



User Guide

Version Control

Date	Version Number	Author	Comments / Changes
24/10/2017	2.0	N Bath / W Townson	First Version

Contents:

Downloading Drivers (Data Capture Application).....	3
Downloading Vehicles (Data Capture Application).....	4
Login and Forgotten Passwords.....	5
Portal.....	7
TruView – Managers Dashboard.....	9
TruControl.....	11
Auto Reports.....	14
Charts and Infringements.....	17
Infringement Debrief Forms.....	20
Driver Calendar.....	22
Vehicle Calendar.....	27
Resource Manager.....	31
Help and Support.....	39

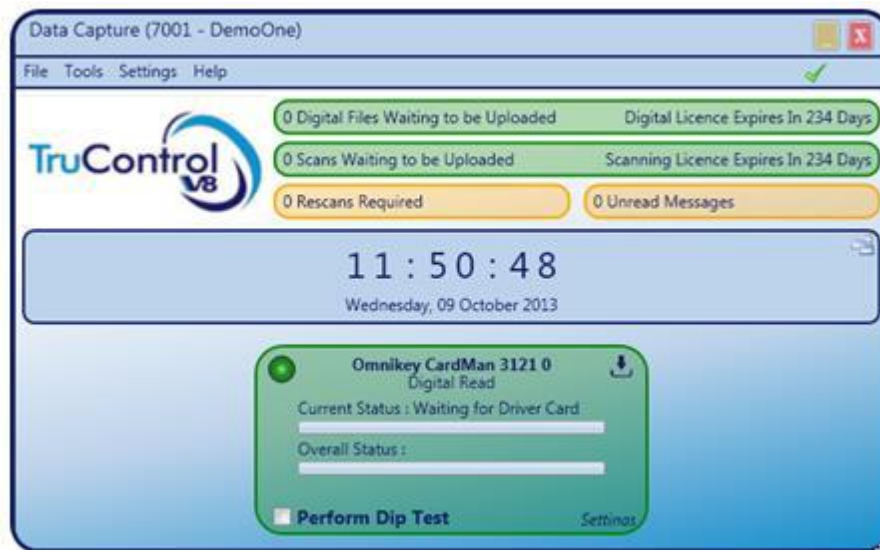
Downloading Drivers (Data Capture Application)

To Download your Drivers and vehicles you will need to use the DCA (Data Capture Application) which will have been installed on your PC or you may have a digipostpro unit installed in your office and therefore do not require this software. If you have a digipostpro then you may skip this section of the guide.

The application is identified with a Data Capture Application Icon which you should find on your desktop.



Clicking on the Icon will activate the application and it will then be ready to accept files.



To download a driver's card, insert the driver's card into the reader (chip facing away from you), the application will then display the progress of the read in the card reader window (usually identified as Omnikey CardMan). The read processes takes approximately 30 secs to 1 min.

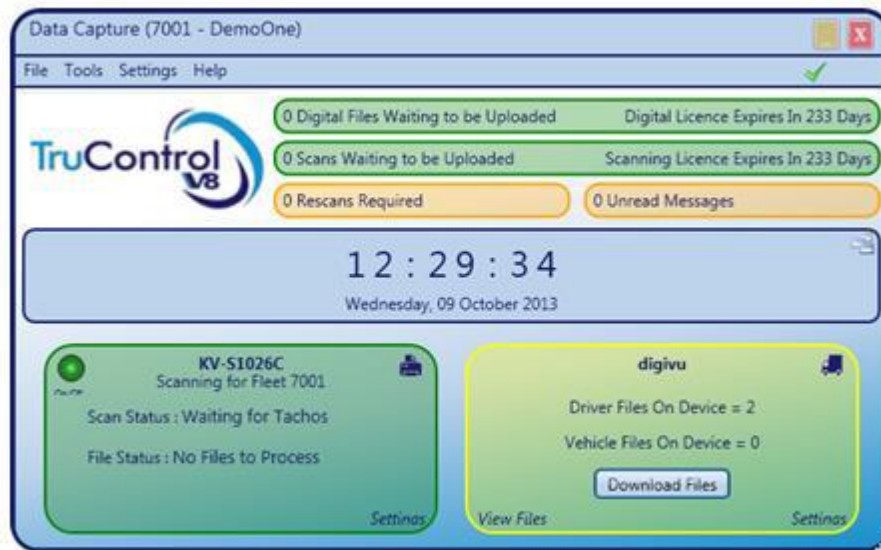
When finished the application will notify you and the driver's card can be removed.

The top bar (Digital Files Waiting to Upload) will display the number of files waiting to be transferred for analysis. There is a short delay after the driver's card has been read before the upload begins. When the upload bar displays 0 files waiting to upload, the process has finished and all files have been uploaded.

The DCA does not need to be open on your desktop to download a driver's card. The program can be minimised and will carry on running in the background.

Downloading Vehicles (Data Capture Application)

Downloading the vehicle information is a similar process. Once the vehicle has been downloaded, insert your download device into the PC with the DCA open, the download device will then display in the DCA window as shown below.



The window will display how many files are on the device, click the 'Download Files' button and the files will be transferred to your local pc before being uploaded to TruTac.

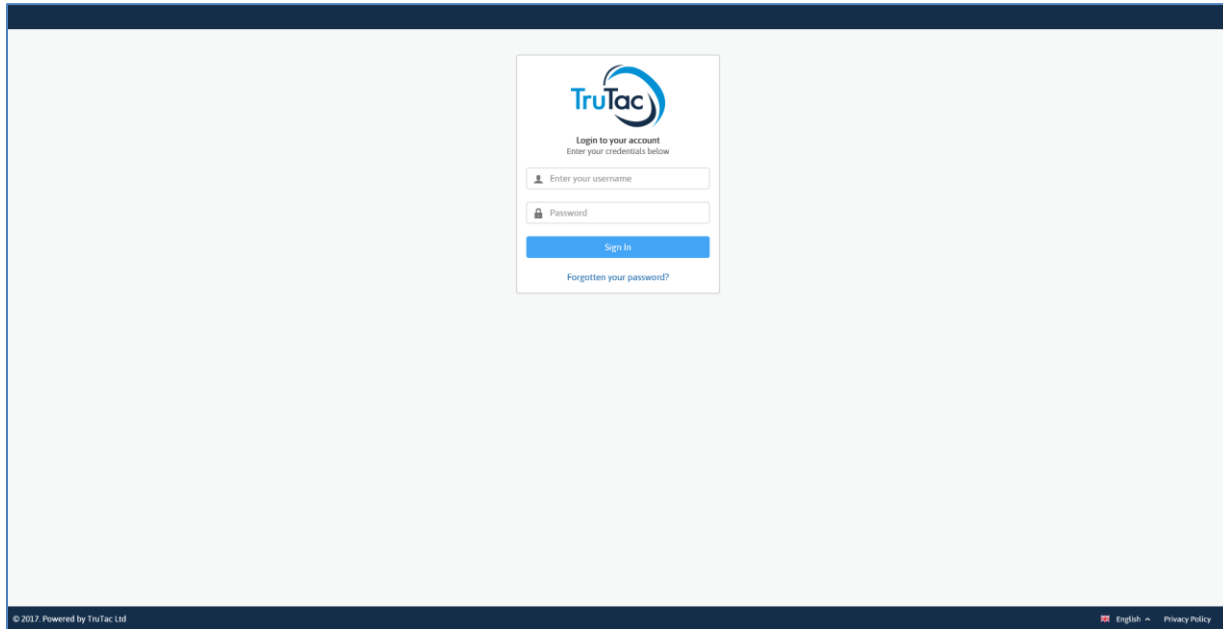
Once all files have been transferred the Download device may be removed from the PC.

Login and Forgotten Passwords.

The TruControl website can be accessed from any PC, Smart Phone, or other Internet-connected devices.

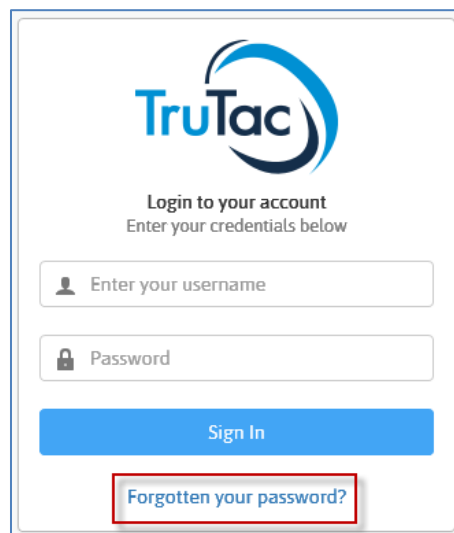
To log in, go to www.trucontrol.co.uk

Enter your login details and once logged in you will be on the portal page.



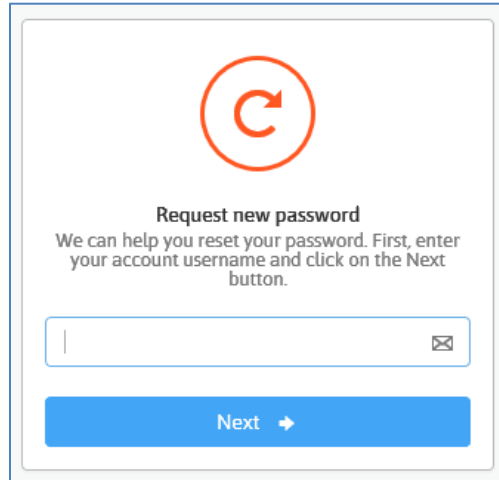
The screenshot shows the TruTac login page. At the top center is the TruTac logo. Below it, the text reads "Login to your account" and "Enter your credentials below". There are two input fields: "Enter your username" and "Password". Below these fields is a blue "Sign In" button. Underneath the button is a link that says "Forgotten your password?". At the bottom left of the page, there is a copyright notice: "© 2017. Powered by TruTac Ltd". At the bottom right, there are links for "English" and "Privacy Policy".

If you have forgotten your password click “Forgotten your password?” link just below the Sign In button (see below).



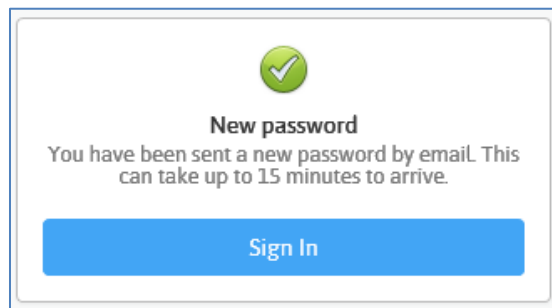
This is a close-up of the login form. It features the TruTac logo at the top. Below the logo, the text says "Login to your account" and "Enter your credentials below". There are two input fields: "Enter your username" and "Password". Below these fields is a blue "Sign In" button. Underneath the button is a link that says "Forgotten your password?". The link is highlighted with a red rectangular box.

Enter your login id (this is normally your email address).



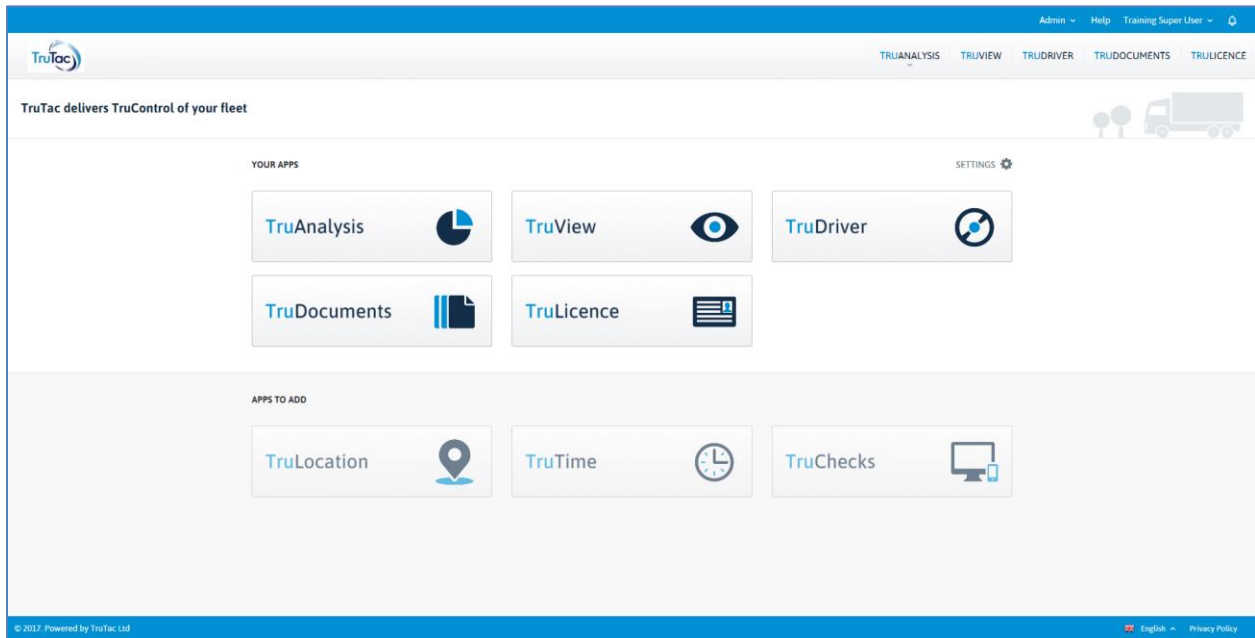
Enter your username and click on the Next button.

If your username can be found the system will automatically send you a new password via email.



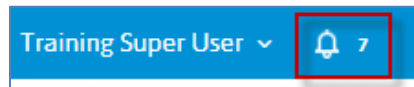
If you cannot remember your username or the system cannot find your username then please contact your TruControl administrator or the TruTac support Team on support@trutac.co.uk Tel: 02476 857890.

Portal

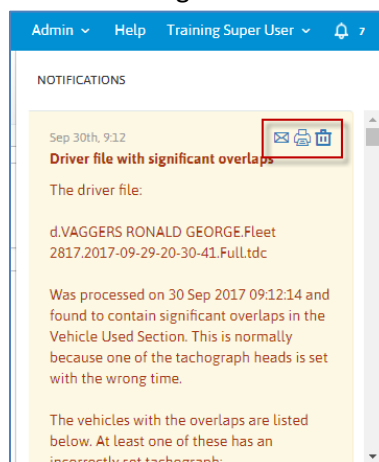


From the Portal page, you will see all the products you have access to. The standard packages are - TruDocuments, TruDriver, TruView and TruAnalysis, additional modules are TruLocation, TruTime, TruChecks and TruLicence. For more information on any products see www.trutac.co.uk or call our sales team on 02476 690000 or email sales@trutac.co.uk.

In the top right-hand corner of the page, is a small bell alerting you to messages (see example below) waiting to be read. Examples of messages are, Update, Informational, Warnings (Emergency maintenance of the system) and system (Driver file with Time overlaps, vehicle files with no data, locks incorrect) etc.



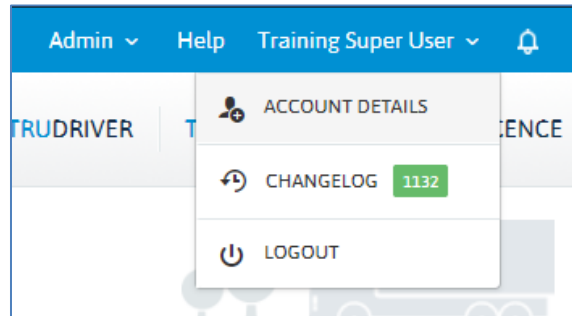
Click the bell, to see a drop-down list of the messages



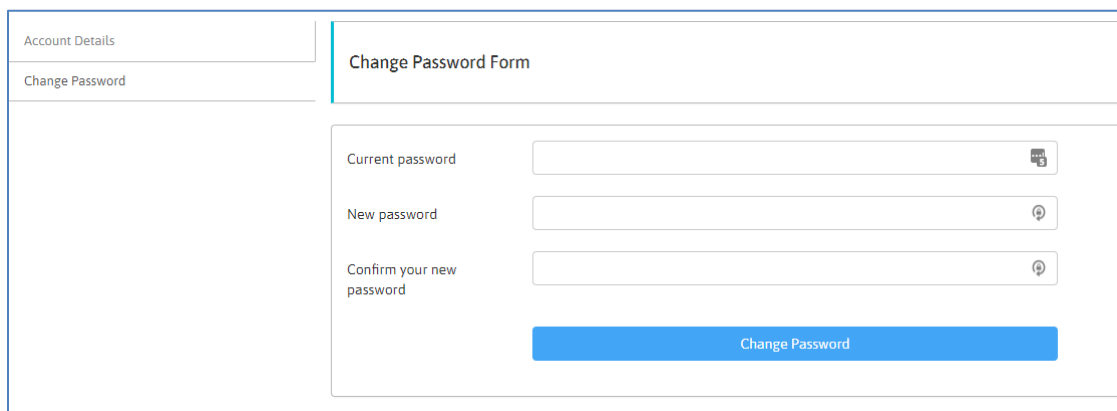
Once you have read the message, in the right-hand corner of each message, you will see three symbols,

an envelope (mark the message as read and save it in this list), a printer, (print this message) and a dustbin (remove the message from your list). Messages should be checked daily.

To change your password, click your name in the top right-hand corner of the screen and select the Account Details option.



Then click on “change password tab” on the left-hand side of the screen, you will then be able to create a new password by following the on-screen instructions.

A screenshot of the 'Change Password Form' in a web application. The form is located on the right side of the page, with a left-hand navigation menu containing 'Account Details' and 'Change Password'. The form has three input fields: 'Current password', 'New password', and 'Confirm your new password'. Each field has a small icon on the right side. Below the fields is a blue button labeled 'Change Password'.

From the portal page, you can access the Admin section (if you have permission). Here you can issue drivers with their own username and password (for TruChecks and TruDriver) as well as create users for your system, read notifications from TruTac and download the DCA software (if required).


TruView – Managers Dashboard


To view the status of your Drivers and Vehicles (last download dates) along with data regarding infringement levels and other KPI's, in a quick to view format you can use the TruView section of TruControl.

The screenshot displays the TruView Managers Dashboard with several widgets:

- Points Per Duty – Last Month – Fleet: SupportTrainingFleet [4848]**: A table with columns: Rank, Fleet Name, Nominated Transport Manager, Duties, Infringe., Pts, Pts/Dty, % Inf/Dty, % Inf/Dbl, % Inf/Com. Row 1: Rank 1, Fleet Name SupportTrainingFleet, Nominated Transport Manager [redacted], Duties 391, Infringe. 46, Pts 136, Pts/Dty 0.35, % Inf/Dty 11.76%, % Inf/Dbl 0%, % Inf/Com 0%.
- Vehicle Overdue Download – Days Overdue 45 – Fleet: SupportTrainingFleet [4848]**: A table with columns: Registration, Category, Last Download Date, Days Since Last Read. Rows include MX63 ORL, PD11 ARX, MW64 AZV, SW66 HNR, G12 EAM, F83 CFO, MV66 WJK, LK39 CFM, SNLS LWL.
- Driver Overdue Download – Days Overdue 21 – Fleet: SupportTrainingFleet [4848]**: A table with columns: Name, Category, Agency, Last Download., No. of Days. Rows include LIS TOMASZ, MITCHELL DAR., WILLMOTT MAT., YOUNG JAMIE, BLIDARU DAN, DUMITRESCU L., HASSAN HAYAT, KING ALEXAND., MARTIN DAVID.
- Driving Utilisation – Fleet: SupportTrainingFleet [4848]**: A gauge chart showing 46.8% utilisation.
- WTD Summary – Fleet: SupportTrainingFleet [4848]**: A table with columns: Name, Current Average Per Week. Rows include EPPING CLIVE A (53.36), DAVENTRY DEREK (47.14), TIVERTON ANDREW (47.09), PARK THOMAS MARTYN (46.03), BLACKPOOL RAYMOND JOHN (44.57), BANBURY DAVID PRITCHARD (44.14), DAF DAVID JOHN (44.12), PELUGEOT ROBERT JOHN (42.32), MANKERIE D BRYAN D GEORGE (41.77).

When you first open the page a default set of widgets will be opened. These can be changed/removed or added to, creating a dashboard unique to your requirements.

To remove any widget from the page, click on the X  in the top right-hand corner of that widget. This will permanently remove this widget from your dashboard until you manually add it back in again.

To add a new widget click on + symbol  at the top left-hand side of the screen, the Add a widget box will appear in the middle of the screen

Add Widget ✕

Select A Widget

Description
 This shows how many days it has been since the vehicle was downloaded

Fleets All Fleets


Categories All Vehicle Categories

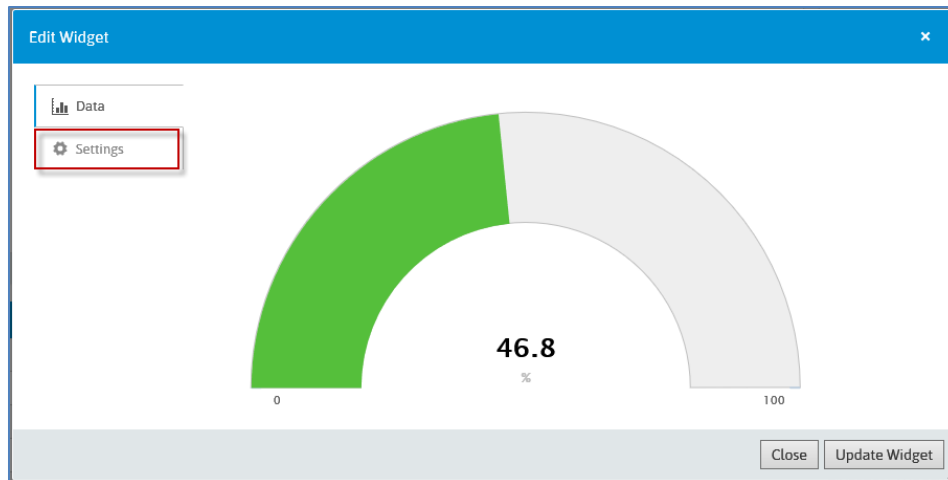
Additional Parameters
 • Enter No. Of Days Overdue:

Close Create Widget

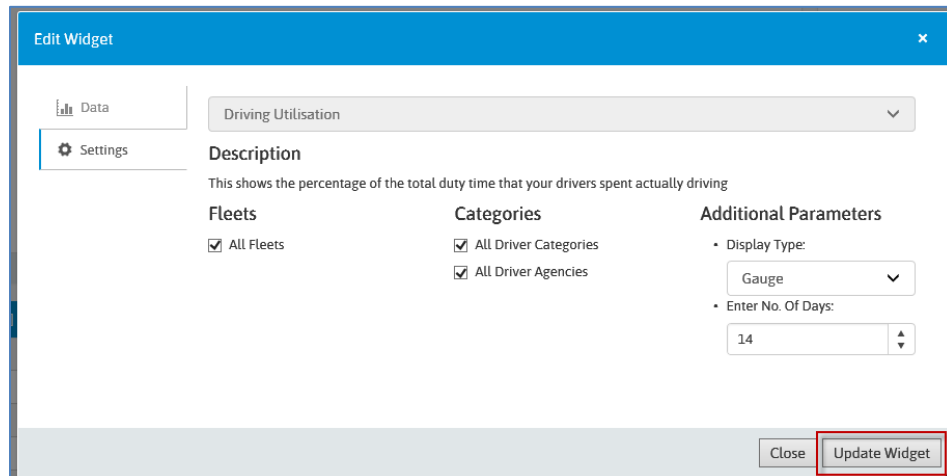
From the drop-down menu select the widget that you require, set the default settings for that widget and click on Create Widget. The page will reload and the new widget will be added to the bottom of the current widgets.

You can now move these widgets around (click and hold on the blue title bar of the widget and drag it to another location) to arrange them in your preferred order.

You can change the settings on a widget by clicking on the gear wheel symbol  in the top right-hand corner of that widget. This will open the data view



You can then click on the Settings tab on the left-hand side of this view and the page will change to show the settings for this widget.



The screenshot shows the "Settings" tab of the "Edit Widget" dialog. At the top, there is a dropdown menu for "Driving Utilisation". Below it is a "Description" section with the text: "This shows the percentage of the total duty time that your drivers spent actually driving". There are three columns of settings: "Fleets" with a checked checkbox for "All Fleets"; "Categories" with checked checkboxes for "All Driver Categories" and "All Driver Agencies"; and "Additional Parameters" with a "Display Type" dropdown set to "Gauge" and an "Enter No. Of Days" spinner set to "14". At the bottom right, there are "Close" and "Update Widget" buttons, with "Update Widget" highlighted by a red box.

Once you have made the changes that you require click on the "Update Widget" button to save these settings and close this box.

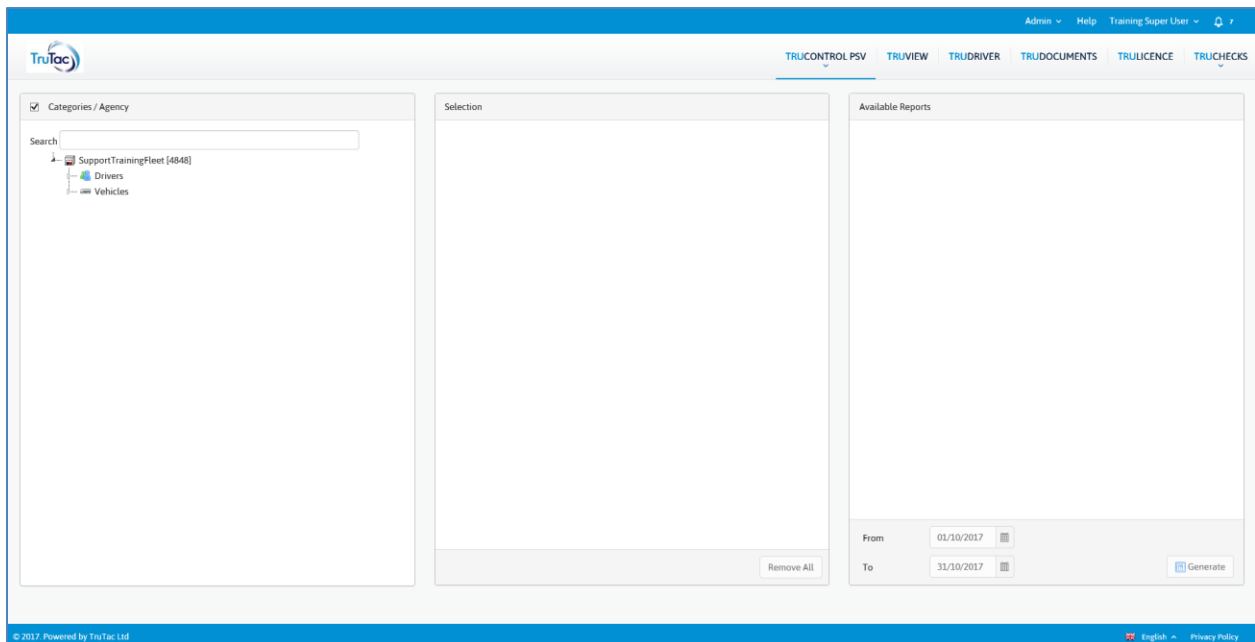
The TruView page auto-updates each widget on a different timescale, the time remaining till each widget updates can be seen in the bottom left-hand corner of each widget, this is in Minutes and Seconds.

TruControl

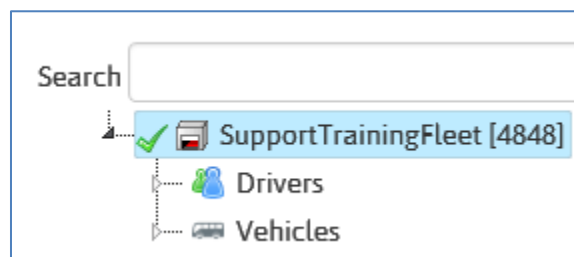
The main analysis and reporting functions of the TruControl system are carried out in the TruAnalysis package. From the main menu click on the TruAnalysis icon to open this page.



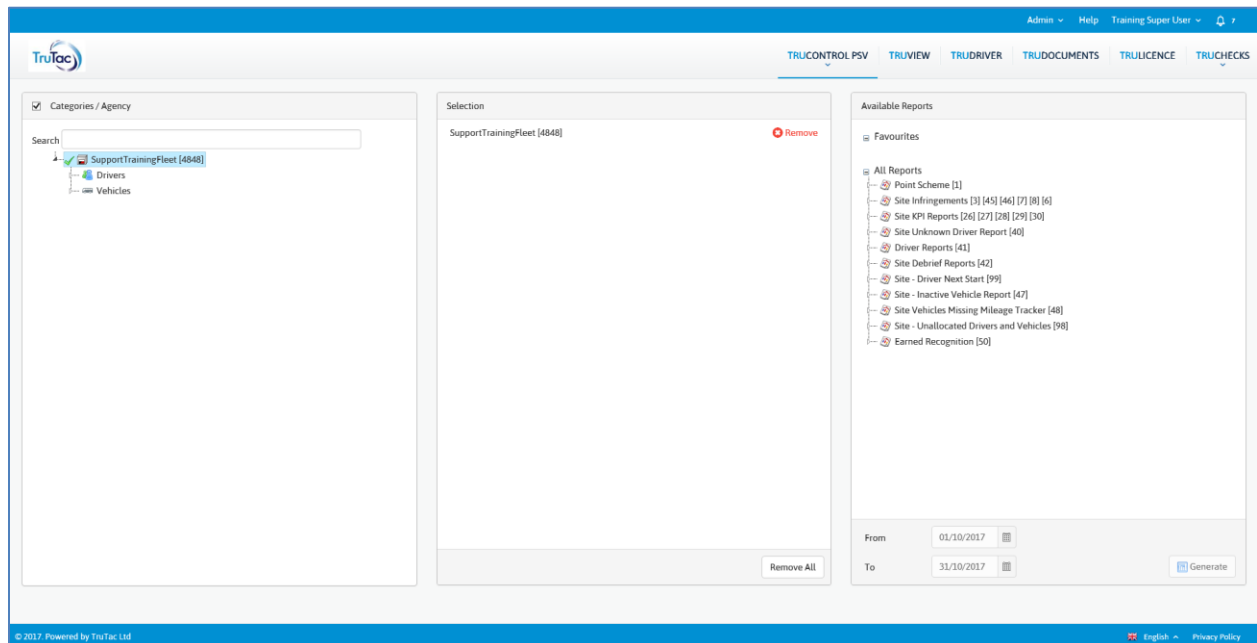
This (by default) will open in the reports section of TruAnalysis, from here you can run reports against your data. The type of reports are; Site, Categories, Drivers, and Vehicles. This page is made up of three sections (left, middle and right). The left box shows the currently selected section (sites, drivers, vehicles), the middle box shows the selected data from these sections (a list of drivers, vehicles, sites, categories) and the right-hand box shows the reports available for the data selected.



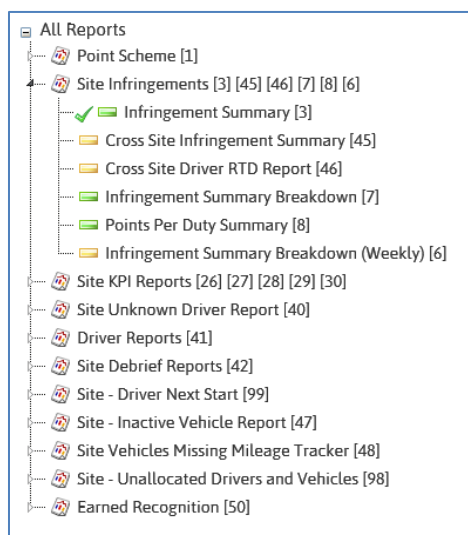
For example, to run the site reports click on the site name at the top of the tree view menu on the left-hand side of the screen, this will select the site reports and will place a green tick against the name to signify that this option has been selected.





The site name will then show in the middle box on the screen and the site reports will show in the right-hand side box.



You can now select the report that you require to run, this is done by clicking on the small triangle symbol next to the report or group of reports you require and then select the report. This will place a green tick against the report you have selected (see below)



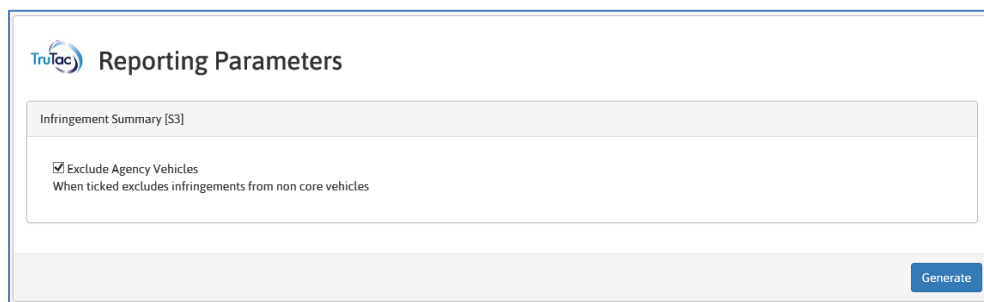
In the screenshot above you can see that some reports have a green cell next to them and some have a yellow cell. When you select a report to run, other reports that can be run at the same time will have the green cell, reports that cannot be run at the same time have the yellow cell. Once you have selected the reports that you require to run you will now be able to select the date range (if applicable) for the report(s) you have selected, some reports do not require a date range.

From	01/10/2017	
To	31/10/2017	

Once you have selected your date range you will then be able to click the Generate button, found on the bottom right of the web page.



A new window will then open containing the report(s) that you have chosen (if there are no parameters to choose) or a pre-window will appear allowing you to change the parameters for your reports.



The image shows a window titled "Reporting Parameters" with the TruTac logo. It contains a section for "Infringement Summary [53]" with a checkbox labeled "Exclude Agency Vehicles" and a sub-note: "When ticked excludes infringements from non core vehicles". A "Generate" button is located at the bottom right of the window.

Once you have set the parameters as you require, then click on Generate and the report will be produced.

At the top of each report, you will find the report control panel:



This allows you to move between pages (if the report has multiple pages), export the report in different formats (Excel, PDF) print the report and zoom in and out. Placing your mouse over each icon on the control panel will give you a pop-up telling you what each icon does.

Once you have finished viewing this report, you can close this window and you will be back at the reports page where you can select another report(s) if required.

Driver and Vehicle reports are run in the same way as site reports, just by selecting the drivers or vehicles in question.

Auto Reports

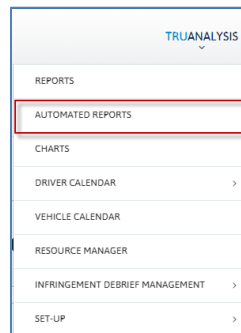
Automated Reporting allows the user to have reports emailed automatically. Once subscriptions to key reports are set up, they are sent every day, week, fortnight, month, or any day of the month by email.

Automated reporting is controlled by the user and is user specific.

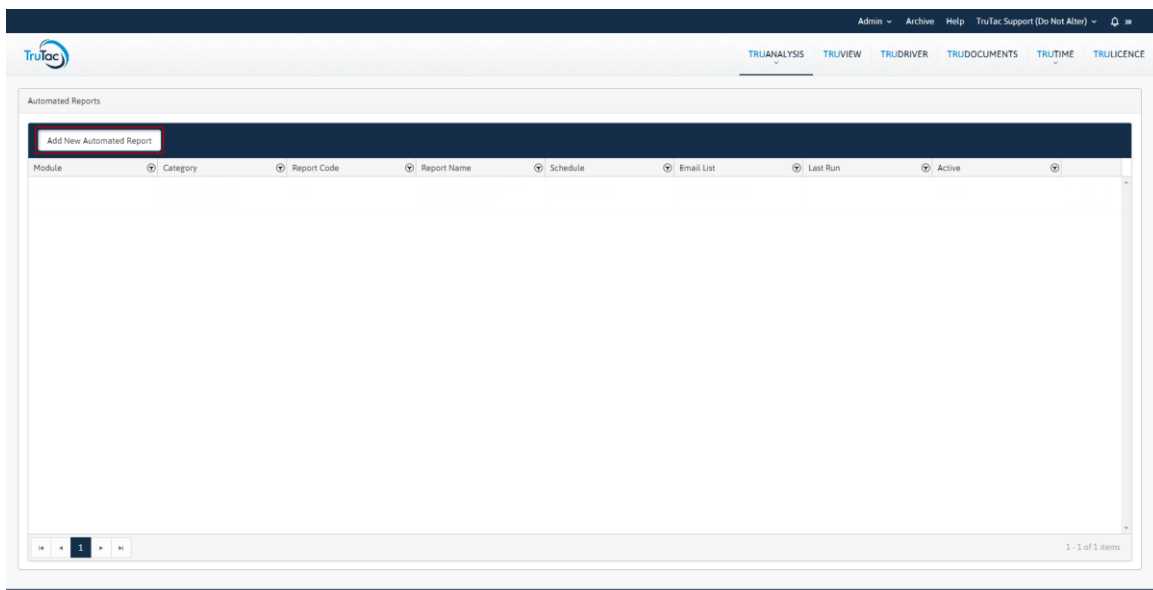
This functionality is a key advantage for users as it saves time compared to logging on and running the reports manually. It is generally used for running reports that are required on a regular basis and are for information only – reports such as the D53 (driver overdue downloads), D30 (WTD Forecasting), V14 (Vehicle overdue downloads).

Any TruControl report can be scheduled to run as an automated report. This means that the report will run automatically on a chosen date. **Reports will run on the chosen date at approximately 0300hrs and will run regardless of any data being present.**

To use this feature, click on the Automated Report tab from the TruControl main menu.

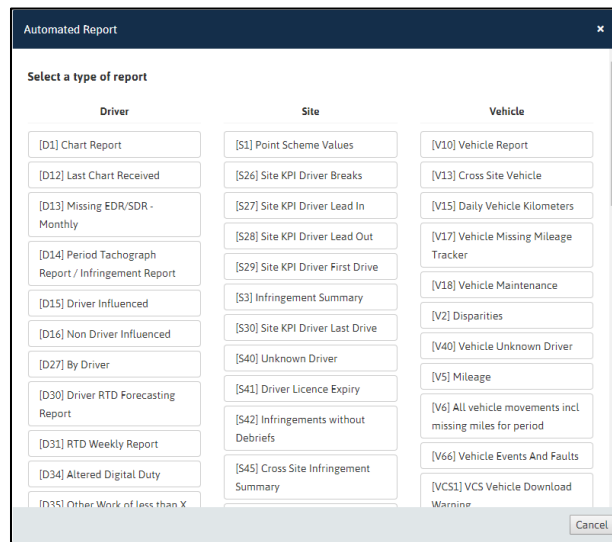


This will produce the Automated Report Manager.



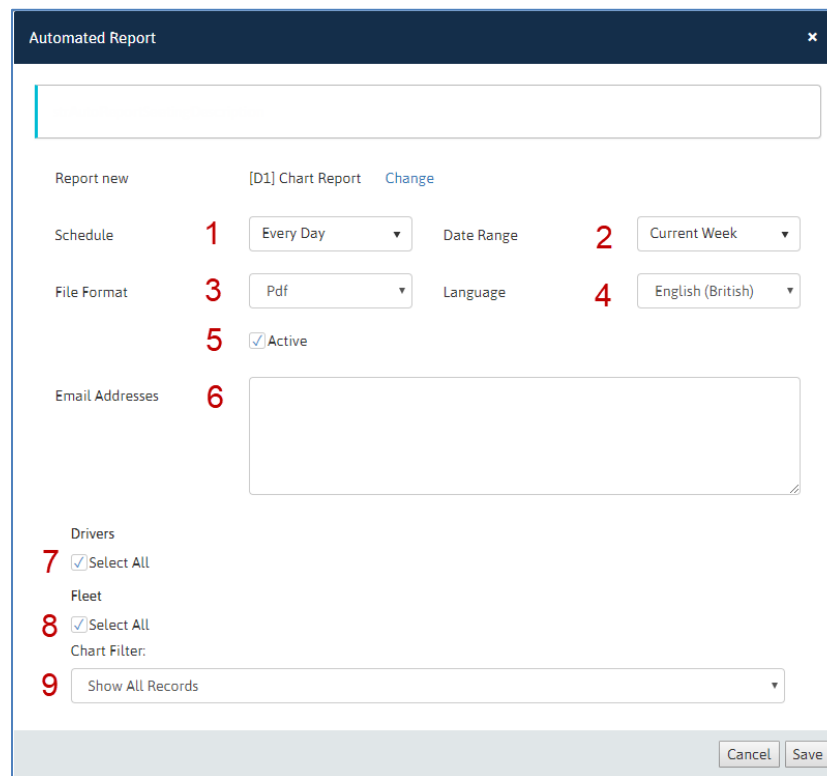
Click on the 'Add New Automated Report' button in the top left-hand corner of the page.

A new window will appear containing the list of reports that you can automate. (see below)



Reports are split into Driver, Site, and Vehicle. **Remember, these reports are user specific and controlled by the user logged in at the time, each individual user can create as many reports as they wish.**

To Schedule, a report, click the name of the report you want to schedule. This will then open a pop up containing the settings for this report.



The screenshot shows the 'Automated Report' window with a close button (X) in the top right corner. The window contains a search bar at the top. Below it, the report name is 'Report new [D1] Chart Report' with a 'Change' link. The configuration options are as follows:

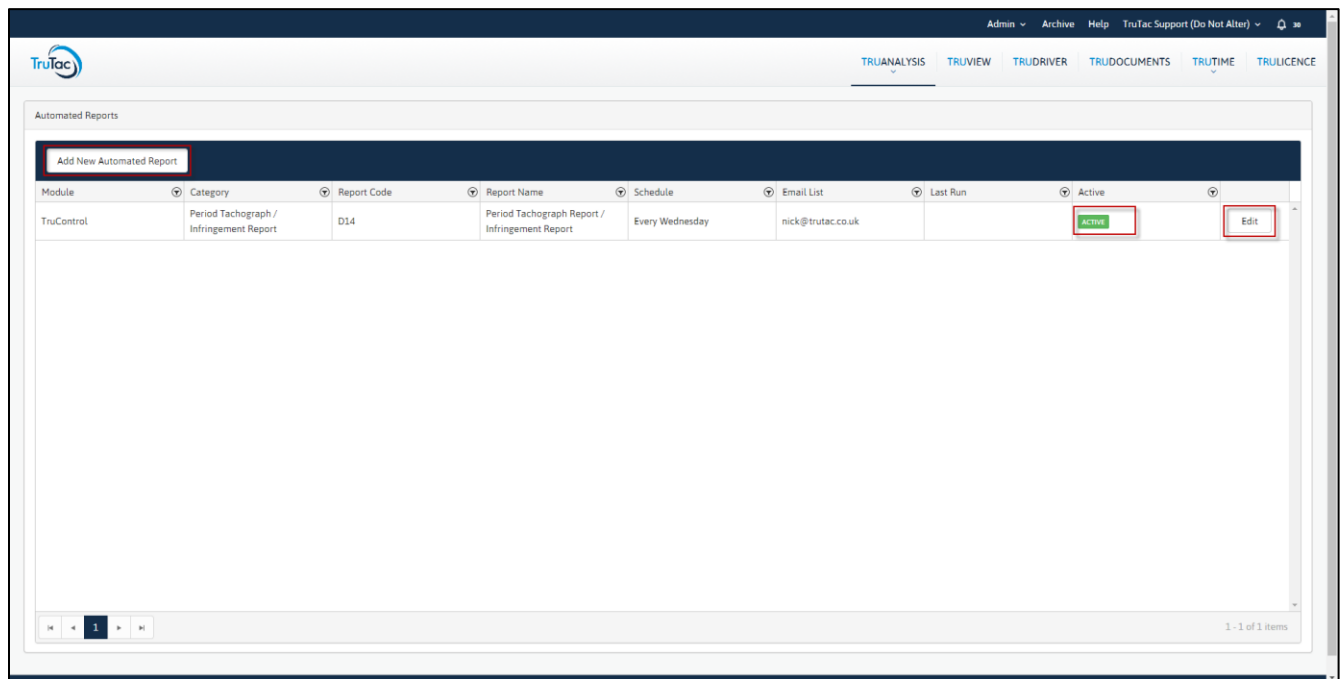
- Schedule:** 1. 'Every Day' (dropdown menu), 2. 'Date Range' set to 'Current Week' (dropdown menu).
- File Format:** 3. 'Pdf' (dropdown menu), 4. 'Language' set to 'English (British)' (dropdown menu).
- Active:** 5. A checked checkbox labeled 'Active'.
- Email Addresses:** 6. An empty text area for entering email addresses.
- Drivers:** 7. A checked checkbox labeled 'Select All'.
- Fleet:** 8. A checked checkbox labeled 'Select All'.
- Chart Filter:** 9. A dropdown menu set to 'Show All Records'.

'Cancel' and 'Save' buttons are located at the bottom right of the window.

From here you set the:

1. Schedule (which day of the week, month, or fortnight) you want the report sent on.
2. Date Range (Current week, 1 week ago, current month, 1 month ago etc) you want the report to show.
3. File Format (PDF, Excel) that you wish to receive the report in.
4. Language (English, Polish) you wish the report to be sent in.
5. Active (used to turn the report off and on).
6. Email Addresses (each email address you wish the report to be received on, separated by a semicolon).
7. Drivers (all or untick this and select a category(s)).
8. Fleet (all fleets or untick this and select an individual fleet, if you have multiple fleet access).
9. Parameters (if the report has parameters i.e. D14 only driver with points over 0.01 or All Drivers) Parameters are individual to the report selected.

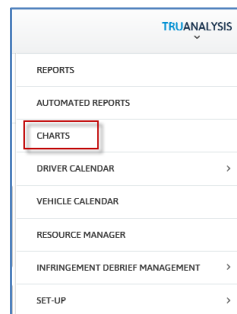
Dependant on the report type you will also be able to pick a vehicle category. Once you have set all the details required, click on Save to close this window and return to the previous page where you will be able to now see this report.



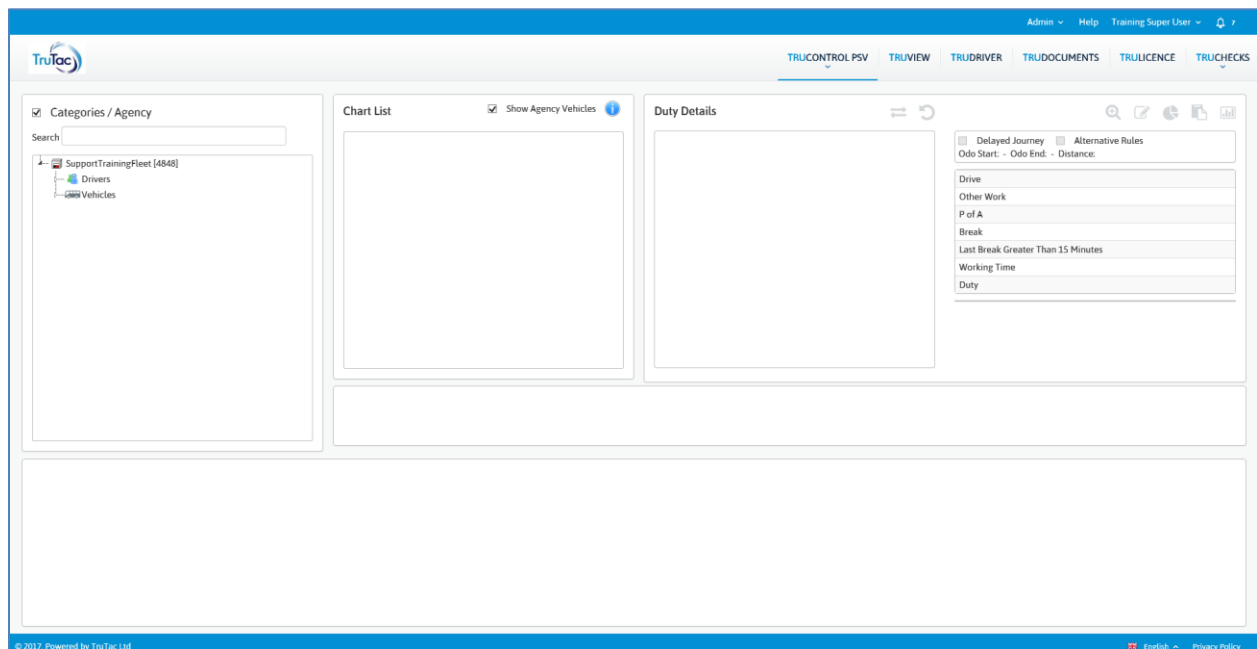
If you wish to change the settings or deactivate the scheduled report click on the Edit button for that report.

Charts and Infringements

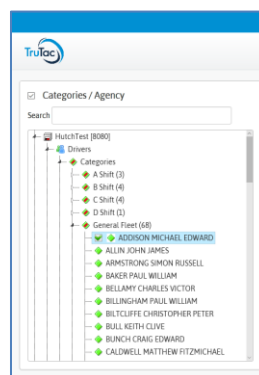
To obtain a detailed graphical and numerical representation of the driver's duties and any infringements, select the Charts tab from the TruAnalysis menu.



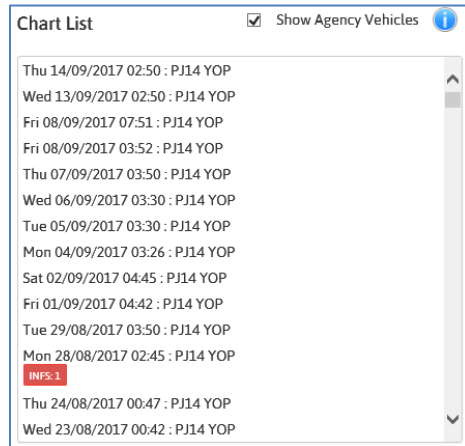
The charts page will then open, the page will look blank as no data has been selected yet.



Select the Driver/Vehicle you wish to view by selecting the name from the tree view list on the left side of the window. Alternatively, type the drivers name in the search box, and then click on the name in the list produced below the search function.

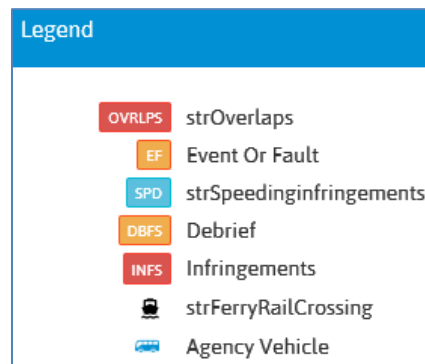


When a driver or vehicle is selected from the left, a list of duties will show in the Chart List box, these will include any extra data that has been placed against the driver in the Driver Calendar (Rest days, Holiday, Sick, Yard duties etc). You will be able to see if a driver has an infringement on any day, as well as over speeds, if the infringement has been debriefed, and any faults or events stored against that day.

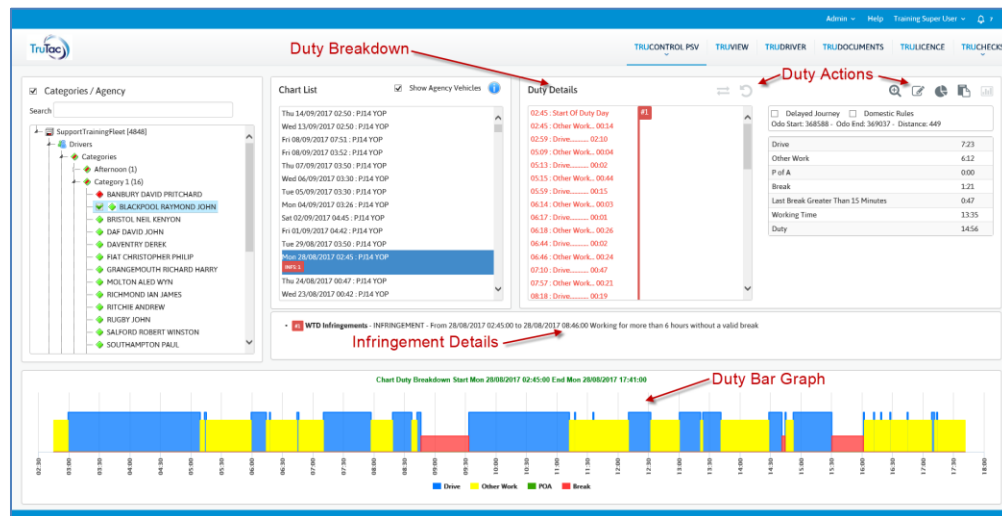


You will also be able to mark a day as Domestic, check if the driver has marked any part of his day as out of scope and place a marker against the day for a delayed journey, (for example, an accident on his route caused him to be delayed in arriving at his end location).

Markers have been placed on each duty where there is something of note, these are detailed in the picture below.



By selecting the day in the duty window that has this marker (or any day that you require to view), the page will change to show all the details from that day, as well as allowing the duty action buttons to become active.



View Chart - This brings up an image of the analogue chart or the digital file.



Infringement Debrief Form - This creates a pop-up window with an Infringement Debrief Form ready for you to complete, save and print.



Alter Digital Duty - This opens a pop-up window to alter digital duties that have been added to the TruControl system. (Changes are NOT made to the RAW data).



Reset Digital Duty - This highlights when changes have been made to a digital duty. Clicking this icon will take the selected duty back to the raw state (how the duty was originally read) and delete all changes you have made.



Duty Details Pie Chart - This produces a printable pie chart of the duty selected and shows the percentages each activity takes up.



Duty Details Report - This produces a printable report showing a breakdown of the duty selected.



View Speed Trace - This will produce a speed trace for the duty selected if the vehicle has been downloaded and the download device has been set to capture speed trace.



- This can be ticked to indicate that the driver was delayed during his shift and that there may be possible reasons for infringements.




- This can be ticked to alter the rule set applied for that duty to Domestic Rules.

Infringement Debrief Forms

Once you have selected the day with an infringement in you can carry out a debrief. This will allow you to record the reason the infringement occurred and the action that you have taken with the Driver to stop this from occurring again.



To carry out a debrief select the duty in question and click on the . The system will automatically open a new window containing the debrief form, this will have been automatically prefilled with the infringement(s) and the duty days.

Infringement Debrief Details
Print

Driver's Name: DAF DAVID JOHN

Driver's Email

If you are using electronic signatures you must enter a valid email address for the driver

Date of Debrief

Location

Date of Last Debrief

[Previous Debrief](#)

Manager

Manager's Email

If you are using electronic signatures you must enter a valid email address for the manager

Next Action

Reason for Debrief (Max 4000 chars)

INFRINGEMENT - From 06/03/2017 00:00:00 to 12/03/2017 23:59:00 Weekly working limit of 60 hours exceeded

INFRINGEMENT - From 20/03/2017 10:50:00 to 20/03/2017 16:51:00 Working for more than 6 hours without a valid break

Debriefing Notes (Max 4000 chars)

Template

Other Options

Additional Training

HR Notified

Agency Notified

Commit

Recorded Chart Infringement(s)

Start time	End Time	Registration	Drive	Rest	Other	P of A
11/03/2017 04:04	11/03/2017 15:46	PK13 GBO	07:11	01:06	03:23	00:02
20/03/2017 04:03	20/03/2017 17:14	PK13 GBO	07:12	01:04	04:55	00:00

Recorded Driver Infringement(s)

Start time	End Time	Message	Points	Ignore Points
06/03/2017 00:00	12/03/2017 23:59	Weekly working limit of 60 hours exceeded	3	<input type="checkbox"/>
20/03/2017 10:50	20/03/2017 16:51	Working for more than 6 hours without a valid break	3	<input type="checkbox"/>

Back
Update
Update And Close

You now can fill out the relevant sections 1. Debriefing Notes – This is where you record what was said by the driver, to the driver and any relevant reasons for the infringement (accident, delay etc.). 2. Next Action – Here you select the action taken at the time (there are a series of default actions but new ones can be created from the settings section under Infringement Debrief Management).

No Action
Extra Training
Verbal Warning
Written Warning
2nd Written Warning
Final Written Warning
Dismissal

To the right of this section are a series of Other Options tick boxes that you can also use.

Other Options
<input type="checkbox"/> Additional Training
<input type="checkbox"/> HR Notified
<input type="checkbox"/> Agency Notified
<input type="checkbox"/> Commit!

It should be noted that once the Commit! Option is chosen and the page saved no further changes can be made to this document.

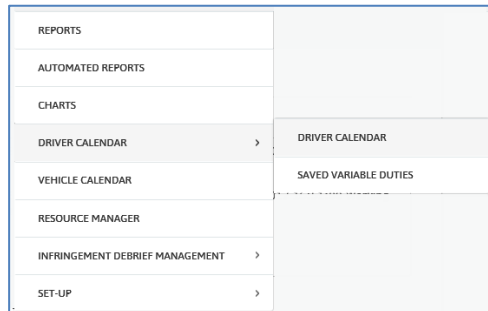
Once all entries have been completed, select the **“Save”** icon. You will then be able to select the required IDF form and print the report.

You can select multiple infringements to be debriefed at the same time by using the CTRL button on your keyboard and selecting them from the chart list. You can also use debriefs on days that infringements have not occurred if you need to put a note against a driver’s duty.

Driver Calendar

The Driver Calendar is an organisational tool to help you keep track of charts, drivers, and their duties as well as manually adding non-Tacho duties such as training, yard work, Holidays and Sick days. These entries are important if you are going to be using the TruControl system to monitor and report on your Working Time Directive (WTD).

To access the Driver Calendar, click on the TruAnalysis option in the TruControl menu bar and select Driver Calendar, then select Driver Calendar from the side menu that appears.

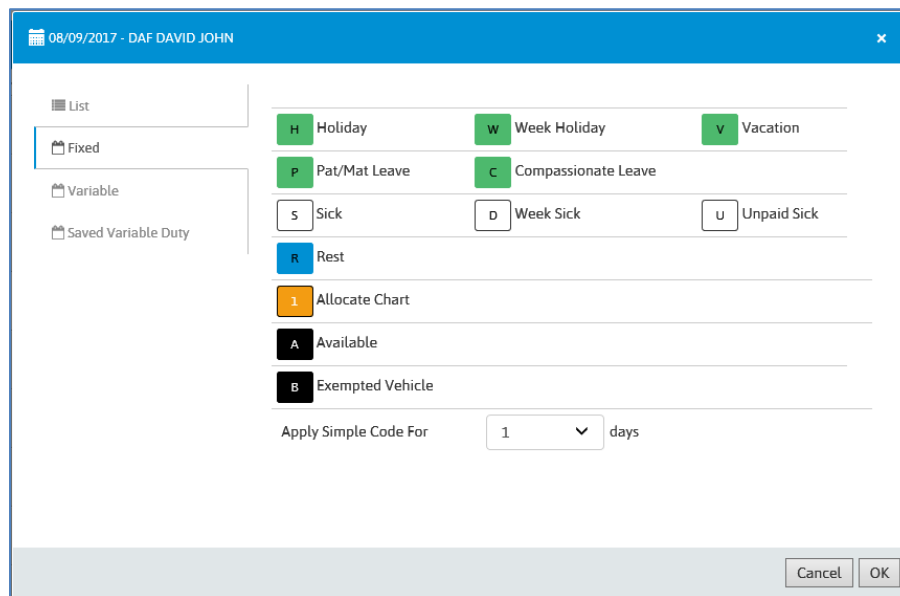


This will open the Driver Calendar window, by default, this will show 28 days before the current date.

The Drivers Name Cell Displays the driver's name, the last analogue chart, last digital chart, and the date of the last download of the driver's card. This last date will highlight amber or red depending on the number of days since the last download. The default settings are (Black – less than 14 days, Amber - more than 14 days but less than 21 days and Red if it is more than 21 days).



Clicking on an empty date cell in the calendar will produce a Create Fixed Duty box:



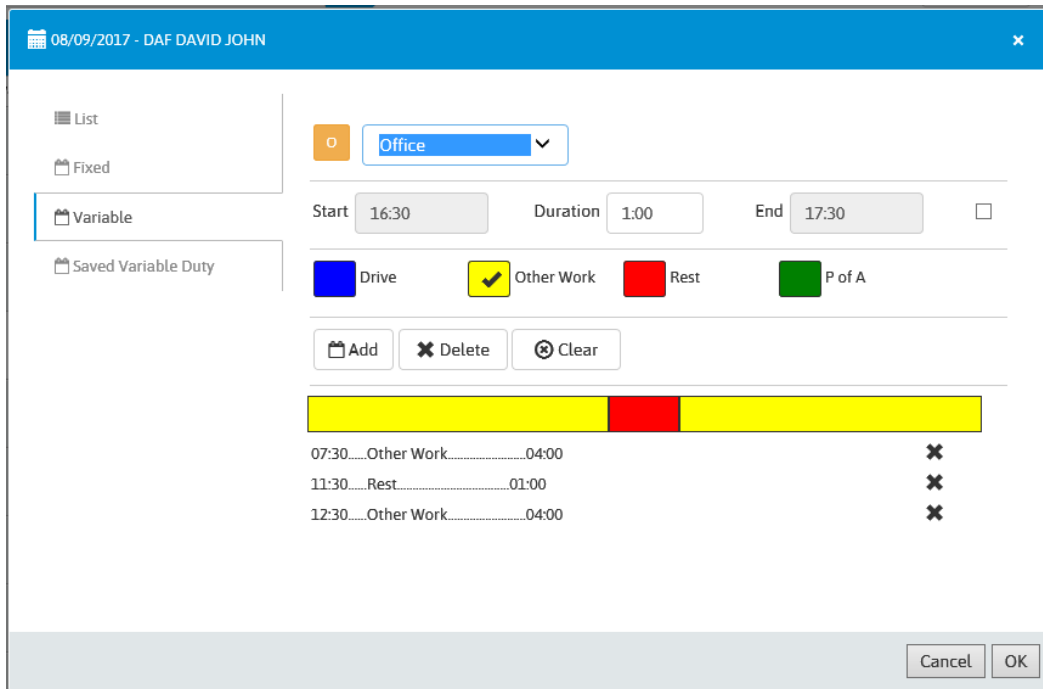
This allows you to enter fixed day data such as Holidays, Rest, Sick etc.

Sick Days, Holidays, Pat/Mat Days will record 8 hours for WTD.

Week Holiday and Week Sick (which should be used for a 5-day period between Monday and Sunday) will record 48 hours for WTD.

Unpaid sick, Vacation, Rest, Available and Exempted Vehicle do not insert data in for Working time records but does allow you to have a complete record of your driver's week.

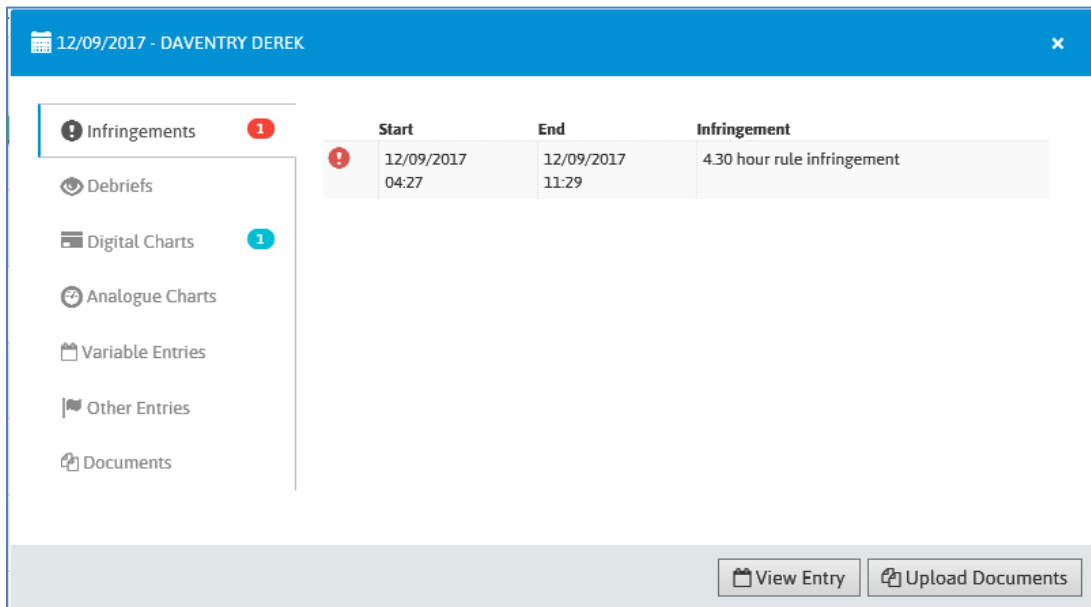
The Variable tab (located just under the Fixed tab) allows you to create a record where you can add separate activities and times for the day where no Tachograph has been used and the driver has not created a manual entry on the VU Unit. This ensures that the driver's Working Time Directive Hours are accurate. Examples of this; Yard duty or Office work.



When looking at the calendar you may see days highlighted in red (see below)

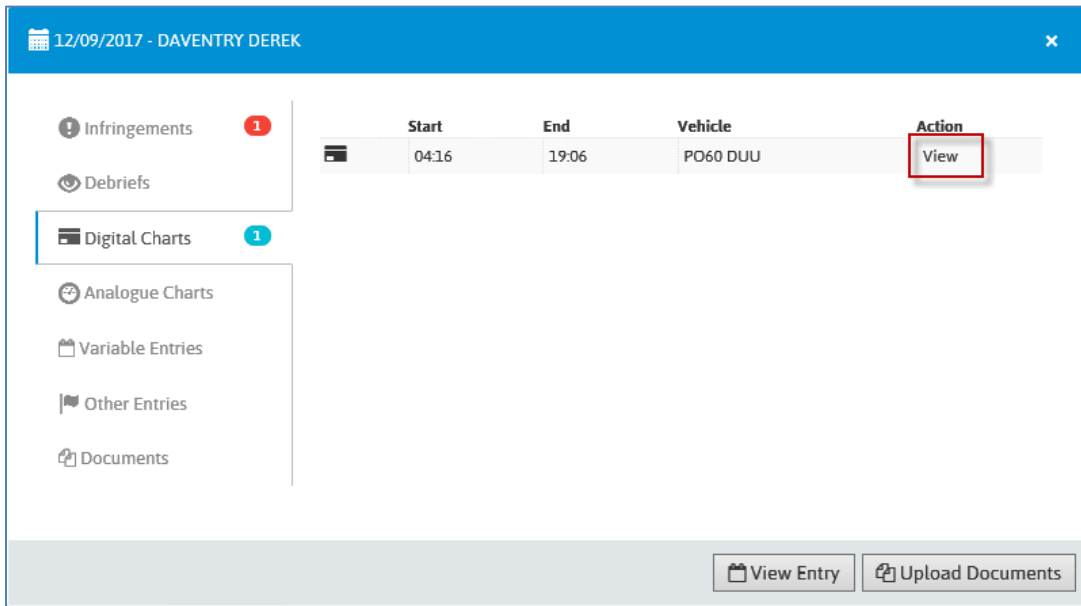


This is to signify that on this day an infringement has occurred. If you click on the day in question a pop-up box will appear giving you more details:

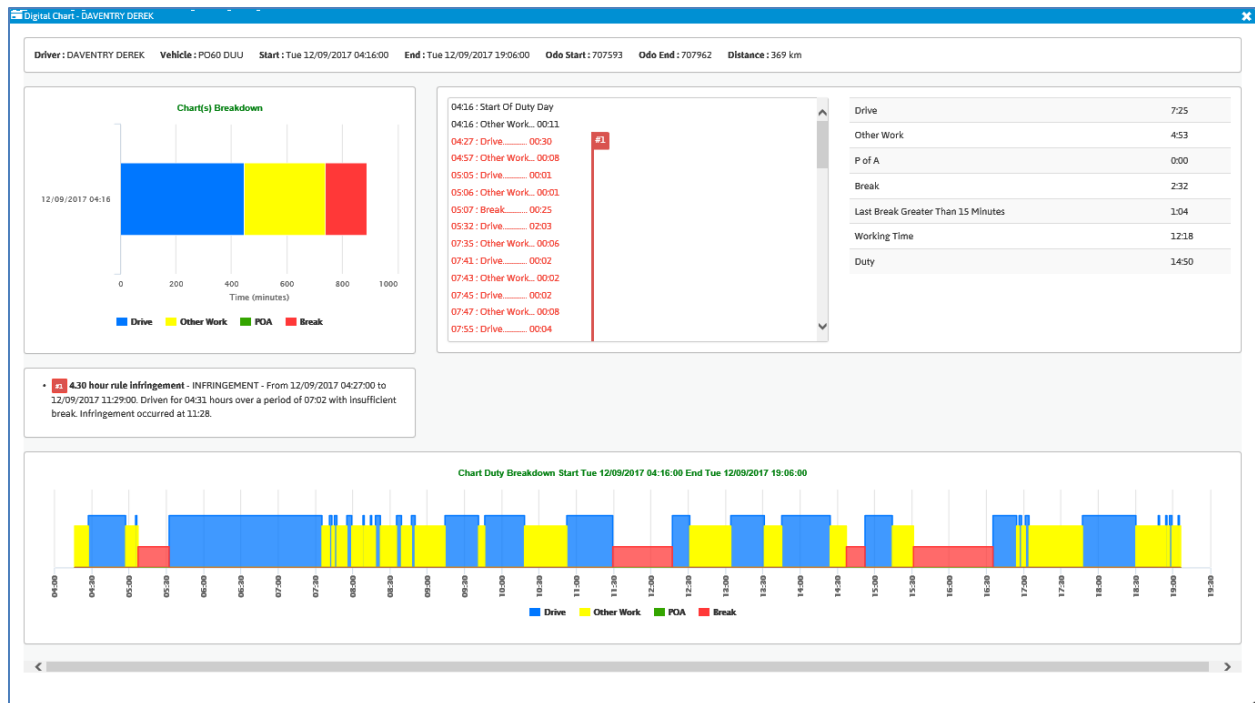


From this screen, you can then select any tab from the left-hand side to view for that section. To help you know if data has been recorded on each section the number of records is shown next to it. Above

we can see that the Digital Charts have a blue 1 next to it and if we select that tab the following screen is displayed.



From here we can click on the View link under the Action section which will open a popup window displaying the chart in a graphical view.



At the top of the Driver Calendar, you can see the following menu bar.



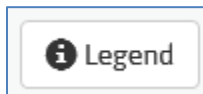
The menu bar is broken down into several distinct sections.



This allows you to choose a specific date to view (28 days).



These buttons allow you to go back (left-hand side of the screen) or forward (right-hand side) by 1 Year, 1 Month or 1 week (per click) from the date currently showing on the screen.



This will load a Legend to help understand the colours and icons.



Typing a driver's name or part of a name (Example Paul) into the search box will display all the drivers that contain this name or part of a name.

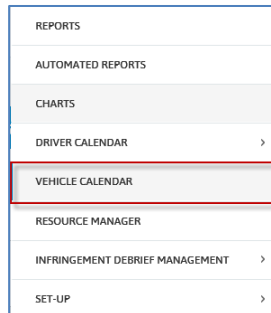


Clicking on either of the months shown in this section will change the calendar to jump to that month 1st to the 28th.

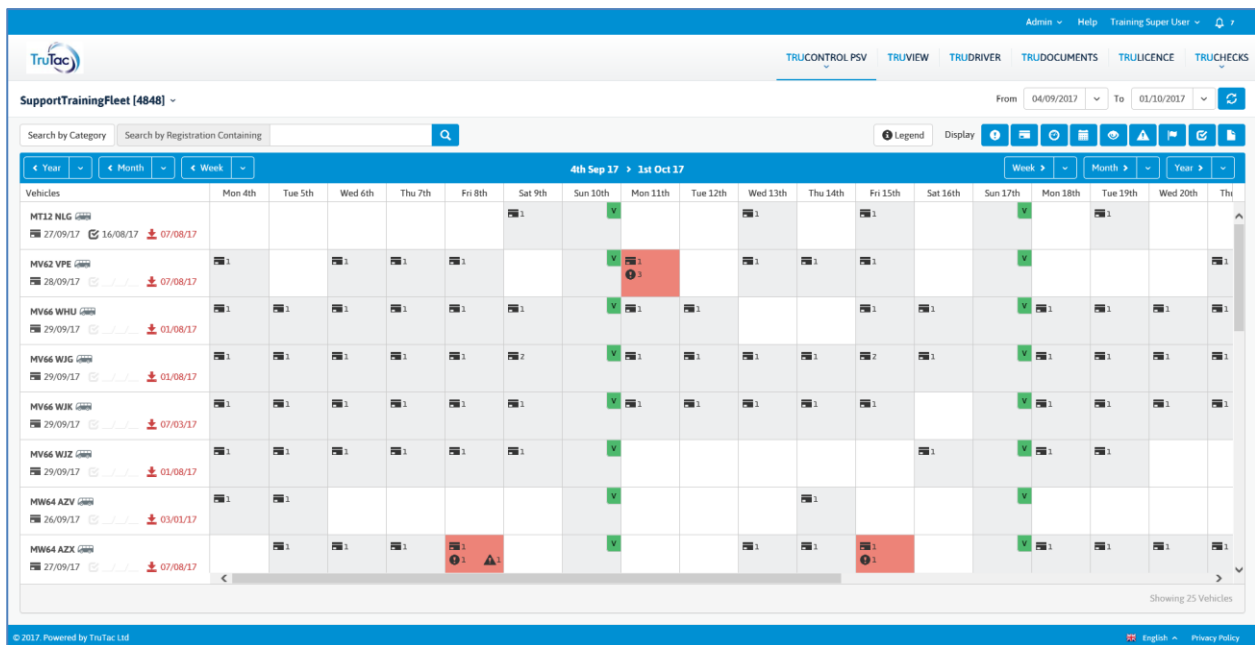
Vehicle Calendar

The Vehicle Calendar is an organisational tool to help you keep track of vehicles. As well as being able to see when a vehicle is in use, any infringements generated by the driver of the vehicle, and if the vehicle is overdue a download, you can also mark a vehicle as VOR (Vehicle off Road), Service and VOL (Vehicle on Loan). These entries are important if you are going to be using the TruChecks application, as they help you to know when a vehicle check should have been carried out.

To access the Vehicle Calendar, click on the TruAnalysis option in the TruControl menu bar and select Vehicle Calendar.



This will open the Vehicle Calendar window, by default, this will show 28 days back from the current date.



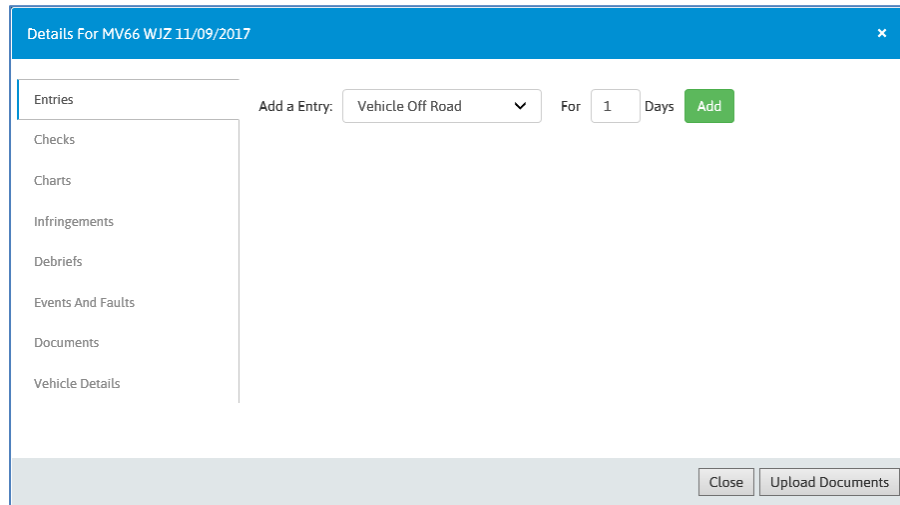
This page has similar features and functions as the Driver Calendar page.

The vehicle cell shows the Registration, if the vehicle is Analogue or Digital, the last chart, last TruChecks check carried out (if applicable) and the last download.

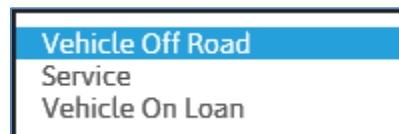


This last date will highlight amber or red depending on the number of days since the last download. The default settings are (Black – less than 30 days, Amber - more than 30 days but less than 52 days and Red if it is more than 52 days).

Clicking on an empty date cell in the calendar will produce a Create Entries box:



This allows you to enter fixed day data. These are listed below.



You can apply this entry for the next 1 day or by selecting the drop down for the next X number of days.

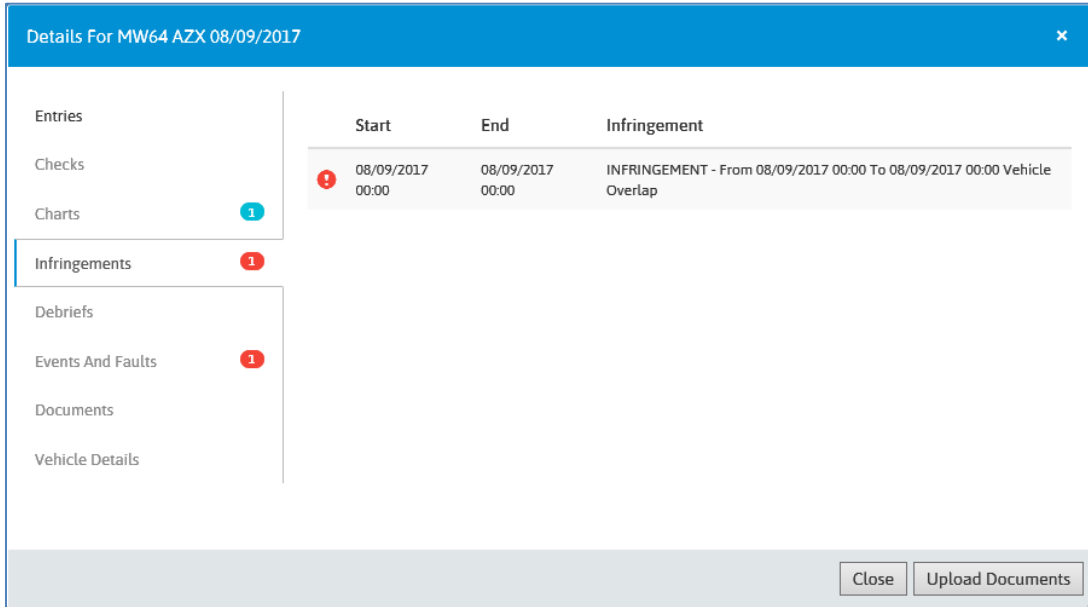
When looking at the calendar you may see days highlighted in red (see below)



This is to signify that on this day an infringement has occurred. If you click on the day in question a pop-up box will appear giving you more details:

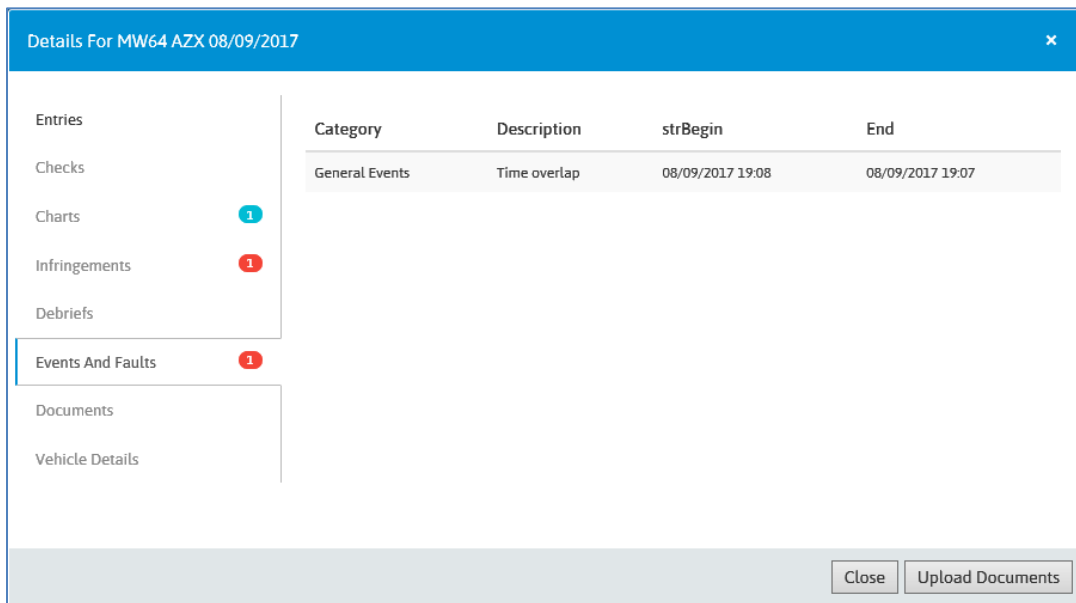
In the example above, we can also see the Warning Triangle, this is to signify that a fault or event has been recorded on this day. Faults and events are created by the VU unit automatically when they occur.

Examples of Faults and Events are; Driving without an appropriate card, Card Insertion while Driving, Motion Sensor Error, Last Card Session Not Closed Correctly, Time Overlap etc. For a full list please see the instruction manual that came with your VU Unit.



Start	End	Infringement
08/09/2017 00:00	08/09/2017 00:00	INFRINGEMENT - From 08/09/2017 00:00 To 08/09/2017 00:00 Vehicle Overlap

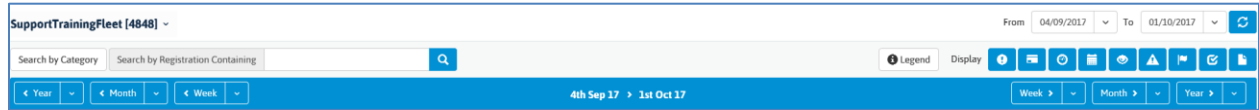
From this screen, you can then select any tab from the left-hand side to view for that section. To help you know if data has been recorded on each section the number of records is shown next to it. Above we can see that the Events and faults has a blue 1 next to it and if we select that tab the following screen is displayed.



Category	Description	strBegin	End
General Events	Time overlap	08/09/2017 19:08	08/09/2017 19:07

Again, as on the Driver Calendar, we could have clicked on the Charts link and viewed the graphical representation of the data from there.

At the top of the Vehicle Calendar, you can see the following menu bar.



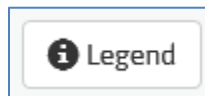
The menu bar is broken down into several distinct sections.



This allows you to choose a specific date to view (28 days).



These buttons allow you to go back (left-hand side of the screen) or forward (right-hand side) by 1 Year, 1 Month or 1 week (per click) from the date currently showing on the screen.

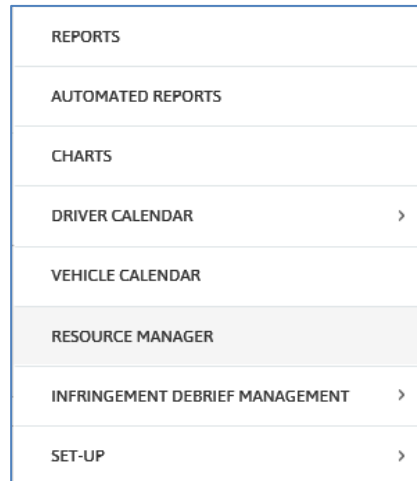


This will load a Legend to help understand the colours and icons.

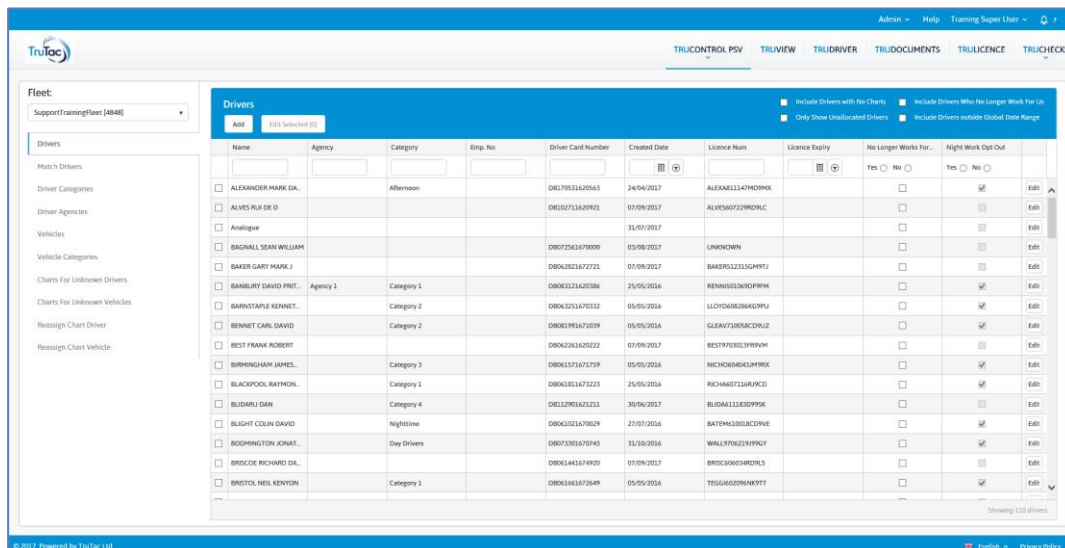
Resource Manager

Resource Manager is the section of TruControl where you can add and make changes to drivers and vehicles you can also manage categories, match drivers, and make other amendments to a driver or vehicle's information.

To access Resource Manager, select the TruAnalysis drop-down menu and select Resource Manager.



When first opened, the page opens in the driver view and lists all the available drivers. From here you can edit a driver, move the driver between categories or agencies, mark the driver as no longer working for you, mark the driver has opted out of the Night-Time Working Rules (dependant on your company setting) and add licence details if required.



To edit a driver, click on the edit button on the right-hand side of the screen and the following screen will appear.

Edit Driver
✕

First Name

Last Name

EMPLOYMENT DETAILS

Agency

Category

Employee number

Night Work Opt Out
The settings for this drivers fleet prevent you from changing this setting.

No Longer Works For Us

LICENCE DETAILS

Driver Card Number

Driving licence number

Driving Licence Valid From Date

Driving Licence Expiry Date

LGV Licence Expiry

PCV Licence Expiry

DQC Expiry

HazChem Trained

Make any changes that you require and then click on the Save button, this will close this window and return you to the list of drivers.

Selecting Match Drivers will allow you to match an analogue and Digital driver and amalgamate all the records. If you have no Analogue drivers this option will not show for you.

Fleet:

Drivers

Match Drivers

Driver Categories

Driver Agencies

Vehicles

Vehicle Categories

Charts For Unknown Drivers

Charts For Unknown Vehicles

Reassign Chart Driver

Reassign Chart Vehicle

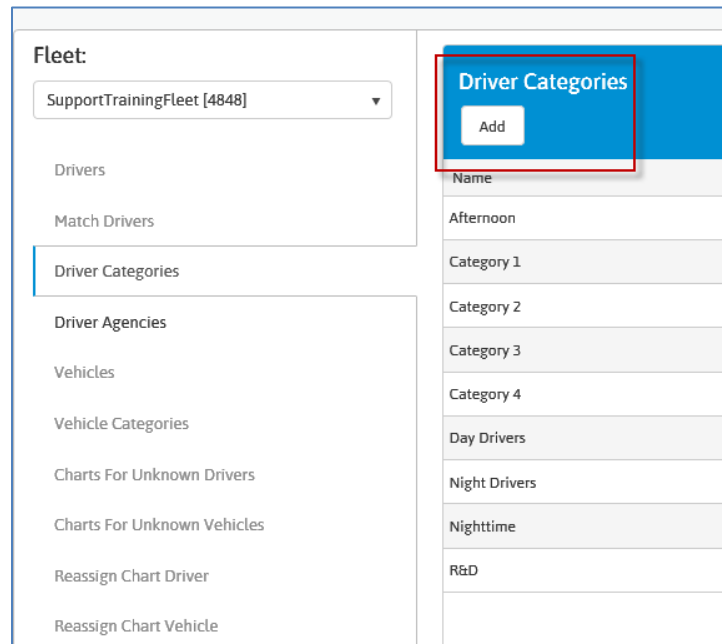
Match Drivers

Name	Category	Agency	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Analogue			<input type="button" value="Match"/>
JACKMAN NICK	Afternoon		<input type="button" value="Match"/>
Oliver Lee			<input type="button" value="Match"/>
TEST FOR DCS NO DATA			<input type="button" value="Match"/>
Townson Wendy			<input type="button" value="Match"/>
VENSON MARILYN	Night Drivers		<input type="button" value="Match"/>
Walkaround Defect			<input type="button" value="Match"/>

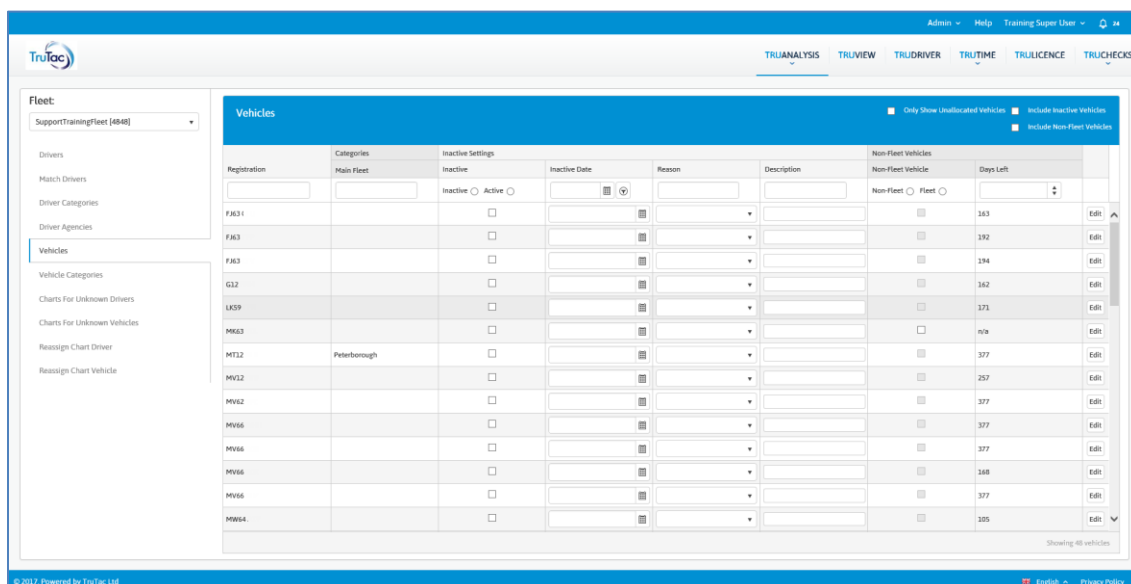
The screen will show all analogue drivers in your fleet, selecting the Match button against the driver's name will open the selection box where you can select the digital driver to match against.

Selecting the Driver Categories tab will allow you to view the existing categories as well as editing and adding a new category.

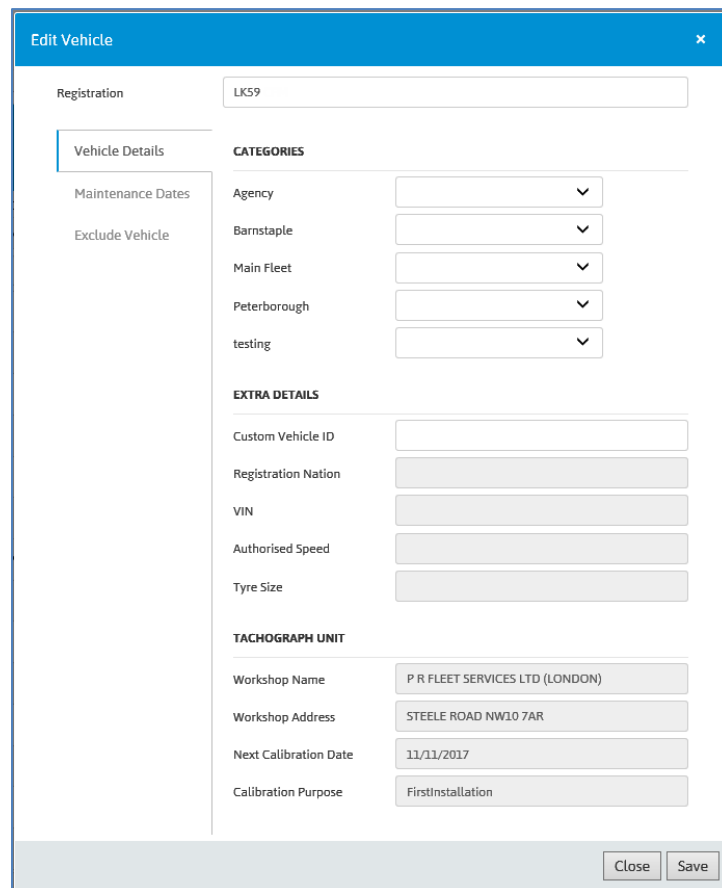
Selecting Driver Agencies will allow you to create an agency category. A category/agency can be called anything, e.g.; Days, Nights, Late Shift, A Shift etc.



Selecting the Vehicle Tab will allow you to view all vehicles in your fleet as well as edit them. Editing a vehicle allows you to place them into categories, mark them as inactive or non-fleet as well as place other maintenance dates against them.



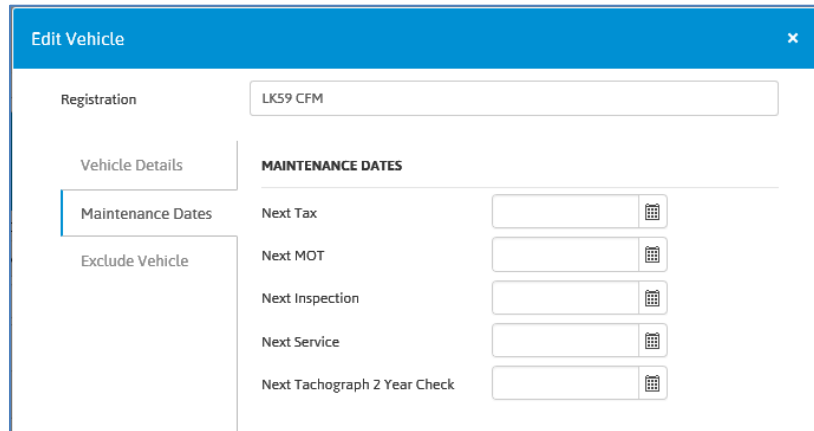
Clicking the Edit button at the end of the row on the vehicle you require to change will open the following popup.



Edit Vehicle	
Registration	LK59
Vehicle Details	CATEGORIES
Maintenance Dates	Agency
Exclude Vehicle	Barnstaple
	Main Fleet
	Peterborough
	testing
	EXTRA DETAILS
	Custom Vehicle ID
	Registration Nation
	VIN
	Authorised Speed
	Tyre Size
	TACHOGRAPH UNIT
	Workshop Name: P R FLEET SERVICES LTD (LONDON)
	Workshop Address: STEELE ROAD NW10 7AR
	Next Calibration Date: 11/11/2017
	Calibration Purpose: FirstInstallation

From the screen above you can move the vehicle into a category, place a custom id against the vehicle and view the Tachograph details (workshop name, address, next calibration date and purpose of calibration) as recorded from the VU unit.

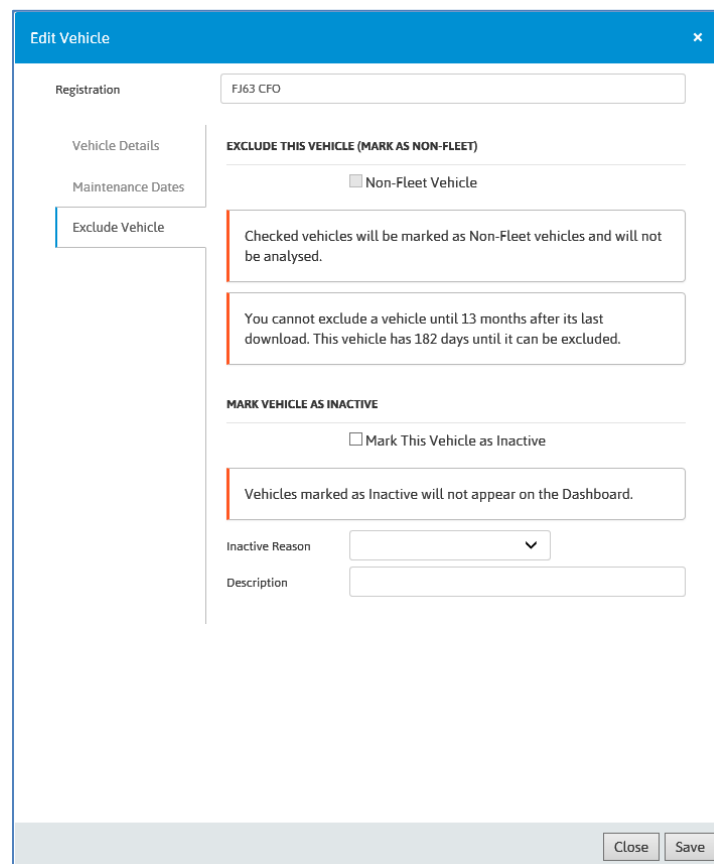
Extra maintenance dates can be placed against a vehicle (these show on the Maintenance report) by clicking on the Maintenance Dates tab in the left-hand menu. This will then display the following data.



The screenshot shows the 'Edit Vehicle' window with the 'Maintenance Dates' tab selected. The 'Registration' field contains 'LK59 CFM'. The 'MAINTENANCE DATES' section includes five input fields with calendar icons: 'Next Tax', 'Next MOT', 'Next Inspection', 'Next Service', and 'Next Tachograph 2 Year Check'. The 'Exclude Vehicle' tab is visible but not selected.

From here you can add the due dates required for Tax, MOT, next inspection, and next service.

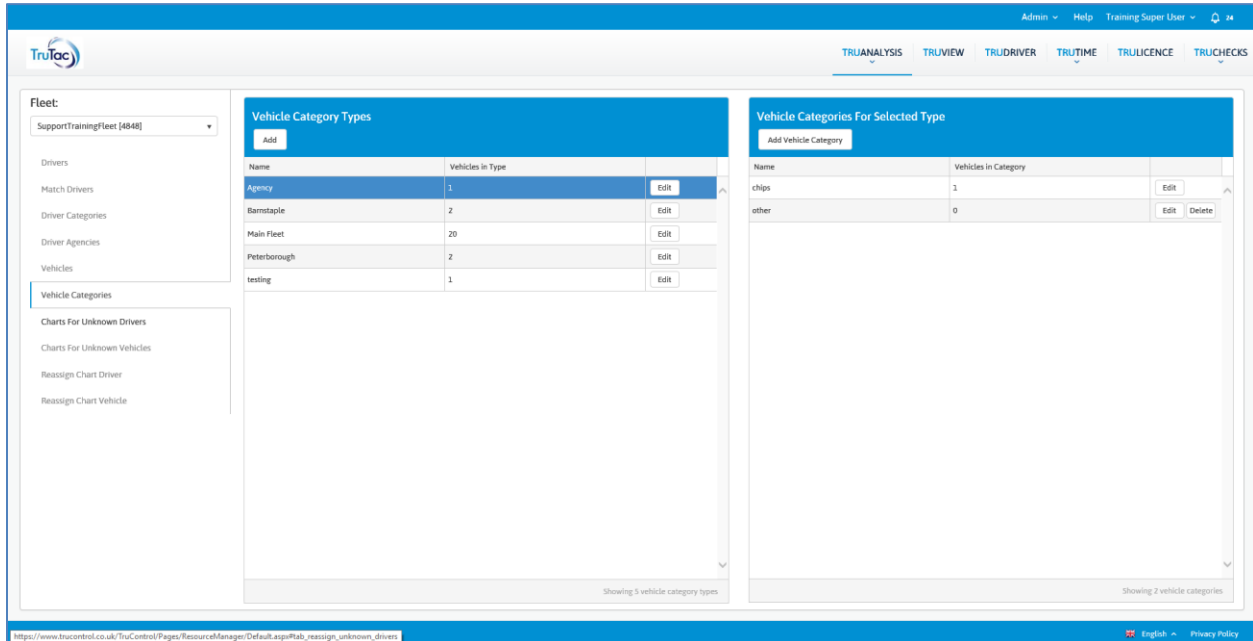
Occasionally you may need to exclude vehicles from your overdue widget (TruView) and the overdue vehicle report (normally when a hire vehicle is returned or you sell or remove a vehicle from your fleet). To do this click on the exclude vehicle tab.



The screenshot shows the 'Edit Vehicle' window with the 'Exclude Vehicle' tab selected. The 'Registration' field contains 'FJ63 CFO'. The 'EXCLUDE THIS VEHICLE (MARK AS NON-FLEET)' section has a 'Non-Fleet Vehicle' checkbox. Below this are two informational boxes: 'Checked vehicles will be marked as Non-Fleet vehicles and will not be analysed.' and 'You cannot exclude a vehicle until 13 months after its last download. This vehicle has 182 days until it can be excluded.' The 'MARK VEHICLE AS INACTIVE' section has a 'Mark This Vehicle as Inactive' checkbox. Below this is another informational box: 'Vehicles marked as Inactive will not appear on the Dashboard.' The 'Inactive Reason' field is a dropdown menu, and the 'Description' field is a text input. At the bottom right are 'Close' and 'Save' buttons.

You will be able to mark a vehicle as inactive and place a reason and description as to why you are marking the vehicle as inactive.

Selecting the Vehicle Categories tab will allow you to view the existing categories as well as editing and adding a new category.



The screenshot displays the TruTac web application interface for managing vehicle categories. The top navigation bar includes 'Admin', 'Help', 'Training Super User', and a user profile icon. The main content area is divided into three sections:

- Fleet:** A dropdown menu showing 'SupportTrainingFleet [4848]' and a list of navigation options: Drivers, Match Drivers, Driver Categories, Driver Agencies, Vehicles, Vehicle Categories, Charts For Unknown Drivers, Charts For Unknown Vehicles, Reassign Chart Driver, and Reassign Chart Vehicle.
- Vehicle Category Types:** A table with columns 'Name' and 'Vehicles in Type'. It lists five main categories: Agency (1), Barnstaple (2), Main Fleet (20), Peterborough (2), and testing (1). Each row has an 'Edit' button.
- Vehicle Categories For Selected Type:** A table with columns 'Name' and 'Vehicles in Category'. It shows two subcategories: chips (1) and other (0). Each row has 'Edit' and 'Delete' buttons.

At the bottom of the interface, there is a URL: https://www.trucontrol.co.uk/TruControl/Pages/ResourceManager/Default.aspx#tab_reassign_unknown_drivers and a footer with 'English' and 'Privacy Policy'.

You can have 5 main vehicle categories (the left-hand box) and as many subcategories (right-hand box) as you require. Once you have created a main category only then can you create subcategories. This allows you to have vehicles in multiple categories (if required). The categories can be called anything relevant, Volvo, 7.5 Ton, Tippers, Artic, Rigid etc.

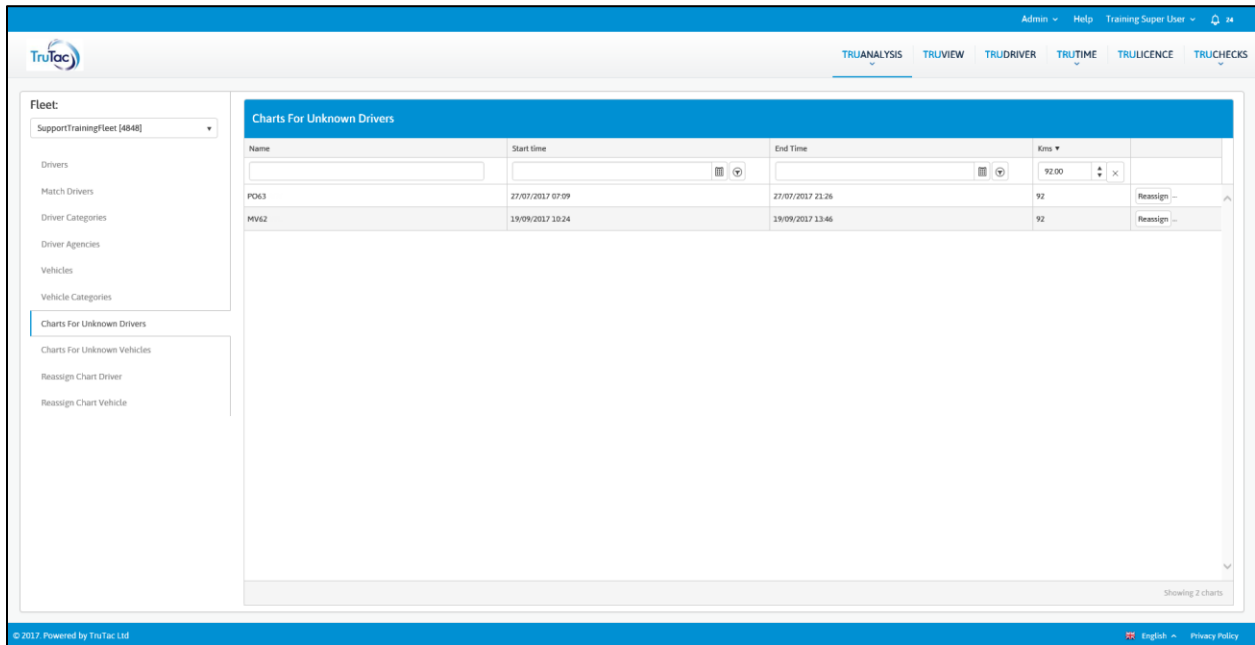
The Charts for Unknown Drivers tab allows you to assign a period of unknown drive to the correct driver. This function only shows the times that a vehicle has been moved or driven without a driver card inserted. These entries will require investigation to see who was driving the vehicle so that the information can be recorded against the correct driver etc.

In theory, the only entries on this report should be when a driver has reported to you, and the DVSA/DVLA, that his card has been lost/stolen or is defective. In practice, however, we find that vehicles are moved around the yard without insertion of a driver card. It is also possible that engineers will pick up vehicles for service or external delivery/service staff use the vehicle and sometimes they do not insert their cards.

These entries will need to be checked to determine the reason behind them and where possible registered against the relevant driver/engineer. Any entry that cannot be assigned to a member of staff should be noted on the report and the report filed for future reference.

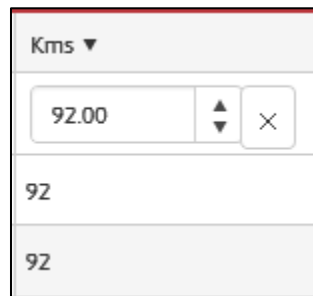
To assign unknown drivers to the correct driver click on the Charts for Unknown Drivers tab in the left-hand menu.

The screen will then display any instances of a vehicle being driven with no card inserted.



Each row will show you the details of the unknown drive. These are the Vehicle Registration, start time, end time, and total Km’s travelled.

At the top of each column, you will see a search box, you can use this to filter the results down to a single vehicle, date range or no of Km’s.

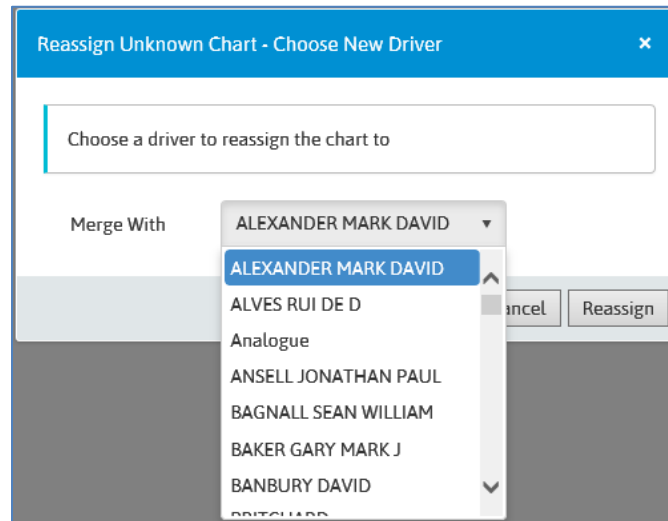


In the example above, we have filtered the data to only show those values above 92 km’s.

At the end of each row, you will see the Reassign and View Chart buttons.



These allow you to view the raw data (useful for checking who drove before or after the unknown driver) and to set the Unknown driver to the correct driver. Clicking on the Reassign button will open the following window where you can then select the driver's name from a list of all your drivers.



Once in this box, typing the name will filter the results down.

Ensuring you have selected the correct day and driver, click on the reassign button. This window will then close and your list of Unknown drivers will reappear minus the date you have just corrected.

Help and Support

For help with any part of the system, please contact the TruTac Support Team.

When contacting the Support Team, please ensure you are logged in and have your Company name & fleet number ready. Your Fleet number is generally displayed next to your company name on the Reports page.

Tel: 02476857890

E-Mail Support@trutac.co.uk

Mon-Thurs: 08:30 – 17:00

Fri: 08:30 – 16:00

**TruTac Ltd
Units 5 & 6
Westwood House
Westwood Business Park
Coventry
CV4 8HS
www.trutac.co.uk**