

Journey log User Guide

Welcome to the user guide for the Journey log! To open the Journey log, click on the corresponding tab or section in the application.

Driver/Common user: My finance > Journey log

Navigating the Journey log

When you open the Journey log, you will see the current month and a list of vehicles. To switch to a different month, use the arrows   located next to the month's name.

Filling out the Journey log

The Journey log allows you to record your journeys and related information. When filling out the Journey log in the application, it continuously saves your progress, so there is no need to click the Save button, which you will not find in this section.

Selecting a Vehicle

1. In the **My finance > Journey log** section, choose the vehicle for which you want to fill out the journey log. Click on the vehicle to access its journey log.
2. Before you start entering individual journeys for the first time, fill in the *initial odometer reading* at the beginning of the month. As you fill in the journeys and distances, the final reading will be automatically calculated for you. If you also enter the final reading, the application will show you the number of kilometers to be entered for that month.

Entering Journeys

1. On the desired day, select the type of journey (Business or Personal) and fill in the mandatory fields for that journey: from, to, distance in kilometers, initial and final odometer reading, travel time, break, and purpose (in the case of personal journeys, the last two fields are not necessary to fill out).
2. After filling in all the days in the month when the car was used, select **Sign** and then **Sign** again.

Handling Return Journeys

1. If you need to enter a return journey, locate in the **My finance > Journey log** section the corresponding vehicle
2. By clicking on a journey, you can view its details – select **Return Journey**.
3. All mandatory fields will be automatically filled, and the departure time will be adjusted by 1 hour after the arrival time.

Repeating Journeys

1. For repeated journeys, find the relevant vehicle and journey in the Journey log and click on it.
2. By clicking on a journey, you can view its details – select **Repeat Journey**.
3. In the displayed calendar, select the days when the journey was repeated and enter the **Repeat** option.

Editing and Deleting Journeys

1. To make changes or delete a journey, locate the vehicle and journey in the Journey log and click on it.
2. From there, you can edit the details or choose the **Delete** option.



If you have any further questions or need assistance, consult the help section or contact our support team.

Thank you for using the Journey log!

FAQ

I can't confirm the journey log. What can I do?

In the BETA version, it is possible to sign the journey log even without all the necessary information required by law. The only requirement is to provide information about the distance or odometer reading. When signing the journey log, you may receive a message stating that the journey log cannot be signed for some reason, or that some journeys are not complete according to government regulations. You can verify this information by clicking on the lightbulb icon that appears next to an incomplete journey. However, even if you don't fix the errors, you can still sign the journey log.