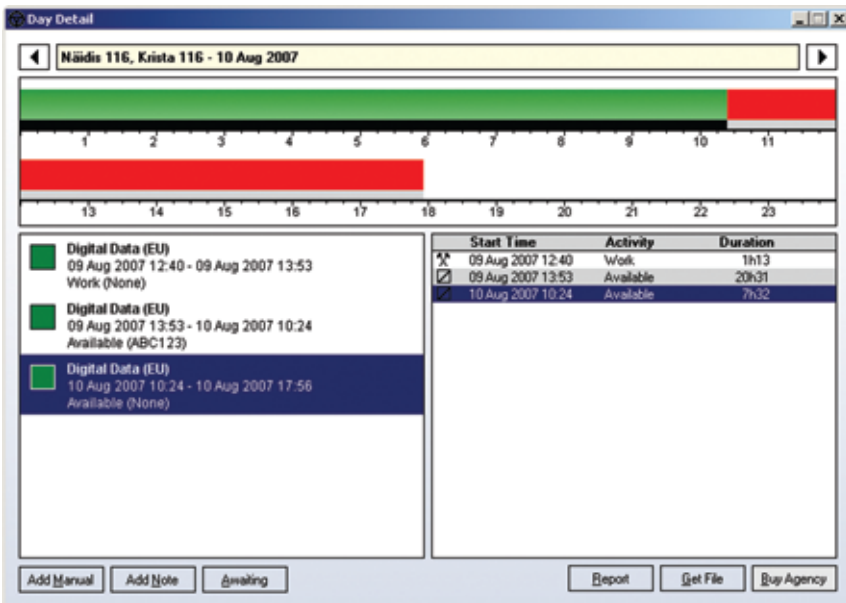


## Day detail screen

As can be seen in the previous screenshot, the Day Detail screen displays a timeline at the top of the screen which shows 0-24 hours of the day and illustrates where the activity took place within that day. The timeline will be coloured by the type of data it is (above is a manual entry so is coloured orange). The different types of data can be distinguished in the new key which can be brought up in the Calendar or Drivers view by clicking on it to activate.



This box can be moved around the CDU screen by clicking on it and dragging it around – it can also be closed by clicking on the close tab in the top right-hand corner:



The above screenshot is the Day Detail for a digital entry. The activity is broken down in the right-hand side of the screen and displayed as a trace in the timeline at the top of the screen. The left-hand side of the screen displays the digital files that the activity has come from.

In the example, the highlighted digital file has been broken down on the right-hand screen. The last activity within the breakdown has been highlighted by clicking on it – the section of the timeline trace the activity relates to has automatically been highlighted in red/grey to show which part of the trace matches the activity selected, this is to provide an easier method of viewing the data being held within the day detail.

### Edit driver

To amend driver information click on the **Edit Driver** button to produce the following screen.

The screenshot shows a software window titled "Edit Driver". On the left, there are input fields for "Surname" (Nadis 116), "Forename(s)" (Krista 116), "Title" (empty), "Driving Licence" (6000000000003367), "Reference" (empty), and "Location" (Tunbridge Wells). Below these is an unchecked checkbox for "Agency Driver" and a link for "Full Location List". On the right, there are two sections: "Active Date Range" with checkboxes for "Start Date" and "Leaving Date", both set to "01 April 2009"; and "Renewal Dates" with checked checkboxes for "Driving Licence" (13 March 2009), "HGV Licence" (06 March 2009), and "Driver Card" (06 March 2009). "Ok" and "Cancel" buttons are at the bottom right.

Amend the driver's details accordingly and click on Ok.

This is where the location, activity and status of whether an agency or permanent driver can all be edited.

If driver cards for agency drivers have been uploaded in the past and you wish to change the status of that driver to Agency click in the box adjacent to Agency Driver. This will ensure that in the future data from that agency driver's card will not automatically be analysed. The data can, however, be purchased if required.

### Active Date Range contains:

- Start Date – this is to record the date a driver commenced with you.
- Leaving Date – this is to record the date a drive left your company.

This information will be used when providing reports for your company.


### Renewal Dates contains:

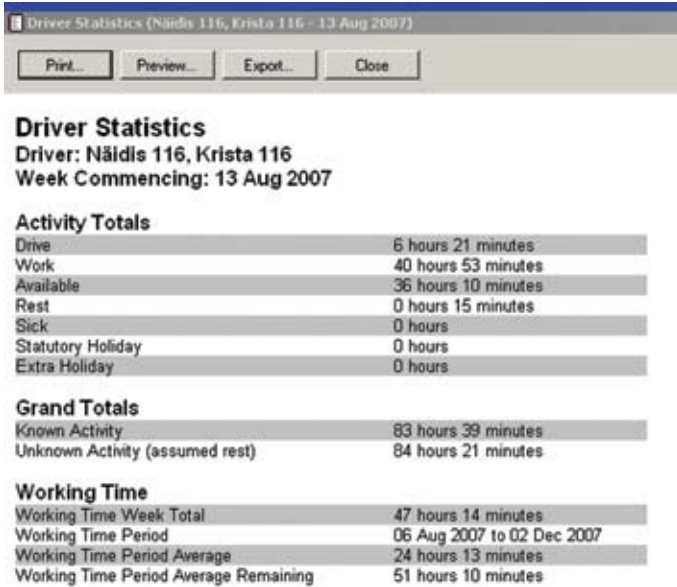
- Driving Licence – date when driving licence is due for renewal [expiry]
- HGV Licence – date when hgv licence is due for renewal [expiry] – [if relevant]
- Driver Card – date when driver card is due for renewal [expiry]

This information is used on the CDU 'home page', as reminders to activate your process to renew these details.

These details will appear on the home page when these dates are two weeks previous to their expiries, to allow time to process the renewals.

### Driver statistics

Select a driver and a date on the calendar and click on the  button to produce the following report.



The screenshot shows a window titled "Driver Statistics (Nāidis 116, Krista 116 - 13 Aug 2007)". At the top, there are four buttons: "Print...", "Preview...", "Export...", and "Close". Below the buttons, the report content is as follows:

**Driver Statistics**  
**Driver: Nāidis 116, Krista 116**  
**Week Commencing: 13 Aug 2007**

**Activity Totals**

Drive	6 hours 21 minutes
Work	40 hours 53 minutes
Available	36 hours 10 minutes
Rest	0 hours 15 minutes
Sick	0 hours
Statutory Holiday	0 hours
Extra Holiday	0 hours

**Grand Totals**

Known Activity	83 hours 39 minutes
Unknown Activity (assumed rest)	84 hours 21 minutes

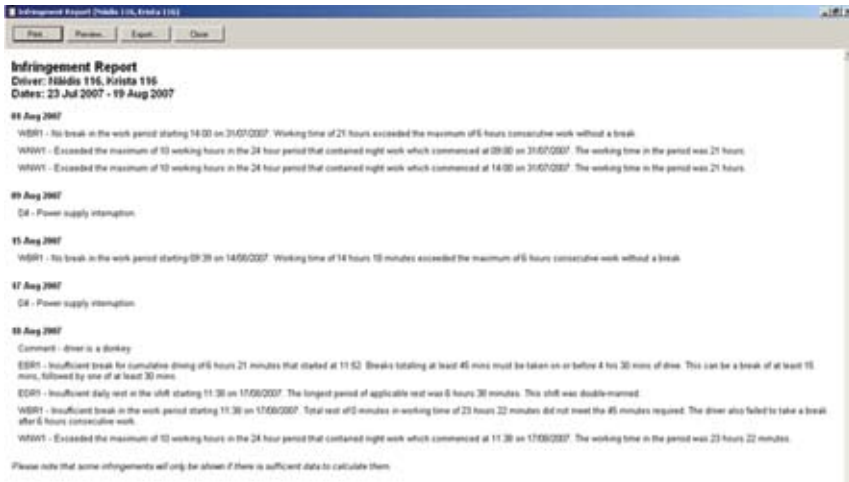
**Working Time**

Working Time Week Total	47 hours 14 minutes
Working Time Period	06 Aug 2007 to 02 Dec 2007
Working Time Period Average	24 hours 13 minutes
Working Time Period Average Remaining	51 hours 10 minutes

This report will show working time statistics for a fixed week incorporating the date selected through the calendar. It will break down the activities into totals, show grand totals and the working time totals. The report can be printed or exported as required.

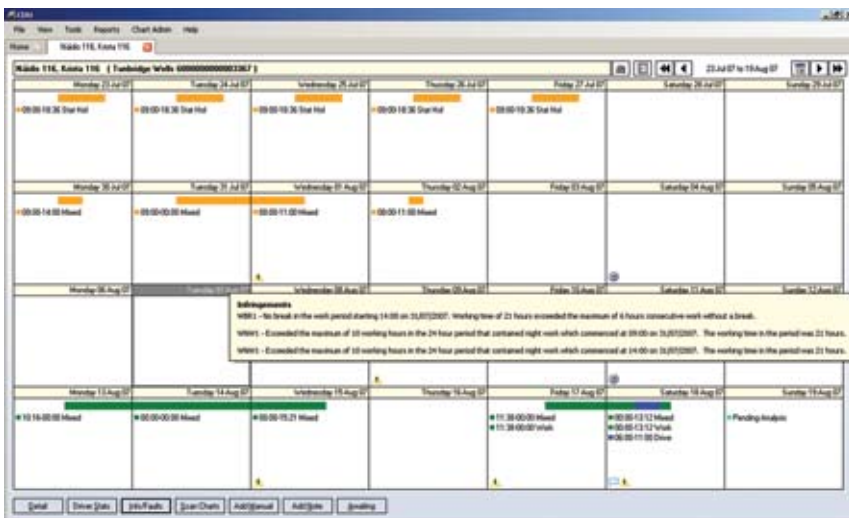
### Infringements/faults

Select a driver and a date on the calendar. Click on the  button. The following type of report will appear:




This report will show faults, drivers' hours and, where requested, working time infringements from analysed data for 28 days incorporating the date selected. This report is designed as an 'instant check'; a more detailed report will be issued within the timescale requested by the company.

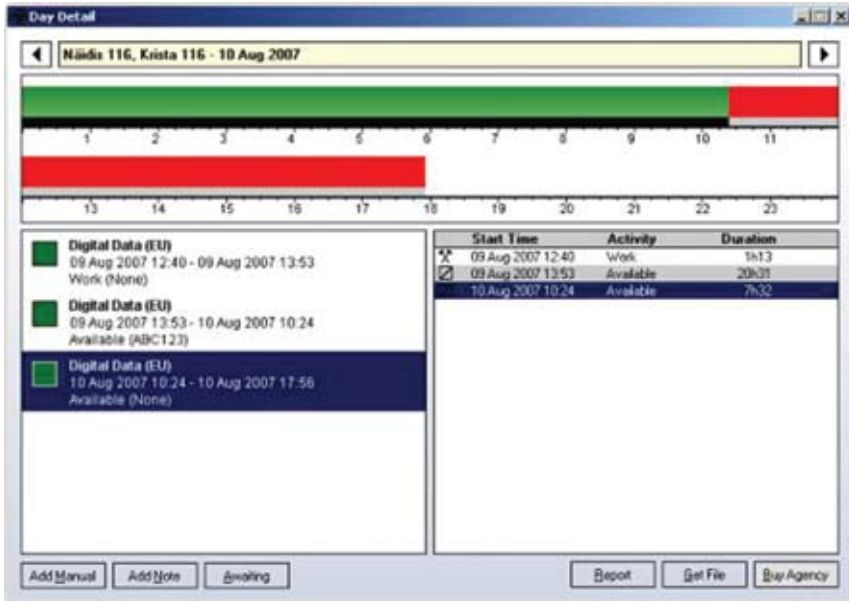
Once the report has been closed exclamation marks will appear in Calendar view as pop-ups, which show exactly where the infringements/faults occur and the detail of them. These pop-ups display the information when the mouse cursor is hovered over them.



## Day detail

The aim of this option is to give full details of activities on analogue charts or digital data and to give a facility to add notes and retrieve either chart images or raw data. Comments can also be added to manual entries and analogue entries but not digital entries.

This information can be accessed by selecting a driver and a specific date either by clicking on the  button or by double clicking on the relevant date.



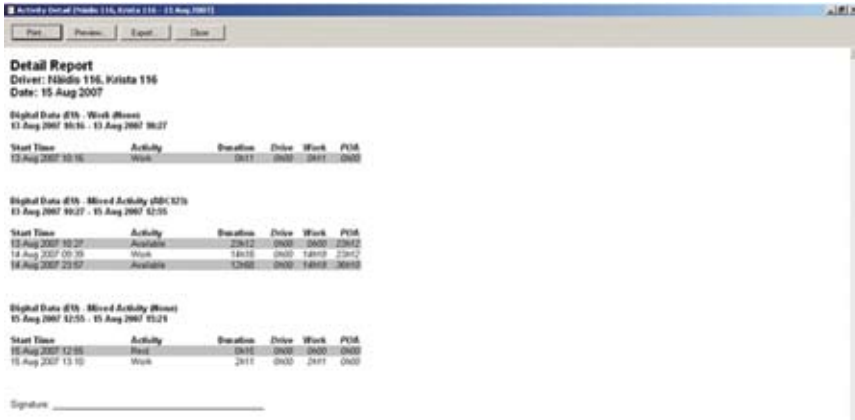
As can be seen in the above screenshot the Day Detail screen displays a timeline at the top, which shows 0-24 hours of the day and illustrates where the activity took place within that day.

The activity is broken down in the right-hand side of the screen and displayed as a trace in the timeline at the top of the screen.

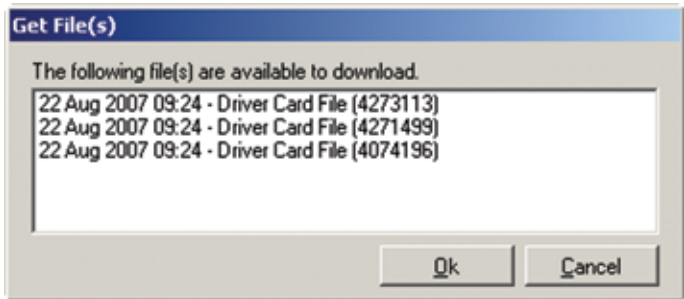
The left-hand side of the screen displays the digital files that the activity has come from.

In the above example, the highlighted digital file has been broken down on the right-hand screen, the last activity within the breakdown has been highlighted by clicking on it – the section of the timeline trace the activity relates to has automatically been highlighted in red/grey to show which part of the trace matches the activity selected. This is to provide an easier method of viewing the data being held within the Day Detail.

In the day detail screen the user can add manual entries, notes and 'awaiting data' flags for that day. A detailed report can be run for that driver's day by pressing the **Report** button.

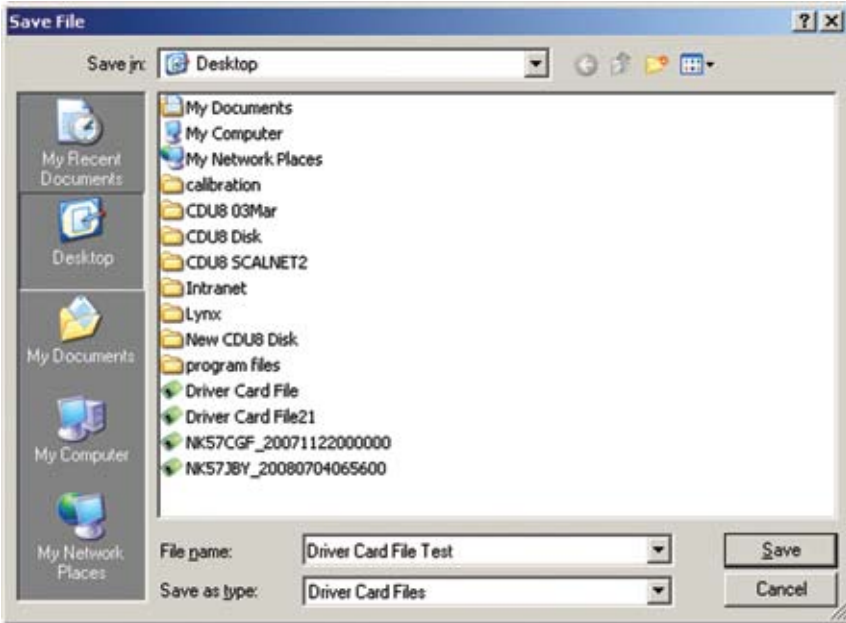


The raw data for that day can also be viewed from the Day Detail screen by pressing the **Get File** button. The files that have been uploaded for that day will be brought up in a selection box to choose from.

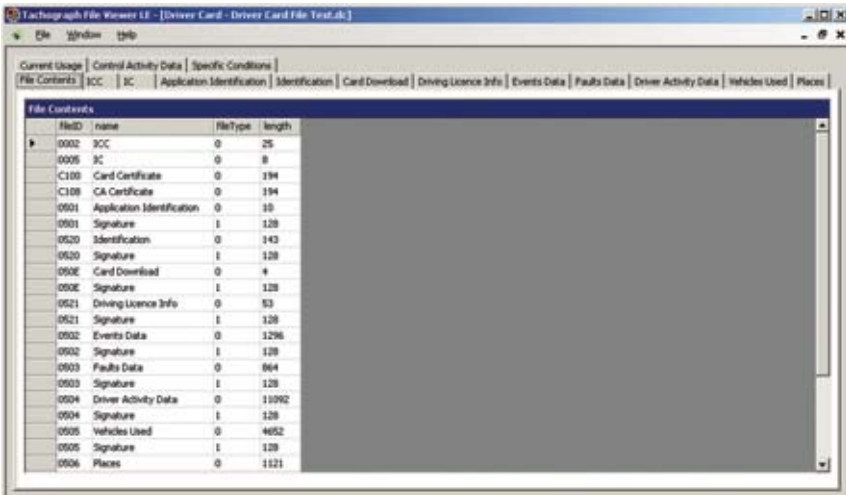


Click on the file(s) required and press Ok.




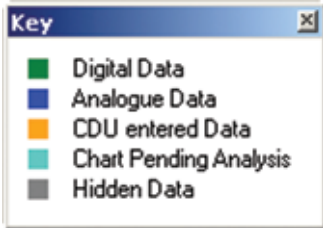


The file can then be exported for viewing to a location on the computer. Select the location from the box that appears, in the example above, and press save. Then go to that location to open the file that has been saved there.



## Key

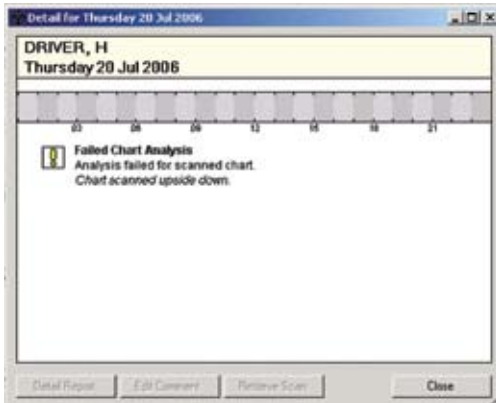
The entries made on the CDU will be coloured by the type of data. The different types of data can be distinguished in the new key which can be brought up in the Calendar or Drivers view by clicking on  to activate.



This box can be moved around the CDU screen by clicking on it and dragging it around – it can also be closed by clicking on the close tab in the top right-hand corner.

## Failed analysis

To find out why a scanned chart could not be analysed double click on the relevant date to produce the following screen.



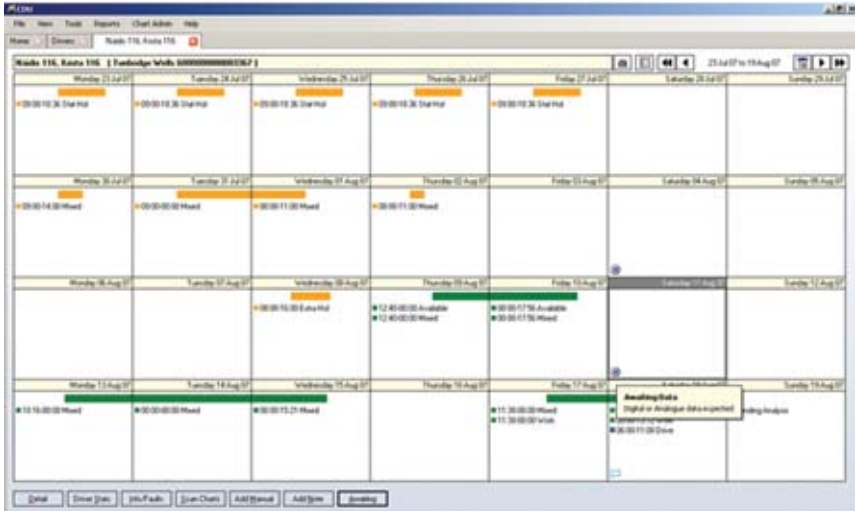
An explanation as to why the chart could not be analysed will be shown. If this occurs please rescan the chart.

## Awaiting data

This function enables users to add an 'awaiting data' symbol to driver days on the Calendar screen, where digital or analogue data is expected to be received and sent through to FTA, to help with the administering of uploading digital/scanned charts to FTA.

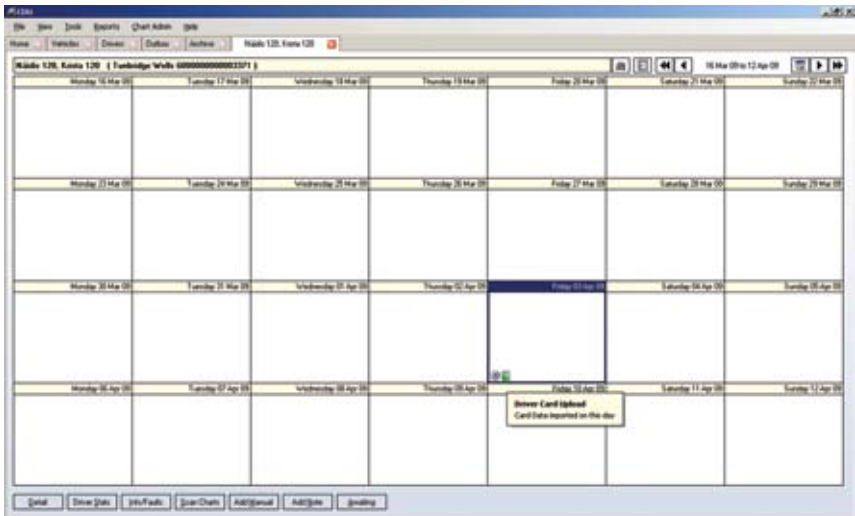
To add an awaiting data icon for a driver on a specific day, go to the driver in the Calendar view, highlight the day and press the **Awaiting** button.

The awaiting data symbol will then appear on the day selected, then can be removed by selecting awaiting button again on that date.



### Driver card upload

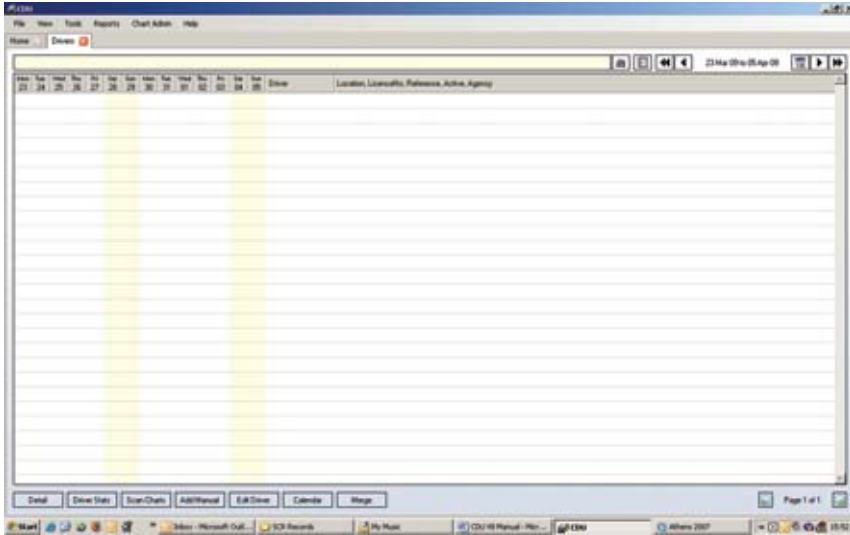
In the Calendar view an icon appears on the date a driver card was uploaded.



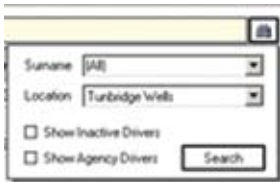
## The driver's view

This facility works in a similar way to the Calendar view but allows the ability to view activities for multiple drivers over a fixed fortnight.

To use this option click on the Drivers tab to show the screen illustrated below.

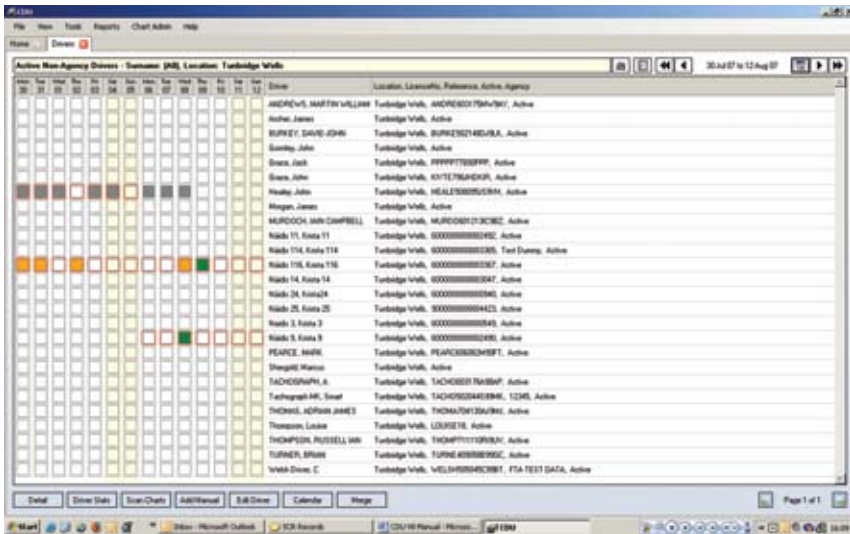


The search works in the same way as in the Calendar view except that in this view you can select, de-select, Inactive and Agency Drivers from searches by ticking or unticking where appropriate in the search menu.



This screen shows by colour coded squares the type of data that has been entered for that driver on a given day, as shown in the key that can be opened as previously explained.

This screen can then be used in the same way as the Calendar view. Detailed infringement checks can only be carried out in the Calendar view, but weeks that have infringements or faults are now highlighted in red where they occur:

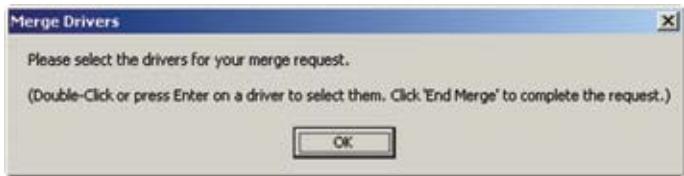


To return to the calendar, select a driver and click on the **Calendar** button. This will return you to the calendar to the date range currently opened in the Drivers view with the driver highlighted in the Drivers view already selected.

### Merge drivers

If two or more names for the same driver appear on the system and the data may need to be merged, this can be done by using the following procedure.

Click on the **Merge** button to produce the following screen.



Follow the instructions on screen to submit a merge request to the FTA tacho admin team.

All other buttons and functions are described under the calendar view section on page 18.

## Buy agency data

This button is only available where the relevant permissions have been set. This allows the user to have selected dates for agency driver cards to be uploaded to FTA for analysis.

**NB** Normal reports will not be issued by FTA for these drivers, however the user will be able to produce infringement reports, detail reports and driver stats reports via the CDU.

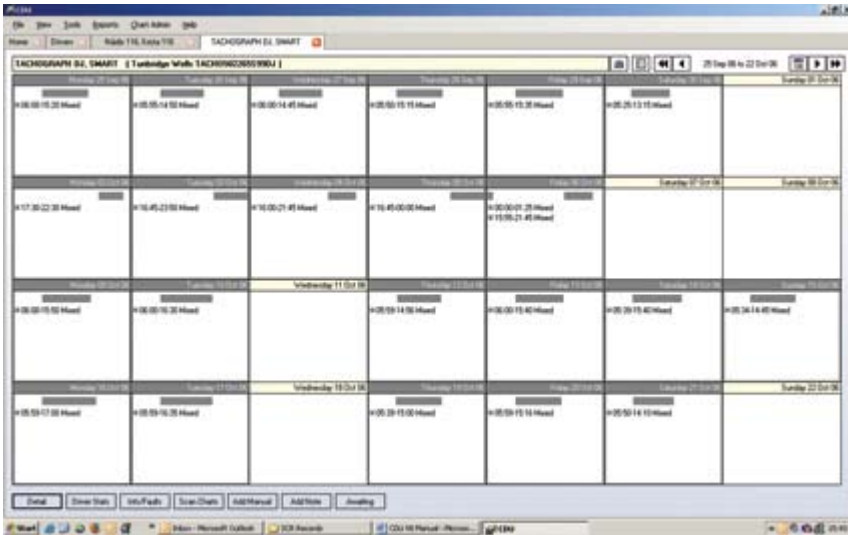
Select a driver in the search menu. Agency or Inactive drivers can be included in the search by ticking the relevant boxes.



A search filter dialog box with the following fields and options:

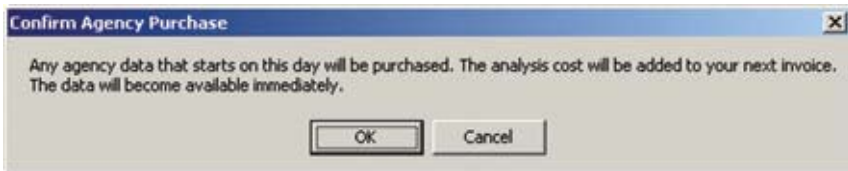
- Surname:
- Location:
- Show Inactive Drivers
- Show Agency Drivers
- Search button

The relevant agency data will appear in grey (where uploaded) as illustrated below.



The screenshot shows the 'TACHOGRAPH DI SMART' software interface. The main window displays a grid of tachograph records for a driver named 'JHE' at 'Tunbridge Wells'. The records are organized by date, with columns for Monday through Sunday. Each cell in the grid contains a date and time range, such as '10:00:15:20 Hrsd' on Monday, 10:05:14:10 Hrsd on Tuesday, and so on. The records are displayed in a grey color, indicating they are agency data. The interface includes a menu bar at the top, a toolbar with navigation buttons, and a status bar at the bottom.

Go into the Day Detail screen, select the file and press **Buy Agency**.

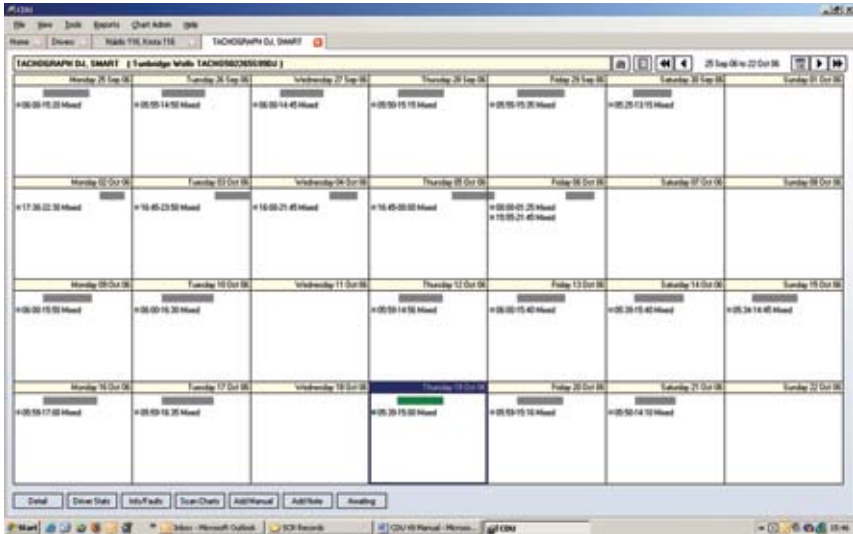


A dialog box titled 'Confirm Agency Purchase' with the following text and buttons:

Any agency data that starts on this day will be purchased. The analysis cost will be added to your next invoice. The data will become available immediately.

OK Cancel

When OK is clicked the data will then be analysed. That box will then change from grey to green as shown on following screen.



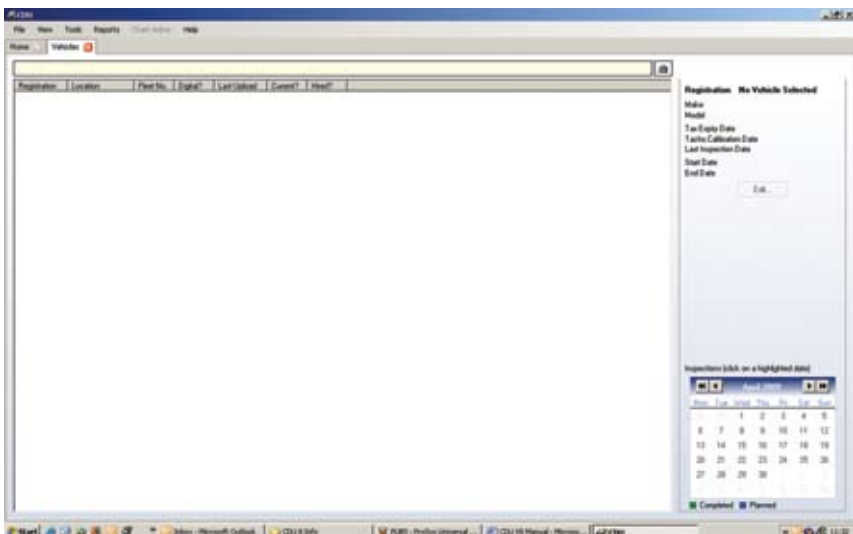
The user will then be able to check for infringements on that day.

**NB** If the data has already been purchased by a different operator you will be unable to purchase that data.

## Vehicles tab

The Vehicles tab allows vehicle information to be viewed and edited, past and planned vehicle inspections to be displayed on the individual vehicle calendar within the vehicle view.

Select the Vehicles tab in the View option which will display as below.







**Registration Y3CCF**

Make DAF

Model 95XF

Tax Expiry Date 31 Mar 2004

Tacho Calibration Date 19 Mar 2001

Last Inspection Date 08 Mar 2003

Start Date

End Date

Edit...

**Edit Vehicle**

**Y3CCF**

Location **Birmingham** [Full Location List](#)

Hire Vehicle

Active Date Range

Start Date 14 April 2009

End Date 14 April 2009

**Ok** **Cancel**

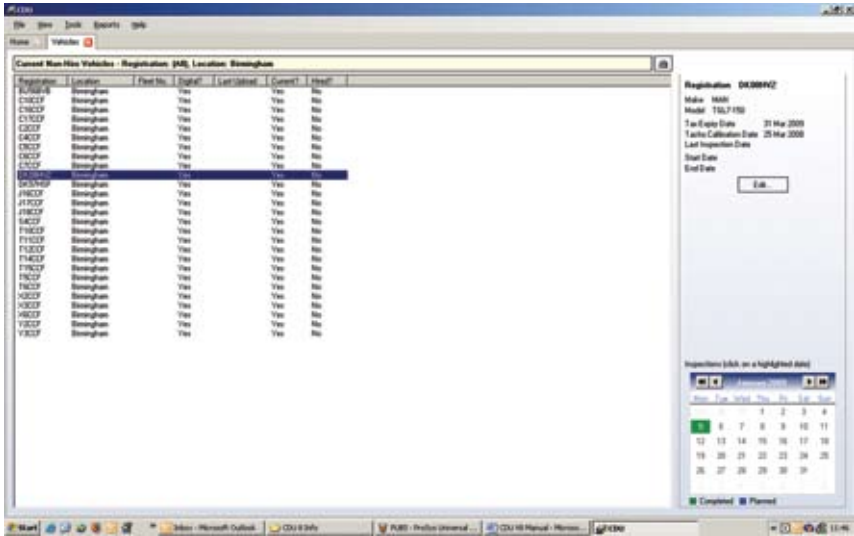
The location of the vehicle can be edited in this box by selecting from the drop down list of permitted sites for the user.

To make the vehicle a hire vehicle simply tick the box next to Hire Vehicle option and vice-versa.

To change the activity of a vehicle use the Active Start and End Date options shown above.

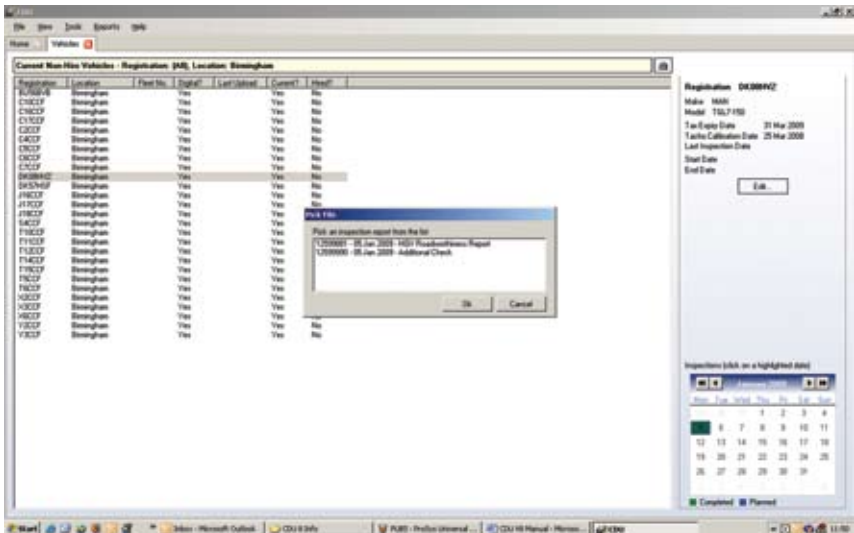
Press Ok to confirm any changes made and Cancel to exit the editing tool.

The calendar displayed in the bottom right-hand corner of the vehicles tab, shows individual vehicle data and is activated for a vehicle once the vehicle detail's line has been selected.

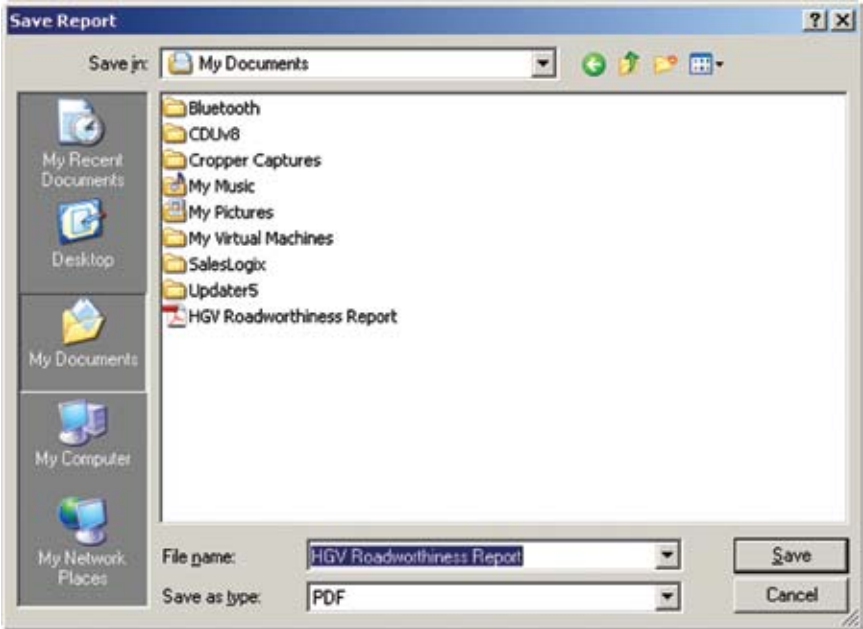


The calendar in the above screen shot is the calendar for the vehicle highlighted on the left. The calendar will show completed vehicle inspections (where carried out by FTA) for that vehicle highlighted on the day by a green box. It will also show planned inspections (to be carried out by FTA) as blue boxes over the date they have been scheduled in on the FTA's system.

Completed vehicle inspections can be exported from the calendar to the computer being used. By double clicking on the completed inspection (highlighted in green) the inspections carried out on that date will be displayed in a box.



Select the inspection report from the box and press Ok. You will then have the option of saving the inspection to an allocated place on the computer:



Select the location for saving the inspection in and then it can be viewed there once saved.

**For technical support please contact FTA on: 0871 474 4674  
or email: [IThelpdesk@fta.co.uk](mailto:IThelpdesk@fta.co.uk)**

# Digital tachograph solutions

FTA offers a range of digital tachograph services and products to help vehicle operators remain compliant with EU drivers' hours and working time regulations.

**Tachofta** – FTA offers a host of tachograph analysis services. Whether you choose to submit data to us or take advantage of our on-site visiting service, you can be sure that we have a solution to meet your individual needs. Services include:

- On-site Tachograph Analysis
- On-site Compliance Service (administrative support)
- Analysis Bureaux
- Systems Audits
- Management Information Service

**Training** – Our training programme incorporates a range of both public and in-company drivers' hours, analogue and digital tachograph courses, along with course modules linked to the Driver CPC syllabus. Visit [www.fta.co.uk/training](http://www.fta.co.uk/training) to view the full range of courses.

**Shopfta** – Sells a variety of products including a regularly expanding selection of digital and analogue tachograph products and drivers' hours and working time compliance solutions. A selection of these products are listed below. To view the full range visit [www.shop.fta.co.uk](http://www.shop.fta.co.uk) or call 08717 11 11 11\*.

- Driver Card Reader
- Vehicle Unit Download Device
- Laptop Driver Card Readers
- Digital Data Postbox
- Drivers' Hours and Working Time Analysis Toolkits
- Tally Rolls
- Digifob – Instant Drivers' Hours Viewer
- Digital Tachograph Poster

**FTA Consultancy** – FTA's experienced team of consultants are on-hand to help with any operational requirements or strategic planning you may have. Whether you are implementing new procedures, moving location or introducing a digital fleet, our consultants can provide you with a suitable and bespoke solution.

**Digital Tachograph Compliance Guide** – This free, member only, guide covers your legal requirements, a best practice action plan for the introduction of digital vehicles, details of using equipment and information regarding digital data. It can be downloaded online from [www.fta.co.uk/digitalcompliance](http://www.fta.co.uk/digitalcompliance).

**Digital Tachograph Helpline** – A dedicated helpline is available to help with any queries you may have related to the functionality of digital equipment or technical problems you may encounter.

For further information on any of FTA's Digital Tachograph Services please call our Member Service Centre on 08717 11 22 22\* or visit [www.fta.co.uk/tachofta](http://www.fta.co.uk/tachofta)

\* Calls may be recorded for training purposes



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