



FV0016

OPTAC Fleet Viewer v5 Export Card/VU data by date

Description: How to export driver card and vehicle data by download date

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 demonstrates how to export driver card and vehicle data by download date

EXPLANATION:

1. Export Driver data by download date

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'.

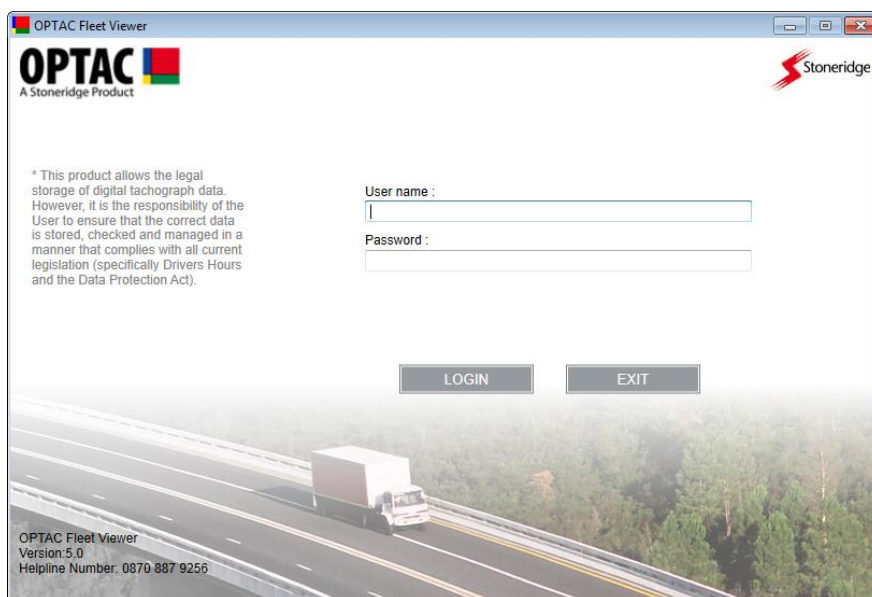


Figure 2

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

1.3. Click on the 'Maintenance' icon.



Figure 3

1.4. Select the 'Export multiple cards by download date' option and click 'Next'

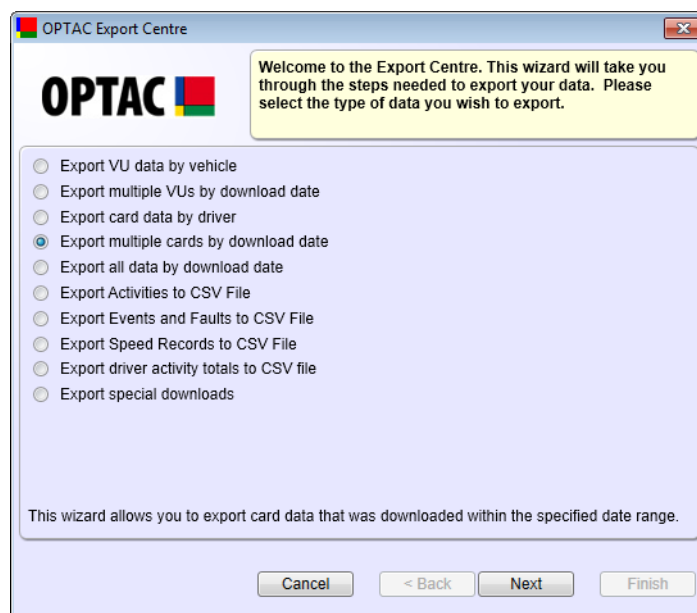
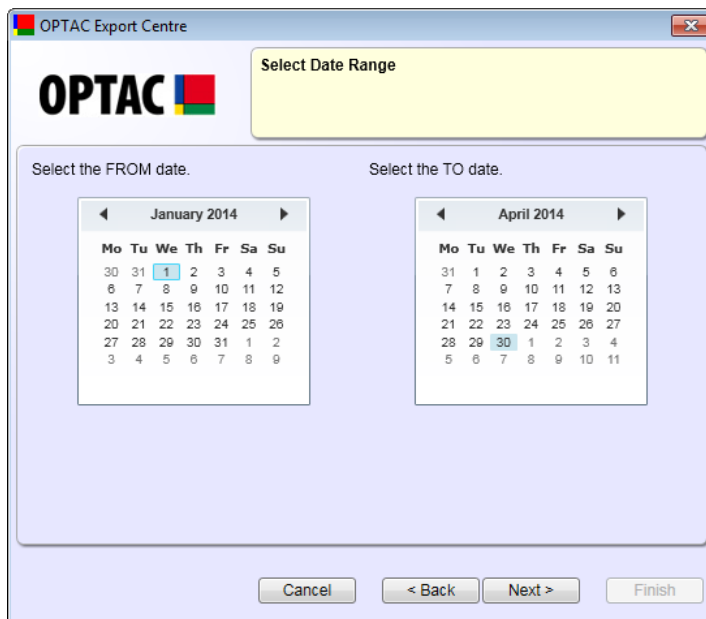


Figure 4

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1.5. Select a From and To date and click 'Next'.



OPTAC Export Centre

OPTAC

Select Date Range

Select the FROM date.

January 2014

Mo	Tu	We	Th	Fr	Sa	Su
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Select the TO date.

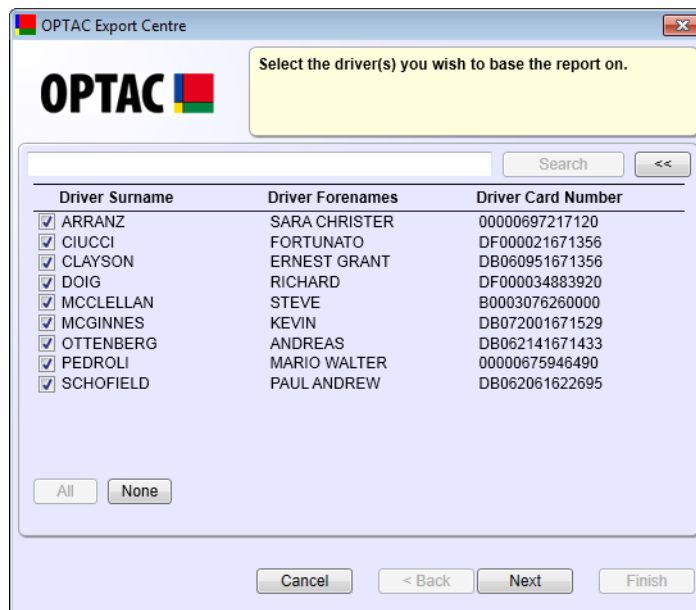
April 2014

Mo	Tu	We	Th	Fr	Sa	Su
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Cancel < Back Next > Finish

Figure 5

1.6. Select the drivers that you would like to export and click 'Next'.



OPTAC Export Centre

OPTAC

Select the driver(s) you wish to base the report on.

Search <<

Driver Surname	Driver Forenames	Driver Card Number
<input checked="" type="checkbox"/> ARRANZ	SARA CHRISTER	00000697217120
<input checked="" type="checkbox"/> CIUCCI	FORTUNATO	DF000021671356
<input checked="" type="checkbox"/> CLAYSON	ERNEST GRANT	DB060951671356
<input checked="" type="checkbox"/> DOIG	RICHARD	DF000034883920
<input checked="" type="checkbox"/> MCCLELLAN	STEVE	B0003076260000
<input checked="" type="checkbox"/> MCGINNES	KEVIN	DB072001671529
<input checked="" type="checkbox"/> OTTENBERG	ANDREAS	DB062141671433
<input checked="" type="checkbox"/> PEDROLI	MARIO WALTER	00000675946490
<input checked="" type="checkbox"/> SCHOFIELD	PAUL ANDREW	DB062061622695

All None

Cancel < Back Next Finish

Figure 6

1.7. Select the 'Rest of the World' option and click 'Next'.



Figure 7

1.8. Click 'Browse' to open the browse window.



Figure 8

1.9. Select the folder where you would like to save the exported data and click 'OK'.

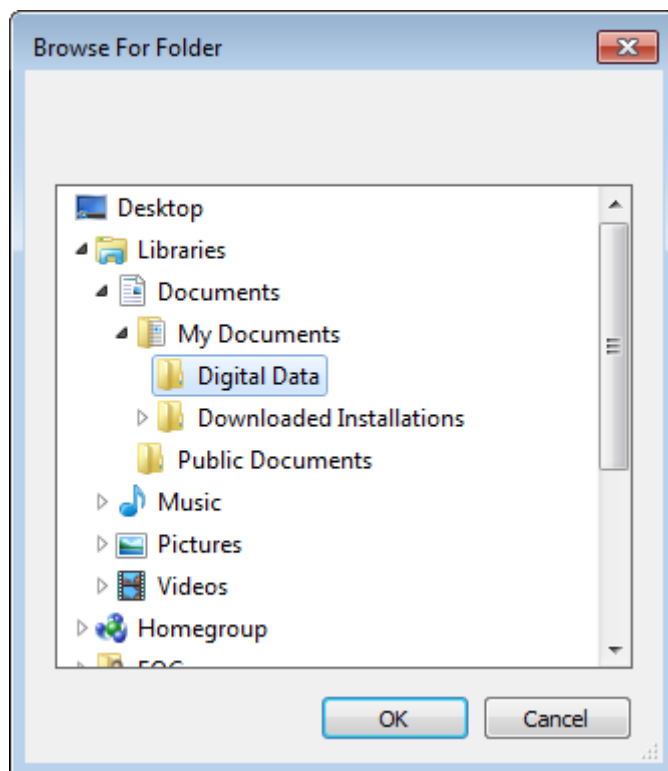


Figure 9

1.10. Click 'Next' to confirm the selected export location.

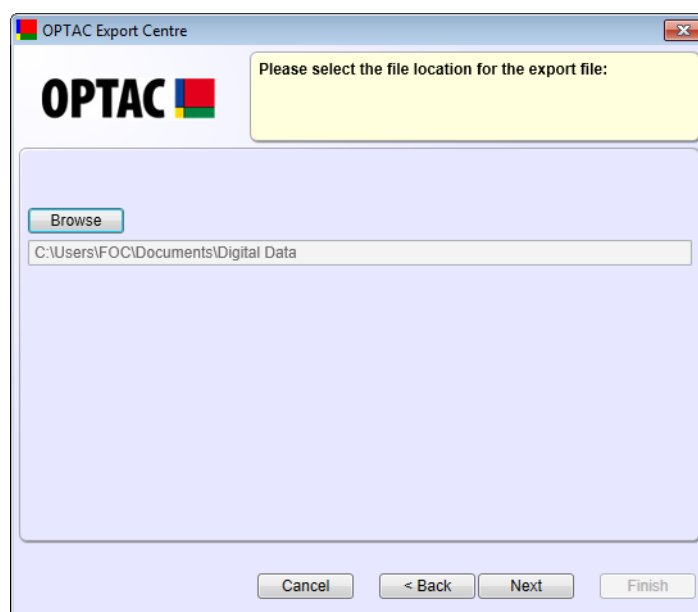


Figure 10

1.11. Once the export process has completed click 'Finish' to close the export screen.

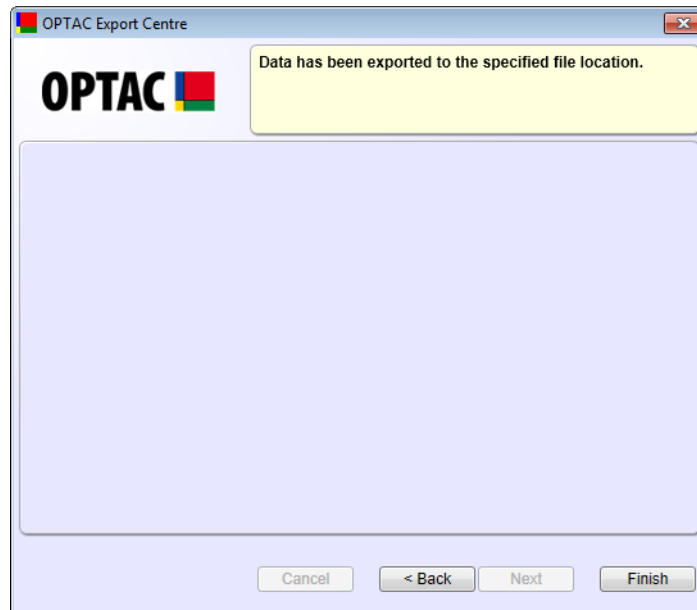


Figure 11

2. Export Vehicle data by download date

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



Figure 12

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

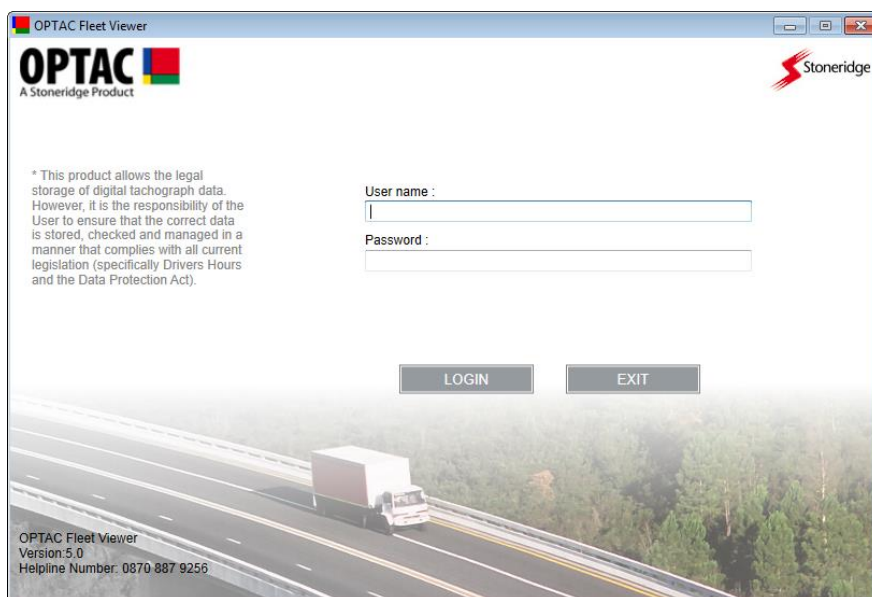


Figure 13

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2.3. Click on the 'Maintenance' icon.

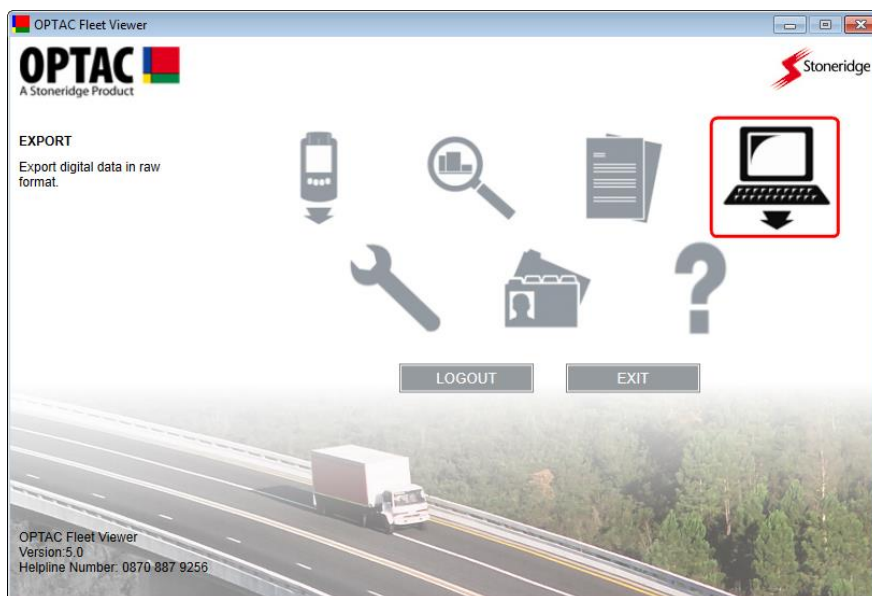


Figure 14

2.4. Select the 'Export multiple VUs by download date' option and click 'Next'

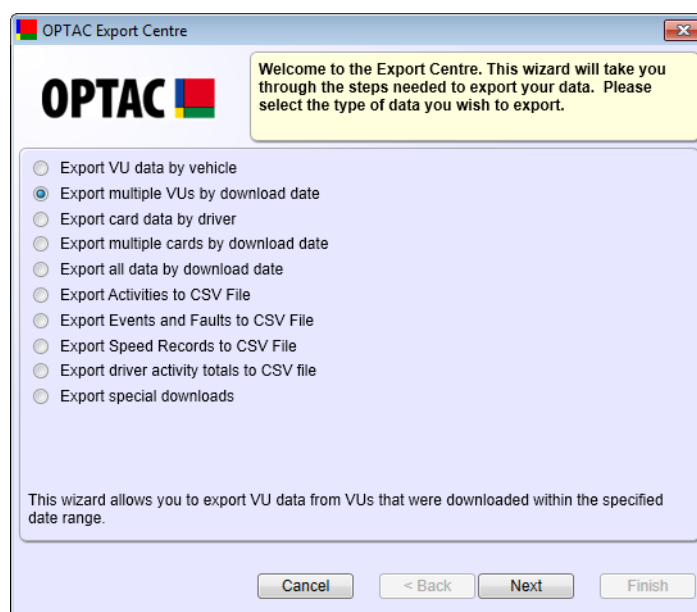
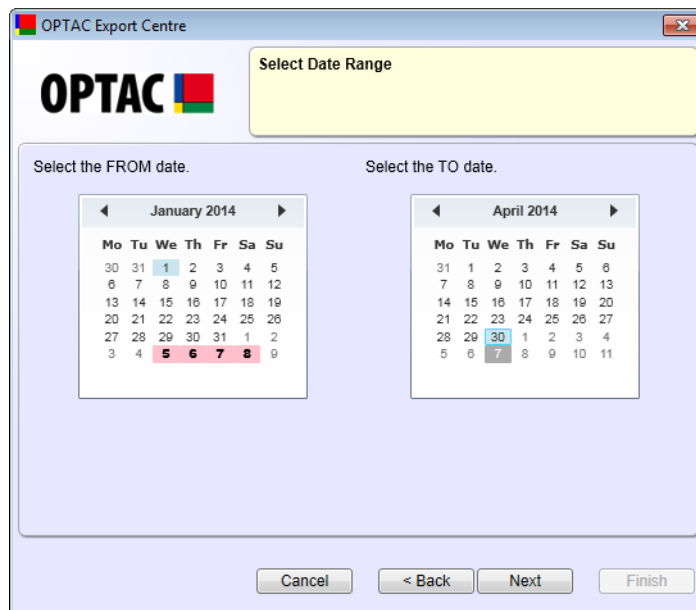


Figure 15

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2.5. Select a From and To date and click 'Next'.



OPTAC Export Centre

OPTAC

Select Date Range

Select the FROM date.

Select the TO date.

January 2014

Mo	Tu	We	Th	Fr	Sa	Su
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

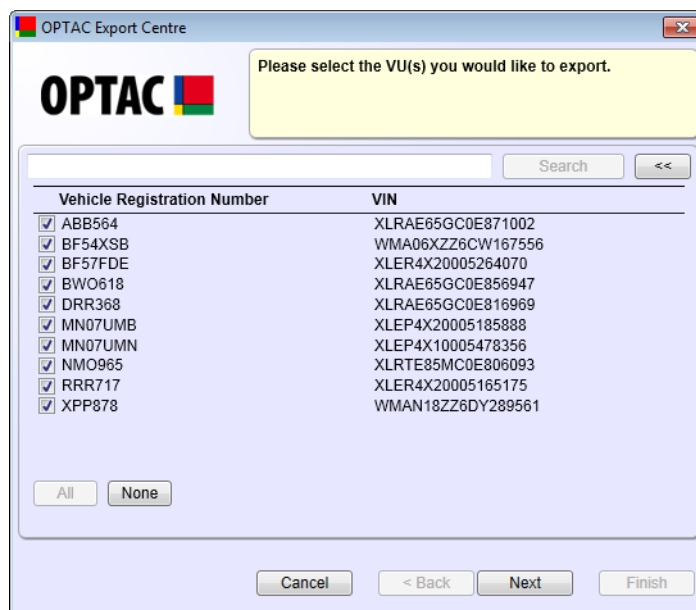
April 2014

Mo	Tu	We	Th	Fr	Sa	Su
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Cancel < Back Next Finish

Figure 16

2.6. Select the vehicles that you would like to export and click 'Next'.



OPTAC Export Centre

OPTAC

Please select the VU(s) you would like to export.

Search <<

Vehicle Registration Number	VIN
<input checked="" type="checkbox"/> ABB564	XLRAE65GC0E871002
<input checked="" type="checkbox"/> BF54XSB	WMA06XZZ6CW167556
<input checked="" type="checkbox"/> BF57FDE	XLER4X20005264070
<input checked="" type="checkbox"/> BWO618	XLRAE65GC0E856947
<input checked="" type="checkbox"/> DRR368	XLRAE65GC0E816969
<input checked="" type="checkbox"/> MN07UMB	XLPE4X20005185888
<input checked="" type="checkbox"/> MN07UMN	XLPE4X10005478356
<input checked="" type="checkbox"/> NMO965	XLRT85MC0E806093
<input checked="" type="checkbox"/> RRR717	XLER4X20005165175
<input checked="" type="checkbox"/> XPP878	WMAN18ZZ6DY289561

All None

Cancel < Back Next Finish

Figure 17

2.7. Select the 'Rest of the World' option and click 'Next'.

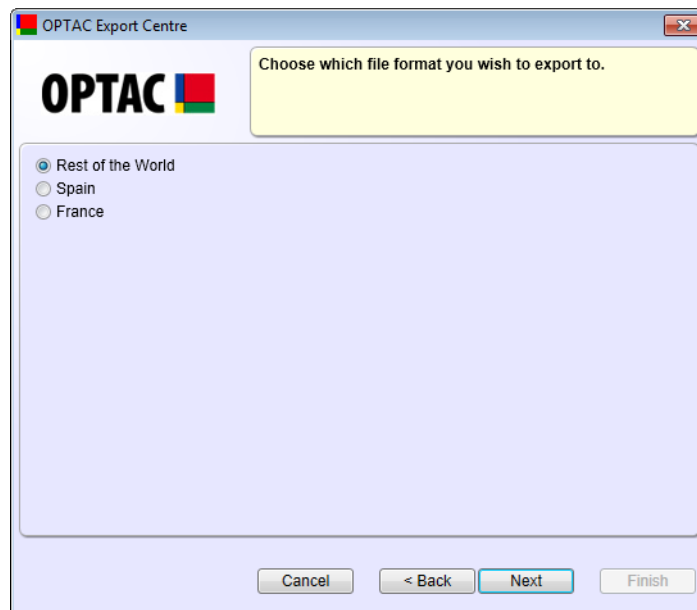


Figure 18

2.8. Click 'Browse' to open the browse window.



Figure 19

2.9. Select the folder where you would like to save the exported data and click 'OK'.

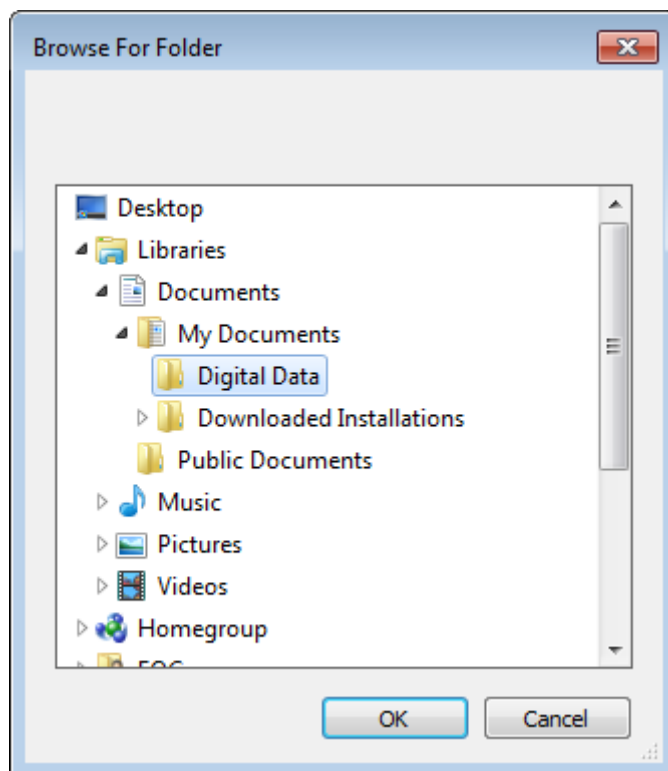


Figure 20

2.10. Click 'Next' to confirm the selected export location.

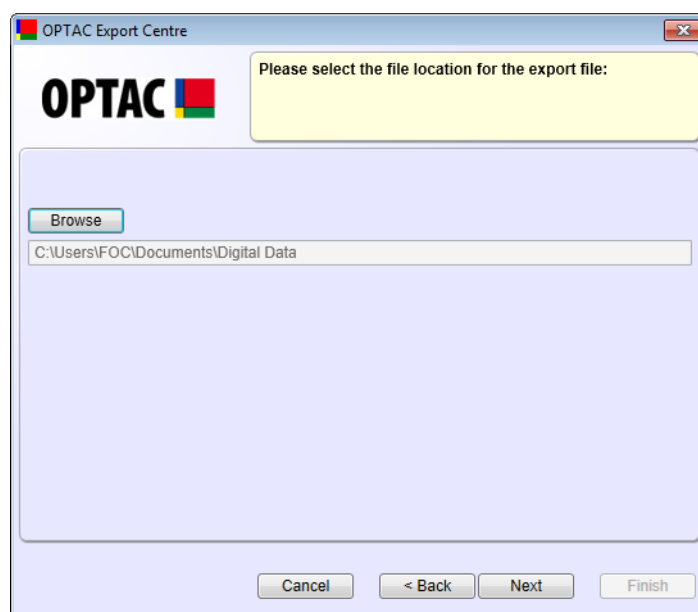


Figure 21

2.11. Once the export process has completed click 'Finish' to close the export screen.



Figure 22