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WorkshopReport

The easy way to calibration report and
installation plaque

VDO

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1 Connecting the Workshopkey



If you haven't yet installed the 'WorkshopReport' PC program, you will find all the necessary information on page 6.

The 'WorkshopReport' PC program can only be started from the Workshopkey.

- ✓ Requirements:
- Java Runtime Environment 1.7 (or a later version) must be installed; see tip.
 - 2 free drive letters are available
 - Optional:
 - The Autostarter is installed on the computer.
 - A connection to the Internet is necessary for upgrading and automatically updating the PC program (see page 27).

Tip:

- You can check whether the Java Runtime Environment is installed via '[Start] > Control Panel > Programs > Programs and Features'.
- If the Java Runtime Environment is not available, the PC program will not be displayed correctly. You'll find the Java setup file at 'http://www.java.com/en/download/inc/windows_upgrade_ie.jsp?'. Run the file to install Java Runtime Environment.

- 1 Connect the Workshopkey to the computer, either directly, using a USB cable or a USB hub. The bottom LED on the Workshopkey flashes for a couple of seconds and then remains green.

Note:

The Workshopkey and the 'WorkshopReport' program can also be used without a connection to the Internet. An Internet connection is, however, necessary to install 'WorkshopReport', use 'Workshop Online' and perform automatic updates.

Connecting to a computer (without Autostarter)



2 The operating system opens two dialogue boxes. Here you can choose the program to be used for displaying the contents of the drive.

- In both dialogue boxes, choose **Open folder to view files** (Windows® Explorer) under **General options**.

Windows® Explorer opens and displays the contents of the KEYTOOLS and DOWNLOADKEY drives.

- Switch to the KEYTOOLS drive.
- Double-click on 'start.exe' to start the PC program.

The startup screen of the 'WorkshopReport' PC program appears.

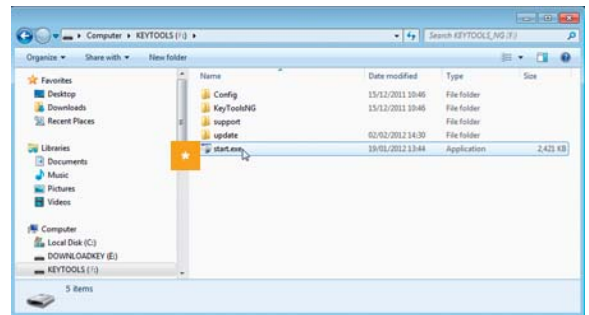
Connecting to the same computer again

✓ Requirements:

- The Autostarter is installed on the computer.
- The Workshopkey is connected to the computer.

2 If the Windows settings have not been changed, Windows® Explorer will open and display the contents of the KEYTOOLS and DOWNLOADKEY drives.

The Autostarter starts the 'WorkshopReport' PC program. *



* If the PC program does not start automatically, start Windows® Explorer, open the KEYTOOLS drive and start the program by double-clicking on 'start.exe'. The startup screen of the 'WorkshopReport' PC program appears.



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The easy way to a test certificate and installation plate

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Note: When you start the PC program, one routine check is carried out:

- **Version check**
If the installed version differs from the current version provided by the manufacturer, a dialogue box will appear. Click on **[OK]** if you want to update the program.

You can now work with the PC program and view or process the data further, for instance; see page 11.

Removing the Workshopkey

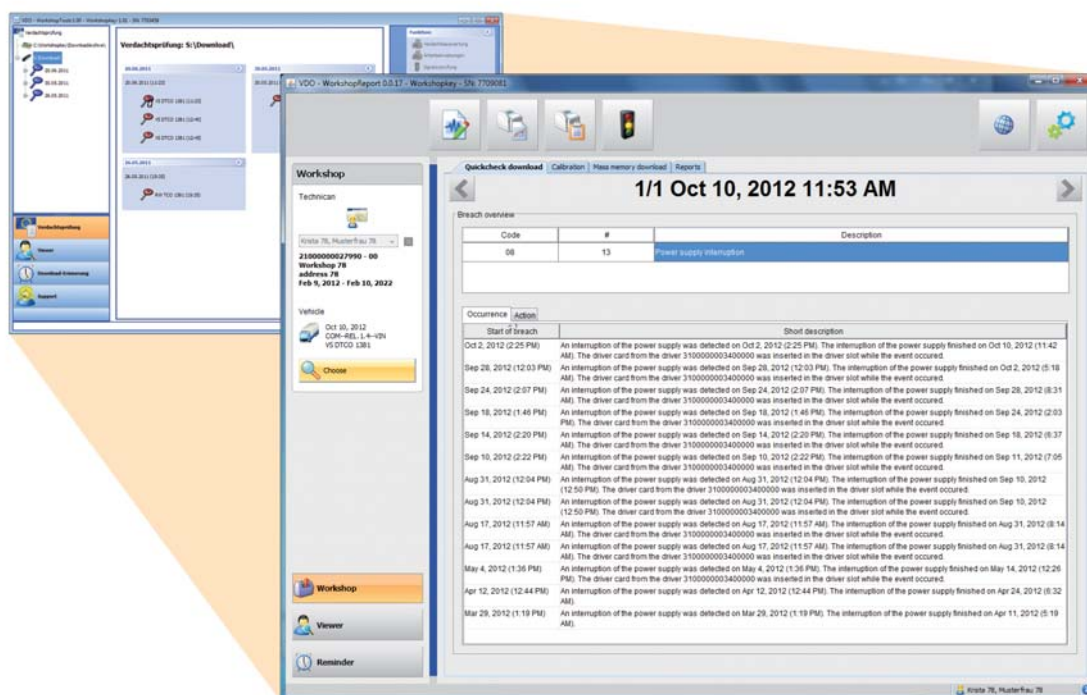
Caution: Please never remove the Workshopkey from the computer during data transfer. This could corrupt the data and cause the computer to crash. In the worst case the Workshopkey file system will be destroyed. Always wait until the transfer process has finished – the LED light then remains green.

- 4 Exit the PC program by clicking on  in the top right corner of the program window.

Note: As the Workshopkey's memory is distributed over two drives you cannot remove the device via the **Safely Remove Hardware and Eject Media** icon on the taskbar.

- 5 Check that the data transfer to and from the Workshopkey has finished:
The LED light remains green.
- 6 Remove the Workshopkey from the computer, USB cable or USB hub port and replace the cover.

2 Upgrading the 'WorkshopTools' software to 'WorkshopReport'



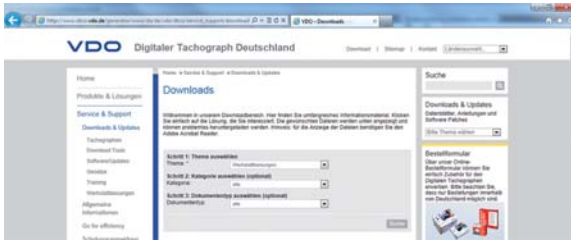
Upgrading the 'WorkshopTools' PC program to 'WorkshopReport' not only offers you tried and tested functions. You will also benefit from a multitude of new possibilities and enhancements (see page 11).

Program installation is very simple and can be completed within a couple of minutes.

Note:

Back up all the relevant data stored on the Workshopkey before starting the installation. Any data lost during the installation procedure can then be restored.

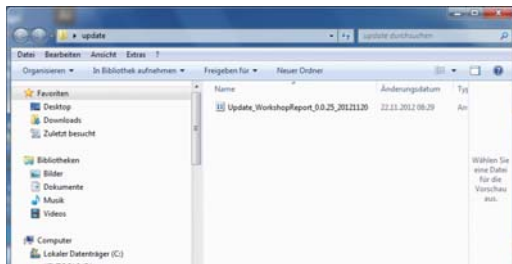
Downloading the installation file



- ✓ Requirements:
 - You have created a folder into which the installation file will be downloaded.
 - You have a connection to the Internet.
- 1 Start your browser and go to 'www.dtco.vdo.com/downloads'.
- 2 Under Step 1 (Topic) select **Workshop tools**.
- 3 Click on **[Search]**. The installation file(s) (**Update_WorkshopReport**) is (are) shown in the Results list.
- 4 Click on the **[Download]** button shown next to the installation file (**Software/Updates**) on the right.
- 5 Save the file in the folder you have created beforehand.
- * You may have to unzip the installation file before you can continue.

Installing 'WorkshopReport'

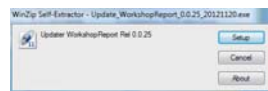
- ✓ Requirements:
- You have downloaded the installation file and unzipped it (if necessary).
 - The Workshopkey is connected to the computer; see page 3.
 - You have backed up any data stored on the Workshopkey.



- 1 Start Windows® Explorer and open the folder with the installation file.
- 2 Run the installation file by double-clicking on it. The Installation Wizard starts.

Note:

You must exit the Autostarter to perform the installation. When the PC program is installed, the Autostarter must be re-installed.



- 3 Click on [Setup].



- 4 Read the licensing agreement and click on [Accept] to continue with the installation.



- 5 Click on [Yes] to install the 'WorkshopReport' PC program.
- 6 After a successful upgrade confirm the message with [OK]. If you want to carry out another upgrade, confirm the next dialogue box with [Yes]. If not, terminate the upgrade process by clicking on [No].



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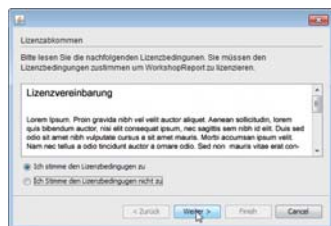
- 7 Start the PC program manually; see page 4. You can now license the program; see page 9.

Note:

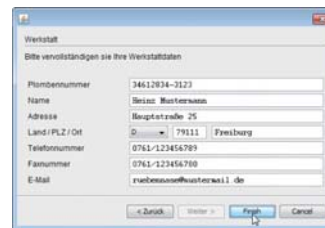
Should a technical defect cause the installation to fail, repeat the installation procedure.

Licensing

- ✓ Requirements:
 - You have received a licence card.
 - The Workshopkey is connected to the computer.
 - A chip card reader is connected to the computer.
- * Start the 'WorkshopReport' PC program (if you haven't already done so) by double-clicking on 'start.exe' on the 'KEYTOOLS' removable drive; see page 4.
- 1 Insert the licence card into the chip card reader.



- 2 When the licence card has been inserted, the Licensing Wizard starts with the licensing agreement. Accept the licensing agreement and click on **[Next >]**.



- 3 Enter your workshop details and confirm your entries with **[Finish]**.

Note:

Your workshop ID will be assigned automatically once you have created the first valid inspection report. Please also read the section entitled "Creating the workshop ID" on page 24.



- 4 Confirm the last dialogue box with **[OK]**. You have successfully licensed the PC program and can now start configuring 'WorkshopReport'; see page 23.

Note:

If, against all expectations, the Workshopkey no longer functions after the installation or licensing procedure, please contact your service partner.

Note:

If you do not license the software, you have access to all the known functions in a new user interface. Licensing is only required for activating the calibration check.

3 'WorkshopReport' PC program

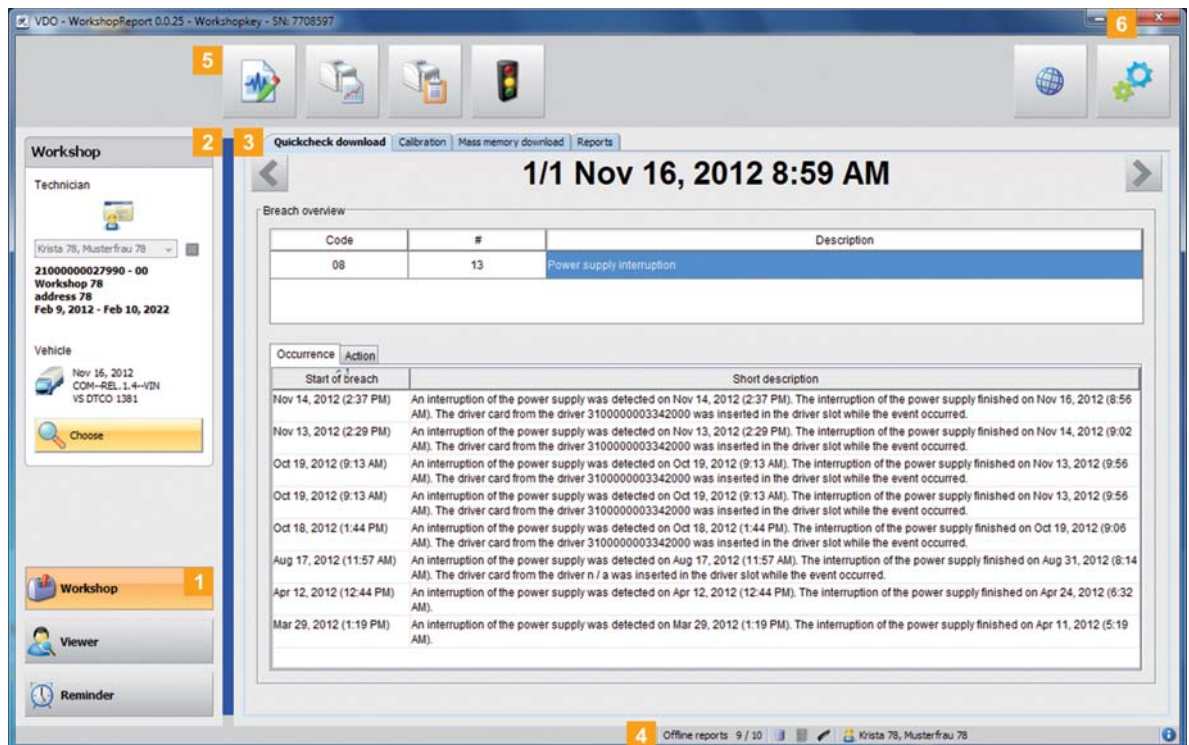


The 'WorkshopReport' PC program stored on your Workshopkey lets you

- carry out infringement checks and print work instructions,
- create inspection and calibration certificates (infringement check and tachograph calibration) with the help of a wizard,
- view and print inspection and calibration certificates (infringement check and tachograph calibration),
- view the general data contained in a download file,
- view, print and export infringements, events and faults, vehicles driven, speeding events, technical and general data (either in detail or in the form of a summary),
- archive the download files, complying with the workshop's archiving obligation,
- display the current workshop card download reminder list,
- provide the support files required by your service partner or start a Netviewer session.

Please remember: The PC program can only be started from the Workshopkey.

Overview




The user interface of the 'WorkshopReport' PC program is divided into several areas (panes) where functions and modules are grouped together in clear clusters. This makes working with the program quick and efficient.

- 1** Module buttons
You can start the following modules using the module buttons:

 - **Workshop**,
 - **Viewer** and
 - **Reminder**.












The button for the currently enabled module is highlighted.
- 2** Overview area
In this area you will see the data (if any) stored on the workshop card. If you click on **[Select]**, a selection window opens where you can select the data based on different criteria, which is then shown in the Display and editing area.
For more information please refer to page 13.
- 3** Display and editing area
This area is reserved for displaying and editing data. Use the tabs to specify the information you want to view or process.
- 4** Status bar
The PC program's status bar tells you

 - the name of the workshop card holder.
 - the archiving status, miniSD card (if available) and Workshopkey status (see page 12).
 - about the version of the currently used PC program and licensed modules (i button).
 - The i button also lets you access the support functions of the 'WorkshopReport' PC program.
- 5** Function area
The buttons in the Function area enables you to process the data; see page 15.
The buttons that are available depend on the selected module and selected tab (Display and editing area).
- 6**  button
Use this button to quit the PC program.
For instructions on how to remove the Workshopkey from the computer, please refer to page 5.



Graphical buttons and symbols






Buttons in the function area

-  Connect to 'WorkshopReport Online'
-  Settings and options
-  Create inspection report
-  Print suspicious event analysis
-  Print work instructions
-  Check signature
-  Create Download Certificate
-  Create Certificate of Undownloadability
-  Create calibration certificate and installation plaque
-  Export data
-  Print data






Buttons in JasperViewer

-  Save report
-  Print report

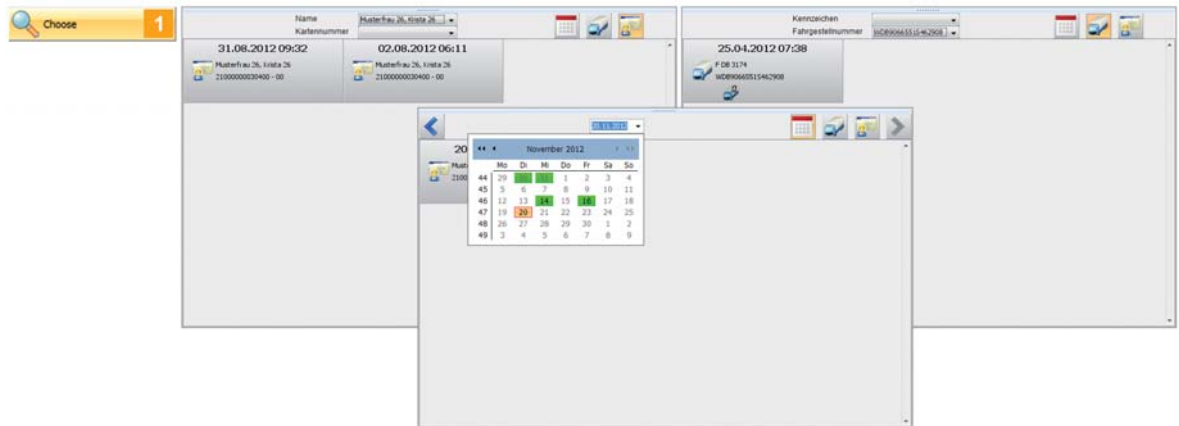
Buttons and symbols on the status bar

-  Call up information and support tools
-  Current data archiving status
 - Silver: Archive is available.
 - Grey: No archive is available.
 - Red: No archive is available.
Data is available for archiving.
 - Flashes: Data is being archived
-  Workshopkey detected/ not detected

Symbols in the selection window

-  Download available
-  Quick check for infringement check available
-  Calibration certificate available
-  Download Certificate available
-  Inspection report available

Selecting data






The **[Select]** button in the Overview area enables you to select stored data records based on specific criteria such as inspector (if a workshop card is inserted), vehicle or download date.

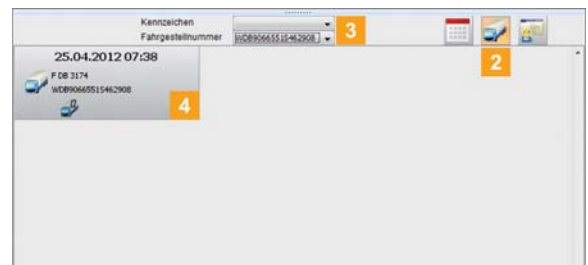
The button is available in the **Workshop** and **Viewer** modules.


Selecting by date



- 1 Click on **[Select]**. The selection window opens.
- 2 Click on  (if not already selected).
- 3 Click in the list box and enter a date or click on the arrow to display the calendar.
- 4 Use the mouse to select a day for which downloads are available (highlighted in green).
- * You can also use the arrow buttons   in the header area of the window to scroll through the days where data is available one after the other.
- 5 Click on the desired data record to view the data in the Overview area.


Selecting by vehicle



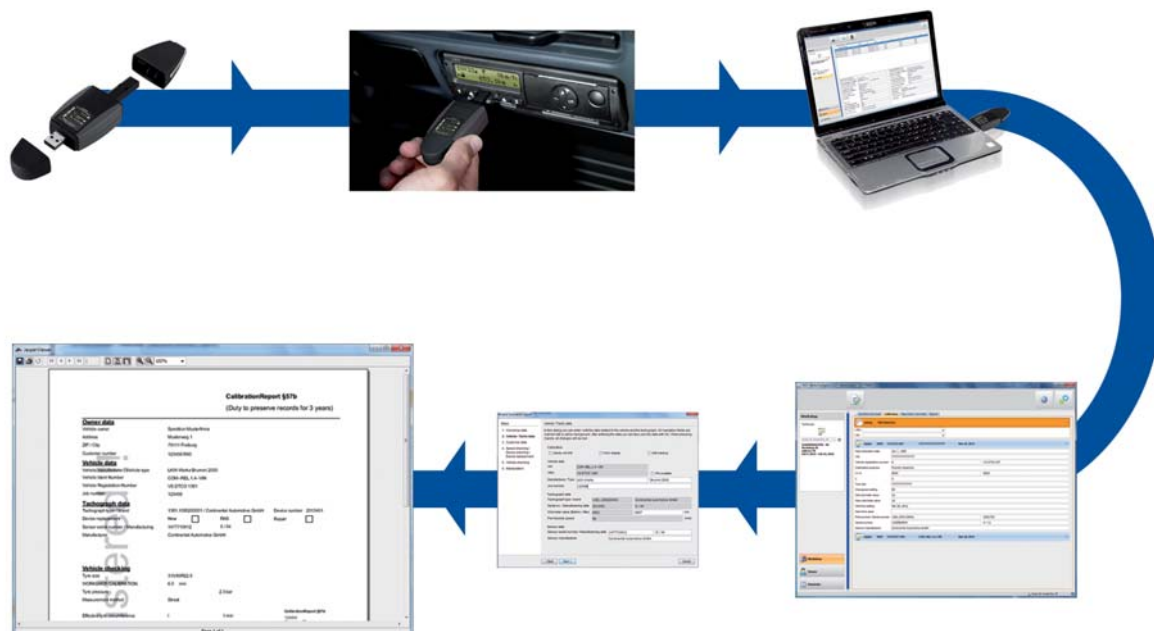
- 1 Click on **[Select]**. The selection window opens.
- 2 Click on  (if not already selected).
- 3 Click in one of the two list boxes to display the available vehicles either by VIN or VRN.
- 4 Click on the desired data record to view the data in the Overview area.

Selecting by inspector



- 1 Click on **[Select]**. The selection window opens.
- 2 Click on  (if not already selected).
- 3 Click on the desired data record to view the data in the Overview area.

Creating reports and certificates quickly



A digital tachograph check includes

- performing a quick check on the digital tachograph (downloading the mass memory data if necessary); see the Workshopkey booklet.
- checking infringements using the 'WorkshopReport' software and creating the relevant certificates; see page 16.
- creating a tachograph calibration certificate; see page 18.
- printing the certificate and installation plaque.
- creating a Download Certificate/ Certificate of Undownloadability if the tachograph has been replaced; see page 21.

The quick check is performed on the data blocks below (see the Workshopkey booklet):

- Events and Faults
- Technical Data
- Detailed Speed
- Activities (to some extent)

At the end of the check the inspector issues the relevant certificate.

Quick check and data download



Note:

The workshop card must be inserted to check and download files from the digital tachograph.

- 1 Carry out a quick check on the digital tachograph. During this procedure LED '3' flashes.

Note:

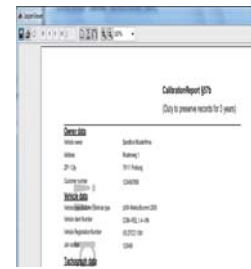
If, after the quick data check, the Workshopkey remains plugged in for another 10 seconds, the mass memory download will start automatically. This download includes Event and Fault data, technical data and all the activities stored in the mass memory. The downloaded data is required for the subsequent check. Mass memory data must be archived if the device is replaced and handed over to the company on request.

- 2 Check the downloaded vehicle data in 'WorkshopReport'. Start checking the data in the **Workshop** module (**quick check download** tab).

Note:




For more information please refer to the DTCO[®] Technical Product Manual and the Workshopkey booklet.

Checking and printing suspicious events



✓ Requirements:

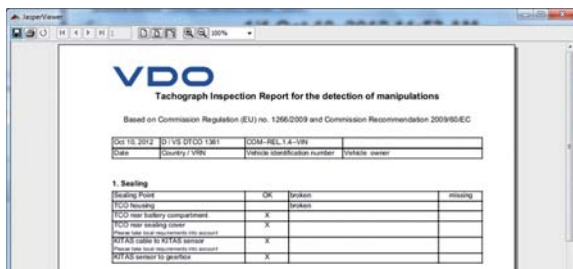
- Data that can be analysed is available on the Workshopkey.
- The Workshopkey is connected to the computer.


- 1 In the **Workshop** module, choose the **quick check download** tab.
- 2 Click on **[Select]** to open the selection window.
- 3 Select the data downloaded from the vehicle you want to check and for which a quick check has already been carried out. The detailed data is displayed.
- 4 In the Function area, click on  if you want to check the file signature.
- 5 Click on  to display and print the infringement analysis.
- * Print any action instructions you have created for further checks, based on the infringement analysis. Click on .
- 6 Create the inspection report; see page 17.

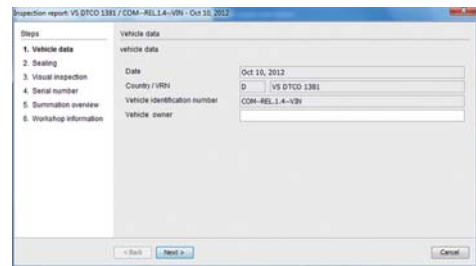
Note:


The driver's behaviour need not always be the cause of a suspicious event. Always create a tachograph printout to be on the safe side.

Creating the inspection report



- ✓ Requirements:
 - You have entered your workshop data in **Options and Settings**.
- 1 In the **Workshop** module, choose the **quick check download** tab.
- 2 Click on **[Select]** to open the selection window.
- 3 Select the data downloaded from the vehicle you want to check and for which a quick check has already been carried out. The detailed data is displayed.
- 4 In the Function area, click on . The software wizard for creating the inspection report opens.



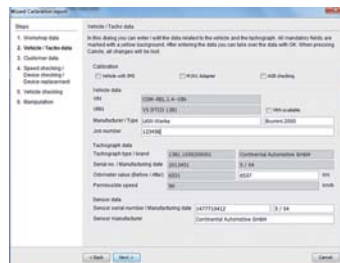
- 5 Enter the details required for the inspection report.
 - Vehicle data
 - Sealing
 - Visual inspection
 - Serial number
 - Summation overview
 - Workshop information
- 6 Click on **[Print certificate]** to complete data entry. The program creates and displays the inspection report.
- 7 Print the inspection report by clicking on  in the **JasperViewer** program's navigation area. You can display and print the reports created for each vehicle that has been checked using the **Reports** tab of the **Workshop** module.

Creating a digital calibration certificate (using the workshop card)



- ✓ Requirements:
- You have entered your workshop data in **Options and Settings**.
 - The workshop card is inserted into the chip card reader.

- In the **Workshop** module, choose the **Calibration** tab.
- Select the relevant vehicle displayed in the Display and editing area. The selected vehicle is colour-highlighted (orange).
- In the Function area, click on . The software wizard for creating the calibration certificate and installation plaque opens.



- Enter the required details (highlighted in orange) for the calibration certificate.
The boxes with a white background are optional.
- Click on **[Print certificate]** to complete data entry.
The calibration certificate is now created and displayed.
- Print the calibration certificate by clicking on in the **JasperViewer** program's navigation area.
You can display and print the certificates created for each vehicle that has been checked using the **Certificates** tab of the **Workshop** module.
The created certificate can be edited and corrected within three days by clicking on the **Reports** tab.
After the three-day period it is only available in PDF format.

Note:

The calibration certificate complies with the relevant national regulations. Always adhere to your country's valid legal regulations; see page 23.

Note:

The check is registered online based on the sealing foil number; see page 28.


If the sealing foil number is valid, a green check mark is displayed next to the number. If the sealing foil number is invalid, the check will not be registered online. In this case 'Not registered online' appears on the calibration certificate.

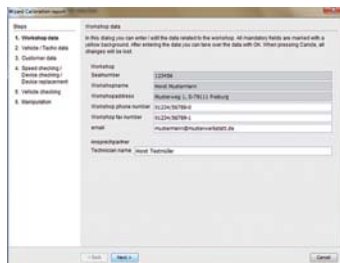
You can create up to ten calibration certificates without the online server checking the sealing foil numbers. From the 11th calibration certificate 'Not registered online' is printed on the calibration certificate. A connection to the online server will reset the counter. The status bar tells you how many calibration certificates are still available.


Creating an analogue calibration certificate (without the workshop card)



- ✓ Requirements:
- You have entered your workshop data in **Options and Settings**.
 - In the Overview area, you may have entered or selected the name of the inspector.

- In the **Workshop** module, choose the **Calibration** tab.
- You may enter the VRN or VIN shown in the Display area into the relevant list box or select the existing data from the lists.
- In the Function area, click on . The software wizard for creating the calibration certificate and installation plaque opens.



- Enter the required details (highlighted in orange) for the calibration certificate.
The boxes with a white background are optional.
- Click on **[Print certificate]** to complete data entry.
The calibration certificate is now displayed.
- Print the calibration certificate by clicking on  in the **JasperViewer** program's navigation area.
You can display and print the certificates created for each vehicle that has been checked using the **Certificates** tab of the **Workshop** module.
The created certificate can be edited and corrected within three days by clicking on the **Reports** tab.
After the three-day period it is only available in PDF format.

Note:

The calibration certificate complies with the relevant national regulations. Always adhere to your country's valid legal regulations; see page 23.

Note:

The check is registered online based on the sealing foil number; see page 28.


If the sealing foil number is valid, a green check mark is displayed next to the number. If the sealing foil number is invalid, the check will not be registered online. In this case 'Not registered online' appears on the calibration certificate.

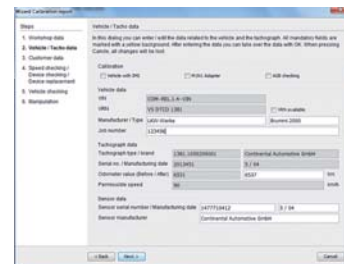
You can create up to ten calibration certificates without the online server checking the sealing foil numbers. From the 11th calibration certificate 'Not registered online' is printed on the calibration certificate. A connection to the online server will reset the counter. The status bar tells you how many calibration certificates are still available.


Creating a test certificate based on CTCII data



- ✓ Requirements:
 - You have entered your workshop data in **Options and Settings**.
 - A CTCII is connected to your computer's serial port.

- 1 In the **Workshop** module, choose the **Calibration** tab.
- 2 From the **COM Port** list, select the port to which the CTCII is connected.
- 3 On the CTCII perform the steps required for data transfer. See the CTCII Operating Instructions.
- 4 In the Function area, click on . The software wizard for creating the calibration certificate and installation plaque opens.



- 5 Enter the required details (highlighted in orange) for the calibration certificate. The boxes with a white background are optional.
- 6 Click on **[Print certificate]** to complete data entry. The calibration certificate is now displayed.
- 7 Print the calibration certificate by clicking on  in the **JasperViewer** program's navigation area. You can display and print the certificates created for each vehicle that has been checked using the **Reports** tab of the **Workshop** module. The created certificate can be edited and corrected within three days by clicking on the **Reports** tab. After the three-day period it is only available in PDF format.

Note:

The calibration certificate complies with the relevant national regulations. Always adhere to your country's valid legal regulations.

Creating Download Certificates





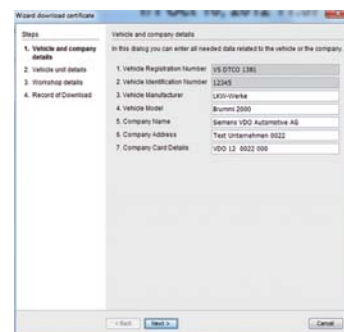
- ✓ Requirements:
- You have entered your workshop data in **Options and Settings**.
 - You have downloaded the digital tachograph mass memory.
 - The workshop card is inserted into the chip card reader.


- 1 In the **Workshop** module, choose the **Mass memory download** tab.

Note:

If data transfer from the digital tachograph is not possible, a certificate must be created that complies with Appendix I B of Regulation (EEC) No. 3821/85 (Certificate of Undownloadability).

- 2 Select the relevant vehicle from the Display and editing area.
- 3 In the Function area, click on  or ; see page 12. The software wizard for creating the relevant certificate opens.



- 4 Enter the required details (highlighted in orange) for the download certificate. The boxes with a white background are optional.
- 5 Click on **[Print certificate]** to complete data entry. The certificate is now displayed.
- 6 Print the certificate by clicking on  in the Jasper Viewer program's navigation area. You can display and print the certificates created for each vehicle that has been checked using the **Reports** tab of the **Workshop** module. The created certificates can be edited and corrected within three days by clicking on the **Reports** tab. After the three-day period it is only available in PDF format.

Displaying download data

The screenshot shows the VDO WorkshopReport 0.0.17 interface. The main window is titled 'VDO - WorkshopReport 0.0.17 - Workshopkey - SN: 7709081'. The interface is divided into several sections:

- Viewer (Left Panel):** Contains a 'Technician' field, a 'Please choose analog user or insert workshop card' message, a 'Download' section with a list of items (e.g., 'Oct 2, 2012 5:49:20 AM COM-REL.1.4-VIN VS DTCO 1381') and a 'Choose' button (1).
- Technical Data (Main Table):** A table with columns for Calibration date, VRN, VIN, W, K, and L. The table contains four rows of data, with the first row highlighted in blue and marked with a '3' in an orange box.
- Calibration information (Bottom Left):** A form with fields for NEXT_CALIBRATION_DATE, VEHICLE_IDENT_NUMBER2, VEHICLE_REG_NUMBER, CALIBRATION_PURPOSE, WORKSHOP_NAME, WORKSHOP_ADDRESS, CARD_NUMBER, CARD_EXPIRY_DATE, W_AND_K, L, TYRE_SIZE, AUTHORISED_SPEED, OLD_ODOMETER_VALUE, NEW_ODOMETER_VALUE, OLD_TIME_VALUE, and NEW_TIME_VALUE.
- TITLE_VU_IDENTIFICATION (Bottom Right):** A form with fields for VU_MANUFACTURER_NAME, VU_MANUFACTURER_ADDRESS, VU_PART_NUMBER, VU_SERIAL_NUMBER, VU_SOFTWARE_VERSION, VU_SOFTWARE_INST_DATE, VU_MANUFACTURING_DATE, and VU_APPROVAL_NUMBER.
- Sensor information (Bottom Right):** A form with fields for Serial number, Manufacturer, Approval number, Production date, and Paring date.
- Function Area (Top):** Contains icons for a printer (5), a document, and a traffic light.
- Reminder (Bottom Left):** A section with a clock icon and a '4' in an orange box.

1 In the **Viewer** module, click on **[Select]** to select a vehicle or card download. The details are displayed in the Display and editing area.

2 Open the detailed view of **Events and Faults** or **Technical Data** for instance.

3 Select an entry from the lists to display further details in the Display area.


Note:

If you have performed a quick check, **Detailed Speed data** will also be displayed.

4 The **Reminder** module shows a list of all the workshop cards the data of which must soon be downloaded or must be renewed.

The workshop cards are shown with

- a green alarm clock symbol if the download or renewal is due within the next few weeks.
- an orange alarm clock symbol if the download or renewal is due on the current day.
- a red alarm clock symbol if the download or renewal is overdue.

5 In the Function area, click on  to open a print preview of the data shown in the Display area.

Configuring 'WorkshopReport'

Options and Settings

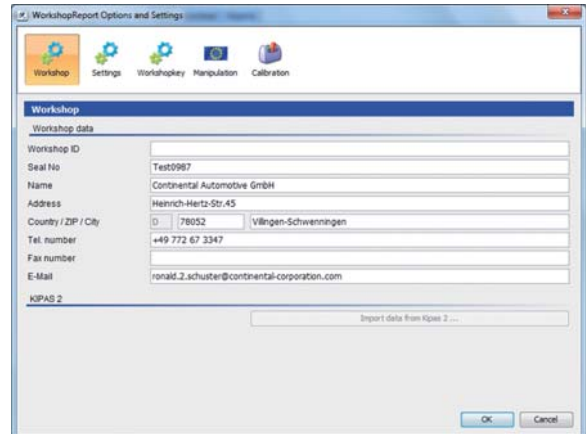
In **Options and Settings** you specify, for instance,

- general settings such as the user interface language.
- the target folder for archiving download files.
- the position of the installation plaque on the calibration certificate.
- your workshop details.
- the behaviour of the PC program (e. g. automatic updates, Autostart).

Here, you'll also find a test parameter summary and you can protect the PC program with a password.

- 1 Click on . The **Options and Settings** dialogue box opens.

Workshop



- 2 Insert your Workshopkey licence card into the connected card reader.

Note:

If no licence card is inserted, this area will not be available for editing (greyed out) and you cannot make any entries.

- 3 Click on **[Workshop]** and enter your workshop details. This data will be automatically copied when creating certificates.
- 4 Click on **[OK]** to save the settings. The dialogue box closes.

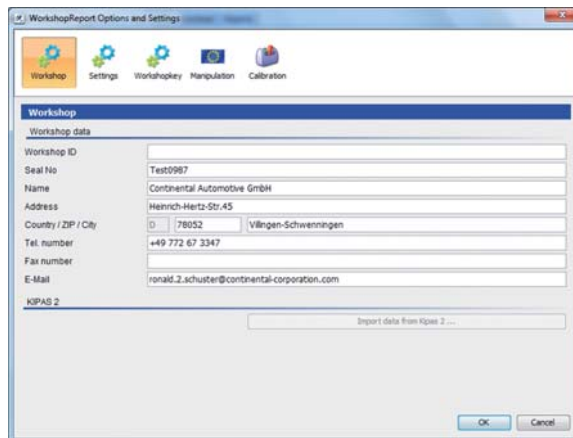
Note:

The data will be archived in the designated target folder. In the status bar, "WorkshopReport" shows the archiving status; see page 12 .

Note:

If you want to archive your inspection reports online, you must request a workshop ID when using your Workshopkey for the first time. For more information see page 24.

Creating the workshop ID



Note:

For this procedure a connection to the Internet is absolutely necessary. If no Internet connection exists, the software cannot access the verification server and allocate a workshop ID.

- 2 Enter your workshop details as described on page 23.
- 3 Click on **[OK]** to close the dialogue box.
- 4 Insert a valid workshop card into the chip card reader.
- 5 Create and print a valid inspection report; see page 18.



- 6 A workshop ID will be assigned once you have saved the inspection report. This ID is also reflected in your workshop data and enables the secure online archiving of your inspection reports.

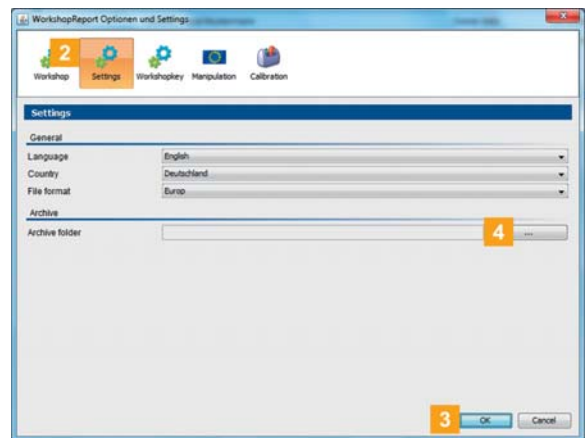
Note:

If you want to use a second Workshopkey, you must enter your workshop ID manually into the relevant workshop data dialogue box.

Note:

If you have inadvertently created a second workshop ID, simply re-create the inspection report, stating the correct workshop ID based on a printout.

Settings

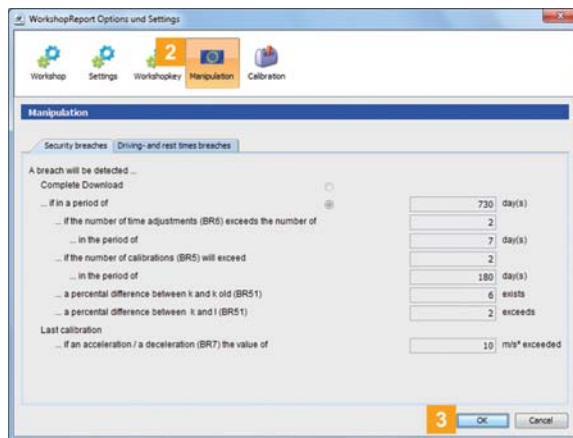


- 2 Click on **[Settings]** and then on
 - the **Language** list to change the user interface language.
 - the **Country** list to specify the country.
 - **[...]** to define a different target folder for archiving your download files.
 - the **File name scheme** list to change the files' country-specific ID; see page 34 on file extensions.
- 3 Click on **[OK]** to save the settings and close the relevant dialogue box.
- 4 Select a path for the archive folder. You can also select a network folder. Data will always be archived in this folder on the current PC. No archiving will be done if the WorkshopReport software is running on a different computer.

Note:

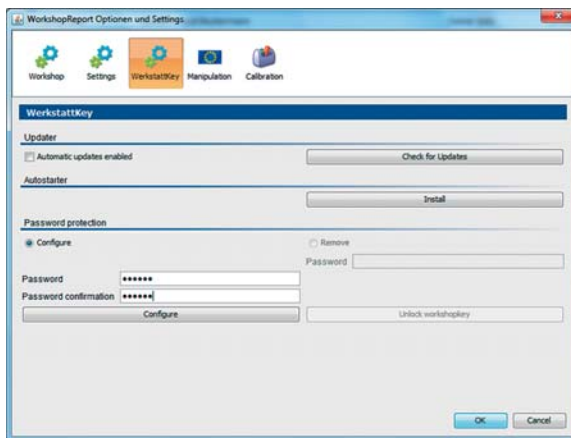
The data will be archived in the specified target folder. 'WorkshopReport' shows the archiving status on the status bar; see page 12.

Manipulation (Unauthorised interference)




- 2 Click on **[Manipulation]** and switch between the two tabs to display the settings for the infringement check.
- 3 Click on **[OK]** or **[Cancel]**.
The relevant dialogue box closes.

Password protection



In **Options and Settings** you can enter a password to protect the download files stored on the Workshopkey from third-party access.

The password blocks access to the DOWNLOADKEY drive. Access to the download files is only possible after you have started the PC program and entered the password.

- * Click on  and choose the **[Workshopkey]** function button if you want to modify the Workshopkey's password settings.

Enabling password protection

- 1 Under **Password protection** select **Configure**.
- 2 Enter the password in the first text box.
- 3 Enter the password again in the **Password confirmation** box.
- 4 Click on **[Configure]** to apply the password and enable password protection.

Note: If a password is stored, the next time you connect the Workshopkey you can only access the download files after you have started the 'WorkshopReport' PC program and entered the password.

Note: Please take the following security precautions to protect your personal data:

- Do not give your password to third parties.
- Change your password regularly.
- Keep your password in a safe place.

Changing the password

- 1 Enter your current password in the first text box.
- 2 Enter your new password in the second text box.
- 3 Enter the password again in the **Password confirmation** box.
- 4 Click on **[Configure]** to apply the changes.

Note: The next time you connect the Workshopkey you must enter the new password to access the download files.

Removing the password

- 1 Under **Password protection**, select **Remove** to remove password protection.
- 2 Enter your password in the relevant text box.
- 3 Click on **[Unlock Workshopkey]** to apply the changes.
- 4 Confirm the query with **[Yes]**.

Carrying out a software update

A version check is performed when the PC program is started.

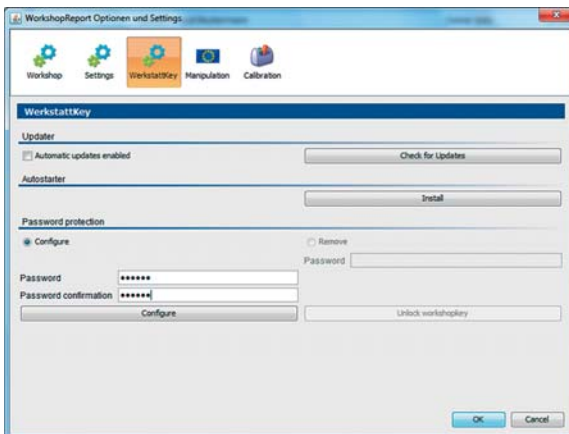
If the version being used is different from the manufacturer's current version, a dialogue box opens. Click on **[OK]** to carry out the update.

If you cancelled an update procedure, you can also initiate a new update later via **Options and Settings**.

Note: *If you have cancelled the update and you do not carry it out via the PC program, a dialogue box will again be displayed the next time you start the PC program.*

✓ Requirements:

- The Workshopkey is connected to a computer which in turn is connected to the Internet.



- 1 Click on **[Check for Updates]** if you want 'WorkshopReport' to check whether or not a more up-to-date software version is available. If a more up-to-date software version is available, a message to that effect is displayed.

- 2 Click on **[OK]** to install the software.

Note:


In this dialogue box you can also activate the automatic update check by selecting the relevant check box. 'WorkshopReport' will then always be kept up-to-date. If you have no connection to the Internet or if your connection is very bad, you can clear the check box. 'WorkshopReport' might then start much faster.

Installing the Autostarter

Use the Autostarter to initiate the following processes as soon as the Workshopkey is connected to the computer:

- Password protection check
As soon as the Workshopkey is connected to the computer the Autostarter checks whether or not the device is password-protected. If it is, the **Enter Password** dialogue box appears. Here you can unlock the DOWNLOADKEY drive without having to start the PC program.
- Automatic start of the PC program


- * Click on **[Install Autostarter]** if you have not yet installed it.

Note: *You can see whether or not the Autostarter is installed in the Notification area of the taskbar. If it is installed, the  icon is displayed.*

Right-click to open its configuration: The PC program autostart and password entry options (check boxes) are selected by default; you can also uninstall the tool.

Uninstalling the Autostarter

You can uninstall the Autostarter at any time if you no longer wish to use it.

- 1 In the Notification area of the taskbar, right-click on the .
- 2 In the shortcut menu, click on **Uninstall WorkshopReport Autostarter**. The Autostarter is uninstalled.

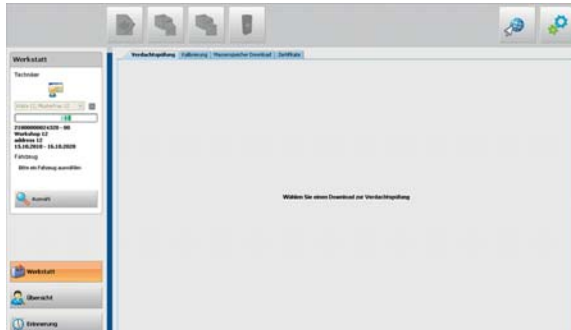
'WorkshopReport Online'

The screenshot shows the VDO WorkshopReport Online login interface. At the top left is the VDO logo and the text 'WorkshopReport Online'. At the top right is a language selection dropdown menu labeled 'Choose a Language...'. The main content area is a white box with a blue vertical bar on the left. Inside this box, the word 'Login' is displayed in blue. Below it are two input fields: 'E-mail' and 'Password', each with a corresponding text box. A 'Login' button is positioned below the password field. At the bottom of the page, there is a copyright notice: '© Continental Automotive GmbH 2012', 'Imprint', and 'VDO - A Trademark of the Continental Corporation'.

'WorkshopReport Online' provides you with a convenient online solution with which you can access your data.

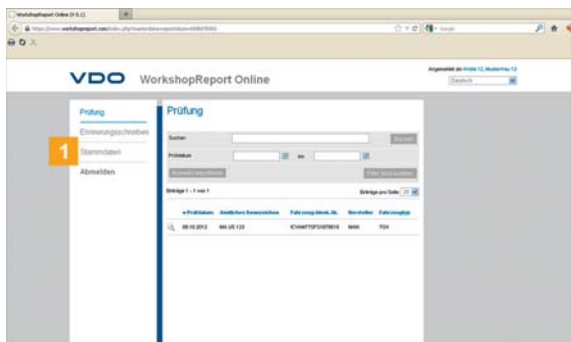
Logging on for the first time

- ✓ Requirements:
 - The workshop card is inserted into the connected chip card reader.

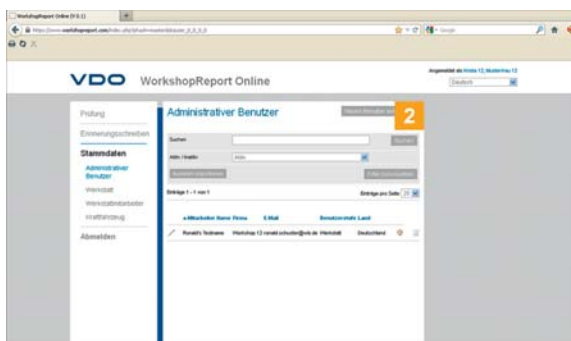


- * In the Function area, click on . A browser window with 'WorkshopReport Online' opens.

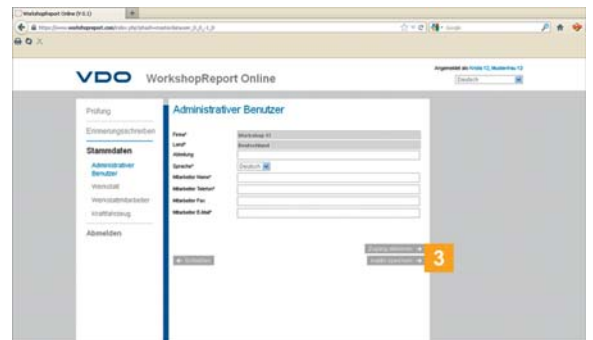
Creating an administrative user



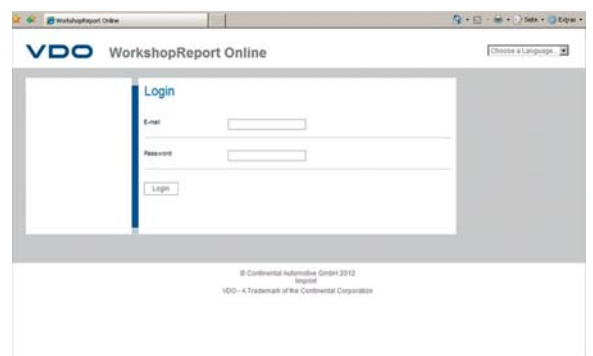
- 1 On the start page, click on **[Master data]** on the right. The **Administrative user** function is already selected.



- 2 Click on **[Create new user]**. The screen for entering the new user's details opens.



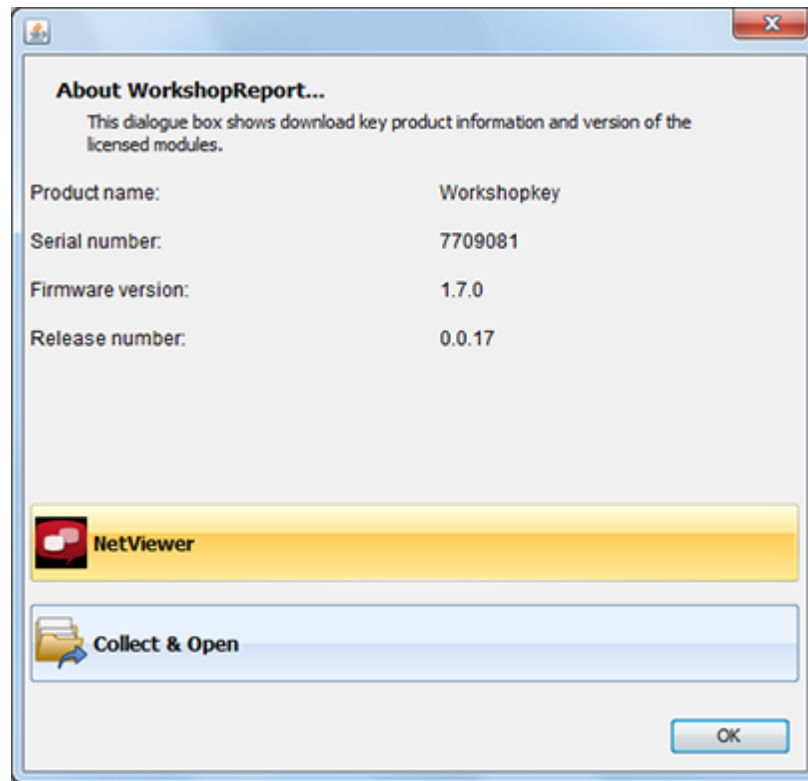
- 3 Enter the new user's details and click on **[Create account]**.



- 4 The new user will receive his password by e-mail. He can then log on at 'www.workshopreport.com'.

Note:
Up to two administrative users can be created.

Getting support



The **Support** function will help you in service support situations.

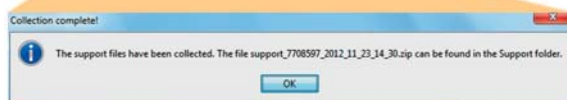
Accordingly click on 

- if you want to know the serial number, firmware version and software version.
- if you have to collect all the service-related files in a ZIP file in the support folder.
- if you want to start a Netviewer session with your service partner.

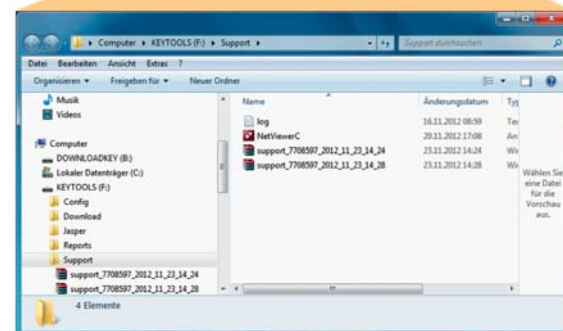
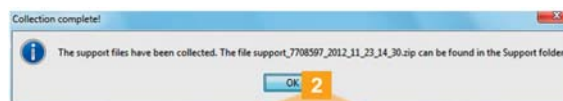
Collecting support files

'WorkshopReport' lets you collect all the service-related files in a ZIP file in the support folder. These files also include a log file.

Tip: The log file indicates any errors and/or problems when downloading data. Use this function if you notice repeated irregularities during downloading. Then e-mail the ZIP file to your service partner to ascertain the cause behind the errors.



- 1 Click on **[Collect & Open]**, to collect the service-related files (log file and configuration files) in a ZIP file. When the ZIP file has been created, the **Collection complete!** dialogue box is displayed.



- 2 Click on **[OK]** to close the **Collection complete!** dialogue box. Windows® Explorer automatically opens the directory in which the ZIP file is stored *. You can now send the data to your service partner.
- * If the directory does not open, start Windows® Explorer and switch to the KEYTOOLS:\Support directory.

Starting Netviewer

If you agree, your service partner can also solve a support problem directly on your computer:
The Workshopkey includes the Netviewer software which, with your permission, gives your service partner access to your computer.

Note: A session number is required each time a connection is established. This number is uniquely generated for each individual Netviewer session. When the connection is ended, your service partner can no longer access your system.

✓ Requirements:

- You have already discussed it with your service partner, he has given you a session number and now wishes to access your computer using Netviewer.
- The Workshopkey is connected to a computer which in turn is connected to the Internet.



- 1 Click on **[Netviewer]** to grant your service partner access to your computer. Netviewer is started.

- 2 Enter the session number given to you by your service partner.

- 3 Click on **[Connect]**.
The connection is established.

Note: In Netviewer, you must grant your service partner the necessary rights, e. g. to display your screen or to move your mouse pointer.

- 4 Click on **Close** to exit the Netviewer session.

Note: The Netviewer session can be ended by you or your service partner at any time. If your service partner ends the session, the following message is displayed: 'The session has been ended'.

4 Technical specifications

System requirements

Software	
Operating system	32 or 64-bit: Windows 7 [®] , Windows [®] Vista [™] or Windows [®] XP (with current Service Pack)
	2 drive letters available for removable media (Disk Management)
Java platform	Java Runtime Environment 1.7 or a later version (Java [™] 7)
Viewer	Adobe [®] Reader [®]
Internet browser	32-bit version: Microsoft [®] Internet Explorer [®] from version 6, Mozilla Firefox from version 13

Hardware	
Processor	32 or 64-bit architecture
Display resolution	1280 x 1024 or higher
Interfaces	USB 2.0 port available for Workshopkey connection
Components	Workshopkey (with 'WorkshopTools' or 'WorkshopReport' PC program)

File extensions

Up to three files are created when downloading data from a digital tachograph. In compliance with the regulations in force in the different countries, the file name tells you

- the date and time of the download,
- the origin of the data (vehicle) and
- (to some extent) the type of data.

Note: The file names of the download files are determined by the EU member states.

The names of the files stored on the Workshopkey depend on the configuration settings saved on the Workshopkey. You can modify the settings in **Options and settings**; see page 23.

File extensions (country-specific)	
Europe	*.DDD
France	*.V1B, *.C1B, *.A1B
Spain	*.TGD

Order numbers

Item	Order number
Workshopkey (Manipulation Tester)	A2C59514273
Licence card ('Workshop-Report')	A2C59515364
USB chip card reader	X11-140-002-004

UTC time

In the digital tachograph, all times are stored in UTC time (Coordinated Universal Time based on the time zone '0', previously referred to as Greenwich Mean Time or GMT time).

The time data included in the file names of the download files is also in UTC time.

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Continental Automotive GmbH

Heinrich-Hertz-Str. 45

78052 Villingen-Schwenningen

Germany

www.dtco.vdo.com

tachograph@vdo.com

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