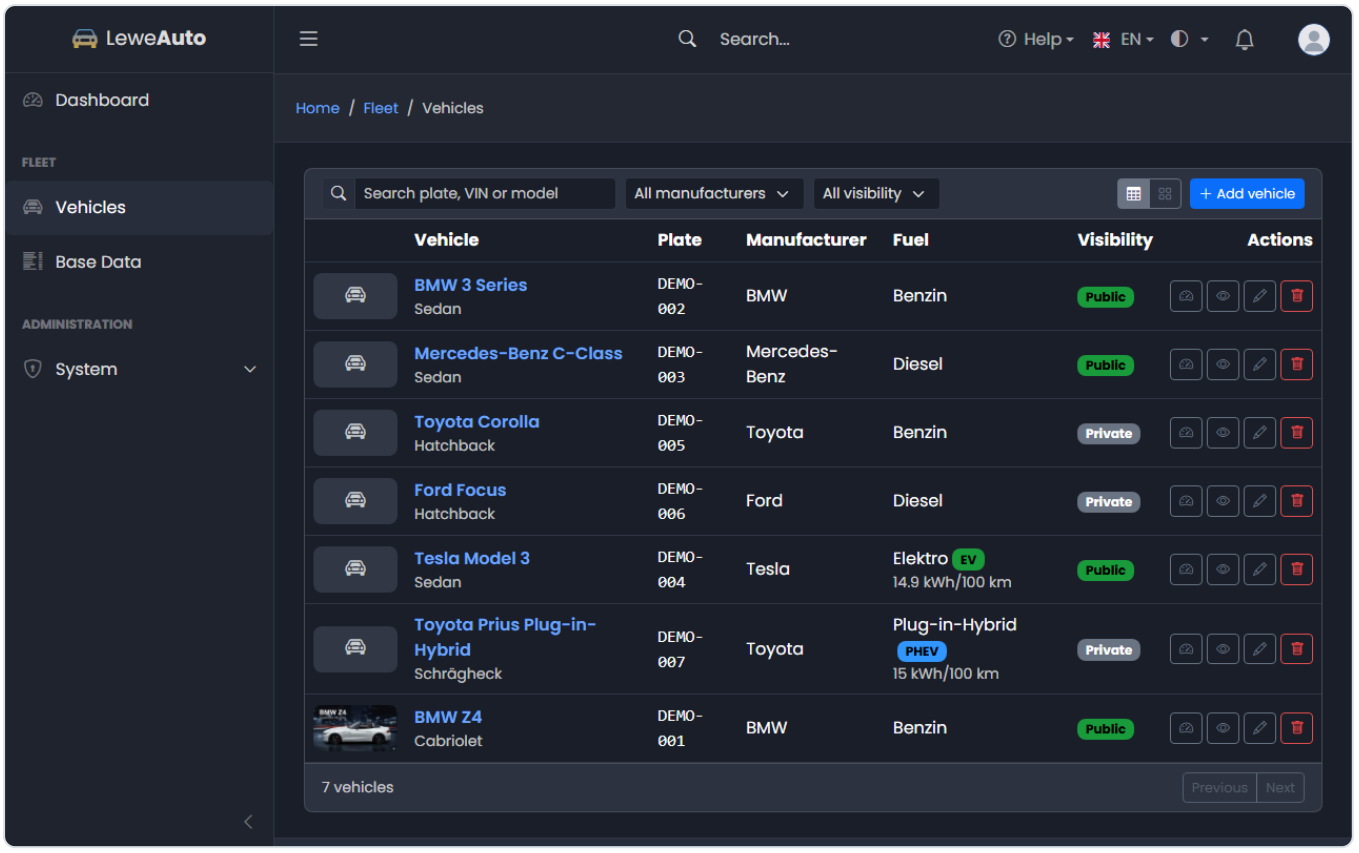
User Guide

This guide covers everyday work with LeweAuto: signing in, reviewing the fleet, working with a vehicle and recording events.



What you can see

A user with the standard **User** role can:

- view **public** vehicles and vehicles **assigned** to them or their groups
- record **fueling, charging, service and fixed-cost events** on assigned vehicles
- **edit and delete their own events** on assigned vehicles
- open the fleet dashboard

Users with `assign_vehicle` (typically the **Agent** role or higher) see and manage all vehicles and all events. Administrators also manage users, settings, base data and the license.

Pages

Page	Purpose
Login and Registration	Sign in, reset a password, create an account
Two Factor Authentication	Protect the account with a TOTP code
Dashboard	Annual fleet statistics and monthly costs
Vehicles	Search the fleet and open a vehicle
Profile	Account, avatar, preferences, password and security
Dark Mode	Light and dark appearance
Language	Interface language
Email Notifications	Which messages LeweAuto sends
About and Releases	Version and release information

Navigation

The sidebar groups the application into **Fleet** and **Administration**. The top bar has a global search, help, the language switch, the theme switch and your avatar menu.

Item	Takes you to
Dashboard	Fleet statistics and monthly costs
Vehicles	Vehicle list
Base Data	Reference lists (requires `manage_lookups`)
System	Users, groups, roles, permissions, settings and audit log (administrators)
Profile	Account, avatar, preferences, password and two-factor setup
About	Version, credits and release information

Visibility and assignments

Vehicles are **public** or **private**:

- **Public** vehicles are visible to every signed-in user.
- **Private** vehicles are visible only to assigned users and groups.
- **Assigned** users see a vehicle even when it is private.
- Only users with `assign_vehicle` can change assignments; only users with `publish_vehicle` can change the public flag.

Seeing a vehicle and working on it are different things. A public vehicle that is not assigned can be viewed, but events can only be created on **assigned** vehicles.

> If a vehicle or menu entry is missing, you may not have the permission or the vehicle may not be assigned to you. Ask your administrator rather than using another account.

Events and ownership

The Events tab has one sub-tab per event type: **Fueling**, **Charging**, **Service** and **Fixed costs**. The charging tab only appears for electric and plug-in hybrid vehicles.

Users without `assign_vehicle` can edit and delete only **their own** events on assigned vehicles. Agents and administrators can manage all events on all visible vehicles. Each event records who created it, and the audit log records every change.

> Record the odometer with every event. LeweAuto uses consecutive odometer readings to calculate distance and consumption between events, which feeds the vehicle dashboard.

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