Work Diary Mate Quick Start Guide

Step 1. Install

Go to www.workdiarymate.com.au/download and click on the Download Work Diary Mate for Back Office (Windows Software) link.

This will start Install Shield Wizard which guides you through installing Work Diary Mate onto your computer.
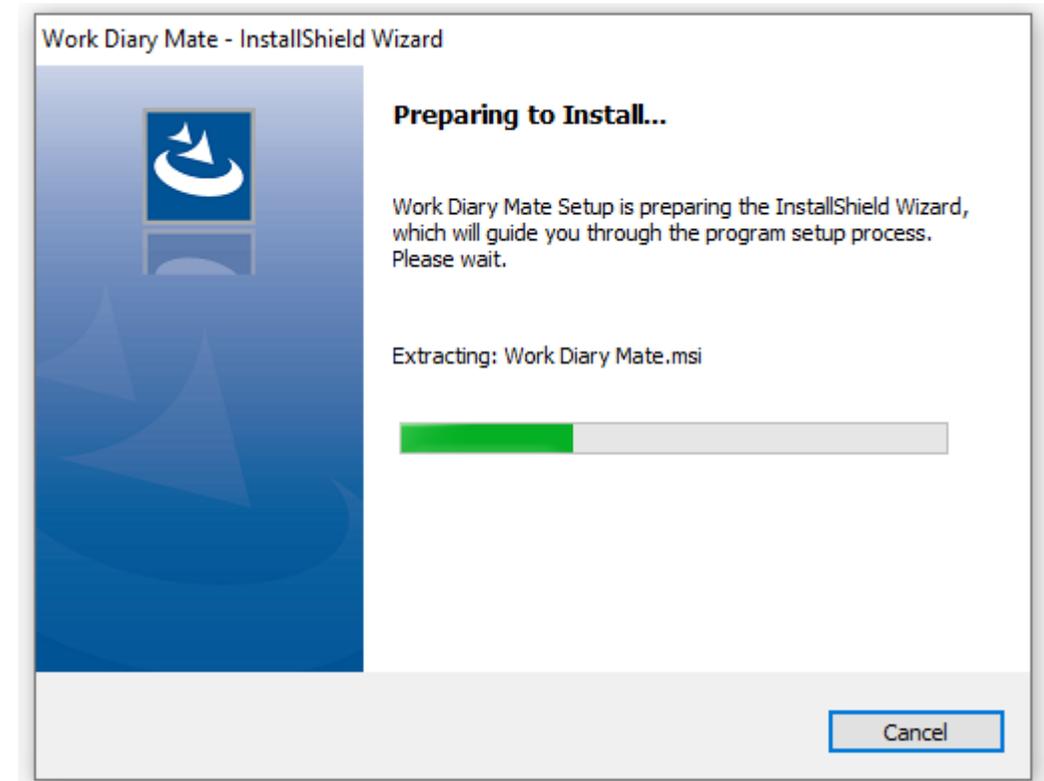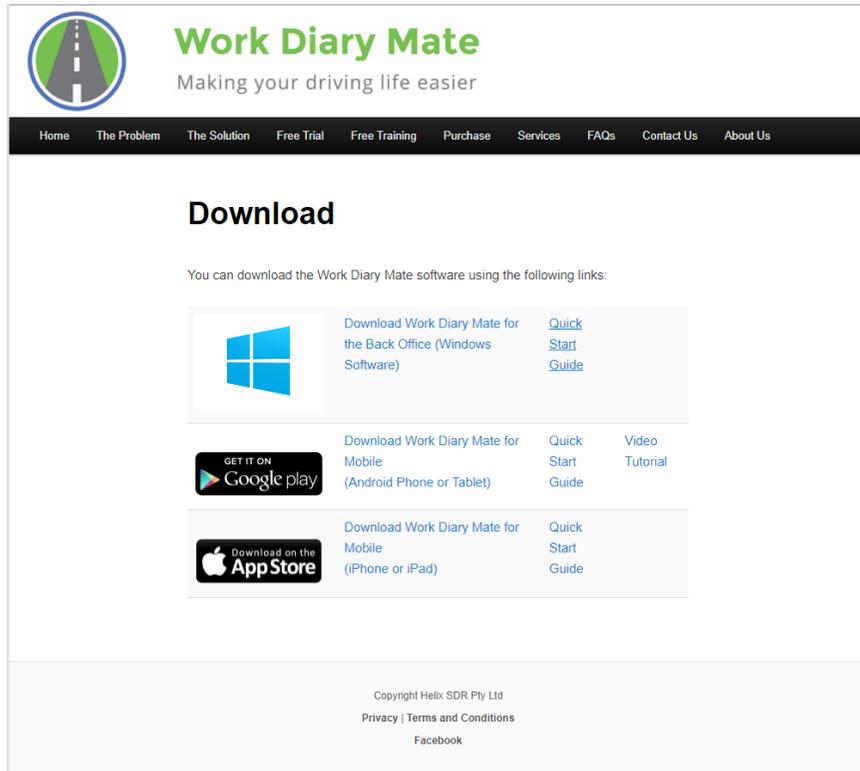
These 4 screens guide you through installing the software onto your computer.

Work Diary Mate - InstallShield Wizard

Welcome to the InstallShield Wizard for Work Diary Mate

The InstallShield(R) Wizard will install Work Diary Mate on your computer. To continue, click Next.

WARNING: This program is protected by copyright law and international treaties.

< Back | Next > | Cancel
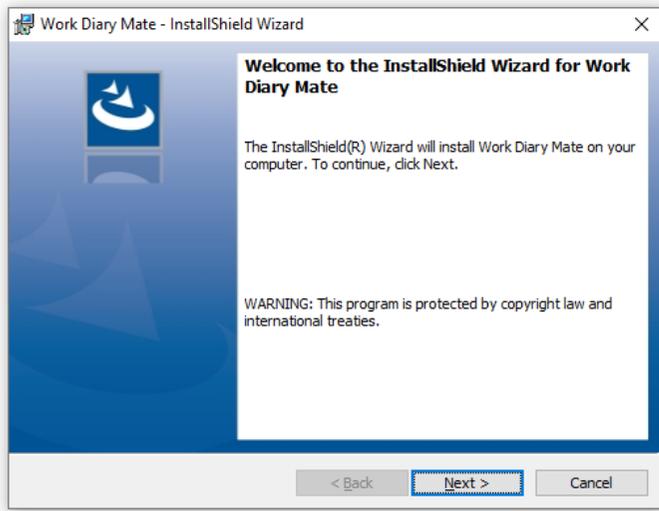
1. Click the Next button to start

Work Diary Mate - InstallShield Wizard

END-USER LICENSE AGREEMENT FOR Work Diary Mate

Please read the following license agreement carefully.

Terms & Conditions

END-USER LICENSE AGREEMENT FOR Work Diary Mate

IMPORTANT PLEASE READ THE TERMS AND CONDITIONS OF THIS LICENSE AGREEMENT CAREFULLY BEFORE CONTINUING WITH THIS PROGRAM INSTALL:

Work Diary Mate's End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a single entity) and Helix SDR Pty Ltd (ACN 140 052 243) ("We", "Us", "Our") the registered

◉ I accept the terms in the license agreement
○ I do not accept the terms in the license agreement

Print

InstallShield

< Back | Next > | Cancel

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

Work Diary Mate - InstallShield Wizard

Ready to Install the Program

The wizard is ready to begin installation.

If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.

Current Settings:

Setup Type:
    Typical

Destination Folder:
    C:\WorkDiaryMate\

User Information:
    Name: Claire
    Company:

InstallShield

< Back | Install | Cancel
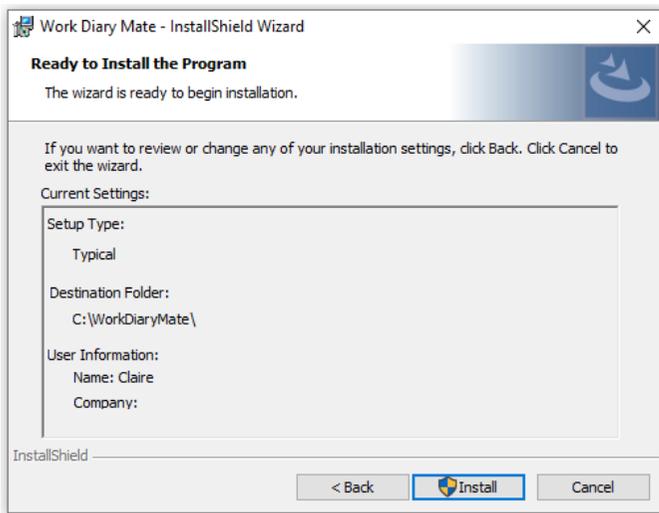
3. Click the Install button

Work Diary Mate - InstallShield Wizard

InstallShield Wizard Completed

The InstallShield Wizard has successfully installed Work Diary Mate. Click Finish to exit the wizard.

< Back | Finish | Cancel
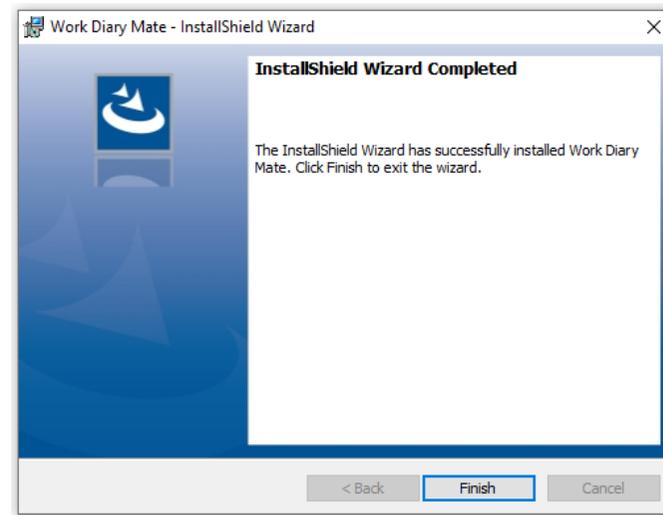
4. Click the Finish button

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 [C:\WorkDiaryMate\Database\NDWD_ce.sdf] [Browse]

[Continue]   [EXIT]

Step 3: Start filling in daily sheet

Click on menu items to move between sheets or search by NCR.

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 block turns red and 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.

Refer to our FAQs for additional information: www.workdiarymate.com.au/faq/