

**WEB SDID
User Guide**

1 DOCUMENT RELEASE

This is a controlled document

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2 REVISION HISTORY

Version	Author	When	Description of Version
1.0	Alan Nicholson	14/6/11	First release
1.1	Peter Mcalpine	27/09/13	Update to allow 72 hours for entry of data. Added URL.
1.2	Saeed Sadeghi	16/01/15	Pictures updated with new web site. Import and Export sections Added.

3 AUTHORISATION

Project Name:	IAP		
Project Manager:	Alan Nicholson		
I have reviewed the information contained in this Policy and Procedure and agree:			
Name	Role	Signature	Date (DD/MM/YYYY)
Alan Nicholson	Technical Director		
David Grundy	Managing Director		
Stephen Grundy	Marketing Director		

The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to Pinpoint Privacy and Procedure document

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1. Introduction.

This site provides functionality to enter Self Declaration (SD)data for vehicles operating under the Intelligent Access Program. The site is web bases and is designed to work on most modern Smart Phones as well as normal PC access. The site has the following functions.

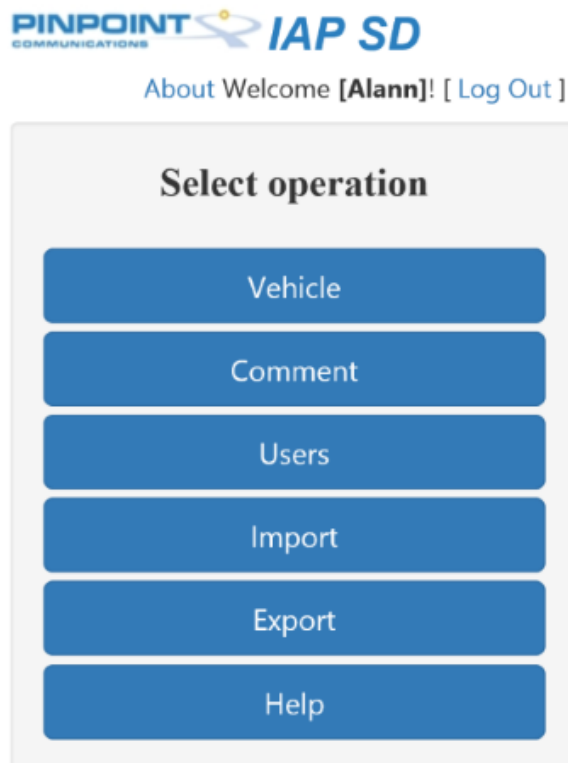
- Enter Total Combined Mass values. (TCM).
- Enter Comments.
- Manage Users. (Master Login Only).
- Import SD Records.
- Export SD Records.
- Select Export to export SD records to CSV file.

2. Logging In.

The site requires a login to access information. User names must be 5 characters minimum. Passwords must be 6 characters and contain one upper case and lower case letter and a number. Example “funAt1”.

The URL to log into is <https://avm.pinpointcomms.com.au/webSD>

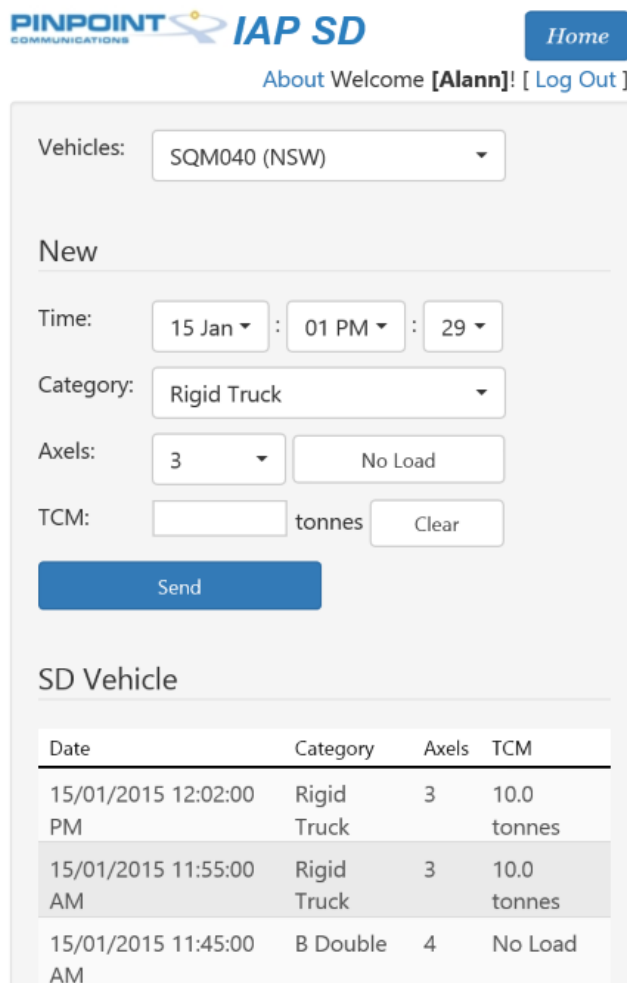
After Logon the following screen will be displayed.



- Select Vehicle to enter a TCM entry.
- Select Comment to enter a Comment entry.
- Select Users to add or modify users (Master Login Only).
- Select Import to import SD records from CSV files.
- Select Export to export SD records to CSV file.
- Select Help to view this manual online.

3. TCM Entry.

After Login or after selection of the SD Vehicle menu the following screen is displayed. This screen allows entry of TCM values and displays the most recent 5 entries for the last week. TCMs must be entered every 24 hours while the vehicle is operation.



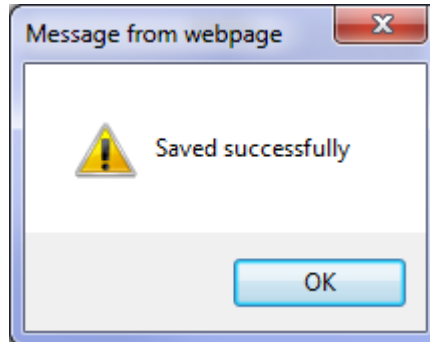
The screenshot shows the IAP SD web interface. At the top left is the PINPOINT COMMUNICATIONS logo. To the right is the text 'IAP SD' and a 'Home' button. Below this is a navigation bar with 'About Welcome [Alann]! [Log Out]'. The main content area contains a 'Vehicles:' dropdown menu with 'SQM040 (NSW)' selected. Below this is a 'New' section with the following fields: 'Time:' with three dropdowns for '15 Jan', '01 PM', and '29'; 'Category:' with a dropdown menu showing 'Rigid Truck'; 'Axels:' with a dropdown menu showing '3' and a 'No Load' button; and 'TCM:' with an input field, the text 'tonnes', and a 'Clear' button. A blue 'Send' button is located below these fields. At the bottom of the form is an 'SD Vehicle' section containing a table of recent entries.

Date	Category	Axels	TCM
15/01/2015 12:02:00 PM	Rigid Truck	3	10.0 tonnes
15/01/2015 11:55:00 AM	Rigid Truck	3	10.0 tonnes
15/01/2015 11:45:00 AM	B Double	4	No Load

3.1 To enter a TCM:

- Select your vehicle. (Note the vehicle selection is remembered and will be automatically selected).
- Enter the time. Note SD Vehicle entries must be made within 72 hours of the event. Time entries are restricted to within the last 72 hours, must be no earlier than the last entry and must not be in the future.
- Select Category

- Enter the TCM value in Tonnes.
- Select Clear to clear the TCM value.
- Select “No Load” to send a no load status.
- Press the Send Button.



“Saved Successfully” will be displayed to indicate the transaction was successful.

If the entry was not successful, for example entering a record earlier than the last TCM entry, the following will be displayed.

A screenshot of a web form titled "New". The form contains several input fields: "Time" with dropdowns for "14 Jan", "12 PM", and "03"; "Category" with a dropdown menu showing "Rigid Truck"; "Axels" with a dropdown menu showing "3" and a "No Load" button; and "TCM" with an empty input field, the unit "tonnes", and a "Clear" button. Below the form, there is a red error message: "Entry error: type TCM and the time cannot be earlier than the last entry". At the bottom of the form is a blue "Send" button.

4 Comment Entry.

Selecting the SD Comment menu displays the following screen. This screen allows entry of comments and displays the most recent 5 entries from the last week. Comments are entered as required typically to explain why a route deviation was required.

Vehicles: SQM040 (NSW) ▾

New

Time: 15 Jan ▾ : 11 AM ▾ : 54 ▾

Category: Road Closure ▾

Message:
Enter a short message

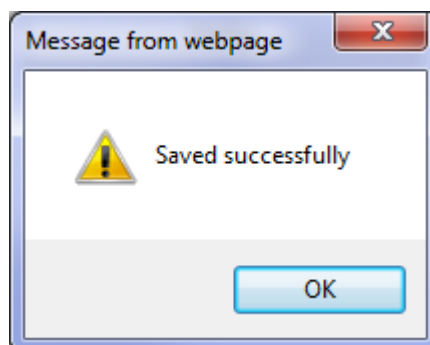
Send

SD Comment

Date	Category	Comments
15/01/2015 11:47:00 AM	Road Closure	Heavy Traffic
14/01/2015 11:47:00 AM	Road Closure	Good
13/01/2015 11:46:00 AM	Road Closure	Accident

4.1 To enter a Comment:

- Select your vehicle. (Note the vehicle selection is remembered and will be automatically selected next logon).
- Enter the time. Note SD Comment entries must be made within 72 hours of the event. Time entries are restricted to within the last 72 hours and must not be in the future.
- Select Category
- Enter a message if required.
- Press the Send Button.

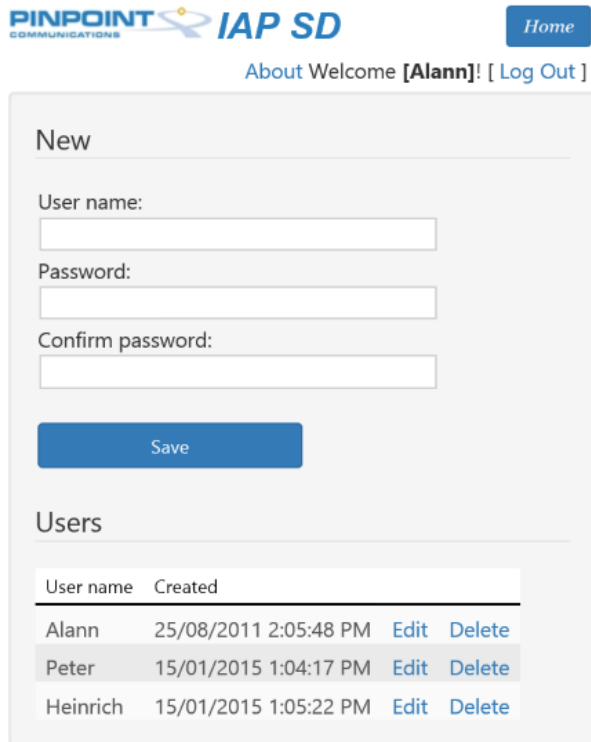


The "Saved Successfully will be displayed to indicate the transaction was successful.

5 User Management.

If you are a master user for your company the Users menu will be visible.

Selecting the User menu displays the following screen. This screen displays a list of current users and allows the master user to add or edit users of the site.

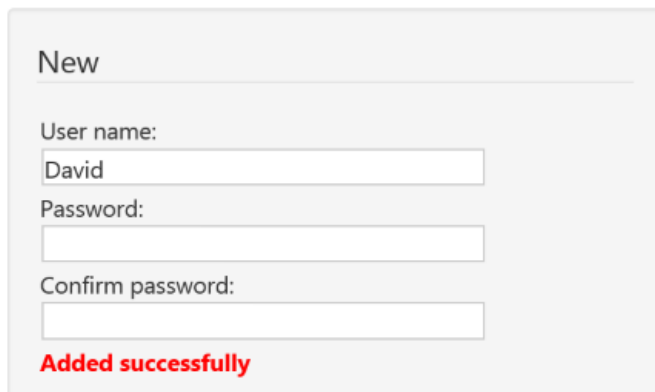


The screenshot shows the IAP SD user management interface. At the top left is the PINPOINT COMMUNICATIONS logo. To its right is the text 'IAP SD' and a 'Home' button. Below this is a welcome message: 'About Welcome [Alann]! [Log Out]'. The main content area is divided into two sections. The first section is titled 'New' and contains three input fields: 'User name:', 'Password:', and 'Confirm password:'. Below these fields is a blue 'Save' button. The second section is titled 'Users' and contains a table with the following data:

User name	Created		
Alann	25/08/2011 2:05:48 PM	Edit	Delete
Peter	15/01/2015 1:04:17 PM	Edit	Delete
Heinrich	15/01/2015 1:05:22 PM	Edit	Delete

5.1 To Add a user.

- Enter the user name and password. (Note User names must be 5 characters. Passwords must be at least 6 characters and contain one upper case and lower case letter and a number. Example “funAt1”).
- Select Save.



The screenshot shows the IAP SD user management interface with the 'New' user form. The 'User name:' field contains the text 'David'. The 'Password:' and 'Confirm password:' fields are empty. Below the form, a red message reads 'Added successfully'.

The user will be added to the list and “Added successfully will be displayed to indicate the transaction was successful.

5.2 To Edit or Delete a user

- Select the Edit or Delete option next to the user.
- Change the details and select save.

Note: Only one master user is allocated to each transport operator and the user name and password are set by Pinpoint staff.

6 Import SD Records.


You can import SD records from CSV file. Select Import from Selection Operation menu displays the following screen:



Import Records

Please select a CSV file to import:

After selecting CSV file, the web site validates SD records. If there was any problem, the related record(s) highlighted:



[Home](#)
 About Welcome **[Alann]**! [Log Out]

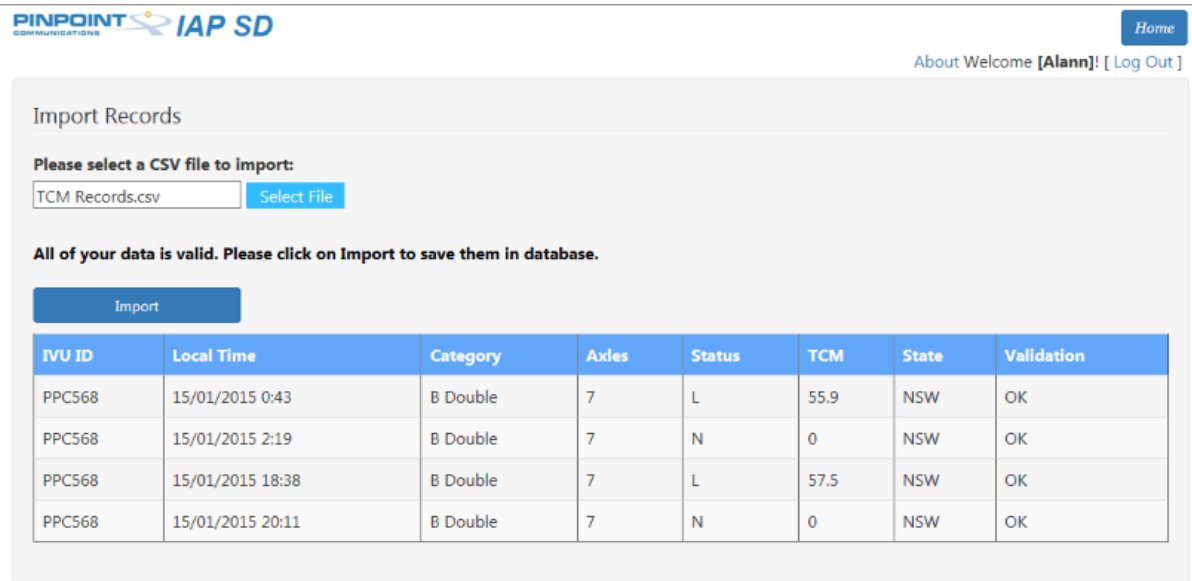
Import Records

Please select a CSV file to import:

Validation failed with 2 errors

IVU ID	Local Time	Category	Axles	Status	TCM	State	Validation
PPC568	15/01/2015 10:43	B Double	7	L	55.9	NSW	The time must be later than the last entry
PPC568	15/01/2015 22:19	B Double	7	N	0	NSW	OK
PPC568	11/01/2015 19:38	B Double	7	L	57.5	NSW	The time must be later than the last entry The time cannot be more than 72 hours past
PPC568	15/01/2015 23:11	B Double	7	N	0	NSW	OK

In this case, you should fix the problem and then try to import again. If all SD records were OK, Import button will be displayed. Click on Import button to commit importing SD records:



PINPOINT COMMUNICATIONS IAP SD [Home](#)

About Welcome **[Alann]** [Log Out]

Import Records

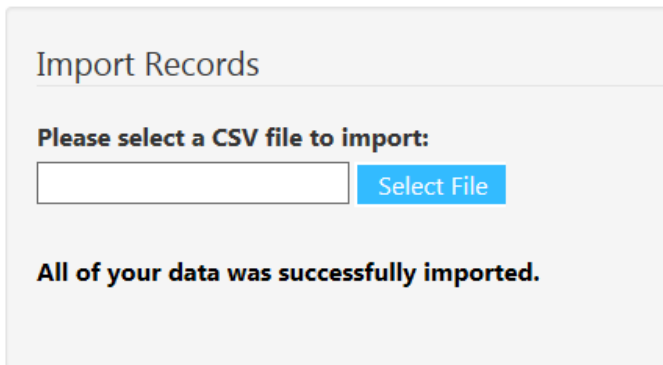
Please select a CSV file to import:

TCM Records.csv

All of your data is valid. Please click on Import to save them in database.

IVU ID	Local Time	Category	Axes	Status	TCM	State	Validation
PPC568	15/01/2015 0:43	B Double	7	L	55.9	NSW	OK
PPC568	15/01/2015 2:19	B Double	7	N	0	NSW	OK
PPC568	15/01/2015 18:38	B Double	7	L	57.5	NSW	OK
PPC568	15/01/2015 20:11	B Double	7	N	0	NSW	OK

When all SD records imported successfully, the following message will display:



Import Records

Please select a CSV file to import:

All of your data was successfully imported.

7 Export SD Records

For exporting SD records to CSV file, Select Export from Selection Operation menu. Then set the time period by selecting Start Date and End Date (click on their text boxes, the calendar will pop up) and next, click on Export:

Export Records

Start Date:

End Date:

January 2015

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Export Records

Start Date:

End Date:

If there were any records, the web browser will ask you to save CSV file:

