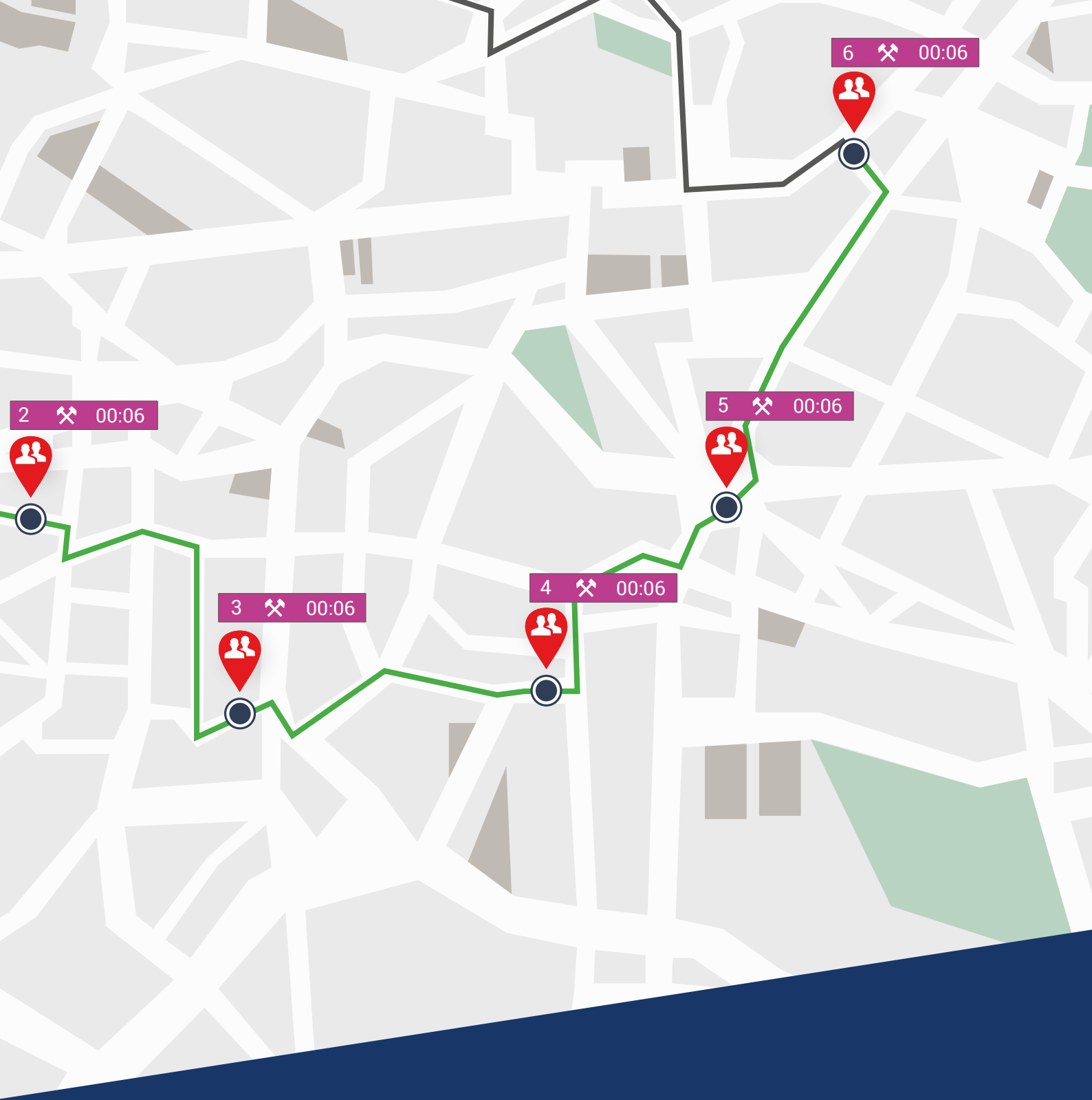

TachoWeb 6

Our guide to get you started with TachoWeb

TachoWeb

DAKO

DAKO TachoWeb 6

Our guide to get you started with TachoWeb

New to TachoWeb? Looking for an uncomplicated way to digitally manage your fleet?
In this guide, we've summarised everything you need to know to get started. In just a few steps you will have a fully functioning system that will ease much of the burden of your day-to-day operations.

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Registration

3 Steps to set up your intelligent fleet management system

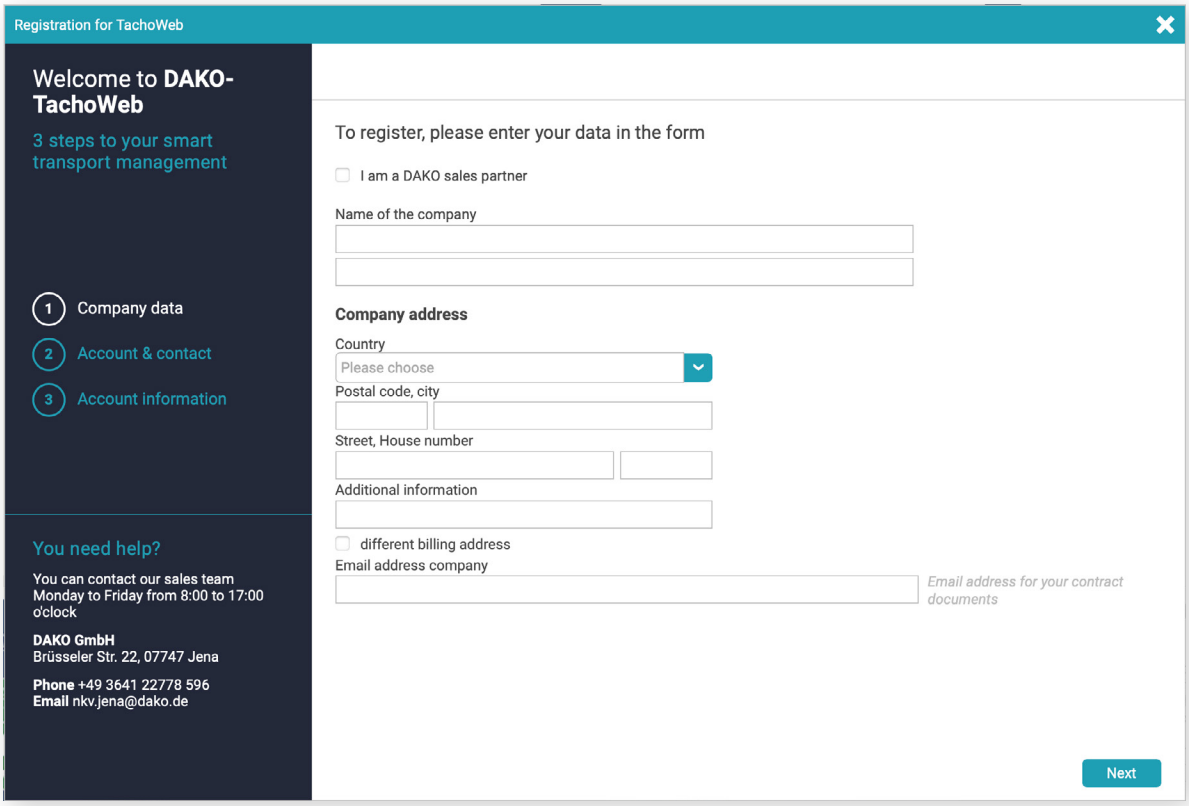
In order to use the TachoWeb web-based platform, you will need to register your company with us. The data you provide will be used to access the platform and prepare your contract documents. You will also receive your company account with an account name, which you will use to log in later.

The following information should be prepared in advance:

- Company address information
- VAT no. / tax (account) no.
- Your contact information (to activate the account)
- Banking information (IBAN, BIC, financial institution)

Getting started:

1. Search **www.tachoweb.eu** in your browser and click **Register account**.
2. Fill out the registration form and send it.



TachoWeb Registration

After registering, you should receive two emails from us. These will both be from **ticket@dako.de**.

Your first email will contain:

- The account name you made
- Link to set your password

Your second email will contain:

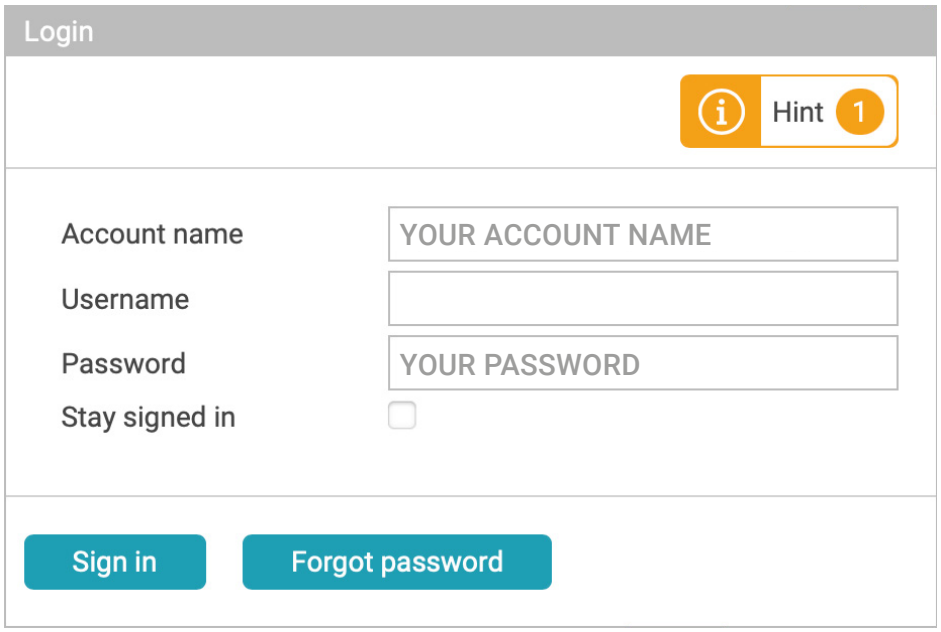
- Current price lists
- Framework contract
- Privacy policy
- Privacy policy
- DAKO GmbH Terms and conditions

If you did not provide a SEPA direct debit mandate when registering, we ask that you send a filled and signed version to **rechnungswesen.jena@dako.de**.

You can now log into TachoWeb with your account name and start using the system.

Login

You're just one login away from TachoWeb



Note
For newly registered accounts, the username field is left blank.

TachoWeb Login

After successfully registering your company, you can set an account name and password. Please enter this information in the relevant fields to log in.

Tip:

If you want to save your login information to your browser, simply click the **Remember me** box.

Welcome to TachoWeb

Importing your fleet data

In order to access our range of analysis features, your first step is to transfer your fleet data to our system. With TachoWeb, this couldn't be easier.

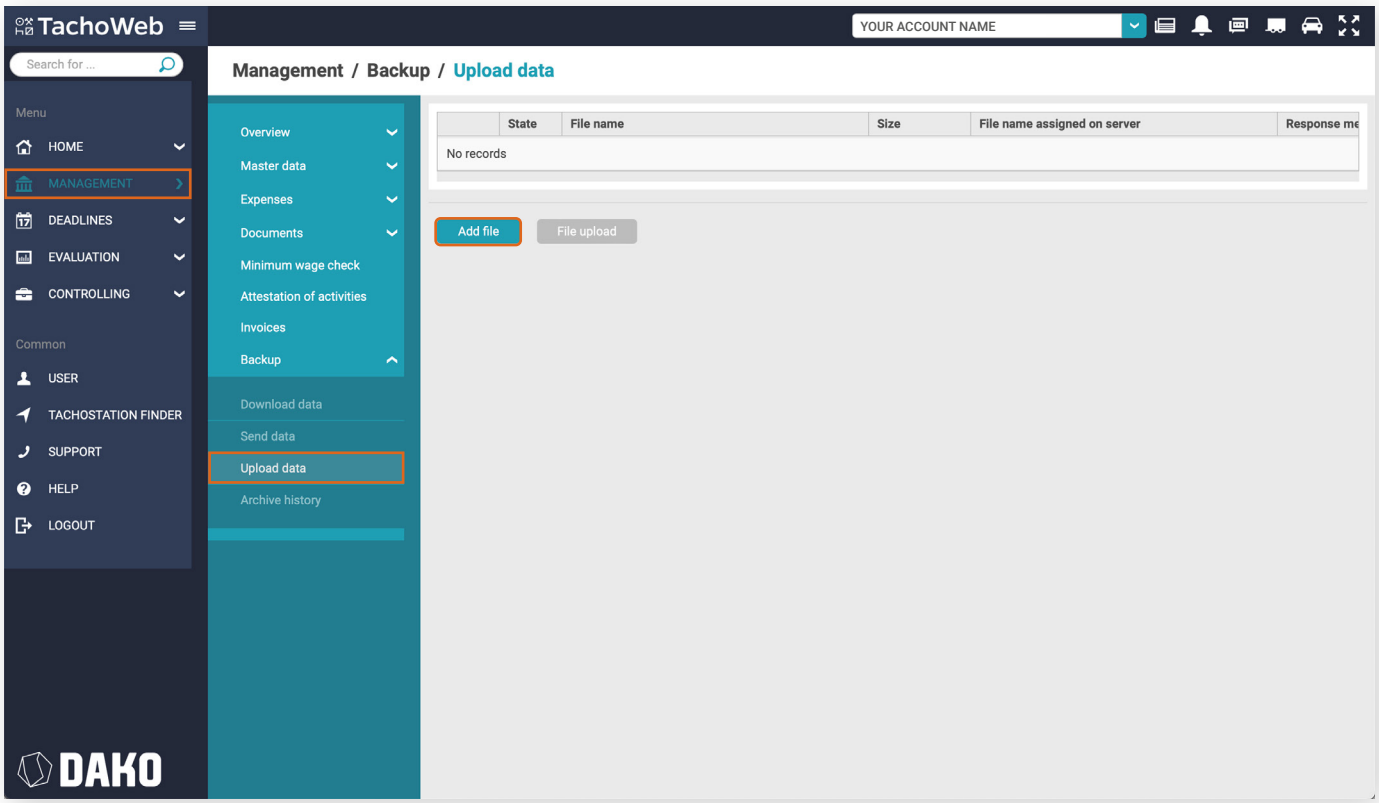
There are two possible ways to do this:

- Importing existing data sets
- Manually uploading vehicle and employee information

Importing existing datasets

How do I import existing data sets?

1. **Navigation: Management / Backup / Upload data**

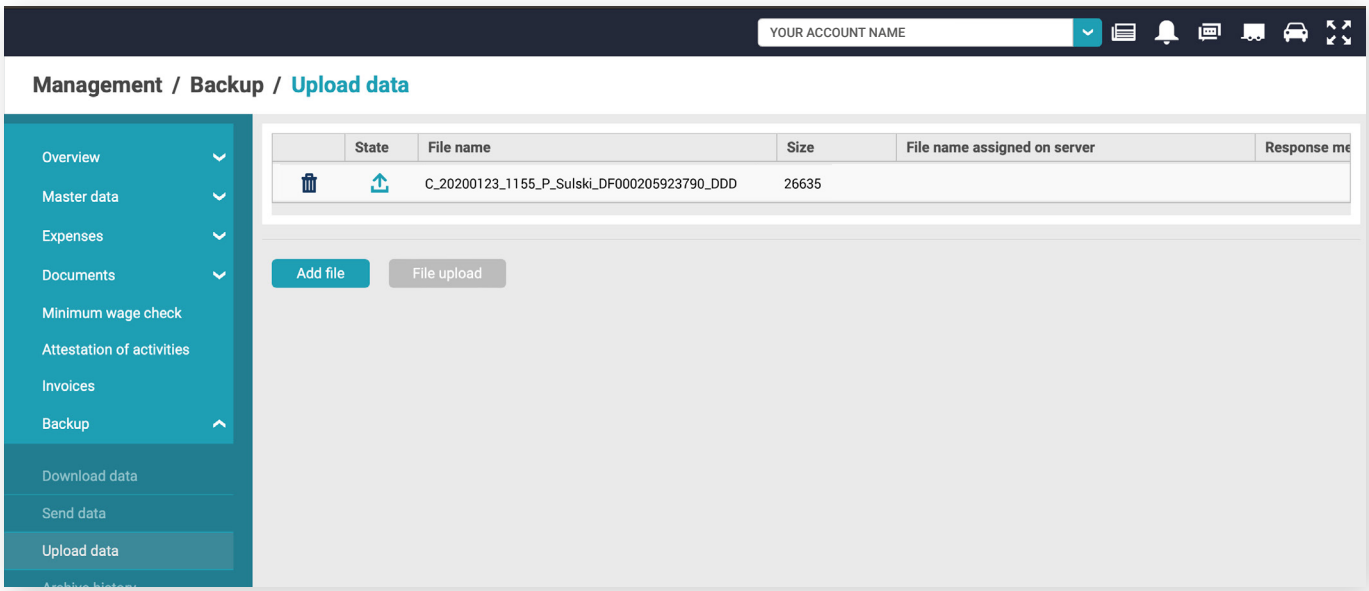


Datasets: Add file

2. Please click on Add file and select the location of the data sets on your computer. In the destination folder, you can select single as well as multiple datasets (e.g., *ddd/*dlc) and integrate them into the backup by clicking **Open**.
3. When all datasets are ready to upload, please click on **Upload files** to start the data transfer.
4. By uploading these files, drivers and vehicles are entered directly into the master data.

Tip:

This step can be repeated multiple times in case your datasets are stored on different devices.

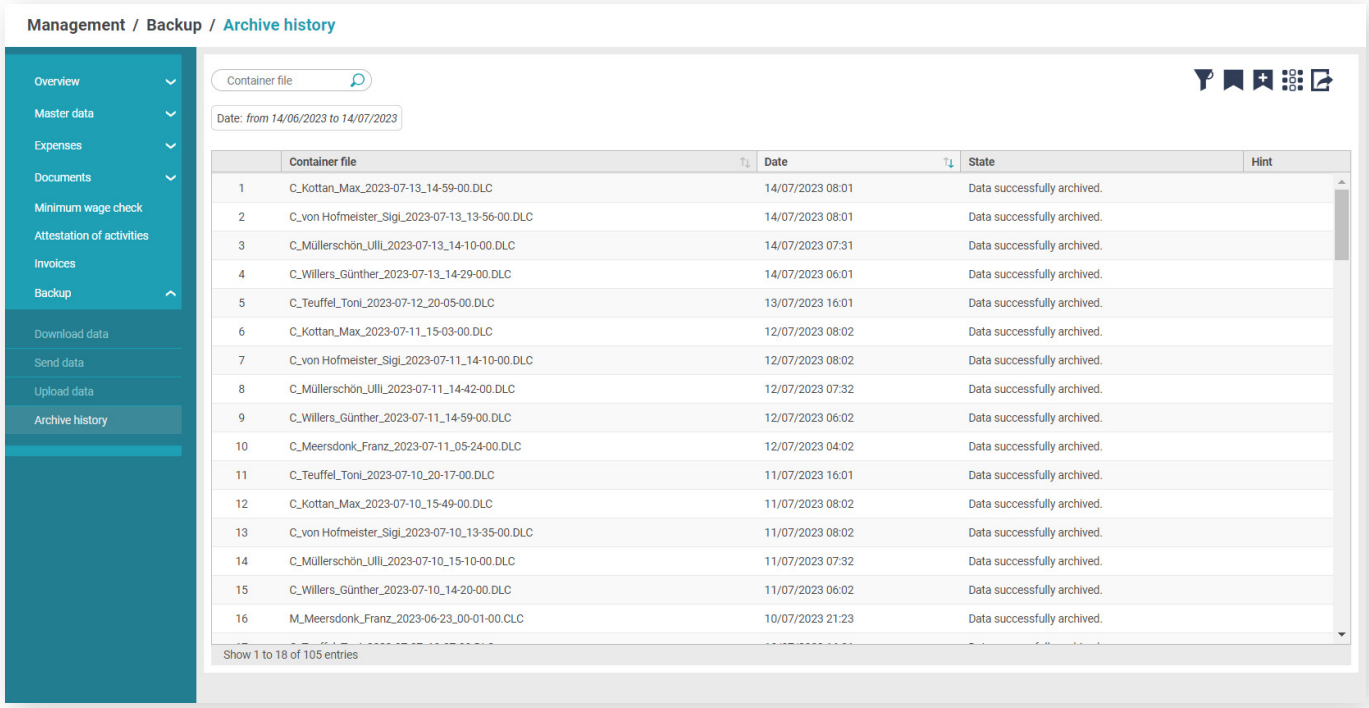


Datasets: Upload file

How do I know if my datasets have been transferred?

1. **Navigation: Management / Backup / Archive history**
2. In the archive history you can find a total overview of all uploaded datasets in TachoWeb
3. This includes datasets from:
   - our telematics
   - the TachoStation
   - the interfaces

   As well as all manually uploaded data.

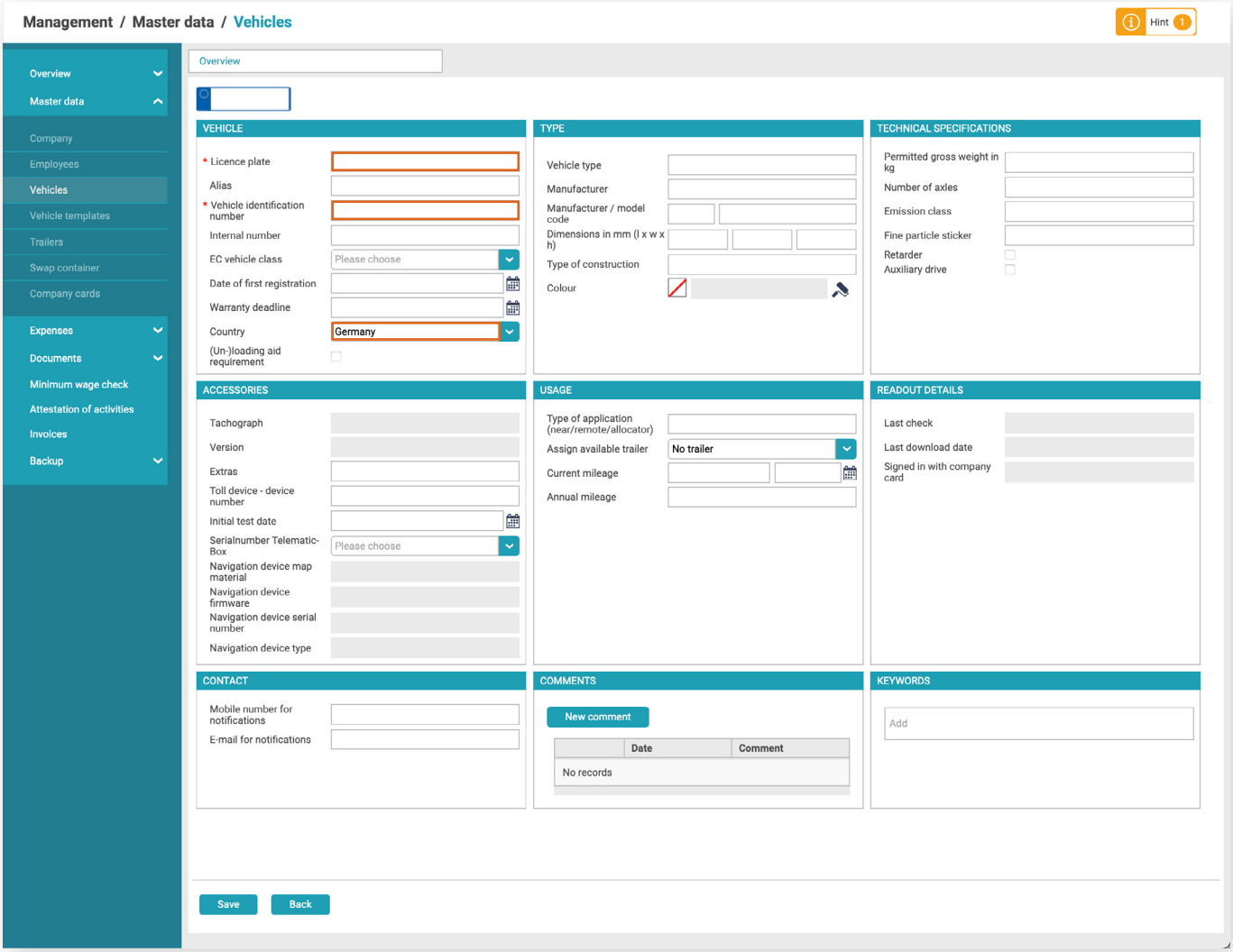


Archive history

Manually entering data

How do I add a new vehicle?

1. **Navigation: Management / Master data / Vehicles** ⟶ **Create**
2. Please fill the mandatory fields and click on **Save** when you are done. The following fields must be filled: Licence plate, Vehicle identification number (VIN), Country (this will be pre-filled)



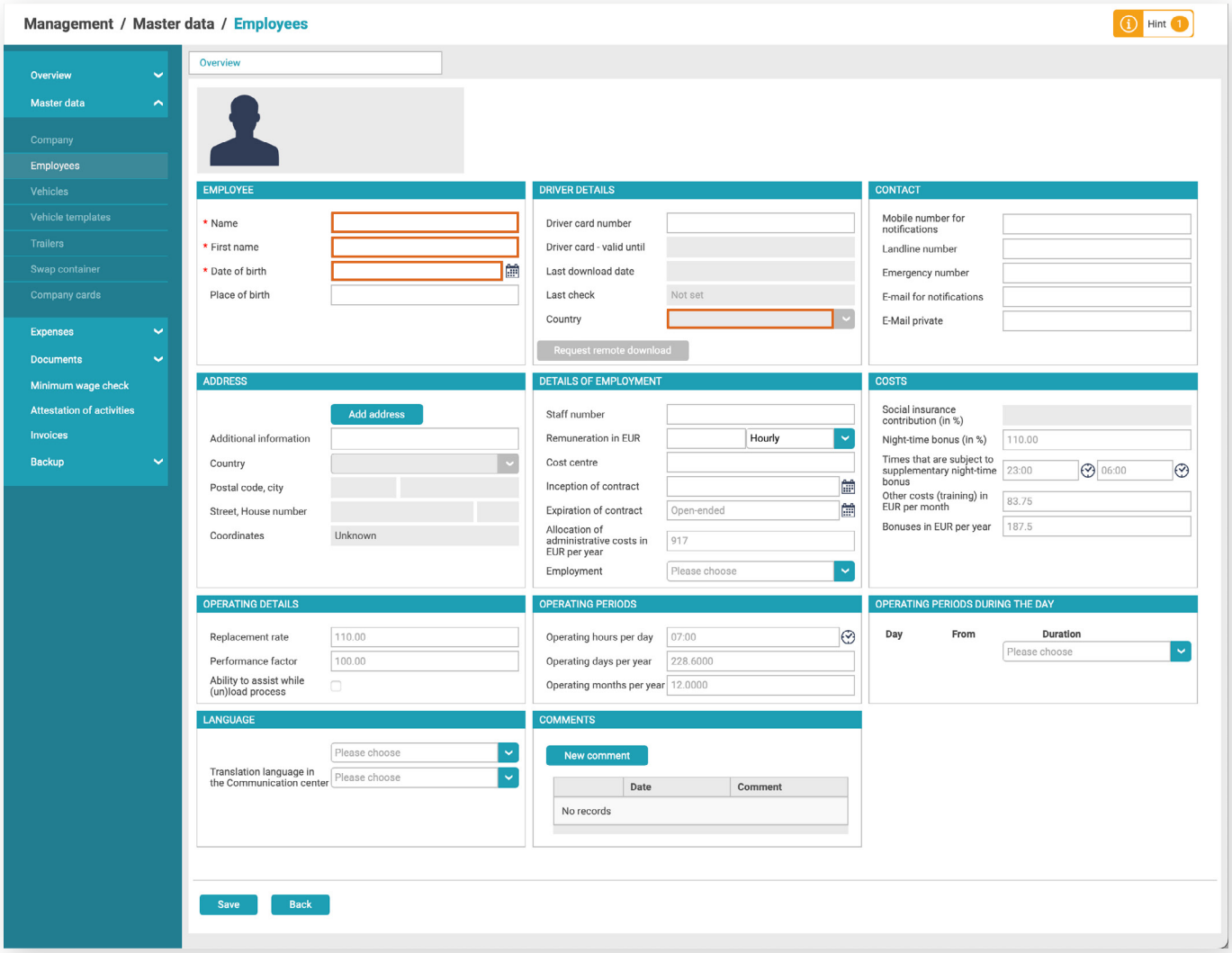
Add new vehicle

Tip:

Give your vehicle a keyword or name. This allows a grouped overview of your vehicles when tracking/tracing.

How do I add new employees?

1. **Navigation: Management / Master data / Employees → Create**
2. Please fill the mandatory fields and click **Save** when you are done.
   Mandatory fields: Name, First name, Date of Birth and Country
3. For employees with a driver card, please fill the fields 'Driver card number' and 'Driver card - valid until'!



Add new employee

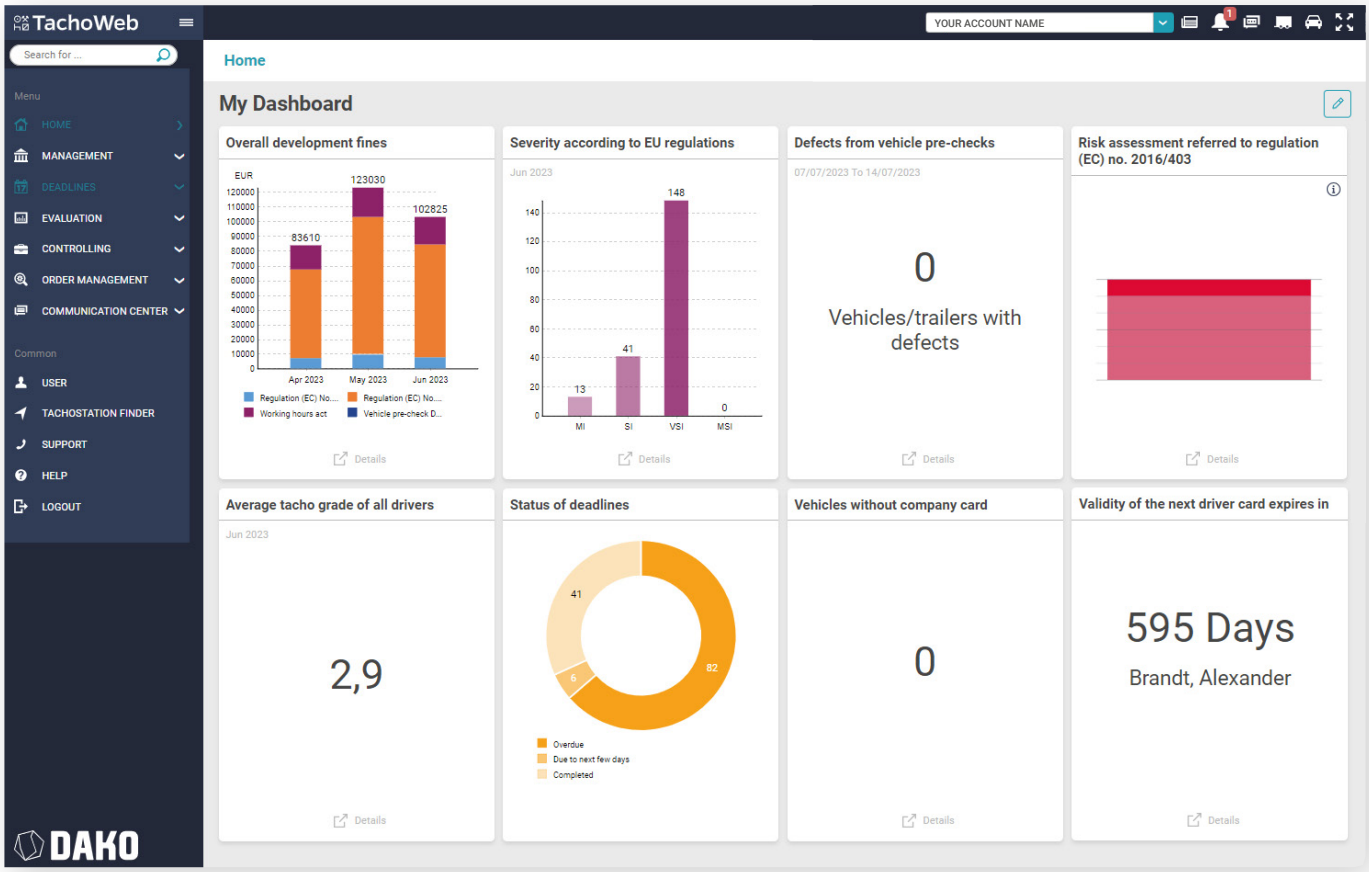
Tip:

If you enter the staff number, this will be displayed and used in the employee instruction form. The Inception of contract in the employment details section can then be retrieved and used when creating a statement of employment.

Your TachoWeb Homepage

Homepage overview

The following pages offer a brief insight into the homepage and its most important features.

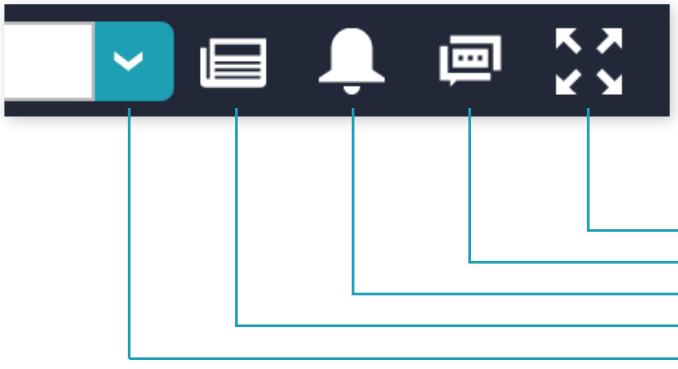


TachoWeb Dashboard / Home

After importing/uploading your data, you will get an overview of various key figures in your fleet displayed on the homepage. This overview - the so-called dashboard - can be customised to your personal preference. Read more about this on page 11.

Hinweis: There is a wider range of features available in our Live and Telematics plans. These include more menu options, a notification bar, and widgets.

Notification bar

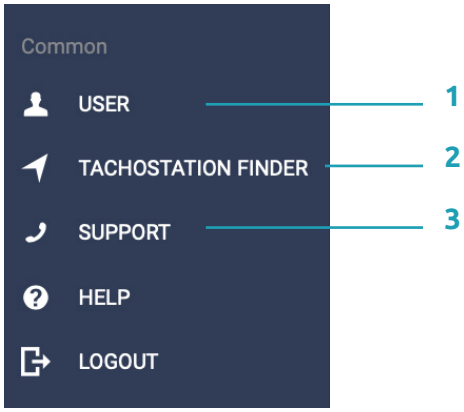


The notifications bar serves as quick access to features like downloads, unread messages, news, and current information about TachoWeb and DAKO. Full screen mode minimises the menu bar on the left-hand side.

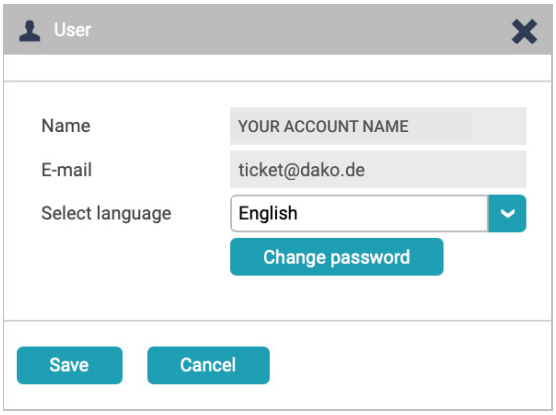
You can switch between different accounts using the cursor (e.g., in the case of multiple offices).

Full screen mode
Unread messages (Communication centre)
System messages (e.g., available downloads, live reports etc.)
New at TachoWeb and DAKO
Switch between accounts

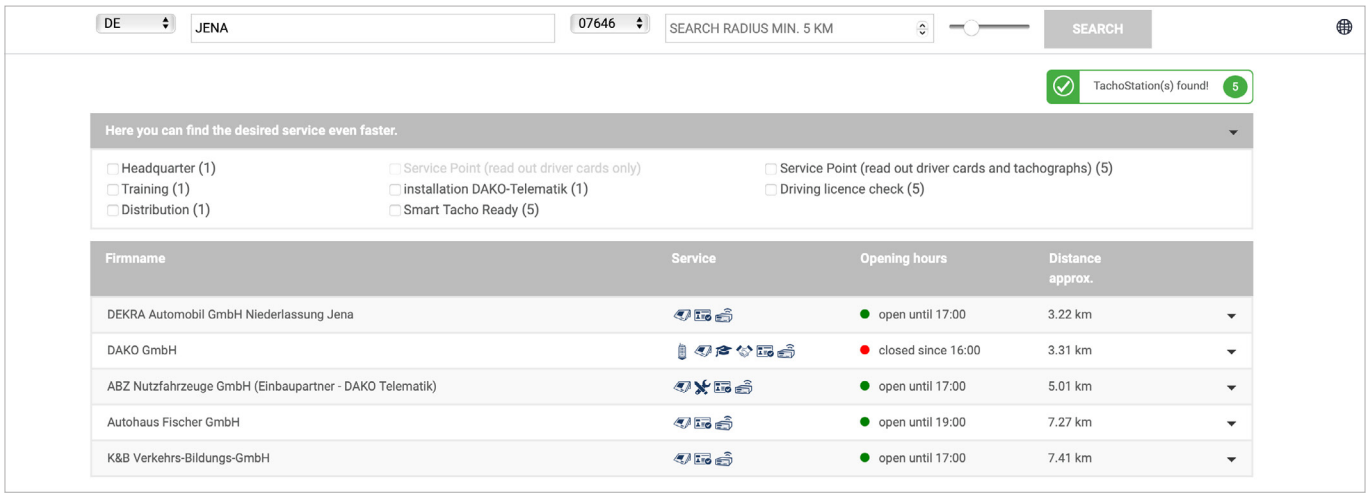
General Features



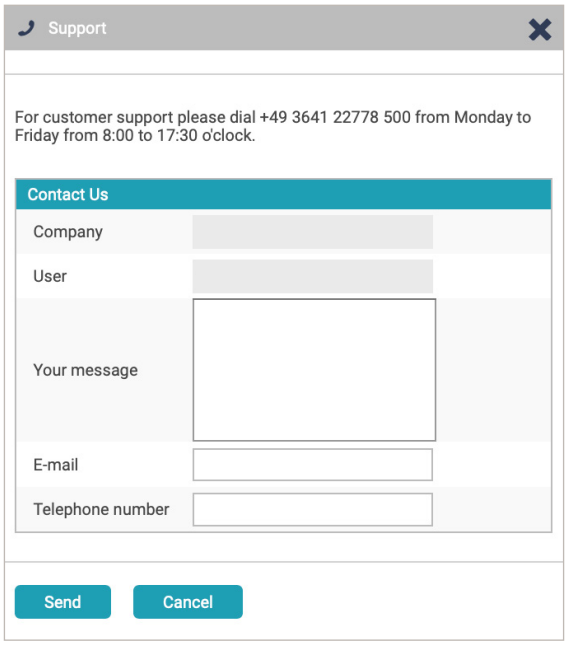
The general features allow you to configure settings for your account and help you work with TachoWeb.



1 Change your password or the language of the TachoWeb user interface here.



2 The TachoStation finder enables you to search for and locate other TachoStations in your area. You can also read-out your tachograph and driver card data at the TachoStation – for free at over 450 public locations across Germany.



3 Contact us for any support questions.

Customising your dashboard

1. Click on the pencil in the upper right corner to enter Configuration Mode.

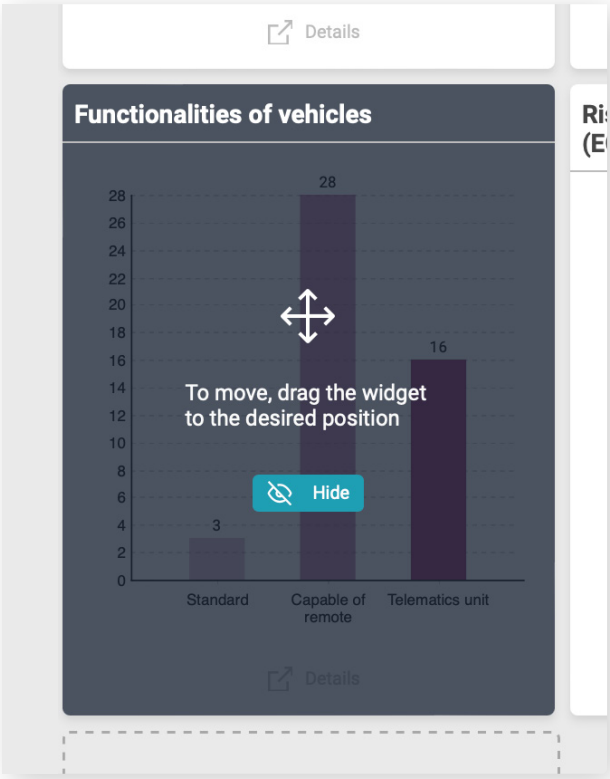
Moving the feature window (Widget)

2. Move the mouse to the corresponding widget.
3. Click and hold the left mouse button and drag the widget to its desired position.
4. Click the Hide button to remove the widget.

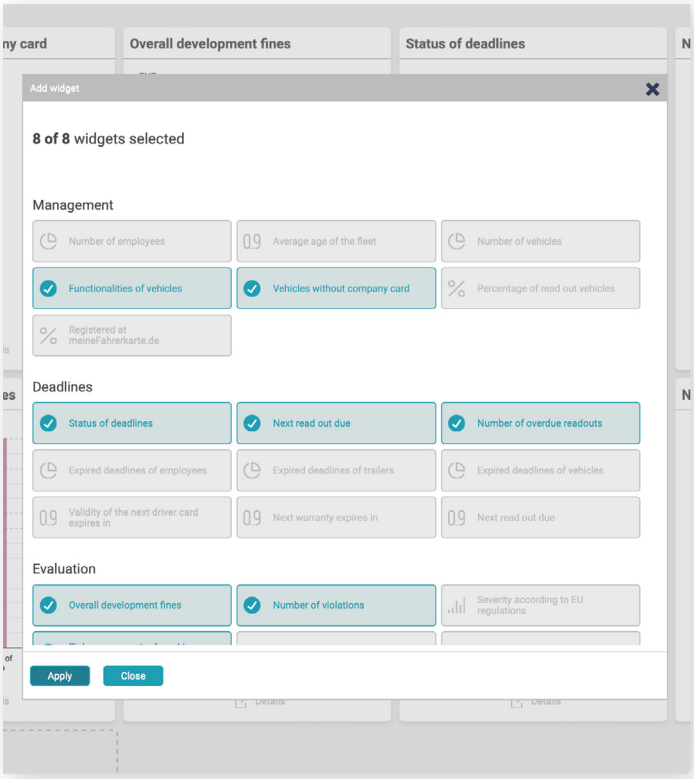
Adding a feature window (Widget)

5. Click **Add widget** on an empty space on the dashboard.
6. Select the widget you want to display from this list.

7. Confirm by clicking Apply.
8. Save your new widget with Save view.



Move widgets



Add widgets

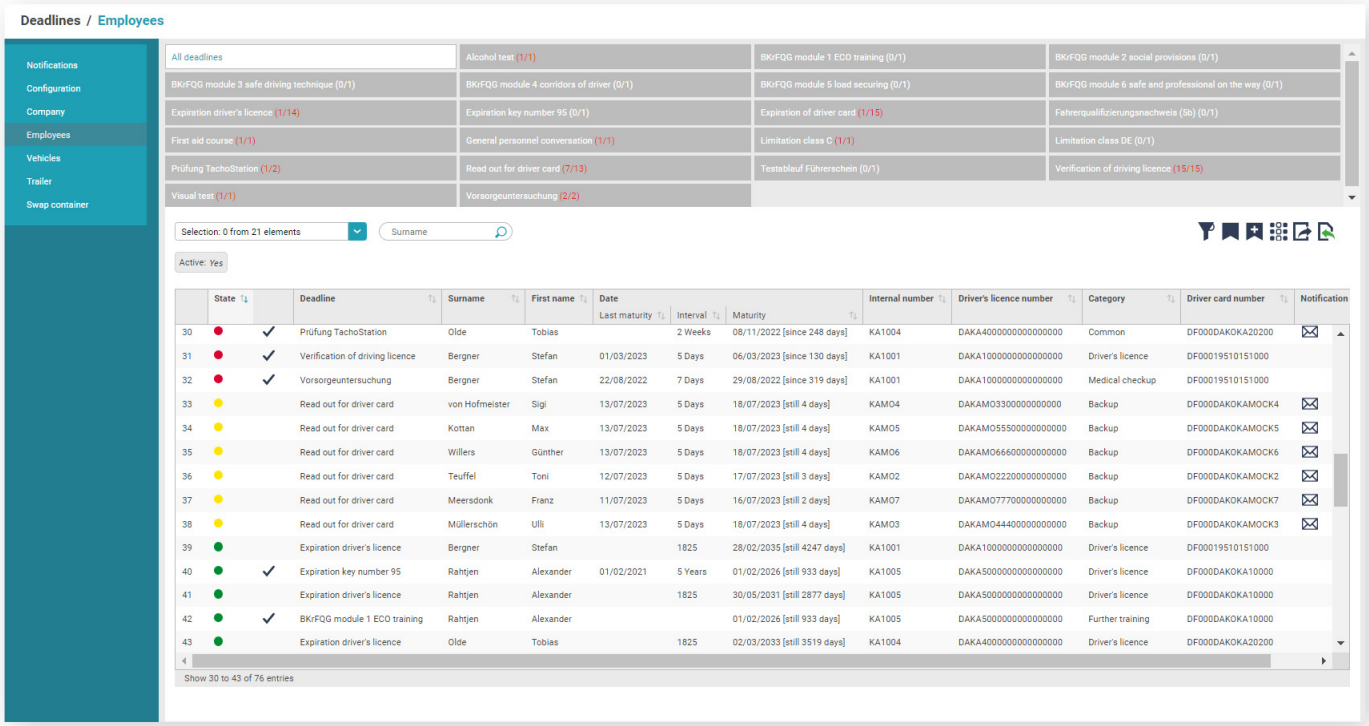
Note

The contents of the widgets are tariff related. Some features only contain data relevant to the Live or Telematics plans.

Other important features

How do I monitor my deadlines?

Navigation: Deadlines / Employees or vehicles
Under the menu heading **Deadlines**, you will find your employee and vehicle schedules. This information is based on the uploaded datasets, or the manually saved information in the master data.



Schedule selection in the Employees tab

The following schedules are automatically created for you:
› Employee – readout date and expiry of the driver card
› Vehicle – readout date and next inspection date for the tachograph/control device according to the Regulation of Vehicles for Road Transport (StVZO §57B (Tacho §57B))

Note
The red numbers in brackets under the corresponding schedule (in the list above) show you the number of overdue deadlines, as well as total numbers: [name of schedule] (overdue deadlines, total number of deadlines)

Likewise, the dates in the table are colour-coded in the 'Status' column
› Red = overdue
› Yellow = due soon
› Green = not due soon

Tipp:

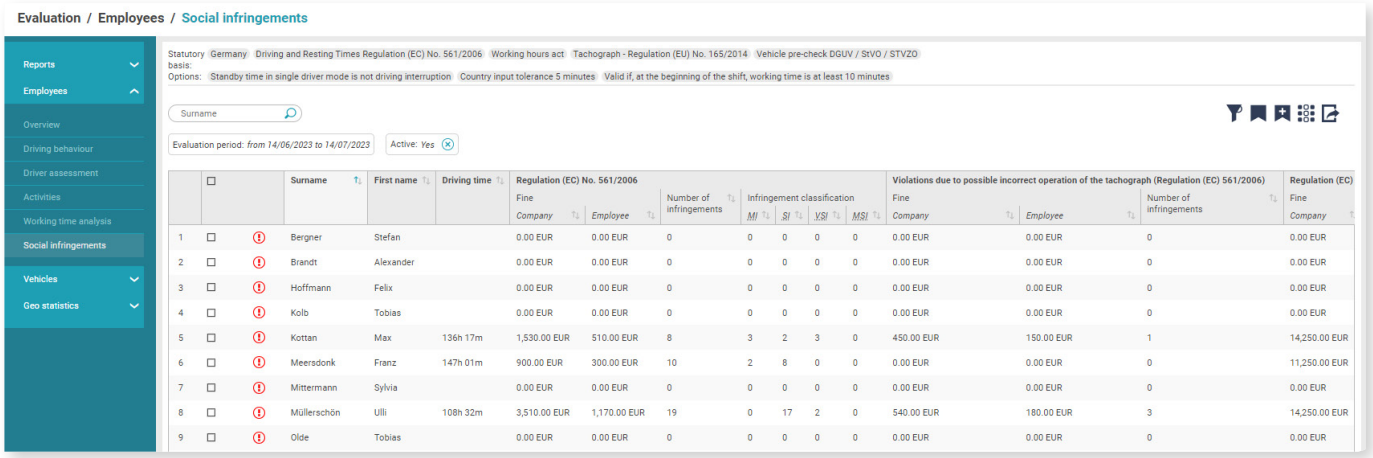
Manually performed driving licence checks can also be stored in the TachoWeb. To do this, click on the tick in the driving licence check tab and enter the date of your inspection.

This can be done even faster when using DAKO RFID-Tags together with the DAKO TachoStation.

How do I evaluate infringements?

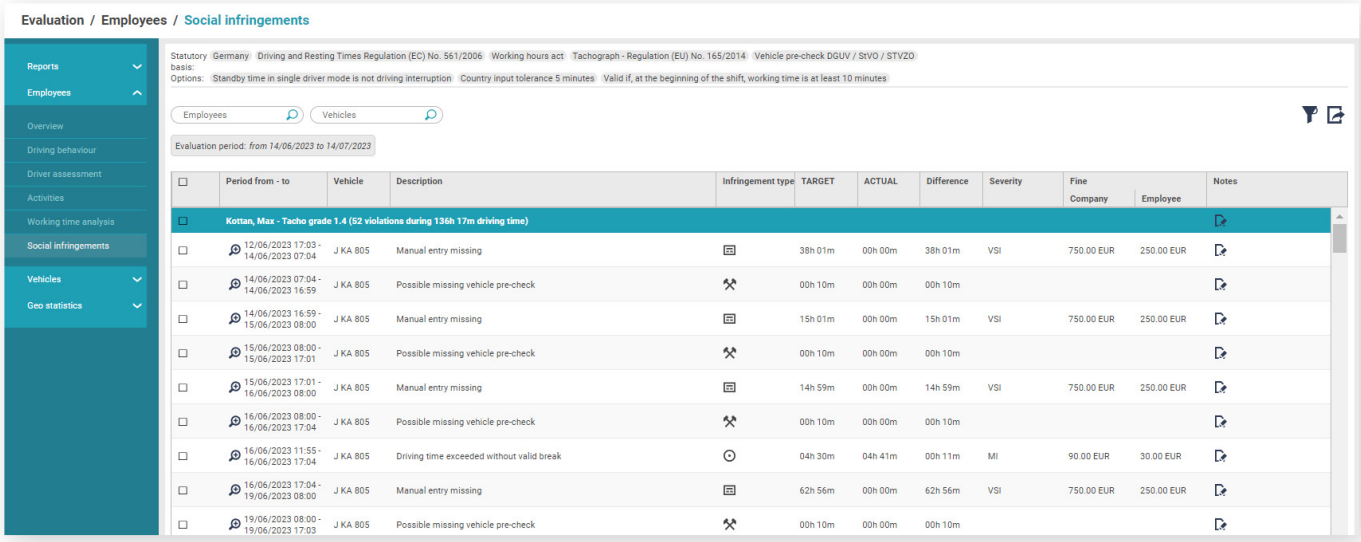
Navigation: Evaluation / Employees / Social infringements
All evaluation periods in TachoWeb are limited to one month by default.
Click on Evaluation period: from 14/06/2023 to 14/07/2023 to adjust this.

Start the evaluation by selecting the employees in the overview. Then click on Show details



Infringements overview

If there are data records for the selected period, you will see the potential infringements in the next window.
You can create and edit notes and change the status of the infringement.



Infringement details

Data export
Select table columns
Save bookmark
Load bookmark
Filter configuration

These tables are fully customisable.

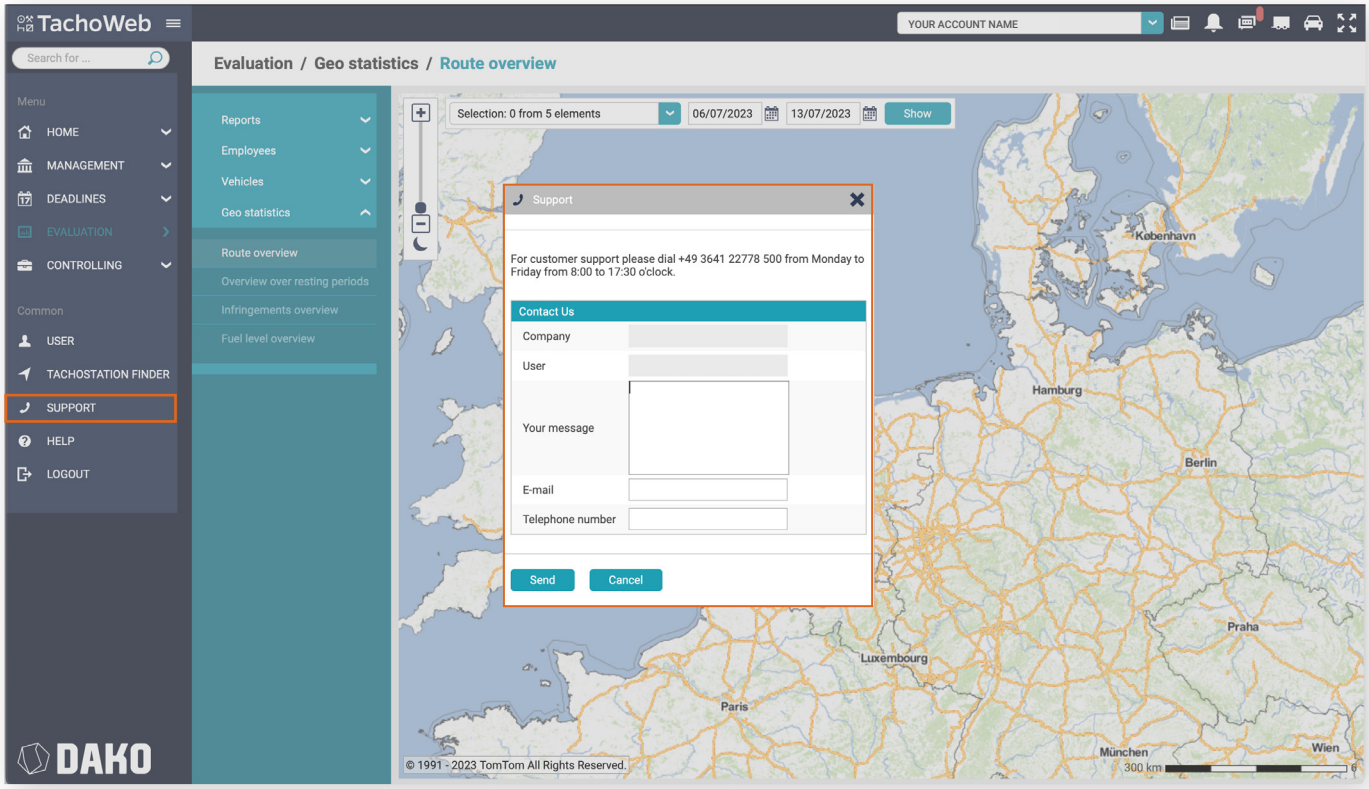
Tip:

Using our data export, you can automatically generate and print out driver guidance notes.

We hope our guide will help in supporting your start with TachoWeb

Need any further assistance?

Please use our Help feature or contact us using the **Support** button.
Of course, you can also call us: +49 3641 22778 700



Support and contact window

Did you know...

... that with Tachoweb you can keep an eye on your drivers' driving times, including their remaining working hours, in real time?
... that you can keep track of your vehicles at all times using the tracking feature?
... that you can also plan routes directly in TachoWeb and send them to your drivers' navigation devices?
... that our DAKO drive app supports your drivers during deliveries?

Find out about other features and plans from our customer service team, or directly from your personal contact person! *

*Find an overview of the TachoWeb packages and other DAKO products here: shop.dako.de/en/

Customer service and contact

Telephone: +49 3641 22778 700

Business hours: Monday to Friday
07:30am until 05:30pm

Email: ticket@dako.de

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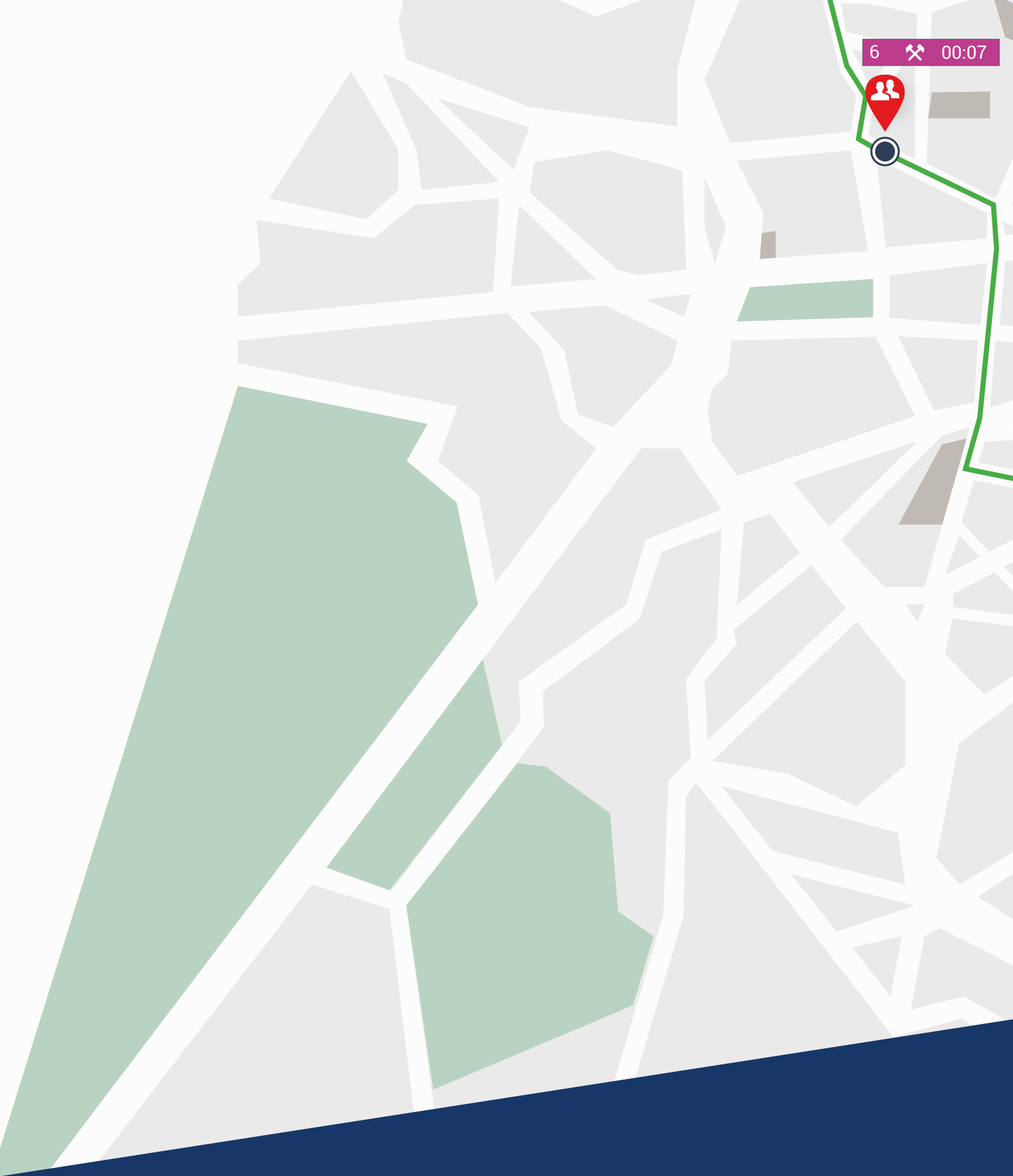
Version 07/2023



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