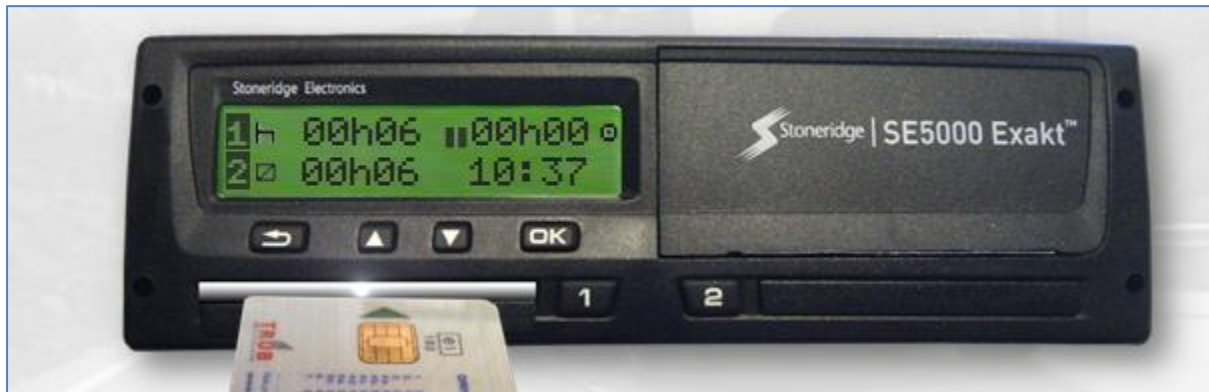


Stoneridge SE5000 Digital Tachograph Process Guide

Manual Entry

1. Insert the driver card and begin the logging procedure.



2. The driver's name is displayed . . .



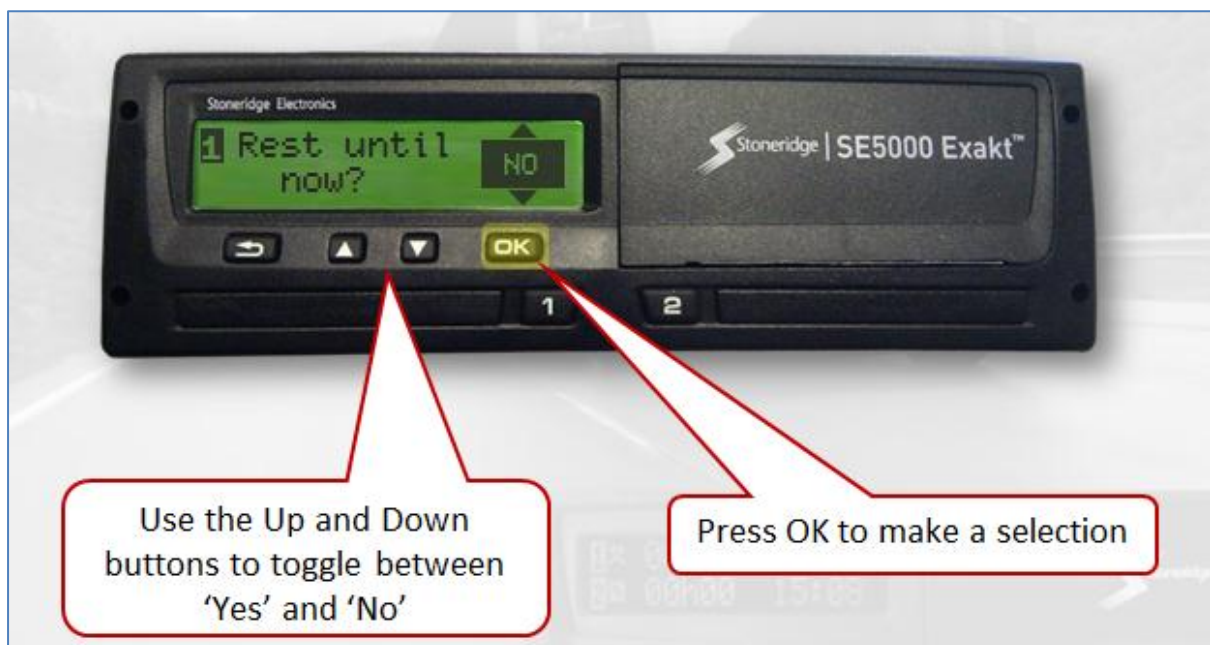
3. . . . Followed by the last withdrawal time (in Local Time).



4. Next, the UTC offset is displayed.



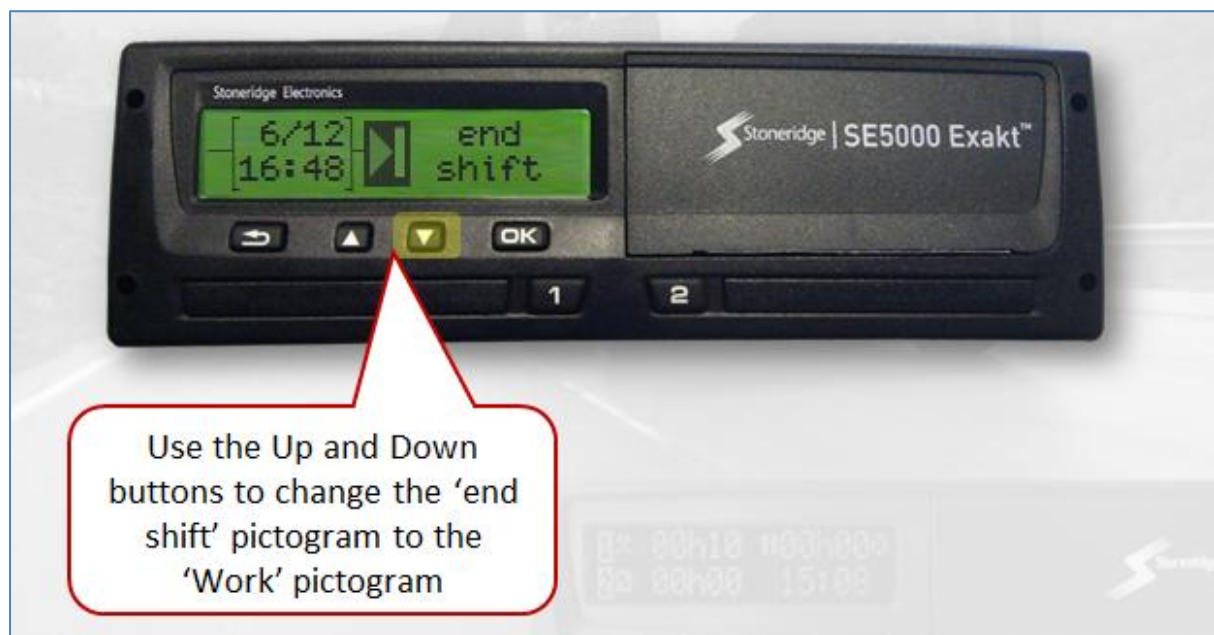
5. The unit will ask the driver to confirm whether or not they have been resting since the last card withdrawal. At the prompt, press the **Down** button and press **OK** to select 'no'.



6. Confirm that a manual entry will be made. Press the **OK** button.



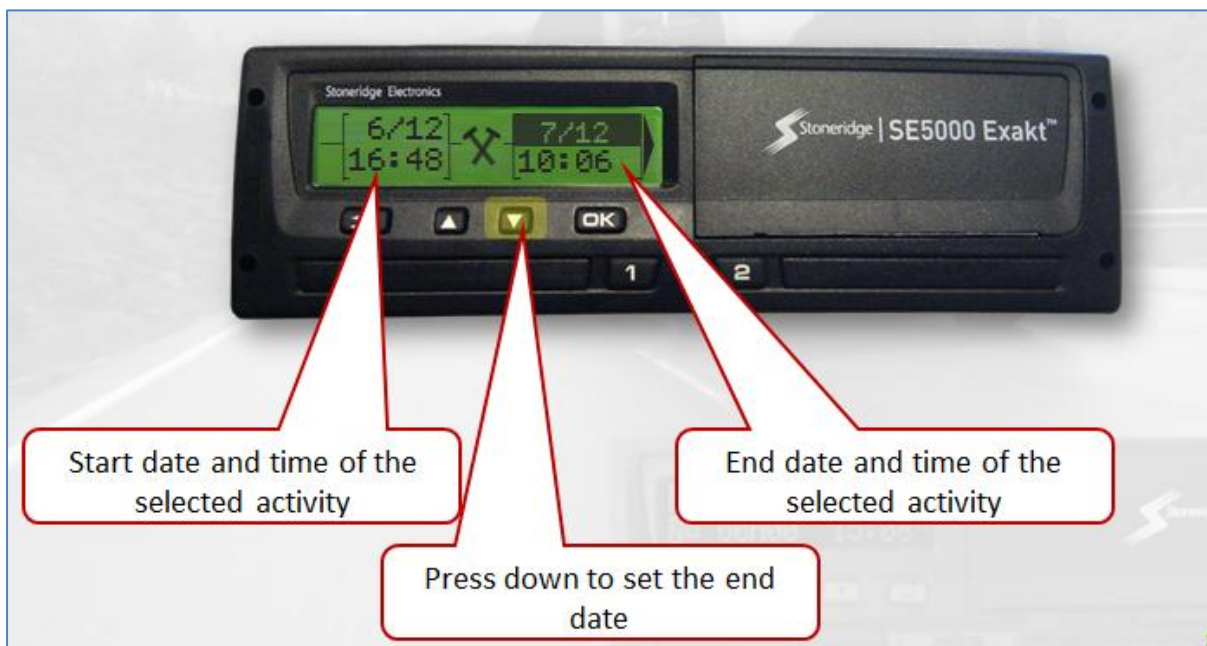
- Initially, it is assumed that at the point when the card was last withdrawn the shift ended and rest was then undertaken until the card was next inserted. In this example, although the card was removed at 16:48, further work away from the vehicle took place until 18:00. Press the **Up** and **Down** buttons to change the pictogram in the centre of the screen to the desired activity.



- Confirm the activity by pressing the **OK** button. The display now shows the new activity commencing at the card withdrawal time.



9. When the newly added activity is confirmed, the system assumes that it was active until the card was re-inserted (10:06 on the 7th December in this example).

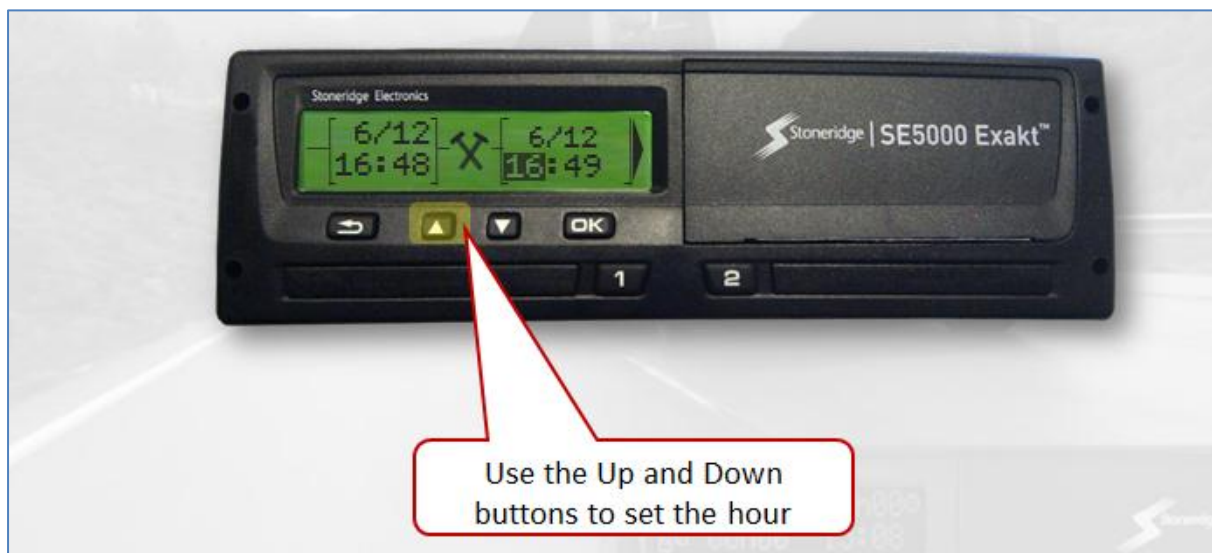


Press the **Down** button to change the date to the day that the chosen activity ended. In this example, work ended at 18:00 the previous the day (6th).

10. Press **OK** to confirm the date. Notice that the end time of the activity automatically adjusts to 1 minute later than it started.



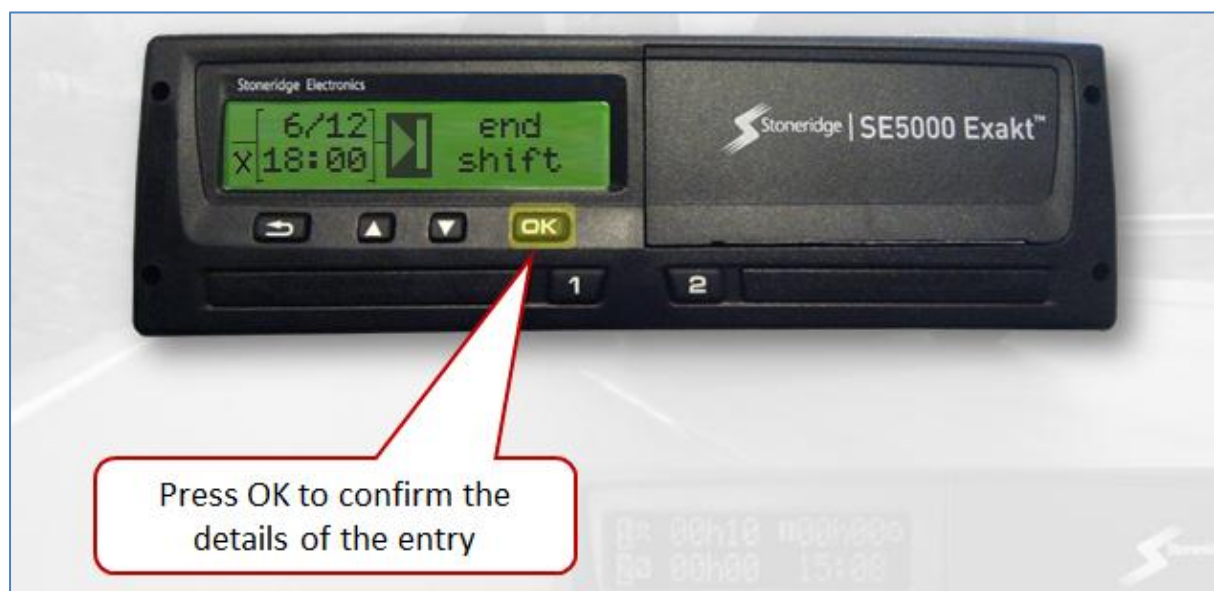
11. Press the **Up** and **Down** buttons to set the hour in which the activity ended. And then press the **OK** button to confirm.



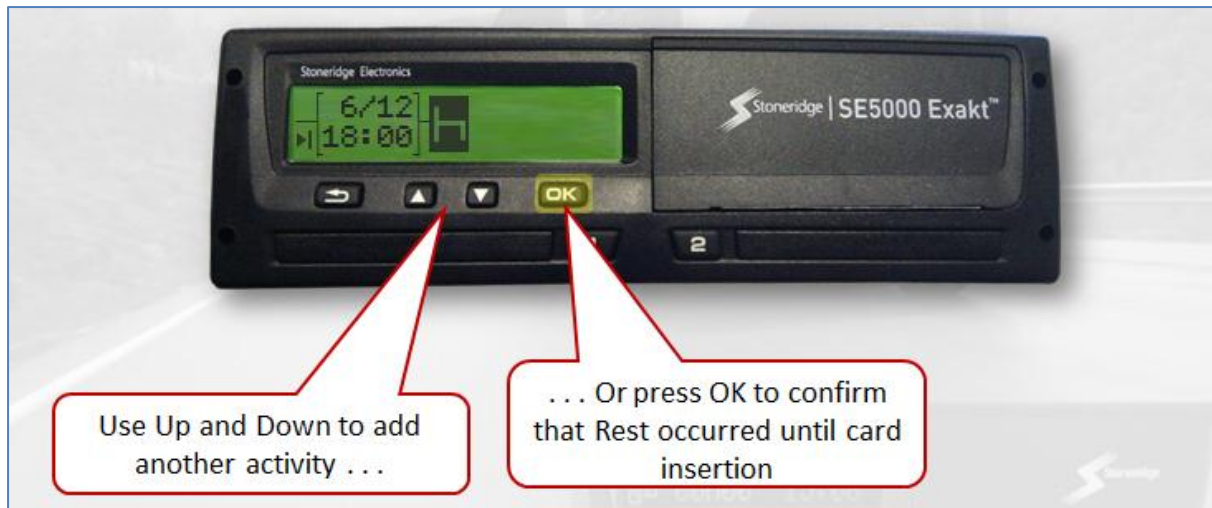
12. Press the **Up** and **Down** buttons to set the minutes at which the activity ended. Press **OK** to confirm the time.



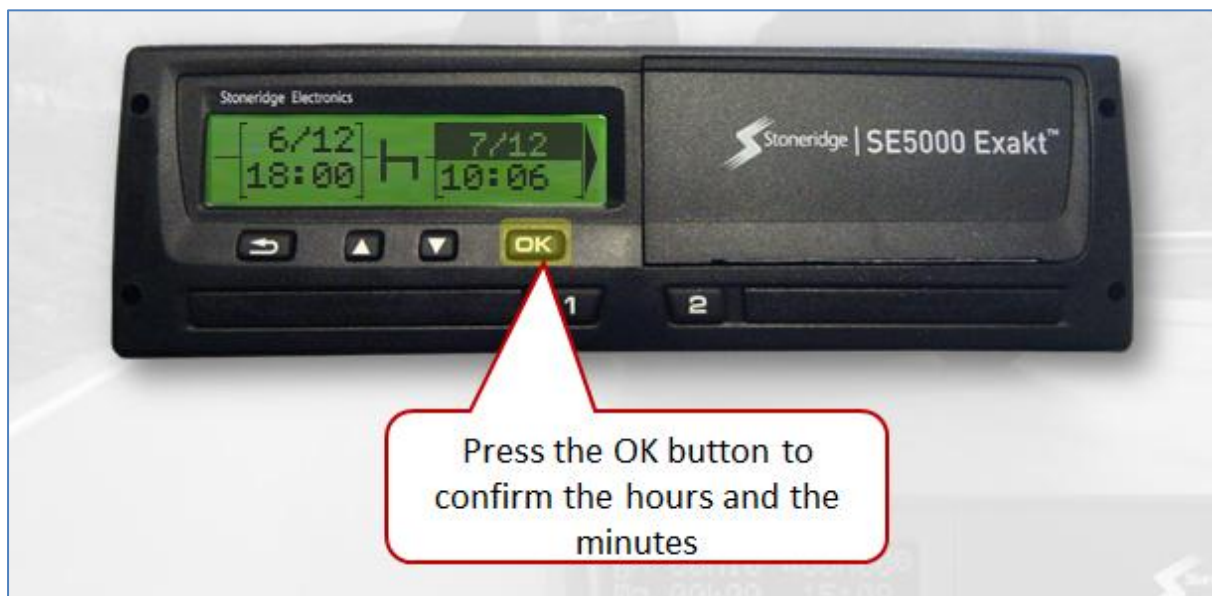
13. The manual entry now shows the new shift end time. Click the **OK** button to confirm.



14. The system assumes that after the newly entered activity ended, rest was undertaken. At this point, the driver can either confirm rest occurred until the card was next inserted, or change the rest pictogram to another activity and create a new entry for activities that occurred after the end of the last activity. In this example all entries are complete. Press **OK**.



15. Confirm that rest took place from the end of the last activity until card insertion by pressing the **OK** button.



16. The manual entry is complete; continue the login process as normal. Confirm the start country by pressing the **OK** button.



17. The unit will ask whether entries should be printed. Use the **Up** and **Down** buttons to toggle between 'yes' and 'no'. Press **OK** to make a selection.



18. Finally, confirm the manual entry by pressing the **OK** button. Note that 'no' can be selected at this point; in which case the manual entry process will begin again and the details can be re-entered.



19. Once manual entries have been confirmed, the login process is complete and the unit is ready for driving to commence.

