



# Quick Reference Card

## Working with the eLogbook Mobile App

### OVERVIEW

The eLogbook Solution provides a simple and convenient way to automate time consuming Business vs Private vehicle logbooks and calculate your maximum Fringe Benefits Tax Return.

The solution is an extension of your Fleet Tracking Web based application and uses detailed trip information automatically collected from your Fleet Tracker device to quickly and easily allow the driver to assign trips as business or personal.

This Quick Reference Card will guide you through the use of the E-Logbook mobile App.

### DOWNLOAD THE APP

The eLogbook Mobile App is currently available for Android 5.0 and above and iOS 9.0 and above and can be downloaded from their respective Google Play or App stores.

### LOGIN TO THE APP

When you access the App for the first time you will need to enter your supplied login credentials. If you do not have access to these please contact your Fleet Administrator.

1. Type your **Email Address** in the *User Name* field
2. Type your **Password** in the *Password* field
3. Type your **Database name or number** in the *Database* field
4. Tap **Logon**
5. For first time Use, the App will ask if you would like to Allow push notifications, please **ALLOW** these to enable the mobile App to remind you to assign trips as they occur.

Username  
kellyhunt@fleetcomplete.com.au

Password  
••••••••

Database  
33073

Logon

### ASSIGN A VEHICLE

When first using the App, if not already done for you, you will need to assign a vehicle to your App. Once you have logged into the App, there will be a Pop Up box requesting you to assign your vehicle.

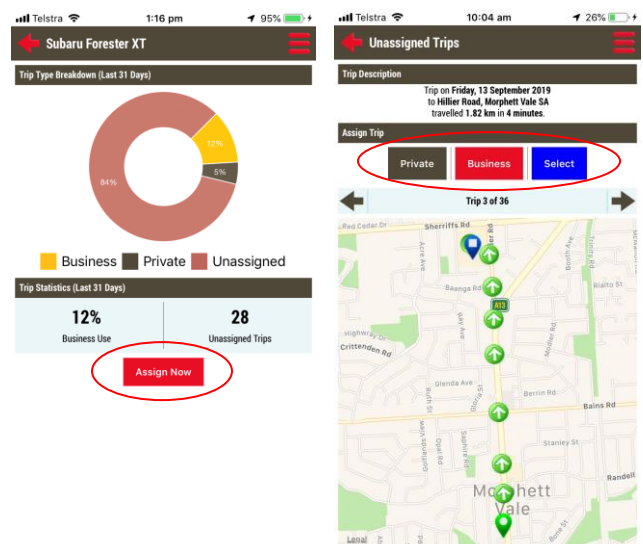
1. Enter your vehicle registration to search for your vehicle
2. Select your vehicle registration from the returned list and assign the vehicle.
3. If you drive multiple vehicles regularly, repeat this process and add the additional vehicles as required.

**Please note: these details will be recorded in the FBT Admin Portal for Administrator review.**

Click on the back arrow (the red arrow located on the top left of the screen) and your App is set up. Your trips will start coming through.

### ASSIGNING TRIPS

In order for the eLogbook Solution to record Business vs Personal trips, each trip will need to be assigned as such using the App.

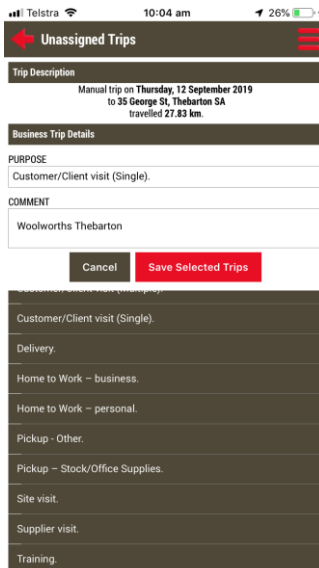


1. If not done so already, **log into the App**
2. Under *Trip Statistics*, the number of unassigned trips will be noted. Select the **Assign Now** button; the App will then present the first trip that requires assigning.



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3. Select as appropriate either the **Private or Business** button to assign the trip as either a private trip or a business trip.
4. If you select business you will then be presented with a *Business Trip Details* screen; **select a purpose** from the trip purpose options listed at the bottom of the screen,



5. Next, **enter the details** of the trip into the comments box. These details are recommended to meet ATO compliance.

The next trip requiring assignment will then be presented for your attention.

**Please note – only the last 7 days trips will be available for assignment, please ensure they are assigned within 7 days.**

### ASSIGNING MULTIPLE BUSINESS TRIPS

At times, a number of individual journeys recorded by the telematics unit will be for the same business purpose, rather than assigning each trip individually, the system allows for multiple trips to be selected that can then all be assigned and the appropriate purpose recorded as a group of trips.

1. If not done so already, log into the App
2. Under *Trip Statistics* the number of unassigned trips will be noted. Select the **Assign Now** button; the App will then present the first trip that requires assigning.

3. For the first of the trips to be assigned together, press the **Select** button, the App will then note the trip is 'Selected' and then present the next trip to assign; **press Select** for each subsequent trip to be grouped together, or chose the **Next** button to skip a trip, then press the **Business** button.
4. Review the trips selected that are presented on the screen are correct and are to be grouped together, then select the **Confirm Business** button.
5. Select a **purpose description** from the trip purpose options listed at the bottom of the screen
6. Next, enter the details of the trips into the **comments box**. These details are recommended to meet ATO compliance.
7. When you have completed entering the trip details, select the **Save Selected Trips** button to save the details.

The next trip requiring assignment will then be presented for your attention.

### ASSIGNING TRIPS VIA APP POP-UP

In addition to assigning trips via the mobile App, if you 'allowed push notifications' when your first logged in, the App will Pop Up at the end of every completed trip to remind you to Assign the trip.

1. Once your trip is completed, a Pop Up will appear: Trip to XYZ completed.
2. Simply click on the notification and follow the steps listed previously to assign the trip directly from the notification.

*Please note – if Notifications have not been allowed, this setting can be updated through your device by going into the respective device settings, Notifications and allowing them for the E-Logbook App.*

### EDITING ASSIGNED TRIPS

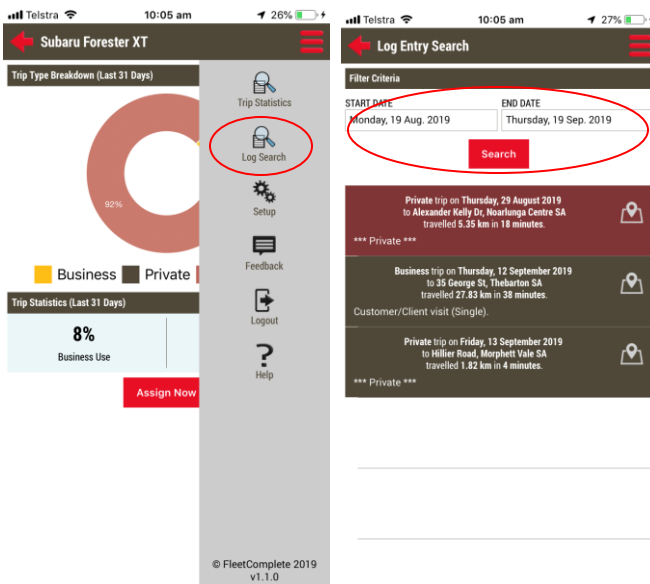
Once trips have been assigned they can be edited if you have made a mistake when assigning the trip. To edit a previously assigned trip (within the last 31 days).

1. From the settings menu, the red hamburger icon in the top right hand corner select **Log Search**





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the last 7 days. For alterations, outside of this date range please contact your Fleet Administrator.

## VIEWING TRIP STATISTICS

A trip Statistics Report can be run through the App, the report will give information on last Odometer readings, number of Private and Business Trips assigned and total kms recorded for each. To run the report;

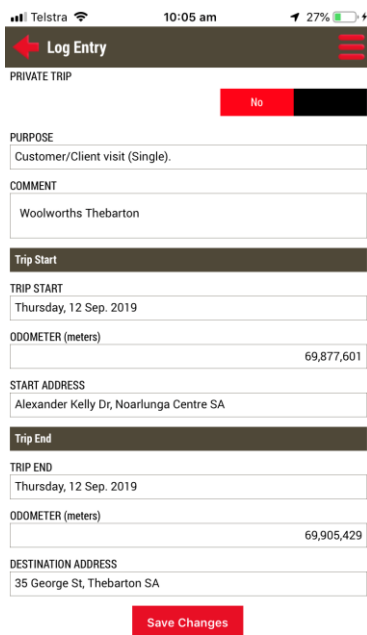
1. From the settings menu, the red hamburger icon in the top right hand corner select **Trip Statistics**
2. Click on **Run Report**

## ACCESS SETTINGS

Within the App is a settings menu, within this menu you can access some reports, search for trips, provide feedback, access basic help and **log out of the App**.

The Setting menu can be accessed from the red hamburger icon in the top right hand corner of the App.

2. Next, select the **date range** of the log you wish to view or edit and select **Search**.
3. A list of trips for the selected date range will then be displayed, **select the trip** you would like to edit.
4. The trip will open and allow you to edit it, once edited click **Save Changes** at the bottom of the screen.



Please keep in mind that there is a 7 day window for you to make these changes as the app will only hold the trips from