



## Introduction

This is a brief manual on how to use MasterDrive. MasterDrive is an application that allows you to maintain a registration of all drives made for personal and/or business purposes.

MasterDrive has an easy to use interface, in which most functions are self-explanatory. Below is an overview of the primary functions in the application:

In MasterDrive you can maintain the following data:

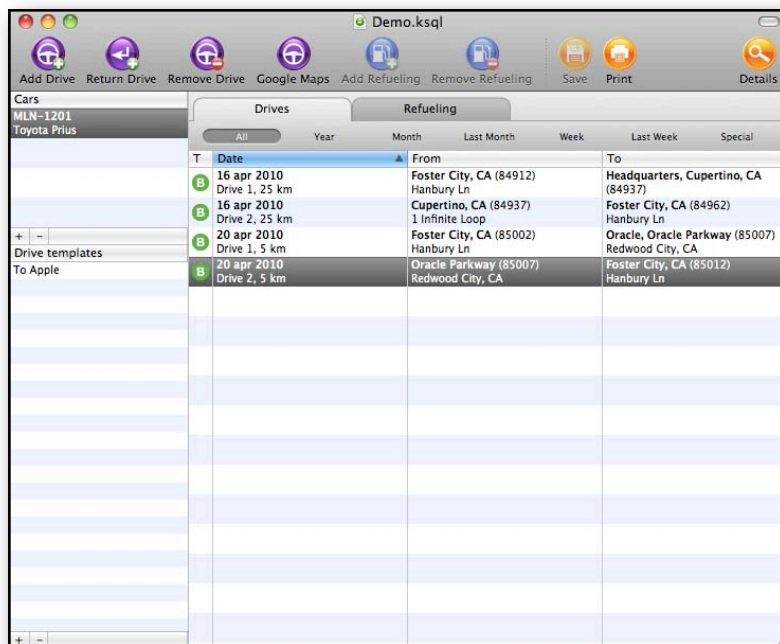
- Cars – You can add one or more cars.
- Drives – Per car you can maintain a list of drives.
- Refuelings – Per car you can maintain a list of refuelings.

Furthermore MasterDrive allows you to create templates for drives, so that you can quickly add drives based on the template data.

MasterDrive is file based, you can maintain multiple registration in separate files.

## Mainscreen

The following image shows the mainscreen of MasterDrive:



The screen consists of 5 parts:

1. A toolbar for the most used functions;
2. A list of cars that is maintained in the file;
3. A list of template drives for rapid data entry;
4. The list of drives;
5. Filter criteria for the list of drives.

## Toolbar

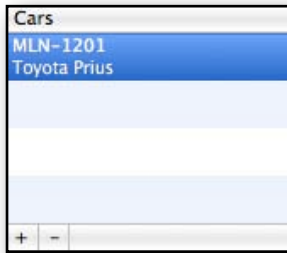
The toolbar contains buttons for the most frequently used functions. The toolbar can be customized to your own preference: ctrl-click in the toolbar and choose in the menu from the available options.



By clicking on the Google Maps button the selected drive will be shown as a route in your webbrowser via GoogleMaps. This allows you to quickly check the driven kilometers for the drive.

The button 'Return Drive' add a new drive that is the return drive for the last added drive.

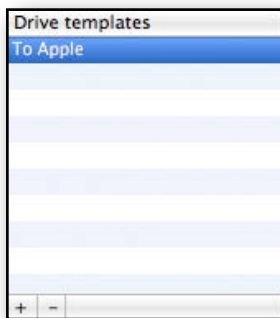
### Car overview



The car overview shows a list of cars. Using the '+' and '-' buttons, you can add and remove cars. Be careful when removing a car, this will remove all the drives registered for that car too.

Double click on a car to see details (license plate, description, mileage, business and private kms) and edit them if needed.

### Drive template overview



The drive template overview shows a list of drive templates. You can use template drives to quickly add daily drives. Use the '+' and '-' buttons to add and remove drive templates.

Double click on a drive template to see details (description, from city and address, to description, city and address, route, business and private kilometers) and edit them if needed.

When you leave the from city and address blank, when adding a drive from a drive template, the arrival address from the previous drive will be used as the departure address for the new drive.

You can create a drive template from an existing drive, by dragging the drive from the drive list onto the standard template list.

### Filter criteria

Use the filter criteria to limit the drives shown to a specific period (year, month, last month, week, last week or a period of your choice). By default MasterDrive shows the drives of the current week at startup. Under special you can also filter on drive type, customer, project and notes.



### Drive overview

The drive overview shows a list of drives. Per drive date, sequence number, number of kilometers, departure and arrival information are shown. Furthermore the type of drive is shown (P for private, B for business, BP for a combined business/private drive).

Double click on a drive to see and edit the details (date, sequence number, departure city, address and mileage, destination, arrival city, address and mileage, route, business km's, private km's, other km's,

customer, project, notes and parking cost). Changes to mileage, business and private km's are kept in sync as much as possible.

[illegible]

To add a drive, click the 'Add Drive' button. This shows the panel to enter the data for a drive. Date and drive number are automatically entered, en departure information is taken over from the arrival of the previous drive. The other information you have enter manually. The fields for city, address, destination, route, customer and project support auto-completion based on previously entered data. The auto-completion can also be manually activated through the keyboard combination Alt-Escape.

When you often drive the same route, you can create a drive template. You can then create a drive by dragging the drive

template from the drive template list to the drive list. The add drive panel will be shown, with all the relevant information pre-filled.

## Printing a drive administration

You can print the administration in 3 possible layouts, notice that 2 of those are tailored to Dutch customs regulations. Only the active selection of drives (what you see in the main window) will be printed.

The third print layout is for a customer specification. First you select the relevant drives by filtering on customer, and then choose 'Customer overview' in the Print dialog.

## Refuelings

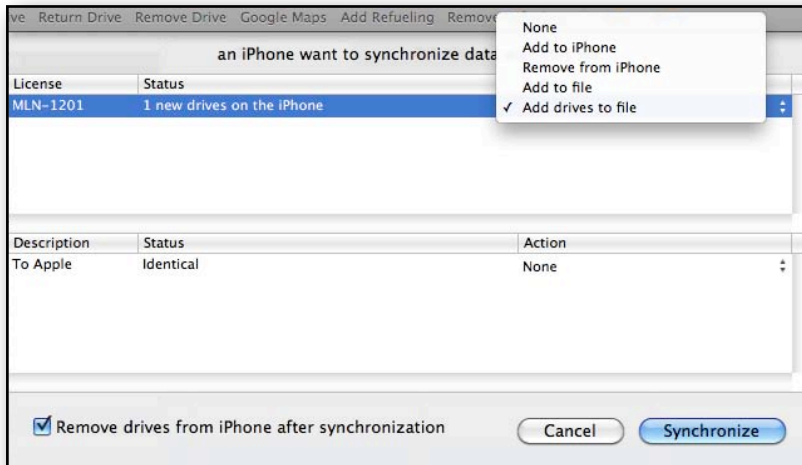
Besides drives you can also register refuelings under the tab Refuelings. Per refueling you can enter date, number of liters, cost and mileage. A scanned copy of the ticket can be added through Copy/Paste, or by dragging the file with the scanned ticket onto the image view.

## Synchronization with iPhone

When you have an iPhone, you can install the free version of MasterDrive on it from the AppStore. This gives you the possibility to maintain drive data while you're on the road, and afterwards synchronize with a drive administration file on your Mac. The synchronization works both ways, cars and drive templates on the Mac can also be brought over to the iPhone.

To synchronize, the iPhone and Mac must be connected to the same wireless network. Start MasterDrive on the Mac, and open the document containing the administration you want to synchronize with the iPhone. Next open up MasterDrive on the iPhone, and choose Synchronize. A list of computers will be presented with which you can sync (typically this will only contain your own Mac), choose the computer to sync with by tapping on it.

The iPhone now transmits its data to the Mac, where a dialog is presented in which you specify how you want to synchronize:



The top list shows the cars that can be synchronized. Per car you can choose from 5 synchronization methods, not all of these will be relevant at all times. When you synchronize on a regular basis normally the method 'Add drives to file' will be selected by default. This will bring the drives from the iPhone over to the Mac, filtering duplicates as much as possible.

Synchronization of drive templates is only possible from Mac to iPhone, because the iPhone application doesn't provide a function to create drive templates. This is by design: the iPhone is

for quick data entry as you go, and the Mac for data management.

In general the by default selected methods will be ok, but you can always change those is needed. Via the checkbox 'Remove drives from iPhone after synchronization' you can specify whether the data on the iPhone must be cleaned up after completion of the synchronization. In that case, per car all drives except the last drive will be deleted on the iPhone. If not selected all drives will be retained on the iPhone.

After the settings are correct, click on 'Synchronize' and the actual synchronization will be done, and the new data will appear in the administration. After completion of the synchronization save the document on your Mac.

## Export / import

MasterDrive supports the import and export of data from and to a comma separated file (CSV). During an export all drives in the current selection are written to file, this file can then be opened in for example Excel or Number for additional reporting and printing possibilities.

It is also possible to read in data from a CSV file. MasterDrive expects that the first line in the file contains the data identifier per column. The application supports the following data identifier (written exactly as below):

- license** (mandatory field, a car with this license must already exist in the file into which the import is done)
- date** (mandatory field, format DD-MM-YY or DD-MM-YYYY, e.g. 31-01-2010)
- drivenumber** (mandatory field)
- start km** (mandatory field)
- end km**
- business km**
- private km**
- other km**
- from city** (mandatory field)
- from address** (mandatory field)
- destination**
- to city** (mandatory field)

- to address (mandatory field)
- route
- customer
- project
- notes
- parking cost

After choosing a file to import, MasterDrive will show the number of records in the file, and which data identifiers are found. If all mandatory fields are present, the import can be run via the 'Import' button.

### Known problems

When you try to synchronize multiple times in a row. this sometimes doesn't work. As a temporary solution you can stop the application on both Mac and iPhone, after that the synchronization will work correctly again.

Although the application is localized in English, currently it uses Metric notation (kilometers) instead of English notation (miles).

### Trial versions

The standard download of MasterDrive is a trial version. It has a limitation that only 1 car and maximum 40 drives can be entered in a file. You can remove this limitation by purchasing a user license for €17.50.

To do this, choose Register... from the Help menu. Click the 'Buy now' button in the shown dialog to go to the secure purchase page on Paypal. After your payment is registered you will receive a registration code per e-mail that you enter in the Register dialog window. After this all limitations are removed.

It can take a while (up to 1 day) before you receive an e-mail with the registration code, because there is not an automated process behind this.

### Additional info

You can find the latest information about MasterDrive at <http://www.katoemba.net/makesnosenseatall/masterdrive>. For questions, remarks and suggestions you can send an e-mail to [info@katoemba.net](mailto:info@katoemba.net).