



**FV0005**

# **OPTAC Fleet Viewer v5**

## **Login and overview of the main functions**

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**Description:** A guide to getting started in OPTAC Fleet Viewer v5

**Product:** OPTAC Fleet Viewer v5

### **REQUIREMENTS:**

- ✓ OPTAC Fleet Viewer v5 installed on a computer that meets the System Requirements
- ✓ OPTAC software license key connected to computer

### **PURPOSE:**

This guide explains how to login and describes the main functions of OPTAC Fleet Viewer v5.

### **EXPLANATION:**

#### **1. Login to OPTAC Fleet Viewer v5**

- 1.1. Double click on the OPTAC Fleet Viewer icon on your desktop to open the software.



Figure 1

- 1.2. Log into the software by entering your Username and Password and clicking 'Login'.

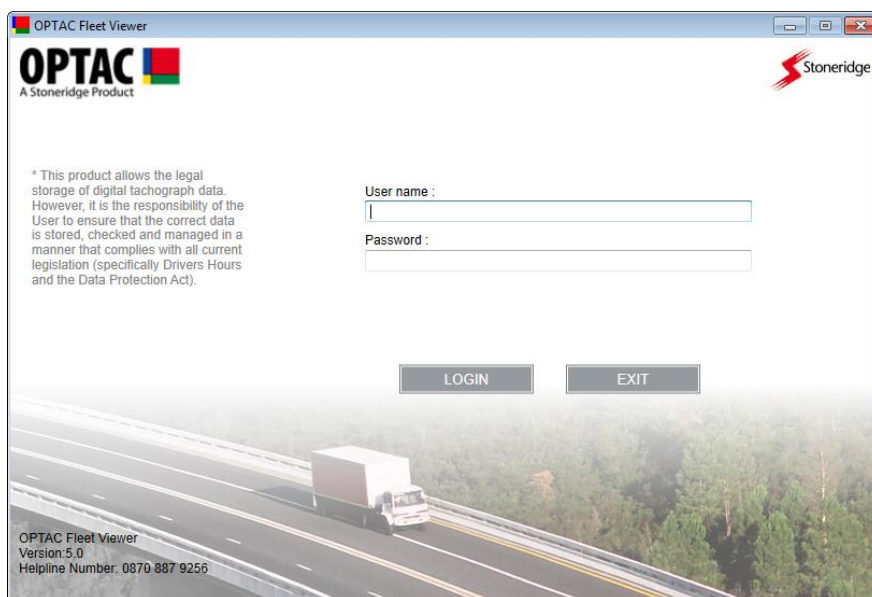


Figure 2

Stoneridge Electronics Ltd  
Customer Support: +44 (0)1382 866302  
Technical Support: +44 (0)1382 866356  
Fax: +44 (0)1382 866341  
Email: [helpdesk@stoneridge.com](mailto:helpdesk@stoneridge.com)  
Web: [www.optac.info](http://www.optac.info)

### 2. Main features of OPTAC Fleet Viewer v5

Once logged into OPTAC Fleet Viewer the following screen will be displayed:



Figure 3

A description of each icon within OPTAC Fleet Viewer and its purpose is shown below:

#### 2.1. Data Centre



Figure 4

The Data Centre icon allows you to enter data into OPTAC Fleet Viewer using the following options:

- OPTAC Download Tool
- Smart Card Reader (Windows XP Only)
- Import Data

*This option allows you to import data from a specific folder*

### 2.2. View Data



Figure 5

The View Data icon allows you to view data in OPTAC Fleet Viewer using the following options:

- Downloaded card data

*This option allows you to view data for a driver based on his driver card download.*

- Downloaded VU data

*This option allows you to view data for a vehicle based on a VU download.*

- Driver data

*This option allows you to view data for a driver using data from VU and/or driver card downloads.*

**Note: Driver data shown in this view does not imply that a card download has been performed for the driver.**

- Vehicle data

*This option allows you to view data for a vehicle using data from VU and/or driver card downloads.*

**Note: Vehicle data shown in this view does not imply that a VU download has been performed for the vehicle.**

- Speed data

*This option allows you to view speed data for a vehicle.*

**Note: Detailed speed data is retrieved from a VU download.**

### 2.3. Reports



Figure 6

The Reports icon allows you to generate the following reports:

- Events and Faults report
- Overspeed Events report
- Driver Activity Totals report
- Four and a Half Hour Drive Warning report
- Missing Card Downloads report
- Missing VU Downloads report
- Card Download Reminder report
- VU Download Reminder report
- Backup Log
- Invalid Digital Signatures
- Vehicle Distance report
- Driver Distance report

### 2.4. Export

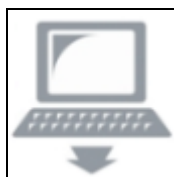


Figure 7

The Export icon allows you to export your downloaded card/VU data and some of the reports to CSV format.

- Export VU data by vehicle
- Export multiple VUs by download date
- Export card data by driver
- Export multiple cards by download date
- Export all data by download date
- Export Activities to CSV File
- Export Events and Faults to CSV File
- Export Speed Records to CSV File
- Export driver activity totals to CSV File
- Export special downloads

### 2.5. Maintenance

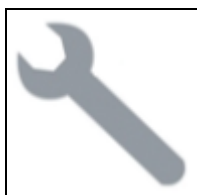


Figure 8

The Maintenance icon allows you to Backup, Restore and Delete data from your database.

- Delete 13 Months or Greater
- Delete 25 Months or Greater
- Delete 60 Months or Greater
- Backup database
- Restore database

### 2.6. Admin



Figure 9

The Admin icon allows you to configure OPTAC and certain reports.

- Backup Reminder  
*This option allows you to set the frequency of backup reminders.*
- Add User  
*This option allows you to add a new user and set permissions.*
- Edit User Details  
*This option allows you to change a username, password and permissions.*
- Delete User  
*This option allows you to delete a user from OPTAC.*
- Database Settings  
*This option allows you to configure your database location. (Stand Alone or Server)*
- International Settings  
*This option allows you to change the language used in OPTAC.*
- Licence Information and Countdown  
*This option allows you to view your licence details and expiry date.*
- VU/Card Download Reminder Report Settings  
*This option allows you to change the settings for the Card and VU Download Reminder report.*
- Configure OPTAC download tool  
*This option allows you to configure the Special Download facility on the OPTAC Download Tool.*
- Active/Inactive Drivers and Vehicles  
*This option allows you to show/hide vehicles or drivers within OPTAC.*

### 2.7. Help



Figure 10

The Help icon can be used obtain Support on OPTAC Fleet Viewer using the following methods:

- View installed components of the application
- Contact Stoneridge Electronics via email

*This option opens up your email client and allows you to send an email to Stoneridge Electronics for support.*

- Diagnose OPTAC Download Tool

*This option allows you to diagnose problems with the OPTAC Download Tool.*

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