



User Manual

Version 1.0

APPEX

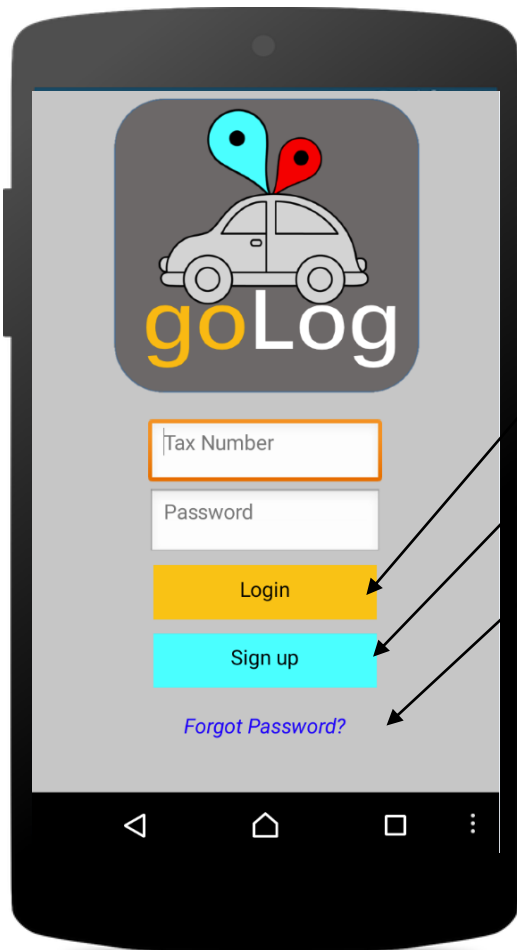
The Pinnacle of IS

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User Manual

1. Access/ Sign-in Screen:



1. After an existing user entered a valid tax number and password, this button would navigate the user to the home screen.
2. This button is used for a new user to create a new user account. When clicked on, it will navigate the user to the sign-up screen.
3. When a user has forgotten his/her password, when clicked on, this link will navigate the user to the forgot password screen (3).

Notes:
This is the first screen of the goLog application and users cannot access the application if they are not registered. The registration/sign-up procedure is explained below (screen 2).

2. Sign-up Screen:

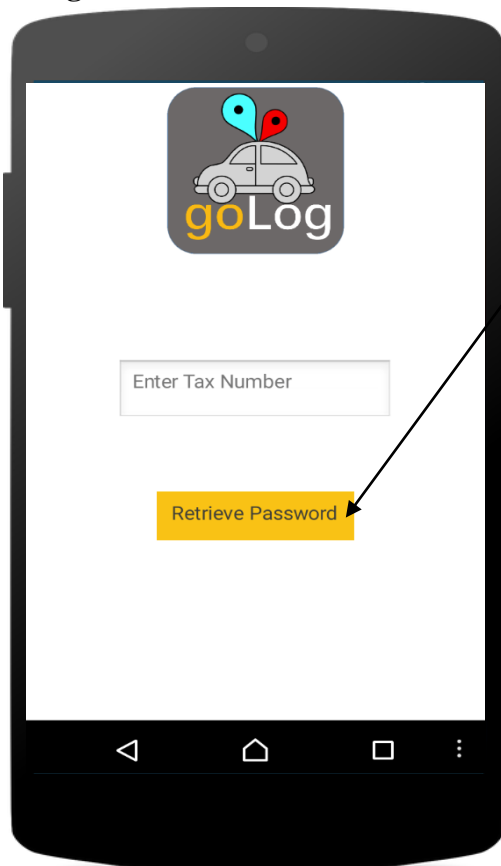


1. This button allows the user to sign-up a new user account if all the fields entered are valid. Once captured and valid, the button will navigate the user to the home screen.

Notes:

The password a user selects cannot be smaller than 6 characters. The Tax number entered must be a valid 10-digit number, belonging to a particular user.

3. Forget Password Screen:



1. Once the user has entered a valid tax number, the application would automatically send the user's password to the associated email address stored in the database.

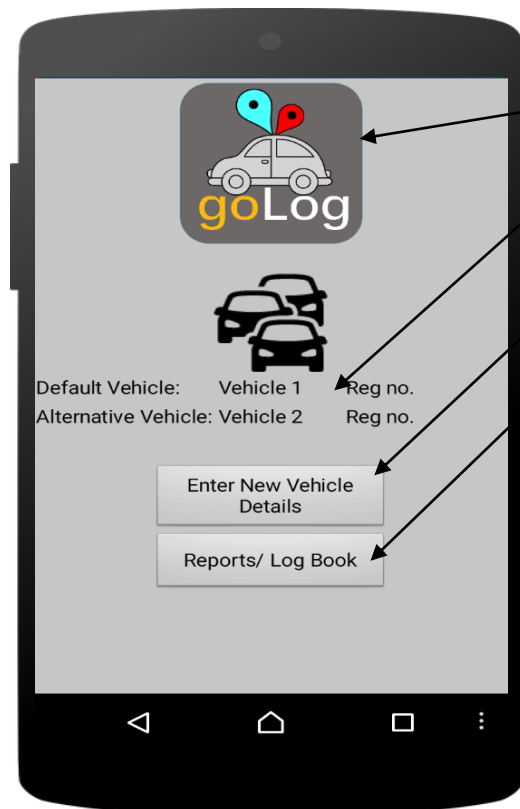
4. Home Screen:



1. This button will navigate the user to the Vehicle screen.
2. This button will navigate the user to the Trip screen. The Trip screen will be used to record trips (live / manually entered).
3. This button will navigate the user to the Help screen.
4. This button will navigate the user to the Reports screen.
5. This button allows the user to logout, it will then navigate the user back to the access screen.

Notes:
The goLog logo/button on the Vehicles, Trip, Help and Reports screens, will navigate users back to the Home screen.

5. Vehicle Screen:

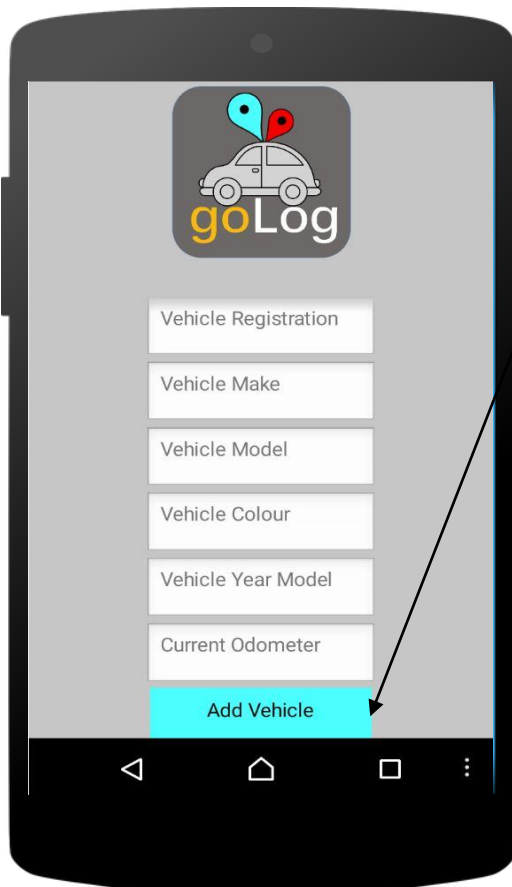


1. This button will navigate the user to the Home screen.
2. This list displays the users' vehicles stored in the database related to the user. The user will also be able to see which vehicle is his/her default vehicle.
3. This button will navigate the user to the Vehicle Detail Screen where a new vehicle's details can be recorded.
4. This button will navigate the user to the Reports screen.

6. Vehicle Detail Screen:



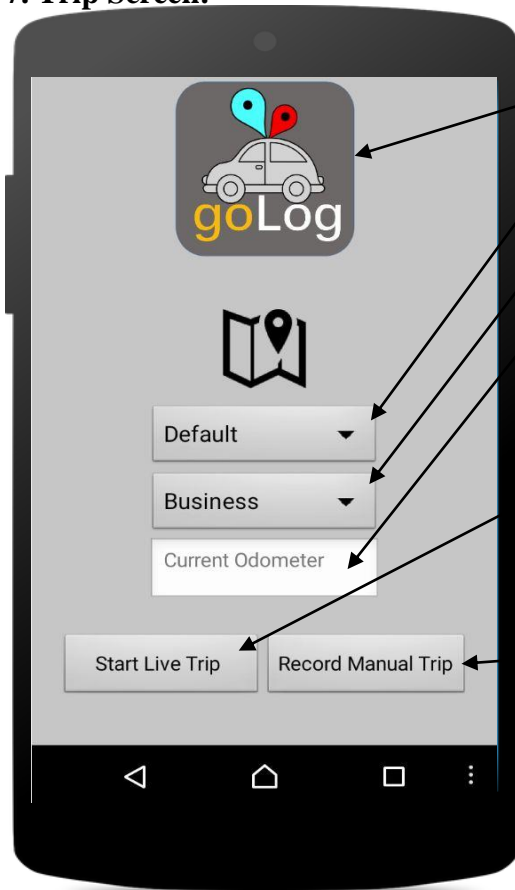
Vehicle Detail Screen continued:



Notes:

A user can only add two vehicles into the goLog database. If a user changes his/her vehicle, he/she needs to contact the development team via email found on the website.

7. Trip Screen:

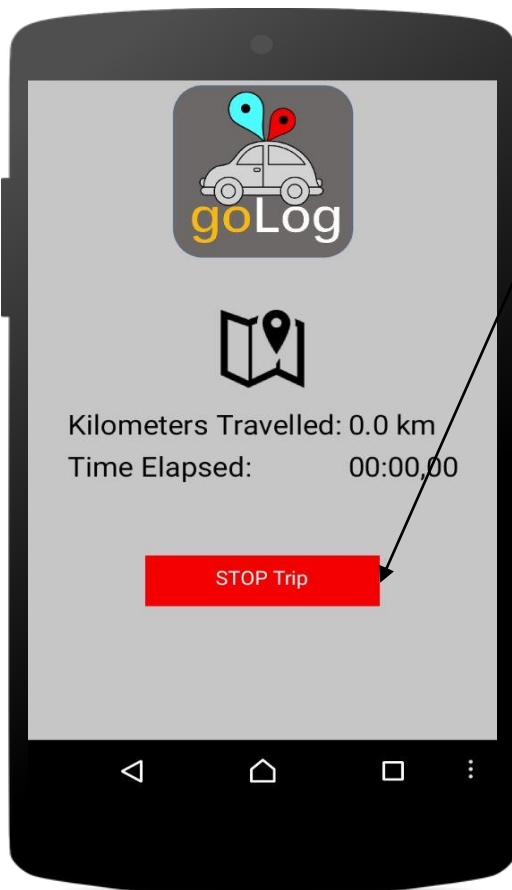


1. This button will navigate the user to the Home screen.
 2. The user has the option to select a vehicle for the trip (default/alternative).
 3. The user has the option to select whether the trip is for business or private purposes.
 4. The user will be required to enter the selected vehicle's current odometer reading for SARS logbook purposes.
 5. Finally, the user has the option to select whether the trip will be recorded live or manually.
- This button will navigate the user to the Live Trip screen.

Notes:

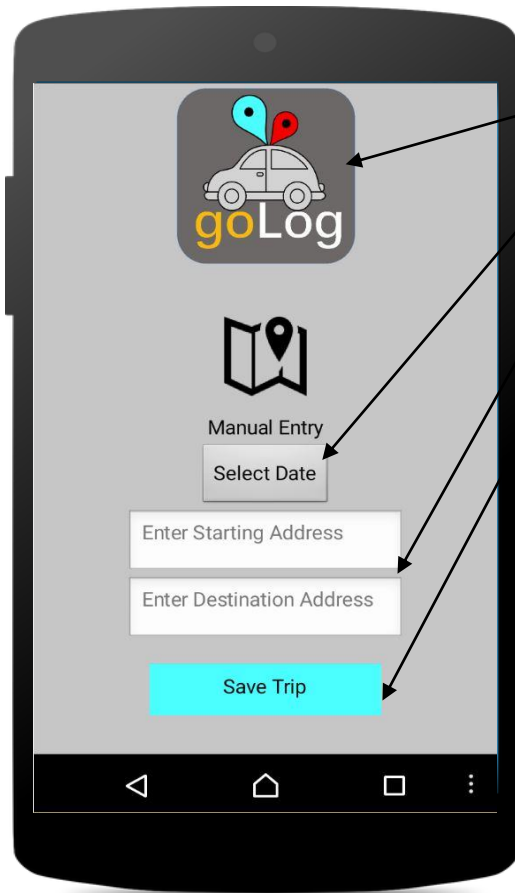
If the user does not want to use the live trip functionality, this option allows the user to enter a trip manually once a trip has been completed. Example: User forgets to record a trip or the user's mobile phone battery dies in the middle of a live trip.

8. Live Trip Screen:



Once a trip has been initiated on the Trip Screen (7), the app will pin a user's current location and start tallying up the kilometres and time and display it to the user. Once the STOP button has been clicked on, a pop-up will appear to ask the user if he/she is sure that the destination is reached. If 'yes' is clicked, the total kilometres of the trip will be recorded in the database against the user's vehicle selected. Once the data has been saved, the user will be navigated back to the Home screen (4).

9. Manual Trip Screen:

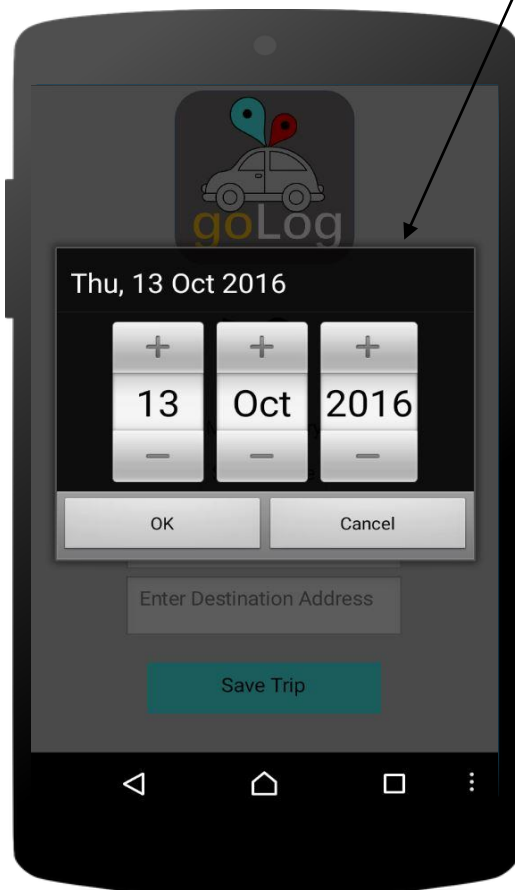


1. This button will navigate the user to the Home screen.
2. The user will be required to select a date for a trip from an automated date picker.
3. The user will be expected to enter the starting and destinations addresses for the trip.
4. If 'Save Trip' is clicked, the total kilometres of the trip will be calculated and recorded in the database against the user's vehicle selected. Once the data has been saved, the user will be navigated back to the Home screen (4).

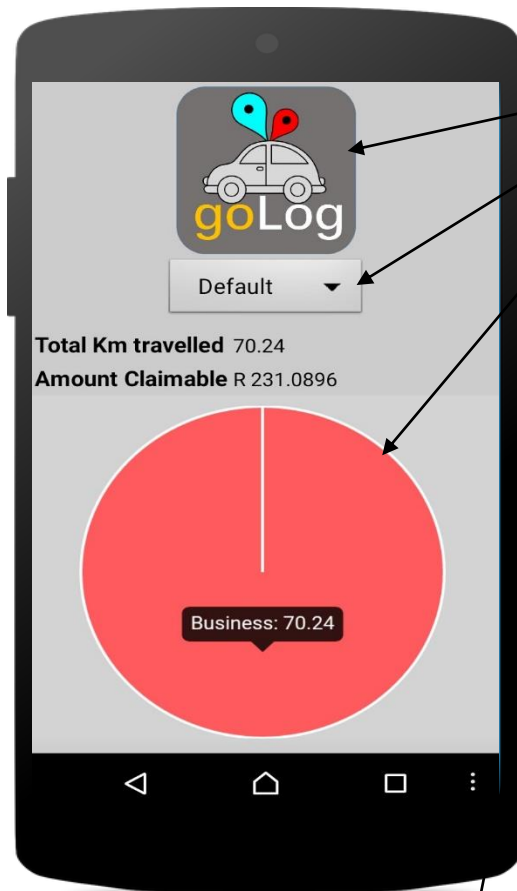
Notes:

A user will not be allowed to select a date in the future, also a user will not be allowed to record a trip older than 1 month.

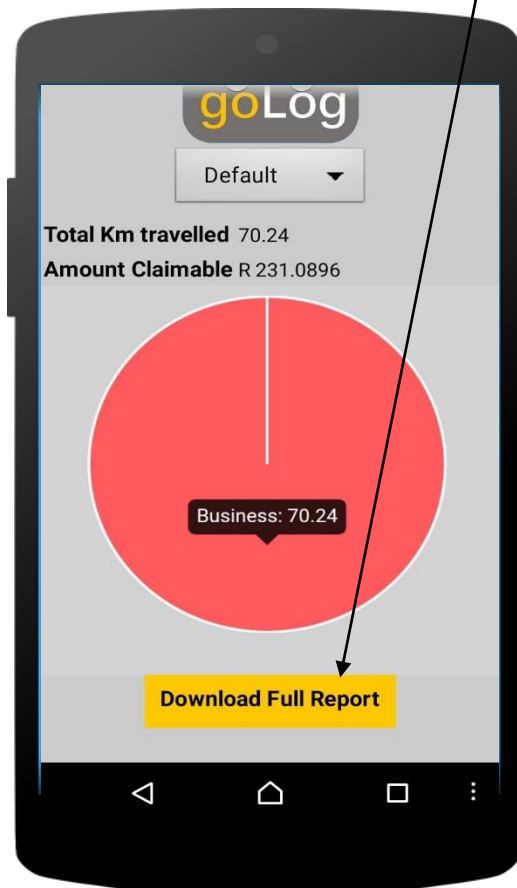
An illustration of the date-picker is depicted below, a date can be changed by using the + and – buttons on the pop-up date picker.



10. Vehicle Report Screen:



1. This button will navigate the user to the Home screen.
2. The user has the option to select either a default/alternative vehicle report.
3. The pie chart will show the user exactly how many kilometres have been travelled for business/private trips.
4. The user will then have the option to download a full report to view all business and private trips in a SARS logbook format.



Notes:

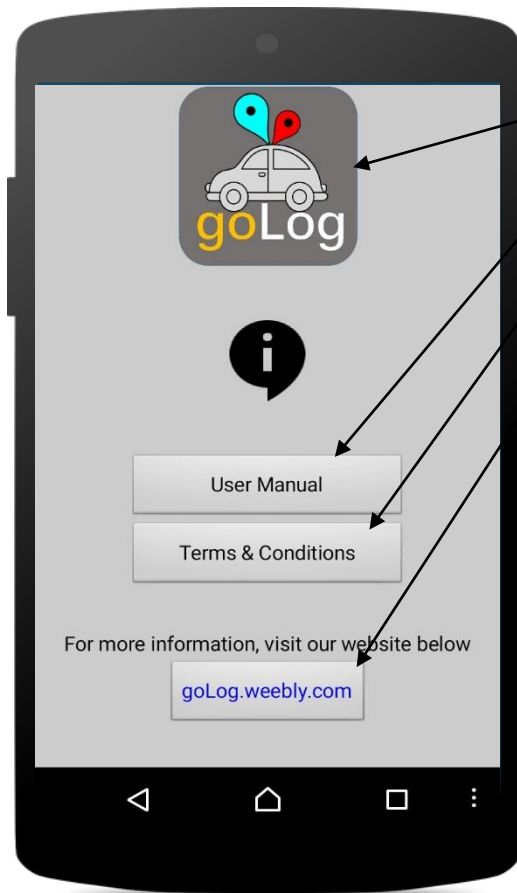
The amount claimable for trips is merely an estimation of money that can be claimed back for business trips.

Once the report file is downloaded, it will be saved as a text file (.txt) on the users' mobile SD card. Users without SD cards would not be able to use this function of our system and would be required to email the support team to get their final report in SARS logbook format.

Steps to convert text file (.txt) into SARS logbook:

1. Locate .txt file on device (SD storage – emulated – 0 – Default vehicle logbook.txt / Alternative vehicle logbook.txt).
2. The file can then be converted into an excel format SARS compliant logbook by importing it into excel (open MS Excel – click on Data tab – click on “From text” – select your .txt file on mobile/ PC – click “next” – select “comma” on checkbox – click on “Finish” – Click on “ok”).
3. For users without the excel mobile app on their device, they can email the .txt file to themselves. Once the file is saved on a PC the user can repeat step 2 to convert it into a SARS compliant Logbook.

11. Help Screen:



1. This button will navigate the user to the Home screen.
2. Once this button is clicked, the user will be navigated to the user manual on goLog's website.
3. Once this button is clicked, the user will be navigated to the terms and conditions on goLog's website.
4. Once this button is clicked, the user would be navigated to goLog's website (using the android devices' web browser) where the user has access to the user manual, SARS help and other relative links.