

Novacab MDT Manual

Novacab MDT

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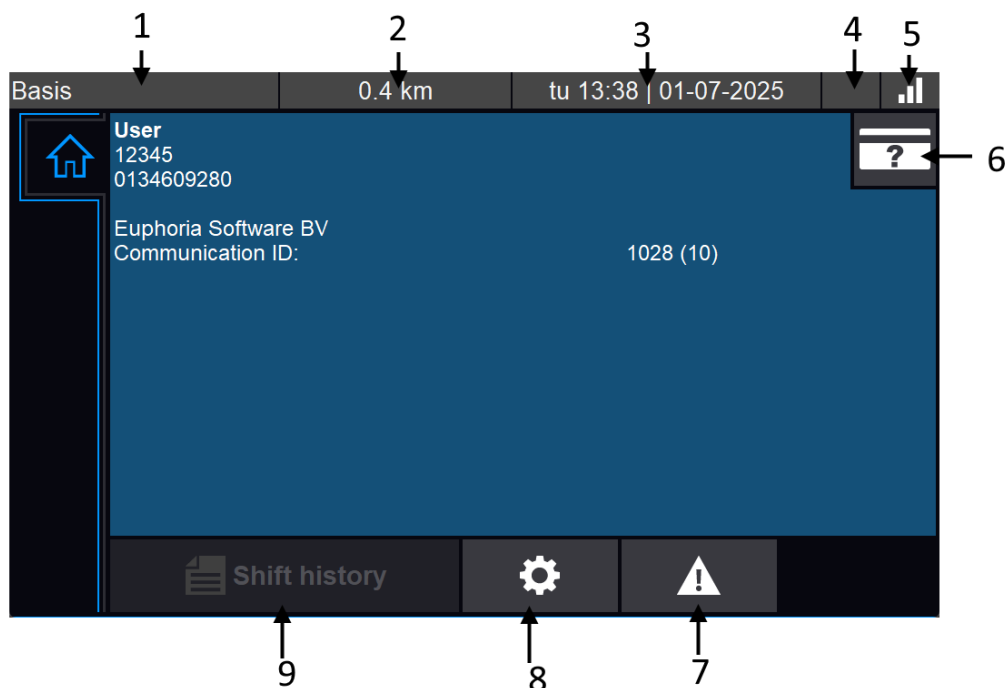
1. Introduction

The Novacab MDT is a mobile computer, made for handling of trips and vehicle logistics in a car as quick, simple and intuitive as possible.

2. Home tab

The Home tab consists of the following elements:

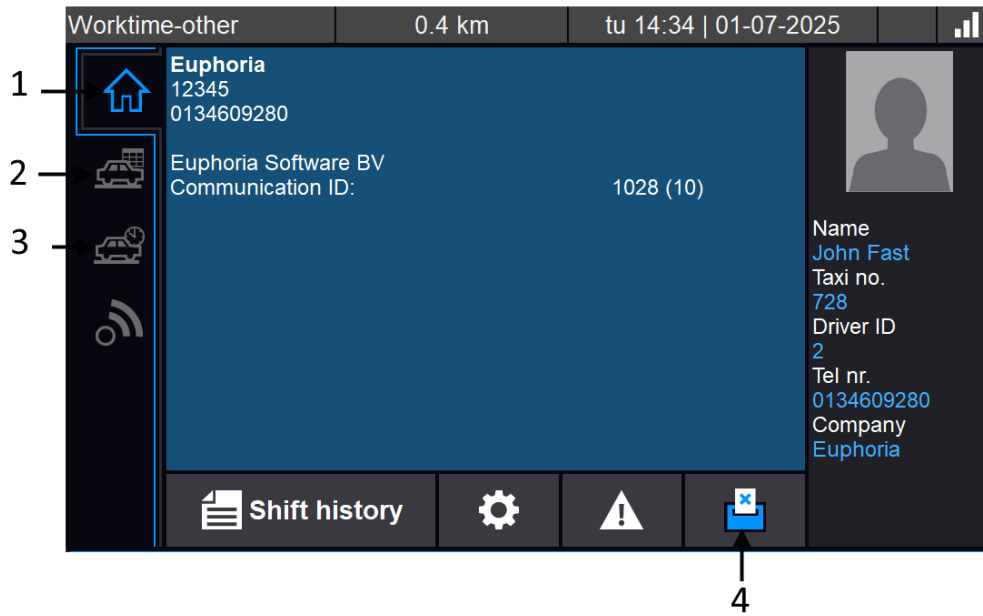
1. Work mode and work level indication. This can be used to recognize which type of user is logged in and how time and kilometers are registered
2. Mileage registered by the Novacab MDT since activation
3. Local time and date of the Novacab MDT
4. Indication symbol for GPS reception
5. Indication symbol for data communication reception
6. Login button to log in with driverid
7. Trip overview. Once logged in, a complete overview or only the current service can be seen here
8. Settings button
9. Reports button



Home tab logged out

After logging in, the home tab is as shown:

Home tab logged in



Here there are four new items:

1. Home tab button
2. Activities tab button
3. Taximeter tab button
4. Logout button

The Home tab is the default tab shown when starting the MDT. The following actions can be performed:

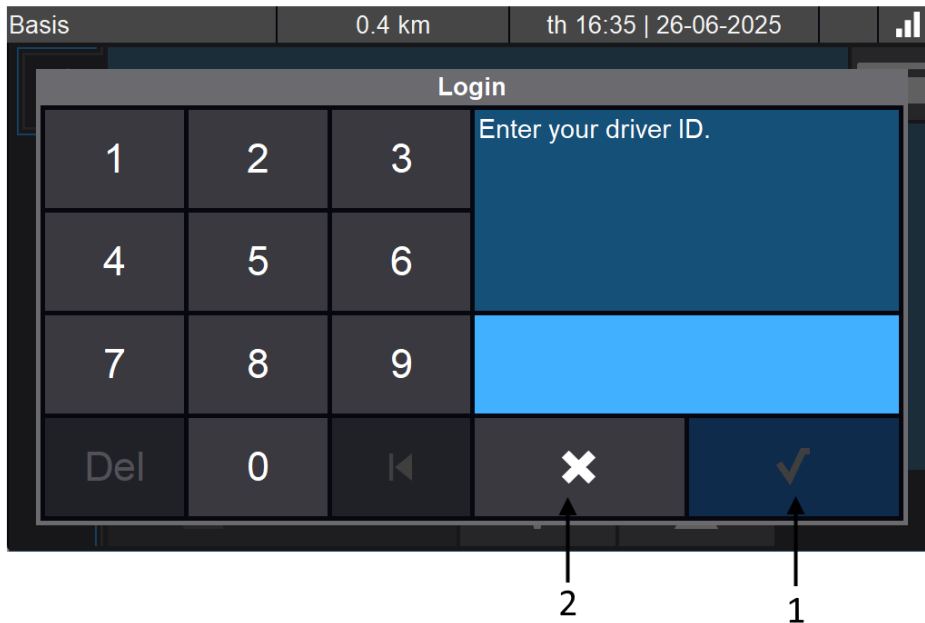
- Press [6] to log in
- Press [7] to open the Reports menu
- Press [8] to open the Settings menu

The following action are only available after logging in:

- Press [4] to log out
- Press [9] to open the Trip administration menu

2.1 Logging in

After pressing the login button the login menu opens:



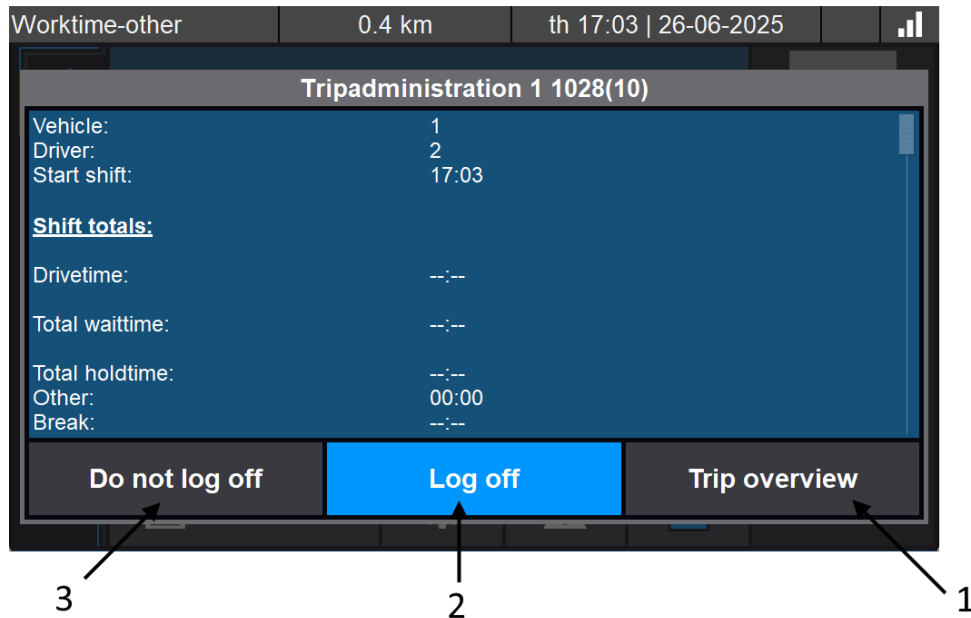
Login menu

1. After opening the login menu, enter your driver ID using the on-screen keypad
2. Press [1]
 - To cancel the login press [2]
3. On a successful login the Taximeter tab will be shown

A login can be performed by entering a smartcard into the reader located on the right side of the display.

2.2 Logging out

The log out menu is as shown:



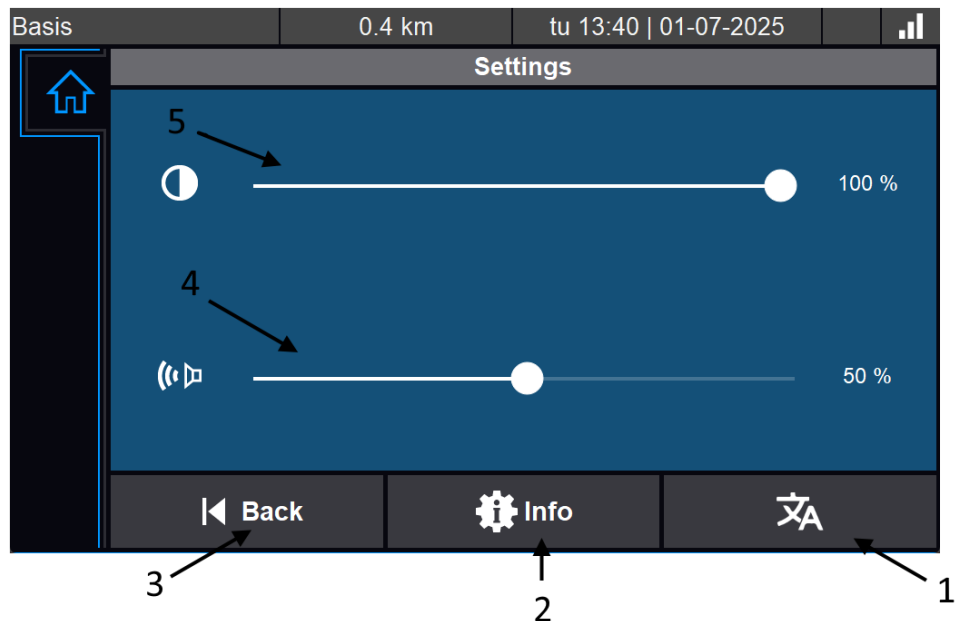
Log out menu

The following actions are available:

- Review the current shift information
- Press [1] to open the Trip administration menu
- Press [2] to confirm logging out
 - After pressing [2], press [Yes] to print the shift report
 - Otherwise press [No]
- Press [3] to stop logging out

2.3 Settings

Pressing the settings button will opens the settings menu:



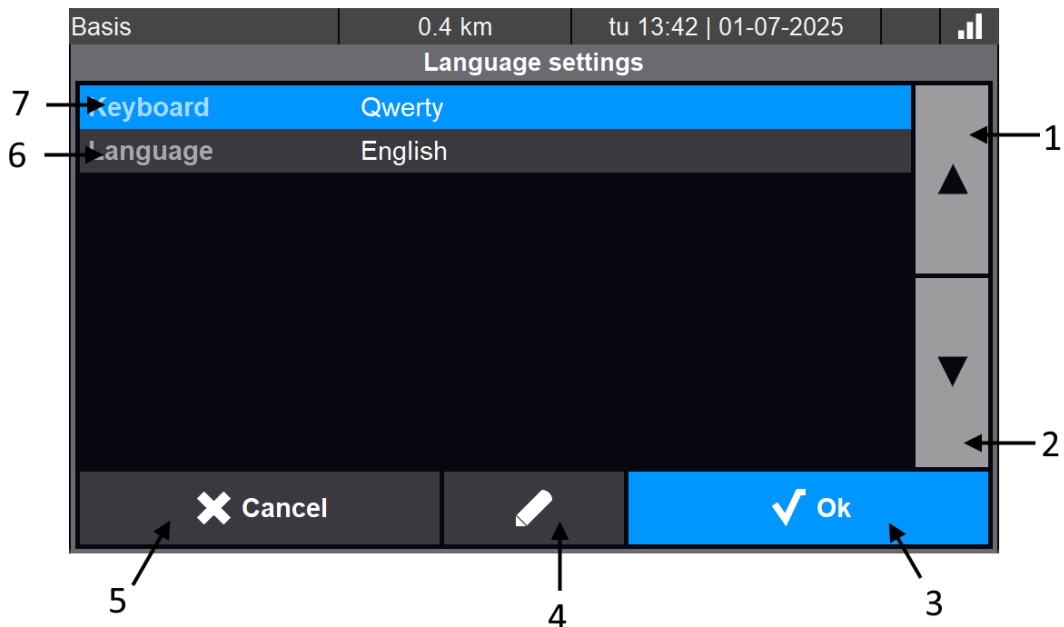
Settings

The following actions are available:

- Press [1] to open the language settings window
- Press [2] to open the system information window
- Press [3] to go to the home tab
- Adjust the volume slider [4] to set the volume
- Adjust the brightness slider [5] to set the screen brightness

2.3.1 Language settings

The language settings menu is as follows:



Language settings

In this menu the following actions can be performed:

Change keyboard layout

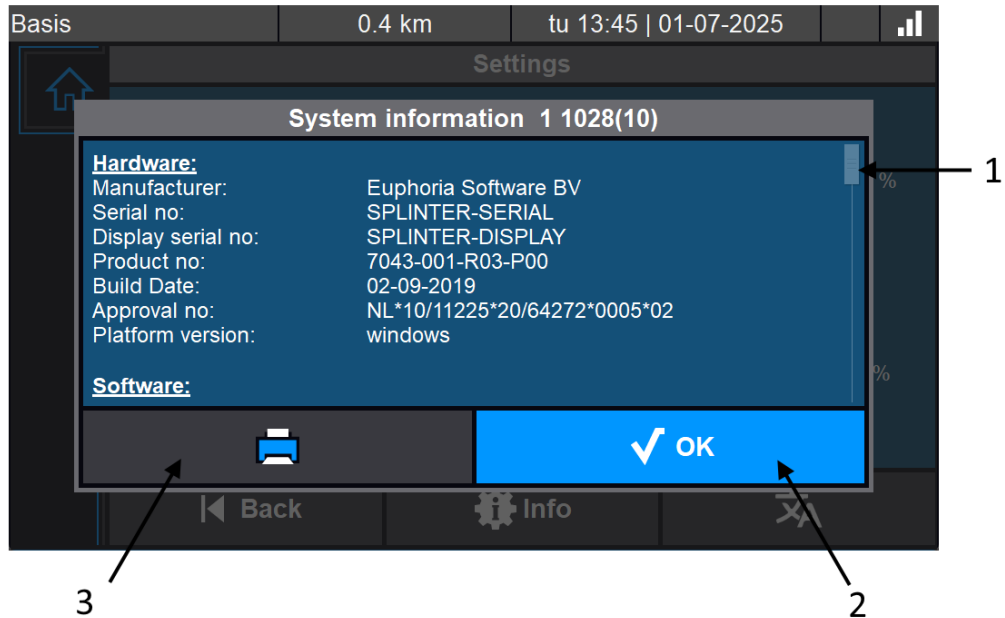
1. Press [7] or select **Keyboard** with the navigational buttons ([1] and [2])
2. Press [4] to open the Keyboard layout window
3. Select the desired layout
4. Press [3] to accept the new setting
 - Or press [5] to cancel the operation

Change system language

1. Press [6] or select **Language** with the navigational buttons ([1] and [2])
2. Press [4] to change the display language to the desired language
3. Press [3] to accept the new setting
 - Or press [5] to cancel the operation

2.3.2. System information

The system information menu is as follows:



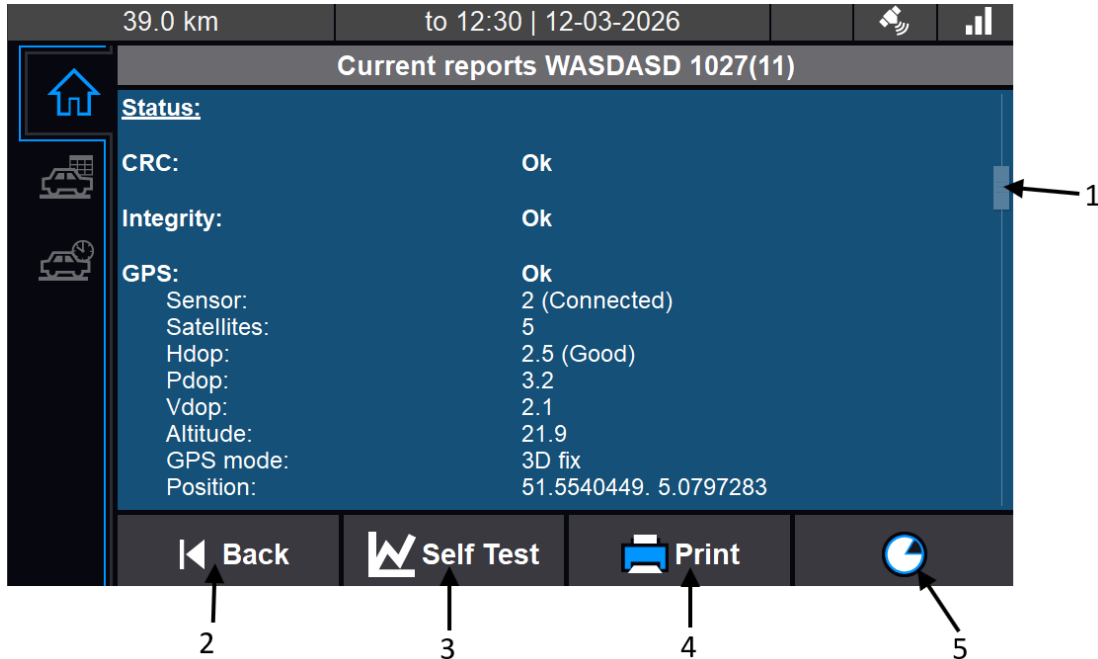
System information

View system information here. Drag the scrollbar [1] or the text to scroll through the information.

To print the system information press [3]. This will print the taxameterkontroll receipt. To close the window press [2].

2.4. Reports

The reports menu is as follows:



Reports window

In the reports menu the status of different components of the MDT can be inspected. The following actions are available:

- Scroll or use the scrollbar [1] to view all available information.
- To return to the home tab press [3]
- To open the diagnostics test window press [3]
- To print the report press [4]
- To open the K-Factor test window press [5]

2.4.1. Diagnostics test

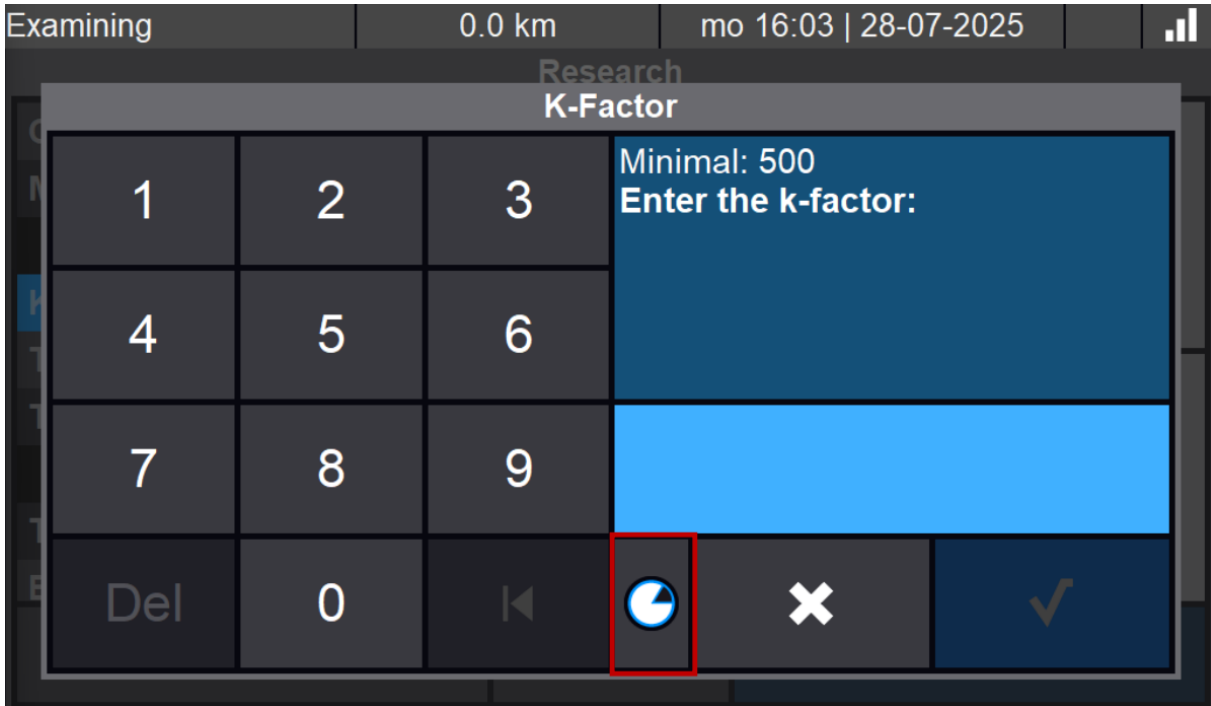
The self-test can be used to detect problems with the MDT display. The test is performed as follows:

1. Press the encircled area
2. Validate the color display
3. Scan the qr code to show the result
4. Press [**Complete**] to finish the self test

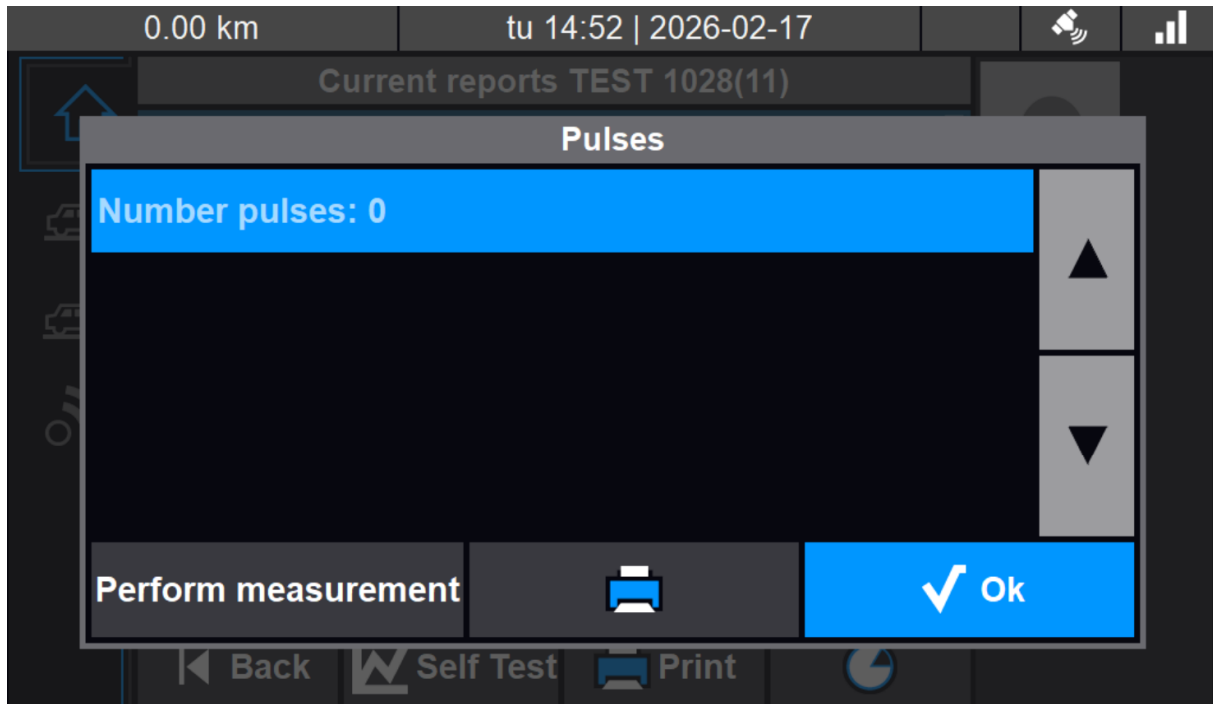
2.4.2. K-Factor test

Calibrating the Novacab MDT means finding and registering the pulses received per kilometer in the form of the K-factor. The K-factor is measured while driving.

A distance of 1 kilometer is used, and the K-factor is found by pressing the 'Perform measurement' button at the K-factor setup screen, see figure below.



The K-factor measurement starts immediately. See figure below. It is possible to start new measurements by pressing the “Perform measurement” button. A report can also be printed by pressing the print button. Press the “OK” button to stop measurements.

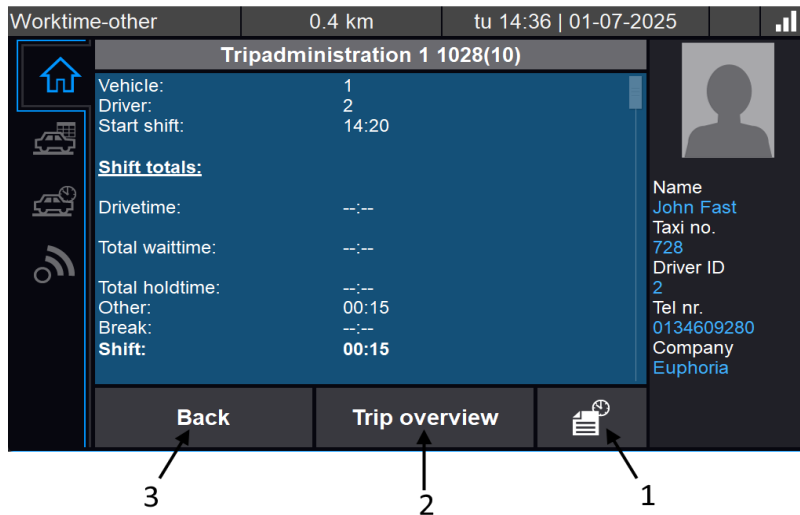


This gives a return to the screen shown in the first figure. Enter the number of pulses that correspond to one actual kilometer, and press the “V” button. The deviation of the K-factor measurement shall not exceed 3% (30 meters per kilometer), as specified in STAFS:2022-3.

In order to store this new value make sure to finish the examination.

2.5 Trip administration

The trip administration menu is as follows:



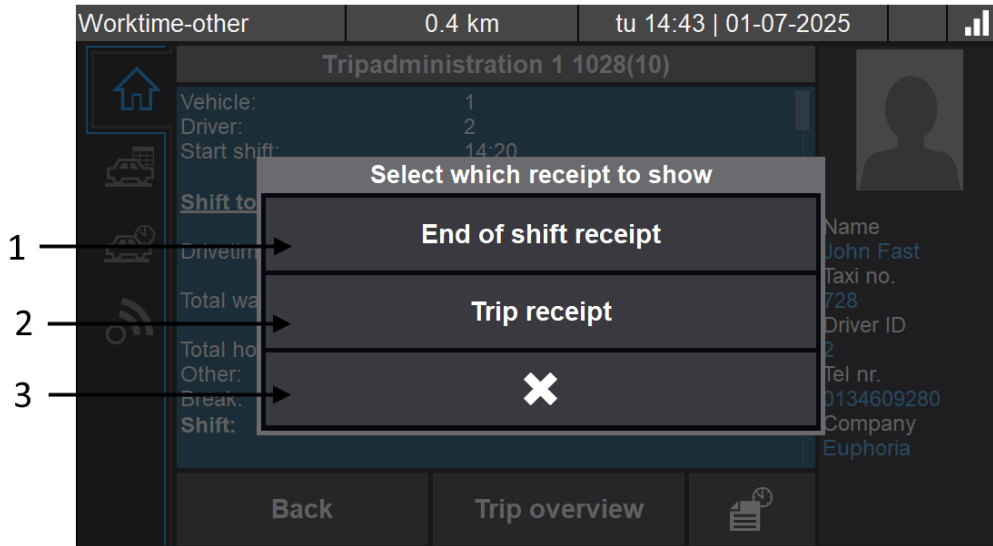
Trip administration menu

A summary of the current shift is shown on the main window. The following actions can be performed:

- Press [1] to print previous receipts
- Press [2] to view activity information or print previous receipts
- Press [3] to go back to the home tab

2.5.1. Print previous trip or shift receipts

After pressing the print receipt button, select which type of receipt you want to print.

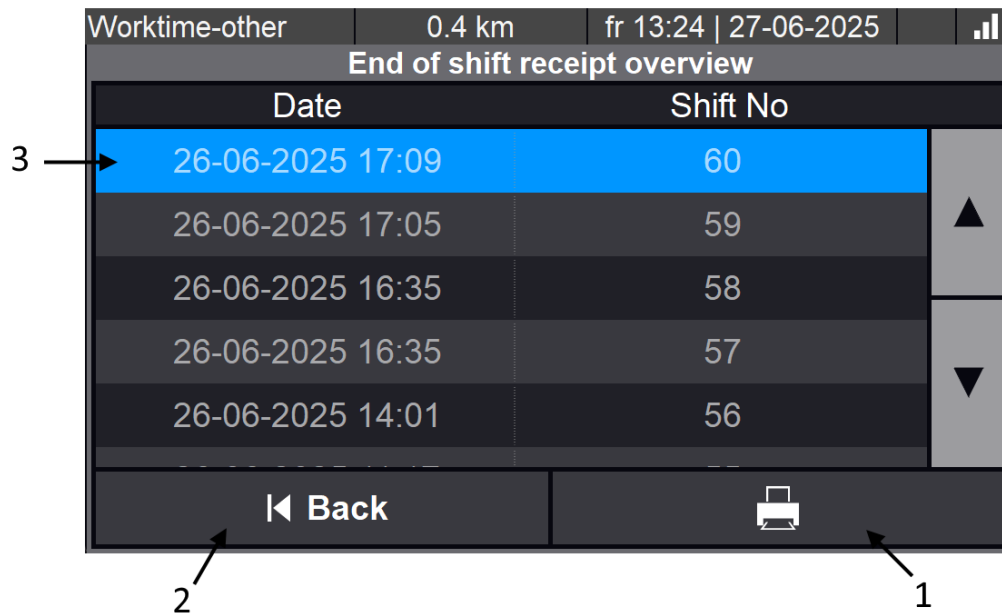


Receipt type selection menu

- Press [1] to print previous end of shift receipts
- Press [2] to print previous trip receipts
- Press [3] to stop printing receipts

Printing end of shift receipts

The print menu is as shown:



Print end of shift receipts

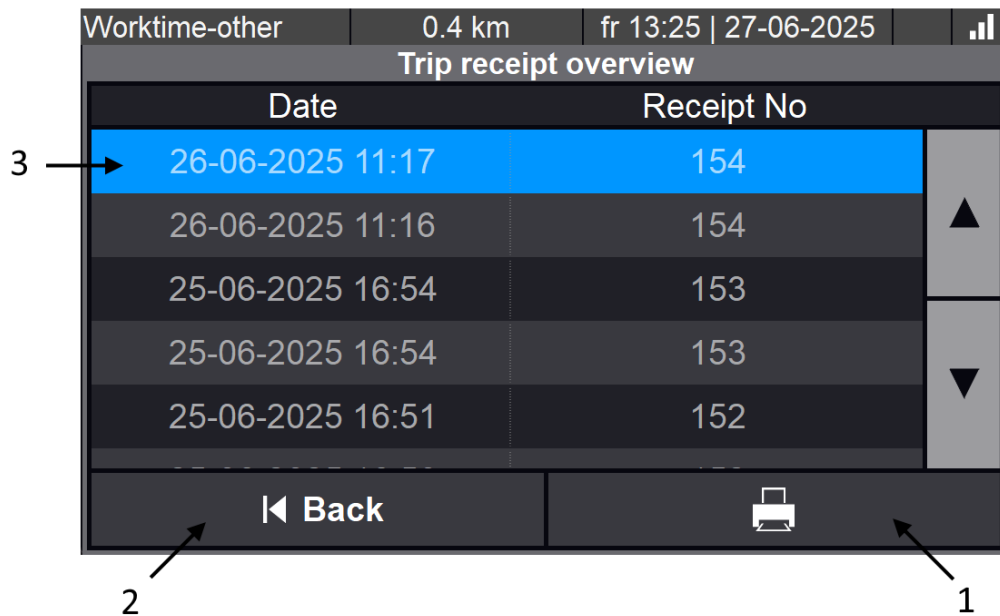
To print a previous receipt:

1. Select the receipt by pressing on it or using the navigational buttons
2. Press [1] to print the receipt

To exit the menu, press [2].

Printing trip receipts

The print menu is as shown:



Print trip receipts

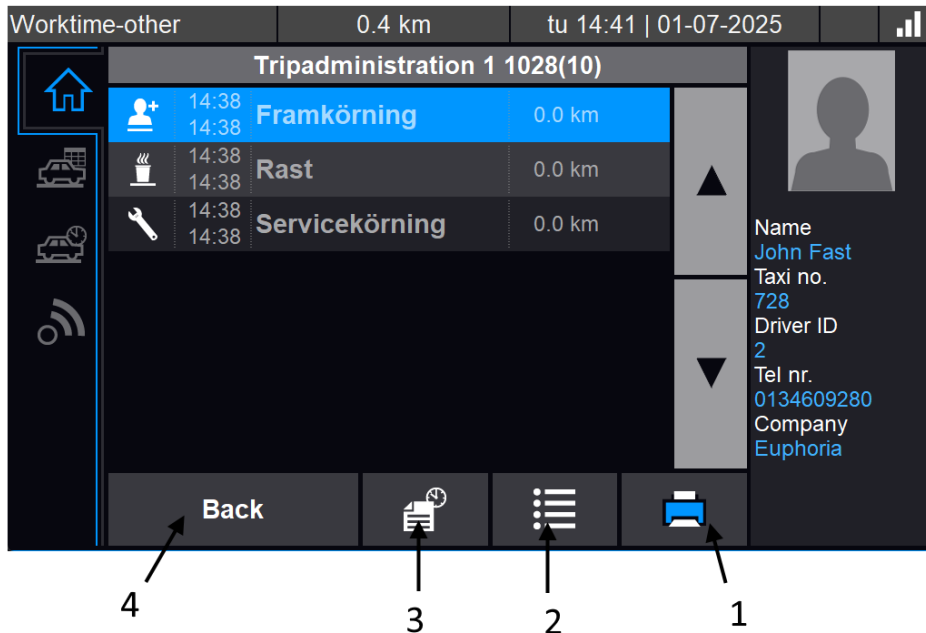
To print a previous receipt:

1. Select the receipt by pressing on it or using the navigational buttons
2. Press [1] to print the receipt

To exit the menu, press [2].

2.5.2. View information about activities and print previous receipts

The activity information menu is as shown:



Activity information menu

To print an activity receipt:

1. Select the activity by pressing it or using the navigational buttons
2. Press [1]

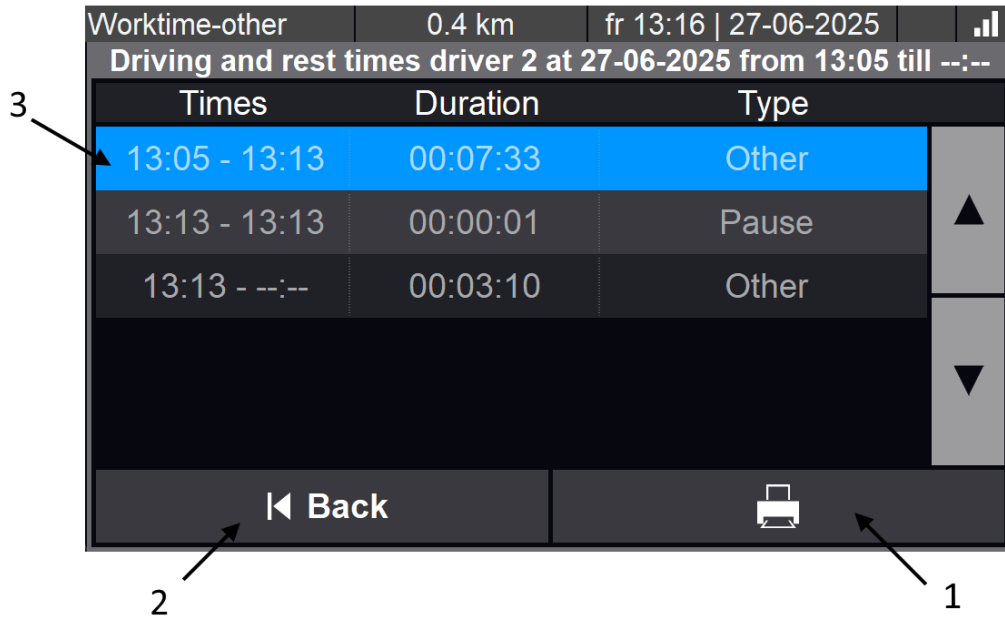
To view detailed information on an activity:

1. Select the activity by pressing it or using the navigational buttons
2. Press [2]

Press [3] to view and print driving times

Viewing and printing driving times

The drive and rest time menu is as shown:



Times	Duration	Type
13:05 - 13:13	00:07:33	Other
13:13 - 13:13	00:00:01	Pause
13:13 - --:--	00:03:10	Other

Worktime-other 0.4 km fr 13:16 | 27-06-2025

Driving and rest times driver 2 at 27-06-2025 from 13:05 till --:--

Back [Printer Icon]

Drive and rest time menu

To print the drive and rest time of an activity:

1. Select the activity by pressing it or using the navigational buttons
2. Press [1]

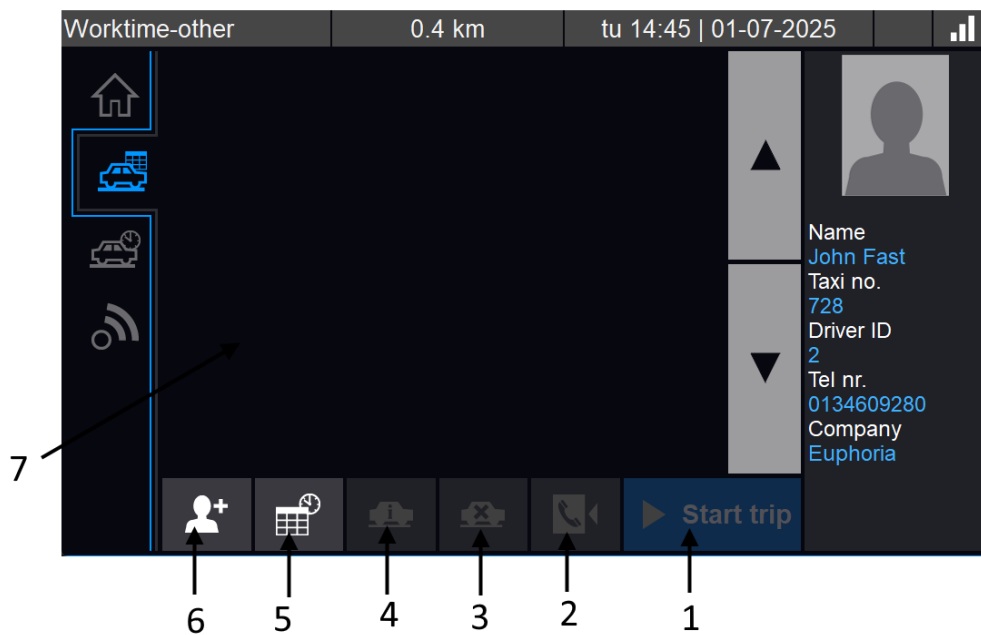
To exit the menu press [2].

3. Activities

The Activities tab consists of the following elements:

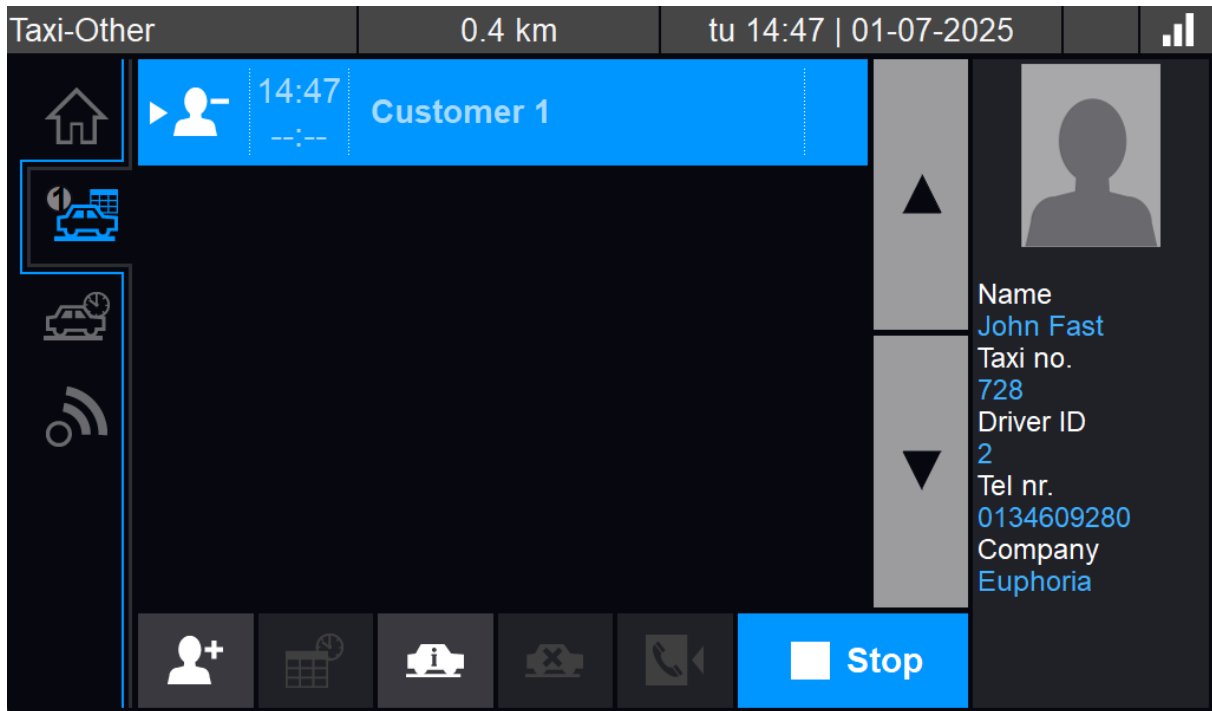
1. Start / stop trip button
2. Call button
3. Cancel trip button
4. Activity information button
5. Start activity button
6. Start trip activity button

When no activity or trip is started the screen is as follows:



Activity tab inactive

When an activity is active the screen is as follows:



Activity tab active

On this screen activities can be started, inspected and stopped. It is possible to start a trip without taximeter as well. The following actions can be performed:

1. Press [1] to start or stop the selected activity
2. Press [4] to open the trip details menu
 - This button is only enabled with a trip selected
3. Press [5] to start an activity
4. Press [6] to start a trip without taximeter

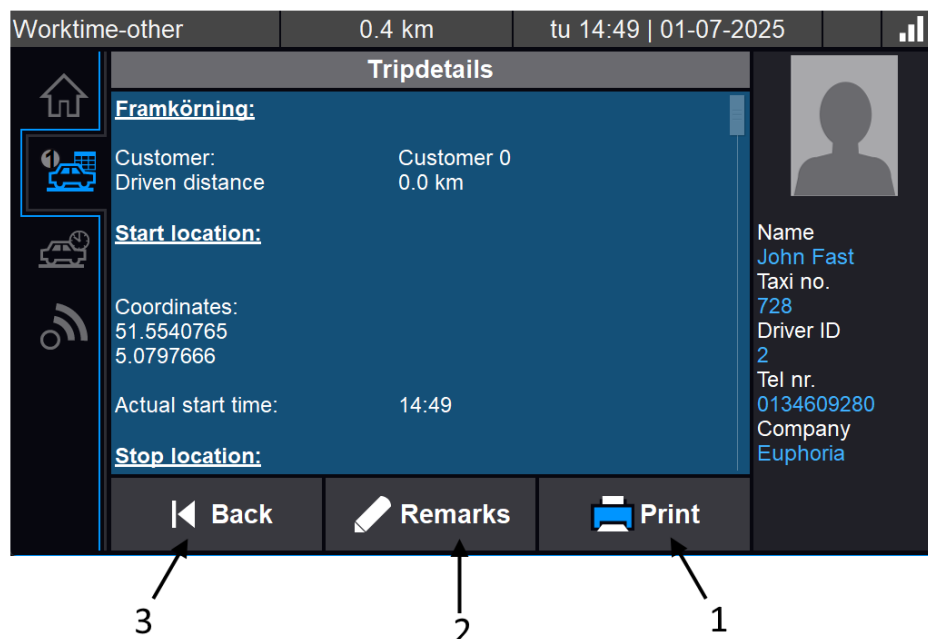
3.1 Starting and stopping activities

Received activities are shown in the activity tab. Press [1] to start the selected activity. Once started, the start button will change to the stop button.

1. Press [1] to stop the activity
2. If the activity is a paid activity, press [Ok]
 - Press [No] to exit the menu
3. The payment menu will be shown

3.2 Trip details

The trip detail menu is as shown:



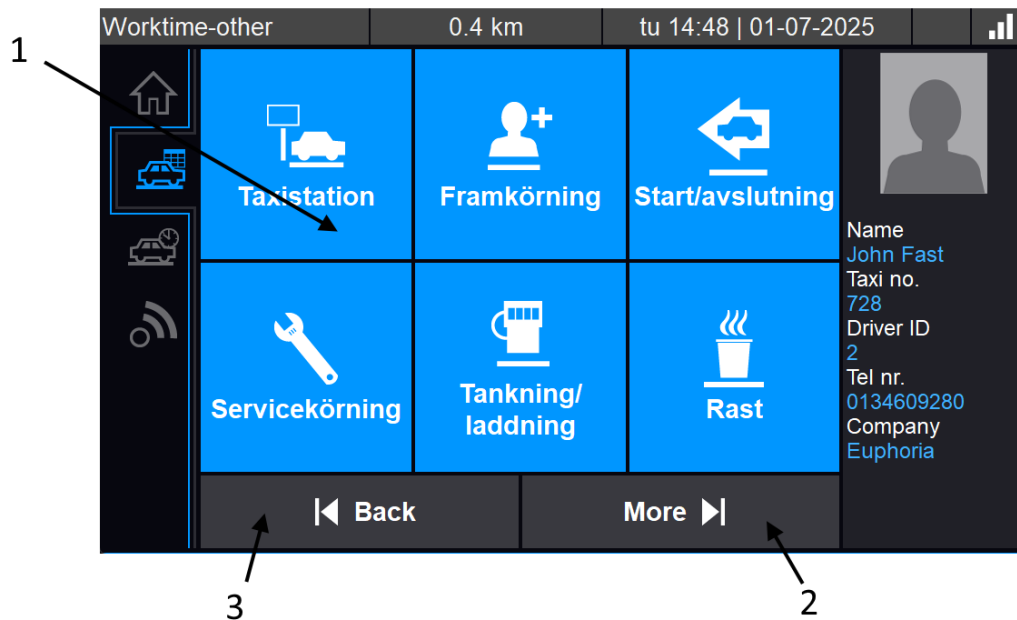
Trip detail menu

The following actions can be performed:

1. Press [1] to print the activity information
2. Press [2] to add a remark
3. Press [3] to exit the menu

3.3 Starting an activity

The start activity menu is as shown:



Start activity menu

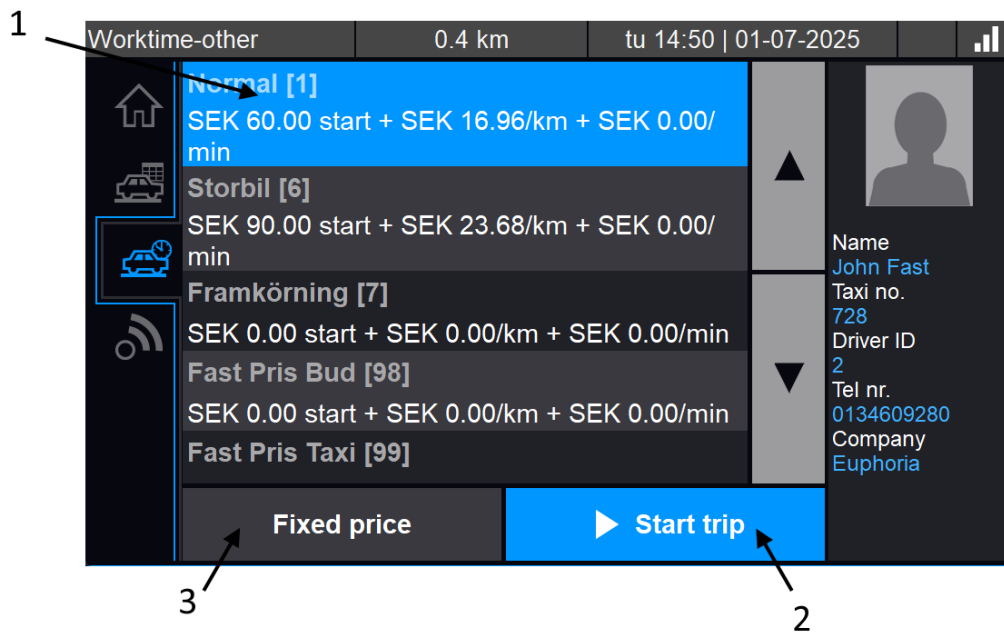
The following actions can be performed:

1. Press the desired activity from the quick activity list [1] to start the activity
2. Press [2] to view all activities
 - Select an activity and press [**Ok**] to start it
3. Press [3] to exit the menu

4. Taximeter

The taximeter tab is used to start taximeter trips, and to view information about the current taximeter trip.

When there is no active trip, the taximeter tab is as shown:

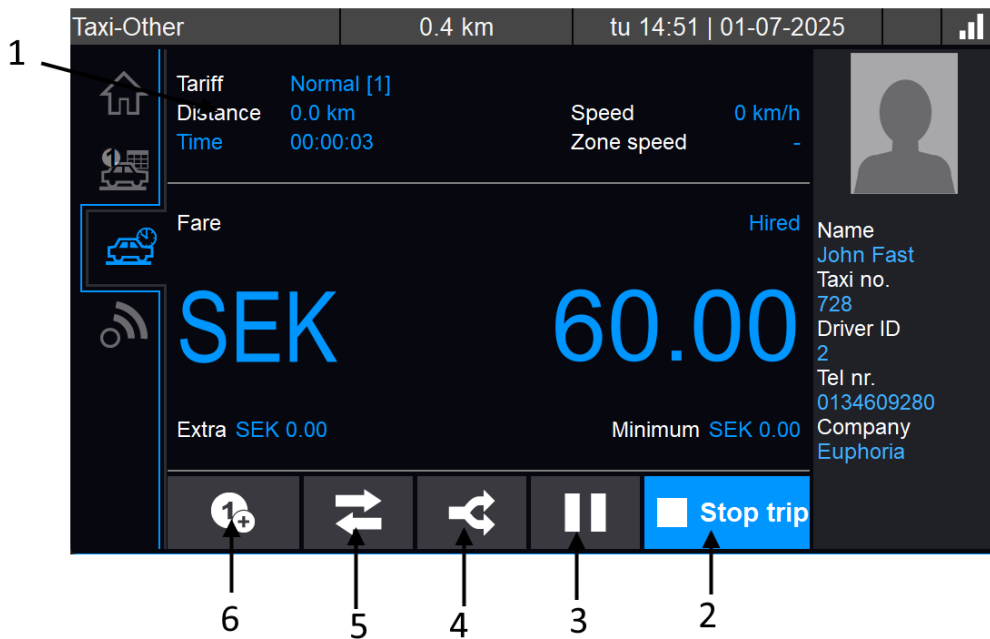


Taximeter tab inactive

The following actions can be performed:

- Press [2] to start the selected tariff from the tariff list [1]
- Press [3] to start a fixed price trip

When a trip is started, the taximeter tab is as shown:



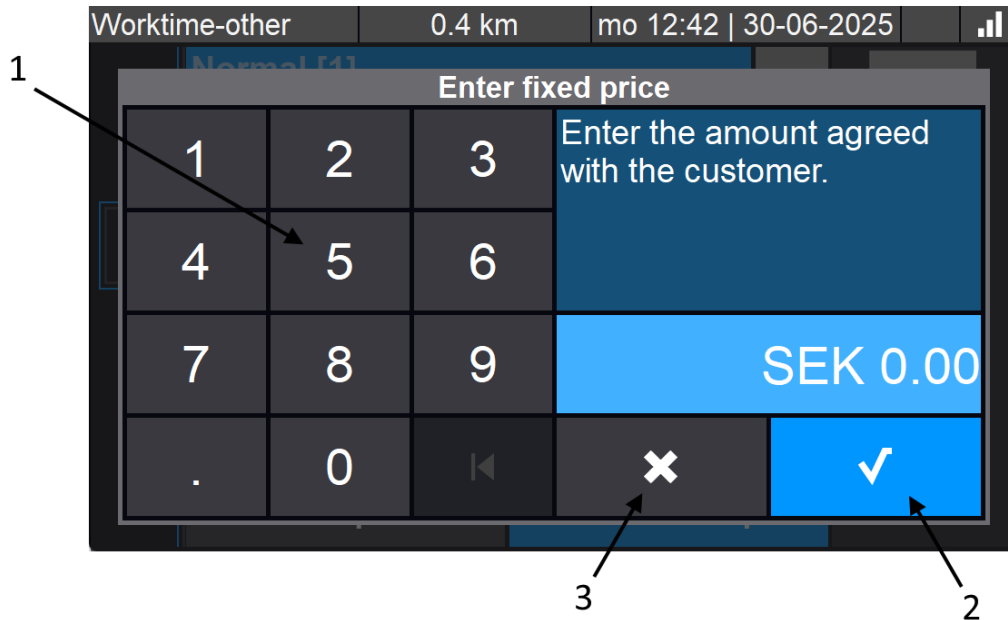
Taximeter tab active

Here information about the current trip is shown on the main display [1]. The following actions can be performed:

- Press [2] to stop the current trip
- Press [3] to pause / resume the current trip
- Press [4] to split the current trip
- Press [5] to change the tariff
- Press [6] to add surcharges

4.1 Starting a fixed price trip

When starting a fixed price trip the following menu is shown:



Fixed price menu

1. Enter the price using the number keyboard [**1**]
2. Press [**2**] start the trip
3. Press [**3**] to exit the menu

4.2 Stopping an active trip

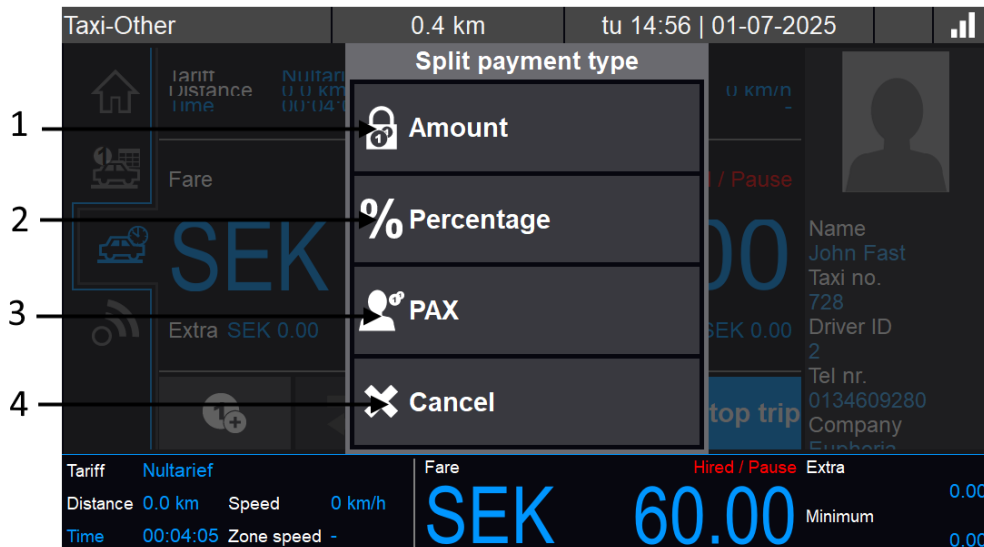
After pressing the stop trip button, a confirmation menu will be shown

- Press [**Yes**] to confirm stopping the trip
- Press [**No**] to exit the menu

Once confirmed, the payment menu will be shown.

4.3 Splitting trips

When in an active trip with multiple passengers and only some of them want stop their trip. It is possible to use the split trip function. After pressing the split trip button, the following popup will be shown:



Split trip popup

Here you can choose on how the fee is split. This can be done by:

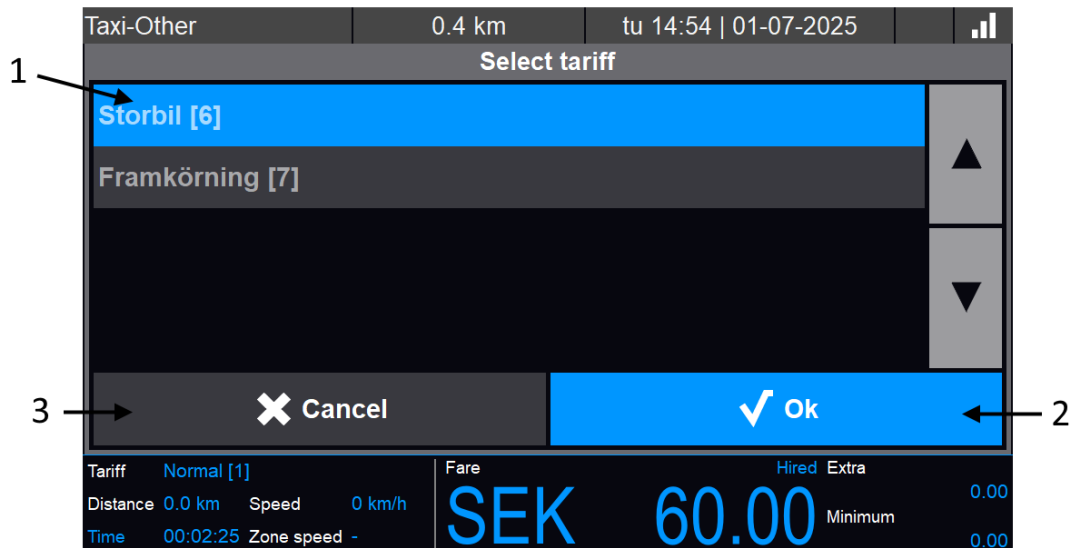
1. Amount. A flat amount will be deducted from the total fee
2. Percentage. Split the fee by a percentage
3. PAX, Split the fee evenly over the amount of passengers

After selecting the splitting method, the payment menu will be shown.

Note: When splitting a trip the current trip will be paused. After the customer has paid the trip must be resumed by pressing the pause / resume button.

4.4 Changing active tariff

The active tariff can be changed while in an active trip. This can be done from the change tariff menu. This menu is as shown:



Change tariff menu

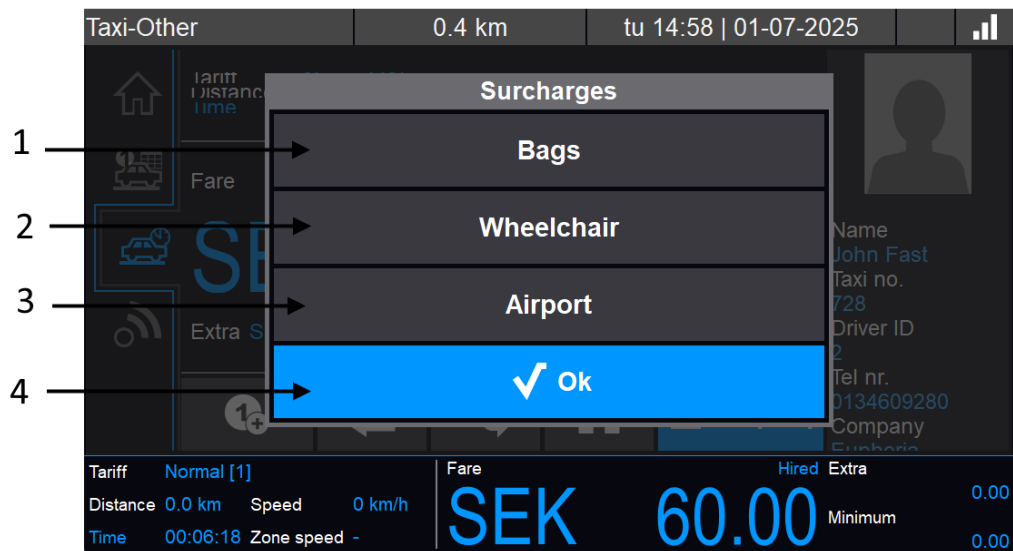
To change the tariff:

1. Select the desired tariff from the tariff list [1]
2. Press [2] to confirm the selection
3. Press [3] to exit the menu

Keep in mind the tariff can only be changed **while the tariff is not paused**.

4.5 Adding surcharges

Surcharges can be added in the [Payment menu](#) or in the taximeter tab by pressing the add surcharge button. When adding surcharges with the add surcharge button, the following popup is shown:



Add surcharge popup

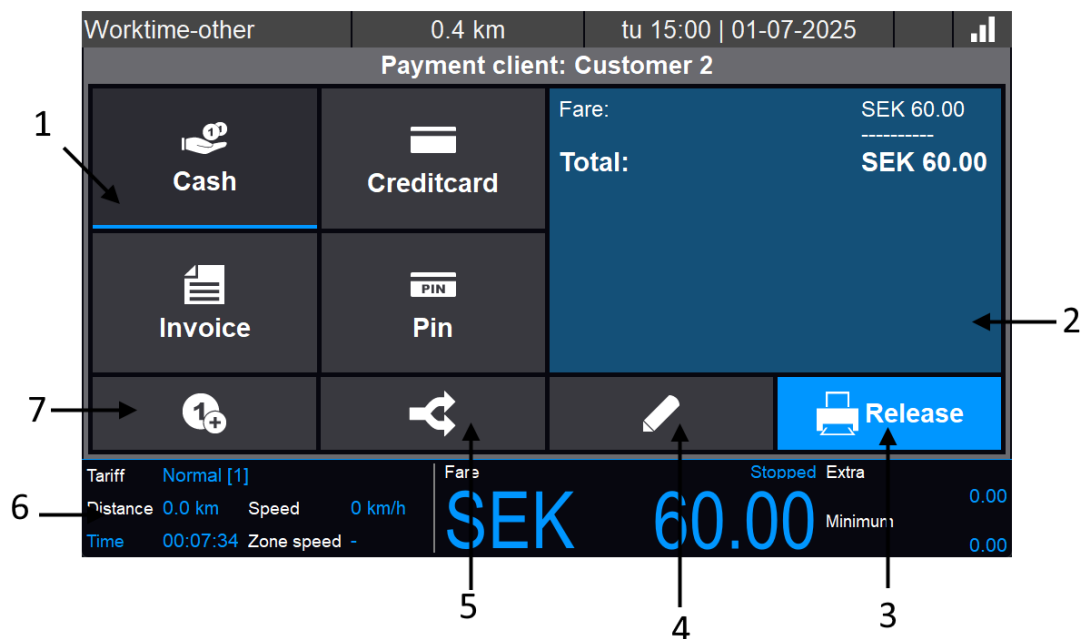
To add a surcharge:

1. Select desired surcharges from the list
 - Multiple surcharges can be selected. Added surcharges are highlighted [2].
2. Press [3] to confirm the selection

5. Payment menu

The payment menu is shown when finishing a trip. The menu consists of the following elements:

1. Payment method selection
2. Fee tally
3. Complete payment button
4. Remarks button
5. Split payment button
6. Taximeter information menu
7. Select surcharges button



Payment menu

The following actions are available:

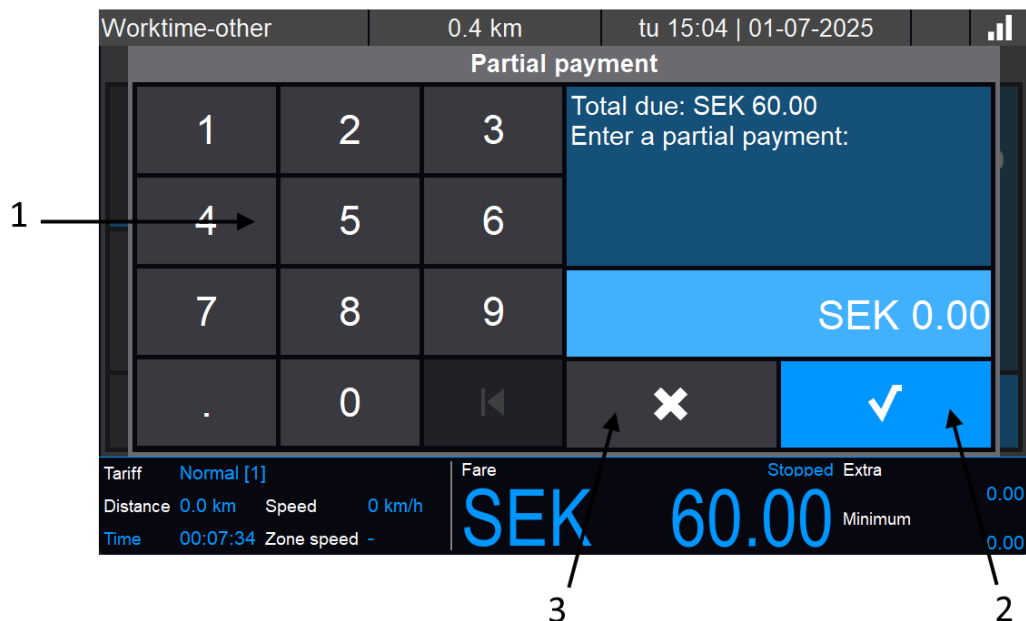
- Select the payment method from [1]
- Press [3] to complete the payment
- Press [4] to add a remark to the payment
 - This remark will be shown on the receipt
- Press [5] to split the payment
- Press [6] to edit surcharges

5.1 Completing payments

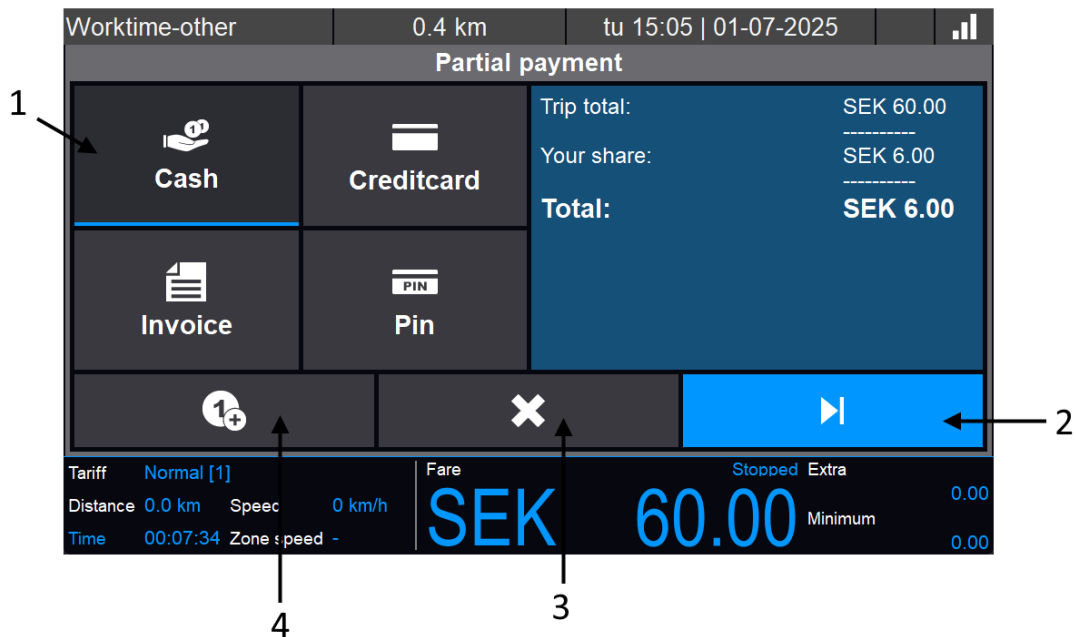
To finish a transaction, press the release button. To print the receipt, press [Ok].

5.2 Splitting payments

When customers need separate bills, use the split payment function. This will allow the customer to pay for a specific amount of the total amount. The split payment menu is as shown:



Split payment menu



Split payment options menu

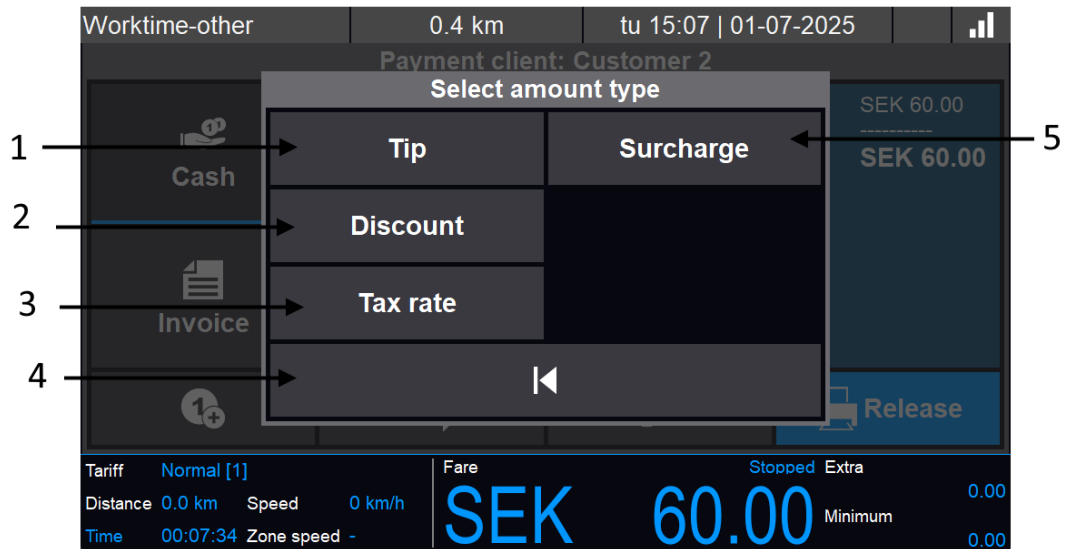
To split the payment for one person:

1. Enter the desired amount to pay with the number keyboard [**1**]
2. Press [**2**] to confirm the amount
 - Press [**3**] to exit the menu
3. The partial payment menu will open (see menu 2)
4. Select the desired payment option from the menu [**1**]
5. Press [**4**] to edit specific surcharges
6. Press [**2**] to confirm the payment
7. Press [**Yes**] to print the receipt
8. Press [**Yes**] to print the duplicate receipt
9. You will return to the payment menu with the set amount deducted from the total payment

This action can be repeated if more customers want to pay separately.

5.3 Editing payment details

From the extra menu it is possible to add surcharges, tips, discount or set the tax rate. The menu is as shown:

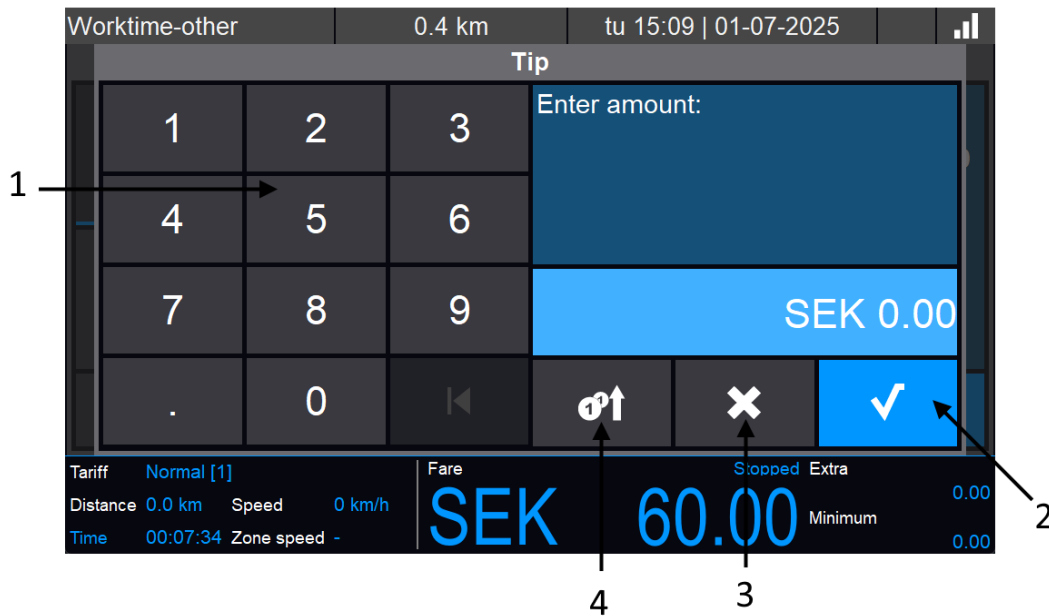


From this menu the following actions are available:

- Press [1] to add a tip
- Press [2] to add a discount
- Press [3] to set the tax rate
- Press [4] to exit the menu
- Press [5] to set other surcharges

5.3.1. Adding tips

The tip menu is as shown:



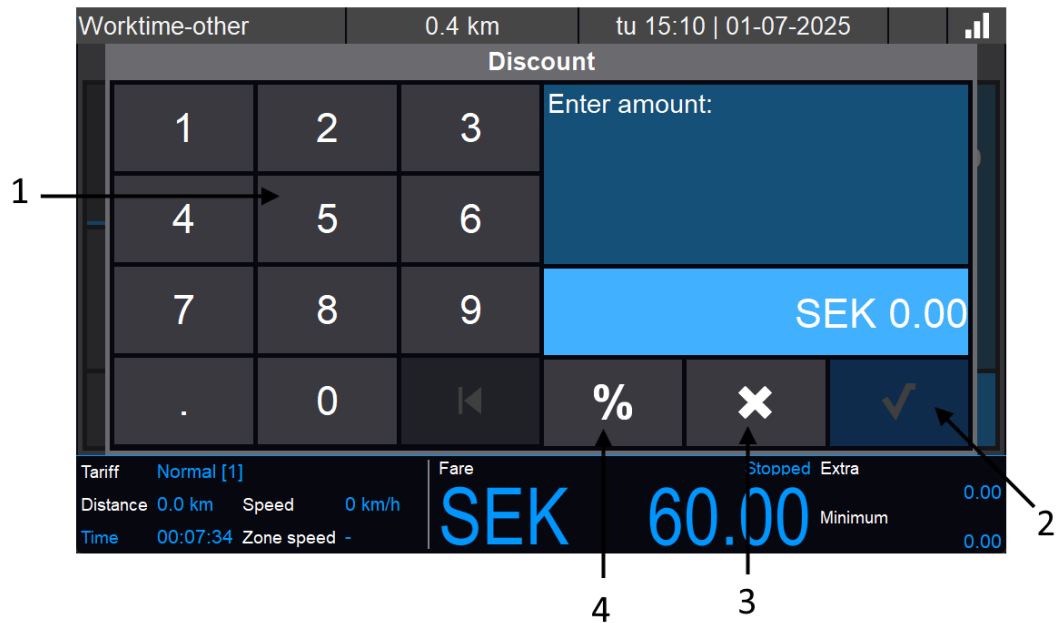
Tip menu

To add a tip:

1. Select to add an amount or to set the total amount
 - The default setting will add the entered amount to the total as a tip
 - Press [4] to set the total amount to be paid. The tip will be calculated automatically
2. Enter the tip amount with the number keyboard [1]
3. Confirm adding the tip with [2]
 - Press [3] to exit the menu
4. The tip will be added to the total amount

5.3.2. Adding discounts

The discount menu is as shown:



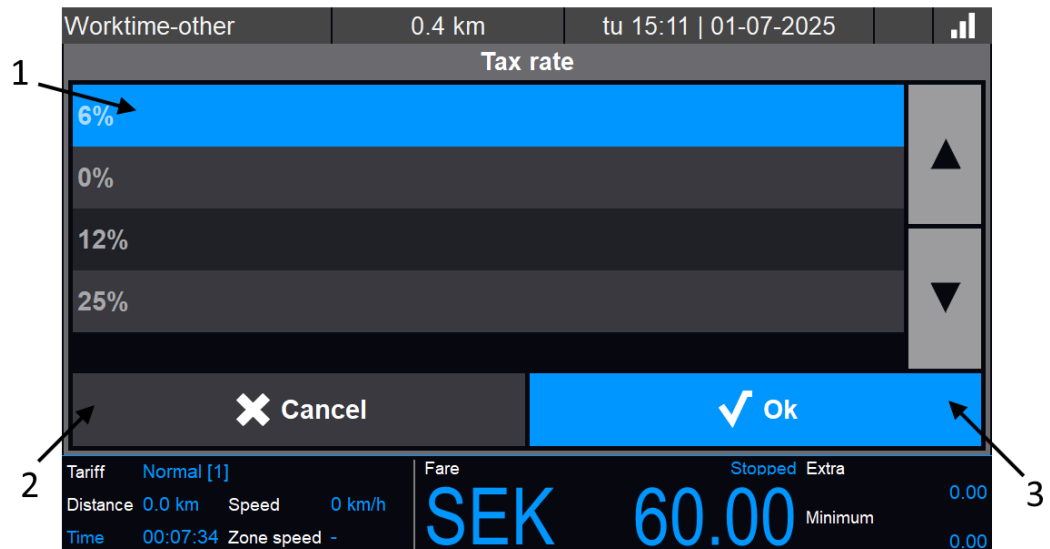
Discount menu

To add a discount:

1. Select to add an amount or to set the total amount
 - The default setting will deduct a flat amount from the total fee
 - Pressing [4] will allow you to enter the discount as a percentage of the total fee
2. Enter the discount with the number keyboard [1]
3. Confirm the discount with [2]
 - Press [3] to exit the menu
4. The discount will be deducted from the total fee

5.3.3. Setting tax rate

The tax menu is as shown:



Tax menu

To set the taxes:

1. Select the desired tax rate from the list [1]
2. Press [2] to confirm the tax rate
 - Press [2] to exit the menu
3. The tax will be added