

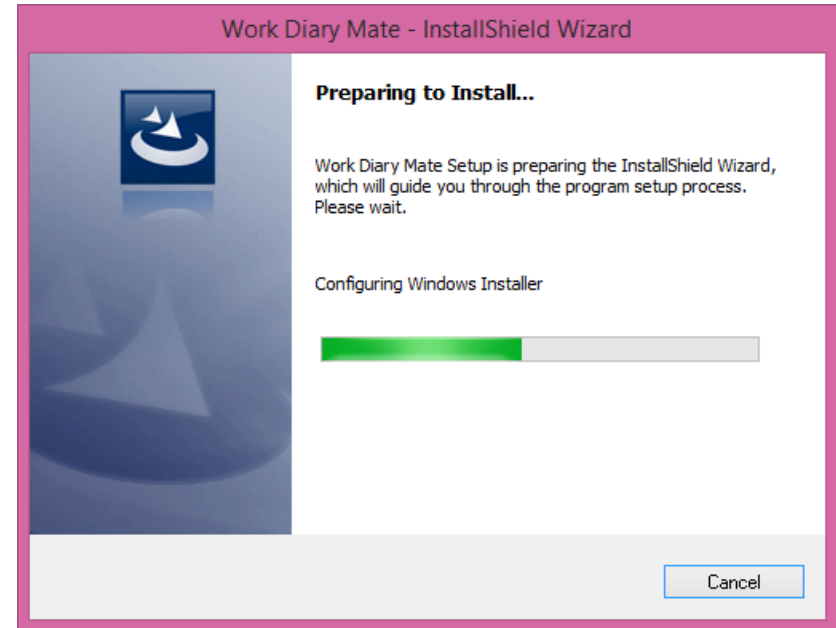
Work Diary Mate Quick Start Guide

Step 1. Install

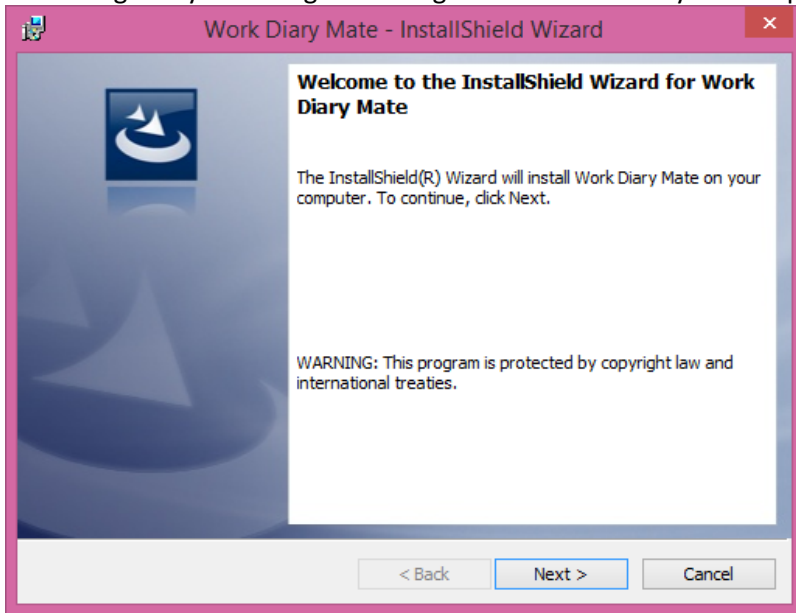
Go to www.workdiarymate.com.au/download and click on the Work Diary Mate Setup link.



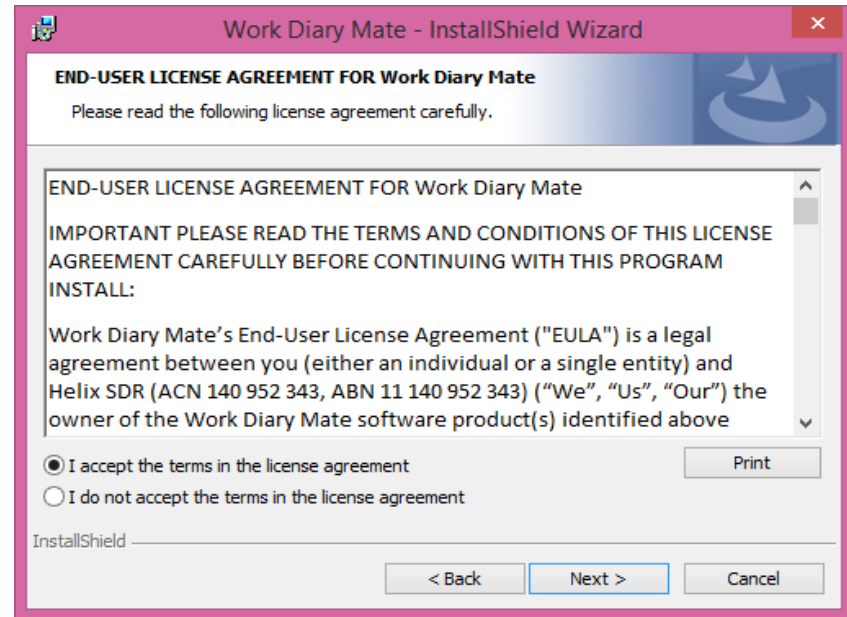
This will start Install Shield Wizard which guides you through installing Work Diary Mate onto your computer.



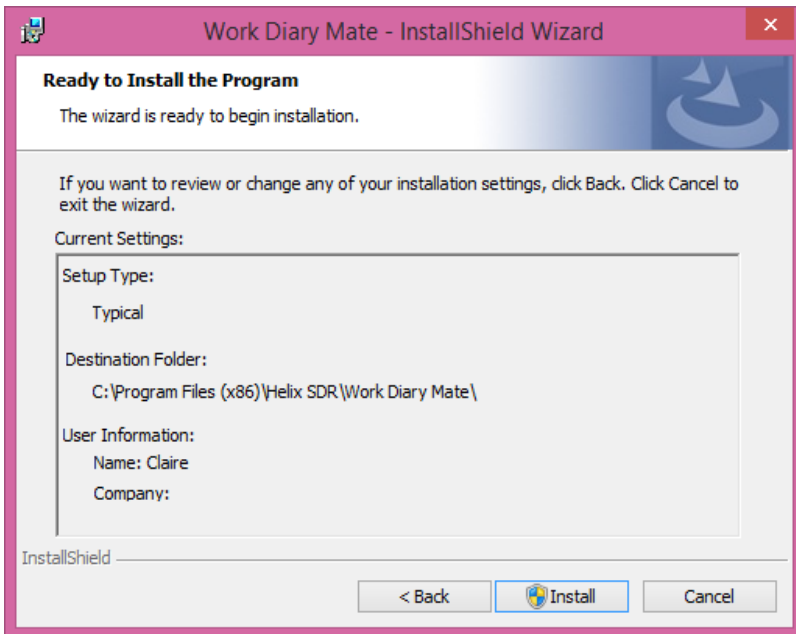
These 4 screens guide you through installing the software onto your computer.



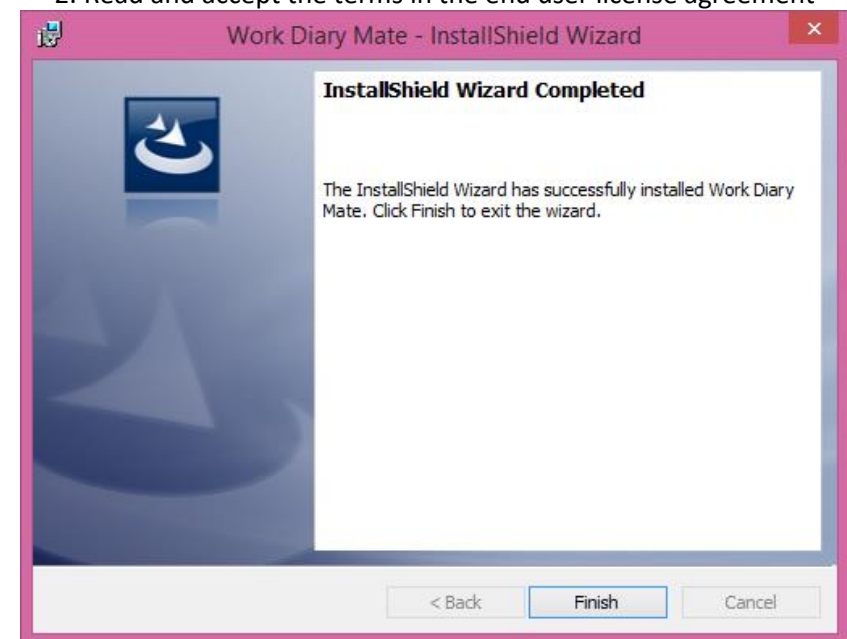
1. Click the Next button to start



2. Read and accept the terms in the end user license agreement



3. Click the Install button



4. Click the Finish button

Step 2: Activate

To start using Work Diary Mate click on the icon on your computer's Desktop.



Enter your email address and click the Continue button.

Work Diary Mate - Activation Details

Please enter your email address to register Work Diary Mate

Email Address

Database

Step 3: Start filling in daily sheet

Click on menu items to move between sheets.

Click in the date field to select a specific date.

Click inside the boxes to fill in driver identification and activities.

Generate and print NCR Report

Work Diary Mate
 Driver | Load Sheet | Previous Sheet | Today | Next Sheet | Reporting | Provide Feedback | Help

NATIONAL DRIVER WORK DIARY DAILY SHEET WORK DIARY NO. **VBS171898**

DRIVER IDENTIFICATION

Driver's Name: **John Citizen** Date: **01/10/2016** Day of the Week: **S M T W T F S** Driver: Standard Standard Bus
 Licence No: **123456789** Number Plate: **ABC123** Time Zone: State/Territory (Driver Base): **ACT NSW NT QLD SA TAS VIC WA** Time of daily check (if required): **8AM**
 BFM AFM Exemption hours (for this 24 hr period only)

DETAILS OF ACTIVITIES FOR THIS DAY

Number Plate Change and Comments (optional) (e.g. delays, authorised officer notes)

Odometer Reading: **342242** **342689** Space for you to calculate your work and rest hours (optional)

Name of Place at Work and Rest Change (e.g. rest area, truck stop, suburb or town): **KOORAGANG** **YASS**

Two-up

My Work: **5.5** hours - Breached Minimum Rest Break - 15 continuous minutes rest time
 Breached 5.5 hours - Worked: 5.5 - Max Work allowed: 5.25

My Rest: **18.5**

Driver Signature: To the best of my knowledge and belief the information I have recorded on this daily sheet is true and correct

TWO-UP DRIVER'S IDENTIFICATION

Two-up Driver's Name: Two-up Driver's Licence No: Two-up Driver: Standard BFM AFM Exemption hours
 Two-up Driver's Work Diary & Page No: Two-up Driver's Licence issued: Two-up Driver's Signature:

Non Conformance

Date Issued:

Reported By:

Notification Type:

Location Incident Occurred:

Nature of Conformance Issue:

Action Taken:

Overall Rating:

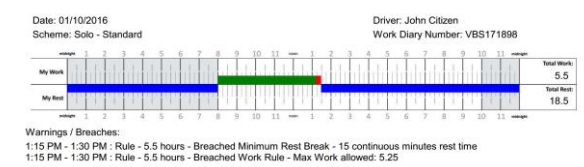
NCR Issued By:

Driver Informed:

Date Due:

Date Completed:

Detailed message displayed if driver in breach, including report.



Click and drag to record work and rest hours.

Click inside the boxes to fill in Two Up driver identification details.

For support go to: www.workdiarymate.com.au/support