

# The administrator first steps

WEBDISPEČINK - User manual.

Version Number IV

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## 1. SET UP YOUR BUSINESS

**Settings/Company/Company.** Allows you to set the basic parameters for the application.

It is recommended to fill in the listed items:

- **Enter country and currency** – In case you are in Slovakia, do not forget to switch to Euro and the language to Slovak.
- **Travel order** – when moving in workplace, check the item Do not include diets when moving in the workplace and the item Travel expenses according to the legal standards of the Czech Republic – again, if you are in Slovakia, switch to Travel expenses according to the statutory standards of SK. This setting is used for the correct calculation of the basis of diets per driver – see point 12 Diets supporting documents.
- **Security** – password validity – the period after which the user will be prompted to change their current password. If zero is entered then the password is assumed to be unlimited.

Enter country and currency:	
Country	GB - Great Britain ▼
Language	English ▼
Currency	EUR ▼
Number of destinations	2 ▼

Travel order:
<input type="checkbox"/> Driver sleeps at home as default
<input checked="" type="checkbox"/> Do not count allowances when moving within workplace
<input checked="" type="checkbox"/> Travel allowances according to the legal standards of the Czech Republic
<input type="checkbox"/> Travel allowances according to the legal standards of the Slovak Republic
<input type="checkbox"/> UNI allowances - superadmin!

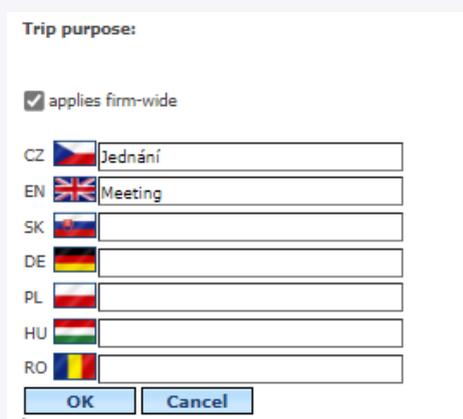
Security:	
Minimum password length	8
Validity of password (days)	0
<i>if you want your password to be permanently valid, enter 0 days.</i>	

## 2. DRIVING PURPOSES

**Settings/Lists/Trip purpose.** In this setting, the user can define the objectives of the rides that will be offered to him in the drop-down menu in the trip editing.



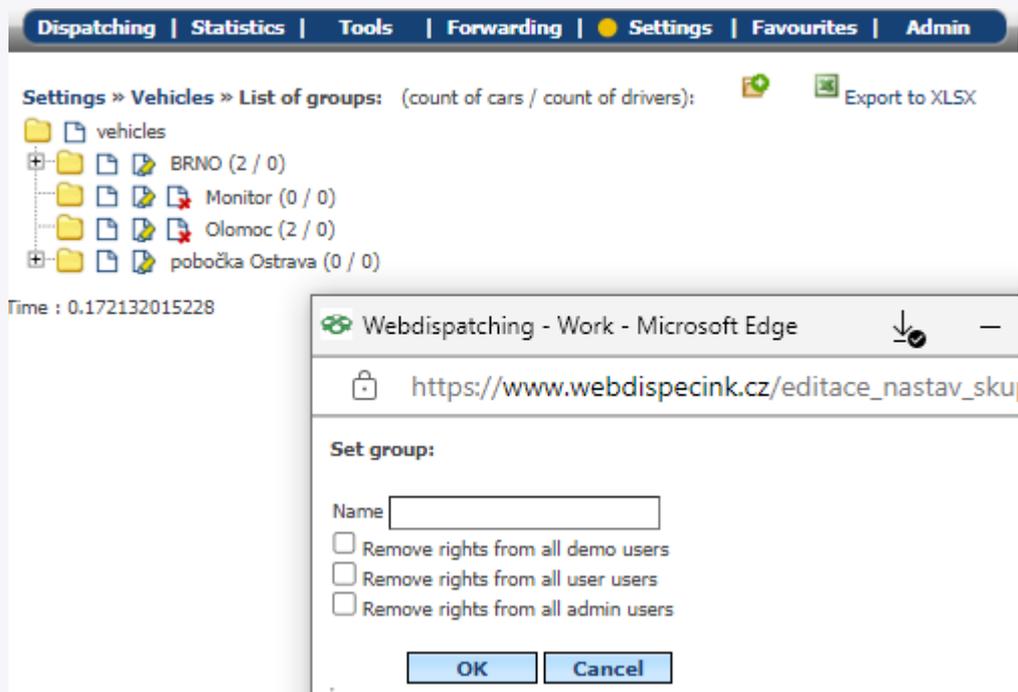
Entering a new purpose is done by the **New Record** icon. In the newly opened window it is then possible to enter the names of the driving purposes. This is done in the desired language or languages. It is also necessary to decide whether it is a purpose that should be displayed to all users in the company (then it is necessary to check the option, **it applies to the whole company**) or it is a purpose valid only for the given user (then the user leaves this option unchecked).



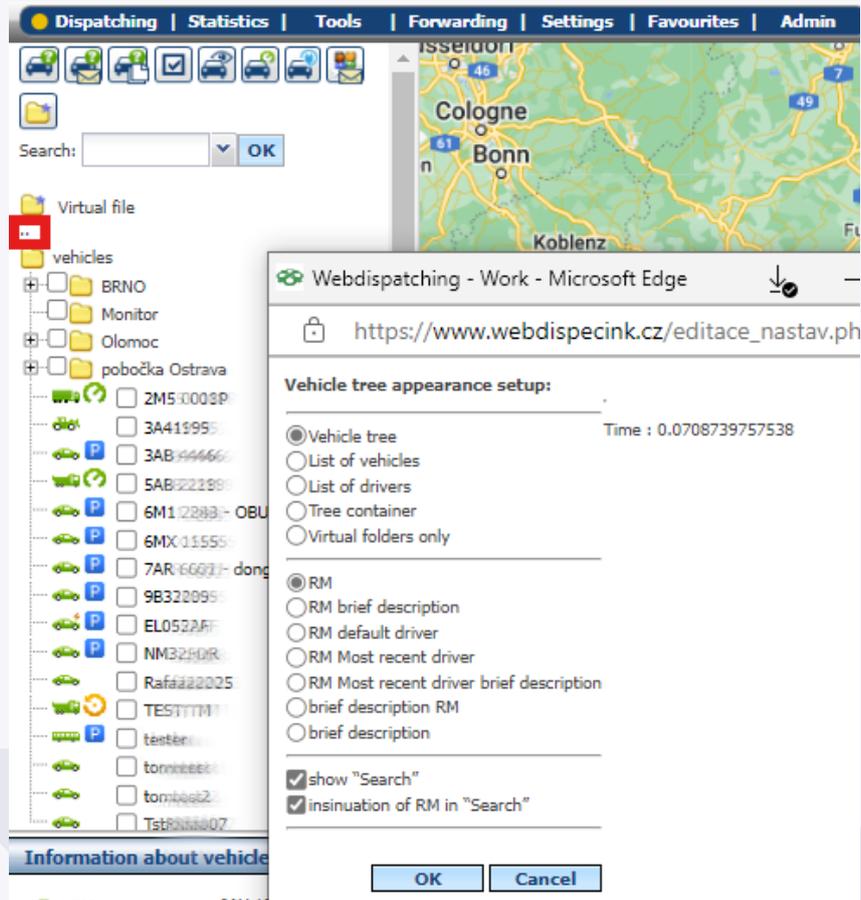
### 3. VEHICLE SECTOR APPEARANCE SETTINGS

According to the company structure, it is also possible to set a list of vehicle groups.

**Settings/Vehicles/Vehicle groups.**



After pressing the symbol .. A new window will be displayed to set the display of the list of vehicles or drivers. Both the license plate number and the short description are set in **Settings/Vehicles/Vehicles**.



## 4. IDENTIFICATION CHIPS, CARDS, DALLAS

**Settings/Drivers/Dallas chips.** This feature allows you to enter new chips, Dallas or RFID cards. To insert a new chip or card, it is necessary to press the **New record** icon.

Settings » Drivers » Set up identification chips: New record Export to XLSX

Identification chip (hexadecimal)	Identification chip (decimal)	Driver
00	0	Valovič_api08 Martin
000	0	Valovič_api07 Martin
000000000000	0	
00000000006F	111	Novák Petr
0000000000DE	222	
000000000366	870	
000000000E95	3733	PROCHAZKA
000000001312	4882	
000000002B67	11111	
00000000857		
000000016B38		karel1
0000000353B7	218039	Procházka Martin
00000007D033	512051	Valout Martin

Webdispatching - Work - Microsoft E  
https://www.webdispecink.c

**Set up identification chips:**  
Entry  hexadecimal  decimal  
Number

OK Cancel

Time : 0.0834100246429

**TIP - The easiest way to assign an identification chip/card to a driver:** If an unregistered Dallas chip/driver card number is used by the driver, then the Dallas chip/driver card number will appear in the logbook instead of the driver's name.

day	time from	time to	trip start - trip end	purpose	km	odometer start km	odometer end km	trip duration	waiting period	driver	trip type
02.01. Mon	05:20	21:26	CZ Praha, K sádkám - SI, 1225 Lukovica, Kranjska cesta		689,76	810753,72	811443,48	10:49:52	05:16:23	driver 3	Business
03.01. Tue	05:30	15:51	SI, 1225 Lukovica, Kranjska cesta - CZ Praha, K sádkám		687,23	811443,48	812130,71	09:08:12	01:13:08	driver 3...	Business
04.01. Wed	08:11	10:20	CZ Praha, K sádkám - CZ Praha, K sádkám		110,15	812130,71	812240,86	01:57:00	00:12:12	driver 3	Business
06.01. Fri	12:43	21:42	CZ Praha, K sádkám - PL, 95-080 Żeromin, Tuszyńska		531,40	812240,86	812772,26	08:01:32	00:57:03	CZ00000000043NX002	Business
	12:43	12:58	CZ Praha, K sádkám - CZ Praha, K sádkám		0,00	812240,86	812240,86	00:15:29			Business
	13:01	15:15	CZ Praha, K sádkám - CZ, 54912 Vysokov, 33		153,61	812240,86	812394,47	02:14:19	00:02:16	CZ00000000043NX002	Business
	15:28	17:17	CZ, 54912 Vysokov, 33 - PL, 55-065 Mleczna		97,35	812394,47	812491,82	01:49:08	00:12:36	CZ00000000043NX002	Business
	17:59	21:42	PL, 55-065 Mleczna - PL, 95-080 Żeromin, Tuszyńska		280,44	812491,82	812772,26	03:42:36	00:42:11	CZ00000000043NX002	Business
07.01. Sat	08:11	17:44	PL, 95-080 Żeromin, Tuszyńska - CZ Praha, K sádkám		527,74	812772,26	813300,00	08:01:21	01:31:38	CZ00000000043NX002	Business
09.01. Mon	05:09	21:12	CZ Praha, K sádkám - CZ, 351 32 Vojtanov, 21		711,02	813300,00	814011,02	12:23:53	03:38:32	driver 3	Business

After clicking on the "Edit trip" icon, new items **Convert to the list of identification chips and Assign code to driver** will appear in the edit dialog of the trip.

**Edit information about trip** Visit to company Crew

Date from: 06.01.2023 12:43:29 31  
Date to: 06.01.2023 12:58:58 31

Driver: Kolínková Markéta (1987) CZ00000000043NX002 PIN  
...  
**Assign driver code**

Vehicle: SAB 2198  
Origin: CZ Praha, K sádkám  
To where: CZ Praha, K sádkám ...  
Route purpose: ...  
Start km: 812240,86  
End km: 812240,86  
Real status: Odometer correction  
Change odometer  
Difference thereof in town: 0,00 km 0,00 ...

After checking the **Convert to list of identification chips** option and pressing the **Assign driver code** button, a dialog with insertion parameters will be displayed.

The user has the option to assign the Dallas driver chip/number to an existing driver or create a completely new driver.

Selection of an existing driver:

**Assign driver code:**  
Identification chip: CZ00000000043NX002  
 Existing driver  New driver  
Driver: Kolínková Markéta (1) ...  
 Replace in the log book  
**OK** **Cancel**

Inserting a new driver:

**Assign driver code:**  
Identification chip: CZ00000000043NX002  
 Existing driver  New driver  
Username: Petr  
Surname: Novák  
Group: -- BRNO ...  
 Remove rights from all demo users  
 Remove rights from all user users  
 Remove rights from all admin users  
 Replace in the log book  
**OK** **Cancel**

The actual insertion of the driver, the Dallas chip/driver card number and the assignment of the Dallas chip/driver card number are performed after pressing the **OK** button.

If you check the **Replace in the logbook**, all occurrences of the Dallas chip will be replaced by the driver's name in existing trips.

## 5. DRIVER SETTINGS

**Settings/Drivers/Drivers.** The driver agenda is used to set up drivers. Allows you to create and manage a list of drivers. To insert a new driver, you need to select the **New driver** icon.

	Username ▲	Surname ▲	Identification chip 1 ▲	Mobile ▲	Purpose ▲	Group ▲	personal number ▲	Deleted	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	active ▼	Show
	driver 3		CZ00000000021O7002			root	300	✓	
	driver 4		CZ0000000004YKY001			root		✓	
	karel1		000000016B38			root		✓	
	PROCHAZKA		0005878	420777093043		root		✓	
	SMS brana			420603271678		root		✓	
	test adela					root		✓	

The driver is defined by **first name, last name**. Up to three different ID identifiers 1,2,3 (e.g. Dallas chip, RFID chip or digital tachograph card number) can be assigned to automatically identify the driver.

**Driver Settings:**

Username	<input type="text" value="Alex"/>	Company	HI Software Development s.r.o.
Surname	<input type="text" value="Schneid"/>	Previous purpose	...
<b>Identification chip / Driver card number</b>		Amortize private km	<input type="text"/>
ID 1	... <input type="button" value="v"/>	Working time	<input type="radio"/> daily <input type="text"/> hour
	<input type="checkbox"/> Replace in the log book	Address	<input type="text"/>
ID 2	... <input type="button" value="v"/>	Note	<input type="text"/>
	<input type="checkbox"/> Replace in the log book	Driving license no.	<input type="text"/>
ID 3	... <input type="button" value="v"/>	Job title	<input type="text"/>
	<input type="checkbox"/> Replace in the log book	Approved	<input type="text"/>
Mobile	<input type="text"/>	<input type="checkbox"/> Deleted	
Telephone number 2	<input type="text"/>	Date of deletion	<input type="text"/>
E-mail address	<input type="text"/>	Ingoing date:	<input type="text"/>
Group	root (173) <input type="button" value="v"/>	Employer	<input type="text"/>
Division	<input type="text"/>	Use mode	<input type="text"/>
Centre	<input type="text"/>		
personal number	<input type="text"/>		
<input checked="" type="checkbox"/> Remove rights from all demo users			
<input checked="" type="checkbox"/> Remove rights from all user users			
<input type="checkbox"/> Remove rights from all admin users			
<input type="button" value="OK"/> <input type="button" value="Cancel"/>			

After checking the **Replace in the log book** and pressing the **OK** button, the program replaces the selected Dallas chip (RFID, driver card) in all trips with the name of the edited driver. In the ID item, only those chips and card codes that are located in the **Settings/Drivers/Dallas chips** list are displayed.

**Warning:** We do not recommend deleting the driver, then it is no longer possible to work with the history of the deleted driver in the statistics. It is better to use the checkbox  Deleted and under it enter the date on which the driver was disabled.

If you count diets per driver, you need to set the place of work with the driver.

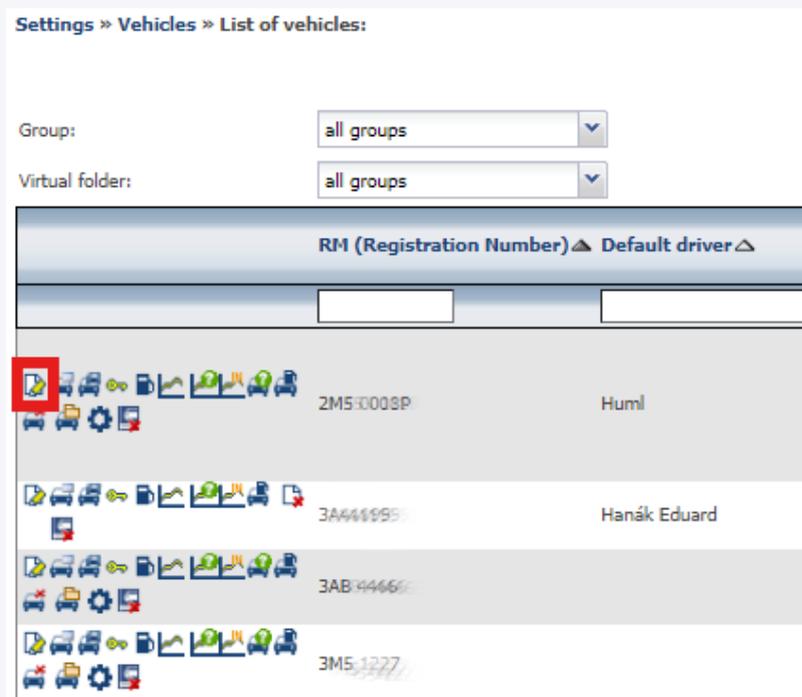
**Driver Settings:**

Username	<input type="text" value="Alex"/>	Company	HI Software Development s.r.o.
Surname	<input type="text" value="Schneid"/>	Previous purpose	<input type="text" value="..."/>
<b>Identification chip / Driver card number</b>		Amortize private km	<input type="text"/>
ID 1	<input type="text" value="..."/>	Working time	<input type="radio"/> daily <input type="text" value=""/> hour
	<input type="checkbox"/> Replace in the log book	Address	<input type="text"/>
ID 2	<input type="text" value="..."/>	Note	<input type="text"/>
	<input type="checkbox"/> Replace in the log book	Driving license no.	<input type="text"/>
ID 3	<input type="text" value="..."/>	Job title	<input type="text"/>
	<input type="checkbox"/> Replace in the log book	Approved	<input type="text"/>
Mobile	<input type="text"/>	<input type="checkbox"/> Deleted	
Telephone number 2	<input type="text"/>	Date of deletion	<input type="text"/>
E-mail address	<input type="text"/>	Ingoing date:	<input type="text"/>
Group	<input type="text" value="root (173)"/>	Employer	<input type="text"/>
Division	<input type="text"/>	Use mode	<input type="text"/>
Centre	<input type="text"/>		
personal number	<input type="text"/>		
<input checked="" type="checkbox"/> Remove rights from all demo users			
<input checked="" type="checkbox"/> Remove rights from all user users			
<input type="checkbox"/> Remove rights from all admin users			

**Location for paying to recharge the vehicle \***

## 6. VEHICLE SETTINGS

**Settings/Vehicles/Vehicles.** To edit the vehicle data, you need to press the **Edit** icon.



On the General tab, **we recommend filling in the following basic items:**

- **Default driver** - option to select a driver from a list (only those drivers who have been created in **Settings/Drivers** are offered). This driver is then automatically added to each journey of the vehicle. **Use this option if you do not use the Dallas chip** or other way of logging in drivers (a solution in case the vehicle does not rotate drivers). **If you use the Dallas chip** (solution in case the drivers change on the vehicle), do not set the default driver, it will be filled in automatically after the driver logs in the vehicle. (**Note:** when editing this field, it is necessary to decide whether to remember the change of driver and on what date, similarly to the change of license plate).

- **Type** - defines the vehicle type and at the same time the icon in the vehicle sector appearance (  ) will change according to the selected vehicle type

- **Tank size**

- **Fuel tanking tolerance** - a value that can be used to set the minimum volume of fuel in liters, which is already considered refueling. Using this value, it is possible to filter false refueling caused by inaccuracies of measuring devices and thus influence the display of expected refueling in the **Check of tanking statistics**.

**Warning:** We recommend setting neither a small nor a large tolerance if the value is set high and the driver has filled up less than the tolerance, then the refueling will not be displayed in the refueling control statistics.

- **Suspected fuel drop** - setting the volume of fuel in liters that is not yet to be considered "fuel theft". This value will affect the **Fuel Losses statistic**.

- **Average consumption by registration book – combined**

2M5 0011P - General   Invoicing   Working hours   Vehicle logbook creation   Peripheral devices   Alarms   Optimisation   Trip mode   Terminal

Vehicle settings:

RM (Registration Number) 2M5 0011P home-work-home 0 Responsible user hidden name

Brief description VW normal monthly run in km 0 Supervising user superadmin

**Default driver Huml** **Tank size 80 l** Accounting office ...

default driver is valid until Driver not set CNG tank size 0 kg Language used for names of towns Czech

Default driver 2 Driver not set Ad blue tank size 0

Group root **Fuel tanking tolerance 5**  Show zero mileage trips

Previous purpose ... nákup zboží **Suspected fuel drop 5**  Car rental

communication number Mobile Maximum loss detection rate standard  Parking place sharing

Communicate with mobile applications Purchase price excluding VAT 805000,00  Display hours driven

E-mail communication shell Purchase price with VAT 21 % **Renew carsharing - activate im-mobilizer**

Type of fuel business - finance lease Applied VAT 974050,00 **Unlock the car remotely**

Ownership type trailer Amortize private km 0 **Lock the car remotely**

**Type trailer** Division 0 **Average consumption by registration book**

Standpoint U Centre 0 combined 7,70

Serial number WV2ZZZ7HZCX005317 personal number 0 city 0,00

Brand Volkswagen AG Object number 0 out of town 0,00

Model car Passat RB No. 0 Standard consumption per 1 tonne of load 0,00

Appearance template marketa test Registration date 20.11.2017 Average CNG consumed as shown in registration

unit mileage km Deleted  Insurance company New record

Currency EUR Date of deletion no records

OK Cancel

For the above items **Fuel tanking tolerance** and **Suspected fuel drop** – we recommend entering a **value of 5-10% of the tank size**.

## 7. USER SETTINGS

**Settings/Users/Users.** The agenda is used for registration of application users. To insert a new user, select the **New user** icon.

Dispatching | Statistics | Tools | Forwarding | Settings | Favourites | Admin

Settings » Users » List of users

	Username	E-mail address	rights	valid from	valid to	Group
			all			
	lkamericka	lkamericka@kameeicka.cz	admin	17.10.2012	26.05.2022	root
	abb		user	01.06.2022	still valid	root
	abc20161011		admin	07.10.2020	still valid	Olomoc
	abnovy	lenka.tzzzzova@volny.cz	admin	13.07.2016	17.09.2020	root
	ACDOLPA	daniel.musak@eurowag.com	admin	05.01.2017	17.09.2020	root

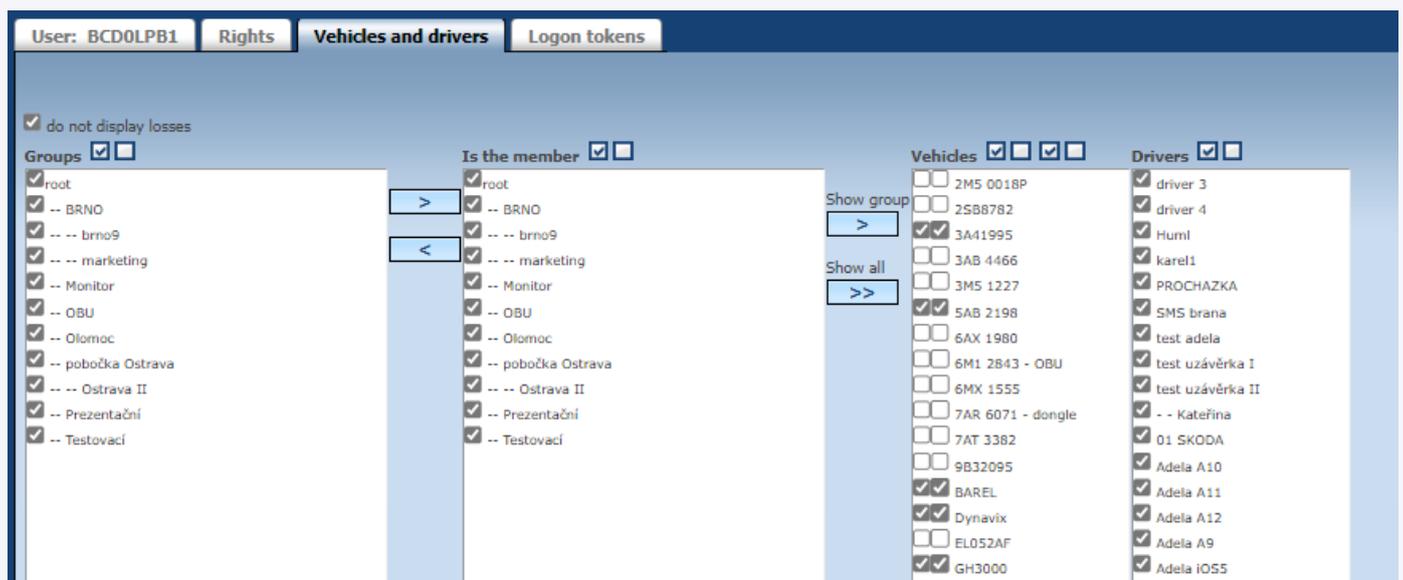
## Rights tab:

Contains checkboxes that can be used to assign rights to individual users, according to which they can then edit the logbook, enter costs, ...

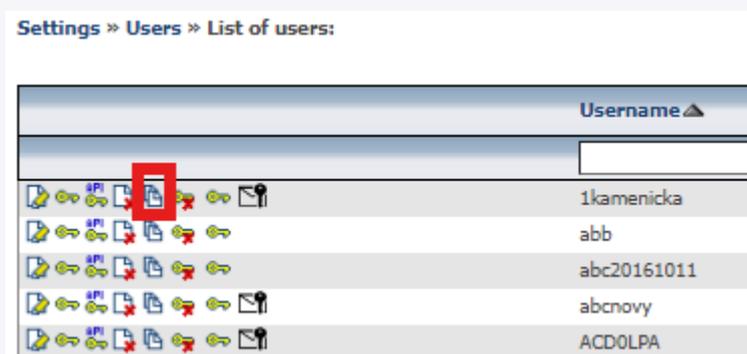
**Warning:** the **Permit insertion of new rides**, **Permit connection of rides**, **Permit deletion of rides** and **Allow distribution of journeys** entries can significantly distort the journey book!

## Vehicles and drivers tab:

Deals with which vehicles and drivers the user will be able to see in the app and which ones will not. For which vehicles the user also has the right to write (according to the rights defined on the **Rights** tab). Therefore, there are two columns of checkboxes in the vehicles section. The first checkbox is used to set the read-only rights of the vehicle and the second checkbox allows writing (e.g. costs can be inserted). It is also possible to use the arrows to assign additional subgroups to the user and display vehicles and drivers in the field.



**TIP - copy user:** with this option the administrator copies the same settings and can create a new user with identical **Copy user** rights, vehicle and driver rights must be added additionally.



## 8. FUEL ADVANCE

**Settings/Fuels/Fuel advance.** According to the fuel reconfiguration settings, the items are then sorted when importing electronic card statements, fuel records. The name of the item that represents fuel is entered in the **Description** field and the **Cost Type** is marked as fuel. To save the new entry, the **OK** button must be pressed.

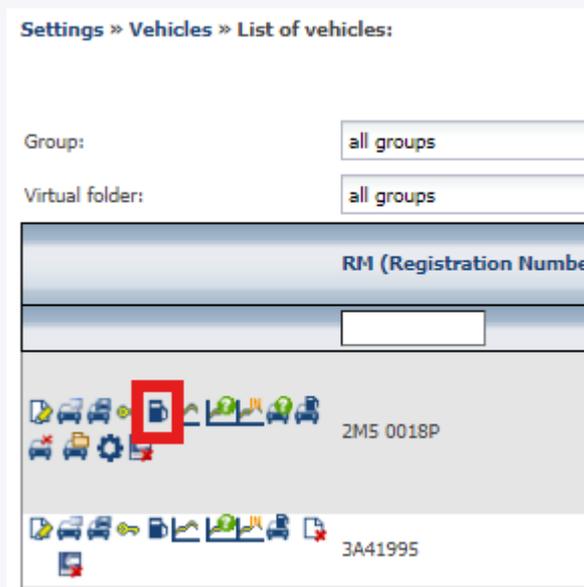
Settings » Fuels » Advances setting:

Description

Cost type

Description		Cost type	<input type="button" value="Export to XLSX"/>
<input type="text"/>		<input type="text"/>	<input type="button" value="Show"/>
	101735	PHM	
	2/1	PHM	
	AC_SINGLE_PHASE	PHM - elektřina	
	bezolovnat&.#178;	PHM	
	bezolovnatř	CNG	
	bezolovnatý	PHM	
	Carwash	Mytí	
	CNG	PHM	
	diesel	PHM	
	dobíjení	PHM - elektřina	
	Efecta	PHM	
	elektřina	PHM - elektřina	
	elektřina	PHM - elektřina	
	eurooil	PHM	
	gas	PHM	
	LPG	PHM	
	Lubricants	Kapalina do ostříkovačů	
	MaxdMotion	PHM - Premium	
	myti	Mytí	
	nafta	PHM	
	Natural	PHM	
	olej	Ostatní	
	parkovné	parkovné	
	pneumatiky	Servis	
	pojištění jz	Pojištění JZ	
	poplatky mýto	mýto	
	Race	PHM - Premium	
	servis	Servis	





## Fuel cards:

Number	PIN	Type	State	Valid until
<input type="text"/>	<input type="text"/>	Eurowag	active	<input type="text"/>

Note

Number	PIN	Type	State	Valid until	Note
100001		ČEZ	active	1.1.2022	
100003		ČEZ	active		
70800572069763086548899		Slovnaft	active	1.1.2023	testovací pro slovnaft duplicita
710103014719000110		OMV	active		
789663040168637		Eurowag	active	1.2.2022	

For the automatic import of Eurowag fuel cards to work, you need to assign the cards to a vehicle.

## 10. IMPORT OF MEALS

**Settings/Lists/Subsistence allowance** The current meal allowance schedule for the current year must be downloaded here (regularly updated in December each year for the following year)

Settings » Lists » Compensation allowance:

[Export to XLSX](#)
[Export to back-import](#)
[Import allowance rates for the year 2023](#)
[Import your own allowance rates](#)
[New record](#)

Duration of business trip	Code	Country	Amount	Currency	Pocket money	Valid from	inserted	inserted by
1,00	-	12,00 AD Andorra	15,00	EUR	0,00	01.01.2023	04.01.2023	superadmin
12,00	-	18,00 AD Andorra	30,00	EUR	0,00	01.01.2023	04.01.2023	superadmin
18,00	-	24,00 AD Andorra	45,00	EUR	0,00	01.01.2023	04.01.2023	superadmin

Another important step for the correct calculation of the diet and meal allowance is the setting of the **place of work**, i.e. the place where the meal allowance will not be counted, most often the company headquarters, the employee's home or a branch office. A detailed description of the function Diet documents for calculating the diets of the driver or vehicle crew can be found in the main manual.

## 11. PERSONAL SETTINGS

### Settings/Users/Personal Settings.

Here you can set some personal parameters.

Email is a very important information for communication with you, we also recommend to check the option Send application news to be informed about the latest modifications and possibilities our application offers.

Settings » Users » Personal settings:

**Default vehicle:**

6AX 1980

a vehicle that is primarily displayed in Dispatching. Use this when functions for sending the log book by e-mail are entered.

**Open the agenda after logging in:**

Dispatching

after logging into the system, the preset report is opened

**E-mail address:**

marketa.kolinkova@eurowag.com

Email is very important information for communicating with you and selecting Send news about application is recommended in order to have information available about the most recent modifications and options our application offers. Email at the same time pre-fills options for sending the log book and other export files by e-mail.

**Map settings:**

default zoom of map: 13

draw line when tracking

Rotate symbols according to the direction of driving

Show vehicles as points

Layer:

highlight started vehicle standing at a spot longer than  minutes

Show player

Route color by speed

Show directional arrows

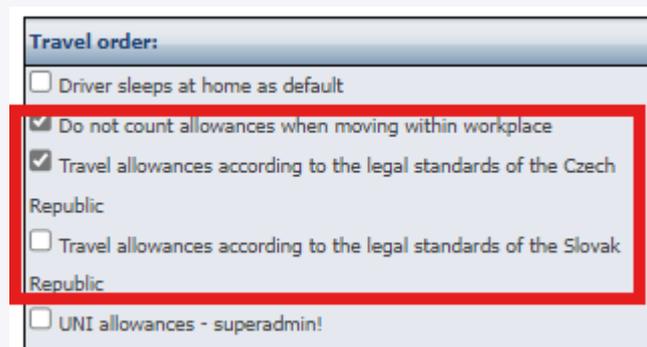
Show events

## 12. BASIS FOR DIETS

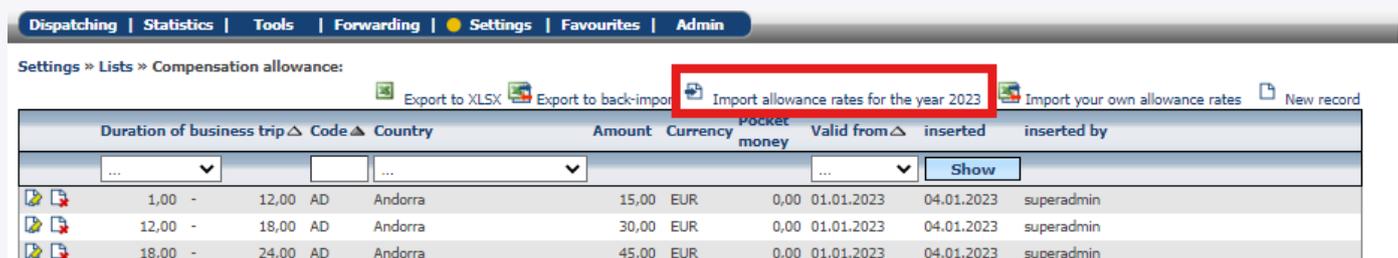
This function provides the basis for calculating the driver's or crew's diets abroad or in the home country. Diet bases can be calculated relative to the **vehicle** or **driver**, whichever the user chooses. The calculation is based on the defined rates for time intervals - see **Settings/Subsistence allowance**. These rates are defined by each company according to its own guidelines and **without this setting the calculation is not possible!** The tool uses data from the logbook to calculate and is able to detect when national borders have been crossed based on map data. From this, it then calculates the amount of time the vehicle has spent in that country and then allocates the amount due to the vehicle or driver based on the meal allowance settings. It is also possible to define areas (**workplace**) where diets should not be counted. Typically the company headquarters or the driver's home. These locations can be set for vehicles or drivers. However, if I calculate the basis of diets according to the driver, the locations set for other drivers are not taken into account and vice versa. Therefore, it is a good idea to define all locations to all drivers and vehicles or filter on both the driver and the vehicle they used.

For a correct calculation it is important to have the following parameters set:

In **Settings/Company** it is necessary to have checked **Do not count allowances when moving within workplace** and also **Travel allowances according to the legal standards of the Czech Republic** (or Slovakia if it is a Slovak company) checked.



The next step must be to download the current year's meal plan (updated regularly in December each year for the following year) in **Settings/Lists/Subsistence allowance**.



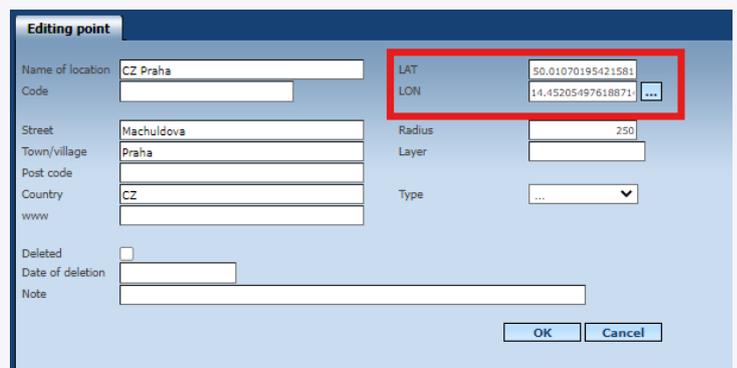
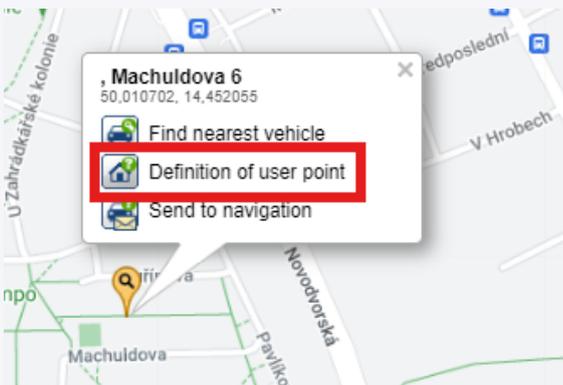
Duration of business trip	Code	Country	Amount	Currency	Pocket money	Valid from	inserted	inserted by
1,00 - 12,00	AD	Andorra	15,00	EUR	0,00	01.01.2023	04.01.2023	superadmin
12,00 - 18,00	AD	Andorra	30,00	EUR	0,00	01.01.2023	04.01.2023	superadmin
18,00 - 24,00	AD	Andorra	45,00	EUR	0,00	01.01.2023	04.01.2023	superadmin

And the most important step for the correct calculation diets and meal allowance is to set the **place of work**, i.e. the place where the meal allowance will not be counted, most often the company headquarters, the employee's home, or a branch office.

The place of work can be set both the vehicle and the driver. To determine this correctly, you need to know the exact latitude and longitude values.

**TIP - There are two ways to find these values:**

1. Zoom in as close as possible to the map, then right-click with your mouse in the center of the work location, select Reach Point Definition of user point, and write down the latitude and longitude coordinates on paper.



2. The second way is by copying the coordinates from the route description in the logbook (address where the vehicle is parked, e.g. company headquarters)

day	time from	time to	trip start - trip end	purpose	km	odometer start km	odometer end km	trip duration	waiting period	driver	trip type	fuel	fuel costs
02.01. Non	05:20	21:26	CZ Praha, K sádkám - SI, 1225 Lukovica, Kranjska cesta		689,76	810753,72	811443,48	10:49:52	05:16:23	driver 3	Business	231,79	7241,05
03.01. Tue	05:30	15:51	SI, 1225 Lukovica, Kranjska cesta - CZ Praha, K sádkám		687,23	811443,48	812130,71	09:08:12	01:13:08	driver 3...	Business	0,00	0,00
04.01. Wed	08:11	10:20	CZ Praha, K sádkám - CZ Praha, K sádkám		110,15	812130,71	812240,86	01:57:00	00:12:12	driver 3	Business	0,00	0,00
06.01. Fri	12:43	21:42	CZ Praha, K sádkám - PL, 95-080 Zeromin, Tuszyńska		331,40	812240,86	812772,26	08:01:32	00:57:03	CZ00000000043HX002	Business	0,00	0,00
07.01. Sat	08:11	17:44	PL, 95-080 Zeromin, Tuszyńska - CZ Praha, K sádkám		527,74	812772,26	813300,00	08:01:21	01:31:38	CZ00000000043HX002	Business	0,00	0,00
09.01. Mon	05:09	21:12	CZ Praha, K sádkám - CZ, 351 32 Vojtanov, 21		711,02	813300,00	814011,02	12:23:53	03:38:32	driver 3	Business	259,35	7673,34
10.01. Tue	06:39	11:44	CZ, 351 32 Vojtanov, 21 - CZ Praha, K sádkám		192,17	814011,02	814203,19	03:15:45	01:48:55	driver 3...	Business	0,00	0,00
11.01. Wed	05:26	21:06	CZ Praha, K sádkám - SI, 1225 Lukovica, Kranjska cesta		688,49	814203,19	814891,68	11:18:08	04:22:00	driver 3	Business	248,14	7495,47
12.01. Thu	08:47	20:42	SI, 1225 Lukovica, Kranjska cesta - AT, 5542 Flachau, Raststation Tauernalm		603,07	814891,68	815494,75	08:53:25	03:01:49	driver 3	Business	0,00	0,00

**Route description**

company: HI Software Development s.r.o., Vehicle: 5AB 2198

Date and time	Country	Town/village	Street	Speed	km *	LAT	LON	
02.01.2023 05:20:44	CZ	Praha	K sádkám	0 km/h	0,00	50,004675	14,397454	**
02.01.2023 05:20:50	CZ	Praha	K sádkám	0 km/h	0,00	50,004675	14,397454	
02.01.2023 05:21:18	CZ	Praha	K sádkám	0 km/h	0,00	50,004675	14,397454	
02.01.2023 05:22:00	CZ	Praha	K sádkám	0 km/h	0,00	50,004632	14,397454	
02.01.2023 05:25:50	CZ	Praha	K sádkám	0 km/h	0,00	50,004632	14,397454	
02.01.2023 05:26:18	CZ	Praha	K sádkám	0 km/h	0,00	50,004632	14,397454	
02.01.2023 05:30:44	CZ	Praha	K sádkám	0 km/h	0,00	50,004632	14,397454	
02.01.2023 05:31:18	CZ	Praha	K sádkám	0 km/h	0,00	50,004590	14,397497	

Once the user has copied the coordinates, it is necessary to enter these coordinates to the **Settings/Vehicles, Working Hours** tab. Press the **New Record** icon,

2M5 0018P - General   Invoicing   **Working hours**   Vehicle logbook creation

Working hours:

Enable monitoring of working time

Period   From: [unlimited]   To: [unlimited]

type of schedule ...

odd week:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
from	00:00	00:00	00:00	00:00	00:00	00:00	00:00
to	24:00	24:00	24:00	24:00	24:00	24:00	24:00

even week:  same as odd week

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
from	00:00	00:00	00:00	00:00	00:00	00:00	00:00
to	24:00	24:00	24:00	24:00	24:00	24:00	24:00

Workplace or start of calculating travel order \* **New record**

no records

\* it is used for correcting the calculation of meal allowances

Select the option **else** and enter the name and coordinates, we recommend entering the radius from 500 upwards.

Workplace or start of calculating travel order \* **New record**

from list    **else**

Name: [ ]

LAT: [ ]

LON: [ ]

Radius: [ ]

**Add workplace**

no records

\* it is used for correcting the calculation of meal allowances

The entered workplace will be displayed after saving.

If you are calculating diets per driver, you need to enter the actual location to the driver:

**Driver Settings:**

Username:  Company: HI Software Development s.r.o.

Surname:

**Identification chip / Driver card number**

ID 1:   Replace in the log book

ID 2:   Replace in the log book

ID 3:   Replace in the log book

Mobile:

Telephone number 2:

E-mail address:

Group:

Division:

Centre:

personal number:

Previous purpose:

Amortize private km:

Working time:  daily  hour

Address:

Note:

Driving license no.:

Job title:

Approved:

Deleted

Date of deletion:

Ingoing date:

Employer:

Use mode:

**Workplace or start of calculating travel order \***

Name	LAT	LON	Radius
<input type="button" value="DOMA"/>	48,780260	19,663746	50
<input type="button" value="Firma"/>	10,000000	0,000000	250

You can have more than one place of work for the vehicle and driver.

Once all these work places have been entered, the user can calculate the meal allowance. The handouts can be filtered by both vehicle and driver.

Tools » Compensation » Basis for diets:

< 1.2.2023 00:00 28.2.2023 23:59 > Show

Vehicle:

Driver:

Day	Code	Country	Date from	Date to	km	duration	number of hours	Basic rate	Currency	State where longest time spent	Compensation allowance	Currency	Route	Vehicle	Driver	Crew	Pocket money	Meal allowance + pocket money	Currency	
01.02.2023	Inland	CZ	01.02.2023 00:00:00	02.02.2023 00:00:00	0,00	24:00:00	24	307,00	CZK	Czech Republic	307,00	CZK					0,00		307,00	CZK
02.02.2023	Inland	CZ	02.02.2023 00:00:00	03.02.2023 00:00:00	0,00	24:00:00	24	307,00	CZK	Czech Republic	307,00	CZK					0,00		307,00	CZK
03.02.2023	Inland	CZ	03.02.2023 00:00:00	04.02.2023 00:00:00	0,00	24:00:00	24	307,00	CZK	Czech Republic	307,00	CZK					0,00		307,00	CZK
04.02.2023	Inland	CZ	04.02.2023 00:00:00	05.02.2023 00:00:00	300,79	24:00:00	24	307,00	CZK	Czech Republic	307,00	CZK	CZ Prostějov home - CZ, 79601 Prostějov, Jungmannova - CZ, 79604 Prostějov, Antonína Slavíčka - CZ, 79601 Prostějov, Winklerova - CZ Vavsko - CZ, 73701 Český Těšín, Chelví - CZ, 73701 Český Těšín, Ostravská - CZ, 73701 Český Těšín, Chelví - CZ, 71000 Ostrava, Sněžná - CZ, 79601 Prostějov, Winklerova - CZ Prostějov home	3AB 4466	Procházka Martin		0,00		307,00	CZK
05.02.2023	Inland	CZ	05.02.2023 00:00:00	06.02.2023 00:00:00	0,00	24:00:00	24	307,00	CZK	Czech Republic	307,00	CZK					0,00		307,00	CZK

The resulting values can be exported to an excel file or printed.

**Warning:** If you also want to calculate diet for the **crew**, you need to enable the crew registration in the individual vehicle settings on the **Vehicle logbook creation** tab under **Record crew**.

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Vehicle logbook creation:

Minimum stop (break) time	<input type="text" value="0"/>	<input checked="" type="checkbox"/> Permit private trips
Minimum trip distance (metres)	<input type="text" value="0"/>	<input type="checkbox"/> Delete information about driving distance for private trips
Break time during journey (minutes)	<input type="text"/>	<input type="checkbox"/> Enter trips outside working hours as private
Initial odometer km	<input type="text" value="0"/>	<input type="checkbox"/> Do not enter trips outside working hours
Installation date	<input type="text" value="01.04.2018 00:00:00"/>	<input type="checkbox"/> Save input status
	<a href="#">Calculation of odometer</a>	<input type="checkbox"/> Copy the last logged in driver (for <input type="text" value=""/> minutes)
Initial meter reading	<input type="text" value="0"/>	<input checked="" type="checkbox"/> <b>Record crew</b>
External messages	<input type="text" value="Route purpose"/>	<input type="checkbox"/> Copy last purchase of trip
Outside SMS messages	<input type="text" value="do not process"/>	<input checked="" type="checkbox"/> Copy from end destination of trip to beginning of next trip
External navigation messages	<input type="text" value="do not process"/>	
String starting with purpose	<input type="text"/>	

This can then be recorded by manual addition in the logbook editing or by gradual logging of the crew using the chip in the vehicle, where the **last person logged in is the driver of the journey**.

Edit information about trip   Visit to company   Motohours   **Crew**

Driver: Procházka Martin (333)

Crew

After completing these steps, our main manual, which can be found [here](#).

**W.A.G. payment solutions, a.s.**

Na Vítězné pláni 1719/4

140 00 Praha 4

Česká republika

[www.eurowag.com](http://www.eurowag.com)



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