

Innehåll

- Cheat Sheet for Driver's Log..... 2
 - Instructional Video 2
 - Login 2
- Register Trip..... 5
 - General Information 5
 - Explanation of functions in the left menu: 5
 - Explanation of the menu in the middle: 6
 - Trip Registered 7
- Report..... 8

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.

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.

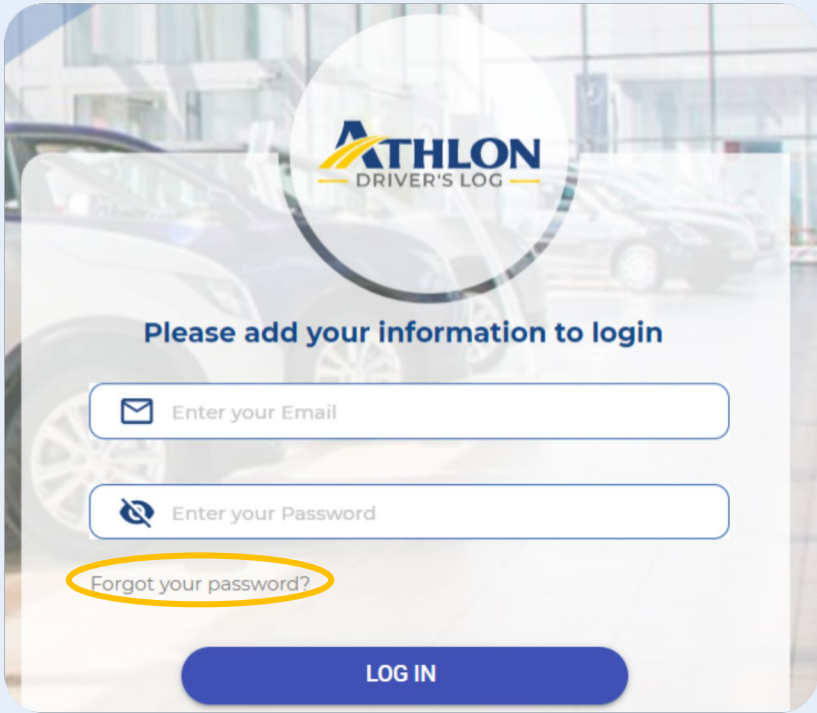


Instructional Video

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.



ATHLON
DRIVER'S LOG

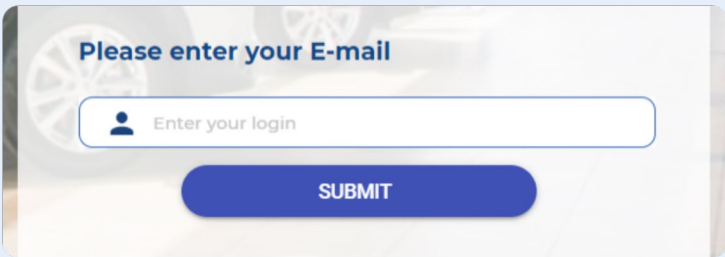
Please add your information to login

Enter your Email

Enter your Password

Forgot your password?

LOG IN



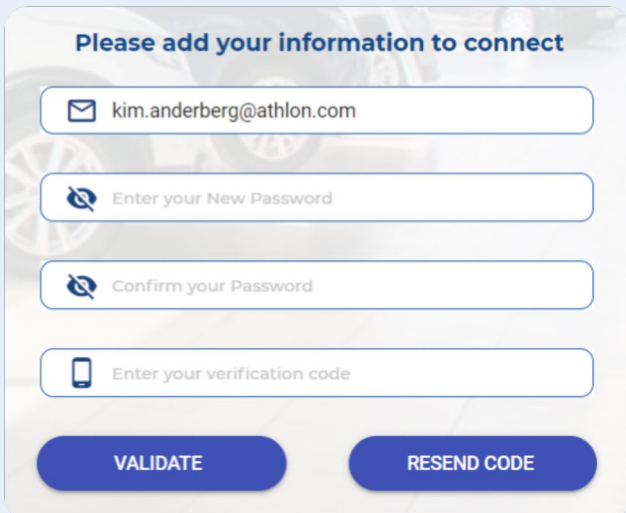
Please enter your E-mail

Enter your login

SUBMIT

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.



Please add your information to connect

kim.anderberg@athlon.com

Enter your New Password

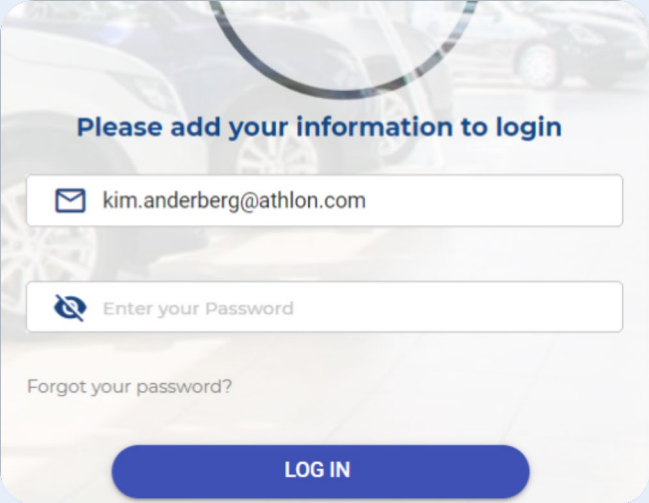
Confirm your Password

Enter your verification code

VALIDATE

RESEND CODE

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.



The image shows a login form with a light blue background featuring a blurred image of a car. At the top, the text "Please add your information to login" is displayed in a bold, dark blue font. Below this, there are two input fields: the first contains the email address "kim.anderberg@athlon.com" with an envelope icon to its left, and the second is labeled "Enter your Password" with a key icon to its left. Underneath the password field is a link that says "Forgot your password?". At the bottom of the form is a prominent blue button with the text "LOG IN" in white capital letters.

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.

The screenshot displays the Athlon Driver's Log application interface. At the top, it says "Welcome Demo Förare". The main content area is titled "GENERAL INFORMATION" and contains three dropdown menus: "Demo Kund AB", "Demo Förare", and "AEH83D". Below this is the "TRACK MILEAGE" section, which includes several input fields: "Date:" (with a calendar icon), "Congestion Tax:" (set to 4), "Start Mileage:" (set to 2000), "End Mileage:" (set to 2500), "Business Mileage:" (set to 250), and "Infrastructure Fee:" (set to 4). There is also a "Reason:" field with a speech bubble icon. To the right of the "TRACK MILEAGE" section, there is a "Start Odometer:" field (set to 2000 km) and an "End Odometer:" field (set to 2500 km). Above these fields is a date selector set to "MAR 2023" with "Open" and "Close" buttons. At the bottom of the form is a "SAVE" button. The left sidebar contains a menu with "HOME", "ADD MILEAGE", "REPORT", and "SETTINGS".

General Information

By using the menu at the top of the page, if you are a driver of multiple vehicles, you can choose the vehicle for which you want to register a business trip.

This screenshot shows the "GENERAL INFORMATION" section of the Athlon Driver's Log app. It features three dropdown menus: "Demo Kund AB", "Demo Förare", and "AEH83D". The top right corner displays "Welcome Demo Förare" along with a user profile icon and a share icon.

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.

The screenshot shows a mobile application interface for tracking mileage. It is titled 'TRACK MILEAGE' and contains several input fields:

- Date:** A calendar icon and a text field labeled 'Date'.
- Congestion Tax:** A car icon and a text field containing the number '4'.
- Start Mileage:** A green 'START' button, a car icon, and a text field containing '2000'.
- End Mileage:** A red 'END' button, a car icon, and a text field containing '2500'.
- Business Mileage:** A car icon and a text field containing '250'.
- Infrastructure Fee:** A car icon and a text field containing '4'.
- Reason:** A speech bubble icon and a text area.

Below this section is a 'LOAN VEHICLE' section with two fields:

- Loan Vehicle Distance:** A car icon and a text field labeled 'Loan Vehicle Dist...'.
- Business Loan Mileage:** A car icon and a text field labeled 'Business Loan Mil...'.

A blue 'SAVE' button is positioned at the bottom center of the form.

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 contact your Fleet Manager/customer administrator. Please note that changes to an already invoiced period with split invoicing, made after the 5th working day, will result in an administrative fee.

Start Odometer: **MAR 2023** End Odometer:

2000 km Open Close L km

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.

Start Odometer: **MAR 2023** End Odometer:

2000 km Open Close L km

31th	2000	250	4	4	Reason
	2500		4		

In the example below, business trips are registered at each occasion.

Start Odometer: **APR 2023** End Odometer:

2500 km Open Close Insert en... km

06th	2950	50	1	1	Reason
	3000		2		
05th	2800	120	1	2	Reason
	2950				
04th	2600	120	1	1	Reason
	2800				
03th	2500	100	1	1	Reason
	2600				

Report

Generate and download reports by selecting periods and which vehicle(s) the report should apply to. In the drop-down menu at the top right, you can choose a specific vehicle or all.

Once you have set the filtering and are ready to create a report, click 'CREATE REPORT' to generate the report and 'Download report' to download an Excel file.

The screenshot shows the Athlon Driver's Log application interface. On the left is a sidebar with navigation options: HOME, ADD MILEAGE, REPORT (highlighted), and SETTINGS. The top right of the page displays 'Welcome Demo Förare' and a user profile icon. The main content area is titled 'GENERAL INFORMATION' and contains several filter dropdowns: 'Demo Kund AB' for Company, 'Demo Förare' for Driver, 'All' for Vehicle, 'MAR 2023' for Start Period, and 'JUN 2023' for End Period. A 'GENERATE' button is positioned below these filters. Below the filters is a table with a 'Download table' link. The table has the following data:

Period	Company	Driver	License plate	Start odometer	End odometer	Total distance	Congestion tax number	Loan vehicle distanc
Mar 23	Demo Kund AB	Demo Förare	AEH83D	2000	2500	500	0	
Apr 23	Demo Kund AB	Demo Förare	AEH83D	2500			4	

At the bottom of the table, there is a pagination control showing '< 1 >'.