

GUIDE FOR HANDLING ITEMISED JOURNEY LIST

Opening PDF files

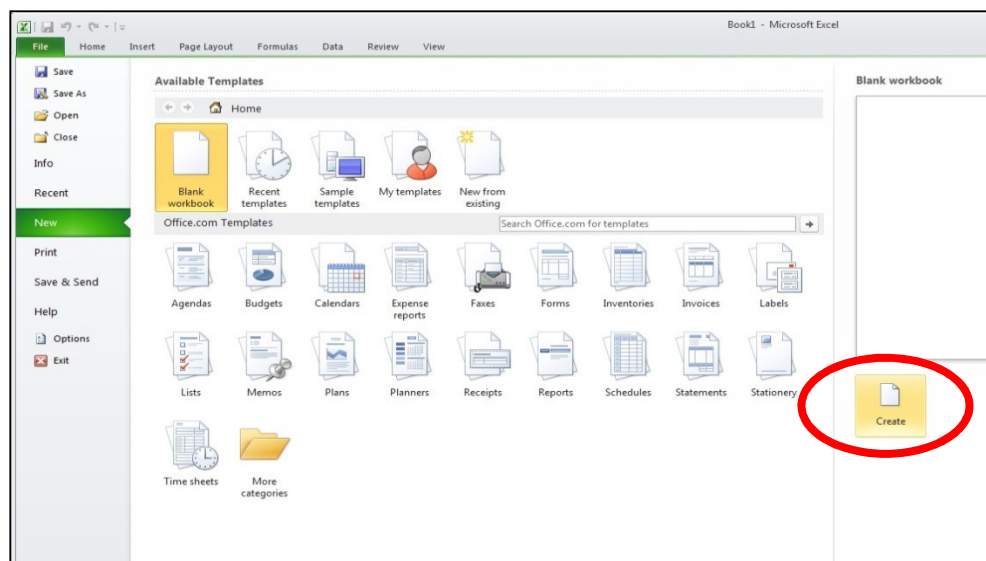
PDF files can be opened automatically and printed using the program Acrobat Reader®. Should you not have this program then it can be downloaded free of charge from the Internet site of the manufacturer (www.adobe.de).

Opening csv files - Microsoft Excel® (Microsoft Excel 2010)

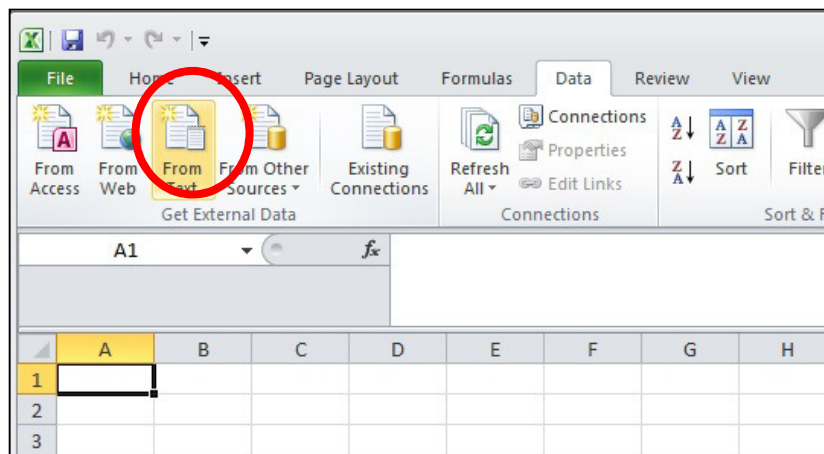
The individual values of a CSV file are separated using commas (CSV = Comma Separated Values). This provides the possibility of opening the file in a spreadsheet program such as Microsoft Excel® in order to manage the data more easily.

We recommend that you follow these guidelines step by step in order to ensure a correct reproduction of your vehicle log:

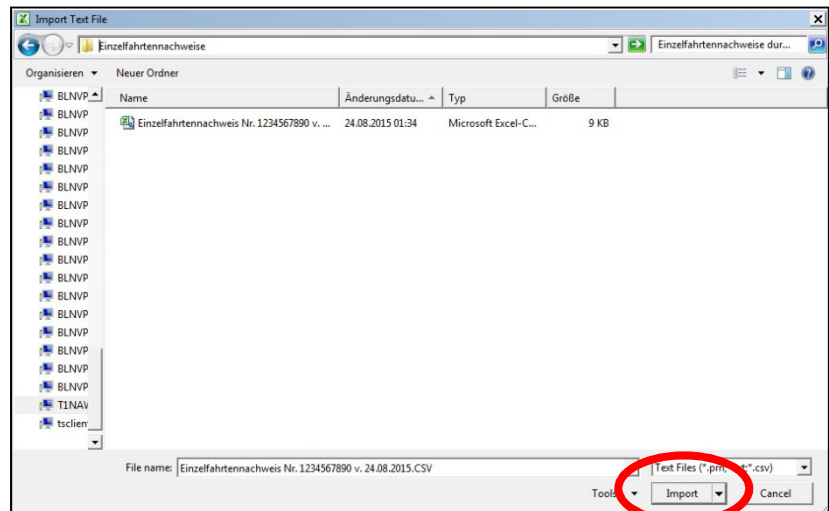
Start Excel® and open an empty document by clicking on “New” under the column “File”.



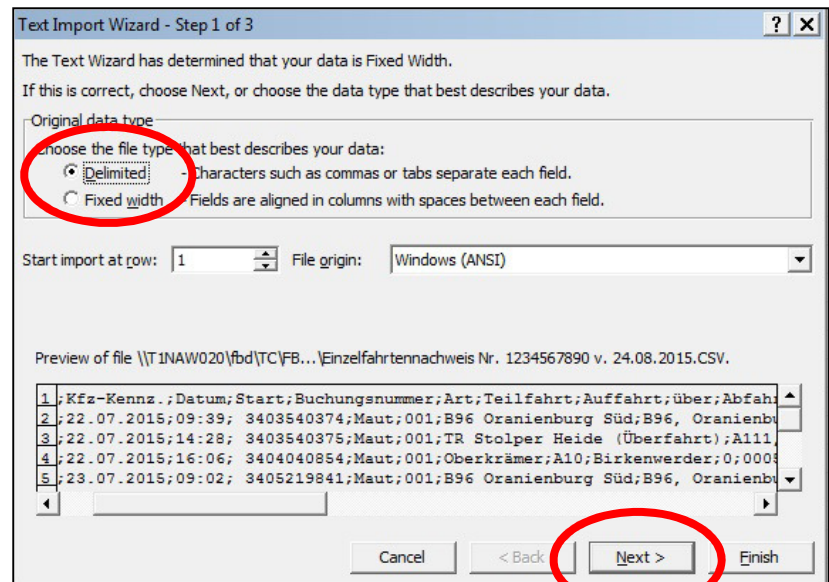
Now click on “From Text” under the “Data” menu heading.



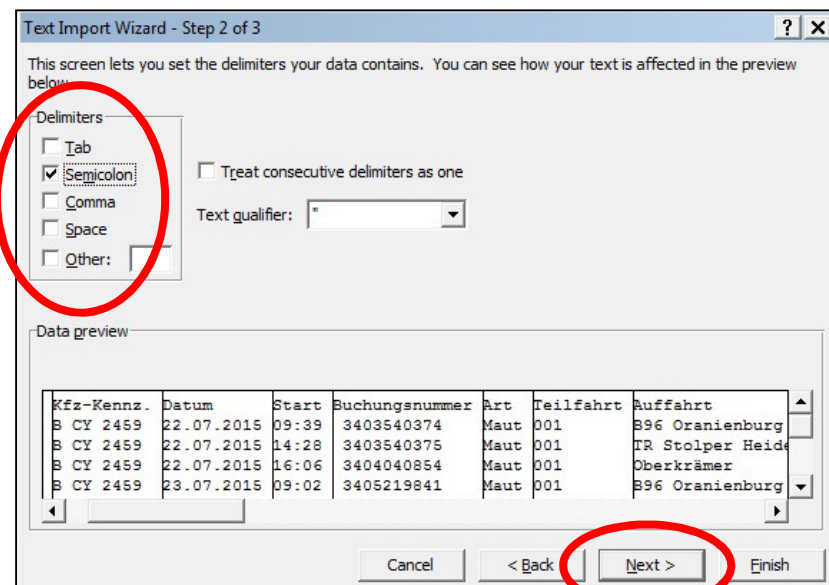
In the following window select the folder where you have saved the csv file.
Select the file, then click on *“Import”*.



In the following window you will be guided through the three steps of the Text Import Wizard. First choose the file type *“Delimited”* and click on *“Next”*.

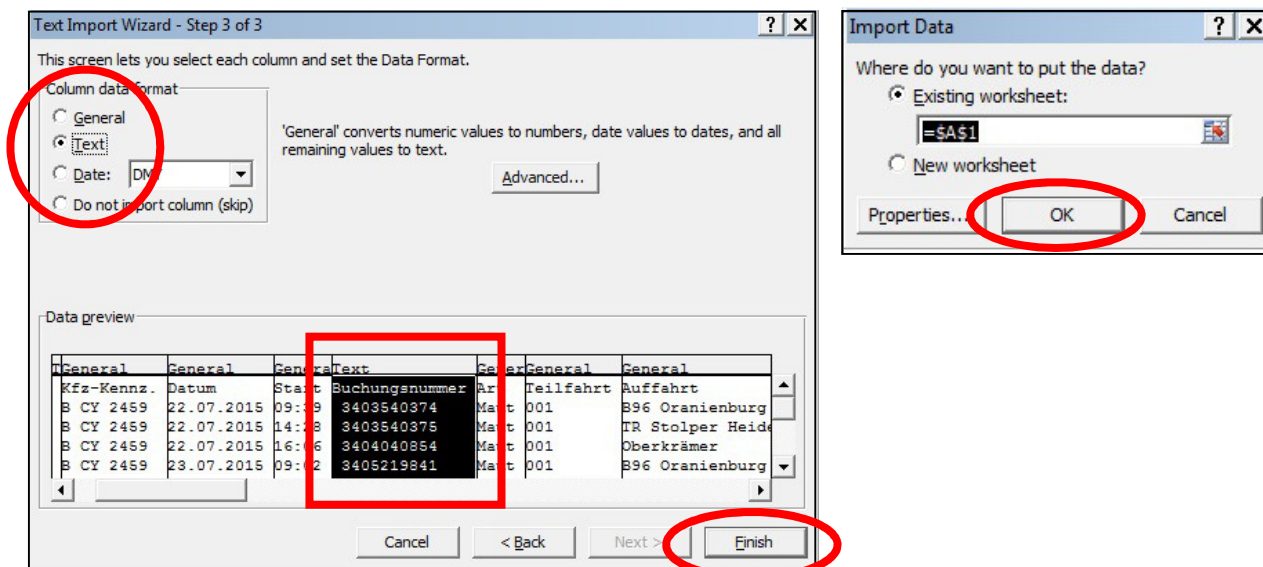


In the next step you will be asked to choose the values which separate the individual data records. Tick the field *“Semicolon”* and remove the tick from *“Tab”*. Then click on *“Next”*.





In step three, mark the second column of the table where “Buchungsnummer (booking number)” is listed in the first line. When this column is highlighted choose the option “Text” in the box “Column data format”. You can now close the assistant by clicking on “Finish”. When the following window opens confirm with “OK”.



You can now format the data in Excel[®] as you wish, and can also save the data in another format and under another name of your choice.

Kfz-Kennz.	Datum	Start	Buchungsnummer	Art	Teilfahrt	Auffahrt	über
B CY 2459	22.07.2015	09:39	3403540374	Maut	1 B96 Oranienburg Süd		B96, Oranienburg, Kreuz, A111
B CY 2459	22.07.2015	14:28	3403540375	Maut	1 TR Stolper Heide (Überfahrt)		A111, Oranienburg, Kreuz, A10
B CY 2459	22.07.2015	16:06	3404040854	Maut	1 Oberkrämer		A10
B CY 2459	23.07.2015	09:02	3405219841	Maut	1 B96 Oranienburg Süd		B96, Oranienburg, Kreuz, A10, Potsdam, Dreieck, A9, Halle (Saale), B100
B CY 2459	23.07.2015	12:09	3405219865	Maut	1 B80 Halle Rennbahnkreuz		B80, Halle-Neustadt, A143, Halle-Süd, Dreieck, A38
B CY 2459	27.07.2015	07:04	3408593223	Maut	1 Allstedt		A38, Halle-Süd, Dreieck, A143, Halle-Neustadt, B80
B CY 2459	27.07.2015	07:54	3410564015	Maut	1 B100 Halle Dessauer Brücke		B100, Halle (Saale), A9, Potsdam, Dreieck, A10, Oranienburg, Kreuz, A111, TR Stolper Heide (Überfahrt)
B CY 2459	27.07.2015	16:17	3410564045	Maut	1 TR Stolper Heide (Überfahrt)		A111, Oranienburg, Kreuz, B96
B CY 2459	28.07.2015	10:44	3413206742	Maut	1 Birkenwerder		A10, Oranienburg, Kreuz, A111, TR Stolper Heide (Überfahrt), A111
B CY 2459	29.07.2015	09:48	3413440513	Maut	1 B96 Oranienburg Süd		B96, Oranienburg, Kreuz, A111, TR Stolper Heide (Überfahrt), A111, Oranienburg, Kreuz, A10
B CY 2459	30.07.2015	10:17	3413440514	Maut	1 B96 Oranienburg Süd		B96, Oranienburg, Kreuz, A10
B CY 2459	30.07.2015	11:14	3413892632	Maut	1 Oberkrämer		A10, Potsdam, Dreieck, A9, Halle (Saale), B100
B CY 2459	30.07.2015	15:17	3413892635	Maut	1 B80 Halle Rennbahnkreuz		B80, Halle-Neustadt, A143, Halle-Süd, Dreieck, A38
B CY 2459	03.08.2015	07:47	3416959224	Maut	1 Allstedt		A38
B CY 2459	03.08.2015	08:06	3416959225	Maut	1 Sangerhausen-West		A38
B CY 2459	03.08.2015	08:59	3417544333	Maut	1 Allstedt		A38, Rippachtal, Kreuz, A9, Potsdam, Dreieck, A10, Oranienburg, Kreuz, A111, TR Stolper Heide (Überfahrt)
B CY 2459	03.08.2015	14:46	3419828330	Maut	1 TR Stolper Heide (Überfahrt)		A111, Stolpe, A111, TR Stolper Heide (Überfahrt), A111, Stolpe, A111, TR Stolper Heide (Überfahrt)
B CY 2459	04.08.2015	09:38	3419828332	Maut	1 B96 Oranienburg Süd		B96, Oranienburg, Kreuz, A10
B CY 2459	04.08.2015	11:02	3419828334	Maut	1 Oberkrämer		A10, Oranienburg, Kreuz, A111, TR Stolper Heide (Überfahrt), A111, Oranienburg, Kreuz, B96
B CY 2459	05.08.2015	10:12	3421625801	Maut	1 Birkenwerder		A10
B CY 2459	05.08.2015	10:44	3421625802	Maut	1 Oberkrämer		A10, Falkensee, A10
B CY 2459	05.08.2015	16:25	3421625803	Maut	1 Oberkrämer		A10, Oranienburg, Kreuz, B96
B CY 2459	06.08.2015	09:38	3421625804	Maut	1 B96 Oranienburg Süd		B96, Oranienburg, Kreuz, A111
B CY 2459	06.08.2015	11:08	3421964425	Maut	1 TR Stolper Heide (Überfahrt)		A111, Charlottenburg, Dreieck/AS Siemensdamm, A100, Funkturnk, Dreieck/AS Messedamm
B CY 2459	06.08.2015	13:31	3422974931	Maut	1 B80 Halle Rennbahnkreuz		B80, Halle-Neustadt, A143, Halle-Süd, Dreieck, A38
B CY 2459	07.08.2015	08:19	3422974939	Maut	1 Allstedt		A38, Lutherstadt-Enleben, A38