Government of **Western Australia**
Department of **Transport**
and Major Infrastructure

Empowering a
thriving community

Learn&Log user guide



Acknowledgment of Country

The Department of Transport and Major Infrastructure acknowledges the Traditional Custodians of the land throughout Western Australia and pays our respects to Elders past and present.

We acknowledge the members of all Aboriginal communities, their cultures and continuing connection to Country throughout the State.

About this Report

The information contained in this publication is provided in good faith and believed to be accurate at time of publication.

The State shall in no way be liable for any loss sustained or incurred by anyone relying on the information.

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Alternative formats

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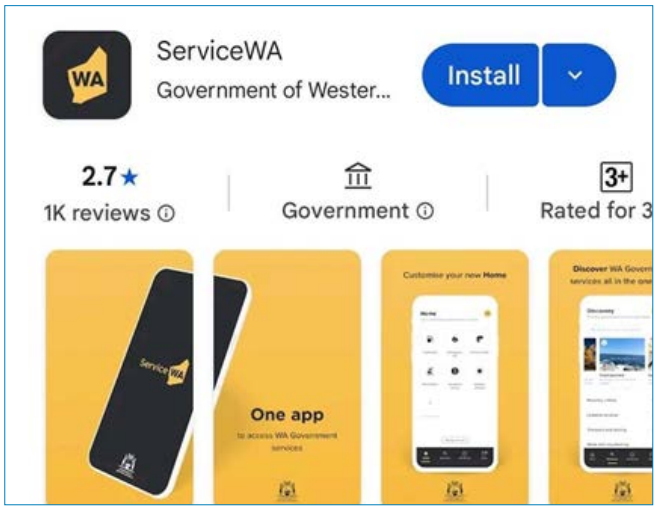


Before starting to use Learn&Log

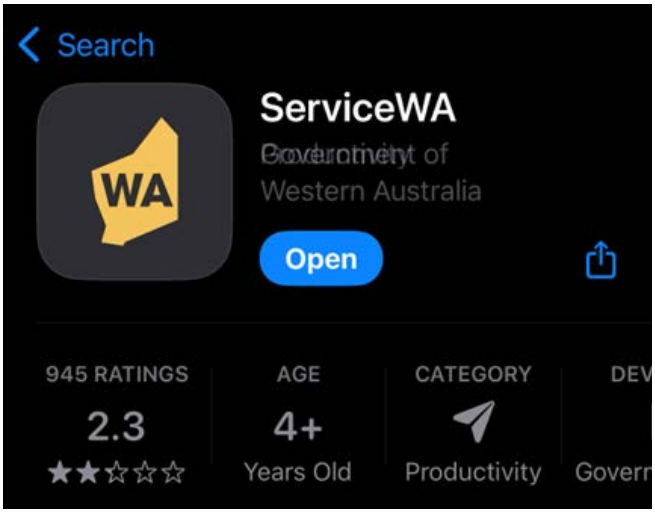
How to access Learn&Log

Learn&Log can be accessed within the ServiceWA mobile application (app). You can get the ServiceWA mobile app on your Android or IOS device by downloading it from the relevant app store. Examples of ServiceWA's application page can be seen below.

Android*



IOS / Apple iPhone*



**How application and App store is displayed may vary slightly depending on the setting, model, and dimensions of your device.*

Setting up the ServiceWA mobile application

To access the Learn&Log transport service you will need to log in with your Digital ID (myID). If you do not have a Digital ID, you will need to create one.

A detailed guide of how set up your Digital ID can be found at the link below:

ServiceWA app: Get your Digital ID

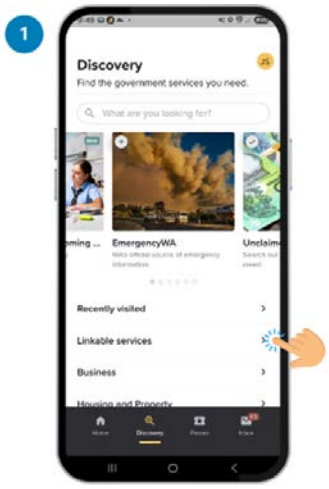
Once you have created your Digital ID and can log into ServiceWA, you can setup the ServiceWA app, refer link below for more information:

ServiceWA app (www.wa.gov.au)

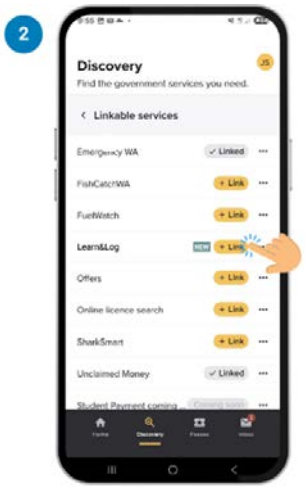
Once ServiceWA is fully set-up, you are ready to use Learn&Log.

Accessing the Learn&Log service for the first time

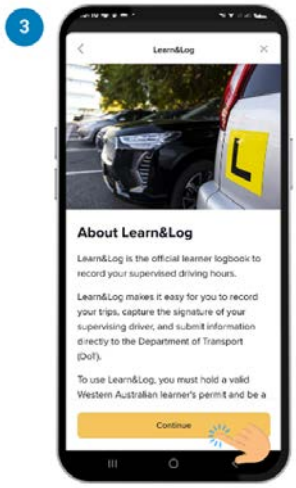
1. From the ServiceWA ‘Discovery’ tab, tap the ‘Linkable services’ button.



2. On the ‘Linkable services’ screen, tap the Learn&Log ‘link’ button.

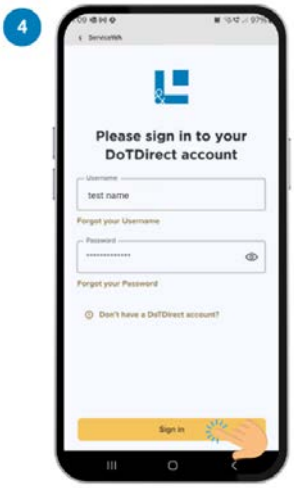


3. The ‘About Learn&Log’ and ‘What you should know’ pages will appear the first time you access the service. Once you have read the required information, tap the ‘continue’ and ‘I agree’ buttons at the bottom of each page respectively to proceed.

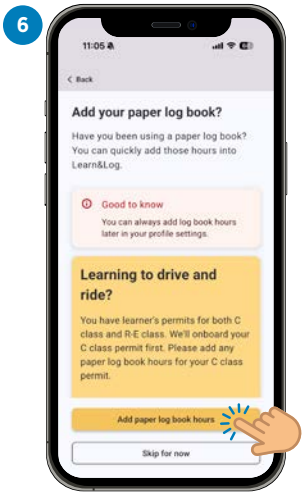


4. You will then be required to sign in to your DoTDirect account with your username and password. You will also be required to complete two-factor authentication (2FA)*.

   * Two-step authentication (2FA) is also referred to as multi-factor authentication (MFA).



5. On the ‘Progress’ page, you will be asked if you would like to add your paper logbook. Tap the ‘Set up’ button to begin.
6. Once on the ‘Add your paper logbook?’ page, you have the option to add in any supervised driving hours to have already recorded in a paper logbook.

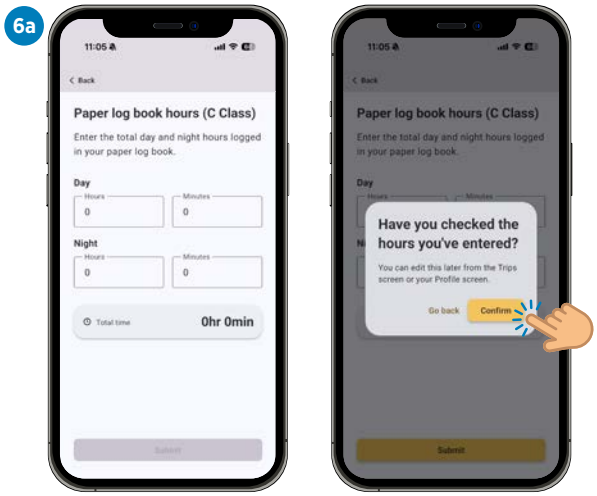


At this point you have three options:

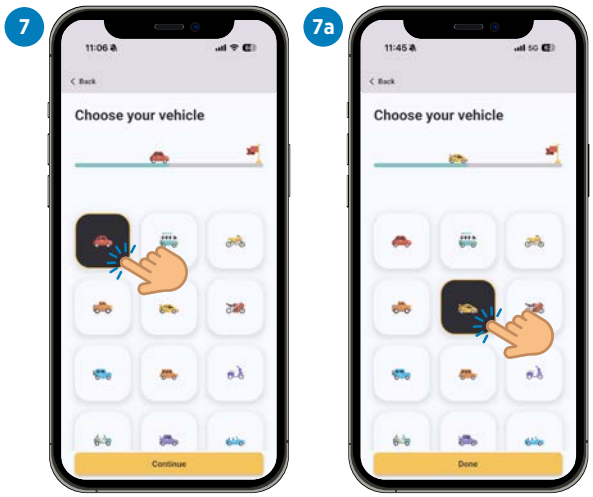
a) **Add paper logbook hours now** — tap ‘Add paper logbook hours’, then on the next screen, add the total sum of day and night driving hours you have recorded in your paper logbook. Then tap ‘Submit paper logbook hours’.

b) **Add paper logbook hours later** — tap ‘Skip for now’ at the bottom of the screen.

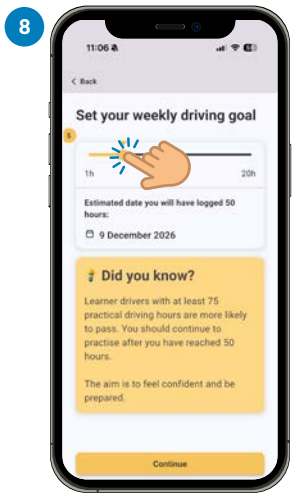
Adding hours into the app is optional, as either way you will still have to present your logbook when you attend your PDA.



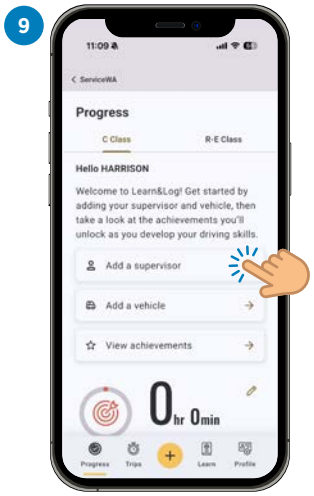
7. On the ‘Choose your vehicle’ screen, you can select an vehicle avatar, this can be changed later, and does not need visually reflect your physical vehicle.
   a) If you want to change the colour of your avatar, just tap it again.
   b) Once you selected your avatar, tap continue.



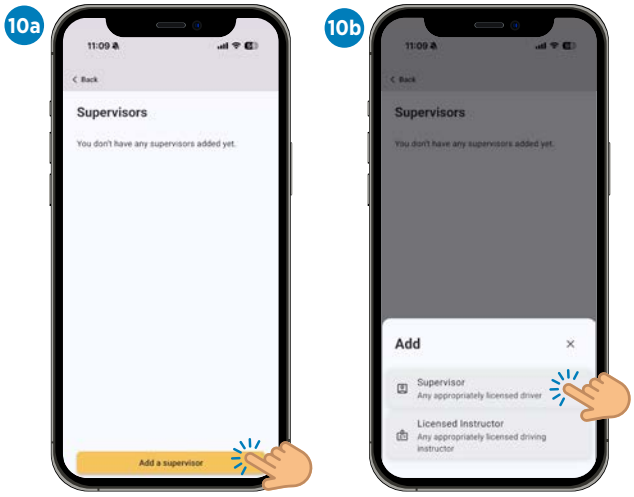
8. On the ‘Set a weekly driving goal’ page, select the estimated number of hours you to aim to drive per week (maximum 20, minimum 1). Once you have selected a value, the screen will give an estimated date of completion. Tap ‘continue’ once you are happy with your selection.



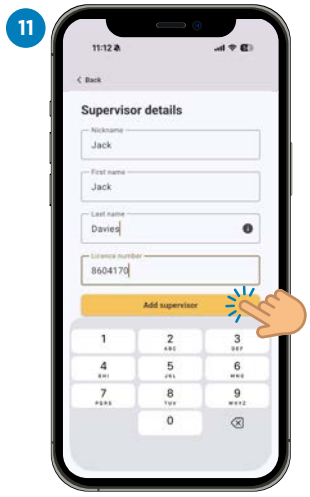
9. You will then be taken back to the ‘Progress’ screen. You will need to add at least one supervisor and one vehicle before you can begin logging trips. Tap ‘add a supervisor’.



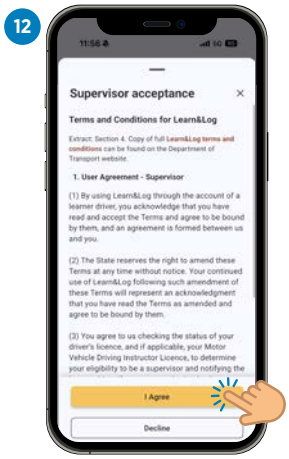
10. On the ‘Supervisors’ screen:
    a) tap the ‘Add a supervisor’ button; then
    b) select whether you want to add a supervisor or a driving instructor.



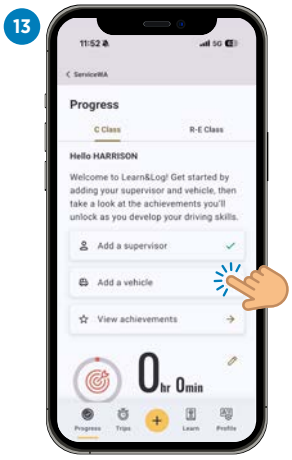
11. On the ‘Supervisor/Instructor details’ screen, enter all the required information. You will need to ask your supervisor or instructor for their licence number or driving instructor number. Then tap ‘add supervisor’.



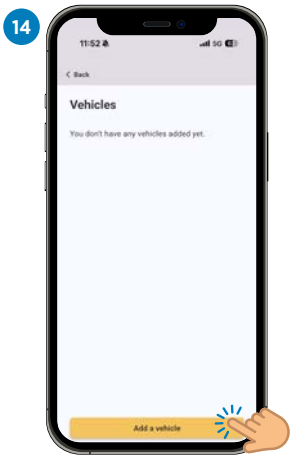
12. Your supervising driver must read the ‘Supervisor acceptance’ page and tap ‘I agree’. Once they have done this, you will be returned to the ‘Supervisor’ screen. Tap ‘back’ in the top left corner to return to the progress screen.



13. On the ‘Progress’ page tap ‘Add a vehicle’.

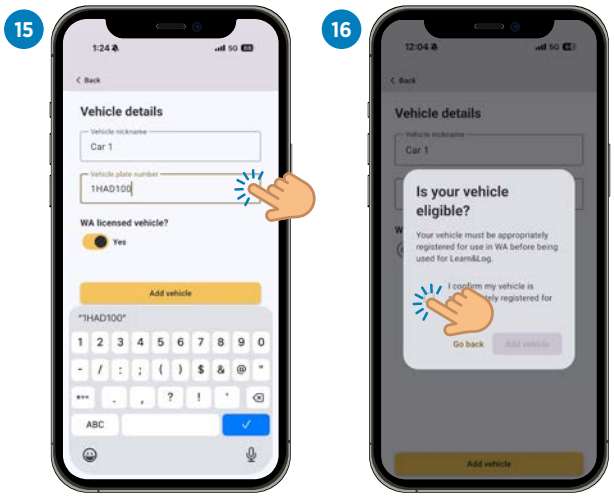


14. On the ‘Vehicles’ page, tap the ‘Add a vehicle’ button.



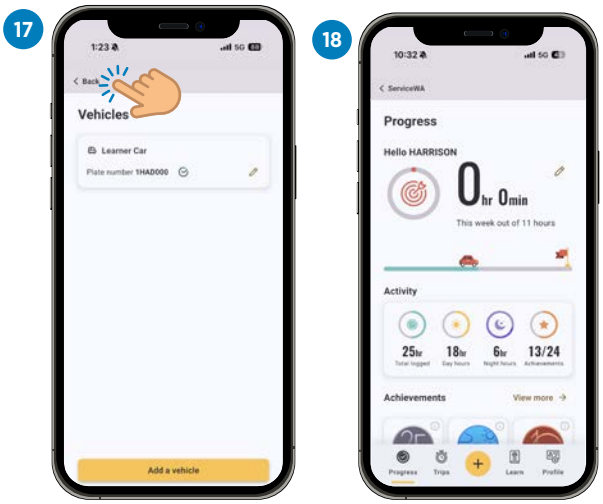
15. Enter the number plate of the vehicle you will be using to log your hours, and give the vehicle a nickname, so you can find it when you begin a trip.

16. If your vehicle is not registered in WA, a pop-up will ask you to confirm that the registration is current, then tap ‘Add vehicle’. You will then be returned to the ‘Vehicles’ page.



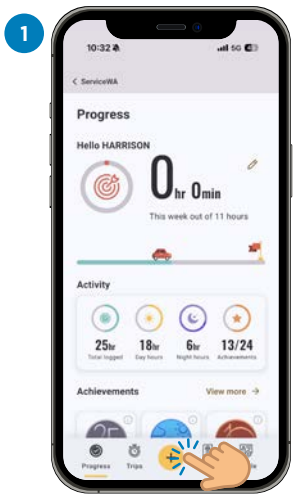
17. Tap ‘back’ at the top of the screen to return to the ‘Progress’ screen.

18. You are now ready to start your first trip!



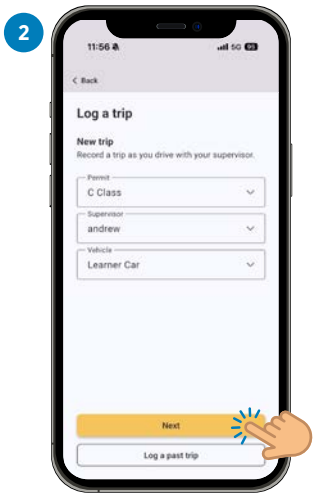
Conducting your first trip

1. Before you start the car you should get ready to record your trip. On the ‘Progress’ screen, tap the ‘Log a trip’ button at the bottom of the screen.

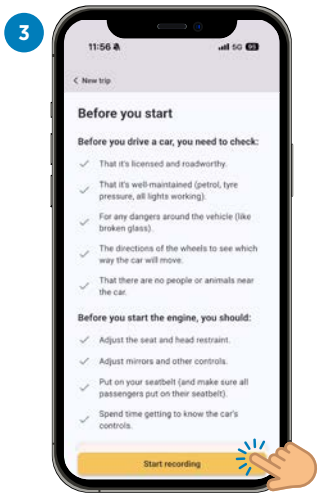


2. Once on the ‘Log a trip’ page, select the:
   a) Permit (if you have multiple, you will need to select the relevant class)
   b) Supervisor or instructor; and
   c) Vehicle.

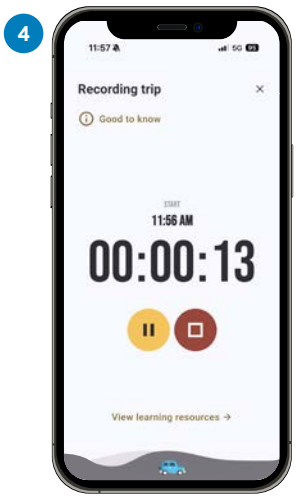
Note: A new supervisor or vehicle can be added during the log a trip process.



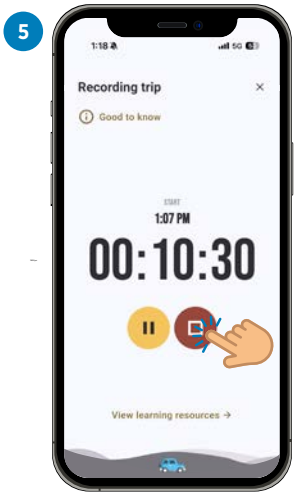
3. On the ‘Before you start’ screen read and follow all the instructions, then tap ‘start recording’.



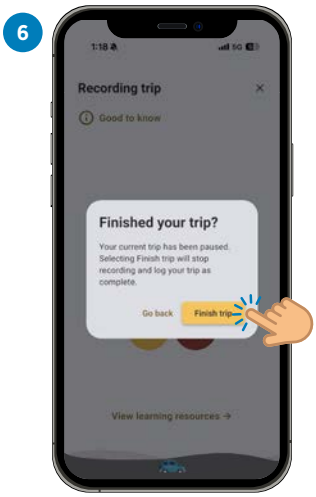
4. The ‘Recording trip’ screen will now appear. Once, a journey has commenced, as long as you do not ‘force stop’ the application, you can lock your phone and Learn&Log will continue to run in the background. Trips shorter than 10 minutes will not be counted towards your logbook total.



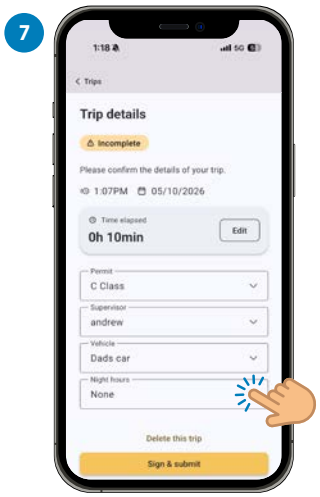
5. Once you have arrived at your destination and parked your vehicle, hit the stop button.



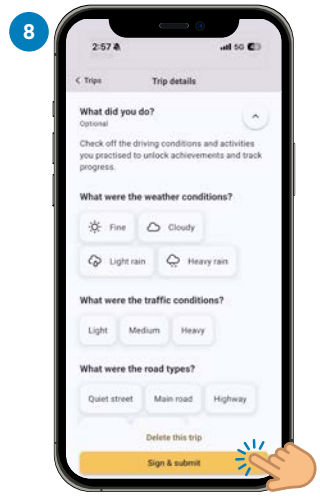
6. When the confirmation box appears, tap ‘Finish trip’ to confirm that the journey has ended.



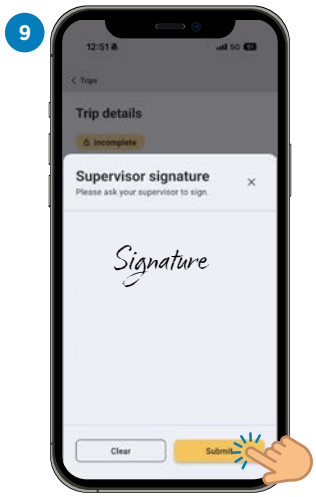
7. On the ‘Trip details’ screen you can review and update certain trip information, such as time and number of night driving hours. You also have the option of adding additional information such as weather conditions, manoeuvres performed, and traffic conditions.



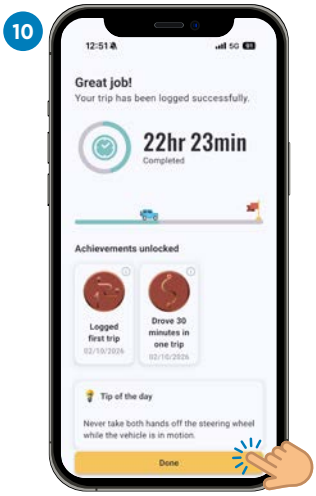
8. Once you have entered all the desired information tap the ‘Sign and submit’ button.



9. Your supervisor or instructor is then required provide their signature and tap the ‘submit’ button.



10. You will be taken to a summary screen where your completed trips will be displayed. Tap ‘Done’ to return to the ‘Progress’ screen. You have now completed your first trip!

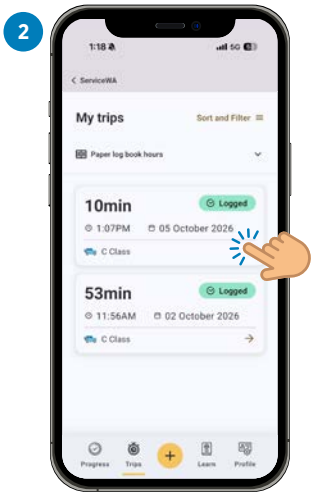


Reviewing your past trips

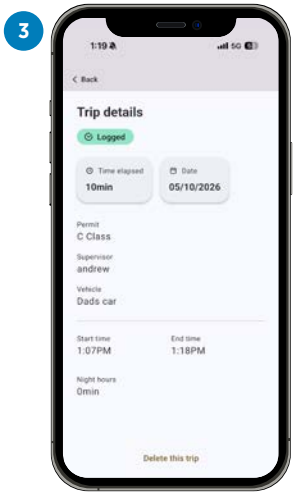
1. Tap the ‘Trips’ menu tab at the bottom of the screen.



2. On the ‘My trips’ screen you can see a list of all your previously completed journeys. Tapping a specific journey will allow you to view more information about the trip.

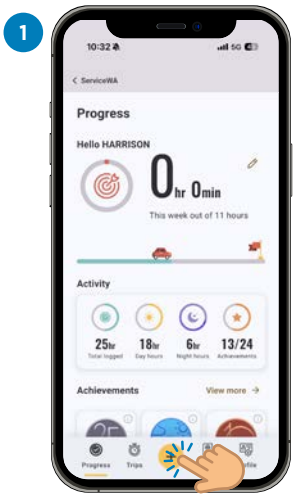


3. The amount of trip information on this screen may vary depending on how much additional information you entered at end of the specific trip, but can include things such as weather conditions, traffic conditions, manoeuvres practiced, and other trip notes.

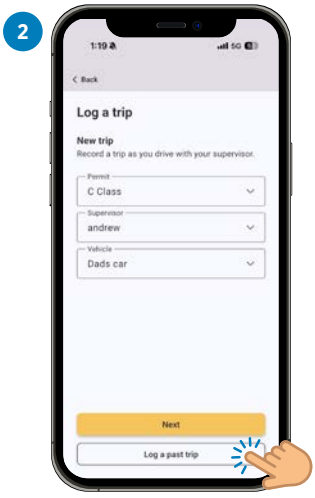


Adding a past trip

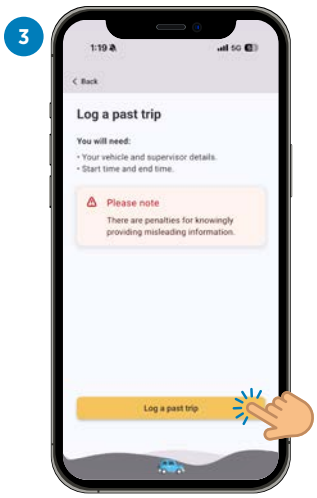
1. On the ‘Progress’ screen, tap the ‘Log a trip’ button at the bottom of the screen.



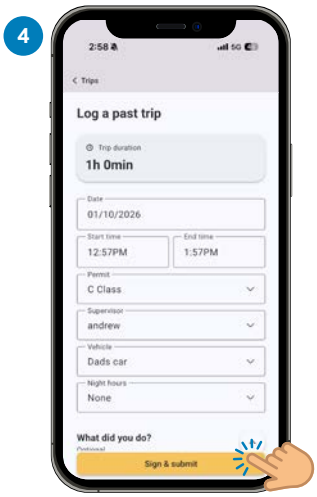
2. Once on the ‘Log a trip’ page, tap the text ‘Want a log a past trip?



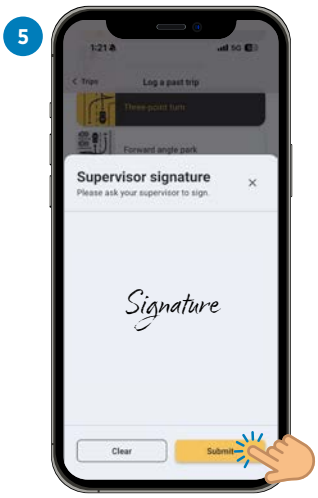
3. On the ‘Enter past trip’ page, once you have read all the supporting information, tap the ‘Enter a past trip’ button at the bottom of the page.



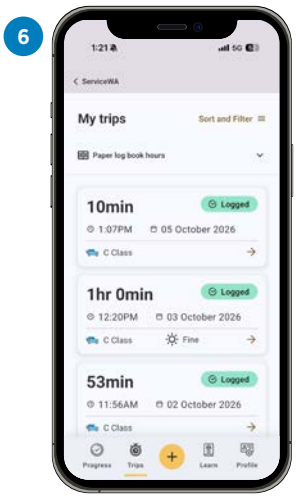
4. You will then be required to enter permit, vehicle, and supervisor details, as well as the trip’s start and end time. Similar to a standard trip, you can also record extra trip information if you wish. Once you have entered all the desired information, tap ‘Sign & submit’.



5. The person who supervised the trip (supervisor or instructor) will then need to sign the trip. Then tap ‘Submit’



6. You will then be taken to the ‘Trip details’ page, which will summarise the trip you have just entered.



Contact

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