

# Logbook Module



- Settings and Functions
- Calibrate Start KM
- Edit Logbook Entry

* [ ]	Start TS	End Tim...	Min.	S. KM	Dist. [km]	Start Address	Start Geofence	End Address	End Geofen
[ ]	06.05.2019 19:30	06.05.2019 19:33	3,	186846,094	2,328				
[ ]	06.05.2019 19:30	06.05.2019 19:30	0,	186846,063	0,031	Linzer Straße 61, 4840 Wagrain, AUT	GPS.at Zentrale		
[ ]	06.05.2019 19:27	06.05.2019 19:27	0,	186846,047	0,016	Linzer Straße 61, 4840 Wagrain, AUT	GPS.at Zentrale	Linzer Straße 61, 4840 Wagrain, AUT	GPS.at Zent
[ ]	06.05.2019 16:10	06.05.2019 16:38	27,	186808,656	37,391	Fronius Straße, 4642 Sattledt, AUT	Fronius	Linzer Straße 61, 4840 Wagrain, AUT	GPS.at Zent
[ ]	06.05.2019 12:18	06.05.2019 12:57	38,	186774,625	34,031	Linzer Straße 63, 4840 Wagrain, AUT	GPS.at Zentrale	Fronius Straße, 4642 Sattledt, AUT	Fronius
[ ]	06.05.2019 05:59	06.05.2019 08:45	165,	186527,953	246,672	Albersdorf 209, 8200 Albersdorf, AUT	Home-Office KLR	Linzer Straße 61, 4840 Wagrain, AUT	GPS.at Zent
[ ]	03.05.2019 17:39	03.05.2019 17:45	5,	186525,922	2,031	Albersdorf 361, 8200 Albersdorf, AUT	AL-Test	Albersdorf 209, 8200 Albersdorf, AUT	Home-Office
[ ]	03.05.2019 15:09	03.05.2019 15:15	6,	186523,628	2,094	Albersdorf 209, 8200 Albersdorf, AUT	Home-Office KLR	Albersdorf 209, 8200 Albersdorf, AUT	AL-Test
[ ]	02.05.2019 09:18	02.05.2019 09:41	22,	186523,250	0,578	Albersdorf 209, 8200 Albersdorf, AUT	Home-Office KLR	Albersdorf 209, 8200 Albersdorf, AUT	Home-Office
[ ]	02.05.2019 09:14	02.05.2019 09:17	2,	186523,250	0,000	Albersdorf 209, 8200 Albersdorf, AUT	Home-Office KLR	Albersdorf 209, 8200 Albersdorf, AUT	Home-Office
[ ]	02.05.2019 09:09	02.05.2019 09:13	4,	186523,250	0,000	Albersdorf 209, 8200 Albersdorf, AUT	Home-Office KLR	Albersdorf 209, 8200 Albersdorf, AUT	Home-Office
[ ]	29.04.2019	29.04.2019				Albersdorf 213, 8200 Albersdorf, AUT		Albersdorf 209, 8200 Albersdorf, AUT	

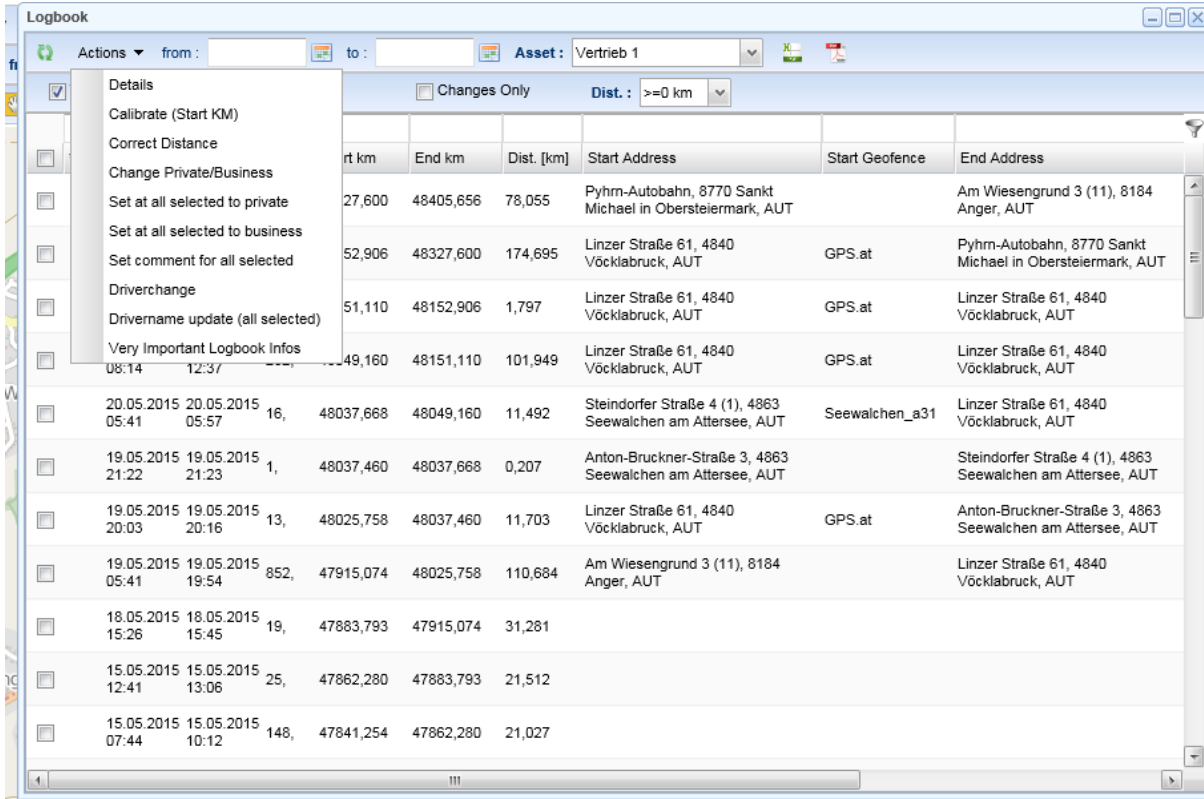
## Select your Asset

Select the vehicle that you want to edit the logbook for

Changes are only possible as administrator

You can edit the odometer (kilometre level), the distance of each trip, the private-business status and the comments and geofences.

## Settings and Functions



Functions and fields	Description
<b>Refresh-Symbol</b>	Refresh the table after changing a time selection You must click on "Refresh" to apply the changes
<b>Actions</b>	<ul style="list-style-type: none"> <li>• Details: open a logbook entry</li> <li>• Calibrate (Start KM): change the start odometer for the selected trip</li> <li>• Correct Distance: change the distance for the selected trip</li> <li>• Change private/business: change the private/business state of the trip</li> <li>• Set all selected trips to private: changes the trip status to private</li> <li>• Set all selected trips to business: change trip status to business</li> <li>• Set comment for all selected trips</li> <li>• Change the driver</li> <li>• Change driver name for all entries</li> </ul>
<b>From – To</b>	Select the right dates
	Add or change a geofence  If you add a new geofence, you will be asked if you want to generate a geofence automatically at this location.  If there are several geofences at the same location, you can select the right one from a list
<b>Excel / PDF</b>	Download the shown data
<b>Trips</b>	Show only trips
<b>Stops</b>	Show only stops
<b>Show private</b>	Shows private trips
<b>Changes only</b>	Shows changes with a * Symbol
<b>Dist. Filter</b>	Distance filter: choose trips with longer distances

## Calibrate Start KM

Attention! Changes with the KM can only have influence on future entries.

Always change older entries first, it is not possible that other way round.

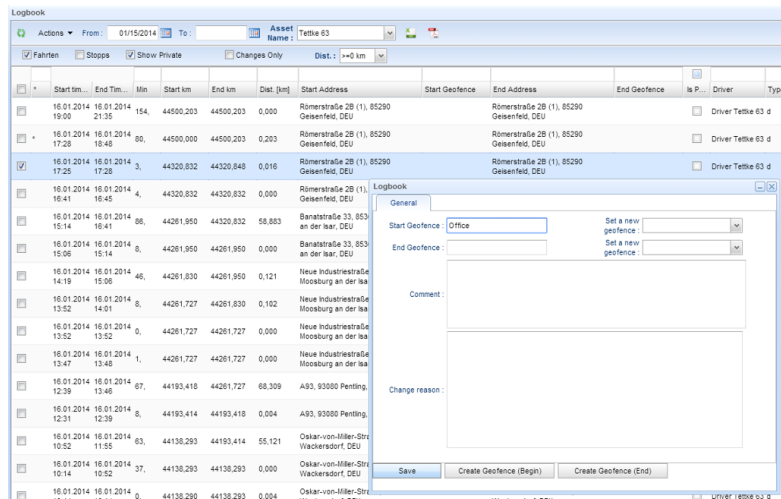
All changes are documented in the comment field of the logbook with the software user.

The screenshot shows the 'Logbook' interface for asset 'Tettike 63'. The main table lists trips with columns for Start time, End time, Min, Start km, End km, Dist. [km], Start Address, Start Geofence, End Address, and End Geofence. A 'Change KM' dialog box is open over the entry with Start km 44321 and End km 44320,848. The dialog contains the following information:

- Information:** Change the start km of the selected / latest record.
- Changes in the past:** Please note that you have to regenerate/print the reports if you change values in the past!
- Current Value [km]:** 44321
- New Value [km]:** 44500
- Change reason:** Demo
- Send change** button

Functions and fields	Description
<b>Checkbox before the entry</b>	Select the right trip where you know the odometer (at the start of the trip) and use Actions > Calibrate Start KM
<b>Calibrate (Start KM)</b>	Function in the menu
<b>Current Value (km)</b>	Current kilometre value (odometer) for that trip in the logbook
<b>New Value (km)</b>	New kilometre value (odometer) for that trip in the logbook
<b>Change reason</b>	Documentation of the change
<b>Send Change</b>	Save  Changes only have an effect on future entries. Always change prior entries first. If you change a kilometre value in May 2013, then you cannot do any changes before that date anymore. The other way round you can do a change in November 2012 before changing May 2013.

## Edit Logbook Entry



Functions and fields	Description
<b>Checkbox before the entry</b>	Select the right trip and use Actions > Details Or double-click on the entry
<b>Start Geofence</b>	Column next to the start address in the logbook
<b>End Geofence</b>	Column next to the end address in the logbook
<b>Create new Geofence</b>	To create a geofence at the location of the start or end address
<b>Set a new geofence</b>	Shows a list of geofences if the position is in more than one geofence areas
<b>Comment</b>	Enter a comment in the logbook