

Adding Manual Events

11/03/2026 1:17 pm AEDT

If a driver has had to use a supplementary record sheet for the day, you can upload the events to the portal through the manual events function.

Click Add Manual Events in the top right.

Add Manual Event ✕

DETAILS MANUAL EVENTS DOCUMENTS CONFIRM

Event Details

Driver Select a driver ▼	Event Date 2023-10-11 ~ 2023-10-11 📅
Fatigue Plan Select a plan ▼	Time Zone Select a timezone ▼
Vehicle Select a vehicle ▼	

Next

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.

DETAILS
MANUAL EVENTS
DOCUMENTS
CONFIRM

Driver Name	Fatigue Plan	Vehicle	Event Date	Time Zone
Jack Citizen	STANDARD-SOLO	1BIC1D	2023-10-10 to 2023-10-10	VIC +11:00

<
October 10, 2023
>

You have added **0** Manual Events
 Show Driver Events
 Show Table

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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	1BIC1D	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	10:00	* Required	* Required	Edit
Rest	13:00	* Required	* Required	Edit
Work	13:30	* Required	* Required	Edit
Rest	17:00	* Required	* Required	Edit

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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

<p>Time of Activity</p> <div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 40px; text-align: center;">10</div> : <div style="border: 1px solid #ccc; padding: 5px; width: 40px; text-align: center;">10</div> ▼ </div> <p style="font-size: 8px; margin-top: 5px;">Hour Minute</p> <p style="font-size: 8px; margin-top: 5px;">2023-10-10T10:00:00+11:00</p>	<p>Location</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 20px;">Ferntree Gully</div>	<p>Comment</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">Comments Here</div>
<p>Odometer</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 20px;">1122</div>		

Delete
Cancel
Save

Continue this until completed.

Driver Name	Fatigue Plan	Vehicle	Event Date	Time Zone
Jack Citizen	STANDARD-SOLO	1B1CID	2023-10-10 to 2023-10-10	VIC +11:00

<
October 10, 2023
>

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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 can upload a pdf of the drivers supplementary sheet if you want too.



Select your document to upload

No file chosen

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



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

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

Once you click submit, the events cannot be edited.

