Senco Software
Senco Digi - Digital Tachograph Data Download System
Installation & Setup Procedure
Windows XP or VISTA Required - 10 MB Disk space required + capacity for data storage.

The software can be used on either a designated computer i.e. a computer used purely for the purpose of downloading and storing Driver Card & VU data or launched as required (with an option to run in the background) on a computer that is used for other everyday office tasks. When run in the background, any other program already being used will not be interrupted whilst data is downloaded. Full details of this option are included in the operating procedure.

Before installing the software and device drivers you may wish to create a system restore point. In the event of any problems encountered it would allow you to restore the computer to an earlier state. Details of procedure will be included in your systems help section.

The following two procedures are guidance for installation on stand alone computer systems.
If you intend to install on a network server there are some aditional notes on Page IP-3.

CARD-READER DRIVER INSTALLATION

ONLY CARRY OUT THE PROCEDURE IN THIS SECTION IF YOU INTEND TO USE A CARDMAN 3121 CARD READER AND A DRIVER FOR THE CARDMAN 3121 HAS NOT BEEN PREVIOUSLY INSTALLED.

WINDOWS XP - **<u>DO NOT</u> allow windows to automatically locate a driver.**

At Windows Desktop - All programs closed, no Disks or CD's in any drive.

Put the Data Download System CD into the CD tray and close.

Wait a moment, if Auto Run starts or an option box appears, select either Cancel, Take no action or left click on **X**

or

If the driver is on a memory stick, plug the stick into a USB port.

Allow windows to recognise the device.

Plug **<u>one</u>** card-reader into a USB port.

Welcome to the Found New Hardware Wizard will open.

From the first option chose - **No, not this time**   ....Click Next>

From the options chose - **Install from a list or specific location (Advanced)** .... Click Next>

Select the search criteria to locate the Senco CD or device that contains the card-reader driver.

The required driver can also be downloaded & installed from www.omnikey.com

WINDOWS VISTA - **<u>ALLOW</u> windows to automatically locate a suitable driver.**

At Windows Desktop - All programs closed, no Disks or CD's in any drive.

Plug **<u>one</u>** card-reader into a USB port.

Welcome to the Found New Hardware Wizard will open.

Allow windows to automatically locate and install a driver.

After installation an automatic check for an update (via the Internet) may be made.

PROGRAM INSTALLATION
Local Machine (Recommended)

See following page before proceeding if installing on a network server.

Windows Desktop

Senco CD in the tray or other program source (memory stick etc.) connected.*

Left click START on the task bar

Left click 'Run'

In the text box enter   ***:SetupSencoDigi**   Substitute ***** with the required drive letter

Or locate via the Browse button and select. **SetupSencoDigi**

Left click the **OK** button

Welcome to the 'Senco Digi Setup Wizard' will open.

A password is required to continue the installation.

Left click Next>

Accept: C:\Program Files\SencoDigi   *(When* C *is the designated hard-drive)*

Left click Next>

Accept Default (Senco)

Select - Create a desktop icon if required

Left click Next>

Install / Finish   Eject CD or disconnect other media source.

*The program can also be installed (not the card-reader driver) by visiting www.sencosoftware.com

Select 'Download SencoDigi'.

Select 'Run' to install.

Select 'Save' to save to a folder prior to installing.

A password is required to complete the installation.

Card-reader + driver and download software is now installed on the computer.

**Leave the card-reader plugged in and continue with the
set-up procedure as detailed on the following pages.**

Initial installation of the software is a trial mode version. Details are on Page IP-11

ADVICE - Anti virus programs can cause problems !

If your AV is set to check all files there is a possibility that it could corrupt data during a download.

To avoid any AV related problems with the Digi program and data set your AV to exclude checking on .nx1 files. Consult your IT department.

cont...

If network setup information is not relevant please go to the following page to continue installation.

INSTALLATION ON A NETWORK SERVER

The software can be installed from a local machine onto a network server and operated from the local machine, though due to the possibility of network failure and other possible problems it is **not recommended**.

Please note, the software **is not** designed for network setup and operation in the usual manor i.e. multiple simultaneous access and operation of a **singular** installed program on a server.
If this type of setup is installed, program launch, operation and access should only be made from one local machine at a time. Failure to follow these guidelines could result in serious data corruption and the program locking-up or crashing.

If you have to install the software on a server and operate from a local machine follow the guidance below and observe the above warnings.

Install the Senco Digi program (as detailed on the previous page) via the local machine onto the servers hard-drive by changing the default drive C:\ to the designated letter of the servers hard-drive. Select to include shortcut.

The card-reader driver should be installed on the local machine i.e. the computer which the card reader will be connected to and used.

The Senco Digi program contains it's own internal advanced network system which is not reliant on one main server and is not effected by network failures. Full details are on Pages IP-8
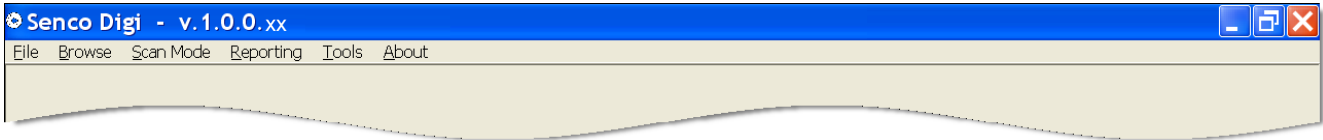
PROGRAM INSTALLATION - Continued

Windows Desktop:

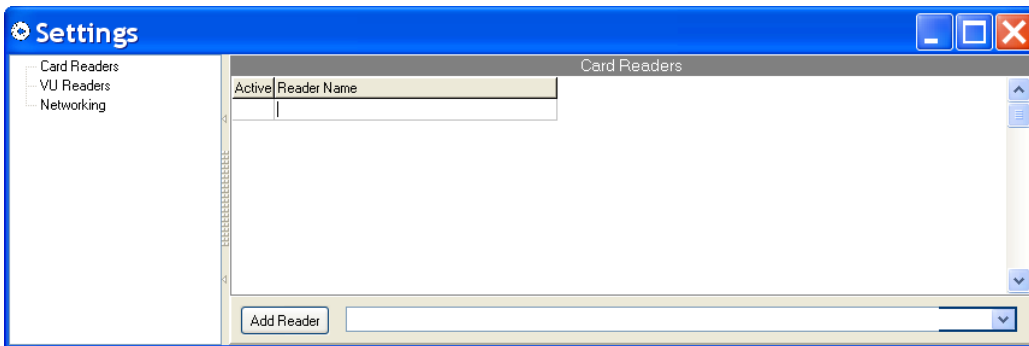Double click SencoDigi shortcut to launch the program.
Or
Start / All Programs / Senco / Left Click on SencoDigi (some configurations require double click)

Ensure that the Card-Reader is connected via a USB port.

Left click on **File**

In the drop down box left click on **Settings.**

In the left-hand section (as above) left click on **Card Readers**

It is important to carry out the following 3 operations in numeric order.

1.

1. Left click on the down arrow

2. From the drop down box, left click on Omnikey Cardman 3x210
(or other installed and intended use reader).

3. Left click on [Add Reader]

The selected reader will now appear in the upper box with a check mark to the left.

Left Click on **X** to close the Settings box.

The installation and setup of the card reader is now complete. Close the program with **X** top right.

The VU Readers setup is detailed on page IP-6
The Network setup is detailed on page IP-8

PROGRAM INSTALLATION - Continued

NOTES

Up to four card-readers can be used for simultaneous operation. **Each card-reader must be added to the list as detailed on the previous page.** When using more than one Cardman 3x210, the last digit will automatically increment by one for each successive reader installed.

There may be instances of a card-reader not been recognised after initial setup and/or operation following computer shut-down and restart. This will be evident by the indicator LED on the reader not lighting up after subsequent booting up of the computer. This is caused by settings in the BIOS, if you are not fully confident of changing the BIOS settings consult an IT specialist. Incorrect changes to BIOS can seriously effect the entire operation of a computer. We cannot give telephone support for changing the BIOS due to different manufacturers setup procedures and protocol used.

In the event of a card-reader not being recognised it can be rectified by simply unplugging the USB lead and plugging it back in again whilst the computer is switched on.

Windows allows certain power saving options that take effect after pre-set time periods.
e.g. Turn off monitor, Turn off hard-disk, System standby, System hibernate etc.
When using a computer that is not in frequent use e.g. a designated computer used just for downloading card-data all these options should be turned off or set to never.

The settings are found under:
Control Panel / Performance and Maintenance / Power Options

Setup for downloading VU Data

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Linking a VU download device to the Senco Digi program.

The following procedure is primarily intended for use when using the LISLE Download Device as supplied by Senco Software. The downloading of data from other devices is in most cases possible.

The setup procedure can be carried out whether data has or has not been downloaded from the VU to the device.

Windows Desktop:

Insert the SD Card into the download device and using the supplied USB lead connect the download device to the computer. It can be beneficial to remember which USB port is being used and always use the same port for future use of the download device.

If the 'Welcome to the Found New Hardware Wizard' opens.

Select - 'Yes this time only' and click Next

Select - 'Install the software automatically (an installation CD or floppy disk is not required)

Click Next

Allow to install and click Finish

Launch the Senco Digi program

Left click on **File** and then left click on **Settings,** the **s**ettings box will open.

In the left-hand section, left click on VU Readers.

Bottom right, left click on the folder button.

'Browse For Folder' window will open.

Locate and select a folder named **VU** on the download device SD Card.

As a guide:

In 'Browse For Folder'

Left click on the + symbol to the left of My Computer

The VU Device will be listed as a Removable Disk*

*There may be multiple 'Removable Disk' showing, locate by trial and error. Try the highest designated letter first.

Left click on the + symbol to the left of Removable Disk

Left click on the + symbol to the left of the digidown folder

Left click on the folder name **VU** to highlight it

VU highlighted, left click on the OK button

 *:\digidown\vu will appear at the bottom of the Settings box   (*Drive letter)

If *:\digidown\vu is not also displaying in the top large box, left click 'Add Directory'

The checked box to the left of *:\digidown\vu (or other path) indicates that VU download function is operable and will display in the Scan Mode in addition to Driver Card display. To temporarily disable, uncheck the box.

The check box 'Auto Delete' to the right of *:\digidown\vu (or other path) selects that files on the SD card will be deleted after downloading. If auto delete is not selected the files will have to be manually deleted when the card is full. *Auto delete may not work with some download devices.*

cont...

Setup for downloading VU Data - continued

Notes.

Additional and/or larger capacity SD Cards can be used in the Lisle download device but they must be formatted FAT16. See notes in Digidown Operating Instructions supplied with the Digidown.

Makes other than the Lisle Digidown device can be used but you will have to know the name of the folder on the device that you are linking to.

An alternative method for transferring the data from the SD card:
Remove the card from the download device and insert into a connected SD card reader.
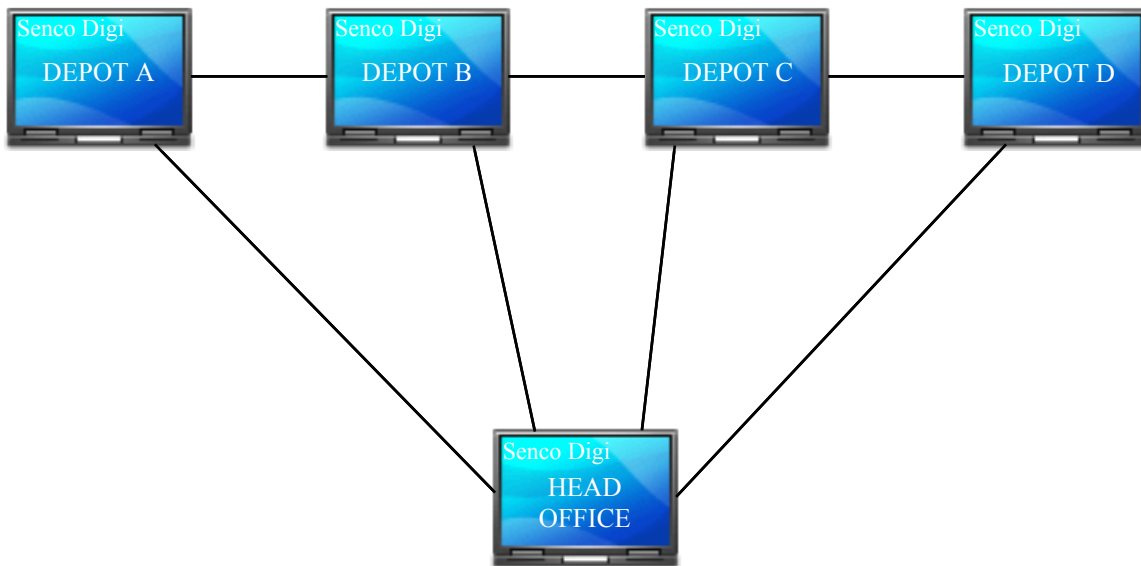The folder path must still be setup as detailed previously.

Windows operating system will frequently open unwanted function boxes whenever a device is plugged into a USB port, this can happen when using a download device. Just cancel or close them. There is no setting in Windows to stop this feature but for the competent there a possible fix available from:

http://www.microsoft.com/windowsxp/downloads/powertoys/xppowertoys.mspx   Tweak UI

We cannot offer help & support on this fix, neither do Microsoft !!!

SENCO DIGI NETWORK SYSTEM
Complete digital data control

The software contains an inbuilt networking system for the transfer of downloaded driver card data between any number of computer terminals that have Senco Digi installed. It operates seamlessly in the background with no user intervention required (after initial setup) over both Local Area Networks (LAN) or Wide Area Network (WAN) or a combination of both.

The network option can be used within a single office environment (LAN) allowing multiple computers to perform downloads with all the downloaded data automatically synchronised between all machines or download on a single machine and have the data viewable on multiple machines.

Download a driver card at a remote depot and in addition to the data displaying on the local machine, within seconds the data is also displaying at head-office with identification of the sending depot.

Depots can be configured to send and synchronise data with head-office and/or with other depots or additional administrative centres.

The Senco network system does not use or require a separate dedicated server, each licensed installation of the software acts as its own server giving the advantage of downloads not being dependent on a network connection. i.e. Drive-Card and VU data downloads can be completed on a local machine even when a network connection is unavailable, when the network connection is re-established the card data will be automatically transmitted and synchronised to all linked machines.

A networked and synchronised system provides the additional benefit of having card data backups.

NOTES

1. The Senco Digi Software must be full installed, setup and licensed as described on the previous pages on each machine that is to be included on the Senco networked system.

2. A pre configured active network system must be in place for the Digi network system to operate.

3. The setup and activation of the Digi network may require the system administrator to be logged in, this would be particularly relevant when setting up for operation over a Wide Area Network.

4. During the setup procedure (dependent on firewall settings) you may get a Windows security alert relating to blocking the program. Select 'Unblock' or 'Allow'.

Settings
Networking

Depot Details

Depot Name

Enter a unique identification for the depot or computer e.g. location or office name etc. Each setup/linked installation must have a different name.
The recorded name will display under Browse / Card Downloads & Duty Details on all linked systems that are sharing data.

Interal Server Settings

Enabled

Select to enable the internal server. *Do not select until after a server password has been entered and server port selected.*

Server password

Selected entry will be required by other linked systems under 'Remote Server Settings'.

Server Port

Default 17000   Change if necessary to avoid conflicts with other devices or setups

cont...

Remote Server Settings

Details of all other computers that you require data to be sent to must be entered in this section.

Active Select or deselect as required, selecting activates the connection.

Name For user reference, normally the same as depot name on other computers.

Server The IP Address or computer (Host) name that data is going to be sent to.

Port Same setting as used on the remote computer setting under 'Internal Server Settings'.

Password Same as 'Server password' entered on the remote computer setting under 'Internal Server Settings'.

SynSend Switches on the command to check for changed (updated) data and send to the server.
     This is the normal setting, data is 'pushed' to the acting server.

SynRcv Switches on the command for the remote server to check for changed (updated) data.
     This setting will generate more network traffic, but can be used to overcome some firewall issues.
     Data is 'pulled' by the server.

     SynSend - SynRcv One or both must be selected.

+ Click to make a new additional entry, inserts a blank line.

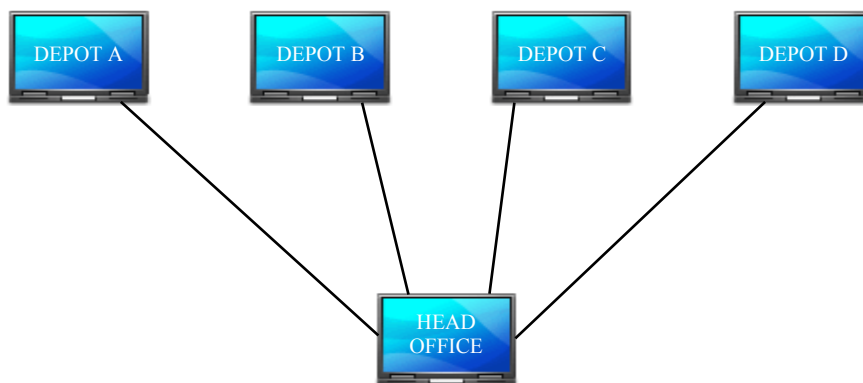**—** Select a line entry, click to delete.

✔ After making a new or editing an existing entry click to save.

✗ After making a new entry or editing an existing entry click to cancel if not yet saved.

> **IT IS STRONGLY RECOMMENDED THAT A WRITTEN RECORD
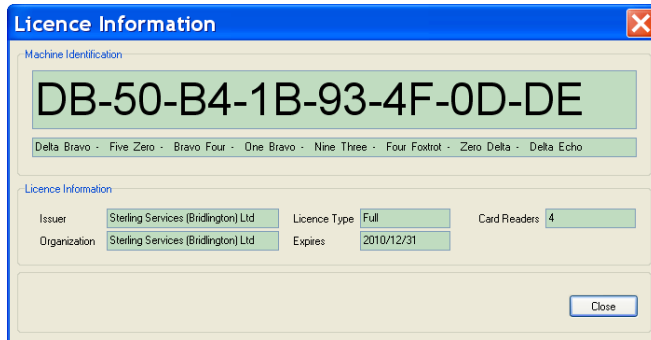> IS KEPT OF ALL ENTRIES MADE IN THE NETWORK SETUP.**

MULTI DEPOT EXAMPLE

If depot's A, B, C & D wish to send their data to Head Office only, the 'Remote Server Settings' on all four depot's computers will be identical, i.e the remote server details on each depot computer will be that of the head office computer. No remote server details need to be entered on the head-office computer, but the Internal Server Settings must be Enabled.

Senco Software

Senco Digi - Digital Tachograph Data Download System

After first installing the download software it is only operable for 30 days as a trial version with limited features. Driver-Card downloads can be performed.

To fully licence the software:
Launch the program
Select Tools / Licence Information
Displayed is a Machine I.D. Number

Example only

The Machine I.D. must be forwarded to your supplier or if requested by your supplier direct to Senco Software. *Preferably copy and paste the I.D. into an email.*
Our email address for machine I.D.'s is licensing@sencosoftware.com

When the software has been supplied via a distributor we also require a 6 digit reference which they can use to identify the end user.

Upon receipt of the Machine I.D. and the relevant license payment we will issue an unlock key for the program via email, full instructions for use will be included. The program will only function on the computer with the supplied Machine I.D.

If you have any installation or operational problems or require advice, please, in the first instance consult you supplier. Any problems that cannot be resolved, we will be happy to assist.

To ensure that you always have the very best product with all the latest features, updates are periodically issued completely free of charge for licensed users. Your supplier will notify you when an update is available.

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Senco Digi

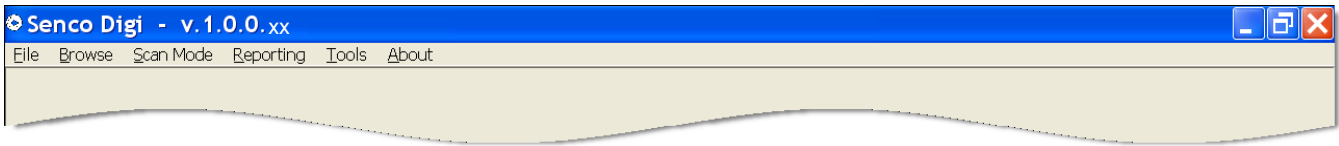## Digital Tachograph Data Download System

Software Operating Procedure

For data downloads (Driver-Card & VU data) the software can be used on either a designated computer i.e. a computer used purely for the purpose of downloading and storing Driver-Card & VU data or run on a computer that is used for other everyday office tasks with the option of launching the program as required or launch and leave running in the background. When run in the background any other program(s) already being used will not be interrupted whilst data is downloaded. The preferred choice of the two methods is selected each time the program is launched and is easily switched between either one

When launching Senco Digi for the purpose of downloading card data, always have the card reader plugged in first and allow windows to recognise the device. Cancel any popup action windows.

From Windows Desktop launch Senco Digi with the shortcut or use Start / All Programs / Senco

Senco Digi - v.1.0.0.xx

File   Browse   Scan Mode   Reporting   Tools   About

Left click on **Scan Mode -** From the drop-down menu select either Full Screen or Background.
Further instructions to download data are given on the following page.
Scan Mode is used for the downloading of both Driver Cards & VU Device Data

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Full Screen - This is what would normally be used on a designated computer or a launch as required on a general use machine.
Leave the computer in this state for as long as required.

Display will be full screen, layout will depend on how many devices are setup/selected.
When a card is inserted the driver name will display and the downloading of data will start automatically, indicated by a progress bar.

To close the Full Screen Scan Mode press Esc.

Close the program with **X** top right of screen.

Background - A Background Scan options box will display.
Ensure 'Always Visible' is checked to make initial settings.
A semi-transparent box will display showing **Insert Card**
The variable settings of the semi-transparent box are:

Alpha Blend %	Adjusts the colour intensity
Size	From 1/8 to full screen
Left/Right	On screen position
Up/Down	On screen position

Use the slider bars to adjust.
Settings are retained for future use.

The semi-transparent box will display on screen whilst other program(s) are being run, thus allowing visible confirmation of a download regardless of screen display. Wherever the box is displayed within another application all keyboard and mouse operations can be performed as normal 'through the box'.

Always Visible checked - Box always showing.
Always Visible unchecked - Box only becomes visible during an actual download.

Settings complete, left click **minimise** at **top right** of screen.   System now ready to accept data.

To close the Background Scan Mode
Left-Click on 'sencodigi' on the task bar.
Left-Click on X in the Background Scan box.

Close the program with **X** top right of screen

CARD DOWNLOADS

Regardless of which display method is used, the only action required to download card data is: Insert the driver card into the reader, gold contacts to the front and bottom.

Ensure that the card is fully and firmly pressed into the reader.

The read procedure is fully automatic, when a driver card is inserted the driver name will display on screen with a progress bar showing download progress. The LED on the card-reader will also flash during the download.

THE CARD MUST BE LEFT IN THE READER UNTIL THE SCREEN DISPLAYS REMOVE CARD

No other action other than inserting and removing the card is required for download purposes.

When more than one reader is used, the display will divide into multiple sections displaying each cards driver name and download progress.

VU DEVICE DOWNLOADS

The download device data folder path must have been previously setup as detailed on Page IP4

Regardless of which display method is used, the only action required to download VU Data is: Connect the download device with the USB cable to the computer or insert the SD Card into a reader. Download of data starts automatically.

THE CONNECTION MUST BE MAINTAINED UNTIL THE SCREEN DISPLAYS Remove VU Device

No other action other than connecting and disconnecting the device/card is required for download purposes.

Variation of method: When using the VU Device with the USB lead, remove the SD card from the device, connect the USB lead, reinsert the SD card.

NOTES

Driver cards and VU Data can be downloaded simultaneously.

Always fully close the program before shutting down the computer.

Browse / Card Downloads

If data fails to display: Select - Tools / Rebuild Data
        Left click on **Start**
        When finished close the rebuild window.

Details of all card downloads in date order (within date range selected) displayed.
Driver box blank, all drivers included. Enter a name to display one driver only (auto name search will operate).

Date Range - When the 'To Date' is set to current date and the 'From Date' is set to (for example) 14 days previous, the next time the program is run the 'To Date' will default to current date (system date) and the 'From date' will be 14 days previous to that i.e. it maintains the chosen date spread.

Date Downloaded - Actual date the card was downloaded into the program, based on system date.
Note. If the data is exported and subsequently imported into another Senco Digi program the date will not be maintained.

Columns 'First Date' & 'Last Date' indicate the data date range contained in each card download.
If downloads are not being performed frequently enough the 'Last date' of a download and the 'First date' of a subsequent download for the same driver will be highlighted in red, indicating that data had been overwritten (lost) on the driver-card between downloads. **Frequency of downloads must be increased**.
The dates will be highlighted in yellow when the download frequency is very near the limit, to within approximately 4 usage occasions of the card. **Be careful !**
Red or yellow indicators are normal when a driver has received a replacement card and also for repeat agency drivers.

Column 'Decode Status' When applicable this will help to assist in determining faults with driver-cards.

Total downloads on record shown.
Currently filtered records shown i.e. if a Date Range & Driver selection has been made.

View   Highlight a record and select view or double left-click on a record.
Full tree structure of data as stored and downloaded from the the driver-card is displayed. This is the data that enforcement authorities would use for checking.

WARNING - Do not attempt (by any means) to change any data in these original files. Doing so will cause the loss of authenticity and revoke the digital signature. If the data does not contain a valid digital signature (which is automatically generated by the software at time of download in accordance with EU Regulations) it will not be accepted by enforcement authorities as been authentic and you could be liable to prosecution.

Save   Highlight a record (one line) and select save. This allows you to save a copy of the record to your chosen location. **DO NOT** attempt to save into the SencoDigi folder.

Export   Select which record(s) are to be exported, **_this is not_** done by highlighting records.
The records to be exported are selected by the Date Range and Driver selection. Driver field left blank will be all drivers within the date range. *Exporting does not delete records, it exports a copy of the records.*
When exporting data for analysis purposes, it must be Card Downloads.
Please see following page for further details on exporting Card Download data records.

Import   This allows the import of compatible drivers digital data records (from any media) to be added to the database. e.g. Transport company with multiple depots without an active network setup, each depot has the Senco Digi system installed for the downloading of their drivers cards. Each depot can view and directly export data to a third party (for analysis etc.) and/or export to the companies head-office, where they can import the data to build records containing all depots data.
IMPORTANT - If driver-card data files are received in a zipped format they must be unzipped before importing into the Card Downloads section.

The layout of the data display can be changed, any changes made are automatically retained.
Left click on ▼ to the left of the column headers to select which columns to display, default is all
Columns can be resized. Place the cursor on the lines which divide the column header names, the cursor will change to ←‖→ , hold and drag to the left or right to change the column width.
The overall size of the window and position on screen can also be changed by clicking and dragging.

Export Card Downloads:

Options:

Save To Directory

Enter the path name or locate and select via the folder button. The selected 'Save To Directory' can be on the same computer or a networked computer or on removable media, memory stick, floppy, CD etc. *Path selected will be retained for future use but may be changed.*
Path selected, left-click 'Save To File' button.

Email Options

Enter the email address of the recipient.
Subject could be: Your company name - Digital Data
Email address and subject will be retained for future use but may be changed.
Left-Click 'Email' button.   *The data selected to export becomes an email attachment.*

Zip Options (Data compression)

Always enable when exporting data for analysis purposes. *This option applies to both 'Save To Directory' & 'Emailing'.*
Zip Name - Transport companies name or abbreviation.
Password - If an entry is made here the password **must be known** to the recipient of the file or it cannot be opened.

PLEASE NOTE: After selecting Email, the computers default email program takes over control of the operation and is used to send an email with attachment (the data). Some computers have rather obscure emailing programs that may change the name and/or format of the file attachment, this is beyond the control of the Senco Digi program.
The computers security settings may also prevent unauthorised personnel sending emails. There can also be problems if the sending program is 'Outlook' and the recipient is using 'Outlook Express'.
None of these issues are caused by the Senco Digi program, they must be resolved by the user.

Browse / Duty Details

Daily duty details for each driver displayed in date / start time sequence (within date range selected).
If data is not displaying check the Date Range is correct.

Start / Finish Times can be displayed in UTC Time (GMT), which is what the digital tachograph actually records in. Uncheck the UTC Time box and the start & finish times will display in British Summer Time when applicable. Only the record dates that fall within the official British Summer Time period will be adjusted one hour.

Display search is available via Date Range, Driver Name, Vehicle Registration & Depot or a combination of any.

Duty/mode details bar-graph above the column headers. Displays in detail the duty details for the driver record which is highlighted in the lower section, move the cursor over the bar-graph for more detailed information. Previous/next days can be seen by using the left/right arrow keys

To the right of the bar graph is a section named 'Legend', in this section you can set the bar-graph to display in your choice of colours. Cursor over the small representative trace symbol(s), the cursor will change to a hand symbol, left click, a colour selection window will open, select and save.

The 'Legend' section can be hidden / displayed by clicking on the left & right arrows.

Quantity of total records in the database is displayed.
Quantity of filtered records (via Date Range & Driver/Vehicle selection) is displayed.

The layout of the data display can be changed, any changes made are automatically retained.
Left click on ▼ to the left of the column headers to select which items to display. Default is all
Columns can be moved by dragging, left click, hold and drag the **column name** to the required position.
Columns can be resized. Place the cursor on the lines which divide the column header names, the cursor will change to ←‖→ , hold and drag to the left or right to change the column width.
The overall size of the window and position on screen can also be changed by clicking and dragging.

Browse VU Downloads

Details of all VU downloads in date / time order (within date range selected) displayed.
Vehicle box blank, all vehicles included. Enter a vehicle registration to display one vehicle only (auto search will operate).

Date Range - When the 'To Date' is set to current date and the 'From Date' is set to (for example) 14 days previous, the next time the program is run the 'To Date' will default to current date (system date) and the 'From date' will be 14 days previous to that i.e. it maintains the chosen date spread.

Date Downloaded - Actual date the card was downloaded into the program, based on system date.

Decode Status - Indicates the state of the decoded data.

Auto Fix - An entry indicates there was a problem with the data but the program has (when possible) fixed it.
Entry **Fix0(*)** indicates an error in the VU data.
Entry **Fix256(*)** indicates a possible problem with the download device.

View   Highlight a record and select view or double left-click on a record.
Full tree structure of data (as stored and downloaded from the VU) is displayed. This is the data that enforcement authorities would use for checking.

WARNING - Do not attempt (by any means) to change any data in these original files. Doing so will cause the loss of authenticity and revoke the digital signature. If the data does not contain a valid digital signature (which is automatically generated by the software at time of download in accordance with EU Regulations) it will not be accepted by enforcement authorities as been authentic and you could be liable to prosecution.

Save   Highlight a record (one line) and select save. This allows you to save a copy of the record to your chosen destination.
DO NOT attempt to save into the SencoDigi folder.

Export   Not operable.

Import   This allows the import of compatible VU data records (from any media) to be added to the database.
e.g. Transport company with multiple depots, each depot has the Senco Digi system installed for the downloading of their VU's. Each depot can store and export data to the companies head-office, where they can import the data to build records containing all depots VU data.
IMPORTANT - If data files are received in a zipped format they must be unzipped before importing into the download program.

Tools

Rebuild Data

Purpose of -
When driver-cards and/or VU data is downloaded the data is stored in accordance with EU regulations and digitally signed, a legal requirement. To enable the displays of data, it has to be copied from download records, decoded, stored and formatted into a readable version. Rebuilding does not change or alter anything in the original downloaded files, only the copied data. Consequently when we implement a change or correction to the software which involves the display of Duty Details etc. the data has to be rebuilt in order for the changes to take effect on previously stored records. Thus, giving you the advantage of old data being displayed in an improved manor. Any new downloads are automatically processed with the new revised changes.

If a software update requires 'Rebuild' to be performed, you will be notified with the update notification.

There are three selectable options associated with 'Rebuild downloaded card data'. The options are primarily for use when very large volumes of downloaded data is held on record.

The options can only be run in conjunction with rebuild.
Any one or combination of the three will reduce the time to rebuild card data.
Each one can be set to effect records only 'older than' (in days).

IMPORTANT - The date count is calculated from system date, always ensure system date is correct.

Archive data - Flags older records stipulating that they do not have to be rebuilt, so speeds up the rebuild process.
No data is changed or deleted and the operation is reversible.
Archived data is still visible in 'Browse Card Downloads' but slightly greyed out.
Archived date is not visible in 'Browse Duty Details'.

Remove duplicated data
When a driver-card is downloaded regularly there are often instances of overlaps in the stored data.
e.g. Driver Sam Smith

Date Downloaded	Date range on card download	
03/09/08	02/08/08	03/09/08
10/09/08	03/08/08	10/09/08
17/09/08	09/08/08	17/09/08

On the above example the download on the 10/09/08 could be deleted whilst still retaining complete records, because that date range is also contained in the previous and next download.

Removing duplicated data can considerable reduce the size of the data base and consequently speed up the rebuild process. Only downloads that are deemed completely safe to remove are deleted. In certain circumstances some overlaps will remain.

CAUTION - Do not perform 'Remove duplicated data' on recent downloads as you will lose some records of actual date downloaded records (not driver data). This action **is not** reversible.

Delete data - This will completely and irretrievably delete driver card data from the data base.
The system will only allow you to delete data that is older than 365 days. This action **is not** reversible.
YOU MAY REQUIRE OLDER DATA TO BE KEPT ON RECORD

Rebuilding card data also incorporates an automatic feature, completely corrupt data contained in a card download is checked for, if found you will be asked if you would like to delete the record.

The corrupt data may be left on the system though duty details under Browse / Card Data may contain inaccuracies or not display the relevant record(s).

Reporting   Vehicle Use - VU Data
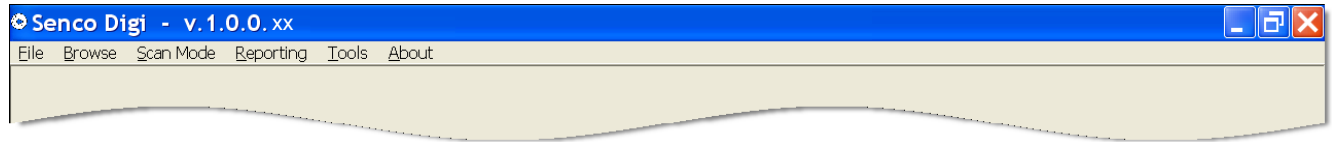
Text Version   Details vehicle activity via date and driver including when vehicles are driven without a driver-card being inserted.

Details occasions of over-speeding. **NOTE**: VU's only store the most recent 16 events of over-speeding, consequently not all occasions of over-speeding may be reported. Reported occasions is dependent on total amount of over-speeding events between VU downloads.

Graphical Version   Bar-graph illustration of vehicle activity each day including driven without driver-card.

Information - VU's record and store data in 24 hour blocks, consequently any duty/activity spanning over midnight will be split and reported on consecutive dates.

Left click - **Reporting**

From the drop down list...

Left click - **Vehicle Use - VU Data**
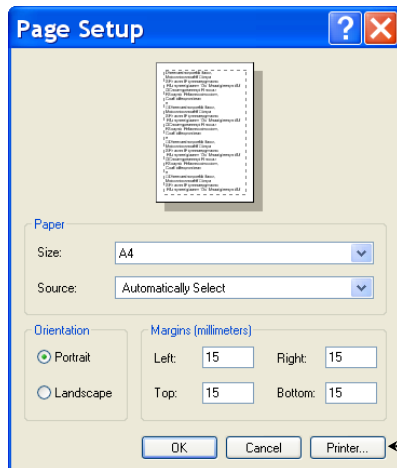
Initial Setup

Select preferred Zoom level. <u>Fit Width</u> will be the best choice for the majority of display monitors.

Resize and position report window. *Click & drag window or window edges.* (Resize again later if required)
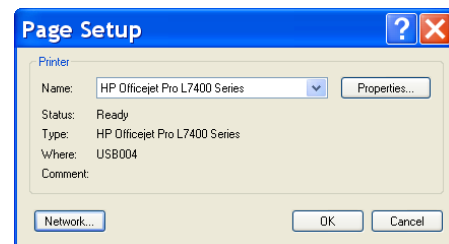
Select Printer Setup

Change settings as required. *Check paper size is correct (generally A4), other default settings should be OK initially.*

Select Printer

Select required printer.
Local or networked.

Selection made press OK button.

Press OK button   *Page & printer settings will be retained but they can be changed at any time.*

Using the drop-down calendars, select the date range required for the report.
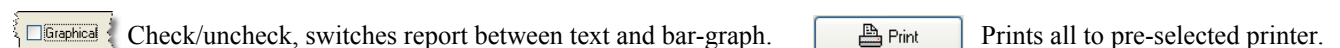

Move the cursor over the text to the right of **Vehicle(s)**. A drop-down vehicle selector window will display.

Options: [Select All] [Deselect All] [   ] *Search Field* or select individual vehicle(s) via the check boxes.

Using the 'Search Field' - Deselect any previously selected. [Deselect All] can be used

1. To find single vehicles for selection, enter just the last 3 letters of the vehicle registration, then select via the check box.

2. To find (for example) all 07 registered vehicles, enter 07 in the search field, then select as required via the check boxes.

Moving the cursor away from the vehicle selector window will close same.

Report viewing - <u>PageUp</u> <u>PageDown</u> <u>Ctrl+PageUp</u> <u>Ctrl+PageDown</u> , <u>Mouse Scroll Wheel</u> & <u>Slide-Bars</u> are all operable.

[☐ Graphical]   Check/uncheck, switches report between text and bar-graph.   [🖨 Print]   Prints all to pre-selected printer.
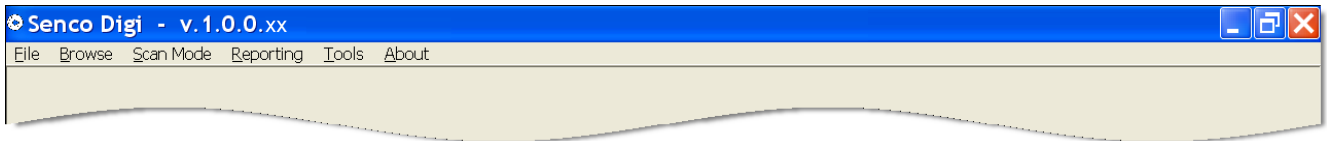
PRINTING -   Text version will produce well on A4 Portrait, mono printing.

Graphical version will produce best on colour printing. For clarity, landscape may be preferred.

Text and graphs auto size to fit chosen paper size.

Reporting

Text Version	Details vehicle activity via date and driver including when vehicles are driven without a driver-card being inserted.
	Details occasions of over-speeding.
	NOTE: VU's only store the most recent 16 events of over-speeding, consequently not all occasions of over-speeding may be reported. Reported occasions is dependent on total amount of over-speeding events between VU downloads.
Graphical Version	Bar-graph illustration of vehicle activity each day including driven without driver-card.

Information - VU's record and store data in 24 hour blocks, consequently any duty/activity spanning over midnight will be split and reported on consecutive dates.

Left click - **Reporting**
From the drop down list...
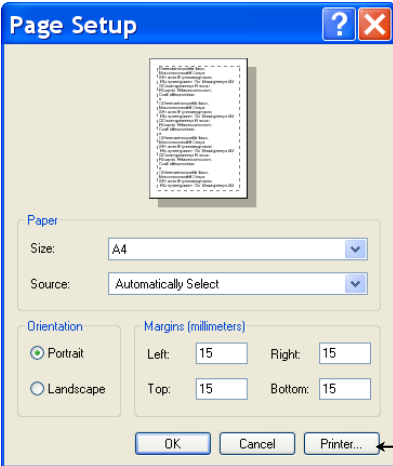Left click - **Vehicle Use - VU Data**

Initial Setup

Select preferred Zoom level.   Fit Width will be the best choice for the majority of display monitors.
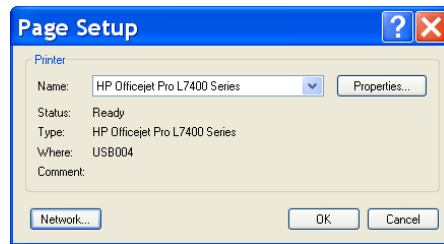Resize and position displayed window. *Click & drag window or window edges*.

Select Printer Setup

Change settings as required.
Default settings should be OK initially.

Select Printer

Select required printer.
Local or networked.

Selection made press OK button.

Press OK button   *Page & printer settings will be retained but they can be changed at any time.*

Using the drop-down calendars, select the date range required for the report.

Move the cursor over the text to the right of **Vehicle(s)**.   A drop-down vehicle selector will display.

Report viewing - PageUp PageDown Ctrl+PageUp Ctrl+PageDown & Mouse scroll wheel are operable.

  Switches report between text and bar-graph.   Prints all pages.

PRINTING -	Text version will produce well on A4 Portrait, mono printing.
	Graphical version will produce best on colour printing, landscape may be preferred.
	Text and graphs auto size to fit chosen paper size.

Tools

1208A

Backup & Restore

The facility to easily and quickly backup all your driver-card and VU downloads.
You can backup your data to Senco Software's remote secure server via the internet.
or
You can backup to a created folder on removable media, (memory stick, external hard-drive etc.)
or
You can backup to a folder on another accessible computer if a network/link is set up.

When using the server for backups a unique code in each licence key ensures complete security of the data.
i.e. the data can only be retrieved (restored) by the same licence holder that made the backup to the server

It is a legal requirement that you have backups of all your digital tachograph data.

Select **Tools / Backup**

To use Senco remote secure server

Ensure you are connected to the internet.
Select (check) the box to the left of **'Use Senco Software remote backup server'**.
The field 'Backup To' will be greyed out and be inoperable.
Select (check) 'Card downloads' & 'VU downloads' as required.
Left click on the Backup button.
The operation is now fully automatic and progress will be indicated by the progress bars.

IMPORTANT - If you have more than one Senco Digi program installed and in use on the same computer and operating under the same license **DO NOT USE THE SERVER BACKUP FACILITY.** Doing so would result in permanent loss of backup data.

The standard free use of the server has a data storage limit of 5000 card downloads + 500 VU downloads per license.
If you attempt to backup larger quantities of data than permitted to the server, the backup procedure will initiate (with a warning) but you will only be able to backup the most recent downloads within your allowed limit. i.e. the older records would not be included.
Download quantities held on record can usually be reduced by the available options under Rebuild.
If additional server capacity is required please contact your program supplier.

To use removable media etc.

Ensure 'Use Senco Software remote backup server' is not selected.
In the **'Backup to'** field enter a path name (device & folder) or click on the folder button to locate and select the destination.
Select (check) 'Card downloads' & 'VU downloads' as required.
Left click on the Backup button.
The operation is now fully automatic and progress will be indicated by the progress bars.
Settings / selections will be retained for future use.

IMPORTANT - If you have more than one Senco Digi program installed and in use on the same computer and operating under the same license, each installed programs backups must be made to a different folder on the device.

GENERAL NOTES (Backup):
Off-site backup is the safest method of storing valuable data.
Regardless of where the backups are made, it will facilitate an easy solution for transferring data in the event of a replacement computer being installed. Though it should be remembered that the backups are data only not the actual program or card-driver.
Very large quantities of data will take a few moments on the first backup procedure, subsequent backups will be much quicker because only data that has changed since the previous backup has to be copied.
The backup facility is an additional feature and should not be used as an alternative to Export Data.
The server backup facility is only available for data associated with the Senco Digi program.

Restore - Restoring is a simple and straightforward procedure, ensure the restore from path is the same as the path previously used for backups.

CAUTION - When a restore is performed to the same folder as the original backup all existing data will be overwritten.
An on screen warning will be displayed.

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Tools

Open Card

Allows the viewing of some decoded driver-card data direct from a card inserted in the card-reader or from data stored in a folder/file other than in the Digi data folder.
Note - If driver card data has been downloaded or imported into the Digi program please see **View** on Page OP-4

Open VU

Allows the viewing of some decoded VU data from data stored in a folder/file other than in the Digi data folder.
Note - If the VU data has been downloaded or imported into the Digi program please see **View** on Page OP-7

View Log

The software incorporates self diagnostic features* that would assist in determining possible problems with driver-card and VU data. When appropriate you would be asked to copy an entry from the log and paste into an email for sending to Senco Software.

* In addition to the automatic entries made in the log the software also incorporates an automatic 'Bug Report'.
The report would display complete with a pre-entered email address for sending to Senco Software.

Status View

Displays progress during a rebuild operation and server status when a Senco network is set up and running.

Licence Information

Contains the machine ID that is required for licensing the software and details of the current licence.