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APP USER GUIDE

The Learner Guide and Log Book will go digital with the introduction of the Learn&Log App. Learn&Log makes it easy to record your trips, capture the signature of your supervising driver, and submit supervised driving hours directly to the WA Department of Transport (DoT).

1. Logging in

→ To log in to the App, you must hold a DoTDirect account.
→ Log in using your DoTDirect username and password.
→ If you do not hold a DoTDirect account you can register online https://www.transport.wa.gov.au/dotdirect/online-account.asp

Note: The App will not accept a temporary DoTDirect password. You will need to create a new password in DoTDirect and log in using the new password.

2. Terms and conditions

→ Once you enter your DoTDirect details and select the login button, the Terms and Conditions (T&Cs) will display.
→ You need to read all the T&Cs and select the ‘I Agree’ button to continue using the App. If you do not agree to the T&Cs, you will be returned to the Login screen.
3. Dashboard

→ Once you have logged into the App, you will land on the ‘Dashboard’.

→ The Dashboard enables you to track your progress towards log book completion for each licence class held.

→ The day, night and total log book hours is displayed in the dark blue table, and the green shading in the diagram shows progress towards 50 hours.

→ If you have applied for the recognition of interstate log book hours at the time of initial application for a WA driver’s licence, these hours will display.

→ Any paper log book hours recorded in the App will also display.

4. Paper Log Book hours

→ To add paper log book hours in the App, go to the ‘Paper Book’ tab.

→ On the ‘Paper Log Book’ screen, you can enter the total number of day and night hours recorded in your paper log book (for each licence class held) to help track your progress.

→ Use the ‘edit’ button to input your hours.

Note: If you use the ‘Paper Book’ feature, you will still need to present your paper Learner Guide and Log Book to DoT at the time of your practical driving assessment.

If you want to stop using your paper log book and only use the App, you will need to individually enter the details of all past trips using the ‘Add Past Trip’ feature. If you choose this option you do not need to present your paper log book.

5. Supervisors

→ To record trips in the App, you must have a supervising driver.

→ Go to the ‘Supervisors’ tab to view a list of your supervising drivers.

→ To add a new supervisor, select the ‘+’ button from the bottom right hand corner of the screen.
6. Add supervisor

- If you select the ‘+’ button, the ‘Add Supervisor’ screen will display prompting you to enter information about your supervising driver.
- You can choose to give your supervisor a nickname in the App, such as Mum or Dad.
- Take care to enter your supervisor’s name and licence number correctly. If the details are incorrect we won’t accept your trip.
- It is recommended that you ask to see your supervisor’s driver’s licence card to double check their details.

Note: You will need to untick the ‘Is this a WA licence?’ checkbox if entering a four-digit driving instructor licence number.

7. View supervisor details

- To view supervisor details, go to the ‘Supervisors’ tab and select the relevant supervisor from the list.
- The ‘Supervisor Details’ screen gives you the option to delete the supervisor (for example, if you make a mistake entering their details).
- You can add a new entry for your supervisor in the future if you need to.

Note: You cannot delete a supervisor if they have an outstanding trip to sign off. You will need to have your supervisor sign for the trip, or you can choose to delete the trip instead.

8. Trips

- Go to the ‘Trips’ tab to view a list of your trips.
- You can filter trips by class by selecting the car or motorcycle icon (multiple class holders only).
- Each trip will display a status:
  - In Progress: trip is currently in progress
  - Approved: trip has been approved by DoT
  - Refused: trip has been refused by DoT
  - Sending: trip is waiting review by DoT
  - Signature Required: trip requires the signature of the supervising driver. A red ‘badge’ will also display on the Trips tab to indicate that action is required.
- To record a trip, select the ‘+’ button from the bottom right hand corner of the screen.
9. Add trips
   ➔ If you select the ‘+’ button, the ‘Add Trip’ screen will display prompting you to make a number of choices.
   ➔ There is a choice to add a New Trip or Past Trip.
   ➔ If you hold multiple classes you will need to select the vehicle for your trip (car or motorcycle), otherwise this option will not display.
   ➔ Select your supervising driver from the dropdown list. If you have not previously created your supervisor in the App, you have the option to create one here.
   ➔ Once a selection has been made for each item you will be able to select ‘Next’.

10. Add a past trip
   ➔ If you choose to add a past trip, the ‘Add Past Trip’ screen will display.
   ➔ You will need to manually enter information about the trip, including the date, start and end time, and day and night hours.
   ➔ If you enter a value in the day field, the night field will automatically populate (and vice versa).
   ➔ Once all required information has been entered, you can have your supervisor sign off the trip by selecting the ‘Sign’ button.
   ➔ By selecting the ‘Save’ button the trip can be retrieved at a later time through the ‘Trips’ tab.

11. Add a new trip
    If you choose to record a new trip, the ‘New Trip Recording’ screen will display.
    As per the paper log book, a trip must be 10 minutes or more long.
    There is also the option to pause, resume, reset or cancel a trip by selecting the relevant button.
12. Confirm trip details

- When you end a new trip, you will need to confirm the trip details, and enter the breakdown of day and night minutes/hours.
- At this point you can change the name of the supervising driver using the dropdown list.
- The trip can then be signed off by the supervising driver.

13. Supervisor’s signature

- If you select the ‘Sign’ button, the ‘Supervisor’s Signature’ screen will display.
- Your supervisor needs to verify the trip by signing on screen using a smart pen or their finger.
- A signature is required for each trip.

14. Trip details

- If there is connectivity and all of the requirements for logging a trip have been met, the trip will be approved by DoT.
- When you return to the ‘Dashboard’ screen you will see an increase in the number of hours completed.

Note: You need to sign in the centre of the signature box.
15. Declaration of completion

→ When you have completed 50 hours of supervised driving (including at least 5 night time hours) a message will display on the ‘Dashboard’.

→ If you have used the App to record all of your hours, an electronic Declaration of Completion can be submitted to DoT.

→ Use the ‘Take Me There’ button to navigate to the declaration.

Note: If you have paper log book hours that contribute to the required 50 hours of supervised driving (including 5 hours of night time driving), you will need to present your Learner Guide and Log Book to DoT at the time of your practical driving assessment, including the paper Declaration of Completion.

→ If you select the ‘Take Me There’ button, the ‘Declaration of Completion’ screen will display.

→ You will need to certify that you have completed 50 hours of supervised driving (including at least 5 hours of night time driving) by signing on screen.

→ Your supervisor does not need to sign the declaration.

→ It is recommended that you sign the declaration at least 24 hours prior to your practical driving assessment.

Note: You can continue logging hours in the App until you submit the declaration. It is recommended that you record more than 50 hours of supervised driving.
16. Troubleshooting

What type of device do I need to use the App?
The App can be used on mobile phones using iOS (version 11 or above) or Android (version 7 or above).

Can I use the App if I’ve already recorded hours in my paper log book?
Yes.

Can I use the App without internet connection?
Yes, if you are logged into the App you can record trips while offline. You need internet connection to submit trips for verification and to complete the Declaration of Completion.

I have a DoTDirect account, why can’t I log in to the App?
To be eligible to use the App you must be a learner driver who:
→ holds an active WA learner’s permit;
→ is subject to the Graduated Driver Training and Licensing (GDT&L) system; and
→ has been issued with a printed Learner Guide and Log Book.

Why is the App showing incorrect username or password?
Invalid details have been entered. Make sure you have not used a full stop or any spaces before or after your username or password.

Can I login to the App using a temporary DoTDirect password?
No, you need to create a new password in DoTDirect and log in using the new password.

I have forgotten my DoTDirect password, what do I do?

Will I be forced to re-log in to the App after a certain period of time?
Yes, the App will log out after 90 days and you need to log in again.

I hold both a car and motorcycle learner’s permit. Why is only one licence class showing in the App?
The App uses the licence class data from when you first log in. If you subsequently obtain an additional class you need to use your printed Log Book to record those supervised driving hours.

I have forgotten to stop the timer at the end of my trip, what do I do?
Delete the trip and enter the correct details as a past trip.

Is there a limit on trip duration?
Yes, the trip must be less than 24 hours in duration.
Can I record more than 50 hours of supervised driving in the App?
Yes, you can record as many hours as you want until you submit the Declaration of Completion.

Why is my supervisor having difficulty signing off a trip?
Make sure your supervisor signs in the centre of the signature box with a smart pen or their finger.

What does the red (!) badge on the ‘Trips’ tab mean?
This means you have one or more trips that require the signature of the supervising driver.

I have completed a trip and my supervisor has signed it off. Why isn’t it showing on the Dashboard?
The trip hasn’t been verified by the Department of Transport (DoT). Once a trip is approved it will show on the Dashboard.

How do I submit a trip to DoT for verification?
Trips will automatically be sent for verification when your device is connected to the internet and DoT systems are available. If the status of the trip continues to display as ‘sending’ you can refresh the trips page by sliding the screen down.

Why has my trip been refused?
• The date of the trip did not occur within the 3 year period of your current or previously issued learner’s permit.
• The name and licence number of a supervising driver does not match information held by DoT.
• The trip is a duplicate of a recorded trip, or overlaps with a previous trip.

What will happen if I lose/change my phone?
All data held by DoT will be restored when you download the App and log in.

When I create a supervisor, how can I be sure their details are correct?
Use your supervisor’s driver’s licence card to confirm their details.

Why does the App not accept an apostrophe in my supervisor’s name?
An apostrophe will not work if Smart Punctuations are enabled on your iOS device (personal setting).
To turn Smart Punctuations off, from the Home screen go to Settings > General > Keyboard, and then turn off the Smart Punctuations toggle.
Do I input my driving instructor’s licence number or driver’s licence number?
You can input either numbers, however if you input their four-digit driving instructor licence number you need to untick the ‘Is this a WA driver’s licence?’ checkbox.

What do I do if the App rejects my supervisor?
Delete the supervisor and add a new entry with the correct information.

Why won’t the App let me delete a supervisor?
You cannot delete a supervisor if they have an outstanding trip to sign off.

How do I submit my log book if I have recorded all my trips in the App?
You can sign the Declaration of Completion in the App. You don’t need to present your printed Log Book to DoT at the time of your practical driving assessment (PDA). It is recommended that you submit the declaration at least 24 hours prior to your PDA.

How do I submit my log book if I have recorded trips in both the printed Log Book and the App?
You will need to present your printed Log Book including the paper Declaration of Completion to DoT at the time of your PDA.

Do I need to present my printed Log Book if I use the ‘Paper Book’ feature in the App to record the total number of paper log book hours?
Yes.

If I fail my PDA, can I record more trips in the App?
You can no longer record a trip for the licence class that has been declared as complete.