Punchclock and Production Event Job Time Sheet

Log your vehicle travel / driving using a company / rental vehicle

Viewing this page, it means you are about to log details for work related information regarding vehicle travel / driving using a company / rental vehicle.

When you select this the following details will be required to be completed.

If the user presses / selects **Option 1) Log your vehicle travel/driving using a company/rental vehicle?**

The following is required to occur.

1. It will displays the users first and last name and asks them to confirm their first and last name.

    1. b. It will ask you to enter the date of their shift and the time your rostered to start working.

    2. c. It will ask you to enter their Drivers License Number displayed as â€œEnter your Drivers License #â€

    3. d. It asks you to enter the State Drivers License was issues. Displayed as â€œEnter the State your Drivers License was issuedâ€

    4. e. It asks you to enter the Country Drivers License was issues. Displayed as â€œEnter the Country your Drivers License was issuedâ€

    5. f. It asks to enter the Expiry date of the License, displayed as â€œExpiry Date of Licenseâ€

    6. g. After entering the details you will need to press the CONFIRM button.

    7. h. When youÂ press the CONFIRM button, it displays the following question â€¦ â€œAre there any other persons, apart from you traveling in the vehicle on this rostered shift?â€Â YES | NO)
        1. If **NO** is selected proceed with the following details that is required.
        2. If **YES** is selected the following is to occur.
            1. It displays the following with a field Text? You will need to Enter the first name and last name of the other person?

            2. It then says please take a headshot of the person traveling with you.Â A photo will be required to be taken for insurance and safety reasons.

            3. c) After the phone is taken it will ask if there is another Person travelling.Â Continue the same process until all persons travelling are entered and photographed.

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NEXT ... Enter the Make and Model of Vehicle >>>

1. It will shows the current date and current time. (This is not editable) Only for display purposes.
   Â Â Â Â
2. It displays â€œEnter the Make and Model and Vehicle Typeâ€. You are required to enter the Make | Model | Type of Vehicle.
    1. It displays â€œEnter the Registration of the Vehicle.Â You are required to enter (Alpha-numeric) registration of the vehicle.
    2. Enter the current start kilometres of the vehicle.Â You are required to enter (numbers only) the kilometres of the vehicle.Â (If the start kilometres are different from the previous finish kilometres based on the same Vehicle Registration, the system will display the following to you:
        1. The Start and Finish Kilometres do not match.Â Enter the start kilometres again.
        2. You areÂ then required to re-enter the start kilometres.Â Once the kilometres are re-entered if correct you will move to the next part.

        3. You are to Enter the Reason/Description for this Travel Log.Â The user is required to enter the reason for travel log.Â Must be a minimum of 30 characters.Â If not, user is informed.

3. It then displays the button **CONFIRM TRAVEL LOG.**Â If everything is correct presses the **CONFIRM TRAVEL LOG BUTTON** and the system will starts the GPS geo-location of your and the vehicle's locations and will display it on the screen.Â You are ready to drive, your GPS, time, speed and location will commence tracking the moment you move.

   *** Please note the system will start the Realtime GPS location Tracking & Sharing as per the server program as it works.Â THIS IS ESSENTIAL for all staff to be able to use this GPS location tracking and app.Â

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If you need to Log a vehicle travel / driving STOP / BREAK click on the link to read how to do this.

Attached files:

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