VDO Fleet

Quick guide

EN

VDO
Smart on the Road

Legal notice

Described product

• VDO Fleet

Manufacturer

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Quick guide

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Brief overviews

Interaction of the VDO Fleet applications

The following overview shows you the possible uses of the VDO Fleet applications which you can book tailor-made to the needs of your fleet. Depending on the combination of the applications, different functions are available to you within the individual applications.

VDO Fleet Tachograph Management

VDO Fleet Tachograph Management is the application for archiving and evaluating digital tachograph data.

VDO Fleet Remote Download

The VDO Fleet Remote Download application is a service for managing the automated remote downloads via DLD Short Range and DLD Wide Range.
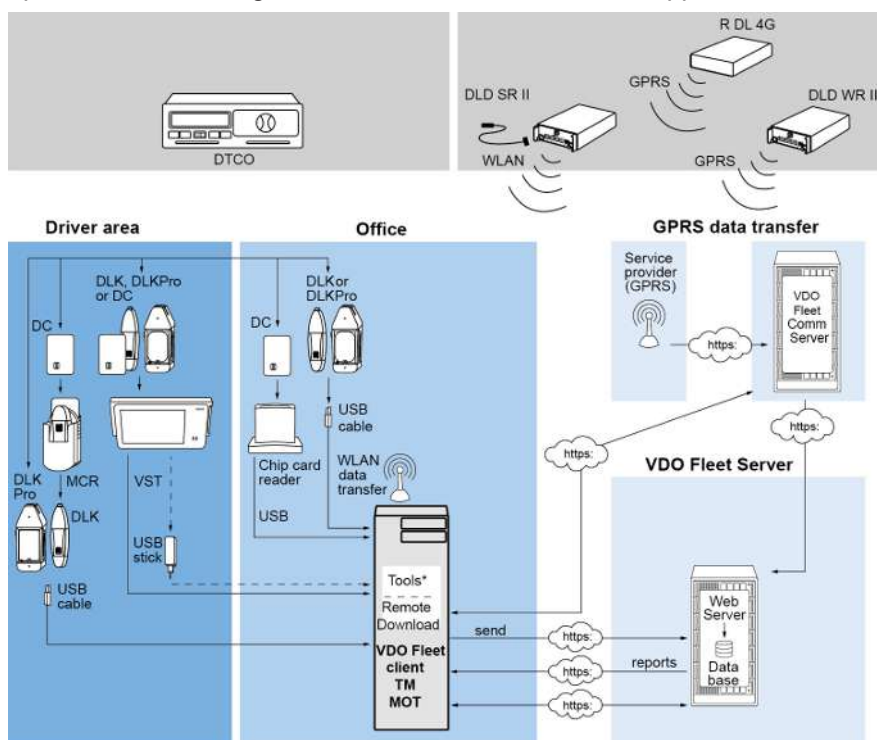
VDO Fleet Motion

The VDO Fleet Motion application is a service for displaying position and route data of your drivers and vehicles.

Further information to VDO Fleet Motion ➔ *VDO Fleet Motion [31]* and in the separate online help section.

Data transfer options

The following process summary gives you a first impression of the extensive options of transferring data to and from the VDO Fleet applications:

DC	Driver Card	**VST**	VDO SmartTerminal - latest generation of the download terminal
DLD SR II	Download Device Short Range II	**TM**	VDO Fleet Tachograph Management
DLD WR II	Download Device Wide Range II	**MOT**	VDO Fleet Motion
R DL 4G	Remote DL 4G	**MCR**	Mobile Card Reader
DLK	Download Key to transfer driver card and mass memory data	**Tools**	• VDO Fleet Automatic Upload
			• VDO Fleet Connect
DLK Pro	New generation of the download key		• VDO Fleet Extract

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Requirements and safety

System requirements

Processor	From 1.6 GHz or similar CPU
Working memory	1 GB or higher
Operating system	• Windows® 10 (64 and 32 bit) • Windows® 11
Transfer speed	At least ADSL/VDSL (1MBit/sec)
Internet Browser	• Google® Chrome • Microsoft® Edge® • Mozilla Firefox®
Runtime components	Microsoft® .NET Framework 2.0 or higher
Screen resolution	From 1024 x 786 pixels

Accessories

Chip card reader	X11-140-002-004 (incl. driver software)
Chip card reader with RFID reader	2910 0002 602 00
RFID-Tag	2910 0008 713 00
DTCO Data	Download Key (mass memory), driver card

Usage requirements

Logging onto VDO Fleet(➔ *Logging in [▸ 7]*) provides you with access to the VDO Fleet applications agreed with your service partner. In doing so, it is generally irrelevant which of the three listed browsers you use: The functional scope is identical in all three browsers.

Browser settings

Depending on the browser used and the safety requirements of your company, the use of VDO Fleet requires minor adjustments to the program settings of the browser. These may concern the following components.

JavaScript

JavaScript is used in VDO Fleet to improve the response time of the application to user inputs.

JavaScript enables the implementation of functions of a web application directly on the computer (client) via the web browser without including the VDO Fleet pages (server) for each implementation of an entry.

Cookies

Last but not least, VDO Fleet also uses cookies, for example, to enable storing user settings directly on the computer (client).

Data transfer safety

By the way, all fleet data are transferred in encrypted form in the internet via the SSL log. The existence of such a connection is displayed in Internet Explorer, for example, by a closed lock symbol and in the address area by the entry "https".

IMPORTANT

In this context, it is further recommended – if supported by the browser – to store the website www.my-fis.com as a **trusted site**.

Applications, access data and password

Applications

Apart from administrative tools, the following VDO Fleet applications are currently available to you:

- VDO Fleet Tachograph Management for archiving and evaluating the tachograph and driver card data.
- VDO Fleet Motion for tracking the positions and routes of drivers and vehicles.
- VDO Fleet Remote Download für managing DLD Short Range II, DLD Wide Range II and Remote DL 4G.

Access data

If you do not have any access data to VDO Fleet yet or cannot yet use all the applications, please contact your service partner to discuss the contract terms according to your desired service level. Afterwards, the access data will be promptly sent to you.

The access data mentioned below concern access to VDO Fleet, but not automatically access to all applications specified.

IMPORTANT

If several of your fleet employees are to use VDO Fleet, but are unable to access all locations, you need to agree with your service partner which user should have a user role with administrative rights.

- This user can then specify directly in VDO Fleet Tachograph Management via **Settings** > **Administration** > **Assignment User** which locations should be displayed to which user for processing. All other users have no access to this menu.

Password

The data you administer via VDO Fleet can only be requested by correctly entering the access data. To protect your access data, you should take the following precautions:
Change the initialization password which you have received from your service partner.

Do not pass on your password to third parties. Under no circumstances will our employees ask you for the password.

Keep your personal access and account data (account, user and password) at a safe place.

Change the password regularly ➜ *Changing password [▶ 21]*.

Logging off

To protect your data and your access, you should always exit VDO Fleet properly via **[Log off]** (upper right menu section).

Should you ever forget to terminate the application or leave your computer unsupervised for an extended period of time, the program will automatically abort the connection after 35 minutes for security reasons.
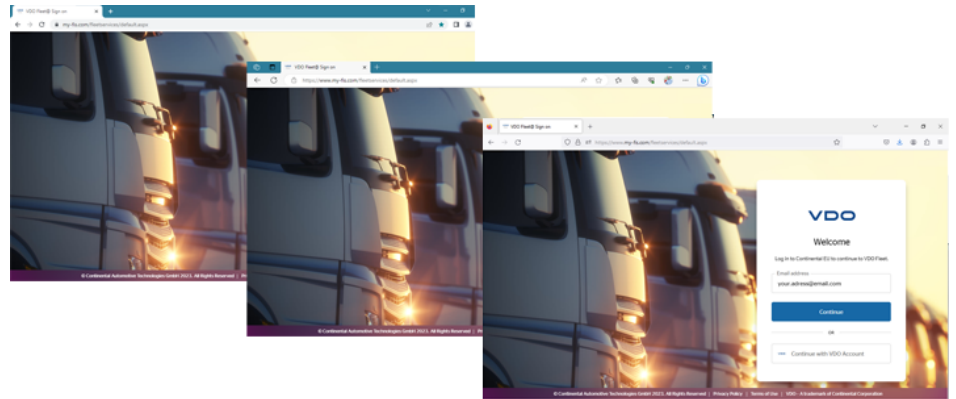
Between log-in and log-off

Logging in

Requirement   Before your first log-on, observe in particular

- the system requirements; ➔ *System requirements [▷ 5]*
- the usage requirements; ➔ *Usage requirements [▷ 5]*
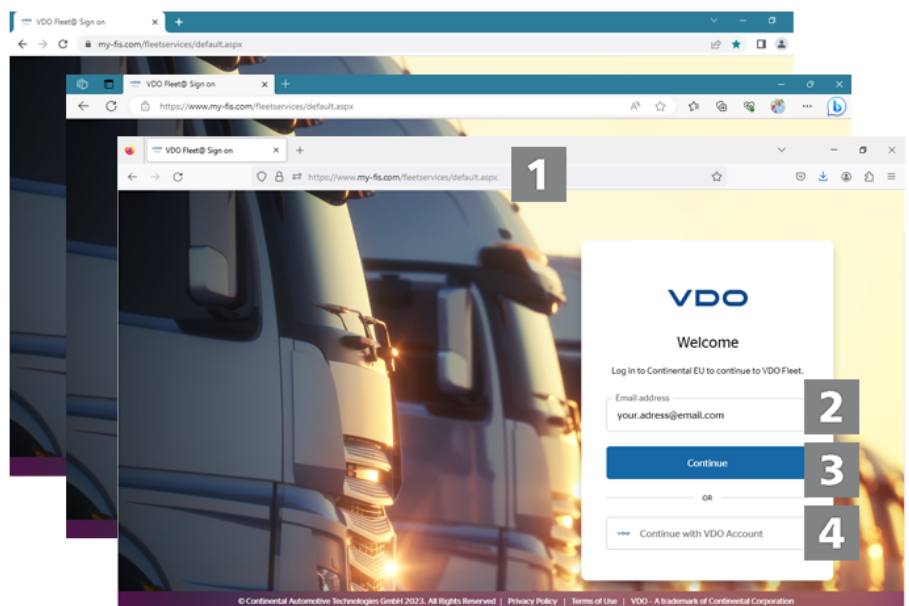- the access requirements; ➔ *Applications, access data and password [▷ 6]*

	To use the VDO Fleet applications, you must always log in with your personal access data.
(i) IMPORTANT	

Hint   For an optimum screen display,

- the screen resolution should be at least 1024 x 786 dpi to properly display all functions and symbols,
- the zoom factor of the browser should be 100%.

You have obtained your access data from your service partner (e.g. via e-mail) and would now like to log into VDO Fleet :

1   **Internet address**

Start your preferred web browser and enter the address https://www.my-fis.com into the address bar.

⇨ The VDO Fleet access site is opened.

⇨ Where appropriate, a message to establish a faster connection is displayed which you confirm with **[OK]**.

2 **Login page: Access data**
Enter the email address for which your service partner has set up your VDO Fleet access.
Always only use your personal access data to log in.

3 **Logging in**
Click on **[Continue]**.

⇨ The field for entering the password is displayed.

Enter your password and click on **[Continue]**.

⇨ After successful login, the VDO Fleet start page opens, from which you can access the VDO Fleet applications you have booked.

ⓘ **IMPORTANT**	If you have not yet logged in with your email address (i. e. you only have the access, username and password), you must use the old login page at least once to enter your email address (see step 4).

4 **Using old login page**
On the new login page, click on **[Continue with VDO Account]** to return to the old login page.

Enter your access data (access, user and password) that you have received from your responsible service partner.

Click on **[Login]**.

⇨ If necessary, a dialogue for entering your e-mail address will be displayed.

⇨ Enter this so that you can also use the current login page in future.

⇨ An email will be sent with a link to the email address you entered. This link will take you to the page for entering a new password.

ⓘ **IMPORTANT**	Enter your email address as soon as possible. After a transition period, login will only be possible via the email address and no longer via access and username.

Data protection

When first logging into VDO Fleet, you must confirm a data protection agreement. Read the data protection agreement and activate the control box **I consent to the following agreement**.

IMPORTANT

Via the menu bar, you can print out the agreement for your documents or store it as a PDF file on your system. To do this, move the cursor over the upper part of the displayed document.

Click on **[Validate]**.

⇨   The switchboard is opened.

Resetting password

Requirement   An e-mail address is stored in VDO Fleet for your user name.
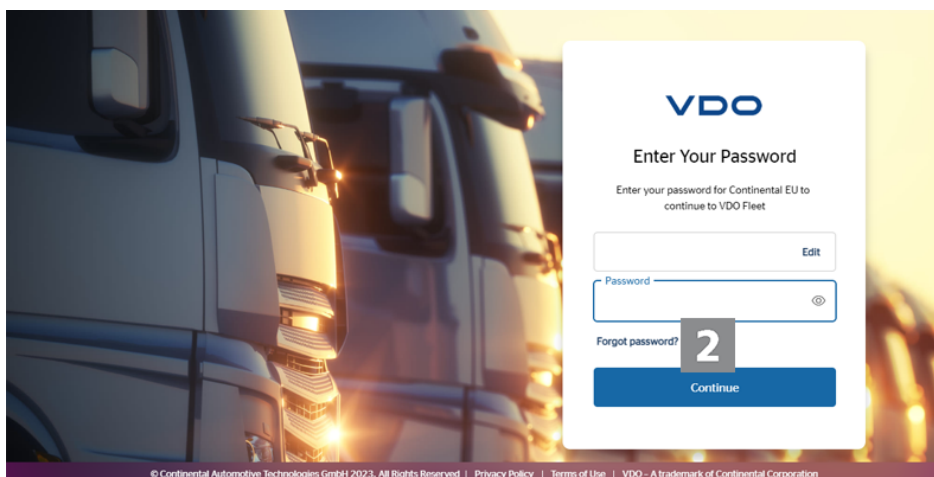
You have forgot your password and would like to reset it:

1   **Internet address**
Start your preferred web browser and enter the address https://www.my-fis.com into the address bar.

⇨   The VDO Fleet access site is opened.

2   **Starting reset**

Click on **[Forgot password].**

⇨   The **Reset password** page is displayed.
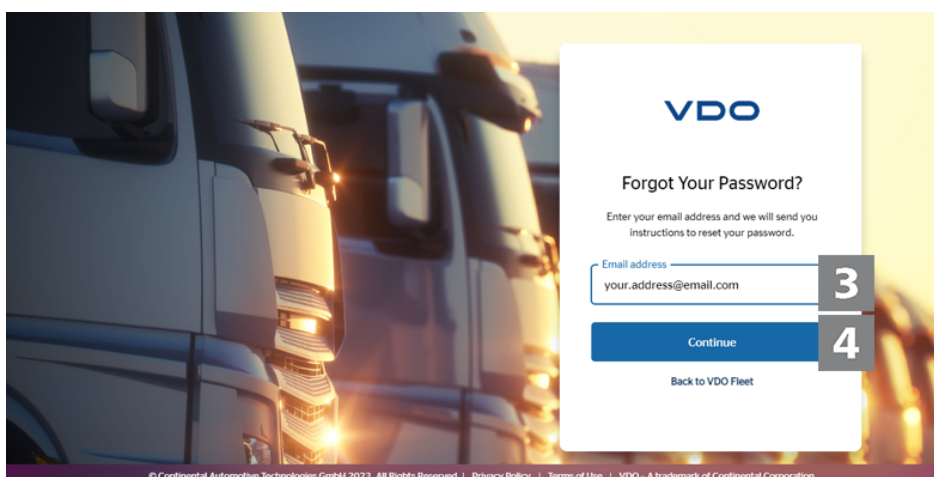
3   **Access data**

Enter the email address for which you have registered VDO Fleet access.

IMPORTANT

If you have not yet logged in with your email address (i. e. you only have the access, username and password) and you need to reset or change your password, you need to switch to the new email-based login (➔ *Logging in [▶ 7]*).

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4   **Email for resetting**

Click on **[Next]**.

⇨   Using a link, an email is sent to the entered email address.

This link brings you to the page for entering a new password.

IMPORTANT

Please note that his link is only valid for two hours after being requested.

• If you have not entered a new password during this time, you can request a new link at any time as described.

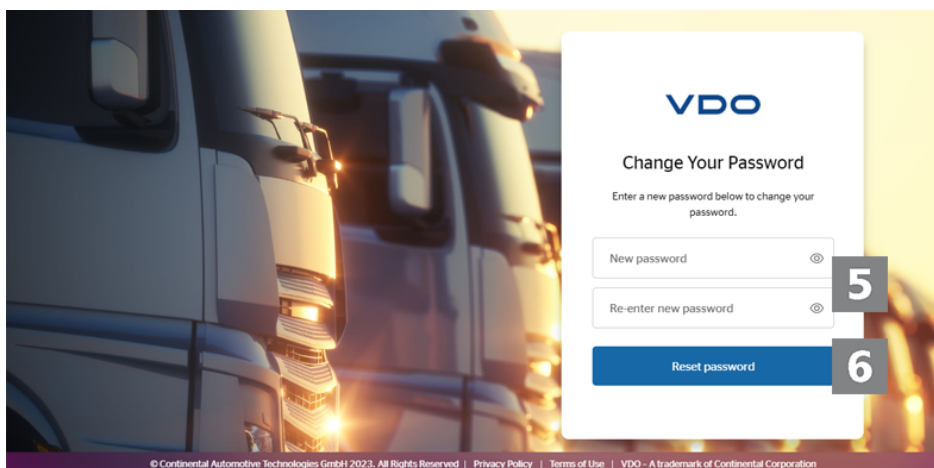**5**   **Entering and confirming new password**
Enter the new password

![i] **IMPORTANT**	You can usually freely select the password. However, should the system ever reject your password, a message is displayed which you must confirm. Enter a different password.

Re-enter the new password to confirm.

6   **Storing new password**
Click on **[Reset password]** to store your new password in VDO Fleet.

⇨   Your new password will be valid immediately for logging into VDO Fleet.

VDO Fleet User Surface
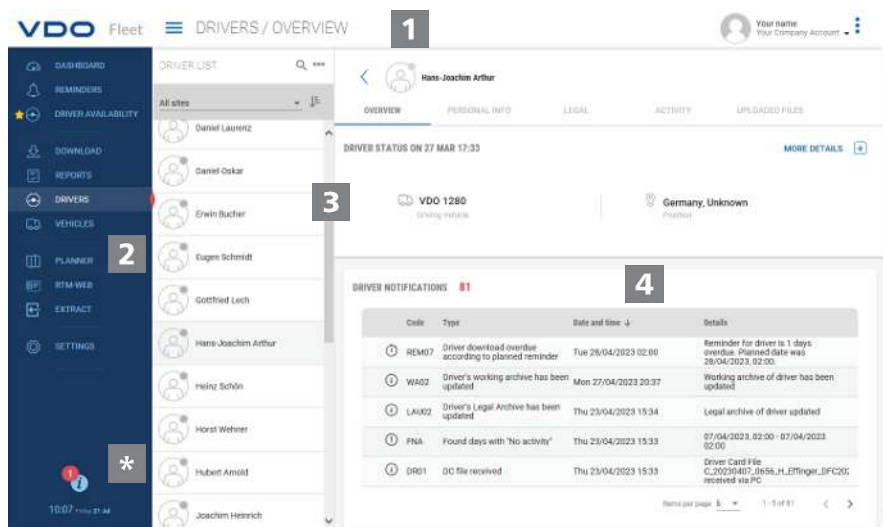
1   **Head section**

This area, which is always displayed, informs you about the valid access data (user name) and the currently selected VDO Fleet application respectively the currently selected menu.

The symbol button ☰ allows you to close or open the navigation menu.

The symbol button ⋮ allows you to open the menu **Profile** with further information on your user account, to check the data processing agreement or to log off.

In case you have access to multiple VDO Fleet accounts with your email address, you can change directly to one of your other accounts via the symbol button ▼ without having to log in again.

2 **Menu area**

Thematically related functions are assigned to the various main menus. You can switch from each menu point to a different main menu.

Depending on the user level and the current processing status, for example in the VDO Fleet Tachograph Management application additional menu entries are available to you as tabs via these main menus.

For the main menu **DRIVERS**, these are, for example

- **OVERVIEW** – Current driver driver status and messages to driver.
- **PERSONAL INFO** – Access to the driver's master data.
- **LEGAL** – Overview and details of archived driver data.
- **ACTIVITY** – Overview and details to work times and dates.
- **UPLOADED FILES** – List of previously archived download data of the respective driver.

3 **Selection area**

The selection area allows you to select location, driver or vehicles, for example, while being able to limit or extend the number of entries. In addition, there is a search entry field.

4 **Display and processing area**

This area of a page is reserved for displaying and editing data. With the exception of the VDO Fleet Tachograph Management

- **OVERVIEW PANEL** menu which always displays several panels with overview data to your locations.
- **DOWNLOAD** menu which always displays four symbol buttons for importing or restoring digital tachograph data.

* **Information area**

Use this button to retrieve messages intended for your user or to retrieve information about software updates.

The number in the red circle indicates how many unread messages are available for you. New functions are also highlighted with a yellow asterisk in the menu area.
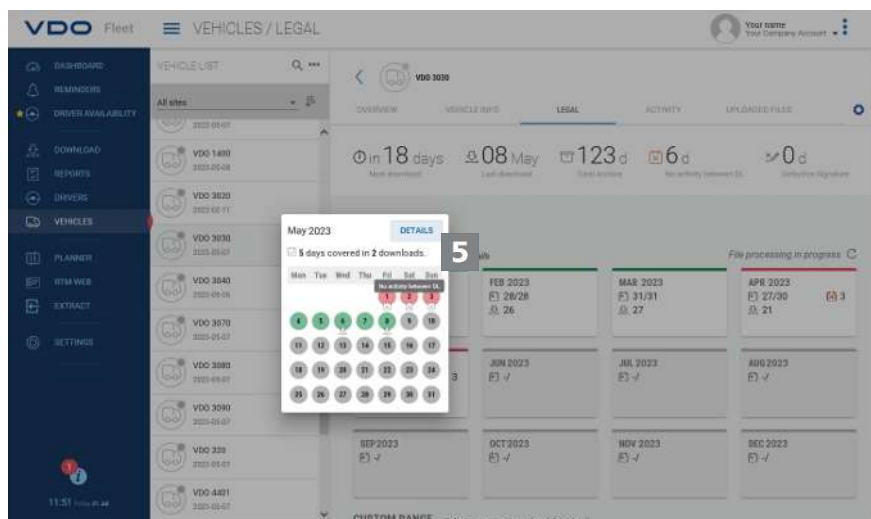
5 **Short info**

Display of detailed information to download reminders, download data or activities.
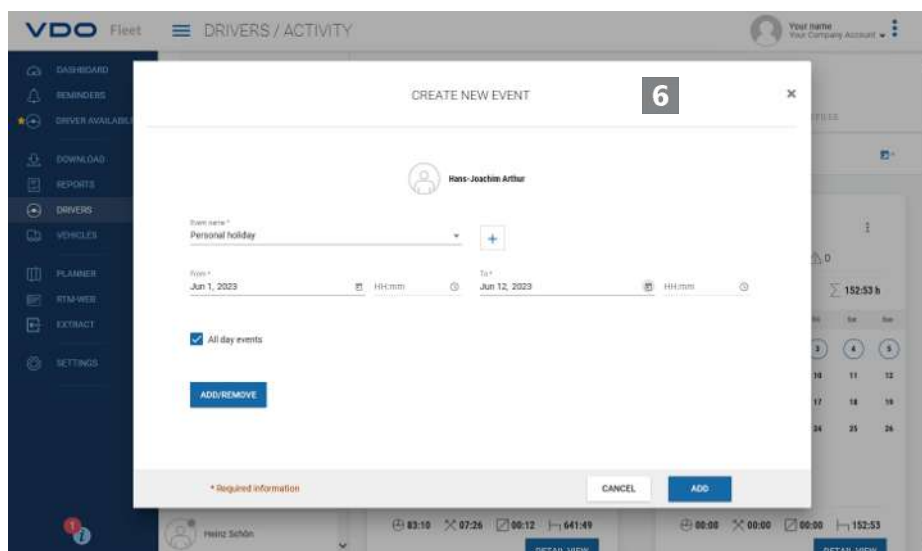
6 **Dialog**

Example of a window with detailed information to the tasks or functions selected, to collect data or to determine date and time.

VDO Fleet Client Software

IMPORTANT

You must install the VDO Fleet Client Software if you want to use VDO Fleet Tachograph Management with a newly set up access.

This section describes an initial setup of the VDO Fleet Client Software.

The following steps are required to enable the use of the VDO Fleet Client Software:

• Downloading the installation file

• Installation of the VDO Fleet Client Software

• If required, registering and configuring the VDO Fleet Client Software

Installing VDO Fleet Client Software

Requirement   To be able to install the VDO Fleet Client Software on the computer, you must have administrative rights or the authorization to install programs.

To install the VDO Fleet Client Software, follow these steps:

1 **Downloading file**
In the download area of the website www.fleet.vdo.de, download the installation file applicable to your system.

ⓘ
IMPORTANT

The installation file is available as a 32 bit and a 64 bit version.

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2 **Opening Windows Explorer**
In Windows Explorer, open the folder into which you have downloaded the installation file.

3 **Executing installation file**
Right-click onto the installation file and select the **Perform as administrator** command.

⇨   The installation assistant is started.
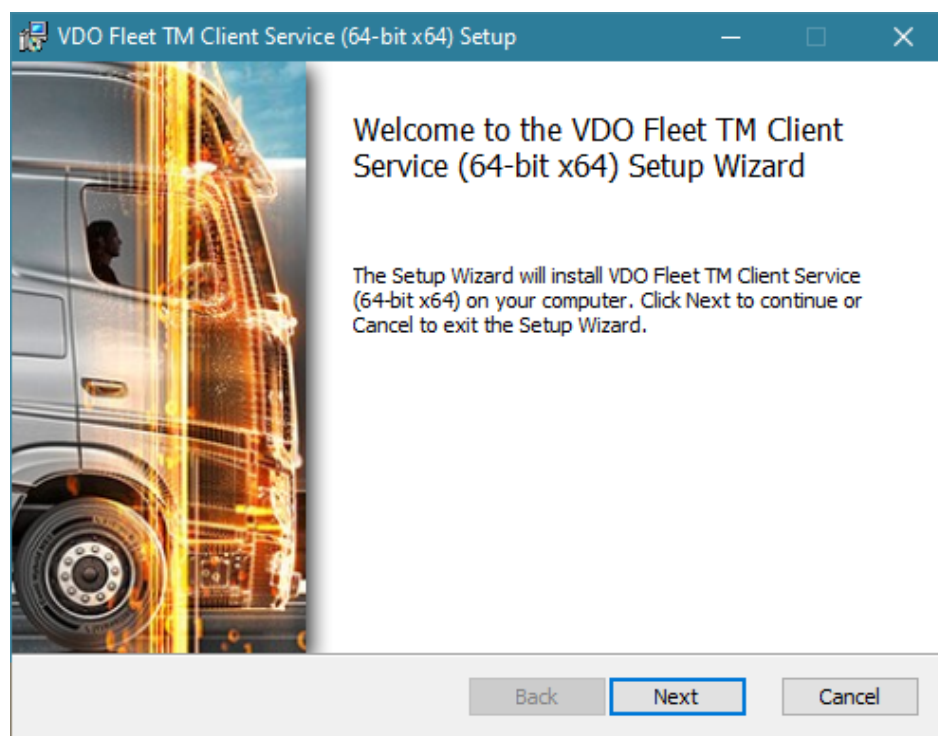
Click onto **[Next]**.

⇨   The license and usage agreement is displayed.
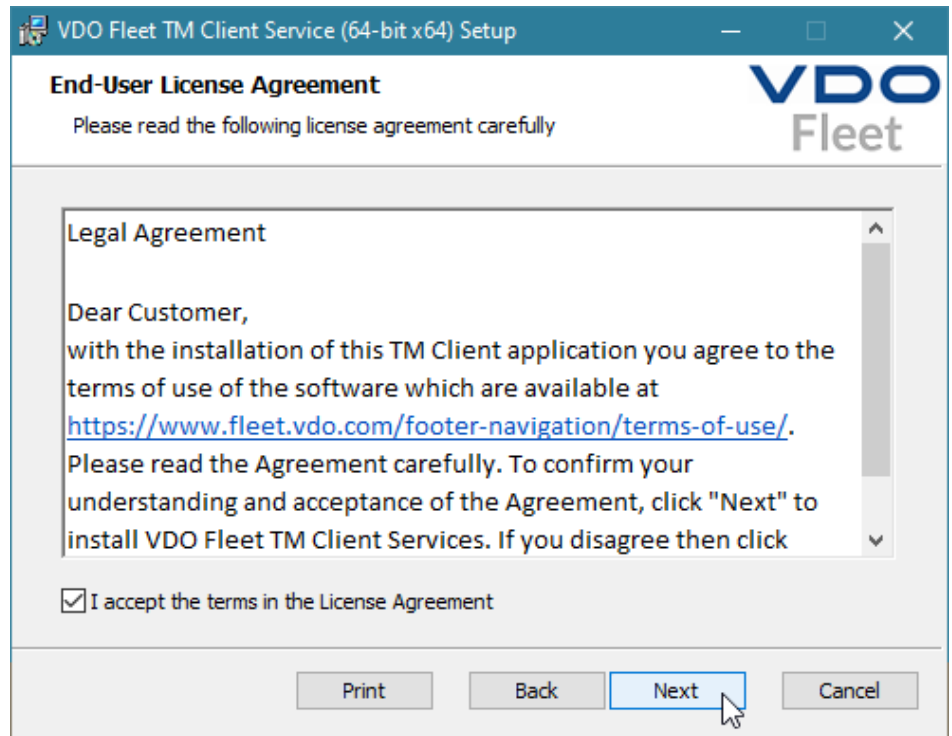
4 **Accepting license and usage agreement**

Read the license and usage agreement and activate the control box **I accept the terms in the License Agreement**.

Click onto **[Next]**.

⇨   The installation assistant continues with selecting the installation path.
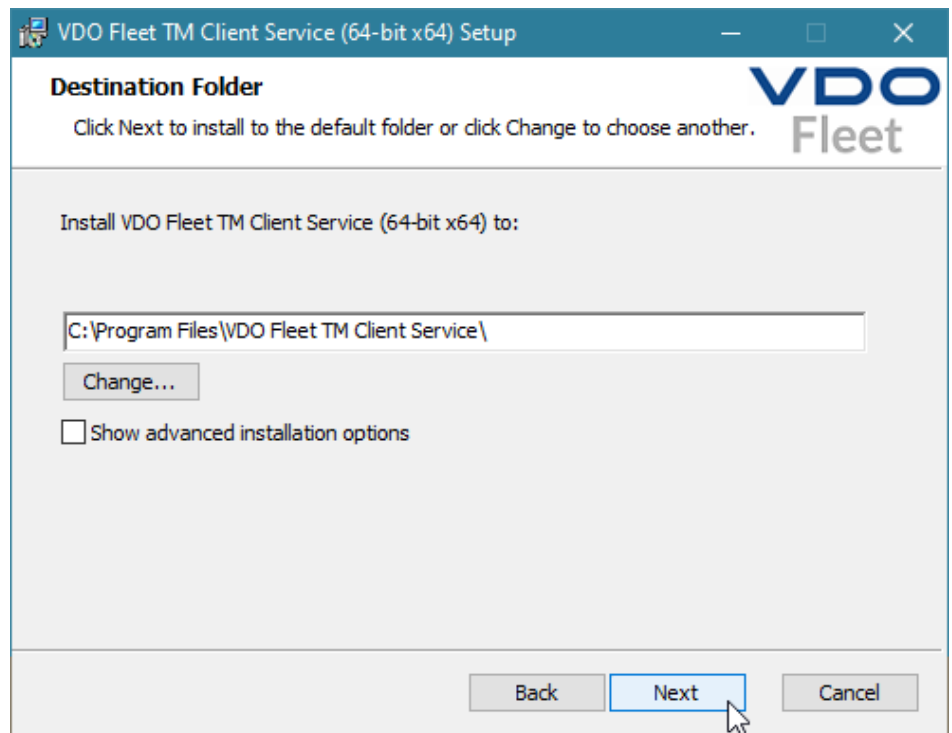
5 **Selecting installation path**

If required, select a new installation directory via the **[Change]** button and confirm the preset or new installation directory with **[Next]**.

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IMPORTANT	The installation assistant offers the option **Show advanced installation options** to install the Client Software in multi-user mode, for example to use it in a Citrix environment ➔ *Installing Client Software for multi-user mode [▶ 17]*.
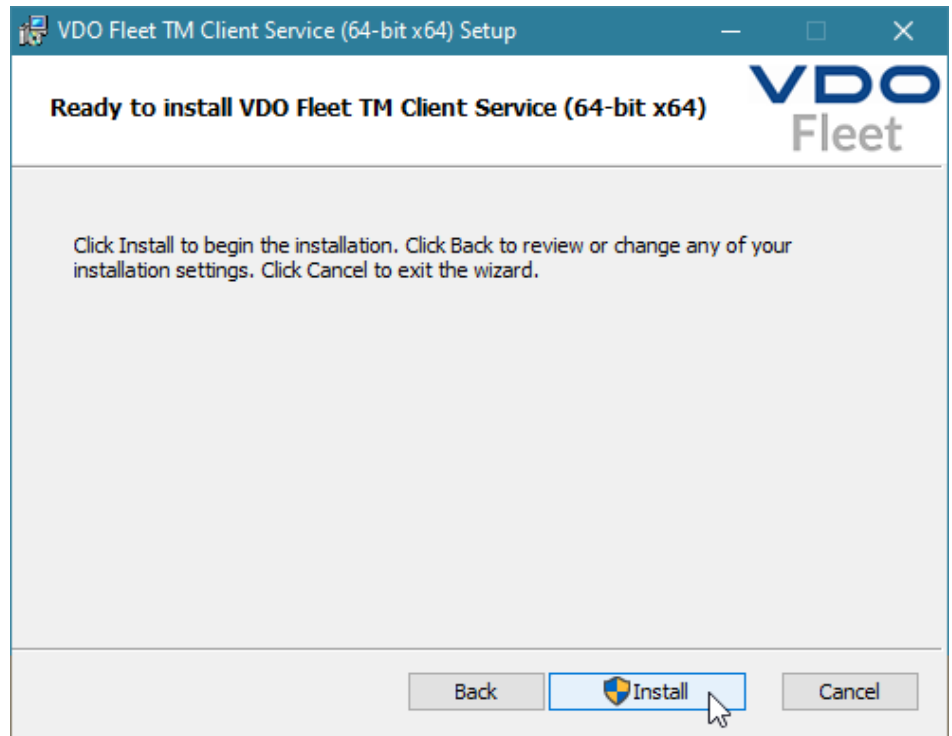
6 **Starting the installation**

Click on **[Install]** in order to install the VDO Fleet Client Software.

⇨   A progress bar shows the status of the installation.

⇨   The following message indicates the completion of the installation.
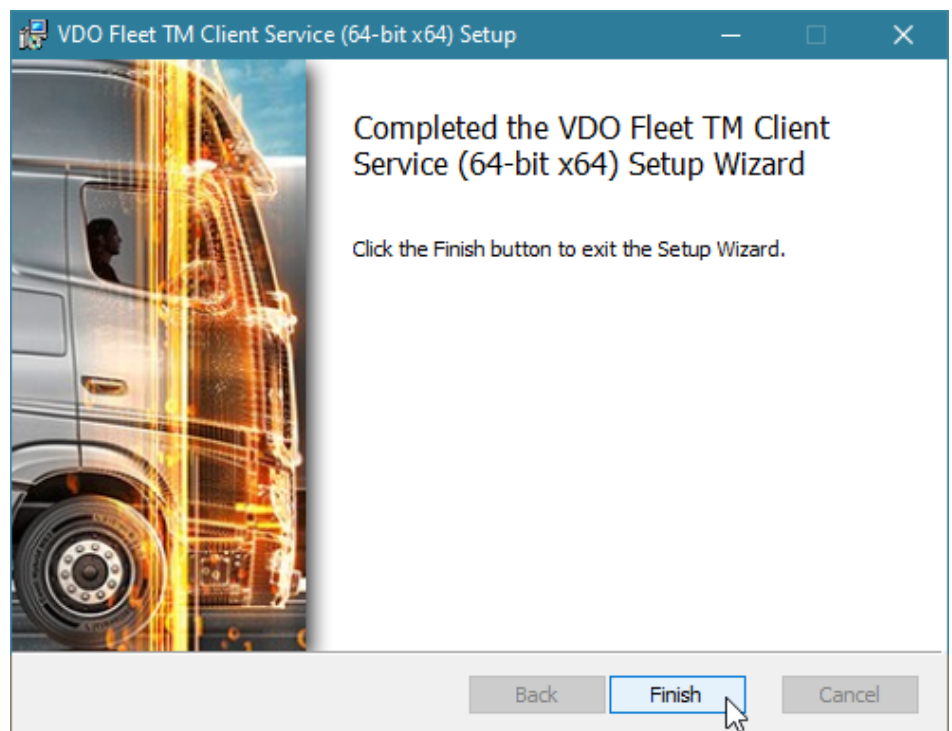
7	**Completing installation**
	Click on **[Finish]** in order to complete the installation.

ⓘ **IMPORTANT**	Should the installation fail, contact your service partner.
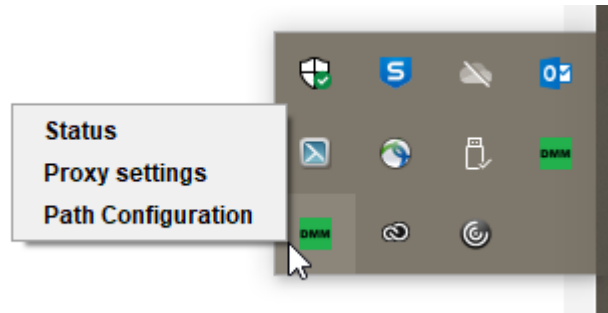
After installing the VDO Fleet Client Software, a new icon with three entries is available to you in the task bar:

- **Status**: displays the currently installed version number and offers the option to stop or start the operation.
- **Proxy Settings**: opens the dialog for entering the settings for the proxy server used, if any.
- **Path Configuration**: opens the dialog to enter a path and folder in which the program is to search for download files.
  When starting the data transfer from the computer, the specified path is automatically selected to search for files, which were transferred from a download terminal, for example.

Installing Client Software for multi-user mode

Requirement To enable you to use the VDO Fleet Client Software on systems such as Citrix, you must install it in multi-user mode.

To install the VDO Fleet Client Software, follow these steps:

1	**Starting the installation**
	Start the installation as described in section "Installing VDO Fleet Client Software" ➔ *Installing Client Software for multi-user mode [▷ 17]*.

Follow the installation process up to the selection of the installation path.
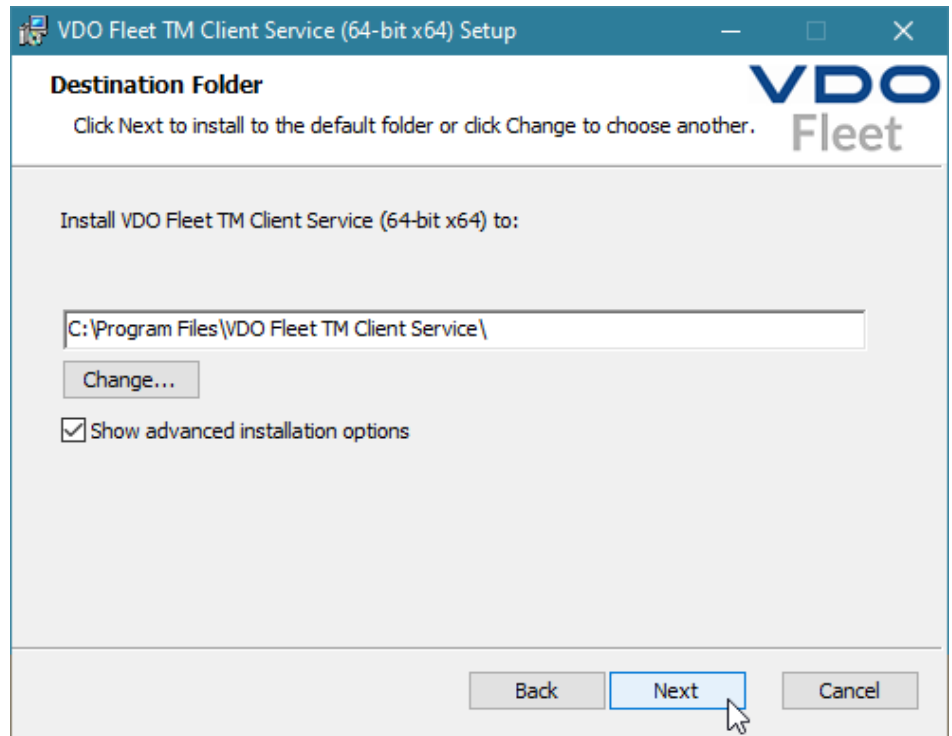
2 **Activating extended settings**

After selecting the installation path, activate the **Show advanced installation options** path.

Click onto **[Next]**.

⇨ The installation assistant proceeds with the selection of the installation variant.

3 **Selecting the installation variant**

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Select **Multi-user installation** if you would like to use the Client Service on a system such as Citrix.

Click onto **[Next]**.

⇨ The installation assistant is continued.

4 **Completing installation**

Complete the installation as described in section "Installing VDO Fleet Client Software" ➜ *Installing Client Software for multi-user mode [▷ 17].*

ⓘ

IMPORTANT

Switching between standard installations and multi-user mode is only possible by reinstalling the Client Software.

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5 **Reconnecting Service**

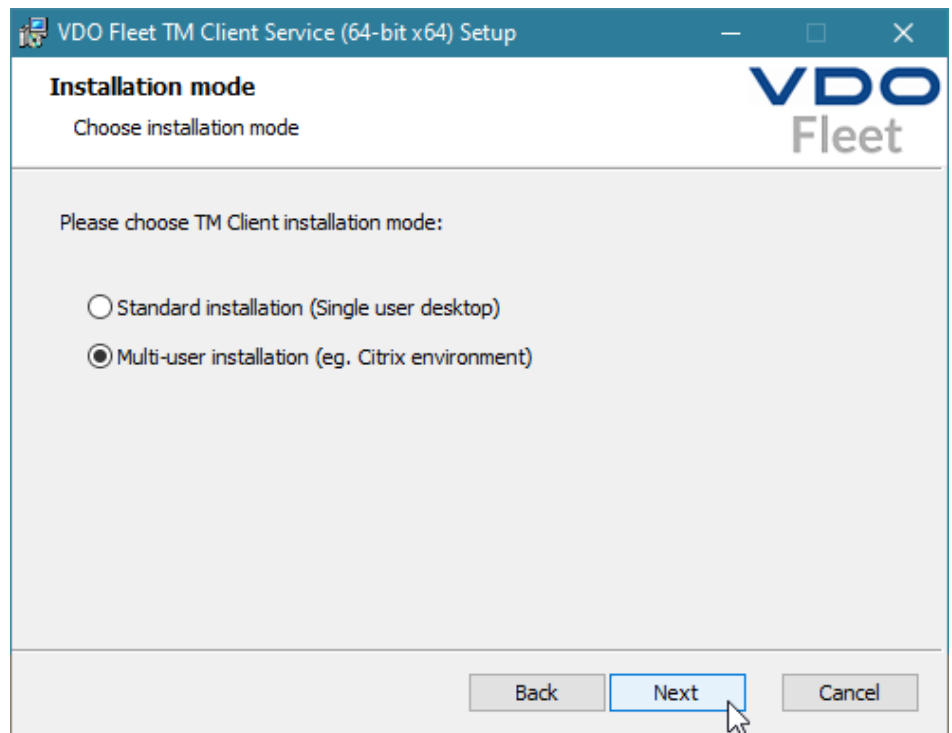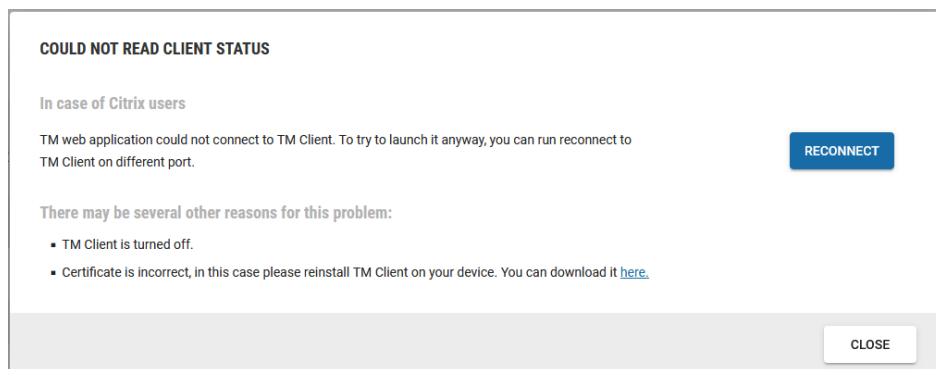When using the download functions in multi-user mode, it is possible that the browser cannot create a connection to the Client Service and a corresponding message is displayed.

COULD NOT READ CLIENT STATUS

In case of Citrix users

TM web application could not connect to TM Client. To try to launch it anyway, you can run reconnect to TM Client on different port.

RECONNECT

There may be several other reasons for this problem:

- TM Client is turned off.
- Certificate is incorrect, in this case please reinstall TM Client on your device. You can download it here.

CLOSE

In this case, click on **[Reconnect]** to re-establish the connection to the Client Service.

Installation in Expert mode

Requirement

To install the VDO Fleet Client Software via Silent Install, administrator rights for PowerShell or the Windows prompt (cmd) is required.

Installation per Silent Install

To install the VDO Fleet Client Software via Silent Install, follow these steps:

Execute the following commands in Powershell:

```
PS C:\> Start-Process "msiexec.exe" -ArgumentList @(
>> "/qn"
>> "/i"
>> $pathToInstaller
>> ) -Wait -NoNewWindow
```

Execute the following commands in the Windows prompt:

```
msiexec /qn /i $pathToInstaller
```

The variable `$pathToInstaller` stands for the full path to the MSI package file.

Installation per Silent Install with Log file

To additionally create a log file during the installation of the VDO Fleet Client Software per Silent Install, proceed as follows:

Execute the following commands in Powershell:

```
PS C:\> Start-Process "msiexec.exe" -ArgumentList @(
>> "/qn"
>> "/L*xv"
>> $logFilePath
>> "/i"
>> $pathToInstaller
>> ) -Wait -NoNewWindow
```

Execute the following commands in the Windows prompt:

```
msiexec /qn /L*xv $logFilePath /i $pathToInstaller
```

The variable `$logFilePath` stands for the full path at which the log file is to be created.

Optional arguments for the silent installation

Name	Argument
Type of proxy server	PROXY_TYPE Possible proxy types: • no-proxy • manual • system • auto-conf
Host of the proxy server	PROXY_HOST
Port of the proxy server	PROXY_PORT
Password of the proxy server	PROXY_PASSWORD
URL to the auto configuration of the proxy server	PROXY_AUTO_CONF_SCRIPT_URL

IMPORTANT

If you have not specified an optional argument, the default value is used. The default value for `PROXY_PORT` is `0`. For other arguments, the default value is `""` (leere Zeichenkette).

Example scripts

Example in PowerShell:

```
PS C:\> Start-Process "msiexec.exe" -ArgumentList @(
>> "/qn"
>> "/L*xv"
>> "install.log"
>> "/i"
>> "dmm-windows-installer-x64.msi"
>> "PROXY_TYPE=manual"
>> "PROXY_HOST=exampleProxyHost"
>> "PROXY_PORT=1234"
>> "PROXY_USER=exampleProxyUser"
>> "PROXY_PASSWORD=exampleProxyPassword"
>> "PROXY_AUTO_CONF_SCRIPT_URL=http://example.proxy.com"
>> ) -Wait -NoNewWindow
```

Example for the Windows prompt:

```
msiexec /qn /L*xv install.log /i dmm-windows-installer-
x64.msi PROXY_TYPE=manual
PROXY_HOST=exampleProxyHost PROXY_PORT=1234 PROXY_USER=ex-
```

```
ampleProxyUser
PROXY_PASSWORD=exampleProxyPassword
PROXY_AUTO_CONF_SCRIPT_URL=http://example.proxy.com
```

Installation with overwriting of the target directory

To overwrite the target directory in which the application is to be installed, follow these steps:

Execute the following commands in Powershell:

```
PS C:\> Start-Process "msiexec.exe" -ArgumentList @(
>> "/qn"
>> "/i"
>> $pathToInstaller
>> "INSTALLFOLDER=$installTarget"
>> ) -Wait -NoNewWindow
```

Execute the following commands in the Windows prompt:

```
msiexec /qn /i $pathToInstaller INSTALLFOLDER=$installTar-
get
```

The variable `$installTarget` stands for the full path to the target directory.

Higher-level user settings

Account information

Via the menu ⋮ > **Profile**, you can obtain further information on your user account on the switchboard and change the currently valid password at any time.

Testing and adjusting general settings

The menu **PROFILE** gives information on your user account. These range from your stored email address to setting the desired language (software texts).

1 Reviewing settings

Review – for example after the first login – the information to your user name stored by your service partner.

2 Changing settings

Perform the desired adjustments and amendments to the account information.

(i) IMPORTANT

The language change for displaying the VDO Fleet applications will only occur once you have relogged into VDO Fleet.

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3 Storing changes

To store the adjustments and extensions, proceed as follows:
If no further changes are to be made, click on **[UPDATE]**.

Changing password

Requirement

The menu ⋮ > **PROFILE** is opened.
Click on the drop-down menu **RESET MY PASSWORD**.

⇨   Using a link, an email is sent to the entered email address.

This link brings you to the page for entering a new password ➔ *Resetting password [▶ 9]*.

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![i] IMPORTANT	Please note that his link is only valid for two hours after being requested.

If you have not entered a new password during this time, you can request a new link at any time via the login page ➔ *Resetting password [▶ 9]*.

![i] IMPORTANT	For security reasons, you should change your password regularly and not disclose it to third parties.

Logging off

Logging off	**Logging off** Always exit the VDO Fleet properly via **[Log off]**. In the head section, click on the user menu ⋮ and then on **[Log off]**. ⇨ You will be logged off from your VDO Fleet access and directed to the login page.

![i] IMPORTANT	By the way, the VDO Fleet server automatically terminates the connection after 35 minutes for safety reasons if there are no more activities from your computer. • If you have not correctly logged off, a dialog with a request is displayed when re-logging on within these 35 minutes which you confirm with **[Yes**.

VDO Fleet Tachograph Management Service

VDO Fleet Tachograph Management is a web application for archiving and evaluating digital (driver cards and tachograph data). By archiving the digital tachograph data, you comply with the archiving regulations applicable in your country.

The archived data is stored in accordance with the agreed archiving period. Older data is automatically deleted from your web archive once a month. The storage period for archived data can be found in your service contract.

If you are working with the VDO Fleet Tachograph Management Service, this quick guide can help you with accessing the graphic user interface and some program functions.

Company data

You can start downloading the digital tachograph data immediately and add drivers or vehicles during the data transfer. Locations, however, should first be created under **SETTINGS** > **SITE/GROUPS**.

Alternatively, you can create your fleet before you archive data using VDO Fleet and assign these to drivers and vehicles.

Select, for example, the **DRIVERS** menu and the desired function to create or process drivers.

Adjusting company data

You have downloaded data from a vehicle file and added a new vehicle in the process. Now, you could like to check and process this data.

To do this, select the **VEHICLES** menu.
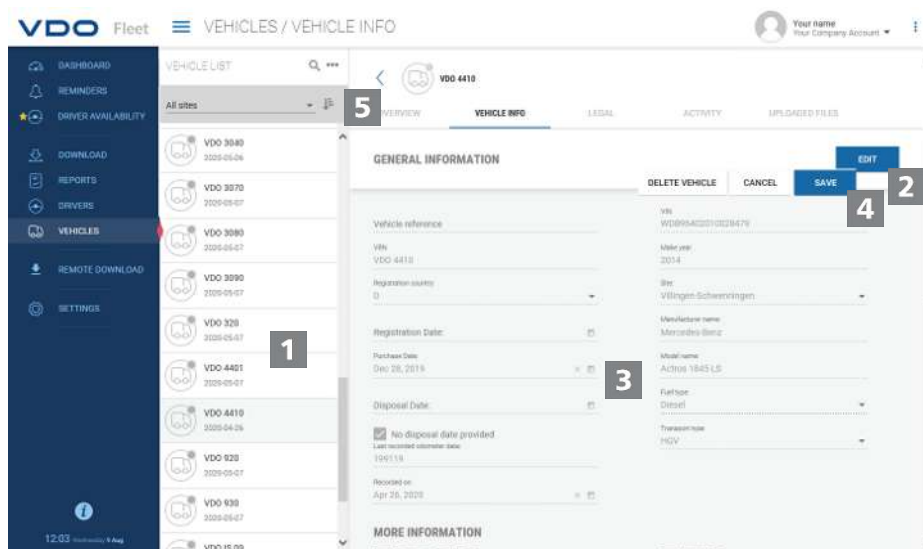
1 **Selecting and checking vehicle**
Mark the vehicle whose data you would like to adjust and select the **VEHICLE INFO** tab.

⇨ The details of the vehicle are displayed.

2 **Making changes**
Click on **[EDIT]**. Check the vehicle information and adjust it, if required.

3 **Date of purchase and sale**

If required, adjust the date of purchase. A vehicle's tachograph data can only be evaluated from the date of purchase.

Deactivate the control box **No date of sale** if you would like to specify a date of sale. A vehicle's tachograph data can only be evaluated up to the date of sale.
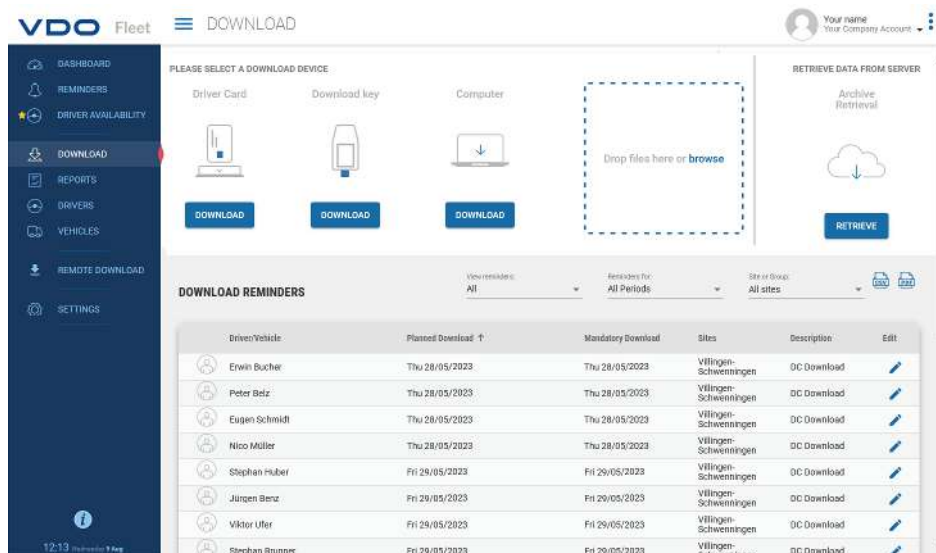
4 **Saving data**

Confirm your adjustments with **[SAVE]**.

5 **Menu button**

Functions to set up new drivers and vehicles, to delete and print driver and vehicle lists.

Inputting data

If you would like to archive digital tachograph data, you can immediately start downloading via the three symbol buttons.

ⓘ

IMPORTANT

Remember to specify before the data download via

• **SETTINGS** > **DATA** > **DOWNLOAD** which file format the files must have and which data blocks are required.

• **SETTINGS** > **DATA** > **DRIVER ACTIVITY** or **VEHICLE ACTIVITY** how data of unknown drivers or unknown vehicles should be handled.

Download options

You have the option, for example, to

• transfer and archive driver card data via a connected chip card reader to the VDO Fleet.
  If the driver card is inserted and the button **Driver card** > **[DOWNLOAD]** is clicked, you will be guided through the download process.

• Transferring and archiving data from a download key.
  If the download key is inserted and the corresponding **[DOWNLOAD]** button is clicked, the data is promptly listed for download.

- Importing data which you have downloaded or transferred to your computer via **Computer** > **[Download]** > [**Choose folder ...]** into the VDO Fleet data base.

|	
ⓘ **IMPORTANT**	The download reminders show you for the selected location for which drivers and vehicles data must be downloaded in the next few days and which driver cards are about to or have already expired.

ⓘ **IMPORTANT**	Furthermore, it is also very easy to perform driving license checks via the **DOWNLOAD** menu. If the driver has attached an RFID chip on his driving license and this RFID chip has been assigned to him under **DRIVERS** > **PERSONAL INFO**, he only needs to briefly hold the driving license to the connected RFID card reader and the driving license check is automatically registered.

Archive overview
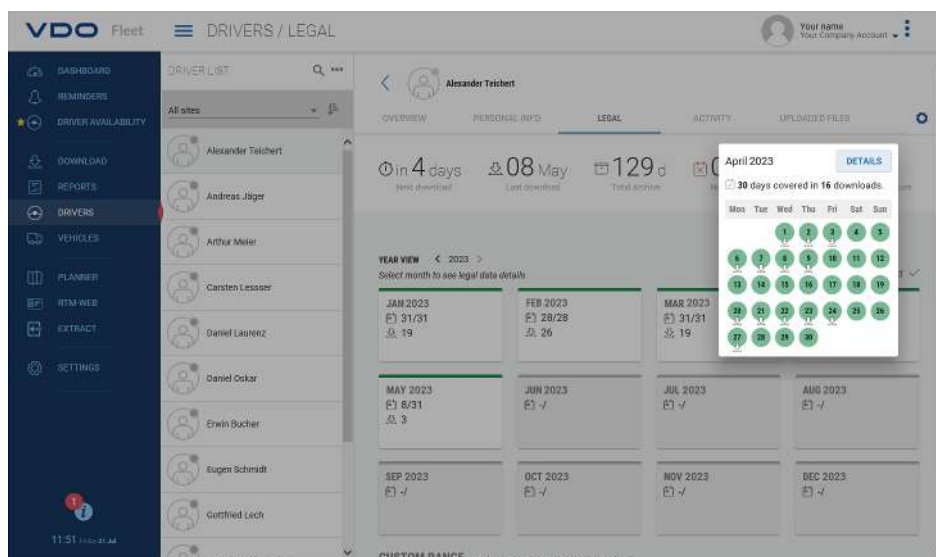
When the download data has been input and stored in the data base, you can display the annual overview to the archived data via the **DRIVERS** or **VEHICLES** > **LEGAL** menus.

Download status

You will see at first glance where there may be gaps in the download and which status the stored data has.

In the annual overview, each month is marked with a coloured bar:

- green if valid download data is archived without any gaps.
- yellow if the archived data does not contain any activities for at least one day of the month.
- red if there is a gap between the date of the last download and the first activity of the next download or the data signature has errors for at least one day of the month.

Symbols provide additional information to the respective month:

- 📋 : For how many days of the month data is archived.

- ⤓ : How many files were downloaded in the respective month.

- ☒ : For how many days of the month data is archived without included activities.

- ☒ : For how many days of the month no data is archived.

- ✖✏ : On how many days the data signature has errors.

Click on a month in the calendar.

⇨ A short info opens displaying the archiving status for each day in the selected month through color marking and symbols.

⇨ Furthermore, the annual overview enables you to display details of the data via the period selection and **[OPEN SELECTED]**.

Restoring archived data

If you would like to restore download data, e.g. on request of the supervisory authority, this can be done in two places:

- In the **DOWNLOAD** menu via the **[RETRIEVE]** button for several drivers, vehicles and files in one step

- Or for individual files in the **DRIVERS** or **VEHICLES** > **UPLOADED FILES** menu via the **[RETRIEVE]** button.

Archive overview to the vehicle

Clicking on the **VEHICLES** > **LEGAL** menu will confirm that all this information is available in detail for the vehicles.

Evaluation

For this subject, the obvious way to proceed would have been to switch to the Reports menu. But the **DRIVERS** or **VEHICLES** menus already offer some interesting evaluations of the driver and vehicle info.

Report options working time

Via the **DRIVERS** > **ACTIVITY** menu and the ⋮ button, you can, for example, select between the following logs and certifications:

• activity log of a driver

• driver certification via entry form.

Graphical display of the activity data

The **DRIVERS** or **VEHICLES** > **ACTIVITY** menus offer you several graphical displays to the respective activity data – from the calendar view of the last two months through daily summaries to the activity diagram.
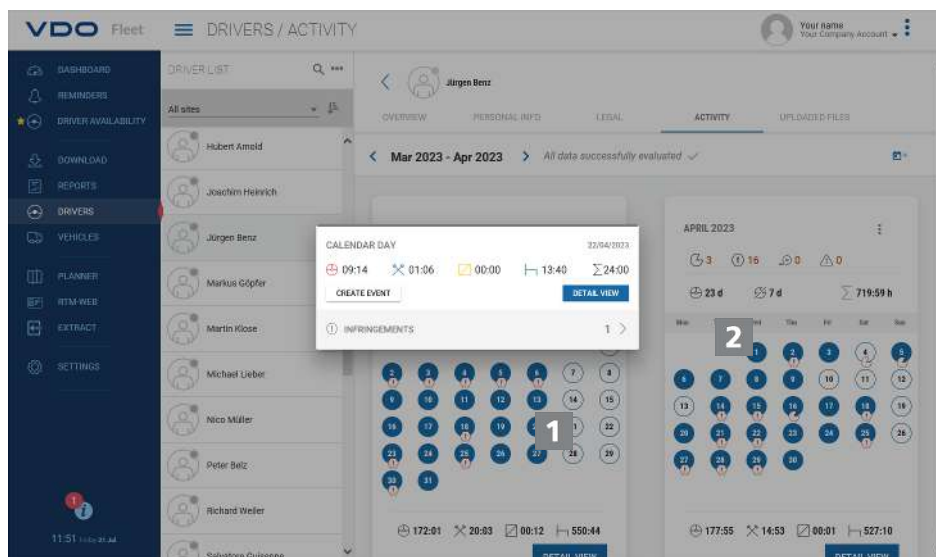
1 In the calendar, click onto a day marked in color.

⇨ A short info with activity sums to the respective day is opened.

2 In the short info, you also have the following options:

• Add driver events to any activity gaps (e.g. sickness times) directly via **[GENERATE EVENT]** for the driver certification.

• Via **[DETAIL VIEW]**, to switch directly to the **ACTIVITY OVERVIEW** with the activity diagram of the respective day.

• If applicable, switch directly from the short info to the list of the violations, speeding events, or events and faults of the respective day.

ⓘ IMPORTANT	You can also create the driver events, e.g. holidays, from the calendar overview via the 📅⁺ symbol button.
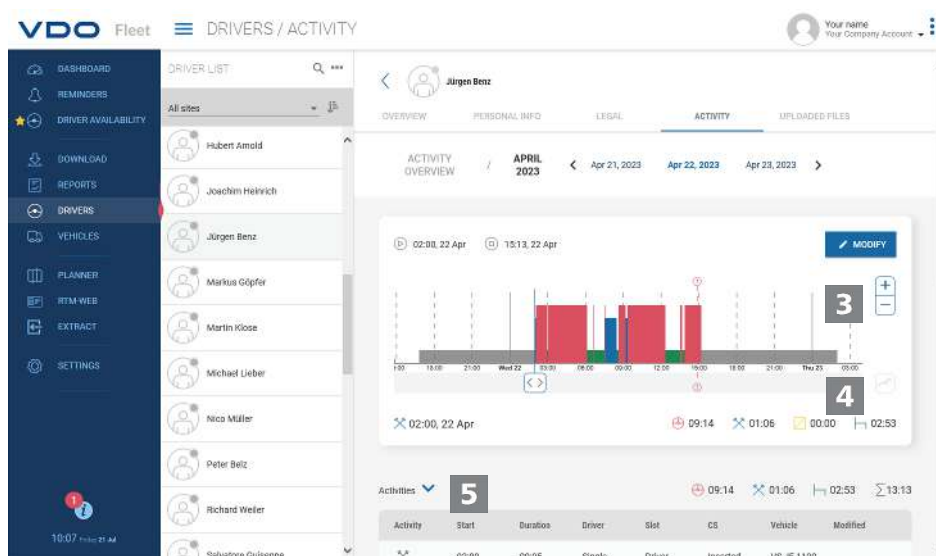
The **ACTIVITY OVERVIEW** offer you the following displays:

3 **Activity diagram**

The activity diagram displays the daily activities in a linear time bar. For example, you can zoom into the display or switch directly to the next or previous day in the date navigation above the diagram.

4 **Detail information**

Under the graphic display, the ⌄ button allows you to switch between three detail views:

- Activities: Listing of the individual activities registered for the day
- Events and faults: any events and faults recorded for the driver or the vehicle, e.g. "interruption of power to the vehicle".
- Violations: violations against the applicable legal regulations relating to driving and rest periods identified during the evaluation of the activity data.

Reports

VDO Fleet offers you a range of overviews and reports, providing you with valuable, readily available, decision support for managing your fleet. Thus VDO Fleet enables you, among other things, to check for any gaps in the continuous archiving.

Report – example: Driver reports

For example, you would like to create a driver letter to notify your drivers about possible violations. To do this, click onto the **REPORTS** > **DRIVERS** menu.
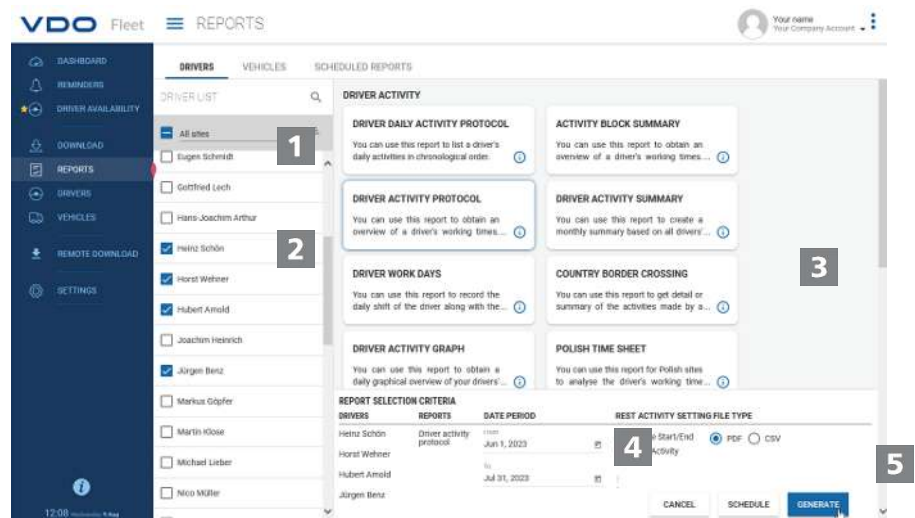
1 **Selection location**
Select the location to which the driver belongs.

⇨ The list of drivers is updated.

2 **Selecting driver**
Select the driver(s) for the desired report.

3 **Selection report**
Select the report, e.g. **ACTIVITY PROTOCOL**.

4 **Selection period**
Select the evaluation period for which the report is to be created.

5 **Creating report**

To create the report, click on **[GENERATE]**.

Depending on the number of selected drivers, the report creation may take some time.

You can print out the report of save it as a PDF, Excel or Word file on your computer.

Requirement The availability of the **[SCHEDULE]** button is subject to the user level booked. For more information, contact your service partner.

Planning report Click on **[SCHEDULE]** if you will repeatedly require your reports in regular intervals.

These reports, created automatically from the VDO Fleet server, are sent to you at specified dates.

Of course, you can also have these sent to other addresses. To do this, you simply enter the appropriate email address in the dialog relating to the planned report.

ℹ

IMPORTANT

Reports for your vehicles are created in the same way.
For data protection purposes, additional recipients must confirm in the first email which they receive that they actually wish to receive the report.

Driver Availability

To prevent your drivers from infringing driving time and rest period regulations, you must check how many hours a driver is still allowed to drive before he has to take a daily or weekly rest.

ℹ

IMPORTANT

In order to calculate remaining driving times correctly, a current driver card download must be available. Before calculating driver availability download all necessary driver cards.

All calculations assume the driver was taking rest since the time of last download.

Select the menu **DRIVER AVAILABILITY**.

⇨   A list with the available driving times of all drivers is displayed

If desired, limit the displayed selection using the offered filters.

⇨   The list is updated accordingly.

ⓘ **IMPORTANT**	Via **[CUSTOMIZE COLUMN]** you can individually set up which information will be displayed for the driver availability. Außerdem können Sie die Anordnung der Spalten ändern, indem Sie diese mit gedrückter Maustaste an eine andere Position in der Tabelle ziehen.

Settings
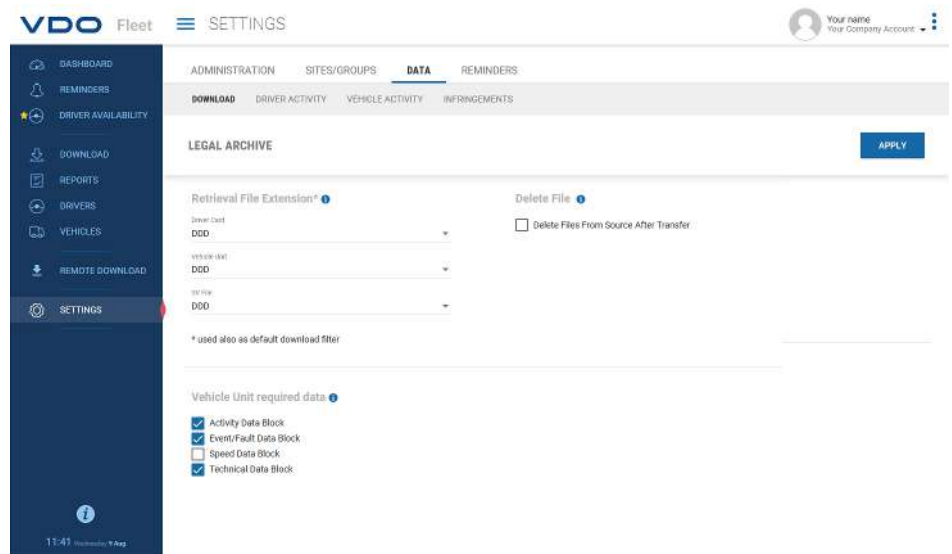
You can adjust VDO Fleet to your company's needs, for example to

• specify data blocks which are to be downloaded.

• specify how unknown drivers or vehicles are to be handled.

• assign certain locations to users.

In addition, you can specify via location-specific reminder defaults in the settings to the **REMINDERS** how many days after the last data download you would like to be reminded of the next download. If you are using Remote Download Devices (DLD Short Range II, DLD Wide Range II or Remote DL 4G), the data will be downloaded by the DTCO in accordance with the calculated reminder lists and transferred to VDO Fleet.
To do this, select the **SETTINGS** menu and choose the desired function.

⇨   The corresponding page is displayed.

You can set these settings at any time and get to know the VDO Fleet functions. You decide based on the experiences obtained which options, fields, columns and text you actually require.

VDO Fleet Motion

VDO Fleet Motion allows you to access position and route data of your drivers and vehicles at any time in order to increase your fleet's productivity. Additional loads can be spontaneously and flexibly taken on on current routes, substantially increasing your fleet's utilization.
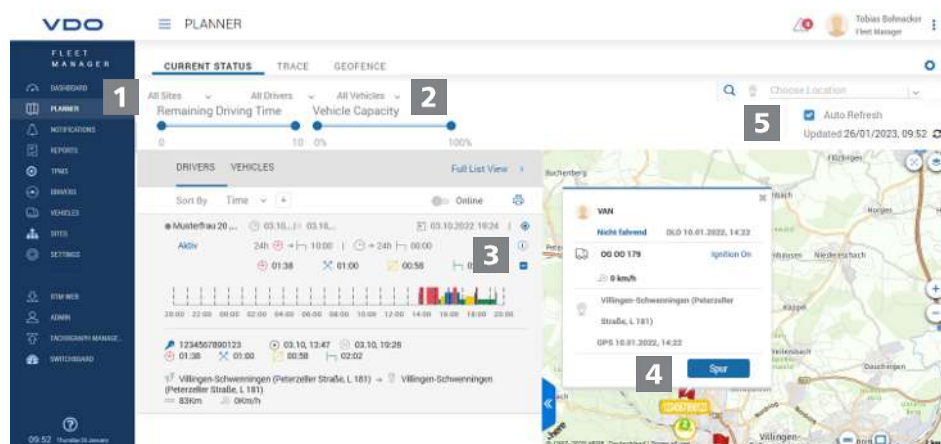
Displaying position data

Requirement

To allow you to display position data in VDO Fleet Motion, the following requirements must be met:

- The vehicle is equipped with a DTCO 1381, at least release 1.3 .
- The control box **Display vehicle in VDO Fleet Motion** is activated for the vehicle in the company data.
- or the vehicle is equipped with a DLD Wide Range II.

(i) IMPORTANT

For further information to the DLD Wide Range II, please contact your service partner.

The position data of drivers and vehicles are transmitted via
DLD Wide Range II to VDO Fleet and can be displayed in a map view.

(i) IMPORTANT

If the vehicle is equipped with a DTCO 1381, from release 2.0a, data of the VDO counter can be displayed via mouseover in addition to the position data.

This function allows you to always specify the appropriate vehicle for a certain task.

1 Menu: PLANNER
If not already done so, switch to the **PLANNER > CURRENT STATUS** menu.

2 Selection location, driver and vehicle
Select the location and the driver and/or the vehicle whose position you would like to display.

(i) **IMPORTANT**	In the respective **Search** selection list, you can select a specific driver and/or a specific vehicle whose position data you would like to display.

3 **Displaying details**

Click on **[+]** to display additional details to the selected driver or vehicle, e.g. the activity graph for the current day.

4 **Short info**

If you move the mouse over a driver or vehicle symbol on the map, a short info to the current location of this driver or vehicle is displayed.

⇨   If the driver is using a vehicle with DTCO 1381 with release 2.0a or higher, the short info will also display the information of the VDO counter.

⇨   Via **[TRACE]**, you can switch directly into the **TRACE** menu from the short info and view the journey for the current day. ➔ *Displaying journey [▷ 32]*

5 **Displaying position data**

Click on the ⟳ symbol button to display the position data based on your selection on the map.

⇨   To the left of the map, the statuses are displayed based on your driver and vehicle selection.

|	
(i) **IMPORTANT**	If you move the mouse over a driver or vehicle symbol on the map, a short info to the current location of this driver or vehicle is displayed. If the driver is using a vehicle with DTCO 1381 with release 2.0a or higher, the short info will also display the information of the VDO counter.

Displaying journey

To allow you to display the route information for previous days in VDO Fleet Motion, the following requirements must be met:

• The VDO Fleet Tachograph Management application is assigned to your access.

• The vehicle is equipped with a DTCO 1381, at least release 1.3 .

• or the vehicle used is equipped with a DLD Wide Range II.

• The control box **Display vehicle in VDO Fleet Motion** is activated for the vehicle in the company data.
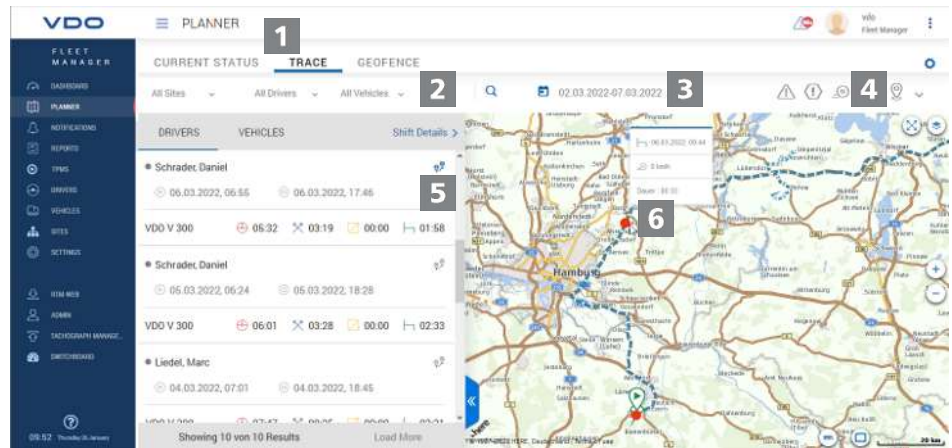
The position data transferred by a DLD Wide Range II are recorded by VDO Fleet Motion and are then available as route information for previous days.

1 **Menu: TRACE**

If not already done so, switch to the **PLANNER > TRACE** menu.

2 **Selection location, driver and vehicle**

Select the location and the driver and/or the vehicle whose position you would like to display.

3 **Selecting date**

Select a date or a period for which you would like to display the journey.

4 **Displaying additional data**

Specify with the symbol buttons which additional data should be displayed:

- speeding events,
- events and faults,
- violations and/or
- data points.

5 **Displaying route data**

Click on the symbol button to display the journey for a driver or vehicle in the map.

⇨ You can also display the journey for two drivers/vehicles or for two days at once to compare.

6 **Additional information**

Click in a symbol displayed on the journey or a data point to display additional information in a short info, e.g. to extended stand times.

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Smart on the Road