

GUIDE

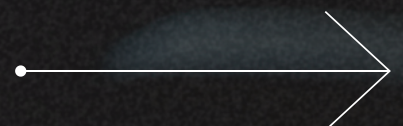
ADDING PERSONAL HOLIDAY, SICKNESS AND MORE

Step 1

To add Personal Holiday, Sickness or Parental Leave you will need to go onto the Activity screen for the and either click on the calendar icon or the day of the event (highlighted below).

If you click on the day the Calendar Day popup will appear for you to click on the Create Event tab.

The screenshot shows the VDO Fleet interface with the 'DRIVERS / ACTIVITY' section selected. The left sidebar contains navigation options: DASHBOARD, REMINDERS, DOWNLOAD, REPORTS, DRIVERS, VEHICLES, and SETTINGS. The main area displays a list of drivers, with 'Kristina 1089 Musterfrau 1089' selected. The 'ACTIVITY' tab is active, showing a calendar for July 2022 to August 2022. A 'CALENDAR DAY' popup is displayed for the date 08/08/2022, showing a calendar grid with the 8th of August highlighted. The popup includes options for 'CREATE EVENT' and 'DETAIL VIEW', and a summary of activity for the day: 00:00 (plus), 00:00 (minus), 00:00 (yellow square), 00:00 (green square), and a total of 00:00. The background shows a blurred image of a car interior.



Step 2

You will then see the Create New Event screen pop up, for you to enter the Event Name from the drop down list and the dates From and To. Untick the All day events box and enter the date and times for the event to start and finish [For example, for one days holiday put 18th August 2022 00:00Hrs to 19th August 2022 00:00Hrs].

- This will then add 8 hours towards adjustments [excluded hours]. If there are 5 or more of these events occurring consecutively in the same week then a fixed weekly adjustment of 48 hours will be applied.
- Once the data has been entered correctly the Add button will be highlighted for you to click on and the day will be circled in the calendar.

CREATE NEW EVENT



Kristina 1089 Musterfrau 1089

Event name *

+

From *

HH:mm *

To *

HH:mm *

☐ All day events

ADD/REMOVE DRIVERS

VDO

REACH OUT FOR MORE HELP:
TIS-SUPPORT@AUMOVIO.COM
01217251312

OR

RAISE A TICKET ON MYVDO
PORTAL:



Customer Service Center

Need support? Contact our friendly VDO professionals!

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SCAN THE QR CODE

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