

DriveLog

by HansaWorld

Journey logging
application for
smartphones using
Symbian S60
version 3

Program version: 6.1

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Preface

Information in this document is subject to change without notice and does not represent a commitment on the part of HansaWorld. The Software described in this document is a sophisticated information management system. Features are liable to alteration without notice. This documentation is not intended as a *de facto* representation of the system, but as an overview of its facilities. It cannot be exhaustive in all respects. Whilst effort is made to ensure the accuracy of the information published concerning the features and use of HansaWorld software, it is still possible that certain functions mentioned may not be fully implemented, may not be available under certain circumstances, or may possibly relate to a future release of the software. Errors and omissions excepted. HansaWorld accepts no contingent liabilities. All HansaWorld software related transactions are subject to HansaWorld's Conditions of Sale and Software Licence Agreement. All rights reserved.

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DriveLog by HansaWorld

DriveLog by HansaWorld is an easy-to-use single-user application for the daily recording and reporting of private and business trips. It's an application for anyone who needs to track kilometres or mileage for tax deduction or reimbursement.

DriveLog by HansaWorld can be used on any smartphone using Symbian S60 version 3, Feature Pack 1 or later.

You can find a complete list of supported phones at <http://www.symbian.org/devices?manufacturer=All&platform=S60+3rd+Edition+FP1>.

In this documentation, the silver four-way rocker key on your device's keyboard is referred to as the "scroll key". References to the Enter key imply you can press the Enter key in the bottom right-hand corner of the keyboard or the button in the centre of the scroll key.

Installation

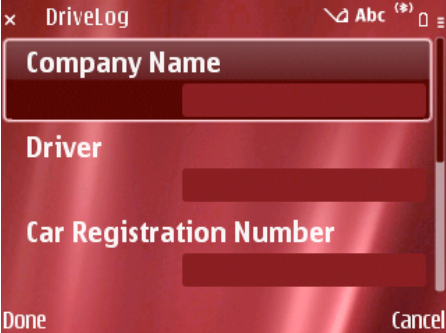
The latest version of DriveLog by HansaWorld is always available for downloading from the Ovi Store at <http://store.ovi.com/content/23920>.

After downloading the application and transferring it to your phone, select **Menu > Installations > App. mgr.** Find the DriveLog installer in the list, select it and **Options > Install.**

Starting DriveLog for the First Time

To launch DriveLog, select **Menu > Installations > DriveLog**.

The first time you launch DriveLog, you will be asked for some basic information—

A screenshot of the DriveLog installation dialog box. The window title is "DriveLog". The dialog has a red background and contains three input fields: "Company Name", "Driver", and "Car Registration Number". At the bottom, there are "Done" and "Cancel" buttons. The dialog is titled "DriveLog" and has a close button (x) in the top left corner. The top right corner shows a keyboard icon with "Abc" and a help icon.

Company Name The name of the company or person owning the car.

Driver Your name as the driver using this DriveLog installation.

Car Registration Number

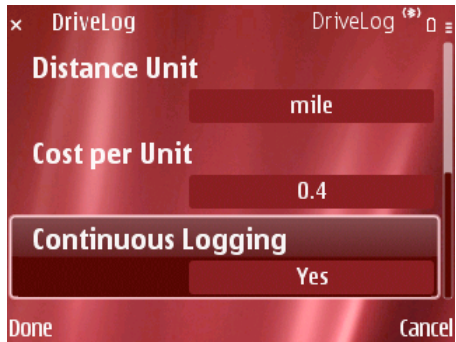
The car's registration number or other identifying number.

Distance Unit Choose whether you will record distances in kilometres or miles.

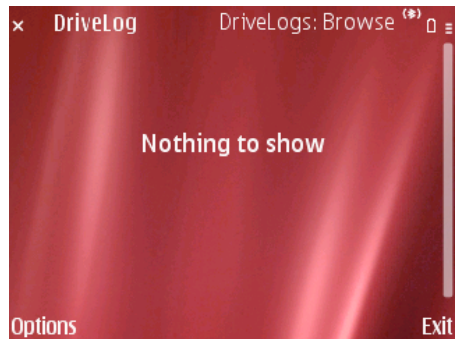
Cost per Unit The cost per kilometre or mile that you can claim for each journey.

Continuous Logging

Choose whether you want to start each new journey from the final reading of the previous one.



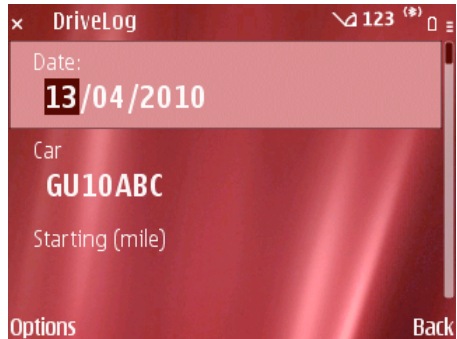
Select **Done** when you have finished. You will be taken to the main window in DriveLog, named 'DriveLogs: Browse'. This window is a list of the journeys or trips you have recorded in DriveLog, so at first it will be empty.



If you need to change any of the initial settings later, select **Options > Settings > DriveLog Settings**.

Starting a New Drive

“Drive” is the term used in DriveLog for a journey or trip. To start a new Drive record, ensure you are at the ‘DriveLogs: Browse’ window and select **Options > New Drive**.



Date

Enter the date when the Drive takes place. The default is the current date. Press the Enter key to choose a date from a calendar—



Car

The registration number of the Car used for the Drive. If you have entered more than one Car in DriveLog, the default will be the last Car that you used. Press the Enter key to choose a different one. If the Car you need is not in the list when you press Enter, select **Options > New** to

register a new one. Please refer to page 13 below for more details about Cars.

Starting (unit) The car's odometer reading when the Drive begins. If you are using the Continuous Logging option, the Ending reading of the previous Drive will appear here automatically. This will change if you choose a different Car. If you are not using the Continuous Logging option, there will be no default reading.

Ending (unit) The car's odometer reading when the Drive ends. You can leave this field empty until you know the reading.

Distance Travelled

The distance will be calculated automatically from the Starting and Ending readings.

Route You can store the details of the journeys that you undertake regularly. These journeys are known as "Routes". Press the Enter key to choose a Route: after you do so, the Ending reading, the Distance Travelled and the Comment will be filled in automatically. If the Route you need is not in the list when you press Enter, select **Options > New** to register a new one. Please refer to page 14 below for more details about Routes.

Comment An optional field where you can enter a description or extra information about the Drive. It is recommended that you enter a Comment as it will help you identify the Drive if you need to return to it later.

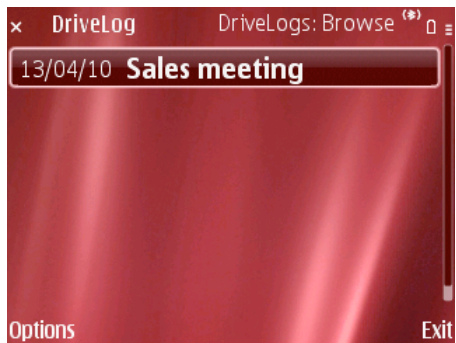
Purpose An optional field where you can specify the Purpose or reasons for making the Drive. Example Purposes might be Sales Visits, Service Calls, and journeys for consultancy or to install equipment. Press the Enter key to choose a Purpose from a list. If the Purpose you need is not in this list, select **Options > New** to register

a new one. Please refer to page 16 below for more details about Purposes.

Cost per unit The cost per kilometre or mile, taken from DriveLog Settings. You can override this figure in a particular Drive.

Total cost The Cost per unit multiplied by the Distance Travelled.

After entering the details of the Drive, select **Options > Save** (or **Back** and choose to save the record). You will be taken back to the 'DriveLogs: Browse' window—

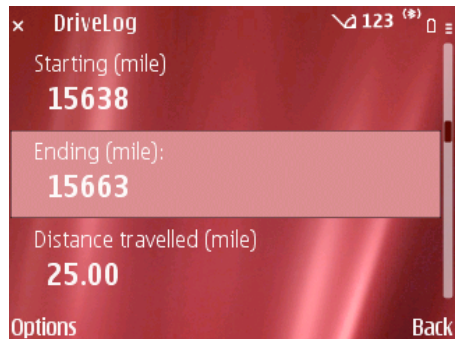


Ending a Drive

To end a journey or trip, highlight it in the 'DriveLogs: Browse' window (the most recent Drive will be at the top of the list) and select **Options** > **End Drive** (or press the Enter key)—



Enter the Ending reading from the odometer. The Distance Travelled and the Total cost will be calculated automatically—



Select **Options** > **Save** (or **Back** and choose to save the record). You will be taken back to the 'DriveLogs: Browse' window.

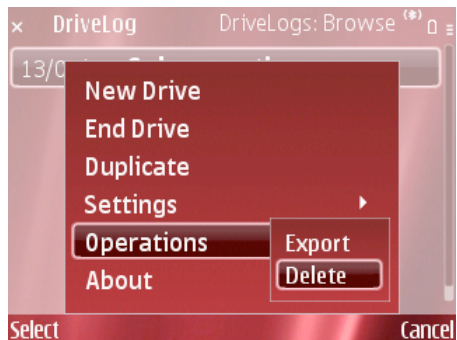
Duplicating a Drive

To duplicate a previous Drive record, highlight it in the 'DriveLogs: Browse' window and select **Options > Duplicate**. A new record will be opened, an exact duplicate of the highlighted Drive with the exception that the Date will be the current date. Change any details as necessary (e.g. enter new odometer readings), then select **Options > Save** (or **Back** and choose to save the record). You will be taken back to the 'DriveLogs: Browse' window.

Deleting a Drive

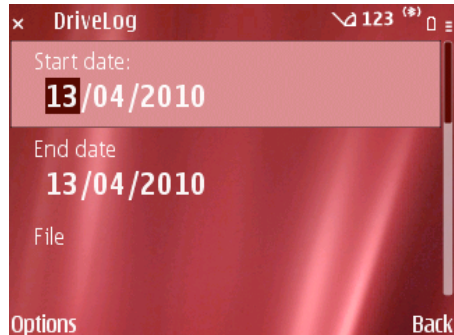
There are two methods you can use to delete a Drive record—

1. Highlight the Drive record in the 'DriveLogs: Browse' window and press the Enter key. The Drive record will be opened. Select **Options > Delete**. The Drive record will be deleted, and the previous Drive will be shown.
2. Highlight the Drive record in the 'DriveLogs: Browse' window and select **Options > Operations > Delete**.



Exporting Drive Information

You can export Drive records to a text file. To do so, ensure you are at the 'DriveLogs: Browse' window and select **Options > Operations > Export**. The following window opens—



Specify Start and End Dates: all Drive records from between these dates will be included in the text file. The default in both cases will be the current date.

You can now proceed in one of three ways—

1. Enter a name for the text file in the File field and select **Options > Run**. The file will be saved in C:/DATA/DriveLog/ (if you installed DriveLog in the phone memory; you can find the file by selecting **Menu > Office > File mgr. > DriveLog**) or E:/DATA/DriveLog/ (if you installed DriveLog on the phone's memory card; you can find the file by selecting **Menu > Office > File mgr.** then open the memory card tab and select **DATA > DriveLog**).
2. If you want to save the text file somewhere else, include the path in the File field. For example, to name the text file "Export" and to save it on the top level of the File Manager in the phone memory, enter C:/DATA/Export.txt.
3. If you want to save the text file somewhere else but do not know the path, select the File field and press the Enter key. You will be

asked if you want to save the file in the phone memory or on the memory card. You will then be shown a list of folders: navigate to where you want the file to be saved. Finally, you will be asked to name the text file.

Cars

You can use DriveLog to record the journeys of more than one Car. You must register each Car to do so.

To work with Cars, ensure you are at any browse window (list of records) and select **Options > Settings > Cars**. You will be taken to the 'Cars: Browse' window, listing the Cars you have already registered—



To register a new Car, select **Options > New**. Enter its registration or other identifying number, then select **Options > Save** (or **Back** and choose to save the record). You will be taken back to the 'Cars: Browse' window.

To change a Car's registration or other identifying number, highlight it in the list and then press the Enter key. Make the necessary change, then select **Options > Save** (or **Back** and choose to save the record). Once again, you will be taken back to the 'Cars: Browse' window.

To delete a Car, highlight it in the 'Cars: Browse' window and press the Enter key. The Car record will be opened. Select **Options > Delete**. The Car record will be deleted, and the previous Car will be shown.

To return to the 'DriveLogs: Browse' window from the 'Cars: Browse' window, select **Back**.

Routes

A "Route" is a journey that you make repeatedly. After defining a Route, you can use it in a Drive record. The Ending odometer reading and the Distance Travelled in the Drive record will be calculated automatically.

To work with Routes, ensure you are at any browse window (list of records) and select **Options > Settings > Routes**. You will be taken to the 'Routes: Browse' window, listing the Routes you have already registered—



To register a new Route, select **Options > New**. To copy an existing Route, highlight it in the list and select **Options > Duplicate**. In both cases, a new Route window will be opened, either empty or containing a duplicate of the highlighted Route—



Enter the following details—

Route A unique identifying code for the Route.

Comment A descriptive name for the Route. If you use the Route in a Drive, this name will be copied to the Comment field.

Route mile or Route km

The length of the Route: this will be used to calculate the Ending reading and the Distance Travelled in a Drive.

When the record is complete, select **Options > Save** (or **Back** and choose to save the record). You will be taken back to the 'Routes: Browse' window.

To change a Route, highlight it in the list and then press the Enter key. Make the necessary change, then select **Options > Save** (or **Back** and choose to save the record). Once again, you will be taken back to the 'Routes: Browse' window.

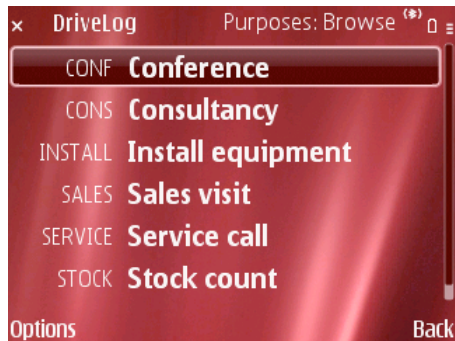
To delete a Route, highlight it in the 'Routes: Browse' window and press the Enter key. The Route record will be opened. Select **Options > Delete**. The Route record will be deleted, and the previous Route will be shown.

To return to the 'DriveLogs: Browse' window from the 'Routes: Browse' window, select **Back**.

Purposes

"Purposes" are reasons for making Drives: they allow you to organise those journeys into groups. Examples might be Sales Visits, Service Calls, and journeys for consultancy or to install equipment.

To work with Purposes, ensure you are at any browse window (list of records) and select **Options > Settings > Purposes**. You will be taken to the 'Purposes: Browse' window, listing the Purposes you have already registered—



To register a new Purpose, select **Options > New**. To copy an existing Purpose, highlight it in the list and select **Options > Duplicate**. In both cases, a new Purpose window will be opened, either empty or containing a duplicate of the highlighted Purpose—



Enter the following details—

Code A unique identifying code for the Purpose.

Purpose A descriptive name for the Purpose.

When the record is complete, select **Options > Save** (or **Back** and choose to save the record). You will be taken back to the 'Purposes: Browse' window.

To change a Purpose, highlight it in the list and then press the Enter key. Make the necessary change, then select **Options > Save** (or **Back** and choose to save the record). Once again, you will be taken back to the 'Purposes: Browse' window.

To delete a Purpose, highlight it in the 'Purposes: Browse' window and press the Enter key. The Purpose record will be opened. Select **Options > Delete**. The Purpose record will be deleted, and the previous Purpose will be shown.

To return to the 'DriveLogs: Browse' window from the 'Purposes: Browse' window, select **Back**.

DriveLog Settings

If you need to change any of the settings you made when you started DriveLog for the first time, ensure you are at any browse window (list of records) and select **Options > Settings > DriveLog Settings**—



Please refer to the 'Starting DriveLog for the First Time' section above on page 5 for details about each of the fields in DriveLog Settings.

An extra field in this setting that is not shown when you start DriveLog for the first time is No. of Saved Drives. You can use this field to specify a maximum number of Drives that can be stored in DriveLog. This can be useful if you have many applications on your phone and are worried about how much memory will be taken by DriveLog. When the limit is reached and you save a new Drive, the oldest Drive will be deleted. You should therefore regularly use the Export facility described above on page 12 to transfer Drive information from your phone to a PC before that information is deleted.

To close the DriveLog Settings, select **Back**. You will be asked if you want to save the changes that you made.

Exiting DriveLog

To exit DriveLog, ensure you are at the 'DriveLogs: Browse' window and select **Exit**.