



User Manual



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What is Disc-Check?

Disc-Check is a bespoke cloud-based tachograph analysis package. We have built Disc-Check in such a way that it allows Operators of any size fleet ensure tachograph compliance. Disc-Check is comprised of three main segments to build a powerful compliance tool.

The first segment is “Disc-Check Transfer” this software handles all the transfer of tachograph data; analogue and digital in a simple intuitive design. For approved digital devices the software will automatically detect the folder structure and transfer all data, including Vehicle Unit if present. For analogue you select the driver and then scan the items, simple yet effective.

The second segment is “Disc-Check Dashboard” this is an online web portal bespoke for your company. Within the portal you can get a simple glance overview based on a Green, Yellow, Red colour scheme. You can see Driver upload status, Vehicle Upload status, infringements, shifts, missing KM and much more.

The third segment is “Disc-Check App” this is an Android and IOs based app. Drivers have a tailored view of his working time. To ensure the driver monitors their legal limits – based on their last upload to the system. Drivers can also upload their driver’s card direct to the Disc-Check – if compatible mobile phone is used.

Disc-Check to date has helped over 1,000 companies, holding 12,000 drivers and 13,000 vehicles stay compliant. This is attributed to: the debrief of drivers, autonomously monitoring potential infringements; generating interactions to ensure compliance; schedule reporting.

Links:

Disc-Check Dashboard: <https://login.tdi.tc/login>

Disc-Check Transfer: <https://dc4.disc-check.net/install>

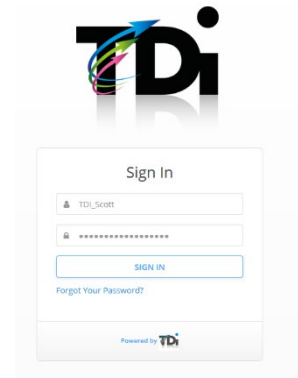
Disc-Check App: https://play.google.com/store/apps/details?id=net.disc_check.disc_check&hl=en



Getting Started

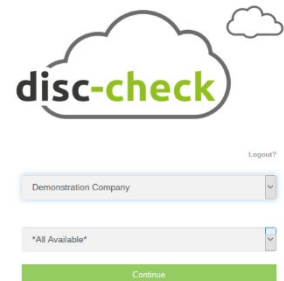
Open your Internet Browser, Disc-Check has been designed for best use on Google Chrome.

Navigate to: <https://login.tdi.tc/login>

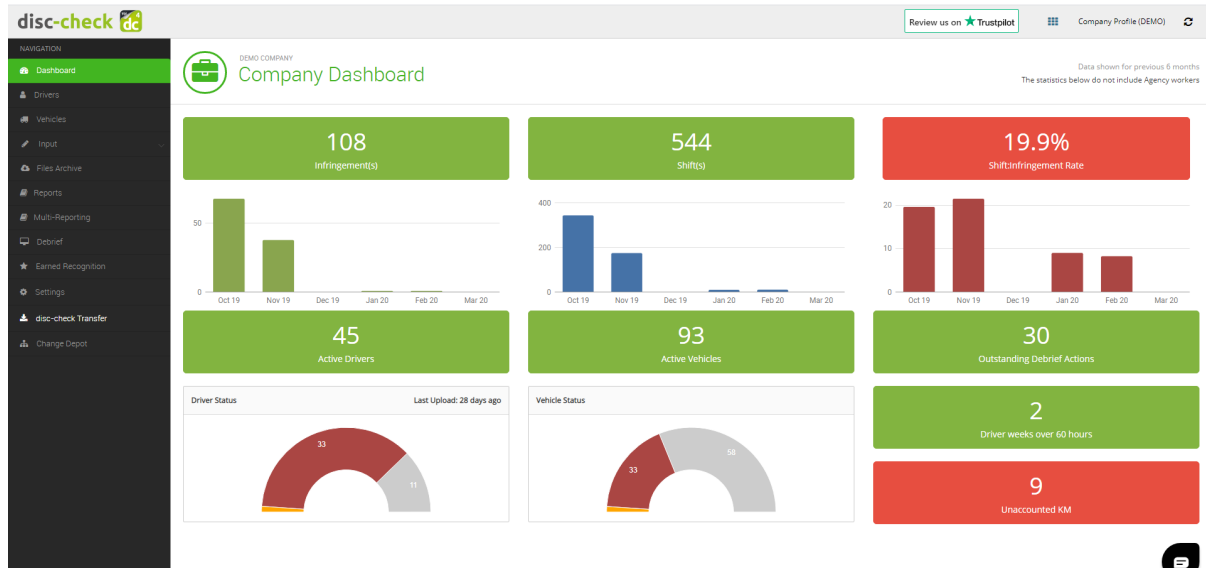


Enter your Disc-Check Credentials, if you've not been given these please contact support on 01246 252 375

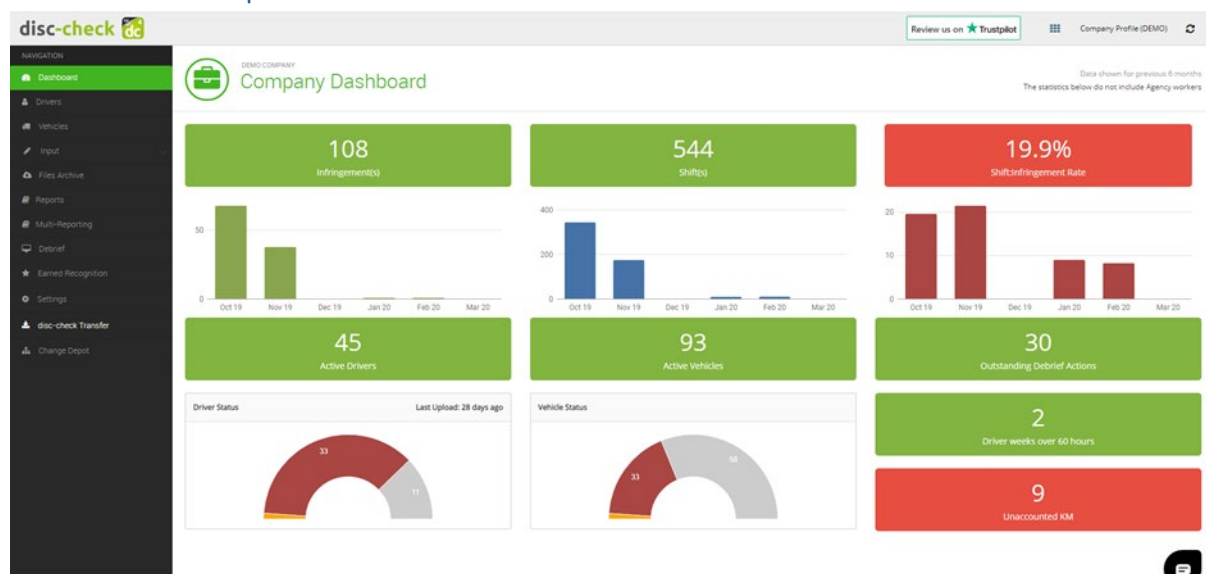
Select your Company and Depot, then select continue.



You will now see your company dashboard.



Dashboard Explained



The company dashboard is your one stop shop of information. Using colours as a guideline you are alerted instantly to infringements, missing downloads and missing KM. The colours on the charts at the bottom work the same way a traffic light would.

Green – Everything is good

Amber – Downloads are due soon

Red – You are overdue

Everything on the dashboard is clickable. Here is a list of what each button does:

- Clicking the infringements box, opens the Driver Infringement Summary report; alternatively click the actual bar for the month loads that specific month's infringements matrix.
- Clicking the Shift:Infringement Rates, opens a excel report for the previous 6 months; alternatively click the actual bar for the month loads that specific month's infringements – in Excel.
- Clicking the Active Drivers, opens the drivers tab.
- Clicking the Active Vehicles, opens the vehicles tab.
- Clicking the Driver Status chart, opens the Driver Upload Status report.
- Clicking the Vehicle Status chart, opens the Vehicle Upload Status report.
- Clicking the Outstanding Debrief Actions, opens the pending actions tab.
- Clicking the Drivers Weeks over 60 Hours, opens the Driver over 60 Weeks report.
- Clicking the Unaccounted KM, opens the Unaccounted KM report.

Drivers Explained

Clicking the Drivers tab on the left navigation bar, will load all your drivers for that depot, or if you selected all depots, it will load all for your company. Within this page you can see:

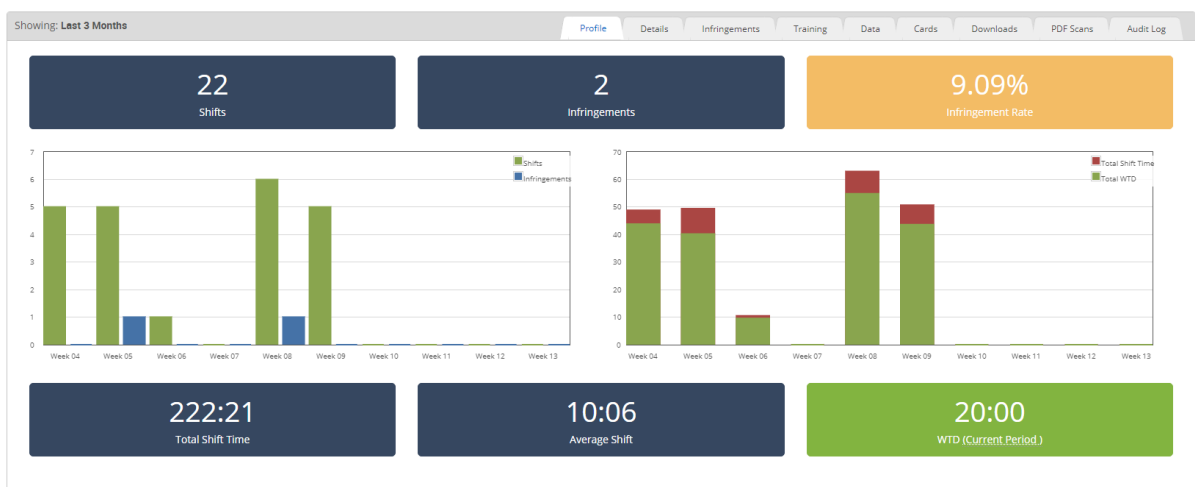
- Drivers Name
- card number
- which depot the driver belongs too
- there groups if you have them grouped
- employment type
- additional options to move them to another depot
- archiving a driver

DRIVER NAME	CARD #	DEPOT	GROUP	TYPE
BASHIR ALI WARSAME, MOHAMED	39631 DB17108162031900	Demonstration Depot	No Group	Employed
BLOOMER, IAN KEITH	606 DB05259167541102	Demonstration Depot	Test Group	Employed
BROUGHTON, JAMIE NEIL	35254 Expired	Demonstration Depot	No Group	Employed
CARABALLO RIVERO, SALVADOR	24110 DB16102162063000	Demonstration Depot	No Group	Employed
CARD, TEST	37932 DB191701474511400	Demonstration Depot	No Group	Employed
CARTER, THOMAS MARTIN	8235 DB07142162066202	Demonstration Depot	No Group	Employed
COKAYNE, PHILIP ALLEN	41205 DB07220167194402	Demonstration Depot	No Group	Employed
COLLINS, ANDREW JASON	8224 DB08140167165603	Demonstration Depot	No Group	Employed
DEE, MICHAEL RICHARD	33568 DB06285162090702	Demonstration Depot	No Group	Employed
DIMITROV, DIMITAR IVANOV	8226 DB08122167041002	Demonstration Depot	No Group	Employed
DRIVER, DEMO	21936 (None Set)	Demonstration Depot	No Group	Employed
DRIVER, TEST	34842	Demonstration Depot	No Group	Employed
FLETCHER, LEE CHARLES	41206 DB13099162172601	Demonstration Depot	No Group	Employed
GALLON, SHANE	41208 DB07129162155802	Demonstration Depot	No Group	Employed
Ghearghe, Constanin	39115 00000000A5KL000	Demonstration Depot	No Group	Employed
GORTON, MILES ADRIAN W	30089 Expired	Demonstration Depot	No Group	Employed
HARRISON, JOHN ARTHUR	7875 DB06215162080903	Demonstration Depot	No Group	Employed
LANGLEY, ANDREW JOHN	40172 DB08282162116903	Demonstration Depot	No Group	Employed
LEPKOWSKI, DAWID	41207 DB18088162102700	Demonstration Depot	No Group	Employed
LOBLEY, SIMON	41212 DB14218162034401	Demonstration Depot	No Group	Employed

Archiving is the same as deleting a driver if they have left your company. Archiving is used as we will store the data for 2 years, as the law permits.

Left Clicking a driver will take you into their profile.

DEMO COMPANY
WALTERS, NICHOLAS JOHN



As from the above you can see their shifts, infringements, infringement rate, total shift time, average shift time and current WTD.

There also are tabs across the top to take you further into the driver's profile.



Showing: Last 3 Months

Profile Details Infringements Training Data Cards Downloads PDF Scans Audit Log

Driver Name: WALTERS, NICHOLAS JOHN

Employee Ref: [Empty]

Card Name: WALTERS, NICHOLAS JOHN

Reportable?

Reporting Start: 20/01/2020

Agency Driver?

Driver Group: No Group

Licence Number: WALTER605125N99GY

Licence Expiry: [Empty]

Licence Points: 0

Licence Checked: [Empty]

CPC Licence No: [Empty]

CPC Expiry: [Empty]

Eye Test Due: [Empty]

Update Driver

Here you can update the basic driver's details.

- You can make the driver not reportable, so they won't appear on any reports.
- Select a report date, when you want our analysis for the driver to start.
- Any group you wish to add the driver too.
- Their licence number, when their licence expires, any points when it was last checked and the same for CPC.



Showing: Last 3 Months

Profile Details Infringements Training Data Cards Downloads PDF Scans Audit Log

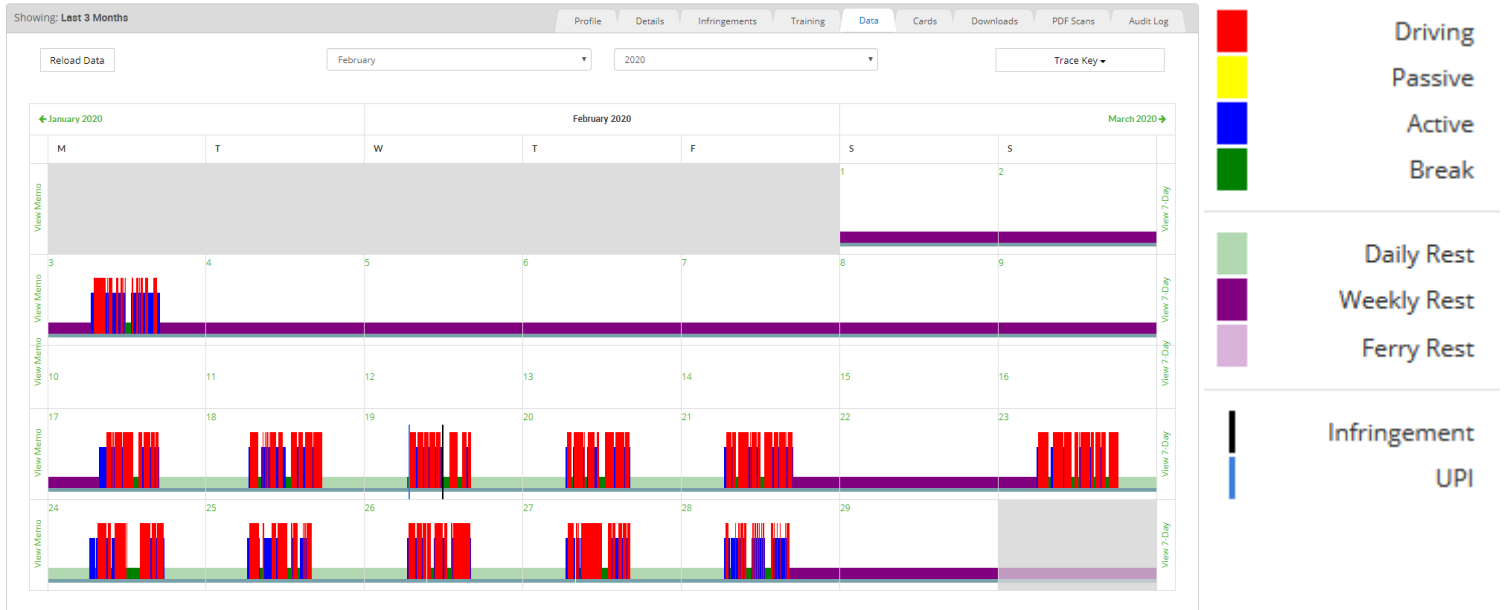
Driver Infringements

Showing: Last 3 Months

Date	Type	Type
19/02/2020 11:48	Infringement	You must take a break of at least 45 minutes after driving periods totalling 04:30 unless you are beginning a rest period. This break may be split into shorter breaks of at least 15 minutes and 30 minutes distributed over the driving periods or immediately after the driving periods. Periods of other work do not count as breaks, nor do they count towards the driving. Your breaks totalled 0 minutes of which only a maximum of 15 minutes could be counted towards your legal break, your driving totalled 04:31.
19/02/2020 06:38	UPI	You must always check your vehicle for defects and the security of your load before you start of your shift. This should take at least 00:05 minutes, you took 00:00.
31/01/2020 12:40	Infringement	You must take a break of at least 45 minutes after driving periods totalling 04:30 unless you are beginning a rest period. This break may be split into shorter breaks of at least 15 minutes and 30 minutes distributed over the driving periods or immediately after the driving periods. Periods of other work do not count as breaks, nor do they count towards the driving. Your breaks totalled 16 minutes of which only a maximum of 15 minutes could be counted towards your legal break, your driving totalled 04:32.

This is a quick view of the past 3 months infringements. These are sorted in date order, newest at the top and the oldest of the 3 months at the bottom.

On the data tab this shows all the drivers charts, and is colour coded for ease of use. Within here you can select a specific day, see that trace with infringements and overrides. You can also view the activity report which is a pdf for that day's breakdown into individual activities.



On the left you can select “view memo” which will show you the infringements for that week.

On the right you can select “view 7-Day”. This will run a report giving you a break down of that week. This includes not just how long the shift was but also the vehicle that has been used, how much was the spread of the day. This report will also give you a break down of each activity and how long the activity lasted for the day.

Driver: ← WALTERS, NICHOLAS JOHN [41783] → ← WC 17/02/2020 →

Driver ID: 41783

Date	Shift Start	Shift End	Vehicle	Drive Start	Starting KM	Finishing KM	Distance (KM)	Offduty	Spread	Rest in 24	Drive	Other Work	POA	Break	WTD
Mon 17/02/2020	0741	1654	EU65XEG	0743	304118	304490	372	175:41	09:13	13:36	06:19	02:08	00:00	00:46	08:27
Tue 18/02/2020	0630	1736	EU65XEG	0640	304490	304955	465	13:36	11:06	12:54	07:36	02:12	00:00	01:18	09:48
Wed 19/02/2020	0630	1613	EU65XEG	0638	304955	305389	434	12:54	09:43	14:16	06:52	01:01	00:00	01:50	07:53
Thu 20/02/2020	0629	1620	EU65XEG	0639	305389	305871	482	14:16	09:51	14:09	07:16	01:10	00:00	01:25	08:26
Fri 21/02/2020	0629	1701	EU65XEG	0645	305871	306376	505	14:09	10:32	13:28	07:36	01:56	00:00	01:00	09:32
Sat 22/02/2020	No Data (Rest Day?)														
Sun 23/02/2020	0545	1816	EU65XEG	0600	306376	307044	668	36:44	12:31	11:29	09:49	00:55	00:00	01:47	10:44
							2,926	267:20	62:56	-	45:28	09:22	00:00	08:06	54:50

Infringements

Mon 17/02/2020	None
Tue 18/02/2020	None
Wed 19/02/2020	No/insufficient active duty at start of shift - this should take at least 00:05, you took 00:00. No/insufficient break within 04:30. Your breaks totalled 0 minutes, your driving totalled 04:31
Thu 20/02/2020	None
Fri 21/02/2020	None
Sat 22/02/2020	None
Sun 23/02/2020	None

Errors, Omissions and Comments



The Cards tab, shows the history of cards that driver has had, including their validity dates.

Showing: Last 3 Months

Profile Details Infringements Training Data **Cards** Downloads PDF Scans Audit Log

Driver Card History

Card #	Valid From	Valid To
DB06114162440202	01/05/2016	30/04/2021

The downloads tab, shows the download history of the card. Which you can download yourself pressing the green download icon on the right.

Showing: Last 3 Months

Profile Details Infringements Training Data Cards **Downloads** PDF Scans Audit Log

Uploaded	Data From	Data To	Filename	DL
03/03/2020 11:49	11/07/2019	28/02/2020	C_20200228_1623_N_WALTERS_DB06114162440202.DDD	

A new Tab for drivers called “PDF Scans” is now available. These are for when you print the 7 Day Driver Memo with an infringement, yourself and the driver has a discussion, you both sign it. You can then send it back to a pre-set email address as a PDF and we will allocate it to your driver based on the barcode. So, if you use the Debrief system (explained below), you have on hand infringements documents relating to the action.

Vehicles Explained

The vehicles tab is remarkably like the driver’s tab, for simplicity. The only addition to the main list is the truck icon. It will be green, red or missing. This is your trucks compatibility on remote downloading. If the icon is missing, the type of vehicle unit we haven’t tested yet. Let us know on 01246 252 375 and we’ll check your vehicle.

disc-check dc

Review us on Trustpilot

Company Profile (DEMO)

UNALLOCATED VEHICLES

DEMO COMPANY > ALL

Vehicle List

Filter:

REGISTRATION	DEPOT	LAST DOWNLOAD	D		
BT63LKU	Another demo company		✓		
BV15PYG	Demonstration Depot	13/09/2019	✓		
CX10BWP	Demonstration Depot	13/07/2018	✓		
CX56LBJ	Another demo company		✓		
DA63AWC	Demonstration Depot	24/09/2018	✓		
DE61DSZ	Demonstration Depot	24/09/2018	✓		
DE63VRR	Demonstration Depot	24/09/2018	✓		
DF13VMO	Demonstration Depot	24/09/2018	✓		
DG60YEE	Demonstration Depot	24/09/2018	✓		
DG60YFY	Demonstration Depot	24/09/2018	✓		
DG60YJ	Demonstration Depot	24/09/2018	✓		
DG61XSL	Demonstration Depot	24/09/2018	✓		
DG62YKS	Demonstration Depot	24/09/2018	✓		
DK56HLM	Demonstration Depot	26/09/2018	✓		
DK58KCN	Demonstration Depot	25/09/2018	✓		
DX08KWG	RDU		✓		
EK63LZU	Demonstration Depot	24/09/2018	✓		
EU57HXG	RDU		✓		
EU57HKK	RDU		✓		



The vehicle profile contains everything about the vehicle. Most of which is automatically generated when you download the Vehicle Unit. A full list of what information is stored is below:

- Profile
 - Contains basic Vehicle details
 - Registration
 - Type
 - Vehicle Nation
 - VIN
 - VU Details
 - Manufacturer
 - Manufactured Date
 - Part Number
 - Serial number
 - Sensor Serial
 - Sensor Paired
 - Generation
 - Calibration due Date
 - Over-speeding Events (YTD)
 - VU Download Due Date
- History of Calibrations
- History of company card lock-ins
- History of Over-Speeding
 - Date of Over-Speeding
 - Actual Speed
 - Linked to Drivers Cards
- Speed Blocks
 - Graphical Representation of the 24hour speed block
- Card Inserts
 - Insert Date/Time
 - Driver
 - Withdrawal Date/Time
 - Odo
- Data same as the driver's data, except Utilisation report on the left.
- History of Vehicle Downloads with the option to download the Vehicle data

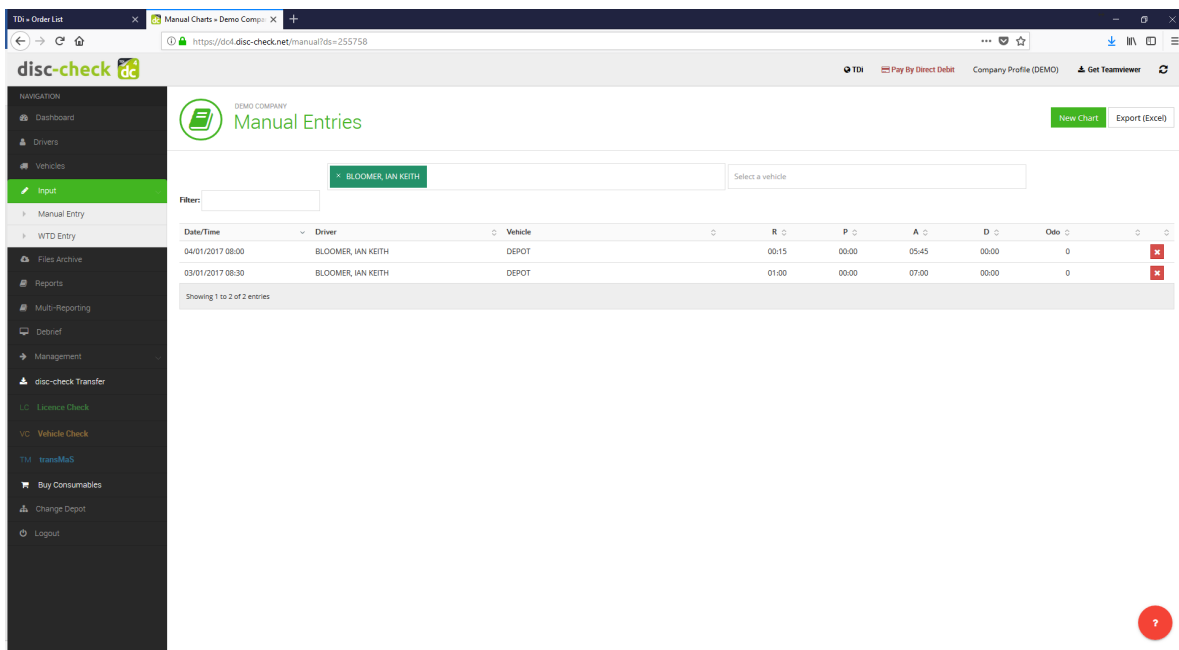
Input Explained

Under input you have two options: Manual Entry and WTD Entry. Both allow you to enter or manage manual inputs, these would be needed if:

- Your drivers card expires and you need to input your driver’s data from the print-out
- If the driver is ill or you need to record a holiday
- If the driver is on training and you need to update WTD
- If other work has been done and not recorded on the card

Manual Entry

Within this page no data is displayed at first until you select a driver or a vehicle. You can even manually search for any text you wish. When data matches your search, it will display all matching records. Within manual entry you can delete the manual entry by selecting the red X – This will permanently delete the data, this isn’t recoverable.



Within the top right you can add a “New Chart” these are analysed as analogue chart. You can left click the entry to view the Details, Activities, User Perceived Infringement (UPI) and Trace.

To add to the entry, you need to either delete the entry and add a complete entry or add another entry. Select your: driver, date and vehicle; then press continue.

New Entry

Driver	<input type="text" value="BARBER BALL, MICHAEL DENNIS"/>
Date	<input type="text" value="23/11/2017"/>
Vehicle	<input type="text" value="No Vehicle"/>
Input Type	<input type="text" value="Manual Entry"/>
Time Zone	<input type="text" value="Local"/>

From there you can enter manual activities. Press the tab key, when you need another activity adding. You can also select the Type of activity:

- R is Rest
- P is Passive
- A is Active

Manual Entry Activities

Start of shift

Start Time	Type	Duration	End Time
1000	A ▼		
1020	R ▼		
1030	A ▼		
1100	R ▼		

Shift End

The duration and end time is automatically calculated when you press continue.

WTD Entry

Within this page you can see a list of drivers, their drivers card and dates each with a block.

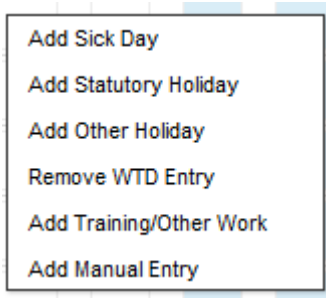
DEMO COMPANY
WTD Entry

←
16/03/2020
→

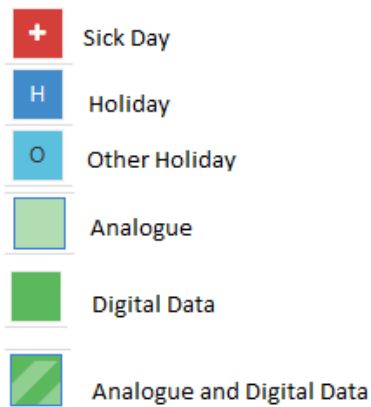
Driver	Taken YTD	Mar 16	Mar 17	Mar 18	Mar 19	Mar 20	Mar 21	Mar 22	Mar 23	Mar 24	Mar 25	Mar 26	Mar 27	Mar 28	Mar 29	Tacho Card
BASHIR ALI WARSAME, MOHAMED	-															DB17108162031900
BLOOMER, IAN KEITH	-															DB05259167541102
BROUGHTON, JAMIE NEIL	5															DB08080162091602
CARABALLO RIVERO, SALVADOR	-															DB16102162063000
CARD, TEST	-															DB19170147451400
CARTER, THOMAS MARTIN	-															DB07142162066202
COKAYNE, PHILIP ALLEN	-															DB07220167194402



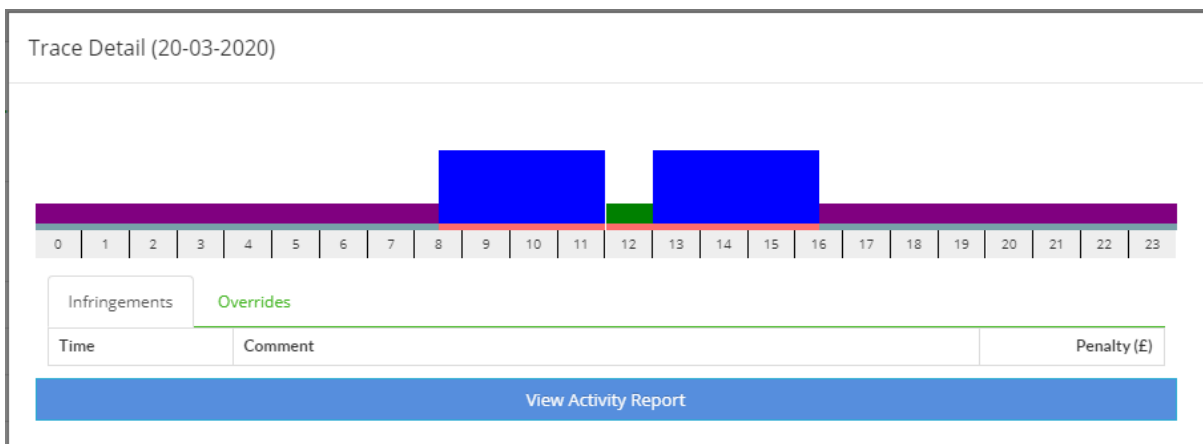
You can right click a box to add data to that day.



Each type has a corresponding icon.



Left clicking the box will show the activity trace for that driver on the day. From there you can select “View Activity Report” which opens a pdf version, which each activity in detail.



Files Archive

Files Archive is how you can download the raw data. This will contain all the information from downloads that have been uploaded to the system.

To retrieve the data, you can search by vehicle and driver. This will give you the option to download files for either a certain vehicle, driver or if you need it everything.

Selecting no Driver or no Vehicle will get all data within that date range. A date range is required.

Once the search is completed, a list of data will appear below. This will contain:

- The name of the driver / vehicle
- When the file was uploaded
- The dates that the data contains

To download these files, you would need to select the tick box to select which file you require. You can either select the individual ones to get that file or click the tick box in the top right which will select everything. At the bottom you will have a begin downloads which will download all the select files.

That will compress all the files into one file and will prompt to save it on your computer usually named "Data Extract".

Files Available						
Type	Driver/Vehicle	Received	From	To	S. Trace	File
Vehicle	LD19VDO	01/01/1970	11/07/2019	07/01/2020		2\Digital Data\2020-January\IM_20200107_1011_LD19VDO_VDO1381DTCO40X075.ddd
Vehicle	LD19VDO	01/01/1970	11/07/2019	07/01/2020		2\Digital Data\2020-January\LD19VDO_202001071013.DDD
Vehicle	EU65XED	01/01/1970	05/02/2019	04/02/2020		2\Digital Data\2020-March\IM_20200204_0621_EU65XED_Y52P8X40005393907.DDD
Driver	NICHOLAS JOHN WALTERS	03/03/2020	11/07/2019	28/02/2020		2\Digital Data\2020-March\IC_20200228_1623_N_WALTERS_DB06114162440202.DDD

[Begin Download](#)

Reporting Suite

The reporting Suite is one of the most powerful features within Disc-Check. We have a compliment of over 40 reports, you can choose which is best for you. Here you can run one-time reports, schedule reports for monthly, weekly and even set the day these to be emailed to you or unlimited colleagues. Multi-Reporting generates single use multiple reports from across the system. The reports are set into categories:

- Drivers
 - Driver 7 Day
 - Driver 7 Day Memo
 - Driver Activity
 - Driver Infringement Matrix
 - Driver Infringement Summary
 - Driver Memorandum
 - Driver Rankings
 - Infringements by Week
 - Shift Confirmation Report
 - Training List
 - Driver Hours
 - Driver Infringement Rates
 - Driver Last Weekly Rest
 - Driver Productivity
 - Extended Working Day Report
 - Loaded Data
 - Start Dates
- Vehicles
 - Driver Hours by Vehicle
 - Driving Without Card
 - Unaccounted KM (Digital)
 - Vehicle 7 Day (Driver)
 - Vehicle Mileage (Driver)
 - Vehicle Odo Continuity (Analogue)
 - Vehicle Utilisation
 - VU Calibration
 - VU Details
 - VU Mileage
 - VU Usage
 - VU Download & Over-speeding
- Debrief
 - Actions Taken
- Expiry/Status
 - CPC Expiry
 - Driver Status
 - Licence Listing
 - Digicard Expiry
 - HGV Expiry
 - VU Download Status

- Working Time
 - Over 60 Hours
 - WTD Entries
 - WTD Summary
 - WTD Driver Detail
 - WTD Matrix

For each of these reports you can select specify a report format, usually: interactive, pdf or excel.

Then you can select Date Selection – For some reports these can be a week only.

Specify drivers, vehicles or group.

Report: Driver 7 Day Memo

Report Format

[PDF](#)

Date Selection

From To

Driver Select

- « ALL DRIVERS »
- BARBER BALL, MICHAEL DENNIS
- BLOOMER, IAN KEITH
- BLUNDELL, ANDREW
- BRETT, ANTHONY PHILIP
- CHARIZARD, PIKACHU
- CHARIZARD, PIKACHU

Driver Group

- « ALL GROUPS »
- Demo Group 123
- depot A
- No Group
- Test Group
- Test Group 2

Report Options:

Use Analysis dates

Extended Version

Ignore Agency

Ignore non-data Weeks

Ignore non-infringement Weeks

[Add to schedule](#) [Run Report](#)

Report: VU Usage

Report Format

[Interactive](#) [PDF](#)

Date Selection

From To

Vehicle Select

- « ALL VEHICLES »
- BP66KKJ
- BT63LKU
- CX56LBJ
- DX08KWG
- EU57HXG
- EU57HXK

Report Options:

[Add to schedule](#) [Run Report](#)

Some reports have additional options. These stay much standard across the reports if they are applicable.

- Use Analysis Dates – Data uploaded within the selected Dates
- Extended Version – Graph where applicable on the report
- Ignore Agency – Exclude agency drivers from the report
- Ignore non-Data Weeks – Do not include weeks that we have no data
- Ignore non-Infringement Weeks – Do not include weeks that have no infringements

How to Schedule a Report

Within the reporting suite shown above. Select your desired report. Click the “Add to Schedule”. A new window will open with multiple options.

Create scheduled report

Select a report

Driver 7 Day Memo

Report Frequency
Weekly

On: Monday

Don't run before:
24/11/2017

Send to:
 Current user

Emails: Seperate with ;'

Group Filter
Demo Group 123
depot A
No Group
Test Group

Additional Options
 Extended Version
 Ignore Agency
 Ignore non-data Weeks
 Ignore non-infringement Weeks

Another demo company Demo 2 Demonstration Depot Ravenswood Road
 RDU Rwar test

[Create Schedule](#)

You can select the report frequency and which day you can receive the email. Emails by default will be sent to the user setting up the schedule, you can untick the check box to only send to the user you want. You can select the start date for the report. For the above report you can filter by depot, groups.

To send to multiple addresses you just need to split them using a semi-colon (;). Then when the report is activated it will send to all.


How to Edit a Scheduled Report

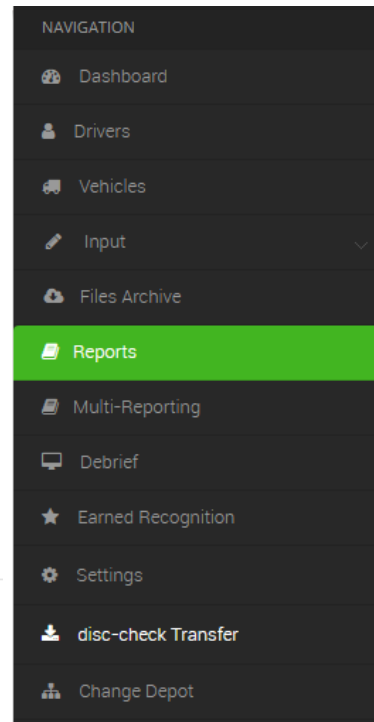
From the Dashboard, select the Reports tab on the left.

Click the Scheduler tab. It will display a list which

Contains the report type, frequency, last ran, next run,

Depots, recipients, users set the report up/last edited by.

Click the pencil icon  on the far left and then a new box will open, and you can edit the addresses the email is sent too.



Create scheduled report

Emails: Seperate with ;'

Update Schedule


How to Delete a Scheduled Report

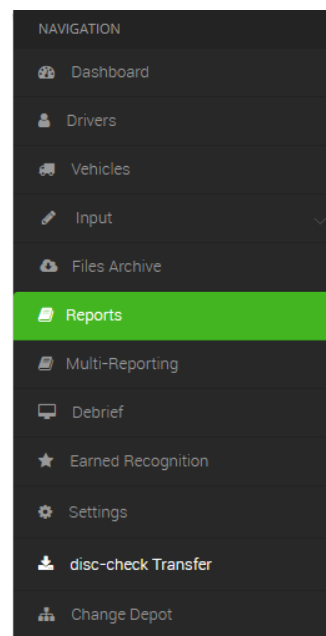
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contains the report type, frequency, last ran, next run,

Depots, recipients, users set the report up/last edited by.

Click the red X icon  on the far left and then the scheduled report will then clear.



Debrief

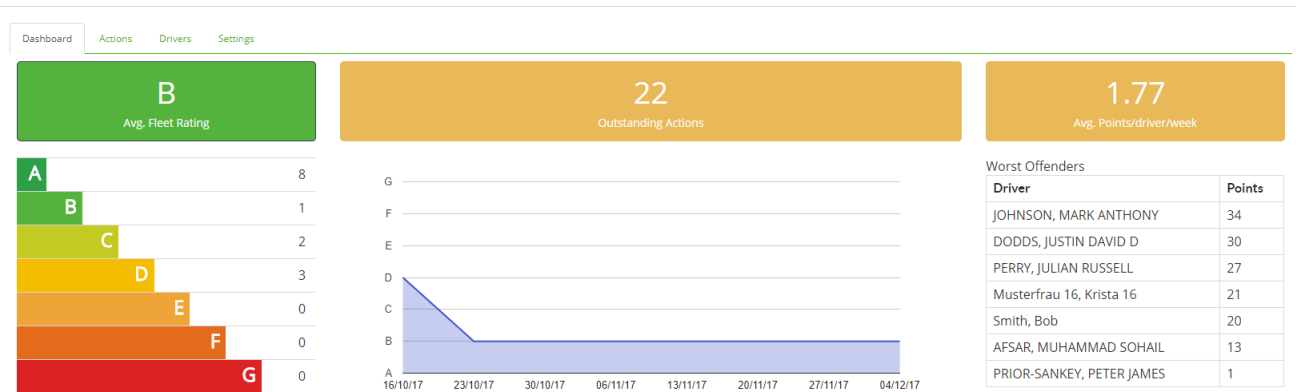
Debrief is not enabled as standard. To have Debrief enabled please contact TDI on 01246 252 375.

The debrief system is another way of monitoring infringements. Each infringement has a points score and this allocates the points to the driver. This will then give the driver a rating on. The rating system is from A to G.

Infringements directly impact the drivers rating. Each infringement is allocated a pre-set point, like Penalty Point on your drivers' card. You can customise the points to your own liking also the rating brackets can be customized, please be warned resetting the points after the debrief has started will cause the system to recalculate the whole debrief system. The main navigation within debrief consists of:

- Dashboard
- Actions
- Drivers
- Settings

Here is the main Dashboard.



From this you can see your average fleet rating, the current outstanding actions and the average points per driver per week.

Clicking Outstanding Actions will take you directly into a screen where you can see what week this rating change occurred, the suggested action, driver and reason.



Dashboard Actions Drivers Settings

Filter:

WEEK	ACTION REQUIRED	DRIVER	REASON
07/11/2016	Speak to driver	Musterfrau 16, Krista 16	Rating changed from A to B
14/11/2016	Interview Driver	Smith, Bob	Rating changed from B to C
14/11/2016	Retraining required	Musterfrau 16, Krista 16	Rating changed from B to D



Clicking on the action will open the Action Details, within here you see the Driver, Actions Date, Suggested action Required, Rating, Points accumulated, Note/Comments and the offences that have contributed to the rating change.

Action Details
[Print Review](#)

Driver	Musterfrau 16, Krista 16	Date	02/11/2016 19:23	Offence	[WTD] Too much duty without sufficient break	P	3	Q
Action Date	07/11/2016		02/11/2016 17:20		[EU] Too much driving without sufficient break		3	Q
Action	Speak to driver							
New Rating	B		02/11/2016 16:08		[WTD] Too much duty without break		3	Q
Points	11		21/10/2016 15:53		[UPJ] No Active duty detected within shift		1	Q
			21/10/2016 12:44		[UPJ] No/insufficient active duty at start of shift		1	Q

Notes/Comments

Driver off sick - Interview on return

Action Closed?

Update Action

Sometimes the action can include multiple ratings change. On the left you can choose to ignore and offence if the driver can justify it; for example: 5 minutes over 4:30 driving, Reason: Stuck in traffic. This will still be accountable by the DVLA, you need to produce a record for ignoring the offence. When ignoring an offence, the system will recalculate the points, so the action may disappear if the rating bracket isn't breached.

Offence Details

Driver	Musterfrau 16, Krista 16
Date/Time	02/11/2016 16:08
Vehicle	SE13TDI
Points	3
Trace Info	
Offence	[WTD] Too much duty without break
Details	If working between 6 and 9 hours in a day, breaks totalling at least 30 minutes are required. When working more than 9 hours a day, breaks totalling a minimum of 45 minutes must be taken. Your duty before taking a break or rest period totalled 09:15
Comments	<div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;"></div>
Options	<div style="display: flex; gap: 10px;"> View related action Ignore Offence </div>

Within the Drivers, you get an overview of the current points, last time we had data, average points and their rating.

DEMO COMPANY
Debrief Driver Management

Dashboard
Actions
Drivers
Settings

Filter:

DRIVER NAME	LAST DATA	CURRENT	AVERAGE	RATING
AFSAR, MUHAMMAD SOHAIL	29/11/2017	13 ●	2.17	B
BARBER BALL, MICHAEL DENNIS	24/11/2017	0 ○	0.33	A
BLUNDELL, ANDREW	06/11/2017	0 ○	0.00	A


And finally, within the "Settings" tab, you can edit the points relating to the Infringements and Ratings Bracket.




Settings

Within management you can manage Users and Depots.

SETUP



7 USERS



8 DEPOTS

You can left click on any user to open their profile. Within the profile you can reset passwords, change email addresses, update contact information, update depot access, change notification settings, check the users log in history and the reports they last ran.

User Profile: DEMO_GARETH

Details Settings Sessions Report Runs

Permissions

- Standard User
- Depot Admin
- Company Admin
- Super User

Receive Notifications

Depot(s)

- Another demo company
- Demo 2
- Demonstration Depot
- Ravenswood Road
- RDU
- Rwar
- test

*Ticking no boxes will allow global company access

Disable Account Update User

User Profile: DEMO_GARETH

Details Settings Sessions Report Runs

Company Demo Company

Username DEMO_GARETH

Reset Password

Name Gareth

Email gareth@rdi.cc

Contact Number

User Notes

Disable Account Update User

User Profile: DEMO_GARETH

Details Settings Sessions Report Runs

Time	Company	Depot	IP Address
30/11/2017 09:21	Demo Company	Demonstration Depot	212.159.92.108
02/10/2017 11:55	Demo Company	Demonstration Depot	212.159.92.108
02/10/2017 11:47	Demo Company	Demonstration Depot	212.159.92.108
21/09/2017 11:09	Demo Company	Demonstration Depot	212.159.92.108
29/06/2017 13:34	Demo Company	Demonstration Depot	212.159.92.108
29/06/2017 11:34	Demo Company	****	212.159.92.108
29/06/2017 10:24	Demo Company	Demonstration Depot	212.159.92.108
29/06/2017 10:03	Demo Company	Demonstration Depot	212.159.92.108
11/05/2017 09:52	Demo Company	Demonstration Depot	212.159.92.108
23/03/2017 12:59	Demo Company	Demonstration Depot	212.159.92.108

Disable Account Update User

User Profile: DEMO_GARETH

Details Settings Sessions Report Runs

Time	Options
29/06/2017 14:49	["ids":205422,"reportID":11,"type":"html","wkStart":"","periodStart":"20/02/2017"]
29/06/2017 14:49	["ids":205422,"lang":"","reportID":13,"type":"html","periodStart":"29/05/2017","rollingperiod":"]
29/06/2017 14:49	["ids":205422,"lang":"","reportID":13,"type":"html","periodStart":"29/05/2017","rollingperiod":"]
29/06/2017 14:48	["ids":205422,"lang":"","reportID":14,"type":"html","periodStart":"29/05/2017","driverfilter":[""],"groupfilter":[""],"cookie":"1498740371287"]
29/06/2017 14:46	["ids":205422,"lang":"","reportID":14,"type":"pdf","periodStart":"29/05/2017","driverfilter":[""],"groupfilter":[""],"cookie":"1498740371287"]
29/06/2017 14:43	["ids":205422,"lang":"","reportID":40,"type":"excel","periodStart":"01/05/2017","periodEnd":"31/05/2017","cookie":"1498740306107"]
29/06/2017 14:40	["ids":205422,"lang":"","reportID":20,"type":"excel","periodStart":"08/05/2017","periodEnd":"14/05/2017","driverfilter":[""],"groupfilter":[""],"extended":"","skipblank":"","skipclean":"";cookie":"1498734410894"]
29/06/2017 13:07	["ids":205368,"lang":"","reportID":37,"type":"pdf","periodStart":"27/03/2017","periodEnd":"18/06/2017","driverfilter":[""],"groupfilter":[""],"extended":"","skipblank":"","skipclean":"","cookie":"1498734410894"]
29/06/2017 13:06	["ids":205368,"lang":"","reportID":37,"type":"pdf","periodStart":"29/05/2017","periodEnd":"18/06/2017","driverfilter":[""],"groupfilter":[""],"extended":"","skipblank":"","skipclean":"","cookie":"1498734410894"]
29/06/2017 13:05	["ids":205368,"lang":"","reportID":37,"type":"pdf","extended":"","periodStart":"22/05/2017","downloadToken":"5954dbf831d42","cookie":"1112813"]
29/06/2017 13:04	["ids":205368,"lang":"","reportID":33,"type":"html","extended":"","periodStart":"22/05/2017","downloadToken":"5954dbf831d42"]
29/06/2017 13:00	["ids":205368,"lang":"","extended":"","reportID":37,"type":"pdf","periodStart":"01/05/2017","downloadToken":"5954dbf831d42","cookie":"1112813"]
29/06/2017 13:00	["ids":205368,"lang":"","extended":"","reportID":33,"type":"html","periodStart":"01/05/2017","downloadToken":"5954dbf831d42"]
29/06/2017 12:59	["ids":205368,"lang":"","extended":"","reportID":33,"type":"html","periodStart":"01/05/2017","downloadToken":"5954dbf831d42"]
29/06/2017 12:58	["ids":205368,"lang":"","reportID":11,"type":"html","wkStart":"01/05/2017","downloadToken":"5954dbf831d42"]
29/06/2017 11:38	["ids":205330,"reportID":11,"type":"html","periodStart":"23/01/2017"]
29/06/2017 11:38	["ids":205330,"reportID":35,"type":"html","periodStart":"2016-12-26","periodEnd":"2017-06-25"]
29/06/2017 11:36	["ids":205330,"reportID":2,"type":"html"]

Any user with Grey text is active on another system (Vehicle-Check, TransMas, Tracker Check) but inactive on Disc-Check. Updating any value will enable the user.



Depots are identical as user to keep the system intuitive. They have 5 screens: details, which shows the depots name and address; Settings, so you can change the default vehicle types, InScope and OutOfScope rules, Night Worker Opt Out, Vehicle Check allocation; WTD Settings, here you can change the WTD Reference period, when it starts and the number of weeks; Default Reports, these will automatically be send to users which can access that depot; Invoicing, here you can set your billing method, your account departments email. Finally, you can also disable the depot.

The screenshots illustrate the depot configuration process:

- View Depot: RDU (Details):** Shows the depot name 'RDU' and an address field.
- View Depot: RDU (Settings):** Configures default vehicle types, In Scope/Out of Scope rules, Night Worker Opt Out, and other operational parameters.
- View Depot: RDU (WTD Settings):** Sets WTD Reference Periods (Fixed, April, August, December).
- View Depot: Demonstration Depot (Invoicing):** Configures Sage Code, Invoice Name, Billing Method, Fixed Rate, and Extra Charges.
- View Depot: RDU (Default Reports):** Selects reports to be sent to users, such as Driver 7 Day, Driver Hours, and Vehicle Mileage.

If not all of these settings, bar disabling, enabling and creating a depot will be managed by TDI.



How to Create a Depot

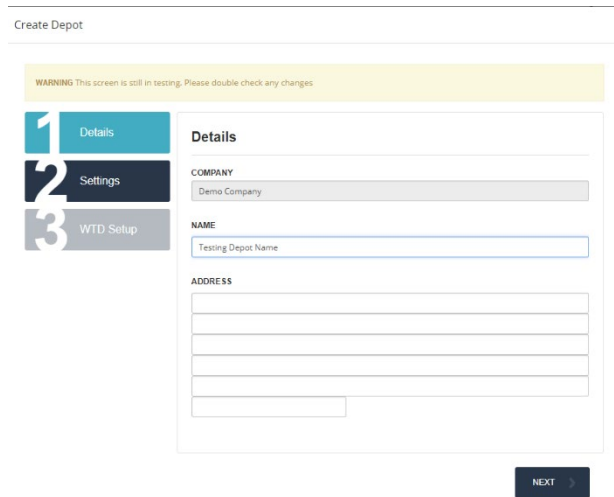
From the main Dashboard, Select Settings



Select Depots

Select "Create Depot" – Top right-hand side

This will open a new window where you can type the Depot Name and location

A screenshot of the "Create Depot" form. At the top, it says "Create Depot". Below that is a yellow warning banner: "WARNING This screen is still in testing. Please double check any changes". On the left is a navigation menu with three items: "1 Details" (highlighted in blue), "2 Settings" (highlighted in dark blue), and "3 WTD Setup" (highlighted in grey). The main form area has a "Details" section with a "COMPANY" dropdown menu set to "Demo Company". Below that is a "NAME" field containing "Testing Depot Name". Underneath is an "ADDRESS" section with five empty text input fields. At the bottom right is a "NEXT" button with a right-pointing arrow.

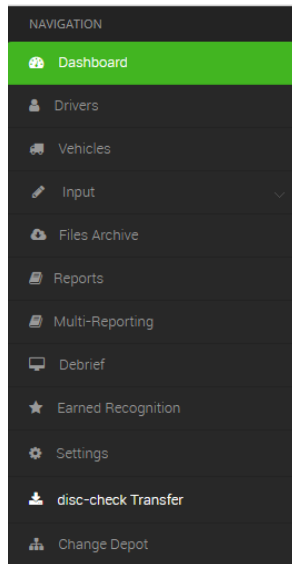
Select Next to continue

On the Settings screen, press next. We automatically take the settings from the company.

On the WTD Setup screen, press next. We automatically take the settings from the company. For your transfer software to see the newly created company, please restart the software or log out and back in.

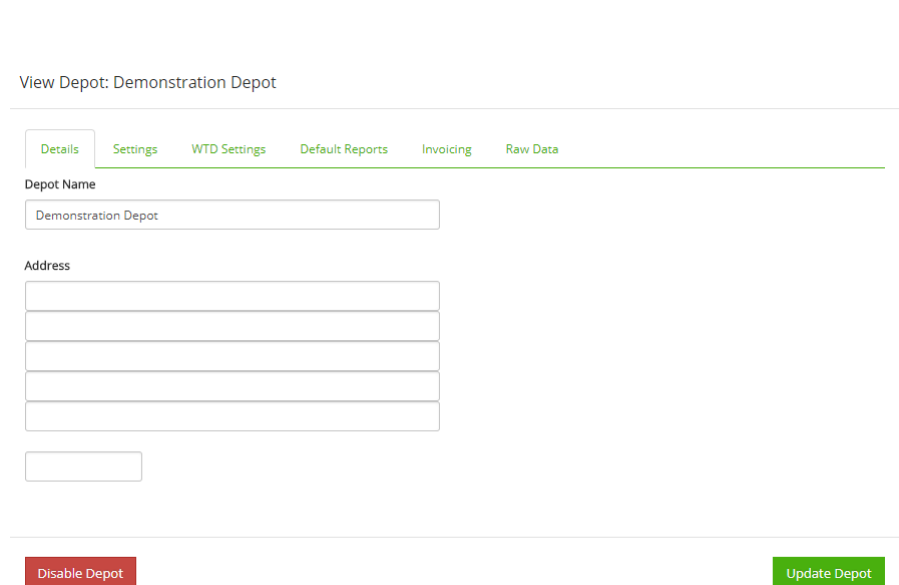
How to Disable a Depot

From the main Dashboard, Select Management



Select Depots

Select the Depot you wish to disable

A screenshot of the "View Depot" form for "Demonstration Depot". At the top, it says "View Depot: Demonstration Depot". Below that are tabs for "Details" (selected), "Settings", "WTD Settings", "Default Reports", "Invoicing", and "Raw Data". The "Details" section has a "Depot Name" field containing "Demonstration Depot". Below that is an "Address" section with five empty text input fields. At the bottom are two buttons: "Disable Depot" (red) and "Update Depot" (green).

Click "Disable Depot" in the bottom left and then confirm. The depot will now appear in pink.



Frequently Asked Question

Here are the most common asked questions to our support team.

Q.) I've forgotten my password.

A.) Click the [forgotten password link](#) or contact us at 01246 252 375.

Q.) The Dashboard is showing in red and I cannot see my data that I've been sending?

A.) Please check your disc-check transfer is running, and up-to-date. And reconnect your download device. If nothing appears in your transfer tab of the software, redownload your vehicles and drivers card and re-upload.

Q.) I'm not receiving my scheduled reports like I used to?

A.) Check your Spam/Junk folder, we actively check emails that don't send and will contact yourself if were unable to resolve. If your still not seeing them after checking the spam/junk folder, contact us on 01245 252 375 and we can provide logs for your IT teams.

Q.) I don't agree with this infringement or I don't understand why my driver has this infringement?

A.) Double check the wording, these have been writing to encompass as much information pertaining to the infringement. We do ensure our analysis is 100% correct, we liaise with DVSA to ensure this to our best ability, but due to unforeseen circumstances this cannot always happen. We will always be happy to discuss any infringements - contact us at 01246 252 375.

Q.) How can I swap my driver / vehicle into another depot?

A.) Under the drivers / vehicle list, find what needs to be moved. You will have a yellow icon with an arrow and box in it. Click this and you can move it to a new depot.

Q.) My driver has left their card in overnight. How do I amend this?

A.) You would need to override the activity. To do this go onto the Driver > select the driver > data. Find the date where the card was left in overnight. You will see a blue bar going across. You can right click this and click override data. This will amend it to a break.

A note: this can only be done on long periods of active