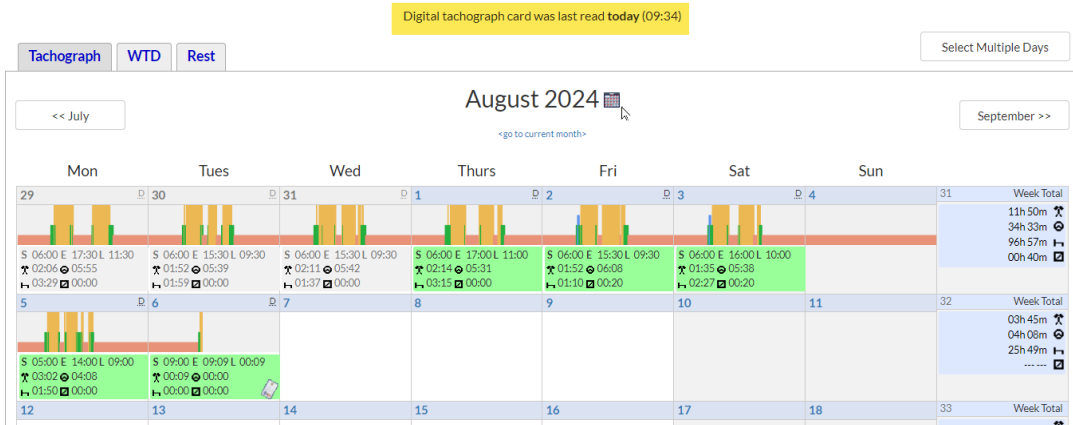


## How to manage remote downloads is Tachomaster

### Drivers

A card read in Tachomaster is treated the same regardless of source. You can receive data from a remote download, card reader via the Tachomaster client, upload through the Tachomaster web interface and all other sources. All data will be shown on the driver calendar in the same way and the calendar will tell you when the card was last uploaded irrespective of source.

Working Time Summary for Current Reference Period *				Tachograph Information as of 09:27 06-08-2024	
Reference Period:	8 weeks completed	Total time worked:	315:52	Drive available tomorrow:	10:00
Start:	10-06-2024	26 weeks total		Extended days taken:	0 of 2 this week
Dates Included:	10-06-2024 to 04-08-2024	Average time/week:	39:29	Reduced daily rest taken:	0 of 3 this week
Total time available this week:	60:00 / 52:07	Time available next week:	60:00	Weekly Drive:	04:09 of 55:27
<small>(maintain 48 hour average / maximum)</small>				Fortnight Drive:	38:42 of 90:00



All other data is also displayed in the same way regardless of source like here on the day view.

	06:00	Start of Shift				
	06:00	Start Duty Assumed by Tachomaster				
🔗	06:00	20m	Work	-	-	
	06:20	End Duty Assumed by Tachomaster				
	06:20	Start Duty by Card Insertion				Odo: 575438 km
		Location: United Kingdom				
🔗	06:20	9m	Work	Driver - Single	<a href="#">AA24BBB</a>	
🔄	06:29	2m	Driving	Driver - Single	<a href="#">AA24BBB</a>	
🔗	06:31	30m	Work	Driver - Single	<a href="#">AA24BBB</a>	

If you want to see how the data was downloaded into Tachomaster, go to the Worker Summary. You can get to the worker summary from many places, from the driver day view and on the calendar you can click on "View Worker Summary" and from the worker summary click on "Upload History"

Start of day is set to

#### Worker Details

Site  
 Watford  
 Department  
 HGV Drivers  
 Agency  
 MP St Albans  
 Employee Type  
 Agency  
 Card Last Read  
 09:34 06-08-2024

Card Last Read: 06-08-2024 09:34

The upload history displays when the file was uploaded, the data included, the card number and then the source.

## Upload History Joe Bloggs

Upload Time	Data From	Data up to	Card Number	Source	PC Name (Tachomaster Client) IP Address		
14:05 16-02-2024	05:30 01-06-2023	13:32 16-02-2024	DB26112564121103	dot,399000120825912	-	<a href="#">Download File</a>	<a href="#">File Viewer</a>
11:14 15-02-2024	05:30 01-06-2023	11:09 15-02-2024	DB26112564121103	rrwspostbox,PBClientId 114325	-	<a href="#">Download File</a>	<a href="#">File Viewer</a>
14:54 13-02-2024	05:30 01-06-2023	11:11 13-02-2024	DB26112564121103	digiCentral,26306551 digiPostPro	-	<a href="#">Download File</a>	<a href="#">File Viewer</a>
14:54 13-02-2024	05:30 01-06-2023	11:11 13-02-2024	DB26112564121103	CHERRY Smart Terminal XX44 0	PC12-HH-JKU 12.164.15.196	<a href="#">Download File</a>	<a href="#">File Viewer</a>

The various sources shown as the colours above.

**Yellow**, the file was downloaded from a Tachomaster DOT Tracking device.

**Green**, the file was received from an external source Microlise, Tacho Sys, Verilocation etc via the Road Tech Postbox API.

**Blue** the file was uploaded from a Digipost Pro device.

**Red** the file was uploaded manually through the Tachomaster client using a card reader, the PC name and IP address will also be displayed.

## Vehicles

As with drivers, all vehicle data is displayed in the same way for any source. The source can also be displayed, go to the vehicle summary, this can be chosen from the vehicle calendar and choose "Upload History".

### Vehicle Details

Registration  
AA24BBB

Site  
Watford

Vehicle Rule  
HGV

View Vehicle Summary

**Unit Last Read**    06-08-2024

Upload History

Calendar  
Summary  
Edit Vehicle Record

## Upload History - AA24BBB

Upload Time	Data From	Data Up To	Source	PC Name (Tachomaster Client) IP Address		
04:42 06-08-2024	01:00 05-08-2024	03:54 06-08-2024	dot,864636063933515	-	<a href="#">Download</a>	<a href="#">File Viewer</a>
15:39 05-08-2024	01:00 31-07-2024	15:24 05-08-2024	rrwpostbox,PBCCClientId 195633	-	<a href="#">Download</a>	<a href="#">File Viewer</a>
03:39 31-07-2024	01:00 30-07-2024	02:45 31-07-2024	digivu2	-	<a href="#">Download</a>	<a href="#">File Viewer</a>

**Yellow**, the file was downloaded from a Tachomaster DOT Tracking device.

**Green**, the file was received from an external source Microlise, Tacho Sys, Verilocation etc via the Road Tech Postbox API.

**Blue** the file was uploaded manually and uploaded through the Tachomaster client with a Digivu download tool.

## Adding new drivers and vehicles from remote downloads and managing returning drivers

### Drivers

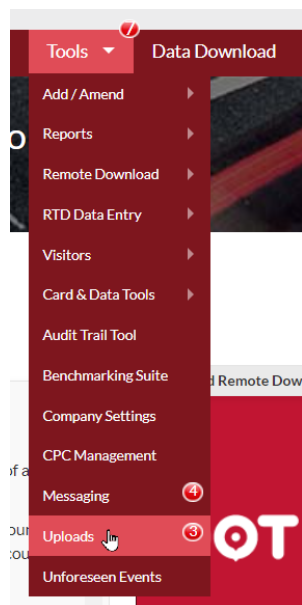
It is highly recommended that drivers and vehicles are setup manually before a driver gets into a vehicle or a vehicle is used by a driver. Creating the driver first will allow you to check the driver has available hours etc before getting into a vehicle.

If the driver is returning it is also advised the card is downloaded on the first duty to check for driver's hours availability but also to allow you to setup a new start as the driver will have been marked as left and will need to start a new employment period. This is not relevant if the driver has not been marked as left and returns within a few weeks.

As for vehicles, it is advised that when you lock the company card into the vehicle you also do a manual download of that vehicle and then upload it to Tachomaster and create the vehicle. This would ensure that any drivers that have used the vehicle have the days shown on their calendars correctly.

However, there may be times that you receive driver and vehicle data from a remote download that is new to Tachomaster or is a driver returning and you have not previously created the new records.

When Tachomaster receives a new or returning driver or vehicle that requires your attention the file will be held in the "Uploads" section. This can be accessed from the Tachomaster main menu but you will also see any outstanding Uploaded items as a number on the main Tachomaster tool bar as part of a total of notifications. Click on Uploads.



Uploads Requiring Attention				
The following data files have been uploaded for unknown drivers or vehicles. Use the options below to create the driver or vehicle, the data will then be loaded in to Tachomaster.				
Type	Read at	Driver Name / Vehicle Reg	Driver Card No.	Action required
Watford				
Driver Card	15:41 19-07-2024	Chakvetadze, Ioan	0000000002IUJY000	- <a href="#">Assign Driver (2)</a>
Hemel Hempstead				
Driver Card	17:33 17-06-2024	Talakey, Steve	DB19256982372301	- <a href="#">Assign Driver (4)</a>
Northampton				
Driver Card	05:53 19-07-2024	Sissoko, Lenoir	DB68215662155503	- <a href="#">Assign Driver (2)</a>
Road Tech PostBox (Microlise Limited)				
Driver Card	07:33 05-08-2024	Smith, Henry Paul	DB21278525254500	Employment gap <a href="#">Assign Driver</a>

All drivers that are unknown to Tachomaster or have an action required are shown. If a driver has been downloaded multiple times the number of card reads is shown next to the assign driver text.

The drivers are grouped by site if Tachomaster is able to determine which site the download came from or by source if not.

To assign and create a driver click on "Assign Driver".

Click “Create New Driver” and enter the details. \* All items marked with an asterisk are optional

Uploads / Remote Download Devices [Open File Viewer](#)

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**Assign Driver to Card**

The owner of this driver card is unknown to Tachomaster. This is because the card has never been uploaded before. Use the options below to either assign to an existing driver, or create a new driver.

**Card Details**

Name: Chakvetadze, Ioan  
 DOB: 11-07-1978  
 Card No.: 000000000ZIU00

**Data Source**

Upload from DOT  
 Uploaded by: Paul Smith (Road Tech)

**Create New Driver**

[Cancel](#)

[\[+\] Show Technical Details](#)

In the unlikely case you do not know who the driver is, if you click on “Show Technical Details” it may give you some idea of the data source. You could also click on “Open File Viewer”. This would display the raw data from the card, click on “Vehicles Used” and scroll to the bottom, the most recent vehicle registrations the driver has driven will be there, you may recognise one, the very last vehicle is usually the vehicle that the remote download may have come from.

It is also possible to delete the record.

If a driver has not been marked as left but has also not downloaded their card for a period of 56 days or more the driver will be added to the uploads section with the comment Employment Gap. This is to ensure that unwanted charges are applied. If a site has left a permanent driver on the system but the driver leaves for a few months and returns then Click on Assign Worker and either accept, edit and accept or clear the employment periods.

Uploads / Remote Download Devices [Open File Viewer](#)

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**Confirm Employment History**

A gap in employment of 8 or more weeks has been identified for this worker. Check and confirm that the periods where the driver was not employed are correct below. The data can then be processed.

Employment End	-	Employment Start
<input type="text" value="06-01-2023"/>	« not employed »	<input type="text" value="05-08-2024"/>
<input type="text"/>	« not employed »	<input type="text"/>
<input type="text"/>	« not employed »	<input type="text"/>

If you wish to leave the employment periods as they are [click here to clear](#) and confirm below.

**Card Details**

Name: Smith, Henry Paul  
 DOB: 23-01-1984  
 Card No.: DB21278525254500

[Cancel](#)

[\[+\] Show Technical Details](#)

## Vehicles

Vehicles are similar to drivers and you click on Assign Vehicle to allocate.

Road Tech PostBox (Microlise Limited)					
Driver Card	14:03 25-07-2024	Adams, David	DB22270654514003	-	<a href="#">Assign Driver (3)</a>
Vehicle Unit	17:40 23-07-2024	AA24BBB	-	-	<a href="#">Assign Vehicle (8)</a>
Vehicle Unit	07:31 24-07-2024	AA24BBC	-	-	<a href="#">Assign Vehicle (7)</a>

Click on “Create New Vehicle” and add the relevant data to the vehicle record.

Uploads / Remote Download Devices [Open File Viewer](#)

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**Assign Vehicle to Unit**

This vehicle unit has never been uploaded to Tachomaster before. You need to assign it to view the data.

**Vehicle Unit Details**

Reg No.: AA24BBB  
VIN: ZAW06KZX1NM635241

**Create New Vehicle**

[Create New Vehicle](#)

[Cancel](#)

[Delete this upload](#)

[Delete this upload and all uploads for the same vehicle](#)

[\[+\] Show Technical Details](#)

If the vehicle already exists you may get the option to assign to an existing vehicle. This may occur if the manual download happened after the remote download or a vehicle was setup wrong to start with and has been changed (registration nation etc).

**Possible Matches**

Reg No.	
AA24BBB	<a href="#">Assign to this vehicle</a>

**Create New Vehicle**

[Create New Vehicle](#)

In the unlikely case you do not know the vehicle, you can click on “Show Technical Details” it may give you some idea of the data source. You could also click on “Open File Viewer”. This would display the raw data from the VU, click on “Activities” and on a recent day that has an amount in the “vuActivityDailyData” click on the day and look at the name of the driver in “Card IW Data” in the section underneath that shows who inserted/removed their card that day.

It is also possible to delete the record.