

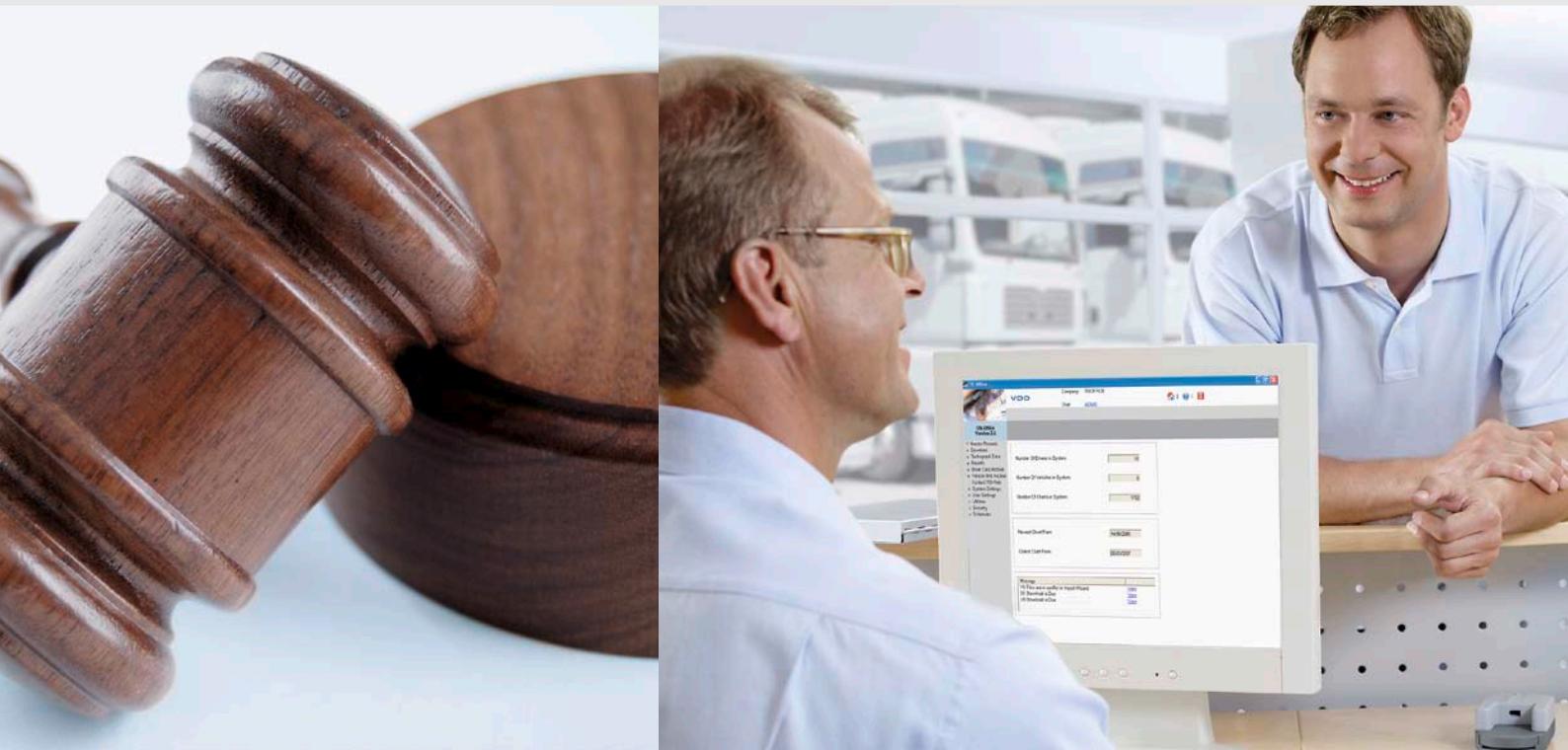


www.dto.vdo.com

TIS-Office[®] – the high-performance office solution

Data management for fleets

VDO



What does legislation require? And how can I utilise this?

Since May of 2006, all newly licensed HGV's of more than 3.5t and vehicles for the conveyance of more than 9 passengers including the driver must be equipped with a digital tachograph, in accordance with Regulation (EC) No. 561/2006.

To fulfil your legal obligations as a fleet owner, you must regularly download and archive the data from your digital tachographs and driver cards. The digital archive is also a valuable database – using the right tools, you can extract important business management information which you can use to optimise your company operations.



What you must do to comply with the law:

- **Driver card data** must be downloaded and electronically archived every 28 days* at the latest.
- **Digital tachograph vehicle data** must be downloaded and archived every 3 months* at the latest.
- All **vehicle and driver data** must be **stored for a period of 1 year*** and, if necessary, made available to the authorities for inspection.



How you can benefit from this:

- **Optimise your vehicle utilisation** and save costs.
- **Improve your personnel planning** and reduce bottlenecks and drivers' idle time.
- **Automate your maintenance and workshop plans** – and avoid unnecessary wear and tear and accidents.

*Legislation may be country-specific and must be adhered to accordingly.



Is TIS-Office® the right solution for me?

Depending on your company-specific requirements, VDO offers you various archiving and data management solutions under the TIS (Tachograph Information System) brand name, all of which comply fully with the legal regulations. These solutions also offer you various options for data evaluation and support in the optimisation of your operational procedures.

If you want to evaluate your data comprehensively and you have a large, centrally-managed fleet, TIS-Office® is the perfect solution. The software offers you many options for visualising, archiving and managing your data – and for carrying out comprehensive data evaluation. It is installed locally and can be operated either as a stand-alone solution or a network solution. You should therefore have IT know-how and a relevant IT infrastructure in your company.

Advantages of the local data management solution TIS-Office®

- You **only pay** for what **you need**.
The software's modular design enables flexible selection of the range of functions, which can be expanded whenever required. For archiving, you will need the "Basic" and the "Archive" modules. There are several modules available for data evaluation.
- The Starter Kit, consisting of the Downloadkey II and the licence for the "Basic" and "Archive" TIS-Office® modules (*more on this on page 7*), also offers you an economical introduction to professional data management.
- The SQL-based database system is ideal for integration with existing systems and can be individually customised to match your requirements.
- The **flexible user management system** allows you to assign individual access rights and passwords to different users. This guarantees the highest level of security against misuse of data.
- TIS-Office® can be easily **modified to match your fleet's organisational requirements** and to comply with national regulations such as various download time intervals, duration of archiving periods, infringement guidelines, etc.
- You can easily **export reports** at any time and **integrate them into your in-house DP systems** for further processing.
- You can also **read in analogue tachograph data and evaluate it**. TIS-Office® is thus the perfect solution for transitional periods with mixed fleets.
- TIS-Office® is compatible with the Remote Download Device (DLD®), with which you can transmit mass memory and driver card data **comfortably by wireless**.

How do I archive my data?

Various options are available for importing data in TIS-Office®, all customised for different uses.

The data from digital tachographs and driver cards can be imported to TIS-Office® using all established VDO download solutions, like e.g. Downloadkey II or DLD® (wireless transmission) (see table on page 7). Analogue tachograph chart data can also be imported by means of the VDO Tachograph Chart Analyser or by using a flatbed scanner via the “Scanner” module.

i TIS-Office® offers you a whole range of useful functions for secure and comfortable archiving.

- The signatures of the downloaded files are automatically checked and you are informed about any defective files which are detected.
- The system also warns you about upcoming downloads at the right time.
- When the archiving deadline has expired, the data is automatically deleted.

Import data from digital tachographs or driver cards with just one click of your mouse

You have various options at your disposal for importing data into TIS-Office®. Depending on which download solution you use, you can simply select the relevant device and download will start automatically.

Source	File Name	File Size	Date	Status	Details	Comments
<input type="checkbox"/>	C_20070724_1132_EBauer_VDO 01...	26 KB	29/08/2007	Ready for transfer		
<input type="checkbox"/>	C_20080403_1321_EBauer_VDO 01...	26 KB	03/04/2008	Ready for transfer		Add
<input type="checkbox"/>	C_20080620_0957_KMusterfrau_VD...	26 KB	20/06/2008	Ready for transfer		Add
<input type="checkbox"/>	M_20070530_0810_SV-DO 2005_X...	3 KB	29/08/2007	Ready for transfer		Add
<input type="checkbox"/>	M_20070720_1131_SV-DO 2005_X...	111 KB	29/08/2007	Ready for transfer		Add
<input type="checkbox"/>	M_20080715_0719_VS-UAV 007_AA...	43 KB	15/07/2008	Ready for transfer		Add
<input type="checkbox"/>	S_20070720_1138_SV-DO 2005_XY...	25 KB	29/08/2007	Ready for transfer		Add
<input type="checkbox"/>	S_20080715_0736_VS-UAV 007_AA...					

You know at a glance whether or not downloads have been carried out successfully

After each data import, the software shows you right away which files have imported successfully and those which could not be archived. So you can react in time – before any gaps in data occur.

Registration	File Name	Download Date	Speed Block	Event / ...	Control Activity	Evaluation Status	Archive Status
<input type="checkbox"/>	OG-OG 726 M_20080618_09...	18/06/2008 1...	Y	Y	Y	Success	Success
<input type="checkbox"/>	VS-VS 544 M_20080813_11...	13/08/2008 1...	Y	Y	Y	Success	Success
<input type="checkbox"/>	FN-FN 512 M_20080515_15...	19/05/2008 1...	Y	Y	Y	Success	Success
<input type="checkbox"/>	KN-KN 502 M_20080414_12...	05/05/2008 0...	Y	Y	Y	Success	Success
<input type="checkbox"/>	FR-FR 570 M_20080414_12...	05/05/2008 0...	Y	Y	Y	Success	Success

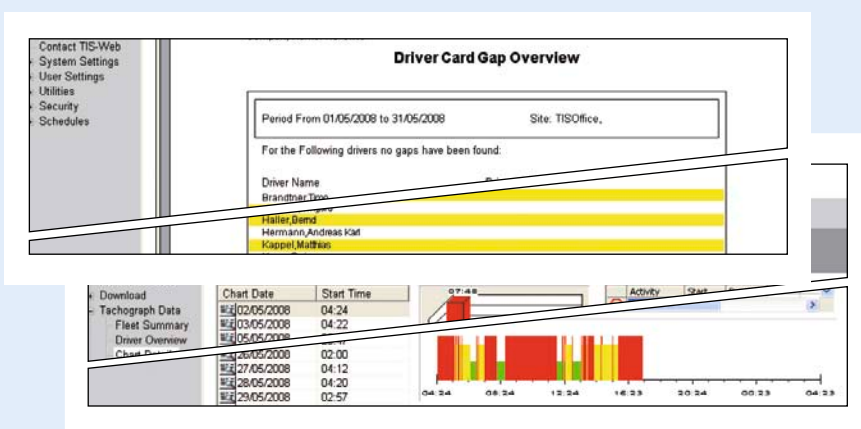
How can I use my data for business management purposes?

If you already have seamless and well-structured driver and vehicle data, you can exploit it to the full. To this end, TIS-Office® provides you with valuable information, which, if cleverly used, will result in sustainable profits.

Ascertain at an early stage whether or not legal regulations are being adhered to

You can see at a glance whether or not downloaded data has any gaps.

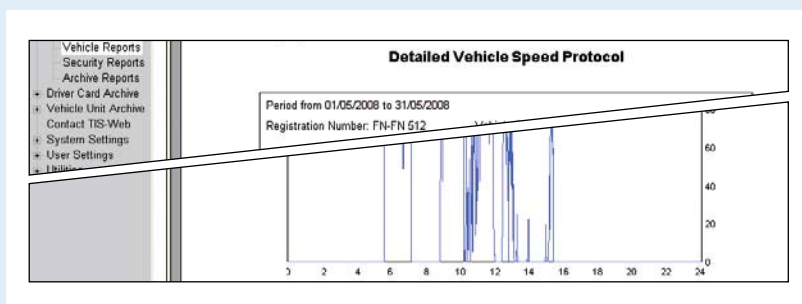
You can also use the reports and the graphics for each driver and vehicle to monitor driving times, rest periods and infringements.



Monitor your drivers' driving behaviour

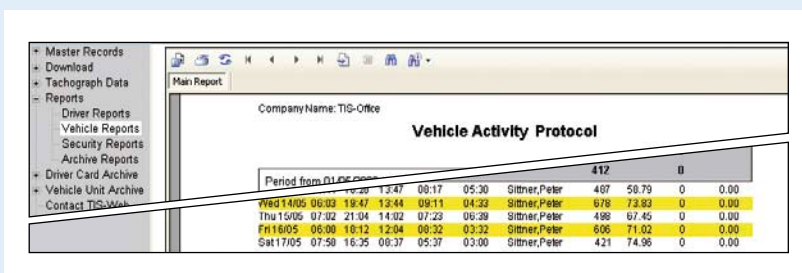
Speed graphs and speed profiles give you an insight into the driving style of each individual driver.

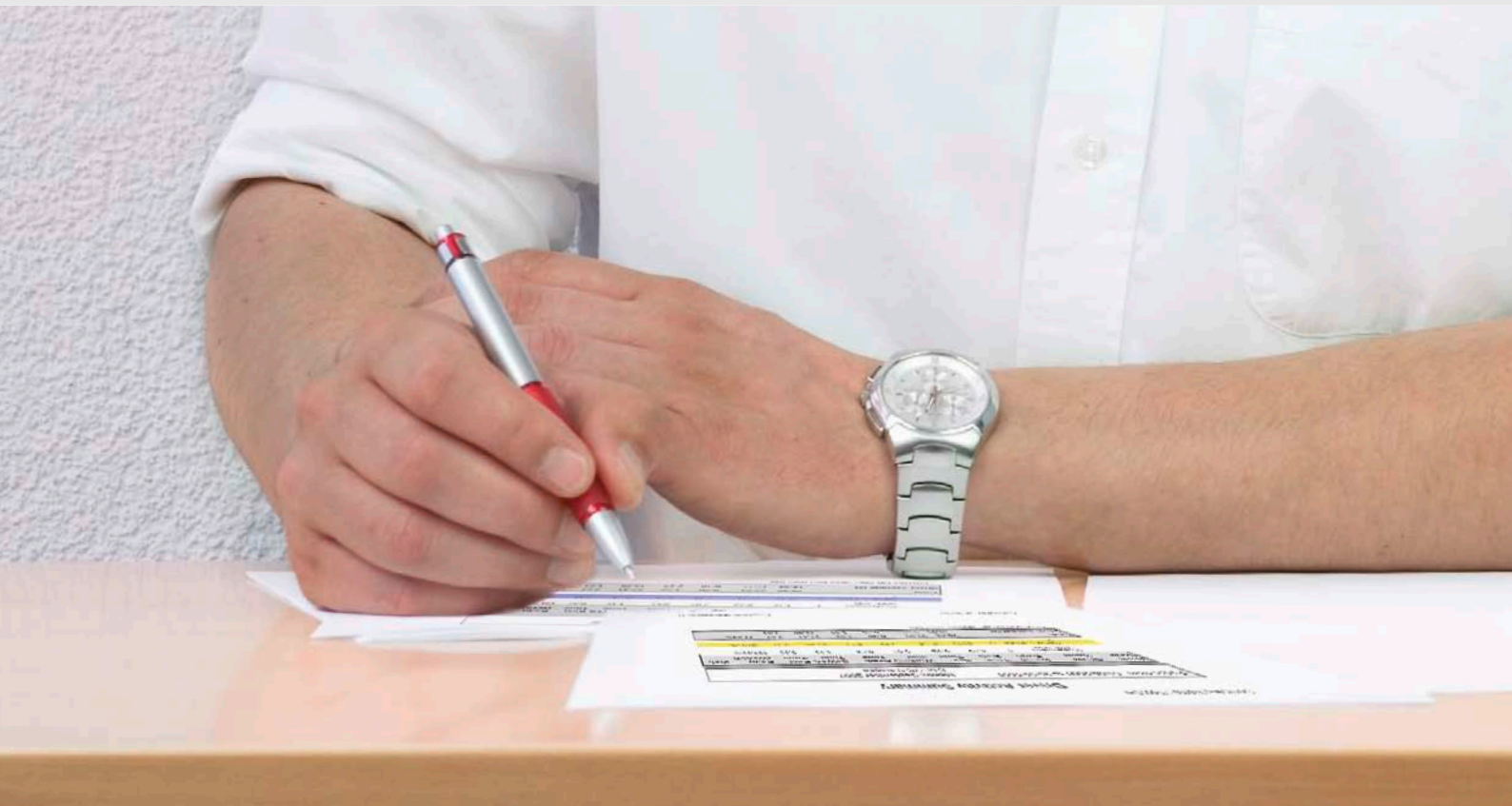
The graphics are only partially available when you use a VDO DTCO®, since this device records the necessary additional data depending on the version.



Optimise your vehicle utilisation

A clearly laid out display of driving and non-driving times indicates the level of utilisation of your vehicles and provides important information for your vehicle management.



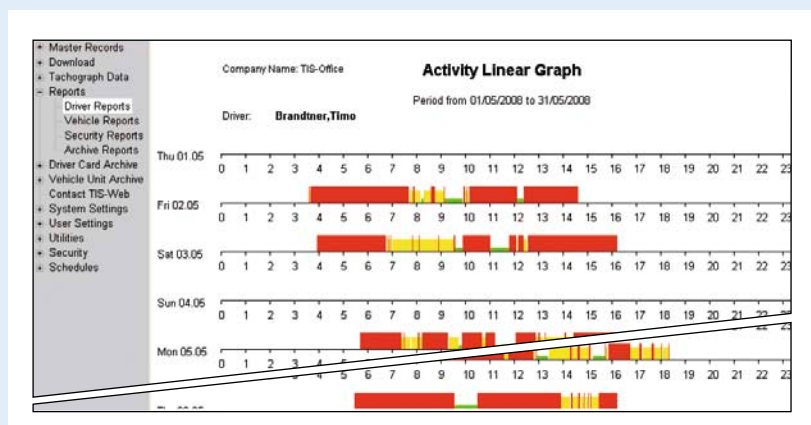


How can I generate higher-level evaluations?

With TIS-Office®, you can create a host of higher-level evaluations, so-called “Reports”. As many drivers, vehicles and evaluation time periods as you wish can be freely defined in individual reports.

The essential information at a glance

You can view, save and print out your reports – and you can easily export your report data to other programs for further processing.



TIS-Office® at a glance

	Basic + Archive	Additional modules				
		Company	Driver Reports	Vehicle Reports	Scanner	Infringement
Archiving data						
Archiving of driver card and digital tachograph data with digital signature checking	•					
Recovery of original files for any drivers, vehicles or time periods (e.g. for inspections by the authorities)	•					
Automatic erasure of data upon expiry of the archiving time limit	•					
Data capture						
Capture of master data for sites, drivers and vehicles	•					
Creation of driver and vehicle groups		•				
Capture of the tachograph chart data from analogue tachographs using a VDO Tachograph Chart Analyser and keyboard	•					
Capture of the tachograph chart data from analogue tachographs using a flatbed scanner					•	
Visualising and evaluating data, plus creating reports						
Detection of gaps between downloads	•					
Display of the data in tabular and tachograph chart form	•					
Verification of driving times and rest periods						•
Infringement reports on drivers and vehicles						•
Speed and rpm profiles (only available when using a VDO DTCO®)				•		
Evaluation of driver activities*	•		•			
Evaluation of vehicle utilisation*	•			•		
Status protocol for vehicle (only available when using a VDO DTCO®)				•		
Driver calendar (working and driving times)	•					
Exporting of reports to other programs for further processing	•	•	•	•		•
Suitable reading-in devices						
Downloadkey				•		
Card Reader				•		
Downloadterminal				•		
Outdoor Terminal				•		
Download Device (DLD® Short Range and DLD® Wide Range)				•		
VDO Tachograph Chart Analyser, flatbed scanner (for analogue data)				•		
Available languages						
EU languages, Norwegian ...	•	•	•	•	•	•
Data security						
Data protection (access data, user data and a password are all required)	•	•	•	•	•	•
Multi-user operation		•				
System requirements						
Stand-alone installation	Microsoft® Windows® XP (32 Bit), 2000 Professional or Vista™ (32 bit); Intel® Pentium® III or higher (1 GHz processor); min. 512 MB RAM; min. 500 MB hard disk memory for the installation					
Network installation	Client: Microsoft® Windows® XP (32 bit), 2000 Professional or Vista™ (32 Bit); Intel® Pentium® III or higher (1 GHz processor); min. 256 MB RAM; min. 250 MB RAM hard disk memory Server: Windows® Server 2003 Standard Edition, Enterprise Edition, Datacenter Edition; Windows® 2000 Server, Advanced Server, Datacenter Server; Windows® Vista™; Intel® Pentium® III or higher (1 GHz processor); min. 512 MB RAM; min. 300 MB RAM hard disk memory					

* The number of reports depends on the number of activated modules. Microsoft®, Windows®, Vista™ and Intel® Pentium® are trademarks of the Microsoft® Corporation.



Additional offers from VDO

In order to help you prepare efficiently for working with digital tachographs, VDO, together with various partners, has developed target group-specific training concepts.

These training courses provide you with all the support you will need during your learning process with digital tachographs, the various additional components and the data management software. The courses also explain everything you need to know about the relevant EU regulations and their effects on each target group.

For further information about VDO training, please visit www.dtco.vdo.com/training

Visit www.dtco.vdo.com/downloads for concise digital tachograph guidelines and product information about other VDO solutions.

Continental Automotive GmbH
Heinrich-Hertz-Str. 45
78052 Villingen-Schwenningen
Germany
www.dtco.vdo.com
tachograph@vdo.com
VDO – A Trademark of the Continental Corporation

The information provided in this brochure contains only general descriptions or performance characteristics, which do not always apply as described in case of actual use or which may change as a result of further development of the products. This information is merely a technical description of the product. This information is not meant or intended to be a special guarantee for a particular quality or particular durability. An obligation to provide the respective characteristics shall only exist if expressly agreed in the terms of contract. We reserve the right to make changes in availability as well as technical changes without prior notice.

A2C59512698 | Continental Automotive GmbH | English © 2010
Printed in Germany

VDO