



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.

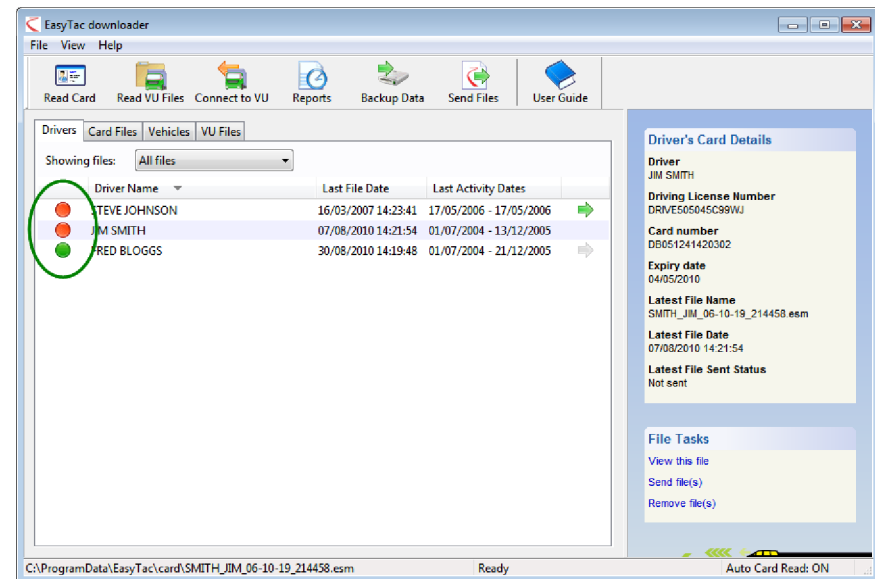
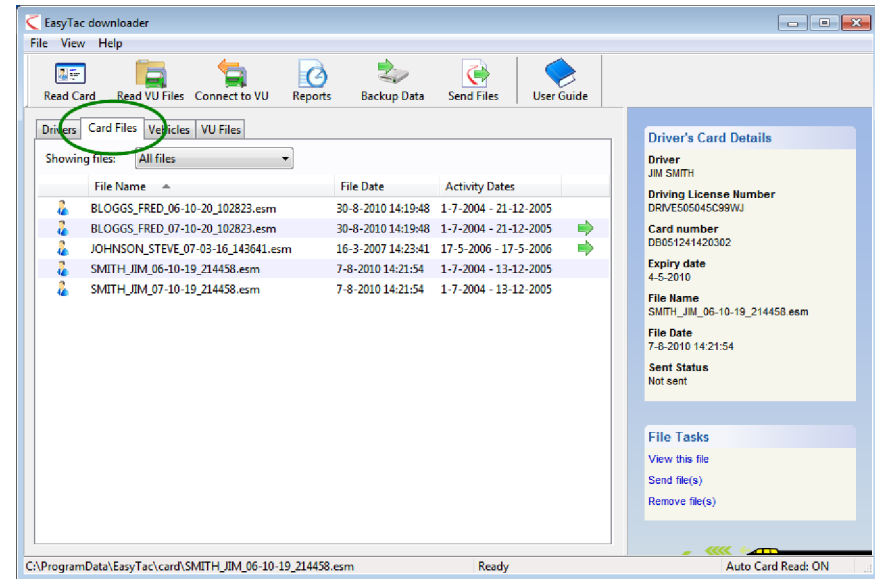
When installing for the first time, there are no files to display, so the window is empty. However, the list will fill up as soon as you start downloading cards or copying your VU data.

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.¹

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.

¹If 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.¹

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.²

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.³

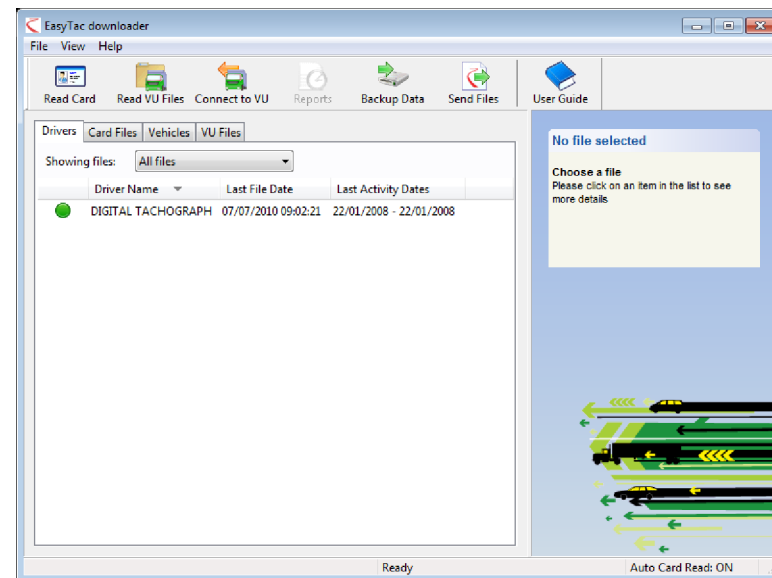
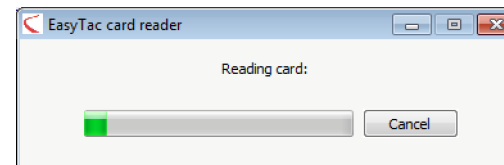
You can double-click this file, or click on the "Reports" button, to immediately view the latest activity data associated with this card.

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.

¹If 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.

²Card 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 EasyTac Options screen.

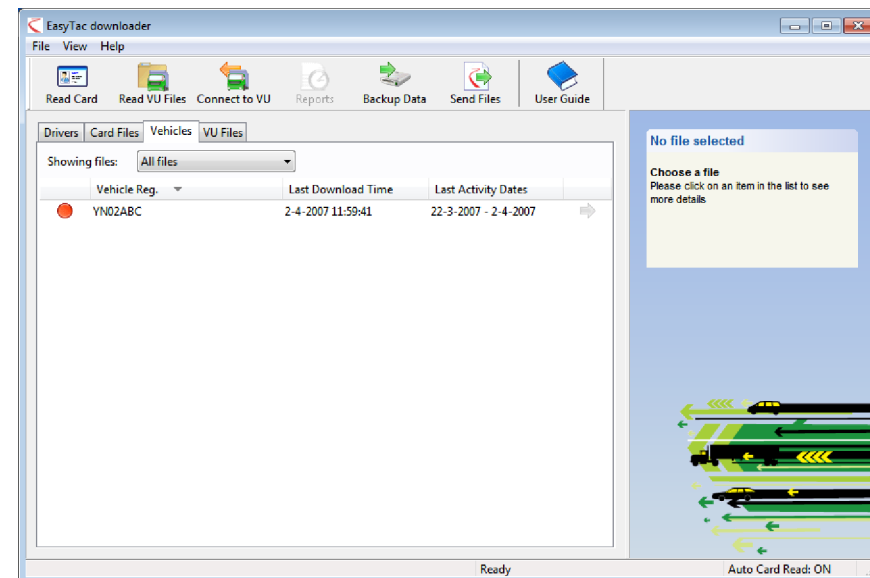
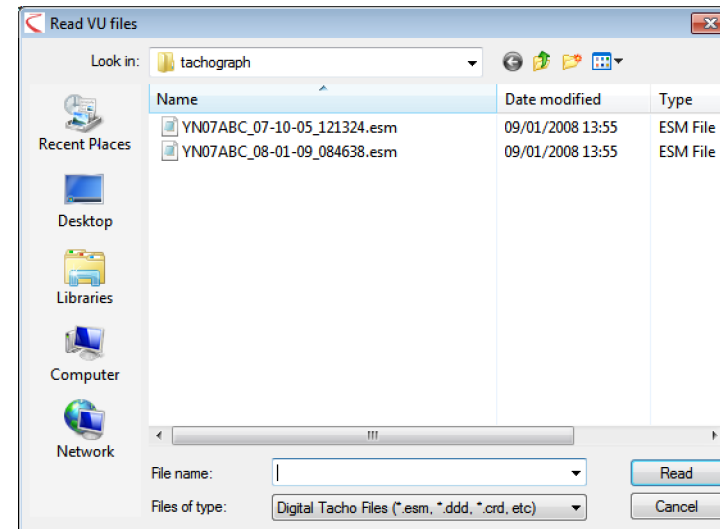
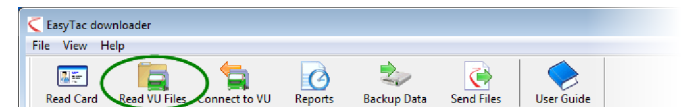
³You can also import card files from other software or devices. See the section **Getting files from other systems or locations**.



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 file¹.



¹EasyTac 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.

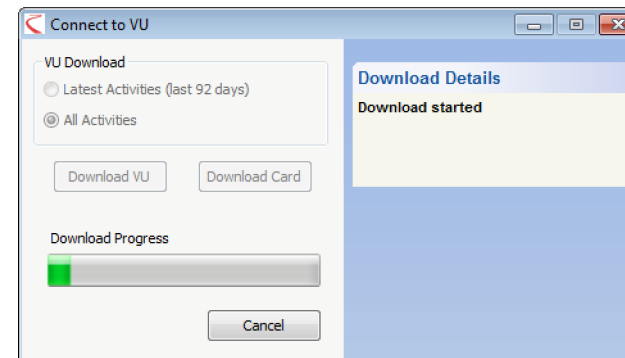
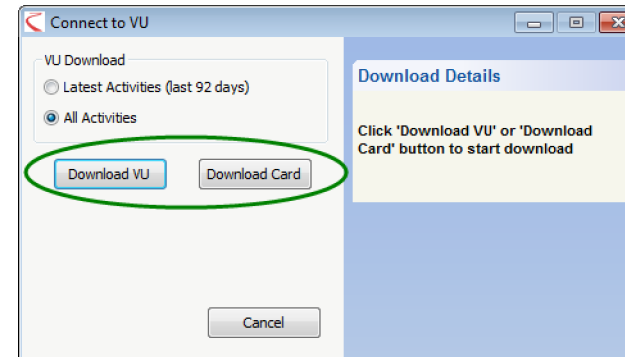
Plug your EasyTac Connect device into the appropriate socket on the tachograph. If using an EasyTac Connect USB device, ensure that its USB cable is connected to your computer.

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” lists¹.



¹Files 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

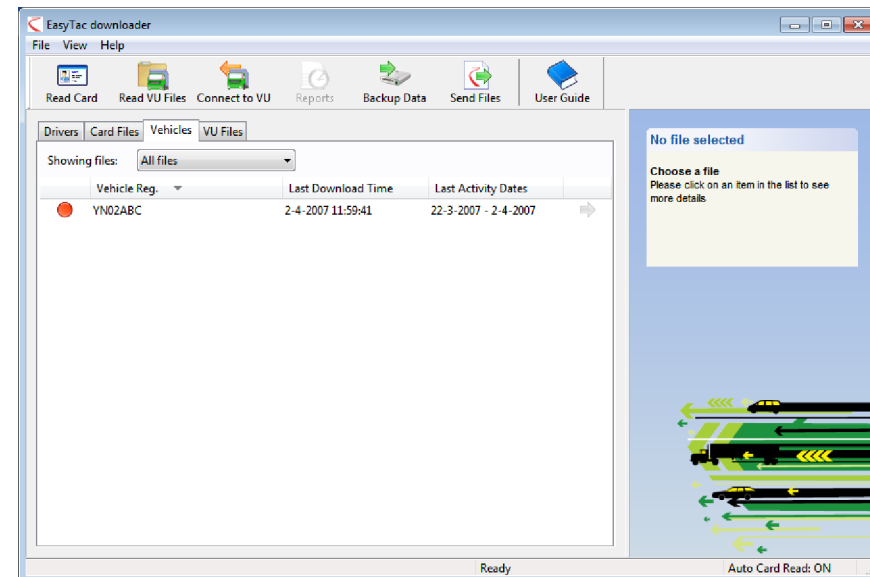
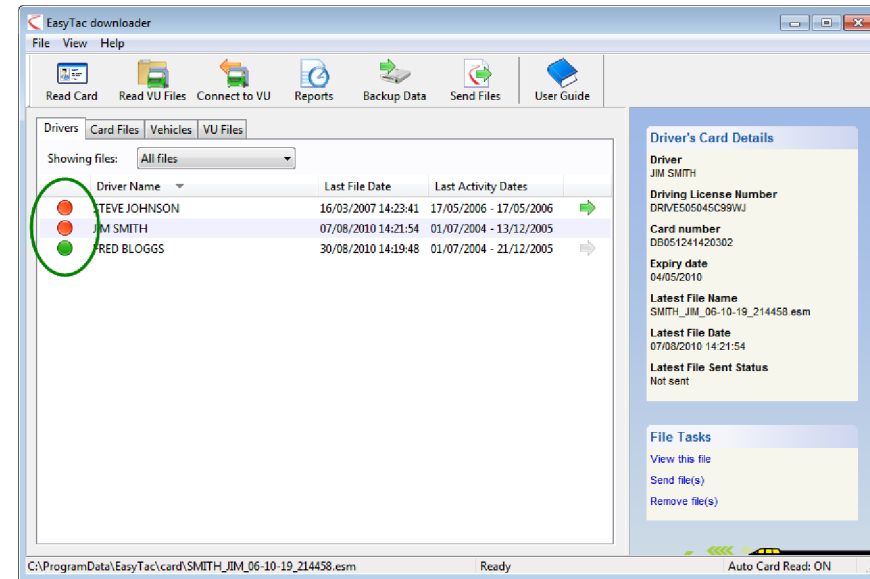
The EasyTac list of “Drivers” and “Vehicles” uses a simple system of “traffic lights” against each entry to remind you to download your data.

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:

Icon	Drivers	Vehicles
	Your data is less than 21 days old	Your data is less than 49 days old
	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.



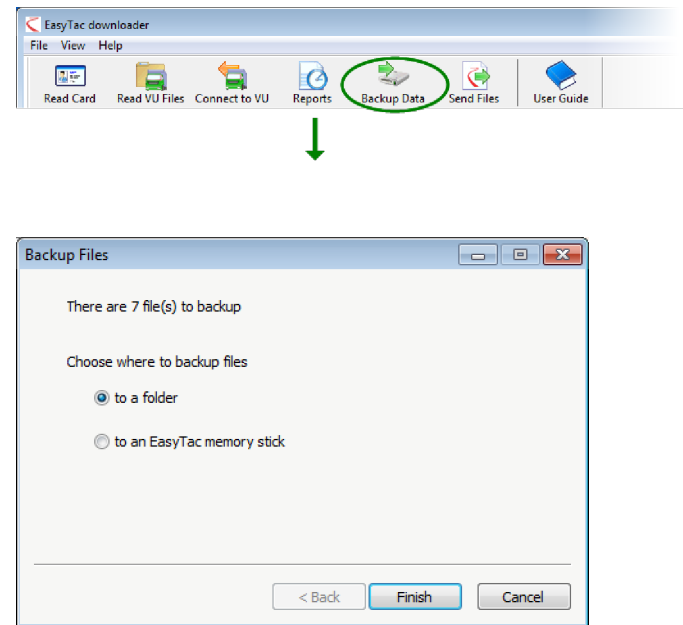
You can backup your files to any folder or drive on your computer, or to an EasyTac USB stick. Using an EasyTac USB stick will make backing up your files easier and safer than choosing a location on your hard drive.

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**.



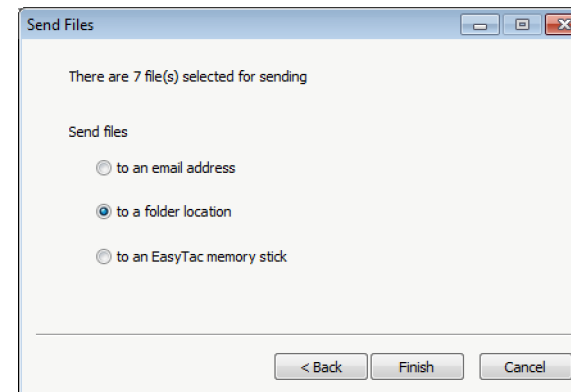
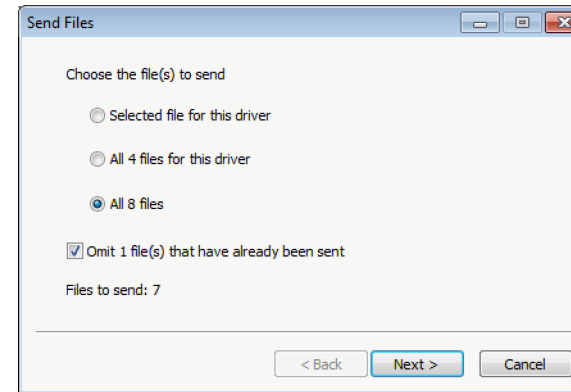
Using EasyTac to send files

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.



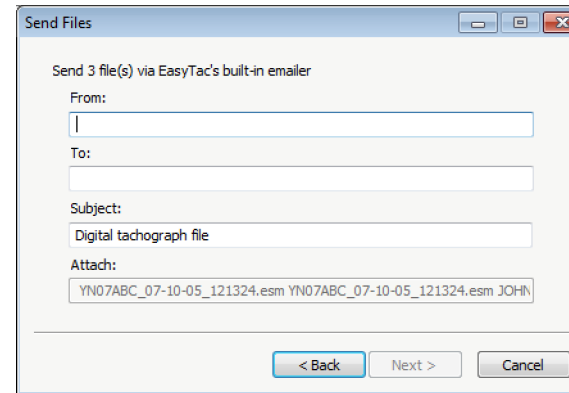
Send to email address

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.

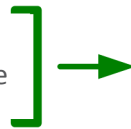


If you have configured EasyTac to use your default email client, EasyTac will open it and attach the selected files to a new email message for you to send.

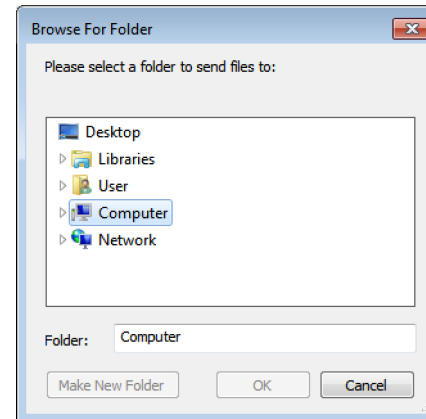


Send to a folder location

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".

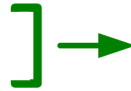
This option is useful to send your files to another computer via USB stick, which can also be done automatically with the correct settings.

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

Viewing file sent status

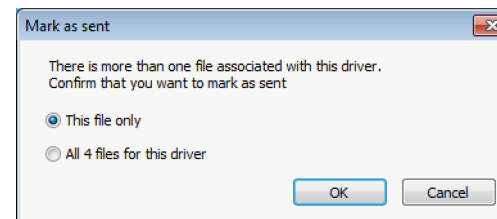
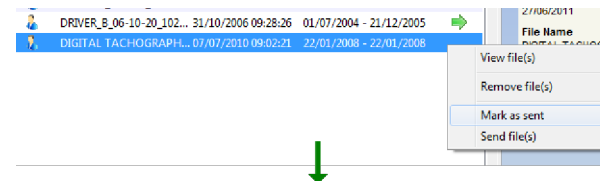
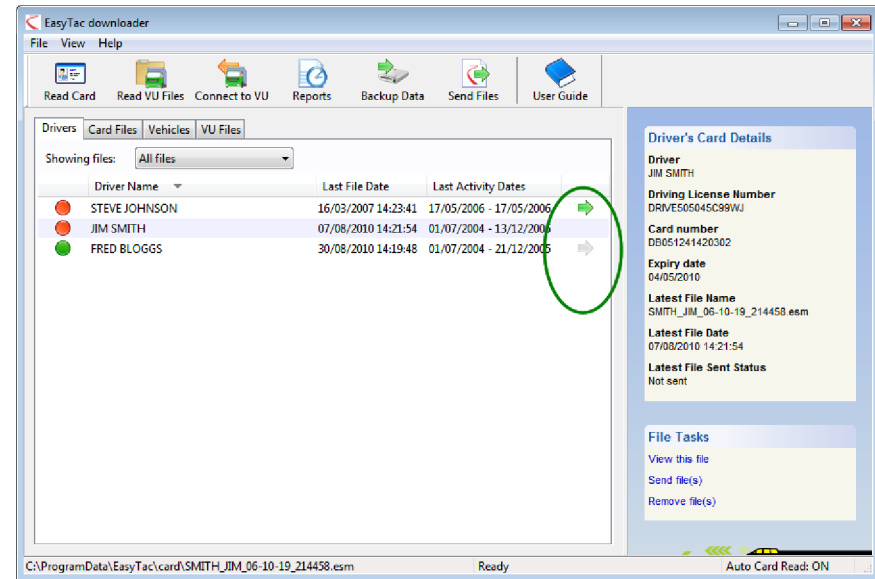
This column indicates whether or not a file has been sent (copied to another location or sent by email).

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



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.



Getting files from other systems or locations

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

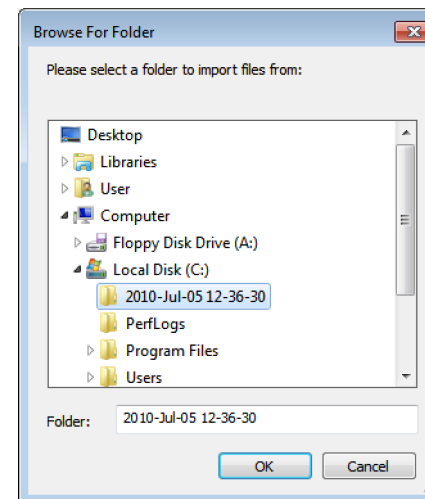
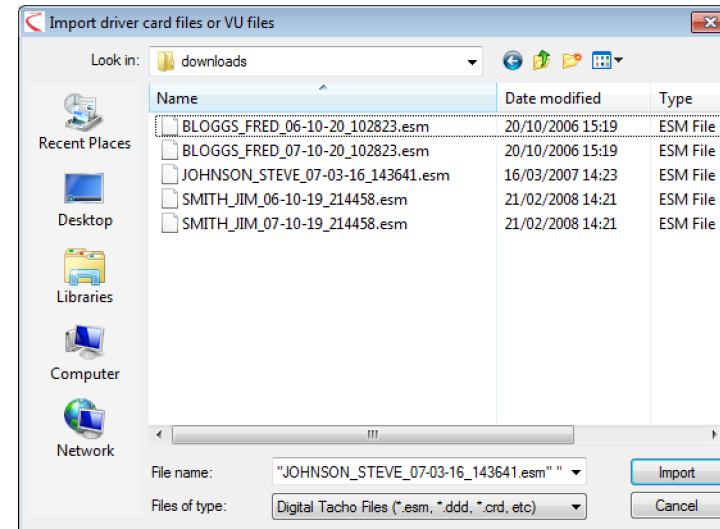
To import one or more files from a specific folder location, click “Import Files – Select Files To Import” in the “File” menu, and then find the location of the files you wish to import. Select one or more files (multiple files can be selected by holding down the Ctrl key while selecting) and then click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



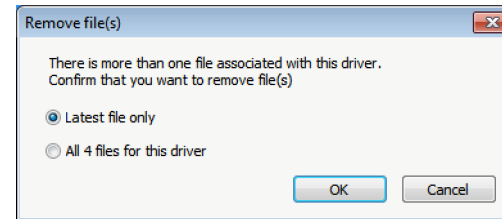
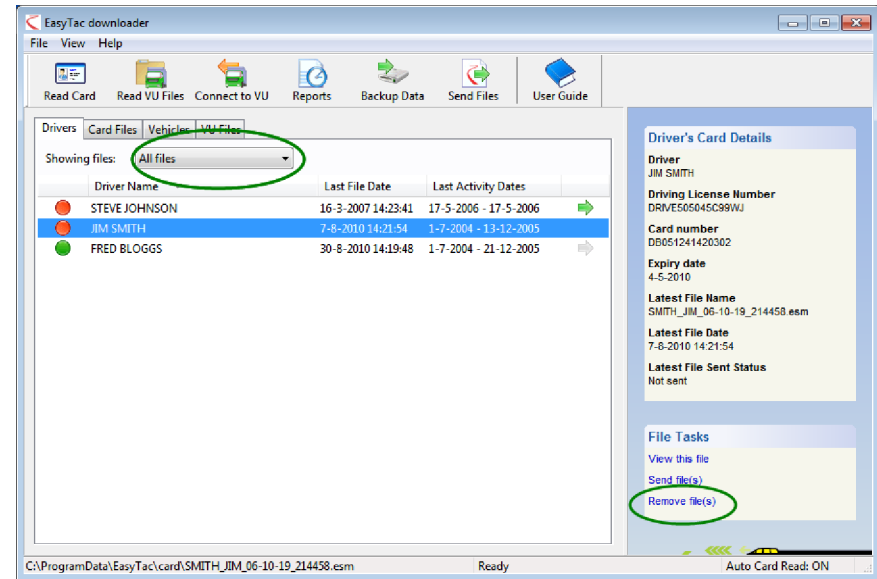
Removing tachograph files from EasyTac

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.¹

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.



¹If 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.

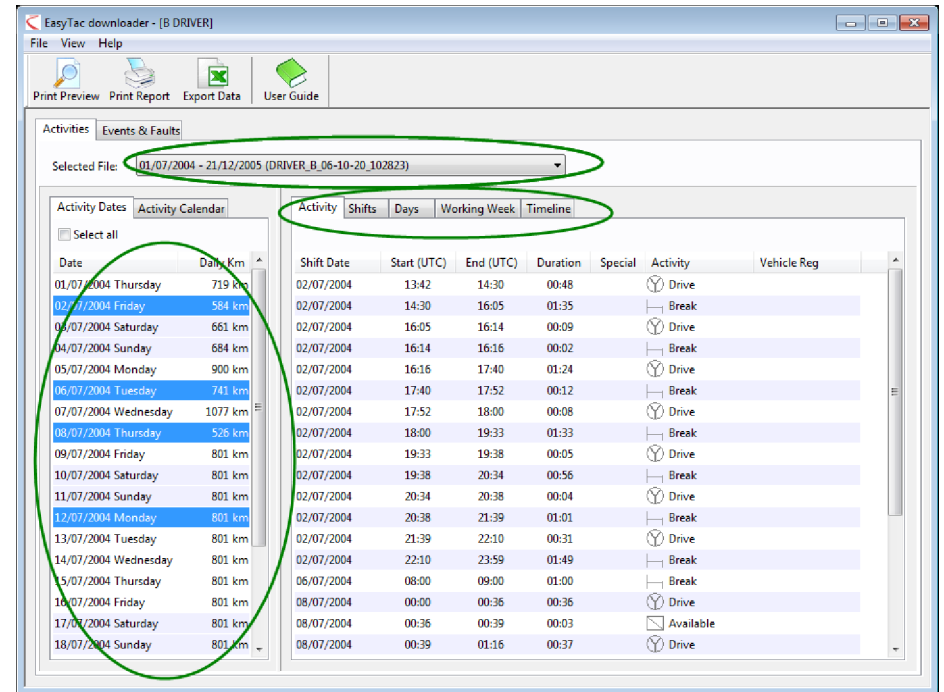
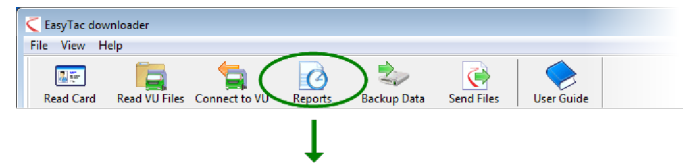
The file selection dropdown list lets you choose other files for the same driver or vehicle, and shows the activity date range for each available file. Where you find "(G2)" added to any file, it is just a reminder that this is data from a Gen 2 Smart Tachograph, so it includes extra records such as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



Viewing activity records for card and VU files

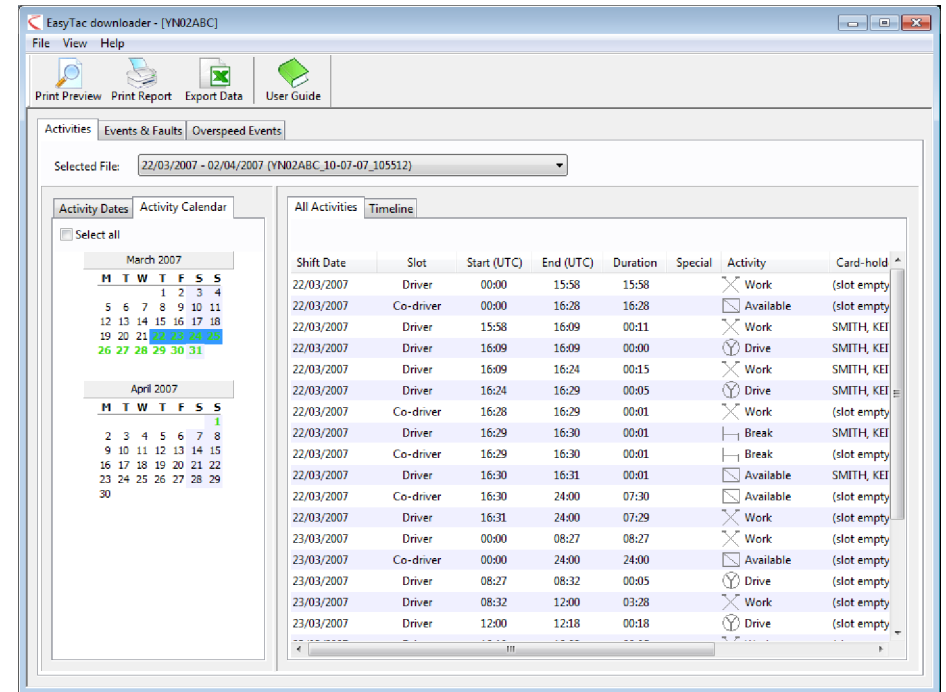
When you first open the EasyTac reporting screen for a particular card or VU file, you will see a list of available “Activity Dates” on the left, and a list of “Activities” on the right (which will be empty).

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.¹

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.

If you want to preview, print, or export the report, simply click on the appropriate button (see **Printing reports** and **Exporting data.**)

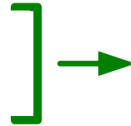


¹For card files, the list of activity dates will not include days where there is no activity information. VU files usually have a pair of activity entries for each day, even when the vehicle has not been used.

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.¹

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.

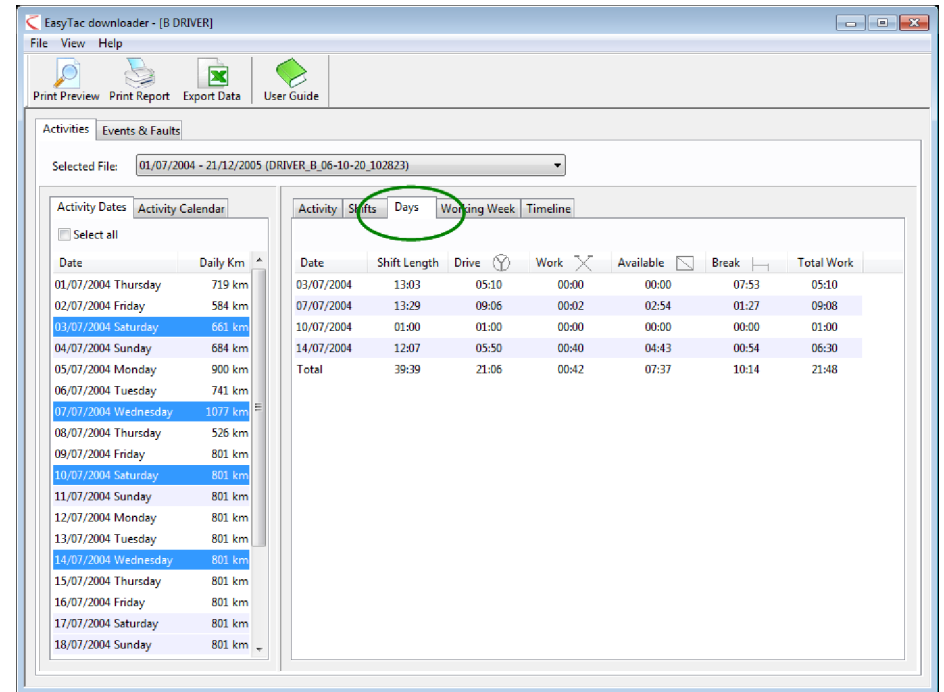


The Days summary report shows one line of information for each day selected in the activity date list. This provides the total amount of time spent on each of the four activities during the day, as well as a figure for Total Work, which is calculated by adding the Driving and Working times.

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.

If you want to preview, print, or export the report, simply click on the appropriate button (see **Printing reports** and **Exporting data.**)

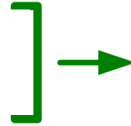


¹The “Shifts” and “Days” tabs are only available when viewing card files.

Viewing driver working weeks for 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.

If you want to preview, print, or export the report, simply click on the appropriate button (see **Printing reports** and **Exporting data.**)

Date	Reg of Vehicl...	Shift Start (UTC)	Shift End (UTC)	Time Driving	Shift Length
05/07/2004 Monday		04:15	18:22	08:34	14:07
06/07/2004 Tuesday		08:00	09:00	00:00	01:00
07/07/2004 Wednesday		10:30	23:59	09:06	13:29
08/07/2004 Thursday		00:00	08:10	03:19	08:10
09/07/2004 Friday		08:00	09:00	01:00	01:00
10/07/2004 Saturday		08:00	09:00	01:00	01:00
11/07/2004 Sunday		08:00	09:00	01:00	01:00

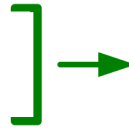
Day on which duty commenced	Registration no. of vehicle(s)	Place where vehicle(s) based	Time of going on duty	Time of going off duty	Time spent driving	Time spent on duty	Driver's signature
Monday			04:15	18:22	08:34	14:07	
Tuesday			08:00	09:00	00:00	01:00	
Wednesday			10:30	23:59	09:06	13:29	
Thursday			00:00	08:10	03:19	08:10	
Friday			08:00	09:00	01:00	01:00	
Saturday			08:00	09:00	01:00	01:00	
Sunday			08:00	09:00	01:00	01:00	

Printed By: EasyTac Downloader Version 2.4.7
09 July 2010 13:43:42

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.¹

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.

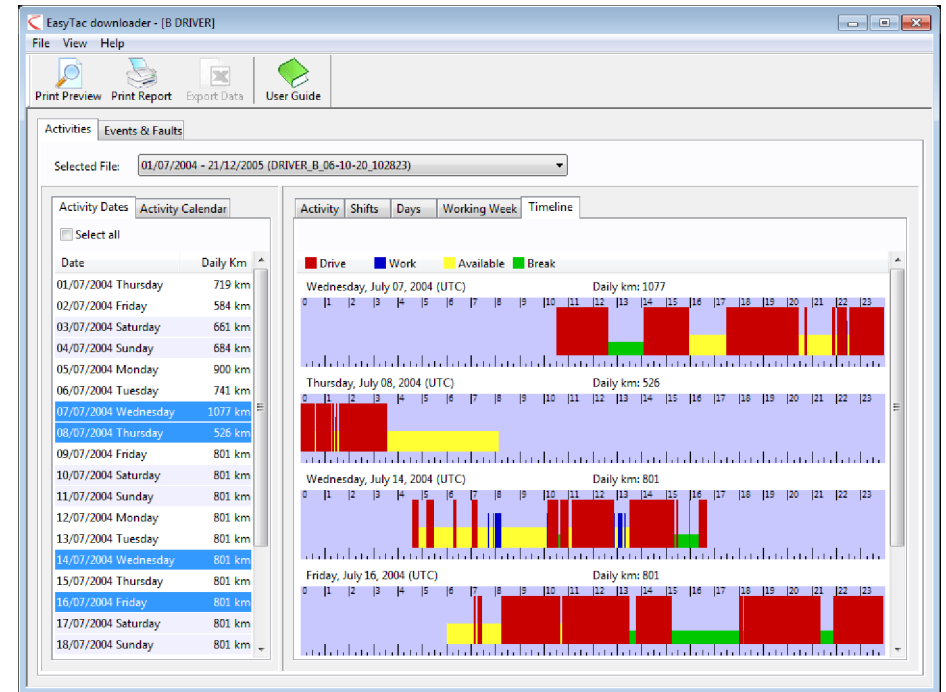


The four activity settings are shown as vertical bars of different colours and different heights. A colour-key is included at the top of the display for your convenience, and this is also printed on the reports using different bar heights to help them to be understood when printed on a black-and-white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



¹Depending 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.

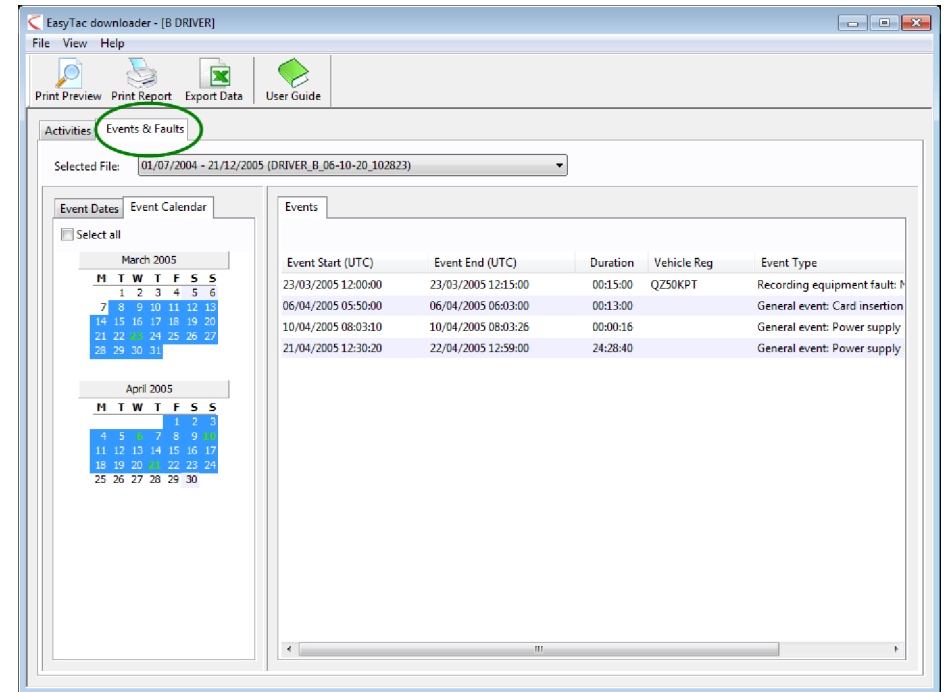
If there are any events or faults stored in the file, you will see a list of available “Event Dates” on the left, and a list of “Events” on the right (which will be empty).

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.¹

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

If you want to preview, print, or export the report, simply click on the appropriate button (see **Printing reports** and **Exporting data.**)



¹It 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.

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



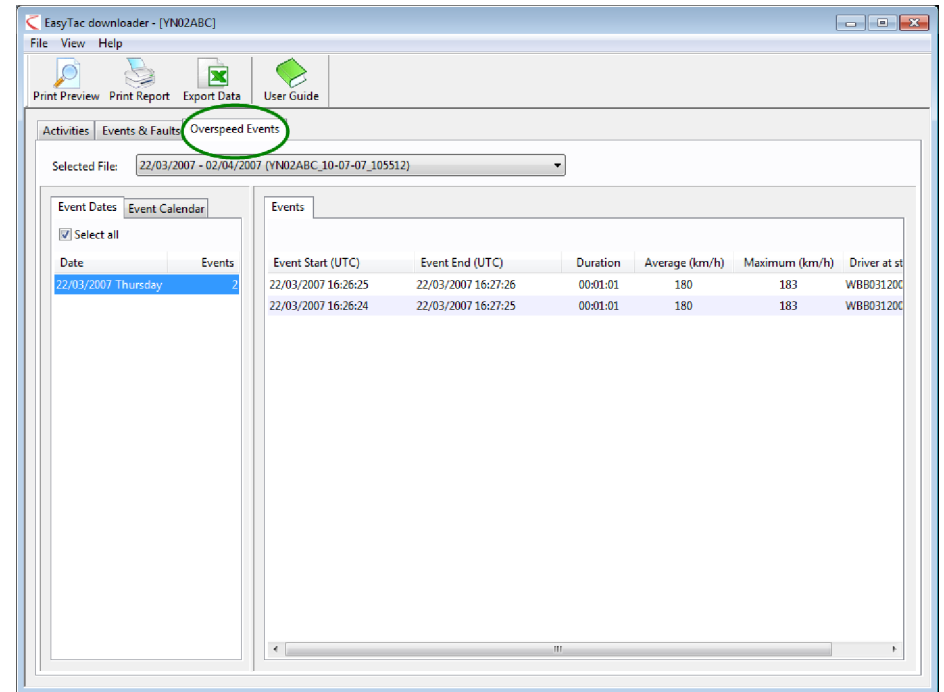
If there are any overspeed events stored in the file, you will see a list of available “Event Dates” on the left, and a list of “Events” on the right (which will be empty).

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.¹

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

If you want to preview, print, or export the report, simply click on the appropriate button (see **Printing reports** and **Exporting data.**)



¹It 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.

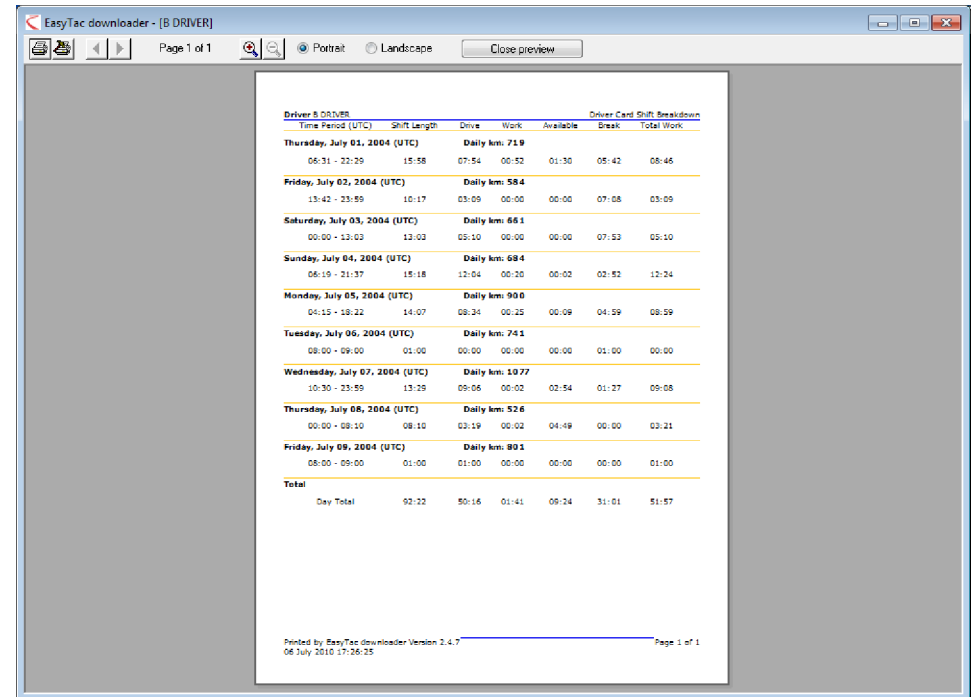
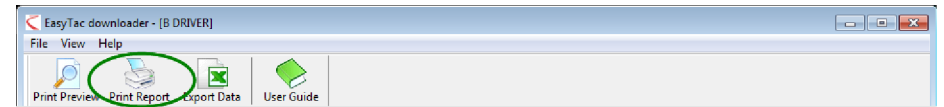
When you have the report displayed on the screen, you can print it straight away by clicking the “Print Report” button, or you can preview it first by clicking the “Print Preview” button.



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.



Exporting data

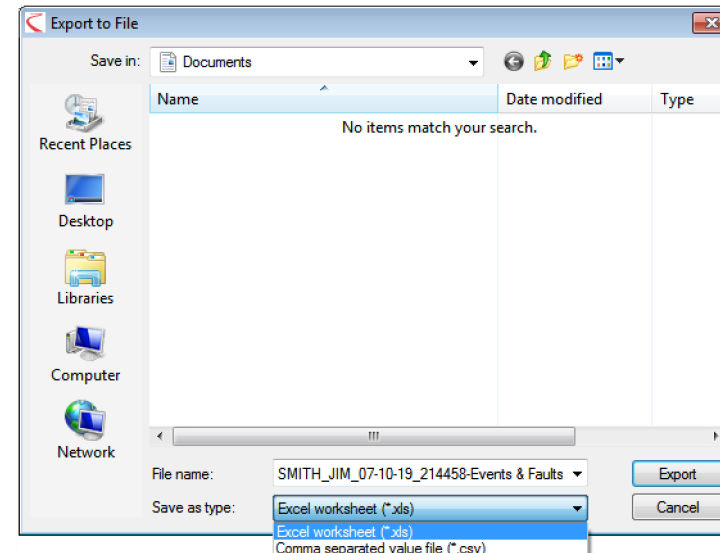
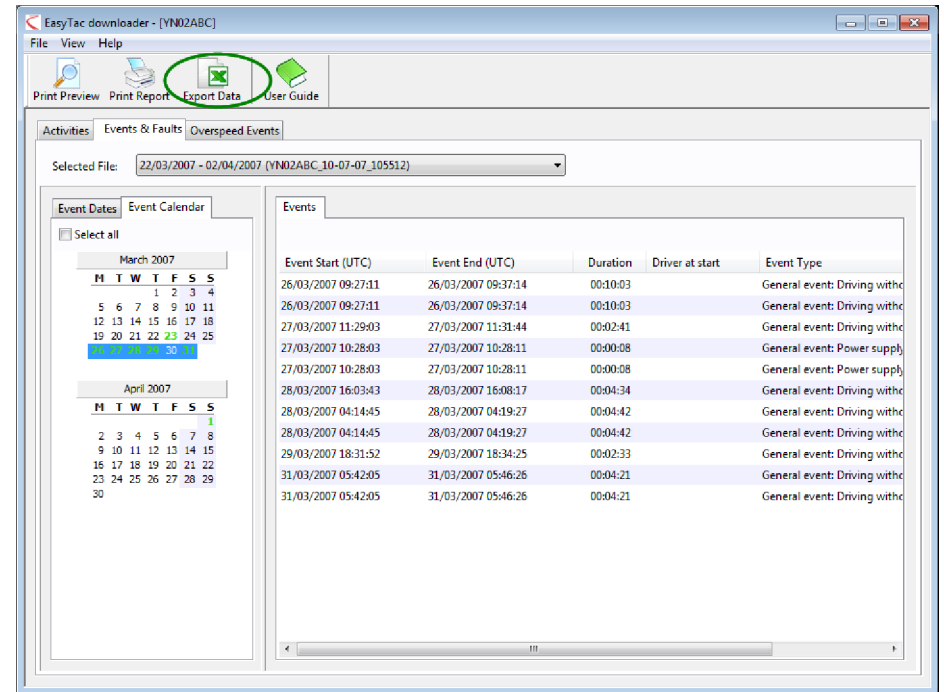
EasyTac downloader can easily export the activity or summary data from on-screen reports.

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.¹

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.



¹The graphical timelines from the “Timeline” report cannot be exported.

EasyTac Options

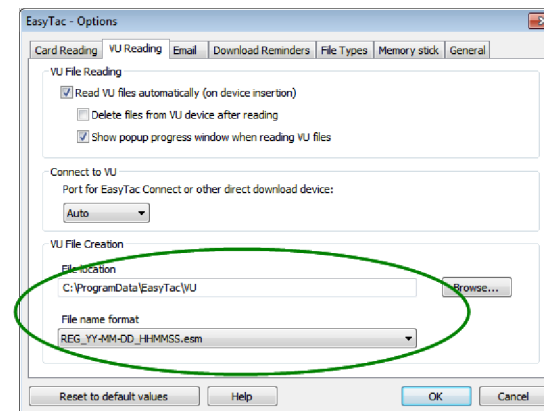
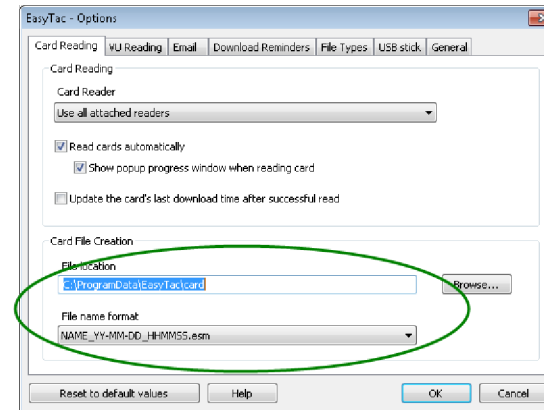
Storing files in other locations

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.¹

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.



¹The 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

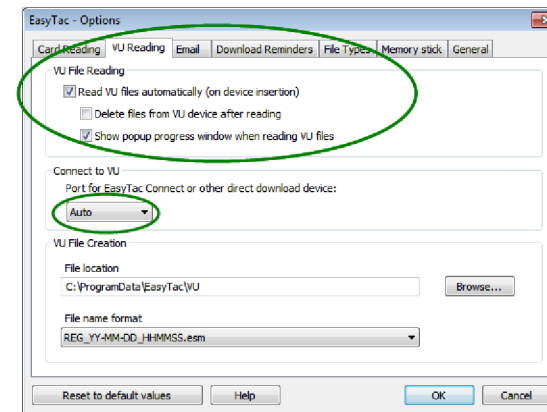
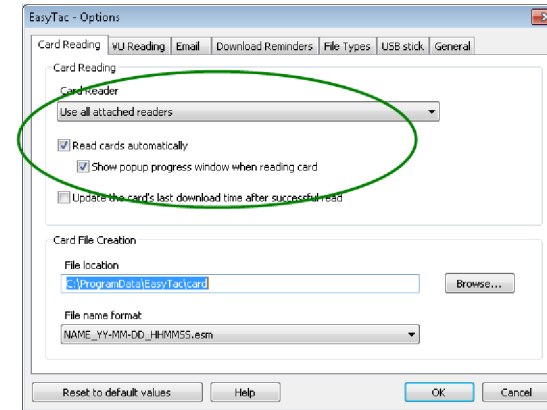
You can optionally turn these automatic features off, or you can choose to turn off the "progress windows" that pop up during the reading process. This allows the EasyTac software to be run in the background while the PC is used for other work.

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.



¹EasyTac 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.

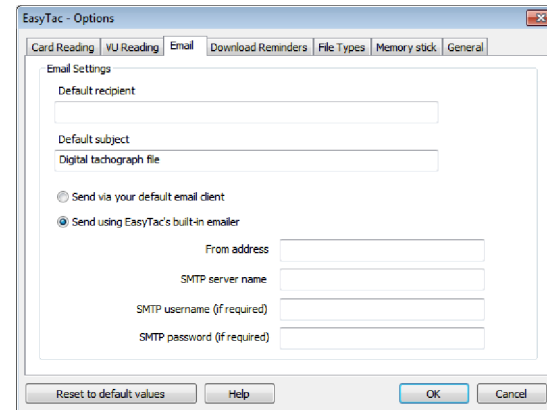
You can choose between using the default email client installed on your PC or EasyTac's built in emailer.

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".¹



¹Please contact your internet service provider if you are not sure what information should be entered in the individual fields

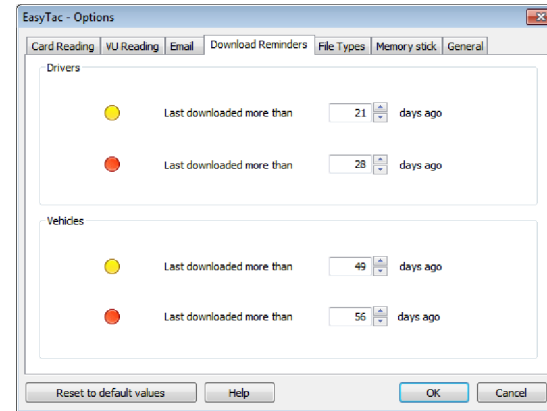
Configuring download reminders

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.)



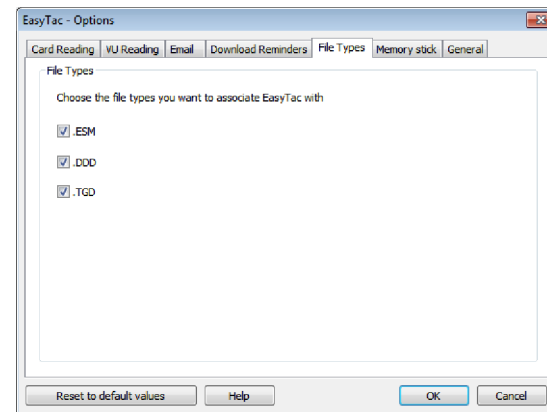
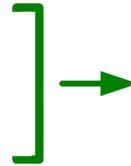
You can either enter the number of days directly in each of the entry boxes or click on the up and down arrows to change each value 1 day at a time.



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 double-clicking 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

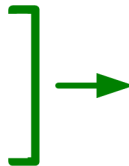
An EasyTac USB stick is a removable USB storage device that simplifies the process of backing up and moving your tachograph files. EasyTac will automatically recognize an EasyTac USB stick when it is inserted, and can be configured to backup and/or import files without requiring any user intervention.

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.

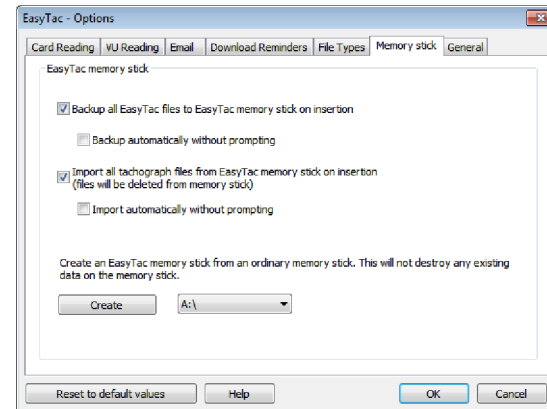


Likewise, EasyTac can import all of the tachograph files on the EasyTac USB stick (that have been sent from another computer running EasyTac) whenever you connect it to your computer. To enable this feature, go to the “Options” window (click “View”, “Options”, then the “USB Stick” tab) and ensure this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



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.

