

Little LogBook Global User Guide

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Introduction

Congratulations on your Little LogBook and/or Little LogBook GO. You are now the proud owner of the best and easiest to use, GPS logging device in the world. The multiplicity of uses is only limited to one's imagination.

Please take the time to familiarise yourself with all the functions of the device and software, to ensure you get the most from your Little LogBook and/or Little LogBook GO.

In short, our devices record reams of GPS data. This digital information is then available for you to view, study, scrutinize, explore and report on.

The analytic software is purposefully developed to be easy to use and with a clear understanding of the functions available to you, you will enjoy all that is Little LogBook.

With multiple uses in business and industry, to agriculture, travel and recreation, the applications are endless.

The following guide will assist you in getting the best from your Little LogBook and/or Little LogBook GO, specific to your wants & needs.

Quick Start Guide (Existing User - Pre August 2016)

Installing the software

- Download the latest software application from our website – www.littlelogbook.co.za
- Follow the installation wizard to install the new Little Logbook software.
- The software will prompt you to import your Version 1 Little LogBook data.
- Your software is ready to use.
- Start the Little LogBook program at any time by double clicking on the desktop icon

Using your device

- Continue using the device as in the past.
- Plug your Little LogBook into the provided Dual USB charger or USB port in your car/ radio
- Turn on your ignition (Little LogBook has lit LED)
- Drive off once Little LogBook has connected to the GPS satellites ([Little LogBook has flashing LED](#))
- Turn the car off to stop the recording of the trip ([Little LogBook has no lit LED](#))
- Little LogBook can record unto 210 Hours of driving data, but it is recommended to download frequently and clear your device frequently.



Downloading data and using the software

- Unplug your Little LogBook from the car and launch your Little LogBook software
- Plug your Little LogBook into your PC
- Download your trip data
- Clear your device
- Your device is now empty and ready for use in the vehicle again
- Use the functions of the software as described in the help Files

Getting the most from your Little LogBook

- Personal Location Names
- Set Automark Rules
- Set Reminders
- Set Auto Backup
- Set Costs
- Set Financial Year Reporting Start Date
- Set Measurement Unit
- Set Default Map Provider
- Sync Vehicle Odometer with software regularly (Vehicle odometer and GPS readings differ slightly from each other and need to be synchronized from time to time)

Quick Start Guide (First Time User)

Installing the software

- Install the Little LogBook Software after downloading it from our website
- Follow the installation wizard to install the Little Logbook Software.
- Your software is ready to use.
- Start the Little LogBook program at any time by double clicking on the desktop Icon

Using your device

- Plug your Little LogBook into the provided Dual USB charger or USB port in your car/ radio
- Turn on your ignition (Little LogBook has lit LED)
- Drive off once Little LogBook has connected to the GPS satellites ([Little LogBook has flashing LED](#))
- Turn the car off to stop the recording of the trip ([Little LogBook has no lit LED](#))
- Little LogBook can record unto 210 Hours of driving data, but it is recommended to download frequently.



Using the software

- Unplug your Little LogBook from the car and launch your Little LogBook software
- Plug your Little LogBook into your PC
- Download your trip data
- Clear your device
- Your device is now empty and ready for use in the vehicle again

Getting the most from your Little LogBook

- Personal Location Names
- Set Automark Rules
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In the Box

Little LogBook

- Little LogBook GPS Trip Logging Device
- Little LogBook Dual USB Power Supply

Little LogBook GO

- Little LogBook GO GPS Trip Logging Device

Best Practices Guide

Using your Little LogBook Device

Ensure you have a proper connection between the Vehicle Lighter Socket, Dual USB Charger & your Little LogBook device (LED lights indicate power on the charger and on the device)

Little LogBook works best when it has a clear view of the sky (Satellites), but will log data in more obscure positions. Satellite connection dependent.

Ensure the LED on the device is flashing. This indicates it has established a connection to the satellites and is recording data.

Little LogBook can record up to 210 Hours, however, it is recommended to download frequently, as once the device is full, it no longer records data.



Using your Little LogBook Software

- Load the Little LogBook software and follow the setup wizard.
- Plug the device into the PC's USB port.
- Download the trip data and clear the device.
- Remove the device from the PC - it is ready to be plugged into the vehicle again.
- Personalise your location names. The software automatically assigns a General Location Name, from a known place name and Point of Interest (POI) database. Renaming these locations personalises the content and improves report content and options.
- Create Automark Rules for reoccurring trips. All future trips downloaded which match the Automark Rules will automatically update the trip content, thus reducing administrative input from you as your number of rules increase.
- Mark remaining trips as "Business" or "Private". Trips not marked are considered to be private.
- Use the reporting options to extract a variety of preset reports or use the Custom report option to filter report content, as you require.
- Update personal preferences and settings, to ensure optimal setup to suit your personal requirements, like Backup, Reminders etc.

System Requirements

The minimum requirements for using the Little LogBook software are:

- Windows operating system (requires administrative rights for certain activities)
- Windows XP/Vista/7/8/10 (32 & 64-bit); or Windows Server2003/Server2008 (32 & 64-bit)
- 1 USB port
- Mouse and keyboard
- Software download from our website - www.littlelogbook.co.za
- 200MB free disk space
- Internet connection
- Updated .NET framework 4
- Mac users can use the software by running Windows in a virtual/dual boot environment; please contact support@littlelogbook.net for more information.



Technical Specifications

Little LogBook

- 65 channels satellite tracking
- Startup times (Satellite dependent): 2 - 180 seconds
- Superior sensitivity: -160dBm tracking
- Update Rate: 1 Hz (max)
- Dynamics: 4G (39.2 m/sec²)
- Dimension: 2.89 in (L) x 1.06 in (W) x 0.39 in (H)
- Support standard NMEA-0183 at 4800/9600/19200/38400/115200 bps
- GPS protocol: NMEA +0183 - GGA, GSA, GSV, GLL, RMC, VTG, ZDA
- DATUM: WGS84 (User Definable)
- Support AGPS and SAGPS
- SBAS (WAAS, EGNOS) support
- 2MB flash memory for data logging (Up to 210 Hours of driving data, subject to routes), with 16 bytes binary data per record that stores up to 250K
- Start & stop locations can be renamed by user
- Support G-mouse function
- Accuracy: Position: 5m CEP without SA
- Velocity: 0.1m/sec, without SA
- Time: +/- 50ns synchronized to GPS time
- Operation Limits: Altitude <18,000 m or Velocity < 515 m/s
- Operating Temperature: -20 to 60 Celsius; Humidity: 5% ~ 95%
- USB 2.0
- USB powered
- Power Consumption <42 mA (1Hz standard version)



Little LogBook GO

- 48 parallel channels, L1 C/A code
- Accuracy: position 2.5m CEP, Velocity 0.1m/sec
- Startup times (average): 5 sec hot start, 40 sec cold start
- Signal reacquisition: 1s
- Superior sensitivity: -147dBm acquisition, -163dBm tracking
- Update Rate: 1 Hz standard
- Dynamics: 4G (39.2 m/sec²)
- GPS protocol: NMEA +0183 – GPGGA, GPGLL, GPGSA, GPGSV, GPRMC, GPVTG, GPZDA at 4800/9600/19200/38400 baud, 8, N, 1
- DATUM: WGS84 (User Definable)
- LED indicator: Blue, Red & Green
- Input Voltage: 5V, 1Amp DC
- Dimension: 69.83 mm (L) x 29.74 mm (W) x 15.58 mm (H)
- Weight 36G (including Battery)
- Ultra-low power consumption: approximately 15 hours continuous use by 450mAh Lithium Polymer battery
- Built in G-Sensor with 1500 hours stand-by mode
- Water resistant up to IPX6 (Cap must be on)
- Support SAGPS
- SBAS (WAAS, EGNOS) support
- 2MB flash memory for data logging, with 16 bytes binary data per record that stores up to 250K
- Start & stop locations can be renamed by user
- Time: +/- 50ns synchronized to GPS time
- Operation Limits: Altitude <18,000 m or Velocity < 515 m/s
- Operating Temperature: -40° to 85° Celsius; Humidity: 5% ~ 95%
- USB 2.0
- Battery/USB powered



Using the Device

Little LogBook

- Plug the power supply into the vehicle's lighter socket, using the enclosed Dual USB Charger or other USB port in the vehicle or radio (if the function allows it). Little LogBook works best with an unobstructed view of the sky (satellites)
- The enclosed power supply has a spare USB slot for powering/charging other electronic equipment such as cell phones & navigation devices. The power supply comes with one 5Volt 1Amp slot and one 5Volt 2.1Amp for more power hungry devices.
- Ideally the power connection is activated, when the ignition of the vehicle is turned on (LED's light up on device and charger), however, the software does allow for permanent power situations (LED's remain lit after ignition is turned off).
- Once the point of power to the Little LogBook device has been established, the device connects to the satellites after a short boot up period (connecting to satellites) and starts recording data.
- Once the LED start flashing, the device is recording and you can depart.
- LED behaviour on Little LogBook:
 - Solid Green LED = Power connected, but no satellite connection (Device not recording)
 - Flashing Green LED (2 Second Intervals) = Connected to the satellite (Device is recording)
 - Rapid flashing (5 times per second with 0,5 second interval) = Device memory is over 80% usage
- Little LogBook only operates when connected to power and after it has acquired a full satellite fix.
- It is easily inserted and removed to later download trip data to the software on your PC.

Little LogBook GO

Connecting to the PC

- LLB GO needs to be turned on in order to download the GPS data.
- LLB GO charges while plugged in to the USB port. For best charging results, turn the LLB GO off before charging.

Charging the Device

- Before you can use the Little LogBook GO you need to charge the battery of the device. Take the cap off the device by firmly holding the device with one hand and wiggling the cap from side to side while you pull with the other hand. The cap is tight due to the IPX6 waterproof rating.
- Plug your LLB GO device into a USB port on your PC. You will see a solid green LED indicating charging. When the device is fully charged the green LED will go off and your GO is ready to use.



Flat Battery

The Red LED light will come on when the battery has run flat and the device will switch off shortly thereafter. Please note the Red LED also indicates no more logging.

Turning the Device On and Connecting:

- Switch the device on by pressing the power button for a few seconds. A solid Blue LED will shine to indicate the device is ON. When the Blue LED starts flashing on and off in 2 second intervals, this indicates the device has acquired a full satellite fix and is logging trip information.
- Please ensure your device is outdoors in order to obtain a satellite lock.
- NOTE: It can take up to 10 minutes for the device to acquire a satellite lock when it is switched on for the very first time.

Standby Mode

- When the unit is stationary/inactive for 2 minutes the Blue LED will go off to indicate that the LLB GO device has gone into standby mode to extend battery life.
- Once motion is detected the LLB GO device will wake up and the blue LED will shine to show the device is active and looking for a satellite fix to start logging again.

Marking a Point Of Interest (POI)

- You can create a POI (Point of Interest) at any time by pressing the POI button on the device.
- The Blue LED will flash rapidly for 1 second to indicate the point has been created.
- The POI will be visible once the trip data is downloaded and viewed using the Little LogBook software.

Turning the Device Off

- To turn the device off press and hold the power button until the Red and Blue lights begin flashing alternately.
- The device will then switch off.



LED Behaviour

Quick Reference Guide	
Little LogBook	
Action	LED Behaviour
Power ON	Green LED ON
Sat Lock – Data recording is activated	Flashing Green LED
80% Full Data Capacity	Rapid Flashing Green LED with interval
100% Full Data Capacity	Continuous Rapid Flashing Green LED no interval
Little LogBook GO	
Action	LED Behaviour
Power ON – Hold down	Blue LED ON
Power OFF – Hold down	Flashing Red & Blue LED
Sat Lock – Data recording is activated	Flashing Blue LED
Standby Mode – after 2 min of inactivity	Blue LED OFF – inactive Blue LED ON – activated
80% Full Data Capacity	Rapid Flashing Blue LED with interval
100% Full Data Capacity	Continuous Rapid Flashing Blue LED no interval
Battery LOW indicator	Flashing Red LED
POI (Point of Interest) – Press	1 second Rapid Flashing Blue LED
Charging device in USB port (remove cap)	Solid Green LED (LED OFF when fully charged)
Download Data (Device Power on)	Blue & Green LED

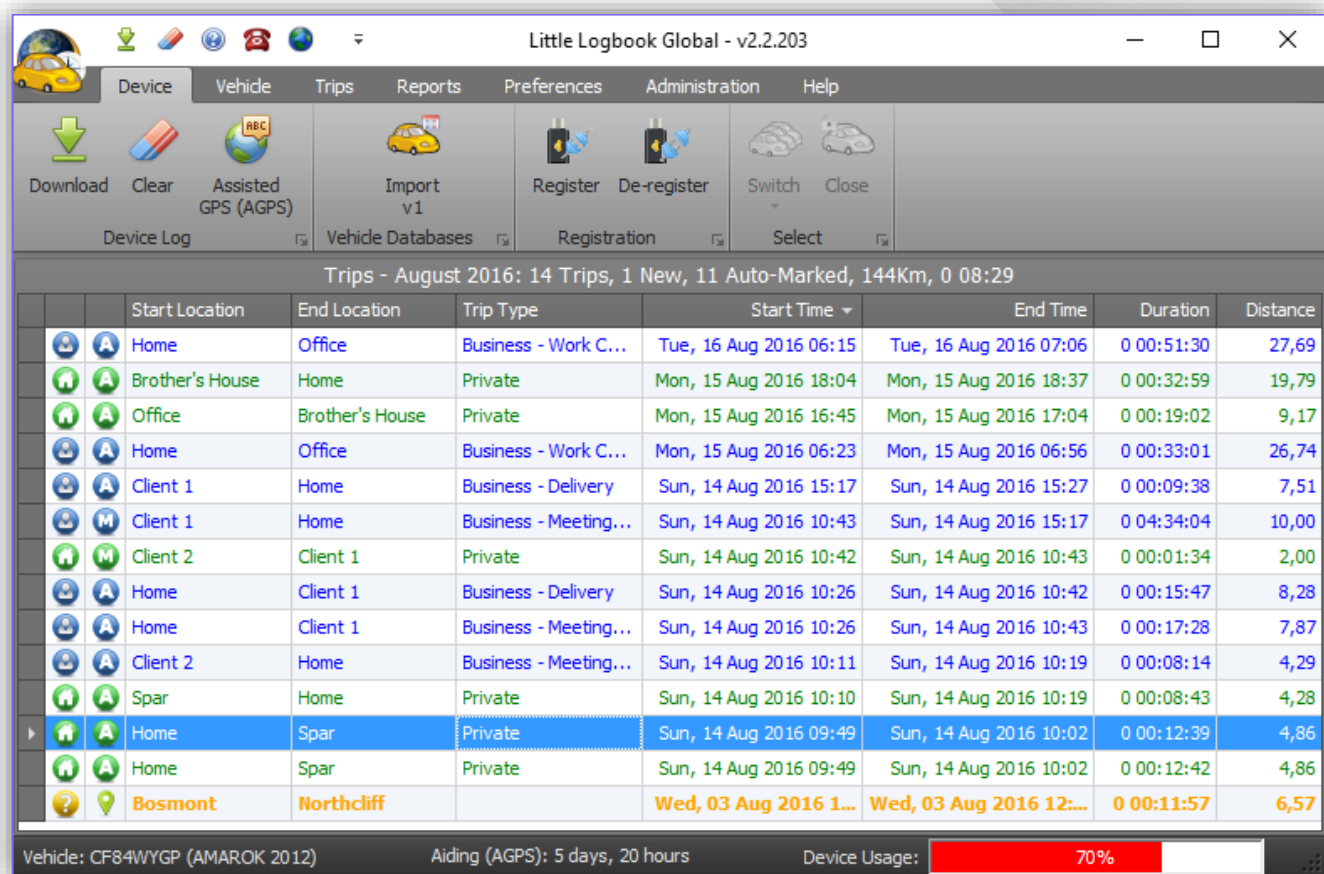


Using the Software

Main Screen

The main screen of the application consists out of a menu bar on top which is called a ribbon menu, underneath which is a list of the trips for the selected vehicle and the selected month.

The trips are listed in descending order of the start time. Here is an example of a list of trips:



The screenshot shows the 'Little Logbook Global - v2.2.203' application window. The ribbon menu includes 'Device', 'Vehicle', 'Trips', 'Reports', 'Preferences', 'Administration', and 'Help'. The 'Trips' ribbon is active, displaying a list of trips for August 2016. The list is sorted by start time in descending order. The status bar at the bottom indicates the vehicle is 'CF84WYGP (AMAROK 2012)', it is 'Aiding (AGPS): 5 days, 20 hours', and the 'Device Usage' is at 70%.

	Start Location	End Location	Trip Type	Start Time	End Time	Duration	Distance
	Home	Office	Business - Work C...	Tue, 16 Aug 2016 06:15	Tue, 16 Aug 2016 07:06	0 00:51:30	27,69
	Brother's House	Home	Private	Mon, 15 Aug 2016 18:04	Mon, 15 Aug 2016 18:37	0 00:32:59	19,79
	Office	Brother's House	Private	Mon, 15 Aug 2016 16:45	Mon, 15 Aug 2016 17:04	0 00:19:02	9,17
	Home	Office	Business - Work C...	Mon, 15 Aug 2016 06:23	Mon, 15 Aug 2016 06:56	0 00:33:01	26,74
	Client 1	Home	Business - Delivery	Sun, 14 Aug 2016 15:17	Sun, 14 Aug 2016 15:27	0 00:09:38	7,51
	Client 1	Home	Business - Meeting...	Sun, 14 Aug 2016 10:43	Sun, 14 Aug 2016 15:17	0 04:34:04	10,00
	Client 2	Client 1	Private	Sun, 14 Aug 2016 10:42	Sun, 14 Aug 2016 10:43	0 00:01:34	2,00
	Home	Client 1	Business - Delivery	Sun, 14 Aug 2016 10:26	Sun, 14 Aug 2016 10:42	0 00:15:47	8,28
	Home	Client 1	Business - Meeting...	Sun, 14 Aug 2016 10:26	Sun, 14 Aug 2016 10:43	0 00:17:28	7,87
	Client 2	Home	Business - Meeting...	Sun, 14 Aug 2016 10:11	Sun, 14 Aug 2016 10:19	0 00:08:14	4,29
	Spar	Home	Private	Sun, 14 Aug 2016 10:10	Sun, 14 Aug 2016 10:19	0 00:08:43	4,28
	Home	Spar	Private	Sun, 14 Aug 2016 09:49	Sun, 14 Aug 2016 10:02	0 00:12:39	4,86
	Home	Spar	Private	Sun, 14 Aug 2016 09:49	Sun, 14 Aug 2016 10:02	0 00:12:42	4,86
	Bosmont	Northcliff		Wed, 03 Aug 2016 1...	Wed, 03 Aug 2016 12:...	0 00:11:57	6,57

Trips are displayed in sets of months, so that the screen is not bogged down with too much data accumulated over time. Without going into actual detail of each button and what it does, let's break this screen down into smaller areas...

Application Title Bar



This contains a few buttons on the left which allow you to access certain functionality at any given

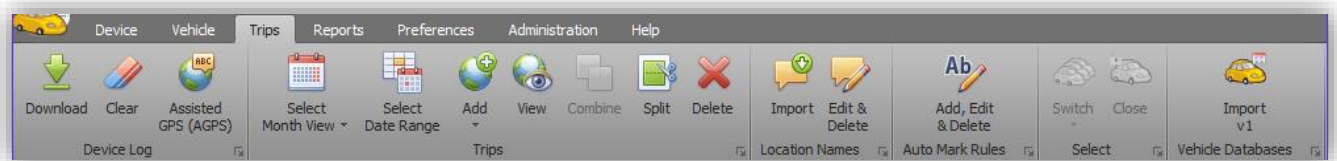


time. In the center is the name of the application and its version number – important for support queries.

Ribbon Menu Bar



This contains all of the functionality that you require to download your device trip data, import version 1 data, register devices, draw reports, personal location names, auto mark rules, backups and a whole lot more. It is divided into sections called tabs and each tab will open a set of related functionality. The device tab has functionality that pertains to devices, so it will have a download, registration, deregistration button etc. while the trips tab will have trip functionality such as the month selector, ad manual trips, edit a trip, personal location names and auto mark rules.



Trips Title Summary

Trips - August 2016: 12 Trips, 0 New, 11 Auto-Marked, 135Km, 0 08:15

This contains the following information:

- Selected month and year (or date range)
- Amount of trips for the selected date range
- Amount of trips that have not been marked as private or business
- Amount of trips that were automatically marked by means of Automark rules
- Total distance travelled for the selected date range
- Total duration of travelling for the selected date range



List of Trips

		Start Location	End Location	Trip Type	Start Time	End Time	Duration	Distance
		Home	Office	Business - Work C...	Tue, 16 Aug 2016 06:15	Tue, 16 Aug 2016 07:06	0 00:51:30	27,69
		Brother's House	Home	Private	Mon, 15 Aug 2016 18:04	Mon, 15 Aug 2016 18:37	0 00:32:59	19,79
		Office	Brother's House	Private	Mon, 15 Aug 2016 16:45	Mon, 15 Aug 2016 17:04	0 00:19:02	9,17
		Home	Office	Business - Work C...	Mon, 15 Aug 2016 06:23	Mon, 15 Aug 2016 06:56	0 00:33:01	26,74
		Client 1	Home	Business - Delivery	Sun, 14 Aug 2016 15:17	Sun, 14 Aug 2016 15:27	0 00:09:38	7,51
		Client 1	Home	Business - Meeting...	Sun, 14 Aug 2016 10:43	Sun, 14 Aug 2016 15:17	0 04:34:04	10,00
		Client 2	Client 1	Private	Sun, 14 Aug 2016 10:42	Sun, 14 Aug 2016 10:43	0 00:01:34	2,00
		Home	Client 1	Business - Delivery	Sun, 14 Aug 2016 10:26	Sun, 14 Aug 2016 10:42	0 00:15:47	8,28
		Home	Client 1	Business - Meeting...	Sun, 14 Aug 2016 10:26	Sun, 14 Aug 2016 10:43	0 00:17:28	7,87
		Client 2	Home	Business - Meeting...	Sun, 14 Aug 2016 10:11	Sun, 14 Aug 2016 10:19	0 00:08:14	4,29
		Spar	Home	Private	Sun, 14 Aug 2016 10:10	Sun, 14 Aug 2016 10:19	0 00:08:43	4,28
		Home	Spar	Private	Sun, 14 Aug 2016 09:49	Sun, 14 Aug 2016 10:02	0 00:12:39	4,86
		Home	Spar	Private	Sun, 14 Aug 2016 09:49	Sun, 14 Aug 2016 10:02	0 00:12:42	4,86
		Bosmont	Northcliff		Wed, 03 Aug 2016 1...	Wed, 03 Aug 2016 12:...	0 00:11:57	6,57

Columns in Trip Display

- All columns are sortable. The default sort order is by trip start date and it is descending.
- Columns can be sorted by clicking on the column header.
- Columns can be reverse-sorted by clicking on the header of the column a second time.
- Columns can be multi-selected for group-sorting by holding down the CTRL key while clicking on the title of the column.
- Columns can be re-arranged by dragging them around to another position.
 - **Note: The positioning will not be remembered upon the next application start and will be reset to the default sequence.**

Here is a comprehensive listing of the columns from left to right:



- Trip Type Icon
 - The trip type icons will differ depending upon the trip being a business trip or a private trip.
 - A private trip icon looks like this:
 - A business trip looks like this:
 - An unknown trip looks like this:
- Extended Information Icon
 - The icons differ depending on the trip being auto marked, manual trip or having a point of interest (POI).
 - An auto marked trip likes like this: (When private) or (When business)
 - A manual trip looks like this: (When private) or (When business)
 - (only available with the Little LogBook GO device which supports capturing POI)).





- Start Location
- End Location
- Trip Type
 - The trip type information contains the reason as well, provided your screen is wide enough to view. It will otherwise truncate the text with an ellipses "...".
- Start Time
 - This is the trip start date and time in your local time zone as prescribed by your control panel regional settings.
 - If the date or time is not as expected, please check your regional settings in your computer's control panel.
- End Time
 - This is the trip end date and time in your local time zone as prescribed by your control panel regional settings.
 - If the date or time is not as expected, please check your regional settings in your computer's control panel.
- Duration
 - This column displays the total duration for the trip
 - The format is "DAYS HOURS:MINUTES:SECONDS"
- Distance
 - This column displays the total distance travelled for the trip in miles or kilometers, whichever you specified at the time of registration.

Rows in Trip Display



- The default ordering of the list of trips is by start time descending. This way, your latest trips are always on top of the list, unless you change the [sort order](#).
- Blue rows indicate business trips:

		Client 2	Home	Business - Meeting...	Sun, 14 Aug 2016 10:11
---	---	----------	------	-----------------------	------------------------

- Green rows indicate private trips:

		Office	Brother's House	Private	Mon, 15 Aug 2016 16:45
---	---	--------	-----------------	---------	------------------------

- Orange/Yellow/Gold (may differ on certain screens) are unmarked trips still needing optional attention:

		Bosmont	Northcliff		Wed, 03 Aug 2016 1...
---	---	---------	------------	--	-----------------------

- Trips can be multi-selected by holding down the SHIFT key for sequential row selection or the CTRL key for individual row selection:




		Start Location	End Location	Trip Type	Start Time
		Home	Office	Business - Work Commute	Tue, 16 Aug 2016 06:15
		Brother's House	Home	Private	Mon, 15 Aug 2016 18:04
		Office	Brother's House	Private	Mon, 15 Aug 2016 16:45
		Home	Office	Business - Work Commute	Mon, 15 Aug 2016 06:23
		Client 1	Home	Business - Delivery	Sun, 14 Aug 2016 15:17
		Client 1	Home	Business - Meeting Supplies	Sun, 14 Aug 2016 10:43
		Client 2	Client 1	Private	Sun, 14 Aug 2016 10:42
		Home	Client 1	Business - Delivery	Sun, 14 Aug 2016 10:26

Application Context Menu

Right-clicking on any trips will cause the context sensitive menu to appear. This menu contains most of the functionality required to administrate the selected trips.

		Start Location	End Location	Trip Type	Start Time	End Time
		Home	Office	Business - Work Commute	Tue, 16 Aug 2016 06:15	Tue, 16 Aug 2016 07:06
		Brother's House	Home	Private	Mon, 15 Aug 2016 18:04	Mon, 15 Aug 2016 18:37
		Office	Brother's House	Private	Mon, 15 Aug 2016 16:45	Mon, 15 Aug 2016 17:04
		Home	Office	Business - Work Commute	Mon, 15 Aug 2016 06:23	Mon, 15 Aug 2016 06:58
		Client 1	Home	Business - Delivery	Sun, 14 Aug 2016 15:17	Sun, 14 Aug 2016 15:27
		Client 1	Home	Business - Meeting Supplies	Sun, 14 Aug 2016 10:43	Sun, 14 Aug 2016 15:17
		Client 2	Client 1	Private	Sun, 14 Aug 2016 10:42	Sun, 14 Aug 2016 10:43
		Home	Client 1	Business - Delivery	Sun, 14 Aug 2016 10:26	Sun, 14 Aug 2016 10:42
		Home	Client 1	Business - Delivery	Sun, 14 Aug 2016 10:26	Sun, 14 Aug 2016 10:43
		Client 2	Home	Business - Delivery	Sun, 14 Aug 2016 10:11	Sun, 14 Aug 2016 10:15
		Spar	Home			
		Home	Spar			
		Home	Spar			
		Bosmont	Northcote			



- Set as Automark Rule...
- Business
- Private
- Other
- Add Trip
- Rename Start Location
- Rename End Location
- Edit Personal Location Name...
- Export to KML
- Combine
- Split
- Delete

New Tag ...

- Home - (0,03 Km)
- Home, Wierda Park - (0,03 Km)
- Spar, Wierda Park - (0,31 Km)
- Bakenkop Vet, Centurion - (0,82 Km)
- Garmar Supermarket, Brakfontein - (0,98 Km)
- Caltex, Eldoraigne - (1,57 Km)
- Builder's Warehouse, Centurion - (1,67 Km)
- Centurion - (1,91 Km)
- CENTURION GOLF SUITES GUEST L - (1,91 Km)
- Hennospark - (2,65 Km)

Vehicle: CF84WYGP (AMAROK 2012)

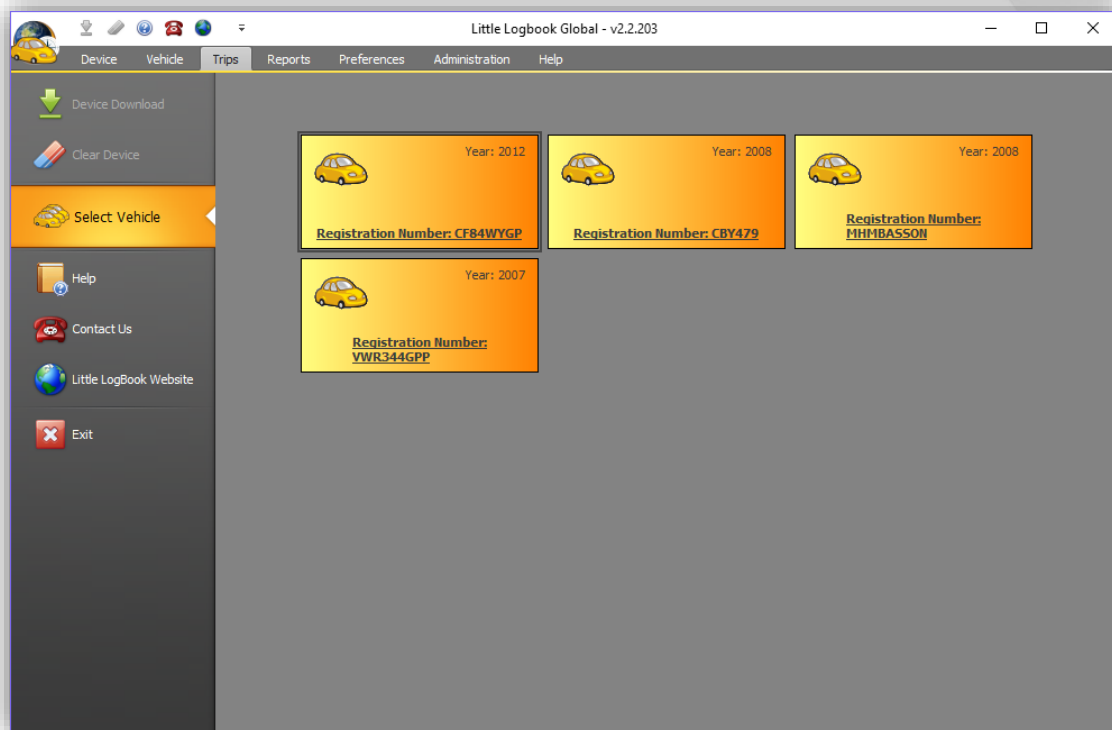
NB: This menu changes depending on the trip or trips that you have selected, i.e. the “Combine” option is only available when two or more trips have been selected and no manual trips are included in that selection. Manual trips cannot be combined due to lack of geo-positional coordinates in a [manually added trip](#).



Application Button



The application button will present an alternative menu to you, the default selection being “Select Vehicle”:



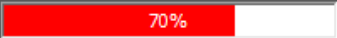
Here are extended options that will allow you to download a connected device, clear a connected device and select a vehicle amongst others.

The “Select Vehicle” option displays a list of your vehicles which you can select when wanting to switch the trips list over to it. The vehicles are displayed in what is known to us as “cards”.

Click on a vehicle “card” and the application will close up the current trip list (if any are displayed) and switch over the trips to the selected vehicles trips.



Application Footer (Status Bar)

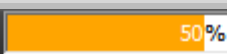
Vehicle: CF84WYGP (AMAROK 2012) Aiding (AGPS): 5 days, 20 hours Device Usage: 

On the left is the registration number, make and model of the selected vehicle.
In the center is the Aiding GPS remaining on the device (if the device is an old generation device).
On the right is the usage of the device: i.e. the remaining space left on the “memory” of the device where new trips can still be logged.

When the device usage is less than one third (33%) the progress bar is green:

Device Usage:  15%

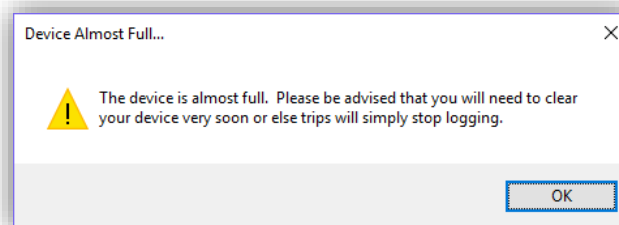
- When the device usage is between 33% and 66% the progress bar is orange:

Device Usage:  50%

- When the device usage is over 66% the progress bar is red:

Device Usage:  70%

- When the device is 80% and over, you will get a warning:



NB: When the device is full, new trips will no longer be logged. Please consult the section on [downloading trips](#) and [clearing the device](#).



Device Tab

Device Log

Downloading trips from the device



Once you have accumulated a few trips on your device, you should download them to your PC. Remove the device from your vehicle and connect it to a USB port on your PC. Open the software by clicking the Little LogBook desktop icon, or via the menu on your PC. To start downloading your trips, click the “Download” button on the toolbar. The download button is also found in the following menus: Device, Trips and Main Menu

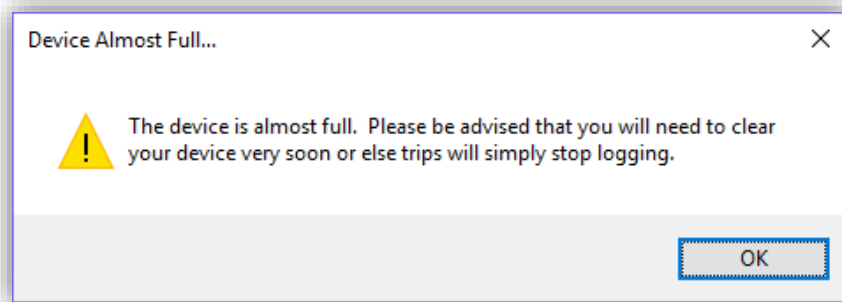
Once your trips are downloaded, remember to clear the device (see [“Clearing the device”](#)). Remove the device from the USB port. The downloaded trips are displayed per month with the latest month on top.

Clearing the device



Once you have downloaded the trips from the device, it is important to clear the device. Click the “Clear Device” button. When the device is cleared, remove it from the PC and the device is ready for use again.

When the device is 80% and over, you will get a warning:



NB: When the device is full, new trips will no longer be logged. It is a device hardware feature which cannot be changed.



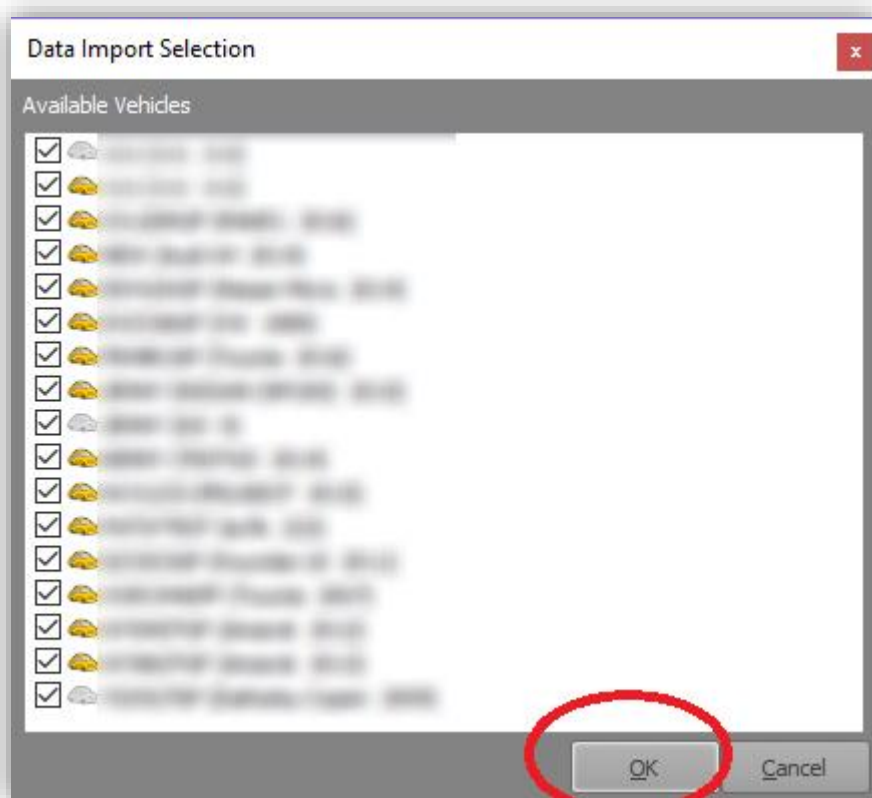
Vehicle Databases

Import V1



If you have used a previous version of this software before August 2016, namely version 1, then the trips, vehicles and other information that went along with that will need to be imported into the new software application. It is advisable to uninstall the previous version after importing all the data. Note: Please import ALL of the trip information, even deregistered vehicles. Another note: Have a connected Internet connection or else any non-personalised (public auto-assigned) location names will become marked as "Unknown".

Click on the "Import V1" button on the toolbar to start the import process. Select the list of vehicles that you would like to import from the list of vehicles found from the old version of the software and then click on the "OK" button.

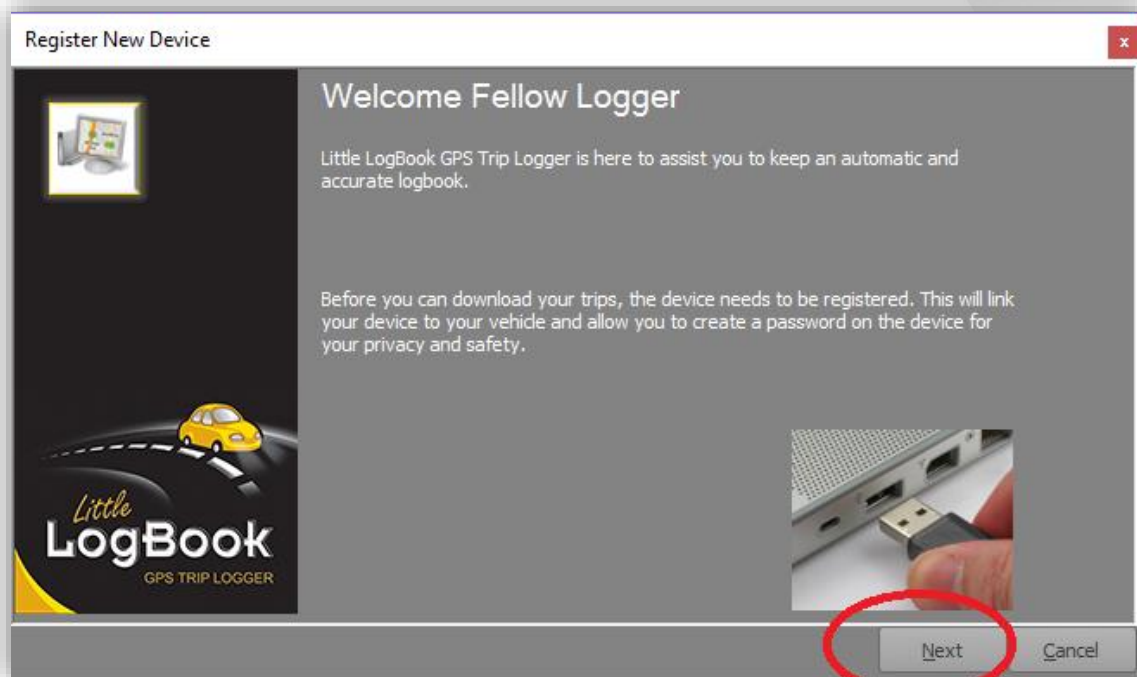


Registration

Register Device



Click on the “Register” button on the toolbar to start the registration process of the plugged-in Little LogBook/Little LogBook GO device. You will see the following screen which will guide you through the rest of the process:

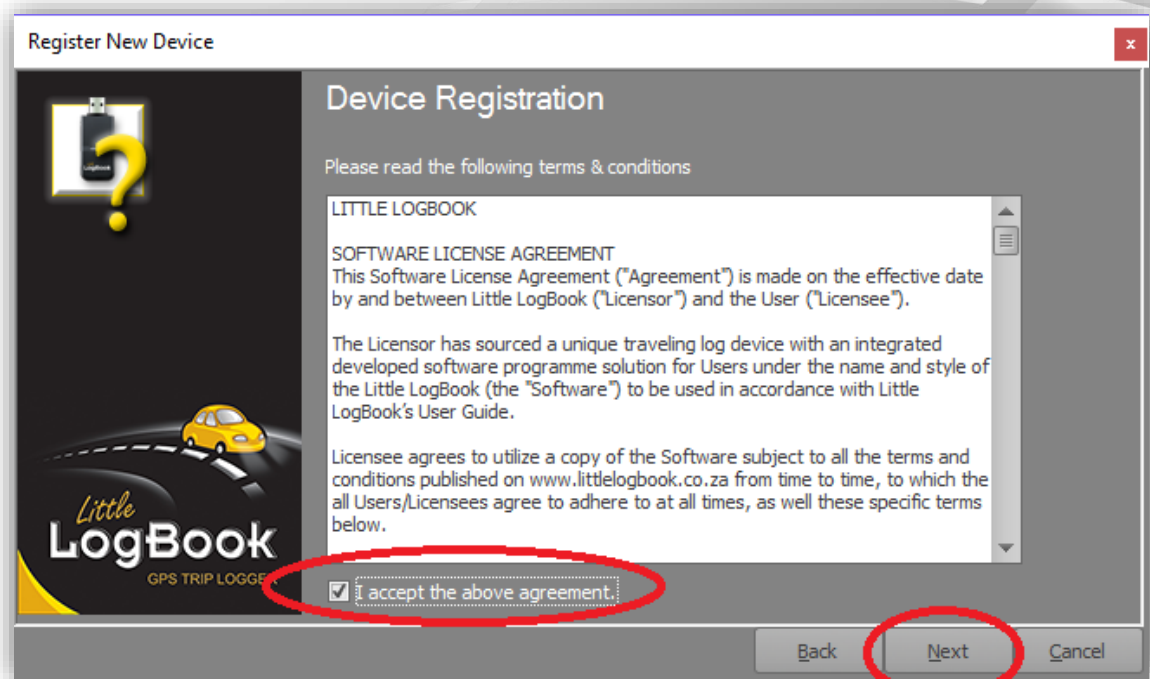


Click on the “Next” button to continue.



Terms & Conditions

You will have to read and accept the terms and conditions before being permitted to proceed.

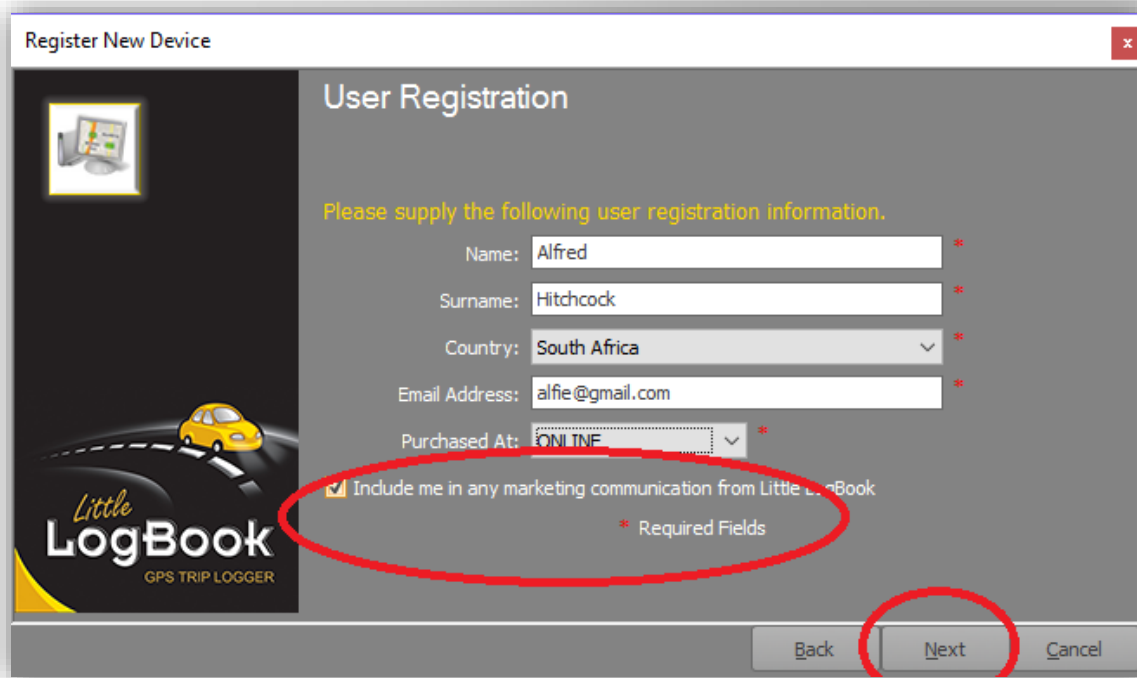


Click on the "Next" button to continue.



User Registration

Subsequent to this screen, you will need to let the application know a little bit about yourself, and please be as kind as to allow us to include you in any communication from us! Click on the “Next” button to proceed.



Register New Device

User Registration

Please supply the following user registration information.

Name: Alfred *

Surname: Hitchcock *

Country: South Africa *

Email Address: alfe@gmail.com *

Purchased At: ONLINE *

Include me in any marketing communication from Little LogBook

* Required Fields

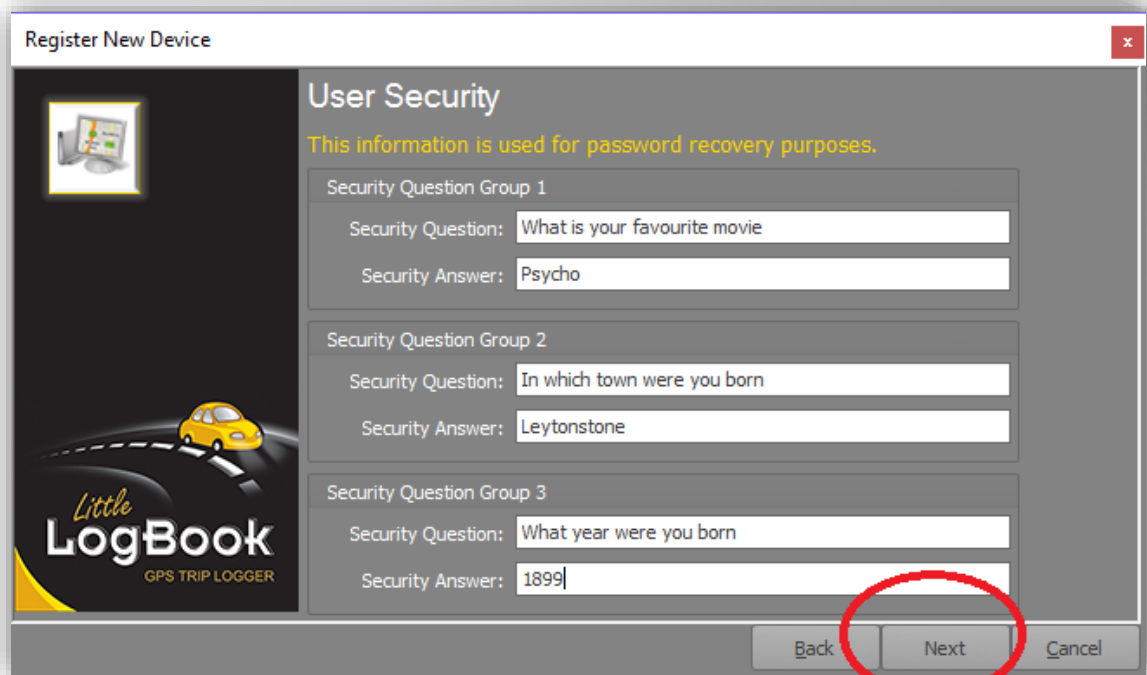
Back Next Cancel

Click on the “Next” button to continue.



User Security

At this point, some security information is required which will allow you to recover your password in the very small chance that it may become forgotten:



Register New Device

User Security

This information is used for password recovery purposes.

Security Question Group 1

Security Question: What is your favourite movie

Security Answer: Psycho

Security Question Group 2

Security Question: In which town were you born

Security Answer: Leytonstone

Security Question Group 3

Security Question: What year were you born

Security Answer: 1899

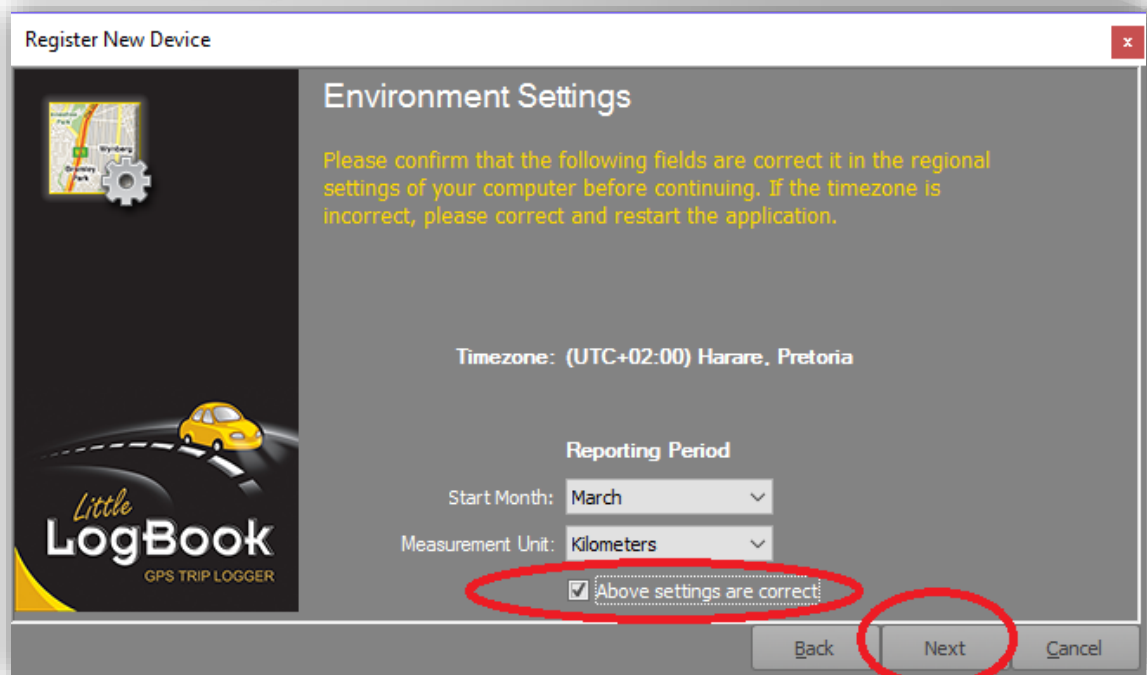
Back Next Cancel

Click on the "Next" button to continue.



Environment Settings

The next screen will allow you to choose some settings that will affect how you see report figures and date ranges:



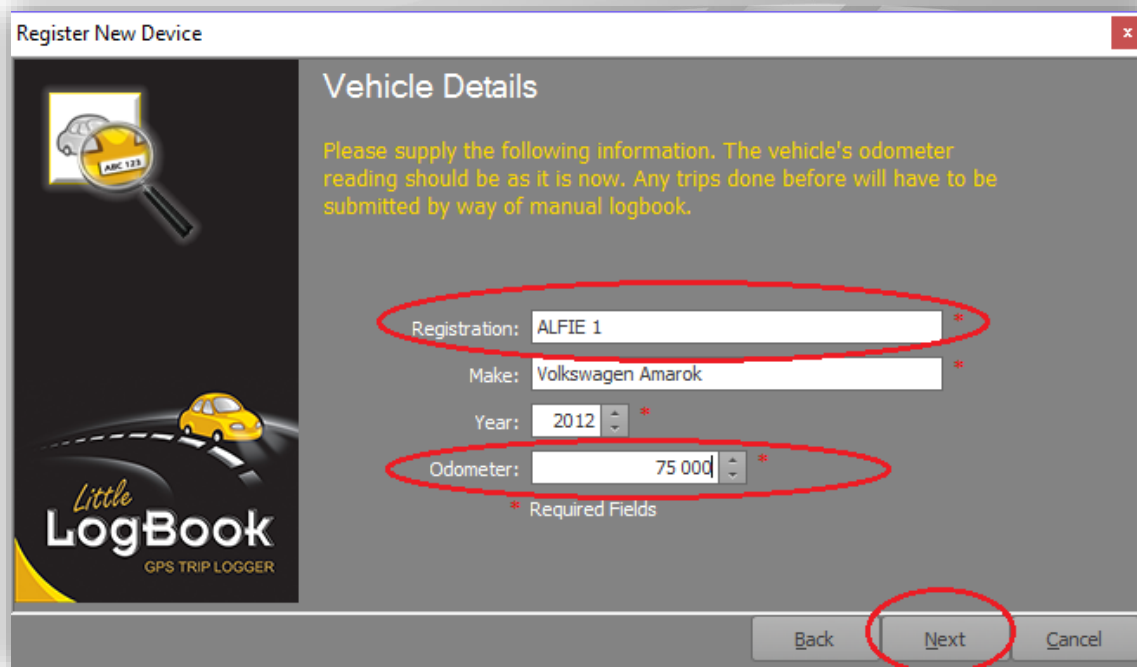
The application will pick the default measurement system from the computer upon which it is installed, namely "Imperial" (Miles) or "Metric" (Kilometers), but you may override this here. Also, the reporting month should align with your financial year end which is defaulted to "March".

Please confirm that the settings are indeed correct before proceeding, but before you do, please take note of the detected time zone setting. In this example, it is UTC +02:00 – Harare, Pretoria. If your time zone differs, it is advisable to change it in the "Regional Settings" of your computer's "Control Panel".

Click on the "Next" button to continue.



Vehicle Details



Register New Device

Vehicle Details

Please supply the following information. The vehicle's odometer reading should be as it is now. Any trips done before will have to be submitted by way of manual logbook.

Registration: *

Make: *

Year: *

Odometer: *

* Required Fields

Back **Next** Cancel

In the “Vehicle Details” screen, it is important to note that the registration number is to be captured meticulously and with complete certainty since this uniquely identifies your vehicle in the database and matches it to your device. The registration number has a maximum length of ten characters. Furthermore, the odometer must be accurately captured as it stands now, even though you may have some trip data on your device which accumulated while hastily on your way back home after wisely purchasing your new device!

The software will download your trip data and backtrack your odometer reading accordingly.

It is important to note that you will have the opportunity to change the odometer reading at any given time though.

Click on the “Next” button to continue.



Security Setup

Register New Device

Security Setup

Secure your trip data by supplying a password. This ensures that a lost or stolen device cannot reveal your daily movements and thereby compromise your security.

Password: *

Confirm Password: *

Remember me on this computer

IMPORTANT: Please write your password down and keep it in a safe place. If you cannot remember your password, your device must be returned to our support center to have the password reset. This will cause your trip data to be lost and you will incur shipping charges.

I understand and accept the above: *

* Required Fields

Back Next Cancel

Little LogBook
GPS TRIP LOGGER

Your data is kept secure by means of a password.

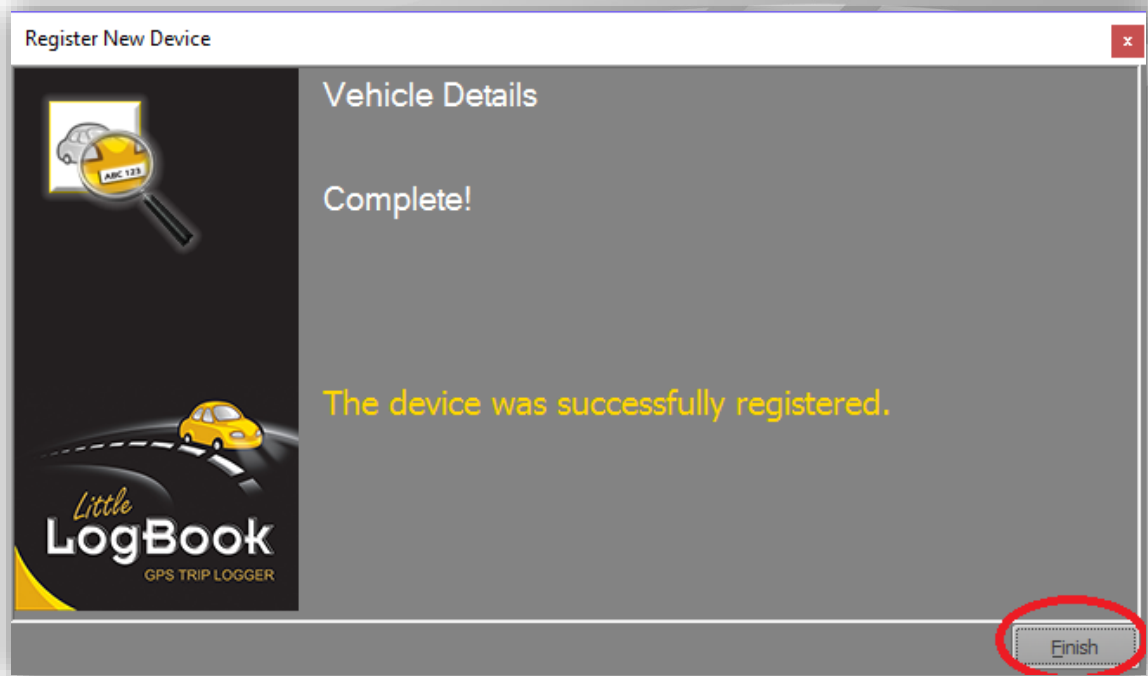
Your device is paired with this password and it for this reason that you cannot change it at a later stage unless your device is plugged in at the same time.

If this software is used in a multi-user environment, it is best NOT to have “Remember me on this computer” checked unless you are not concerned about other users seeing your data. Leaving this checkbox unchecked will cause the software to prompt you for your password for each time that your vehicle’s trip data is accessed.

Click on the “Next” button to proceed.



Registration Complete



With that, you have successfully completed registering your device, and when you click on the “Finish” button, the application will download your trip data automatically.

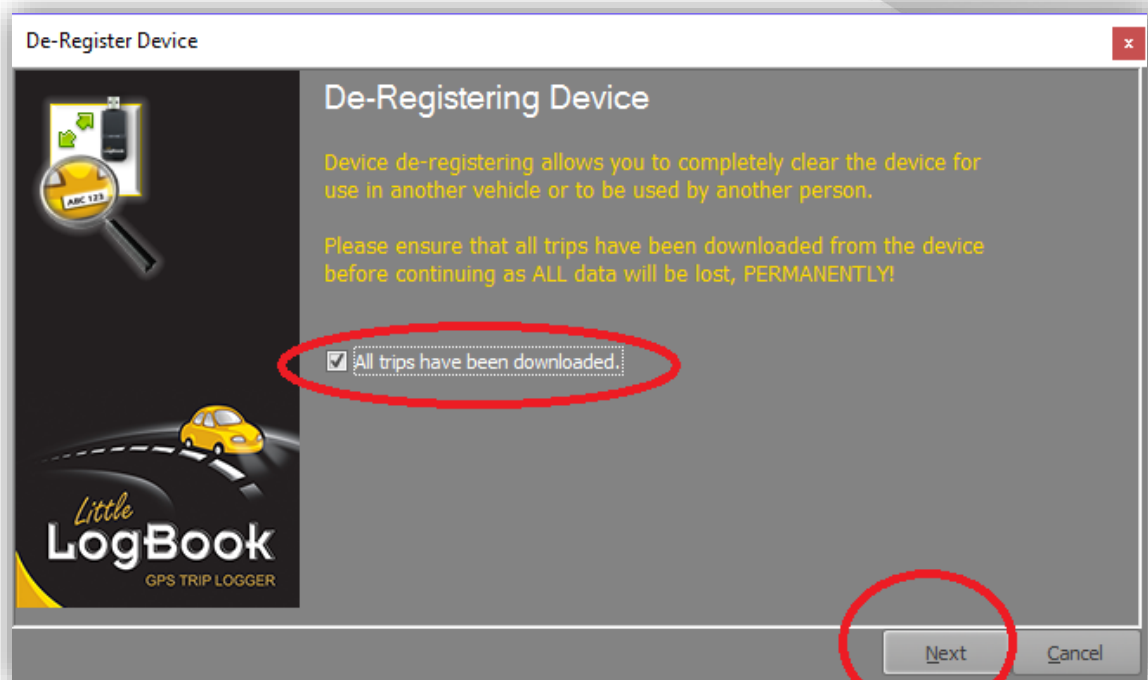


Deregister Device



In the event that you have sold your vehicle, deregistered your car or simply gave your car away, whatever the reason, the device will have to become "Deregistered". This effectively un-pairs the device from the vehicle, preparing it for registration on a new vehicle.

Click on the "Deregister" button to deregister the device.

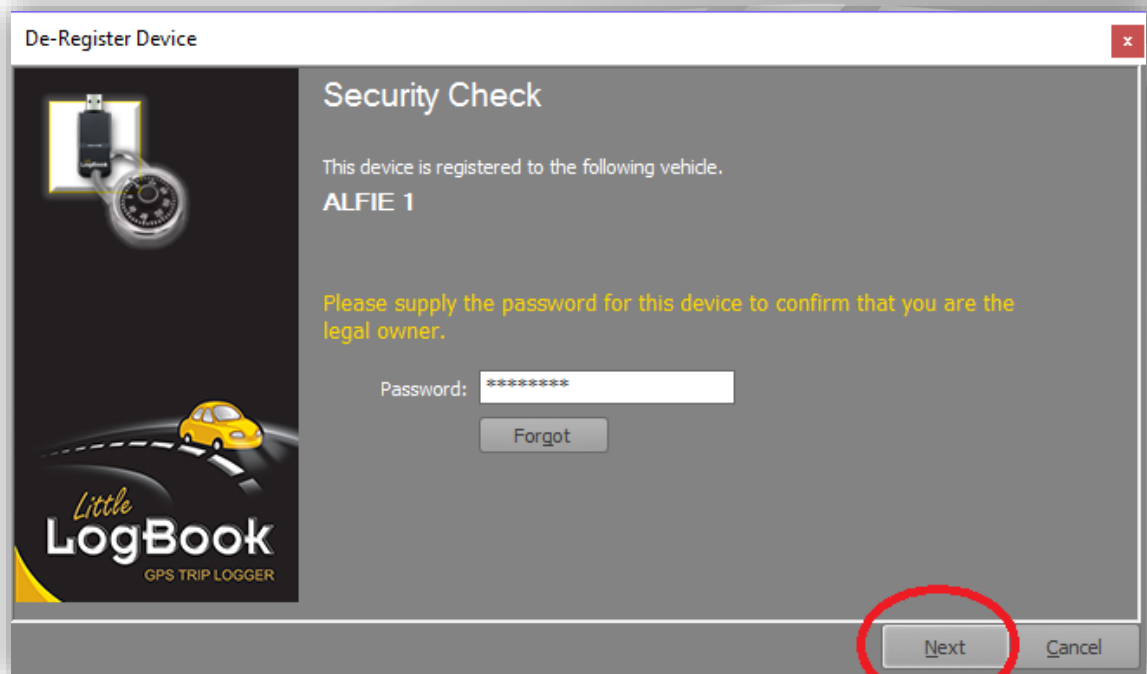


You will have to confirm that all trips have been downloaded before being permitted to proceed with deregistration.

Click on the "Next" button to proceed.



Security Check



De-Register Device

Security Check

This device is registered to the following vehicle.
ALFIE 1

Please supply the password for this device to confirm that you are the legal owner.

Password:

[Forgot](#)

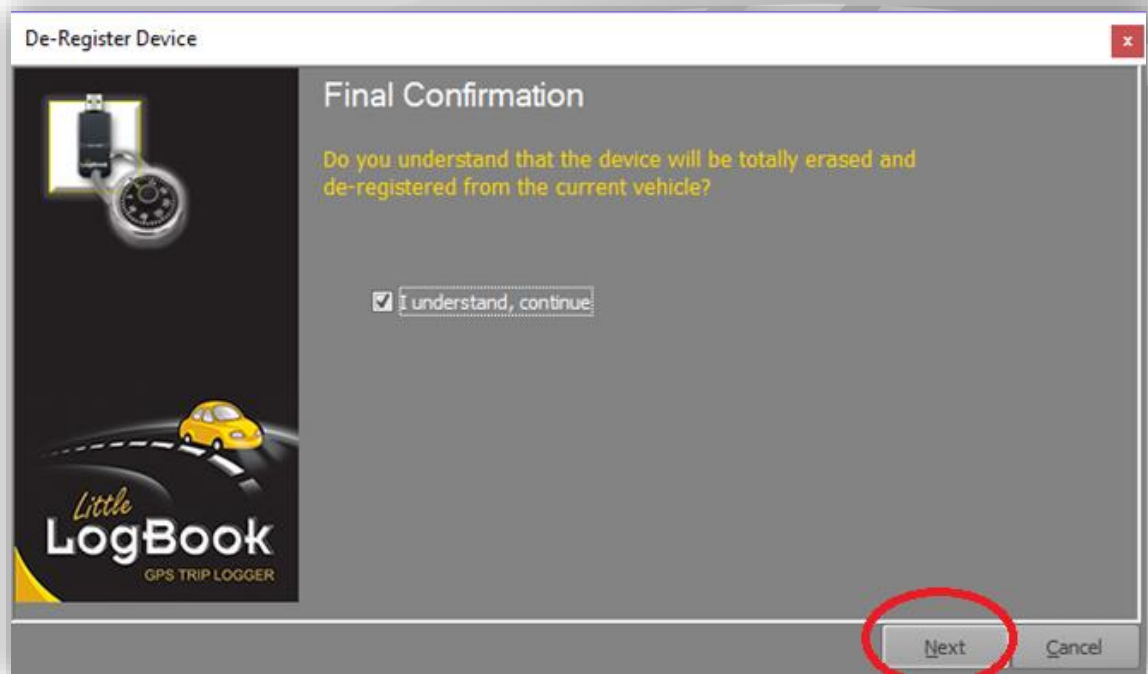
[Next](#) [Cancel](#)

Provide your password which is associated with the device and the vehicle. If you have forgotten your password, you can click on the “Forgot” button to access the self-service password recovery screen.

Click on the “Next” button to proceed.



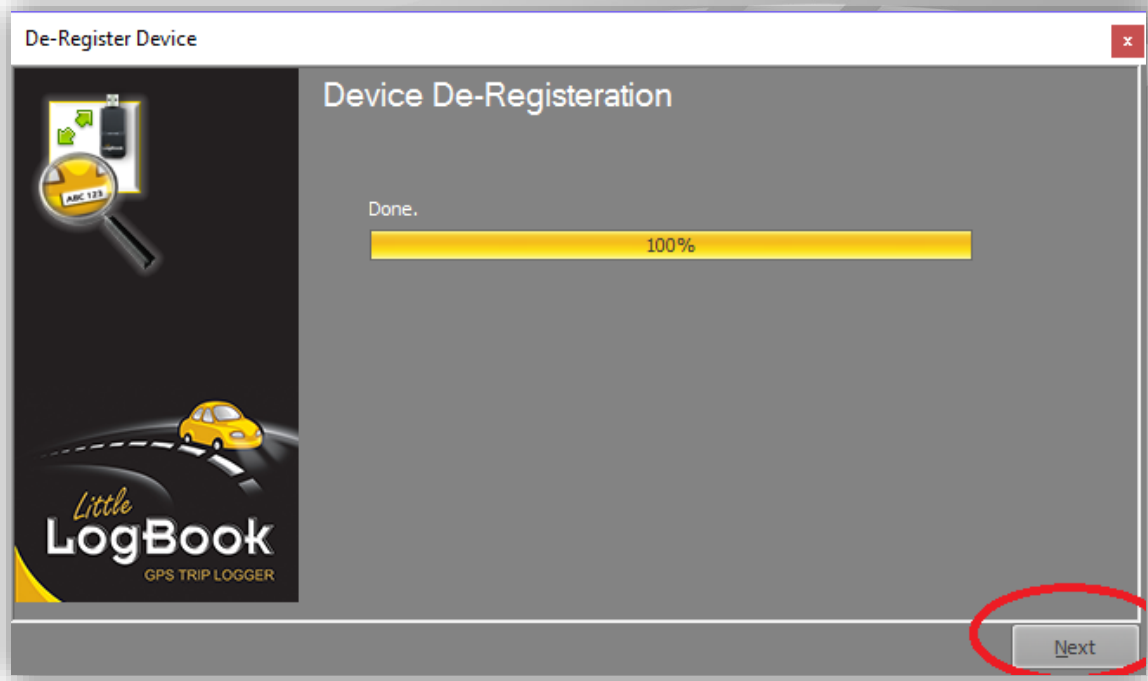
Final Confirmation



Finally, confirm that you understand that the device will be completely erased and commit the final deed and click on the “Next” button to proceed.



Deregistration Complete



At this point, there is nothing you can do to go back on your final act other than clicking on the “Next” button to complete the process.

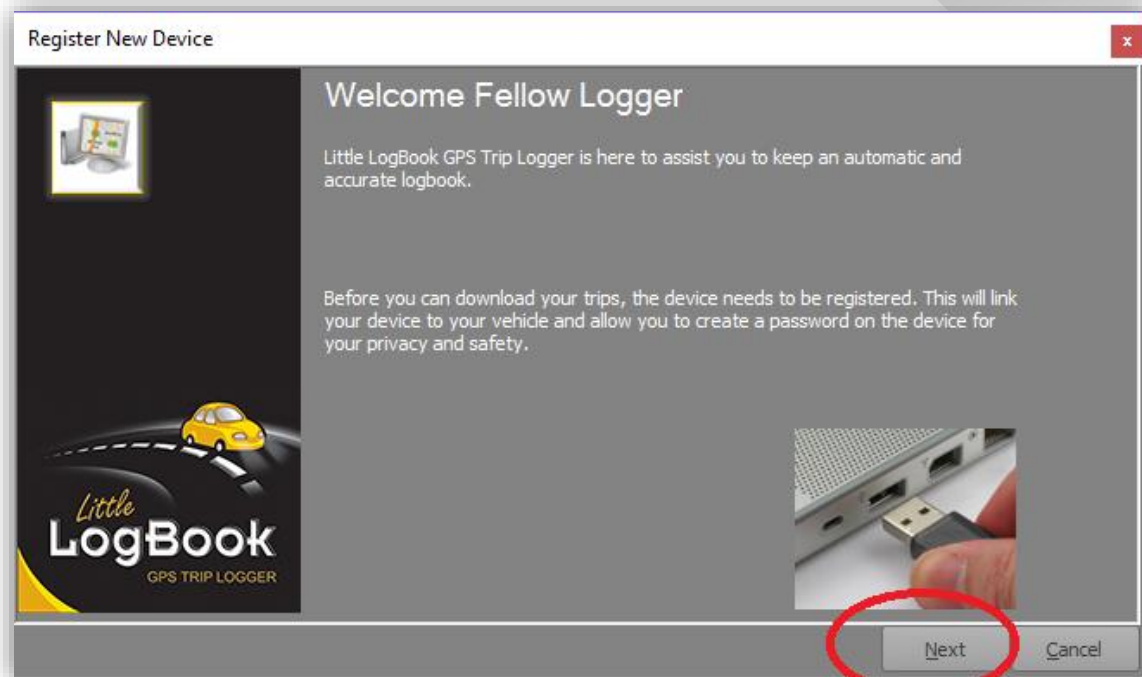


Register Replacement Device



In the event that you no longer have your device and have acquired a new one, you will have to register it as a replacement device.

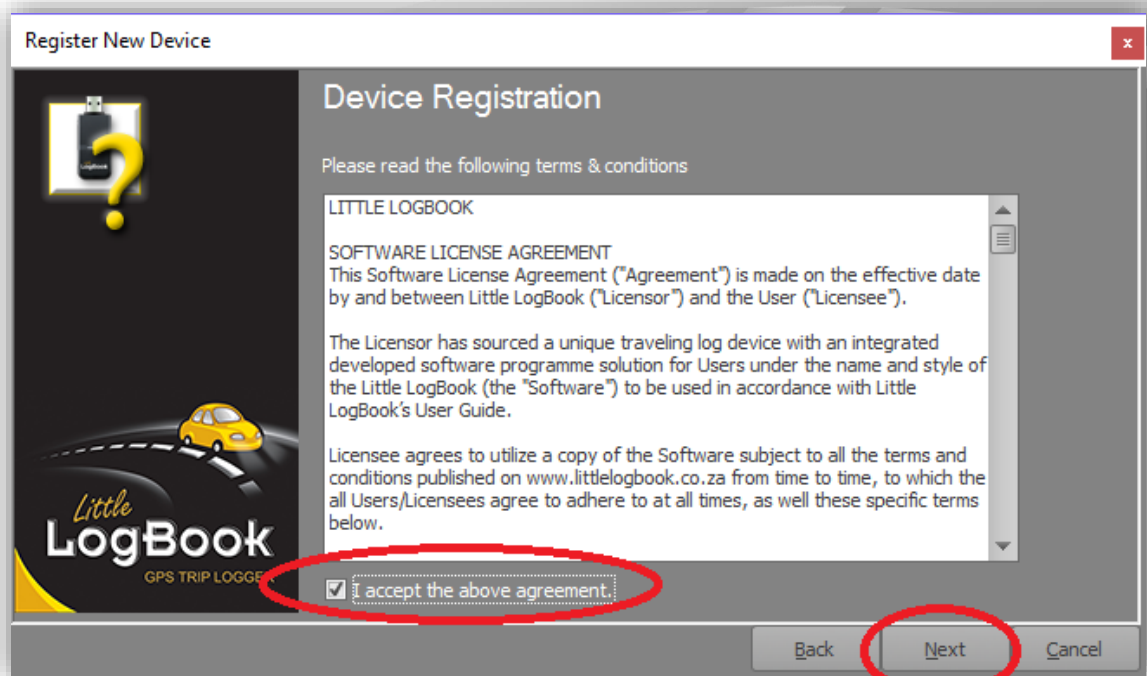
To achieve this, insert the device into the computer's USB port and wait for the application to detect it. Click on the "Register" button on the toolbar and the same screen that is presented in the "Registration" process will be presented to you:



Click on the "Next" button to proceed.



Terms & Conditions



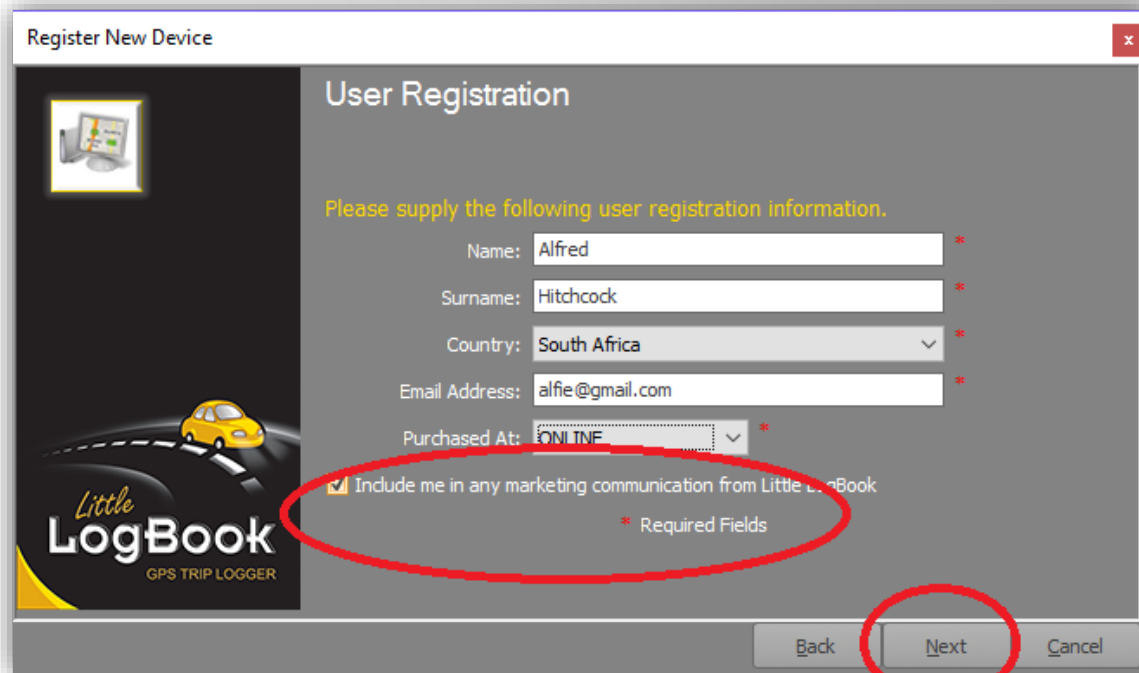
You will have to read and accept the terms and conditions before being permitted to proceed.

Click on the "Next" button to proceed.



User Registration

You will need to let the application know a little bit about yourself, and please be as kind as to all us to include you in any communication from us!



Register New Device

User Registration

Please supply the following user registration information.

Name: Alfred *

Surname: Hitchcock *

Country: South Africa *

Email Address: alfe@gmail.com *

Purchased At: ONLINE *

Include me in any marketing communication from Little LogBook

* Required Fields

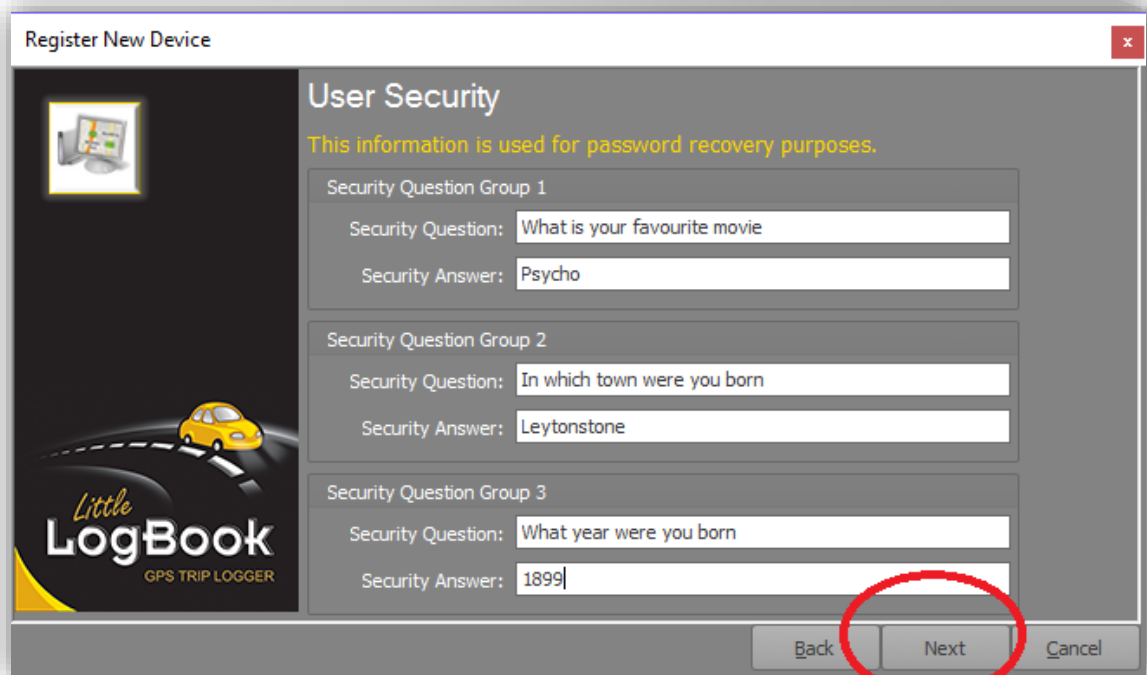
Back Next Cancel

Click on the "Next" button to proceed



User Security

At this point, some security information is required which will allow you to recover your password in the very small chance that it may become forgotten:



Register New Device

User Security

This information is used for password recovery purposes.

Security Question Group 1

Security Question: What is your favourite movie

Security Answer: Psycho

Security Question Group 2

Security Question: In which town were you born

Security Answer: Leytonstone

Security Question Group 3

Security Question: What year were you born

Security Answer: 1899

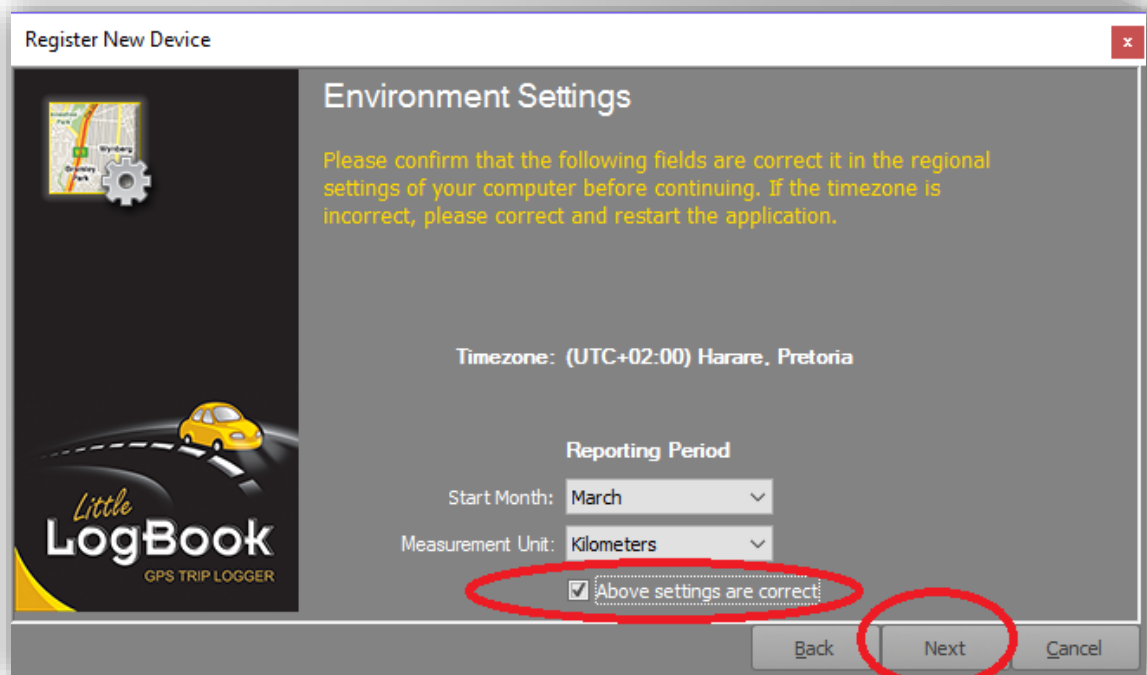
Back Next Cancel

Click on the "Next" button to proceed



Environment Settings

The next screen will allow you to choose some settings that will affect how you see report figures and date ranges:



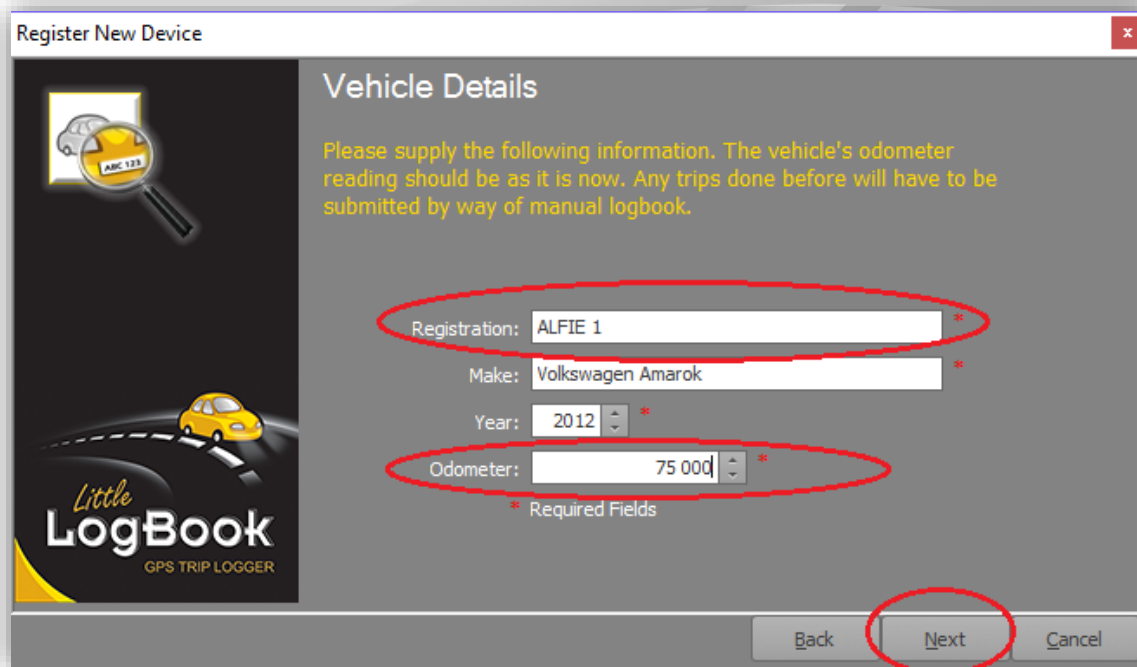
The application will pick the default measurement system from the computer upon which it is installed, namely "Imperial" (Miles) or "Metric" (Kilometers), but you may override this here. Also, the reporting month should align with your financial year end which is defaulted to "March".

Please confirm that the settings are indeed correct before proceeding, but before you do, please take note of the detected time zone setting. In this example, it is UTC +02:00 – Harare, Pretoria. If your time zone differs, it is advisable to change it in the "Regional Settings" of your computer's "Control Panel".

Click on the "Next" button to continue.



Vehicle Details



Register New Device

Vehicle Details

Please supply the following information. The vehicle's odometer reading should be as it is now. Any trips done before will have to be submitted by way of manual logbook.

Registration: *

Make: *

Year: *

Odometer: *

* Required Fields

Back **Next** Cancel

In the “Vehicle Details” screen, it is important to note that the registration number is to be captured meticulously and with complete certainty since this uniquely identifies your vehicle in the database and matches it to your device. Furthermore, the odometer must be accurately captured as it stands now, even though you may have some trip data on your device which accumulated while hastily on your way back home after wisely purchasing your new replacement device!

The software will download your trip data and backtrack your odometer reading accordingly.

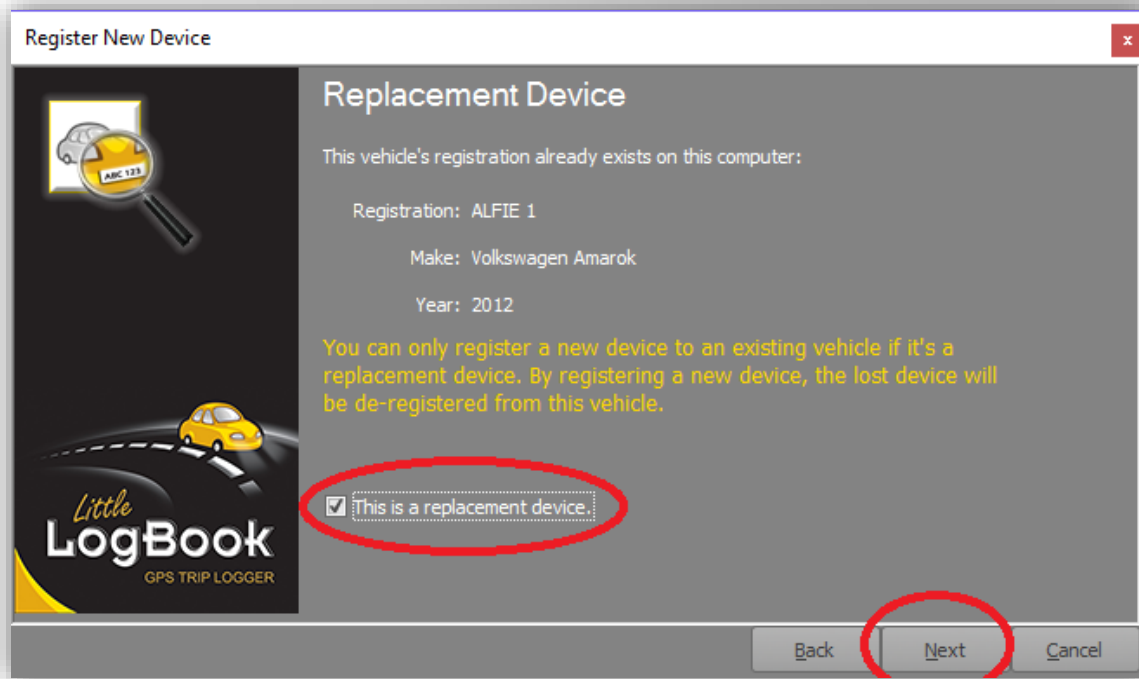
It is important to note that you will have the opportunity to change this at any given time though.

Click on the “Next” button to continue.



Replacement Device

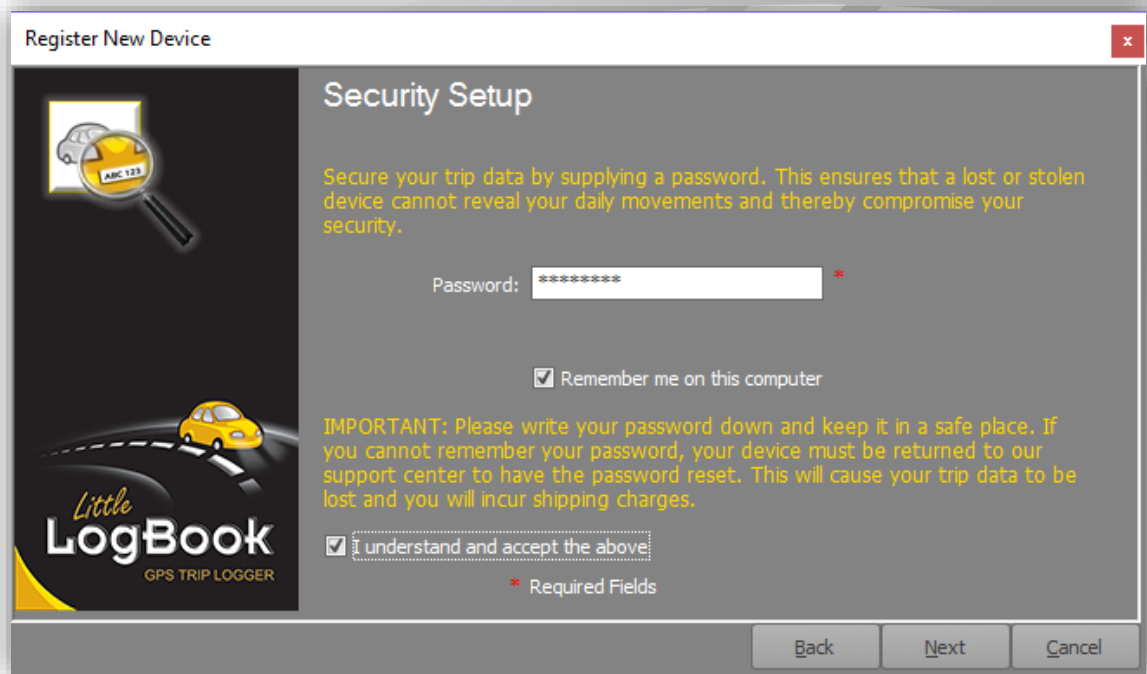
This is where the magic happens: Having being meticulous about accurately providing the registration number, the application will match the provided registration number with that of the previous device's paired vehicle.



You will be permitted to proceed upon confirming that the device is indeed a replacement.



Security Setup



Register New Device

Security Setup

Secure your trip data by supplying a password. This ensures that a lost or stolen device cannot reveal your daily movements and thereby compromise your security.

Password: *

Remember me on this computer

IMPORTANT: Please write your password down and keep it in a safe place. If you cannot remember your password, your device must be returned to our support center to have the password reset. This will cause your trip data to be lost and you will incur shipping charges.

I understand and accept the above:

* Required Fields

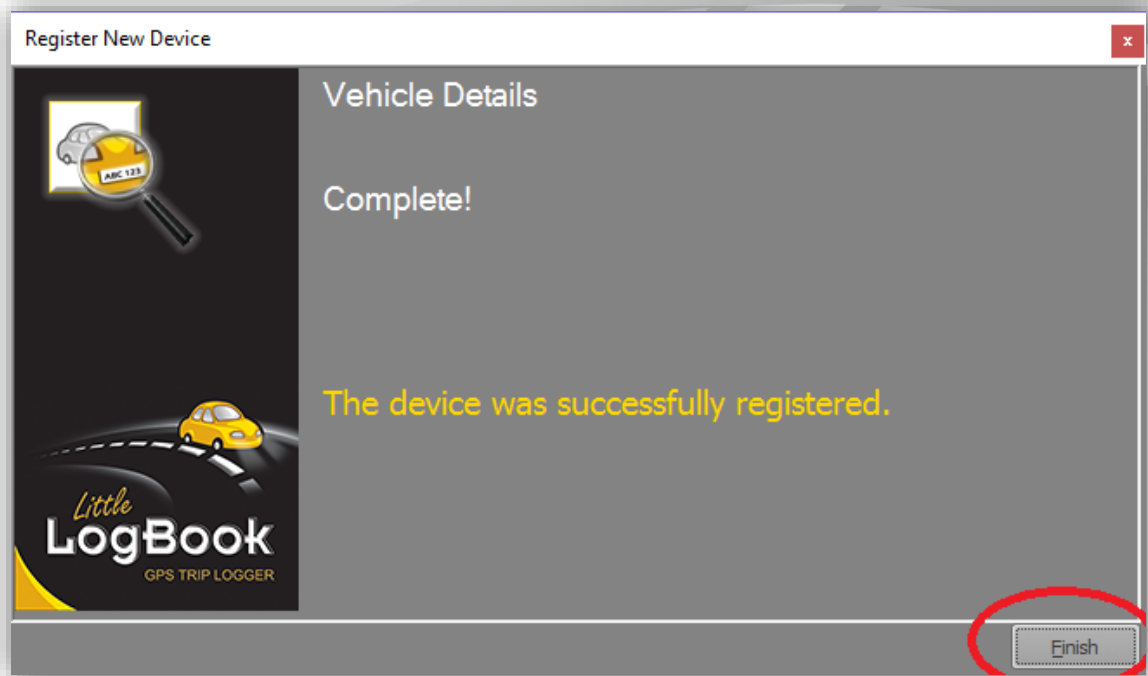
Back Next Cancel

The pairing of the device to the vehicle data will be made final upon the provision of the password associated with the vehicle.

Click the “Next” button to continue.



Device Replacement Finished



Click on the “Finish” button to complete the device registration.

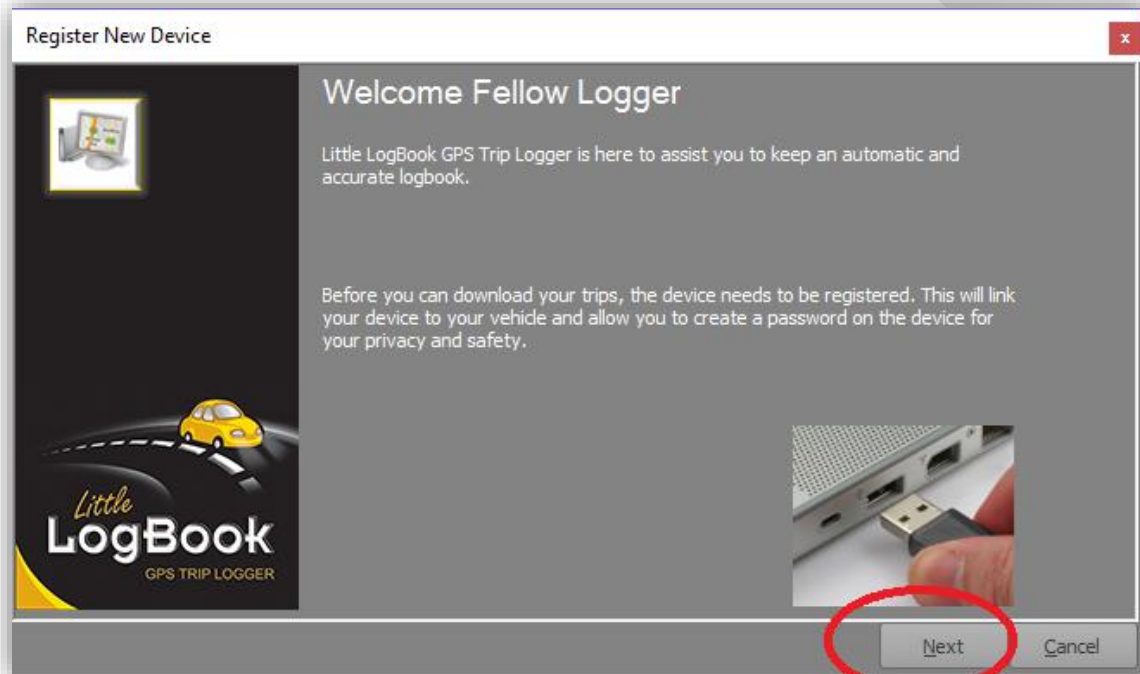


Personalised Number Plate



In the event that you have personalised your number plate and want to keep it when moving over to another vehicle, you will want to re-register your device accordingly.

To achieve this, insert the device into the computer's USB port and wait for the application to detect it. Click on the "Register" button on the toolbar and the same screen that is presented in the "Registration" process will be presented to you:

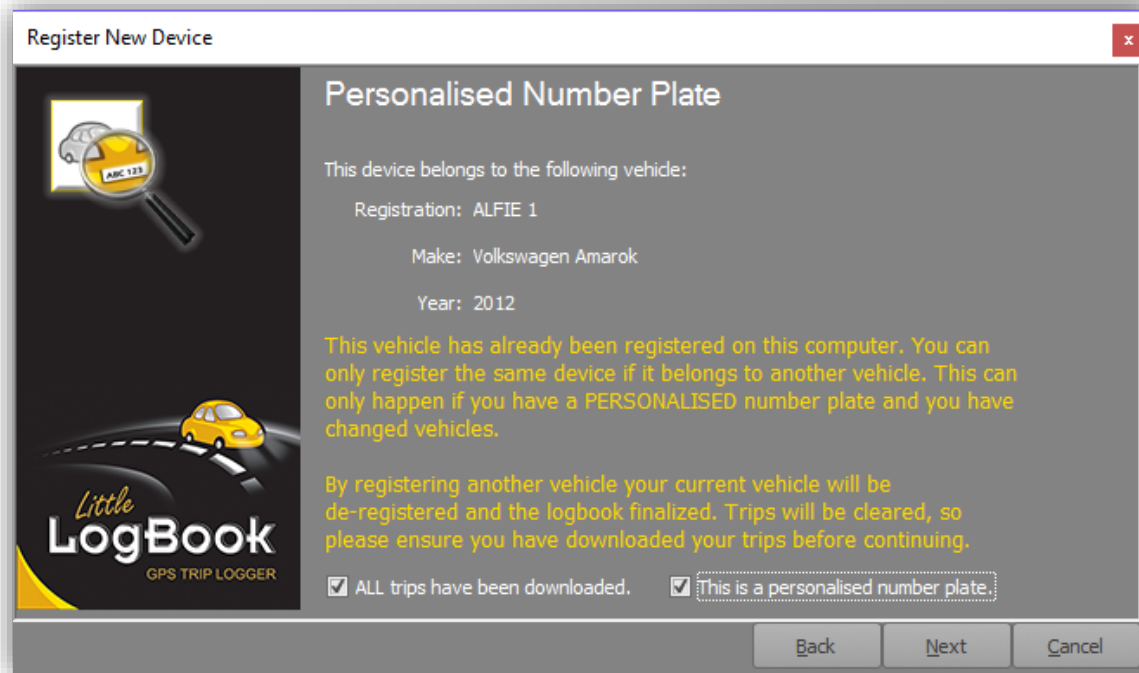


Click on the "Next" button to proceed.



Personalised Number Plate

Because this device is already registered to one of your vehicles, the “Personalised Number Plate” screen will be presented instead.



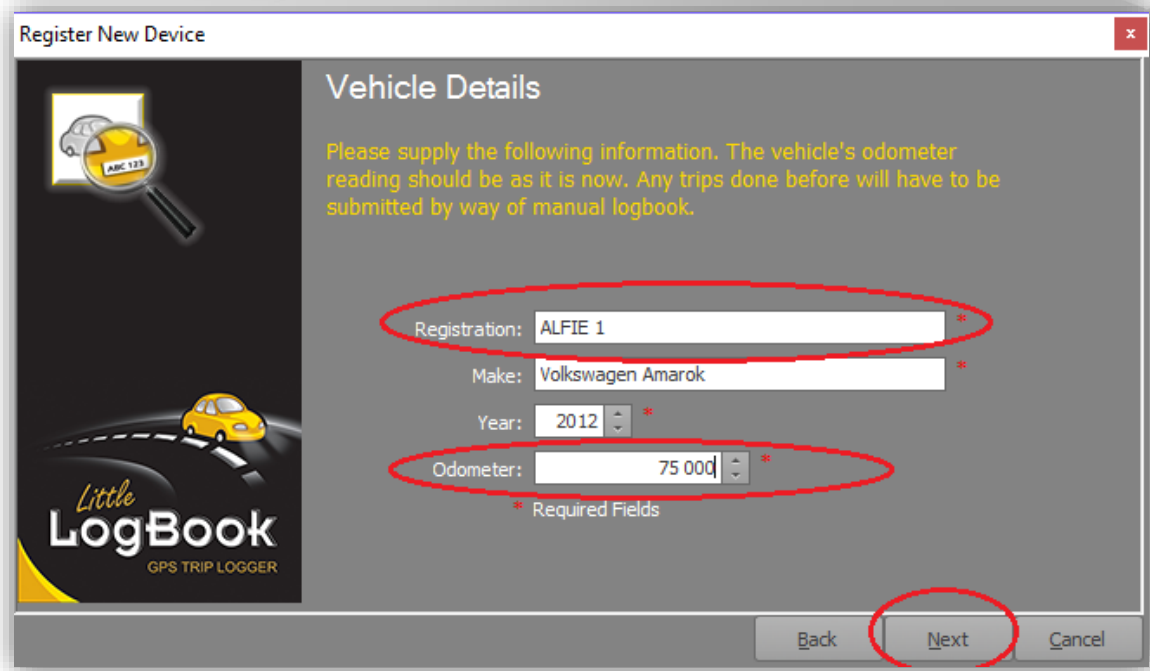
You will need to confirm that all trips have been downloaded from the device and that this is indeed a personalised number plate registration.

Click the “Next” button to continue.



Vehicle Details

In the “Vehicle Details” screen, it is important to note that the registration number cannot be changed. Furthermore, the odometer must be accurately captured.

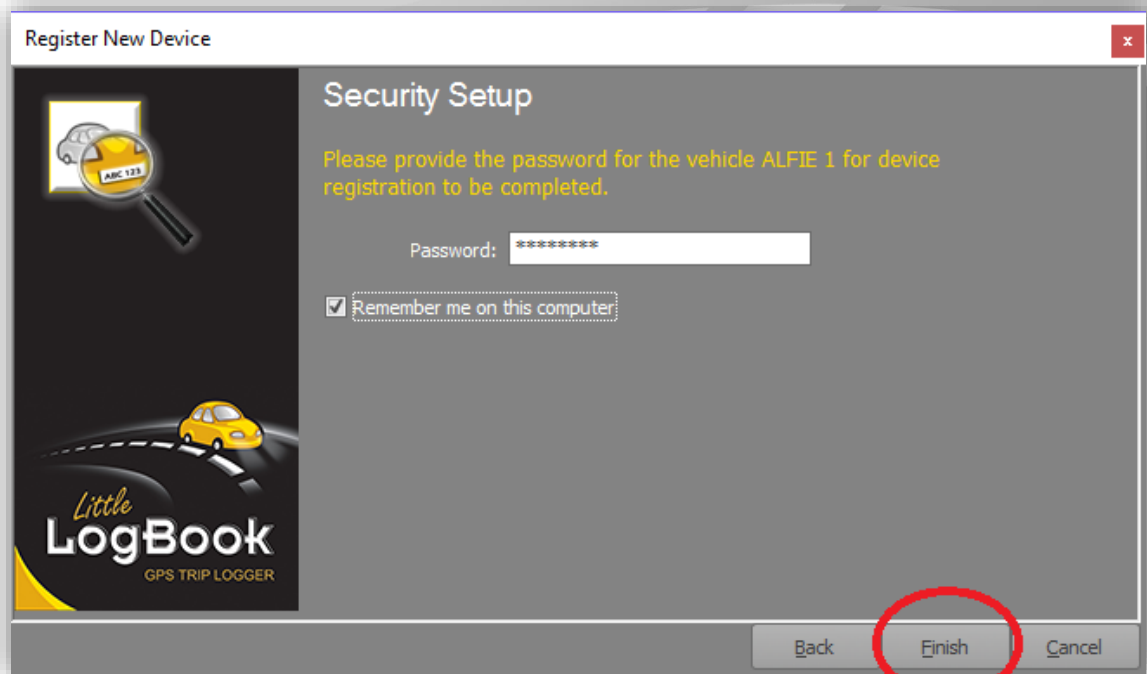


The screenshot shows a software window titled "Register New Device" with a "Vehicle Details" section. The window contains a sidebar with a magnifying glass icon over a license plate and a yellow car icon, with the text "Little LogBook GPS TRIP LOGGER". The main area has a heading "Vehicle Details" and a yellow instruction: "Please supply the following information. The vehicle's odometer reading should be as it is now. Any trips done before will have to be submitted by way of manual logbook." Below this are four input fields, each with an asterisk indicating it is required: "Registration: ALFIE 1", "Make: Volkswagen Amarok", "Year: 2012", and "Odometer: 75 000". A legend below the fields states "* Required Fields". At the bottom right, there are three buttons: "Back", "Next", and "Cancel". The "Next" button is circled in red.

Click on the “Next” button to continue.



Security Setup



Provide the password to the vehicle account and click on the “Finish” button to complete the process.

The previous vehicle will become “Deregistered” on the system, and your new vehicle will become active and paired to the Little LogBook device.



Vehicle Select

Switch



If you have registered more than one vehicle, you can select that vehicle using the “Switch” button. This will give you a drop-down style selection of your registered vehicles from which you may choose.

Close



Click on the “Close” button to “sign-out” of the vehicle. This will remove the list of trips from view.



Vehicle Tab

Cost Capture

Mileage



In your reports where you include all trips and you would like to display costs related to distance travelled using your vehicle, click on the “Mileage” button.

This will present the Mileage Cost Editor screen.

Date	Description	Value
Mon, 16 May 2016	Standard Travelling Tariff	R4,50
Sat, 16 Jul 2016	Increased Travelling Tariff	R5,00

This screen depicts three columns for the mileage cost which displays all of your mileage costs over time. As one might expect, mileage costs are calculate from the date that is allocated to it up until the end of the trips or until another mileage cost is encountered. When you draw a report where you include mileage costs it would calculate costs according to these entries, factoring in the date and the cost per Kilometer or Mile.

- Click on the button to delete highlighted mileage costs.
- Click on the button to edit a selected mileage cost entry
- Click on the button to add a new mileage cost.

Edit Mileage Cost (R/Km)

Date: 16 May 2016

Description: Increased Travelling Tariff

Value: R5,00

Save Cancel

Mileage costs take effect from the date assigned in this screen. Provide a description of the mileage costs and finally, set the monetary value per Kilometer or Mile. Click on the “Save” button to continue.



Vehicle



If you would like to capture and report on costs pertaining to your vehicle such as tyres, fuel etc., click on the “Vehicle” button.

This will present the Vehicle Cost Editor screen.

Date	Type	Value	Volume	Attachment
Sat, 13 Aug 2016	Servicing & Repairs	R9 800,00		0
Mon, 11 Jul 2016	Tyres	R2 500,00		0
Fri, 08 Jul 2016	Fuel	R900,00		83

This screen depicts five columns for the vehicle cost which displays all of your vehicle costs over time.

- Click on the button to delete highlighted vehicle costs.
- Click on the button to edit a selected vehicle cost entry
- Click on the button to add a new vehicle cost entry.
- Click on the button to print the associated image of the vehicle cost.

Capture Vehicle Cost

Date: 16 Sep 2016

Expense: Fuel

Description: Fuel at Caltex Wierda Park, Centurion

Value: R915,82

Image:

Volume: 79

Cancel Save

This screen allows you to record the date, expense type, description, price and volume of the cost. You can also save an image (photographic or otherwise) of the till slip or invoice and draw a separate report on this. You can preview the image by clicking on the drop down arrow button:



Odometer

Sync



Click on the “Sync” button to display a list of odometers.

	Date	Reading
▶	Sat, 23 Jul 2016 10:35	138108
	Mon, 11 Jul 2016 22:00	137540

- Click on the button to add a new odometer.
- Click on the button to edit a selected odometer.

Edit Odometer Reading

Odometer:

Date:

Enter the odometer reading in Kilometers or Miles. It is important to note the date and the time of the odometer reading. It may be that for the given date, trips were made before and after the odometer, which will give different opening and closing calculated odometer readings on reports where odometers pertain.

Click on the “Save” button to continue.



Vehicle Preferences

Change Password



If you would like to change your password, ensure that your device is plugged in at the same time and then the “Change Password” button will become enabled.

It is vital that the password is changed with your device plugged in because the device is also password protected with the vehicle/device account in the software application. When the password is changed both the vehicle and the device is set with the new password.

Change Password Screen



Enter your current password into the top text box and then the new password into the second text box.

To prevent your password being viewed while others are watching, the password is masked with asterisks. It is for this reason that you will need to confirm your password in the third text box. The “New Password” and the “Confirm Password” must match before you will be permitted to continue.

Click on the “OK” button to continue.



Remember Me



If you have no qualms with just anyone viewing your trips, you can switch on “Remember Me” so that the application will be prevented from asking you for a password for each time that your trips are displayed.

Please note that your trips can be altered by any other user on the system and you will be giving out free access by turning this setting on. This setting is more for the person that manages the trips of their own cars in a more private environment.

The button looks like this when “Remember Me” is turned on:



Reminders

I for one, am terrible at remembering things: Licence renewals, service intervals and the list goes on. Don't even mention birthdays and names! It is with this in mind (excuse the pun) that we have included reminders in the application.

Service Interval Reminder

A service interval is due when a vehicle reaches a certain mileage, usually every 10000 Km (6200 mi) to 15000 Km (9320 mi), depending on how much mileage the vehicle has done and also depending on the engine being petrol or diesel fueled. Don't take MY word for it though, you'll need to consult your service manual or your vehicle dealership/agent for that information if you are unsure.



Click on the "Service Interval" button to set a reminder based on mileage or time or both mileage AND time.

Service Interval Reminder Screen

A screenshot of the 'Service Interval Reminder' dialog box. The title bar says 'Service Interval Reminder'. Below the title bar, there is a dropdown menu labeled 'Reminder based on:' with 'Mileage and Time' selected. The dialog is divided into two main sections: 'Mileage' and 'Dates'. In the 'Mileage' section, there are three input fields: 'Service Interval' set to 15000 km, 'Next service at' set to 120000 km, and 'Remind me' set to 500 km before. In the 'Dates' section, there are three input fields: 'Service Interval' set to 1 Years, 'Due Date' set to 17 Nov 2016, and 'Remind me' set to 14 Days prior. At the bottom of the dialog, there are three buttons: 'Save', 'Delete', and 'Cancel'.

Select the reminder interval type. This may be based upon mileage, time or both mileage and time (whichever is due first). Depending on your selection, the "Mileage" and "Dates" sections will become available.

Mileage

This section will allow you to stipulate the service interval based upon mileage. The service interval is the multiple of the distance that must be completed before a service is due. In this example, the service is due every 15000 Km and my next service is at 120000 Km. This means that my service is due at 120000 Km, 135000 Km, 150000 Km etc.



When the service interval is reached at 120000 Km (in this example), the next service distance will automatically be incremented with the service interval increment, 135000 Km. The reminder in this example is set to be delivered 500 Km before the target service mileage is reached. Namely 119500 Km in this example. This takes the total distance of all the trips (taking odometer synchronisations into account) have reached 500 Km BEFORE the next service distance.

This check is performed directly after device download as well as start-up.

Dates

This section will allow you to set a service interval when a specific date is reached. This reminder is set on an annual incremental basis where you can set the recurring years. This is defaulted to 1 (every year). Setting the due date will allow the application to increment the date when the service date has been reached and the reminder is delivered.

This reminder can be set with a specified amount of days or months in advance. In the case of this example, the reminder will be delivered on the 3rd August 2016 or whenever reminders are subsequently checked if the reminder has not yet already been delivered.

Click on the “Save” button to save the reminder.

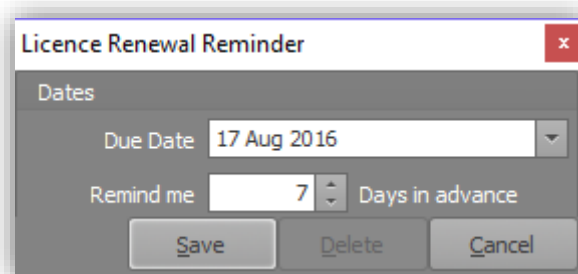
Licence Renewal Reminder

Generally speaking, licences are renewed on an annual basis.



Click on the “Licence Renewal” button to open the licence renewal reminder screen.

Licence Renewal Reminder Screen



Set the date of the reminder as per the expiration date on your vehicle licence. Set the reminder to



be delivered with the amount of days in advance that is most suited to your licence application requirements (taking delays and processing time into account).

The due date will be incremented by a year upon the delivery of the reminder at the specified time frame.

Click on the “Save” button to save the reminder.

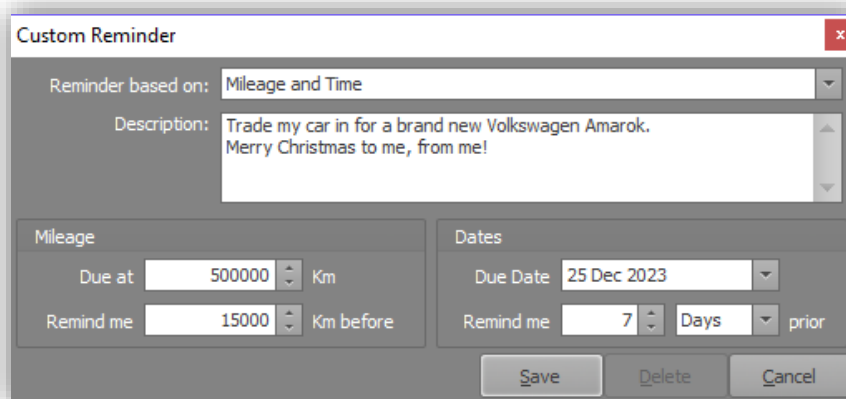
Custom Reminders

Custom reminders may be set based upon date, time or both date and time, whichever occurs first.



Click on the “Custom” button to open the “Custom Reminder” screen.

This is very similar to the “Service Interval” reminder in that the “Mileage” section and/or the “Dates” section becomes available depending upon what you base the reminder on. Custom reminders are not recurring.



Provide your own reminder text in the description text box.

Mileage

This section will allow you to stipulate the reminder delivery based upon mileage. In this example, the due date is at 500000 Km with the delivery of the reminder scheduled 15000 Km before the time.

This check is performed directly after device download as well as start-up.

Dates

This section will allow you to set a custom reminder delivery when a specific date is reached.



This reminder can be set with a specified amount of days or months in advance. In the case of this example, the reminder will be delivered on the 25th December 2023 with 7 days in advance.

Click on the “Save” button to save the reminder.

View Reminders

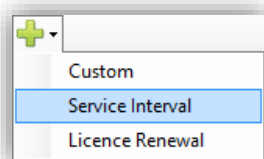


To view a list of all your reminders, click on the “View” button.



View Reminders Screen

Reminder	Due Date	Due Mileage	Description
Service Reminder	Wed, 17 Aug 2016 00:00:00	140000	
Licence Renewal	Fri, 19 Aug 2016 00:00:00		
Custom Reminder	Mon, 25 Dec 2023 00:00:00	50000	Trade in my car for a brand new Volkswagen Amarok. Merry Christmas to me. from me!

The reminders screen displays a list of all your reminders where you can add new ones, edit or delete selected reminders.



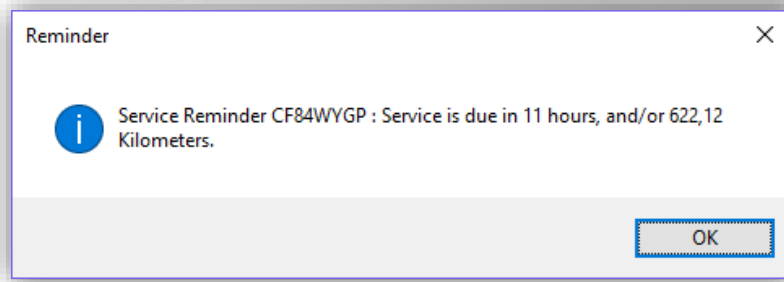
Click on the green “+” drop down button to display a list of the types of reminders that you can select to add.

- Click on the “pencil”  button to edit a selected reminder.
- Click on the red “cross”  button to delete a selected reminder.

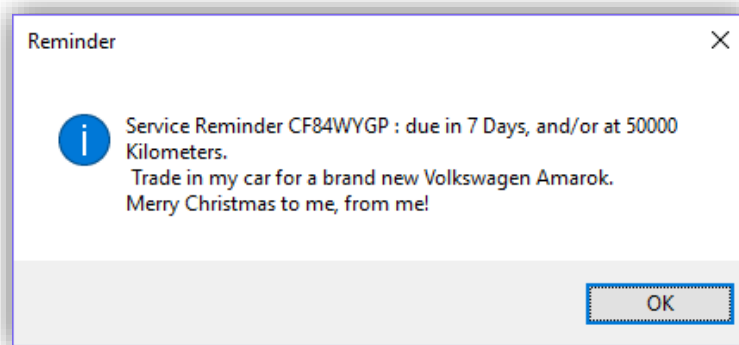
Reminders can only be delivered if the application is running at the time that it is due. Here follows a few examples of delivered reminders:



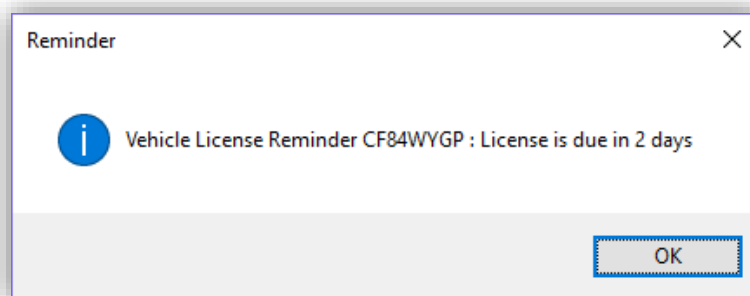
Delivered Service Reminder



Delivered Custom Reminder



Delivered Licence Renewal Reminder



Vehicle Databases

These databases have got all the necessary data as content so that the files are self-contained and can be transported and imported on another installation.

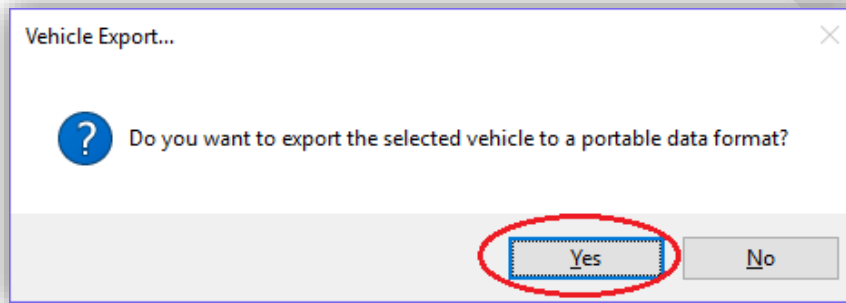


Export

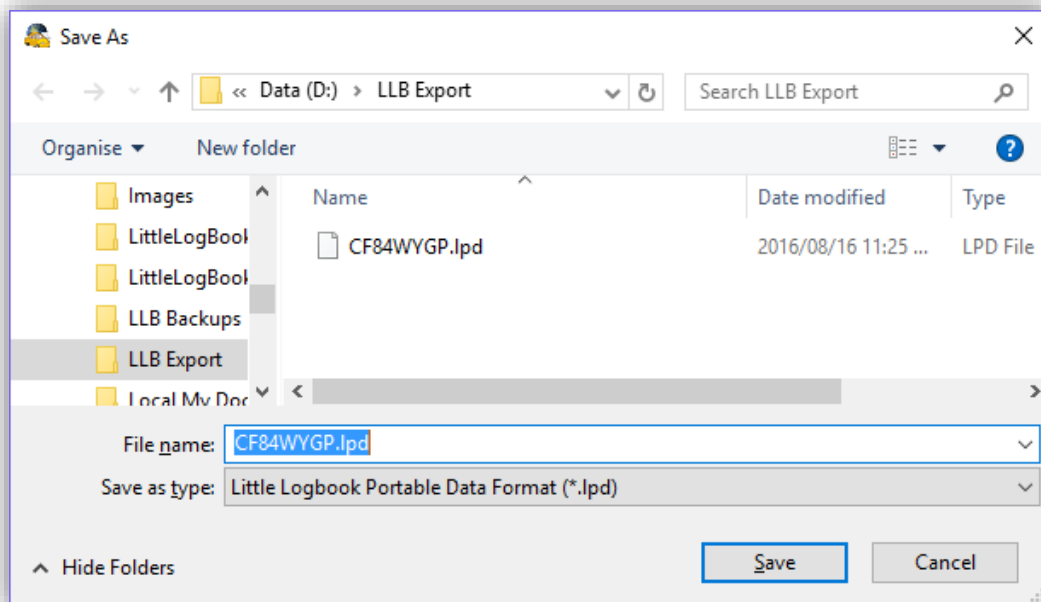


Click on the “Export” button to export a vehicle, its data and all of its associated trips, device and user information amongst others such as person location names.

Click on the “Yes” button to allow the export of the selected vehicle to a portable data format.

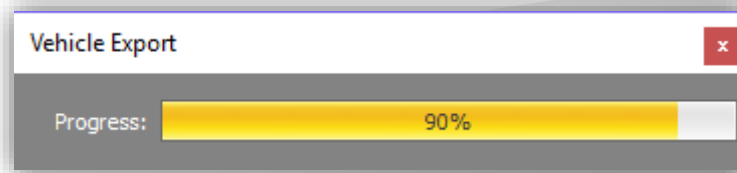


Browse to a suitable location where you would like to export the data to and then click on the “Save” button.

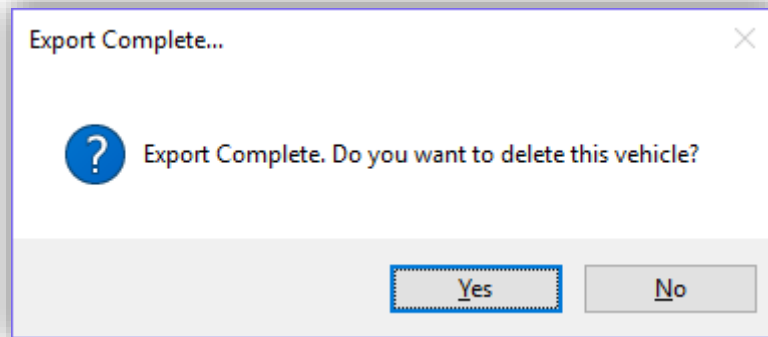


Please note that this screen might look different depending on your operating system. After clicking on the “Save” button, the vehicle and all of its data is exported

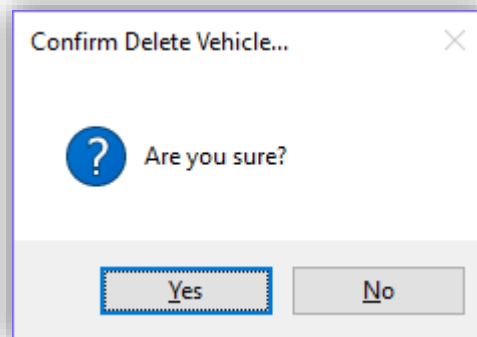




At this point the data has been exported to a file on your hard drive. Now its decision making time - depending on the reason for exporting your vehicle data, namely: (are you going to reimport the data again?), you might need to delete the vehicle from the system.



If you do NOT delete the vehicle from the system, this file may NOT be re-imported



Click on the "Yes" button to commit the final deed.

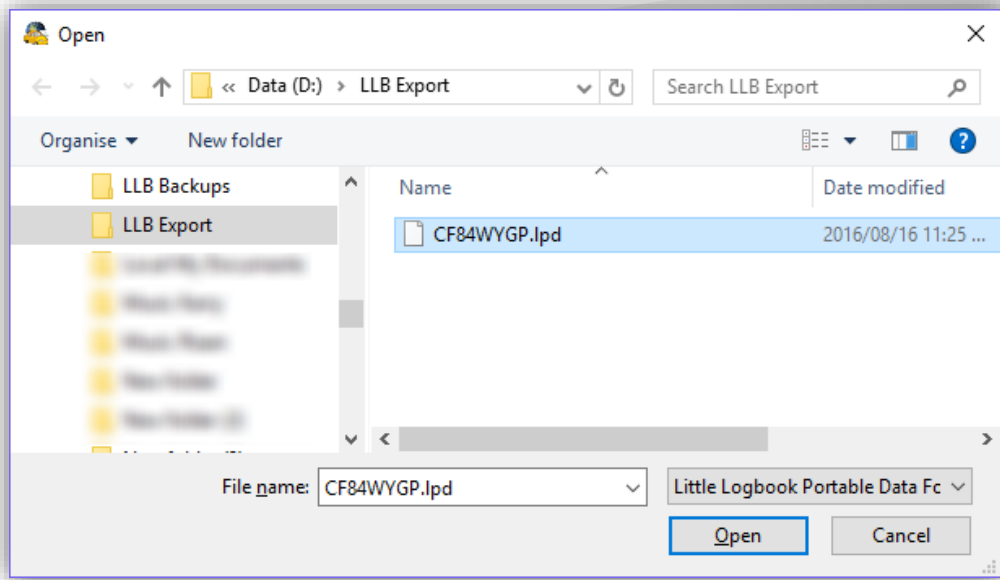
Import



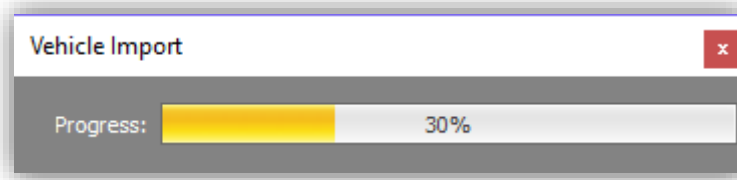
Click on the "Import" button to import a vehicle, its data and all of its associated trips, device and user information amongst others such as person location names.

Browse to the location where the Little LogBook Portable Data Format (.lpd) file is located.





Select the file to be imported and then click on the “Open” button. The application will then import the data from the selected file.



Trips Tab

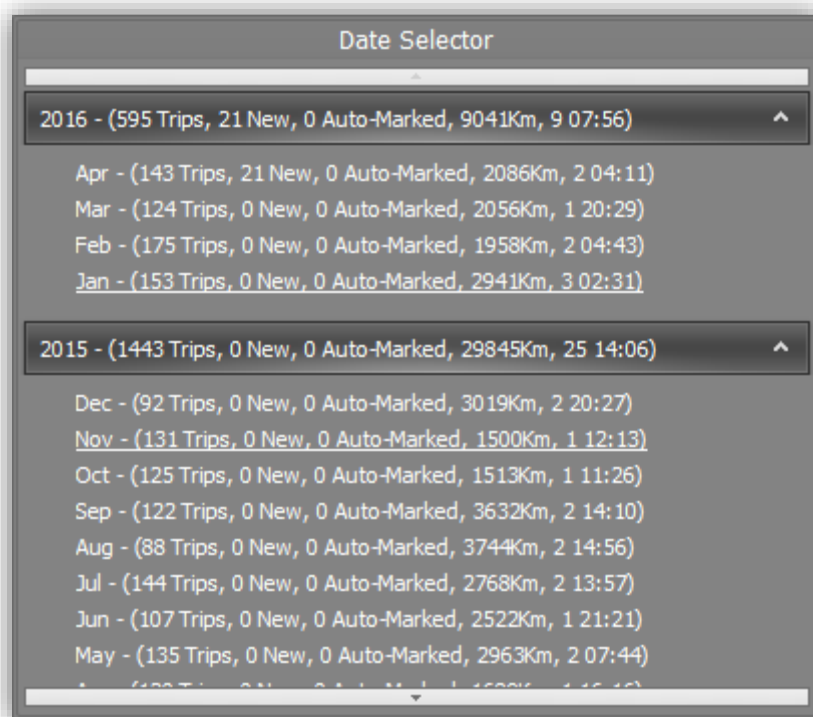
Administrating trips is the key to successful reporting. The better the trips are administrated and annotated, the better the reporting results will be. This tab will undoubtedly be used the most, so the better you know it, the more enhanced your experience with this application will be.

Select Month View



In order to view trips other than the currently selected month, click on the "Select Month View" button.

This will display the "Month Selector" where you can select a different month:



The sets of trip data presented here is grouped by descending year and month. Each month has a summary of the trips for that month. The summary is as follows: Month, Trips that have not yet been marked as either business or private, how many of those trips were marked by means of auto mark rules, total distance travelled for the month, total time spent travelling (duration) for the month. Click on any of these links to change the current trip list view to that month.

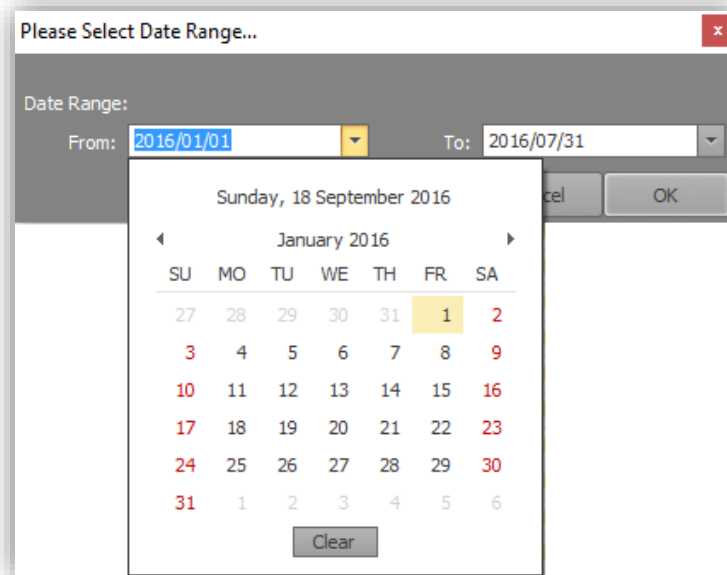


Select Date Range



In order to view trips over a selected range of dates rather than on a “per-month” basis, click on the “Select Date Range” button.

This will display the “Date Range Selector” where you can select the period of trips to be displayed:



Click on the “OK” button and the trips will be adapted to reflect the selected date range. Note that the title of the trips panel will change from the selected month and year to the start and end date range instead:

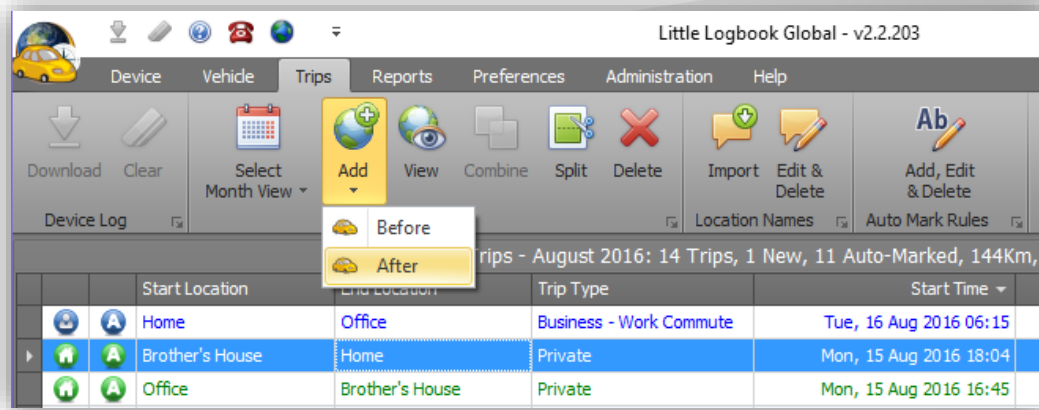
Trips - 01 January 2016 to 31 July 2016: 789 Trips, 61 New, 0 Auto-Marked, 12001Km, 12 10:19

Manual Trips

Every now and then we might forget to take the Little LogBook or Little LogBook GO device along with us, or for whatever reason, the trip does not get logged automatically. It is possible to add a manual trip.

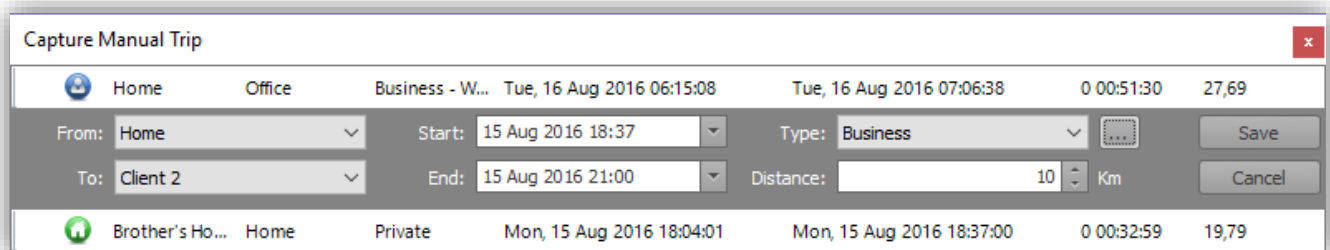
Select a trip where you would like to insert a manual trip, then click on the “Add Trip” button.



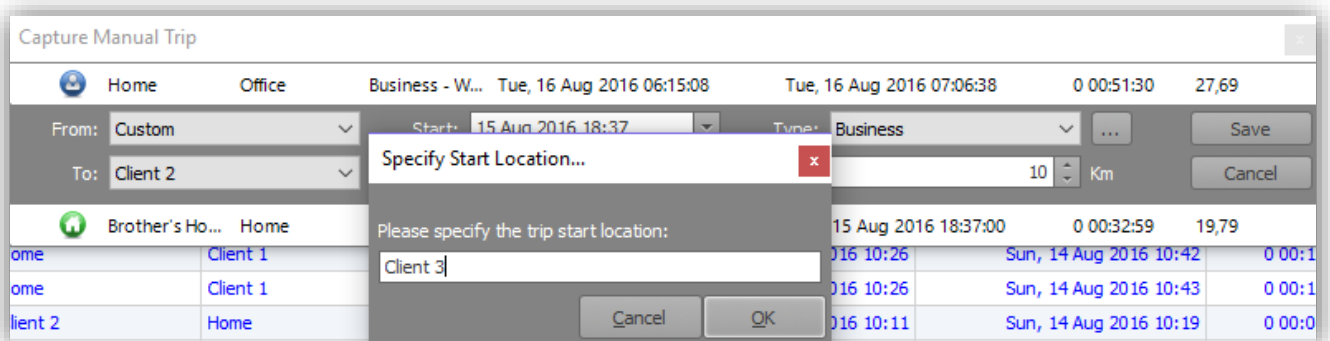


Select the “Before” or “After” button depending on the trip being inserted after the selected trip or before it. Please note that there MUST be enough time available for a new manual trip between the selected trip and the adjacent trip where the new manual trip is to be inserted.

Manual Trip Screen








Select the departure location from the list in the “From” drop down and the destination from the list in the “To” drop down. The list here is derived from your personal location names. If you do not have any personal location names set up, you can click on the “Custom” option in the list to create a temporary name:



Note that this does not create a personal location name. It is only a temporary name. Fill in the date and time of the start and end, then select the trip type – business or private. Finally, enter the actual distance in Kilometers or Miles then click on the “Save” button to create the manual trip. Nice and



easy huh?

	Start Location	End Location	Trip Type	Start Time	End Time	Duration	Distance
	Home	Office	Business - Work Comm...	Tue, 16 Aug 2016 06:15	Tue, 16 Aug 2016 07:06	0 00:51:30	27,69
	Client 3	Client 2	Business - Late meeting	Mon, 15 Aug 2016 18:37	Mon, 15 Aug 2016 21:00	0 02:23:08	10,00
	Brother's House	Home	Private	Mon, 15 Aug 2016 18:04	Mon, 15 Aug 2016 18:37	0 00:32:59	19,79
	Office	Brother's House	Private	Mon, 15 Aug 2016 16:45	Mon, 15 Aug 2016 17:04	0 00:19:02	9,17
	Home	Office	Business - Work Comm...	Mon, 15 Aug 2016 06:23	Mon, 15 Aug 2016 06:56	0 00:33:01	26,74

Things to note about the new manual trip:

- The first icon is business and the trip is in blue;
- The second icon denotes that it is a manual trip;
- The start and end location as you entered it;
- The trip type with the business reason;
- The start and the end time correlates with the duration;
- The distance as you have specified it;

View Trip



To view a trip, select it and then click on the “View” button. This will open the trip editor. For the purposes of conciseness in this document, the trip editor will be documented later on in this writing.

Combine Trip



At time it may be necessary to combine two or more trips together. Select the required trips by holding down the SHIFT key for consecutive trips to be selected or the CTRL key for individual trips to be selected. Note that when two or more trips are selected, the “Combine: button becomes enabled. It will not become active, however, if a manual trip is included in the selection. This is because a manual trip bears no geographical points to contribute towards the combining of trips.

Split Trip



At times, it may be necessary to split a trip. Typically this happens where the stop at the end of the first trip was not long enough before embarking on the second trip. By default this is 5 minutes, although, this may be changed. Click on the “Split” button to open the trip in the trip editor in “Split Mode”. For the purposes of the conciseness of this document, the trip editor will be documented later on in this writing.

Delete Trip



Many a time, the device will probably be left in a powered USB port of some kind and the GPS will continue to log static GPS data, even though it is not moving. We call this splatter, and if it were plotted on a map, it would look like a child had scribbled over

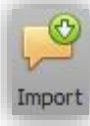


that location! These types of trips can safely be deleted. Select the trips that you no longer require and then click on the “Delete” button. You can delete multiple trips in one go by holding down the SHIFT key for consecutive trips to be selected or by holding down the CTRL key for individual trip selection.

Personal Location Names

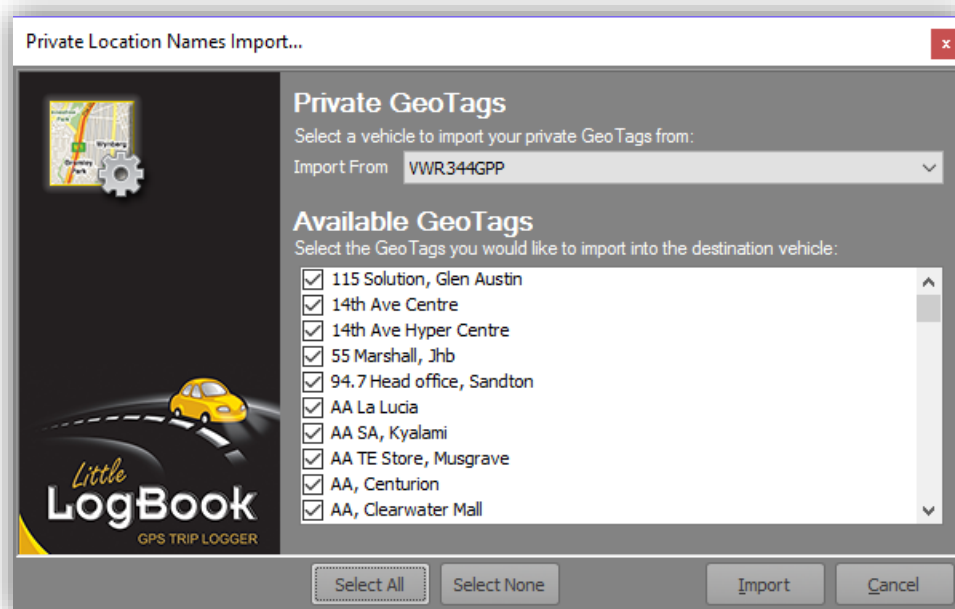
Personal location names are location derived from your trips that you have saved. It is like a bookmark if you will where you have given it a name to be remembered by. If you have made a trip from your home to your office for instance, having downloaded the trip to the application, you will be able to right-click on the trip and save the start and end locations as a personal location name.

Import Location Names



Changing vehicles is something that most of us will do, especially over a longer period of time. The Personal Location Names are tied to the vehicle in this edition of the software, whereas the Personal Location Names in the Enterprise edition are tied to the user. Click on the “Import” button to import the Personal Location Names from one of your other vehicles that are registered on the system. You will have to know the password to be able to access the information.

Select the vehicle from the Private Location Name Import screen and then select the required Personal Location Names that you would like to import.



Click on the “Select All” button to have all of the Personal Location Names selected and checked for import. Click on the “Select None” button to clear the selection and uncheck all of the Personal Location Names. Click on the “Import” button to start the importing of the selected Personal Location Names into the currently selected vehicle.



Edit and Delete Location Names



You can edit and delete your personal location names by clicking on the “Edit and Delete” button. For the purposes of the conciseness of this document, the Personal Location Name editor will be documented later on in the writing.

Auto Mark Rules

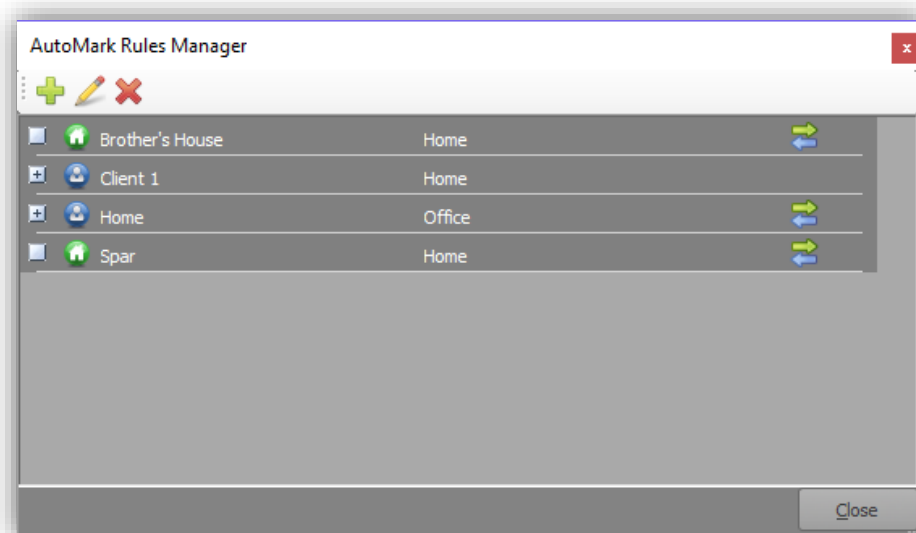
Auto mark rules lend the real time saving factor in this application in that, having your Personal Location Names set up properly and meticulously will allow you to set up rules regarding the type of trip according to the start and end points of the trip being downloaded. In summary, the auto mark rule can automatically mark a trip as business or private depending on the combination of the start and end points being identified as business or private as stipulated in the rule.


Add, Edit and Delete Auto Mark Rules



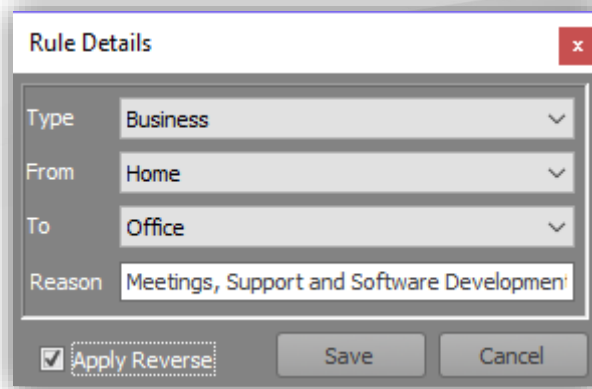
You can edit Automark rules by click on the “Add, Edit and Delete” button. This will open the Automark Rules Manager screen.



Automark Rules Manager Screen



- Click on the  button to add a new Automark Rule based on your existing Personal Location Names.
 - This opens the Automark Rule Editor screen:





- Click on the “Apply Reverse” checkbox to indicate that the Automark Rule applies to the reverse of the start and destination points as well.
- Click on the  button to edit a selected Automark Rule.
- Click on the  button to delete a selected Automark Rule.

Click on the “Save” button to save the Automark Rule. Now, the next time you travel from “Home” to “Office or vice-versa and you download the trip, it will automatically be marked as “Business” with the predefined trip reason as in the example! Now THAT’S nice!!

Vehicle Select

Vehicle Switch



[This is discussed here.](#)

Vehicle Close



[This is discussed here.](#)

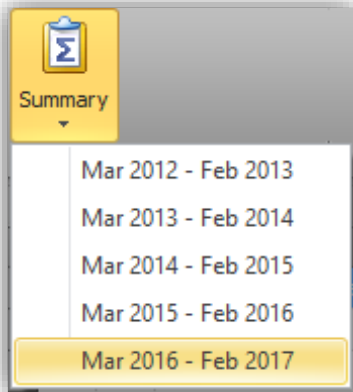


Reports

The culminating drive behind using the Little LogBook software is behind report submission for tax claiming and other financial reasons. Primarily, the reports are generated in Portable Document Format (PDF), however, for the filtered report you do have other options such as CSV, XLS and KML export.

Trip Reports

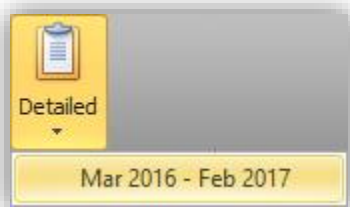
Summary



Depending on your report period the list of annual report ranges will differ in the list that is displayed. Select the report year required for the trip summary report.

The annual summary report displays a summation of your trips for the selected report period, per month with odometer readings, taking odometer synchronisations into account.

Detailed Trip Report



Depending on your report period the list of annual report ranges will differ in the list that is displayed. Select the report year required for the trip detailed report.

The detailed report provides a list of trips for the selected report period. Odometers are included, taking odometer synchronisations into account.



Trip Summary Report Trip Summary



Vehicle
 Reg VWR344GPP
 Year 2007
 Make TOYOTA

Month	Year	Business	Private	Total	Odometer
March	2015	1872,27	2475,97	4348,25	189498 - 193846
April	2015	673,21	1016,04	1689,25	193846 - 195536
May	2015	2105,27	857,85	2963,12	195536 - 198499
June	2015	488,39	2033,25	2521,64	198499 - 201020
July	2015	2045,30	722,87	2768,17	201020 - 203789
August	2015	1533,47	1397,02	2930,48	203789 - 206719
September	2015	2864,47	767,19	3631,65	206719 - 210351
October	2015	575,54	937,73	1513,27	210351 - 211864
November	2015	516,45	983,66	1500,10	211864 - 213364
December	2015	878,86	2140,18	3019,04	213364 - 216383
January	2016	626,38	2329,20	2955,58	216383 - 219339
February	2016	851,00	1106,57	1957,57	219339 - 221296
Total Distance Travelled (Km)		15030,60	16767,53	31798,13	



Trip Detail Report Trip Detailed

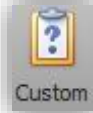


Vehicle
 Reg CF84WYGP
 Year 2012
 Make AMAROK

Start/Finish	From/To	Reason	Business	Private	Odometer
01 Mar 2016 00:00	Opening Odometer	GPS Estimate			143957
10 Apr 2016 15:22	Rietfontein	Private		10,94	143968
10 Apr 2016 15:31	Oliver Reginald Tambo International				
15 Apr 2016 15:47	Bakenkop Vet, Centurion	Private		1,33	143969
15 Apr 2016 15:53	Home, Wierda Park				
26 Apr 2016 06:15	Home, Wierda Park	Private		14,39	143984
26 Apr 2016 06:23	Waterkloof Glen				
12 Jul 2016 00:27	Wapadrand	Work Commute **	28,36		144012
12 Jul 2016 00:51	Home, Wierda Park				
12 Jul 2016 08:23	Home, Wierda Park	Work Commute **	26,72		144039
12 Jul 2016 08:52	Wapadrand				
12 Jul 2016 18:51	Irene Running Club, Kaalspruit	Private **		10,02	144049
12 Jul 2016 19:06	Home, Wierda Park				
REPORT TRUNCATED FOR THE SAKE OF DOCUMENTATIONAL BREVITY					
14 Aug 2016 15:17	Client 1	Delivery **	7,51		145061
14 Aug 2016 15:27	Home				
15 Aug 2016 06:23	Home	Work Commute **	26,74		145087
15 Aug 2016 06:56	Office				
15 Aug 2016 16:45	Office	Private **		9,17	145096
15 Aug 2016 17:04	Brother's House				
15 Aug 2016 18:04	Brother's House	Private **		19,79	145116
15 Aug 2016 18:37	Home				
15 Aug 2016 18:37	Client 3	Late meeting *	10,00		145126
15 Aug 2016 21:00	Client 2				
16 Aug 2016 06:15	Home	Work Commute **	27,69		145154
16 Aug 2016 07:06	Office				
28 Feb 2017 23:59	Closing Odometer	GPS Estimate			145154
Total Distance Travelled (Km)			714,78	482,00	1196,78



Custom Filtered Report



For custom reporting a parameterized screen has been included where you can specify date ranges, destinations, export formats amongst others.

In the report options screen, you can select the following options:

- Presets – In the list of options presented in the drop down, you can select “This Month”, “Last Month”, “Last Week”, “This Week” and “Custom”. Each of these will determine your current date and time and set the date ranges accordingly.
- From and To – This is the date range that the start date of the trips fall between before being included in the report.
- Report Type PDF, CSV, XLS or KML. These options will allow you to view the report in Portable Document Format (PDF), Comma Separated Values (CSV), Microsoft Office Excel (XLS) or Google Earth Keyhole Markup Language (KML).
- Group Trips by type All, Private, Business and Other – This will specify the trips where specific trip types must be included. “All” will include all trips and automatically odometers will be included to, “Private” will include only the private trip types, “Business” will include all the business trips. NOTE: Odometers are only included if “All” trips are included.



Vehicle Cost Report



Vehicle cost reports can be drawn by clicking on the Vehicle Cost button.

Select Report Options [X]

Report Details

Presets: **This month** [v]

From: **2016/09/01** [v] To: **2016/09/30** [v]

Report Options

Include Attachments



Type

PDF XLS (Excel)

[Cancel] [OK]

Select the date range for the vehicle cost report (including the attachments if preferred) and the required export file format.

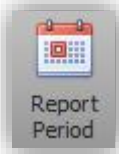
Click on the “OK” button to proceed.

Vehicle Cost Detail Report Thu, 01 Sep 2016 to Fri, 30 Sep 2016			
Little LogBook 		Vehicle Reg VWR344GPP Year 2007 Make Toyota	
Date	Description	Volume	Amount
14 Sep 2016	Fuel	79,00	R915,82
			
15 Sep 2016	Tyres		R8 700,00
17 Sep 2016	Vehicle Service		R5 800,00
Total:		79,00	R15 415,82

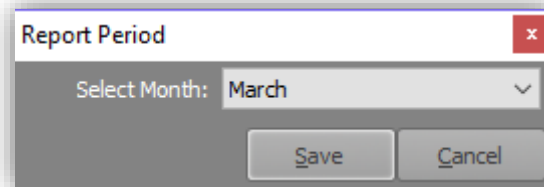


Preferences

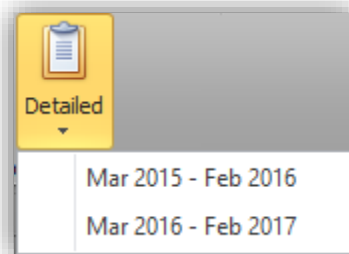
Report Period



Reports are typically drawn in conjunction with the tax year which is typically March thru February the next year. This is not a rule though and you can set the reporting period to start at any month. Click on the "Report Period" button to set the reporting year for the "Summary" and "Detailed" reports.



Select the required reporting start month from the list of months from the drop down list and then click on the "Save" button. This directly affects the selectable dates presented in the "Summary" and "Detailed" report buttons:



Select Month View



This was [discussed here](#)

Select Date Range



This was [discussed here](#)



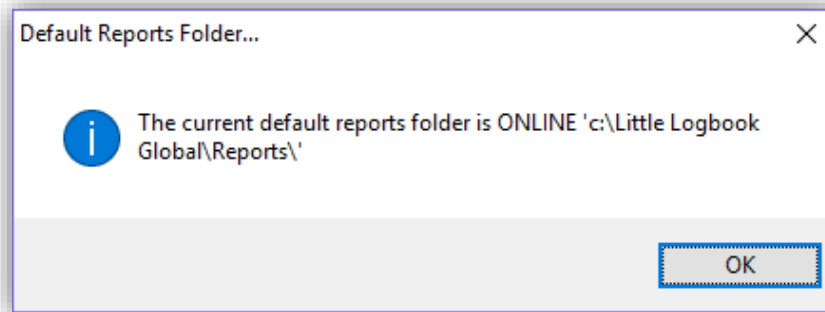
Default Report Folder

When drawing a report, the report is automatically saved to a folder in the installation folder, defaulted to “c:\Little LogBook Global\Reports”, but you may change this.

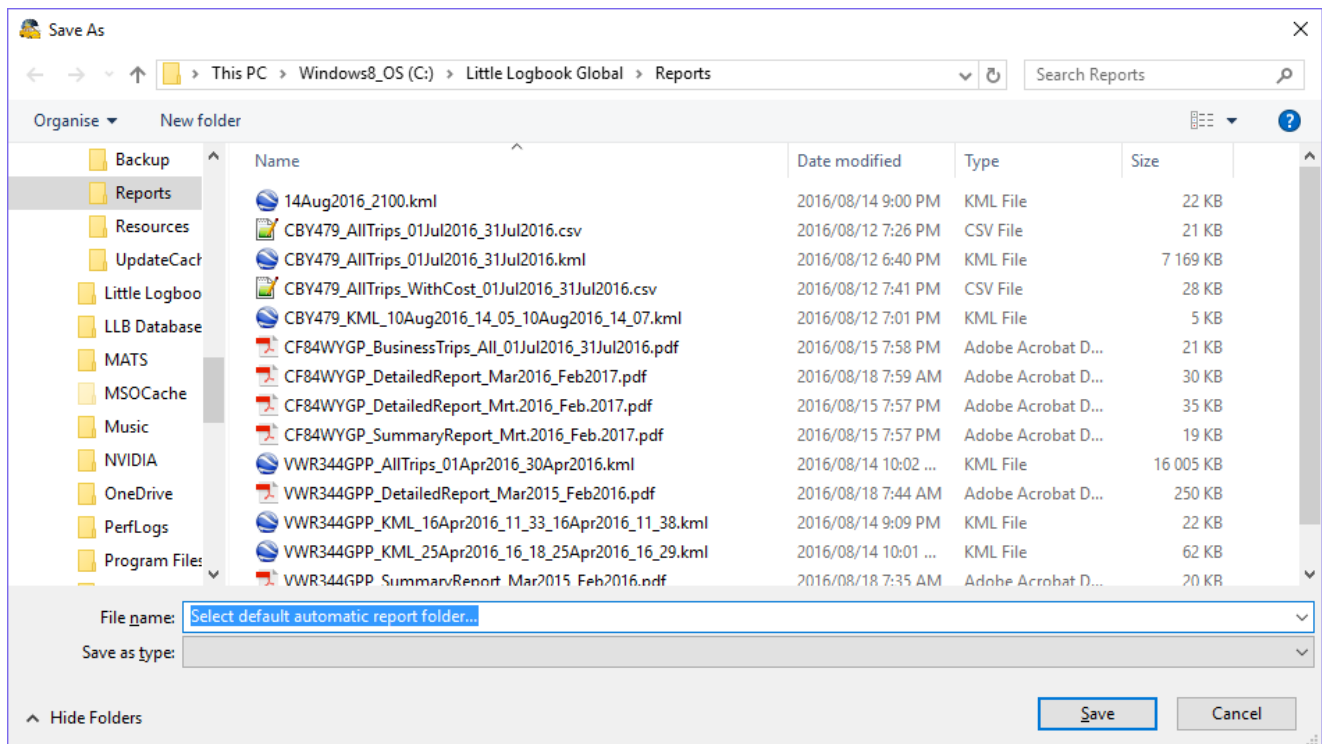
Set Location



Click on the “Set Location” button to view and change the current folder location.

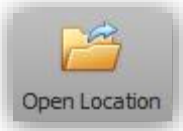


The application will show you where the current folder is set and if it is available. Click on the “OK” button to set a different location folder:



Select the required folder location and then click on the “Save” button to finish.

Open Location



Click on the “Open Location” button to have the reporting folder opened in Windows Explorer.

Alternative Report Folder

This reporting folder is used as an alternative folder to save reports to when a report is drawn. If you have a need to have reports backed up to another location, such as a network drive, then set that folder location here.

Set Location



This is described in the same way as the default report location and is [discussed here](#).

Open Location



This is described in the same way as the default report location and is [discussed here](#).

Cost Capture

Mileage



This is [discussed here](#).



Vehicle



This is [discussed here](#).

Vehicle Select

Switch Vehicle



This is [discussed here](#).

Close Vehicle



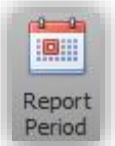
This is [discussed here](#).



Preferences Tab

General Preferences

Report Period



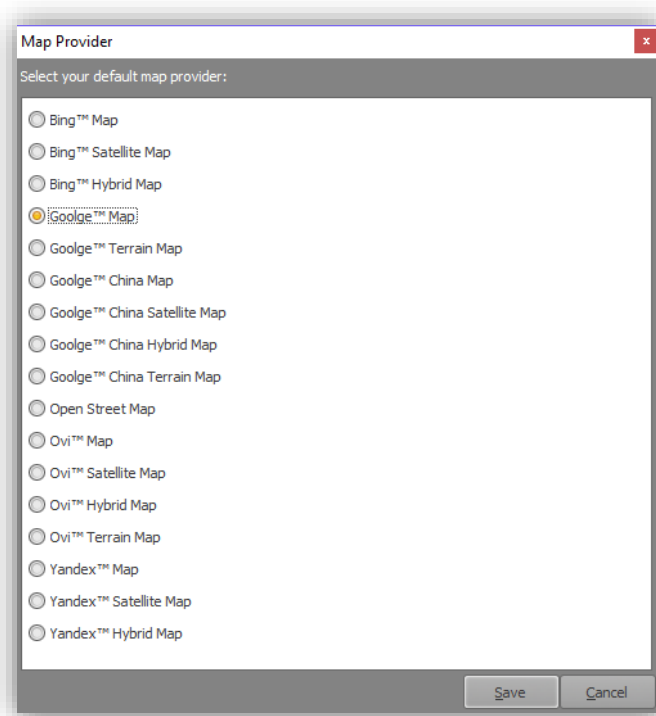
This is [discussed here](#).

Map Provider



When opening a screen that involves mapping (such as the trip editor or personal location name editor), various mapping engines are at your disposal.

Click on the “Map Provider” button to select the default mapping engine:



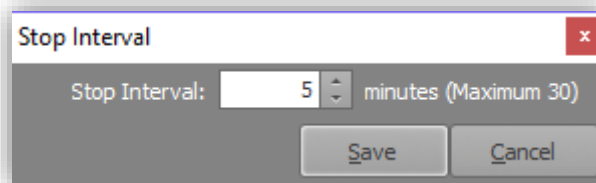
Click on the “Save” button to save your preference.



Stop Interval



Start and end times of a trip are determined by the fact that you have started a trip and have arrived at your destination. Simple. But what if you have arrived at your destination and leave immediately on your next trip? Well, it becomes impossible for the application to determine that you have actually reached your destination, and the trip that you have just completed actually merges with the next trip forming one long trip. Although this trip can simply be split using this application, it would be nice if you did not have to do this. It is for this reason that a “Stop Interval” has been provided. This tells the application that if you have stopped at any location for the specified “Stop Interval” time (default is 5 minutes” then the trip is deemed as completed and new trip will be started when you leave. Click on the “Stop Interval” button to set the amount of time that will deem a trip as completed after stopping the vehicle.



NOTE: If the interval is too small, such as 1 minute, and you get stuck in traffic or at a traffic light where you don't move for at least a minute, the trip will get split.

NOTE: If the interval is too high (maximum 30 minutes), the trip might not get split when doing many trips such as a courier or delivery vehicle.

NOTE: If a trip does get split then you can combine the trip as [discussed here](#).

NOTE: If a trip does not get split automatically then you can split the trip as [discussed here](#).

Security

Security Questions



Quite often, a password becomes forgotten. Gone are the days where you would have to contact us with some sort of weird code to recover your password. It has now become a self-help service whereby you may now recover your password by answering any of the three question which you have set yourself. Click on the “Security Questions” button to set these questions.



Change Security Question...

Security Question Group 1
 Security Question: What is your favourite movie
 Security Answer: Psycho

Security Question Group 2
 Security Question: In which town were you born
 Security Answer: Leytonstone

Security Question Group 3
 Security Question: What year were you born
 Security Answer: 1899

I hereby confirm that I am the registered user of the selected device.

OK Cancel

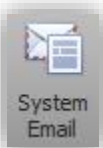
You will need confirm that you are then registered user of the selected device before being permitted to proceed.

Click on the “OK” button to continue.

NOTE: Please keep your answer simple and concise, yet restricted to information that only you would know.

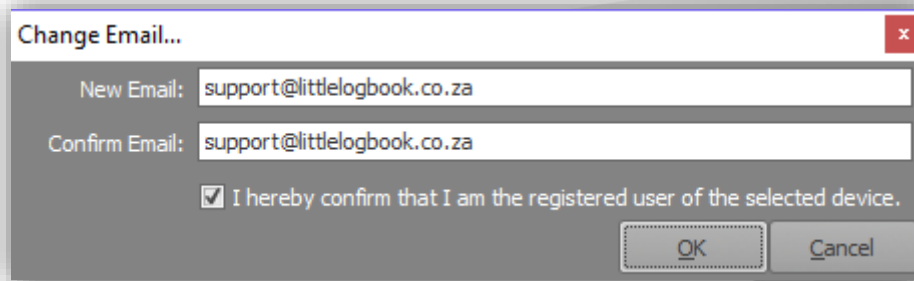
I used to work with a person that could recite PI to the 22nd decimal number. That would not be good security answer, you will probably make a mistake in answering the question when the time comes. Although it is a good party trick, anybody can work it out by calculator.

System Email



You can change your email address by clicking on the “System Email” button.





Type in your email address in the “New Email” text box and re-type it in the “Confirm Email” text box. Mistakes (typos) can be made and this is just one way to mitigate these mistakes.

You will have to confirm that you are the registered user of the selected device before being permitted to continue.

Click on the “OK” button to continue.

Personal Location Names

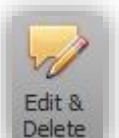
Having personal location names set up properly and concisely is what makes the application really work for you, because it is this that Automark rules depend on when doing its job.

Import



This is [discussed here](#).

Edit and Delete



This is [discussed here](#).

Auto Mark Rules

Add, Edit and Delete



This is [discussed here](#).



Administration Tab

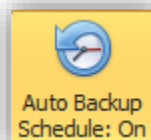
Database Tools

Auto Backup Schedule



The application can be set to perform database backups upon application exit.

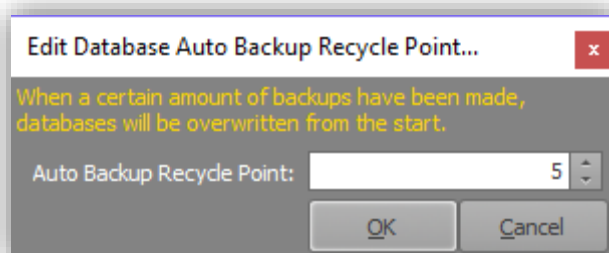
Click on the “Auto Backup Schedule” button to turn the database backup routine on or off. This is what the “Auto Backup Schedule” button looks like when it is on:



Maximum Backups



Hard drives do not have infinite space but database backups are essential. The Little LogBook database is not so large. Typically the database sizes can range up to 100 Megabytes for the average user, but the serious traveler’s database can become quite large. Personally I’ve seen over 200 Megabytes. Over the years of use, your database will also become large. If the application performed unlimited backups your hard drive space would fill up given some time. To circumvent this, “Maximum Backups” has been implemented to indicate to the application when to start overwriting the oldest databases. The default is 5 maximum backups. This means that the sixth backup will overwrite the first backup. Click on the “Maximum Backups” button to set this value.



Set the desired amount of backups and then click on the “OK” button to save it.

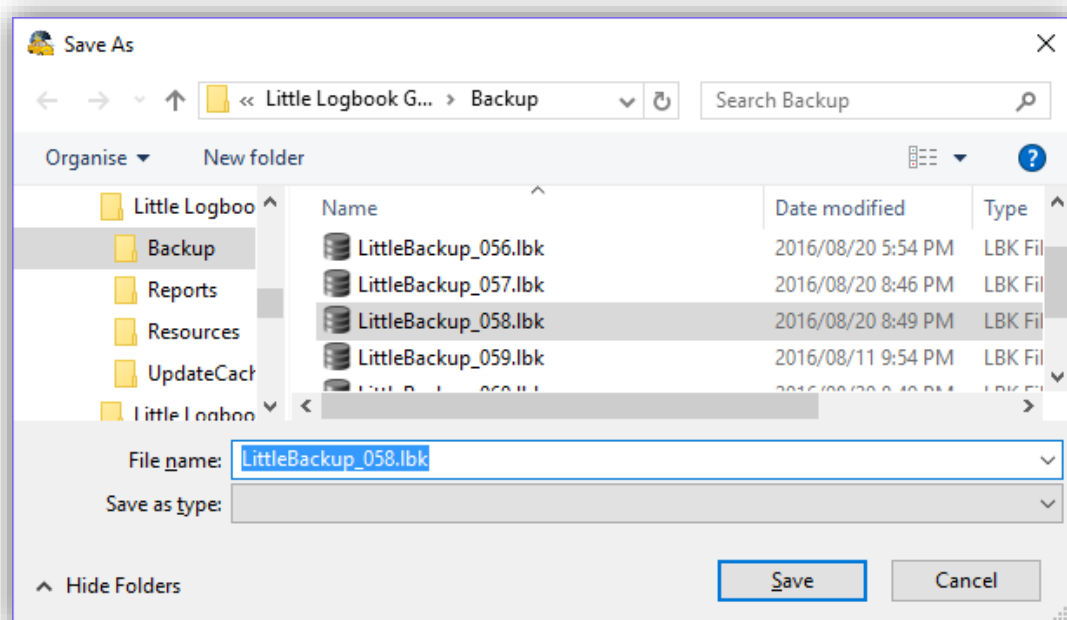
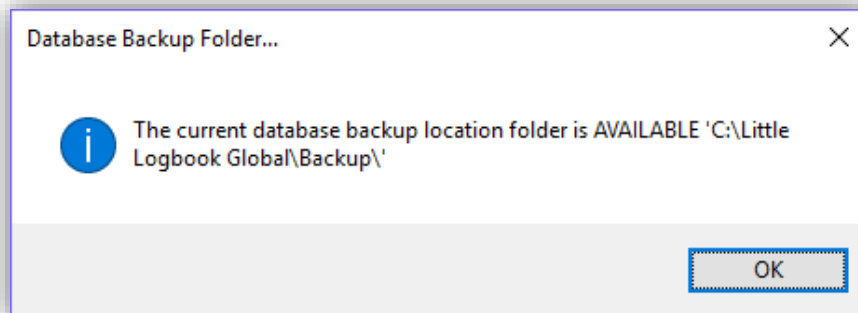


Auto Backup Location



The default location is set to the installation folder, namely “c:\Little LogBook Global\Backup”.

You can set the backup location by clicking on the “Auto Backup Location” button. The application will first show you what the current location is and its availability before allowing you to set the location.



Backup

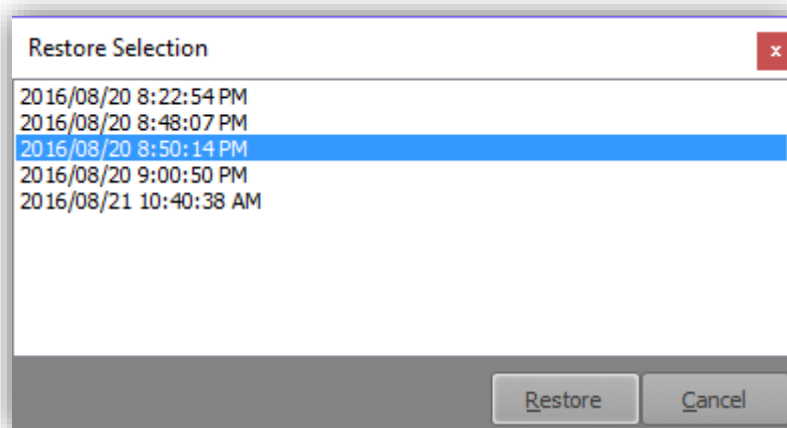


Click on the “Backup” button to perform an immediate backup into the default backup folder.

Restore



Click on the “Restore” button to restore a database from a previous backup.



Select the dated restore slot that you would like and then click on the “Restore” button to complete.

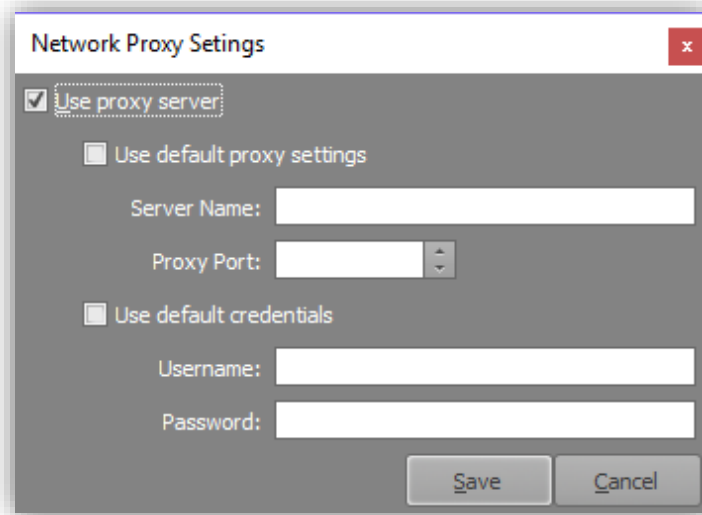


Network

Proxy Settings



If your computer is on a network that is marshalled by means of a proxy server, click on the “Proxy Settings” button to set the desired proxy settings.



Click on the “Use proxy server” check box to enable the controls on the screen. You can opt to use the default proxy settings and credentials (as set by Internet Explorer) or specify alternative proxy settings.

NOTE: The server name may be the name of the server on the network or the IP Address. If you are unsure about this, you will have a network administrator that you must consult.

Click on the “Save” button to complete.



Trip Editor



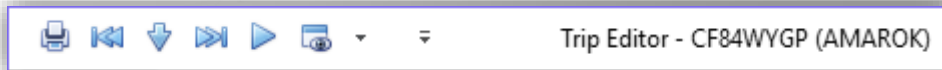
The trip editor is accessed by means of double-clicking on a trip or clicking on the “View”, or “Split” button in the [Trips Tab](#) when a trip is highlighted.

Trips	Start Location	End Location	Trip Type	Start Time	End Time	Duration	Dista...
▶	Home, Wierda Park	Little LogBook Head Of...	Business - ...	Sat, 06 Aug 2016 ...	Sat, 06 Aug 2016 ...	0 00:29...	45,15



The trip editor screen has the following parts:

Trip Editor Title Bar



This has functionality that is always available

- Print Map
- Centre Start of Selected Trip
- Centre Selected Trip
- Centre End of Selected Trip
- Play Selected Trip
- Display Hidden Panel

It also has the selected vehicle registration details in the center of the title bar.



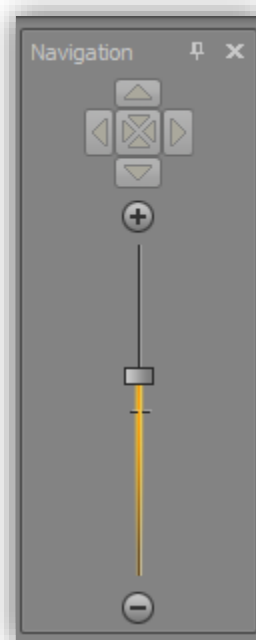
Trip Editor Ribbon Menu






This menu has two tabs

- Trip Tools
 - This is the tab which contains all of the tools required to administrate the trip
 - It will be used the most
- Map Provider
 - This contains a list of map providers which will render the map

Navigation Panel

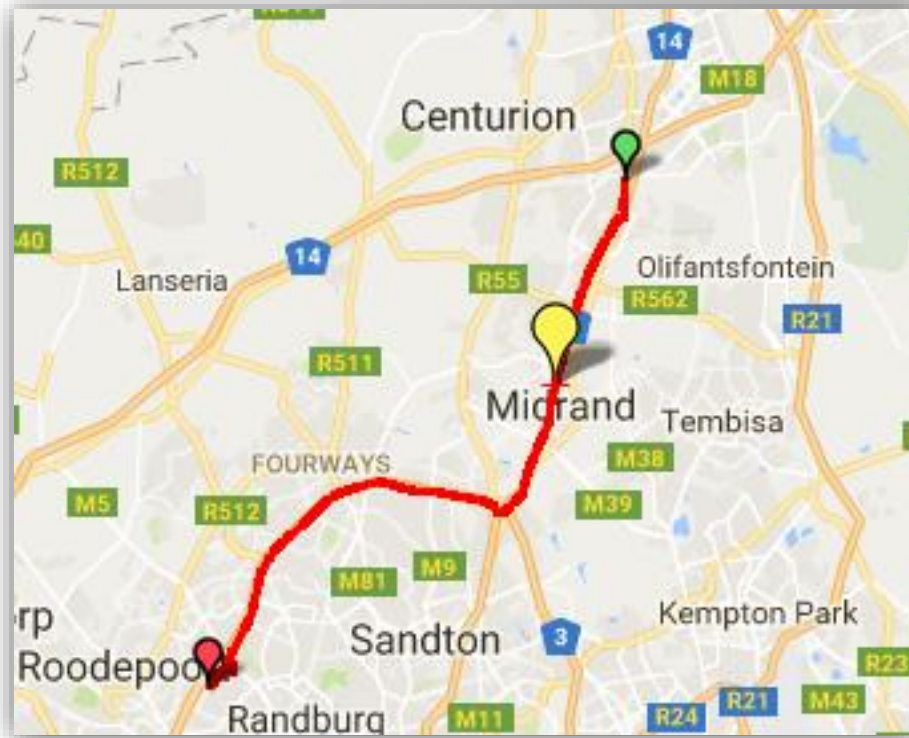


This control zooms the map and also moves the map around, although there are other ways to achieve this such as using the mouse and keyboard keys. This panel is collapsible to provide a larger view of the map. You can collapse this panel by clicking on the  pin. It can be closed by clicking on the  button.

Note that the collapsing and closing of this panel is not permanent and can be recalled by clicking on the  button in the title bar or the “Docking Panels” button in the ribbon menu.



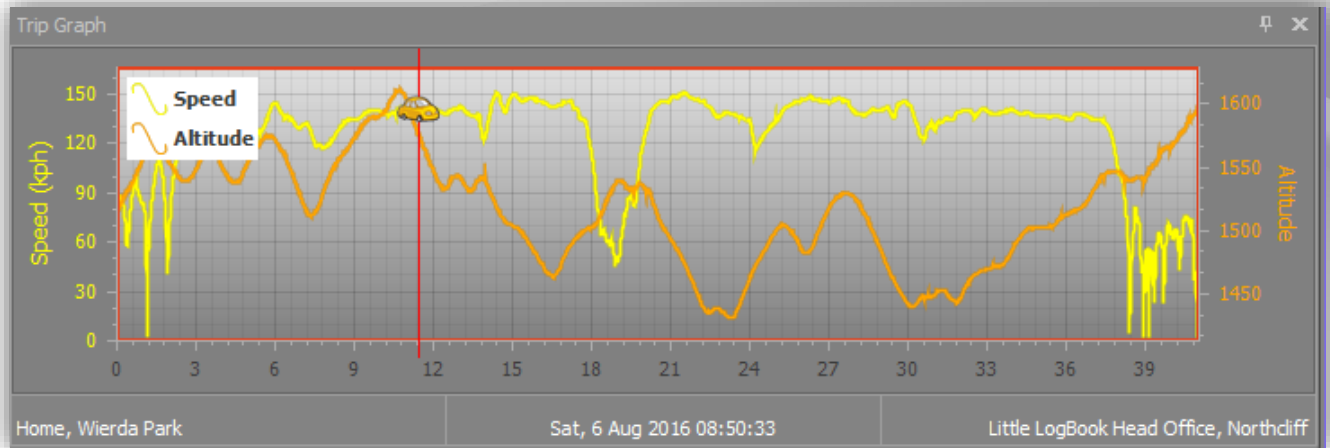
Map Viewer



This screen constitutes the largest area of the screen and contains the trip (red line), start point (green marker), end point (red marker) and vehicle location point (yellow marker).



Trip Graph



The trip graph depicts the speed and altitude of the vehicle over the duration of the trip. The minimum and maximum speed range is on the left of the graph in yellow whilst the altitude range is depicted on the right of the graph in orange. The position of the vehicle is depicted by means of the red needle and the Little LogBook vehicle icon over the yellow speed graph series. At the bottom of the trip graph is the name of the starting point of the trip, the date and time of the current position of the vehicle and the name of the end point of the trip.

NOTE: This graph is interactive. You can click and drag anywhere on the trip graph to move the vehicle marker to various geographical locations contained in the trip.

Split Trips List

The screenshot shows a 'Trips' window with a table containing one entry. The table has columns for Start Location, End Location, Trip Type, Start Time, End Time, Duration, and Distance. The entry shows a trip from 'Home, Wierda Park' to 'Little LogBook Head Of...' on 'Sat, 06 Aug 2016 ...' with a duration of '0 00:29...' and a distance of '45,15'.

	Start Location	End Location	Trip Type	Start Time	End Time	Duration	Dista...
▶	Home, Wierda Park	Little LogBook Head Of...	Business - ...	Sat, 06 Aug 2016 ...	Sat, 06 Aug 2016 ...	0 00:29...	45,15

This is a list of trips that belong to the selected trip. If there is only one trip, then that trip IS the selected trip. The trips that are listed here are from the selected trip being combined.



Trip Tools Tab

Trip

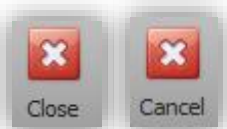
Save



Click the "Save" button to commit any changes that you may have made.

This button will be disabled if there are no changes to be saved.

Close/Cancel



Click the close button to exit the screen.

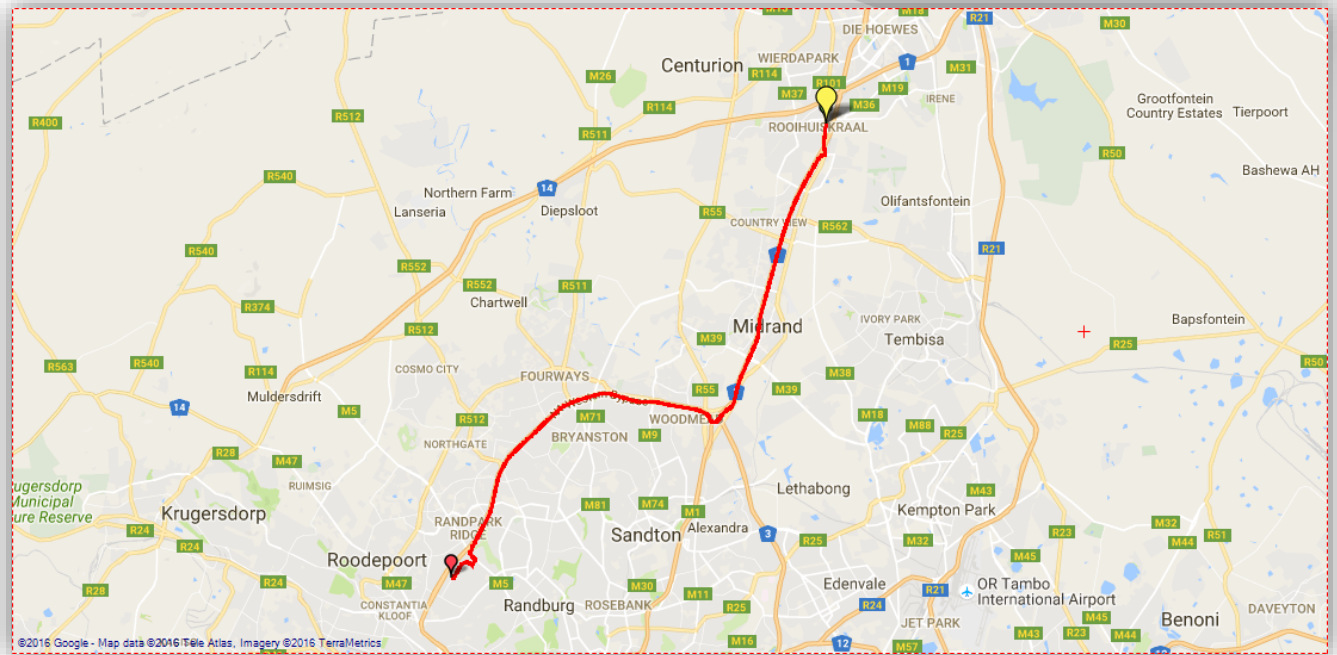
The close button will become a "Cancel" button in the event that any changes are made.



Print



Click the “Print” button to print the current map view. Once a printer is selected, the application will know about the settings of the printer (such as margins) and a rectangle of interest will be provided on the map to assist in getting the best printed area.



Splits

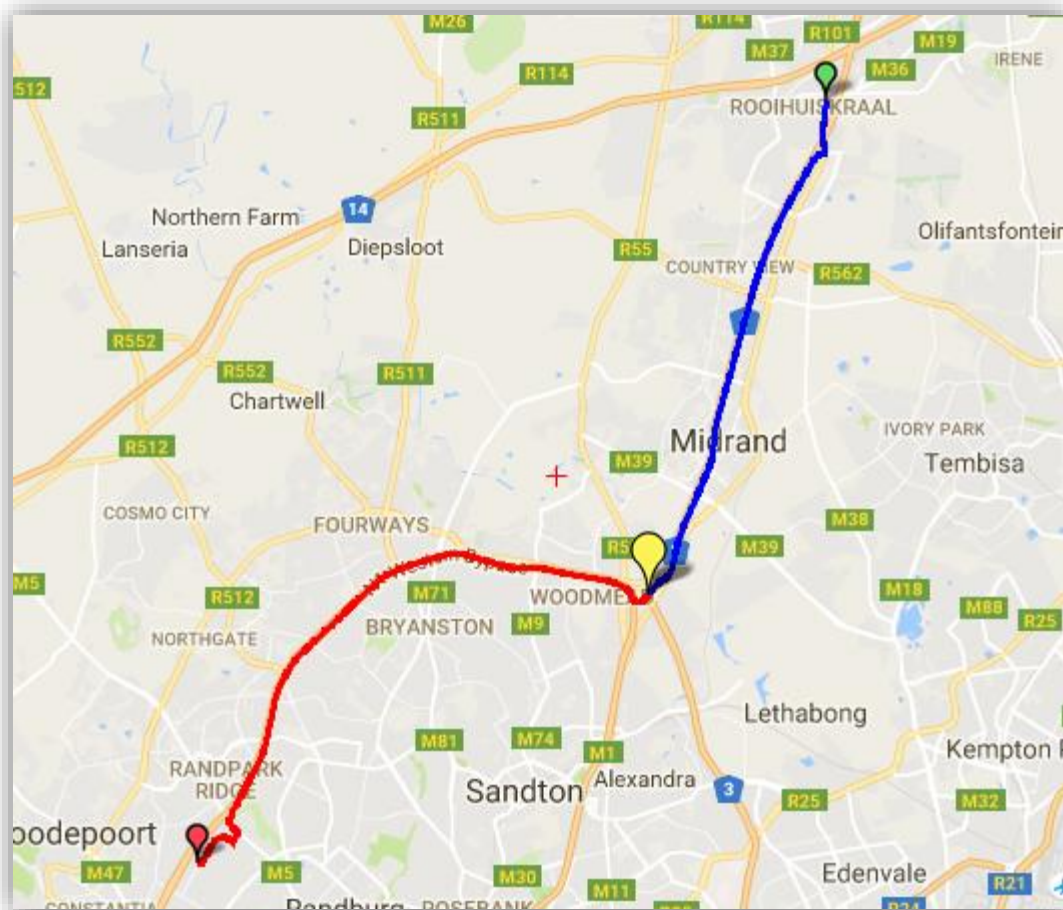
Split



To split a selected trip, drag the needle slider in the trip graph to the desired location, then click on the “Split” button. (I also use the “Play” button for easier vehicle location placement)

	Start Location	End Location	Trip Type	Start Time	End Time	Duration	Dista...
?	Modderfontein	Little LogBook Head...		Sat, 06 Aug 2016...	Sat, 06 Aug 2016...	0 00:14...	22,52
?	Home, Wierda Park	Modderfontein		Sat, 06 Aug 2016...	Sat, 06 Aug 2016...	0 00:09...	18,51

After splitting a trip, the split trips will become listed in the Trips list at the bottom of the screen. At the same time though, you will notice that the route in the map will also divide, highlighting the selected split trip in red, and all other parts in blue.



Delete



Any trip that is selected can be deleted when clicking on the “Delete” button.

If it is the last trip, then the trip editor screen will also close.

Zoom

Fit



Click on the “Fit” button to fit the whole trip into the view at the same time.

Start



Click on the “Start” button to center the map view over the start of the trip.

End



Click on the “End” button to center the map view over the end of the trip.

Play



Click on the “Play” button to have the trip played back to you. This is not in real time, it is played back in relative time where the vehicle will also slow down as and when stop streets are reached etc.



Tools

KML (Google Earth)





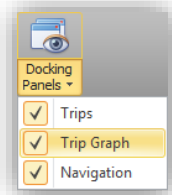
Export the trip to a KML file (Keyhole Markup Language) which is suitable for import into Google Earth.

View

Docking Panels



The navigation panel, trip panel and trips list can be collapsed by clicking on the  button or closed by clicking on the  button. Either way, you might not realise how to get the panel back again. Click on the “Docking Panels” button to see a list of panels. Click on any of these to have the panel appear again.



Full Screen



Click on the “Full Screen” button to have the trip editor go into full screen mode. What this does is minimize all panels such as the trip graph, navigation panel, trip list and even the ribbon menu is minimized.

Restore Screen



Click on the “Restore Screen” to restore the screen from “[Full Screen](#)” mode. The panels and ribbon menu will be restored to the original locations.

Reset Panels



If you would like to restore the panels to their original states, click on the “Reset Panels” button.



Map Providers Tab



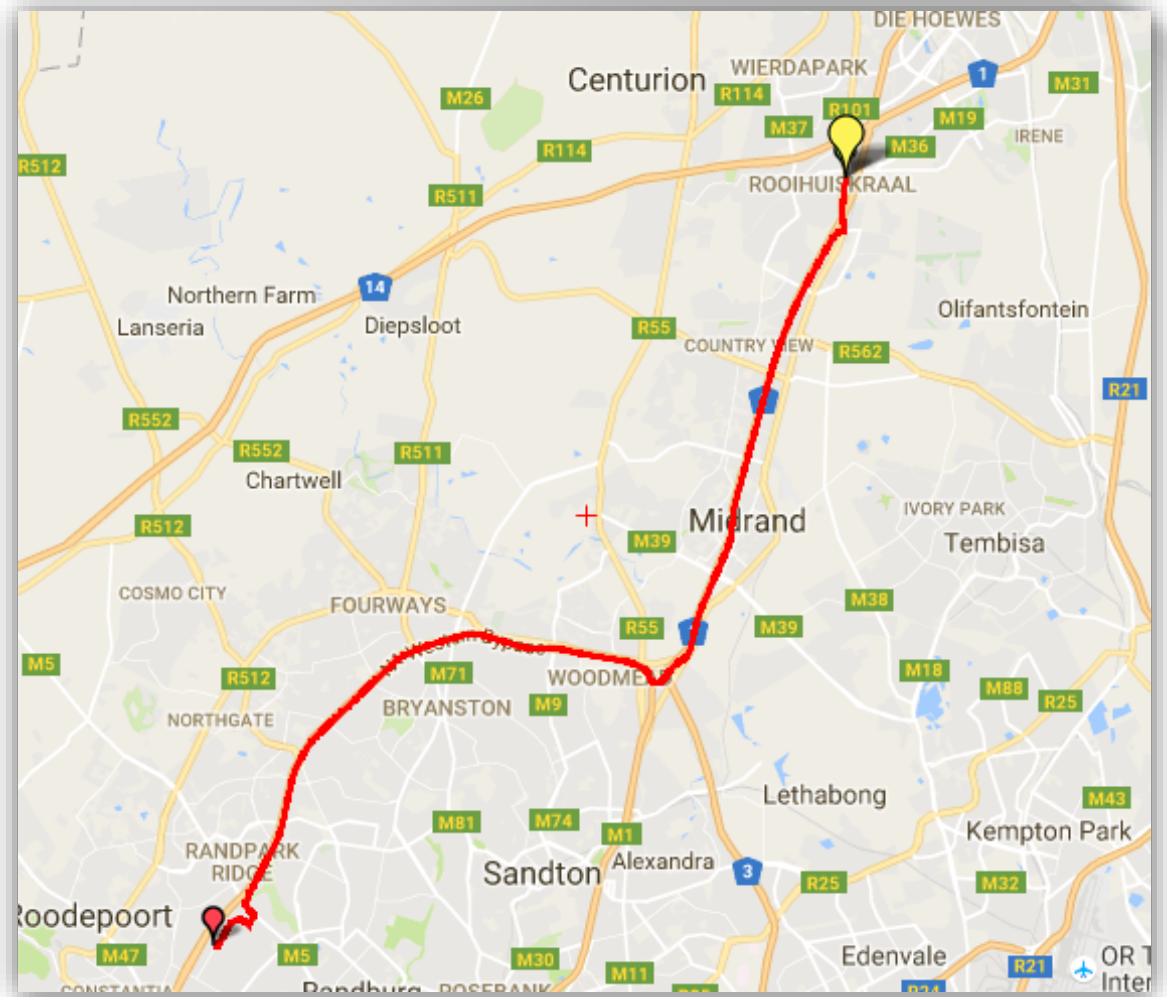
Map Providers

- Google World
- Bing
- Open Street Map
- Google China
- Yandex
- Ovi

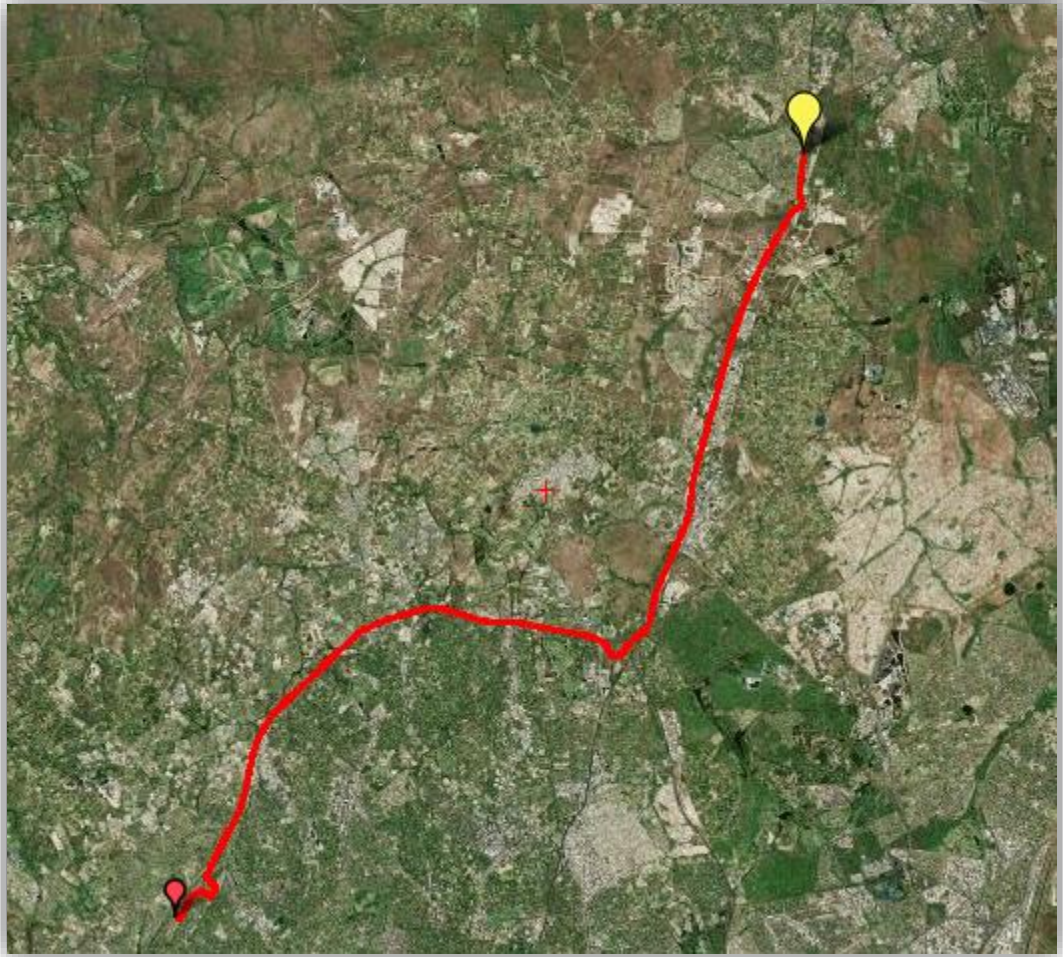


Map Views

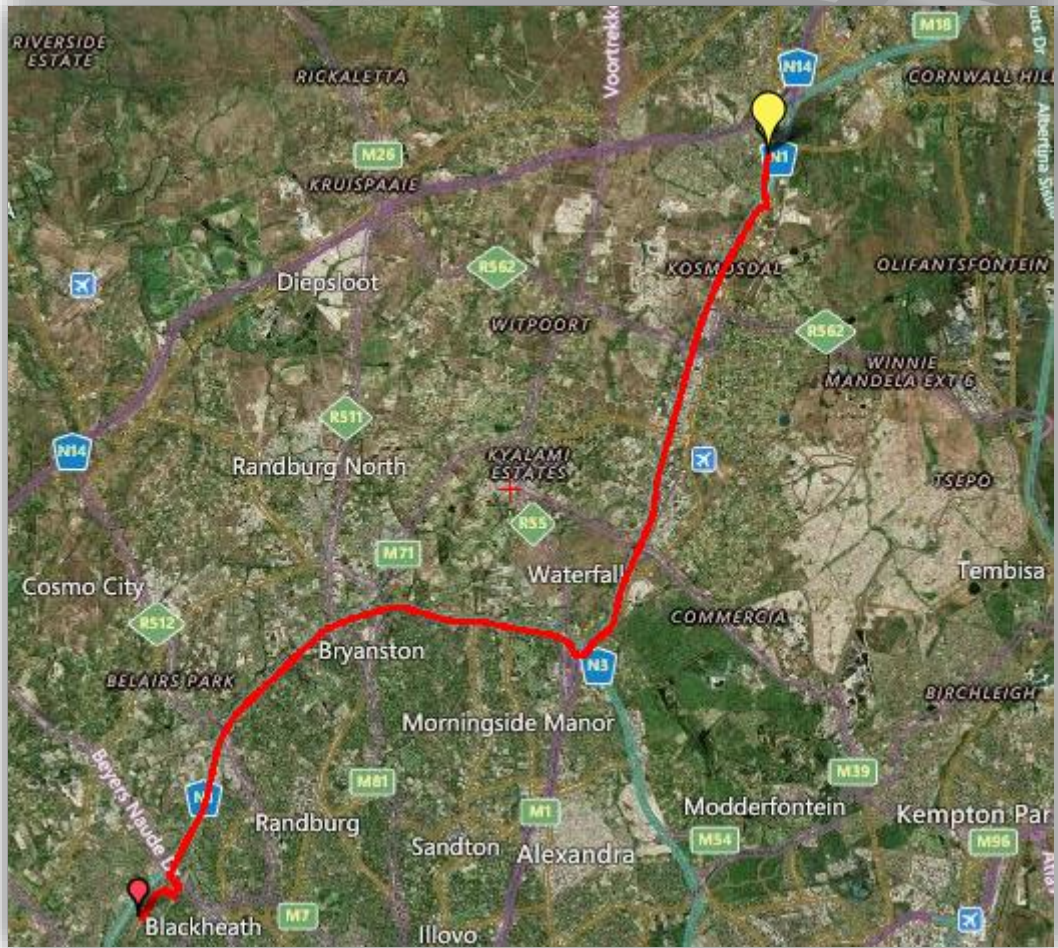
Map



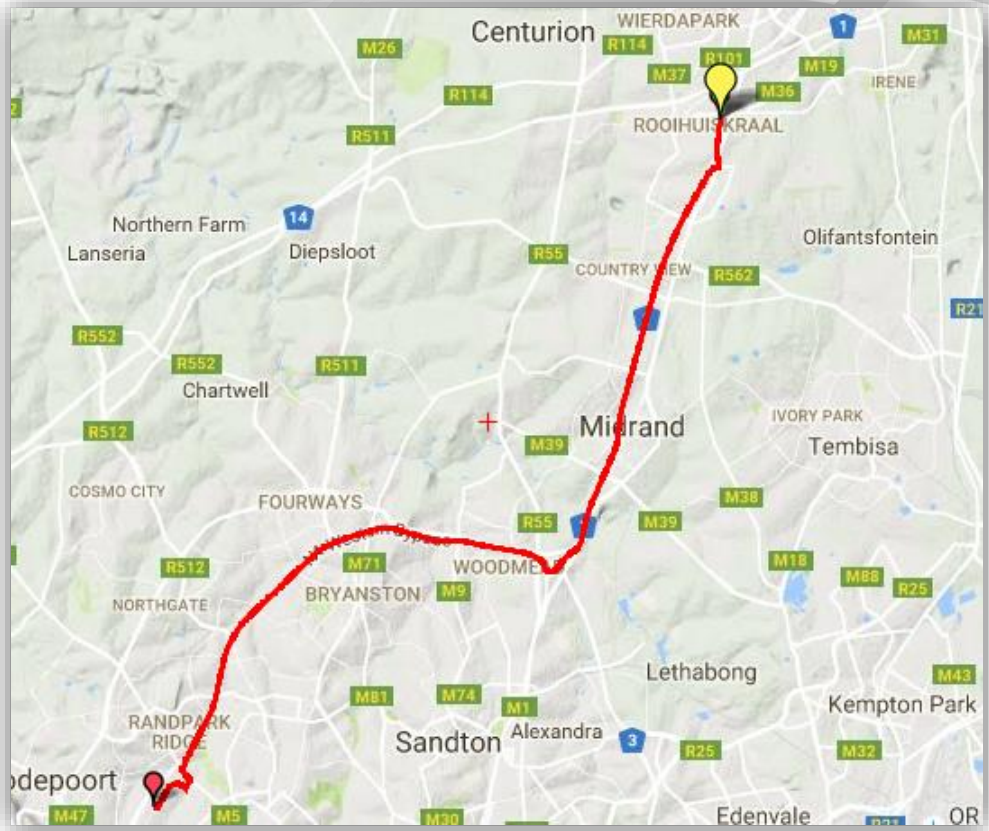
Satellite



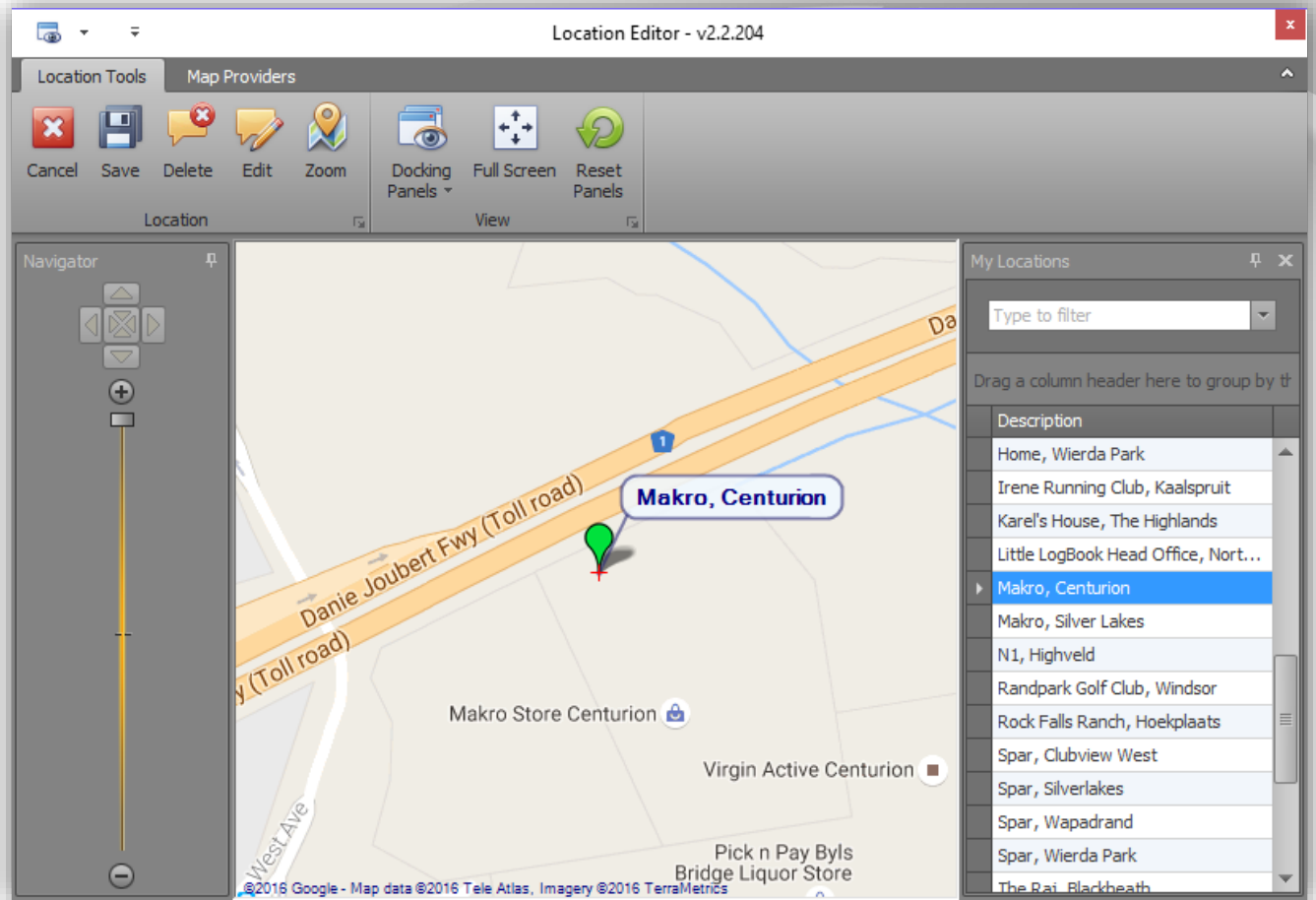
Hybrid



Terrain



Personal Location Name Editor



The screen consists of the following parts:

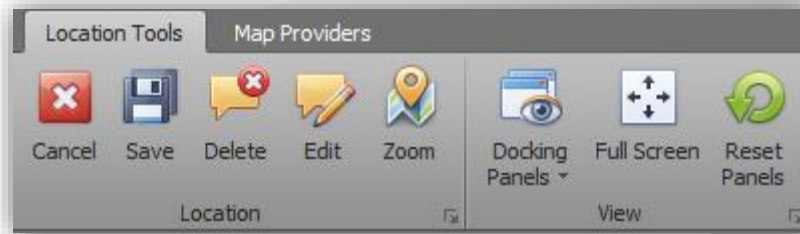
Title Bar



This contains buttons that are always available. In this case it has a “View Docked Panels” button. The version of the application is in the center of the bar.



Ribbon Menu

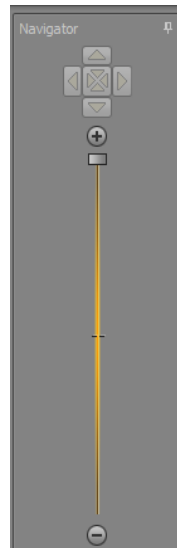


This contains two tabs

- Location Tools
 - This page contains all of the tools required to administrate your personal location names.
 - This will be used the most frequent.
- Map Providers
 - Here you can temporarily change your map provider to a different one



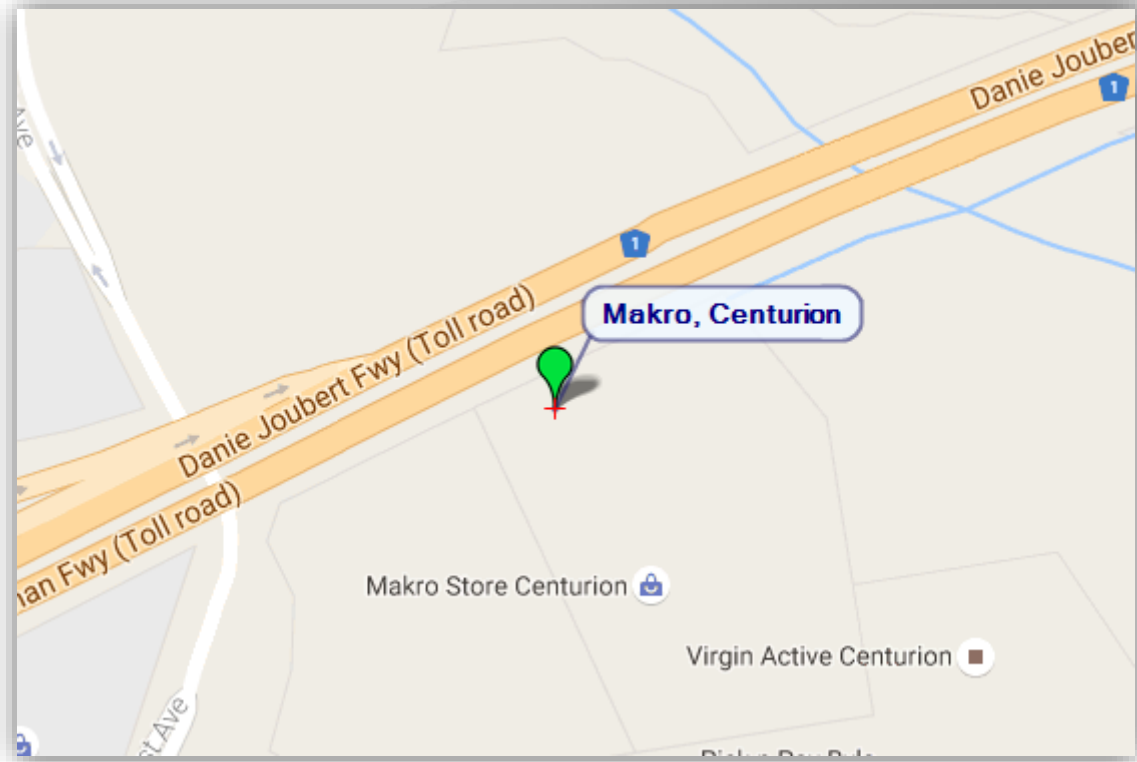
Navigation Panel



This is [discussed here](#).



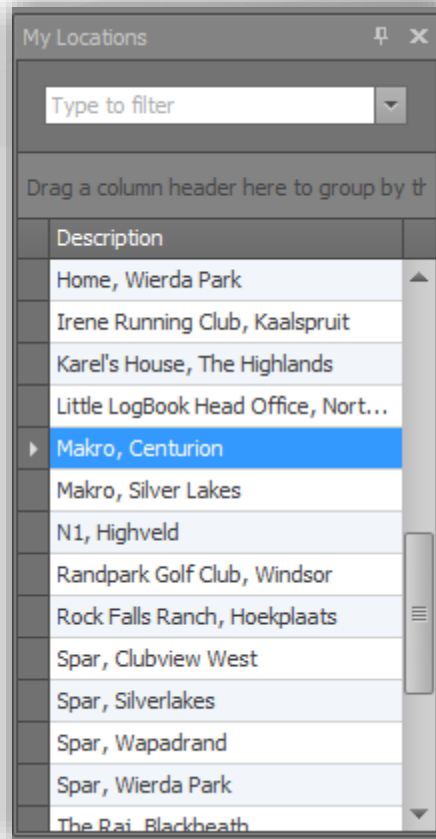
Map Viewer



Click on a marker in the list or on the map to activate it. Click the marker and drag it around to move it to a precise location.



My Locations



This is a list of all of your personal location names. Click on any personal location name and it will be added to the map view with its details.

NOTE: Not all of your personal location names are added to the map at the same time. Only those that have been selected (clicked on).

Location Tools

Location

Close/Cancel



Click on the "Close" button to close the personal location name editor. If there are any changes pending to be saved, the "Cancel" button will be shown instead.



Save



Click on the “Save” button to save any changes that you may have made. The “Save” button will be disabled if there are no changes.

Delete

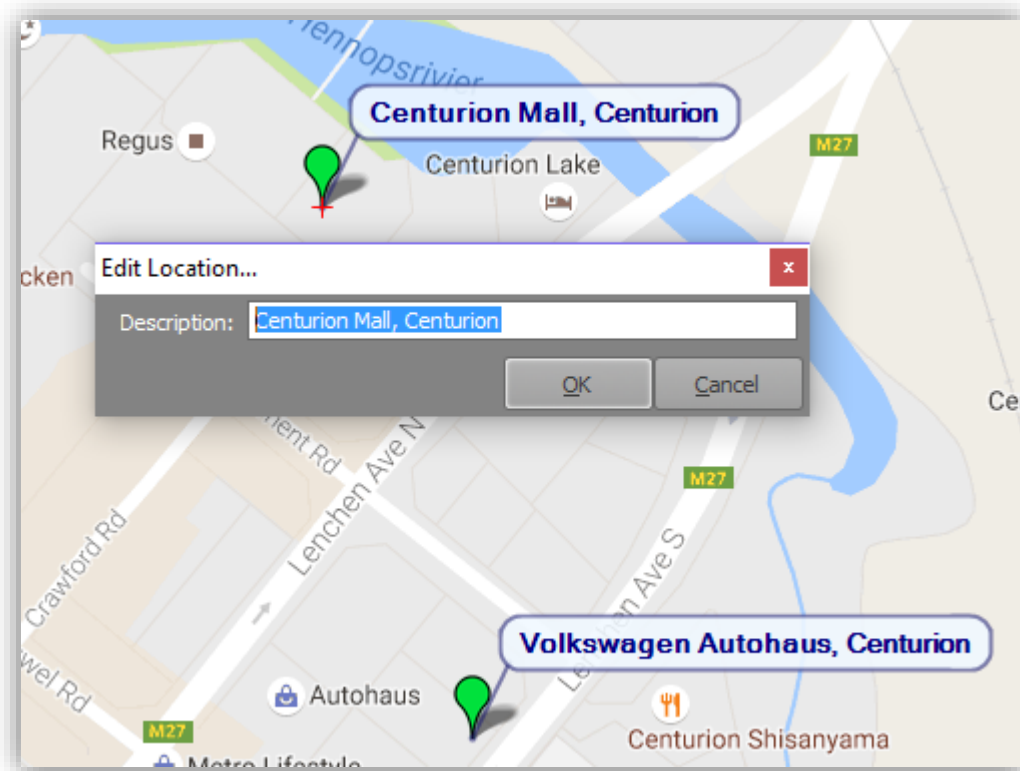


Click on the “Delete” button to delete the selected personal location name.

Edit



Click on the “Edit” button to edit the name of the selected personal location name.



Change the description to the name that you would like it to be and click on the “OK” button to save it.





Zoom

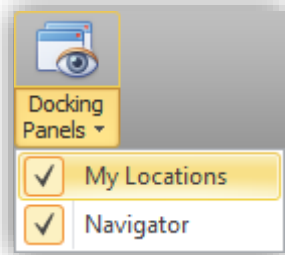


Zoom and center the map to the last selected personal location name

Docking Panels



The navigation panel, and personal location name list can be collapsed by clicking on the  button or closed by clicking on the  button. Either way, you might not realise how to get the panel back again. Click on the “Docking Panels” button to see a list of panels. Click on any of these to have the panel appear again.



Full Screen



Click on the “Full Screen” button to have the personal location name editor go into full screen mode. What this does is minimize all panels such as the trip graph, navigation panel, trip list and even the ribbon menu is minimized.

Restore Screen



Click on the “Restore Screen” to restore the screen from “[Full Screen](#)” mode. The panels and ribbon menu will be restored to the original locations.

Reset Panels



If you become confused as to where panels are etcetera, click on the “Reset Panels” button to reset the panels to their original locations and state.

