

Fahrtenbuch

A log book documenting the periods with a vehicle routes and the reason for the trip. There are (distance traveled) and the purpose of travel registered place of departure, place of birth, driver, mileage at the beginning and end of the ride. It can be used for submission to the police, the tax office or in company.

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Understanding

A logbook is always retroactively created for a specific period of time. Select the vehicle you want and you get to the main menu of the logbook. At the beginning is created, no vehicle a logbook. Therefore, you must follow the vehicle selection to create a new log book first. Click on the button "New logbook for vehicle XY". If you have only one vehicle in your vehicle pool, this is automatically selected. A logbook can be carried out only up to the time of the last mileage synchronization.

Create a new logbook

In the first step you will see the last known milage value from the portal and the last date of odometer synchronization. You can now continue with a new synchronization ("adjust mileage") or continue without any milage setting ("continue without odometer synchronization"). If you want to continue without synchronization, you only able to go on, if the end date of the created logbook is before the last date of synchronization. If you continue with a synchronization, please enter the current odometer value of the vehicle, to synchronize the vehicle and the portal. Click on "adjust mileage". Please wait a moment, you will see a info, that the connection to vehicle will be evaluated and the synchronization is in progress. Immediately the box acknowleged the milage setting you are able to continue with step 2. This procedure can take a few minutes.

In the second step you have to select the timeframe for the logbook. To create a logbook for the month march for example you have to enter from 1.3.200 X to 31.3.200X. The ending date has to be at least one day in the past. Logbooks can only be created up to "yesterday". It's also possible to hide short stops which undecut a selected maximum stop duration. On the other hand you have the opportunity to hide trips with a driven distance of 0 km.

If all information are correct, the logbook will now be created and displayed.

Driver name

If there was a driver in the car authenticated at the moment of "ignition off", the name of the driver will be preallocated.

Trip type

Depending on the switch/ state that was sended, the trip type will be preallocated correspondingly.

Existing trip type states:

- private trip
- home trip
- officially
- (2 custom logbook trip types)

Priority is: private trip, home trip, 2custom logbook trip types and the rest is preallocated as officially trip!

For the purpose custom types in the PDF edition no sums are formed!

Edit a logbook

Please choice a vehicle in main view, to display all logbook parts of this vehicle. If you never create a logbook before, you have to do this first. Click on "edit logbook" to open an existing logbook.

The portal will check every logbook of errors as soon as you open it. Errors will be displayed by an message and the corrsesponding entries will appear in red colour.

A possible error is for example a difference between the end milage of a tript and the start milage of the next trip. In this case you have to adapt the milage manually. Another error occurs when the portal regognizes that the average velocity for a trip is below 5 kilmeter per hour. In this case it is in all probability that the vehicle submitted insufficient data and the logbook could not create a valid entry.

Which information can be edited?

- type of the trip
- driver
- purpose of the trip
- driving destination
- milage/odometer
- time/date

On the one hand you can edit a logbook directly by a click on the explicit value. On the other hand you press the edit button to switch the trip into the edit-mode. On edit-mode you could change all available input fields. Every change will be logged by the system. By any change you find a submenu "further actions" with the following points:

weitere Aktion	Beschreibung
add new drive	insert a new and empty drive between the current drive and the previous drive
connect with previous drive	merge the current drive with the previous drive to one single drive
administrate logbook states	switch to the administration dialog of logbook states(eg. officially, private, home,...)
new address book entry	add the current driving destination to address book. Therefore the new address will be detected automatically on the next logbooks
delete drive	delete the current drive
add new personell	Open a dialog to add a new personell. Please follow the instructions and insert a name and personell-key to generate a new one.

History of changes

Any change that is made in the logbook may be automatically logged. For more information please call with confidence to our office staff.

Export

To finish a logbook, click in the main view on the "export logbook" button. Please select a year of issue and take a choice of the different options. Generate the PDF on pressing the "create PDF" button. Furthermore, it is possible to export the logbook for internal use as Excel.

Logbook monitoring

The logbook monitoring gives a greaphically overview about the time period until last logbook entry. The length of a bar, means how much time the last logbook entry was ago.