

# TIS-Web® DMM 5.X

## User manual



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# 1. Requirements

## 1.1 System requirements

In order to use the TIS-Web® application, your computer must meet the following requirements:

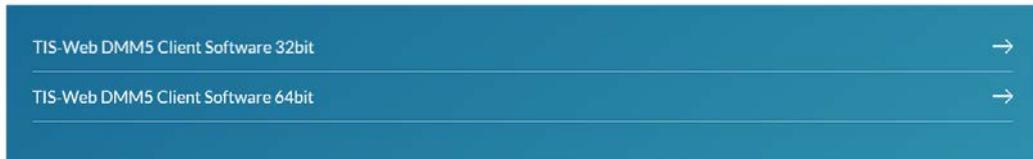
Processor	Pentium 4 (2 Ghz), similar or superior
RAM	2GB or more
Operating system	<ul style="list-style-type: none"> <li>• <b>Windows® Common data 7 x32</b></li> <li>• <b>Windows® 7 Ultimate x64</b></li> <li>• <b>Windows® 7 Professional x64</b></li> <li>• <b>Windows® 8 x64</b></li> <li>• <b>Windows® 8 Pro x64</b></li> <li>• <b>Windows® 8 RT x64</b></li> <li>• <b>Windows® 8 Enterprise x64</b></li> <li>• <b>Windows® 10 x64</b></li> </ul>
Connection speed	ADSL / VDSL
Browser	<ul style="list-style-type: none"> <li>• Microsoft® Internet Explorer® v11 and later</li> <li>• Chrome</li> <li>• Firefox</li> </ul>
Runtime Components	Microsoft Visual C++ 2005 Distributable Package <a href="http://www.microsoft.com/downloads/details.aspx?familyid=32bc1bee-a3f9-4c13-9c99-220b62a191ee&amp;displaylang=en">http://www.microsoft.com/downloads/details.aspx?familyid=32bc1bee-a3f9-4c13-9c99-220b62a191ee&amp;displaylang=en</a>
Card reader	A2C59516754 (including drivers)

## 1.2 Requirements for use

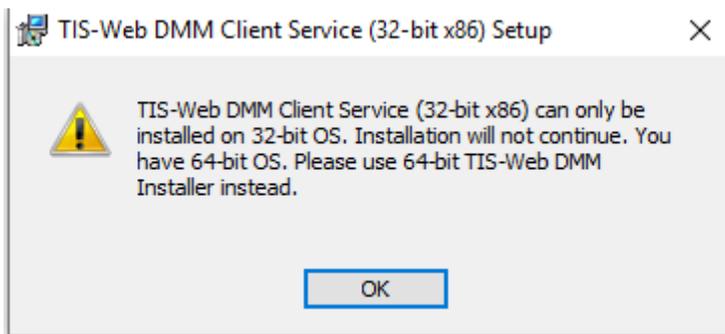
The TIS-Web® DMM Client Software service must be installed in order to perform manual downloads (card reader, download keys). The service can be obtained via the following link: <https://www.fleet.vdo.com/meta-navigation/downloads/#tisweb>

You should choose the corresponding option, depending on whether your computer is 32 bits or 64 bits

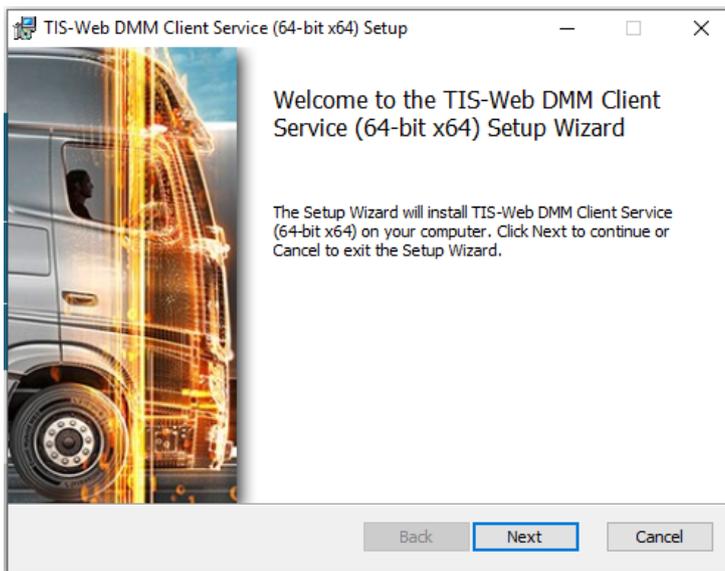
### TIS-WEB



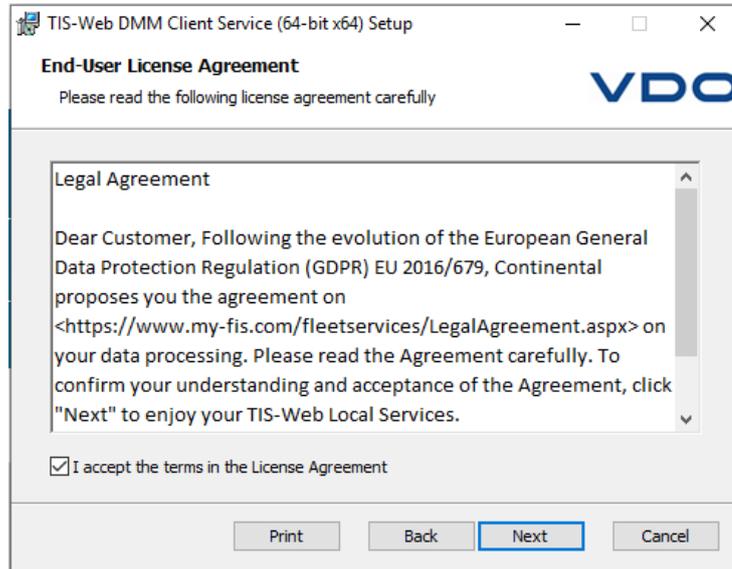
### 1.2.1 Download and run (with administrator permissions) the TIS-Web® DMM 5 Client Software application



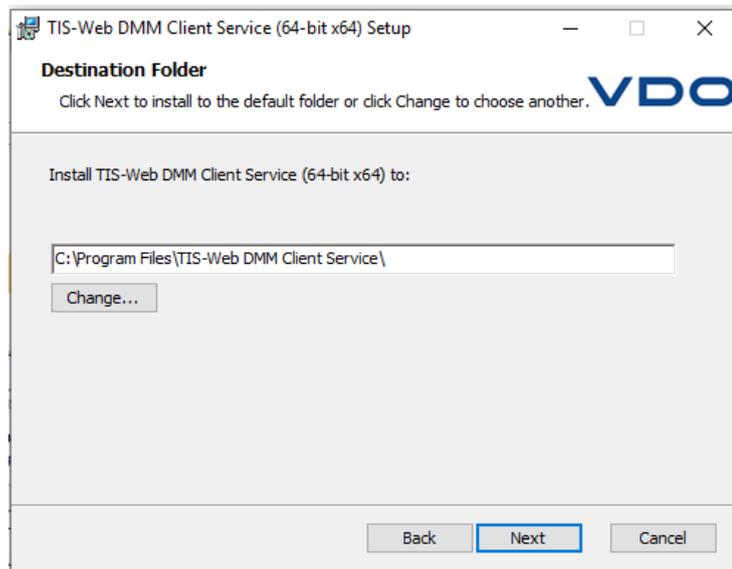
### 1.2.2 Click on “Next”



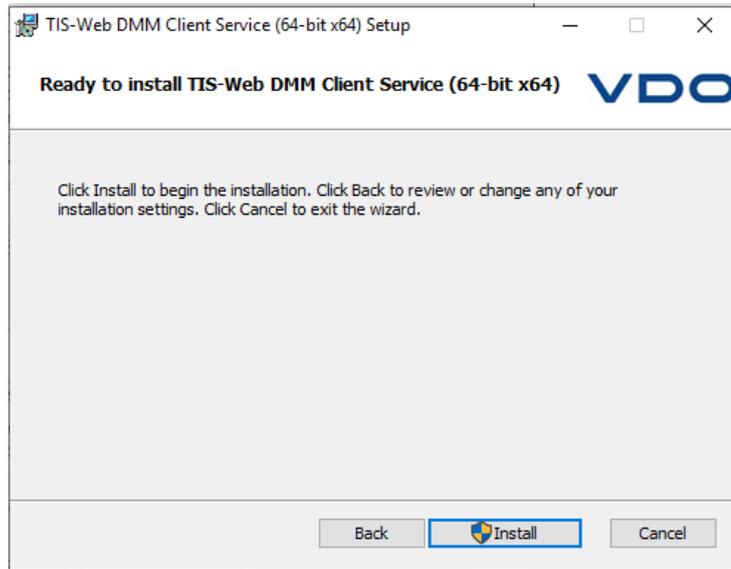
### 1.2.3 Read the license terms, check the “I accept the terms in the License Agreement” box, and click on “Next”



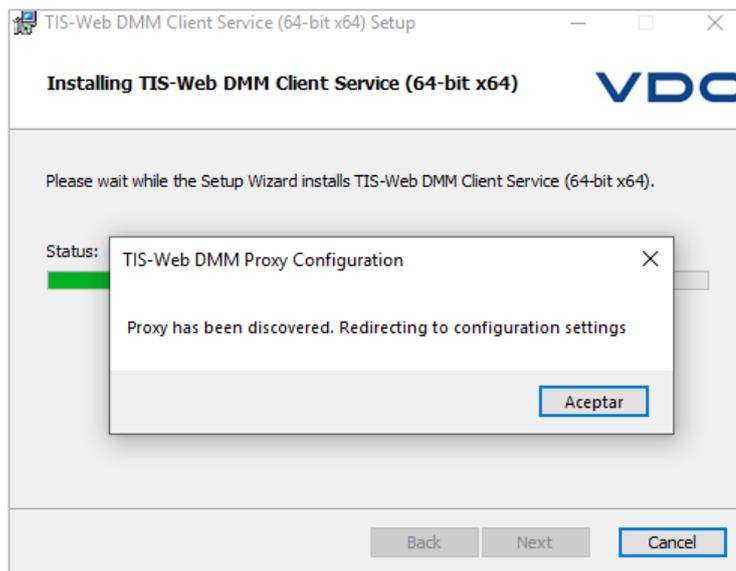
### 1.2.4 Select the folder where you want the application to be installed and click on “Next”



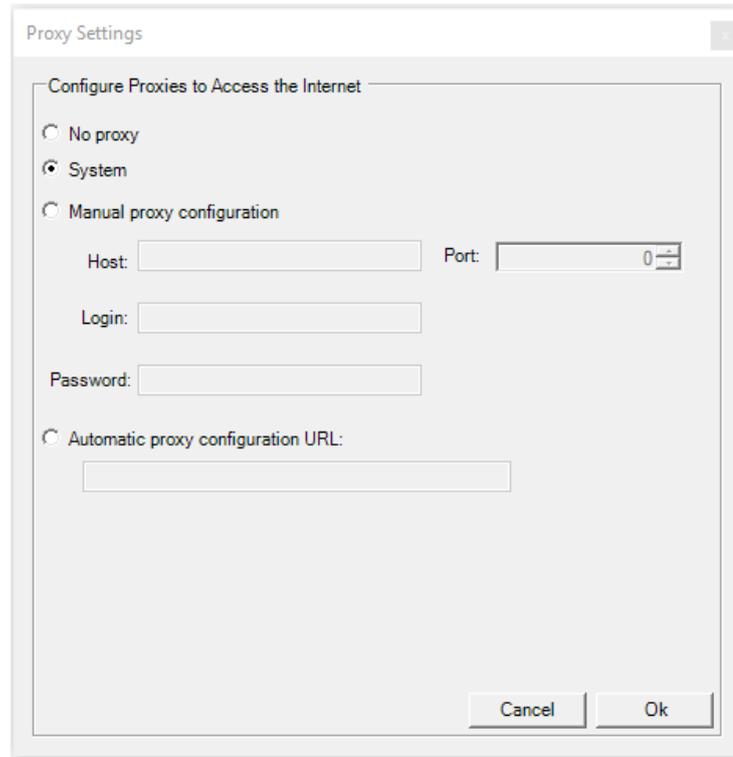
### 1.2.5 Click “Install” to begin the installation



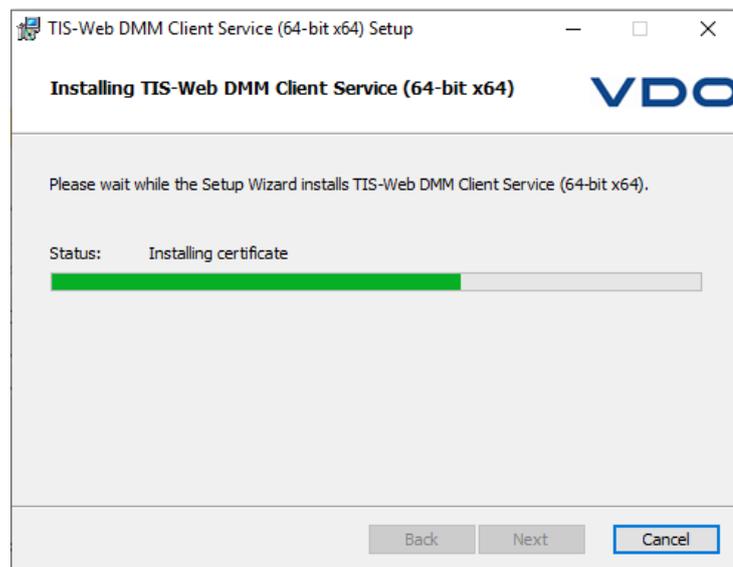
### 1.2.6 If you have a proxy, you will see this message prompting you to enter the proxy information



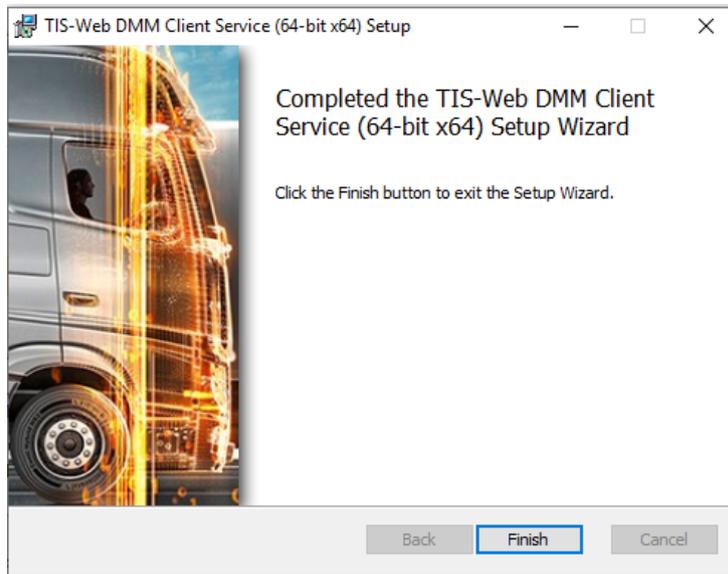
- 1.2.7 Enter the proxy information and click on the “OK” button  
If you select <System> application would take automatically proxy information from your system**



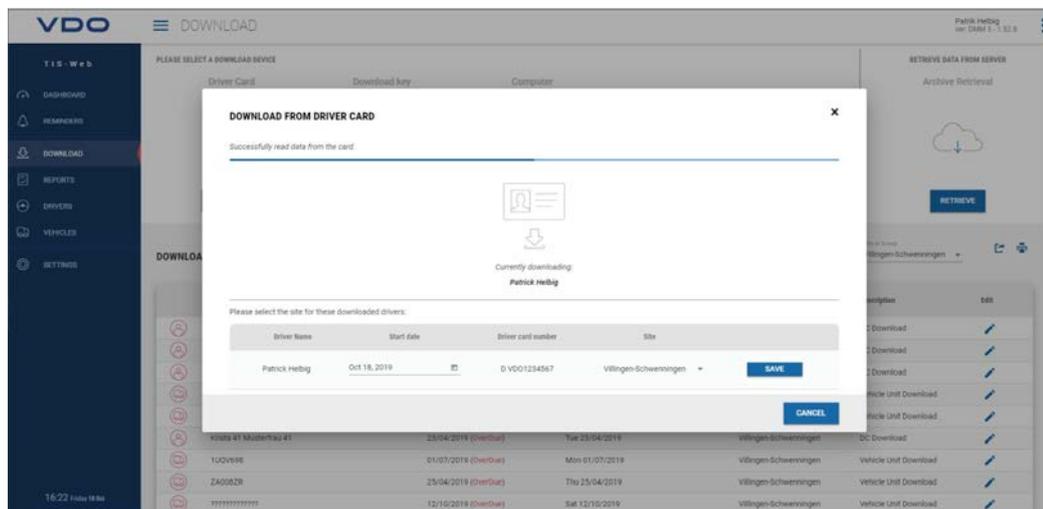
- 1.2.8 Wait while the installation process is in progress**



1.2.9 Once the installation is complete, you will see this screen. Click on “Finish”.



1.2.10 Once the installation process is complete, you can upload your second-generation files (driver card G2 or Smart DTCO 4.0) to your DMM 5.0 application



## 2. Security

### Login

The following steps should be taken to ensure that your access credentials are not acquired by unauthorized personnel.

- **Change the default password provided by VDO.**
- **Do not give your credentials to third parties.**
- **Keep your application access credentials (account, username and password) in a safe place.**
- **Change your password regularly.**
- **If you have forgotten your password, click on**  **“and follow the instructions to reset your password via your email.**

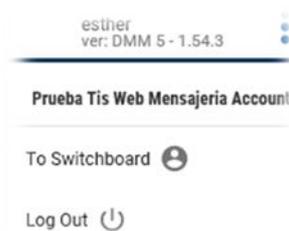
### Data transfer

All the information regarding your fleet will be encrypted using the SSL protocol during the transmission process on the Internet.

Internet Explorer displays a padlock (  ) when a secure connection has been established.

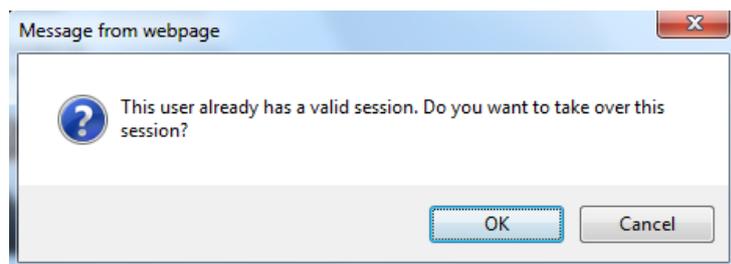
### Logout

Always close the TIS-Web® application properly. To do this, go to “Log out” (in the options found at the top of the TIS-Web® menu).



If you forget to close the application correctly or the application's maximum idle time elapses, the system will automatically log out after 20 minutes.

If you have not closed the session correctly and you try to log in again (within 20 minutes), the program will indicate that there is already another user currently logged in. You will have to click on “OK” if you want to close the previous session and open a new one.



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### 3. Summary of features

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#### Steps to take

The TIS-Web® DMM 5.X application allows you to transfer **driver files (generation 1 and generation 2)** and files downloaded from the **tachograph memory (digital and smart)** to a database for secure and legally compliant storage.

Once the database has been created, you will be able to analyze the downloaded data.

In order to carry out this procedure you must follow the following steps:

#### File

To download information and transfer it to the server you can:

Manually:

- Card reader, **inserting a driver card or**
- **DTCO** download key **or**
- Folder **containing the files you want to import.**
- Tachomat, **a workshop application for uploading driver and DTCO data by means of a basic interface. If applicable in your country.**

Automatically:

- TIS-Web® Automatic Upload: **Files in a folder; for example, DownloadTerminal**
- TIS-Web® Remote Service: **Files downloaded through download devices (DLD)**
- TIS-Connect: **Through a gateway that has been implemented with some distributors who have remote download devices.**

The data will be automatically archived and will be ready to be evaluated.

#### Evaluation

You will be able to analyze, check and export relevant information regarding your company by means of the reports generated (e.g. Infringement Report), to help you in the decision-making process

## 4. Access to the Program

### 4.1 Internet address

In order to use the TIS-WEB® application, you must know your personal access data (account, username and password).

To start TIS-Web®:

**Open one of the supported browsers and go to the TIS-Web® website by entering the following address: [www.my-fis.com](http://www.my-fis.com)**

**Note:** The first time you do this, you should open the browser with administrator permissions

### 4.2 Access page

**You have to enter your account details (account, username, password) each time you want to use the TIS-Web® application**

**Click on “Login” to authenticate your data and access the program**

**VDO** TIS-Web

DTCO information portal

TIS-Web product information

**Welcome to TIS-Web**

Please sign on below with your account, user and password

Account:\*

User:\*

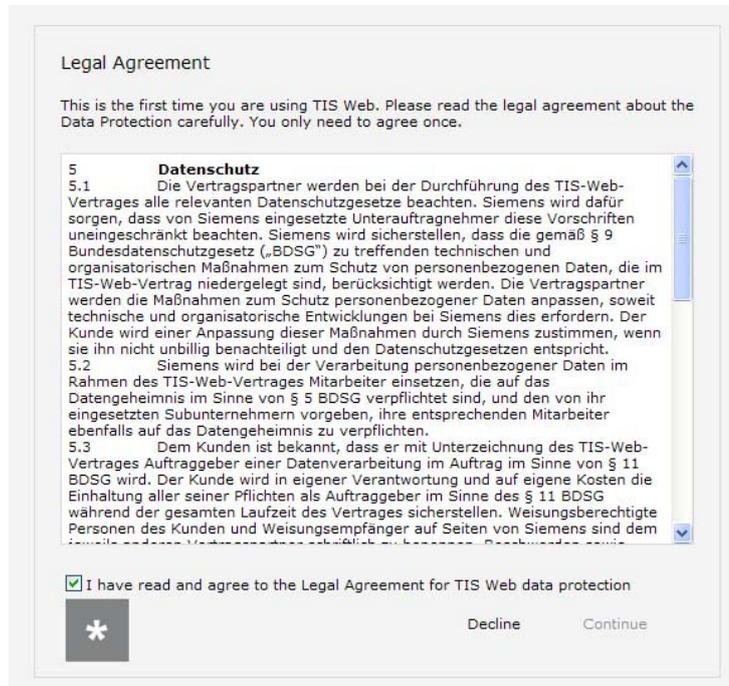
Password:\*

\*Mandatory Fields

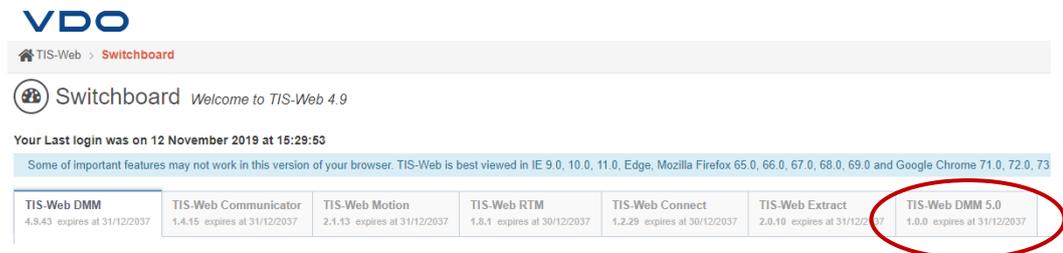
Login Forgot Password

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.



You will then see the home page. To enter directly into the application, select TIS-Web® DMM 5.X. You can then proceed to download or view your data.



The application will then begin to load



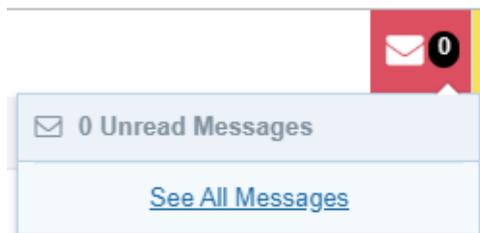
## 4.3 Homepage / Dashboard

In the upper right-hand side of the application you can see your messages, help and user options



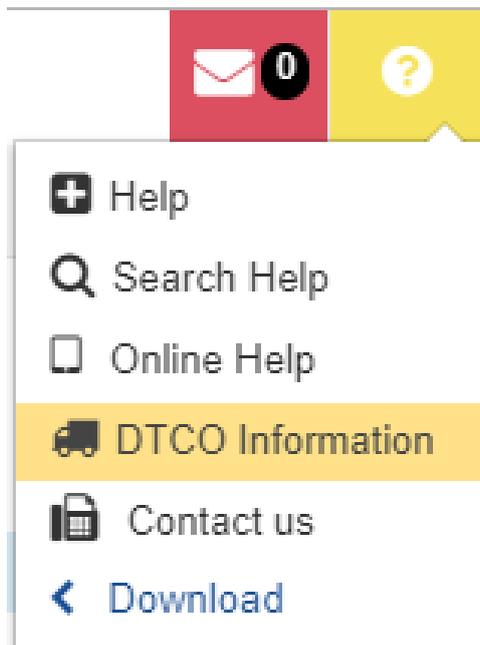
### 4.3.1 Messages:

By clicking on the messages, you will be able to see all active messages

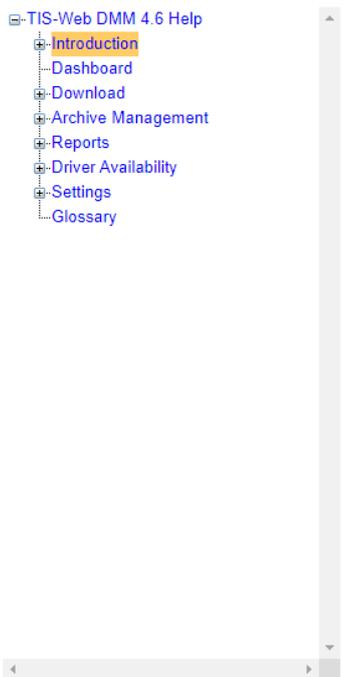


### 4.3.2 Help:

A drop-down menu will open showing the different options.



- Help:  
You will see a new page with all the support available help topics



## Introduction

TIS-Web DMM (Data Management) is a Web Service for archiving and evaluating digital and analogue tachograph data. A secure connection (SSL protocol) enables you to

- manage your fleet's driver, vehicle and site data and
- archive the data stored on the driver card and the data recorded by the digital tachograph and
- evaluate the data stored on the driver card and the data recorded by digital and analogue tachographs.

The archived data is stored in accordance with the agreed retention period. Older data is automatically deleted from your web archive once a month. Please refer to your service agreement for information on how long archived data will be retained.

**!** **Important**  
Your service partner sent you a password that you must enter when starting TIS-Web for the first time. To protect your data against authorised access you should modify this password immediately. See [User Setting > Change Password](#) (drop-down menu). ◀

**!** **Important**  
If you have not yet stored your user's e-mail address, TIS-Web will prompt you to specify it after login. You will need the e-mail address for [Scheduled Reports](#) and if you have to reset your password. See also [User Setting > Change password](#) (drop-down menu). ◀

- Search for help:  
**Enter a word and then click on the “Search” button to view all the help pages that contain that word**

### Search Help

Type in the word(s) to search for:

Download



Suggested Topics: 95

Title
<a href="#">Introduction</a>
<a href="#">UsingHelp</a>
<a href="#">UsingTIS-Web</a>
<a href="#">UserLevels</a>
<a href="#">NewFunctions</a>
<a href="#">ExceptionstotheDrivingTimeandRestPeriodRegulation</a>
<a href="#">AccountStatement</a>
<a href="#">ServicesforTIS-WebDMM</a>
<a href="#">Dashboard</a>
<a href="#">Download</a>
<a href="#">DownloadReminders</a>
<a href="#">Download-DriverCard</a>
<a href="#">Download-Downloadkey</a>
<a href="#">Download-Downloadkey-FileSelection</a>

- Corporate website  
A direct link to the VDO website, where you can find information on the different products.



- Contact us



- Contact telephone numbers to call if you have any questions about the application's operation

**YOU HAVE QUESTIONS?**

Use the direct line to VDO

Write us your request in the adjoining contact form. Our specialists are at your disposal.

NAME\*

E-MAIL\*

PHONE\*

SECURITY CODE\* **553715**

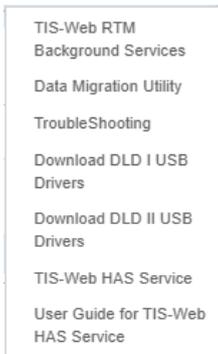
Fields marked with \* are mandatory.

MESSAGE

I HEREBY CONSENT TO THE PROCESSING OF THE PERSONAL DATA PROVIDED BY ME FOR THE PURPOSE OF PROCESSING THIS CONTACT REQUEST AND DECLARE THAT I HAVE READ AND AGREED TO THE [DATA PROTECTION NOTICE](#).\*

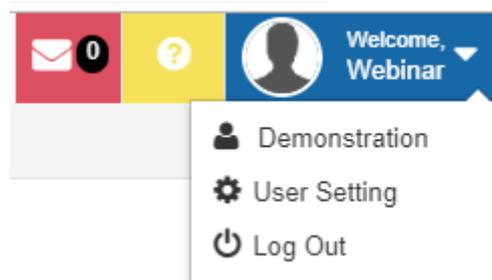


- Download



- **TIS-Web® RTM background service Services required for the authentication of the company card in the event of remote downloads (DLD)**
- **Data migration utility**  
Utility for migrating data from RTM Office to RTM Web
- **TroubleShooting**  
Manual that explains how to resolve the most common errors that can occur when using the TIS-Web® application (permissions and security)
- **Download DLD I USB Driver**  
DLD I Driver (Short distance remote download)
- **Download DLD II USB Driver**  
DLD II Driver (Short distance remote download)
- **TIS-Web® HAS Service)**  
DMM 4.9 program required to control the card reader with Chrome and Firefox browsers
- **User guide for the TIS-Web® HAS service)**  
DMM 4.9 service installation guide

#### 4.3.3 User:



A drop-down menu will open showing the different options.

If you click on “User setting” you can change some user parameters and the password

Under the “General” tab you can change the following parameters:

Here you can view:

- **Solution Provider, Dealer, Sub Dealer: Cannot be modified**
- **Account: Account name. Cannot be modified**
- **User Display Name: The name that will be displayed in all reports**
- **User Login Name: The name entered when accessing the application using your login credentials**
- **E-mail: Email address where the password will be sent in the event it is lost or forgotten**
- **Language: Language the application is displayed in**

The screenshot shows a 'User Setting' dialog box with a 'General' tab selected. The following fields are visible:

- Solution Provider:
- Dealer:
- Sub Dealer:
- Account:
- User Display Name:
- User Login Name:
- E-Mail:
- Language:

If you want to change the password, click on the **Change Password** menu

The screenshot shows the 'User Setting' dialog box with the 'Change password' tab selected. The following fields are visible:

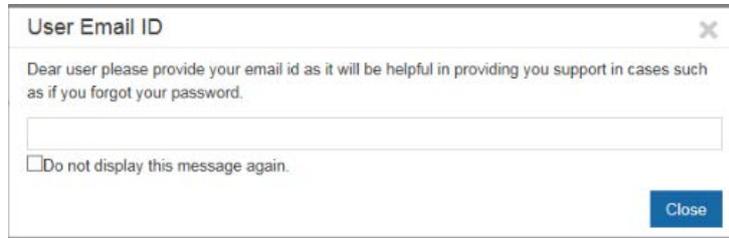
- Change Password For Users: Your Name
- Current Password\*: [password field]
- New Password\*: [password field]
- Confirm New Password\*: [password field]

Buttons for 'Modify', 'Save', and 'Cancel' are visible at the top right of the dialog box.

- **Enter your current password**
- **Enter the new password.**
- **Once you have completed these fields, click on “Save”**

## 4.4 Password recovery

The first time you access the system, the application will request an email that will be used in the event you forget your password for accessing the application.



A dialog box titled "User Email ID" with a close button (X) in the top right corner. The text inside reads: "Dear user please provide your email id as it will be helpful in providing you support in cases such as if you forgot your password." Below the text is a text input field. At the bottom left, there is a checkbox labeled "Do not display this message again." At the bottom right, there is a blue button labeled "Close".

### Reset a forgotten password

If you enter your password incorrectly, the application will display a message that says "Invalid Account Name, User name or Password". If you think you made a mistake, enter the password again. If you have forgotten the password, click on "Forgot password" to reset it.



A login screen titled "Welcome to TIS-Web". Below the title, it says "Invalid Account Name, User name or Password" and "Please sign on below with your account, user and password". There are three input fields labeled "Account:\*", "User:\*", and "Password:\*". Below these fields is a note: "\*Mandatory Fields". At the bottom right, there are two buttons: "Login" and "Forgot Password".

Note: If you enter your details incorrectly three times into the system, your IP address will be blocked for 20 minutes. This means that even if you then enter your details correctly, the system will prevent your access for security reasons.

If you click on "Forgot password", you must enter your account and user name and click on "Next"



A form titled "Reset Password". The text reads: "To Reset your TIS-Web Password, Please enter your Account Name and User Name and click Next Button". There are two input fields labeled "Account:\*" and "User:\*". Below these fields is a note: "\*Mandatory Fields". At the bottom right, there is a button labeled "Next".

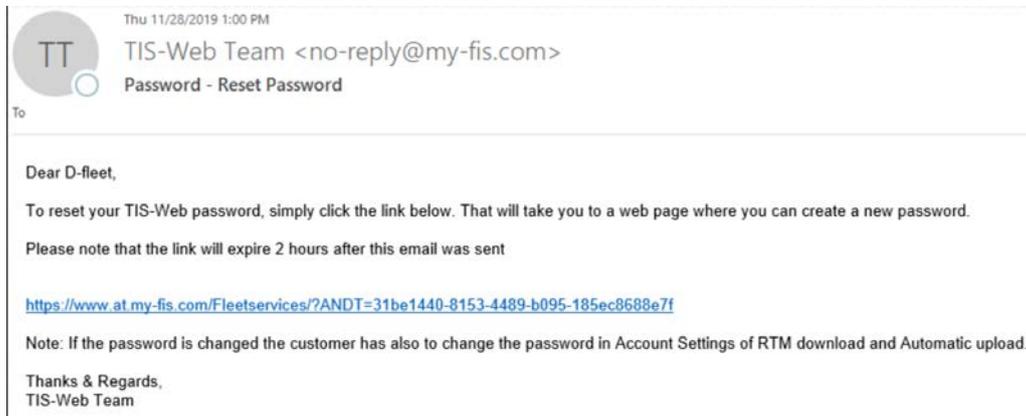
The application will automatically send you an email (to the email address entered when you first logged into the system) with the steps that you have to follow to recover your password.

### Reset Password



Within just a few seconds, you will receive an email with a link to reset your password.

Note: This link will expire after two hours, so it is important to reset the password as soon as you receive the link



The email link will take you to a new page where you will be asked for a new password and a confirmation of your new password

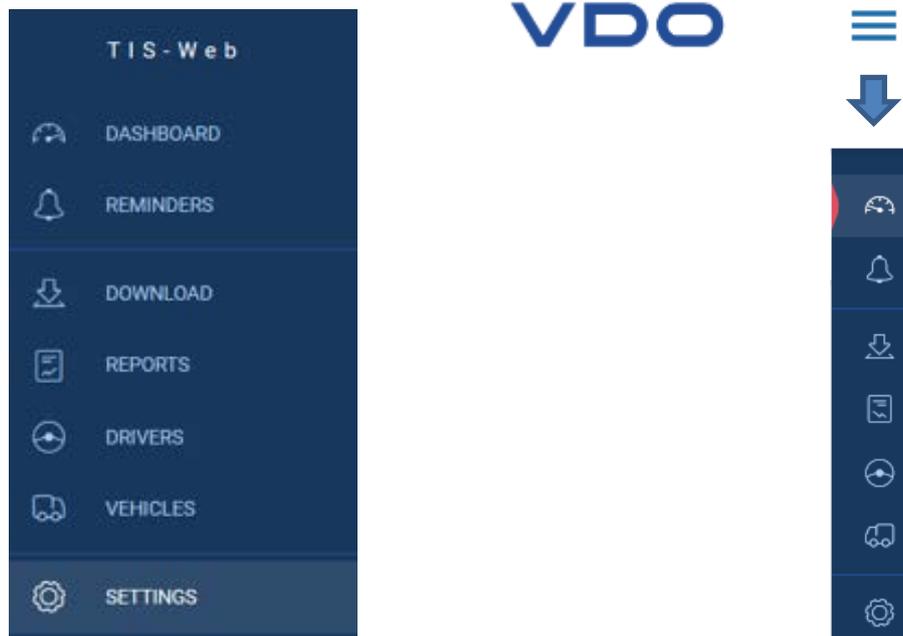
You will be notified once your password has been reset

## 5. General outline of the application

### 5.1 Menu

On the left-hand side, there is a list of the different sections you can view.

Clicking on  will minimize the menu so that it occupies less space on the screen.



### 5.2 Options

Your user name appears in the upper right-hand corner. By clicking on  you can go to the Homepage / Dashboard (to access another service) or exit the application.

-  Demonstration
-  User Setting
-  Log Out

## 6. Noticeboard

### 6.1 Header

At the top you will see:

- **All sites:** To view a summary of all bases, or only of the selected base
- **Total number of drivers and vehicles for the selected base(s)**

The screenshot shows a dropdown menu with 'All sites' selected. Below it, there is a section titled 'OVERVIEW' with a blue underline. To the right of this section, the text '37 Drivers' and '15 Vehicles' is displayed in blue.

### 6.2 Expiry reminders

Total number of pending tasks at the base.

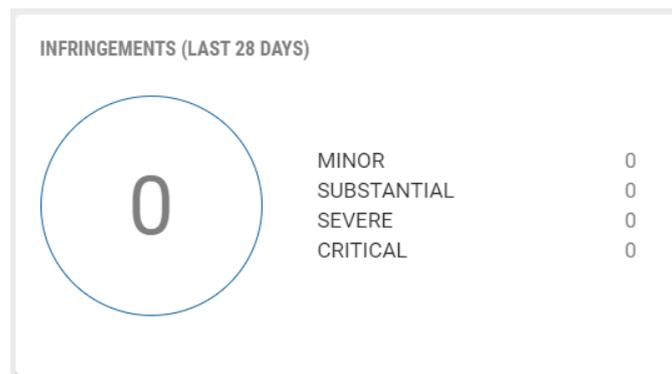
- **Driver card** → Driver card downloads that must be performed at least every 28 working days
- **Vehicle Unit** → DTCO memory downloads that must be performed at least every 90 calendar days
- **VDO** → Downloads of the special VDO data block (not required)
- **Driver Card Expiry** → Driver cards expire every five years. It is important to download the expired card with all recorded activities before saving it
- **Driver license** → Verification that drivers have not lost their normal driving license, e.g. because their license has been revoked due to running out of points. This monitoring is optional for companies.
- **DTCO** → DTCO calibration, which must be carried out at a technical center. This inspection must be performed every two years.

OVERDUE REMINDERS		Updated: Mon 11/11/2019, 04:01
	DRIVER CARD	37
	VEHICLE UNIT	13
	VDO	0
	DRIVER CARD EXPIRY	5
	DRIVER LICENSE	0
	DTCO	1

## 6.3 Infringements

In accordance with COMMISSION REGULATION (EU) 2016/403 of March 18, 2016 there are three /four levels (depend on each country) of severity: Minor, Substantial, Severe, Critical.

This section lists the infringements contained in your database, according to their severity.



## 6.4 DTCO handling problems

This section lists the different events found in the files (Events shown could be different depend on the events found in each account)

Undefined Start Country → Drivers who have not started a shift correctly by entering the country of origin

Unassigned driver cards → Cards inserted in DTCOs with DLD that are not registered to drivers in the system

Driver Activity Overlap → Activities overlapping in time, e.g. because two DTCOs have different clocks and an activity has been recorded in the same time slot with two different vehicles.

Wrong Signatures /Defective Certificates → Verification of the correct structure of the files: digital signature and correct blocks: activities, events and faults, technical data and speed

Manual entries → Entries made in the DTCO to identify an activity that was being carried out while the card was not entered

Other ISSUES → Other events that could be recorded



## 6.5 Source of upload

Origin of the data that has been uploaded to the system (Sources shown could be different depend on the events found in each account)

Computer: Files uploaded via a folder that was on your computer

RTM client: Files downloaded via remote download devices (DLD)

Automatic Upload: Files uploaded via Automatic Upload application

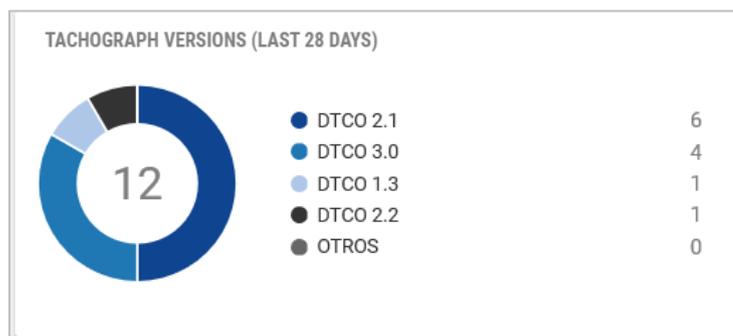
Chip card Reader: Driver files downloaded via Chip card Reader



## 6.6 Tachograph versions

This section lists the different DTCO versions that you have in your database with downloaded files

(tachograph version shown could be different depend on each account DTCOs)



## 7. Reminders

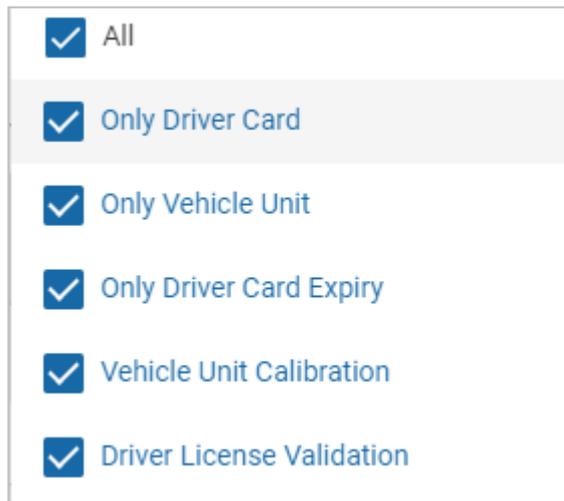
### 7.1 Header

At the top you will see:

- **Site selector:** To view a summary of all sites, or only of the selected site
- **Date to:** All reminders from the present date will be displayed
- **View reminders:** Selection of reminders to be displayed by means of a drop-down menu
- **Export reminders in PDF format**
- **Print the list of reminders**



When you click on the selector of reminders to display, you have the following display options:



- **All reminders**
- **Driver card download reminders (depending on configuration)**
- **DTCO memory download reminders (depending on configuration)**
- **Driver card expiry reminders (every five years)**
- **DTCO memory calibration reminders (every two years)**
- **Driver's license validity verification reminder**

You will see different results in the reminder list depending on the reminders you have selected.

## 7.2 Reminder list

After selection, you will see a list of reminders grouped by:

- **Downloads: All pending downloads, for both drivers and vehicles**
- **Driver: Driver card expiry and verification of driver's license**
- **Vehicle: Pending calibrations**

Driver/Vehicle	Planned Download	Mandatory Download	Type	Edit
 Mustermann 0128, Max	13/07/2018 (OverDue)	Fri 13/07/2018	Driver Card Download	

By clicking on the  button next to the reminders you can edit the entry; for example, you can postpone the date for downloading a driver card if the driver is on leave. Once the change has been made, click on “Save reminder”.

### EDIT REMINDER

 **Mustermann 0128, Max**  
Download Driver Card

Planned by  
Fri 13/07/2018 (OverDue)

Mandatory by  
Fri 13/07/2018

Reschedule Reminder:

JUL 2018 ▾ < >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

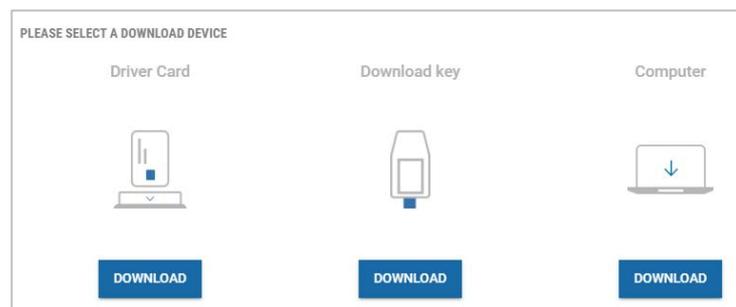
CANCEL
SAVE REMINDER

## 8. Download

### 8.1 Downloads

This section explains the different mechanisms that exist for downloading data into the database, such as:

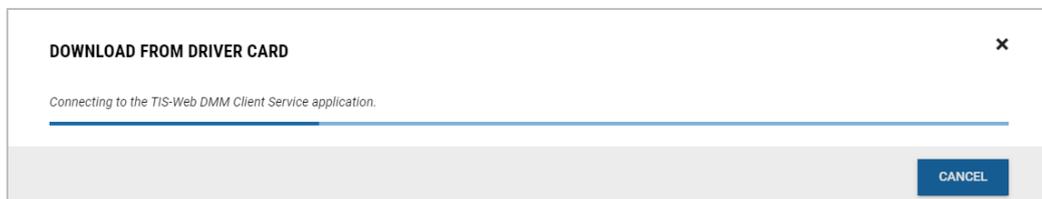
- Driver Card → Driver cards
- Download Key → Vehicle and driver data from the download key
- Computer → Vehicle and driver data from the hard disk



**Attention!** If you download data that has already been downloaded, it will not be taken into account, as it is already on the server. (If it was deleted prior to being retrieved, it will be imported to the server.)

#### 8.1.1 Driver card

Insert the driver card into the card reader (with the drivers installed) and click on Download to start the download process.



When the inserted driver card is detected, if it is the first time that card has been downloaded into the database, the system will ask for the driver's start date at the company (by default the date of the first activity registered on the card). Then click on "Save" to start the download process.

**DOWNLOAD FROM DRIVER CARD** ✕

*Successfully read data from the card.*

---

  
 Currently downloading:  
**Krista 2 Musterfrau 2**

---

Please select the site for these downloaded drivers:

Driver Name	Start date	Driver card number	Site	
Krista 2 Musterfrau 2	Nov 30, 2016	FIN 1100000009070000	Madrid	<input type="button" value="SAVE"/>

The application will then start the download process, which may take several minutes

*Reading data from the card.*

---

Once the download process is complete, the application will display a message saying the process is complete and asking if you want to finish or if you want a receipt.

**DOWNLOAD FROM DRIVER CARD** ✕

*All data from driver card has been downloaded.*

---

  
 Finished:  
**Krista 2 Musterfrau 2**

If you click on "Receipt" you will be able to view the receipt on the screen

**TRANSFER RECEIPT** ✕

All data has been downloaded successfully. 🔗 🖨️

---

ACCOUNT NAME: ██████████      USER: USER  
 TRANSFERRED TO TIS-WEB: 21/11/2019      DIRECTORY PATH:

Driver Name / VRN	Download
✓  Krista 2 Musterfrau 2	Receipt transferred on 21/11/2019, 13:40

FINISH

You can also export it as a PDF file [🔗](#)

**Fleet Manager** 1/1

**TRANSFER RECEIPT**

ACCOUNT NAME: ██████████  
 TRANSFERRED TO TIS-WEB: 21/11/2019 13:40

Download Status	Driver Name/VRN	Download
SUCCESS	Krista 2, Musterfrau 2	File downloaded at 21/11/2019 13:39, transferred on 21/11/2019 13:40

or to Excel [🖨️](#)

	A	B	C
1	Download Status	Driver Name/VRN	Download
2	SUCCESS	Krista 2, Musterfrau 2	File downloaded at 21/11/2019 13:39, transferred on 21/11/2019 13:40

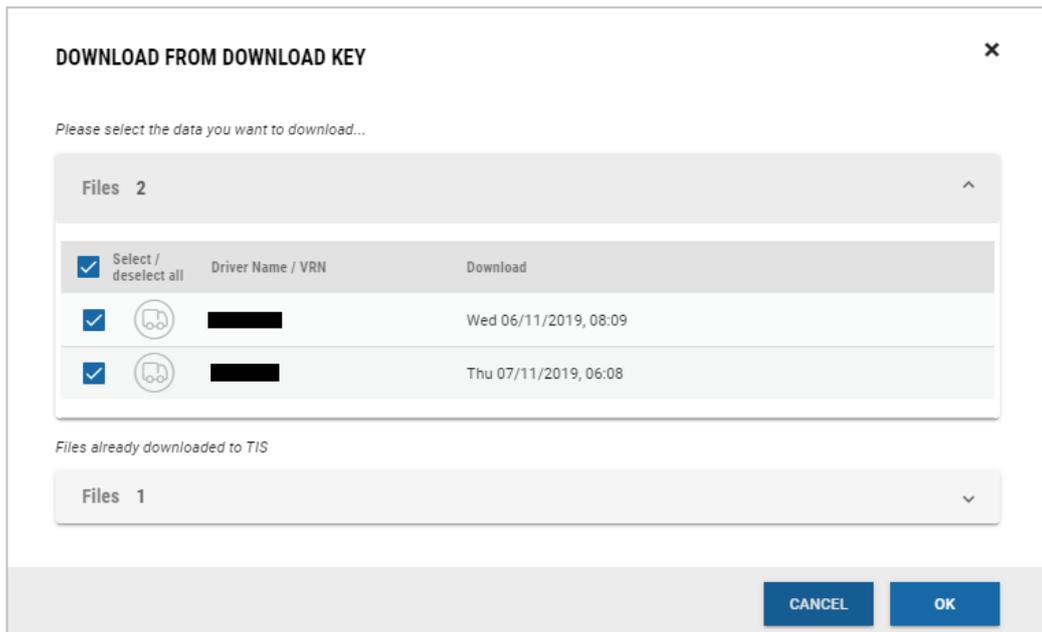
## 8.1.2 Download key



Insert the download key into a free USB port on the computer and click on “Download” to begin the download process



You will be shown the available files that are on the key (pay attention to the configuration of the key and the account). For Spain and France, the correct form is TGD. For the rest of the European countries is DDD.



Once the files have been transferred to the system, a  will appear if they have been processed successfully, and a  will appear if any problems have been encountered.

If all the files have been processed correctly, the following message will appear:

*All files processed*

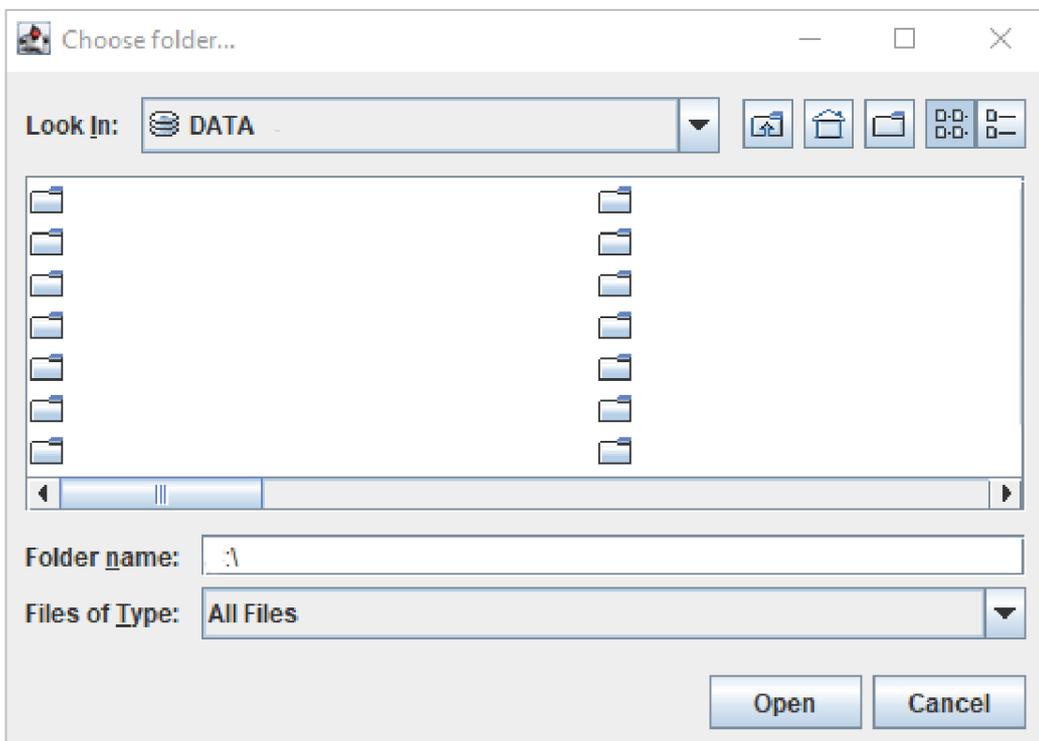
---

### 8.1.3 Computer

To upload files from your computer, click on “Download” to start the download process.



Next, you will be asked to indicate the path to the folder containing the files you wish to download. Once you have indicated the correct path, click on “Open”.



The files contained in that folder will be displayed. Click on “OK” to begin the transfer of files from your computer to the server

**DOWNLOAD FROM COMPUTER** [X]

Please select site...

Site: Madrid

Please select the data you want to download...

Files 2

Select / deselect all	Driver Name / VRN	Download
<input checked="" type="checkbox"/>	[REDACTED]	Tue 23/07/2019, 16:16
<input checked="" type="checkbox"/>	[REDACTED]	Fri 23/08/2019, 13:46

[CANCEL] [OK]

Once the files have been transferred to the system, a  will appear if they have been processed successfully, and a  will appear if any problems have been encountered.

If all the files have been processed correctly, the following message will appear:

*All files processed*

---

**RETRIEVE DATA FROM SERVER**

Archive Retrieval



**RETRIEVE**

To start the recovery process, click on “Retrieve”

On the screen that appears, select:

1. **“Drivers” or “Vehicles” tab, depending on the type of files you wish to recover**
2. **Indicate the range of dates you wish to recover**
3. **List the items you wish to recover in “Selected Vehicles / Drivers”**

### RETRIEVE DATA FROM SERVER

Step 1/2

---

DRIVERS
VEHICLES

From:

To:

**VEHICLES LIST**

- VEH03
- VEH04
- VEH05
- VEH06
- VEH07
- VEH08
- VEH09
- VEH10

**VEHICLES DATA**

Include also drivers data assigned to these vehicles

**SPECIAL DATA**

With Special Data Files

▲

▼

>

>>

<<

<

**SELECTED VEHICLES**

- VEH01
- VEH02

**CLEAN ARCHIVE**

Delete selected Vehicles Download Files from the Archive after retrieval

Delete the selected Vehicles when Archive Data gets deleted

At the bottom there are several options:

- **Also include the data of vehicles assigned to these drivers.**
- **With special files**
- **Delete the download files of the selected drivers from the file after recovery**
- **Delete selected drivers after deleting their files**



Once you have selected the files you wish to recover, click on

You will see a list of all files available for recovery according to the parameters you selected on the previous screen.

### RETRIEVE DATA FROM SERVER

Step 2/2

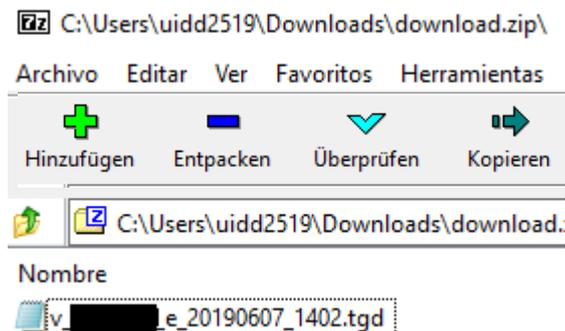
---

 From Apr 1, 2019 To Nov 21, 2019

Driver Files (7) <span style="float: right;">▼</span>
Vehicle Files (0) <span style="float: right;">▼</span>
Special Files (0) <span style="float: right;">▼</span>

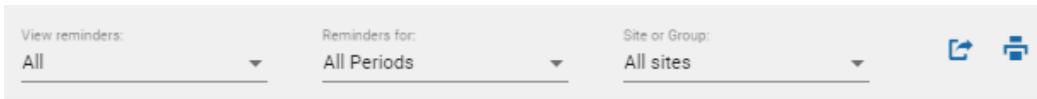


Click on **RETRIEVE** to start the process. A zip file will be generated with all the recovered files

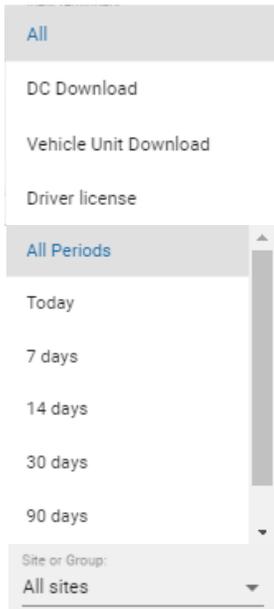


### 8.3 List of pending downloads

At the bottom of this menu you can see the pending downloads. This view can be customized according to a series of drop-down menus:



The drop-down menus are as follows:



Type of reminder to carry out the downloads:

- **Driver cards**
- **DTCO memory**
- **Driver card expiry**

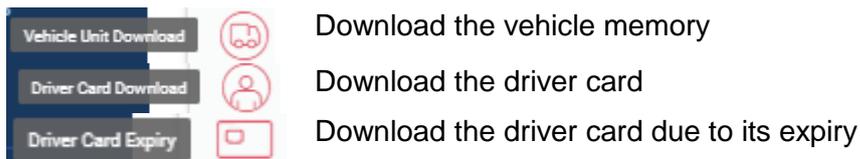
Different time periods to display

Show all bases or only one base.

A list will appear with the records that meet the conditions specified by your selection. Click on  to edit the notification date.

Driver/Vehicle	Planned Download ↑	Mandatory Download	Sites	Description	Edit
 COND1 COND1	01/07/2019 (OverDue)	Mon 01/07/2019	Madrid	DC Download	
 COND5 COND5	05/07/2019 (OverDue)	Fri 05/07/2019	Madrid	DC Download	
 COND6 COND6	10/07/2019 (OverDue)	Wed 10/07/2019	Madrid	DC Download	
 COND3 COND3	12/07/2019 (OverDue)	Fri 12/07/2019	Madrid	DC Download	
 COND7 COND7	12/07/2019 (OverDue)	Fri 12/07/2019	Madrid	DC Download	
 COND2 COND2	15/07/2019 (OverDue)	Mon 15/07/2019	Madrid	DC Download	

The meaning of the icons is as follows: Grey will expire in the future, red has already expired



## 9. Reports

### 9.1 Header

At the top of this menu you can select:

- **Get driver reports**
- **Get vehicle reports**
- **View reports scheduled to receive automatically to your email**

DRIVERS      VEHICLES      SCHEDULED REPORTS

### 9.2 Generating reports

Once you have selected either driver or vehicle reports, the method to generate the reports is as follows:

The screenshot shows a web interface for generating reports. At the top, there is a dropdown menu for 'All Sites' with a filter icon. Below it, there are two checkboxes for selecting drivers or vehicles, with the first one checked. A section titled 'ACTIVITY SUMMARY' contains a brief description and a help icon. The 'DATE PERIOD' section has 'From' and 'To' date pickers, both set to 'Nov 1, 2019' and 'Nov 30, 2019' respectively. Below the date pickers are radio buttons for 'PDF' (selected) and 'CSV'. At the bottom, there are three buttons: 'CANCEL', 'SCHEDULE', and 'GENERATE'.

Select the base or bases the pertinent drivers are located at.

Select the drivers / vehicles you wish to view

Select the report you wish to generate

Specify the range of dates you wish to generate the report for

Select the output format

Cancel report generation

Schedule the report in order to receive it on a regular basis

Generate the report by exporting it in the chosen format

You will then see a download of the generated report that you can Open, Save or Cancel

¿Quieres abrir o guardar [redacted] 2019-10-03\_driver\_activity\_report.pdf (436 KB) desde my-fs.com?    Abrir    Guardar    Cancelar    x

## 9.3 Driver reports

The available reports are as follows:

- **Driver list.**

**This report shows you a list of all drivers registered in your database**

Driver List									
Site or Group: All									
Title	Driver Name	Reference number	Birth Date	Start Date	Finish Date	Site	DC amount	Card expiry Date	Mobile number
Mr	COND1, COND1		15/02/1964	31/07/2018	08/11/2019	Madrid	1	20/04/2023	
Mr	COND10, COND10		09/12/1962	08/12/2018	08/11/2019	Madrid	1	30/03/2023	
Mr	COND11, COND11		17/01/1971	02/10/2018	08/11/2019	Madrid	1	20/05/2023	
Mr	COND12, COND12		24/06/1959	05/12/2018	08/11/2019	Madrid	1	20/05/2023	
Mr	COND13, COND13		26/03/1971	18/05/2018	08/11/2019	Madrid	1	18/05/2023	
Mr	COND14, COND14		20/04/1958	19/11/2018	08/11/2019	Madrid	1	28/04/2023	

- **Driving license check protocol**

**This report allows you to check that professional drivers have a standard driving license**

Driver License Check Protocol	
Period from: 01/11/2019 to 30/11/2019	
Site or Group: All	
For the following drivers no TAG ID has been assigned	
Driver Name	Driver Code
COND1, COND1	

- **Daily activity Protocol**

You can use this report to list the daily activities of a driver in chronological order. Drivers without activity data are listed at the end of the report.

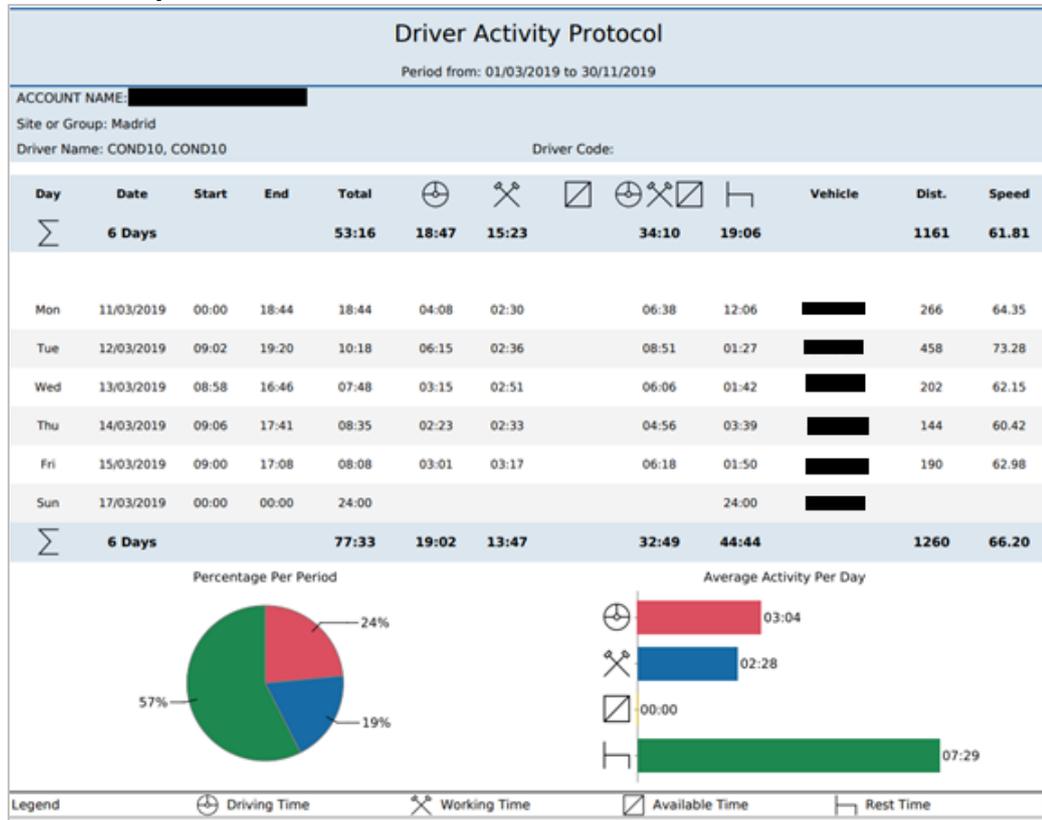
Activities recorded after midnight will be separated in the reports at 00:00 and will assigned to the corresponding day.

Daily Driver Activity Protocol										
Period from: 01/03/2019 to 30/11/2019										
ACCOUNT NAME: ██████████					Date: 01/03/2019 07:26					
Site or Group: Madrid					Working Day End: 02/03/2019 07:26					
Driver Name: COND1, COND1					Driver Code:					
<b>For DTCO</b>										
Registration No:					Vehicle Code:					
Vehicle Usage Time: 00:32					Card Number: ██████████					
Start Location: SPAIN					Odometer Start: 8123					
End Location: SPAIN					Odometer End: 8754					
Card Insertion Time: 01/03/2019 7:26					Card Withdrawal Time: 01/03/2019 19:50					
Start Time	Activity					Dist. KM	Speed	Slot	Drv. Status	Card Status
09:19			00:26					<b>1</b>	Single	Inserted
09:45		01:05						<b>1</b>	Single	Inserted
10:50			00:07					<b>1</b>	Single	Inserted
10:57					00:22			<b>1</b>	Single	Inserted
11:19		00:38						<b>1</b>	Single	Inserted
11:57			00:20					<b>1</b>	Single	Inserted
12:17		01:01						<b>1</b>	Single	Inserted
13:18					00:08			<b>1</b>	Single	Inserted
13:26		00:01						<b>1</b>	Single	Inserted

- Activity Protocol

You can use this report to get a summary of a driver's working hours, along with the distance travelled.

The second part of the report provides a detailed analysis of the relationship between activities.



- Driver Activity summary

You can use this report to create a summary of different time periods, taking into account all driver activities. You can use this summary for payroll.

**Driver Activity Summary**  
Period from: 01/03/2019 to 31/03/2019

ACCOUNT NAME: [REDACTED]      Site or Group: All

Driver Code	Driver Name	No. of Days	Total						Dist.	
COND11, COND11		24	327:25	114:10	30:49	00:03	145:02	182:23	21.28 %	5273
COND10, COND10		26	332:08	75:19	62:07	00:00	137:26	194:42	45.20 %	3788
Σ			659:33	189:29	92:56	00:03	282:28	377:05	32.92 %	9061
Driver average (2)			329:46	94:44	46:28	00:01	141:14	188:32		4530

- **Driver Card Retrieval Protocol**

You can use this report to get a summary of the recovered archived driver card data.

The report is created only for selected drivers who have a driver card and whose download file has been restored during the evaluation period.

Driver Card Retrieval Protocol						
Period from: 01/03/2019 to 30/11/2019						
Site name: Madrid			Retrieval date: 21/11/2019			
Driver Name: COND10, COND10			Reference number:			
Card Number	Download Date (UTC)	First Activity	Last Activity	File Name	File Size	
██████████	24/06/2019 07:29	22/11/2018 01:00	24/06/2019 09:24	C_██████████_E_20190624_0729.TGD	26	
██████████	01/06/2019 01:01	17/11/2018 01:00	01/06/2019 02:00	C_██████████_E_20190601_0101.TGD	26	
██████████	27/06/2019 06:41	28/11/2018 01:00	27/06/2019 02:00	C_██████████_E_20190627_0641.TGD	26	
██████████	05/06/2019 01:02	20/11/2018 01:00	05/06/2019 02:00	C_██████████_E_20190605_0102.TGD	26	
Number of files: 4					Total KBytes: 104	

- **Upload History**

This report is used to obtain a summary of the archived driver card data belonging to the selected period.

Upload History Summary							
Period from: 01/03/2019 to 30/11/2019							
Site name: Madrid		Driver Name: ██████████		Reference number:		Card Number: ██████████	
Download Date (UTC)	First Activity	Last Activity	Last Event	Last Fault	Last Control	File Name	File Size
01/06/2019 01:01	17/11/2018 01:00	01/06/2019 02:00	04/06/2018	-	-	C_██████████_E_20190601_0101.TGD	26
05/06/2019 01:02	20/11/2018 01:00	05/06/2019 02:00	04/06/2018	-	-	C_██████████_E_20190605_0102.TGD	26
24/06/2019 07:29	22/11/2018 01:00	24/06/2019 09:24	04/06/2018	-	-	C_██████████_E_20190624_0729.TGD	26
27/06/2019 06:41	28/11/2018 01:00	27/06/2019 02:00	04/06/2018	-	-	C_██████████_E_20190627_0641.TGD	26
Number of files: 4						Total KBytes: 104	

- **Driver letter**

If driver infringements give rise to complaints, you can create a letter for each driver listing the infringements that occurred.

This list includes driver-related infringements that occurred in the selected evaluation period. Drivers for whom no infringements were recorded during the evaluation period (as defined in the rules and regulations) will be listed at the end of the report.

	Period from: 01/03/2019 to 30/11/2019							
	████████████████████							
	00000							
	Madrid							
	Spain							
Our Ref,	Date 21/11/2019							
Dear COND10 COND10	Driver Code:							
Your tachograph charts have been examined and the following problems have been found:								
25/06/2019	R70		WTD - Failure to take a break after 6 hours duty. The cumulative duty period started at 09:13 on 25/06/2019. The infringement was detected at 15:35 on 25/06/2019. Cumulative duty = 06:08.					
<table border="1"> <tr> <td>Legend:</td> <td> Minor</td> <td> Substantial</td> <td> Severe</td> <td> Critical</td> </tr> </table>				Legend:	 Minor	 Substantial	 Severe	 Critical
Legend:	 Minor	 Substantial	 Severe	 Critical				
It is a legal requirement that these problems are brought to your attention.								
Produced _____	Received _____							
Report Analysed Under: EC Council Regulation No. 561/2006 with Directive 2016-403 EC with European Working Time								

- **Driver attestation report**

**Template form for attesting activities, required to justify absence from work on certain days (for example, vacations or sick leave)**

**You have to select the language you want to obtain the report in**

LANGUAGE SELECTION - DRIVER ATTESTATION REPORT

Select All

<input type="checkbox"/> Belarusian	<input type="checkbox"/> Romanian
<input type="checkbox"/> Bulgarian	<input type="checkbox"/> Russian
<input type="checkbox"/> Croatian	<input type="checkbox"/> Serbian
<input type="checkbox"/> Czech	<input type="checkbox"/> Slovak
<input type="checkbox"/> Danish	<input type="checkbox"/> Slovenian
<input type="checkbox"/> Dutch	<input type="checkbox"/> Spanish
<input checked="" type="checkbox"/> English	<input type="checkbox"/> Swedish
<input type="checkbox"/> Estonian	<input type="checkbox"/> Turkish
<input type="checkbox"/> Finnish	<input type="checkbox"/> Ukrainian
<input type="checkbox"/> French	
<input type="checkbox"/> German	
<input type="checkbox"/> Greek	
<input type="checkbox"/> Hungarian	
<input type="checkbox"/> Italian	
<input type="checkbox"/> Latvian	
<input type="checkbox"/> Lithuanian	
<input type="checkbox"/> Macedonian	
<input type="checkbox"/> Norwegian	
<input type="checkbox"/> Polish	
<input type="checkbox"/> Portuguese	

CLOSE APPLY

**Report in European format:**

**ATTESTATION OF ACTIVITIES (1)**  
**(REGULATION (EC) NO 561/2006 OR THE AETR(2))**

*To be filled in by typing and signed before a journey*

*To be kept with the original control device records wherever they are required to be kept*

**False attestations constitute an infringement**

**Part to be filled in by the undertaking**

1. Name of the undertaking: [REDACTED]

2. Street address, postal code, city, country: direccion: [REDACTED]

3. Telephone number (including international prefix):

4. Fax number (including international prefix):

5. E-mail address:

**I, the undersigned:**

6. Name and first name: user

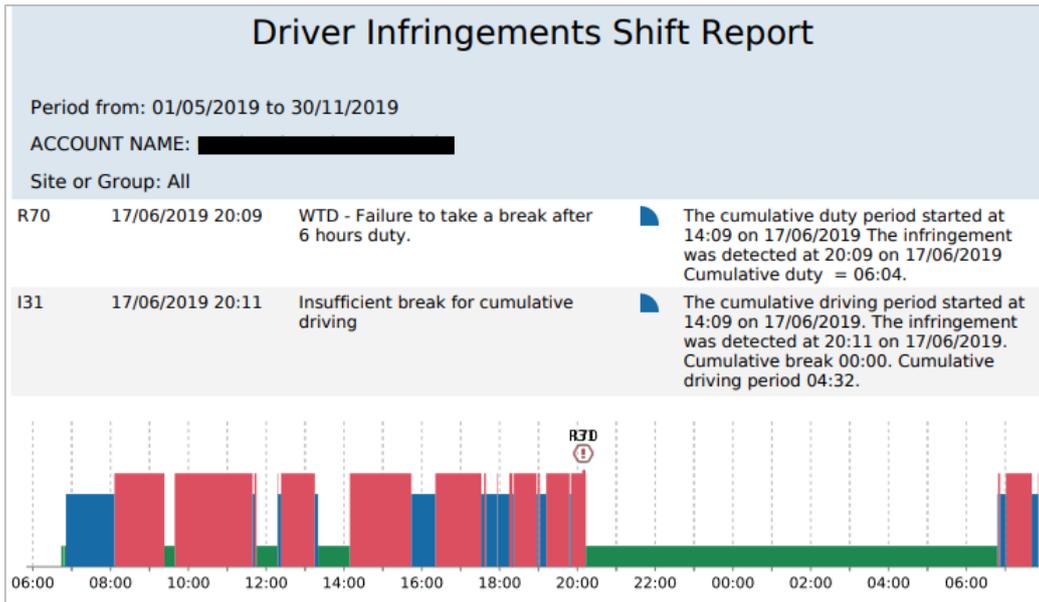
7. Position in the undertaking:

**declare that the driver:**

- **Driver infringement shift report**

You can use this report to obtain detailed information about whether infringements have been recorded for a driver during the evaluation period, and to decide whether these infringements require any action on your part, e.g. the creation of a Driver Letter

Drivers for whom no infringements were recorded (as defined in the rules and regulations) during the evaluation period will be listed at the end of the report.



## 9.4 Vehicle reports

- **Vehicle List**

Displays a list of vehicles currently in the database

Vehicles List												
Site or Group: All												
Vehicle code	Registration Number	Registration Date	Make	Model	Last Odometer	Site	Approval No	DTCO Version	Installation Date	Next Calibration	Manufacturer Name	Vehicle Expiry Date
	VEH17				624197	Madrid	e1-84	2.2	22/12/2017	05/04/2020	Continental Automotive GmbH	
	VEH18				905278	Madrid	e1-84	1.3	13/11/2009	15/12/2019	Continental Automotive GmbH	
	VEH22				406768	Madrid	e1-84	2.1	29/09/2015	08/11/2019	Continental Automotive GmbH	
	VEH24				327003	Madrid	e1-84	2.1	29/05/2015	20/08/2021	Continental Automotive GmbH	

- **DTCO list**

This report lists all DTCOs and associated relevant information, such as the version number or the date of the next calibration.

DTCO List								
Site or Group: All								
VRN	Manufacturing Date	Serial Number	DTCO Version	Approval Number	Authorised Speed	Last Calibration Date	Next Calibration Date	
VEH17	22/12/2017	5143504	2.2	e1-84	90	05/04/2018	05/04/2020	
VEH18	13/11/2009	1669229	1.3	e1-84	90	15/12/2017	15/12/2019	
VEH22	29/09/2015	4082614	2.1	e1-84	90	08/11/2017	08/11/2019	
VEH24	29/05/2015	3934250	2.1	e1-84	85	20/08/2019	20/08/2021	



- **Daily Activity Protocol**

You can use this report to list the daily activities of a vehicle in chronological order. vehicle without activity data are listed at the end of the report.

Activities recorded after midnight will be separated in the reports at 00:00 and will assigned to the corresponding day.

Daily Vehicle Activity Protocol										
Period from: 01/06/2019 to 30/11/2019										
ACCOUNT NAME: ██████████					Date: 22/06/2019 02:00					
Site or Group: Madrid					Working Day End: 23/06/2019 02:00					
Registration No: VEH17					Vehicle Code:					
<b>For DTCO</b>										
Driver Name: COND3, COND3					Driver Code:					
Vehicle Usage Time: 09:22					Card Number: ██████████					
Start Location: SPAIN					Odometer Start: 622566					
End Location: SPAIN					Odometer End: 623328					
Card Insertion Time: 20/06/2019 08:36					Card Withdrawal Time: 22/06/2019 11:22					
Start Time	Activity					Dist. KM	Speed	Slot	Drv. Status	Card Status
02:00	┌					07:03		<b>1</b>	Single	Inserted
09:03	┌					00:25		<b>1</b>	Single	Inserted
09:28	⊕	00:08					46.34	<b>1</b>	Single	Inserted
09:36	⊗		00:13					<b>1</b>	Single	Inserted
09:49	⊕	00:07					28.04	<b>1</b>	Single	Inserted
09:56	⊗		00:21					<b>1</b>	Single	Inserted
10:17	⊕	00:15					59.83	<b>1</b>	Single	Inserted
10:32	⊗		00:10					<b>1</b>	Single	Inserted
10:42	┌					00:02		<b>1</b>	Single	Inserted
10:44	⊕	00:26					69.07	<b>1</b>	Single	Inserted
11:10	⊗		00:12					<b>1</b>	Single	Inserted
11:22	➡									
Σ		00:56	00:56			07:30				

- **Odometer summary**

This report shows the first and last value of the odometer in the selected period. This report contains the following information:

- **Vehicle code** → Vehicle reference
- **Registration No.** → Vehicle license plate
- **Source (1st)** → Whether the information for the earlier date was taken from the vehicle or the driver
- **Date (1st)** → Date of the first activity close to the initial date
- **Time (1st)** → Time of the first activity close to the initial date
- **Source (2nd)** → Whether the information for the later date was taken from the vehicle or the driver
- **Date (2nd)** → Date of the last activity close to the initial date
- **Time (2nd)** → Time of the last activity close to the initial date
- **Start (Odometer)** → Starting kilometer closest to the start date within the period
- **End (Odometer)** → Final kilometer closest to the end date within the period
- **Distance** → Mileage between the dates.

<b>Odometer Summary</b>										
Period: 01/05/2019 - 30/11/2019										
Site or Group: All										
Vehicle Code	Registration No.	First			Last			Odometer		Distance
		Source	Date	Time	Source	Date	Time	Start	End	
VEH11			12/07/2019	19:48		30/10/2019	07:52	127330	150601	23271
VEH24			20/08/2019	08:24		07/11/2019	01:00	309281	327003	17722
VEH39			03/05/2019	10:53		25/06/2019	02:00	34875	51624	16749

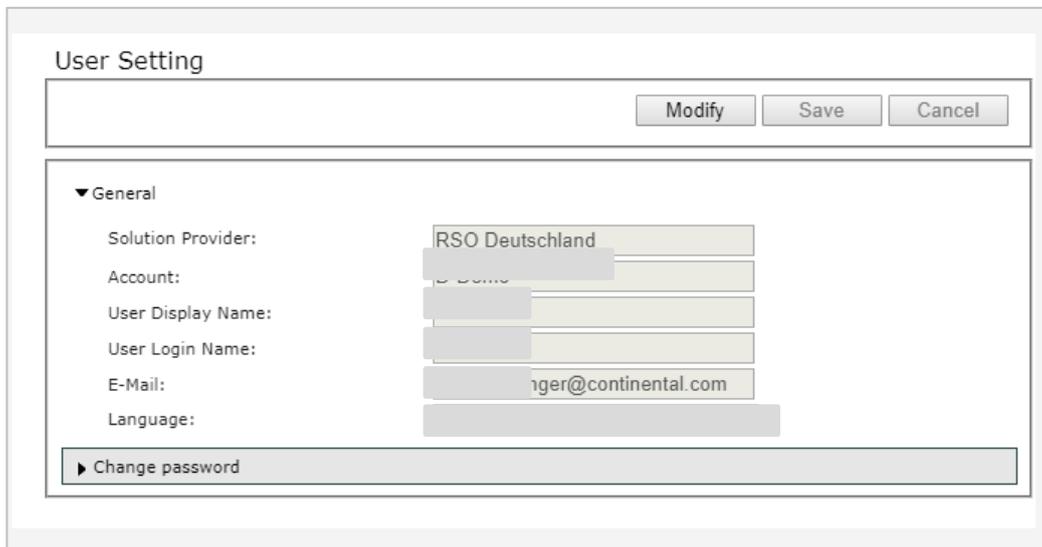
## 9.5 Scheduling reports

To schedule a report, click on the “Schedule” button that appears when you are generating a report.

REPORT SELECTION CRITERIA		
VEHICLES	REPORTS	DATE PERIOD
VEH11	Odometer summary	From May 1, 2019 
VEH24		To Nov 30, 2019 
VEH39		

### 9.5.1 Prerequisites

To be able to schedule a report you must first enter your email in the user options on the Dashboard / Homepage

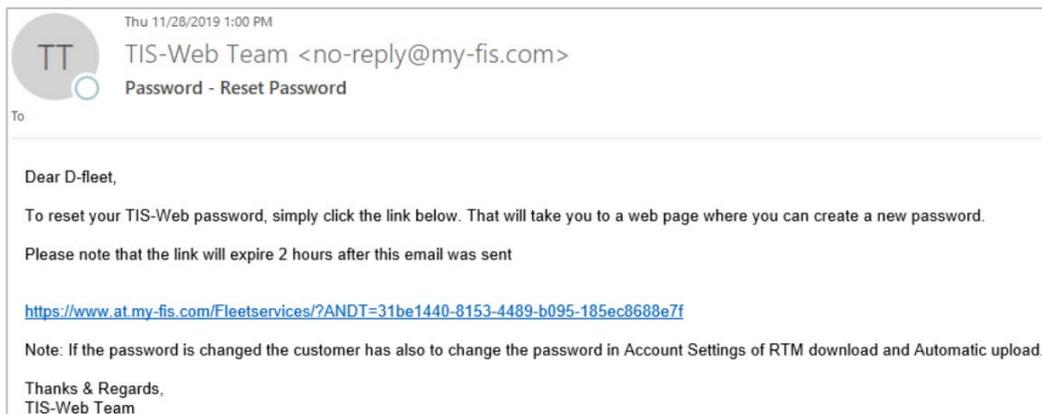


The screenshot shows the 'User Setting' interface. At the top, there are three buttons: 'Modify', 'Save', and 'Cancel'. Below these is a 'General' section with several input fields:

- Solution Provider: RSO Deutschland
- Account: [Redacted]
- User Display Name: [Redacted]
- User Login Name: [Redacted]
- E-Mail: [Redacted]@continental.com
- Language: [Redacted]

At the bottom of the 'General' section, there is a button labeled 'Change password' with a right-pointing arrow.

Afterwards, an email will be sent to the email address entered, in order to confirm your email address.



The screenshot shows an email from the TIS-Web Team. The header includes the date and time 'Thu 11/28/2019 1:00 PM' and the sender 'TIS-Web Team <no-reply@my-fis.com>'. The subject is 'Password - Reset Password'. The body of the email reads:

Dear D-fleet,

To reset your TIS-Web password, simply click the link below. That will take you to a web page where you can create a new password.

Please note that the link will expire 2 hours after this email was sent

<https://www.at.my-fis.com/Fleetservices/?ANDT=31be1440-8153-4489-b095-185ec8688e7f>

Note: If the password is changed the customer has also to change the password in Account Settings of RTM download and Automatic upload.

Thanks & Regards,  
TIS-Web Team

### 9.5.2 Scheduling

Once you have the email in your account, you can schedule a report.

### CREATE SCHEDULED REPORT

Please select Recurrence, Date Range & Receivers

---

**REPORT SCHEDULE RANGE**

Date from:  x 📅      Number of times:       Report schedule recurrence: Report schedule recurrence  
Monthly ▼      Date to:  x 📅

---

**DATE RANGE**

Use date range: Use date range  
Previous ▼      Driver list: Driver list  
██████  
██████

---

**E-MAIL SETTINGS**

To:       BCC:  BCC ^      Password:

Subject\*:

E-mail body:  
 Estimad  
 En el arc  
 Reciba u  
 Equipo 1

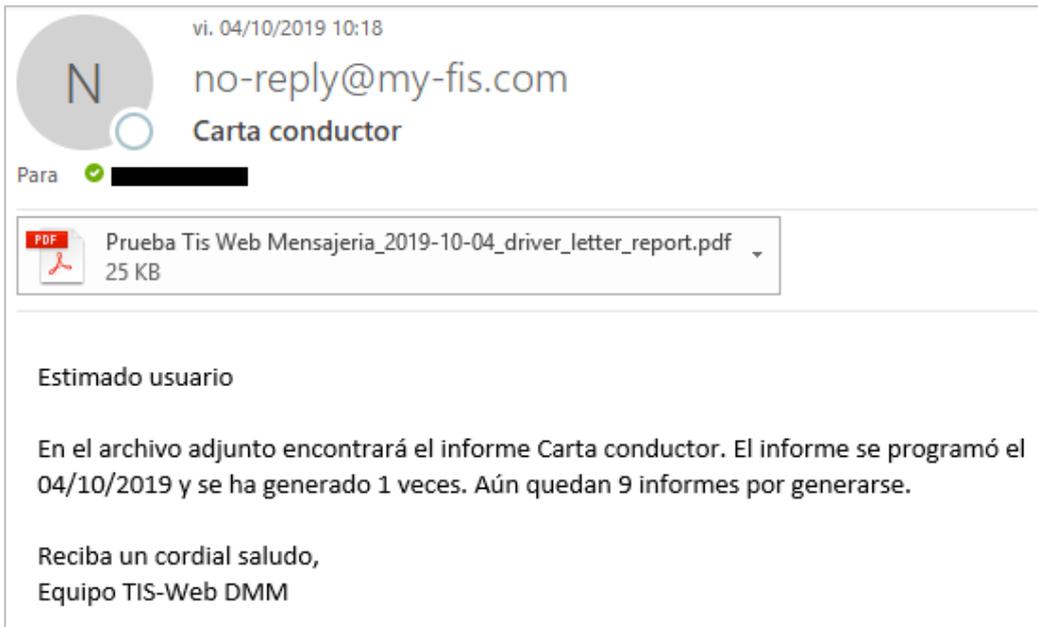
The fields to fill out are as follows:

Date from <input type="text" value="4 de oct. de 2019"/> <span style="font-size: x-small;">x</span> <span style="font-size: x-small;">📅</span>	Date on which you want to receive the first report
Number of times <input type="text" value="10"/>	Number of times you want to receive the report
<span style="font-size: x-small;">Report schedule recurrence</span> <span style="font-size: x-small;">Monthly</span> <span style="font-size: x-small;">▼</span>	Frequency of the report: daily, weekly or monthly
<span style="font-size: x-small;">Use date range</span> <span style="font-size: x-small;">Previous month</span> <span style="font-size: x-small;">▼</span>	Range of dates the report will contain: preceding day, past week or past month
<span style="font-size: x-small;">BCC</span> <input type="text" value="a@a.aa"/> <span style="font-size: x-small;">x</span>	Additional email addresses
<span style="font-size: x-small;">Password</span> <input type="password" value=""/>	Password to encrypt reports
Subject* <input type="text" value=""/>	Subject of the report

Once the report has been configured, click on the “Schedule” button

SCHEDULE

You will then regularly receive the scheduled reports.



### 9.5.3 Modify / view previously scheduled reports

In order to modify / view scheduled reports, go to the “Scheduled reports” tab, where you will see a list of all the reports you have scheduled.

CONDUCTORES    VEHÍCULOS    **SCHEDULED REPORTS**

**LIST OF SCHEDULED REPORTS**

Next schedule	Remaining	Last run	Report	Subject	Recurrence
04/11/2019, 3:39	9	04/10/2019, 10:17	Carta conductor	Driver	Monthly

Subject: All

Elementos por página 5    1 - 1 of 1

You can modify these reports by clicking on the  button

### UPDATE SCHEDULED REPORT

Please select Recurrence, Date Range & Receivers

---

#### REPORT SCHEDULE RANGE

Date from  
4 de nov. de 2019 x 📅

Number of times  
9

Report schedule recurrence  
Monthly ▼

Date to  
4 de jul. de 2020 x 📅

---

#### DATE RANGE

Use date range  
Previous month ▼

Driver list  
[REDACTED]

---

#### E-MAIL SETTINGS

To  
esther.calvo@continental-corporation.com

BCC  
a@a.aa x ▼

Password

---

**Recipients Details** ▼

Subject \*  
Carta conductor

---

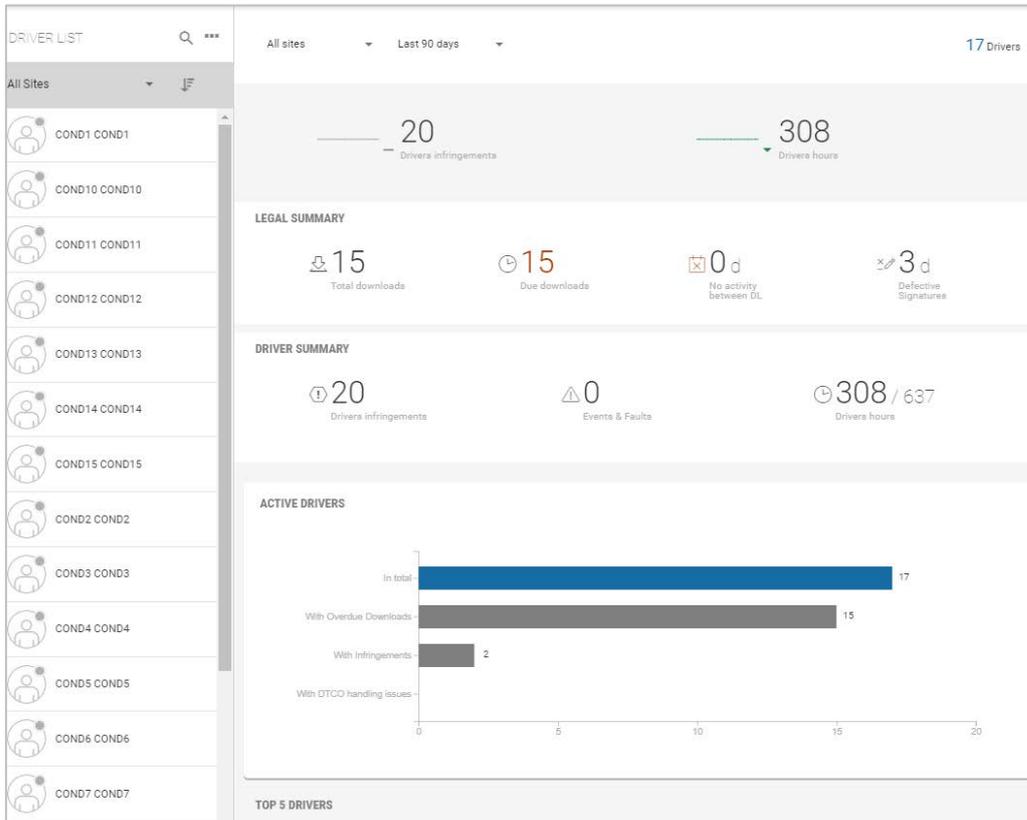
E-mail body  
Estimado usuario  
En el archivo adjunto encontrará el informe Carta conductor. El informe se programó el 04/11/2019 y se ha generado 1 veces. Aún quedan 8 informes por generarse.  
Reciba un cordial saludo,  
Equipo TIS-Web DMM

Then press the “Update” button  to save the changes.

Report updated successfully x

## 10. Drivers

On the main screen of the driver menu you can see a summary of the status of your fleet of drivers

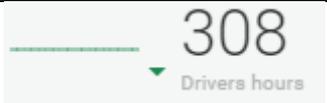
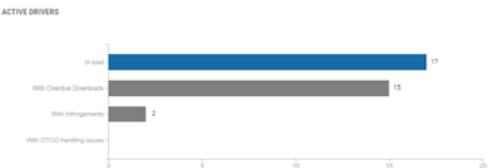


On the left-hand side you will have a list of all the drivers in your base. You can select these in order to view detailed information on each one

### 10.1 General information

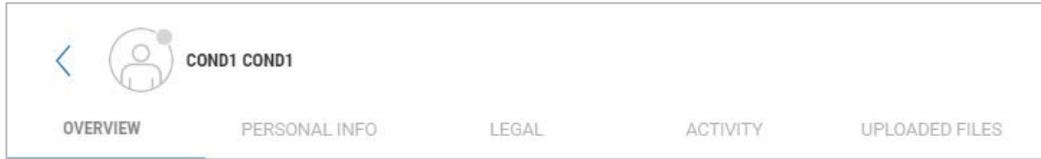
On the right-hand side you will find the following items:

All sites ▾	Base selection
Last 4 weeks Last 60 days Last 90 days	Consultation period

 <p>20 Drivers infringements</p>	<p>Infringements found in the selected time period</p>										
 <p>308 Drivers hours</p>	<p>Hours of driving found in the selected time period</p>										
 <p>15 Total downloads</p>	<p>Downloads carried out</p>										
 <p>15 Due downloads</p>	<p>Late downloads</p>										
 <p>0 d No activity between DL</p>	<p>Days with no activity identification (undefined)</p>										
 <p>3 d Defective Signatures</p>	<p>Files with defective digital signatures</p>										
 <p>20 Drivers infringements</p>	<p>Driver infringements</p>										
 <p>0 Events &amp; Faults</p>	<p>Driver events and faults</p>										
 <p>308 / 637 Drivers hours</p>	<p>Hours worked with respect to the year</p>										
 <p>ACTIVE DRIVERS</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>In total</td> <td>17</td> </tr> <tr> <td>With Overdue Downloads</td> <td>15</td> </tr> <tr> <td>With Infringements</td> <td>2</td> </tr> <tr> <td>With DTCC handling errors</td> <td>0</td> </tr> </tbody> </table>	Category	Count	In total	17	With Overdue Downloads	15	With Infringements	2	With DTCC handling errors	0	<p>Active drivers Drivers with infringements Drivers with DTCC handling errors Drivers with late downloads</p>
Category	Count										
In total	17										
With Overdue Downloads	15										
With Infringements	2										
With DTCC handling errors	0										
 <p>TOP 5 DRIVERS</p> <table border="1"> <thead> <tr> <th>Driver</th> <th>Score</th> <th>Infringements</th> </tr> </thead> <tbody> <tr> <td>COND9 COND9</td> <td>10</td> <td>0</td> </tr> </tbody> </table>	Driver	Score	Infringements	COND9 COND9	10	0	<p>Top five drivers in terms of hours of work / infringements</p>				
Driver	Score	Infringements									
COND9 COND9	10	0									

## 10.2 Driver information

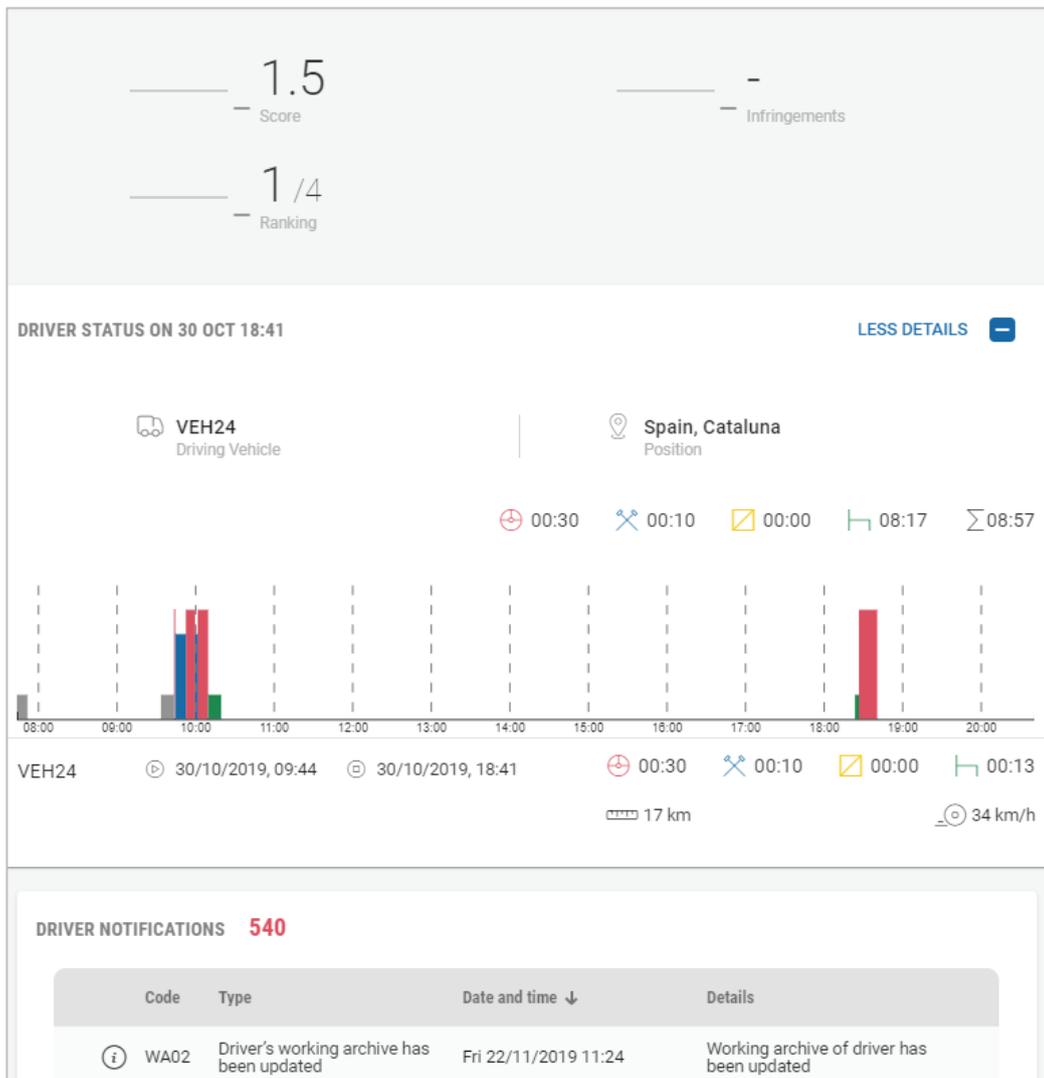
If you click on one of the drivers on the list, you can view information on that driver



### 10.2.1 View

On this screen you can view:

- **Points**
- **Driver infringements**
- **Ranking compared to other drivers**
- **Driver activity**
- **Notification history**



### 10.2.2 Personal information

Information about the driver and their driver card.

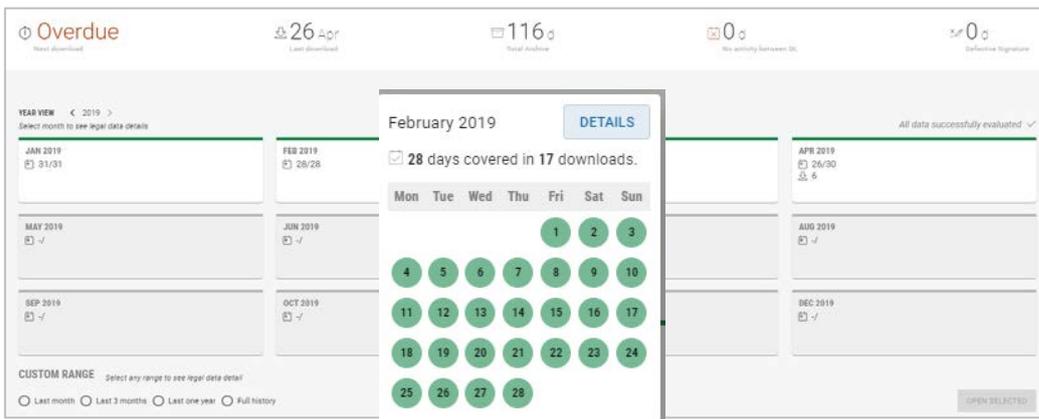
In this section you can set an end date for a driver, in the event of their going on leave, and modify the base they belong to.

Card Number	State	Validity Begin	Expiry Date	Issuing Authority	Issuing Date
NO_INFORMATION		04/12/2017	04/12/2022	UTO	04/12/2017

### 10.2.3 Legal

In this section you can view information about the downloaded files.

They will be marked in green along with the days downloaded (31/31) for each month. If they appear in grey, the information has not been downloaded; if they appear in red, some problem has occurred.



If you click on “Details”, you can view the detailed file contents:



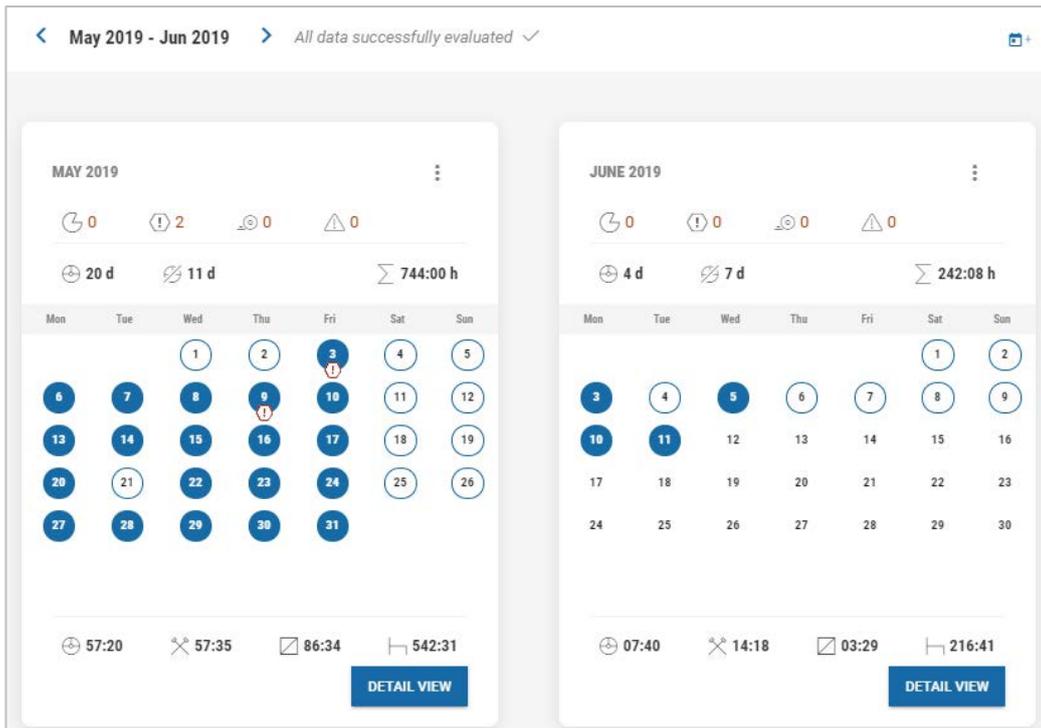
- **Common data**
- **Specific conditions: OUT and ferry / train modes**
- **Days**
- **Day Details**
- **Events & faults**
- **Control activity data**

#### 10.2.4 Activity

In this section you will be able to see the activity carried out on the days downloaded

There are several icons that inform you of:

	Days with undefined time
	Infringements
	Speeding
	Events and faults
	Driving or days worked
	Working days with no driving
	Drop-down menu for generating the activity attestation report or the activity report



**DETAIL VIEW**

If you click on “Detail View” you will get a list of all the days with work

ACTIVITY OVERVIEW < June 2019 >

Activity days 🕒 07:40 🕒 14:18 🕒 03:29 🕒 10:34 | ⚠️ 0

Date	Start time	End time	🕒	🕒	🕒	🕒	Σ	Vehicle / Trailer Distance (km)
03 Jun 2019	09:05	17:12	02:04	03:17	01:02	01:44	05:21	VEH36 58 km
05 Jun 2019	08:30	19:23	01:28	04:08	01:58	03:19	05:36	VEH36 41 km
10 Jun 2019	09:00	19:20	01:46	05:08	00:29	02:57	06:54	VEH36 85 km
11 Jun 2019	11:08	17:49	02:22	01:45	00:00	02:34	04:07	VEH36 98 km

You can create an event and then generate an activity attestation report in two ways:

- 1- Clicking on the “Create event” button, located in the upper right-hand corner 📅 +
- 2- Clicking on the “Create event” button that appears when you click on any of the days in the activity calendar

CALENDAR DAY 03/05/2019

🕒 03:16 🕒 04:16 🕒 06:48 🕒 09:40 Σ 24:00

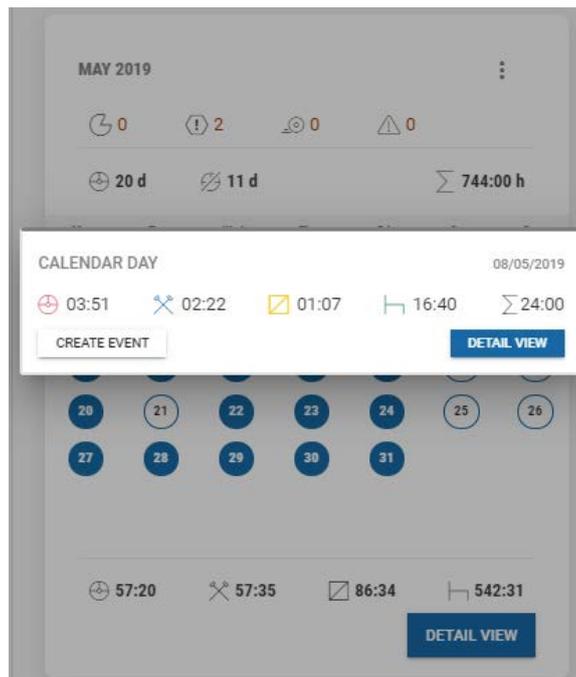
CREATE EVENT **DETAIL VIEW**

---

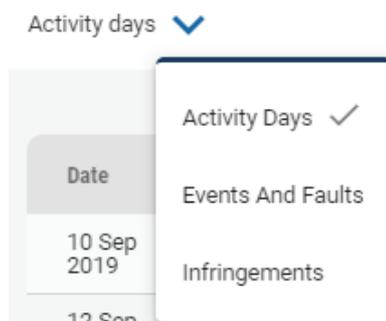
⚠️ INFRINGEMENTS 1 >

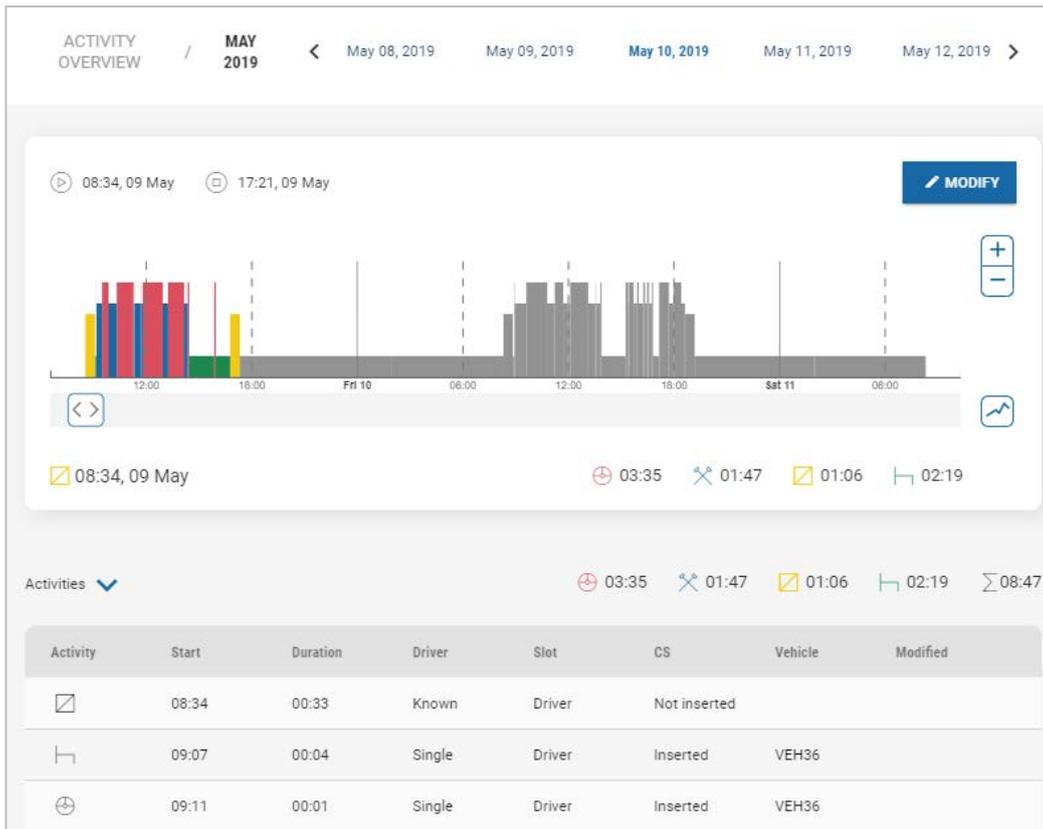
The following screen will appear, where you can choose or add the type of event for a driver, as well as the event's start date / time and end date / time.

If you click on the other “Detail View” button that appears when you click on any day in the activity calendar



You can view the activity in the form of a linear graph along with numerical details of the activity, events/faults or infringements, depending on your selection



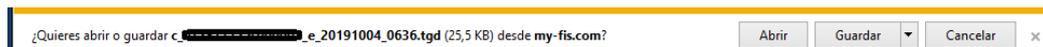


### 10.2.5 Uploaded files

List of all files related to that driver contained in the database

UPLOADED FILES			
Driver files			
ID	Upload		
1	Mon 10/06/2019, 13:17	<a href="#">DETAILS</a>	<a href="#">RETRIEVE</a>
2	Mon 10/06/2019, 13:11	<a href="#">DETAILS</a>	<a href="#">RETRIEVE</a>
3	Wed 05/06/2019, 10:47	<a href="#">DETAILS</a>	<a href="#">RETRIEVE</a>

If you click on “Retrieve” you can copy it to your computer



If you click on “Details”, you can view the file contents (like in the Legal section)

← LEGAL DATA DETAIL PREVIEW

COND1 COND1  < June, 2019 >

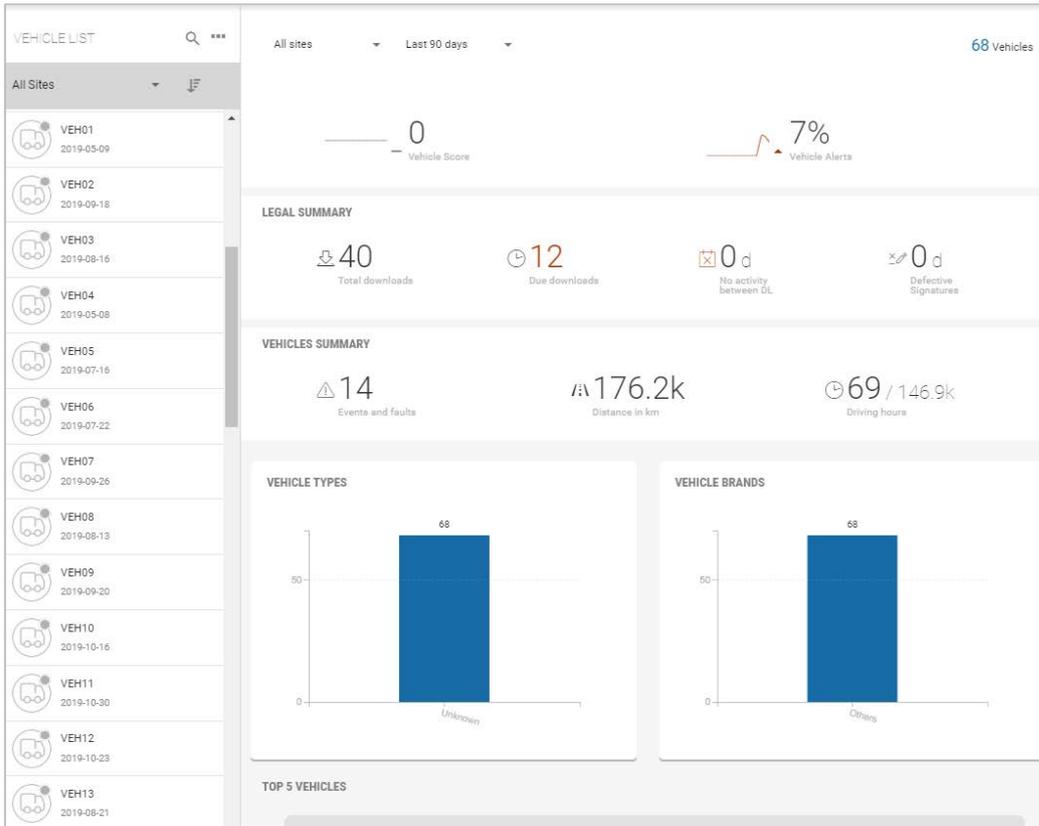
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Show only selected month Generations generation 1 ▾

COMMON DATA SPECIFIC CONDITIONS DAYS DAY DETAIL EVENTS & FAULTS CONTROL ACTIVITY DATA

## 11. Vehicles

On the main screen of the vehicle menu you can see a summary of the status of your fleet of drivers

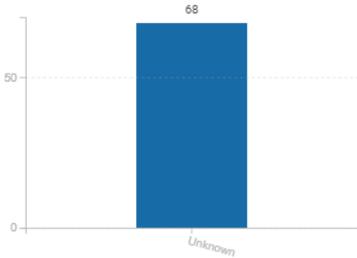
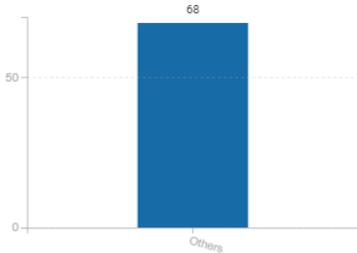


On the left-hand side you will have a list of all the vehicles in your base. You can select these to view detailed information on each one

### 11.1 General information

On the right-hand side you will find the following items:

All sites	Base selection
<ul style="list-style-type: none"> <li>Last 4 weeks</li> <li>Last 60 days</li> <li>Last 90 days</li> </ul>	Consultation period
	Vehicle score
	Warnings issued compared to the prior period

 <b>40</b> Total downloads	Total number of downloads carried out								
 <b>12</b> Due downloads	Expired downloads								
 <b>0 d</b> No activity between DL	Periods of undefined activity								
 <b>0 d</b> Defective Signatures	Files with defective digital signatures								
 <b>14</b> Events and faults	Events and faults detected								
 <b>176.2k</b> Distance in km	Distance travelled								
 <b>69 / 146.9k</b> Driving hours	Driving hours								
<p>VEHICLE TYPES</p> 	Vehicle types; 12V or 24V								
<p>VEHICLE BRANDS</p> 	Vehicle brands								
<p>TOP 5 VEHICLES</p> <table border="1"> <thead> <tr> <th>Vehicle</th> <th>Trends</th> <th>Score</th> <th>Total Distance</th> </tr> </thead> <tbody> <tr> <td>VEH24</td> <td></td> <td>0.1</td> <td>5364 km</td> </tr> </tbody> </table>	Vehicle	Trends	Score	Total Distance	VEH24		0.1	5364 km	List of the five best vehicles
Vehicle	Trends	Score	Total Distance						
VEH24		0.1	5364 km						



### 11.2.2 Vehicle information

#### Vehicle and DTCO information

In this section you can set an end date for a vehicle in the event of its being sold and modify the base it belongs to.

**GENERAL INFORMATION**
EDIT

---

Vehicle reference  
.....

VRN  
VEH17  
.....

Registration country:  
E ..... ▾

Registration Date: ..... 🗓

Purchase Date:  
May 28, 2019 ..... ✕ 🗓

Disposal Date: ..... 🗓

No disposal date provided  
Last recorded odometer data:  
624197  
.....

Recorded on:  
Jun 27, 2019 ..... ✕ 🗓

VIN  
.....

Make year  
.....

Site:  
Madrid ..... ▾

Manufacturer name:  
.....

Model name:  
.....

Fuel type: ..... ▾

Transport type: ..... ▾

---

**MORE INFORMATION**

Target Consumption (liters/100km)  
0 .....

Net Load (tonnes)  
0 .....

Idle Range Min  
0 .....

Idle Range Min  
0 .....

Green Band Min  
0 .....

Green Band Max  
0 .....

Tyre size  
0 .....

Freight capacity (m3)  
0 .....

Max Weight (truck weight + load)  
0 .....

Harsh Brake Border (m/s2)  
0 .....

Ext WR Journey:  
 Speed Profile Checked:  
 RPM Profile Checked:

Communicator Prepaid Code:  
.....

Leave a comment  
..... //

---

**VRN HISTORY**

Old VRN	New VRN	Changed Date	Action
.....	VEH17	08/11/2019	-

---

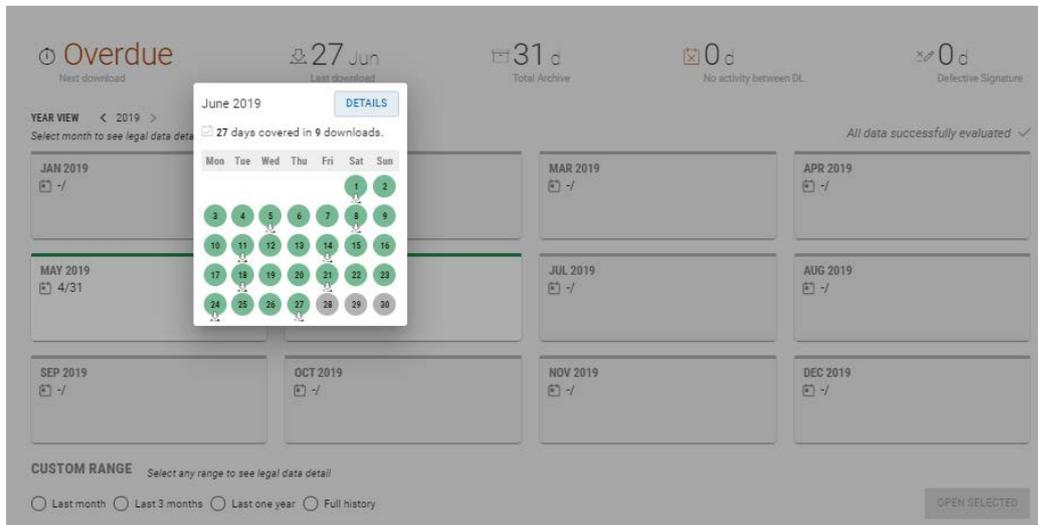
**TACHOGRAPHS**

Tachograph Type	Installation Date	Approval Number	Comments	End Date	Action
DTCO	22/12/2017, 13:46	e1-84			05/04/2020, 20:00

### 11.2.3 Legal

In this section you can view information about the downloaded files.

They will be marked in green along with the days downloaded (31/31) for each month. If they appear in grey, the information has not been downloaded; if they appear in red, some problem has occurred.



If you click on “Details”, you can view the detailed file contents:



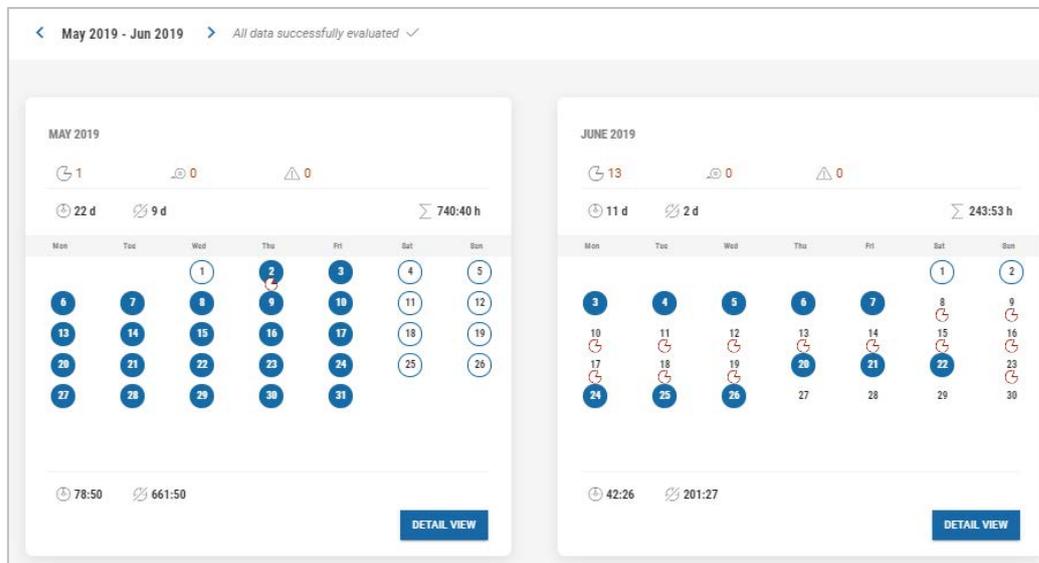
- **Common data**
- **Specific conditions: OUT and ferry / train modes**
- **Days**
- **Day details**
- **Events & faults**
- **Overspeeding control data**
- **Detailed Speed**
- **Technical data**

### 11.2.4 Activity

In this section you will be able to see the activity carried out on the days downloaded

There are several icons that inform you of:

	Days with undefined time
	Overspeeding
	Events and faults
	Driving activity hours
	No driving activities hours



If you click on “Detail View” **DETAIL VIEW** you will get a list of all the days with work

ACTIVITY OVERVIEW < May 2019 >

Activity days 83:11 681:29 0

Date	Start time	End time	(+)	(-)	Driver	Distance (km)
30 Apr 2019	02:00	02:00	04:21	19:39		0 km
01 May 2019	02:00	02:00	00:00	24:00	COND10 COND10	0 km
02 May 2019	02:00	02:00	02:55	17:45	COND10 COND10	368 km
03 May 2019	02:00	02:00	02:41	21:19	COND10 COND10	0 km
04 May 2019	02:00	02:00	00:00	24:00	COND10 COND10	0 km
05 May 2019	02:00	02:00	00:00	24:00	COND10 COND10	265 km
06 May 2019	02:00	02:00	04:17	19:43	COND10 COND10	0 km
07 May 2019	02:00	02:00	03:11	20:49	COND10 COND10	403 km
08 May 2019	02:00	02:00	02:51	21:09	COND10 COND10	0 km
09 May 2019	02:00	02:00	04:47	19:13	COND10 COND10	543 km

If you click on the other “Detail View” button that appears when you click on any day in the activity calendar

MAY 2019

1 0 0

22 d 9 d 740:40 h

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

CALENDAR DAY 17/05/2019

04:31 19:29 **DETAIL VIEW**

---

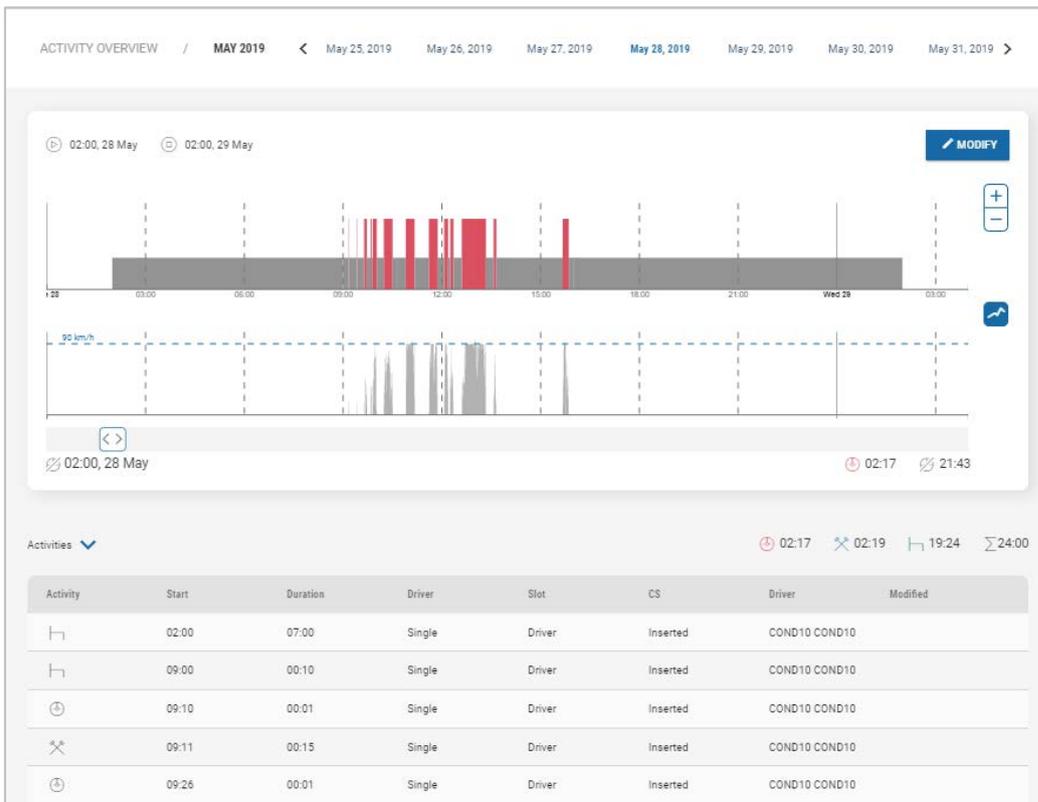
Driven by COND10 COND10

Odometer ↳ 618797 (00:00) → 619348 (00:00)

78:50 661:50

**DETAIL VIEW**

You can view the activity in the form of a linear graph, along with numerical details of the activity.



### 11.2.5 Uploaded files

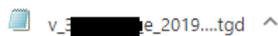
List of all files related to that driver contained in the database

VDO Files  
No file has been uploaded yet.

VU Files

ID	Upload	DETAILS	RETRIEVE
1	Sat 01/06/2019, 01:01	DETAILS	RETRIEVE
2	Wed 05/06/2019, 01:02	DETAILS	RETRIEVE

If you click on “Retrieve” you can copy it to your computer



If you click on “Details”, you can view the file contents (like in the Legal section)

LEGAL DATA DETAIL PREVIEW

VEH17 June, 2019

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

Show only selected month Generations generation 1

COMMON DATA SPECIFIC CONDITIONS DAYS DAY DETAIL EVENTS & FAULTS OVERSPEEDING CONTROL DATA DETAILED SPEED TECHNICAL DATA

## 12. Options

In this section you can see the different configuration adjustments you can make to your account

### 12.1 Administration

#### 12.1.1 User

There are different possibilities when it comes to displaying the items in a list

Driver Name / Reference Display:

- **First name, Last name, sort by First name**
- **Last name, Reference, sort by Last name**
- **Reference, Last name, First name, sort by Reference**

Vehicle Registration / Reference Display:

- **License plate, sort by License plate**
- **Reference, License plate, sort by Reference**

Site display:

- **Location, Reference, sort by Reference**
- **First name, Reference, sort by First name**
- **Reference, First name, sort by Reference**

ADMINISTRATION	SITES/GROUPS	DATA	REMINDERS
USER	SYSTEM	AUDIT LOG	REPORTS
<b>GENERAL</b>			
<b>Please select the options you would like for information display:</b>			
Driver Name / Reference Display *			
Forename Surname		Order by: firstName, lastName	
Vehicle Registration / Reference Display: *			
VRN		Order by: vrn	
Site display *			
Name, Reference		Order by: name	

### 12.1.2 Sistema (System)

There is the option of inserting a logo so that it appears in all the reports generated.

The logo must not be more than 2MB in size, and should be in one of the following formats: .jpg, .png, .gif or .bmp.

**SYSTEM CONFIGURATION**

---

Upload your Company Logo that will be included in all your reports Currently uploaded Company Logo [DELETE LOGO](#)

Upload File From Computer  (Max file size 2MB. Supported formats: .jpg, .png, .gif, .bmp)



The inserted logo will appear in the header of the reports.



### 12.1.3 Audit log

In this section you will have a record of all the activities carried out by a user, such as uploading, deleting or modifying files, generating reports or creating bases.

AUDIT LOG				
Date range (7 days):				
From	To	User	Action	Content search
Nov 15, 2019	Nov 22, 2019	All	All	
Date & Time	User	Action	Object	
22/11/2019, 09:31	120885	Report generated	Odometer summary	<a href="#">DOWNLOAD</a>
22/11/2019, 09:31	120885	Report generated	Odometer summary	<a href="#">DOWNLOAD</a>
22/11/2019, 09:30	120885	Report generated	Odometer summary	<a href="#">DOWNLOAD</a>

### 12.1.4 Reports

#### General

Information to be displayed in the reports, such as the option of inserting a header and whether or not to display: date, page number and “analyzed by”.

If you are exporting files to CSV format, you can choose the type of separator you want to use.

**General**

**Configure your company reports**

Header Name \_\_\_\_\_

**Visible fields in your reports**

- Date
- Page Number
- Analyzed By

**Field Separator (CSV format)**

Choose field separator

, \_\_\_\_\_ ▾

#### Driver letter

In this section you can configure some parameters of the driver letter report, such as: language of the letter, whether or not to display company information, greeting, header, footer and signatures.

**Driver Letter**

According to driver's preferred language  Show Company Information

Español \_\_\_\_\_ ▾

**Driver Letter**

Male **Estimada** \_\_\_\_\_ Female **Estimado** \_\_\_\_\_

Please enter the Introduction Text Please enter the Concluding Text

Se han examinado los discos de su tacógrafo y se han encontrado los siguientes problemas: \_\_\_\_\_ // Es un requisito legal que estos problemas le sean informados. \_\_\_\_\_

Signing Text

Producido\_\_\_\_\_ Recibido\_\_\_\_\_ //

Scheduling reports:

Here you can select the default language and customize the message received by users who receive scheduled reports.

**Scheduled reports** ^

English ▼

The body of email used in the email with report

Dear Recipient,

In the attachment you will find the {{report-name}} report. The report has been scheduled on {{start-period}} and has been now generated {{sequential-number}} times. There are still {{remaining-reports-count}} reports left to be generated.

With Best Regards,  
Your TIS-Web DMM

---

Include Unsubscribe link

**APPLY**

## 12.2 Bases/Groups

You can add or delete bases, or modify information related to them:

If you want to add a new base, click on “+” SITE LIST 🔍 +

You will then have to fill in the form with the corresponding data for the different sections:

General →you will have to fill in the following information:

GENERAL INFORMATION	
Address .....	Comments .....
Street direccion .....	Email .....
Postal code 00000 .....	Telephone/Fax .....
Location Madrid .....	Contact .....
	Reminder template Default Template ..... ▼
	Country Spain ..... ▼

- General Information
- Address (Street, Zip code, Location)
- Location
- Comments
- Email
- Telephone/Fax
- Contact
- Reminder template
- Country

Hours of work → you will have to fill in the following information:

- **Working days: Select the different working days.**
- **Define working hours→ Define the activities that will be considered rest**
- **Working Hours:**
  - **Applicable in islands that are less than 2500 km<sup>2</sup>**
  - **Rules for working Time Directive**
- **Night Working Periods**
  - **Period defined as “Night working period” for HGV and PGV**
  - **Maximum amount of night work allowed in 24h for HGV and PGV**

### DEFINE WORKING HOURS

**Working Day**

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

**Working Hours**

Apply Real Decreto 1082/2014

European Working Time ▼

---

Please set the rules that best reflect your use of the Working Time Directive

Reference Period  
17 Weeks ▼

---

Type  
Rolling Period ▼

---

Holiday Allocation  
7

---

**Define working hours**

This will be used for the driver work days calculation

Driving

Active

Passive

Rest Under 00:00 🕒

**Night Working Periods**

HGV Start HH:MM 00:00	🕒	HGV Finish HH:MM 04:00	🕒
<hr/>			
PSV Start HH:MM 01:00	🕒	PSV Finish HH:MM 05:00	🕒
<hr/>			
Maximum hours night work per 24 hours 10:00			🕒

Once completed, click on the Save button to add the new base to the database.

## Moving drivers / vehicles between bases

For each base, you can view a list of the drivers / vehicles it contains. You can assign several drivers / vehicles from one base to another in a single operation.

To do this, click on “Assign” and then on “Assigned Drivers”

### FLEET ASSETS

Drivers (17)	ASSIGN	▼
Vehicles (68)	ASSIGN	▼

You will see a drop-down menu with the available bases where you can assign the data, and a list of the drivers / vehicles in the selected base.

### DRIVERS

From site:  
Madrid ▼

LIST OF DRIVERS

- COND1 COND1
- COND12 COND12
- COND13 COND13
- COND14 COND14
- COND15 COND15
- COND2 COND2
- COND3 COND3
- COND4 COND4
- COND5 COND5
- COND6 COND6
- COND7 COND7
- COND8 COND8
- COND9 COND9

>

>>

<<

<

To site:  
Prueba, Prueba ▼

ASSIGNED DRIVERS

- COND10 COND10
- COND11 COND11

Once the drivers / vehicles that you want to move have been transferred to the right-hand side, click on “Save”

SAVE

## 12.3 Legal

### 12.3.1 Download

In this section you can change the default extensions of files according to the legislation governing each company, the data blocks that make up the files and download warnings for drivers and vehicles.

European legislation file suffix must be in .TGD for France and Spain, and .DDD for all other countries. Mandatory data blocks are:

- **Activity Data Block**
- **Event/Fault Data Block**
- **Speed Data Block**
- **Technical data Block**

LEGAL ARCHIVE

---

**File Suffix**

Driver Card  
DDD

Vehicle Unit  
DDD

SV File  
DDD

**Delete File**

Delete Files From Source After Transfer

---

**Vehicle Unit required data**

Activity Data Block

Event/Fault Data Block

Speed Data Block

Technical Data Block

### 12.3.2 Driver activity

Here you can add, modify or delete the events that will be used in the driver planner

**DRIVER ACTIVITY**
APPLY

---

Automatically adjust chart overlaps less than \* 10 mins short

---

**Unknown drivers from VU-File**

Add Unknown Drivers to Default site  
 Ignore data from unknown drivers

---

**Driver Activity Setup** ADD

Event name	Attestation usage	ABR	Event Type	Rest event category
Absent without leave	Was on annual leave ▾	A	Rest	Not compensate plann... ▾
Daily rest compensation	Was on leave or rest ▾	R	Rest	Compensate planned h... ▾
Non working day	Was on annual leave ▾	N	Rest	Not compensate plann... ▾
Parental leave	Was on annual leave ▾	P	Rest	Compensate planned h... ▾
Personal holiday	Was on annual leave ▾	H	Rest	Compensate planned h... ▾

### 12.3.4 Vehicle activity

This is how to manage vehicles register in driver card when you download a driver card.

You can add unknown vehicles found in driver to card to date base (Add Unknown vehicles to default site)

You can maintain driver activities but not add the vehicle to data base (Add Unknown vehicle to default site)

You can ignore activities done with an unknown vehicle and not added it to data base

**VEHICLE ACTIVITY**

---

**Unknown vehicles from DC-File**

Add Unknown Vehicles to Default site  
 Assign Unknown Vehicle to Blank Vehicle  
 Ignore data from unknown vehicles

### 12.3.4 Infringements

Different options can be changed, such as selecting the current legislation (EC 561/2006):

- **Double-manning: Check double-manning.**
- **Allow extended weekly rest on domestic journeys.**
- **Check driver planning: Check for overlaps between activities recorded by the DTCO and manually entered activities (e.g. vacations)**
- **Check out-of-scope operations (OUT) and ferry mode**
- **Check the working time policy: Specifications entered by the company at the time of creating the bases.**
- **Guidance note 4**
- **Intermediate, weekly breaks encouraged.**

Show

- **If you want to see the number of the article that is being infringed in the infringement reports.**
- **Display the penalty scale**

**INFRINGEMENTS**

---

**Default legislation against which driver activity is to be checked**

EC Council Regulation No. 561/2006

EC Council Regulation No. 561/2006 with Directive 2016-403 EC

---

<input checked="" type="checkbox"/> Double Manning <input checked="" type="checkbox"/> Allow Extended weekly rest for national journeys <input type="checkbox"/> Check for Driver Planner <input checked="" type="checkbox"/> Check for Out of Scope and Ferry Operations	<input checked="" type="checkbox"/> Check for Working Time Directive <input type="checkbox"/> Guidance Note 4 <input type="checkbox"/> Intermediate Weekly Rest Promotion
--	---

---

**Show**

Article No.

Seriousness Indicator

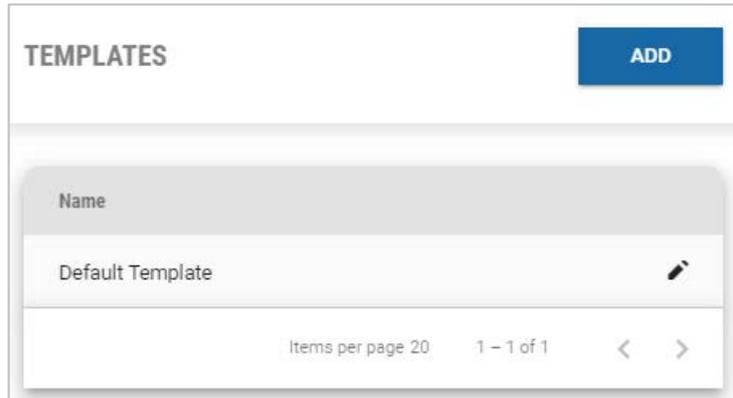
## 12.4 Reminders

Download reminder to be selected by the company, bearing in mind that downloads have to be made:

- **Every 28 days (at least) for driver cards**
- **Every three months (at least) for the DTCO memory.**
- **Download of special blocks (optional)**
- **Vehicle calibration reminders (must be performed every two years)**
- **Reminder for driver card expiry dates (card expiry = five years)**

- **Reminder to verify driver's license (optional)**

To modify any of the default values, click on “”. If you want to add a new reminder, click on “Add” to create a new one.



### EDIT REMINDER TEMPLATE

*Please fill in all mandatory information about your reminder template*

<p>Reminder Template *</p> <p>Default Template</p> <hr/> <p>Mandatory Driver Card download reminder after days *</p> <p>28</p> <hr/> <p>Custom Driver Card download reminder after days *</p> <p>14</p> <hr/> <p>Vehicle Unit Download reminder after every</p> <p><input checked="" type="radio"/> 3 <span style="float: right;">▼ Months</span></p> <p><input type="radio"/> 1 <span style="float: right;">▼ Days</span></p> <p><input type="radio"/> 1 <span style="float: right;">▼ Week on</span></p>	<p>Special Data Download reminder after every</p> <p><input checked="" type="radio"/> 3 <span style="float: right;">▼ Months</span></p> <p><input type="radio"/> 7 <span style="float: right;">▼ Days</span></p> <p><input type="radio"/> 1 <span style="float: right;">▼ Week on</span> <span style="float: right;">1 <span style="float: right;">▼ Day</span></span></p> <p>Vehicle Unit Calibration reminder before</p> <p>Weeks *</p> <p>6</p> <hr/> <p>Driver Card Expiry reminder before</p> <p>Weeks *</p> <p>8 <span style="float: right;">▼ Day</span></p> <hr/> <p>Mandatory Driver License check reminder after days *</p> <p>7</p> <hr/> <p>Custom Driver License check reminder after days *</p> <p>7</p> <hr/>
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\* Required information

CANCEL DELETE UPDATE