

DAKO Fleet

Your guide to getting started



fleet.dako.de



DAKO Fleet

Your guide to getting started

New to DAKO Fleet and want to get started with the digital management of your fleet in an uncomplicated way? In this guide, we have summarised everything you need to get started. In just a few steps, you'll have fully functional software that will relieve you of many tasks in your day-to-day operations.

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Jump to each section with just one click!



Welcome to DAKO Fleet



How do I log into DAKO Fleet?

After successfully registering your company, you can log in to DAKO Fleet using your e-mail address and the password you have chosen for DAKO Fleet.

1. Go to *fleet.dako.de* and switch to the English version, by using the language menu at the top right-hand side of the page.

2. Enter the information (e-mail address, password) in the corresponding fields.

3. Click on **Sign in**.

Log in to DAKO Fleet

The first step: Creating a database

This is what your start page will look like after logging in, if your driver or vehicle data is not yet available:



DAKO Fleet dashboard (without data)

How do I transfer my data to the software?

🖾 Fleet	<=	Downlo	ad data	Send data	Upload data	Archive history			Importing existing data
Q Find in Fleet									records
									How do I upload my data?
吕吕 Dashboard							Drag your document into th	is field or click	1. Navigation: Company / Data records /
ቭ Company							Add file	File upload	Upload data
Dashboard									2. Click on Add file and select the storage
Dashboard						Accep	ed are files in .aaa, .c1b, .ddd,	.dlc, .esm, .tgd	ter. In the target folder, you can select both
Management									individual and multiple data records (e.g.,
Deadlines			State	File name		Size	File name assigned on s	server	records by clicking on Open.
Reports		No rec	ords						3. You can also drag and drop the files into
Data records									the field for uploading.
윤 Employees				State	File name			Size	 Once all data records have been prep- ared for upload, please click on File upload to start the data transfer.
😓 Vehicles			⑪	1	C_1155_P_	_Sulski_DF0002	205923790_DDD	26453 K	5. By uploading data, drivers and vehicles
다. Trailers									are added directly to the software.
្តរដ្ឋា Work equipment				Add file	F	ile upload			
(🗹) Live									Tip:
									This step can be carried out several times if your data records are saved on different storage media, for example.
Ĵ	ŋ								
DAKO Schulung									
↓ □ ♦ DAKO Schulung	Φ								storage media, for example.

Adding and uploading data files

2 Find in Fleet			have been transferred?
吕 Dashboard	Container file Date: from 04/01/2025 to 04/02/2025		1. Navigation: Company / Data records / Archive history
E Company	Container file	î↓ Date	2. The archive history gives you a full over- view of all incoming data records in DAKO
Deabhaard	1 C_Neustadt_Sabine_2025-02-03_16-49-00.DLC	04/02/2025 04:03	Fleet.
Dasnboard	2 C_Heier_Kurt_2025-01-31_19-09-00.DLC	03/02/2025 07:02	3. This includes data records from:
Management	3 C_Neustadt_Sabine_2025-01-31_14-55-00.DLC	03/02/2025 04:03	 our telematics the TachoStation
Deadlines	4 C_Richter_Juliane_2025-01-31_16-58-00.DLC	03/02/2025 03:02	> the interfaces
Reports	5 C_Duckworth_Garry M2025-01-31_14-35-00.DLC	03/02/2025 03:02	as well as all manually uploaded data.
Data records	6 C_Heier_Kurt_2025-01-28_13-14-00.DLC	29/01/2025 07:02	
Employees	7 C_Neustadt_Sabine_2025-01-29_03-58-00.DLC	29/01/2025 05:36	
	8 C_Duckworth_Garry M2025-01-28_03-59-00.DLC	29/01/2025 03:51	
ት Vehicles	9 C_Richter_Juliane_2025-01-28_17-52-00.DLC	29/01/2025 03:03	
L Trailers	10 C_Neustadt_Sabine_2025-01-27_17-46-00.DLC	28/01/2025 04:04	
	11 C_Richter_Juliane_2025-01-27_15-36-00.DLC	28/01/2025 03:02	
🕻 Work equipment	12 C_Heier_Kurt_2025-01-25_13-25-00.DLC	27/01/2025 07:02	
) Live	13 C_Neustadt_Sabine_2025-01-24_15-40-00.DLC	27/01/2025 04:03	
	14 C_Richter_Juliane_2025-01-25_03-44-00.DLC	27/01/2025 03:02	
	15 C_Duckworth_Garry M2025-01-24_14-53-00.DLC	27/01/2025 03:02	
	16 C_Heier_Kurt_2025-01-23_18-43-00.DLC	24/01/2025 07:03	
	17 C_Neustadt_Sabine_2025-01-23_18-16-00.DLC	24/01/2025 04:04	Data successfully archived.
	18 C_Richter_Juliane_2025-01-23_14-54-00.DLC	24/01/2025 03:04	Data successfully archived.
	19 C_Duckworth_Garry M2025-01-23_16-30-00.DLC	24/01/2025 03:04	Data successfully archived.
	Show 1 to 20 of 43 entries		

Archive history

🖾 Fleet 📢	Mast	er data	Veh	icle templates					Creating master data	
Q Find in Fleet	С	reate	Vehi			ernal number	0		manually	
日日 Dashboard	Acti	ve: Yes 🤅	3						How do I add new vehicles? 1. Navigation: Vehicles / Management /	
슈킹 Company			() îj	Active 🗘 🚯 🗘		Vehicle 🗘	Vehicle identification number $ _{\downarrow}$	Internal numl	Create	oad d
음크 Employees	1	æ	d	۲	٢	AN ZI 84	DAK0SCHULUNG00010			1
	2	æ	J	۲	۲	DA-SL 1	DAK0SCHULUNG00001			9
	3	Ø	J	۲	۲	DA-SL 2	DAK0SCHULUNG00002			0
Dashboard	4	Ø	J	۲	۲	DA-SL 3	DAK0SCHULUNG00003			0
Management	5	R	Ø	۲	٢	DA-SL 4	DAK0SCHULUNG00004			0.0
Deadlines	6	R	J	۲	٢	DA-SL 5	DAK0SCHULUNG00005			/1970
Analysis	7	æ	d	۲	۲	DA-SL 6	DAK0SCHULUNG00006	1106		/2019
Documents	8	Ø	J	۲	۲	DA-SL 7	DAK0SCHULUNG00007			/2021
Evaluation	9	Ø	d	۲	٢	ER-HA 97	DAK0SCHULUNG02468	110		/2021
Vehicle pre-check	10	æ		0		J-KO 384	DAK0SCHULUNG00011			/2021
	11	Ø		0		J-DT 807	DAK01000000KB007			/202 <mark>3</mark>
ът Trailers	12	Ø	J	۲	٢	J-MD 265	JMZBLA4A601263159			/202 <mark>2</mark>
្តរដ្ឋ Work equipment	13	R	J	0		JU HI 90	WDB9560321V249281			/202 <mark>0</mark>
(a) Live	14	R	d	۲	٢	JU HO 95	DAK0SCHULUNG00008			3/202
() Live	15	Ø	J	۲	٢	OBD Tracker	DAK0TRM0000108868			/197 <mark>0</mark>
	16	R	d	۲	٢	SHK KK 23	12345678978256489			5/202 <mark>2</mark>
	17	R		0		Telematik Gerät	DAK0TRM0000298079	ausgebaut	02/07	/1970
	18	ß	<i>a</i> ll		۵	TH FH 70	DAKOSCHUI UNG00009			3/202
¢	Sh	ow 1 to 18	3 of 18 en	tries						
DAKO Schulung										

Fleet Creating master data Master data Vehicle templates manually Q Find in Fleet.. Overview How do I add new vehicles? **Dashboard** 2. Please fill in the fields and then click Save. Vehicle Туре 슈 Company The following fields must be completed: Licence plate number, Vehicle identification * Licence plate Vehicle type number (VIN), country (already preselected) 문 Employees Alias Manufacturer Once you save for the first time, more in-* Vehicle identification ➡ Vehicles Manufacturer / model put options will become available, such as number code deadlines, insurance data and digital file Dimensions in mm (I x Dashboard Internal number w x h) storage. EC vehicle class ~ Please choose Management Type of construction Date of first / Deadlines Colour registration :::: Warranty deadline Analysis Tip: Germany ~ Country Documents Enter keywords for your vehicle. This lets (Un-)loading aid you see an overview of the vehicles in the Evaluation requirement location / tracking function. Vehicle pre-check Accessories Usage □ Trailers Type of application Tachograph (near/remote/allocato Assign available ្រៀវ Work equipment Version trailer Extras iiii) Current mileage (Live Toll device - device Annual mileage number Initial test date Serialnumber ~ Please choose **Telematic-Box** Navigation device Ω 0 Back Save **@** DAKO Schulung

Adding new vehicles

🖾 Fleet 🛛 🤤	Mast	er data	Atte	estation	of activiti	es	Creating master data				
Q Find in Fleet	Cı	Create Surname O Staff number								manually	R :
日日 Dashboard	Activ	ve: Yes(۲							How do I add new employees? 1. Navigation: Employees / Management /	
슈 Company				¢ îj	Active 🗘	Surname 🐧	First name 🗅	Staff number 1	Driver card Number	Create	er 95
문 Employees	1	Ø	• 78	đ	۲	Brandt	Alexander		DF44322009886776		
Dashboard	2	R	•	J	۲	Duckworth	Garry M.	2212	DFDASL200000004		
Management	3	Ø	•1	ø	۲	Ehrlich	Tom	1610	DFDAK00000900009		
Deadlines	4	R	•1	Ø	۲	Heier	Kurt	1010	DFDASL7000000044		
Analysis	5	Ø	•	ø	۲	Hildebrandt	Leni	963	DF00078964718810		
Documents	6	Ø	- 11	ø	۲	Holzmann	Julia	0603			
Symenees	7	Ø	•	J	۲	Louineaux	Adrien	2302	DFDASL1000000004		
Expenses	8	R	• •	Ø	۲	Ludwig	Robert	007	DF00708151234564		
Social infringements	9	æ	• 100	đ	۲	Müller	Antje				
Evaluation	10	Ø	•	ø	۲	NetteInstroth	Kerstin		DF123456789124SX		
🔛 Vehicles	11	R	•	Ø	۲	Neustadt	Sabine	0811	DFDAK00000000001		
	12	Ø	•	ø	۲	Ostrowski	Cezar	0810	PLDASL100000005		
ել Trailers	13	R	• 100	ø	۲	Parybyk	Marcus				
្ត្រី Work equipment	14	R	•	ø	۲	Puls	Marco		DF123456789123XS		
\frown	15	R	•	đ	۲	Richter	Juliane	290190	DF00078964716610	1 P01001FUP31	
(d) Live	16	R	•1	J	۲	Schroder	Kevin	0319	DFDASL000000002	1	
	17	R	•	đ	۲	Thünte	Anna		DF98765432198765		
	18	ß	• 78	ali		Weiß	Christian				
¢	Sho	ow 1 to 1	9 of 19 er	ntries							
DAKO Schulung											

Fleet

Master data

Overview

Attestation of activities

Q Find in Fleet...

명망

님님 Dashboard	_			2. Pl
	Employee	Driver details	Contact	Save
Company	* Name	Driver card number	Mobile number for	Mano
8- Employees	* First name	Driver card - valid until	Landline number	
	* Date of birth	Last download date	Emergency number	3. FC
Dashboard	Place of birth	Last check Not set	E-mail for notifications	card
Management		Country	E-Mail private	
Deadlines		Request remote download		Once
beddines	Address	Details of employment	Costs	dead
Analysis	Add address	Staff number	Social insurance contribution (in %)	tion
Documents	Additional information	Remuneration in EUR Hourly	Night-time bonus (in 110.00	
Expenses	Country	Cost centre	Times that are subject to	
	Postal code, city	Inception of contract	supplementary night- time bonus	
Social infringements	Coordinates	Expiration of contract Open-ended	Other costs (training) in EUR per month	
Evaluation	Onknown	administrative costs 917 in EUR per year	Bonuses in EUR per year	Store
		Employment Please choose		whic
For vehicles	Operating details	Operating periods	Operating periods during the day	instru
□ Trailers	Replacement rate 110.00	Operating hours per	Day From Duration	The o
	Performance factor 100.00	day Operating days per 228 6000	Please choose	detai
្លេវី Work equipment	Ability to assist while (un)load process	Operating months per 12.0000 12.0000		ting t
🕑 Live	Language	Comments		
	Please choose	New comment		
	Translation language	Date Comment		
	center	No records		
Д 🗐 🖓				
DAKO Schulung	Save Back			
-				

Creating master data manually

How do I add new employees?

lease fill in the fields and then click on

datory fields: Surname, first name and of birth

or employees with a driver card, please the fields: Driver card number, Driver - valid until and Country!

you save for the first time, more inptions will become available, such as llines, driving licence, driver qualificacard (DQC) and digital file storage.

Tip:

an employee number, for example, h is displayed and used on the driver uction form.

contract start date in the employment ils area is queried and used when creathe attestation of activities.

Adding new employees

Your DAKO Fleet start page



DAKO Fleet dashboard / Home

Overview start page

Customise dashboard

1. Click on the blue pencil at the top left of the dashboard to enter configuration mode.

Move function window (widget)

- 2. Move the mouse over the corresponding widget
- 3. Click with the left mouse button, hold it down and drag the widget to the desired position.
- 4. Use the Hide button to remove the widget.





Add function window (Widget)

- 5. Click Add widget on an empty space in the dashboard.
- 6. Select the widget you want to display from the list.
- 7. A maximum of 8 widgets can be displayed. If all other options are greyed out, you must first hide one of the active widgets before adding a new one.
- 8. Click Apply to confirm your changes.
- 9. Save your new widget by clicking Save view.

Add	l widget					×
8 of 3	8 widgets selected					
0	Risk assessment referred to regulation (EC) no. 2016/403		Overall development fines			
Empl	oyees					
0	Next read out due		Expired deadlines of employees	C	Number of violations	
				1. A.L.		-
0.9	Validity of the next driver card expires in	0	Severity according to EU regulations		Average tacho grade of all drivers	
0.9 Vehic	Validity of the next driver card expires in cles Travelled distance	✓	Severity according to EU regulations	0.9	Average tacho grade of all drivers	
0.9 Vehic	Validity of the next driver card expires in cles Travelled distance Vehicles without company card	 ✓ ✓ ✓ ✓ 	Severity according to EU regulations	0.9	Average tacho grade of all drivers Performed vehicle pre- checks Expired deadlines of vehicles	
0.9 Vehic 1.1 0.9	Validity of the next driver card expires in Cles Travelled distance Vehicles without company card Next read out due	 % 	Severity according to EU regulations Percentage of read out vehicles Functionalities of vehicles Average fuel consumption of all vehicles	 0.9 0.9 0.9 	Average tacho grade of all drivers Performed vehicle pre- checks Expired deadlines of vehicles Next warranty expires in	
0.9 Vehic 	Validity of the next driver card expires in Cles Travelled distance Vehicles without company card Next read out due	 ✓ ✓	Severity according to EU regulations	 0.9 0.9 0.9 	Average tacho grade of all drivers Performed vehicle pre- checks Expired deadlines of vehicles Next warranty expires in	
0.9 Vehic 111 0.9 O Live	Validity of the next driver card expires in Stes Travelled distance Vehicles without company card Next read out due Completed tours	 ✓ ✓	Severity according to EU regulations	 ● ● ● ● ● ● ● 	Average tacho grade of all drivers Performed vehicle pre- checks Expired deadlines of vehicles Next warranty expires in Share of tours completed during this	



General Features

On the left-hand side you will find the menu bar, which is visible on every page in DAKO Fleet. You can find general account settings at the bottom of the menu bar by clicking on your account name.

Menu bar Account settings **Fleet** Branches This button minimises the menu bar on 1 of 2 branches selected the left-hand side for full screen mode. Q Search for... Here you can manage the name, e-mail **Dashboard** DAKO Schulung address and password of your user account. Here you can browse the features of DAKO GmbH NKV DAKO Fleet. 슈 Company Apply Click this button to set the language in which you want to use DAKO Fleet. Employees ACCOUNT 😓 Vehicles My account The following sections can only be □ Trailers accessed with administrator status. Language いた Work equipment ADMINISTRATION Manage your company's data here, such Live Company as account details, address and contact details. User Locations Click the bell to receive notifications. e.g., about exports that have been made Create new users and specify user access available. here. Imprint General terms and conditions Disclaimer & Privacy Policy Click here to open the *newsbox* to get news about the software, the DAKO company, etc. This section can be used to create additional locations, each with their own access rights, in order to map company structures. 9 Û Click this button to contact our support team. 🕤 Logout 0 DAKO Schulung Click here for account settings such as Click here to log out. language, company data, locations, etc.

Other important features

🖾 Fleet 🧠	
Q Find in Fleet	(
日日 Dashboard	1
ি Company	
Employees	
Dashboard	
Management	1
Deadlines	-
Analysis	-
Documents	
Expenses	
Social infringements	
Evaluation	
다. Vehicles	-
다 Trailers	
いま Work equipment	
 Live 	
ф ш Ф	
DAKO Schulung	

New deadline	New category
Search for	Q
Show only active deadline	es
Deadlines	^
All deadlines	
Approvals	^
Backup	^
Read out for driver card	0 11
Common	^
Birthday	Ø 1 :
Feedback discussion	0 0 0
General personnel conversa	tion 🔯 7 :
Company event	^ :
Christmas party	9
Driver's licence	^
DQC verification	1
Expiration driver's licence	0 0 0
Expiration key number 95	* • •
Limitation class B	:
Limitation class CE	:
Verification of driving licence	06
Further training	^
BKrFQG module 1 ECO train	ning
BKrFQG module 2 social pro	ovisions
BKrFQG module 3 safe drivi	ng techni
BKrFQG module 4 corridors	of driver

Read	d out for driver	card Surr	name	Q	
Activ	e: Yes				
	State 🗘	Deadline ît	Category 1	Surname î	First na
1	•	Read out for driver card	Backup	Ostrowski	Cezar
2	•	Read out for driver card	Backup	NetteInstroth	Kerstin
3	•	Read out for driver card	Backup	Zipper	Emil
4	•	Read out for driver card	Backup	Ehrlich	Tom
5	•	Read out for driver card	Backup	Ludwig	Robert
6	•	Read out for driver card	Backup	Puls	Marco
7	•	Read out for driver card	Backup	Hildebrandt	Leni
8	•	Read out for driver card	Backup	Brandt	Alexan
9	•	Read out for driver card	Backup	Thünte	Anna
10	•	Read out for driver card	Backup	Louineaux	Adrien
11	•	Read out for driver card	Backup	Schroder	Kevin
12	•	Read out for driver card	Backup	Duckworth	Garry N
13	•	Read out for driver card	Backup	Richter	Juliane
14	•	Read out for driver card	Backup	Neustadt	Sabine
15	•	Read out for driver card	Backup	Heier	Kurt

Show 1 to 15 of 15 entries (filtered from 136 entries)

How do I monitor my deadlines?

Navigation: Employees or Vehicles / Deadlines

In the main menu item *Employees or Vehicles*, you can find the relevant employee or vehicle deadlines under *Deadlines*. This information is based on the uploaded data records or the manually saved information in the master data. Deadlines can also be created for trailers and work equipment.

The following deadlines are automatically created for you:

Employee – readout date and driver card expiry date

 Vehicle – readout date and the next tachograph / control device test in accordance with StVZO §57B (Tacho §57B)

The deadlines in the table are also colourcoded in the *Status* column:

> > >	 Red = o Yellow Green : 	overdue = due so = not due	29/01/2025 [since 6 ON SOON 2025 [still 3 da
_		_ Note	:

The numbers in the red box behind each deadline (in the bar on the left) show you how many deadlines are overdue.

An alarm clock icon indicates the deadlines for which notifications have been created.

Deadline selection under Employees

Fleet	New deadline New category		Surname		Q			How do I complete DQC and driving licence verifications
Q Find in Fleet	Search for							driving acence vermed tons
	Show only active deadlines		Active: Yes	Deadline	e: Verification of d	riving licence		Navigation: Employees / Deadlines
日日 Dashboard	Deadlines	•						
四 Compony	All deadlines		State		Surname	First name	Last mate	Driving licence or DQC verifications carried out manually can also be documented in
	Approvals	•	1 •	\checkmark	Ehrlich	Tom	24/08/20	of driving licence or Driver qualification card
문 Employees	Backup	•	2	\checkmark	Richter	Juliane	24/08/20	verification in the left-hand bar and then
Dashboard	Read out for driver card 🔯 11	:	3 •	\checkmark	Zipper	Emil	10/10/20	for each employee. This opens a window
Management	Common	•	4	\checkmark	Duckworth	Garry M.	09/10/20	where you can enter the date of your visual
	Birthday 🔯 1	:	F .		Ludwig	Dobort	10/09/20	ment.
Deadlines	Feedback discussion	:	Set com	pleted			×	
Analysis								It's even quicker when you use the DAKO
Desuments	General personnel conversation	:					/01/20	<u>RFID tag</u> in combination with the <u>DAKO</u>
Documents	Company event			(1)	0.4/00/0005		/01/20	TachoStation or the DAKO drive app (driving
Expenses	Christmas party	:	Completed	on (date)	04/02/2025		(01/00	licence verification only).
Cocial infringements		·	Comment				/01/20	
Social infringements	Driver's licence	•					/01/20	
Evaluation	DQC verification	:	Set comp	leted	Cancel			
믒 Vehicles	Expiration driver's licence	:					- 10	
	Expiration key number 95	:						
다. Trailers	Limitation class B	:						
ו ∛ Work equipment	Limitation class CE	:						
ton equipment	Verification of driving licence 🔯 6	:						
O Live	Further training	•						
	BKrFQG module 1 ECO training	:						
	BKrFQG module 2 social provisions	:						
	BKrFQG module 3 safe driving techni	:	Show 1 to 1	0 of 10 ent	ries			
	BKrFQG module 4 corridors of driver	:						
DAKO Schulung								

Setting deadlines to complete

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Fleet

basis:

Surname

Show details

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-											
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\sim			u.	L		г	L		e	ι.,	

Dashboard

R= En

				Surname 🗘	First name 🗅	Tacho grad	de	Driving time $\uparrow \downarrow$	Overall table of all I	
Employees						Grade ᡝ	Trend $\uparrow \downarrow$		Fine	
Dashboard	P			-					Company	1
Management	1		()	Brandt	Alexander				0.00 EUR	(
Management	2		()	Duckworth	Garry M.	0.7	7	69h 53m	13,630.00 EUR	;
Deadlines	3		()	Ehrlich	Tom	0.8	\rightarrow		0.00 EUR	(
Analysis	4			Heier	Kurt	07	7	77h 24m	16 550 00 EUB	
Documents	5			Hildebrandt	Loni					
Expenses	5	-	•	Hildebraildt	Lein				0.00 EON	
Social infringements	6		(!)	Holzmann	Julia				0.00 EUR	(
Social infingements	7		()	Louineaux	Adrien	0.7	7		0.00 EUR	(
Evaluation	8		()	Ludwig	Robert				0.00 EUR	(
긄 Vehicles	9		()	Müller	Antje	0.7	\rightarrow		0.00 EUR	(
고 Trailers	10		()	NetteInstroth	Kerstin				0.00 EUR	(
	11		()	Neustadt	Sabine	0.6	\rightarrow	105h 04m	47,900.00 EUR	
🕽 Work equipment	12		()	Ostrowski	Cezar	0.7	\rightarrow		600.00 EUR	C
) Live	13		()	Parybyk	Marcus				0.00 EUR	(
-	Show	w 1 to 14	of 19 ent	ries						

Statutory Germany Driving and Resting Times Regulation (EC) No. 561/2006 Working hours act Tachograph - Regulatio

~

Options: Country input tolerance 3 minutes Valid if, at the beginning of the shift, working time is at least 5 minutes

How do I evaluate social infringements?

Navigation: Employees / Social infringements

+

VSI

0

10 0

12

0

0 0 0

0

0

1. In all evaluation areas in DAKO Fleet, the evaluation period is limited to one month by default. Click on Evaluation period: from DD-MM-YYYY to DD-MM-YYYY to adjust this.

2. Start the evaluation by selecting the employees in the overview. Then click Show details.

If data records are available for the selected period, you will see the respective infringements listed in the next view. You can create and edit notes and change the status of the infringement.

You can use the icons in the top right-hand 0 corner to filter and customise tables, save 18 them as bookmarks, and export data and content. 0



Tip:

- Data export
 - Select table columns
 - Save bookmark Load bookmark
- Filter configuration

Social infringements overview

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B Fleet	Statutory basis:	Statutory Germany Driving and Resting Times Regulation (EC) No. 561/2006 Working hours act Tachograph - Regulation (EU) No. 165/2014 Vehicle pre-check DGUV / StVO / STVZO basis: Outions: Country input tolerance 3 minutes Valid if at the beginning of the shift working time is at least 5 minutes											
Q Find in Fleet	Options:	Country input tolerance a	3 minutes V	alid if, at the beginning of	the shirt, working t	me is at leas	t 5 minutes						
吕음 Dashboard	Employ	Employees O Vehicles O Fealuation period: from 04/02/2025 to 04/02/2025											
ি Company	Evaluatio	n period: from 04/01/2025	5 to U4/U2/2U2	25				- 166					
Employees		Period from - to	Vehicle	Description	Infringement type	TARGET	ACTUAL	Difference	Severity	Fine Company	Employee	Notes	
Dashboard		Duckworth, Garry M T	acho grade 0	.7 (36 violations during 6	9h 53m driving time	≥)						R	
Management		€ 16/09/2024 00:00 - 06/01/2025 00:00	DA-SL 7	Average weekly work time of 48 hours exceeded	*	48h 00m	50h 37m	02h 37m	МІ	1,800.00 EUR		Processed	
Analysis		€ 31/12/2024 17:33 - 09/01/2025 09:00	DA-SL 7	Manual entry missing	⊡	207h 27m	00h 00m	207h 27m	VSI	750.00 EUR	250.00 EUR	R	
Documents		€ 09/01/2025 09:18 - 09/01/2025 18:41	DA-SL 7	Driving time exceeded without valid break	\odot	04h 30m	07h 01m	02h 31m	VSI	450.00 EUR	150.00 EUR	Ø.	
Expenses Social infringements		€ 09/01/2025 09:59 - 09/01/2025 16:41	DA-SL 7	Work time longer than 6 hours without sufficient break	*	06h 00m	06h 42m	00h 42m		160.00 EUR		l	
Evaluation		€ 09/01/2025 18:41 - 16/01/2025 03:02	DA-SL 7	Manual entry missing	⊟	152h 21m	00h 00m	152h 21m	VSI	750.00 EUR	250.00 EUR	R	
당 Vehicles		€ 16/01/2025 03:02 - 16/01/2025 16:33	DA-SL 7	Daily work time exceeded	*	10h 00m	10h 40m	00h 40m		80.00 EUR		R	
다 Trailers 값 Work equipment		€ 16/01/2025 03:02 - 16/01/2025 16:33	DA-SL 7	Tachograph country entry missing (end of shift)	⊡	16/01/2025 16:33			SI	0.00 EUR	75.00 EUR	R	
 Live 		€ 16/01/2025 10:23 - 16/01/2025 16:33	DA-SL 7	Driving time exceeded without valid break	\odot	04h 30m	04h 53m	00h 23m	МІ	90.00 EUR	30.00 EUR	Ø_	
		⊕ 16/01/2025 10:23 - 16/01/2025 16:33	DA-SL 7	Work time longer than 6 hours without	*	06h 00m	06h 10m	00h 10m		80.00 EUR		Q	
	Number	of social infringements:	36								Fine f	or company: 13,630.00 EUR	
ф е ф	Back	to overview											
DAKO Schulung													

How do I document a driver instruction?

In the details under *Social infringements*, you can also see the status of the infringement regarding the progress of instructional measures.

To edit this, click on the **pencil icon** in the Notes column. There you can then specify the respective status (In progress, Instructed, Avenged, Processed) and also add a *comment*.

Details of an employee's social infringements - note

	Soverity	Fine		Notos
ice	Seventy	Company	Employee	Notes
				R
ı	МІ	1,800.00 EUR		Processed
m	VSI	750.00 EUR	250.00 EUR	Ø_
ı	VSI	450.00 EUR	150.00 EUR	Ø_
ı		160.00 EUR		R



Driver instruction status

Editing field for note

C Filia III Fleet												_
Dashboard	Emplo	byees D	/ehicles	Q								P P
Company	Evaluati	on period: from 04/01/2025	to 04/02/202	25								
Employees		Period from - to	Vehicle	Description	Infringement type	TARGET	ACTUAL	Difference	Severity	Fine Company	Employee	Notes
Dashboard		Duckworth, Garry M T	acho grade 0	.7 (36 violations during 6	9h 53m driving time	:)						R
Management		€ 16/09/2024 00:00 - 06/01/2025 00:00	DA-SL 7	Average weekly work time of 48 hours exceeded	*	48h 00m	50h 37m	02h 37m	МІ	1,800.00 EUR		
Analysis			DA-SL 7	Manual entry missing	⊡	207h 27m	00h 00m	207h 27m	VSI	750.00 EUR	250.00 EUR	Q
Documents		€ 09/01/2025 09:18 - 09/01/2025 18:41	DA-SL 7	Driving time exceeded without valid break	\odot	04h 30m	07h 01m	02h 31m	VSI	450.00 EUR	150.00 EUR	R
Expenses Social infringements		€ 09/01/2025 09:59 - 09/01/2025 16:41	DA-SL 7	Work time longer than 6 hours without sufficient break	*	06h 00m	06h 42m	00h 42m		160.00 EUR		Ø
Evaluation		₱ 09/01/2025 18:41 - 16/01/2025 03:02	DA-SL 7	Manual entry missing	.	152h 21m	00h 00m	152h 21m	VSI	750.00 EUR	250.00 EUR	R
) Vehicles		€ 16/01/2025 03:02 - 16/01/2025 16:33	DA-SL 7	Daily work time exceeded	*	10h 00m	10h 40m	00h 40m		80.00 EUR		R
Vrailers		€ 16/01/2025 03:02 - 16/01/2025 16:33	DA-SL 7	Tachograph country entry missing (end of shift)	⊟	16/01/2025 16:33			SI	0.00 EUR	75.00 EUR	R
) Live		€ 16/01/2025 10:23 - 16/01/2025 16:33	DA-SL 7	Driving time exceeded without valid break	\odot	04h 30m	04h 53m	00h 23m	МІ	90.00 EUR	30.00 EUR	R
		₱ 16/01/2025 10:23 - 16/01/2025 16:33	DA-SL 7	Work time longer than 6 hours without	*	06h 00m	06h 10m	00h 10m		80.00 EUR		R
	Numbe	er of social infringements: 3	86								Fine f	or company: 13,630.00

Details of an employee's social infringements



м. т.		7 (26	lations during COL For		`				
w Ta	icho grade U.	7 (30 VIC	nations during 69h 53m	ariving time)		_		
0:00 - 0:00	DA-SL 7	Avera time exce	Driver instructio	'n		×	1	02h 37m	MI
7:33 - 9:00	DA-SL 7	Mani	Language Fine	English		~	1	207h 27m	VSI
9:18 - 8:41	DA-SL 7	Drivii witho	Timeline Timeline with detailed				1	02h 31m	VSI
9:59 - 6:41	DA-SL 7	Work 6 hou suffic	resting times Legend Examples for	3			1	00h 42m	
8:41 - 3:02	DA-SL 7	Mani	remark / statement	Z			1	152h 21m	VSI
3:02 - 6:33	DA-SL 7	Daily exce	ZIP Export	PDF Export		Cancel	1	00h 40m	
3:02 - 6:33	DA-SL 7	Tachoo entry n shift)	graph country hissing (end of 🛛 🖃		16/01/20 16:33	25			SI

Selection of details for the driver instruction

How do I generate a driver instruction?

If you want to educate a driver about an infringement, you can generate the corresponding pre-filled driver instruction document directly in DAKO Fleet.

1. Select the relevant driver in the social infringement overview (see page 16) and click on **Show details**. Then, tick the box next to the infringement you want to instruct on or simply tick the box next to the driver's name so that all infringements are selected.

2. Click on the export symbol at the top right. A pop-up window will open where you can select the type of export, in this case Driver instruction.

3. In the following window, select the details to be included in the instruction.

4. Then just click on **Export PDF** and your instruction will be provided pre-filled as a PDF. You can now print this out, present it to your driver, have it signed and file it in your documents.

Export type

Do you have more questions? *Talk to us!*

Have a technical problem, or want to enquire about a product?

Please contact our Support Team:

Schemeter Sc

() Operating hours: Monday to Friday 07.30–17.30 Uhr

Have questions about billing?

Please contact our accounting department: E-Mail: invoice@dako.de

Want advice on how best to use our products, updates, or our training programme?

Please contact our sales department:

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Latest Update 10/2024



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Registered in Jena Court of registration: Amtsgericht Jena Register number: HRB 512470

WEEE reg. no. DE 57318687 Information obligations according to § 18 section 4 sentence 3 ElektroG: https://www.bmuv.de/themen/kreislaufwirtschaft/statistiken/elektro-undelektronikgeraete

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