

# GloboFleet®

## User Manual Card Control





Many thanks for choosing GloboFleet CC software.

With GloboFleet CC you have a fast overview of remaining driving and working times based on the driver card data.

GloboFleet Card control software will automatically download and analyse the driver card as soon as you will put it into a card reader which is connected to your computer. At the end of the analysis you will see information about remaining driving and working times. The downloaded data will be stored locally on your computer.

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# Installation | CardControl



Insert the GloboFleet CC CD into your DVD or CD-ROM-device.

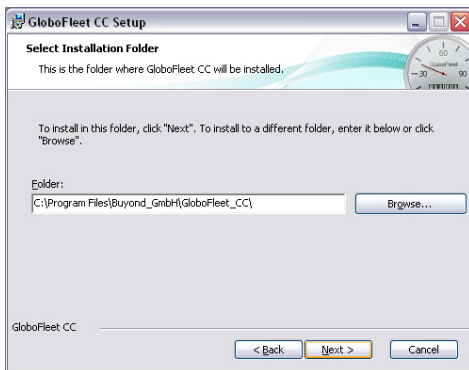
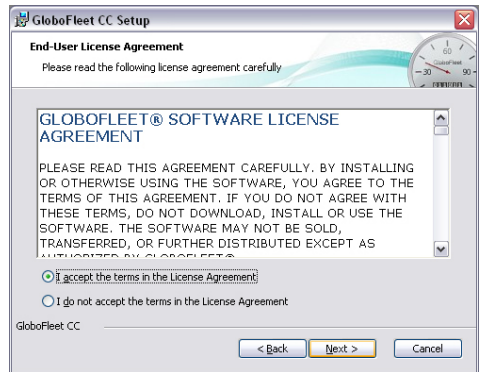
The setup will start automatically.

A new window will be opened on your screen.

Click on the button „Next“.

Now the Installer will ask you to confirm our terms of licence.

Activitate the box „I agree“ and click on the button „Next“.

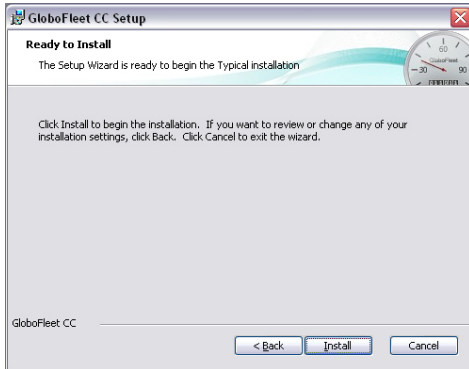


The GloboFleet CC Installer will now ask you to choose a storage location on your hard drive which is applicable for this software.

At this point you can also change the path for the installation directory.

Click on the Button „Choose“ and afterwards you can confirm by clicking „Next“.

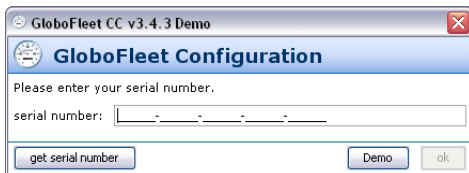
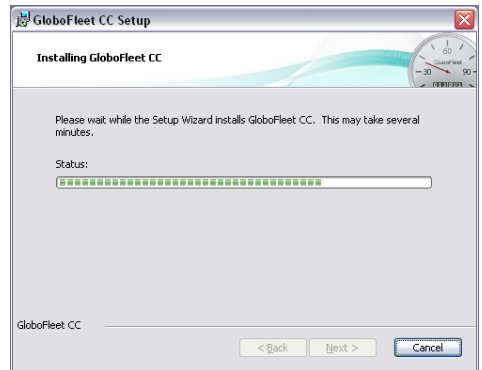
# Installation | CardControl



The GloboFleet CC Installer will now install the Software on your system.

Just click on „Install“.

The current window shows the installation process of GloboFleet CC software.



The system will now ask you to enter your serial number.

Please enter your serial number in the field „serial number“.

Confirm your entry by clicking „OK“.

## Installation | CardControl

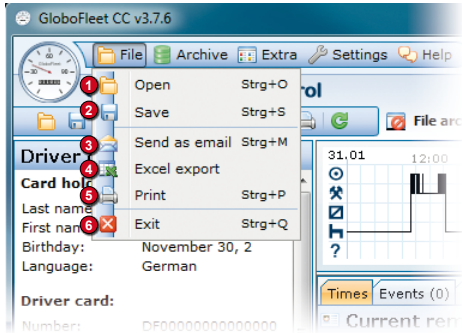


The GloboFleet CC Installer will complete and finish the installation on your computer.

GloboFleet CC Software is then installed and automatically activated.

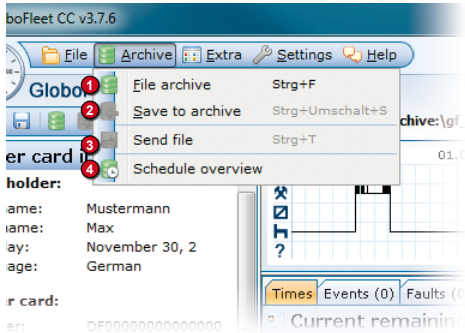
You are now able to analyse driver card and mass storage data.

# Menu navigation | CardControl



- ❶ **File > Open:**  
Opens any driver card file.
- ❷ **File > Save**  
Saves the displayed data in country-specific format (.ddd / .tgd / .v1b / .c1b).
- ❸ **File > Send by mail**  
Send the file you currently have open by email.
- ❹ **File > Excel Export**  
Exports the opened file in a Microsoft Excel format. Select whether to save all recorded time periods or only the period you have chosen. You can also choose which contents you would like to save and if you would like to open the created files (Microsoft Excel needs to be installed).
- ❺ **File > Print**  
Prints out the current display. The standard print window of the system will appear.
- ❻ **File > Exit**  
The program will be closed

# Menu navigation | CardControl



## 1 Archive > Data archive

Shows all archived files with recording start and end date. All files can be deleted, copied into a folder of your choice or sent by e-mail. You can sort the overview by driver or vehicle. The files will be archived when the card is read-out with the card reader, the downloadkey or in case you manually add files (see „File - save to archive“).

## 2 Archive > Save to archive

The file you have currently opened will be copied into your data archive. This function is deactivated if the file already exists in the data archive.

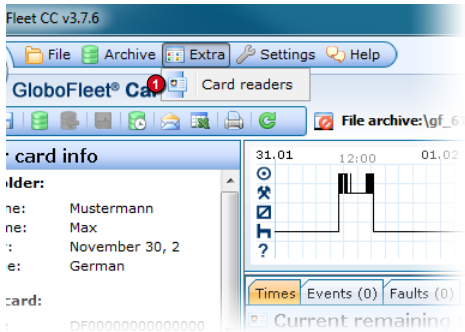
## 3 Archive > Send file

This function downloads external data from the GloboFleet data center and imports it into your local archive (for example the data you have transferred via the GloboFleet client). To use this function, you will need to purchase a pair of keys.

## 4 Archive > Deadline monitoring

The deadline monitoring shows the dates when driver or vehicles have to be read out or are overdue.

# Menu navigation | CardControl



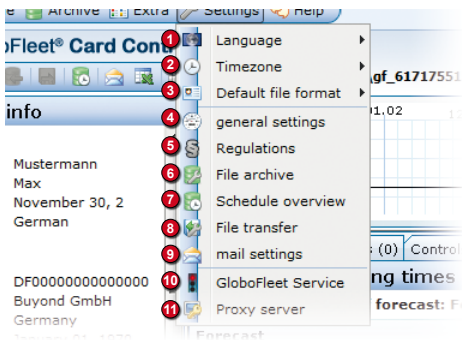
## 1 Extra > Card reader

You will see the card readers that are connected to your computer. This tool also shows you if the smart card is detected by the card reader.





# Menu navigation | CardControl



## 1 Settings > Language

Change / set language of the software. The software can be used in one of the following languages: English, German, Spanish, French, Portuguese and Hungarian.

## 2 Settings > Timezone

Select in which format the data is to be saved by default. This setting applies to the data you have downloaded from the card reader and also the predefined format in the save menu. You can also save an opened file in another format.

## 3 Settings > Standard file format

Legt fest, in welchem Dateiformat die Daten der Fahrerkarte gespeichert werden.

## 4 Settings> General Settings

Here you can specify whether you want the software to ignore any existing double periods, incomplete files or signature error. Next you can set whether the data read from the download key should be transferred to a subdirectory (\Downloaded) in the download-key. (This setting is enabled by default)

## 5 Settings > Regulations

In addition to the European regulation you can also select the Swiss regulations. Select between „Regulation EC No. 561/2006“, „Chauffeur regulation ARV 1 (Lorry)“, „Chauffeur regulation 1 (Bus)“, „Chauffeur regulation ARV 2 (regular)“ and „Chauffeur regulation ARV 2 (Taxi)“.

## 6 Settings > File archive

In this menu you can select the target folder and time period you would like to archive.

## 7 Settings> Schedule overview

Here you can select according to which periods the schedule overview manages the dates administered.

## 8 Settings > File transfer

Configure the settings for access to the GloboFleet data center. This is required for using the GloboFleet Client. (Here you can purchase the pair of keys needed)

## 9 Settings > Mail Settings

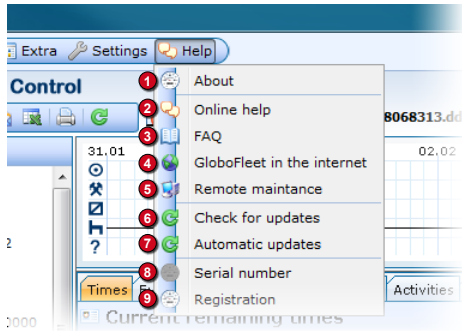
If you do not want your data from the software to be sent with the GloboFleet e-mail service but with your own email account you can make your e-mail settings here.

## 10 Settings > GloboFleet Service

Starts and stops the GloboFleet Service. This tool checks the card reader and the USB-ports and will start the program automatically as soon as you have plugged in a driver card or a downloadkey with tachograph data. A small tachograph symbol will appear in your task bar if you have started this service. **Green traffic light:** Service is active, **Red traffic light:** Service is disabled, **Yellow traffic light:** Service is starting/stopping

## 11 Settings > Proxy server

When using a proxy server to connect to the Internet, you must configure it in this menu or otherwise you will not be able to load updates or send e-mails. If necessary, ask your system administrator which data has to be entered here. In addition to the proxy-server-settings in the software you will also need to enable port 12000 on your server (Domain: update.globofleet.com, protocol: SOCK5 - socket connection).



**1 Help > About**

Shows information about the software version. It will also show information about your system.

**2 Help > Online help**

All features of the software are explained here.

**3 Help > FAQ**

Frequently asked questions can be found here.

**4 Help > GloboFleet**

Here you will be forwarded to the GloboFleet manufacturer site.

**5 Help > Remote control**

With this function the GloboFleet support team is able to set up a remote connection to your computer and is then able to detect and eventually solve problems directly.

**6 Help > Check updates**

Shows all available updates. You can download and install available updates.

**7 Help > Automatical updates**

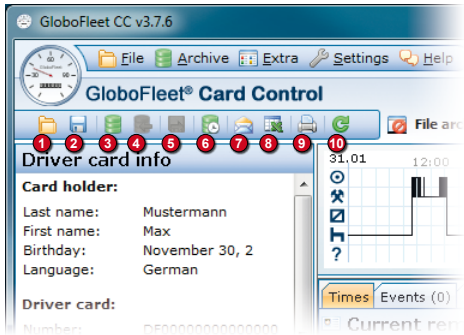
If this function is activated, available updates will be downloaded and installed automatically.

**8 Help > Serial number**

Enter here your serial number to enable the functions of the full version.

**9 Help > Registration**

You need to register your software in order to receive updates and our newsletter.



- 1 Open file**  
Opens any driver card or tachograph file.
- 2 Save file**  
Saves the displayed data in country-specific format (.ddd / .tgd / .v1b / .c1b).
- 3 Data archive**  
Shows all archived files with recording start and end date. All files can be deleted, copied into a folder of your choice or send by e-mail. You can sort the overview by driver or vehicle. The files will be archived if you transfer these with the card reader, the downloadkey or in case you manually add files (see „File - save to archive“).
- 4 Save to archive**  
The file which is currently opened will be copied into your file archive. This function is deactivated if this file was copied to the file archive before.
- 5 Send file**  
Transfers files which not have been uploaded to the GloboFleet data center.
- 6 Deadline monitoring**  
The deadline monitoring shows the dates when driver or vehicles have to be read out or in case they are overdue.
- 7 Send by e-mail**  
You can send the currently opened file by e-mail.
- 8 Excel exportieren**  
Exports the opened file into the Microsoft Excel format. You can choose wheather to save all recorded time periods or only the period you have chosen. You also can chose which contents you would like to save and if you would like to open the created files (Microsoft Excel needs to be installed).
- 9 Print**  
Prints out the current overview. The standard print window will appear.
- 10 Check for updates**  
Shows all available updates. You can download and install available updates.

# The toolbar | CardControl



## 11 File name display

The path of the currently opened file will be displayed. If you open a file out of the file archive, the name begins with „file archive“.

## 12 Time zone

You can choose if you would like to see the time periods calculated in Greenwich mean time or local time. This setting has no influence on the violation analysis as social violations are generally calculated according to Greenwich mean time.

## 13 Language

Change / set language of the software. You can use the software in English, German, Spanish, French, Portugese and Hungarian.

## 14 Timeline

The saved activities are shown as a graphic in chronological order.

# Overview | CardControl



## 1 Driver card information

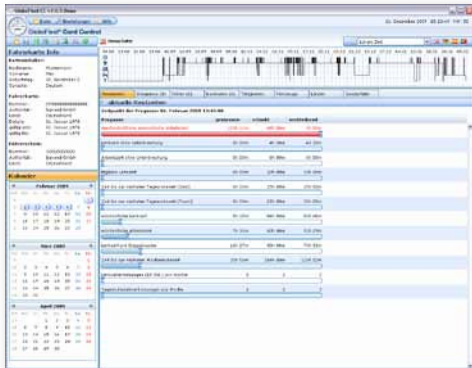
General information which are stored in the file are mentioned in this overview.

## 2 Calendar

In the calendar you can choose the selected time period. If you click on the name of the month, the complete month will be selected, a click on the calendar week will show the whole week. If you click on one day, you also can look at a single day. If you use Shift + click you can increase or decrease the selected period. The time period you have currently selected, will be displayed in light blue. With the arrow keys you are able to turn over pages. Alternatively you can use the mouse wheel to turn pages.

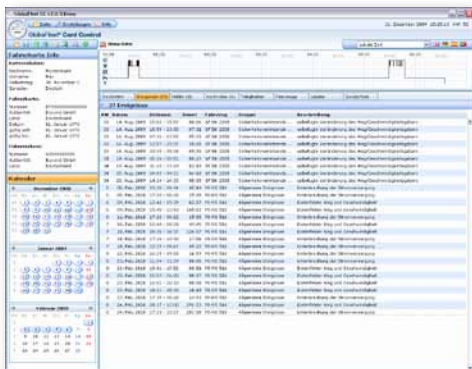
## Tables

The data saved in a file or the data which are calculated based on this data, are displayed as a table. These tables are very similar, the only exceptions can be found in the tables remaining time and controls: For these two tables the following does not apply: The displayed data are always depending on the selected time period (see **calender** and **time period**). If you click or drag the mouse, you can select a time period (see **Time period / selection**).



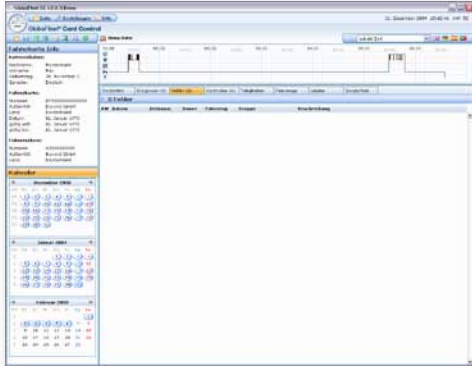
**Table: Remaining time**

The software will show the measured remaining time at the time of data download. The determined, allowed and the remaining time resulting out of this data will be displayed. If an allowed value falls below or exceeds a permissible value the line will be marked in red. If any value can not be reached anymore (due to recorded data, for example team drive), the line will be crossed out.



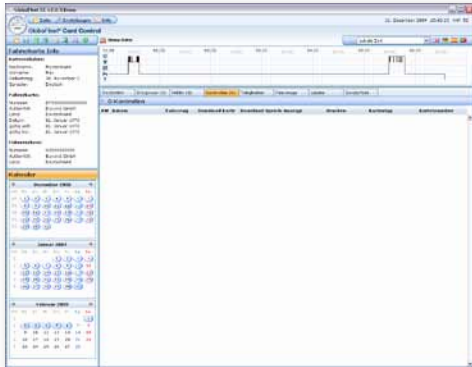
**Table: Events**

The events saved in the file will be shown here. The table gives you more information about the data, time period, duration, group and a description of the event.



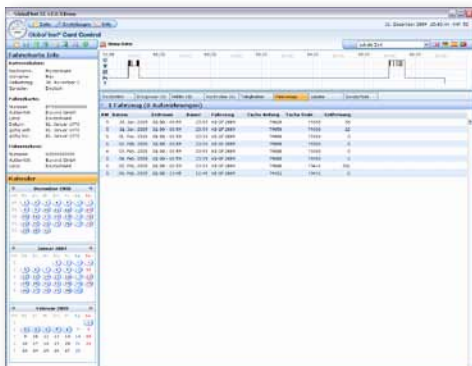
**Table: Errors**

The errors saved in your file will be shown in this overview. The table gives you information about the date, time period, duration, group and a description of the error. In addition you will see information about the used vehicle.



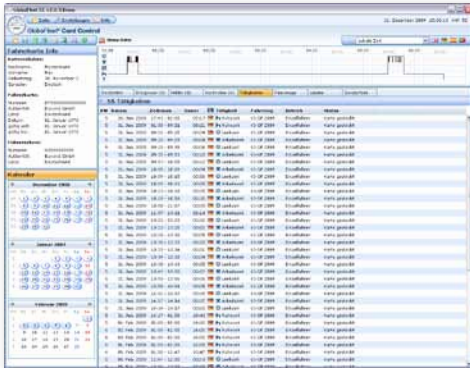
**Table: Controls**

This shows the controls saved in your driver card. In addition to the control date, card number and type the table informs you if driver card or tachograph store was read-out. It also mentions if the data were displayed or printed. You also will see information about the used vehicle.

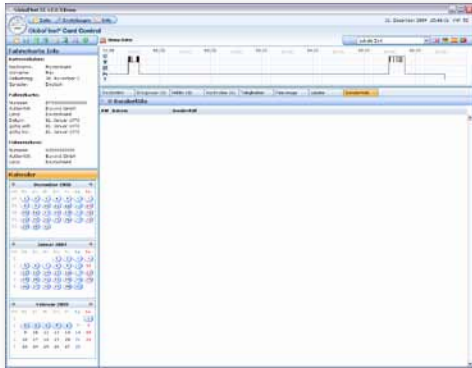


**Table: Vehicles**

All used vehicles which are stored in your file are displayed here. The table includes information about time period, duration, number plate, mileage at start, mileage at end, driven distance.



Activity	Date	Time	Duration	Activity Name
1	2014-01-01	08:00	00:00	Start of recording
2	2014-01-01	08:05	00:05	Activity 1
3	2014-01-01	08:10	00:05	Activity 2
4	2014-01-01	08:15	00:05	Activity 3
5	2014-01-01	08:20	00:05	Activity 4
6	2014-01-01	08:25	00:05	Activity 5
7	2014-01-01	08:30	00:05	Activity 6
8	2014-01-01	08:35	00:05	Activity 7
9	2014-01-01	08:40	00:05	Activity 8
10	2014-01-01	08:45	00:05	Activity 9
11	2014-01-01	08:50	00:05	Activity 10
12	2014-01-01	08:55	00:05	Activity 11
13	2014-01-01	09:00	00:05	Activity 12
14	2014-01-01	09:05	00:05	Activity 13
15	2014-01-01	09:10	00:05	Activity 14
16	2014-01-01	09:15	00:05	Activity 15
17	2014-01-01	09:20	00:05	Activity 16
18	2014-01-01	09:25	00:05	Activity 17
19	2014-01-01	09:30	00:05	Activity 18
20	2014-01-01	09:35	00:05	Activity 19
21	2014-01-01	09:40	00:05	Activity 20
22	2014-01-01	09:45	00:05	Activity 21
23	2014-01-01	09:50	00:05	Activity 22
24	2014-01-01	09:55	00:05	Activity 23
25	2014-01-01	10:00	00:05	Activity 24
26	2014-01-01	10:05	00:05	Activity 25
27	2014-01-01	10:10	00:05	Activity 26
28	2014-01-01	10:15	00:05	Activity 27
29	2014-01-01	10:20	00:05	Activity 28
30	2014-01-01	10:25	00:05	Activity 29
31	2014-01-01	10:30	00:05	Activity 30
32	2014-01-01	10:35	00:05	Activity 31
33	2014-01-01	10:40	00:05	Activity 32
34	2014-01-01	10:45	00:05	Activity 33
35	2014-01-01	10:50	00:05	Activity 34
36	2014-01-01	10:55	00:05	Activity 35
37	2014-01-01	11:00	00:05	Activity 36
38	2014-01-01	11:05	00:05	Activity 37
39	2014-01-01	11:10	00:05	Activity 38
40	2014-01-01	11:15	00:05	Activity 39
41	2014-01-01	11:20	00:05	Activity 40
42	2014-01-01	11:25	00:05	Activity 41
43	2014-01-01	11:30	00:05	Activity 42
44	2014-01-01	11:35	00:05	Activity 43
45	2014-01-01	11:40	00:05	Activity 44
46	2014-01-01	11:45	00:05	Activity 45
47	2014-01-01	11:50	00:05	Activity 46
48	2014-01-01	11:55	00:05	Activity 47
49	2014-01-01	12:00	00:05	Activity 48
50	2014-01-01	12:05	00:05	Activity 49
51	2014-01-01	12:10	00:05	Activity 50
52	2014-01-01	12:15	00:05	Activity 51
53	2014-01-01	12:20	00:05	Activity 52
54	2014-01-01	12:25	00:05	Activity 53
55	2014-01-01	12:30	00:05	Activity 54
56	2014-01-01	12:35	00:05	Activity 55
57	2014-01-01	12:40	00:05	Activity 56
58	2014-01-01	12:45	00:05	Activity 57
59	2014-01-01	12:50	00:05	Activity 58
60	2014-01-01	12:55	00:05	Activity 59
61	2014-01-01	13:00	00:05	Activity 60
62	2014-01-01	13:05	00:05	Activity 61
63	2014-01-01	13:10	00:05	Activity 62
64	2014-01-01	13:15	00:05	Activity 63
65	2014-01-01	13:20	00:05	Activity 64
66	2014-01-01	13:25	00:05	Activity 65
67	2014-01-01	13:30	00:05	Activity 66
68	2014-01-01	13:35	00:05	Activity 67
69	2014-01-01	13:40	00:05	Activity 68
70	2014-01-01	13:45	00:05	Activity 69
71	2014-01-01	13:50	00:05	Activity 70
72	2014-01-01	13:55	00:05	Activity 71
73	2014-01-01	14:00	00:05	Activity 72
74	2014-01-01	14:05	00:05	Activity 73
75	2014-01-01	14:10	00:05	Activity 74
76	2014-01-01	14:15	00:05	Activity 75
77	2014-01-01	14:20	00:05	Activity 76
78	2014-01-01	14:25	00:05	Activity 77
79	2014-01-01	14:30	00:05	Activity 78
80	2014-01-01	14:35	00:05	Activity 79
81	2014-01-01	14:40	00:05	Activity 80
82	2014-01-01	14:45	00:05	Activity 81
83	2014-01-01	14:50	00:05	Activity 82
84	2014-01-01	14:55	00:05	Activity 83
85	2014-01-01	15:00	00:05	Activity 84
86	2014-01-01	15:05	00:05	Activity 85
87	2014-01-01	15:10	00:05	Activity 86
88	2014-01-01	15:15	00:05	Activity 87
89	2014-01-01	15:20	00:05	Activity 88
90	2014-01-01	15:25	00:05	Activity 89
91	2014-01-01	15:30	00:05	Activity 90
92	2014-01-01	15:35	00:05	Activity 91
93	2014-01-01	15:40	00:05	Activity 92
94	2014-01-01	15:45	00:05	Activity 93
95	2014-01-01	15:50	00:05	Activity 94
96	2014-01-01	15:55	00:05	Activity 95
97	2014-01-01	16:00	00:05	Activity 96
98	2014-01-01	16:05	00:05	Activity 97
99	2014-01-01	16:10	00:05	Activity 98
100	2014-01-01	16:15	00:05	Activity 99
101	2014-01-01	16:20	00:05	Activity 100
102	2014-01-01	16:25	00:05	Activity 101
103	2014-01-01	16:30	00:05	Activity 102
104	2014-01-01	16:35	00:05	Activity 103
105	2014-01-01	16:40	00:05	Activity 104
106	2014-01-01	16:45	00:05	Activity 105
107	2014-01-01	16:50	00:05	Activity 106
108	2014-01-01	16:55	00:05	Activity 107
109	2014-01-01	17:00	00:05	Activity 108
110	2014-01-01	17:05	00:05	Activity 109
111	2014-01-01	17:10	00:05	Activity 110
112	2014-01-01	17:15	00:05	Activity 111
113	2014-01-01	17:20	00:05	Activity 112
114	2014-01-01	17:25	00:05	Activity 113
115	2014-01-01	17:30	00:05	Activity 114
116	2014-01-01	17:35	00:05	Activity 115
117	2014-01-01	17:40	00:05	Activity 116
118	2014-01-01	17:45	00:05	Activity 117
119	2014-01-01	17:50	00:05	Activity 118
120	2014-01-01	17:55	00:05	Activity 119
121	2014-01-01	18:00	00:05	Activity 120
122	2014-01-01	18:05	00:05	Activity 121
123	2014-01-01	18:10	00:05	Activity 122
124	2014-01-01	18:15	00:05	Activity 123
125	2014-01-01	18:20	00:05	Activity 124
126	2014-01-01	18:25	00:05	Activity 125
127	2014-01-01	18:30	00:05	Activity 126
128	2014-01-01	18:35	00:05	Activity 127
129	2014-01-01	18:40	00:05	Activity 128
130	2014-01-01	18:45	00:05	Activity 129
131	2014-01-01	18:50	00:05	Activity 130
132	2014-01-01	18:55	00:05	Activity 131
133	2014-01-01	19:00	00:05	Activity 132
134	2014-01-01	19:05	00:05	Activity 133
135	2014-01-01	19:10	00:05	Activity 134
136	2014-01-01	19:15	00:05	Activity 135
137	2014-01-01	19:20	00:05	Activity 136
138	2014-01-01	19:25	00:05	Activity 137
139	2014-01-01	19:30	00:05	Activity 138
140	2014-01-01	19:35	00:05	Activity 139
141	2014-01-01	19:40	00:05	Activity 140
142	2014-01-01	19:45	00:05	Activity 141
143	2014-01-01	19:50	00:05	Activity 142
144	2014-01-01	19:55	00:05	Activity 143
145	2014-01-01	20:00	00:05	Activity 144
146	2014-01-01	20:05	00:05	Activity 145
147	2014-01-01	20:10	00:05	Activity 146
148	2014-01-01	20:15	00:05	Activity 147
149	2014-01-01	20:20	00:05	Activity 148
150	2014-01-01	20:25	00:05	Activity 149
151	2014-01-01	20:30	00:05	Activity 150
152	2014-01-01	20:35	00:05	Activity 151
153	2014-01-01	20:40	00:05	Activity 152
154	2014-01-01	20:45	00:05	Activity 153
155	2014-01-01	20:50	00:05	Activity 154
156	2014-01-01	20:55	00:05	Activity 155
157	2014-01-01	21:00	00:05	Activity 156
158	2014-01-01	21:05	00:05	Activity 157
159	2014-01-01	21:10	00:05	Activity 158
160	2014-01-01	21:15	00:05	Activity 159
161	2014-01-01	21:20	00:05	Activity 160
162	2014-01-01	21:25	00:05	Activity 161
163	2014-01-01	21:30	00:05	Activity 162
164	2014-01-01	21:35	00:05	Activity 163
165	2014-01-01	21:40	00:05	Activity 164
166	2014-01-01	21:45	00:05	Activity 165
167	2014-01-01	21:50	00:05	Activity 166
168	2014-01-01	21:55	00:05	Activity 167
169	2014-01-01	22:00	00:05	Activity 168
170	2014-01-01	22:05	00:05	Activity 169
171	2014-01-01	22:10	00:05	Activity 170
172	2014-01-01	22:15	00:05	Activity 171
173	2014-01-01	22:20	00:05	Activity 172
174	2014-01-01	22:25	00:05	Activity 173
175	2014-01-01	22:30	00:05	Activity 174
176	2014-01-01	22:35	00:05	Activity 175
177	2014-01-01	22:40	00:05	Activity 176
178	2014-01-01	22:45	00:05	Activity 177
179	2014-01-01	22:50	00:05	Activity 178
180	2014-01-01	22:55	00:05	Activity 179
181	2014-01-01	23:00	00:05	Activity 180
182	2014-01-01	23:05	00:05	Activity 181
183	2014-01-01	23:10	00:05	Activity 182
184	2014-01-01	23:15	00:05	Activity 183
185	2014-01-01	23:20	00:05	Activity 184
186	2014-01-01	23:25	00:05	Activity 185
187	2014-01-01	23:30	00:05	Activity 186
188	2014-01-01	23:35	00:05	Activity 187
189	2014-01-01	23:40	00:05	Activity 188
190	2014-01-01	23:45	00:05	Activity 189
191	2014-01-01	23:50	00:05	Activity



**Table: Special cases**

All recorded special cases are shown here. Special cases for example are ferry rides or out of scope times (Beyond the scope of usage). The date and kind of special case are displayed.

Datum	Status
10.10.2013	Ferry ride
11.10.2013	Out of scope
12.10.2013	Card not found
13.10.2013	Card not found
14.10.2013	Card not found
15.10.2013	Card not found
16.10.2013	Card not found
17.10.2013	Card not found
18.10.2013	Card not found
19.10.2013	Card not found
20.10.2013	Card not found
21.10.2013	Card not found
22.10.2013	Card not found
23.10.2013	Card not found
24.10.2013	Card not found
25.10.2013	Card not found
26.10.2013	Card not found
27.10.2013	Card not found
28.10.2013	Card not found
29.10.2013	Card not found
30.10.2013	Card not found
31.10.2013	Card not found
01.11.2013	Card not found
02.11.2013	Card not found
03.11.2013	Card not found
04.11.2013	Card not found
05.11.2013	Card not found
06.11.2013	Card not found
07.11.2013	Card not found
08.11.2013	Card not found
09.11.2013	Card not found
10.11.2013	Card not found
11.11.2013	Card not found
12.11.2013	Card not found
13.11.2013	Card not found
14.11.2013	Card not found
15.11.2013	Card not found
16.11.2013	Card not found
17.11.2013	Card not found
18.11.2013	Card not found
19.11.2013	Card not found
20.11.2013	Card not found
21.11.2013	Card not found
22.11.2013	Card not found
23.11.2013	Card not found
24.11.2013	Card not found
25.11.2013	Card not found
26.11.2013	Card not found
27.11.2013	Card not found
28.11.2013	Card not found
29.11.2013	Card not found
30.11.2013	Card not found
01.12.2013	Card not found
02.12.2013	Card not found
03.12.2013	Card not found
04.12.2013	Card not found
05.12.2013	Card not found
06.12.2013	Card not found
07.12.2013	Card not found
08.12.2013	Card not found
09.12.2013	Card not found
10.12.2013	Card not found
11.12.2013	Card not found
12.12.2013	Card not found
13.12.2013	Card not found
14.12.2013	Card not found
15.12.2013	Card not found
16.12.2013	Card not found
17.12.2013	Card not found
18.12.2013	Card not found
19.12.2013	Card not found
20.12.2013	Card not found
21.12.2013	Card not found
22.12.2013	Card not found
23.12.2013	Card not found
24.12.2013	Card not found
25.12.2013	Card not found
26.12.2013	Card not found
27.12.2013	Card not found
28.12.2013	Card not found
29.12.2013	Card not found
30.12.2013	Card not found
31.12.2013	Card not found

**Table: File Content**

In this table you find information about the completeness and the content of the downloaded file.





4260179020179

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