Innehåll

Cheat Sheet for Driver's Log

It is possible to register your mileage via mobile phone in the same way as on a computer, since the driving journal is responsive and adapts to various screen sizes.

The driver's log automatically sends out reminders to active drivers that business trip registration must be completed by the 5th working day of the month. Reminders are sent out on the 1st, 3rd, and 5th of each month. Please note that the deadline for registration is up to and including the 5th working day of the relevant period. After this date, only you as driving log administrators can reopen the driving log. However, if your organization uses split invoicing, you must contact Athlon for approval before making any corrections. In all other cases, internal communication within the organization is sufficient.

Please note that changes to an already invoiced period with split invoicing, made after the 5th working day, will result in an administrative fee. This is because Athlon begins work with drivers who have split invoicing as soon as possible after the driving log has been closed. Corrections in an already closed driving log can also lead to complications within your own organization. To prevent potential problems and ensure that the payroll department can produce accurate reports, it is recommended not to make changes to the driving log after the 5th working day, unless otherwise communicated.

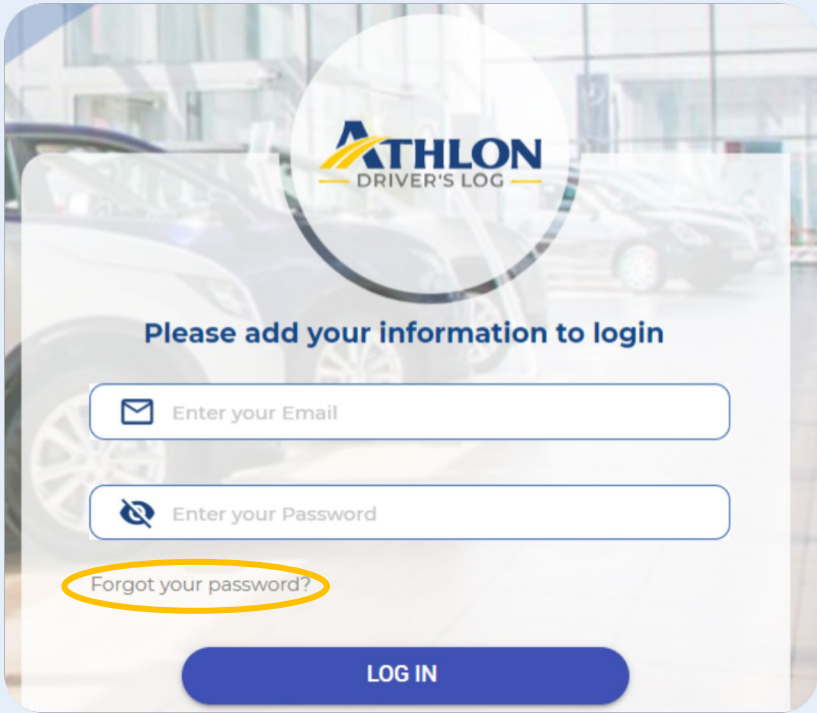Available languages are Swedish and English; click on 'EN' for English and 'SW' for Swedish.

Instructional Video

To access the instructional video, click here. Please note that the video is only available in Swedish.

Login

On your first login, you must create a "new" password. Click on 'Forgot your password?' and then follow the link in the email to create a password. After the first login, you log in as usual by entering your email address and password in the designated fields.
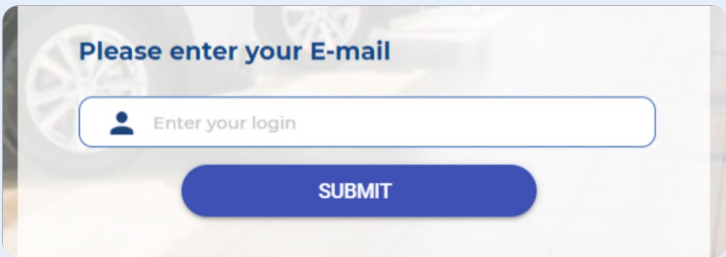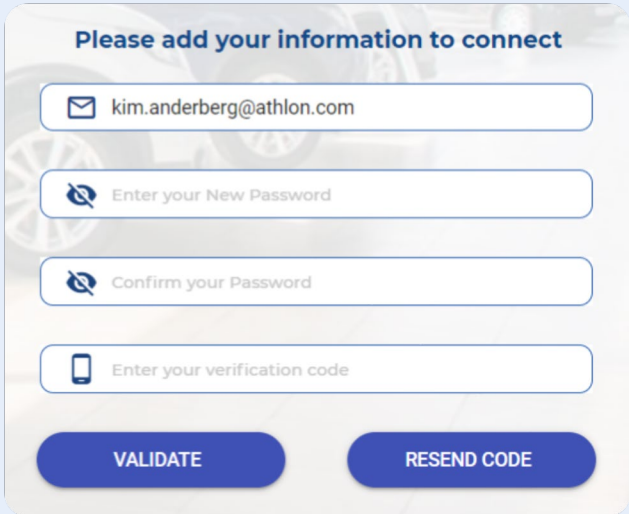
Enter the new password and the validation code that has been sent to your specified email address. The code is required to validate your email address. Enter the code and then click 'VALIDATE'.
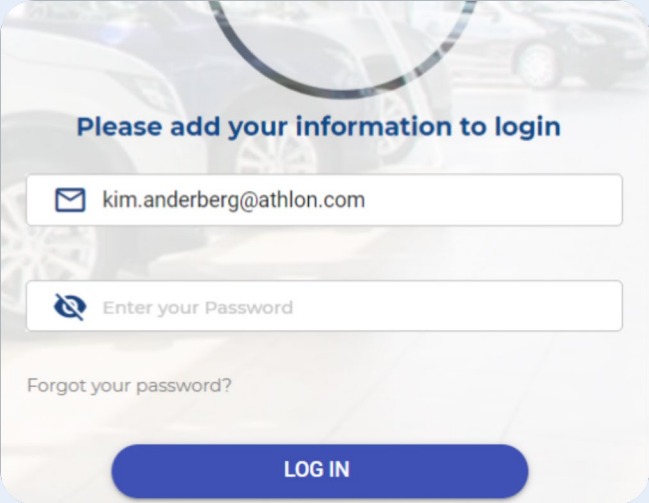
If the code doesn't work, press 'RESEND CODE' and the code is resent to your email inbox. Don't see the code? Wait a few minutes and make sure you've entered the right email address. Also check your junk mail or spam.

Once validation is approved, enter your password and click 'LOG IN'. You are now logged in and a validated user of Athlon's driving journal, congratulations.

Register Trip

Register your trip by entering the starting and ending odometer reading in kilometers, date, congestion tax, infrastructure fee, and any driving with a rental/loan car.

It is possible to register business trips retroactively, but only if there is an existing gap between registered business trips, or between a registered trip and the period's starting odometer reading.

For example, if a business trip on the 10th is registered (the starting odometer for the period is 4,000) with a starting kilometer of 4,050, then there's a potential gap of 4,050 - 4,000 = 50 km, which can be registered as a business trip from the 1st to the 9th of July.

Information

By using the menu at the top of the page, you can: switch between different companies, filter a specific driver, and select the vehicle to which the business trip registration pertains.

Explanation of functions in the left menu:

- Date: Enter the date by clicking on the calendar icon.
- Start Mileage: Enter the odometer reading at the start of the trip in kilometers.
- Business Mileage: The number of driven business miles is calculated automatically based on the starting and ending odometer readings, or you can enter it manually.
- Congestion tax: Enter the number of congestion taxes for the occasion.

- End Mileage: Enter the odometer reading at the end of the trip in kilometers.
- Infrastructure fee: Enter the number of infrastructure fees for the occasion.
- Reason: Use this free text field to note or clarify what the trip pertains to.

- Loan vehicle: If you have driven a rental/loan vehicle during the period, indicate the total distance driven in kilometers. Also specify how many kilometers were driven for business.

Click 'SAVE' to register the occasion and then repeat the process for your next trip.

Explanation of the menu in the middle:

The 'Start Odometer:' field shows the final odometer reading for the previous month, which serves as the starting odometer for the current period. This means that the first registration of a business trip for the current period cannot be less than 4,000 km, but can start at 4,000 km, as also illustrated in the example below.

The blue box in the middle shows the current month's period and whether it is open or closed; green color indicates that the period is open and red that it is closed.

The next field is the end odometer reading, where the actual final odometer reading for the period should be entered. When all registrations are completed, the driving journal is closed by clicking on the blue box with a white tick. Drivers can open the driver's log until the 5th of each month. If it needs to be opened or edited after the submission date, only the customer administrator has the authority to do this. However, if your organization uses split invoicing, you must contact Athlon for approval before making any corrections. Please note that changes to an already invoiced period with split invoicing, made after the 5th working day, will result in an administrative fee.

Trip Registered

You decide how often the registration of business trips should be done: once per period, weekly, or at each occasion. In the example below, the period's driving has been compiled and registered as a single business trip, i.e., the data refers to all driving during the period, and no further registrations are necessary.
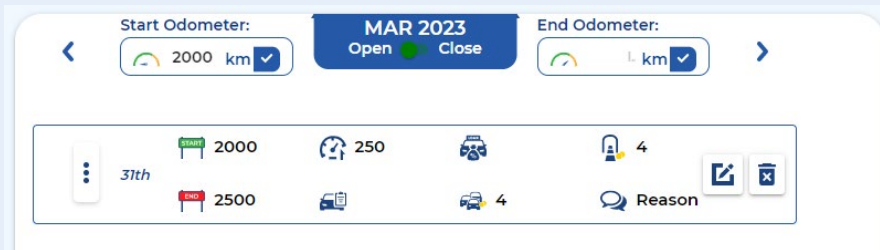

In the example below, business trips are registered at each occasion.
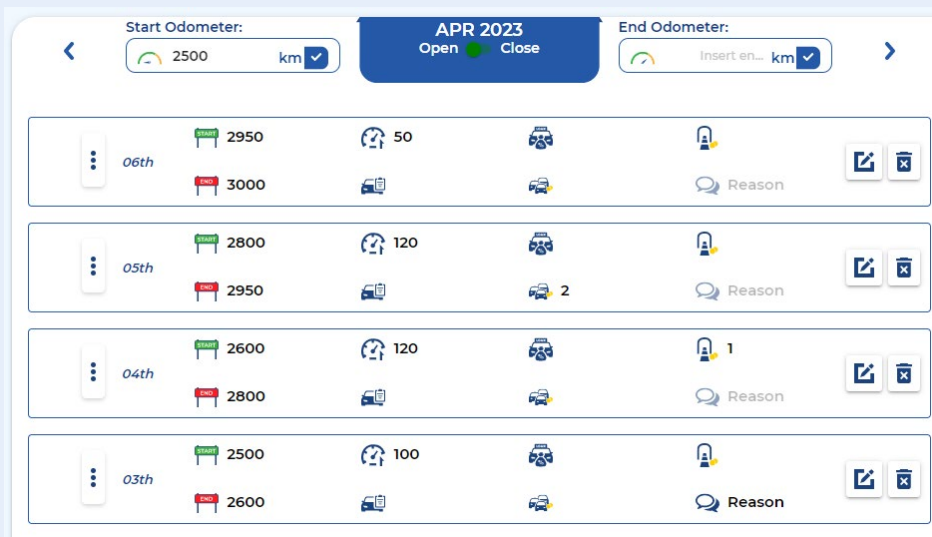
Home: Period Follow Up

On the 'HOME' tab, as a customer administrator, you have an overview of all the drivers' driving journals. You can navigate between the tabs 'All', 'Close', and 'Open' to get a summary of all closed or open driving journals respectively. This way, you can easily ensure that all drivers report their monthly business mileage.
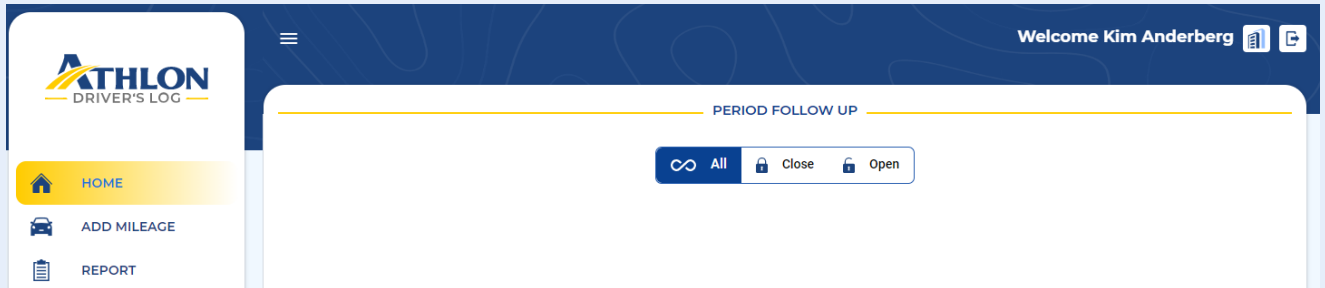
Correct an already closed period

If a driver needs to make changes or has missed reporting a business trip after the submission date, you as a customer administrator need to reopen the period. However, if your organization uses split invoicing, you must contact Athlon for approval before making any corrections. In all other cases, internal communication within the organization is sufficient.

Please note that changes to an already invoiced period with split invoicing, made after the 5th working day, will result in an administrative fee. This is because Athlon begins work with drivers who have split invoicing as soon as possible after the driving log has been closed. Corrections in an already closed driving log can also lead to complications within your own organization. To prevent potential problems and ensure that the payroll department can produce accurate reports, it is recommended not to make changes to the driving log after the 5th working day unless otherwise communicated.

In the example below, the driver Demo Driver for the vehicle AEH83D has closed their reporting period for April. If the driver needs to make changes or has missed reporting a business trip after the submission date, you as the customer administrator need to reopen the period. You can either let the driver fill in the report themselves, or you can register the trip for them.

To reopen the period for the driver, click on the red button in the middle. The button will then turn green, indicating that the period is now open and can be edited again.

Start Odometer: 2500 km ✓

APR 2023
Open ● Close

End Odometer: 2800 km ✓

07th	START 2700 / END 2800	10	10	Reason
05th	START 2500 / END 2643	143		Reason
04th	START / END	600	300	Reason

Report

Generate and download driving journal reports by selecting periods and which vehicle(s) the reporting should apply to.

- In the dropdown menu at the bottom left, you can choose a specific vehicle or all.
- At the top left, you can choose a company. For example, "Demo Customer Inc."
- Filter between active and inactive drivers with the dropdown menu in the top middle.
- Choose a specific driver or all drivers with the dropdown menu at the top right.
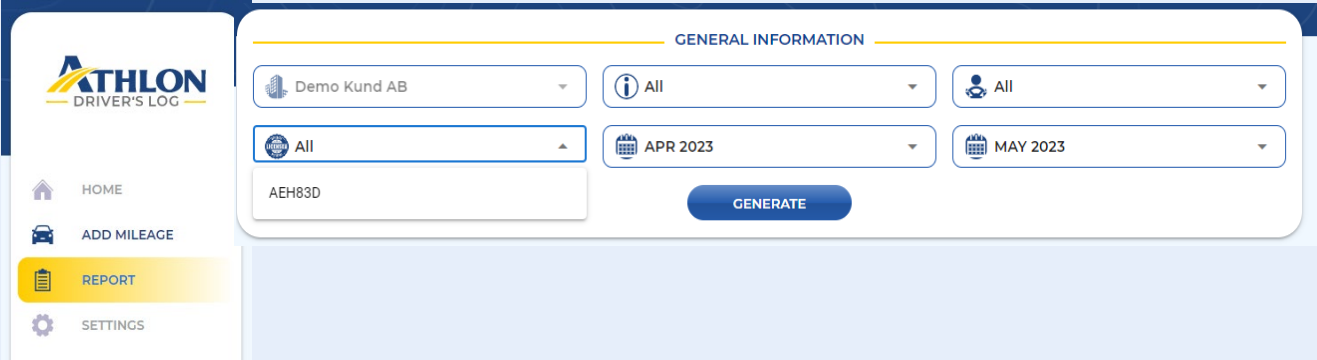
Once you have set the filters and are ready to create a report, click on 'GENERATE' to generate the report and on 'Download table' to download an Excel file.