

# Automatic Sending of PDF Reports by Email

The purpose of the new CarTracker feature is based on the fact that many transport companies use remote downloading of driver cards. If a driver does not return to the company headquarters at the end of the month, the carrier has no way to document how the driver drove during the previous month.

The new feature generates, saves, and sends a PDF to the driver's email. In the settings, you can choose when and under what conditions the email is automatically sent, and of course you can select the type of output report (one or more). Primarily, the function is triggered automatically after importing a file from the driver's card. However, it is also possible to run this function manually by clicking a button.

## 1. Setting the Email address to which the PDF is sent

The screenshot shows the 'CarTracker TachoTEK' application window. At the top, there's a snippet of a driver card for 'Erik Hajdyla' with a red circle around the name and an arrow pointing to the 'E-mail' field in the 'Contact data' tab. The 'Person' tab is active, showing fields for Title (Mr.), First name(s) (Erik), Surname (Hajdyla), Birth date (10/22/1997), and Preferred Language (Slovak). The 'Contact data' tab is selected, showing fields for Street, Post code, Town, Country (Unknown), Tel., Cell phone, and E-mail (erik.hajdyla@gmail.com). The 'Additional appointment' section has fields for Appointment name and Appointment date. A note at the bottom states: 'Note: Values in yellow coloured field are taken from the driver card. These values cannot be changed manually.' The 'E-mail' field is highlighted in yellow.

**Person**

Title: Mr.

First name(s): Erik

Surname: Hajdyla

Birth date: 10/22/1997

Preferred Language: Slovak

**Contact data**

Street:

Post code:

Town:

Country: (Unknown)

Tel.:

Cell phone:

E-mail: erik.hajdyla@gmail.com

**Additional appointment**

Appointment name:

Appointment date:

Note: Values in yellow coloured field are taken from the driver card. These values cannot be changed manually.

OK Cancel

## 2. Sending via SMTP client or installed email application (Outlook).

*The upper box, crossed out in the picture, is used for sending DDD files from the driver's card; its settings do not affect PDF sending.*

**CarTracker TachoTEK**

**Application settings**

- Archiving
- Reminders
- Infringements
- Messages
- View
- Outdated files
- E-mail**
- FTP upload
- FTP import
- PDF export
- Miscellaneous

**E-mail dispatch**

- ☒ Always send archive files automatically by e-mail
- ☐ Never send archive files automatically by e-mail
- ☐ Always ask user

**E-mail details**

Recipient:

Sender:

☐ Use default e-mail client

☒ Use the e-mail client of CarTracker TachoTEK

SMTP server:  Port:

User name:

Password:

☒ SSL/TLS ☒ Server requires authentication

**E-mail security**

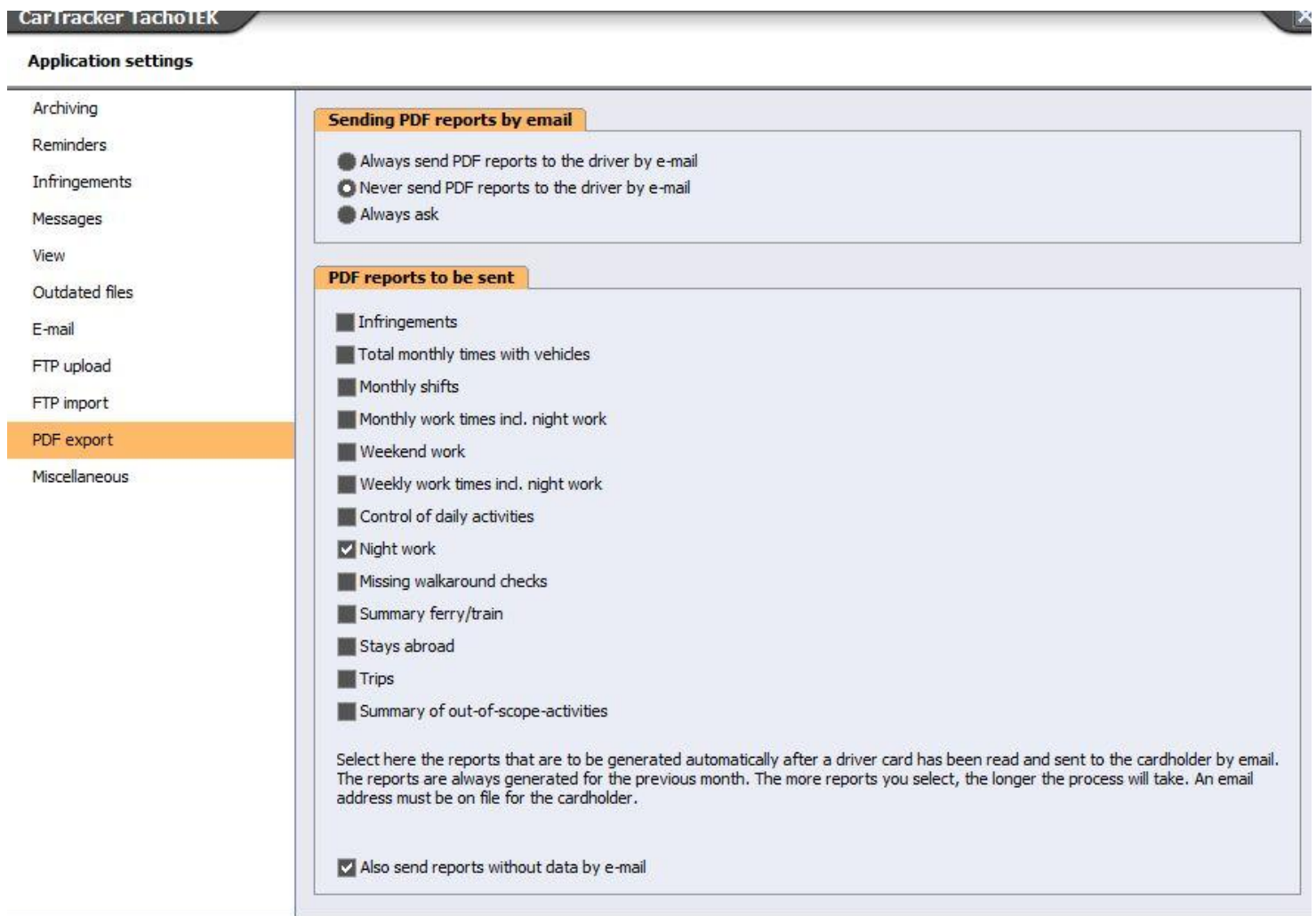
☐ Use PGP encryption

Public key:

It is recommended to use PGP encryption because the archive files contain individual-related data. The required public key must be provided by the recipient of the e-mail.

- The "Recipient" field is irrelevant for sending PDF reports and has no effect.
- „Use default email client" / "Use e-mail client of CarTracker TachoTEK":
  - Standard email is, for example, Outlook. In this case, nothing needs to be configured; all fields may remain empty. CarTracker prepares the PDF, fills in the outgoing email, and attaches the PDF. The user then clicks "Send". Outlook must be a version newer than 2019.
  - CarTracker TachoTEK client requires configuration according to the email server provider. All fields must be filled in: Sender, SMTP server, Port, Username, Password. SSL/TLS and "Server requires authentication" must be checked if required by the SMTP server. The Sender and Username fields are usually identical for most SMTP servers.

### 3. Selecting PDF Reports to Send



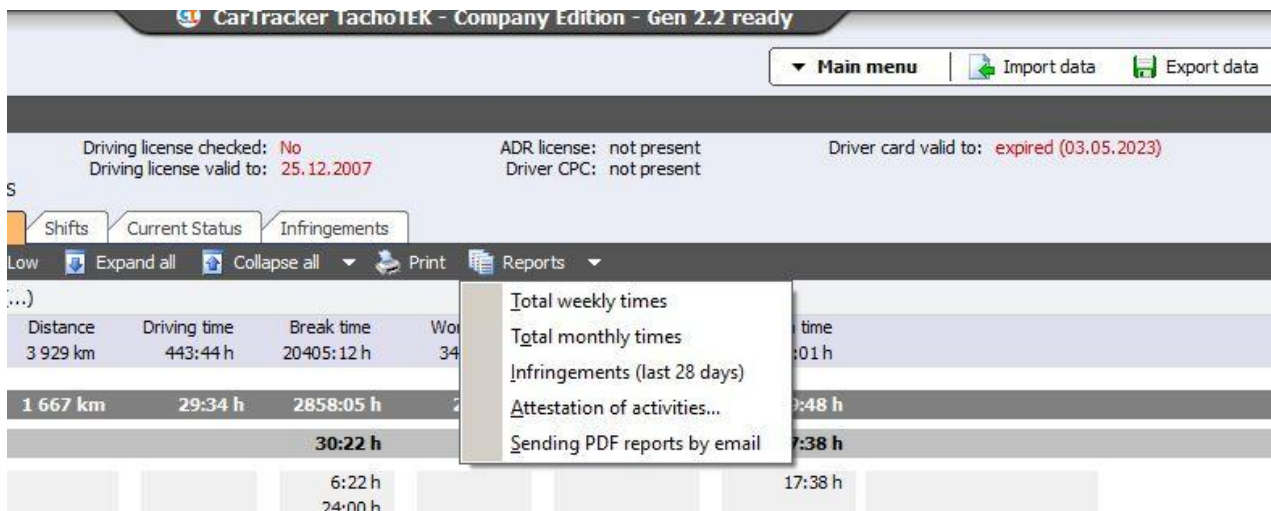
#### a. Sending PDF Reports by Email

- With the switch in the top position, the system automatically generates and sends all selected PDF reports after importing (loading) the driver's card.
- With the switch in the middle position, the function does not run at all. However, even in this case, it is possible to send selected PDFs using the button in the main window – see point 4.
- With the switch in the bottom position, after importing (loading) the card, the system first asks whether you really want to generate and send the PDF.

## b. PDF Reports for Sending

You can select one or multiple types of PDF reports. However, consider the relevance, as generating and sending may take a long time. The same applies to the option "Also send report without data". This option is useful when sending the Infringements report.

## 4. Manual Generation and Sending of PDF



Manual generation and sending of PDF can be triggered at any time, regardless of the settings described in point 3a. Only the configuration described in point 2 is important.

## 5. Reporting Period Used for PDF

PDF reports are always generated for the previous month. The period cannot be changed; it is fixed in the program.

## 6. Which Edition of CarTracker TachoTEK Includes This Feature

The automatic PDF sending feature can be used in Company Edition and Workshop Edition.

## 7. Saving PDF Files

The generated PDF report is saved into a subfolder inside the main CarTracker directory. If the function is run manually multiple times, the previous file is overwritten with the new one.

