

# TachoWeb 6

Our guide to get you started with TachoWeb

# 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](http://www.tachoweb.eu) in your browser and click **Register account**.
2. Fill out the registration form and send it.

Registration for TachoWeb

Welcome to **DAKO-TachoWeb**

3 steps to your smart transport management

- 1 Company data
- 2 Account & contact
- 3 Account information

You need help?

You can contact our sales team Monday to Friday from 8:00 to 17:00 o'clock

**DAKO GmbH**  
Brüsseler Str. 22, 07747 Jena  
Phone +49 3641 22778 596  
Email [nk.v.jena@dako.de](mailto:nkv.jena@dako.de)

To register, please enter your data in the form

I am a DAKO sales partner

Name of the company

Company address

Country  
Please choose

Postal code, city

Street, House number

Additional information

different billing address

Email address company Email address for your contract documents

Next

TachoWeb Registration

After registering, you should receive two emails from us. These will both be from [ticket@dako.de](mailto: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](mailto: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

Login

 Hint 

Account name

Username

Password

Stay signed in

[Sign in](#) [Forgot password](#)

**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.

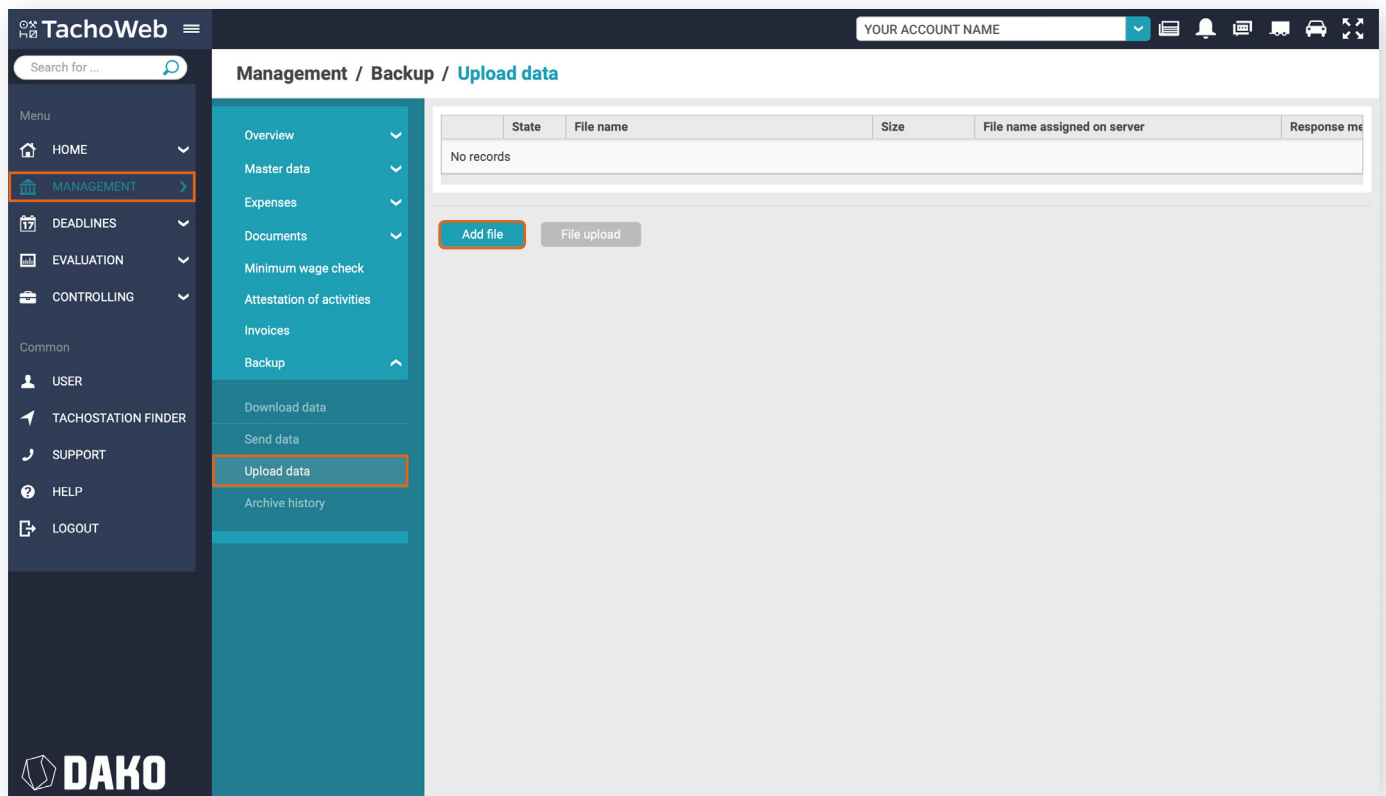
There are two possible ways to do this:

- > 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

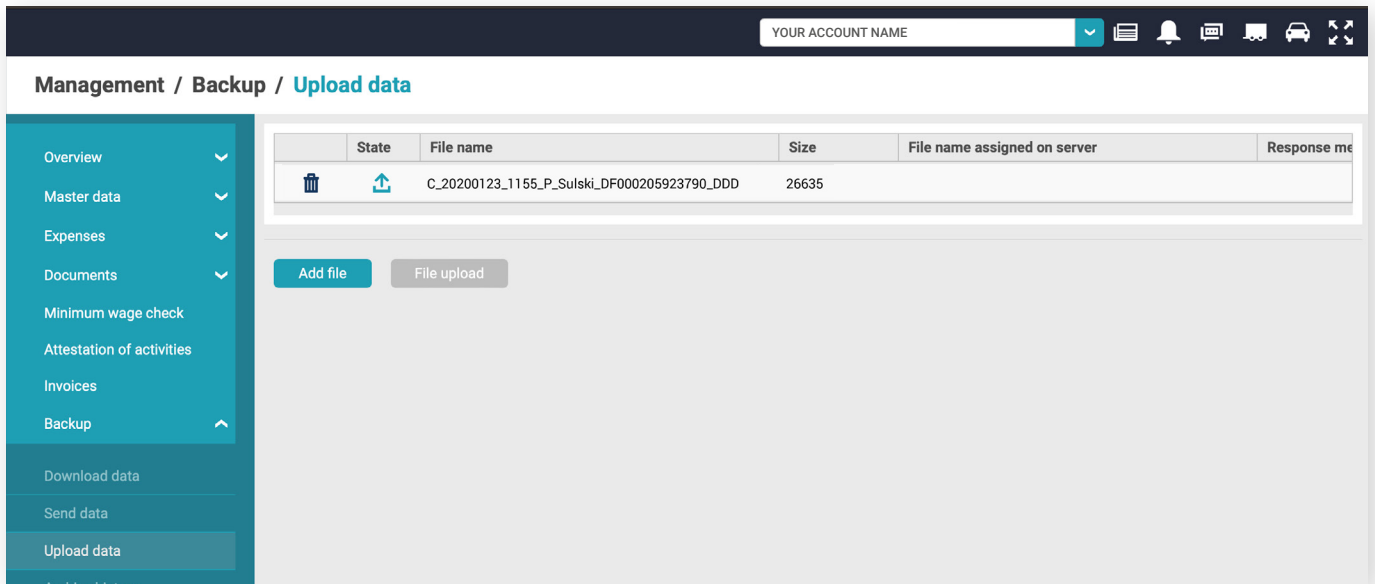


Datasets: Add file

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:

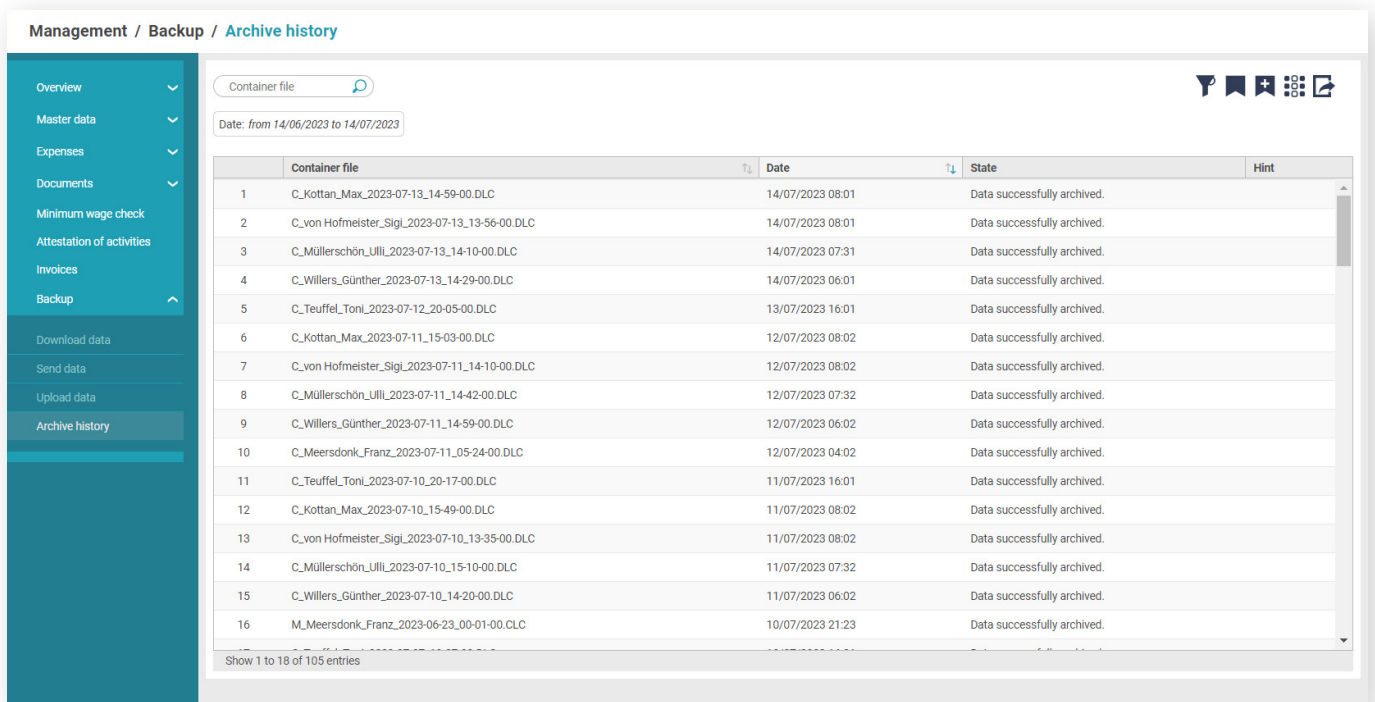
This step can be repeated multiple times in case your datasets are stored on different devices.



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)

Management / Master data / Vehicles Hint 1

Overview

Master data

Company

Employees

Vehicles

Vehicle templates

Trailers

Swap container

Company cards

Expenses

Documents

Minimum wage check

Attestation of activities

Invoices

Backup

Overview

VEHICLE

- Licence plate
- Alias
- Vehicle identification number
- Internal number
- EC vehicle class
- Date of first registration
- Warranty deadline
- Country: Germany
- (Un-)loading aid requirement

TYPE

- Vehicle type
- Manufacturer
- Manufacturer / model code
- Dimensions in mm (l x w x h)
- Type of construction
- Colour

TECHNICAL SPECIFICATIONS

- Permitted gross weight in kg
- Number of axles
- Emission class
- Fine particle sticker
- Retarder
- Auxiliary drive

ACCESSORIES

- Tachograph
- Version
- Extras
- Toll device - device number
- Initial test date
- Serialnumber Telematic-Box
- Navigation device map material
- Navigation device firmware
- Navigation device serial number
- Navigation device type

USAGE

- Type of application (near/remote/allocator)
- Assign available trailer: No trailer
- Current mileage
- Annual mileage

READOUT DETAILS

- Last check
- Last download date
- Signed in with company card

CONTACT

- Mobile number for notifications
- E-mail for notifications

COMMENTS

New comment

Date	Comment
No records	

KEYWORDS

Add

Save Back

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'!

Management / Master data / **Employees** Hint 1

Overview

Master data

Company

**Employees**

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Overview



EMPLOYEE	DRIVER DETAILS	CONTACT						
<p>* Name <input type="text"/></p> <p>* First name <input type="text"/></p> <p>* Date of birth <input type="text"/></p> <p>Place of birth <input type="text"/></p>	<p>Driver card number <input type="text"/></p> <p>Driver card - valid until <input type="text"/></p> <p>Last download date <input type="text"/></p> <p>Last check <input type="text" value="Not set"/></p> <p>Country <input type="text"/></p> <p><input type="button" value="Request remote download"/></p>	<p>Mobile number for notifications <input type="text"/></p> <p>Landline number <input type="text"/></p> <p>Emergency number <input type="text"/></p> <p>E-mail for notifications <input type="text"/></p> <p>E-Mail private <input type="text"/></p>						
ADDRESS	DETAILS OF EMPLOYMENT	COSTS						
<p><input type="button" value="Add address"/></p> <p>Additional information <input type="text"/></p> <p>Country <input type="text"/></p> <p>Postal code, city <input type="text"/></p> <p>Street, House number <input type="text"/></p> <p>Coordinates <input type="text" value="Unknown"/></p>	<p>Staff number <input type="text"/></p> <p>Remuneration in EUR <input type="text" value="Hourly"/></p> <p>Cost centre <input type="text"/></p> <p>Inception of contract <input type="text"/></p> <p>Expiration of contract <input type="text" value="Open-ended"/></p> <p>Allocation of administrative costs in EUR per year <input type="text" value="917"/></p> <p>Employment <input type="text" value="Please choose"/></p>	<p>Social insurance contribution (in %) <input type="text"/></p> <p>Night-time bonus (in %) <input type="text" value="110.00"/></p> <p>Times that are subject to supplementary night-time bonus <input type="text" value="23:00"/> <input type="text" value="06:00"/></p> <p>Other costs (training) in EUR per month <input type="text" value="83.75"/></p> <p>Bonuses in EUR per year <input type="text" value="187.5"/></p>						
OPERATING DETAILS	OPERATING PERIODS	OPERATING PERIODS DURING THE DAY						
<p>Replacement rate <input type="text" value="110.00"/></p> <p>Performance factor <input type="text" value="100.00"/></p> <p>Ability to assist while (un)load process <input type="checkbox"/></p>	<p>Operating hours per day <input type="text" value="07:00"/></p> <p>Operating days per year <input type="text" value="228.6000"/></p> <p>Operating months per year <input type="text" value="12.0000"/></p>	<table border="1"> <thead> <tr> <th>Day</th> <th>From</th> <th>Duration</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td><input type="text" value="Please choose"/></td> </tr> </tbody> </table>	Day	From	Duration			<input type="text" value="Please choose"/>
Day	From	Duration						
		<input type="text" value="Please choose"/>						
LANGUAGE	COMMENTS							
<p>Translation language in the Communication center <input type="text" value="Please choose"/></p> <p><input type="text" value="Please choose"/></p>	<p><input type="button" value="New comment"/></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td colspan="2">No records</td> </tr> </tbody> </table>	Date	Comment	No records				
Date	Comment							
No records								

Add new employee

### Tip:

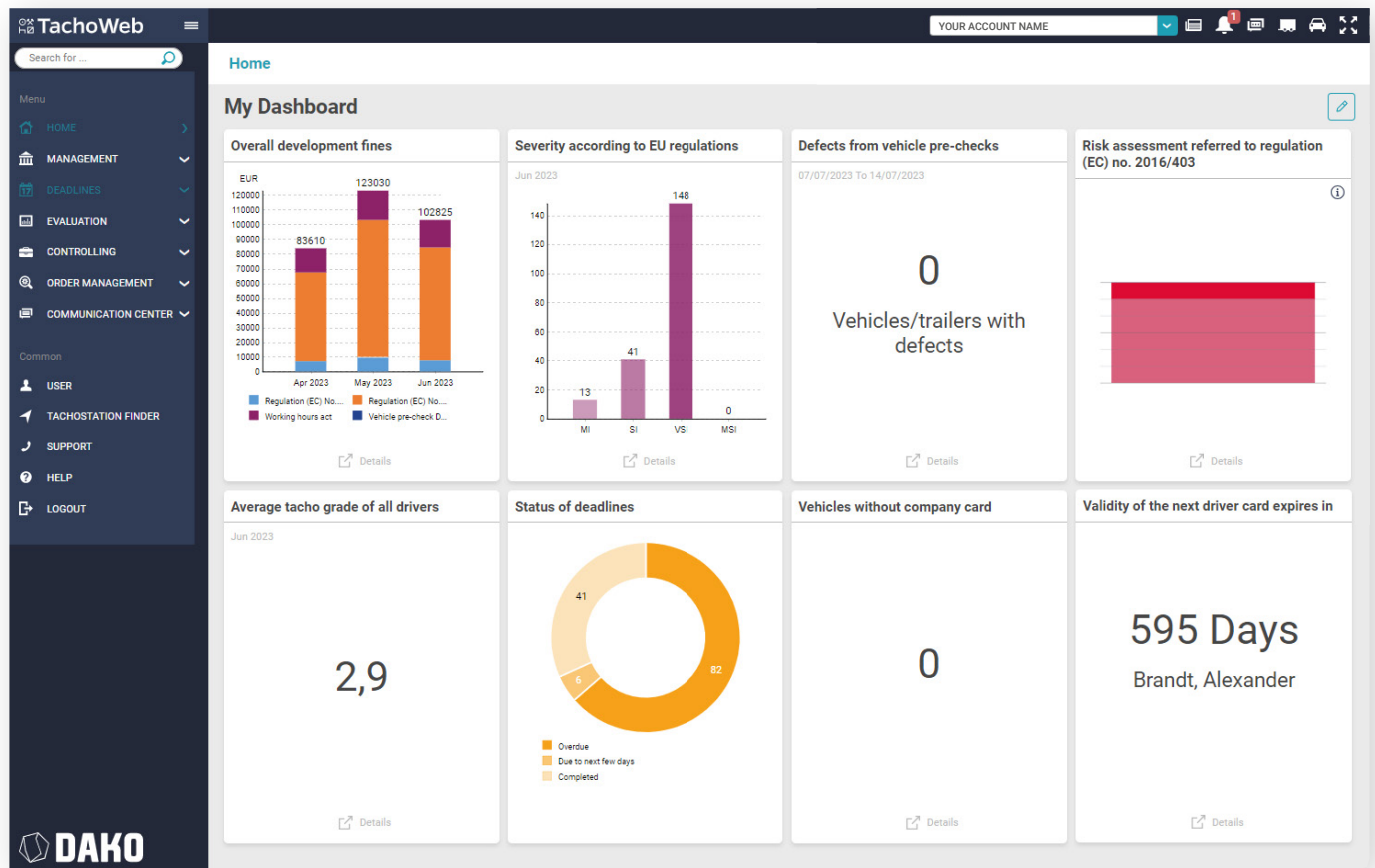
If you enter the staff number, this will be displayed and used in the employee instruction form. The Inception of contract in the employment details section can then be retrieved and used when creating a statement of employment.



# 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

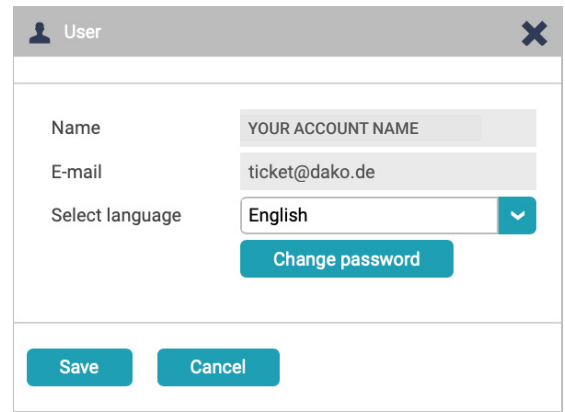
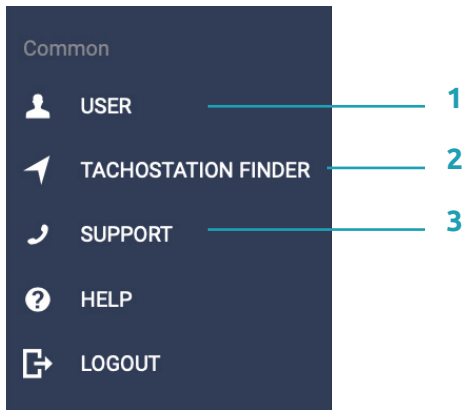


The notifications bar serves as quick access to features like downloads, unread messages, news, and current information about TachoWeb and DAKO. Full screen mode minimises the menu bar on the left-hand side.

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

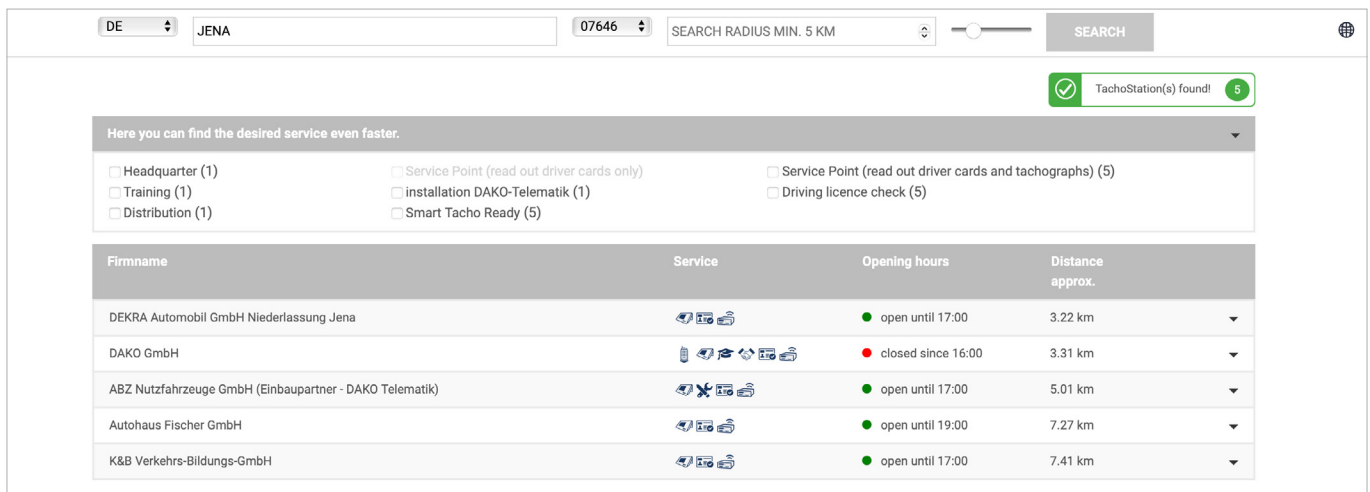
- Full screen mode
- Unread messages (Communication centre)
- System messages (e.g., available downloads, live reports etc.)
- New at TachoWeb and DAKO
- Switch between accounts

# General Features

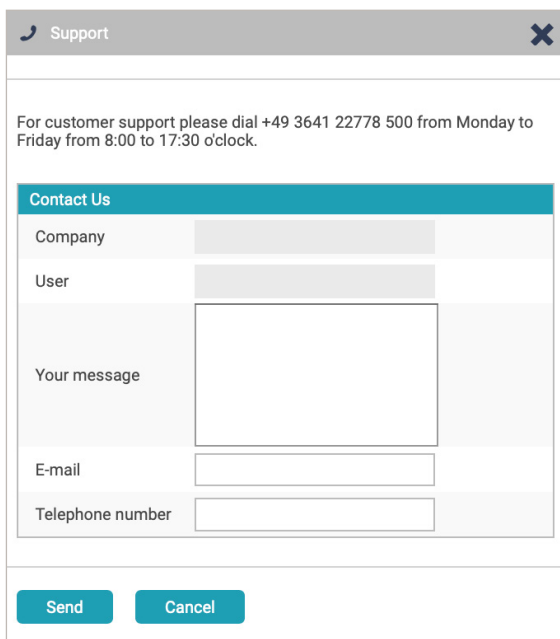


The general features allow you to configure settings for your account and help you work with TachoWeb.

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

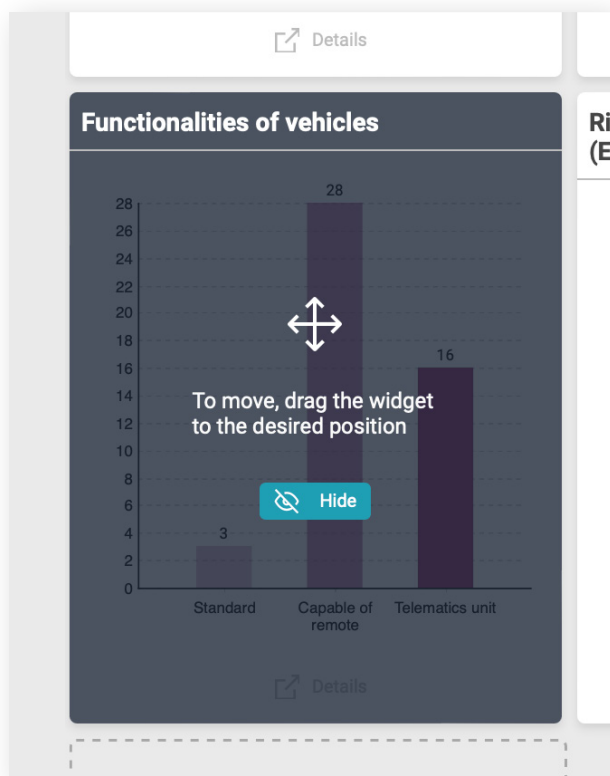
1. Click on the pencil in the upper right corner to enter Configuration Mode.

### Moving the feature window (Widget)

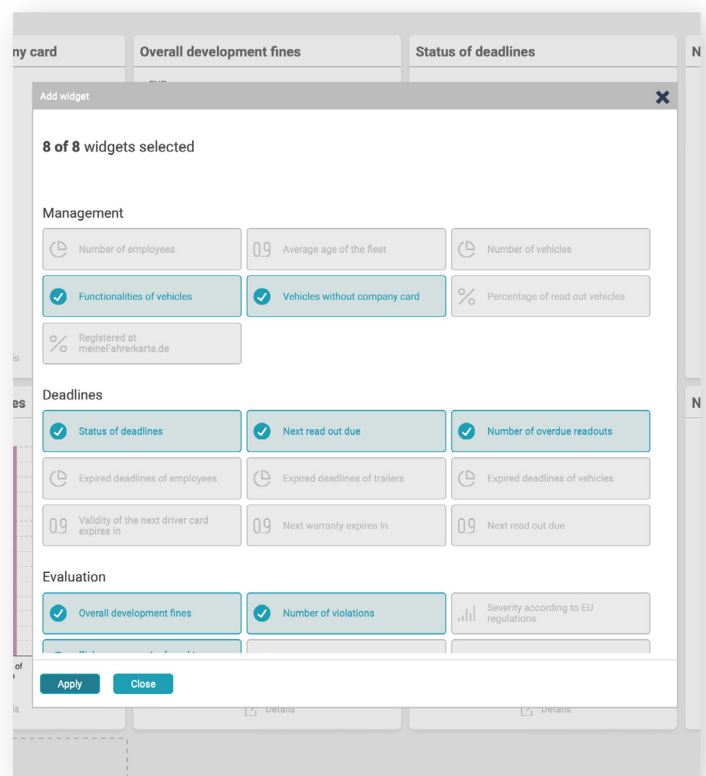
2. Move the mouse to the corresponding widget.
3. Click and hold the left mouse button and drag the widget to its desired position.
4. Click the **Hide** button to remove the widget.

### 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.

The screenshot shows the 'Deadlines / Employees' interface. At the top, there is a grid of schedule categories with their respective completion counts. Below this is a search bar and a table of active deadlines. The table columns are: State (with a color-coded dot), Deadline, Surname, First name, Date (with 'Last maturity'), Interval, Maturity, Internal number, Driver's licence number, Category, Driver card number, and Notification (with an envelope icon). The table lists various deadlines such as 'Prüfung TachoStation', 'Verification of driving licence', 'Vorsorgeuntersuchung', and 'Expiration driver's licence' for different employees.

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

Evaluation / Employees / Social infringements

Statutory Germany Driving and Resting Times Regulation (EC) No. 561/2006 Working hours act Tachograph - Regulation (EU) No. 165/2014 Vehicle pre-check DGUV / STVO / STVZO  
 basis: Standby time in single driver mode is not driving interruption Country input tolerance 5 minutes Valid if, at the beginning of the shift, working time is at least 10 minutes

Surname

Evaluation period: from 14/06/2023 to 14/07/2023 Active: Yes

	☐	Surname	First name	Driving time	Regulation (EC) No. 561/2006				Number of infringements	Infringement classification				Violations due to possible incorrect operation of the tachograph (Regulation (EC) 561/2006)				Regulation (EC)	
					Fine Company	Fine Employee	MI	SI		YSP	MSI	Fine Company	Fine Employee	Number of infringements	Fine Company	Fine Employee			
1	<input type="checkbox"/>	Bergner	Stefan		0.00 EUR	0.00 EUR	0	0	0	0	0	0.00 EUR	0.00 EUR	0	0.00 EUR	0.00 EUR			
2	<input type="checkbox"/>	Brandt	Alexander		0.00 EUR	0.00 EUR	0	0	0	0	0.00 EUR	0.00 EUR	0	0.00 EUR	0.00 EUR				
3	<input type="checkbox"/>	Hoffmann	Felix		0.00 EUR	0.00 EUR	0	0	0	0	0.00 EUR	0.00 EUR	0	0.00 EUR	0.00 EUR				
4	<input type="checkbox"/>	Kolb	Tobias		0.00 EUR	0.00 EUR	0	0	0	0	0.00 EUR	0.00 EUR	0	0.00 EUR	0.00 EUR				
5	<input type="checkbox"/>	Kottan	Max	136h 17m	1,530.00 EUR	510.00 EUR	8	3	2	3	0	450.00 EUR	150.00 EUR	1	14,250.00 EUR	0.00 EUR			
6	<input type="checkbox"/>	Meersdonk	Franz	147h 01m	900.00 EUR	300.00 EUR	10	2	8	0	0	0.00 EUR	0.00 EUR	0	11,250.00 EUR	0.00 EUR			
7	<input type="checkbox"/>	Mittermann	Sylvia		0.00 EUR	0.00 EUR	0	0	0	0	0.00 EUR	0.00 EUR	0	0.00 EUR	0.00 EUR				
8	<input type="checkbox"/>	Müllerschön	Ulli	108h 32m	3,510.00 EUR	1,170.00 EUR	19	0	17	2	0	540.00 EUR	180.00 EUR	3	14,250.00 EUR	0.00 EUR			
9	<input type="checkbox"/>	Olde	Tobias		0.00 EUR	0.00 EUR	0	0	0	0	0.00 EUR	0.00 EUR	0	0.00 EUR	0.00 EUR				

### 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.

Evaluation / Employees / Social infringements

Statutory Germany Driving and Resting Times Regulation (EC) No. 561/2006 Working hours act Tachograph - Regulation (EU) No. 165/2014 Vehicle pre-check DGUV / STVO / STVZO  
 basis: Standby time in single driver mode is not driving interruption Country input tolerance 5 minutes Valid if, at the beginning of the shift, working time is at least 10 minutes

Employees  Vehicles

Evaluation period: from 14/06/2023 to 14/07/2023

☐	Period from - to	Vehicle	Description	Infringement type	TARGET	ACTUAL	Difference	Severity	Fine Company	Fine Employee	Notes
<input type="checkbox"/>	<b>Kottan, Max - Tacho grade 1.4 (52 violations during 136h 17m driving time)</b>										
<input type="checkbox"/>	12/06/2023 17:03 - 14/06/2023 07:04	J KA 805	Manual entry missing	☐	38h 01m	00h 00m	38h 01m	VSI	750.00 EUR	250.00 EUR	📄
<input type="checkbox"/>	14/06/2023 07:04 - 14/06/2023 16:59	J KA 805	Possible missing vehicle pre-check	⚡	00h 10m	00h 00m	00h 10m				📄
<input type="checkbox"/>	14/06/2023 16:59 - 15/06/2023 08:00	J KA 805	Manual entry missing	☐	15h 01m	00h 00m	15h 01m	VSI	750.00 EUR	250.00 EUR	📄
<input type="checkbox"/>	15/06/2023 08:00 - 15/06/2023 17:01	J KA 805	Possible missing vehicle pre-check	⚡	00h 10m	00h 00m	00h 10m				📄
<input type="checkbox"/>	15/06/2023 17:01 - 16/06/2023 09:00	J KA 805	Manual entry missing	☐	14h 59m	00h 00m	14h 59m	VSI	750.00 EUR	250.00 EUR	📄
<input type="checkbox"/>	16/06/2023 09:00 - 16/06/2023 17:04	J KA 805	Possible missing vehicle pre-check	⚡	00h 10m	00h 00m	00h 10m				📄
<input type="checkbox"/>	16/06/2023 11:55 - 16/06/2023 17:04	J KA 805	Driving time exceeded without valid break	⊙	04h 30m	04h 41m	00h 11m	MI	90.00 EUR	30.00 EUR	📄
<input type="checkbox"/>	16/06/2023 17:04 - 19/06/2023 08:00	J KA 805	Manual entry missing	☐	62h 56m	00h 00m	62h 56m	VSI	750.00 EUR	250.00 EUR	📄
<input type="checkbox"/>	19/06/2023 08:00 - 19/06/2023 17:03	J KA 805	Possible missing vehicle pre-check	⚡	00h 10m	00h 00m	00h 10m				📄

### Infringement details



- Data export
- Select table columns
- Save bookmark
- Load bookmark
- Filter configuration

### Tip:

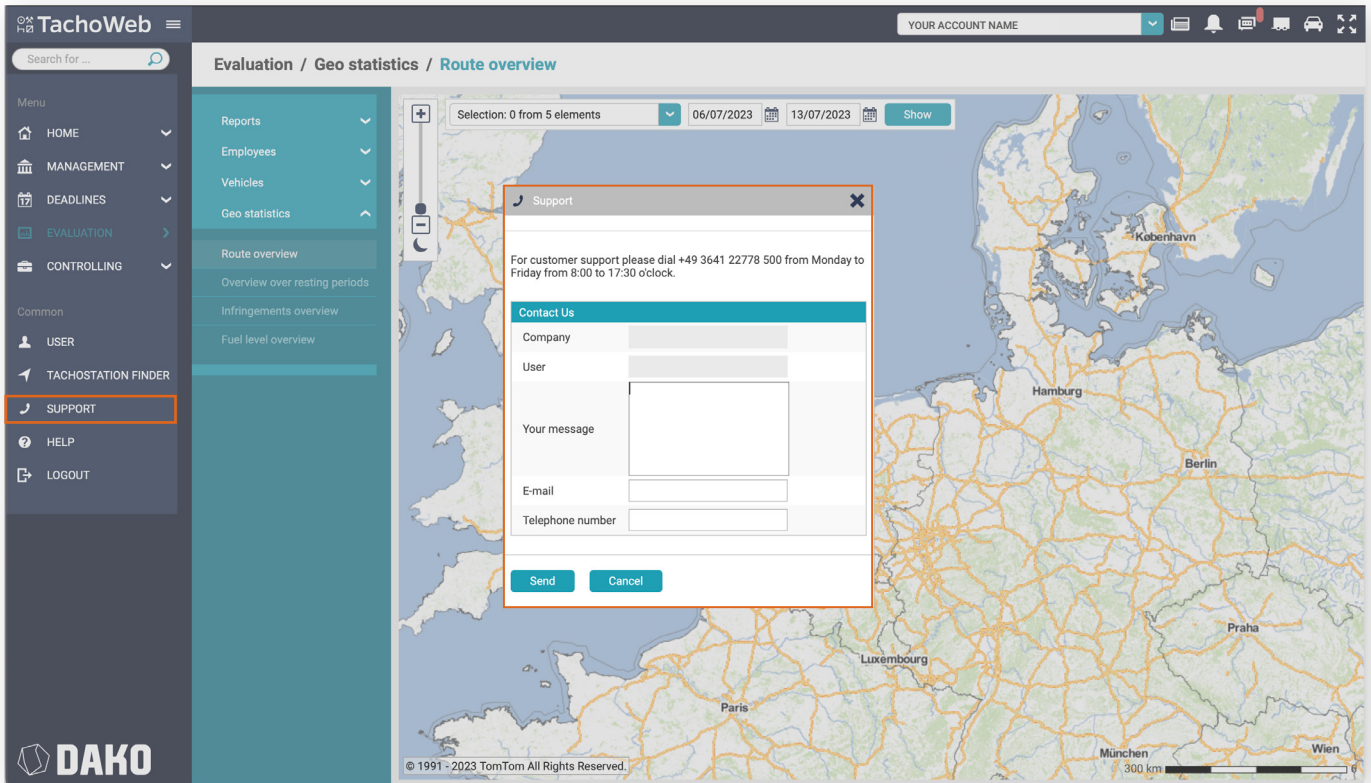
Using our data export, you can automatically generate and print out driver guidance notes.

These tables are fully customisable.

# 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/](https://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



**DAKO**



**TachoWeb**

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