

FIRST STEPS TO COMPLIANCE

OBTAINING YOUR COMPANY CARD

In order to download your vehicle, you will require a company card. This can be applied for online; there is a fee of £32.00 for the card to be issued.

The purpose of the card is to enable the digital tachograph to be downloaded. Unlike the driver card, the company card holds no data; its use is limited to 'unlocking' the tachograph, so that it may be downloaded using a **manual** or remote **downloading device**.

It is impossible to download a tachograph without using a company card; it is an offence to use a company card other than the one to which the vehicle is locked.

LOCKING IN YOUR COMPANY CARD

When you receive your company card, it is necessary to lock it into your vehicle's tachograph. This ensures the data that is accrued thereafter will be associated with your company, and not with the previous owner's.

If you download your new vehicle without locking in the card, one of two scenarios may ensue:

One, if the previous owner has (as they should) locked out their company card before selling the vehicle, your download will be unsuccessful;

Two, if the previous owner has not locked out their card, it will be downloaded in that company's name, not your own.

Locking in your company card is straightforward. Some tachographs, when you insert the card for the first time, will show a message on the screen: do you want to lock in the company card? 'Yes' will be preselected, so just press the 'OK' button.

Other tachographs do not make it quite so easy. In these (usually older) tachographs, once you have inserted the card:

- Use the buttons on the tachograph to scroll down to 'comp locks';
- Press 'OK', then you will see two options: company lock-in, and company lock-out;
- Select 'Yes' to company lock-in.

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Once your card is locked in, it is best not to try a download immediately. Locking in a new company card essentially locks out all previous data; therefore, there will be no data to download.

Best practice is to use the vehicle for around a week, before trying to download it for the first time; during the week enough data will have accrued on the tachograph to enable a successful first download.

DOWNLOADING A VEHICLE

Using your manual downloader (DigiDown Plus), download the most recent data via the following method:

- Insert company card (either Slot 1 or Slot 2);
- After your company name appears on the screen, connect the device to the tachograph (newer tachographs have small connecting rods on the front of the model; in older tachographs, these rods are behind the paper roll tray - you will need to remove this to reveal the rods);
- The red lights on the device should flash successively, select LATEST VU; The red light beside Latest VU will flash quickly;
- When the download is complete, this light will flash noticeably slower (not all tachographs indicate the download is complete);
- To eject the company card, press and hold the button next to the slot in which the company card is inserted;
- The company name will appear on the screen, followed by a message asking if you wish to lock out the company card unless you are about to sell the vehicle, select 'No';
- Once the card is ejected, carefully disconnect the device from the tachograph

The data is now stored on the **SD card** that is in the DigiDown.

DOWNLOAD A CARD

Depending on the kind of hardware you have, there are three options for downloading a driver card:

1. One, from the vehicle unit; follow the same process as described above for downloading a tachograph, except select 'Card' instead of Latest VU;
2. Via the DigiDown Plus, insert the driver card to the device;
3. Via a smart card reader, connect the cable to the PC on which your software is installed; insert the card chip facing up.

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UPLOAD DATA TO YOUR COMPLIANCE PORTAL

Cornerstone, the software used to transfer data from your hardware to your online compliance portal, will be installed on your PC.

If you have downloaded the data to a DigiDown Plus, remove the SD card from the DigiDown and insert it in the PC. If your PC does not have a slot for SD cards, connect the device to the PC via a USB cable.

A message in the corner of your PC screen will appear, along with a progress bar; this will let you know when the transfer is complete.

Within around thirty minutes, the data will import into your online dashboard. You will be able to access this via the browser, using the login details provided to you.