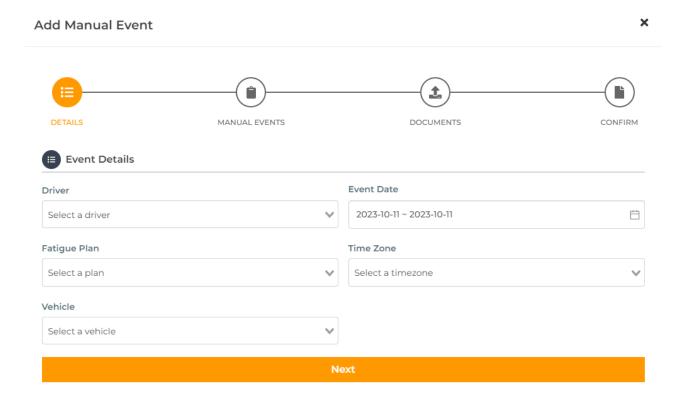# Adding Manual Events
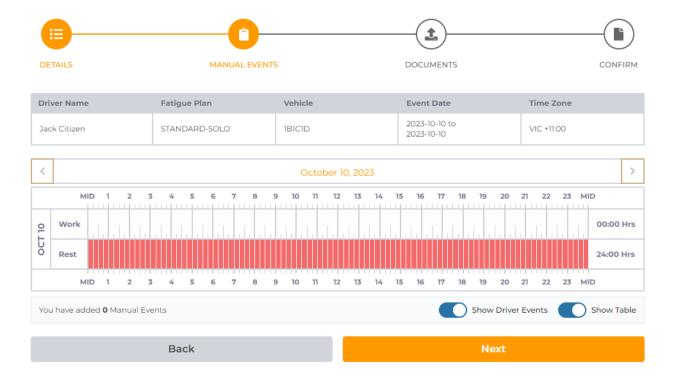
11/10/2023 4:20 pm AEDT

If a driver has had to use a suplimentary record sheet for the day, you can upload the events to the portal throught he manual events funciton.
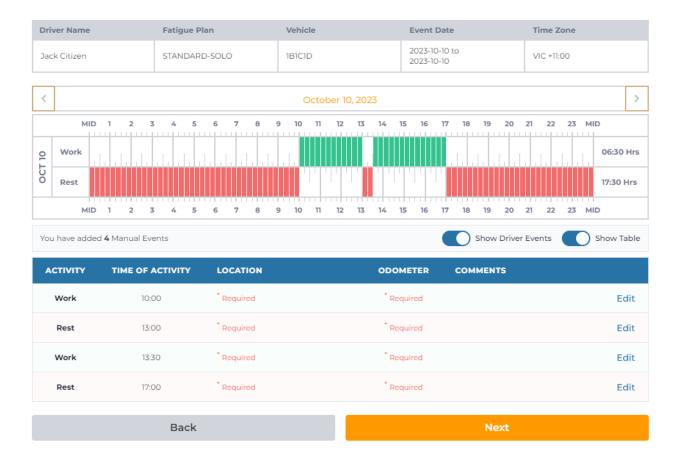
Click Add Manaul Events int he top right.

Select the driver, Event Date Range, Fatigue Plan, Time Zone, and the Vehicle the driver was using.

Then Click Next and you will be presented with the screen below.

Driver Name	Fatigue Plan	Vehicle	Event Date	Time Zone
Jack Citizen	STANDARD-SOLO	1B1C1D	2023-10-10 to 2023-10-10	VIC +11:00

October 10, 2023

	MID 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 MID	
OCT 10	Work	00:00 Hrs
	Rest	24:00 Hrs
	MID 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 MID	

You have added **0** Manual Events

Show Driver Events   Show Table

Back   Next

Drag and drop the times by selecting the 15min period the driver created the event within. If the driver has entered 10:10, select the 10:00 block and edit to exact time later.

Once entered, it will look like the below image.

Driver Name	Fatigue Plan	Vehicle	Event Date	Time Zone
Jack Citizen	STANDARD-SOLO	1B1C1D	2023-10-10 to 2023-10-10	VIC +11:00

October 10, 2023

	MID 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 MID	
OCT 10	Work	06:30 Hrs
	Rest	17:30 Hrs
	MID 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 MID	

You have added **4** Manual Events

Show Driver Events   Show Table

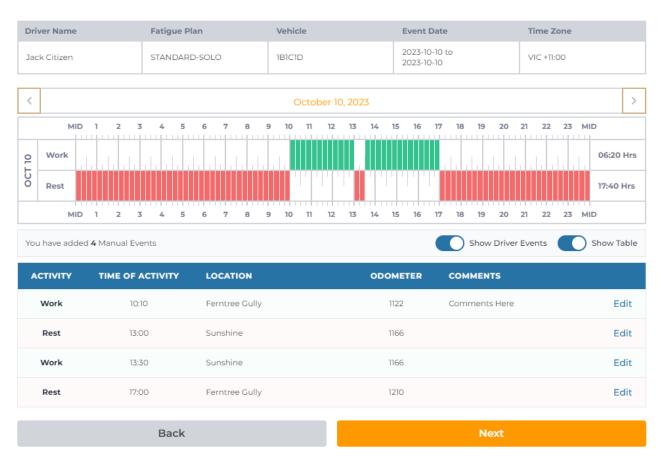| ACTIVITY	TIME OF ACTIVITY	LOCATION	ODOMETER	COMMENTS	
Work	10:00	*Required	*Required		Edit
Rest	13:00	*Required	*Required		Edit
Work	13:30	*Required	*Required		Edit
Rest	17:00	*Required	*Required		Edit

Back   Next

Once you have the basic outline of times completed to can edit the below. Note: if you edit and

then modify the time section at the top, edits may be lost.

Select edit on the event and input the required information, then click save.

ACTIVITY	TIME OF ACTIVITY	LOCATION	ODOMETER	COMMENTS	
Work	10:00	* Required	* Required		Edit

Edit Event

🕐 Time of Activity	Location	Comment
10 : **10** ⌄	Ferntree Gully	Comments Here
Hour Minute	Odometer	
2023-10-10T10:00:00+11:00	1122	

Delete   Cancel   Save

Continue this until completed.

Driver Name	Fatigue Plan	Vehicle	Event Date	Time Zone
Jack Citizen	STANDARD-SOLO	1B1C1D	2023-10-10 to 2023-10-10	VIC +11:00

‹   October 10, 2023   ›

You have added **4** Manual Events   ⬤ Show Driver Events   ⬤ Show Table

ACTIVITY	TIME OF ACTIVITY	LOCATION	ODOMETER	COMMENTS	
Work	10:10	Ferntree Gully	1122	Comments Here	Edit
Rest	13:00	Sunshine	1166		Edit
Work	13:30	Sunshine	1166		Edit
Rest	17:00	Ferntree Gully	1210		Edit

Back   Next

Once completed, click Next.

You cna upload a pdf of the drivers suplimentary sheet if you want too.

Select your document to upload

Choose file | No file chosen

Back   Next

Click Next.

Driver Name	Fatigue Plan	Vehicle	Event Date	Time Zone
Jack Citizen	STANDARD-SOLO	1B1C1D	2023-10-10 to 2023-10-10	VIC +11:00

<   October 10, 2023   >

	MID 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 MID	
OCT 10	Work	06:30 Hrs
	Rest	17:30 Hrs
	MID 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 MID	

Events   Breaches

ACTIVITY	TIME OF ACTIVITY	LOCATION	ODOMETER	VEHICLE	WORK AND REST OPTION	COMMENTS	ORIGIN	ENTRY TIMESTAM
Work	10:10	Ferntree Gully	1122	1B1C1D	STANDARD-SOLO	Comments Here	Historic	2023-10-10T10:10:00
Rest	13:00	Sunshine	1166	1B1C1D	STANDARD-SOLO		Historic	2023-10-10T13:00:00
Work	13:30	Sunshine	1166	1B1C1D	STANDARD-SOLO		Historic	2023-10-10T13:30:00
Rest	17:00	Ferntree Gully	1210	1B1C1D	STANDARD-SOLO		Historic	2023-10-10T17:00:00

Back   Submit

On the final step, you will need to confirm all details are correct.

Once you click submit, the events cannot be edited.