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
☐ No Reply	Driver Link Request from Logmaster Business	just now
☐ No Reply	Welcome to Logmaster Example Logger	just now

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

- 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

- 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

- Now you can create a password
- It is suggested to make it something your 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
☐ No Reply	Driver Link Request from Logmaster Business	just now
☐ 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

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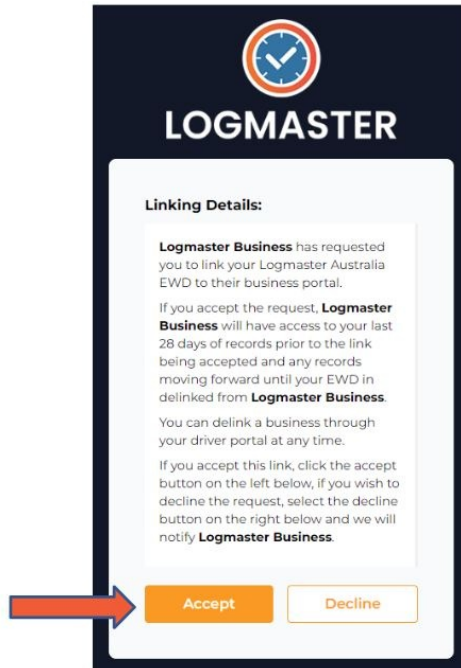
- You will be presented on a web page the link details
- If you would accept, click the accept button and you will be linked
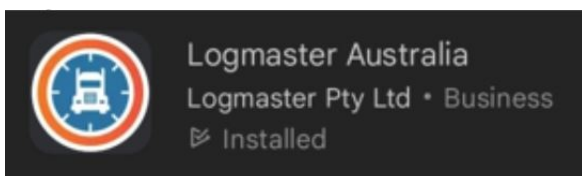 If you decide to decline, click the decline button

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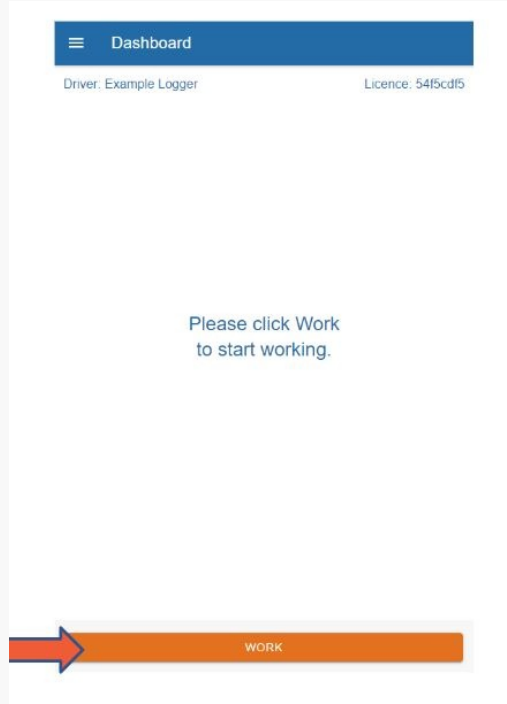
- Starting a day is a flow that has a few extra steps then a normal work select
- Click the Work button at the bottom of the screen of the dashboard

Reminder Notice

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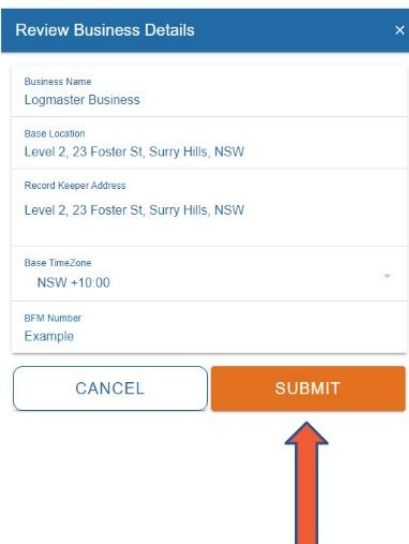- If you wish, you can silence this notice for 7 days
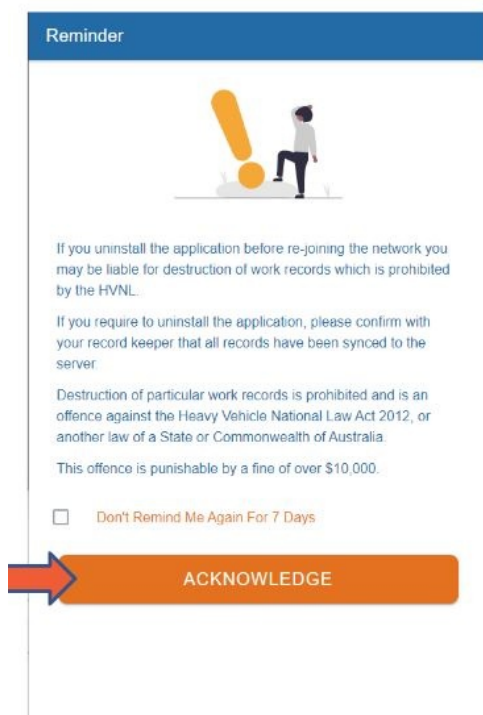
Selecting a Business

- 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

- 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

- 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

- 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
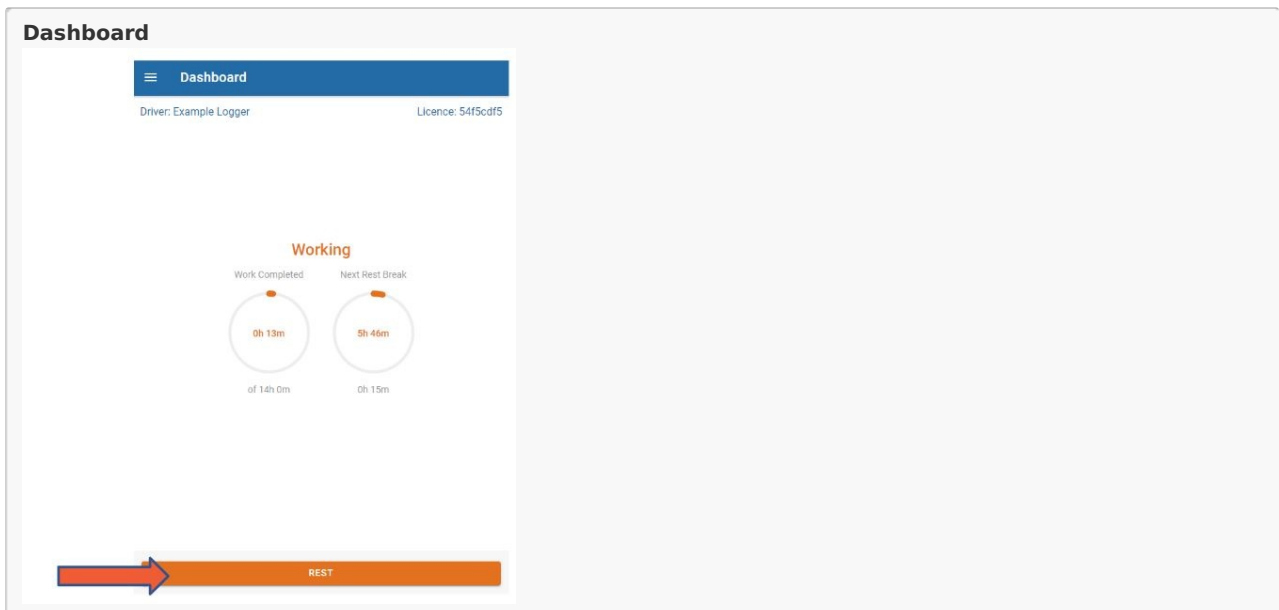
Event Details

- 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

Working

Work Completed   Next Rest Break

0h 11m   5h 48m

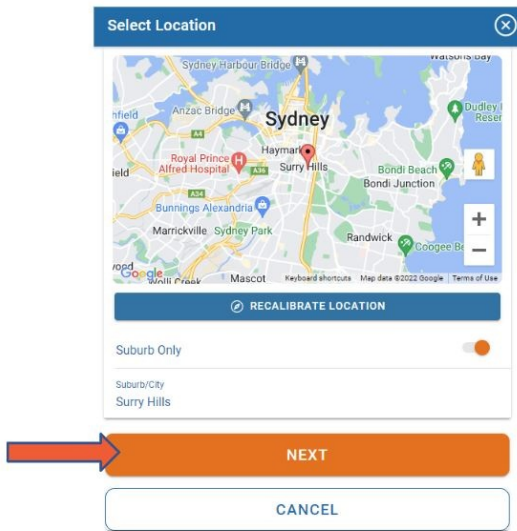of 14h 0m   0h 15m

REST

- 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
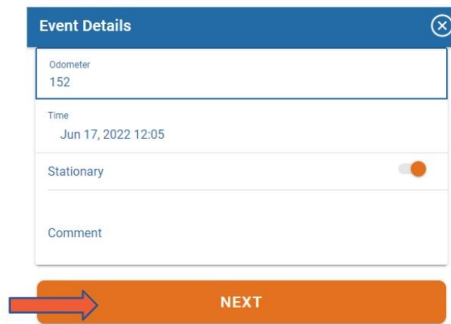
Starting Rest

Dashboard

- 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
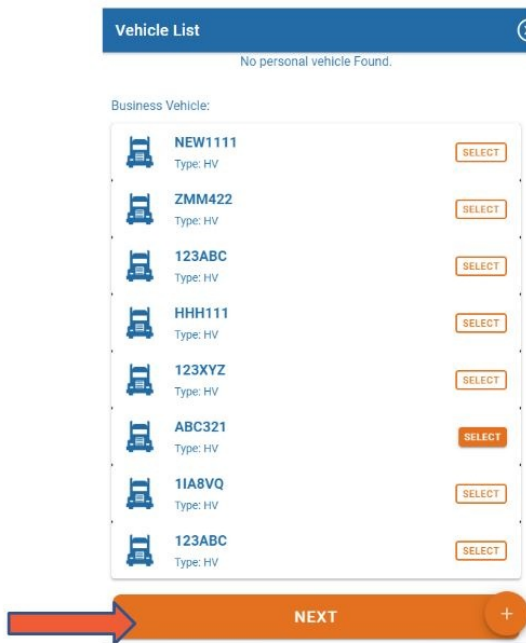- Select Next to submit the event

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
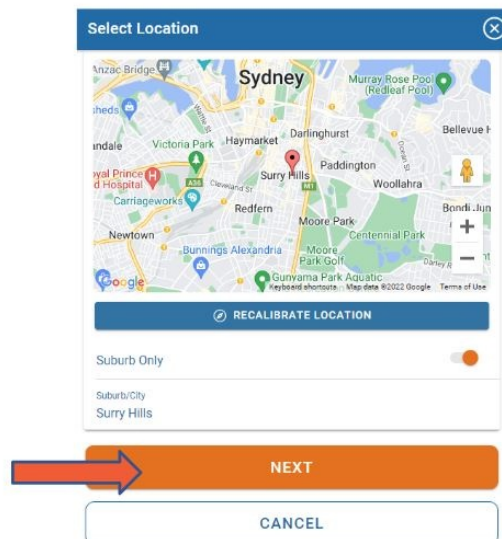
- Confirm your location
- Click next

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

Menu Navigation

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

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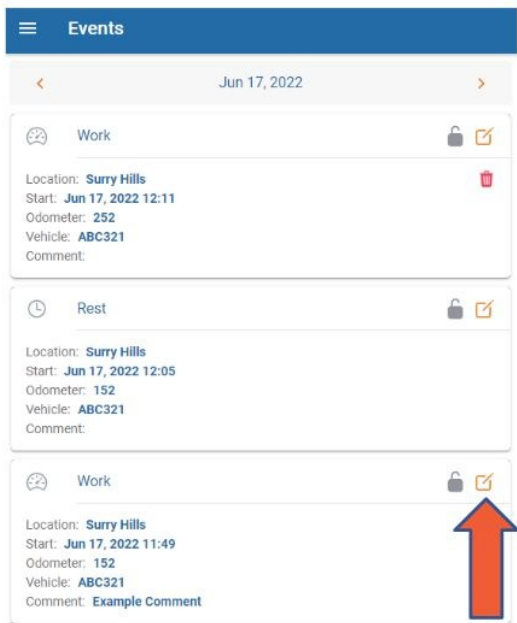
- Select the edit button on the event you wish to edit

Edit Event

- The 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

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

Delete Event

- 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 form the system, it will only be marked as deleted, as no data is to be destroyed

Compliance View

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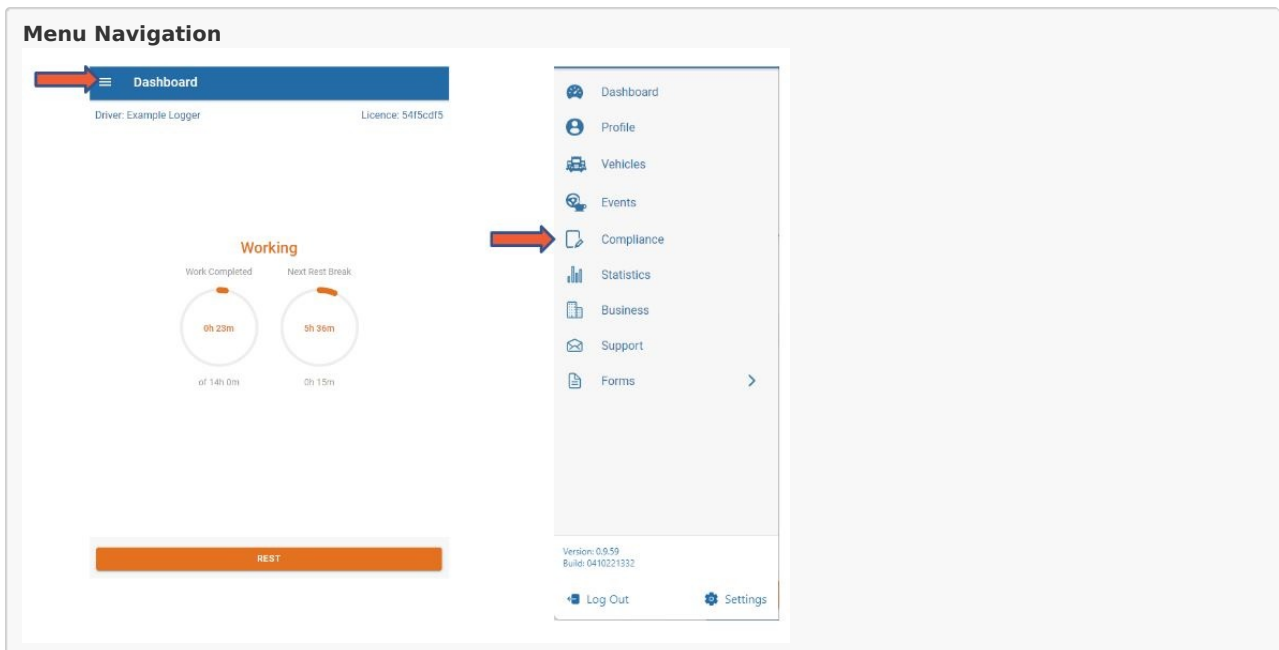
- To access the compliance view, click the Menu icon
- Then from the Menu Select Compliance
- If you are on the roadside and need to present your diary, it will be required to be in compliance view
- The compliance view requires your password to exit, so your data is safe

Compliance Help

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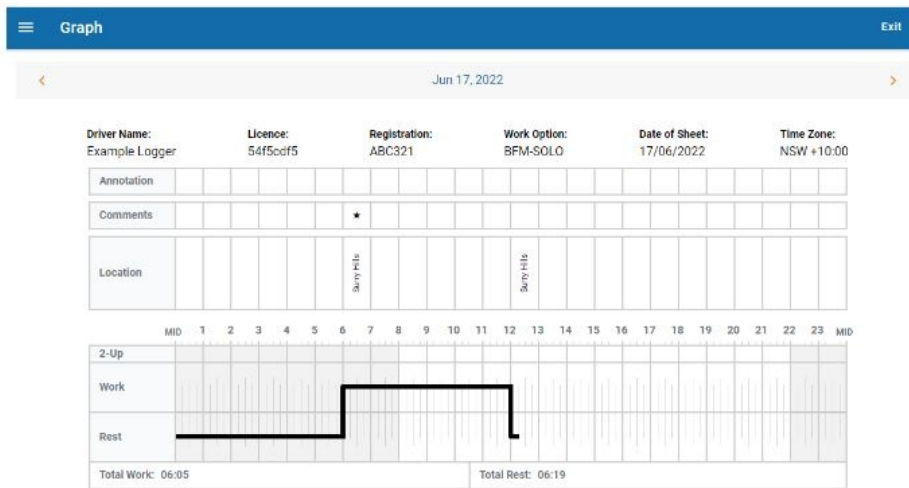
- The Graph will show the diary graphical view
- To change days, use the date toggle at the top

- 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

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

Annotations

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

Report Transfer

Email Address

Subject

Notes

| BACK | SUBMIT |

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

Officer Help

| Menu | Events | Graphical View | Investigation Aid | Annotations | Report Transfer | About |

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

Driver Profile

Driver Name:
Example Logger

License Number:
54f5cdf5

Driver State:
NSW

UDI:
NSW-5cdf5-20000617

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:
0.9.59

EWD Approval Number:
Pending

About Device

Google Inc. - Windows NT 10.0
Web Windows NT 10.0; Win64; x64

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

- The device details
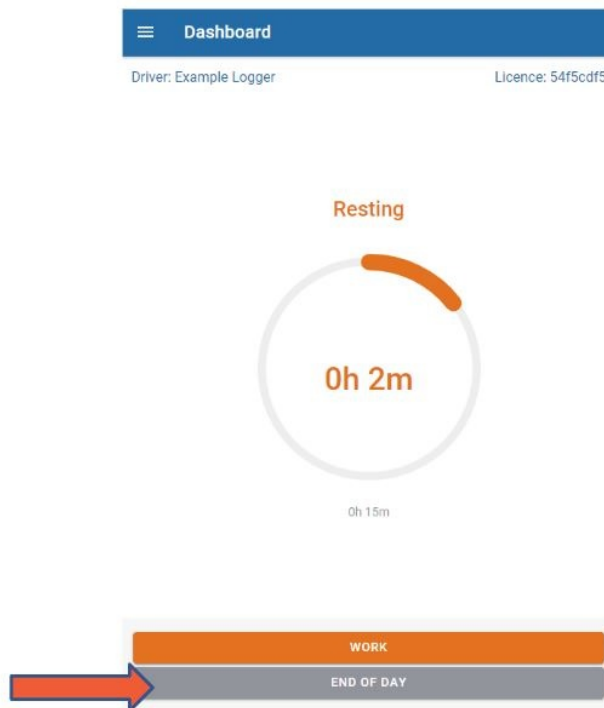
Exit Compliance

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.

- 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

- 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