

# 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:

- |                 |  |
|-----------------|--|
| <b>TRIP</b>     | Select <b>New Trip</b> to create a new log entry. Complete the basic trip information then tap <b>Start</b> . Begin driving. Tap <b>Stop</b> at the end of the trip, complete the remaining trip information, then tap <b>Save</b> . |
| <b>PROGRESS</b> | Displays a summary of hours completed toward the practice goals of 120 hours total and 10 hours night driving.   |
| <b>LOG</b>      | 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.  |
| <b>SETUP</b>    | Add or Edit details for learners, supervising drivers and cars. Recover an earlier stored log from a backup copy.  |
| <b>INFO</b>     | 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

Carrier 7:08 PM

**New Trip**

**LEARNER** Damon Daniel Heinz

**SUPERVISOR** David Nico

**CAR** ABC 123 1AB 2CD DEF 456 1DE 3FG

**START ODOMETER** ???

**START TIME** 07:08:01 PM 07-Feb-2017

**START**

cancel

TRIP PROGRESS LOG SETUP INFO

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!

Carrier 7:13 PM

CAR ABC 123 1AB 2CD DEF 456 1DE 3FG

START ODOMETER 12345

START TIME 07:12:23 PM 07-Feb-2017

STOP

STOP ODOMETER ???

STOP TIME 07:12:37 PM 07-Feb-2017

Parking & Traffic Road Weather & Light SAVE

Local Streets ☐ Dry Weather

Main Roads ☐ Wet Weather

Inner City ☐ Daytime

Freeway ☐ Dawn / Dusk

Arterial Highway ☐ Night-time

Arterial Other

Local

cancel

TRIP PROGRESS 0.0 LOG SETUP INFO

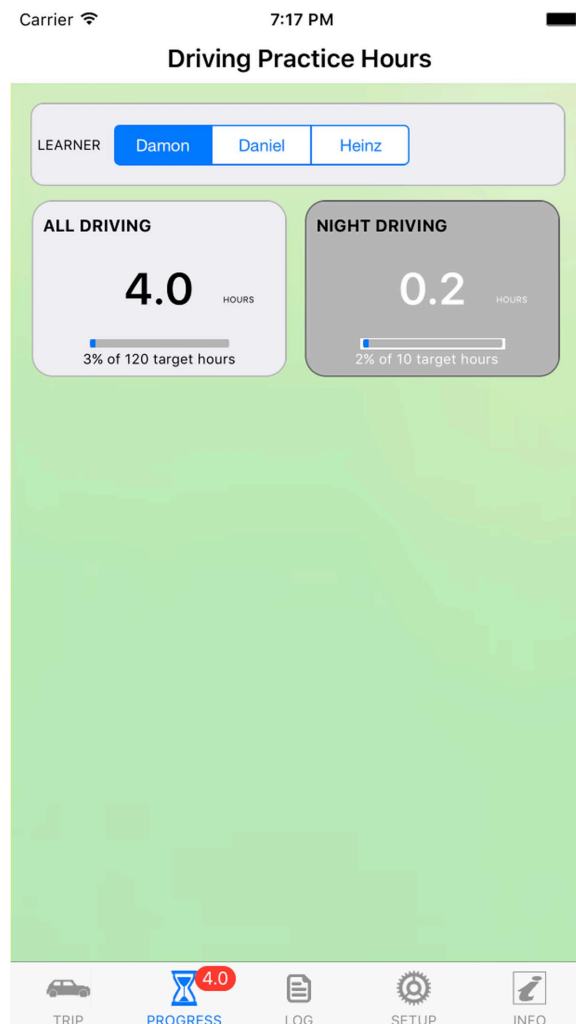
## 2. Progress

### 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





## 3.2 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

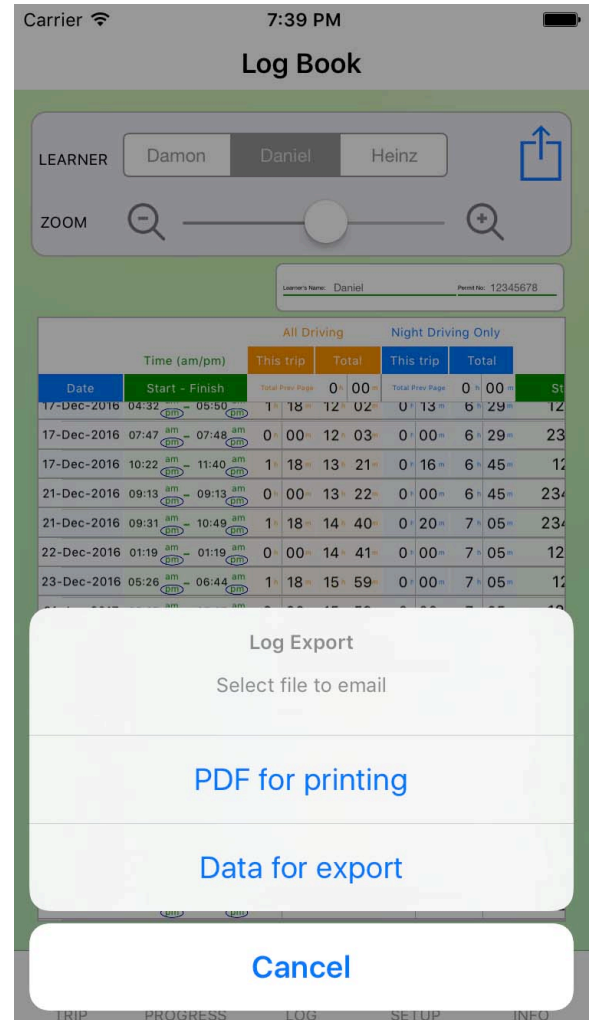
Select **PDF for printing** to print a replica of the full logbook.

- 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.

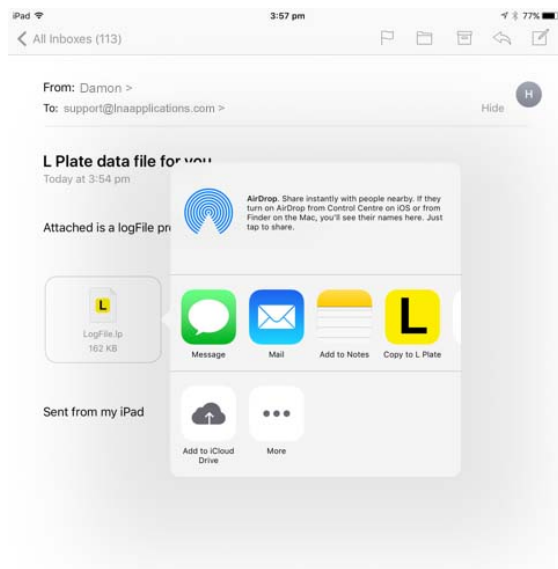


### 3.3 Importing log data

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

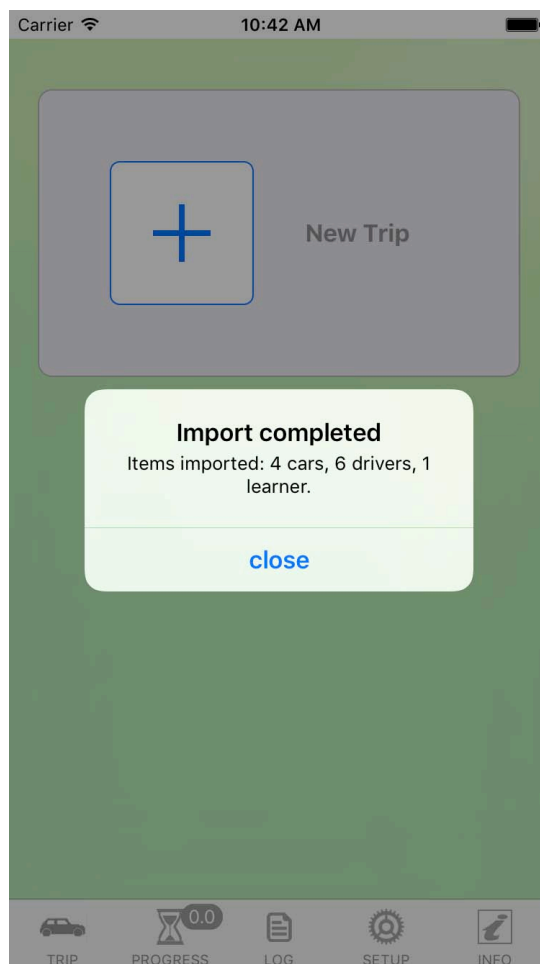
On the device, open the email and tap the attachment

- 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**

The image displays two sequential screenshots of the 'Learner Details' screen in the L Plate app. The top screenshot shows the initial state where the 'LEARNER DRIVER' section has a blue '+ Add' button. Below this are empty input fields for 'NAME' and 'PERMIT NUMBER'. At the bottom of the form are 'cancel' and 'SAVE' buttons. The bottom screenshot shows the form after data entry. The 'LEARNER DRIVER' section now includes a list of names: 'Damon', 'Daniel', and 'Heinz', followed by a blue '+ Add' button. The 'NAME' field contains 'Jensen' and the 'PERMIT NUMBER' field contains '1'. The 'cancel' and 'SAVE' buttons remain at the bottom. A standard iOS keyboard is visible at the bottom of the screen in the second screenshot.

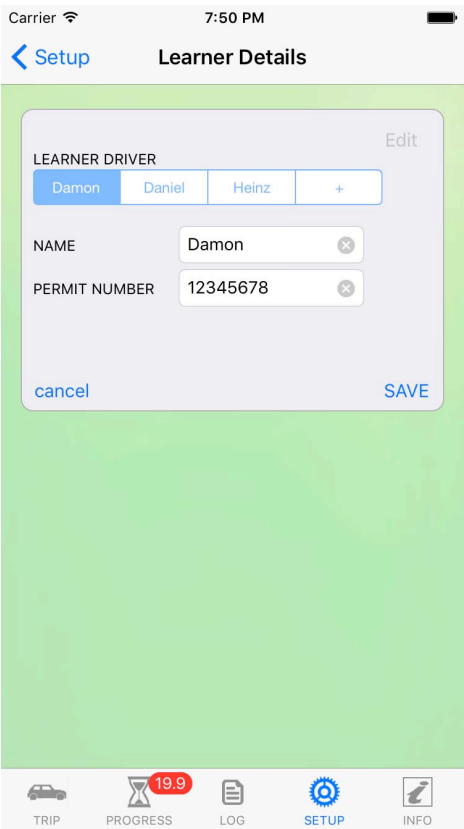
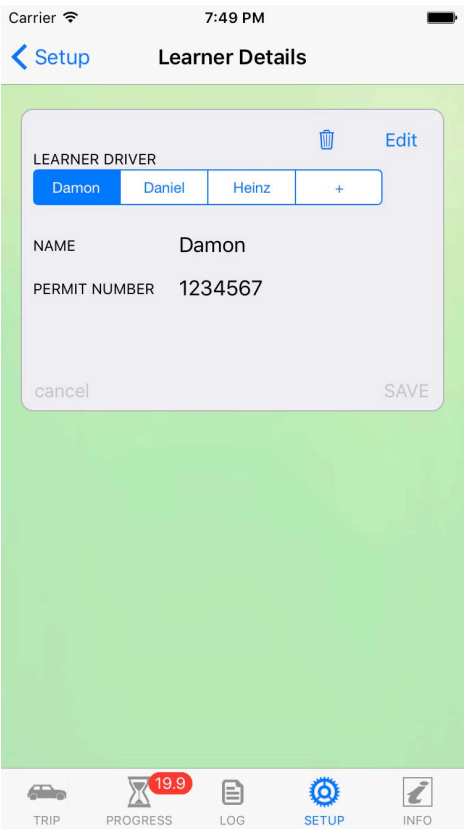


# 4.1.1 Editing a Learner Driver

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

Carrier 9:57 AM

< Setup Supervisor Details

Supervising Driver Add

< +

NAME

LICENCE NUMBER

PASSWORD

PHONE NUMBER

SIGNATURE

NO SIGNATURE ENTERED

cancel SAVE

TRIP PROGRESS LOG SETUP INFO

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

Carrier 10:09 AM

< Setup Supervisor Details

Supervising Driver Edit

< Nico +

NAME Nico

LICENCE NUMBER 1234 5678

PASSWORD .....

PHONE NUMBER 4412 3456

Nico R

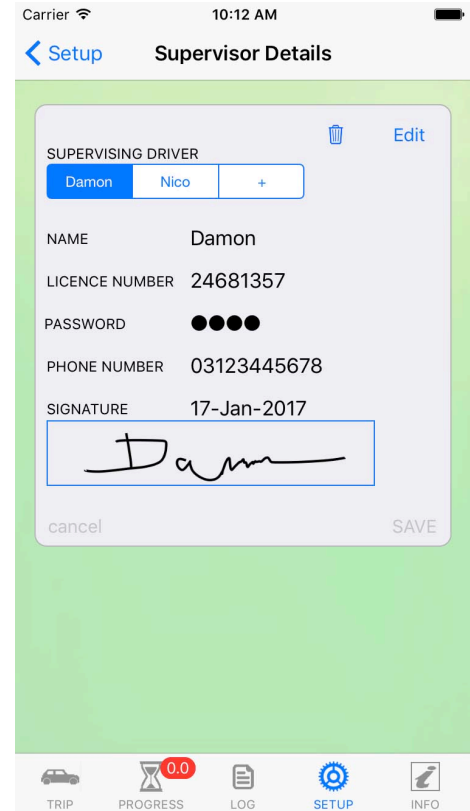
CLEAR DONE

TRIP PROGRESS LOG SETUP INFO

## 4.2.1 Editing a Supervising Driver

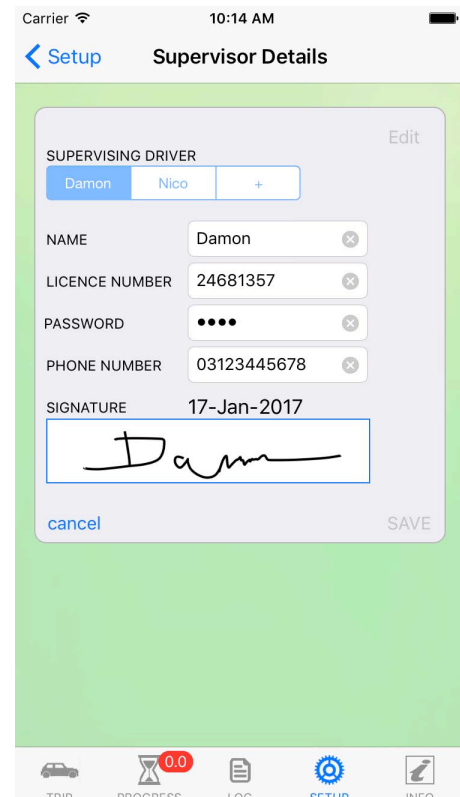
Tap the **Setup** Tab and select **Supervisor Details**. Select the driver you wish to edit and tap **Edit**.

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.



The screenshot shows the 'Supervisor Details' screen in the 'Edit' mode. At the top, there's a status bar with 'Carrier', signal strength, and '10:12 AM'. Below it, a navigation bar has a back arrow, 'Setup', and 'Supervisor Details'. The main content area is titled 'SUPERVISING DRIVER' and features a list of drivers: 'Damon' (selected), 'Nico', and a '+' button. Below this, the details for 'Damon' are shown: NAME (Damon), LICENCE NUMBER (24681357), PASSWORD (masked with dots), PHONE NUMBER (03123445678), and SIGNATURE (17-Jan-2017). A signature box contains a handwritten signature. At the bottom of the form are 'cancel' and 'SAVE' buttons. The bottom navigation bar includes icons for TRIP, PROGRESS (with a '0.0' badge), LOG, SETUP (highlighted), and INFO.

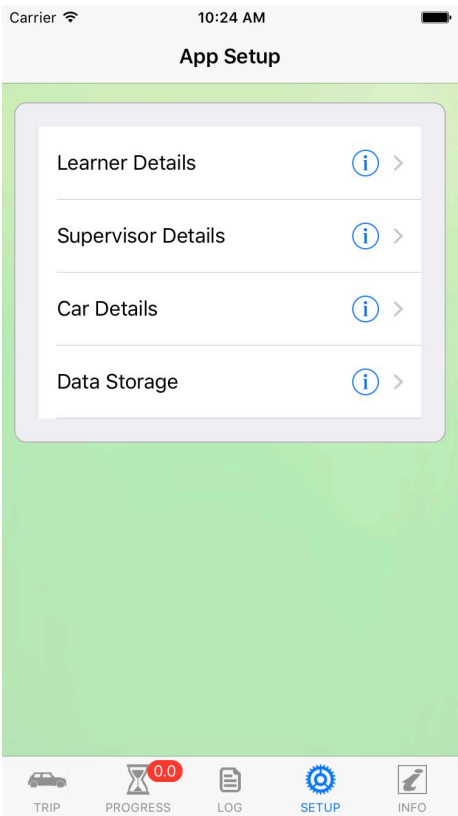
Modify the **Name**, **Licence Number**, **Password**, **Phone Number** and **Signature** fields as required and tap **Save**.



This screenshot is similar to the one above but shows the 'Edit' mode for the 'Damon' driver. The fields for NAME, LICENCE NUMBER, PASSWORD, and PHONE NUMBER are now text input fields with 'x' icons to clear them. The SIGNATURE field shows a date '17-Jan-2017' and a signature box with a handwritten signature. The 'cancel' and 'SAVE' buttons are at the bottom of the form. The bottom navigation bar is the same as in the previous screenshot, with 'SETUP' highlighted.

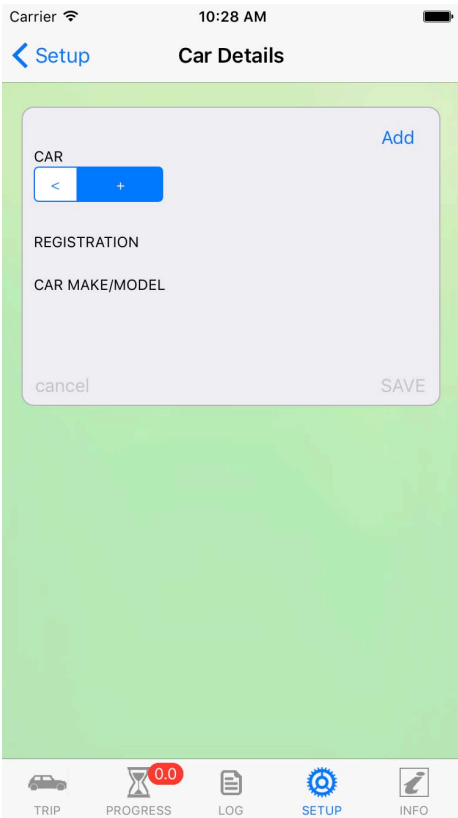
## 4.3 Adding a car

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



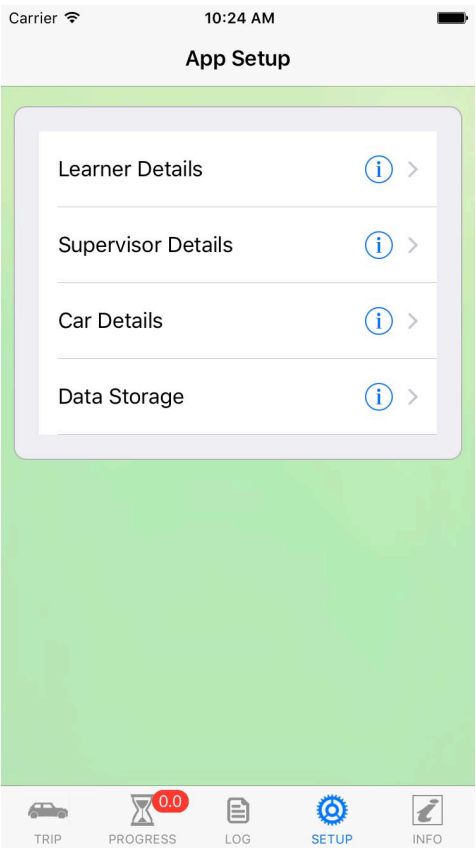
Select the **+ Car** item and tap **Add**

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



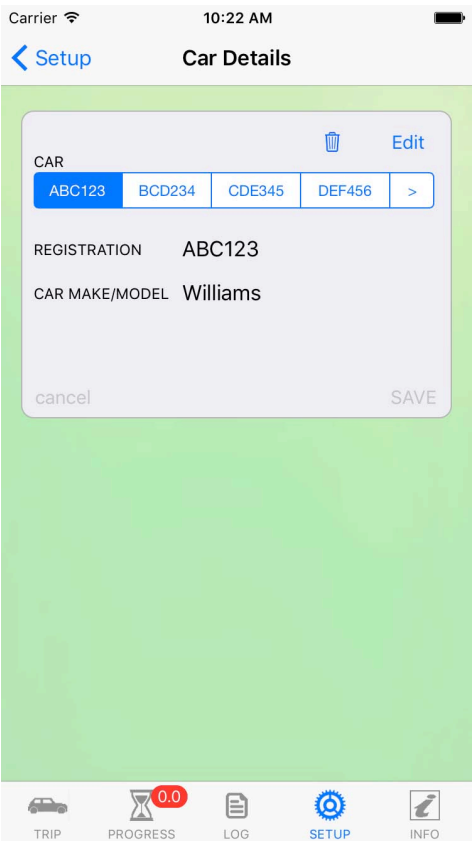
### 4.3.1 Editing a car

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



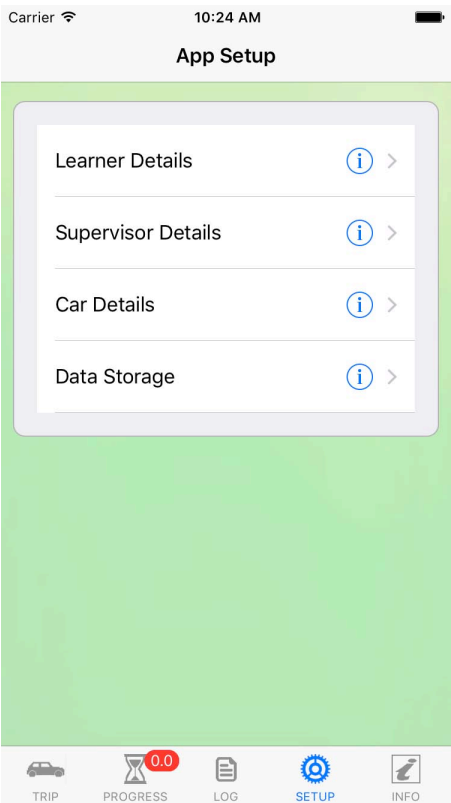
Select the car you wish to edit and tap **Edit**

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



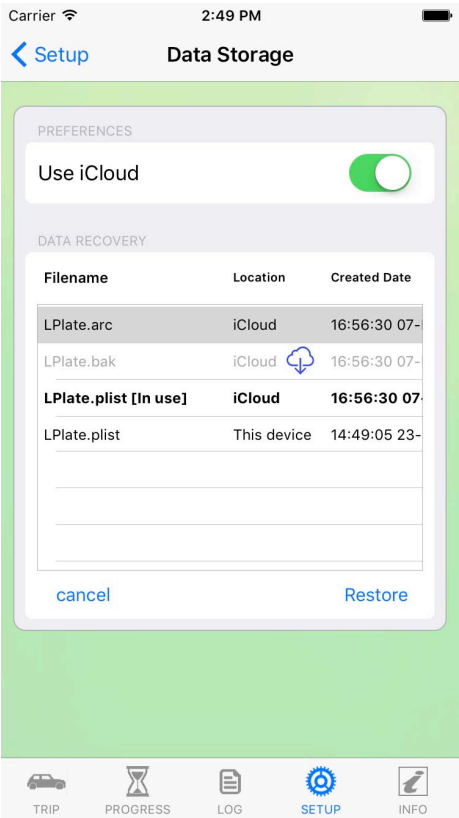
# 4.4 Managing Data Storage

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**



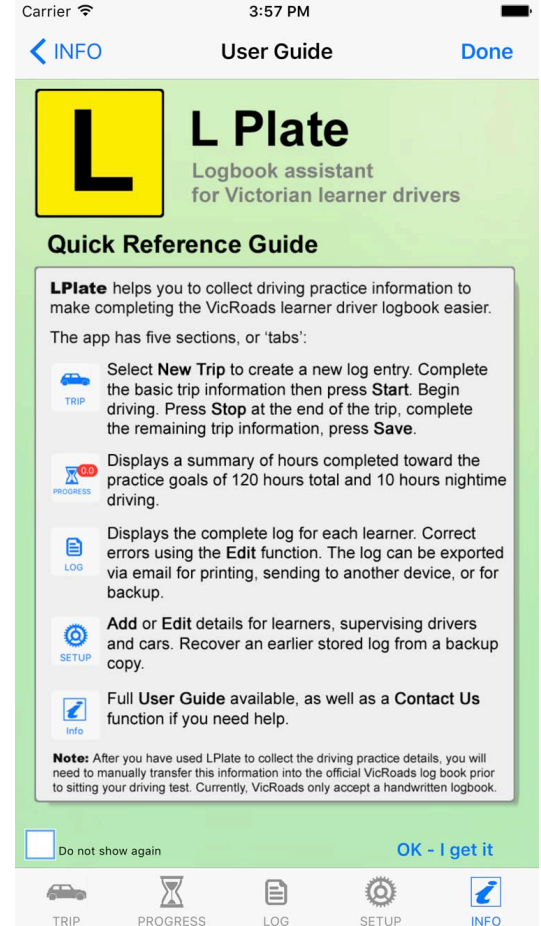
## 5. Info

### 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**



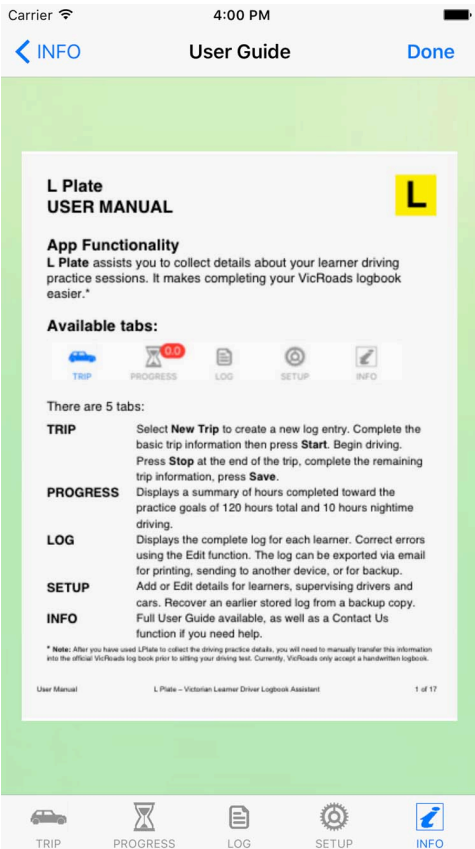
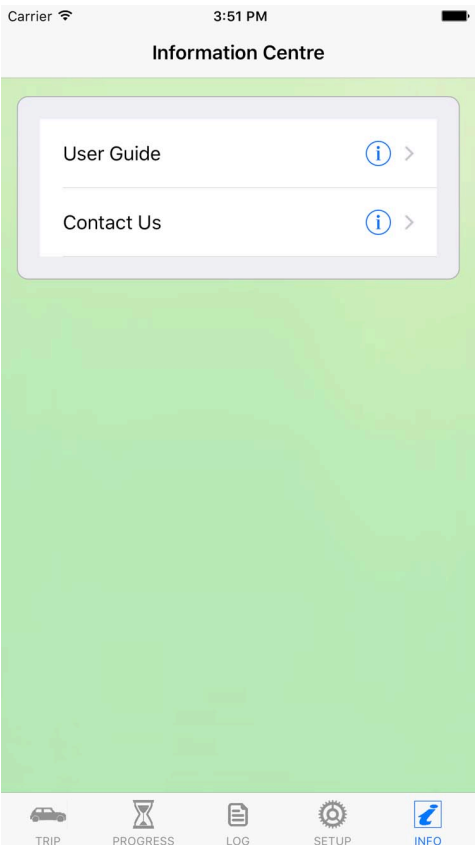
# 5.2 User Manual

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

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





## 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

The screenshot shows the 'Contact Us' form within the LPlate app. At the top, the status bar shows 'Carrier', signal strength, and the time '4:02 PM'. Below the status bar, there is a navigation bar with a blue back arrow and the word 'INFO', and the title 'Contact Us'. The form itself is a white box with a light green border. It contains the following fields and options:

- To:** support@lplateapplications.com
- From:** A text input field with the placeholder 'Enter preferred email address'.
- Contact type (Select one):** Three radio button options: 'Please help with a problem', 'Suggested improvement', and 'Other feedback'.
- Please describe the problem:** A large text area with a 'Done' button in the top right corner.
- Would you recommend 'LPlate' to family or friends?:** A horizontal row of 11 buttons numbered 0 to 10. Below the buttons, the text 'Not likely at all' is under button 0, 'neutral' is under button 5, and 'extremely likely' is under button 10.
- clear** and **SEND** buttons at the bottom of the form.

At the bottom of the screen, there is a navigation bar with five icons and labels: 'TRIP' (car icon), 'PROGRESS' (hourglass icon), 'LOG' (document icon), 'SETUP' (gear icon), and 'INFO' (info icon).

## Support

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

[support@lnaapplications.com](mailto:support@lnaapplications.com)

## Intellectual Property

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