



by

DESCARTES™

Quick Start Guide

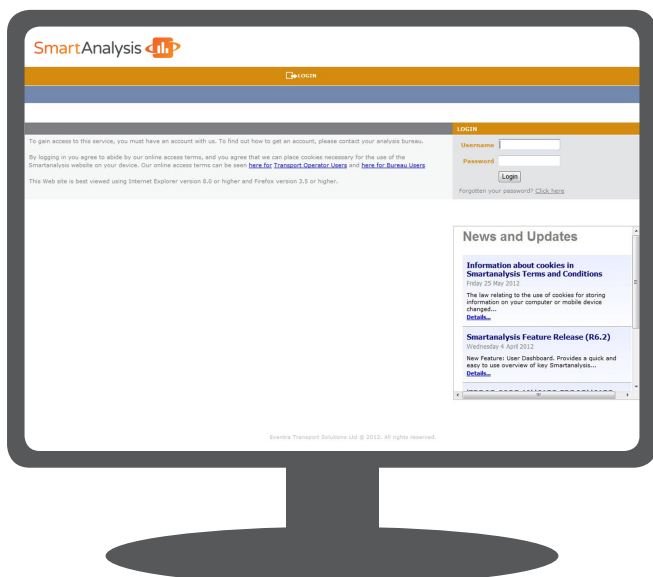
So you've signed up.

What now?

This quick start guide will walk you through how to log in, download data, select, view and run reports and will show you how to access your tachograph files.

Quick Start Guide

Step 1 Login to Smartanalysis



Go to www1.smartanalysis.com
Enter the username and password that you have received by email.

Download the software required to upload your digital tachograph data or scan your analogue charts.

For digital tachographs...

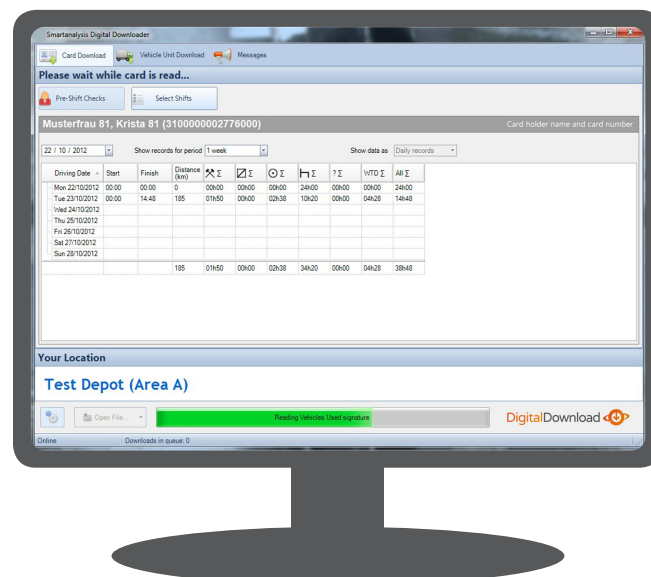
You will need to download the Smartanalysis digital download software. Simply click *Help* from the quick access toolbar and then select *Downloads – Software Downloads*. Then click on the link for Smartanalysis digital downloader to start the installation.

For analogue tachographs...

You can either post charts to us or scan them, using a scanner and our depotscan software. Contact our support team on +44 (0)1249 477099 or email servicedesk@desartes.com to install the software and ensure that your scanner is setup correctly.

Charts should be posted to Descartes Systems UK Ltd at Unit 2 Arden Business Centre, Horsfield Way, Bredbury Park Industrial Estate, Stockport, Cheshire SK6 2SU.

Step 2 Download your data



Ensure your USB card reader is connected to your PC and run the digital downloader software. Then simply insert a driver card into the card reader and the software will read the information and automatically upload it to Smartanalysis.

For digital tachographs...

For VU data you need to download the data from the vehicle to a VU download device first, and then just connect your VU download device to your PC while the software is running.

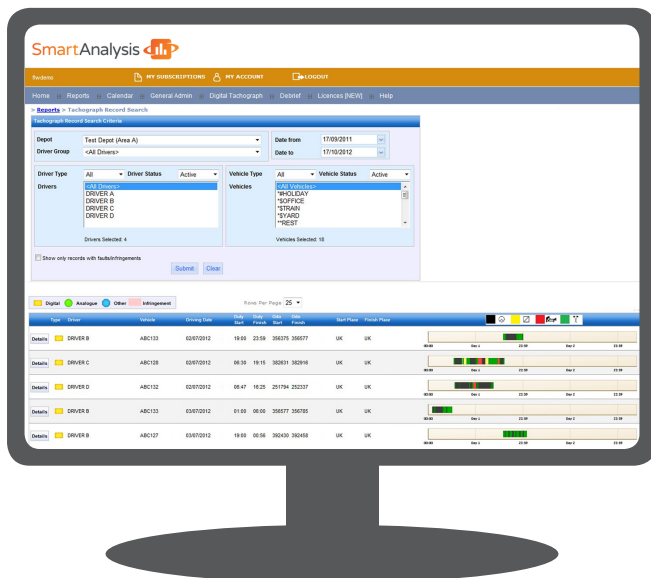
For analogue tachographs...

Scanning charts is just as easy. Run the depotscan software and click *Start Scanning*. Place the charts in the scanner tray and click *Scan Charts*. Once scanned, check the image of the chart is correct then click *Accept* and the chart images will be sent for analysis.

You can buy any card readers, download devices, scanner, charts and envelopes you need from our online shop at: <http://smartcompliance.descartes.com/shop>

Step 3

View tachograph records



If you want to view your drivers' tachograph records then go to www1.smartanalysis.com and login.

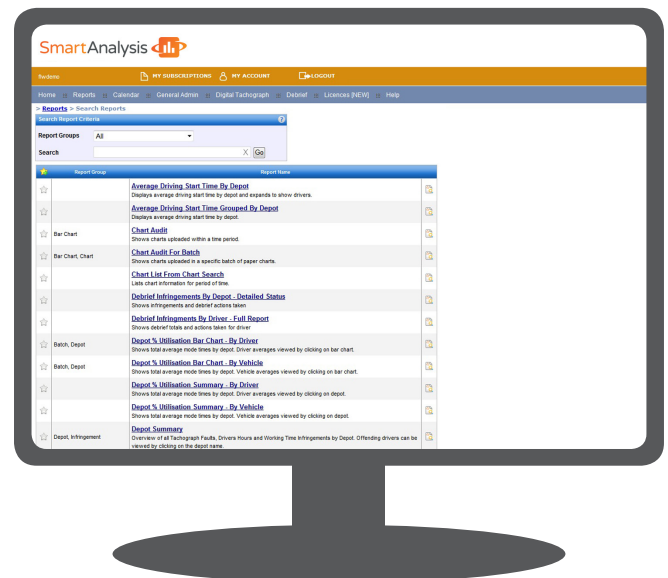
Refine your search

From the toolbar, click *Reports* and select *Tachograph Record Search*.

On this screen, you can narrow your search by driver, vehicle or date and view actual information taken from the driver card, analogue chart or manual entry.

Step 4

Select and view reports



Log in to www1.smartanalysis.com and highlight *Reports* from the toolbar.

Subscribe to reports

From here you can subscribe to the reports you want and have them emailed to you with *My Subscriptions*.

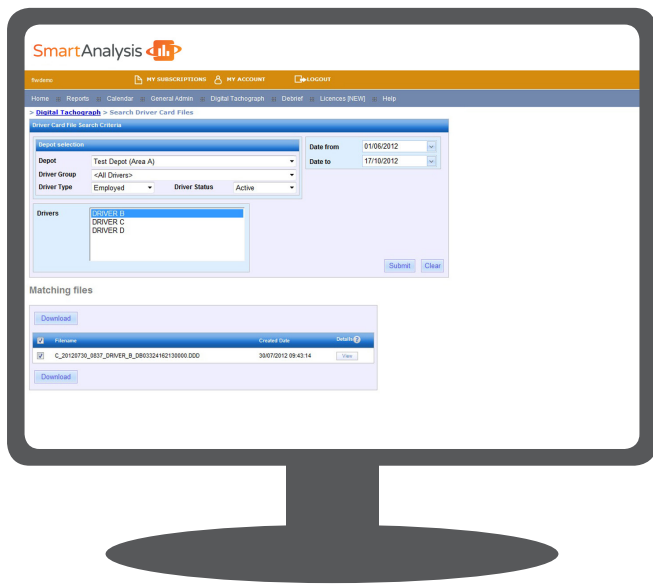
Run a report

To run a report at any time, select *Search Reports* and you will see the comprehensive list of reports available in Smartanalysis along with a description and image to help you select the one you want.

Pick the report you require, choose the criteria and then click *Run*.

Step 5

Access digital files



In case the need ever arises, your tachograph files are stored on Smartanalysis and backed-up daily.

Find your files

Select *Digital Tachograph* from the toolbar and then select either *Search Driver Card Files* or *Search VU Files*.

Then simply click on the driver or vehicle required, select a date range for when the file was downloaded and *Submit*.

Your files will then appear on screen for you to view and/or download.

Step 6

Take advantage of additional features and functionality

If you are a Depot or Fleet Manager, you may be interested in the additional functionality and features that Smartanalysis offers that will save you time, money and headaches in managing your compliance.

These include:

SmartDebrief

Smartdebrief provides an online driver debrief scheme where you can define a disciplinary process with escalation levels using a points-based system for managing infringements.

SmartDownload

Smartdownload enables operators to download driver card files and vehicle unit data automatically to a set schedule, safeguarding compliance, cutting costs and minimising time spent managing the whole process.

SmartLicence

SmartLicence is an online tool for managing driving licences and verifying them with the DVLA.

If you require any of these features, or would like to discuss what else Smartanalysis can do please contact our support team on +44 (0)1249 477099 or email servicedesk@descartes.com

Shop online and save money.

You can order the essential consumables you need at <http://smartcompliance.descartes.com/shop> and get 20% off charts, printer rolls and envelopes by quoting voucher code Smart1.