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Introduction

A practical guide to FleetTime Local and FleetTime Network

What FleetTime does

FleetTime brings vehicle and trailer compliance dates, maintenance, workshop equipment, working time, driver licence and CPC records, incidents, fines, fuel analysis and supporting documents into connected records. Use divisions to focus the view, then open a record to review its details and evidence. Application permissions control access to sections; a division filter is not a security boundary.

How to use this guide

Start with your edition installation and first-time setup. Add divisions and drivers before importing related data. Each task chapter starts on a clean page and explains the named controls, the saved result and important limits. Screenshots show fictional data from the native 2.10.0 testing build; records, dates and permissions on your screen can differ.

Responsibility and scope

FleetTime helps organise recorded information and highlight due dates. A green status applies to the named check and the data available. It does not certify a vehicle, driver, lifting item or operator as legally compliant. Confirm the applicable rules, jurisdiction and evidence with your competent transport or safety adviser.

Install FleetTime Local

Choose where this Windows user keeps the local workspace

Before installation

Create and verify a complete backup if upgrading. Close FleetTime. Extract the release ZIP completely, then run FleetTime-Local-Setup-2.10.0.exe from the extracted Local folder. Windows may warn because this testing release is unsigned. Check the source and supplied checksum through your normal IT procedure.

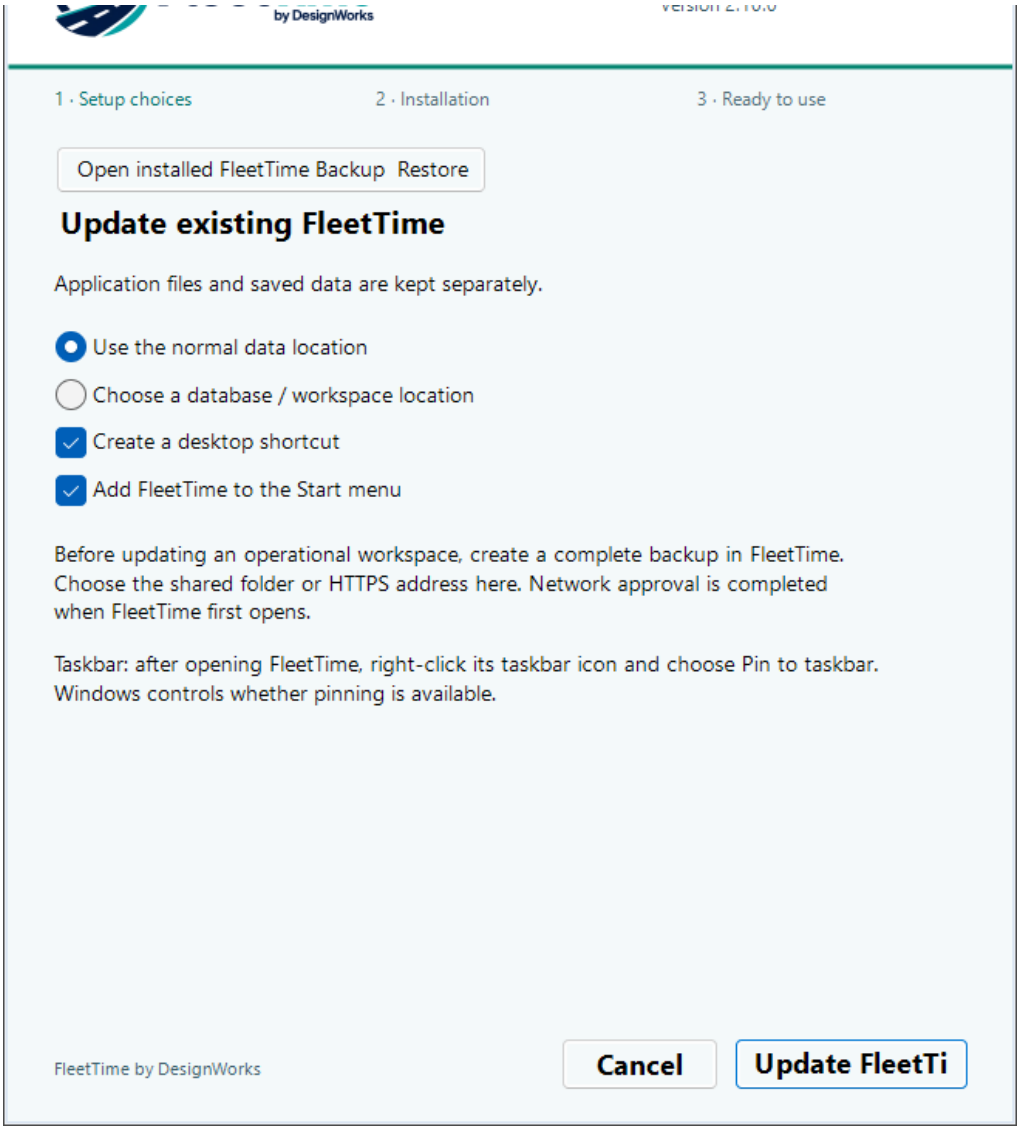
Choose setup and storage

For an existing installation, keep the existing workspace / connection. For a new workspace, type a full local folder path in the installer or use Browse, then Check location. For example, D:\FleetTime Data. FleetTime stores its Data subfolder beneath that selected workspace. Use a private local folder outside live cloud-sync folders. A backup destination is a separate choice.

Finish and sign in

Choose whether to create Desktop and Start menu shortcuts. Wait for Installed, then choose Open FleetTime if required. Create the first administrator for this workspace and store its recovery key securely. The main software opens maximised after sign-in. A Local copy uses Windows-user protection; use encrypted complete backup and recovery to move to another Windows account or machine.

Install FleetTime Local - screen reference



The named page, captured from FleetTime 2.10.0 with fictional records. Use this view to locate the controls described on the preceding page.

Screens are within their task chapter, not in a separate duplicate screenshot appendix. Full-size images can be enlarged in the in-program guide. Provider connections and genuine customer records are not shown.

Install FleetTime Network

Choose a shared Windows folder or an HTTPS FleetTime server

Choose the connection type

Run FleetTime-Network-Setup-2.10.0.exe after extracting the ZIP. Keep the existing connection on an update. During a new setup, choose Shared Windows folder or HTTPS server, type the path/address and Check location. Shared examples are \\SERVER\Transport\FleetTime or R:\AIMS\7.0 Plant & Transport\FleetTime DB. A mapped drive must exist for the Windows user running FleetTime; a UNC path is generally easier to identify consistently.

Shared Windows folder

Use a reliable share with the required read, write, create and replace permissions. The shared-folder protocol keeps versioned snapshots with locking; it does not place Local SQLite onto a share. The first administrator creates the workspace encryption passphrase. Keep it securely for recovery. Other Windows accounts/computers request approval and give their pairing code to the administrator, who verifies it under Users & Access. After approval, the authorised Windows account caches its key using Windows protection and signs in with its own FleetTime credentials.

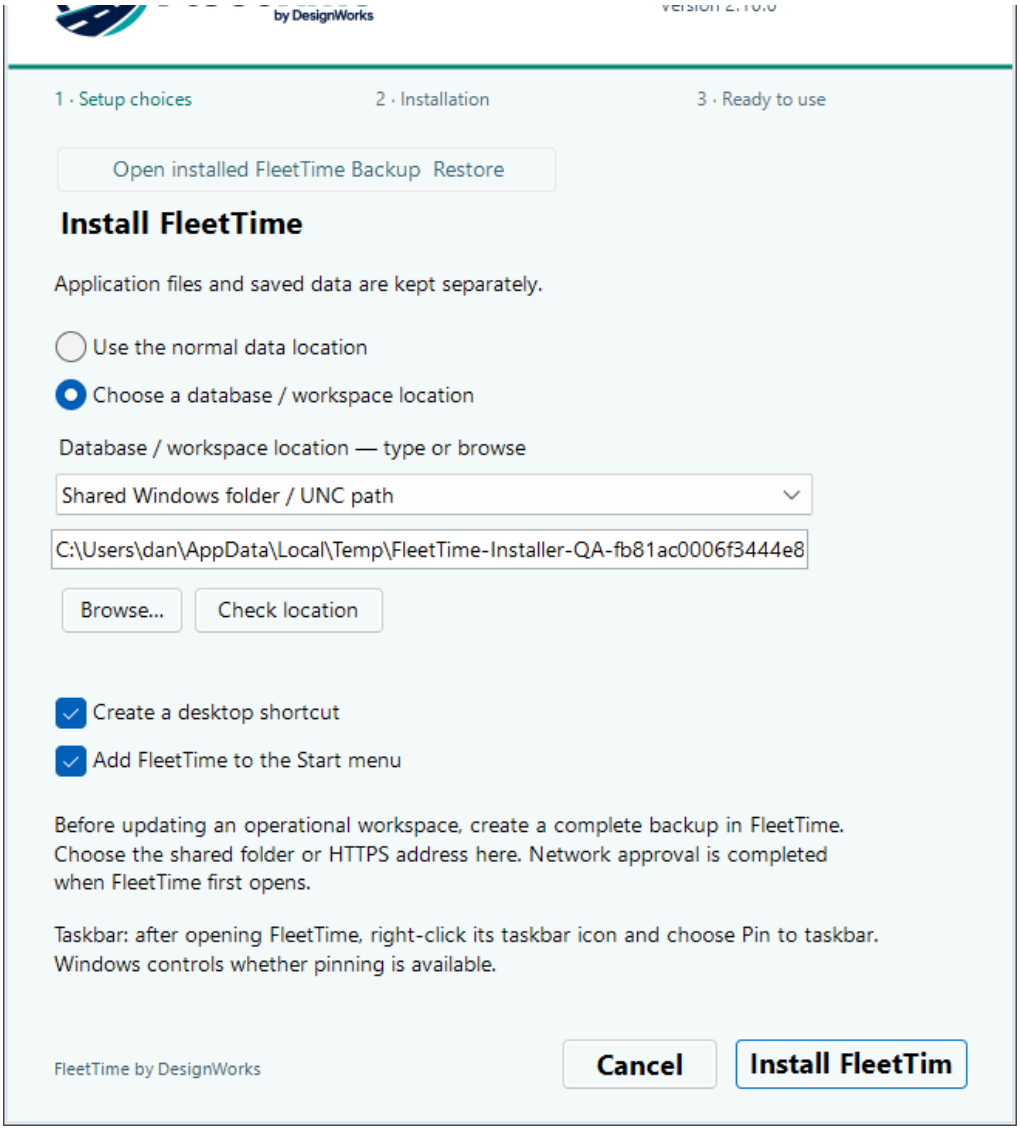
HTTPS server

Your IT administrator installs/configures the supplied FleetTime server tools, private data folder, HTTPS certificate, firewall and service identity. Enter the base HTTPS address in Network setup. The first administrator uses Administrator: connect with server setup key to bootstrap the connection. Later computers request approval; the administrator verifies the pairing code under Users & Access. Computer approval permits a connection; each person still needs an active user account and the appropriate section permissions.

Verify before use

Open the same known record from two authorised clients, test a controlled edit and reload the other client. Stale saves should be rejected rather than overwriting newer work. Test backup and recovery separately. Update the server and clients together under administrator control. Internet/server acceptance, certificates and site permissions need testing on your actual deployment.

Install FleetTime Network - screen reference



The named page, captured from FleetTime 2.10.0 with fictional records. Use this view to locate the controls described on the preceding page.

Screens are within their task chapter, not in a separate duplicate screenshot appendix. Full-size images can be enlarged in the in-program guide. Provider connections and genuine customer records are not shown.

Update an existing installation

Update the same edition without uninstalling it

Back up first

Use Backup & Restore, create a complete encrypted backup and verify recovery into a separate empty location. Include every uploaded original. Keep the manifest and all split parts together and confirm cloud synchronisation has completed. The installer can open the installed backup page; sign in if asked, complete backup, then close FleetTime before returning.

Run the new installer

Close the installed software on each computer. Run the new installer for the same edition and retain the existing workspace / connection. Installation replaces application files separately from operational data and accounts. It does not merge workspaces. Never choose a new workspace solely to bypass a failed login or a damaged file.

Update notifications

Help > Check for updates checks the DesignWorks release service. A background check is also attempted at most daily after sign-in. This testing release has no live published signed update yet, so the service can report unavailable. Future downloadable updates require a matching SHA-256 hash, a Windows-verified code signature, a trusted code-signing certificate and the publisher thumbprint specified by the release feed. No downloaded installer runs automatically.

After updating

Open About FleetTime and confirm 2.10.0 and the expected edition. Verify the known records, an attachment preview and user permissions. For Network, coordinate server/client updates and reopen clients after the server upgrade. Microsoft Store distribution and its update mechanism remain separate release work.

Use and remove demonstration data

Explore every section in an empty training workspace

Load the demo

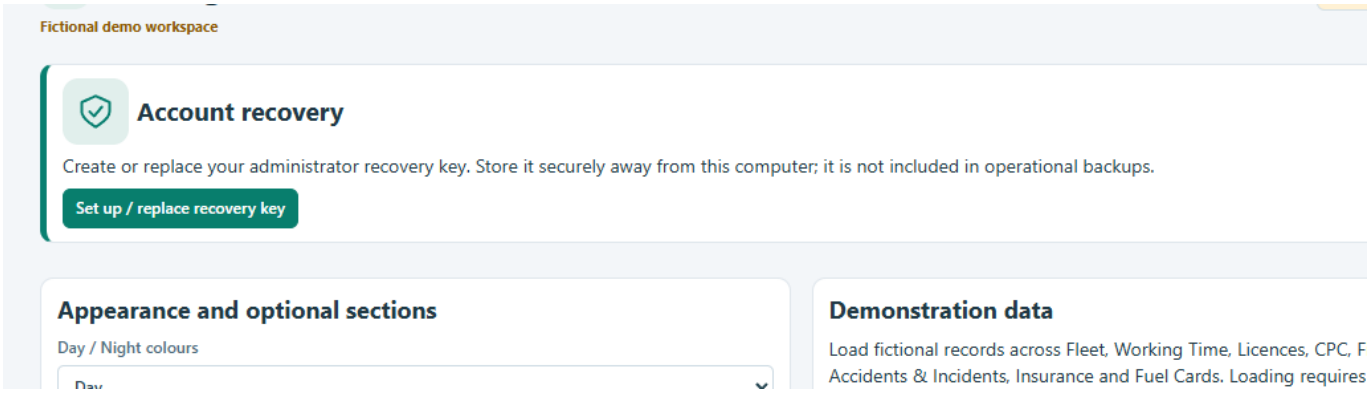
As administrator, open Settings & Administration > Overview > Demonstration data. Choose Load demo data and confirm only in an empty workspace. The demo covers vehicles/trailers, plant, varied weekly hours, licence/CPC checks, fines, fuel, incidents/insurance, evidence, inspections and maintenance costs. Fictional inspection findings demonstrate A/B/C/unknown cases and keep source evidence separate from operational availability.

Explore the records

Use Fleet Asset Card, Equipment Card and Driver Card to see mixed miles/km, operating hours, dated readings, due-date tiles and monthly maintenance costs. Some dates are overdue, some current and others unknown. Open the matching record for evidence and original data. Demo results are deliberately varied and do not represent customer information or genuine provider certificates.

Remove everything in demo mode

Choose Remove demo data in Configuration or Leave demo. This clears all operational records and uploaded originals added while in demo mode, including your own test edits/files. Accounts and system settings are retained. Keep a backup if anything is needed. After clearing, the empty workspace can load the demo again. Separately exported files, backups and screenshots are not deleted.



Screen detail from the named 2.10.0 page, using fictional records. The full screenshot can be enlarged in the in-program guide.

Settings & Administration / Users and Access

Manage people and computer connections separately

Manage user accounts

Open Users & Access to see the account list, active state and permissions. Create a user or choose Edit existing account. Give each person a unique username, a temporary password and only the section/action tick boxes required. The user changes a temporary password before normal work.

Review access

View, edit, delete and export are separate capabilities. Sensitive driver details, original documents, backups, restore, configuration and user administration have separate grants. Test the result with a standard account. A hidden menu is not the only protection: native operations also enforce permissions.

Approve a computer

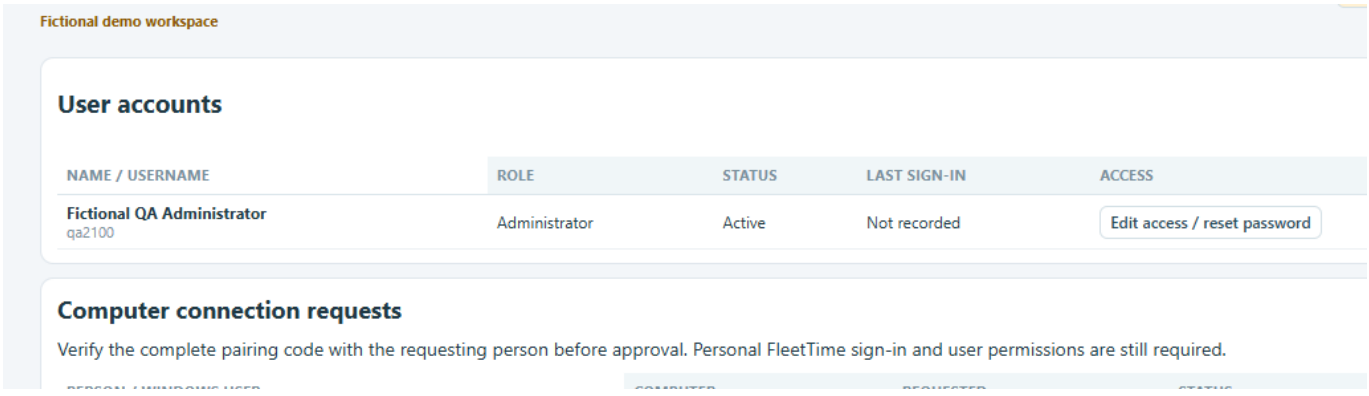
A shared-folder or HTTPS connection request appears separately from user accounts. Ask the requester to give you the full pairing code and verify it against the request. Approve only the expected Windows account/computer. After connection approval, the person still signs in and receives their user permissions.

Revoke or recover

Deactivate an account to prevent further sign-in, or revoke the computer connection when it is no longer authorised. Retain administrator recovery keys and the shared encryption/backup secrets securely and separately. Application permission revocation cannot erase files or keys already copied outside the application; use appropriate Windows/server access controls.

Session warning

After inactivity, FleetTime displays Are you still there? with a 60-second countdown before the 20-minute session lock. Choose Stay signed in to continue, or Sign out now. This is not an automatic save: save changes regularly before leaving your computer.



Screen detail from the named 2.10.0 page, using fictional records. The full screenshot can be enlarged in the in-program guide.