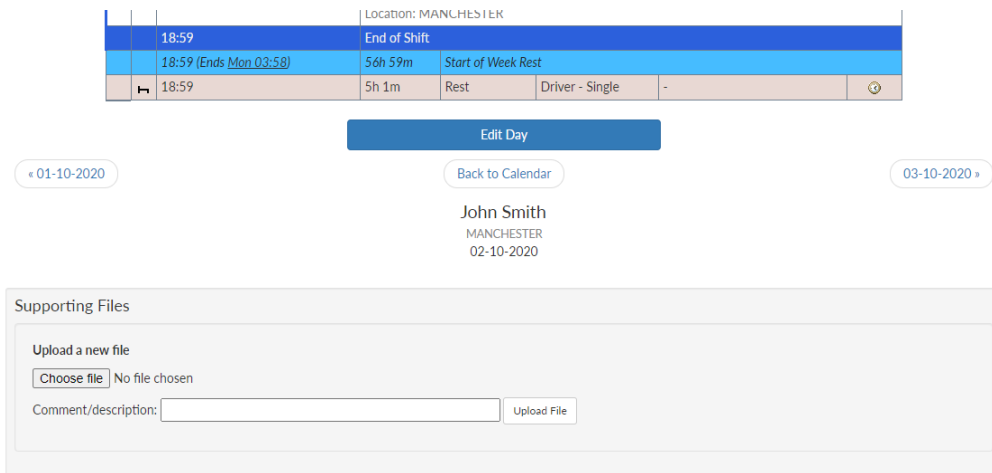


Upload supporting documents to the driver day.

You may want to add a document to the driver day view to support your compliance. The most common instance of a file to be uploaded is a scan or photo of a tachograph print out when a driver has lost their card and is driving for the permitted 15 days.

To do this, go to the Tachomaster day view either from the Compliance Dashboard or from the Worker Calendar. Scroll to the bottom of the day view



Location: MANCHESTER

18:59	End of Shift				
18:59 (Ends Mon 03:58)	5h 59m	Start of Week Rest			
18:59	5h 1m	Rest	Driver - Single	-	

◀ 01-10-2020 Back to Calendar 03-10-2020 ▶

John Smith
MANCHESTER
02-10-2020

Supporting Files

Upload a new file

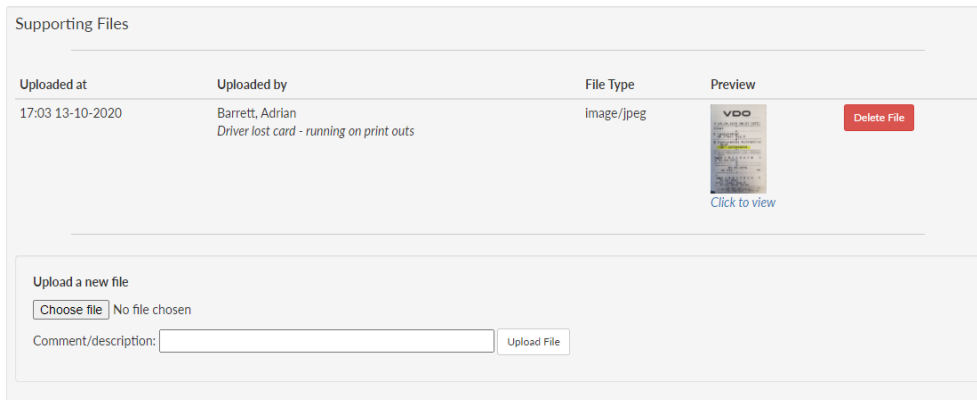
No file chosen

Comment/description:


To add a file click on “Choose file”, you can upload a photo image (jpg or png) or a pdf. The maximum file size is 2Mb.

You add a comment/description for future reference although this is not mandatory.

Once you have chosen your file click on “Upload File”. The file will be added and can be viewed from the same area. You can also delete files if the option is available.



Supporting Files

Uploaded at	Uploaded by	File Type	Preview
17:03 13-10-2020	Barrett, Adrian <i>Driver lost card - running on print outs</i>	image/jpeg	 <input type="button" value="Delete File"/> Click to view

Upload a new file

No file chosen

Comment/description:



Switch on the Supporting Document/Files feature

The supporting document feature is available without module selection but it can be disabled in whole or part via the user profile function.

Navigate to Tools> Add/Amend> User Profiles> and choose which profile you wish to amend. Scroll to the bottom of the data entry section

Data Entry	Create	View	Amend	Delete
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The item is Worker Calendar - Supporting Files

Worker Calendar - Supporting Files	All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>
Tools	Create	View	Amend	Delete	
Agency	All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Create – will allow users to add files

View – will allow users to view the files but not add or delete

Delete – will allow users to delete files

By unchecking all three items, users with that profile will not have any part of the functionality.