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Dear Customer,

We are pleased that you have decided to buy an electronic driver’s logbook system by BURY. This system, which will be installed in your vehicle, also includes an administration program – the BURY Time Suite – the operation of which is explained in detail below.

Please read through these instructions carefully to be able to use the full functional scope of the software. If you have any further questions, please ask your specialist BURY retailer or ring our hotline. The telephone and fax numbers are provided under the Services heading.
2. Technical Requirements

Prior to the installation of the BURY Time Suite, please check that your PC / laptop satisfies the following technical conditions:

Processor: Intel Pentium (or equivalent) with 2 GHz
Operating system: Microsoft Windows 10, Windows 8, 8.1, Windows Vista, Windows 7, .NET 3.5 Service Pack 1 (supplied on DVD)
Datenbank: Firebird SQL 2.1 (Integrated into installation package)
Working memory: at least 512 MB
Hard disk drive: at least 6 GB
Screen resolution: at least 1024x768 pixels
USB interface

If your PC / laptop does not correspond with the requirements then it may not be possible for the software to be installed.

3. Installation of the Software

Place the DVD with the BURY Time Suite Software in the DVD drive of your PC / laptop. Your computer will now start the installation routine automatically.

Note:

▶ If the installation routine does not start automatically, please open Windows explorer and click on your DVD drive. Now open the ‘BuryTimeSuite’ drive and double click on the ‘BURYTimeSuite-Setup.exe’ file to start the installation routine manually.
▶ Full installation package and/or update package are also available online at www.bury.com.

Now select a language for the installation routine. You will then receive the descriptions for the installation which will be shown in this language. This does not have any affect on the subsequent menu language in the BURY Time Suite. You can set this separately later on.

Please now read through the licence agreement. Once you have accepted this the installation can continue.

Now select a path in which you would like to install the fields for the BURY Time Suite. If you are not sure simply use the target directory that is provided. Make sure you also comply with the saving information for the software and the memory that is available on your PC / laptop. Depending on the using of the BURY Time Suite (single user / several users / amount of mapdata), the database and the saved journeys may require several megabytes of memory. For this reason, please make sure that sufficient resources are available in this context.
Installation and types of use

The installation process starts with a click on ‘install’ and the data will be transferred to the hard disc. Depending on the hardware configuration of your PC / laptop, this may take 10 – 15 minutes. You can see its progress on the green status bars.

**Note:**
- You can cancel the installation process at any time. The files that have already been installed will then be deleted.

From software version 1.26 onwards (the update 1.26) the BURY Time Suite also supports the legal regulations that apply in the Netherlands. In this country, the law requests fewer details concerning an electronic logbook than the laws that apply in Germany, for instance. For you the user, in the future the selection ‘Netherlands’ will mean less outlay, as certain compulsory fields are omitted. Further details are provided in the following chapters.

**Note:**
- If you do not submit your tax declaration in the Netherlands or Germany but in another country, for example, then you must click on the ‘Rest of Europe’ during the selection. You can also choose ‘Private’ (without required fields and logbook verification).

After all of the larger program files have been transferred you will be asked whether you would like to create a desktop link. If you would like to do this, an icon will then appear on your desktop’s window. You can then open the BURY Time Suite by double clicking on this symbol. Otherwise please click on ‘start’ in the taskbar, proceed to ‘all programs’ and look for an entry with the name ‘BURY Time Suite’.

Now click on ‘finish’ in order to complete the installation. The BURY Time Suite will then be started.
4. The first time you use the BURY Time Suite

When you open the BURY Time Suite for the first time, you must set an administrator and enter a user name and password. If you use the software on a private basis, then you only manage your own data. If you use the software in a network and several people need to be able to work with it, than the roles of the persons (who is the administrator) should be defined in advance. Further information about this subject is provided in the following chapters.

In the User details window, now enter a password. This can be alphanumerical and can also consist of just one character. Passwords are case-sensitive, so please take care when you are entering it. The password will only be displayed to you in asterisks, which means that making a typo is quite easy.

For this reason, you have to enter your password a second time. The details that you enter are compared against each other. You can only click on 'Save' and finish entering the data if both sets of details match.

**Note:**
- You can also amend the details of the user subsequently within the software program.
- The BURY Time Suite does not support a password reset for an administrator-user. Therefore please keep this password safe in another way; via a password manager, for example.

The login for the BURY Time Suite now appears. Enter your password once again and set the menu language with which you wish to use the BURY Time Suite. The software will start when you click on "OK".

Immediately after the password input in the window above, the window that asks for automatic search for update is displayed: "You would like to activate the automatic search for updates for the BURY Time Suite. For this purpose, as long as your computer is set up accordingly, a connection will be made with the internet. After starting the BURY Time Suite a connection will be made with our server and it will be
checked as to whether an update is available there. In this case, this will be highlighted to you in the menu bar on the right next to the ‘Help’ item. No data from the BURY Time Suite will be transmitted during this task.”

Would you like to activate the automatic search feature now?

Only after reply to this question, if no detailed maps are installed (that is the default, if the user has downloaded the software and opens it for the first time) a message will be shown: “No map data has been found. Please select at least one country from the list. The map data will be downloaded and installed.” (Map material - see page 35)

**Note:**
- If the software is installed from DVD, map material of the following countries: Germany, Switzerland, Austria, the Netherlands, Denmark will be installed automatically.

**Important note:**
- The use of Cleaning or Performance Tools software for the cleansing of old data and settings in the Windows registration database that are apparently no longer used may mean that it is no longer possible to start the BURY Time Suite. In this case, the suite must be reinstalled.
- If your PC / laptop just fulfils the minimum technical requirements for the installation and operation of the BURY Time Suite, then you should close all of the other applications when you work with this software.

### 5. Installation of Software Updates

When purchasing your BURY product including electronic logbook you automatically receive the latest version of the BURY Time Suite on DVD or you can download it from the web page www.bury.com. It can be the case, however, that depending on the number of intermediaries, your product may have been in circulation for a certain period of time before you are finally in receipt of it. For this reason, after installation and long term use, you should check the software to see whether an update is available for your version. To check this, please note the version number that is displayed on starting the software:
The version number shown in the example is 1.13. Several updates are available on the internet for this version on the page www.bury.com with the version numbers 1.24, ..., 1.37 and 2.0 (as at October 2015) Save the files that are provided there onto your computer and install them successively starting with 1.37 and 2.0.

Note:
► It is not possible to update from version 1.13 to 2.0 directly!

Your BURY Time Suite software is then up to date again. You can read about the alterations to the recorded updates in the ‘Release Notes’.

Update of the software can be performed automatically by selecting File -> Settings and selecting Check for updates.

If an update is available one should click the information in the toolbar. A window with current information about the current update version opens.
In the case of clicking OK/Update, downloading and installation of the update takes place.

Update will be downloaded and it will be installed. Please wait...

After clicking No/Cancel you will return to the main menu.

Note:
► If you use BURY Time Suite in the network you should first update an installation on the server.

Installation of an update finished successfully. BURY Time Suite will be started once again.
Installation of an update failed. Please try again.

After installation of BURY Time Suite update the computer should be restarted.

If the new update is available with each start of BURY Time Suite there will appear a notification window informing of the new update and possibility of performing it directly in this window.
6. Use of the software with other users in the network

Premise:
Your company owns several company vehicles which some employees are also able to use privately in addition to their work-related use. The vehicles are equipped with an electronic driver’s logbook from BURY Technologies. The administration and storage of the recorded positional data of all vehicles shall take place centrally in a database. The employees work locally at their workstations using the BURY Time Suite and are able to create their individual logbooks.

Step 1:
Appoint an administrator / personal contact in your company who enters and maintains the users, vehicles and drivers within the BURY Time Suite. Depending on the structure and size of your company, these employees can be entrusted with additional tasks, such as read-out of the positional data of the vehicle systems, if this is not to be carried out by the individual employees.

Note:
➤ Please note that these employees are able to access the personal data of other persons. The corresponding confidentiality obligations should therefore be agreed with these employees.
➤ The employee should be suitable for carrying out the activity, e.g. through demonstrating special knowledge regarding the German Federal Data Protection Act, data protection in general and data security.

Step 2:
Install the BURY Time Suite on a server which all employees who are going to work with this administration software are able to access. Note down the path (IP address / drive letters and directory names) for the directory in which the GPSLOGGERDATABASE.FDB database is to be found. The data for the user administration and positional data is saved in this file.

Step 3:
Copy and paste the additional program users into the master data. In order to create a new data set, click on the ‘plus’ symbol, which is situated at the bottom of the screen. Up to 1,000 additional users can be added and can subsequently work simultaneously with the BURY Time Suite.
An input window appears for the **user details**. Here, first of all enter the user name. This should be chosen so that is as clear as possible and, if available, corresponds with your in-house designation guidelines.

Subsequently enter all of the additional details in as far as you want to maintain the secondary data of the employee here. A photograph of the employee can also be added by clicking on the photo section.

The compulsory fields are equipped with a red frame. These have to be filled in to be able to input the data set. Finally, specify a password for the user. Next, click on ‘save’ in order to input the data set. The new user now appears under the entry for the administrator who you entered when you first started the administration software.

Repeat step 3 until all of the users have been registered.

**Step 4:**
Also install the software on the PC systems of the employees who are to use the BURY Time Suite software later.

Start the BURY Time Suite and enter a password for the administrator. This password is completely independent of the one which you used on the server during the installation. For safety reasons, it should differ from it, however. You can use this new password with all subsequent installations. As a rule, it won’t be needed any more in the future, as the users don’t use the local database but the database of the server.

After the appearance of the user interface, click on **File** and then on **Settings** in the upper left corner. In the window which then opens, please enter the IP address of the server and the noted path details of the database. By clicking on ‘test connection’ you can check your inputs and the access. A corresponding message appears. If the details are correct, please click on ‘save’. The BURY Time Suite is subsequently closed.
The employees can now log on with their user name and the passwords which you have previously entered during the server installation. The setting up of network is now complete.

**Note:**

The users are no longer able to log in with administrator rights unless you have granted them this user right for their user account.

If a user activates their local database, then they are not able to log on again after closing the software as they do not know the (second) password of the administrator and no additional users are stored in their local database. Only the administrator is able to specify the correct database again.
7. Overview of the menu items

In the BURY Time Suite you will find the three subject areas Logbook, Own data and Configuration. You can activate these sections and their sub-functions via the menu bars.

Menu items in the logbook section

You can enter the missing data for your journeys under Processing routes.

Clicking on View map opens a map of Europe, on which you can zoom into your corresponding area of application. To do this, please use your mouse wheel or press “+” or “-” in the zoom bar on the left.

Under Driver’s logbook you will find your journeys, and you can display and print these in different ways using the filter settings.

Menu items in the own data section

If you are logged on as an administrator, you can create other users under Program users who are allowed to work with the program. Double-click with the left mouse button on an existing entry to edit it. Click on “+” to create additional users. A window opens in which the user data can be entered. Here, you must pay attention to the assignment of user rights. If you are using the administrative program without administrative rights, you will not be able to see this menu entry.

If you have locations that you frequently drive to, you can enter the data of persons or companies under Destinations/Contacts. These can later be easily applied to your journeys or are automatically recognised and entered with data import.

If you use or manage more than one vehicle, these can be assigned and maintained under Cars.
If a vehicle is used by several drivers (e.g. in the family or in fleets), these can be entered under Drivers. The drivers, however, are not program users, and can therefore not manage their journeys themselves.

Various Journey reasons can be entered under the same menu item. This is an advantage if the journey is made regularly, e.g. journeys to customers, service trips, commuting trips etc.

Menu items in the configuration section
In this menu, the functional scope is dependent on several factors. The menu item Backup database Restore database, Reset database and Delete all tours from database can only be used and viewed if you have administrator rights. With the first two features, you can save your data on a separate drive at any time and recopy any lost data.

The other menu items can only be used when the corresponding BURY product is connected to the PC using an USB cable or an SD card with position data.

In Device configuration you can, for example, define the standard journey type. This is then automatically set when the power supply to the system in the vehicle is established (ignition/engine on).

Clicking on Danger zones, brings up a new window. Here you can play a file on your BURY product or the SD card, in which more than 25,000 danger zones are saved for the whole of Europe. If the file is available on the BURY product, a warning function is automatically activated in front of these locations.

Using the Factory reset menu item, you can delete the entire memory of connected BURY system or the SD card. This should be carried out after the data is read for the driver’s log and in the case that the system is used in a new vehicle.

With the Firmware update menu item, you can update the connected BURY system. In the event that an SD card is connected, the new firmware is stored to this and the system is later updated in the vehicle.

If you would like to read data from an SD card, the administrative program must first be notified of the drive. This can be carried out in the next menu item Connect to UNI CarTalk Time card.

If you would like to read out data from other BURY products with an electronic logbook, you can also do that here.
Additional menu items
In the top menu bar you can find the two items of **File** and **Help**.

Using the **Settings** menu item under file, you can enter an alternative path to your database. This is useful when saving the database on another drive or with several users who only have to use one database. You can also specify here as to whether the journeys that you make are being displayed in the distance measurement unit of kilometres or English miles (stat.mi.). Via the next entry of **Exit application**, you close the BURY Time Suite subsequent to a security question.

Under the menu item **Help**, you can find the contact details and telephone numbers of the manufacturer for possible questions.

8. Creating additional drivers

Every program user is automatically entered as a driver in the driver administration. If it should come to occur that another driver drives the vehicle than the one to which the vehicle is assigned (and they themselves are not a program user) then this driver should be included in the driver administration separately.

Example for the private sphere:
You also use the company vehicle privately and a family member drives the car.

Example for the business sphere:
A colleague drives your car who does not have their own company vehicle.

Every program user is able to create additional drivers. During network operation, it is recommended not making the drivers who are of a private nature visible to all users.

To enter an additional driver, please select **Own data -> Drivers** and click on the plus symbol on the bottom of the screen. Enter the driver details in the window which then opens. These consist of the driver ID and the first name and surname of the employee. The only compulsory field is the surname. The driver ID can be an alphanumerical value with a total of 20 characters. In the event of business use, personnel numbers can be used here, for instance. For an improved overview, the driver IDs should be logically designed. After the data has been saved, the new driver is displayed in the list.

**Note:**
- You can delete a driver again as long as no tours are booked in their name.
9. Create vehicles

Before you create one or several vehicles, you should acquire the vehicle documentation (registration document / certificate) and note down the corresponding number of kilometres/mileage.

Under Own data, open the vehicle administration using the Cars icon. Enter a new car by clicking on the ‘plus’ symbol on the bottom of the screen. In the window which opens next, you must fill in the compulsory fields Licence, Mileage, From date, User and Driver that are framed in red.

The number of kilometres/mileage should correspond with the value that was displayed during the installation of the electronic driver’s log system in the vehicle. As an owner, please select either yourself or a user who is able to use the vehicle privately. If no other drivers are available, the user will be entered as the standard driver at the same time.

The vehicle is listed subsequent to the saving of the information.

If several vehicles are created and you want to list these later according to your categories, then please click on the corresponding category of licence plate, manufacturer or vehicle type. You will then be shown the listing in ascending or descending form.
10. Create destinations / contacts

You can also store destinations/contacts here, such as your own address, that of your employer or your office and frequently visited customers so you don’t have to enter them separately for every journey.

In the destination/contact administration you are able to enter new contact data or import existing contact data from other software programs. It is also possible to import so-called CSV files.

**Note:**
▶ In the descriptions/instructions concerning the software programs that you use, please read about how you can export the contact data you have stored in a CSV file.

**Importing contact data**
Please click once on the “Import contacts from...” button.

After the import, the contacts are listed in the form of a table. To edit a contact, please click on the corresponding line. If you would like to enter another contact, please click on the ‘Plus’ symbol on the lower image border. The *Details* window then opens in both cases.
First steps

Enter / edit new contacts
To enter a new contact, please click on the 'Plus' symbol. The Details window then opens with the Address data and Map tabs. Using your address data, you then have to fill in compulsory fields such as Name/Company, the Street and the City yourself.

If the contact you entered is for instance your employer’s address then entering a standard journey purpose is recommended. You might decide to call this 'Journey to office'. This journey purpose is then automatically used for all journeys that subsequently end at this address and does not need to be entered manually.

You can optionally save the details of a contact partner. If you would like to enter a contact partner (several are possible), please click on the 'plus' symbol behind the email entry field, to accept it. If you have entered your contacts as appropriate, please click on save. Your contact will now be displayed in the list.
Entering coordinates via the Map tab
The BURY product that you use in your vehicle captures geographical coordinates from the GPS signals it receives. These coordinates and/or positions can be displayed visually using the map material in the BURY Time Suite. In order to display a contact you have entered or imported (the address) and to be able to allocate your trips correctly, you also have to assign the contact coordinates. This is only possible in the Map tab.

Using the left hand mouse key, you can highlight a position on the map (yellow pin-tack). Since it is difficult to enter a correct address in the initial view you have to increase the level of detail. You can zoom in on the map via the scroll column on the left hand side or using the mouse wheel. You zoom in on the map by moving the mouse wheel upwards (away from yourself). If you move the mouse wheel in the other direction (towards yourself), the scale of the map excerpt becomes smaller and you don’t see as many details.

Zoom in on the area in which the address of your contact is located. If the map has been magnified sufficiently then the pin-tack can positioned at the correct place.

Since it is likely, however, that you are not always able to drive to and call at these individual coordinates with your vehicle, please set up a Target area surrounding the specific position. To do this, click on the button of the same name that is above the map display so that this is deposited in green. Next, press and hold down the left hand mouse key and draw a sufficiently large frame around the highlighted position.

As soon as you drive into this section later, the address that was entered is automatically assigned. This is an advantage if you have to park a few meters away from it, e.g. because parking places are occupied or due to building work. The same applies if an address of a contact stretches over a large area, e.g. an industrial estate.

Now, please click on ‘Apply’. If information has already been entered for the addresses a warning notice appears stating that this data will be overwritten.
**First steps**

**Note:**

► If ‘Apply’ button is not pressed then address data from the selected position on the map will not be adopted.

After correct transfer of address information from Map tab to Address data tab one should save it by pressing ‘Save’ button.

You can find a similar function in the function **View map** in the **Logbook** menu item. These addresses can be used as templates when you are editing tours.

### 11. Create journey reasons

When managing several drivers, entering pre-defined **Journey reasons** and making these visible for all users is recommended. This means, for instance, that certain journeys can be entered by users that have the same wording in all cases. This increases the degree of clarity in the subsequent logbook.
12. Back-up / restore the database

Once all of the basic settings have been completed, backing up the database prior to importing the first data is recommended. This means you can try out all of the functions at your ease during the initial phase – when you may input test data for instance.

**Note:**
- Only users who have been assigned administrator rights are able to backup and restore the database.

Open the menu item **Configuration** and then click on **Backup database**. A new window opens with a wizard who leads you through the subsequent steps. The file ending for your back up file is *.fbk and the file name consists of the current date and time as follows: backup_YYYYMMDDHHMMSS.

To restore a backup, a wizard is also initialised in a separate window. To carry out such a task, please click on **Restore database** and follow the corresponding instructions.

**Note:**
- The database should be backed up on a regular basis, and if possible on a separate data storage unit. Carrying out a back up prior to the importing of new position data is also recommended.
- Back-up is carried out automatically before each import of the new data. This function can be disabled in the import window by unchecking the box in the field **Backup database before import**.

In **Reset database** you can reset the database. All previously entered and scanned in data is permanently lost! The BURY Suite Time will be restarted.

Under **Delete all tours from database**, all trips by all users will be permanently deleted from the database.
13. Importing positional data

In the BURY Time Suite, it is possible to load positional data from four electronic driver’s logbooks. The differing work steps are described below for all of the products.

Important note:
▶ Be sure, that the map material of the trips, we want to import, are installed. Otherwise no address for start- or destination position can be found.

Note:
▶ After having connected BURY device to the computer with Windows 10 operating system the following window will be displayed:

![Image of a window with the message: You need to format the disk in drive E: before you can use it.
Do you want to format it?]

Press “Cancel” button.

Important note:
▶ Pressing “Format disk” may cause loss of data saved on the device.

Please proceed as follows:

How to use the CC 9060 Time
1) Remove the CC 9060 Time monitor from your vehicle and note down the number of kilometres/mileage.
2) Start the BURY Time Suite on your PC.
3) Connect the CC 9060 Time monitor to your PC via USB cable. The automatic data import will start.
4) Select a user, if several have already been created.
5) Select a vehicle if several have already been created, or create a vehicle now.
6) Now select a driver if several have already been created, or create a new driver now.
7) Enter the current number of kilometres/mileage of the vehicle.
8) Now click on Import data.
How to use the CL 1010 Time
1) Remove the CL 1010 Time from your vehicle and note down the number of kilometres/mileage.
2) Start the BURY Time Suite on your PC.
3) Connect the CL 1010 Time to your PC via USB cable. The automatic data import will start.
4) Select a user, if several have already been created.
5) Select a vehicle if several have already been created, or create a vehicle now.
6) Now select a driver if several have already been created, or create a new driver now.
7) Enter the current number of kilometres/mileage of the vehicle.
8) Now click on Import data.

How to use the UNI CarTalk Time
1) Remove the Micro-SD card from the UNI CarTalk Time hang-up cup and note down the number of kilometres/mileage.
2) Start the BURY Time Suite on your PC.
3a) Plug the Micro-SD card into a suitable card reader and connect it with your PC.
3b) Put the Micro-SD card in the SD card adaptor which is provided, plug these into a suitable card reader and connect them with your PC.
4) Open the menu item configuration and click on Connect to UNI CarTalk Time card.
5) Select the correct card if several are displayed. Then click on Connect.
6) Select a user if several have already been created.
7) Select a vehicle if several have already been created, or create a vehicle now.
8) Now select a driver if several have already been created, or create a new driver now.
9) Enter the current number of kilometres/mileage of the vehicle.
10) Now click on Import data.
Creating a driver’s logbook

Note:
▶ The Import data field can only be clicked on when you have entered the number of kilometres/mileage and if this is greater than the previous number of kilometres/mileage.
▶ If you accidentally click on Skip import then you are able to click on Devices in the status bar (below right). Select the connected system once again. The Data import window will then reappear.
▶ If positional data have already been imported, these cannot be imported again. A corresponding message appears during the attempted import.

Now enter the number of kilometres/mileage of your vehicle without any decimal places (round it up accordingly). After asking you if this is really correct, the BURY Time Suite calculates whether this value corresponds with the number of kilometres which are saved on the BURY Time Product. In the example shown, only two kilometre has been saved on the Time Product and the entered value totals five kilometres.

![BURY Time Suite]

If you click on ‘yes’, then the too high value will be confirmed and an automatic tour will be generated which incorporates the missing kilometres. If you click on ‘no’, then you return to the data import window and you can enter the kilometres again.

The discrepancies between the number of kilometres/mileage of the vehicle and the electronic driver’s logbook can be very big and may have differing reasons:

a) Example of a bigger number of kilometres/mileage in the vehicle
The electronic driver’s logbook was either disconnected during a tour or it was defective.

What occurs in the BURY Time Suite:
An automatic tour is generated in order to balance out the missing kilometres. As a result of this, additional tours can be created / added until the distances (the kilometres) for the automatic tour have been completely used up.
In the example, at 116.73 percent, the correction factor is much too high.

After a tour of more than a kilometre has been subsequently added, the correction factor has fallen to 16.09 percent. It may not exceed seven percent if the tours are to be concluded, however. Another 0.7 kilometres from the automatic tour are available for any further tours which are to be added.

b) Example of a larger number of kilometres/mileage in the electronic driver’s logbook:
As a rule, such a case cannot occur. Exceptions are situations in which the vehicle was transported by ferry, transported by train or transported by pick-up truck and the electronic driver’s logbook was active.

Note:
▶ In the aforementioned situations, deactivate the electronic driver’s logbook by turning off the engine or the ignition or removing the device from its holder.
▶ If the electronic driver’s logbook system in the vehicle has been connected on steady positive and is permanently supplied with electricity, then in the event of the UNI CarTalk Time, the power supply is to be interrupted or the GPS antenna is to be loosened and/or covered so that it is no longer possible to receive any GPS signals.

What occurs in the BURY Time Suite:
If you enter a number of kilometres/mileage which is fractionally smaller than that of the number of kilometres/mileage which is saved in the BURY Time Product, then your tours will be created with a low minus correction value and you can then create a driver’s logbook with it.

If the entered value deviates very much from the number of kilometres/mileage on the device, then you will receive a corresponding message. If you read in the data in spite of this, it may be the case that all of the tours are given a very high correction value and it is possible that the kilometres driven can no longer be displayed. A driver’s logbook of this kind would not be useable.
Important note:
►The importing of data from many tours can take a few seconds. During the importing function, do not remove the Micro-SD card from the card reader or the USB connector of the adaptor cable from the PC or the device.

Delete last import function can be found in the drop-down menu More in Processing route. It allows to remove recently imported trips.

Note:
►Only unfinished user’s tours and vehicle tours will be removed.
14. Changing the positional data

If the positional data has been successfully read in, the \textbf{Data import} window will close. The data will now be compared with the map material stored in the BURY Time Suite and converted into exact address data. It may occur, however, that certain positions are not recognised. These have to be added by you manually. Open the \textbf{Logbook} menu item and then click on \textbf{Processing routes} in order to start editing the tours.

The following data will then be listed for you in table form:

\textbf{Tour type}

Four tour types are differentiated between: business (green), trips to work (yellow), private (red), and automatic tour (brown).

\textbf{Licence}

You can differentiate between the vehicles using the licence plates.

\textbf{Joined}

If you have connected either two or several tours together, then a checkmark is used as a marker. These tours can also be separated again.

\textbf{Start date}

Here, you are stated the date and time of the start of the tour.

\textbf{Start address}

Here, you are stated the address at the beginning of the tour. Target address is used as a start address of the next trip if it does not have an address and the geographical coordinates are the same.

\textbf{Start KM or Start stat. mi.} – it depends on what is selected in the menu “Settings”

Number of kilometres/mileage at the start of the tour.
End date
Here, you are stated the date and the time at the end of the tour.

Destination
Here, you are stated the address (without the house numbers) at the end of the tour.

End KM or End stat.mi. – it depends on what is selected in the menu “Settings”
Number of kilometres/mileage at the end of the tour.

Tour distance
The number of kilometres driven.

Correction
The current correction factor of the tour.

Duration
States the tour time in hours, minutes and seconds.

Data complete
Displays whether all the compulsory fields have been filled in and the journey can be completed.
Certain menu items and filter settings are provided above and below the table.

Above the table:

Refresh view
Reloads the view.

Show tour
If you have highlighted a tour (a line), you can display the tour on a map. This allows you to zoom in and out, and you can also set the number of positional data to be displayed there (the blue arrow). Using the ‘move arrow left’ or the ‘move arrow right’ buttons, you are able to change over to a previous or a later tour.

Close tours
If you have finished editing your tours you can close them and transfer them to your official Driver’s logbook. Once this has occurred it is no longer possible for the data to be edited. To be able to conclude a tour, the fields Start address and Destination must be completed and the Correction may not exceed seven percent.

Connect tours
Connecting tours can make sense if you were travelling for business reasons for instance, and you made several breaks. It is only possible to connect green and yellow tour types, all others are excluded. To mark several lines, please press and hold down the shift key and highlight the lines using the mouse or the arrow keys.
Add tour
If an automatic tour has been generated with a positive number of kilometres/mileage, you can add the missing tours manually. As a result of this, the correction factor of all of the tours for the vehicle in question in this window is lowered.

More

Print view
If you would like to print out an overview of the tours, you are also able to initialise this function. A separate window opens which provides a print preview for the tour lists as well as additional options. The printout possible in this instance is not meant for official use – it isn’t the driver’s logbook.

Re-calibrate destinations/contacts with journeys
Your contacts will be re-allocated to the journeys in the display, existing data will be overwritten.

Delete last import
Only opened tours of user and vehicle will be deleted!

Below the table:

User
Here, you are able to select either all users or only the Administrator. Accordingly, either the available tours of all the users or only those of the Administrator will be displayed.

Tour type
Here, you are able change the display to show the four different tour types. It is possible to select several types of tour at the same time.

Period of time
Here, you set the time period which is to be displayed for the tours.
Creating a driver’s logbook

Car
Here, you are able to sort the table according to the vehicles for which tours have already been provided.

You can open and edit a tour by double clicking on it. Tours which are created automatically are excluded. In the Tour details window you are able to fill in the compulsory fields for the start and destination addresses if they are not complete.

Under Tour details you can see the fields Tour distance, Tourtype, Driver, Contact person, Journey reason and Description.

If an automatic journey is generated during the data import due to kilometre deviations, you can distribute the kilometres entered there to this and, if possible, other journeys, using the Tour distance field until the value in the automatic journey totals either 0.0 or 0.1. If no automatic journey has been entered then this field remains inactive.

The Tourtype and the Driver can also be changed. You can also enter contact partners, select a tour reason (if this has already been provided), and enter a description for the tour in question.

If the Tourtype is on Business (business journey), then you have to fill in the Contact person and Journey reason fields.

Note:
isers: if you selected the legal regulations for the Netherlands during the installation, these two fields are not compulsory fields during business journeys either.

Alternatively, you can also enter additional notes concerning this journey in the description field, e.g. information concerning passengers or an accident.

Using the ‘Show tour’ button, you can display the tour on a map. Please click on ‘Save’ to confirm the information that you entered.

Note:
If you change the existing data in the tours, this will be recorded. The old data will be crossed through on the printout of the driver’s logbook, but it will still be readable.
If you change business tours into private tours or to work tours, this change will also be recorded.
If you select the private tour mode on your BURY Time Product, then no address data is saved which can subsequently be imported and displayed on the driver’s logbook.
15. Concluding tours

To be able to conclude tours, all of the start and destination addresses of the tours have to be available and the correction factor may not total more than 7 percent. In addition to this, all compulsory fields have to be filled in. The Data column in the overview displays in complete form as to whether the journey can be concluded (green tick) or still requires editing (red X).

Note:
- The correction factor is calculated from the information you have inputted regarding the number of kilometres/mileage of the vehicle and the kilometres collected in the electronic driver's logbook. The correction factor is distributed equally across all the tours of an import time frame that have not been concluded.
- Journeys with different correction factors cannot be connected with each other.

In the following example, all of the tours from 10.09.2009 were dealt with. To be able to conclude this day and its tours, it is necessary for the last tour with the same date to be selected. After clicking on ‘conclude tours’, a window appears with a security question. After confirming the question, the tours of the 10.09. are concluded and transferred to the driver's logbook.
16. Print out the driver’s logbook

In the driver’s logbook, the tours that have been concluded appear under the corresponding vehicle (licence). By clicking on the ‘Plus’ symbols, it is possible to display additional details. Highlight a time period for the driver’s logbook (provided in blue) and click on the printer symbol in order to print it out.

Similar to the list of tours, a separate window appears with a print preview. The correct nature of the driver’s logbook is to be confirmed subsequent to printing with your signature.

The example shows an abbreviated driver’s logbook.
17. Removing old vehicles from the database

Many customers use BURY Time Suite for many years. During that time there can be accumulation of plenty of data concerning e.g. old no longer used vehicles. While starting BURY Time Suite program, loading old logs takes too much time and it unnecessarily slows down functioning of the computer/program.

In order to remove unnecessary data from BURY Time Suite one should print out (for data archiving purposes) back-up copy of electronic driver’s logbook of the vehicle that had been dealt with and which want to remove from the database. Then please select **Own data -> Cars** and select the registration number of the vehicle which we intend to remove (blue tick) and click on the “Minus” symbol placed at the bottom of the screen. After confirming with “Yes” the data of this vehicle and electronic driver’s logbook will be deleted.
18. Replacement of the device

If during the use the device serving for registration of vehicle mileage gets damaged and it will not be possible to use it any longer then it is necessary to replace it for a new one. With this aim in view, please take out the old device from the vehicle and note down vehicle odometer. Then install the new device in the vehicle.

In order to remove the old device from BURY Time Suite one should start BURY Time Suite program. In Own data you should select Cars and select the registration number of the car in which the device had been replaced. Then you should click twice on the blue bar.

You should click on “Minus” symbol, in the open window, which is placed on the right-hand side of the serial number of the device. Then please select “Yes” and “Save”.

After saving changes the serial number of the removed device will not be visible. The remaining data regarding the vehicle will not be subject to change.

Note:
• Currently imported data for this vehicle will not be lost. During the next import it will be possible to assign new data to this vehicle.
Import of data from the new device
In order to do this please:
1) Take out the new device with saved vehicle data and note down vehicle odometer
2) Connect the device with the computer by means of USB cable. Automatic data import will start.

Note:
►In the open import window there will appear user’s and vehicle data (inactive) and the previous vehicle odometer reading entered during the last data import and the date of the last tour.

3) Select the driver if bigger number of drivers had been considered earlier or please select the driver.
4) Enter the current odometer reading of the vehicle.
5) Now please click on Import data.

Note:
►After reading in data of items one cannot read it once again. During an attempt to import data there will appear an appropriate message “There is no data to import!”

The serial number of the new device will be displayed on the list of vehicles next to the registration number of the vehicle in which the device had been replaced.
19. The Configuration menu item

In addition to the previously described menu items of Backup database, Restore database and Connect to UNI CarTalk Time card, in the Configuration section you can find additional menu items:

**Device configuration**

Under this menu item, it is possible to select and initialise the connected BURY Time products / SD cards. Under **FW Version**, in the details which open, you are able to recognise the version of the firmware which is installed on the selected product.

Every BURY Time product is equipped with a buzzer. In the sub-item of **Volume Level**, you are able to set the intensity of the buzzer (only available for the CL 1010 Time).

Under **Default mode**, you set the mode which is to be active when you start the BURY Time product. Here, the choice is between the tour types of “Private”, “To work”, “Business” or the “Last mode”.

For the BURY Time products that are equipped with light diodes, you are able to set either permanent or one-off **Mode signalling**. If this is only displayed once, the LEDs switch off after approx. 10 seconds. The LEDs only illuminate again in the event of a change to the tour type or the restarting of the vehicle. You are able to extend the signalling phase to up to 60 seconds.

If you would like to be informed as to whether GPS signals are received at the beginning of the tour, then you are able to activate the corresponding notification: **enable sound if GPS fixed**. At the same time, you are also able to specify the time span as to from when you would like to be informed if no GPS signal is received any more.

If you have enabled and installed the **Danger zones** function for the BURY Time product, then the buzzer signalises those zones if you approach them. You are also able to deactivate the signal, however, or change the acoustic tone of the signal.

The last piece of information tells you whether the danger zones are installed on the BURY Time product and if yes, the date from which they originate.

**Danger zones**

If you click on this menu item, a separate window opens with a wizard who guides you through the subsequent steps.

**Important note:**

*Please comply with the country-specific laws and regulations if you want to use this function.*
Factory reset
If you would like to use the BURY product in another vehicle and in so doing, assign it to another user, then you have to reset the device to its factory settings. You also have to carry out this procedure if you want to sell the product.

Select the corresponding product from the list and click on ‘Reset device’. If you confirm the two security questions with a ‘yes’, all of the positional data on the product will be deleted. This can take a few seconds depending on the amount of data. A message appears when this process is complete.

If a new user uses the BURY Time product with the same BURY Suite, you must delete the allocation of the serial number of this device to an existing vehicle in the vehicle administration. To do this, click on the corresponding vehicle and open the vehicle details. By clicking on the minus button, it is possible to delete the allocation and to restore the product to its factory settings.

**Note:**
▶ During the deletion function, make sure that you do not remove the Micro-SD card from the card reader or the USB-plug of the adaptor cable from the PC or the device.

Firmware update
Every now and then, you can find notifications for updates to the BURY Times Suite and the Time Products on the internet site www.bury.com. Inputting the previously saved data is then recommended before completing an update, if you want to be able to use new functions, for example. Please don’t hesitate to call our hotline if you have additional questions about this topic.

A firmware update for the CC 9060 Time cannot be carried out via the BURY Time Suite. To do this, please use the BURY Update Manager, which you can also find on the BURY internet site.

Map material
With the menu item Map material, you can install or update map material of the countries of Europe. After installation, there exists only a rough overview-map of Europe. It’s important, that you install at least one map of a country.

**Note:**
▶ If the software is installed from DVD, map material of the following countries: Germany, Switzerland, Austria, the Netherlands, Denmark will be installed automatically.
To see the list of available countries, you need an internet-connection.

The checkbox “Installed” shows, if the map of this country is already installed.

Download size shows the compressed size of the map-file. It’s the amount of data to be downloaded.

If an update of the map material is available, the “Update”-button will be enabled. In this situation, you can press an update-button of an installed map. After that, you will be asked, if you want to update all other installed maps, too.
Press “Accept”, to download and install the new maps.

![Install maps](image)

To uninstall a map, clear the checkbox “Installed”. Press “Accept”.

**Important note:**
- Before the Import of trips of a device, the corresponding map material of the country where the trips were made, must be installed. Otherwise, the addresses of start- and destination-position of the imported trips can’t be found and the address-fields will be empty.

**Note:**
- If possible, install only country maps you really need. Otherwise, the performance on computers with small amount of memory will be decreased.
20. Service

In case of general or technical queries, suggestions and comments, please do not hesitate to contact our team at any time. Suggestions and feedback are always welcomed:

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