

# **User Guide**

#### EasyTac downloader software from v2.7.1 Revised March 2021 v1.0

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#### EasyTac File Explorer

The File Explorer window shows you the data you have downloaded onto your PC using EasyTac.

For driver activity data, you can see a list of the drivers, or a list of all of the individual drivers' card files.

Similarly, for vehicle unit (VU) data, you can choose between a list of vehicles or the individual VU files.

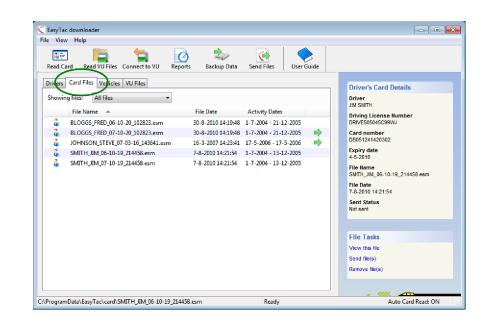
To change the view simply select the appropriate tab on the display.

When installing for the first time, there are no files to display, so the window is empty. However, the list will fill up as soon as you start downloading cards or copying your VU data.

Click once on an individual item in the list to select it, and you will see further details displayed in the right-hand panel. You can then click on the "Reports" button to view activity data and summary reports from that file. Or you can simply double-click the item in the list to go straight to the reporting function.<sup>1</sup>

When viewing the list of drivers or vehicles, a coloured icon is shown on the left-hand side alongside each item, indicating how soon you need to obtain a new download (amber means "soon" and red means "now".) Please see the section **Using EasyTac download reminders** for more details.

You can also view these lists in different ways by sorting them. Simply click on a column heading to sort by that column. Clicking a second time reverses the sort. A small arrow will appear to indicate how the column is sorted.



Read Card Re	ead VU Files Connect to V	VU Reports Backup Data	a Send Files User G	Suide
Drivers Card Fil	les Vehicles VU Files			Driver's Card Details
Showing files:	All files	▼ Last File Date	Last Activity Dates	Driver JIM SMITH
	JOHNSON	16/03/2007 14:23:41	17/05/2006 - 17/05/2006	Driving License Number DRIVE505045C99WJ
🕘 JM SM	ITH .	07/08/2010 14:21:54	01/07/2004 - 13/12/2005	Card number DB051241420302
_				04/05/2010 Latest File Name SIMTH_JM_06-10-19,214458.esm Latest File Date 07/08/2010 14/21:54 Latest File Sent Status Not sent
				File Tasks
				View this file Send file(s)

<sup>&</sup>lt;sup>1</sup>If you select a driver from the "Drivers" list, or a vehicle from the "Vehicles" list, then the reporting function will operate on the most recent file for that driver or vehicle. To select an earlier file, you can use the file selection dropdown list in the reporting window, or select the file you want from the "Card Files" or "VU Files" lists instead.

# Using EasyTac to read drivers' cards with a card reader

To read a card, simply insert your driver's card into the reader. EasyTac will read the card automatically (if the Auto Card Read option has been turned off, you must click on the "Read Card" button.)

You will need to have a smartcard reader connected to your PC. Please see the instructions that came with your reader if you are unsure how to install it.<sup>1</sup>

You can read data from as many drivers' cards as you wish. Each time you read a card, a new data file is created by EasyTac, using the format required under EU law.<sup>2</sup>

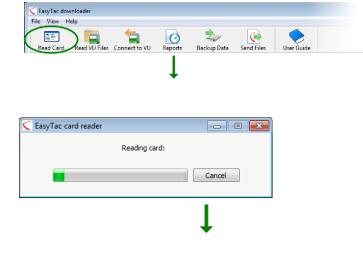
Note that the process can take a few minutes to complete. A progress bar is shown on the screen, and you can always cancel it if you wish. Once it is complete, a new file is displayed in the list of "Card Files", and the driver is added or updated in the "Drivers" list.<sup>3</sup>

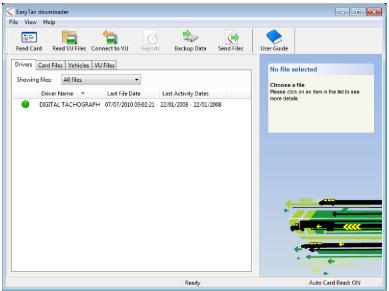
You can double-click this file, or click on the "Reports" button, to immediately view the latest activity data associated with this card.

Where you find "(G2)" added to any file information, it is just a reminder that this is data from a Gen 2 Smart Tachograph, so it includes extra records such as GPS position data.

<sup>1</sup>If you have several smartcard readers attached to your PC, you can use the Options screen to choose the reader you wish to use, or you can let EasyTac look for cards in any reader.

<sup>2</sup>Card files are normally named according to the driver's name on the card, plus the date and time





of reading. You can change the naming format using the  $\ensuremath{\mathsf{EasyTac}}$  Options screen.

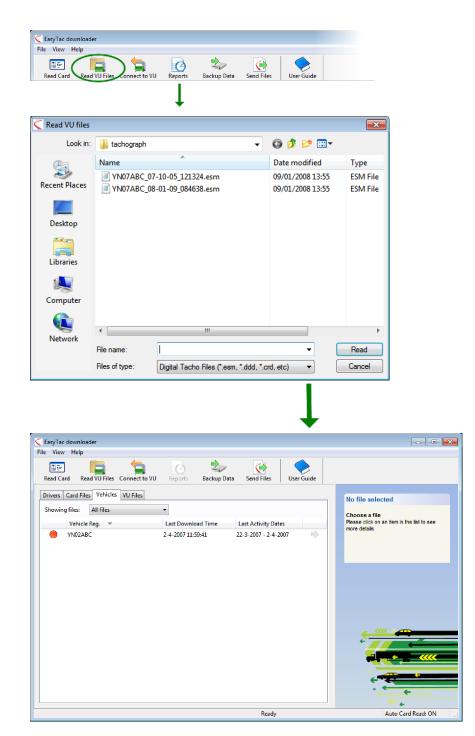
<sup>&</sup>lt;sup>3</sup>You can also import card files from other software or devices. See the section **Getting files from** other systems or locations.

# Using EasyTac to read VU files from a download device

To read files that you have already downloaded using a standalone VU download device, connect the device to your PC. EasyTac will normally read the downloaded data files automatically – otherwise click on the "Read VU Files" button and locate the VU download device in the list of available drives on your PC.

You can double-click this file, or click on the "Reports" button, to immediately view the latest activity data associated with this VU file<sup>1</sup>.

<sup>&</sup>lt;sup>1</sup>EasyTac will automatically rename your VU files when using the "Read VU Files" function. Many VU download devices use short names such as "vu000001.esm" – these will normally be changed to include the vehicle registration, plus the date and time of transfer. You can change the naming format using the EasyTac Options screen.



# Using EasyTac to download data directly from a tachograph

Note: This function is only for owners of an EasyTac Connect device.



Click on the "Connect to VU" button to display the "Connect to VU" window that allows you to select the type of download that you want to do.

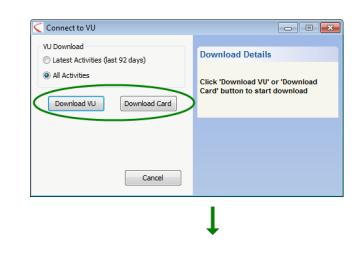
Plug your EasyTac Connect device into the appropriate socket on the tachograph. If using an EasyTac Connect USB device, ensure that its USB cable is connected to your computer.

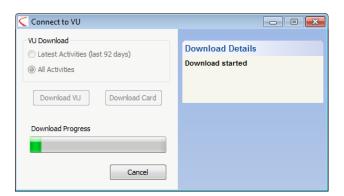
To start a VU download, first ensure that your company card is inserted into one of the tachograph card slots and click the "Download VU" button. You can select whether you want only the most recent activities or all activities to be included in the download.

To start a driver's card download, ensure that your company card is inserted into one of the tachograph card slots and the driver's card to be downloaded is in the other slot. Press the "Download Card" button

Note that the download process can take anywhere from a few minutes (for a driver's card download) to about 45 minutes for a full VU file download depending on how much data is available and the tachograph model in use.

A progress bar is shown on the screen, and you can cancel the download at any time should you not want to continue. Once it is complete, a new file is displayed in the list of "Card Files" or "VU Files", and the driver or vehicle is added or updated in the "Drivers" or "Vehicles" lists<sup>1</sup>.





<sup>&</sup>lt;sup>1</sup>Files are normally named using the driver name or vehicle registration number, plus the date and time of reading. You can change the naming format using the EasyTac Options screen.

#### Using EasyTac download reminders

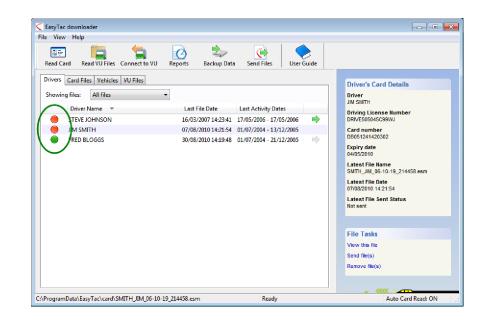
The EasyTac list of "Drivers" and "Vehicles" uses a simple system of "traffic lights" against each entry to remind you to download your data.

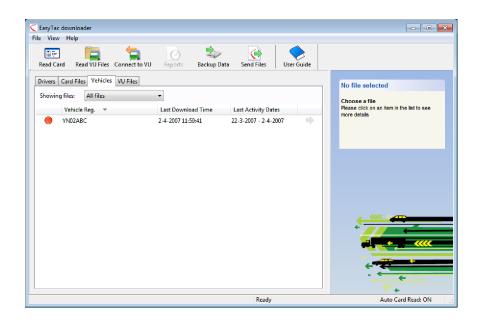
A green light means that data has been downloaded recently. Amber means that you should download data soon, and red means that a download is overdue.

The time periods used for these reminders depend on whether you are viewing the list of "Drivers" or "Vehicles". The defaults are as follows:

lcon	Drivers	Vehicles
	Your data is less than 21 days old	Your data is less than 49 days old
$\bigcirc$	Your data is older than 21 days	Your data is older than 49 days
	Your data is older than 28 days	Your data is older than 56 days

You can click on the column heading above the traffic lights to sort the "Drivers" and "Vehicles" lists so the most urgent entries appear at the top.





### Using EasyTac to backup files

We recommend you regularly backup your tachograph data to an external drive or device, in case of computer failure or loss.

To backup all of the tachograph data stored within EasyTac, click the "Backup Data" button and then select where you want the backup to be stored.

You can backup your files to any folder or drive on your computer, or to an EasyTac USB stick. Using an EasyTac USB stick will make backing up your files easier and safer than choosing a location on your hard drive.

For more information on using and configuring EasyTac USB sticks, see the section **Configuring EasyTac USB sticks**.

EasyTac will backup all of the tachograph files that have been downloaded or imported into the program. Each time you perform a backup, the data is stored in a new folder that is labelled with the date and time that the backup was done.

#### Restoring from a backup

If you have moved EasyTac to another PC, or reinstalled it after a computer failure, you will probably want to restore your backup. You can use the file import function to do this – see the section **Getting files from other systems or locations**.

File View Help		$\sim$		~
Read Card Read VU Files Connect to V		Backup Data Sen	🤶 d Files 🛛 U	lser Guide
	+			
ackup Files			- 0	×
There are 7 file(s) to backup				
Choose where to backup files				
to a folder				
🔘 to an EasyTac memory s	stick			

#### Using EasyTac to send files

EasyTac allows you to send your tachograph files to other locations, quickly and easily. For example, this can be to another computer, to a network or external storage device, or to someone via email.

To send files, click on the "Send Files" button, or select an individual file and click on the "Send File(s)" link that appears in the file details pane on the right hand side of your screen.

You have the option to send just the selected file, all of the files for that driver or vehicle, or your entire file collection. When you send files, EasyTac takes note that you have sent them, so there is also an option to omit files that have already been sent.

When you have chosen the files you wish to send, click 'Next'. EasyTac then gives you the option to choose the method you wish to send your files by: to an email address, to a folder location, or to an EasyTac USB stick.



Send Files	- • -
Choose the file(s) to send	
O Selected file for this driver	
All 4 files for this driver	
All 8 files	
☑ Omit 1 file(s) that have already been sent	
Files to send: 7	
< Back Next :	> Cancel
↓ ↓	

Send Files	- • •
There are 7 file(s) selected for sending	
Send files	
🔘 to an email address	
Ito a folder location	
○ to an EasyTac memory stick	
< Back Finish	Cancel

#### Send to email address

You will need to configure how EasyTac sends emails before this feature can be used. For more information on configuring EasyTac's email options, see the section **Configuring email settings**.

If you have configured EasyTac to use the built in emailer you will be presented with a screen where you can edit the "From:", "To:", and "Subject" of the email prior to sending it.

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If you have configured EasyTac to use your default email client, EasyTac will open it and attach the selected files to a new email message for you to send.

# Send to a folder location

If you select to send to a folder location, you will be presented with a folder browser. You should navigate to where you want your files to be sent, and then press the "OK" button.

This option is useful to send your files to another computer on your network or a central location on a server.

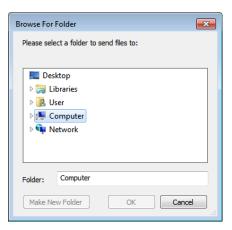
# Send to an EasyTac USB stick

If you select to send to an EasyTac USB stick, you will be asked to insert one if you have not done so already. The files will be sent to a folder on the USB stick labelled "EasyTac".

This option is useful to send your files to another computer via USB stick, which can also be done automatically with the correct settings.

For more information on configuring EasyTac USB sticks, see the section **Configuring EasyTac USB sticks**.

Send Files	x
Send 3 file(s) via EasyTac's built-in emailer	
From:	
To:	
Subject:	
Digital tachograph file	
Attach:	
YN07ABC_07-10-05_121324.esm YN07ABC_07-10-05_121324.esm JOHN	
< Back Next > Cancel	



#### Viewing file sent status

This column indicates whether or not a file has been sent (copied to another location or sent by email).

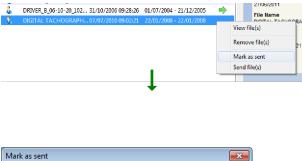
When viewing the list of drivers or vehicles, a green arrow indicates that all files for that driver or vehicle have been sent.

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If you hover your mouse over this column, EasyTac will indicate the number of files that have been sent for the driver or vehicle. You can also view more information about the sent status of the file in the right hand column.

You can manually mark a file as sent or not sent by right-clicking the file and selecting "Mark as sent/not sent". If there is more than one file associated with that driver or vehicle, you will be given the option to mark.

Read Card Read VU Files Connect to VU	Reports Backup Data	Send Files User Guide	
Drivers Card Files Vehicles VU Files Showing files: All files Driver Name  STEVE JOHNSON JINSMITH FRED BLOGGS	07/08/2010 14:21:54	Last Activity Dates 17/05/2006 - 17/05/2006 01/07/2004 - 13/12/2000 01/07/2004 - 21/12/2005	Driver's Card Details Driver JM SMITH Driving License Number DRV/550545C39WJ Card number DB051241420302 Expiry date 04052010 Latest File Name SMITH_JM.g6-10-19,214458.esm Latest File Date 0708/2010 1421:54 Latest File Sent Status Not sent File Tasks View this file Send file(s) Remove file(s)





# Getting files from other systems or locations

EasyTac downloader enables you to import files from other software systems or file locations.

To import one or more files from a specific folder location, click "Import Files – Select Files To Import" in the "File" menu, and then find the location of the files you wish to import. Select one or more files (multiple files can be selected by holding down the Ctrl key while selecting) and then click "Import" to transfer them into the EasyTac data folders.

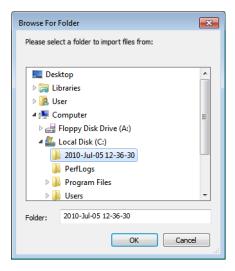
Alternatively, whole folders containing tachograph files can be imported by selecting "Import Files – Import Entire Folder" in the "File" menu. Browse to the required folder and click OK. If the selected folder contains other folders you will be asked whether you also want to import any tachograph files found in those folders.

The files to be imported can be either drivers' card or VU download files – EasyTac will automatically sort them into the correct location.

Unlike the "Read card" and "Read VU Files" functions, importing files does not change the original name of the file.

EasyTac downloader can also locate files from certain other digital tachograph software and import these without needing to know the exact folder location. The function is automatically run when you first install EasyTac, but if you wish to run it again, click on "Import Files – From Other Software" in the "File" menu.

C Import driver	card files or VU file	25		×
Look in:	)) downloads	•	G 🤌 📂 🛄 🗸	
<b>E</b>	Name	*	Date modified	Туре
	BLOGGS_FR	ED_06-10-20_102823.esm	20/10/2006 15:19	ESM File
Recent Places	BLOGGS_FR	ED_07-10-20_102823.esm	20/10/2006 15:19	ESM File
	JOHNSON_S	STEVE_07-03-16_143641.esm	16/03/2007 14:23	ESM File
	SMITH_JIM	06-10-19_214458.esm	21/02/2008 14:21	ESM File
Desktop	SMITH_JIM	07-10-19_214458.esm	21/02/2008 14:21	ESM File
Libraries				
Computer				
<b>(</b>	•			4
Network				
	File name:	"JOHNSON_STEVE_07-03-16_143	3641.esm" " 🔻	Import
	Files of type:	Digital Tacho Files (*.esm, *.ddd, *.c	erd, etc) 🔹	Cancel



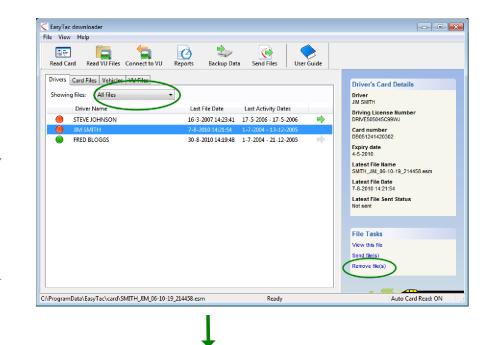
# Removing tachograph files from EasyTac

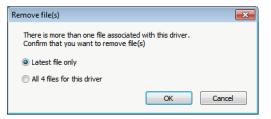
Sometimes you do not want to see files for old drivers or vehicles that are no longer active. EasyTac includes two ways to remove files so that they will no longer show up in the program, but still be kept safely on your computer just in case you need them in the future.

You can temporarily filter out old files, so that you do not see them in the EasyTac File Explorer. To do this, make a selection from the dropdown list next to "Showing files" to display only those files less than 3 or 6 months old.

To permanently remove tachograph files from the EasyTac File Explorer, select the file, driver, or vehicle and click on the "Remove file" link in the right hand column. You will then have the option to remove just the selected or latest file, or all of the files for that driver or vehicle.<sup>1</sup>

Although you can manually delete your EasyTac files via Windows Explorer, we do not recommend this, as they may not be recoverable if requested by the authorities.





<sup>&</sup>lt;sup>1</sup>If you ever need to recover the files that you have removed from EasyTac, they will be in a folder called "deleted" which in Windows XP is located in C:\Documents and Settings\All Users\Application Data\EasyTac. The location in Windows Vista and 7 is C:\ProgramData\EasyTac.

To transfer these files back into EasyTac, you can use "File", "Import Files", "Import Entire Folders" to re-import them.

# EasyTac Reports

The EasyTac Reports window enables you to display detailed activity information for drivers' card or VU files.

To view an individual file's contents, simply click on the file in the EasyTac File Explorer window, and then click on the "Reports" button.

The Reports window consists of the activity date list, on the left-hand side, and the report display area, on the right-hand side. The report display area only shows data when one or more activity dates have been selected.

The file selection dropdown list lets you choose other files for the same driver or vehicle, and shows the activity date range for each available file. Where you find "(G2)" added to any file, it is just a reminder that this is data from a Gen 2 Smart Tachograph, so it includes extra records such as GPS position data.

The report display area offers different views of the selected activity data. You can view detailed, summary and/or graphical timeline information for this data by clicking on one of the tabs at the top of the display area.

The date list shows each day where data is stored within the file. You can select an individual day by clicking on it, or a range of days by clicking in combination with the "Shift" or "Ctrl" keys (see **Viewing** activity records for card and VU files.)

You can also view days where data is stored as a calendar view. If you click on the Activity Calendar tab, each day that has data is highlighted. In addition to the selection options of the date list, you can click and drag your mouse to select groups of days you wish to view.

The report display area can be printed or exported using the appropriate buttons on the toolbar.



View Help	xport Data U	ser Guide						
· ·								
ctivities Events & Faults								
Selected File: 01/07/200	4 - 21/12/2005 (0	RIVER_B_06-10-20_	102823)		-	>		
Activity Dates Activity Ca	alendar	Activity Shift	s Days Wo	orking Week	Timeline	>		
Select all								
Date	Dally Km 🔺	Shift Date	Start (UTC)	End (UTC)	Duration	Special Activity	Vehicle Reg	
01/07/2004 Thursday	719 km	02/07/2004	13:42	14:30	00:48	Drive	venicle keg	
02//7/2004 Friday	584 km	02/07/2004	13:42	14:50	01:35	Break		
06/07/2004 Saturday	661 km	02/07/2004	16:05	16:14	00:09	(Y) Drive		
04/07/2004 Sunday	684 km	02/07/2004	16:14	16:14	00:03	Break		
05/07/2004 Monday	900 km	02/07/2004	16:14	17:40	01:24	Drive		
06/07/2004 Monday	741 km	02/07/2004	17:40	17:52	01:24	Break		=
07/07/2004 Wednesday	1077 km =	02/07/2004	17:52	18:00	00:08	(Y) Drive		=
08/07/2004 Weathesday	526 km	02/07/2004	18:00	19:33	01:33	Break		
09/07/2004 Friday	801 km	02/07/2004	19:33	19:35	00:05	(Ŷ) Drive		
10/07/2004 Saturday	801 km	02/07/2004	19:35	20:34	00:56	Break		
11/07/2004 Sunday	801 km	02/07/2004	20:34	20:38	00:04	(Y) Drive		
12/07/2004 Monday	801 km	02/07/2004	20:38	21:39	01:01	Break		
13/07/2004 Tuesday	801 km	02/07/2004	21:39	22:10	00:31	(Y) Drive		
14/07/2004 Wednesday	801 km	02/07/2004	22:10	23:59	01:49	Break		
5/07/2004 Thursday	801 km	06/07/2004	08:00	09:00	01:00	Break		
10(07/2004 Friday	801 km	08/07/2004	00:00	00:36	00:36	(Ŷ) Drive		
17/01/2004 Saturday	801 km	08/07/2004	00:36	00:39	00:03	Available		
18/07/2904 Sunday	801 m	08/07/2004	00:39	01:16	00:37	(Y) Drive		

#### Viewing activity records for card and VU files

When you first open the EasyTac reporting screen for a particular card or VU file, you will see a list of available "Activity Dates" on the left, and a list of "Activities" on the right (which will be empty).

To view the activity records in the file, you first need to select the dates you are interested in. You can click on an individual day to select that day, or you can click on the "Select all" check-box to select all the days available in the file.<sup>1</sup>

Alternatively you can select multiple dates from the list using standard Windows controls. To select a block of dates, click on the first day, then hold down the SHIFT key while clicking on the last day. To select multiple individual dates, hold down the CTRL key while clicking on each day required.

Whenever you change your selection of activity dates, the activity records shown will update immediately. You can scroll through this list to review the individual records, or select one of the other available reports, such as the shift or daily summary, or the graphical timeline, by clicking on the appropriate tab.

View Help								
t Preview Print	Report Export Data	User Guide						
tivities Event	s & Faults Overspeed	-						
Event	s & rauits   Overspeed	Events						
Selected File:	22/03/2007 - 02/04/2	007 (YN02ABC_10-07-0	7_105512)		•			
			<b></b>					
Activity Dates	Activity Calendar	All Activities	Timeline					
Select all								
Μ	larch 2007	Shift Date	Slot	Start (UTC)	End (UTC)	Duration	Special Activity	Card-hold
M T	WTFSS	22/03/2007	Driver	00:00	15:58	15:58	X Work	(slot empty
56	1234 7891011	22/03/2007	Co-driver	00:00	16:28	16:28	Available	(slot empty
	14 15 16 17 18	22/03/2007	Driver	15:58	16:09	00:11	Work	SMITH, KEI
	21 22 23 24 25 28 29 30 31	22/03/2007	Driver	16:09	16:09	00:00	(Y) Drive	SMITH, KEI
		22/03/2007	Driver	16:09	16:24	00:15	Work	SMITH, KEI
,	April 2007	22/03/2007	Driver	16:24	16:29	00:05	🕥 Drive	SMITH, KEI
M T	WTFSS	22/03/2007	Co-driver	16:28	16:29	00:01	Work	(slot empty
2 3	4 5 6 7 8	22/03/2007	Driver	16:29	16:30	00:01	Break	SMITH, KEI
9 10	11 12 13 14 15	22/03/2007	Co-driver	16:29	16:30	00:01	Break	(slot empty
	18 19 20 21 22 25 26 27 28 29	22/03/2007	Driver	16:30	16:31	00:01	Available	SMITH, KEI
30		22/03/2007	Co-driver	16:30	24:00	07:30	Available	(slot empty
		22/03/2007	Driver	16:31	24:00	07:29	Work	(slot empty
		23/03/2007	Driver	00:00	08:27	08:27	📉 Work	(slot empty
		23/03/2007	Co-driver	00:00	24:00	24:00	Available	(slot empty
		23/03/2007	Driver	08:27	08:32	00:05	🕥 Drive	(slot empty
		23/03/2007	Driver	08:32	12:00	03:28	Work	(slot empty
		23/03/2007	Driver	12:00	12:18	00:18	🕥 Drive	(slot empty
		4						

<sup>&</sup>lt;sup>1</sup>For card files, the list of activity dates will not include days where there is no activity information. VU files usually have a pair of activity entries for each day, even when the vehicle has not been used.

# Viewing driver shift and daily summaries for card files

When you open the Reports window for a particular card file, you can view summaries of the activity data stored in the file for that driver.<sup>1</sup>

To view these, make sure you have one or more days selected in the Activity Dates list, and then click on either the "Shifts" or "Days" tab at the top of the reports panel.

The Days summary report shows one line of information for each day selected in the activity date list. This provides the total amount of time spent on each of the four activities during the day, as well as a figure for Total Work, which is calculated by adding the Driving and Working times.

The Shifts summary report splits each day into separate time periods, based on when the driver's card was inserted and removed from the VU. If the card was left in throughout the day, the Shifts report will appear similar to the Days report, while if the card is removed for a period (for example the driver may have driven another vehicle in the meantime) then the Shifts report will show two or more separate entries for that day.

You can change the selected days in the activity date list and the report display area will update automatically.

View Help	Export Data Us	er Guide						
tivities Events & Faults	]							
Events & Faults								
Selected File: 01/07/20	004 - 21/12/2005 (D	RIVER_B_06-10-20	)_102823)		-			
				<u> </u>				
Activity Dates Activity	Calendar	Activity St	fts Days \	Vorking Week	Timeline			
Select all			$\smile$					
Date	Daily Km 🔺	Date	Shift Length	Drive (Y)	Work 🔨	Available	Break	Total Work
01/07/2004 Thursday	719 km	03/07/2004	13:03	05:10	00:00	00:00	07:53	05:10
02/07/2004 Friday	584 km	07/07/2004	13:29	09:06	00:02	02:54	01:27	09:08
03/07/2004 Saturday	661 km	10/07/2004	01:00	01:00	00:00	00:00	00:00	01:00
04/07/2004 Sunday	684 km	14/07/2004	12:07	05:50	00:40	04:43	00:54	06:30
05/07/2004 Monday	900 km	Total	39:39	21:06	00:42	07:37	10:14	21:48
06/07/2004 Tuesday	741 km							
07/07/2004 Wednesday	1077 km 🗏							
08/07/2004 Thursday	526 km							
09/07/2004 Friday	801 km							
10/07/2004 Saturday	801 km							
11/07/2004 Sunday	801 km							
12/07/2004 Monday	801 km							
13/07/2004 Tuesday	801 km							
14/07/2004 Wednesday	801 km							
15/07/2004 Thursday	801 km							
16/07/2004 Friday	801 km							
17/07/2004 Saturday	801 km							

<sup>&</sup>lt;sup>1</sup>The "Shifts" and "Days" tabs are only available when viewing card files.

When you open the Reports window for a particular card file, you can view and print summary reports of the activity data stored in the file, organised in whole working weeks.

To view working weeks, make sure you have days from one or more weeks selected in the "Activity Dates" list, and then click on the "Working Week" tab at the top of the reports panel.



The working week report shows summary shift and activity data for one or more complete week(s) around the selected day(s). The printed version of the report is formatted so that it can be signed by the driver as a weekly record sheet.

You can change the selected days in the activity date list and the report display area will update automatically.

🧲 EasyTac downloader - (B DRIVER)						_ • •
File View Help						
Print Preview Print Report Export Data	User Guide					
Activities Events & Faults						
Selected File: 01/07/2004 - 21/12/2005	(DRIVER_B_06-10-20_102823)		•			
Activity Dates Activity Calendar	Activity Shifts Days	Working Week	meline			
July 2004	Date	Reg of Vehicl	Shift Start (UTC)	Shift End (UTC)	Time Driving	Shift Length
MTWTF55	05/07/2004 Monday	3	04:15	18:22	08:34	14:07
1 2 3 4 5 6 7 8 9 10 11			08:00	09:00	00:00	01:00
12 13 14 15 16 17 18	07/07/2004 Wednesday		10:30	23:59	09:06	13:29
19 20 21 22 23 24 25 26 27 28 29 30 31	08/07/2004 Thursday		00:00	08:10	03:19	08:10
	09/07/2004 Friday		08:00	09:00	01:00	01:00
August 2004	10/07/2004 Saturday		08:00	09:00	01:00	01:00
M         T         W         T         F         S         I           2         3         4         5         6         7         8           9         10         11         12         13         14         15           16         17         18         9         21         22         23         24         25         26         27         28         29         30         31	11/07/2004 Sunday		08:00	09:00	01:00	01:00
September 2004						
M         T         W         T         F         S         S           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         3						
October 2004 +						

												 _
🧲 EasyTac downloade											-	x
88 ()	Page 1 of 1	🔍 🔍 💿 Portr	ait 💿 La	ndscape	0	llose prev	iew					
	]											
		Driver's name:	B DR.MER				covered (					
								ing: 05/07				
								: 11/07				
		Day on which duty commenced	Registration no. of vehicle(s)	Place where vehicle(s) based	Time of going on duty	Time of going off duty	Time spent driving	Time spent on duty	Driver's signature			
		Monday			04:15	18:22	08:34	14:07				
		Tuesday			08:00	09:00	00:00	01:00				
		Wednesday			10:30	23:59	09:06	13:29				
		Thursday			00:00	08:10	03:19	08:10				
		Friday Saturday			08:00	09:00	01:00	01:00				
		Sunday			08:00	09:00	01:00	01:00				
		Certification by	employer		Sigr	ature .		ries in this				
		Printed by EssyT DS July 2010 13:	ac downloader 43:43	Version 2.4.7					Page 1 of 1			

#### Viewing graphical timelines for card and VU files

When you open the Reports window for a particular file, you can view graphical timeline representations of the activity data stored in the file.<sup>1</sup>

To view timelines, make sure you have one or more days selected in the "Activity Dates" list, and then click on the "Timeline" tab at the top of the reports panel.

The four activity settings are shown as vertical bars of different colours and different heights. A colour-key is included at the top of the display for your convenience, and this is also printed on the reports using different bar heights to help them to be understood when printed on a black-and-white printer.

For VU files, both the driver and co-driver activities are shown as separate timelines.

You can change the selected days in the activity date list and the report display area will update automatically.

If you want to preview or print the report, simply click on the appropriate button (see **Printing reports**.) The graphical data cannot be exported.

- • × EasyTac downloader - [B DRIVER] File View Help 5 X Print Preview Print Report User Guide Activities Events & Faults Selected File: 01/07/2004 - 21/12/2005 (DRIVER\_B\_06-10-20\_102823) Activity Dates Activity Calendar Activity Shifts Days Working Week Timelin Select al Daily Km Date Drive Work Available Break 719 km 01/07/2004 Thursday Wednesday, July 07, 2004 (UTC) Daily km: 1077 0 |1 |2 |3 |4 |5 |6 |7 18 19 110 111 112 113 114 115 02/07/2004 Friday 584 km 03/07/2004 Saturday 661 km 04/07/2004 Sunday 684 km والبيان والبيان والبيان والبيان والتوابي البيان والبيان والتواري 05/07/2004 Monday 900 km Thursday, July 08, 2004 (UTC) Daily km: 526 06/07/2004 Tuesday 741 km 4 5 6 10 11 12 13 14 15 16 17 18 19 20 21 22 23 09/07/2004 Friday 801 km وبالمطور المطور المطور المطور والمتطور والمتطور والمتطور والمتطور والمتطور والمتطور والمتطور والمتطور 10/07/2004 Saturday 801 km Wednesday, July 14, 2004 (UTC) Daily km: 801 11/07/2004 Sunday 801 km 0 |1 |2 |3 11 12 13 14 12/07/2004 Monday 801 km 13/07/2004 Tuesday 801 km ويتواجبها ويتواجبها ويتواجبوا ويتواجبوا وتواجبها ويتواجبه والمتعادية والمتعادية Friday, July 16, 2004 (UTC) Daily km: 801 15/07/2004 Thursday 801 km 11 12 13 14 15 16 17 0 1 2 3 4 5 6 18 19 20 2 17/07/2004 Saturday 801 km 18/07/2004 Sunday 801 km 

<sup>&</sup>lt;sup>1</sup>Depending on the size and resolution of your computer screen, you can expand the width of the displayed timeline graphs by changing the size of the reporting window. Try clicking on the maximise button to display them as large as possible for your PC.

#### Viewing events & faults for card and VU files

When you open the Reports window for a particular file, you can view event and fault data stored in the file.

To view events and faults, click on the "Events & Faults" tab at the top of the reporting window.

If there are any events or faults stored in the file, you will see a list of available "Event Dates" on the left, and a list of "Events" on the right (which will be empty).

To view the event records in the file, you first need to select the dates you are interested in. You can click on an individual day to select that day or click on the "Select all" check-box to select all the days available.<sup>1</sup>

Alternatively you can select multiple dates from the list using the SHIFT key or the CTRL key in the same manner as selecting activity dates (see **Viewing activity records for card and VU files**.)

Whenever you change your selection of event dates, the event records shown will update immediately. You can scroll through this list to review the individual records

View Help				
Preview Print Report Export Data	User Guide			
	user culue			
ctivities Events & Faults				
Selected File: 01/07/2004 - 21/12/20	05 (DRIVER_B_06-10-20_10282)	3)	•	
Event Dates Event Calendar	Events			
	events			
Select all				
March 2005	Event Start (UTC)	Event End (UTC)	Duration Vehicle Reg	Event Type
M T W T F S S 1 2 3 4 5 6	23/03/2005 12:00:00	23/03/2005 12:15:00	00:15:00 QZ50KPT	Recording equipment fault: N
7 8 9 10 11 12 13	06/04/2005 05:50:00	06/04/2005 06:03:00	00:13:00	General event: Card insertion
14 15 16 17 18 19 20 21 22 23 24 25 26 27	10/04/2005 08:03:10	10/04/2005 08:03:26	00:00:16	General event: Power supply
28 29 30 31	21/04/2005 12:30:20	22/04/2005 12:59:00	24:28:40	General event: Power supply
April 2005 M T W T F S S				
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				

<sup>&</sup>lt;sup>1</sup>It is possible that card and VU files will show events and faults with dates prior to the first activity record in the file. This is correct behaviour, because this data is stored separately from the activity information, and is not removed unless space is required for newer items.

#### Viewing overspeed events in VU files

When you open the Reports window for a particular VU file, you can view overspeed events stored in the file.

EasyTac downloader - [YN02ABC File View Help Print Preview Print Report Export Data User Guide Activities Events & Faults Overspeed Ever 22/03/2007 - 02/04/2007 (YN02ABC\_10-07-07\_105512) Selected File: Event Dates Event Calendar Events Select all Event Start (UTC) Event End (UTC) Date Events Driver at s Duration verage (km/h Maximum (km/h) 22/03/2007 16:26:25 22/03/2007 16:27:26 00:01:01 180 183 WBB031200 22/03/2007 16:26:24 22/03/2007 16:27:25 00:01:01 183 WBB031200 180

To view overspeed events, click on the "Overspeed Events" tab at the top of the reporting window.

If there are any overspeed events stored in the file, you will see a list of available "Event Dates" on the left, and a list of "Events" on the right (which will be empty).

To view the overspeed event records in the file, you first need to select the dates you are interested in. You can click on an individual day to select that day or click on the "Select all" check-box to select all the days available.<sup>1</sup>

Alternatively you can select multiple dates from the list using the SHIFT key or the CTRL key in the same manner as selecting activity dates (see **Viewing activity records for card and VU files**.)

Whenever you change your selection of event dates, the event records shown will update immediately. You can scroll through this list to review the individual records

<sup>&</sup>lt;sup>1</sup>It is possible that VU files will show overspeeding events with dates prior to the first activity record in the file. This is correct behaviour, because this data is stored separately from the activity information, and is not removed unless space is required for newer items.

# Printing reports

EasyTac downloader can create a printed version of any on-screen report.

You should first use the Reports window to select the required activity dates and choose the type of report by selecting the appropriate tabs in the report display area.

When you have the report displayed on the screen, you can print it straight away by clicking the "Print Report" button, or you can preview it first by clicking the "Print Preview" button.

When previewing the report, you can zoom in and out and navigate between multiple pages (if they exist), before deciding whether to print the report using the "Print" button.

You can set up the printer and other aspects of the report, such as whether to print in "Portrait" or "Landscape" formats, by clicking "Print Setup..." in the "File" menu.

If you want to send a printed report to someone electronically, you can either export the report data (see **Exporting data**) or you can use one of the many available third party tools for creating portable document (pdf) files when printing from software applications.



Age 1 of 1	🔍 🔍 💿 Portrait 💿	Landscape		Close pre	view			-	
	Driver 8 DRIVER Time Period (UTC)	Shift Length	Drive	Work	Available	Driver Cart Break	5 Shift Breakdown Total Work		
	Thursday, July 01, 20			m: 719					
	05:31 - 22:29	15:58		00:52	01:30	05:42	08:46		
	Friday, July 02, 2004	(UTC)	Daily k	m: 584					
	13:42 - 23:59	10:17	03:09	00:00	00:00	07:08	03:09		
	Saturday, July 03, 200	A (UTC)	Daily	m: 66 1					
	00:00 - 13:03	13:03		00:00	00:00	07:53	05:10		
	Sunday, July 04, 2004	UTC)	Daily k	m: 684					
	05:19 - 21:37	15:18	12:04	00:20	00:02	02:52	12:24		
	Monday, July 05, 200	4 (UTC)	Daily k	m: 900					
	04:15 - 18:22	14:07	08:34	00:25	00:09	04:59	08:59		
	Tuesday, July 06, 200	4 (UTC)	Daily k	m: 741					
	08:00 - 09:00	01:00	00:00	00:00	00:00	01:00	00:00		
	Wednesday, July 07, 2	1004 (UTC)	Daily k	m: 1077					
	10:30 - 23:59	13:29	09:06	00:02	02:54	01:27	09:08		
	Thursday, July 08, 20	04 (UTC)	Daily k	m: 526					
	00:00 - 08:10	05:10	03:19	00:02	04:49	00:00	03:21		
	Friday, July 09, 2004	(UTC)	Daily k	m: 801					
	08:00 - 09:00	01:00	01:00	00:00	00:00	00:00	01:00		
	Total								
	Day Total	92:22	50:16	01:41	09:24	31:01	51:57		
	Printed by EasyTac down						Page 1 of 1		

# Exporting data

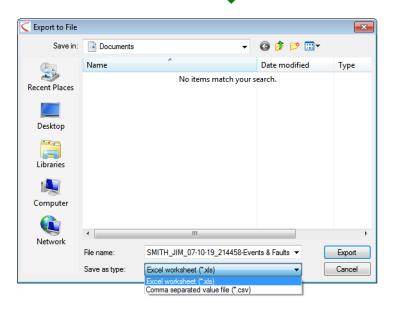
EasyTac downloader can easily export the activity or summary data from onscreen reports.

You should first use the Reports window to select the required activity dates and choose the type of report you want from the tabs available in the reports panel.<sup>1</sup>

When you have the report displayed on the screen, click on the "Export Data" button.

You can then choose an appropriate file name and location for the exported data file, as well as the type of export file. Choose "Comma separated value file" (csv) if you wish to transfer the data generally between different software applications, or "Excel worksheet" (xls) if you wish to view or analyse the data using Microsoft Excel.

EasyTac downloader - [YN02ABC] e View Help				
int Preview Print Report Export Data	Diser Guide			
Activities Events & Faults Overspeed E			7	
Selected File: 22/03/2007 - 02/04/20 Event Dates Event Calendar	07 (YN02ABC_10-07-07_105512	:)	•	
Select all				
March 2007	Event Start (UTC)	Event End (UTC)	Duration Driver at start	Event Type
MTWTFSS	26/03/2007 09:27:11	26/03/2007 09:37:14	00:10:03	General event: Driving witho
1 2 3 4	26/03/2007 09:27:11	26/03/2007 09:37:14	00:10:03	General event: Driving witho
12 13 14 15 16 17 18	27/03/2007 11:29:03	27/03/2007 11:31:44	00:02:41	General event: Driving witho
19 20 21 22 23 24 25 26 27 28 29 30 31	27/03/2007 10:28:03	27/03/2007 10:28:11	00:00:08	General event: Power supply
	27/03/2007 10:28:03	27/03/2007 10:28:11	00:00:08	General event: Power supply
April 2007	28/03/2007 16:03:43	28/03/2007 16:08:17	00:04:34	General event: Driving witho
MTWTFSS	28/03/2007 04:14:45	28/03/2007 04:19:27	00:04:42	General event: Driving witho
2345678	28/03/2007 04:14:45	28/03/2007 04:19:27	00:04:42	General event: Driving witho
9 10 11 12 13 14 15	29/03/2007 18:31:52	29/03/2007 18:34:25	00:02:33	General event: Driving witho
16 17 18 19 20 21 22 23 24 25 26 27 28 29	31/03/2007 05:42:05	31/03/2007 05:46:26	00:04:21	General event: Driving witho
30	31/03/2007 05:42:05	31/03/2007 05:46:26	00:04:21	General event: Driving witho
	•	III		Þ



<sup>1</sup>The graphical timelines from the "Timeline" report cannot be exported.

# EasyTac Options

#### Storing files in other locations

EasyTac downloader stores all of its downloaded and imported files in convenient locations on your computer's hard drive, designed to be accessed by all users of the computer.<sup>1</sup>

You may wish to change these, either to another location on the drive, or perhaps to a network drive on a server.

To do this, go to the Options screen (click "View" then "Options..."), select the tab for "Card Reading" or "VU Reading" and click on the appropriate "Browse" button – there is one for card files and one for VU files, allowing you to locate them separately.

Note that, if you are using a network drive, you must have appropriate user rights to be able to create and write files, in order for EasyTac to work correctly.

	VU Reading	Email	Download R	Reminders	File Type	s USB st	ick General	
Card Read	ng -							
Card Rea	ler							
Use all at	ached readers	;					-	
🔽 Read o	ards automatic	ally						
🔽 Sh	w popup prog	iress win	dow when re	ading card				
Update Update	the card's last	t downlo	ad time after	successfu	l read			
Update	the card's las	t downlo	ad time after	successfu	Iread			
Update		t downlo	ad time after	successfu	l read			
Card File C	reation	t downlo	ad time after	successfu	Iread			
Card File C	eation		ad time after	successfu	Iread	_		
Card File C	reation		ad time after	successfu	Iread	_	Bro	owse
Card File C	ion amData\Easy1		ad time after	successfu	Iread	_	Br	owse
Electocal Electocal C:\Progr	eation on amData\Easy1 e format	iac\card		successfu	Iread	_		owse
Electocal Electocal C:\Progr	ion amData\Easy1	iac\card		successfu	Iread	<u> </u>		owse
Electocal Electocal C:\Progr	eation on amData\Easy1 e format	iac\card		successfu	Iread	<b>_</b>		очиse
Elentical	eation on amData\Easy1 e format	Tactcard		: successfu	Iread			ониse )

	win t					
Card Reading	VU Reading	Email	Download Reminders	File Types	Memory stick	General
- VU File Rea	iding					
Read	VU files autom	atically (	on device insertion)			
De	elete files from	VU devid	ce after reading			
<b>V</b> Sł		arace wir	ndow when reading VU f	filee		
	iow bobob broi	yrcss mi	100W WHEN I cooling you	liica		
-Connect to	VU					
Port for	EasyTac Conne	ect or ot	her direct download dev	/ice:		
	EasyTac Conn	ect or ot	her direct download dev	vice:		
Port for Auto	EasyTac Conn	ect or ot	her direct download dev	vice:		
	•	ect or ot	her direct download dev	vice:		
Auto VU File Cre	▼ ation	ect or ot	her direct download dev	vice:		
Auto VU File Cre Elenocat	ation		her direct download dev	vice:	_	Remove
Auto VU File Cre Elenocat	▼ ation		her direct download de	vice:	_	Browse
Auto VU File Cre Eile IoCat	ation tion ramData\EasyT		her direct download dev	vice:		Browse
Auto VU File Crea Elle tocat C: VProgr File name	ation tion ramData\EasyT	「ac\VU	her direct download de	vice:		Browse
Auto VU File Crea Eile Iocat C: Vprogr File name	ation tion ramData\EasyT e format	「ac\VU	her direct download der	vice:	<b>`</b>	Browse

<sup>1</sup>The default location for files will depend on the version of Windows that you are running, as well as the PC's language settings. For standard English installations of Windows 2000 and XP the locations are:

C:\Documents and Settings\All Users\Application Data\EasyTac\card

C:\Documents and Settings\All Users\Application Data\EasyTac\VU

For standard English installations of Windows Vista and Windows 7 the default locations are:

C:\ProgramData\EasyTac\card

C:\ProgramData\EasyTac\VU

### Automatically reading cards and VU files

By default, EasyTac downloader reads drivers' cards as soon as they are inserted into the smartcard reader, and reads VU files as soon as a VU download device is attached to the  $PC.^1$ 

You can optionally turn these automatic features off, or you can choose to turn off the "progress windows" that pop up during the reading process. This allows the EasyTac software to be run in the background while the PC is used for other work.

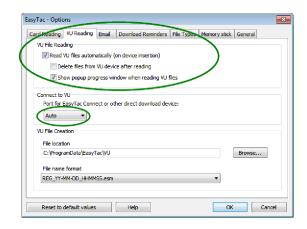
To change these settings, go to the Options screen (click "View" then "Options..."), select the tab for "Card Reading" or "VU Reading" and then tick or un-tick the box against "Read cards automatically" and/or "Read VU files automatically".

For VU files, you can also choose whether you wish EasyTac to delete the original file on your VU download device to ensure that the device does not run out of space and to avoid duplicate reads.

EasyTac downloader will work with most direct download devices and cables.

To use another direct download device or cable you will need to indicate which comms port the device is connected to.

EasyTac - Options
Card Reading VU Reading Email Download Reminders File Types USB stick General
Card Reading
Candreader
Use all attached readers 🗸 🗸
Read cards automatically
Show popup progress window when reading card
Update the card's last download time after successful read
Card File Greation File location
C:\ProgramData\EasyTac\card Browse
File name format
NAME_YY-MM-DD_HHMM55.esm
Reset to default values Help OK Cancel



<sup>&</sup>lt;sup>1</sup>EasyTac can automatically monitor several smartcard readers at once. However, it can only read one card at a time.

# Configuring email settings

If you want to use EasyTac downloader to send tachograph files by email, you must first configure correct email settings.

You can choose between using the default email client installed on your PC or EasyTac's built in emailer.

To change these settings, go to the Options screen (click "View", "Options...", then the "Email" tab.)

Enter the appropriate information into each of the entry boxes to complete email configuration.

You can save the email address of the usual recipient by typing it into the "Default recipient" entry box

If you are using the built in emailer you must specify both your "From address" and the "SMTP server name".  $^{\rm 1}$ 

	ownload Reminders	File Types	Memory stick	General
Email Settings				
Default recipient				
Default subject				
Digital tachograph file				
See do to some defends over the second state				
Send via your default email dien	τ			
Send using EasyTac's built-in em	ailer			
Fro	m address			
chem	rver name			
OPTIP SE	rver name			
SMTP username (i	frequired)			
-				
SMTP username (i SMTP password (				

<sup>&</sup>lt;sup>1</sup>Please contact your internet service provider if you are not sure what information should be entered in the individual fields

# Configuring download reminders

EasyTac's download reminder system can be adjusted to suit your needs.

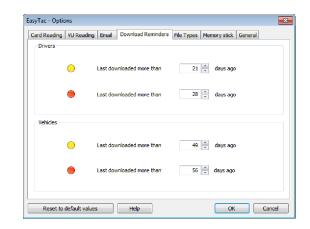
To change these settings, go to the Options screen (click "View", "Options...", then the "Download Reminders" tab.)

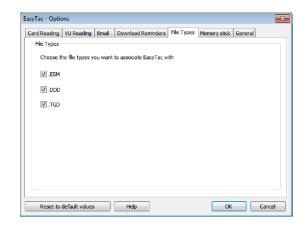
You can either enter the number of days directly in each of the entry boxes or click on the up and down arrows to change each value 1 day at a time.

# Configuring recognised file types

EasyTac can be associated with a number of common tachograph file types. When you associate a file type with EasyTac, Windows will automatically launch EasyTac whenever you try to open a file of that type (for example by doubleclicking on it in Windows File Explorer).

Tick the appropriate boxes for the file type(s) that you want to associate with EasyTac or un-tick the boxes in order to remove the association (for example, to allow another program to associate itself with this type of file).





# Configuring EasyTac USB sticks

An EasyTac USB stick is a removable USB storage device that simplifies the process of backing up and moving your tachograph files. EasyTac will automatically recognize an EasyTac USB stick when it is inserted, and can be configured to backup and/or import files without requiring any user intervention.

You can purchase an EasyTac USB stick from your supplier, or you can create your own, using an ordinary USB stick.

EasyTac can perform a backup of all your tachograph files to an EasyTac USB stick whenever you connect it to your computer. To enable this feature, go to the Options screen (click "View", "Options", then the "USB Stick" tab) and ensure the box is ticked.

Likewise, EasyTac can import all of the tachograph files on the EasyTac USB stick (that have been sent from another computer running EasyTac) whenever you connect it to your computer. To enable this feature, go to the "Options" window (click "View", "Options", then the "USB Stick" tab) and ensure this box is ticked

You can select "Do not prompt" for these options so that EasyTac will perform the operations automatically on insertion, without asking for confirmation.

You can configure an existing, ordinary USB stick (or an external hard drive) as an EasyTac USB stick by connecting it to your computer, selecting its drive letter from the dropdown list, and then clicking the "Create" button.

rd Reading	VU Reading	Email	Download Rem	inders Fi	e Types	Memory stic	General
EasyTac me	mory stick —						
V Backu	p all EasvTac 1	iles to Ea	asvTac memory :	stick on ins	ertion		
E B	ackup automa	tically wit	thout prompting				
	1.1						
Impor (files v	t all tachograp vill be deleted	h files fr from me	om EasyTac men mory stick)	nory stick o	on insertio	r	
E In	nport automat	ically wit	hout prompting				
	n EasyTac me the memory st		k from an ordina	ary memory	rstick. Thi	s will not des	troy any exis
Cr	eate	A:\		-			

### Configuring general settings

If you are using a multilingual version of EasyTac, then you are able to change the language that the program's text is displayed in.

EasyTac can also be set to notify you when you start the program if there is a new version of EasyTac available to download.

EasyTac can be configured to start with Windows and run in the background, even when its window is closed. This allows EasyTac to remain out of the way but also respond to certain events without having to start the software each time.

This feature also gives you quick access to the program with an icon that stays in the system tray. You can double click on the icon to toggle between showing and hiding the EasyTac windows.

You can right-click the icon to bring up the choices of Show/Hide EasyTac, Options, About, or Quit. If you start EasyTac with Windows, but later wish to have it stop running for the remainder of your session, you will need to select Quit from this menu.

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Reset to	default values		Help			ОК	Cancel

