

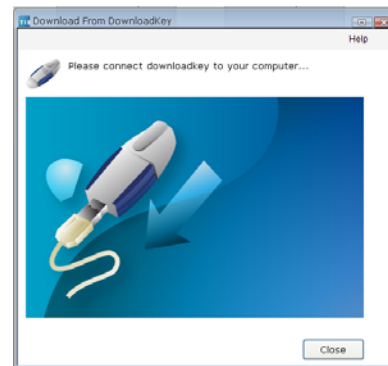
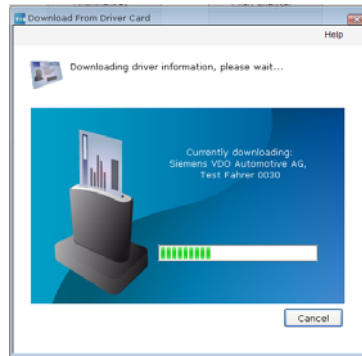
## TIS-Web 3 Tachograph Data Management

### Configuration and Settings Guide

The screenshot shows the TIS 3.2 web interface. At the top, it displays 'Company: Continental Automotive UK' and 'User: Peter Needham'. The navigation menu includes 'Download', 'Archive Management', 'Reports', 'Driver Availability', and 'Settings'. The 'Settings' section is expanded to show 'User Settings: Chart Setup'. The configuration options are as follows:

- Infringement Warnings:**
  - Insufficient Break Warning\* (0 mins short)
  - Excessive Driving Warning\* (0 mins over)
  - Excessive daily driving warning
- PSV:**
  - PSV Type
  - Show PSV Detail
  - Prompt For PSV Breaks
  - Prompt For PSV Journey Type
  - Default PSV Journey Type:**  National,  International
  - Default PSV Service Type:**  Regular,  Non-Regular
- Reader:**
  - Reader type
  - Compact Chart Reader
  - QFOS
  - Keyboard

Buttons for 'Apply' and 'Cancel' are located at the bottom right of the settings panel.



Version 2.0



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## TIS-Web 3.0 Recommended settings

### **IMPORTANT!**

TIS-Web 3.0 has a number of settings that determine how data is added, analysed and maintained. These settings help automate decision making and data handling and when used correctly simplify and speed up reading tachograph data and help ensure consistent results are obtained. Incorrect use of these settings may lead to missing data and unexpected results when producing reports. It is important that operators understand how an account is setup, how to change settings and the effects that changing these settings will have on an account.

When a TIS-Web 3 account is first activated the default settings will reflect best practice and will be suitable for most operations. Should you need to change these settings to meet your operational procedures please read the following:

### To find and alter settings

Login to TIS-Web and click on the settings tab **1**

The screenshot shows the TIS 3.2 web application interface. At the top, the company name is 'Continental Automotive UK' and the user is 'Peter Needham'. The navigation menu includes 'Download', 'Archive Management', 'Reports', 'Driver Availability', and 'Settings'. The 'Settings' tab is selected and highlighted with a red '1'. The 'Settings' window is open, showing 'User Settings: General'. The window contains several sections: 'Please select the options you would like for information display:', 'Driver Name/Reference display:' with a dropdown menu set to 'Name, Driver reference order by: Surname, Forename', 'Vehicle Registration/Reference Display:' with a dropdown menu set to 'Registration Number Order by Registration Number', and 'Site Display:' with a dropdown menu set to 'Name, Reference order by name'. Below these are two file selection fields: 'Transfer File From Computer:' and 'Archive File Retrieval Directory:', both with text boxes containing 'C:\VKISClntDownloads' and 'Browse' buttons. At the bottom right of the window are 'Apply' and 'Cancel' buttons.

## TIS-Web settings summary

Listed here are the settings that you are recommended to check for suitability whilst using TIS-Web

	Considerations	Where to Change	Default Setting	Options
<b>New Drivers</b>	Tachograph data is only processed if recorded after a drivers start date and before a drivers finish date.	Start and Finish dates are set in the Driver data maintenance page.	If the driver is added manually the start date is set to the date the driver was added.	Set the drivers start date to the date they started work for you.  Set the drivers finish date if the driver is no longer employed.
			Finish date is blank. If the driver is added automatically the start date is set to the date of the first activity in the first download.  Finish date is blank.	
<b>Unknown Drivers</b>	Tachograph data is only processed for drivers that are registered on an account.  Unknown drivers can be added to an account automatically if required.	Rules for handling unknown drivers are set in the Settings > Working Time page.	Unknown drivers are added.	Ignore Unknown drivers.  Add Unknown drivers to the default site.
<b>New Vehicles</b>	Tachograph data is only processed if recorded after a vehicles purchase date and before a vehicles disposal date.	Purchase and Disposal dates are set in the vehicle data maintenance page.	If the vehicle is added manually the purchase date is set to the date the vehicle was added.  Disposal date is blank.	Set the vehicles purchase date to the date the vehicle was first used by you.  Set the vehicles disposal date if the vehicle is no longer part of your fleet.
			If the vehicle was added automatically the purchase date is set to the date of the first activity in the first download.  Disposal date is blank.	
	If analysing data from a PSV vehicle you must ensure the vehicle type is set to PSV.	Vehicle type is set in the vehicle data maintenance page.	All new vehicles are set to HGV.	Set vehicle type to HGV or PSV
<b>Unknown Vehicles</b>	Tachograph data is recorded against known vehicles. Unknown vehicles are added automatically to ensure all a drivers activities are stored.  TIS-Web can be setup to ignore unknown vehicles.	Rules for handling unknown vehicles are set in the Settings > Working Time page.	Unknown vehicles are added to the default site.	Assign Vehicle data to a blank vehicle  Ignore data from an unknown vehicle  Add Unknown vehicle to the default site.
<b>Default Site</b>	An account is created with one default site. All new drivers and vehicles created automatically are saved to the default site.  The default site may be unsuitable or not visible to all users.	The default site is set in the Settings > Working Time page.	The initial default site is the first site created in the account.	Choose any site as the default site.  New sites can be created if necessary.  Ensure all relevant users have access to the site where new drivers and vehicles are created.
<b>Driving without a driver card</b>	If driving a digital vehicle and drivers fail to insert a driver card the vehicle unit will record those trips against an unknown driver.  A filter time can be set to ignore trips without a driver card below a defined duration.	The driving without a driver card filter time is set in the Settings > Working Time page.	The default setting is to ignore any driving without a driver card for any period of 10 minutes or less.	
			If unknown drivers are added automatically then all trips without a card of less than 10 minutes are ignored	
<b>Hours Law Rules</b>	Hours Law rules determine which regulations are used to monitor your drivers adherence to driving limits.  There are other options to control what Infringements are reported and how the data is presented	Hours Law settings are changed by accessing the Settings > Infringement page.	Default Regulations are EC Reg No 561/2006	EC Reg No 3820/85 EC Reg No 561/2006 UK Domestic
			Double manning check = ON Extended Weekly rest = ON Check Driver Planner = OFF Out of Scope + Ferry = OFF Check WTD = OFF Exceptions and Faults = OFF Article Number = ON	
<b>Working Time Directive</b>	The WTD settings determine what reference period is used to assess average working weeks and how holidays are compensated  WTD Infringements are not reported unless switched on in the Hours Law rules page.  Each site may be set with different rules.	The WTD rules are set in the site maintenance page.  Each site may have different rules or the same rules can be applied to all sites.	Reference Period = 4 Months Rolling Window analysis Ref period start = Not set Ref period finish = Not set Holiday allocation = 7 Days HGV Night = 00:00 – 04:00 PSV Night = 01:00 – 05:00 Max Night Hours = 10:00 Apply rules to all Sites	Choose 4 or 6 Months Choose Fixed or rolling window Only used with fixed window Only used with fixed window Any value between 0 and 20 Do not change Do not change As per regulations 2002/15/EC Enabled if more than one site exists

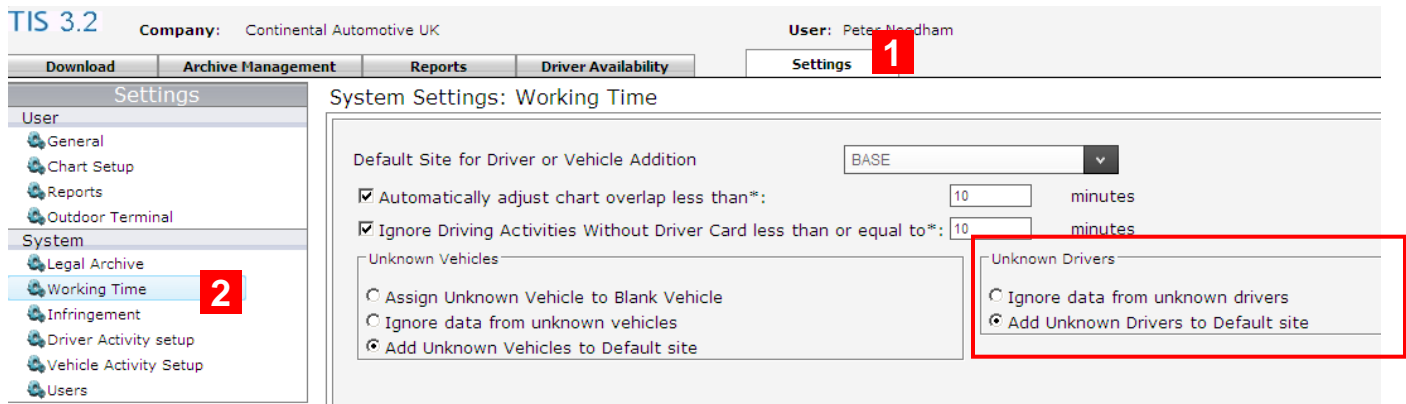
Chart Entry	Considerations	Where to Change	Default Setting	Options
<b>Chart Entry</b>	<p>These settings are used to determine the following;</p> <p>If warnings are provided during entry of analogue charts</p> <p>How additional data is entered if the vehicle is a PSV</p> <p>What reading devices are to be used.</p>	The analogue chart entry configuration options are set in the Settings > Chart Setup	Infringement warnings are OFF	Choose which warnings are displayed when entering analogue charts.  Set the filter time for short breaks and excessive driving
			PSV Additional data entry is OFF	IF analysing a PSV vehicle under EC Reg. No 3820/85  Switch on prompt for reduced breaks selection  Switch on prompts for journey and service type selection  Set default Journey and service types
			Reader Type = Compact Chart Reader	Choose between  Compact Chart reader QFOS Reader Keyboard
<b>Chart Overlap</b>	<p>If charts overlap because of clock differences between vehicles service will try and automatically correct the overlap.</p> <p>These settings control how overlaps are corrected.</p>	The chart overlap filter time is set in the Settings > Working Time page.	Chart Overlaps are resolved if 10 minutes or less.	Automatic resolution can be switched off.  Alternate settings of between 1 and 720 minutes can be used.
<b>Archiving Digital Data</b>	<p>Digital data has to be archived at regular intervals.</p> <p>You can control the period between download reminders and also choose which data is downloaded from a vehicle unit.</p>	The archive options are set in the Settings > Legal Archive page.	Default File types =.DDD  Driver Card = .DDD Vehicle Unit = .DDD Special Files = .DDD	The file suffixes do not require changing for UK registered vehicles  If downloading vehicles from other EC countries you may need to change these settings
			All Vehicle unit data is downloaded	In the UK you may choose to not download the speed data block  All other blocks are mandatory under UK regulations.
			Delete File	If delete file from source is ticked the vehicle or card data will be automatically removed once the data has been read from the Downloadkey, memory stick or computer folder.  The data is not removed from the driver card or the tachograph head.
			Special Data Information	Tick these boxes if you wish to download the VDO special data file.
			Driver card reminder = 21 days  Vehicle unit reminder= 3 month  Special Data Download = 3 months  Driver Card Expiry reminder	Max setting for drivers under UK regulations is 28 days  Max setting for vehicles under UK regulations is 56 days.  This data block only exists on VDO tachographs and downloading is not mandatory.  Set the number of months warning you wish to receive prior to a drivers' card expiring.
<b>Report Settings</b>	Use the settings here to filter out gaps in odometer recordings.	The driving without a driver card filter time is set in the Settings > Working Time page.	Default filter is 1Km	Chose another setting up to 999 Km

## Adding unknown drivers

An unknown driver is a driver name that cannot be found within the account. A name may not be recognised for several reasons

- The driver has never been added to the account.
- A new driver card is being read that cannot be matched to an existing driver because the name on card is spelt differently from the name in the account.
- Vehicle data is being processed that holds records for drivers not employed by you and not registered with this account.

To check these settings please click on Settings Tab > **1** Working Time **2**



**Default Setting** = Add unknown drivers to Default site.

**System Action** = Any unknown driver will be added to the default site. This also includes unknown drivers that may be included in vehicle unit data. **Activities will also be added where the vehicle has been driven without a driver card, but these will be logged against an unknown driver.** Therefore if you download a new vehicle or a hire vehicle where data has not been correctly locked in or out the system will automatically add drivers that may not belong to your organisation.

This setting only effects how new drivers are handled when reading digital tachograph data. When processing only analogue charts a new driver is always added to the account manually. In digital only fleets it is also possible to add drivers manually.

**Alternative setting** = Add unknown drivers to the default site.

**System action** = Unknown drivers will not be added to the system if they cannot be identified when reading a driver card or data from a digital tachograph vehicle unit. **Activities will also be ignored where a vehicle has been driven without a driver card.** Drivers must be added to an account manually, the operator must ensure that the drivers name is entered identically to the name on the driver card.

**Recommended setting = Ignore unknown drivers**

As a fleet operator you should be in control of which drivers are added to your account. Adding drivers automatically could mean a large number of drivers you have never employed are added to your account. While these can easily be deleted at a later date charts and archives will have also been added for these drivers resulting in higher costs.

### Tip !

To obtain an overview of automatically added drivers and vehicles, you can also create a specific site to which new drivers and vehicles will be assigned and define this site as your default site.

You can then decide which drivers and vehicles should be added to your sites and which should be deleted directly as they do not belong to your company.

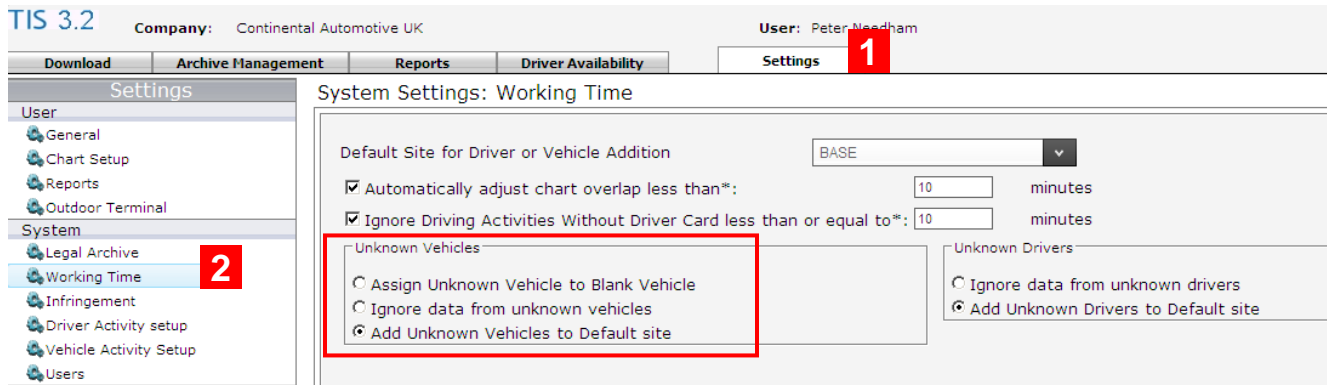
If your account has multiple sites with assigned logins for each site you may also want to ensure that all operators can access the new drivers and vehicles site.

## Adding unknown vehicles

An unknown vehicle is a vehicle registration number that cannot be found within the account. A registration number may not be recognised for several reasons;

- The vehicle has never been added to the account.
- A new vehicle registration is being read that cannot be matched to an existing vehicle because they are formatted differently.

To check these settings please click on **Settings Tab 1** > **Working Time 2**



**Default setting** = Add unknown vehicles to default site.

**System action** = Unknown vehicles will be added to the default site if they cannot be identified when reading a driver card or data from a digital tachograph vehicle unit.

This setting only effects how new vehicles are handled when reading digital tachograph data. When processing only analogue charts a vehicle must be added to the account manually. In digital only fleets it is also possible to add vehicles manually.

**Alternative setting** = Ignore unknown vehicles.

**System Action** = The data belonging to all unknown vehicles will be ignored. The vehicle will not be added to the account and chart data will not be added against a driver.

**Alternative setting** = Assign Unknown Vehicle to Blank Vehicle.

**System Action** = Indicates that data belonging to an unknown vehicle should be assigned to a dummy vehicle. This setting enables you to save only the driver's data allowing complete analysis of driver activities. Vehicle data will not be stored. This dummy vehicle will not be created in Company Data and therefore cannot be displayed in reports or overviews.

**Recommended setting = Add unknown vehicles to default site**

Using this setting ensures that all of a drivers activities are downloaded from their cards and the vehicles used can be identified. Should this setting not be used an operator may miss activities that the driver has done on other vehicles not registered with the fleet. For example hire vehicles or driving part time for other employers.

### Tip !

To obtain an overview of automatically added drivers and vehicles, you can also create a specific site to which new drivers and vehicles will be assigned and define this site as your default site.

You can then decide which drivers and vehicles should be added to your sites and which should be deleted directly as they do not belong to your company.

If your account has multiple sites with assigned logins for each site you may also want to ensure that all operators can access the new drivers and vehicles site.

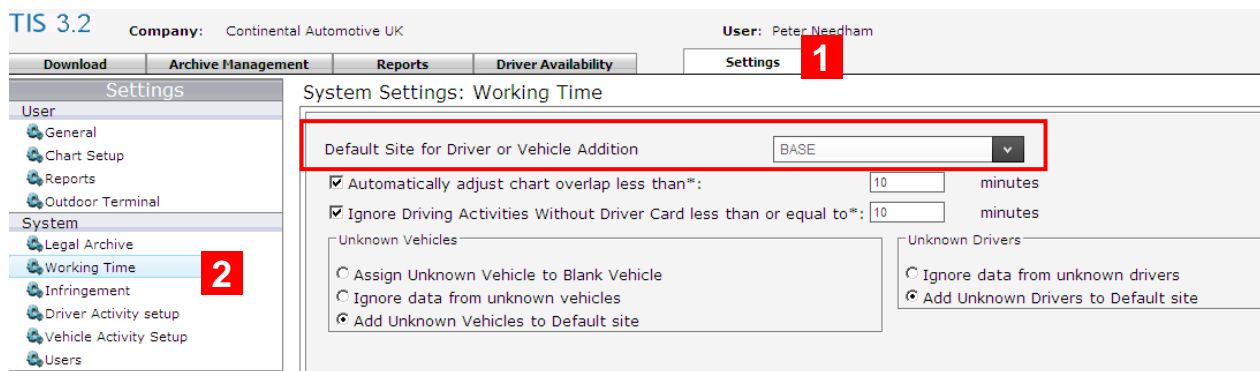
## Default Site for Driver or Vehicle Addition

The default site is the site created when your account is first setup. If you require additional sites you can set them up in the company data maintenance page. Sites can represent a geographical location such as a town or depot, or can be used to help separate different groups of vehicles or drivers. Different sites could be used for agency drivers or hire vehicles.

If you choose to add unknown vehicles and drivers automatically the system will add them to the default site.

You can set any site within your account as the default site.

To check or alter this setting please click on Settings Tab **1** > Working Time **2**



### **TIP !**

To obtain an overview of automatically added drivers and vehicles, you can also create a specific site to which new drivers and vehicles will be assigned and define this site as your default site.

You can then decide which drivers and vehicles should be added to your sites and which should be deleted directly as they do not belong to your company.

If your account has multiple sites with assigned logins for each site you may also want to ensure that all operators can access the new drivers and vehicles site.

**If you do not ensure your users can see the default site in addition to their assigned site they will not be able to see any new vehicles and drivers that they may have added automatically.**

## Driving without a Driver Card

When downloading a vehicle unit the system will attempt to create a chart each time the vehicle is driven without a driver card. This may happen when a vehicle is being used for shunting at a depot or when a driver is required to move a vehicle a very short distance. Even if the driver forgets to insert their card the activity is still recorded by the vehicle unit and is downloaded.

This may happen many times and could result in the addition of a large number of charts of very short duration all with unknown drivers.

It is possible to configure the system so that any trips without a driver card below a defined duration will be ignored.

To check or alter this setting please click on Settings Tab **1** > Working Time **2**

The screenshot shows the TIS 3.2 software interface. At the top, the 'Settings' tab is highlighted with a red box labeled '1'. On the left sidebar, the 'Working Time' option under the 'System' category is highlighted with a red box labeled '2'. The main content area displays 'System Settings: Working Time'. A red box highlights the setting:  Ignore Driving Activities Without Driver Card less than or equal to\*: 10 minutes. Below this, there are radio button options for handling unknown vehicles and drivers.

**Default setting** = Charts are ignored if less than or equal to 10 Mins in duration

**System action** = Any trip without a driver card that is less than or equal to 10 minutes will be ignored. This data will not be shown in the form of a chart without a driver name. Charts longer than this setting will be added against the vehicle but without a driver name.

**Alternative settings** = The operator may switch off this setting by un-ticking the check box and all trips without a driver card will be added or the operator can set any different duration between 1 and 99 minutes

**Recommended setting**= Charts are ignored if less than or equal to 10 Mins in duration. If set to a longer period the operator could miss activities where the driver should have used his card. Any setting chosen or accepted here is at the operators' risk. Current regulations state that the driver card should be used for all journeys.

### NOTE !

If you have chosen not to add unknown drivers automatically then no activity will be recorded where a vehicle has been driven without a driver card. This is because it is impossible for the service to recognize the driver therefore it applies the unknown driver rules.

## Hours Law Settings

TIS-Web can analyse driving activities against different rules according to your needs. It is important that the system is configured correctly to obtain a complete and accurate analysis.

To check or alter these setting please click on **Settings Tab 1** > **Infringement 2**

The screenshot shows the TIS 3.2 web interface. At the top, it displays 'TIS 3.2', 'Company: Continental Automotive UK', and 'User: Peter Needham'. Below this is a navigation bar with tabs: 'Download', 'Archive Management', 'Reports', 'Driver Availability', and 'Settings' (1). A left sidebar under 'Settings' lists various categories, with 'Infringement' (2) selected. The main content area is titled 'System Settings: Infringement' and has two sub-tabs: 'Infringement' and 'Driver letter'. Under the 'Infringement' tab, there are two red-bordered boxes. The first box (3) contains the text 'Default legislation against which driver activity is to be checked:' followed by three radio button options: 'EEC Council Regulation No. 3820/85', 'EC Council Regulation No. 561/2006' (which is selected), and 'UK Domestic'. The second box (4) contains a list of checkboxes: 'Double Manning' (checked), 'Allow Extended weekly rest for national journeys' (checked), 'Check for Driver Planner' (unchecked), 'Check for Out of Scope and Ferry Operations' (checked), 'Check for Working Time Directive' (unchecked), 'Show Exceptions' (checked), and 'Article No.' (checked).

To choose which regulations to apply **3**

The default rules are the current regulations EC No 561/2006. Alternatively you may choose EC No 3820/85 should you have old records that you need to analyse against the previous regulations. For some UK customers it may be appropriate to use UK domestic rules. Before selecting different rules please check that use is appropriate and legal for your type of operation.

EEC Council Regulation No. 3820/85	Indicates whether or not driver activities should be checked and evaluated against Council Regulation (EEC) No. 3820/85 of 20th December 1985.
EC Council Regulation (No. 561/2006	Indicates whether or not driver activities should be checked and evaluated against Council Regulation (EC) No. 561/2006 of 15th March 2006.
UK Domestic	Indicates whether or not driver activities should be checked and evaluated against UK domestic regulations

## Other Hours Law settings **4**

Double Manned	Indicates whether or not crew operation should be taken into consideration when calculating driving and rest times; selected by default.
Allow Extended weekly rest for national journeys	Indicates whether or not delayed weekly rest times should be considered an infringement with national journeys. Data already imported will not be affected when changing this setting; <b>This setting only applies for PSV vehicles when analysed under regulations EC No 3820/85</b>
Check for Driver Planner	Indicates whether or not entries on the Driver Planner, e.g. warehouse work, should be taken into consideration when calculating driving and rest times. Data already imported will not be affected when changing this setting. <b>This option will only be available from TIS-Web 3.1.</b>
Check for Out of Scope and Ferry Operations	Indicates whether or not entries relating to getting on or off a ferry or train should be taken into consideration when calculating driving and rest times. Already imported data will not be affected when changing this setting. <b>This option will only be available from TIS-Web 3.1.</b>
Check for Working Time Directive	Indicates whether or not driver activities should also be checked and evaluated against Directive 2002/15/EC of the European Parliament and Council of 11th March 2002. This check will also be based on the default times specified for the individual sites; <b>This is NOT selected by default.</b>
Show Exceptions	Indicates whether or not exceptions should be output in infringement reports, e.g. delayed weekly rest times with national journeys; not selected by default. <b>If exceptions are switched off then reporting of faults is also switched off</b>
Article Number	Indicates if the infringed regulation description is added to the report. <b>The regulation description is ON by default.</b>

## Setting up chart entry options

It is possible to configure many aspects of chart entry to ease the processing of analogue charts.

To check or alter these setting please click on Settings Tab **1** > Chart Setup **2**

The screenshot shows the TIS 3.2 software interface for Continental Automotive UK. The top navigation bar includes 'Download', 'Archive Management', 'Reports', 'Driver Availability', and 'Settings' (1). The left sidebar shows 'User' settings, with 'Chart Setup' (2) selected. The main content area is titled 'User Settings: Chart Setup' and is divided into three sections:

- Infringement Warnings (3):** Contains three checkboxes: 'Insufficient Break Warning\*' (with a '0' input field and 'mins short' label), 'Excessive Driving Warning\*' (with a '0' input field and 'mins over' label), and 'Excessive daily driving warning'.
- PSV (4):** Contains three sub-sections: 'PSV Type' with checkboxes for 'Show PSV Detail', 'Prompt For PSV Breaks', and 'Prompt For PSV Journey Type'; 'Default PSV Journey Type' with radio buttons for 'National' and 'International'; and 'Default PSV Service Type' with radio buttons for 'Regular' and 'Non-Regular'.
- Reader (5):** Contains a 'Reader type' section with radio buttons for 'Compact Chart Reader', 'QFOS', and 'Keyboard'.

### Infringement Warnings **3**

Infringement warnings can be enabled to warn an operator that they have entered activities on analogue charts that are just outside the legal requirements. These warnings are provided as entering analogue data can be error prone and the tolerances of most reading devices can only guarantee accuracy to within 1 or 2 minutes which could introduce infringements. If enabled the warnings are generated as the operator saves an analogue chart.

**No warnings are generated for digital recordings as there is no scope for tolerance errors when downloading.**

**By default Chart Entry Infringement warnings are switched off.**

## PSV settings **4**

The settings under PSV (passenger transport) only affect the capture and evaluation of analogue tachograph data from vehicles to which the PSV transport type has been assigned.

**PSV settings are only relevant if the drivers activities are analysed under EC 3820/85.**

Show PSV Detail	Makes the following options available or unavailable: Messages relating to <ul style="list-style-type: none"> <li>• Special rest time regulations that apply to regular passenger service in the UK.</li> <li>• Journey type and service type that can be specified for the relevant tachograph charts.</li> </ul>
Prompt for PSV Breaks	Indicates whether or not the dialogue box to approve reduced rest times should be displayed. This dialogue box shows all rest times between 30 and 45 minutes recorded on a tachograph chart. These rest times can then be selected and will be added to the relevant times. Background information: If the driver has stopped the vehicle in a zone created for this purpose, these rest times can be considered as part of the total rest time recorded on the tachograph chart.
Prompt for PSV Journey Type	Indicates whether or not the dialogue box to specify the journey or service type should be displayed when an analogue chart for a PSV vehicle is saved.

### Default PSV Journey Type

National	Indicates whether or not the <b>National</b> journey type is selected by default in the dialogue box for specifying the journey and service type. If so, tachograph data will be evaluated against national regulations for bus/coach transport operations.
International	Indicates whether or not the <b>International</b> journey type is selected by default in the dialogue box to specify the journey or service type. If so, tachograph data will be evaluated against international regulations for bus/coach transport operations.

### Default PSV Service Type

Regular	Indicates whether or not the <b>Regular</b> service type is selected by default in the dialogue box for specifying the journey or service type.
Non-Regular	Indicates whether or not the <b>Non-Regular</b> service type is selected by default in the dialogue box to specify the journey or service type.

## Reader Settings **5**

This section allows the operator to set the type of analogue chart reader that is to be used.

Compact Chart Reader	Indicates whether or not the VDO Chart Analyser should be used to read in the data recorded on a tachograph chart.
QFOS	Indicates whether a QFOS reader is to be used to read in the data recorded on a tachograph chart. If this option is chosen you must also set the COM port that is to be used.
Keyboard	Indicates whether or not the data recorded on a tachograph chart should be entered via the keyboard. Select this setting if no VDO Chart Analyser is connected to your computer.

## Resolving Chart Overlap

Chart overlap can occur because of tachograph clock differences between vehicles. This means that sometimes a driver may appear to have got into a second vehicle before they got out of a preceding vehicle. The system will try to automatically resolve instances of chart overlap by moving a chart backwards or forwards in time. However it will only try to move by a very limited amount of time as significant overlap should be checked by the operator.

The operator can configure the automatic overlap time setting.

To check or alter this setting please click on **Settings Tab 1** > **Working Time 2**

The screenshot shows the TIS 3.2 web interface. At the top, it displays 'Company: Continental Automotive UK' and 'User: Peter Needham'. Below this are navigation tabs: 'Download', 'Archive Management', 'Reports', 'Driver Availability', and 'Settings' (highlighted with a red '1'). On the left, there is a 'Settings' sidebar with categories 'User' and 'System'. Under 'System', 'Working Time' is highlighted with a red '2'. The main content area is titled 'System Settings: Working Time'. It includes a dropdown for 'Default Site for Driver or Vehicle Addition' set to 'BASE'. A red box highlights the checkbox 'Automatically adjust chart overlap less than\*' which is checked, with a value of '10' and the unit 'minutes'. Below this is another checkbox 'Ignore Driving Activities Without Driver Card less than or equal to\*' also checked, with a value of '10' and 'minutes'. There are also sections for 'Unknown Vehicles' and 'Unknown Drivers' with various radio button options.

**Default setting** = Overlap resolution attempted if less than or equal to 10 minutes.

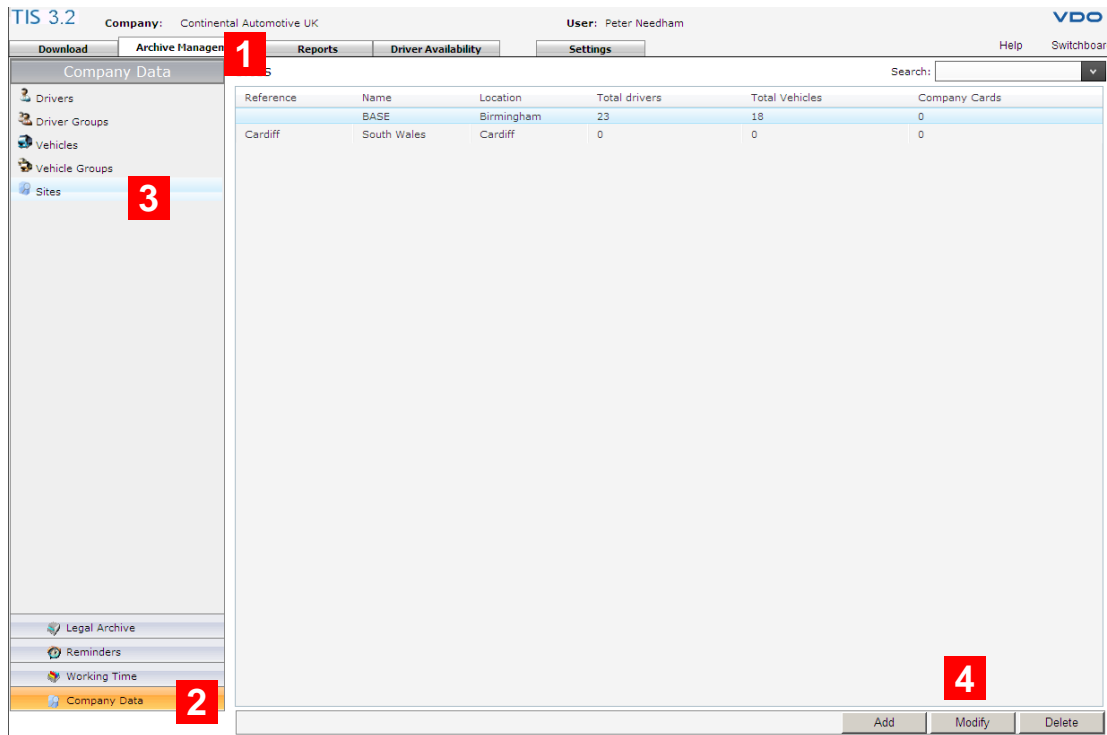
**System Action** = Indicates whether or not tachograph data with time overlaps less than the specified number of minutes should be shifted automatically. If tachograph charts overlap by less than the set time span, they will be adjusted automatically without user action or warning. This setting applies to digital and analogue recordings.

**Alternative settings** = The operator can choose to switch off overlap resolution by un-ticking the check box. In this case all overlaps will need to be resolved manually. The operator can also choose different overlap times from 1 to 720 minutes. The latter setting may be needed where a vehicle clock is set 12 hours wrong. In all cases of severe overlap the vehicles tachograph clock should be checked and corrected.

**Recommended setting** = Automatic Overlap resolution should be switched on and a time of 10 minutes should be set. Setting longer periods may mean that charts will be moved automatically into another day without the operator being aware. It also means that potentially serious errors in recordings are masked from the operator as no warning will be presented.

## Working Time Directive

Settings that control how Working Time Directive rules are analysed are accessed via the sites maintenance page.

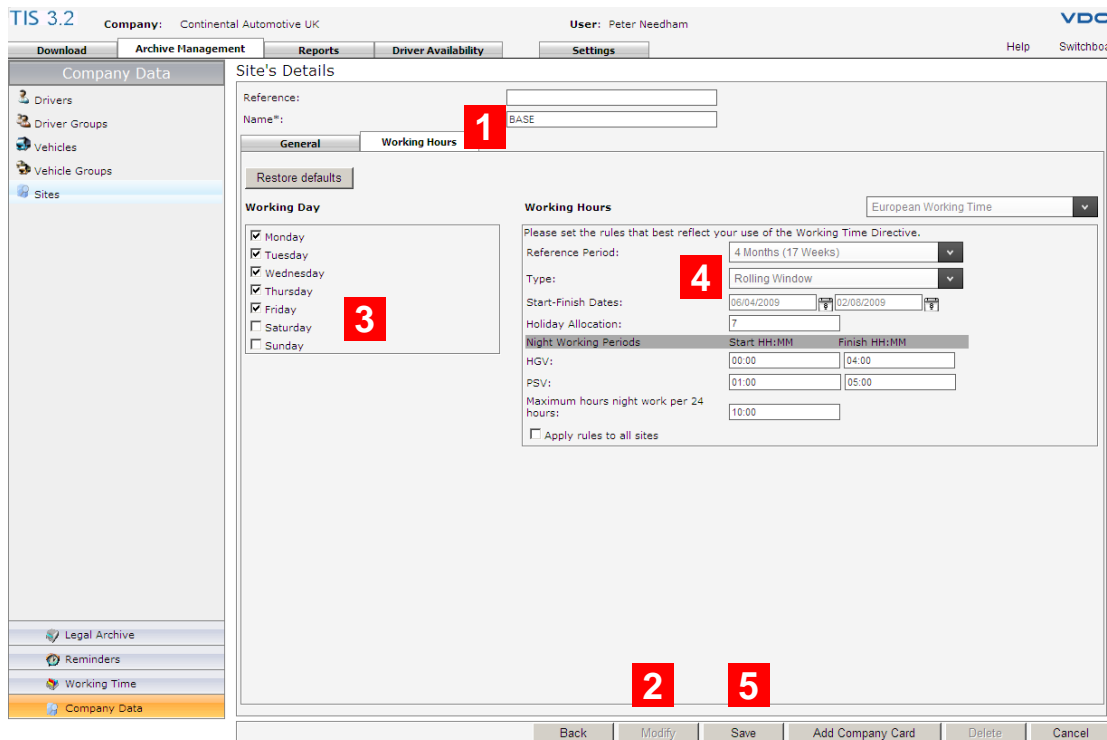


On the **Archive Management** **1** tab, click **Company Data** **2** > **Sites** **3**.

The list of sites is displayed.

Select the **Site** and click on **[Modify]** **4** in order to amend or supplement a site's data

The sites detail page is opened



On the **Working Hours** **1** tab, you can edit the week days that are considered working days and the working hours - per site or for all sites.

Click the **[Modify]** **2** button to enable editing.

Check (tick) **3** the days in the week which are considered working days for the selected site. Days marked as non-working will be shown on the Working Time display. If a day is marked as non-working data may still be entered for that day.

Now enter the settings that best reflect the rules you use to monitor the Working Time Directive. **4**

Click **[save]** **5** when all settings have been completed.

## Working Time Directive Settings

Reference Period (list box)	Selects the period for which a driver's average working time is to be calculated.  The default setting is four months (18 weeks).
Type (list box)	Select either Fixed period or Rolling window.
Start - Finish Dates (date box)	Used to select the start and end date of the fixed period for which average working time is to be calculated. A calendar is displayed from which you can select the date. The selected dates are compared with the set reference period and corrected automatically if necessary. The date text boxes are only available if Fixed Period has been selected.
Holiday Allocation	The number of holidays will be taken into account when calculating average working time. By default, seven days are set for the 4 month reference period and ten days for the 6 month reference period.
HGV (Mandatory)	Start and end of the period legally defined as night work when transporting goods. The default settings are as per the regulations and for goods transport are 00:00 (start) and 04:00 (finish).
PSV (Mandatory)	Start and end of the period legally defined as night work when transporting people. The default settings are as per the regulations and for passenger transport are 01:00 (start) and 05:00 (finish).
Maximum hours night work per 24 hours	Indicates the maximum night work period in hours before an infringement is reported. This setting is site-related and used to compare a driver's actual night work period with the maximum permitted period. The default setting is 10 hours; values between 01:00 hour and 24:00 hours can be selected.
Apply rules to all sites	Indicates whether the working hours rules are to apply to the current site only or to all sites; selected by default. If used the WTD settings are applied to all sites that exist at time of setting. If new sites are added later they will be setup with the services default settings and not the settings used on other sites. (Option only available if more than one site exists).

### Note :

**To see WTD infringements on the Drivers Letter or Infringement report you must visit the Settings > Infringement page to switch on WTD Infringement analysis. Please see the Settings guide for the Infringement page (in this document) for further details.**

## Archiving

TIS-Web will automatically archive your digital tachograph data for you in a separate storage area so that the original files are preserved in a secure area where the data cannot be tampered with. The regulations covering downloading of digital tachograph data call for the information to be downloaded at regular periods. TIS-Web provides reports that allow the generation of downloading schedules for both driver cards and vehicle units.

To guarantee successful archiving that covers legal requirements the following settings must be configured.

To check or alter this setting please click on **Settings Tab 1** > **Legal Archive 2**

The screenshot shows the TIS 3.2 web interface for Continental Automotive UK. The user is Peter Needham. The 'Settings' tab is selected (1). In the left sidebar, 'Legal Archive' is selected (2). The main content area is titled 'System Settings: Legal Archive'. It contains several sections:

- File Suffix:** Three dropdown menus for 'Driver Card', 'Vehicle Unit', and 'SV File', all set to 'DDD' (3).
- Delete File:** A checkbox labeled 'Delete File' (5) and a sub-option 'Delete Files from Source after transfer'.
- Vehicle Unit Required Data:** Four checked checkboxes: 'Activity Data Block' (4), 'Event/Fault Data Block', 'Speed Data Block', and 'Technical Data Block'.
- Special Data Information:** A checkbox for 'Special Data Block' (6) and a sub-option 'Other Data Block'.
- Reminders:** Four rows of reminder settings:
  - Driver Card Download reminder after every\*: 21 Days
  - Vehicle Unit Download reminder after every\*: 2 Months (radio button selected) or 1 Days
  - Special Data Download reminder after every\*: 3 Months (radio button selected) or 7 Days (7)
  - Driver Card Expiry reminder before\*: 6 Weeks

### File suffixes 3

Use these settings to tell the system what type of files to look for on a DownloadKey. By default all settings will be ".DDD". The other available settings may be required if you download vehicles from other EC nations.

- Driver Card
- **DDD:** UK and rest of Europe (default)
  - **TGD:** Spain
  - **C1B:** France

- Vehicle Unit
- **DDD:** UK and rest of Europe (default)
  - **TGD:** Spain
  - **V1B:** France

- SV files
- **DDD:** UK and rest of Europe (default)
  - **TGD:** Spain
  - **A1B:** France

Only available on VDO speed and RPM profile tachographs

## Vehicle Unit required data **4**

This section indicates whether or not the selected data blocks have to be copied from the vehicle unit download. By default all data blocks are set for downloading. It is possible to choose which blocks you would prefer to download.

Activity data block	Contains information about days driven, driver cards used and activities.	Mandatory in UK	Downloaded by default
Event / Fault data block	Contains data about events and faults that have been recorded by the vehicle unit	Mandatory in UK	Downloaded by default
Speed Data block	Contains the detailed 1Hz speed trace recording. This covers 24 hours of driving.	Optional in UK	Downloaded by default
Technical Data clock	Information about the tachograph manufacturer, calibration settings and details of where the tachograph was calibrated.	Mandatory in UK	Downloaded by default

**Make sure that the Downloadkey configuration settings for downloading data blocks match the selection you made here. If the settings differ, the file cannot be transferred to the TIS-Web Server.**

When selecting the data blocks ensure that you download and archive the data in accordance with the archiving regulations in force.

## Delete File **5**

If delete file from source after transfer is ticked the vehicle or card data will be automatically removed once the data has been read from the Downloadkey, memory stick or computer folder. By default this setting is OFF. The data will remain on the memory device after downloading.

**The data is not removed from the driver card or the tachograph head.**

## Special Data Information **6**

Select whether the special data file available only from a VDO tachograph is to be downloaded. If your vehicle is equipped with a later release of VDO tachograph (1381 v1.3 or later) you may also wish to also select whether the extended odometer information is downloaded in addition to the extended 168 hours of detailed speed information.

## Archive Reminders **7**

Driver Card Download reminder after every ... Days

Text box to enter the number of months or days after which you will be reminded of due driver card downloads; the default setting is 21 days.

**The setting required for the UK should be 28 days or less.**

Values between 1 and 200 days can be entered.

When creating the download reminder report, the due date is calculated based on this setting and on the date of the last download. With new drivers the starting date is the last download date.

Vehicle Unit Download reminder after every ... Days / Months Select the number of months or days after which you will be reminded of due vehicle unit downloads; the default setting is 3 months.

**The setting required for the UK should be 56 days or less.**

Values between 1 and 12 months can be entered.

When creating the download reminder report, the due date is calculated based on this setting and on the date of the last download.

Special Data download reminder after every Select the number of months or days after which you will be reminded of due downloads for the VDO special data file; the default setting is 3 months.

**This file is only available from a VDO tachograph and downloading is not mandatory.**

Values between 1 and 12 months can be entered.

Driver Card Expiry reminder before Select the number of weeks warning the operator should receive before a drivers' card expires.

## Report Settings

The kilometre discrepancy report identifies gaps in the continuity of odometer recordings from a vehicle. This is to help identify where recordings may have been missed or possibly falsified and is used for reporting against both digital and analogue equipped vehicles.

As some small gaps may be caused by a failure to insert a chart or drivers card while the vehicle was being moved around a depot it is possible to use a report setting to filter these out of the report.

**To check or alter this setting please click on Settings Tab **1** > Reports **2** > Vehicle Kilometer Discrepancy **3****

The screenshot shows the TIS 3.2 software interface. At the top, it displays 'TIS 3.2', 'Company: Continental Automotive UK', and 'User: Peter Needham'. Below this is a navigation bar with tabs: 'Download', 'Archive Management', 'Reports', 'Driver Availability', and 'Settings'. The 'Settings' tab is highlighted with a red '1'. On the left, a 'Settings' sidebar lists various categories: 'User', 'System', and 'Users'. Under 'User', 'Reports' is highlighted with a red '2'. The main content area is titled 'User Settings: Reports'. It contains a 'Report Name:' dropdown menu set to 'Vehicle Kilometer Discrepancy' with a red '3'. Below this, there is a 'Kilometer Discrepancies Filter\*' input field containing the number '1' and the unit 'km'.

Change the Kilometre Discrepancy Filter as above to set the filter for the maximum odometer gap that may be ignored by the kilometre discrepancy report.

The default setting is 1Km

Larger settings can be chosen but the operator must be careful not to set such a large value that serious gaps in a vehicles recordings are no longer reported.