TachoGest 2

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30 days free trial

OLR 1 · OLR 2

EU Reg. (EC) 561/2006

User guide

Installation, data download, the rules of OLR 1, OLR 2 and Reg. (EC) 561/2006, reports, backups and every function of the program, step by step.

Version 0.6 · November 2026

For Windows 10 and 11 · interface in Italian, German, French, English and Spanish

Securdata Sagl · Via Gaggiolo 27 · 6855 Stabio (TI)

info@securdata.ch · tachogest.com

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TachoGest 2 — User guide. Describes version 0.6 of the program (November 2026). Later versions arrive through the automatic updates: what is new in each of them can be read in the program, with the “What's new” button on the update banner.

The screenshots show a fictitious company, drivers and vehicles. The legal references are a summary for practical purposes: the official texts of OLR 1 (SR 822.221) and OLR 2 (SR 822.222) on fedlex.admin.ch and those of Reg. (EC) 561/2006 and Reg. (EU) 165/2014 on eur-lex.europa.eu are authoritative.

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1 Introduction

TachoGest is the Windows program with which a transport company downloads, stores and checks the data of digital tachographs, and prepares the documents that the regulations require it to keep: in Switzerland the Ordinance on Working and Rest Periods for professional drivers (OLR 1) or, for taxis, limousines and minibuses, OLR 2, depending on the type of transport; in the European Union Reg. (EC) 561/2006, with the tachograph of Reg. (EU) 165/2014. The country is chosen in the settings.

1.1 Who this guide is for

The person who looks after the tachographs in the company: whoever downloads the driver cards and the vehicle units, whoever checks the deadlines, whoever keeps the register and whoever answers the inspector during a check. No particular computer skills are needed. One chapter is dedicated to the technician who installs the program on several workstations or on a network (chapter 17) and a few paragraphs to the technician who prepares unattended installations (paragraph 3.5).

1.2 What TachoGest does

The program covers the entire life cycle of digital tachograph data:

- **Downloads** the driver card with a smart card reader connected to the PC and **imports** the files produced by a download key (vehicle units and cards) or found in a folder.
- **Archives** every original file as it is, with its digital fingerprint (SHA-256), and keeps the register of downloads.
- **Checks** day by day driving, breaks, rest and working time according to OLR 1 or OLR 2 in Switzerland, or according to Regulation (EC) 561/2006 in the European Union, and classifies every finding by severity.
- **Reminds** you when cards and vehicle units have to be downloaded and when driving licences, driver CPC certificates, medical checks, cards, roadworthiness tests, calibrations and insurance policies expire.
- **Documents**: the register of Art. 16, monthly report, inspection file, warning letters, driver instructions to be signed, attestations and some twenty PDF reports.
- **Protects** the data with automatic, verified backups, and never shuts off access to the archive: even without a valid licence the program opens in read-only mode.

1.3 How to read this guide

Chapters 3, 4 and 5 are needed only once: installation, licence and first steps. Chapters 6 to 14 describe the everyday work, page by page; chapter 15 is a practical checklist for the day of an inspection. Then come backups, network, updates, settings, troubleshooting, frequently asked questions, limitations, glossary and contacts.

Conventions used in the text:

Notation	Meaning
“Export PDF…”	The exact text of a button, a menu item or a message, as it appears on screen.
Settings → Backup	The path to follow: the sidebar entry, then the section or the tab.
Ctrl + Q	A key combination.
`TG-XXXX-XXXX-XXXX`	Text to type, a file name or a folder name.

The coloured boxes indicate: tip a practical suggestion, caution a point where it is easy to go wrong, regulation the reference to the legal rule, important an operation not to be skipped.

2 The obligations of OLR 1 in brief

The program exists to meet precise obligations. Knowing them helps you understand what TachoGest reports and why. This is a practical summary: the text of the ordinance is authoritative. The chapter summarises the Swiss rules; in the European Union the same obligations derive from Reg. (EC) 561/2006 and Reg. (EU) 165/2014, and what changes in the program is described in paragraph 13.5.

2.1 Downloading the data

Art. 16a of OLR 1 requires the employer to ensure that the data is downloaded from the tachograph and copied to an external medium:

What	When (Art. 16a)
Vehicle unit (the vehicle's tachograph)	At the latest every three months from the first recorded day; also before the vehicle or the tachograph is hired out to another company or sold, and when the tachograph no longer works correctly but the data can still be downloaded (let. a).
Driver card	Weekly; in case of a prolonged absence of the driver at the latest every 21 days from the first recorded day; at the end of the employment relationship; before the driver starts driving for another company with that company's vehicles (let. b).
Company card	At the latest every three months from the first recorded day (let. c).

The card reminder is set to 7 days

By default TachoGest calculates the card download deadline as 7 days from the last download, as Art. 16a let. b requires. Prolonged absences of individual drivers are recorded in their record (paragraph 9.4) and raise the limit to 21 days. In the weeks in which a driver does not drive there is nothing to download (FSRO FAQ): when the vehicle unit downloads of all the vehicles cover those days and the driver's card does not appear in them, the deadline moves forward by itself. The value is changed in **Settings** → **Regulations** (paragraph 13.5).

2.2 Keeping the data

- The downloaded data must be stored in chronological order, by vehicle and by driver (Art. 16a let. d).
- Backup copies of all data must be made immediately and kept on a separate medium (Art. 16a let. e).
- The downloaded data, the backup copies and the register of Art. 16 are kept for three years at the registered office, sorted by driver; the period runs from the moment of the download (Art. 18 para. 3).
- On request, documents and data must be presented or sent to the authority in the form the authority requires (Art. 18 para. 5).

2.3 The register of Art. 16

The employer continuously verifies, with the means of control available, that the provisions on work, driving and rest are complied with, and keeps for every employee a register containing:

a. the daily driving period;

b. the length of the working week and the current weekly average;

c. the availability times;

d. the daily rest periods and, if the rest is split, the length of the parts;

e. the weekly rest days and, if reduced, the length of the reduced rest periods;

f. any periods of work for other employers.

By the end of each month at the latest the register must contain all the entries of the month before last (para. 4); at the employee's request the employer gives them a copy (para. 4bis). Whoever entrusts the register or the data management to third parties remains responsible for the accuracy, security, retention and completeness of the data (para. 5).

> **In TachoGest**
> The weekly register (paragraph 14.3) contains all the items from a to f, one week per page, with space for the signature of the employer and of the employee.

2.4 Working time, driving and rest

The rules the program checks are described in detail in chapter 13. In short, with the OLR 1 profile:

Rule	Limit
Daily driving	9 hours, up to 10 hours at most twice a week (Art. 5).
Weekly driving	56 hours; 90 hours in two consecutive weeks (Art. 5).
Break	45 minutes after 4 hours 30 of driving, also in two parts of 15 + 30 minutes, in that order (Art. 8).
Daily rest	11 hours; reduced to 9 hours at most three times between two weekly rests; split into 3 + 9 hours (Art. 9).
Weekly rest	45 hours, reduced to 24 hours with compensation; at the latest after six 24-hour periods (Art. 11).
Working time	Average of 48 hours a week over 26 weeks, at most 60 hours in a single week (Art. 6).

Breaches of these provisions and of the monitoring obligations are punished with a fine (Art. 21). The employer must organise the work so that the drivers can comply with them and must supervise their compliance (Art. 17).

2.5 Where each obligation is found in TachoGest

Obligation	In the program	Chapter
Downloading cards and vehicle units on time (Art. 16a let. a–c)	Reminders, Download page, card reader	8, 9
Chronological order by vehicle and driver (let. d)	Automatic archive, Legal tabs of drivers and vehicles	8, 10, 11
Backup copies on a separate medium (let. e)	Settings → Backup	16
Register of Art. 16	Reports → Weekly register	14
Supervision of driving, breaks, rest, working time (Art. 5–11, 17)	Findings, Driver availability, warning letters	12, 13, 14
Retention for three years and information to the authority (Art. 18)	Archive of the original files, inspection file	15, 16

2.6 Taxis, limousines and minibuses: OLR 2

For the professional carriage of persons with cars, limousines, chauffeur-driven hire and minibuses with up to 16 seats, OLR 2 (SR 822.222) applies, not OLR 1. Once Switzerland has been chosen (at the first start or in Settings → Country), you also choose the **ordinance**: one per archive. With OLR 2 the program checks:

Rule	Limit
Driving	9 hours between two daily rests, with no extensions; 45 hours a week (Art. 7).
Break	45 minutes after 4 hours 30 of driving; before that, 30 minutes or two breaks of 20 are enough (Art. 8).
Daily rest	11 hours; 9 hours at most three times a week; or in three parts (one of 8 hours, none under one hour, 12 hours in total) (Art. 9).
Rest day	24 consecutive hours every week, attached to the daily rest; for the self-employed driver two days in two weeks (Art. 11).
Working time	48 hours a week (53 in taxi companies) plus 4 of overtime, 208 a year; presence counts as work (Art. 2, 5 and 6).
Breaks from work	at most 5 hours 30 of work in a row; 20, 30 or 60 minutes depending on the day's working time (Art. 8).

In the driver's record you mark the **self-employed driver** (owner or family members), who has no working-time limits, and enter the address and the work record book number for the list of drivers. If a company has vehicles under both ordinances, in the vehicle's record you choose the **ordinance** of the individual vehicle: whoever drives only those vehicles follows that ordinance; whoever drives vehicles under both stays with OLR 1 and receives a notice to check. With the digital tachograph, downloads and data retention follow OLR 1 (Art. 16a OLR 2) and the work record book is not needed. The weekly register becomes the register of Art. 21 OLR 2, with the overtime of the week and of the year; in Reports you find the **quarterly overtime report** to be submitted to the authority within 14 days of the end of the quarter (with the reminder) and the **list of drivers** (Art. 22).

3 Requirements and installation

Installation takes a few minutes, does not require administrator rights and does not touch anything else on the PC. If the installation file contains the licence key, there is nothing to type.

3.1 What you need

Item	Requirement
PC	Windows 10 or Windows 11, 64-bit. No server to install: the program works on the office PC.
Card reader	A PC/SC-compatible USB smart card reader, to download the driver cards from the office (for example the Identiv uTrust 2700 R). The Windows "Smart Card" service must be running: normally it is.
Download key	The one the company already uses for the vehicle units (for example a Lisle Digidown): TachoGest reads the files it produces. A key with a built-in reader also downloads cards without a PC.
Internet	To activate the licence, to confirm it at least once every 360 days and to receive updates. For PCs that never go online there is the file licence (paragraph 4.2).
Disk space	A few hundred megabytes for the program; the archive grows with the downloaded files, in the order of a few megabytes per vehicle per year.

3.2 The installation file

The program is installed with a single file, for example `TachoGest2-‹version›-setup.exe`. When Securdata or the tachogest.com website deliver a licence, the file name already contains the key:

```
TachoGest2-‹version›-setup-TG-7K3M-PQ9X-2ZB4.exe
```

The installer reads the key from its own name and writes it by itself on the "Licence" page: you do not have to type it. If the file gets renamed along the way nothing serious happens: you paste the key by hand on the same page.

3.3 Step-by-step installation

1. Double-click the installation file.
2. The program and the installation file are digitally signed by **SecurData Sagl**. Windows may still show the warning **"Windows protected your PC"** (SmartScreen, for programs that are still not widespread): click "More info", check that the "Publisher" line says "SecurData Sagl", then "Run anyway". If it says "Unknown publisher", the file is not the signed original: download it again from tachogest.com.
3. Choose the installation folder. The proposed one, in the user's folder (`%LOCALAPPDATA%\Programs\TachoGest2`), does not require administrator rights and is the recommended one. If you want to install for all users of the PC you can choose that in the first window: in that case Windows asks for an administrator's password.
4. On the additional tasks page choose whether to create a desktop icon. The Start menu entry is always created.

5. On the **“Licence”** page check the “Licence key (optional)”: if the file contained it, it is already filled in. The “Licence server” field must be left as it is.
6. Click “Install”, then “Finish”. The program opens and activates itself with the key entered.

> **Without a key**
> If the key was not entered, at the first start the “TachoGest licence” window appears: there you enter the key or start the trial period (chapter 4).

3.4 The card reader

A PC/SC reader needs no special drivers on Windows 10 and 11: just plug it into a USB port and wait a few seconds. When the program recognises it, the status bar at the bottom shows “Card reader:” followed by the name of the reader; otherwise “No card reader connected”. If there are several readers, the one to use is chosen in **Settings → General → Card reader**.

If the reader does not work, the program tells you which of the three possible cases has occurred (paragraph 20.2): reader support missing from the copy of the program, Windows “Smart Card” service stopped, or no reader connected.

3.5 Installation by the technician

The installer accepts a few command-line parameters, useful for installing on several PCs without user intervention:

Parameter	Effect
`/VERYSILENT`	Installation without windows (`/SILENT` shows only the progress bar).
`/CHIAVE=TG-…`	Licence key to activate at the first start.
`/SERVER=…`	Address of the licence server (to be used only on Securdata's instructions).
`/DATI="\\SERVER\TachoGest"`	Data folder to use: for example the shared network folder (chapter 17).
`/LICENZA="file.tglic"`	Licence file to install next to the program, for PCs without internet (paragraph 4.2).

Example:

```
TachoGest2-‹version›-setup.exe /VERYSILENT /CHIAVE=TG-7K3M-PQ9X-2ZB4
/DATI="\\SERVER\Condivisa\TachoGest"
```

3.6 Uninstalling

The program is uninstalled from **Windows Settings → Apps → Installed apps**, under the entry TachoGest 2. Uninstalling removes only the program files: **archive, settings and backups stay where they are**, and a new installation finds them again.

> **Before uninstalling on a PC that will no longer be used**
> Open the licence window and click “Release this workstation” (paragraph 4.3). Uninstalling alone does not free the seat in the licence.

4 Licence

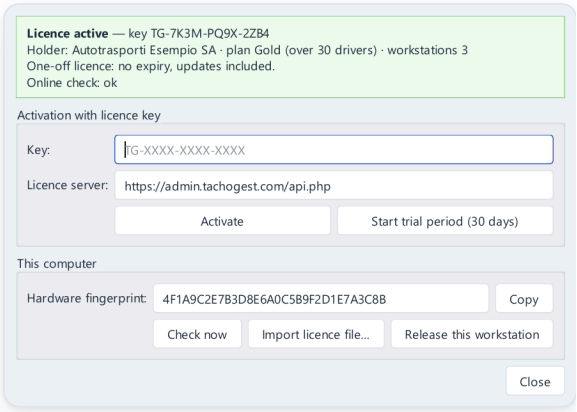
The licence enables the program on the office PCs, called workstations (paragraph 4.3), for a certain number of active drivers (paragraph 4.8). It is paid once and does not expire. It is activated once, then the program confirms it by itself at every start when the PC is connected to the internet.

4.1 Activating the licence

In most cases the licence activates by itself at the first start, with the key entered during installation or with a licence file placed next to the program.

If you need to do it by hand, the **"TachoGest licence"** window opens from **Settings → Licence → Manage licence...** (or by itself at start-up, if a valid licence is missing):

1. Type or paste the key in the "Key" field, in the format `TG-XXXX-XXXX-XXXX`.
2. Leave the "Licence server" as it is.
3. Click "Activate". At the top the holder, plan, workstations and expiry appear.



The "TachoGest licence" window with an active licence.

"Start trial period (30 days)" activates the free trial on this PC: it counts as the plan for up to 3 drivers (paragraph 4.8). Alternatively, a trial key can be requested on tachogest.com.

4.2 File licence for PCs without internet

For a PC that never connects to the internet Securdata prepares a **licence file** (`.tglic`) tied to that PC: you must communicate the **hardware fingerprint**, the code that identifies the PC and that you copy with "Copy" in the lower part of the licence window. The file is loaded with "Import licence file..." or placed next to the program (the technician can use the `/LICENZA=` parameter, paragraph 3.5). A file licence never contacts the server and can be time-limited or without expiry.

4.3 Workstations and changing computer

Every PC on which the program is activated occupies one workstation of the licence; all plans provide five. Activation is never refused: if there are more PCs than provided for, Securdata sees it and may propose adjusting the licence.

To move the program to a new computer:

1. On the old PC open the licence window and click "Release this workstation".
2. On the new PC install the program and activate the same key.
3. If the archive was on the old PC, copy it to the new one or restore the latest backup (paragraph 16.4).

If the old PC no longer works

Write to info@securdata.ch quoting the key: the workstation is freed from our panel.

4.4 Working without a connection

At every contact with the server the licence is confirmed for the following **360 days**; the program renews the confirmation by itself at start-up. A PC can therefore stay disconnected for up to 360 days; beyond that, it switches to read-only until it is back online.

4.5 End of the trial and purchase

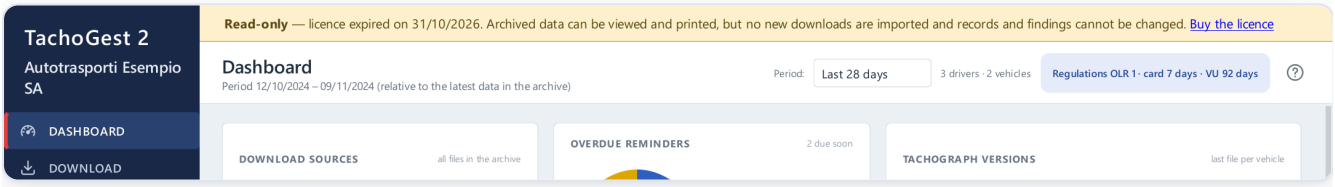
Purchased licences are paid once and **do not expire**: no annual fee, no renewal, and updates remain included with no expiry. Only the **30-day trial** expires.

During the trial, at 30, 14 and 3 days before expiry, the program shows once for each threshold the “Licence expiring” notice with the “Renew now” link. The expiry also stays visible in the footer of the sidebar (“due in N d”).

At the end of the trial “Renew now” means buying the licence: you choose the plan on tachogest.com, also with “Upgrade the plan…” (paragraph 4.8), or you write to info@securdata.ch quoting the trial key. The key stays the same and the program receives the purchased licence at the first contact with the server, without doing anything; data and settings stay as they are.

4.6 Read-only mode

When the trial has ended without a purchase, or the licence is suspended, missing or not confirmed for more than 360 days, the program **opens anyway**: at start-up the licence window offers “Open read-only” or “Exit the program”. In read-only mode a yellow banner at the top of the window recalls the reason and offers the “Renew the licence” link.



The yellow read-only banner, at the top of the window.

In read-only mode you can	In read-only mode you cannot
consult all pages, records and activities	import new files or read cards
print and save as PDF all reports, including the inspection file	edit the records of drivers and vehicles
export to Excel	change the status of findings or generate letters
make backups, including the automatic one	recalculate the analyses

Why read-only rather than a lock-out

The downloaded data must be kept for three years and presented to the authority on request (Art. 18). A program that shuts down without a valid licence would make a legal obligation impossible to fulfil: for this reason the archive can always be consulted and printed.

Read-only mode also kicks in for another reason, which does not depend on the licence: when the shared archive has been updated by a newer version of the program on another workstation (paragraph 17.3).

4.7 What is sent to the server

To activate and confirm the licence the program sends to the Securdata server: the key, the hardware fingerprint, the PC name, the version of the program and of the operating system, and **just two numbers** about the archive, namely how many vehicles and how many drivers it contains. **Names, activities, downloaded files or other driver data are never sent**: the archive stays in the company. The only exception is the encrypted copy on the server, a service on request (paragraph 4.8): if you enable it, the data leaves the PC already encrypted.

4.8 The plans

From 1 November 2026 (version 0.6.71) licences are counted by **active drivers** and **vehicles are unlimited**. **Every plan is paid once**: no annual fee.

Plan	Licence
up to 3 drivers	one-off, no annual fee
up to 5 drivers	one-off, no annual fee
up to 10 drivers	one-off, no annual fee
up to 20 drivers	one-off, no annual fee
up to 30 drivers	one-off, no annual fee
Gold, over 30 drivers	one-off, on quotation

The same conditions apply to all plans:

- **Updates** included, with no expiry.
- **Support via ticketing** included in the first 12 months after purchase (chapter 24); the trial does not include it. Problem reports and suggestions from the program are always accepted.
- **Encrypted copy on the server** on request, at info@securdata.ch: not included in the plans.
- **Moving to a larger plan**: list-price difference plus 50 %.

The 30-day trial counts as the plan for up to 3 drivers. No prices appear in the program: **Settings → Licence** shows the plan in use and the table of plans, and “Upgrade the plan…” opens the shop on tachogest.com. After payment the key stays the same: the program sees the new plan at the next check (at restart or with “Manage licence…”), and data and settings stay as they are.

The limit concerns drivers only. The import of downloads is never blocked: a new driver beyond the plan limit enters the archive as **not active** (excluded from deadlines, counts and reports of active drivers) and the import summary says so. To make them active you move to the next plan or deactivate those who no longer work for you (paragraph 10.10): the archive stays complete.

> **Licences issued before 1 November 2026**
> The names of the previous plans are recognised automatically and mapped to the per-driver plans; licences already issued have lost the vehicle limit. There is nothing to do.

5 First steps

After installation a few minutes are enough to have the program ready: the company details, the first download, the regulatory profile and the backups.

5.1 The first start

At the first start the program creates its archive in the user's folder (`%LOCALAPPDATA%\TachoGest`) and, if the company name is missing, asks: *"The company name has not been entered yet (it appears on reports). Open the settings now?"*. It is best to answer yes.

> **If the archive has to be on the network**
> If several PCs have to work on the same data, decide on the shared folder **before** importing the first files (chapter 17). Moving the archive afterwards is possible, but it requires copying it by hand.

5.2 Company details

In **Settings** → **Company** you fill in the company name, address, postcode and town, telephone, e-mail, person responsible for the checks and **"Operator of this PC"**, then click "Save company". The company details appear at the top of all reports; the operator appears in the register of downloads and at the bottom of the documents ("operator …").

5.3 The first download

Open the **Download** page and choose one of the methods described in chapter 8:

- for a driver card: insert it in the reader and click "DOWNLOAD";
- for the files of the download key: connect the key and click "IMPORT" in the "Download key" box;
- for files already on the PC (including ones downloaded in past years with other programs): drag them into the dashed area.

Drivers and vehicles **are created automatically** from the imported files: there is no master data to fill in beforehand. After the first download it is worth completing the driver records with driving licence, driver CPC and medical check, and the vehicle records with roadworthiness test and insurance (chapters 10 and 11), so that the reminders are complete.

> **Recovering the history**
> Import right away the files of past downloads too, if the company keeps them: the program sorts them by date, discards duplicates and analyses the whole period. The three years of Art. 18 are thus covered from day one.

5.4 Regulations and backup

1. In **Settings** → **Regulations** check the country and the profile: "OLR1_CH" for Switzerland is the default; for taxis, limousines and minibuses choose OLR 2 (paragraph 2.6), in the European Union the "UE_561" profile (paragraph 13.5). With OLR 1 the card download is set to 7 days, as the ordinance requires (paragraph 2.1).
2. In **Settings** → **Backup** enable "Back up automatically", choose a folder on another disk, on a NAS or on the network, and click "Back up now" to test it (chapter 16).

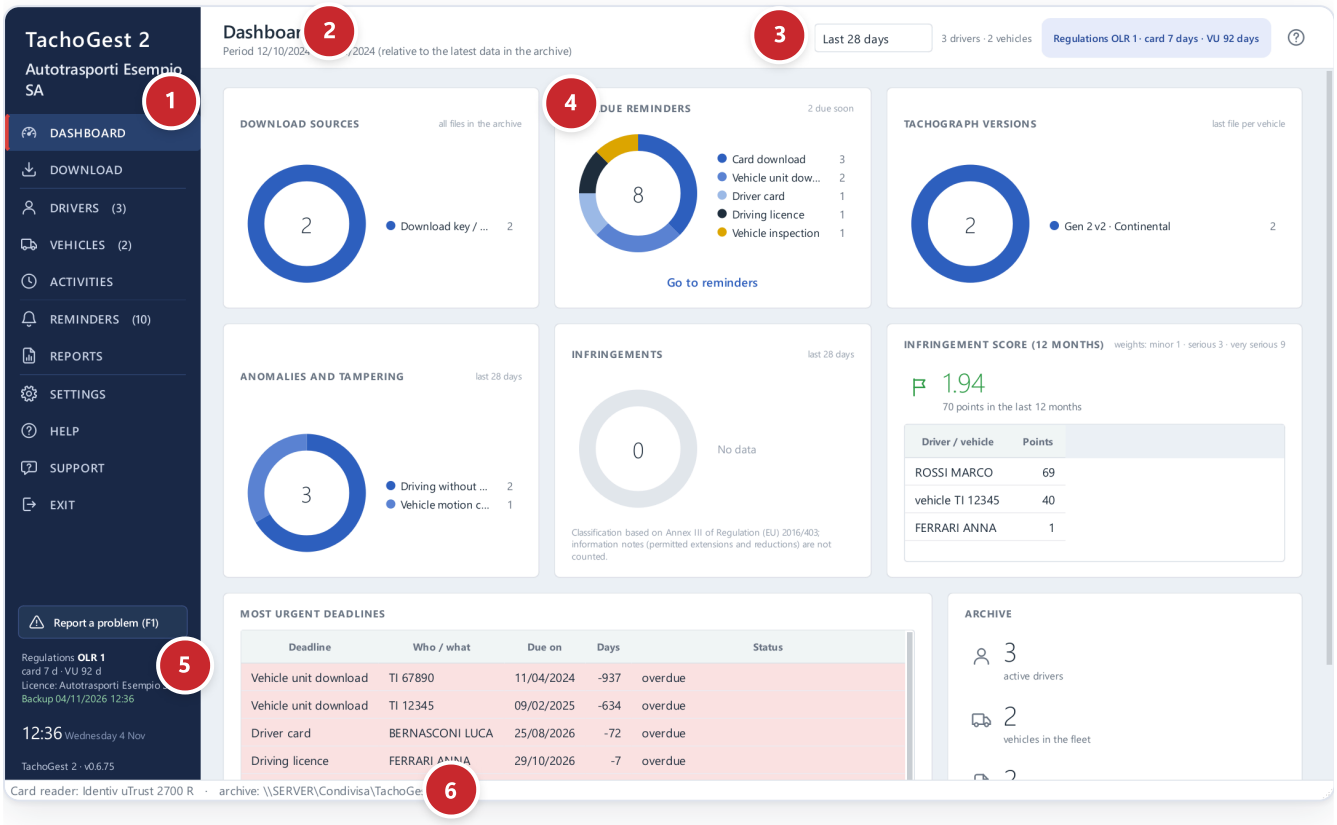
3. In **Settings** → **General** check the time zone (Europe/Zurich) and the option “Offer to read when a card is inserted”.

5.5 Checklist

	Operation	Where
☐	Licence active, holder and plan correct	Settings → Licence
☐	Company name, address and operator	Settings → Company
☐	Data folder (local or on the network) decided before the first download	Settings → General
☐	Regulatory profile and card download days	Settings → Regulations
☐	Card reader recognised in the status bar	Status bar at the bottom
☐	First download of cards and vehicle units, plus the available history	Download
☐	Driving licence, driver CPC, medical check of the drivers; roadworthiness test and insurance of the vehicles	Drivers, Vehicles
☐	Vehicles outside the scope of the rules declared as such	Vehicles → Edit record
☐	Automatic backup enabled and a first successful copy	Settings → Backup

6 The interface

All pages have the same structure: the sidebar on the left, the page header at the top, the content in the centre and the status bar at the bottom.



1. **Sidebar**: the pages of the program, with the counters.
2. **Header**: name of the page and short description.
3. **Page controls**: period, filters, buttons.
4. **Content**: cards, tables and charts.
5. **Sidebar footer**: regulations, licence, backup, time.
6. **Status bar**: card reader and archive folder.

6.1 The sidebar

At the top the name of the program and the company name. Below, the entries in this order:

Entry	What it is for
DASHBOARD	The company's situation on a single screen (chapter 7).
REMINDERS (n)	Deadlines for downloads and documents. The number counts the items that are overdue, never done or due soon (chapter 9).
DRIVER AVAILABILITY	Remaining driving and working time of every driver (chapter 12).
DOWNLOAD	Card downloads and file import (chapter 8).
REPORTS	Catalogue of the documents to print (chapter 14).
DRIVERS (n)	The driver records; the number counts the active ones (chapter 10).

VEHICLES (n)	The vehicle records; the number counts the active ones (chapter 11).
SETTINGS	Regulations, company, data folder, backup, updates, licence (chapter 19).
EXIT	Closes the program after a confirmation.

The **footer** of the sidebar summarises: the regulatory profile with the download days ("Regulations OLR1_CH · card 7 days · VU 92 days"), the licence holder (with "due in N d" in the last 30 days and "offline" if the server cannot be reached), the status of the last backup, the time and the version of the program.

6.2 The banners at the top of the window

Two banners may appear at the top of the window, never on top of your work and never in a window that blocks it:

- **yellow "Read-only" banner**, when the licence does not allow changes or the archive belongs to a newer version (paragraphs 4.6 and 17.3);
- **light-blue (or red) update banner**, when a new version is available (chapter 18).

6.3 The status bar

At the bottom of the window: "Card reader:" with the name of the connected reader, or "No card reader connected", and the folder where the archive is located. It is the first place to look if a card cannot be read or if a colleague does not see the same data.

6.4 Common gestures

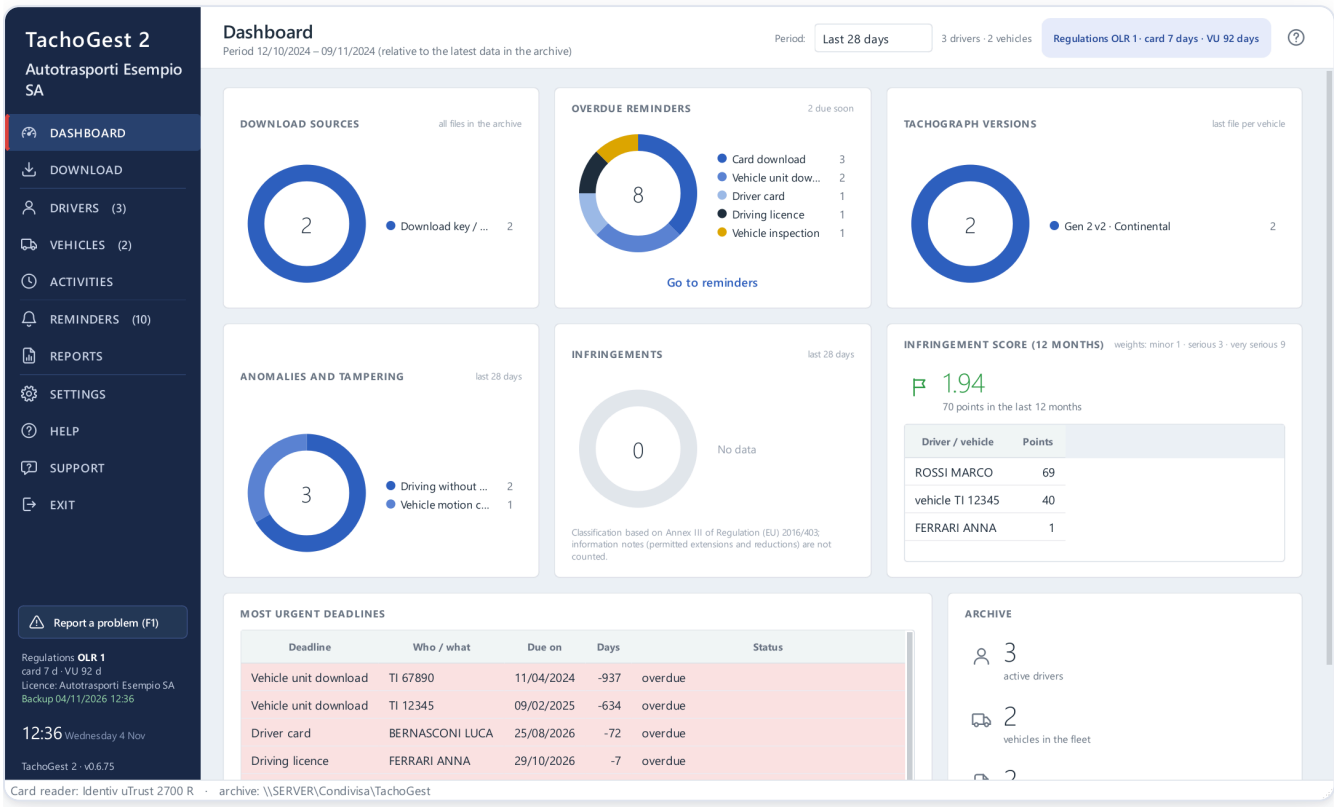
Gesture	Effect
Double-click on a row	In the tables of deadlines, reminders and availability opens the driver's or vehicle's record, already on the right view.
"Search…" field	Filters the list as you type: name, card number, number plate.
"Print / PDF"	Opens the document in preview, with "Print preview", "Print…", "Export PDF…".
"Excel"	Saves the table or the period to an .xlsx file.
Ctrl + Q	Closes the program immediately, without the confirmation prompt of "EXIT".

> **Closing during a backup**
> If a backup is in progress, both "EXIT" and Ctrl + Q ask "Backup in progress — … Quit anyway?". It is best to wait: it takes a few seconds.

At start-up, if the option "Offer to read when a card is inserted" is enabled, inserting a card in the reader brings up the question "Card inserted — … Read it now?": answering yes starts the card download (paragraph 8.2).

7 Dashboard

The dashboard is the page that opens at start-up: on a single screen it tells you what is overdue, who has infringements and which tachographs you are working with.



The dashboard on the last 28 days of data.

7.1 Period and header

At the top right, the **"Period:"** menu chooses how much data the charts are calculated on: "Last 28 days", "Last 3 months" or "Last 12 months". The period is **relative to the latest data in the archive**, not to today's date: if the last download dates back two weeks, the "last 28 days" end on that day. The actual period is written under the page title.

Next to it appear the number of active drivers and vehicles and a label with the regulatory profile in use and the download days ("Regulations OLR1_CH · card 7 days · VU 92 days").

7.2 The six charts

Chart	What it shows
Download sources	Where all the files in the archive come from: card reader, files imported from the PC, download key or folder.
Overdue reminders	The deadlines that have passed, divided by type (card download, vehicle unit download, driver card, driving licence, roadworthiness test…), with the number of those due soon and the "Go to reminders" link.
Tachograph versions	Generation and manufacturer of each vehicle's vehicle unit, read from the latest file: "Gen 1", "Gen 2 v1", "Gen 2 v2", followed by the manufacturer.

Anomalies and tampering	Driving without a card, manual entries and the most frequent events and faults recorded by the vehicle units.
Infringements	The findings of the period by severity: very serious, serious, minor. Information notes (permitted extensions and reductions) are not infringements and are not counted.
Infringement score (12 months)	An index over the last twelve months: each finding is worth 1 point if minor, 3 if serious, 9 if very serious. The large number is the average points per driver per month: green below 2, yellow from 2, red from 5. Below it, the six drivers or vehicles with the most points.

> **How to use the score**
> The score has no legal value: it serves to see where to intervene. A vehicle at the top of the ranking usually indicates driving without a card inserted; a driver at the top, breaks or rest periods to go over with him.

7.3 Most urgent deadlines and archive

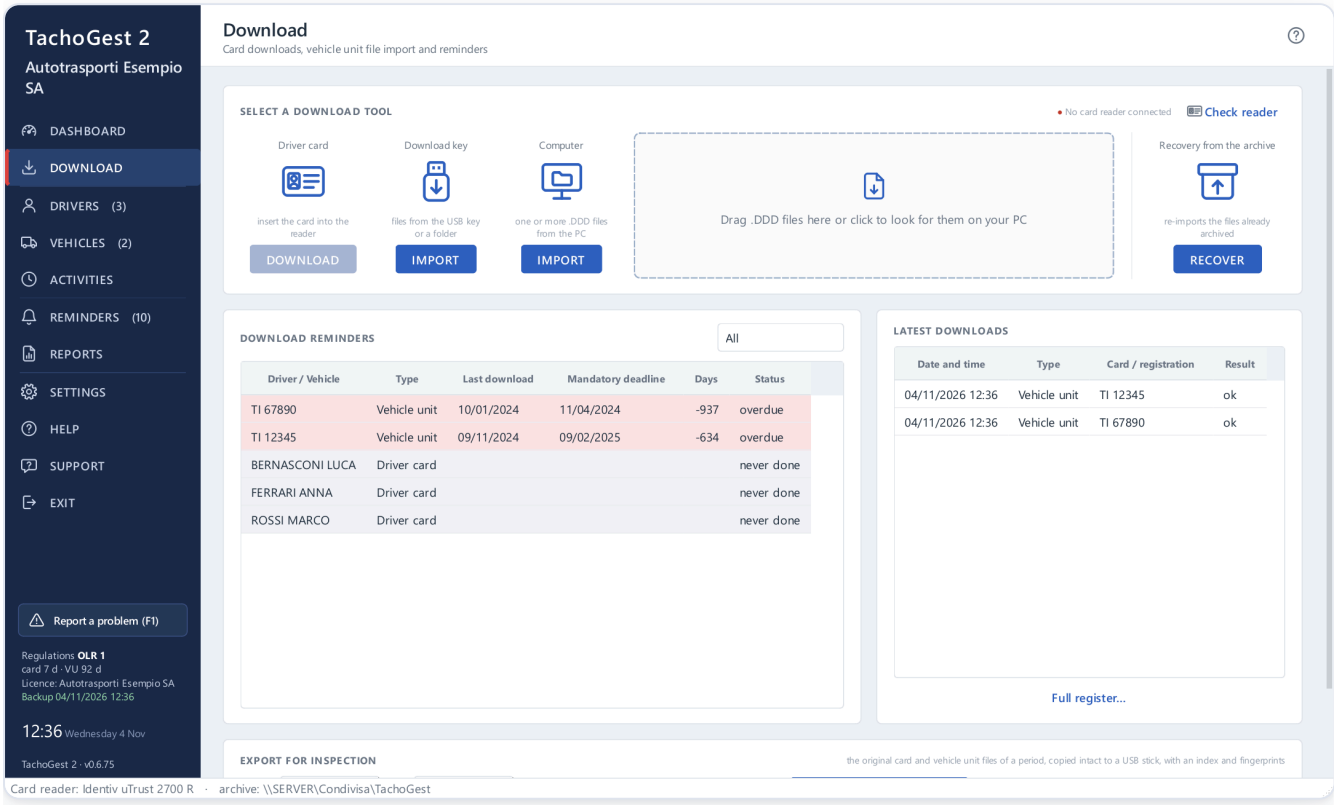
The **“Most urgent deadlines”** table lists the first twelve deadlines that are not in order, from the oldest: downloads and documents, with the date, the days (negative if already passed) and the status. Double-clicking a row opens the driver's or vehicle's record on the “Legal” view. The **“Archive”** box summarises active drivers, vehicles in the fleet, archived files and days of data present.

If there are driver instructions not yet signed, the dashboard reports it with “N driver instructions to sign” (section 14.7).

8 Downloading and importing data

All data comes in through the Download page: from the card inserted in the reader, from the download key, from files and folders on the PC. The program recognises by itself what each file contains and who it belongs to.

8.1 The Download page



The Download page: the download tools at the top, the reminders and the latest downloads below.

The **“Select a download tool”** box contains:

Tool	Use
Driver card → “DOWNLOAD”	Reads the driver card inserted in the reader. The button is disabled if there is no reader or if the program is read-only.
Download key → “IMPORT”	Imports the files from the USB key or from a folder, including subfolders.
Computer → “IMPORT”	Imports one or more files chosen from the PC.
Dashed area	“Drag .DDD files here or click to look for them on your PC”: accepts files and whole folders.
Recovery from the archive → “RECOVER”	Re-reads the files already kept in the archive folder (section 8.5).

Below, **“Download reminders”** lists the download deadlines (filter All, Overdue / never, Due soon) with last download, deadline, days and status; double-clicking opens the Legal tab. **“Latest downloads”** shows the last 25 rows of the download register; “Full register…” takes you to the Reports page, where you print the “Download history”.

8.2 Reading the driver card

1. Connect the reader and insert the driver card, with the chip facing the reader's contacts.
2. Click “DOWNLOAD” in the “Driver card” box. If the option “Offer to read when a card is inserted” is active, the program asks by itself “Card inserted — … Read it now?”.
3. The “Driver card reading” window opens with the progress bar and the list of steps. Reading usually takes less than a minute: do not remove the card until it has finished.
4. At the end, “Card reading completed” appears with the driver's name, the duration, the days of activity read and the name of the file created, for example `C_20261004_0815_ROSSI_MARCO_CH10000123456701.DDD`.
5. The program opens the driver's record on the “Activities” view. You can remove the card.

The file produced is a standard .DDD file, readable by other programs too, and is archived like all the others. If there is a different card in the reader (company card, control card, workshop card), the program replies “The card read is not a driver card.”.

> **If reading fails**
> Read the message carefully: it says whether the reader is missing, whether the “Smart Card” service is stopped or whether the card does not respond (section 20.2). In any case the card can be downloaded with the download key and the file imported as in section 8.3. Report the case to support, with the text of the message.

> **The download date on the card**
> The card keeps the date of its own last download. By default TachoGest reads the card without writing anything; updating that date is enabled in **Settings** → **General** with “Update the download date on the card after reading”.

8.3 Importing from the download key or from a folder

1. Connect the download key to the PC (or open the network folder into which a colleague has copied the files).
2. Click “IMPORT” in the “Download key” box and choose the key or the folder.
3. The program scans the folder and all its subfolders, imports the new files and skips those already present.

There is no need to delete the files from the key after importing: next time they will be recognised as “Already present” and skipped. Clean out the key when its memory fills up, after checking that the files are in the archive.

8.4 Importing files from the computer

“IMPORT” in the “Computer” box opens the file selection window, with multiple selection. Alternatively, drag files or folders from File Explorer onto the dashed area. It is the quickest way to recover the history of past years, even if downloaded with other programs: TachoGest reads the content, not the name.

8.5 Recovering from the archive

“RECOVER” re-reads all the files kept in the archive folder and imports those the database does not know; the others are skipped as duplicates. It is useful after a partial restore, for example when the archive folder is intact but the database has been replaced with an older copy.

8.6 What happens during import

- **Recognition from the content.** The program works out whether the file comes from a vehicle unit (1st generation, 2nd generation or 2nd generation version 2) or from a driver card (1st or 2nd generation), regardless of the extension. Any header added by the download tool is skipped, with a warning.
- **Duplicates.** A file identical to one already imported (same SHA-256 fingerprint) is not imported again: it appears among the "Already present" and in the register with the result "duplicate".
- **Overlaps.** Two files covering the same days are merged: for those days the most recent file applies, and an older file imported later does not delete the newer data.
- **Archive of the originals.** Each file is copied intact to `archivio\<year>\` inside the data folder, with its SHA-256 fingerprint. The originals are never modified or deleted.
- **Download date.** For vehicle units it is the date recorded by the tachograph at the time of download; for cards, the one in the file name or, if missing, the one recorded on the card.
- **New drivers and vehicles.** They are created automatically: including vehicles that appear on cards and drivers that appear in vehicle units. Until they are downloaded they show as "never done" in the reminders (section 10.10).
- **Analysis.** At the end the program recalculates the findings of the drivers and vehicles involved.

At the end the **"Import completed"** summary appears with "Imported", "Already present" and "Errors", the list of any errors (a damaged file does not block the others) and up to ten warnings.

8.7 The download register

Every operation is recorded in the download register: date and time, type (card or vehicle unit), card number or registration, description, operator, result (ok, error, duplicate) and origin. The register is the documentary proof that the downloads have been done; you see it on the Download page, print it with the "Download history" report and it is part of the inspection file.

> **The operator**
> The name recorded is the "Operator of this PC" set in **Settings** → **Company**. On a PC used by several people it is best to enter the office or the name of whoever usually does the downloads.

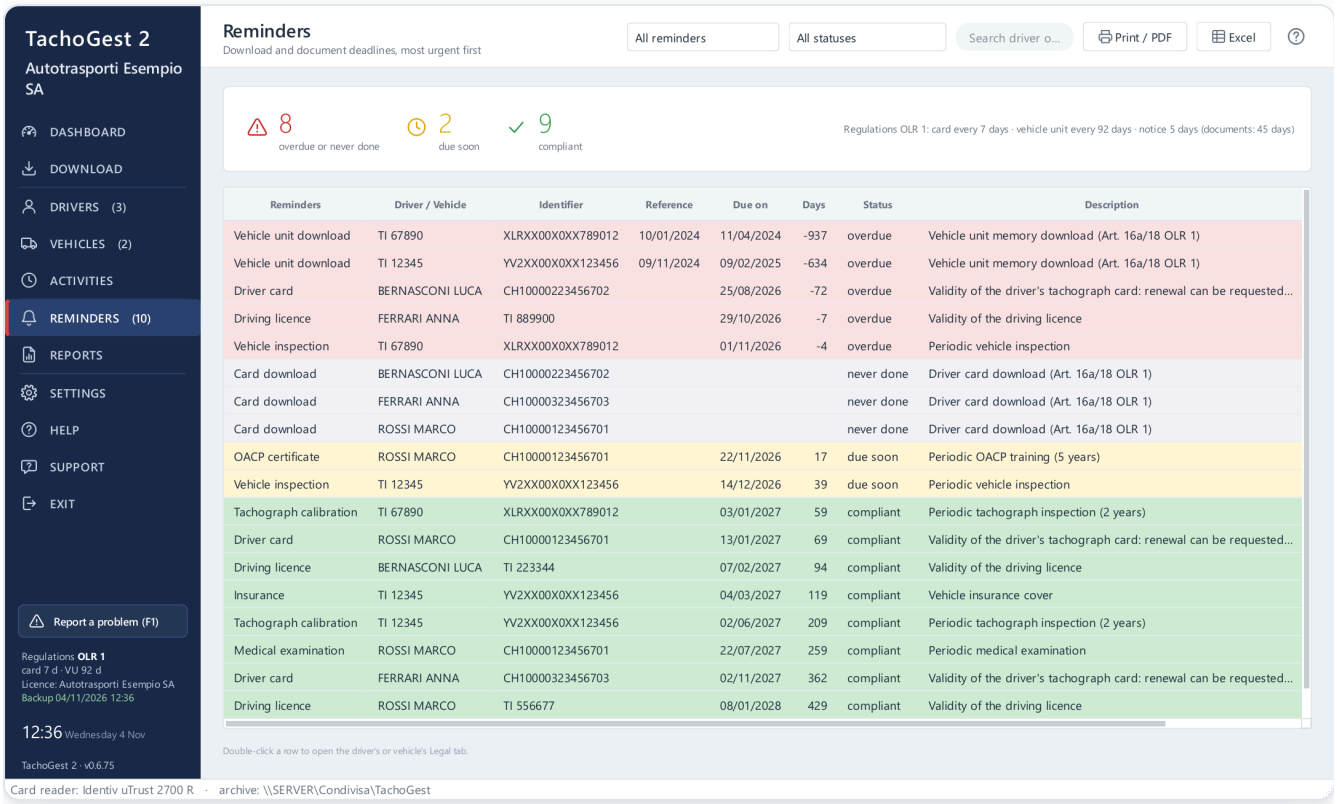
8.8 Recognised files and tachographs

Source	Recognised
Vehicle unit	1st generation, 2nd generation (Smart Tachograph) and 2nd generation version 2, from any manufacturer.
Driver card	1st and 2nd generation, from files downloaded with any tool and from the reader connected to the PC.
Extensions in the selection window	.DDD, .ESM, .V1B, .C1B, .TGD, .DTG, .DTC; with "All files" you can choose files with any name.
Extensions in folder scanning	the above plus .V2B and .C2B.

9 Reminders and deadlines

A single list for everything that falls due: the downloads of cards and vehicle units and the documents of drivers and vehicles, sorted from the most urgent.

9.1 The Reminders page



The Reminders page, from the most urgent.

At the top, three indicators count the items “overdue or never done”, “due soon” and “compliant”; next to them, the rule in use (“Regulations OLR1_CH: card every 7 days · vehicle unit every 92 days · notice 5 days (documents: 45 days)”). Above the table:

- the filter by type: “All reminders”, “Data downloads only”, “Documents only”;
- the filter by status: “All statuses”, “Overdue / never done”, “Due soon”, “In order”;
- the search “Search driver or registration…”;
- “Print / PDF”, which prints the complete **Deadlines** report in landscape (not only the filtered rows);
- “Excel”, which saves the visible rows to an .xlsx file, with the filters applied.

The columns are: Reminder, Driver / Vehicle, Identifier (card or registration), Reference, Due on, Days, Status, Description. Double-clicking a row opens the driver's or vehicle's record on the “Legal” view.

9.2 How deadlines are calculated

Reminder	Calculation	Notice
Card download	Last download + 7 days (28 with the EU profile). During an extended absence the longer of the normal limit and the absence limit applies. If the vehicle unit downloads of all the vehicles cover the time after the last download and the card does not appear in them, the count starts from the end of those downloads.	one third of the limit, at most 5 days (2 with the weekly card)
Vehicle unit download	Last download + 92 days (90 with the EU profile). Vehicles outside the scope show as “not subject to OLR 1”.	5 days
Driver card	Expiry read from the card, updated at every download.	45 days
Driving licence, driver CPC (OACP) certificate, medical check	Dates entered in the driver's record.	45 days
Roadworthiness test, insurance	Dates entered in the vehicle's record.	45 days
Tachograph calibration	Date read from the technical data of the vehicle unit, updated at every download.	45 days

Download days and the download notice are changed in **Settings** → **Regulations**, group “Data download” (section 13.5). The notice for documents is fixed at 45 days.

Two things the program does not calculate

- **Recurring deadlines** (driver CPC renewal, new calibration) are not calculated automatically: after the renewal, update the date in the record.
- The **company card** has no reminder: its quarterly download (Art. 16a let. c) must be remembered separately, for example together with that of the vehicle units.

9.3 The statuses

Status	Meaning
overdue	The date has passed: the download or the renewal must be done at once.
never done	The driver or vehicle exists in the archive but has never been downloaded: typically a driver seen only in the data of a vehicle unit, or a vehicle seen only on a card.
due soon	Fewer days remain than the notice period.
compliant	No action needed.
not subject to OLR 1	Vehicle outside the scope: no download required (section 11.3).

The same statuses appear on the dashboard, in the sidebar counter, on the Download page, in the driver and vehicle records, in the Deadlines report and in the inspection file.

9.4 Extended absences

When a driver is absent for a long time (sickness, injury, holidays, military or civilian service, leave) his card is not used and the ordinance allows the download at the latest every 21 days (Art. 16a let. b no. 2). In the driver's record, with “Edit record”, you enter “Absent from”, “Absent until” (empty if the return date is not known) and the reason: during the absence the card download deadline uses the extended-absence limit.

When it really matters

With the default weekly download, marking the absence prevents absent drivers from showing as overdue for no reason: their deadline moves to 21 days.

9.5 Lost, stolen or faulty card

A lost or faulty card must be reported to the authority that issued it (in Switzerland the FEDRO), a stolen card also to the police, and the replacement must be requested within seven days. In the meantime the driver may drive without a card for at most 15 days, printing the vehicle data at the start and end of work and completing the printouts with name, driving licence number and signature (Art. 14b para. 5 OLR 1; in the European Union Art. 35 Reg. (EU) 165/2014). In the driver's record, with “Edit record”, you enter “Without a card from”, the end date (empty = until the fifteenth day) and the reason: on those days the vehicles' driving without a card stays among the findings, but as informational and with the driver's name, as a reminder to keep the printouts.

9.6 Company card

The company card locks the company's data in the tachograph (nobody else can read it) and is used to download it. Its chip also records what the company has done: locks, unlocks, downloads of vehicles and cards. It too must be downloaded, at the latest every three months (Art. 16a let. c OLR 1). Put it in the reader like a driver card (“Driver card” on the Download page): TachoGest recognises it, archives it and fills in number, company and expiry by itself. Company cards are in **Settings** → **Company** → **Company cards**: from there you add a card by hand, record a download made with another program and open the record with the data, the **history** and the downloads. The reminders show the download every three months and the card expiry.

The history shows one row per vehicle: a bar for each period in which the data was locked (blue with your card, grey with another company's) and a diamond for each download. A blue bar with a dashed red border is a lock closed without a download: for a hired vehicle it means the data of the period was not downloaded before returning it (Art. 14d OLR 1). The same view, for a single vehicle, is in the vehicle's **COMPANY LOCKS** tab.

9.7 End of employment

When a driver leaves the company his card must be downloaded one last time (Art. 16a let. b OLR 1). In the driver's record you enter the “Leaving date”: from that day the “Card download at end of employment” reminder remains until a download made on or after the leaving date arrives, even if the driver has already been deactivated. His files are handed over with “Export this driver's files” (DOWNLOADS MADE tab or driver menu), which copies the originals to a folder with an index and fingerprints.

In the reminders the driver card also shows from when the renewal can be requested (six months before expiry) and the date by which to apply so as not to be left without a card; the card expiry warning starts by default at 180 days. If the card download is set beyond its capacity (28 days for first-generation cards and second-generation version 1, 56 for version 2), the “Card download before overwriting” reminder warns before the oldest days are lost.

10 Drivers

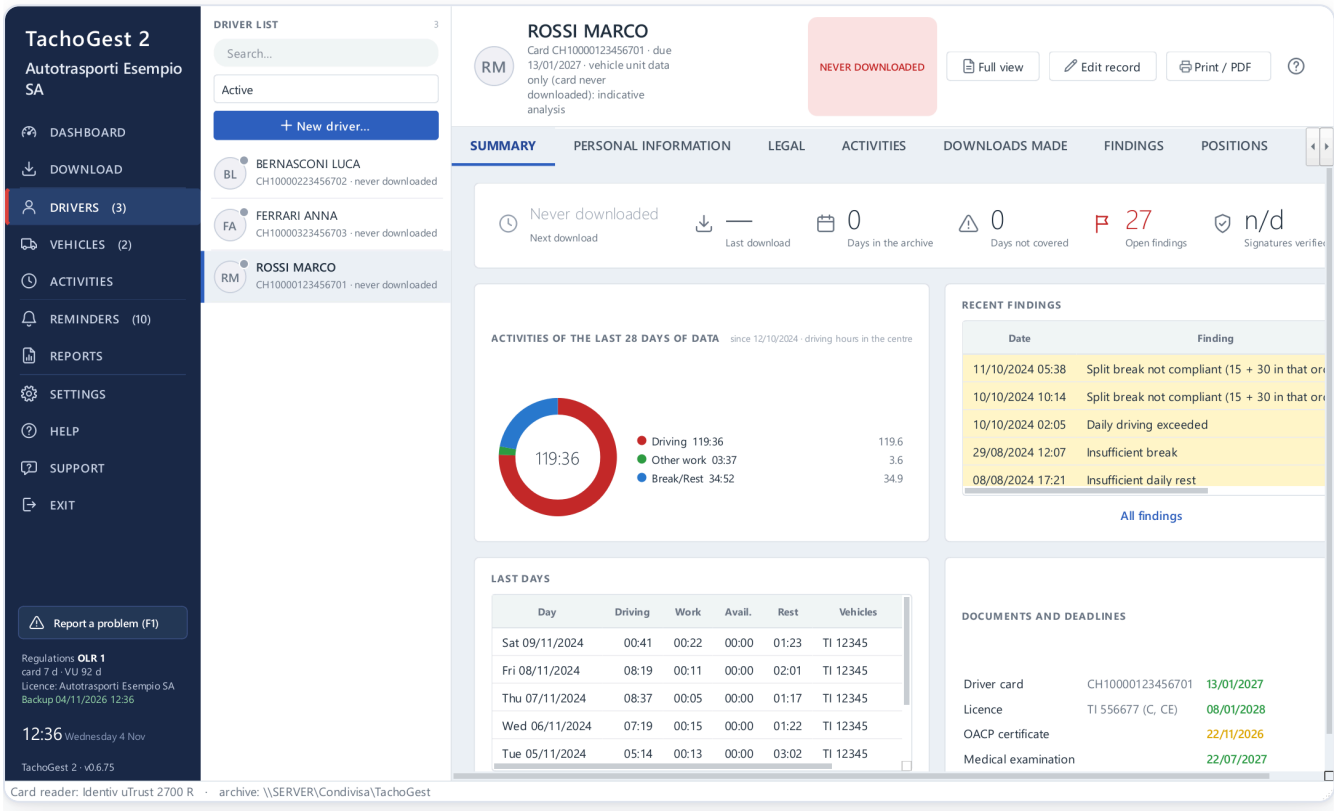
Each driver has a record with the views summary, personal information, legal situation, activities, downloads made, findings and letters (warnings and instructions, section 14.7). From here you also print the documents concerning him.

10.1 List of drivers

On the left is the **“DRIVER LIST”** with the number of drivers, the “Search…” field and the “Active” / “All (including deactivated)” filter. Each entry has the initials, a coloured dot with the download status and a line with the card number and the date of the last download, or “never downloaded”.

At the head of the record appear the name, the card number with its expiry and a status label: “DOWNLOAD COMPLIANT”, “DUE SOON”, “OVERDUE” or “NEVER DOWNLOADED”. If the card has never been downloaded and the data comes only from vehicle units, the subtitle warns: “vehicle unit data only (card never downloaded): indicative analysis”. On the right, the “Edit record” and “Print / PDF” buttons.

10.2 Summary



Driver record, Summary view.

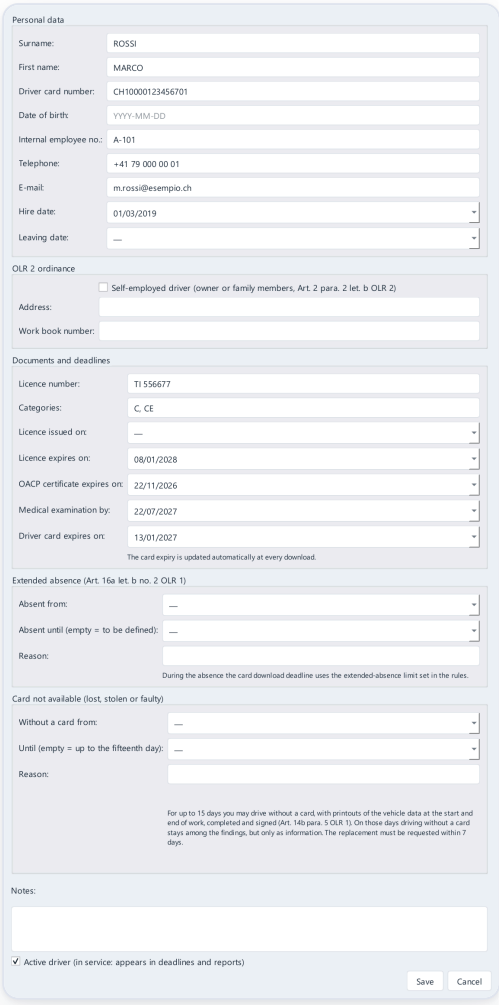
- **Indicators**: next download, last download, days in the archive, days not covered, open findings, signatures verified (always “n/a”: signature verification is not yet included, chapter 22).
- **Activities of the last 28 days of data**: a ring with the hours of driving, other work, availability and rest.
- **Recent findings**: the last six, with “All findings” for the complete view.
- **Last days**: the last eight days with driving, work, availability, rest and vehicles.

- **Documents and deadlines**: card, driving licence with categories, OACP certificate, medical check; red if expired, yellow within 45 days, green beyond.

10.3 Personal information

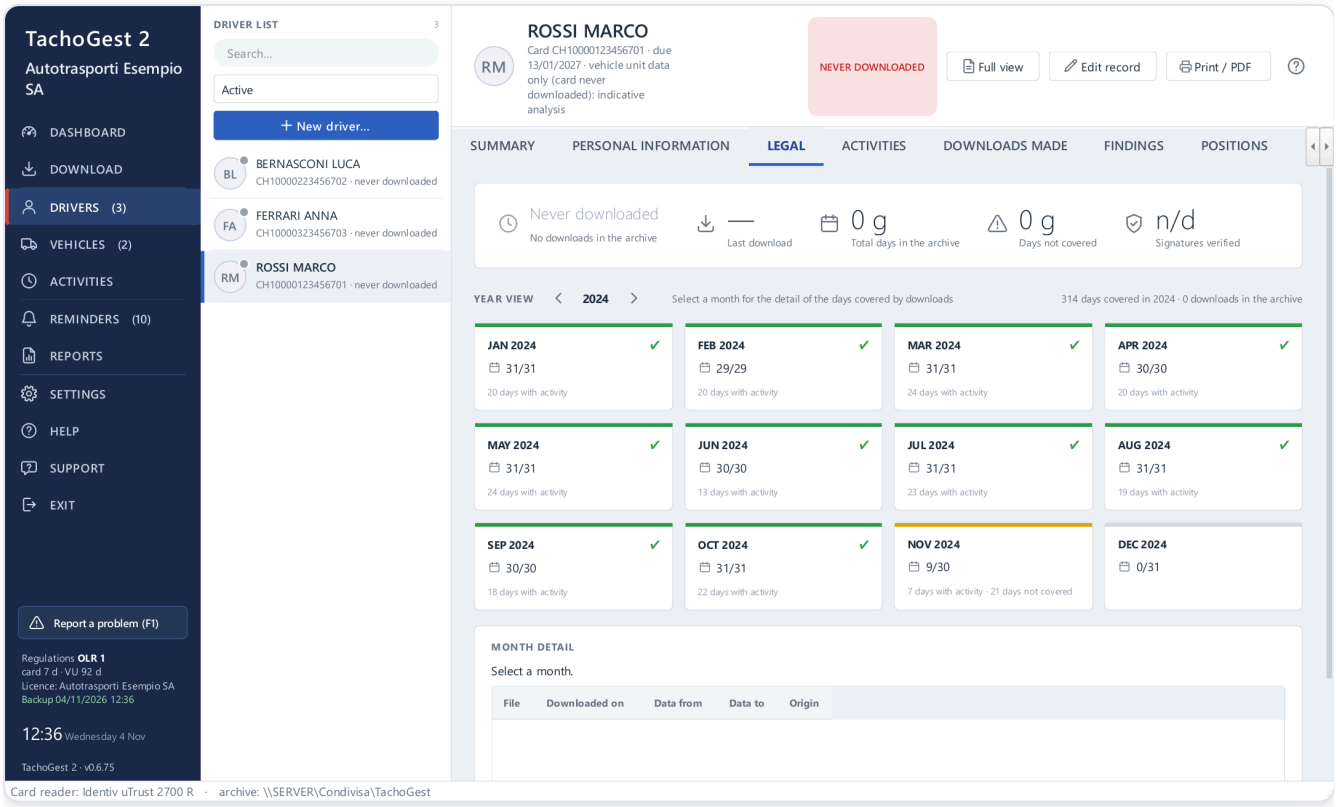
The view lists the personal details; “Edit…” (or “Edit record” at the head of the record) opens the driver window.

Field	Notes
Surname, First name	Read from the card; they can be corrected.
Driver card number	Not editable: it identifies the driver.
Date of birth, Internal employee no., Telephone, E-mail, Hire date	Optional; they appear in the driver list.
Licence number, Categories	For checking driving licences.
Licence issued on / expires on	The expiry generates a reminder.
OACP certificate expires on	Reminder with 45 days' notice.
Medical examination by	Reminder with 45 days' notice.
Driver card expires on	Updated automatically at every download.
Extended absence	From, until, reason (section 9.4).
Active driver	If unticked, the driver leaves deadlines and reports (section 10.10).



The driver window.

10.4 Legal



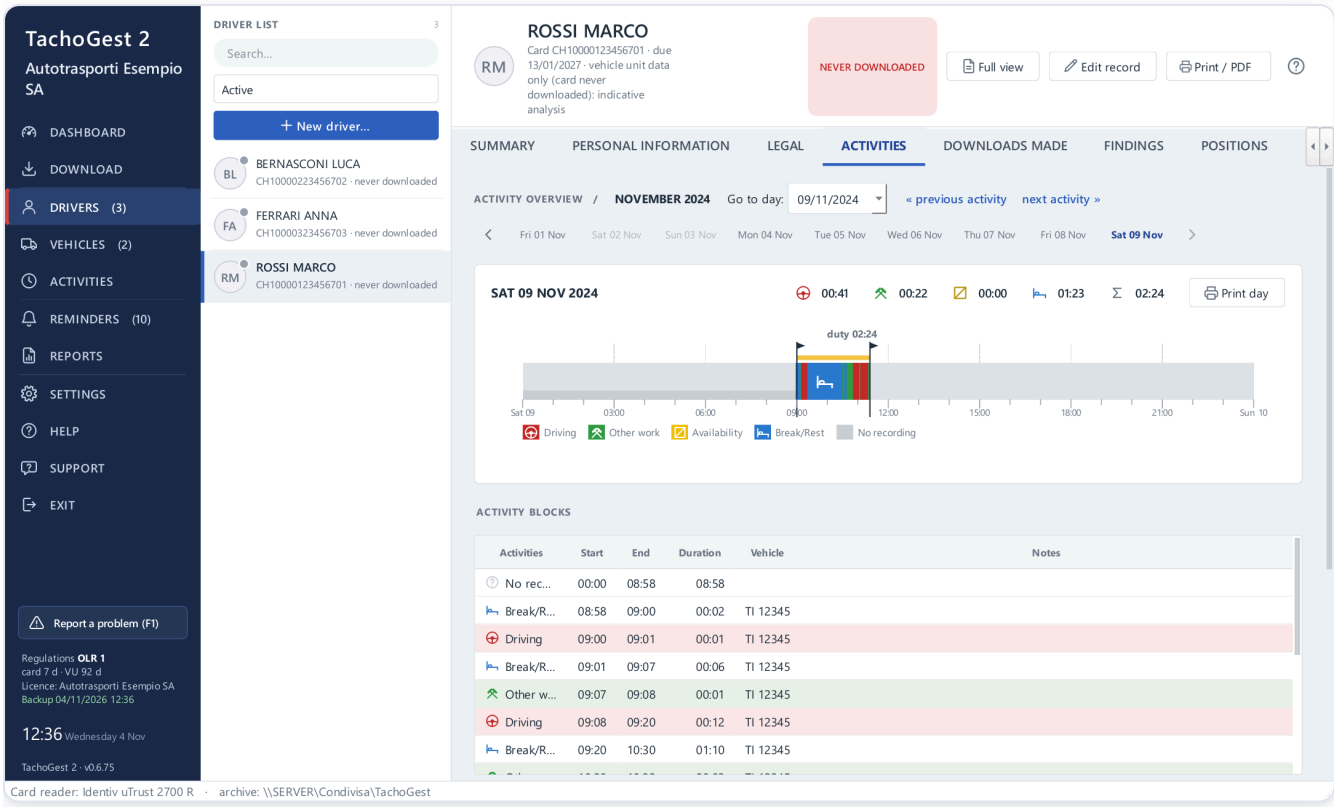
Legal view: the year's coverage, month by month.

The view answers the question “is this driver's data complete?”. The indicators show next and last download, total days in the archive and days not covered. The **“YEAR VIEW”**, with arrows to change year, shows the twelve months: green with ✓ if the month is fully covered, yellow if partly, grey if empty or in the future. Each month shows the days covered out of the total, the number of downloads, the days with activity and those not covered.

Clicking a month opens the **“Month detail”**: a summary and the table of the files covering the month (File, Downloaded on, Data from, Data to, Origin), with the button “View this month's activities”.

> **Days not covered does not mean an infringement**
>
> A gap may be a period of holidays or sickness, in which the driver did not drive. At an inspection it has to be explained: that is what the attestation of activities is for (section 14.8).

10.5 Activities



Activities view: the day on the 24-hour bar and the list of blocks.

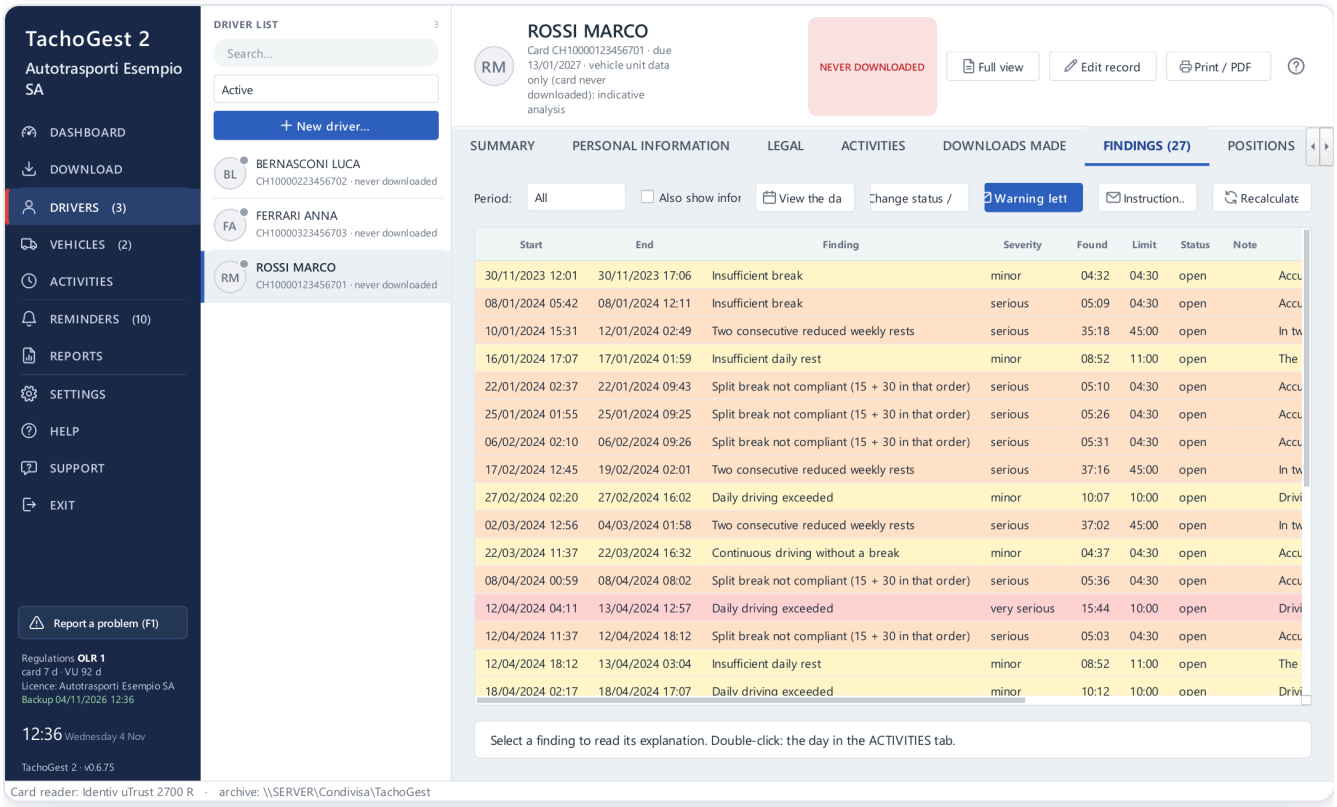
- The **“ACTIVITY OVERVIEW”** navigator shows nine days at a time, with arrows to move; clicking a day opens it.
- The day summary shows driving, other work, availability, break and rest, and the span (from the start to the end of activity). “Print day” produces the PDF of the day.
- The **24-hour bar** shows the blocks with the tachograph's colours and symbols: red with the steering wheel for driving, green with the hammers for other work, yellow with the square for availability, blue with the bed for break and rest, grey for “No recording”. The flags mark the start and end of work and the yellow band above the bar the duty time, that is the time between the two, breaks included; hovering over a block with the mouse shows its times and duration.
- The **“ACTIVITY BLOCKS”** table lists each block with Activity, Start, End, Duration, Vehicle and Notes: “manual entry” (activity entered by hand by the driver on the tachograph), “card not inserted”, “multi-manning”.

Times are in local time (Europe/Zurich), or in UTC as on the tachograph if so set in **Settings → General**.

10.6 Downloads made

The view lists the **“DOWNLOADED AND IMPORTED FILES”** concerning the driver: File, Downloaded on, Data from, Data to, generation, Imported on, Origin, Operator, Alerts. “Open archive folder” opens the folder with the original files in File Explorer.

10.7 Findings



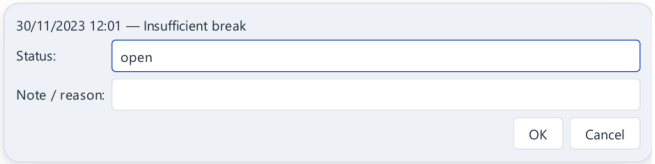
The driver's Findings view.

The title of the view shows the number of findings. Above the table:

- the period: “Last 28 days of data”, “Last 3 months”, “Last 12 months”, “All” (default);
- “Also show information notes”, to see permitted extensions and reductions;
- “Change status / note…” on the selected finding, “Warning letter…”, “Instruction…” and “Recalculate”.

The columns are Start, End, Finding, Severity, Found (the measured value), Limit, Status, Note and Detail. The meaning of the findings and the handling of statuses are explained in chapter 13; the warning letter in section 14.6, the driver instruction in 14.7.

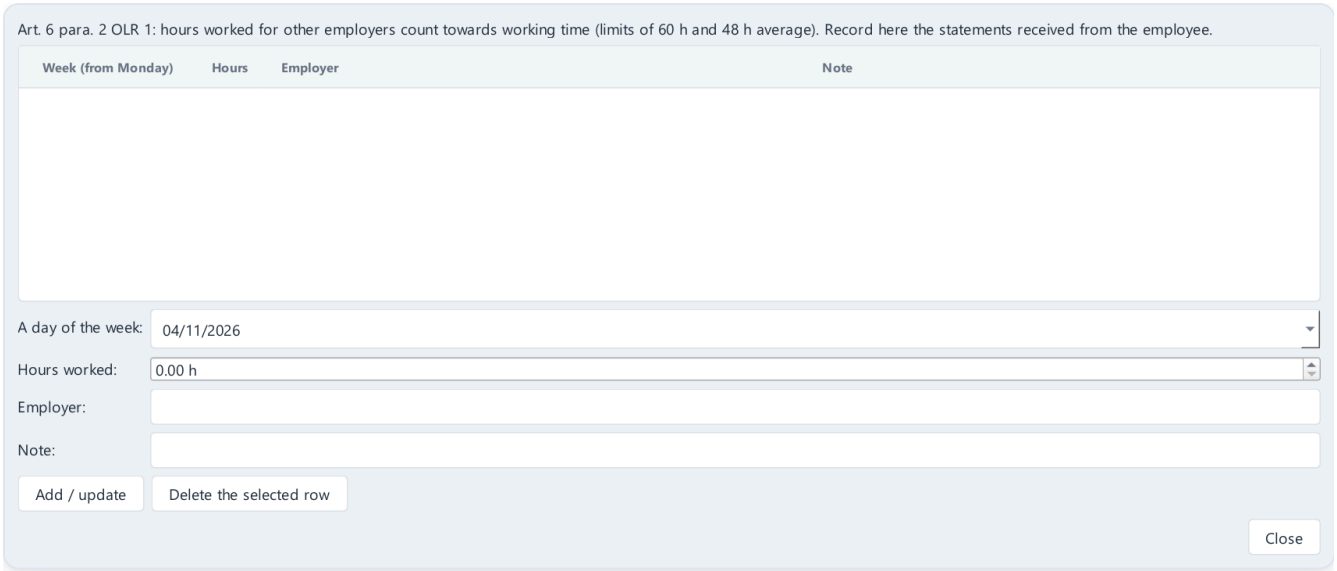
“Change status / note…” opens the **“Finding status”** window: you choose between open, notified, justified and archived and write the reason, for example “Genoa–Palermo ferry, rest on board with a bunk”. Status and note remain even when the analysis is recalculated.



10.8 Hours for other employers

The hours the driver works for other employers are added to the working time (Art. 6 para. 2) and go in the register (Art. 16 para. 1 let. f). They must be requested from the employee in writing. In the “Personal information” view the button “Hours for other employers…” opens a window with the list by week:

1. choose any day of the week concerned;
2. enter the hours, the employer and, if you wish, a note;
3. click “Add / update”. “Delete the selected row” removes a week entered by mistake.



The window for hours worked for other employers.

The hours entered count towards the limits of 60 hours a week and a 48-hour average, in the weekly register and on the Availability page.

10.9 Printouts and Excel from the record

The “Print / PDF” menu at the head of the record offers:

- “Activity register for the period…”: every activity block, day by day;
- “Days and weeks summary…”: totals per day and per week;
- “Weekly register (Art. 16 OLR 1)…” (section 14.3);
- “Monthly report…” (section 14.4);
- “Infringement report…”;
- “Events, faults and speed…”;
- “Export Excel for the period…”: a file with the sheets Activities, Days, Weeks and Findings.

The period used is the last 28 days of data; if you are in the Activities view on a specific day, it runs from the first of the month to that day. For any other period use the Reports page (chapter 14).

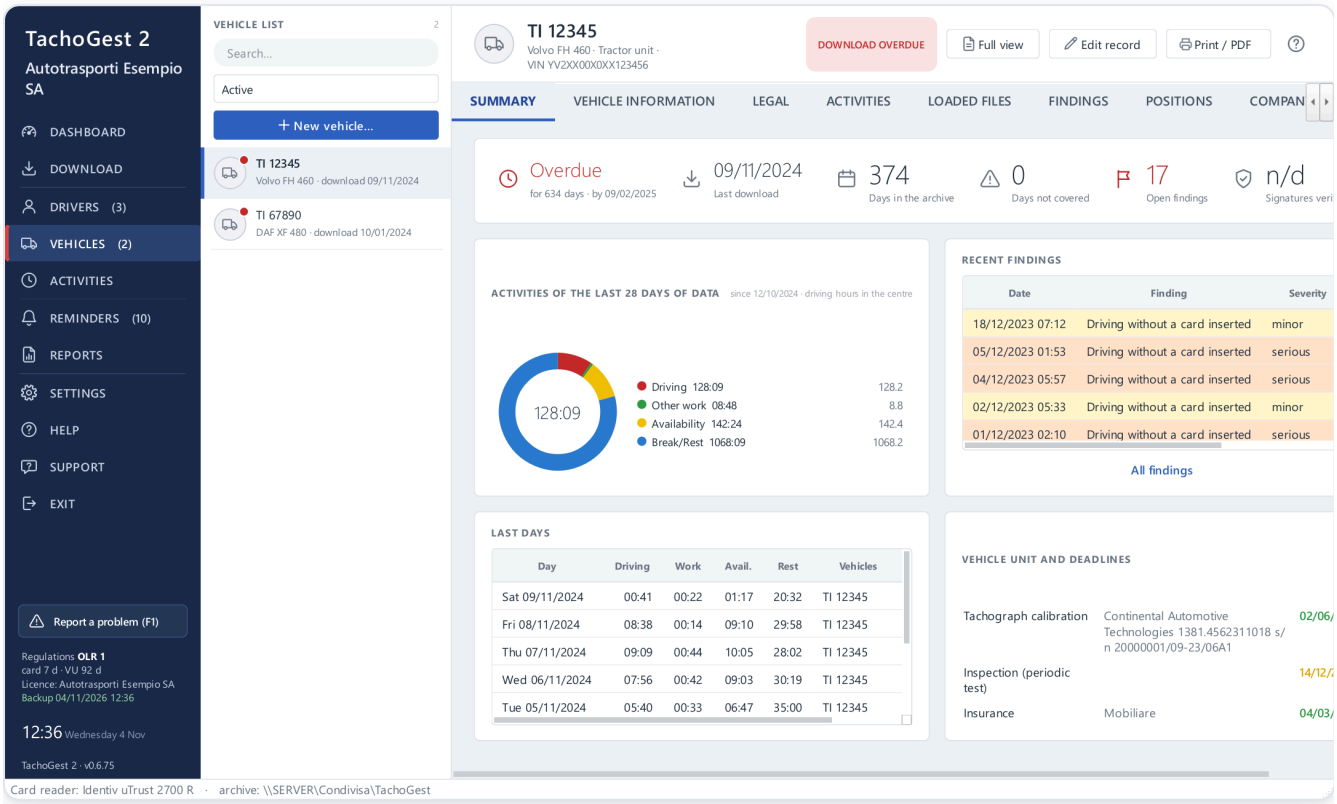
10.10 New, deactivated and absent drivers

- **New**: they are created automatically from the first file concerning them, whether it is the download of their card or a vehicle unit in which they inserted the card. In this version they are not created by hand.
- **Drivers leaving the company**: first download the card (Art. 16a let. b no. 3), then in “Edit record” untick “Active driver”. The driver leaves reminders, counts and reports of active drivers, but his data stays in the archive for the three years of Art. 18: it is never deleted. The “All (including deactivated)” filter shows him again.
- **Drivers passing through**: a driver from another company seen in one of your vehicle units appears as “never done”. If he does not work for you, deactivate him.
- **Absent for a long time**: record the absence (section 9.4).

11 Vehicles

The vehicle record works like the driver's, with the vehicle unit data in place of the card and the scope of OLR 1.

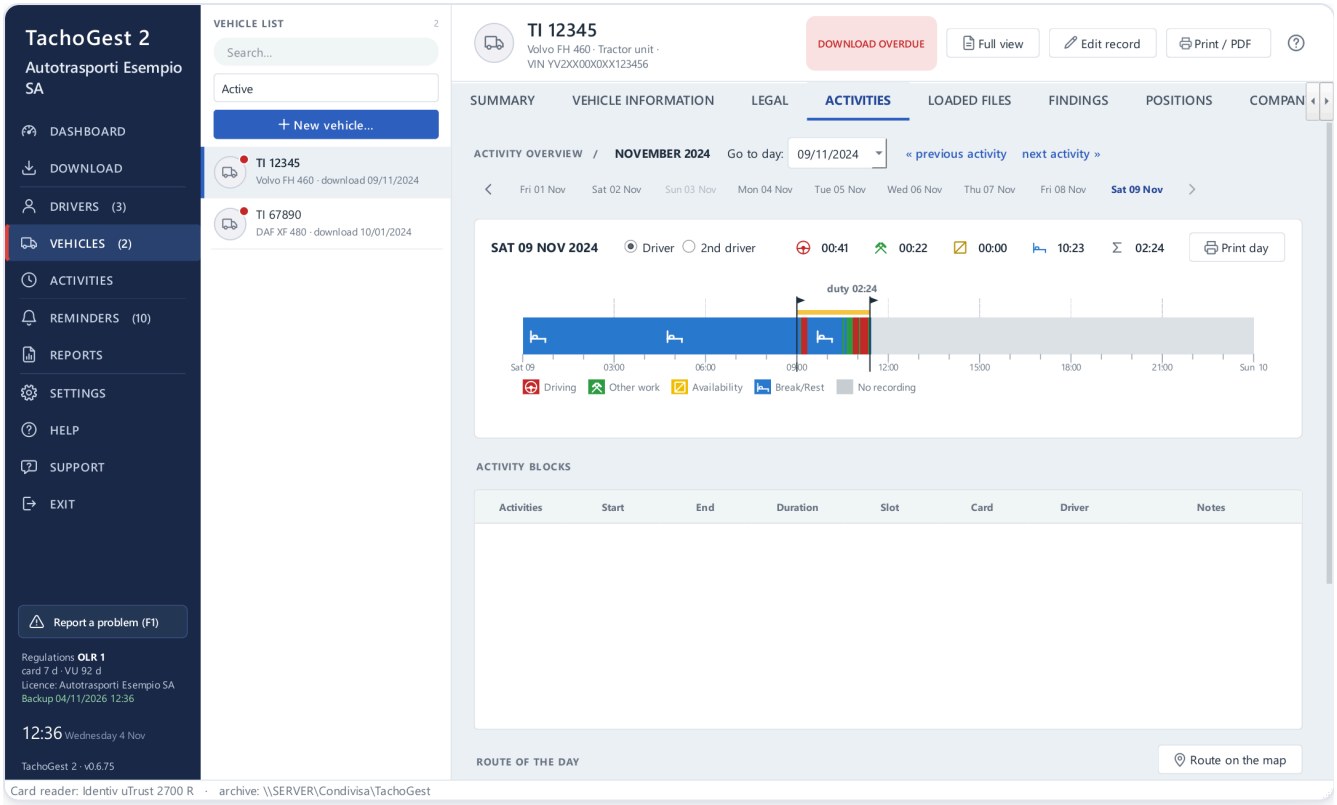
11.1 The vehicle record



Vehicle record, Summary view.

The list on the left shows registration, make and model for each vehicle; the label at the head can be “DOWNLOAD COMPLIANT”, “DUE SOON”, “OVERDUE”, “NEVER DOWNLOADED” or “NOT SUBJECT TO OLR 1”. The views are:

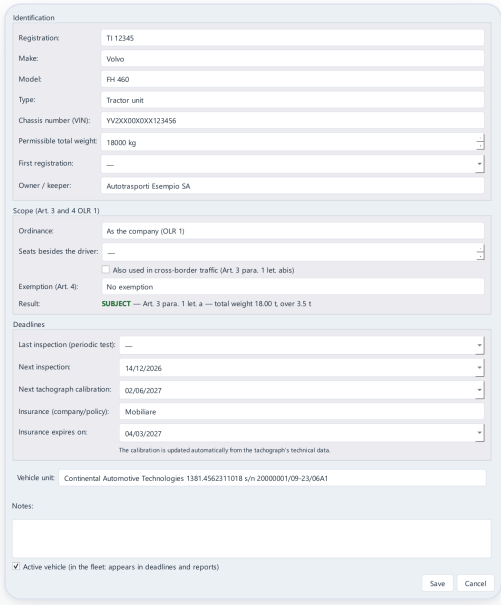
View	Content
SUMMARY	Indicators, activities of the last 28 days, recent findings, last days and the “Vehicle unit and deadlines” box with tachograph, calibration, roadworthiness test and insurance.
VEHICLE INFORMATION	The vehicle data, with “Edit…” (section 11.2).
LEGAL	The year's coverage, as for drivers (section 10.4).
ACTIVITIES	The days recorded by the vehicle unit, with the choice “Driver” / “Co-driver”; the blocks table adds Slot, Card and Driver.
LOADED FILES	The vehicle unit files imported, with “Open archive folder”.
FINDINGS	Driving without a card and the vehicle's other findings.



The vehicle's Activities view: who was driving, with which card, in which driving slot.

11.2 Vehicle data

Field	Notes
Registration	Not editable: it identifies the vehicle.
Make, Model, Type	Type: lorry, tractor unit, trailer, semi-trailer, van, bus, service vehicle.
Chassis number (VIN)	Read from the vehicle unit.
Permissible total weight, first registration, owner / keeper	The weight is used for the scope.
Scope	Seats, cross-border traffic, exemption under Art. 4 (section 11.3).
Last and next inspection	The next roadworthiness test generates a reminder.
Next tachograph calibration	Updated automatically from the tachograph's technical data.
Insurance and expiry	Company or policy; the expiry generates a reminder.
Vehicle unit	Manufacturer, model and serial number, read-only.
Active vehicle	If unticked, the vehicle leaves deadlines and reports; the data remains.



The vehicle window.

11.3 Scope

Not all vehicles are subject to OLR 1. In the vehicle window, the section “Scope (Art. 3 and 4 OLR 1)” immediately calculates the **result**: “SUBJECT to OLR 1”, “NOT subject to OLR 1” or “to be checked”, with the reason. The calculation considers:

- carriage of goods with a permissible total weight over 3.5 t;
- carriage of goods in cross-border traffic with a weight over 2.5 t, from 1 July 2026 (Art. 3 para. 1 let. abis), to be indicated with the box “Also used in cross-border traffic”;
- carriage of passengers with more than eight seats in addition to the driver;
- trailers and semi-trailers;
- the exemptions of Art. 4, to be chosen in the “Exemption (Art. 4)” field.

A vehicle **not subject** has no vehicle unit download deadlines and no findings for driving without a card, and in the reminders it appears as “not subject to OLR 1”: an exempt vehicle must not raise alarms that do not exist.

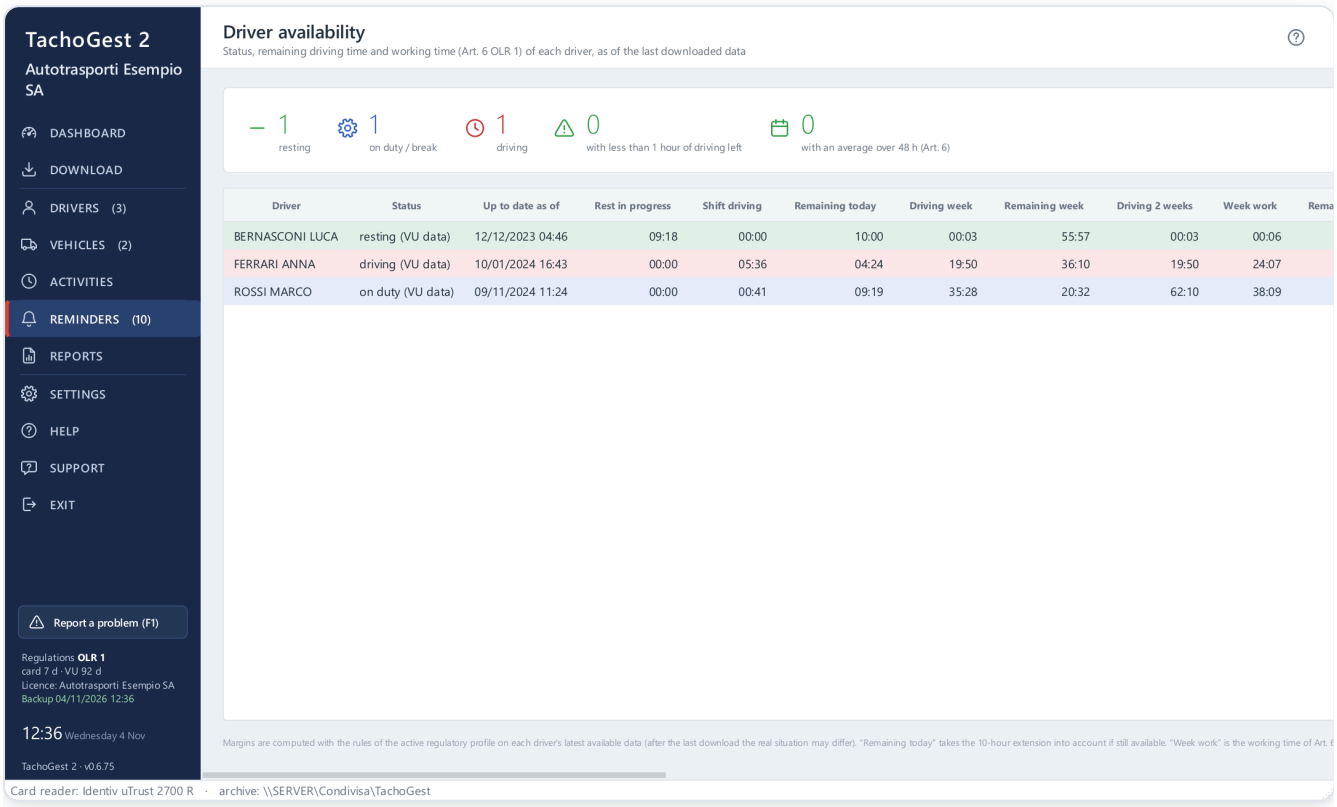
11.4 Driving without a card, events and speed

From the vehicle unit data the program derives the periods in which the vehicle moved without a card inserted: **one finding per day and per vehicle**, ignored under 5 minutes a day (yard manoeuvres), minor up to 15 minutes, serious beyond. Driving with the tachograph “out of scope” (OUT), for which the card is not required, does not count; on days when a driver's card is lost, stolen or faulty the finding becomes informational (section 9.5). Driving without a card is also the first item on the dashboard's “Anomalies and tampering” card.

The “Events, faults and speed” report lists the events and faults recorded by the vehicle unit and the overspeeding with maximum and average speed (section 14.2).

12 Driver availability

The page tells you, for each driver, how much driving and how much work he has left: it is the tool for assigning the next trip without putting the driver in breach.



The Driver availability page.

12.1 What it shows

At the top the indicators count the drivers resting, on duty, on break and driving, those with less than an hour of driving remaining and those with an average working time over 48 hours (Art. 6). Each driver's status is one of “resting”, “on break”, “on duty”, “driving” or “no data”; if the analysis is based only on vehicle unit data, “(VU data)” appears.

> **As of the latest downloaded data**
> The values are calculated on the latest downloaded data, not in real time: if the card was downloaded on Monday, the page shows the situation on Monday. The “Up to date as of” column says how far back it goes.

12.2 The columns

Column	Meaning
Driver, Status, Up to date as of	Who, what he was doing, how far back the data goes.
Rest in progress	How long the rest has lasted, if the driver is resting.
Shift driving	Driving accumulated in the current shift.

Remaining today	Driving still possible in the shift: takes the 10-hour extension into account if still available in the week.
Driving week, Remaining week	Driving in the week (from Monday) and what remains of the 56 hours.
Driving 2 weeks	Driving in the current and previous week, against the 90-hour limit.
Week work	Working time of the week under Art. 6: driving, other work, short breaks and hours for other employers.
Remaining work	How much work remains in the week, considering the 60-hour ceiling and the 48-hour average.
26-wk average	Weekly average of the working time.
10h extensions	Extensions to 10 hours used in the week, out of 2.
Reduced rests	Reduced daily rests used, out of 3.
Weekly rest within	When the next weekly rest must start at the latest.
Open findings	Findings not yet dealt with.

Double-clicking a driver opens his record on the Activities view.

13 Rules and findings

The rules engine compares every day of data with the limits of OLR 1 and produces the findings. This chapter explains which data it works on, what it checks, how it classifies and how findings are handled.

13.1 Which data the analysis works on

- For drivers the analysis uses the **card** data. If the card has never been downloaded it uses the data of the vehicle units in which the card was inserted, and declares it as an “indicative analysis”.
- Periods without any recording are treated as rest and shown in grey as “No recording”.
- The week runs from Monday at 00:00 to Sunday at 24:00.
- The analysis repeats automatically after every import, for the drivers and vehicles involved. “Recalculate” in the Findings view repeats it for one subject; “Recalculate all analyses” in **Settings → Information and maintenance** for everyone.

13.2 The checks

Finding	Threshold (OLR 1 profile)	Severity
Continuous driving without a break · Insufficient break · Split break not compliant (15 + 30 in that order)	After 4 h 30 of driving, a break of 45 min or 15 + 30 min in that order (Art. 8)	minor up to +30 min, serious up to +90 min, then very serious
Daily driving extended to 10 hours	At most 2 times a week	informational
Daily driving exceeded	9 h, or 10 h if the extension is still available (Art. 5)	minor up to +1 h, serious up to +2 h, then very serious
Weekly driving exceeded	56 h	minor up to +4 h, serious up to +14 h, then very serious
Fortnightly driving exceeded	90 h in two consecutive weeks	minor up to +10 h, serious up to +22 h 30, then very serious
Insufficient daily rest	11 h within 24 h; reduced 9 h; split 3 + 9 h (Art. 9)	shortfall up to 1 h minor, up to 2 h 30 serious; no rest within 24 h very serious
Reduced daily rest	Count of reductions, out of 3	informational
Too many reduced daily rests	Fourth reduced rest between two weekly rests	serious
Insufficient daily rest (multi-manning)	9 h within 30 h	minor up to 1 h, serious up to 2 h
Weekly rest started after more than 144 hours	Start within 144 h of the end of the previous one (Art. 11)	minor up to +3 h, serious up to +12 h, then very serious

Finding	Threshold (OLR 1 profile)	Severity
Missing weekly rest	—	very serious
Two consecutive reduced weekly rests	—	serious
Reduced weekly rest	45 h regular, 24 h reduced	informational
Weekly rest compensation pending	Compensation still to be taken	informational
Missing compensation for reduced weekly rest	In a single block by the end of the 3rd following week	serious
Working week over 60 hours (Art. 6 OLR 1)	60 h	minor up to +3 h, serious up to +8 h, then very serious
Working week over 48 hours	48 h	informational
Average weekly work over 48 hours across 26 weeks (Art. 6 OLR 1)	Average 48 h; at least 4 weeks of data are needed; one finding per episode	minor up to +1 h, serious up to +4 h, then very serious
Insufficient break from work (Art. 8 OLR 1)	30 min after 6 h of work, 45 min beyond 9 h, portions of at least 15 min	minor
Work over 10 hours with night work	22–05 window (Directive 2002/15/EC): **off** in the OLR 1 profile, on in the EU profile	serious
Driving without a card inserted	Vehicle unit data, one finding per day and vehicle, ignored under 5 min	minor, serious from 15 min a day
Start of the period cannot be assessed	The first days of data, before the first usable rest	informational

> **Working time under Art. 6**
> It is the sum of driving, other work, breaks shorter than 15 minutes (Art. 2 let. f) and hours for other employers. Availability is not working time. In multi-manning, availability counts as a break.

13.3 Severity

Each finding has one of four levels, which depends on how far the value exceeds the threshold, on the model of Annex III of Reg. (EU) 2016/403:

Level	Meaning
informational	Not an infringement: permitted extensions and reductions, pending compensations. Hidden by default, excluded from the counts.
minor	Small deviation from the threshold. Worth 1 point in the dashboard score.
serious	Medium deviation. Worth 3 points.
very serious	Large deviation or rule completely disregarded. Worth 9 points.

13.4 Handling a finding

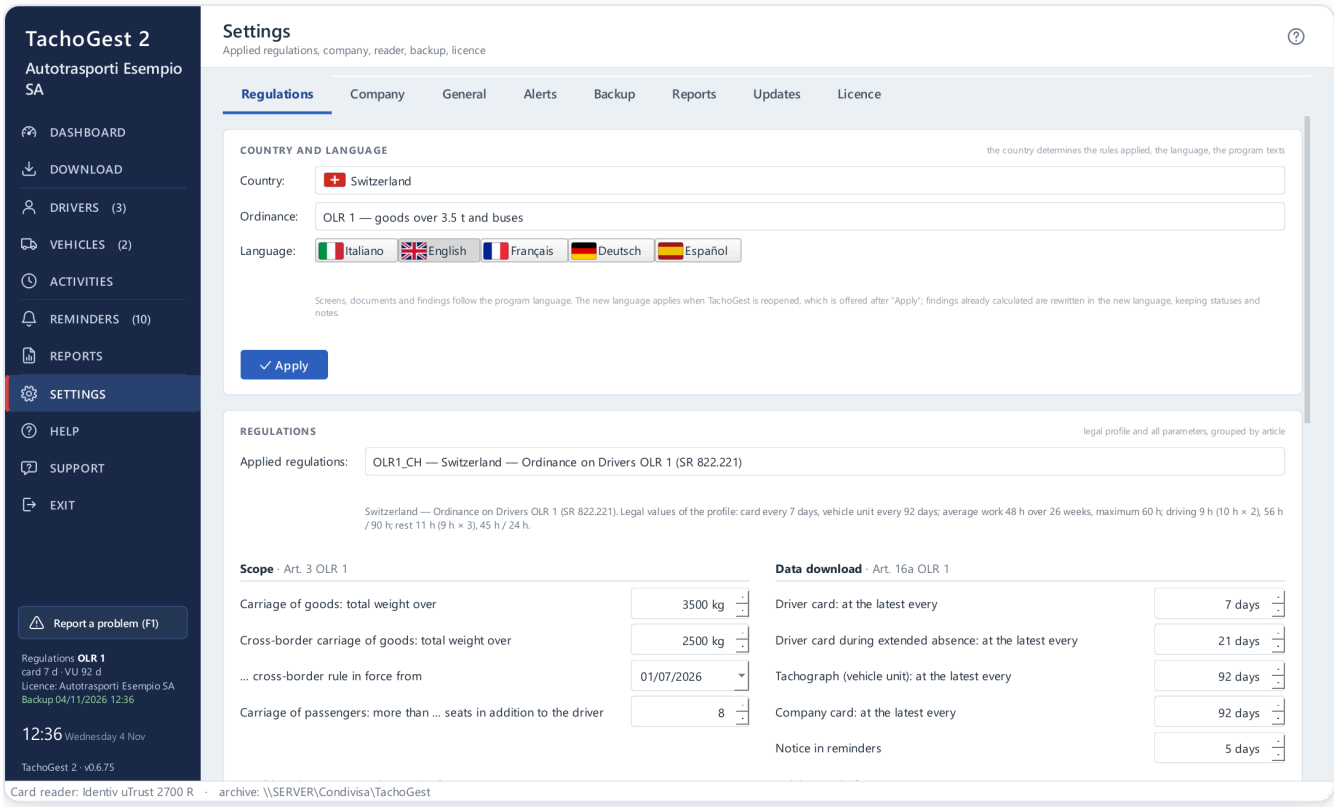
A finding is not a conviction: it is a situation to be examined. The status keeps track of what has been done:

Status	When to use it
open	New finding, still to be examined. It is the initial status.

notified	Communicated to the driver. It becomes so automatically when the finding is included in a warning letter.
justified	There is a documented reason: ferry or train, emergency, vehicle exempt for that trip. The note says which.
archived	Examined and closed with no further action.

Status and note remain even when the analysis is recalculated. The “Open findings” report lists all those still open or notified, for the whole company.

13.5 Regulatory profiles and parameters



Settings → Regulations: profile and parameters grouped by article.

In **Settings → Regulations** the “Regulatory profile” can be:

- **OLR1_CH** — Switzerland, Ordinance on Drivers OLR 1 (SR 822.221), for the carriage of goods over 3.5 t and buses: the default;
- **OLR 2** — Switzerland, OLR 2 (SR 822.222), for taxis, limousines and minibuses up to 16 seats. From version 0.6.51, once Switzerland is chosen, you choose the ordinance OLR 1 or OLR 2; the exemption is set on the individual vehicle (section 2.6);
- **UE_561** — European Union, Reg. (EC) 561/2006 and Directive 2002/15/EC. Compared with the Swiss profile, only the download of the card (28 days), of the vehicle unit and of the company card (90 days), the working time average (over 17 weeks) and the night work check, which is on, change.

Below, the parameter editor shows every threshold, grouped by article: scope (Art. 3), data download (Art. 16a), working time (Art. 6 and Art. 2 let. f), driving period (Art. 5), breaks (Art. 8), daily rest (Art. 9), weekly rest (Art. 11), vehicle unit. Only the values that differ from those of the profile are saved, listed in the line “Parameters customised compared with the legal profile”. “Save regulations” saves and offers to recalculate the findings; “Restore the profile values” returns to the legal values.

Several workstations

The regulations are saved on each PC. If several workstations work on the same archive, set the same values on all of them: a workstation with different rules would, when recalculating, overwrite the findings that everyone sees (chapter 17).

13.6 Situations to assess by hand

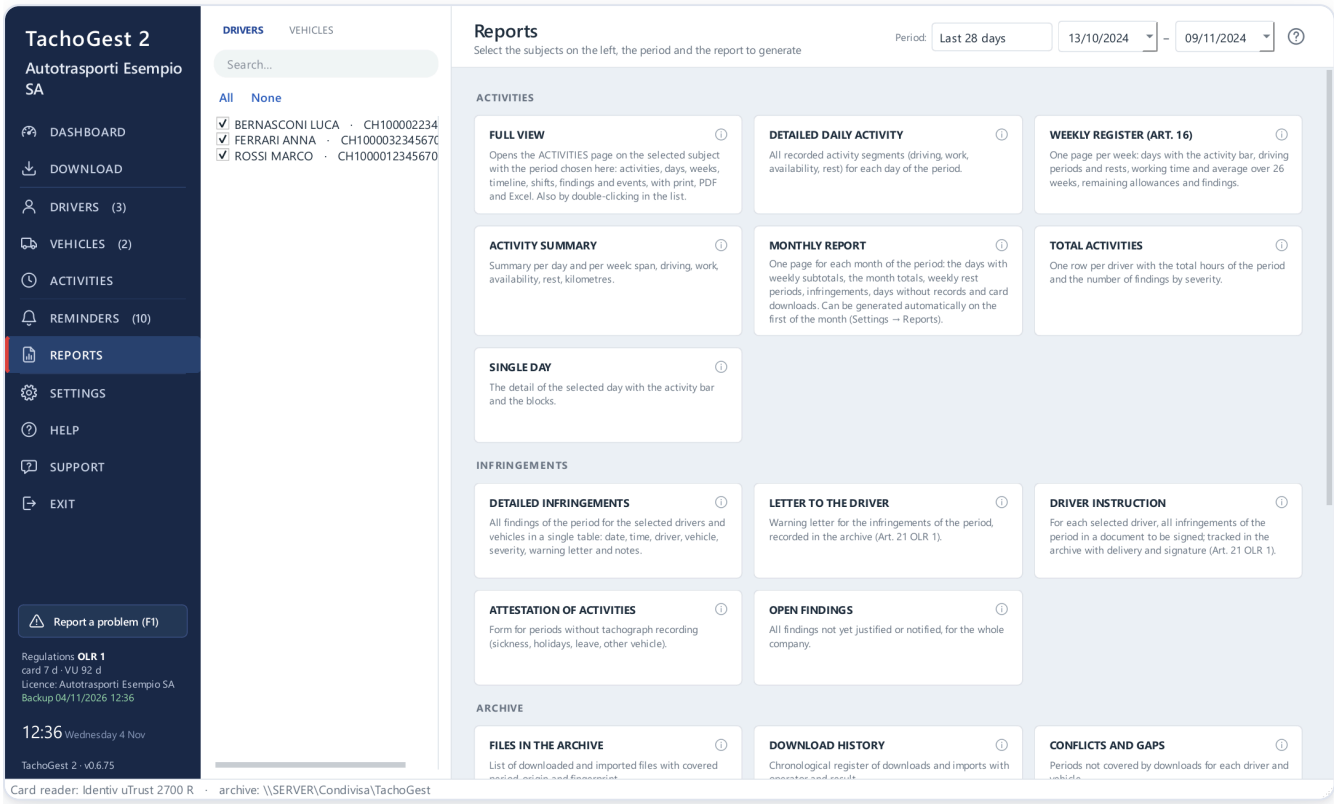
Some situations permitted by the ordinance cannot be recognised from the tachograph data alone, or the program does not yet assess them by itself. They produce findings that must be examined and, where appropriate, marked as “justified” with a note:

- **ferry or train**: the time on board with a bunk can count as rest and the rest may be interrupted twice (Art. 11d);
- **emergencies and exceptional circumstances**: derogations to reach a suitable stopping place or the operating centre (Art. 12), to be compensated;
- **exempt trips** with a vehicle normally subject, when the tachograph was not set to “OUT”: recorded “out of scope” periods, on the other hand, TachoGest reads from the card and the vehicle unit and counts neither as driving nor as rest;
- **manual entries** on the tachograph: they are flagged in the Activities view with the note “manual entry” and must be checked with the driver.

14 Reports

Some twenty reports gathered in a catalogue, all printable or saveable as PDF: from the weekly register of Art. 16 and the monthly report to the inspection file for the inspector.

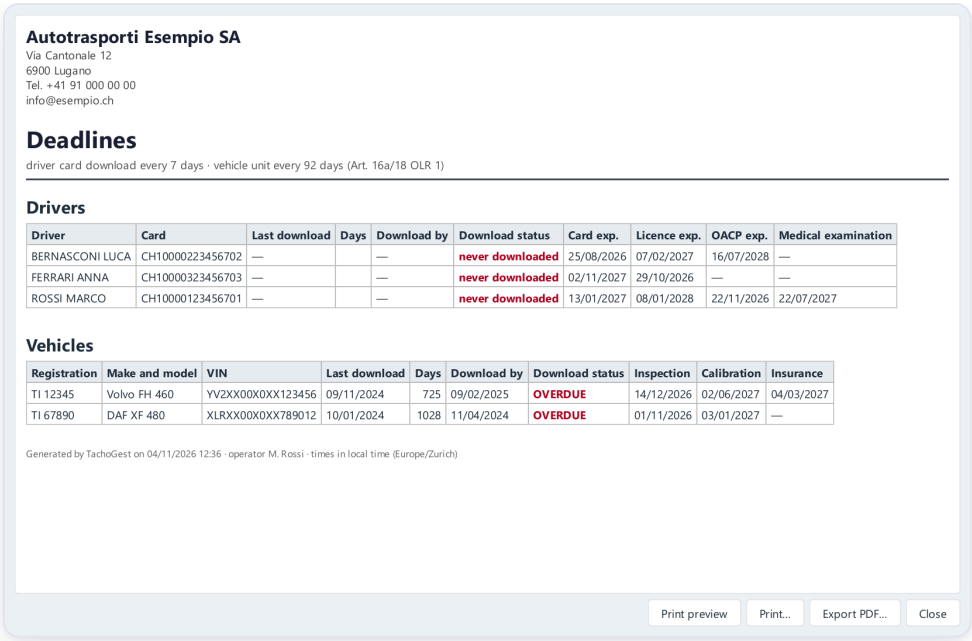
14.1 Generating a report



The Reports page: subjects on the left, period at the top, catalogue in the centre.

1. On the left choose “DRIVERS” or “VEHICLES” and tick the subjects (“All” / “None”; when the page opens they are all ticked).
2. At the top choose the period: “Last 28 days of data”, “Last 3 months”, “Previous month”, “Current year”, “All” or “Custom” with the two dates.
3. Click the report card. The document opens in a preview.

With several subjects ticked, the report comes out as a single document, each subject starting on its own page. The report window has four buttons: “Print preview”, “Print…”, “Export PDF…” and “Close”.



The window of a report, with the print and export buttons.

The PDFs are in A4 format with “page n of N” at the foot of every page. The header shows the company name and contact details; the footer reads “Generated by TachoGest on … · operator … · times in local time (Europe/Zurich)”.

14.2 The catalogue

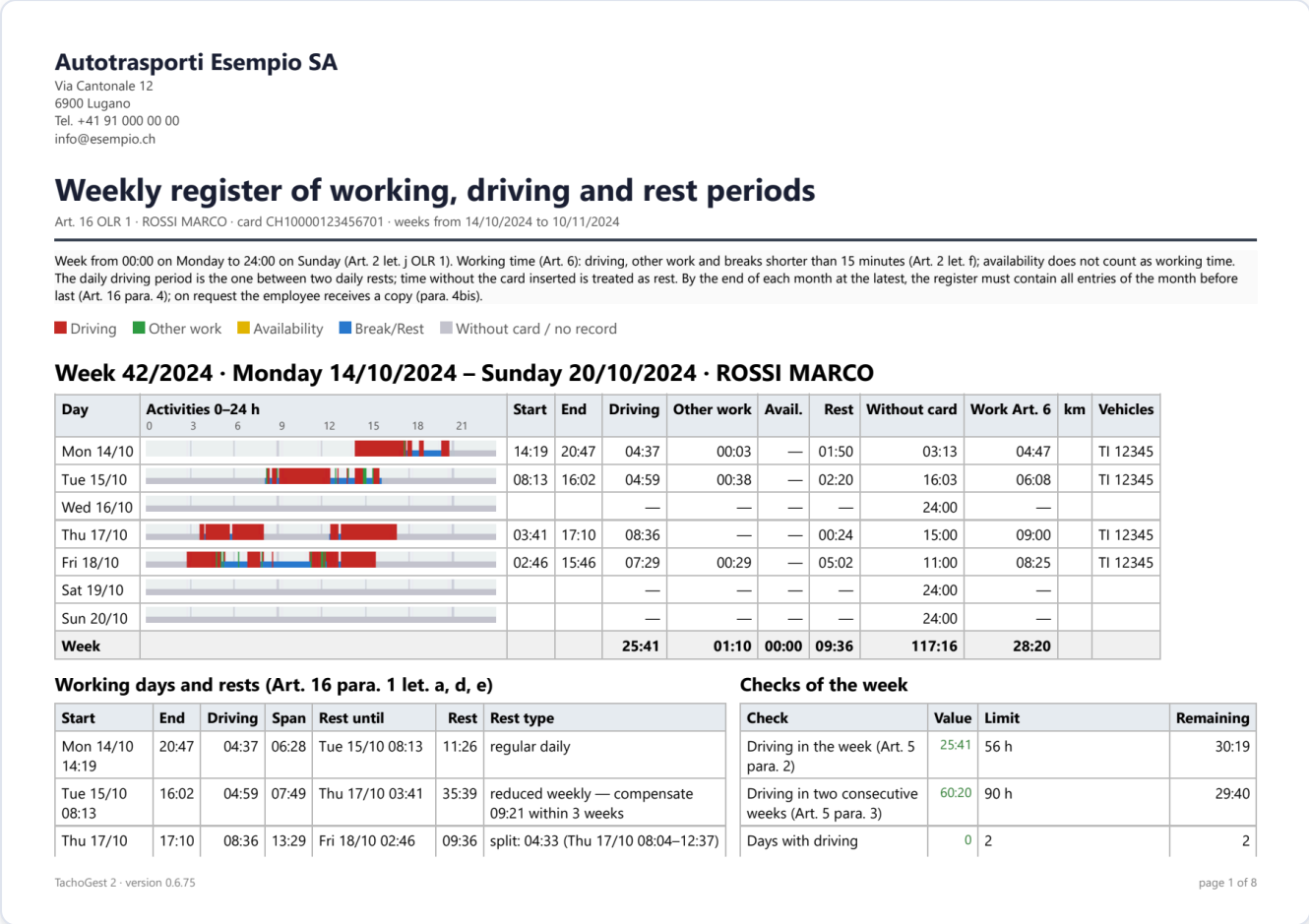
Report	For whom	Content
ACTIVITIES		
Detailed daily activity	ticked subjects	Activity register: totals and every stretch with date, times, duration, activity, vehicle and notes (Art. 21 OLR 1).
Weekly register (Art. 16)	drivers only	One page per week, in landscape (section 14.3).
Activity summary	ticked subjects	Daily and weekly summary: spread, driving, work, availability, rest, total work, km, vehicles.
Monthly report	drivers only	One page per month: days with weekly subtotals, totals, weekly rests, infringements, days without recording and card downloads (section 14.4).
Total activities	all active drivers	Company summary of the period: hours, days worked, findings by severity, last download. Ignores the selection.
Single day	ticked subjects	Activity register of the last day of the period.
INFRINGEMENTS		
Detailed infringements	ticked subjects	Findings of the period, without the information notes, with value, limit, detail and status; in landscape.
Driver letter	one driver	Warning letter (section 14.6).
Driver instruction	ticked drivers	The infringements of the period in a document to be signed, one per driver (section 14.7).
Attestation of activities	one driver	Attestation for the days without driving (section 14.8).
Open findings	whole company	All open or notified findings of drivers and vehicles, with no period limit.

Report	For whom	Content
ARCHIVE		
Files in the archive	whole company	All files with period, generation, origin and SHA-256 fingerprint.
Download history	whole company	Register of the downloads of the period: the documentary evidence of the downloads (Art. 16a).
Conflicts and gaps	whole company	For each driver and vehicle, the periods covered by the downloads and the gaps between one file and the next.
Events, faults and speed	ticked subjects	Events and faults of the vehicle unit, overspeeding with maximum and average speed.
INFORMATION		
Driver list	including deactivated ones	Personal details and contacts.
Licence and document check	active drivers	Driving licence, categories, driver CPC, medical examination, card, with the deadlines.
Vehicle list	including deactivated ones	Details, vehicle unit, roadworthiness test, calibration, insurance.
COMPLIANCE		
Inspection file	whole company	The document for the inspection at the company (section 14.5).
Deadlines	active subjects	Downloads and documents of drivers and vehicles (Art. 16a and 18 OLR 1), in landscape.

Two different “work totals”

In the activity reports and in the summary, “Total work” also includes availability. In the weekly register and on the Availability page, “Work Art. 6” is the working time according to OLR 1, without availability: that is the one that counts for the 60-hour and 48-hour limits.

14.3 Weekly register (Art. 16)



Autotrasporti Esempio SA
Via Cantonale 12
6900 Lugano
Tel. +41 91 000 00 00
info@esempio.ch

Weekly register of working, driving and rest periods

Art. 16 OLR 1 · ROSSI MARCO · card CH10000123456701 · weeks from 14/10/2024 to 10/11/2024

Week from 00:00 on Monday to 24:00 on Sunday (Art. 2 let. j OLR 1). Working time (Art. 6): driving, other work and breaks shorter than 15 minutes (Art. 2 let. f); availability does not count as working time. The daily driving period is the one between two daily rests; time without the card inserted is treated as rest. By the end of each month at the latest, the register must contain all entries of the month before last (Art. 16 para. 4); on request the employee receives a copy (para. 4bis).

Driving · Other work · Availability · Break/Rest · Without card / no record

Week 42/2024 · Monday 14/10/2024 – Sunday 20/10/2024 · ROSSI MARCO

Day	Activities 0–24 h (0 3 6 9 12 15 18 21)	Start	End	Driving	Other work	Avail.	Rest	Without card	Work Art. 6	km	Vehicles
Mon 14/10		14:19	20:47	04:37	00:03	—	01:50	03:13	04:47		TI 12345
Tue 15/10		08:13	16:02	04:59	00:38	—	02:20	16:03	06:08		TI 12345
Wed 16/10				—	—	—	—	24:00	—		
Thu 17/10		03:41	17:10	08:36	—	—	00:24	15:00	09:00		TI 12345
Fri 18/10		02:46	15:46	07:29	00:29	—	05:02	11:00	08:25		TI 12345
Sat 19/10				—	—	—	—	24:00	—		
Sun 20/10				—	—	—	—	24:00	—		
Week				**25:41**	**01:10**	**00:00**	**09:36**	**117:16**	**28:20**		

Working days and rests (Art. 16 para. 1 let. a, d, e)

Start	End	Driving	Span	Rest until	Rest	Rest type
Mon 14/10 14:19	20:47	04:37	06:28	Tue 15/10 08:13	11:26	regular daily
Tue 15/10 08:13	16:02	04:59	07:49	Thu 17/10 03:41	35:39	reduced weekly — compensate 09:21 within 3 weeks
Thu 17/10	17:10	08:36	13:29	Fri 18/10 02:46	09:36	split: 04:33 (Thu 17/10 08:04–12:37)

Checks of the week

Check	Value	Limit	Remaining
Driving in the week (Art. 5 para. 2)	25:41	56 h	30:19
Driving in two consecutive weeks (Art. 5 para. 3)	60:20	90 h	29:40
Days with driving	0	2	2

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A page of the weekly register.

You print it from the catalogue (“Weekly register (Art. 16)” card, drivers only) or from the “Print / PDF” menu of the driver’s record. It contains:

- an opening box explaining the definitions used (week, working time, short breaks) and the colour legend;
- for every week with activity, the table of days: 24-hour bar, start, end, driving, other work, availability, rest, driving without card, work Art. 6, km and vehicles, with the totals row;
- “Working days and rests (Art. 16 para. 1 let. a, d, e)”, with the type of each rest: regular, reduced, split with its parts, reduced weekly rest to be compensated, compensation included;
- “Checks of the week” with value, limit and remainder: weekly and fortnightly driving, extensions to 10 hours, length of the working week including the share with other employers, average over 26 weeks, availability, work for other employers, reduced rests;
- the findings of the week;
- at the end the signatures “Employer — date and signature” and “Employee, for receipt of the copy — date and signature”.

> **Once a month**
> Art. 16 para. 4 requires that at the end of each month the register contains the entries of the month before last. A simple habit: at the start of every month, after the downloads, print the register of the weeks of the previous month for all drivers, have it signed and file it for three years (Art. 18 para. 3). With the automatic reports (section 14.4) the program prepares it by itself every Monday.

14.4 Monthly report and automatic reports

The **monthly report** (from version 0.6.70) summarises a driver's activity in one page per month. You generate it:

- from the ACTIVITIES page, "Print / PDF" menu → "Monthly report";
- from the driver's record, "Print / PDF" menu → "Monthly report…";
- from the Reports page, Activities group, "Monthly report" card, for the ticked drivers.

For every month it contains the days with subtotals per ISO week (Monday to Sunday), the totals of the month, the weekly rests, the infringements, the days without recording and the card downloads.

In **Settings → Reports** you switch on the **automatic reports**: "Generate the reports automatically when the program opens", the PDF folder (also on the network) and the documents to prepare, the weekly register and the monthly report. At every start the program generates the PDFs of the previous complete week and of the previous month for every active driver, one per driver:

```
<folder>\<year>\Settimanali\Surname_Name_<period>.pdf
<folder>\<year>\Mensili\Surname_Name_<period>.pdf
```

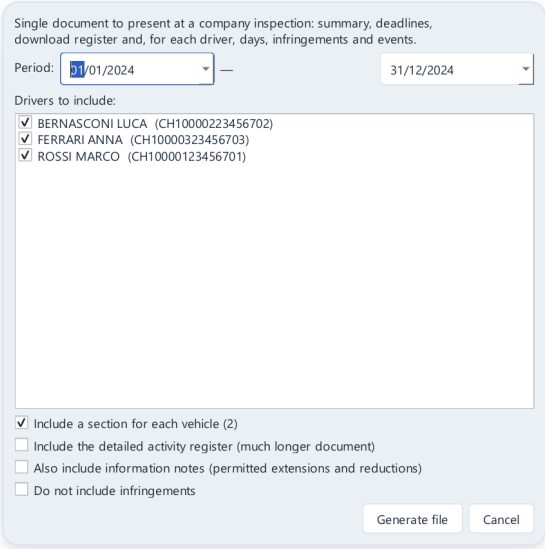
Reports already made are not made again: anyone who opens the program only on Wednesday finds them all the same, because what counts is the week or month that has just ended, not the day. With several workstations on the same archive, the first one to open generates them; drivers with no activity in the period have no document. "Generate now" produces them immediately.

14.5 Inspection file

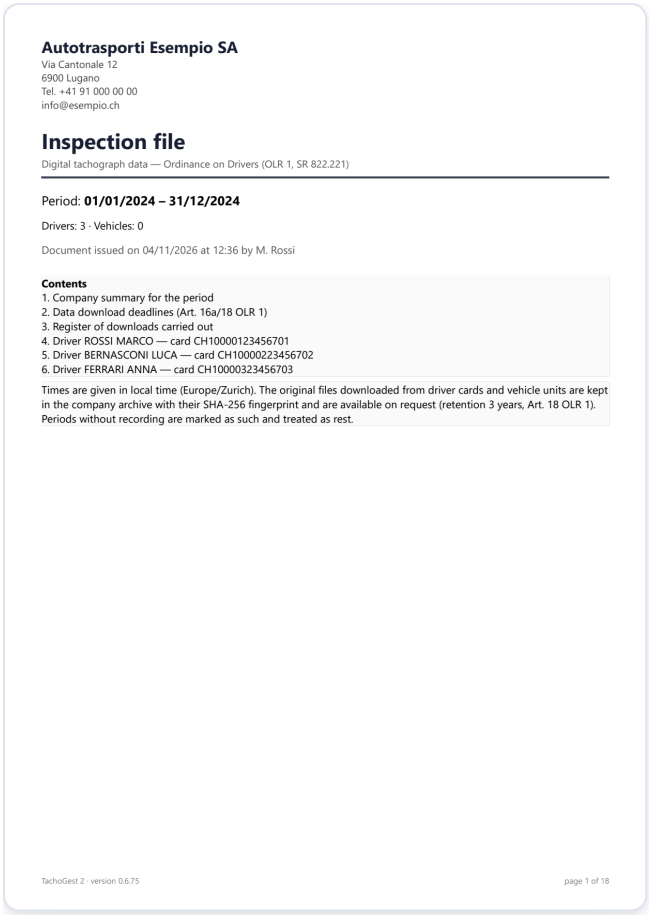
It is the single document to present at an inspection at the company. You generate it from the "Inspection file" card of the catalogue; the window asks for:

- the period;
- the drivers to include (all active ones, ticked);
- "Include a section for each vehicle" (on by default);
- "Include the detailed activity register (much longer document)";
- "Also include information notes (permitted extensions and reductions)".

"Generate file" prepares the document.



The file contains, in this order: the cover page with the table of contents and the note on the SHA-256 fingerprint and on the three-year retention; 1. the company summary; 2. the deadlines; 3. the register of downloads; a section for each driver with days, weeks, infringements, communications to the driver (the warning letters and the instructions of the period, with type, period and date of signature), events and overspeeding, and a warning if there are only vehicle unit data; a section for each vehicle with driving without card, events and faults; at the end the employer's declaration with the signatures.



Autotrasporti Esempio SA
Via Cantonale 12
6900 Lugano
Tel. +41 91 000 00 00
info@esempio.ch

Inspection file

Digital tachograph data — Ordinance on Drivers (OLR 1, SR 822.221)

Period: **01/01/2024 – 31/12/2024**

Drivers: 3 · Vehicles: 0

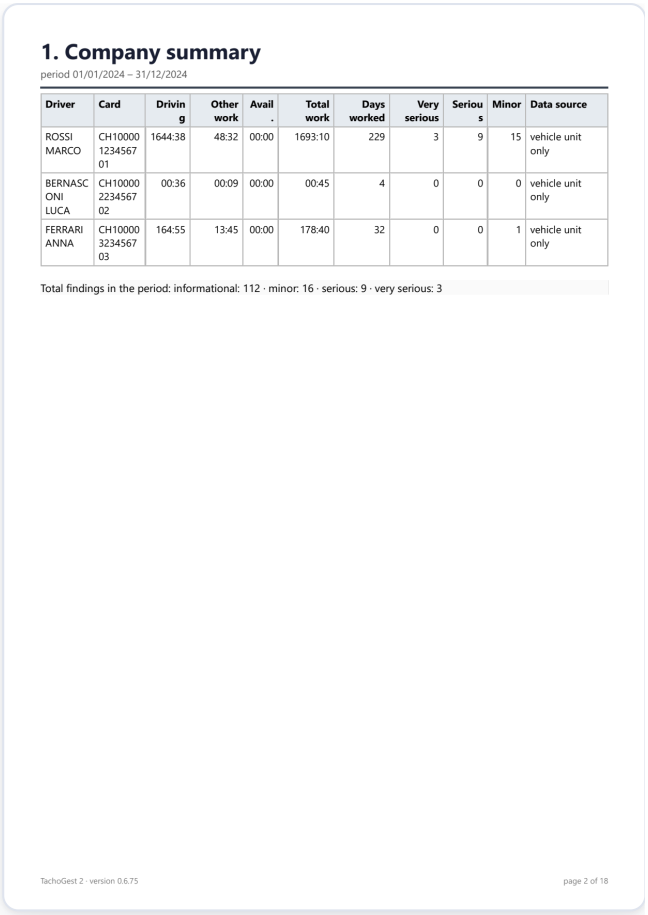
Document issued on 04/11/2026 at 12:36 by M. Rossi

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5. Driver BERNASCONI LUCA — card CH10000223456702
6. Driver FERRARI ANNA — card CH10000323456703

Times are given in local time (Europe/Zurich). The original files downloaded from driver cards and vehicle units are kept in the company archive with their SHA-256 fingerprint and are available on request (retention 3 years, Art. 18 OLR 1). Periods without recording are marked as such and treated as rest.

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Cover page.



1. Company summary

period 01/01/2024 – 31/12/2024

Driver	Card	Driving	Other work	Avail.	Total work	Days worked	Very serious	Serious	Minor	Data source
ROSSI MARCO	CH1000012345670101	1644:38	48:32	00:00	1693:10	229	3	9	15	vehicle unit only
BERNASCONI LUCA	CH1000022345670202	00:36	00:09	00:00	00:45	4	0	0	0	vehicle unit only
FERRARI ANNA	CH1000032345670303	164:55	13:45	00:00	178:40	32	0	0	1	vehicle unit only

Total findings in the period: informational: 112 · minor: 16 · serious: 9 · very serious: 3

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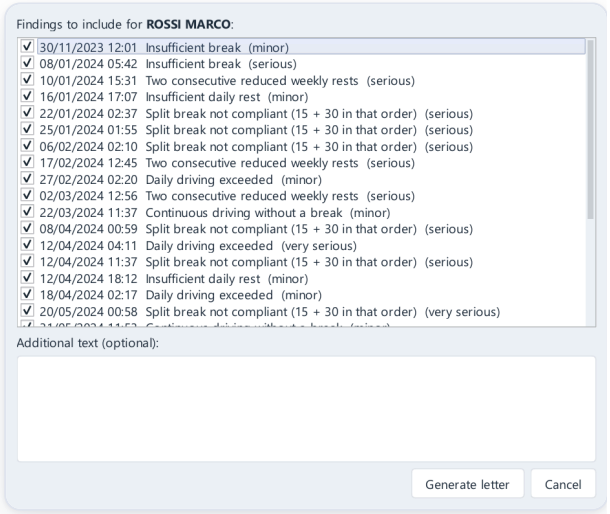
Company summary.

> **The weekly register is separate**
> The inspection file does not contain the register of Art. 16: if the inspector asks for it, print it with the dedicated report (section 14.3).

14.6 Warning letter

The warning letter documents the supervision required by Art. 17. You generate it from the driver's Findings view ("Warning letter…") or from the catalogue ("Driver letter", with a single driver ticked).

1. In the "Warning letter" window check the findings to include: the open ones that are not information notes are already ticked.
2. Write, if needed, an "Additional text (optional)".
3. Click "Generate letter" and save the PDF straight away.



The standard text has as its subject the warning for non-compliance with the provisions on working and rest time (OLR 1), cites Art. 21, reproduces the table of findings and the space for the signatures "for the company" and "for receipt". The letter is recorded with a number ("Warning letter no. …") and the findings included move to the "notified" status.

The letters stay in the driver's record

The letters issued remain recorded, appear in the inspection file and can be reopened from the LETTERS view of the driver's record, where you also record delivery and signature (section 14.7).

14.7 Driver instruction

The driver instruction (from version 0.6.69) gathers all the infringements of a period in a document to be signed. You generate it in three ways:

- from the ACTIVITIES page, with the "Instruction for the period…" button, for the driver and period shown;
- from the driver's record, FINDINGS view, with the "Instruction…" button;
- from the Reports page, Infringements group, "Driver instruction" card: for several drivers in one go, one document each.

The window lists the infringements of the period to include; "Generate the instruction" prepares the document. It contains the infringements of the period summarised by type, the legal text of the country set (in Switzerland OLR 1 or OLR 2; in the European Union Art. 10 of Reg. (EC) 561/2006 and, for Italy, also Art. 174 of the Highway Code) and the acknowledgement to be signed. Without infringements in the period the document is not generated.

The instruction is filed automatically. In the driver's record the **LETTERS** view lists warnings and instructions with their status: issued, then delivered on …, then signed on …. The buttons are "Open / print", "Delivered on…", "Signed on…" and "Back to 'issued'". Until an instruction is signed, the dashboard counts it among those "to sign".

The proof that the driver has been instructed

The inspection file shows for each instruction the type, the period and the date of signature: this is the proof that the company has instructed the driver. It is best to record the signature as soon as the driver returns the signed copy.

14.8 Attestation of activities

The attestation of activities documents the periods in which the driver did not drive a vehicle within scope: sickness, holidays, rest, driving a vehicle out of scope, other activities. To generate it, on the Reports page tick a single driver (DRIVERS tab) and click "Attestation of activities". The window asks for:

- "From" and "To";
- "During the period the driver:" — was on sick leave; was on annual leave; was on leave or rest; drove a vehicle exempted from the scope; performed other work than driving; was available;
- the place (proposed from the company's town) and the notes.

The document follows the structure of the European form (Decision 2009/959/EU), with the fields numbered 1 to 22 and the signatures of the company and of the driver.

14.9 Exporting to Excel

Export to Excel (.xlsx) is available in two places:

- the "Excel" button on the Reminders page, which saves the list of deadlines with the filters applied;
- "Export Excel for the period…" in the "Print / PDF" menu of a driver's or vehicle's record, with the sheets Activities, Days, Weeks and Findings.

15 During an inspection

An inspection at the company is prepared in the months before, with regular downloads and the signed register. On the day itself a few documents are enough, all ready in TachoGest.

15.1 Before: staying ready

	Habit	Frequency
☐	Download the driver cards and check the Reminders page	every week
☐	Download the vehicle units of the vehicles (and the company card)	at least every three months
☐	Examine the new findings, note the justifications, deliver warning letters and instructions and record their signature	every week
☐	Print the weekly register of the previous month and have it signed	every month
☐	Check in the backup log that the last copy succeeded	every month
☐	Update driving licences, driver CPC, medical examinations, roadworthiness tests and insurance after every renewal	as it happens

15.2 The day of the inspection

1. **Inspection file** for the period requested, with all drivers and vehicles (section 14.5). Save it as PDF and print it if requested.
2. **Weekly register** of the drivers and weeks requested (section 14.3), with the signed copies already filed.
3. **Download history** and **Files in the archive** if the inspector wants to check the regularity of the downloads and the integrity of the files.
4. **Findings**: for each one the status and the note show what has been done; the warning letters and the driver instructions, with the date of signature, appear in the inspection file.
5. **Attestations of activities** for the periods without driving, if the archive has days not covered (section 14.8).
6. **Original files**, if the authority asks for them (section 15.3).

> **Read-only on that very day?**
> No problem: in read-only mode all reports, including the inspection file, can be printed and saved as PDF as always (section 4.6).

15.3 Handing over the original files

On request the data must be presented or sent to the authority in the form it asks for (Art. 18 para. 5). The original files are in the `archivio` folder of the data folder, divided by year:

You open it with “Open archive folder” in a driver’s or vehicle’s record (DOWNLOADS MADE or LOADED FILES view), or with “Open data folder” in **Settings → Information and maintenance**.

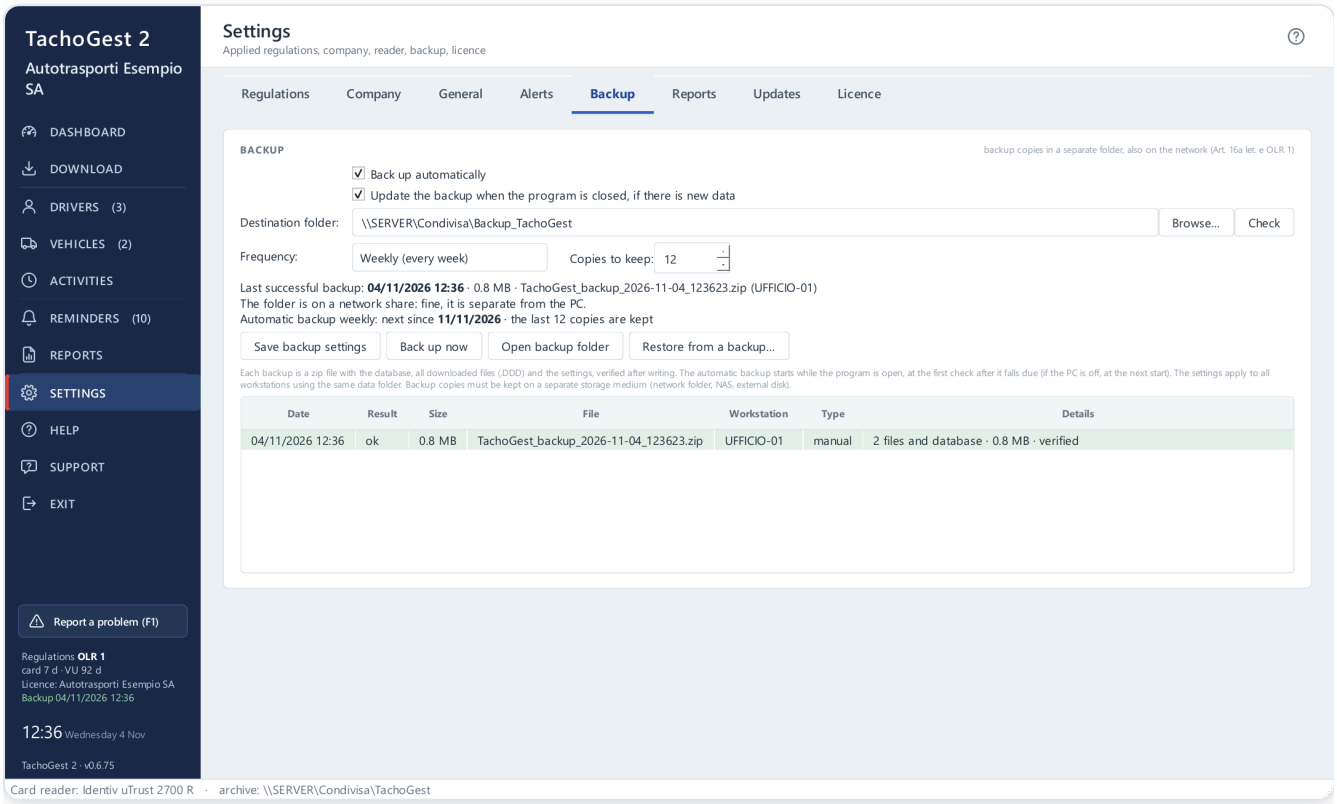
Copy the files as they are, for example onto a USB stick: they are the same files that came out of the tachograph, with their digital signatures. The “Files in the archive” report shows for each one the start of its SHA-256

fingerprint: whoever receives the files can compare it, for example in Windows with the command `certutil -hashfile nome_file.DDD SHA256`.

16 Backup and retention

OLR 1 requires immediate backup copies of all data, on a separate medium (Art. 16a let. e). TachoGest makes them by itself, verifies them and keeps a log of them.

16.1 Setting up the backup copies



Settings → Backup, with the log of the copies at the bottom.

Command	Use
Back up automatically	Switches on automatic copies. It is off by default.
Destination folder	Where to save the copies: a network folder, a NAS or an external disk. “Browse…” selects it, “Check” verifies that it is reachable and writable.
Frequency	Daily, weekly (default), monthly or half-yearly.
Copies to keep	How many copies to keep in the folder, from 1 to 999; 0 means all. The oldest ones beyond this number are deleted.
Save backup settings	Saves the choices (they apply to all workstations using the same archive).
Back up now	Makes a copy immediately, for example before work on the PC.
Open backup folder	Opens the folder of the copies in File Explorer.

The program refuses a destination folder that lies inside the data folder and warns if it is on the same disk: a copy on the same disk does not protect against a disk failure. Below the commands, the log shows the last ten backups with date, outcome, size, files, workstation, type (automatic or manual) and details.

16.2 What a backup contains

Each copy is a single compressed file, for example `TachoGest_backup_2026-10-04_182900.zip`, which contains:

Item	Content
`tachogest.db`	The database: drivers, vehicles, activities, findings, register of downloads, letters, shared settings. The copy is consistent even with the program open.
`archivio/`	All the original files downloaded from cards and vehicle units, unchanged.
`profilo/config.json`	The settings of the workstation that made the backup.
`manifest.json`	Date, version, workstation, counts and SHA-256 fingerprint of the database.
`LEGGIMI_RIPRISTINO.txt`	The restore instructions, for whoever opens the file in a few years' time.

The copy is first written under a temporary name, then verified item by item and only then renamed: a backup interrupted halfway never takes the place of a good one.

16.3 When the automatic backup starts

- The program checks one minute after start-up and then every 15 minutes whether the copy is due according to the chosen frequency: **the automatic backup works only while the program is open**.
- After an error (for example the network folder not reachable) it retries at most every two hours; the outcome can be read in the log and in the footer of the sidebar.
- With several workstations, a lock prevents two PCs from making the backup at the same time.
- The backup also works in read-only mode.

16.4 Restoring a backup

The restore is done by hand, following the instructions contained in every copy:

1. Close TachoGest on all workstations.
2. Open **Settings** → **General** and note the "Data folder" (if it is empty it is `%LOCALAPPDATA%\TachoGest`).
3. Move elsewhere, to be safe, the file `tachogest.db` and the folder `archivio` found in the data folder.
4. Extract `tachogest.db` and the folder `archivio` from the zip into the data folder.
5. Restart TachoGest and check drivers, vehicles and files in the archive.

> **If the database is intact but some files are missing**
> Just put the missing files back into the `archivio` folder and use "RECOVER" on the Download page (section 8.5).

16.5 Retention for three years

Art. 18 para. 3 requires the downloaded data, the backup copies and the register to be kept for three years. TachoGest **never deletes anything by itself**: the archive keeps all files from the first download onwards. Every backup contains the entire archive, so even keeping few copies the latest one contains the data of all years. The weekly registers signed on paper must be kept separately, per driver.

17 Several workstations on a network

Several PCs can work on the same data: the archive sits in a shared folder on the company network and every workstation opens it from there.

17.1 Putting the archive in a shared folder

1. Create a shared folder on the server or NAS (for example `\\SERVER\Condivisa\TachoGest`), writable by the users of the program.
2. If a PC already has a local archive to keep: close TachoGest and copy `tachogest.db` and the folder `archivio` from `%LOCALAPPDATA%\TachoGest` to the shared folder.
3. On every PC: **Settings** → **General** → **Data folder**, "Browse...", choose the shared folder, "Save general" and restart the program. The status bar must show the same folder on all workstations.

For new installations the technician can specify the folder during installation with the `/DATI=` parameter (section 3.5).

17.2 What is shared and what is not

Shared between workstations (in the archive)	Saved on each PC
Drivers, vehicles and their details	Regulations: profile and parameters
Downloaded files, activities, findings with statuses and notes	Company: company name, address, operator
Warning letters and register of downloads	General: data folder, time zone, reader, card options
Backup settings and log	Update preferences

> **Same regulations on all PCs**
> The regulatory profile and parameters must be set identically on all workstations, and so must the company data (the operator, on the other hand, belongs to each PC). A workstation with different rules, when recalculating the analyses, would rewrite the findings that everyone sees.

17.3 Workstations with different versions

Each workstation updates on its own (chapter 18). When a new version changes the structure of the archive, the workstations left behind open it **in read-only mode** and the yellow band invites you to update them from Settings → Updates: different versions never write to the same archive.

17.4 Good practice

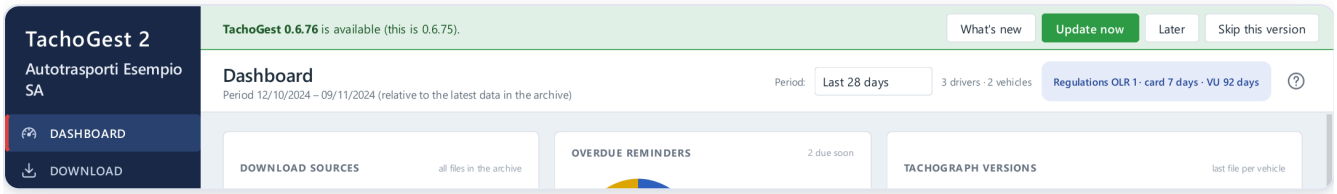
- Use a real network folder, on a server or NAS that is always on. **Do not use synchronised folders** such as OneDrive, Dropbox or Google Drive: a database opened by several PCs in a synchronised folder can become corrupted.
- The program copes with several workstations under normal office use. Large imports (years of history) are best done from a single workstation, with the others closed.

18 Updates

The program notices new versions by itself and signals them with a band. The update starts only when the user decides, and after installation the program reopens by itself.

18.1 The notice

Shortly after start-up, and then periodically while the program is open, TachoGest checks in the background whether a new version has been released. If there is one, a light-blue band appears at the top of the window:



The update band shows the version available and the one in use.

Button	Effect
What's new	Shows what changes in the new version.
Update now	Downloads and installs the update (section 18.2).
Later	Hides the band until the next check.
Skip this version	No longer signals this version; the next one will be signalled normally.

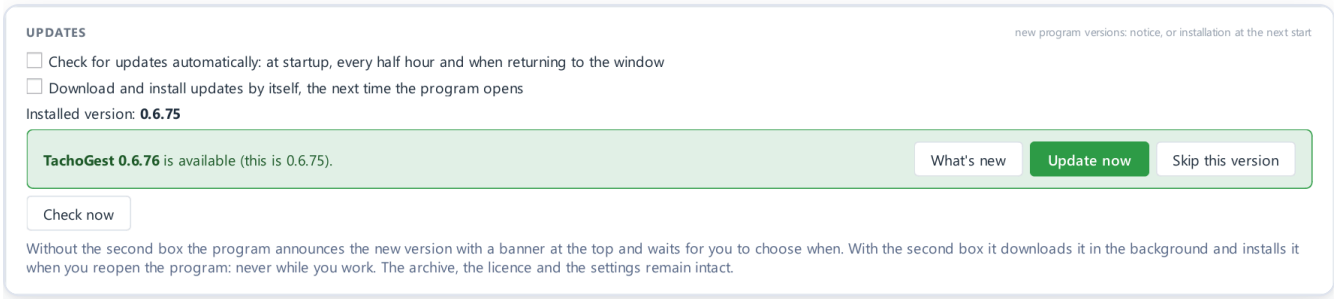
An **important update** (for example a regulatory correction) colours the band red and has no "Skip this version" button. Even in this case the program does not lock up: updating remains a choice. Network errors during the check are not shown: the program tries again later.

18.2 Updating

1. Click "Update now". The band shows the download progress as a percentage; you can carry on working.
2. When the download has finished the program asks for confirmation: "TachoGest closes, updates and reopens by itself… The archive, the licence and the settings are not touched.".
3. On confirming, the program closes, the installation progress bar appears and after a few seconds TachoGest reopens, updated.

If a backup is in progress at that moment, the update waits for it to finish. With several workstations each one updates on its own: it is best to update them all on the same day (section 17.3).

18.3 Update settings



Settings → Updates.

In **Settings → Updates** the box “Check for updates once a day” switches the automatic check on or off (on by default), “Check now” runs it immediately and the installed version is shown alongside.

18.4 Why it is safe

- Every update announcement is **digitally signed by Securdata**: the program accepts only announcements with the right signature.
- The downloaded installation file is checked against the fingerprint and size written in the signed announcement: an altered file is discarded and never run.
- The file is downloaded into the user’s folder on the PC, not into the shared folder.
- The program must be able to reach `taco.securdata.ch` over HTTPS. Where the network prevents this, the technician installs the new version by running the installation file over the existing one: data and settings remain intact.

19 Settings

The Settings page gathers, divided into panels, everything that can be configured. Each panel has its own save button.

19.1 Regulations

Country and regulatory profile, legal values and parameter editor, with “Save regulations” and “Restore the profile values” (section 13.5). In Switzerland you choose OLR 1 or OLR 2 according to the type of transport (section 2.6); in the European Union Reg. (EC) 561/2006 applies.

19.2 Company

Field	Where it appears
Company name, Address, Postcode and town, Telephone, E-mail	In the header of all reports and in the inspection file; the town is proposed as the place in the attestations. The company name also appears in the sidebar.
Compliance manager	Under the signature of the warning letters and as signatory of the attestation of activities.
Operator of this PC	In the register of downloads, in the letters and at the foot of the reports (“operator …”).

19.3 General

Setting	Effect
Data folder	Where the archive is. Empty means `%LOCALAPPDATA%\TachoGest`; for several workstations a network folder (chapter 17). After changing it, restart the program.
Time zone	Europe/Zurich (default), Europe/Rome, Europe/Berlin, Europe/Paris, Europe/Vienna or UTC.
Show times in local time	On: times are in the chosen time zone. Off: in UTC, as the tachograph records them.
Card reader	Automatic (the first one found) or a specific reader, if there is more than one.
Update the download date on the card after reading	Off by default: reading writes nothing to the card (section 8.2).
Offer to read when a card is inserted	On by default: when a card is inserted the program asks whether to read it.

“Save general” saves the settings of this panel.

19.4 Backup, Updates and Licence

Backup: automatic backup copies and log (chapter 16). **Updates**: automatic check and “Check now” (chapter 18). **Licence**: licence status, plan in use with the table of plans, “Upgrade the plan…”, which opens the shop on tachogest.com, and “Manage licence…”, which opens the licence window (chapter 4).

19.5 Reports

Switches on the automatic reports: weekly register and monthly report of every active driver, as PDF, in the chosen folder, with “Save reports” and “Generate now” (section 14.4).

19.6 Information and maintenance

Program version, data folder, database statistics and hardware fingerprint of the PC. “Open data folder” opens the folder in File Explorer; “Recalculate all analyses” repeats the analysis of the rules for all drivers and vehicles, for example after changing the regulatory parameters.

20 Troubleshooting

The most common problems, with the probable cause and what to do. When the program shows a message, its exact text is the first thing to read: it often already tells you the solution.

20.1 Installation and start-up

Symptom	Probable cause	What to do
"Windows protected your PC", publisher "SecurData Sagl"	SmartScreen notice for programs that are still not widespread; the file is signed and intact.	"More info" → "Run anyway".
"Unknown publisher", or "Smart App Control blocked this app"	The file is not the original signed by SecurData Sagl (downloaded from another site, modified or damaged), or it is a version earlier than 0.6.78.	Download the setup again from tachogest.com or ask your supplier for it.
The antivirus blocks the installation file	New program, still not widespread.	Check that the file comes from Securdata or from tachogest.com and allow it, or have the technician install it.
The licence window appears at every start-up	Licence not activated or not valid.	Enter the key and click "Activate", with the PC connected to the internet (chapter 4).
"TachoGest — unexpected error"	A program error.	Copy the text of the message and send it to support with a description of what you were doing (chapter 24).
The company name is missing from the reports	Company data not filled in on this PC.	Settings → Company → "Save company".

20.2 Reader and cards

Message or symptom	What to do
"Smart card reader support is not available in this copy of the program."	Reinstall TachoGest with the installation file; if the message persists, write to support.
"The Windows "Smart Card" service is not responding: ..."	Open Windows Services (Windows key, type "Services"), look for "Smart Card", start it and check that the start-up type is not "Disabled". Check that the reader is recognised in Device Manager.
"No reader connected. Plug the reader into a USB port, wait a few seconds and try again."	Connect the reader, try another USB port, avoid unpowered USB hubs.
"The card read is not a driver card."	There is a company, control or workshop card in the reader: insert the driver card.
The "DOWNLOAD" button is greyed out	No reader connected or program in read-only mode (yellow band at the top).

Message or symptom	What to do
Reading stops with an error	Remove and reinsert the card, check that the chip is clean and try again. If it does not work, download the card with the download key, import the file (section 8.3) and report the case to support.

20.3 Import and data

Symptom	Explanation and remedy
The summary says “Already present”	Those files are already in the archive: there is nothing to do.
A file is listed among the “Errors”	The file is damaged or is not a tachograph file. The other files have been imported anyway; download the faulty one again.
A driver is “NEVER DOWNLOADED” even though he has activities	The activities come from the vehicle units: his card has never been downloaded. Download the card.
Unknown drivers or vehicles appear	They were seen in a vehicle unit or on a card (a driver from another firm, a hired vehicle). If they do not concern you, deactivate them (section 10.10).
An exempt vehicle shows as overdue	The scope of application is not set: enter weight, seats or exemption in its record (section 11.3).
Times differ by one or two hours from the tachograph	The tachograph records in UTC; the program shows local time. You change it in Settings → General.
A colleague does not see the data just imported	The two workstations use different data folders: compare the status bar (chapter 17).

20.4 Licence

Symptom	What to do
Licence refused on a single PC or from a single network	Securdata has blocked that workstation or that IP address: write to info@securdata.ch.
A new driver came in as not active, “beyond the plan limit”	The archive already has all the active drivers the plan allows: move to the next plan with “Upgrade the plan…” or deactivate those who no longer work for you (section 4.8).
Read-only after a long period without a network	Connect the PC to the internet and restart the program: the licence is confirmed by itself.
Read-only at the end of the trial	Buy the licence quoting the trial key (tachogest.com or info@securdata.ch); on restart, or within a day, the licence becomes active. Purchased licences do not expire.
Read-only with “the archive has been updated by a newer version”	Another workstation has a newer version: update this one (chapter 18).

20.5 Backup and updates

Symptom	What to do
Destination folder refused, or “same disk” warning	It lies inside the data folder or on the same disk, and does not protect against a failure: choose one on another disk, a NAS or the network.
The automatic backup does not start	The program must be open; check that “Back up automatically” is on and read the outcome in the log.

Symptom	What to do
Backup with an error outcome	Usually the network folder is not reachable: try “Check”. The program retries by itself every two hours.
The update band never appears	Check the connection, that the firewall lets `taco.securdata.ch` through, the box in Settings → Updates and “Check now”. A skipped version is no longer signalled.
The update download fails	Try again later, or install the new installation file by hand over the existing one.

21 Frequently asked questions

Can I use TachoGest for a company in the European Union?

Yes: the program is valid for Switzerland and for the European Union. In **Settings** → **Regulations** you choose the country and the UE_561 profile (Reg. (EC) 561/2006; tachograph Reg. (EU) 165/2014). Compared with OLR 1, the download days, the average working time and the night work check change; the rest is the same.

Can I import the data downloaded with the program I used before?

Yes. Tachograph files are in a standard European format: TachoGest recognises them by their content, whichever program downloaded them. It is best to import all the available history straight away.

Where are my data?

In the data folder: `%LOCALAPPDATA%\TachoGest` or the folder specified in Settings → General. The original files are in `archivio\<year>`, the database in the file `tachogest.db`.

Are the drivers' data sent to Securdata?

No. The licence server receives only the technical data of the workstation and the number of vehicles and drivers in the archive (section 4.7). Only those who request the encrypted copy on the server, available on request, send the archive, already encrypted on the PC.

What happens if I do not buy the licence at the end of the trial?

The program opens in read-only mode: all data remain viewable, printable and exportable, and the backup continues. No new downloads are imported and no details or findings are changed until the licence is bought. Purchased licences are paid once and do not expire.

Do I always need the internet?

No. The licence remains valid for 360 days without a connection; for PCs that are always offline there is the file licence. The internet is also needed to receive updates.

Does TachoGest download the lorry's vehicle unit directly?

No: the vehicle unit is downloaded with a download key, and the files are then imported into the program. Driver cards can also be read directly with the reader connected to the PC.

Can I correct an activity that was recorded wrongly?

No: tachograph data are legal documents and the program does not change them. A particular situation is documented with the note and the status of the finding, or with an attestation of activities for the periods without driving.

How do I add a new driver?

Just download his card, or import a vehicle unit in which he has driven: the driver is created automatically. Then complete driving licence, driver CPC and medical examination in his record.

A driver has left the company: do I delete him?

No: download his card one last time and deactivate him. His data must be kept for three years and remain in the archive.

Does the weekly register have to be signed?

The document has space for the signature of the employer and that of the employee, who receives a copy (Art. 16 para. 4bis). The signed copies are kept for three years.

What is the difference between “Total work” and “Work Art. 6”?

“Total work” also includes availability; “Work Art. 6” is the working time according to OLR 1, without availability, and is the one that counts for the 60-hour and 48-hour limits.

Can I use TachoGest on a Mac or a tablet?

No: the program runs on 64-bit Windows 10 and 11.

What language is the program in?

Italian, German, French, English and Spanish. You choose the language during installation or in Settings → Regulations → Country and language.

Can I try it before buying it?

Yes: the trial lasts 30 days, works like the plan for up to 3 drivers and does not ask for a credit card. At the end you buy the plan on tachogest.com, also with “Upgrade the plan…”: the key and the data stay the same. The licence is paid once, with no annual fee.

How many vehicles can I manage?

As many as you like: the plans count only active drivers (section 4.8).

22 Limitations of version 0.6

In fairness, here is what this version does not do yet. Some points will come with the updates; for the others we explain how to proceed.

Limitation	How to proceed
The digital signatures of the files are not verified	The original files are kept intact, with their signatures, for later verification; the “Signatures verified” indicator shows “n/a”. If a file had been altered before reaching the program, TachoGest would not notice.
No download of the vehicle unit by cable from the PC	Use a download key and import its files.
Reading cards from the reader is being tested on the various card and reader models	If a card cannot be read, download it with the download key and import the file; report the case to support.
Some texts that come from the licence server	Licence errors and server messages may appear in Italian even with the program in another language.
Drivers and vehicles cannot be created by hand	They arise from the imported files (section 10.10).
Activities cannot be entered or corrected by hand	Document with the note of the finding or with an attestation of activities.
Ferry or train, “out of scope” mode and emergency derogations are not applied automatically	Examine the finding and mark it as “justified” with the note (section 13.6).
No reminder for the download of the company card	Remember it together with the quarterly downloads of the vehicle units.
Export to Excel only for reminders and the period of one subject; no CSV export	The other reports are saved as PDF.
Restoring a backup is done by hand	Follow the instructions in section 16.4, also contained in every backup.
Places, GNSS positions and card sessions (2nd-generation tachographs) are not shown	They remain in the original files that are kept.

23 Glossary

Other work
Activity other than driving (loading, unloading, cleaning, paperwork). On the tachograph it is the symbol with the crossed hammers; in TachoGest it is blue.

Spread
The time between the start and the end of the activity of a working day.

Prolonged absence
Period in which the driver does not work (sickness, holidays, military service): the card must be downloaded at the latest every 21 days.

Attestation of activities
Document justifying the periods in which the driver did not drive a vehicle within scope.

Driver card
The personal smart card that the driver inserts into the tachograph; it stores his activities of the last few weeks and, when it is full, overwrites the oldest days.

Company card
The card with which the company identifies itself on the tachograph, locks its own data and downloads them.

Download key
Device that connects to the tachograph and copies its data into files to be taken to the PC (for example Lisle Digidown).

Compensation
The rest to be added, in a single block, to a reduced weekly rest, by the end of the third following week.

DDD
The most common extension of the files downloaded from cards and vehicle units, in the standard European format.

Availability
Time in which the driver is neither driving nor working but must remain available (for example while waiting). It is not working time; in TachoGest it is yellow.

Working time (Art. 6)
Driving, other work, breaks shorter than 15 minutes and hours with other employers: at most 60 hours in a week and 48 on average over 26 weeks.

Extension to 10 hours
Daily driving may reach 10 hours at most twice a week.

Inspection file
The single document for the inspection at the company (section 14.5).

Generation (Gen 1, Gen 2, Gen 2 v2)
The versions of digital tachographs: the first, the second (Smart Tachograph, from 2019) and the second version 2 (from 2023).

Severity
Classification of a finding: information, minor, serious, very serious.

SHA-256 fingerprint
Code calculated from the content of a file: if the file changes by even a single character, the fingerprint changes.

Hardware fingerprint
Code that identifies the PC for the licence.

Manual entry
Activity that the driver recorded by hand on the tachograph, for example at the start of the shift.

Driver instruction
Document with the infringements of a period, to be signed by the driver; delivery and signature are recorded in the LETTERS view (section 14.7).

PC/SC reader
USB smart card reader that follows the Windows standard for smart cards.

Multi-manning
Crew of two drivers on the same vehicle: the daily rest is 9 hours within 30.

Driver CPC (OACP)
Ordinance on the admission of drivers: the certificate of professional competence of the professional driver, to be renewed periodically.

OLR 1
Swiss Ordinance on the working and rest time of professional drivers of heavy vehicles (SR 822.221).

OLR 2
The Swiss ordinance (SR 822.222) that applies to the professional transport of persons with cars, taxis, limousines and minibuses up to 16 seats (section 2.6).

Break
Interruption of driving to rest: 45 minutes after 4 hours 30 of driving, also in two parts of 15 and 30 minutes.

Plan
The licence level, counted in active drivers: up to 3, 5, 10, 20, 30, beyond with Gold. It is paid once; vehicles are unlimited.

Workstation
A PC on which the program is activated; each licence allows five.

Regulatory profile
The set of thresholds and download days used by the analysis: OLR1_CH, OLR 2 or UE_561.

Reg. (EC) 561/2006
The European regulation on driving times, breaks and rest periods; the tachograph is governed by Reg. (EU) 165/2014.

Register (Art. 16)
The register of the working, driving and rest periods of each employee (section 14.3).

Register of downloads
The list of all downloads and imports, with date, operator and outcome.

Monthly report
The summary of a month of the driver's activity, with the weekly subtotals (section 14.4).

Finding
A situation in which a limit has not been respected or which needs to be noted (the information notes).

Split rest
Daily rest divided into two parts, of at least 3 and then at least 9 hours.

Reduced rest
Daily rest of at least 9 hours (at most three times between two weekly rests) or weekly rest of at least 24 hours.

Read-only
Mode in which the program allows viewing and printing but not importing or editing.

Digital tachograph
The on-board device that records the driver's driving, work, availability and rest and the vehicle data.

Calibration
The periodic check of the tachograph at an authorised workshop.

Vehicle unit (VU)
The part of the tachograph installed in the vehicle, which stores the data of all drivers for about a year.

UTC
Coordinated Universal Time, in which the tachograph records times; in Switzerland local time is one or two hours ahead.

24 Ticket support

Reports are sent from the program and the answer comes back in the program and by e-mail. Support is included in the first 12 months from purchase, with every plan; during the trial it is not included. For questions about purchasing, write to info@securdata.ch.

To open a report press F1 from any page, or the button at the bottom of the sidebar, or “New report” on the SUPPORT page. There you also read the conversations and Securdata’s replies. After the first 12 months and during the trial you can always report problems and suggestions, without a personal reply: we read them and use them to correct and improve the program.

Contact	
E-mail	info@securdata.ch
Website and free trial	tachogest.com
Address	Securdata Sagl, Via Gaggiolo 27, 6855 Stabio (TI), Switzerland

For a quick answer, state in the report:

1. the program version (**Settings → Information and maintenance**, or at the bottom of the sidebar);
2. the licence key or the company name;
3. the exact text of the message, or a screenshot (Windows + Shift + S keys);
4. what you were doing when the problem occurred.

> **Drivers’ data**
> The .DDD files and the reports contain personal data of the drivers. Send them only if support expressly asks for them and with the company’s consent.