

ClockWatcher is a software solution for both DHL (DHL) and the Road Transport Directive (RTD)



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Reference

ClockWatcher has been developed to monitor working time in accordance with the rules as described by the Department for Transport on March 18th 2005 and give guidance to any infringements on DHL.

Aquarius have used every effort to ensure that the rules are accurate and directly reflect the DfT rules, however there is no formal endorsement of the system implied.

For a quick reference to the RTD guidelines click here

To view the license agreement click here



Logging In

When you see the following Login screen you must enter a valid password.



The default user is **admin** and the default password is **password**

You should change this password as soon as you log in and create any additional users that you might require.

ClockWatcher RTD records who performs tasks, it is therefore recommended that each user has a separate account to aid in tracing any problems back to the person who entered the data.

Users and Passwords

🔊 🖙 🍓 🔋 🗿 🗉		ClockWat	her V4.15.8004 -	Aquarius -	[Maintain Users]			- 8 ×
Home Data Management Module	s Reporting	Mainenance Tools Licer	icing					🕜 _ 8 ×
19 40 A Car Xa Fault rodes		Calendar DiSpan	hot Database					
		Recalculate violations						
Drivers Driver Vehicles Vehicle	Backup	Check Data Integrity						
groups groups groups general	harrayer E	Sustem						
General	1	27244						
			User Mai	intenanc	ce			
Use	er ID	Full Name La	t Login Logg	ed In 🔺 🗖	User Details			
admin	System Admi	inistrator	0		Liver ID	admin		
cwian	Ian Lawton		0		000 10	oumen	_	
cwstaple	ford Web User		0		Full Name	System Administrator		
oerryl	Gerry Lear		0		Created Date	2/15/2005 11:29:59 A		
guy	Guy Reynold	ls	0		Last Modified	2/15/2005 11:29:59 A		
ted	ted		0		Last Looped In			
					Contracted			
					Suspended	N *		
					Access Level	Full *		
						\sim		
						Unlock Details		
					\cap			
					Add Remove	Rejet Passv	word	
					$\overline{\mathbf{U}}$			
				-	Group Access	Save	c	
Full acc	ess - No menu res	strictions, no group restrictions		Data entry -	No maintenance menu, grou	up restrictions		
User -	No access to	o users, no group restrictions		Read only -	No maintenance menu, grou	p restrictions, read only		
Username: System Account Access Level: 0 Act	tive Dashboard Layout	: Default					Initiate Remote Support	8/11/2015 8:35:28 PM
	1							

When you first use the software there will be one user set up which is **admin.** This user cannot be removed.

Only the admin user can setup new users, suspend or delete accounts.

You can set up as many users as you wish in the system. Only one 'profile' can log in at a time.

Only the username can be changed by the user. You will need to click '**Unlock Details**' before you can make any changes.

Use the 'Add' and 'Remove' buttons to add a new record or delete the selected user.

An Admin user can suspend a user to stop them from logging into the system.

If you use the '**Reset Password**' option, the password for any user will be set to '**password**'. When the user logs in to the ClockWatcher system the next time they will be asked to change the password to a word of their choice in both the top and the bottom boxes.



Getting Started

After installing the software you will need to log in – there will be a single user 'Admin' set up in the system when it is first run. The system allows multiple users but does not support multiple sessions, therefore only one user can access the system at any given time.

Before using ClockWatcher for the first time you need to set up the system with your drivers, the calendar that you are working to and, if required, your vehicles. You also need to set the system password and any additional users that you may require.

Go to the <u>Maintenance Menu</u> where you can do the following

- 1. Setting up Calendars
- 2. Setting Users and Passwords

CornerStone

The latest version of ClockWatcher includes our new device download software called CornerStone. CornerStone enables users to download card or vehicle data into a PC without opening ClockWatcher.

Simply download the drivers card or VU to your download device or connect your card reader to the PC with the USB lead and CornerStone will automatically pull the latest files into the '**Manage My Digital Data Screen**' ready to add in new drivers and import the data.

🔊 🖉 🕭 🕽 🗊 🔹			ClockWatch	her V4.15.8004 - Aquarius	- [Digital Data]		_ C	×
Home Data Manag	gement Modules Reporting	Maintenance Tools	licencing				0) _ 0 >
Manage my digital data Digital data	View events Speed & faults Module Scan a chart i the timeshee	into Scan multiple Read a chart tr charts manually Analogue	mport charts	Dpen Open driver sheets - Summary - General	Debrief Endorsements module Modules			
Interface Windows Sma Name	rtCard × Ro	ead smart card	Read / Report				Load file	es(s)
Automatical Automatical	ly read smart cards ly copy files from a download device	C	ard & VU	Files awaiting impo	rt (6)		Delete Fi	ile(s) fresh
	File Name	Time	Date		Driver	Vehicle	Last Imported Activity -	
C_20150815_1327_I_FLETCHER	D8083021670116.esm	13:27	15/08/2015	Not Found		4NA-	-	+
C_20150815_1327_M_BURGES5	_D8060731672303.esm	13:27	15/08/2015	Not Found		-NA-	· .	+
C_20150815_1327_N_SMITH	_D8111651622128.esm	13:27	15/08/2015	Not Found		-NA-	· –	+
M_20070629_1555_KX06UCY	_ZCFA75C0202489455.esm	13:27	15/08/2015	-NA-		KX06UCY	28/06/2009 00:00	·
M_20070703_0826_AE07DKU	_WMAH24ZZ57W087801.esm	13:27	15/08/2015	-NA-		AE07DKU	20/01/2010 00:00	
								Ŧ
Path to Files 'C: \Clock Watcher\digit	tal_files\'							
							Import F	File(s)
							Umport Opt	rtions 🔻
							Upload F	Files(s)
Username: System Account A	ccess Level: 0 Active Dashboard Lay	out: Default				Initiate Re	mote Support 8/15/2015 1:29:	35 PM

Adding new drivers

Clicking on the '**Data Management**' tab and then selecting '**Manage My Digital Data**' will take you to the screen where CornerStone has transferred the digital files.

			ClockWatch	her V4.15.8004 - Aquarius	[Digital Data]			- 0 ×
Home Data Manager	ment Modules Reporting	Maintenance Tools	icencing					0 _ 8 ×
Manage my digital data Digital	View events Speed & faults Module	t into Scan multiple Read a chart eet - charts manually Analogue	mport charts	Open Open driver ssheets * summary * General	Debrief Endorsements module Modules	port gement		
Interface Windows SmartCa	ard 💌	Read smart	Read /				6	Load files(s)
Name	*	card	Report					Delete File/a)
Automatically r	ead smart cards							Delete Hie(s)
Automatically c	copy files from a download device							Refresh
		С	ard & VU	J Files awaiting impor	t (6)			
	File Name	Time	Date	No. Proved	Driver	Vehidi	 Last Imported Activities 	rity · 🦳 🔺
C_20150815_1327_I_FLETCHER	_D8083021670116.esm	13:27	15/08/2015	Not Found		-NA-		
C_20150815_1327_M_BURGESS	_08111651622128 erm	13:27	15/08/2015	Not Found		-TLA-		
M 20070629 1555 KY06UCY 70	FA7500202489455.ecm	13:27	15/08/2015	MA		KODELICY	78/06/2009 00:00	
M 20070703 0826 AE070KU W	MAH247757W087801.esm	13:27	15/08/2015	NA-		AF07DKU	20/01/2010 00:00	H
M 20070731 0942 AE07DMF W	MAN 182257Y 191416.esm	13:27	15/08/2015	-NA-		AE07DMF	19/05/2015 00:00	I
								×.
Path to Files 'C: \Clock Watcher\digital_	_files\'							Import File(s)
								Import Cotions
							¥	Or
							î	Upload Files(s)

New drivers will need to be added into the database. A new driver file can be identified by a (+) at end of the file. Simply click on the (+) and you will be presented with the screen below. Select '**Add**' then . . . **'Save**' and then **'Close**'. The driver is now added to your ClockWatcher database.

		Ad	d Driver					
Driver Details			Interfac	e				
Payroll Numbe	я							
**Forenam	LAN ROGER PRESTON							
**Sumam	e FLETCHER							
N.I.Numbe	r							
""Licence No	FLETC506126JR9FV							
Digital Card I	D D8083021670116	02						
Daily Hour	* 8							
Custom Field	1							
Custom Field	2		10	terface	Wodaws Perm	ar and		*
Custom Field	3			Name	11100119 3110	toeru		
	Agency Driver Night Rule Exempt Default to Domestic R	tules				Add F	from Card	Add Close
Details Additional Details								
Driver Card Expiry Date	9/06/2019	Last CPC (Date					
Driver Licence Check Date		Licence Ex	piry Date				Shift Start Time	
Medical Date		Start Date		15/08/2	2015		Shift End Time	
Comments								

Driver Maintenance Last Activity Date Full Name -Dri Payrol Number Forename ARTIN BRYAN Sumane BURGESS N.I.Number 109 161 181 212 191 218 170 151 226 208 243 250 89 184 80 258 66 266 e Licence No. BLRGE60 loyee Card ID DB060731672303 Daily Hours Custom Field 1 Custom Field 2 Custom Field 3 Licence allows [16] more Driver(s) Delete Dri er Add Details Additional Details Driver Card Expiry Date 3/14/2016 01/01/1970 Last CPC Date Driver Licence Check Date Driver Licence Expiry Date Shift Start Time Shift End Time Medical Date 8/15/2015

Importing digital data

Once the drivers have been added, the digital data can now be imported into the database. Tick the box on the far right of the drivers' file.

🔊 🖉 🔌	î 🌒 🔹				ClockWatch	er V4.15.8004 - Aquarius - [Digi	tal Data]				- 8 ×
Home	Data Mana	gement Modules	Reporting Maintena	ince	Tools Lice	ncing					🕜 – 🗗 X
Manage my digital data	tead a Load rers card files(Digital	View events Speed & faults Module	Scan a chart into the timesheet * Char Ana	attiple Res ts n logue	ad a chart imp nanually cha	ort Open Open driver timesheets * summary * General	/ Debrief Endorsements module module Module	Report Management			
Interface Name	Windows Sm	artCard ally read smart cards	Read smart card		Rep	d / ort					Load files(s) Delete File(s)
	Automatica	sty copy nes from a downlo	a device	с	ard & VU	Files awaiting import (6)					Refresh
		Ele Mana		Tree	Data		Beliner		Mahida	I act Imported Ac	
0 20150915 192		Pile Name	670116 erm	12.27	15/09/2015	ELETCHER, TAN ROCER RRESTON	Univer		-NA-	01/01/1970 00-00	
C_20150815_132	7 M RUDCESS	_0000302	16702202 acm	12:27	15/06/2015	REDCECE MADTIN ROYAN			-NA-	19/07/2015 00:00	
C 20150815_132	7 N CMITH	000073	22120 arm	13:27	15/00/2015	Not Equad			-NA-	10/07/2015 00:00	
M_20020620_152	E KYOELICY	20E47500002480455 ere	22120.esm	13:27	15/08/2015	Not Found			HUA-	28/06/2000.00-00	
M_20070029_133		2017/300202489433.65		13:27	15/06/2015	104-			AFOTOUL	28/08/2009 00:00	
M_20070703_082	AE070KU	_WPMP1292237W087801.0	900	13.27	15/06/2015	-14A-			AEO70NU	20/01/2010 00:00	
Path to Files 'C: \C	ock Watcher \de	stal_files\'									•
VEHICLE CARD F Vehicle Reg AE0	FOUND ZDMF									~	Or Upload Files(s)
Username: Syster	m Account	Access Level: 0 Active I	Dashboard Layout: Default						Initiate	Remote Support	8/17/2015 9:42:47 AM

And select '**Import Files'** in the bottom right of the screen.

A message will appear to remind you that new data is being imported. Select **'Yes'** to this message. This message will appear every time data is imported into the database.



The file will process and once it has disappeared from the screen, it will be successfully imported into your ClockWatcher database.

Querying your Data

Now that you have entered data into the system you can begin to analyse it for both DHL and RTD Violations and even begin to look for potential problems that may be on the horizon.

The most important thing is to establish a routine of either querying the system or running reports to ensure that you do not have any violations; this should be regular and thorough.

ClockWatcher RTD reports exceptions meaning that you can easily view the data in minutes and identify if you have any issues.

The Home Screen

o a s i s	•			ClockV	Vatcher V4.15.8004 - Aquarius - [Main Menu]	- 0 ×
Home Data I	Management I	Modules Repo	orting Mainten	ance Tools	Licencing	0
Dashboard Calendar Repo Su Gu	orting KPI WT aite Matrix Grap eneral	D Backup h *	ver Vehicle tus Status nload compliance			
Pane 1			• #	Pane 2	- #	Pane 3 👻 🕈
Driver Caro		La Comp	pliance		Dverall Driver Utilisation 8/3/2015 to 12/6/2015	No infringements were found against any drivers for last week.
Pane 4			→ #	Pane 5	▲ 4	Pane 6 👻 🕈
Urgent di	river down	loads requ	uired	Urge	ent vehicle downloads required	
Drag a column head	ler here to grou	p by that colum	in. 🔷	Drag a colu	mn header here to group by that column.	
Driver's Name	ast Read Date	Days From DL.	Prim S.	Vehicle Reg	Last Read Date	Powered by
FLETCHER, IAN 1,	/1/1970	###	Ν.	AE 04 CN\	/ 1/1/1970	AQUARIUS
SMITH, COLIN E 5,	/29/2015	80	N.	AE 06 AVF	1/1/1970	
FREESTONE, AN 6	/16/2015	62	Stapl N.	AE 53 ZSY	1/1/1970	Call +44 (0)330 333 8788 if you require
SZABO, ISTVAN 6,	/17/2015	61	N.	AE 54 DDY	Y 1/1/1970	support or advice with ClockWatcher or
WEBB, SIMON G 6	/17/2015	61	N.	AE 54 DHM	M 1/1/1970	Drivers Hour Law legislation
CRANE, W 6	/17/2015	61	Stapl N.	AE 55 HXD	0 1/1/1970	
PRICITO DEDER C	100015	~^	Canal Int Y	AFACING	1/1/1070 ¥	
Username: System Account	Access Level: (Active Dashbo	ard Layout: Default	APACINE	1/1/1/070 V	Initia e Remote Support 8/17/2015 9:53:43 AM

The Home Screen is where you have access to all the features in ClockWatcher. It consists of a ribbon bar along the top which gives you access to all the features of ClockWatcher.

The Home Screen also contains up to 6 panels offering you important information on your DHL and WTD compliance.

By exploring the ribbon bar on your own, you will become accustomed to working with ClockWatcher in your own way.

The link in the bottom right hand corner of the Home Screen (**Initiate Remote Support**) is an easy way for us to connect to you should you require support. Rest assured that this is totally secure and we cannot access your computer unless actions are taken by you under the direction of one of our support representatives.

The Ribbon Bar

	a 🍇 🕼) 🌒 🕫		Cloc	kWatcher V4.	15.8004 -	Aquarius - [!	Main Menu]	- 0	×	
9	Home	Data Management	Modules	Reporting	Maintenance	Tools	Licencing				0
) 📋 🥪	Ì 🔒	2							
Dashbo	ard Calend	dar Reporting KPI Suite Matrix	WTD Backup Graph *	Driver Veh Status Sta	icle tus						
		General		Download co	ompliance						

The ribbon bar gives you easy access to all of the features available in ClockWatcher. It has been grouped in a logical and intuitive way to help you navigate to the information you want to access quickly and effectively.

The ribbon bar is broken down into 3 sections: the system button which appears as the ClockWatcher logo in the top left, the quick access toolbar which appears to the top right of the system button and finally, the main tabs running horizontally across the screen.

Each tab is broken down further into groups. These groups make it easier to identify the features and functions available. You can add any feature contained within any group within the tabs to the quick access toolbar by right clicking the option and selecting to add it to the quick access toolbar.

Some tabs may be unavailable or new tabs may appear depending on what feature of ClockWatcher you are currently using.

Administration

It should only be necessary to administer the system when it is first installed, when the calendar is changed or when new staff and vehicles are added.

The following features will help you maintain ClockWatcher and can all be found under the 'Maintenance' tab.

To update, deactivate or delete a driver or vehicle

To add, change or delete driver groups

To add, change or delete Fault Codes

To change the system calendar

To add, change or suspend the password for a user

To add custom fields

Driver Maintenance

6	a a				ClockWatc	her V4.15.8	004 - Aqua	arius - [Mainta	in Driv	ers]			- 8 ×
	Home	Data Mana	gement Modules	Reporting	Maintenance	Tools	Licencing						😢 = 8 ×
Driv	Driver groups	Vehicles Vehic group	X ₂ Fault codes Users Fries Report Mar	Backu	Recalculate vio	intions legrity	inapshot Data	ibase					
		Gene	al		S	iystem							
						Drive	er Maint	enance					
			Dri. No. Last A	clivily Date	Full Name	-	Employee	Details					
			163 10/10/20	11 5:20:00 PM	agen, age			Payroll Number					
			146 6/20/201 62 8/27/201	0 4:53:00 PM	AICKEN, COLIN	TD.		Forename	age				
			219 1/5/2013	11:10:00 AM	ALLAN, EDWARD DAV	ID		Surname	agen				
			124 5/19/201	0 5:45:00 PM	anthont - age, kevin			N.I.Number					
			67	F7105100 PM	ASHLEY, SMITH		Em	ployee Licence No.	age				
			241 1/24/201	4 5:02:00 PM	ATKIN, CHRISTOPHER	٤		Employee Card ID	DB0836	41620283	00		
			260 6/19/201 102 8/13/200	9 4:22:00 PM	BABICZ, JANUSZ MIRO BACON, JOHN	OSLAW		Daily Hours					
			228 3/18/201	3 12:27:00 PM	BALAZ, RADOSLAV			Suspended?	No	-			
			86 12/14/20 214 11/23/20	09 2:15:00 PM	BALDRY, EDWARD AU BALLINGER, MARC PE	FRED M TER		Custom Field 1	140				
			125 5/20/201	0 6:23:00 PM	banham - age, d			Ouston Field 2					
			165 6/19/201	5 4:44:00 PM	BEGGLEY, KEN	_		Custom Field 2					
			161 2/24/201	11 4:59:00 PM	bennett, t			Custom Heu 3					
			181 2/4/2013	4:04:00 PM	BENNETT, TONY JOHN	1	De Activ	Agency	/ Employee	e Set Import	Date		
			191 6/28/201	2 6:08:00 AM	BIKINAS, VIRGINIJUS	VID	Agency D	nuer Default	t to Domes	stic Rules De-Activi	ate		
			218 10/29/20	12	BLACK, DANIEL LEE		-gency o			Unlock De	tails		
			1/0 6/11/201	2 5:35:00 PM	BLACKFORD, MO								
			Licence allows	[16] more	Driver(s)			Delete Driver		Add Save	Close		
			Details Addition	al Details									
			Driver Card Expiry	Date		Last CPC Date	2	1/1/1970					
			Driver Licence Che	eck Date		Driver Licence	Expiry Date			Shift Start Time			
			Medical Date			Start Date				Shift End Time			
			Comments										
1													
User	name: Syster	m Account A	ccess Level: 0 Active	Dashboard L	ayout: Default						Initiate Rei	mote Support	8/17/2015 10:33:03 AM

The driver maintenance screen allows a user to update, view, edit, deactivate and, in some cases, delete existing drivers set up in the system.

To enter the driver maintenance screen, click on the '**Maintenance**' tab and then '**Drivers**' from the general group.

To edit a drivers' details click the 'Unlock Details' button.

To indicate a driver has left the company (and release a licence to allow a new driver to be added) use the '**Deactivate**' button. A deactivated driver will appear in the list highlighted in red. Deactivating a driver will prevent the driver from appearing on the main dashboard or in any selection throughout the system. Deactivated drivers will not appear in reporting by default but you can choose to show them if needed.

A quick way to add a digital driver if you have the drivers smart card to hand is to insert it into your smart card reader and <u>CornerStone</u> will automatically add the file to the Manage My Digital Data Screen. Simply click on the (+) located at the far right of the file, select 'Add', then 'Close' and then 'Save'. The driver is now added to your ClockWatcher database.

Add a New Driver Manually

🔗 🖙 🖉 🗐 🔻	ClockWatcher V4.15.8	004 - Aquarius - [Maintain Dri	rivers]	- ð ×
Home Data Management Modules Reporting	Maintenance Tools	Licencing		😧 = 8 ×
🕅 📆 🏹 X ₂ Fault codes 🗖	🕑 Calendar 🛛 🕞	napshot Database		
Drivers Driver Vehicles Vehicle	Recalculate violations			
groups groups Flex Report Manager	🖳 Check Data Integrity			
General	System			
	Drive	r Maintenance		
Dri. No. Last Activity Date	Full Name 🔺	Employee Details		
163 10/10/2011 5:20:00 PM ag	en, age	Payroll Number		
62 8/27/2010 4:53:00 PM AL	LAN, EDWARD DAVID	Forename age		
219 1/5/2013 11:10:00 AM AL	LAN, EDWARD DAVID	Surname agen	1	
244 8/1/2014 7:05:00 PM AS	SHFORD, STEVEN	N.I.Number		
67 AS	SHLEY, SMITH	Employee Licence No. age		
241 1/24/2014 5:02:00 PM AT 260 6/19/2015 7:34:00 PM BA	ABICZ, JANUSZ MIROSLAW	Employee Card ID DB083	33641620283 00	
102 8/13/2009 4:22:00 PM BA	ACON, JOHN	Daily Hours		
228 3/18/2013 12:27:00 PM BA 86 12/14/2009 2:15:00 PM BA	ALAZ, RADOSLAV ALDRY, EDWARD ALFRED M	Suspended? No	-	
214 11/23/2012 11:39:00 AN BA	ALLINGER, MARC PETER	Custom Field 1		
125 5/20/2010 6:23:00 PM ba 165 6/19/2015 4:44:00 PM BE	anham - age, d GGLEY, KEN	Custom Field 2		
109 4/8/2011 5:35:00 PM 8E	ELL, DAN	Custom Field 3		
161 2/24/2011 4:59:00 PM be 181 2/4/2013 4:04:00 PM BE	INNETT, TONY JOHN	Legend Agency Employ	Wee Sol Toward Data	
212 9/7/2012 4:33:00 PM BE	EVENS, ANDREW DAVID	De Activate Night Rule Exer	empt Driver De-Activate	
191 6/28/2012 6:08:00 AM BI 218 10/29/2012 BI	KINAS, VIRGINIJUS ACK. DANIELLEE	Agency Driver Default to Dom	Mestic Rules	
170 6/11/2012 5:35:00 PM BL	ACKFORD, MO		2	
Licence allows [16] nore Dri	ver(s)	Delete Driver	(Add) Save (Dose)	
Detaile Arkitismal Details				
Details Accountil Details				
Driver Card Expiry Date	Last CPC Date	1/1/1970		
Driver Licence Check Date	Driver Licence	Expiry Date	Shift Start Time	
Medical Date	Start Date		Shift End Time	
Comments				
Username: System Account Access Level: 0 Active Dashboard Layo	out: Default		Initiate Ren	note Support 8/17/2015 10:33:03 AM

Username: System Account Access Level: 0 Active Dashboard Layout: Default

To add a new driver manually click on the 'Add' button and fill in the fields in the dialogue box. You can see the number of drivers remaining for your licence under the list of drivers.

Aquarius recommends that you always complete historic timecards for any new driver, for as many weeks prior to them joining your company as you have selected to monitor in your calendar.

- The Driver numbers are unique and are assigned by the system.
- Daily Hours is used as an indicator of a normal working day.

If you have de-activated a driver and they re-join your company, simply add a new driver and make sure you enter their licence number. This will cause the system to link the records and treat them as one driver throughout the system.

You can delete a driver if necessary but only if the driver has no historical data against him in the system. To delete a driver, click the 'Delete Driver' button

Be sure to 'Close' the screen before you exit.

			Add Drive	r			
Driver Details			Interfa	<i>ca</i>			
Payroll Number	1			~~			
**Forename							
*"Surname							
N.I.Number							
""Licence No.							
Digital Card ID							
Daily Hours							
Custom Field 1							
Custom Field 2				nterface	Windows SmartCard		
Custom Field 3				Name			
Datale Additional Datale	Default to Dor	empt nestic Rules			Add F	from Card	Glose
Driver Card Expiry Date		1.00	CRC Date				
			(OFC Date				
Driver Licence Check Date		Lice	nce Expiry Date			Shift Start Time	
Medical Date		Sta	rt Date	17/08/2	015	Shift End Time	
Comments							

Driver Groups

🚫 🖙 👋 📋 🗊 🕫		ClockWatcher V4.15.8004 - Aquarius - [Main Menu]
Home Data Management Modules Re	porting Maintenance Tools Licencing	
Driver Driver Vehicles Vehicle General X2 Fault codes 3 Users Flex Report Manager	Rackup Calendar Calendar Snapshot Database	

The driver group maintenance screen allows you to add new driver groupings or view, change and delete existing driver groups in the system

Driver groups allow you to group a set of drivers up in a structure that is relevant to you. 1 driver can be assigned to 1 or more groups and there is no limit to the amount of groups that can be created.

An example of where the power of driver groups can be used is in reporting, where you can choose to run a set of reports off for a particular driver group.



Username: System Account Access Level: 0 Active Dashboard Layout: Default

To add a new driver group to the system, simply click the 'Add Driver Group' button and specify a name for the group. Now you can add drivers to the newly created group by using the '<<' and '<< All' buttons. Select the driver you want to assign to the group and click '<<'. The driver moves from the 'Available Driver' list in to the 'Assigned Drivers' list. Repeat this process until you have assigned all the required drivers in to your group.

Conversely, you can un-assign a driver from a group by selecting the driver in the 'Assigned Drivers' list and clicking the '>>' button. This will remove the selected driver from the group and move the driver back in to the 'Available Drivers' list.

To remove a group, simply select the group and click the 'Remove Driver Group' button.

Setting the Calendar

\bigcirc) 🧟 😓	Î 🌒) =						ClockWatcher V4.15.8004 - Aquarius - [Main Menu]
$\mathbf{\nabla}$	Home	Data	Manage	ment Modules	Reporting	Maintenance	Tools	Licencing	
Drive	Driver groups	Vehicles	Vehicle groups	X2 Fault codes Users Flex Report Mana	ger	e check Data In	olations stegrity	🚡 Snapshot Database	
			General				System		

There are a number of options that you can choose from when setting up the calendar. These correspond to the reference periods as laid out in the Road Transport Directive.

Broadly these periods relate to the way that the 48-hour average is calculated and are:

- Fixed Reference Periods (17-26 weeks)
- Rolling Reference Periods (17-26 weeks)
- Workforce/Collective Agreement (Custom)



The fixed RTD calendar represents the default – the start and end dates are displayed on the left of the screen together with individual weeks on the right (this is used for support).

You can set a system flag 'Bypass Night Work' if you have a workforce agreement to ignore the 10 hour night work rule. Please see **Driver Maintenance** screen.

Time Zone

All data on the drivers card or stored in the digital tachograph is in UTC time. When data is imported into ClockWatcher the time of each activity or event is converted to reflect the local time zone. Summer time offset can also be changed in this screen. Both parameters are stored in minutes (i.e. 60 = 1 hour).

ndar Settings							
indow Type —		Window Length –			Cue Week	WeekNe	Commonian
Rolling		17 Weeks			53 Sys. Week	1 1	1/5/2004
, to any		0 11 1100.0			54	2	1/12/2004
)) Fixed		🔘 26 Weeks			55	3	1/19/2004
Fixed(RTD)		Custom	18	Set	56	4	1/26/2004
					57	5	2/2/2004
in a Minuter Ch	at Daint Cathing	_			58	6	2/9/2004
ixeu window Sta	int Point Setting	,			59	7	2/16/2004
	6	02/07/200		Cat	60	8	2/23/2004
	Start	Data 05/07/200	5	Set	61	9	3/1/2004
Window	Charles Dark	D End Date		Weeks	62	10	3/8/2004
Window 1	04/04/2005	21/07/2005	17	weeks	63	11	3/15/2004
Window 2	01/08/2005	04/12/2005	18		64	12	3/22/2004
Window 3	05/12/2005	02/04/2006	17		65	13	3/29/2004
Window 4	03/04/2006	06/08/2006	18		66	14	4/5/2004
Window 5	07/08/2006	03/12/2006	17		67	15	4/12/2004
Window 6	04/12/2006	01/04/2007	17		68	16	4/19/2004
Window 7	02/04/2007	05/08/2007	18		69	17	4/26/2004
					70	18	5/3/2004
					71	10	E (10/2004
tal Tacho Tim Enable Time Zon Sel	e Zone Compe e Compensatior ect Time Zone	(UTC) Dublin, Ed	inburgh,	Lisbon, London			
Tin Enable Time Zon	ne Zone offset e Offset	0 minute	es				
	Start Date	29/03/2015					
		25/10/2015					
	End Date	25/10/2015					

If you have a workforce or collective agreement you can set a custom period and start date.

Start by setting your 'Start Date' at the top of the screen.

Then pick your period of reference (Window List).

The system will only operate in one mode at a time. By changing the calendar setup all historic data will also be subject to the rules you set.

When you have finished setting up the calendar press the '**Save**' button to make the settings the system default.

Fault Code Maintenance

		<i>🛃 </i>	Î 🗐)	Ŧ			\frown			ClockWatcher V4.15.8004 - Aquarius - [Main Menu]
	9	Home	Data N	lanagem	ent Modules R	cporting	Maintenance	Tools	Licencing	
ſ	7	190			X2 Fault codes		Colendar	0	🔓 Snapshot Database	
		44			S Users		Recalculate vi	olations		
	Drivers	Driver groups	Vehicles V	roups	📸 Flex Report Manager	Backup	📴 Check Data In	tegrity		
l			G	Seneral			1	System		

Fault codes allow you to capture centerfield infringements that have occurred on a tachograph. These fault codes will be available when entering centerfield infringements for a shift in the timesheet screen.

There is no restriction on the number of fault codes you can add to the system but you can only select up to 15 of these infringements to appear on the custom centerfield violations report.



To add a fault code to the system, click the '**Add**' button and you will be prompted with the screen as shown to the right.

Enter a numeric value for the code along with a description of your choice. You can chose to categorise the fault code either 'A' for advisory or 'F' for fault. You can also specify if this code is to be included on the centerfield violations report by clicking '**Include in Summary Report?**'

Click 'Add' to add your new code to the system, then 'Close'.

Save your changes by clicking the 'Save' button.

Add Code ×
Code Details
**Code
Category A -
Description
^ ·
×
Include in Summary Report?
(** Indicates a manditory field)
Add

Licencing ClockWatcher

The ClockWatcher software is a subscription based program that requires a licence key. This can be activated by clicking the 'Licencing' Tab on the top of the screen and then clicking 'Licencing Wizard'.



There are 3 separate options to choose:

The 'Internet' option is an automatic licence request which can take up to 24 hours to generate a key. Once a key has been generated ClockWatcher will automatically update itself alternatively you can update ClockWatcher manually by clicking the 'Licencing' tab and clicking 'Validate Licence Key'.

The 'Email' option will automatically open your default email client with an attached file which will need to be sent to <u>support@aquariusit.com</u> with the subject 'Licence Request'. If this does not bring up an email, a file call 'licence.ss6' will be available to attach to an email, which is located in the 'C:\ClockWatcher' folder.

The '**Fax**' option will print out a licence request form and will need to be sent to '**+44(0)870 199 1064**', taking care to fill in you return fax number.

Managing Digital Files

			ClockWat	cher V4.15.8004 - Aquariu	s - (Digital Data)		- 8 ×
Home Data Man	agement Modules Reporting	Maintenance Tools	Licencing		- (😧 = 8 ×
Manage my digital data Digital	d View events Speed (s) & faults Module	into Scan multiple Read a cl et * charts manual Analogue	hart Import ly charts	Open driver summary * Export / General	lef Endorsements nodule Modules		
Interface Windows St Name Automatic Automatic	natiCard R R cally read smart cards cally copy files from a download device	lead smart card	Read / Report				Load files(s) Delete Ple(s) Refresh
			Card & V	U Files awaiting imp	ort (6)		
C 20159915, 1327, J. J. RETVER C 20159915, 1327, M. BURGES C 2015915, M. BURGE	D0000013670136.com J000071957030.com J00111631427138.com J0704724955.com J070472422377087801.eom J070472422377191416.com		13:27 150000 13:27 150000 13:27 150000 13:27 150000 13:27 150000 13:27 150000 13:27 150000 13:27 150000	5 Pittoren, JANRODER Need Bindress, Markov 5 Net Forud 3 Net Forud 3 HA- 3 HA- 3 HA-	ON UNE	444- 444- 444- 445- 440/2044/ 440/2044/	1901 1900 80 - 001 1907 80 - 001 1907 2015 80 - 002 1907 2015 80 - 002 1905 2010 80:00 1905 2010 1905 2010 80:00 1905 2010 1905 2010 1905 2010
Path to Files 'C: \Clock Watcher\d	igital files)						
							Import File(s) Import Options Or Usload Piles(s)

The digital data screen shows a list of files contained in the 'digital files' folder. You can select 1 or more files at a time and delete them by clicking the small white box next to each required file and the clicking the '**Delete File(s)**' button. You will be asked to confirm your action before the deletion takes place.

Hovering over a file in the file list will give you additional information about the file in a tooltip popup.

You can also 'Drag & Drop' files from Windows Explorer onto the file list. The default action is to copy the files you dropped from the source folder. Holding down the control key (Ctrl) while dropping the files onto the file list will move the files, (i.e removing them from the source folder and placing them into the digital files folder). If the filename of a file you are trying to copy or move into the digital data screen already exists in digital files, you will be prompted to choose to overwrite or skip the file. The digital data screen identifies potential problems with driver card files and vehicle unit files. These are shown as different colours for each file in the file list. These colours are as follows: -

- Orange indicates the file is valid but it doesn't contain any activity information or there is a problem with your download device
- Red indicates the file format is invalid
- White / Light Blue indicates there are no problems with the file

Files that are highlighted in orange or red cannot be imported into ClockWatcher

Right-clicking the file list will allow you to batch select valid files only, orange files only or red files only. Single clicking the small grey box's column header will select/ de-select all files in the file list.

Using the Digital Data Screen

	ClockWatcher V/4 15 2004 - Aquarius - (Digital Data)	- 8 ×
Home Data Management Modules Reporting Maintenance Tools	licentine	0-0-
Topos Obset Mining weak models reporting manufactures Outset Manage my ligital day drivers card files() Digital Image as the second of source second big table Image as the second of source second of sou	t Import thans teresal teresal	
Interface Wadows SmartCeel Read smart Name Automatically read smart cards Automatically copy files from a download device	Report	Load files(s) Delete File(s)
	Card & VU Files awaiting import (6)	roett set t
C_20156015_1327_J_FLETCHER C_30156015_1327_J_FLETCHER C_30156015_1327_M_FLERGES J_0000731672013.emm M_30070829_1355_y0004CrJCFA75C020499455.emm M_3007007308_A6075KUJCFA75C020499455.emm M_3007070731_0942_AE07DHFUMMAYL822577191416.eem	Onley Onley 13:27 15/06/2015 REACESE, MARTE BRYAN 13:27 15/06/2015 REACESE, MARTE BRYAN 13:27 15/06/2015 No Found 13:27 15/06/2015 No Found	Vencie Last Imported Activity - - NAA 0,10,17970 00:00 - - NAA 18,077015 00:00 - - NOBUCY 28,06,2009 00:00 - - AB077015 00:00 - - - AB077015 00:00 - - - AB077013 00:00:00 - - -
Path to Files 'C:\Clock Watcher\doital_files'		
		Import File(s)
		Import Options 👻
		Or
		Contract Planta
		Uproad Hies(s)

The digital data screen is the main screen for managing digital card and vehicle unit data in ClockWatcher and be found under the **Data Management** tab.

You will be able to see files in the digital files folder. This is where driver card files and vehicle unit download files that are awaiting import are stored.

The file list will show you what the **File Name** is and when the file was created (**date** & **time**). It also indicates whether or not the driver or the vehicle is known to ClockWatcher, (i.e. has the driver of the vehicle been added).

If they haven't, importing a vehicle unit file will automatically add the vehicle to the system and you can add drivers to the system from this screen quickly and easily, as the driver card file contains most of the information needed to set a driver up. *<u>see Getting</u> <u>Started Section</u>

File Breakdown

Pressing **'Ctrl-F'** will open up a search dialog where you can enter text to be searched for in the data tree. Pressing **'F3'** thereafter will repeat the search, finding other occurrences of your text further down the data tree. Pressing **'Ctrl-F'** again will start a new search.

Pressing '**Ctrl-Left Arrow**' will collapse the entire data tree and return your selection to the top

🕑 File Breakdown - Driver Card File		_ = X
C:\Clock Watcher\digital_files\C_20150601_0753_D_LAKE	_DB071091620469.esm	
Search		
 Tachograph Application Identification Card Certificate CA Certification Card Identification Card Identification Card Holder Name cardHolderBirthDate: 12/06/1966 cardHolderPreferredLanguage: en (English) Card Download Driving Licence Information Events Data Places Current Usage Control Activity Data Specific Conditions 		
Complete		

Timesheets



The timesheet screen is at the heart of the drivers data in ClockWatcher. Whether it is digital or analogue data it will be displayed in this screen. There are three views of the data in this screen:-

- Detail
- Summary
- Breakdown

Detail view is a traditional timesheet type view which can be scrolled through to view different days of the week. At the bottom of the screen is a multi-coloured timeline, which mimics the activity trace of an analogue chart. Whether the data is from a digital or analogue vehicle, this view will be generated. To view the timeline for different days of the week, simply click on the day of the week in the timesheet.

Summary view is a summary of the activity for each day of the week.

Breakdown view is a listing view of each activity in chronological order.

(see following page)

Timesheet Function Keys

6) 🥥 💩	î 🌒 🕫								Cloc	kWatcher	r V4.15.	8004 -	Aquarius - [T	imesheet]					- 8 ×
9	Home	Data Manag	gement	Mod	lules	Times	neet Fun	ctions	Repo	rting	Maintenanc	е То	ols	Licencing						0 - 8 ×
Add	S Shore	ne custom field ort scan batch w multiple time ools	s g	🛞 Open 🔀 Close 🎯 Set co	com por com por om port	t OFos	Log QFo:	s activitie	s 10	Panasonio Scan4 Centrefiel Pa	: d informatio	Qu repo) ick irts *	Veekly rest profiler Actions	timesheet view					
-	Centrefield	information											_							
Panasonie	Selection Inf Driver Nam N. I. Number 2	formation ae AICKEN, ar Driver 146	COLIN Numbe	r	Chose Week	en Wee 35 Year	k 2015								Ve ® ©	w Detail Summary Breakdown	Shartcuts F5 = Duble Manning Shift +F5 = Domestic f F6 = Feryboat/Train Crossed	F7 = Sick Da Rules F8 = Holiday Shift 4F8 = No	y 7 8 Hrs Other Work	Select
Scan4	View Chart			– Shi	ifts -		-	Breaks	– (— Availa	ability 🖵	с Oth	er Work	7				Carlorito	1 July Hu	Calc
	Day	Date 31/08/2015	Start	End	Totals	+ -	Start	End	+ -	Start	End + ·	Start	End	+ - Hrs (DT	Hrs (WT) 00:00			Vehide Reg.		-
	Tuesday	01/09/2015				+-					+ -	1		+ - 00:00	00:00					
	Wednesday	02/09/2015				+ -			+ -		+ -			+ - 00:00	00:00					
	Thursday	03/09/2015				+-			+-		+ -)		+ - 00:00	00:00					
	Friday	04/09/2015				+-			+-		+-)		+- 00:00	00:00					
	Saturday	05/09/2015				+ -			+-		+ -			+ - 00:00	00:00					
	Sunday	06/09/2015				+ -			+ -		+ -			+ - 00:00	00:00					
	1				-					00.00										v
	Totals				Shifts		Br	.U caks		Availabi	lty	Other	Work	Driving	Working					
											No viola	itions to d	display							Driving Break POA Other Work
		2	3	3	4	5		6	7	8	9	1	10	11 12	13	14	15 16	17 18	19 2	20 21
User	name: System	Account A	ccess Le	web 0	Active D	ashhoa	rd Lavou	t: Defaul	t OF	os nort sta	te: Closed							Initiate Remo	te Support 9/1	/2015 11:36:15 AM

There are a number of function keys on this screen which help you manage additional information that may or may not be stored in a digital file. Click on the '**Start**' box for the day of the week you wish to update, before using any of these function keys.

- To indicate a double manned shift, use the F5 key
- To indicate a driver is working to Domestic Rules, use the **Shift + F5**
- To indicate a shift where a ferryboat or train crossing has occurred, use the **F6** key
- To enter a period of sick leave, use the F7 Key
- To enter a statutory holiday, use the **F8** Key, or select **Shift F8** for a Non Statuary holiday
- To enter a default shift of Other Work from 09:00 to 17:30 with a 30 minute break, use the Shift-F8 keys together

View Chart		ſ	Shif	fts –	
Day	Date	Start	End	Totals	+ -
Monday	31/08/2015	0			+ -
Tuesday	01/09/2015				+ -
Wednesday	02/09/2015				+-
Thursday	03/09/2015				+-

Additional features in the Timesheet

Calculating period of Driving / Other work / Breaks / Availability

Using the timeline at the bottom of the screen:

- 1 Hold the ctrl key and left click on the 1st period of activity to calculate
- 2 Hold the ctrl key and right click on the 2nd period of activity to calculate

Day 1																		
0			6	7	0	9	10 101	11 18	12	13	14	15	16	17	18 77:52			

Hovering over the activity indicator on the right side will show the amount of activity carried out between the selected times



Calendar Function within ClockWatcher

The calendar screen functionality allows users to easily add Holiday, Sick days and other duties completed by the driver. The new functionality of the calendar screen within ClockWatcher allows a user to add, for example, a Bank Holiday for all drivers with one selection.

Entries for all drivers:

Once in the Calendar:-

- Tick the 'Hol/Sick' selection and the 'Select all'
- Select the day on the Calendar
- Right click the required day and select desired option
- The selected option will be recorded for all drivers.



Entries for Individual Drivers

Adding Holidays, sick days or other duties can now be added as a complete week, without having to add each day individually.

Once in the Calendar:-

- Select the driver's name
- Left click on the 1st day of Holiday / Sick etc.
- Still **holding down the left click button**, drag across to the last day required
- Within the selected days right click and select the activity completed.



Summary

The calendar functions can be used to maintain a complete record of driver activity. The calendar could also be used to help with forward planning of a driver's forthcoming duties and shift allocation.

When using the 'right click' functions on this screen, ClockWatcher by default will try add:-

- Holiday of 8 hrs
- Non Statutory Holiday of 0 hrs
- Sick of 8 hrs
- 8 Hour Shift of 8hrs work and 30 minutes break from 0900 to 1730

If any of this activity is entered into the future and then a digital driver's card read which causes any clash in time, the digital data will overwrite the calendar entries.

Reports

This section shows how to navigate the reporting suite.

	ClockWatcher V4.15.8004 - Aquarius - [Reporting]	_ 0 ×
Home Data Management Modules Repo	rding Maintenance Tools Licencing	🙆 _ 8 ×
	الأسالي الجالي الأسالي	
Reporting Evolutite Report Quick Driver Related Ve	nicle Related Miscellaneous Timesheet Violation Speed & Maintenance Miscellaneous	
Suite Reports scheduling reports * Reports	Reports Reports Related Reports KM's Reports Related Reports Reports Related R	
General Bureau options Report	s by Driver/Vehicle Reports by Category	
Report List	List of Employees	- Driver Select
Imesheets	ACKEN. COLIN	By Driver
Detail	BABICZ, JANUSZ MIROSLAW	By Driver Group
Summary	BEGGLEY, KEN	
Lead in/Lead Out (Driving)	BURGESS, MARIN DRYAN BUTLER, ANTONY WILLIAM	Starting Week Selection
Lead in/Lead Out (Any Activity)	CARTER, GARY	August 2015
Summary w/Violation	CLARKE, NEIL KENNETH	Mo Tu We Th Fr Sa Su
Summary w/Violations & TimeLine	CRANE, W	27 28 29 30 31 1 2
Summary w/Violations & TimeLine (Page Breaks)	DAVES, JASON EMMANUELL DOCOTT STEPHEN CHARLES	1 3 4 5 6 7 8 9
Peference Period Summary	DUDLEY, CHRIS	22 10 11 12 13 14 15 16
Timesheets (Suppress Drivers Without Violations)	EDWARDS, PETER	17 10 10 20 21 22 22
Summary w/Violations	FARROW, KEVIN DAVID	10 19 20 21 22 25
Summary w/Violations & TimeLine	FDETCHER, IAN ROGER PRESTON	¥ 24 25 26 27 28 29 30
Summary w/Violations & TimeLine (Page Breaks)	HAMMOND, CHRISTOPHER	35 31 1 2 3 4 5 6
Consolidated Violations	NGRAM, DAVID PETER	- End Week Selection
Violations	klecowski, mark	End Week belectori
Weekly Detail	KNISHI S, JEREK MCKINDA HEL COLN	August 2015
Weekly Detail with Debrief	MILLER, KARL PETER	Mo Tu We Th Fr Sa Su
Weekly Detail (letter)	MLLS, JEFFREY	x 27 28 29 30 31 1 2
Weekly Detail (Letter) with Debrief	MITCHELL, ROBERT JOHN	3 4 5 6 7 8 9
Window Detail	MOTHERSOLE, MARTIN RAYMOND	az 10 11 12 13 14 15 16
Summer	SANDERS ANDREW JOHN	13 17 18 19 20 21 22 23
Summary By Groups	SCOTT, MAC	4 24 25 26 27 28 29 30
Summary By Groups(With Driver Breakdown)	SHOESMITH, ANDY	x 31 1 2 3 4 5 6
90 hour driving limit over 2 weeks	SMITH, COUNTRIC SZADO ISTVAN	
Centrefield Summary	TAYLOR, STEVE	
Weekly rest over 2 weeks	TIMMINS, KARL VANDEN	
 Events & Faults 	WEBB, SMON GEORGE	
For a Vehicle	WOOLDRUGE, MARK	
For a Driver	TRESHI I SONES, NENARO MELONI	
Mantenance Calculate		
Drivere		
Vehicles		
Blank Timesheets		
Daly		
Weekly		Log Reports
 Speed Analysis 		
For a Day	Select All	
For an Hour	Perm Only	
For a Minute	C Agency Only	
For Day/Hour/Min in seconds	Show De-Activated Drivers	Report
For Day in seconds	v	Leber Dose
Hereard Sector Accord Accord and Active Darkha	and Learning Defects	
Osemanie, system Account Access Level V Active Dashbo	aru bayuu belaun	minute Remote support 9/1/2013 TISTIAZ AM

There is a comprehensive reporting suite linked to ClockWatcher. Click the '**Reporting**' tab and then select '**Reporting Suite**'. On the far left hand side you will be presented with a list of reports.

Depending on the report or type of report that you now select, this will determine what is presented to you on the right hand side of the screen. For example, if you select a **'Timesheet'** report, then you will be given a list of driver's names to select. If you select a **'Driving Without a Card**' report then you will be given a list of vehicles to select.

The final part of the selection is the date range and again this is determined by the type of report selected.

Click the '**Report**' button to show the report on screen. Clicking the printer icon when the report is displayed will output it to the selected printer.

Report Descriptions

Timesheets

Detail. This is a detailed timesheet for a week's activity in the same format as the driver timesheet screen.

Summary. This is a summary timesheet with totals for each daily activity for a week.

Summary w/violations. Summary timesheet, violations by driver for a week, as a driver's letter.

Summary w/violations & Timeline. Summary timesheet, violations by driver for a week with graphical timelines, as a drivers letter.

Summary w/violations & Time line (Page breaks) Summary timesheet, violations by driver for a week with page breaks.

Reference Period Summary. A printed report of the driver summary screen. This report is produced in black and white. Any drivers over 60 hours will be highlighted with a '*'.

Violations

Weekly Detail. Violations by driver for a week.

Weekly Detail (Letter). Violations by driver for a week, formatted as a driver's letter.

Window Detail. Violations for a reference period, by driver.

Summary. A complete listing of all violations that can be calculated, by driver, for a week.

Centerfield Summary. Summary of centerfield infringements.

90 Hour Driving Limit. A matrix report of a 90 hour driving summary across any two weeks by driver.

Weekly rest over 2 weeks. Summary matrix report across any 2 weeks by driver.

Maintenance

Calendar. Current calendar report.

Drivers. Driver listing report.

Vehicles. Vehicle listing report.

Blank Timesheet. Daily / Weekly

Printing Blank Timesheets

You can choose to print blank daily or weekly timesheet depending on how you want to collect data from your drivers.

Timesheets are automatically printed with a unique number to help audit, along with the names of the drivers selected.

Choose if you want to print a timesheet for a selected driver (as shown below).



A preview of the report will be displayed as shown below.

0			Blank Timeshe	ets - ClockWatc	her Report						- 0 ×
File 3 of 3+ 1 Previoue H 4 3 of 3+ 1	н = И										
	Aquarius							ClockWa	tcher Weekly Ti	mesheet	
	Driver Name: Date:		BEGGLEY, KE 24/08/2015	N							
		SI	nift	Br	eak	Availa	ability	Other	Work	Vehicl	
		Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time	Reg	
	Monday										
	Tuesday										
	Wednesday										
	Thursday										
	Friday										
	Saturday										
	Sunday										
		US			Seque	noe #47			Сгоск	WATCH	

To print the current report, simply click the printer icon located in the upper left hand corner of the report screen.

Debrief Module



The **Debrief Module** allows operators to effectively monitor and manage a drivers' infringements. The calendar will highlight in red any day where an infringement has occurred.

ClockWatcher V4.13.1009 - Aquarius - [Debrief Module]	
Home Data Management Reporting Maintenance Tools Licencing	🕜 _ # ×
Image my Manage my digital data Image my Read a Load drivers card files(s) Image my View events Speed & faults Image my Scan a chart into Scan multiple Read a chart import the timesheet ⁺ charts Image my manually Image my charts Image my Open Image my Open Image my Open timesheets Open driver (bath mode) ⁺ summary ⁻ Image my Debrief Endorsements Image my Debrief Endorsements Image my Debrief Endorsements Image my Manage my module	J Sector Content of Content Sector Content Content Content Sector Content of Content Sector Cont
Debrief Module	
Filter ShowAll Discopinary Action Date Occurred DEGULLY, KEN	
Add Amend Delete	
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2	
Username: System Account Access Level: 0 Active Dashboard Layout: Default Initiate Remote Su	pport 24/07/2015 09:19:32;

Clicking on the day highlighted in red will display the infringements and warnings in the **Violations List**. A comment can then be made in the **Comments** section.

The **Disciplinary Action** section allows users to select a 'traffic light' status for the driver depending on the offences committed.

To add the infringement and comments to the debrief module, click '**Add**' and then '**Save**'.

'Filter' will show entries for the driver selected and **'Show All**' will display all driver entries.

WTD Graph



The WTD graph gives immediate visual indication of a drivers' completed hours.

Clicking on the WTD graph icon gives the user the opportunity to select a reference period to view.

The current reference period will be highlighted in **bold**.





Click for website

KPI Matrix



The KPI matrix gives operators a real time indication of fines that would have been incurred from drivers' violations.



Clicking on the '**Home**' tab and then "**KPI Matrix**', allows the user to select all drivers, a single driver or by driver group. Select the date range required and drivers' details to view, then select '**Generate**'.

The 'Violations' count on the graph indicates a range of potential violations; for example 3 points indicates a range of between 0 and 3 violations.

Double-clicking on the graph then gives a breakdown of the violations and potential 'Graduated Fixed Penalties' that may have been incurred. <u>See following page</u>



Double-clicking on the violations count on the graph will filter the violations into individual infringements.



The Panasonic Scanner

There are two ways of scanning tachograph charts into ClockWatcher. Each of these methods is described in the sections below.

One driver, one week at a time via the timesheet screen

Multiple drivers, multiple weeks via the Batch Scanning screen

** You must complete the full installation process from the ClockWatcher CD before you go any further with this process.**



Scanning a Chart in the Timesheet Screen

Through the drivers' timesheet screen you can analyse a driver's analogue tachograph charts with the aid of a Panasonic scanner.

To enter the scanning screen for the first time:-

From the 'Data Management' tab, select 'Open Driver Summary' and choose the current reference period indicated by the green arrow.



You will then be presented with the following summary screen. See following page

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BABICZ, JANUSZ MIROSLAW	00:00	00:00	10:57	10:09	00:00	08:20	47:44	28:53	45:39	40:50	50:27	50:39	36:31	48:48	47:54	47:00	44:48	27:09	36:23	545:48	318:12
BEGGLEY, KEN	03:58	53:10	45:25	25:40	26:48	46:58	40:00	44:43	51:54	45:20	40:00	47:06	52:58	51:29	55:02	56:36	46:26	45:02	43:15	778:35	85:25
BURGESS, MARTIN BRYAN	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	864:00
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CARTER, GARY	46:51	50:24	46:09	19:42	40:00	49:46	49:50	46:41	47:38	48:14	31:03	30:07	47:59	50:50	28:31	40:31	47:57	39:44	42:20	761:57	102:03
CLARKE, NEIL KENNETH	52:59	54:29	52:50	11:35	05:26	51:24	53:55	09:26	49:47	50:11	54:09	52:19	47:56	50:57	40:47	52:44	40:36	44:07	43:05	775:37	88:23
CRANE, W	49:17	49:42	47:16	29:13	40:00	44:28	57:30	39:06	\$5:47	44:38	40:00	40:00	47:10	52:54	52:55	46:30	54:39	41:45	46:16	832:50	31:10
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DOGGETT, STEPHEN CHARLES	50:08	45:20	53:08	20:50	15:59	29:12	54:00	45:51	44:16	35:39	43:03	37:29	38:09	52:03	44:30	48:39	46:44	41:05	41:27	746:05	117:55
DUDLEY, CHRIS	51:09	55:39	45:40	18:58	10:05	58:48	54:43	51:11	50:23	56:08	54:10	55:24	54:28	51:50	33:46	42:13	53:56	42:46	46:44	841:17	22:43
EDWARDS, PETER	54:32	56:52	\$4:50	22:32	40:00	41:29	51:49	48:09	44:59	49:26	52:18	50:22	46:23	47:36	49:15	38:14	46:17	43:17	46:34	838:20	25:40
FARROW, KEVIN DAVID	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	864:00
FLETCHER, IAN ROGER PRESTON	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	864:00
FREESTONE, ANDY	35:47	50:08	29:45	23:27	13:47	31:31	39:40	44:19	15:00	36:49	40:16	23:09	42:52	44:36	46:59	40:28	45:49	36:54	35:38	641:16	222:44
HAMMOND, CHRISTOPHER	44:53	48:26	51:51	17:14	04:55	39:29	48:10	41:14	48:33	40:00	52:05	40:16	38:18	33:21	47:29	40:48	41:21	37:01	39:45	715:24	148:36
INGRAM, DAVID PETER	37:51	22:29	38:14	07:54	13:33	19:40	33:07	25:58	36:58	24:21	35:49	21:52	07:00	24:08	38:19	25:26	37:15	15:58	25:53	465:52	398:08
klecowski, mark	32:05	22:17	35:37	08:53	07:12	17:39	23:56	19:52	28:30	30:32	26:16	19:30	32:17	21:29	33:56	30:38	04:39	19:34	23:03	414:52	449:08
KNIGHTS, DEREK	49:56	51:08	51:07	18:26	07:24	47:58	50:24	48:37	36:09	30:19	29:07	45:29	41:56	42:31	42:51	47:35	32:58	29:35	39:05	703:30	160:30
MCKINNON, NEIL COLIN	46:44	47:00	47:53	22:26	28:42	43:03	49:49	46:20	48:04	47:18	43:48	50:20	45:59	38:56	87:06	56:59	45:58	36:03	46:15	832:28	31:32
MILLER, KARL PETER	31:31	41:02	35:56	13:49	20:35	38:28	29:31	35:03	41:15	40:57	51:59	45:38	30:15	45:03	41:26	00:00	36:08	20:50	35:16	599:26	264:34
MILLS, JEFFREY	35:37	00:00	00:00	00:00	00:00	40:00	40:00	24:43	23:53	28:13	19:07	23:32	26:15	25:47	24:27	25:13	24:52	29:22	27:56	391:01	472:59
	1170:10 11	178:22 12	214:26	561:07	523:39	1118:04 1	282:25 1	135:54 12	26:10	1234:45	1234:33	1207:16	1195:12	1279:52	1258:18	176:20	1174:54	1000:09		20171:36	10068:24 🧅
Username: System Account Access	Level: 0 Ac	tive Dashb	board Lay	out: Defa	ult													Initiat	e Remote	Support 8/	22/2015 8:17:23 AM

Now simply double-click the driver and week you wish to process.

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CLARKE, NEIL KENNETH	52:59	54:29	52:50	11:35	05:26	51:24	53						47:56	50:57	40:47	52:44	40:36	44:07	43:05	775:37	88:23
CRANE, W	49:17	49:42	47:16	29:13	40:00	44:28	57						47:10	52:54	52:55	46:30	54:39	41:45	46:16	832:50	31:10
DAVIES, JASON EMMANUELL	57:03	53:50	40:00	12:35	17:57	48:19	54.00	10.07		111.2.2	30.23	34.63	52:29	46:35	26:44	48:01	36:19	37:13	41:31	747:24	116:36
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DUDLEY, CHRIS	51:09	55:39	45:40	18:58	10:05	58:48	54:43	51:11	50:23	56:08	54:10	55:24	54:28	51:50	33:46	42:13	53:56	42:46	46:44	841:17	22:43
EDWARDS, PETER	54:32	56:52	54:50	22:32	40:00	41:29	51:49	48:09	44:59	49:26	52:18	50:22	46:23	47:36	49:15	38:14	46:17	43:17	46:34	838:20	25:40
FARROW, KEVIN DAVID	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	864:00
FLETCHER, IAN ROGER PRESTON	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	864:00
FREESTONE, ANDY	35:47	50:08	29:45	23:27	13:47	31:31	39:40	44:19	15:00	36:49	40:16	23:09	42:52	44:36	46:59	40:28	45:49	36:54	35:38	641:16	222:44
HAMMOND, CHRISTOPHER	44:53	48:26	51:51	17:14	04:55	39:29	48:10	41:14	48:33	40:00	52:05	40:16	38:18	33:21	47:29	40:48	41:21	37:01	39:45	715:24	148:36
INGRAM, DAVID PETER	37:51	22:29	38:14	07:54	13:33	19:40	33:07	25:58	36:58	24:21	35:49	21:52	07:00	24:08	38:19	25:26	37:15	15:58	25:53	465:52	398:08
klecowski, mark	32:05	22:17	35:37	08:53	07:12	17:39	23:56	19:52	28:30	30:32	26:16	19:30	32:17	21:29	33:56	30:38	04:39	19:34	23:03	414:52	449:08
KNIGHTS, DEREK	49:56	51:08	51:07	18:26	07:24	47:58	50:24	48:37	36:09	30:19	29:07	45:29	41:56	42:31	42:51	47:35	32:58	29:35	39:05	703:30	160:30
MCKINNON, NEIL COLIN	46:44	47:00	47:53	22:26	28:42	43:03	49:49	46:20	48:04	47:18	43:48	50:20	45:59	38:56	87:06	56:59	45:58	36:03	46:15	832:28	31:32
MILLER, KARL PETER	31:31	41:02	35:56	13:49	20:35	38:28	29:31	35:03	41:15	40:57	51:59	45:38	30:15	45:03	41:26	00:00	36:08	20:50	35:16	599:26	264:34
MILLS, JEFFREY	35:37	00:00	00:00	00:00	00:00	40:00	40:00	24:43	23:53	28:13	19:07	23:32	26:15	25:47	24:27	25:13	24:52	29:22	27:56	391:01	472:59
	1170:10 1	178:22	1214:26	561:07	523:39	1118:04 1	282:25 1	135:54 1	226:10 1	1234:45 1	1234:33	1207:16	1195:12	1279:52	1258:18 1	176:20 1	174:54	1000:09		20171:36	10068:24 🗸
Username: System Account Access	Level: 0 Ac	tive Das	hboard Lay	yout: Defa	sult													Initiat	e Remote	Support 8/	22/2015 6:44:37 PM

You will now be presented with a blank timesheet screen for the selected driver (if no data has been entered for the driver so far this week). Make sure you tick '**Panasonic**' in the 'Pads' group within the '**Timesheet Functions**' tab that has now appeared.

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9	Home Data Mana	gement T	imesheet Funct	ions	Reportin	g N	lainten	ance	Tools	Lic	encing									8	- 8 ×
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This will now slide the Panasonic scan pad out from the left and pin it open.

Select a vehicle registration for each day of the week you wish to scan.

Put the charts (in date order) face down in the scanner.

You are now ready to scan the batch of charts; you have selected the driver, the day of the week and the vehicle he or she was driving. Now click **'Scan Chart'**.

Each chart will now be processed with a short break of about 15 seconds between each scan, whilst the computer processes the information.

You can now view a picture of each chart with the processed data by double-clicking on the day of the week or '**View Chart**' in the timesheet screen.

When you are happy with all the information in the timesheet screen, click '**Save**' and exit the screen.



Batch Scanning Charts with the Panasonic Scanner

You can use the 'Batch Scanning' screen to process large amounts of Charts for different drivers if required. To open the Batch Scanning screen click the 'Data Management' tab and then select 'Scan multiple charts'.



The main concept is that you configure 1 or more '**Scan Sets**'. A scan set is one driver's charts for as many days in the selected week as you need. To create a scan set, first **select the week** that relates to the first set of charts. This week is always Monday to Sunday. Next, **select a driver** from the driver list. Now you can select the vehicles each chart relates to by selecting the **registration of the vehicle** for Monday through to Sunday down the left. Once you have configured your first scan set, click the 'Add Scan Set' button and the scan set will be added to the list at the bottom of the screen.



You can now go on to define more scan set for as many drivers against as many weeks as you like. Note that there is a limit to the amount of charts the Panasonic scanner can cope with in its feed tray.

You can go back and amend a scan set by selecting the scan set in the list at the bottom of the screen. Change the required days/registration or week and finish your amendment by clicking the **'Update Scan Set'** button.

You can also delete a scan set by selecting the scan set you want to remove and click the '**Remove Scan Set**' button

You can clear all the scan sets by clicking the 'Clear All Sets' button.

Once you have all your scan sets defined, place the charts in the scanner's feed tray in the exact order you have setup your scan sets in and click 'Scan Sets'

The screen will indicate that scanning is in progress and will start to flick through each scan set so you can see where in the scanning process you are up to. Alternatively, you can leave the scanning process running and do something else. If there was a problem with a particular scan, ClockWatcher will present you with a log of what happened and where it got to before the error occurred.

Once you have completed the scanning of your charts, you are ready to import the scanned information into ClockWatcher. See the section entitled <u>Importing your</u> <u>Scans.</u>

If you want to check your scans before you go on to import them, tick the 'Zip Scan Sets?' tick box before scanning. You will then be able to preview all of your scans before you decide to import them. The preview process is described in <u>Previewing your Scans</u>

Import Scan Batch Screen

This screen serves two purposes which are described in the sections below.

- 1 Selecting previously scanned scan set data for previewing and adding the import queue
- 2 Importing queued scan set data

'The Batch Scan' Import screen can be opened by clicking the '**Data Management**' tab then selecting '**Import Charts**'.

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Previewing your Scans

To preview a scan set from the 'Import Scan Batch' screen, click '**Open Zip**' file from the list. This will open up the scan set in a screen.

You will now be able to use this screen for previewing scan set data that you previously scanned in using the 'Batch Scan' screens. The preview screen will allow you to take each scanned image in a scan set and re-assign it to a different day, a different driver, a different vehicle registration and nudge the shift start time. You can also enter in 'Start' and 'End' mileages.

You can choose not to import a certain day of the scan set by un-checking the '**Import**' check box.

To preview a scan image, click the '**Preview**' radio button next to the scan you want to see. The scanned image is shown along with a graphical timeline of activities. You can view the back of the chart by clicking the '**Back**' button on the preview screen and you can choose to print the chart image.

Batch Scan Import
Available Scan Set zip files
27042015074016-17_BEGGLEY_KEN_WC-09-02-2015.zip
2/0420150/4016-17_BEGGLEY_KEN_WC-16-02-2015.ZIP
Delete Refresh Copy Zip open Zip

Select Files									X
	Date	driver name		Vehicle Reg	Im	port	CPD	Preview	
Monday	11.03/2015 💌	BEGGLEY, KEN	+	YX62BVK	- (V			Copy Zip
Tuesday	10/04/2008 💌	[UNKNOWN]	*	[UNKNOWN]	Ŧ			0	
Wednesday	11/03/2015 💌	BEGGLEY, KEN	•	YX62BVK	•	V			
Thursday	12/03/2015 💌	BEGGLEY, KEN	*	YX62BVK	•	V		0	
Friday	13/03/2015 💌	BEGGLEY, KEN	*	YX62BVK	•	1			(Add to Queue)
Saturday	10/04/2008 💌	[UNKNOWN]	Ŧ	[UNKNOWN]	Ŧ			0	
Sunday	10/04/2008 💌	[UNKNOWN]	Ŧ	[UNKNOWN]	Ŧ			0	<u>C</u> lose

Once you are satisfied that the chart scan is accurate and you have made any amendments necessary, click the 'Add to Queue' button. This will queue up the scanned data ready for import. To go on and import your scanned data, see the Importing your Scans topic.



Importing your Scans

Once you have queued up some scan set data, each scanned image, along with the associated shift data, will be shown in the 'Import Queue' as shown below.

Batch	ı Scan Imp	ort	
Available Scan Set zip files			
27042015074016-17_BEGGLEY_KEN	1_WC-09-02-2015.zi	р	
27042015074016-17_BEGGLEY_KEN	_WC-16-02-2015.zi	p	
Delete	Refresh	Copy Zip	Open Zip
Import Queue			
17_BEGGLEY KEN_16-02-2015.zip			
17_BEGGLEY KEN_19-02-2015.zip 17_BEGGLEY KEN_20-02-2015.zip			
17_BEGGLEY KEN_23-02-2015.zip			
17_BEGGLEY KEN_24-02-2015.zip 17_BEGGLEY KEN_25-02-2015.zip			
17_BEGGLEY KEN_26-02-2015.zip			
17_BEGGLEY KEN_27-02-2015.zip			
Delete		Refresh	Import
	Close		

Notes about Tachograph Charts

Please note that scanning analogue charts needs user interaction based upon the nature of the chart itself. The charts are wax coated and prone to scratches and markings during day to day use. It is best practice to keep your charts in good condition and without scratches or folds.

Most scanning issues encountered are generally down to a failing stylus on the vehicle causing markings on or around the trace line section of the chart.

The best charts to use for scanning are generally red and manufactured specifically for scanning. Please contact Aquarius for further information regarding the correct charts to purchase for your scanner. It has generally been found that black charts give the worst results.

Speed Analysis Reporting

There are 3 types of speed analysis report in ClockWatcher: -

For a Day

For an Hour

For a Minute



All reports give speed data by the second as captured by the digital VU itself. The speed analysis reporting module sits under the main '**Reporting Suite**' of ClockWatcher.

When you select the report that you require (Day, Hour, Minute) you can then select a vehicle. ClockWatcher will then list the days that speed data is available for the view. If you have select hours or minutes there is then a further selection for the hour or minute required.

Vehicle Speed Breakdown - ClockWatcher Report File × ④ ▲ 100% ▼ < 1 2 of 1 Preview	→ H = [] A	1	ata Bentra		
	Aquarius Venicie Registration Report Selection 140 120 100 00 00 00 00 00 00 00 00 00 00 00000	CM37404 02.Ju 2015 - Window (05.00.00-11.59:59)	ClockWatcher Day	Speed Analysis 2008/2019 07:20 02	
(Tenuco)	Author System Ac	count Page 1 of 1	Cocc	DCKWATCHER	Merby

As you can see, the report details speed along the vertical axis and time along the horizontal axis. The day is split into 4 sections of 6 hours to make the graph easier to read. You can view then next or pervious 6 hours by using the '>> Next >>' and '<< Previous <<' buttons located in the bottom right and left corners of the screen.

At the top of the report you can see the day you have selected and the current 6-hour window being viewed along with the vehicle registration.

Driver & Vehicle Status Screens

ClockWatcher has 2 almost identical screens to show the last time you read a driver's card and the last time you downloaded a vehicle unit. These two screens are also referred to as the '**Traffic Light**' screen as they show red, amber and green indicators based on how many days or weeks you specified in the 'Options Screen'.

You can access the 'Driver Status Screen' by clicking 'Driver Status' from the 'Home' tab.

You can access the 'Vehicle Status Screen' by clicking 'Vehicle Status' from the 'Home' tab.

🙆 🛯 🎍	î 🗊 •	ClockWatcher V4.1	5.8004 - Aquarius -	[Traffic Lights]				_ 8 ×
Home	Data Management Modules Reporting Maintenance	Tools Licencing						0 - 8 ×
Dashboard Cale	ndar Reporting KPI WTD Backup Suite Matrix Graph -						\sim	
		Driver de	ownload com	pliance				<u> </u>
Drag a colu	mn header here to group by that column.						Staplet rd	
Status	Driver's Name		Last Read Date	Last Read Time	Days to DL.	Days From DL.	Primary Group	Suspended
9	FLETCHER, IAN ROGER PRESTON		1/1/1970	12:00:00 AM	###	***		No
9	SMITH, COLIN ERIC		5/29/2015	6:57:22 PM	-59	86		No
9	FREESTONE, ANDY		6/16/2015	6:17:23 PM	-41	68	Stapleford	No
	SZABO, ISTVAN		6/17/2015	2:56:44 PM	-40	67		No
Ŭ	WEBB, SIMON GEORGE		6/17/2015	4:25:03 PM	-40	67		No
9	CRANE, W		6/17/2015	5:12:23 PM	-40	67	Stapleford	No
9	KNIGHTS, DEREK		6/18/2015	5:48:26 PM	-39	66	Stapleford	No
9	WREGHITT-JONES, RICHARD WILLIAM		6/18/2015	6:42:08 PM	-39	66		No
9	SANDERS, ANDREW JOHN		6/19/2015	4:33:07 PM	-38	65		No
9	BEGGLEY, KEN		6/19/2015	4:45:31 PM	-38	65		No
9	DAVIES, JASON EMMANUELL		6/19/2015	4:52:30 PM	-38	65		No
9	DUDLEY, CHRIS		6/19/2015	5:14:13 PM	-38	65		No
9	TIMMINS, KARL VANDEN		6/19/2015	5:17:11 PM	-38	65		No
0	BUTLER, ANTONY WILLIAM		6/19/2015	5:47:27 PM	-38	65		No
Driver Downlo	ad Compliance Driver Card Expiry Driver Licence Check Driver Medical Expir	y Driver Licence Expiry Disci	alinary Status Driver's CP	с			Initiate Remote Commut	9/32/2015 7-25-24 DM

The options screen allows you to customise the number of days or weeks. Red, amber and green represent for each driver and vehicle downloads. You can also specify from what date you want this to be based on. The following table shows the parameters for this and is the same for both drivers and vehicles: -

Last Activity Date

• A driver card or vehicle unit file will contain activities of work. The date and time from this last activity event are recorded in the system when you import the file via the digital data screen. The date and time is then used when applying the red, amber and green status.

Last Read Date

 A date and time is captured whenever a driver card is read or a driver card files/vehicle unit file is copied into the digital data screen. The date and time is then used when applying the red, amber and green status.

Driver Screen

The default values for the driver traffic light screen are shown below. Green: 0 to 10 days Amber: 11 to 27 days Red: 28 days Vehicle Screen The default values for the vehicle traffic light screen are

shown below. Green: 0 to 42 days Amber: 43 to 89 days Red: 90 days

The tabs along the bottom of the status screen allows users to easily view the status of the selected category.

Driver Download Compliance Driver Card Expiry Driver Licence Check Driver Medical Expiry Driver Licence Expiry Disciplinary Status Driver's CPC

Driver Download Compliance – shows last card read, days to and from download.

Driver Card Expiry – shows when the driver's card expires.

Driver Licence Check – shows when a licence needs to be checked.

Driver Medical Expiry – shows when the driver's medical expires.

Driver Licence Expiry – shows when the driver's driving licence expires.

Disciplinary Status – highlights the best to worst drivers in line with your company policy.

Driver's CPC – shows when the driver's last CPC training was.

All of the above can be edited to suit within the 'Driver Maintenance' screen.

	a a 📋 🖁	P) =				ClockWate	her V4.1	5.80	04 - Aquarius - [N	/aintai	n Drivers]				- 🗇 🗙
	Home D	ata Manager	ment M	lodules Rep	orting	Maintenance	Tools	L	icencing						😧 = 8 ×
2 Drive	Driver groups	Vehicle groups	X ₂ Fault of Users Flex Re	odes port Manager	Backup	Calendar	iolations itegrity System	Ç) Sr	apshot Database						
							Driv	vei	Maintenand	æ					
			Dri No	Last Activity	Date	Full Name			Employee Details						
			163	10/10/2011 5:20	OO PM a	igen, age	5		Payroll 1	Number					
			146	6/20/2015 11:45	00 AM A	VICKEN, COLIN			Fo	rename	age				
			219	1/5/2013 11:10:0	00 MM A	LLAN, EDWARD DA	VID		S	urname	agen				
			124	5/19/2010 5:45:0	0 PM a	nthont - age, kevin			N.L.	Number					
			211	8/1/2014 7:05:00	A MPIC	ASHFORD, STEVEN			Employee Licer	nce No.	a06				
			241	1/24/2014 5:02:0	O PM A	ATKIN, CHRISTOPHE	R		Employee	Card ID	DB083641620283		00		
			260	6/19/2015 7:34:0 8/13/2009 4:22:0	OPM D	ABICZ, JANUSZ MIR BACON, JOHN	OGLAW		Daib	v Hours					
			228	3/18/2013 12:27	00 PM B	ALAZ, RADOSLAV			Susp	ended?	No. *				
			86 214	12/14/2009 2:15:	:00 PM B	SALDRY, EDWARD AI	UFRED M		Custom	Field 1					
			125	5/20/2010 6:23:0	0 PM b	anham - age, d			Custom	Field 2					
			165	6/19/2015 4:44:0	OPM B	EGGLEY, KEN			Custom	Eield 3					
			161	2/24/2011 4:59:0	OPM b	ennett, t			Coston	rned 5					
			181	2/4/2013 4:04:00	PM B	ENNETT, TONY JOH	N		Legend	Agency B	Employee	Set Impo	ort Date		
			191	6/28/2012 6:08:0	DOAM B	SIKINAS, VIRGINIJUS	s s		Agency Driver	Default t	to Domestic Rules	De-Ac	livale		
			218	10/29/2012	B	LACK, DANIEL LEE		-	rigency office			Unlock	Details		
			170	6/11/2012 5:35:0	U1111 B	RACKFORD, MO		•							
			Licence	allows [16] n	nore Dr	river(s)			Delete Dr	iver	Add	Save	Glose		
			Details	Additional Details											
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			Univer Ci	aru cxpirý Dáte			Last CPC D	Date	1/1/19/0						
			Driver Li	cence Check Date			Driver Lice	nce B	Expiry Date		Shift	Start Time			
			Medical (Date			Start Date				Shift	End Time			
			Commen	Its											
Userna	me: System Acc	ount Acc	ess Level: 0	Active Dashb	oard Lay	rout: Default							Initiate	Remote Support	8/17/2015 10:33:03 AM

The same process is used on the vehicle status screen.

Events & Faults

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Home Data Management Modu	les Reporting Maintenance Tools Licenci	ng	0	- 8 ×
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Manage my Read a Load View events op	eed Scan a chart into Scan multiple Read a chart Import	Open Open driver Import / Deb	rief Endorsements Report	
digital data drivers card files(s) & faults Mo	dule the timesheet * charts manually charts	timesheets * summary * Export mod	lule module Management	
Digital	Analogue	General	mywares	_
Print		Events & Fau	ults	
😥 Events & Faults 🛛 🔿				
Califrivers		~		_
AIOGEN, COLIN	Start Time End Time Type	Registration Description		-
- BABICZ, JANUSZ MIROSLAW	7/7/2014 10:08:11 PM 7/7/2014 10:08:11 PM	AR02DEX SCHOOL	serbon while driving	
B DEGGLET, KEN	12/17/2013 3:52:30 AM 12/17/2013 4:04:23 AM EVENT 12/0/2013 4:21:22 DM 12/0/2013 8:41:01 DM Event	PAUGELP 9 - MODOR 0	data error de serror de	
BUTTER ANTONY WITH TAM	6/38/2013 12:18:05 AM 6/28/2013 12:18:12 AM Event	PX000LP 0 - Cast Ca	to session not connectly cosed	
- CARTER, GARY	6/3/2013 4:42:10 PM 6/3/2013 4:42:16 PM Event	PX080LF 8 - Power s	sager internation	
CLARKE, NEIL KENNETH	5/17/2013 8:09:29 PM 5/17/2013 8:23:17 PM Event	PX088LF 8 - Power s	spoly interruption	
CRANE, W	5/17/2013 7:06:25 PM 5/17/2013 7:50:02 PM Event	PX088LF 8 - Power s	supply interruption	
DAVIES, JASON EMMANUELL	5/17/2013 5:55:09 PM 5/17/2013 5:55:10 PM Event	PX088LF 8 - Power s	supply interruption	
 DOGGETT, STEPHEN CHARLES 	5/15/2013 1:23:46 AM 5/15/2013 1:25:33 AM Event	PX088LF 9 - Motion of	data error	
- DUDLEY, CHRIS	3/19/2013 8:08:20 PM 3/19/2013 8:08:27 PM Event	PX088LF 8 - Power s	supply interruption	
 EDWARDS, PETER 	11/28/2012 3:01:58 AM 11/28/2012 3:02:04 AM Event	PX08EWY 8 - Power s	supply interruption	
- E FARROW, KEVIN DAVID	2/28/2012 4:22:34 PM 2/28/2012 4:22:34 PM Event	PX08EWY 5 - Card ins	sertion while driving	
- E FLETCHER, IAN ROGER PRESTON	2/22/2012 9:02:34 PM 2/22/2012 9:02:41 PM Event	PX08EWY 8 - Power s	supply interruption	
- FREESTONE, ANDY				_
- HAMMOND, CHRISTOPHER				
Manuali made				
WIGHTS DEPEK				
- MOGINION, NEIL COLIN				
- MILLER, KARL PETER				
- MOLLS, JEFFREY				
- MITCHELL, ROBERT JOHN				
- MOTHERSOLE, MARTIN RAYMOND				
- S NEWHAM, IAN KEITH				
- SANDERS, ANDREW JOHN				
- SCOTT, MAC				_
SHOES WITH, ANDY				
STARO ISTVAN				
CO STEVE				_
- TIMMINS, KARL VANDEN				
- WEBB, SIMON GEORGE				
- WOOLDRIDGE, MARK				
WREGHTT-JONES, RICHARD WILLI/				
ehicles				
AE 04 CW				
- I AE 04 CNX				
AE OG AVF				
< >	L			
Username: System Account Access Level: 0 A	ctive Dashboard Layout: Default		Initiate Remote Support 8/24/2015 6:	42:30 PM

'Events & Faults' data can be viewed in a friendly manner by clicking the '**Data Management**' tab and then selecting '**View events & faults**' from the '**Digital**' group.

You will see that **drivers** and **vehicles** are separated out into two sections. Only Digital Drivers and Vehicles will be listed.

Clicking on a Driver or Vehicle will show any events & faults data for the selection. You can then filter the results by showing just the events or just the faults using the drop down filter control above the '**Type**' column. You further filter your selection by choosing an item in the drop down control above the '**Description**' column.

Filtering is useful for finding important information such as 'Card insertion while driving' for a driver's card and 'Driving without an appropriate card' for a vehicle unit file.

You can choose to print your current view by clicking the '**Print**' button.

Speed Module





This section will help explain how ClockWatcher can help you analyse speed data collected from a digital vehicle unit (VU).

Before you start, you will need a DigiDown (or other similar device) for downloading data from the VU. If you do not have a DigiDown then contact the Aquarius Sales Team for details on how to purchase this device.

If you have downloaded digital data from a VU then click <u>here</u> for details on how to import this data into ClockWatcher.

If you have already imported VU data into ClockWatcher then click <u>here</u> for details on how to run reports against your data.

Standard speed data is held on a digital tachograph and covers the last 24 hours of vehicle operation. It is recorded by the second so can become quite tedious to analyse. This is where ClockWatcher can help make sense of the speed data that is being captured. It's worth remembering that speed data is only downloaded when performing an 'All VU Download' via a VU downloading device, such as a Digidown. Consult the documentation for your download device for details.

Speed data is captured in ClockWatcher during a VU file import via the 'Digital Data' screen. Clicking '**Data Management**' followed by '**Speed Module**' in the list will display the 'Speed Module' screen.

Only vehicles that have had speed data catalogued against them during a VU file import will be in the vehicle list. Each vehicle shows a date where speed data exists. This makes it easier to find as you may be doing a mixture of 'All' and 'Latest' downloads for particular vehicles.

⊘ 🖉 🕭 🗋 🎚	I) =			Clock	Watch	er V4.1	5.8004	- Aq	uariu	s - [Sp	eed N	Modu	ıle]											- 0		×
Home Da	ata Management 👘 M	odules Speed	Module	Report	ing	Mainter	ance	Тоо	ls	Licencir	g													0) - (e ×
Show Harsh Breaking	Events. Set threshold to:	5 kps.		Show h	larker Po	ints			-															_		
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S Vehicles	Date & Time	A Time A		2 3	4 5	6 7	8 9	10	11 12	13 1	4 15	16 1	7 18	19 20	21	22 2	1 24	25	26 27	28	29 3	0 31	32	33 3	4 35	
E O CN57AVM	20/07/2015 07:33:00	00:13:22	4 2 2	2 2	3 5	5 6	7 8	0	11 11	11 1	1 10	0 0	0 0	0 8	8	8 0	0	10	0 9	7	5	1 2	0	0 (1 0	
20/07/2015	20/07/2015 07:35:38	02:54:38	3 1 1	2 2	4 5	5 4	3 3	3	2 2	2 0	2	6 7	1 5	6 7	8	9 9	8	7	6 6	4	3	2 0	5	6 1	5 5	
17/07/2015	20/07/2015 07:51:16	02:59:52	1 6 7	7 8	8 8	7 6	3 0	0	0 0	0 0	0	0 0	0 0	0 0	0	0 0	0	0	0 0	0	0 0	0 0	0	0 (0	4
16/07/2015	20/07/2015 07:57:43	03:01:37 2	3 7 8	8 8	8 8	0 0	8 7	7	7 7	7 8	9	10 1	2 14	16 17	7 19	21 2	3 25	27	29 28	26	27 2	8 30	31	32 3	2 33	
15/07/2015	20/07/2015 07:58:43	03:02:37 4	6 15 17	19 21	23 25	27 29	31 33	35	35 34	33 3	1 29	27 2	6 25	25 2	5 25	26 2	3 30	34	8 42	44	46 4	7 48	50	52 5	4 56	Ξ
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09/07/2015	20/07/2015 08:02:43	03:06:37 8	86 89 88	87 86	86 85	84 83	82 81	81	81 81	81 8	2 82	83 8	3 84	85 80	5 87	89 9	90	89	88 88	88	88 8	8 88	88	88 8	9 89	
07/07/2015	20/07/2015 08:03:56	03:07:37 7	74 76 7	74 72	71 69	68 67	64 64	65	65 65	66 6	6 67	68 6	8 68	69 69	9 69	69 6	8 69	70	70 71	72	73 7	4 76	77	79 8	0 81	
06/07/2015	20/07/2015 08:27:58	03:08:37 8	34 73 74	76 78	79 81	83 85	86 87	-88	88 88	88 8	8 87	87 8	7 86	86 8	1 87	87 8	88 8	89 3	88 88	-89	89 8	9 88	87	87 8	5 85	11
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02/07/2015	20/07/2015 08:29:58	03:10:37 8	85 77 7	77 77	77 78	78 79	81 82	83	84 84	85 8	4 84	84 8	3 82	81 81	l 81	81 8	l 81	82	83 83	83	83 8	3 84	- 84	85 8	5 87	
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	20/07/2015 08:55:56	03:20:37 8	2 88 80	88 89	89 89	89 89	89 89	89	90 90	91 9	1 91	91 9	1 91	90 85	9 89	89 8	5 87	86 1	5 84	83	81 8	0 80	79	18 1	8 78	
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	20/07/2013 08:57:50	03:22:37 /		72 72	70 70	09 08	60 67	67	67 65	62 6	0 00	00 0	9 09	50 10		55 5	- 70	50	19 60	61	61 6	2 64	66	67 6	7 60	
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	20/07/2015 00:05:50	03.24.30	2 2 A	5 9	10 12	12 12	10 0	10	10 11	11 0	0	7 1	1 2	0 0	10	15 0	0	0	0 0	0	0		0	0 0	0	
	20/07/2015 09:00:50	03:46:40 7	3 Z 4	6 7	0 12	15 16	17 10	24	28 30	22 2	7 28	20 2	7 25	22 20	3 78	25 1	2 16	17	0 0	26	20 3	2 22	21	27 2	5 24	
	20/07/2015 09:02:56	02:47:50	2 1/ 10	15 15	15 14	11 0	9 /	4	0 0	0.0	0	0 0	1 0	0 0	0	0 0	0	0	0 0	0	0 1	1 0	0	0 1	1 0	τ.
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Username: System Acco	unt Access Level: 0	Active Dashboard	d Layout: D	efault				_										Initiat	e Rem	ote !	Suppo	rt 2	7/07/.	2015 1	1:15:17	5

The tabs along the bottom of the screen allow users to view the speed information in different forms.

Clicking on the '**Speed Matrix**' populates the speed data spreadsheet with minutes running down vertically and seconds running horizontally across from 0 to 59.

Clicking on a date in the '**Date & Time**' column then shows how fast (in km's per hour) the vehicle was travelling for each second for the minute you selected. Continue to highlight all minutes to generate a larger data set and to instantly show all the speed data for the 24 hours you have chosen. Now you are ready to start analysing your speed data in a useful way. Entering a number in the '**Highlight speeds over**' field and clicking the button with the **green tick** in will highlight, in red, each occurrence of a speed which is over the required value. Further more, entering a number of seconds, minutes or hours in the next field will highlight, in red, each sustained occurrence of speed which exceeds the required value for the designated length of time.

You can apply the same logic to the average column only if you prefer by ticking the '**Apply to Average only**' tick box. To clear all the highlights, simply enter a '**0**' in the '**Highlight speeds over**' field.

Although not directly printable at this time, this data set can be copied out to Excel.

ClockWatcher Options Screen

(2) (2 + 1) (2) (2)				ClockWatcher V4.15.8004 - Aquarius - [Main Menu]	- 0 ×
Home Data Manager Update agency Information Agency	Create remote e scan config files Gene	Rep /eekly r profile ral	est Show debug Options		Q - 5 ×
Pane 1		(0		ClockWatcher Options – 🗆 🗙	- · ·
Driver Ca	rd Downloa	ac	General Setttings	General Settings For ClockWatcher	
			Infringement Settings	Software Version and Licenced Company Name ClockWatcher V4.15.8004 - Aquarius	and assist say driver for het weak
[34 Drivers]-			Traffic Light Settings	General G Directly To The Timesheet Screen After You Login Automatically Reed Smart Cards	ound against any drivers for last week.
			Scan Settings	Automatically Copy Files From A Download Device	
Pane 4			Internet & Network Settings	Suppress Timezone Offset Options Do not suppress	- 0
Urgent d	lriver downl	0		Clobal Custom Start Date	
Drag a column header her	e to group by that	ce		1/1/1970 ·	
Driver's Name	Last Read Date	t	Folder Locations		
FLETCHER, IAN ROGER P	1/1/1970	4			QUARIUS
SMITH, COLIN ERIC	5/29/2015	٤			
FREESTONE, ANDY	6/16/2015	¢			
SZABO, ISTVAN	6/17/2015	E			
WEBB, SIMON GEORGE	6/17/2015	6			
CRANE, W	6/17/2015	é			8788 if you require support or
KNIGHTS, DEREK	6/18/2015	e			er or Drivers Hour Law legislation
WREGHITT-JONES, RICH	6/18/2015	e		Save Close	
SANDERS, ANDREW JOHN	N 6/19/2015	66	No AE08 HHU	J 1/1/1970	
BEGGLEY, KEN	6/19/2015	66	No AE08BYB	1/1/1970	
DAVIES, JASON EMMAN	6/19/2015	66	No AE08CXR	1/1/1970	
Username: System Account Acc	ess Level: 0 Active	Dashbo	oard Layout: Default		Initiate Remote Support 8/25/2015 10:44:08 AM

The options screen allows control over many aspects of the system. Click the '**Tools**' tab, then select '**Options**'.

Below is a description of the available options.

General Settings

General

- Go Directly To The Timesheet Screen After You Login
- Automatically Read Smart Cards
- Automatically Copy Files From A Download Device

Suppress Timezone Offset Options

- Do not suppress- does not suppress any data
- Suppress for card data- suppresses only for card data
- Suppress for vu data- suppresses only for vu data
- Suppress for all data- suppresses all data

Global System Start Date

- Default global start date for drivers and vehicles



Infringement Settings

- Suppress 15 minute break violations
- Suppress warning from all infringement views
 if selected, no warnings will appear in the drivers timesheet or reports
- Suppress reduced weekly rest warning if selected, no warnings of weekly rest reductions or compensation required will appear in the drivers timesheet or report.
- Suppress unaccounted time less than a minutes allows a tolerance can be set in minutes
- Suppress driving without a card less than a minutes allows a tolerance to be set in minutes
- Suppress 'Information' based items in the violations output
- Allow the first 45 minutes of a POA to be taken as a break for a co-driver
- Night rule exempt for all new drivers
- Convert driving to other work during 'Out Of Scope' activities



- Treat 'Out Of Scope' as domestic
- Choose how many minutes into a shift where a driver should have selected 'Out Of Scope'

Traffic Light Settings

Driver Related Traffic Lights

Days to download can be altered to reflect your downloading schedule. Red should always to set to the maximum legal download limit. Driver cards should be downloaded within 28 days.

Activity Start Point

- Last Activity Date Specifies that the traffic light screen for drivers be based around the date & time of the last activity that was imported
- Last Read Date Specifies that the traffic light screen for drivers be based around the date & time of the last time the user copied the driver's file into the digital data screen

State

- Green The number of allowable days since the 'Last Activity Date' or the 'Last Read Date' to the current date & time for a driver's status to be classed as green
- Amber The number of allowable days since the 'Last Activity Date' or the 'Last Read Date' to the

current date & time for a driver's status to be classed as amber

- Red - The number of allowable days since the 'Last Activity Date' or the 'Last Read Date' to the current date & time for a driver's status to be classed as red

Vehicle Related Traffic Lights

Days to download can be altered to reflect your downloading schedule. Red should always to set to the maximum legal download limit. Vehicles should be downloaded within 56 days.

Activity Start Point

- Last Activity Date Specifies that the traffic light screen for vehicles be based around the date & time of the last activity that was imported
- Last Read Date Specifies that the traffic light screen for vehicles be based around the date & time of the last time the user copied the vehicle file into the digital data screen

State

- Green The number of allowable days since the 'Last Activity Date' or the 'Last Read Date' to the current date & time for a vehicle's status to be classed as green
- Amber The number of allowable days since the 'Last Activity Date' or the 'Last Read Date' to the



current date & time for a vehicle's status to be classed as amber

- Red - The number of allowable days since the 'Last Activity Date' or the 'Last Read Date' to the current date & time for a vehicle's status to be classed as red

Scan Settings

Select Scanner Type

Choose the scanner type by clicking the drop down box. If your chart starts from midnight check the box on the right

۲	ClockWatcher Options	- 🗆 🗙
General Settlings	Folder Options For ClockWatcher	
Infringement Settings	Scanned Tachograph Images Will Be Stored In: - See Scan settings for more options C:\Clock Watcher\scans	
Traffic Light Settings	Application Backups Will Be Stored In: -	
Scan Settings	The Include Scans In Backup	
Internet & Network Settings		
Folder Locations		
	Save	Close

Scan Analysis Range

This can be changed to suit and reset back to default at any point by clicking the button provided

Folder Locations

Scanned Tachograph Images Will Be Stored In:

This will be set to, '**C:\ClockWatcher\scans**', but can be changed to wherever is best by clicking the box on the right and mapping the path you require.

Application Backups Will Be Stored In:

When choosing where a backup is stored, it is in your best interest that it is backed up to an external hard drive or a shared network drive. This can be done by clicking on the box and mapping to the path of your choice.

Backing Up Your Data

It is recommended you perform frequent backups of ClockWatcher and all associated data. The backup function allows you to compress elements of the system and store them in a safe location should a hardware failure or other incidents occur.

💫 🕼 🕸 🕽 🦻 ClockWatcher V4.15.8004 - Aquarius - [Backup]		- 0 ×
Mome Data Management Modules Reporting Maintenance Tools Licencing		🕜 - 8 ×
Dashboard Calendar Reporting SR WTG Backup Dimer Vehicle		
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CockWatche_data_Backup_2015-kup-26_19-07-22.ap 26,08/2015	19:08:54	
		Backup Now!
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Zopora: dota/Aes/C_2013015_1122/N_SMTH		
[Zoprii] digital_fiest/M_2007070_0826_A6J07KUWMAV12257W087001.esm [Zoprii] digital_fiest/M_20070731_0824_A6J07KVWMAV182257Y1514.6.esm		
Total number of files processed: 6		
Inde influence or mice subgroups of 2200% December 2000 Control Contro		
Tabil number of Res processed: 1 Tabil number of Res spaces		
		Set Backup Path
	~	
		Glose
Username: System Account Access Level: 0 Active Dashboard Layout: Default	Initiate Remote Support	8/26/2015 7:39:08 PM

Clicking the '**Backup**' option from the '**Home**' tab will open the backup screen. Here you will see any previous backups taken in the file list. Double clicking on an existing backup file will output the contents of the file to the '**Output Window**'. This will show you a list of all the files contained in the selected backup. It will also open up your default '**ZIP**' application which you can then extract to a location of your choice should you need to restore any files. To back up your ClockWatcher data, simply click '**Backup Now!**' This could take several minutes depending on how much data you have accumulated in ClockWatcher. Ticking the '**Include Scans in Backup**' will generate a secondary backup file which contains all of the scanned chart images and activity data associated to the scanning process to date.

Once the backup is complete, you will see a confirmation dialogue box that shows where your backups were saved to (as shown opposite).

A standard backup will back up the following folders and sub-folders along with the main ClockWatcher database: - In/aqua-tms



A backup that includes scan data will also back up the entire contents of the 'Scans' folder.

This should be all of the data necessary to recover your system after a re-install of the original installation package.

We would strongly recommend that the location of your backup path as specified in the options screen or by clicking 'Set Backup Path' should be a network drive or USB pen stick and not a hard disk in your computer.



Our latest software innovation is transforming how operators manage their compliance requirements by giving them the ability to digitally capture driver signatures on infringement documentation via touch screen tablets and PCs.

By using our digital signature system, operators are able to manage infringement records more efficiently, with all documentation securely stored within ClockWatcher.

Generating Esign reports



Esign reports can be generated by selecting '**Reporting**' and then '**Driver Related Reports'** from the ribbon bar at the top of the screen.

By selecting a **driver infringement report** and **driver**, the user then has the opportunity to select a **date range** to report on. The calendars on the right of the screen allow a user to select a single week or a larger date range if required.

Clicking on the **E-Report** button generates the Esign reports. The reports will be ready to view - and the driver acknowledge - once the user logs into Esign on the touch screen tablet or PC.

Generated reports can be viewed in ClockWatcher through the 'E-report Management'.

	Street Street	ClockWatcher V4.15.8002 - Aquar	ius - [Main Menu]				_	8
Home Data Management Modules Re	eporting Maintenance Tools	Licencing						0 - 0 ×
Manage my Gightal data digital data Digital	an a chart into the timesheet * Cran multiple charts manually Analogue	Open Open driver Import/ charts timestheets - summay - General	ments Report Management Nanagement Nanagement Nanagement	Vehicle Defect Manager Template Manag	per			
Un Sagned Accepted Detered Deckred								Retresh
Drag a column header here to group by that colur	mn.							\cap
Full Name	W/C Date	Report	Status	Report Date	Signed Date	Deferred Date	Declined Date	Del
AICKEN, COLIN	20/07/2015	Summary w/vio timeline(No Vio. Suppressed)	Un-Signed	04/08/2015 07:23:				
CARTER, GARY	10/08/2015	Summary w/vio timeline(No Vio. Suppressed)	Un-Signed	25/08/2015 07:23:				
DOGGETT, STEPHEN	10/08/2015	Summary w/vio timeline(No Vio. Suppressed)	Un-Signed	25/08/2015 07:23:				
SCOTT, MAC	27/07/2015	Summary w/vio timeline(No Vio. Suppressed)	Un-Signed	11/08/2015 07:15:				
BEGGLEY, KEN	27/07/2015	Summary w/vio timeline(No Vio. Suppressed)	Un-Signed	11/08/2015 07:15:				
BEGGLEY, KEN	03/08/2015	Summary w/vio timeline(No Vio. Suppressed)	Un-Signed	18/08/2015 07:14:				
BEGGLEY, KEN	10/08/2015	Summary w/vio timeline(No Vio. Suppressed)	Un-Signed	25/08/2015 07:23:				
TAYLOR, STEVE	03/08/2015	Summary w/vio timeline(No Vio. Suppressed)	Un-Signed	18/08/2015 07:14:				
TIMMINS, KARL VANDEN	10/08/2015	Summary w/vio timeline(No Vio. Suppressed)	Un-Signed	25/08/2015 07:23:				
WEB, SIMON GEORGE	10/08/2015	Summary w/vio timeline(No Vio. Suppressed)	Un-Signed	25/08/2015 07:24:				
Jsername: System Account Access Level: 0 Active Dashboard Layo	ut: Default Julio import is active					105	te Remote Support 26.0	0/2015 07:29:2

This screen details all reports and their status. Reports can be filtered in the top left of the screen to show **Unsigned**, **Accepted**, **Deferred** and **Declined** reports.

Reports that have been generated in error can be deleted by double clicking on the far right of the screen under '**Del'** and then Clicking '**Delete**' on the left of the screen.

ſ	Jn-Signed	Accetped	Defered	Declined
(Delete			



Installing and Using the Vehicle Defect Checker – VDC App

To install Vehicle Defect Checker to an Android device, tablet or phone:

- www.aquariusit.com/apps/aqua
- Select the highlighted 'Aquarius VDC' icon to download the app
- Once downloaded Install the app onto your device

Here are the details of your account:

- Company Code [FOLDER NAME]
- Http://aquariusit.netmanaged. co.uk
- Port **17179**

To configure your app:

- Open Vehicle Defect Checker app
 - First time use will prompt you for the above details. If not, press your device menu button and select 'Settings'
 - Confirm or edit the account details as per above
 - Press the 'Back' button icon to proceed

To use your App:

- If prompted for a pin code, enter your 4 digit code.
- Select either a vehicle or trailer you wish to perform a defect check for.
- At the top of the page in the **Vehicle Reg No. Box** enter the first letter of your vehicle registration number then select the required vehicle from the drop down list.
- Press the 'Continue' button to proceed
- Work through the labelled buttons top to bottom on each page
- In an item page, confirm it is OK by pressing the 'Ok Tick' button, alternatively if a defect needs to be recorded tap the note area and free type defect details.
- A picture could also be taken by pressing the camera lcon. **Note:** to remove a previously taken photo tap the photo image.
- Press the 'Defect X' button to save this defect.
- Pressing the 'Back Button Icon' will take you back a page.
- You can use the top button to view currently actioned items to recheck and amend if required.
- Once all items have been checked press the 'Record & Finish' button and confirm.
- Press the '**Upload**' button to send the data to the server
- Confirm the transmission to exit the application.

Vehicle Defect Checker (VDC App) - ClockWatcher

The software package associated with the application allows the operator to see that a walk around check has been completed on that day, as well as the time it was completed and how long it took.

At a glance it will also identify and flag up any outstanding vehicle faults. Infringement costs can also be identified if a defect is recorded.

This Android application has been designed as an alternative process to using the paper-based vehicle check and defect books.

The overview screen shows the checks recorded and the facility to record any work completed. If a photograph of the defect has been taken, this can also be viewed in this screen.

Clod/Watcher V4.13.9001 · Vehicle Defeet Manager/	- 6
🤝 Home Data Management Modules Reporting Maintenance Tools Licending	0
Rada Lad Ven versts ford a fault Manger Manger Start Start Manger Star	
Vehicles Tales Lie Graph	
Socie	icles Trailer:
Whice Reg Law Walk Sound Co. 9 Sete Start Time Orfest Cotegory Note Private Pr	e Reg
	There are no items to show.
Performed on 12/07/2015 at 11:04:07 to 11:05:04. Items recorded: 2. Oracled by BESGLEY, KEN	
OK 11294-05 11294-05 102946 Mercels Gains	
An ILLEWY ILLEWY BRANS	
0 1124/9 1124/9 2000	
00 11:04:51 11:04:52 Hzm	
04 11:24:52 11:24:53 Tachograph Calibrated	
OK 11:24:54 11:24:56 Instruments's Guiger	
11:25:05 Windscreen wipers/washers 9900	
00 1125:06 11:25:07 Lghts/Pidotors	
99 1125/07 1115/08 FuelOfices	
An altabala latabala interior typesymmetrologi An altabala interior Social	
100 112511 112512 Sprint Sprin	
1 10 10 10 Million Web 10 Million We	
20 112521 112522 Nather Filts	
0 11/5/2 11/5/2 Windly Cuples	
06 11:25:24 11:25:24 Lights/Padjectors	
06 11:25:26 11:25:27 Tyres/wheel Foungs	
OK 11:25:29 \$11:25:29 \$pression	
00 11:25:39 11:25:30 Reflectors	
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	ClockWatch	ver V4.15.8002 - Aquarius - [Traffic Lights]			- 0 11
Home	Data Management Modules Reporting Maintenance Tools Licencing				0 - 0 ×
	1 🛈 🥟 🗓 🖬 🗳 🚳 🔪				
Dashboard Cal	Indar Reporting KPI WTD Blackup Dinkr Vehicle Suite Matrix Graph * Status Status General Download compliance				
Rebesh	Vehicle	e download compliance		Group	
Drag a col	mn header here to group by that column.				<u>*</u>
Status	Vehicle Reg	Last Read Date	Last Read Time Da	ys to DL. Days Fr	om DL.
9	AE 04 CNV	01/01/1970	00:00:00 ##	***	
9	AE 06 AVF	01/01/1970	00:00:00 ##		
9	AE 53 ZSY	01/01/1970	00:00:00 ##	***	
9	AE 54 DDY	01/01/1970	00:00:00 ##		
9	AE 54 DHM	01/01/1970	00:00:00 ##	****	
9	AE 55 HXD	01/01/1970	00:00:00 ##		
9	AE06LVZ	01/01/1970	00:00:00 ##	****	
9	AE07DFJ	01/01/1970	00:00:00 ##		
9	AE08 HHU	01/01/1970	00:00:00 ##		
9	AE08BYB	01/01/1970	00:00:00 ##		
9	AE08CXR	01/01/1970	00:00:00 ##	****	
9	AE08LYX	01/01/1970	00:00:00 ##		
9	AE08LYY	01/01/1970	00:00:00 ##		-
Vehicle Down	load Compliance Vehicle Walk Round Vehicle Defect Vehicle Calibration				
Username: Syst	m Account Access Level: 0 Active Dishboard Lyout: Default			Initiate Remote Support	31/07/2015 10:26:24 .::

By using the 'Vehicle Status' section, completed vehicle checks and recorded defects can be easily identified and monitored.

The tabs at the bottom of the screen allow the user to select 'Vehicle Walk Round' and 'Vehicle Defect'.

This will show all checks completed and defects recorded. Double clicking on the check completed will take the user to the **'Vehicle Defect Manager'** section for further information.

Click for website

Frequently Asked Questions

What information do I need to hand if I contact technical support?

Company name as per the licensing registration.

What username and password can I use to login after I've installed ClockWatcher?

The default username & password is;

Username: admin

Password: password

Upon login for the first time, you will be required to change your password for the admin account.

From the admin account you can add & delete user accounts. (<u>'User & Password'</u>)

Will a password for any ClockWatcher login expire?

No

ClockWatcher is only licensed for 1 driver?

This is the default license count for the demonstration version of ClockWatcher. If you have purchased ClockWatcher and been given a link to download it OR you have been sent a CD then please contact the Helpdesk via email (ClockWatcher@aquariusit.com). If you have done neither of these then the license count will be for 1 driver until you purchase the full product.

ClockWatcher is only licensed for 'X' number of drivers but I've purchased more. How do I update the license count?

If you have purchased additional drivers, you should have been asked to email a key to the ClockWatcher licensing email account. If you haven't done this then please contact the helpdesk via email (ClockWatcher@ aquariusit.com). If you have and received an email back, copy the new license key into the 'New License Key' field found under the Help menu in 'Licensing...' and click 'Validate New Key'. The license count should now be updated.

I was emailed a license key, how do I use it?

Copy the new license key into the 'New License Key' field found under the Help menu in

'Licensing...' and click 'Validate New Key'

How can I tell how many drivers ClockWatcher is licensed for?

Click 'Help' from the main menu and then click 'Licensing'. 'No. of Licensed Drivers' is shown here.

When I put my driver card into the card reader nothing happens?

Make sure CornerStone is running in the bottom right hand corner, if not go to the ClockWatcher folder and click on CornerStone.

How do I download my vehicle?

Ensure that there is power to the VU unit, put the company card into slot 1 or 2 and connect the download device to the 6pin connector on the VU, Select download.

Domestic Rules – new features in ClockWatcher

ClockWatcher Options		_ 🗆 🗙
General Setttings	Infringement Settings For ClockWatcher	
Infringement Settings	 Suppress 15 minute break violations Suppress warring from all infringements views 	
Traffic Light Settings	 Suppress warning from an initigements views Suppress reduced weekly rest warning Suppress unaccounted time less than (minutes): Suppress driving without a card less than (minutes): 	
Scan Settings	Suppress 'Information' based items in the violations output Show WTD violations for Domestic Shifts	
Internet & Network Settings	 Allow the first 45 minutes of a POA to be taken as break for a co-driver Night rule exempt for all new drivers 	
Folder Locations	 Convert driving to other work during 'Out Of Scope' activities Treat 'Out Of Scope' as domestic Number of minutes into a shift where a driver should have selected 'Out Of Scope' if appropriate 	
	Save	Close

One of the new features in ClockWatcher allows users to actively monitor WTD violations for drivers that might be working to both Domestic and EU rules.

Ticking the **'Show WTD violations for Domestic Shifts'** will show the WTD violations even if the driver has not exceeded the allowed 10 EU shifts in a 17 week reference period or 15 EU shifts in a 26 week reference period. This allows the user to see what WTD violation the driver would have done if he does exceed the maximum allowable EU shifts within the reference period. If the user wants the driver to flag Domestic by using the 'Out Of Scope' option on the tachograph then the 'convert driving to other work during Out Of Scope Activities' should not be ticked and the 'Treat Out Of Scope as domestic' must be ticked.

The driver will need to be added into the maintenance screen as 'Domestic' driver if you only want to see the WTD violations when a driver exceeds the maximum number of EU shift (the 'Show WTD Violations for domestic shifts' will need be unticked. The data will be converted at the point of the file being imported. Any data that needs to be changed to reflect EU rules, could not be changed retrospectively.

- Employee Details		
Payroll Number		
Forename	KEN	
Surname	BEGGLEY	
N.I.Number	951	
Employee Licence No.	BEGGLEY	
Employee Card ID	DB061181623102 01	
Daily Hours		
Suspended?	No 👻	
Custom Field 1		
Custom Field 2		
Custom Field 3		
Legend Agency De-Activate Night Ru Agency Driver Default	Employee Jle Exempt Driver to Domestic Rules Unlock Details	

The option to treat 'Out of Scope' as Domestic can be selected and all out of scope will be treated as domestic irrespective of the driver's status in the maintenance screen.

A tolerance can also be set for the driver to select if he is working to 'Out of Scope' on a particular day. Anything under the tolerance limit will then be treated as 'Out of Scope'.

Convert driving to other work during 'Out Of Scope' activities

Treat 'Out Of Scope' as domestic

 Number of minutes into a shift where a driver should have selected 'Out Of Scope' if appropriate

2

AQUARIUS IT LIMITED

ClockWatcher – CLICK-WRAP SOFTWARE USER LICENCE AGREEMENT

BETWEEN:

(1) AQUARIUS IT LIMITED whose principal place of business is at Unit W2, Warwick House, Minworth, Sutton Coldfield, Birmingham, B76 1AH ('Aquarius'); and

(2) THE LICENSEE ('Licensee')

BACKGROUND TO THE LICENCE AGREEMENT:

- (A) Aquarius is the creator and owner of any copyright, database rights, patent rights, trade mark rights and all other rights which may subsist in and over the software product known as 'ClockWatcher' (the 'Software').
- (B) The Licensee wishes to take advantage of the unique facilities offered by the Software.

TERMS OF THE LICENCE AGREEMENT:

1 Definitions

'**Fees**' means the subscription or licence fees payable to Aquarius by the Licensee for the use of the Software, as agreed between Aquarius IT Limited and the Licensee.

'**Software**' means the 'ClockWatcher' software, the subject of this Licence and all modifications, new versions and updates thereof together with all associated documents and user manuals; and

'Term' means the period during which the Licensee continues to pay the Fees to Aquarius unless this Licence Agreement is terminated earlier in accordance with clause 6 herein.

2 Grant of Licence

- 2.1 Aquarius grants to the Licensee a nonexclusive, non-transferable licence for the Term to use the Software upon the terms and subject to the conditions contained in this Licence Agreement.
- 2.2 The licence is personal to the Licensee and the Licensee shall not assign, mortgage or charge, nor grant any sub-licences, liens or other rights over the licence or otherwise part with ownership of the licence.

2.3 Aquarius is authorised to grant the above licence.

3 Licensee's Undertakings

3.1 The Licensee undertakes not to perform any of the acts referred to in clause 3.2 except to the extent and only to the extent permitted by law as a lawful user of the Software and only then for the specific limited purposes stated in such applicable law or hereunder.

4 <u>The Licensee undertakes:</u>

- 4.1.1 not to copy the Software or otherwise reproduce the same other than for normal system operation or for backup purposes or incidentally, in the course of converting the Software as permitted at law;
- 4.1.2 not to translate, adapt, vary or modify the Software;
- 4.1.3 not to disassemble, decompile or reverse engineer the Software;
- 4.1.4 not assign or otherwise transfer all or any part of the Software;
- 4.1.5 not to provide or otherwise make available the Software in whole or in part (including but not limited to program listings, object code, source program listings and source code), in any form to any person other than the Licensee's employees without the prior written consent of Aquarius;
- 4.1.6 not to provide any bureau, rental, facilities management or similar service to any third party (which includes any subsidiary, holding company or associate of the Licensee) for any commercial purposes;
- 4.1.7 not to use the Software for the benefit of or on behalf of any third party as defined in 3.2.6 above for any commercial purpose;

- 4.1.8 to maintain accurate and up to date records of the number and location of all copies of the Software;
- 4.1.9 to replace the current version of the Software with any new version of the Software which may be provided forthwith upon receipt;
- 4.1.10 to back up all data which the Licensee inputs as part of its standard operation of the Software; and
- 4.1.11 to reproduce and include the copyright notice contained in or on the Software on all copies authorised to be made, whether in whole or in part, in any form, including partial copies or modifications of such Software made herein.

5 <u>No Rights</u>

- 5.1 The Licensee acknowledges that any and all copyright, trademarks, trade names, patents and all other intellectual property rights subsisting in or used in connection with the Software shall be and remain the sole property of Aquarius or such other party as may be identified therein or thereon and the Licensee shall have no rights in or to the Software other than as set out expressly in this Licence Agreement.
- 5.2 The Licensee shall not during or at any time after the expiry or termination of this Licence Agreement (whether in whole or with respect to support only) in any way question or dispute the ownership of the Software by Aquarius thereof.
- 5.3 In the event that new inventions, designs or processes evolve in performance of or as a result of this Licence Agreement in relation to the Software, the Licensee acknowledges the same shall be the property of Aquarius unless otherwise agreed in writing by Aquarius.
- 5.4 The Licensee shall indemnify Aquarius fully against all liabilities, costs and expenses which Aquarius may incur as a result of any third party claim that work done in accordance with the Licensee's specifications infringes any patent or other proprietary right.

6 Aquarius' Liability

6.1 Nothing in this Licence Agreement excludes or limits the liability of Aquarius for death or personal injury caused by its negligence, or the negligence of its employees, agents or subcontractors (as applicable) or for fraud or fraudulent misrepresentation.

- 6.2 Subject to clause 5.1, Aquarius shall not be liable to the Licensee whether in contract, tort (including negligence), breach of statutory duty, or otherwise for any indirect or consequential losses or for any loss of profit, business, revenue, goodwill or anticipated savings, arising under or in connection with this Licence Agreement.
- 6.3 Aquarius' liability to the Licensee in respect of all other losses arising under or in connection with this Licence Agreement, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, shall be limited to a sum equal to the Fees paid by the Licensee in the 12 month period immediately preceding the event giving rise to the losses multiplied by ten (Fees over preceding 12 months x 10).

7 <u>Termination</u>

- 7.1 Aquarius may by notice in writing to the Licensee terminate this Licence Agreement, if any of the following events occur;
 - 7.1.1 if the Licensee is in breach of any term, condition or provision of this Licence Agreement or required by applicable law and fails to remedy such breach (if capable of remedy) within 30 days of having received written notice of such breach from Aquarius; or
 - 7.1.2 if the Licensee, being a body of corporate shall present a petition or have a petition presented by a creditor for its winding up, or shall convene a meeting to pass a resolution for voluntary winding up, or shall enter into any liquidation (other than for the purposes of a bona fide reconstruction or amalgamation) shall call a meeting of its creditors, or shall have a receiver of all or any of its undertakings or assets appointed, or shall be deemed by the relevant statutory provisions under the applicable law to be unable to pay its debts.
- 7.2 Upon termination for whatever reason, the licence granted under this Licence Agreement will automatically cease and the Software will automatically prevent the Licensee from inputting further data and the input screens will be disabled. The Licensee will continue to be able to access historical data only which it has previously inputted.
- 7.3 Termination, howsoever or whenever occasioned shall be subject to any rights and remedies Aquarius may have under this Licence Agreement or at law.

8 <u>Waiver</u>

Failure or neglect by Aquarius to enforce at any time any of the provisions hereof shall not be construed nor shall be deemed to be a waiver of Aquarius' rights hereunder nor in any way affect the validity of the whole or any part of this Licence Agreement nor prejudice Aquarius' rights to take subsequent action.

9 <u>Headings</u>

The headings of the paragraphs of this Licence Agreement are inserted for convenience of reference only are not intended to be part of or to affect the meaning or interpretation of this Licence Agreement.

10 <u>Severability</u>

In the event that any or any part of the terms, conditions or provisions contained in this Licence Agreement shall be determined by any competent authority to be invalid, unlawful or unenforceable the remainder of the terms, conditions and provisions shall continue to be valid and enforceable to the fullest extent permitted by law.

11 <u>Notices</u>

Any notice to be given by either party to the other may be sent by recorded delivery to the address of the other party or such other address as such party may from time to time have communicated to the other in writing and if so sent shall be deemed to be served two days following the date of posting.

12 <u>Law</u>

This Licence Agreement will be governed in all respects by the substantive laws of England and Wales.