

# Non-contact infringement letters signing

To send a letter to a driver to be signed by the driver but avoiding any contact and the possible spread of disease you can now send letters using a unique link. This does not require the driver to install any software on their device. As long as the device has a browser and can receive either a link via text, WhatsApp or any other messaging system or can receive an email you can send the link. The device must also have the ability to read a pdf document.

From the Compliance Dashboard click on one of the Infringement Compliance boxes to view a list of outstanding letters. From the "More" drop down, choose "Generate Signing Link".

Compliance Dashboard Options & Filters

**Infringement Compliance**

912 Outstanding Inf. <small>Not yet printed</small>	249 Over 7 Days	247 Over 14 Days	194 Over 21 Days
32 Unacknowledged...	8 Over 7 Days	8 Over 14 Days	4 Over 21 Days

\* Infringements since 12th Sep 2020

**Last Readings**

8 Drivers	5 Vehicles
0 Over 14 Days	0 Over 56 Days
8 Over 28 Days	5 Over 90 Days

\* Cards over 14 days and VUs over 56 days

**Missing Odometer Compliance**

176,318 km Missing Odometer	
0 Over 28 Days	0 Over 90 Days

\* Data since 12th Sep 2020  
\* Periods with over 1 km missing

Name	Site	Inf. Date	Infringement	Type	Generated	Letter	More
Abbott, Dave	SHENLEY HALL	09-10-2020	Work Period Exceeded	WTD	-		
	SHENLEY HALL	09-10-2020	Insufficient Break	WTD	-		
Bailey, Paul	SHENLEY HALL	14-09-2020	Work Period Exceeded	WTD	-	Send to Device Generate Signing Link	
	SHENLEY HALL	14-09-2020	Insufficient Break	WTD	-		
	SHENLEY HALL	15-09-2020	Work Period Exceeded	WTD	-		
	SHENLEY HALL	15-09-2020	Insufficient Break	WTD	-		
	SHENLEY HALL	16-09-2020	Work Period Exceeded	WTD	-		

## Send a link to the the generated letter

Copy the link below and send to the worker.

<https://tachomaster.co.uk/doc/remotel/sign/?k=2ecd3fb500T847ebb31>

This worker has the following email address set: **adrian.b@**

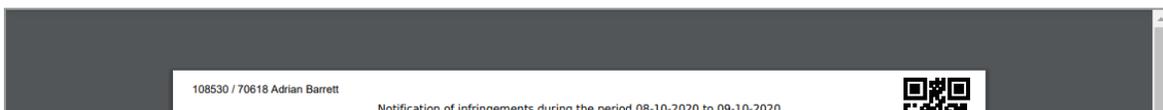
Click the button below to send the link by email.

Send by email

When the worker visits the above link they will be able to view the document below.

After the worker has signed the letter it will await your signature in the Compliance Dashboard in the Unacknowledged section for you to review.

## Document Preview:

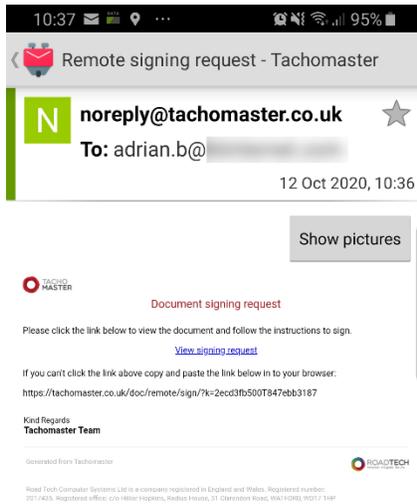




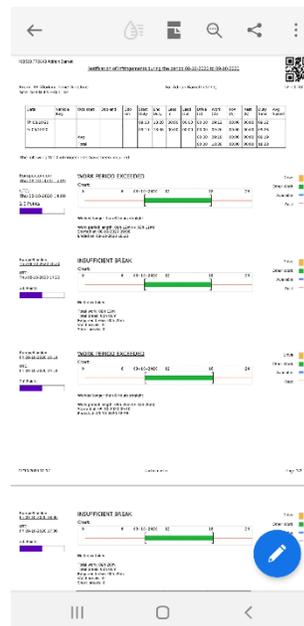
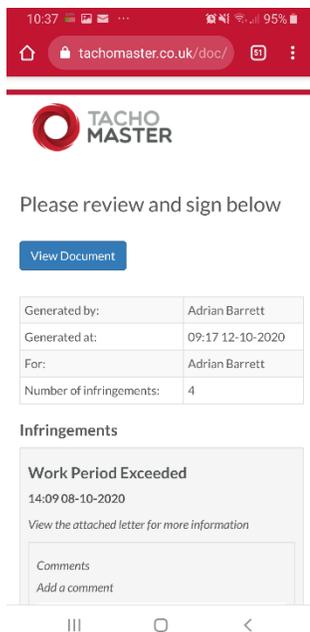
If you click on the link it will automatically copy the link and you can paste it into your chosen application to send as a text link.

If you click on “Send by Email” it will email to the email address in the worker record. You will not see this option if the worker has no email address in their record.

This is the email link



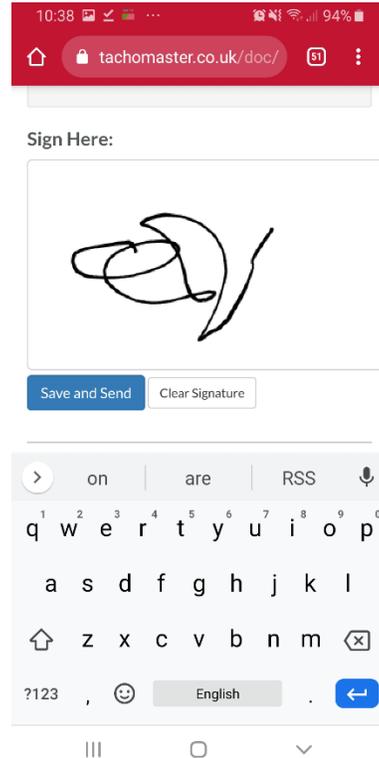
Once the worker has received the link, ask them to click on it or click on “View Signing Request” in the email and this will open the details in their browser. The worker will need to “View Document” to review the actual letter pdf before being able to sign the letter.





Once the driver has seen the letter pdf, they will be able to sign at the bottom of the document link. The worker cannot sign the document in the pdf and must return to the browser to sign and add comments.

Sign, and click save and send

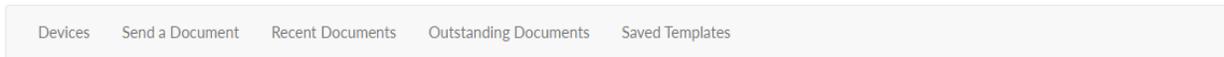


## Manager signature

As with all infringement letters a dual signatory is required but the manager does not need to sign the document on the worker's device.

Go to Modules> Document Signing> Outstanding Documents

### Document Signing



### Outstanding Documents for Remote Signing

Any documents below have been generated but not yet signed by either a worker or signed off by a user.

Generated by	Generated for	Created at	Description	View link and document	Sign Off
Adrian Barrett	Adrian Barrett	10:17 12-10-2020	Infringement Letter : Adrian Barrett	<a href="#">View</a>	<a href="#">Sign Off</a> <a href="#">Remove</a>



All outstanding documents that require a dual signature are here, click on "Sign Off"

Please review and sign below

[View Document](#)

Generated by:	Adrian Barrett
Generated at:	11:07 12-10-2020
For:	Adrian Barrett
Number of infringements:	4

#### Infringements

##### Work Period Exceeded

15:09 08-10-2020

[View the attached letter for more information](#)

##### Comments

Adrian Barrett at 11:07 12-10-2020

Comments

[Add a comment](#)

##### Insufficient Break

18:36 09-10-2020

[View the attached letter for more information](#)

##### Comments

[Add a comment](#)

Sign Here:

[Save and Send](#)

[Clear Signature](#)

Add any comments and sign the document and you can view the final document with both signatures shown.



## Switch on the Document Signing Module

If you do not have the option to send signature links, please ask your Tachomaster super user to add the Document Signing module to your system. (there is no cost to do this)

Ask them to navigate to Tools> Company Settings> Module Configuration and enable the module

Module Name	Status	Action
Analytics:	Enabled	<a href="#">View on Knowledge Base</a>
Compliance Dashboard:	Enabled	<a href="#">View on Knowledge Base</a>
DCRS:	Enabled	<a href="#">View on Knowledge Base</a>
Driver Profiler:	Enabled	<a href="#">View on Knowledge Base</a>
Earned Recognition:	Enabled	<a href="#">View on Knowledge Base</a>
Training Management:	Enabled	<a href="#">View on Knowledge Base</a>

Beta Modules – Currently in development

Modules below are still in development however are available to use.  
Please note that functionality may change and availability is not guaranteed up until they are fully released.

<b>Document Signing:</b> <i>Enable signing of PDF documents on mobile devices and storing in Tachomaster</i>	<input checked="" type="checkbox"/> Enable module Enabled	<a href="#">View on Knowledge Base</a>
<b>Remote Document Signing:</b> <i>Enable signing of Letters and PDF documents using a link that can be shared with the worker</i>	<input checked="" type="checkbox"/> Enable module Enabled	

[Save Module Configuration](#)

