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WEBFLEET offers several types of maps. In this chapter you will learn how to work with the map, the map types that are available in WEBFLEET and which information is provided by the different map types.

**Zoom and drag**

Once you have accessed WEBFLEET you will see the map displaying all the vehicles in the currently selected group of vehicles. Zooming in on the map is easy. Simply use the mouse wheel or use the zoom level selector in the top right corner of the map. By pressing the left mouse button you can simply drag the map in any direction, allowing you to focus on specific vehicles.

**Map types**

WEBFLEET offers the following map types to display your vehicle fleet and order data: TomTom map with up-to-date traffic information, Google map, and Satellite map. For the most realistic view of your vehicles, just click the “Satellite” button in the top left corner of your map.
**TomTom map**

The TomTom map shows up-to-date traffic information including traffic jams, construction sites and possible delay times. To avoid delays in your service, allocate jobs by sending the driver who is located closest to the job.

**Full screen map**

A feature that is supported by all maps is the possibility to enlarge the map to full screen. This provides you with the best overview of your vehicle fleet and fleet movements. Click the navigator icon below the zoom level indicator to activate the full screen map. Click it once more to return to the map view with the vehicle list on the side.

**Searching the Map**

The WEBFLEET map offers a powerful and comprehensive search function to find individual vehicles, addresses, places and areas, and all vehicles at an address or a location that matches the search term you have entered. Click the “Search” button, which has a magnifying glass icon, in the top right corner of the map, enter your search term, then press “Enter” on your keyboard. The resulting list shows all matching results, arranged by category. You can also search for a specific address. Click the “Find city” button, which
has a house icon, in the top right corner of the map. Enter the address details, select the country, then click “Find.” All matches are shown in a list or directly on the map.

Additional filter options in the Map View

Having a large fleet may lead to you losing an overview and time needed to search for drivers or vehicles. You can filter for availability and ignition status, if the vehicle is standing still or driving. Search for one of the three notifications Alarm, Warning and Notices, as well as logbook modes. Filter your list of objects by unread messages to make sure they are read. Click on the cogwheel button in the top right corner of the Vehicle Panel in the Map view to open the smart filter. Here you can define which objects you want to show on the map and in the list in the Vehicle Panel. Using this filter allows you to select one or combine several conditions. When you click “Apply” WEBFLEET will immediately show the applicable objects both on the map and in the Vehicle Panel.
In this chapter you will learn how to see an overview of all orders from all vehicles and how to find out where your vehicles are right now and at any time.

**Track order status**

WEBFLEET allows you to easily receive an up-to-date overview on the status of all orders assigned to all of your vehicles. You can set a filter to define a more precise selection. The orders can be individually or collectively filtered by vehicle groups, single vehicles, status and time periods. In addition, these filters can be extended using a free text filter. To view the order list click on “Orders” in the top menu. To apply the different filters, select the relevant information from the drop-down menu boxes and enter your text in the text box. When selecting and entering the filters the list will be adjusted automatically.

**Real-time map data**

The positions of vehicles equipped with WEBFLEET are registered every ten seconds. These positions are transmitted to WEBFLEET every minute. This means you can keep track of your fleet and monitor vehicle movements on the map in real-time.

**Vehicle trail**

The record of all your vehicle locations, recorded by WEBFLEET, is stored for a period of 90 days. This allows you to easily check where your vehicles have been during the last 90 days. WEBFLEET lets you see the vehicle trail for one day or for a period of up to seven days down to some hours. To see the vehicle trail, open the vehicle information box on the map and click “Track”. Select a day or a start and end date. The track displayed on the map indicates information such as driving events, standstills with corresponding information such as position, beginning and end, and the overall duration of the standstill. By moving the mouse over the trail, a speed label is shown, providing the current time and speed at this position of the vehicle. The vehicle box shows information about the current order status, the destination,
the estimated time of arrival and the time of the last position update. You can also view the direction in which the vehicle was travelling and the last position.

Position filter

To view the trip data for your vehicles in the list view, set a time filter. To activate this feature, click "Details" in the vehicle information box and then click "Trips" under "Positions". For a more precise selection of entries, use the drop down-box and enter your query in the "Filter" dialogue box.
This chapter provides information on how to send orders with destination addresses to your people on the road, how your drivers work on such orders and how you can see the most recent status of the job.

**Sending orders**

With WEBFLEET you can easily send orders to your vehicles. Click on the vehicle on the map and then click “Send”. Select “Send order” and then select the type of order. You can select between delivery, pick up and service order. You need to enter an order ID and add order text. You can also define the date of execution, the desired time of arrival and a certain tolerance. Entering the destination address can be done by typing it in manually or by using your own pre-defined address list. You can also attach a contact name and phone number to your order so your driver is fully informed.

**Start working on orders**

Immediately after sending the order, the field employee receives the job instructions on his TomTom PRO. The “Orders” icon in the WEBFLEET panel on the TomTom PRO shows the driver the number of newly received orders. Simply tapping this icon brings up the list of orders. Select the new order from the list - new orders are marked by an arrow. To reject the order first tap the “Options” button and then tap “Reject order”. To start working on the order tap “Accept” and then tap “Start”. You are prompted to start the navigation to the order destination. After you have tapped “Drive” the route is calculated and the navigation to the order destination is started.
**Sending order status**

With the TomTom PRO you can easily report the current status of the order to the office by tapping the order status icon in the WEBFLEET panel. To report a new order status to the office tap “Next step”.

**Order options**

The WEBFLEET features on your TomTom PRO have several order-related options such as cancelling or suspending the order. You can also view the order history that shows the actions you have reported and the time when you have reported them to the office. To bring up the order-related options tap the “Options” button.

**Order overview**

To see the current status of your driver’s orders click the “Details” button in the object box. On the right-hand side all orders (active and suspended) are displayed. To see more order details click the “Orders” button. A list of all orders is displayed. You can set several filters, such as group, vehicle, status, time, and free text. Select an order from the list by clicking on the order. On the right-hand side the order information is displayed. Here you can edit the order (in case conditions have changed), see the workflow.
of the order and the location on the map. You can also cancel this order. From this screen you can also send a new order to any of your vehicles.

See the current status and more details of the driver's orders.

Set several filters to optimise the list display.

See all order information. Edit the order, see the workflow, the location on the map or even create new orders.
Smart order assignment

Smartly allocate orders based on real-time information ranging from driver availability and the nearest vehicle to traffic information on the route. This chapter will show how to avoid delays and keep your fleet out of the jams where possible.

Addresses on the map

To find a destination on the map, click the address icon in the upper-right of the map and enter the address details. Then press “Find”. The address will immediately appear on the map with a label. When moving the mouse over the address label an information box gives you the option to add the address to your address list or immediately create an order (see step “Quickly assigning to the nearest vehicle”).

Job status

To see if your vehicles are available for new orders, all vehicles are labelled with a job status icon. Green indicates “Vehicle is available …”, yellow indicates “Vehicle is busy …” and grey indicates “Vehicle is unavailable …”. To find out more details about a current order, click “Details”, then click “Orders”. The current order status will be displayed. To find out how many other pending orders are assigned to this vehicle, click the button “Orders” and set the status and the time filter. The order list is filtered immediately.

Traffic information

Traffic jams, construction sites etc. might take the nearest vehicle more time to reach the order destination than another. To see traffic information on the map, activate the display of traffic information by clicking
in the upper-left of the map at the “TomTom” button, then the map settings icon in the upper-right of the map and tick “Traffic”.

Activate traffic information on your map to see which vehicle is best located for a job.
Click the information boxes to get more details.

Quickly assign orders to the nearest vehicle

The easiest way to assign an order to the best positioned vehicle is by creating a new order. Here you define the destination address for that order. Using that address WEBFLEET provides you with a list of vehicles sorted by availability and estimated travel time, taking traffic information and actual distance into consideration. Go to “Orders” in the top menu. Click “New” on the right-hand side to create an order. Enter all order details. Select the address. To select the best positioned vehicle click “Suggestions by TomTom”. WEBFLEET shows you a list of vehicles, in order of availability and estimated travel time. Select the desired vehicle. Press “Save” and then press “Send order”.

Bring up the “Send order” window to easily assign your order to the best positioned vehicle, suggested by TomTom based on traffic information and actual distance.
Driver communication

In addition to dispatching orders, there are several ways to communicate with your drivers. This chapter shows how you can send messages to your drivers and how they can respond. Also, WEBFLEET can forward messages from your drivers to your email box for optimal communication.

**Sending a message to a driver**

To send a text message to one of your drivers, click the “Send” button in the corresponding object box and enter your text message.

![Send a text message to one of your drivers.](image)

**Sending a message to multiple or all drivers**

You can send one text message to all or only a few drivers at a time. This saves you time and helps you improve your workflow. To select vehicles by first clicking “Vehicles” in the top menu and then clicking the corresponding vehicles while keeping the Ctrl key pressed. To select all vehicles press the Ctrl and the A key on your keyboard or click the “All” button at the lower-right section of the screen. On the right, a message appears showing the list of recipients above. Enter your text and click “Send” and the text message is transmitted to the selected vehicles.

![In order to send text messages to multiple vehicles, select the vehicles by pressing the Ctrl-key and the left mouse button. To select all press Ctrl and A or click “All”](image)

**Handle text messages on your TomTom PRO**

The driver is warned that a new message has been received by both a signal and the “Messages” icon in the WEBFLEET panel indicating the number of new messages. By tapping the Messages icon, the driver can read the message. Automatically a message is sent to WEBFLEET that the message has been received.
and read by the driver. Drivers of course can send free text messages from the TomTom PRO to the centre as well. To do so, they need to tap “New message”. Then they can type the message and then tap “Send”.

**Defining the status messages for the different vehicles**

Within WEBFLEET you can define status messages and order related status messages for your vehicles. These messages help to improve communication between the driver and the centre (e.g. for certain recurring events static messages can be used). To define status messages for an object, click “Details” then click “Configure” under “Contract/Device”. Click “Status messages” and enter the status message. You can select a warning type for selected message features, such as email forwarding.

**Using status messages**

The driver simply selects the status message that he would like to send and chooses whether to add some text or not before sending. Bring up the “Messages” menu, then tap “New message” and tap “Templates”. Select a template from the list. To add text to the status message tap the keyboard button and type your text. Then tap “Send”.

WEBFLEET is automatically informed that the message has been read.

Send free text messages over the TomTom PRO to WEBFLEET.

Easily define status messages using certain warning types for your vehicle.
You can also define order related status messages.

Easily send status messages to the centre.
If required, simply add free text to the predefined status message.
**Forwarding status messages to your email address**

A status message can be forwarded to your email box. To do this, select the warning level for each vehicle (object) and select the email address you want to have it forwarded to. Click on the top menu "More" and select "Notifications/Preferences". Click "New" on the right to create a new rule or "Edit" to change an existing rule. Select the type of notifications you want to forward to the e-mail address. You can tick different ones at a time. Select the group and/or vehicle from which those notifications shall be forwarded. Enter the name of the recipient and the corresponding e-mail address and click "Save".

Forward status messages to your email address.
Select the warning level for each vehicle and the corresponding email address.
Select the vehicles, from which the messages shall be forwarded.
WEBFLEET helps you to organise your fleet in an efficient way. This chapter provides useful information on how to define basic vehicle details and vehicle specifications, how to configure the hardware installed with your vehicles to report to WEBFLEET according to your wishes and how to set up your account to create a customised overview of your fleet, set to your requirements.

Assigning basic vehicle details

Once you have added new vehicles to your WEBFLEET account, they are listed with an automatically assigned name and basic data. WEBFLEET offers you an easy way to edit data such as license plate and odometer. Click “Vehicles” in the main menu and select the vehicle from the vehicle list. Open the “Vehicle details” section in the details panel and click “Edit”. A pop-up window will be shown. In the “Vehicle details” tab you can select an icon and a colour that represents your vehicle/vehicle type from the drop-down list. Here you can assign an ID and a denotation, which will be used to label the vehicle in WEBFLEET. Additionally, you can indicate the current odometer of the vehicle, add a description, indicate the licence plate and registration date. And you can make settings that are used for fuel consumption and speeding reports.

Specifying vehicle attributes

You can easily select and assign all relevant specifics to your vehicle such as weight, dimensions, fuel consumption and more as indicated by the manufacturer. You don’t need to look up everything in your vehicle registration papers. You can retrieve the relevant information from the WEBFLEET database with just few clicks, browsing and filtering. And you can add missing information that is specific to your individual vehicle. To define vehicle specifications for one vehicle, select a vehicle. In the details panel go to “Vehicle details” and click “Edit”. In the “Vehicle specifications” tab click “Specify”. Use the filters or browse to find the make, series etc. Select your vehicle in the list and click “Select”. You can type missing details in the empty fields.
Copying specifications to multiple vehicles

If you have several vehicles of the same make and model that have the same specifics you only need to select and customise the vehicle specifications for one vehicle. If you have done this thoroughly, you can copy this information to the other vehicles. In the “Vehicles” view select all the vehicles from the list of the same series that you want to copy your specifications to, keeping the Ctrl key pressed while clicking left mouse button. In the details panel click “Specifications”. Browse for the vehicle that you want to copy the specifications from and click “Copy”. Make sure you have completed the specifications for this vehicle before copying.

Configuring basic settings for a vehicle

It is useful to adjust the basic settings for your vehicles to let them report according to your individual needs, to let your staff report trip modes or working hours and much more. To configure basic settings for your vehicle, select a vehicle in the Vehicles view. In the details panel open the “Contract / Device” section and click “Configure”. You can make several adjustments for the use of the Driver Terminal, if your vehicle is installed with Driver Terminal, such as forcing the driver to identify himself to the Driver Terminal, or to activate logbook or working times reporting on the Driver Terminal. Additionally, you can select and customise reporting behaviour of the LINK device such as standstill and trip recognition. Here you can set dates for your LINK devices to wake-up from sleep mode. And you can send the WEBFLEET driver list to the Driver Terminal to have both synchronised. When you have completed your adjustments click “Save”.

Configuring status messages and order messages for vehicles

You can define general status messages and order specific messages that your drivers can use to report incidents using their Driver Terminal. Select a vehicle, go to “Contract / Device” in the details and click “Configure”. In the “Status messages” tab you can create up to 15 general message texts, which are transferred to your drivers’ Driver Terminals. In the “Order messages” tab you can create up to 15 status messages which your drivers can select from the list to report to the office when they work on an order. Depending on the notification type you have selected for each message and how you customised the
notifications, those messages can be forwarded to your email inbox. Type the message text into the fields and select a notification type. Before you switch to another tab or close the window, click “Save” to store your messages.

Configurations for peripheral devices and accessories
Using WEBFLEET you can make several different settings for peripheral devices and accessories. Select a vehicle, go to “Contract / Device” in the details panel and click “Configure”. In the “Input” or “Inputs / Outputs” tab you can select what the interfaces shall be used for. The availability of inputs and outputs depends on the device that is installed in the vehicle. If you have a Remote LINK or a TomTom LINK 105 that you want to connect to your LINK device, you can indicate them in the “Accessories” tab. This lets the LINK device connect to these devices.

Copying vehicle configurations/settings to multiple vehicles
To ensure all vehicles with the same TomTom Telematics hardware installation report to WEBFLEET in the same manner you can copy all basic settings and configurations from one vehicle to multiple other vehicles. That includes status and order messages, trip reporting and standstill recognition. Adjust the settings for one vehicle that you want to use as a reference for other vehicles. Make sure all is according to your wishes. In the “Vehicles” view select the vehicles with the same devices installed from the list that you want to copy the settings to, while keeping the Ctrl-key pressed and selecting the vehicles with the left mouse button. In the details panel go to “Contract / Device” and click “Configuration”. Browse for the vehicle that you have prepared to copy the settings from. WEBFLEET shows how many of the selected vehicles the settings can be copied to. The number can differ, if you have selected vehicles with a different
hardware installation. Click “Copy”. A pop-up window will show the “Basic settings” tab. Here you are asked to confirm, that you want to copy the settings to the selected vehicles in bulk. Click “Bulk copy”.

Assign one vehicle to a group

When you have assigned all relevant vehicle data, you can now assign this vehicle to one or more groups within few steps. Simply select the tab “Groups” and select the group or groups this vehicle shall be assigned to. If no group exists click “New group” in the lower right. To rename existing groups click the action button “….” and edit the group name. To delete groups click the actions button “X”. If this group included vehicles which were not assigned to another group as well, they are automatically grouped in the group named “Unassigned”.

Assign several vehicles to a group

WEBFLEET provides an easy way to assign several vehicles to a new or existing group. Select the vehicles you want to group together by clicking on them while keeping the Ctrl key pressed. In order to select all, press the Ctrl and the A keys. Under Groups on the right, the different vehicle numbers and the number of all selected vehicles are shown. To assign the selected vehicles to an existing group, select the group from
the drop down list and click “Assign”. To assign them to a new group, enter a name for the group in the text field, click “Create”, select it from the drop down list and click “Assign”.

Using vehicle groups
Besides using groups as a filter setting for reports, messages, orders etc., groups are very useful when you want an overview of your fleet on the map, as when you select a group instantly only this group’s vehicles are shown on the map.
WEBFLEET helps you schedule maintenance tasks for your vehicles and follow the maintenance intervals. You can create both one-time maintenance tasks and maintenance tasks which repeat after either a certain mileage or time interval. WEBFLEET automatically notifies you when a maintenance task is due so you will not lose track of vehicle maintenance, which helps to maintain the value of your vehicle fleet.

Creating maintenance schedules

To create a maintenance schedule select the vehicle in the map or in the details panel on the right. In the “Maintenance tasks” section click “Create”. In the new window select the “Maintenance” tab then click “New”. Select an icon, type a name and a description for the maintenance task, then define the scheduled date for the maintenance task. In “Maintenance task rule”, define whether the task will be repeated or is a one-time task. If the maintenance task must be repeated, enter a time or mileage interval between tasks. Select whether the task will either be repeated in a fixed interval or after the task has been marked as completed. You can also define when you would like to be automatically reminded in WEBFLEET by a coloured tool icon that displays at the top right of the main menu. Click “Save” to save your new maintenance schedule.

Copying a maintenance schedule

Once you have created a maintenance schedule for a vehicle you can copy it to more vehicles. Select the maintenance schedule you want to copy from the list of maintenance schedules for your vehicle then click “Copy”. Select a vehicle from the list. You can edit the description of the schedule, and the date and the vehicle mileage at which the maintenance will first be carried out on the selected vehicle. Click “Edit” to edit the schedule. Click “Apply” to save your changes for that specific vehicle. After you have edited the date and/or the vehicle mileage for each vehicle you want to copy the schedule to, press and hold the Ctrl key and select the applicable vehicles. You can also select all vehicles from the list by clicking “Select all”. Click “Save” to copy the task to the selected vehicles.
Monitoring maintenance tasks

When WEBFLEET has created a maintenance task, you will be alerted by a yellow tool icon displayed at the top right of the main menu. If a maintenance task is overdue, the tool icon appears red. To view the list of maintenance tasks click either the tool icon or “More...” in the main menu, then select “Maintenance” from the list. The list shows open and completed maintenance tasks ordered by status and due date. You can filter the list on vehicle groups, single vehicles, and open, overdue and completed maintenance tasks. The icon in the first column quickly gives you an overview of the status of your maintenance tasks. Select a maintenance task from the list to read it. If you want to inform a driver about the due maintenance work you can send the driver a message by clicking on “Send message”. Click “Mark as read” to confirm that the task was read. When the maintenance task is completed, select it in the list and click “Complete”. If you want to delete the maintenance task from the list, click “Delete.”
User management in WEBFLEET

With WEBFLEET user management, you can give employees, business partners or customers access to WEBFLEET. In this chapter you will learn how to create users in WEBFLEET with different profiles and assign permissions that range from viewing only to having full administrative rights.

Creating users

In WEBFLEET you can create users in a few easy steps. WEBFLEET offers different predefined user profiles. The profile rights range from viewing only rights to administrative rights, and you can define a period to limit a user’s access to the system. To create a new user, click “More” in the top menu, select “Users” from the list, then click “New” in the details panel. In the “New user” window, on the “User data” tab enter the user name that will be used to log on to WEBFLEET, the name of the user and a password. Select a profile setting for that user. Under “Interface” you can define whether the user shall be presented with the standard WEBFLEET interface or only the map. To save your changes, click “Save”.

Groups of users

You can manage users in groups to help maintain an overview. Select a user from the list and click “Edit” in the details panel. In the “Groups” tab you can create new groups, edit their names and delete existing groups. You can assign the user to one or more groups by selecting them in the left column. To save your changes, click “Save assignment”.

Rights settings for reports, orders, and areas

You can manage the rights of a user at a detailed level. Click “Advanced” under “Profile settings”. In the “System” tab you can define whether the user can change the user password, and access and edit
WEBFLEET user and account settings. You can set the user’s rights for the creation and administration of reports, orders and areas, and grant access to WEBFLEET.connect.

**Rights for accessing vehicles, addresses, and drivers**

You can define which vehicles, addresses, drivers and groups users have access to. Additionally, you can set different levels of permissions for a user to access certain vehicles, addresses and drivers. In the “Advanced rights management window” select the “Vehicles” tab. Here you can define what kind of access the user shall have. Select a minimum rights level from the list at the top that applies to all vehicles. You can extend the user’s access rights to single vehicles and/or vehicle groups by adding vehicles and/or vehicle groups to the list. Click “New vehicle” or “New group”. Select one or multiple vehicles or groups from the list, then select the “Right level” to access these items from the list at the bottom of the window. Click “Assign”. Use the same method to define user permissions for addresses and drivers on the “Addresses” and “Drivers” tabs.
Management reporting

This chapter shows you how to define your business requirements and find the information whenever you need it using the Dashboard. Learn how to configure the Dashboard and the individual charts showing the performance of your vehicle fleet measured against Key Performance Indicators (KPI) in trend or ranking charts. View the Dashboard chart for a trend over time and the ranking of vehicles, drivers and groups for the current day, week or month. See how you can drill down into the information to view details and how to print Dashboard views.

About the Dashboard view

You can add and remove charts in the Dashboard. Configure the Dashboard to show four, six or nine charts at a time to obtain the most comprehensive overview of your fleet’s performance using the different KPIs. Switch between the three different views without removing the charts from the Dashboard. Use the four buttons in the top left corner of the Dashboard to add charts and select the number of charts.

Configuring charts

You can configure each chart to show your fleet’s performance using one of the numerous KPIs the Dashboard offers. For each chart, you can select whether it is displayed in ranking or trend view. Configure the chart for vehicles or vehicle groups, or for drivers or driver groups. And define upper and lower limits to highlight exceptions and make your thresholds visible. Select Dashboard from the main menu, then click the Chart configuration “wrench” icon in the top right corner of the respective chart to define the settings for that chart.

Drilling down into charts

You can drill down into charts to obtain a high level of detail. Click the Show details icon in the top right corner of the chart to display the Details view. In the upper area of the Details view, a trend indicates the performance over time. The lower area shows a ranking referring to the day, week or month you have
selected in the timeline above. Enlarge the view of the lower or the upper area to fully fit the content area by using the “Maximize chart” buttons in the top right corner of the respective area.

View the Dashboard chart for a trend over time and the ranking for the current day, week or month.

Scrolling the timeline
The Dashboard comes with a powerful feature that lets you scroll the timeline in the upper area of the Details view. The date items below or above the trend chart are interactive. You can click items with an arrow to easily step to the next date level, from day to week and from month to year. Use the left and right arrows on the timeline to scroll through it.

View detailed information for every single vehicle or driver.

Viewing the details
The WEBFLEET Dashboard also provides insight into the detailed information for every single chart. If you select a bar from the ranking chart in the lower area, you are given the complete information set the result consists of. If information relates to trips, you can even view these directly in the Dashboard on the map.
**Printing Dashboard views**

You can easily print Dashboard views on paper or to PDF by pressing the “Print” button in the top right corner of every view in the Dashboard.
Report working time

By tapping on the display, your drivers will be able to report their work time. In this way, WEBFLEET automatically manages a large part of your companies’ administration. Note: With WEBFLEET you can report working times and use the records for logbook keeping at the same time. You need to edit the trip data afterwards according to your trip. For more details see “Logbook”.

Creating a driver

To report work time, a driver first needs to be created in WEBFLEET. His data must also include a driver ID. To do this highlight “More…” in the top menu and then select “Drivers”. Then click “New” and enter the required data.

Settings for the TomTom PRO

The driver needs to enter the Driver ID in the TomTom PRO. Click “Configure” under “Contract/Details” on the corresponding vehicle. Then select “Working times recording” under “Function”. To force the driver to enter his ID when switching on the TomTom PRO, select the corresponding box under “Navigation system settings”. If you want to suggest begin or end of work or break then you can also make the setting for this here.

Reporting to WEBFLEET

When the driver switches on his TomTom PRO, he will now be asked to enter his driver ID. The driver can immediately report the start and end of work or a break by tapping the corresponding buttons, if
configured so in WEBFLEET. The driver can still report working hours at a later time, by tapping the “Working time” button in the WEBFLEET panel on the TomTom PRO.
If you want WEBFLEET to administer the mileage of your vehicles for tax purposes, you can use the logbook function. The driver states whether he is driving a private or business related trip on the TomTom PRO or you can define this in WEBFLEET.

**Selecting logbook mode**

To maintain a logbook the driver needs to enter his Driver ID into the TomTom PRO. These settings first need to be saved within WEBFLEET and then sent to the TomTom PRO. Open the configuration dialogue for the corresponding vehicle under “Contract / Details” and select Logbook.

**Private or business mode**

To change the trip mode for the logbook the driver taps the “logbook” button in the WEBFLEET panel on the TomTom PRO. Here, the driver can select whether he is currently in private or in business mode or commuting.

**Administrating logbook records**

Using WEBFLEET, you can easily administer your logbook records. Logbook records are generated when you select “Report working time”. To edit the generated data, open the vehicle’s “Details” list, then open
the “Position” section, click “Trips” and select the tab “Logbook”. To change the kind of trip, indicated with a small icon, click on the icon. You can also edit the purpose of your trips and contact details.

Edit your logbook details within few clicks on the screen.

Change the type of trip, the purpose and edit the contact.
WEBFLEET offers an extensive number of report templates to choose from in order to create your own personalised reports. There is no limit to the number of reports that can be created, and all reports can be downloaded on demand or scheduled to be created automatically. They can also be retained in the WEBFLEET reports “Archive” or sent to your email address. In this chapter you will learn how to understand, download and customise reports to your needs.

Understanding the structure of the reports

When reading the PDF report from top to bottom, it becomes more detailed and informative. Graphs, totals and individual summaries let you understand the most relevant information for all drivers, vehicles or days that you have selected for this report. In the details tables, you can find issues, identify potentials for improvements and be informed on the current performance of your fleet. Conditional highlights assist with that, by marking exceptions in the table according to the conditions that you have defined.

The Reports view

Select “Reports” from the main menu to access WEBFLEET’s reporting functionality. From the “Reports” tab, you can download reports on-demand in just a few steps. Set the filters, define conditional highlights and click “Download”. From the “Archive”, you can download reports that have been scheduled for a periodic creation, and that have been stored in the “Archive”. These are then sorted by date and report type. If you are an account administrator or have additional reporting rights, you can customise existing reports, create new reports from the various reports templates, and manage them all within the “Manager” tab.

On-demand reports

Click “Reports” in the main menu and select the “Reports” tab to get a clearly sorted list of all on-demand reports that have been assigned to you. Find the required report by using the free text filter or sorting the columns. You can mark reports as favourites to quickly find the most requested reports. Once you select a report in the list, you can click on “Filter settings” in the right panel and set the filters to your needs. You
Reporting can also highlight exceptions in the report by clicking “Conditional highlights” in the right panel, then click Add. Here you can define one or more conditions. To download the report, just click “Download”.

Scheduled reports in the Archive

Using WEBFLEET, you can schedule reports on a daily, weekly, monthly or quarterly basis. Scheduled reports can be sent to an email address or stored in the “Archive”. Having scheduled reports in the archive lets you keep them perfectly organised and accessible for a duration that you define. You can securely download them from the “Archive” at any time without flooding your email inbox. Select the “Archive” tab to access the list of scheduled reports that are stored in the “Archive”. The reports are sorted in folders with the report name. They are flagged with the date and time that they have been stored. Browse for and select your report and click “Download”.

Managing reports - overview

Account administrators and users with additional reporting rights can create and edit reports and assign them to users. In the “Reports” view, select the “Manager” tab. The left side lists all previously created reports. You can filter the list by entering free text in the filter above, and you can additionally sort the list by report name, file format and delivery type. When you select a report from the list, the description, schedule details and the assignments are shown in the right panel. You can copy, edit, delete and preview the report that you have selected. You can also create new reports by clicking “New”, after which the “Report administrator” opens and will guide you through the steps of creating your new report. In the
“Manager” tab, you may also upload an image to be shown in all your reports. This can be your company logo for example.
Creating and managing reports

In this chapter, you will learn how to create a new report using the “Report administrator” in five easy steps. You will also learn how to assign individual users and user groups to a report, and how to upload an image, such as your company logo, which will be displayed in all reports.

Choosing the right template

To create a new report, click “Reports” in the main menu. Select the “Manager” tab and click “New” in the right panel. The “Report administrator” opens and shows the step “Choose template”. In the “Report administrator” on the right you will see eight different report categories are listed. Click on a category to show the more than 40 different report templates which are sorted under these categories. By hovering with your mouse over a report in the list, a short text description will be shown. Highlighting a report template in the list will show a draft of the report on the left hand side. When you have found a template that suits your needs, click on “Next”. In the steps that follow, you can customise the selected report to your needs.

Choosing file format and layout

In the step “Choose file format”, you can define whether your report should be shown in portrait or landscape mode. Additionally, you can select the file format which can be either a PDF which perfectly serves as a graphical representation of your data, or CSV in the case that you need the raw data for further processing or textual representation. Before continuing, you may preview your report by clicking the “Preview” button.

Modifying the layout of reports

In the “Modify” step, you can customise the contents and the visual appearance of charts and tables. You can easily resize columns and charts as well as move columns to change their order in the table. To resize the charts, drag the border between the graphs to the left or to the right. If a column doesn’t fully show
the contents, drag the border in the header of the table to the left or to the right. If you want to move a column to another position, just drag and drop it to the right place.

Modifying charts

Select a chart from the area on the left. The other elements will be greyed out. In the right panel, a list of customisable data for this chart is shown. For each chart, you can edit general details such as headline and description, or you may also select between vertical and horizontal orientation and select a colour theme for the graphs. The chart can show a trend line and several different average lines. Additionally, you can define thresholds and their respective conditions to help keep track of key performance indicators (KPIs).

Modifying details tables

Select the table from the area on the left. In the right panel you may edit the column headlines and select the contents. You may also select which report to apply to vehicles, drivers or a specific day. Additionally, you can add one or more conditions to your report to highlight exceptions in the table.
Defining the delivery settings

After you have modified the layout and the contents of your report, you can define how the report shall be made available by choosing between downloading the report on-demand or as a scheduled generation. For scheduled reports you can define the report to be delivered per email or stored in the “Archive”. Use the filters to create reports for individual vehicles, drivers, vehicle groups or drivers groups and much more.

Finalising a report

You may store your report under a name of your choice. This enables you to find it easier, or just stick to naming conventions that you are used to. You will find your report under the name that you have defined here in the “Reports”, “Archive” and “Manager” tabs. When you have created a scheduled report that is stored in the “Archive”, you can define how long the report shall be held in the “Archive” before it gets automatically deleted. To finalise your report, click “Finalise”.

Assigning reports to users

When you have created your new report, it needs to be made available to users or user groups. Select your report from the list. Click “Assign” in the right panel. To expand a user group to show the users within, click the grey arrow. Use the free text filter to find the user you are looking for. Select individual users or
user groups, and click the arrow buttons in the centre to assign the report to them or to remove the assignment, or you may also drag and drop them. Click “Save” to save the changes.
Driver safety and efficiency

WEBFLEET helps you to guide your drivers to improve their driving style. The WEBFLEET OptiDrive indicator shows how safely and efficiently your drivers are on the road. This chapter describes how to understand and configure the OptiDrive indicator, its variables and the corresponding reports you can create.

Driving style in the drivers list

With WEBFLEET you can quickly see how safe and efficient the driving style of each of your drivers is and how it developed over time. You find every driver’s OptiDrive indicator shown in the list of drivers. To view the list of drivers, click “More” in the main menu and select “Drivers” from the list. A coloured icon and the value for each driver are shown in the “OptiDrive indicator” column. The colour of the icon shows if the driver’s driving style is excellent (green), good (yellow) or if it needs improvement (red). The “Trend” column gives an indication of how the safety and efficiency of each driver has changed over the past seven days.

The OptiDrive chart

The OptiDrive indicator value is visualised in a stacked column chart created from the categories used to measure the safety and efficiency of the driver’s driving style. A full column indicates safe, efficient and environmentally-responsible driving. Selecting a driver from the list of drivers displays that driver’s “OptiDrive details”; this contains the value between 0 and 10, the four variables used to create the value, and the column chart. The value of each variable is determined by two factors; for example, the variable “Speeding” is calculated from the duration of driving too fast and the amount by which the speed limit is broken. The influence applied to a variable also affects its value.

OptiDrive variables in more detail

WEBFLEET shows you an overview of each variable used to calculate the OptiDrive indicator. Clicking on a variable opens a window showing detailed information for that driver. Data from the last seven days is...
shown. Each tab shows an OptiDrive indicator, the value’s two determining factors and a table containing the collected information. You can filter the data by vehicle and by range.

Customising the OptiDrive indicator

You can configure the calculation of the OptiDrive indicator for your WEBFLEET account according to your own requirements. On the “Settings” page select the “Reporting” tab. Under “OptiDrive variables” you find one slider for each of the four variables. Move each of the four OptiDrive variables sliders to set the influence of each variable in the calculation of the OptiDrive indicator. For example, if speeding is an important consideration for your company, move the “Speeding” slider to “Max”. To completely remove a variable from the OptiDrive indicator move the slider to Min. For example, if fuel consumption information is not available for all vehicles in your account, move the “Fuel consumption” slider to Min; the OptiDrive indicator is then based on the three remaining variables. Click “Save” to save your changes.

Safety and efficiency reporting

WEBFLEET lets you analyse the safety and efficiency of each of your drivers using clearly structured PDF reports. You can also create CSV files that you can use in spreadsheet programs for advanced processing. To download a report showing the OptiDrive indicators, their trends and variables per driver go to “Reports” and select the “OptiDrive report”. Configure the filters to output the information you require. You can sort the results by driver or by indicator. The PDF report shows you all drivers, their variables’
values and the resulting OptiDrive indicator, also visualised as a segmented bar, and the trend indicated by an arrow.

**Configuring the Dashboard**

Using the WEBFLEET Dashboard you can monitor rankings and trends of your drivers’ safety and efficiency. To show the OptiDrive information in the Dashboard select “Dashboard” from the main menu and click on the “Chart configuration” icon. A new window opens. Select the OptiDrive indicator from the list, then set the type you want to display. In “Time”, select the period to display. Choose to show information for all drivers, for a driver group or for one driver only; for groups or single drivers select the group or the driver you want to display. Define the upper and lower thresholds that cause the graph bars to appear in another colour when outside the threshold limits.

**Viewing detailed information in the Dashboard**

In the Dashboard’s details screen you can view all details and underlying data in a clear overview. The column chart, which shows how the OptiDrive indicator is calculated, and the four variables and their factors are shown together with the corresponding information. Click on the “Show details” icon. Select an item from the details area or a period from the time line in the upper area to view the detailed
information about the OptiDrive indicator. Select one of the four variables to the right of the column to view the corresponding information in the table.

View detailed information in the Dashboard's details screen.
Managing tachograph information

The installation of digital tachographs is mandatory in the EU for all newly registered trucks heavier than 3.5t etc. According to EU directive 561/2006 you must download tachograph information from the driver card every 28 days and from the vehicle mass storage every 90 days. Additionally you must archive the data for a minimum of one year. You have to analyse the data to ensure that drivers comply with working time regulations and prove that respective actions have been taken if drivers regularly infringe legislation. Additionally, the drivers have to document the periods in which they weren’t driving with an attestation of activity. Using WEBFLEET you can easily download data from the mass storage and the driver card of the digital tachographs installed in your vehicles remotely without involving the dispatcher or the driver. For vehicles that do not support remote download of tachograph information you can do this manually in few steps. And you can reliably archive and analyse the tachograph information online and access them from any computer at any place. With this you can easily comply with the EU directives without disturbing your daily business. In this chapter you will learn how to use the WEBFLEET Tachograph Manager.

Preparing the use of the Tachograph Manager

When WEBFLEET Tachograph Manager is activated for a vehicle in your WEBFLEET account, your WEBFLEET account administrator has to enable WEBFLEET users to access the tachograph information. Click “More…” in the Main Menu and select “Users” from the list. Select the user you want to give access to the WEBFLEET Tachograph Manager from the list of users and click “Edit”. Click “Advanced”. Go to the “System” tab. In the section “General” select “Access to tachograph interface”. Click “OK” to save your changes.

Overview over the Tachograph Manager

To access the Tachograph Manager, click “More…” in the Main Menu and select “Tachographs” from the list. In the “Deadlines” tab you can choose between “Dashboard”, “Drivers” and the “Vehicles” to see due dates for the download of the tachograph data for your drivers and vehicles and the expiration dates of driver cards and driving licences and much more. In the “Analysis” tab you can choose between “Dashboard”, “Reports”, “Drivers” and “Vehicles”, to create, manage and retrieve reports and statistics, such as reports regarding social infringements, and in-depth analysis of the activities of your drivers and vehicles. In the “Management” tab you can find graphical overviews, make global settings, manage
master data of your drivers and vehicles, schedule notifications on vehicles and drivers, create the attestation of activities and manage your downloads.

Dashboards in the Tachograph Manager

The Tachograph Manager gives you graphical overviews for every main menu item. This helps you to have quick overall insight into your vehicles and drivers, deadlines and the activities of your fleet. When you select one of the main tabs, the relevant dashboard will be shown.

Creating drivers using tachographs in the standard WEBFLEET interface

If you want to have all drivers that are using tachographs also managed in the standard WEBFLEET interface, do the following. Click “More…” in the Main Menu. Select “Drivers”. Click “New”. When you edit the details it is relevant to select “Digital tachograph” and correctly enter the individual Card number or select the respective number from the list “Unassigned cards”. The new driver will be automatically synchronised to the Tachograph Manager. Also, all existing drivers in your standard WEBFLEET interface
that have a digital tachograph number assigned will be automatically synchronised to the Tachograph Manager.

**Driver details**

In the "Management" tab, when you click "Master Data" and then "Drivers" you can see, edit and export the details of your drivers to Excel or PDF format. To edit the details, click the pencil icon. To deactivate a driver in the list, click the circle icon in the "Active" column. Every newly created driver is active by default. Active means that the driver is employed with a company. Active drivers are shown as green and selected in the "Active" column. For active drivers tachograph information can be retrieved and stored in the application. Drivers who are not selected and shown in orange in the "Active" column are inactive. To show deactivated drivers in the list, select the check box for "Show deactivated drivers" in the top. For inactive drivers no tachograph information can be retrieved and stored in the application. Historical data is available for both active and inactive drivers.

**Creating vehicles**

All vehicles in your standard WEBFLEET user interface that support remote download of tachograph information and for which you have purchased the additional feature Tachograph Manager will be automatically synchronised into the Tachograph Manager. Vehicles installed with digital tachographs that do not support remote download of tachograph information need to be created manually by uploading their vehicle tachograph files to the Tachograph Manager. Select the "Management" tab. Select "Backup", then select "Upload data" on the left. Click "Add files". You can create vehicles by uploading single
tachograph files or you can create vehicles in batch by uploading a ZIP file that contains multiple tachograph files from multiple vehicles.

**Vehicle details**

To see the list of vehicles and their details go to the "Management" tab and select "Master Data" and then "Vehicles" on the left. Here you can edit and export the list of vehicles to Excel or PDF format. To edit the details, click the pencil icon. To deactivate a vehicle in the list, click the green radio button in the "Active" column, to become orange. Every newly created vehicle is active by default. Active means that the vehicle belongs to your fleet and it has the additional feature WEBFLEET Tachograph Manager booked. Active vehicles are shown as green and selected in the "Active" column. For active vehicles tachograph information can be retrieved and stored in the application. Vehicles that are not selected and shown in orange in the "Active" column are inactive. To show deactivated vehicles in the list, select the check box for "Show deactivated vehicles" in the top. Inactive vehicles will not be charged for the additional feature Tachograph Manager and no information can be retrieved and stored in the application. Historical data is available for both active and inactive vehicles.

**Deadlines for downloads**

Using WEBFLEET Tachograph Manager you can quickly see due and overdue tachograph information downloads of driver cards and mass storages of vehicles. You can also see which driver cards will expire soon. Go to the "Deadlines" tab. Select "Drivers" to see the list of deadlines for downloads. You can filter the list by indicating the duration of the period to show up-coming downloads. Red dots indicate overdue
downloads. Green dots mark downloads that are not due yet. In this view you can also view the expiry dates of driver cards and driving licences.

Notifications for driver card or mass storage download

In the "Management" tab select "Notifications", then select "Drivers" or "Vehicles". Here you can adjust download deadlines according to legal regulations for driver card and vehicle mass storage download per driver or per vehicle. You can define a reminder time before download deadlines. To send email notifications on due download deadlines at reminder time, you can specify one standard email address. This email address will receive the email notification for all drivers or vehicles. You can also define email addresses for each driver and vehicle.

Uploading tachograph information manually

When you have received the notification on a due deadline you must download the respective data from the tachograph or the driver card and then upload the information to WEBFLEET Tachograph Manager to archive the data. To upload the tachograph files for drivers or vehicles go to the "Management" tab, then select "Backup". Click "Upload data" on the left. Click "Add files". Select the files you want to upload from...
you can also upload tachograph information from multiple vehicles or drivers in batch by uploading ZIP files with multiple tachograph files.

**Downloading single files**

You can easily download single files that are archived in the WEBFLEET Tachograph Manager, for example if authorities request files for an inspection. Go to the “Management” tab and select “Backup” and click “Download data”. In the “Driver” tab, select a driver from the list. Select the type of files you want to download for the selected driver. Choose start and end dates for the time period and click “Search”. A list of files is shown. To download files, click the download icon for the respective line in the “ddd” column. Follow the same instructions when you want to download files for vehicles in the “Vehicle” tab.

**Sending multiple files to an email address**

Using WEBFLEET Tachograph Manager you can easily send archived driver and vehicle related tachograph files to an email address. Go to the “Management” tab and select “Backup”. Select “Send data”. Set the start and end dates of the time period for which you want to send tachograph files to an email address.
Select the types of tachograph data. Select the drivers and the vehicles from the lists. Type in an email address in the field for "E-mail" and click the "*.ddd" button.

Managing reports for tachograph information

In the Tachograph Manager you can create scheduled reports, download live reports and statistical information for your drivers and vehicles. Go to the "Analysis" tab and select "Report (RD)", then click "Report manager". Here you can create, edit and delete reports for your vehicles and drivers, that will be created and sent to one or more email addresses based on an interval that you can select in either PDF or CSV format. Using the "Live report", you can create a report for drivers or vehicles for one defined period. This report will be added to a list, from which you can retrieve this identical report any time later. Under "Statistics" you can instantly download overview reports for drivers and vehicles on the basis of shifts, activities, social infringements, logbook and much more by clicking the respective icon for PDF or Excel. Alternatively, you can send those to an email, by clicking the email icon and indicating the email address.

Overview of driving times and rest periods

Using the WEBFLEET Tachograph Manager you can easily gain overview of driving times and rest periods of your drivers within defined periods, which you can download in PDF or CSV format. Go to the "Analysis" tab. Select "Drivers" and select "Activities". Define the period. You can filter the list for specific
drivers. Click "Show". To download the information from the list in PDF or CSV format, click the relevant icon in the top right.

**Reports on social infringements**

You can view driving times and rest periods of your drivers associated to social infringements. Go to the "Analysis" tab. Select "Drivers". Select "Social infringements". Select the applicable legislation from the list. Select an existing filter from the list for "Filter" and edit the filter or create a new filter by clicking the pencil icon. Here you can set tolerances in minutes for different criteria, to not show every infringement in the list. You can also delete the selected filter by clicking the X button. For selected countries a schedule of fine is available to better show the financial impact on infringements. To show the schedule of fines select a country from the drop-down list. To show the social infringements overview, click "Show".

**In-depth analysis of driver and vehicle activities**

You can obtain in-depth insight into the social infringement information of your drivers. Go to the "Analysis" tab, select "Drivers" and then select "Social infringements". Now select your driver(s) and click "Show details". A "Result" tab will be shown. Here you can find detailed information on the individual social infringements events. The overview shows the activities including their descriptions and highlights of social infringements of your drivers. You can export this overview to XML, Excel and PDF for all or for selected drivers from the list. Additionally, you can download a PDF with a short analysis, or a driver instruction document, with which you can define targets to improve. To show a graphical overview, select
a single event from the list. A pop-up window will be opened to show the social infringements for the period on a timeline represented by the respective colours.

See the activities of your vehicles and drivers in an overview that includes the descriptions of the activities and highlights of social infringements.

Attestation of activities of drivers

Drivers are obliged to keep account of their activities, when they are not working or performing other work. Therefore, the WEBFLEET Tachograph Manager gives you the possibility to print an attestation of activities. Go to the “Management” tab. Select “Attestation of activities”. Fill in all relevant information and print the sheet to get your driver sign it. The working or rest time reported by filling out an attestation of activities will be considered in the working time report that you can download using the Tachograph Manager.

Let your drivers testify that they comply with official regulations when they are not working, driving a different kind of vehicle or performing other work.

Understanding the Tacho grade indicator

The Tachograph manager features the Tacho grade indicator. The Tacho grade indicator calculates from the number of social infringements in the three degrees minor, serious and very serious and the driver’s driving times. The Tacho grade helps you to keep overview of how much your drivers comply with European legislation. The lower the Tacho grade, the more infringements they have. In the different views the Tacho grade indicator is shown together with detailed information on severity and a trend, how the driver has improved over time. Go to the “Analysis” tab, select “Drivers” and then select “Social infringements”. In the table you can see the Tacho grade indicator, how it is composed, a trend, represented by an arrow pointing up for improvement, to the right for stable or downwards for decreased
together with the fines. When you click the icon in the Tacho grade column, a pop-up window opens which shows you the Tacho grade development for the respective driver over time.

Easily see and compare your drivers how they have developed on social infringements over time using Tacho grade.
WEBFLEET helps you to comply with European driving time legislation (EC 561/2006) by providing you quick and easy insight in remaining driving times and rest periods of your drivers that use a digital tachograph. With this information you can optimise your daily and weekly scheduling. All you require is a LINK 3xx/5xx installed in the vehicle connected to any digital tachograph with the D8 pin. Tachograph based remaining driving time is an additional feature and requires an additional service subscription. In this chapter you will learn how to easily comply with European driving time regulations and reduce related fines by quickly accessing the remaining driving time, rest periods and social infringements of your drivers for the actual day, and the current and upcoming week.

**Daily remaining driving times in the map view**

In the WEBFLEET map view you can see the daily remaining driving time of your drivers to support your daily planning. Select “Map” in the main menu. Select a vehicle on the map so that the object box and details panel are open. In the driver details you can see the daily remaining driving time, the time when the next driving break must be started and when the shift of the affected driver ends.

**Notifications on social infringements**

The list of notifications also includes three notification types for social infringements. This will help you to react quickly. Click the triangular icon in the upper right of the object box icon to bring up a pop-up window showing the list of notifications for this vehicle. You can also do this by clicking on the details panel on the right, and selecting “Notifications” to show the list of notifications.

**Weekly remaining driving times in the driver view**

You can gain detailed insight in remaining driving hours for your drivers for the current and next week. The weekly remaining driving time calculation considers all legal requirements regarding fortnightly driving limitations as defined by European legislation. Click “More” in the main menu and select “Drivers” from the list. Select a driver from the list. Open the section “Driving times / rest periods (tachograph)” from the right
Hand side panel. Under “Remaining driving time” you can see the time your driver is allowed to drive during the actual day, the current week and the next week.

Gain detailed insight into remaining driving hours, upcoming driving breaks and rest periods for your drivers.
WEBFLEET helps you manage the addresses that you have to deal with every day. You can use the addresses for dispatching your orders. Addresses are shown in trip-based reports, such as the trip report, when a trip starts or ends at an address created in WEBFLEET. This chapter shows you how to create addresses in WEBFLEET, sort them by colour or group and make them visible in the map. You can give an address a name so you can find it easier, and you can add a contact that is automatically attached to an order you send using that address.

Creating addresses
To create an address in WEBFLEET, click “More” in the top menu and select “Addresses” from the list. In the details panel, click “New”. You can type in up to three names for an address. All the names are used when you send an order to a vehicle using that address. Select a radius surrounding the address. When a vehicle is within the radius of an address, the address is automatically attached to the vehicle’s position information. You can assign the address to a group and activate it to show it on the map. Select a coloured address type icon to identify the address on the map. Additionally, you can add a contact to the address. This contact is automatically suggested to be attached to the logbook. Also the contact is automatically attached to orders you send to a vehicle.

Managing addresses in groups
Once you have created an address you can assign it to one or more groups. Select the address from the list and click “Edit”. In the “Groups” tab, select one or more groups to assign your address to. To create a new group, click “New group”. To delete a group, click the delete button in the “Actions” column. To edit the name of a group, click the edit button. Click “Save assignment” to save the assignments of your address to one or more groups.

Showing addresses in the map
You can show one or all addresses in the map or filter them by group or colour. When you edit an address and select the “Map” tab, the address is shown on the map. You can click in the middle of the circle on the map and drag it to change its location. Additionally, you can click anywhere else in the circle to increase or
decrease its radius. When you want to show multiple addresses on the map, select “Map” from the main menu, then click the “Map settings” button in the top right of the map. Select “Addresses” to enable the map to show addresses. You can filter on specific address groups or colours.

*Standstills at an address*

When you want to know which vehicles were standing still at a certain address, select the address from the list, click “Edit” and select the “Standstill” tab. Here all standstills are listed indicating the beginning, end and duration of each standstill for the different vehicles. You can filter the list by groups, vehicles and date.
WEBFLEET offers a solution to keep track of your vehicles by reporting their positions in relation to defined areas. You can combine reporting by using different types of notifications. These can be created when your vehicles are driving inside or outside of areas or when they enter or leave an area. This chapter shows how you can create one or more areas, define the periods when the positions of your vehicles in relation to areas are reported to WEBFLEET, and set area reporting to single or multiple vehicles and vehicle groups.

**Overview of areas**

To show the list of areas, click "More" in the main menu and select "Areas". The list of areas gives you a clear overview of all areas created in your WEBFLEET account. For each area the name, the type of area, represented by name and icon, the action that occurs when a position of a vehicle is reported, the message and the activation status are shown. Select an area from the list to show the schedule for automated notifications and to which vehicles or vehicle groups the area reporting applies in the details panel on the right.

**Creating rectangular and circular areas**

To create areas, click "More" in the main menu and select "Areas" from the list. Click "New" in the details panel on the right. Select the "Area definition" tab. Under "Area properties" you can define a number and a name for the new area. To create a rectangular or circular area, select "Rectangle" or "Circle" from the list for "Type". You can see the area on the map. Click in its middle and drag it to the desired location to centre on. To change the dimensions, click somewhere in the area and drag it to the outside to increase the area or to the middle to decrease the area. You can also type in a radius or width and height under "Area properties" on the right hand side.

**Creating polygonal areas**

You can create complex areas in the form of polygons. In the "Area definition" tab under "Area properties" select the area type "Polygon". You can design the shape of a polygonal area by clicking in the map to add anchor points. To complete the area, return to the starting point and click it. The shape is now filled. You
can change the shape by dragging the individual rectangular anchor points at the end of each side or in the middle of each line of your area.

Creating areas as corridors

If you want to create an area in the form of a corridor, go to the “Area definition” tab. Under “Area properties” select the area type “Corridor” from the list. Click into the map to start drawing your area. Add points as you need to create the corridor. To change the width of your corridor, type the width on the right.

Additional attributes of areas

When you have many areas, you can lose overview on the map and in the list of areas. To sort areas, you can select a colour for each of your areas. Some areas may also be needed in a certain period of time only. For those, you can define a start and end date for the period in which the area shall be valid and active. You can do both selecting a colour and defining the period of validity in the “Area definition” tab under “Area properties”.

Create areas as corridors, for example along a route.

Keep overview of areas by assigning colours and defining a period of validity.
Scheduling notifications for areas

When you create an area you have to define which kind of notification you would like to receive when your vehicles enter and/or leave an area or when positions of your vehicles are reported inside and/or outside an area. You can do this in the “Area definition” tab under “On position message of an object”. Select “Inside/Outside” or “Enter/Leave” from the list for “Position state” to define the activity that shall be reported. Select the type of message that shall be created. You can select different types of notifications, such as Notice, Warning and Alarm. In the “Schedule” tab you can define time periods and single days when these areas shall be monitored during their validity. Click “Save”.

Assigning vehicles to areas

You can select multiple vehicles and/or vehicle groups to report their positions to WEBFLEET as being inside and/or outside of or entering and/or leaving a specific area. Select an area from the list and click “Edit”. In the “Assignments” tab you can add single vehicles and vehicle groups. To save your assignments, click “Save”. 
In this chapter, you will learn how to customise account-wide settings, for the Map View, the Dashboard, addresses, messages, orders and reporting.

**Overview of settings**

WEBFLEET allows you to customise settings which apply to all users with a WEBFLEET account. Additionally, you can change settings, which apply to your user exclusively. Click “Settings” in the top right of the WEBFLEET interface to open the “Edit settings” window. Here you can: customise how to show vehicles on the map; define units, periods, formats, order workflow and reporting settings; create general messages that are used for status reporting and for orders; and assign names to a large variety of address colours.

**User specific account settings**

In the “User” tab of the WEBFLEET settings window you can change settings that apply to your user only. You can select how to show your vehicles on the map, to keep a better overview of your fleet. You can select the distance unit to be either km or mi. Set if and how you want to be informed when notifications are sent. Additionally, you can set the time format and the time zone for your WEBFLEET account; and you can indicate the number of working days to be used for the Dashboard calculation. Click “Save”, to apply these settings to your user.

**Account settings**

You can change settings that apply to all users. Select the “Account” tab in the WEBFLEET “Edit settings” window. In addition to the options you have for vehicles on the map, you can make several location-information related settings. Select whether to lock accounts if users enter the wrong password five times when logging on to WEBFLEET. Set notifications that are sent a set time before a vehicle reaches the order location. Select a default order type to save time when creating orders. You can also disable or enable
whether your drivers can reject orders on their TomTom PRO. After you've made your changes to the account settings, click "Save".

Labelling address colours

WEBFLEET offers a list of colours you can use for addresses shown on the map. They can represent address categories or groups. In the WEBFLEET account settings on the "Address colours" tab you can assign names to these colours. Select a colour and type the name. Click "Save" to apply your changes to the "Address colours" tab.

Define status and order messages

You can create two types of messages that are used across your WEBFLEET account. In the "Status messages" tab you can create up to 15 general message texts, which are transferred to your drivers' PRO devices. Drivers can use them for reporting to WEBFLEET. In the "Order messages" tab you can create up to 15 status messages which your drivers can select from the list to report to the office when they work on an order. Depending on the notification type you have selected for each message and how you
Customising the order workflow

In the "Order workflow" tab, you can customise the workflow for your drivers during an order. WEBFLEET can create a warning when a certain state in the workflow was reported. If some of the order states are not needed you can remove them from the workflow on the PRO device. You can do this for each of the order types. Additionally, under "Workflow control" you can reduce the number of actions your drivers have to take on the PRO device when they receive and start an order. Click "Save" to save your changes.

Settings for Reporting

In the "Reporting" tab of the WEBFLEET account settings, you can configure the calculation of the OptiDrive indicator according to your own requirements. You can indicate a speed limit to be used for the reporting of fast driving. If the map does not contain the speed limit of a specific road, this value is being used for reference. You can define how much you tolerate the driver driving too fast in percent. You can also define whether you want to be notified when the fuel level of one of your vehicles falls below a
defined limit, when it’s refuelled or an unexpected fuel loss was detected. To store your adjustments in the “Reporting” tab, click “Save”.

Define thresholds for the OptiDrive indicator and conditions for the reporting of speeding and fuel usage.