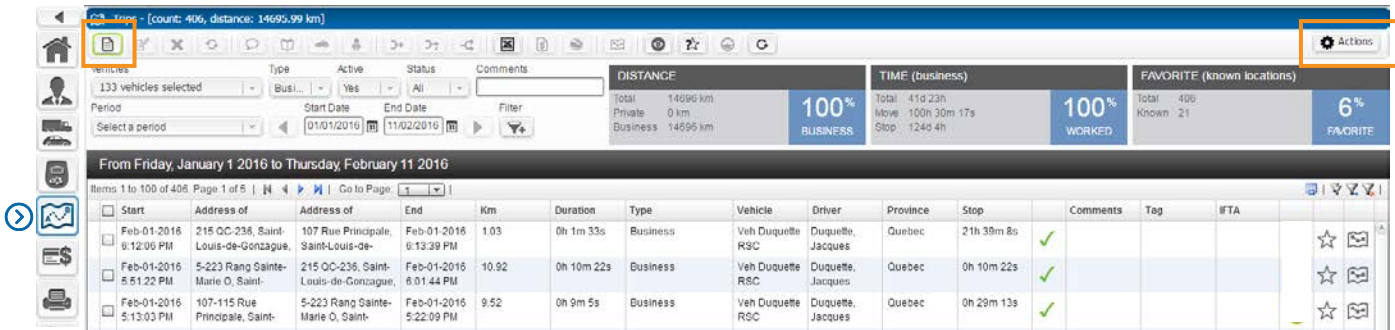
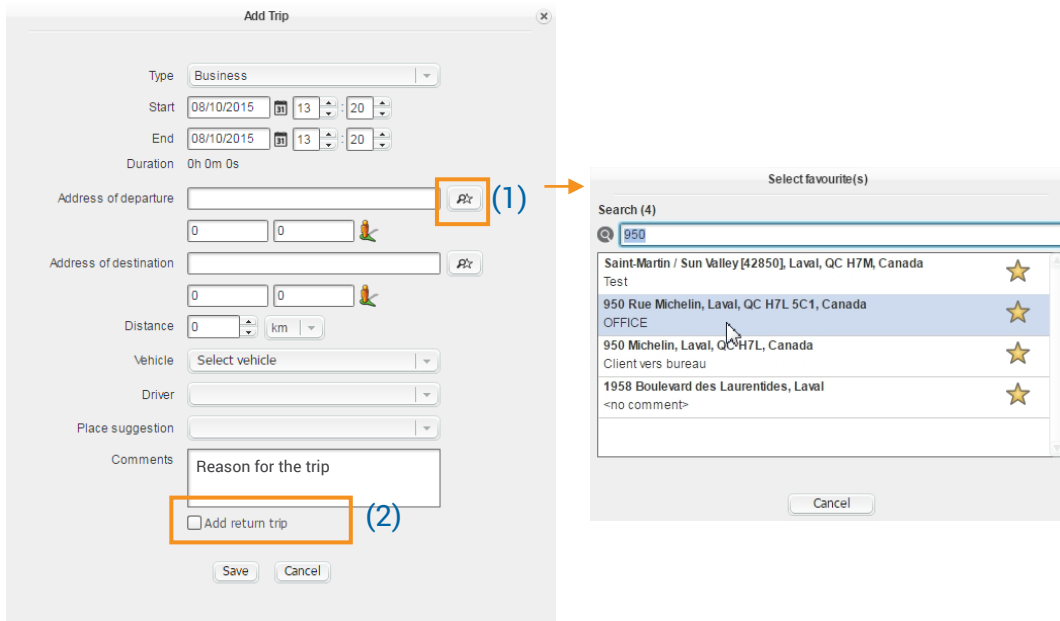


Click the *“Add trip”* or the *“Actions”* button in the *“Trips”* module.



The *“Add Trip”* window will appear allowing you to enter the information for this trip. Don't forget to enter the reason for the trip in the *“Comments”* field.



Even though the trips are automatically transferred to this module, sometimes one or more trips must be added manually for certain reasons: either the device has a low battery and is unable to save a trip or the device was not in the vehicle at the time of the trip, for instance.

For your convenience, it is also possible to use your favourites (icon to the right of the departure and arrival address) (1).

If it is a *“round-trip”*, simply click on *“Add return trip”* (2) before saving.

*Note that it is not possible to see the route of an added trip.*