EasyTac downloader

Quick Start Guide

EasyTac downloader software from v2.8.4

Revised February 2024 v1.00

Introduction to EasyTac downloader

EasyTac downloader is a simple-to-use software solution that provides easy access to your digital tachograph data. It installs and runs on your own PC and does not require an internet connection. All you need is a smartcard reader.

EasyTac downloader is fully compatible with all makes and models of digital tachographs in use across Europe as of 2023, and can inter-operate with other software applications and data analysis service providers.

EasyTac downloader can:

- Download and store activity data from any number of drivers' cards

- Read and store vehicle unit (VU) files, downloaded using an appropriate download tool

- View, summarise and print all of the activity information in your data

- Easily identify drivers and vehicles that are due to have data downloaded

- Create graphical daily timelines of drivers' and vehicle activity

- Export activity and summary data to other programs, including Microsoft Excel

- Email your digital tachograph files to third parties

- View and print all of the event and fault information in your data

- Help to keep your data properly backed up and secure

Installation and support

If you have any queries about EasyTac downloader, or would like to check for available software updates, please visit **www.easytac.uk**
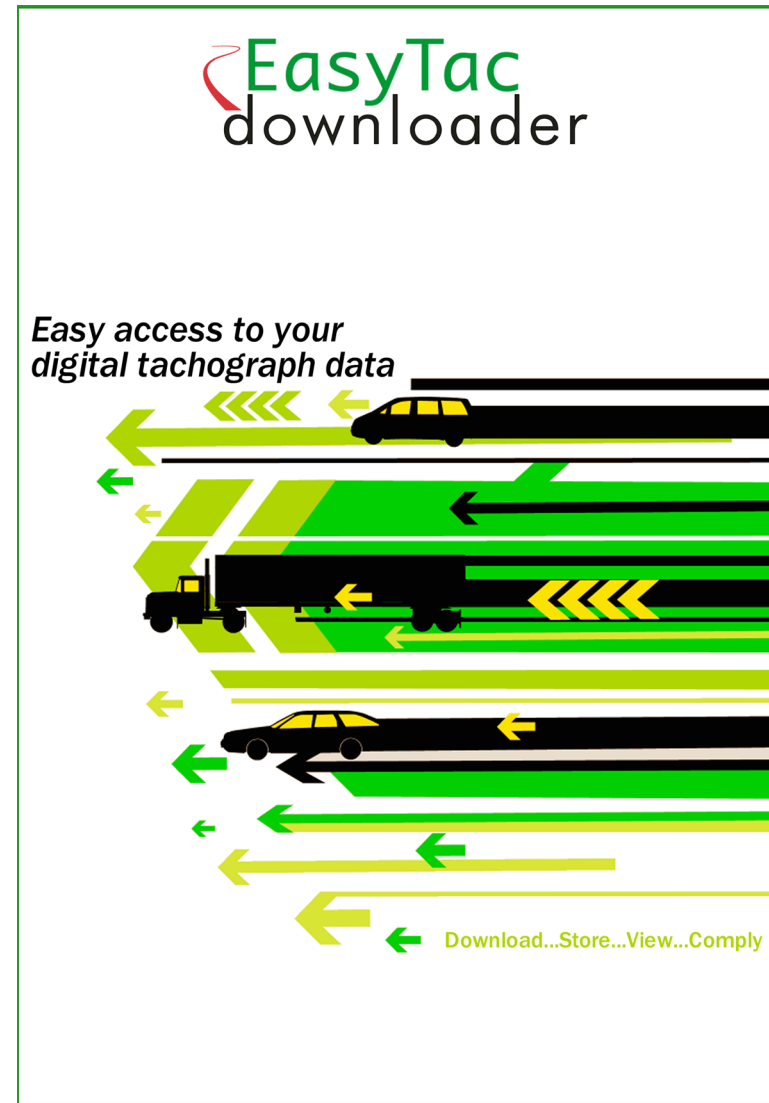
Please read the following quick guide to getting started with your smartcard reader and EasyTac downloader software package.

Installing your EasyTac downloader software

1. Find the file **Setup/EasyTac.msi** on your EasyTac memory stick and double click to install.

   Follow the on-screen instructions until installation is complete.

   Remove your EasyTac memory stick and keep it safe

2. Attach a smartcard reader to one of the USB ports on your PC, or via a USB extension cable or USB hub.

> **Note:** The reader is plug-and-play compliant, and so your PC will detect the new hardware when you first switch it on or plug in the reader. **If your reader is not recognised correctly**, you can manually install the drivers:
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> Find the driver for your Omnikey 3121 or Identiv 2700R reader in the **Drivers** folder on your EasyTac memory stick, and double click to install.
>
> **If you have another type of reader, follow the instructions provided with the reader to install the manufacturer's drivers.**
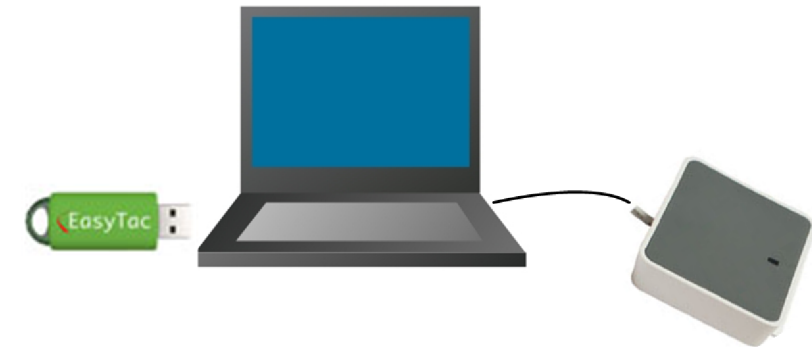
Running EasyTac downloader

The first time you run EasyTac downloader, you need to activate the software using the software activation card provided with your package.

1. Start the software by double-clicking the EasyTac downloader icon on the Windows desktop, or locate and click the icon in the Windows Start menu.

2. Follow the on-screen instructions for inserting your software activation card.

3. Once activated, EasyTac downloader will start up and display the EasyTac File Explorer window.

Remove your software activation card and keep it safe. You will need it if you ever want to move your EasyTac software to another computer.

Setting the software options

The software saves all driver's card and VU data files in standard locations on your PC, or it can save them on a local area network if you have one.

Unless you have specific requirements, we recommend that you use the default setting. Click on 'Options' in the 'View' menu to change this location to another folder.

The configuration function also allows you to set various other options, such as whether to read drivers' cards automatically or only when the 'Read Card' button is pressed.
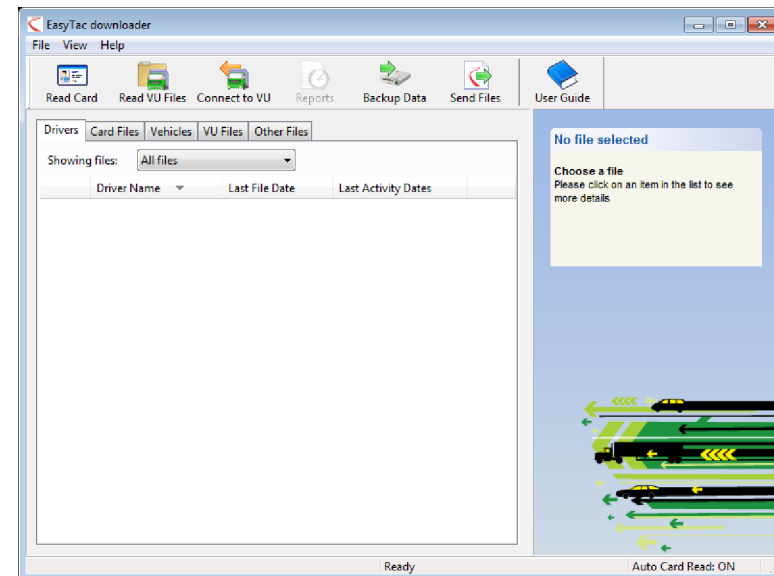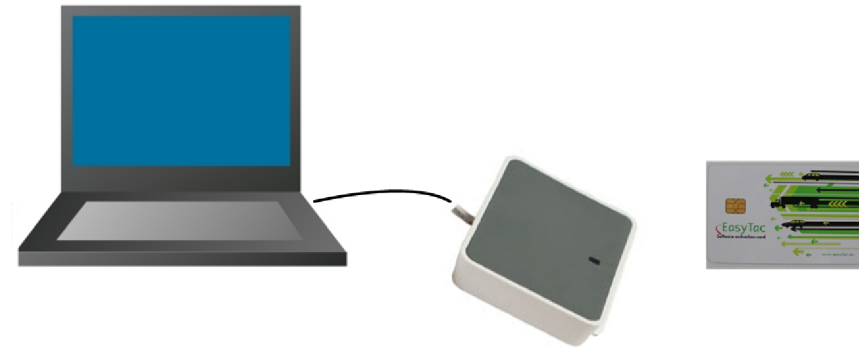
Reading a card

To read a driver's card, simply insert it into your smartcard reader with the EasyTac downloader software running.

You will see a progress indicator on-screen, and the activity light on the smartcard reader will flash. **Do not remove the card until all download activity is complete!**

> **Note:** The card should be inserted with the smart chip facing forwards, if you are using the standard CM3121 desktop reader in its upright position.

When finished downloading, the data file will be saved automatically using a standard naming convention, and will appear in the list of drivers in the File Explorer. You can change from viewing drivers to individual files by clicking on the different tabs in this window.

Viewing reports

To analyse the downloaded data, click on the file or driver name and then on the 'Reports' button, and the EasyTac Reports window will appear.

When you have the reporting screen displayed, you can view the driver activity information for a particular day simply by clicking on the day's date in the list provided. Detailed activity information is displayed on the right-hand side of the screen.

Clicking on the other tabs will display other reports that are available, such as a daily summary or graphical timeline display.

You can expand these reports to cover all the activity dates in the file by clicking 'Select all' or you can select a group of dates by clicking on the first date, holding down the 'shift' key and then clicking on the second date.

You can also view event and fault data by clicking on the different tabs at the top of the reporting screen.
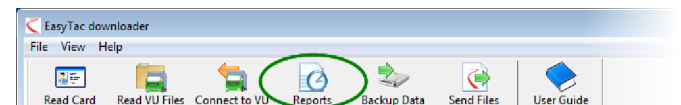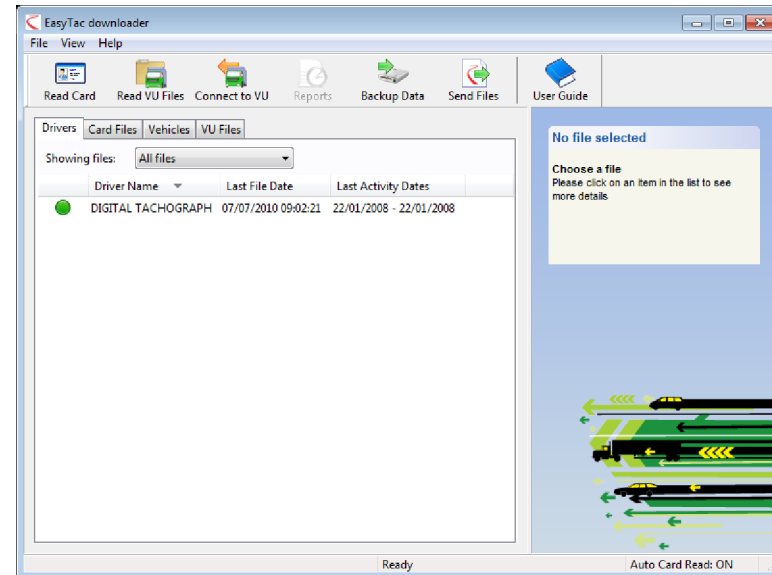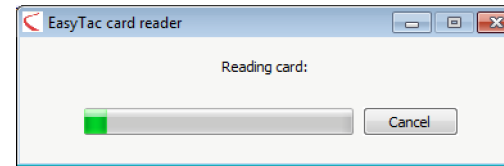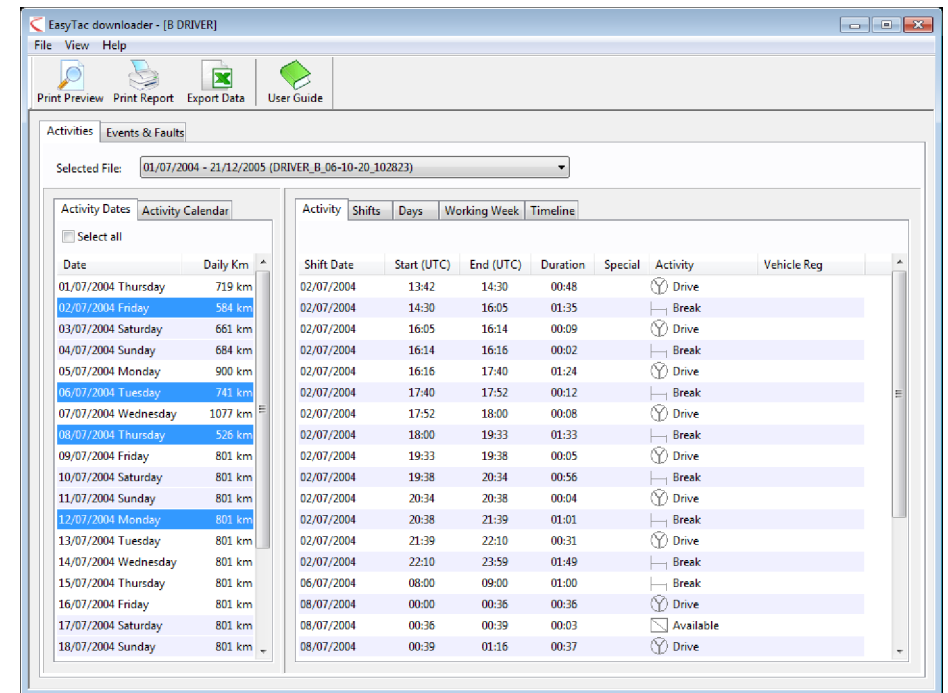
Creating and exporting reports

You can print any report that can be created from the Reports window. Simply choose the specific dates and report type so that the information you need is displayed on the screen, and then click the 'Print Report' button.

You can also export numerical reports into data files that can be read by other software applications, including Microsoft Excel. Use the 'Export Data' button to create these files from the displayed report data.

Help and support

A comprehensive user guide is available through the Help menu or the Windows Start menu.

For further help and support please contact your supplier, or visit **www.easytac.uk**