KIPAS 2

Workshop Software

www.siemensvdo.com

User manual

SIEMENS VDO

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Introduction

Summary of KIPAS 2 functions

KIPAS 2, the tachograph workshop software, makes work much easier for all partner workshops that are authorised to install and check mechanical, modular and digital tachographs.

With KIPAS 2 you can

- print the test certificate and the installation and constant plaques all at once,
- create the report summary,
- manage customer and vehicle data,
- monitor inspection schedules,
- download, save and archive the mass memory data from digital tachographs using a workshop card and
- display and archive the data stored on the workshop card.

So that all this can be done quickly and easily, you can use KIPAS 2 to read in data directly from

- the workshop card,
- Service Diagnostic Systems such as CTC, MTC and ATC,
- a notebook,
- a Downloadkey.

With KIPAS 2, it is also possible to access the Downloadkey documentation directly.

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Software demo version

A demo version of the KIPAS 2 workshop software is available so that you can familiarise yourself with its capacities beforehand.

The demo version includes all the menu commands necessary to become familiar with KIPAS 2. However, functions relating to digital tachographs such as "Archive mass memory data" and analysis functions are not available.

Any data that you enter in the demo version (such as customer data, inspection data, etc.) will be retained when the software is licensed.

For further information please refer to Startup and licensing the software.

Software full version and KIPAS Licence Card

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Once you have assured yourself of the performance capabilities of KIPAS 2, you only need to inform your service partner by sending an activation request (by e-mail, fax or post).

Based on the activation request (workshop data), your service partner creates your company-specific KIPAS Licence Card with all the licensing information. You will receive one KIPAS Licence Card per software licence.

For further information please refer to Startup and licensing the software.

Software language and formats

KIPAS 2 is available in different country and language versions: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Norway, Poland, Portugal, Slovakia, Slovenia, Sweden, Switzerland, the Netherlands and the United Kingdom.

With the installed country version the language and the country-specific formats for decimal separators, thousands separators and the date are

set automatically. This also applies to the archiving period for digital tachograph mass memory data as prescribed by law in the various countries.

Tip

In countries with more than one official language, e.g. Switzerland, the user can change the "Official language" in the "Tools" menu at any later date.

Test certificate forms

To print the test certificates using KIPAS 2 special forms with self-adhesive installation and constant plaques are available.

You can obtain these forms from your service partner.

Important information on data protection and the obligation to back up data

Data protection

The Data Protection Act requires personal data to be protected from fraudulent use by third parties. Any infringement of the Data Protection Act will be prosecuted.

If you use a DP system for recording, processing and storing personal data electronically, you are obliged to comply with the Data Protection Act.

Important

Take appropriate technical and organisational measures to protect personal data stored in KIPAS 2 against unauthorised access.

Obligation to back up data

You as the user are responsible for backing up the data yourself.

Important

Back up the data regularly so that it can be restored completely with reasonable effort in the event of the data being lost. If data is recorded daily, backups should be carried out daily too.

For further information on backing up the database please refer to Database backup.

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About the manual

Structure of the manual

The manual is structured in the same way as the software. The main menus of KIPAS 2 each form a main chapter. The commands associated with a menu are described in the order in which they appear in the menu.

At the beginning of each main chapter you will find a short description of the commands available in the various menus in order to facilitate working with KIPAS 2.

All the chapters are set up the same way in order to make access to information easier.

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Contents of the manual

Important

In this documentation, all examples refer to KIPAS 2 being installed on a workshop computer with the Windows XP operating system in standard layout.

Introduction

The introduction will provide you with an overview of the KIPAS 2 workshop software performance characteristics. You will find out about the differences between the demo version and the licensed version and which test certificate forms you can use with KIPAS 2.

About the manual

So that you are able to work quickly with the manual, we will explain which conventions and symbols are used in the manual.

First steps

In this chapter you will learn which general rules apply to program handling, how you set up and license the software and what preparatory work must have been completed before you can record and print test certificates with KIPAS 2.

KIPAS 2 program description: The "File" to "?" menus

In this section you will find detailed descriptions of all software functions (commands), arranged according to the commands in the KIPAS 2 main menus. Step-by-step instructions with detailed descriptions of those elements that require further explanation guide you through the individual software functions.

Appendix

Last but not least, we have compiled some helpful information for you in the appendix: How to connect the SDS test device, how to install Adobe / Acrobat Reader, an overview of the KIPAS 2 directory structure, information about the structure of XML files available in KIPAS 2, a glossary and a list of abbreviations as well as an Index.

Structure of the manual

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Different features and symbols are used so that you are able to find your way easily around in the manual These are explained in the following section.

Names

Names of menus, commands, tabs, group box titles and boxes used in the software are shown in quotation marks within the text.

Example: 1. Select "Documents".

Menus and corresponding program commands in the text

We have decided to use the following method to identify the association of a command with a menu or the association of a group box with a tab: Software-specific names are listed one after the other, i.e. menu, submenu, command, etc., and are separated by the ">" character. The ">" indicates the hierarchy.

Example: "Checks > New" stands for the command "New" in the "Checks" menu.

In order to identify the association of a tab or group box with a command we use the ":" (colon) in the hierarchical display.

Example: "Checks > New: Vehicle test" stands for the "Vehicle test" tab selected via the "New" command in the "Checks" menu.

Cross-references as hyperlinks

Cross-references to related topics in the manual are included in the text as hyperlinks. Hyperlinks can be identified by the text colour blue. You can switch to the specified topic by clicking on the hyperlink.

The "Previous screen" button in the footer of Adobe / Acrobat Reader takes you back to where you started.

Highlighting

Terms and text sections that require your special attention are underlined.

Example: less than 24 hours

Buttons and keys

If specific buttons or keys of the keyboard must be used to operate the program, they appear in square brackets.

Example: [OK]

Lists

List entries are bulleted.

Example: • Service Diagnostic System

Instructions

Instructions are represented as follows:

This is how an instruction starts:

1. Steps are numbered if several steps must be performed in a specific order.
   - If an instruction consists of several steps or
   - if you can select according to the program, the various steps are indented and represented as a list preceded by a dash.

   Information and feedback from the system within a set of instructions are indented and not bulleted.

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Symbols

The following symbols can be found in the manual:

Important

Important information on the software, a connected device and how program functions are linked to one another.

Condition

Conditions and prerequisites that must be met to be able to perform an action or carry out a menu command.

Tip

Practical tips for working with KIPAS 2 or with the manual.

Caution

Warnings of operating errors that you must definitely heed in order to avoid errors or data loss.

Characters

The table below summarises all the characters that are used in this document:

Characters	Description
"..."	Menu commands, individual program commands, tabs, group box titles and boxes
(...)	Amendments, descriptions, cross-references, examples
____	Highlighting of contents
>... and : ...	Commands within a menu and a tab or group box in the program command
[...]	Buttons and keys

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Calling up and using Help

The user documentation for KIPAS 2 is available in the software as online Help or in a printable PDF version.

Tip

To open the PDF version of the user documentation click on "KIPAS 2" in the "Documents" menu. You can download a free version of Adobe / Acrobat Reader from the Internet to display and print PDF documents (www.adobe.com/support/downloads/main.htm). For more information please refer to Installing Adobe / Acrobat Reader.

There are various possibilities for calling up the online Help:

- Access through the "Help for KIPAS 2" toolbar button,
- Access through the "?" menu and
- Access through the F1 key.

Tip

The size of the online Help window can be modified. You can reduce or increase its size with the mouse pointer.

Access through the "Help for KIPAS 2" toolbar button

Call up Help by clicking on the "Help for KIPAS 2" toolbar button.

To open Help using the "Help for KIPAS 2" toolbar button:

- On the toolbar, click on "Help for KIPAS 2".

  Online Help starts with the welcome page.

  The following options are available to display the requested help topic:

  - Contents
  - Index
  - Full-text search.

Access through the "?" menu

The "Help for KIPAS 2" can be opened like any other menu command.

To open Help through the "?" menu:

- Choose "? > Help for KIPAS 2".

  Online Help starts with a welcome page; see Access through the "Help for KIPAS 2" toolbar button.

Access through the F1 key

When working with KIPAS 2, you can call up the corresponding help topic from the program window.

To open Help using the F1 key:

- Press [F1].

  Online Help starts with the first page of the help topic that relates to the currently open program window.

  To move to additional information the following options are available:

  - Hyperlinks in the text
  - Help Contents
  - Help index and full-text search.

To close Help:

- In the Help window click on the  "Close" button in the upper right corner of the title bar.

  The Help window closes.

Help buttons

Button	Function
	Show previous page
	Show next page
	Print selected help topic
	Set up page and printer
	Open the "Contents" tab
	Open the "Index" tab
	Open the "Full-text search" tab

First steps

Overview

In the sections below you will find information on the following topics:

- **General rules on program operation**

  Maybe you are not yet familiar with the structure and functionality of software programs. In this section you will find a brief summary of the user interface, its elements and their meaning.

- **KIPAS 2 software components**

  In this section you will find additional information on the KIPAS 2 software components so that you can understand their functions better.

- **Startup and licensing the software**

  In this section you will learn how to set up the software after installation, how to obtain a fully functional software version after purchasing the software licence and how to re-license the software if workshop data has been modified.

- **Configuring KIPAS 2**

  In this section you will learn which steps and settings are required after installation before you can start recording test certificates in KIPAS 2.

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General rules on program operation

Selecting boxes

Text boxes can be selected by clicking with the mouse or moving from box to box with the [Tab] key.

Coloured text and list boxes

Text and list boxes that are highlighted in colour are mandatory fields. This means that an entry is required in this box or that you must select an entry from the list. For all boxes that are not highlighted in colour (optional boxes), it is optional whether data is entered or selected.

Dimmed boxes

Boxes that appear dimmed (highlighted in grey) are either unavailable or just used for display. These boxes cannot be modified.

Unavailable (grey) buttons

Buttons relating to functions that cannot be carried out in the current program situation are displayed in a grey font.

Quick Info for boxes and buttons

If you want to receive brief information on the function of a text button, a toolbar button or a box, point the mouse cursor to the respective element until the quick info is displayed.

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Toolbar buttons for menu commands (toolbar)

Toolbar buttons for the most important functions enable you to work with KIPAS 2 quickly and efficiently.

Button	Function (menu command)
	Log on to KIPAS 2 ("File > Login")
	Create a new test certificate ("Checks > New")
	Open the test certificate ("Checks > Open")
	Open customer management ("Checks > Customer management")
	Open Help for KIPAS 2 ("? > "Help for KIPAS 2"")

Navigation buttons

Button	Function
	Go to first data record
	Show previous data record
	Show next data record
	Go to last data record

Command buttons

Button	Function
	New data record
	Delete data record
	Cancel any changes
	Save data record
	Update data record
	Print data record

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KIPAS 2 software components

The KIPAS 2 software consists of the components below:

- KIPAS 2 application

  With the KIPAS 2 application you can easily handle your daily tasks with the help of clearly structured program windows, dialogue boxes, list boxes, buttons etc.

- JBoss application server

  The application server is the link between the MSDE database server and the KIPAS 2 application.

! Important

To work with KIPAS 2 the MSDE database server and the JBoss application server must be running and must be connected to each other.

- MSDE (Microsoft Database Engine) database server

  While KIPAS 2 is being installed a database for KIPAS 2 is set up on the database server. In this database information such as your customers' details and KIPAS user data, test certificates etc. are stored.

  The database server writes the data to the database and retrieves the data requested by the application server from the database.

- CD-Backup

  This utility enables you to burn mass memory data directly from KIPAS 2 or scheduled backup files of the KIPAS 2 database and other files to CD-ROM. CD-Backup will start and close automatically together with KIPAS 2.

- DatabaseRestore

  This utility enables you to restore a backup of the KIPAS 2 database.

KIPAS 2 database

During the installation of KIPAS 2 a database is created that is controlled by the MSDE database server. Access via MSDE is protected with a database administrator password.

If the program didn't prompt you to enter this password when installing KIPAS 2, "**kipas20**" was saved as the database administrator password database administrator password was saved automatically.

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This password can be changed later with suitable tools.

Important

Please note that you must enter the current database administrator password when installing additional programs that work with the MSDE database.

Startup and services

In order to establish a connection between the individual components, these are started in a specific order.

During the installation of KIPAS 2 the JBoss application server is set up as a so-called service that it is started automatically with the operating system; see also Starting and stopping the JBoss application server.

The MSDE database server is also usually started automatically together with the operating system; see also Starting and stopping the MSDE database server.

KIPAS 2 is started manually; see Starting and exiting KIPAS 2. To make it easier for you a shortcut can be created on the desktop, on the Quick Launch bar or in the Startup folder.

Tip

If JBoss and MSDE are not started automatically on your computer, click on "Start > Control Panel > Services and Maintenance > Administrative Tools > Services" to check whether or not the following services have been started:

- MSSQLSERVER
- SQLSERVERAGENT
- JBOSS30.

You can select the start type on the relevant service's property sheet.

Windows operating systems also enable you to start the program components automatically with the operating system (Startup folder).

For further information on these functions ("Services" and "Startup") please refer to the operating system documentation.

Important

Please note that any program you have started uses main memory, regardless of whether you use the program or not. If you want to use other resource-hungry programs, we recommend that you only start KIPAS 2 when you actually want to work with it.

Starting and exiting KIPAS 2

For information on how to

- set up the software when it is started for the first time please refer to Startup and licensing the software.
- log on to KIPAS 2 please refer to "Login".
- create users in KIPAS 2 please refer to "Edit workshop data".

To start KIPAS 2:

1. Start KIPAS 2 by

   - clicking on "Start > All Programs > KIPAS 2" and then on "KIPAS 2".

   or – if available –

   - clicking on the "KIPAS 2" program icon on the desktop,
   - clicking on the "KIPAS 2" program icon on the Quick Launch bar,
   - clicking on "Start > Run …" and then run "C:\Programmes\kipas20\KIPAS20.exe".

   If download files including digital tachograph mass memory data are stored in the KIPAS 2 database that need no longer be archived in compliance with national regulations, a message will appear asking you whether you want to delete this data.

2. Click on

   - [Yes] if you want to delete these download files (mass memory data).

     All download files whose archiving period has elapsed will be deleted directly without you having to confirm the deletion process.

   - [No] if you do not want to delete these files.

     For information on how to delete download files from the database manually, please refer to "Delete mass memory".

   The KIPAS 2 application starts with the main program window.

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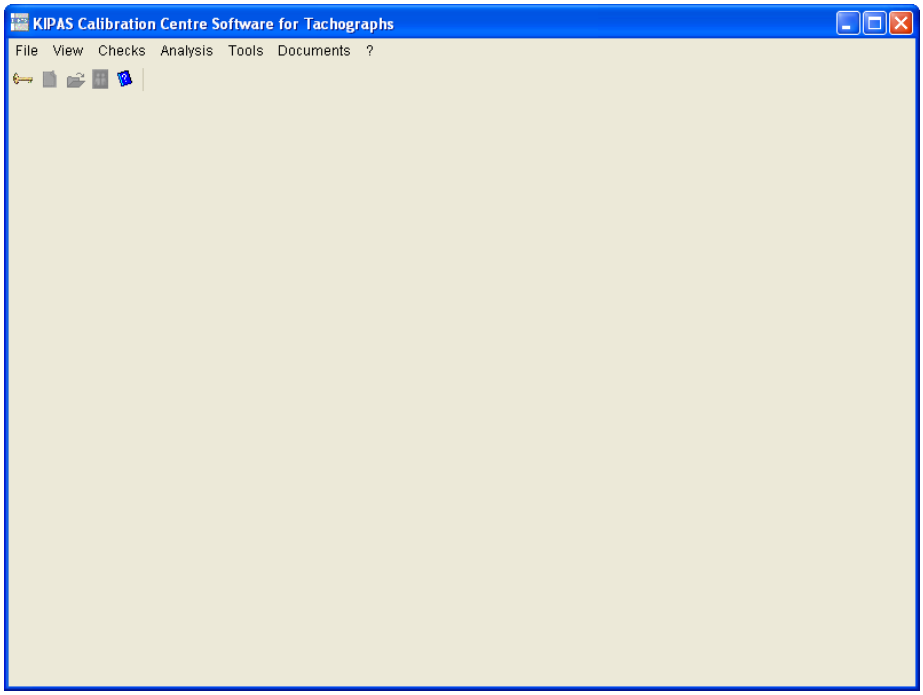

KIPAS 2 and the CD-Backup utility appear as buttons on the taskbar indicating that these programs are running.

3. You must log on in order to work with KIPAS 2 (see "Login").

To exit KIPAS 2:

1. Close the currently open program window – if you have not already done so.
2. Exit KIPAS 2 by
   - choosing "File > Exit" or
   - clicking on  ("Close") in the upper right corner of the program window's title bar.

   KIPAS 2 and the CD-Backup utility will close.

   If, under "Tools > Options", "Database backup" tab, you have defined that the database is to be backed up when closing the program, a corresponding message will be displayed.
3. Click on
   - [Yes] if you want to back up the database.
   - [No] if you do not need a backup copy.

   If you have started the database backup process, a progress indicator displays how far the process has advanced.

Pausing and resuming the CD-Backup utility

The CD-Backup utility that enables you to burn mass memory data directly from KIPAS 2 or scheduled backup files of the KIPAS 2 database and other files to CD-ROM, will start and close automatically together with KIPAS 2.

Via "Stop" and "Continue" you can pause the program temporarily if you want to use the CD-ROM drive for another task for example.

The icon in the notification area on the taskbar shows the program status:

Icon	Status
	CD-Writer is running
	CD-Writer stopped (paused)
	CD-Writer is burning data
	CD-Writer (error) message

Caution

When closing the CD-Backup utility, KIPAS 2 will close too. Any data that has not yet been saved in KIPAS 2 could be lost.

To pause the CD-Backup utility:

- Right-click on the program icon on the taskbar to display the shortcut menu and click on "Stop".

  CD-Backup will pause.

To resume the CD-Backup utility:

- Right-click on the program icon on the taskbar to display the shortcut menu and click on "Continue".

  CD-Backup will run again..

Starting and stopping the JBoss application server

The JBoss application server connects the KIPAS 2 application to the MSSQL Server.

To start the JBoss application server if it has been paused or stopped:

- Start the application server by
  - either clicking on "Start > All Programs > KIPAS 2" and then on "Restart JBoss 3.0"
  - or clicking on "Start > Control Panel > Performance and Maintenance > Administrative Tools > Services", clicking on "JBoss" and then on "Restart the service".

  The application server will start.

To terminate the JBoss application server:

Caution

Ensure that especially in a network installation, no other user is still working with KIPAS 2 if you have to stop the application server for any reason.

Please remember that by stopping JBoss the connection to the database is interrupted and working with KIPAS 2 is no longer possible. Only stop the JBoss application server if you are sure that KIPAS 2 is not being used at that point in time.

- Stop the application server by clicking on "Start > Control Panel > Performance and Maintenance > Administrative Tools > Services", clicking on "JBoss" and then on "Stop the service".

  The application server will stop.

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Starting and stopping the MSDE database server

The icon in the notification area on the taskbar shows the status of the database server:

Icon	Status
	Database server is running
	Database server paused
	Database server stopped

To start the database server if it has been paused or stopped:

- Start the application server by
  - either right-clicking on the program icon on the taskbar to display the shortcut menu and clicking on "MSSQLServer – Start" or "MSSQLServer – Continue" if it has been paused
  - or clicking on "Start > Control Panel > Administrative Tools > Services", clicking on "MSSQLSERVER" and then on "Start the service" or "Restart the service".

  The MSQL application server will start.

To terminate the database server:

 **Caution**

Ensure that especially in a network installation, no other user is still working with KIPAS 2 if you have to stop the database server for any reason.

Note that by terminating MSDE the connection to the database is interrupted and working with KIPAS 2 is no longer possible. Only stop the database server if you are sure that KIPAS 2 is not being used at that point in time.

- Terminate the MSSQL server by
  - either right-clicking on the icon on the taskbar to display the shortcut menu and clicking on "MSSQLServer – Stop"
  - or clicking on "Start > Control Panel > Administrative Tools > Services", clicking on "MSSQLSERVER" and then on "Stop the service".

  The MSSQL server will stop.

Reading chip cards

In KIPAS 2 it is possible to read the data below stored on a chip card:

- Licence data from the KIPAS Licence Card
- Workshop card data ("Login" to KIPAS 2 with a workshop card).

Condition

To read in chip card data

- the chip card reader that is included in the delivery schedule must be connected to the computer and
- in "Tools > Options: "Tachographs / Test devices" tab the chip card reader settings must be correct.

Additional chip card readers can be obtained from your service partner.

Important

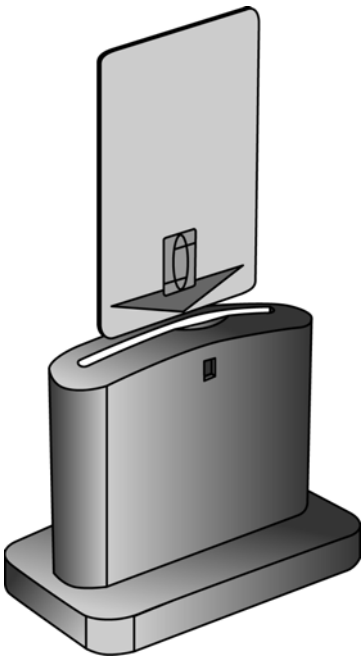
Chip card data can only be read if the chip card has been inserted correctly into the chip card reader (see the figure below).

Caution

The chip card must not be removed from the chip card reader while it is being read. This could destroy the data on the chip card.

To read chip cards:

- Insert your chip card – chip face down and pointing to you – into the chip card reader up to the stop.



For more information please refer to "Login" and "Software licensing".

Startup and licensing the software

When KIPAS 2 is installed, the tasks below must be distinguished:

- Startup (demo mode)
- Licensing for the first time
- Re-licensing after modifying workshop data.

The four KIPAS 2 software operating modes are closely linked to the licensing procedure:

- Demo mode
- Temporary full mode
- Full mode
- Reactivation mode.

Demo mode

The software has not yet been licensed. KIPAS 2 is available with restrictions: Archiving of mass memory data, import and export functions, analyses and the print function are not available (see also Software demo version). Even in demo mode you must log on to KIPAS 2 ("Login").

For more information please refer to Startup (demo mode).

Full mode

If KIPAS 2 has been licensed by reading the licence data from the KIPAS Licence Card, all the software functions are available (see also Software full version and KIPAS Licence Card).

For more information please refer to Licensing for the first time.

Reactivation mode

The licence data is no longer up to date. When an activation request has been created (see also "Edit workshop data") KIPAS 2 switches to reactivation mode.

Until the new licence data is read in the previous company details are printed on the test certificates.

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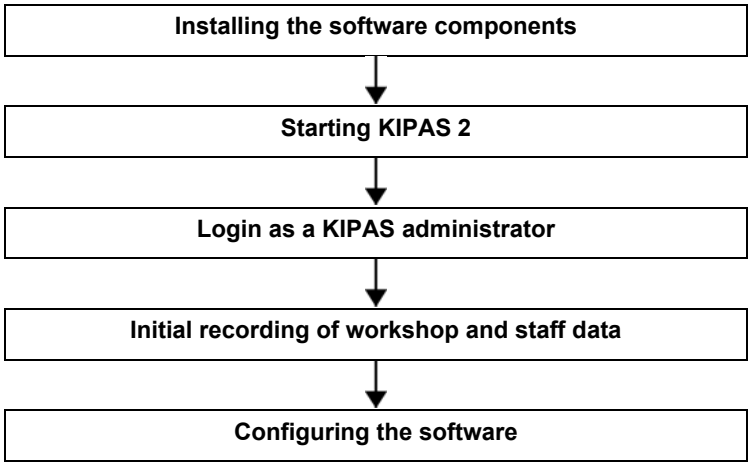
Temporary full mode

By entering the signature, KIPAS 2 switches to temporary full mode for 14 days.

For more information please refer to "Edit workshop data".

Startup (demo mode)

The KIPAS 2 startup procedure includes the steps from installing the software components to configuring the demo version.



Important

When the activation request has been created, KIPAS 2 operates in demo mode. The activation request can be created at any time.

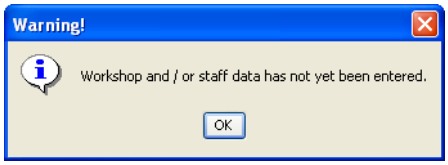
Tip

You can licence KIPAS 2 at any time by reading in the KIPAS Licence Card (see Licensing for the first time).

To set up KIPAS 2:

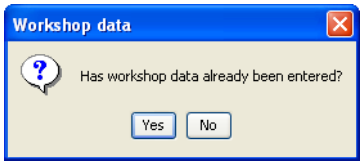
1. Start KIPAS 2 (see Starting and exiting KIPAS 2).

   A message is displayed telling you that no staff data is available.



2. Confirm the message with [OK].

   The message box closes and you are asked whether the data has already been entered.



3. Click on

   - [No] if you have installed KIPAS 2 for the first time.

     The login dialogue box is displayed. Please continue with step 7.

   - [Yes] if KIPAS 2 has already been installed previously and data has already been entered.

     If you have clicked on [Yes], enter the seal number. Once you have entered it, you can log on to the program and work with KIPAS 2 as usual. Additional information can be found in the installation instructions and quick reference guide on the KIPAS 2 CD.

4. Enter the standard access data:

   - user name "admin"
   - password "admin".

Tip

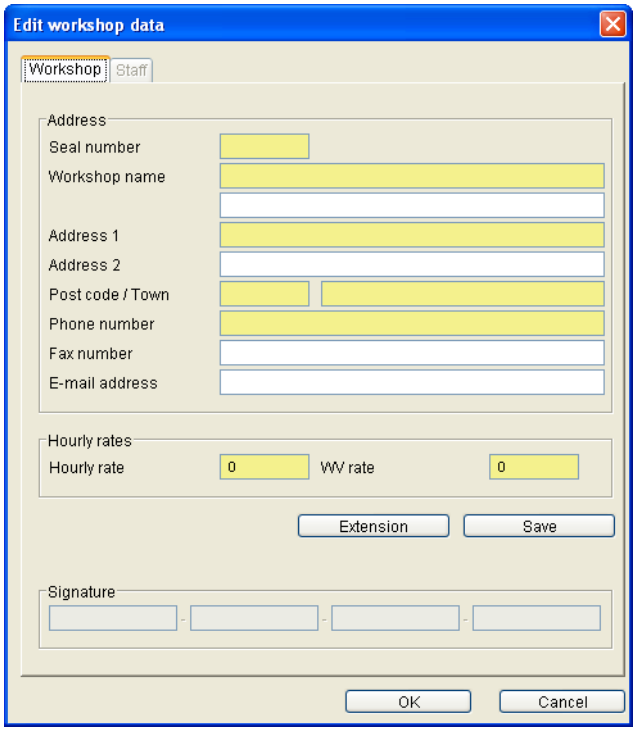
This password can be changed when KIPAS 2 has been set up by choosing "Tools > Change password".

5. Click on [OK].

   A message is displayed telling you that you have logged in successfully.

6. Confirm the message with [OK].

   The "Edit workshop data" dialogue box opens automatically with the "Workshop" tab.



Important

Please make sure that the workshop data has been entered correctly. This information is also printed on the test certificate.

For the KIPAS 2 Demo mode you must also create at least one employee here.

7. Under "Address", enter the required data.
   - "Seal number": the unique seal number of your company
   - "Workshop name": the exact name
   - "Address 1" and "Address 2": the street name and house number and, if required, additional address information such as "Frankfurt branch office"
   - "Post code / Town": the post code (left box) and town (city) where your company is located (right box)
   - "Phone number": the phone number of your company's switchboard
   - "Fax number": the fax number of your company's switchboard
   - "E-mail address": the e-mail address of your company's switchboard.

8. Under "Hourly rates", enter the required data.
   - "Hourly rate": your company's hourly rate
   - "WV rate": your company's work value rate (rate charged per 6 minutes).

Condition

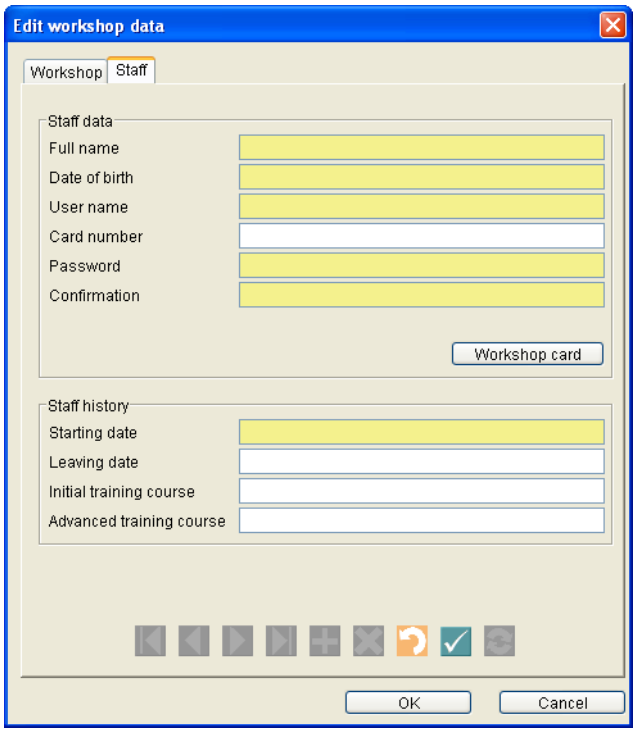
You can only save the data if you have filled in all the fields (required fields) that are highlighted in colour on the "Workshop" tab.

9. [Save] the workshop data.

   If you have filled in all the (mandatory) boxes correctly, the following message will be displayed: "Workshop data has been saved successfully".

10. Confirm the message with [OK].
11. Switch to the "Staff" tab and click on  .

    The tab is displayed and you can create a new employee.



Important

To work with KIPAS 2 you must enter the details of at least one employee.

12. Under "Staff data", enter the required data.
    - "Full name": the employee's first name and surname
    - "Date of birth": the date of birth
    - "User name": the employee's user name with which he/she logs on to KIPAS 2
    - "Card number": the number of the workshop card assigned to the employee
    - "Password" and "Confirmation": the password with which the user logs in. This password can be changed by the user after login by choosing "Tools > Change password".
13. Under "Staff history", enter the required data.
    - "Starting date": the date the employee started working for the company
    - "Initial training course": the date when the employee attend a tachograph inspection training course
    - "Advanced training course": the date the employee last attended an advanced tachograph inspection training course
14. Save the employee's data with  .

    If you have filled in all the (mandatory) boxes correctly, the following message will be displayed: "Staff data has been saved successfully."
15. Confirm the message with [OK].

    A message will be displayed asking you whether you want to enter further staff data.
16. Click on
    - [Yes], if you want to enter further staff data. Start again with step 11.
    - [No] if you do not want to enter any further staff data.
17. Click on [OK] to close the "Edit workshop data" dialogue box.

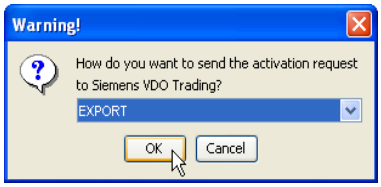
    A message will be displayed asking you whether you want to save the changes.

18. Confirm with [OK].

    A message will be displayed that your workshop data has been modified and needs to be activated by Siemens VDO Trading GmbH.

19. Confirm with [OK].

    A message will be displayed asking you whether you want to print the activation request to be sent by fax or save it to an export file.



    Now, KIPAS 2 starts in demo mode and the main program window opens. Please continue with step 22.

20. Specify how the activation request is to be output. If you select

    - "Fax" the print options dialogue box will open. Here you can select further print settings and start printing.
    - "EXPORT" the activation request will be saved as an REQ file with the current date in the "..\KIPAS20\Upload" subdirectory.

21. Click on [OK] to start the output.

    The "Edit workshop data" dialogue box closes automatically.

22. Log in as a KIPAS administrator; see step 4.

    First of all, you should make further settings, e.g. for connected devices.

23. Specify the program settings by choosing "Tools > Options".

    For more information please refer to "Options".

24. Click on [OK] when you have made the necessary settings.

25. If you want to enter further data, you can now create customers in "Customer management" for example.

26. Or exit KIPAS 2 by

    - choosing "File > Close" or
    - clicking on "Close" in the upper right corner of the program window's title bar.

    The KIPAS 2 main program window closes.

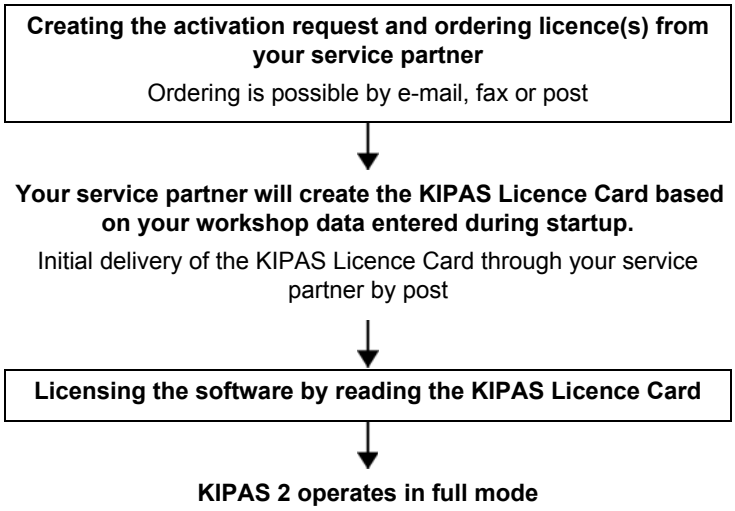
27. If you want to licence KIPAS 2, send your activation request to your service partner by fax or e-mail.

    Based on the your workshop data, your service partner will create the KIPAS Licence Card or signature with which the application can be licensed; see Licensing for the first time.

    A signature with which KIPAS 2 is licensed temporarily is only issued in exceptional cases. You will receive the signature by fax, e-mail or telephone; see Entering the signature.

Licensing for the first time

License the software by reading the KIPAS Licence Card (chip card) into KIPAS 2. The program will then operate in Full mode automatically.



Tip

If you don't receive your KIPAS Licence Card within 14 days after creating an activation request, you can contact your service partner and apply for a signature that will switch KIPAS 2 to temporary full mode for 14 days; see Applying for an extension.

To license KIPAS 2 for the first time by reading the KIPAS Licence Card:

1. Insert the KIPAS Licence Card into the chip card reader.

   Important

   Please observe the instructions for reading chip cards (see Reading chip cards).

2. Start KIPAS 2 and log on as an administrator.

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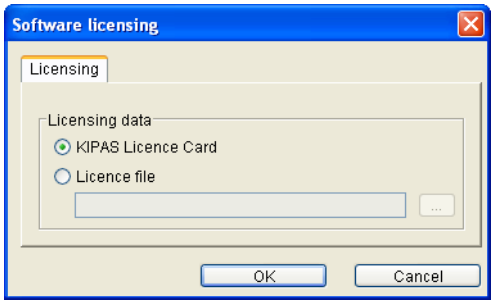
3. Choose "Tools > Software licensing".

   The "Licensing" tab opens.



4. Select "KIPAS Licence Card".
5. Click on [OK] to start the reading process.

   The KIPAS licence data is read from the chip card and the "Software licensing" dialogue box closes.

6. Log off KIPAS 2 and log in again.

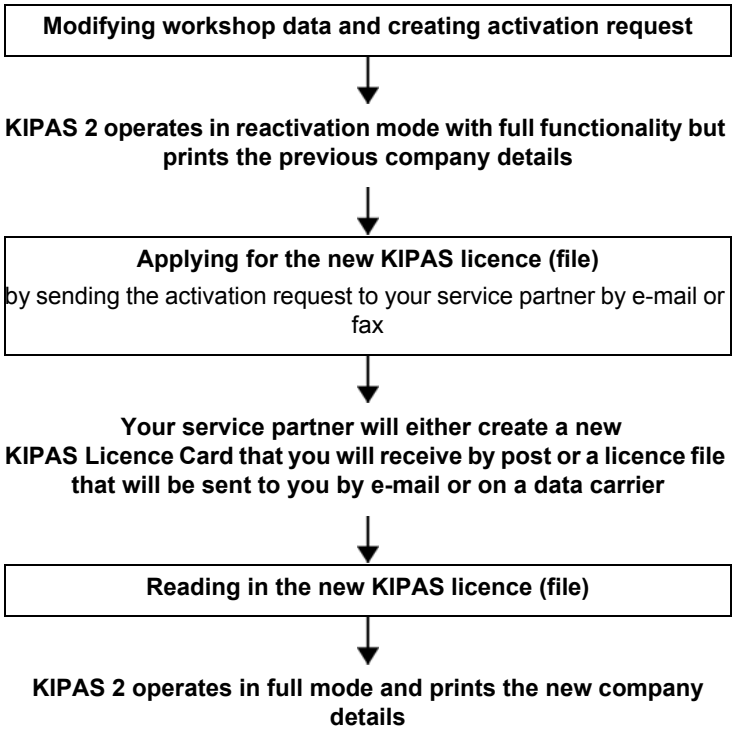
   KIPAS 2 operates in Full mode.

Important

Please contact your service partner directly if you encounter any problems when licensing the program.

Re-licensing after modifying workshop data

The KIPAS licence is created based on your company details. If the workshop data (company data) changes, you must contact your service partner and apply for a new KIPAS licence.



Based on the activation request data you have created by choosing "Tools > Edit workshop data", your service partner will either create

- a licence file that you will receive by e-mail or on a data carrier. Choose "Tools > Software licensing" and your chip card reader to copy the file to your KIPAS Licence Card.
- or a new KIPAS Licence Card that you will receive by post.

Important

When you create an activation request via "Tools > Edit workshop data", KIPAS 2 switches to Reactivation mode.

To obtain a new licence for KIPAS 2:

1. Choose "Tools > Edit workshop data" to create an workshop data activation request.

   For further information, please refer to "Edit workshop data".

2. Send the activation request to your service partner.

   Your service partner will create the new licence file and either send you a new KIPAS Licence Card by post or a licence file by e-mail.

3. Read the new licence data into KIPAS 2:

   - If you received a new KIPAS Licence Card, the data must be read in while KIPAS 2 is running (see "Tools > Software licensing").
   - If you received a licence file, it must be written onto the KIPAS Licence Card (see "Tools > Software licensing").

     The program is activated automatically when the new licence file has been written to the KIPAS Licence Card.

4. Log off KIPAS 2 and log in again.

   KIPAS 2 operates in Full mode again and prints the new company details onto the test certificate.

Important

Please contact your service partner directly if you encounter any problems with the new licence or when activating the software functions.

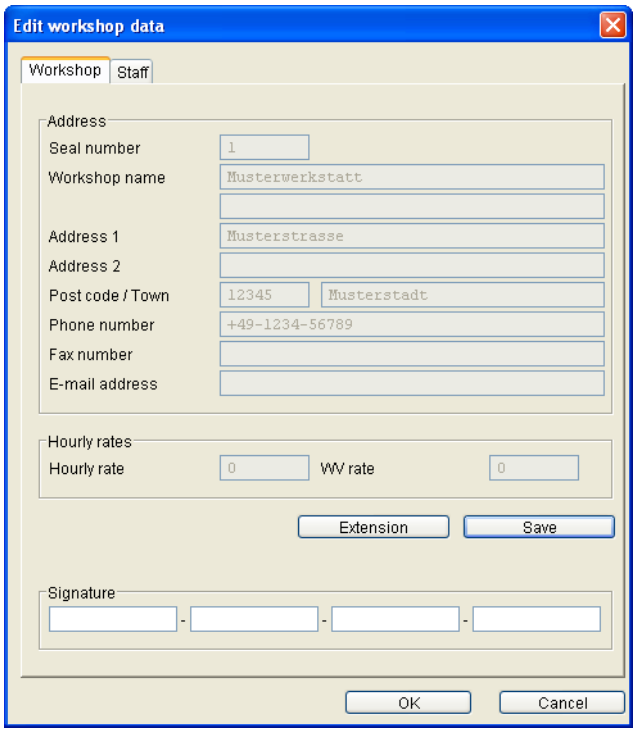
Applying for an extension

If the period of 14 days was not sufficient, you can apply for an extension.

To create an activation request for an extension:

1. Choose "Tools > Edit workshop data".

   The "Workshop" tab opens.



2. Select [Extension] and create an activation request.
3. Send it to your service partner.

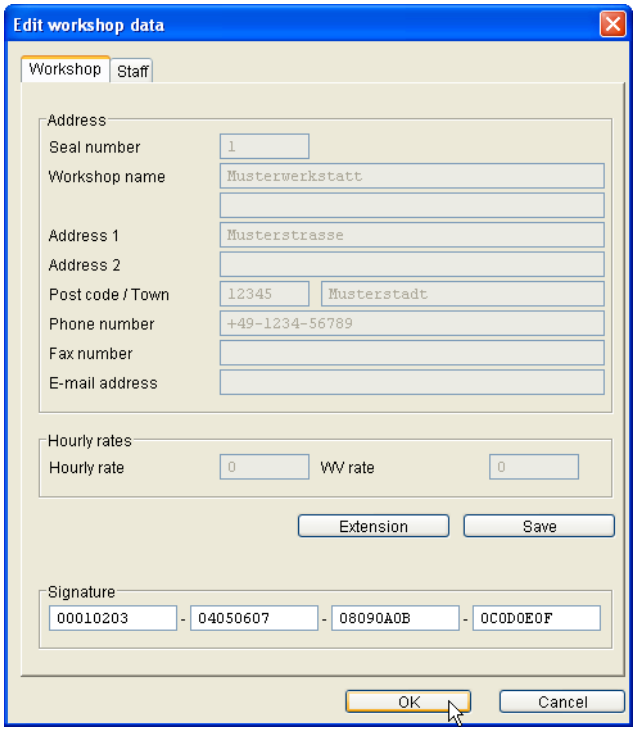
   For more information please refer to Startup (demo mode).

Entering the signature

To enter a signature:

1. Choose "Tools > Edit workshop data".

   The "Workshop" tab opens.



2. Under "Signature", enter the signature (4 x 8 characters) received by fax or e-mail.
3. Save the signature by clicking on [Save]..

   The boxes under "Signature" appear dimmed. The boxes under "Address" and "Hourly rates" are made available for future changes.

4. When you have entered the signature, click on [OK] to close the "Edit workshop data" dialogue box.

   Now, KIPAS 2 operates in Temporary full mode and you can continue working with your previous data.

Configuring KIPAS 2

Tip

Before you create your first test certificate using the KIPAS 2 workshop software you should carry out the steps below:

- "Edit workshop data", "Staff" tab: Create your employees.

  To work with KIPAS 2 you must log on as a user.

- "Customer management", "Customer data" tab and "Vehicle" tab: Create customer and vehicle data.

  Test certificates can only be created for customers and vehicles.

The following steps are optional as these functions are only available in full mode.

Condition

Some of these steps require administrator rights. Therefore, these should be carried out by the KIPAS administrator.

- "Options", "Printer" tab: Set the page margins and check them on a test printout.

  The front of the test certificate with the installation and constant plaque must be printed correctly. KIPAS 2 enables you to make the necessary settings to adjust the test certificate front page to your printer.

- "Options", "Database backup" tab: Specify when the data is to be backed up by selecting the relevant check boxes.

  You should enable the database backup function so that you always have a backup copy of your KIPAS 2 data.

- Connecting SDS test devices.

  With KIPAS 2 you can copy inspection data directly from an SDS test device (such as MTC, ATC and CTC).

- Installing Adobe / Acrobat Reader.

  KIPAS 2 requires Adobe / Acrobat Reader to display the analyses available in the "Analysis" menu.

Finally, choose "Checks > New" to

- enter your tachograph inspections and / or RSL checks in KIPAS 2 and
- print out the corresponding test certificate (full mode).

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File

Overview of menu commands

The "File" menu on the menu bar includes the commands below:

- **"Login"**

  This command opens a dialogue box to log on to KIPAS 2 with the user data ("User name" and "Password") or a workshop card and the user data.

- **"Logoff"**

  With this command you log off KIPAS 2, prior to interrupting your program session for example

- **"Archive mass memory"**

  This command opens a dialogue box to read in and archive digital tachograph mass memory data. You can also retrieve the stored data from the database to hand it over to a customer.

- **"Delete mass memory"**

  This command opens a dialogue box to select and delete the mass memory data stored in KIPAS 2.

Important

Please observe the regulations in your country.

- **"Export"**

  This command opens a dialogue box to retrieve customer, contact and vehicle data from the database and save it to a file.

- **"Import"**

  This command opens a dialogue box to transfer customer, contact and vehicle data stored in a file to the database.

- **"Exit"**

  Use this command to quit KIPAS 2 correctly.

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Login

Choose "File > Login" or click on the relevant toolbar button to open the "Login" dialogue box.

KIPAS 2 requires users to log on. In KIPAS 2 you log on

- with your "User name", "Password" and a workshop card to enter digital tachograph inspection data or
- with your "User name" and "Password".

Important

If you want to create a digital tachograph test certificate, you must log on with a workshop card. When you have logged on, KIPAS 2 reads in the data from the workshop card and saves it in a buffer memory

- for a period of 45 minutes so that the inspection data can be transferred to the test certificate (see also "Test certificate > New") or
- until the user logs off again (see also "File > Logoff") or
- until another user logs on.

KIPAS 2 assigns all checks and special checks to the logged on user automatically.

Tip

If you have problems logging on or accessing program functions, please check whether the application server has been started and / or contact the KIPAS administrator in your company.

Condition

To log on to KIPAS 2

- a user must be created as an employee in "Edit workshop data: "Staff" tab.
- a user must be created with a workshop card if he is to carry out digital tachograph inspections.

To log on with a workshop card:

1. Click on

   - the "Login" toolbar button or
   - choose "File > Login" on the menu bar.

   The dialogue box of the same name opens.

Important

The user must be assigned to the workshop card with which he logs on.

2. Insert the workshop card into the chip card reader.

   Please observe the instructions for reading in chip cards (see Reading chip cards).

Important

3. Enter your user name and password.

   An asterisk (*) is displayed for each character you enter.

4. Click on [Workshop card] to start the login process.

   KIPAS 2 reads the workshop card data. A message is displayed telling you that you have logged on successfully. The program displays another message telling you that you must not remove the workshop card from the chip car reader as the calibration data is still being read (see also Displaying workshop data and saving it to a file).

   If your workshop card expires soon, a corresponding message will also be displayed in due course.

Important

Login will be denied if KIPAS 2 detects that the workshop card is not assigned to the user.

5. Confirm the messages with [OK].

   The dialogue boxes close. The buttons are made available. KIPAS 2 reads the data from the workshop card and saves it in a buffer memory. While the card is being read, the LED on the front of the chip card reader flashes.

Important

Only if the data has been read in completely (the LED on the chip card reader has stopped flashing) can you access the current workshop data in "Checks > New" by clicking on [Read in]. If the data has not yet been read completely when choosing "Checks > New" and clicking on [Read in], the workshop card data will not be displayed, but a dialogue box opens to read in the card data.

Please note that not all commands are available in Demo mode.

To log on to KIPAS 2 without a workshop card:

1. Choose "File > Login".

   The dialogue box of the same name opens.

2. Enter your user name and password.

   An asterisk (*) is displayed for each character you enter.

3. Confirm your access data with [OK].

   A message is displayed telling you that you have logged on successfully. The dialogue box closes and the commands are made available.

Important

Please note that not all commands are available in Demo mode.

If login fails, a message indicating the cause of the error is displayed. Confirm this message with [OK], correct the error and repeat the login process.

Logoff

Choose "File > Logoff" to log off KIPAS 2 as a user without having to quit the program. When you have logged off, the program cannot be used by unauthorised persons as the program commands are only available when the "Login" process has been completed successfully.

Important

A logged on user is also logged off automatically when another user logs in.

To log off KIPAS 2:

- Choose "File > Logoff".

  You are logged off, the dialogue box closes and the "Login" command is made available on the "File" menu. If workshop data is still stored in the buffer memory, it will be deleted (see also "File > Login").

Archive mass memory

When replacing a digital tachograph, workshops are obliged to download all the data stored in the mass memory, archive it and hand it over to the transport company (customer) on request.

Mass memory data can be downloaded from a digital tachograph using a Downloadkey, a CTC SDS test device or directly onto a notebook (where KIPAS 2 is installed).

Choose "File > Archive mass memory" to perform the operations below:

- Downloading mass memory data
- Archiving data in compliance with legal requirements
- Printing the Download Certificate or Undownloadability Certificate for digital tachograph mass memory data
- Saving the data under a freely selectable path or burning the data on CD-ROM to be handed over to the customer

Important

If you download, archive or deliver new mass memory data to the customer at a later date (re-archiving), start with the "Vehicle owner data" tab. When you have selected the data, continue with the"Archiving" tab and complete the archiving process with the "Download checklist" tab.

"Vehicle owner data" tab

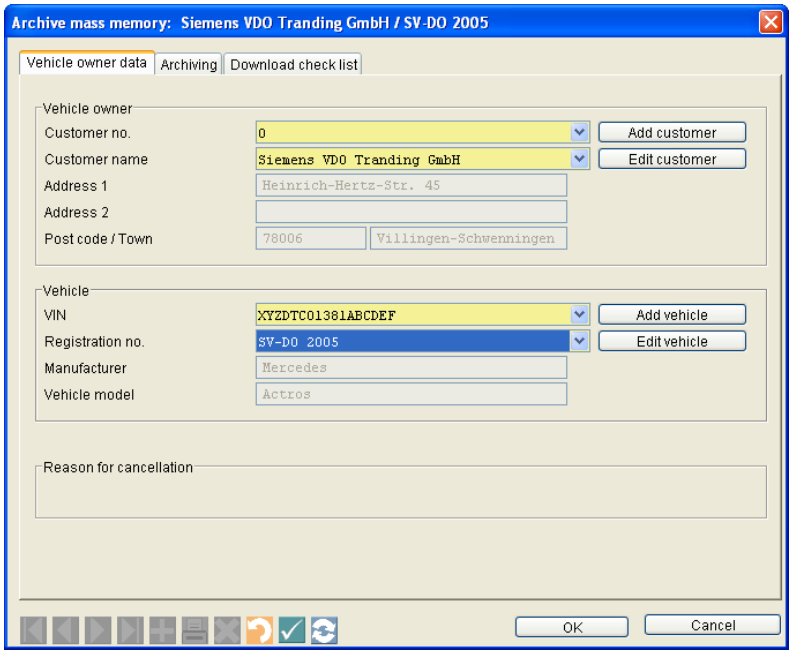
The data on the "Vehicle owner data" tab can be copied from the saved customer data. Master data for new customers can be created directly on this tab.

To select the "Vehicle owner" and the "Vehicle":

1. Choose "File > Archive mass memory".

   The "Vehicle owner data" opens.

2. Click on  to make the boxes for downloading new mass memory data available.



3. Select the "Vehicle owner" and the "Vehicle" by either

   - selecting the vehicle owner via the "Customer no." or "Customer name" and then the vehicle
   - or selecting the vehicle directly via the "VIN" or "Registration no.".

   When you have made a selection, the other boxes relating to the vehicle and the vehicle owner are filled in with the relevant customer data.

Tip

If the customer or the requested vehicle cannot be selected from the lists, click on [Add customer] or [Add vehicle] to switch to the relevant tab in "Customer management" and create a new customer or a new vehicle.

4. To enter further data click on the "Archiving" tab.

"Archiving" tab

On this tab, you can download the mass memory,archive and re-archive the mass memory data to be handed over the customer later (see Re-archiving mass memory data). To do this, carry out the steps below:

- Load the mass memory data from a CTC, a Downloadkey or directly from a digital tachograph into a buffer memory (see Loading data from the data source) or from the database if the mass memory data has already been archived and is to be handed over to the customer.
- Archive the data in the database and / or on a data carrier to be handed over to the customer or transfer the data to another computer, e.g. at an authority, using a serial null modem cable; see Archiving data in the data target.

For more information please refer to Transferring mass memory data to the customer.

Condition

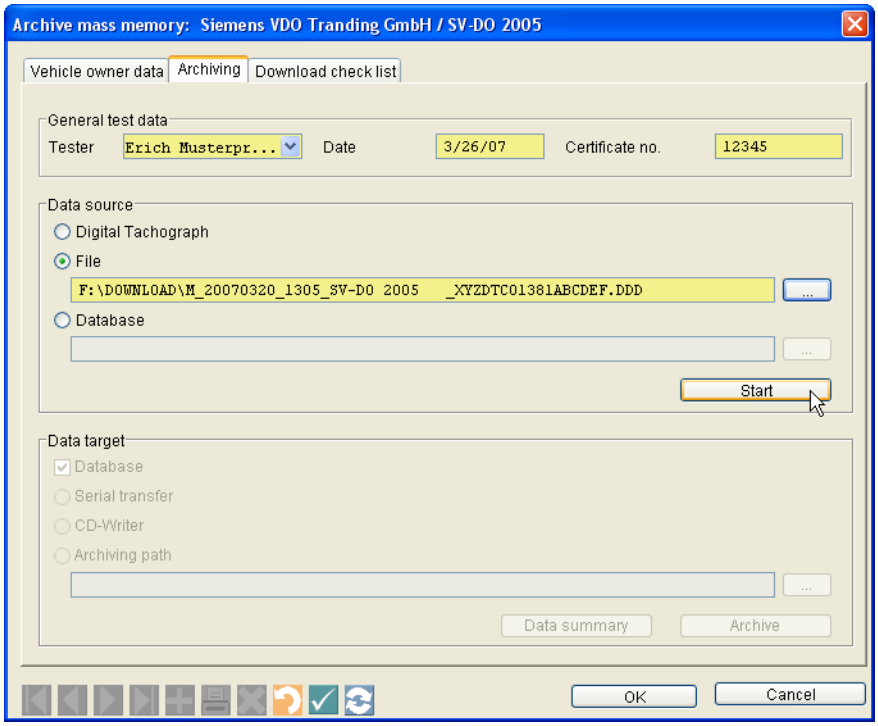
To download the data directly onto a notebook with KIPAS 2 you need the DTCO PC download cable (included in the KIPAS 2 delivery schedule).

Loading data from the data source

To load new mass memory data onto the workshop computer or a notebook:

1. Click on the "Archiving" tab.

   The tab of the same name opens.



2. Check and supplement or correct the information under "Tester", "Date" and "Certificate no.".
3. Under "Data source", select
   - "Digital Tachograph" if the data
     -- is to be read from a CTC SDS test device to which the digital tachograph data was transferred or
     -- is to be transferred onto a notebook with KIPAS 2.

     Please continue with step 7.

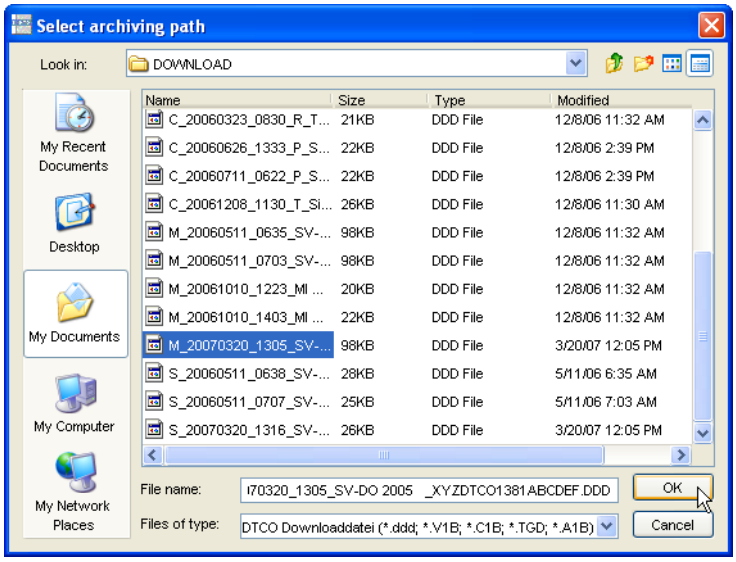
   - "File" if the data is to be transferred using the Downloadkey.

     Please continue with step 4.

   - "Database" if the data is already stored in the KIPAS 2 database and is to be re-archived for a customer.

     For more information please refer to Transferring mass memory data to the customer and Re-archiving mass memory data.

4. Click on ... . The dialogue box to specify the drive to which the Downloadkey is connected opens.
5. In the "Select archiving path" dialogue box select the drive to which the Downloadkey is connected and open the "Download" directory.



Tip

Please refer to the Downloadkey operating instructions (see "Documents") where you will find descriptions of how the mass memory file names are structured.

6. Select the requested file and click on [OK].

   The "Archiving" tab is displayed in the foreground again.

7. Click on [Start] to start the download process.

   The data is loaded into the buffer memory of the workshop computer or notebook. A progress indicator displays the download status.

   Then archive the data.

Transferring mass memory data to the customer

You can transfer the mass memory data to the customer either

- directly while archiving the mass memory data (see Archiving data in the data target) or
- at a later date (see Re-archiving mass memory data).

Important

Please ensure that you only hand over mass memory data that contains the customer's company lock-ins.

Archiving data in the data target

Important

When archiving mass memory data, the "Database" option is selected by default under "Data target". However, saving the data in the database is not compulsory as the system always asks you whether you want to archive the data when starting the archiving function.

Condition

Please note that the mass memory data can only be burned onto CD-ROM directly by selecting "CD-Writer" if

- the workshop computer is equipped with a CD burner,
- the relevant drive has been assigned on the "General" tab in "Tools > Options" and
- the CD-Backup utility is running (see also Pausing and resuming the CD-Backup utility).

To archive digital tachograph mass memory data:

1. Under "Data target" select
   - none of the options below if you just want to archive the data in the KIPAS 2 database.
   - "Serial transfer" if you want to transfer the selected file to another computer via a null modem cable.
   - "CD-Writer" if you want to burn the data onto CD-ROM directly for the customer.
   - "Archiving path" if you want to hand the data over to the customer using a storage medium other than a CD-ROM (floppy disk, USB stick etc.) and select the storage location.

     For information on making the mass memory data available to the customer at a later date, please refer to Re-archiving mass memory data.

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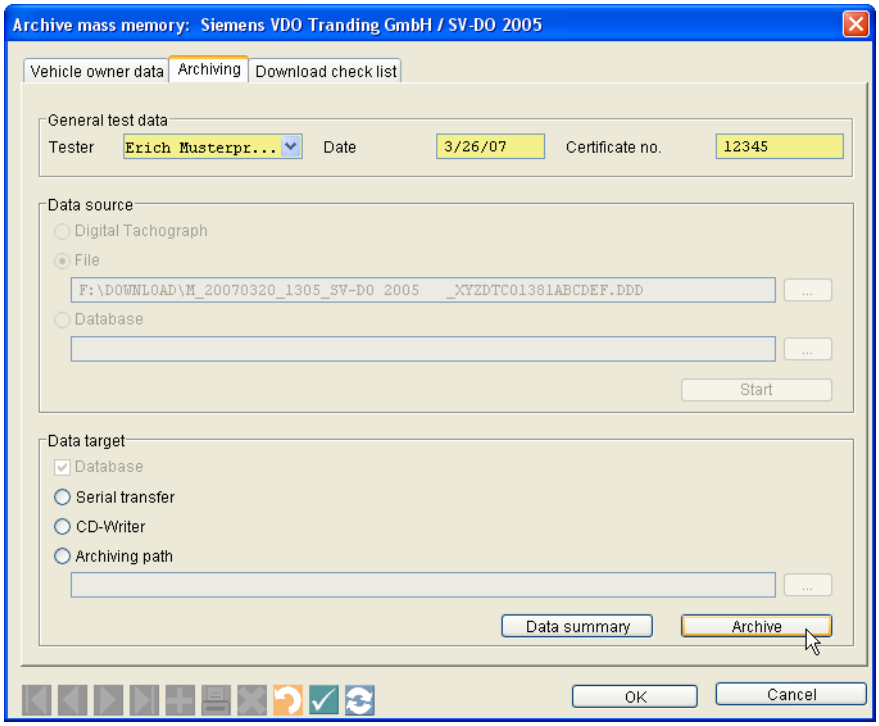
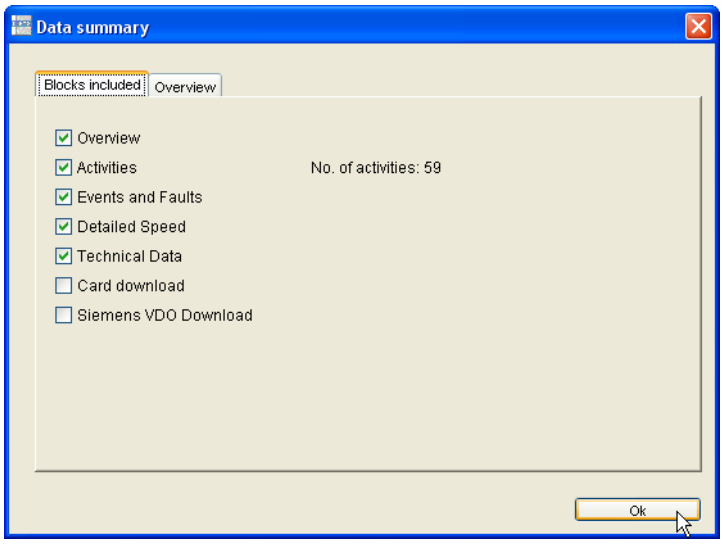
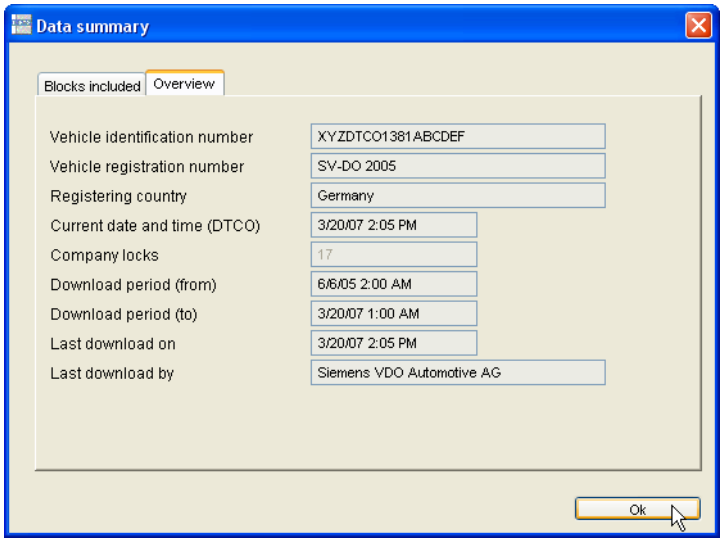


2. Click on [Data summary] if you want to check the loaded data:



- On the "Blocks included" tab, you can check which data has been loaded into the buffer memory.



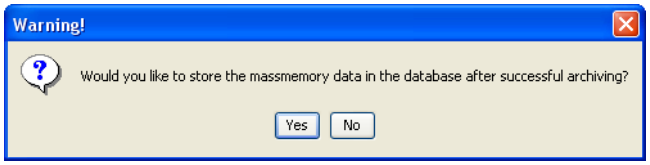
- The "Overview" tab displays the vehicle and digital tachograph data.

3. Click on [OK] to close the dialogue box.

   The "Archiving" tab is displayed in the foreground again.

4. Click on [Archive] to start the archiving process.

   When you have selected "Serial transfer", "CD-Writer" or "Archiving path", the program asks you whether you want to save the mass memory data in the database.

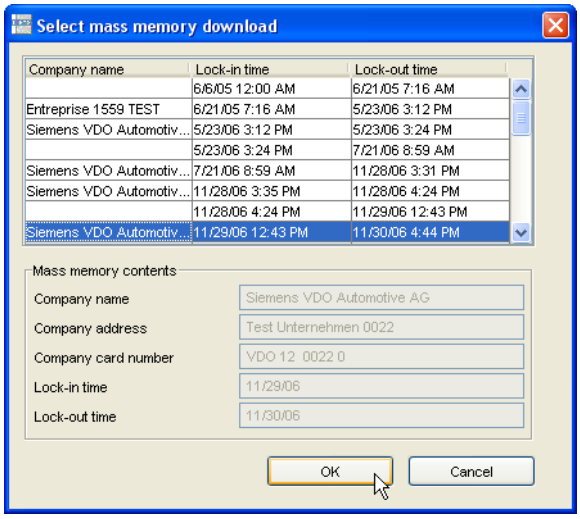


5. Click on

   - [Yes] if the data is to be saved in the database.
   - [No] if this is not necessary as the mass memory data will be archived for the customer immediately by selecting "Serial transfer", "CD-Writer" or "Archiving path".

   If you just want to archive the mass memory data in the database, continue with step 8.

   When you have selected "Serial transfer", "CD-Writer" or "Archiving path", the "Select mass memory download" dialogue box opens.



Based on the company details, you can check the data that you are allowed to hand over to the customer.

! Important

Please ensure that you only hand over mass memory data that contains the customer's company lock-ins.

6. Select the data record and click on [OK].

   Hold down the [Ctrl] key to select several data records.

7. If you have selected

   - "CD-Writer", you will be prompted to insert a writable CD-ROM.

     -- Insert the data carrier into the CD burner.
     -- Click on [OK].

   - "Archiving path"

     -- click on [...] . The dialogue box to select the storage location opens.
     -- Select the storage location.
     -- Confirm with [OK].

   The data will be saved (archived) based on your settings. A progress indicator displays the archiving status.

   If you have archived the mass memory data in the database or in any other way so that the data can be handed over to the customer, a message will be displayed with each archiving operation.

8. Confirm the message(s) with [OK].

   Then you can create the Download Certificate (see "Download checklist" tab).

Re-archiving mass memory data

Perform these steps to re-archive mass memory data:

- Load the data from the database into a buffer memory
- Archive the data on a data carrier for the customer.

Condition

If you want to

- re-archive digital tachograph mass memory data (or hand it over to the customer) at later date, the data must be archived in the database.
- burn digital mass memory data directly onto a CD-ROM, please ensure that the conditions for this are met (see Archiving data in the data target).

Important

Please ensure that you only hand over mass memory data that contains the customer's company lock-ins.

To re-archive mass memory data from the database:

1. Choose "File > Archive mass memory".

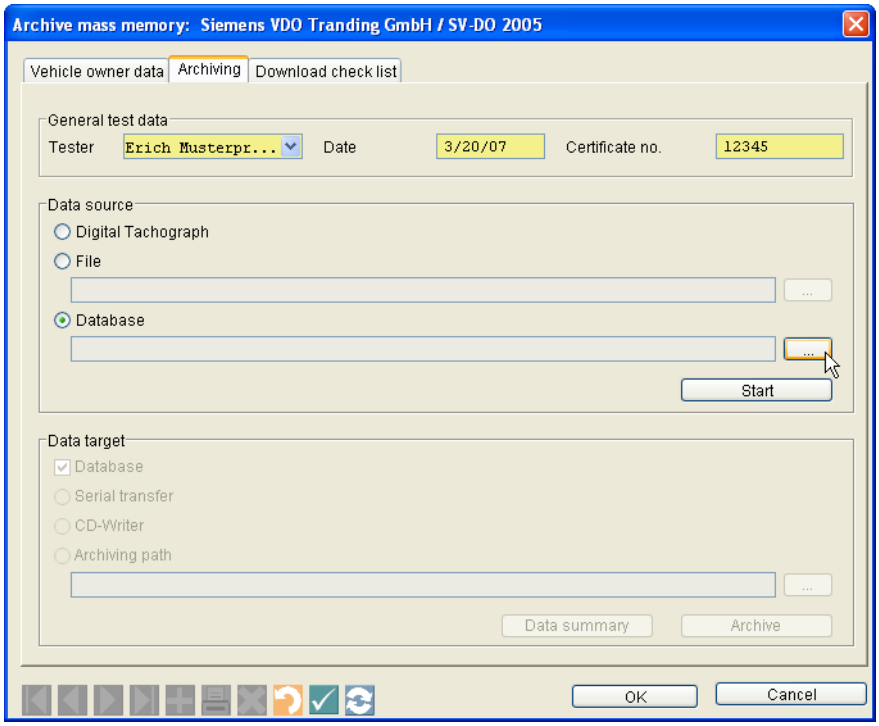
   The "Vehicle owner data" tab is displayed.

2. Click on  to make the boxes for loading the mass memory data available.
3. Select the "Vehicle owner" and the "Vehicle" by either
   - selecting the vehicle owner via the "Customer no." or "Customer name" and then the vehicle
   - or selecting the vehicle directly via the "VIN" or "Registration no.".

   When you have made a selection, the other boxes relating to the vehicle and the vehicle owner are filled in with the relevant customer data.

4. Click on the "Archiving" tab.

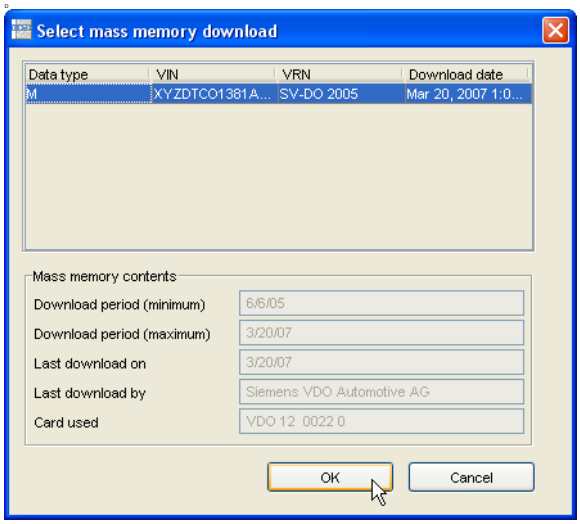
   The tab of the same name opens.



5. Under "Data source" select "Database".

   The button for selecting the data is made available.

6. Click on ... . The dialogue box to select the mass memory file you want to hand over to the customer opens.



7. Select the required file.

   Under "Mass memory contents", further information on the selected mass memory file is displayed.

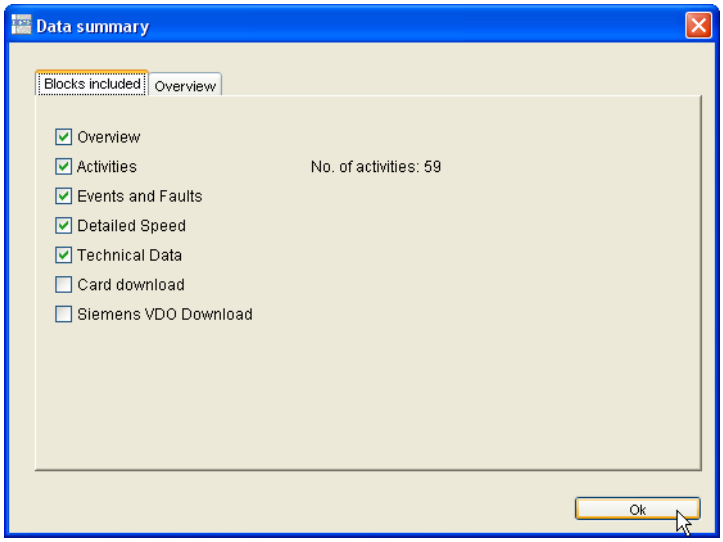
8. Click on [OK].

   The "Archiving" tab is displayed in the foreground again. The name of the selected mass memory file has been copied to the "Database" box.

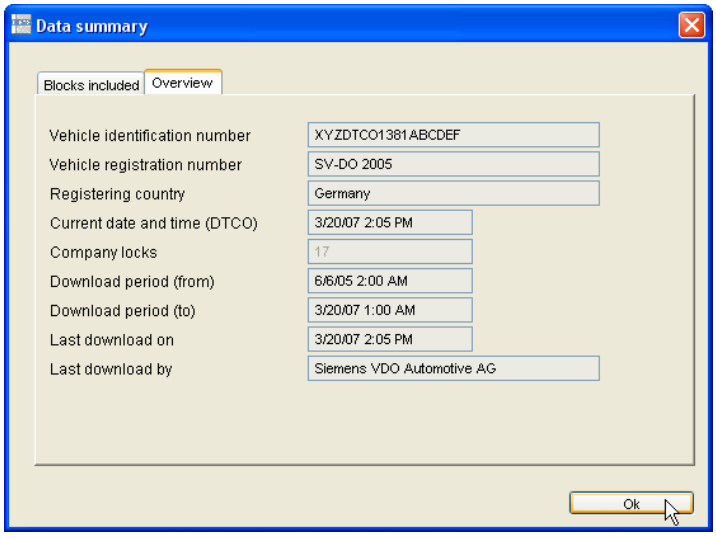
9. Click on [Start].

   The data is loaded from the database into a buffer memory.

10. Click on [Data summary] to check the loaded data.



- On the "Blocks included" tab, you can check which data has been loaded into the buffer memory.



- The "Overview" tab displays the vehicle and digital tachograph data.

11. Click on [OK] to close the dialogue box.

    The "Archiving" tab is displayed in the foreground again.

Important

When re-archiving mass memory data from the database, the "Database" option is no longer selected by default under "Data target".

12. Archive the data for the customer.

    For more information please refer to Archiving data in the data target.

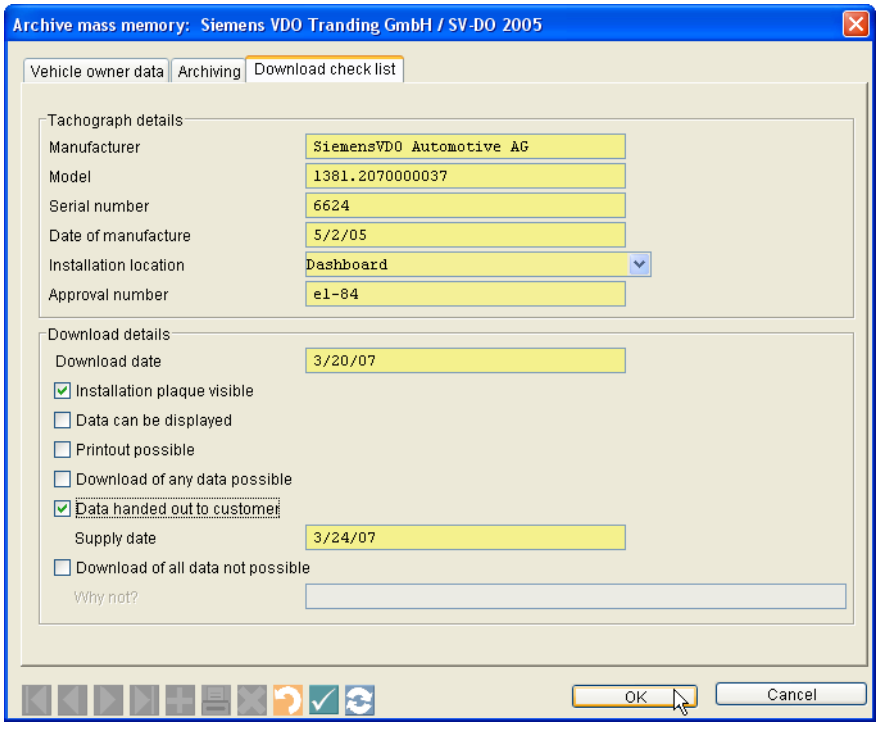
"Download checklist" tab

On this tab, you can check or enter the details for the Download Certificate before printing it (Download Certificate or Undownloadability Certificate for digital tachograph mass memory data).

To enter the data for the Download Certificate and print it:

1. Click on the "Download checklist" tab.

   The tab of the same name opens.



2. Under "Tachograph details", check the information copied during the download process and select the installation location from the list.

   If the download process failed, enter the data manually.

3. Under "Download details", select the relevant check boxes.

   If the data is to be handed over to the customer, the download date and the supply date must be specified.

   If the download process failed, enter a reason for this into the relevant text box.

Important

To print the Download Certificate the data must be saved and all the mandatory fields must be filled in.

4. Click on  to save the data.
5. Click on  to print the Download Certificate.

   The certificate will be printed on the connected printer.

Delete mass memory

Choose "File > Delete mass memory" to delete individual download files from the database. This could be necessary if the mass memory data need no longer be archived as the prescribed archiving period has elapsed or if the mass memory data has been handed over to the customer.

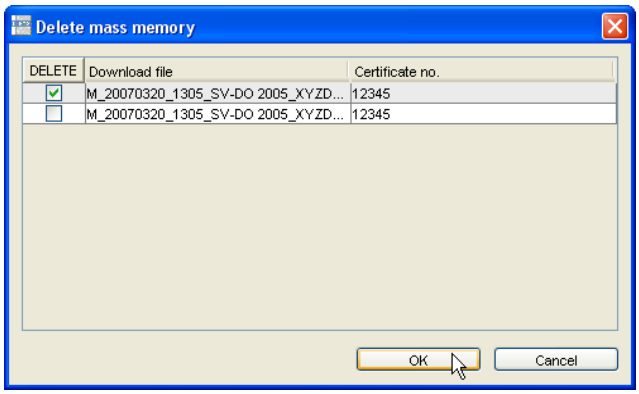
Important

Please observe the regulations in your country relating to the compulsory archiving of digital mass memory data.

To delete mass memory data (download files) manually:

1. Choose "File > Delete mass memory".

   The dialogue box of the same name opens with a list of all download files stored in the database.



2. Select the download files to be deleted by clicking with the mouse.

   The file name in the "Download file" column indicates the download time (date and time), the vehicle registration number and the vehicle identification number.

Tip

Please refer to the Downloadkey operating instructions (see "Documents") where you will find descriptions of how the mass memory file names are structured.

3. Click on [OK] to start the deletion process.

   The dialogue box closes and the selected download files are deleted from the database.

4. Confirm the message telling you that the deletion process was successful with [OK].

Export

Choose "File > Export" to export data records including customer, contact and vehicle details to files so that these can be imported into other programs for editing.

Important

For more information on the structure of XML files please refer to XML file structure.

"Data export" tab

Condition

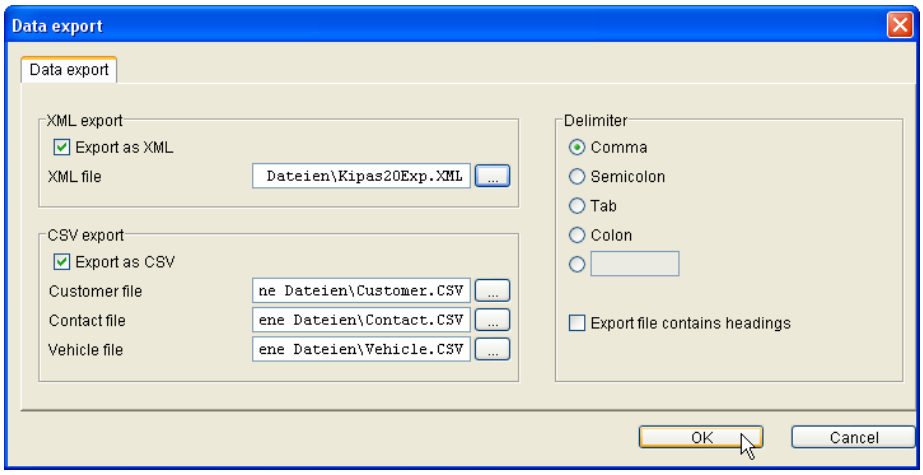
Please note:

- You will need administrator rights to execute the "Export" command, i.e. you must log on as the KIPAS administrator.
- The directories in which the export files are to be stored must have been created before executing the export command.

To export customer data:

1. Choose "File > Export".

   The "Data export" tab opens.



2. Select the "Export as XML" check box to specify that the data is to be saved to an XML file.
3. Click on ... . The dialogue box to select the directory under which the file is to be saved opens. Or enter the path and file name manually.
4. Select the "Export as CSV" check box to specify that the data will be saved to individual CSV files.
5. Click on ... . The dialogue box to specify the directory under which the file is to be saved opens. Or enter the path and file name manually for the files below:

   - "Customer file"
   - "Contact file"
   - "Vehicle file".

6. Under "Delimiter", select the column delimiter and specify whether the (column) headings are to be exported too.

   Please make sure that you do not use any delimiters that are already used in the customer data to separate names for example.

! Important

7. Click on [OK] to start the export process.

   A message will be displayed confirming that the files have been exported successfully.

Import

Choose "File > Import" to import files containing customer, contact and vehicle details exported from other programs.

Tip

You can find out how the data has to be structured for CSV import by exporting the data saved in KIPAS 2 (see "Export") and opening the export file in a text editor. Text editors are part of the Windows operating system and can be opened like any other program via "Start > All Programs > Accessories > Notepad (Wordpad)".

Important

For more information on the structure of XML files please refer to XML file structure.

"Data import" tab

Condition

Please note:

- You will need administrator rights to execute the "Import" command, i.e. you must log on as the KIPAS administrator.
- For CSV files you need to know which delimiters were used.

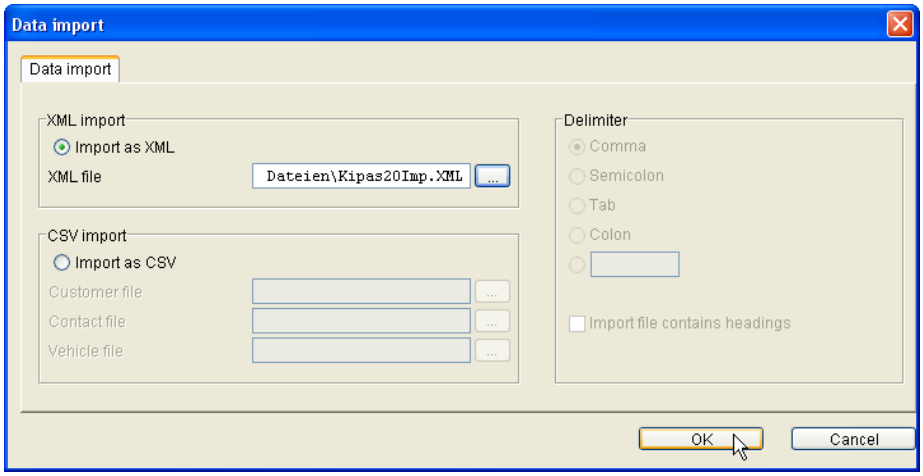
Tip

If you do not know the delimiter, you can open the file in a text editor.

To import customer data from a file:

1. Choose "File > Import".

   The "Data import" tab opens.



2. Select the "Import as XML" check box to specify that the data of a saved XML file will be imported.

3. Click on [...]. The dialogue box to select the XML file opens. Or enter the path and file name manually.
4. Select the "Import as CSV" check box to specify that the data will be imported from individual CSV files.
5. Click on [...]. The dialogue box to select the CSV file opens. Or enter the path and file name manually for the files below:
   - "Customer file"
   - "Contact file"
   - "Vehicle file".
6. Under "Delimiter", select the column delimiter and specify whether (column) headings are included in the files.
7. Click on [OK] to start the import process.

   A message will be displayed telling you that the import process has been completed successfully.

Exit

Choose "File> Exit" to close the KIPAS 2 program window.

To exit KIPAS 2:

1. Close the currently open program window – if you have not already done so.
2. Exit KIPAS 2 by
   - choosing "File > Exit" or
   - clicking on  "Close" in the upper right corner of the program window's title bar.

   The "KIPAS Workshop Software for Tachographs" main program window closes and KIPAS 2 will be terminated.

   For more information on starting and terminating software components please refer to Starting and exiting KIPAS 2.

View

Choose "View > Toolbar" to show and hide the toolbar with the Toolbar buttons for menu commands (toolbar).

Important

The toolbar is displayed automatically each time you start KIPAS 2.

To show and hide the toolbar:

1. Choose "View > Toolbar".

   The toolbar will be hidden.

2. Choose "View > Toolbar" again.

   The toolbar will be shown again.

Checks

Overview of menu commands

The "Checks" menu on the menu bar includes the commands below:

- **"New"**

  This command opens a dialogue box to enter the data of a new check or inspection (tachograph inspection and / or RSL check).

- **"Open"**

  This command opens a dialogue box to select, display or, if necessary, cancel the data of saved checks and inspections (tachograph inspection and / or RSL check).

- **"New special check"**

  This command opens a dialogue box to enter the data for a new special check.

- **"Open special check"**

  This command opens a dialogue box to select, display or, if necessary, cancel the data of saved special checks.

- **"Customer management"**

  This command opens a dialogue box to create a new vehicle owner, his vehicles as well as the contact person responsible for the vehicles. You can view data that has already been created and if necessary edit or delete it.

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New

Choose "New" or click on the associated toolbar button to create, save and print a new test certificate for

- a tachograph inspection and / or
- an RSL check.

Condition

A digital tachograph test certificate can only be created when you have logged on using a workshop card.

In addition, the customer and the vehicle must have been created in KIPAS 2. To find out how to do this please refer to "Customer management":

- In the "New" dialogue box, click on [Add customer] and [Edit customer] to switch to "Customer management" to create a new customer or correct the saved customer data.
- If the customer already exists but the corresponding vehicle is missing, you can click on [Add vehicle] to switch to the "Vehicle" tab in customer management. Saved vehicle data can be corrected directly by clicking on [Edit vehicle]. You need not close the "New" dialogue box first.

To create a new test certificate start recording the Data on the front of the test certificate. When all mandatory fields have been filled in, continue with recording the Data on the back of the test certificate.

Important

When creating a digital tachograph test certificate, you must read the inspection data from the workshop card so that this data can be archived electronically as prescribed by law.

Important

Please note that the test certificate data can only be modified within 24 hours of the first printout. If the certificate was printed more than 24 hours ago,

- the faulty test certificate must be cancelled via "Checks > Open" and
- the test certificate must be created again via "New".

Data on the front of the test certificate

The inspection data to be printed on the front of the test certificate is entered on the tabs below:

- "Vehicle owner data" tab
- "Tachograph data" tab
- "RSL data" tab
- "Vehicle test" tab
- "Device test" tab.

Important

Only if you have filled in all the coloured boxes (mandatory fields) on the "Vehicle owner data" tab as well as those relating to the selected inspection or check can you record the data to be printed on the back of the test certificate on the tabs below.

Data on the back of the test certificate

The inspection data to be printed on the back of the test certificate is entered on the tabs below:

- "General work" tab
- "Special equipment" tab
- "Service" tab.

Important

Only if you have filled in all the coloured boxes (mandatory fields) for the back of the test certificate can you save and print a test certificate (front and back).

Copying data from SDS test devices and the workshop card

As well as entering data manually, you can also copy some of the data to be printed on the front of the test certificate directly from a connected SDS test device or the workshop card. For more information please refer to Copying inspection data from an SDS test device or a workshop card.

"Vehicle owner data" tab

The data to be entered on the "Vehicle owner data" tab is printed on the front of the test certificate.

Important

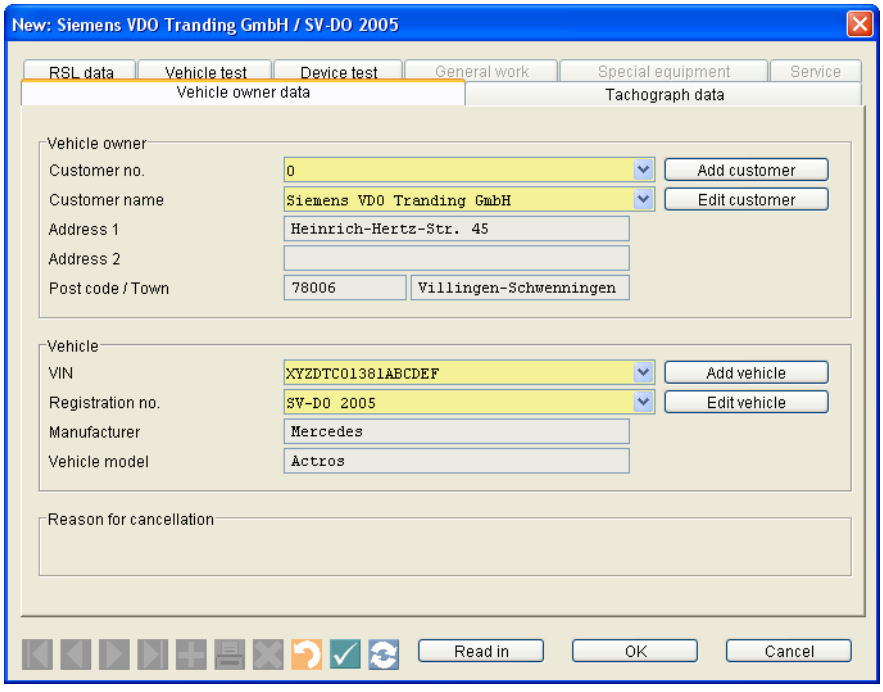
Please note that the test certificate data can only be modified within 24 hours of the first printout. If the certificate was printed more than 24 hours ago,

- the faulty test certificate must be cancelled via "Checks > Open" and
- the test certificate must be created again via "New".

To select the "Vehicle owner" and the "Vehicle":

1. Click on
   - the "Create a new Test Certificate" toolbar button or
   - choose "Checks > New" on the menu bar.

   The "Vehicle owner data" tab opens.



2. Select the "Vehicle owner" and the "Vehicle" by either
   - selecting the vehicle owner via the "Customer No." or "Customer name" and then the vehicle
   - or selecting the vehicle directly via the "VIN" or "Registration no.".

   When you have made a selection, the other boxes relating to the vehicle and the vehicle owner are filled in with the relevant customer data.

Tip

If the customer or the requested vehicle cannot be selected from the lists, click on [Add customer] or [Add vehicle] to switch to the relevant tab in "Customer management" and create a new customer or a new vehicle.

Important

Some of the data can be copied from an SDS test device or a workshop card (see Copying inspection data from an SDS test device or a workshop card). From the FTCO 1319, the SDS test device data also includes information for identifying the vehicle (the first 8 or 17 digits of the vehicle identification number).

3. To continue entering the data manually click on the "Tachograph data" tab.

"Tachograph data" tab

The data to be entered on the "Tachograph data" tab is printed on the front of the test certificate.

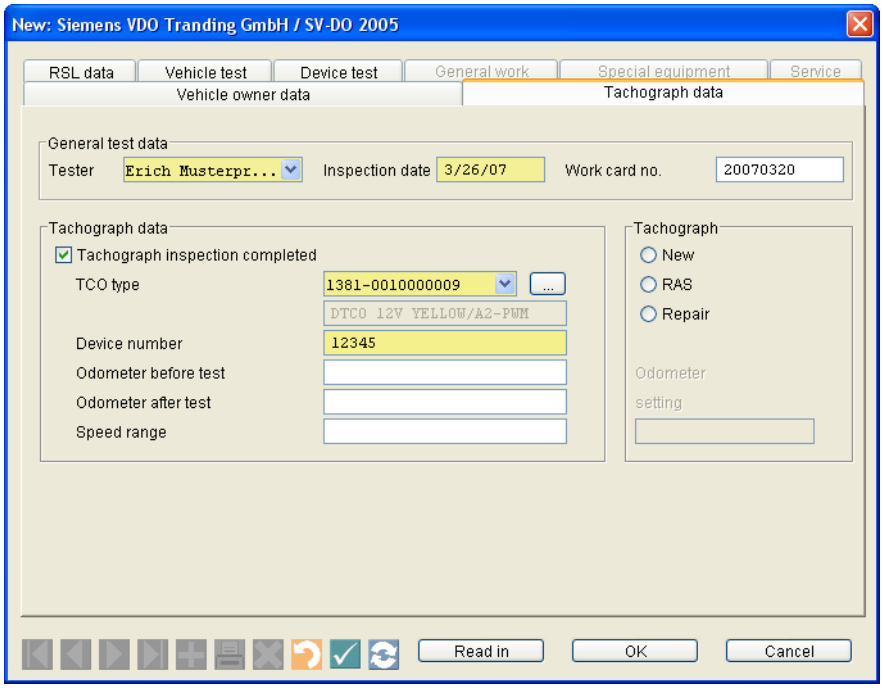
Important

The employee that is logged on to KIPAS 2 is automatically displayed under "Tester" and will be saved together with the test certificate (see also "Login").

To enter "General test data", "Tachograph data" and data relating to tachograph replacement:

1. Click on the "Tachograph data" tab.

   The tab of the same name opens.



2. Enter the correct "Inspection date".

   By default, the current computer date is copied to this box. Correct the date if the check or inspection was carried out on another day.

Important

The inspection date must be absolutely correct, even if the test or inspection was performed more than 24 hours ago. The time limit for modifying inspection data is not calculated from the entered inspection date but is determined by the program based on the date of the printout.

3. If you have a "Work card no.", enter it into the corresponding box.

   The data displayed under "General test data" ("Inspection date" and "Work card no.") is copied directly to the "RSL data" tab. This also applies to any changes made on either tab.

Tip

4. Select or clear the "Tachograph inspection completed" check box to specify whether this data is to be entered or not.

   This check box is selected by default.

5. Select the "TCO type".

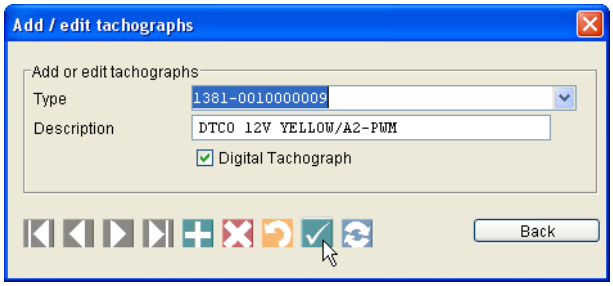
   The tachograph / recording equipment type is printed on the tachograph's type plaque under "Type".

Important

Only if a TCO type has been selected will the other boxes be made available for entering data.

6. If the inspected tachograph
   - is included in the "TCO type" list box, continue with step 12.
   - is not available in the "TCO type" list box, click on ... .
   - If you want to change the details of the selected TCO type, click on ... .

   The "Add / edit tachograph" dialogue box opens.



7. If you
   - want to add a tachograph, click on . The tab opens with empty text boxes for entering a new tachograph's details.
   - want to edit a saved tachograph type, use the Navigation buttons to move to the required entry.

8. Enter the required data into the "Type" and "Description" boxes or edit the data that is displayed.

9. Select the "Digital Tachograph" check box, if appropriate.

Important

As the KIPAS 2 functions relating to digital tachograph data depend on the details you specify in this dialogue box, the data must be absolutely correct.

10. Click on  to save the entry.
11. If you do not want to enter further data, click on [Back] to close the dialogue box.

    The "Tachograph data" tab is displayed in the foreground again.

12. Under "Device number", enter the serial number of the Non EC tachograph or recording equipment.

    You will find this number on the tachograph's type plaque under "No.".

13. Under "Odometer before test", enter the odometer reading displayed on the tachograph.
14. Under "Odometer after test", enter the odometer reading displayed when the inspection is complete.
15. Under "Tachograph data", you can enter the speed range indicated on the tachograph into the (optional) box of the same name.
16. If the tachograph has been replaced, select the relevant option under "Tachograph":
    - "New": A defective tachograph has been replaced with a new one.
    - "RAS": A defective tachograph has been replaced with a repaired one based on the repair exchange system.
    - "Repair": A defective tachograph has been repaired.

    You can cancel the selection by selecting the option again.

Important

If one of the options has been selected, the "Odometer setting" box becomes a mandatory field. If a value has already been entered for "Odometer before test", this value will be copied automatically to the "Odometer setting" box.

17. Continue with
    - the "RSL data" tab if an RSL check was carried out or
    - with the "Vehicle test" tab.

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"RSL data" tab

The data on the "RSL data" tab is printed on the front of test certificate.

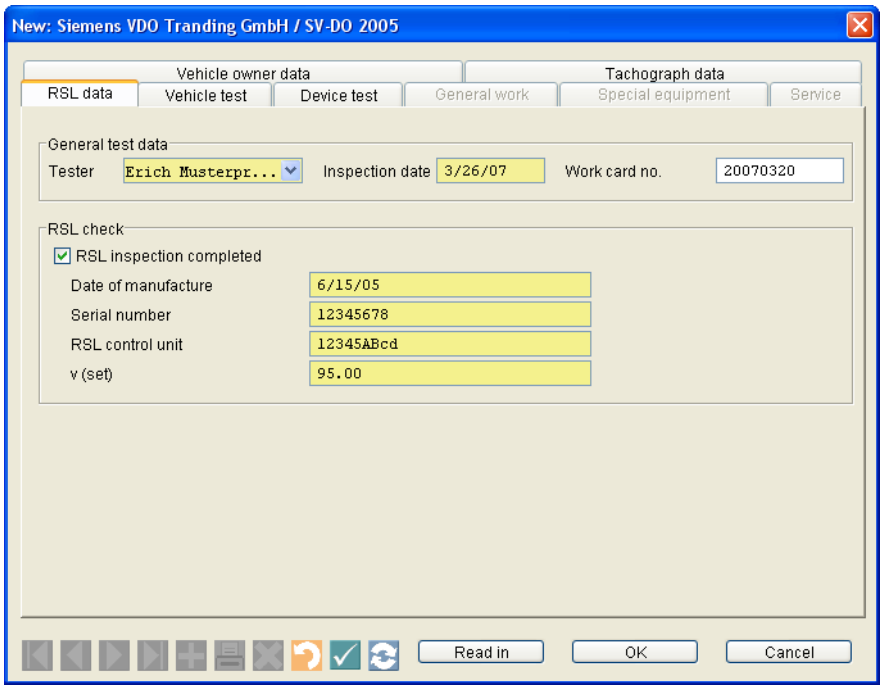
Important

The "RSL data" tab must only be completed if an RSL check was carried out.

To enter "RSL inspection" data:

1. Click on the "RSL data" tab if an RSL check was carried out.

   The tab of the same name opens.



Important

The data displayed under "General test data" ("Inspection date" and "Work card no.") is copied directly from the "Tachograph data" tab.

Check and if necessary modify

- the "Inspection date"
- the "Work card no.".

Any changes are copied directly to the "Tachograph data" tab.

2. Under "RSL check", select the "RSL inspection completed" check box if the road speed limiter was checked and these details are to be printed on the RSL installation plaque.

   The text boxes are only made available if the "RSL inspection completed" check box has been selected.

3. Refer to the model plate and fill in the mandatory fields below:
   - "Date of manufacture"
   - "Serial number" and
   - Type designation of the "RSL control unit".
4. Enter the set maximum speed into the "v (set)" text box.

   Printing "v (set)" on the RSL installation plaque proves that the RSL inspection was completed.

Important

5. If you want to enter further data, click on the "Vehicle test" tab.

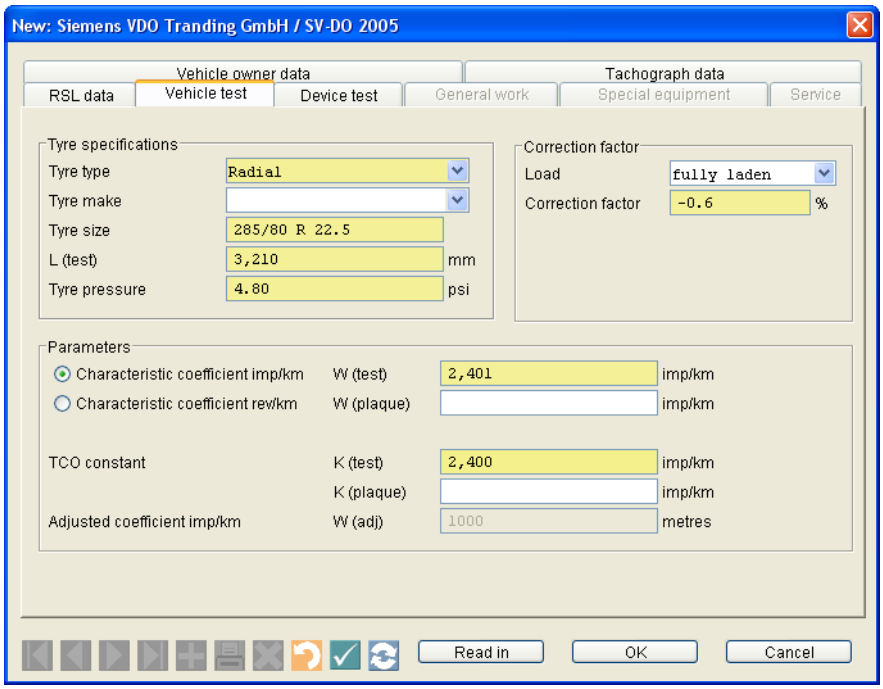
"Vehicle test" tab

The data entered on the "Vehicle test" tab is printed on the front of the test certificate.

To enter the "Tyre specifications", "Parameters" and determine the "Correction factor":

1. Click on the "Vehicle test" tab.

   The tab of the same name opens.



2. Under "Tyre specifications", select the "Tyre type" from the list.

3. Specify the tyre make (optional) by
   - selecting it from the list or – if it is not available –
   - entering it into the text box. The tyre make will be included in the list for future selection.
4. Enter the size of the tyres fitted to the vehicle into the "Tyre size" box.
5. Enter the tyre circumference determined during the inspection in millimetres into the "L (test)" box.
6. Enter the measured tyre pressure in psi into the "Tyre pressure" box.
7. If you want to
   - determine the "Correction factor", select the "Load" rate:
     -- "unladen",
     -- "half laden" or
     -- "fully laden".

     The correction factor is then calculated automatically by KIPAS 2 based on the "Load" and "Tyre type" and is displayed as a percentage in the "Correction factor" box.
   - enter the "Correction factor", type the percentage into the relevant text box.

Important

If the inspection data was not copied from a rolling road (ATC), the correction factor must be entered manually.

The correction factor refers to the measured track. Depending on the vehicle load, the measured track must be corrected to obtain an exact result.

8. Under "Parameters", select the
   - "Characteristic coefficient imp/km" if it is a digital or electronically adjustable tachograph system.
   - "Characteristic coefficient rev/km" if it is a mechanical tachograph system.

Important

The measuring unit will be adjusted based on your selection.

9. Then enter
   - "W (test) , i.e. the determined characteristic coefficient (rev/km) or (imp/km) into the "W (test)" text box.
   - "W (plaque) , i.e. the previous value copied from the installation plaque.

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10. In the "TCO constant" text boxes enter
    - "K (test)" that you have set or programmed and, if required, "K (plaque)" if it is a digital or electronically adjustable (EA) tachograph system.
    - "K" value that is printed on the tachograph's model plate if it is a mechanical tachograph system.

Important

The "Adjusted coefficient imp/km" is calculated automatically: (Characteristic coefficient imp/km / TCO constant) * 1000.

11. If you want to enter further data, click on the "Device test" tab.

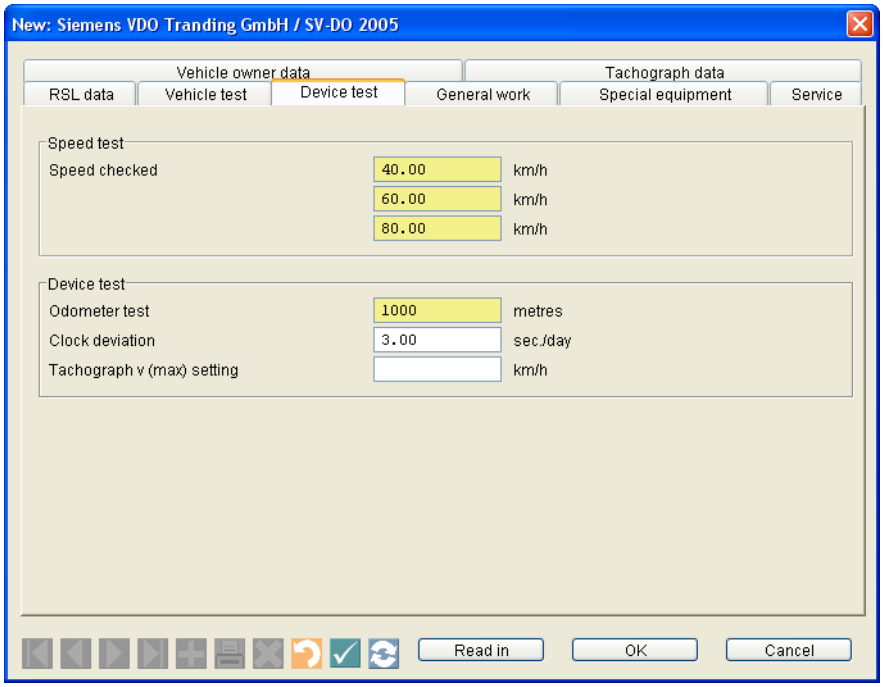
"Device test" tab

The data entered on the "Device test" tab is printed on the front of the test certificate.

To enter the "Speed test" and "Device test" data:

1. Click on the "Device test" tab.

   The tab of the same name opens.



2. Under "Speed checked" enter the 3 measured values determined when checking the tachograph's speed display.

3. Enter the value determined during the accuracy test into the "Odometer test" text box.
4. Enter the value in seconds per day determined during the clock accuracy test into the "Clock deviation" text box.

   Depending on the deviation, use the + or – sign (values between -120 and +120 are permitted).

Important

The "Clock deviation" text box depends on the selected TCO type:

- mandatory field for analogue tachographs
- optional field for digital tachographs

5. In the "Tachograph v (max) setting" text box
   - you must enter the maximum speed set in the digital tachograph as "v (max)".
   - The maximum speed need not be entered if the tested unit is not a digital tachograph.

Important

Please note that the test certificate data can only be modified within 24 hours of the first printout. If the certificate was printed more than 24 hours ago,

- the faulty test certificate must be cancelled via "Checks > Open" and
- the test certificate must be created again via "New".

6. Click on  to save the Data on the front of the test certificate and start entering the data for the back of the test certificate, e.g. on the "General work" tab.

Important

The tabs for entering the Data on the back of the test certificate will only be available if you have filled in all the coloured boxes (mandatory fields) for the front of the test certificate and if no invalid values have been entered. The program will display a message if the entered data is wrong.

In addition, you can only print the test certificate if the data for the back of the test certificate has been entered too.

"General work" tab

The data entered on the "General work" tab is printed on the back of the test certificate.

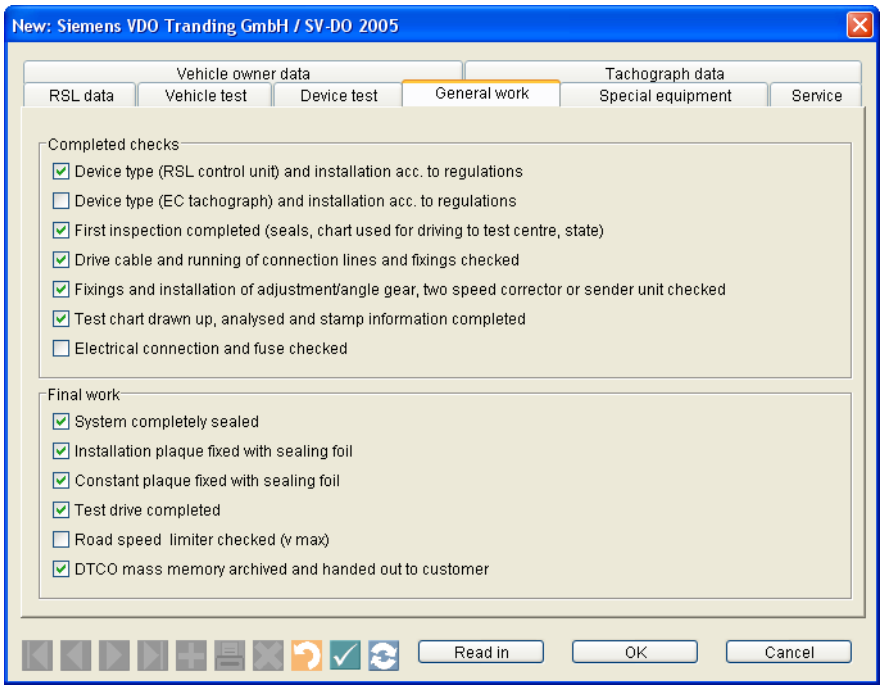
Condition

Only if you have filled in the coloured text boxes (mandatory fields) on the tabs for the front of the test certificate will the three tabs for the back of the test certificate be made available (see also Data on the front of the test certificate).

To enter the data:

1. Click on the "General work" tab.

   The tab of the same name opens.



2. Select the checks you have completed with the mouse.

   Please note that the

   - "Device type (RSL control unit) and installation acc. to regulations" check box can only be selected if the corresponding check box has been selected on the "RSL data" tab and if the data relating to an RSL check has been entered.
   - "Device type (EC tachograph) and installation acc. to regulations" can only be selected if the corresponding check box has been selected on the "Tachograph data" tab and if the data relating to a tachograph inspection has been entered.

Important

- "Road speed limiter checked (v max)" check box can only be selected if the corresponding check box has been selected on the "RSL data" tab and if the data relating to an RSL check has been entered.
- "DTCO mass memory archived and handed over to customer" check box can only be selected if the checked unit is a digital tachograph.

3. To enter further data click on
   - the "Special equipment" tab if the vehicle has special equipment.
   - the "Service" tab if the vehicle has no special equipment.

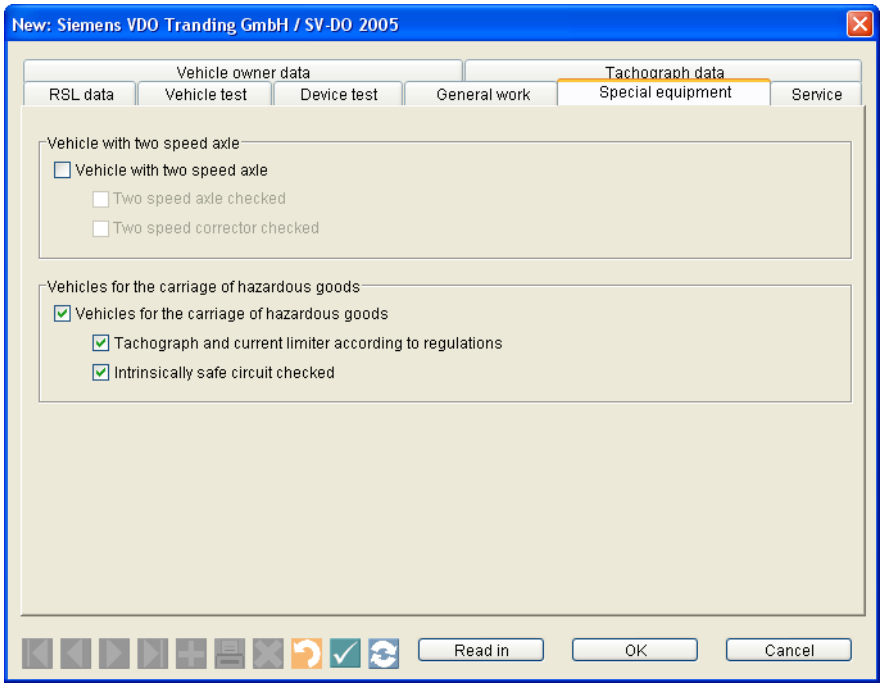
"Special equipment" tab

The data entered on the "Special equipment" tab is printed on the back of the test certificate.

To enter the data:

1. Click on the "Special equipment" tab.

   The tab of the same name opens.



2. Select the relevant check boxes under "Vehicle with two speed axle" and "Vehicle for the carriage of hazardous goods".
3. To enter further data click on the "Service" tab.

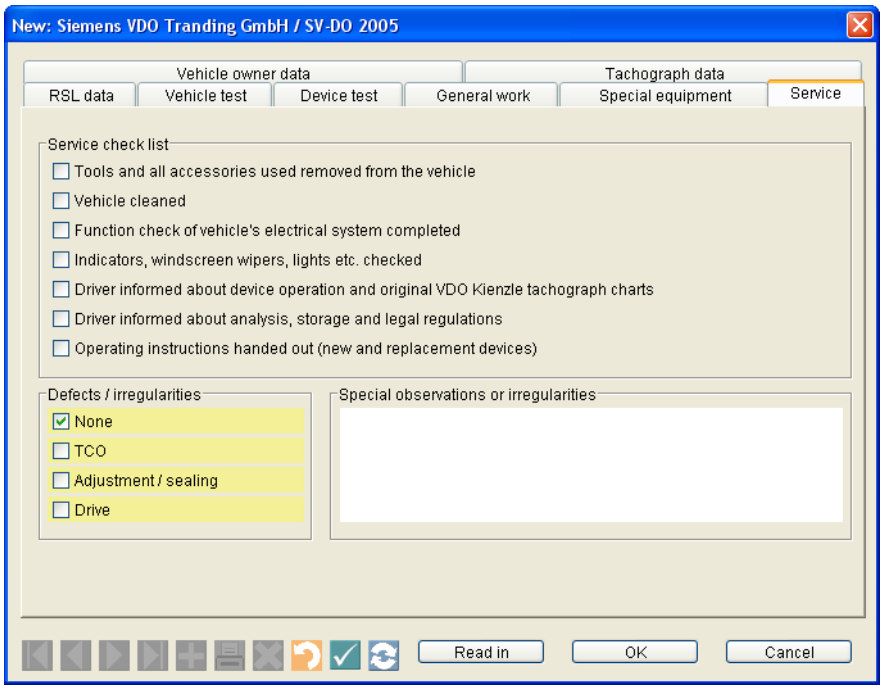
"Service" tab

The data entered on the "Service" tab is printed on the back of the test certificate.

To enter the data:

1. Click on the "Service" tab.

   The tab of the same name opens.



2. Under "Service check list", select the relevant check boxes.
3. Under "Defects/Irregularities", select the relevant check boxes to specify which defects and irregularities have been detected ("TCO", "Adjustment/Sealing", "Drive"). If there are no defects or irregularities, select the "None" check box.

   If required, enter any "Special observations or irregularities".

Condition

When all the coloured text boxes on the tabs have been filled in, the test certificate can be saved and printed (front and back).

Important

Please note that the test certificate data can only be modified within 24 hours of the first printout. If the certificate was printed more than 24 hours ago,

- the faulty test certificate must be cancelled via "Checks > Open" and
- the test certificate must be created again via "New".

4. Click on to save the inspection data.
5. Click on to print the test certificate.

   For more information please refer to Printing the test certificate.

6. If you
   - want to record another test certificate, click on .

     The "Vehicle owner data" tab opens with empty text boxes for entering another test certificate.
   - do not want to record further test certificates, click on [OK].

   The "New" dialogue box closes.

Printing the test certificate

With KIPAS 2 you can print the test certificate with the installation and constant plaques both at the same time.

Condition

The test certificate can only be printed if the data has been saved.

Important

Before printing the test certificate (for the first time), make sure that

- the necessary printer settings have been made (see "Options", "Printer" tab)
- the test certificate form is correct (see Test certificate forms)
- the form for the front of the test certificate is inserted in the printer.

Printout sequence

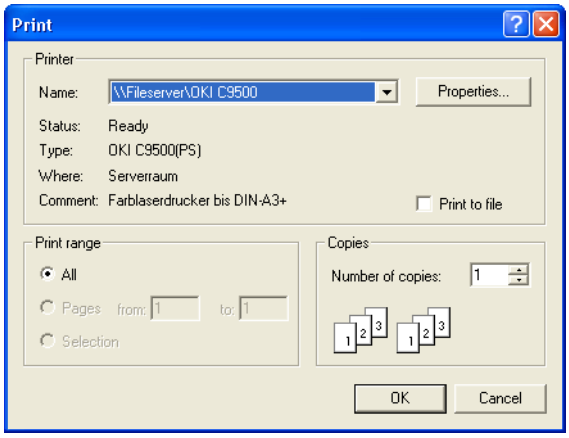
If the data for both checks – tachograph inspection and RSL check – has been entered, the test certificate is printed as follows:

- Front - tachograph inspection data
- Back – tachograph inspection data
- RSL check (front only).

To print the test certificate:

1. Click on  to start printing.

   The printer dialogue box opens.



2. If necessary, select the correct printer and start printing.

   When the front of the test certificate has been printed, the program may prompt you to insert the form for the back and to continue printing.

Copying inspection data from an SDS test device or a workshop card

Condition

If you want to copy inspection data,

- your SDS test device (CTC, MTC and ATC) and the chip card reader must be connected to the workshop computer and set up correctly in "Tools > Options: "Tachographs / Test devices" tab.
- the workshop card data must have been read in (LED on the chip card reader has stopped flashing; see also "Login").

Important

When creating a digital tachograph test certificate, you must read the test data from the workshop card so that this data can be archived electronically as prescribed by law.

In doing so, the inspection data to be copied depends on

- the used or checked tachograph type,
- the SDS test device or the workshop card.

Depending on the unit used, the inspection data may include the inspection date, constants and the device number (from FTCO 1319).

To copy the data from the SDS test device or workshop card:

1. Start KIPAS 2.

   For more information please refer to Starting and exiting KIPAS 2.

2. Log on to KIPAS 2.

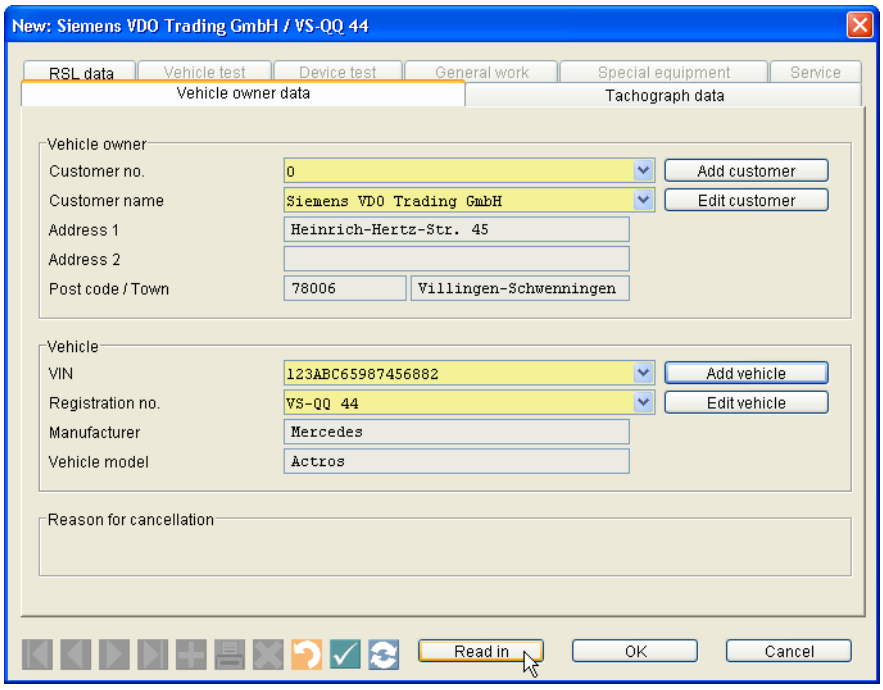
   If you want to create a digital tachograph test certificate, you must log on to KIPAS 2 with YOUR workshop card (see also "Login").

Important

3. If you want to copy the inspection data from an SDS test device, connect the SDS test device to the computer (see Connecting SDS test devices).
4. Click on

   - the "Create a new Test Certificate" toolbar button or
   - choose "Checks > New" on the menu bar.

   The "Vehicle owner data" tab opens.



5. Select the vehicle owner via the "Customer no." or "Customer name".

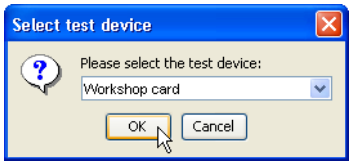
   For a detailed description please refer to the "Vehicle owner data" tab.

Condition

Only if you have selected a vehicle owner or vehicle will the [Read in] button be made available.

6. Click on [Read in] to copy the inspection data.

   The dialogue box to select the test device or workshop card opens.



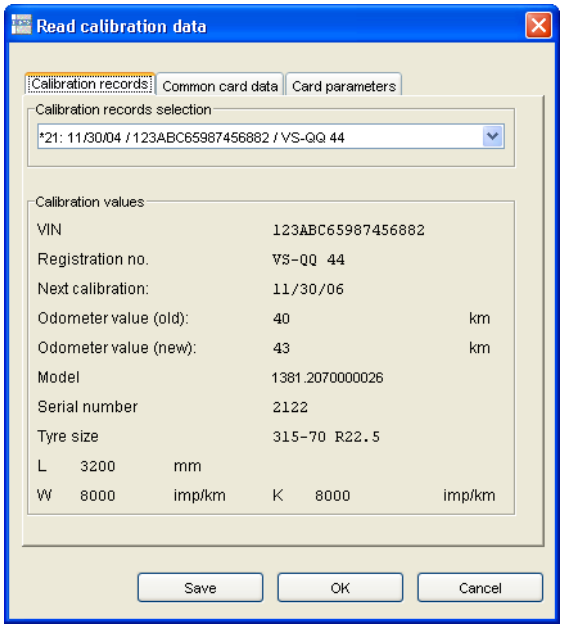
7. In the "Select test device" dialogue box, select the SDS test device or workshop card and click on [OK].

   If you selected an SDS test device, continue with step 10.

   If you have selected the workshop card, the dialogue box to select the calibration data records opens.

Condition

The data stored on the workshop card has already been copied to the buffer memory completely (the LED on the chip card reader has stopped flashing) or the data was read in no more than 45 minutes ago (see "Login").



8. Under "Calibration data record selection", select the required data record from the list.

   The calibration data record that was last saved is displayed with an * (asterisk).

   Under "Calibration values", the data and calibration values for the selected vehicle are displayed.

9. Click on [OK].

   The data from the selected calibration data record is copied to the text boxes. The "Vehicle owner data" tab is displayed in the foreground again.

10. Check the data for the front of the test certificate on all 5 tabs indicated below and enter any data that is missing:

    - "Vehicle owner data" tab
    - "Tachograph data" tab
    - "RSL data" tab (optional)
    - "Vehicle test" tab
    - "Device test" tab.

Condition

Only if you have filled in all the coloured text boxes (mandatory fields) on the "Vehicle owner data" tab and for the selected check or inspection

- can you save the previously entered inspection data and
- enter the data to be printed on the back of test certificate on the three tabs.

Continue entering the data for the back of the test certificate, e.g. click on the "General work" tab.

Important

Please note that the inspection data can only be modified within 24 hours of the first printout. If the certificate was printed more than 24 hours ago, you must cancel a faulty test certificate via "Checks > Open" and create a new test certificate via "New".

11. Click on  to save the inspection data.

Important

When saving a test certificate that includes inspection data from a workshop card, all the data copied to the buffer memory during login will be saved together with the test certificate. For more information please refer to Displaying workshop data and saving it to a file.

12. Click on  to print the test certificate.

    For more information please refer to Printing the test certificate.

13. If you

    - want to record another test certificate, click on .

      The "Vehicle owner data" tab opens with empty text boxes for entering another test certificate.

    - do not want to record further test certificates, click on [OK].

      The "New" dialogue box closes.

Displaying workshop data and saving it to a file

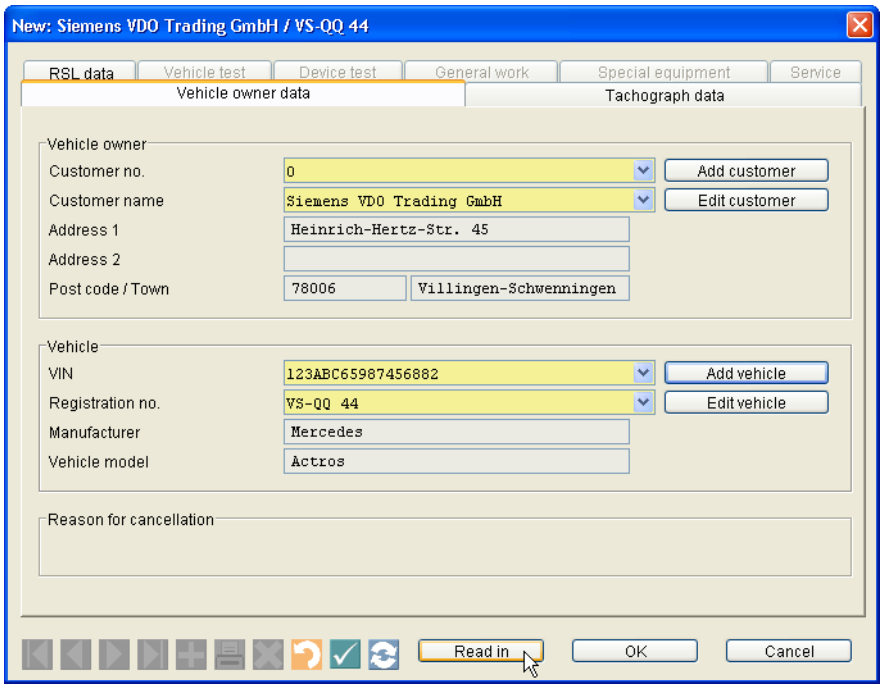
In KIPAS 2, the workshop card data, calibration data records and other card details can be displayed and saved under a freely selectable directory to transfer the data to an authority for example.

- Choose "Checks > New" and "Checks > Open" to copy the current data within 45 minutes of login; the data will be loaded from the buffer memory (see also "Login").
- Choose "Checks > Open" to copy older data (workshop card data saved together with a digital tachograph test certificate) if the 45 minute limit has been exceeded or if you have logged off. The data will then be loaded from the database.

To display the workshop data and save it to a file:

1. Choose "Checks > New" or "Checks > Open".

   The "New" or "Open" dialogue box opens with the "Vehicle owner data" tab.



2. Select the vehicle owner via the "Customer no." or "Customer name".

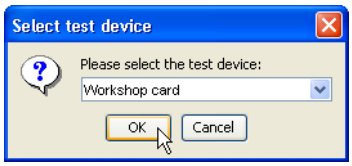
   For a detailed description please refer to the "Vehicle owner data" tab.

Condition

Only if you have selected a vehicle owner or vehicle will the [Read in] button be made available.

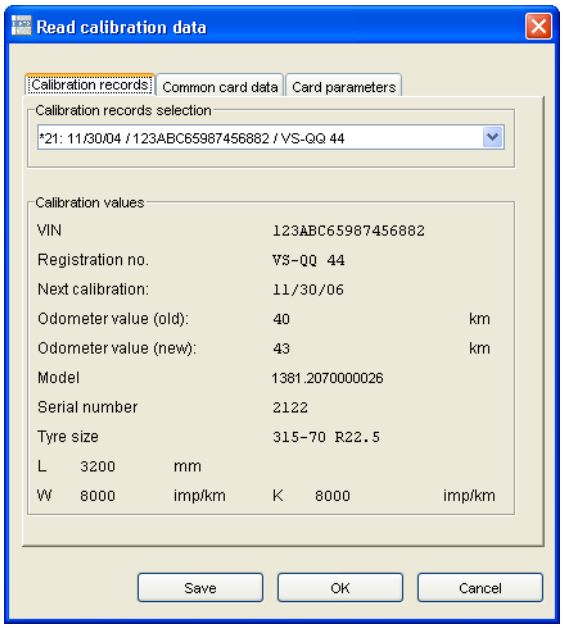
3. Click on [Read in].

   The dialogue box to select the test device or workshop card opens.



4. In the "Select test device" dialogue box, select the workshop card and click on [OK].

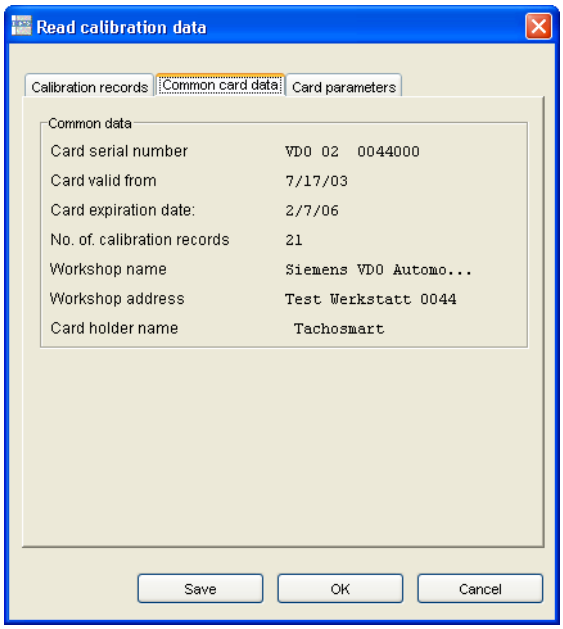
   The "Read calibration data" dialogue box opens with the "Calibration records" tab.



5. Select the individual calibration records from the "Calibration records selection" list.

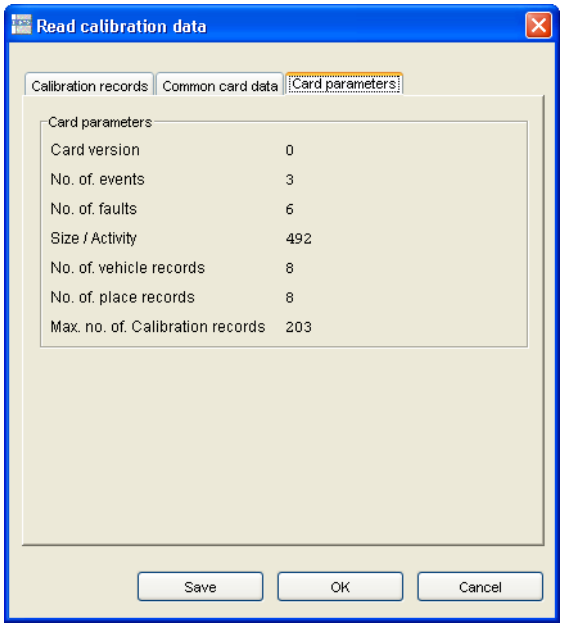
   All workshop card calibration records can be selected. This also applies to records that do not yet include any data (the entry just shows a consecutive number and "//" as a place holder). The calibration data record that was last saved is displayed with an * (asterisk). Under "Calibration values", the data of the selected calibration record is displayed.

6. Click on the "Common card data" tab if you want to know the workshop card's expiry date:



   On the "Common card data" tab, you can display the card number, the card validity date, the number of calibrations stored on it, the workshop name, workshop address and the card holder.

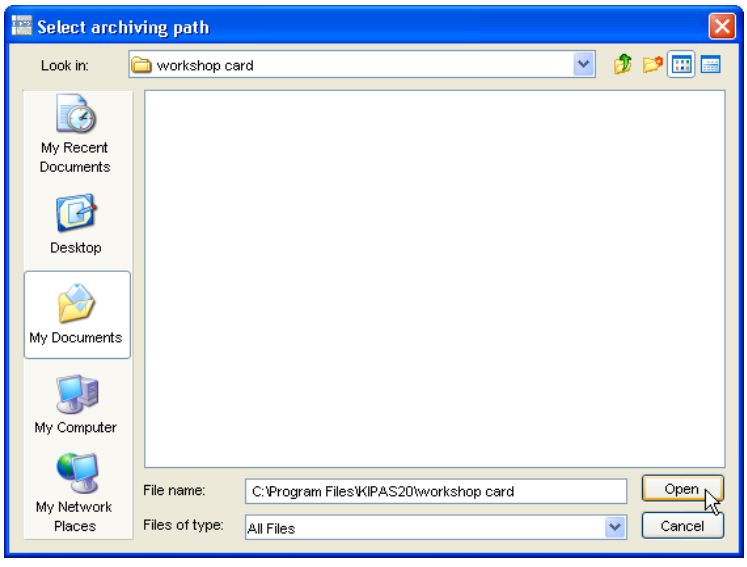
7. Click on the "Card parameters" tab if you want to know the workshop card version for example:



On the "Card parameters" tab, you can display the card version and size, the number of events, faults, vehicle and place records stored on the workshop card and the maximum number of calibration records.

8. Click on [Save] if you want to save the workshop card data to a file.

   The dialogue box to select the storage location opens.

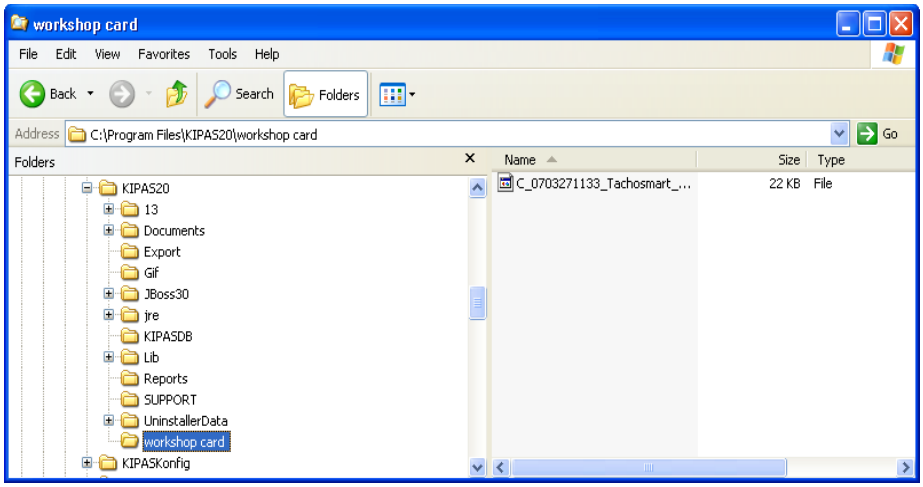


9. Select the storage location and click on [OK].

   Already saved workshop card data files will not be displayed in this dialogue box.

! Important

The dialogue box closes and the file including the workshop data will be saved in the selected directory.



Tip

Please refer to the Downloadkey operating instructions (see "Documents") where you will find descriptions of how the tachograhp card file names are structured.

Open

Choose "Checks > Open" or click on the associated toolbar button to open, edit, supplement (see the note below) or cancel, if necessary, any test certificate created for a tachograph inspection and / or RSL check in KIPAS 2.

Important

Please note that the test certificate data can only be modified within 24 hours of the first printout. If the certificate was printed more than 24 hours ago,

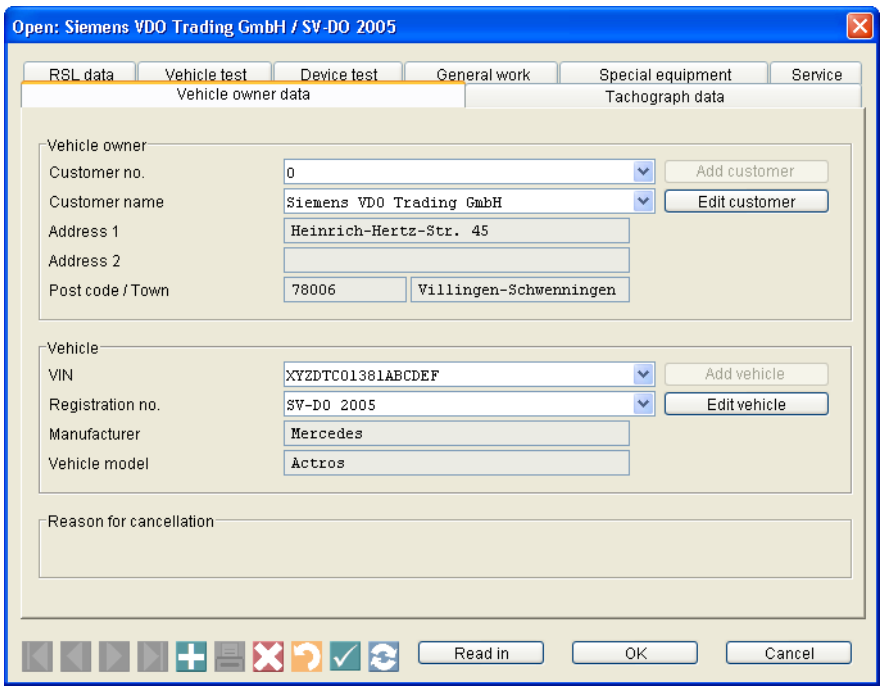
- the faulty test certificate must be cancelled by choosing the "Open" command and
- the test certificate must be created again via "Checks > New".

This command also enables you to display the workshop card data saved together with a digital tachograph test certificate (see Displaying workshop data and saving it to a file).

To open and edit a saved test certificate:

1. Click on
   - the "Open Test Certificate" toolbar button or
   - choose "Checks > Open" on the menu bar.

   The "Vehicle owner data" tab opens.



2. Select the "Vehicle owner" and the "Vehicle" by either
   - selecting the vehicle owner via the "Customer No." or "Customer name" and then the vehicle
   - or selecting the vehicle directly via the "VIN" or "Registration no.".

   When you have made a selection, the other boxes relating to the vehicle and the vehicle owner are filled in with the relevant customer data.

3. Select the requested test certificate by
   - either paging back and forward through the saved data records using the Navigation buttons

     The checks and inspections are displayed in chronological order.

   - or selecting the requested vehicle from the "VIN" or "Registration no." lists
   - or selecting the vehicle owner from the "Customer number" or "Customer name" list and then his vehicle.

4. Click on the tab with the inspection data that you want to display and modify if necessary.
5. Click on one of the buttons below if

	you want to print the current data record again.
	you have modified the inspection data and want to save the changes. Please note the restrictions for this (24 hours since the printout and no change of vehicle and owner).
	you want to undo any changes.
	you want to update the currently displayed data record.
	you want to cancel the currently selected data record. For more information please refer to Cancelling a test certificate / special check.

6. Click on [OK] to terminate editing.

   The dialogue box closes.

New special check

Choose "Checks > New special check" to enter additional checks such as brake tests, fire extinguisher checks etc.

Condition

Special checks can only be entered if the type of special check has been created beforehand.

For more information on how to create special checks please refer to "Options: "Special checks" tab.

Tip

Special checks are also monitored in "Analysis > Schedule monitoring". Future schedules are determined based on the last inspection date and the "inspection interval".

The data relating to special checks is entered on the tabs below:

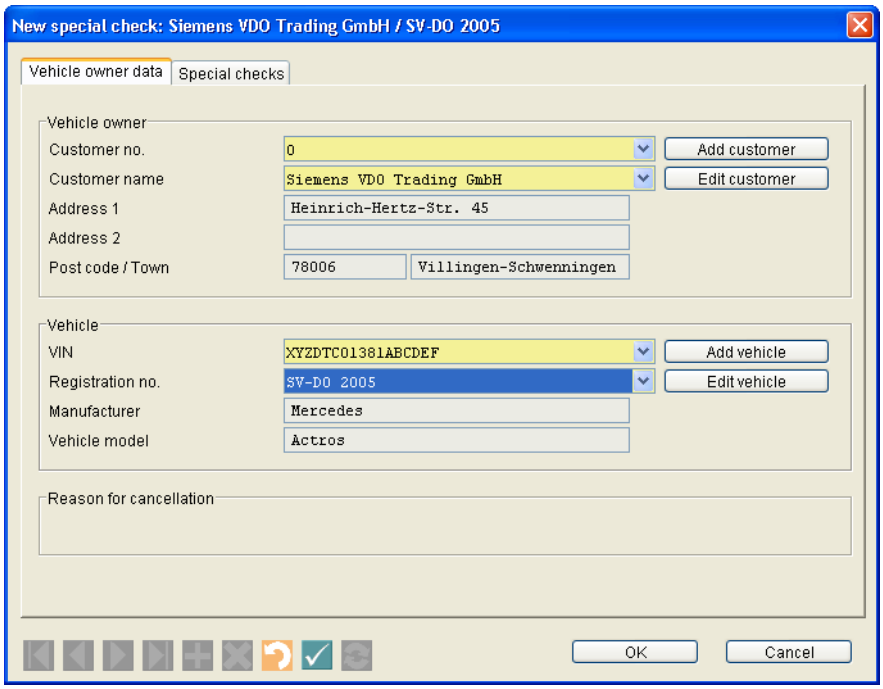
- "Vehicle owner data" tab
- "Special checks" tab.

"Vehicle owner data" tab

To select the "Vehicle owner" and the "Vehicle":

1. Choose "Checks > New special check".

   The "Vehicle owner data" tab opens.



2. Select the "Vehicle owner" and the "Vehicle" by either
   - selecting the vehicle owner via the "Customer No." or "Customer name" and then the vehicle
   - or selecting the vehicle directly via the "VIN" or "Registration no.".

   When you have made a selection, the other boxes relating to the vehicle and the vehicle owner are filled in with the relevant customer data.

Tip

If the customer or the requested vehicle cannot be selected from the lists, click on [Add customer] or [Add vehicle] to switch to the relevant tab in "Customer management" and create a new customer or a new vehicle.

3. If you want to enter further data, click on the "Special checks" tab.

"Special checks" tab

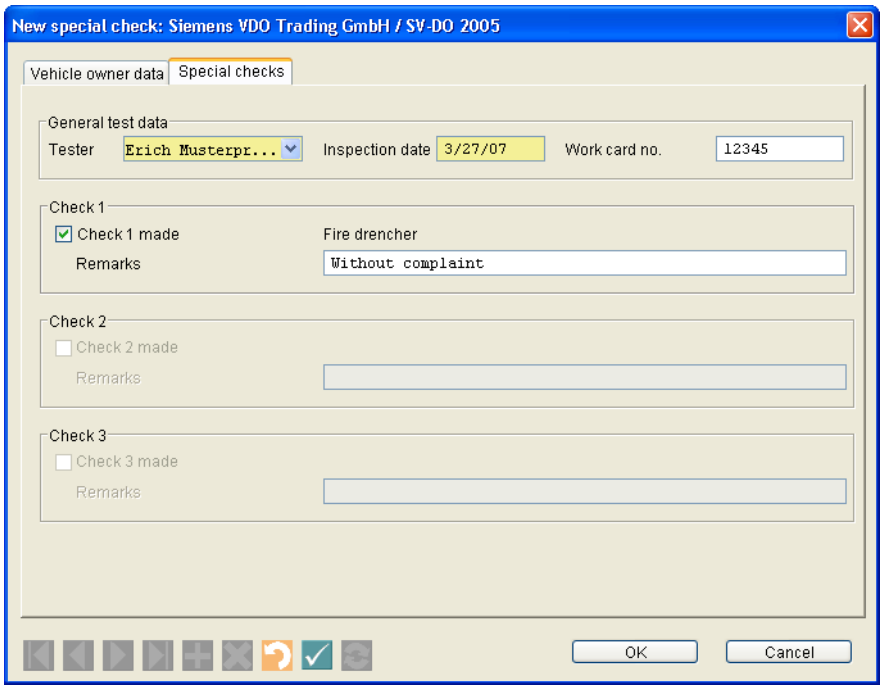
Important

The employee that is logged on to KIPAS 2 is automatically displayed under "Tester" and saved with the special check (see also "Login").

To enter special checks:

1. Click on the "Special checks" tab.

   The tab of the same name opens.



2. Enter the correct "Inspection date".

   By default, the current computer date is copied to this box.

3. If you have a "Work card no.", enter it into the corresponding text box.
4. Under "Check 1" or "Check 2", select the "Check (number) made" check box.
5. If necessary, enter your comments relating to any anomalies detected during the check into the "Remarks" text box.

   You can overwrite any text displayed here.

Condition

Only if you have filled in all the coloured boxes (mandatory fields) on the "Special checks" tab can you save the special check.

6. Click on  to save the special check(s).
7. If you
   - want to enter another special check, click on  .

     The "Vehicle owner data" tab opens with empty text boxes for entering another special check.
   - you do not want to enter any further special checks, click on [OK].

     The "New special check" dialogue box closes.

Open special check

Choose "Checks > Open special check" to open, modify, supplement or cancel any special check saved in KIPAS 2.

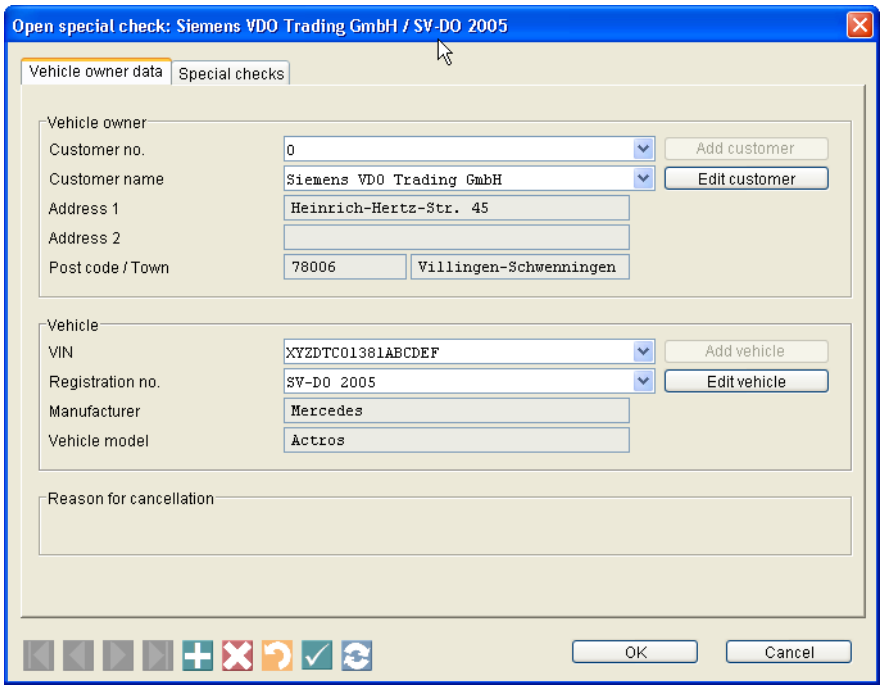
Tip

Unlike test certificates, special check data can be edited at any time later.

To open and edit a saved special check:

1. Choose "Checks > Open special check".

   The "Vehicle owner data" tab opens.



2. Select the "Vehicle owner" and the "Vehicle" by either
   - selecting the vehicle owner via the "Customer no." or "Customer name" and then the vehicle
   - or selecting the vehicle directly via the "VIN" or "Registration no.".

   When you have made a selection, the other boxes relating to the vehicle and the vehicle owner are filled in with the relevant customer data.

3. Select the requested special check by paging back and forward through the saved data record using the Navigation buttons.
4. Click on the relevant tab to display the data that you want to display and modify if necessary.

5. Click on one of the buttons below if

	you have modified the data and want to save these changes.
	want to undo any changes made.
	you want to update the currently displayed data record.
	you want to cancel the currently selected data record. For more information please refer to Cancelling a test certificate / special check.

6. Click on [OK] to terminate editing.

   The "Open special check" dialogue box closes.

Cancelling a test certificate / special check

If the test certificate was printed more than 24 hours ago and / or if the owner and vehicle data need to be modified, you must delete the faulty test certificate via "Checks > Open" and create a new test certificate via "New".

Special checks can be cancelled at any time via "Checks > Open special check".

To cancel a saved test certificate or a saved special check:

1. Click on
   - the "Open Test Certificate" toolbar button or
   - choose "Checks > Open" on the menu bar if you want to cancel a test certificate,

   or

   - choose "Checks > Open special check" if you want to cancel a special check.

   The "Vehicle owner data" tab opens.

2. Select
   - the requested test certificate as described under "Open" and read the notes on step 3.

   or

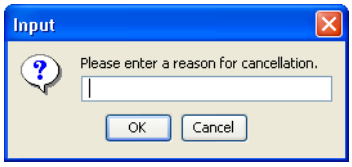
- the requested special check as described under "Open special check".

3. Click on to cancel the test certificate or special check.

   A message will be displayed asking you whether you want to cancel or not.

4. Confirm this message with [Yes] if you are sure that you want to cancel this test certificate.

   A dialogue box to enter the cancellation reason opens.



5. Enter a cancellation reason and click on [OK].

   The test certificate is cancelled. The cancellation reason is displayed in the text box of the same name.

Important

The test certificate is not deleted but remains stored in the database. It can still be selected and displayed but it cannot be modified.

Customer management

Choose "Customer management" or click on the associated toolbar button to manage the master data for vehicle owners, vehicles and contact persons for vehicles. You can create, modify or supplement master data and delete it if necessary.

Tip

In KIPAS 2 you enter your customer's data once. When archiving mass memory data and entering checks and special checks, select the relevant customer ("Vehicle owner") and his vehicle.

You can also import customer, vehicle and contact data. For more information please refer to "Import".

Important

Please note that deleting

- a vehicle is only possible if no data has been saved for the vehicle (test certificates, mass memory data, special checks, etc.).
- a vehicle owner is only possible if no data has been saved for any of the owner's vehicles (test certificates, mass memory data, special checks, etc.).

  When deleting an owner for whom vehicles with and without checks are available, only those vehicles for which no data has been saved will be deleted.

- a contact is possible at any time. When deleting a contact person, the vehicles assigned to him/her are deleted too.

Open "customer management"

- by choosing "Checks > Customer management"
- by clicking on the "Open customer management" toolbar button
- from the "Archive mass memory", "New", "Open", "New special check" and "Open special check" dialogue boxes.

You can manage and maintain your customer data on the tabs below:

- "Customer data" tab
- "Customer details" tab
- "Contact" tab
- "Vehicle" tab
- "Vehicle assignment" tab.

The descriptions of the above tabs mainly relate to creating a new customer. The same rules as for creating a new customer apply to editing saved customer data.

Important

The entries in the two list boxes ("Customer no." and "Customer name") under "Vehicle owner data" are copied to the "Customer data" tab and can only be edited there.

Tip

To create a new customer, his vehicles and contact persons start with the "Customer data" tab. When the new customer data has been saved, you can always switch between the "Customer management" tabs.

"Customer data" tab

On the "Customer data" tab, you create the customer and enter his address details.

Important

Please ensure that you enter the details on the "Customer data" tab correctly as they are printed on the test certificate as the owner data.

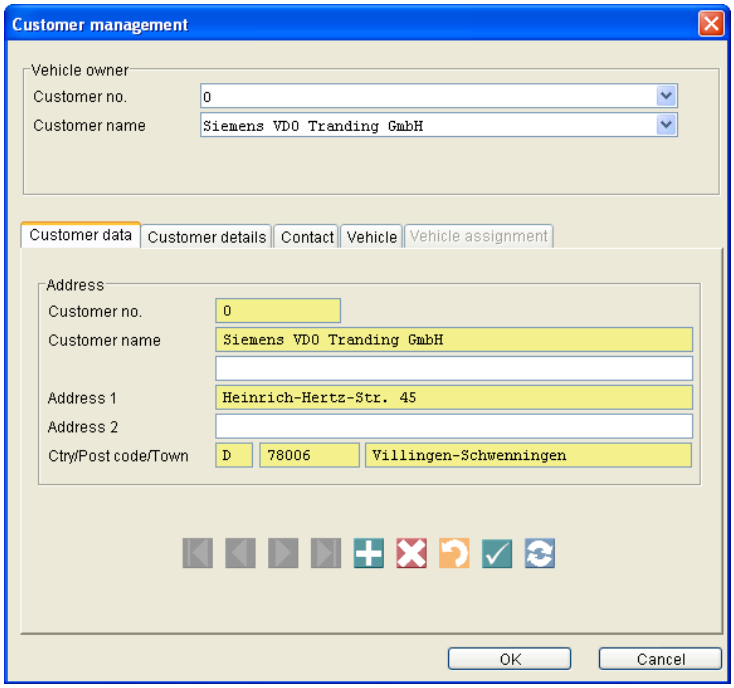
To enter a customer's data:

1. Click on
   - the "Open customer management" toolbar button or
   - choose "Checks > Customer management" on the menu bar.

   The "Customer data" tab opens.

2. Click on  .

   The tab opens with empty text boxes for entering a new customer's details.



Tip

You can freely select the "Customer no." but it must be unique. If you do not enter a customer number, KIPAS 2 will assign a consecutive number.

3. Enter the customer data into the corresponding text boxes.
   - "Customer name": the name of the company in the first line and

the name of the company owner in the second line for example

- "Address 1": the street and house number
- "Address 2": additional address information such as a building number etc.
- "Country / Post code / Town": an abbreviation for the country (e.g. "D" for Germany), the post code and the name of the town.

Important

When switching to another tab, the new customer is available in the lists under "Vehicle owner".

4. Click on  to save the data.

   If you have filled in all the (mandatory) boxes correctly, the following message will be displayed: "The data record has been saved successfully".

5. Confirm the message with [OK].

   A message is displayed asking you whether you want to create another customer.

6. Click on

   - [No] if you want to enter additional data for the newly created customer (or for a saved customer) and switch to the relevant tab.
   - [Yes] if you want to enter another new customer's details.

     The "Customer data" tab opens with empty text boxes for entering a new customer's details.

7. Click on [OK] to terminate editing.

   The "Customer management" dialogue box closes.

   For more information on editing saved customer data, please refer to Editing customer data.

"Customer details" tab

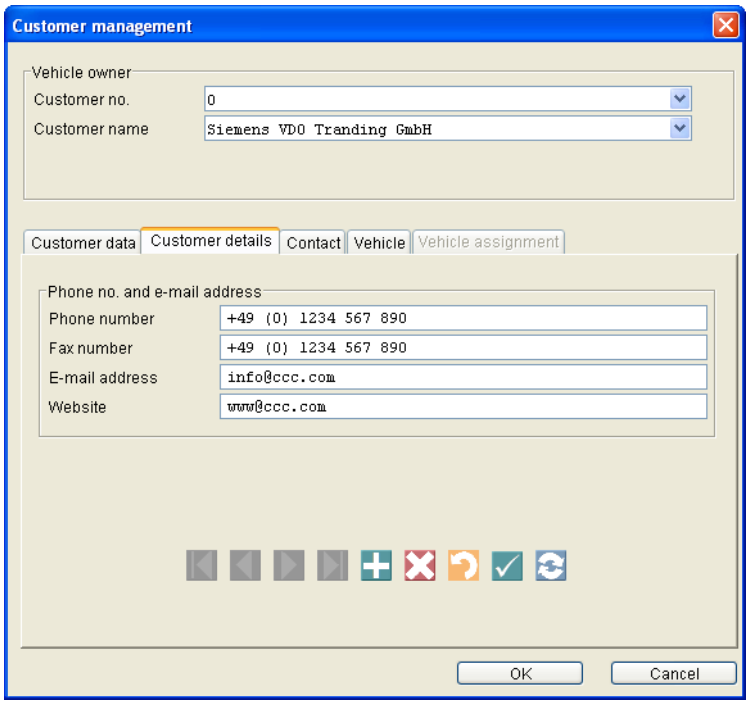
On the "Customer details" tab, you can enter general customer contact data.

To enter the customer contact details:

1. Click on
   - the "Open customer management" toolbar button or
   - choose "Checks > Customer management" on the menu bar.

   The "Customer data" tab opens.
2. Select the vehicle owner whose data want to edit:
   - via the "Customer name" or
   - via the "Customer no.".
3. Switch to the "Customer details" tab.

   The tab of the same name opens.



4. Enter the data into the text boxes.
   - "Phone number": +49 (0)1234 567 890 for example
   - "Fax number": +49 (0)1234 567 890 for example

- "E-mail address": info@ccc.com for example
- "Website": www.ccc.com for example

5. Click on  to save the data.

   The message "The Data record has been saved successfully." is displayed.

6. Confirm the message with [OK].
7. To enter further data switch to the relevant tab, e.g. the "Contact" tab.
8. Click on [OK] to terminate editing.

   The "Customer management" dialogue box closes.

   For more information on editing saved customer data please refer to Editing customer data.

"Contact" tab

On the "Contact" tab, you can create one or more customer contact persons and save their contact details.

Tip

On the "Vehicle assignment" tab you can assign one or more vehicles to a contact person.Choose "Export" to create personalised circular letters based on this information.

To enter a new contact person's details:

1. Click on
   - the "Open customer management" toolbar button or
   - choose "Checks > Customer management" on the menu bar.

   The "Customer data" tab opens.

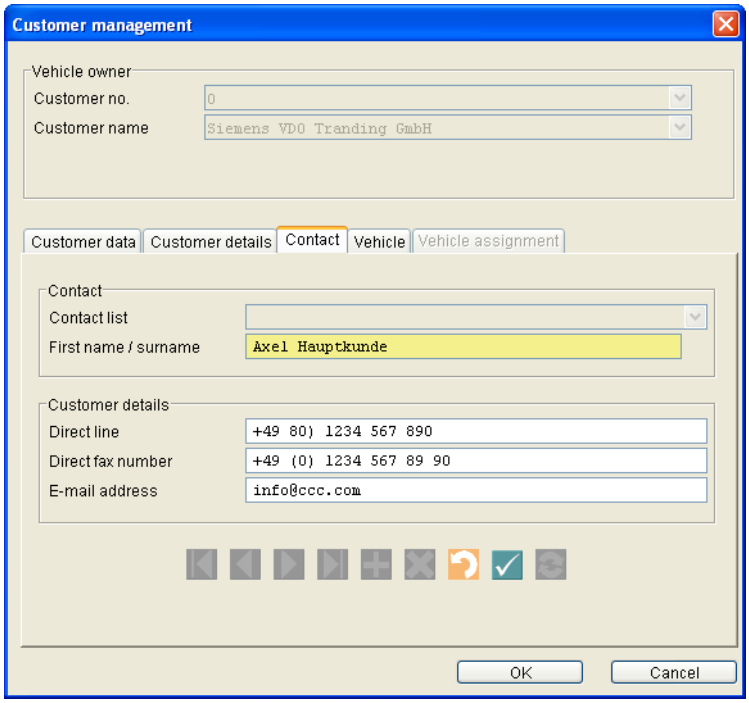
2. Select the vehicle owner whose data you want to edit:
   - via the "Customer name" or
   - via the "Customer no.".

3. Switch to the "Contact" tab.

   The tab of the same name opens.

4. Click on  .

   The tab opens with empty text boxes for entering a new contact person's details.



5. Enter the "First name / surname" into the (mandatory) text box of the same name.

   The "Contact list" will be expanded to include the new contact person.

6. Under "Customer details", enter the required data.

   - "Direct line": +49 (0)1234 567 890 for example
   - "Direct fax number": +49(0)1234 567 89 90 for example
   - "E-mail address": info@ccc.com for example

7. Click on  to save the data.

   If you have filled in all the (mandatory) boxes correctly, the following message will be displayed: "The data record has been saved successfully".

8. Confirm the message with [OK].

   A message will be displayed asking you whether you want to enter another contact person.

9. Click on

   - [No] if you do not want to enter an additional contact person for this customer. To enter additional data click on the relevant tab.
   - [Yes] if you want to enter another contact person for this customer.

10. Click on [OK] to terminate editing.

    The "Customer management" dialogue box closes.

    For more information on editing saved customer data please refer to Editing customer data.

"Vehicle" tab

On the "Vehicle" tab, you can enter the vehicle data for one or more customer vehicles.

Important

Please make sure that you enter the details on the "Vehicle" tab correctly since this vehicle data is printed on the test certificate.

If a vehicle has already been entered in KIPAS 2, e.g. if the vehicle owner changed but the registration number remained the same, a corresponding message will be displayed. In this case, proceed as follows:

- If no inspection and / or mass memory data has been saved in KIPAS 2, you can delete the vehicle assigned to the previous owner and then create it again for the new vehicle owner.
- If inspection and / or mass memory data has already been saved, create the vehicle again for the new vehicle owner.

To enter a new vehicle's data:

1. Click on

   - the "Open customer management" toolbar button or
   - choose "Checks > Customer management" on the menu bar.

   The "Customer data" tab opens.

2. Select the vehicle owner whose data you want to edit:

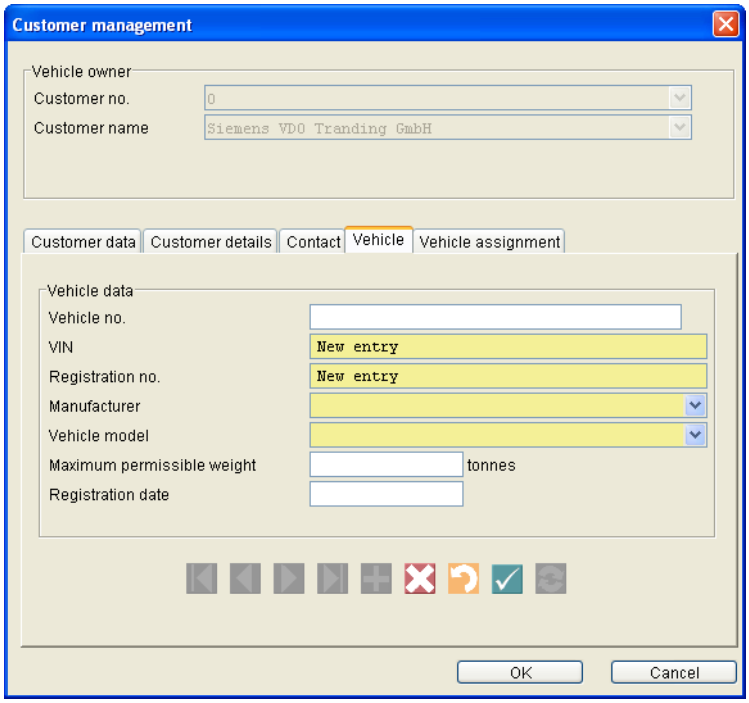
   - via the "Customer name" or
   - via the "Customer no.".

3. Switch to the "Vehicle" tab.

   The tab of the same name opens.

4. Click on  .

   The tab opens with empty text boxes for entering a new vehicle's details.



5. Under "Vehicle data", enter the required data.
   - "Vehicle no.": the customer vehicle's administrative number, e.g. the administrative number of the customer
   - "VIN": vehicle identification number copied from the vehicle documents

Important

Please make sure that you enter all the 17 digits of the VIN and enter letters as capitals.

   - "Registration no.": vehicle registration number copied from the vehicle documents
   - "Manufacturer": information copied from the vehicle documents
   - "Vehicle model": information copied from the vehicle documents
   - "Maximum permissible weight": information copied from the vehicle documents
   - "Registration date": information copied from the vehicle documents

6. Click on  to save the data.

   If you have filled in all the (mandatory) boxes correctly, the following message will be displayed: "The data record has been saved successfully".

7. Confirm the message with [OK].

   A message will be displayed asking you whether you want to add another vehicle's details.

8. Click on

   - [No] if you do not want to enter another vehicle for this customer.

     To enter additional data click on the relevant tab.

   - [Yes] if you want to enter another vehicle for this customer.

9. Click on [OK] to terminate editing.

   The "Customer management" dialogue box closes.

   For more information on editing saved customer data please refer to Editing customer data.

"Vehicle assignment" tab

Condition

The "Vehicle assignment" tab is only available if at least one contact person has been entered for the selected customer (see "Contact" tab).

On the "Vehicle assignment" tab, you can assign one or more vehicles to a contact person.

To edit the assignment:

1. Click on

   - the "Open customer management" toolbar button or
   - choose "Checks > Customer management" on the menu bar.

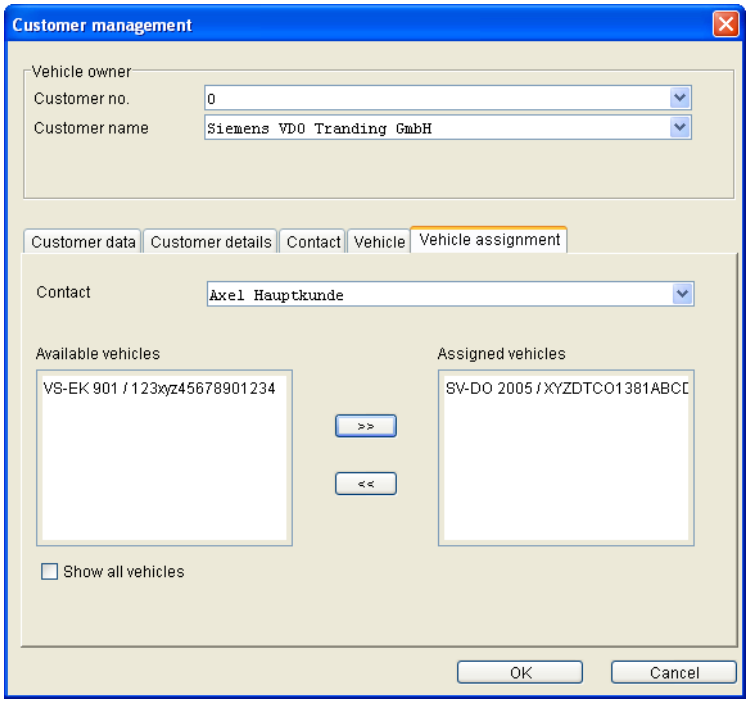
   The "Customer data" tab opens.

2. Select the vehicle owner whose data you want to edit:

   - via the "Customer name" or
   - via the "Customer no.".

3. Switch to the "Vehicle assignment" tab.

   The tab of the same name opens.



4. Select the contact person to whom you want to assign one or more vehicles from the "Contact" list.

   If the contact person is not included in the list, enter the contact's details on the "Contact" tab.

Important

5. From the "Available vehicles" list select
   - the vehicle that you want to assign to the contact person
   - or hold the [Ctrl] key down and select several vehicles.

Important

   If the vehicle to be assigned is not included in the list,
   - select the "Show all vehicles" check box

     All the vehicles created for the selected customer are displayed.
   - or create the vehicle on the "Vehicle" tab.

6. Click on [>>] to assign the selected vehicle(s) to the selected "Contact".

   The vehicles are displayed in the "Assigned vehicles" list.

7. To cancel a vehicle assignment
   - select the vehicle from the "Assigned vehicles" list and
   - click on [<<].

   The vehicle is displayed in the "Available vehicles" list.

8. If you do want to enter or modify further data and create further assignments, click on [OK] to exit "Customer management".

   The "Customer management" dialogue box closes.

   For more information on editing saved customer data please refer to Editing customer data.

Editing customer data

A detailed description of the individual "Customer management" tabs can be found in the sections below:

- "Customer data" tab
- "Customer details" tab
- "Contact" tab
- "Vehicle" tab
- "Vehicle assignment" tab.

To edit saved customer data:

1. Click on

   - the "Open customer management" toolbar button or
   - choose "Checks > Customer management" on the menu bar.

   The "Customer data" tab opens.

2. Select the vehicle owner whose data you want to edit:

   - via the "Customer name" or
   - via the "Customer no.".

3. Select the relevant data record from the list.

   You can also page forward and back through the saved data record using the Navigation buttons.

   The corresponding data is copied to the text boxes automatically.

4. Click on one of the buttons below if

	you want to delete the currently selected data record. Enter the "Cancellation reason". Answer the security query with [Yes]. Please also refer to the information on deleting customers, vehicles and contact persons at the beginning of the "Customer management" section.
	you have modified the data and want to save these changes.
	want to undo any changes made.
	you want to update the currently displayed data record.

5. Modify and save the data.
6. If you do not want to edit any further data, click on [OK] to exit "Customer management".

   The "Customer management" dialogue box closes.

Analysis

Overview of menu commands

The "Analysis" menu includes the commands below. In addition, you will learn how to output analyses.

- **Analysis output**

  This section summarises the various analysis output options.

- **"Completed checks"**

  This command opens a dialogue box to select saved checks and special checks performed during a specific period and to output the inspection dates in the form of an analysis.

- **"Schedule monitoring"**

  This command opens a dialogue box to determine due schedules for checks and special checks and to output them in the form of an analysis.

- **"Report summary"**

  This command opens a dialogue box to output periodic report summaries.

- **"Vehicle owner master data"**

  This command opens a dialogue box to output the data entered in "Customer management" for one or more vehicle owners.

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Analysis output

KIPAS 2 offers a host of analysis output options. Analyses can be

- printed; it is also possible to print one page per vehicle owner.
- output on screen.
- saved to a file with freely selected delimiters.
- saved as XML files.

Condition

Screen output is only possible if Adobe / Acrobat Reader is installed (see Installing Adobe / Acrobat Reader) and if the correct directory path has been set in "Tools > Options": "General" tab.

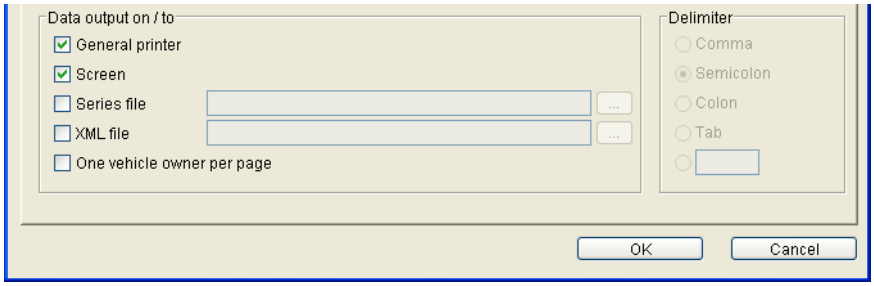
Tip

You can select several output options at the same time. You can, for instance, print the analysis data, display it on the screen and save it to a file for use with other applications.

To output an analysis:

1. Select the required "Analysis".

   The corresponding analysis dialogue box opens where you can select the output options under "Data output on / to".



Important

The output options "General printer" and "Screen" are selected by default.

2. Select the required output options:
   - "General printer"
   - "Screen"
   - "Series file"
   - "XML file"
   - "One vehicle owner per page".

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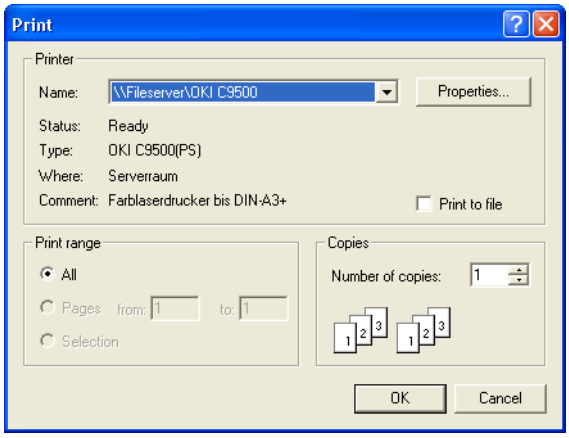
"General printer"

The analysis results are printed. The "General printer" is the default printer set on your computer.

To print an analysis:

1. Select the "General printer" check box.

   Click on [OK]. The "Print" dialogue box opens.



1. Specify the print settings such as the number of copies.
2. Click on [OK] to start printing.

   The "Print" dialogue box closes and the analysis data is sent to the "General printer".

"Screen"

The analysis results are displayed on the screen.

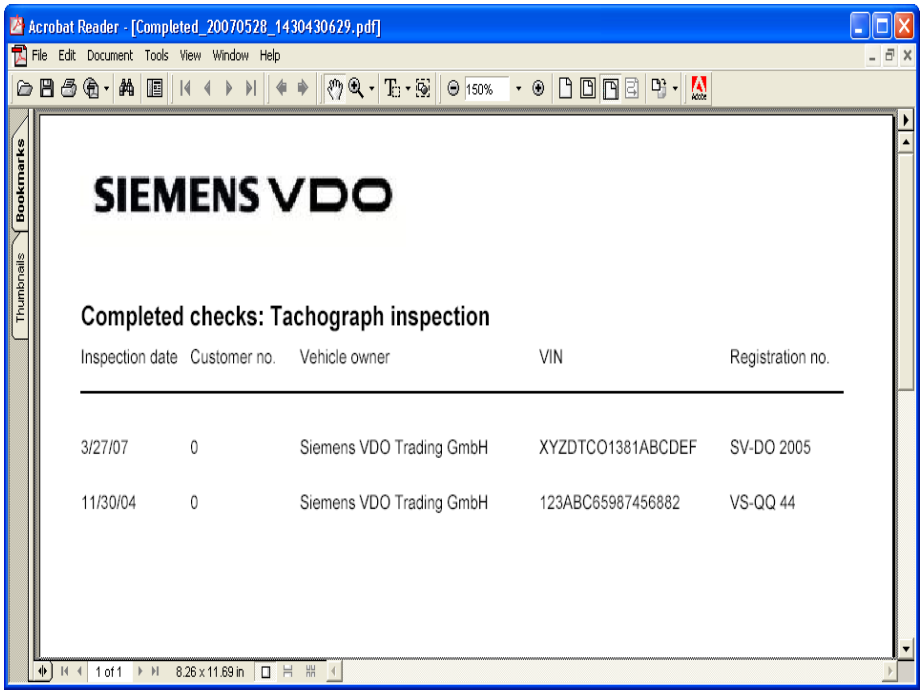
Condition

Screen output is only possible if Adobe / Acrobat Reader is installed (see Installing Adobe / Acrobat Reader) and if the correct directory path has been set in "Tools > Options": "General" tab.

To output an analysis on the screen:

1. Select the "Screen" check box.

   Click on [OK]. The "Adobe / Acrobat Reader" window opens.



Tip

Adobe / Acrobat Reader enables you to select further output options. You can print the analysis or save it to a PDF file.

2. Close the screen view by either
   - choosing "File > Exit" or
   - clicking on ❌ "Close" in the upper right corner of the program window's title bar.

   The screen view closes.

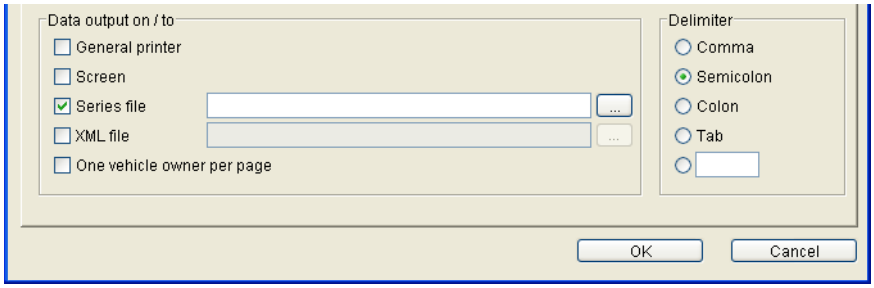
"Series file"

The analysis results are saved to a CSV file. Any character can be used as a delimiter.

To save an analysis to a series file:

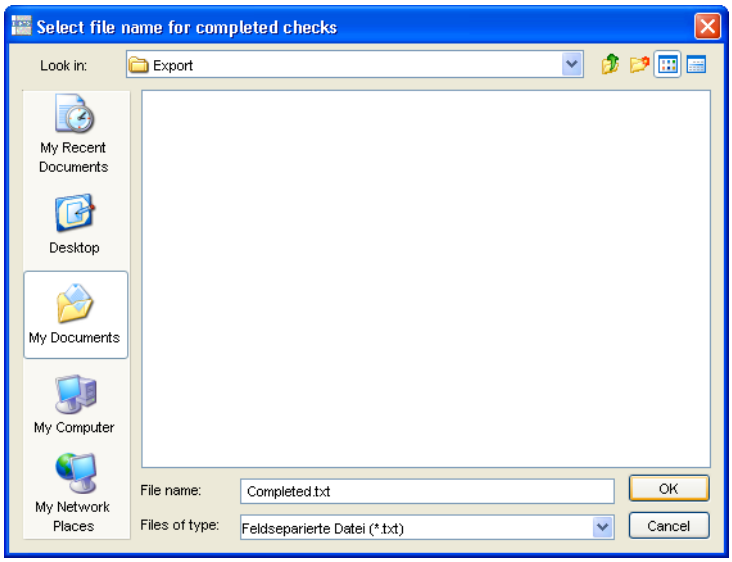
1. Select the "Series file" check box.

   When selecting "Series file", the text box for entering the storage location and the delimiter options are made available.



2. Enter the directory path and the file name for the series file.

   - Click on [...] to open the dialogue box to select the directory.



   - Select the desired directory.
   - Enter the name into the "File name" box.
   - Confirm with [OK].

     The dialogue box closes. The directory and the file name are copied to the "Series file" text box.

3. Under "Delimiter", select the delimiter or enter a delimiter into the text box.

   Please make sure that you do not use any delimiters that are already used in the customer data to separate names for example.

   Click on [OK]. The analysis is saved to a series file.

Important

"XML file"

The analysis result are saved in XML format.

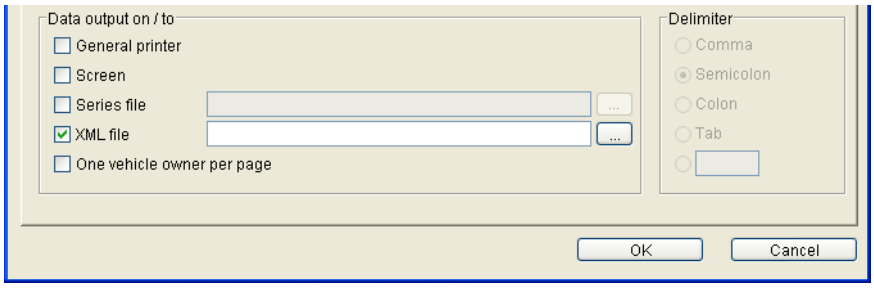
Important

For further information on the structure of XML files, please refer to XML file structure.

To save an analysis to an XML file:

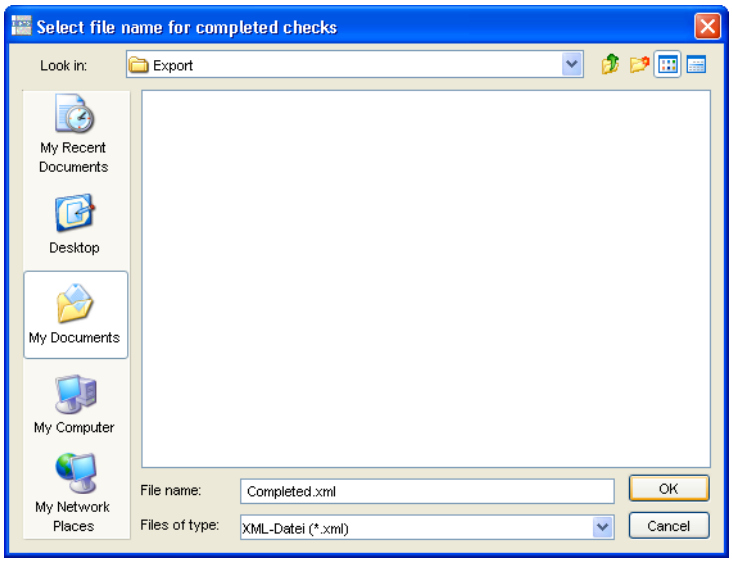
1. Select the "XML file" check box.

   When selecting "XML file", the text box for entering the storage location is made available.



2. Enter the storage location for the XML file.

   - Click on ... to open the dialogue box to select the directory.



   - Select the desired directory.
   - Enter the name into the "File name" box.

Important

Do not modify the default file type: "XML file". Only then can you import your analysis in XML format correctly into other programs for further processing.

- Confirm with [OK].

  The dialogue box closes. The directory and the file name are copied to the "XML file" text box.

Click on [OK]. The XML file will be saved.

"One vehicle owner per page"

Each vehicle owner is printed on a separate page.

To start printing each vehicle owner on a separate page:

- Select the "One vehicle owner per page" check box.

Completed checks

The "Completed checks" analysis provides a chronological overview of the tachograph inspections / RSL checks and / or special checks entered in KIPAS 2. The overview contains information about the last inspection date, customer number, vehicle owner, vehicle identification number (VIN) and vehicle registration number.

"Completed checks" tab

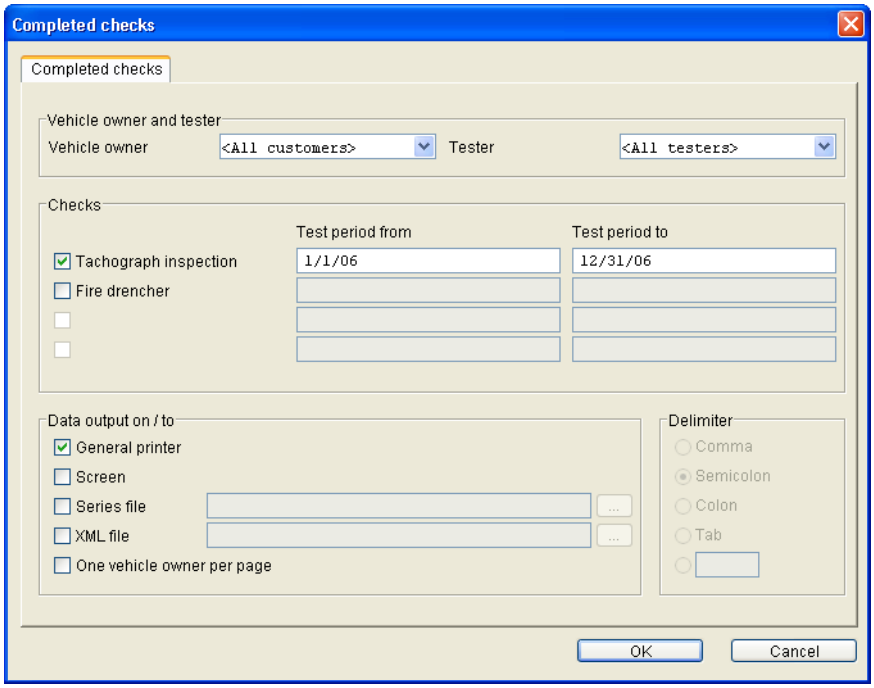
You can limit the "Completed checks" analysis based on

- the vehicle owner
- the inspector (tester)
- checks performed in a specific period "... from" - "... to".

To output an overview of "Completed checks":

1. Choose "Analysis > Completed checks".

   The tab of the same name opens.



2. Under "Vehicle owner and tester", specify whose checks are to be analysed: Checks or inspections performed
   - for a specific customer or for all customers; "<All customers>" is selected by default.
   - by a specific inspector (tester) or by all testers; see the note below.
3. Under "Checks", select the types of check to be analysed.
4. Specify the inspection period for each type of check selected.

Important

If no date is entered under "Test period from", all checks and inspections entered since KIPAS 2 was commissioned are included in the analysis.

If no date is entered under "Test period to", all checks and inspections performed until the current (computer) date are included in the analysis.

5. Under "Data output on / to", specify how the analysis data is to be output.

   For more information on output options please refer to Analysis output.

Tip

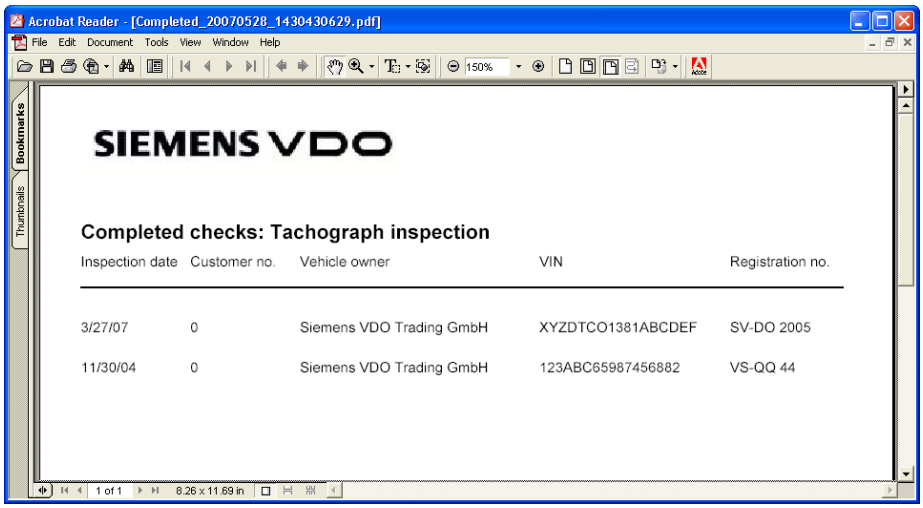
Output a "Series file" if you want to create a circular letter to inform your customers of completed checks and inspections. It contains all the necessary data: the vehicle owner, his address, the vehicle, the date of the last check (inspection) and the contact person.

6. Click on [OK] to start the output.

Important

If you have not limited your selection, this can take a few seconds, depending on the number of checks and inspections available.

The "Completed checks" dialogue box closes.



Schedule monitoring

The "Checks due" analysis provides a chronological list of all due and overdue tachograph inspections / RSL checks and special checks.

"Checks due" tab

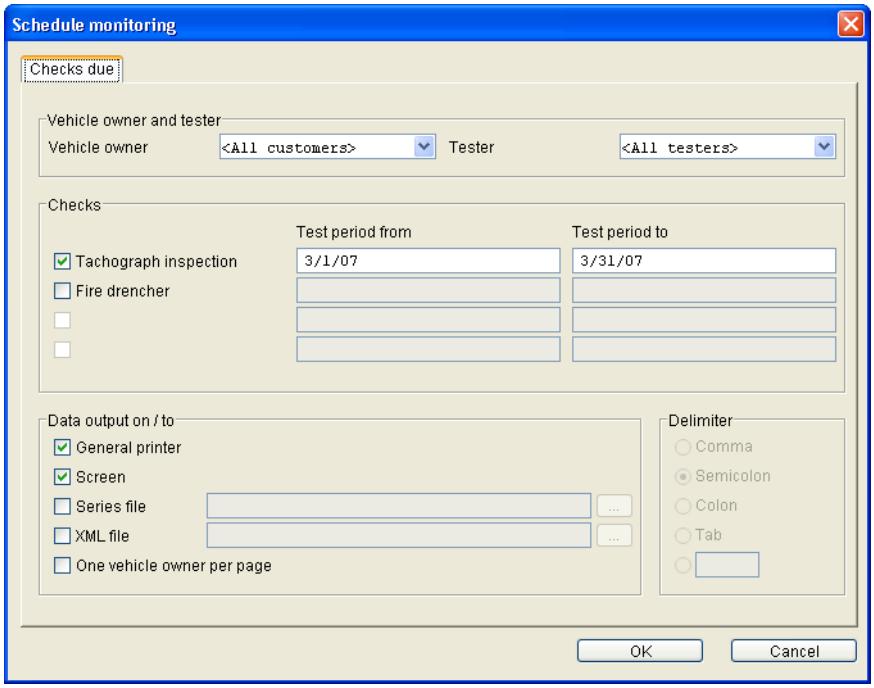
You can limit the "Checks due" analysis based on

- the vehicle owner
- the inspector (tester)
- checks performed during a reminder period "... from" - "... to".

To output an overview of due and overdue inspection dates:

1. Choose "Analysis > Schedule monitoring".

   The "Checks due" tab opens.



2. Under "Vehicle owner and tester", specify whose checks and inspections are to be analysed: Checks or inspections to be performed

   - for a specific customer or for all customers; "<All customers>" is selected by default.
   - by a specific inspector (tester) or all testers; "<All testers>" is selected by default.

3. Under "Checks", select the types of check for which you want to determine due inspection dates.
4. Specify the reminder period for each type of check selected.

Important

If no date is entered under "Test period from", all due inspection dates from the current (computer) date are included in the analysis.

If no date is entered under "Test period to", the next inspection date for each vehicle will be output.

Tip

You can also output overdue inspection dates by entering a date from the past under "Test period from".

5. Under "Data output on / to", specify how the analysis is to be output.

   For more information on output options please refer to Analysis output.

Tip

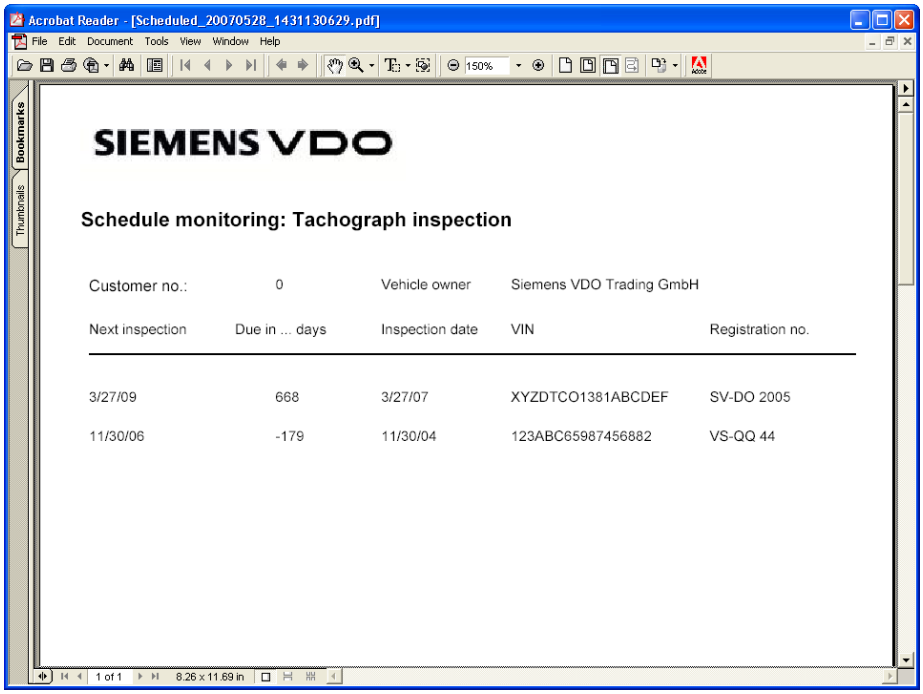
Output a "Series file" if you want to create a circular letter to inform your customers of due checks and inspections. It contains all the necessary data: the vehicle owner, his address, the vehicle, the date of the last check and the contact person.

6. Click on [OK] to start the output.

Important

If you have not limited your selection, this can take a few seconds, depending on the number of due checks and inspections.

The "Schedule monitoring" dialogue box closes.



Report summary

The "Report summary" analysis provides an overview of the total number of monthly checks (tachograph inspections and RSL checks) entered into KIPAS 2.

"Report summary" tab

The basic "Report summary" includes, for instance, a yearly overview (with monthly totals) of the following information entered in KIPAS 2:

- total number of checks (tachograph inspections and RSL checks)
- tachograph inspections and
- defects or irregularities detected.

The basic analysis can be limited to specific months and / or customers.

The "Detailed report summary" enables you to limit the analysis further based on

- the inspector (tester)
- the manufacturer
- the vehicle model.

The "Detailed report summary" includes the following, additional information per vehicle:

- vehicle manufacturer
- VIN or VRN
- type of check (tachograph inspection or RSL check)
- characteristic coefficient imp/km or rev/km
- effective tyre circumference
- inspection date
- work card number, if available.

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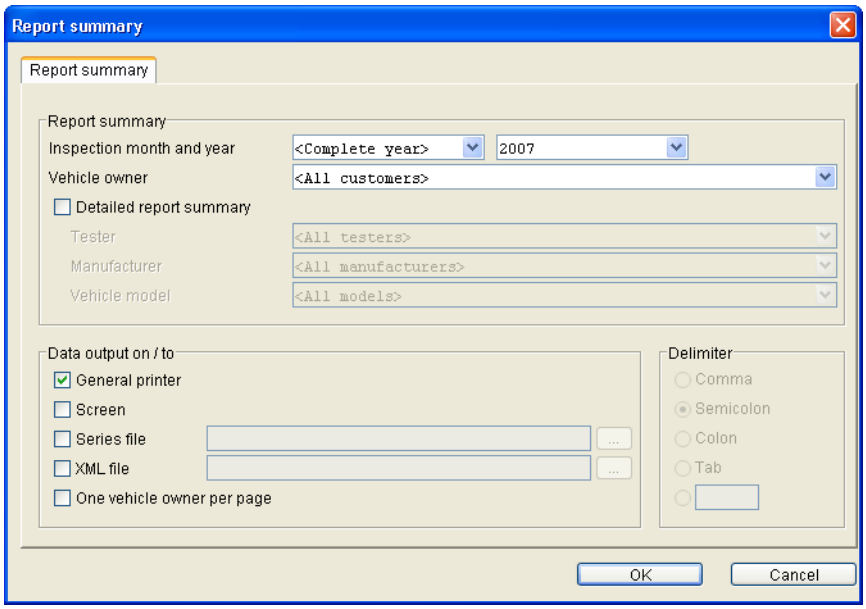
To output a report summary:

1. Choose "Analysis > Report summary".

   The tab of the same name opens.



2. Under "Report summary", select the "Inspection month and year" and
   - "<Complete year>" if you want to create a report summary for a whole year.
   - a specific month if you just want to output report summary data for this month.

3. Under "Vehicle owner" select
   - "<All customers>" if you want to create a report summary for all customers.
   - a specific customer if you just want to output report summary data for this customer.

4. Select the "Detailed report summary" check box if you want to output a detailed analysis.

   The corresponding list boxes ("Tester", "Manufacturer" and "Vehicle model") are made available. The default settings is "<All...>".

Tip

If, under "Detailed report summary", you accept the default setting ("<All...>"), the analysis is not limited but expanded to include further vehicle details.

If you want to limit the "Detailed report summary", select

- the "Tester" whose checks and inspections are to be output; see the note below,
- the "Manufacturer" for whom the entered checks and inspections are to be output,
- the "Vehicle model" for which the entered checks and inspections are to be output.

5. Under "Data output on / to", specify how the analysis data is to be output.

Tip

If the "Report summary" is to be forwarded to your service partner, you should

- output an XML file if you want to send it by e-mail.
- print it if you want to send it by fax.

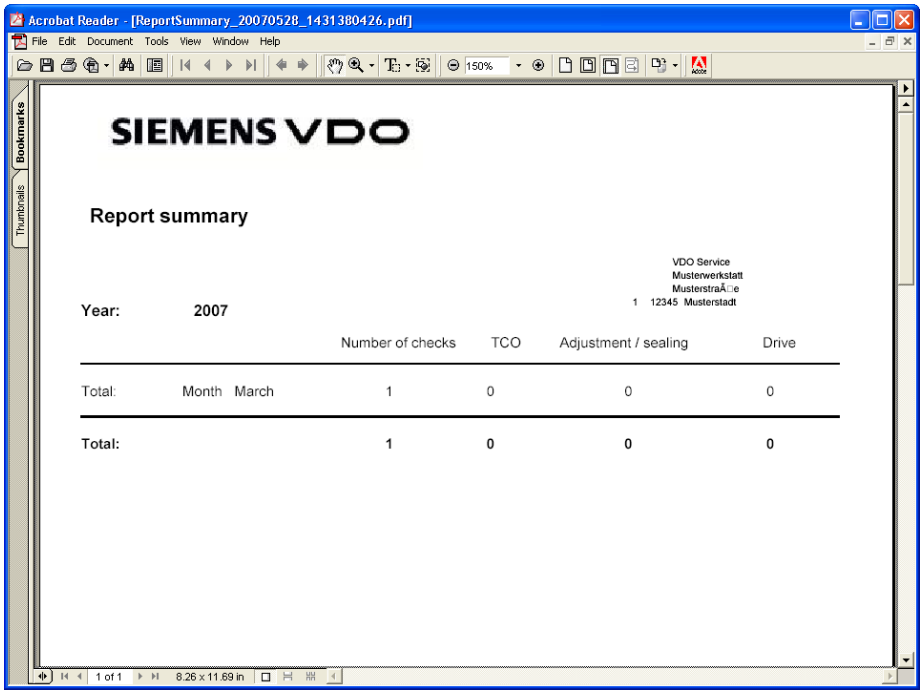
For more information on output options please refer to Analysis output.

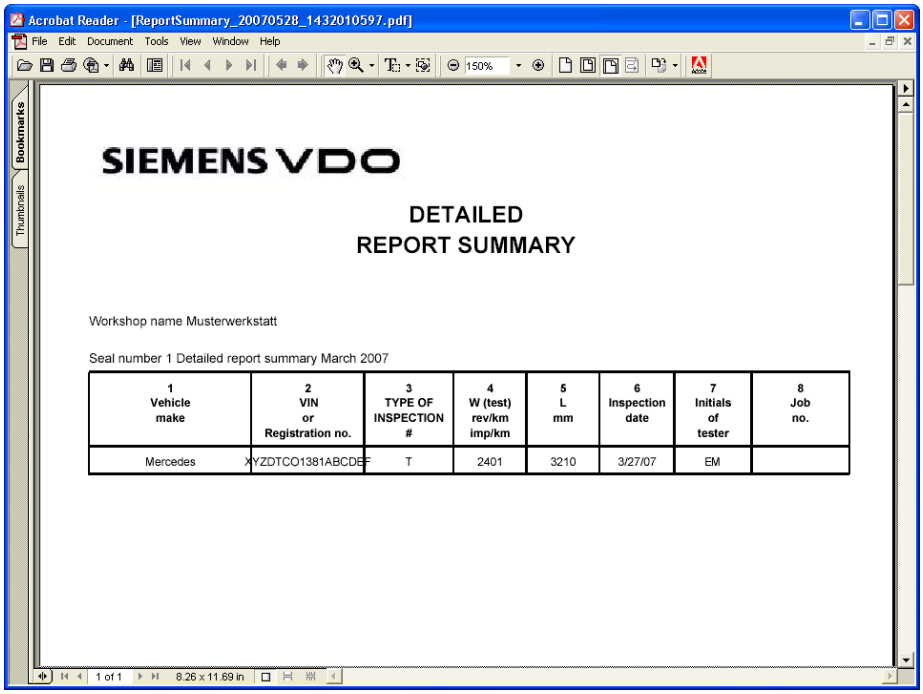
6. Click on [OK] to start the output.

Important

If you have not limited your selection, the output may take a few seconds, depending on the number of checks and inspections available.

The "Report summary" dialogue box closes.





Vehicle owner master data

The "Vehicle owner master data" analysis creates an overview of the customers and their vehicles entered in KIPAS 2, sorted by "Customer number".

The screen output and print output include the "Customer number" and "Customer name", "Vehicle identification number", "Registration no.". If a check (tachograph inspection and / or RSL check) has already been entered for the vehicle in KIPAS 2, the "Last inspection date" is output too.

The "Series file" output option also supplies the owner's address details and the contact person for the vehicle.

Tip

If you need to output the vehicle and owner data separately, you can ask the KIPAS administrator to export the data separately via "File > Export".

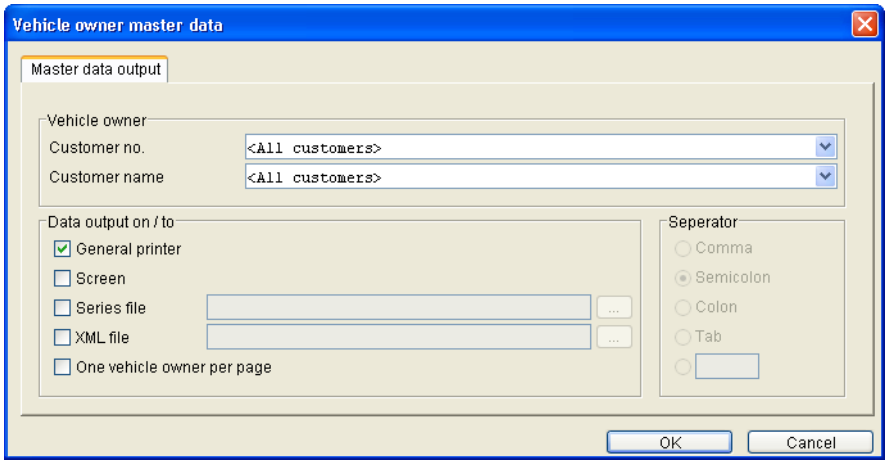
"Master data output" tab

You can limit the "Vehicle owner master data" analysis to one "Vehicle owner" (customer).

To output an overview of your customers and their vehicles:

1. Choose "Analysis > Vehicle owner master data".

   The "Master data output" tab opens.



2. Under "Vehicle owner" select

   - "<All customers>" if you want to output the master data for all customers.
   - the customer whose master data you want to output,
     -- via the "Customer number"
     -- via the "Customer name".

3. Under "Data output on / to", specify how the analysis data is to be output.

   For more information on output options please refer to Analysis output.

Tip

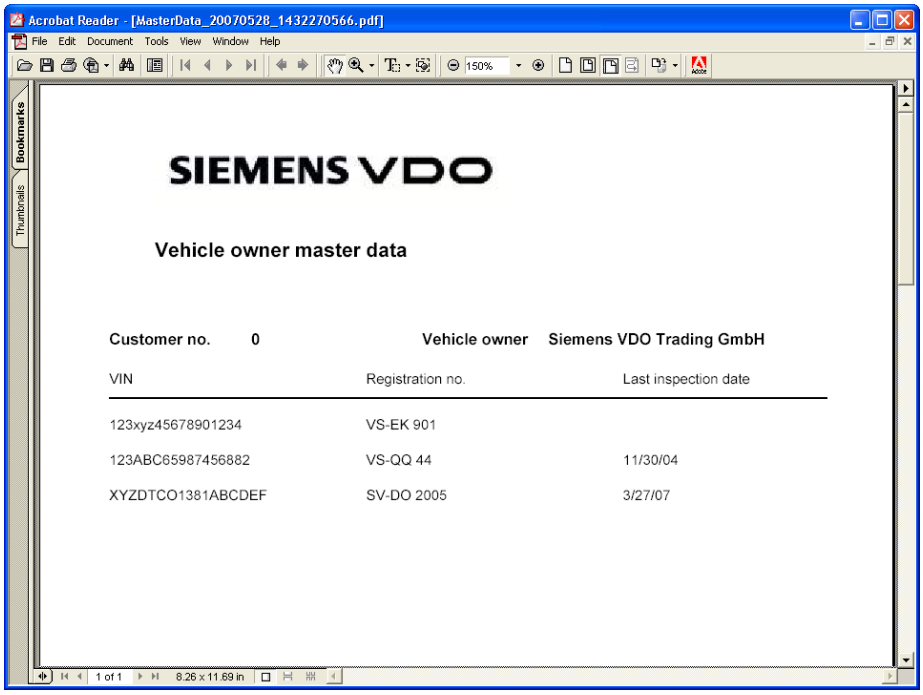
If you want to edit your customer data in another program, output an "XML file" or a "Series file".

Important

4. Click on [OK].

   If you have not limited your selection, the output can take a few seconds, depending on the amount of master data available.

   The "Vehicle owner master data" dialogue box closes.



Tools

Overview of menu commands

The "Tools" menu on the menu bar includes the commands below.

- **"Change password"**

  This command opens a dialogue box to change the KIPAS 2 login password.

- **"Edit workshop data"**

  This command opens a dialogue box to enter or modify employee data or modify company data and create an activation request.

- **"Official language"**

  This command opens a dialogue box to select another user interface language and print the test certificate in this language for example. The command is only available in countries with several official languages.

- **"Software licensing"**

  This command opens a dialogue box to license KIPAS 2 for the first time or re-license it while the program is running.

- **"Downloadkey configuration"**

  This command opens a dialogue box to configure a Downloadkey for the downloading digital tachograph mass memory data.

- **"Options"**

  This command opens a dialogue box to configure the KIPAS 2 basic settings. These settings mainly refer to the printer, the drives used for exchanging data, the connected tachographs and test devices, the directory paths for saving documents and backing up the database, special checks etc.

KIPAS 2 - Edition 05/2007

Change password

Each new employee receives his access data and password from the KIPAS administrator. When the user has logged on for the first time, he should change his password via this command.

Important

As the administrator cannot read the employees' passwords, he must also assign a new password if the employee cannot remember his password. In this case, the employee should change this new password too.

To change your password:

1. Choose "Tools > Change password".

   The "Change password" dialogue box opens.

2. Enter the required data.
   - "User name": your user name
   - "Password": your new user password
   - "Confirmation": your new user password.

   An asterisk (*) is displayed for each character you enter.

Important

The password many include any number of characters and is case sensitive. Normally, it consists of letters and numbers.

3. Click on [OK] to save your new password.

   Only if the passwords entered into the "Password" and "Confirmation" text boxes match will KIPAS 2 accept the new user password.

   The dialogue box closes.

Edit workshop data

Authorised tachograph centres can carry out the operations below by choosing "Tools > Edit workshop data":

- Create an activation request on the "Workshop" tab.
- Enter a signature on the "Workshop" tab to switch KIPAS 2 to temporary full mode (see Entering the signature).
- Enter and edit employee data on the "Staff" tab.

Activation request

The activation request for your service partner can be

- printed to be sent by fax or
- written to a file to be sent by e-mail. The export file is saved as a REQ file with the current date in the KIPAS 2 program directory under "..\KIPAS20\Upload".

Signature

Only in exceptional cases will your service partner provide you with a signature which switches KIPAS 2 to temporary full mode (14 days).

Reactivation mode

Create a new activation request if the workshop data changes at a later date. As a result, KIPAS 2 switches to Reactivation mode and you can continue working as usual. Only the new workshop data will not yet be printed on the test certificate.

For more information on how to proceed when KIPAS 2 is installed please refer to Startup and licensing the software.

Condition

You will need administrator rights to edit workshop data, i.e. you must log on as the KIPAS administrator.

"Workshop" tab

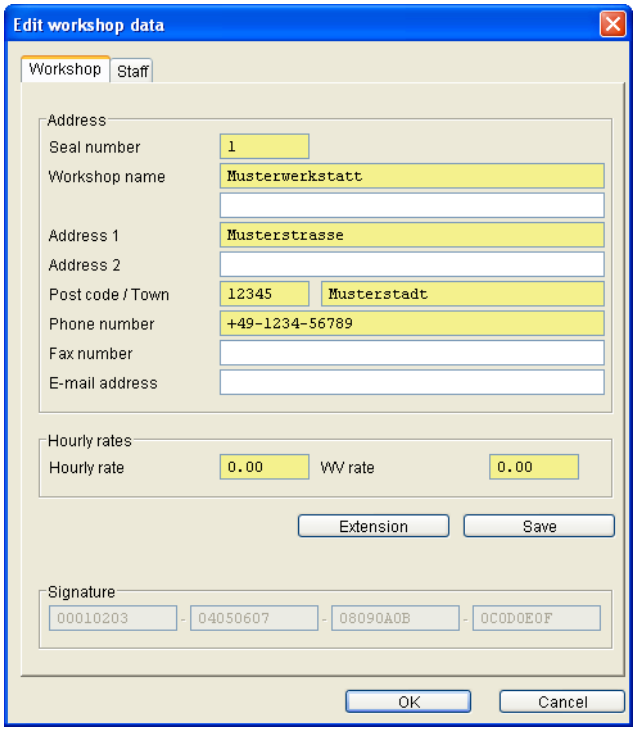
On the "Workshop" tab, you manage your company data and enter the signature if necessary.

For more information on how to proceed when KIPAS 2 is installed please refer to Startup and licensing the software.

To create an activation request:

1. Choose "Tools > Edit workshop data".

   The "Workshop" tab opens. The text boxes under "Address" and "Hourly rates" are available while the ones under "Signature" appear dimmed.



2. Modify the data.
3. Click on [Save] to save the changes.

   A message is displayed telling you that the modified workshop data has to be activated by your service partner.

4. Confirm the message with [OK].

   A message will be displayed asking you whether you want to print the activation request and send it by fax or save it to an export file.

5. From the list, select
   - "Fax" if you want to send the activation request by fax.
   - "EXPORT" if you want to send the activation request to your service partner by e-mail.

6. Confirm with [OK].

   The activation request will be output, i.e. it will be sent to the printer or saved to an export file (REQ file with the current date) under "..\KIPAS20\Upload".

   Under "Signature", the text boxes are made available. The text boxes under "Address" and "Hourly rates" appear dimmed.

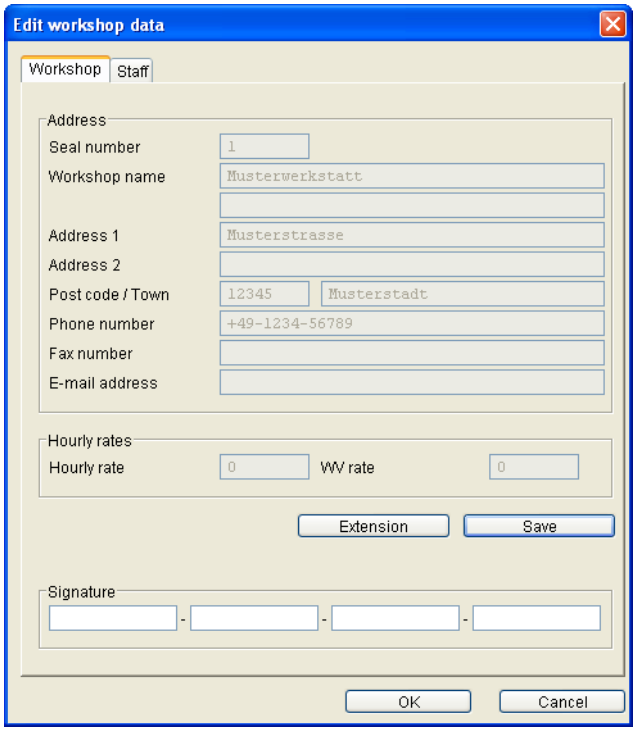
   The "Edit workshop data" dialogue box closes.

Entering the signature

To enter the signature:

1. Choose "Tools > Edit workshop data".

   The "Workshop" tab opens. The text boxes under "Address" and "Hourly rates" are available while the ones under "Signature" appear dimmed.



2. Enter the signature:
   - If you received it by fax or post, enter the 4 x 8 characters into the text boxes under "Signature".
   - If you received it by e-mail, copy the 4 x 8 characters to the text boxes.

     In this case, the signature is copied automatically.

3. Click on [Save] to save the signature.

   The text boxes under "Signature" appear dimmed. The text boxes under "Address" and "Hourly rates" are made available so that you can modify the details at a later date if necessary.

4. If you do not want to enter or modify any employee data, click on [OK] to close the "Edit workshop data" dialogue box.

   The "Edit workshop data" dialogue box closes.

"Staff" tab

On the "Staff" tab, you manage your employees' details. You can create new employees, modify and delete the data of employees that have already been created (see the note below).

Important

Please note that deleting an employee is only possible if he has not yet entered any checks or inspections and/or mass memory data. If you delete the data record of an employee who has already entered checks and inspections, this employee will just be "deactivated". He can still be selected from the "Tester" list in "Analysis" and "Archive mass memory".

To create a new employee's data record:

1. Choose "Tools > Edit workshop data".

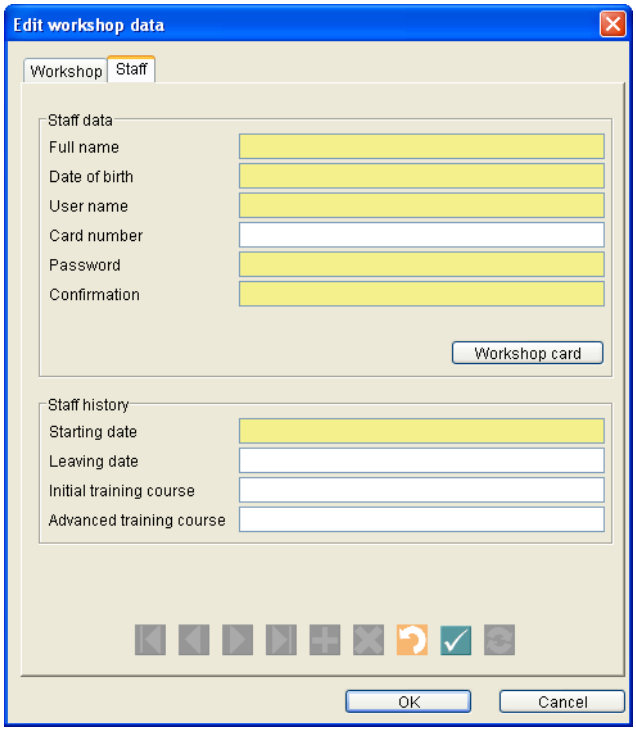
   The "Workshop" tab opens.

2. Click on the "Staff" tab.

   The "Staff" tab opens.

3. Click on  .

   The tab opens with empty text boxes to enter a new employee's details.
   - If the employee has a workshop card, you can read in some of his details from the card; see step 4.
   - If no workshop card exists, continue with step 5.



4. Insert the employee's workshop card into the chip card reader and click on [Workshop card]. Supplement the data by entering the missing information into the text boxes as described below.
5. Under "Staff data", enter the required data.
   - "Full name": the employee's first name and surname
   - "Date of birth": the employee's date of birth
   - "User name": the employee's first name and surname.

     This name will be added to the "User name" and "Tester" lists and printed on the test certificate.
   - "Card number": the number of the workshop card number assigned to the employee
   - "Password" and "Confirmation": the password with which the user logs on.

     This password can be changed by the user after login by choosing "Tools > Change password".

Important

6. Under "Staff history", enter the required data.
   - "Starting date": the date the employee started working for the company
   - "Initial training course": the date when the employee attended a tachograph inspection training course
   - "Advanced training course": the date the employee last attended an advanced tachograph inspection training course
7. Save the employee's data with  .

   A message will be displayed asking you whether you want to enter further staff data.
8. If you
   - want to enter further staff data, start again with step 3.
   - do not want to edit further staff data, click on [OK] to close the "Edit workshop data" dialogue box.

   The "Edit workshop data" dialogue box closes.

To edit an employee's data record:

1. Choose "Tools > Edit workshop data".

   The "Workshop" tab opens.
2. Click on the "Staff" tab.

   The "Staff" tab opens.
3. Select an employee's data record by paging forward and back through the saved data records using the Navigation buttons.
4. Under "Staff data" and "Staff history", edit the required data as described in the "Staff" tab section.
5. Click on one of the buttons below if

	you want to delete the currently selected data record. Answer the security query with [Yes]. Please also refer to the information on deleting customers, vehicles and contacts at the beginning of the "Staff" tab section.
	want to undo the last change made to the data record.
	you want to update the currently displayed data record.

6. Click on  to save the changes.

   A message will be displayed asking your whether you want to edit further staff data.

7. If you do not want to enter or modify any further staff data, click on [OK] to close the "Edit workshop data" dialogue box.

   The "Edit workshop data" dialogue box closes.

Official language

Choose "Tools > Official language" to set another dialogue language.

Important

The "Official language" command to select further languages is only available in the KIPAS 2 country versions to be used in countries with several official languages such as Switzerland.

Changing the language affects all language-dependent functions and content in KIPAS 2:

- General menu guidance
- "Help for KIPAS 2" and any documents available in the specific language under "Documents"
- test certificates and analyses.

To change the official language:

1. Choose "Tools > Official language".

   The corresponding sub-menu opens.

2. Select the "Official language" that is to be used in future.

   The language is changed.

Software licensing

Choose "Tools > Software licensing" to

- read in the licence data while KIPAS 2 is running. Use this command when you have received a new KIPAS Licence Card for example.
- write a new licence file to an existing KIPAS Licence Card.

For more information on licensing please refer to Startup and licensing the software.

Condition

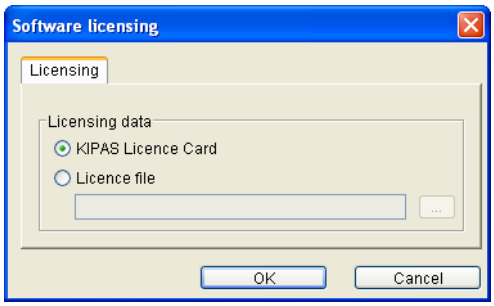
You will need administrator rights to execute the "Software licensing" command, i.e. you must log on as the KIPAS administrator.

Please make sure that the requirements for reading in chip cards are met (see Reading chip cards).

To read in the licensing data from the KIPAS Licence Card while the program is running:

1. Choose "Tools > Software licensing".

   The "Licensing" tab opens.



2. Insert the KIPAS Licence Card into the chip card reader.
3. Select "KIPAS Licence Card".
4. Click on [OK] to start the reading process.

   The KIPAS licence data is read from the chip card and the "Software licensing" dialogue box closes.

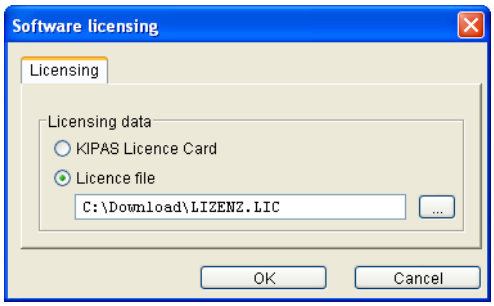
5. Log off KIPAS 2 and log on again.

   KIPAS 2 will now operate in Full mode.

To license KIPAS 2 if you have received a new licence file:

1. Choose "Tools > Software licensing".

   The "Licensing" tab opens.



2. Insert the KIPAS Licence Card into the chip card reader.
3. Select "Licence file".
4. Click on ... to select the path and licence file.
5. Click on [OK] to start the write process.

   The new licence data is written to the KIPAS Licence Card. The "Software licensing" dialogue box closes.

6. Log off KIPAS 2 and log on again.

   KIPAS 2 will now operate in Full mode again.

Tip

If you encounter any problems while re-licensing the program manually, repeat the write process if necessary. If the problems persist, contact your service partner directly.

Downloadkey configuration

Choose "Tools > Downloadkey configuration" to configure a Downloadkey for transferring digital tachograph data to KIPAS 2.

The "Downloadkey configuration" command enables you to specify how digital tachograph data is to be copied and saved for archiving and analysis purposes.

Tip

Please refer to the Downloadkey operating instructions (see also "Documents") where you will find a detailed description of the data formats and how to configure the device.

Condition

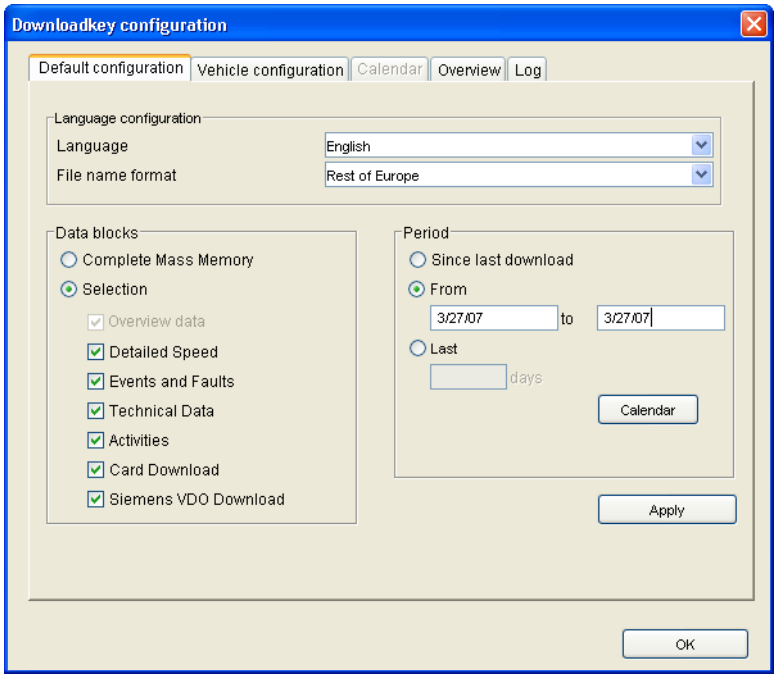
The Downloadkey must be connected to the computer via the USB port specified in "Options" on the "General" tab.

"Default configuration" tab

To configure a Downloadkey:

1. Choose "Tools > Downloadkey configuration".

   The "Default configuration" tab opens.

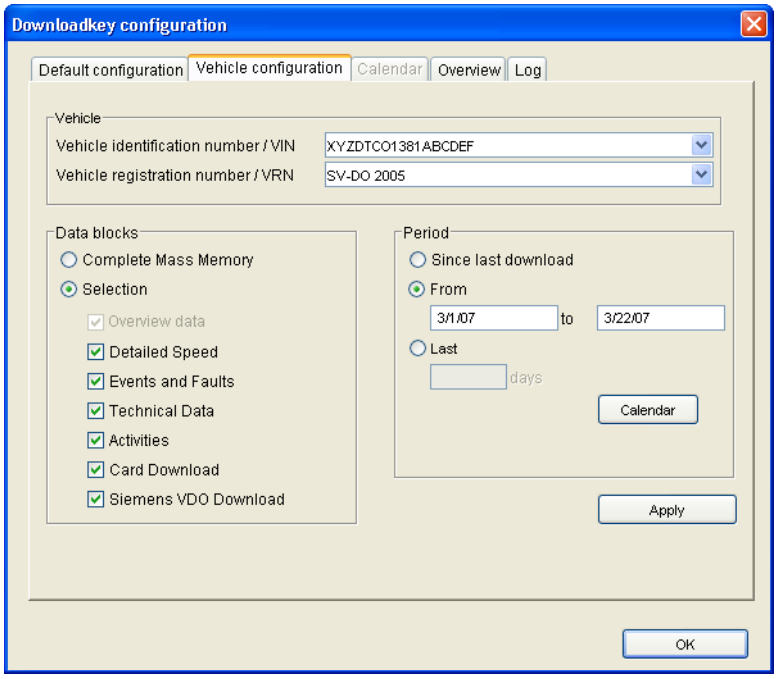


2. On the "Default configuration" tab, select
   - the user interface language
   - the file name format for downloaded files:
     -- "Rest of Europe" if the data is to be archived in all European countries except France and Spain.
     -- "France" if the data is to be archived in the French file format.
     -- "Spain" if Spanish file formats are to be used.
   - the data blocks:
     -- "Complete Mass Memory" loads all digital tachograph data. The Downloadkey is delivered with this setting.
     -- "Selection" makes the check boxes for selecting individual data blocks available.
   - the period:
     -- "Since last download" (basic setting).
     -- "From ... to ...": The dates are selected and copied to these boxes by clicking on the [Calendar]; see also "Calendar" tab.
     -- "Last… days".
3. Click on [Apply] to save the settings.
4. Select a different tab to continue editing or click on [OK] to close the "Downloadkey configuration" dialogue box.

"Vehicle configuration" tab

To set a vehicle-specific configuration:

1. Click on the "Vehicle configuration" tab.



2. Select the vehicle via "Vehicle identification number / VIN" or "Vehicle registration number / VRN".

   If no download configuration has been saved on the Downloadkey for this vehicle, a security query will be displayed. If you want to create a specific configuration for this vehicle, click on [Yes].

3. Specify the data block settings and the period; see also "Default configuration" tab and "Calendar" tab.
4. Click on [Apply] to save the settings.
5. Select a different tab to continue editing or click on [OK] to close the "Downloadkey configuration" dialogue box.

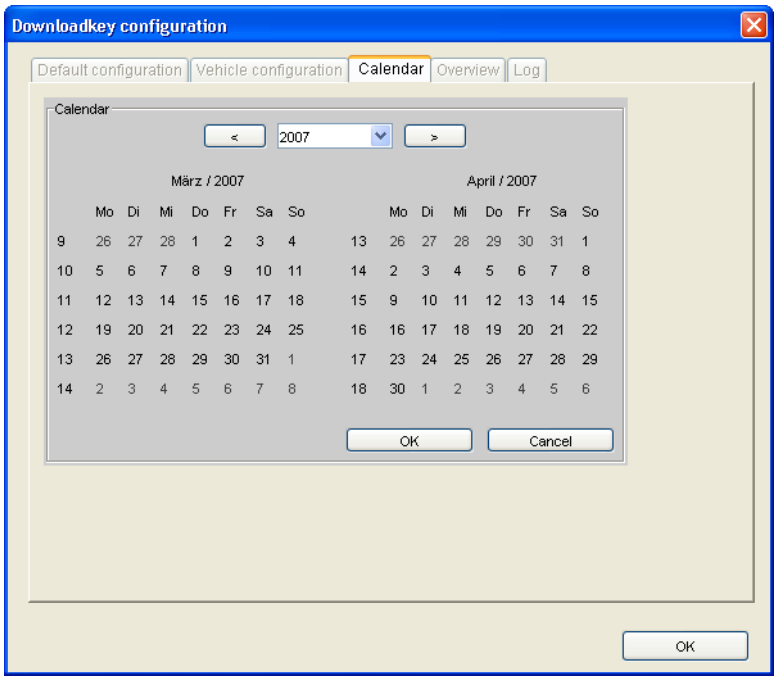
"Calendar" tab

Important

This tab can only be selected by clicking on [Calendar] on the "Default configuration" and "Vehicle configuration" tabs.

To specify the data download date:

1. Specify the year and the month when the download started and click on the desired day.

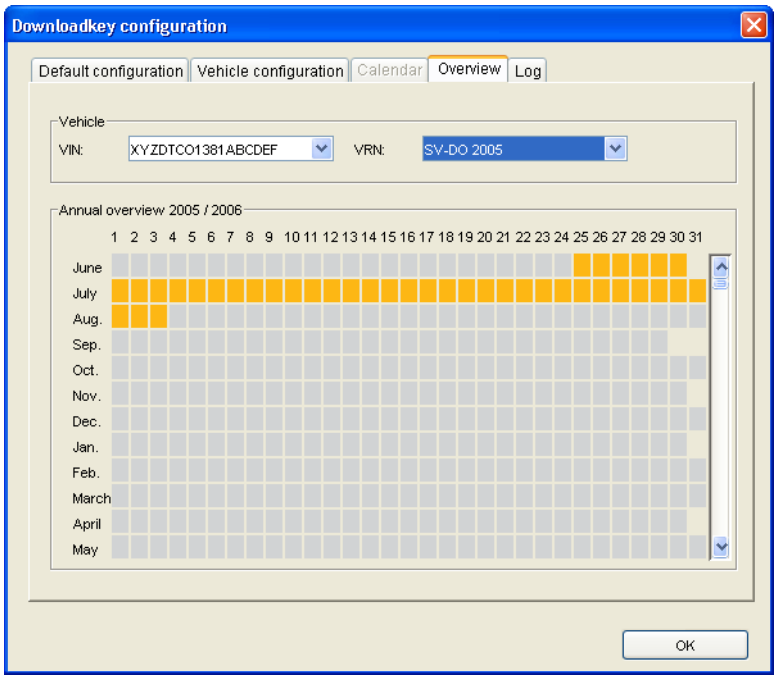


2. Click on [Apply] to copy the date to the "From" box.
3. Repeat this process for the last day ("to") of the requested time period.

"Overview" tab

To obtain an overview of the vehicle data saved on the Downloadkey:

1. Click on the "Overview" tab.



2. Select the vehicle via "VIN" or "VRN".

Colour	Meaning
Grey	No download file exists for this day
Orange	One download file exists for this day
Blue	More than one download file exists for this day

3. Move the mouse pointer over a weekday for which data is available (highlighted in blue or orange) to display it.

   The complete file names of the individual data blocks that were downloaded are displayed in a dialogue box.

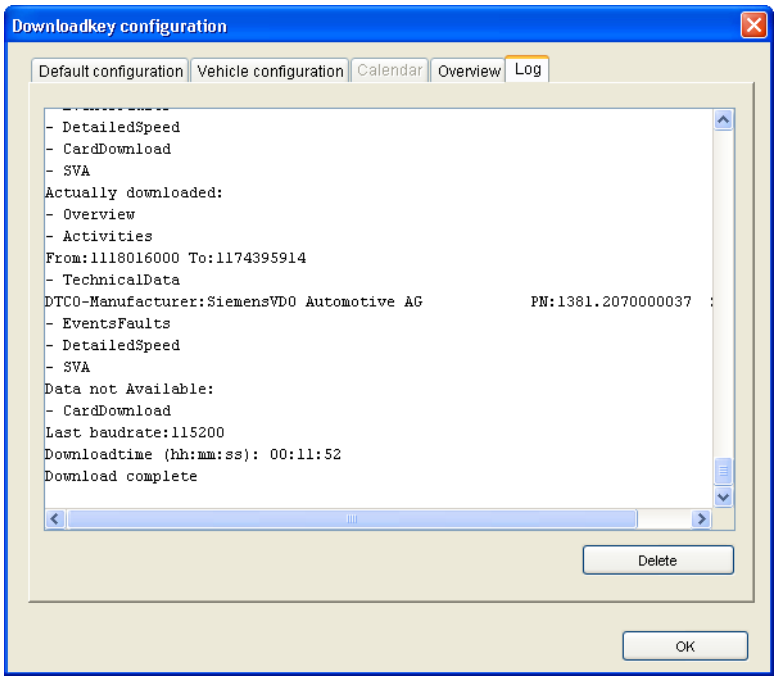
   You can select one file at a time for editing.

"Log" tab

The Downloadkey log provides detailed information on the individual download procedures and information on any errors or problems that occurred during data download.

To obtain detailed information on Downloadkey procedures:

1. Click on the "Log" tab.



2. Move the scroll bar to the very bottom in order to read the latest entries.
3. Click on
   - [Delete] if the log data is no longer needed and / or
   - [OK] to close the dialogue box.

Options

Choose "Tools > Options" to configure the KIPAS 2 program functions that are required for the program to run properly (see also Configuring KIPAS 2).

Important

As critical KIPAS 2 functions are controlled via the settings made in "Options", these settings must be correct.

Condition

You will need administrator rights to execute the "Tools > Options" command, i.e. you must log on as the KIPAS administrator.

The application server settings must be absolutely correct to run KIPAS 2 in a client-server environment; see "Application server" tab and KIPAS 2 software components.

The tabs below are available to adjust KIPAS 2 to your company requirements:

- "General" tab
- "Printer" tab
- "Tachographs / Test devices" tab
- "Proxy and e-mail" tab
- "Special checks" tab
- "Application server" tab
- "Database backup" tab.

"General" tab

On the "General" tab, you specify the KIPAS 2 basic settings:

- Drives for exchanging data
- Directory paths for "Documents", Adobe / Acrobat Reader (to view and print analyses and documents in "Analysis" and "Documents") and the Web browser (for accessing the Digital Tachograph Information Portal from Siemens VDO Trading GmbH).

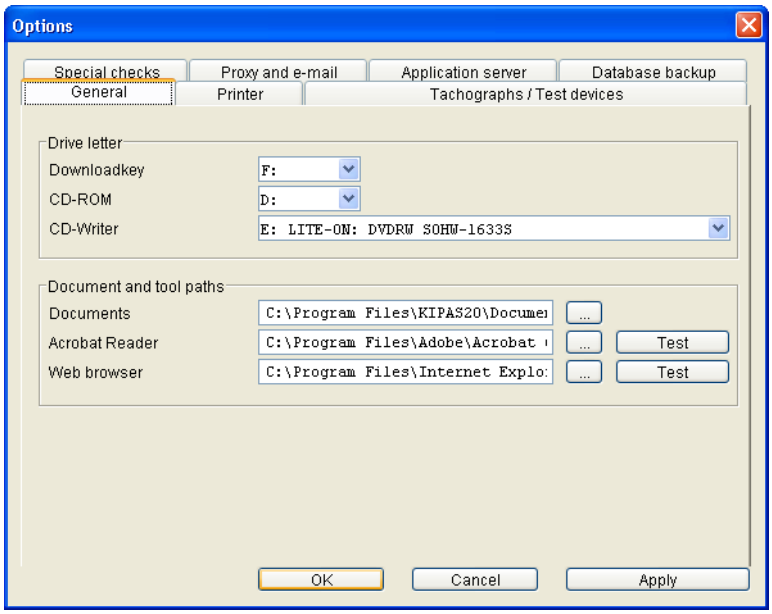
Tip

The software checks which printers, utilities etc. are installed on the computer and copies the information to the list boxes. You will only have to make a selection or confirm.

To edit the data on the "General" tab:

1. Choose "Tools > Options".

   The "General" tab opens.



2. Under "Drive letter", select
   - "Downloadkey": drive used to connect the Downloadkey to the computer
   - "CD-ROM": CD-ROM drive
   - "CD-Writer": CD burner driver if your computer is equipped with a burner.

3. Under "Document and tool paths", enter the path for
   - the "Documents" in order to define from where you want to open these.

     You can open the "Documents" directly from the KIPAS 2 CD or from the hard drive once the documents have been copied to the computer.
   - "Adobe / Acrobat Reader" and the associated exe file.
   - the "Web browser" and the associated exe file.

   Click on [...] to select the directory path and on [Test] to check the utility paths.

Tip

4. Click on [Apply] to confirm your settings.

5. If you
   - want to edit further options, switch to the desired tab.
   - do not want to edit further settings, click on [OK].

   The "Options" dialogue box closes.

"Printer" tab

The margins for the test certificate, installation and constant plaques are specified on the "Printer" tab so that the test certificate data and the data for the installation and constant plaques are printed on the Test certificate forms correctly.

Tip

For most printers the default settings need not be modified. However, you should carry out a test print and check the settings on the sample test certificate.

Important

Use an original test certificate for the test print as printing on normal paper may produce wrong results because of different paper thickness.

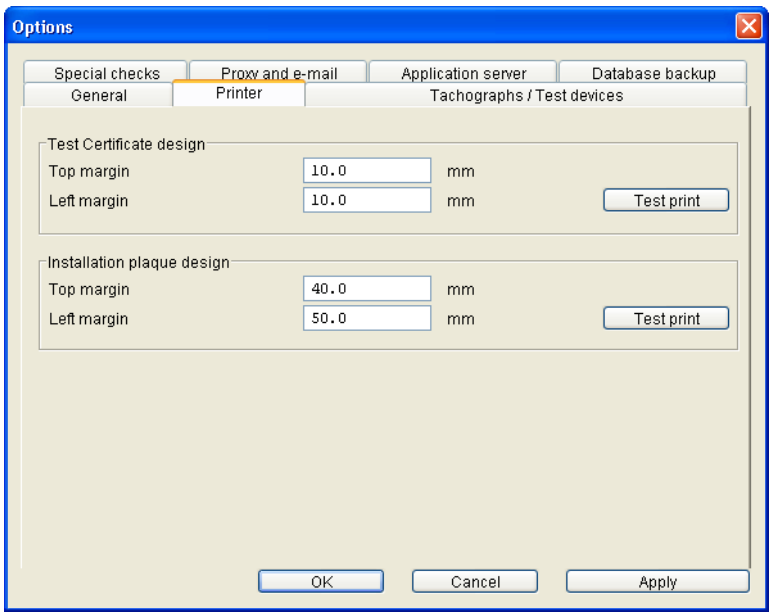
To configure the printer to print test certificates and installation plaques:

1. Choose "Tools > Options".

   The "General" tab opens.

2. Switch to the "Printer" tab.

   The tab of the same name opens.



3. Modify the settings for printing the test certificate if necessary. Under "Test Certificate design", overwrite the default values in millimetres for
   - "Top margin".
   - "Left margin".
4. Modify the settings for printing the installation and constant plaques onto the test certificate if necessary. Under "Installation plaque design", overwrite the default values in millimetres for
   - "Top margin".
   - "Left margin".
5. Click on [Test print], check the settings and correct them if necessary.
6. Click on [Apply] to confirm your settings.
7. If you
   - want to edit further options, switch to the desired tab.
   - do not want to edit further settings, click on [OK].

   The "Options" dialogue box closes.

"Tachographs / Test devices" tab

On the "Tachographs / Test devices", you can configure the ports for devices with which you want to exchange data in KIPAS 2. The devices below are connected:

- Digital tachographs via the port under "Tachograph configuration".
- All test devices such as CTC, MTC and ATC via the port under "Test device configuration".

Important

The preset values are default values. Normally, you will only have to modify the port.

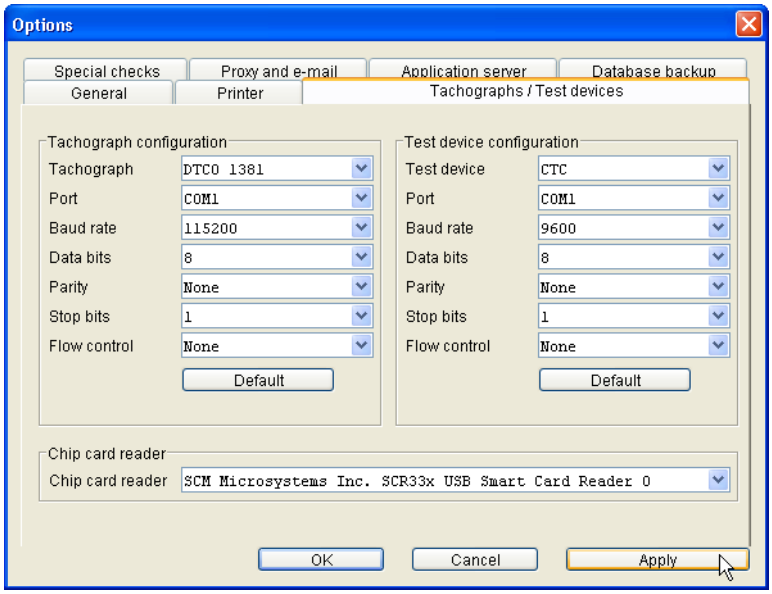
To edit data on the "Tachographs / Test devices" tab:

1. Choose "Tools > Options".

   The "General" tab opens.

2. Switch to the "Tachographs / Test devices" tab.

   The tab of the same name opens.



3. Check the settings below:
   - the "DTCO 1381" settings under "Tachograph configuration".
   - the settings for the connected test devices under "Test device configuration".

4. From the list, select the port
   - to which digital tachographs are connected on the computer in order to read mass memory data (see "Archive mass memory").
   - to which the test device is connected on the computer.

5. If necessary, adjust the values for
   - "Baud rate"
   - "Data bits"
   - "Parity"
   - "Stop bits"
   - "Flow control".

   The correct values can be found in the technical manuals for the devices and ports.

Tip

Click on [Default] if you want to restore the default values.

6. Select the driver for the connected chip card reader from the "Chip card reader" list.
7. Click on [Apply] to confirm your settings.
8. If you
   - want to edit further options, switch to the desired tab.
   - do not want to edit further settings, click on [OK].

   The "Options" dialogue box closes.

"Special checks" tab

On the "Special checks" tab, you can create, modify and cancel the selection for up to 3 special checks for vehicles, e.g., brake test, fire extinguisher check etc.

Tip

Choose "Analysis > Schedule monitoring" to display due dates for special checks.

To create special checks for vehicles choose "Checks > New special check".

Important

Changing the settings for special checks ("Designation", "Description" and "Inspection interval") does not affect special checks that have already been entered as the current settings are always saved together with the special check data record.

To edit the data on the "Special checks" tab:

1. Choose "Tools > Options".

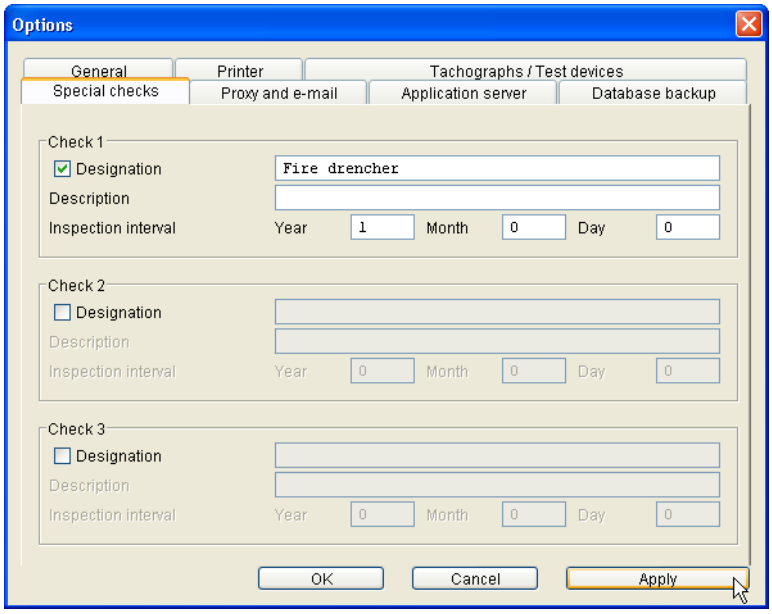
   The "General" tab opens.

2. Switch to the "Special checks" tab.

   The tab of the same name opens.

3. Select the "Designation" check box to make the text boxes for entering the check available.

   The boxes such as the ones under "Check 1" are made available.



4. Enter the check's details:
   - "Designation"
   - "Description"
   - "Inspection interval" in years, months and / or days.

   When entering special checks you can overwrite the "Description" at any time if necessary; see "New special check".

Tip

5. Click on [Apply] to confirm your settings.
6. If you
   - want to edit further options, switch to the desired tab.
   - do not want to edit further settings, click on [OK].

   The "Options" dialogue box closes.

"Proxy and e-mail" tab

On the "Proxy and e-mail" tab, you can specify the settings for

- Internet access and
- for sending data such as the report summary, activation request etc. (in preparation) from KIPAS 2 to your service partner directly by e-mail.

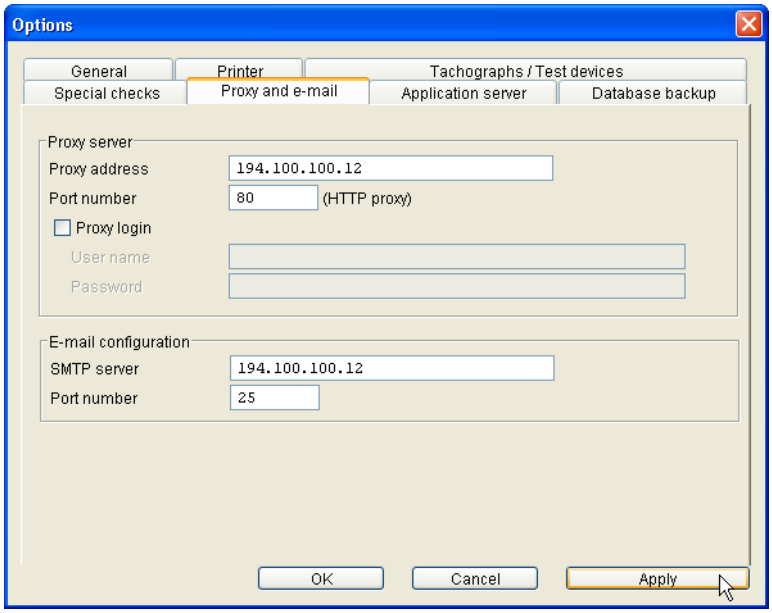
To edit the data on the "Proxy and e-mail" tab:

1. Choose "Tools > Options".

   The "General" tab opens.

2. Switch to the "Proxy and e-mail" tab.

   The tab of the same name opens.



3. Under "Proxy server", enter the required data if your company uses a proxy server to access the Internet.

   - "Proxy address": the proxy server address.
   - "Port number": the Internet access port number (the default setting is "80").

4. Select the "Proxy login" check box if you have to login to establish a connection to the proxy server and enter the "User name" and "Password".

5. If your company uses e-mail, enter the required data under "E-mail configuration".

   - "SMTP server": the address of the server used to send e-mails.
   - "Port number": the associated port number (the default setting is "25").

6. Click on [Apply] to confirm your settings.

7. If you
   - want to edit further options, switch to the desired tab.
   - do not want to edit further settings, click on [OK].

   The "Options" dialogue box closes.

To display the Internet settings in Internet Explorer:

1. Start Internet Explorer.
2. Choose "Tools > Internet options…".

   The dialogue box with the "General" tab opens.

3. Click on the "Connections" tab.

   Under "Dial-up and Virtual Private Network settings", the proxy address assigned by your Internet service provider is displayed. If no address is specified here, you do not need to modify the KIPAS 2 options.

To display your e-mail settings in Outlook Express:

1. Start Outlook Express.
2. Choose "Tools > Accounts…".

   The "Internet options" dialogue box with the "All" tab opens.

3. Click on the "E-mail" tab.
4. Select an account and click on [Properties].

   The properties dialogue box opens and the current settings are displayed.

Tip

For detailed descriptions on to how to set up a network or Internet connection or configure e-mail accounts, please refer to the operating system and Web browser manuals.

In a LAN installation with firewall your system administrator will provide the correct settings.

"Application server" tab

The JBoss application server connects KIPAS 2 to the MSDE database server. For this connection to work properly, the correct settings must be configured on the "Application server" tab.

Condition

Please note that working with KIPAS 2 is only possible if the application server and the MSDE database server have been started and are connected (see also KIPAS 2 software components).

The application server settings depend on the KIPAS 2 installation:

- If all KIPAS 2 components are installed on one computer (complete installation), you can usually accept the default values.
- If KIPAS 2 is installed as a client server solution, enter the server address and port number.

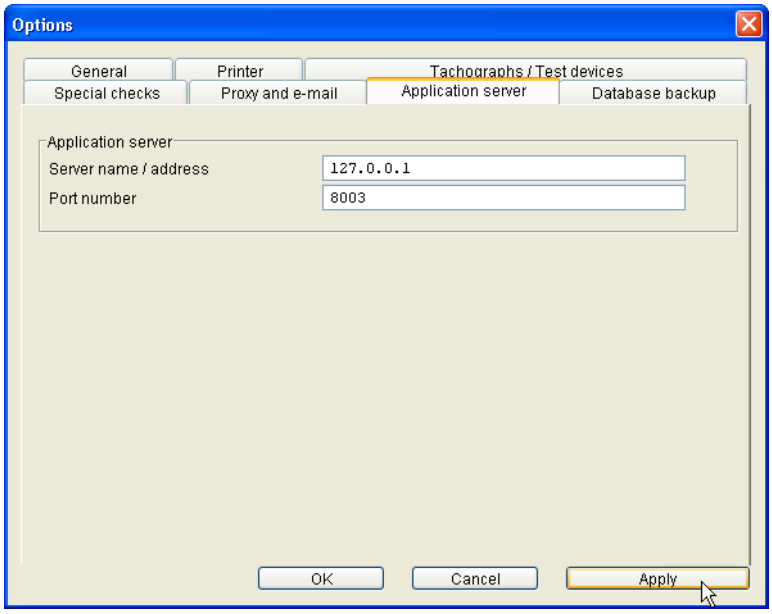
To edit the data on the "Application server" tab:

1. Choose "Tools > Options".

   The "General" tab opens.

2. Switch to the "Application server" tab.

   The tab of the same name opens.



3. Under "Application server", enter the corresponding values.
   - "Server name / address": the application server's name or IP address
   - "Port number": the number of the port used to exchange data.
4. Click on [Apply] to confirm your settings.
5. If you
   - want to edit further options, switch to the desired tab.
   - do not want to edit further settings, click on [OK].

     The "Options" dialogue box closes.

"Database backup" tab

Two steps must be performed to define the database backup settings:

- Defining when the database backup is to carried out
- Enabling the function.

Condition

The database server must be running while the database is being backed up. If a complete installation of KIPAS 2 has been carried out, the relevant computer must be turned on during database backup.

Tip

The CD-Backup utility enables you to burn backup files onto CD-ROM automatically at regular intervals (see Burning backup files onto CD-ROM using CD-Backup).

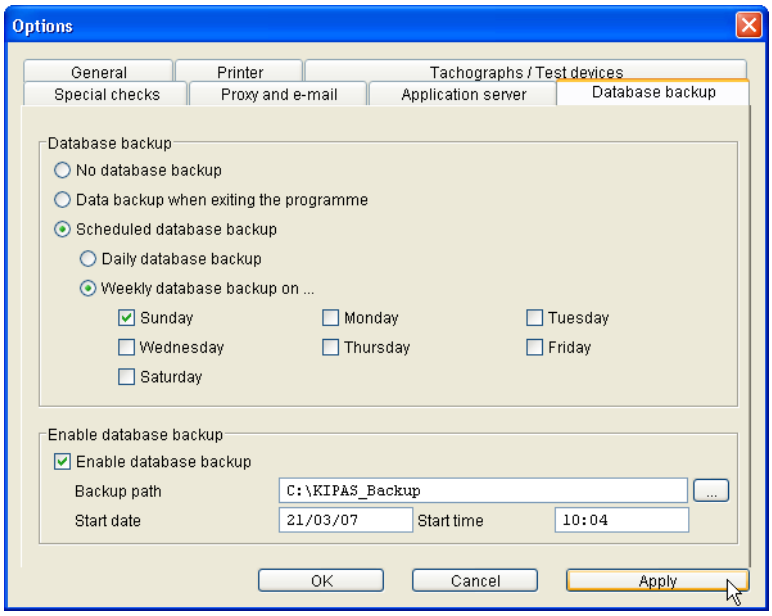
To edit the data on the "Database backup" tab:

1. Choose "Tools > Options".

   The "General" tab opens.

2. Switch to the "Database backup" tab.

   The tab of the same name opens.



3. Under "Database backup" select

   - "No database backup" if you want to use another method to back up your data, i.e. save the data on a tape.
   - "Data backup when exiting the programme" if the backup procedure is to be carried when exiting KIPAS 2.

Important

In this case, the database will only be backed up when exiting KIPAS 2 if this option is selected.

- "Scheduled database backup" and define the backup interval by selecting the relevant options and check boxes:
  -- "Daily database backup" if you have to back up high data volumes or
  -- "Weekly database backup on …" if the data is entered on a specific day only.

4. Under "Enable database backup" specify
   - the "Backup path": The backup file must be located on the same drive as the database.

Important

When backing up the data to a network drive the drive's UNC (Universal Naming Convention) name must be entered (e.g. \\servername\sharename\path). To restore the data it must first be copied to the drive where the database is stored.

   - "Start date" and "Start time": Modify the default settings by selecting a date and time when the computer is turned on.
5. Clear the check box if you want to back up the data on another day or with a different program.
6. Click on [Apply] to confirm your settings.
7. If you
   - want to edit further options, switch to the desired tab.
   - do not want to edit further settings, click on [OK].

   The "Options" dialogue box closes.

The database will be backed up based on the saved settings.

Documents

Overview of menu commands

The "Documents" menu on the menu bar includes the commands below:

- **"Favorites"**

  This command enables you to access the following Internet pages quickly

  - Digital Tachograph Information Portal
  - National Sales Organisation.

- **"Downloadkey"**

  This command opens a dialogue box to display the Downloadkey user guide on the screen.

- **"KIPAS 2"**

  This command opens a dialogue box to display the KIPAS 2 user manual on the screen.

Condition

Adobe / Acrobat Reader must be installed on the computer; see Installing Adobe / Acrobat Reader.

The program and document paths must be configured on the "General" tab in "Tools > Options".

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? menu

Overview of menu commands

The "?" menu on the menu bar includes the commands below:

- **"Help for KIPAS 2"**

  This command opens the KIPAS 2 online Help. For more information on the online Help please refer to Calling up and using Help.

- **"Support"**

  This command starts

  - "Remote Desktop" for KIPAS 2 remote maintenance.
  - "Compile support files" with which KIPAS, database and application server files are copied to the "C:/Programs/KIPAS20/Support" directory. These files can be compressed and sent to the support team if necessary.

- **"About KIPAS 2"**

  This command opens a dialogue box to display information on the program version and processes that could be useful when contacting the support team. The "System" tab, for instance, lists the version numbers of the tools used (utility programs) and the "KIPAS 2" tab the paths to required directories.

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Database backup and restore

Database backup

Choose "Tools > Options" to specify whether the database is to be backed up, the date and the storage location for backup files). For more information please refer to the "Database backup" tab section.

Each backup procedure creates four files: 2 *.KBF files and 2 *.LOG files.

Important

These four files are necessary to restore the database.

Burning backup files onto CD-ROM using CD-Backup

The CD-Backup utility enables you to burn backup files onto CD-ROM automatically at regular intervals so that the backup copies can be stored in a safe place (see also Important information on data protection and the obligation to back up data).

Condition

Please note that backup files can only be burned to CD-ROM automatically using CD-Backup if

- the workshop computer is equipped with a CD burner,
- the CD-Backup utility is running (see also Pausing and resuming the CD-Backup utility) and
- a writable CD-ROM is inserted into the CD burner.

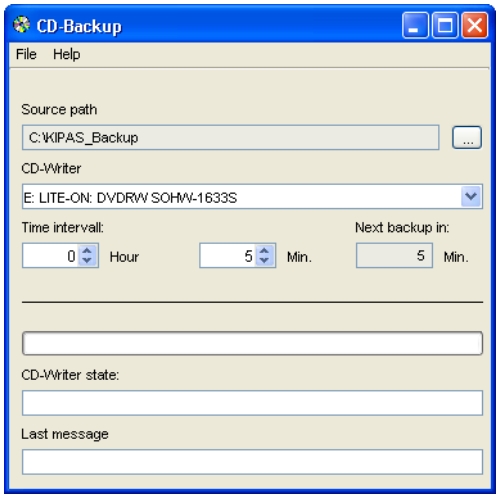
Tip

Specify the time interval for burning backup files to CD-ROM based on the database backup settings (see "Tools > Options, "Database backup" tab).

To configure CD-Backup to burn backup files to CD-ROM automatically:

1. Left click on the CD-Backup program icon on the taskbar.

   The dialogue box of the same name opens.



2. Click on ... . The dialogue box to specify the drive where the database backup files are saved opens.

   If you know the path you can also enter it manually.

3. Under "CD-Writer", select the drive to which the CD burner is connected.

4. Under "Time interval", specify the interval in hours ("Hour") and / or minutes ("Min.") after which the program should check whether new files are available.

   If new files have been added to the selected directory since CD-Backup has last been started, these files will be burned to the inserted, writable CD-ROM automatically

Tip

As well as database backup files, you can also burn other files located in the selected directory to CD-ROM using CD-Backup.

Important

CD-Backup operates in multi-session mode, i.e. backup files can be burned to CD-ROM until the CD is full. The program will then display a corresponding message (see "Last message" below).

The "Time interval" specifies when the program should check whether new files are to be backed up after KIPAS 2 has been started. When the program is delivered, the default setting is 5 minutes.

"Next backup in:" indicates the time in minutes until the next check.

In the "CD-Writer state" box information on the individual burning phases is displayed. A progress indicator displays the burning status.

The "Last message" box provides information as to whether the burning procedure has been completed successfully or whether problems have occurred if no writable CD-ROM is in the CD burner for example.

Caution

If you choose "File > Exit" in CD-Backup, KIPAS 2 will be terminated too. Any data that has not yet been saved in KIPAS 2 could be lost.

5. Click on  ("Close") in upper right corner of the program window's title bar to close the window.

Restoring the database using DatabaseRestore

This DatabaseRestore utility enables you to restore a backup of the KIPAS 2 database.

Condition

To restore the database

- KIPAS 2 must not be running,
- the database administrator password must be available (see also KIPAS 2 software components),
- the two *.KBF files created during the database backup procedure must be available and
- match the KIPAS 2 database version to be restored.

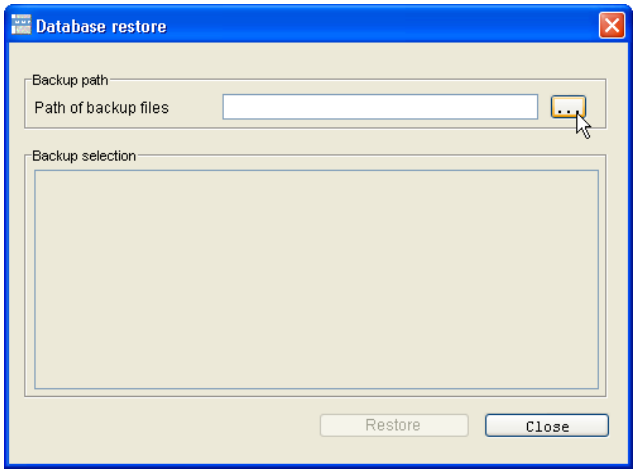
Important

Before restoring a database you should back up the current database if possible. If not the current database version will be lost.

To restore a KIPAS 2 database:

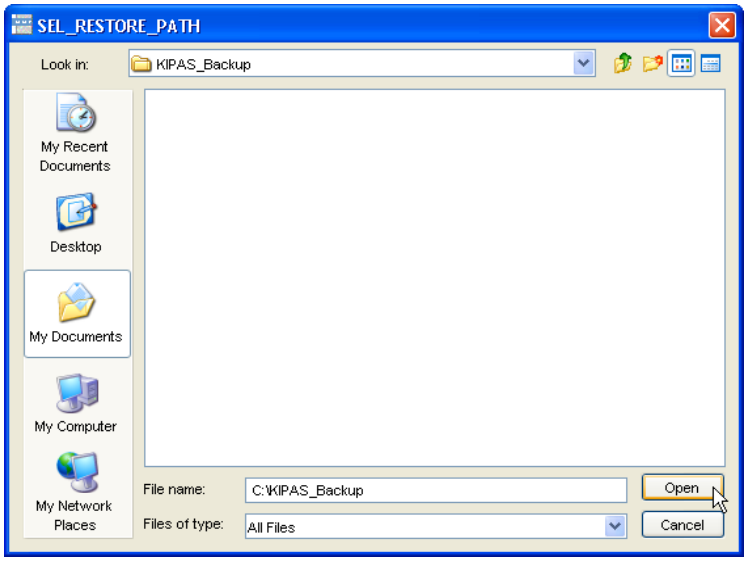
1. Click on "Start > All Programs > KIPAS 2" and then on "DatabaseRestore" to start the database restore utility.

   The "Database restore" dialogue box opens.



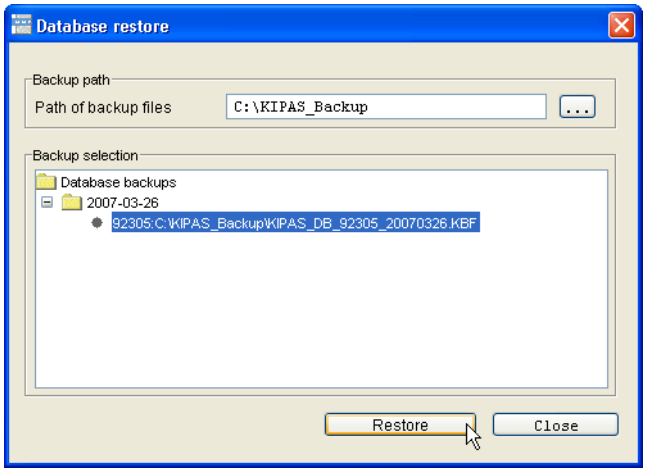
2. Click on ... . The dialogue box to specify the drive where the database backup file is saved opens.

   The "Sel Restore Path" dialogue box opens.



3. Select the drive and directory for the database backup file and click on [OK].

   The "Database restore" dialogue box is displayed in the foreground again. The available backup files are displayed under "Backup selection", i.e. one directory per day.

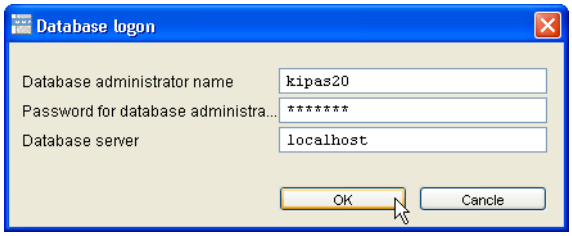


4. Click on  or double click on  to open the requested directory.

   The backup copies of the selected day are listed in chronological order.

5. Select the backup file that you want to restore and click on [Restore] to start the restore procedure.

   The "Database login" dialogue box opens.



6. Enter the KIPAS 2 database administrator password "**kipas20**" into the "Database administrator name" and "Password for database administrator" text boxes.
7. If KIPAS 2 is installed as a client server solution, enter the address of the server on which the KIPAS 2 database is installed into the "Database server" text box.

   The default setting is "localhost" (stand-alone installation).

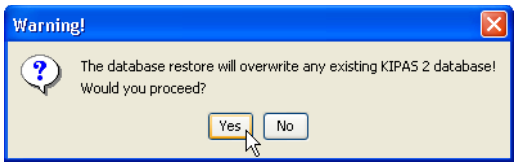
8. If you want

   - to start restoring the database click on [OK].
   - cancel the restore procedure click on [Cancel].

Caution

When restoring a backup copy the current database will be overwritten.

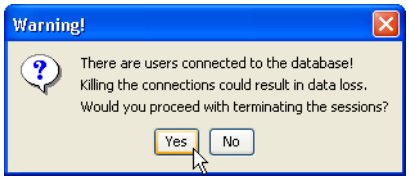
A security query will be displayed when your have started the restore procedure.



9. Click on

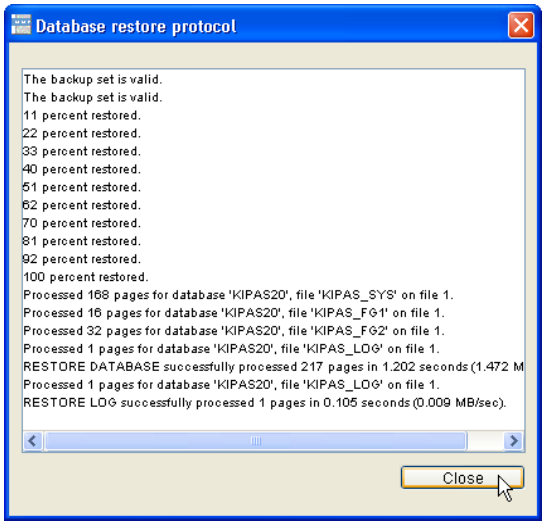
   - [Yes] to restore a database backup copy.
   - [No] to cancel the restore procedure.

   A message will be displayed if KIPAS 2 users are still logged on to the database.



10. Make sure that no data is being entered into KIPAS 2 and click on [Yes].

    The database backup copy is being restored and the "Database restore protocol" dialogue box opens.

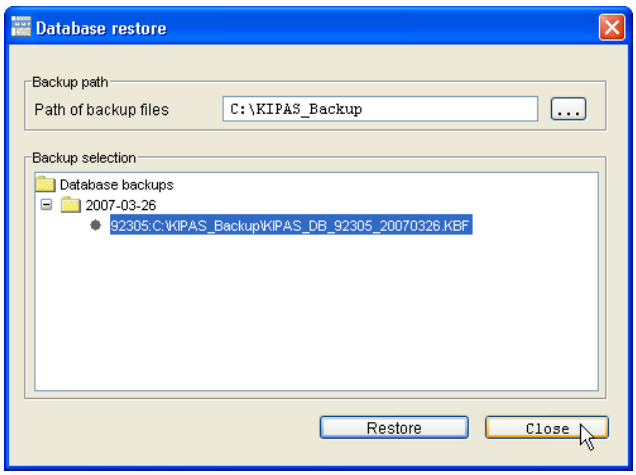


11. Check the log entries to see whether the restore procedure has been completed successfully.

    If you succeeded, "successfully processed" is displayed at the end of the log.

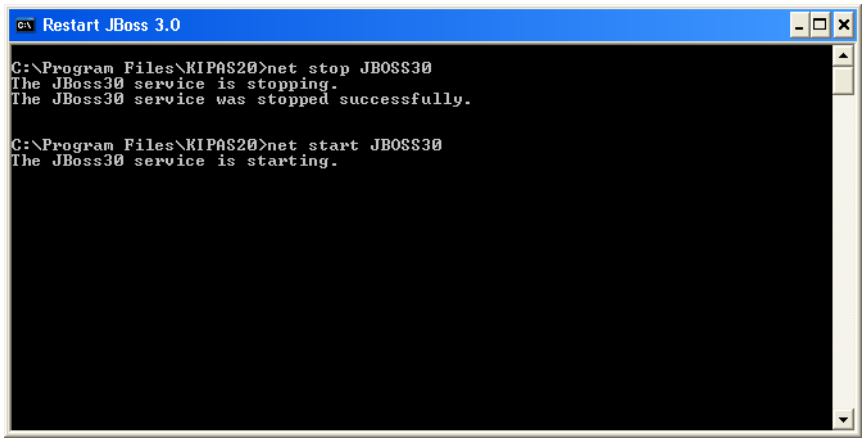
12. Click on [Close] to close the "Database restore protocol" dialogue box.

    The "Database restore" dialogue box is displayed in the foreground again.



13. Click on [Close] to close the dialogue box.
14. Restart the JBoss application server by clicking on "Start > All Programs > KIPAS 2" and then on "Restart JBoss 3.0"

    The window of the same name opens and closes automatically when JBoss has been started again.



15. Start KIPAS 2.

Important

Please contact your service partner directly if you encounter any problems when restoring databases.

Appendix

Connecting SDS test devices

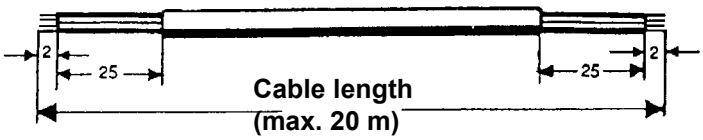
In KIPAS 2 you can copy inspection data directly from an SDS test device (such as CTC, MTC or ATC).

Connection cable and pin assignment

To connect an SDS test device you can either make a new connection cable or modify a printer connection cable.

Important

To avoid data transmission errors the connection cable must be no longer than 20 metres.

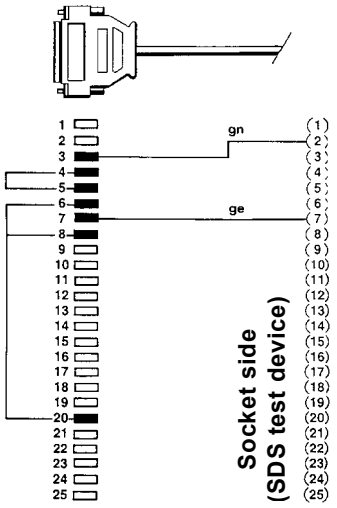


Important

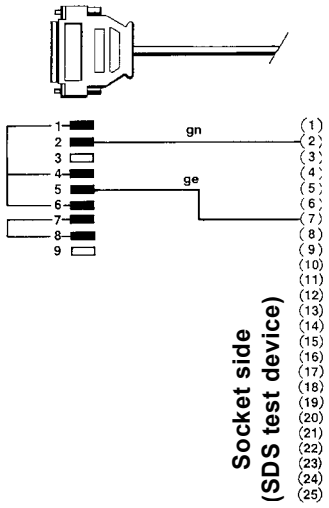
If you modify an existing 25-pin printer cable, pin 8 on the printer connector must be connected to pins 6 and 20 (see the figure below).

Depending on the COM port used to connect the SDS test device to the computer, the connector must have 9 or 25 pins.

25-pin connector



9-pin connector



To connect the SDS test device to the computer and specify the required SDS test device settings in KIPAS 2:

1. Turn the computer off.
2. Plug the SDS test device connector into the corresponding COM port.
3. Start the computer.
4. Start KIPAS 2 and log in as the administrator; see "Login".
5. Choose "Tools > Options": "Tachographs / Test devices" tab and check or edit the default test device settings – especially the port setting.
6. Click on [Apply] to confirm the new settings.

   If you haven't modified any settings, click on [Cancel].

7. Click on [OK].

   The "Options" dialogue box closes.

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Installing Adobe / Acrobat Reader

Adobe / Acrobat Reader must be installed on your computer to display and print

- the PDF documents available in the "Documents" menu and
- the analyses in PDF format.

If Adobe / Acrobat Reader is not installed on your computer, you can download the program from the Internet(www.adobe.com/downloads).

Condition

Depending on your computer settings, you may need administrator rights for installation.

Important

If a previous Adobe / Acrobat Reader version is installed on your computer, you should remove it before installing a new version.

To uninstall the software completely under Windows NT you must log on to the operating system with administrator rights prior to removing the program. Otherwise, the new Adobe / Acrobat Reader may not operate correctly.

For more information on uninstalling programs please refer to the operating system manual.

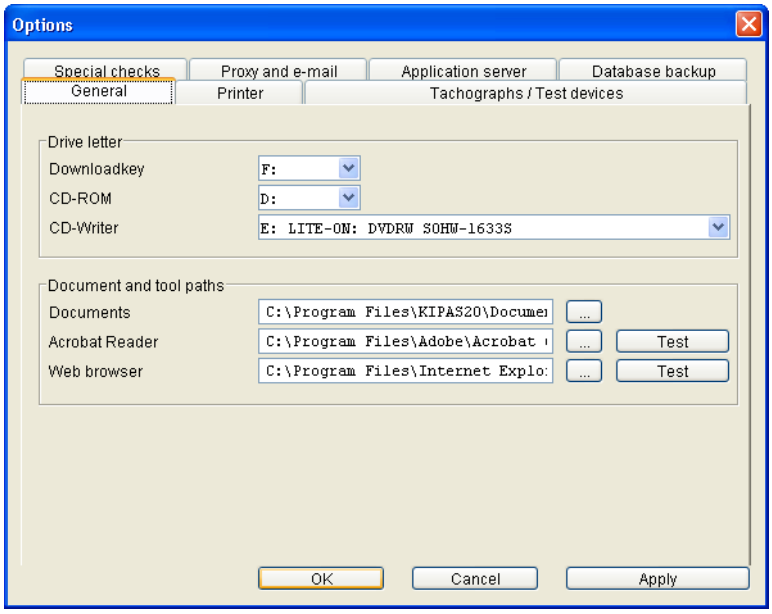
To install Adobe / Acrobat Reader and specify the required settings in KIPAS 2:

1. Close all applications on your computer, especially any active virus scanning software.
2. Uninstall the previous Acrobat Reader version if necessary.
3. Download Adobe / Acrobat Reader from the Internet from the Adobe site and install the program.

   For information on installing please refer to the corresponding Internet page and the operating system manual.
4. Start the KIPAS 2 when Adobe / Acrobat Reader is installed.
5. Log in as the KIPAS administrator.

6. Choose "Tools > Options".

   The "General" tab opens.



7. Under "Document and tool paths", enter the path to the Adobe / Acrobat Reader exe file into the "Acrobat Reader" text box.

   Click on [...] to select the directory path and on [Test] to check the path to Adobe / Acrobat Reader.

Tip

8. Click on [Apply] to confirm your settings.
9. Click on [OK].

   The "Options" dialogue box closes.

KIPAS 2 directory structure

When KIPAS 2 is installed, the folders below are created in the "KIPAS 2" program directory.

Folder name	Description
XX (2 digit number)	The XX directory (the number stands for the country code, e.g. 13 relates to Germany) includes all the language-dependent software components such as the KIPAS 2 online Help etc.
Documents	The operating instructions (KIPAS 2, Downloadkey) included on the KIPAS 2 CD are saved in this folder.
Download	Directory for files that are to be read in automatically when starting KIPAS 2, such as a new licence file.
Upload	In this directory KIPAS 2 saves the file that is created when selecting the "Export" option such as the report summary and activation request.

Tip

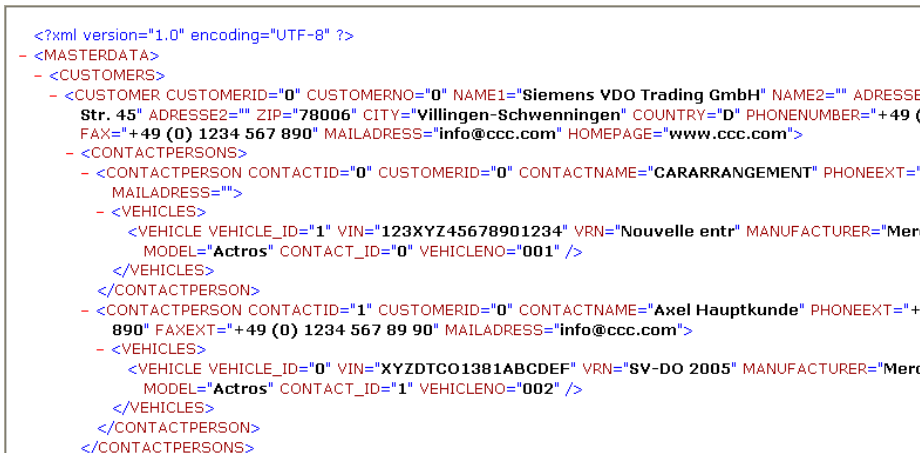
It could also be useful to create the folders below on your computer:

- Archiving folders for your customers' download files
- Folder for the database backup file (located on the same drive as the database)
- Folders for analysis output files

XML file structure

You can export and import master data (available in "Customer management" using the "Export" and "Import" commands) and output "Analysis" results in XML format.

This example shows the "Completed checks" analysis.



Below you will find the structure definition (DTD) for the various functions.

XML structure definition: "Export" / "Import"

```
<?xml version="1.0" encoding="UTF-8"?>
<!-- edited with XMLSpy v2005 rel. 3 U (http://www.altova.com)
<!ELEMENT STAMMDATEN (CUSTOMERS+)>
<!ELEMENT CUSTOMERS (CUSTOMER+)>
<!ELEMENT CUSTOMER (CONTACTPERSONS+)>
<!ELEMENT CONTACTPERSONS (CONTACTPERSON+)>
<!ELEMENT CONTACTPERSON (VEHICLES*)>
<!ELEMENT VEHICLES (VEHICLE+)>
<!ELEMENT VEHICLE (#PCDATA)>
<!ATTLIST CUSTOMER
        CUSTOMERID CDATA #REQUIRED
        CUSTOMERNO CDATA #REQUIRED
        NAME1 CDATA #REQUIRED
        NAME2 CDATA #IMPLIED
        ADRESSE1 CDATA #REQUIRED
        ADRESSE2 CDATA #IMPLIED
        ZIP CDATA #REQUIRED
        CITY CDATA #REQUIRED
        COUNTRY CDATA #IMPLIED
        PHONENUMBER CDATA #IMPLIED
        FAX CDATA #IMPLIED
        MAILADRESS CDATA #IMPLIED
        HOMEPAGE CDATA #IMPLIED
>
<!ATTLIST CONTACTPERSON
        CONTACTID CDATA #REQUIRED
        CONTACTNAME CDATA #REQUIRED
        PHONEEXT CDATA #IMPLIED
        FAXEXT CDATA #IMPLIED
        MAILADRESS CDATA #IMPLIED
>
<!ATTLIST VEHICLE
        VEHICLE_ID CDATA #REQUIRED
        VIN CDATA #REQUIRED
        VRN CDATA #REQUIRED
        MANUFACTURER CDATA #REQUIRED
        MODEL CDATA #REQUIRED
        WEIGHT CDATA #IMPLIED
        VEHICLENO CDATA #REQUIRED
>
```


XML structure definition: "Completed checks"

```
<?xml version="1.0" encoding="UTF-8"?>
<!-- edited with XMLSpy v2005 rel. 3 U (http://www.altova.com)
<!ELEMENT MADE_CALIBRATION (CUSTOMER+)>
<!ELEMENT VEHICLES (VEHICLE+)>
<!ELEMENT CUSTOMER EMPTY>
<!ELEMENT VEHICLE EMPTY>
<!ATTLIST CUSTOMER
        CUSTOMERNO CDATA #REQUIRED
        NAME1 CDATA #REQUIRED
        NAME2 CDATA #IMPLIED
        ADRESS1 CDATA #REQUIRED
        ADRESS2 CDATA #IMPLIED
        ZIP CDATA #REQUIRED
        CITY CDATA #REQUIRED
        COUNTRY CDATA #IMPLIED
>
<!ATTLIST VEHICLE
        VIN CDATA #REQUIRED
        VRN CDATA #REQUIRED
        CALIBRATIONDATE CDATA #REQUIRED
        CONTACTPERSON CDATA #IMPLIED
>
```

XML structure definition: "Checks due"

```
<?xml version="1.0" encoding="UTF-8"?>
<!-- edited with XMLSpy v2005 rel. 3 U (http://www.altova.com)
<!ELEMENT MADE_CALIBRATION (CUSTOMER+)>
<!ELEMENT VEHICLES (VEHICLE+)>
<!ELEMENT CUSTOMER EMPTY>
<!ELEMENT VEHICLE EMPTY>
<!ATTLIST CUSTOMER
        CUSTOMERNO CDATA #REQUIRED
        NAME1 CDATA #REQUIRED
        NAME2 CDATA #IMPLIED
        ADRESS1 CDATA #REQUIRED
        ADRESS2 CDATA #IMPLIED
        ZIP CDATA #REQUIRED
        CITY CDATA #REQUIRED
        COUNTRY CDATA #IMPLIED
>
<!ATTLIST VEHICLE
        VIN CDATA #REQUIRED
        VRN CDATA #REQUIRED
        CALIBRATIONDATE CDATA #REQUIRED
        CONTACTPERSON CDATA #IMPLIED
>
```


XML structure definition: "Report summary"

```
<?xml version="1.0" encoding="UTF-8"?>
<!-- edited with XMLSpy v2005 rel. 3 U (http://www.altova.com)
<!ELEMENT REPORT_SUMMARIES (REPORT_SUMMARY?)
<!ELEMENT REPORT_SUMMARY EMPTY>
<!ATTLIST REPORT_SUMMARY
        INSPECTION_YEAR CDATA #REQUIRED
        INSPECTION_MONTH CDATA #REQUIRED
        INSPECTION_COUNT CDATA #REQUIRED
        TCO CDATA #REQUIRED
        SEALING CDATA #REQUIRED
        DRIVESHAFT CDATA #REQUIRED
>
```

XML structure definition: "Detailed report summary"

```
<?xml version="1.0" encoding="UTF-8"?>
<!-- edited with XMLSpy v2005 rel. 3 U (http://www.altova.com)
<!ELEMENT REPORT_SUMMARIES (REPORT_SUMMARY?)
<!ELEMENT REPORT_SUMMARY EMPTY>
<!ATTLIST REPORT_SUMMARY
        INSPECTION_YEAR CDATA #REQUIRED
        INSPECTION_MONTH CDATA #REQUIRED
        INSPECTION_DATE CDATA #REQUIRED
        INSPECTION_COUNT CDATA #FIXED "0"
        TCO CDATA #FIXED "0"
        SEALING CDATA #FIXED "0"
        DRIVESHAFT CDATA #FIXED "0"
        VINVRN CDATA #REQUIRED
        W CDATA #REQUIRED
        L CDATA #REQUIRED
        TOI CDATA #REQUIRED
        VEHICLETYPE CDATA #REQUIRED
        INSPECTOR CDATA #REQUIRED
        INVOICE_NUMBER CDATA #IMPLIED
>
```


Glossary

A

ABE General operating permit

Administrator The administrator manages a network or software program. He belongs to the highest security level and has full control over the network and / or software program.

ADR European Agreement concerning the International Carriage of Dangerous Goods by Road

ADR vehicle Motor vehicles used for the carriage of hazardous goods by road.

App. Nr. Tachograph number (on the tachograph's model plate)

Archiving Creating and saving file or data copies for the purpose of accessing them if the data is needed at a later date.

ATC –> Rolling Road Test Computer

Authorised workshop Workshop that has been approved by the relevant authority to check –> tachograph systems and –> EC recording equipment/ –> Non EC tachographs.

B

Backup Term that describes the process of backing up data and the backup copy.

Barrier unit Additional equipment installed in dangerous goods vehicles (–> ADR).

BTC Operation Test Computer Component of the test device (–> Service Diagnostic System); –> ATC or –> MTC for checking –> tachographs.

C

Cache Fast buffer memory available as a separate directory on the computer's hard disk in which recently used files are stored. Recently visited Web sites or read contents need not be retrieved from the –> server again.

CD burner Optical drive with which data can be read from or written to a –> CD-ROM.

CD-Backup KIPAS 2 utility (from release 1.2) used to burn mass memory data and database backup files onto –> CD-ROM.

CD-ROM Acronym for compact disc read only memory. High-capacity, optical computer storage medium (currently with more than 650 MB).

CE Abbreviation for Comité Européen (French)

Characteristic coefficient imp/km

The vehicle's characteristic coefficient "w" (imp/km) relates to the number of pulses emitted by the motion sensor (e.g. KITAS) and is the value used by –> EC recording equipment for a distance of 1 kilometre. "w" is expressed as pulses per kilometre [imp/km].

Characteristic coefficient rev/km

The vehicle's characteristic coefficient "w" relates to the number of revolutions from the vehicle gearbox per kilometre on earlier mechanical –> tachograph systems and is the value used by –> EC recording equipment for a distance of 1 kilometre. "w" is expressed as revolutions per kilometre [rev/km].

Chip card

A plastic card (standard dimensions 85.6 × 54 × 0.76 mm) with a chip that can communicate with a corresponding writer/reader unit.

Client

The client is a computer or a program that uses services provided by a –> server.

Code

Encryption regulation or encrypted key. A set of rules that enables characters from two different character sets to be assigned (encoded) clearly. Example: "1" stands for the letter "a", "2" for the letter "b" etc.

Compact Test Computer

Test device (–> service diagnostic system) for calibrating and testing –> digital tachographs (e.g. –> DTCO 1381). Abbreviation: CTC.

Constant

The constant (–> "k") belongs to the –> vehicle parameters. The –> "k" value ensures that a distance of 1 km travelled by the vehicle is displayed and recorded correctly. –> "k" is expressed in impulses per kilometre [imp/km] or revolutions per kilometre [rev/km] with analogue tachographs. The –> "k" constant is determined using a –> service diagnostic system suitable for –> tachographs.

Constant plaque

Sealable adhesive plaque on the –> tachograph model plate showing the –> "k" constant (red = road speed constant, green = rpm constant).

Correction factor

In conjunction with the –> tachograph inspection: Factor for correcting the length of the –> measured track which takes into consideration the "vehicle load" and the "condition of the tyres". The correction factor is not required in all European countries.

CSV

Character Separated Values; output format for retrieving data from a database. It defines how the data records are formatted. The individual values are separated from one another using a specific character.
An entry in a CSV file may look like this: value1;value2;value3. Here, the individual values are separated from one another using a semi-colon ";".

CTC

–> Compact Test Computer

Current odometer reading

The vehicle's current odometer reading is the reading indicated by the –> odometer.

CV

Commercial vehicle

D

Database server Designates the server computer in a client-server solution on which the KIPAS 2 database is stored.

DatabaseRestore KIPAS 2 utility (from release 1.2) used to restore database backup files. Database Restore.

Digital Tachograph –> Tachograph that records data digitally. Until the introduction of the digital tachograph, tachographs recorded the data on a tachograph chart in analogue form.

Directive Directives are procedures laid down by legislative bodies.

Download Here, download describes the process of copying –> mass memory data to an external storage medium (e.g. a laptop or -> Downloadkey). During the download the data is not deleted from the source memory but simply copied to the target memory.

Downloading Copying part or all of the –> recording equipment –> mass memory data or data stored on the –> tachograph card. During the download the data stored in the source memory is not modified or deleted.

Downloadkey The Downloadkey is a device developed by Siemens VDO to download data directly from the –> digital tachograph. The downloaded data is then saved on the Downloadkey.

DTCO Digital Tachograph

DTCO 1381 –> Digital tachograph type 1381 from Siemens VDO Automotive AG.

DTD Document Type Definition. Specification that defines the structure of XML files.

E

EC European Community

EEC (EC) European (Economic) Community (French / English)

Effective tyre circumference The effective tyre circumference is a –> mean value and stands for the distance travelled after a full rotation of the driving wheel. The value can be determined by measurement (under standard test conditions) or a theoretical calculation (in compliance with the procedures approved by the competent member state authority); abbreviation L.

E-mail E-mail (electronic mail) is an Internet service with which information is sent electronically within a local or global network (e.g. the Internet).

H

HTTP Hypertext Transfer Protocol. Communication protocol for transferring data on the –> Internet

I

ID no. Identification number

imp/km Impulses per kilometre

Inherent error Deviation of the reference value from the actual value determined for speed display, speed recording, clock etc. when checking the –> tachograph. The deviation must be within the tolerances permitted by law.

Installation plaque Sealed plaque in the vehicle that proves that the legally prescribed tachograph inspection and RSL check have been completed.

Internet The Internet (International Network) is a worldwide, public, heterogeneous, decentralised (computer network) that is organised hierarchically and connects different computer system and smaller individual networks.

IP address To access the Internet the computer must have been logged on to the network with an IP address (Internet Protocol).

ISO International Organisation for Standardization

K

k Constant used to adjust the vehicle to the tachograph and vice versa, i.e. speed and RPM calibration adjustments; –> constant

Kfz Motor vehicle

KIPAS Licence Card –> Chip card used to license KIPAS 2. Based on the activation data, your service partner creates a company-specific KIPAS Licence Card that includes all the necessary licence information (seal number, address of the –> authorised workshop etc.). You will receive one KIPAS Licence Card per software licence.

L

L Abbreviation for the effective tyre circumference in mm

M

Mass memory Data memory installed in digital tachographs. The mass memory stores the average driver activity data for 365 days. The average driver activity relates to 256 daily activity changes.

Mean value The arithmetic mean of the –> effective tyre circumference. The arithmetic mean (or average of a set of values) is calculated by adding up all the values and dividing the total by the number of values, e.g. the arithmetic mean of 2, 6 and 7 is (2 + 6 + 7) : 3 = 5.

Measured track	Measured track prescribed by law for checking the tachograph; the measured track must have a minimum length of 20 metres; it must be level, straight, and marked accordingly. –> Correction factor
Measuring points	Speed values expressed as "km/h" that must be started during tachograph inspection. The measuring points that can be started depend on the –> tachograph's upper limit of measuring range.
Measuring range	Speed range that can be recorded by a –> tachograph. The maximum value of the measuring range is called the "upper limit of measuring range".
Model plate	Adhesive label with –> tachograph manufacturing data such as manufacturer, type, year of manufacture, manufacturing number, constant, approval mark and approval number.
Motor vehicle registration number	–> Vehicle registration number; abbreviation VRN
mph	miles per hour
MTC	Mobile Test Computer
MTCO	Modular tachograph

N

n	Engine revolutions; unit [rev/min]
Non EC (NEC) tachograph	–> Tachograph approved as recording equipment by legal bodies at national level for recording speed, distance travelled, driving and stopping times etc. The unit does not record working times of the crew.
NSO / ND	National Sales Organisation / National Distributor

O

Odometer	–> Odometer
Odometer	Counter recording the distance travelled in "km" (total counter).
Official language	Official language(s) of a country spoken by its citizens and inhabitants and used to communicate with administrative bodies (authorities, courts etc.).

P

PIN	Personal Identification Number; secret code
Port number	Address consisting of 2 to 5 digits in a computer network (TCP / IP network) used by two communicating processes to exchange data.

Proxy server Designation for a –> server that controls Internet access (Internet page access permission etc.) and saves Internet data for the connected –> clients (in a local –> cache).

R

RAS German acronym for Service replacement.

Recording capacity Maximum duration in hours that can be recorded by the analogue –> tachograph on a –> tachograph chart without having to insert new tachograph charts. –> Digital tachographs have a recording capacity of up to 367 days.

Recording equipment constant –> Constant

Regulated speed The regulated speed is the maximum set speed, e.g. the speed set in the –> tachograph or speed limiter (RSL). If it is exceeded, the –> tachograph, for example, generates an output signal (warning signal) automatically or the speed limiter regulates the speed automatically.

Regulation Provision passed by a government body that is not a formal law but has the character of a law. Examples: Regulations (EEC) nos.3820/85 and 3821/85 concerning the use of –> tachographs in Europe.

REP Repair

Reparatur-Austausch-System German term for Service Replacement. Uniform provisions for repairing and replacing –> tachographs; German abbreviation RAS (SR in English).

Restore Term that describes the process of restoring data from a –> backup.

rev/km revolutions per kilometre

Rolling Road Test Computer Test device (–> Service Diagnostic System) that can be used together with a rolling road for –> tachograph testing; abbreviation ATC.

rph revolutions per hour; engine revolutions

RS Repair service

RSL Road speed limiter

S

SDS Service Diagnostic System

Server A server is either a specific computer in a network that provides services to other computers (–> clients) or a program on a server computer that provides specific services.

Service Diagnostic System Generic term for all diagnostic systems; abbreviation SDS. SDS's include ATC's, MTC's, CTC's etc.

SI	Service Information
Signature	Encoded licence data that activates the software temporarily until the KIPAS Licence Card is available. In KIPAS 2 the activation code activates all the functions for a period of 14 days.
SMTP	Simple Mail Transfer Protocol
SMTP server	–> Server that exchanges –> e-mail messages in compliance with the SMT protocol using the –> Internet.
Special equipment	Equipment added to the –> tachograph system such as a –> barrier unit (current limiter) for –> ADR vehicles.
Speedometer	Indicator unit for speed and distance travelled.
SQL	Structured Query Language
STB	Barrier unit (current limiter)
STC	Stationary Test Computer

T

Tachograph	Generic term for –> EC recording equipment and –> Non EC tachographs.
TCO	Tachograph
Test certificate	Legally recognised form on which the tachograph inspection results are noted. It proves that the inspection has been performed in compliance with legal requirements
Test terminal	Measuring device connection socket
Time interval	Period of time between two events. In KIPAS 2 the time interval for burning database backup files automatically onto –> CD-ROM using the –> CD-Backup utility can be specified.
TPH	Technical Product Manual
Trigger switch	Speed sensing relay (special equipment) that detects pre-defined maximum and minimum values and can limit them.
TU	Technical documentation
Type code	Code describing the –> tachograph model and construction type
Tyre circumference	–> Effective tyre circumference

U

Uniform Resource Locator — Designates the standardised address for multi-media documents such as an Internet page on the Internet; abbreviation URL

Upper limit — Maximum value for speed and revolutions per minute that can be recorded by the –> tachograph.

URL — –> Uniform Resource Locator

UTC time — Universal Time Co-ordinated Co-ordinated world time derived from international atomic time and adjusted to earth rotation by inserting leap seconds. Digital tachographs record data in UTC time.

V

v — Speed; unit [km/h]

v (max) — Maximum permissible speed

v (set) — Regulated speed

Vehicle identification number — Unique vehicle number that must be embossed or stamped on the frame or a part replacing it. It is located at the front right side of the vehicle and in such a way that it can be easily accessed and read. Vehicle identification numbers according to DIN ISO 3779 and Directive 76/114/EEC have 17 digits. Vehicle identification numbers complying with other regulations must include no more than 14 digits; abbreviation VIN.

Vehicle registration number — Registration number of the vehicle assigned by the national registration office. It consists of letters and figures identifying the administrative district and an ID number under which the vehicle is listed at the registration office; abbreviation –> VRN.

VIN — Vehicle Identification Number

Visual inspection — Appraisal by inspection

VO — Regulation

VRN — Vehicle Registration Number

W

w — Vehicle's characteristic coefficient [rev/km] (mechanical systems) or [imp/km] for electronically adjusted (EA) systems

w_{adj} — Calibration adjustment control value with electronically adjusted (EA) systems

Workshop card — –> Tachograph card issued for an authorised tachograph manufacturer or fitter, vehicle manufacturer or workshop. The workshop card identifies the cardholder and enables digital tachographs to be checked and calibrated –> and mass memory data –> to be downloaded.

X

XML Extensible Markup Language; standard for creating documents that can be read by machines and people. XML defines the rules for structuring these documents.

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