digicentral

User Guide

digicentral

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Account Levels

Within digicentral, there are multiple levels of access such as standard user, account administrator and referrer. This user guide concerns the functionality within accounts (i.e. for standard users and account administrators). For referrers of those who have access to multiple accounts this user guide will have some use, but there are a number of menus at referrer level which are not talked about here. For more information on referrer level menus and functionality, please contact Tachosys.

Logging in to digicentral

There are three pieces of information needed to login to your digicentral server account:

- Web URL
- User name
- Password

Please contact your referrer if you have not received this information.

Change Password

Once you have logged in for the first time you should immediately change your password to something memorable. To do this, select the Security tab, then the 'My Details' option on the left menu and then click "Change Password".

Set language, time zone and units

To change the language, time zone or units used on digicentral web, click on the spanner icon which is located at the top right corner of the screen.

This reveals the language and time zone specific preferences. You may ignore the pressure and temperature settings unless you are using our tyre monitoring feature. The distance units represent; 'm' for metres and 'ft' for feet, therefore Metric or Imperial.

Set language and time zone preferences

Language preference:

Language: [English ▾]

Time zone preference:

Time zone: [(UTC+00:00) Dublin, Edinburgh,]

Distance units preference:

Distance units: [m ▾]

Pressure units preference:

Pressure units: [psi ▾]

Temperature units preference:

Temperature units: [°C ▾]

Archive preference:

File naming convention: [Standard European (*.ddd) ▾]

[Confirm] [Cancel]

Here, you can also change the Archive preference from the Standard European ".ddd" file naming convention.

Registering a Company Card (Administrators only)

If you are performing remote download with the digiDL then you have to create a company card entry on digicentral Web. This entry is used to create a relationship between the company card and devices. Once you create a company card record you can then assign this card to a location (). This means all devices associated with that location will use this company card to authenticate. You will need to have the appropriate account permissions in order to do this.

Entering Company Card Information

To register a company card, navigate to the "Company Cards" tab and then select the 'Register new company card' button.

Company cards

Register new Company card:

Description:

Card number:

Connected alert interval:

Confirm   Cancel

You should make the Description field as descriptive as possible as it will be used to identify the card in what could be a long list. This field is not used by the system to identify the card so is free form.

Enter the company card number in the relevant field.

The Connected alert interval is used to alert you if a company card cannot be reached for authentication. Simply enter the number of hours after which you will be alerted if a device cannot be reached. *(i.e. a company card may be unable to be reached if a PC with an attached digicard device is switched off at night. This will prevent the company card in the digicard device from authenticating but you may not want to receive an alert. In this instance, setting this interval to 24 hours would allow the PC to be shut down each night but would alert you of any other issues.)*

Once a company card is registered the system generates a unique key which can be viewed on the list of company cards. This key is used to create the internal system link between the company card and the digiDL devices relevant to it.

Connecting the Company Card to digicentral - Physical Solutions

The physical company card is connected to digicentral Web via a Windows™ PC or server running digicentral Authenticate. We strongly recommend you use a [Tachosys digicard](#) for this to ensure compatibility. A permanent connection is created between digicentral Authenticate and digicentral Web so that the company card is always available. An alternative would be to use a mains-powered [Tachosys digicard-AUT](#) device which authenticates and links directly with digicentral Web via WiFi, removing the need for a device to be plugged into a permanently powered PC.

Tachosys also manufacture a solution called the [digicard Hotel](#) which can host up to 20 company cards for different customers. This is ideal for resellers who wish to offer a card hosting service for customers that find it challenging to keep the company card service running 24/7.

You can obtain digicentral Authenticate (and its accompanying user guide) straight from the Software or Help sections of digicentral Web. Alternatively, these can be downloaded from www.tachosys.com/software.

There are three basic elements that the administrator must identify from the site and provide to the installer of digicentral Authenticate:

1. *Host Name*: the host address for digicentral Web server (i.e. dcweb.tachosys.com).

2. *ID*: the account ID from digicentral Web server.

3. *Key*: the company card key generated by the server. This is available in the list within the Company Cards tab.

Standard users cannot register new company cards or edit existing entries. However, standard users can view the list of company cards.

Adding a Location (Administrators only)

Locations are found within the Account Configuration tab and displays a list of locations that have been set up on that account.

You must setup at least one Location. You can use locations to categorise your data (i.e. for segregating depots or if more than one organisation has access to the same account). Each new or existing device will be grouped into a list of defined locations. This then lets you setup system "Users" who can only access information assigned to the specific locations they have permissions for.

To add a new location, select 'Add new location'. This will bring up a form with numerous options:

- **Name/Description**: Give the new location a name and a description which will be easily identifiable in a list.

- **File Forwarding**: Select where to forward files to. If this has not yet been setup, you can edit the location and add this information at a later stage. See page 36 for more on File Forwarding.

- **Data Log Forwarding**: Select the relevant option for data log forwarding. If this has not yet been set up, you can edit the location and add this information at a later stage. See page 37 for more information on Data Log Forwarding.

- **Default Company Card**: Select which company card you wish to link that location with as default from the dropdown list. This can also be done at a later stage. See page 6 of quick start guide for information on how to register company cards.

- **Default Vehicle Type**: Select which vehicle type that location is associated with (truck, van, car etc.). Adding and editing vehicle types can be found on page 21.

- **Default Geo-fence**: If the location will include devices which use tracking, you can select a default Geo-Fence. For more information on using Geo-fencing, see page 26.

- **Remote Download alert interval**: This is used to alert you if devices at that location have not downloaded when they were scheduled to do so. Set the number of hours after which you will be alerted if a scheduled download has been missed.

- **Device Connected alert interval**: This is used to alert you if any device at that location has not recently connected to the server. Set the number of hours after which you will be alerted if a device has not connected to the server.

- **Tracking Connected alert interval**: This alerts you if a device with tracking enabled has not connected withing a set number of hours. This is based on the latest tracking log.

- **Card Upload Interval/Show Clocking Prompts**: These options are only visible if clocking is enabled. For help with these options, please contact Tachosys.

- **Default employee/vehicle schedule**: You can set a default download schedule for employees and vehicles assigned to this location. In addition, any driver card that is placed in the same tachograph will also inherit this defined schedule.

  Vehicles and drivers will inherit their properties from the device they are associated with. However, you can set up individual properties for a driver or a vehicle which override those defaults or you can create additional tasks.

Once all information is correct, click 'Confirm' and this location will be added to the list. It can then be linked with devices during device registration.

Registering Devices (Administrators only)

The Devices tab contains a list of currently registered devices by serial number. New devices can be registered by an administrator by selecting 'Register new device'.

Serial Number/PWD:
This information will be on the device box label (not on the device itself) and should be copied into the relevant field. *Please note: PWD (password) is a unique string which is used by*

Register new device:

Serial Number: *	
Device PWD: *	
Location:	Select... ▾
Notes:	
Test:	
	* = required fields.

Confirm   Cancel

your service provider or on your own digicentral for initial registration of the device. It avoids communication by random devices with digicentral. Coupled with our encryption it provides added security.

Location: Select which location to assign the device to. Location is used for organising the data (to depots, for instance) and contains the schedule so that when the Location is selected, this will give that device the same schedule as that Location. ().

You can also make notes against each device which will be visible in the list.

Account Home/Dashboard tab

The Home page (or dashboard) consists of a customisable 'dashboard' providing information on system totals, warnings, notifications, overdue files and existing schedules. You can turn on and off dashboard windows by using the 'Customise' button on the top right of the page. You can also customise the position and size of each window (drag and drop for position/resize tool from bottom of window). Data in these windows is specific to your login and is filtered by Location.
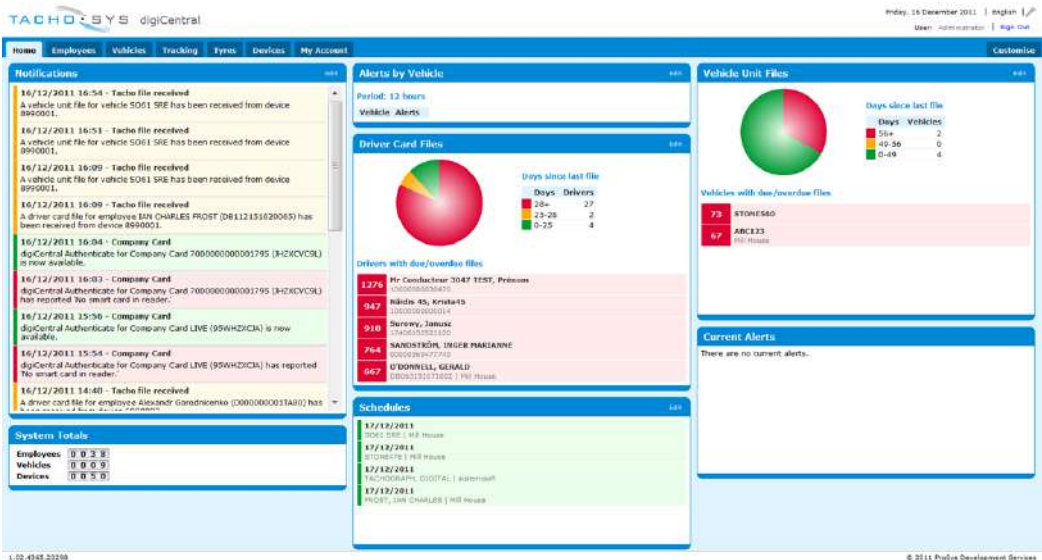
Status Tab

The Status tab displays the status of devices, employees or vehicles. You are able to group this information by either Location or Type as well as filter the information by the type of alert you wish to see (see filter options below).

Example of device entry

Example of employee entry

Example of vehicle entry

By selecting an entry, this will show the information for that device, employee or vehicle. Depending on the status of the device, employee or vehicle, it will have differing outlines (see above) and in some instances there will be other icons on the image. On the top right of the screen there are the 'show colouring' and 'show legend' options. Clicking on these will tell you what each colour and icon means.

Similarly to the Home tab, the Status tab is customisable, allowing you control over what you see using the Customise button on the top right of the screen.

Employees Tab

- Standard users may view information only.

- Administrators may also view, add, edit and delete employees; view, add, edit and delete download schedules; and view and download archived files.

The employees tab contains a list of currently registered employees listed by driver card number (see below).

Employees by Name					Show hidden:	Records per page:	20 ⌄	◀ 1 / 1 ▶
Card Number	Driving Licence	Name ▲	Location	Latest Download		Active	Schedule	Actions
456789123	456789ABC	Black, Jane	WS testing No clocking			☑	🗓	Edit Delete
12345678900	456789123	Bloggs, Joe	WS testing No clocking			☑	🗓	Edit Delete
A-12000000000050	6000000000005	Driver 5, Test 5	WS testing No clocking	08/02/2021 15:47		☑		Edit Delete

Employee records are created automatically when driver cards are uploaded via any Tachosys product. Driver cards can also be uploaded via digiconnect (the software used to support Tachosys products on the Windows platform). A scheduled driver card download is not specific to a vehicle. The card will be located amongst multiple vehicles.

If a driver has a linked download schedule, this can also be viewed by clicking the calendar icon 🗓 in the Schedule column.

When a specific employee is selected, this displays that employee's information to the left of the screen (see right).

12000000000050
Card issuing nation:	A
Licence No:	6000000000005
Forenames:	Test 5
Surname:	Driver 5
Card expiry date:	26/07/2040 01:00

📁 Archive
🗓 Add Scheduled data request

You can save a lot of configuration time if you set a default schedule for a Location as any new Employee will automatically inherit this schedule ().

Manually Adding and Editing an Employee

Employees

Create new employee:

Card Number:	*
Driving Licence Number:	
Surname:	*
Forename(s)	
Name:	
Location:	
Active	

* = required fields.

Confirm   Cancel

To add a new employee manually, click the 'Add new employee' button when viewing the employee list.

Enter the employee's driver card number, followed by their driving license number (if appropriate), their surname and forename(s).

In the 'Name' box, enter a further identifier for that employee if necessary (or their full name so as to identify them in a list).

Select a location to assign that employee to and you can then set them as active.

All of this information can be deleted or updated by editing the employee record.

Scheduled Data Requests

By selecting Scheduled Data Requests in the menu on the left, this will show the list of employees who have scheduled data requests along with that information (i.e. last request, next request, frequency and any actions for that record). Editing and creating new scheduled data requests can only be done by administrators or those with enabled permissions.

Adding and Editing Data Requests

From the list of scheduled data requests click the 'Add new request' button.

You will then be able to select the employee, set the start date, regularity and frequency of the scheduled data request. Click Confirm to save.

Create new schedule:

Employee * Bloggs, Joe

Start date: * 17/05/2021

Occurs: *
○ Once only
● Daily
○ Weekly
○ Monthly

Frequency Settings:

Recurs every: * 28 day(s)

* = required fields.

Confirm   Cancel

From the scheduled data requests list, you are also able to edit and delete any scheduled data requests and navigate to associated device's tachograph data requests by selecting the 'Task' link under the Actions column.

Archive

By selecting the Archive option, this will open a list of the archived uploads for that account. This list can be sorted so that it displays all uploads or just the last upload by each employee.

Each specific upload file can be downloaded (by selecting the 'Download' link under the Actions column). Alternatively, if you want to download multiple files, you can select the Bulk Download function from the menu on the left which will allow you specify which files you want to download in bulk (by date, location and employee).

In order to view the information in these files you will need a Tachograph File Viewer dongle which are available from Tachosys resellers or the Tachosys website.

Clocking

The Clocking menu option is only visible if clocking is enabled on that account and for those who have clocking enabled digipostpro's. For more information on clocking solutions please contact Tachosys.

Vehicles Tab

- Standard users may view information and download archive files only.
- Administrators may also view, add, edit and delete vehicles; view, add, edit and delete scheduled data requests; and view, add, edit and delete vehicle types.

The vehicles tab contains a list of currently registered vehicles (see below).

Vehicle records are automatically created in this window when a digiDL device reports information from a vehicle. Vehicles will inherit their download schedule from the device they are associated with. They will also inherit other defaults if they have been assigned to a location (Company Card; Vehicle Type and Geo-fence). This list can be sorted by clicking on the headings.

While the list gives certain information (as shown above), clicking on an entry brings further information up on the left of the screen such as VIN number, latest upload and the next calibration date. You also have links to other relevant options such as Tracking Log, Archived files, Vehicle CAN summary and any data requests against that vehicle.

You can also customise which columns are displayed in the vehicles list by clicking the 'Customise' button at the top right of the page and ticking/unticking the necessary options and then clicking 'Apply'.
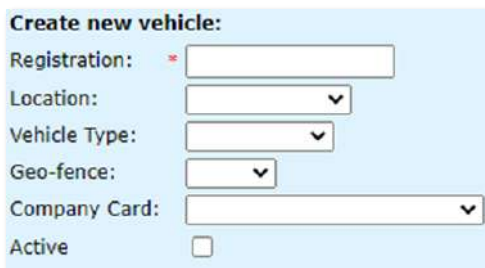
Adding and Editing Vehicles Manually

To add a vehicle manually, click 'Add New Vehicle' in the Vehicles tab.

The only required information is the vehicle registration number which should be entered.

All other options are not required although they will help you group and manage your vehicle information.

- Location will group this vehicle along with others with each location having default attributes such as download schedules.

- The Vehicle Type can be selected, with each type having configurable alert settings (for more on vehicle types go to page 21) .

- The Geo-fence concerns vehicles which have tracking enabled devices installed (for more on geo-fencing go to page 26).

- You can also link the vehicle to a specific company card.

To make the vehicle active, select the Active tick box.

All of this information can be edited and deleted. From the Vehicle list, locate the relevant vehicle and simply click the Edit or Delete option on the right of the screen.

Scheduled Data Requests

By selecting Scheduled Data Requests in the menu on the left, this will show the list of vehicles which have scheduled data requests along with data request information (i.e. last request, next request, frequency and any actions for that record). Editing and creating new scheduled data requests can only be done by administrators or those with enabled permissions.

Adding and Editing Data Requests

To manually add a new data request, simply select 'Add new request' in the scheduled data requests section in the Vehicles tab.

Select the relevant vehicle and then whether you want to schedule a Vehicle Unit (VU) or Special (technical) download.

If you are downloading the VU then the download settings allow you to select the specific range and type of information you require (Faults/Events/Speed/ Technical Data).

Other 'Special' data can also be download. However, downloading special data should only be done if you have been instructed by a workshop or a manufacturer who should walk you through the process.

To edit or delete a scheduled data request, simply navigate to the Scheduled data requests list and then select Edit or Delete on the appropriate line.

Archive

By selecting the Archive option, this will open a list of the archived uploads, listed by vehicle. Each specific upload file can be downloaded (by selecting the 'Download' link under the Actions column). Alternatively, if you want to download multiple files, you can select the Bulk Download function from the menu on the left which will allow you to specify which files you want to download in bulk (by date, location and employee).

In order to view the information in these files you will need a Tachograph File Viewer dongle which are available from Tachosys resellers or the Tachosys website.

Vehicle Types

Vehicle Types are a useful way of grouping your vehicles. In addition to grouping your vehicles, vehicle types allow you to set up default alerts for each type .

Vehicle types can be added and edited from the Vehicle Types section in the Vehicles tab.

To add a new vehicle type, select 'Add new type' from the Vehicle types list. Once you have given the new Vehicle Type a name, you then have a selection of alert parameters which can be set. An icon can then be chosen for that vehicle type which can be useful when a number of vehicles are listed.

Tracking Tab

- Standard users may view the vehicles on the map and the associated log information (including running graphs, maps, summaries and reports) for the locations they have access to. They may also view any zones and geo-fences which are set up on that account.
- Administrators may also view, add, edit and delete points of interest; view, add, edit and delete zones; and view, add, edit and delete geo-fences and details.

Basic Functions

The digiDL-E, digiDL-EX, digDL-BT and digiTRK products can provide basic tracking via digicentral. It is also possible for digicentral to forward the tracking data to other parties.

Click on the 'Tracking' tab and you will be presented with the Live Tracking page containing a list of vehicles down the left-hand side and a large map. The default vehicle list is organised by location. Use the '+/-' symbols to show/hide the available vehicles for specific locations. You can also organise this list by vehicle type, so you can select by cars, vans, trucks etc (see page 21 for more information on creating and editing vehicle types).

Use the check box next to the vehicle name to show the vehicle's current location on the map (you can select more than one). You can also use the search box below the vehicle list to find a specific vehicle. The map is automatically updated every 60 seconds.

Selecting the vehicle registration in the list will present the available options for this vehicle below the vehicle list. To view the detailed tracking information for that vehicle, select Log.

Tracking Log - Detailed Tracking Information

At the top of the detailed tracking information page, you have two date fields to choose the range of data that you would like to view. Choose your beginning and end dates and then click Refresh to update the information.

Immediately below those two fields you have a timeline. Active areas are displayed in grey. To limit the view, highlight the desired area of the timeline. To select all the data between the chosen dates, click and drag across the whole timeline. Your selection is shown in red. When viewing any of the tabs, you can change your selected dates or the timeline.

Tracking Log - Tab Options

Graphs: This shows your braking, speed and driver activity for the selected period.
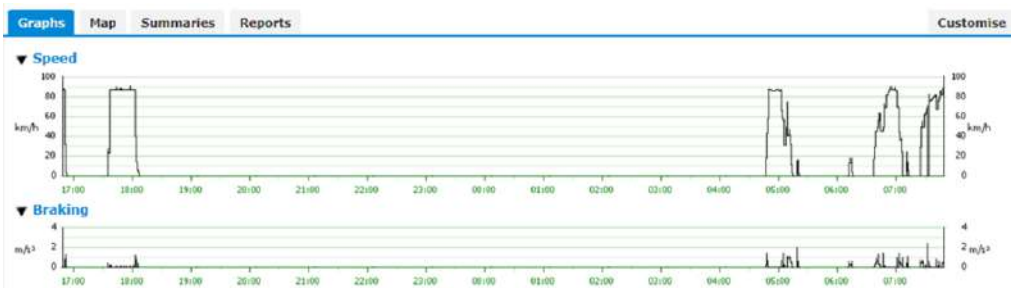
Map: This plots the GPS data between your selected dates. Alerts will be shown along any route as a ⚠ symbol, which you can click to reveal more information.

Summaries: This shows the overall summary of all the selected data including average speed, distance travelled and duration as well as maximum speed and maximum braking.

Reports: This section compiles the raw data and presents it as a .pdf. Alternatively the report can be exported to Microsoft Excel.

To define the levels at which alerts are generated you must edit the vehicle types (see page 21 for more information about adding/editing vehicle types). You can set the maximum vehicle speed, braking and acceleration. If you are using this feature you should assign the appropriate type to each of your vehicles.

Points of Interest

Points of interest can be added to your maps allowing you to add locations such as depots or ports (or any other useful point). To do this, administrators can navigate to the 'Points of interest' option in the Tracking tab. To add a new point, simply select 'Add new point' and place the small circle on your cursor to a map location. You can then name the point and change the pin colour.

To edit existing points, simply click the required point and this will give you the option to change the name or colour of the point or delete the point.

Zones

There may be circumstances where you wish to be alerted should your vehicle enter a particular geographical area (e.g. city charge zones, low emission zones, low bridges etc.).

To create a zone, select 'Add new zone'. Give the zone a name (i.e. Head Office) and a description. You can also customise the zone colour to help you differentiate between various zones.

Navigate the map to the desired area then click 'Create Zone' in the Zone Editing box. This will create a blue triangle overlaid on the map.

Click anywhere inside the blue triangle and this will reveal several round nodes that you can drag. Each time you drag a node a new node is created halfway between the two corresponding nodes. The flexibility of this allows the creation of any shape and you should be able to follow roads and boundaries very tightly. To delete an unwanted node hover over it and press the Delete key.

Once you have created your desired Zone, click the Confirm button directly under Name and Description.

Geo-Fencing

A Geo-Fence is a collection of one or many Zones, together with a set of rules for inclusion or exclusion from a Zone. This is useful if you need a vehicle to stay outside or inside a specified area (i.e. a congestion charge zone) or avoid certain roads (i.e. those with low bridges or restricted access).

To add a new geo-fence, go to the Tracking Tab and then the Geo-fencing option. Click 'Add new Fence', provide a name and description, choose a time zone and click 'Confirm'.

Now you can add detail to your Geo-Fence definition by clicking 'Add new detail'. Select whether you want to include or exclude from the zone and then choose which zone you want to apply this to. You may also set the hours and days of the week for which this will apply. Once you have chosen your desired parameters click 'Confirm'.

You can add as many rules as you wish to your Geo-fence, incorporating multiple zones and times if required. Once you have configured your geo-fence, you can apply this to any vehicle under the Vehicle tab or any Location under the Account Configuration tab. You can only apply one Geo-fence definition to a vehicle or location, hence the flexibility of the configuration.

Devices Tab

- Standard users may view all devices on the account, view any tachograph data requests, view any device commands that have been sent and view the available firmware for each device.

- Administrators may also add and edit devices, delete tachograph data requests, create new device commands, add new firmware upgrade requests and perform bulk firmware upgrades.

Basic Functions

The Devices tab contains all currently registered devices on an account, listed by serial number. The list contains device information such as firmware version, the location it is assigned to, the last login, when it was last accessed, its activation status and any notes made against the device.

By selecting a device in the list, this will give extra information in the information bar on the left of the screen. This information will differ depending on the device. For instance, devices installed in vehicles will include information such as:
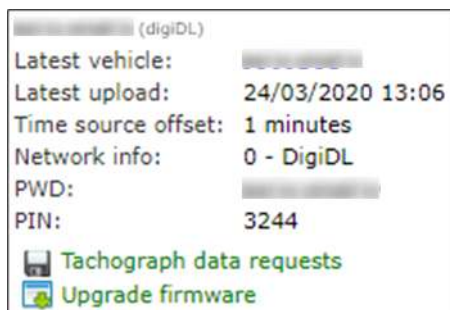
- The driver card at time of last access
- The vehicle the device is installed in
- The time of latest upload
- The time source offset (digicentral runs on the UTC time. The time source offset shows, if necessary, the difference in minutes between the device time (set at installation) and UTC. This is to show if there has been any time drift on the tachograph. If it is an entire hour out, the tachograph has probably been incorrectly configured with the local time.)

- The SIM and network information
- The PWD and PIN for the device.

The digipostpro, on the other hand, will only have latest upload, PWD and PIN information.

Beneath the device information, you are also able to:
- View any tacho data requests for that device
- Upgrade the device firmware
- Download the device configuration (into .xml format).

You can also customise which columns are displayed in the devices list by clicking the 'Customise' button at the top right of the page and ticking/unticking the necessary options and then clicking 'Apply'.

Adding and Editing Devices

To add a new device, see the Registering a Device section of the quick start guide (). Administrators can also edit and delete devices by selecting the Edit or Delete options in the Devices tab.

Tachograph Data Requests

The Tachograph data requests option on the menu will show you the list of all data requests for all vehicles on that account. These can be sorted by Device, Date Due, Delivered Date, Date Completed or Response Received. This is done by clicking on the column header.

Device Commands

The device commands option on the menu is a useful tool allowing you to send certain instructions to a device. This is particularly useful for devices installed in vehicles. Standard users can only view commands previously sent and their subsequent results, whereas administrators can see all of those as well as send new commands.

On the device commands tab you will see the list of all device commands sent. This list shows which device the command was sent to, what the command was, when it was sent and received by the device and whether the command was successful. You can expand each command by selecting the "show/hide" option on the right. This will show what data was sent and subsequently what data was returned.

Adding a New Command

We recommend talking to your reseller before sending device commands as they are generally for more in-depth troubleshooting.

Files

The Files menu tab allows you to search for files which have been uploaded to digicentral.

You can filter by serial number, type and upload date. Each valid search will return a list of files. This list contains basic information such as serial number, type, name, download date and upload date.

These files can then be downloaded and viewed on your PC by using the Tachograph File Viewer which can be purchased from your reseller or the Tachosys website.

Firmware Upgrades and Bulk Upgrades

The Firmware upgrades option shows a list of the latest firmware available for each device, including a number of language variants for the digipostpro.

Available firmware

Type	Version	Released On	Notes
digiDL	2.01 S Multi-lingual	07/09/2020 10:50	Current Release
digiDL	2.02 S Multi-lingual	21/01/2021 00:00	BETA
digiDL-B/BT/S	1.15 S multi-lingual	28/04/2021 11:50	Current Release
digiDL-E/EX	2.09 S Multi-lingual	17/05/2021 16:00	Current Release
digifobpro2	2.04.022 S Multi-lingual	09/02/2021 16:00	en cs da de es fi fr
digipostpro	3.02 S Čeština	05/09/2019 15:20	Current Release
digipostpro	3.02 S Dansk	05/09/2019 15:20	Current Release
digipostpro	3.02 S Deutsch	05/09/2019 15:20	Current Release
digipostpro	3.02 S English	05/09/2019 15:20	Current Release
digipostpro	3.02 S Français	05/09/2019 15:20	Current Release
digipostpro	3.02 S Magyar	05/09/2019 15:20	Current Release
digipostpro	3.02 S Nederlands	05/09/2019 15:20	Current Release
digipostpro	3.02 S Norsk	05/09/2019 15:20	Current Release
digipostpro	3.02 S Polski	05/09/2019 15:20	Current Release
digipostpro	3.02 S Português	05/09/2019 15:20	Current Release
digipostpro	3.02 S Slovenčina	05/09/2019 15:20	Current Release
digipostpro	3.02 S Slovenščina	05/09/2019 15:20	Current Release
digipostpro	3.02 S Suomi	05/09/2019 15:20	Current Release
digipostpro	3.02 S Svenska	05/09/2019 15:20	Current Release
digipostpro2	1.07.006 S Multi-lingual	05/01/2021 12:25	Current Release
digipostpro2	1.08.006 S Multi-lingual	08/01/2021 00:00	BETA
digiTRK	1.06 S Multi-lingual	10/09/2020 17:15	Current Release
digivu2 (NEW!)	2.06 S Multi-lingual	13/09/2021 12:20	Current Release
iTrack	1.31 S English	11/04/2019 17:13	BETA
iTrack	1.32 S English	11/04/2019 17:13	BETA

To upgrade the device firmware to the latest version, administrators can either add a new request from the firmware upgrades menu option (selecting the device and then the firmware), or can select 'Upgrade Firmware' when the device is highlighted in the devices list.

Those with the relevant permissions can also perform a bulk upgrade. By clicking 'Perform Bulk Upgrade' you can select which firmware version you wish to upgrade your devices to. Click 'Go' and this will show the devices on the account which that firmware is relevant to. You can remove any devices if you do not wish them to be included in the bulk upgrade. To perform the bulk upgrade, click 'Confirm'.

Company Cards Tab

For more information on the Company Cards tab, please refer to the QuickStart Guide on .

Sensors Tab

Only accounts with sensors enabled will be able to see the Sensors tab.

For more information on sensors, please contact your reseller.

Reports Tab

The reports tab allows you to create either .pdf or excel files containing various data on your digicentral account. The reports are broken into categories (Device, Employee, Tracking and Vehicle).

Device

Device Usage Breakdown: Returns usage information on all active devices on that account (Vehicle, last accessed, first and latest downloads).

Device Mobile Info: Returns mobile information for all devices on that account (Vehicle, Fleet Number, IMEI and SIM number, Network info and last accessed).

Device Network Info: Returns WiFi network information for devices in WiFi-enabled vehicles.

Employee (only for accounts with clocking enabled)

Employee Clocking report: Returns data on each clocking instance for an employee within a set date/time range.

Employee Clocking Log: Returns data on each clocking log for an employee within a set date/time range.

Sensor

Sensor Log: Returns sensor log data on for the vehicle selected within a set date/time range.

Raw Sensor Data: Returns raw sensor data on for the vehicle selected within a set date/time range.

Tracking

Track Places: Returns location data for a specific vehicle within a set date/time range (Date/Time, Place, Max Speed, Max braking, Duration and Distance).

Track Detail: Returns more detailed location and tracking data for a specific vehicle within a set date/time range. It will return the information for each time the device receives GPS data (from an external GPS module connected to the device). By default, the device will receive a GPS location every minute, unless it detects the vehicle starting, stopping or changing heading. The report includes:

- Date & Time
- Latitude – at time of access
- Longitude – at time of access
- Altitude (m) – at time of access
- Heading (°) – at time of access
- *Max speed (km/h) – between this and previous GPS access
- *Max braking (m/s2) – between this and previous GPS access
- Duration (s) – moving time between this and previous GPS access
- *Distance (m) – distance travelled between this and previous GPS access

* The units can be displayed in imperial measurements by changing the settings in the settings menu ().

Speeding in Zone: If a Zone has been created with geo-fence rules which dictate a certain speed limit, this report returns that speeding information for a chosen vehicle within a specified period.

Time in Zone: If a Zone has been created with geo-fence rules, this report returns how long a chosen vehicle has spent within that zone within a specified period.

Journey Summary: For devices connected to the vehicle CAN (commonly known as FMS), this report displays journeys made in a vehicle along with various other data for that journey such as fuel usage, power take off, harsh acceleration and braking events and more.

Vehicle

Alerts: Returns any alerts for a chosen vehicle within a specified time period.

Fuel Usage: For devices connected to the vehicle CAN, this report will return information about the fuel usage of a chosen vehicle within a specified period (Date. Total distance, duration, max and average speed, fuel consumption and efficiency, total fuel used and CO_2 factor).

Speeding: This report returns any instances of speeding for a chosen vehicle within a specified period.

Notifications

- Standard users may view any notifications already set up on the account.

- Administrators may additionally create, edit and delete notifications.

Basic Functions

The notifications tab allows you to create notifications which will send selected alerts to you by email. This saves you from having to log in to digicentral in order to check whether any alerts have been triggered. The main menu screen displays a list of existing notifications which have been set up and is viewable by both users and administrators.

Adding new notification requests

To add a new notification request, administrators can click 'Add new notification request'.

- Enter the email address you want alerts sent to (for multiple email addresses, separate them with a semicolon '; ').
- If you have permissions for more than one location, simply select which location you wish to set up the notifications for. Alternatively, to set up alerts for all locations, simply leave this blank.
- Set which language, time zone and units you require.
- Leave 'Level' and 'Include level cleared ' unchecked as these features are not commonly used.
- You will then have a selection of alerts to choose from which are categorised for simplicity. To find out more about an alert hover your curser over it and it will give a description of the alert.
- Once you have selected all the required alerts click 'Confirm' to save the notification request.

Forwarding

- Standard users may edit and delete existing forwarding destinations and view any forwarding errors.
- Administrators may also add new forwarding destinations.

The Forwarding tab allows you to view, add, edit and delete destinations for file and data forwarding. The two areas in this tab are File Forwarding and Data Forwarding.

File Forwarding

File Forwarding concerns the information that keeps the company compliant with legislation such as driving time, speed and distance. This menu will display a list of current file forwarding destinations from where you can add further destinations or edit/delete existing entries.

Adding a File Forwarding Destination

To add a new file forwarding destination, administrators can click 'Add new destination'.

• Start by giving that destination an appropriate name which will be recognisable in a list.

• By the 'Type' option, select which forwarding method you are going to use. This can usually be as simple as selecting your analysis provider from the drop down list. However, other options such as forwarding using FTP or Dropbox are available.

- When a Type is selected, this will change the information required in the fields below it. This information should be supplied to you by your analysis provider.

- The 'Delete file from Archive' option deletes files once they have been forwarded from digicentral. Otherwise, the files will be forwarded and stored on digicentral.

- See below for information on options which are not directly related to an analysis provider:

  * **Digicentral option:** The digicentral forwarding option allows you to forward files onto a different digicentral server. The hostname and port number will be given to you by your reseller.

  * **FTP – Server option:** For more information about this forwarding option, please contact your reseller.

Data Forwarding

Data Forwarding concerns other information which aids the company (i.e. data to inform decision making such as tracking data and temperature data). This menu will display a list of current data forwarding destinations from where you can add further destinations or edit/delete existing entries.

Adding a Data Forwarding Destination

To add a new data forwarding destination, administrators can click 'Add new destination'.

- Start by giving that destination an appropriate name which will be recognisable in a list.

- Each Type of data forwarding destination has their own required information

  * **Packet:** For more information on our data packet forwarding standard, <u>please follow this link to use the relevant document found on our website</u>.

  * **digicentral:** For more information on how to forward data to another digicentral server, please contact your reseller.

- By checking 'Use filter' you can select which data you want to forward.

- Language, time and unit defaults can be set for all forwarding notifications

To see whether there are any errors in the file forwarding setup, click 'Forwarding Errors' in the top right of the page.

Account Configuration Tab

- Standard users can only view locations, attributes and account details (they cannot edit or add and cannot see data retention option).

- Administrators may view, edit and add new Locations; view, edit and add additional attributes; data retention ; and amend the account details.

Locations

See QuickStart Guide (page 8) for viewing, adding and editing locations.

Additional Attributes

The additional attributes option allows you to add extra columns into the three core tables in digicentral (Device, Employee & Vehicle tables). This means you can add extra data which is more specific to the organisation or account. For example, if a company has a specific number for each of their employees, you could add an employee number field to the table. Alternatively, if you have multiple companies using the same account, a field can be created for employees, vehicles and devices which reflect this.
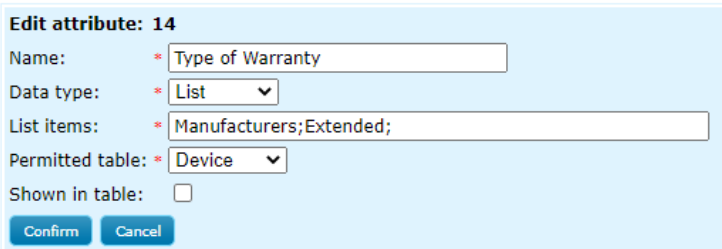
Adding a New Attribute

To add an additional attribute, click 'Add new attribute'.

- Give the attribute a name which can be easily identifiable in a list.

-

- You should then select the data type/format that the new attribute will take (Date, Datetime, List, Number or Text).

- When selecting a List data type, this shows a list items box where you can enter the list items with each entry separated by a semi-colon (see below).

- Then select which table you wish to add the attribute to. (Note: if you want the same attribute across all three tables, this will have to be done by adding three separate additional attributes).

- If you select 'Vehicle' you have the added option of using the new attribute as the default vehicle identity. Simply check the box to enable this.

- If you want the attribute to be shown in the specified table, click the 'Shown in table' check box which will open up a couple more options.

  * **Column Index:** Entering a numerical value here will determine where in the table this new column will be placed (i.e. entering '1' will place the new column the furthest left, '4' will be the fourth column along and so on).

  * Sort Order – Depending on what information you adding, you can choose to sort by text or numerically.

- Click 'Confirm' to save.

Editing and deleting attributes can be done by selecting the options on the far right of the screen in the additional attributes table.

Data Retention

This option allows you to view the default settings for how long certain files are retained. It also allows you to specify how long you want to retain specific data.

Account Details

This menu option shows you the company and contact name on your account, along with any address, email address and telephone number on the account. Only administrators can edit this information.

Security Tab

- Standard users can only view the 'My Details' section and change their password.

- Administrators can view roles and users as well as view their own details and change their password.

The security tab is used to change account passwords, create/edit user accounts and create/edit roles. Roles determine what permissions an account will have (i.e. what area of digicentral they have access to and what they can do).

Roles

The roles section shows you a list of the roles that have been created on that account. The list shows the role name, the access level (what access that role has), the scope (i.e. the account(s) which this user has access to), Is System (whether the role is a system created role), and the number of users with that role.

The 'ACCOUNT_ADMINISTRATOR' and 'ACCOUNT_USER' roles are standard roles with default permissions which cannot be edited.

Some roles can be edited. These will have the 'Edit' option in the Action column.

Creating a New Role

As there are numerous configurable options when creating a role, we suggest contacting your reseller or Tachosys for help with this.

Users

The Users section allows you to view all the users within that account and certain information (Username, Access level, Role, Scope, Location and details of last login and archive sync).

You are able to delete or edit user information as well as change the password for that user by selecting the appropriate action on the right of the list.

Creating a New User

To create a new user, simply click 'Create new user'.

- Give the user an appropriate username and then set their password.

- Set which level of access that user should have. You will only be able to set this at or below your own access level.

- Set the role you want that user to have. This will determine what permissions the user will have.

- Next to 'Scope' set which account(s) you want the user to have access to. The options are limited to your own permissions and access.

- Choose which location(s) you want the user to have access to.

- The Override Home Page option allows you to set which page a user is directed to upon login.

My Details

The 'My Details' section shows your account information such as the email address linked with the account, the level of access, and which role the account and location you are linked to. It is also where you can change your password (see page 4 of the QuickStart Guide for more information on changing your password) .

The list of profile items below is linked to the role your account is assigned to. For each item, it shows what level of access your account has and may explain why you can/cannot see some tabs, sections and options.
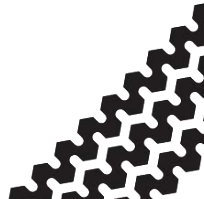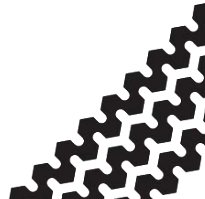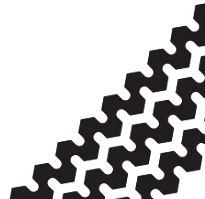
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