

Device Installation Reporting User Guide



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About Us

Transport Certification Australia (TCA) is a centre of excellence within Austroads that ensures telematics and other vehicle technologies meet high standards of trust and performance. TCA helps transport agencies across Australia and New Zealand collect reliable, secure data from vehicles—supporting better decision-making, safer roads, and more efficient networks. It also provides trusted data and analytical services that empower government and industry to deliver smarter transport outcomes.

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Introduction

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Welcome






Welcome to the user guide for the Device Installation Reporting service of the Telematics Analytics Platform (TAP). This guide will help you perform tasks related to these services and understand important elements of the screens you will use.

What is the Telematics Analytics Platform?

TAP is a secure portal that allows authorised users to access data, analysis and map-based reporting for telematics applications of the National Telematics Framework.

TAP comprises various services that support the use of telematics within the National Telematics Framework, as shown in Table 1.

Table 1: TAP Services

Service		Allows users to
Road Analytics		<ul style="list-style-type: none">• View and filter dashboards of telematics data of vehicle use on road networks• Extract telematics data of vehicle use on road networks.
Enrolment Reporting		<ul style="list-style-type: none">• Access statistics and reports about the number of enrolments in each scheme and application by jurisdiction, including unique vehicles, enrolments and number of operators.• Access identifiable reports of vehicle participation in schemes, where the user is authorised to access the data to ensure compliance with conditions of access and other legal instruments.
Help Desk		<ul style="list-style-type: none">• View and modify helpdesk records related to usage of telematics applications• Create helpdesk records related to usage of telematics applications• Monitor progress towards their resolution.
Malfunction Management		<ul style="list-style-type: none">• View and modify records of malfunctions or possible tampers of devices or systems used to support telematics applications• Create new records of malfunctions or possible tampers of devices or systems used to support telematics applications• Monitor progress towards their resolution.
Device Installation Reporting		<ul style="list-style-type: none">• View, edit, create and update information about the installation of Smart OBM devices in heavy vehicle units.

Related Documents

The following documents are referred to in this document:

- *Accessing the Telematics Analytics Platform.*

Comments and Feedback

TCA welcomes your feedback on improvements to future editions of this document. Please send any documentation-related comments and suggestions via the [Contact form](#) on TCA's website.

Further Information

For further information regarding the use of other TAP services, such as Road Analytics, Malfunction Management, Help Desk or Enrolment Reporting please contact us at support@tca.gov.au.

Getting Started

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This section provides information on the following:

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Logging In

To set up your account and log into TAP for the first time, refer to *Accessing the Telematics Analytics Platform*. The guide is available on the TCA website and includes information on how to best view and experience this portal.

To log in again after you have logged out, navigate to <https://tap.tca.gov.au/tcaportal/login> and click **Click here to log in**.

If you fail to log in after 10 attempts, you will be locked out of TAP. If you cannot log in, or if you think you may be locked out, please email support@tca.gov.au.

Logging Out

To log out of TAP, click **Logout** at the top right of any TAP screen that is open.

Your session will time out after 30 minutes of inactivity using this service. If this happens, log in again to start a new session.

User Permissions

When you have been approved as a TAP user, an administrator at TCA will give you access to applicable TAP services in accordance with your completed application form.

If you would like to access a TAP service other than those you currently have access to, please fill up the TAP Application form, available on <https://urm.tca.gov.au/enrolment>.

Certain screens may display minor differences in function and the results displayed, depending on the user type. The guide will note any of these differences where they occur.

Changing Your Method of Two-Factor Authentication

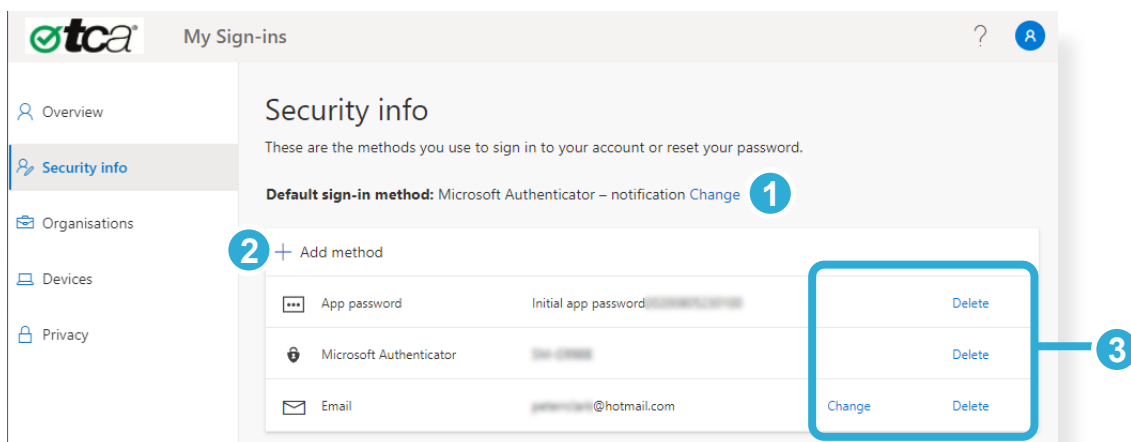
You will set your method of two-factor authentication when you set up an account and log in for the first time. For example, if you selected **Authentication phone** for two-factor authentication, you may have selected the method **Send me a code by text message** or **Call me**.

You can change your method of two-factor authentication at any time.

To change your method of two-factor authentication:

1. Navigate to the Microsoft My Sign-ins screen: <https://mysignins.microsoft.com/security-info>. The My Sign-ins screen appears.
2. On the left pane of the My Sign-ins screen, click **Security info**. The My Sign-Ins—Security info screen appears, as shown in Figure 1, showing the default sign-in method you had chosen.

Figure 1: My Sign-Ins—Security Info Screen

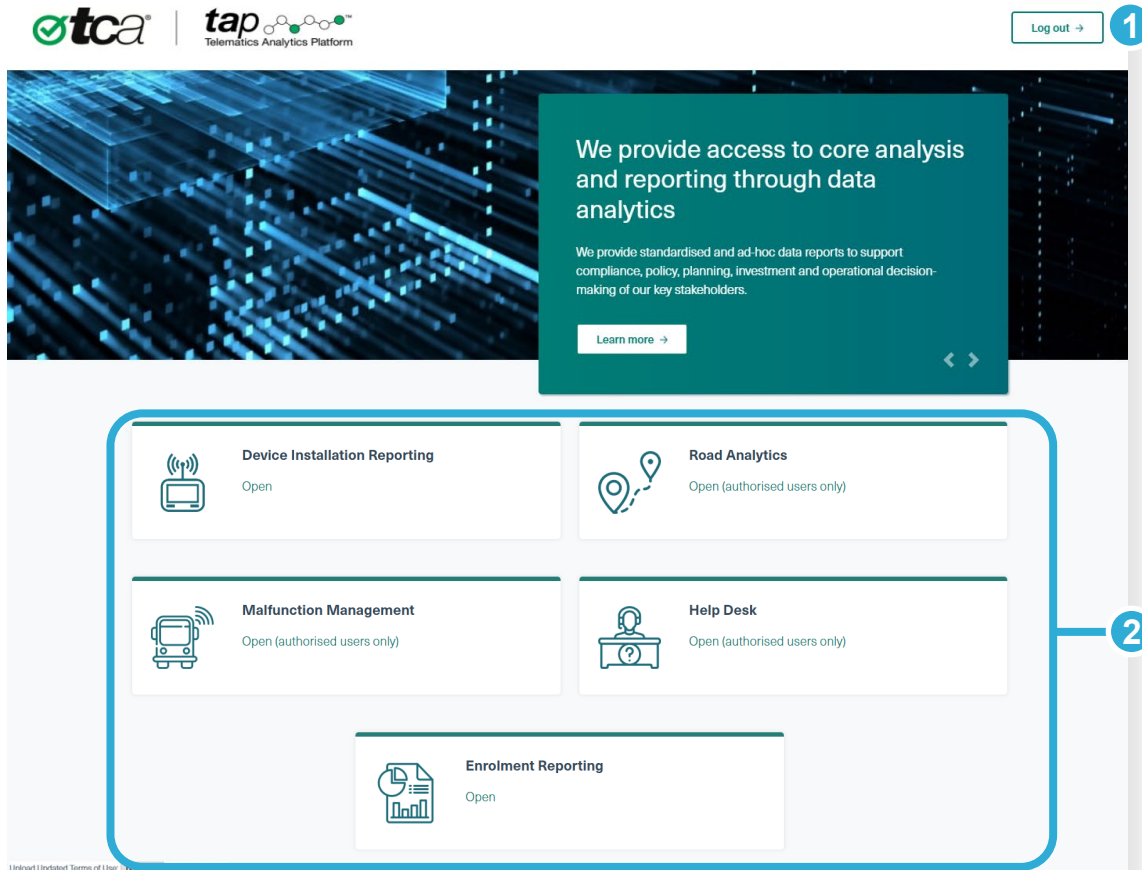


- 1 The **Change** link after the default sign-in method allows you to change the default sign-in method.
- 2 The **Add Method Plus Sign** link allows you to add a new two-factor authentication method.
- 3 The **Change** and **Delete** links after previously set methods allow you to modify or delete previously set two-factor authentication methods.

TAP Landing Page

The TAP Landing Page is the first screen you will see when you have logged in to TAP. The main elements of this screen are shown in Figure 2.

Figure 2: TAP Landing Page



- 1 The **Log out** button logs you out of TAP.
- 2 The area at the bottom of the screen allows you to open a TAP service, depending on your user access settings.
To open a TAP service, click the green hyperlink beneath a service name.

Device Installation Reporting

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This section provides information on the following:

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About Device Installation Reporting

The Device Installation Reporting service allows you to view, edit, create and update information about the installation or de-installation of Smart OBM devices in heavy vehicle units.

This information is in the form of device installation records, each of which describes the installation of one Smart OBM device in one vehicle over a defined period of time.

Where a single heavy vehicle unit has different Smart OBM devices installed over time, separate device installation records are required for each device.

A device installation record is created when the device is installed in the heavy vehicle unit, or at least when first known to be installed in the heavy vehicle unit. The record is then edited when any entered information changes, including when the device is de-installed.

Device installation records are not deleted.

Information captured for the Smart OBM device includes the OBM system supplier, device type (typically Mass Sensor Unit (MSU)), device model, device ID, and number of channels (e.g. mass sensor inputs).

Note: The device ID should be entered exactly as configured within the OBM system hardware. The entered device ID should not include any suffix added by downstream telematics devices or back-office systems.

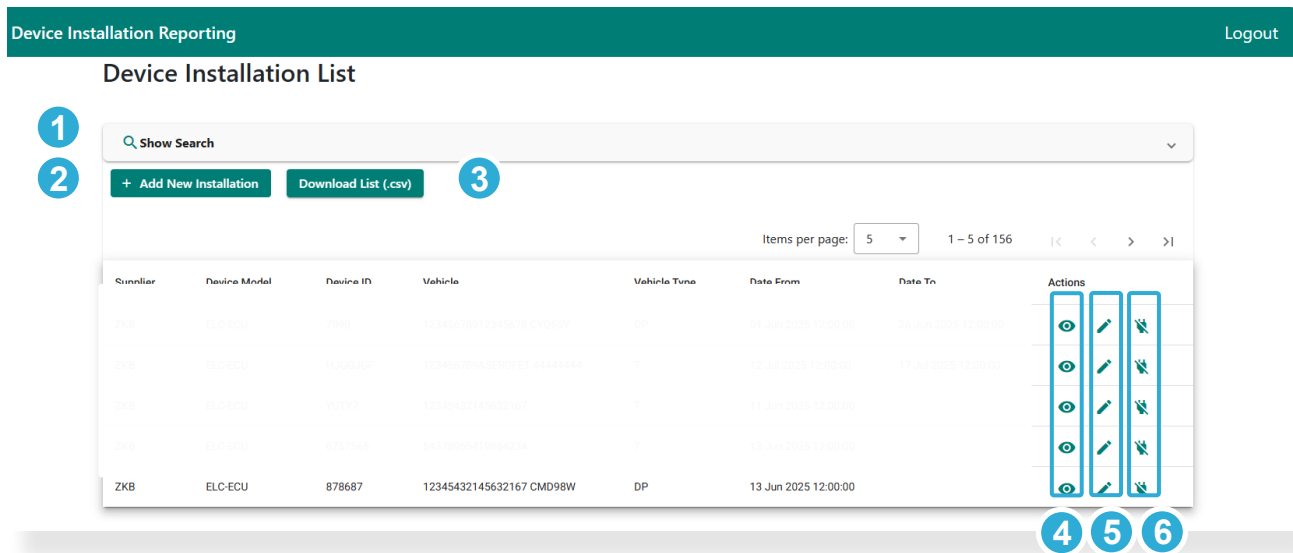
Information captured for the heavy vehicle unit includes the vehicle identity (e.g. VIN, non-VIN identifier, registration number), vehicle type (e.g. prime mover, semi-trailer, dolly trailer), and whether the heavy vehicle unit is a PBS vehicle.

Each device installation record also captures the axle group(s) of the heavy vehicle unit on which the device is installed. Axle groups are captured by their relative position on the individual vehicle (e.g. prime mover, semi-trailer), with the forward most axle group numbered 1. For example, a single-channel MSU installed on a semi-trailer would have its installation location recorded as '1', and a two-channel MSU installed on both axle groups of a dog trailer would have its installation location recorded as '1,2'.

Device Installation List Screen

The **Device Installation List** screen is the first screen you see when opening the Device Installation Reporting service. It displays, in a tabular format, the list of device installation records associated to your organisation of all as shown in Figure 3.


Figure 3: Device Installation List Screen



- 1 The **Show Search** area allows you to search for a device based on a search criteria (see [Searching for a Device Installation Record](#)).
- 2 The **Add New Installation** button allows users to create a new device installation record (see [Adding a New Device Installation Record](#)).
- 3 The **Download List** button allows you to download the list of device installation records in .CSV format.
- 4 The **View** buttons allows you to view all device installation records associated with your organisation
- 5 The **Edit** buttons allows you to modify a device installation record
- 6 The **Device De-Installation** buttons allows you to add the date the device was de-installed (or otherwise no longer known to be installed in the vehicle)

Searching for a Device Installation Record

The **Show Search** area allows you to search for any device record that has been added to the Device Installation Reporting associated to your organisation.

You can open this screen by clicking  on the Device Installation List screen.

The Search box will expand, and you can use any of the following filters to help narrow your search:

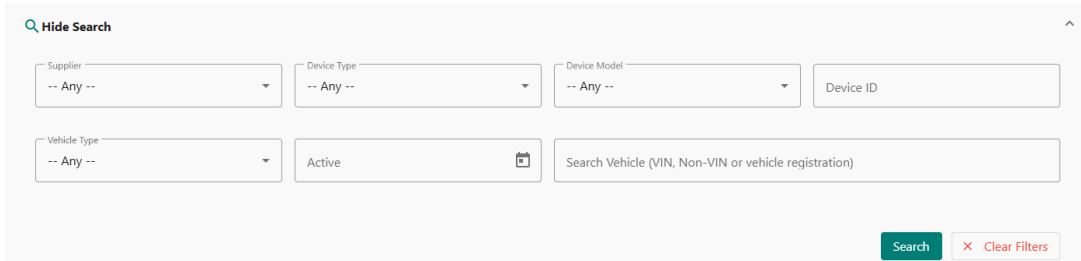
- Supplier
- Device Type
- Device Model
- Device ID
- Vehicle Type
- Active Date
- VIN, Non-VIN or Vehicle Registration.

The **Search** button  allows you to initiate the search.

The **Clear Filters** button  will clear all the filters that have been applied.

To search for a device record:

1. From the **Device Installation List** screen, click **Show Search**.
The Search box is expanded.
2. Using the filters on the screen, select parameters to help narrow down your search.



The image shows the expanded search interface. At the top left is a 'Hide Search' link with a magnifying glass icon. Below it are several filter sections: 'Supplier' with a dropdown menu showing '-- Any --', 'Device Type' with a dropdown menu showing '-- Any --', 'Device Model' with a dropdown menu showing '-- Any --', and 'Device ID' with a text input field. Below these are 'Vehicle Type' with a dropdown menu showing '-- Any --', 'Active' with a checkbox and a calendar icon, and a large text input field labeled 'Search Vehicle (VIN, Non-VIN or vehicle registration)'. At the bottom right are two buttons: a green 'Search' button and a red 'Clear Filters' button with a red 'X' icon.

3. Click the **Search** button . A list of results is displayed.

Viewing a Device Installation Record

You can view a device installation record from the **Device Installation List** screen.

To view a record:


1. In the table of all device installation records, click the view icon  that contains the record you wish to view.
2. A new page will load with all the details of this selected device installation record. The information in the view page is not editable.

Figure 4 shows an example of a record view.

Figure 4: View Device Installation Screen

Device Installation Reporting

Logout

View Device Installation 7890

Supplier*

Device Type*

Device Model*

7890

Device Channel Count*

1

Device Location

1

12345678912345678

Non-VIN Identifier

CYQ65Y

Vehicle Registration State

NSW

Vehicle Type*

☐ PBS Vehicle

Date From*

6/1/2025

Date To

6/26/2025

Comment

Bypassing warnings

* Fields marked with an asterisk are required.

Cancel

Adding a Device Installation Record

The **Add Device Installation** screen allows you to create a new device installation record.

To create a new Device Installation record:

- + Add New Installation
1. Open the **Add Device Installation** screen by clicking the button.
 2. Complete all mandatory fields and, if necessary, add information to non-mandatory fields.
 - a. Supplier
 - b. Device Type
 - c. Device Model
 - d. Device ID
 - e. Device Channel Count
 - f. Device Location
 - g. VIN or Non-VIN Identifier
 - h. Vehicle Registration Number and Vehicle Registration State
 - i. Vehicle Type
 - j. PBS Vehicle checkbox
 - k. Date From
 - l. Date To
 - m. Comment
 3. Click

Save

 to save the record. This button is only activated once all mandatory fields have been completed.

Figure 5 shows the **Add Device Installation** screen.

Figure 5: Add Device Installation Screen

Device Installation Reporting

Logout

Add Device Installation

Supplier*
-- Select Supplier --

Device Type*
-- Select Device Type --

Device Model*
-- Select Device Model --

Device ID*

Device Channel Count*
1

Device Location

Vehicle Identification Number (VIN)

Non-VIN Identifier

Vehicle Registration Number

Vehicle Registration State*
-- Select Vehicle Registration State --

Vehicle Type*
-- Select Vehicle Type --

☐ PBS Vehicle

Date From*

Date To

Comment

* Fields marked with an asterisk are required.

Save

Cancel

Modifying a Device Installation Record

You can edit a device installation record from the **Device Installation List** screen.

To edit a record:



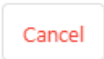
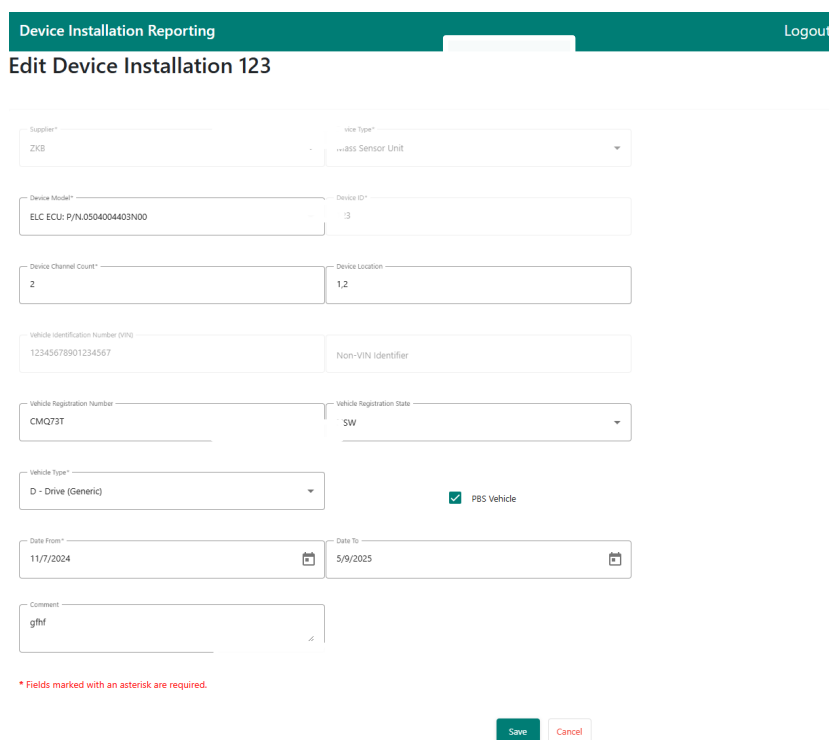
1. In the **Device Installation List** Screen, click the edit icon  next to the record you wish to edit.
2. A new page will load with all the details of this selected device installation record.
3. Here, you can only edit the below fields:
 - a. Device Model
 - b. Device Channel Count
 - c. Device Location
 - d. Vehicle Registration number
 - e. Vehicle Registration State
 - f. Vehicle Type
 - g. PBS Vehicle checkbox
 - h. Date From
 - i. Date To
 - j. Comment
4. Click **Save**  to save the modified record. This button is only activated once all mandatory fields have been completed.
5. If you click the **Cancel** button , the record will reset to the last saved state and you'll be re-directed to the **Device Installation List** screen.

Figure 6 shows an example of the **Edit Device Installation** screen.

Figure 6: Edit Device Installation Screen



The screenshot displays the 'Edit Device Installation' screen within the 'Device Installation Reporting' application. The header bar is teal with 'Device Installation Reporting' on the left and 'Logout' on the right. Below the header, the title 'Edit Device Installation 123' is shown. The form contains several input fields and checkboxes:


- Supplier***: Text field with 'ZKB'.
- Device Type***: Dropdown menu with '...ass Sensor Unit'.
- Device Model***: Text field with 'ELC ECU: P/N.0504004403N00'.
- Device ID***: Text field with '13'.
- Device Channel Count***: Text field with '2'.
- Device Location**: Text field with '1,2'.
- Vehicle Identification Number (VIN)**: Text field with '12345678901234567'.
- Non-VIN Identifier**: Text field (empty).
- Vehicle Registration Number**: Text field with 'CMQ73T'.
- Vehicle Registration State**: Dropdown menu with 'SW'.
- Vehicle Type***: Dropdown menu with 'D - Drive (Generic)'.
- PBS Vehicle**: Checked checkbox.
- Date From***: Date field with '11/7/2024'.
- Date To**: Date field with '5/9/2025'.
- Comment**: Text area with 'ghf'.

At the bottom, there is a red asterisk note: '* Fields marked with an asterisk are required.' and two buttons: 'Save' (green) and 'Cancel' (white with red border).

Ending a Device Installation Record

'Ending a device installation record' refers to setting the date from which it is no longer known that the device is installed in the vehicle. Typically, ending a device installation record will occur when the device is de-installed from the vehicle.

To end a device installation record:

1. In the **Device Installation List** Screen, click the Device De-Installation icon  next to the record you wish to end.
2. A pop up screen will appear.
Select the date the device was de-installed.

3. Click Save



End Device Installation - 123

Date To:*




Date To: is required

Cancel

Save

Downloading a list of Device Installation Records

The download a list of all Device Installation records:

1. Click the **Download List** button .
2. The list of all device installation records will be downloaded and stored in your Downloads folder.

A Acronyms and Definitions

Acronyms

CSV	comma-separated values
ECU	Electronic Control Unit
IAP	Intelligent Access Program
MSU	Mass Sensor Unit
NCR	Non-Compliance Report
NTF	National Telematics Framework
OBM	On-Board Mass
PBS	Performance Based Standards
RIM	Road Infrastructure Management
TAP	Telematics Analytics Platform
TMA	Telematics Monitoring Application
VIN	Vehicle Identification Number

Definitions

Application Service Provider (ASP)	A service provider that has been certified or approved by TCA as meeting the requirements of one of more applications.
Authority	An entity, associated with a jurisdiction, responsible for the administration of one or more NTF applications. An Authority may appoint an administrator to perform its functions. See also: jurisdiction. Note: The functions associated with an Authority may involve a road authority or regulator, or both, as applicable to the scheme.
Date from	The date that the device was installed in the vehicle
Date to	The date that the device was de-installed from the vehicle
Device ID	Identifier of a device, unique to a supplier, that identifies the device and the records generated by it.
Device model	Model of the device.
Heavy vehicle	For the purpose of this document, a 'heavy vehicle' is defined as a series of physically linked vehicle units, i.e. drive units or trailers.

Heavy vehicle unit	A drive unit or a trailer in a heavy vehicle.
Smart OBM	Smart On-Board Mass systems record axle mass weights as digital records. This data is securely transmitted to relevant road managers via certified Application Service Providers (ASPs), under the National Telematics Framework managed by Transport Certification Australia (TCA).
Smart OBM device	For the purpose of this document, a Smart On-Board Mass device is a category of Telematics device. See <i>Telematics device</i> .
Supplier	The organisation that provides the device.
Telematics device	The primary telematics unit which monitors parameters, which may include identity, datetime, location, speed, vehicle category or mass.
User interface	A generic term for any device or interface used by the Operator and/or its nominated representative to enter data into the telematics device.
Vehicle type	The specific category or classification of vehicles



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