

L Plate USER MANUAL



App Functionality

L Plate makes completing your VicRoads logbook quick and easy*. Supports multiple learners, supervisors and cars.

Available tabs:



There are 5 tabs:

- | | |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TRIP | Select New Trip to create a new log entry. Complete the basic trip information then tap Start . Begin driving. Tap Stop at the end of the trip, complete the remaining trip information, then tap Save . |
| PROGRESS | Displays a summary of hours completed toward the practice goals of 120 hours total and 10 hours night driving. |
| LOG | Displays the complete log for each learner. Correct errors using the Edit function. The log can be exported via email for printing, sending to another device, or for backup. |
| SETUP | Add or Edit details for learners, supervising drivers and cars. Recover an earlier stored log from a backup copy. |
| INFO | Full User Guide available, as well as a Contact Us function if you need help. |

*** Note:** After you have used **LPlate** to collect the driving practice details, you will need to manually transfer this information into the official VicRoads log book prior to sitting your driving test. Currently, VicRoads only accept a handwritten logbook.

1. Trip

Creating a log entry

Tap the **Trip** tab at the bottom of the screen

Tap **+** or **New Trip**

A panel appears to capture the information you need to enter before starting a driving session:

Select the **LEARNER**

- if their profile has not been added already, see Section 4.3 for how to add a learner

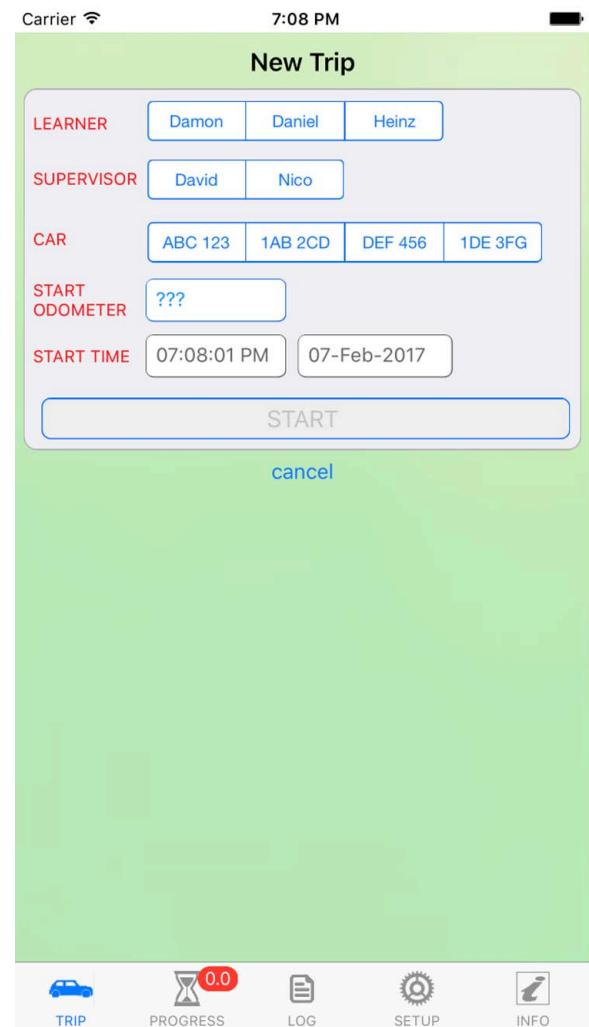
Select the **SUPERVISOR**

- if their profile is password protected, let them enter the password now
- if the profile has not been entered, see Section 4.2 for how to add a driver

Select the **CAR** you are driving.

- if the car's profile has not been added, see Section 4.1 for how to add a car

Enter the **START ODOMETER** value from the car's current odometer reading



Tap **START** just before you begin driving

- the **START TIME** and date are automatically captured
- a panel appears to capture the information you will need to enter before saving the driving session's details (more detail on the next page)

Tap **STOP** when you finish driving.

Completing the trip details

Enter the new odometer reading into **STOP ODOMETER**

The **STOP TIME** will be automatically captured when you tap **STOP**

Now complete the road conditions table. There is a checkbox for each condition, set out in 3 sections

- Tap the relevant checkboxes to set them
- If there was any night-driving, you will need to set the duration of that driving when the popup appears

Once the minimum required information has been entered the **SAVE** button will be enabled and begin to flash

Tap **SAVE** to complete the creation of this log entry.

Well done!



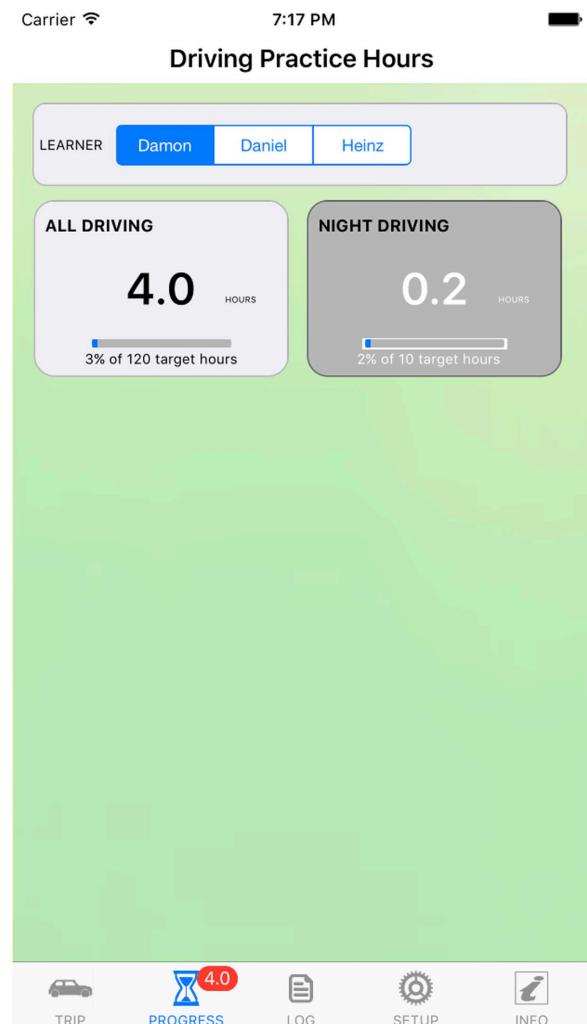
2. Progress

Displaying a log summary

Tap the **Progress** tab at the bottom of the screen

Select the **Learner** to view their log summary

- 2 panels are shown: one for **All Driving**, whether day or night, and the other for **Night Driving** only
- The current cumulative hours are shown in each panel together with % completed against the target
- In addition, a bar graph provides a graphical view of progress



3. Log

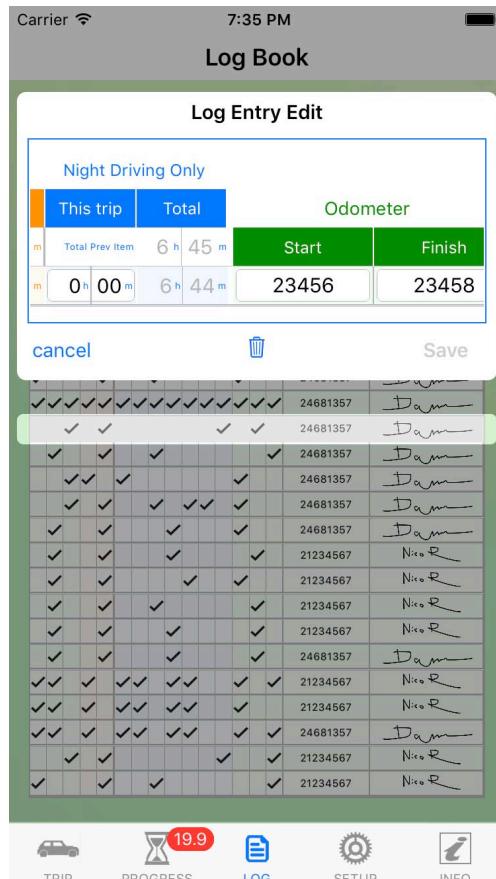
3.1 Displaying the full driving log for a learner

Tap the **Log** tab at the bottom of the screen
Select the **Learner** to view their log

Use the zoom buttons, slider or
pinch gesture to zoom into the
log

Tap a row to select it, then tap
Edit to correct any log entry
errors

- The selected row is shown expanded and it is now possible to tap a field to make changes. Tap **Done** to complete a field edit. Tap **Save** to store the corrected log entry. See below:



3.2 Printing or Exporting a log

Tap the **Log** tab at the bottom of the screen
Select the Learner you wish to export the log for

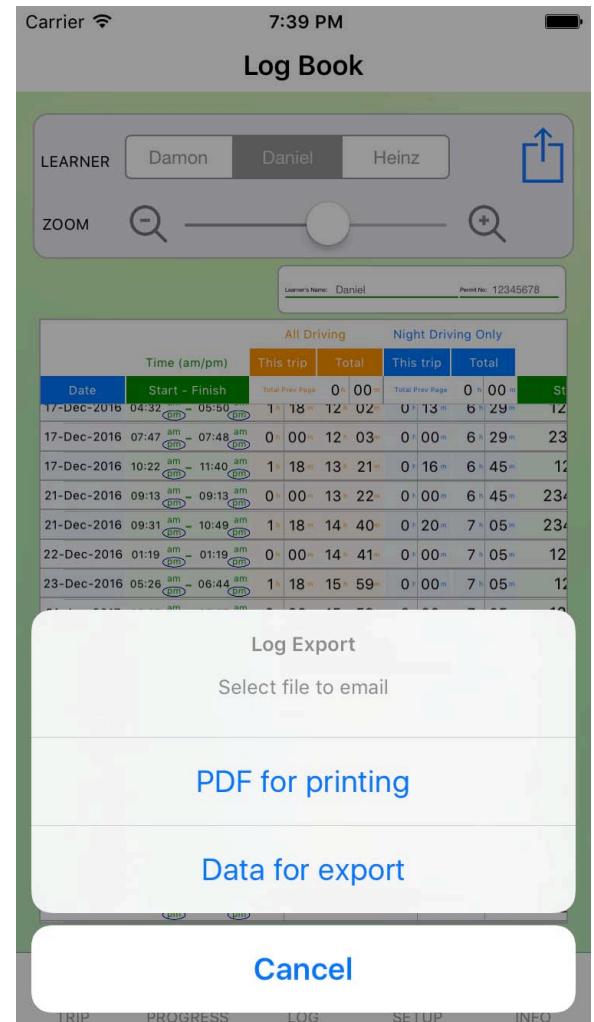
Select **PDF for printing** to print a replica of the full logbook.

- An email is composed with the log represented as a PDF file attachment
- This printout is in the same format as the official logbook and can now be easily transcribed

Select **Data for export** to send the underlying log data to another device or user.

- If you are using iCloud for storage, there is no need to export the log to your other devices, as the same data is accessible to all devices using your AppleID

IMPORTANT: If you are not using iCloud, it is recommended that you regularly export the log data to your email account, just in case something happens to your device.

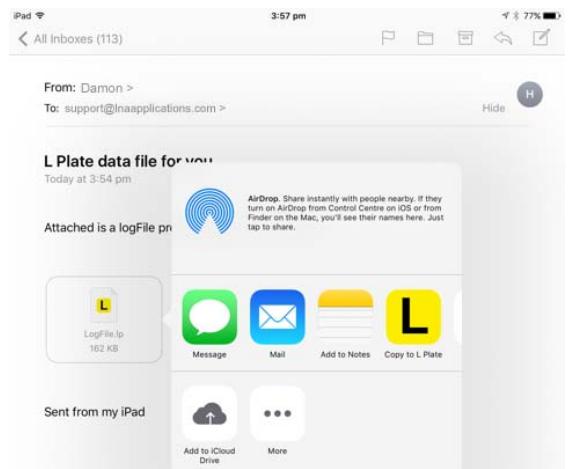


3.3 Importing log data

Email the log data to the device you wish to open it in, as per 3.2.

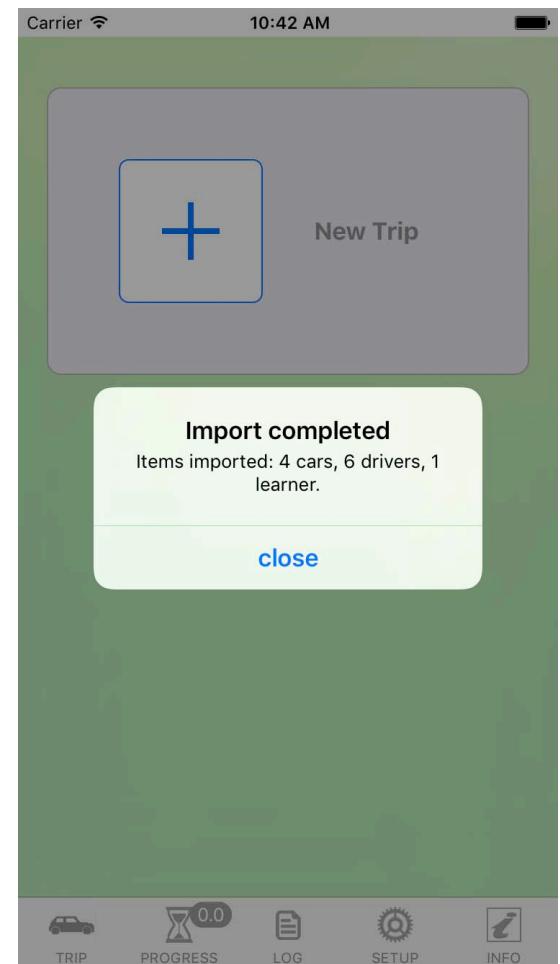
On the device, open the email and tap the attachment

- If the device has L Plate installed you will see a Copy to L Plate icon



Tap the **Copy to L Plate** icon to open **L Plate** and import the file

- Once the file is imported, an alert will appear reporting how many learner, driver and car profiles have been imported



4. Setup

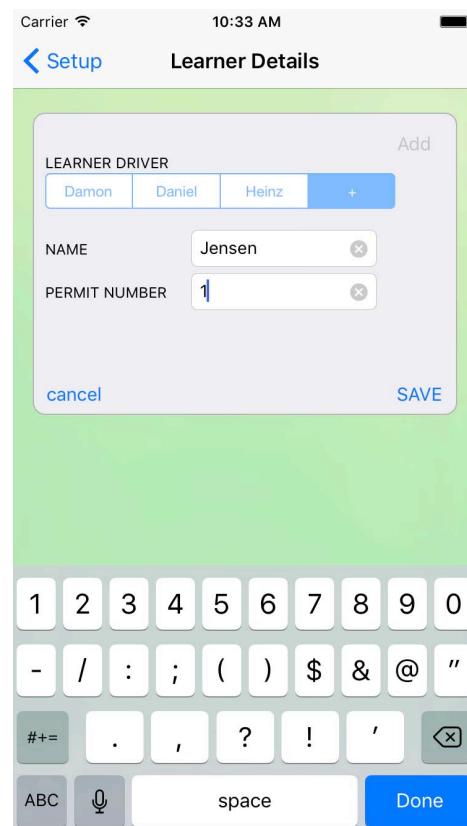
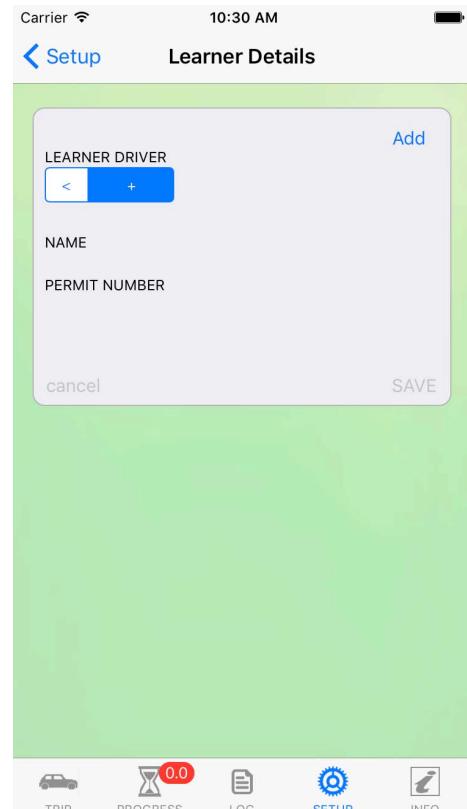
4.1 Adding a Learner Driver

Tap the **Setup** Tab and select **Learner Details**

Select the **+** **Learner Driver** item and tap **Add**

Complete the **Name** and **Permit Number**

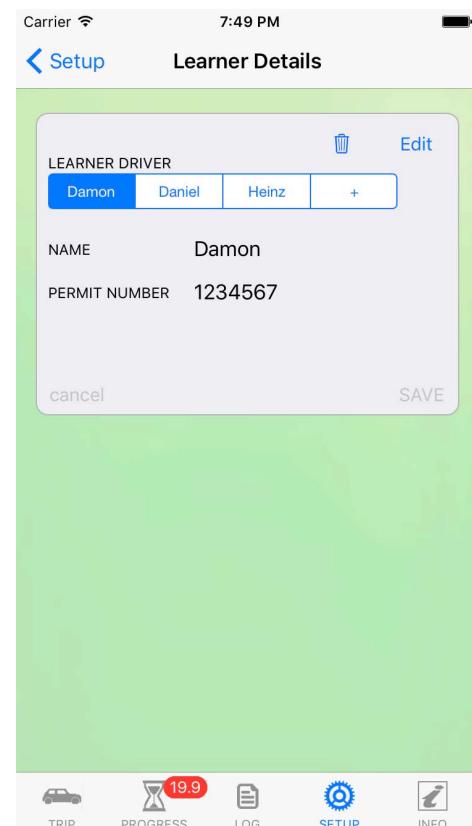
After all details are correct, tap **Save**



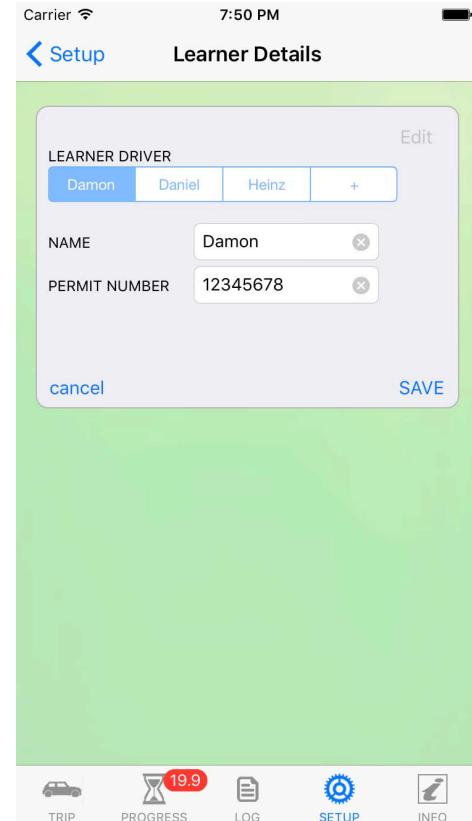
4.1.1 Editing a Learner Driver

Tap the **Setup** Tab and select **Learner Details**.

Select the **Learner Driver** you wish to edit and tap **Edit**



Modify the **Name** and **Permit Number** fields as required and tap **Save**

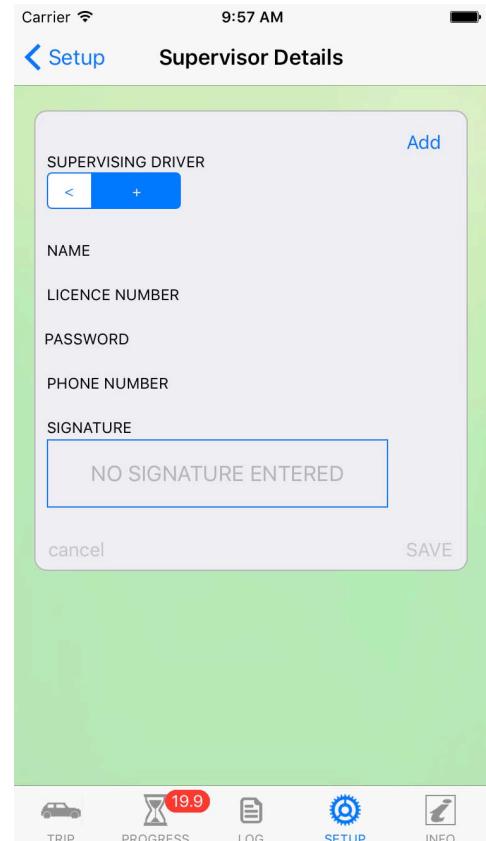


4.2 Adding a Supervising Driver

Tap the **Setup** Tab and select **Supervisor Details**

Select the **+** **Supervising Driver** item and tap **Add**

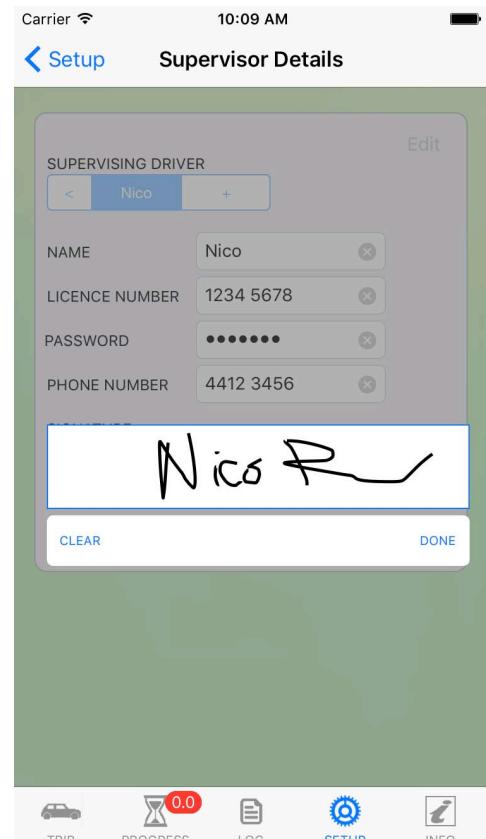
- Complete the **Name**, **Licence Number** and **PhoneNumber** fields
- If the supervisor wishes to be the only person who can select their profile for a driving session, have them enter a password
- When their profile is selected for a driving session, they will then need to enter their password



Also have the supervisor enter their signature

- Tap the **Signature** panel and have the driver trace out their signature in the white space provided, then tap **Done**
- After all details are correct, tap **Save**

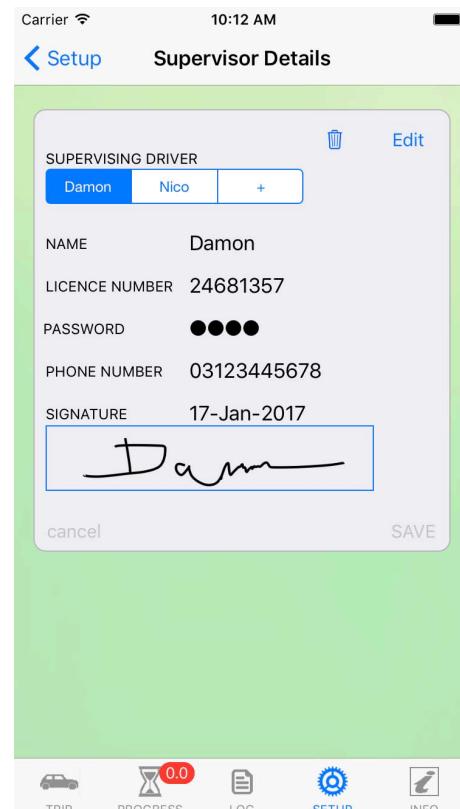
Repeat the above steps to add additional supervisors



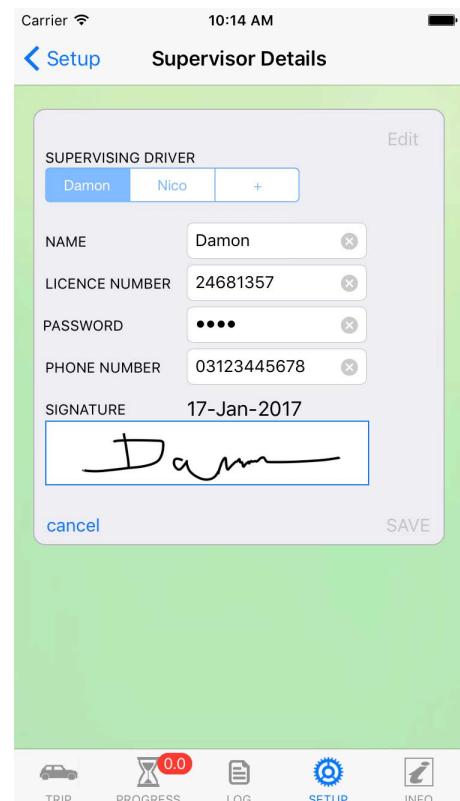
4.2.1 Editing a Supervising Driver

Tap the **Setup** Tab and select **Supervisor Details**. Select the driver you wish to edit and tap **Edit**.

If the profile is password protected, the password will need to be entered. For security purposes, if the password is forgotten, the profile will need to be deleted and recreated. No log information is lost in this process

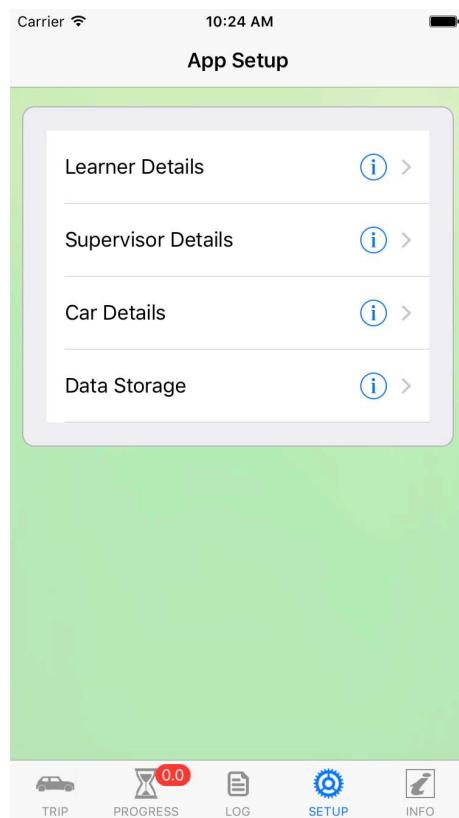


Modify the **Name, Licence Number, Password, Phone Number** and **Signature** fields as required and tap **Save**



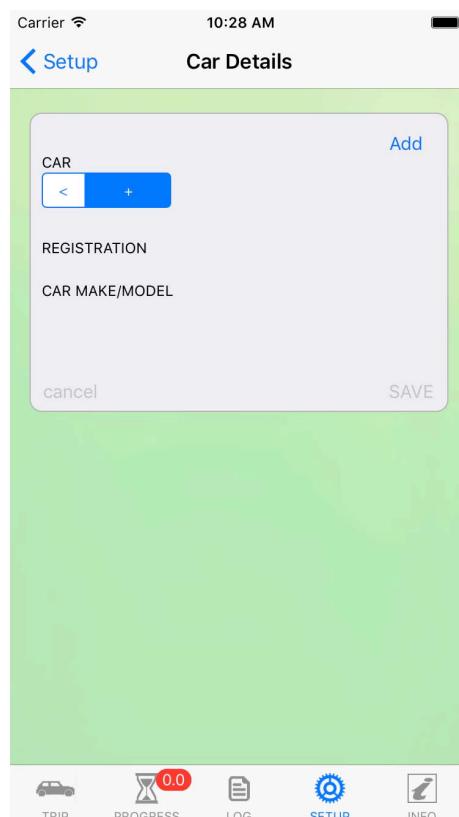
4.3 Adding a car

Tap the **Setup** Tab and select **Car Details**



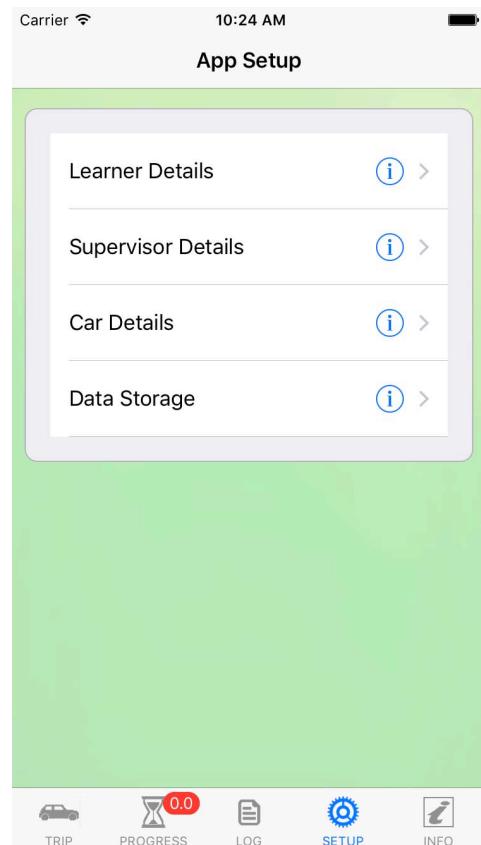
Select the **+** **Car** item and tap **Add**

Complete the **Registration** and **Car Make/Model** fields and tap **Save**



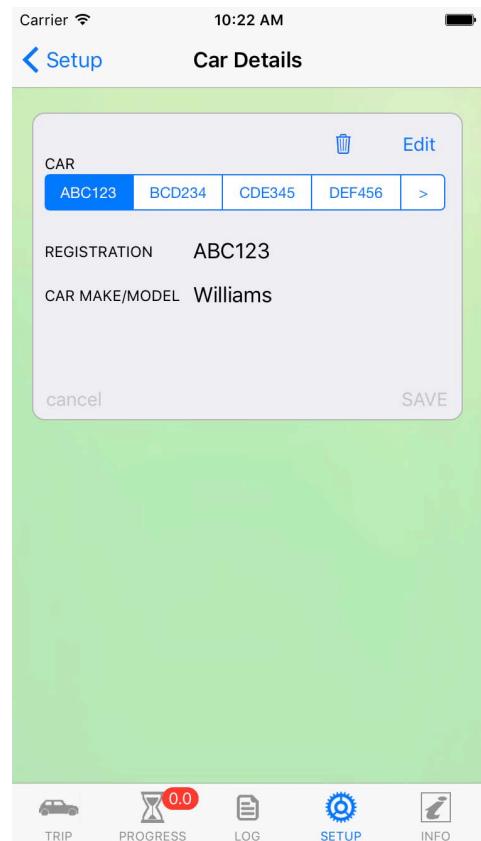
4.3.1 Editing a car

Tap the **Setup** Tab and select **Car Details**



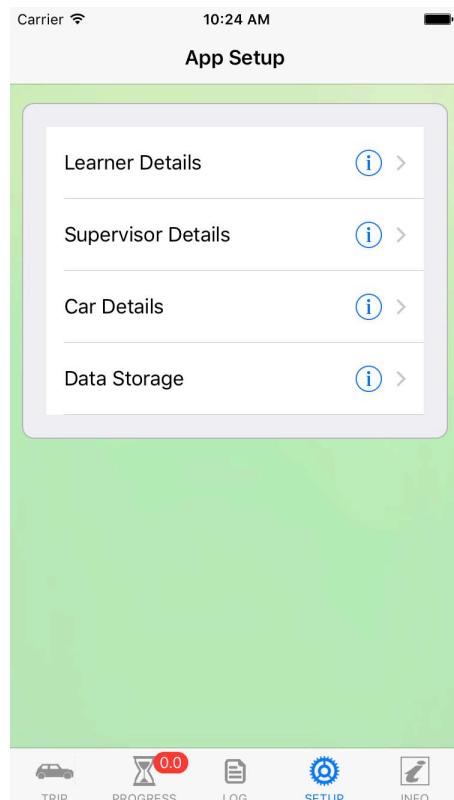
Select the car you wish to edit and tap **Edit**

Modify the **Registration** and **Car Make/Model** fields and tap **Save**



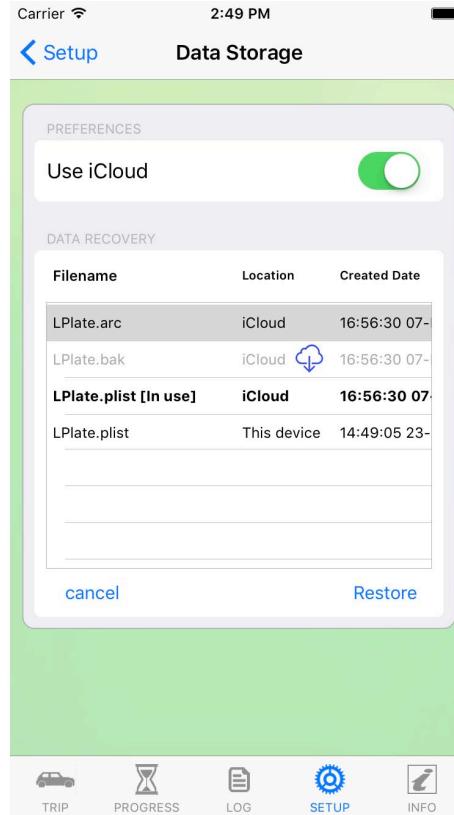
4.4 Managing Data Storage

Tap the **Setup** Tab and select **Data Storage**



Select whether you want to save data in iCloud or only locally on the device by using the **Use iCloud** switch

- It is best to use iCloud as that will allow sharing between your devices and less likelihood of losing data should something go wrong with a device
- A number of backup files are maintained by the app and can be reverted to should you make an editing mistake, etc. In the **Data Recovery** table, select a file by tapping on it and then tap **Restore**



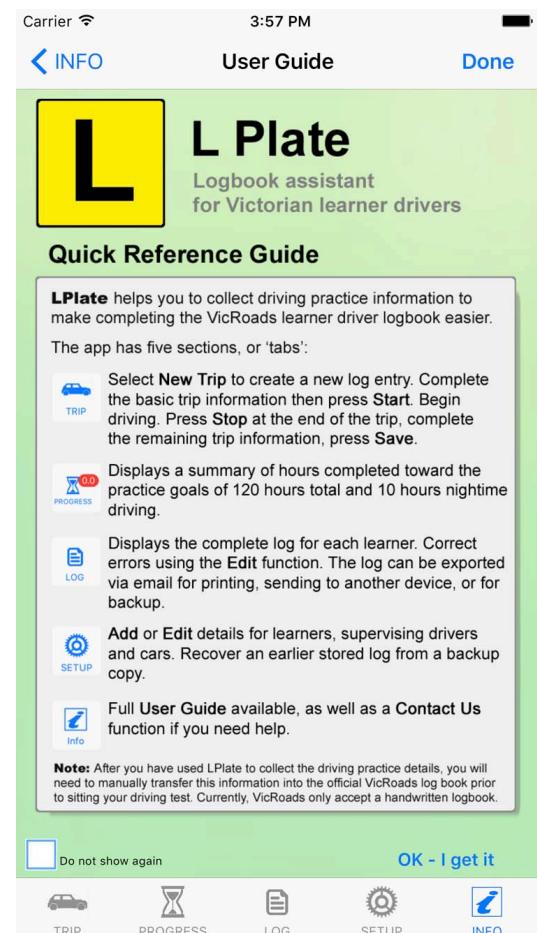
5. Info

5.1 Quick Reference Guide

When **L Plate** is run for the first time, a **Quick Reference Guide** is displayed to help new users

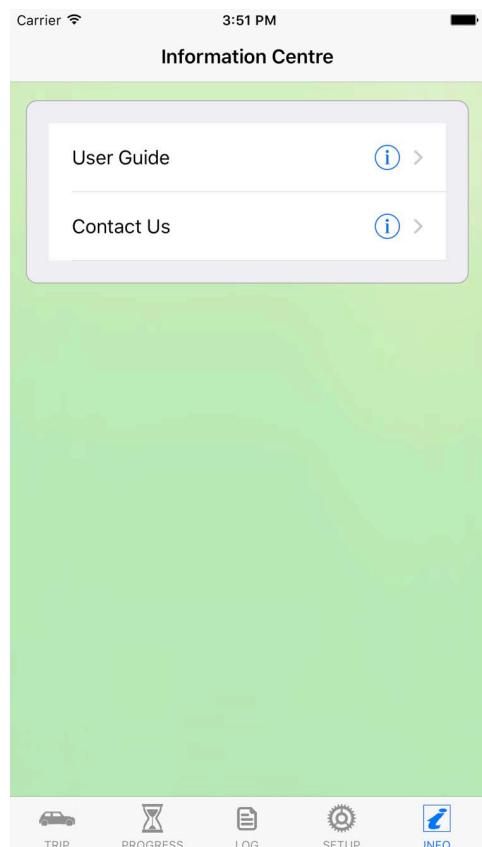
If you don't wish to see this guide again, tick the **Do Not Show Again** checkbox

To dismiss this guide, tap **OK – I get it**



5.2 User Manual

Tap the **Info** tab and then tap **User Guide**



Carrier 3:51 PM

Information Centre

User Guide >

Contact Us >

TRIP PROGRESS LOG SETUP INFO

The **User Manual** is displayed

Swipe left or right to move between pages

To zoom in to see more detail, tap the page to reveal the zoom tool

Carrier 4:00 PM

INFO User Guide Done

L Plate

USER MANUAL

App Functionality

L Plate assists you to collect details about your learner driving practice sessions. It makes completing your VicRoads logbook easier.*

Available tabs:

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TRIP PROGRESS LOG SETUP INFO

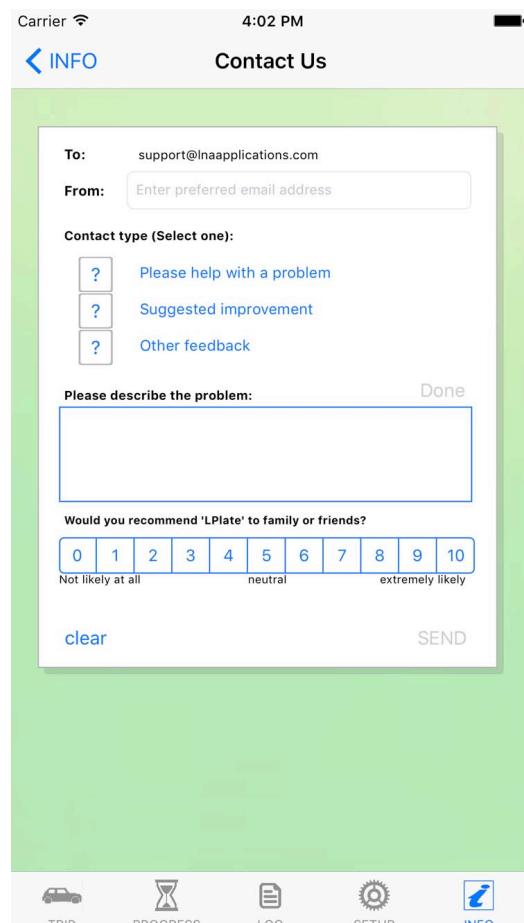
5.3 Contact Us

Tap the **Info** tab and then tap **Contact Us** to display the contact form

- Optionally enter a preferred contact email address in the **From** field
- Select the **Contact Type** and type your comment or question in the **Please describe the problem** panel
- We would love to hear how you rate the app, so please rate the app by choosing a number from **0** to **10**

Tap **Send** when the information is complete

- An email is composed for you based on the information from the form, so when that appears, tap **Send** to forward this information to us
- We will respond as soon as we are able



Support

If you have a problem using **L Plate**, or have an idea for an improvement, please email us at:

support@lnaapplications.com

Intellectual Property

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VicRoads is the road and traffic authority in the state of Victoria, Australia.