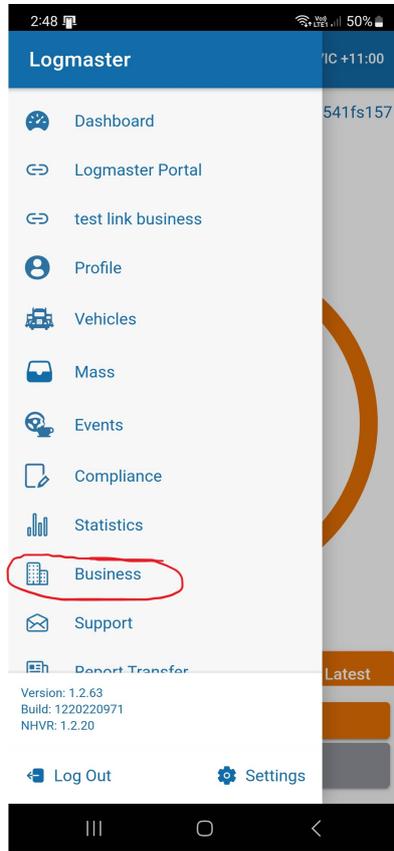


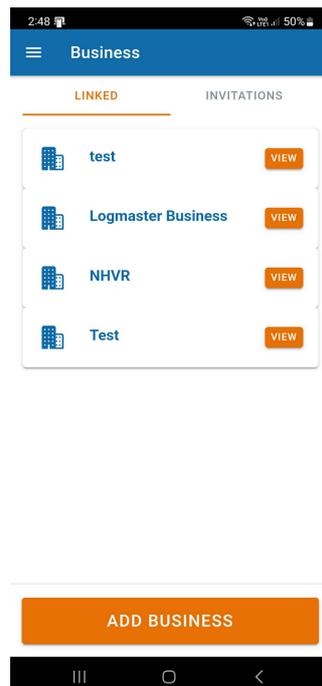
Add Manual Business

29/11/2023 2:55 pm AEDT

To create a manual business within the mobile app, click the top menu and select Business.



When in the Business page, select the Add Business button at the bottom of the page.



Fill out the New Business form. This has the same details on the page as you would record in the front of a written diary.

2:48 50%

New Business

Business Name

Base Location

Record Keeper Address

Base TimeZone

BFM Number

Rule Region

Fit Dec

Pre Start

If you have not already notified this Record Keeper of the change of diary from WWD to EWD, please do so soon as possible.

CANCEL SUBMIT

- Business Name
 - This is what you wish to name the business you are driving
- Base Location
 - Street address for the you base location
 - This can be edited again later
- Record Keeper Address
 - Street address for the you base location
 - This can be edited again later
- Base Time Zone
 - The time you will run your diary based on
- BFM Number
 - This is optional and should be left blank if you don't have a BFM number
 - if you have one, please start it with NHVAS
- Rule Region
 - NHVR if you are diving in QLD, NSW, ACT, VIC, TAS, SA
 - WAHVA if you are driving is WA
- Fit Dec
 - If you want to fill out the fitness declaration in the app, you can turn this on
 - This is optional
- Pre Start
 - If you want to fill out the vehicle pre start in the app, you can turn this on
 - This is optional

Once completed, click submit

