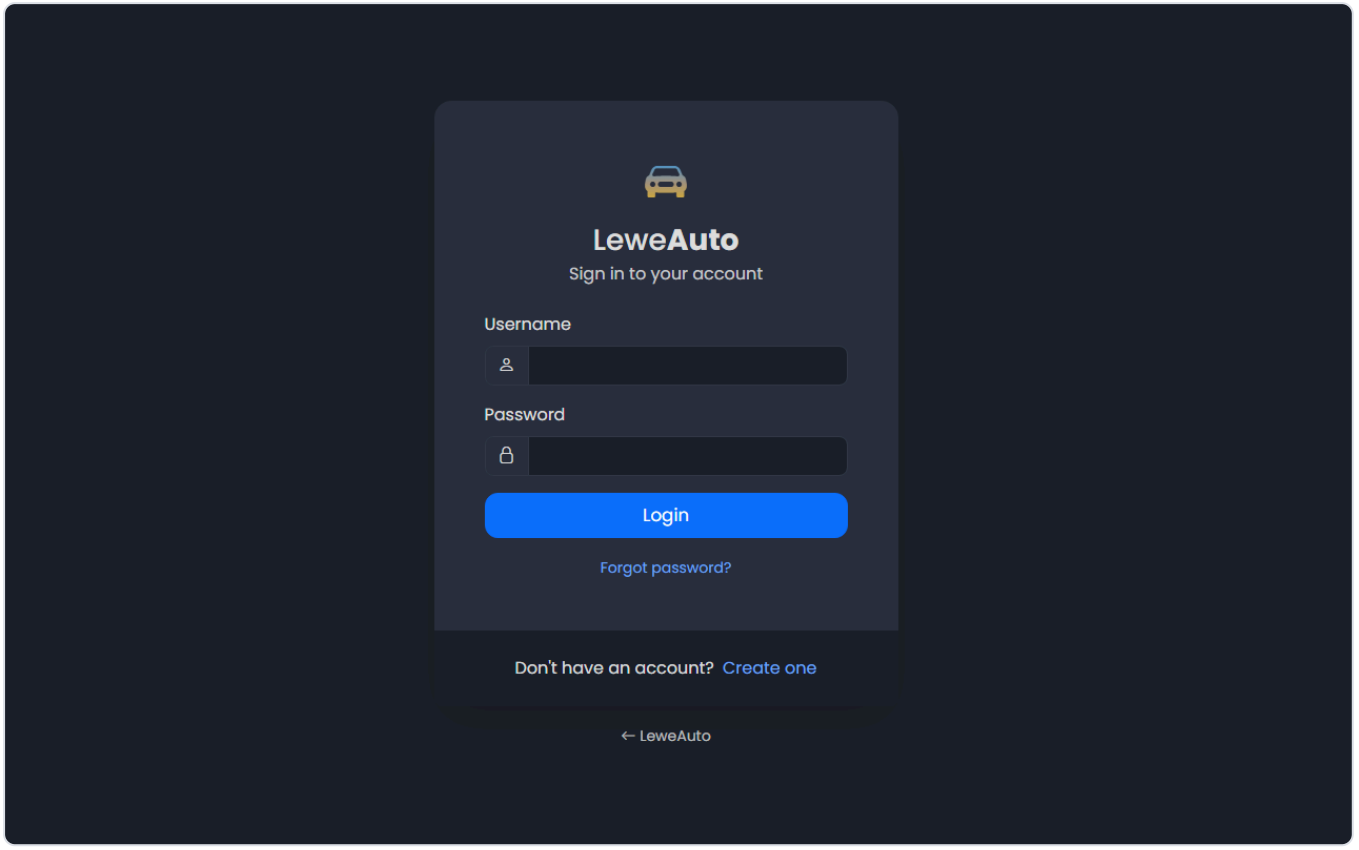
Quick Start Guide

This guide takes you from the first login to a complete vehicle record in a few minutes.

1. Sign in

Open LeweAuto in your browser and sign in with your username and password. If you do not have an account, use **Create one** when self-registration is enabled, or ask your administrator.

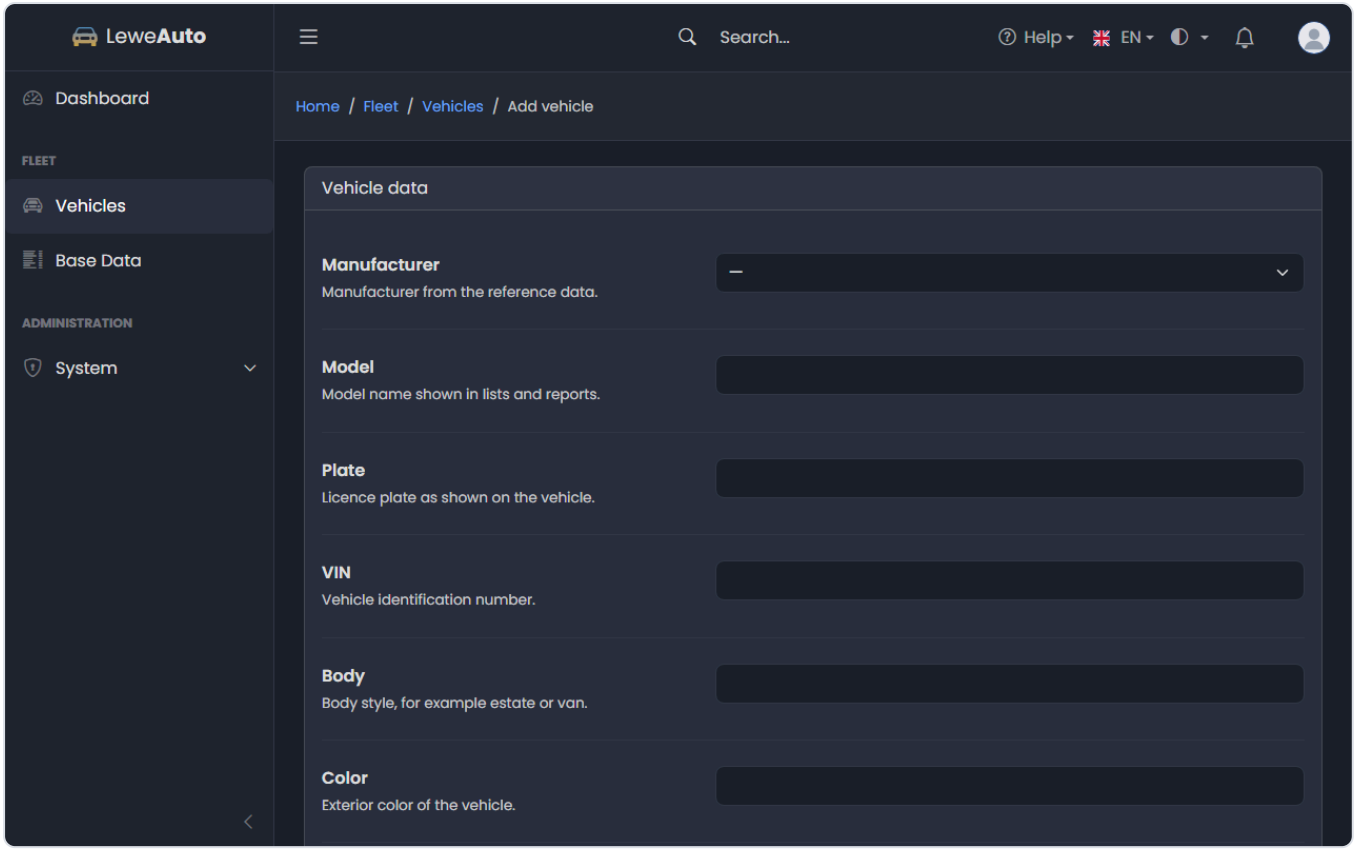


See Login and Registration. If your administrator requires a second factor, keep your authenticator app ready.

2. Add a vehicle

Open **Vehicles** in the sidebar and click **Add vehicle**. Select the manufacturer, enter the model and plate, and fill in as much of the vehicle data as you can. For an

electric vehicle, also enter the battery capacity, range and charging power.

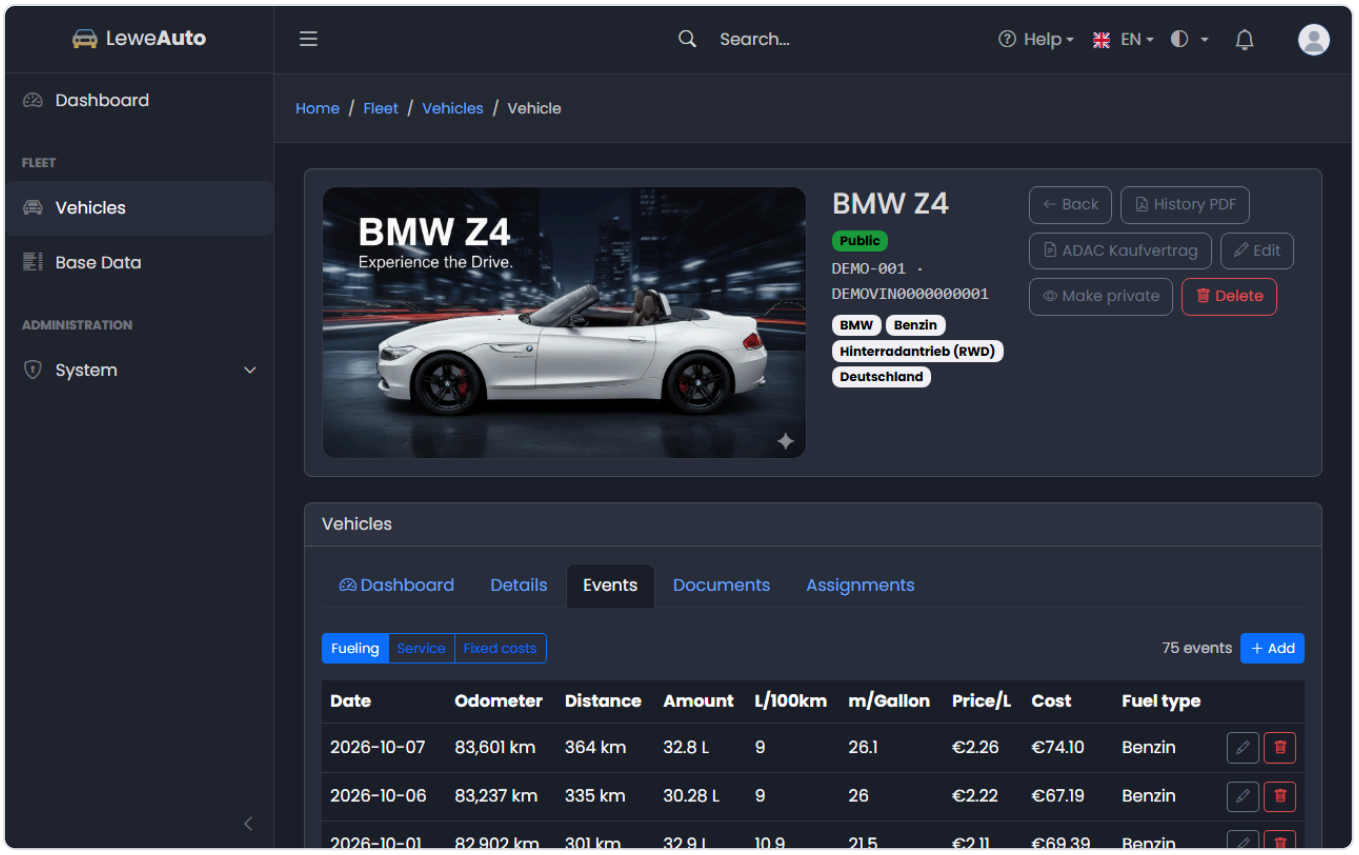


Save the vehicle. The vehicle detail page opens. See Create Vehicle.

3. Record your first event

Open the **Events** tab and choose the event type:

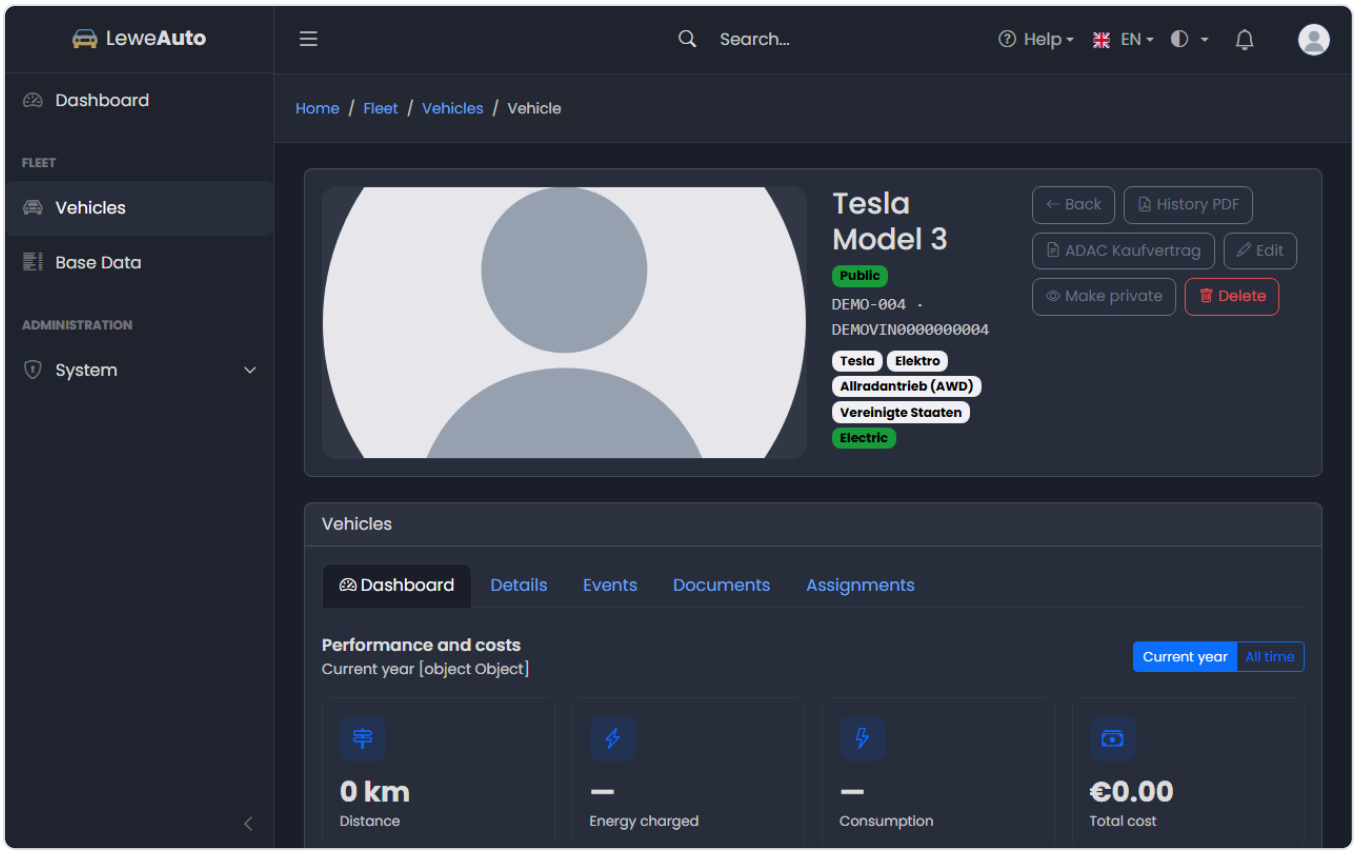
- **Fueling** for petrol, diesel, gas or other fuels
- **Charging** for electric energy, including provider, tariff and state of charge
- **Service** for inspections, repairs and battery checks
- **Fixed costs** for insurance, taxes, leasing and similar costs



Click **Add**, fill in the date, odometer and amount or cost and save. The vehicle dashboard and fleet dashboard update immediately. See Fueling Events and Charging Events.

4. Review the dashboards

Open a vehicle and use the **Dashboard** tab to see consumption, cost per distance, fixed costs and, for electric vehicles, charging statistics and battery health.



The fleet **Dashboard** aggregates all vehicles you may see for the current year and compares monthly costs. See Vehicle Dashboard and Dashboard.

5. For administrators: set up the system

1. Settings: application name, URL, language, units, security, branding and license
2. Users, Roles and Permissions: who may do what
3. Groups: organise users and share vehicle access
4. Base Data: manufacturers, countries, drives, fuel types and other selection lists
5. License: activate the installation and check its state

> Vehicle visibility and edit rights are controlled by permissions, assignments and the public flag. A user with `view_vehicle` sees public vehicles and the vehicles assigned to them directly or through a group.

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