Senco Software

Tachograph Analysis System

Operating & Reference Manual

CONTENTS

Introduction

This manual contains copyright details, licence types etc., details of installing the program on your computers hard disk and a step by step guide to the setting up and operation of the program etc.

The program is designed to operate in conjunction with either a Veeder-Root Electronic Chart Analyser or a Lucas Kienzle Analyser, for adaptability of data input via any other form of device please contact Senco Software.

The entire program has been designed and programmed for ease of use by the analyst and incorporates many time saving features and extremely fast operations in all sections. The easiest and quickest method of learning and becoming familiar with the operation and many features of the program is to actually carry out the operations on your computer as reading through this manual. The contents are (as far as practical) in a logical sequence that you would normally follow when carrying out the analysis of a batch of charts. This manual covers everything from installing the program on your hard-disk to printing out reports.

Shipped with your program is a disk labeled 'Apex Transport Company', it is this companies data that we use for example reports. Details of how to set-up this data on your computer is detailed on Page 3b.

All information contained within this manual, the accompanying software program and any future additions and/or modifications to either the manual or the program are copyright of Senco Software.

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Whilst every effort has been made to ensure that this software works as described, it is not possible to test any program of this complexity under all possible conditions or circumstances. Therefore Senco Software Tachograph Analysis Program and any associated program or module supplied as part of or with, is supplied 'as is' without warranty of any kind either express or implied.

Licence types, descriptions and conditions.

Single user multi client.

1. Produced and licensed for the independent analyst, the installation and use of the program is limited to one (1) computer (PC).
Sub-rental/licensing and/or use by other persons or companies is strictly forbidden.

2. Produced and licensed for transport companies that carry out their own in-house analysis. The installation and use of the program is limited to one (1) computer (PC). The set-up of clients may be used for different depots or branch operations etc., but any other branch or depot etc. requiring their own program set-up/installation must purchase a separate licensed program.
Sub-rental/licensing and/or use by other persons or companies is strictly forbidden.

Multi user multi client.

Produced and licensed for bureau use, i.e. for installation and or use of the program on more than one (1) computer system at one location and use by more than one analyst. The additional use/installation is granted by way of an agreed licence fee dependent on computer/terminal/analyser installations in operation. Sub-rental/licensing of the program to employees, agents or any other persons working at either the same location or other is strictly forbidden without prior consent and arrangement with Senco Software.

Government departments / Enforcement authorities

Special software licence arrangements are available, details on request.

General conditions

By installing the program on your computer(s) hard-disk you acknowledge all licence and usage conditions/restrictions etc. and accept same. In the event of contravention of licence and usage conditions/restrictions etc. being discovered, we reserve the right to refuse any application/request for program updates to any user.

Software licenses are granted for a predetermined period (as granted and determined by Senco Software) upon receipt of the current payment in force at that time. The period is restricted and governed by the computer programs facility to accept tachograph charts date's 'up to' the end of the period, consequently reports can only be produced up to that same date.

Program/User Licences are only provided on an ongoing recurrent basis i.e. renewable each consecutive period. No supply of program updates on an irregular basis will be made.

Software licence charges are as separately notified or available upon request.

Senco Software reserve the right to alter at any time the terms and conditions of their software license.

Telephone support will only be provided to the licensee or their appointed employee.

Switch on computer and allow to boot-up to Windows Desktop.
Insert the Senco program disk into the CD/DVD drive.

From Windows Desktop
Left click START on the task bar
Left click 'Run'
In the text box enter   **d:setup**   (or substitute d for whatever the drive is designated)
Left click the **OK** button

On screen:

Welcome to the Senco Setup
Wizard

This will install Senco Win32 on your computer.

It is recommended that you close all other applications before
continuing.

Click Next to continue, or Cancel to exit Setup.

Left click the **Next > button**

On screen:

Setup will install Senco into the following folder.

To continue, click Next. If you would like to select a different folder, click Browse

| C:\Program Files\Senco | Browse... |

*Unless you wish to change where Senco is installed accept the default as shown and
left click the* **Next > button.**

On screen:

Setup will create the program's shortcuts in the following Start Menu folder.

To continue, click Next. If you would like to select a different folder, click Browse.

| Senco | Browse... |

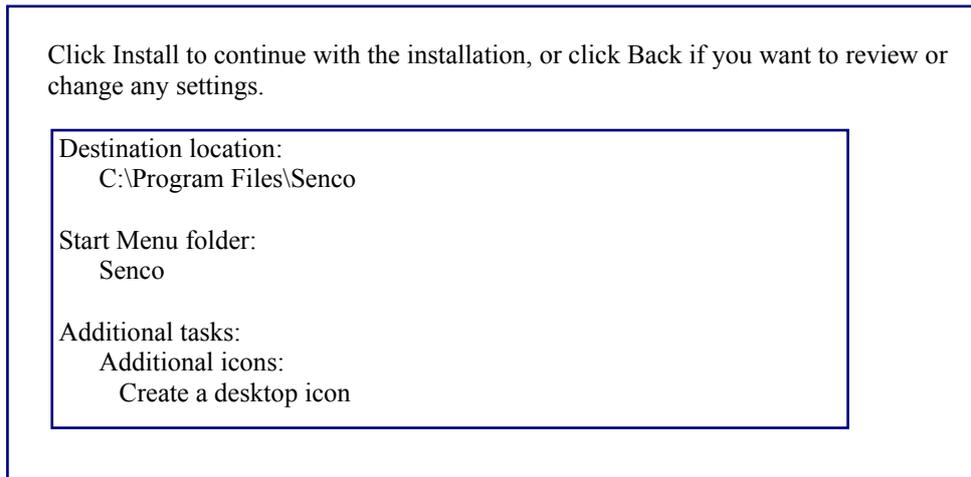*Accept the default as shown and left click the* **Next > button.**

On screen:

Select the additional tasks you would like Setup to perform while installing Senco, then
click Next.

Additional icons:

☐   Create a desktop icon

Left click in the ☐ *and then left click the* **Next > button.**

On screen:

Click Install to continue with the installation, or click Back if you want to review or change any settings.

> Destination location:
>   C:\Program Files\Senco
>
> Start Menu folder:
>   Senco
>
> Additional tasks:
>   Additional icons:
>   Create a desktop icon

Left click the **Install** *button.*

Allow installation to complete and then left click the Finish button.
> *(Future startups of Senco can be via the desktop icon or the Start / Programs menu)*

The opening screen of Senco will appear in a reduced window, press F11 key to change to full screen.
You can toggle between a window and full screen at any time by pressing F11

The opening screen display is the general copyright display of 'Senco Software' with the licensees name (or trading title).

The current date entry expiry is shown, this is the actual date up to and including that the program will accept chart dates to and the latest chart date that can be calculated for inclusion in a report.

Date entry expiry is in not linked to the computers date system, but the computers system date should be set correctly as certain program printouts default to same.

Date entry expiry display serves two purposes, in addition to providing the licensee with a visual reminder of the current licence expiry date it also confirms the completed installation of any future program update to extend the licence for an additional period.

The access code section is blank, you have the option to set-up an entry code to prevent unauthorised entry to the program. **Do not** enter any characters in the box until you have set-up an access code from within the program.

Press [ENTER] to continue with the program, Esc (Escape) would quit.

Across the top of the screen the menu selections are:

Client Print Add/Edit Program Utilities	Quit

On this type of menu options use the left/right arrow keys to move the cursor between the menu headers, pressing Esc (Escape) will also take the cursor to Quit. When applicable a sub menu appears below the menu header showing the options available, use the Up/Down arrow keys to select an option in a sub-menu. Having selected the header and were applicable the sub-menu item press [ENTER] to select (Esc cancels).

Now, highlight **Client** and press [ENTER] - This takes you to what is referred to as the **Client/Depot** screen.

Top of the screen menu selections are now:

<Ins> Add	<Tab> Amend/Delete	F1-Reset Count	<Esc> Back	↵ Select

Shipped with your program disk is a disk labelled 'Apex Transport Company', this is a complete data file of analysed chart data in backup/restore format. The company name plus it's drivers and vehicles are entirely fictitious, produced solely for the purpose of allowing you to produce example reports and/or providing you with an initial client for program familiarisation and set-up purposes. You should now install 'Apex Transport Company' into the program. It can be quickly and easily removed later if no longer required.

Although this manual covers in detail the subjects of setting up new clients and data backup and restore, the following procedure will quickly install 'Apex Transport Company' and add it to the Client/Depot screen.

At the Client/Depot screen: *(As described on the previous page)*

Press the **Ins** (Insert) key.

A menu/selection box will appear centre screen.   Do not change or make any entries.

Press the **Esc** (Escape) key.

Press [ENTER] <u>twice</u>.

Using the right arrow key select **Client Utilities** from the header menu.

From the drop down menu, using the down arrow key select **Restore**.

Press [ENTER]

Insert the 'Apex Transport Company' disk into floppy drive 'A'

Press the **Space Bar.**

A menu/selection box will appear centre screen.   Do not change or make any entries.

Press the **End** key.

When the on screen display requests, press any key.

When the data has finished installing.

Press the **Esc** key.

Press the [ENTER] key.

You are now back at the Client/Depot screen with 'Apex Transport Company' fully installed.

<Ins> Add	**<Tab> Amend/Delete**	**F1-Reset Count**	**<Esc> Back**	**↵ Select**
Ref. Client/Depot		Charts	From To	Count
0 Apex Transport Company				

This display shows your clients/depots names and where you select a client/depot to work on or enter and edit client/depot details. The adjacent columns give information regarding what charts are on file for each client/depot i.e. how many chart record entries and between what dates. These will automatically change as you enter or delete charts from the system. After analysing, a check on the 'To and From Dates' may indicate if you've made an erroneous chart date entry.

The 'Count' column is one that you can reset to zero (or any other number) at any time, a useful aid to checking on the quantity of charts analysed in each batch.

Whilst familiarising yourself with the program don't worry if you change any of the data in 'Apex Transport Company', if you later require the data to be 'as supplied' it can be reinstalled through the programs standard restore facility detailed on page 41.

There are now two program setup procedures to complete to make the software fully functional, whilst these procedures must be completed the settings can be changed at any future time.

Program settings.   **The following two procedures must be completed.**

This operation can be carried out with any screen display (except print-preview), but for now stay on the Client/Depot screen.
Move the mouse until the cursor is visible.
Right click, a small box titled 'Settings' will appear, cursor on the box, right click.
A settings box will appear on screen. This can be closed at any time by left click on **X**

①

Left click on the 'Analyser' tab.
From the drop-down list (left click) select which port your analyser is connected to by left click.
Com1 & Com2 are generally serial ports, other Com selections are USB ports.
    Also see page Page 44 for setting analyser type and options.

②

Left click on the 'Printer' tab.
This is where you select which printer you want to use with Senco and the settings for paper.
Left click on the down arrow to the right of printer names.
All the printers installed on your computer (not necessarily connected) will be shown, plus <Windows Default>
With the cursor, highlight the printer you intend to use and left click
If you have selected a Dot-Matrix Printer left click in the small circle to the left of 'Epson Compatible'
If you have selected an Ink-Jet or Laser Printer left click in the small circle to the left of 'Windows Driver'

Lines Per Page:
This can be trial and error, particularly with single sheet printing. Printers vary on how close to the top and bottom of single sheets they are physically able to print.
There are two separate sections for setting margins, dependent on whether you have selected 'Windows Driver' or 'Epson Compatible' and one setting for Lines Per Page regardless of what type of driver you are using.

Try the following settings and adjust as required.

11 inch continuous paper / Dot Matrix / Epson Compatible: Lines Per Page 63, Top Margin 1, Bottom Margin 2
The total should always be 66. Adjust left margin as required or adjust tractor unit on printer to centre text.

A4 single sheet / Dot Matrix / Epson Compatible: Lines Per Page 66, Top Margin 0, Bottom Margin 3
Adjust left margin as required to centre text on page.

A4 single sheet / Ink Jet or Laser / Windows Driver: Lines Per Page 74, Top Margin 400/1000, Bottom Margin 400/1000
Left and right margin as required to centre text on page.

In the **Epson Printer Settings** there is an option called **Use double strike for bold**
Dot-Matrix printer with epson compatible selected - If you do not experience any print problems, do not change this setting.
Any noticeable problem would be mainly on the WTD Report or Weekly Analysis Report when printing Start/Finish times in bold.
This option is included to overcome a rare problem with some dot-matrix printers. There are two programming methods to print bold, emphasise and double-strike, we normally use emphasise but some dot-matrix printers don't recognise the code.
If you do experience a print problem as mentioned above, select the option.

In the **Windows Printer Settings** there is an option called **Use colour**
This is only applicable to the WTD Report. **DO NOT** select if you are not using a colour printer.

Note: Full colour printing of the WTD Report is only possible when used in conjunction with the SRP Viewer.
See addendum.

Printer Font - If you select a Windows Driver in the print setup you can chose which font (character style) to use. Left click on 'Printer Font', a list of available fonts will be shown. We do not supply the fonts, they are whatever is already installed on your computer. The system defaults to Courier New (if available), it is generally available on most computers and is a 'fixed space font'. You can experiment with other fonts but always try and use 'fixed space' as opposed to 'proportional spaced'. Leave the point size as 100, it's automatically adjusted according to page settings. Leave Color as black and Script as Western. If you change the font click OK to save or Cancel.

NOTE. When using a Dot-Matrix printer / Epson Compatible driver, different fonts can usually be selected via the printer control panel or printer setup disk, check your printer documentation.

Test prints can be performed by using the data of 'Apex Transport Company'. See Page 25

Settings for 'Screen Font', 'Full Screen Font' and Colour Schemes are detailed on Page 45.

Left click on **X** to exit the settings box.

At the Client/Depot Screen press (Esc) to go back to:

Client Print Add/Edit Program Utilities	Quit

Below is a brief description of what each item on the header refers to and where to find additional information.

Client	No sub menu	Takes you to the client/depot screen and selection.
Print	Print Client List	Prints a client/depot list in numeric order with their telephone numbers and optional chart quantities.
	Print Error List	Prints the complete list of programmed driver errors/faults etc.
	Batch Print	Batch printing facility. See Page 28
	Depot Reports.	Multi-Depot Reporting.
Add/Edit	Add/Edit Errors	Facility to amend driver errors/faults. See Pages 23-24
	Add/Edit Parent List	Facility to set up depots and parent companies for the production of multi-depot reports. See Page 38
Program Utilities	Accounts	See Page 46
	Analyser Set-up	See Page 44
	Edit Colours	See Page 45
	Client Sort	See Page 44
	Set Access Code	See Page 44
Quit	No sub menu	Quits the program.

Driver errors/faults (wrong vehicle, incorrect mode switch use) etc. are entered during analysing by entering a two digit numeric reference via the computer keyboard. The required reference numbers are listed on a printout.

The program is supplied with over 60 driver errors/faults etc. pre-loaded, plus two specials explained on pages 20 & 22, but it is appreciated that analysts may have their own preference regarding the wording of them. The program allows you to edit, change and add to the supplied list as required.

In order to better understand certain program procedures it is recommended that you now print off the Errors & Faults list.

Client **Print** **Add/Edit** **Program Utilities**	**Quit**

From the 'Print Menu' select Print Error List
Enter N for NO in the menu box.
Press the End key.
Press Esc (Escape) key.
Check printer is turned on.
Press [ENTER].

Your printout lists all the errors/faults as programmed and includes 'Ref', 'Flag' and 'Cat' columns. Details of these are on pages 23 & 24, the section explaining the set-up and editing of errors and faults.

When actually using the list during analysing you may prefer to have the printout without the Flag and Cat column included. You would answer Y for YES in the: Print error No. and Name only selection.

Study and check the printed list to see if the supplied errors/faults are suitable for your requirements, if you wish to make any changes the procedure is described.

The supplied list, if not as required may still be used for the purpose of working through this manual but it is strongly recommended that you make any changes necessary before carrying out any live work.

NOTE. In addition to the normal procedure of setting up individual clients the program has the facility to set-up depots and parent companies for the production of multi-depot reports.

To facilitate ease of setting up, all individual clients or depots (including their drivers and vehicles) are entered onto the system in exactly the same manor. It makes no difference whether they are an individual client or a depot, consequently each client or depot has its own complete separate report structure.

When an entry has been made that is a depot it can (if required) be brought under the umbrella of a parent company purely for multi-depot reporting purposes.

If you intend to initially enter depots onto the system before becoming completely familiar with the programs features you should carefully consider how each depots name and address should be entered and consequently how it appears on the reports, i.e. each separate depot details (as entered) will appear on all individual reports for each depot, but on any multi-depot report only one line (selectively by group) of each depots name etc. will be printed. The parent companies name and address is entered separately and used only for the report header on multi-depot reports, i.e. no actual analysis is done under the parent company it acts purely as a means of bringing together a group of depots for multi-depot reports.

Add a new client/depot.

Client/Depot screen

<Ins> Add	<Tab> Amend/Delete	F1-Reset Count	<Esc> Back	↵ Select
Ref. Client/Depot		Charts From	To	Count

Press **Ins** (Insert) key.

A data entry box will appear centre screen.

After typing in the relevant information on one line press [ENTER] to move to the next line or use the Up/Down arrow keys to move between lines. Use the 'Left Arrow Delete Key' to correct any errors.

Ref :   Any number between 1 and 9999 may be used, Ref 0 (zero) has been used for 'Apex Transport Company'.

Name :   Client, branch or depot name etc. as you require for printing on reports headers.
            Address lines to be used as you require for printing on report headers.
            Telephone and Fax entries are for your reference only, they are not printed on reports.

Rule :   Enter 0 for EC. HGV Rules (Default setting)
            Enter 1 for DOMESTIC HGV Rules
            Enter 2 for EC. PSV Rules
            Enter 3 for DOMESTIC PSV Rules

Count :   Leave as zero.

Note. The set up of client name and address's etc. in this section of the program are only for the analysis section of the program. Client details for the account section (if required) are entered separately.

When details all have been entered press **Esc** (Escape) key. Your menu choices are now :

Post, Edit or **Abandon**

Post
Which is the default cursor position, press [ENTER] to save the details that you have entered.

Edit [ENTER]
Returns you go back into the client details to make any required changes.

Abandon [ENTER]
Completely abandons and deletes the entry which you have just made

.

Amend a client/depot details or delete from system.

Client/Depot screen

<Ins> Add	<Tab> Amend/Delete	F1-Reset Count	<Esc> Back	↵ Select
Ref. Client/Depot		Charts From	To	Count

Highlight an existing client/depot to amend their details or to delete a client/depot or to reset the chart count to zero or any other value.

Use the Up/Down arrow keys to move the cursor onto the required client/depot.

Press **Tab** key.

Use [ENTER] or Up/Down arrow keys to move through the details and amend as required.

When required changes have been made press **Esc** (Escape) key.

Your menu choices are now :

Post, Edit, Delete or **Abandon**

Post
Which is the default cursor position, press [ENTER] to save the changes that you have just made.

Edit [ENTER]
Returns you go back into client/depot details to make any further changes.

Delete [ENTER]
Irretrievably deletes all the client/depot details and data records from the system. Two on-screen warnings will be given during this operation.

Abandon [ENTER]
Completely abandons and deletes any changes which you have just made but retains the client/depot with the original details unchanged.

Esc
Takes you back to the previous menu.

F1 Reset Count

Pressing F1 whilst the client/depot list is displayed allows you to reset to zero either just the client/depot on which the cursor is on or 'all clients/depots'.   This is generally used to enable an accurate check to be made on quantity of charts analysed for each client in each batch.

[ENTER] To select a client/depot.

Use the Up/Down arrow keys to move the cursor to the required client/depot and press [ENTER] to select, when selected any further operations carried out are only relevant to that client/depot until a different client/depot is selected.

Client / Depot selected:

Your menu choices are:

        ↓

Add/Edit Charts

Add/Edit Drivers

Add/Edit Vehicles

Add/Edit Points

WTD Adjustments

Add/Edit Charts
Takes you into a combined section for both editing existing charts and analysing new charts by either an analyser or manually via the keyboard. The actions of editing and analysing are combined in order to provide a quick editing and correction facility of existing charts whilst in the analyse mode.

Add/Edit Drivers
To add new drivers and edit or delete existing drivers.

Add/Edit Vehicles
To add new vehicles and edit or delete existing vehicles.

Add/Edit Points
Facility to set-up a driver penalty-point reporting system. See Page 12

<u>Add/edit Drivers</u> selected.

Ins (Insert)	To add new drivers. After typing in the relevant information on one line press [ENTER] to move to the next line or use the Up/Down arrow keys to move between lines. Use Delete to correct any errors.
Ref :	Enter the number that you wish to designate to the driver, the numbers do not automatically increment. **<u>Do not</u>** use 0 (zero) and the maximum reference number you can enter is 9999.
Name :	Driver name. A maximum 30 characters can be entered but if in excess of 25 characters are entered the last characters will not print on certain reports.
Info 1 :	Optional, any relevant information as required may be entered as the column does not have a named heading on the printed list, it is also optional whether to include the Info Lines in the printout. This offers the choice of inserting information which is for the analysts own use and not having to include it in an issued list.
Info 2 :	As above.

When all details have been entered press Esc (Escape).

Your menu choices are now :

Post, Edit or **Abandon**

Post
Which is the default cursor position, press [ENTER] to save the details that you have entered.

Edit
Returns you go back into driver details to make any changes.

Abandon
Completely abandons and deletes the entry which you have just made.

Add/edit Vehicles selected.

Ins (Insert)   To add new vehicles.

        After typing in the relevant information on one line press [ENTER] to move to the next line or use the Up/Down arrow keys to move between lines. Use Delete to correct any errors.

Ref :   Enter the number that you wish to designate for the vehicle. You can use either use a straight forward numeric sequence, 1, 2, 3 etc., or with the older type of vehicles registration numbers e.g. Y704 ABC, you could use 704 as the Ref number. Saves a lot of time during analysing as there is no need to look up the Ref on a printed list. Duplication can occur, but it's surprising how rare it happens unless it's a particularly large fleet. The system will warn and prevent you inserting a duplicate reference. For the current type of registration numbers e.g. YX54 ABC, you cannot use the numerals because they are repeated in all vehicles for that period. You could allocate Ref numbers starting from 1001.
Do not enter a vehicle as reference 0 (zero)

Reg :   The vehicles registration number.

Speed :   Enter the usual maximum speed for the vehicle. Any speed above will be reported as an excess speed when relevant.

Info 1 :   Optional, any relevant information as required may be entered as the column does not have a named heading on the printed list, it is also optional whether to include the Info Lines in the printout. This offers the choice of inserting information which is for the analysts own use and not having to include it in an issued list.

Info 2 :   As above.

When all details have been entered press Esc (Escape).

Your menu choices are now :

Post, Edit or **Abandon**

Post
Which is the default cursor position, press [ENTER] to save the details that you have entered.

Edit
Returns you back into the vehicle details to make any changes.

Abandon
Completely abandons and deletes the entry which you have just made.

Note. If you wish to show that a duty was 'Yard duty' or 'Guard' etc. or that a driver reported 'Sick'. You can incorporate the facility when setting-up the vehicle list details, instead of entering a vehicle registration number enter 'Yard Duty' etc. (max. 9 characters/spaces). The reference number you allocate to it will depend on what method of reference numbering you have adopted for the vehicles, but keep all the reference numbers for these special entries at either the top or bottom of the numeric sequence and the same for all clients. By doing this you can produce Vehicle Reports and Vehicle Summary Reports (when stipulating From Vehicle/To Vehicle) to exclude these references.

IMPORTANT If you incorporate any of the above types of descriptions into the vehicle list, when analysing and using the descriptions **DO NOT** enter any 'times' for a day that is being described as a non-duty, e.g. Sick. Obviously times should be entered for any description that refers to a duty, e.g. Yard Duty.

Periods reported as holidays or sick may have to be entered separately for the purpose of producing the 'Working Time Directive' report.

To edit or delete existing driver or vehicle entries:

Add/edit Drivers or **Add/edit Vehicles** selected.

Using Up/Down arrow keys place the cursor over Driver/Vehicle that you wish to edit or delete.

Tab

Use [ENTER] or Up/Down arrow keys to move to the required line of text that you wish to edit. Use Delete key to remove wrong text and type in correction.

When amendments have been entered press Esc (Escape).

Your menu choices are now :

Post, Edit, Delete or **Abandon**

Post
Which is the default cursor position, press [ENTER] to save the changes that you have made.

Edit
Returns you go back into driver/vehicle details to make any further changes.

Delete
Deletes the Driver/Vehicle from the client records.

Abandon
Completely abandons and deletes the changes which you have just made but retains the Driver/Vehicle with the original details unchanged.

Add/Edit Points

Some transport companies operate a penalty point system on their drivers, i.e. drivers are penalised predetermined point values for any hours-law infringements, tachograph/chart misuse/errors etc. and speeding.

The points system allows you to set-up different point values for each client that requires this additional reporting feature. The reporting of penalty points on the applicable reports is optional.

Client selected.

Add/Edit Points selected.

On screen is displayed the various hours-rule infringements (covering all rule variations), excess speeds and the complete list of faults and errors. Note, the hours-rule and excess speed lines are fixed but it is of no consequence if you change the programs supplied fault/error list to your own preference, the system reads your set-up. Due to screen limitations the full wording of some faults/errors may not be displayed.
On the hours-rule infringement lines there are a set of figures under the column heading of 'App. Rule' that indicate which rule (HGV, PSV etc.) they are applicable to, they are for information purposes only. As a reminder the various system 'hours rule' reference numbers are displayed at the top of the screen, the applicable rule number would have been entered under client set-up.

To enter or amend an existing point value place the cursor on the required line by using the Up/Down arrow keys and press the **Tab** key.

Enter the numeric point value required, press **End** key to save, **Esc** abandons the entry.

When all required entries have been made, press **Esc** to return to previous menu.

NOTES.

1. All point values initially default to zero.

2. Generally not all lines of the faults/errors would require a point value other than zero. e.g. Tachograph malfunctions. Some clients may not require a driver to be penalised for certain infringements or errors.

3. When a client does not operate any system of penalty points there is no necessity to alter any item under the Add/Edit Points.

4. To allow complete freedom of choice/requirement the points values have to be set-up separately for each client, but for different clients requiring same or similar values the settings can be transferred between clients through the Backup/Restore system.

5. There is a printout facility for point settings under the reports menu of each client.

6. Make any amendments required to the fault/error list before setting up a clients requirements.

Add/edit Charts selected.

To analyse charts:

From Driver:	Insert the drivers ref. number of the first chart that you are going to analyse. *	
To Driver:	Same ref. as above, **<u>regardless</u>** of how many drivers charts your are going to analyse. *	

From Vehicle :	Leave as default	0
To Vehicle :	Leave as default	9999

From Date :	Generally leave blank.
To Date :	Leave as default, which is the current license expiry date.

Use either [ENTER] or Up/Down arrow keys to move through the menu selections.

Required entries made press the End key on the computer keyboard.

You now have on screen the edit display, if this is the first chart that you are entering for this driver ref. all sections will be blank. When chart data already exists for a driver the previously saved chart records will appear on screen in date order, with the cursor defaulting to the last record on file for that driver.

The cursor is in the bottom section of the screen and can be moved (when chart data is on record) by use of the Up/Down, PageUp/PageDn and Home/End keys. The display in the top section of the screen is inter-linked with the bottom section of the screen.

* If analysing charts for a client that has only one vehicle with multiple drivers it can be beneficial to leave the driver ref's as 0 / 9999

NOTE.

In various sections of the following pages the term 'String' is used when referring to a tachograph chart record. For the purpose of this manual and the program this refers to the what some programs and/or analysts call 'Chains' or 'Time period details/information'.

Quite simply it is the details of the make-up of the chart record which covers the individual periods of drive, passive (other work), breaks and POA.

Both on screen and on the printed reports they are shown as:

D00.00

B00.00   *Where 00.00 is the time in hours and minutes*

P00.00

X00.00 *

* Time periods recorded with the cross-hammers key on the analyser should be POA (if required). They are shown on screen in the Add/Edit Charts mode but are not included as a separate figure in analysis reports, they are converted to passive (other work). They are included as a separate total in the WTD report.

Veeder-Root keyboard entries:

Press the **DATE** key and enter the chart date in six figure format DDMMYY
or
The date is automatically advanced one day from the chart date of the highlighted entry on the edit screen by pressing the analyser date key once only. *When analysing charts press this key first.*

Press the **DRIVER** key and enter the drivers reference number as allocated in Add/Edit Drivers.
Previously entered driver reference number is retained by the analyser until manually overridden by the entry of different reference, consequently the driver ref. does not have to be re-entered for consecutive charts for the same driver.

Press the **VEHICLE** key and enter the vehicles reference number as allocated in Add/Edit Vehicles.

If the vehicle on the current chart being analysed is the same as the chart record highlighted on the edit screen there is no necessity to enter the vehicle ref.

Finish Place, Speed, Fuel etc.

    Press   F 1 1 Home *(Default, no need to key in)*
                           F 1 2 Away
                           F 1 3 Home Double Manning
                           F 1 4 Away Double Manning

                           F 2 Fuel *Enter quantity in litres if required*

                           F 3 Speed *Enter maximum recorded speed in Kph as required*

                           F 4 Chart number *If required enter last six digits*

These F key codes are on the analyser, not the keyboard.

NOTE. To assist in faster analysis of charts the maximum speed is not included in any of the printed reports except when it is above the 'user set' maximum for that vehicle. Consequently it is not necessary to enter recorded maximum speeds unless it is known to be above the set limit and requires inclusion in the relevant reports.

Odometer recordings:

There are three different ways in which these can be handled by the program:

1. a. Press Km key, enter finish reading. b. Press Km key enter start reading. c. Press Km key.

2. When the next chart start-reading is the same as the finish reading of the highlighted entry on the edit screen and the driver has subtracted the readings, press km key and enter the distance travelled (do not press the km key again) the program will do the calculation.

3. As above but when the driver had not subtracted the readings to give distance travelled, enter the finish Odo reading. *This option will only work when the finish reading is more than four digits.*

Position the chart on the analyser and determine the duty start time.
There are occasions when the actual start and finish times will be written on the reverse of charts.

Press **Start**

Enter the chart duty start time in 24 hour format.

The program day is defined as - 00.00 hours to 23.59 hours
If a start time of 24.00 hours is keyed in it will default to 00.00

To analyse continuation

Process the chart, recording trace data via the Drive, Other-Work, Break & Cross-Hammers keys (POA).
Press END on the analyser.
The results of the analysed chart will appear on screen.
If at this time the analysed chart data does not appear on screen, check that the analyser is connected to the computer and the Com-Port setting is correct. Right click on mouse to access settings.

Chart results on screen, check all details. There are a number of quick key strokes to adjust certain entries, detailed on Page 18.

The display is divided into three horizontal sections:

Each section is accessed by the PageUp and PageDn keys, the cursor always initially defaults to the errors/faults section (centre).

The Up/Down arrow keys move the cursor within each section plus the Left/Right arrow keys within the string.

Driver errors/faults and tachograph malfunctions etc.

The set-up procedure for these is described on Page 23-24 and the print facility is available via a menu print option described on Page 5.

The errors/faults etc. can be entered as you are actually analysing the chart and/or after you have pressed END on the analyser and sent the results to screen.

To enter them as you are analysing, key in the required code number (as per your printed list) on the computer keyboard, you must include the preceding zero were applicable e.g. error number 1 is entered as 01. Confirmation of entry will be seen at the top of the screen. If you enter the wrong code number press the Delete Key to cancel the entry. Successive entries will over-right the top of screen display, but previous entries are not deleted.

Do not make entries in this way in the interval between pressing END on the analyser and the results appearing on screen.

Automatic Vehicle Search.

If the vehicle is not known an automatic search can be done by matching to the closest vehicle odometer reading already on record, based on previous date/time than date entered for current chart.

Either immediately prior to or during the analysing of the chart press the 'A' key on the computer keyboard, confirmation of action is displayed on screen in the top centre box (Auto Veh Search), it can be turned off by pressing A again. Enter the vehicle as reference 0 (zero) on the analyser, when the results of the analysed chart are displayed on screen the vehicle with closest matching odo reading will have been inserted.

Obviously, 100% accuracy to finding correct vehicle cannot be guaranteed and will largely depend upon a reasonable amount of chart data being on record and that data being accurate.

Note. The auto search automatically turns off after each use.

To analyse continuation

Top section:	Driver, vehicle, home/away, odo and times etc.
	An additional box called 'Rule' will show when EC. PSV Rules have been selected in the client set-up, detailed on Page 20.
	All entries are directly editable via the computer keyboard except Finish Time, Drive, Passive and Break totals (these are adjusted by changes to the string).
	Entering 0 (zero) [RETURN] in the vehicle ref will initiate the auto vehicle search on matching the vehicle with the closest previous odo reading.
	Odometer subtractions are self calculating, if you alter either the start or finish reading the subtraction is automatic.
	Box to the right of 'Start Odo Reading' indicates by + or - any discrepancy from previous finish reading (date/time based) for the same vehicle regardless of previous driver.
	Boxed details (top centre) are:
	Average speed, a useful check for incorrect total chart drive time in relation to Kms travelled (except for double manning).
	PD A/Rest is the actual time between the finish of the previous chart and the start of the displayed chart (not necessarily the true daily rest). A minus figure indicates overlapping chart times for the driver.
Centre section:	Errors/faults etc. Any errors/faults entered during analysing will now be showing in this section and can if required be deleted or have text added (detailed on following page). Any additional Errors/faults entered before posting will also show in this section.
Bottom section:	Time string. Long strings may extend down past the bottom of the screen but are accessible by screen scroll (Up/Down arrow keys).
	The program will accept and process up to 200 separate periods in the string for each chart.

If there is a 4½ hour rule excess drive (or other period depending of what rule you are operating) infringement it will be shown by 'how much drive' and 'between what times' it occurred. The section of the string that contains the calculation is highligted in a different colour.

The program makes certain automatic adjustments to the 4½ hour rule (or other) calculations to facilitate faster analysis. An excess drive period of 04.31 automatically changes to 04.30. If a valid calculated break period of 00.44 (in one, two or three periods) is going to cause an infringement it will increase the break to 00.45.

All entries in the string may be edited i.e. any time period can be changed and the designated action of drive, passive, break or POA can be changed. Place the cursor over the required period and type in required changes (there is no necessity to delete first). Unless you wish to change the designated period (drive, passive, break or POA) you do not have to type the allocated letter (D, P, B or X), just enter the amended time. Additional periods can be added anywhere to the string, i.e. at the beginning, the end or between existing periods. To add an additional period (except for adding at the end of the string) place the cursor within the string at the position you wish to insert the additional period and press the Ins (Insert) key, the additional period will appear to the left of the cursor and default to P00.01 but can be edited as required. To add an additional period at the end of the string place the cursor after the last period and enter required details. To change an existing or when adding an additional period type in D for drive, P for passive, B for break and X for POA. Any period in the string can be deleted by placing the cursor on the relevant period and pressing the Delete key.

Any changes made to the string are immediately reflected in the relevant totals and calculated finish time in the top section, but it should be remembered that if you have added an additional period at the beginning of the string it will probably be necessary to adjust the chart start time.

To analyse continuation

When analysing charts and a driver has more than one chart for a duty i.e. change of vehicle etc., use the following procedure:

After analysing the first chart of the duty make the start time of the second and any subsequent charts the exact same time as the finish time of the previous chart. Either same or consecutive dates should be used, as relevant. The generally adopted practice (when the driver doesn't state times) is to take the first and subsequent charts up to the start time of the following chart, this practice should be adopted if Vehicle Reports are produced.
The PD A/Rest figure should be 00.00 for second and subsequent charts.

Note. On linked charts, consecutive breaks (end of one chart/beginning of next chart) of less than 15 mins. will be calculated providing the total of such is at least of 15 mins. duration. This gives a more tolerant and acceptable interpretation to breaks taken over the period of changing vehicles, if you do not wish to have linked breaks calculated in this manor insert a one minute passive between the two break periods.

To enter errors/faults at this stage make certain that the cursor is in the correct position (small box centre right) and key in the required code on the keyboard, remember to include the preceding zero were applicable.

To delete an error/fault place the cursor by means of the Up/Down arrow keys over the item to be deleted and press the Del (Delete) key.

An additional feature of the errors/faults facility is the option to add 'one off' text, this can only be done when the chart results are on screen i.e. after pressing END on the analyser.

There are three types of additional text:

Type 1. Adding text to a standard error/fault.

e.g. OVERLAPPING TRACES - Clock possibly turned back at 10.55 hours on 01/03/05

The overlapping traces is a standard numeric entered fault, but you could add the time at which it occurred.

Enter the error/fault (or if previously entered place the cursor over it) and press SPACE BAR. Now type in the required additional text (max 45 characters), when complete press [ENTER]. <u>Do not</u> include the 'on' or 'date' in your text, these are added by the program.

Type 2. Inserting text specific to the date/chart that you are analysing but independent of a programmed error/fault. There are times when no matter how many errors/faults you set up in a program you just need one 'special' for that 'one off' situation, this method allows you to easily do it.

Make certain the cursor is in the correct position, small box centre right and press key D on the keyboard (D for Dated), type in the required text (max 120 characters) then press [ENTER]. The text will be printed with the corresponding chart date under the heading of ADVISORY'S on the Weekly Tachograph Analysis Report and Driver Memo.

Type 3. Inserting text not specific to one date/chart but to appear in a particular week. Make certain the cursor is in the correct position, and press key F on the keyboard (F for Free), type in the required text (max 120 characters), then press [ENTER].

The text will be printed with no specific date reference but in the week corresponding to the date of the chart when entered, under the heading of ADVISORY'S on the Weekly Tachograph Analysis Report and Driver Memo. The text will appear as the last item in the report section.

Note. A line of text is limited to 120 characters but if you require more than one line to express the message use two or more consecutive line entries.

To analyse continuation

A number of time saving features are available via the **computer keyboard** to make changes to the on screen results of the analysed chart (cursor position is irrelevant).

KEY   ACTION

F1   Decreases the finish time.
F2   Increases the finish time.
          The above operations work by automatically subtracting/adding time from the largest passive in the string, an easy and quick method to have all charts with exactly the correct finish time. This can also be done manually by altering any period in the string that you prefer.

F3   Decreases the chart date.
F4   Increases the chart date.

F5   Decreases the chart number.
F6   Increases the chart number.

F7   Decreases the driver reference number
F8   Increases the driver reference number.

F9   Quick keystroke method to save and post the chart (also see Esc).

F10   With the cursor in the 'Add errors position' (small box centre right) only, each press of the key will advance the location reference number one digit, Home/Away etc.
F10   With the cursor in the Driver or Vehicle Ref position pressing the F10 key will bring on screen the driver or vehicle list (Esc cancels it).
          The Up/Down arrow keys, PageUp/PageDn and Home/Away keys can be used to search and scroll through the list.
          Having pressed F10 for driver or vehicle there is also a search facility activated (displayed at the top left of the screen), entering just the first and subsequent letters of a name or vehicle registration will automatically initiate the search process.
          Placing the cursor over a Driver Name/Vehicle Registration and pressing [ENTER] will automatically insert same into the relevant position.
          With F10 pressed in either the driver or vehicle ref position also allows you to enter a new or amend an existing driver/vehicle whilst in the analyse mode. Press Ins to add or Tab key to amend in exactly the same manor as described under Add/edit drivers/vehicles.

When all details of the analysed chart are correct you can either press F9 to save and post the chart (immediately posted and ready for the next chart entry) or press Esc which will give you the menu options:

Post, Edit or **Abandon**

Post
Which is the default cursor position, press [ENTER] to save and post the chart and ready for next chart entry.

Edit
Lets you go back into the chart to make any changes.

Abandon
Completely abandons the chart entry and returns you ready for next chart entry.

The two options to post a chart are entirely a matter of personal preference, unless you require abandon.

To analyse continuation

Having posted the chart, the top section of the display remains on screen with the corresponding single line entry added to the now revised lower screen display, as the last entry (if you've been analysing in date order).

If your presumption was that the charts were being analysed in correct date order but a posted chart does not appear at the bottom of the list, you've entered a wrong date, an immediate and useful check !

The next chart can now be analysed 'or' at this point you can edit any of the drivers' charts, either the one you have just posted or any previous that you wish. Place the cursor over the chart record that you want to edit, (the Up/Down arrow keys, PageUp/PageDn and Home/Away keys can be used) and press the Tab key, the record is immediately shown and open for editing.

After analysing/editing and posting a chart you are returned to the analyse mode, the cursor will be on the chart that you last analysed/edited.

From this position in the program you can also bring on screen (and edit if required) the records of any other driver simply by pressing F1 or F2 to go up or down the driver list, can prove useful to verify matching times on double manning etc.

As you work through the analysing of a clients charts proceeding from driver to driver there are two methods that you may adopt.

1. Having completed the entries for one driver and proceeded to the next, just continue analysing, the program will automatically change to displaying the relevant drivers charts after posting the first one for that subsequent driver.

2. If after analysing the first drivers' charts you prefer to have subsequent drivers previous charts showing on screen before commencing the analysis for each driver use F1 or F2 (on the computer keyboard) to go through the driver list to display the required drivers records.

DO NOT select to edit a chart, move the cursor in the bottom section of the screen or use the F1/2 keys (drivers) once you have started to analyse a chart on the Veeder-Root, it will result in incorrect data for the analysed chart.

IMPORTANT - <u>EC. PSV Rules</u>.

EC. PSV Rules fall into two categories, Regular Services and Non-Regular Services, generally Regular Services are fixed time-table type routes and Non-Regular are excursion type journeys.

To provide accurate analysis on EC. PSV you must determine on what type of journeys the drivers are operating. The program provides calculation for both types, but obviously you have to tell it which one to use.

When you select a client were EC. PSV Rules have been selected in client details there is an additional box in the top section of the edit screen called 'Rule'. This **is not** the rule reference number as selected in client details, it is to distinguish between Regular and Non-Regular type duties for EC. PSV weekly-rest calculations.

0 (Zero) is for Regular Duties.
1 (One) is for Non-Regular Duties.

The following provides an outline to the rule variations (at the time of publication) and additional program procedures.

Regular Service

Basically the same as EC. HGV except there is provision for a variation on the 4½ hour rule. There are certain coach depot's/stations known as 'Layover Locations' (these are designated as such by the Dept. of Transport), when a driver takes a break at a designated 'Layover Location' he may reduce the normal 4½ hr driving/45min break to 4 hr driving/30min break. The program will automatically change the calculation when 98 is keyed in, as in the normal method of entering an error code reference number.

The following wording will also appear under the advisory's section of the 'Weekly Analysis Report':

Layover location rule (4hr/30min) applied to continuous/accumulated driving periods on 00/00/00

IMPORTANT. The 98 entry is only for use with EC. PSV when on regular services and must be keyed in for each chart as applicable.

Non-Regular Service

There is a stipulation on Weekly Rest that states, the Weekly Rest period may be postponed until the end of the twelfth day providing the total driving time over the twelve days does not exceed the maximum corresponding to twelve daily driving periods (90 hours/fortnightly drive limit) and if postponed should be attached and added to the second week's required rest period, i.e. the required weekly-rest period doubles. Both these conditions are checked automatically by the program when a driver is coded to be on Non-Regular duties.

Operational procedure:

'Rule 0' - This will calculate and report the Weekly-Rest on a maximum 6 day basis.

'Rule 1' - This will calculate and report the Weekly-Rest on a 6/12 day count i.e. it automatically checks for complying weekly-rests on both a 6 and 12 day count and awards as best for the driver.

'Rule' initially defaults to zero but can be over written.

Additional charts default to same rule reference as previous chart, but can be over written.

Notes. You cannot have both codes '0' and '1' entered in the same calendar week, but this does not impose any restrictions on the correct calculations. If a spread of Non-Regular and Regular duties finish/start within a calendar week, the program checks into previous week(s) for applicable rule setting.

In addition to Rule '0' or '1' entered for a week determining which method of calculation is done it also determines what is printed for 'Rule' on the header of the 'Weekly Analysis Report'. i.e. either EC. PSV Regular or EC. PSV Non-Regular.

Add/edit Charts selected.

To Edit:

When Add/edit charts is selected primarily for editing purposes (as opposed to analysing) there are various options that may be used to facilitate faster access to particular chart records.

Use either [ENTER] or Up/Down arrow keys to move through menu selections.

From Driver :

The From Driver and To Driver may contain any combination of driver refs that you require, if you just require to check on one driver put the same Ref number in both boxes. If just one driver is selected, and when displayed on screen the F1 and F2 keys can be subsequently used to go up and down through the driver list.

To Driver :

From Vehicle :

Same criteria as above but for vehicles but if you enter the same Ref in both, the resultant screen display is slightly different i.e. the accent is on vehicle details rather than driver details and odometer discrepancies will be shown. This feature is unaffected by what driver refs are entered. The F1 and F2 keys can be subsequently used to go up and down the vehicle list.

To Vehicle :

From Date :

Any date span may be entered but the To Date is limited to the licence expiry date. If both defaults are accepted all charts on record (within driver/vehicle options set) will be available.

To Date :

By using various combinations in the 'From' and 'To' options any chart(s) can be quickly recalled for editing or checking. When the required options have been entered press the End key on the computer keyboard.

With the resultant display the Up/Down arrow keys, PageUp/PageDn and Home/End keys can be used to search/scroll through the displayed list.

With the cursor over the required chart record press Tab key, the record is immediately shown on screen for editing.

Use PageUp/PageDn to move the cursor into the different sections of the screen display and the Up/Down arrow keys to move the cursor within each section and the Left/Right arrow keys within the time string.

When amendments have been entered press F9 to immediately save or Esc. which will give you the menu options:
Post, Edit, Delete & **Abandon**

Post
Which is the default cursor position, press [ENTER] to save the changes that you have made. Any changes made are immediately reflected in the screen display.

Edit
Returns you go back into the chart record to make any further changes.

Delete
Completely deletes the chart record, if this action is chosen the record cannot be retrieved.

Abandon
Completely abandons and deletes the changes which you have just made but retains the chart record with the original details unchanged.

Ferry Crossing Rule

The regulations state that the Daily-Rest may be interrupted (subject to certain conditions) and the vehicle movement be ignored, but only once, and if it is 2 hours must be added to the required Daily-Rest period. The program will automatically change the calculation for a day if 99 is keyed in, as in the method used for entering an error/fault
.
The following will also be printed on the Weekly Analysis Report under Advisory's:
Ferry crossing rule applied to Daily Rest calculations on 00/00/00

The regulation is a little ambiguous and in certain instances pointless, as ignoring one vehicle movement and then adding two hours to daily rest requirement can be a disadvantage to the driver. So when applicable it should be used with caution, there is also some disagreement amongst the enforcement authorities as to whether it just applies to the normal requirement of 11 hours rest or if it can also be applied to split-rests and double-manning.

Driver/Vehicles errors and faults etc.

The Senco Program offers what is probably the best driver/vehicle errors and faults application there is on the market today for tachograph analysis reports.

In addition to the 'add text' and 'free text' that can be included in the relevant reports as actually analysing charts (described on page 17), it also allows complete freedom of choice in the stored error/fault data list.

You will see from the printed list of errors/faults, that the supplied content is very comprehensive, covering all aspects of driver errors and tachograph malfunctions. Should this not be to your liking or requirements the following explains the procedure to both edit any existing items and insert additional items of your own choice and wording.

Although the procedure is quite simple, some care must be taken in order to ensure that the various items are sent to the correct reports and that the production of the Infringement Summary Report will remain valid and correct.

The procedure for both editing existing or inserting additional is almost identical so both are covered in this section. The only obvious difference is that editing may involve deleting existing text and/or over-writing entries. To delete, some computer configurations may require you to use the Left/Right arrow keys to position the cursor and then the 'Left Arrow Delete key' as opposed to the Del (Delete key).

Should you decide to completely alter the list the quickest method is to chose Edit (Tab key) on each item in turn and then select Delete. Also, an existing item can be just renumbered if required.

The program will accept up to 90 entries (1 - 90). **<u>DO NOT</u>** use any references greater than 90 unless advised to do so by accompanying literature with a program update.

Note There is only one fault/error list, it is operable for all clients/depots entered.

<u>WARNING</u> - Be very careful if changing the wording on references 98 & 99, they are special function keys. Consequently the wording must relate to there specific operation.

Note. If you change the supplied list the 'Apex Transport Company' company may be affected.

Client Print Add/Edit Program Utilities	**Quit**

↓
Add/Edit Errors

The Up/Down arrow keys, PageUp/PageDn and Home/End keys can be used to search/scroll through the list.

To insert a new error/fault press Ins (Insert) key. The position of the cursor is irrelevant.

To edit an existing error/fault place the cursor over the required item and press the Tab key.

Use either [ENTER] or Up/Down arrow keys to move through menu selections.

Ref: The error/fault reference number that you wish to allocate and consequently use during analysing. All entries made during analysing/editing will appear on the Drivers Weekly Analysis Report

Cat: The number entered here determines in which category of the Infringement Summary Report this item will register in. You do not have to enter a number, certain items should not be included.
e.g. tachograph faults.

The categories and numbers are listed on the following page.
Hours rules infringements shown in the Infringement Summary Report are entirely program generated and included in the appropriate category automatically. They are completely unaffected by altering the set-up of errors/faults.

Add/Edit Errors continuation

F/M: **F** is for Fault (Enter 1)

                    M is for Client Memo (Enter 2)

Entering **1** in this box selects the item to be included in the Client Memo (called Tachograph Malfunctions on the report menu) that lists tachograph faults/malfunctions etc. only, it also excludes it from the Driver Memo as there is no necessity to include faults/malfunctions in the Driver Memo.

Entering **2** in this box selects the item to be included in the Client Memo that lists driver related items only and also to be included in the Driver Memo. Primarily intended for reporting suspected chart/record falsification's etc. but it's use and scope is entirely up to the analyst.

If the box is left blank the item will appear on the Driver Memo.

Note. Regardless of what entry is made in the F/M box the item will always appear on the drivers Weekly Analysis Report.

Print Desc :

Type in how you wish the error/fault to be printed on the report, all characters can be used in either upper or lower case. The displayed line length on screen will scroll when necessary. When an item is printed on a report it always ends with 'on' and the date(s), do not include the 'on' in your text, it is program generated.

When all required information has been entered/edited press the End key and [ENTER] to save (or other action as required).

Infringement Summary Report category numbers for allocation of Errors/Faults.

  1 CHART DAMAGED, DIRTY OR DEFACED

  2 INCORRECT RECORD FOR DOUBLE MANNING

  3 WRITTEN ENTRIES OVER TRACE OR ILLEGIBLE

  4 DISCREPANCY BETWEEN ODOMETER & DISTANCE TRACE

  5 CHART IN HEAD FOR MORE THAN 24 HOURS/12 HOURS OUT

  6 WRONG CHART OR MORE THAN ONE DUTY ON

  7 NO TRACES RECORDED OR MANUAL TRACE

  8 CHART FITTED INCORRECTLY/JAMMED

  9 OPEN HEAD INFRINGEMENT ERROR

10 MODE SWITCH MISUSE/ERROR

11 OVERLAPPING TRACE(S)

12 CENTRE FIELD ERRORS

13 COMPANY REQUESTS

Care must be taken in allocating the correct number to ensure correct production of the Infringement Summary Report.

Note. The Infringement Summary Report category wording as shown above, is not editable.

Report Production (Individual client/depot)

There are two methods of producing reports, Standard and Batch. Each one has its advantages and each can be run completely independent of the other or Standard can be run in conjunction with Batch.

Standard Procedure - Report(s) production for one client/depot at a time.

Client/Depot selected.

Reports selected.

To select a report either place the cursor (by means of the Up/Down arrow keys) on the required report and press [ENTER] or key in the two letter code for the required report.

F1 Facility
The F1 facility (on reports selection) is a feature common to certain client reports in the program. If any report options are available (when you've selected a report) the top of screen will show 'F1 Report Options' Press the F1 key to check/alter settings as required and then the End key to save settings. They do not have to be entered each time you select a report, the program retains any settings made for each client, but they can be altered at any time. The F1 report options should be set separately for each client as required.

After selecting the required report enter the required parameters (use [ENTER] or the Up/Down arrow keys to move between lines) From/To drivers, dates vehicles etc. and then press End. In any report menu where From/To Driver or From/To Vehicle is a selection criteria, the menu will default to first & last numeric references on record for the client. Certain features regarding date entries are explained on Pages 30-35.

When selecting reports by the standard procedure they are always displayed first on screen (print preview) unless Batch is selected prior to viewing. The Up/Down arrow keys will move the cursor within the current page. Page-Up & Page-Down keys allow you to move within a page quicker and move from page to page. Holding down Ctrl whilst using Page-Up & Page-Down moves the cursor one page length at a time. Page numbers are shown top right of screen.

When reports are displayed on screen in addition to allowing you to visually check all details of the report there is the facility to actually edit charts from within certain reports, mainly: Weekly Analysis, Driver Report, Vehicle Check and Vehicle Report.

When on screen viewing is completed and editing is not required (or available) press the Esc key.

Your menu choices are now:

Print, View, Batch or **Abandon**

Print
Which is the default cursor position, check that your printer is switched on and press [ENTER] to produce the reports. See following page for information on Printer Queue and Spooling.

View
Returns you go back into the report for viewing (and/or editing if available).

Batch
Sends the requested reports to the Batch Printing process, detailed on page 28.
Note. Reports can be sent direct to Batch Printing facility without viewing on-screen first if required.

Abandon
Clears the report from screen (you are only abandoning the generated report not any data) and returns you to the report menu.

An additional option whilst you have a screen-preview of a report displaying is to press key **P**, a standard Windows print dialogue box will open. This enables you to change the pre-selected printer* , select which pages to print and select multiple copies to print.   'Print Range' is not operable.

* Do not change to a printer that requires a driver or page settings different to what you have selected in settings.

Reports Production continuation

Printer Queue and **Spooling**

Whenever you select to print a report(s) the required data is 'spooled' and placed in a queue which is independent of the Senco program, this is a standard Windows operation.   When a report has been selected to print and spooling is complete, you can carry out any other operation in the program or quit out of it. If you select further reports to be printed they are placed in the 'Queue' and will be printed in turn.

Procedure alternatives - Having generated a set of reports, previewed, edited and corrected as required you decide **not to** immediately print, you can either:

a. Abandon and re-select the reports again later.

b. Save the required report settings in the batch print facility.

]

Reports Production continuation

Edit facility from print preview.

This is a very useful and time saving feature of the program which if used to it's full advantage can reduce report errors and completely eliminate the necessity to reprint a report. This type of edit facility is not available 'or' appropriate on every report type, but if you edit from within an editable report the data base record(s) is updated and consequently all other reports when produced are correct.

The main reports in which to use the editing facility are the Weekly Analysis Report, Driver Report, Vehicle Reports and Vehicle Check Report.

With the report on screen place the cursor over the line that contains the chart that you wish to edit and press the Tab key. On the Weekly Report the correct line to select is the day/date line.

The chart record is displayed on screen for you to make any changes required in exactly the same way as described previously under editing. After posting the chart (or whatever other action you chose) you are returned back to the report display. If any editing had been carried out the changes made **are not** reflected in the report at this stage, it will appear exactly the same. When viewing/editing is completed press Esc. Your menu choices are:

Rebuild, Print, View, Batch or **Abandon**

Rebuild
This will recalculate the reports to include the changes made during editing and display the amended reports ready for the next action.

Print
Prints the reports.
Note. If the reports have been edited the Rebuild option must be run first before print is selected if using the standard print procedure. Failure to do so will result in the reports being printed without taking into account any changes made during the edit.

View
Returns you to the view/edit facility.

Batch
Sends the requested reports to the Batch Printing process, detailed on page 28.

Abandon
Clears the report from screen (you are only abandoning the generated report not any data) and returns you to the report menu.
Note. Abandon does not cancel any changes made during editing from the report.

CAUTION Though the edit facility from reports is a very useful and time saving feature it does have limitations. Because you are effecting data changes without being directly in the data files, the various data indexes can become miss-aligned causing a different chart to appear on screen than was actually selected for editing. To eliminate this problem **always** rebuild a report if either the driver or vehicle reference or date has been changed before selecting to recall/edit any other chart.

Report Production continuation

Batch Printing

This facility allows you to program in a set of print instructions for any number of clients/depots with any combination of report types required, there are no program limitations (regarding quantity) of this feature. The reports are not shown on screen as in the standard print method but the settings are retained even if the computer is turned off. The F1 Report Options (though operational) cannot be set from within this facility, they must be set from the report menu in each client.

Client	Print	Add/Edit	Program Utilities	Quit

↓

Batch Printing

Ins - To enter a report print instruction.

After making an entry, use either [ENTER] of Up/Down arrow keys to move between menu items.

Company :   Enter the client reference number or press F10 for View/Select.

Report Ref :   Enter the two letter code for the required report or press F10 for View/Select.

From/To Date :   As required, but see notes regarding report parameters.

From/To Driver :   As applicable and required, does not default to first and last on record as in standard print method.

From/To Vehicle :   As applicable and required, does not default to first and last on record as in standard print method.

If either Driver Memo, Client Memo or Tachograph Malfunctions is selected an additional box for memo date is displayed. Defaults to system date but can be over written.

All required criteria entered, press END to save and then repeat as required.

TAB   To amend an existing entry (before printing). Place cursor over required line and press the TAB key.

DELETE   To delete existing print instruction(s).
              After pressing the Delete key you are prompted to press either A to delete all or S to delete just the line the cursor is on. Esc cancels the operation.

F5   Automatic insertion of Driver Memo's.
              This facility allows for automatic insertion of Driver Memo's to match the dates previously entered for Weekly Analysis Reports.
              For clients where you have differing Weekly Report periods for a number of drivers and you also issue Driver Memo's, this method saves you the time of having to re-enter each driver again to produce a memo.
              Having entered all the required Weekly Analysis Report lines make certain that the cursor is on any line of the client that you wish to produce the Driver Memo's for and press the **F5** key. Memo date defaults to system date but can be over written. Memo Date correct, press the **End** key.
              Repeat for each client as necessary.

NOTE.   Auto-Memo is not available when using the standard print method.

Batch Printing continuation

F10   Starts the printing process. Check that the printer is switched on.

When printing is selected there may be a slight delay before the actual printing starts, the delay time will depend upon what your computer speed/configuration is and how large the generated print file is. As the reports are generated and down-loaded to the printer queue a tick appears next to each line of command, this gives an immediate check on the progress of the print files generation.

Once started the batch printing process can be abandoned by pressing the Esc key. The actual printing will not stop, it will only stop processing any additional line commands.

If processing is stopped, when you wish to resume press the F10 key again and it will continue from where it was stopped i.e. it will not re-process any line that has been ticked.
Printing finished, use the 'delete all' option to clear the screen.

Esc   Takes you back to the previous screen display.

Remember, print instructions can be entered into the batch process either directly from the Batch Print Menu or from the Report Menu within each client.

Multi-Depot Reports cannot be included in the Batch Printing procedure.

Report Information

The report parameters are similar for the production of all the driver and vehicle reports etc. and mostly self explanatory from the menu options available.

The following are notes of explanation and limitation.

Whenever a report menu includes From/To Driver and or From/To Vehicle, the entries (when using the standard print method) will either default to first and last on record or to the references previously selected for other reports, but can be overwritten.

Remember to initially check and set the F1 Report Options (when applicable) for each report and each client separately. To alter a setting enter Y or N and then press the **END** key to save settings.

Note. Reports of the 'Infringement Summary type' i.e. were horizontal and/or vertical lines are printed, use graphic printer codes. If you find that these reports are not been produced correctly on a Dot Matrix Printer, check your printer graphic setting, it should be set for IBM GRAPHICS.

WEEKLY TACHOGRAPH ANALYSIS REPORT

From Date :   If any date is entered that is not a Monday it will default to the Monday previous to the date entered.

To Date :   Will default to the week ending (Sunday) date of the From Date but can be overwritten, but will always default to a Sundays date if any other day date is entered.

F1 Report Options:

Include 4½ hour drive time.
If set to yes, it only prints when there is a 4½ hour infringement. It is the actual time that the 4½ hours driving time was reached within the infringement period.
Not generally required.

Print strings always.
Print 4½ hour infringement strings.
Printing 'strings always' is not usually necessary or advisable, printing strings for 4½ hour infringements may be beneficial except when very long strings are involved (multi-drop).
You cannot set both to YES.

Start and Finish times in bold.
To emphasise the printed times on the report, though the result will depend on printer characteristics.
Not generally required, uses more ink !

Print in alphabetical order.
An option to print the reports in alphabetical order of driver name instead of the standard numeric sequence of driver reference number.
Sometimes required by clients with a large number of drivers.

Always print footer text (signatory section).
When set to No (recommended), only prints when there is a reportable item in either infringements, infringements/advisory's and excess speeds.

The footer text can be edited to suit individual requirements or left blank. Up to seven lines can be entered, including blank lines for spacing if required. Maximum of 125 characters and spaces per/line. Always start text from line one, the program reads how many lines are entered and positions same correctly on report. Quickest method to delete an existing line of text, place cursor on first character of the line and press the space bar and then the left delete key.
Be careful if deleting, an amendment cannot be cancelled. To restore text you must retype as required.

WEEKLY TACHOGRAPH ANALYSIS REPORT - F1 Report Options continued:

A set of print options is included which determine if all drivers weekly reports are **printed** or only those within a pre-set criteria. The From/To Driver on the report menu is still operable, i.e. all drivers within the set range are checked.

It may seem illogical to analyse charts and not produce complete reports on same, but there are a number of larger transport companies that do not want reams of paperwork telling them that everything is alright, we may not agree but it's there choice.

These options allow (for example) that only drivers Weekly Reports which include hours-law infringements and speeding to be printed.

The options are:

Print all :	*Default to YES*
Print if DHI included :	
Print if OTE included :	
Print if ACR included :	
Print if ESR included :	
Print if points exceed :	*Default to zero*

Print all =   Prints all drivers reports who have chart records for the report period selected.

DHI   =   INFRINGEMENTS - Hours regulations

OTE   =   INFRINGEMENTS/ADVISORY'S - Tachograph use, chart completion & malfunctions.

ACR   =   ADVISORY'S - Compensation requirements & extended driving

ESR   =   Excess Speeds Recorded

'Print all' must be set to 'No' for the other options to operate, when set to 'Yes' it overrides all other settings.

When 'Print all' is set to 'No' the other options can be used individually or any multiple combination.

The options are selected with the Up/Down arrow keys (up arrow is quickest) and set with Y or N keys.

NOTE. These options only effect the Weekly Tachograph Analysis Report.

DOM HGV Extended - Applicable for DOMESTIC HGV RULE only.

The rule states that a driver must not be on duty for more than 11 hours on any working day. In law it is possible to interpret duty time in different ways. If a transport company and/or driver operating under HGV Domestic Rule can satisfy the relevant enforcement authority that breaks taken during the spreadover are periods of **'off duty'**, those periods do not count towards duty time.

With the option set to 'No' the straightforward spreadover time is calculated.

With the option set to 'YES' all break/rest periods of 15 mins. or more recorded during the spreadover, are excluded from the calculated total duty time.

NOTE - The less than 15 mins. cut-off point is not stated in law, it is a guideline by VOSA

WARNING - We would not recommend that you analyse charts for a client operating on HGV Domestic Rule with the extended spreadover calculation without having assurance that they can satisfy VOSA regarding recorded breaks/rest as being 'off duty' periods.

We would strongly recommend that you receive in writing from your client(s) an authorisation to carry out the analysis with extended spreadover calculation on the basis that they can satisfy all enforcement authority's requirements.

Report Information cont...

Report Information continuation

Driver Report

From Date :   Any date may be entered.
To Date :   If the '1st' of any month is entered in the From Date it will default to the last day of that month but can be overwritten.

F1 Options   Print KM/L and MPG.
Only for use (if required) when fuel entries are made and generally only valid when it's 'one driver' - 'one vehicle'.

Show Weekly Rests.
When set to yes, valid weekly-rests are detailed including compensation requirements (when applicable) and weekly-rest infringements.
Only recommended if the reports cover multiple weeks.

Print All Dates.
Set to 'No', only prints dates when a duty is recorded.
Set to 'Yes', prints all dates of the report period, when no record is found for a date it prints 'No chart/record found'. Same style as the 'Weekly Analysis Report'.

Recorded Duty Report

From Date :   Any date may be entered.
To Date :   If the '1st' of any month is entered in the From Date it will default to the last day of that month but can be overwritten.

F1 Options   Print in alphabetical order.
An option to print the reports in alphabetical order of driver name or numeric sequence of driver reference number. When set to No it prints in numeric sequence.

Note. This report possibly has limited client appeal as it's main objective was to be used by 'wages office' procedures for the checking of driver hours worked. For it to be a true asset in that sense requires 100% accuracy on the part of the driver in recording his actual shift time and correct use of the mode switch regarding breaks. On the plus side it should encourage the prompt submitting of charts for analysis.

Driver-Vehicle Summary Report

From Date :   Same criteria as Weekly Report.
To Date :   Same criteria as Weekly Report.

A listing of all vehicles used by each driver for the driver week.

Multiple weeks can be requested, but printing is one week per page.

Report Information continuation

Driver Summary

From Date :	Any date may be entered.
To Date :	If the '1st' of any month is entered in the From Date it will default to the last day of that month but can be overwritten with no restrictions.
F1 Options	Print drivers without charts.
	An option to print all drivers or just those with chart records for the report period.
	List in order of AV/KMS P/DUTY (distance).
	List in order of AV/KMS P/HOUR (speed).
	Above two items are options to print in descending order of selected item instead of driver numeric reference order, you cannot set both to YES.

Infringement Summary

From Date :	Same criteria as Weekly Report.
To Date :	Same criteria as Weekly Report.
F1 Options	Include excess speeds in totals.
	Should be set to Yes unless a client requests otherwise.
	Show Points.
	A penalty point system, detailed on Page 12.
	If set to Yes the point value is also printed on the Weekly Analysis Report.
	Average Points.
	Option to show average points per chart for each driver.
	With this option included the report lists drivers in descending order of average points per chart and excludes the driver reference number.
	Average points cannot be set to YES unless show points is also set to YES.

Infringement History

From Date :	Same criteria as Weekly Report.
To Date :	Same criteria as Weekly Report.
	Can be run for any period but always defaults to complete driver weeks.
Combined :	Yes - Produces one combined report for all drivers selected.
	No - Produces a separate report for all drivers selected.
From Driver :	When the report is selected from the lowest to the highest driver reference on record and combined is set to Yes, the report header indicates 'ALL DRIVERS'. If other than all drivers is selected (but more than one) for inclusion and combined is set to Yes, the report indicates 'DRIVERS XXX-XXX', where XXX is driver reference.
	If only one driver is selected i.e. same driver ref is entered in both the 'From Driver' and
To Driver :	'To Driver' the drivers reference number and name will be printed on the report.
F1 Options	Include Weekly Averages.
	Include Column Totals.
	Column totals cannot be included if they exceed 999 (9999 for 'Totals' and 'Charts').
	Include Points.

Report Information continuation

Driver Infringements (Hours rules)

From Date :	Same criteria as Weekly Report.
To Date :	Same criteria as Weekly Report.

From Driver :	The norm would be for all drivers of a client to be included,
To Driver :	but the menu option permits exceptions.

F1 Options   Include 4½ hour infringement strings. *Not usually necessary, make's the report untidy.*

Driver Productivity

From Date :	Any date may be entered.
To Date :	Any date may be entered.

F1 Options   Print drivers without charts.
An option to print all drivers or just those with chart records for the report period.

Show Chart Count.
If set to YES the chart count for the report period will be printed.
If set to NO the 'Total Hrs/Min' of duty for the report period will be included.
NOTE. If the option is set to show 'Total Hrs/Min' it is possible that some drivers names may be shortened, i.e. the right most characters may be deleted to allow for the additional column width. This will only happen with particularly long names.

Driver Memo

From Date :	Same criteria as Weekly Report.
To Date :	Same criteria as Weekly Report.

Memo Date :   The date the memo will be dated. Defaults to the system date but can be overwritten as required, subject to a limitation of software licence expiry date + 30 days.

F1 Options   Include compensation requirements.
Include 4½ hour infringement strings.
Include driver reference number.

Footer text can be edited to suit individual requirements or left blank. Up to seven lines can be entered, including blank lines for spacing if required. Maximum of 125 characters and spaces per/line. Always start text from line one, the program reads how many lines are entered and positions same correctly on report.
Be careful if deleting, an amendment cannot be cancelled

Client Memo (Driver errors/falsification's etc.)
   &
Tachograph Malfunctions (Client Memo listing malfunctions & faults etc.)

From Date :	Same criteria as Weekly Report.
To Date :	Same criteria as Weekly Report.

Memo Date :   The date the memo's will be dated. Defaults to the system date but can be over-written as required, subject to a limitation of licence date + 30 days.

F1 Options   Print header only.
The client memo's are automatically program produced according to criteria set In the error/fault list. If print header only is selected, it prints a memo heading only with no program error/fault entries included. Can be used for separate word processing procedures etc. whilst still retaining a uniform report format.

Report Information continuation

Vehicle Report

From Date :   Any date may be entered.
To Date :   If the '1st' of any month is entered in the From Date it will default to the last day of that month but can be overwritten with no restrictions.

Vehicle Summary

From Date :   Any date may be entered.
To Date :   If the '1st' of any month is entered in the From Date it will default to the last day of that month but can be overwritten with no restrictions.

F1 Option   Include all vehicles.
If set to No only vehicles with recorded use within the report period will be included.

Vehicle Productivity

From Date :   Any date may be entered.
To Date :   Any date may be entered.

F1 Options   Include vehicle reference's.
Include vehicles without chart records (for the report period).

Odometer Disparity Report

From Date :   Any date may be entered.
To Date :   If the '1st' of any month is entered in the From Date it will default to the last day of that month but can be over written with no restrictions.

F1 Options   Variable values to report unrecorded/overlap kms above.

Note. The automatic verification of matched charts for double manned vehicles checks on matching date, vehicle and odometer recordings, it does not check for matched start and finish times.

Trace Analysis

From Date :   Any date may be entered.
To Date :   Any date may be entered.

F1 Option   Full version or an abbreviated version may be printed.

Not intended for regular issue for every chart. Primarily designed for investigative purposes when a client requires a more detailed analysis for a specific driver/date.
Please note the calculated limitations as stated on the report.

Chart Record Report

From/To Date :   Any dates may be entered but the maximum report period is 31 days.
If a larger than 31 day spread is entered, the report will not generate.

F1 Options   Total all columns.
If set to No, only total chart column will be totalled.

Show days of the week.
An option to show (in two letter form) the day in addition to the date.

Report Information continuation

Driver List	From/To Driver.
F1 Options	Print info lines.
	If info lines are included it prints single column, if info lines are not printed it prints up to triple column.
	Sort by driver name.
	Option to print in alphabetic order instead of numeric reference order.

Vehicle List	From/To Vehicle.
F1 Options	Print info lines.
	If info lines are included it prints double column, if info lines are not included it prints up to five column.
	Sort by registration.
	Option to print in alphanumeric order instead of numeric reference order.

Vehicle Check   Primarily designed for on screen use by the analyst to quickly check odometer discrepancies, both missing and overlaps. May be useful as an interim vehicle report for clients.

From Date :   Any date may be entered.
To Date :   If the '1st' of any month is entered in the From Date it will default to the last day of that month but can be over written with no restrictions.

Odometer Check   Incorporated purely as a quick check on start and finish odo readings linked to date criteria and high and low readings (not intended for client issue).

Within the report date span the earliest date odometer reading should be the lowest reading and the latest date odometer reading should be the highest reading. Non matched criteria is indicated by an asterisk on the right-hand side of the report.

From Date :   Any date may be entered.
To Date :   If the '1st' of any month is entered in the From Date it will default to the last day of that month but can be overwritten with no restrictions.

Duty Analysis   More than one day can be requested, but printing is one day/date per page.

F1 Options: Include All Drivers.
Set to 'No' only includes drivers with chart records for the report date(s).
Set to 'Yes' includes all drivers on record irrespective of records for the report date(s).

Wide Report.
Set to 'No' printing is for standard 8" printer/paper width.
Heading is divided into 2 hour segments.
Set to 'Yes' printing is for wide carriage printer/paper width **only**.
Heading is divided into 1 hour segments.

Wrap Round.
Only applicable to duties that extend over midnight.
Set to 'No' the bar-graph will be duty details between 00.00hrs & 24.00hrs for the report date, consequently sections of two consecutive date strings may be included when duties continue over midnight. If consecutive date reports are placed side-by-side any strings extending over midnight will correctly continue from page to page.
Set to 'Yes' the bar-graph will be details of one duty only. But when the duty extends past midnight any duty time past midnight 'wraps round' to the left-hand side of the page.
Note. Due to the limitation of each line representing 24 hours, inaccurate bar-graphs may result if 'Wrap Round' is used when a driver has two duties of the same date and the second duty extends over midnight i.e. it could partially overlap the previous duty.

PLEASE NOTE

Report header's (except memo's) are self adjusting for overall depth (subject to a six line name/address maximum) i.e. the program reads how many lines are required for client/analyst name and address etc. and adjusts the size accordingly.

↓
Add/Edit Parent List

The Add/Edit Parent List is a facility for setting up parent companies under which **previously** entered clients/depots come under the 'umbrella of', purely for the purpose of producing multi-depot reports, i.e. no actual analysis is done under the parent company.

Previously entered/existing clients/depots can be included under this set-up facility at any time.

Before proceeding to set-up parent companies and their depots make a note (from the client/depot list) of the reference numbers already allocated to the clients/depots that you intend to include with each parent company.

IMPORTANT - Only clients/depots operating on the same hours rules should be entered under any one parent company, failure to observe this will result in incorrect depot reports.

Add/Edit Parent List selected: The left-hand side of the display will show parent companies and the right-hand side will show the depots that are included under each parent. When set-up is complete, as you move the cursor up or down through the parent list the right-hand side will show which depots are included under each parent.

Ins (Insert) - To add a new parent company.

Parent Ref : Any number between 0 and 999 may be used.

Name : Parent Company name.
Address lines to be used as required.
The name and address should be entered as required for printing on the header of Multi-Depot Reports. This will not effect the name etc. printed on any individual Client/Depot reports.

Telephone and Fax entries are for users reference only, they are not printed on reports.

Print Line : Selects which line of the Client/Depot name and address (under each parent) that you require to appear on the Multi-Depot Report, as will be listed down the left-hand side of the reports. Defaults to '0' which is Name, line 1 selects address line 1, 2 selects address line 2 etc. The purpose of the option is to ensure each depot is clearly identified on the multi depot reports, as the actual first line name may be the same for a group of client/depots.

When details have been entered press **Esc** (Escape). Your menu choices are now :

Post, Edit or **Abandon**

Post
Which is the default cursor position, press [ENTER] to save.

Edit
Returns you go back into the client details to make any required changes.

Abandon
Completely abandons and deletes the entry which you have just made.

Repeat the procedure for all Parent Companies required, parent company references will automatically sort in numeric order. To amend or delete a Parent Company place the cursor on the name and press the **Tab** key.

CAUTION - If you chose to delete a Parent Company you will automatically delete all the Client/Depots that are entered under it in the multi-depot set-up. They will not be removed from the main Client/Depot list.

To select which Client/Depots are to be included under each Parent Company, place the cursor on the required Parent Company name and press the 'Right Arrow Cursor Key' and then press the **Ins** key (Insert).

Enter the reference number of the Client/Depot as set up on the main Client/Depot list, press **End** to save. Client/Depot entries will list on screen **'and'** on the multi-depot report in the order of entry regardless of their reference number, this point should be remembered if you require the Client/Depots to appear on the reports in a particular sequence.

To delete a Client/Depot place the cursor on the Client/Depot name and press the Delete key.

Client/Depot selected.

Client Utilities selected.

Delete/Tidy Files

Delete - Irretrievably deletes all chart records/data for the selected client prior to the date selected and automatically tidies the files.

Tidy Files - Will attempt to correct any indexing errors of the clients data files in the event of your data ever becoming corrupt. If at any time the program is exited by any abnormal manor e.g. power failure or computer turned off whilst still running the program, the files indexing may be corrupted.

IMPORTANT - If at any time you consider that reports are not been produced correctly or that drivers charts (during analysing or editing) are out of date sequence, you must run the Tidy Files option.

DO NOT enter a date in the menu box when tidy only is required.

NOTE - The 'Tidy Files' operation only corrects indexing errors of actual chart data, it cannot correct indexing errors in either the driver or vehicle list.
In the unlikely event of any problem with the indexing of either the driver or vehicle list i.e. the reference numbers become out of sequence or a reference number duplicates, restore the relevant files from your backup disk. It is of no consequence if the indexing errors where present when you made the last backup as the backup procedure contains certain safeguards to eliminate errors being copied to the backup disk.

Rebuild Weekly Rests (Applicable to EC. Rules only)

Weekly-rests are calculated on a rolling basis i.e. when ever a qualifying weekly-rest is found the count of days restarts. Therefore if at any time you process charts for drivers that are vastly out of date sequence you should run this option. Should you ever need to run 'Tidy Files' because of data corruption you should also run this option.

Client/Depot selected.

Client Utilities selected.

Backup

For your own protection **you must** make regular backups of each clients data, preferably at least immediately after analysing each clients batch of charts. When very large batches of charts are analysed, more frequent backups are strongly recommended, perhaps every 100 - 150 charts.

Backup is pre-set to copy data to drive 'A'. Use separate and clearly labelled and numbered disks for each client. In common with all program backup procedures it is important to use **at least two** discs (or multiple sets if retaining large amounts of chart data on the hard-disk) for each client and **use alternatively**. On the first occasion (of each client) make two separate backup disks.

The program allows for standard backup/restore to be made of your clients data and with the various options available extends the system to facilitate selective backup/restore. e.g. To Integrate chart data from different sources.

Backup selected - Information and menu display shown:

> From Date :   Defaults to first chart on record for the client.
> To Date :   Defaults to last chart on record for the client.
> From Driver :   Defaults to first driver on record for the client.
> To Driver :   Defaults to last driver on record for the client.
>
> Charts :   Yes (Default setting)
> Client Details :   Yes (Default setting)
> Penalty Points :   Yes (Default setting)
> Drivers List :   Yes (Default setting)
> Vehicle List :   Yes (Default setting)
> Error List :   No (Default setting)
> Batch :   No (Default setting)
> Parent/Depot Details :   No (Default setting)

Standard Backup - Accept all default settings, and press the **End** key.
> Insert 'Disk 1' and press the **SPACE BAR**

The program now checks that the disk being used is for the correct client and it's numeric sequence (when previously used) and displays the information on screen and asks for confirmation to use. This is a safeguard for your protection in case you have inserted the wrong clients backup disk. If you insert a disk that contains data other than Senco backup data you will get an on-screen warning 'NOT A BLANK DISK' Do You Wish To Delete. If you answer YES you are confirming that the existing data on the disk can be irretrievably deleted before the backup starts.
IMPORTANT - Accept default settings **EVERY TIME** you make a Standard Backup, **DO NOT** enter selective dates or drivers.

If you retain very large quantities of chart data for a client on the hard-disk which then exceeds the capacity of one floppy disk, you will in turn be prompted to insert Disk 2, 3 etc.

As explained further in this section there is no necessity (nor is it recommended) to retain exceptionally large quantities of chart data on the hard-disk, as it can be safely archived to floppy disk.

Error List, Batch and Parent/Depot Details can be included in every backup you make if required, but it is unnecessary. The recommended procedure for Error List and Parent/Depot Details, is to either make a separate and clearly identified backup disk or label just one of your backup disks and include the two items in it each time it is used. To make a separate backup disk of the Error List and Parent/Depot Details, select any client and with backup selected, set all the options to 'No' except Error List and Parent/Depot Details which should be set to 'Yes'. The backup should be renewed if at any time you alter the Error List or Parent/Depot Details.

Batch (current settings in the batch printing facility) if used, is a constantly changing record so should be selected as required and appropriate.

Client/Depot selected.

Client Utilities selected.

Restore

Insert Disk 1 and press **SPACE BAR**

Information and menu display shown:

From Date :	Defaults to first chart on the backup disk.	*This section will*
To Date :	Defaults to last chart on the backup disk.	*only be displayed*
From Driver :	Defaults to first driver on the backup disk.	*if the disk has*
To Driver :	Defaults to last driver on the backup disk.	*chart data on it.*
Add To :	No (Default setting)	
Charts :	Yes (Default setting)	*All of these categories*
Client Details :	Yes (Default setting)	*may not be shown.*
Penalty Points :	Yes (Default setting)	*When restore procedure*
Driver List :	Yes (Default setting)	*starts the disk is*
Vehicle List :	Yes (Default setting)	*checked and only the*
Error List :	Yes (Default setting)	*files it contains*
Batch :	Yes (Default setting)	*are listed.*
Parent/Depot Details :	Yes (Default setting)	

Standard Restore - For a standard client restore i.e. to restore all data as saved by the recommended 'standard backup'. Accept default settings, and press **End** key.

IMPORTANT - For Standard Restore procedure **DO NOT** set 'Add To' to Yes.

WARNING

When you restore into a client that already has data you will irretrievably delete all existing data in whatever corresponding files you are restoring. If you have to restore a clients data and you are unsure of the consequences, perform the restore into a new company, thus leaving your existing client data untouched.

When restoring you must take care to insert the correct disk for the client. Due to the configuration of data on backup disks the program cannot detect which clients backup disk is being used during the restore procedure. It is the users responsibility to ensure the correct disk is being used.

Penalty points are a separate item (as opposed to being automatically included with client details) to allow the penalty point settings to be quickly transferred between clients, thus saving on set-up time.
Procedure - Having set-up the required point value for one client and when additional clients require the same or similar settings, backup and restore Penalty Points only.

Selective Backup & Restore

From the information and menu displays of both the backup and restore functions you can select to include or exclude a number of items, this extended facility offers various applications.

Suggested uses:

<u>A</u>. To delete a selected section (before date) of chart data of a client/depot from the hard-disk, but retain a copy of the deleted data on floppy disk (archived).

Clients current chart data is: From Date: 01/11/03
                                To Date: 31/01/05

You wish to delete all chart data before - 31/01/04 but retain a copy on floppy disc.
Backup procedure: Accept the default 'From Date' and enter in the 'To Date' - 31/01/04
Normally accept all other defaults unless you wish to particularly exclude/include an item. Press **End** and proceed with backup.
From 'Client Utilities Menu' select 'Delete/Tidy Files' and enter 31/01/04 and delete.

The archived data on the floppy disk can be restored to the client at any time without overwriting the existing data.
Restore procedure: To restore the data to a client without overwriting the existing data, set the 'Add To' to YES in the restore menu. i.e. You are going to add the data on the floppy disk to the clients data on the hard disk.

<u>IMPORTANT NOTE</u>. The 'Add To' function **only** refers to chart data, if the floppy disk also contains other files and they are set to 'Yes' (to be included) they will overwrite the existing client files on the hard-disk. This point should be particularly remembered if adding archived files to clients where the driver or vehicle list has been altered. An optional method of retrieving archived data (if adding to is not important) is to temporarily insert a new client and restore to it by the standard restore method.

Approximate quantity of charts that can   3½" DD 720KB Disk = 7,200 Charts
be stored on floppy-disk, including:
Client, driver and vehicle details.   3½" HD 1.44MB Disk = 14,400 Charts

WARNING - The 'Add To' function should **never** be used when the **same** chart data for a client is on both the hard-disk and the backup disk, failure to observe will result in duplicated chart records.

<u>B</u>. Large work batch's for a client can be split between two or more analysts (on different computers) but you have to combine the analysed data to produce certain reports that include all drivers/vehicles.

e.g. Client has 100 drivers and is currently set-up on computer 'A', which is going to analyse drivers 1-50, drivers 51-100 are to be analysed on computer 'B'.

Client is set-up on 'A'

'A' backs-up client with the following settings:

Charts :	No
Client Details :	Yes
Drivers List :	Yes
Vehicle List :	Yes
Error List :	No
Batch :	No

B' restores the data.

Note. If the client is not already set-up on 'B' there is no necessity to enter all client details. Insert a new client by entering only a reference number and post to save. By restoring to that client reference, all client details can be automatically entered providing the restore disk contains 'Client Details'.

'B' completes analysis for drivers 51-100 and backs-up with the following settings:

Charts :	Yes
Client Details :	No
Drivers List :	No (Optional)
Vehicle List :	No (Optional)
Error List :	No
Batch :	No

'A' restores the data with the 'Add To' option set to Yes.

The above example is presuming that the clients charts are being split for the first time. If a clients work is regularly split between the same analysts, client details and possibly drivers/vehicles need not be included in every transfer from source (A).
When analysts regularly interchange work they must have the errors/fault list set up identically on all computers.
'Batch' is never normally included in the backup of interchanged work.

<u>C</u>. Client with more than one depot, but requires certain reports that cover 'all' and the required report is **not available** through the multi-depot reporting facility.

e.g. Client has four depots with ten drivers/vehicles at each location.
Create a 'Main Client' that is going to be used for combining data from each depot. Insert all the vehicles and drivers from each depot.
For 'Depot 1' allocate driver numbers 1-20 and 'Depot 2' driver numbers 21-40 etc., always allocate more numbers than drivers to allow for future additions or changes. Referencing for vehicles will depend on which method you adopt i.e. standard numeric or vehicle registration.
Create each depot as a separate client and insert all drivers and vehicles in each, this can easily be done through the backup and restore options (copying from the first client).
Entering all drivers and vehicles in each depot is optional, but by doing so you cater for the possibility of drivers or vehicles moving between depots.
<u>IMPORTANT</u> To produce combined reports of all depots, all drivers and vehicles must be allocated different reference numbers.
<u>Analysis and report procedure</u>. - Each depots charts are analysed, reports produced and data backed up as the 'Standard Backup' procedure. Each depot is then restored into the the 'Main Client' by using the **'Add To'** Charts feature.

NOTE - If any drivers charts are split for analysing and merged for reporting purposes the 'Rebuild weekly rests' should be run first for the relevant client. Failure to do so will not result in any incorrect reporting but it is possible that up to two weeks previously reported weekly-rest shortfalls could be reported again.

Analyser Type: **O** for Veeder-Root   **1** for Lucas Kienzle.
For setting which com-port your analyser is connected to, use the settings box.
Right mouse click on any screen display.

Audible Prompts: Beeps when mode changes are made on the analyser.

Direct Input: Provides details on screen 'as you' analyse a chart as opposed to only seeing the result after
you have pressed End on the analyser.

Set Access Code

WARNING If you are going to implement this feature **DO NOT** forget your code or you will be locked out of
the program.

Enter up to six digits in the box, any combination of numbers or letters may be used (a space is a character code),
when finished press the **End** key.

The next and subsequent times you start the program you will have to enter the code to gain access to the program.
You may change the code at any time.

If you chose not to enter a code, the program actually reads that the code is six blanks, consequently if you
accidentally press a key whilst the first display is showing and press ENTER, you will get 'Code Invalid'. To
rectify, press any key and then press [ENTER].

Sort Client - There can be extreme conditions when the client list indexing may become corrupted i.e. a client
reference may duplicate or entering a new reference may cause problems etc. In general this type of problem is
extremely rare and usually caused by a system fault or corruption. Selecting 'Sort Client' would attempt to re-index
the file. There is no necessity to use this option unless a problem is known to be present.

Note. If a problem ever occurs in the indexing of a client's driver or vehicle list, it can usually be corrected by
restoring the relevant file(s) from the clients backup disk.

DISPLAY MONITOR

The Senco program allows you to change the display colours and fonts to your individual preferences.
Any changes you make are only relevant to the Senco program.

This operation can be carried out with any screen display except report print-preview.
Move the mouse until the cursor is visible.
Right click, a small box titled 'Settings' will appear, cursor on the box, right click.
A settings box will appear on screen. *This can be closed at any time by left click on* **X**

Left click on the 'Screen' tab.

Left click on 'Screen Font'

This lets you choose which font is used for the display monitor when Senco is showing in a reduced window (F11).

Left click on 'Fullscreen Font'

This lets you choose which font is used for the display monitor when Senco is showing in full screen.
Leave the point size as 40.

Both of the above will default to 'Courier New' (if available), another nice clean font for display (particularly Full Screen) is 'CCH Table', try it in both Regular and Bold. *Do not set for italics.*

Leave Color as black and Script as Western.

Screen appearance is a matter of personal choice, experiment, if you find a font that you think looks good use it. You can always return to the original if required (make a note of it).

Setting a screen font does not change the printing font.

Left click on 'Colour Schemes'

There is an initial choice of three programmed colour schemes for the display monitor but you may create and save as many as you like.
The one you are currently using is 'Default'.
Left click on Blue and then left click on Load, try the same with Green and if preferred go back to Default. Remember, select colour scheme and then load. To close colour schemes box, left click **X** at top right.

To create a new colour scheme:

From the three provided, select the closest to what you have in mind for your new scheme and close schemes box.
 Don't worry about making a mess of it !   The original scheme will still be there when you've finished.
From the colour palate section chose a colour, both foreground and background for different sections of the program. Colours are selected by left clicking on the down arrow's and then left clicking on the required colour. Colour changes are instantaneous. You will have to select various display sections of the program to view all changes, this dose require the Settings Box to be closed whilst moving to a different section of the program.

All changes made. From 'Settings Box' left click 'Colour Schemes' and left click 'Save'. Type in a name for your new scheme in the text box and left click OK. Make certain to use a different name than any already in use.

Due to differences in monitors and video-card characteristics, the same scheme will vary in appearance on different systems.

Included in this software package is a free accounts utility described on the following pages, this provides the facility to produce invoices, statements and record receipts etc. Plus limited reports to assist with VAT accounting and year-end returns.

Please note, this is not designed or offered as a full commercial accounting package, if your business accounting requires more detailed records we recommend that you purchase a separate package to suit your requirements.

Senco Software do not produce or supply separate accounting software.

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Accounts

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Your Details

Your Name : Addr :	Enter your name and address etc. as you require it to be printed on invoices and statements.
Terms :	Any entry made here is printed in the top section of the invoice, to be used as required. e.g. TERMS. STRICTLY NET MONTHLY TERMS. STRICTLY NET 30 DAYS The line may be used for any other form of text if preferred or left blank.
VAT Ref No.	If VAT registered enter your registration number here. **IMPORTANT** - If you are not VAT registered this line must be left blank, do not use for any other form of text. The program reads whether there is an entry or not in this line and automatically adjusts the layout of invoices accordingly. Next Invoice Number : The number entered here will be the first invoice number used by the program. If you are changing from an existing accounts procedure this enables you to follow on with your present invoice numbering sequence.
Next Credit Number :	As above for credit notes.

Entries complete, press **Esc** to save and exit the section.

VAT Codes

Allows up to four different VAT percentages to be set for the invoicing facility.
Normally you will only require the standard rate entered in VAT Code 1.

Entries complete, press **Esc** to save and exit the section.

Accounts continuation (Edit)

Stock Details

This facility allows you to set-up a database of products/services sold, it facilitates faster invoice production. When making an invoice a product code may be entered to save having to type in the product/service description.

Ins - To add a new stock item.

Ref :	Enter the code number that you wish to allocate for the item.
Name :	Enter the product/service description as required for printing on invoices.
VAT Code :	The VAT code (as set-up in VAT Codes) applicable to the VAT percentage at which the item is usually sold.
	If you are not VAT registered leave the box blank.

Entries complete, press **Esc**.
Your menu choice is now Post, Edit or Abandon, select and press [ENTER].

Tab - To edit an existing stock item.

Place the cursor over the required item to change and press the **Tab** key.

Client Details

To set up clients names and addresses for invoices and statements. The accounts section database for 'Client Details' is completely separate from the analysis section.

Ins - To add a new client.

Ref :	Enter the number that you wish to allocate for the client.
Name :	Clients name.
Addr :	Clients billing address.
Telephone :	For your reference only, it is not printed on invoices or statements. It is included on the 'client list' printout.
Fax :	For your reference only, not included on any printout.
Contact 1 & 2 :	For your reference only, it is not printed on invoices or statements. It is included on the accounts 'client list' printout.
Print Statement :	Enter either Y or N to indicate if you intend to produce statements for this client.
Overpayment :	The accounts section can deal with overpayment's by clients. i.e. If a client remits a wrong amount which results in an overpayment being made, that amount is shown and calculated on statements.
	ONLY enter an amount in this box if you are carrying forward an overpayment from a previous accounting procedure.

Entries complete, press **Esc**.
Your menu choice is now Post, Edit or Abandon, select and press [ENTER].

Accounts continuation (Edit)

Transactions

This section is used to make Invoices, Credit Notes and amend Invoices. It can also be used to print invoices and allocate payments (receipts) though other sections are also available for these two procedures.

I - To make an invoice.

<div style="margin-left: 2em">

Client Ref :   Enter the clients reference number.
Pressing the F10 key whilst the cursor is in the Client Ref position will display the Client list. To select from the list, use the Up/Down arrow keys to place the cursor on the required client and press [ENTER].
Order Ref :   For use if the client has quoted an order number.

</div>

After entering the Client Ref and when applicable the Order Ref, press the PageDn key to take the cursor into the lower section of the display (the cursor can be taken back to the top section with PageUp key). The lower section is where items to be invoiced are entered. Items can be entered by either using the product reference as set up in the Stock Details or by 'Free Text' i.e. typing in the description for products not set up in the Stock Details. 'Free Text' may also be used to type in any relevant information that you wish to include in the invoice.

Stock
Enter the product reference as set up in the Stock Details. Pressing the F10 key whilst the cursor is in the Stock position will display the product list. To select from the list, use the Up/Down arrow keys to place the cursor on the required item and press [ENTER].
Having made an entry in a box press [ENTER] to go to the next selection, Left/Right and Up/Down arrow keys may also be used to access different items.

Qty
Enter the quantity to be invoiced.

Description
If a stock reference was entered under 'Stock' the description as set-up in 'Stock Details' will automatically appear on this line.
If you are entering a product that was not set-up in the 'Stock Details' or just wish to enter some additional text, type the details in and then press [ENTER].

VC (VAT Code)
If a stock reference was entered under 'Stock' the VAT Code as set for the product in 'Stock Details' will automatically appear on this line, but can be over-written.
If you've entered a 'Free Text' item, enter the relevant code or leave blank if not VAT registered.

Price
Enter the unit price (each). When you enter a price against a stock item, that price is automatically remembered for each client. Consequently when making further invoices for the same client and stock items the price will be automatically inserted, but can be over-written. The last price entered is always the one retained.

Accounts continuation

(To make an invoice continuation)

Total
This figure automatically calculates from Qty x Price.

As you enter each line of product a running total of VAT and total price is displayed in the top section.

Blank lines may if required be left between printed lines, move the cursor down before starting a new line of entry.

Up to forty lines may be entered on an invoice, screen display will scroll as necessary.

When all items have been entered press **Esc**.
Your menu choice is now Post, Edit or Abandon, select and press [ENTER].

When an invoice is posted a descriptive line of information relevant to the invoice will be displayed on the Transaction display and be listed as 'Unprinted Invoice'.

Invoices are not allocated an Invoice Number or Dated until they are printed, this method allows greater flexibility in the editing of existing invoices.

An additional feature in the invoicing section is the facility to enter a new item into the Stock Details or amend an existing item without exiting the invoice mode. With the cursor in the 'Stock' position press F10 (which displays the product list), press either **Ins** to add a new stock item or **Tab** to amend an existing in exactly the same manor as described under 'Stock Details'.

C - To make a credit against an invoice. From the transaction list place the cursor over the invoice that the credit is to be made against and press key **C**.
Enter details as Invoicing.

P - To allocate a payment (receipt) against a specific invoice. This is a quick procedure when a receipt from a client is for payment of just one invoice. When a receipt covers multiple invoices see menu selection 'Payments'

Place the cursor on the invoice which is to be allocated with payment and press key **P**.
Enter the date of the receipt and the amount, press **End**.
Your menu choice is now Post, Edit or Abandon, select and press [ENTER].

When a payment is posted a descriptive line relevant to the payment will be displayed on the Transaction display and the amount outstanding on the allocated invoice will be adjusted.

Accounts continuation

Transactions

F5 - To print an Invoice or Credit Note. This is a quick procedure when you require printing of individual Invoices/Credit Notes. When printing of multiple invoices is required see menu selection' Reports-Unprinted Invoices'.

Place the cursor on the invoice/credit note which is to be printed (or reprinted) and press key **F5**.
Enter the date for the invoice (defaults to system date for unprinted invoices but can be over-written) and the number of copies required. Normally at least two copies should be printed, one for your client and one for your own records. Date and number of copies entered, press the **End** key, the invoice will be displayed on screen. Press **Esc**, your menu choice is Print, View or Abandon, select and press [ENTER]. If reprinting an invoice, the date can be amended if required. Invoice numbers are allocated automatically by the program, starting with whatever number you inserted in 'Next Invoice Number' under 'Your Details'.

Tab - To amend an existing invoice, credit note or payment and delete items.
Place the cursor on the required line and press the **Tab** key. Make required changes and then press **Esc**.
Your menu choice is now Post, Edit, Delete or Abandon, select and press [ENTER].
<u>Caution</u> In the interest of good accounting practice you should not delete a **printed invoice** by this method simply because of an error in the make-up of the invoice, primarily because it has been allocated an invoice number. Either amend the invoice and reprint (discarding the original) or credit the invoice and then re-invoice. This is particularly important for VAT registered users.

Edit
↓
Payments

This facility caters for allocating client receipts which are payment for single or multiple invoices whilst displaying all the clients outstanding invoices on record.

    Client : Enter the client Ref or use F10.
    Date   : Enter the date of the receipt.
 Amount : Enter the payment received.

Press the **End** key.

All the clients outstanding invoices are now shown in the lower section of the display. Using the Up/Down arrow keys place the cursor over the invoice that you wish to allocate payment against and press [ENTER], if further allocations are to be made from the payment repeat the above. If payment is allocated against the wrong invoice the allocation can be cancelled by placing the cursor over the incorrectly allocated invoice and pressing [ENTER].
A running calculation is displayed in the top section of the screen.
When allocation is complete press **Esc**.
Your menu choice is now Post, Edit or Abandon, select and press [ENTER].

Accounts continuation

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Statements

From Client :   Defaults to first on record but can be over-written or use F10 for display and select.

To Client :   As above for last on record.

NOTE. Regardless of what entries are made in the above, statements will only be produced for clients were 'Y' was entered in 'Print Statement' in 'Client Details'

Statement Date :   Defaults to system date but can be over-written.

Entries complete, press the End key. Statements are displayed on screen.
Press **Esc**.
Your menu choice is now Print, View or Abandon, select and press [ENTER].

Client List

May be used for on screen reference and printout.

Unprinted Invoices

This option will automatically print all 'unprinted invoices' that are displayed on the transaction list.

Enter the date for the invoices and the number of copies of each that you require.

Entries complete, press the **End** key. Invoices are displayed on screen.
Press **Esc**.

Your menu choice is now Print, View or Abandon, select and press [ENTER].

Invoiced Sales & Credits

Produces a report listing printed invoices and credits that are displayed on the transaction list, it will not include unprinted invoices. The report may be for any specified period.

Enter the From/To Date required and press the **End** key.
Your menu choice is now Print, View or Abandon, select and press [ENTER].

Accounts continuation

(Reports continuation)

Payments received

Produces a report listing payments received that are displayed on the transaction list. The report may be for any specified period.

Enter the From/To Date required and press the **End** key.
Your menu choice is now Print, View or Abandon, select and press [ENTER].

Edit Reports Utilities	Back

Clear Printed/Paid Invoices

This facility allows for the removal from the 'Transaction List' of all printed <u>and</u> fully paid invoices. It should be used on a regular basis in order to maintain the 'Transaction List' at an acceptable size.
<u>IMPORTANT</u> Once invoices are removed from the 'Transaction List' they **<u>cannot</u>** be retrieved for any purpose, as no details or amounts etc. relating to them are retained by the program.
Make certain you have made all the necessary and required printouts before using this facility. An on-screen warning to this effect is displayed before the invoice removal procedure continues.

Backup & Restore Accounts

Backup and Restore facility for the accounts section only, all current details, settings and transaction list is included. For you own protection you must make regular backups.

ADDENDUM

Senco Report Viewer (SRP Viewer)

Senco Report Viewer (SRP Viewer)

In order to setup and use the SRP Viewer you must have a basic knowledge of Windows procedures i.e. creating and naming new folders/directories and renaming and deleting files and using standard Windows print dialog boxes etc. In order to email reports you will have to know how to send emails with attachments. We are not including details of these procedures as all relevant topics are covered in your Windows help section.

Do you have to install the SRP Viewer - **NO**. The existing analysis program works independently of the SRP Viewer. Your clients do require the SRP Viewer (not the analysis program) in order to view/print emailed reports that you send them.

If you intend to email reports it is recommended that you install the SRP Viewer on your own computer in order to become familiar with it's operation, thus enabling you to advise your clients of it's operation. *It is not used to send emails.*

All of the existing print procedures in the Senco program are unchanged, the SRP Viewer is an additional print facility which you can chose to use or not on your computer, though if you require to print the WTD Report in the full colour version you will have to use the SRP Viewer. Printing via the SRP Viewer can be considerably quicker than the standard method when printing to certain Laser or Ink Jet printers. At the present time it will not give as good a quality print on Dot-Matrix printers, this should be borne in mind if issuing the SRP Viewer to clients.

There is no separate additional charge made by us for the SRP viewer, nor is it date limited.
You may wish to make a charge to your clients, but you supply them with help and support if required.

To install the program on your computer:
Insert the Senco program CD into the drive.
From Windows Desktop
Left click START on the task bar
Left click 'Run'
In the text box enter   **d:setupsrpviewer**   *Substitute d if not the correct drive letter*
Left click the **OK** button

The installation of the program is now carried out in the same manor as installing the analysis program, accept all defaults and select to include a desktop icon.

To supply your clients with the program either copy to a disk or CD or email as an attachment the file named **SetupSRPViewer.exe** from the enclosed CD and have them install it as per the above instructions.

If you intend to use the SRP Viewer on your computer you should now create a new folder/directory under C: using Windows Explorer. Name the folder/directory by whatever name you will find easy to remember, e.g. Senco Reports or Analysis Reports. Do not create the new folder/directory under Program Files on under any existing folder/directory named Senco.

SRP Viewer installed & new folder/directory created.

From the desktop icon start the 'Senco Report Viewer' program.
Program open / Left click on **Tools** / Left click on **Associate .SRP files with this program** / Left click **OK**
Close the program.

From the desktop icon start the 'Senco Analysis Program', select any one of your clients, select a report to run e.g. Weekly Analysis Report that will produce a 2 or 3 page run. Whilst the report is on screen press key **F** on the keyboard, a 'Save report' box will open. In the **'Save in:'** box **locate and select the new folder/directory that you created under C:** *This folder/directory will automatically appear in future operations.*
In the **'File name:'** box there will be the name of the file you are saving plus the client Ref No. Either accept the default or change as required, you may wish to keep the report name but change the Ref No. to client name. *This is only a file reference, used for you to easily locate same at a later time.*
Click **'Save'**
You are returned to the report screen preview, unless you want to print just abandon.
Select one or two more reports to view and save using the above procedure using the same or different clients.
File references always have the extension .SRP automatically added. **NEVER CHANGE THE EXTENSION**
The files that you have saved could now be emailed (vie Outlook Express etc.) to a client as an attachment, making certain that you forward the correct files. Your client could then either save the attachment to file for later viewing/printing using the SRP Viewer or **open directly from the email attachment** .

cont...

- 54a -

You can now open the saved files with the 'Senco Report Viewer', in exactly the same manor as your client would if they had received them via email.

From the desktop icon start the 'Senco Report Viewer' program.

Left click on 'File'

Left click on 'Open'

The 'Look in:' box needs to be the new folder/directory that you created under C:

The files that you previously saved will be listed.

Left click on one of the files.

Left click on 'Open'.   The report will display on screen.

Left click on 'File'

Left click on 'Print'.   A standard Windows print box will appear, chose printer etc and print the report.

Various other settings are available under File & View.

Points to remember:

The Analysis Program & the SRP Viewer are two completely separate programs.
Having run a report with the analysis program you now have the option to save the report details to a file. Key **F**
The SRP Viewer can then be used to open the saved report file.

If the analysis program printer is set for Epson Compatible and you save the file and then chose to print via the SRP Viewer to an Ink-Jet or Laser Printer the print quality will not be the same as if the analysis program printer was set to Windows Driver.

For printing with the SRP Viewer experiment with different settings in the analysis program to determine the best results.

To print the WTD Report in the full colour version -
In the analysis program settings you must select Windows Driver with colour on, try 70 lines per page.
Run the report, press key **F** and save to file, the colour banding and shaded header will not display in the analysis program.
With the SRP Viewer, open and print the file to a colour printer that is installed on your computer.

Generally 'Use colour' should not be selected when using a mono printer. But on some mono laser printers, if 'Use colour' is selected for the WTD Report and printing is via the SRP Viewer the result can be an acceptable gray shading.

When swapping between the analysis program and the SRP Viewer you do not need to close either program. The SRP Viewer can be minimised and the analysis program can be changed from full screen to reduced window and vice-versa with the F11 key.

ADDENDUM

Working Time Directive

Records & Reporting

Working Time Directive

The software incorporates an integrated module for the production of a detailed WTD report covering the complete range of regulations in force at the present time.

Data Input

Analyser

The cross-hammers key on the analyser (or box key if you have changed the key tops round) can be used to record POA, in the time-chain they will appear as X00.00. When editing a time-chain or when entering chart data manually use the X key on the computer keyboard for POA. In the Add/Edit mode the total POA for a chart record is shown in the top section of the display. POA do not appear in any driver or vehicle analysis reports, they are converted to passive (other work), they are a separate total in the WTD Report only. Inclusion in additional reports will be reviewed at a later time as there is no such designation as POA in driver hours regulations.

Client - Add/Edit - WTD Adjustments

This feature allows time period data to be added to a drivers record, e.g. holidays or sick leave etc.
IMPORTANT - Time periods entered via this facility are only included in the WTD Report and **are not** included in any driver or vehicle analysis reports. Therefore if you wish to add any non driving duty to a drivers record (yard duty etc.) which should also be included in driver-hours calculations this must be entered via Add/Edit Charts

Client selected, WTD Adjustments selected.
On the left of the screen is the driver list for the client. Using the Up/Down arrow keys or Page-Up/Page-Down keys, highlight the driver for whom you wish to add time periods.
Top right of screen displays dates in format: Month/Year over Day/Date, defaulting to system date.
Using the Left/Right arrow keys select which date you require to insert a time period, dates will scroll left and right by continuous use of the arrow keys.
Enter the required time in hours & mins, e.g. 8 hours would be 08:00, the preceding zero must be included.
Press [RETURN]

Every entry defaults to 'Holiday', now shown top left above driver list.
If the time entry is for other than 'Holiday' press the TAB Key and edit the text as appropriate.
It is important that the descriptions are recorded correctly, on the WTD Report there is a section headed 'Adjustments' with two sub-headings 'Hols' & 'Other'. Any entry left as the default 'Holiday' will obviously will go into the 'Hols' column, any altered text detected will go into 'Other'. As the system relies on detecting changed text in the description box it is important that you don't change the format of the word 'Holiday' when the entry is for a holiday period e.g. do not change to Bank Holiday or it will go into 'Other'. To cancel an entry, highlight and enter 0 (zero).
If you wish to record a full weeks holiday period (48 hours) enter six days at 8 hours.
Entries complete, press Esc.

WTD Report

From Driver / To Driver *(normal selection format)*
To Date: - Enter the ending date for the report, if you enter any date that is not a Sunday it will default to the next Sunday after the date you have entered.
Weeks: - Enter how many weeks you want the report period to cover. *Saves you having to calculate dates.*

The calculations on the report are mostly self explanatory, the section on the right 'ADVISORY & INFRINGEMENTS' are:
I is for infringement.   **A** is for advisory.
ExDu - Exceeded duty, if the total work hours for a week exceed the maximum permitted an '**I**' will be printed.
ExAv - Exceeded weekly average. This could be an '**A**' or an '**I**' if the average is exceeded for the last week of the report.
6/30 - An '**I**' if more than 6 hours work without a minimum 30mins break.
9/45 - An '**I**' if more than 9 hours work without a minimum 45mins break.
N/W - An '**I**' if more than 10 hours work for periods that are classified as night-work.

It should be remembered that the calculation of work time under WTD rules are not attendance or shift times as calculated under driver-hours rules.

If you wish to enter and show that a duty was 'Yard duty' or 'Guard' etc. you can incorporate the facility when setting-up the vehicle list details, instead of entering a vehicle registration number enter 'Yard Duty' etc. (max. 9 characters/spaces). The reference number you allocate to it will depend on what method of reference numbering you have adopted for the vehicles, but keep all the reference numbers for these special entries at either the top or bottom of the numeric sequence and the same for all clients. By doing this you can produce Vehicle Reports and Vehicle Summary Reports (when stipulating From Vehicle/To Vehicle) to exclude these references.

A non chart duty, such as above (for inclusion in both Driver-Hours and WTD) can be entered directly from the computer keyboard. In Add/Edit Charts press the Insert key.

ADDENDUM

Data Export

Export - A utility enabling the export of chart data in CSV (comma separated value) format. This is not an additional report, it is data that other programs such as Excel can import to create spreadsheets etc. You could use it yourself or supply to a client if requested, but please note the export file does not and will not contain any calculated hours-law infringements.

It contains all the data that is displayed in the top section of the screen when in Add/Edit mode, with the exception of 'Ave Speed' and 'PD A/Rest'.

Procedure is detailed on the following page.

Export

Procedure -

Create a new folder/directory under C:\ where you wish to store the export file(s). **Do not** create as a sub-folder to Senco or under Program Files.

From within Senco select Client / Client Utilities / Export

The mouse is operable in this section of the program.

Select the date range required (drop down calendars are available).

Select driver range required, either by reference number or name.

Select which data fields you require to be included in the file, left click in the box adjacent to the description, left click again to deselect.

At the present time the required data fields will have to be selected each time you run the utility, we will in due coarse incorporate a memory for retaining your settings for different clients.

Most of the fields offer a choice in how the data will be calculated / displayed in the file.

e.g. 1.	HOMEAWAY	Will include 1, 2, 3 or 4 (codes as used in analysis).
	HOMEAWAY_TXT	Will include Home, Away, Home/D or Away/D
e.g. 2	START_TIME	Will calculate in minutes only i.e. 8.30hrs would be 510
	START_TIME_TXT	Will calculate in hours & minutes, e.g. 8.30

Any fields relating to 'time' with an option, operate as the example in 2 above.
i.e. The result will be either in total minutes or hours & minutes.
The choice will mainly depend on what application the data is being imported into.

First line includes field names - If selected a description of the included fields is shown at the first line of the export file.

Path/Filename	Click on Browse*
Save in:	Locate the folder you earlier created and double click.
File name:	Type in your choice of name, it could be the full client name or an abbreviation that you can easily recognise at a later time.
Save as type:	Should be CSV file (*.csv)

*For subsequent entries, it will default to previously selected folder and if you then double click on a previously saved file the same file name will be inserted in File name:

Left click on Save, left click on Export

The file has been created and saved in your designated folder, it can be copied to any other media or sent as an attachment with an email.

The file can be opened and viewed in 'Notepad'.   Files of type: should be set to All files