



# CLOCK WATCHER

## Help Guide

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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](#)

### OUR SOFTWARE & SUITE OF PLUGINS

Click icons for  
further info



CLOCKWATCHER



eSIGN



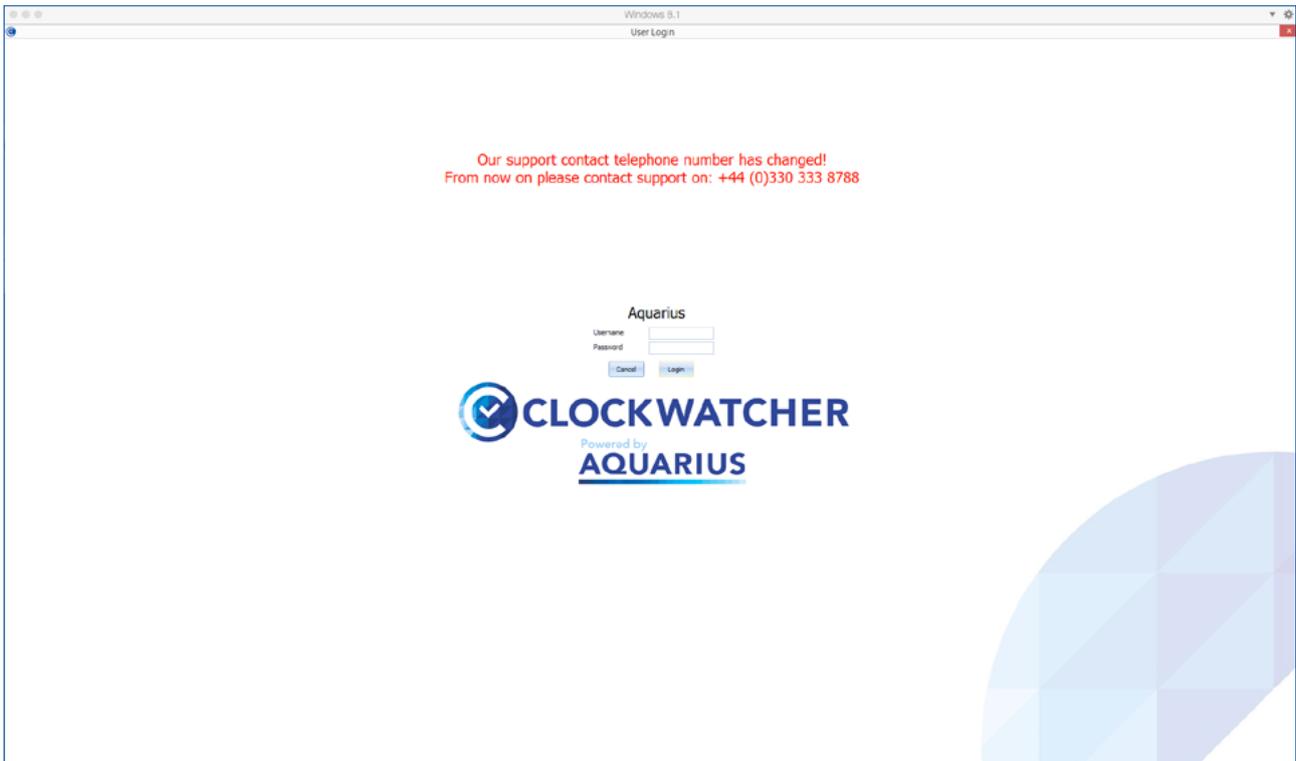
VDC APP



CONNECTIVITY

# Logging In

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

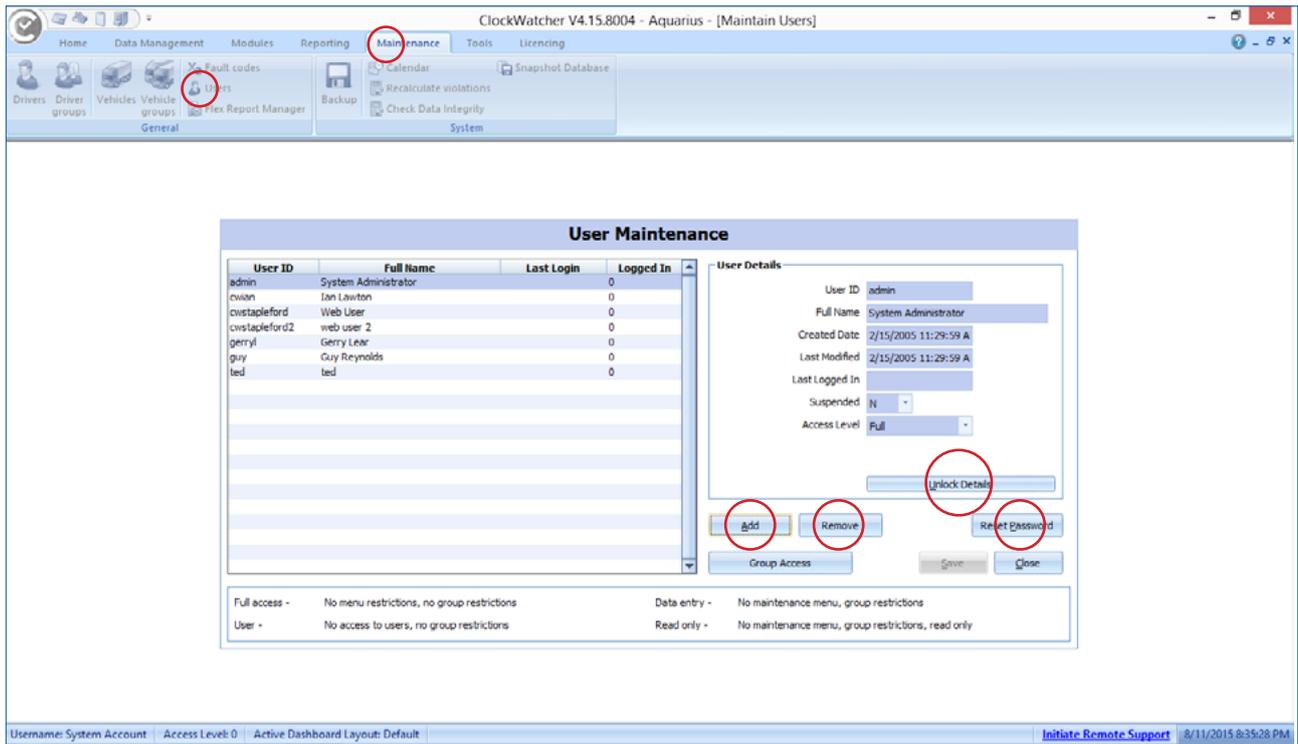


The default user is **admin** and the default password is **password**

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



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.

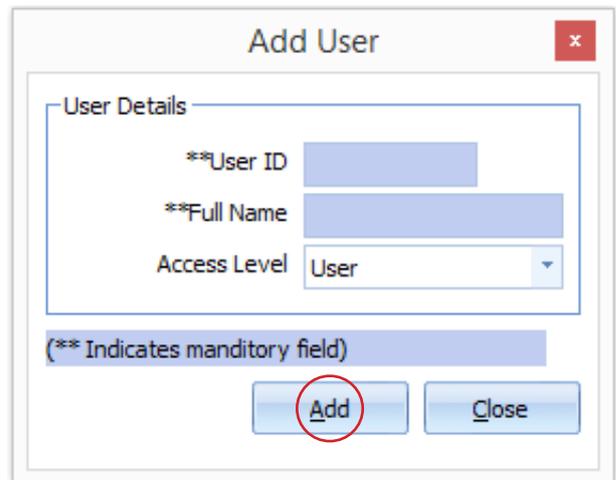
You can set up as many users as you wish in the system. Only one 'profile' can log in at a time.

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.

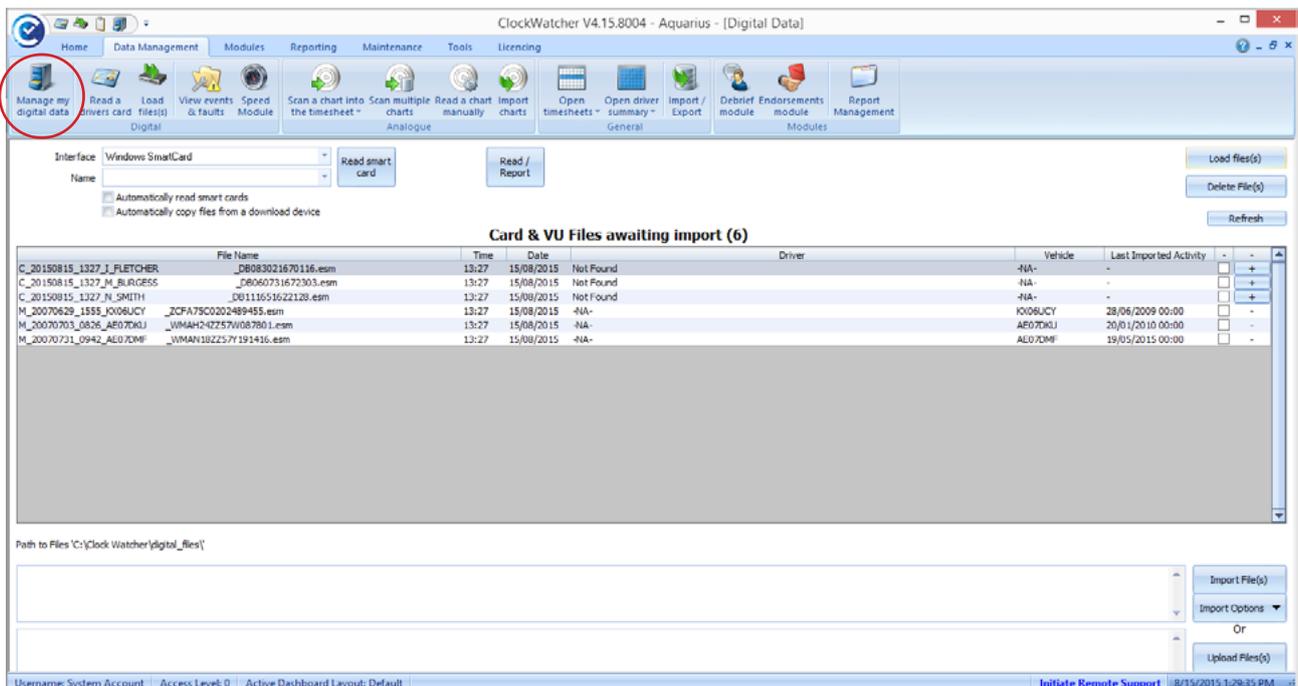
Go to the [Maintenance Menu](#) where you can do the following

1. [Setting up Calendars](#)
2. [Setting Users and Passwords](#)

# CornerStone

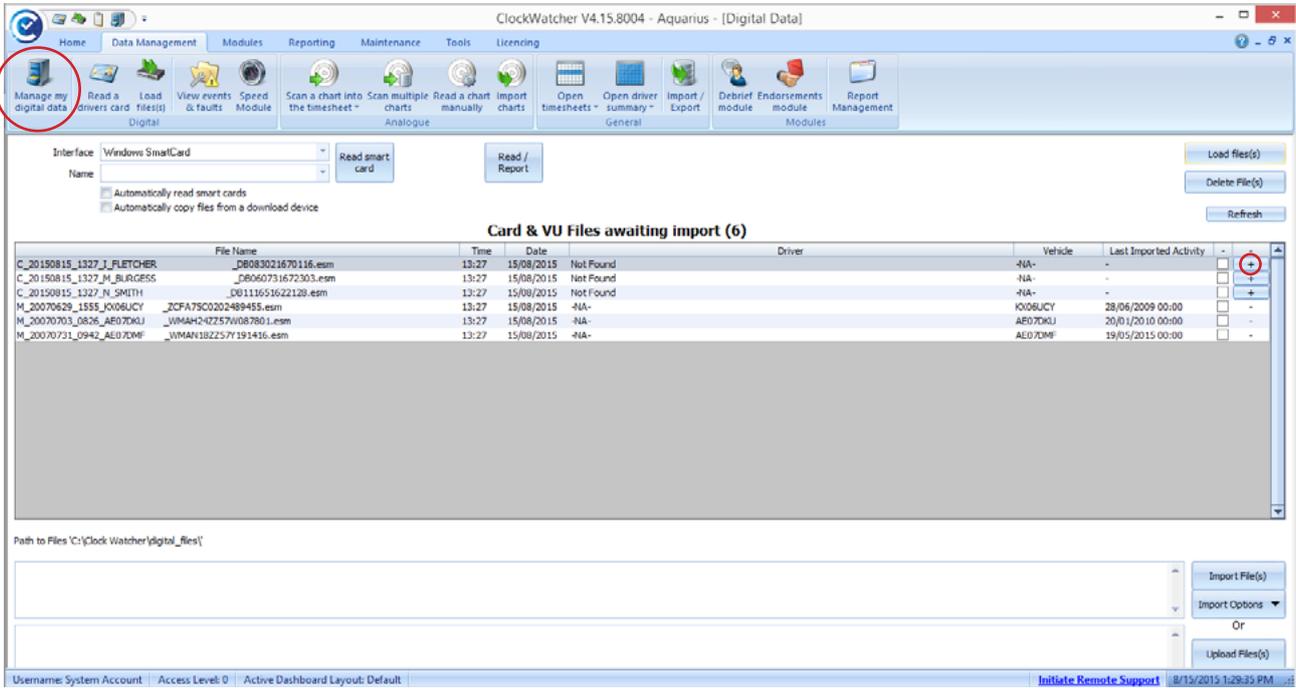
The latest version of ClockWatcher includes our new device download software called CornerStone. CornerStone enables users to download card or vehicle data into a PC without opening ClockWatcher.

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.



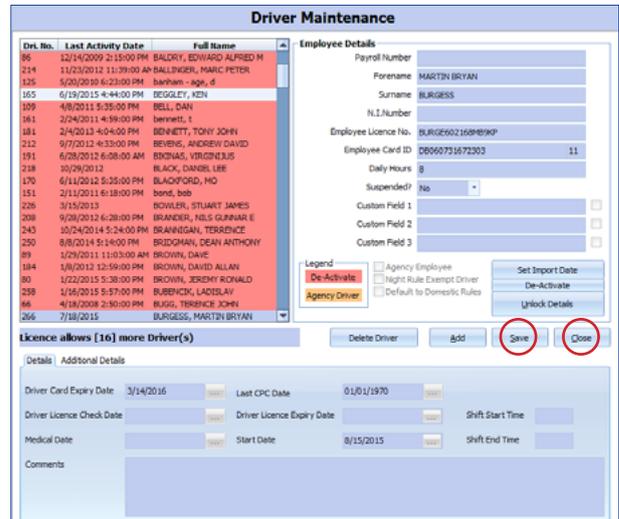
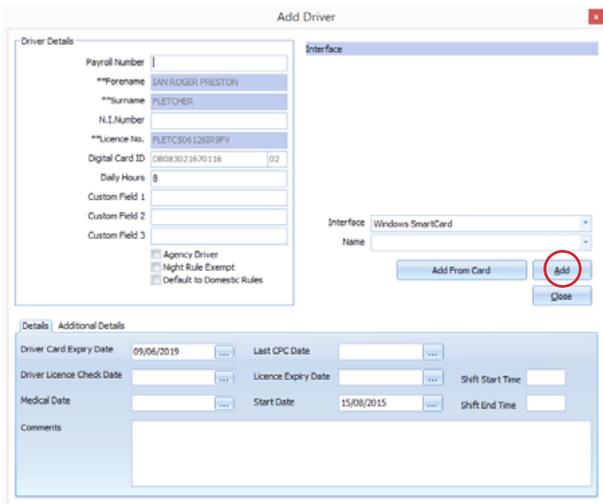
# Adding new drivers

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.



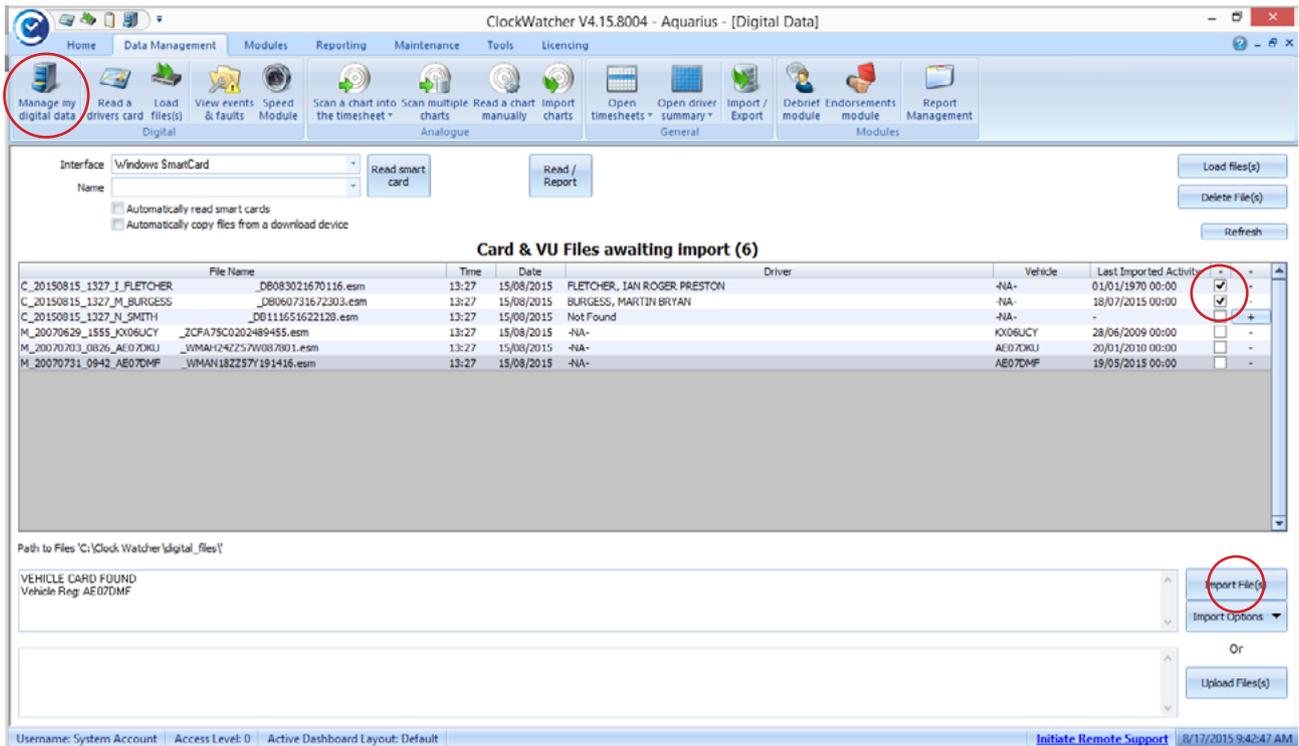
New drivers will need to be added into the database. A new driver file can be identified by a (+) at end of the file. Simply click on the (+) and you will be presented with the screen below. Select **'Add'** then . . .

**'Save'** and then **'Close'**. The driver is now added to your ClockWatcher database.



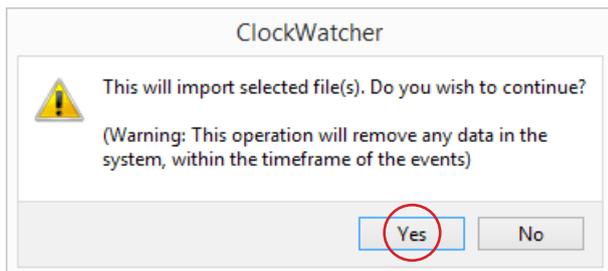
## Importing digital data

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.



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.

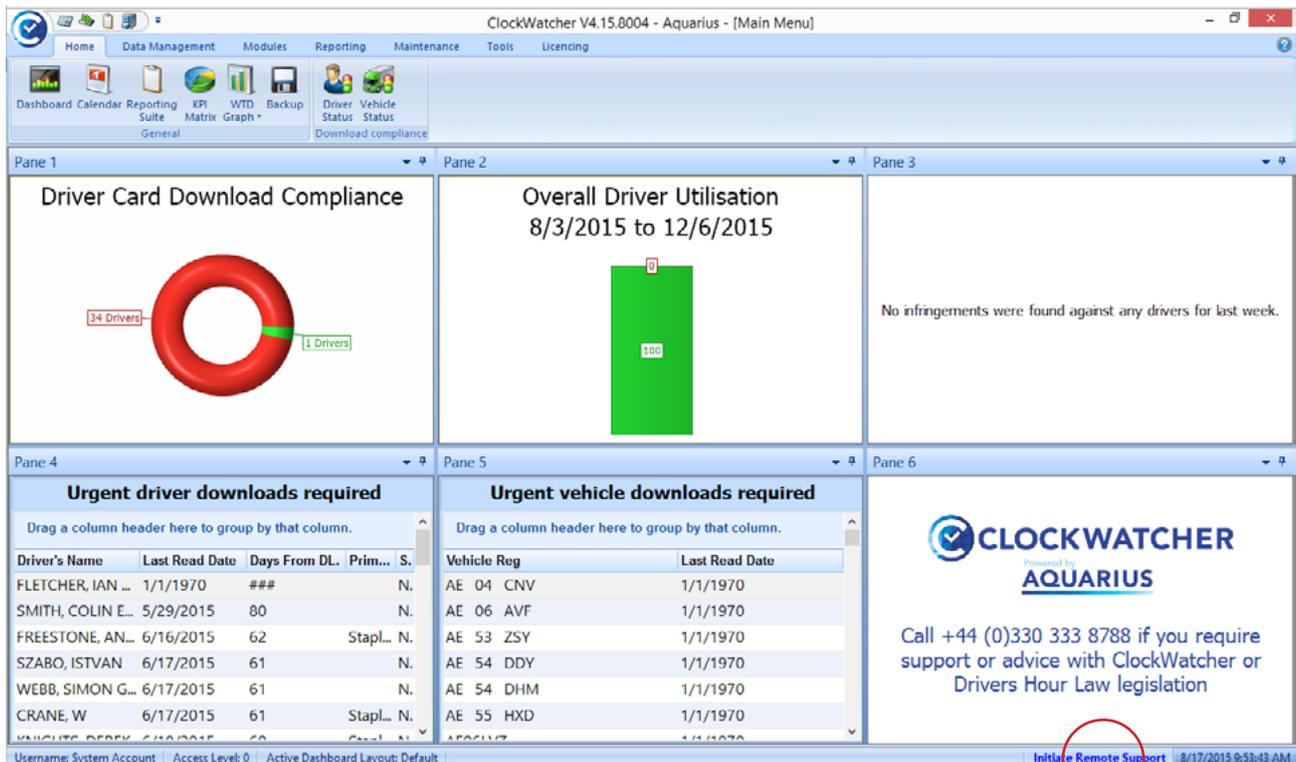
## Querying your Data

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



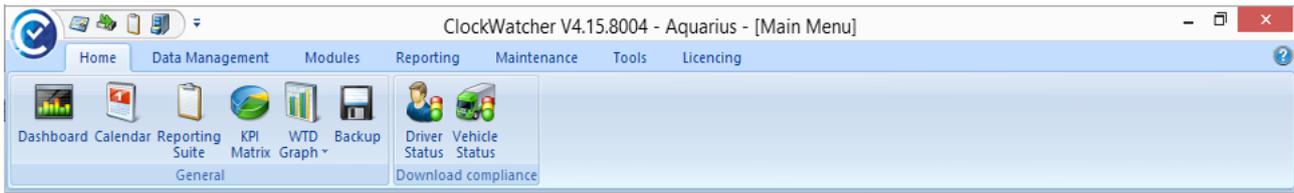
The Home Screen is where you have access to all the features in ClockWatcher. It consists of a ribbon bar along the top which gives you access to all the features of ClockWatcher.

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



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](#)

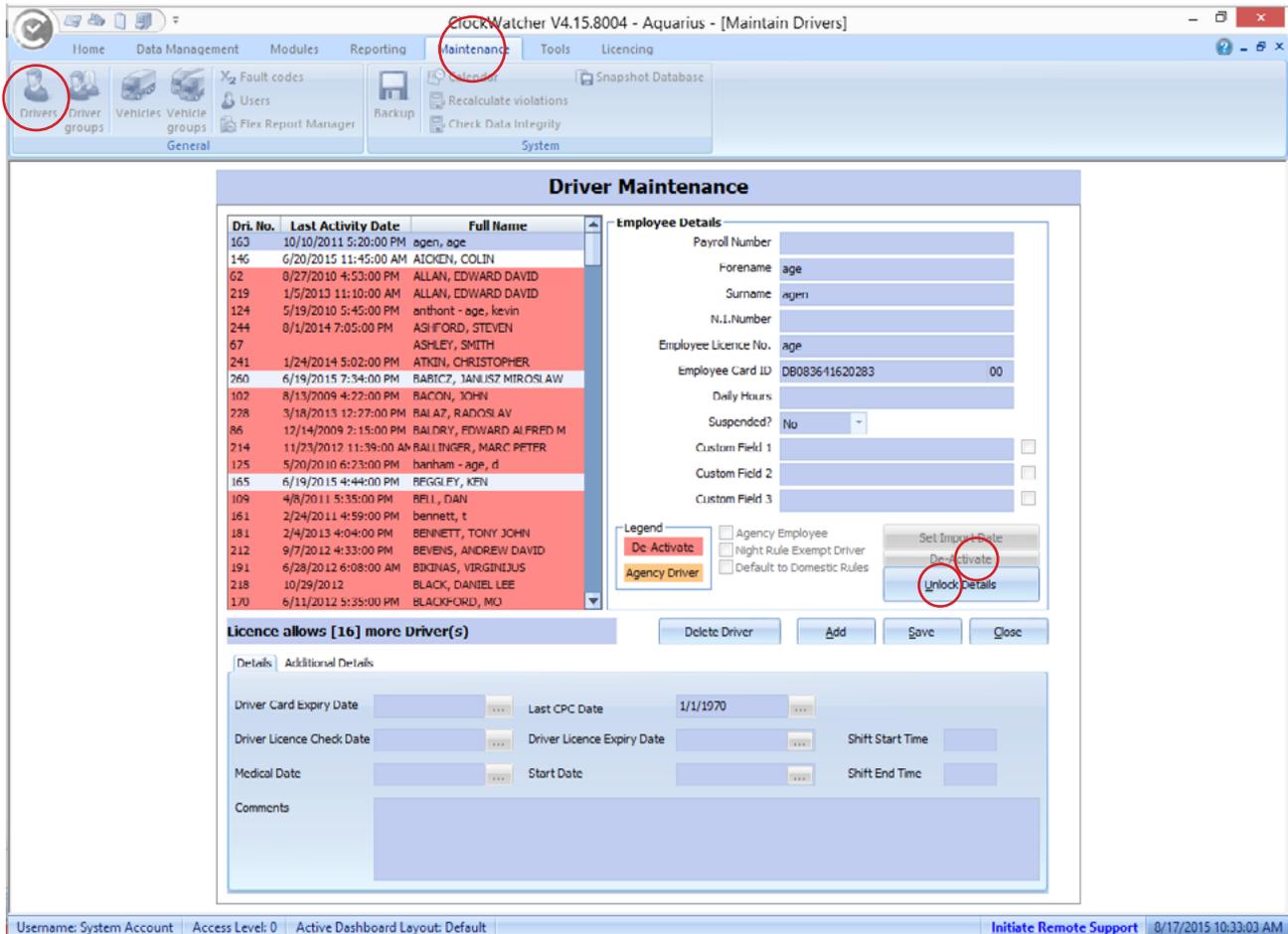
To [add, change or delete Fault Codes](#)

To [change the system calendar](#)

To [add, change or suspend the password for a user](#)

To [add custom fields](#)

# Driver Maintenance



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

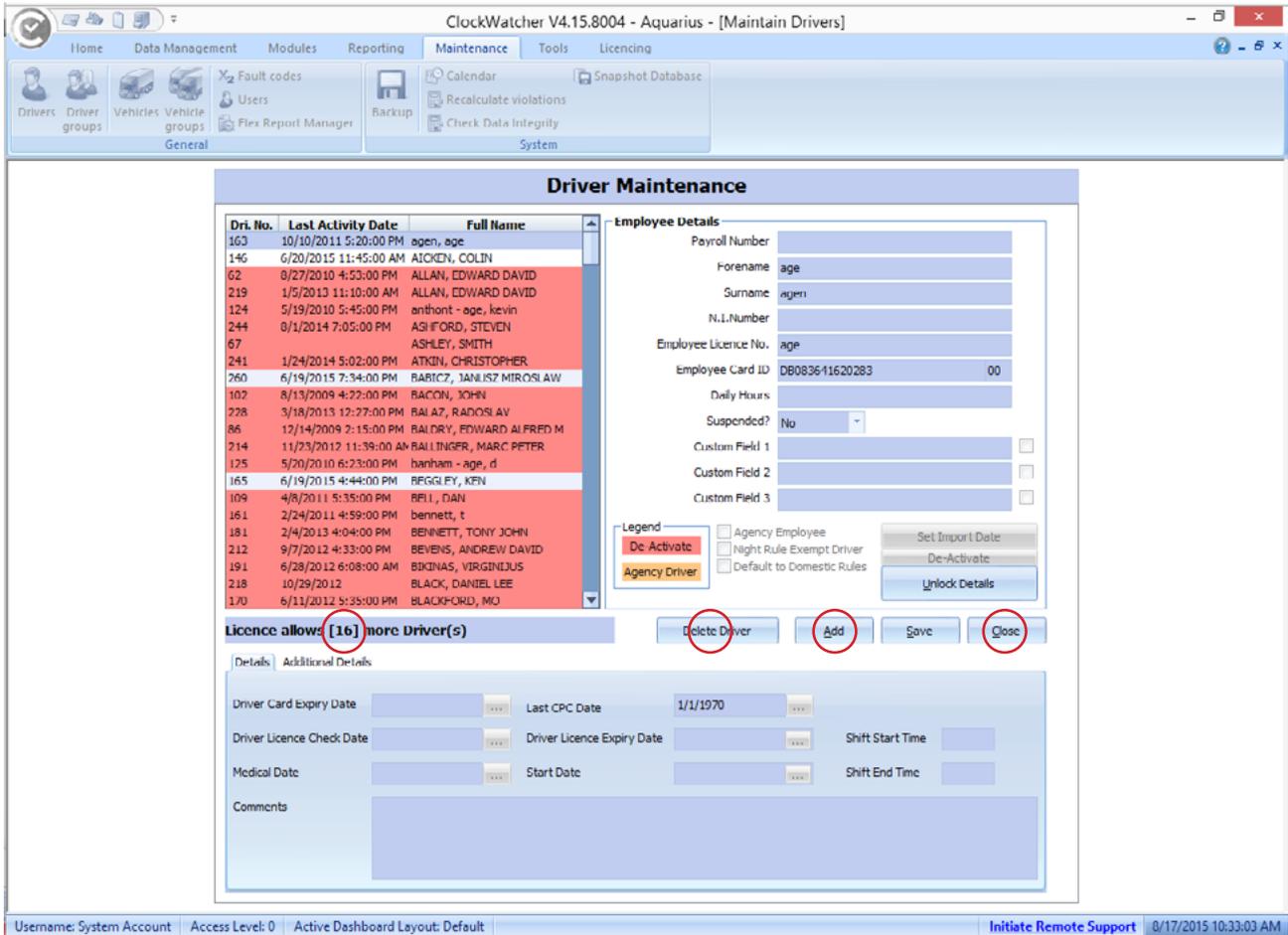
To enter the driver maintenance screen, click on the **'Maintenance'** tab and then **'Drivers'** from the general group.

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 [CornerStone](#) 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



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.

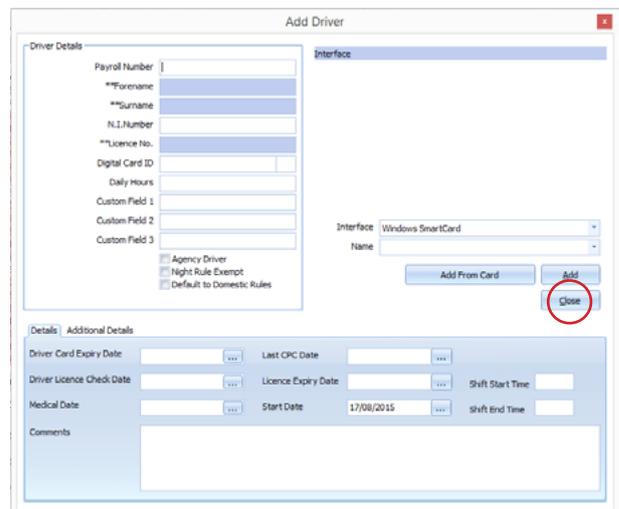
Aquarius recommends that you always complete historic timecards for any new driver, for as many weeks prior to them joining your company as you have selected to monitor in your calendar.

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

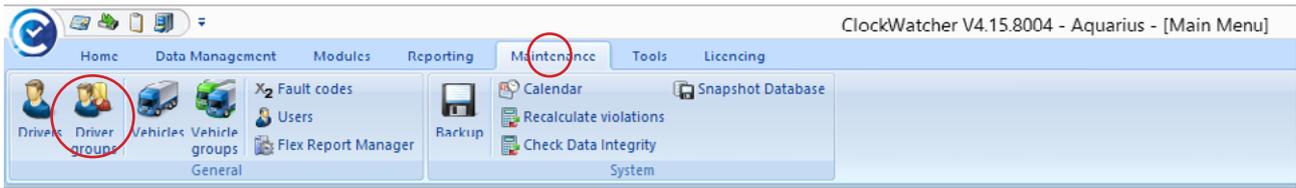
If you have de-activated a driver and they re-join your company, simply add a new driver and make sure you enter their licence number. This will cause the system to link the records and treat them as one driver throughout the system.

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.



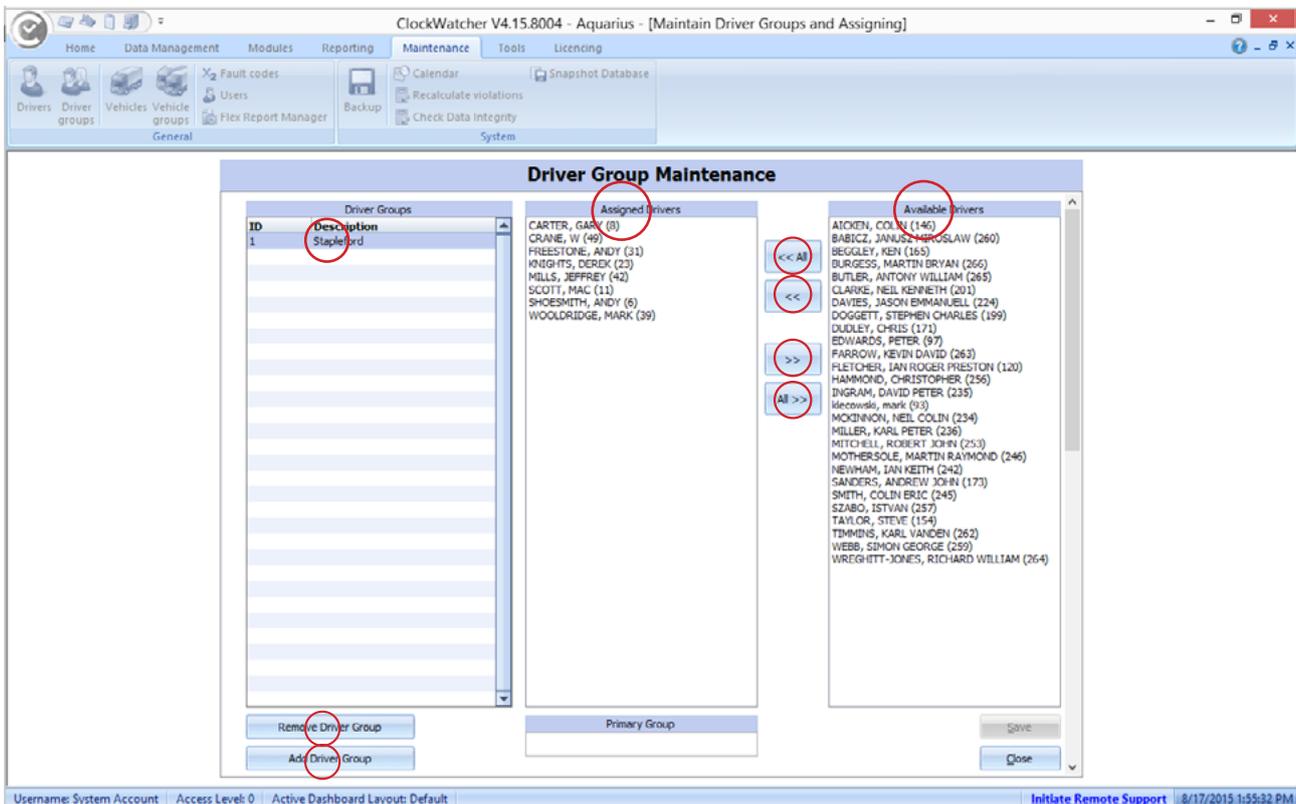
# Driver Groups



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.

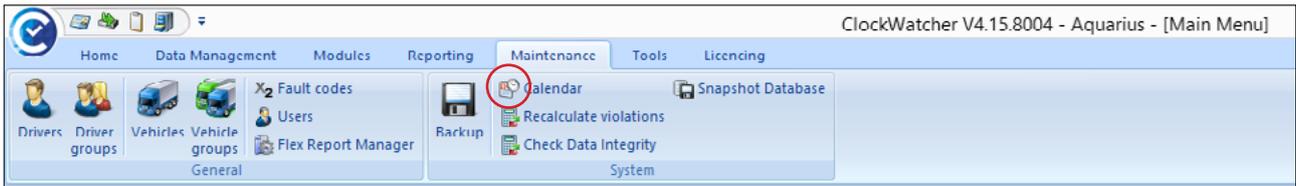


To add a new driver group to the system, simply click the **'Add Driver Group'** button and specify a name for the group. Now you can add drivers to the newly created group by using the **'<<'** and **'<< All'** buttons. Select the driver you want to assign to the group and click **'<<'**. The driver moves from the **'Available Driver'** list into 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.

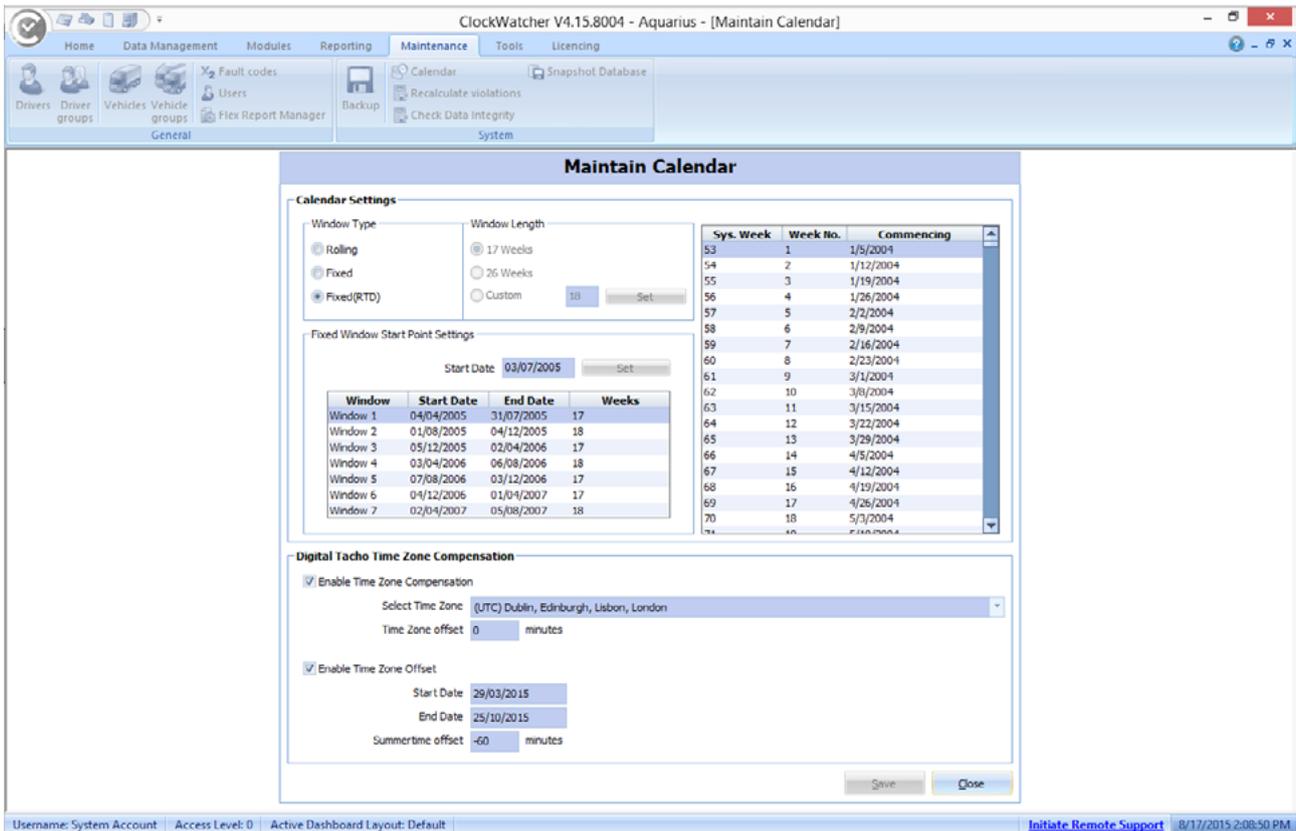
# Setting the Calendar



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).

### Maintain Calendar

#### Calendar Settings

Window Type

Rolling

Fixed

Fixed(RTD)

Window Length

17 Weeks

26 Weeks

Custom

Fixed Window Start Point Settings

Start Date

Window	Start Date	End Date	Weeks
Window 1	04/04/2005	31/07/2005	17
Window 2	01/08/2005	04/12/2005	18
Window 3	05/12/2005	02/04/2006	17
Window 4	03/04/2006	06/08/2006	18
Window 5	07/08/2006	03/12/2006	17
Window 6	04/12/2006	01/04/2007	17
Window 7	02/04/2007	05/08/2007	18

Sys. Week	Week No.	Commencing
53	1	1/5/2004
54	2	1/12/2004
55	3	1/19/2004
56	4	1/26/2004
57	5	2/2/2004
58	6	2/9/2004
59	7	2/16/2004
60	8	2/23/2004
61	9	3/1/2004
62	10	3/8/2004
63	11	3/15/2004
64	12	3/22/2004
65	13	3/29/2004
66	14	4/5/2004
67	15	4/12/2004
68	16	4/19/2004
69	17	4/26/2004
70	18	5/3/2004

#### Digital Tacho Time Zone Compensation

Enable Time Zone Compensation

Select Time Zone

Time Zone offset  minutes

Enable Time Zone Offset

Start Date

End Date

Summertime offset  minutes

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

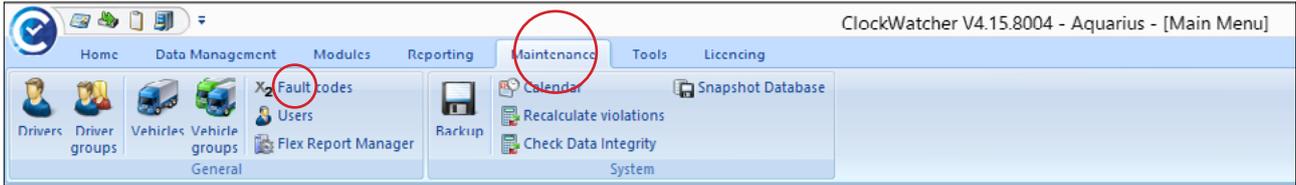
Start by setting your 'Start Date' at the top of the screen.

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.

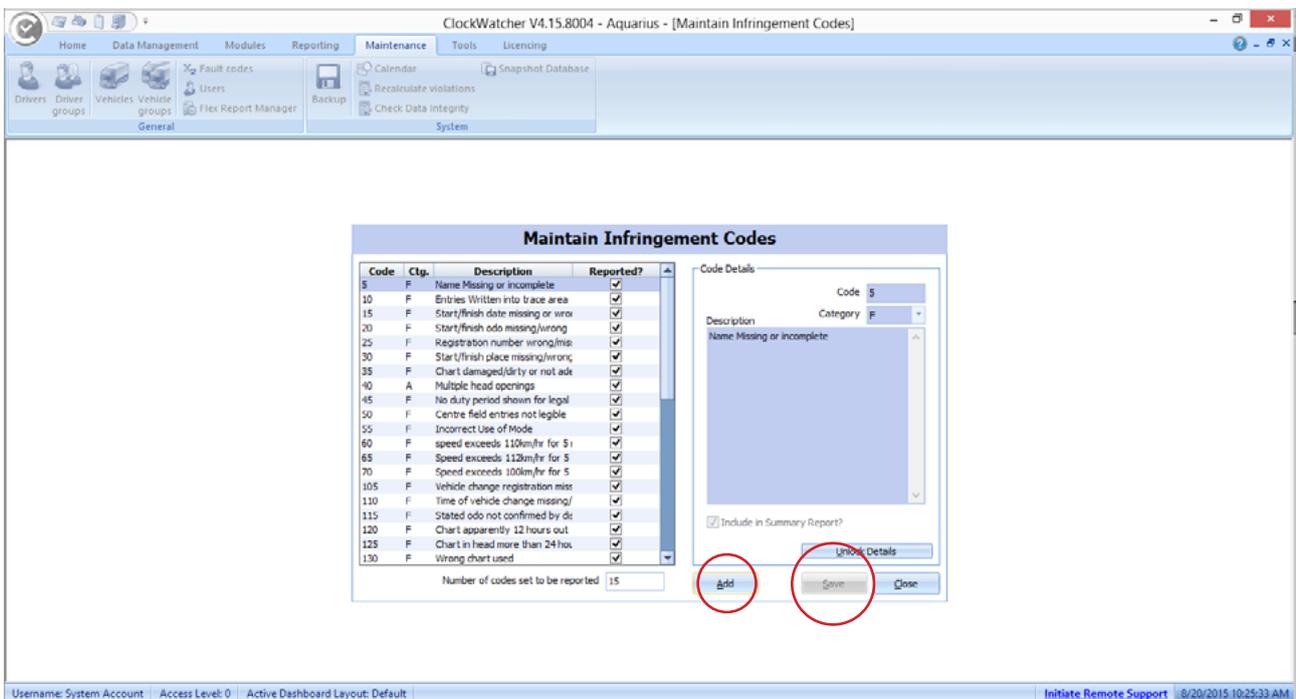
When you have finished setting up the calendar press the 'Save' button to make the settings the system default.

# Fault Code Maintenance



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.

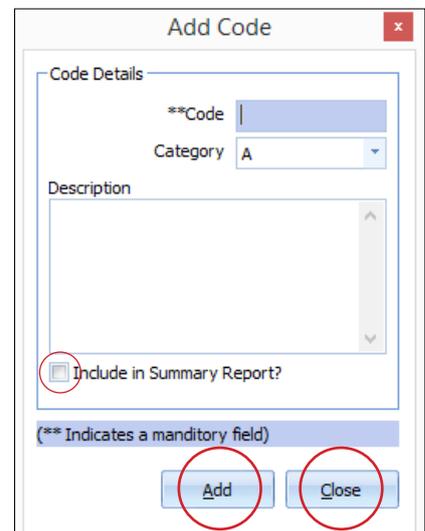


To add a fault code to the system, click the 'Add' button and you will be prompted with the screen as shown to the right.

Enter a numeric value for the code along with a description of your choice. You can choose 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?'

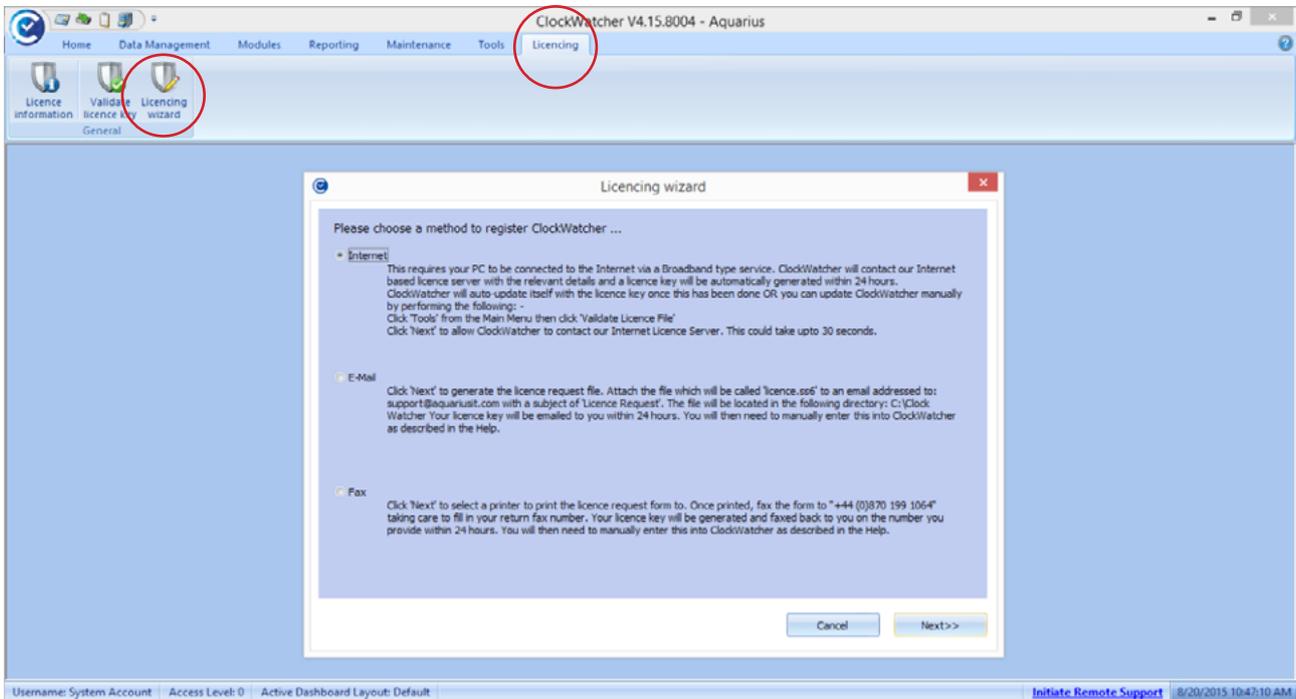
Click 'Add' to add your new code to the system, then 'Close'.

Save your changes by clicking the 'Save' button.



# Licensing ClockWatcher

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



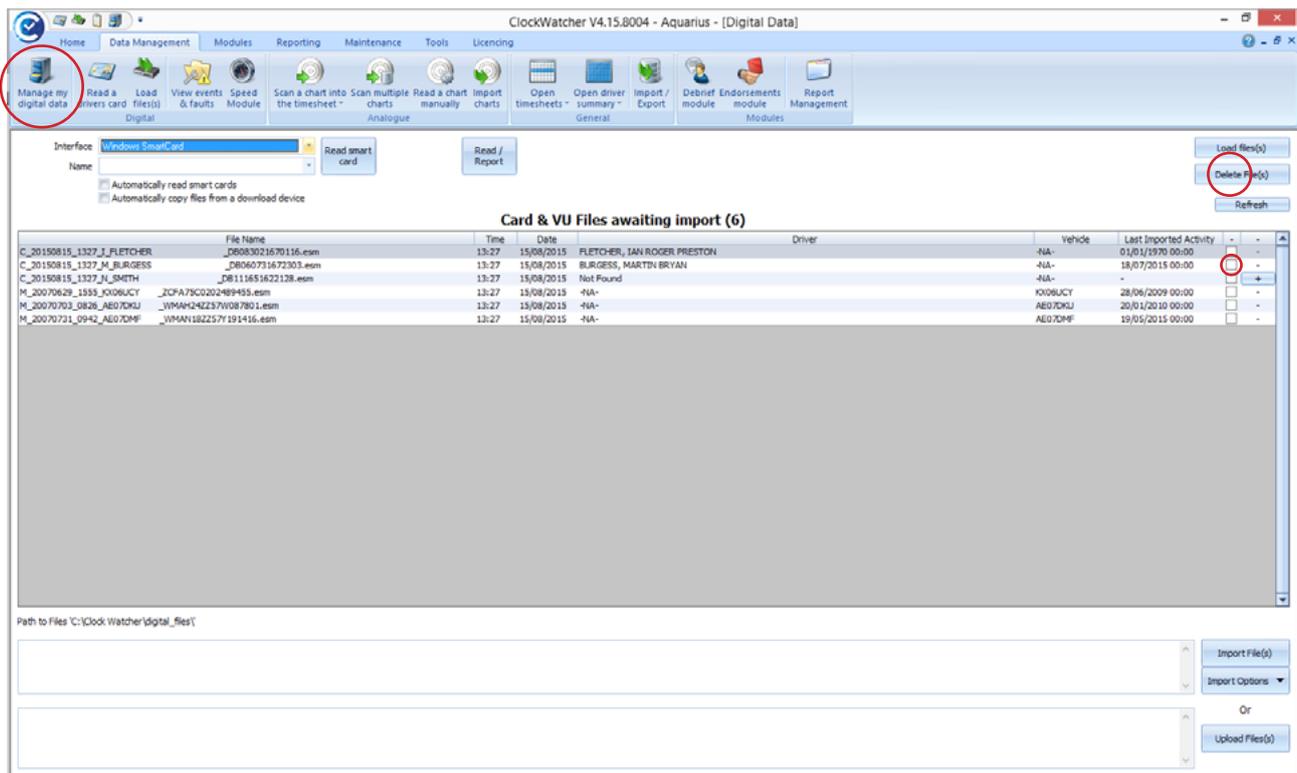
There are 3 separate options to choose:

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 '**Licensing**' 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 [support@aquariusit.com](mailto:support@aquariusit.com) 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



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

The screenshot shows the ClockWatcher V4.15.8004 - Aquarius - [Digital Data] interface. The 'Manage my digital data' button is circled in red. The main area displays a table titled 'Card & VU Files awaiting import (6)'. The 'File Name' column is circled in red. Below the table is a file path field and buttons for 'Import File(s)', 'Import Options', and 'Upload File(s)'.

File Name	Time	Date	Driver	Vehicle	Last Imported Activity
C_20150815_1327_J_FLETCHER_08653021670116.esm	13:27	15/08/2015	FLETCHER, SAN ROGER PRESTON	-NA-	01/01/1970 00:00
C_20150815_1327_M_BURGESS_0864073167203.esm	13:27	15/08/2015	BURGESS, MARTIN BRYAN	-NA-	18/07/2015 00:00
C_20150815_1327_J_SMITH_08111653622128.esm	13:27	15/08/2015	Not Found	-NA-	-
M_20070629_1555_KOOLUCY_JCPA79C0202489455.esm	13:27	15/08/2015	-NA-	KOOLUCY	28/06/2009 00:00
M_20070703_0826_AEO7DKU_VYMAHQ4Z37W087801.esm	13:27	15/08/2015	-NA-	AEO7DKU	20/01/2010 00:00
M_20070731_0942_AEO7DMF_VMAN182257Y191416.esm	13:27	15/08/2015	-NA-	AEO7DMF	19/05/2015 00:00

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.

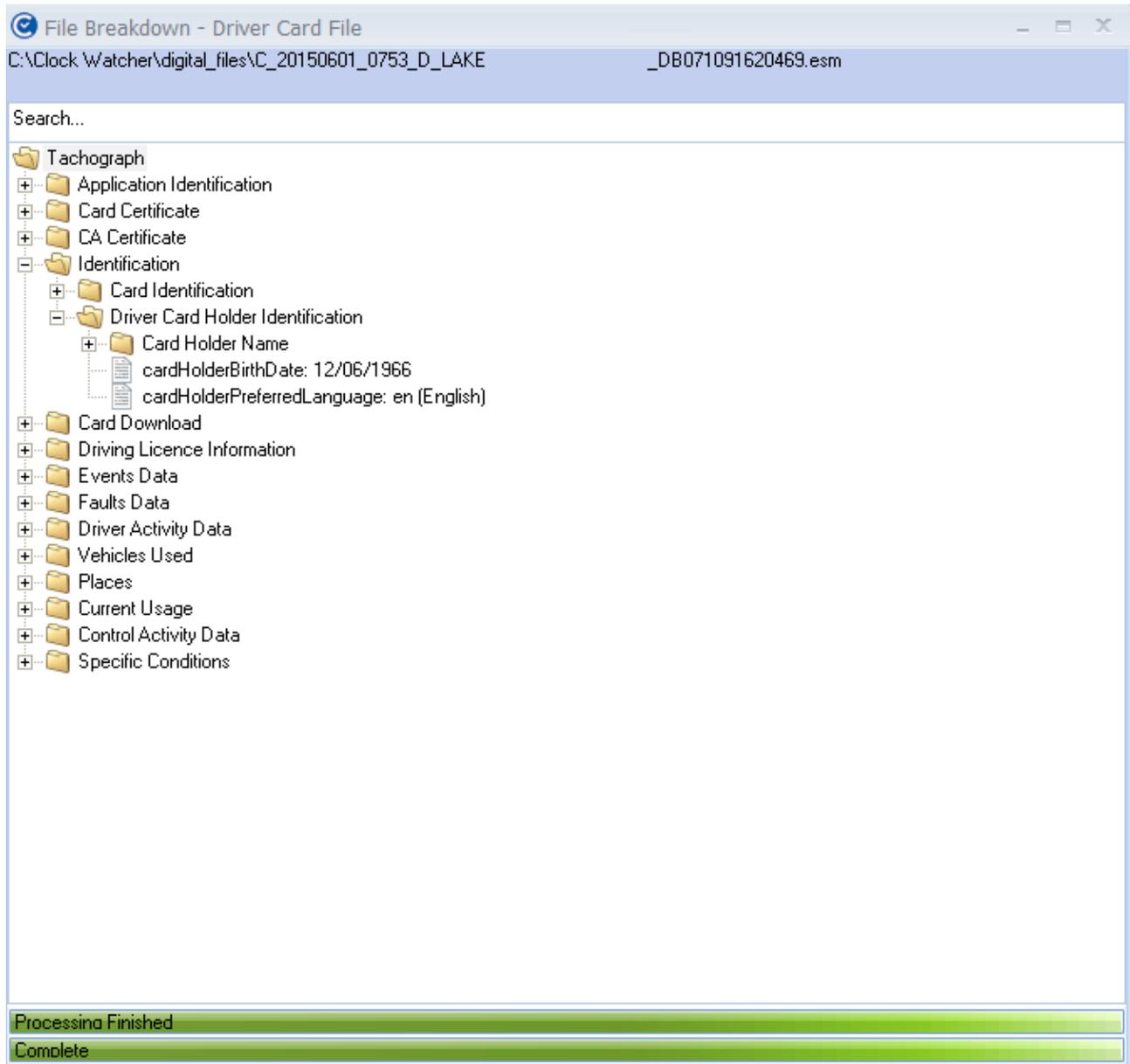
The file list will show you what the **File Name** is and when the file was created (**date & time**). It also indicates whether or not the driver or the vehicle is known to ClockWatcher, (i.e. has the driver of the vehicle been added).

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. [\\*see Getting Started Section](#)

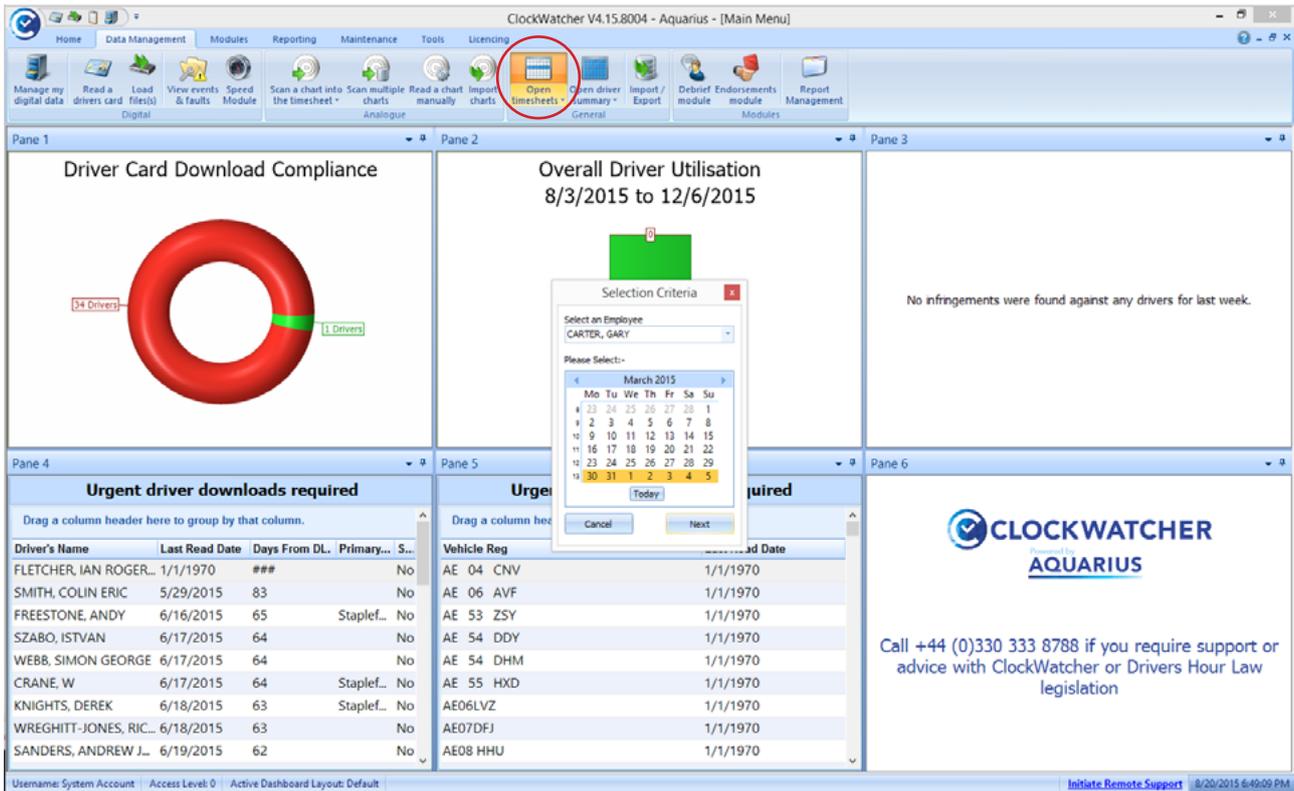
## File Breakdown

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



# 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

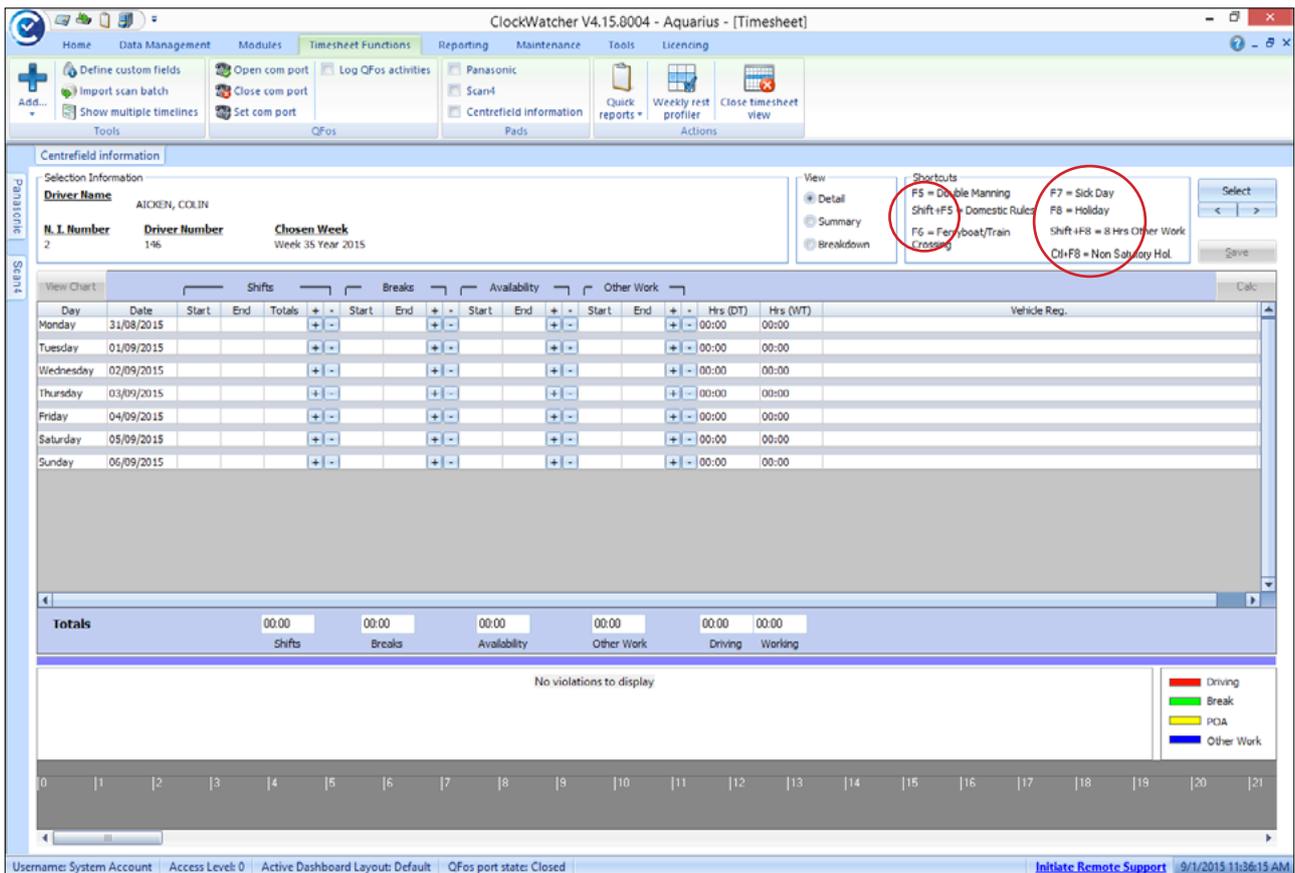
**Detail** view is a traditional timesheet type view which can be scrolled through to view different days of the week. At the bottom of the screen is a multi-coloured timeline, which mimics the activity trace of an analogue chart. Whether the data is from a digital or analogue vehicle, this view will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



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 Statutory 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		Shfts			
Day	Date	Start	End	Totals	+ -
Monday	31/08/2015	<input type="text"/>			+ -
Tuesday	01/09/2015				+ -
Wednesday	02/09/2015				+ -
Thursday	03/09/2015				+ -

# Additional features in the Timesheet

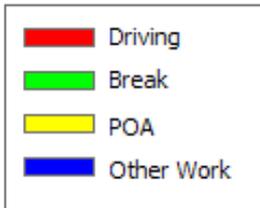
Calculating period of Driving / Other work / Breaks / Availability

Using the timeline at the bottom of the screen:

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



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



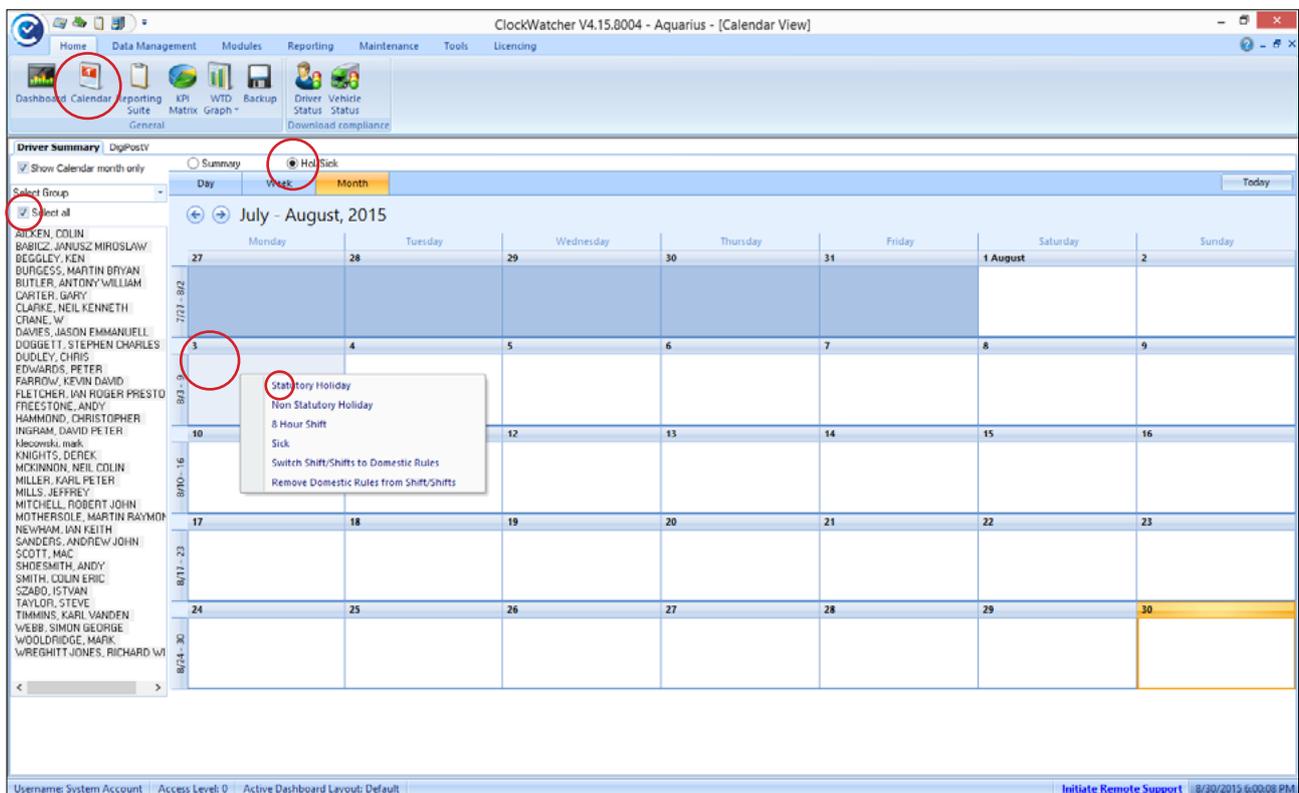
# Calendar Function within ClockWatcher

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.

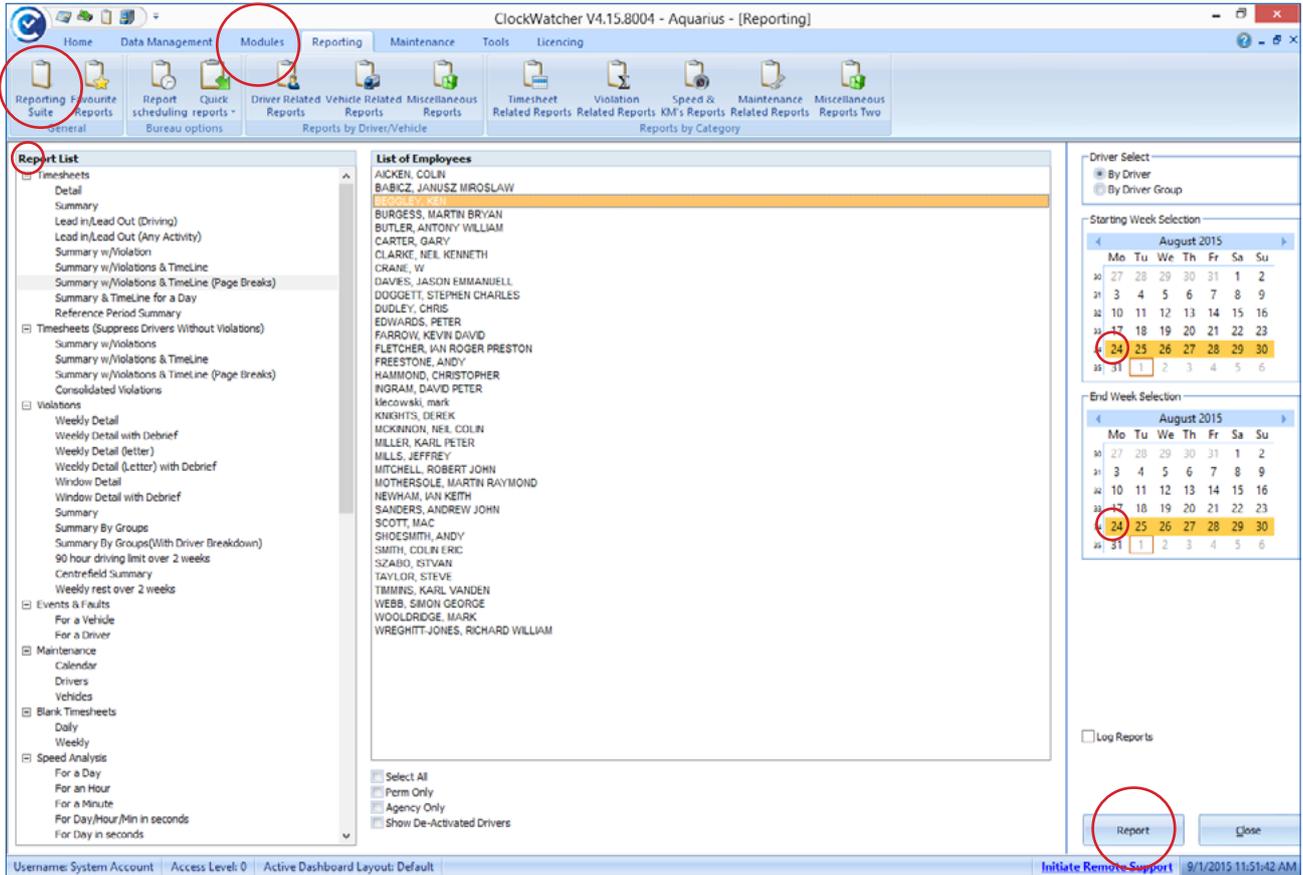
When using the 'right click' functions on this screen, ClockWatcher by default will try add:-

- 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.



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.

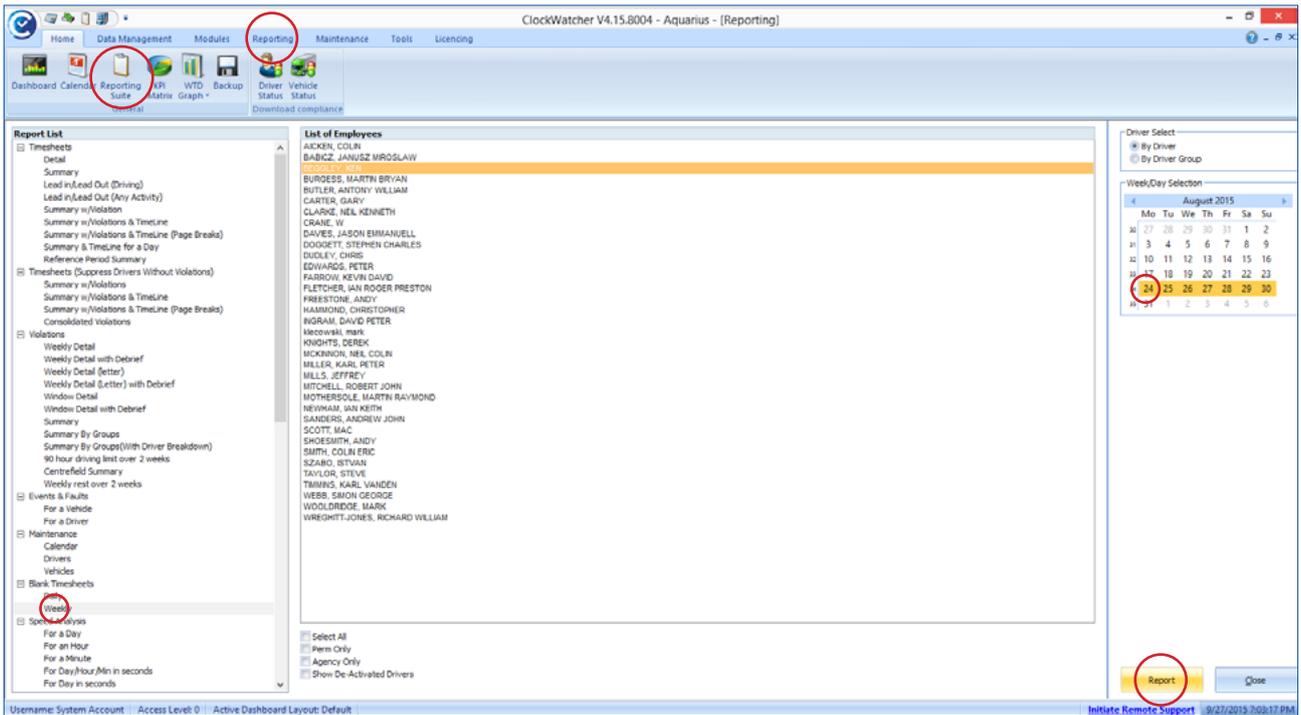
**Blank Timesheet.** Daily / Weekly

# Printing Blank Timesheets

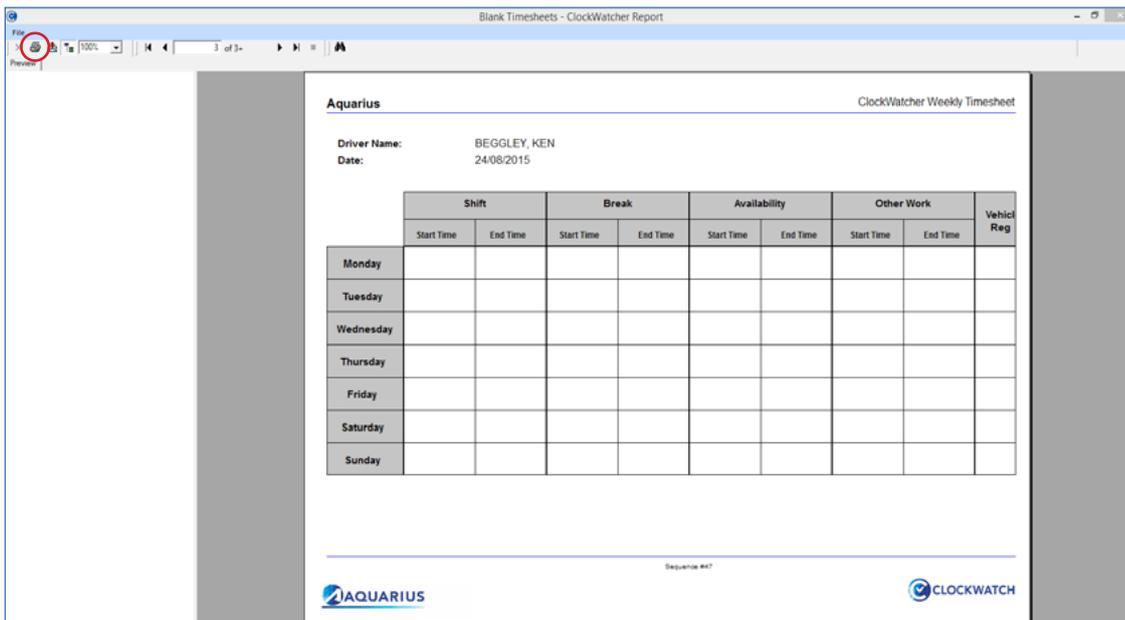
You can choose to print blank daily or weekly timesheet depending on how you want to collect data from your drivers.

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).

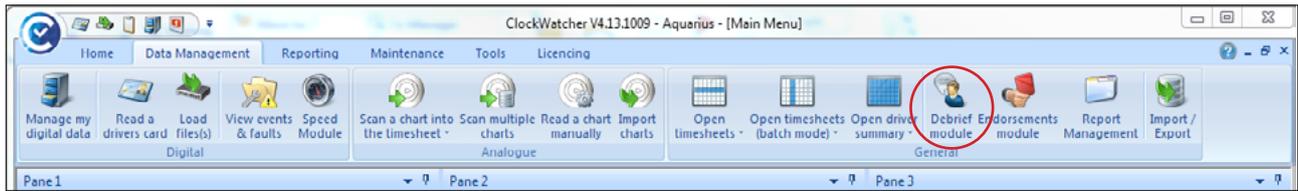


A preview of the report will be displayed as shown below.

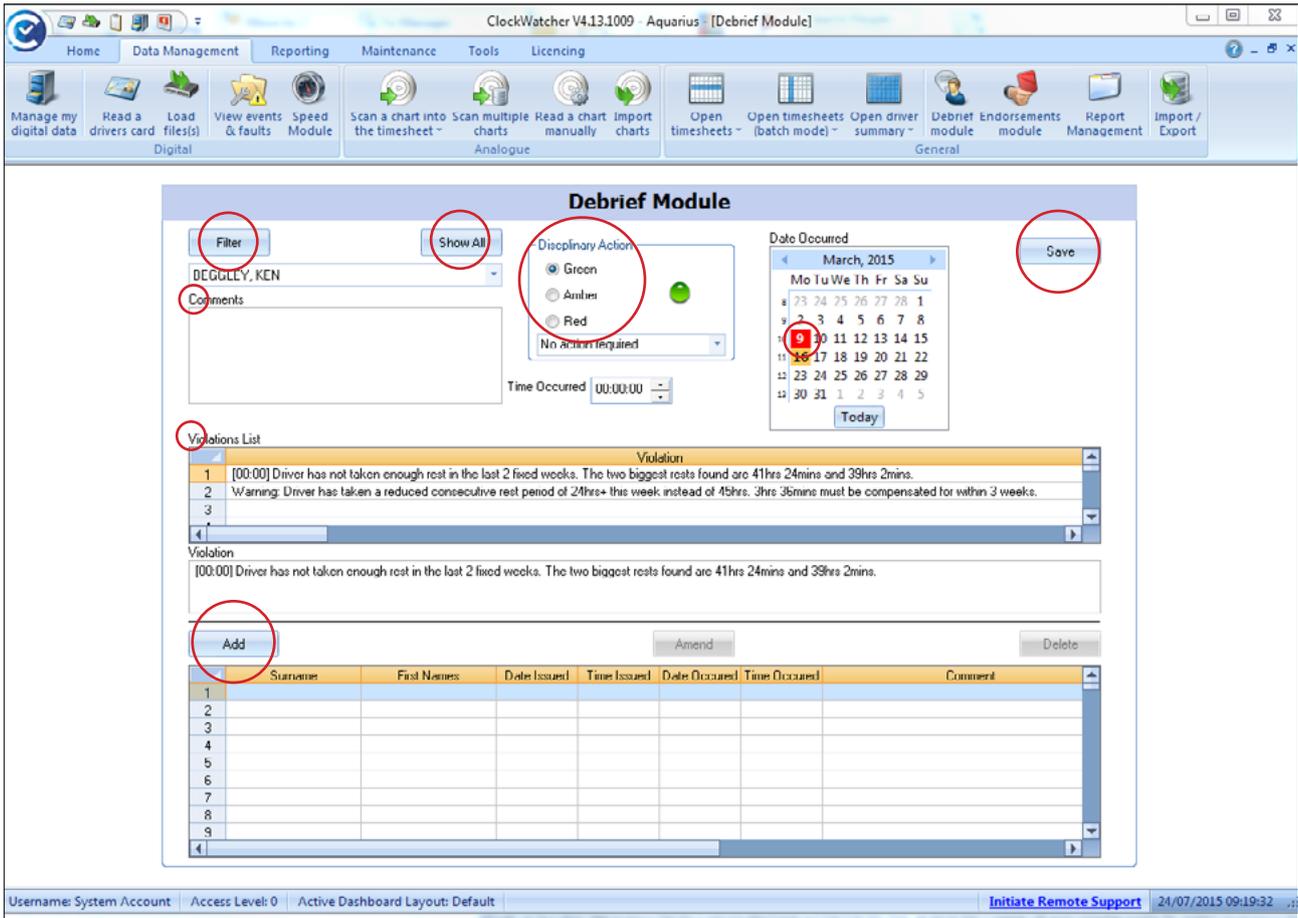


To print the current report, simply click the printer icon located in the upper left hand corner of the report screen.

# 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.



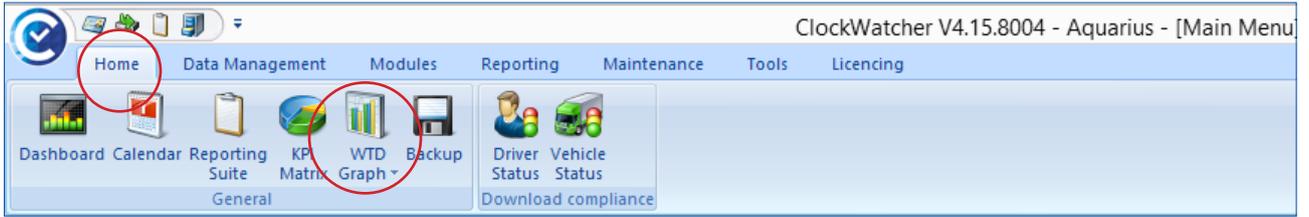
Clicking on the day highlighted in red will display the infringements and warnings in the **Violations List**. A comment can then be made in the **Comments** section.

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.

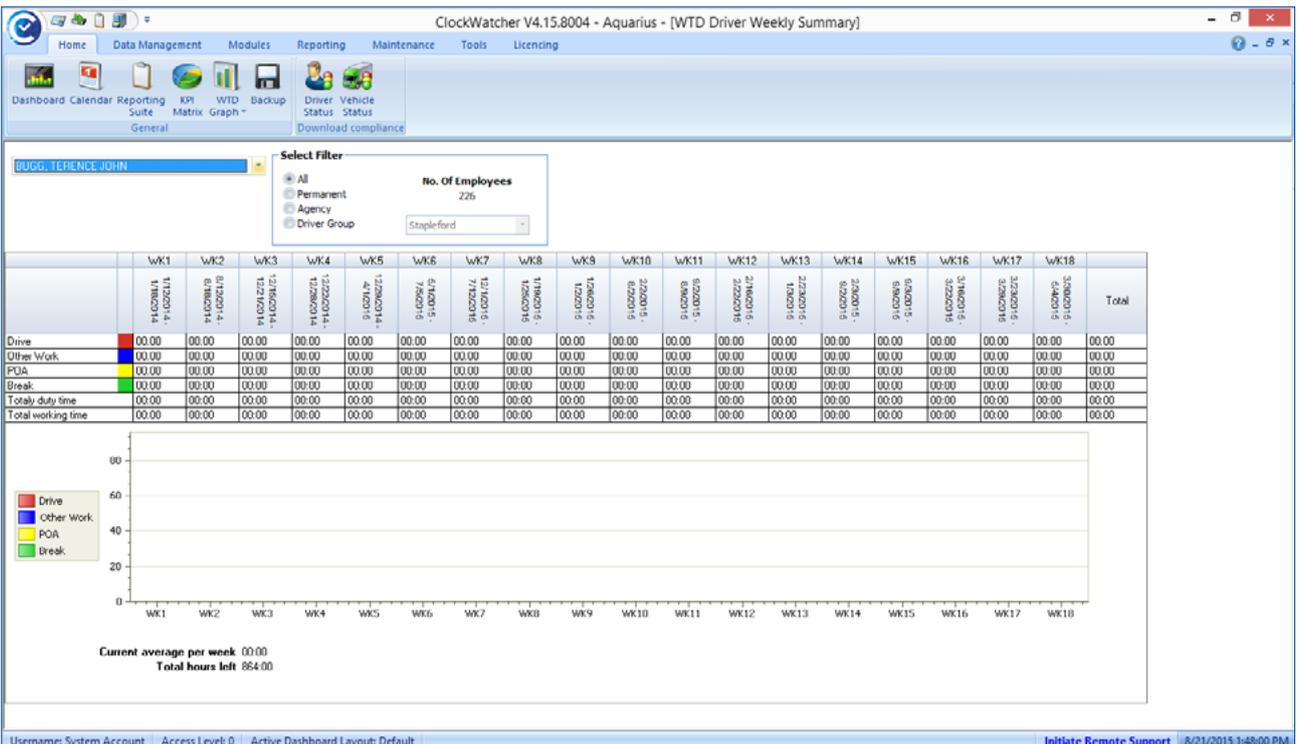
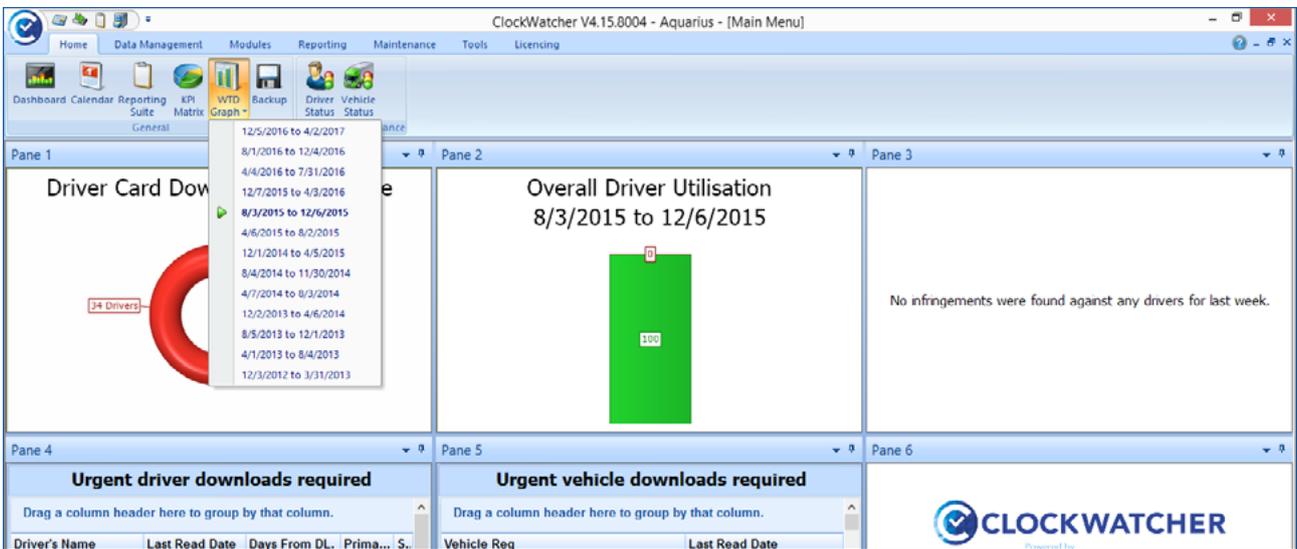
# WTD Graph



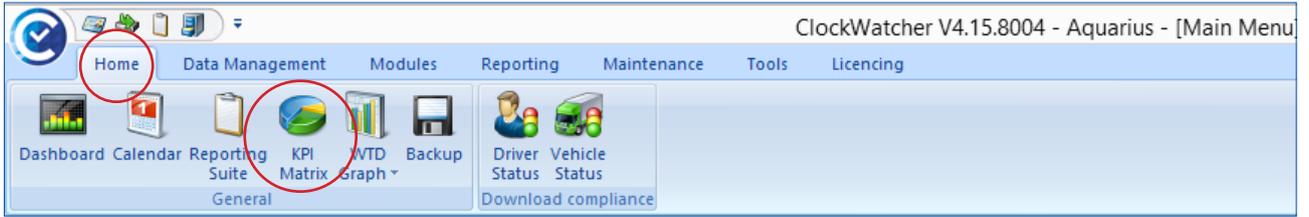
The WTD graph gives immediate visual indication of a drivers' completed hours.

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

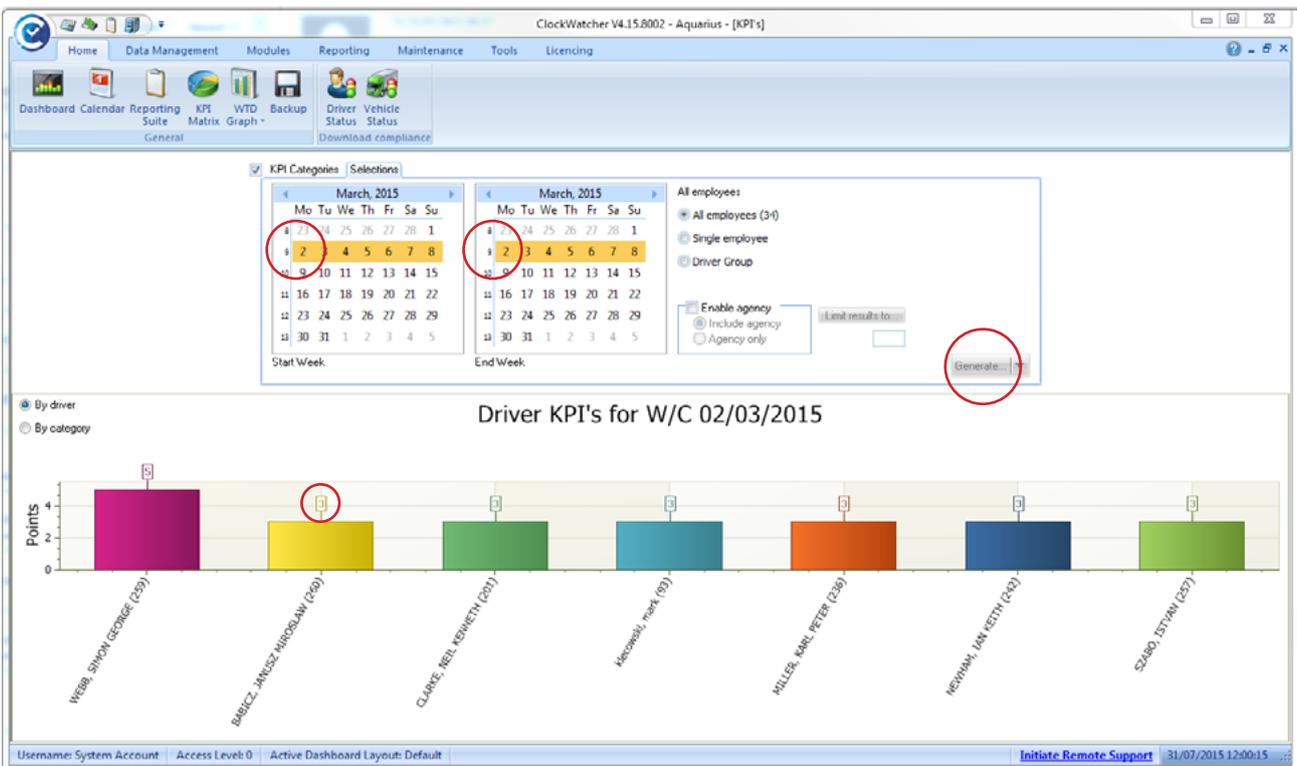
The current reference period will be highlighted in **bold**.



# KPI Matrix



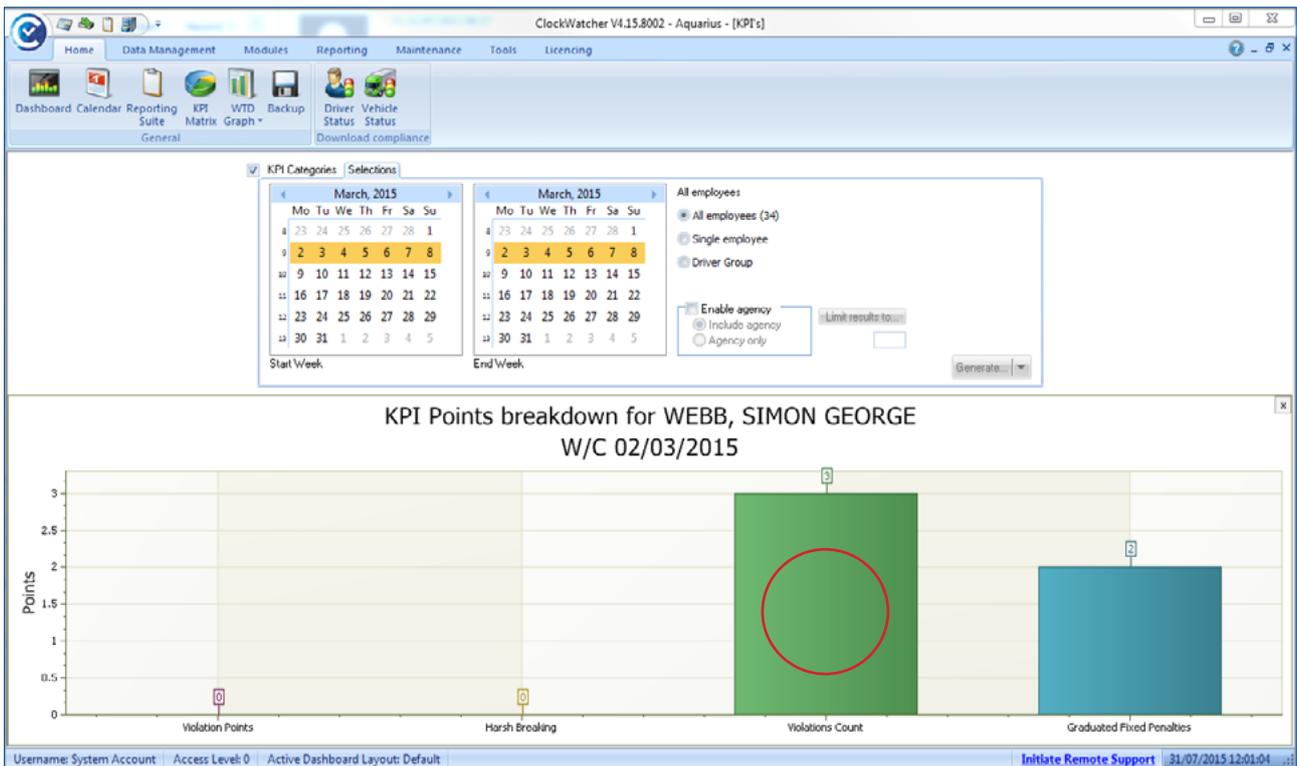
The KPI matrix gives operators a real time indication of fines that would have been incurred from drivers' violations.



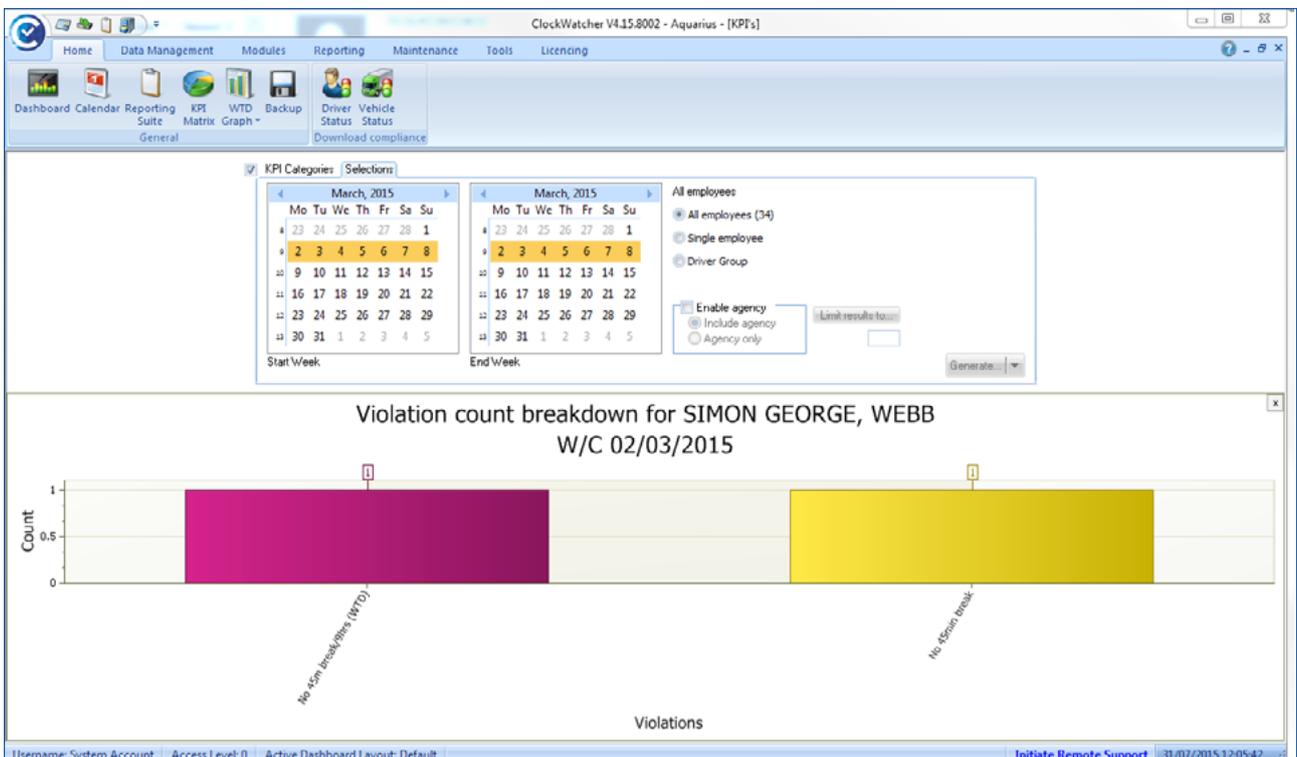
Clicking on the 'Home' tab and then "KPI Matrix", allows the user to select all drivers, a single driver or by driver group. Select the date range required and drivers' details to view, then select 'Generate'.

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. [See following page](#)



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.\*\*

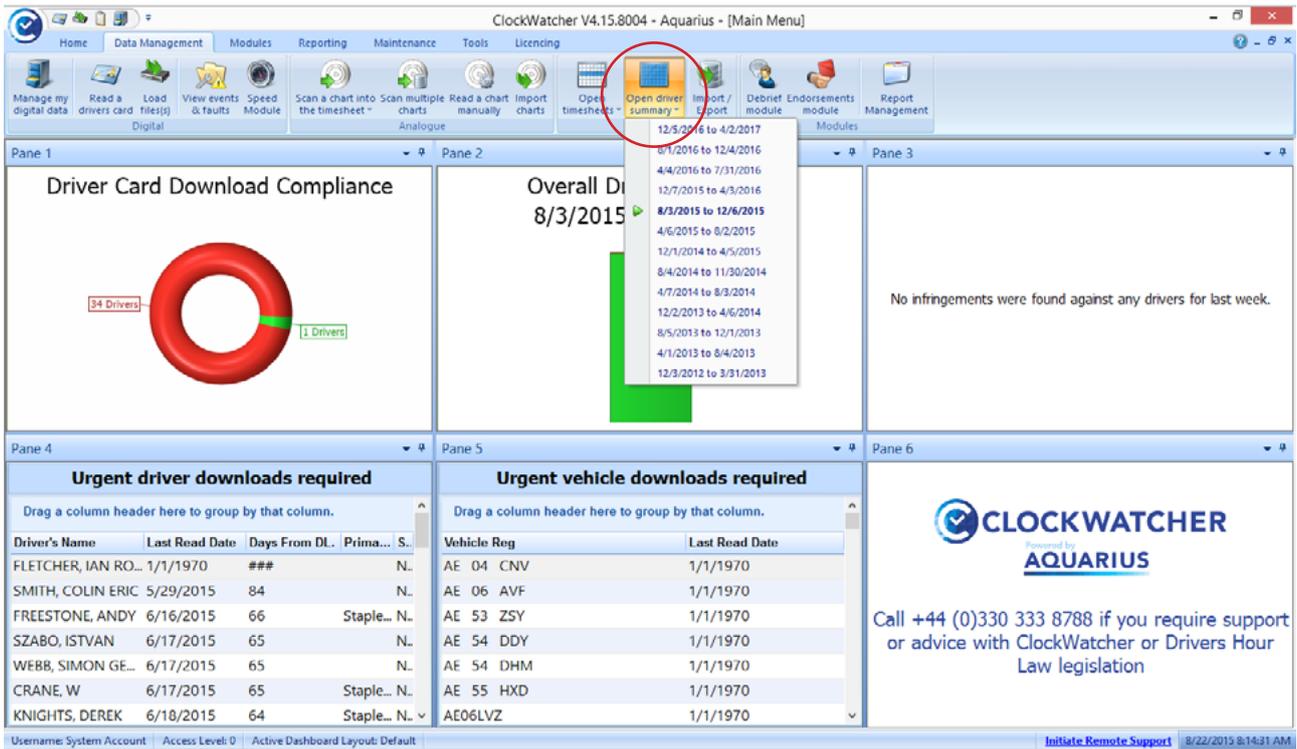


# Scanning a Chart in the Timesheet Screen

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](#)

ClockWatcher V4.15.8004 - Aquarius - [Weekly Summary]

Home Data Management Modules Reporting Maintenance Tools Licensing

Manage my digital data Read a drivers card Load files(s) View events & faults Speed Module Scan a chart into the timesheet Scan multiple charts Read a chart manually Import charts Open timesheets Open driver summary Import / Export Debrief module Endorsements module Report Management

Information

Company Aquarius  
Start Period Week 48 (w/c 01/12/2014)  
Show De-Activated Drivers Copy

Select Filter  
All Permanent Agency Driver Group  
No. Of Employees 35  
Stapleford

Driver	1/12	8/12	15/12	22/12	29/12	5/1	12/1	19/1	26/1	2/2	9/2	16/2	23/2	2/3	9/3	16/3	23/3	30/3	Average	Total	Remaining
AICKEN, COLIN	53:52	60:39	52:32	22:48	12:03	47:17	45:54	25:33	42:15	47:52	50:38	52:22	51:59	55:23	49:42	54:58	36:09	40:13	44:34	802:09	61:51
BABICZ, JANIUSZ 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
BUTLER, ANTONY WILLIAM	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
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	55:47	44:38	40:00	40:00	47:10	52:54	52:55	46:30	54:39	41:45	46:16	832:50	31:10
DAVIES, JASON EMMANUELL	57:03	53:50	40:00	12:35	17:57	48:19	54:57	18:07	40:00	44:23	56:23	56:29	52:29	46:35	26:44	48:01	36:19	37:13	41:31	747:24	116:36
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	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	1178:22	1214:26	561:07	523:39	1118:04	1282:25	1135:54	1226:10	1234:45	1234:33	1207:16	1195:12	1279:52	1258:18	1176:20	1174:54	1000:09		20171:36	10068:24

Username: System Account | Access Level: 0 | Active Dashboard Layout: Default | Initiate Remote Support | 8/22/2015 8:17:23 AM

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

ClockWatcher V4.15.8004 - Aquarius - [Weekly Summary]

Home Data Management Modules Reporting Maintenance Tools Licensing

Manage my digital data Read a drivers card Load files(s) View events & faults Speed Module Scan a chart into the timesheet Scan multiple charts Read a chart manually Import charts Open timesheets Open driver summary Import / Export Debrief module Endorsements module Report Management

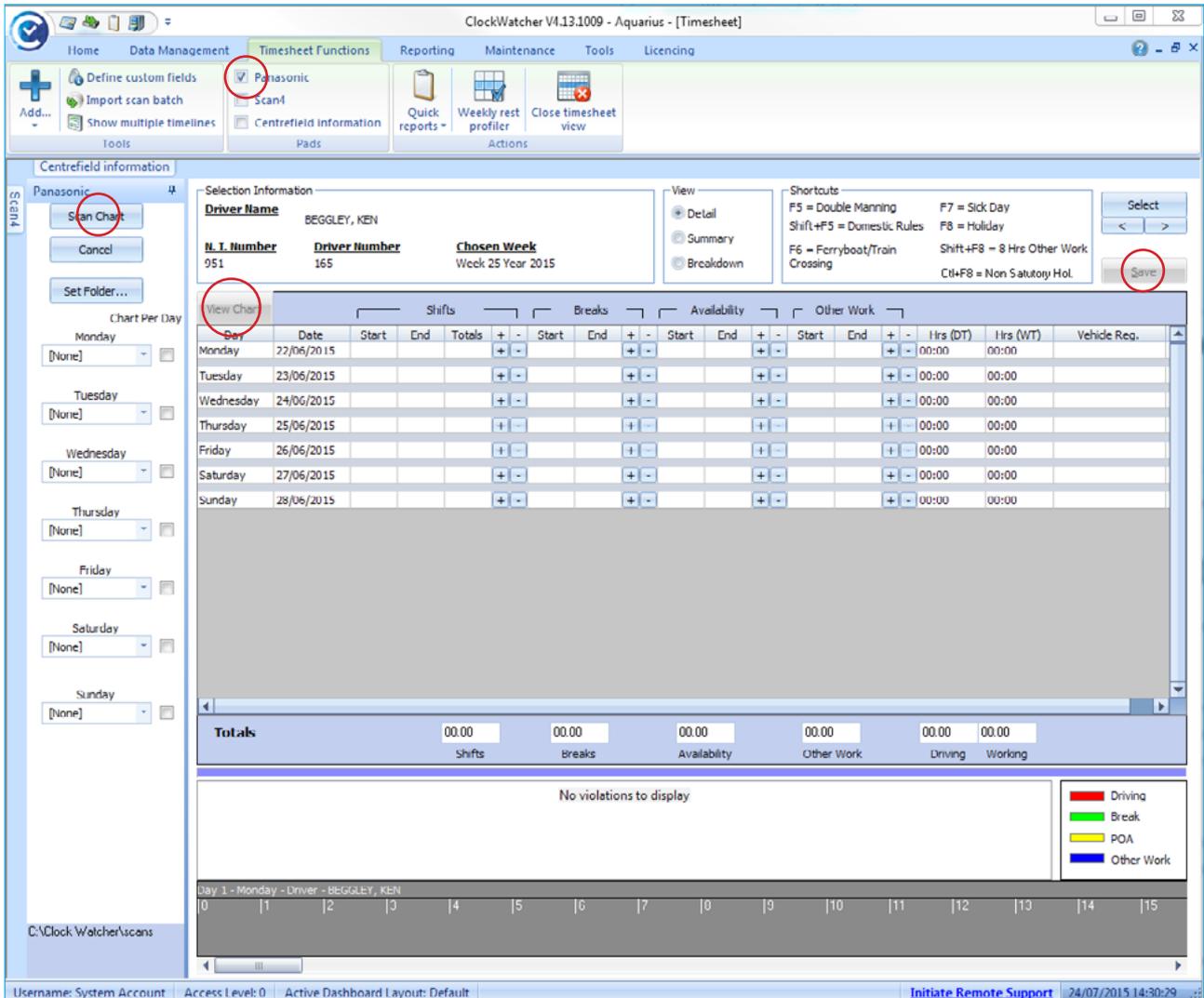
Information

Company Aquarius  
Start Period Week 48 (w/c 01/12/2014)  
Show De-Activated Drivers Copy

Select Filter  
All Permanent Agency Driver Group  
No. Of Employees 35  
Stapleford

Driver	1/12	8/12	15/12	22/12	29/12	5/1	12/1	19/1	26/1	2/2	9/2	16/2	23/2	2/3	9/3	16/3	23/3	30/3	Average	Total	Remaining
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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
BUTLER, ANTONY WILLIAM	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
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	55:47	44:38	40:00	40:00	47:10	52:54	52:55	46:30	54:39	41:45	46:16	832:50	31:10
DAVIES, JASON EMMANUELL	57:03	53:50	40:00	12:35	17:57	48:19	54:57	18:07	40:00	44:23	56:23	56:29	52:29	46:35	26:44	48:01	36:19	37:13	41:31	747:24	116:36
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	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																				

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.



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.

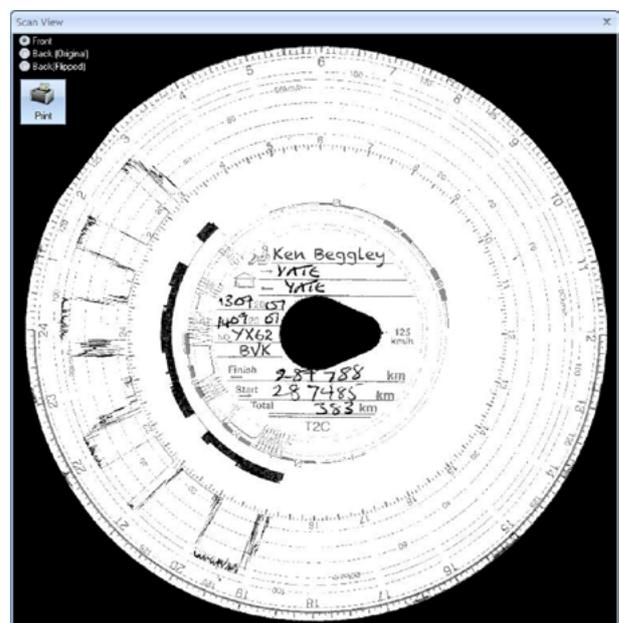
Put the charts (in date order) face down in the scanner.

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.

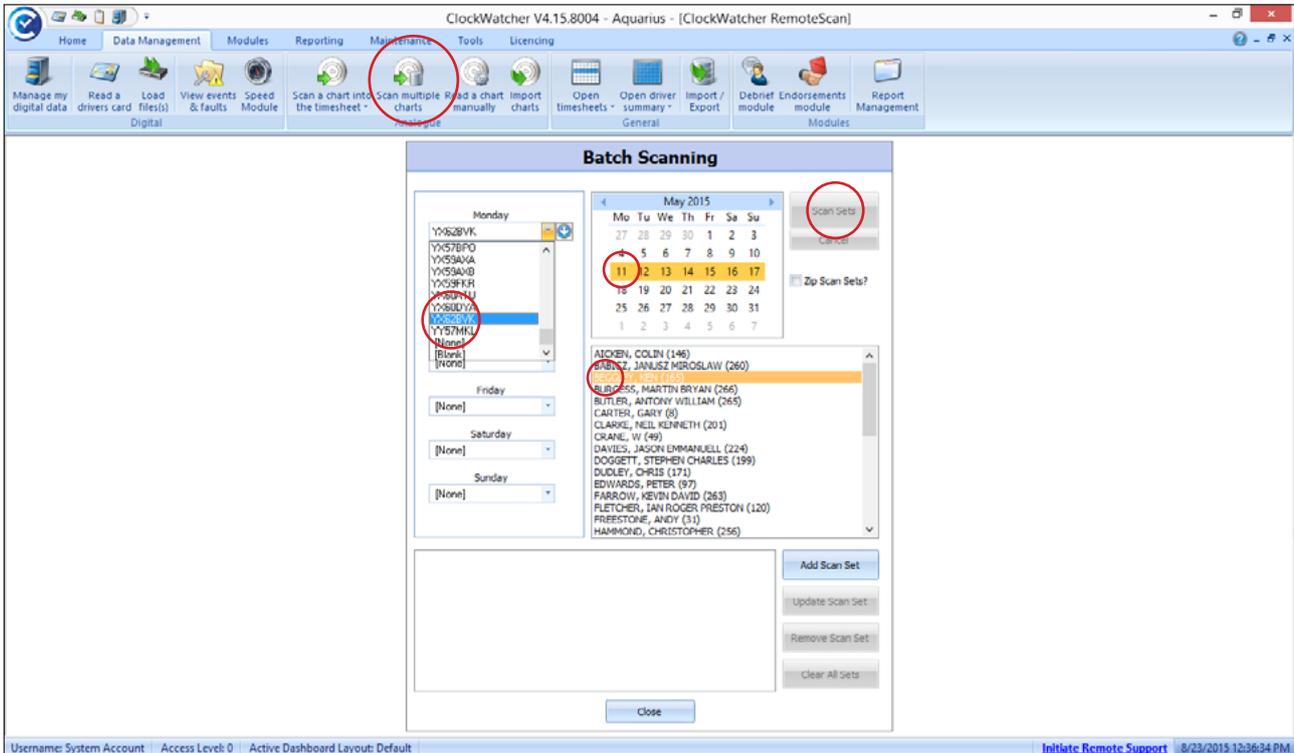
When you are happy with all the information in the timesheet screen, click 'Save' and exit the screen.



# Batch Scanning Charts with the Panasonic Scanner

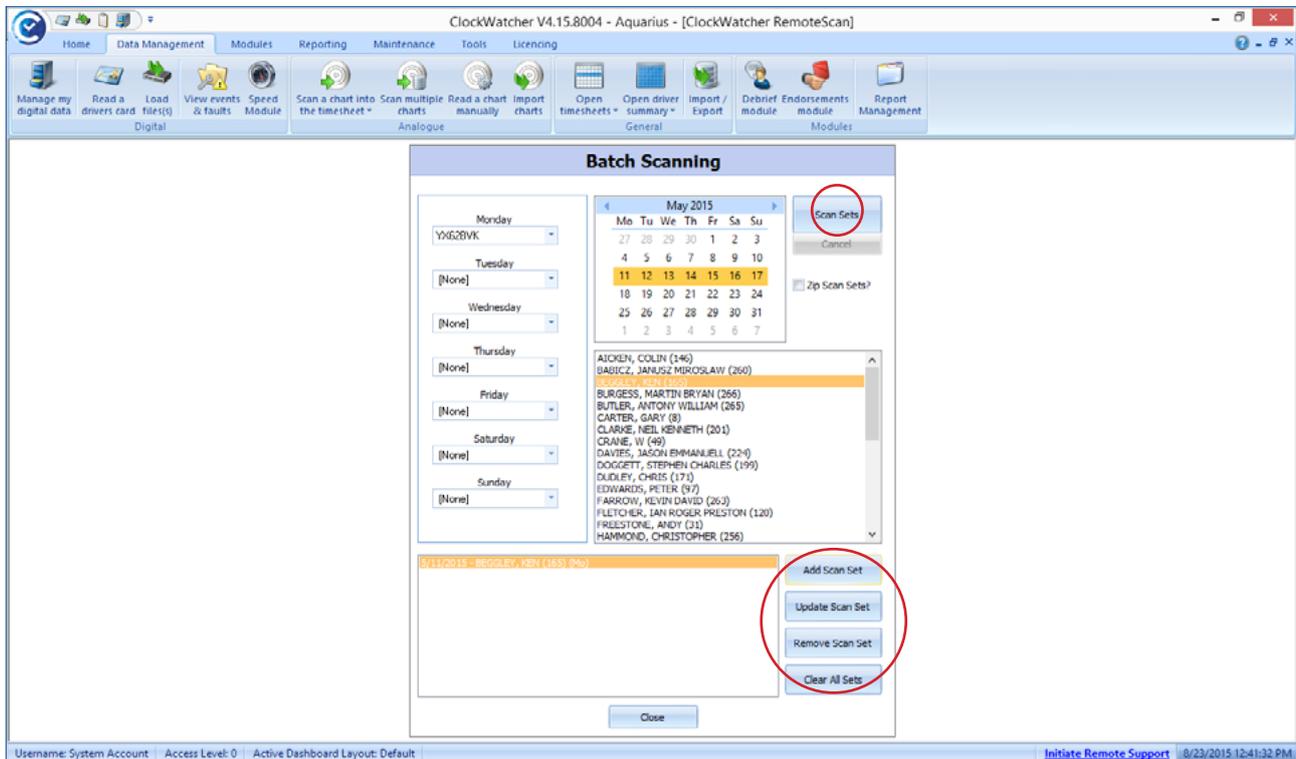
You can use the 'Batch Scanning' screen to process large amounts of Charts for different drivers if required.

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 [Importing your Scans](#).

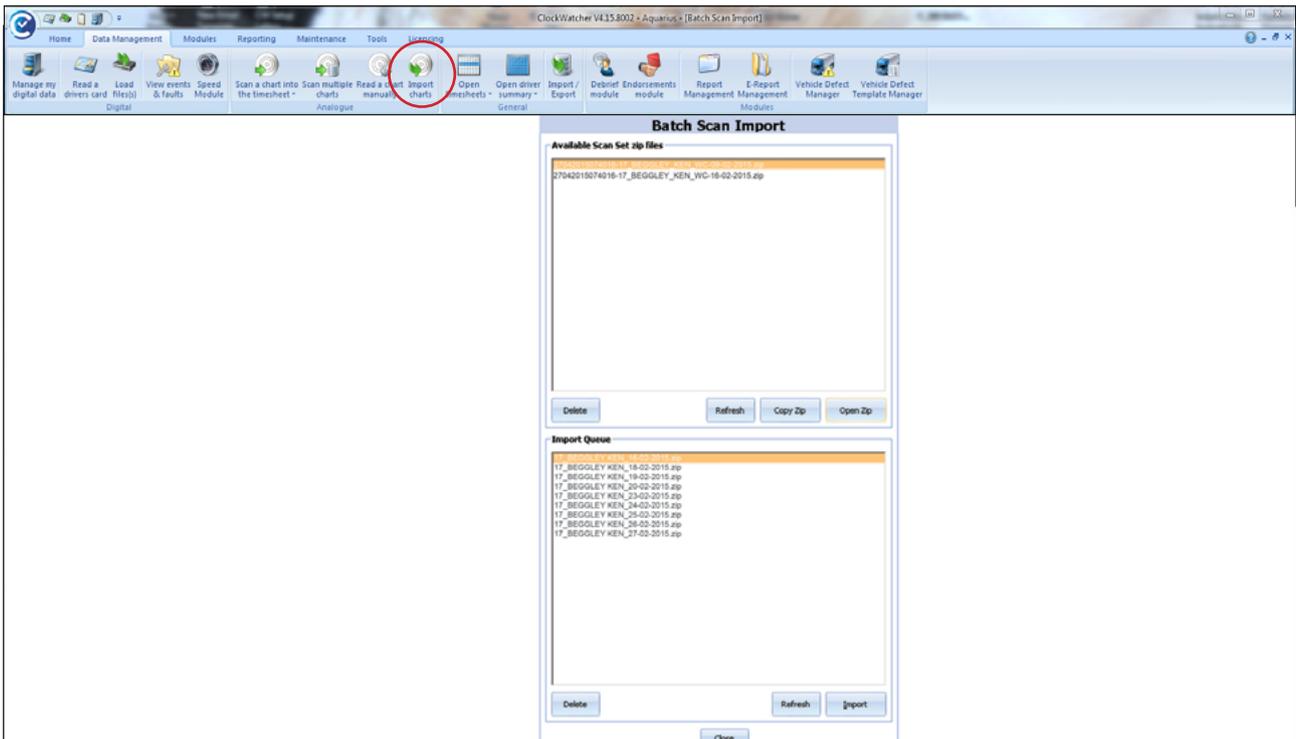
If you want to check your scans before you go on to import them, tick the 'Zip Scan Sets?' tick box before scanning. You will then be able to preview all of your scans before you decide to import them. The preview process is described in [Previewing your Scans](#)

# 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'.



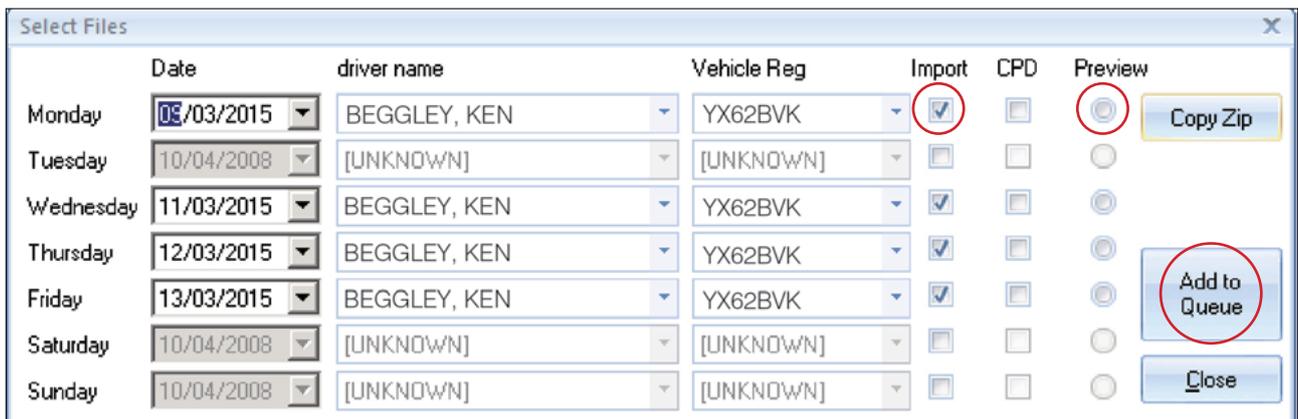
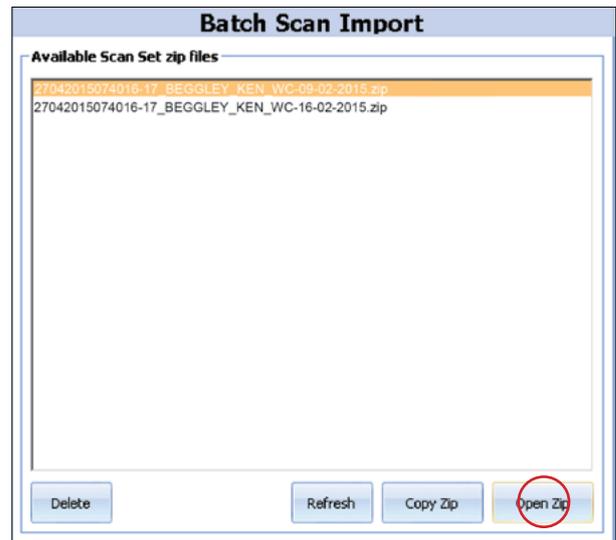
## Previewing your Scans

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.

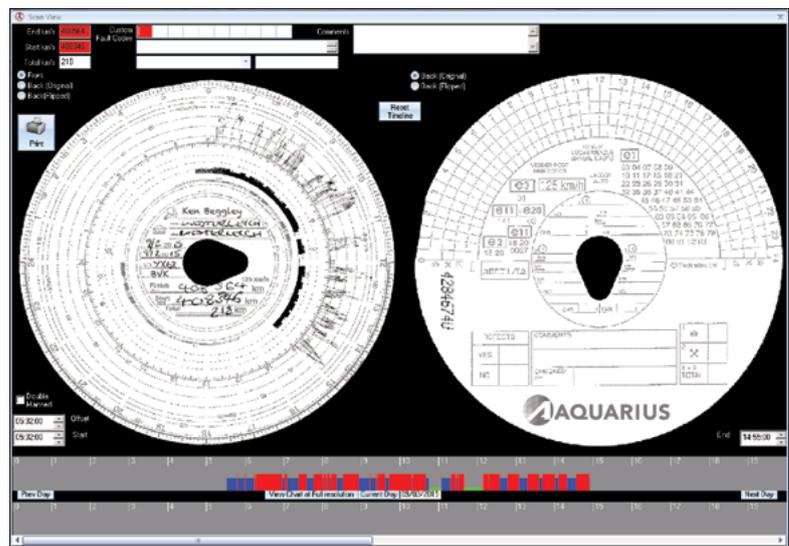
You will now be able to use this screen for previewing scan set data that you previously scanned in using the 'Batch Scan' screens. The preview screen will allow you to take each scanned image in a scan set and re-assign it to a different day, a different driver, a different vehicle registration and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

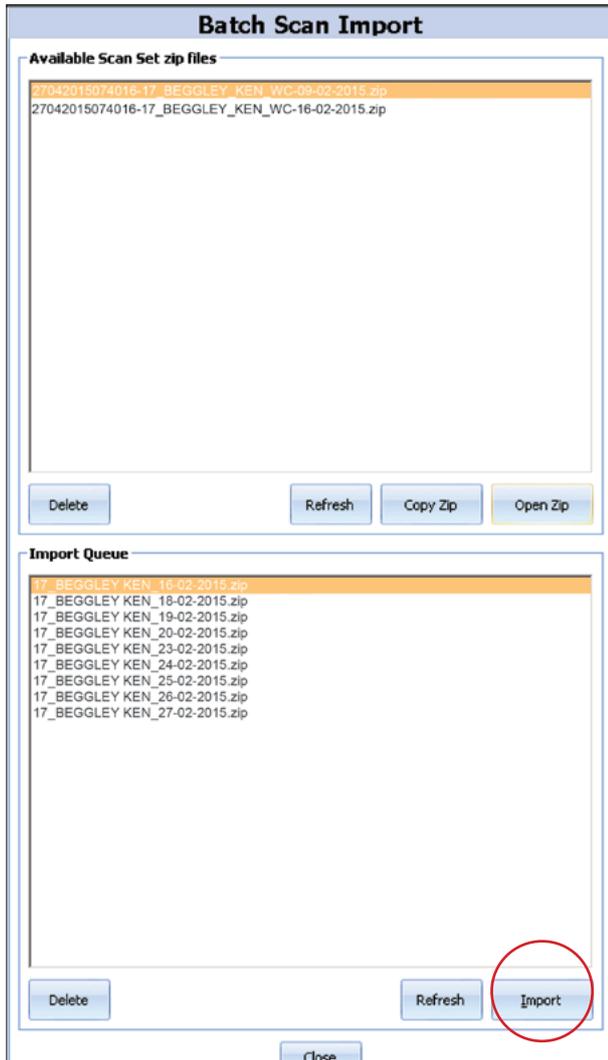


Once you are satisfied that the chart scan is accurate and you have made any amendments necessary, click the 'Add to Queue' button. This will queue up the scanned data ready for import. To go on and import your scanned data, see the Importing your Scans topic.



## 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.



## 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.

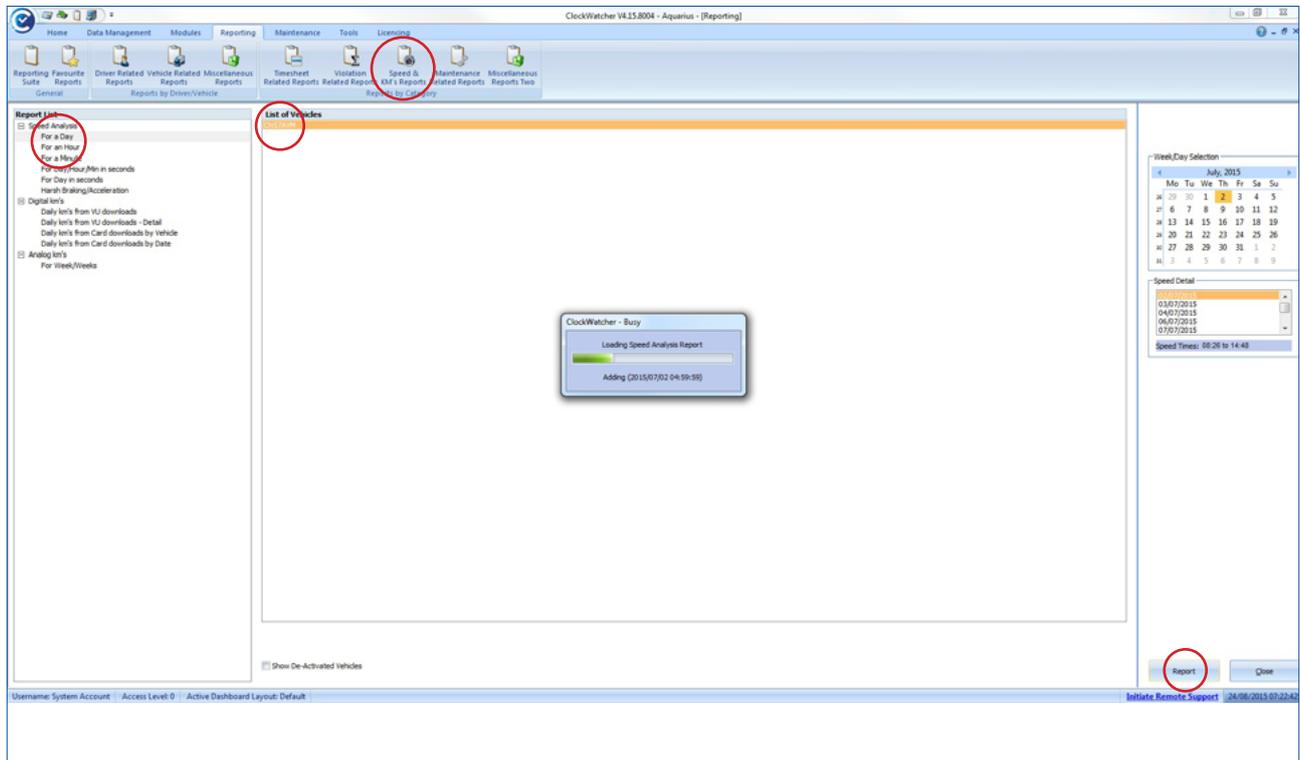
# Speed Analysis Reporting

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

For a Day

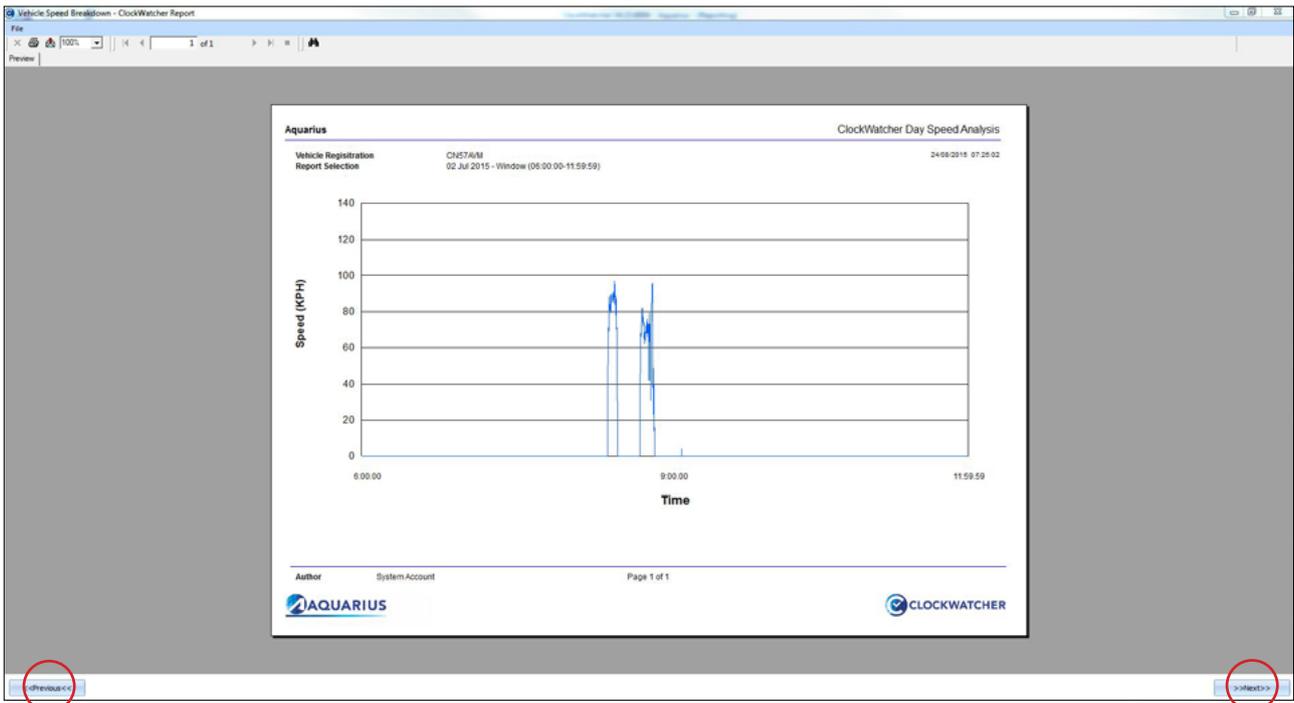
For an Hour

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.



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.

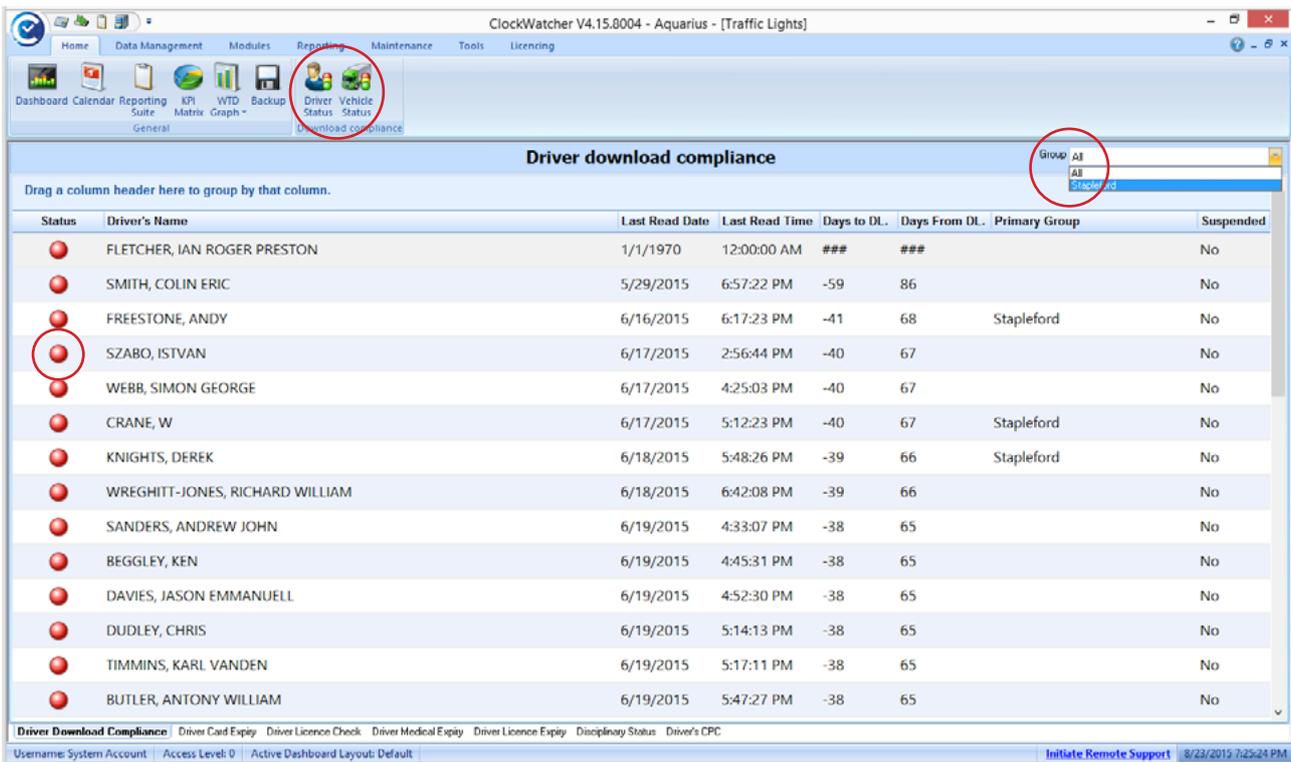
At the top of the report you can see the day you have selected and the current 6-hour window being viewed along with the vehicle registration.

# 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.



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** – 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.

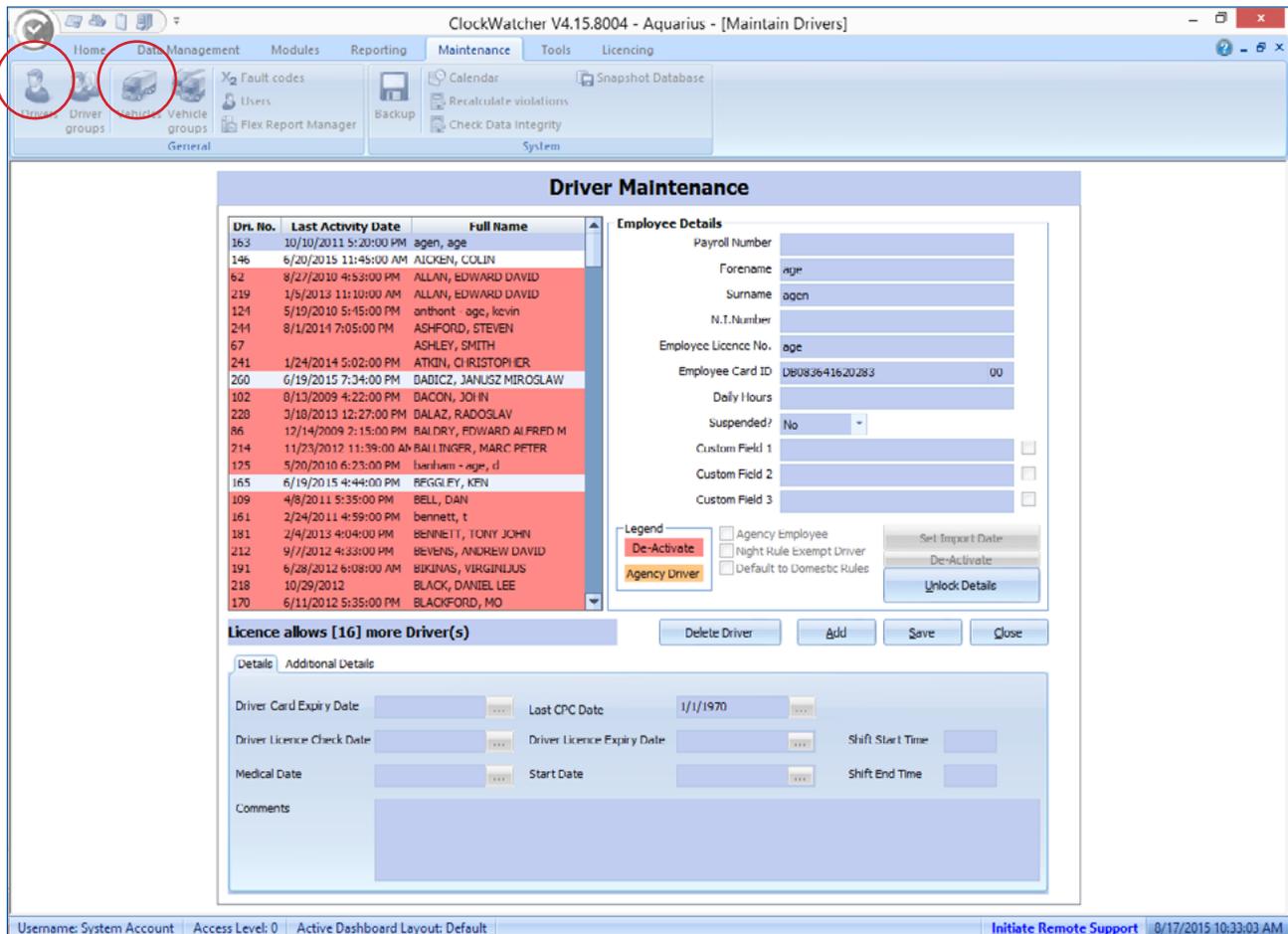
**Driver Medical Expiry** – shows when the driver's medical expires.

**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.

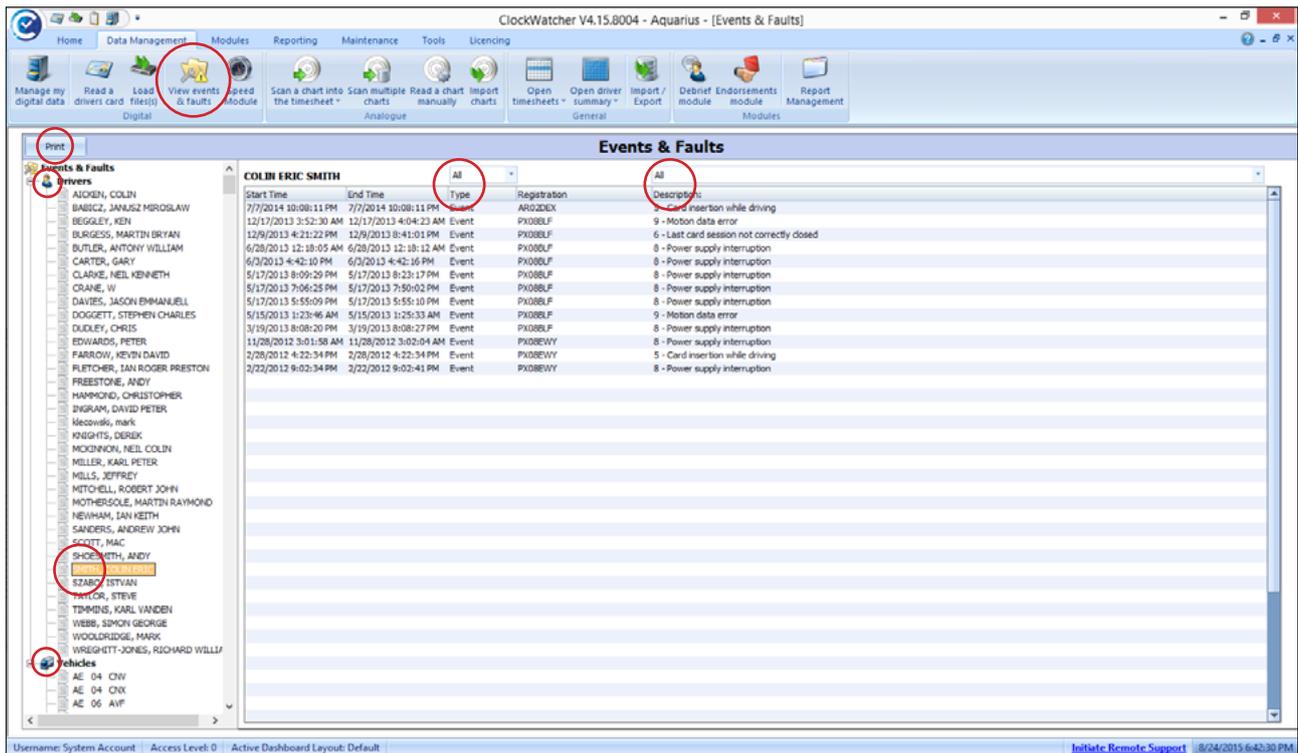
**Driver's CPC** – shows when the driver's last CPC training was.

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



The same process is used on the vehicle status screen.

# Events & Faults



'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.

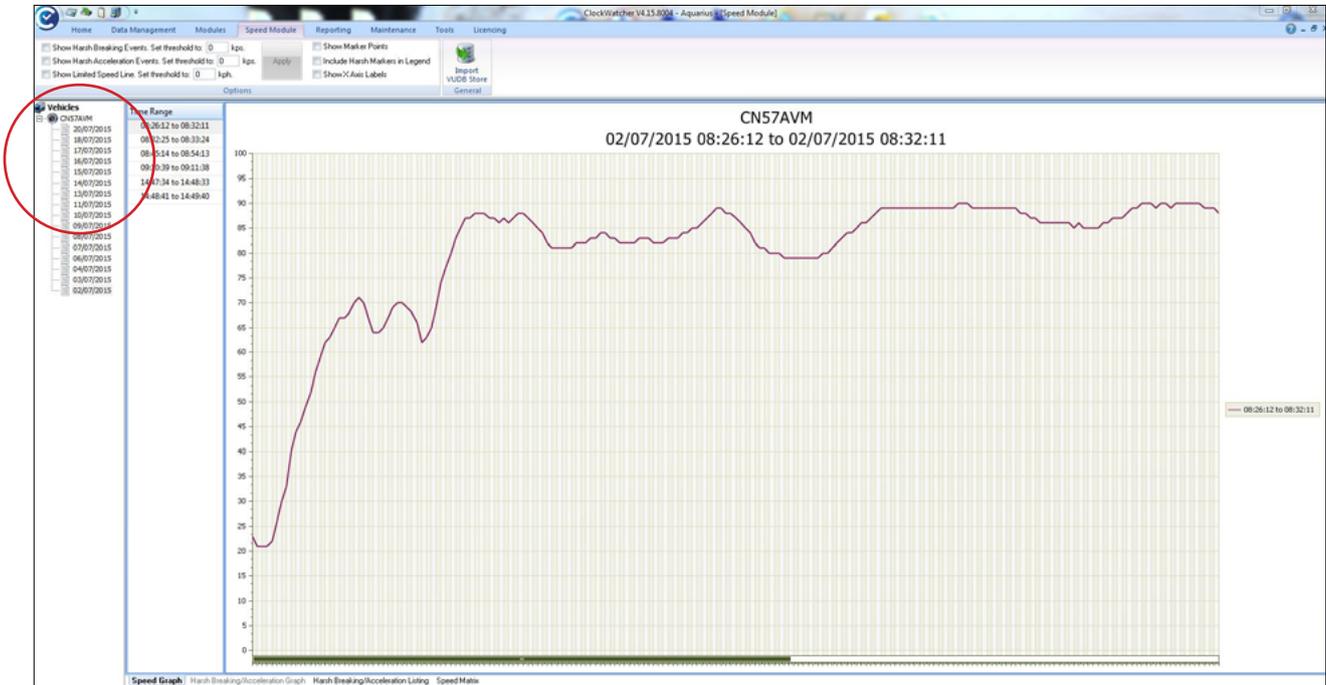
You will see that **drivers** and **vehicles** are separated out into two sections. Only Digital Drivers and Vehicles will be listed.

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 [here](#) for details on how to import this data into ClockWatcher.

If you have already imported VU data into ClockWatcher then click [here](#) 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.

The screenshot displays the 'Speed Matrix' section of the software. The table below is a simplified representation of the data shown in the interface, with red highlighting indicating speeds over 70 km/h.

Time	AVG	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	
00:13:22	4	2	2	2	2	3	5	5	6	7	8	9	11	11	11	11	10	9	9	9	9	8	8	8	9	9	10	10	9	7	5	4	2	0	0	0	0	
02:54:38	3	1	1	2	2	4	5	5	4	3	3	2	2	2	2	0	2	6	7	5	6	7	8	9	9	8	7	6	6	4	3	2	0	5	6	5	5	
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	
03:01:37	23	7	8	8	8	8	8	9	9	8	7	7	7	7	8	9	10	12	14	16	17	19	21	23	25	27	29	28	26	27	28	30	31	32	32	33		
03:02:37	46	15	17	19	21	23	25	27	29	31	33	35	35	34	33	31	29	27	26	25	25	25	26	28	30	34	38	42	44	46	47	48	50	52	54	56		
03:03:37	60	61	61	61	61	60	61	60	60	60	60	59	58	58	58	57	57	57	57	57	57	57	58	58	58	58	58	58	59	59	59	59	59	59	59	59		
03:04:37	63	63	63	63	62	62	61	61	60	57	53	50	47	45	43	42	43	44	45	46	48	49	51	53	54	56	57	58	59	60	61	62	63	65	66			
03:05:37	81	84	86	87	88	87	87	88	88	89	90	89	87	86	85	84	83	82	81	80	80	79	78	77	76	76	75	75	75	75	74	74	75	75	76	76		
03:06:37	86	89	88	87	86	86	85	84	83	82	81	81	81	81	81	81	82	82	83	83	84	85	86	87	88	89	90	89	88	88	88	88	88	88	88	89		
03:07:37	74	78	75	74	72	71	69	68	67	64	64	65	65	65	66	66	67	68	68	68	69	69	69	69	68	69	70	70	71	72	73	74	76	77	79	80	81	
03:08:37	84	73	74	76	79	79	81	83	85	86	87	88	88	88	88	87	87	87	86	86	87	87	87	88	88	89	88	88	88	89	89	89	88	87	87	85	85	
03:09:37	78	81	81	81	81	82	82	83	83	84	85	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84	
03:10:37	85	77	77	77	77	78	78	79	81	82	83	84	84	85	84	84	84	83	82	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	81	
03:11:37	72	89	89	90	90	90	90	88	86	84	81	77	75	74	72	70	69	68	67	67	67	67	66	66	66	65	65	65	65	65	65	66	66	67	68	68		
03:12:37	87	71	72	73	74	75	76	77	78	80	81	81	85	87	88	89	90	89	89	89	89	89	89	89	89	89	89	89	89	89	89	89	89	89	89	89	89	
03:13:37	90	89	88	88	88	89	88	88	89	89	89	89	89	89	89	90	89	89	89	89	89	89	89	89	89	89	89	89	89	89	89	89	89	89	89	89	89	
03:14:37	79	85	86	86	88	89	89	90	90	90	90	91	90	89	88	87	87	87	88	89	89	90	91	90	89	88	87	86	84	83	82	81	81	81	81	81		
03:15:37	55	59	60	61	62	63	64	63	61	61	60	59	58	57	56	52	48	45	42	39	34	29	24	18	13	8	5	8	12	13	19	25	26	31	36	41	44	
03:16:37	84	86	84	83	81	80	79	79	78	77	77	76	76	75	75	75	76	78	80	82	83	84	85	86	86	86	87	88	88	89	89	89	89	88	88	88	88	
03:17:37	81	81	80	79	77	76	77	77	78	79	80	81	81	81	81	82	82	82	82	81	80	79	78	78	78	78	81	82	82	81	81	82	81	80	79			
03:18:37	70	93	94	94	94	92	91	89	85	81	78	74	71	67	63	61	58	56	55	54	54	55	57	58	59	60	61	62	64	66	69	71	75	79				
03:19:37	78	70	71	72	73	74	76	76	77	77	76	75	74	73	72	70	71	73	75	77	79	81	83	79	76	73	71	71	72	72	73	74	76	77	78			
03:20:37	82	88	88	88	89	89	89	89	89	89	89	89	90	91	91	91	91	91	91	90	89	89	89	88	87	86	85	84	83	81	80	80	79	78	78			
03:21:37	68	76	76	75	74	73	71	70	68	66	65	63	63	62	62	63	64	65	65	66	66	66	66	65	65	66	67	67	67	68	68	69	69	71	71	72		
03:22:37	78	71	72	72	72	71	70	69	68	67	68	69	69	68	68	68	68	69	69	70	70	71	73	74	76	77	79	80	81	82	83	83	82	82	82			
03:23:37	63	82	80	79	78	76	74	72	71	69	67	67	65	63	61	58	56	53	52	52	53	54	55	56	57	58	59	60	61	61	63	64	66	67	67			
03:24:37	19	53	53	54	55	56	56	56	59	60	61	60	57	53	49	44	39	33	27	23	17	16	13	8	7	7	6	6	6	6	5	5	3	0	0			
03:33:09	3	2	4	5	8	10	12	13	12	10	9	10	10	11	9	9	7	4	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
03:46:40	22	1	5	6	7	9	12	15	16	17	19	24	28	30	33	37	38	39	37	35	32	29	28	25	18	16	17	19	22	26	29	33	31	27	25	24		
04:46:50	2	14	15	15	15	15	14	11	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		

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.

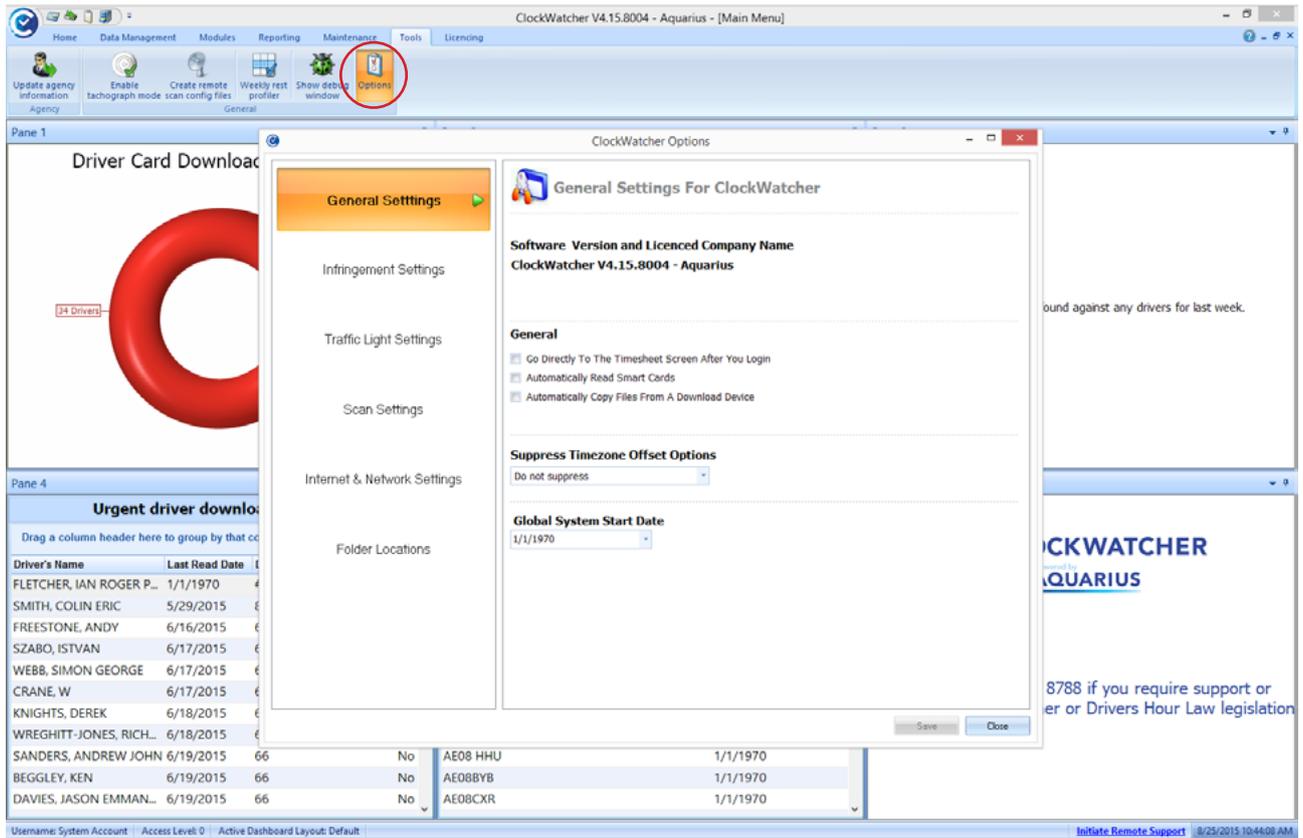
Clicking on a date in the 'Date & Time' column then shows how fast (in km's per hour) the vehicle was travelling for each second for the minute you selected. Continue to highlight all minutes to generate a larger data set and to instantly show all the speed data for the 24 hours you have chosen.

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



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

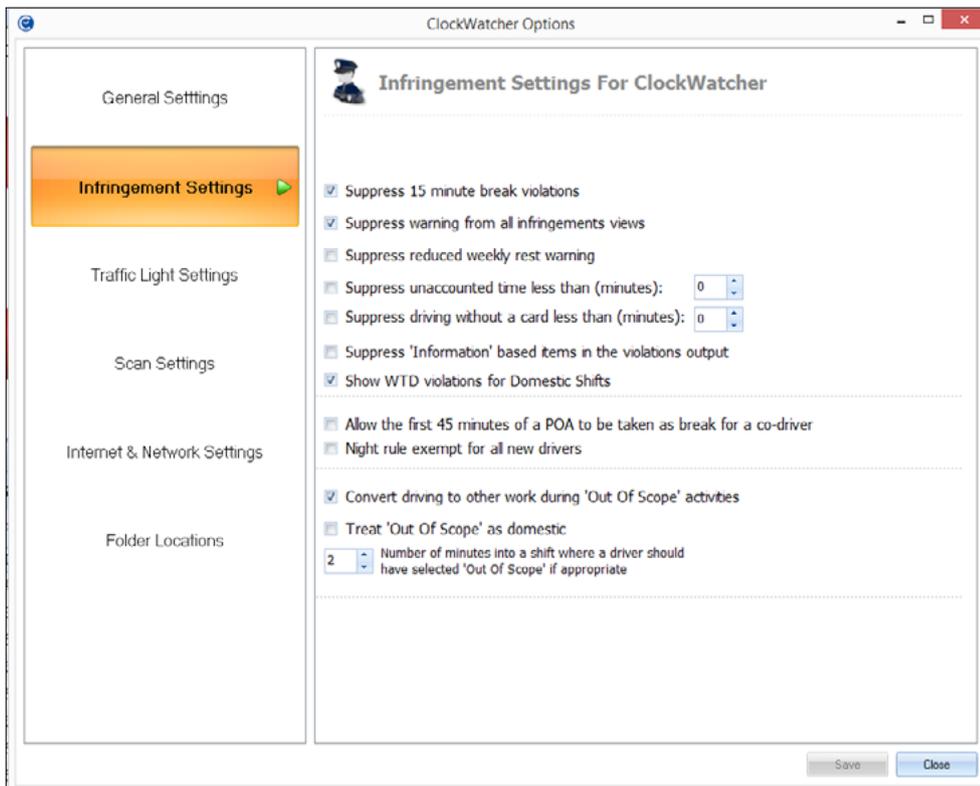
- Go Directly To The Timesheet Screen After You Login
- Automatically Read Smart Cards
- Automatically Copy Files From A Download Device

### 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

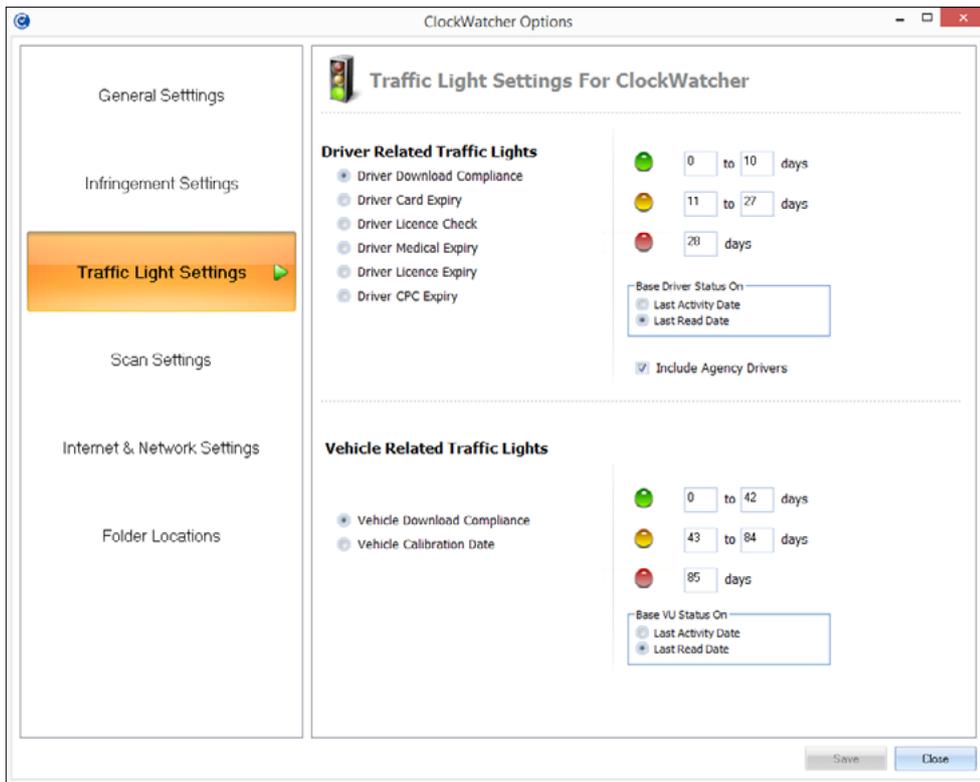
### Global System Start Date

- 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'

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

## Traffic Light Settings

### Driver Related Traffic Lights

Days to download can be altered to reflect your downloading schedule. Red should always be 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

### Vehicle Related Traffic Lights

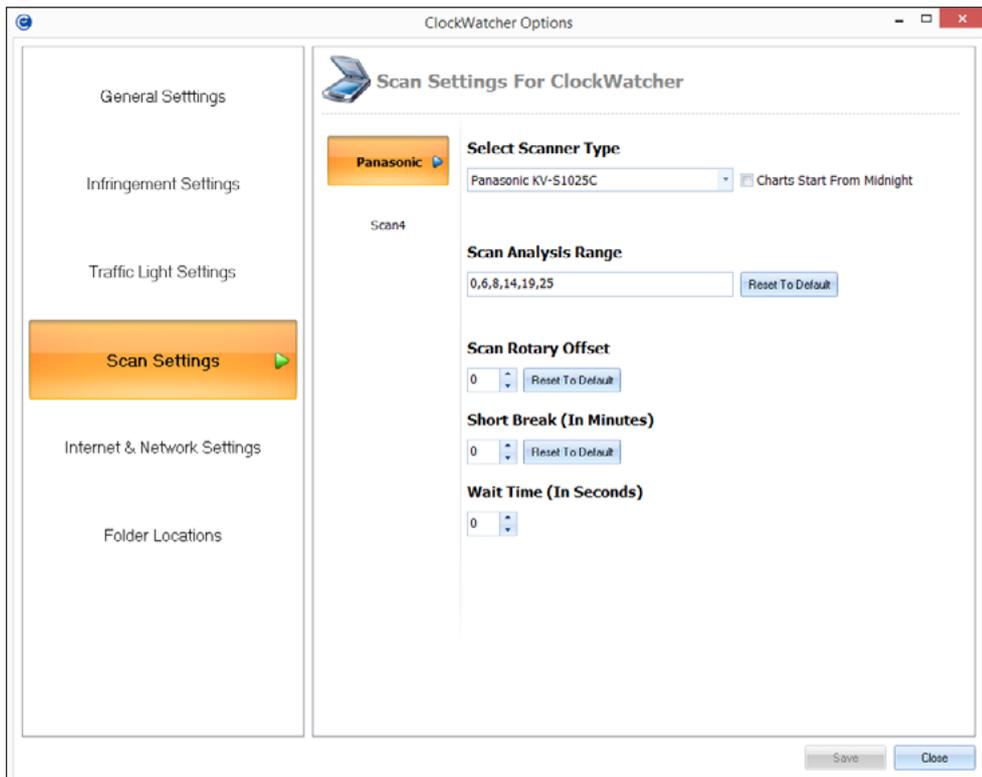
Days to download can be altered to reflect your downloading schedule. Red should always be set to the maximum legal download limit. Vehicles should be downloaded within 56 days.

#### 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



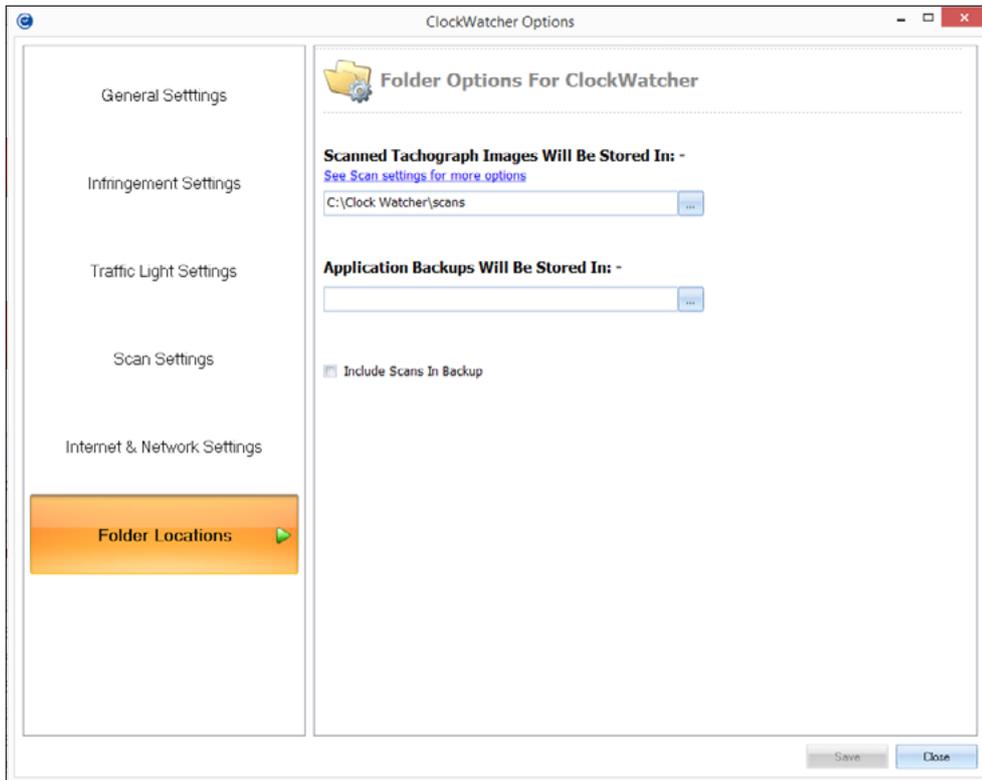
current date & time for a vehicle's status to be classed as amber

- **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



## 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:

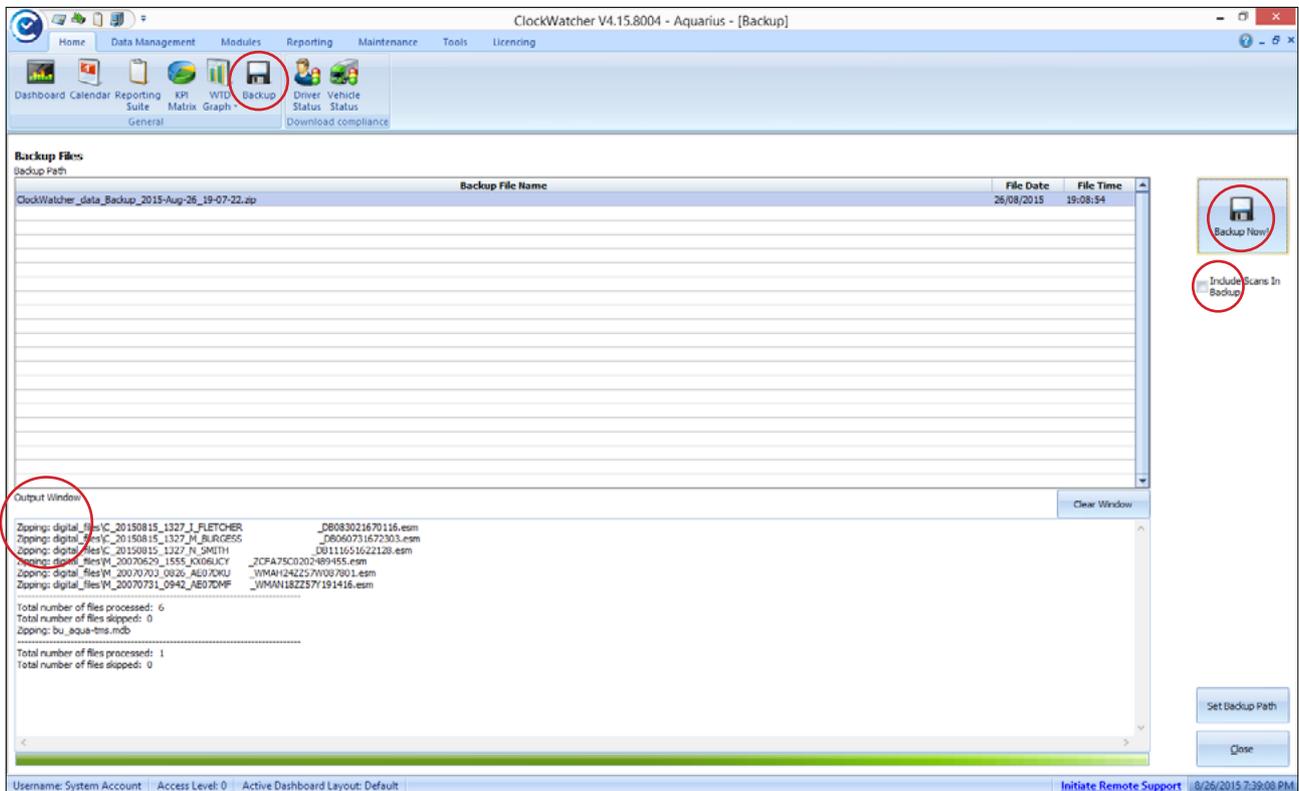
This will be set to, 'C:\ClockWatcher\scans', but can be changed to wherever is best by clicking the box on the right and mapping the path you require.

### 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

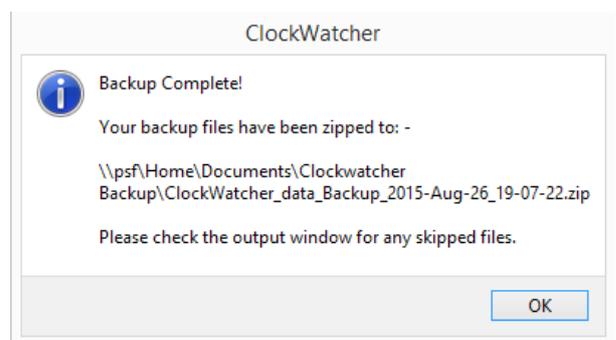
It is recommended you perform frequent backups of ClockWatcher and all associated data. The backup function allows you to compress elements of the system and store them in a safe location should a hardware failure or other incidents occur.



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.**



## Esign – Digital Signature Capture

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

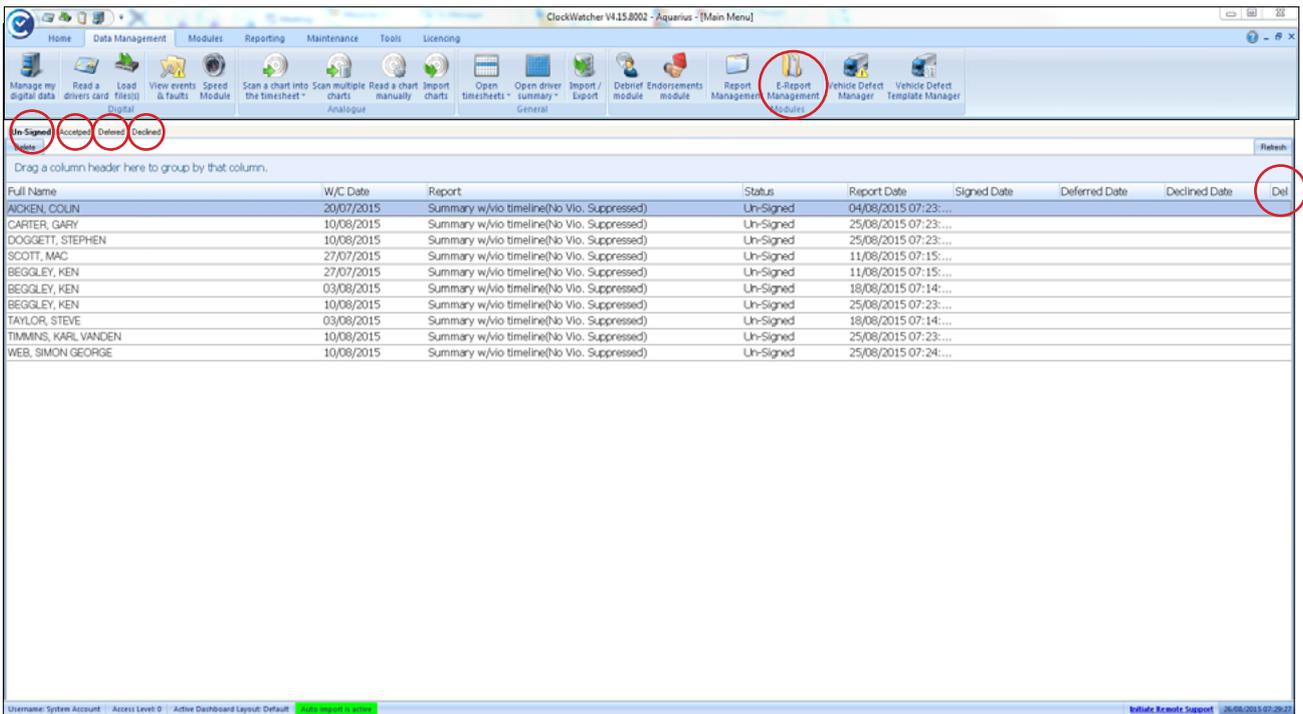
The screenshot shows the ClockWatcher V4.15.8004 - Aquarius - [Reporting] interface. The 'Reporting' ribbon is active, and 'Driver Related Reports' is selected. The 'List of Employees' pane shows a list of names, with 'ABICZ, JANUSZ MIROSLAW' highlighted. On the right, there are two calendar widgets for August 2015, with the 17th and 23rd highlighted. At the bottom right, there is an 'E-Report' button circled in red.

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.

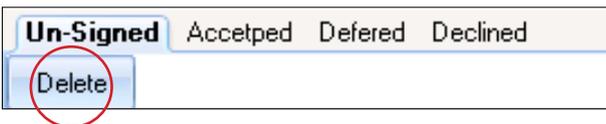
Clicking on the E-Report button generates the Esign reports. The reports will be ready to view - and the driver acknowledge - once the user logs into Esign on the touch screen tablet or PC.

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



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.





## 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](http://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 <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 icon. **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.

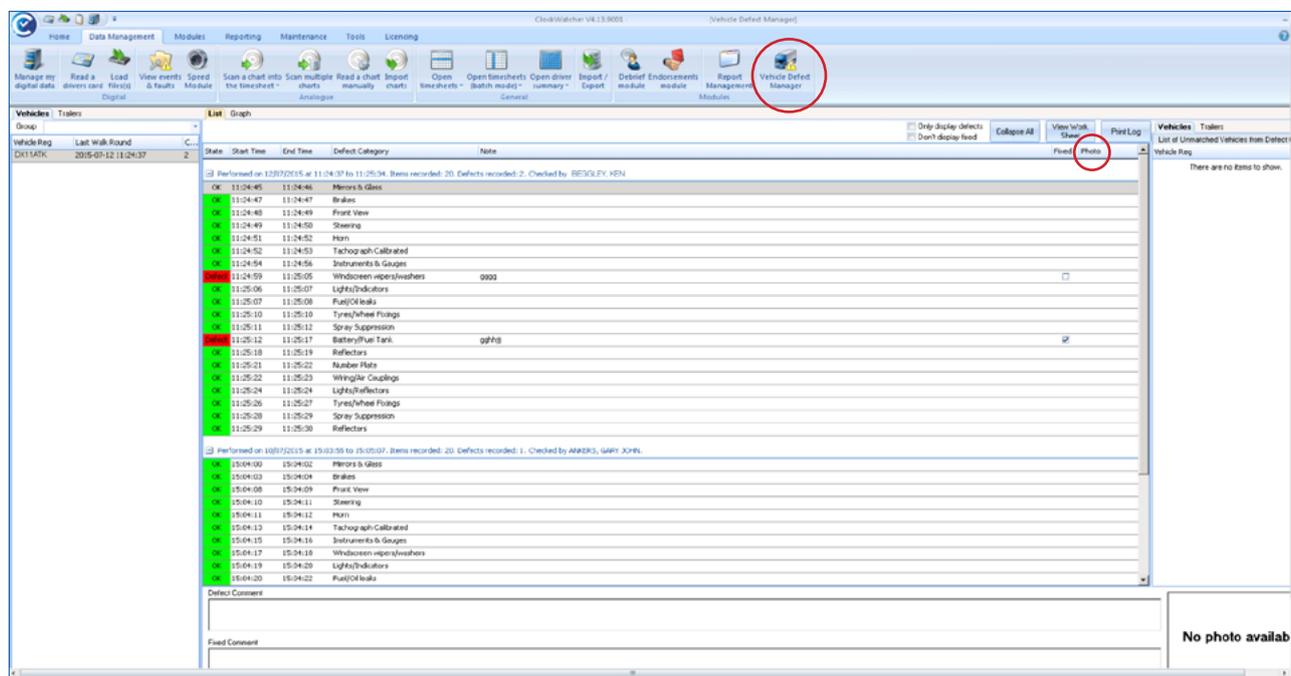
# Vehicle Defect Checker (VDC App) - ClockWatcher

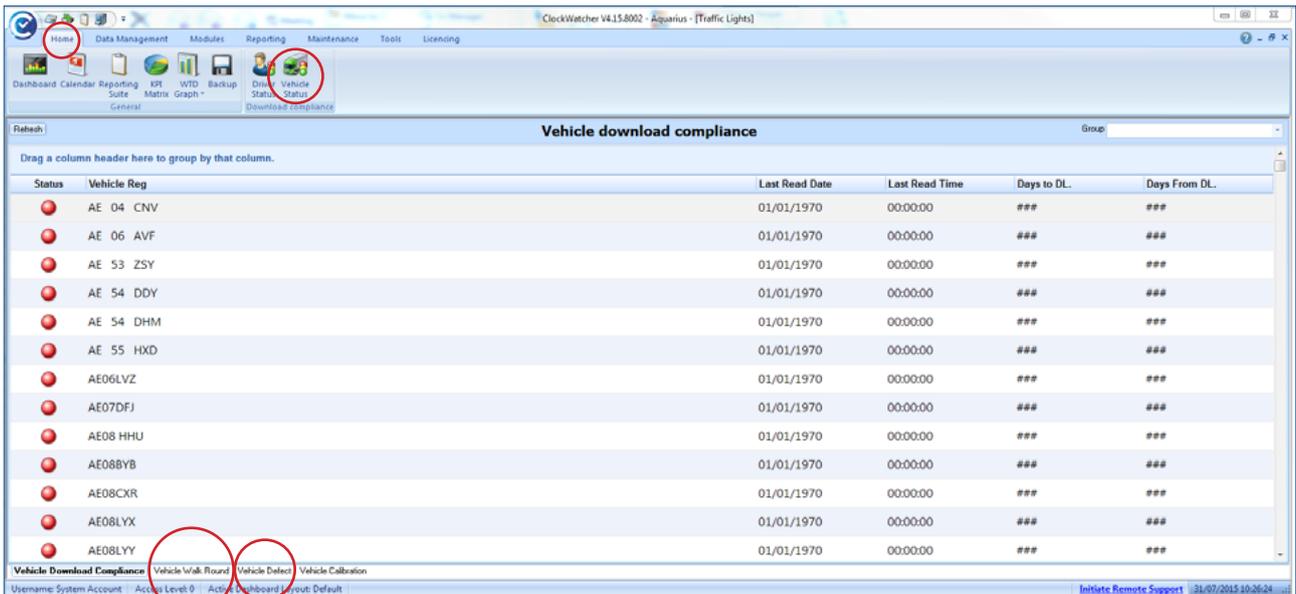
The software package associated with the application allows the operator to see that a walk around check has been completed on that day, as well as the time it was completed and how long it took.

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.





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.

# 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. ([User & Password](#))

## 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](mailto: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](mailto: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.

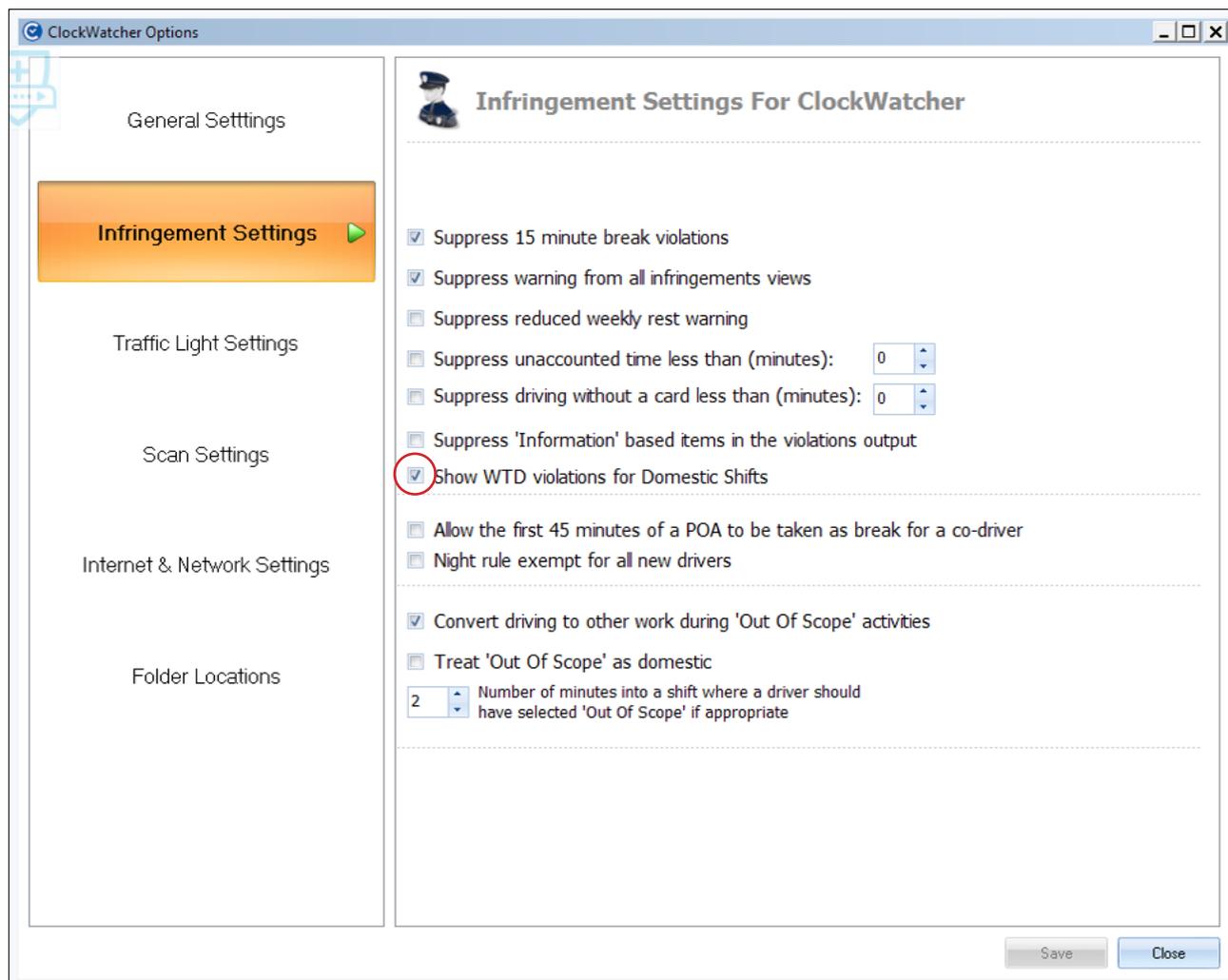
## When I put my driver card into the card reader nothing happens?

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



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	<input type="checkbox"/>
Custom Field 2	<input type="checkbox"/>
Custom Field 3	<input type="checkbox"/>

**Legend**

- De-Activate
- Agency Driver

- Agency Employee
- Night Rule Exempt Driver
- Default to Domestic Rules

Set Import Date

De-Activate

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

# 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.

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'**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.

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- 4.1.10 to back up all data which the Licensee inputs as part of its standard operation of the Software; and
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## 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 Termination

- 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 **Waiver**

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 **Headings**

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 **Severability**

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 **Notices**

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 **Law**

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