數碼工作日誌
Digital Log-books

Lift and Escalator Digital Log-books
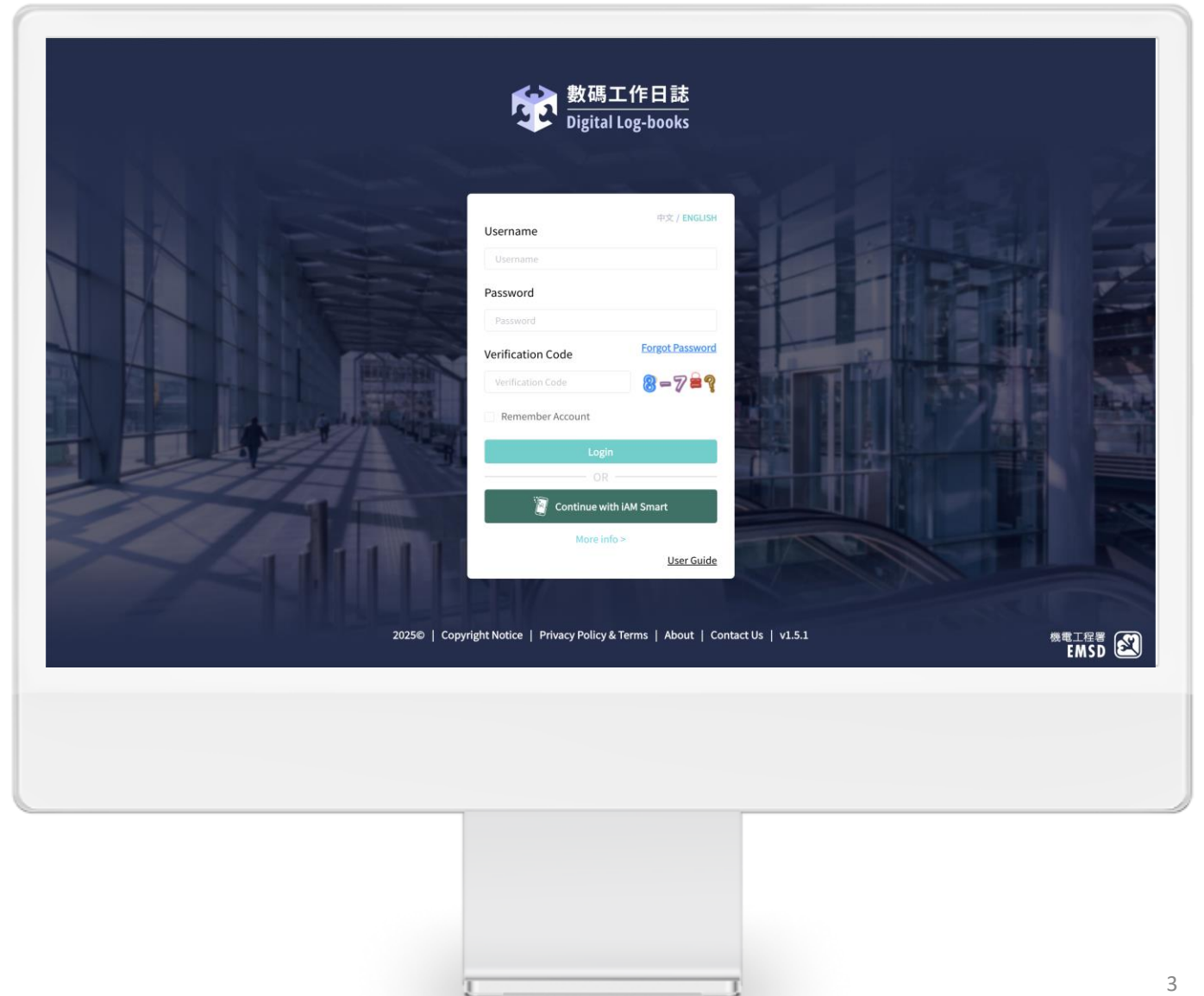
Webpage – User Manual (RC)

Table of Contents

1 User Login

1 Visit the website

2 Enter the account username and password provided

3 Enter verification code
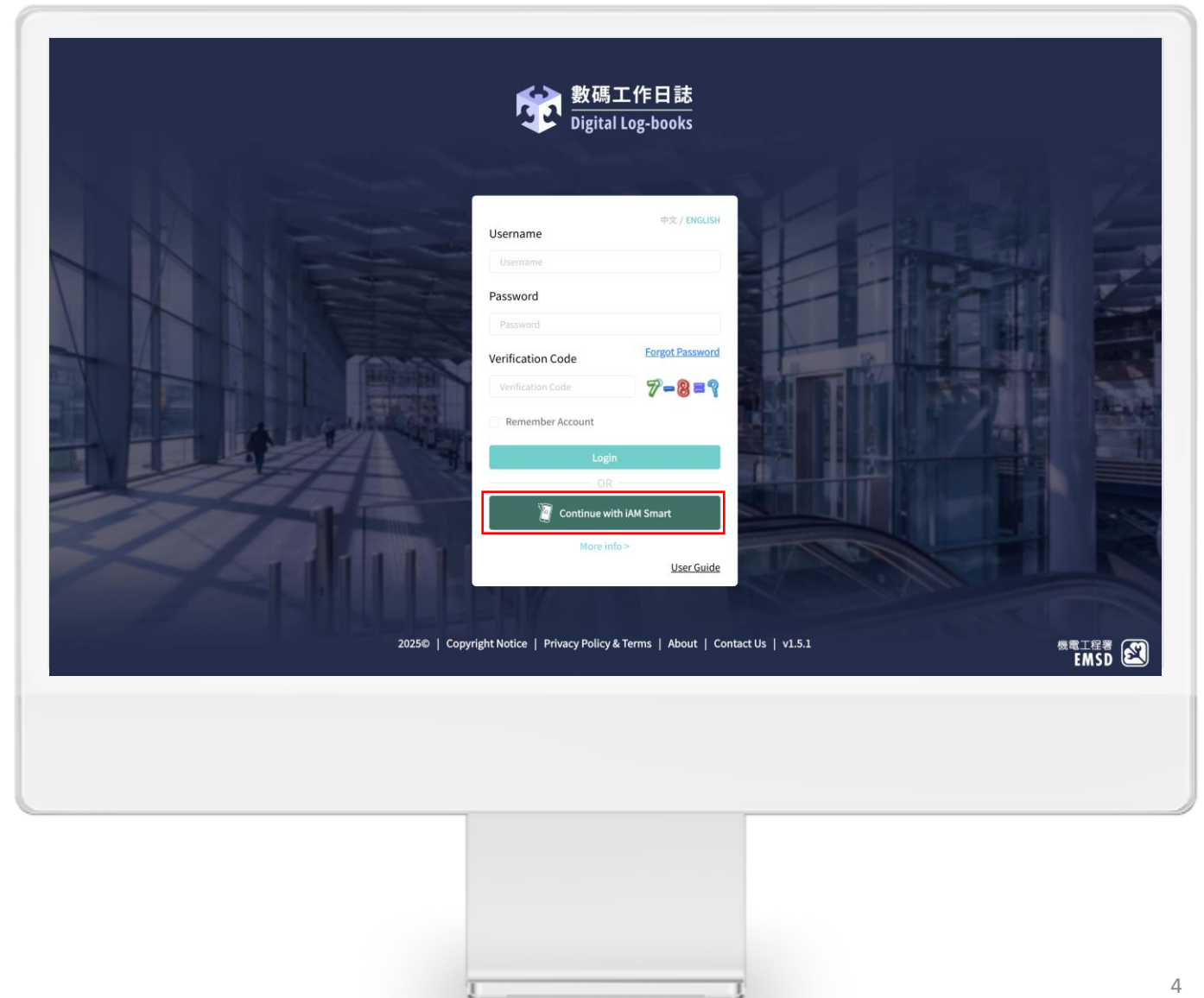
4 Click " Login "

1 User Login - Setup iAM Smart - First Binding

Log in to the Digital Log-books seamlessly with your mobile phone using iAM Smart without a username and password

If you have not bound your iAM Smart Account, you will need to do so the first time you log in.
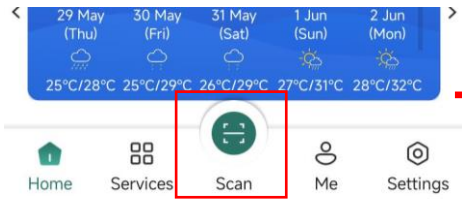
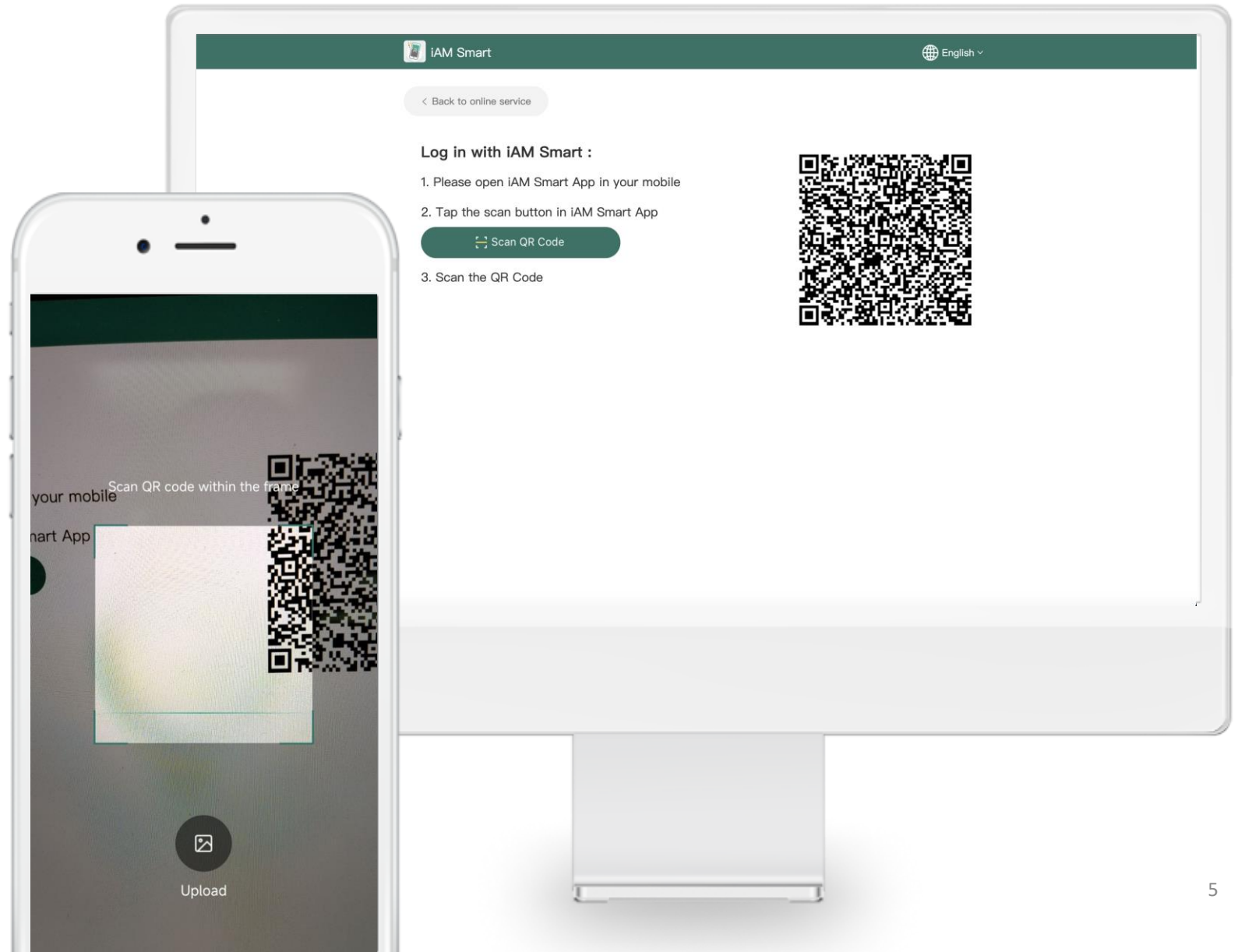1   Visit the website

2   Click " Continue with iAM Smart "

1 User Login - Setup iAM Smart - First Binding

3 Login the iAM Smart app on your phone.
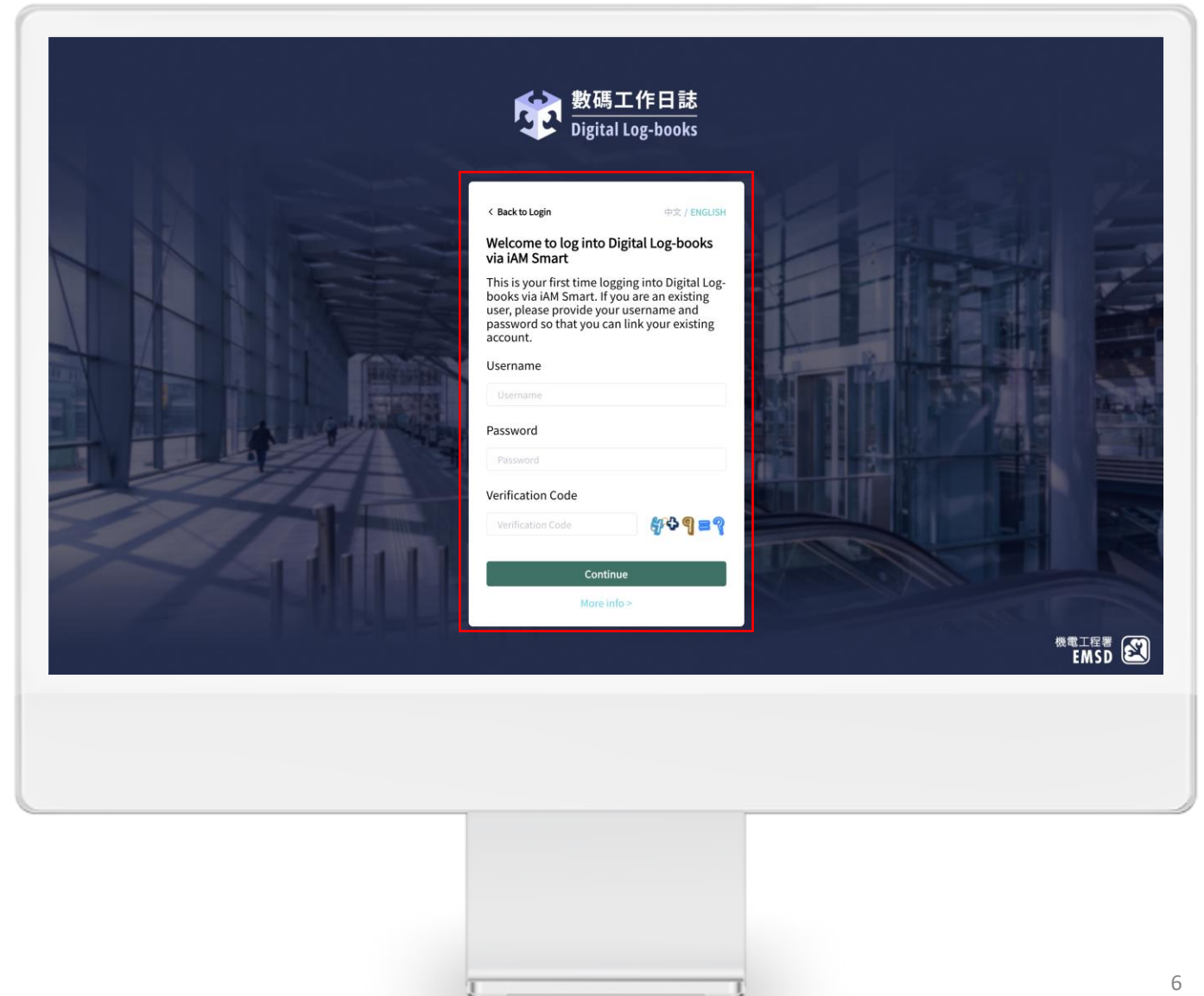Then scan the QR code on the page

Press "Scan" inside your mobile phone "iAM Smart"
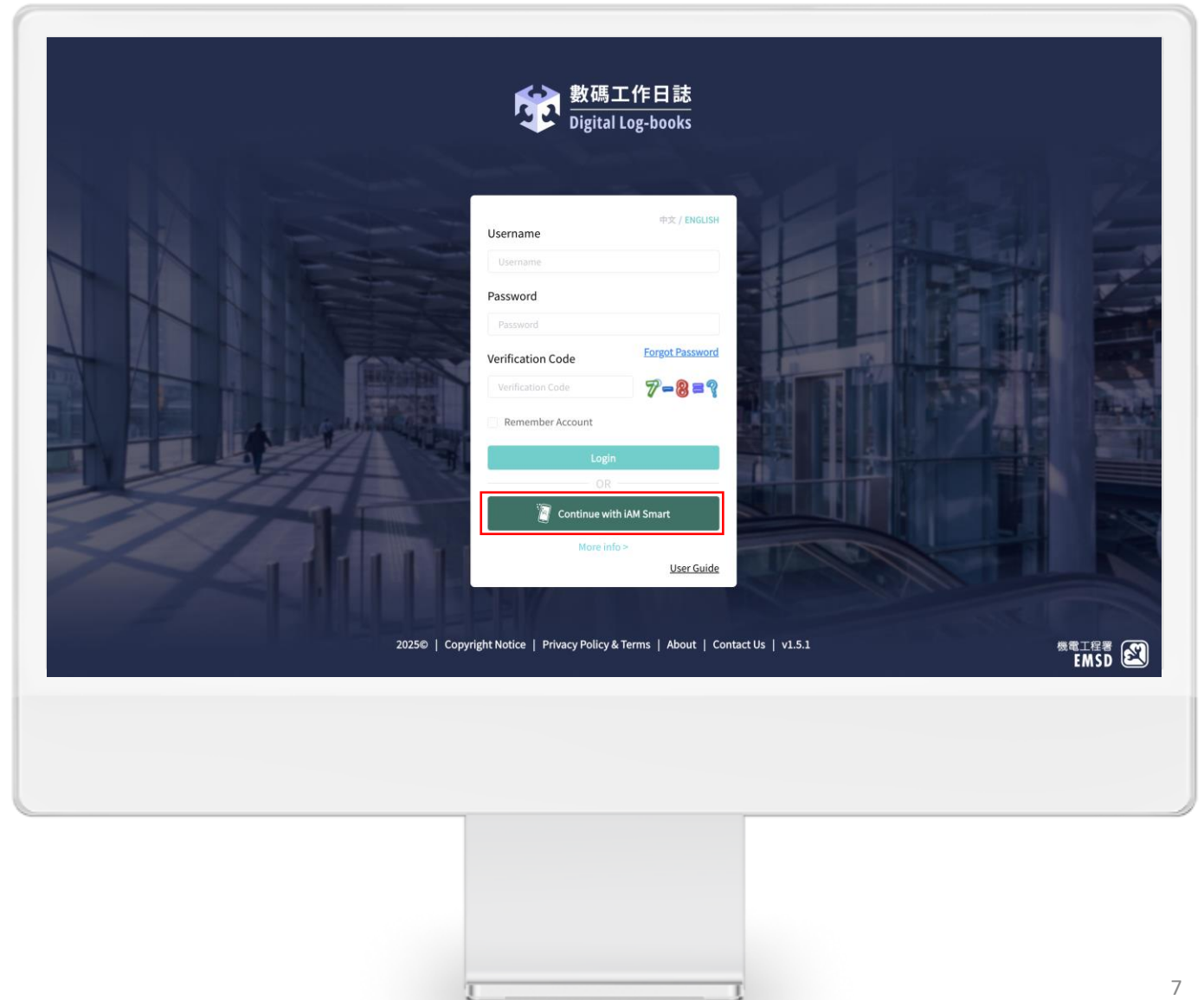
iAM Smart

< Back to online service

Log in with iAM Smart :

1. Please open iAM Smart App in your mobile
2. Tap the scan button in iAM Smart App

⊟ Scan QR Code

3. Scan the QR Code

Scan QR code within the frame

Upload

1 User Login - Setup iAM Smart - First Binding

4 After a while, the system will automatically return to the Digital Log-books

5 If your iAM Smart Account is not linked to any Digital Log-book account, you will be required to log in to a Digital Log-book account to link it when you switch back to the system.

6 After successfully binding and logging in with iAM Smart, you will enter the homepage of the Digital Log-books

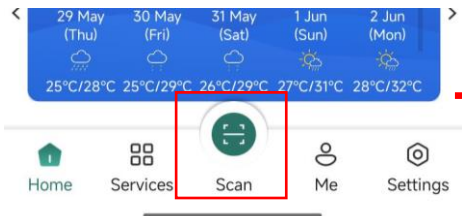# 1 User Login - Setup iAM Smart - Already bound

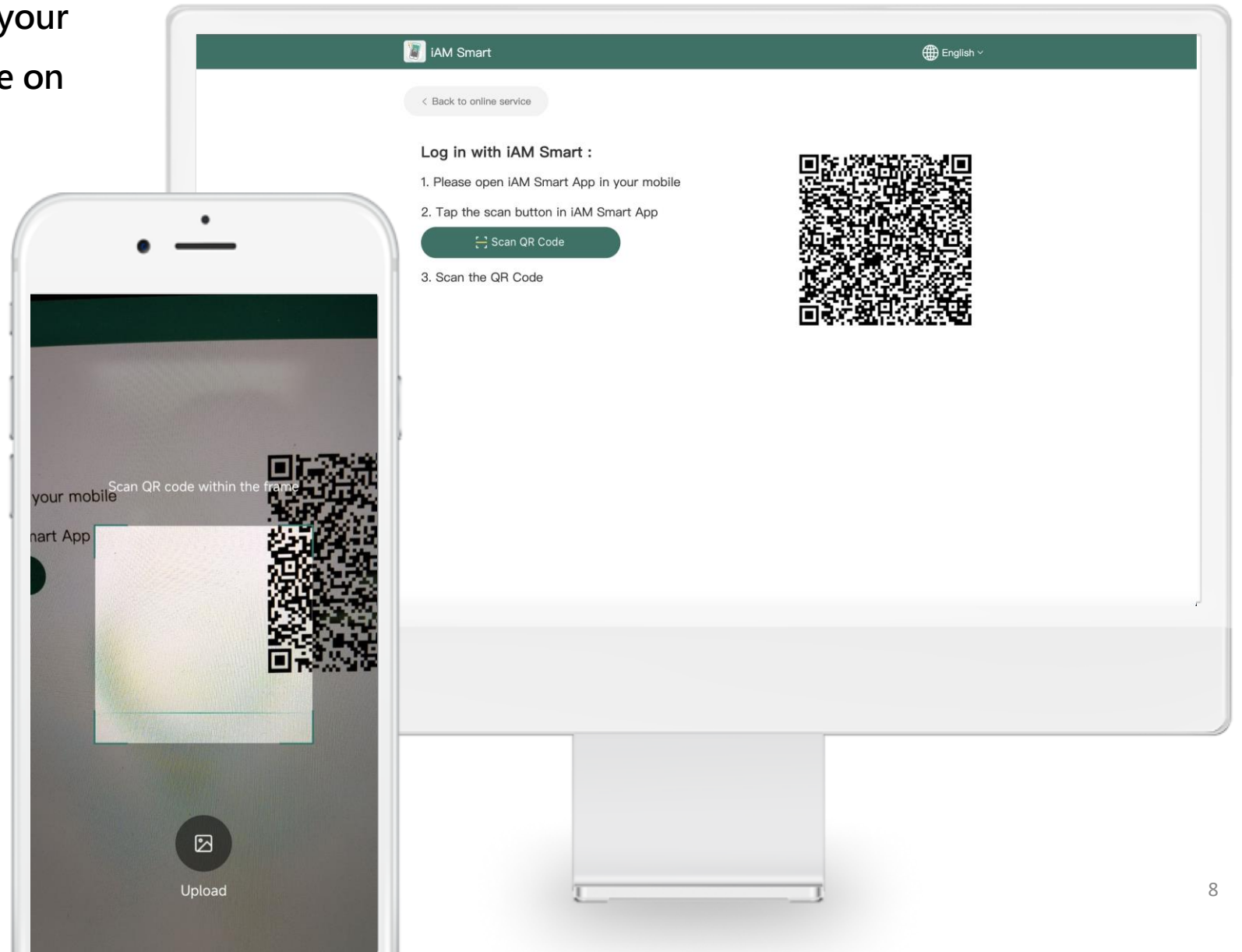**1** Visit the website

2 Click " Continue with iAM Smart "

1 User Login - Setup iAM Smart - Already bound

3 Login the iAM Smart app on your phone.Then scan the QR code on the page

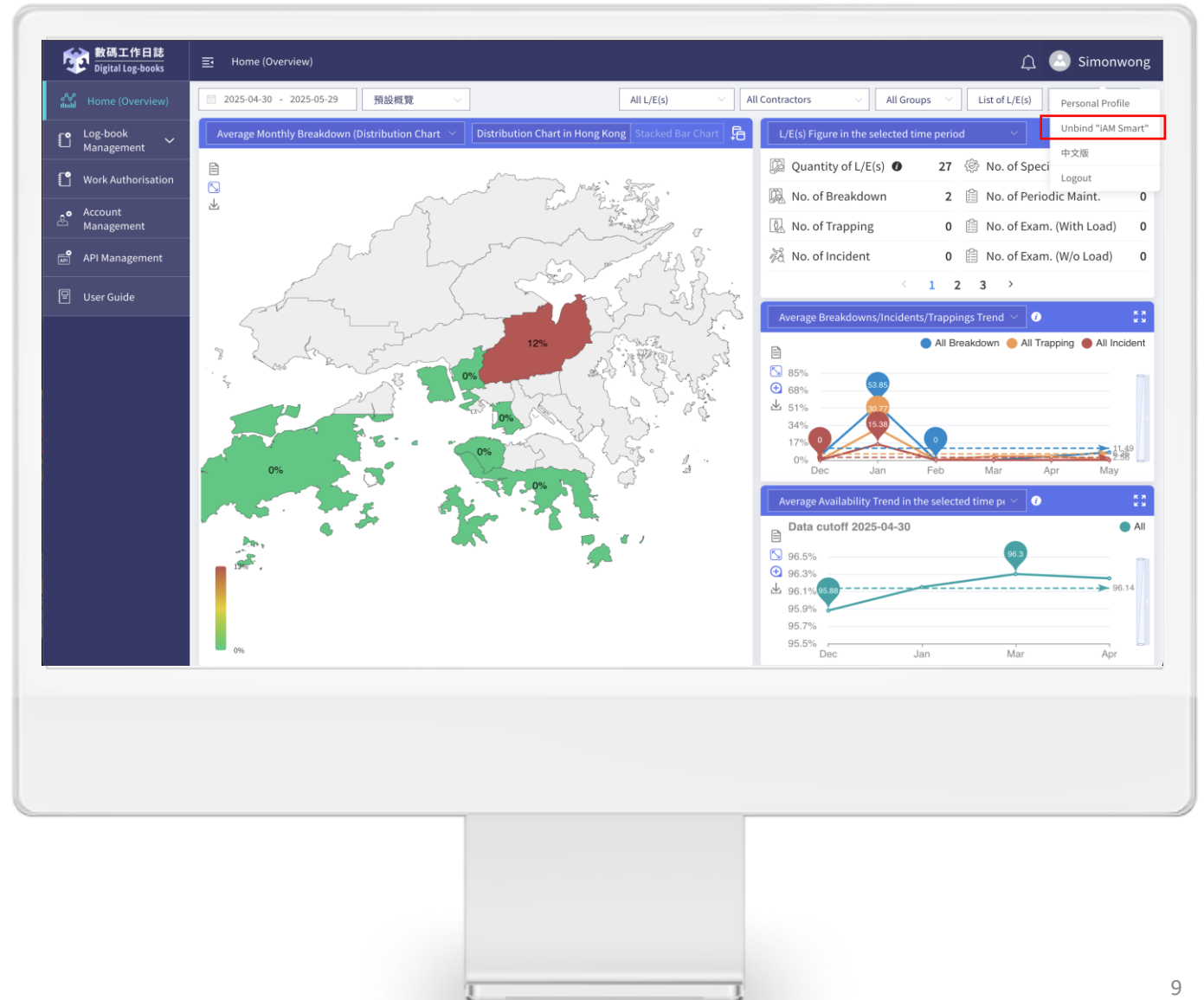**4** If you successfully log in with iAM Samrt, you will be redirected to the home page shortly.

Press "Scan" inside your mobile phone "iAM Smart"

iAM Smart

< Back to online service

Log in with iAM Smart :
1. Please open iAM Smart App in your mobile
2. Tap the scan button in iAM Smart App
   [ ] Scan QR Code
3. Scan the QR Code

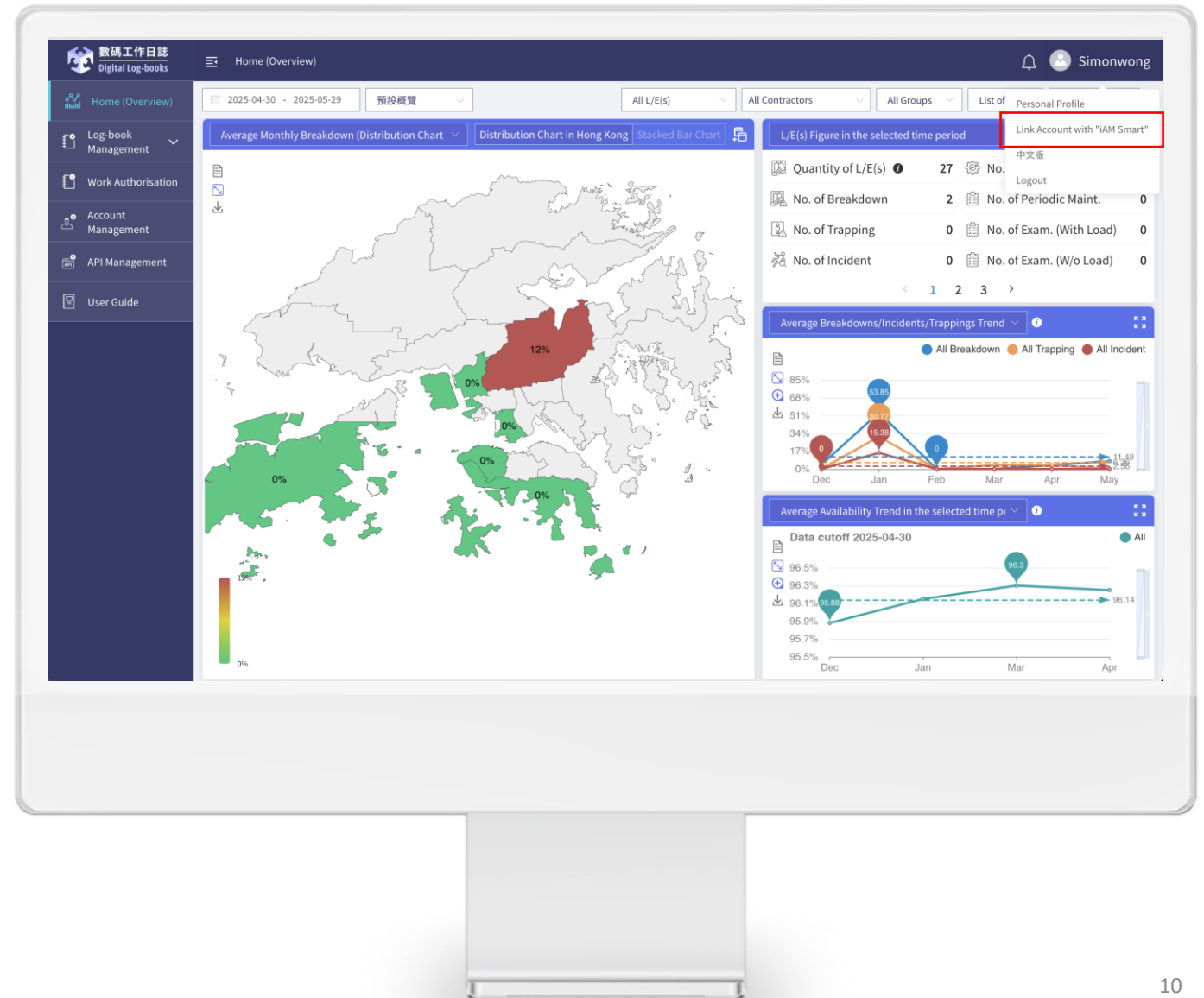English ∨

1 User Login - Unbind iAM Smart

1 Click "Unbind iAM Smart" in the username menu

2 Confirm to unbind
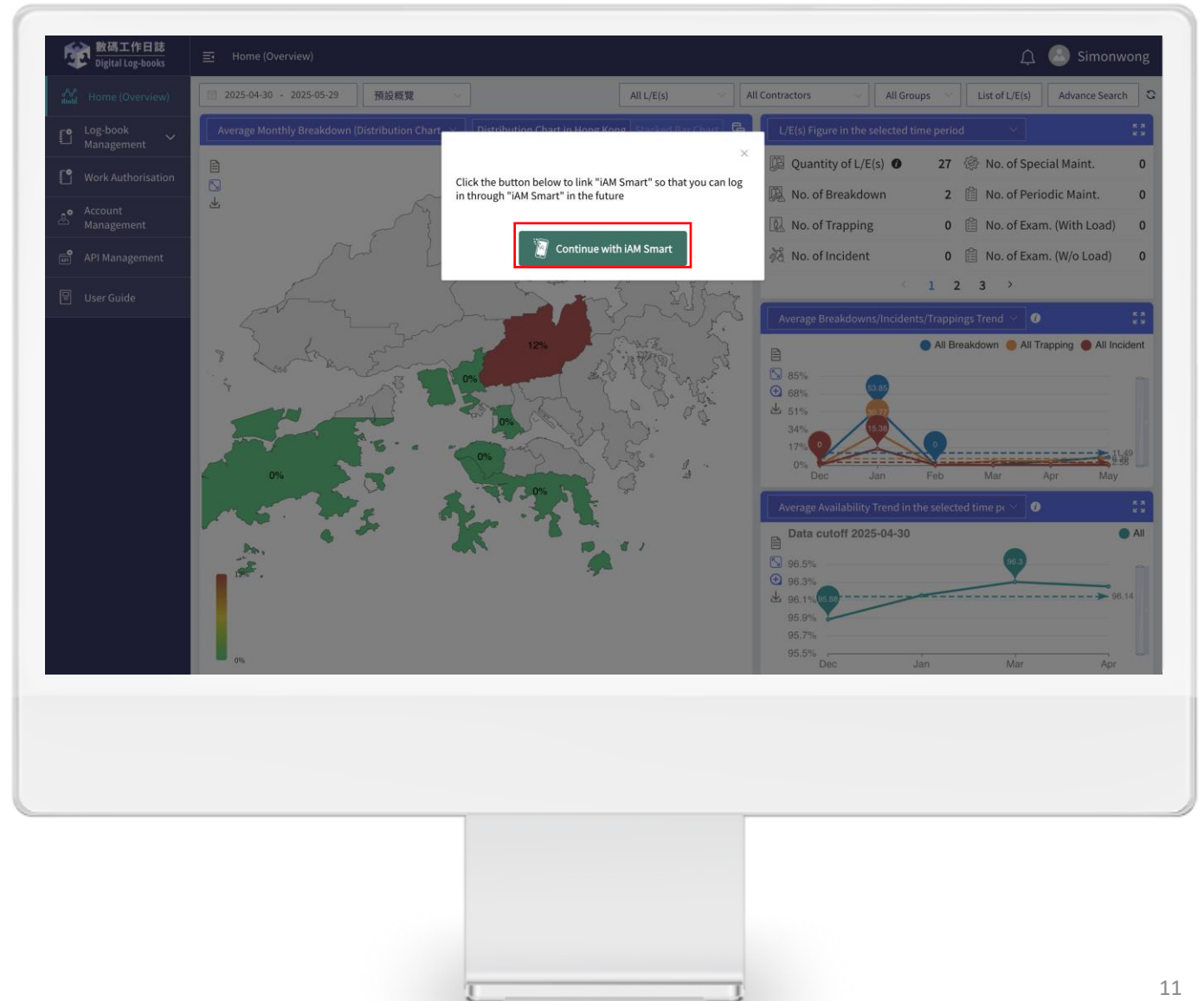
1 User Login - Log in and bind your iAM Smart

1 Click "Link Account with "iAM Smart" " in the username menu

1 User Login - Log in and bind your iAM Smart

2 Click "Continue with iAM Smart"

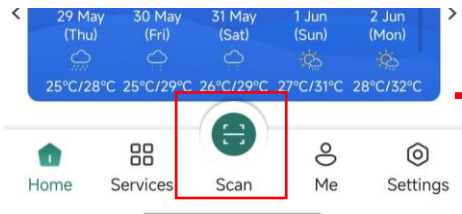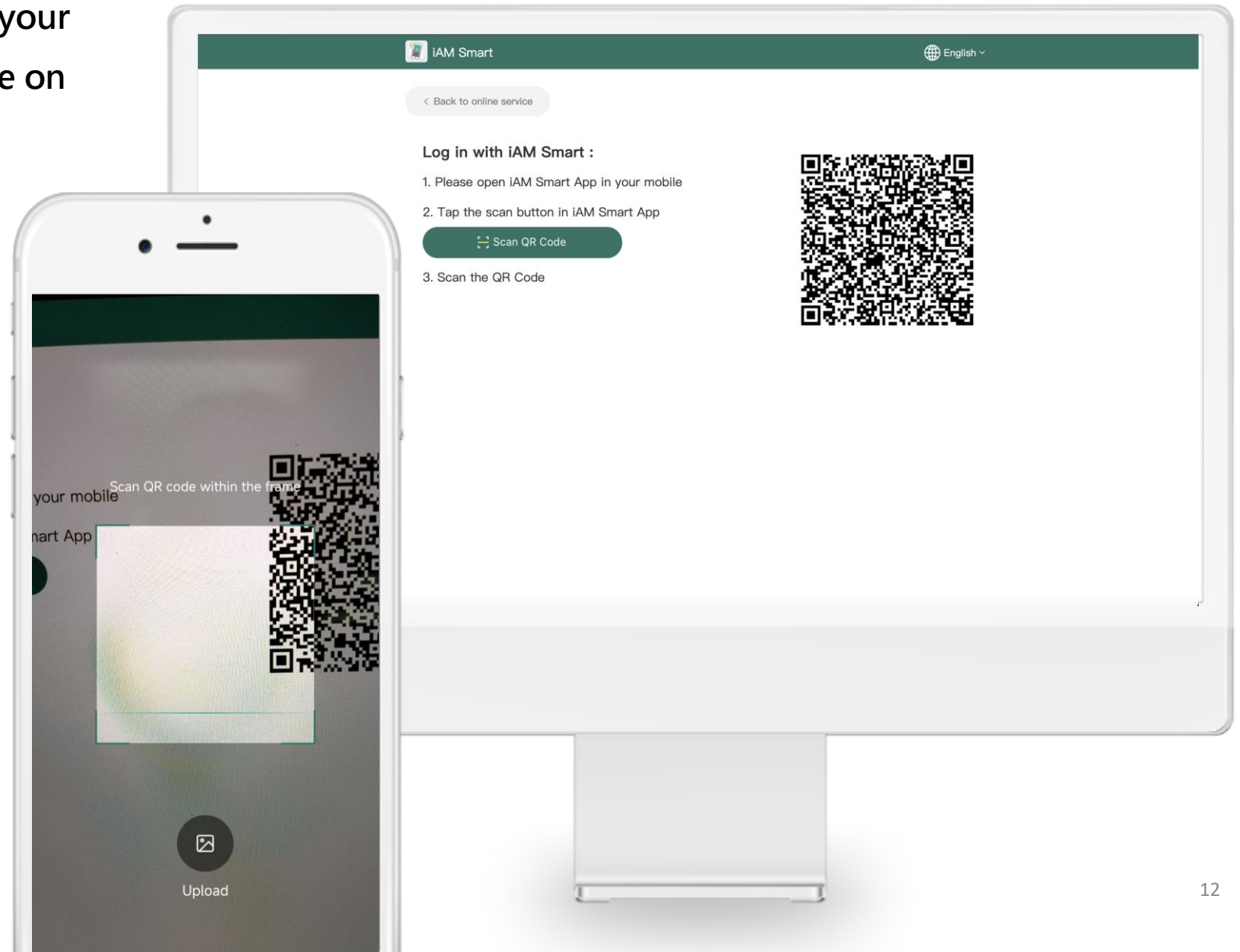Wait to jump to the iAM Smart page

1 User Login - Log in and bind your iAM Smart

3 Login the iAM Smart app on your phone.Then scan the QR code on the page

**4** If you successfully log in with iAM Samrt, you will be redirected to the home page shortly.

Press "Scan"

inside your mobile

phone "iAM Smart"

iAM Smart   English ∨

< Back to online service

Log in with iAM Smart :

1. Please open iAM Smart App in your mobile
2. Tap the scan button in iAM Smart App
   Scan QR Code
3. Scan the QR Code

Scan QR code within the frame

Upload

1 User Login - Log in and bind your iAM Smart
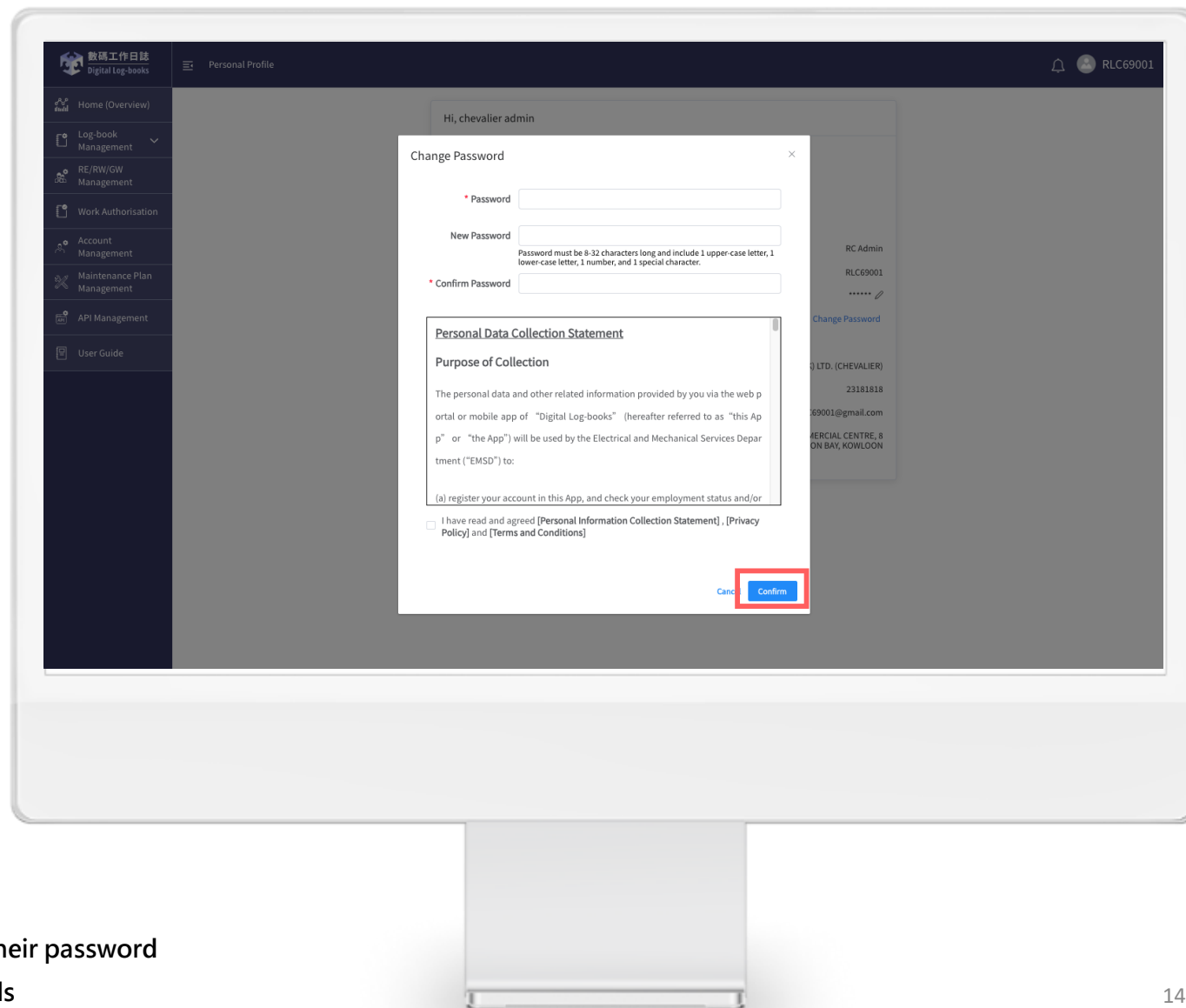
5 On your mobile phone, press Continue

6 Login successfully
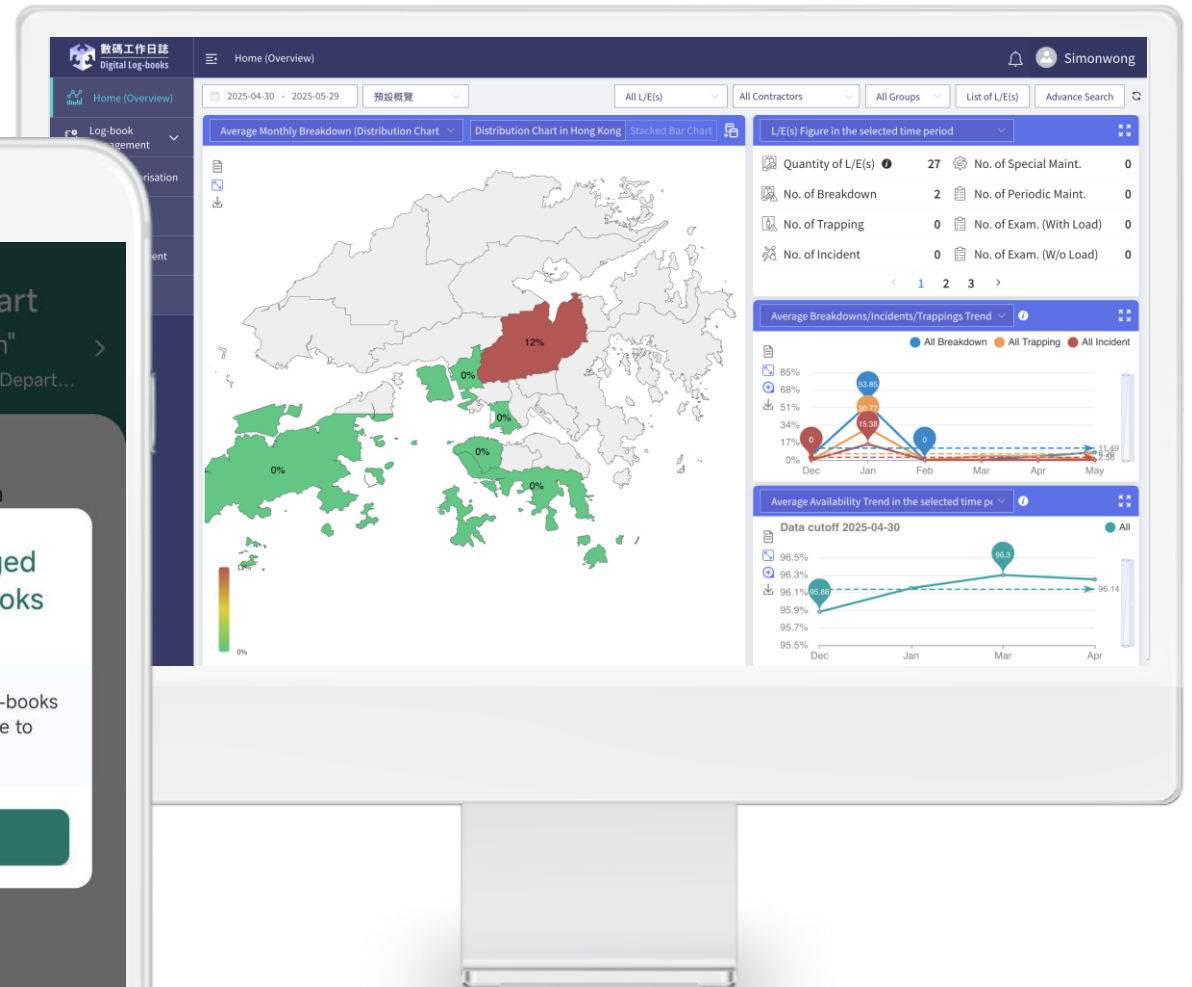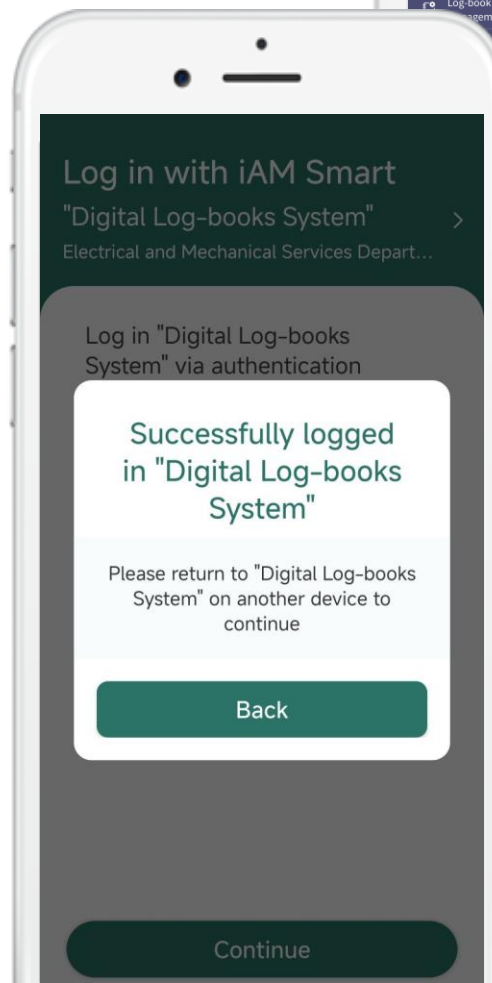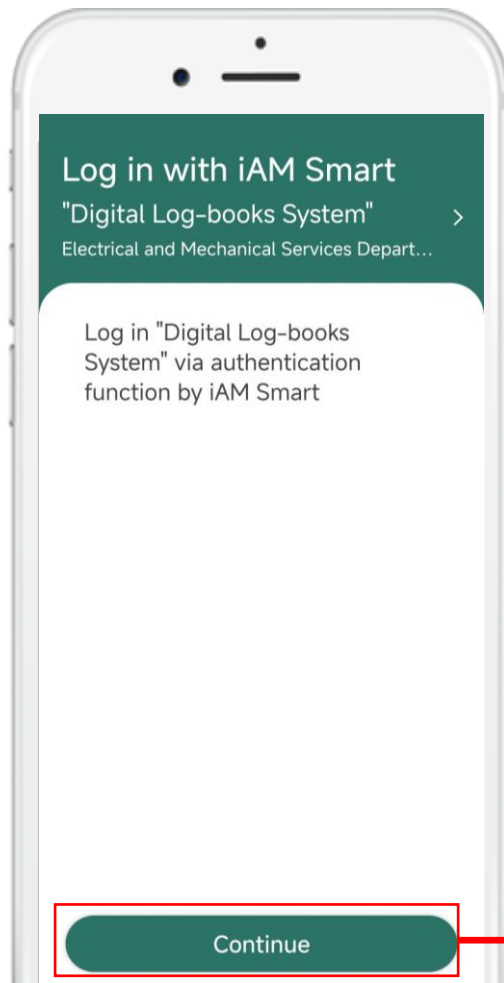
2 Change Password

1 After logging in successfully，click " Personal Profile " on the upper right side of the page

2 Click " Change Password "

**3** Enter the old and new passwords as instructed and confirm the new password

Note 1: RC Admin users who log in for the first time must change their password

Note 2: If necessary, other RC users can also change their passwords

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3 Home Page – Information Overview

① Click on " Home (Overview) "

② User can view distribution chart/ trend of the lift/ escalator

③ User can search logbook according to the categories in the upper right corner

④ If there is more information on the chart on the homepage, there will be a more information icon. ⓘ When the mouse moves over the relevant icon, more information will be opened for users to view.
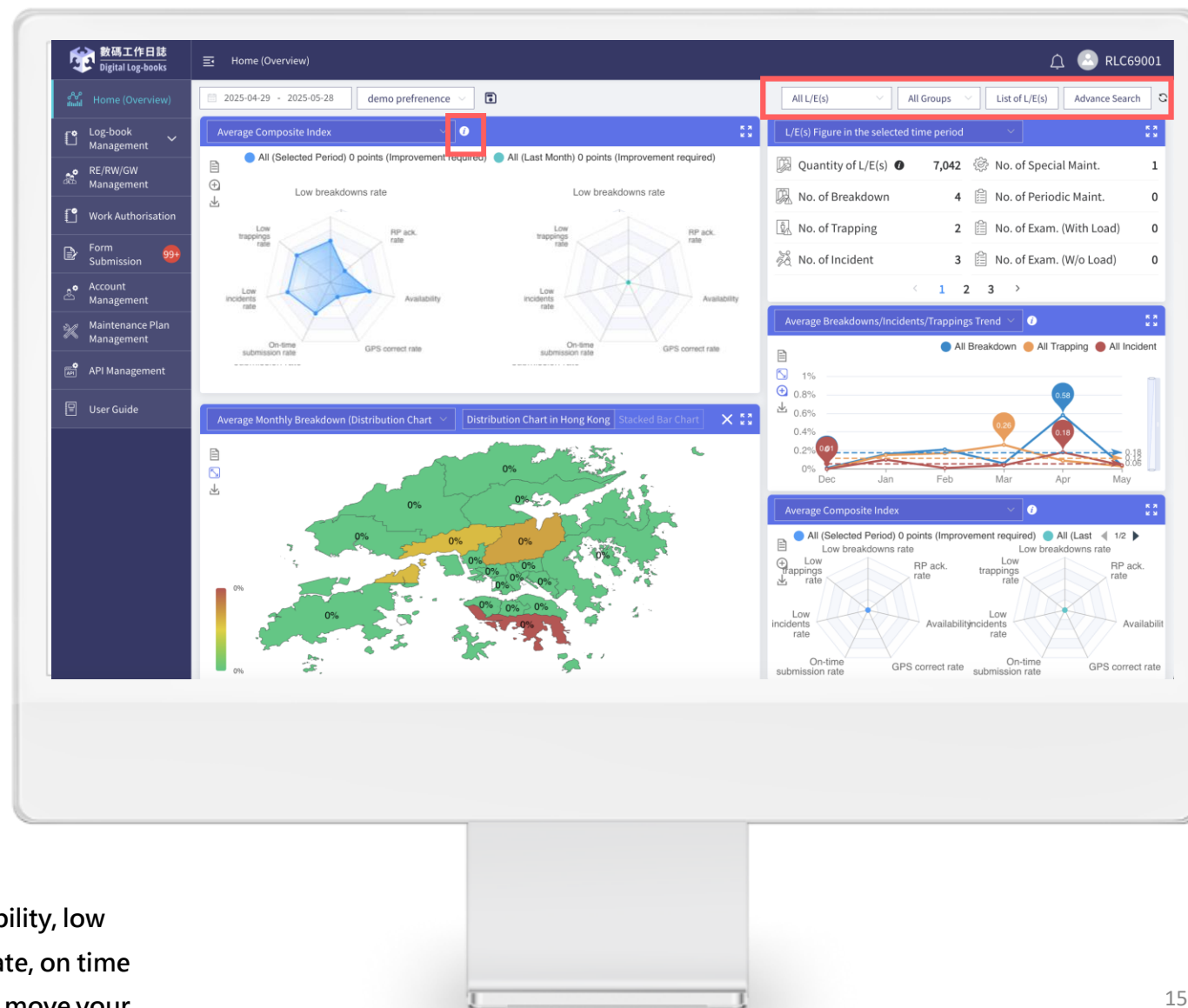
Note 1: Added "Integrated Index" chart which composed of Availability, low breakdown rate, low incident rate, low trapping rate, GPS correct rate, on time submisson rate & RP ack. rate . To view related information, please move your mouse to more information icon

4 Log-book Management – List of Log-books

1 Click on "List of log-books" on the "Log-book Management" page

2 Enter location ID or address keyword to search log-book

3 Search log-books according to "Districts" and " Sub Districts" in the upper right corner
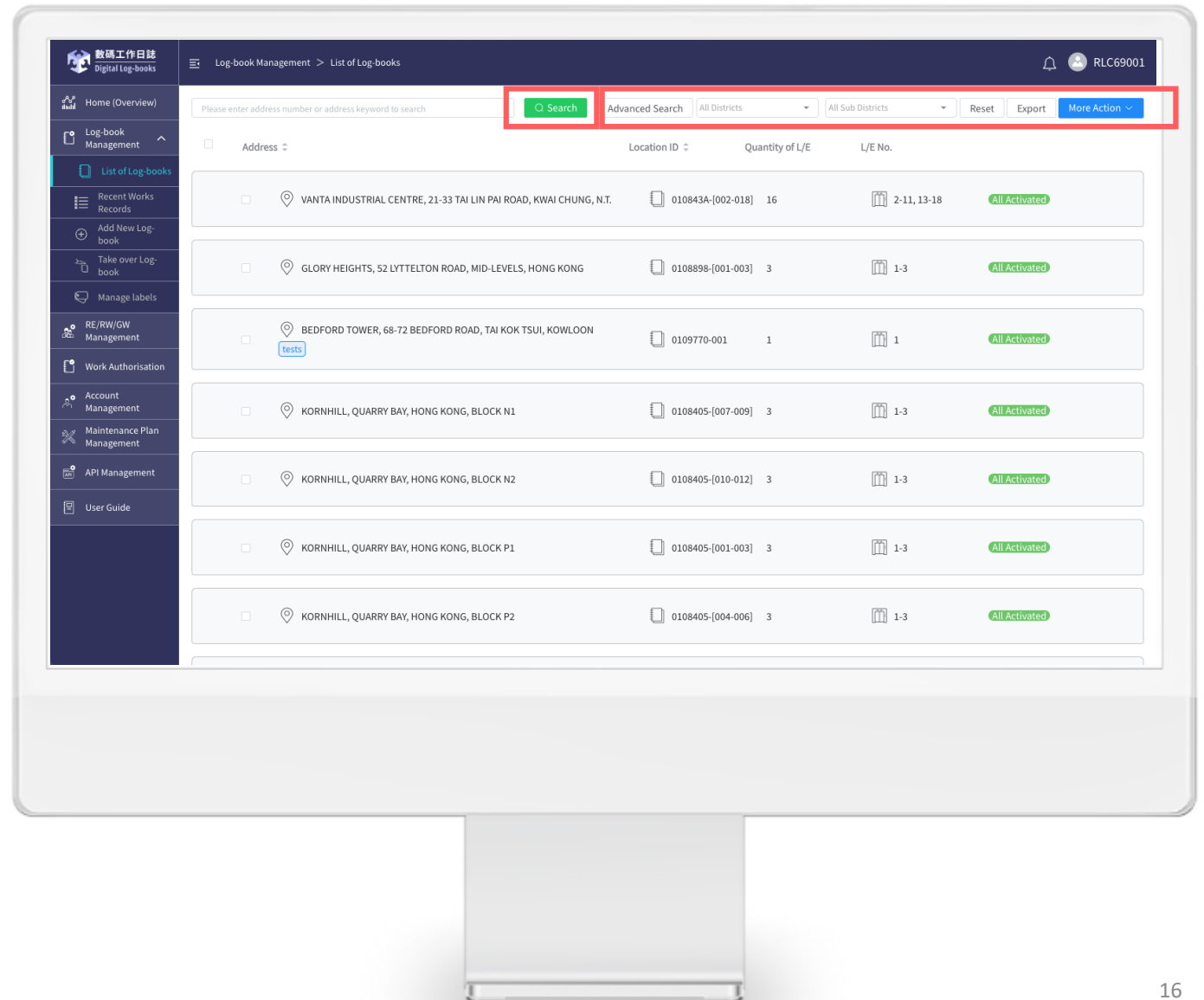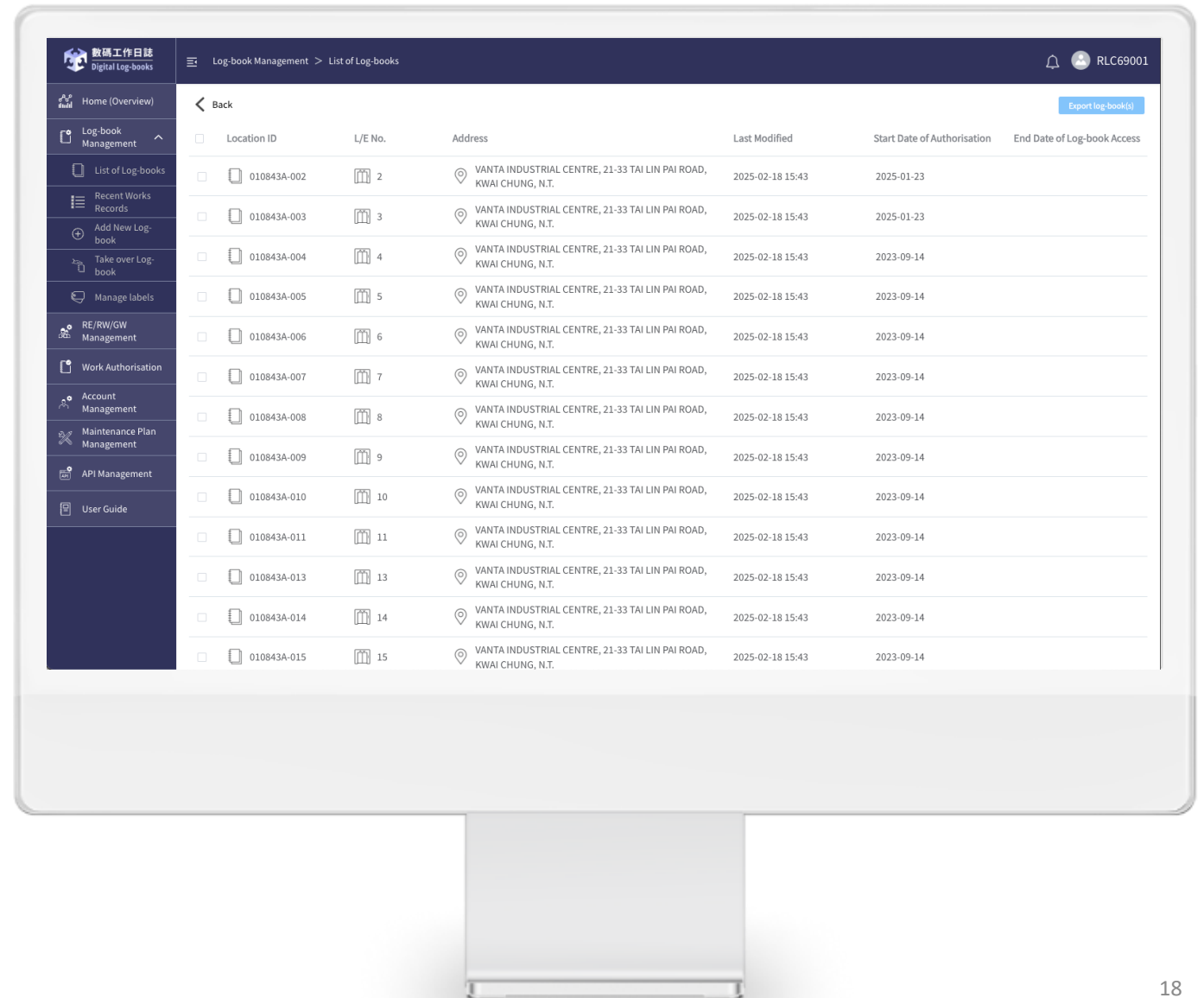
4 Log-book Management – List of Log-books

4 Click "More Actions" on the list page to use the following functions: "Log-book invitation to RP (Confirm invitation)", "Hand over Log-book", "Grant access right to sub-contractor", "All logbook handle record"
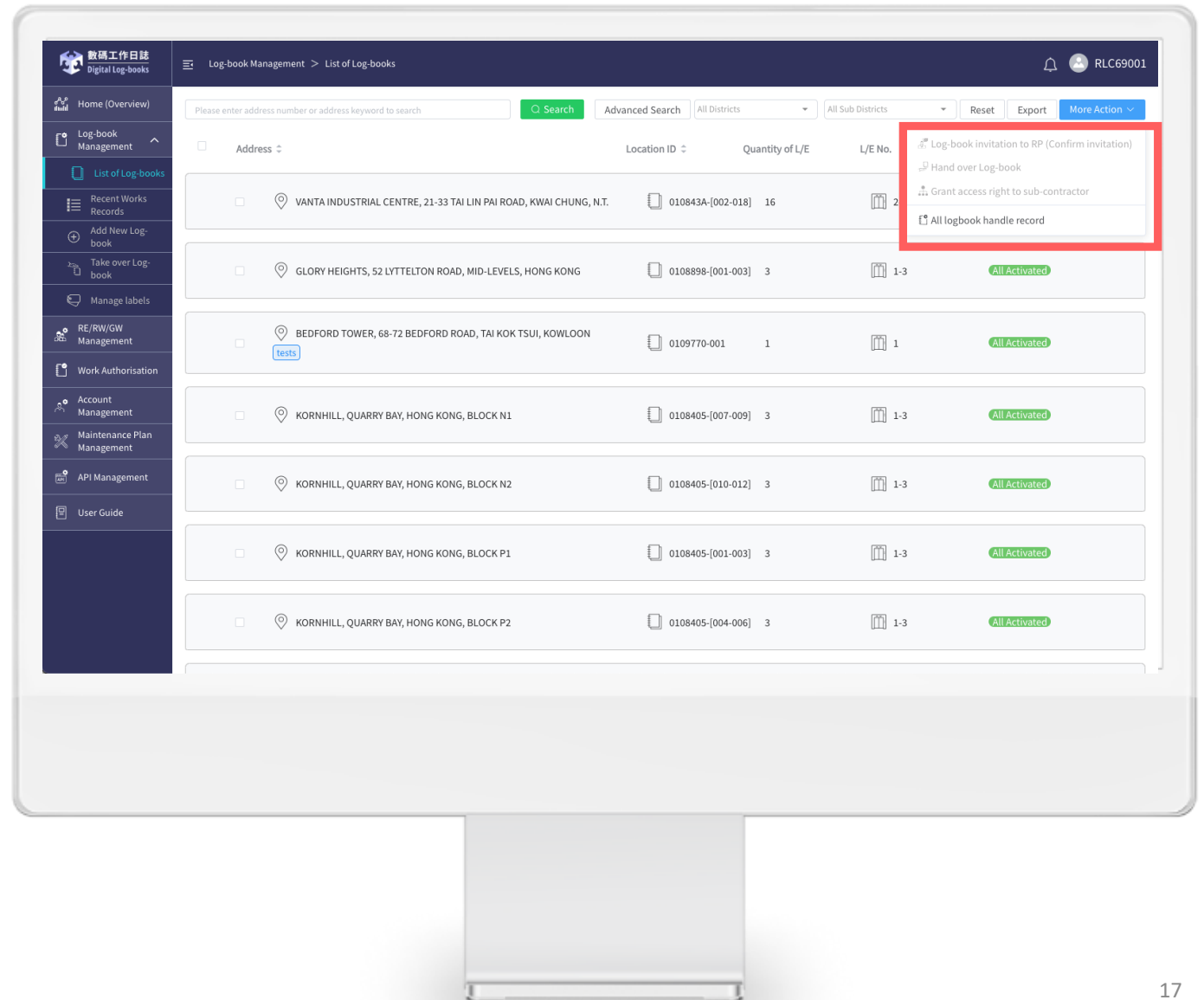
4 Log-book Management – List of Log-books

5 View the information of the lift log-book, such as : "location ID", "logbook activate/ end date", etc

6 Click on the appropriate lift log-book

4 Log-book Management – List of Log-books

5 View lift details :
Log-book has been preset to display details of works

6 Users can expand it to view the details of works
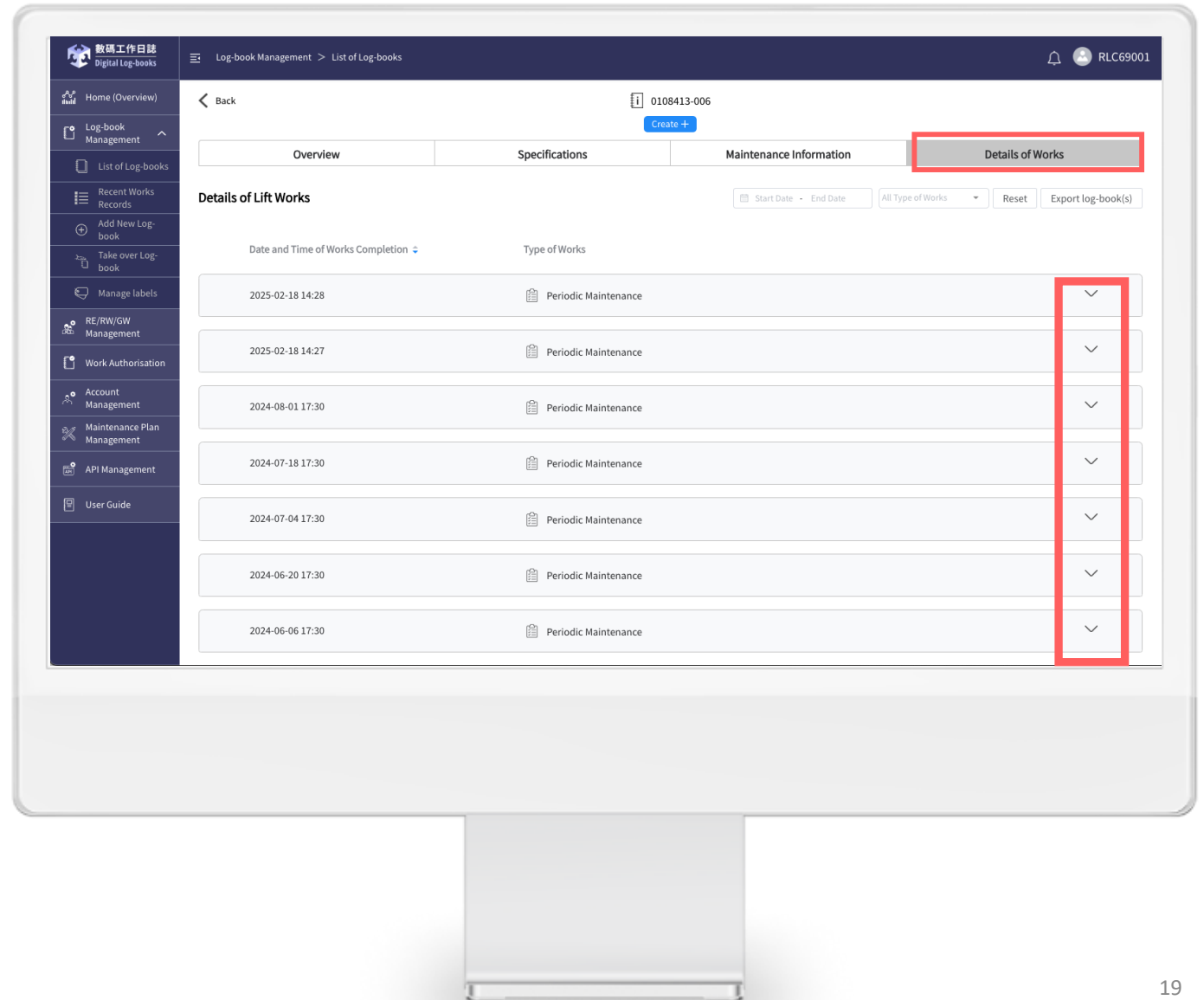
4 Log-book Management – List of Log-books

6.1 Expand " Details of Works" to read more information

Lifts involved in the same job are displayed together
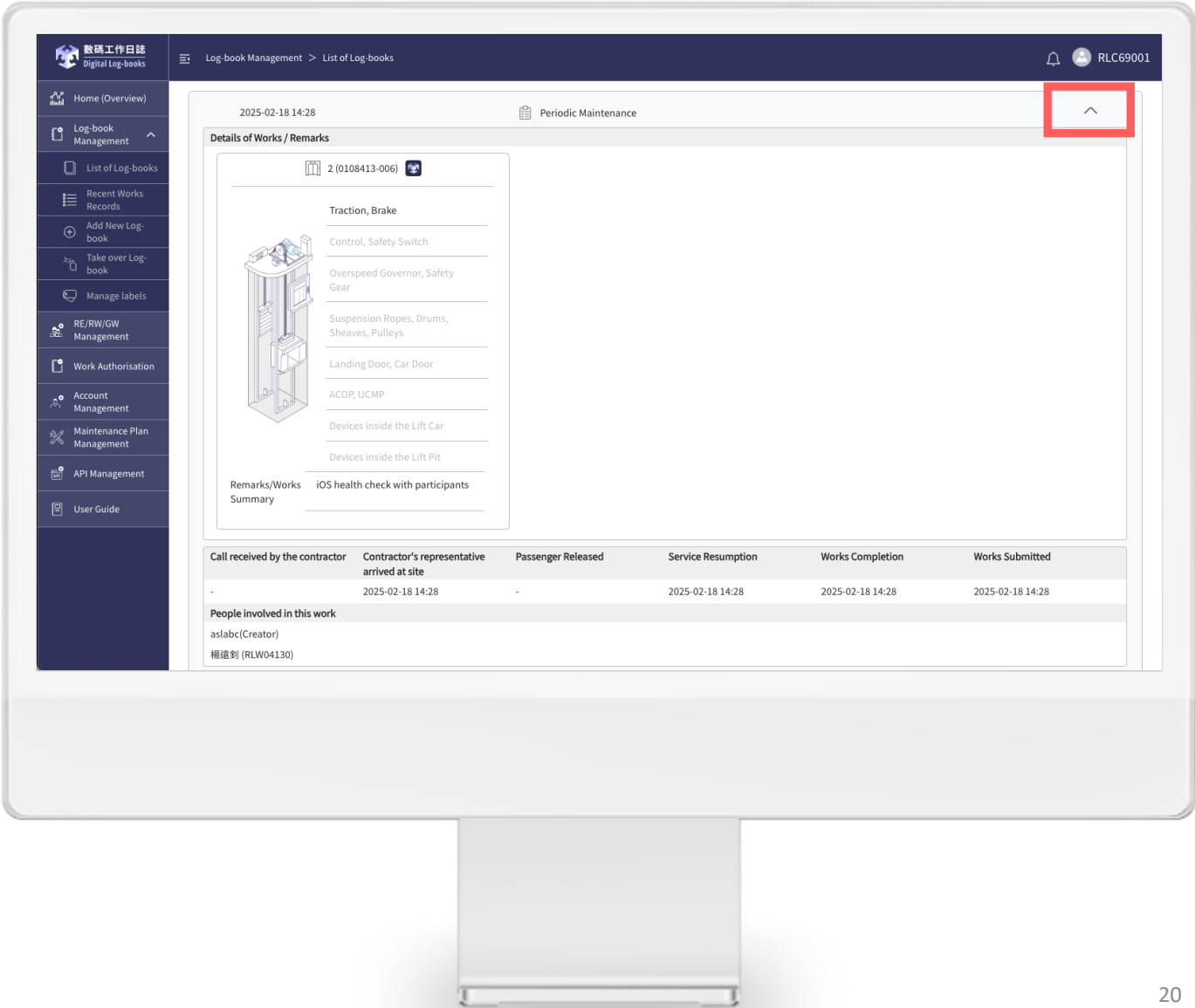
4 Log-book Management – List of Log-books

6.2 When checking the "Lift Project Details" page:

Click " " to view the blockchain code

Click "Hide" to hide the blockchain code
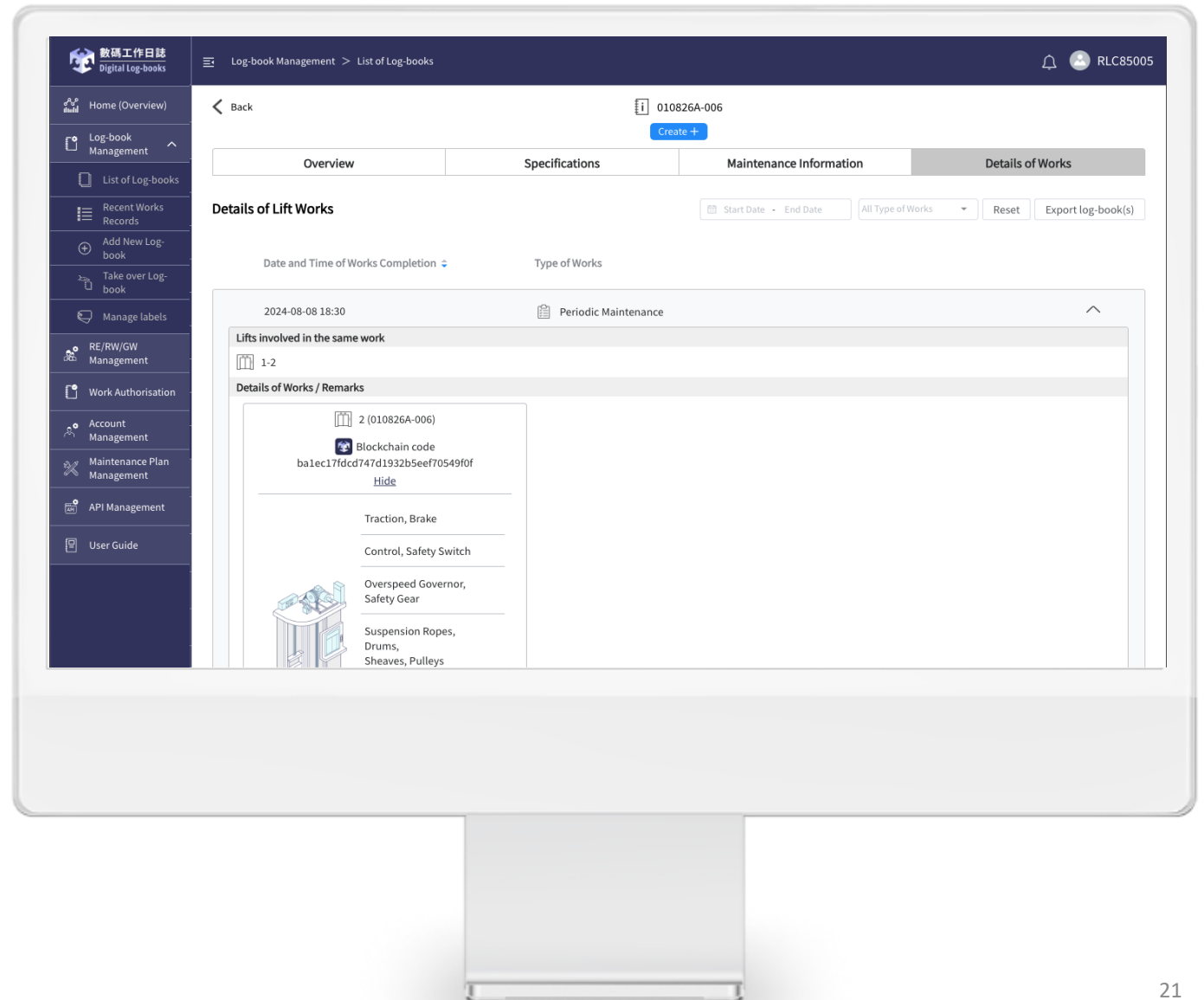
4 Log-book Management – List of Log-books

7 – User can view details of works

– If the details of works have been modified, the reason for the modification will be displayed

8 User can click on "Edit Logbook History" to view modification details
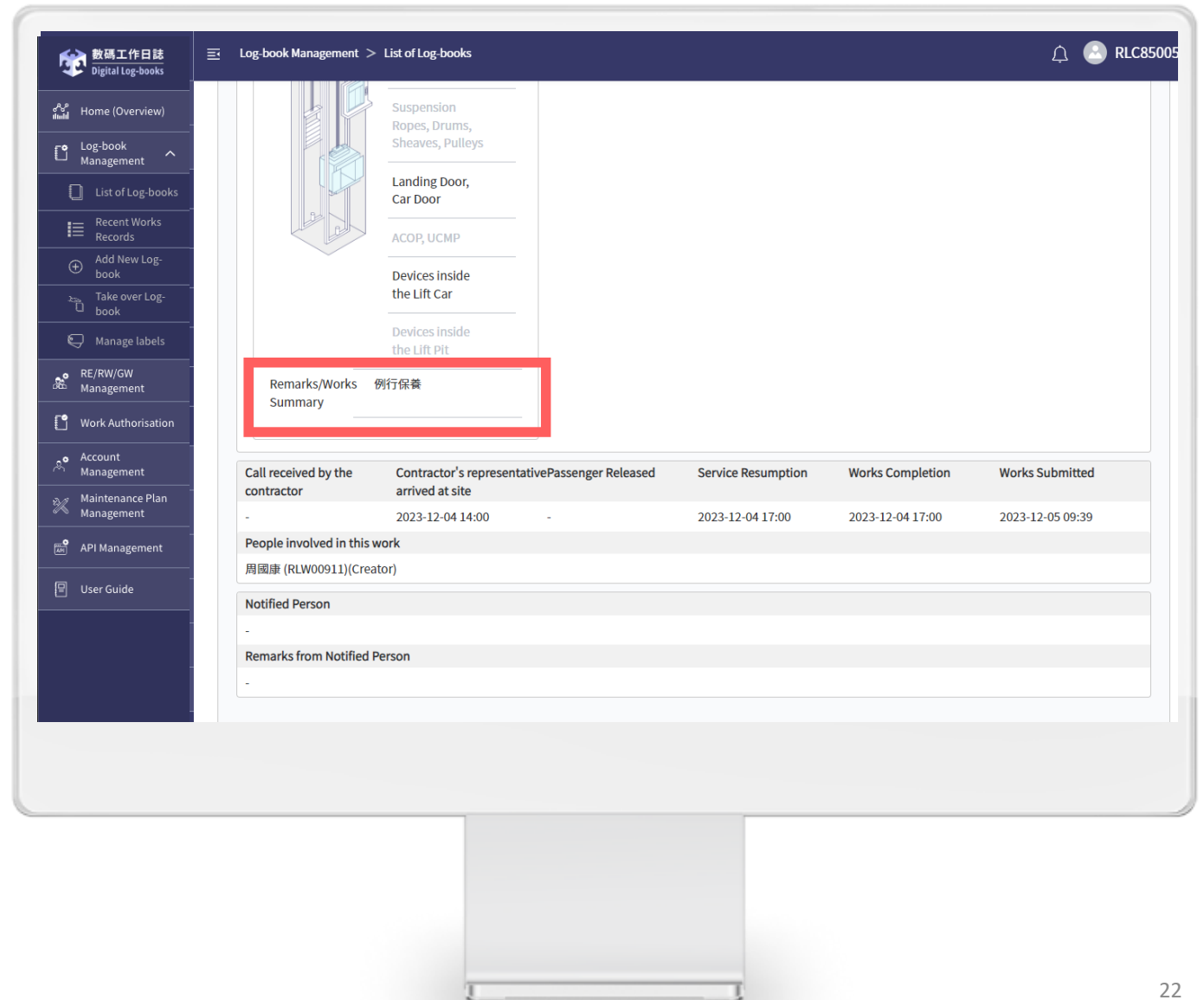
4 Log-book Management – List of log-books

9 Details about "Edit Logbook History" :
- Left column : After edit
- Right column : Before edit
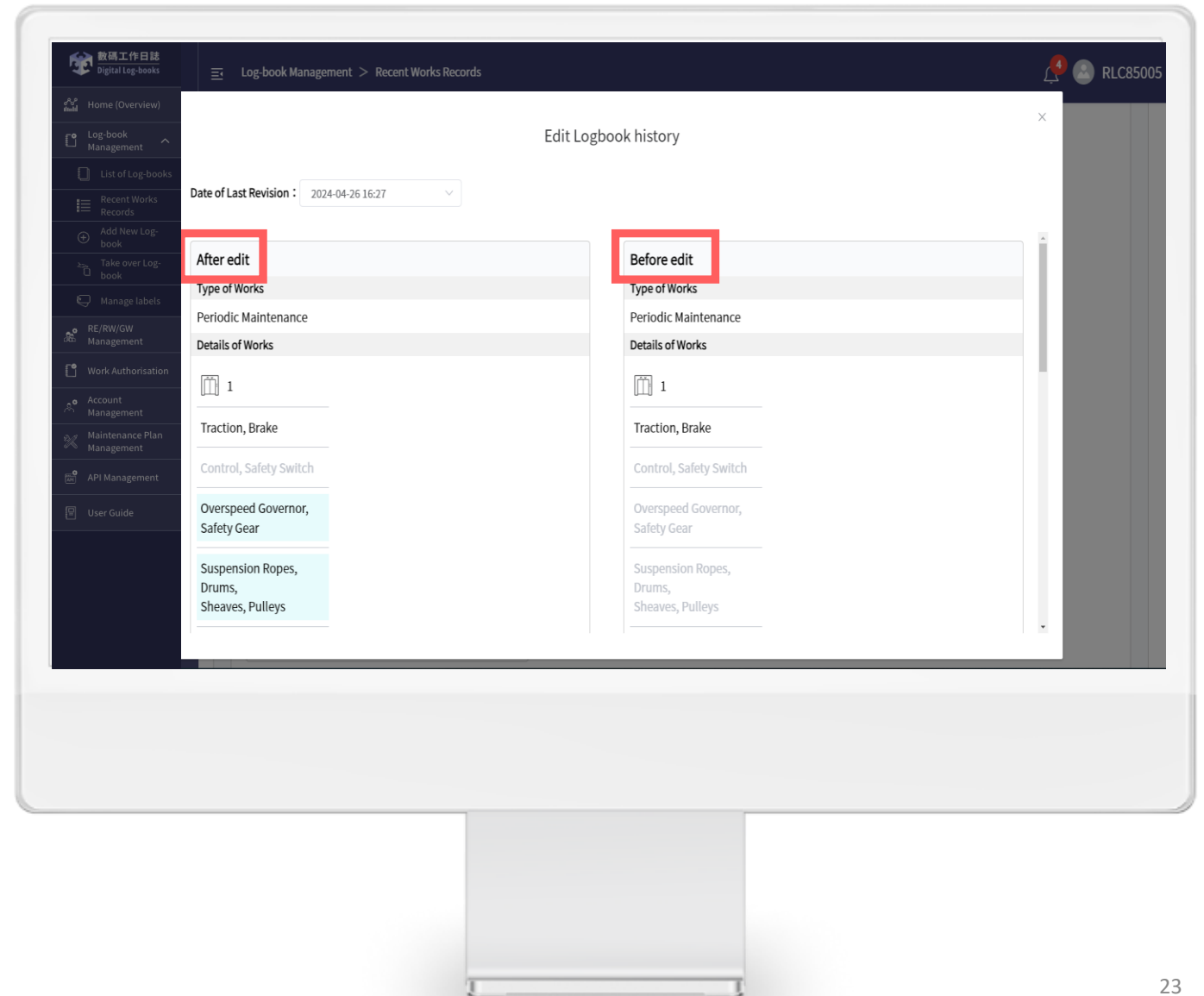
4 Log-book Management – List of log-books

10 If the work details have been Notified to RP , the information of the person who notifies it and its remarks （ if any ） will also be displayed.
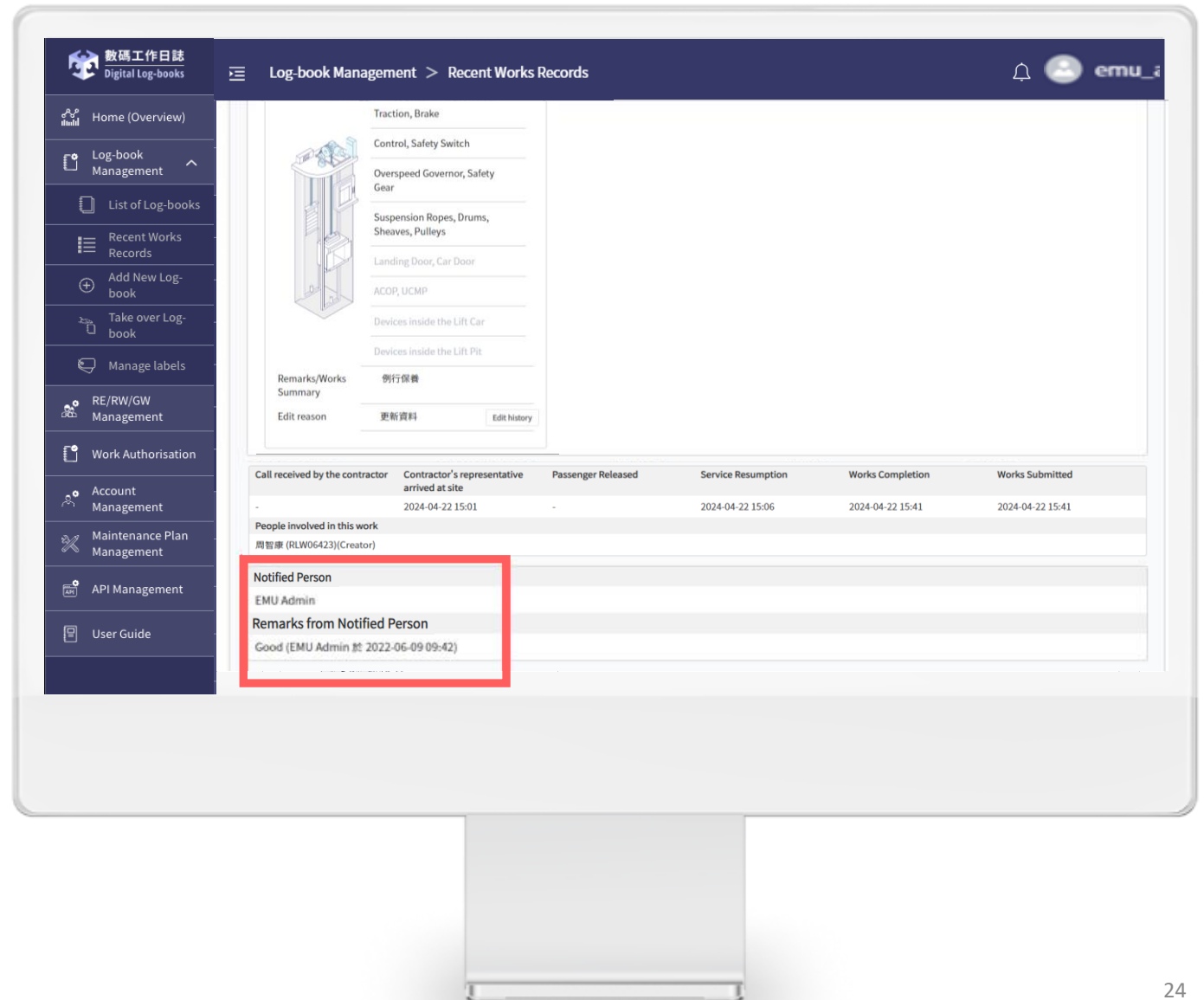
4 Log-book Management – List of log-books

10.1.1

View the <u>Lift</u> overview :

View General Information, Contractor List and RP List
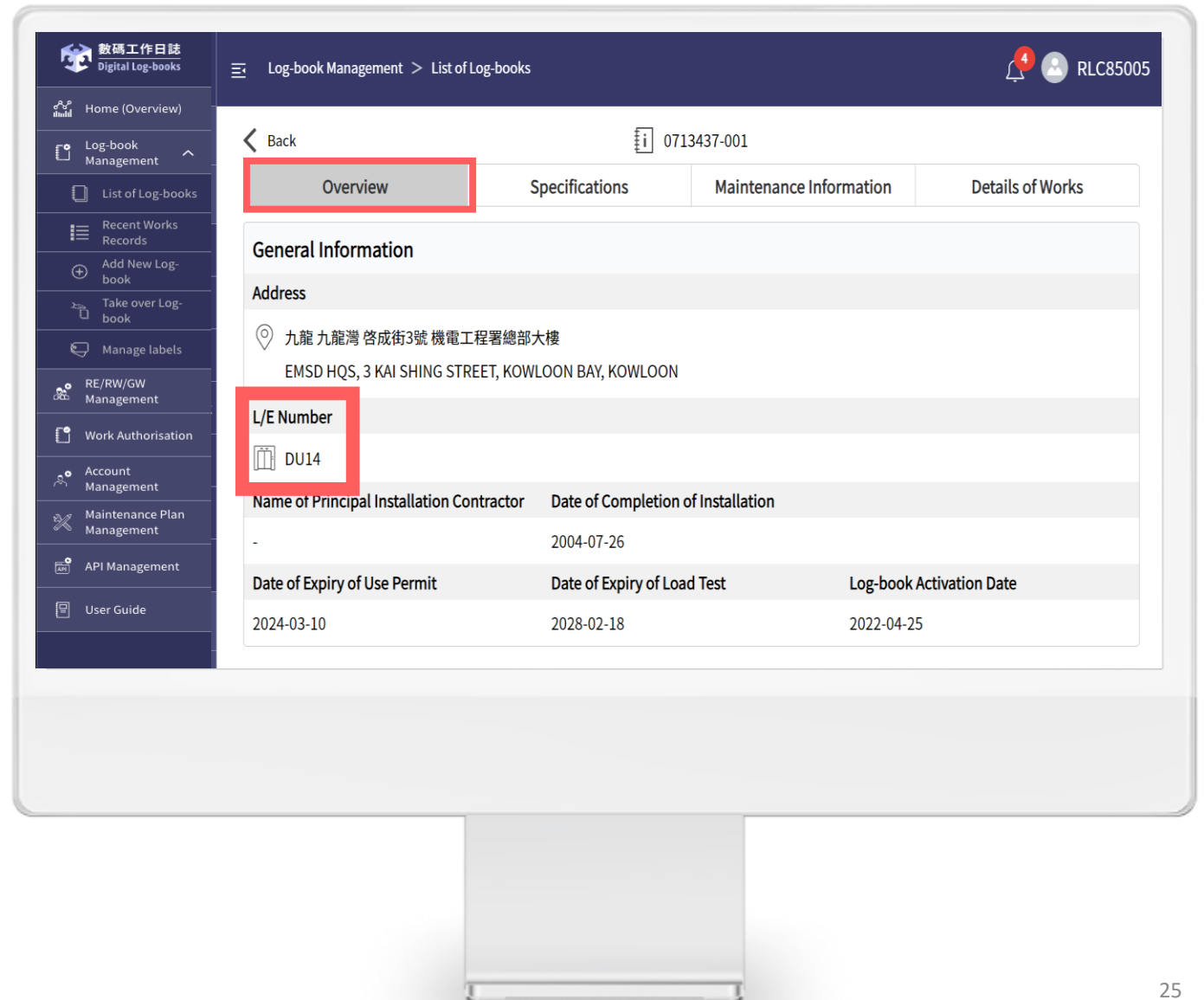
4 Log-book Management – List of log-books

10.1.2

View the <u>Escalator</u> overview :

View General Information, Contractor List and RP List
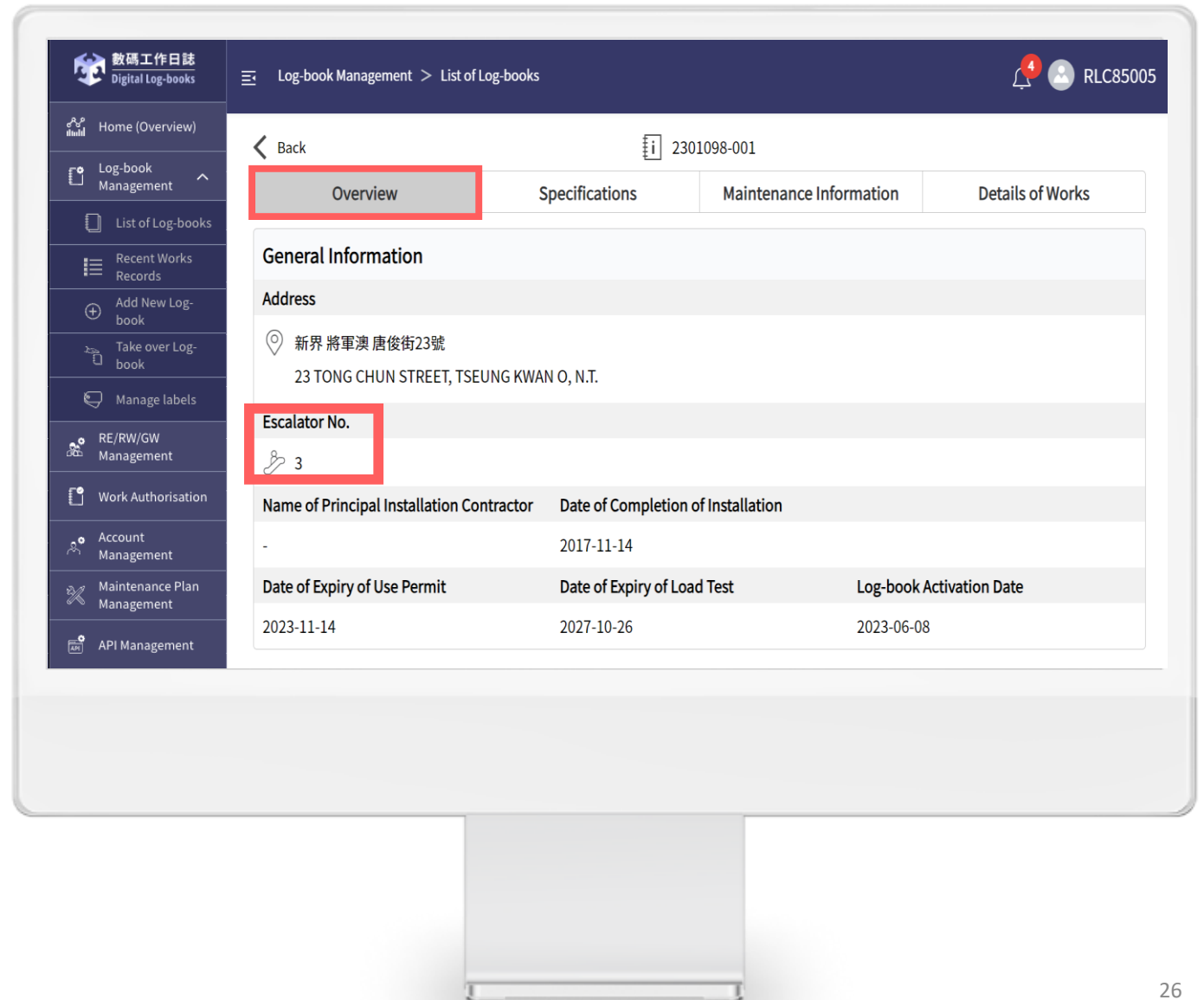
4 Log-book Management – List of log-books

10.2.1

View the <u>Lift</u> overview :

View the Specifications, Lift Equipment and Safety Device
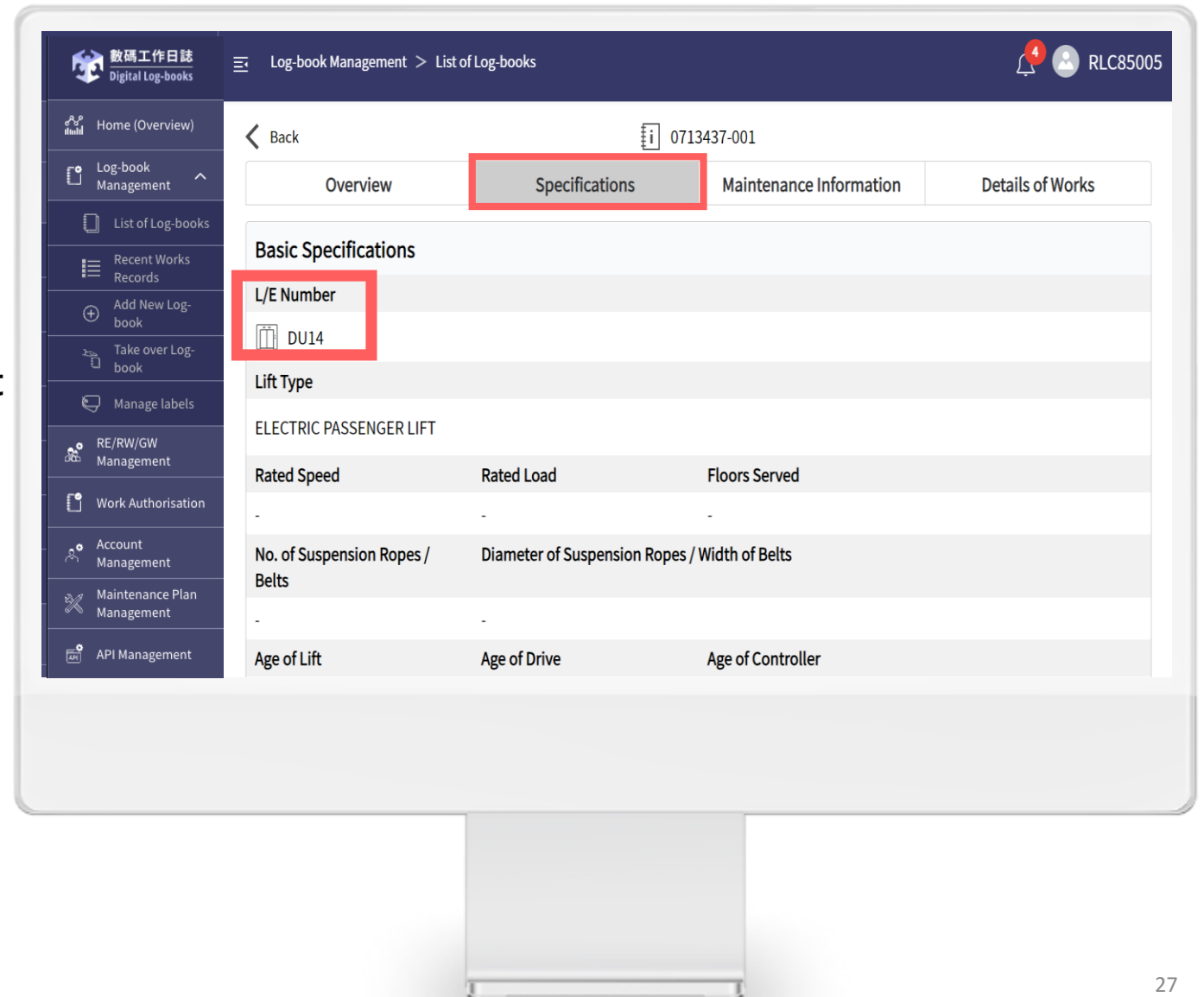
4 Log-book Management – List of log-books

10.2.2

View the <u>Escalator</u> overview :

View the Specifications, Escalator Equipment and Safety Device
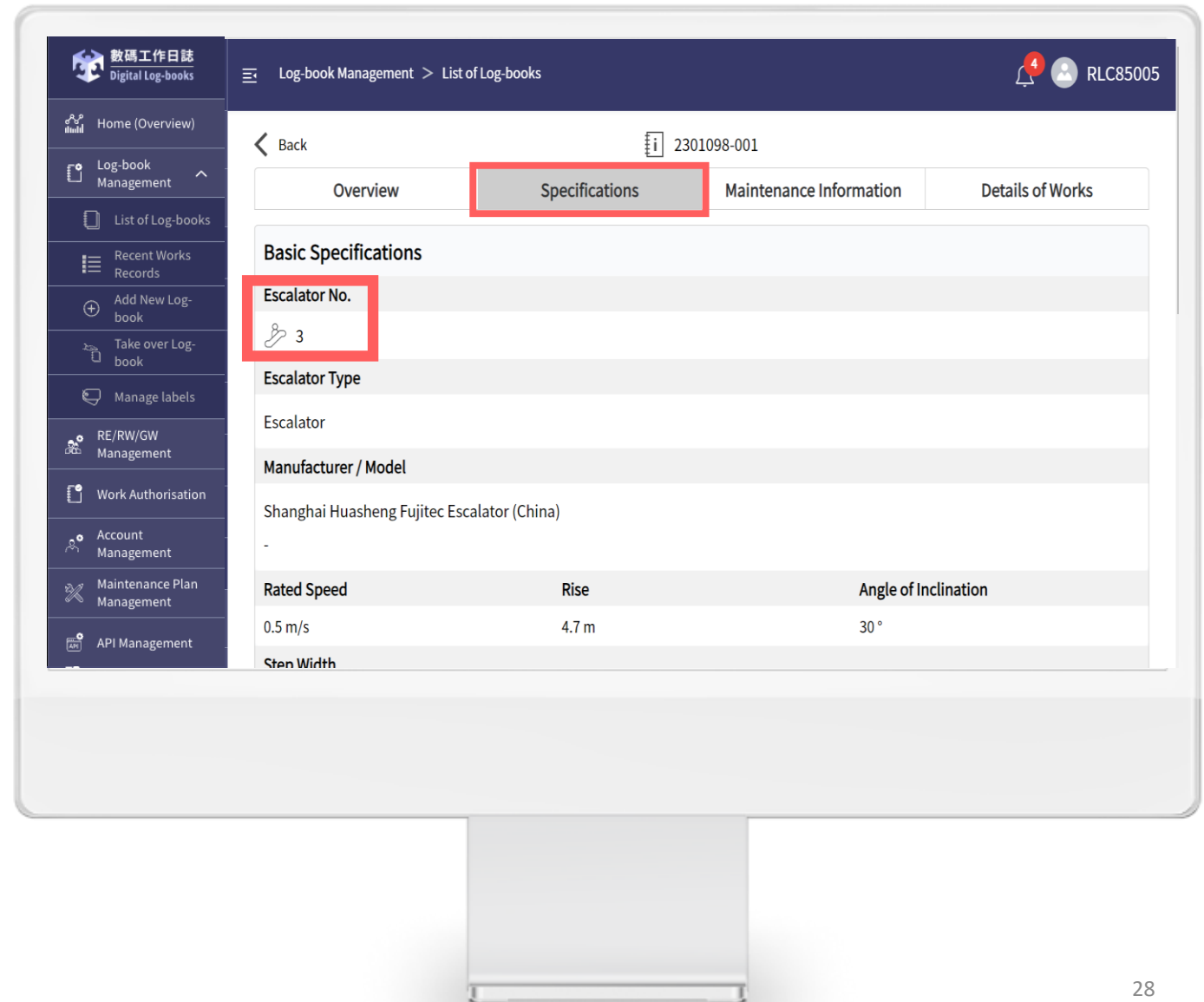
4 Log-book Management – List of Log-books [Update Spec.]

10.3.1 To update the specifications of a lift or escalator, click "Update Spec." in the upper right corner of the Specifications page in the log-book
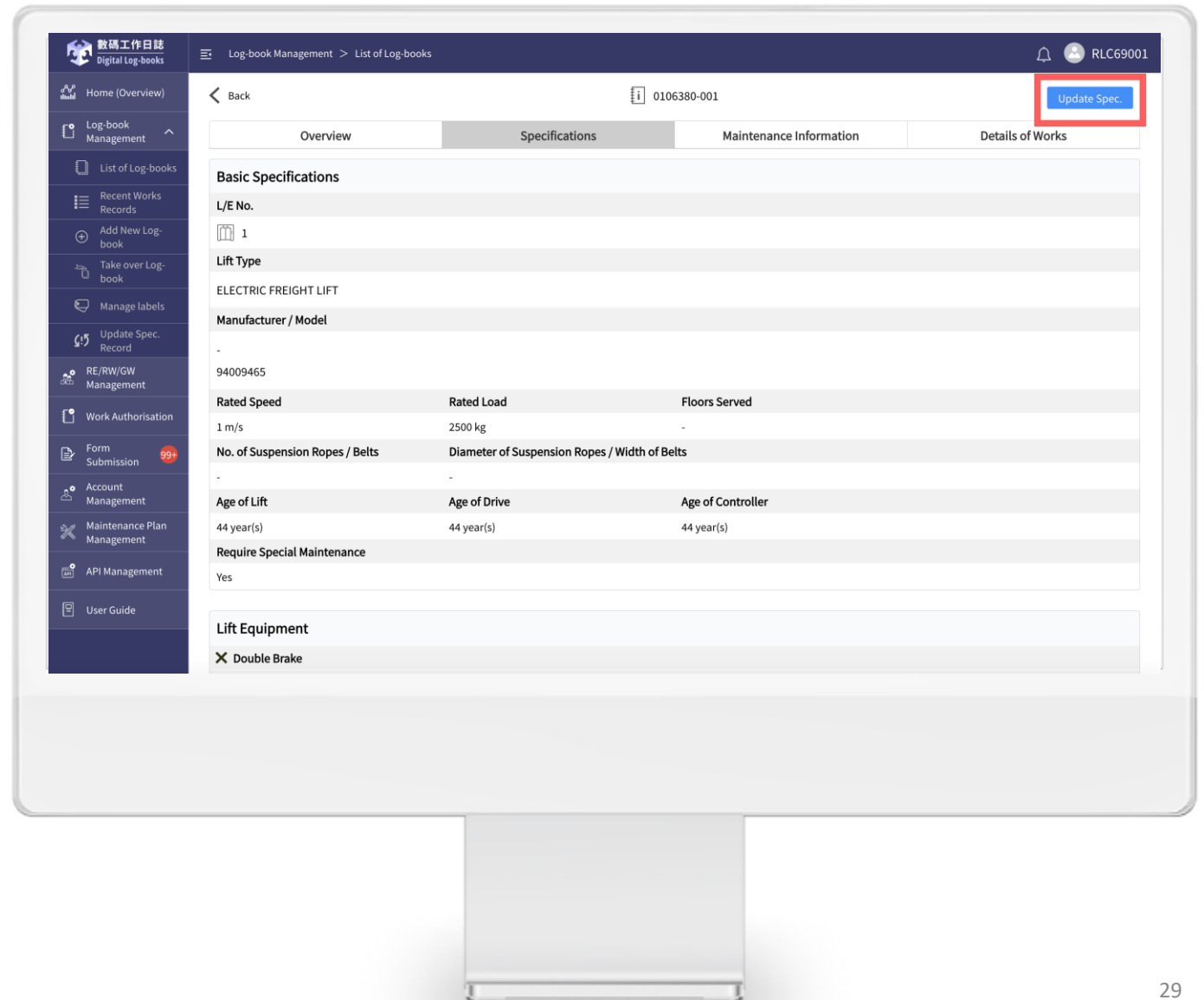
4 Log-book Management – List of Log-books [Update Spec.]

10.3.2 The specifications that can be updated for lifts or escalators include:
1. Basic Specifications
2. Lift Equipment

10.3.3 After updating the specifications of the lift or escalator, click "Confirm" in the upper right corner to continue

Note1 : If you selected "Require to update GPS location", click "Confirm" in the upper right corner to continue and you will need to upload the relevant location file

4 Log-book Management – List of Log-books [Update Spec.]

10.3.4 The Confirm Specifications page appears:
After reviewing the updated specifications, please upload the inspection report or letter signed by RE, add the required files, reason, contact person and contact number

10.3.5 Please confirm that no personal information will be disclosed in the new application

Note 1 : The application details for updated specifications can be viewed and revoked on the "Update Spec. Record" page

4 Log-book Management – List of Log-books [Update Spec.]
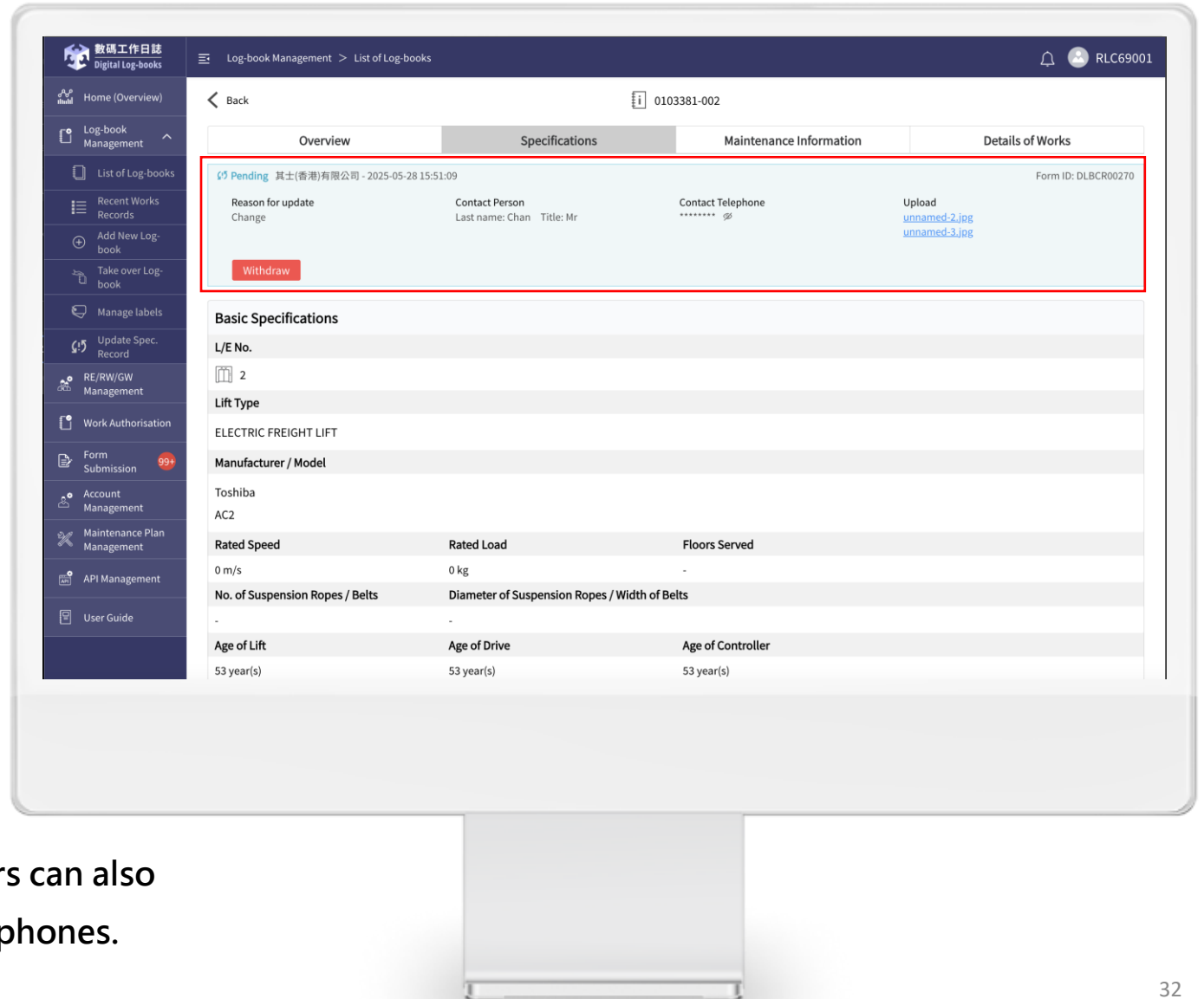
10.3.6 After submitting the updated specification application, you will see the application details and update form number when you return to the log list.

10.3.7 To view the contact's phone number, click 🚫

10.3.8 To withdraw your application, click the red "Withdraw" button below the pending details.

Note 1 : After updating the specifications, general users can also view the specifications of related logs on their mobile phones.

4 Log-book Management – List of Log-books [Update Spec. Record]

10.3.7 Click on the "Log Specification Update Record" page in the Log Management to display the specification update records that have been submitted, including the status:

1. Pending
2. Withdrew
3. Rejected
4. Approved

10.3.8 To withdraw your application from this page, click the red "Withdraw" button
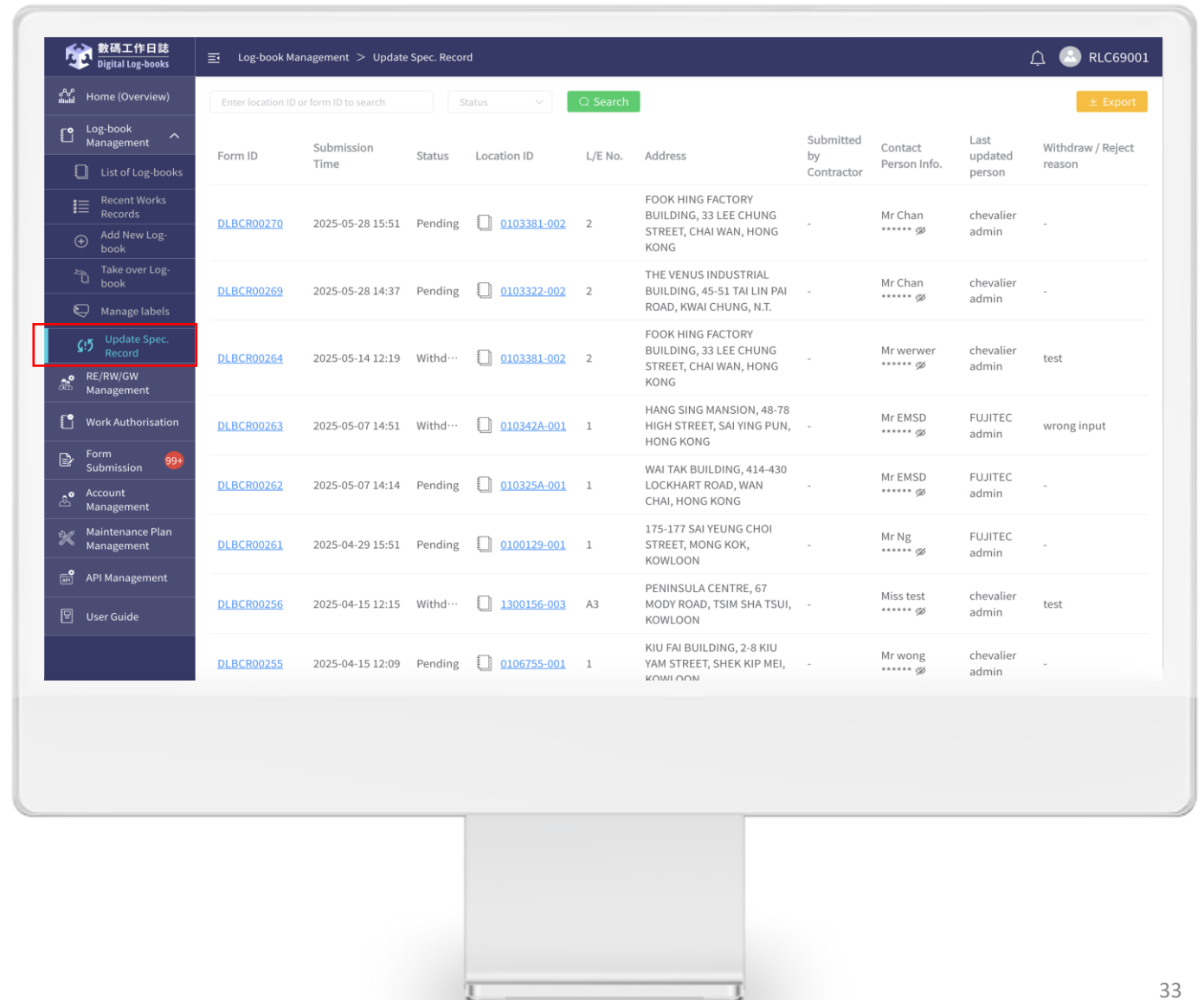
4 Log-book Management – List of Log-books [Update Spec. Record]

10.3.9 The approval result of the log specification update is sent to the account through the Notification Centre
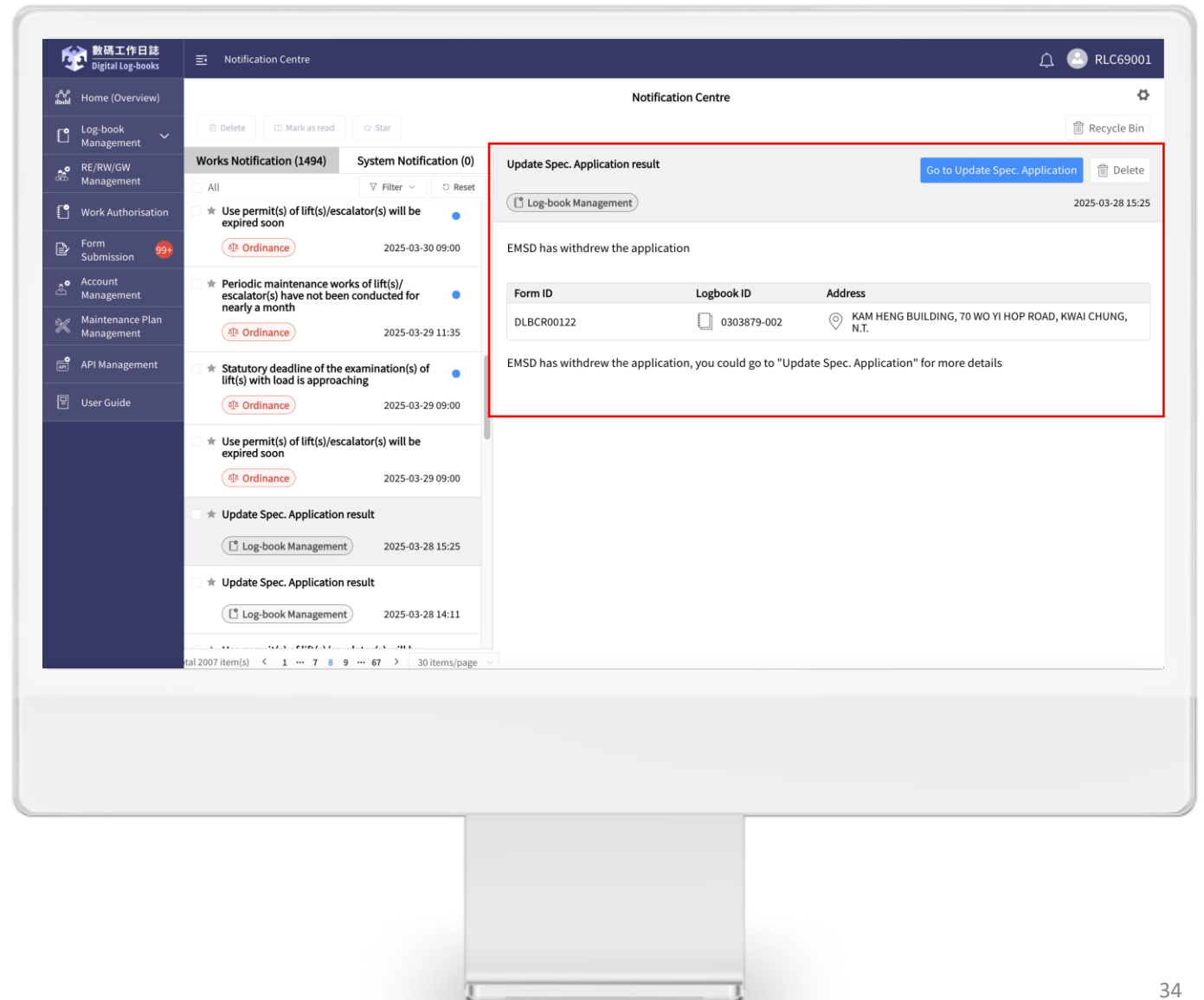
4 Log-book Management – List of log-books

10.3 Fill in the <u>Lift / Escalator</u> maintenance information :
Fill in the maintenance schedule and the anticipated duration of periodic maintenance

- If it is the first time to fill in the schedule, can select the start period and click the pen icon in the corresponding field in the timetable to fill in the correct period
- Fill in the form and click "Save", "Export Template" and give it a name
- When filling in or modifying the timetable in the future, you can select the saved template name and click "Import Template" to enter the previously saved data
- The schedule of each maintenance item is displayed in blue grid

4 Log-book Management – List of log-books

10.4 View the Lift and Escalator "Details of works"

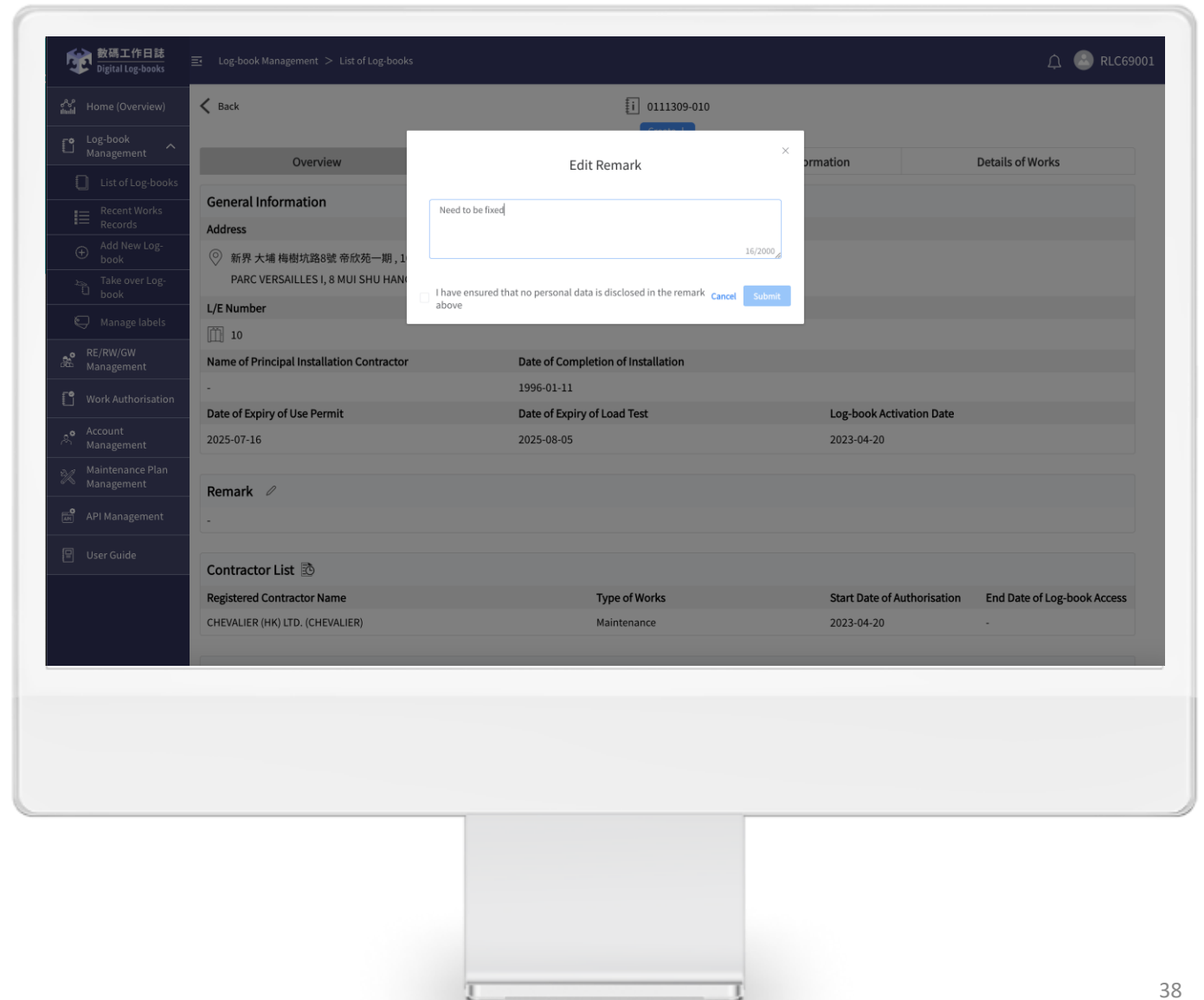can click into each logbook record to view details
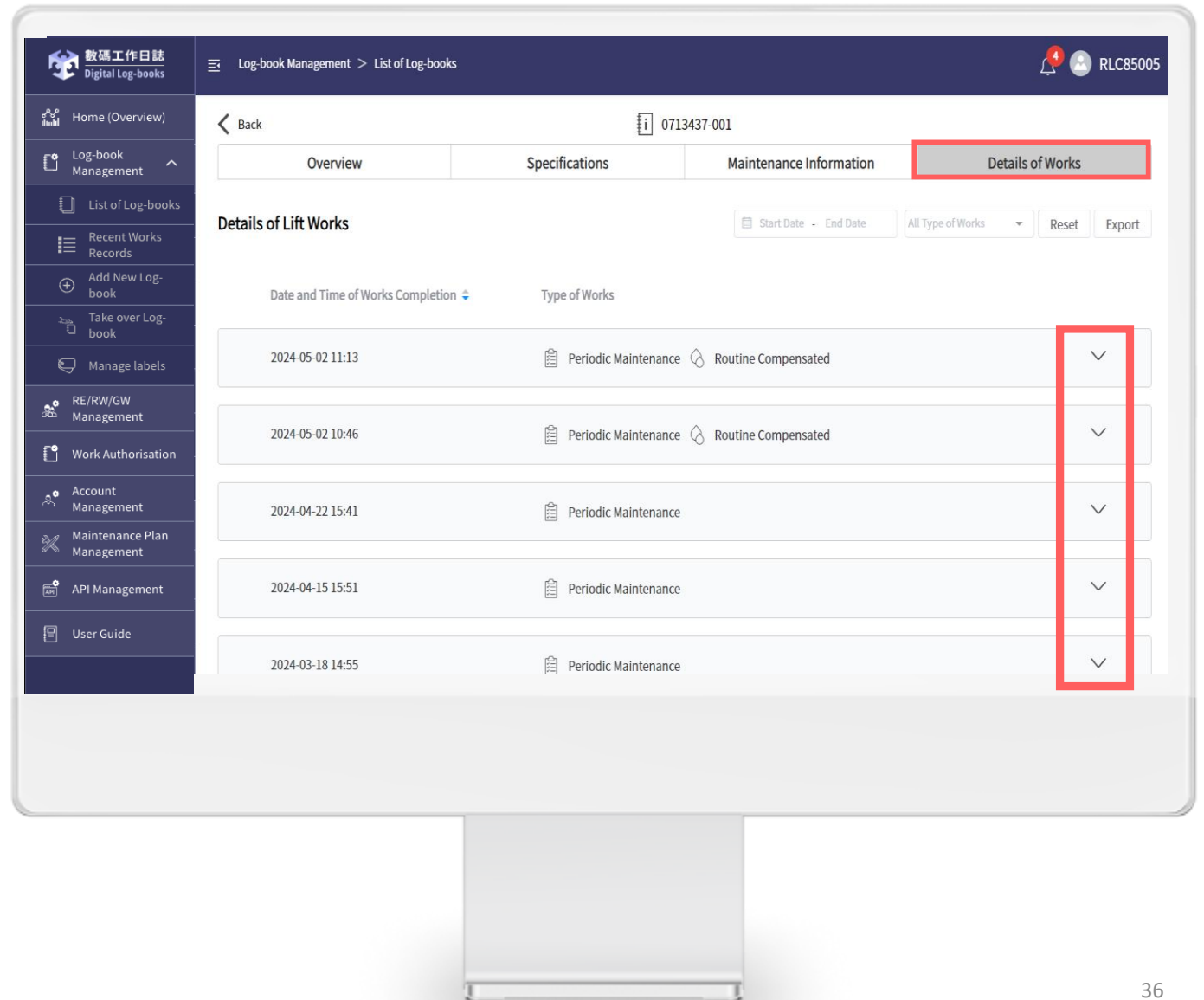
4 Log-book Management – Adding remark

1 Each logbook have a remark section at the overview
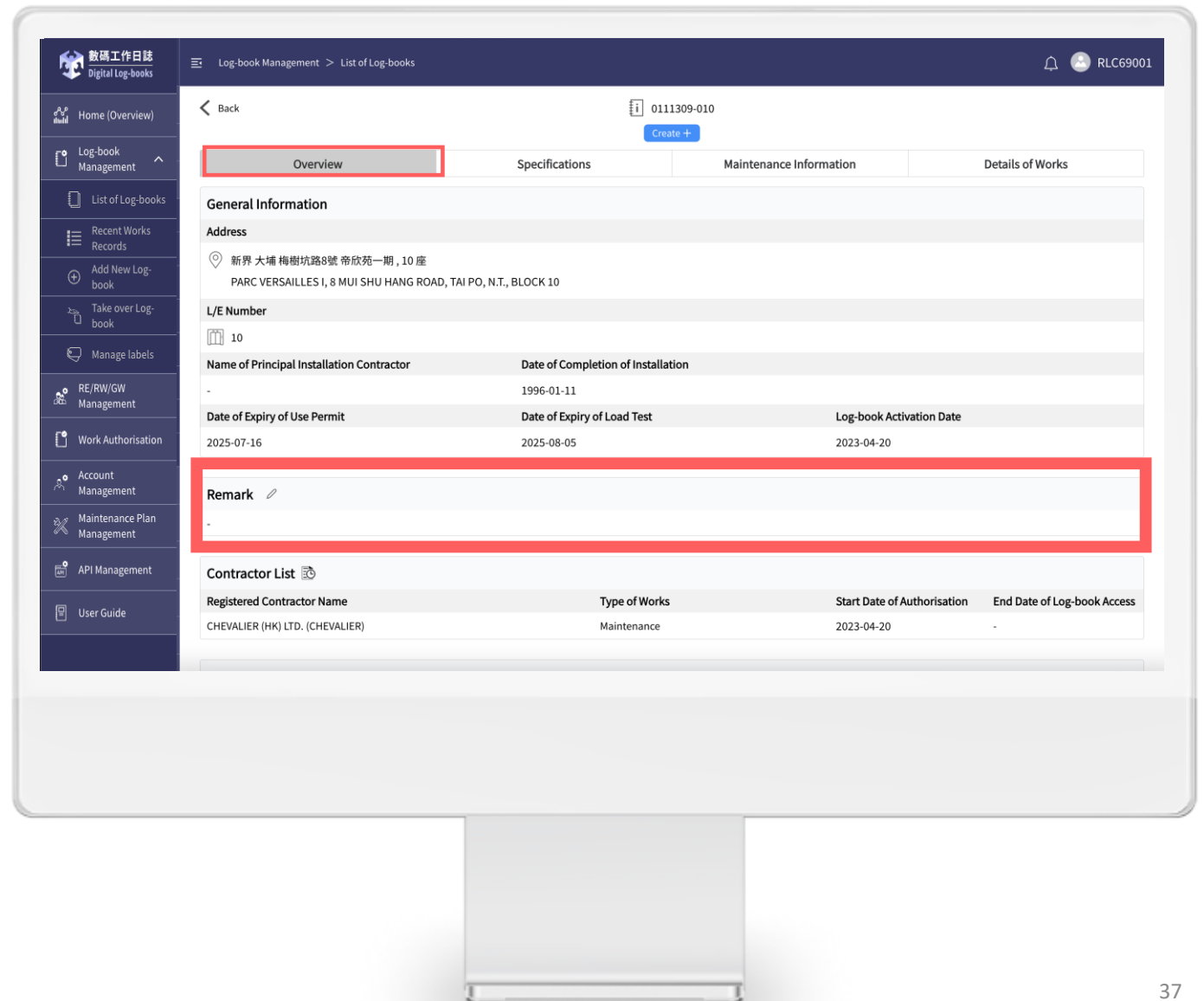
4 Log-book Management – Adding remark

4 You can add and edit the remark of a logbook

3 User have logbook access right can view and edit the remark

4 Log-book Management – Adding remark

4 There will be RC name and the edit time after saving

5 Log-book Management – Recent Works Records

1 Click "Recent Works Records" on the "Log-book Management" page

2 Click on each job as needed to view the information in detail

3 Search log-book based on "Start and End Date" and "Type of Works" in the upper right corner

4 Click the "Export" button to export the filtered logbooks
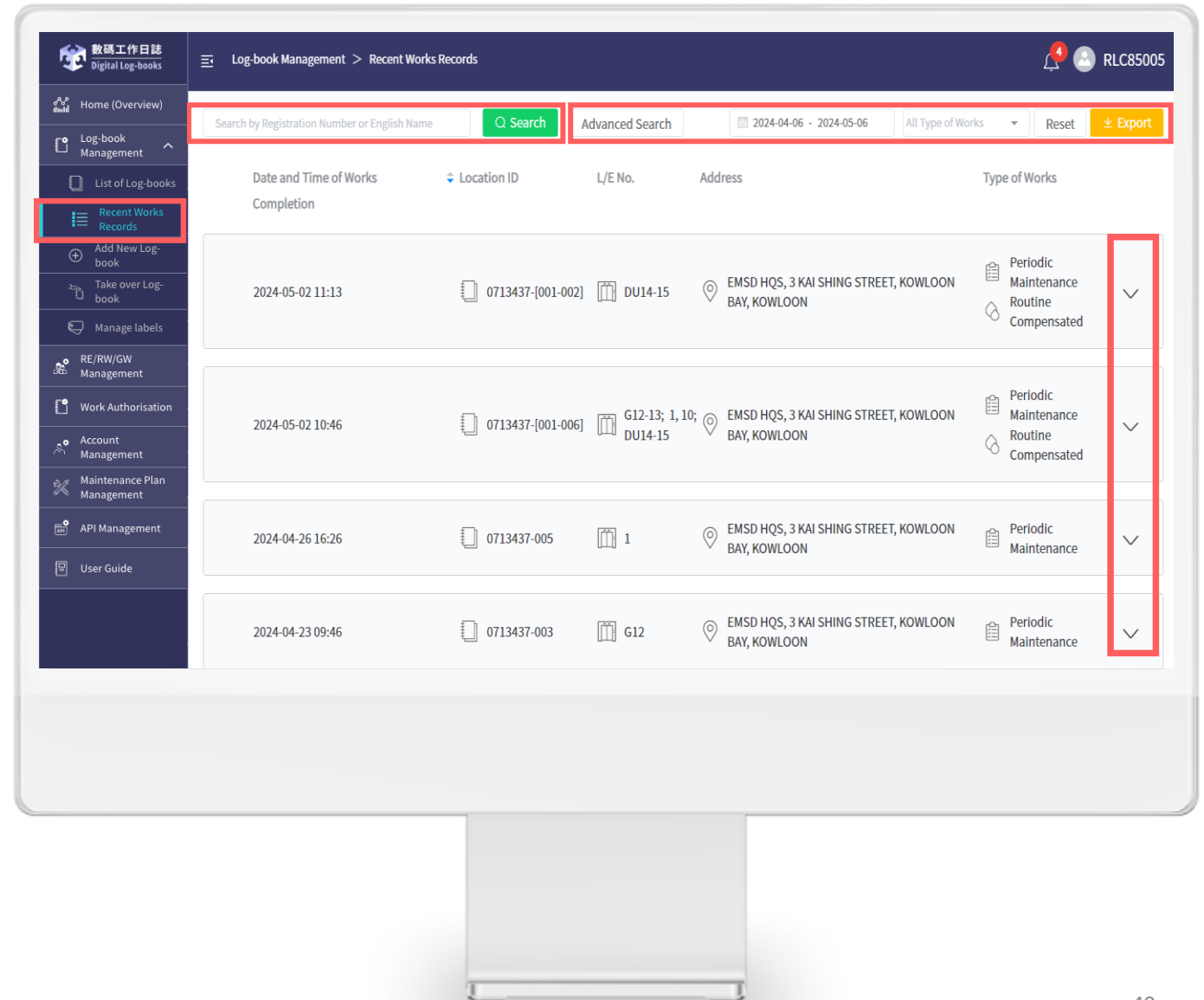
5 Log-book Management – Recent Works Records

4 Click on the works records to view the details

5 Relevant work records allow all relevant RPs that can be accessed to acknowledge the log records

6 Some of the lifts or escalators recorded in the work record can be selected for batch notification.
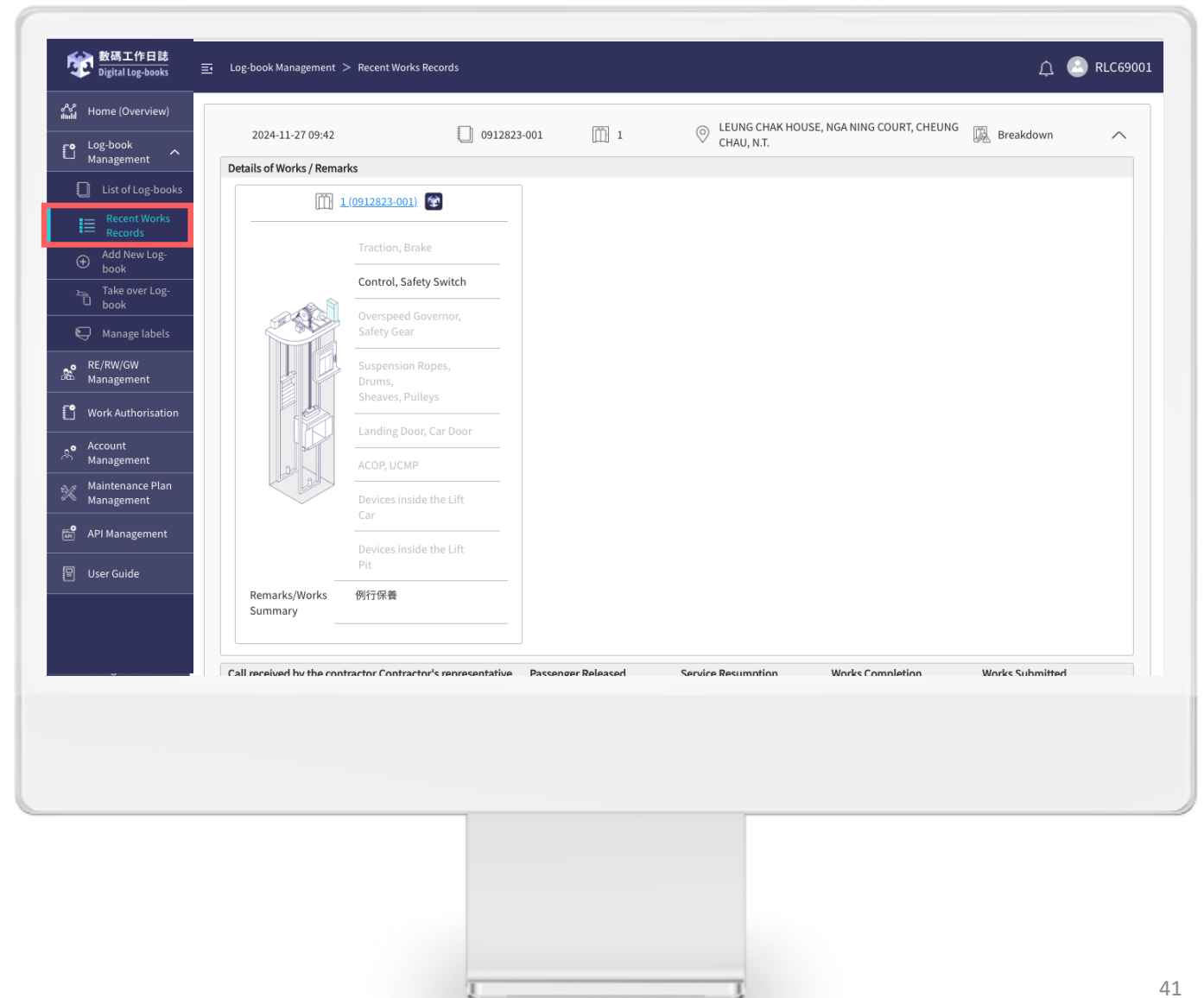
5 Log-book Management – Recent Works Records
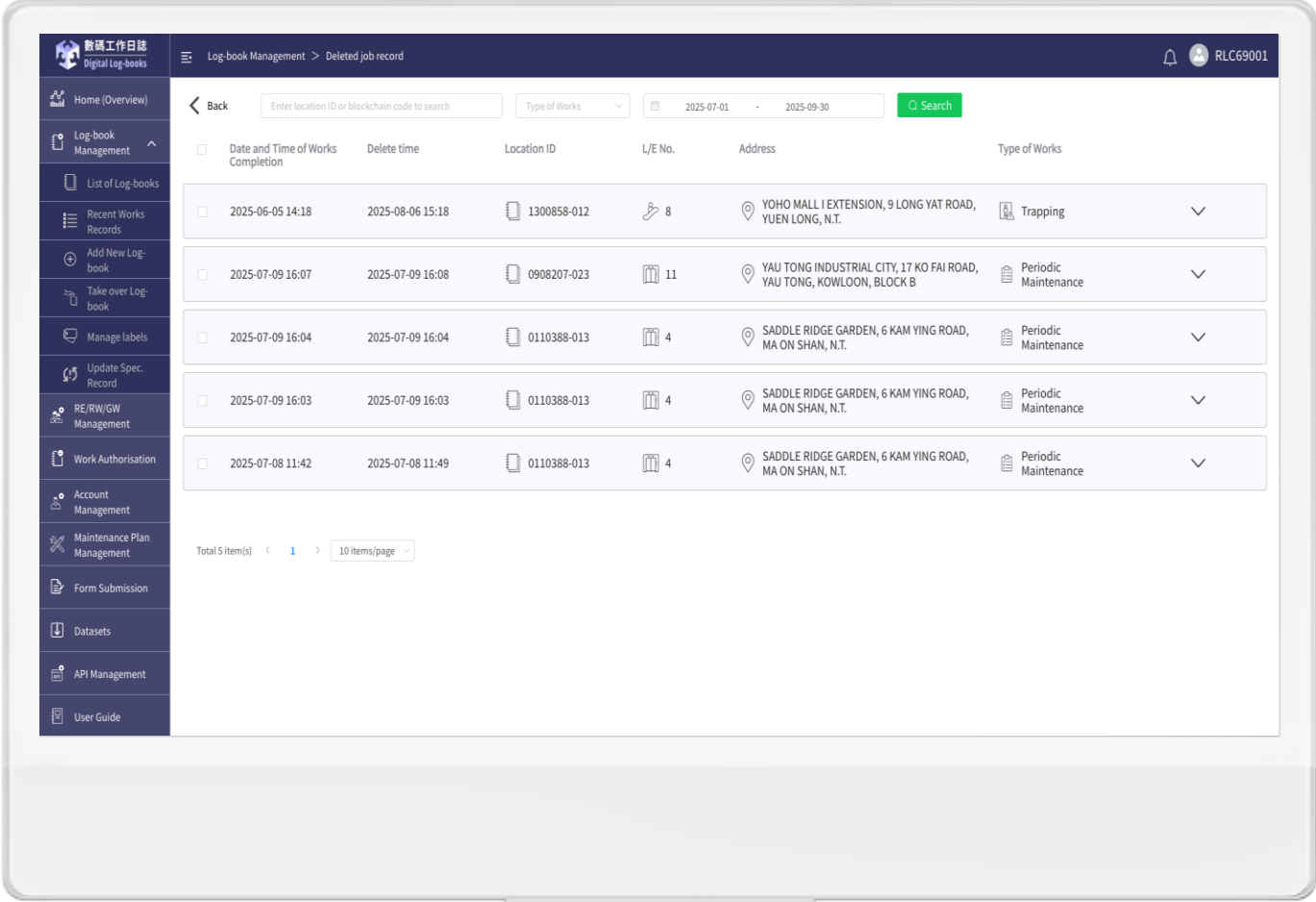
7 **To view deleted work records:**

On the Recent Works page, click

"Deleted Job Record" to view deleted

records.
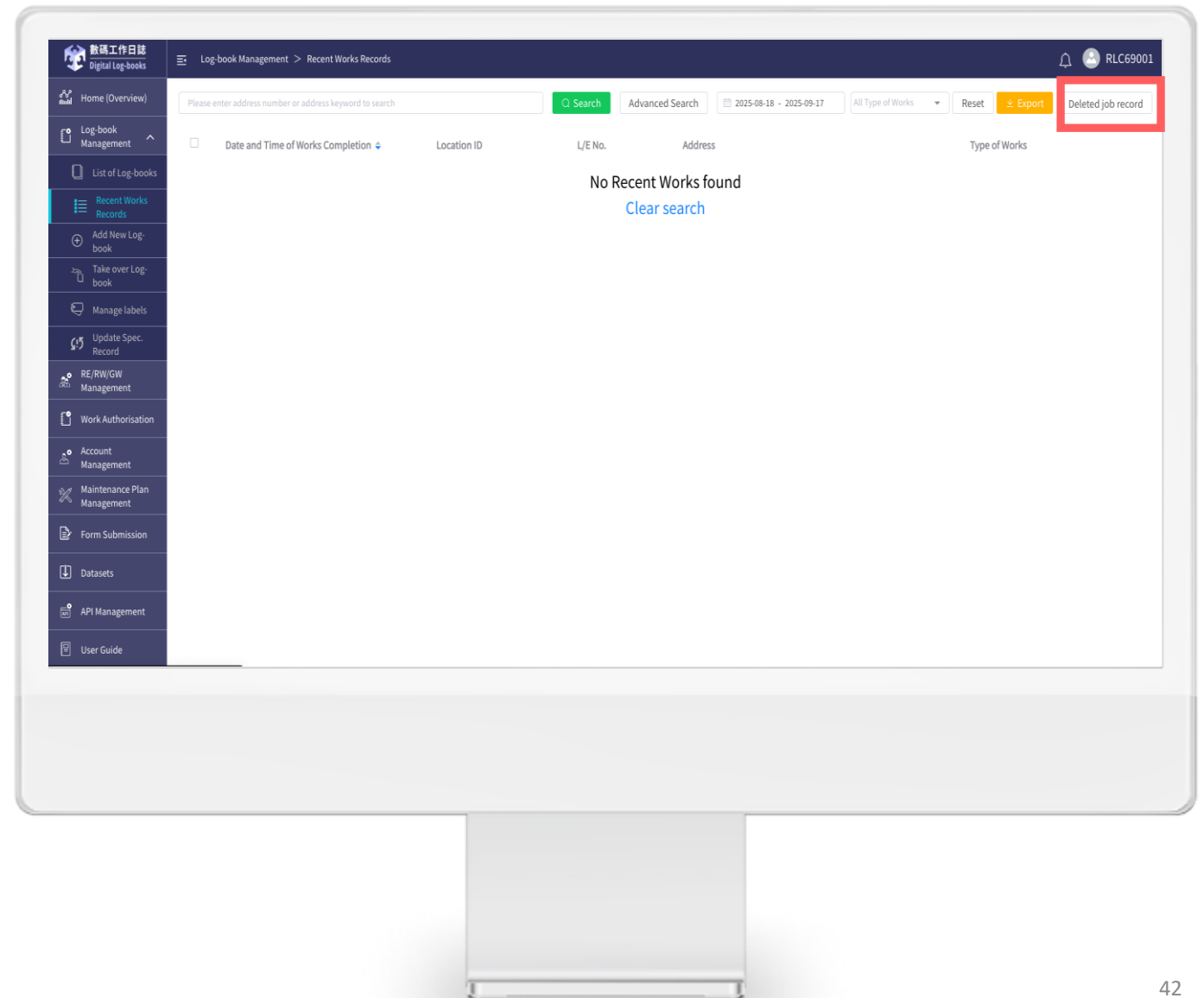
5 Log-book Management – Recent Works Records

8 Deleted work records will be displayed in a list like this

6 Log-book Invitation to RP

"Log-book invitation to RP" is mainly used to invite RPs <u>to activate and access</u> digital log-books. In addition, <u>other types of</u> RPs can be invited to access the specified log-book after it is activated.

For example, an user intends to invite RPs under the category "Owners Corporation" to activate and access a specified log-book. He/she then hopes to extend the invitation to RPs under the category "Property Management Company / Agent" to access the said log-book. This function may suit his/her purpose.
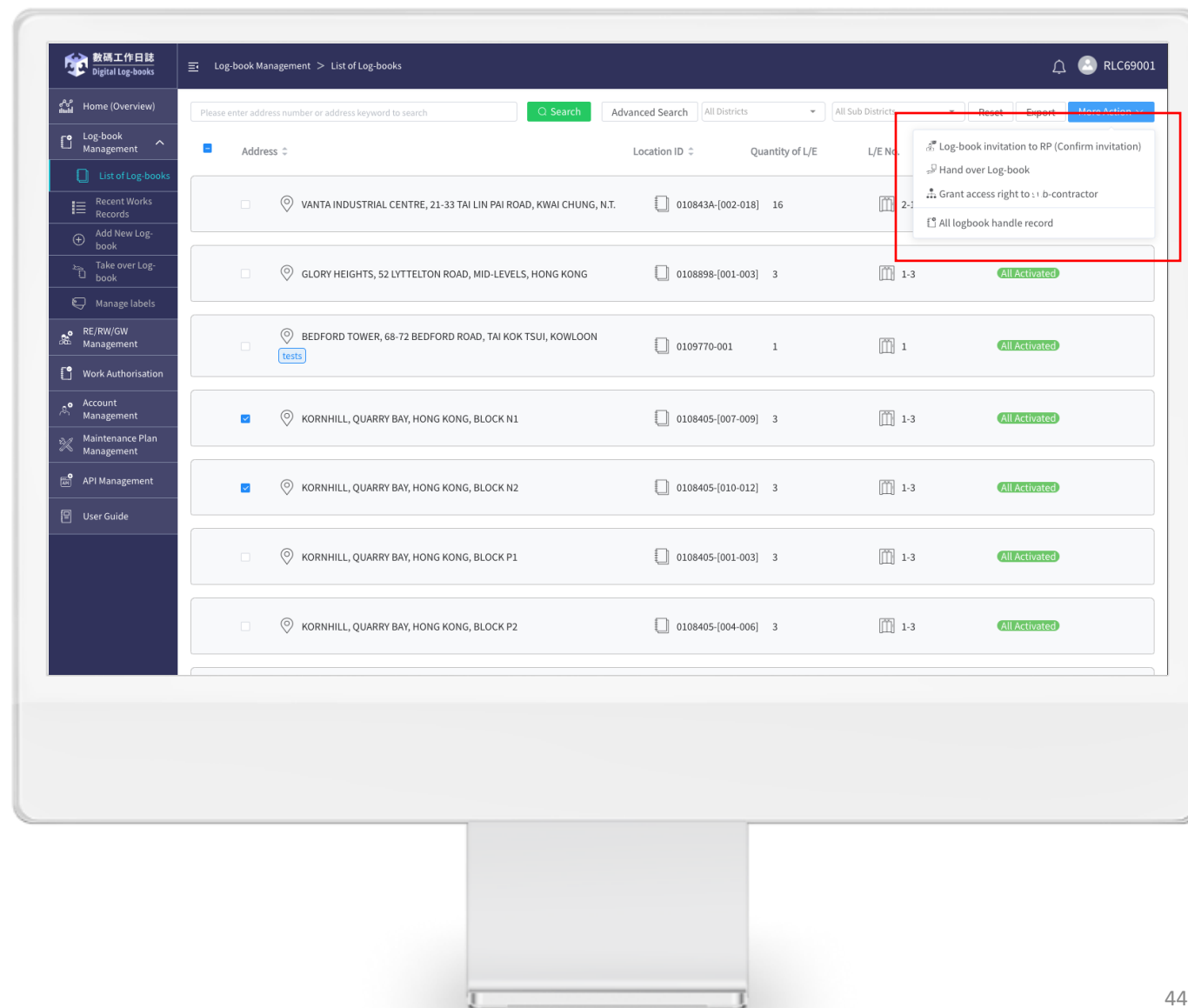
① Enter the Location ID or Address keyword to search the log-book

② Click the "Log-book invitation to RP (Confirm invitation)"

6 Log-book Invitation to RP

3 Select the log-book(s) as appropriate

- Red sign: "Not Activated"
- Yellow sign: "Partially Activated"
- Green sign: "All Activated"

- Select the log-book(s) that are not yet activated and click "Invite RP to Access Log-book" in the upper right corner
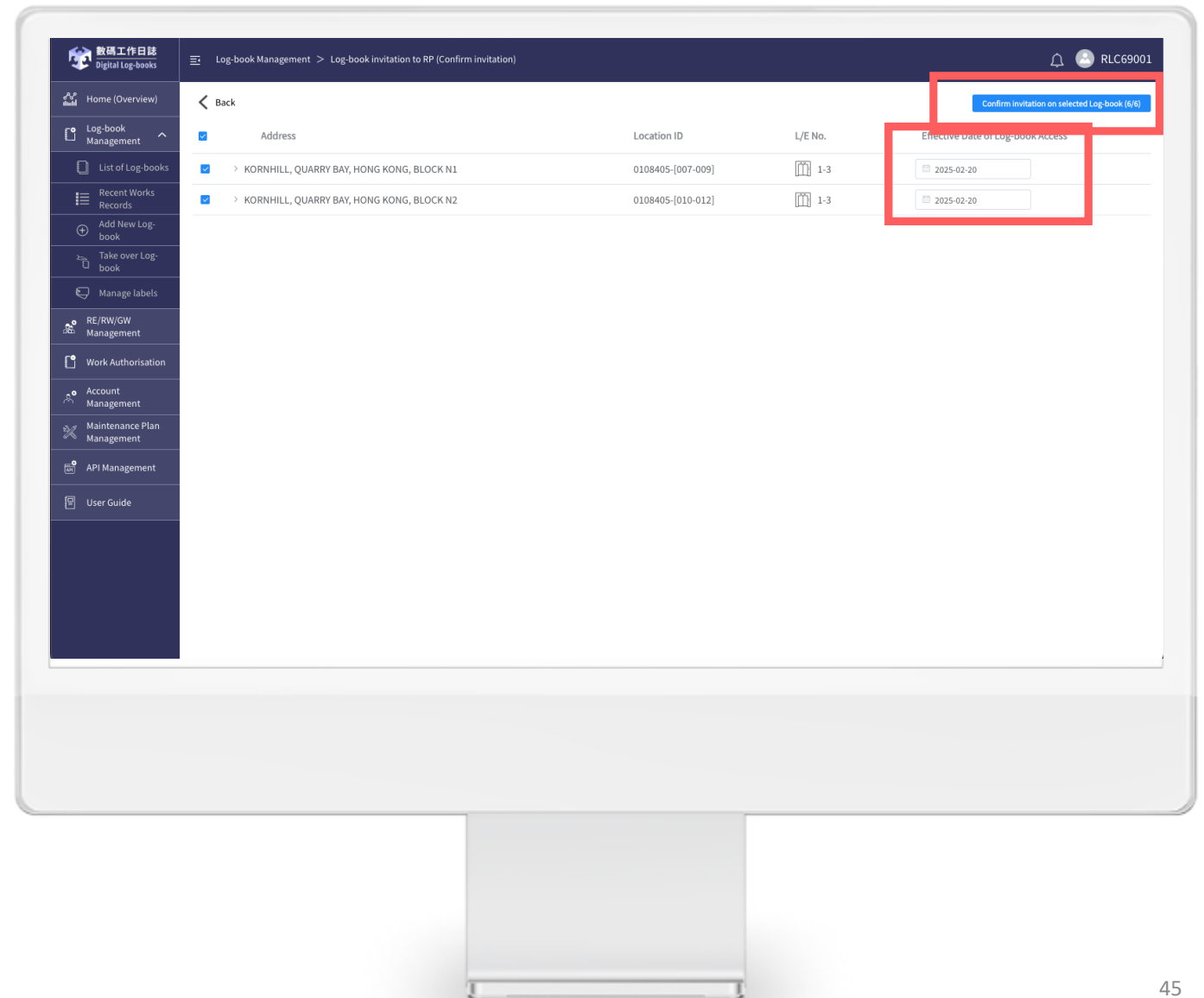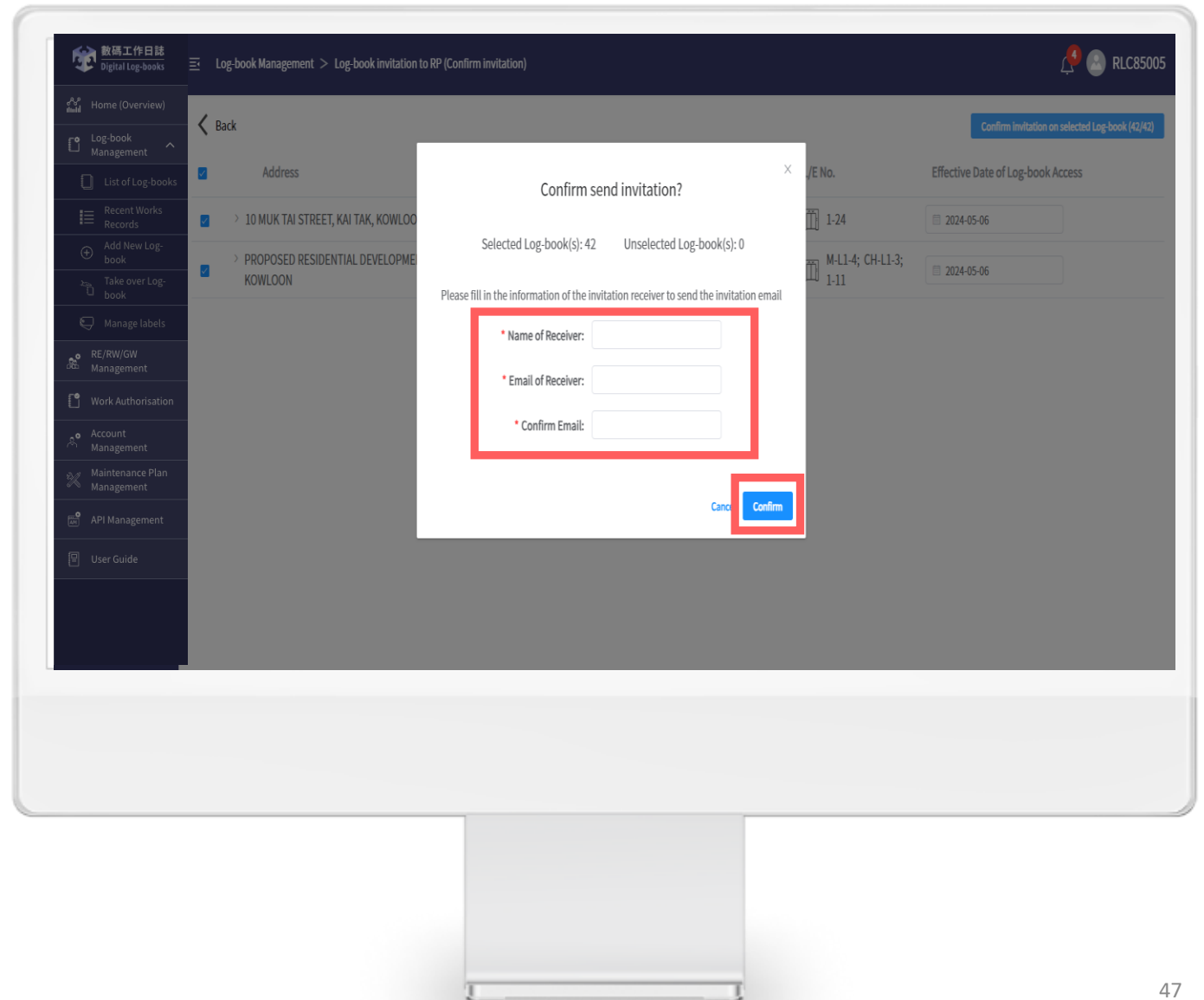
6 Log-book Invitation to RP

④ Enter the Effective Date of Log-book Access

⑤ Click "Confirm invitation on selected Log-book" in the upper right corner
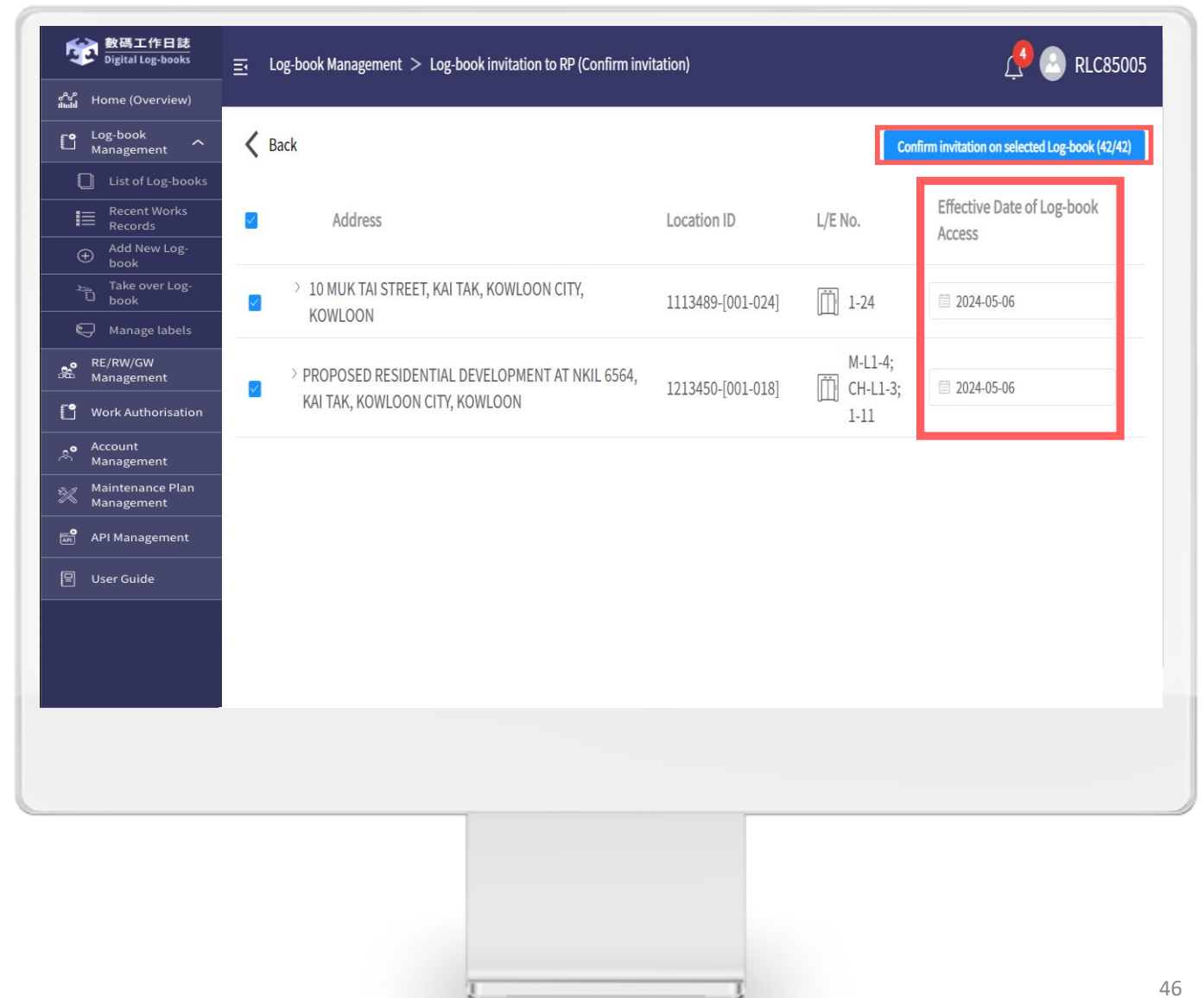
6 Log-book invitation to RP

6 Fill in the recipient's name and email address, marked with red star is required, click "Submit" after filling all the information

6 Log-book Invitation to RP

7 Upon confirming the access of log-books by the RP after receiving the invitation email, the red sign "Not Activated" will turn into green, showing "All Activated"

8 Click the blue button "Invitation Records" to view the status of the invitation
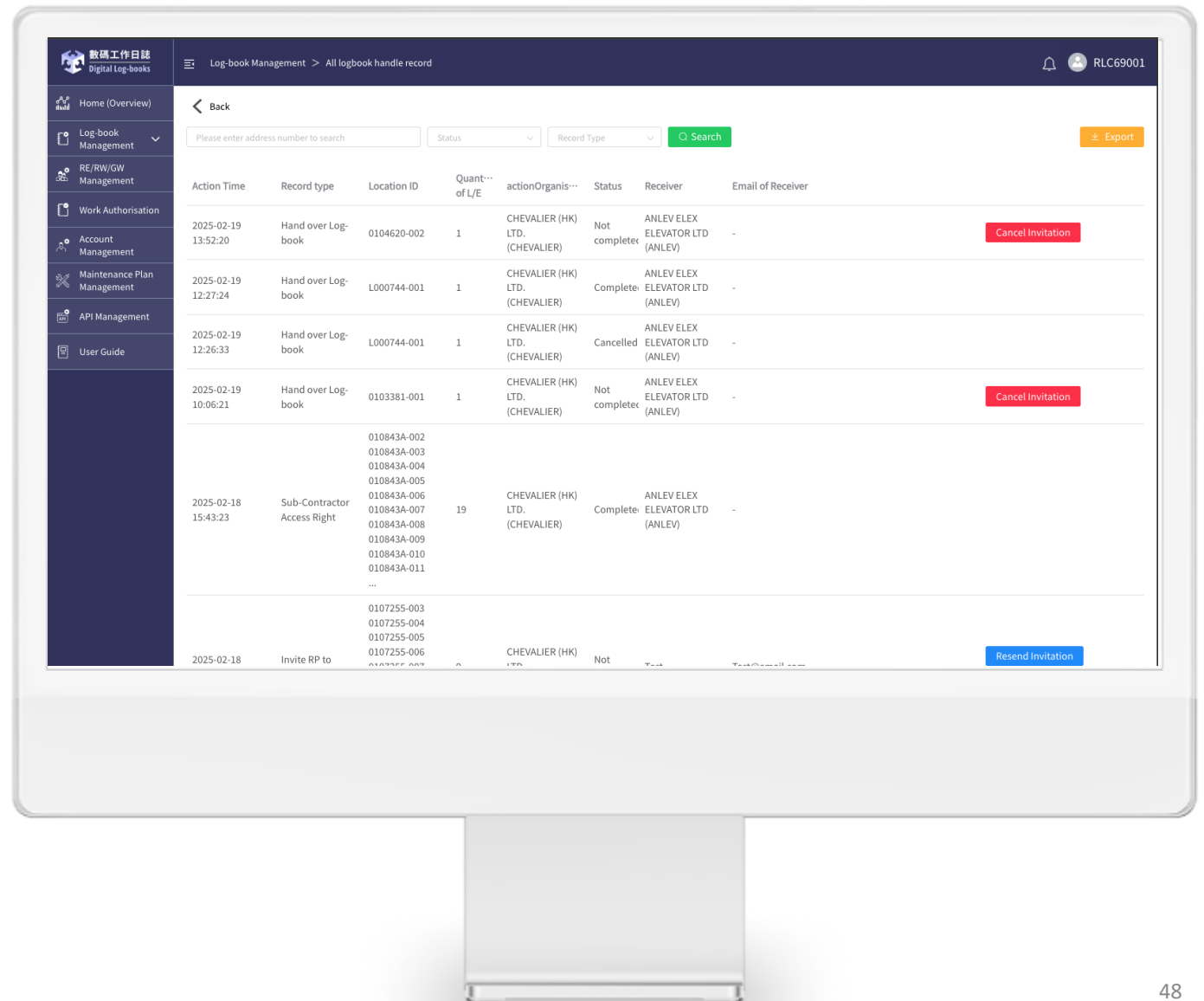
7 Access Rights of Sub-Contractors

1 Enter the page "Sub-Contractor Access Right"

2 Select the relevant log-book(s)

3 Click "Grant access right to sub-contractor" in the upper right corner
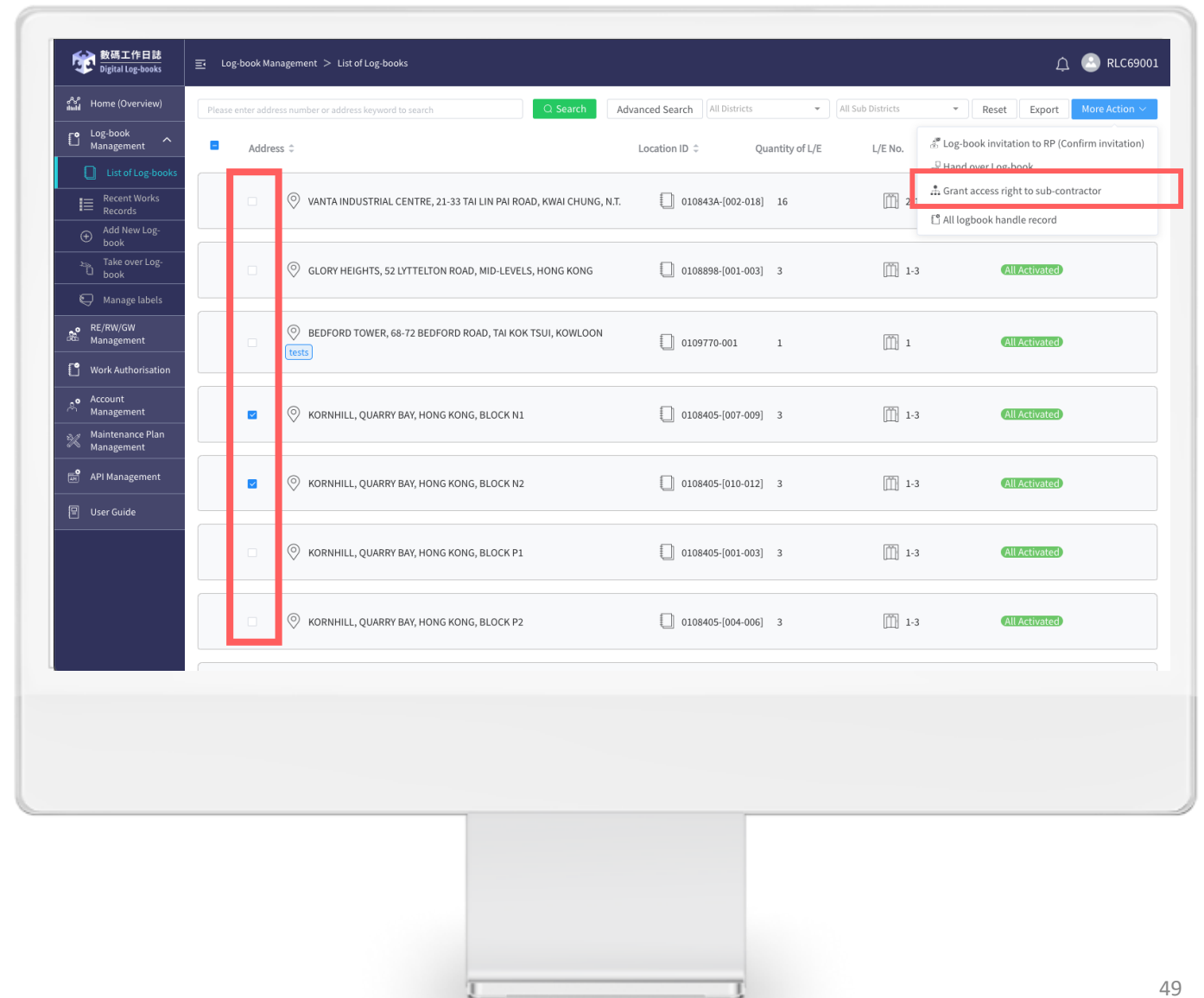
7 Access Rights of Sub-Contractors

4 Select "Registered Contractor", "Type of Works", "Effective Date of Log-book Access", "End Date of Log-book Access" as appropriate

5 Click "Confirm Sub-Contractor Access Rights" in the upper right corner

Note1: With the latest version, the "Types of Works" now have up to 6 types to choose:

1. Installation(Subcontractor)
2. Maintenance(Subcontractor)
3. Demolition(Subcontractor)
4. Installation of CCTV System(Subcontractor)
5. Major Alteration(Subcontractor)
6. Other Works(Subcontractor)
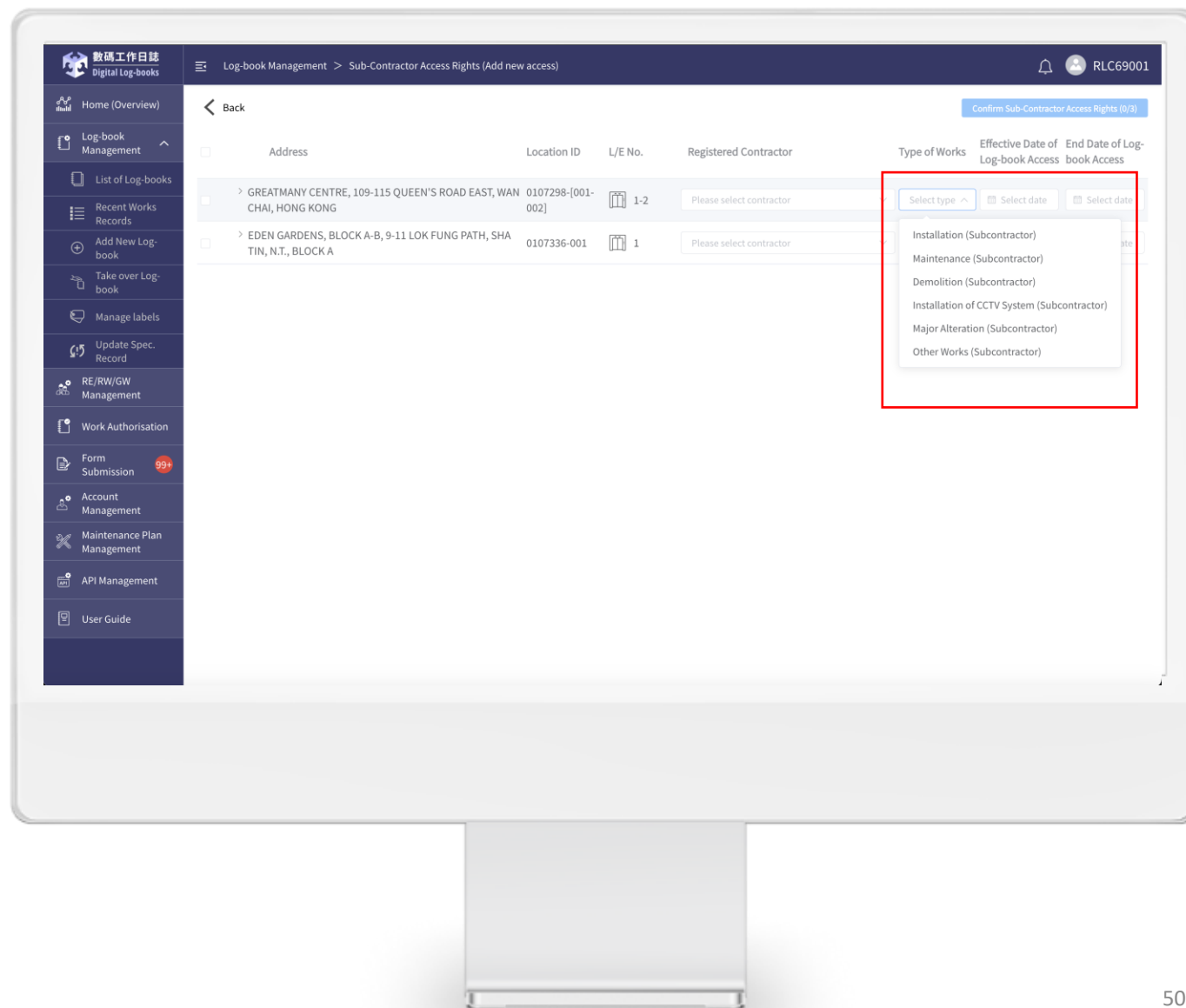
7 Access Rights of Sub-Contractors

6 Enter the "All logbook handle record" page

You can view or modify the records
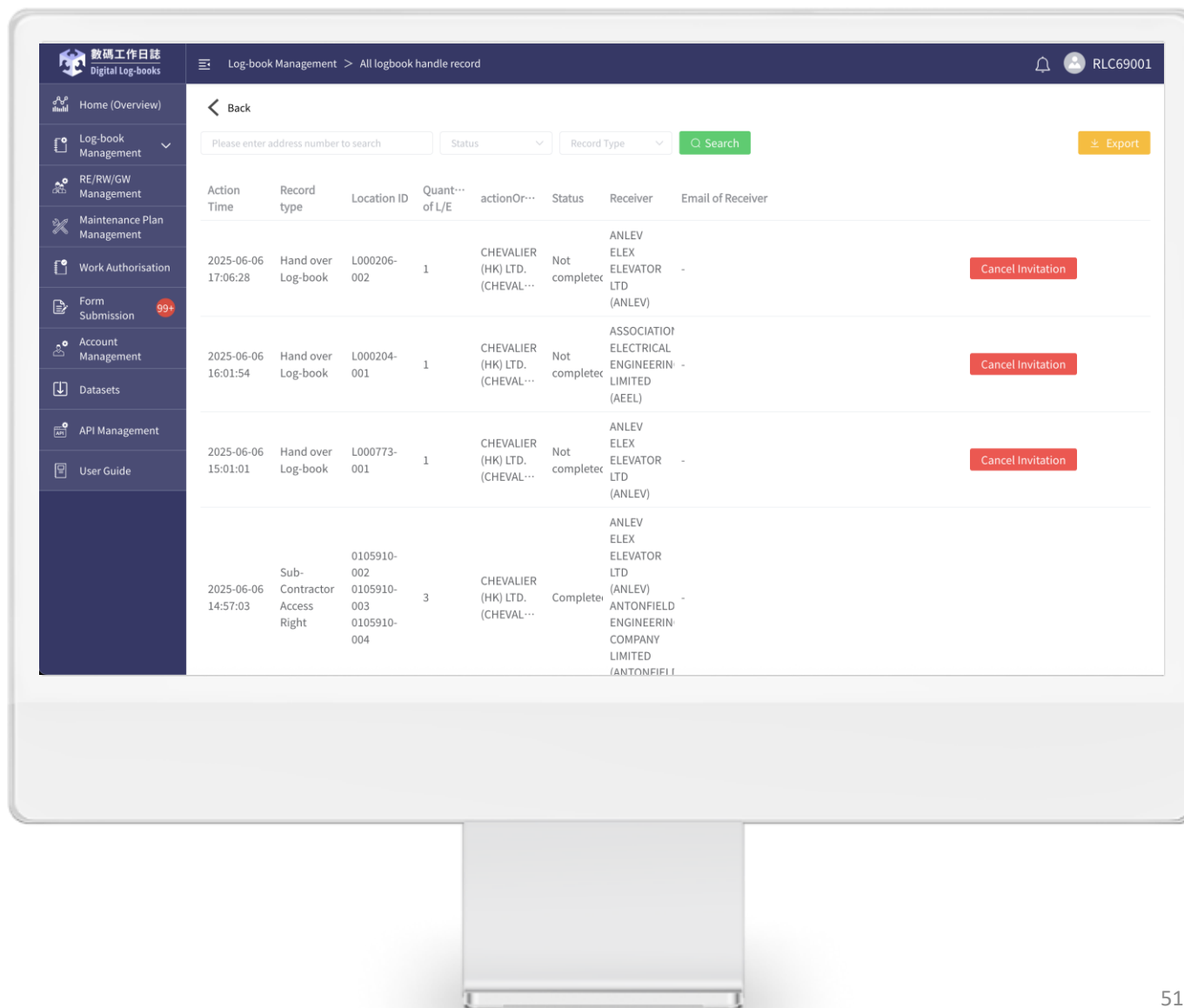
7 Access Rights of Sub-Contractors

(7) Back to the page "Sub-Contractor Access Right"

Users can make modifications as needed.
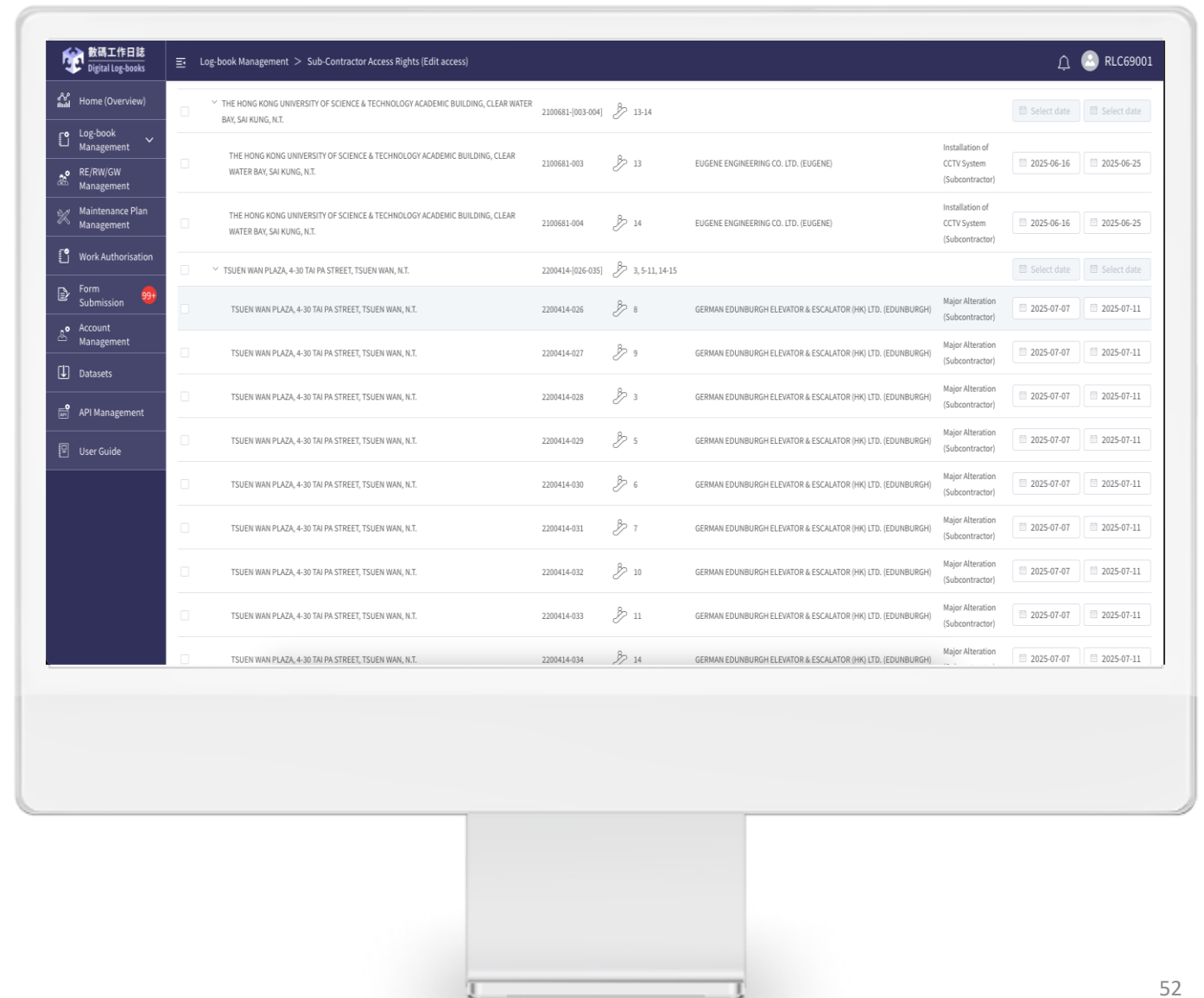
8 Creating a New Log-book

1 Click "Add New Log-book"

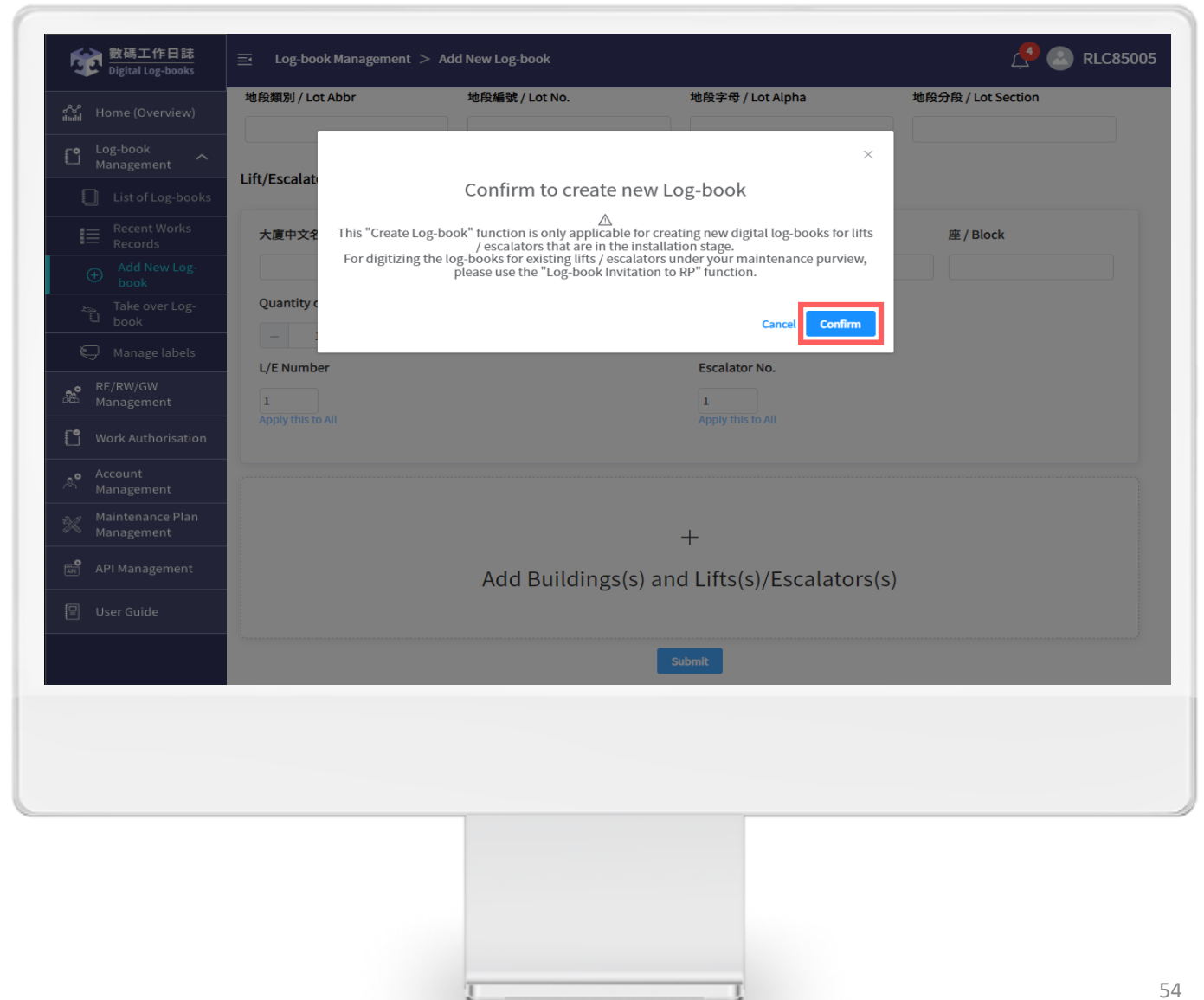**2** Complete the log-book details

8 Creating a New Log-book

3 **Submit the Log-book**

4 **The page shows**
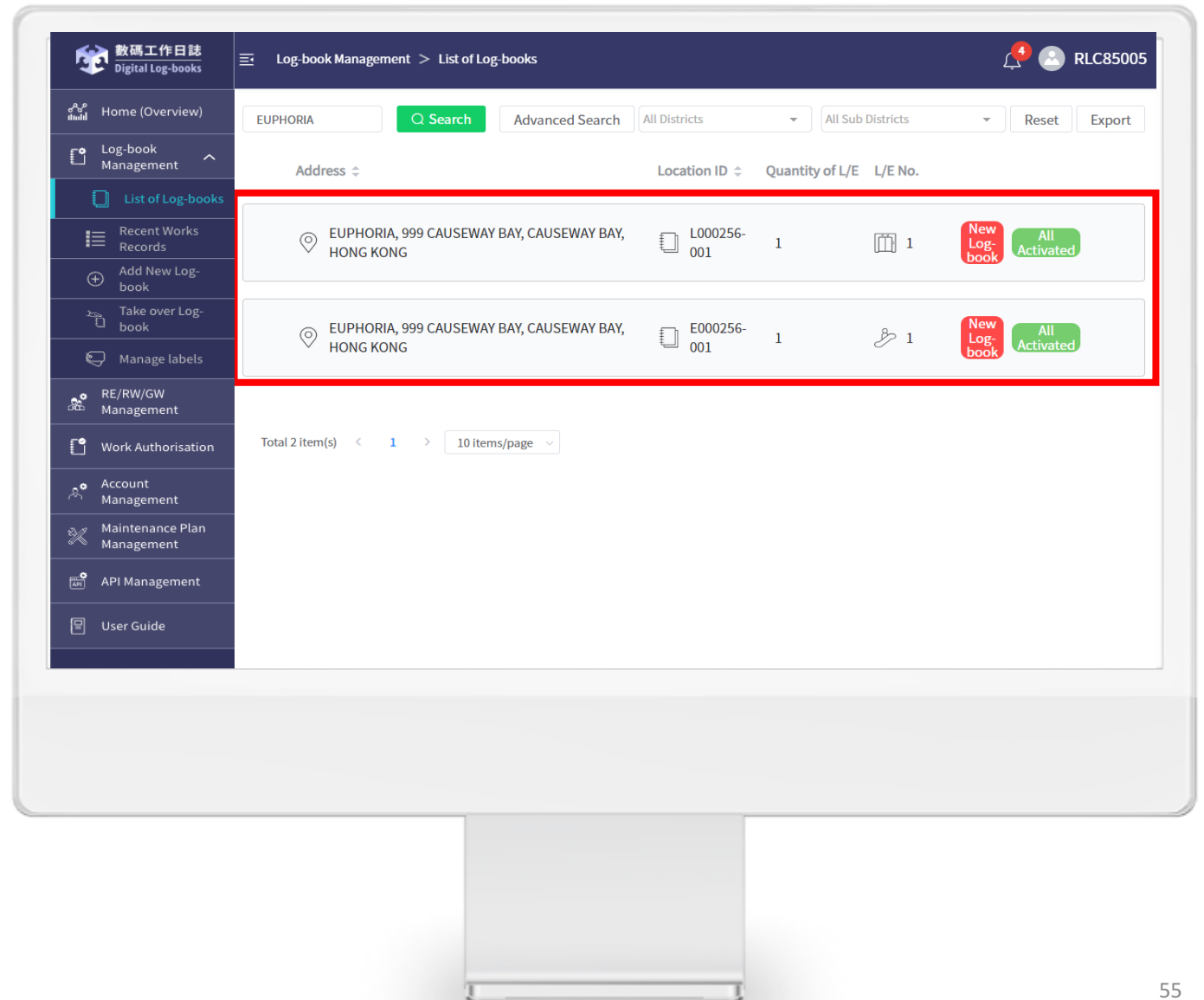
"Confirm to create new Log-book?"

Click "Confirm"

8 Creating a New Log-book

5 Click "List of Log-books"

The newly added log-books and temporary Location IDs will be shown here.

8 Creating a New Log-book

6 When filling out Form LE5 (Application for a Use Permit for Putting a Lift or an Escalator into Use and Operation), enter the temporary Location ID of the lift/escalator in the column "Lift/Escalator Location ID".

When the permit for the lift/escalator is issued by the EMSD later on, the system will automatically replace the temporary Location ID with the Location ID on the Use Permit.
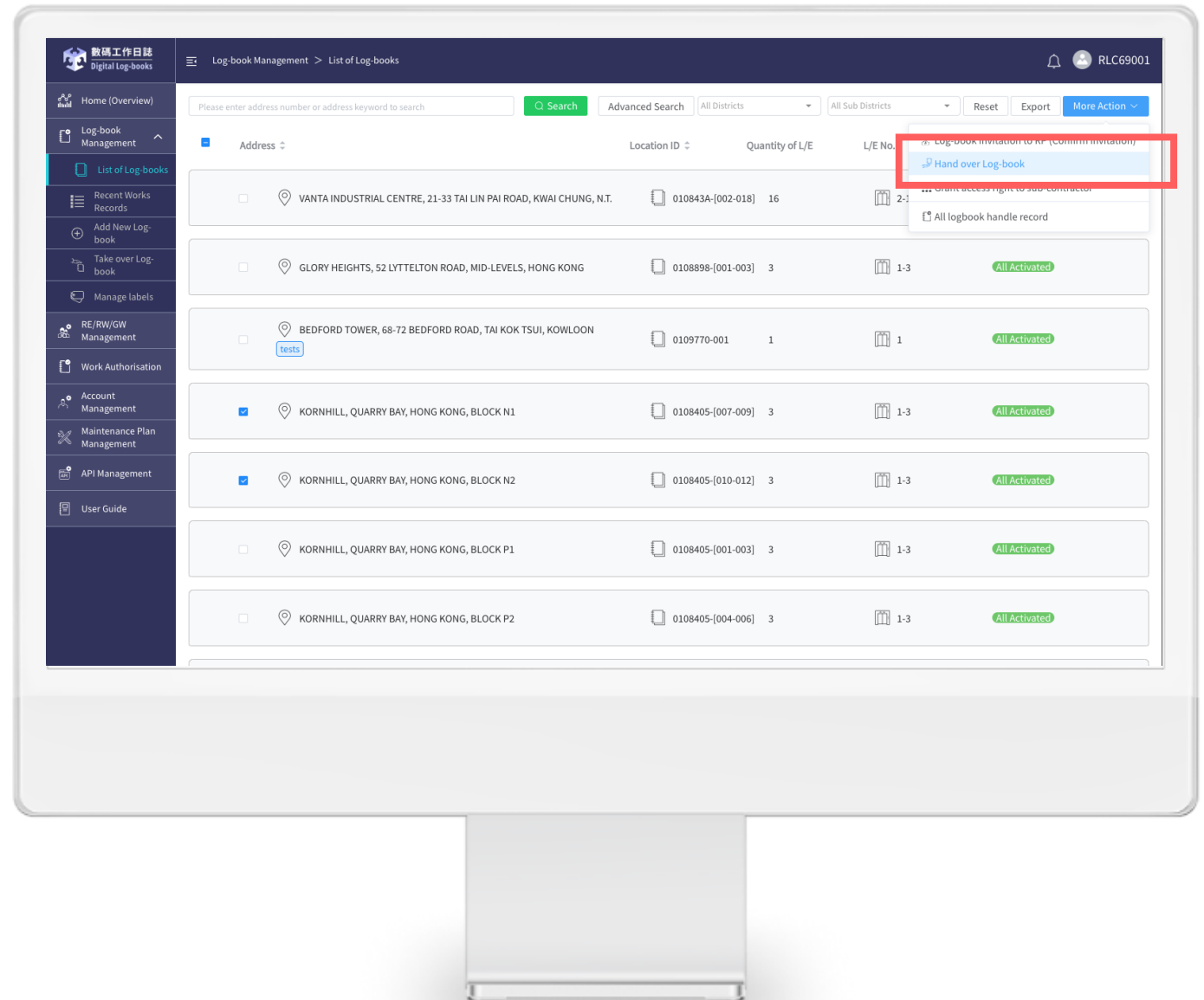
9 Handing Over a Log-book

"Handover log-books" is mainly used to hand over specified log-books to the next RC. For example, a user's maintenance contract is almost ending and it is hoped that the access rights of specified log-books can be handed over to the account of the next RC. This function can serve the purpose.

1 Select the log-book(s) concerned (by address)

2 Click "Handover Logbook" in the upper right corner

3 Click "Hand over Log-book"

9 Handing Over a Log-book

4 Select the log-books concerned (by ==sub-districts==)

5.1 Select a Registered Contractor

5.2 Select the "Type of Works" (e.g. "Installation")

5.3 Select the "Effective Date of hand over Log-book"

6 Click "Confirm to handover Log-book" in the upper right corner

9 Handing Over a Log-book

7 The page shows "Confirm to hand over Log-book(s)?"
Click "Confirm"

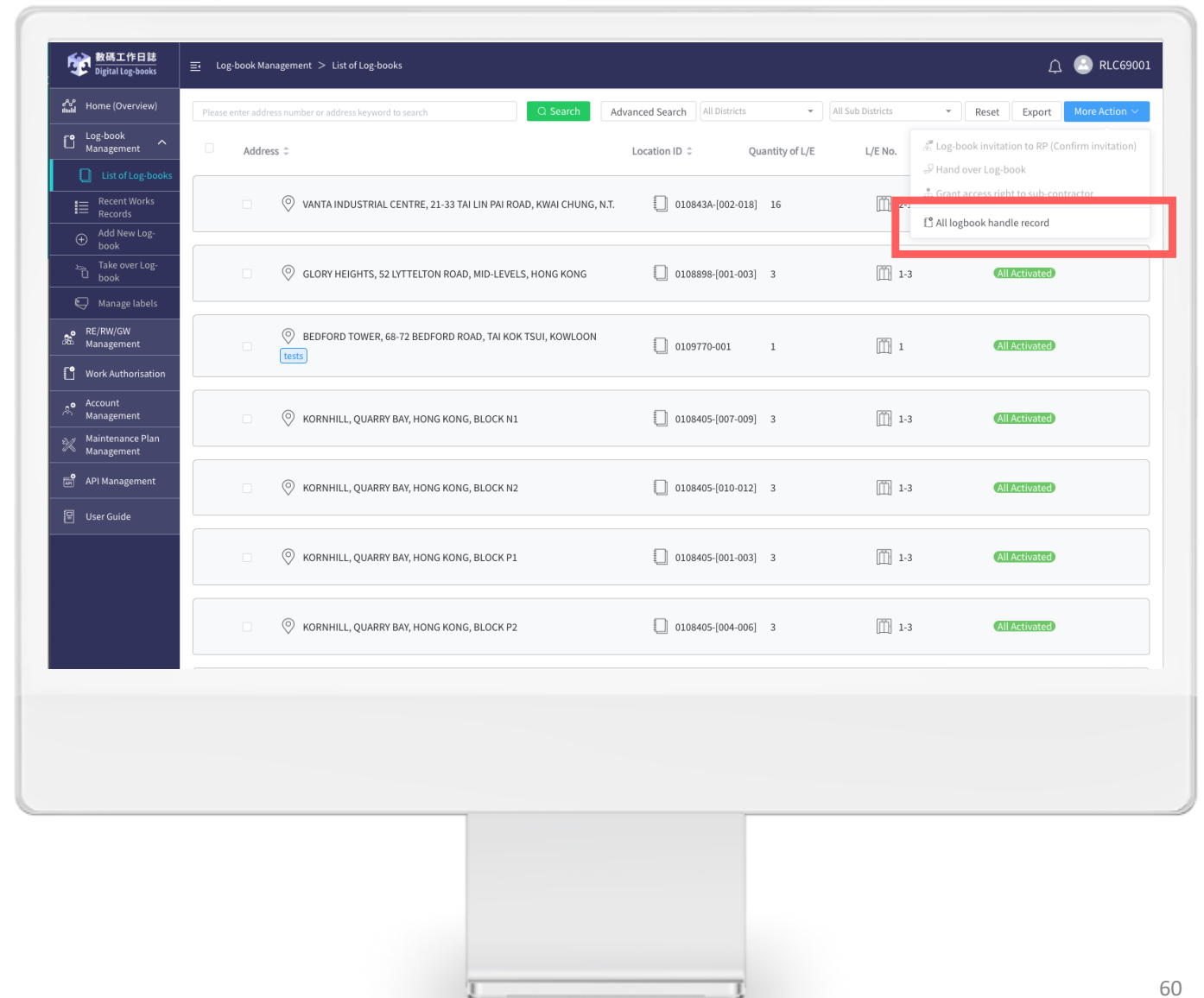**8** The handover of access right is successful
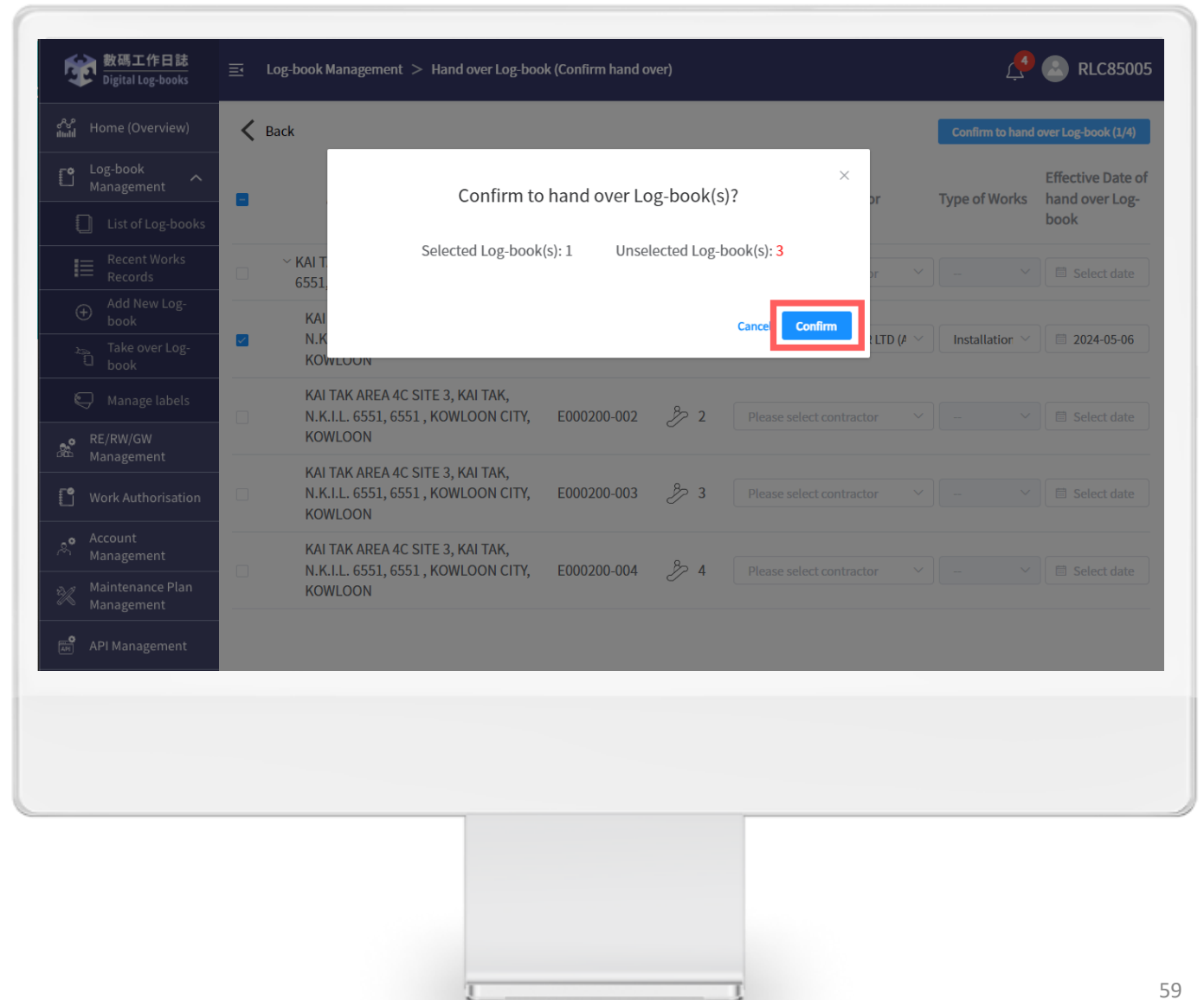
9 Handing Over a Log-book

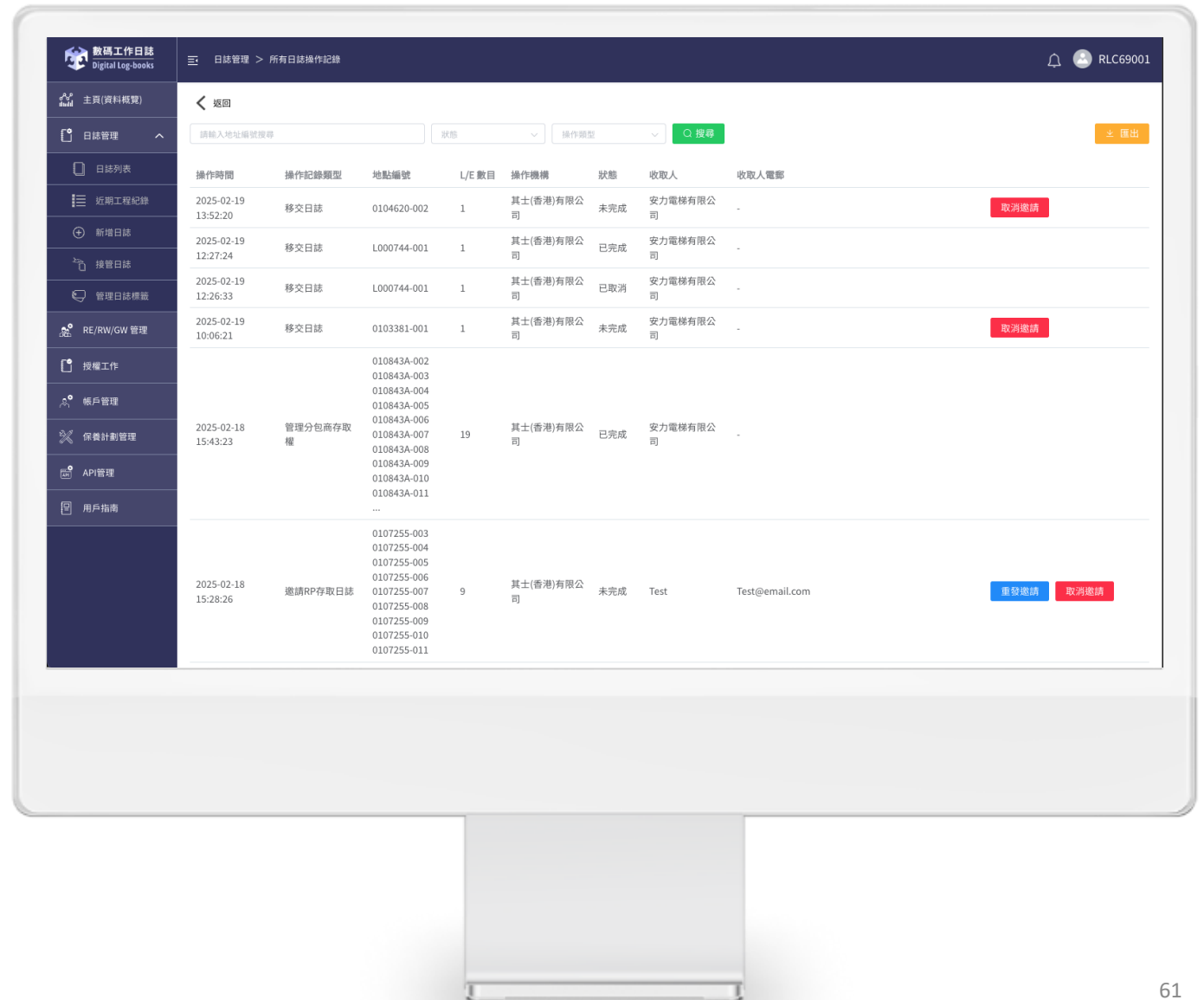**8** In the "Log-book Management" page
Click "More Actions" and then "All Hand Over Records" to see all the hand over records that have been transferred
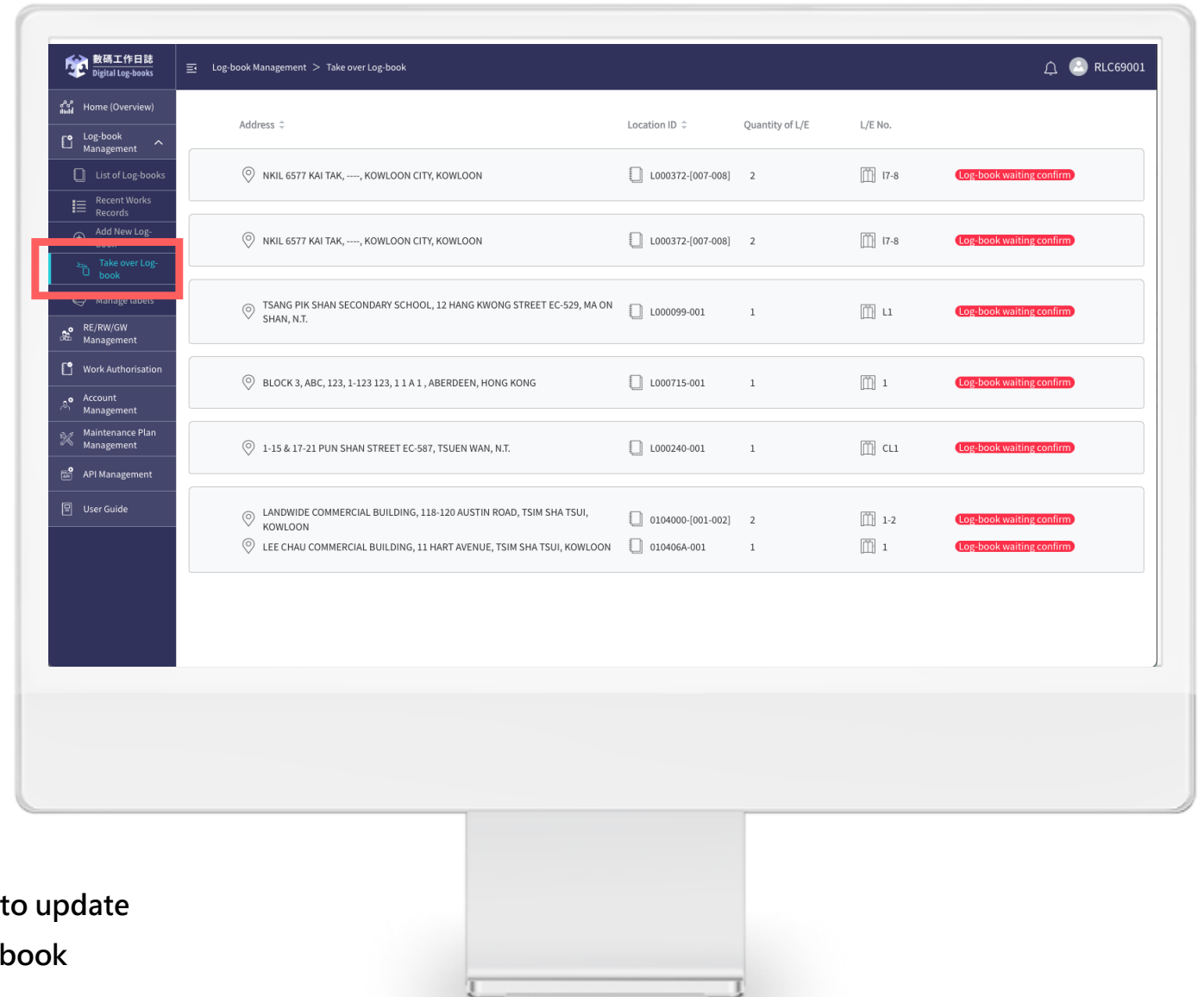
9 Handing Over a Log-book

9 In the "All logbook handle record" page can cancel relevant hand over records

10 After canceling the relevant transfer records, the original company can reaccess the relevant log-book
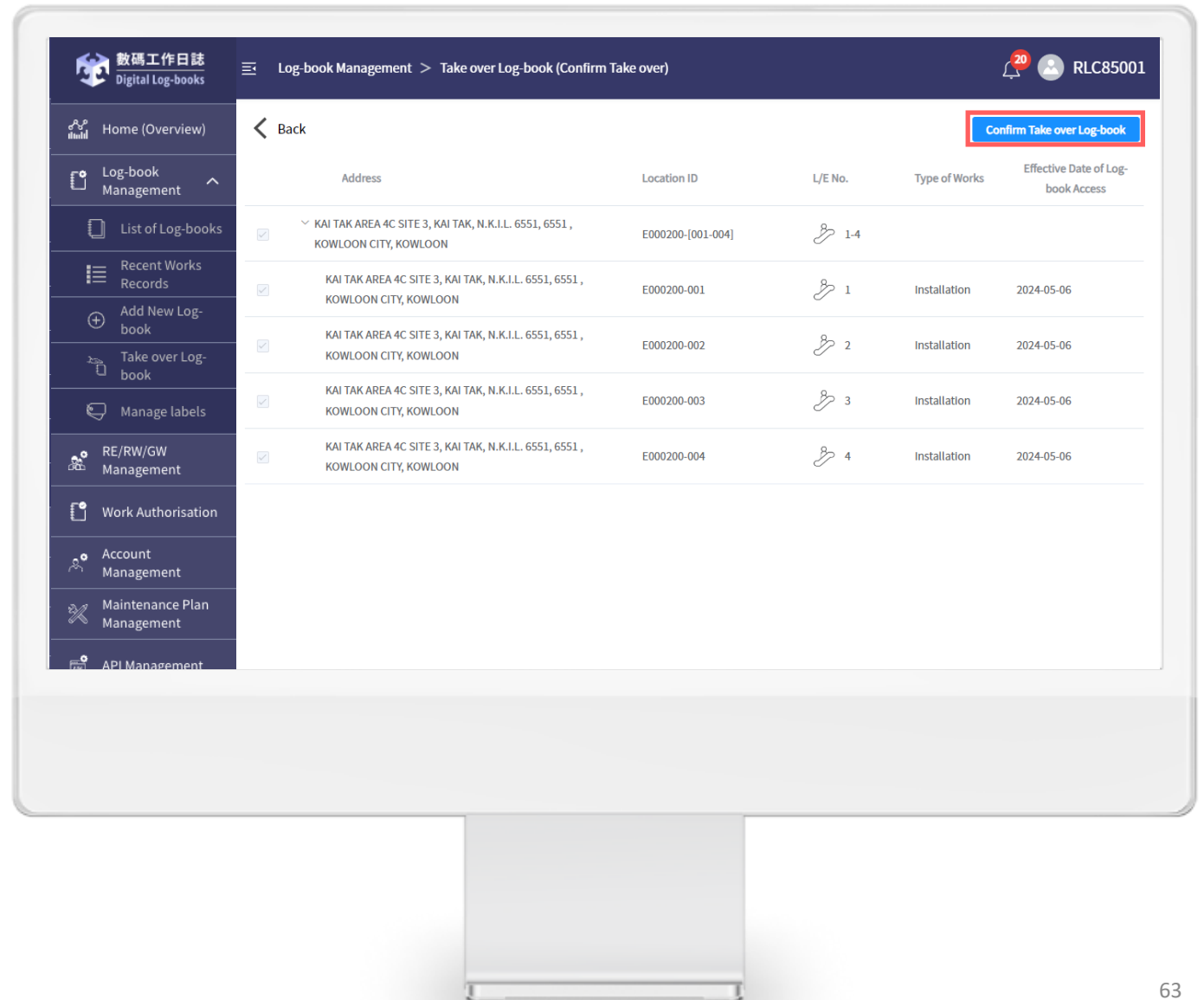
10 Taking Over a Log-book

1 The new RC Admin logs onto the page
Click "Take over Log-book"

2 He/she will see "Log-book waiting confirm", indicating that the log-book has been handed over under their charge

3 He/she clicks on the log-book

Note 1: EMSD will sync the data from internal system regularly to update the latest access right of log-books, RC needs to take over log-book
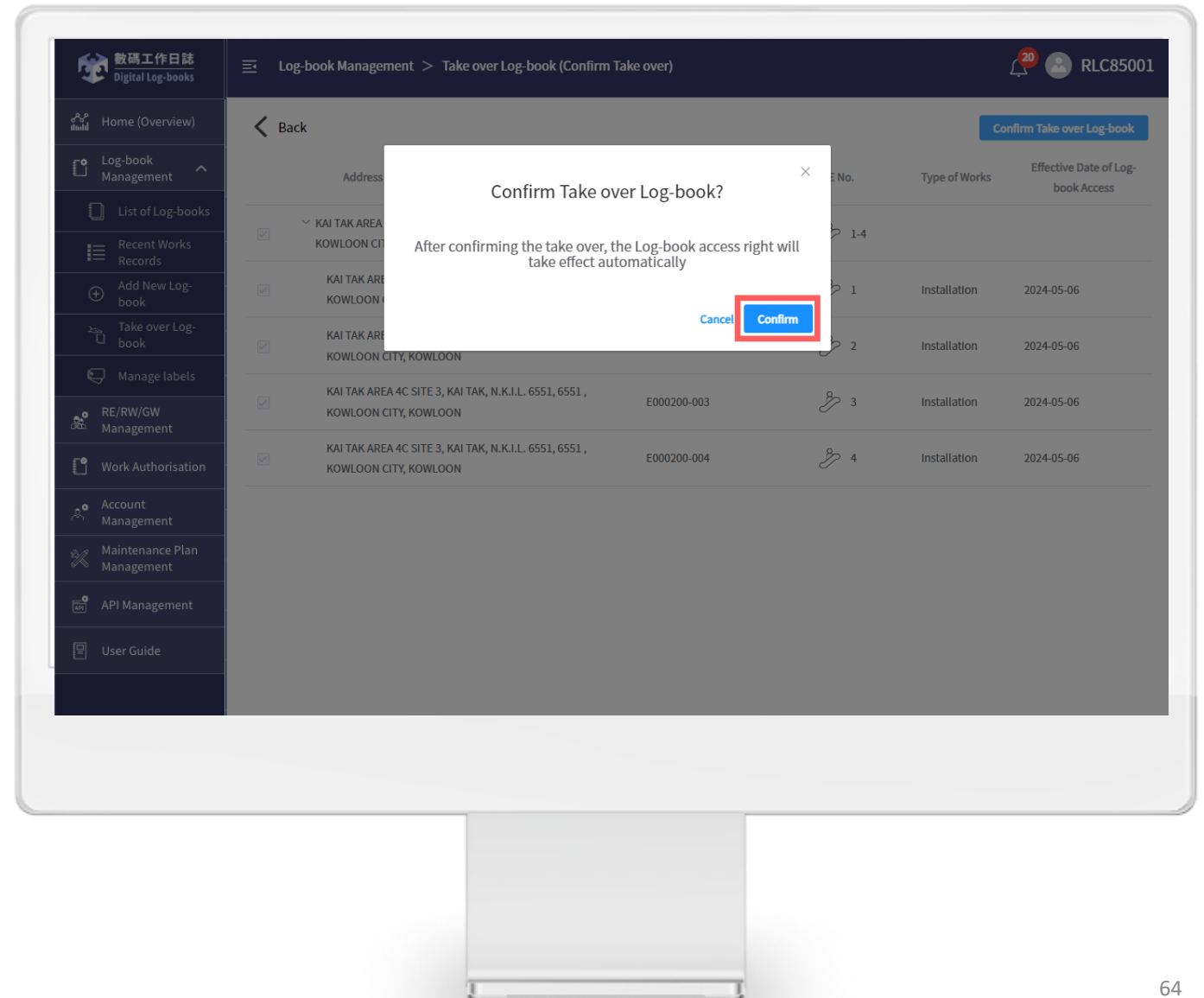
10 Taking Over a Log-book

4 He/she may click

"Confirm Take over Log-book"
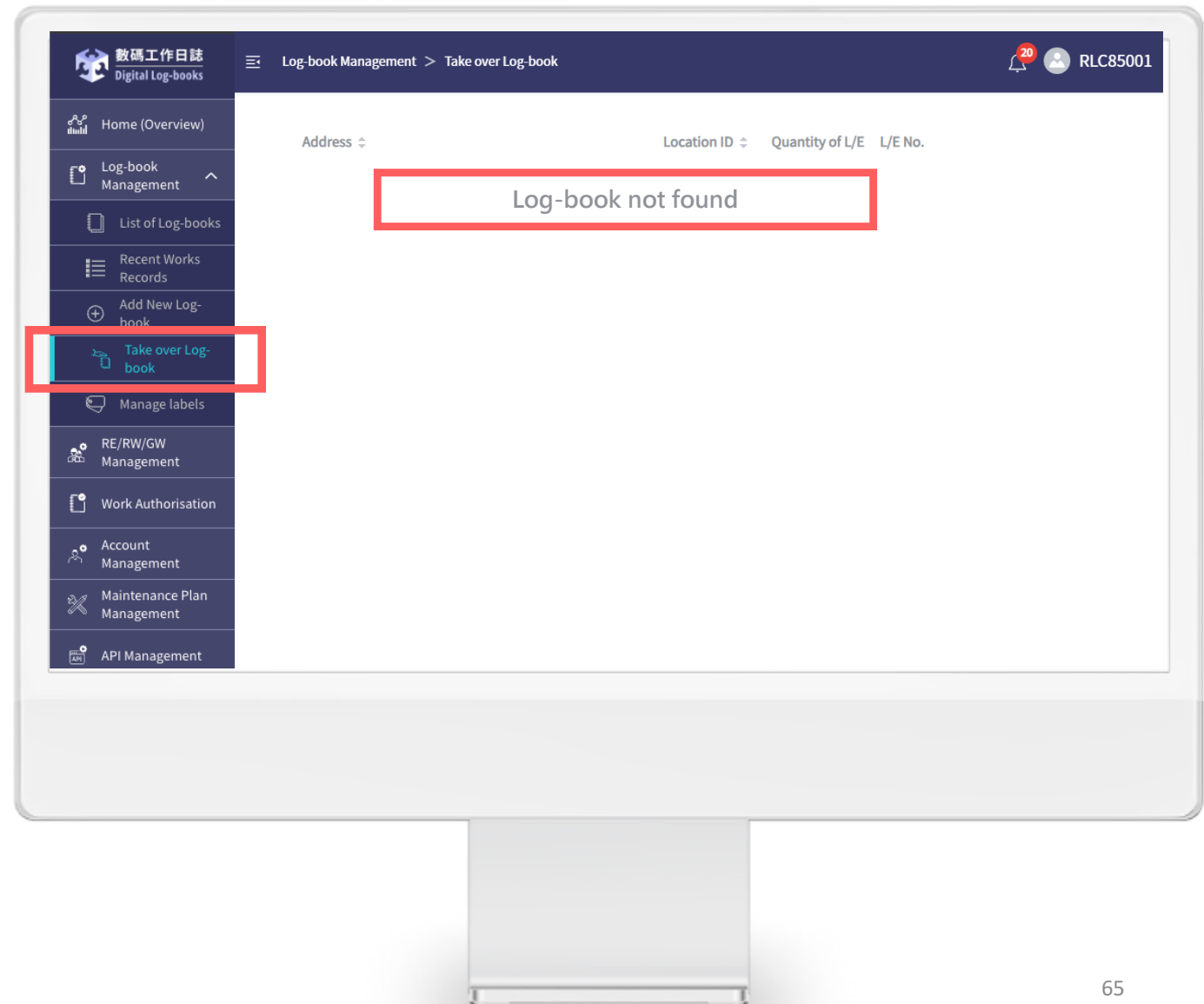
10 Taking Over a Log-book

5 The page will ask to "Confirm Take Over Log-book"
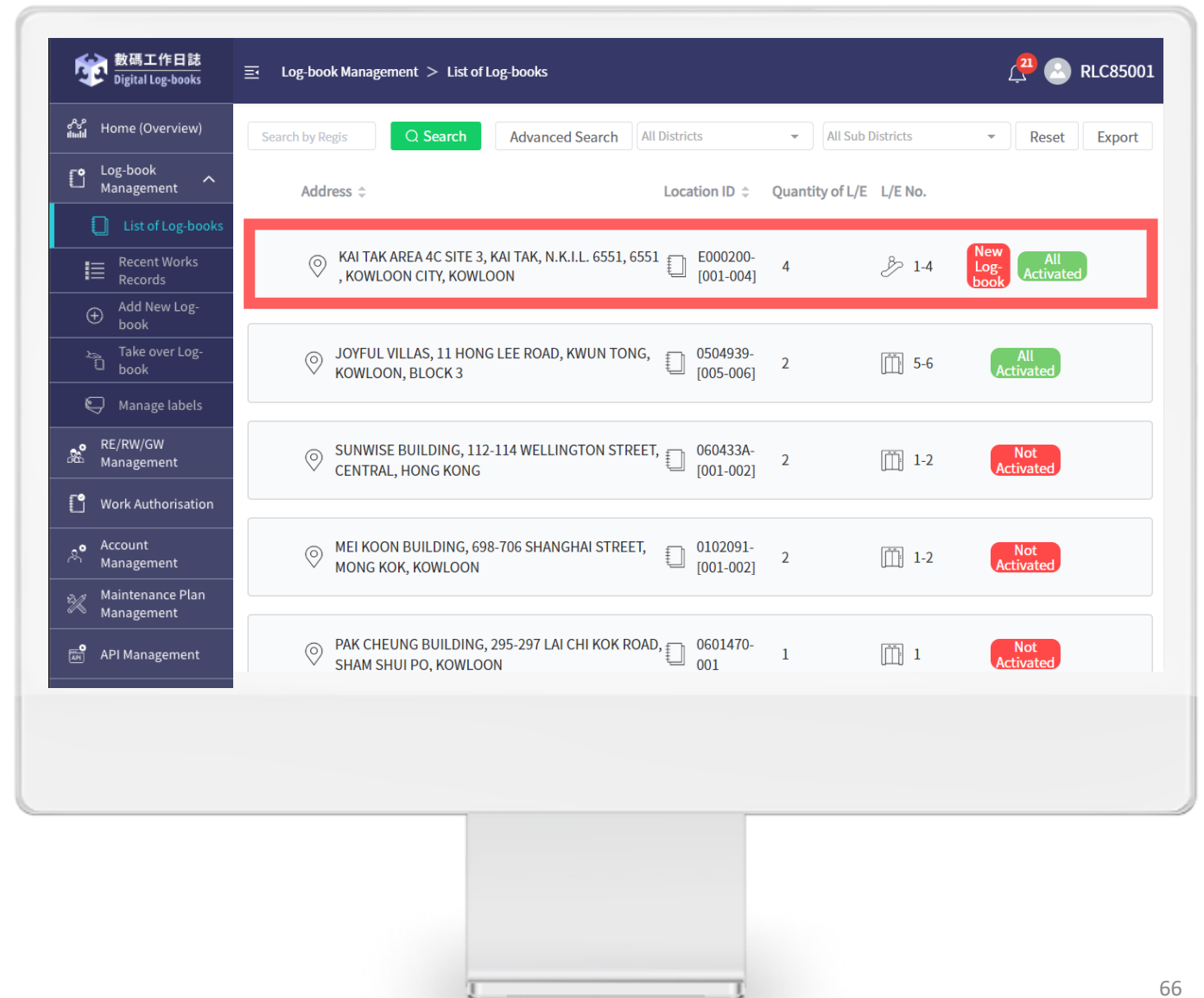
Click "Confirm"

10 Taking Over a Log-book

**6** In the section "Take over Log-book", "Log-book not found" will be shown

10 Taking Over a Log-book

7 Instead, the new log-book will be shown under the section "List of Log-books"

11 Manage labels

① When using, you can add labels to each diary according to the same category for easy identification

② Users can manage the names and locations of related labels according to their respective permissions on the "Manage labels" page.

③ A maximum of 10 labels can be added to a digital log-book, and labels can only be viewed by staff of the same organization

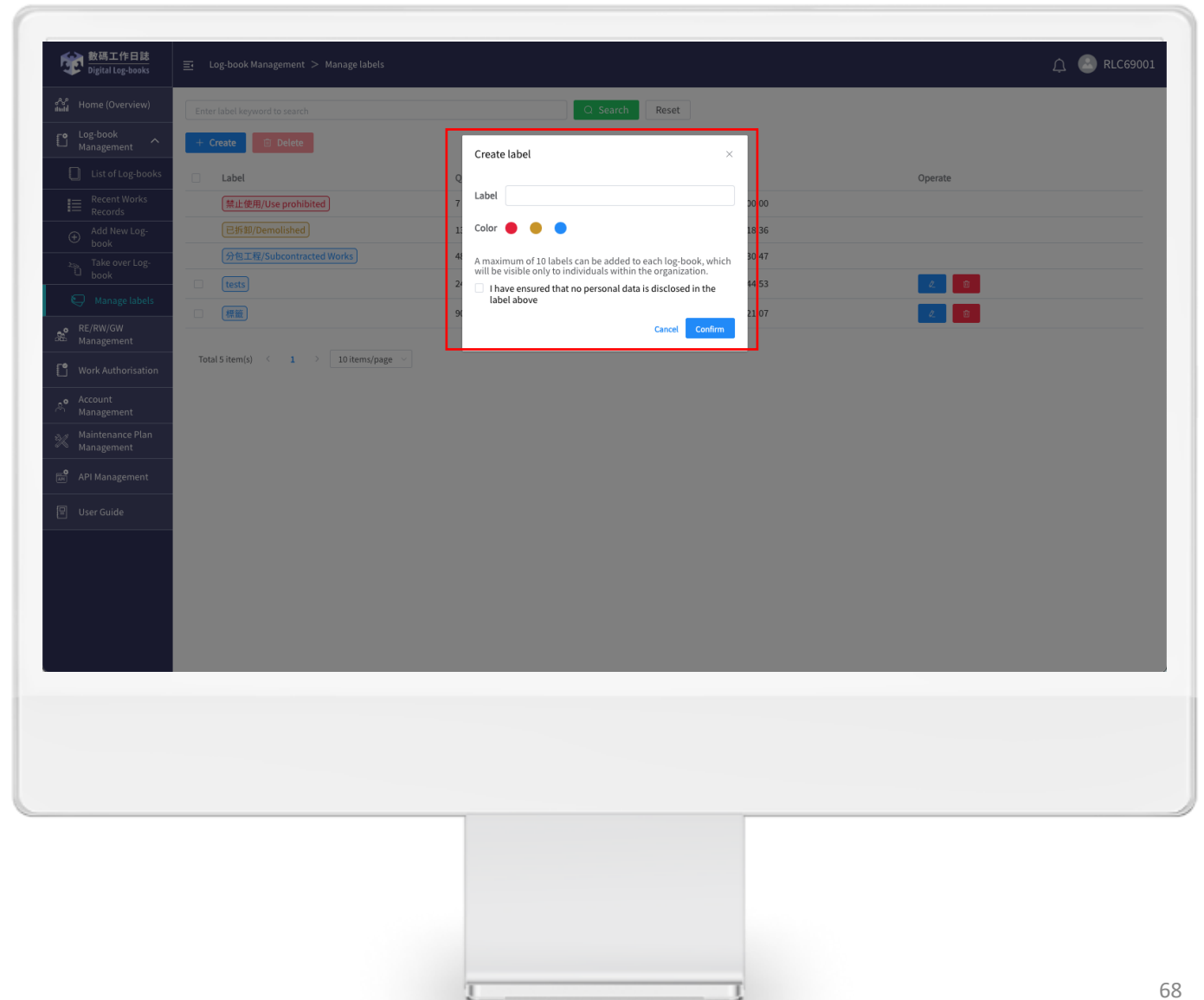④ Click "Add" in the upper left corner of the "Manage Labels" page to add a new tag.
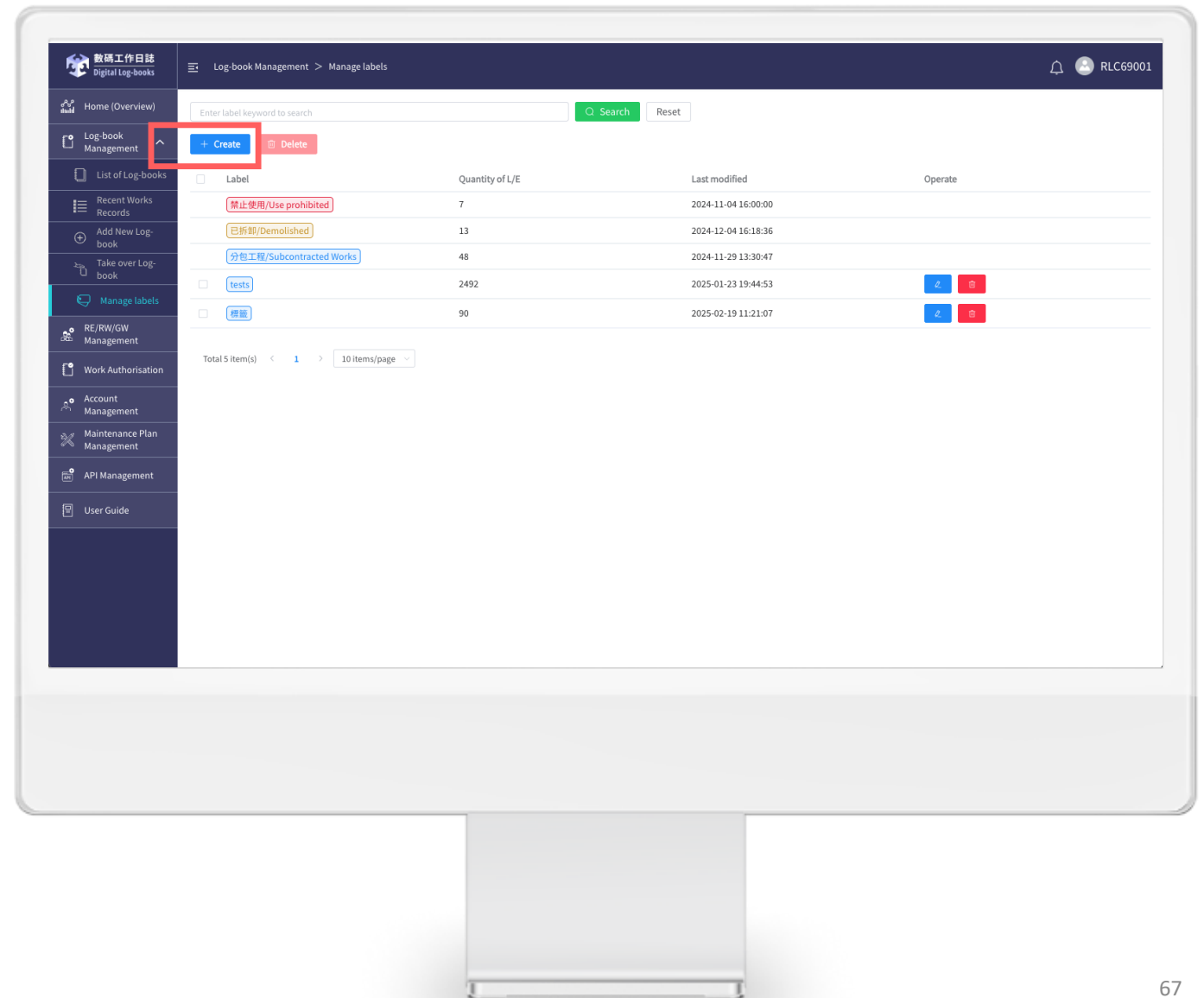
11 Manage labels

5 **Each time you add a label, you need to enter the label name and select the color of the label.**
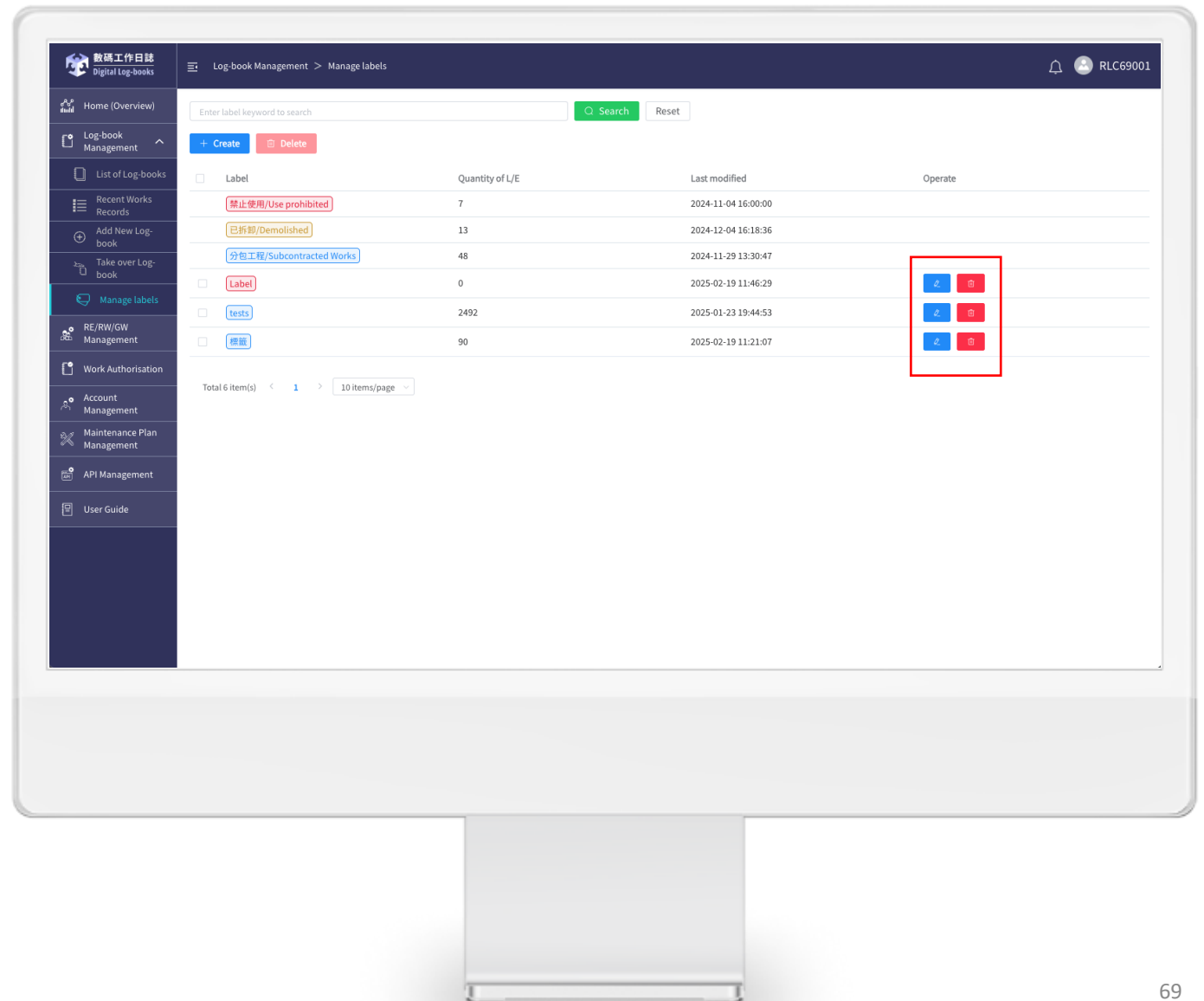
6 **The meaning of label colors:**

- Red: Important
- Yellow: Reminder
- Blue: General information

11 Manage labels

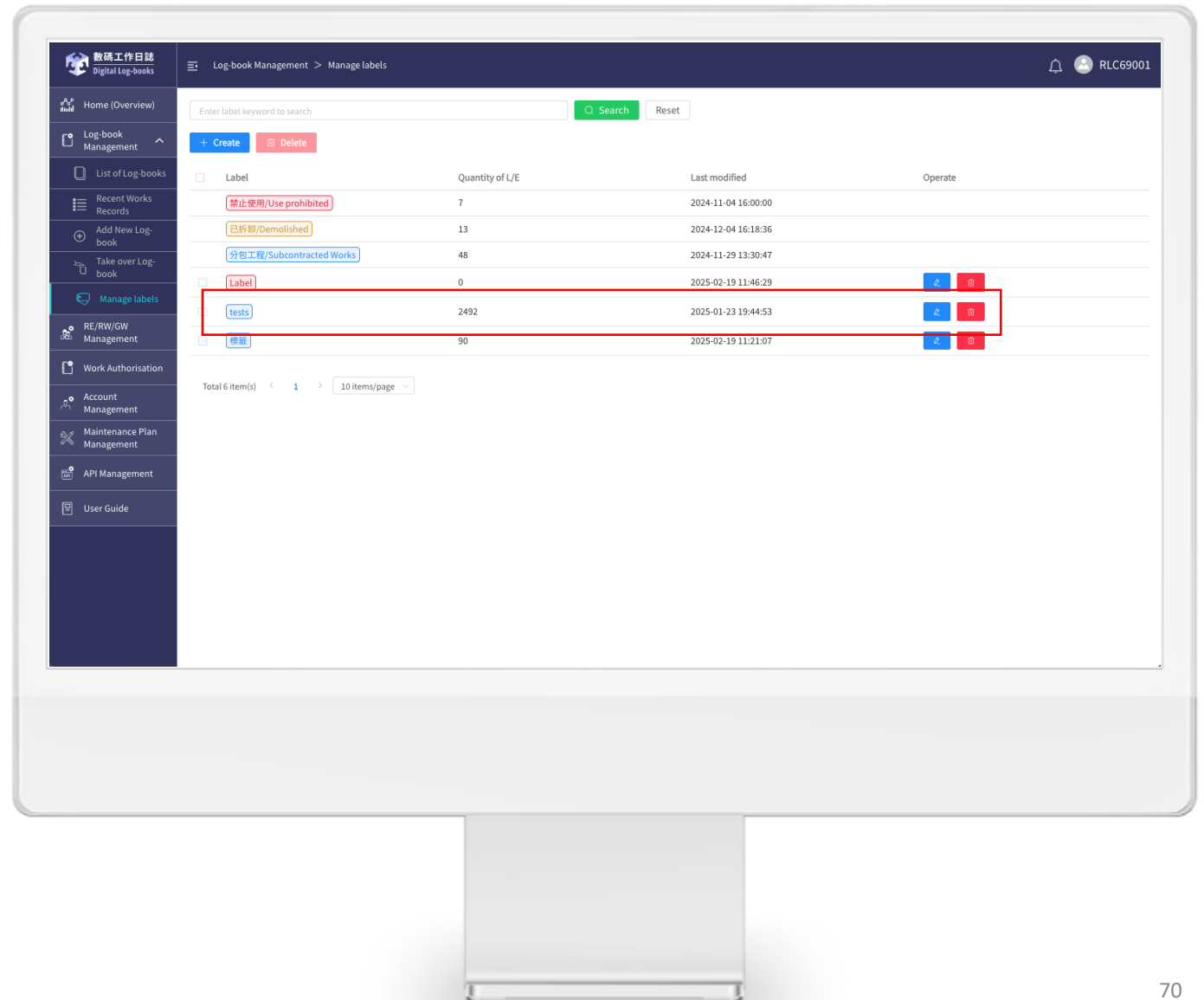**7** The label name and color of the label can be changed by pressing the blue pen button

8 Manually added labels can be deleted

11 Manage labels

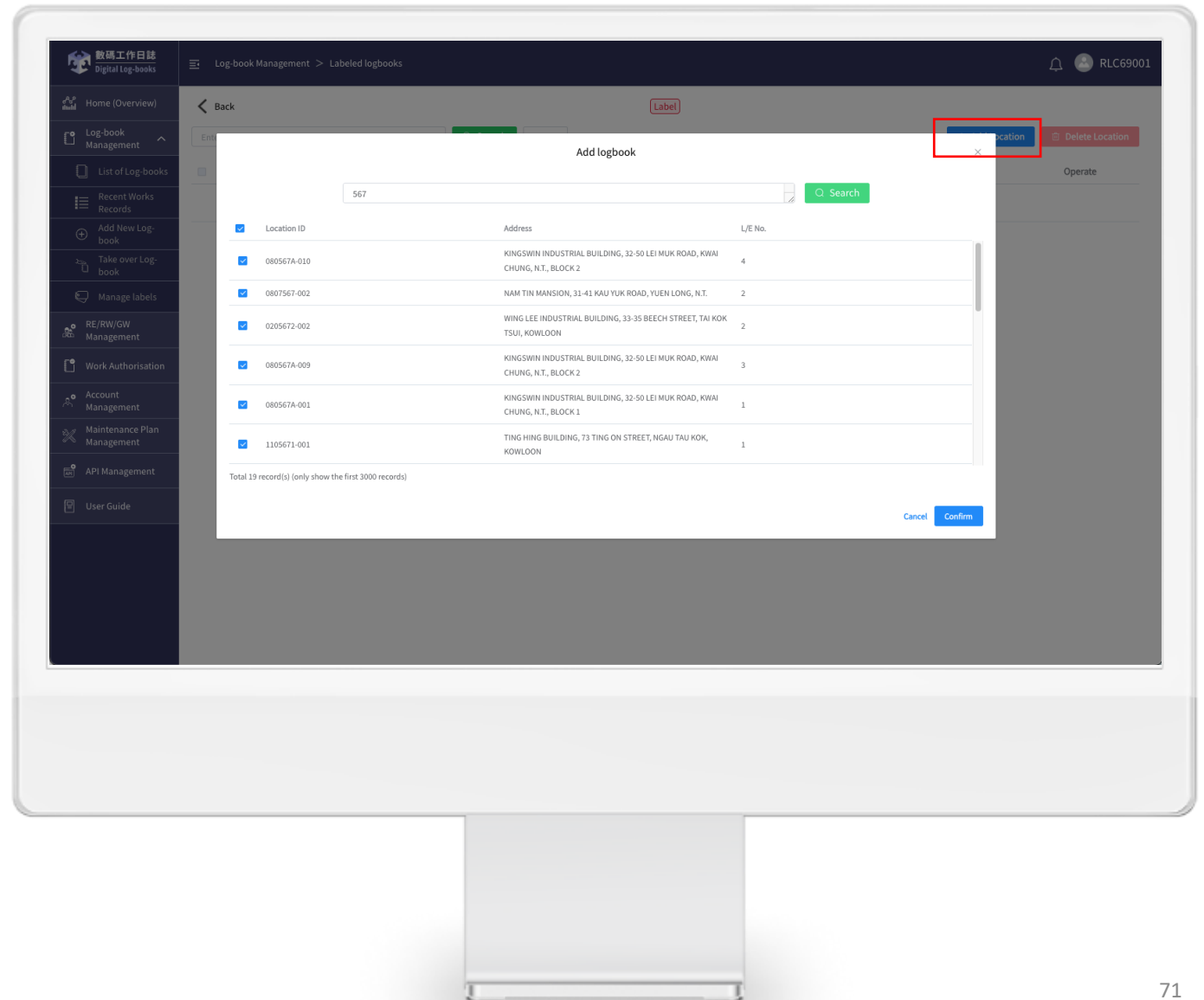**9** Click on the label name to add a new location

11 Manage labels

10 On the label page, click "Add a location" in the upper right corner

11 Enter a location number or address keyword to search and add labels to the location

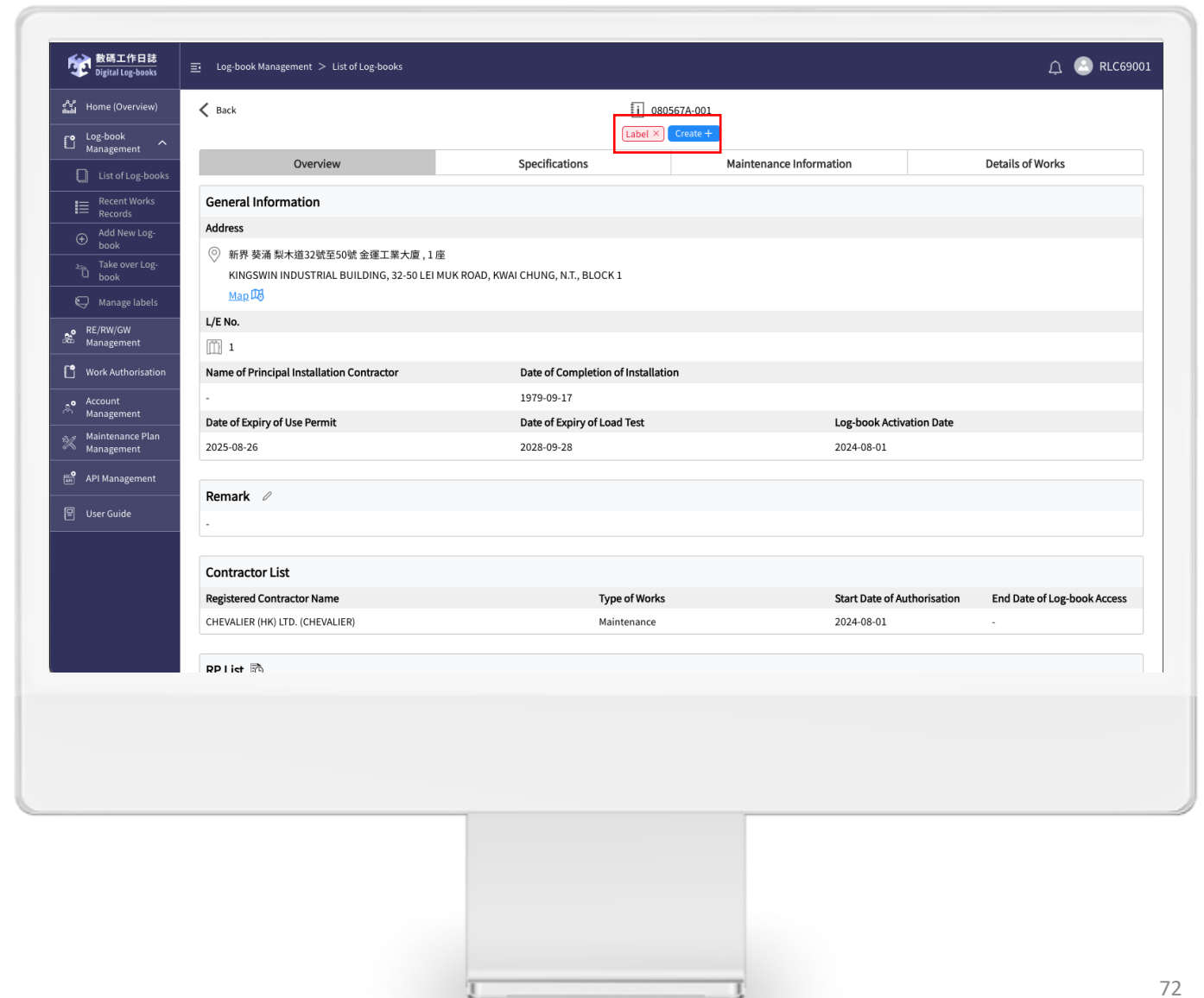**12** After adding a location, the label will be displayed in the log-book.

11 Manage labels

13 On the log-book page, click Add.
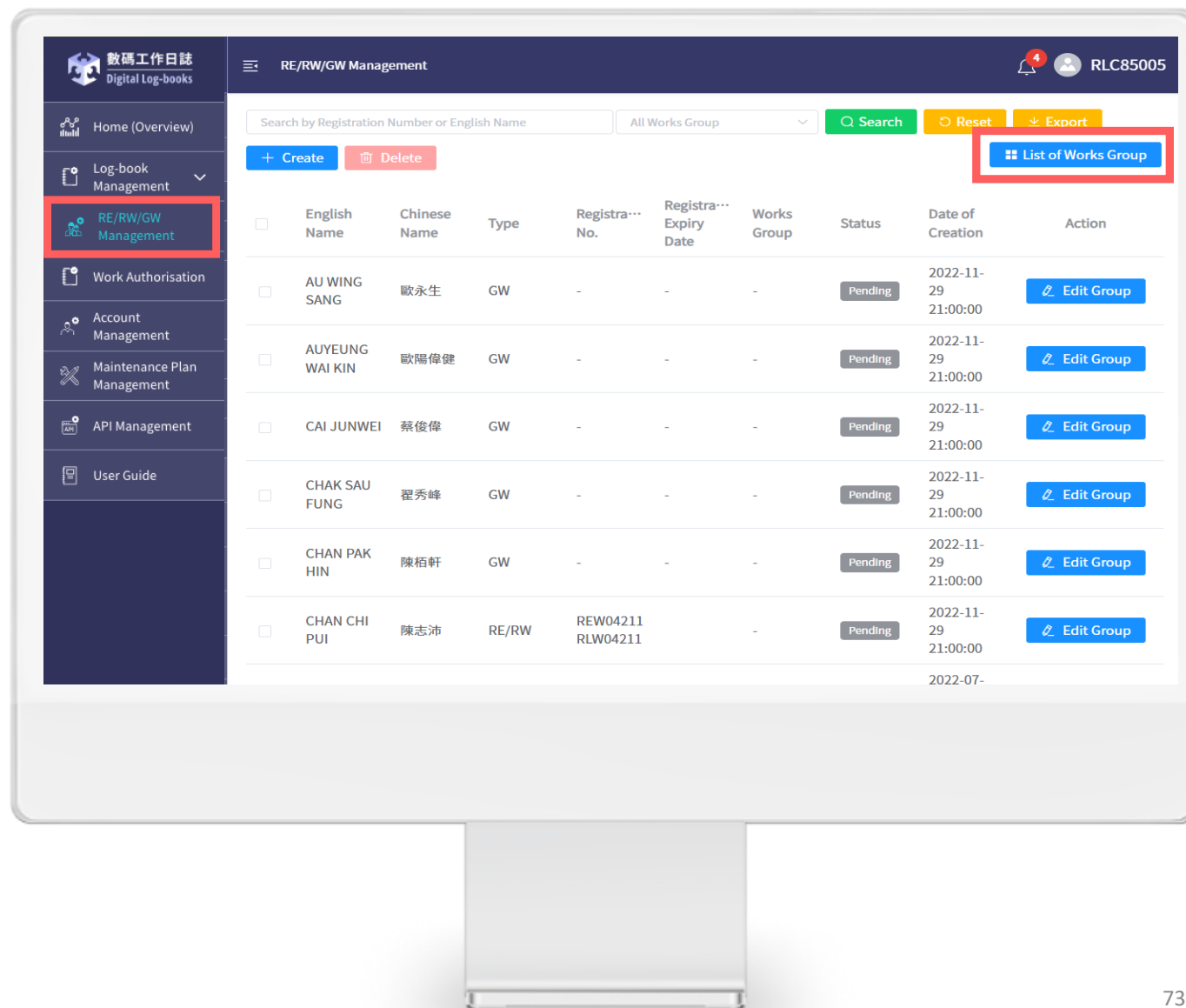You can add new labels or join existing labels

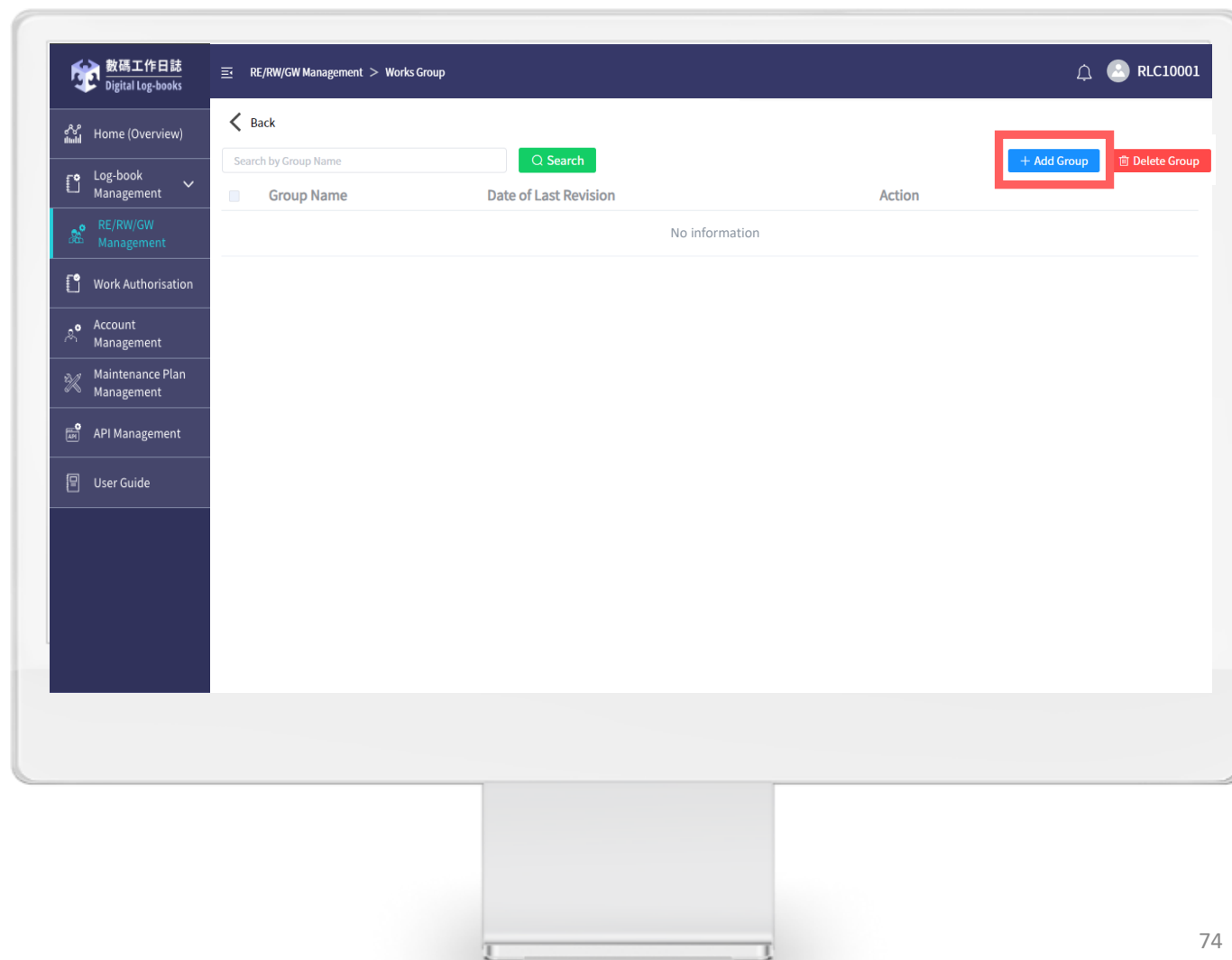**14** Press the "X" to the right of a label to remove it from your log-book.

12 RE/RW/GW Management

1 Click "List of Works Group" Page
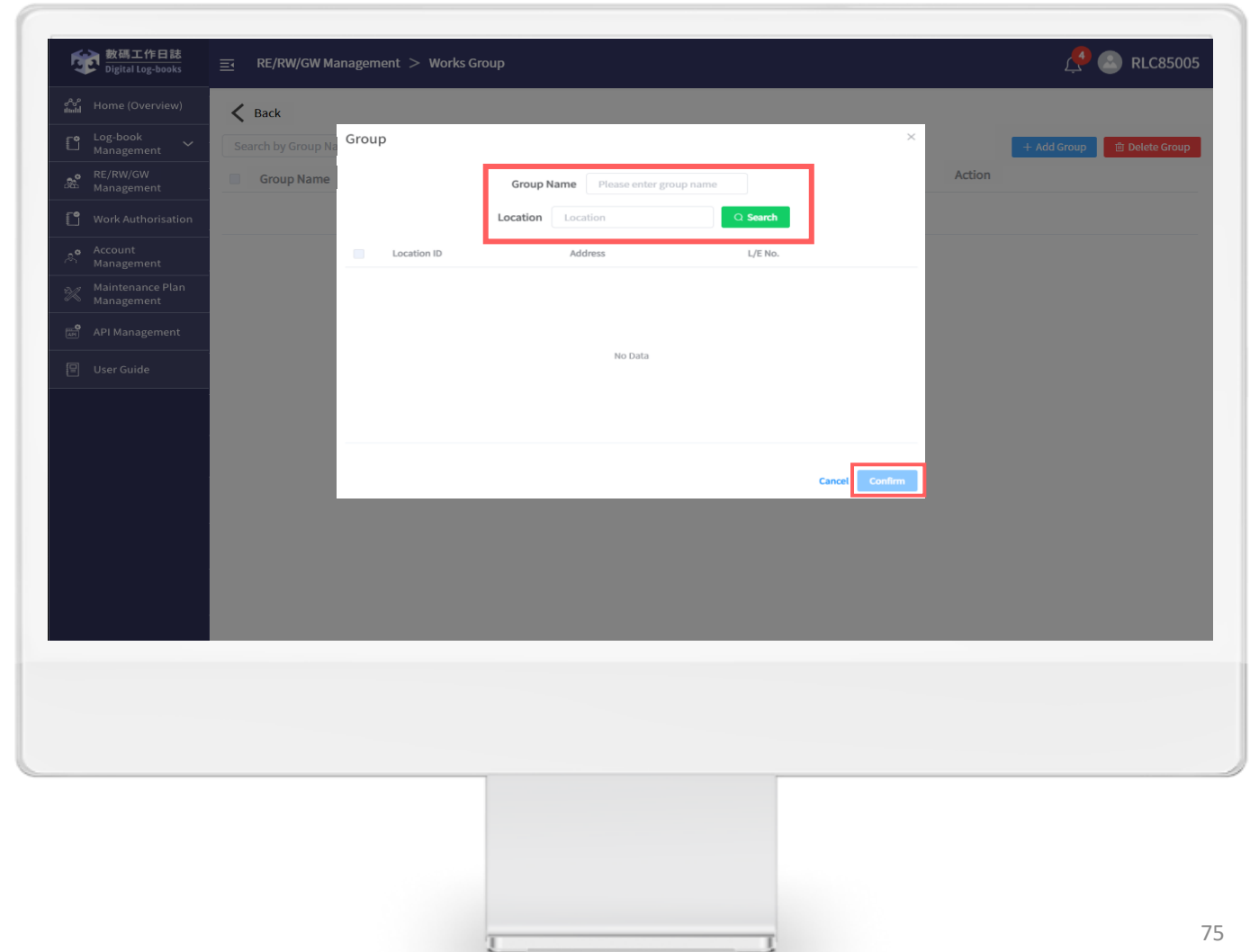
12 RE/RW/GW Management

2 **Click on "Add Group"**

12 RE/RW/GW Management
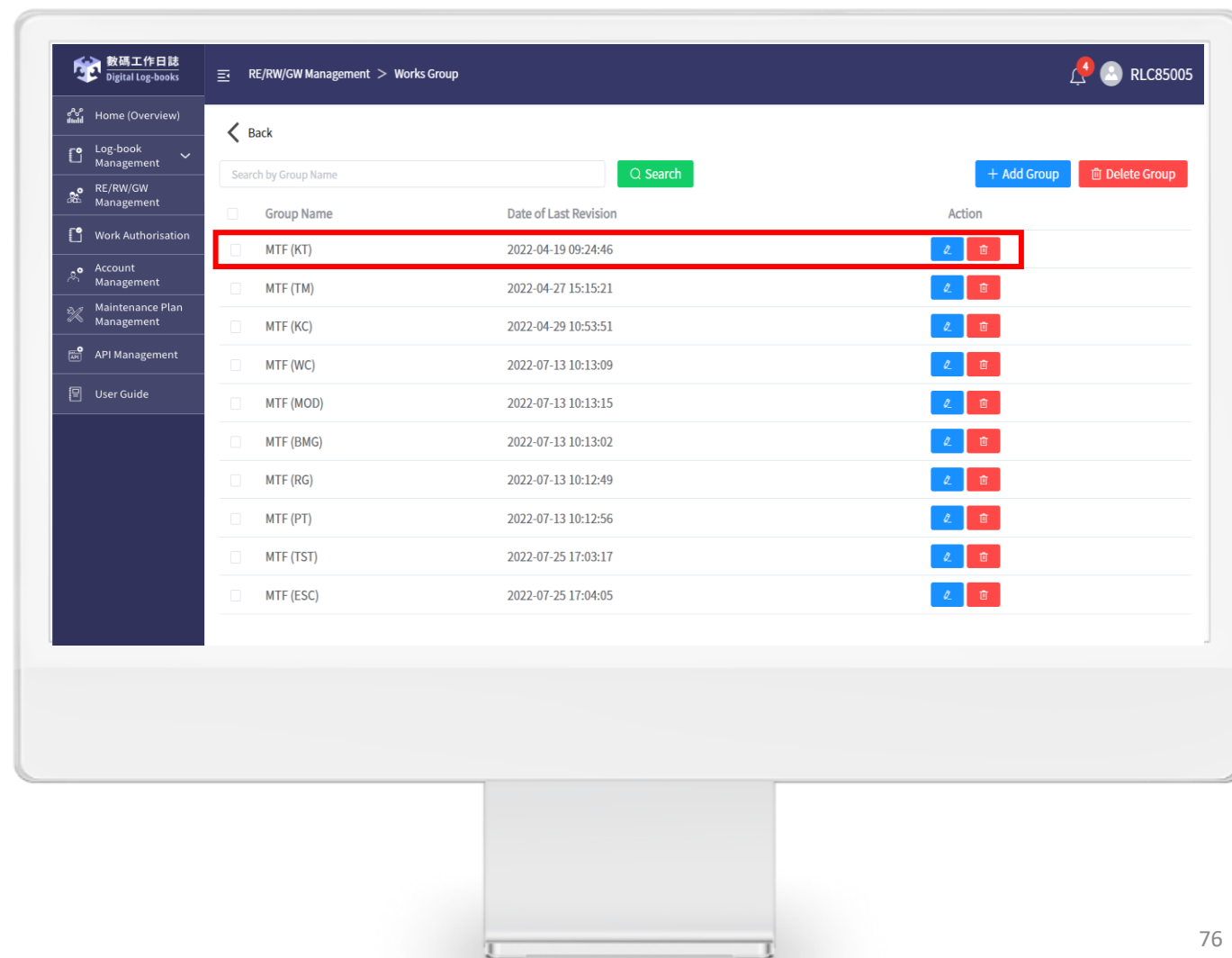
3.1 Enter the Group Name

3.2 Select the log-books included in the group

3.3 Click "Confirm"

12 RE/RW/GW Management

**3.4** User can click the group column to modify the log-books contained in the group

12 RE/RW/GW Management

4 Click "RE/RW/GW Management" Page

**5** There are several buttons at the top of the page

- Search by Registration No. or Name
- Search for worker and Check user status
- Click "Reset" to refresh the searching data
- Click "Export" the list of the workers

6 Click "Create" to add new RE/RW/GW
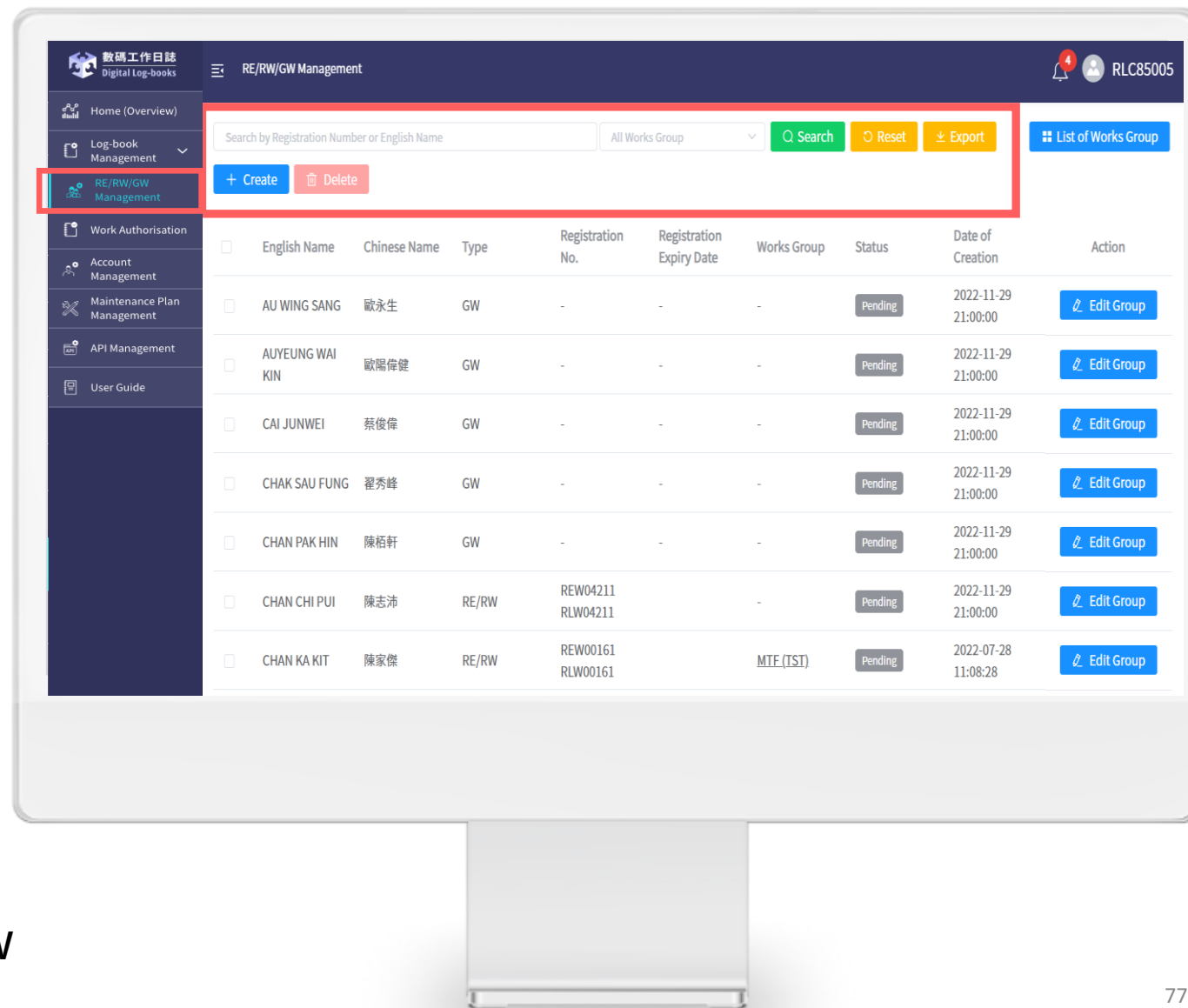
12 RE/RW/GW Management

7.1 Fill in the personnel information and select the works group
Filling in the personnel (RE/RW) information, enter the Registration No.

7.2 After filling in all the information, click "Confirm"
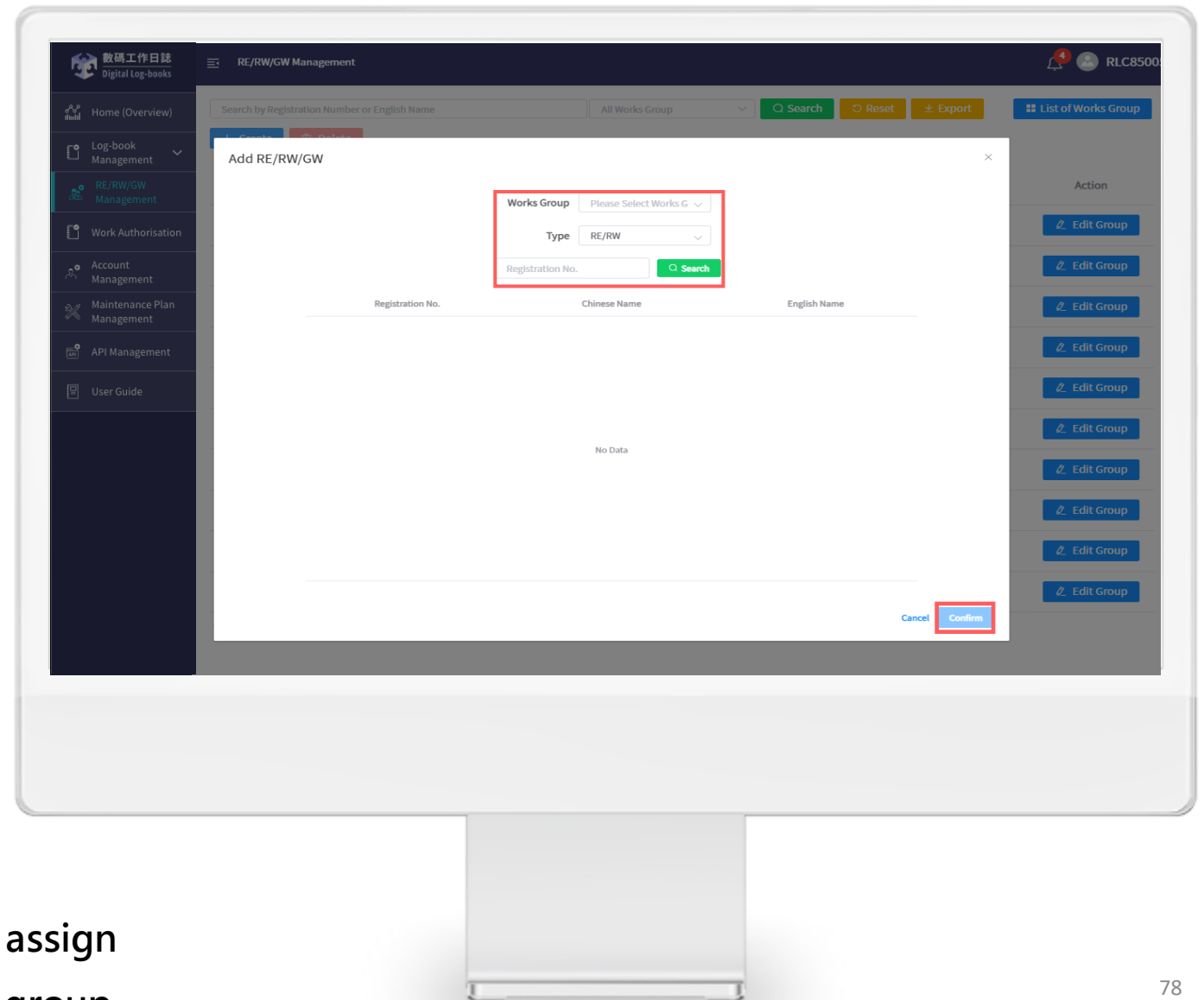
Note 1: Can select the work group option to assign engineering personnel to the required work group

12 RE/RW/GW Management

7.3 Enter personnel information and select their work group

Entering personnel information (GW) , including English Name, Year of Birth, and HKID (First 4 digits)

7.4 Click "Confirm" after filling in all the information

7.5 After successfully adding a person, an invitation code is displayed on the page. This invitation code allows GW to register an account in the mobile application.

(Regarding the method of delivering the invitation code, RC can communicate with GW offline)

Note 1: You can select the work group option to assign engineering personnel to the required work group

12 RE/RW/GW Management

⑧ The newly added personnel information will be displayed here, and the Name, Type, Registration No., Work group, and Date of Creation are all clearly arranged.

⑨ If need any modify of the data, can click "Edit Group" in the "Action" column to make data changes.
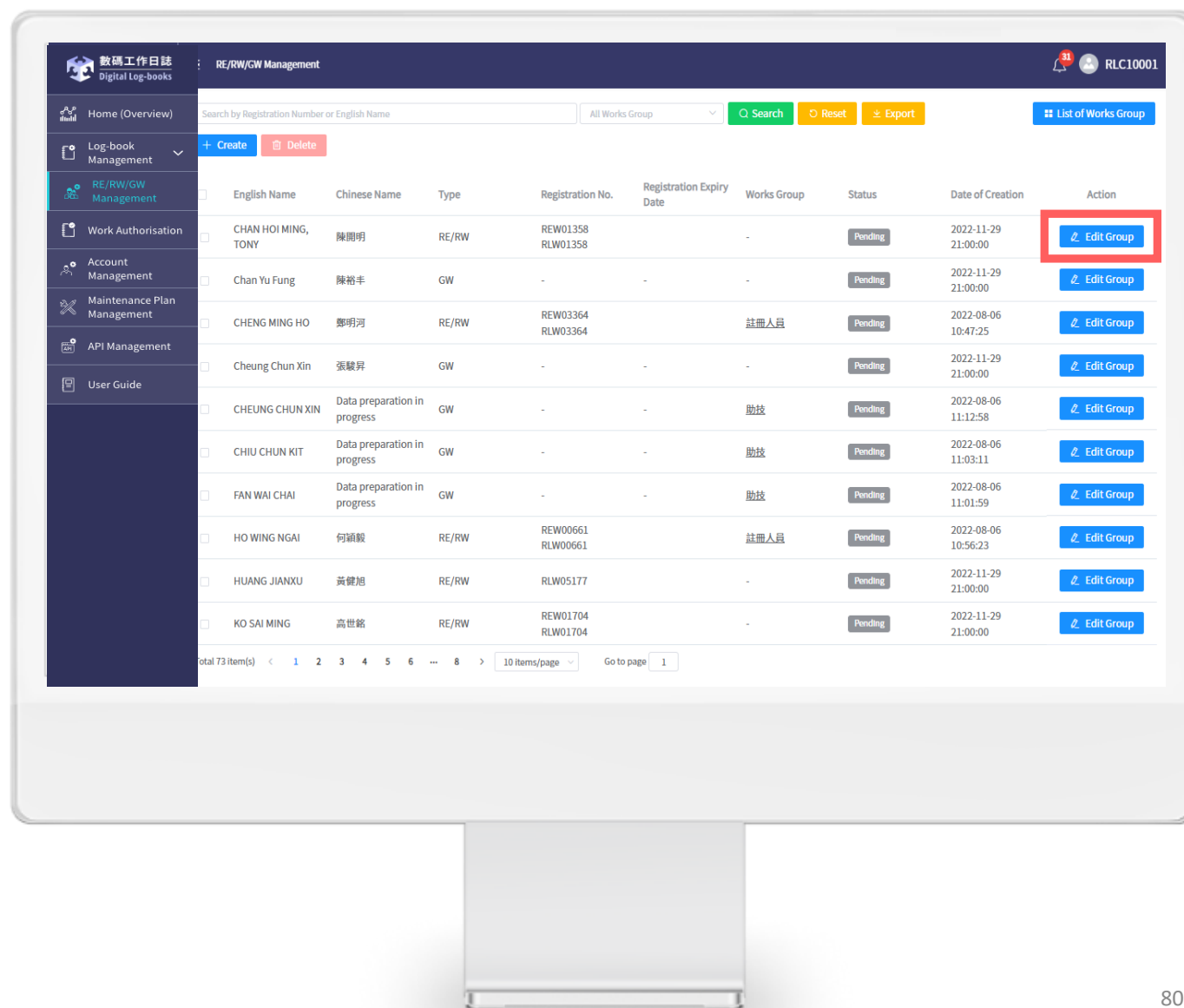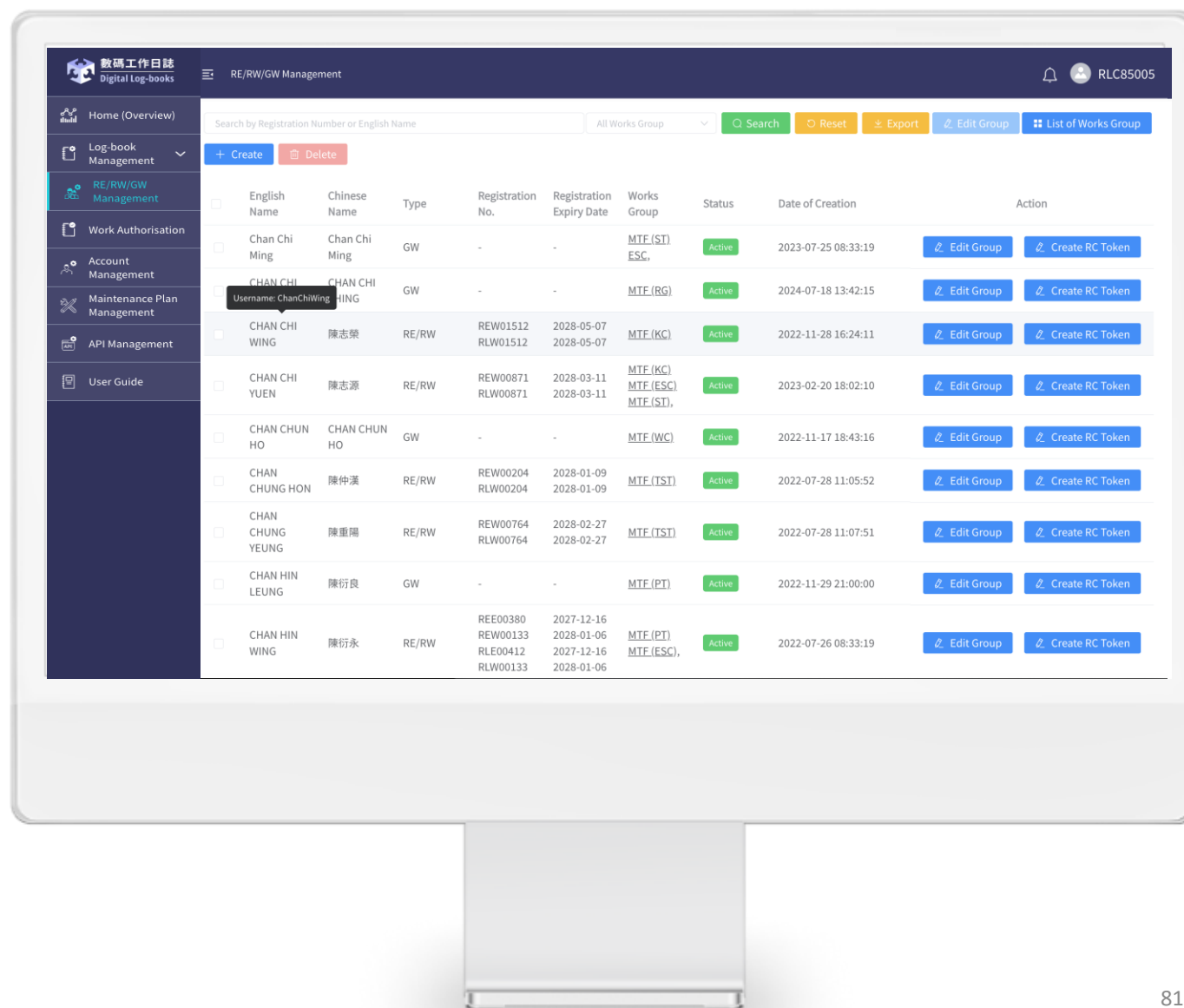
12 RE/RW/GW Management

10 When you use your mouse to place on the English name of a person has active or revoked status, you can see the user name of that person.

13 Work Authorisation

If user need to authorize third-party personnel or temporary personnel to have access rights to specified logs, they can use this function. For example:

Temporary personnel are hired to inspect lifts / escalators, and relevant personnel are required to review / fill in work logs.

① Click the "Work Authorisation" page

② There are several buttons at the top of the page

- Enter user name or email

- Search for users and check user status

- "Add Authorisation" to authorize third-party personnel to work on site

- "Delete" to remove the third party's permissions

③ Click on the appropriate person and click "Add Authorisation"
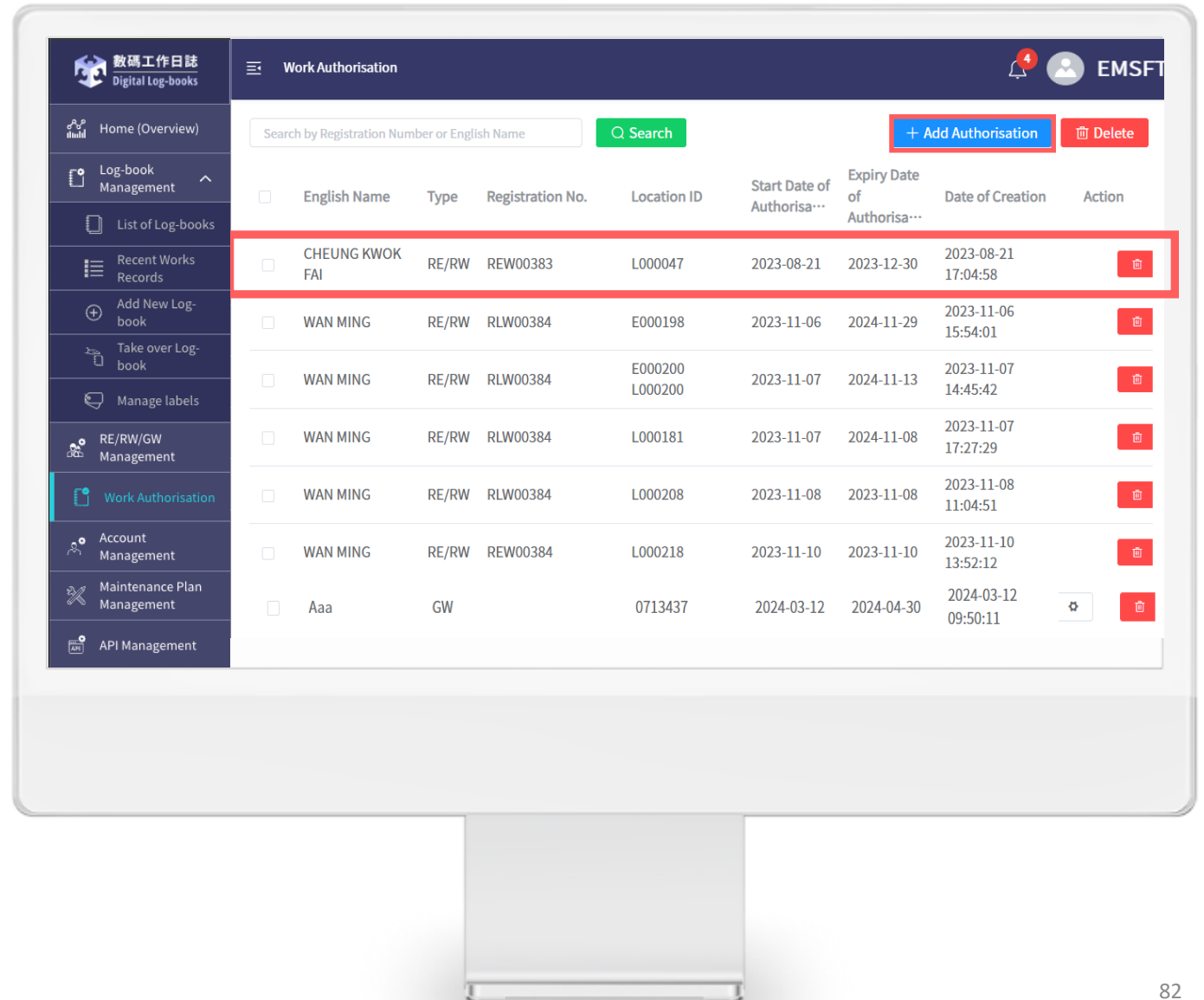
13 Work Authorisation

④ Fill in the information of the engineering to add authorisation

⑤ Except the expiry date of authorization, also need to provide the identity of the engineering,

- RE/RW: Registration No.
- GW: English Name, Year of Birth, HKID Number(First 4 digits of HKID)
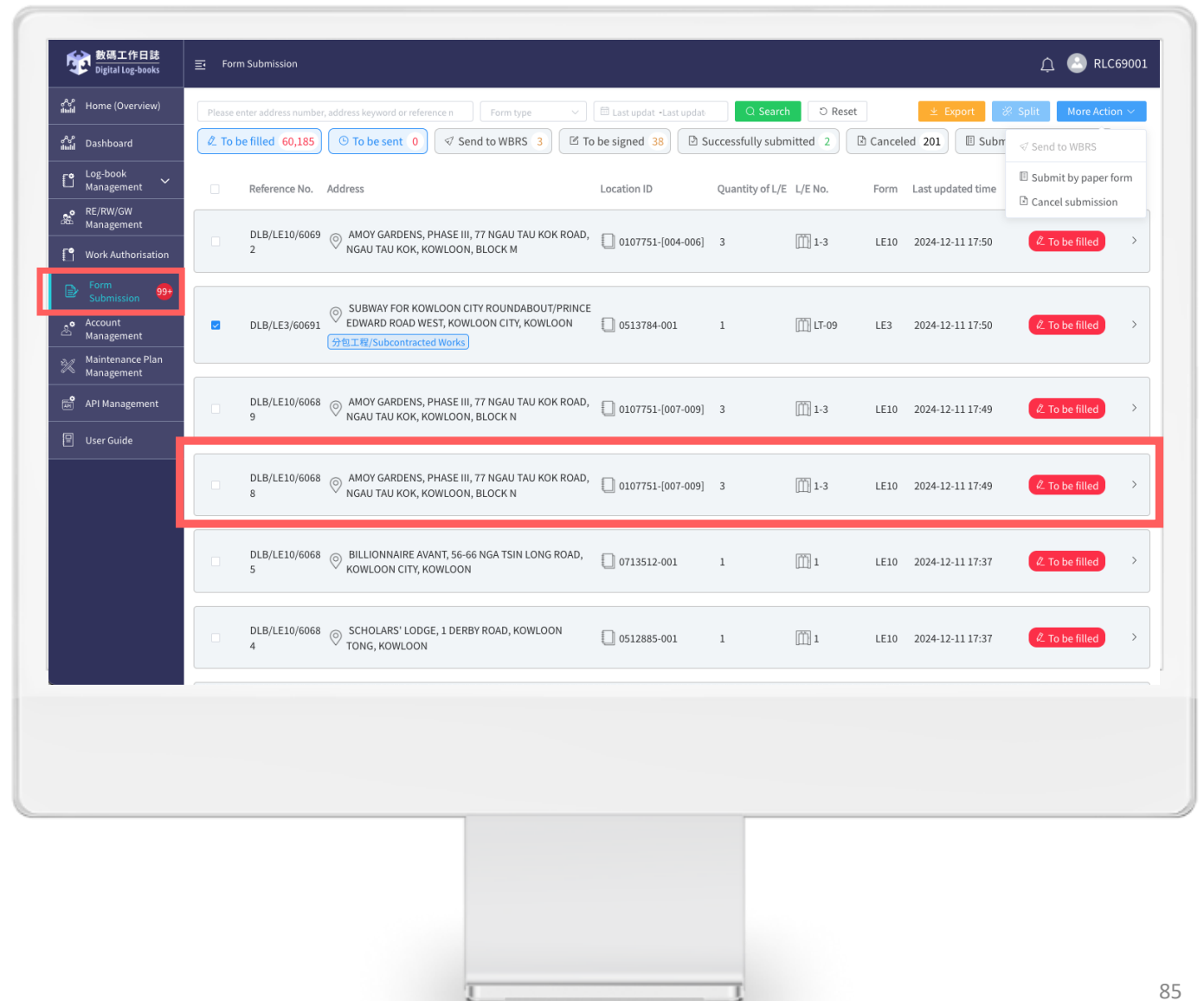
⑥ Click "Next"

13 Work Authorisation

7 Return to "Work Authorization " page Authorized engineering personnel will be displayed, and users can click on the operation button as needed and make modifications.
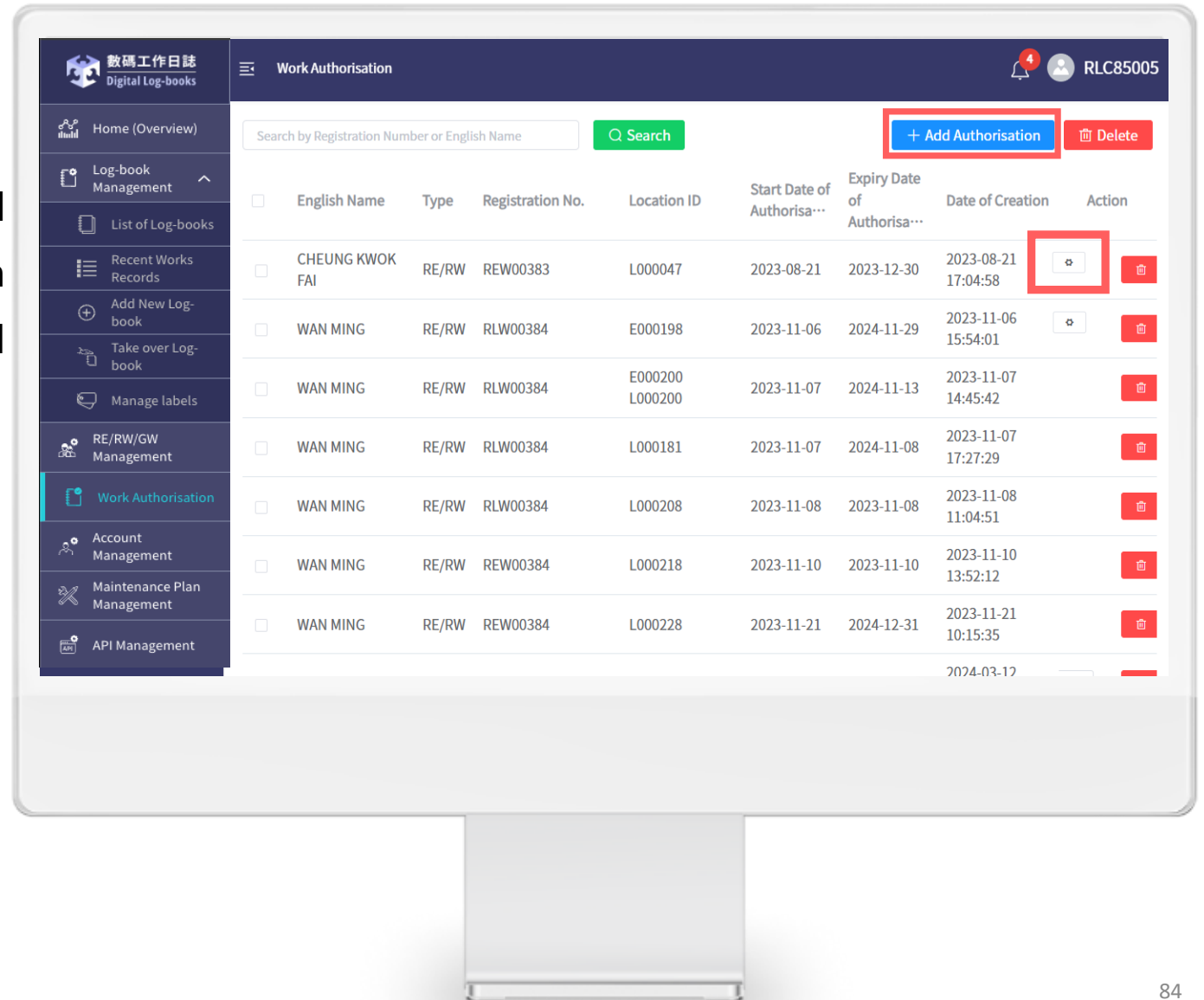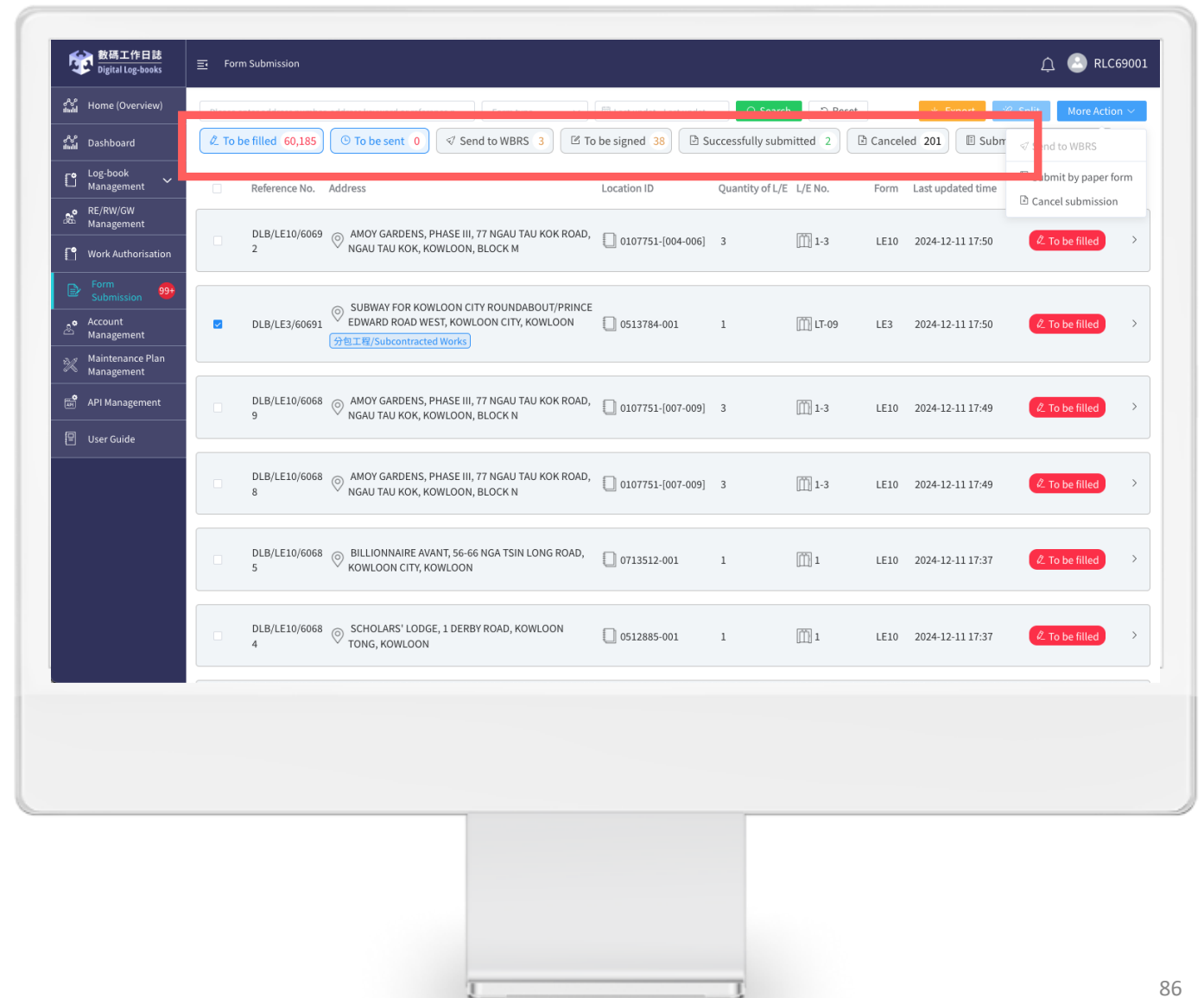
14 Form Submission

1 On the "Form Submission" page, the form you need to fill out will be displayed: LE2, 3, 10 or 27

**2** Press the "To be filled" state to enter the form

14 Form Submission

③ There are 7 status:

- **To be filled：** No progress has been saved before

- **To be sent ：** The progress was saved before

- **Send to WBRS ：** Sending to WBRS for signature

- **To be signed:** User need to sign the form on WBRS

- **Successfully submitted：** finish signature on WBRS

- **Canceled :** Canceled submit

- **Submitted by paper form :** Submitted in paper form

14 Form Submission

4 Use the "Split" function to fill in the relevant single form independently

5 The table management page can export the number of tables on the current page

6 After selecting the items, you can select "Submitted by paper form" and mark as cancel submission
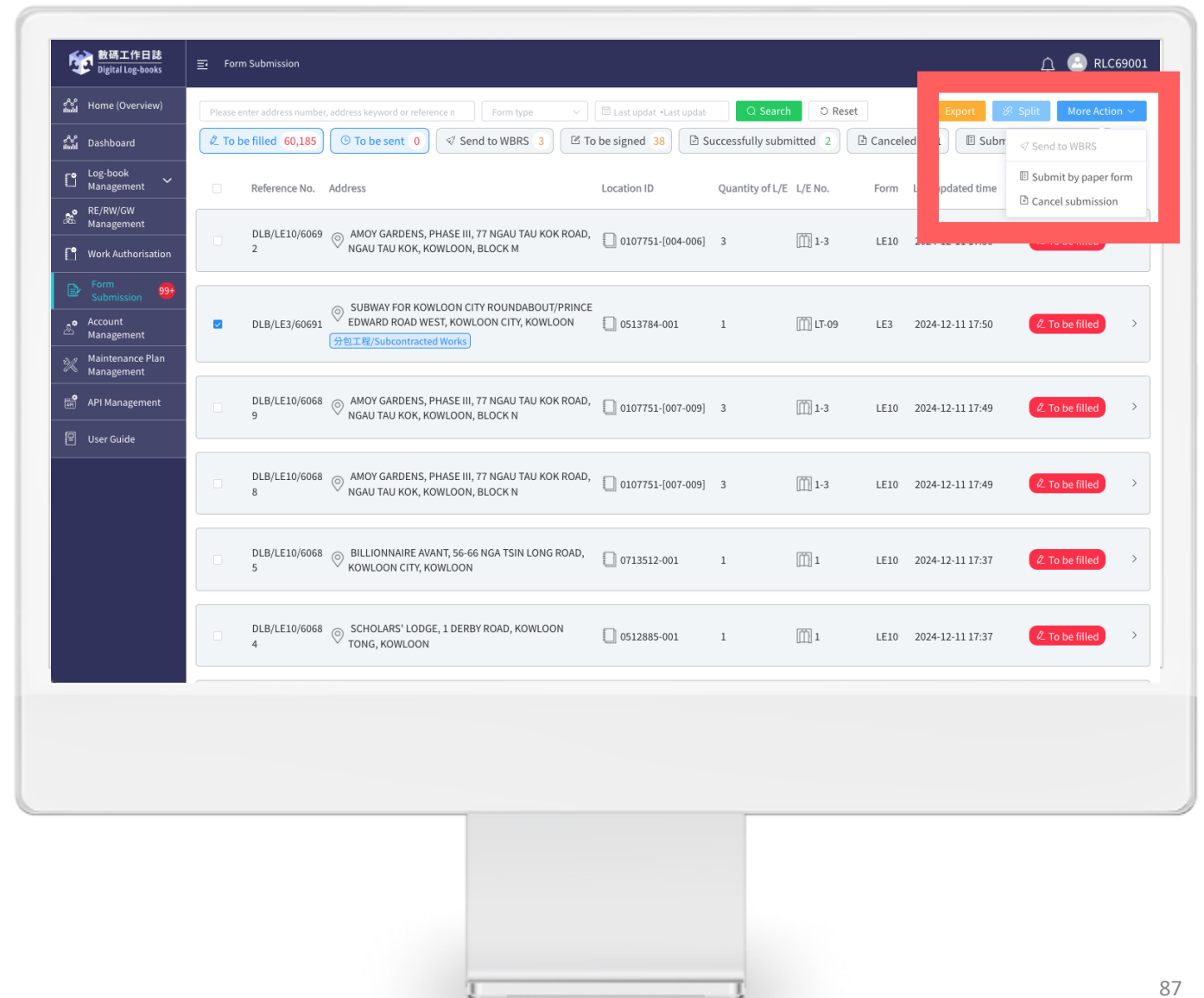
14 Form Submission

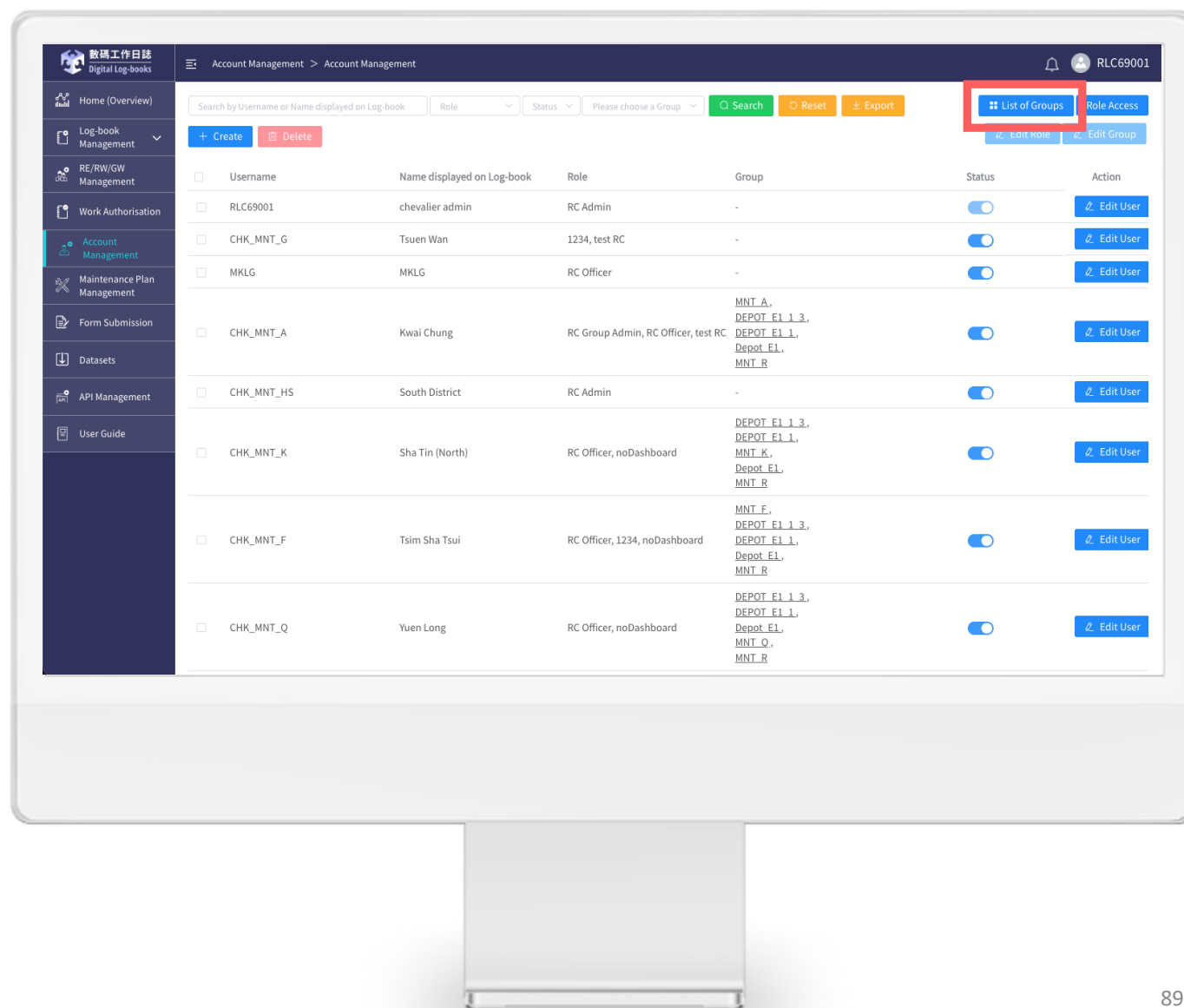**7** After filling in the form, you can choose to save your progress or submit it directly to WBRS

8 You can also choose to "Cancel submission" on the form page or mark the form as "Submitted by paper form"
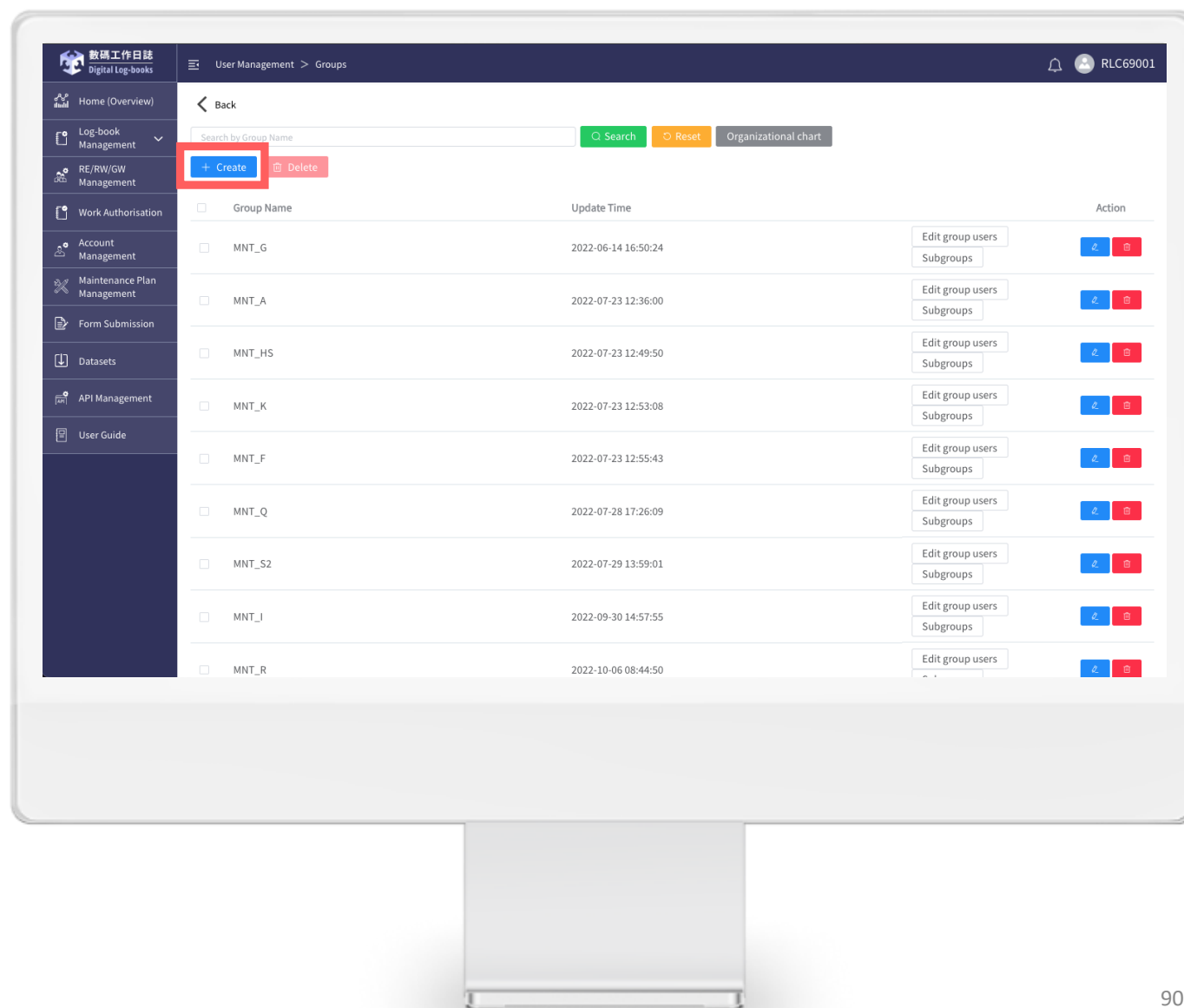
15 Account Management

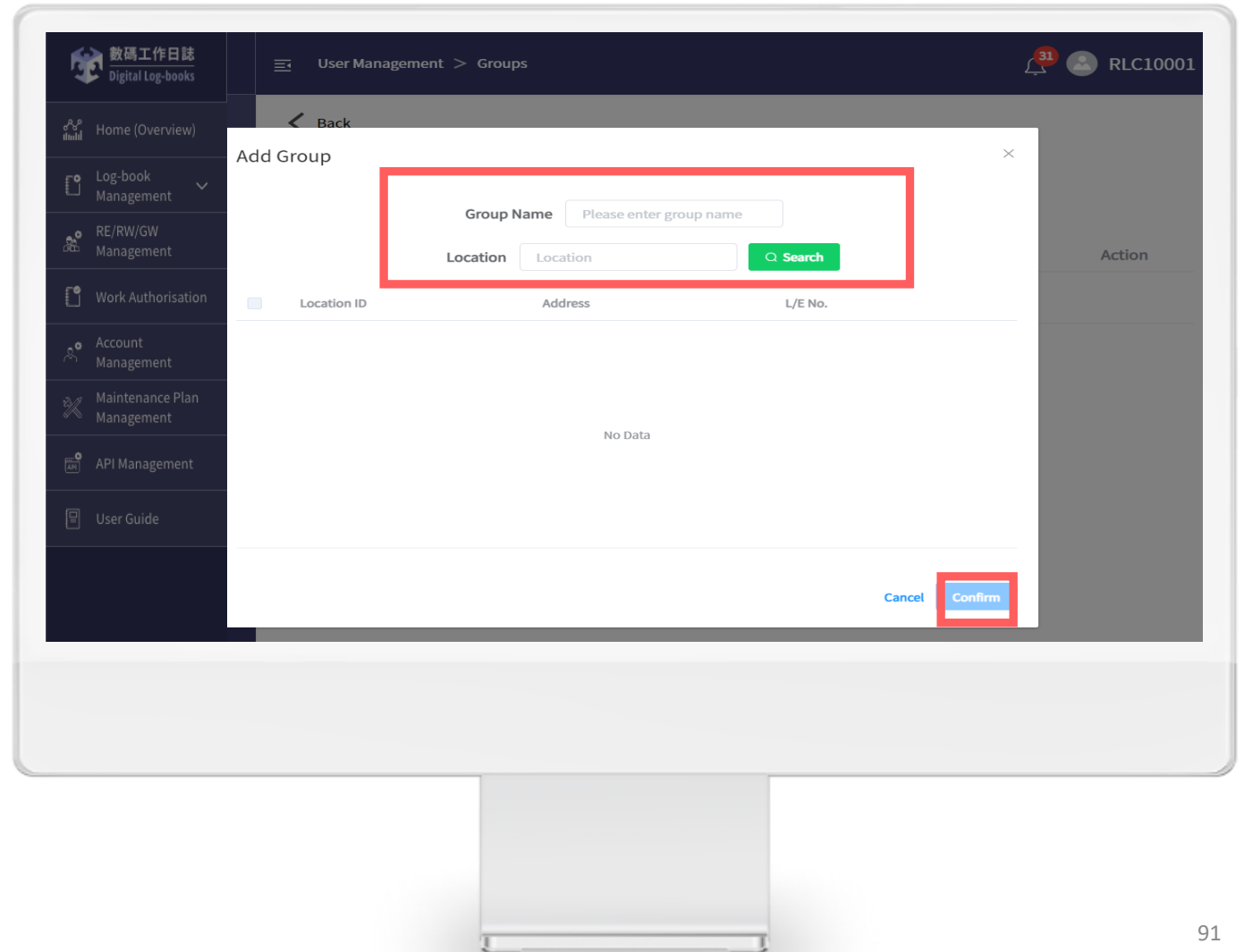**1** Click "List of Groups" Page on the upper right corner

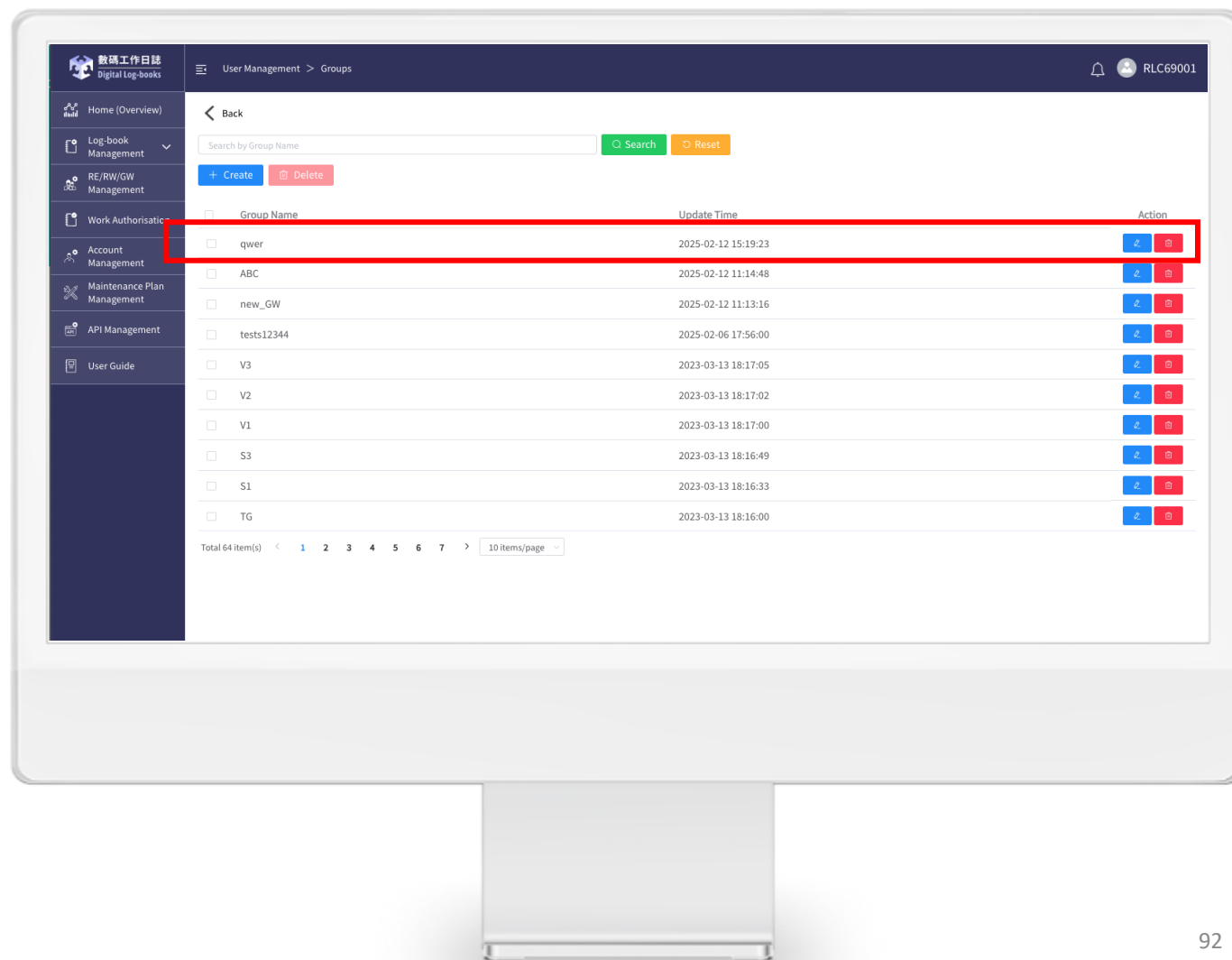# 15 Account Management

② Click "Create" to add a new group

15 Account Management

3.1 Fill in the group name

3.2 Select the logbooks included in the group

3.3 Click "Confirm"

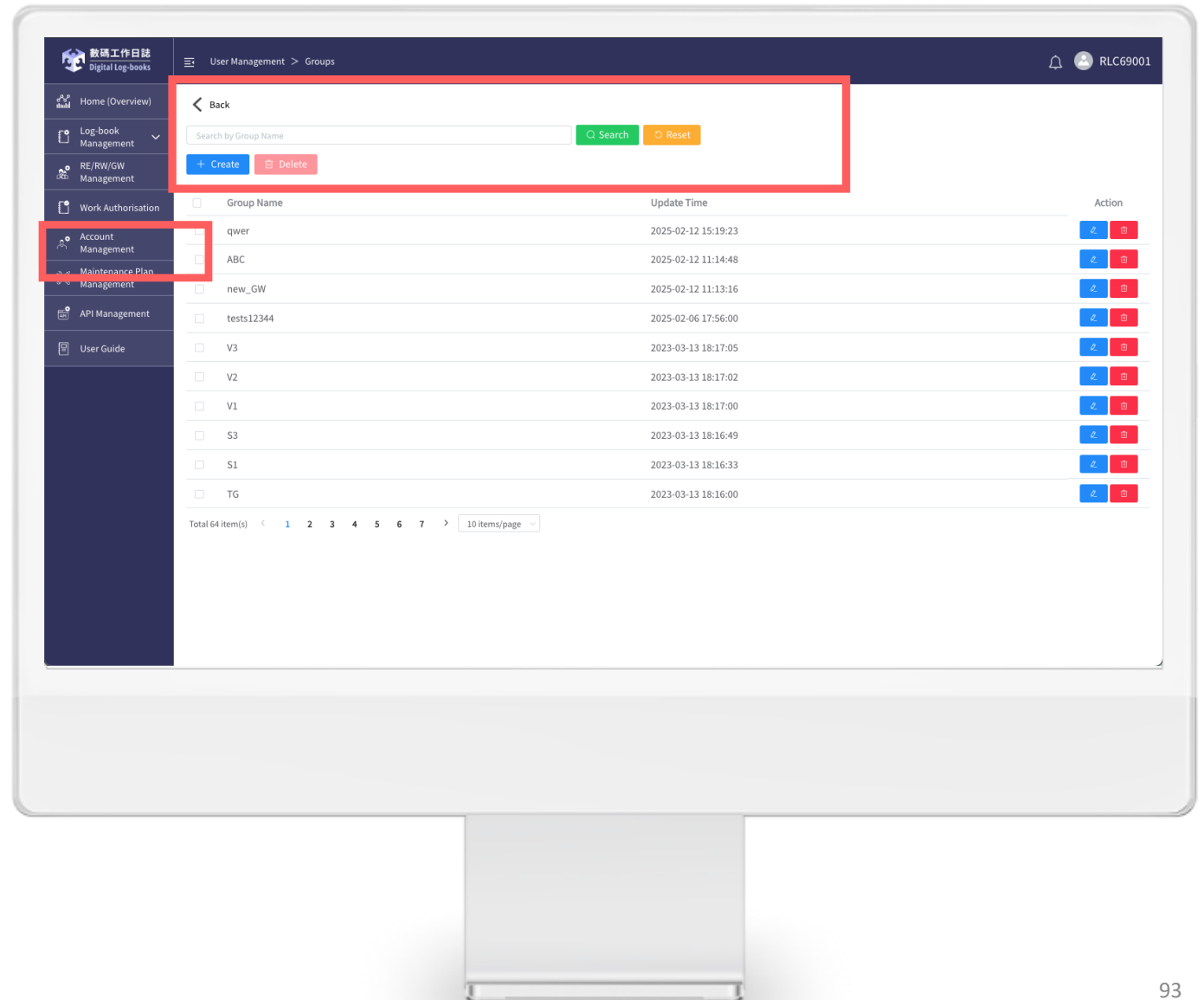# 15 Account Management

3.4 Click the group column to modify the Log-book contained in the group

15 Account Management

④ Click "Account Management" Page

⑤ There are several buttons at the top
of the page

- Enter user name or email

- Search for user and check user
status "Reset" to refresh the
search data

- "Export" the list of user
information

⑥ Click "Create" to add the new user

15 Account Management

7 Enter and set the new user role and its personal information ; for how to set the user name and password, please refer to the text instructions on the right.

8 After filling in all the information, click "Confirm"

Note 1: All RC users who need to join the digital Log-book need to register their user name and password through RC admin
(Regarding the transmission method of user login name and password, RC can communicate with the user offline)

Note 2: If the new user is not the role of administrator, please select "RC Officer" in the role

Note 3: New RC users can log in with their registered user name and password, and then change their password after logging in.

15 Account Management

RC admin has the authority to operate all functions in the web page, including : Homepage, Log-book Management, Recent Works Records, Log-book invitation to RP, Add New Log-book, Take over Log-book, Hand over Log-book, Sub-Contractor Access Right, RE/RW/ GW Management, Work authorisation and Account Management
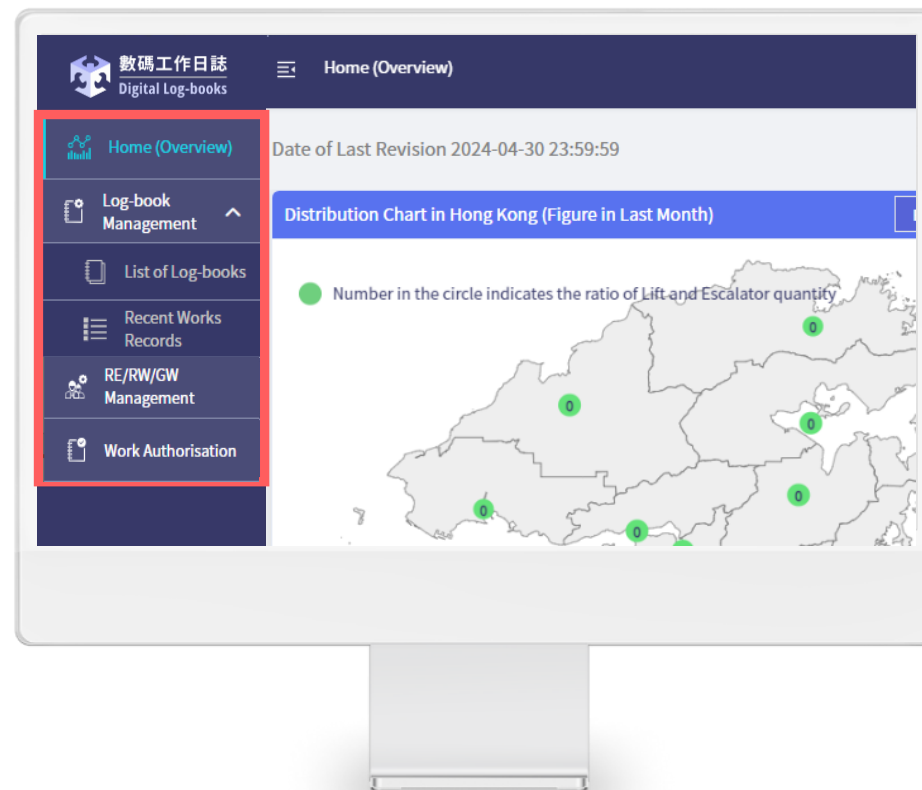
RC Officer has the authority to operate some functions within the webpage, including : Homepage, Log-book Management, Recent Works Records, RE/RW/ GW Management and , Work authorisation

15 Account Management

9 Newly added users will be displayed, with their usernames, emails, set roles, groups, and statuses all clearly arranged.

10 If need to modify the data, can click the pen icon "Edit User" in the "Action" column to make data changes
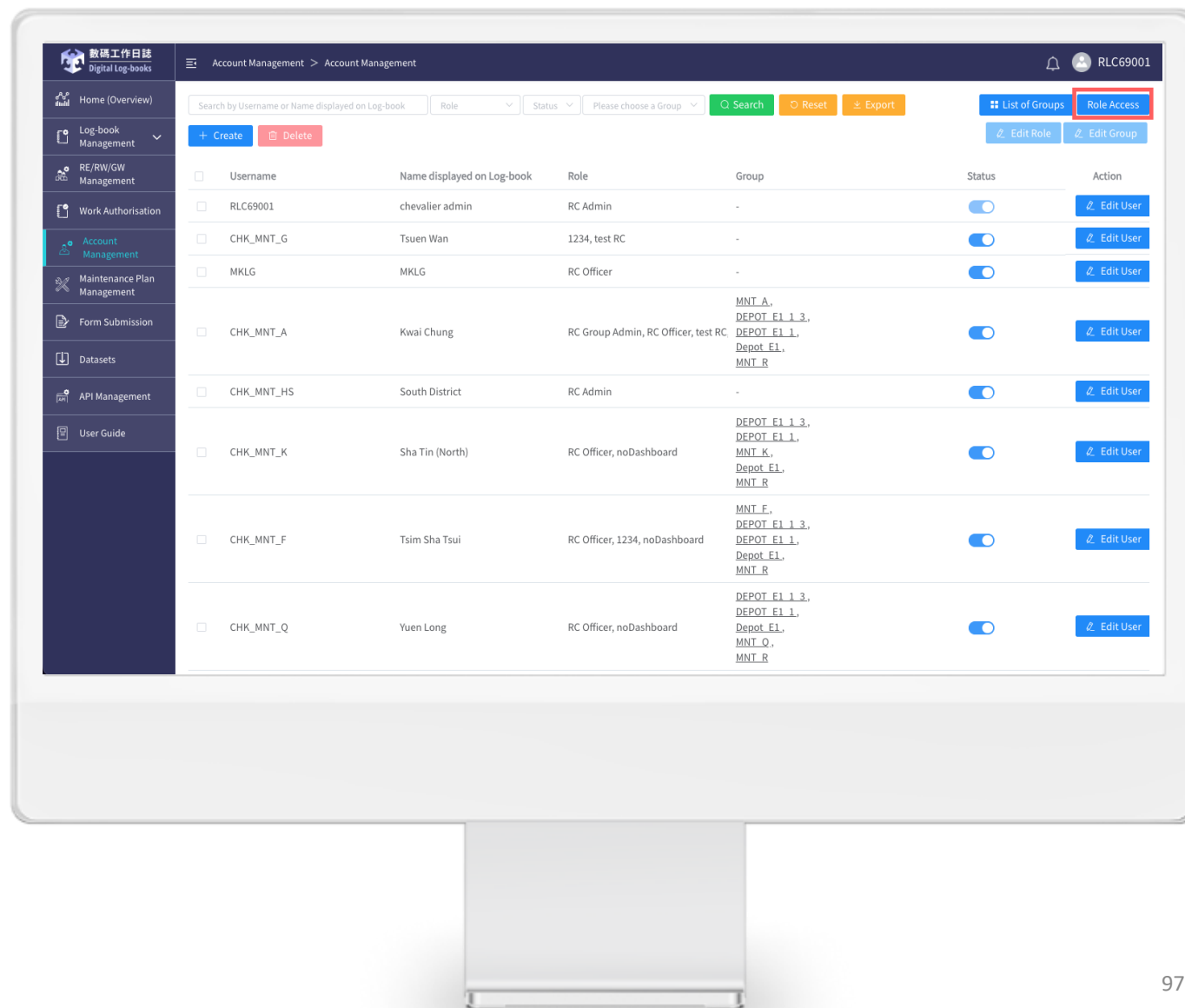
Note 1: If other RC users forget their username or password, RC Admin can assist the user to query their username or reset a new password.
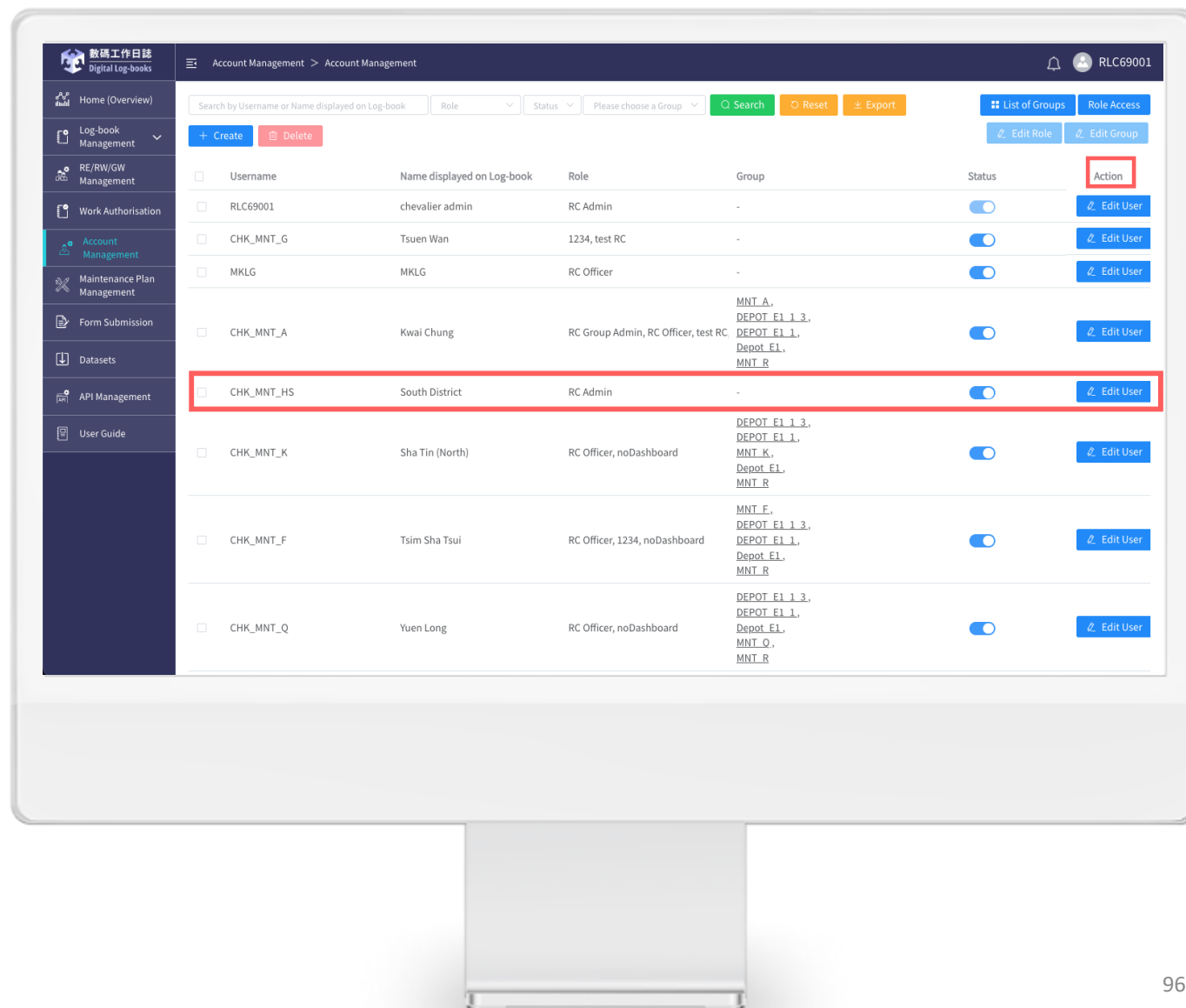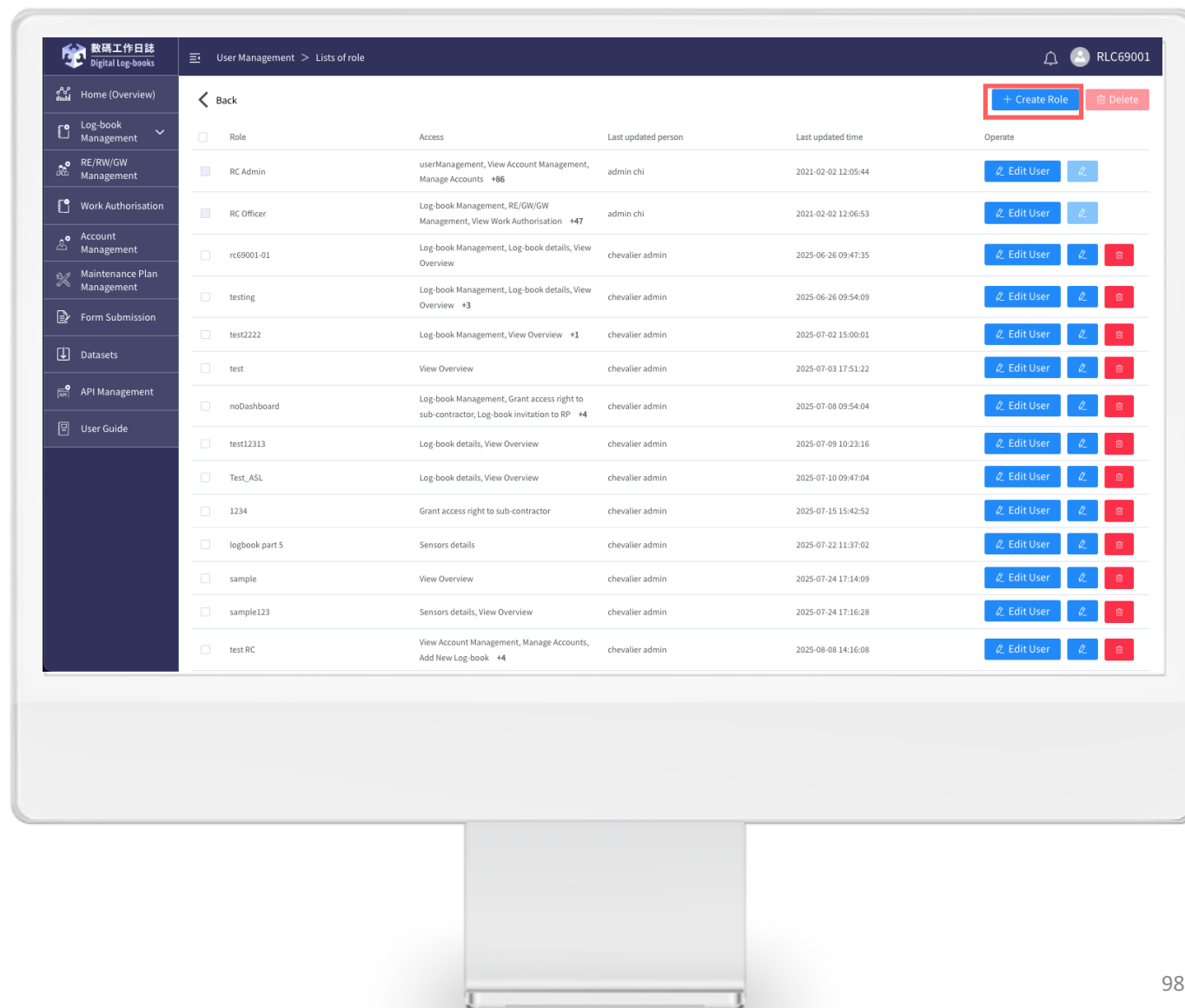
15 Account Management

11.1 To create roles and manage their permissions, click "Role Access" in the upper right corner.

15 Account Management

11.2 Go to "Lists of role"

11.3 Click "Create role"
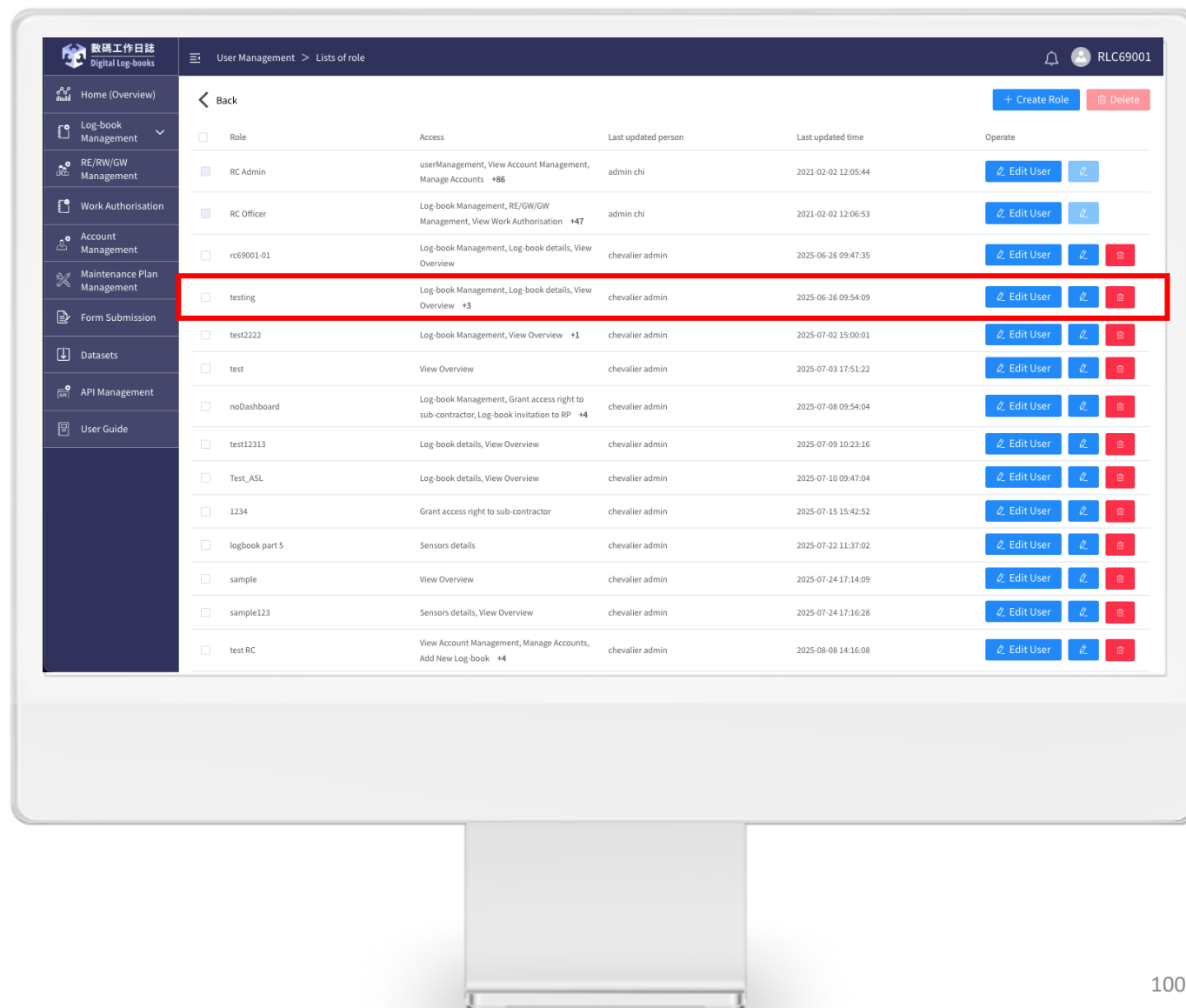
15 Account Management

11.4 Enter role name

11.5 Select the required permissions for the new role from the list below, then click "Save" in the bottom right corner
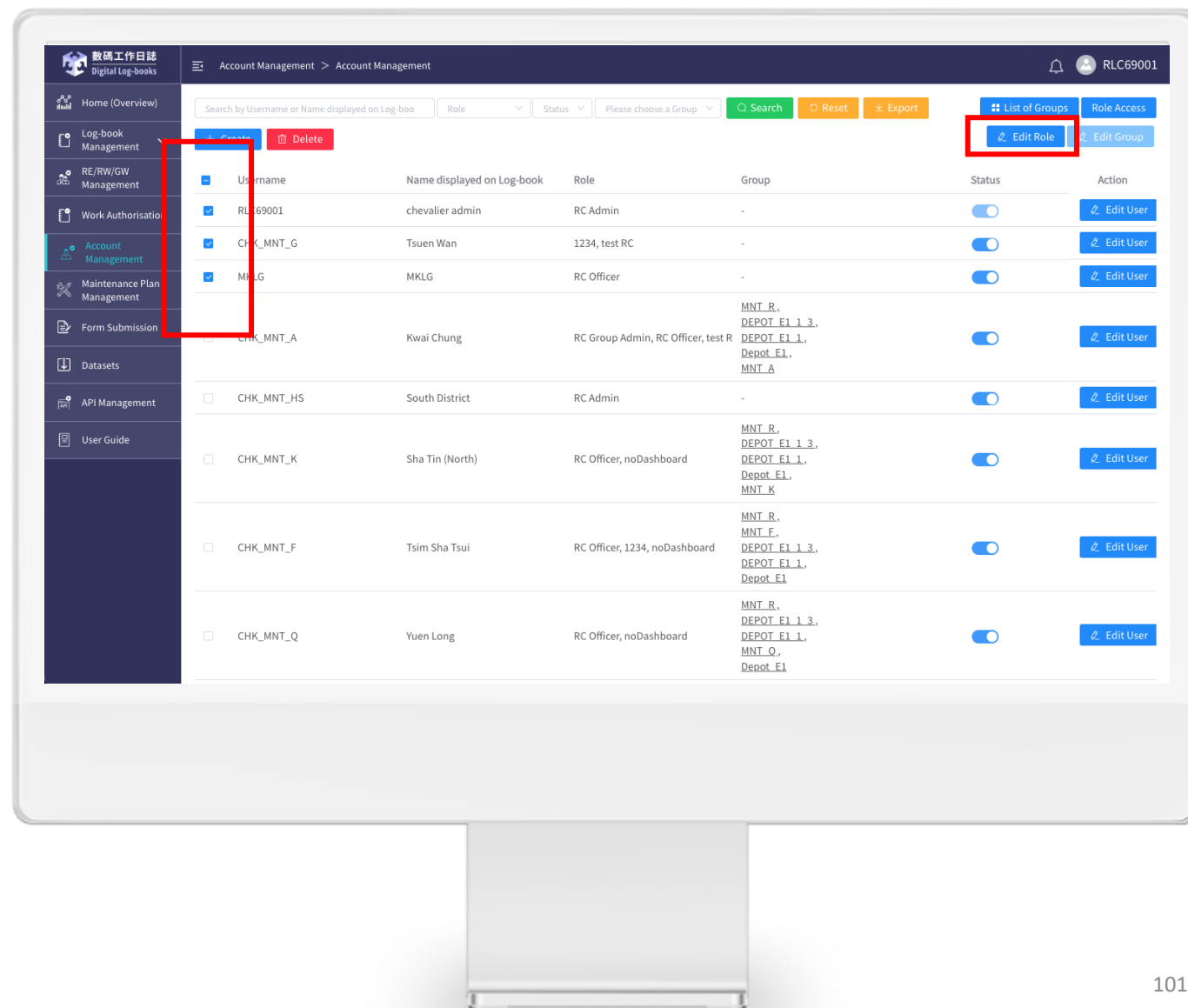
15 Account Management

11.6 To edit a user's permissions, click on the target user's name to access the permission editing page.

15 Account Management

**12.1** To change the roles of multiple users, select the users you want to modify on the account management page, and then click "Edit Role" in the upper right corner.

# 15 Account Management

12.2 After selecting the roles to add for the user, click "Confirm"

12.3 If you want to overwrite the user's existing role settings, please select "Removed user(s) rom their original role(s)" and then click "Confirm".
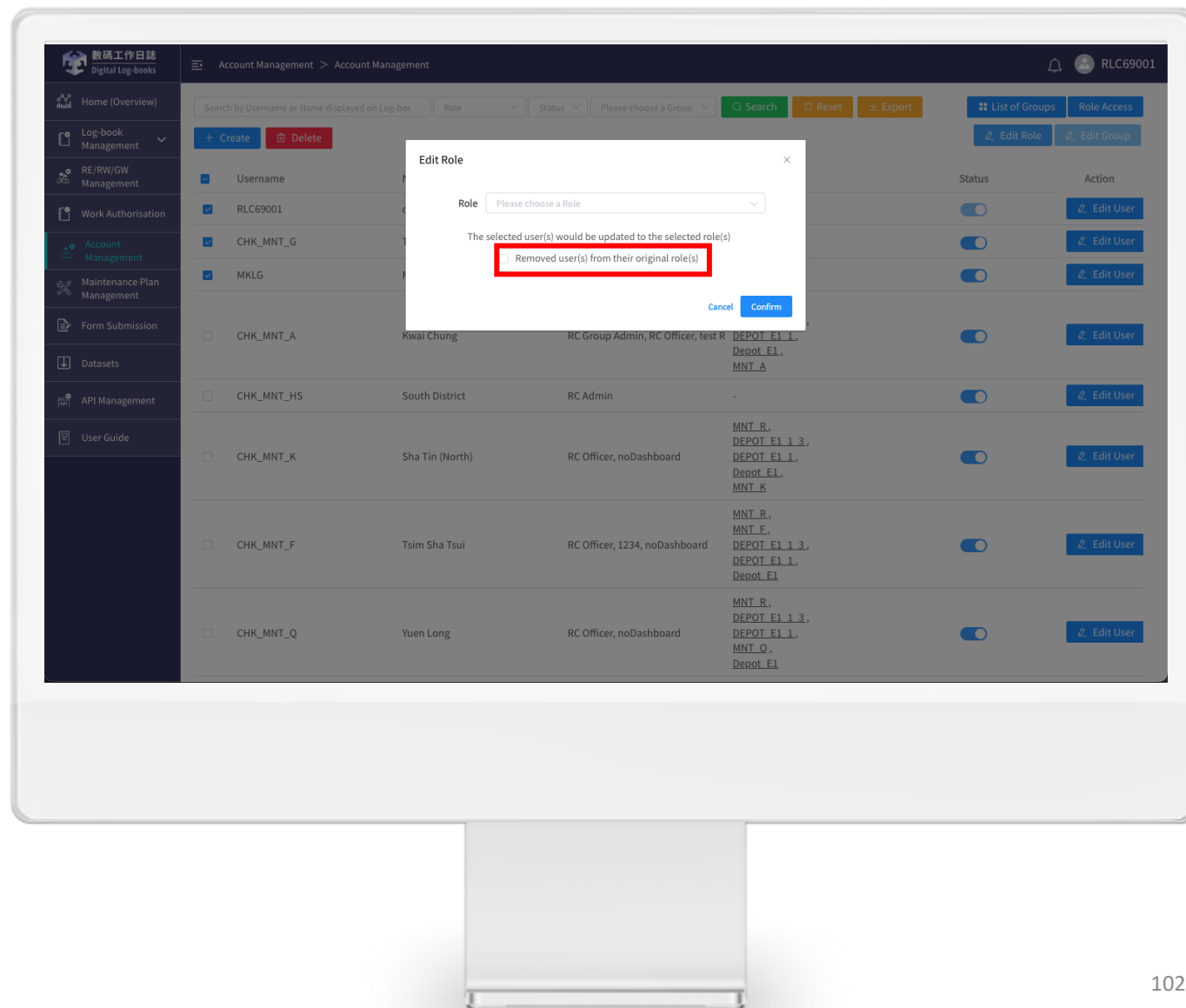
# 16 Groups - Parent Group and the List of Son Group

1.1 User can only view the logbook within the group

1.2 Group admin can control the user within the group and logbook

1.3 Click "Subgroups" to view what groups are under the current group
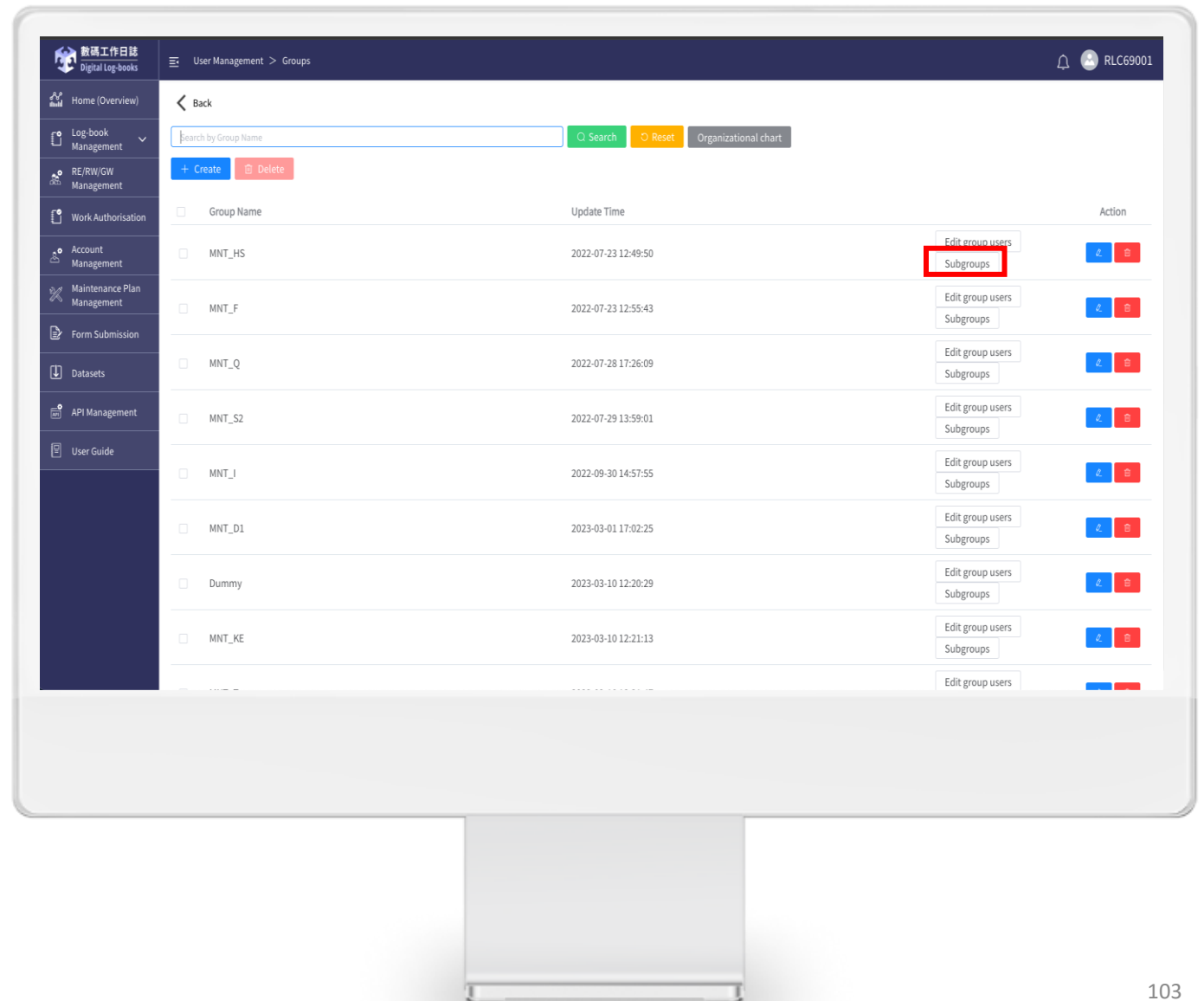
16 Groups - List of Son Group

1.4 The logbook in son group must be coming from their parent group
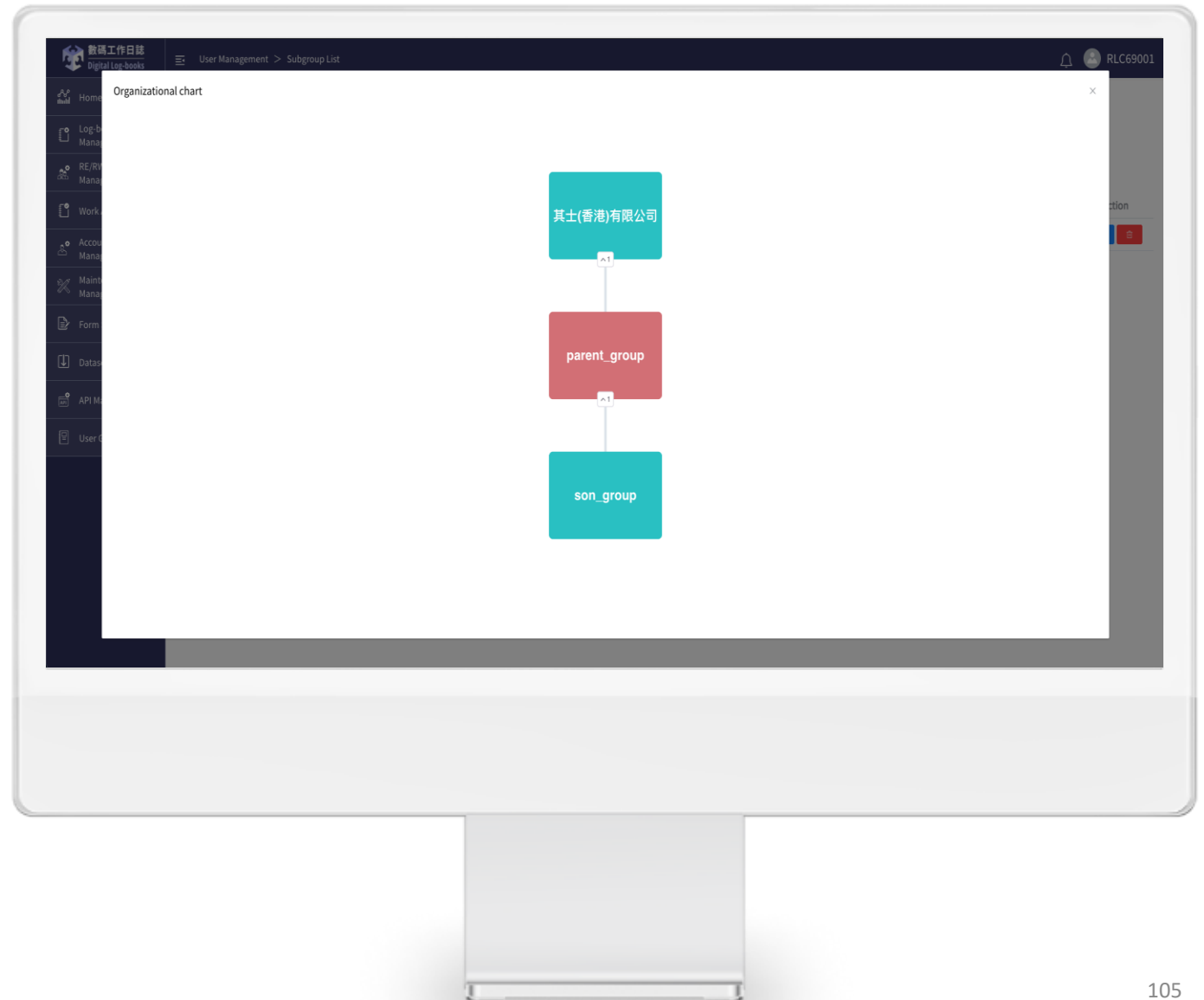
1.5 Group admin can set the parent group of different group
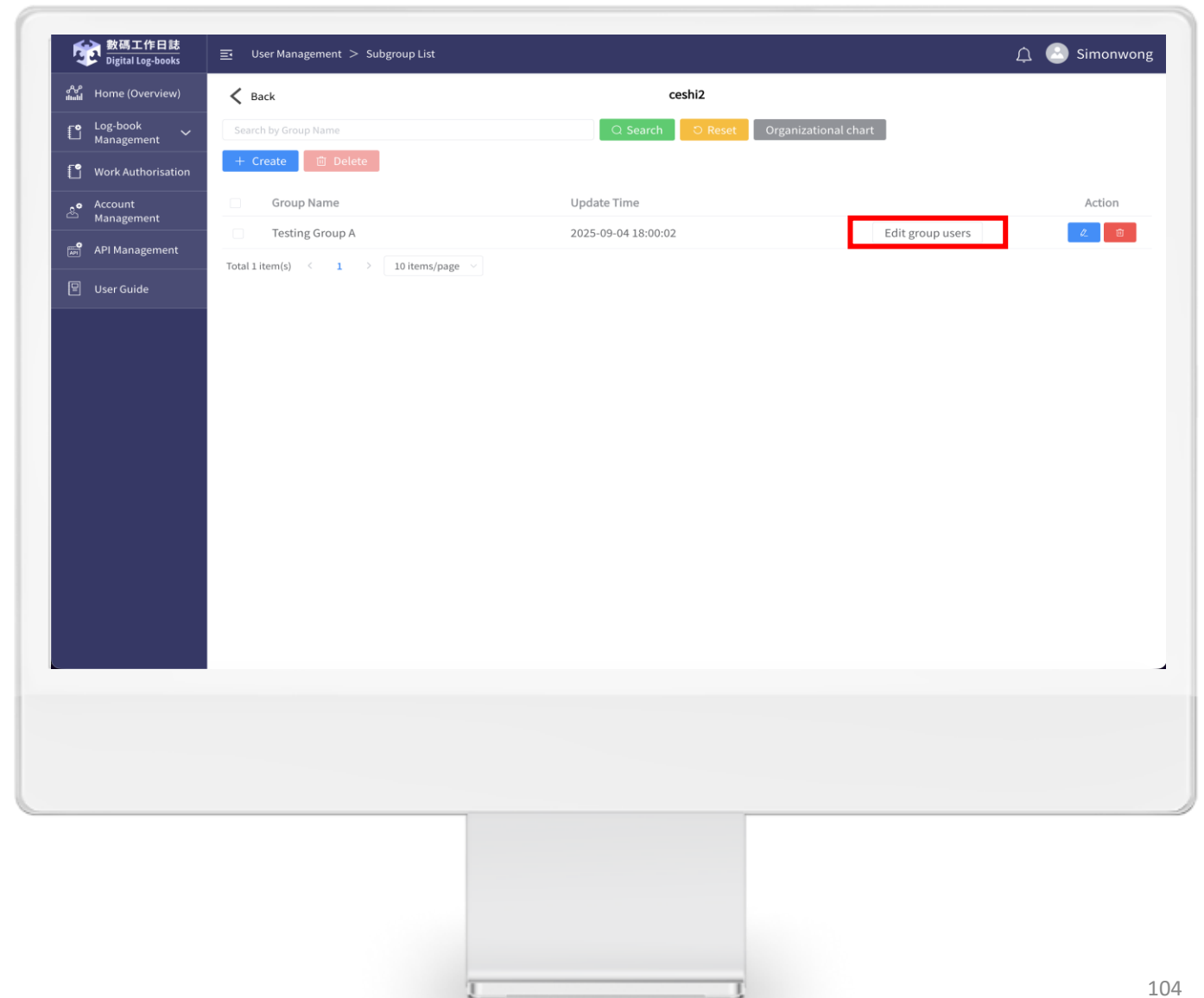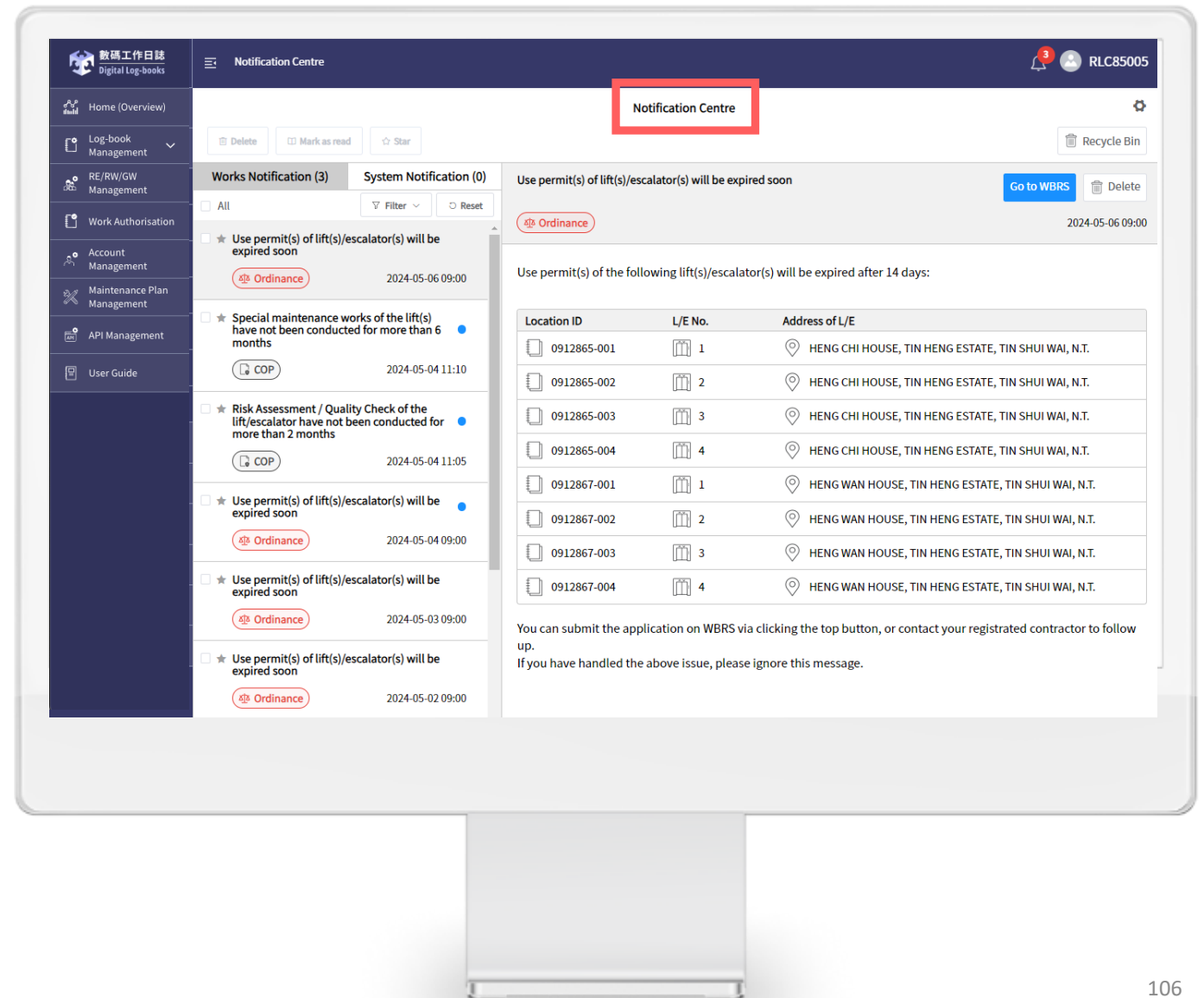
16 Groups - Organisation chart

1.6 Display the structure of organisation, group admin can only view their group in the organisation chart
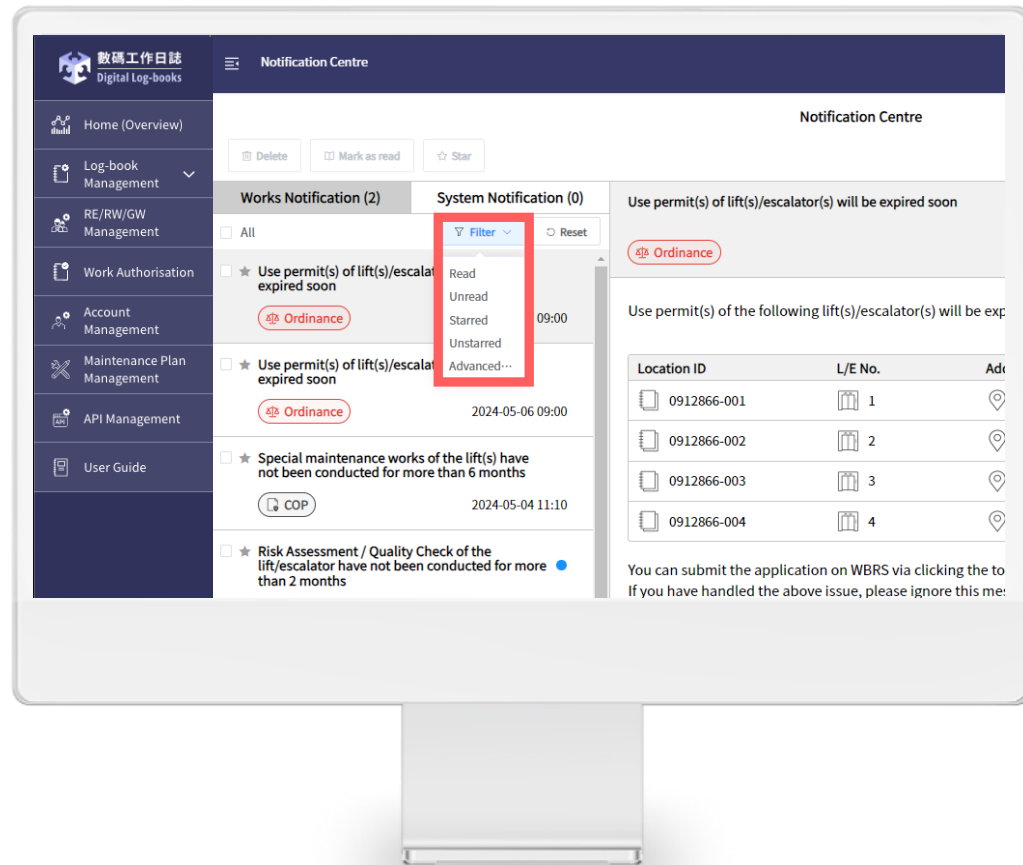
17 Notification Centre – Overview

1 Click "Notification Centre" Page

2 Check "Works Notification" and
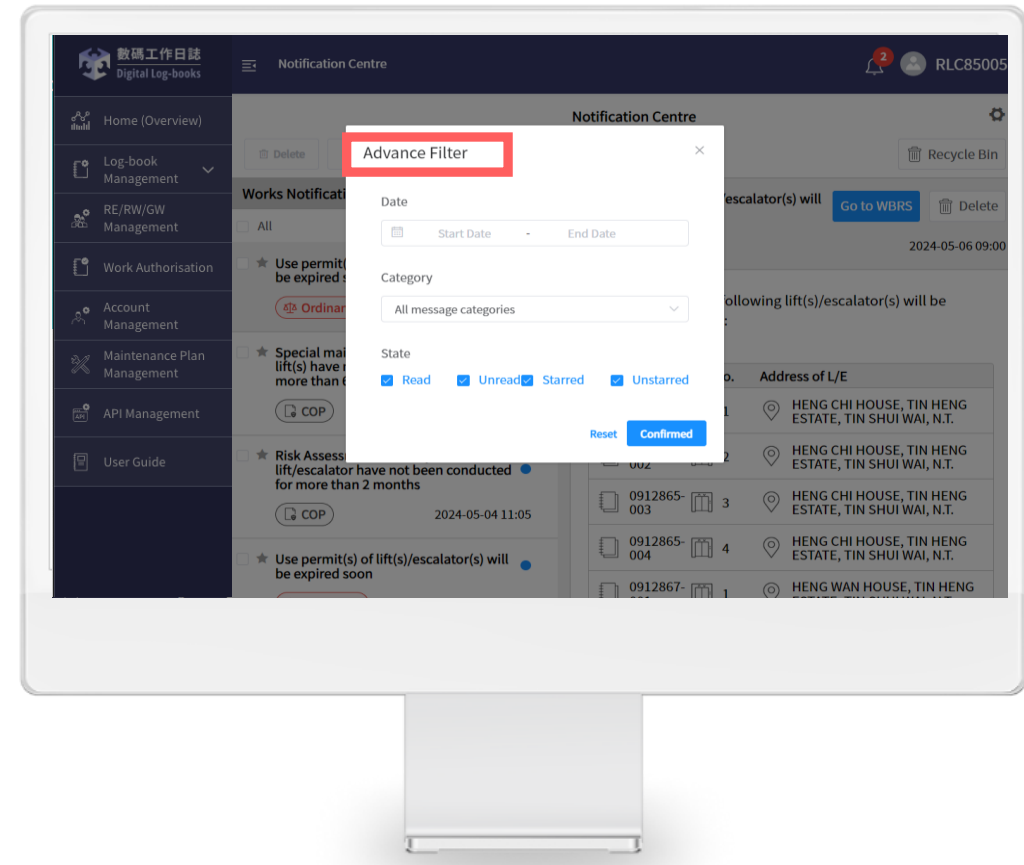"System Notification"

17 Notification Centre – Filter Function

Users can filter work information as needed. The options are as follows :

- Read / Unread

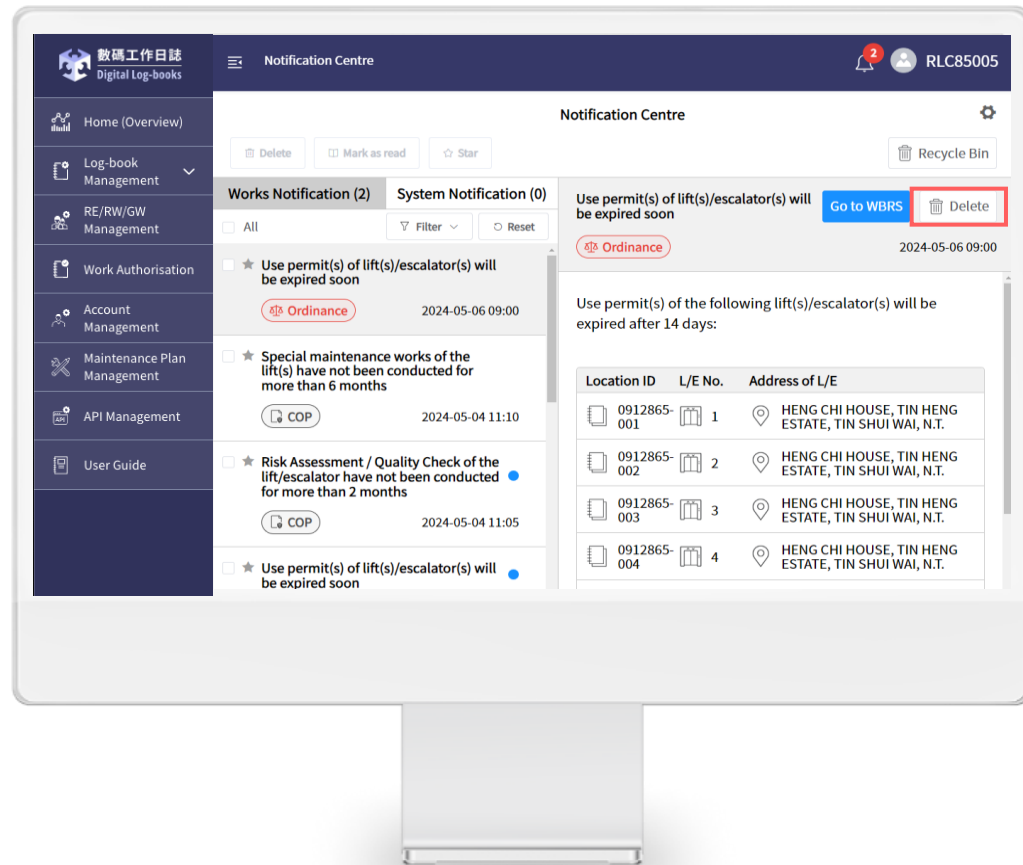- Starred / Unstarred

- Advanced

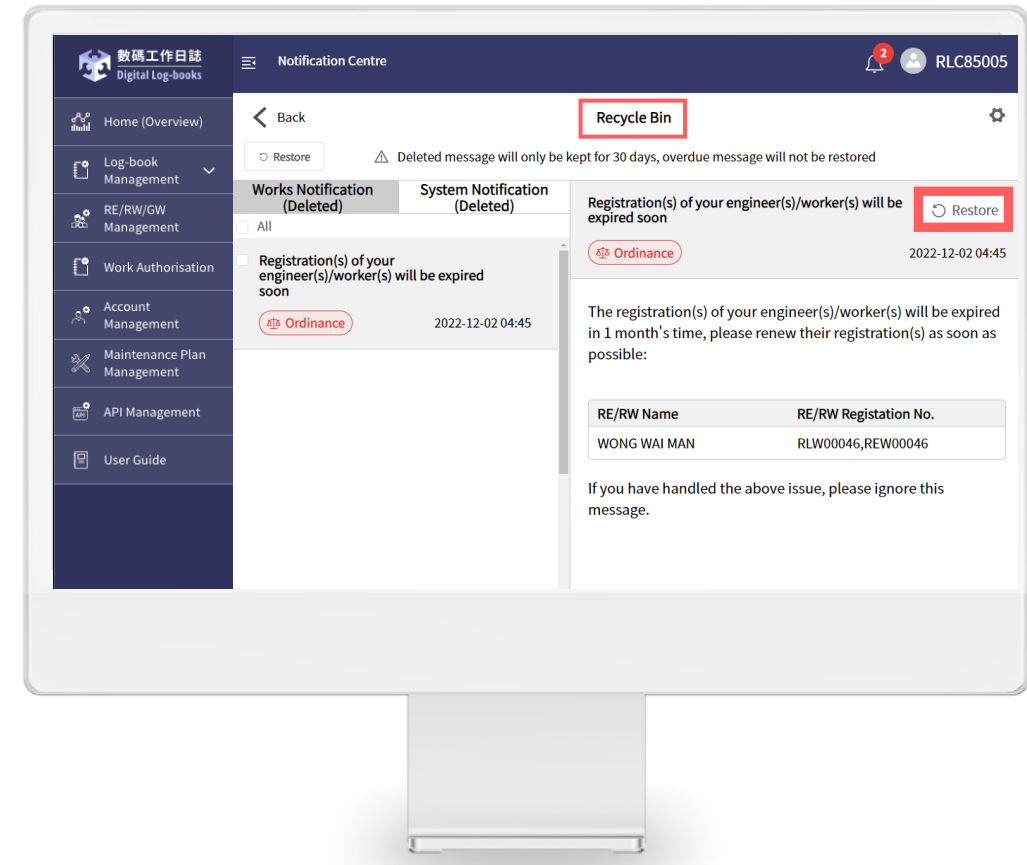Users can advance filter work information as needed. The advanced options are as follows:

- Start/End Date

- Message category

17 Notification Centre – Delete/Restore Function

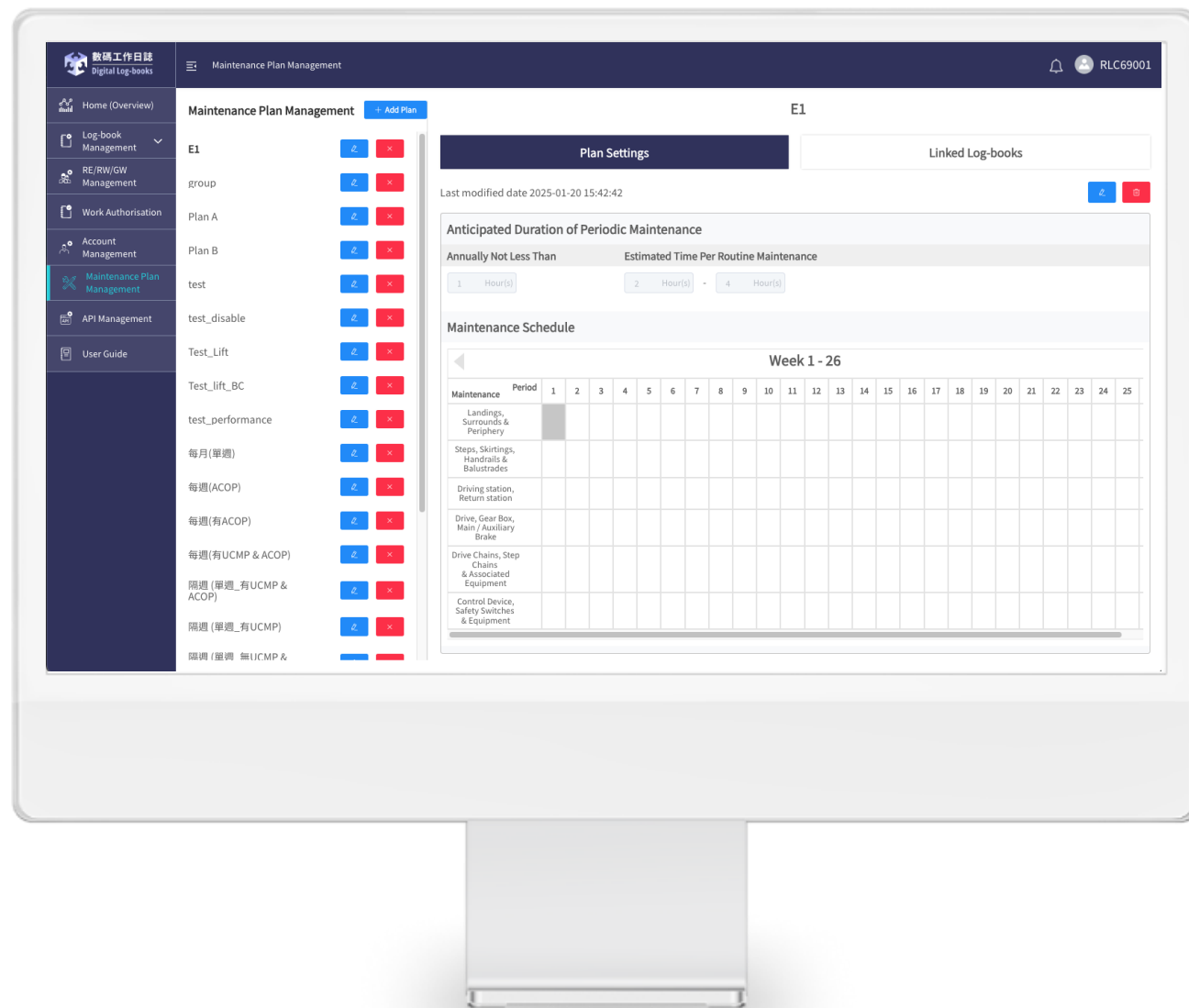Users can edit the message and click the "Delete" button to delete the message

Users can view deleted messages in the "Recycle Bin"

Note : Deleted message will only be kept for 30 days, overdue message will not be restored.

# 18 Maintenance Plan Management

Delete Maintenance Plan

Click [X] beside the maintenance plan and click

"Confirm" to delete the plan

19 API Management

API management is a channel for data exchange and serves as a bridge for communication.

Note: Please liaise with the IT department of your organisation (RP) to contact the IT department of the Electrical and Mechanical Services Department.
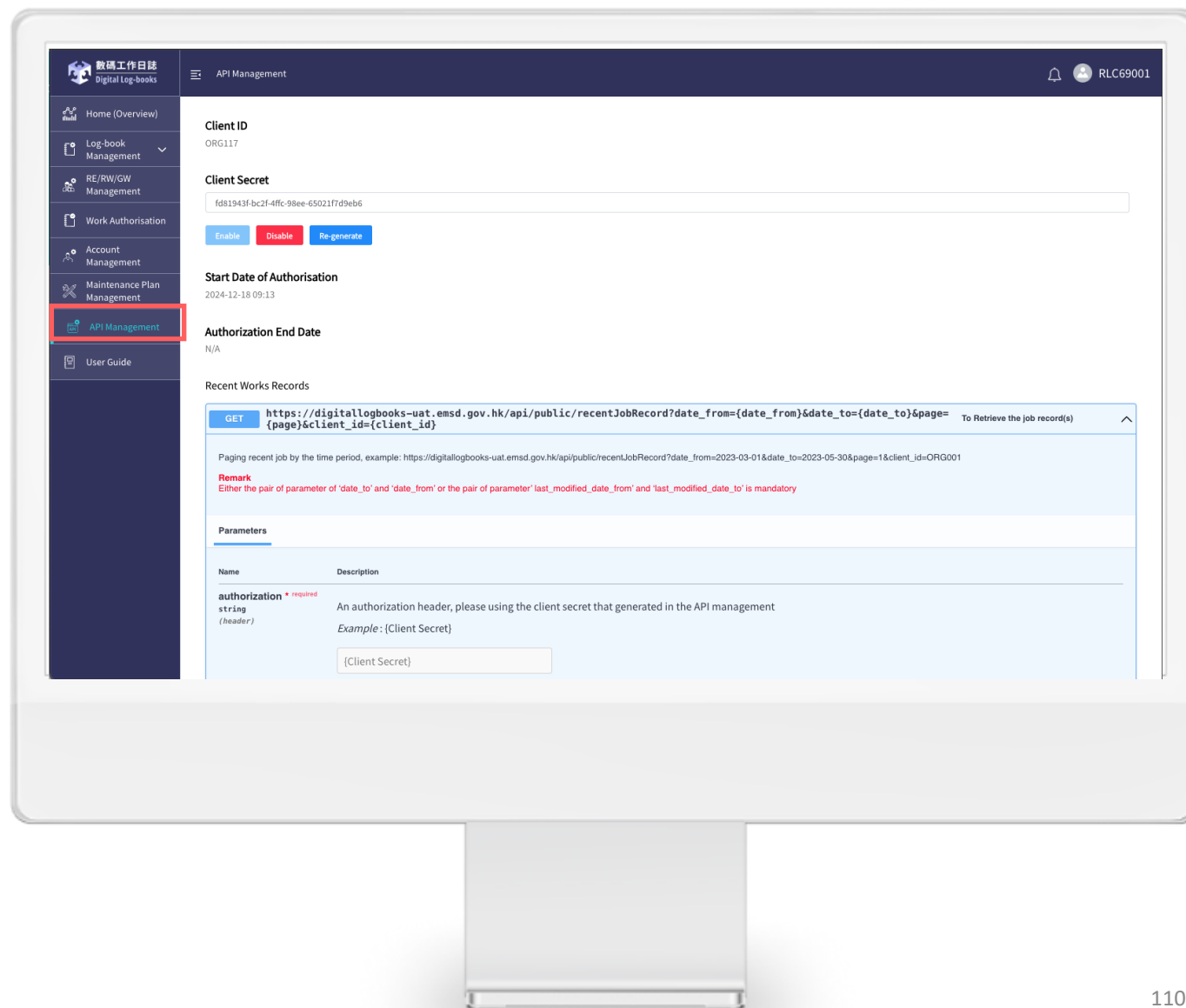
20 User Manual

You will be redirected automatically to the User Manual page of the Digital Log-books by clicking "User Manual".