Punchclock and Production Event Job Time Sheet

Log a vehicle travel / driving STOP / BREAK

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

The Term **User** refers to **you** or **the person** actually reading or doing the actual instruction.

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

If you press / selects **Option 2) Log a vehicle travel/driving STOP/BREAK** the following is to occur.

1. The GPS tracking software opens up, showing the travel time, distance etc, as displayed in the program.

2. It displays â€œYou have selected a Travel Stop/Break.Â Enter the End Kilometres.Â You are required to enter the kilometres (numbers only) and press SAVE.Â

3. When you press the SAVE button, the system SAVES the END kilometres to the vehicle registration and will displays â€œSelect the reason for this Travel Stop/Break:â€ and you will be required to select one reason only.
   * BREAK
   * FUEL
   * ACCIDENT/INCIDENT
   * VEHICLE DAMAGE OR REPAIRS
   * OTHER

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If **BREAK** is selected, it displays the current time and asks you to select one of the following radio options

1. * TRAVEL REST roadside BREAK
   * MEAL BREAK
   * RESTROOM BREAK

2. When you selects one of the options, a timer is displayed, counting the time of the break and a notice will be displayed saying â€œWhen your break is completed press FINISH BREAKâ€

3. When the user presses the FINISH BREAK button a notice is displayed â€œSaying your break has finished and has been saved.Â
   Are you still travelling?Â YES | NO

    1. If NO is selected a notice is displayed saying â€œPlease end your Travel Log and your work shift completion.Â The system then brings the user to the beginning screen with the start options**.**

    2. If YES is selected, the system returns the user to the screen and function of GPS Tracking of **CONFIRM TRAVEL LOG** button.

4. The system saves all times and breaks for the break travel.

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If **FUEL** is selected, it displays the current time and asks the user for the following details:

* Name of Fuel Station
* Suburb and State Fuel Station
* Number of Litres of fuel purchased
* Total Amount paid for Fuel.
* Receipt Number.

Each field is required.

1. When all the fields as mentioned above have been entered, it displays the question â€œDo you have an official receipt + eftpos transaction?Â YES | NO.
    1. If **NO** is selected, it displays â€œA receipt and eftpos transaction is required, please obtain one.Â Â This is logged that the user does not have a receipt.Â You will be required before you leave to obtain a receipt and eftpos transaction (must have a Tax Invoice for Australian Users)
    2. If **YES** is selected, it displays â€œPlease take a photo of the receipt and press Upload.Â The system will the user to take a photo of the receipt and upload it into the database and saved, when the UPLOAD button is pressed.Â
    3. After the UPLOAD button is pressed, the system says â€œFuel Break is completed.â€Â Are you still travelling?Â YES | NO
        1. If **NO** is selected a notice is displayed saying â€œPlease end your Travel Log and your work shift completion."Â Proceed to end your Travel Log.Â Once done the system will return you to the the beginning screen with the start options.
        2. If **YES** is selected, the system returns the user to the screen and function of GPS Tracking of CONFIRM TRAVEL LOG button.
    4. The system saves all times and breaks for the fuel break travel.

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If **ACCIDENT/INCIDENT** is selected, the system will display the current time and asks the user for the following details: (all fields are required)

* Name of other Driver
* Drivers Licence Number of Other Driver
* Expiry Date of Drivers License Number of Other Driver
* Country of Other Driverâ€™s License
* Phone Number of Other Driver
* Insurance Company of Other Driver
* Insurance Policy of other Driver
* Registration Number of other vehicle
* Make / Model of other vehicle
* Street Address/ Street Name /Location of Accident
* Suburb and State of Accident
* Description of the Accident/Incident (this is a text box with unlimited characters)

1. After the details are entered, the system displays the following:
    1. Please take a photo of the Other Drivers License Front side.Â The user is required to take a photo and press UPLOAD.Â The system uploads the photo taken.

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2. Please take a photo of the Other Drivers License Back Side.Â The user is required to take a photo and press UPLOAD.Â The system uploads the photo taken.

3. Please take a photo of the accident/damage.Â The user is required to take a photo and press UPLOAD.Â The system uploads the photo taken.
    1. The system then asks if another photo of the accident should be taken saying â€œWould you like to take another photo of the damage?â€
        1. If **NO** is selected, it proceeds to point 4.
        2. If **YES** is selected, repeats step 3 above again until all photos are taken.

4. Have you contacted the police?
    1. If **NO** is selected, the system will say â€œPlease explain why you have not contacted the policeâ€?Â Enter a reason why the police was not contacted.Â After the user enters the text press SAVE and the system will move to point 5.
    2. If **YES** is selected, the system asks for the following details:
       * Police Officerâ€™s Name.
       * Police Station officer is connected to.
       * Police Incident Number.

    3. After these details are entered and the user presses SAVE, the system will move to point 5.

5. Have you contact Iconicâ€™s Head Office?
    1. If **NO** is selected, the system displays a text box saying â€œPlease explain why you have not contacted the policeâ€?Â Enter a reason explaining why not, then press SAVE.
    2. If **YES** is selected, the system saves the details.

6. The system says â€œThe Accident/Incident has been saved.â€Â Are you still travelling?Â YES | NO
    1. If **NO** is selected a notice is displayed saying â€œPlease end your Travel Log and your work shift completion.Â The system then brings you to the beginning screen with the start options.
    2. If **YES** is selected, the system returns the user to the screen and function of GPS Tracking of CONFIRM TRAVEL LOG button.

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If **VEHICLE DAMAGE OR REPAIRS** is selected, it displays the current time and asks the user for the following details: (all fields are required)

1. Please take a photo of the damage.Â The user is required to take a photo and when the user presses the UPLOAD, the system says â€œPlease describe how this damage occurred in detailsâ€.Â A text box (unlimited characters) is displayed for the user to enter the description.

2. When the user presses the SAVE button the system uploads the photo and the description for that photo.

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3. The system then displays â€œAre there any other damages to report?â€
    1. If **NO** is pressed, the system will go to point 4.
    2. If **YES** is pressed, the system repeats the task and you are continue from point 1 here.

4. The system says â€œThe damage/repairs has been saved.â€Â Are you still travelling?Â YES | NO
    1. If **NO** is selected a notice is displayed saying â€œPlease end your Travel Log and your work shift completion.Â The system then brings you to the beginning screen with the start options.
    2. If **YES** is selected, the system returns the user to the screen and function of GPS Tracking of CONFIRM TRAVEL LOG button.

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If OTHER is selected, it displays the current time and asks the user for the following details: (all fields are required)

1. Please explain the reason for this break.

2. It displays a text box (unlimited characters) for the user to enter.

3. When the USER presses SAVE, the system saves the text.

4. The system says â€œOther Break has been saved.â€Â Are you still travelling?Â YES | NO
    1. If **NO** is selected a notice is displayed saying â€œPlease end your Travel Log and your work shift completion.Â The system then brings you to the beginning screen with the start options.
    2. If **YES** is selected, the system returns the user to the screen and function of GPS Tracking of CONFIRM TRAVEL LOG button.

Attached files:

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