

EWD Driver Training


15/11/2024 2:41 pm AEDT

Driver Training

- Create Password
- Accept Business Link Request
- Download and Login
- Starting a Day
- Starting Rest
- Starting Work
- Edit/Delete Events
- Compliance View
- End of Day
- Logout
- Device Minimums
- Helpful Tips

Create Password

Email Notification

From	Subject	Received
<input type="checkbox"/> No Reply	Driver Link Request from Logmaster Business	just now
<input type="checkbox"/> No Reply	 Welcome to Logmaster Example Logger	just now

- When you first start you will get 2 emails
- Select the Welcome email first



Welcome to Logmaster



Logmaster Business has added you to the Logmaster platform for the Australian Region.

Please click the link below to review T&C's, Privacy Policy, Contact and to accept the invitation.

Accept

Click [here](#) if this email was sent to you by mistake

If you have any questions, just reply to this email—we're always happy to help out.

Cheers,
The Logmaster Team



Lvl 2 23 Foster St, Surry Hills, NSW

(02) 7228 6289

info@logmaster.com.au

- In the email it will have details about who has added you to Logmaster
- To Accept, click the Accept Button

T&C's, Privacy and EULA



By creating a password for the Logmaster Australia application, you have accepted the Logmaster Terms and Conditions, Privacy Policy and the End User Licence Agreement. If you do not accept, close this page without creating a password.

[Terms and Conditions](#)

[Privacy Statement](#)

[Logmaster End User Licence Agreement](#)

Agree

Close

- You will be taken to a confirmation page in which you can review the Terms and Conditions, Privacy Statement and Logmaster End User License Agreement
- To accept, click Agree

Create Password



LOGMASTER

*Please set your preferred driver account password here:

Password

Confirm Password

Submit

- Now you can create a password
- It is suggested to make it something you will remember
- Must have 1 capital, 1 lowercase and 1 number as a minimum
- Once you have created the password, click submit

Accept Business Link Request

From	Subject	Received
<input type="checkbox"/> No Reply	Driver Link Request from Logmaster Business	just now
<input type="checkbox"/> No Reply	Welcome to Logmaster Example Logger	just now

- When you first start you will get 2 emails
- Select the Driver Link Request email

Email Notification

here if this email was sent to you by mistake', 'If you have any questions, just reply to this email—we're always happy to help out.', 'Cheers, The Logmaster Team', and the Logmaster logo and contact information at the bottom. A red arrow points to the 'Accept' button." data-bbox="104 626 375 911"/>

Driver Link Request

Logmaster Business has requested you to link your EWD to their business

Please Click the accept button below to link to Logmaster Business.

Accept

Click [here](#) if this email was sent to you by mistake

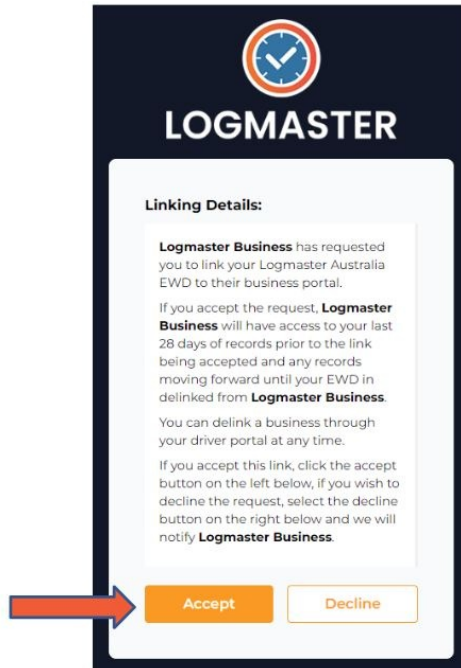
If you have any questions, just reply to this email—we're always happy to help out.

Cheers,
The Logmaster Team

LOGMASTER
Lvl 2 23 Foster St, Surry Hills, NSW
(02) 7228 6269
info@logmaster.com.au

- When a business wants to link you Logmaster EWD to their portal, they will send a link request
- To accept the link request, click the Accept button

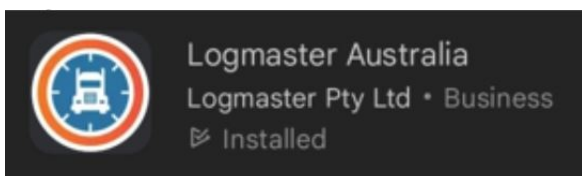
Link Details



- You will be presented on a web page the link details
- If you would accept, click the accept button and you will be linked
If you decide to decline, click the decline button

Download and Login

Download Logmaster Australia



- o download the Logmaster Australia
 - For Android, Google Play Store and search Logmaster Australia
 - For Apple, App Store and Search Logmaster Australia
- Once you have the application, download it to your device

Login

Reminder



If you uninstall the application before re-joining the network you may be liable for destruction of work records which is prohibited by the HVNL.

If you require to uninstall the application, please confirm with your record keeper that all records have been synced to the server.

Destruction of particular work records is prohibited and is an offence against the Heavy Vehicle National Law Act 2012, or another law of a State or Commonwealth of Australia.

This offence is punishable by a fine of over \$10,000.

Don't Remind Me Again For 7 Days

ACKNOWLEDGE

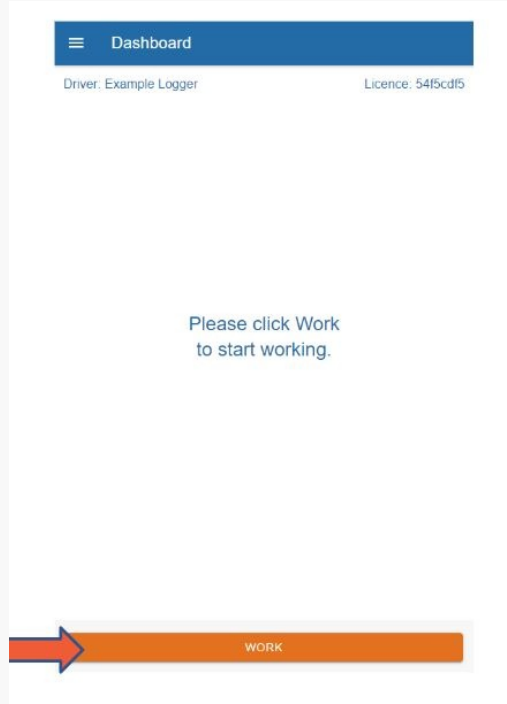
- Open the Logmaster Australia application on your phone
- Use your email address and password to login and click Login
- If you have forgotten your password, click the forgot password button below the login button and follow the prompts
- If you get a notice that appears on top, refer to device minimums

Permissions

- The Logmaster application has requirements for device permissions
- You will be required to accept all permissions requested to use Logmaster Australia

Starting a Day

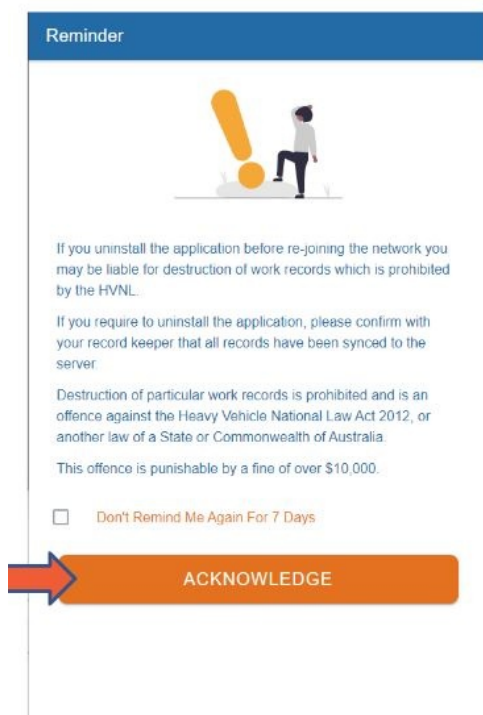
Select Work



- Starting a day is a flow that has a few extra steps then a normal work select
- Click the Work button at the bottom of the screen of the dashboard

Reminder Notice

- This notice will appear when you are creating work and rest events
- Please read it carefully before proceeding
- Press Acknowledge to proceed
- If you wish, you can silence this notice for 7 days

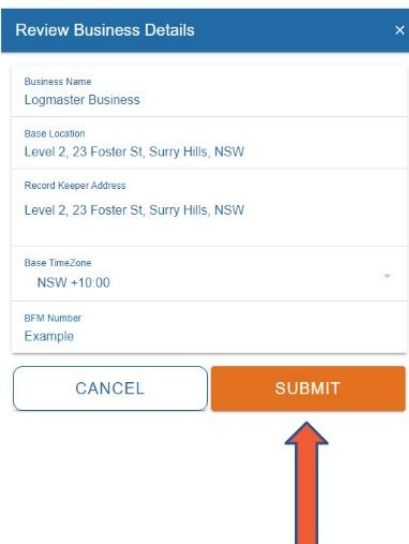


Selecting a Business



- First set of the day is selecting the business you are diving for, do this by selecting the 'Select' button next to the business name
- If the business is not listed, select the orange plus in the bottom right and follow the prompts
 - Make sure you notify that business of the change from WWD to EWD
- Once you have selected a business, select the next button

Confirming Details



- This step will allow you to confirm and change any of the business details, except the business name
- Once you have confirmed the details, click submit
- Note: for the states that do daylight savings, you can change the time zone for the base location here

Fitness Declaration

- If your business is doing fitness declarations within the mobile application, it will appear here in the flow
- Please fill form if required

Fatigue Plan Select

Fatigue Plan Available ✕

Fatigue Plans
BFM SOLO ▾

NEXT

CANCEL

Fatigue Plans*

BFM SOLO

BFM TWO UP

STANDARD SOLO

STANDARD TWO ...

STANDARD BUS

CANCEL OK

- To Select a fatigue plan that isn't displayed by default, click the down arrow
- You will be presented with Fatigue plans to select from, click ok once you have selected the fatigue plan you wish to use
 - 2-up will display a secondary form
- Click the next button to confirm your selection

2-Up Form

Two-Up Driver Information ✕

Driver Name

License Number

License State
Select

2up Fatigue Plans
Select

UDI / Page Number

I **Example Logger** confirm that I am engaged in a two-up driver arrangement.

By submitting this confirmation you are declaring that:

- The two up driver identification details are not false or misleading.

If the identification details are not correct, correct these details prior to submitting this confirmation

A statement that is false or misleading may be used in legal proceedings for an offence against the Heavy Vehicle National Law, or another law of a State or the Commonwealth of Australia.

Making a false or misleading entry in an electronic work diary is an offence punishable by a fine of over \$10,000.

Driver Signature Here

NEXT

CANCEL

- If you are driving in 2-up
- Fill in the details required by the form
- Read the notice carefully before signing the declaration
- Once complete, click next

Select Vehicle

Vehicle List
✕

No personal vehicle Found.

Business Vehicle:

	NEW1111 Type: HV	<input type="button" value="SELECT"/>
	ZMM422 Type: HV	<input type="button" value="SELECT"/>
	123ABC Type: HV	<input type="button" value="SELECT"/>
	HHH111 Type: HV	<input type="button" value="SELECT"/>
	123XYZ Type: HV	<input type="button" value="SELECT"/>
	ABC321 Type: HV	<input type="button" value="SELECT"/>
	1IA8VQ Type: HV	<input type="button" value="SELECT"/>
	123ABC Type: HV	<input type="button" value="SELECT"/>

- You will be presented with a list of company vehicles that are available to select
- If the vehicle you need isn't shown in the list, select the orange + symbol in the bottom right to add the vehicle
- To select the vehicle, click the select button and click next

Vehicle Checklist

- If the business you have selected is using the Vehicle Pre Start Checklist it will appear here in the flow
- Fill the form out as required

Select Location

- The EWD will generate the most accurate location if can based off your device capabilities
- If the location isn't exact, you can correct the location
- Depending on your device, some devices take longer to generate a location then others
- If you wish to do Suburb Only, click the toggle and the application will remember your selection

Event Details

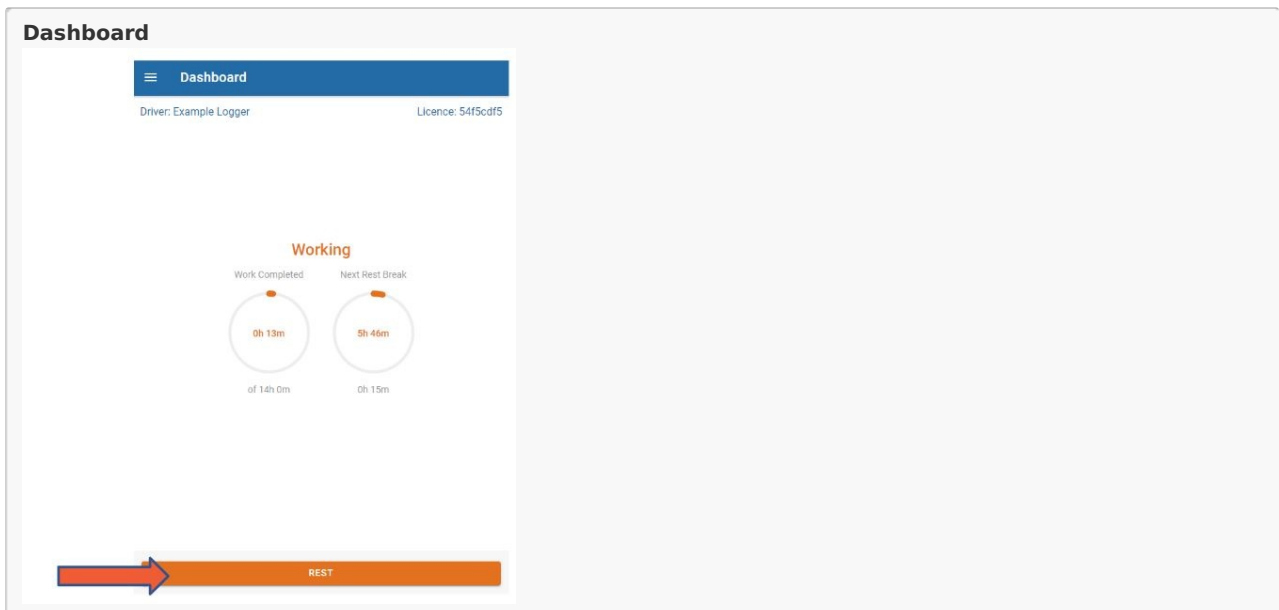
- Fill out the Odometer reading for the vehicle your are driving
- You can edit the time of the event here if you need too
- Add any comments you require and click next
- This will submit the event

Dashboard



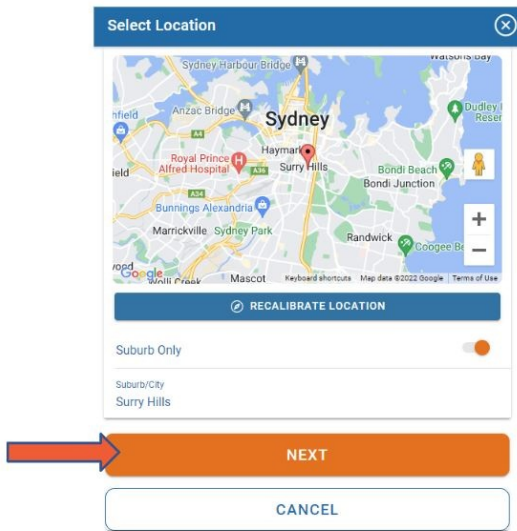
- You will be returned to the dashboard
- The left hand dial will show you the total work you have completed for the current day
- The right hand dial will show you how long until your next rest, with the rest required below

Starting Rest



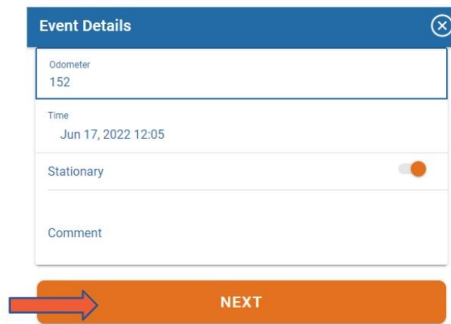
- To start a rest event, select the 'Rest' button at the bottom of the dashboard

Select Location



- Confirm your Location
- Select next to confirm location

Event Details



- Confirm your event details
 - Odometer
 - Time
 - Stationary status
 - Comments
- Select Next to submit the event

Dashboard



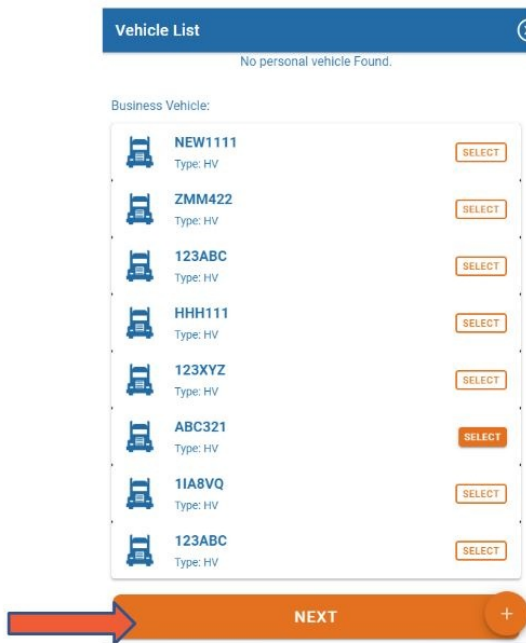
- In rest mode, the dashboard will change to show you how long you are in rest for

Starting Work



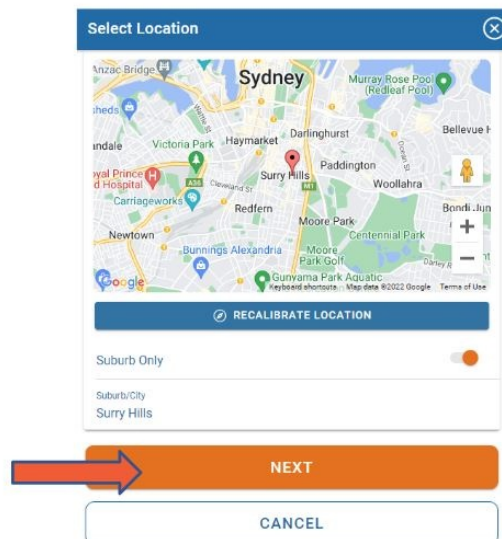
- To start work, select the work button at the bottom of the screen

Confirm Vehicle



- At this stage you will need to select the vehicle you are about to drive
- By default, the last vehicle you drove will be selected
- Click Next to proceed
- Note: if you select a different vehicle and your business has enabled pre starts, you will need to completed a pre start checklist

Select Location



- Confirm your location
- Click next

Event Details [Close]

Odometer
252

Time
Jun 17, 2022 12:11

Comment

NEXT

- Confirm your event details
 - Odometer
 - Time
 - Comments
- Select Next to submit the event
- You will be returned to the dashboard

Menu Navigation

Dashboard
Driver: Example Logger Licence: 54f5cdf5

Working

Work Completed: 0h 23m of 14h 0m

Next Rest Break: 0h 36m of 1h 15m

REST

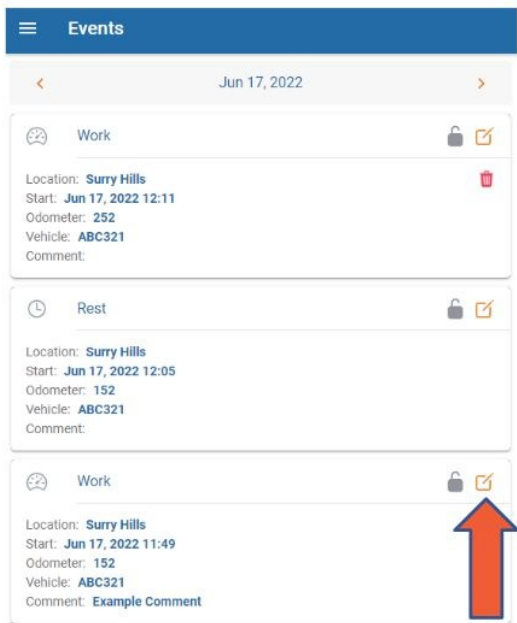
- Dashboard
- Profile
- Vehicles
- Events
- Compliance
- Statistics
- Business
- Support
- Forms

Version: 0.9.59
Build: 0410221332

Log Out Settings

- To access your events, click the Menu icon
- Then from the Menu Select Events

Events Page



- Select the edit button on the event you wish to edit

Edit Event

The image shows a modal window titled 'Edit Event' with a close button (X) in the top right corner. The form contains several input fields: 'Location' with the value 'Surry Hills', 'Date and Time' with the value 'Jun 17, 2022 11:49', 'Vehicle' with a dropdown menu showing 'ABC321', 'Odometer' with the value '152', and a 'Comment' field. At the bottom of the form, there are two buttons: a prominent orange 'SUBMIT' button and a white 'CANCEL' button. A red arrow points to the 'SUBMIT' button.

- The data that can be edited in an event will be presented
- Once you have edited the information, you will be required to put in a comment
- If you wish to submit the edits, click the submit button. Otherwise cancel.

Edit History

Edit Event

Location
Surry Hills

Date and Time
Jun 17, 2022 06:00

Vehicle
ABC321

Odometer
152

Comment

Change History:

2022-06-17T12:19:56+10:00	Comment: From: Example Comment -> To: Example Edit
2022-06-17T06:00:00+10:00	StartTime: From: 2022-06-17T11:49:44+10:00 -> To: 2022-06-17T06:00:00+10:00

SUBMIT

CANCEL

- All Edits will have a change log that can be viewed on the events page and in the compliance page

Delete Event

Events

Jun 17, 2022

Work

Location: **Surry Hills**
Start: **Jun 17, 2022 12:11**
Odometer: **252**
Vehicle: **ABC321**
Comment: .

Rest

12:05

Delete Event?

Are you sure you want to delete this event?

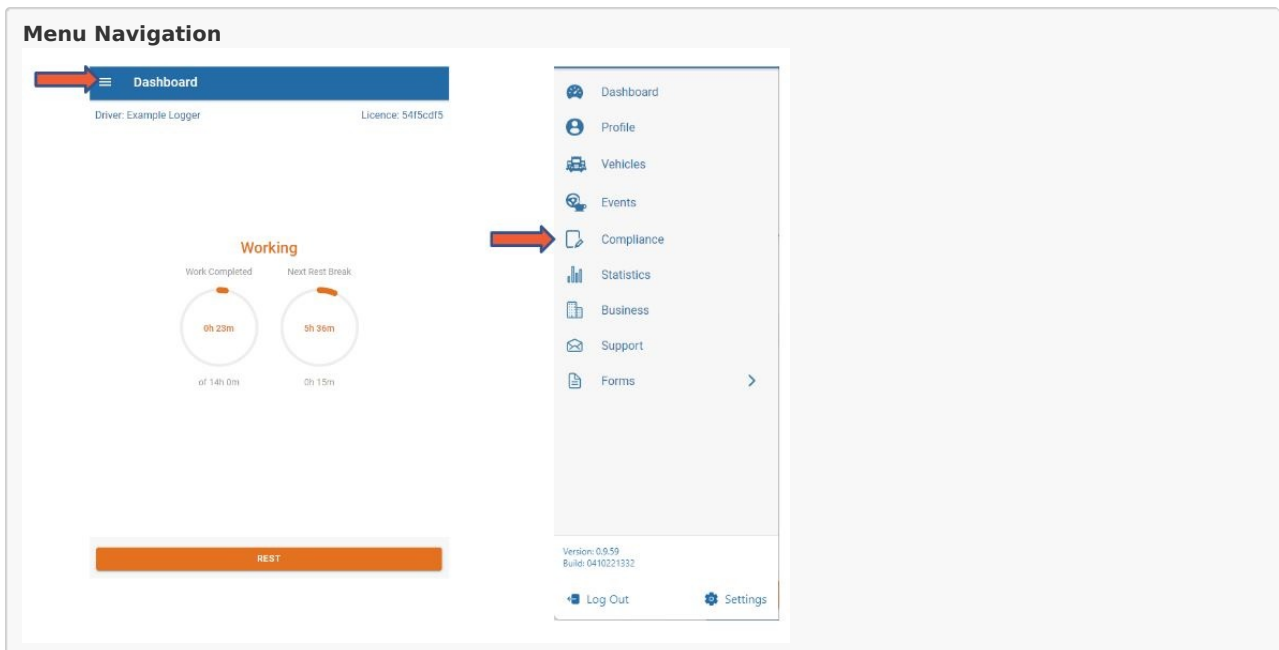
CANCEL **DELETE**

11:49

Odometer: 252
Vehicle: ABC321
Comment: Example Comment

- To delete an event, click the trash can
- You will receive a popup on the screen to confirm
- Note: The event will not be deleted from the system, it will only be marked as deleted, as no data is to be destroyed

Compliance View



- To access the compliance view, click the Menu icon
- Then from the Menu Select Compliance
- If you are on the roadside and need to present your diary, it will be required to be in compliance view
- The compliance view requires your password to exit, so your data is safe

Compliance Help

Compliance Instruction Page



Please read the compliance instructions before entering the compliance page.

The instruction acknowledgement is at the bottom of this screen to give you access to the compliance page.

Menu

The Menu for the compliance page can be found by clicking the 3 lines icon in the top left of the screen



You will be able to navigate to all sections of the compliance from the compliance menu.

Compliance

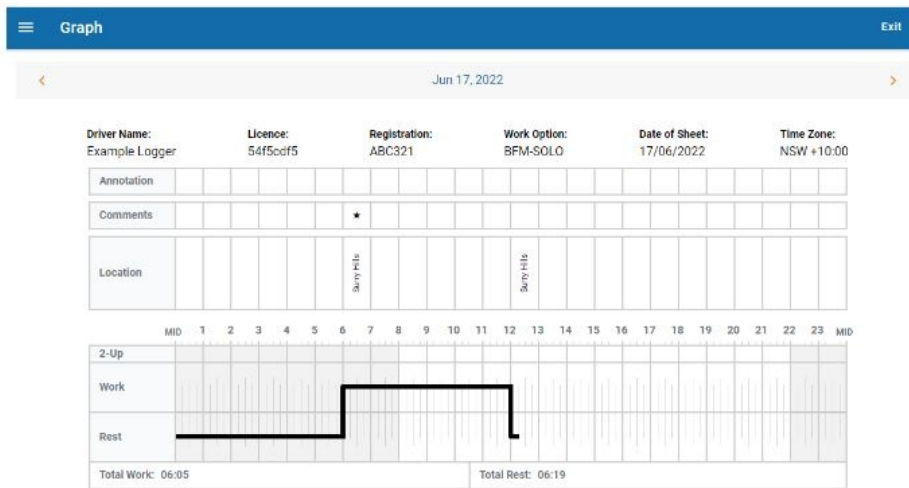
You acknowledge that you have read and understand the instructions given to you in this help page on how to use the Logmaster Australia Compliance System.

ACKNOWLEDGE

CANCEL

- The compliance help will be displayed for the Authorised officer
- They will be required to read how to use the diary before they proceed
- At the bottom of the page is the Acknowledge button to access compliance

Graphical View



- The Graph will show the diary graphical view
- To change days, use the date toggle at the top

ACTIVITY	TIME	LOCATION	ODOMETER	WORK & REST OPTION	COMMENTS	ORIGIN	ENTRY TIMESTAMP	STATUS	TAMPED	EDITED
REST	12:05	Surry Hills	152	bfm-solo		EWD	2022-06-17T12:06:15+10:00	UNLOCKED	NO	NO
WORK	06:00	Surry Hills	152	bfm-solo	Example Edit	EWD	2022-06-17T12:00:04+10:00	UNLOCKED	NO	YES

Deleted Events:

ACTIVITY	TIME	LOCATION	ODOMETER	WORK & REST OPTION	COMMENTS	ORIGIN	ENTRY TIMESTAMP	STATUS	EDITED
WORK	12:11	Surry Hills	252	bfm-solo		EWD	2022-06-17T12:11:54+10:00	DELETED	YES

- The Events Tab will show events
- The top grid will show the active events
- The bottom grid will show deleted events
- If you click the event, it will show all details, including the edit logs

Investigation

TIME	WORK & REST OPTION	PERIOD OF TIME	WORK/REST	POTENTIAL NON-COMPLIANCE LEVEL
------	--------------------	----------------	-----------	--------------------------------

- The investigation tab will show all breaches detected in the diary for the past 28days

Annotations

ANNOTATION FLAG	TIME OF INTERCEPT	LOCATION	ANNOTATION
2022-06-17T13:30:00+10:00	2022-06-17T13:30:00+10:00	Surry Hills	Example

- The Annotations screen will show all annotations in the diary for the past 28days
- This is for Authorised officers only

Report Transfer

☰ Report Transfer
Exit

Email Address

Subject

Notes

BACK

SUBMIT

- The report transfer will trigger a report for the past 28 days for the current active driver to the email that has been entered

Officer Help



- If the Authorised Officer requires to review the help sections again, they can be accessed via the officer Help menu item.

☰ About
Exit

Driver Profile

Driver Name: Example Logger
License Number: 54f5cd15
Driver State: NSW
UDI: NSW-Scdf5-20000617
Record Keeper Location: Level 2, 23 Foster St, Surry Hills, NSW
Base Location: Level 2, 23 Foster St, Surry Hills, NSW
Base Time Zone: NSW +10:00
BFM Acc: Example

About EWD

EWD Approval Holder: Logmaster Pty Ltd
EWD System Name: Logmaster Australia
EWD System Version: 0.9.99
EWD Approval Number: Pending

About Device

Google Inc. - Windows NT 10.0 <small>Web Windows NT 10.0, Win64; x64</small>
--

- The about tab will have your details
- The EWD approval details

- The device details

Exit Compliance

Confirm

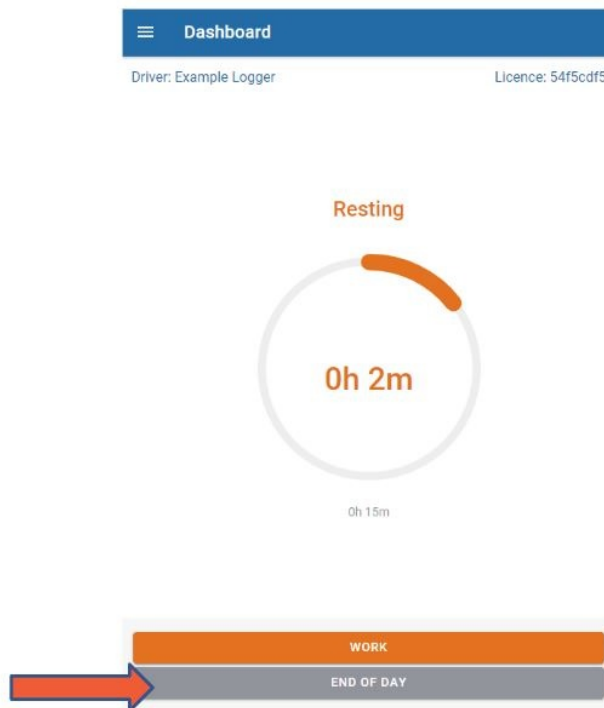
Please enter your password to exit back to your dashboard

Enter Password

CANCEL CONTINUE

- To exit the compliance view, you will be required to input your password

End of Day



- To lock you events, you can click the end of day button at the bottom of the rest screen.
- You can only lock you events if you are in rest mode.

End of Day

List of Events

Work

Location: **Sunny Hills**
 Start: **Jun 17, 2022 06:00**
 Operator: **192**
 Vehicle: **ABC321**
 Comment: **Example Edit**

Rest

Location: **Sunny Hills**
 Start: **Jun 17, 2022 12:00**
 Operator: **192**
 Vehicle: **ABC321**
 Comment:

Legal Statement

You are about to submit your work and rest record for the day. Once you have submitted it, it cannot be corrected.

By submitting your work and rest record you are declaring that the entries:

- were made by you personally
- are not false or misleading

Confirm that the information in the work and rest record is correct (OJ). If you are not sure that the information in the work and rest record is correct, correct it now prior to submitting your work and rest record.

Penalty may be used in legal proceedings for an offence against the Heavy Vehicle National Law Act 2010, or another law of a State or the Commonwealth or Australia.

Making a false or misleading entry in an electronic work diary is an offence punishable by a fine of up to \$10,000.

Signature Area

Accept

Confirm Account

Username:

Password:

DECLINE **SUBMIT**

- The list of events that will be locked are at the top of the screen
- Please review the legal statement
- Sign the form in the box provided
- Tick Accept Button
- Then finally input your password and click submit
- Once your records are locked, they cannot be edited or deleted.

Logout

Logmaster

- Dashboard
- Profile
- Vehicles
- Events
- Compliance
- Statistics
- Business
- Support
- Forms >

Version: 0.9.59
 Build: 0410221332

Log Out **Settings**

- To logout, simply click the logout button
- If your events are all locked, you will be logged out directly
- If your events are not locked, you will be prompted to complete an end of day before logging out
- If you are in work mode, you will get a prompt to change to rest mode before logging out

Device Minimums

- Android
 - Version 7 or above
 - 1GB Ram
 - 1Ghz CPU
 - 250mb disk space available
- Apple
 - Version 12.5.5 or above
 - 1GB Ram
 - 1Ghz CPU
 - 250mb disk space available

Notes: If you are unsure, download the app and if it lets you login, your device meets the minimums

If your device is Rooted/Jailbroken you will not be able to use the Logmaster Australia Application

Helpful Tips

Tampered Events

- There are 3 types of tampered event detections
- GPS turned off
 - To clear this notice, turn your location services on
 - The application requires you location for geotagging of events
- GPS Mock Location
 - Turn off Developer Mode and uninstall all mock location applications from the device
 - Android only
- Time
 - Make sure your time is set to network time and the time zone is set to automatic
 - The application will base all your events based on your base time zone by default

Settings

- Themes
 - There are multiple themes within the application and you can edit them in the settings button
- Default Settings
 - Any system defaults for reminder notifications, suburb only and more can be managed from the default settings tab

Support

- In the menu item support, you can find your support contact details
- Click these options to open your phone dialler or email to access support

Web Access

- You can access your profile from the web as well
 - Here you can manage personal vehicles, linked businesses, documents, reports and more
 - Head to Logmaster.com.au and lick the login button to access your portal
-