

# SOP: Adding a Manual Event in Logmaster for Drivers

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## Objective:

To guide drivers on how to add a manual event, such as work or rest, in the past on their diary in Logmaster.

## Key Steps:

1. Sign in to logmaster.au on a web browser (tablet or computer).
2. Go to the compliance section and click on manual event.
3. Click on "Add Manual Event".
4. Select the fatigue plan, check the date, time zone, and enter the number plate.
5. Enter the details of the event (work or rest) that was missed in the past.
6. Add any necessary details or comments for accuracy.
7. Complete the entries and check for any breaches.
8. Attach any additional documents or photos if needed.
9. Confirm the entry by hitting submit.
10. The entry will appear in the electronic work diary within seconds.

## Cautionary Notes:

- Ensure all details entered are accurate as manual entries cannot be edited once submitted.
- Double-check the information before confirming the submission.
- Any breaches or discrepancies should be addressed before finalizing the entry.

## Tips for Efficiency:

- Keep all necessary information and documents ready before starting the process.
  - Review the entry thoroughly before submitting to avoid errors.
  - Regularly check and update the electronic work diary for accuracy and compliance.
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