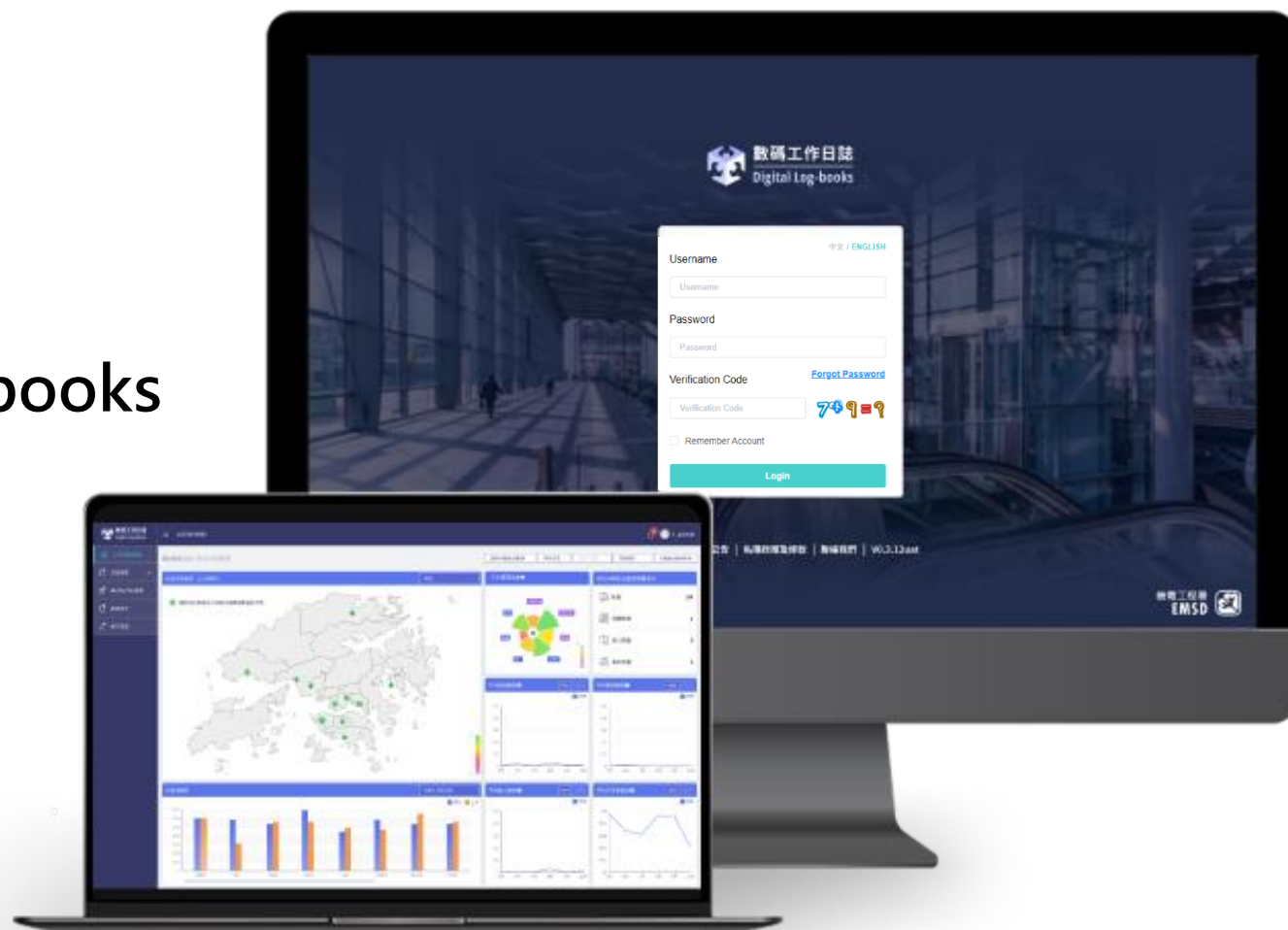


# Lift and Escalator Digital Log-books

*Webpage – User Manual (RC)*

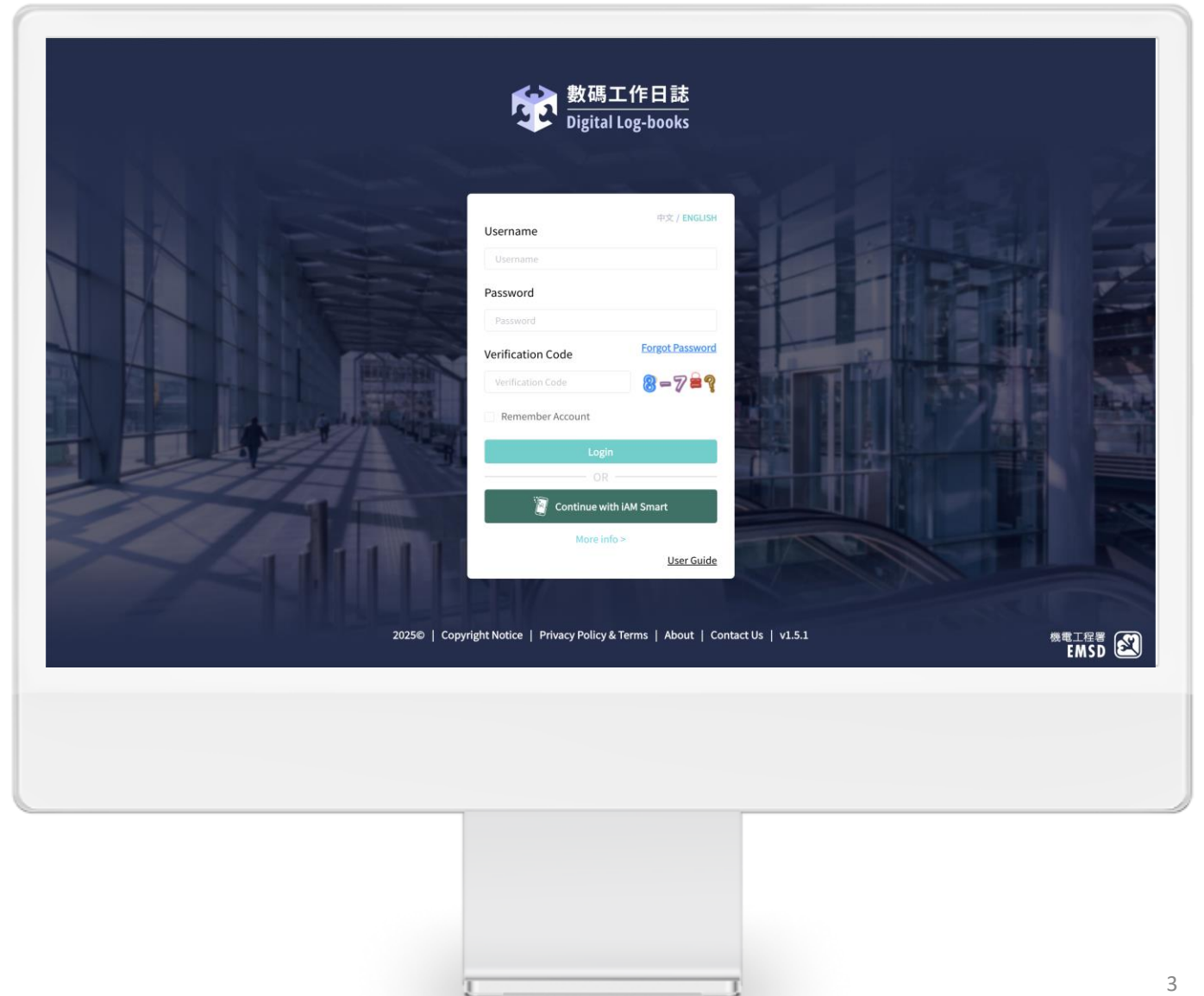


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# 1 User Login

- 1 Visit the website
- 2 Enter the account username and password provided
- 3 Enter verification code
- 4 Click " Login "

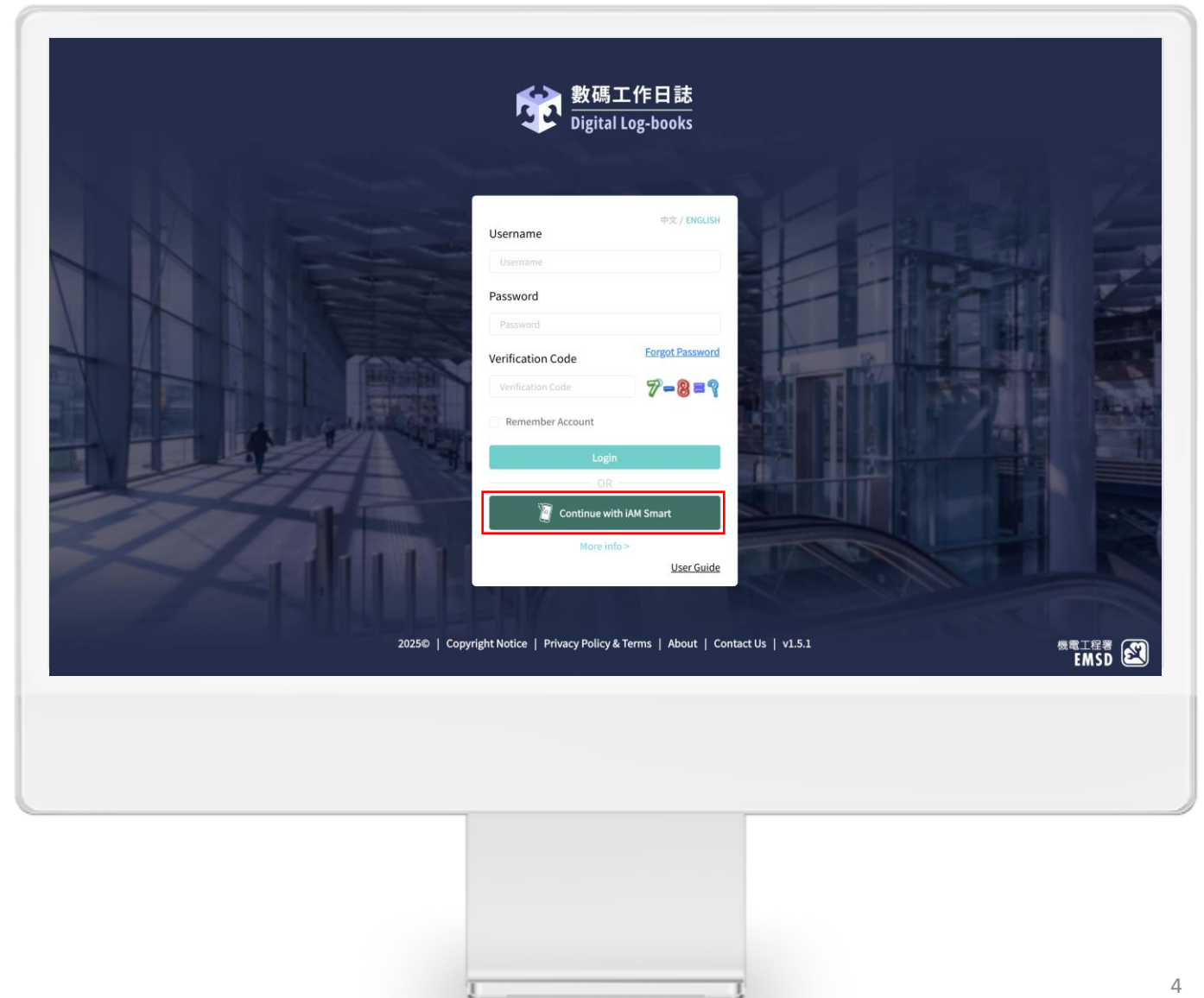


# 1 User Login - Setup iAM Smart - First Binding

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.

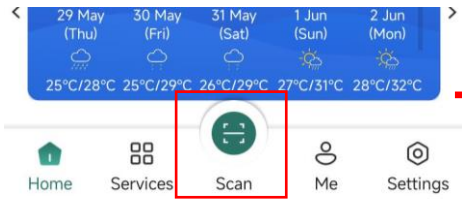
- 1 Visit the website
- 2 Click "Continue with iAM Smart "



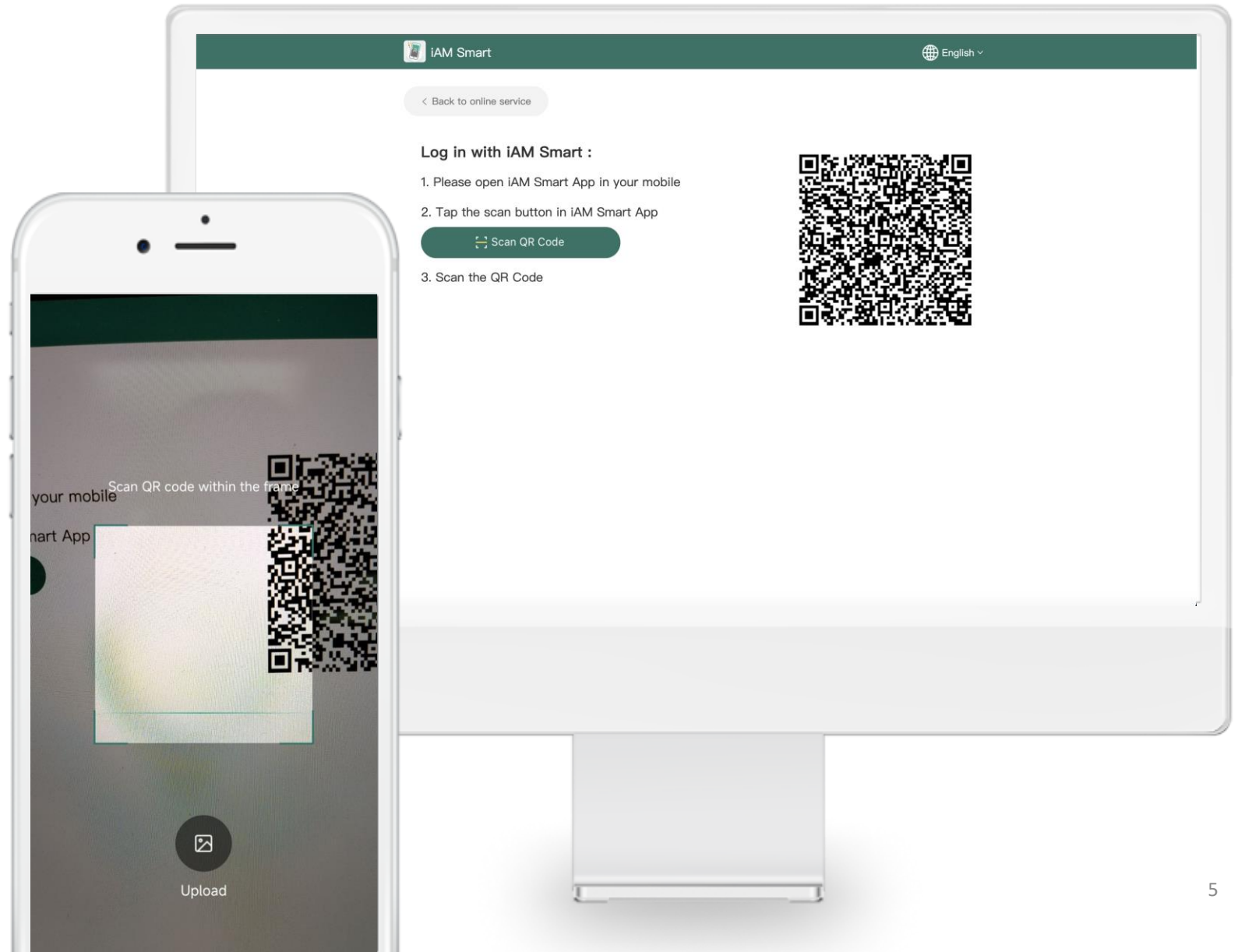


# 1 User Login - Setup iAM Smart - First Binding

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

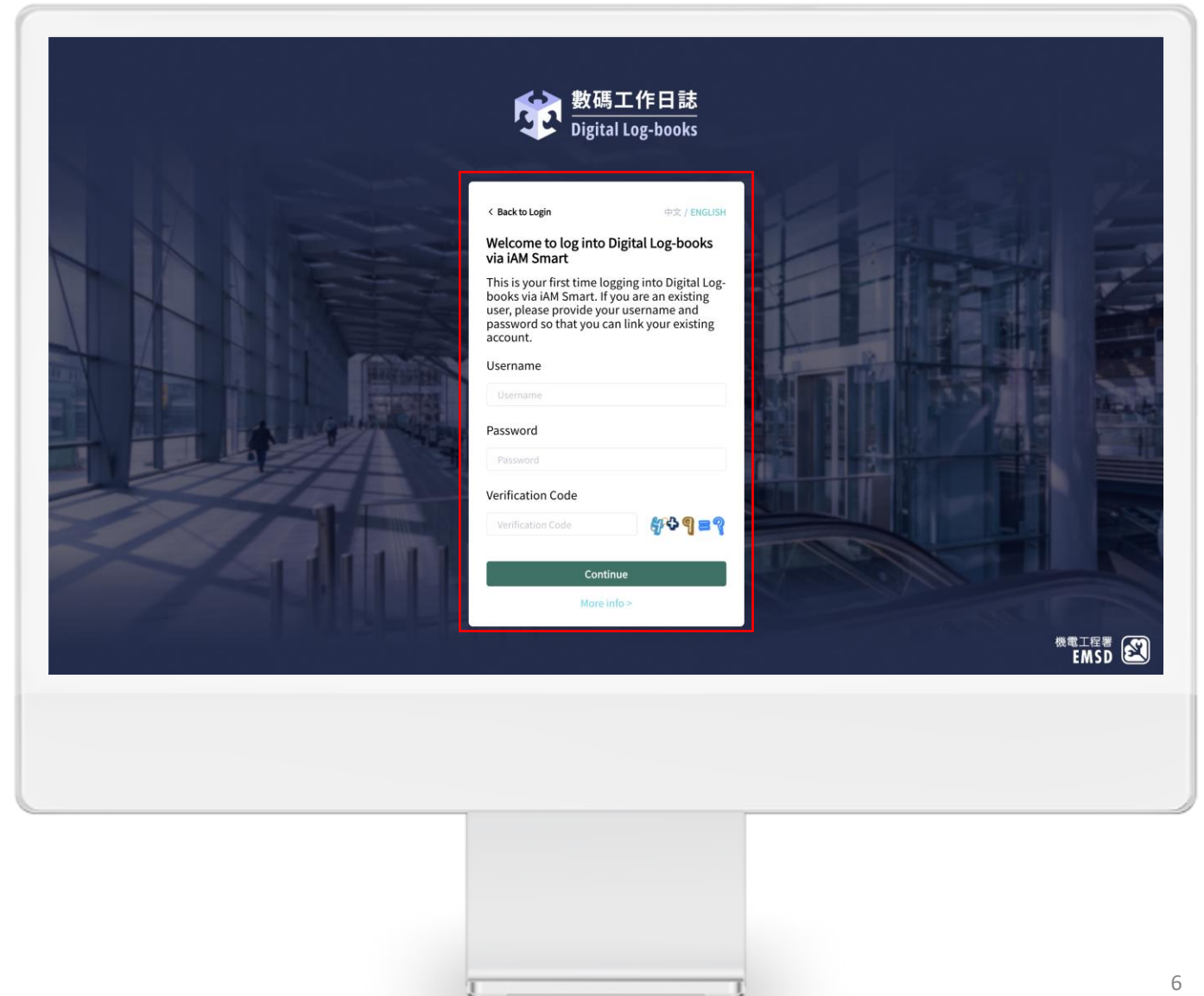


Press "Scan"  
inside your mobile  
phone "iAM Smart"



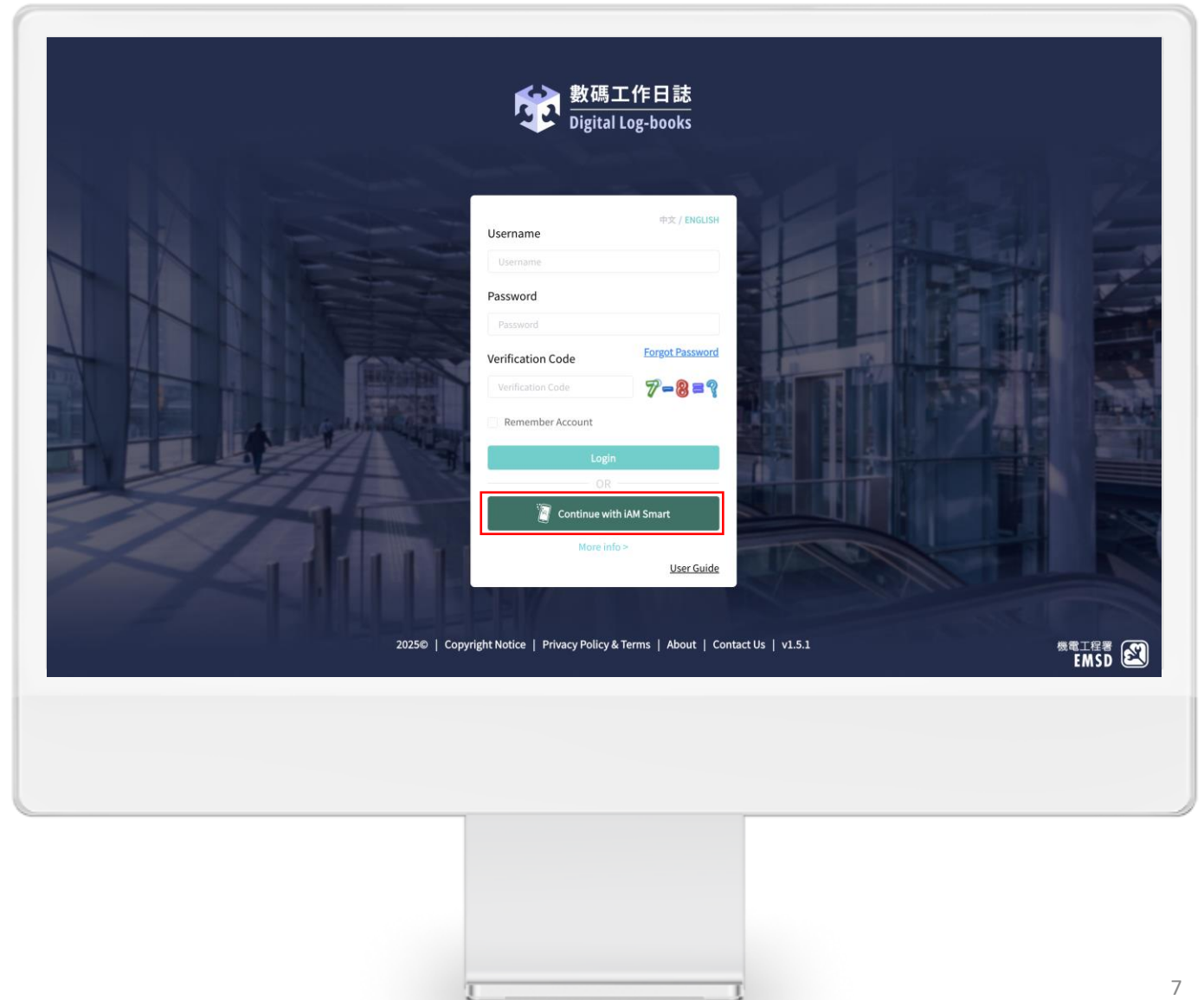
# 1 User Login - Setup iAM Smart - First Binding

- 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

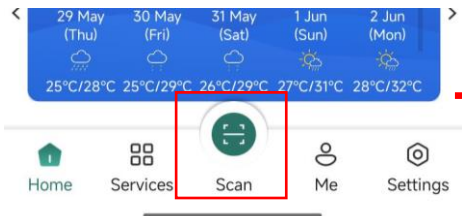
- 1 Visit the website
- 2 Click " Continue with iAM Smart "



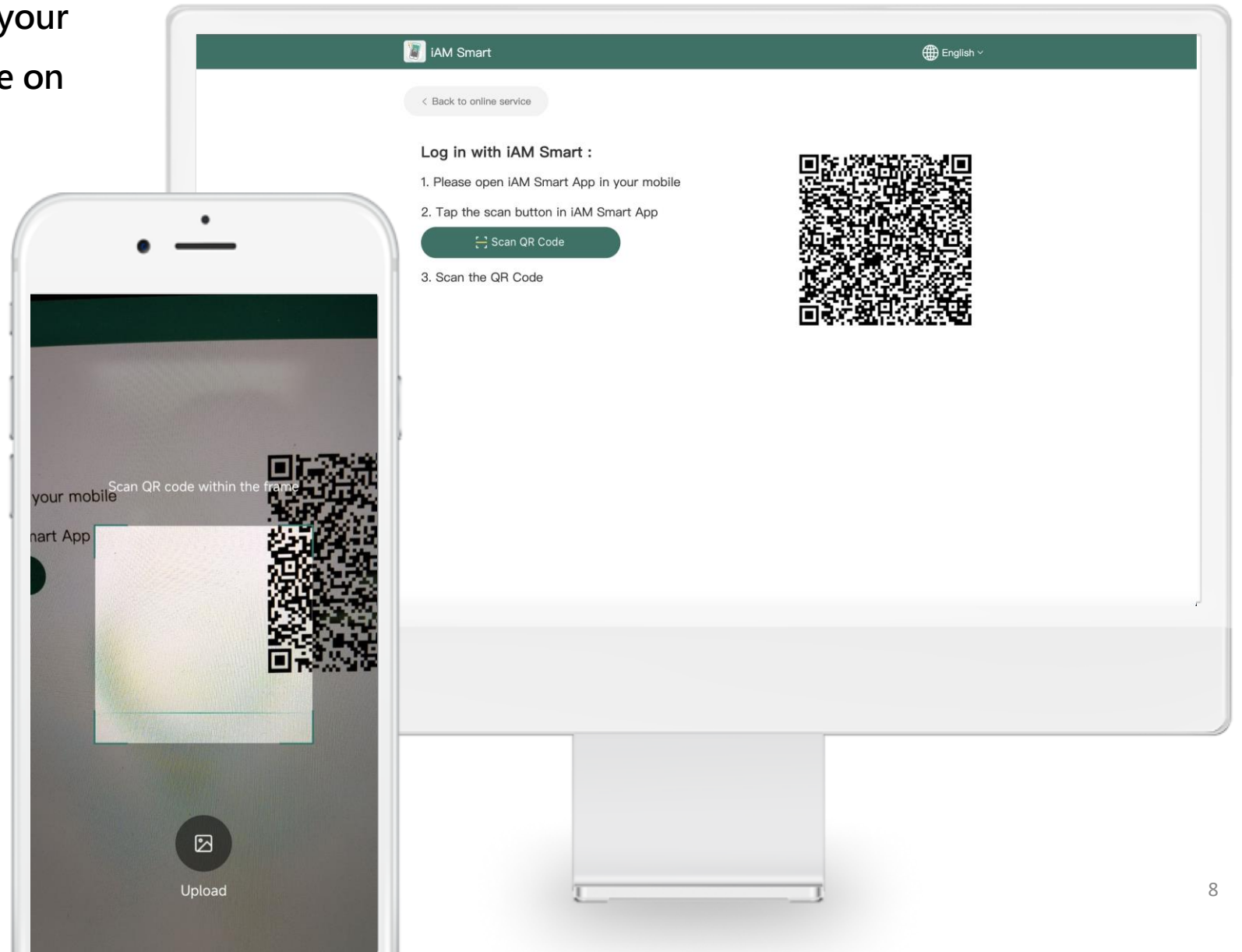
# 1 User Login - Setup iAM Smart - Already bound

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 Smart, you will be redirected to the home page shortly.



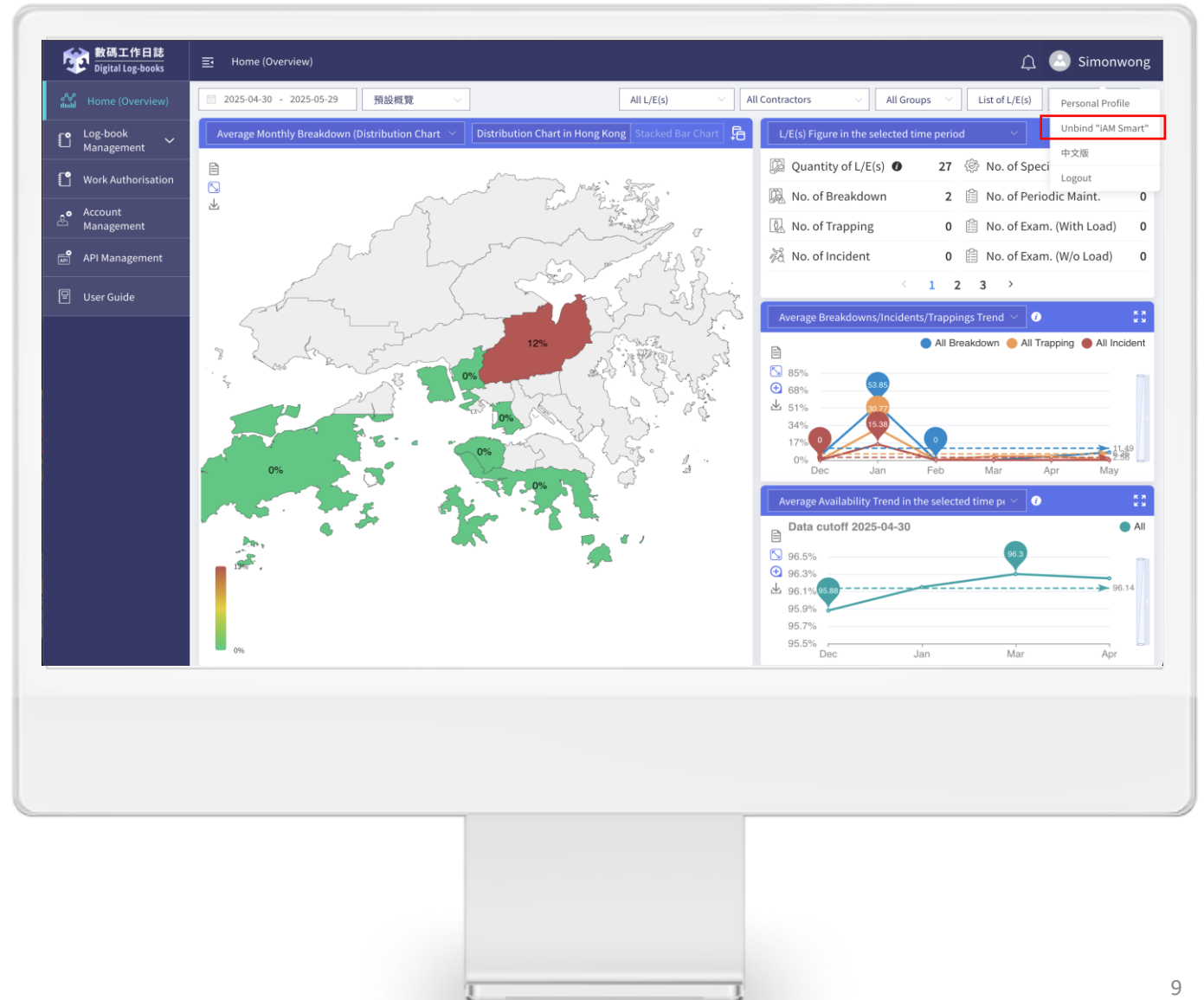
Press "Scan"  
inside your mobile  
phone "iAM Smart"



# 1 User Login - Unbind iAM Smart

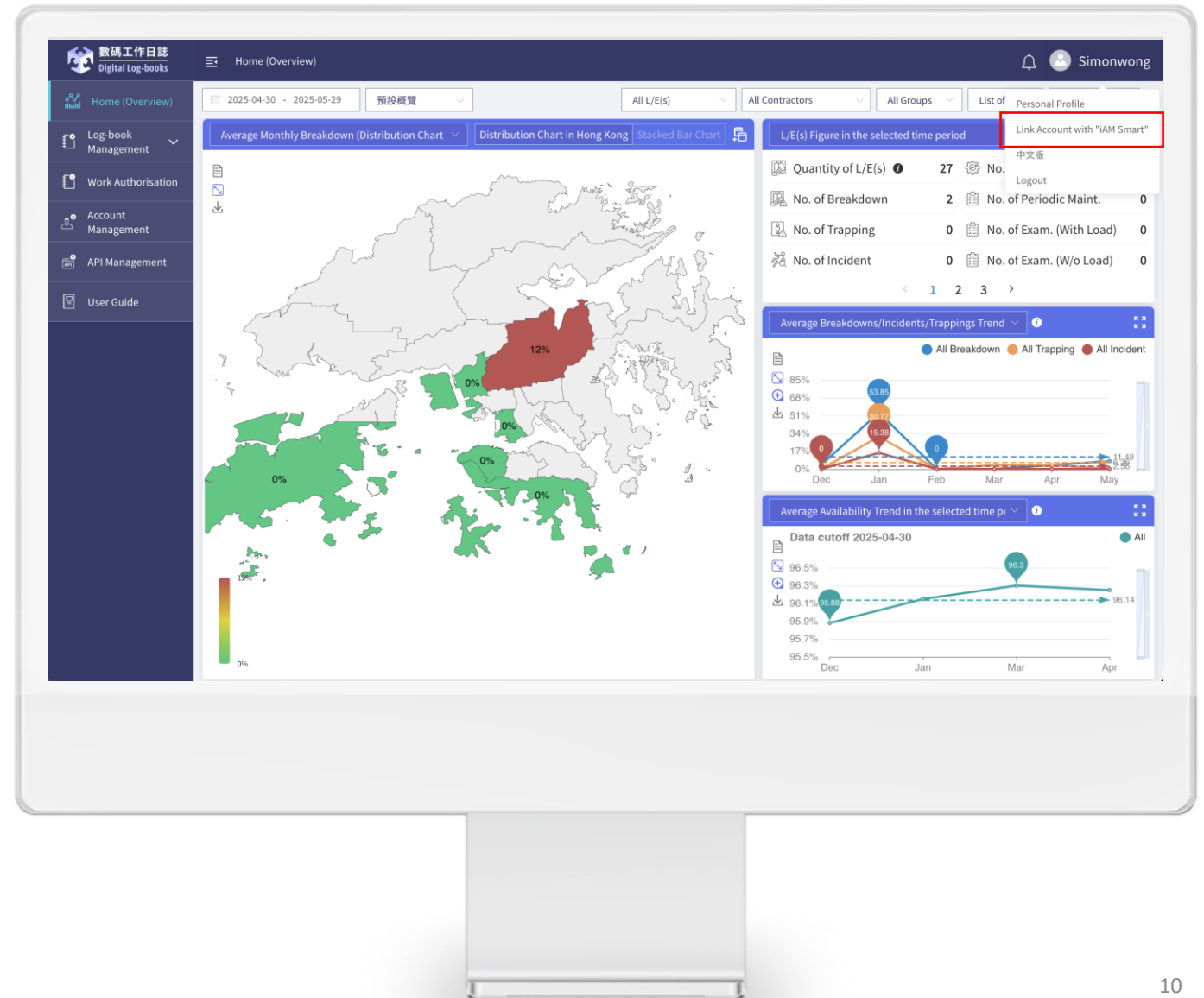
1 Click "Unbind iAM Smart" in the username menu

2 Confirm to unbind



# 1 User Login - Log in and bind your iAM Smart

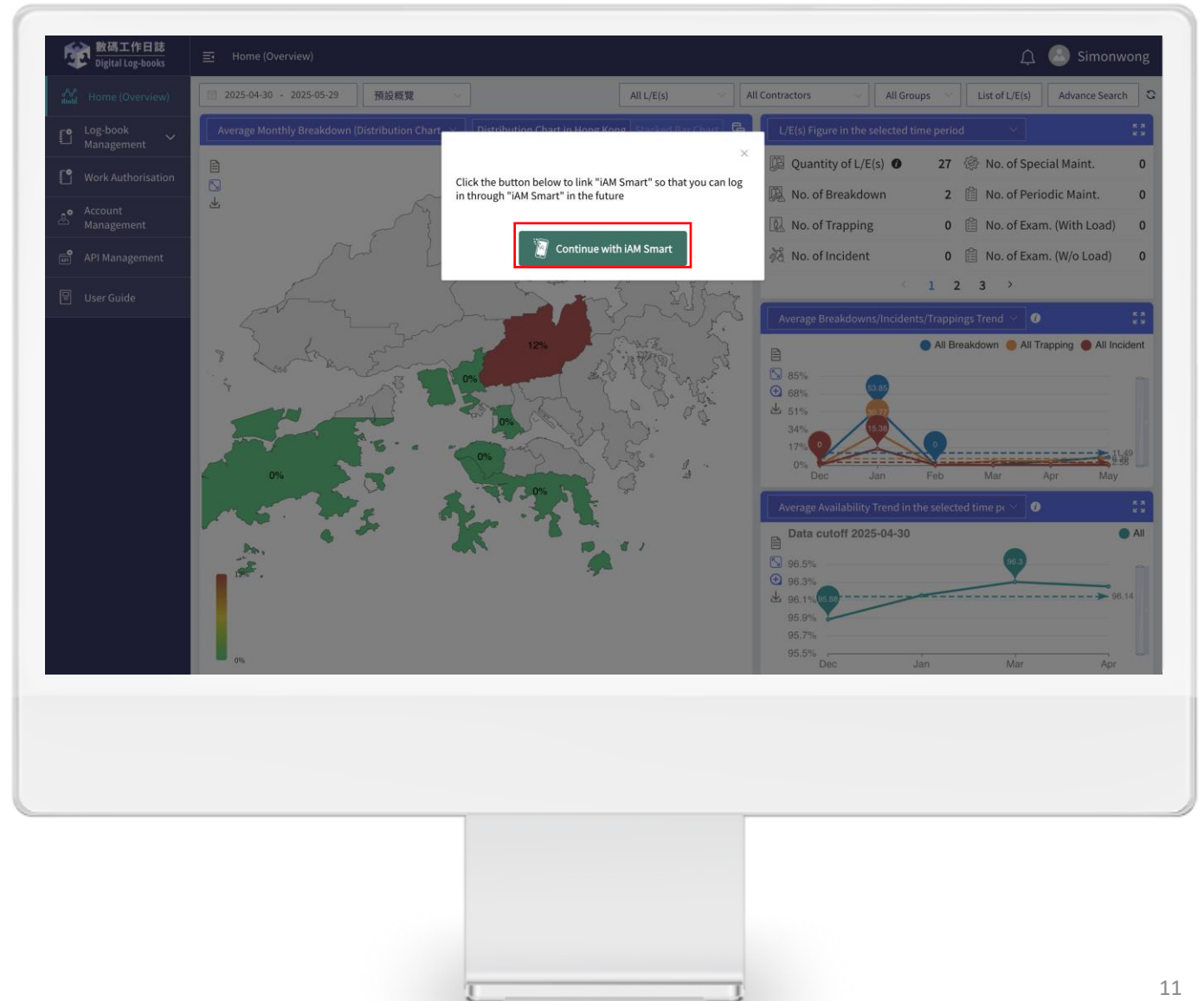
- 1 Click "Link Account with "iAM Smart" " in the username menu





# 1 User Login - Log in and bind your iAM Smart

- 2 Click "Continue with iAM Smart"  
Wait to jump to the iAM Smart page

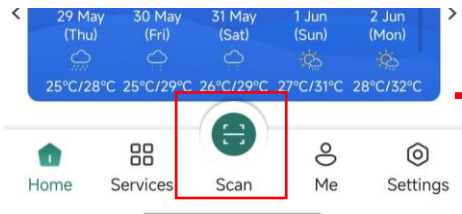




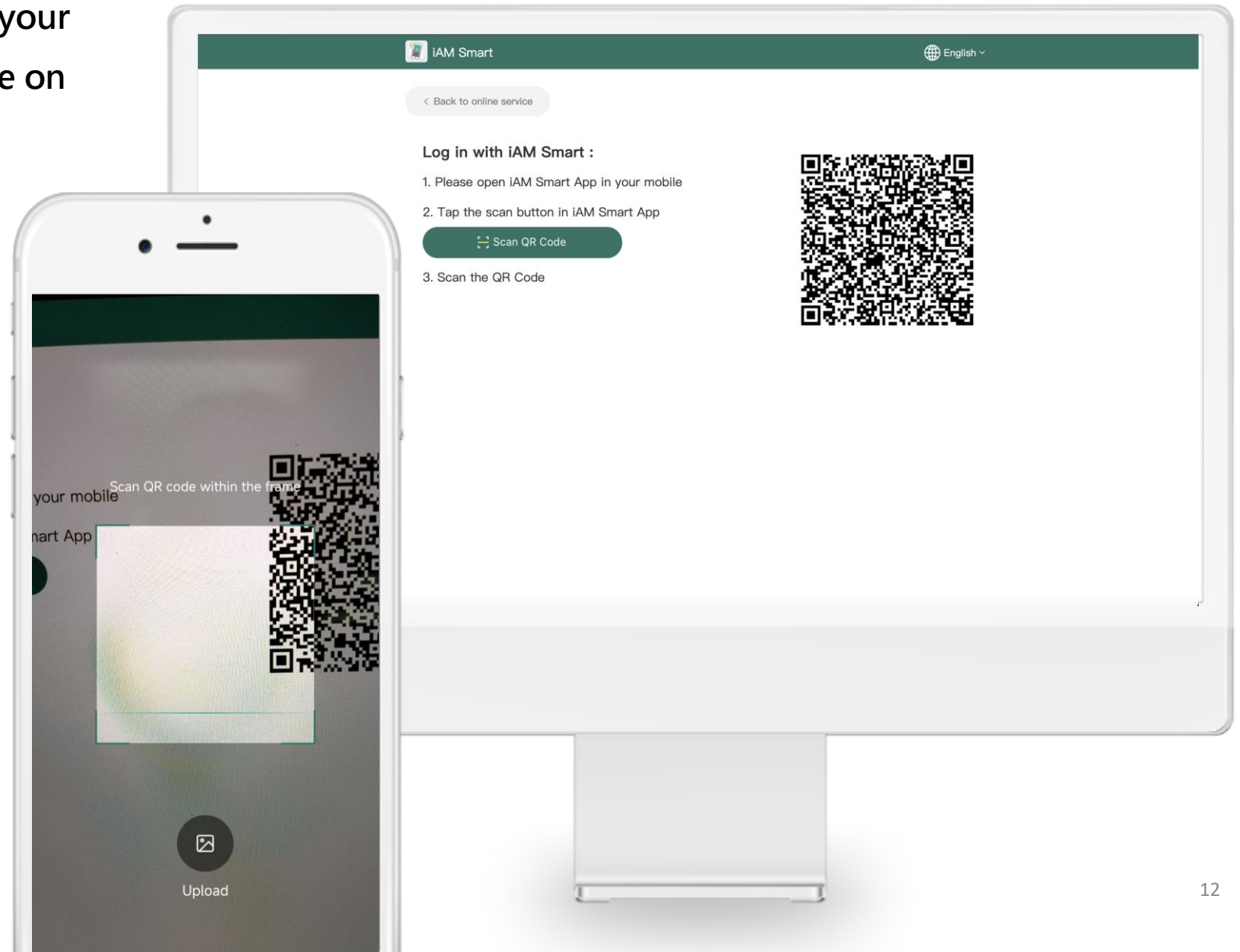
# 1 User Login - Log in and bind your iAM Smart

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 Smart, you will be redirected to the home page shortly.



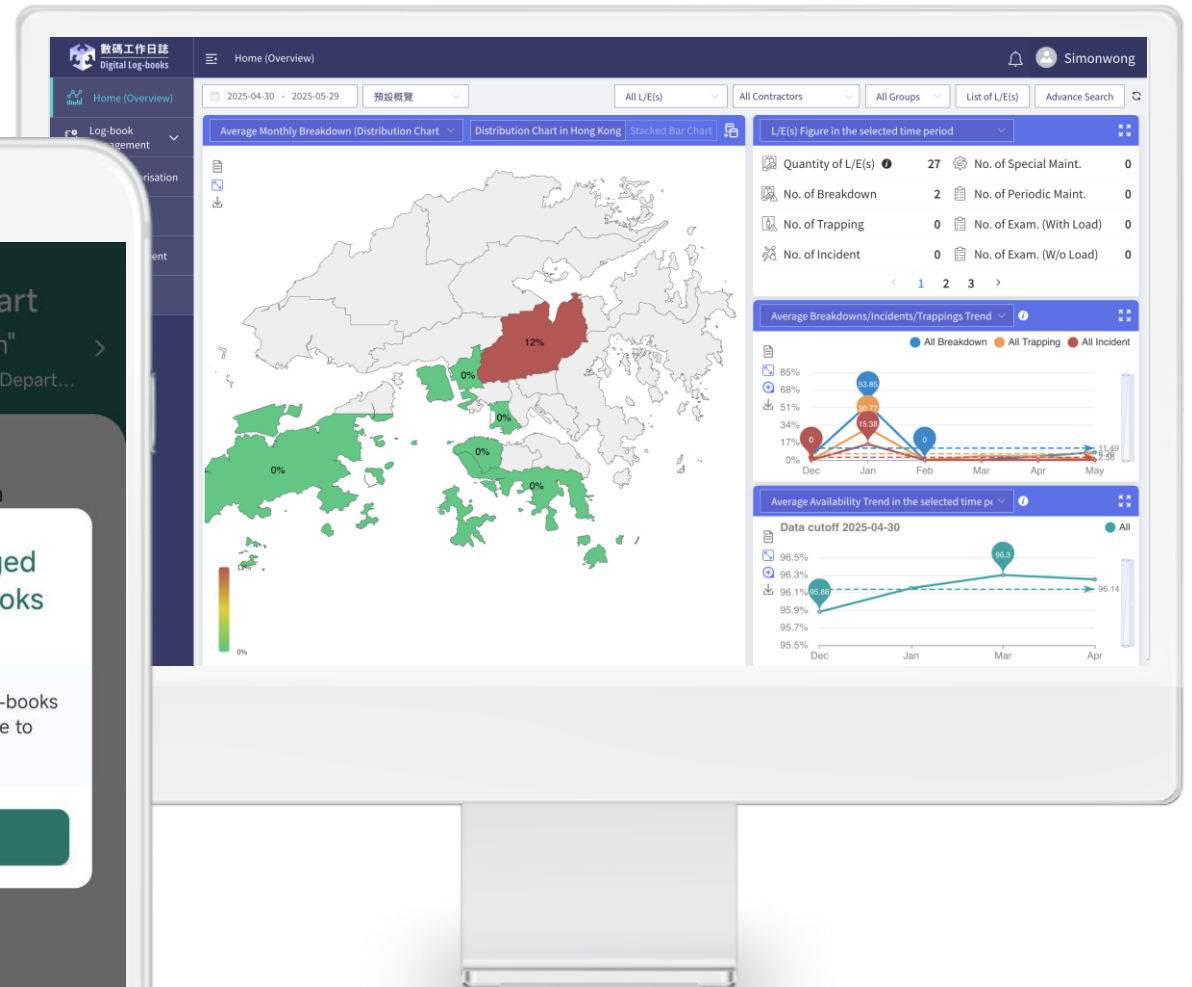
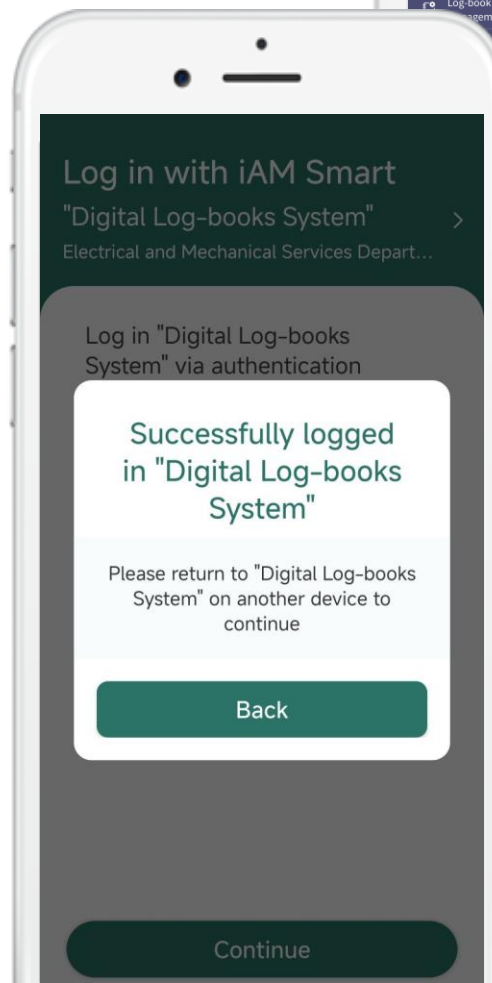
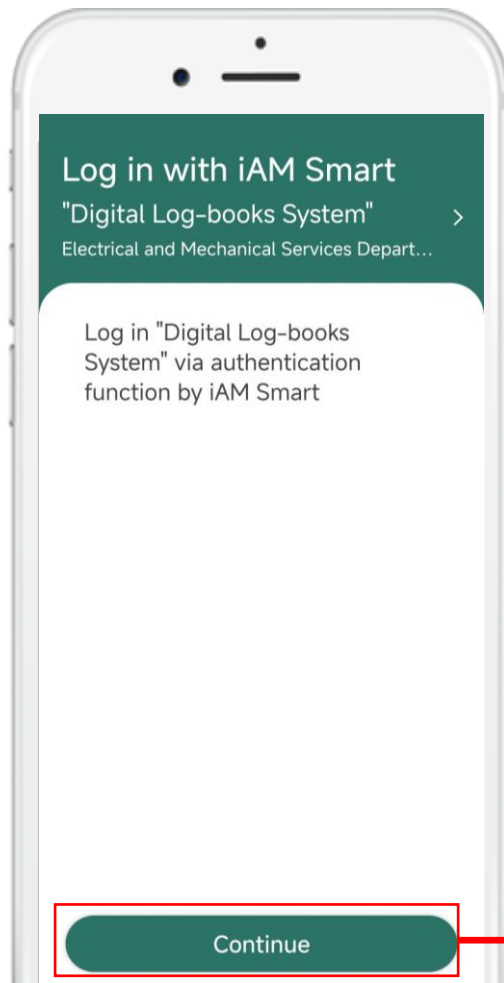
Press "Scan"  
inside your mobile  
phone "iAM Smart"



# 1 User Login - Log in and bind your iAM Smart

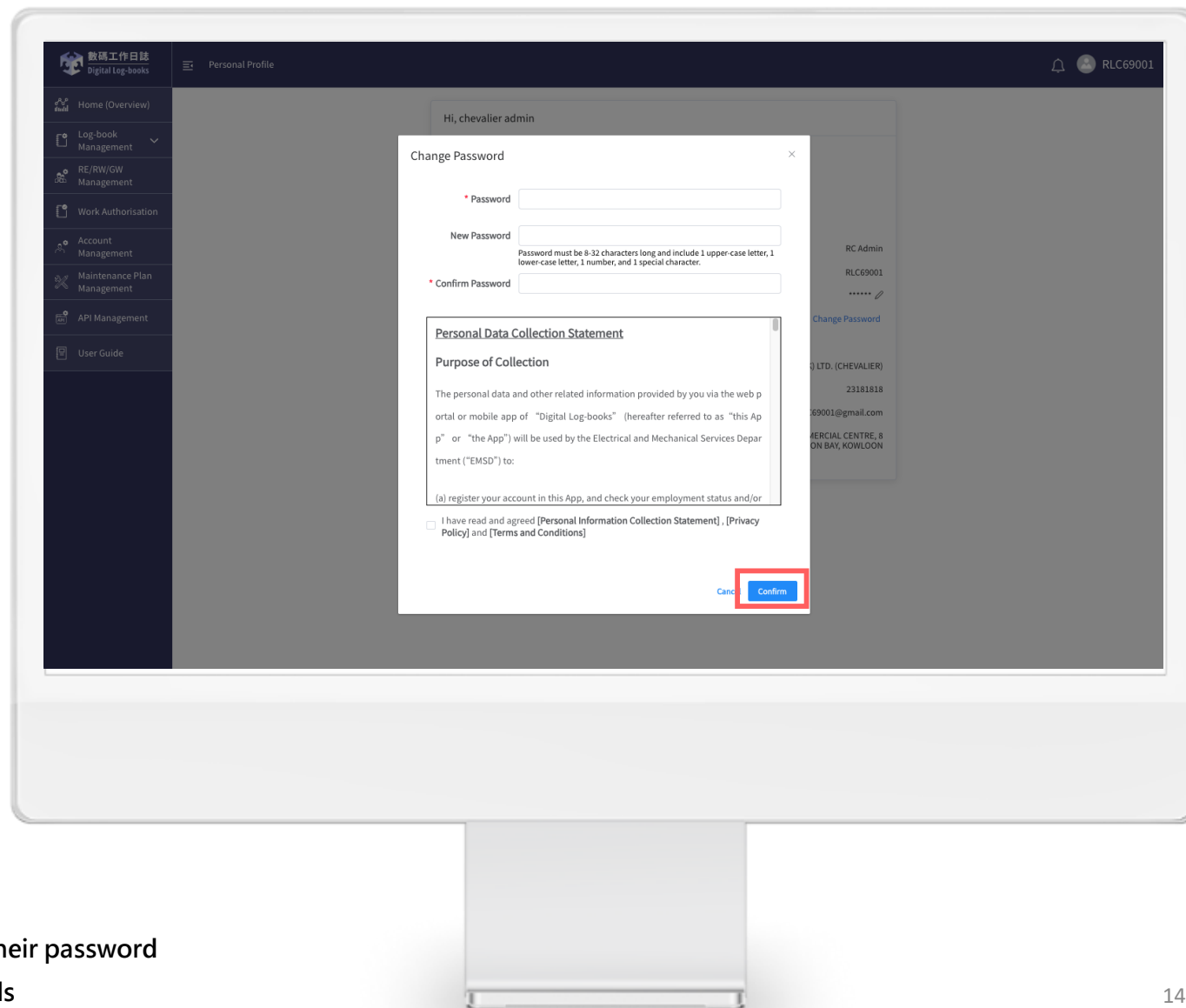
5 On your mobile phone, press Continue

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

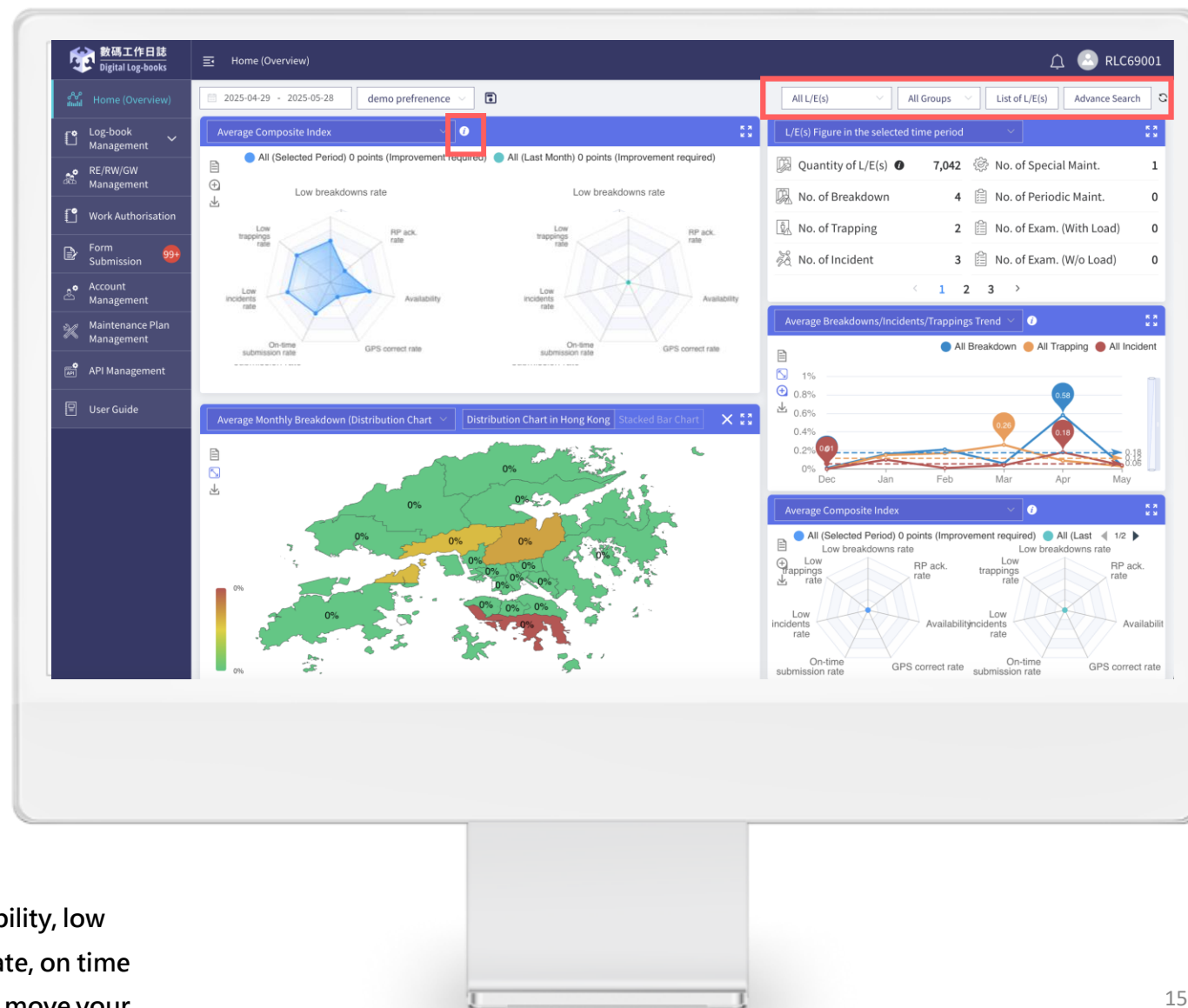


Note 1: RC Admin users who log in for the first time must change their password

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

### 3 Home Page – Information Overview

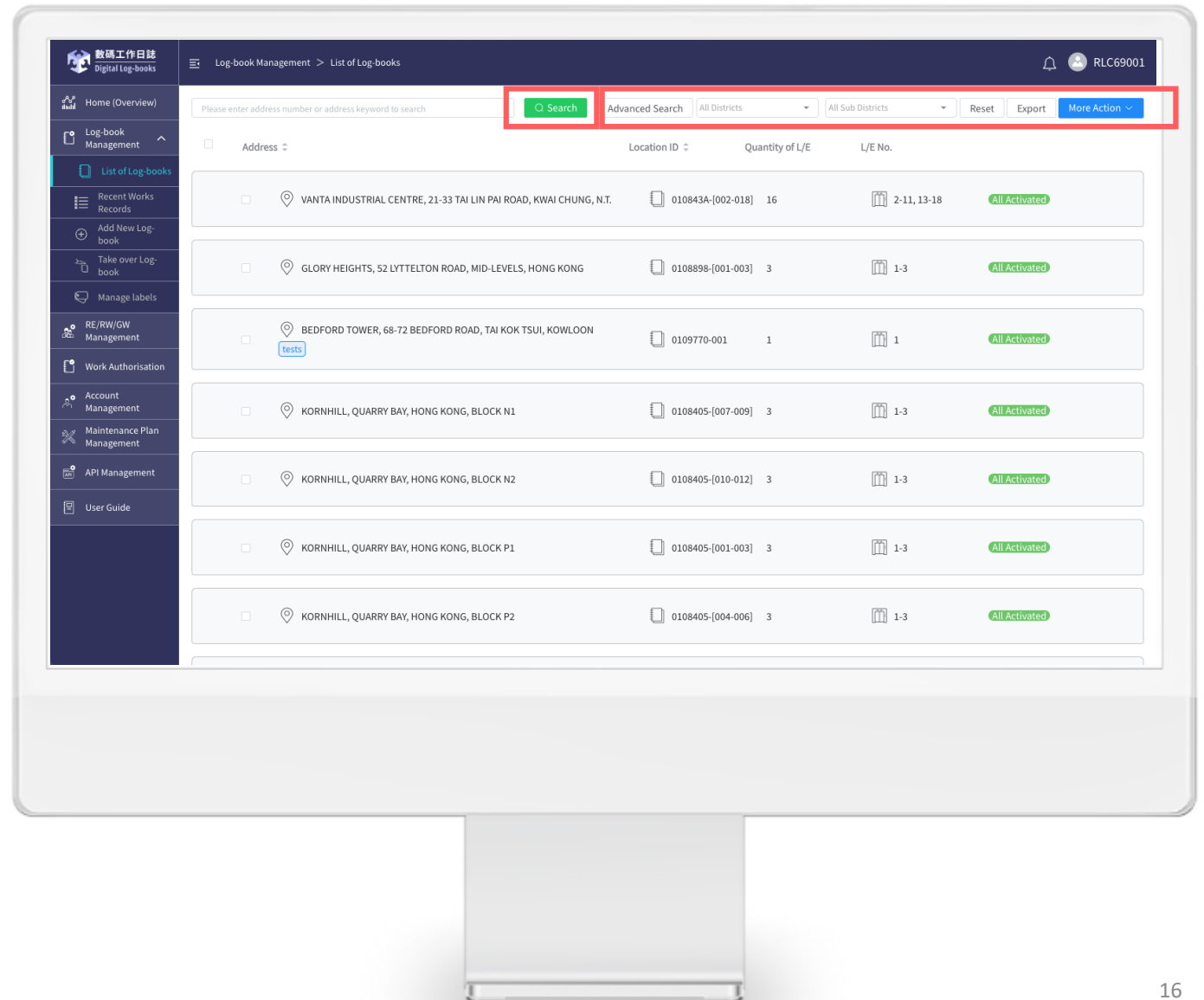
- 1 Click on " Home (Overview) "
- 2 User can view distribution chart/ trend of the lift/ escalator
- 3 User can search logbook according to the categories in the upper right corner
- 4 If there is more information on the chart on the homepage, there will be a more information icon.  When the mouse moves 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 submission rate & RP ack. rate . To view related information, please move your mouse to more information icon

## 4 Log-book Management – List of Log-books

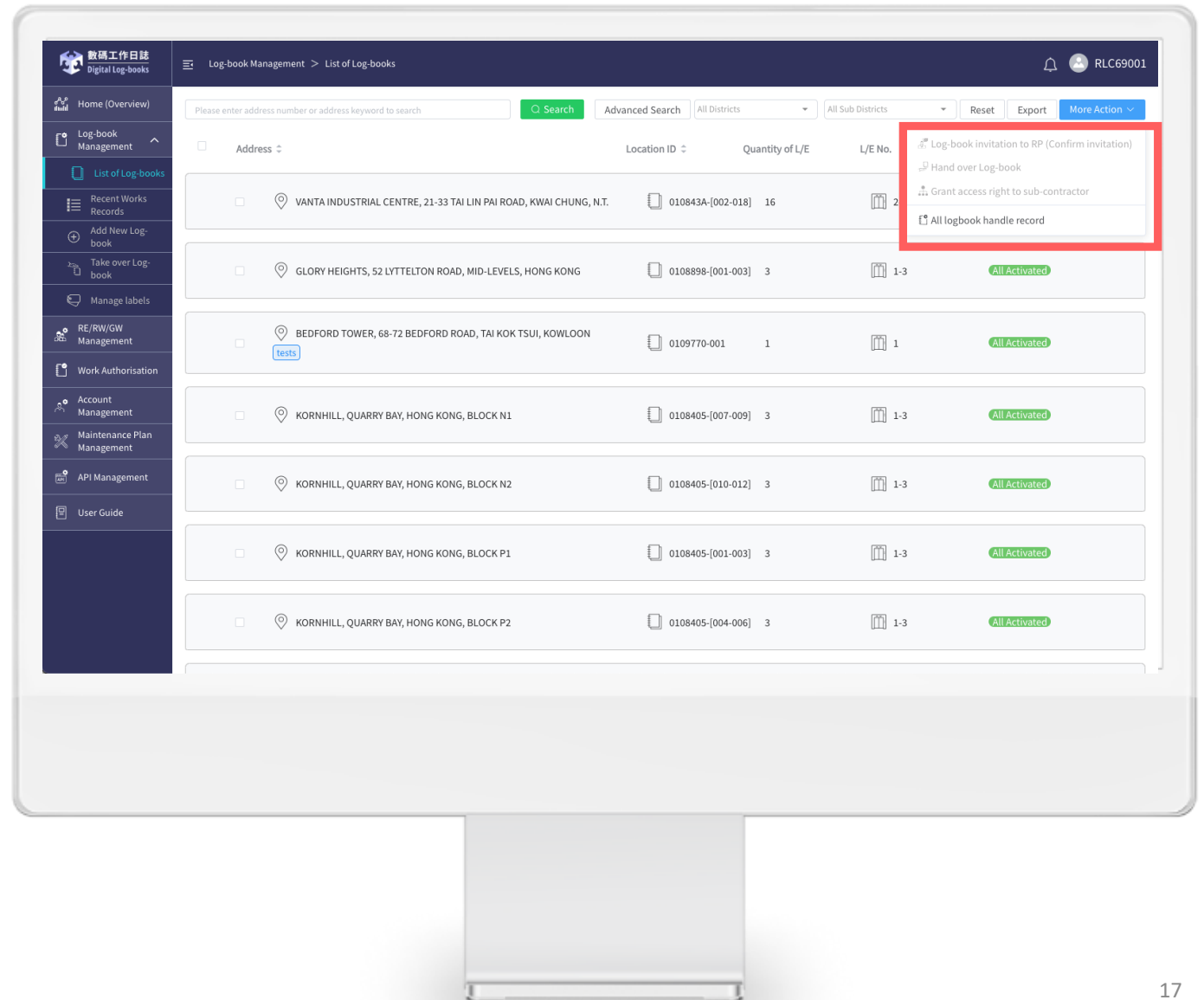
- 1 Click on "List of log-books" on the "Log-book Management" page
- 2 Enter location ID or address keyword to search log-book
- 3 Search log-books according to "Districts" and "Sub Districts" in the upper right corner



## 4 Log-book Management – List of Log-books

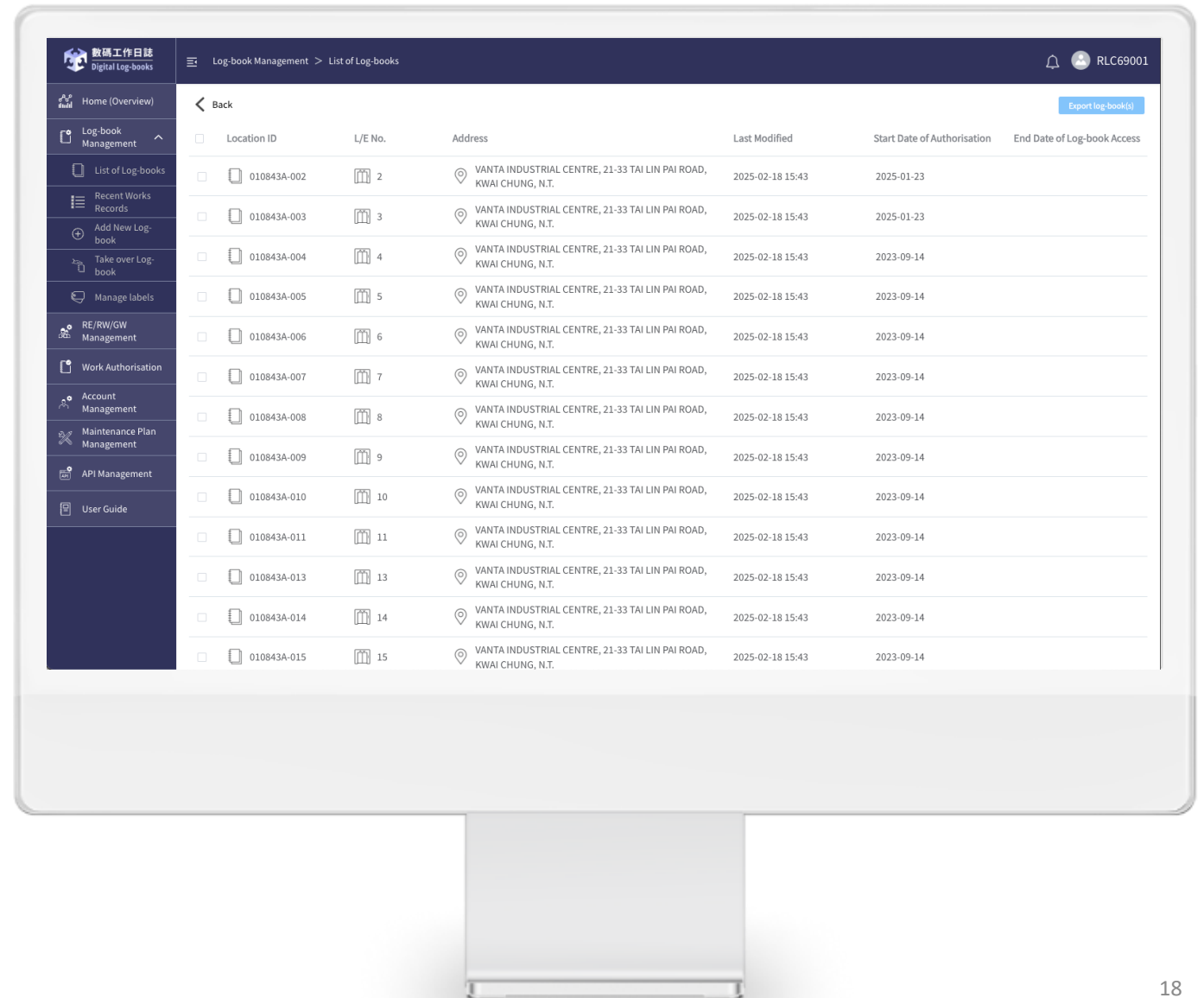
4

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

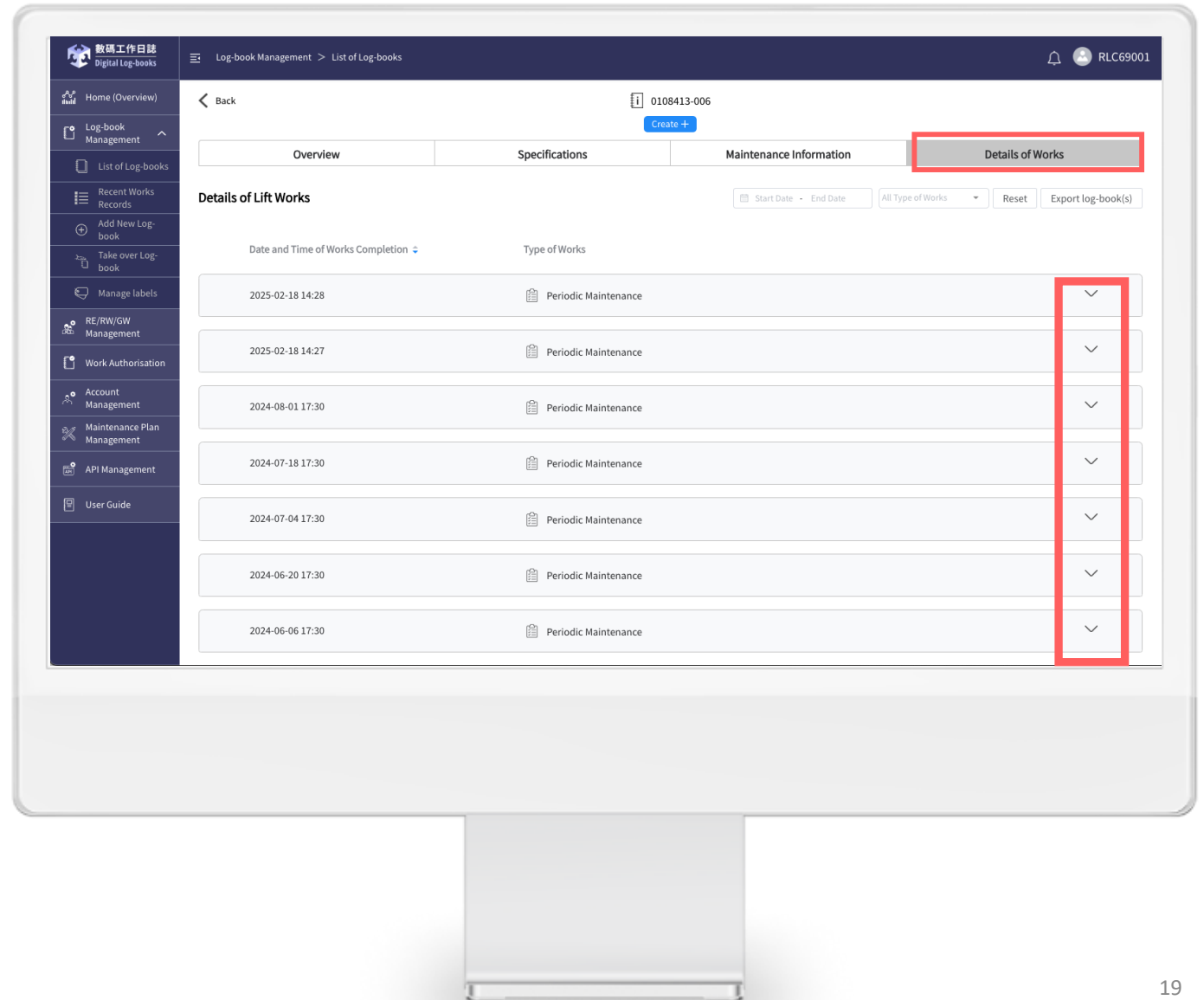




## 4 Log-book Management – List of Log-books

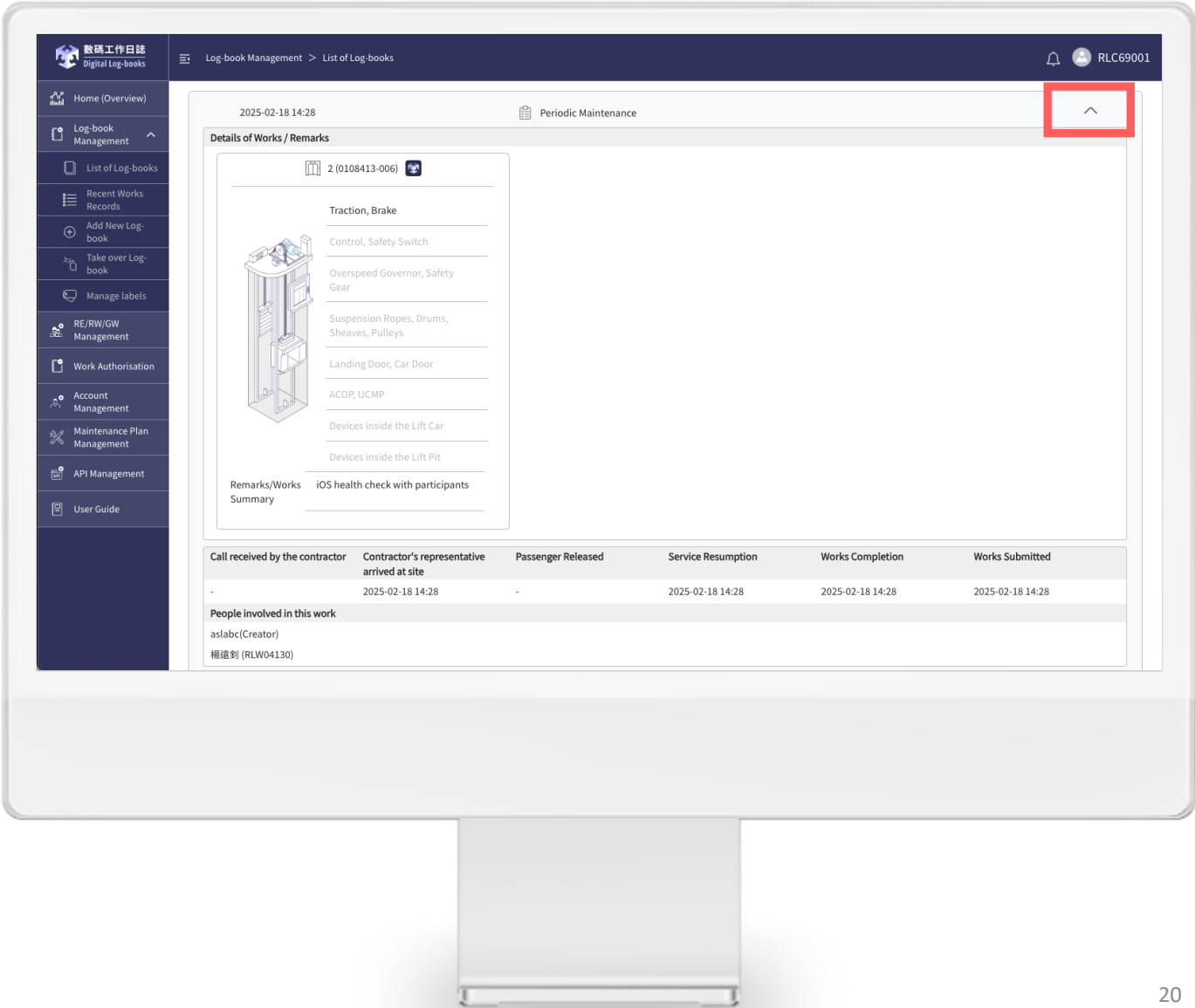
5 View lift details :  
Log-book has been preset to display  
details of works

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

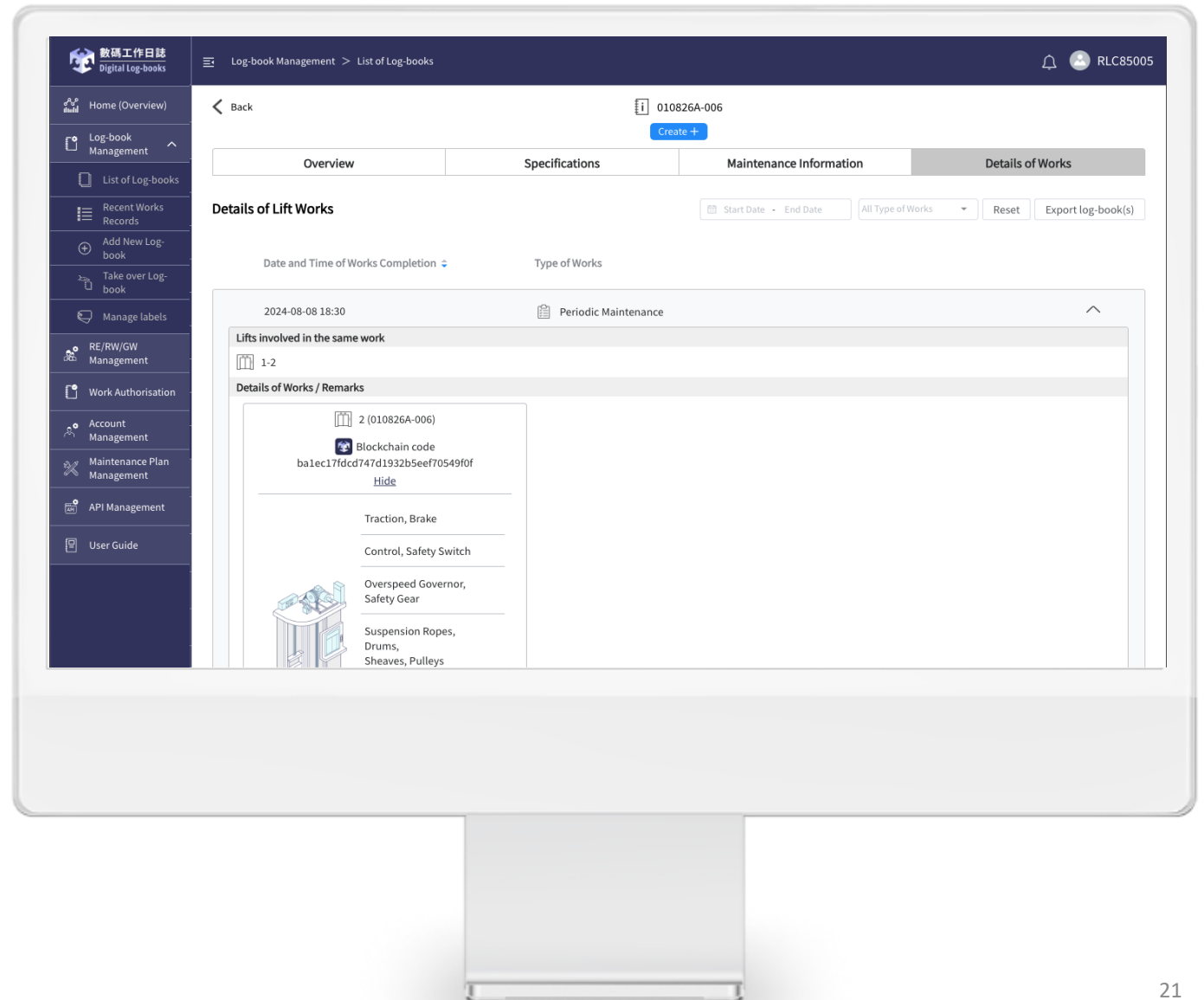


## 4 Log-book Management – List of Log-books

6.2 When checking the "Lift Project Details" page:

Click "  " to view the blockchain code

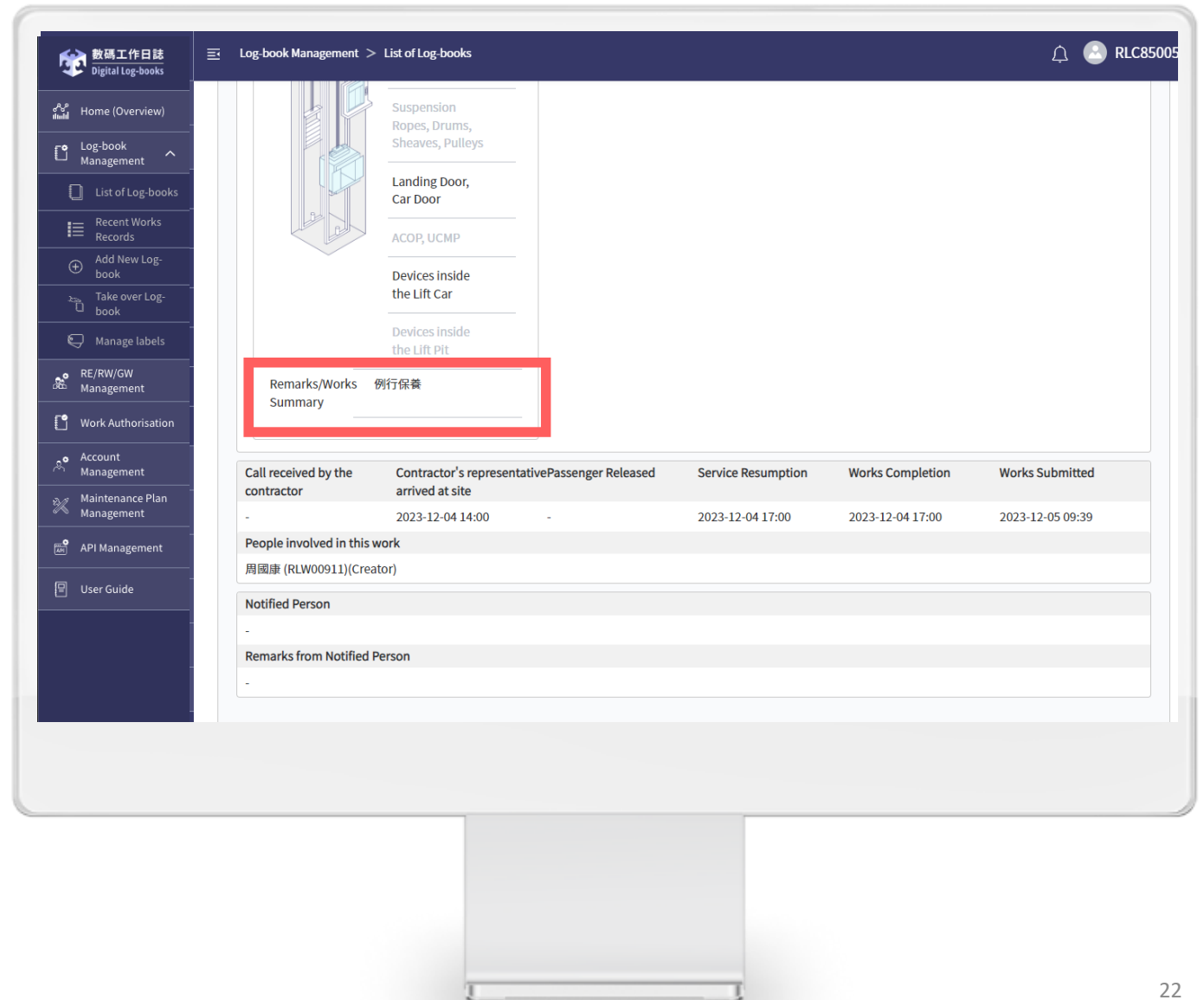
Click "Hide" to hide the blockchain code



## 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

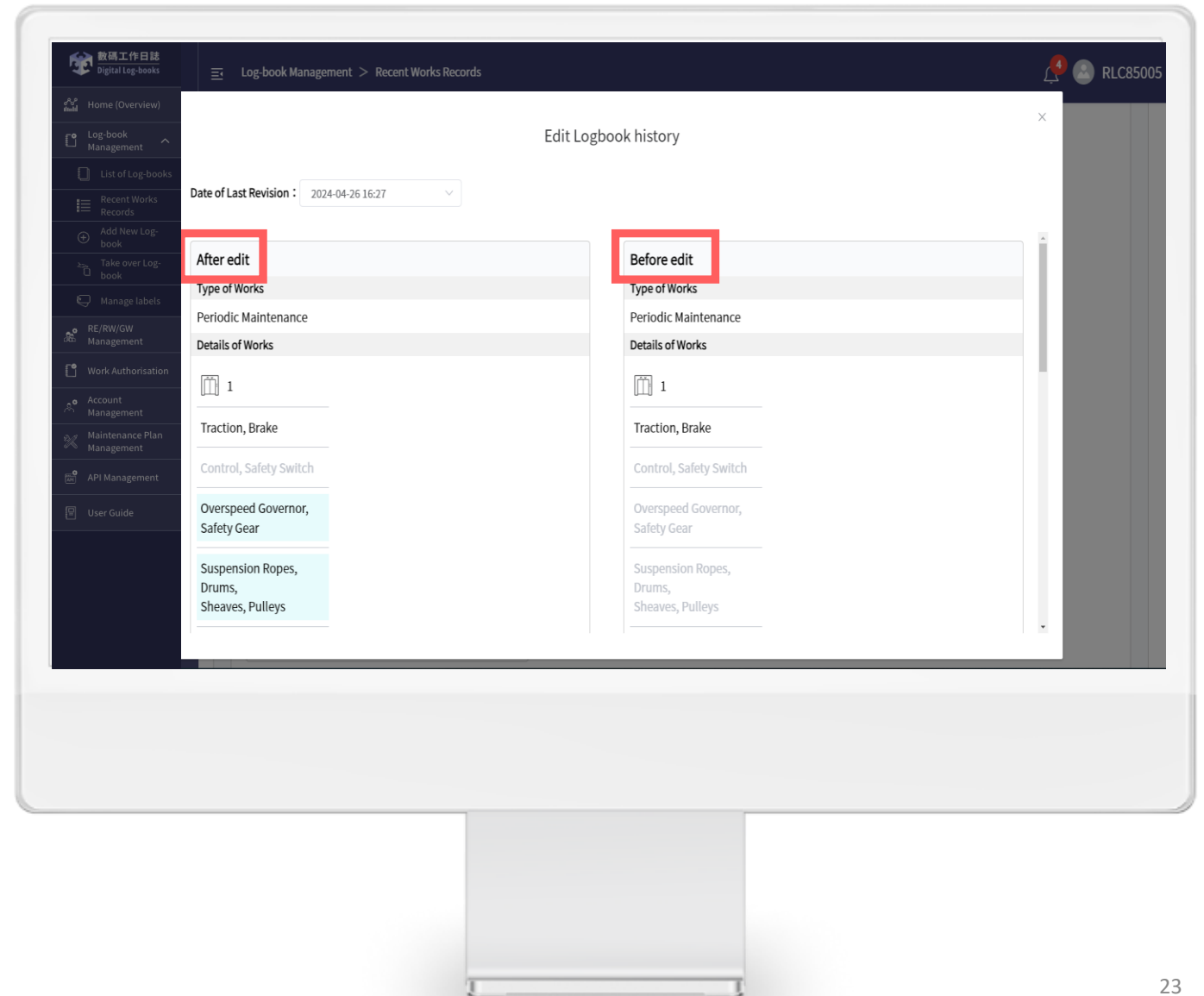


## 4 Log-book Management – List of log-books

9

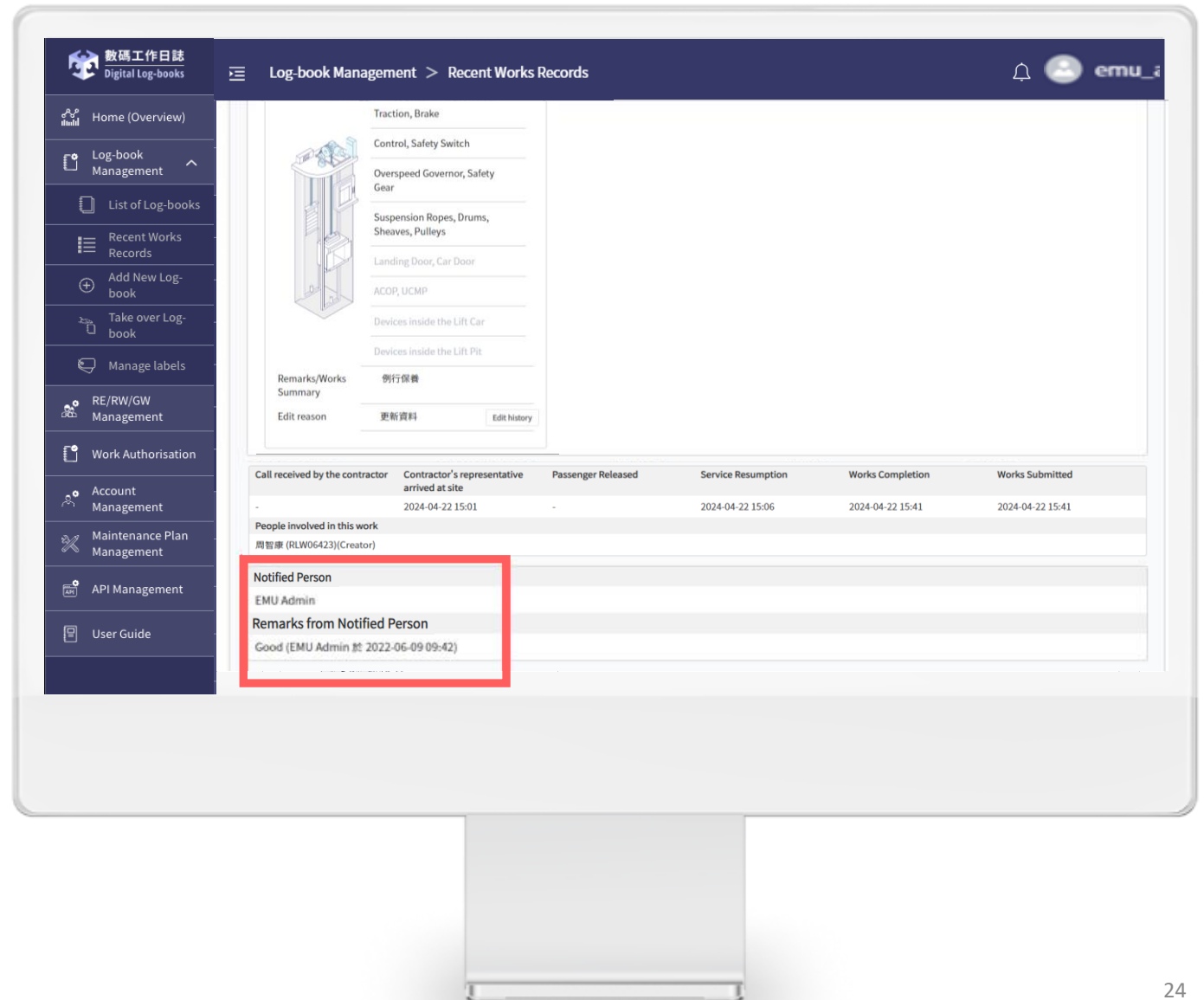
Details about “Edit Logbook History” :

- 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.

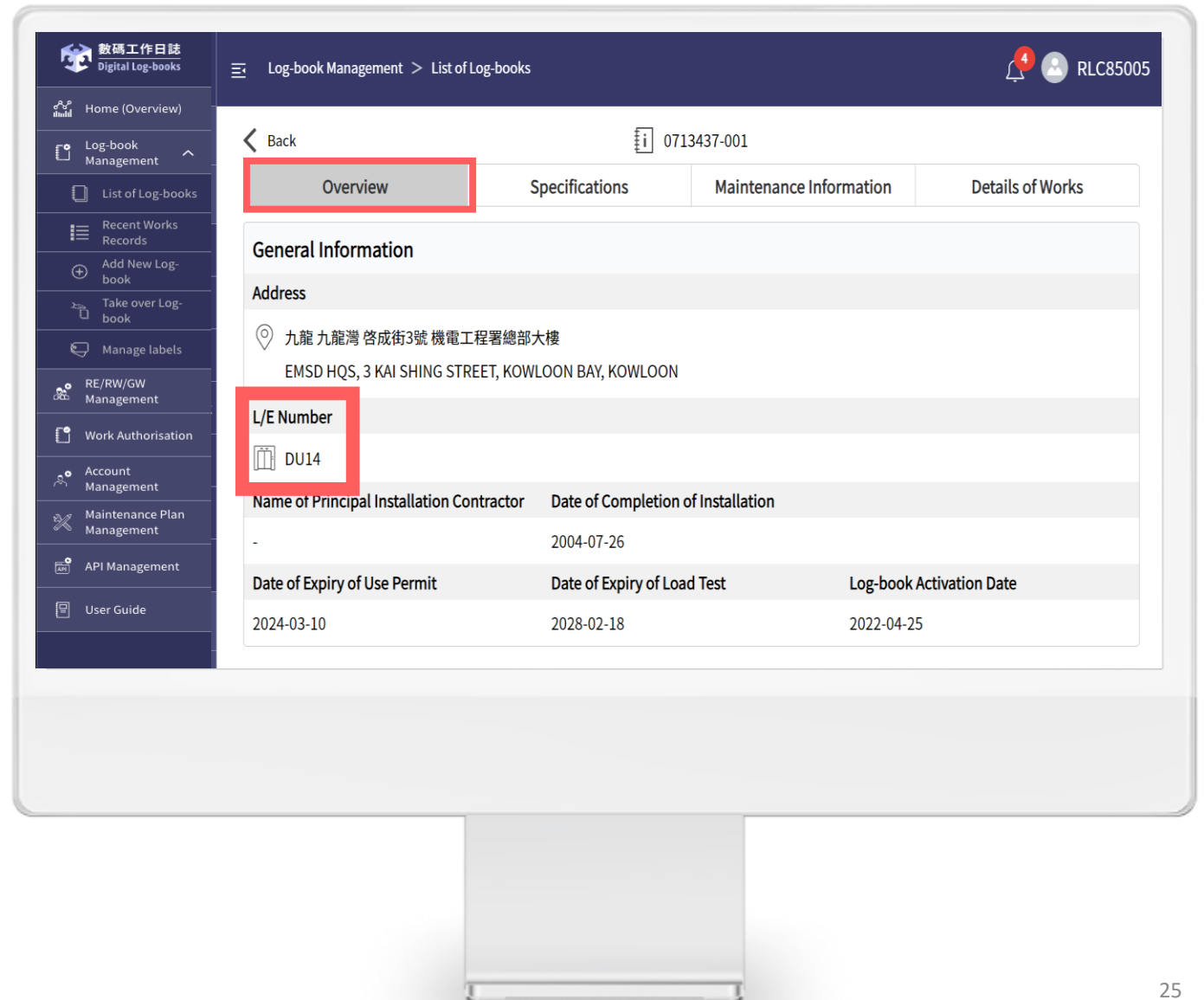


## 4 Log-book Management – List of log-books

10.1.1

View the Lift overview :

View General Information, Contractor  
List and RP List

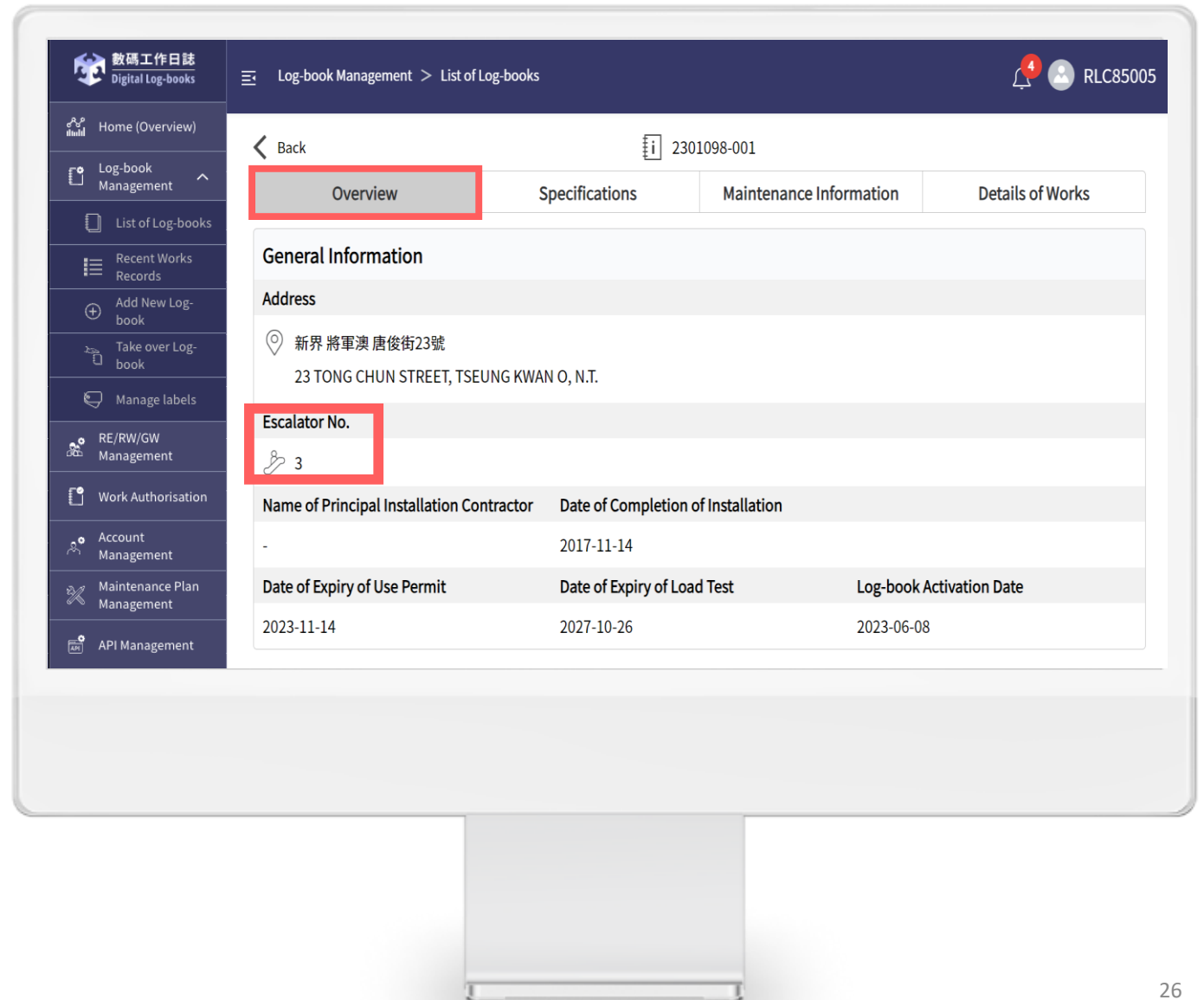




## 4 Log-book Management – List of log-books

10.1.2

View the Escalator overview :  
View General Information, Contractor  
List and RP List

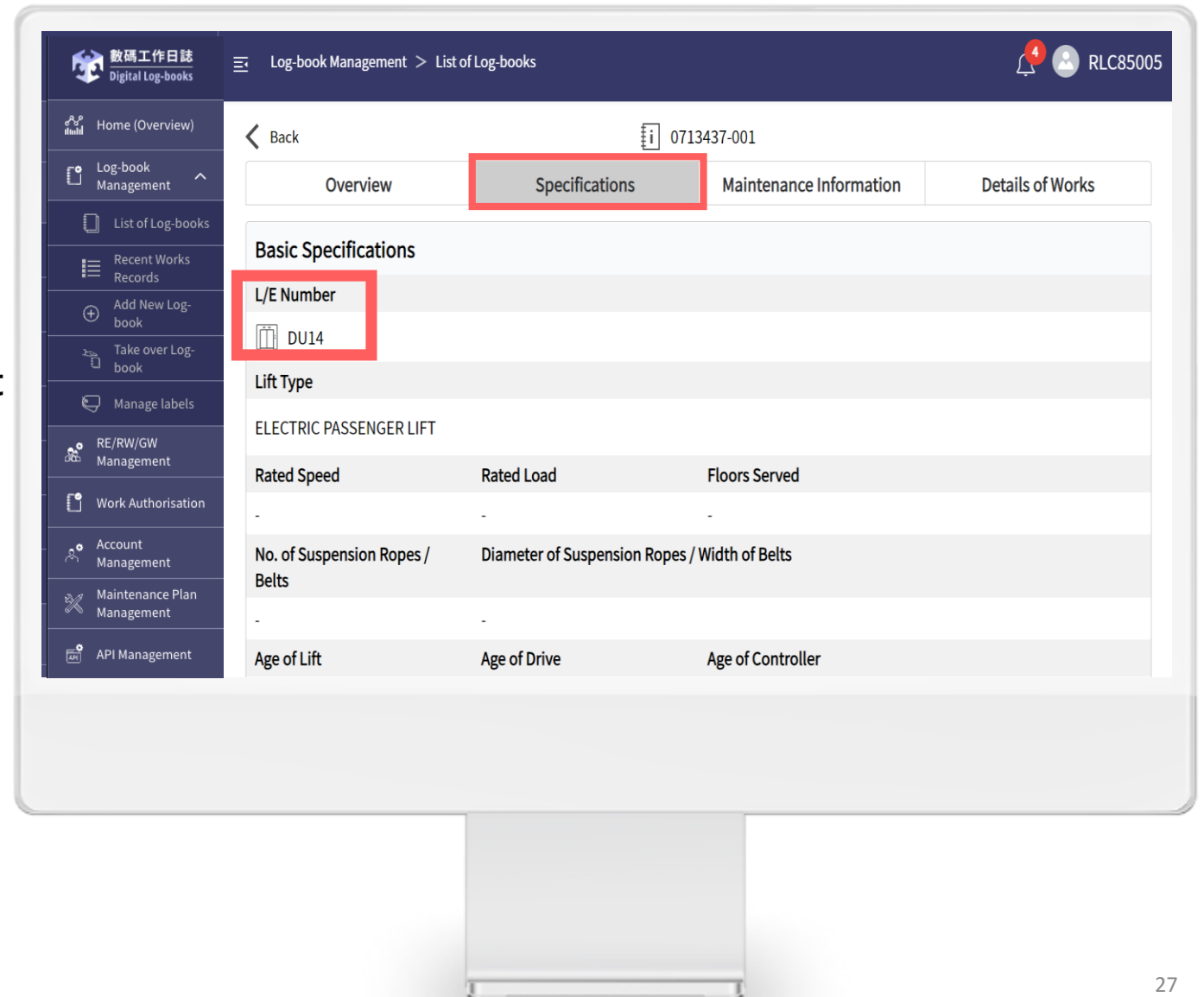


## 4 Log-book Management – List of log-books

### 10.2.1

View the Lift overview :

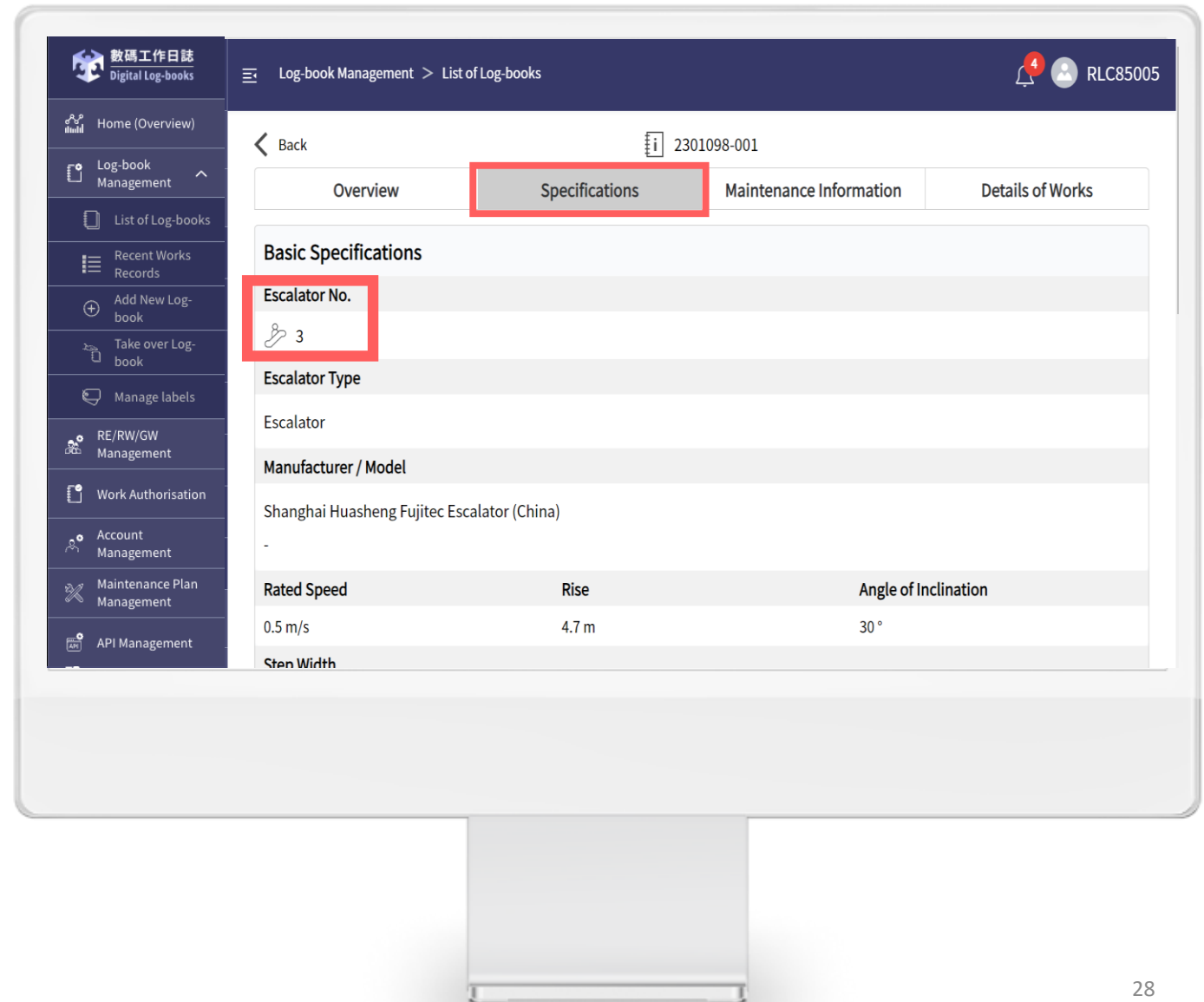
View the Specifications, Lift Equipment  
and Safety Device



## 4 Log-book Management – List of log-books

### 10.2.2

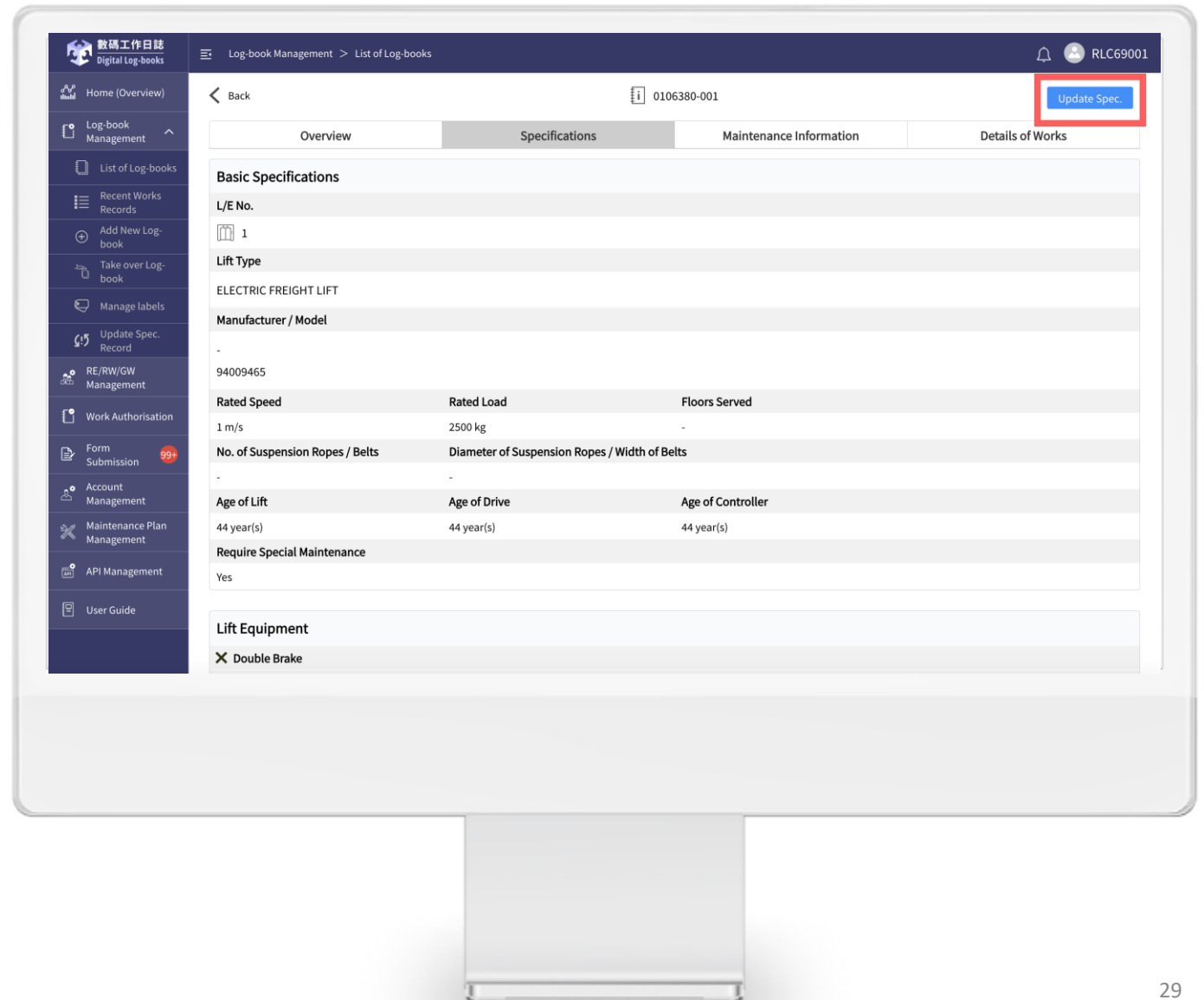
View the Escalator overview :  
View the Specifications, Escalator  
Equipment and Safety Device



## 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

The screenshot shows a web application interface for updating lift specifications. The left sidebar contains navigation options: Home (Overview), Log-book Management, List of Log-books, Recent Works Records, Add New Log-book, Take over Log-book, Manage labels, Update Spec. Record, RE/RW/GW Management, Work Authorisation, Form Submission (99+), Account Management, Maintenance Plan Management, API Management, and User Guide. The main content area is titled 'Log-book Management > Update Specifications' and shows a 'Back' button, a log ID '0103381-002', and 'Reset' and 'Confirm' buttons. The form itself is titled 'Basic Specifications' and includes the following fields:

- GPS Location:** A checkbox labeled 'Require to update GPS location'.
- L/E No.:** A text input field with the value '2'.
- Lift Type:** A dropdown menu showing 'ELECTRIC FREIGHT LIFT'.
- Manufacturer:** A text input field with the value 'Toshiba'.
- Model:** A text input field with the value 'AC2'.
- Rated Speed:** A text input field with the value '0' and a unit 'm/s'.
- Rated Load:** A text input field with the value '0' and a unit 'kg'.
- Floors Served:** A text input field.
- No. of Suspension Ropes / Belts:** A text input field.
- Diameter of Suspension Ropes / Width of Belts:** A text input field with a unit 'mm'.
- Age of Lift:** A text input field with the value '53 year(s)' and a date '1972-02-01'.
- Age of Drive:** A text input field with the value '53 year(s)' and a date '1972-02-01'.
- Age of Controller:** A text input field with the value '53 year(s)' and a date '1972-02-01'.
- Require Special Maintenance:** A text input field with the value 'Yes'.

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

Confirm to submit?

Selected logbook : 0103381-002

Update Specifications	
GPS Location	GPS Location
Please see the GPS location attachment	Latitude: 22.26593, Longitude: 114.23566

Add file  Upload

Please upload the T&E report or certificate endorsed by RE

Update GPS location  Upload

Reason

Contact Person  Title  Last name

Contact Telephone

Update detail can be view on Update Spec. Record

☐ I have reviewed the above information and confirm that no personal information will be disclosed in the new application


Cancel Confirm

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

10.3.6

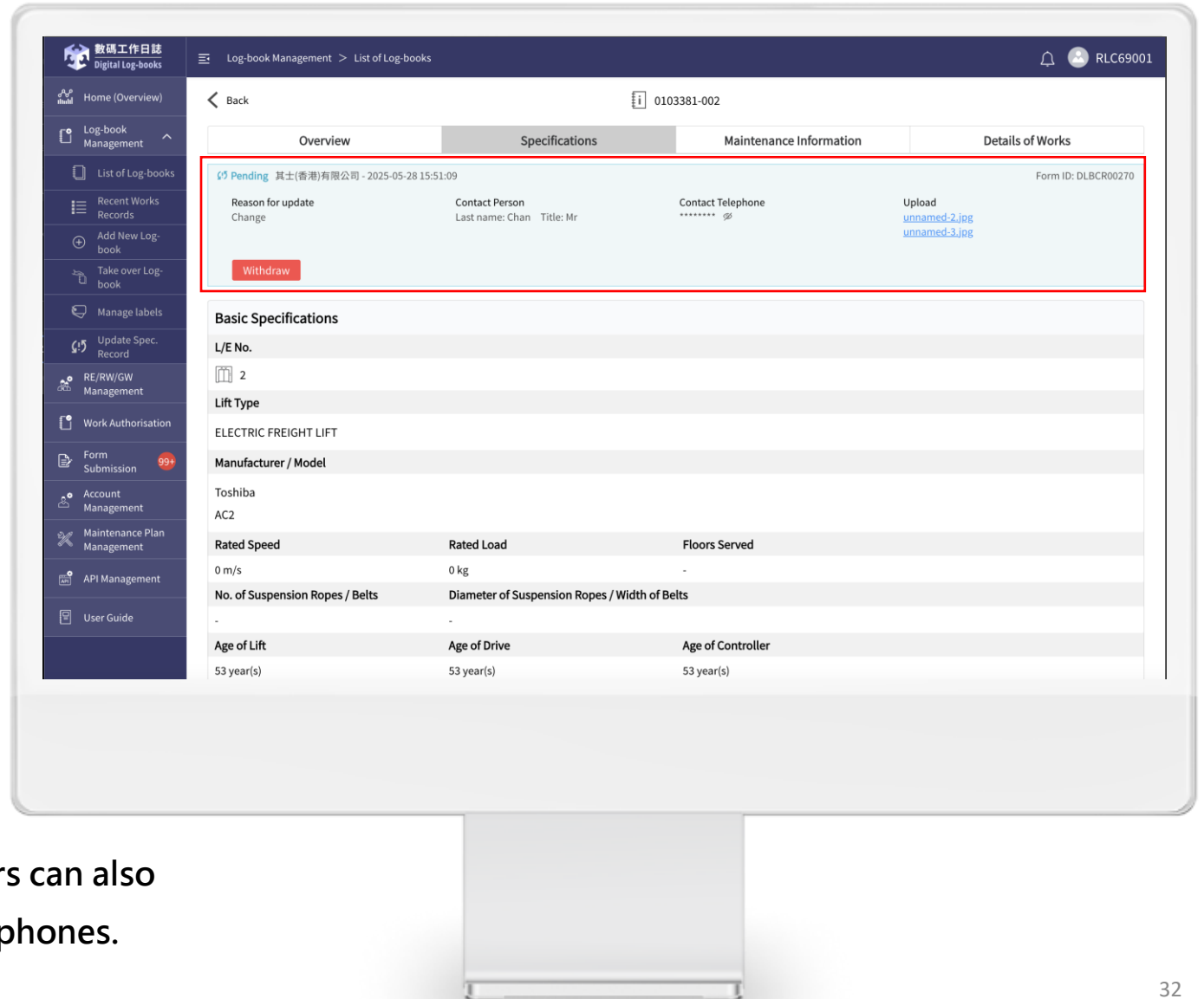
After submitting the updated specification application, you will see the application details and update form number when you return to the log list.

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.



數碼工作日志  
Digital Log-books

Log-book Management > List of Log-books

0103381-002

Back

Overview Specifications Maintenance Information Details of Works

Pending 其士(香港)有限公司 - 2025-05-28 15:51:09 Form ID: DLBCR00270

Reason for update Change Contact Person Last name: Chan Title: Mr Contact Telephone \*\*\*\*\* Upload [unnamed-2.jpg](#) [unnamed-3.jpg](#)

Withdraw

Basic Specifications

L/E No. 2

Lift Type ELECTRIC FREIGHT LIFT

Manufacturer / Model Toshiba AC2

Rated Speed 0 m/s Rated Load 0 kg Floors Served -

No. of Suspension Ropes / Belts - Diameter of Suspension Ropes / Width of Belts -

Age of Lift 53 year(s) Age of Drive 53 year(s) Age of Controller 53 year(s)

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]

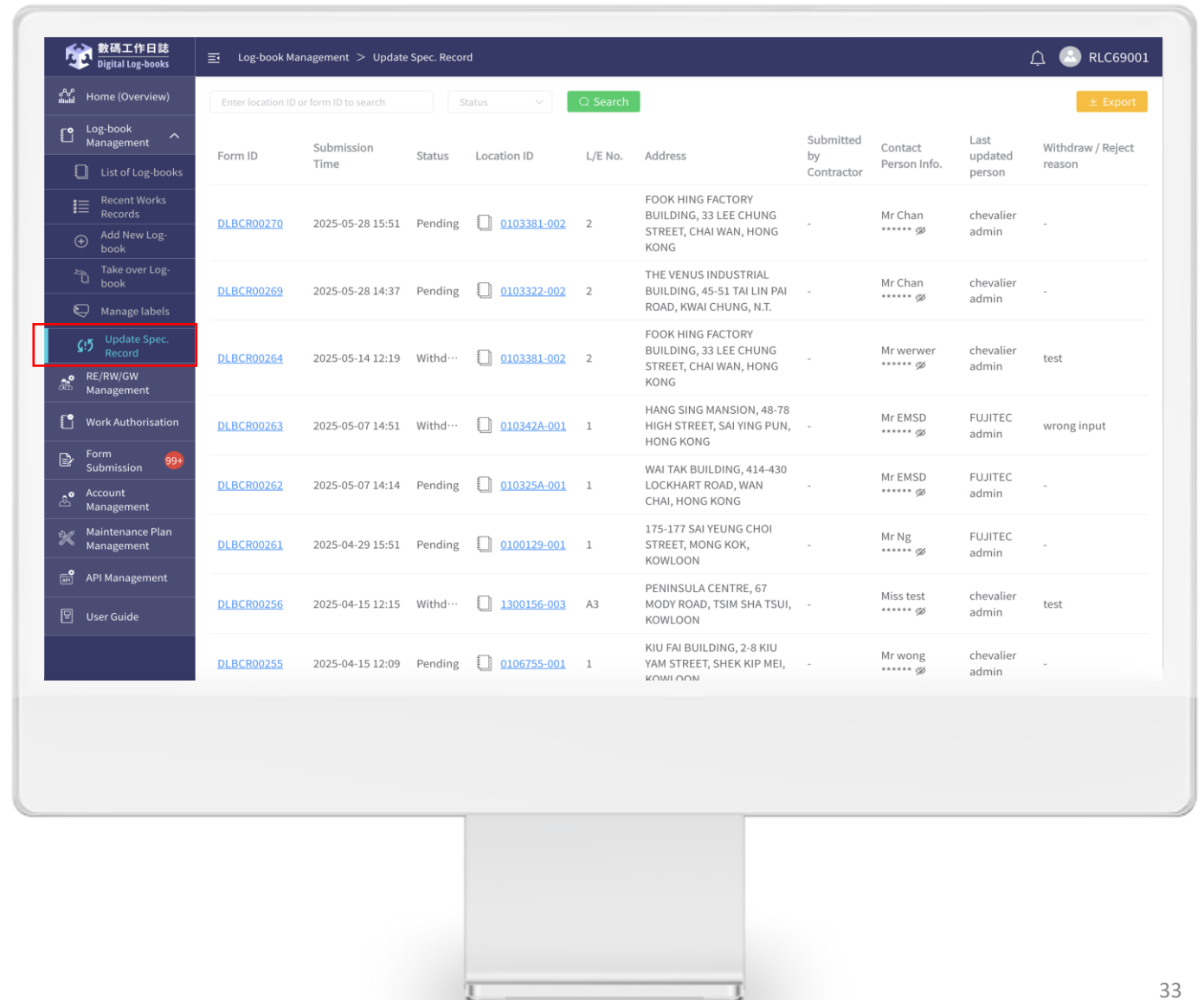
10.3.7

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

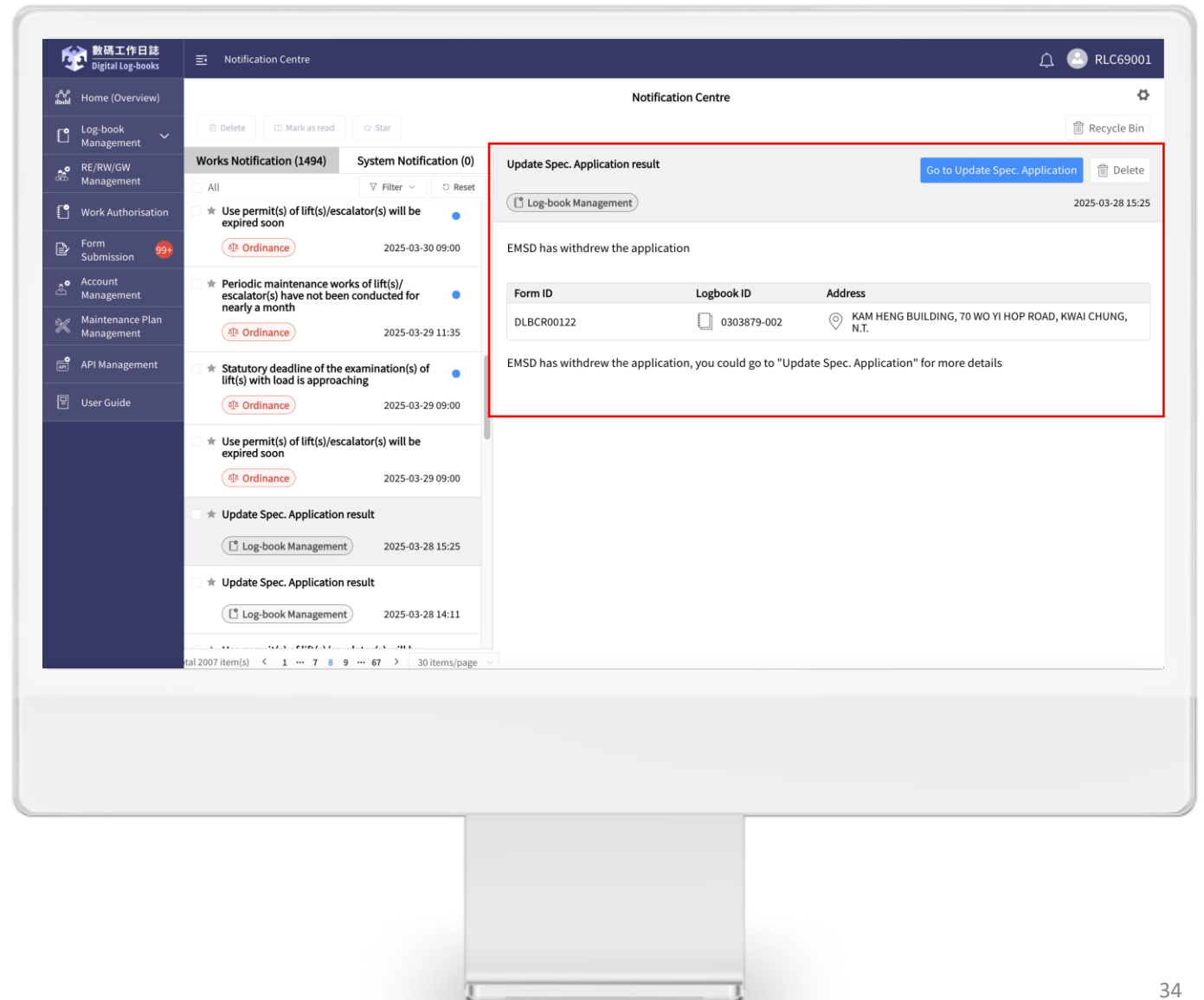
To withdraw your application from this page, click the red "Withdraw" button



## 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 Lift / Escalator 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

The screenshot displays the 'Digital Log-books' interface. The left sidebar contains navigation options: Home (Overview), Log-book Management, List of Log-books, Recent Works Records, Add New Log-book, Take over Log-book, Manage labels, RE/RW/GW Management, Work Authorisation, Account Management, Maintenance Plan Management, and API Management. The main content area is titled 'Log-book Management > List of Log-books' and shows a list of log-books. The selected log-book is '0513570-005'. The 'Maintenance Information' tab is active, showing the 'Anticipated Duration of Periodic Maintenance' section with fields for 'Annually Not Less Than' (24 Hour(s)) and 'Estimated Time Per Routine Maintenance' (0.5 Hour(s) to 0.75 Hour(s)). Below this is the 'Maintenance Schedule' section, which includes a 'Starting Period (Week 1)' (2023-12-31 - 2024-01-06) and a 'Week 27 - 52' grid. The grid shows maintenance items (Traction, Brake; Suspension Rope, Drums, Sheaves, Pulleys; Control, Safety Switch; Overspeed Governor, Safety Gear) scheduled for specific weeks (27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52). The grid cells are colored blue, indicating scheduled maintenance.

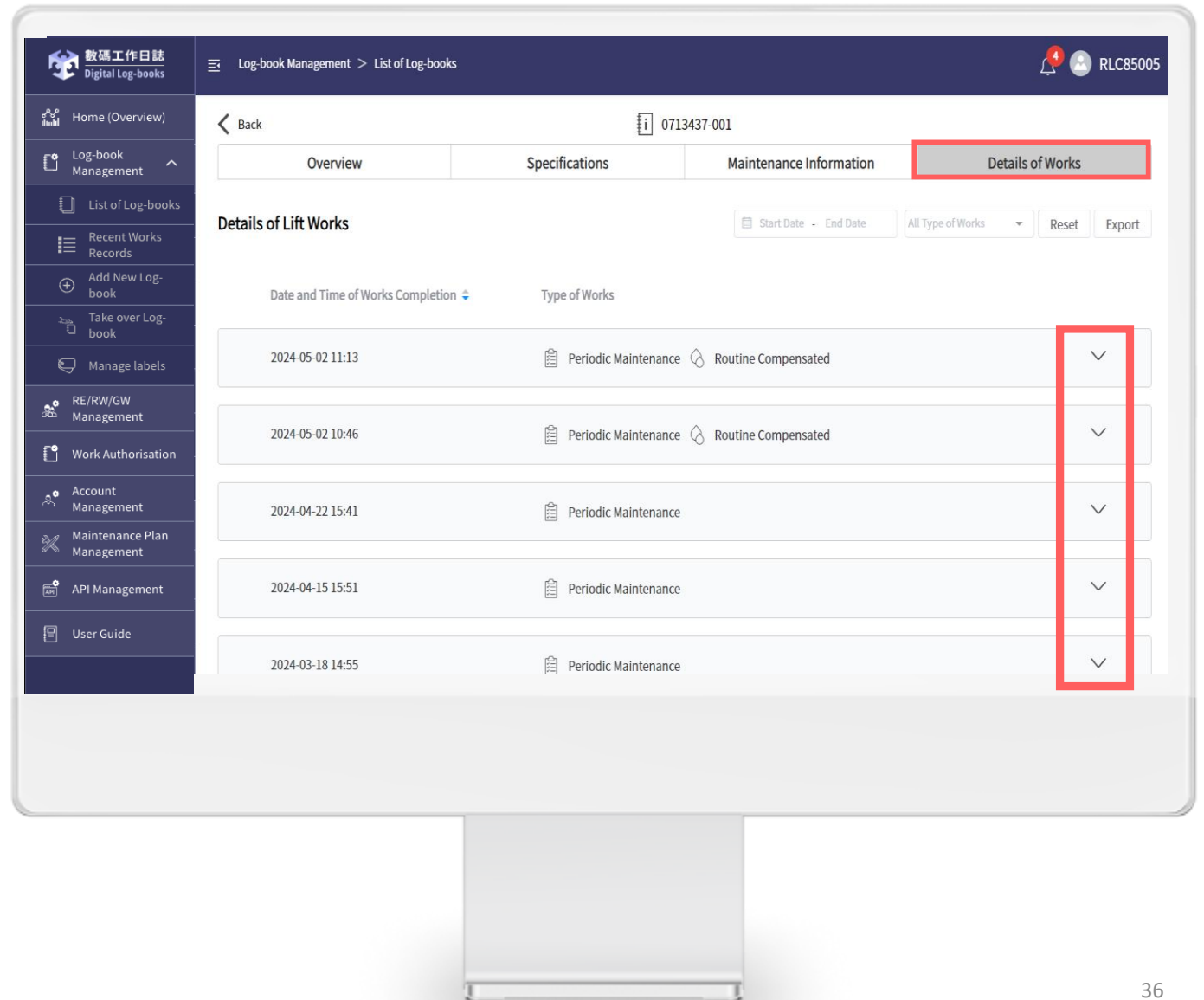
## 4 Log-book Management – List of log-books

### 10.4

#### View the Lift and Escalator

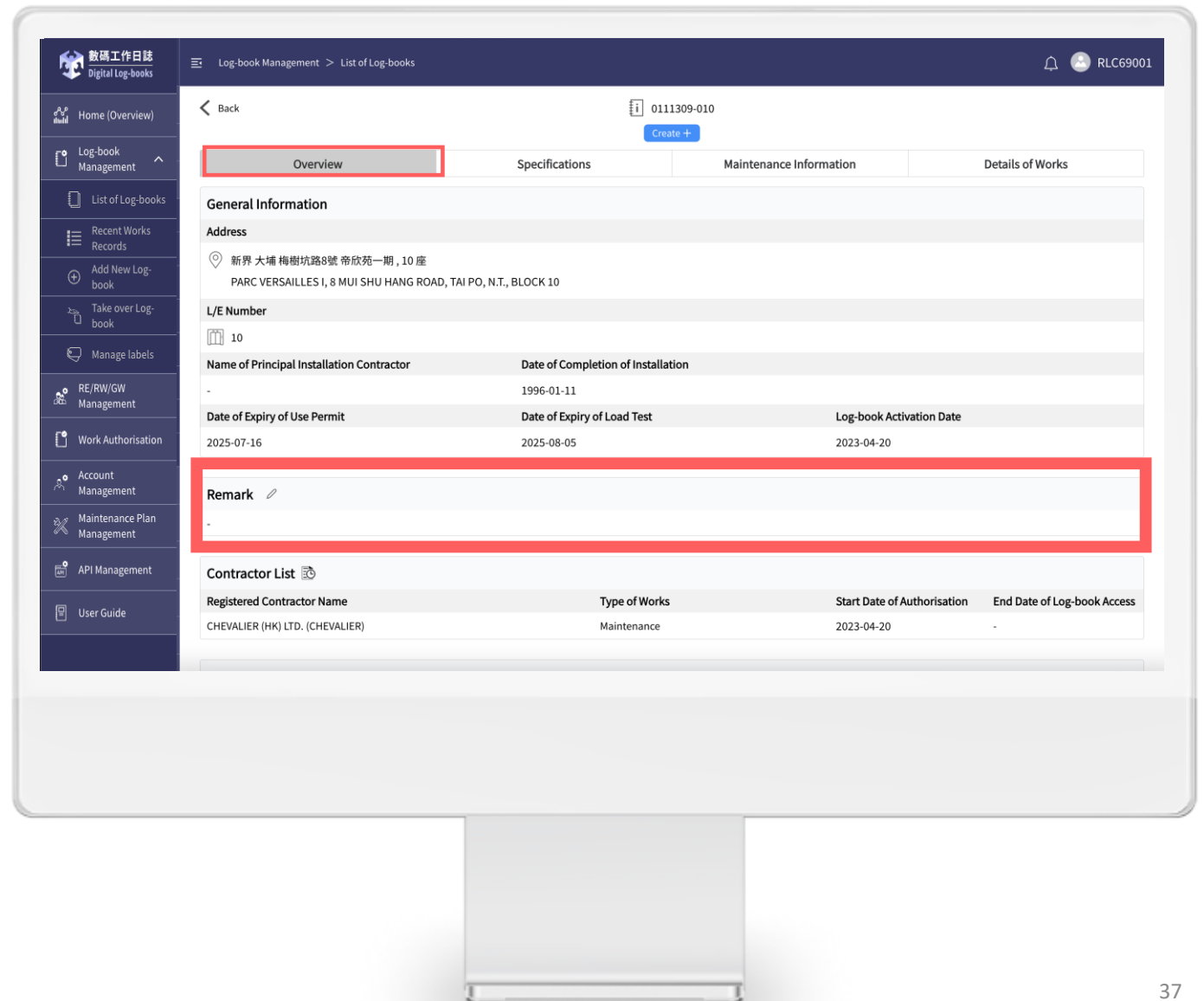
“Details of works”

can click into each logbook record to view details



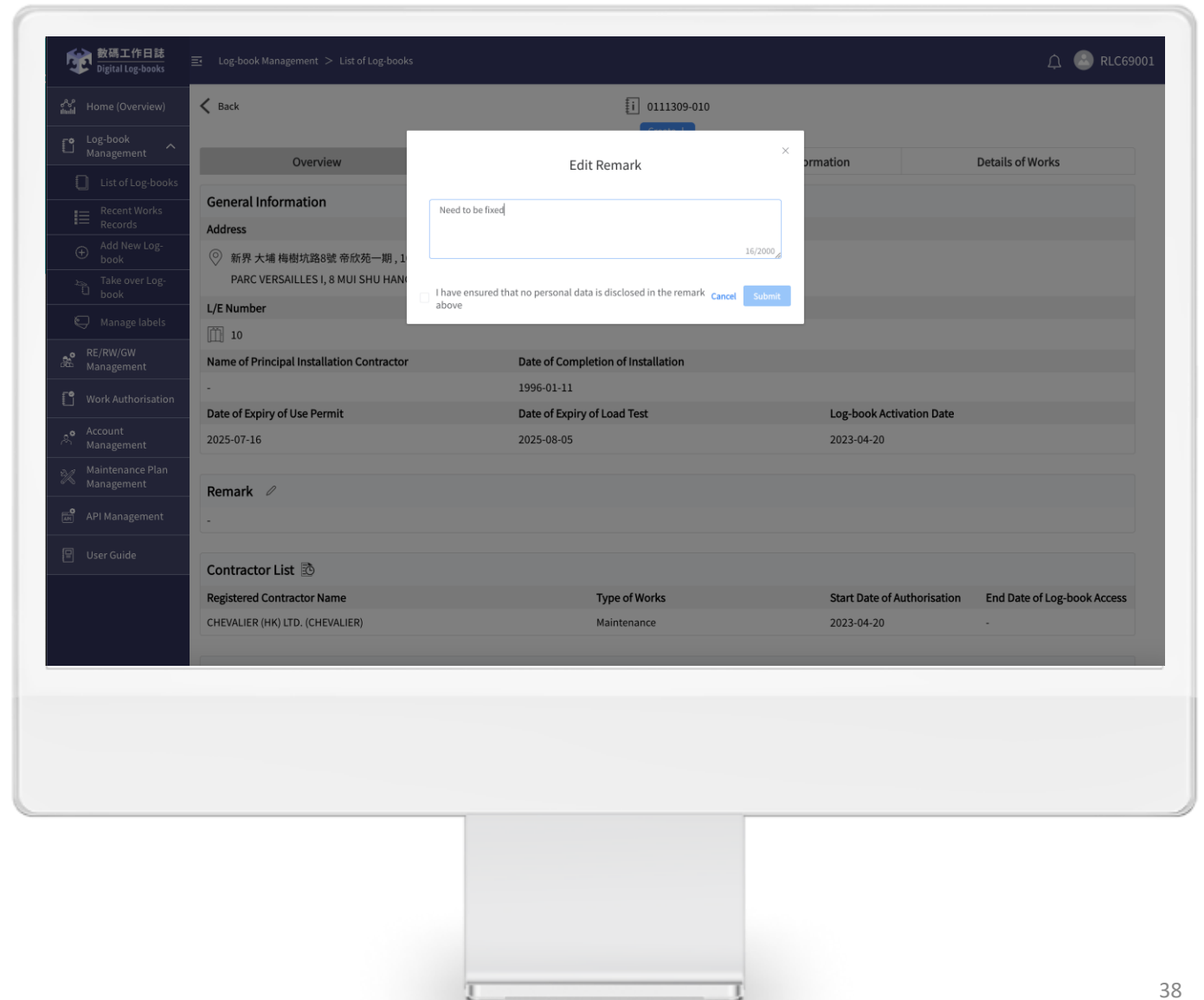
## 4 Log-book Management – Adding remark

- 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

**數碼工作日志**  
Digital Log-books

Log-book Management > List of Log-books

DLB\_HKID

Back 010860A-002 Create +

Overview Specifications Maintenance Information Details of Works

**General Information**

**Address**  
新界 元朗 康業街19號 萬輝工業中心  
MANSFIELD INDUSTRIAL CENTRE, 19 HONG YIP STREET, YUEN LONG, N.T.

**L/E Number**  
2

Name of Principal Installation Contractor	Date of Completion of Installation
-	1988-01-16

Date of Expiry of Use Permit	Date of Expiry of Load Test	Log-book Activation Date
2025-05-31	2027-05-31	2023-07-06

**Remark** (Sino Estates Management Limited - HKID-OCPL at 2025-01-02 16:33)

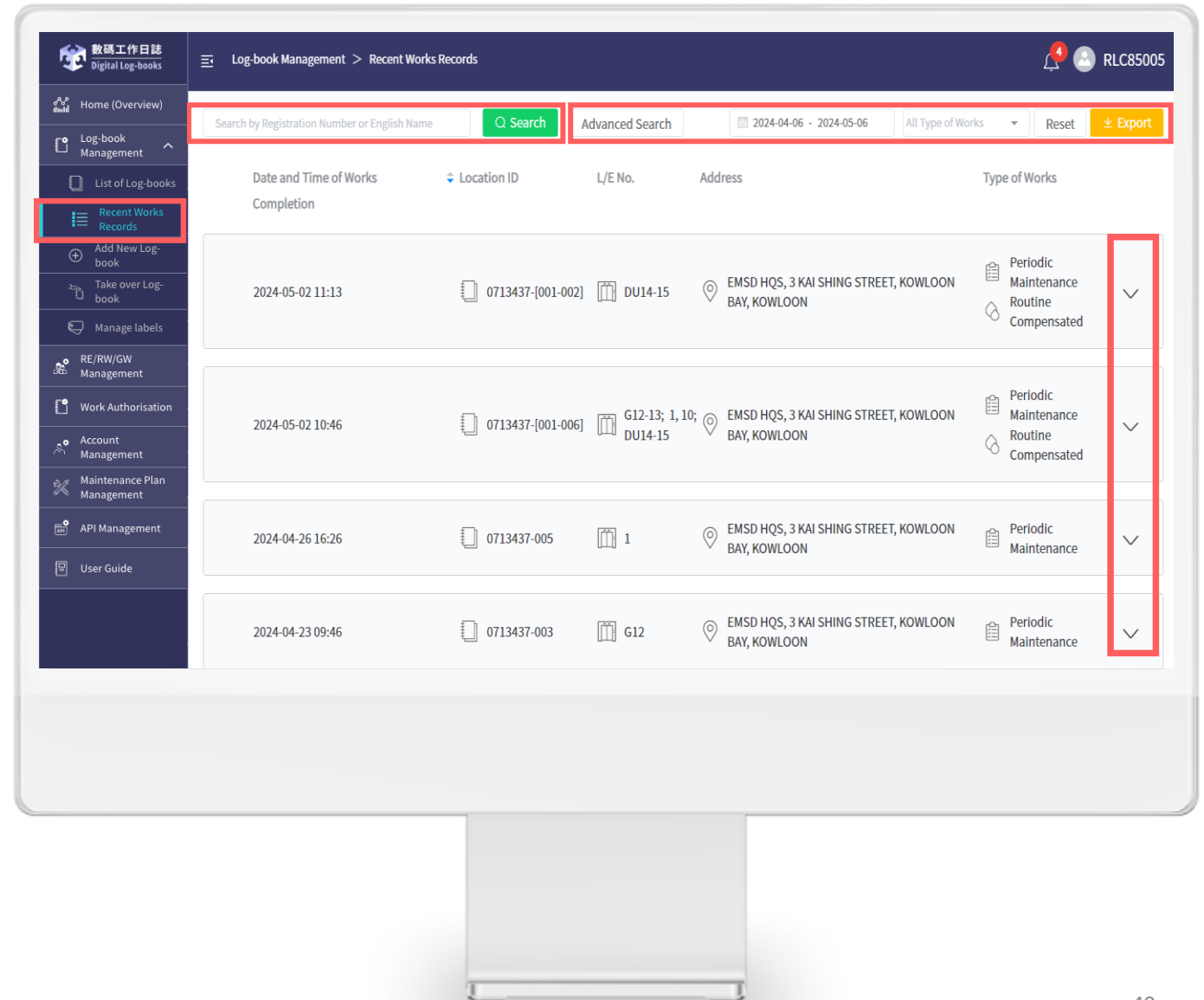
need to be fixed

**Contractor List**

Registered Contractor Name	Type of Works	Start Date of Authorisation	End Date of Log-book Access
ANLEV ELEX ELEVATOR LTD (ANLEV)	Maintenance	2023-07-06	-

## 5 Log-book Management – Recent Works Records

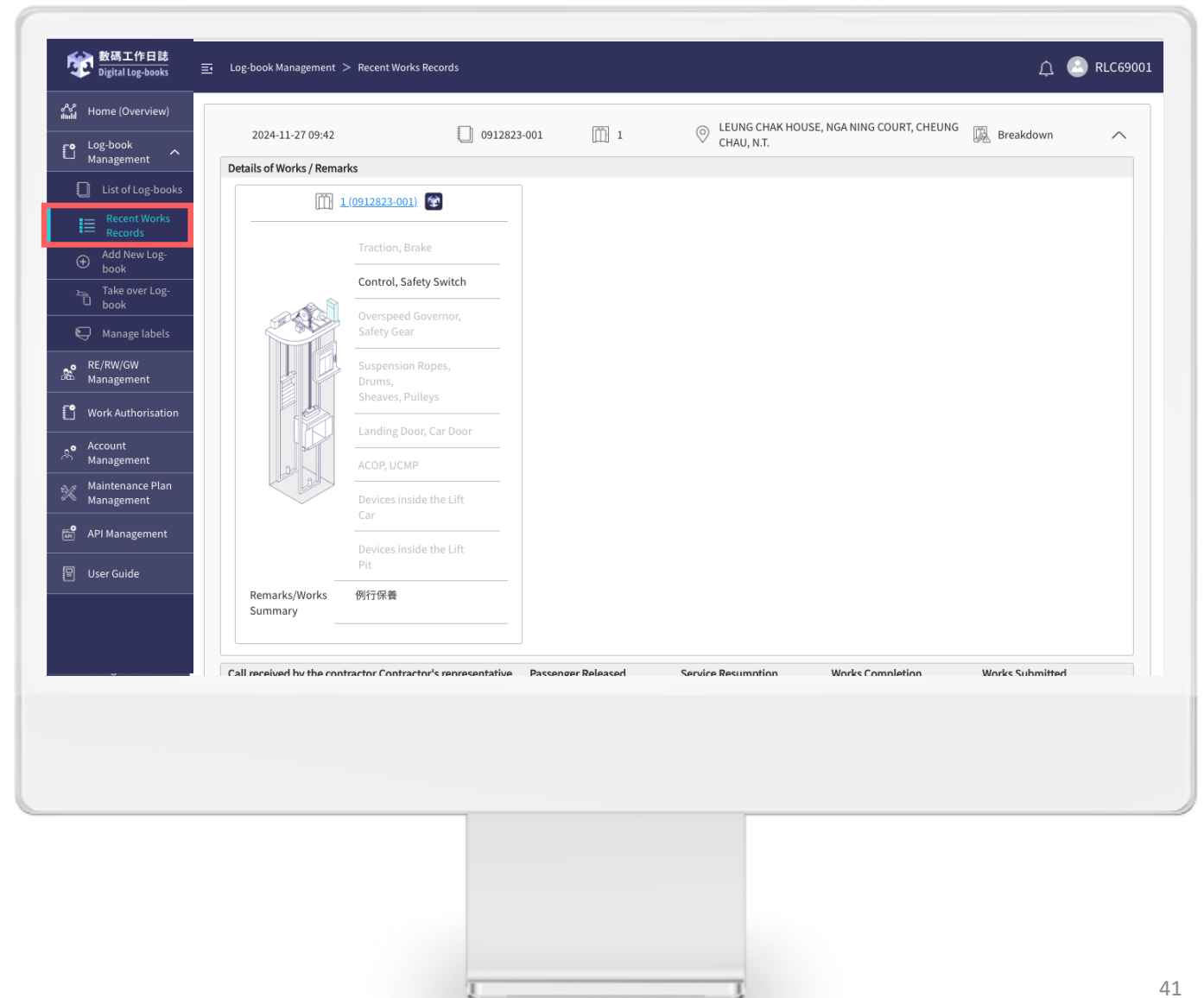
- 1 Click "Recent Works Records" on the "Log-book Management" page
- 2 Click on each job as needed to view the information in detail
- 3 Search log-book based on "Start and End Date" and "Type of Works" in the upper right corner
- 4 Click the "Export" button to export the filtered logbooks





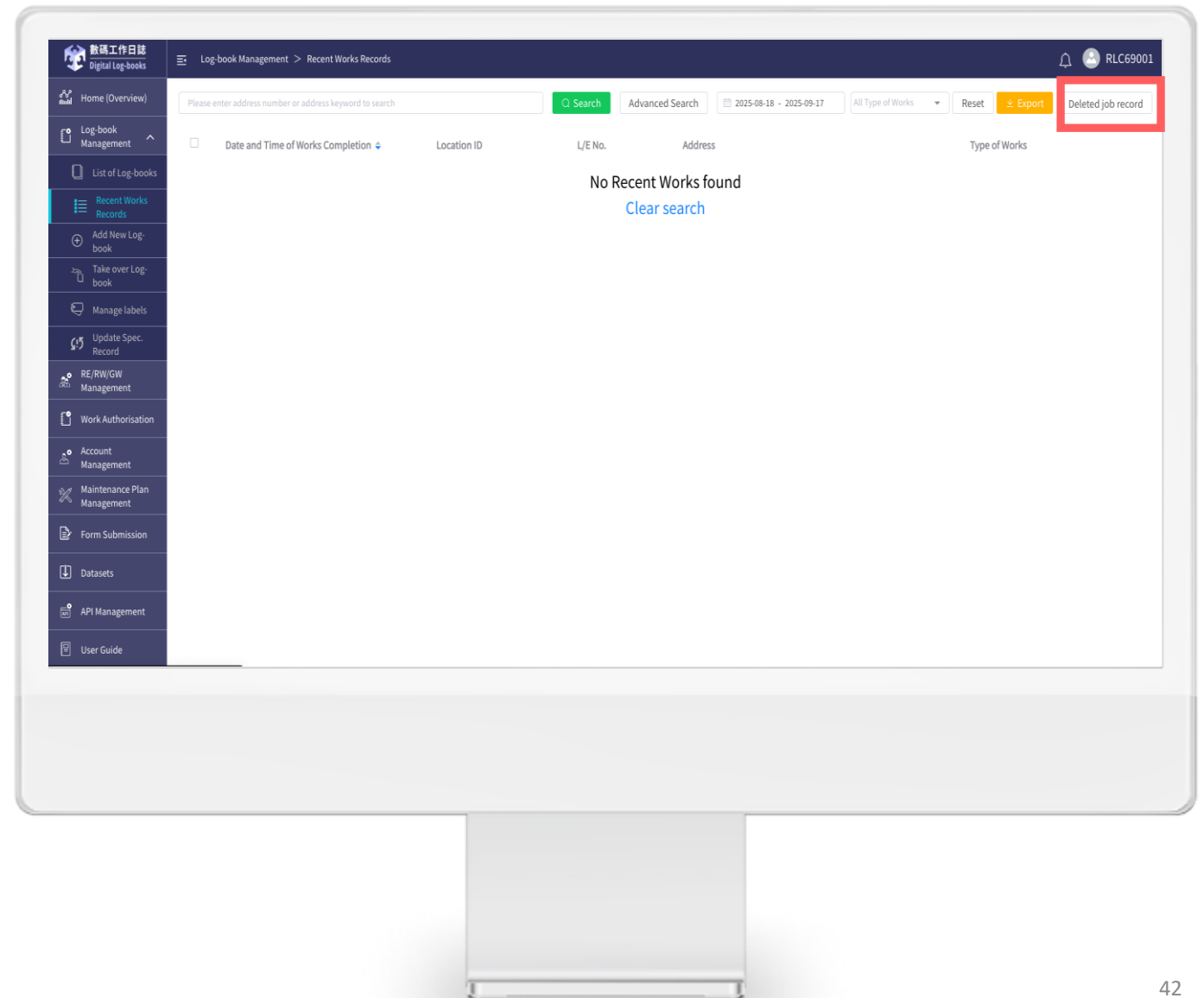
## 5 Log-book Management – Recent Works Records

- 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

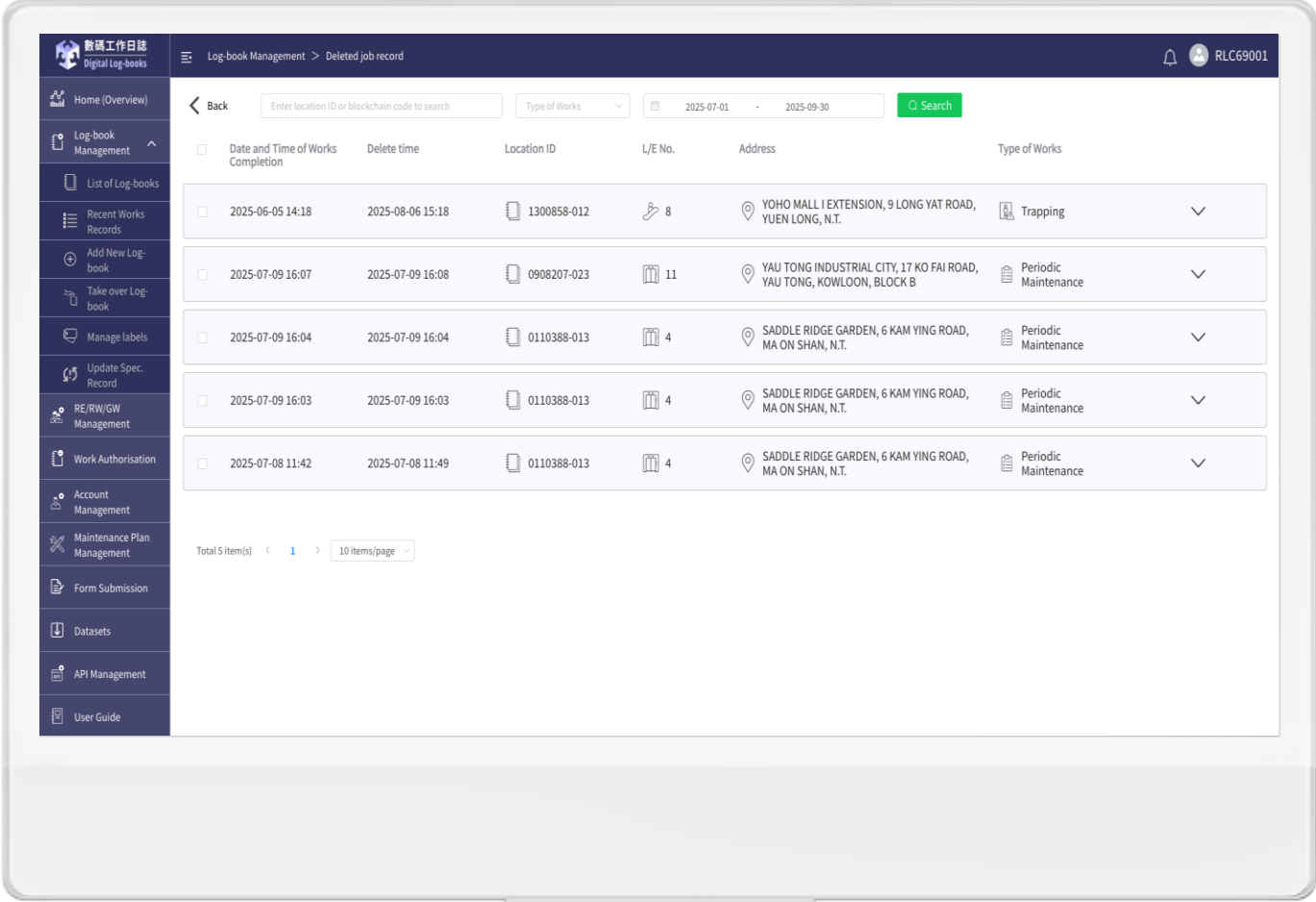
- 7 To view deleted work records:  
On the Recent Works page, click  
"Deleted Job Record" to view deleted  
records.



# 5 Log-book Management – Recent Works Records

8

Deleted work records will be displayed in a list like this



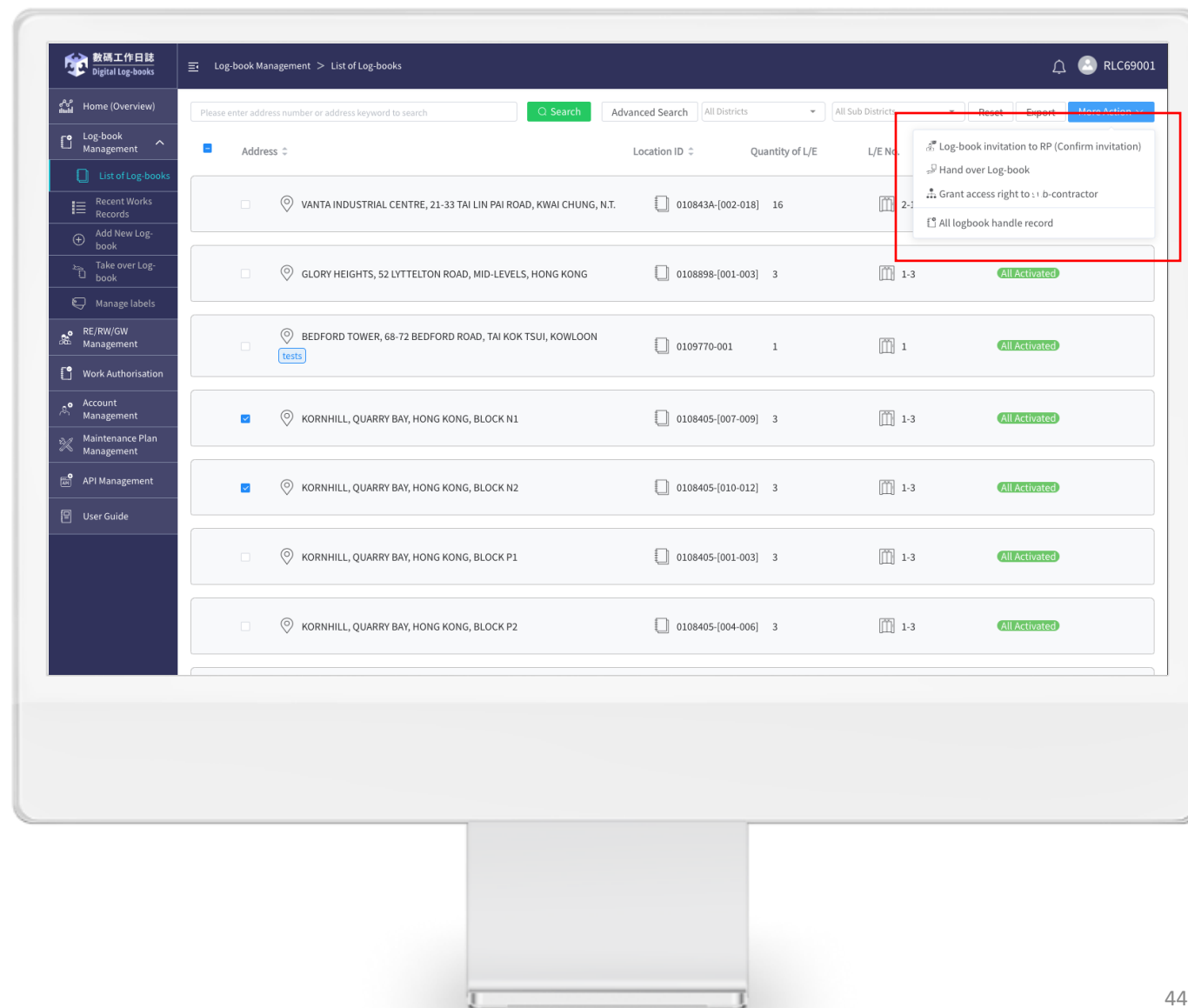
The screenshot displays the 'Log-book Management > Deleted job record' page. The interface includes a sidebar with navigation options, a top navigation bar with a search filter, and a main content area with a table of deleted records. The table has columns for checkboxes, completion dates, deletion dates, location IDs, L/E numbers, addresses, and work types. Five records are listed, all with a status of 'Deleted'. At the bottom, a pagination bar shows 'Total 5 item(s)' and '10 items/page'.

<input type="checkbox"/>	Date and Time of Works Completion	Delete time	Location ID	L/E No.	Address	Type of Works
<input type="checkbox"/>	2025-06-05 14:18	2025-08-06 15:18	1300858-012	8	YOHO MALL I EXTENSION, 9 LONG YAT ROAD, YUEN LONG, N.T.	Trapping
<input type="checkbox"/>	2025-07-09 16:07	2025-07-09 16:08	0908207-023	11	YAU TONG INDUSTRIAL CITY, 17 KO FAI ROAD, YAU TONG, KOWLOON, BLOCK B	Periodic Maintenance
<input type="checkbox"/>	2025-07-09 16:04	2025-07-09 16:04	0110388-013	4	SADDLE RIDGE GARDEN, 6 KAM YING ROAD, MA ON SHAN, N.T.	Periodic Maintenance
<input type="checkbox"/>	2025-07-09 16:03	2025-07-09 16:03	0110388-013	4	SADDLE RIDGE GARDEN, 6 KAM YING ROAD, MA ON SHAN, N.T.	Periodic Maintenance
<input type="checkbox"/>	2025-07-08 11:42	2025-07-08 11:49	0110388-013	4	SADDLE RIDGE GARDEN, 6 KAM YING ROAD, MA ON SHAN, N.T.	Periodic Maintenance

## 6 Log-book Invitation to RP

“Log-book invitation to RP” is mainly used to invite RPs to activate and access digital log-books. In addition, other types of 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.

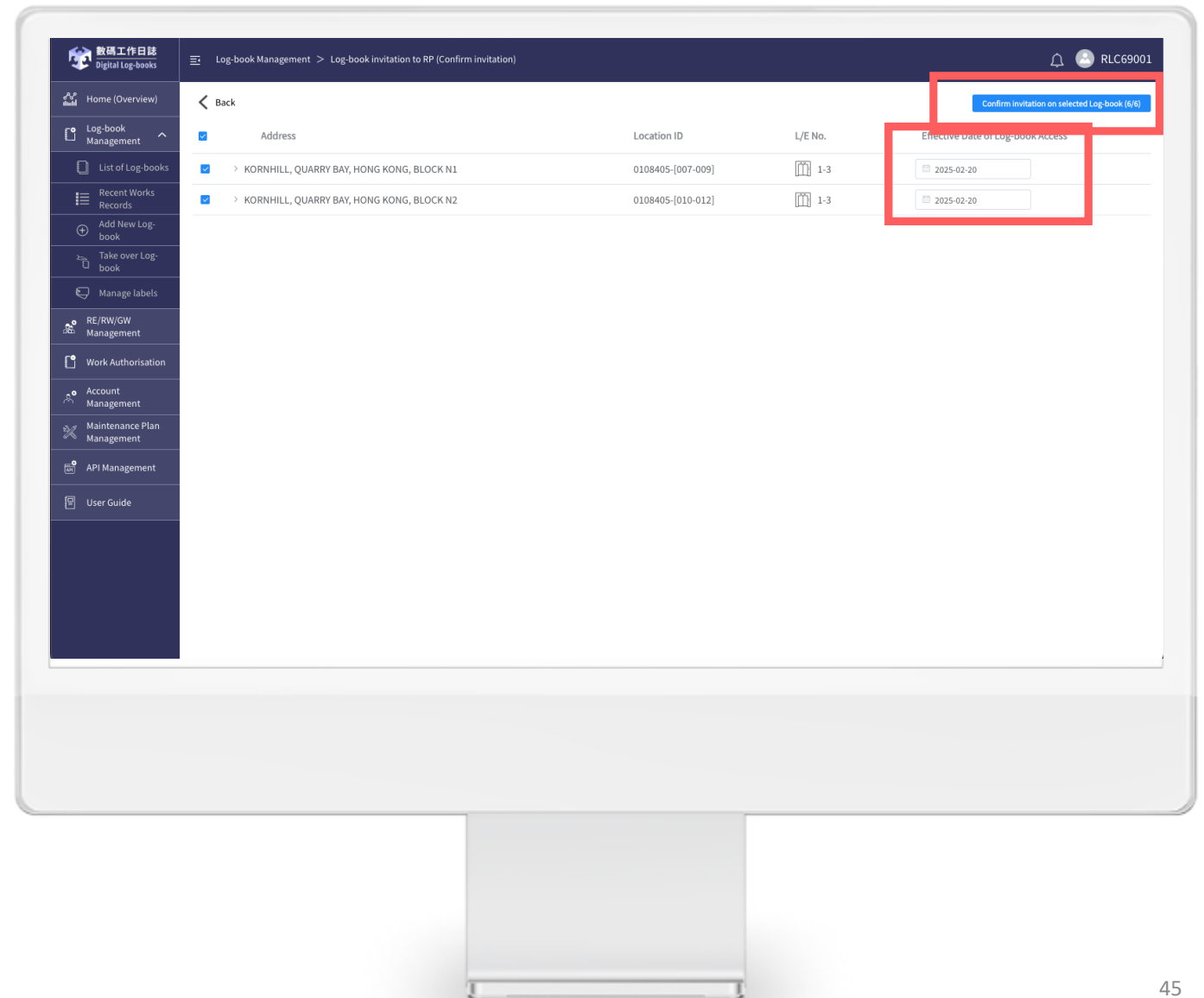


- 1 Enter the Location ID or Address keyword to search the log-book
- 2 Click the “Log-book invitation to RP (Confirm invitation)”

## 6 Log-book Invitation to RP

### 3 Select the log-book(s) as appropriate

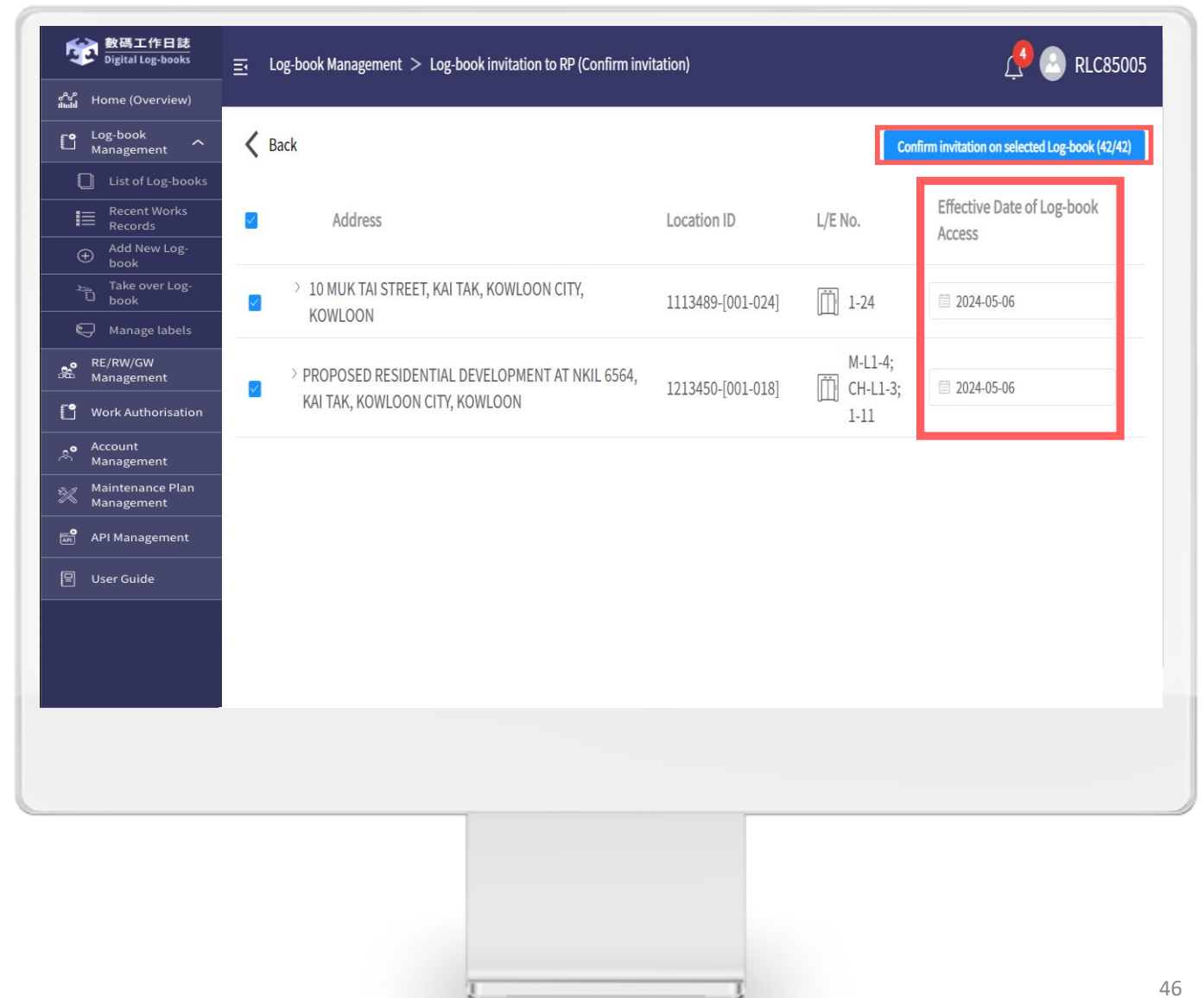
- Red sign: “Not Activated”
- Yellow sign: “Partially Activated”
- Green sign: “All Activated”
- Select the log-book(s) that are not yet activated and click “Invite RP to Access Log-book” in the upper right corner



## 6 Log-book Invitation to RP

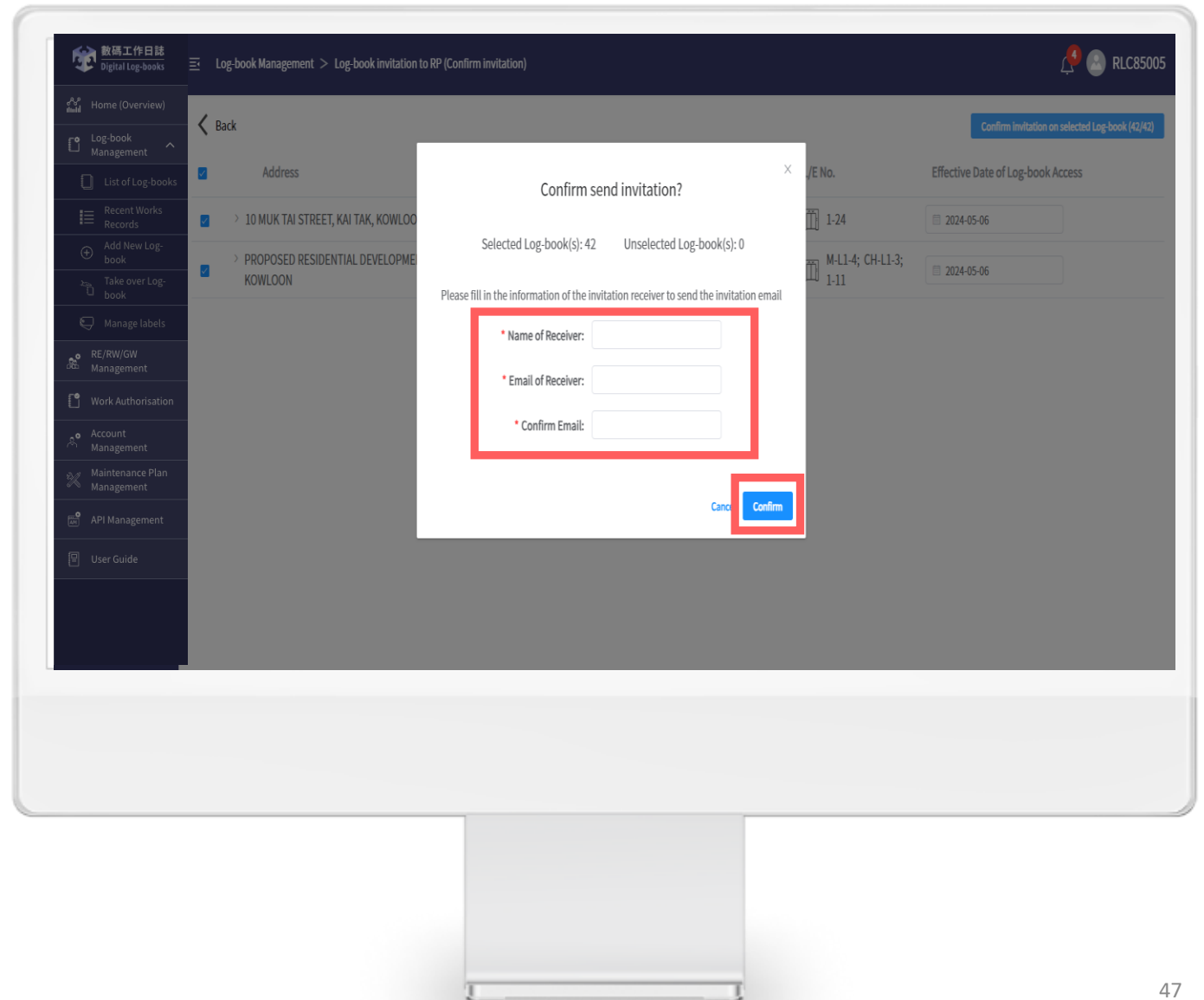
4 Enter the Effective Date of Log-book Access

5 Click “Confirm invitation on selected Log-book” in the upper right corner



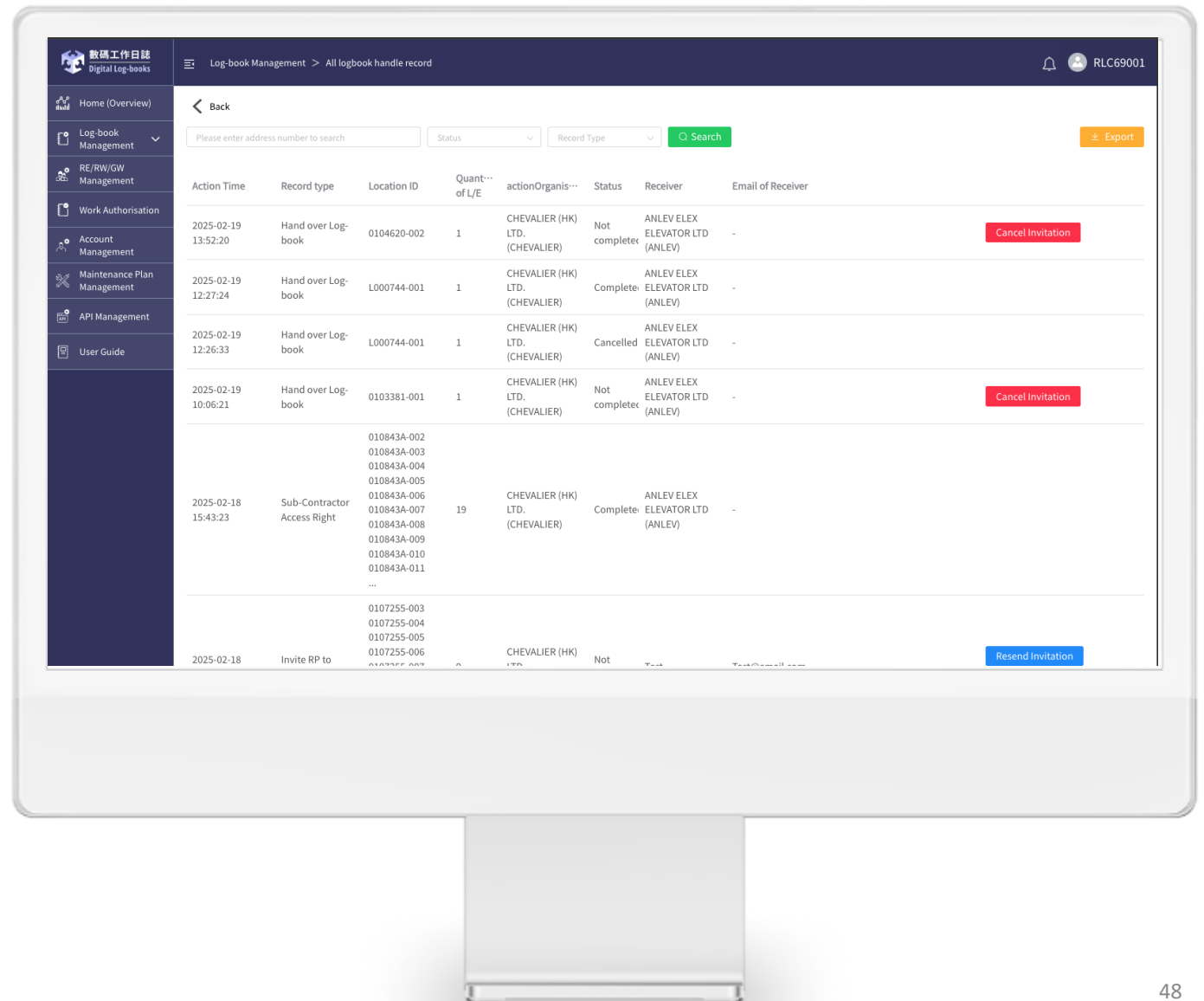
## 6 Log-book invitation to RP

- 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

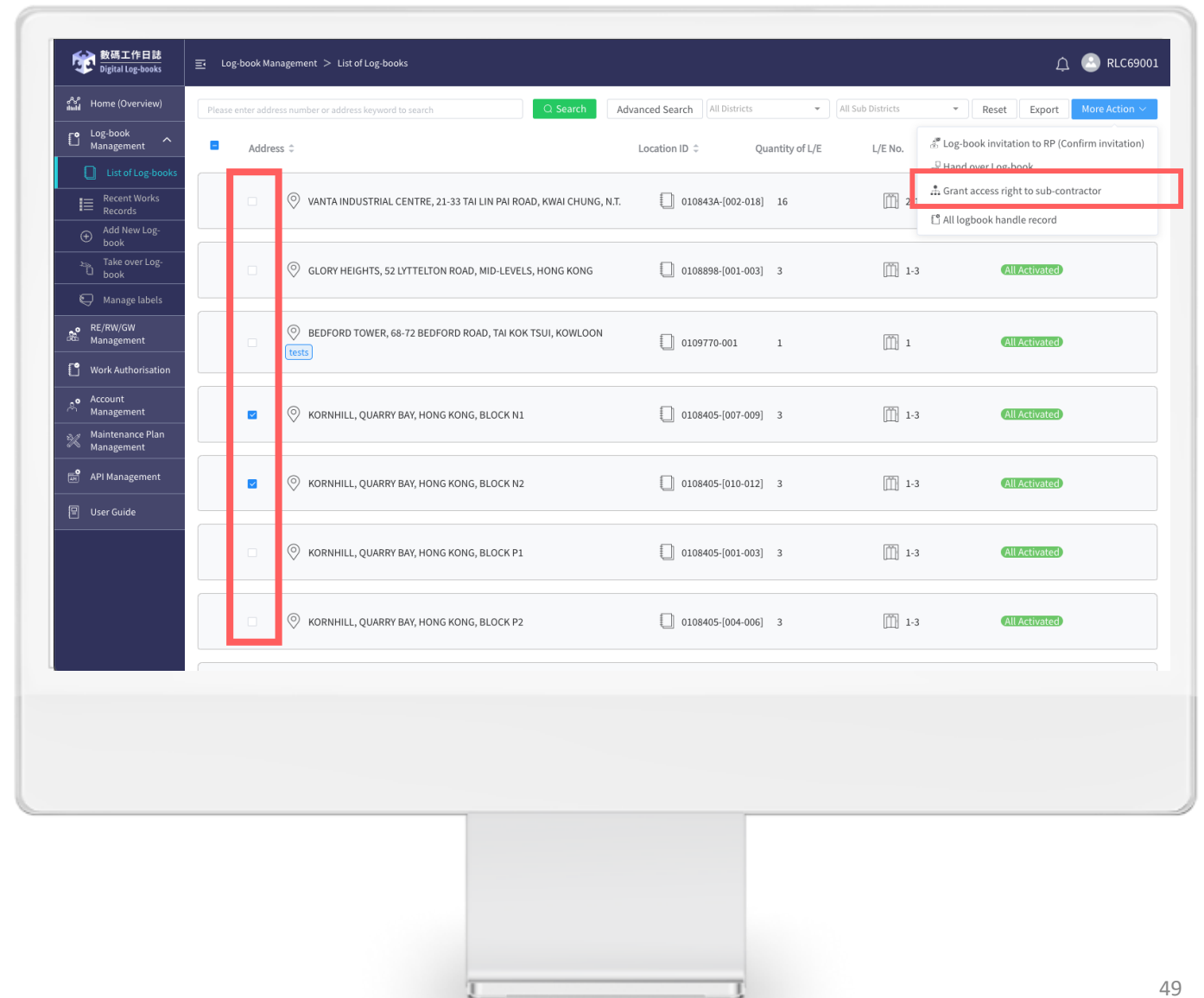
- 7 Upon confirming the access of log-books by the RP after receiving the invitation email, the red sign “Not Activated” will turn into green, showing “All Activated”
- 8 Click the blue button “Invitation Records” to view the status of the invitation





# 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



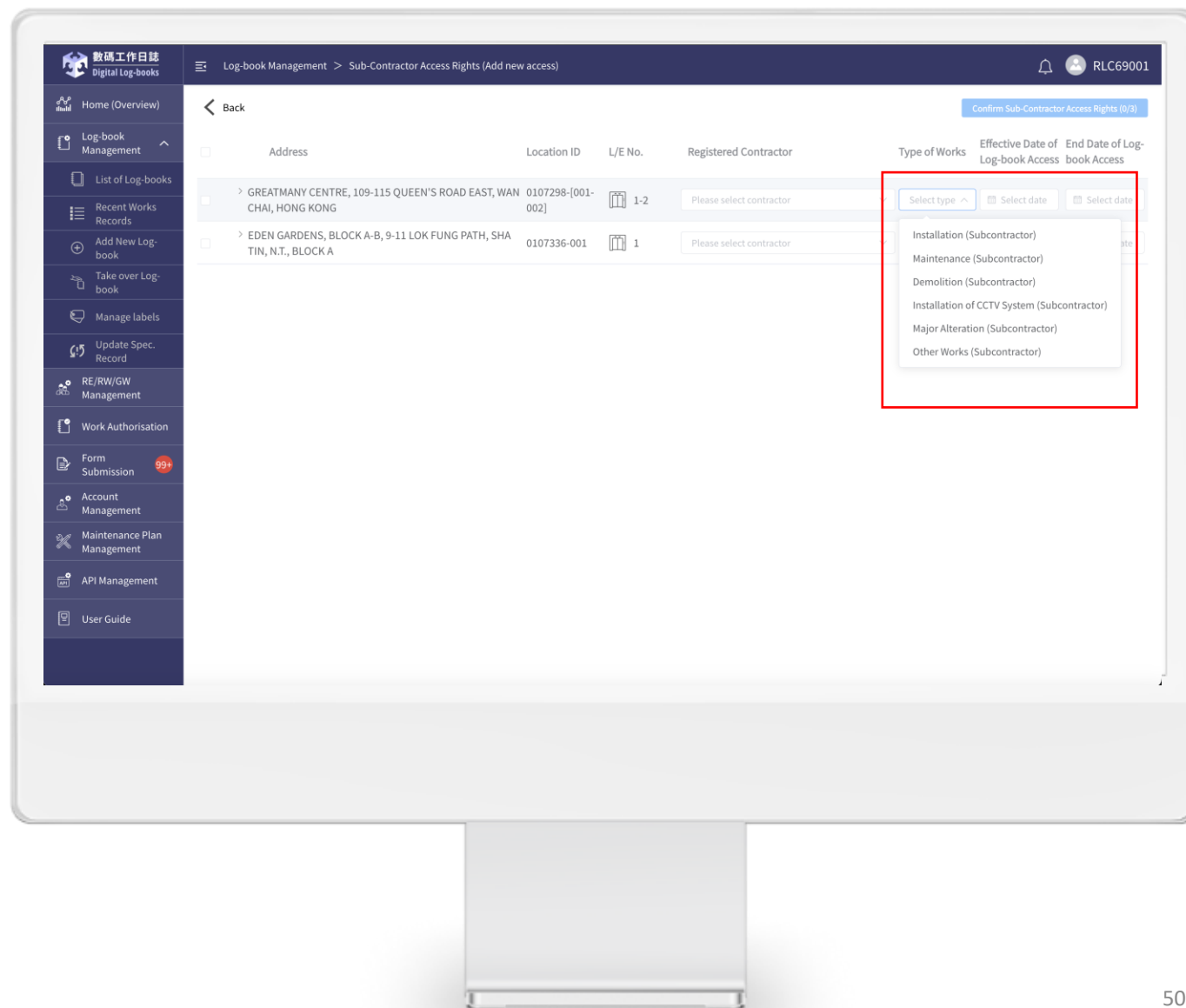
# 7 Access Rights of Sub-Contractors

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:

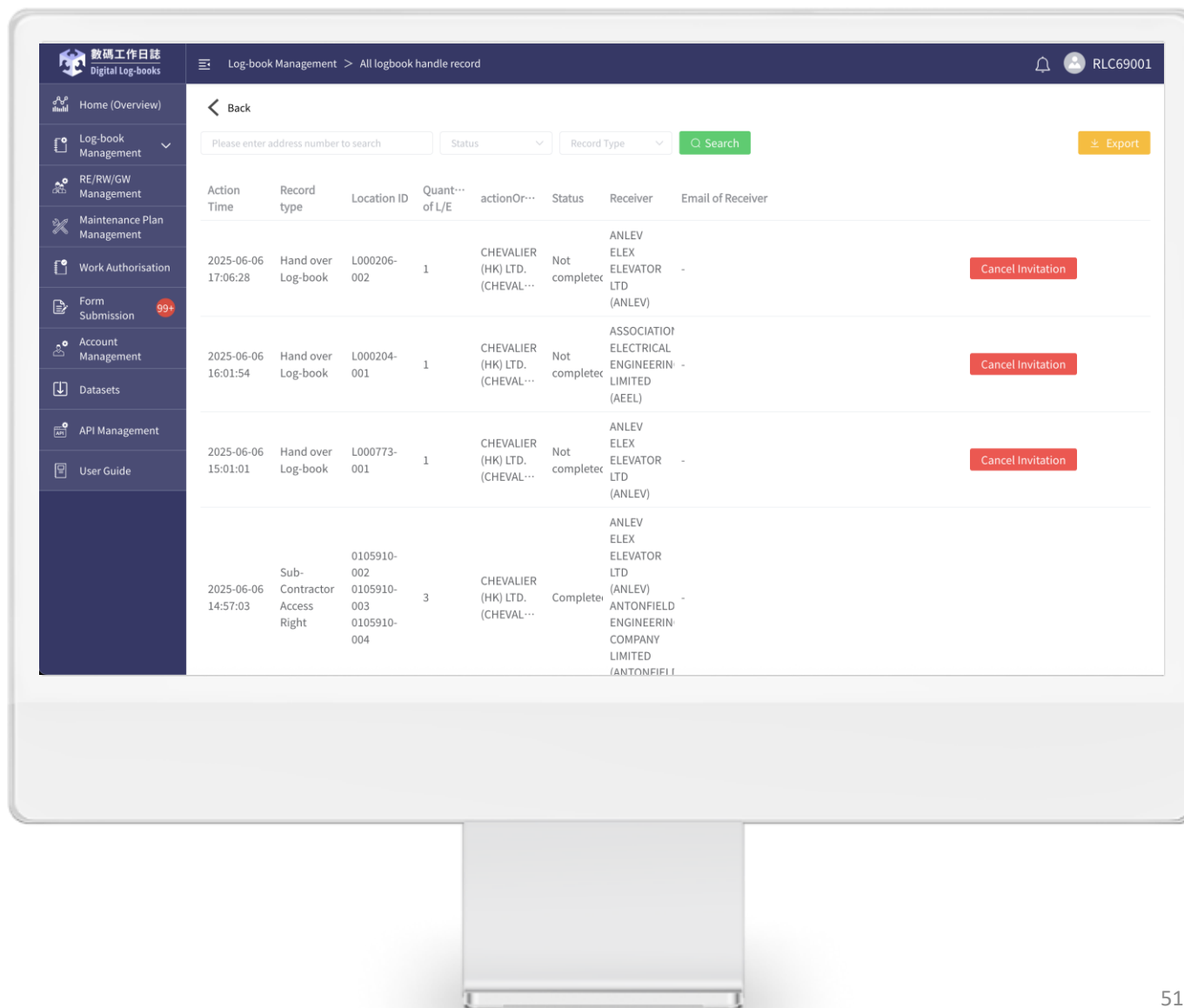
1. Installation(Subcontractor)
2. Maintenance(Subcontractor)
3. Demolition(Subcontractor)
4. Installation of CCTV System(Subcontractor)
5. Major Alteration(Subcontractor)
6. Other Works(Subcontractor)



# 7 Access Rights of Sub-Contractors

6 Enter the "All logbook handle record" page

You can view or modify the records



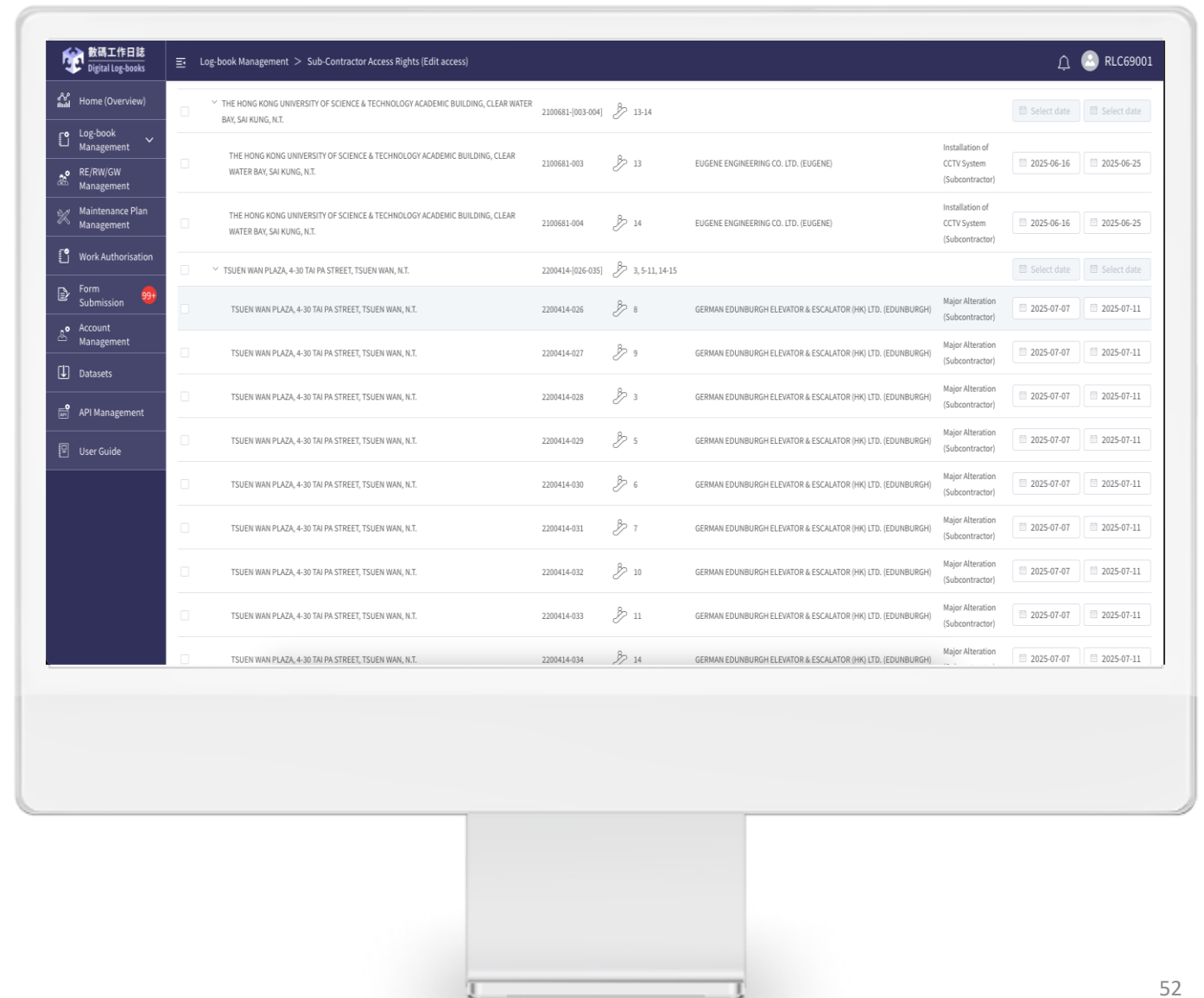
# 7 Access Rights of Sub-Contractors

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

The screenshot shows a web application interface for 'Digital Log-books'. The left sidebar contains a menu with items: Home (Overview), Log-book Management, List of Log-books, Recent Works Records, Add New Log-book (highlighted with a red box), Take over Log-book, Manage labels, RE/RW/GW Management, Work Authorisation, Account Management, Maintenance Plan Management, API Management, and User Guide. The main content area is titled 'Log-book Management > Add New Log-book'. It features a 'Create New Log-book' section with a 'Reset' button and a warning message: 'This "Create Log-book" function is only applicable for creating new digital log-books for lifts / escalators that are in the installation stage. For digitizing the log-books for existing lifts / escalators under your maintenance purview, please use the "Log-book Invitation to RP" function.' Below this is the 'Anticipated Date of Commencement of the Works' section with a 'Select date' button. The 'Location' section includes 'Area' and 'District' dropdown menus. The '中文地址' (Chinese Address) section has fields for '屋苑名稱' (Estate Name) and '街道名稱' (Street Name). The 'English Address' section has fields for 'Estate' and 'Street'. The user's name 'RLC85005' is visible in the top right corner.

數碼工作日志  
Digital Log-books

Home (Overview)  
Log-book Management  
List of Log-books  
Recent Works Records  
Add New Log-book  
Take over Log-book  
Manage labels  
RE/RW/GW Management  
Work Authorisation  
Account Management  
Maintenance Plan Management  
API Management  
User Guide

Log-book Management > Add New Log-book

RLC85005

### Create New Log-book

Reset

This "Create Log-book" function is only applicable for creating new digital log-books for lifts / escalators that are in the installation stage.  
For digitizing the log-books for existing lifts / escalators under your maintenance purview, please use the "Log-book Invitation to RP" function.

Anticipated Date of Commencement of the Works

Select date

Location

Area District

Please select Area Please select District

中文地址

屋苑名稱

English Address

Estate

街道名稱

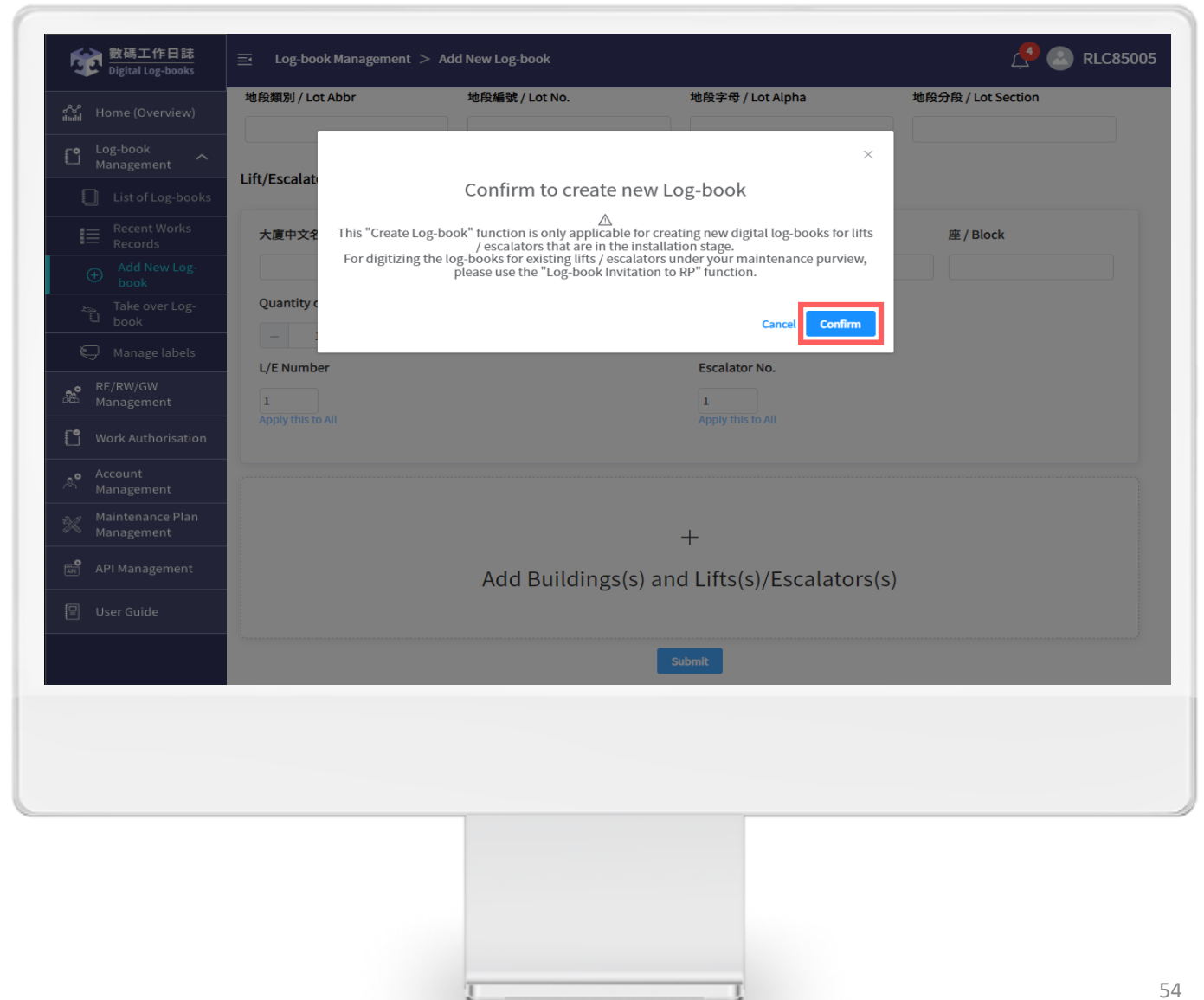
Street

## 8 Creating a New Log-book

3 Submit the Log-book

4 The page shows  
“Confirm to create new Log-book?”

Click “Confirm”

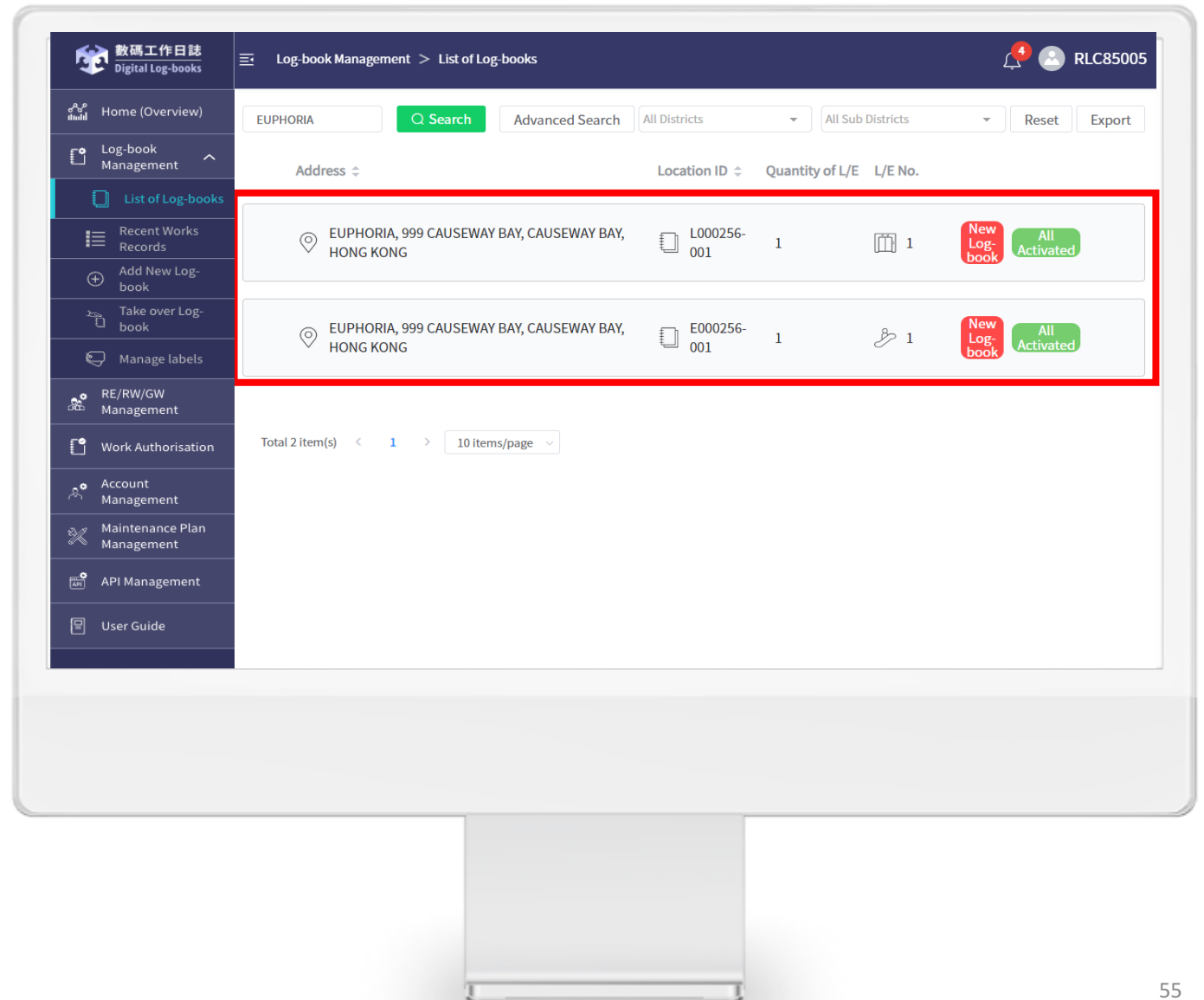


## 8 Creating a New Log-book

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.

  
機電工程署  
EMS

表格 LE5  
香港特別行政區政府  
升降機及自動梯條例(第 618 章)  
申請投入使用及操作升降機/自動梯的准用證

FORM LE5  
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION  
LIFTS AND ESCALATORS ORDINANCE, CHAPTER 618  
APPLICATION FOR A USE PERMIT  
FOR PUTTING A LIFT OR AN ESCALATOR INTO USE AND OPERATION

請參閱「表格 LE5 備註」, 並以正楷填寫此表格及在適當方格內加上✓號。  
Please read the "Notes to Form LE5", complete this Form in BLOCK LETTERS and enter ✓ in the appropriate box(es).

致 : 機電工程署署長 ("署長")  
To : The Director of Electrical and Mechanical Services ("the Director")

<b>第 1 部</b> Part 1	<b>申請人資料</b> Particulars of the Applicant	(此部分須由申請人填寫) (This part must be completed by the Applicant)
<div style="border: 2px solid red; padding: 5px;"><p>*升降機/自動梯地點編號: *Lift/Escalator Location ID.: <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px; vertical-align: middle;"></span> - <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px; vertical-align: middle;"></span></p></div>		
<p>裝置於 _____ 之第 _____ 號*升降機/自動梯</p> <p>*Lift/Escalator No. _____ installed at _____</p>		
<p>申請人的通訊資料 Contact Details of the Applicant</p> <p>(名稱 Name) _____</p> <p>(室 Flat/Room) _____ (樓 Floor) _____ (座 Block) _____</p> <p>(大廈名稱 Name of Building) _____</p> <p>(屋苑名稱 Name of Estate) _____</p> <p>(號碼及街道名稱 No. and Name of Street) _____</p> <p>(地區 District) _____</p>		
<p>(注意: 本署會以上述地址與申請人聯絡及郵寄函件。) (Note: This Department will contact the Applicant and mail letters through the above correspondence address.)</p> <p>聯絡電話號碼 Contact Telephone No. _____</p> <p>電郵地址 Email Address _____</p>		

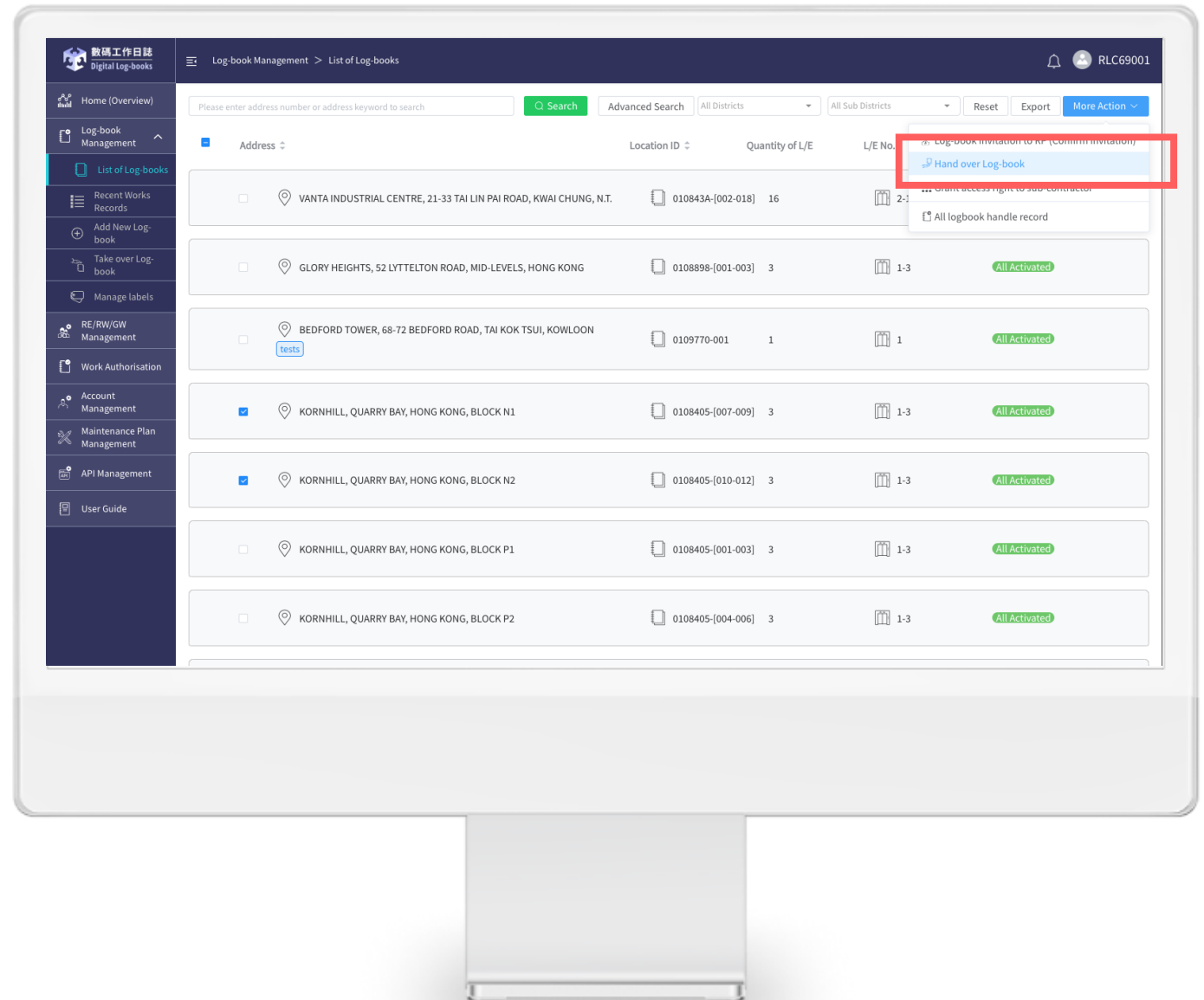
Form LE5 (12/2012)



# 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

數碼工作日誌  
Digital Log-books

Log-book Management > Hand over Log-book (Confirm hand over)

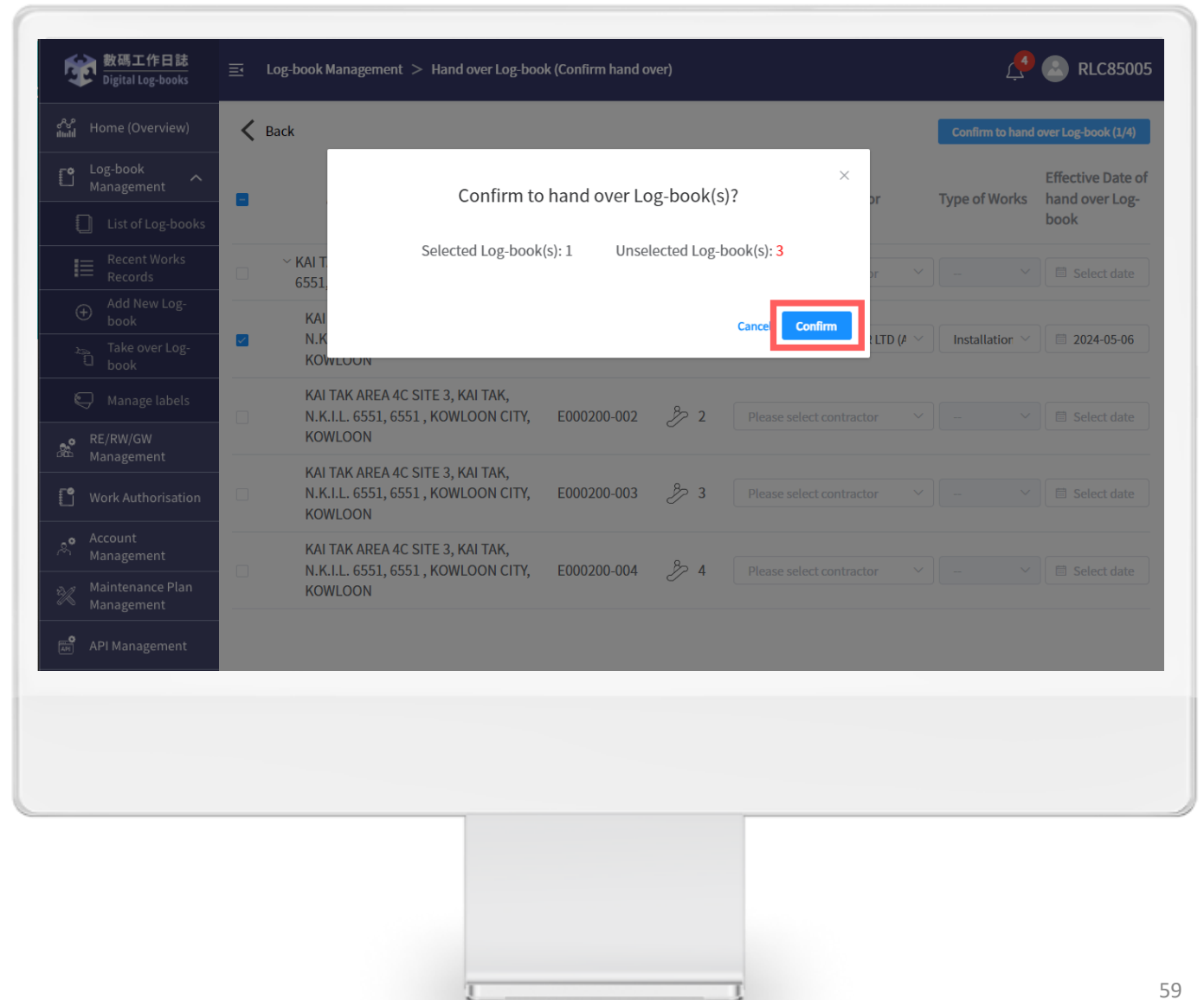
RLC85005

Confirm to hand over Log-book (1/4)

	Address	Location ID	L/E No.	Registered Contractor	Type of Works	Effective Date of hand over Log-book
<input type="checkbox"/>	~ KAI TAK AREA 4C SITE 3, KAI TAK, N.K.I.L. 6551, 6551, KOWLOON CITY, KOWLOON	E000200-[001-004]	1-4	Please select contractor	--	Select date
<input checked="" type="checkbox"/>	KAI TAK AREA 4C SITE 3, KAI TAK, N.K.I.L. 6551, 6551, KOWLOON CITY, KOWLOON	E000200-001	1	ANLEV ELEX ELEVATOR LTD (A	Installation	2024-05-06
<input type="checkbox"/>	KAI TAK AREA 4C SITE 3, KAI TAK, N.K.I.L. 6551, 6551, KOWLOON CITY, KOWLOON	E000200-002	2	Please select contractor	--	Select date
<input type="checkbox"/>	KAI TAK AREA 4C SITE 3, KAI TAK, N.K.I.L. 6551, 6551, KOWLOON CITY, KOWLOON	E000200-003	3	Please select contractor	--	Select date
<input type="checkbox"/>	KAI TAK AREA 4C SITE 3, KAI TAK, N.K.I.L. 6551, 6551, KOWLOON CITY, KOWLOON	E000200-004	4	Please select contractor	--	Select date

## 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

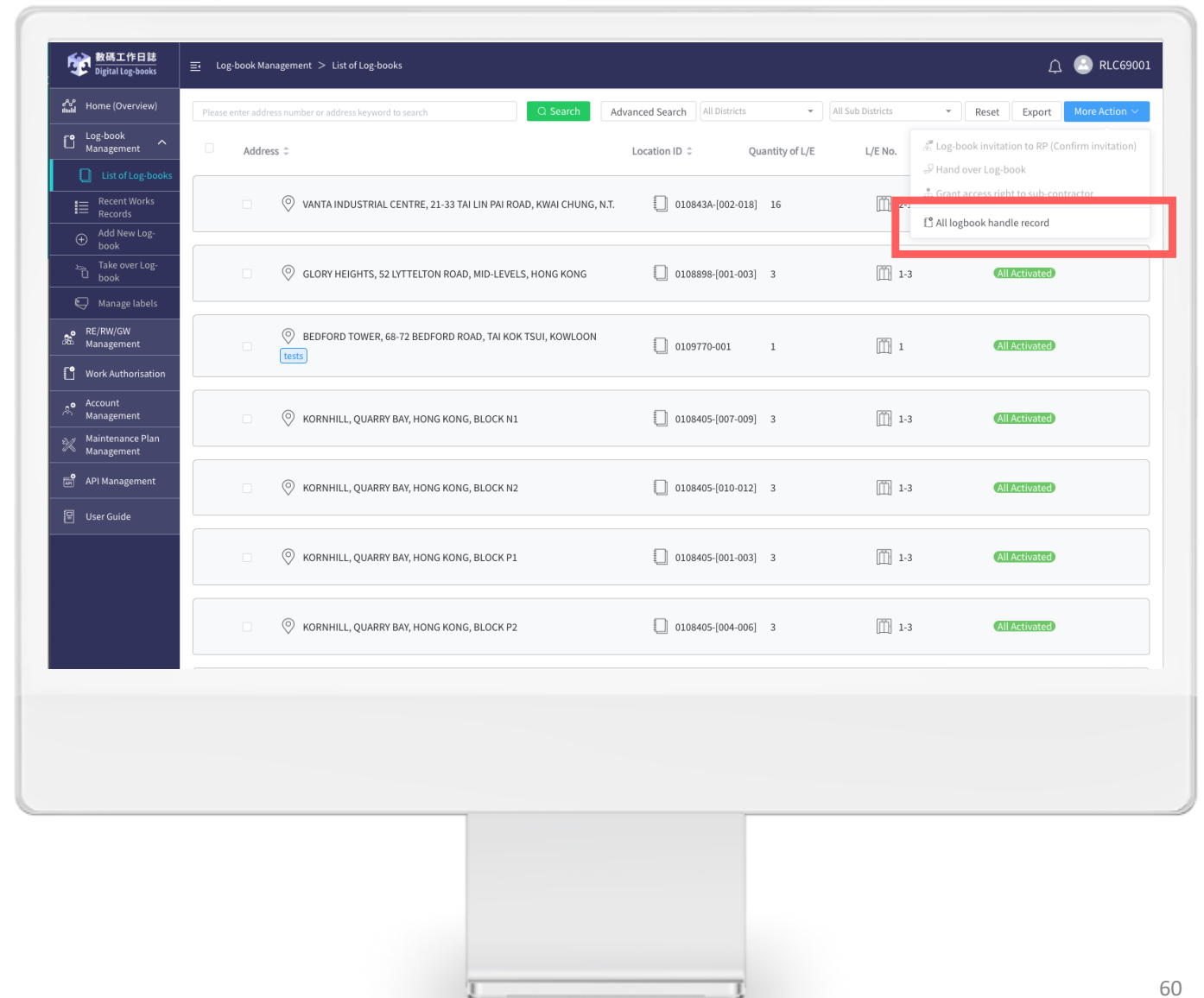


# 9 Handing Over a Log-book

8

In the "Log-book Management" page

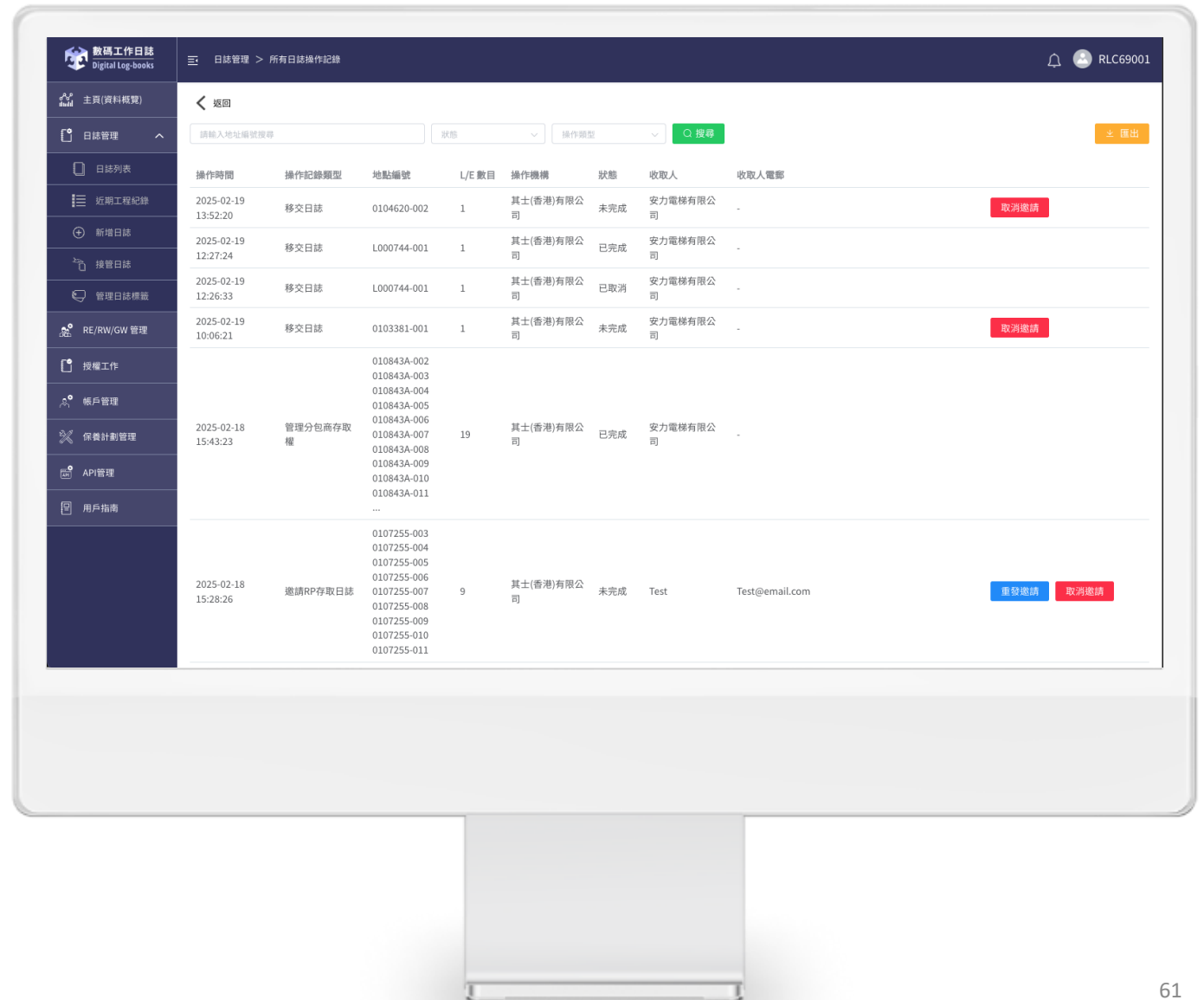
Click "More Actions" and then "All Hand Over Records" to see all the hand over records that have been transferred



# 9 Handing Over a Log-book

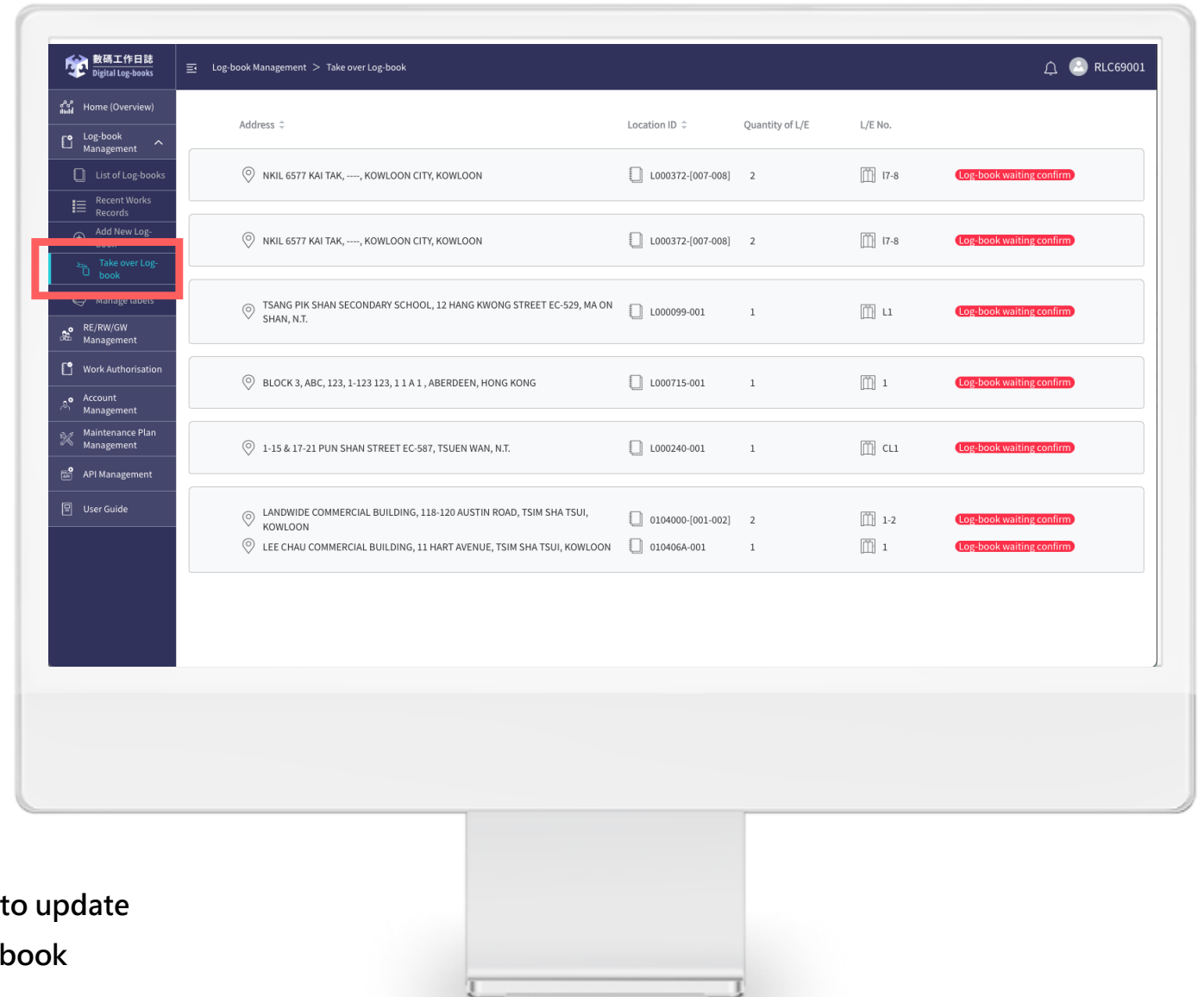
9 In the "All logbook handle record" page can cancel relevant hand over records

10 After canceling the relevant transfer records, the original company can reaccess the relevant log-book



# 10 Taking Over a Log-book

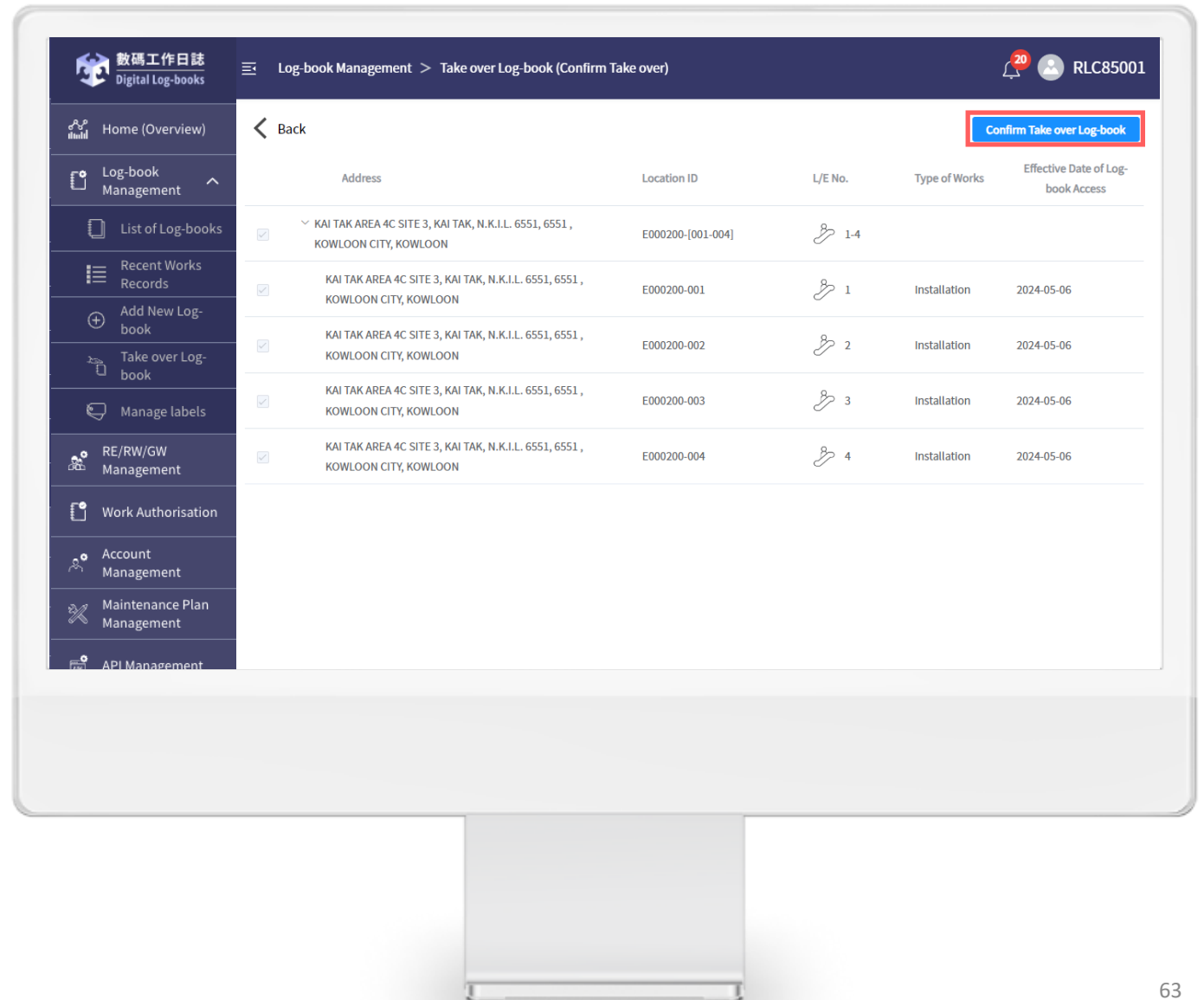
- 1 The new RC Admin logs onto the page  
Click “Take over Log-book”
- 2 He/she will see “Log-book waiting **confirm**”, indicating that the log-book has been handed over under their charge
- 3 He/she clicks on the log-book



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

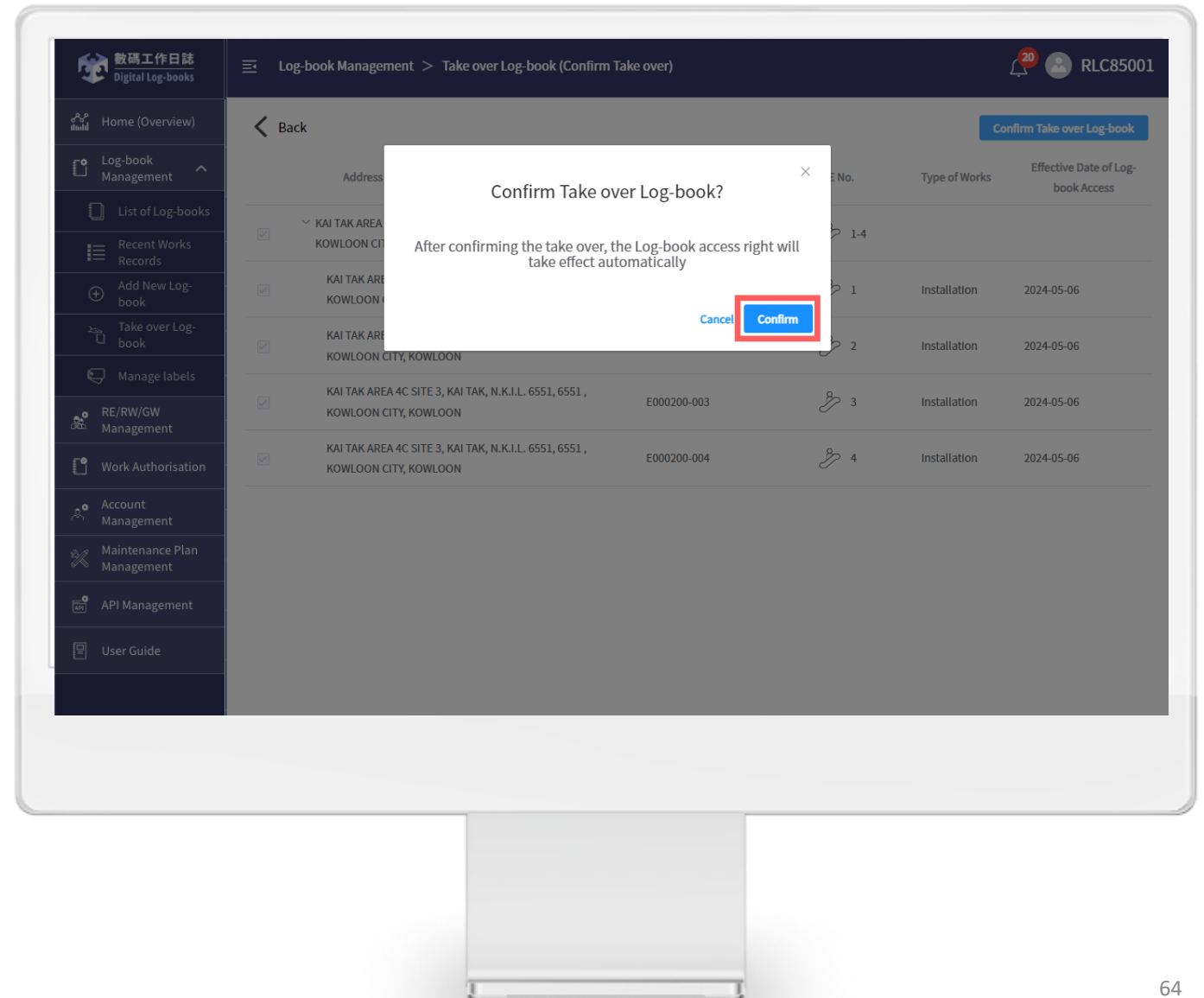
# 10 Taking Over a Log-book

- 4 He/she may click  
“Confirm Take over Log-book”



# 10 Taking Over a Log-book

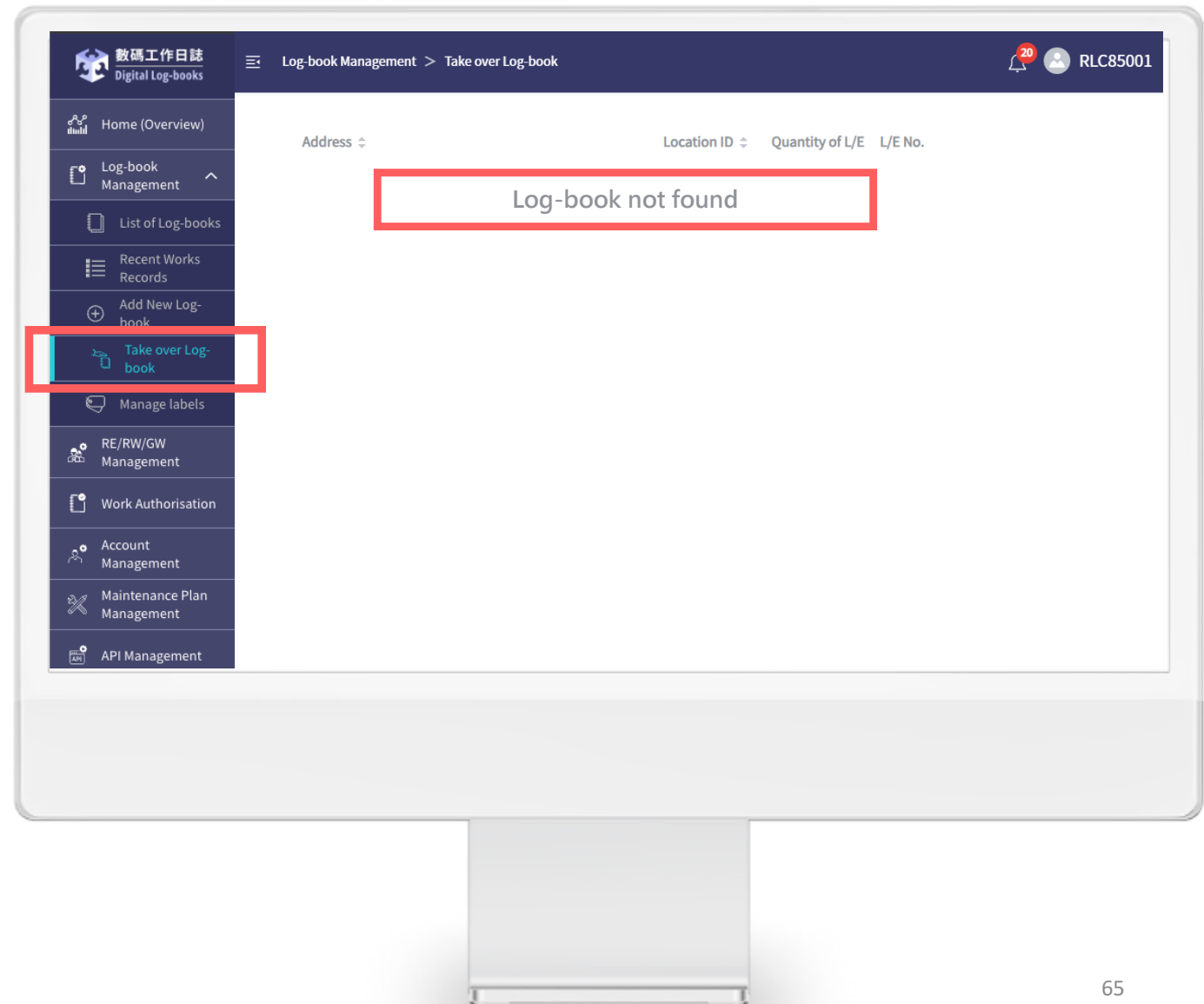
- 5 The page will ask to  
“Confirm Take Over Log-book”  
Click “Confirm”





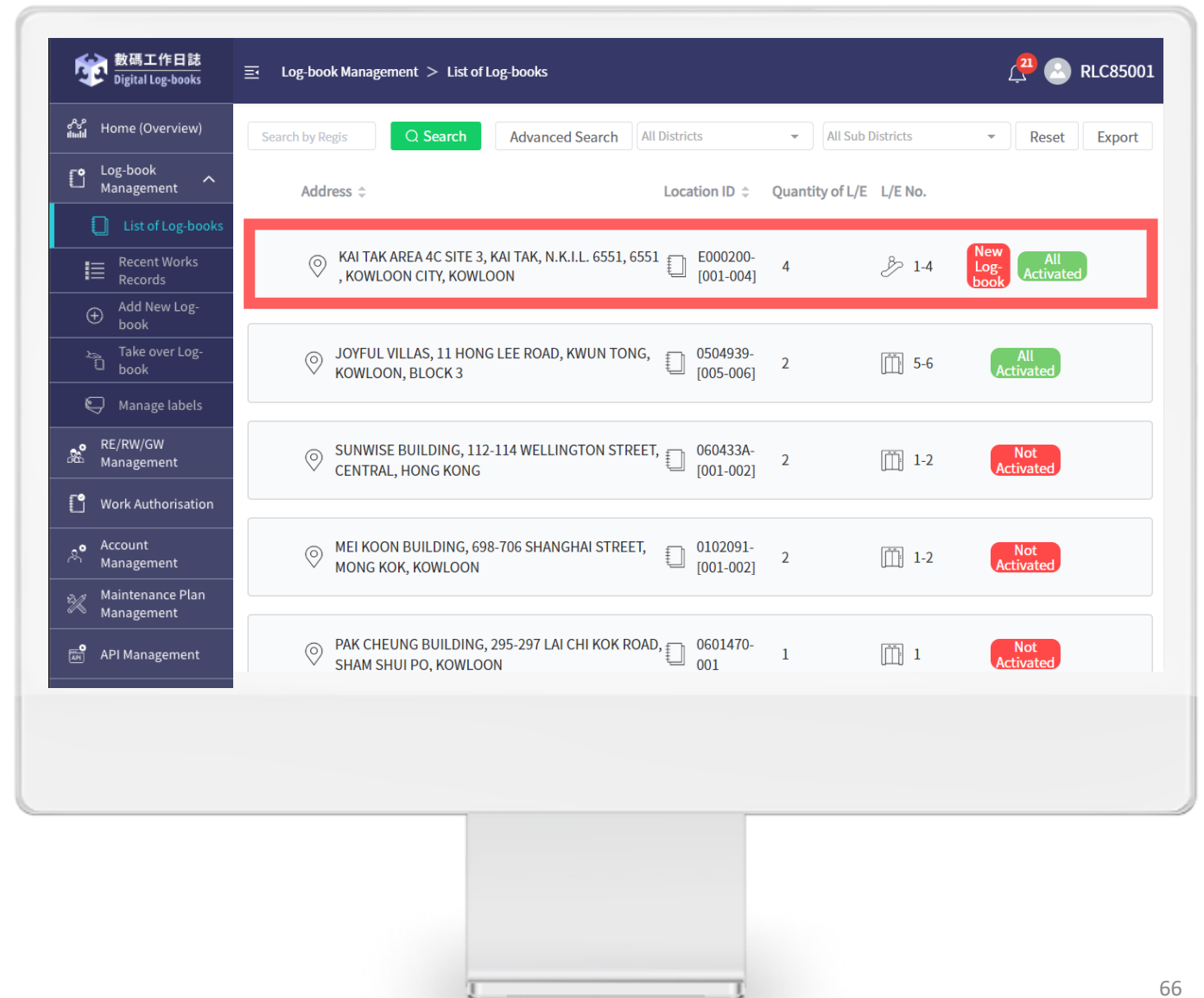
# 10 Taking Over a Log-book

- 6 In the section “Take over Log-book”,  
“Log-book not found” will be shown



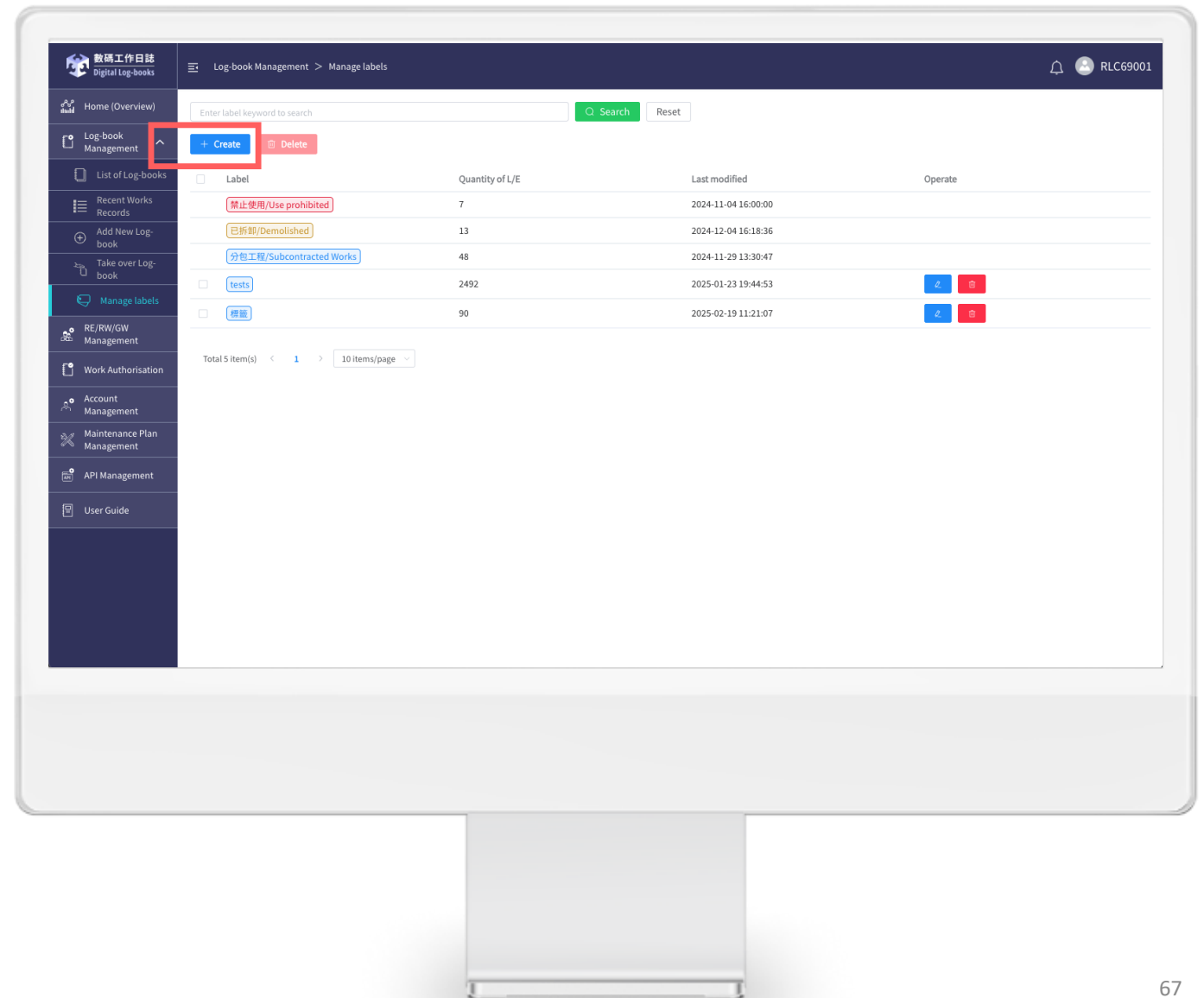
# 10 Taking Over a Log-book

- 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.

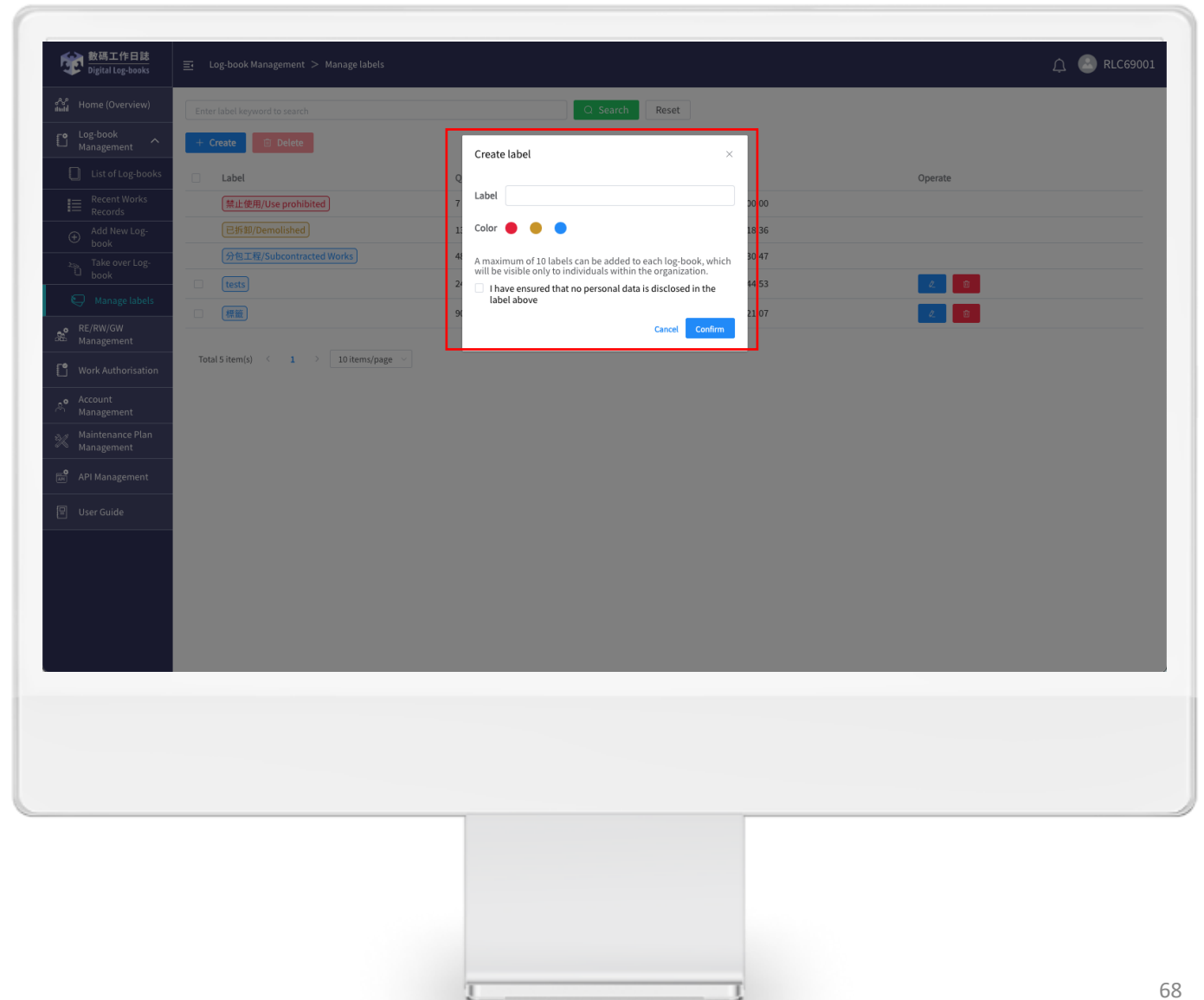


# 11 Manage labels

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:

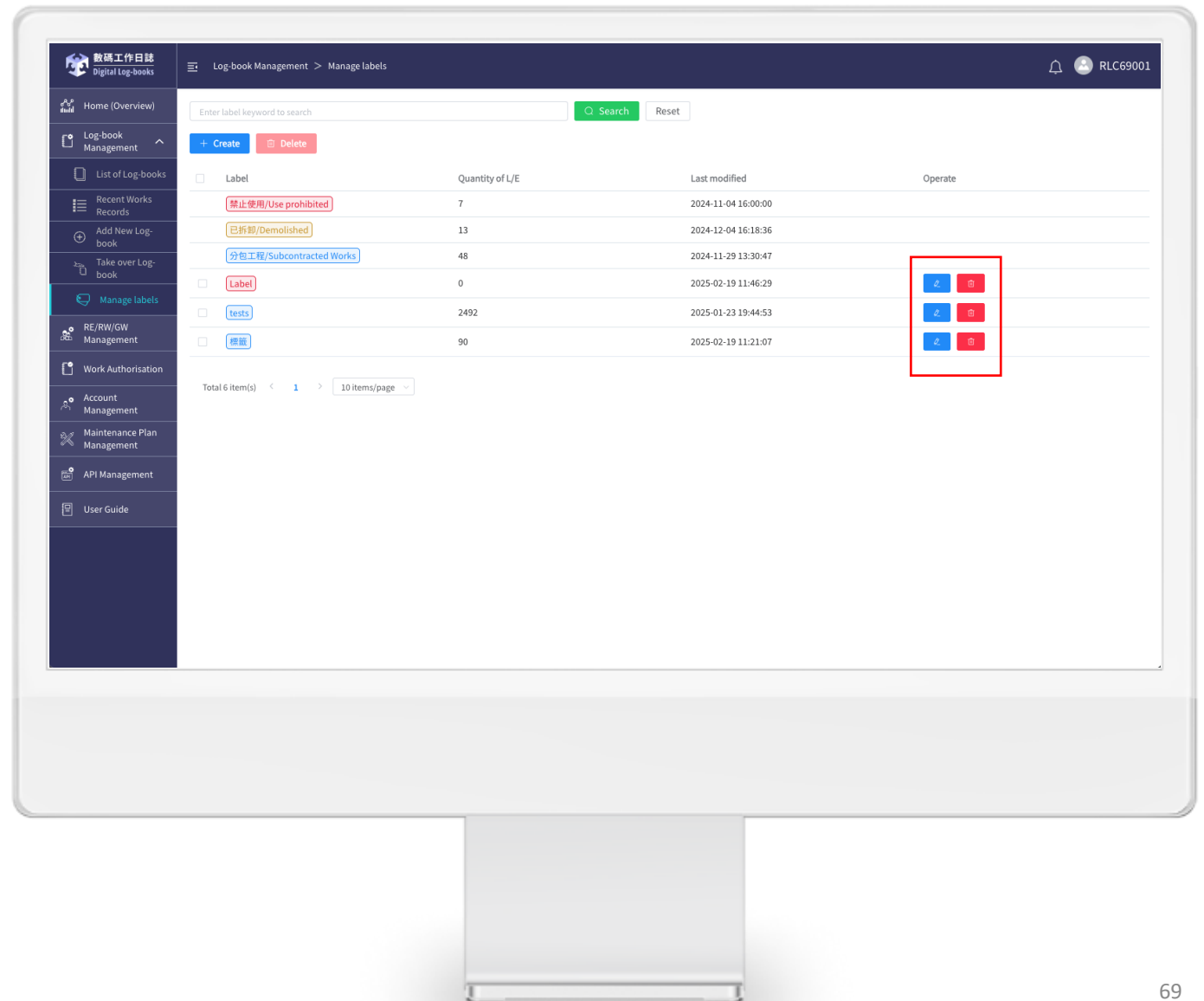
- Red: Important
- Yellow: Reminder
- Blue: General information



# 11 Manage labels

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

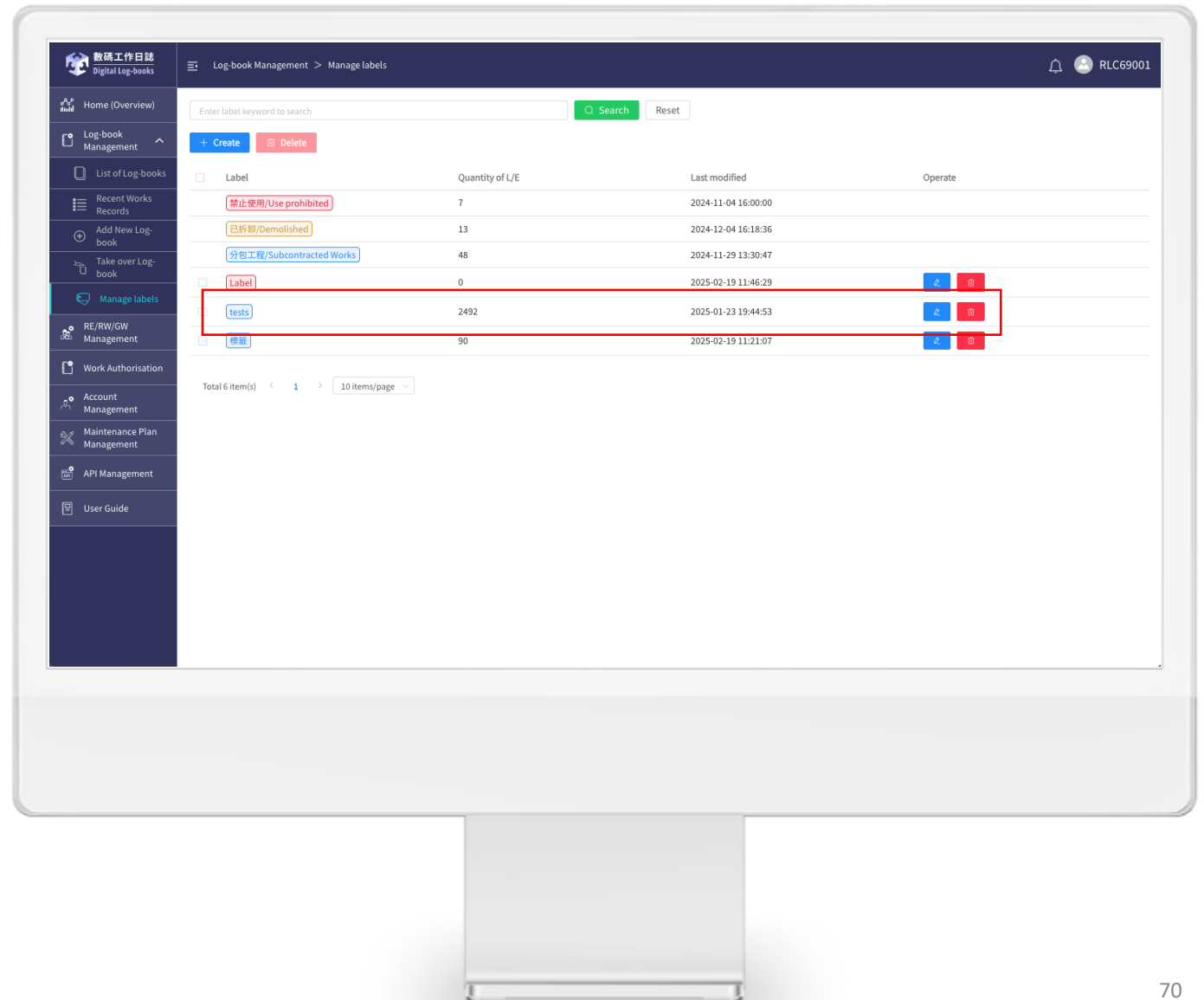
8 Manually added labels can be deleted



# 11 Manage labels

9

Click on the label name to add a new location

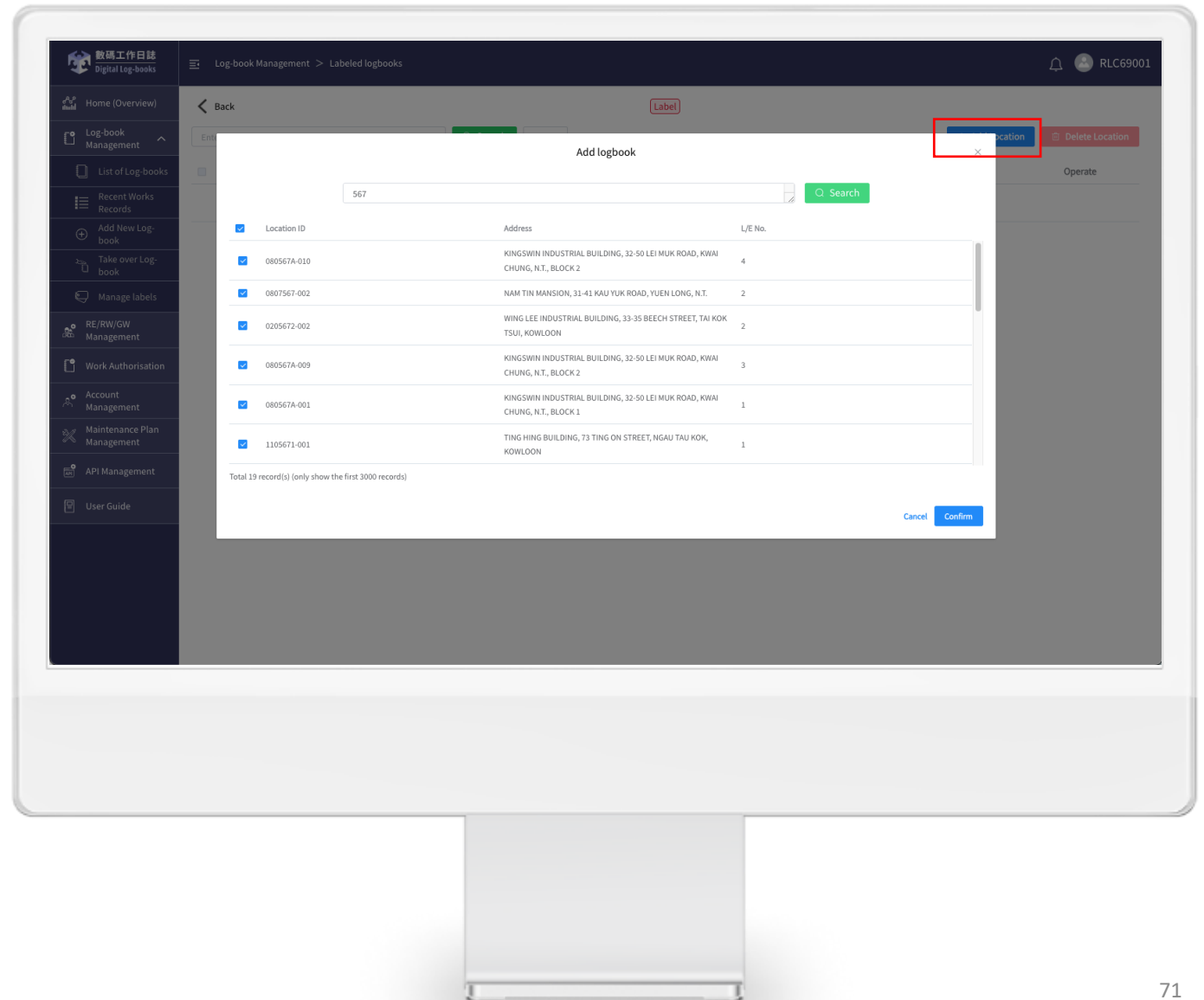


# 11 Manage labels

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.



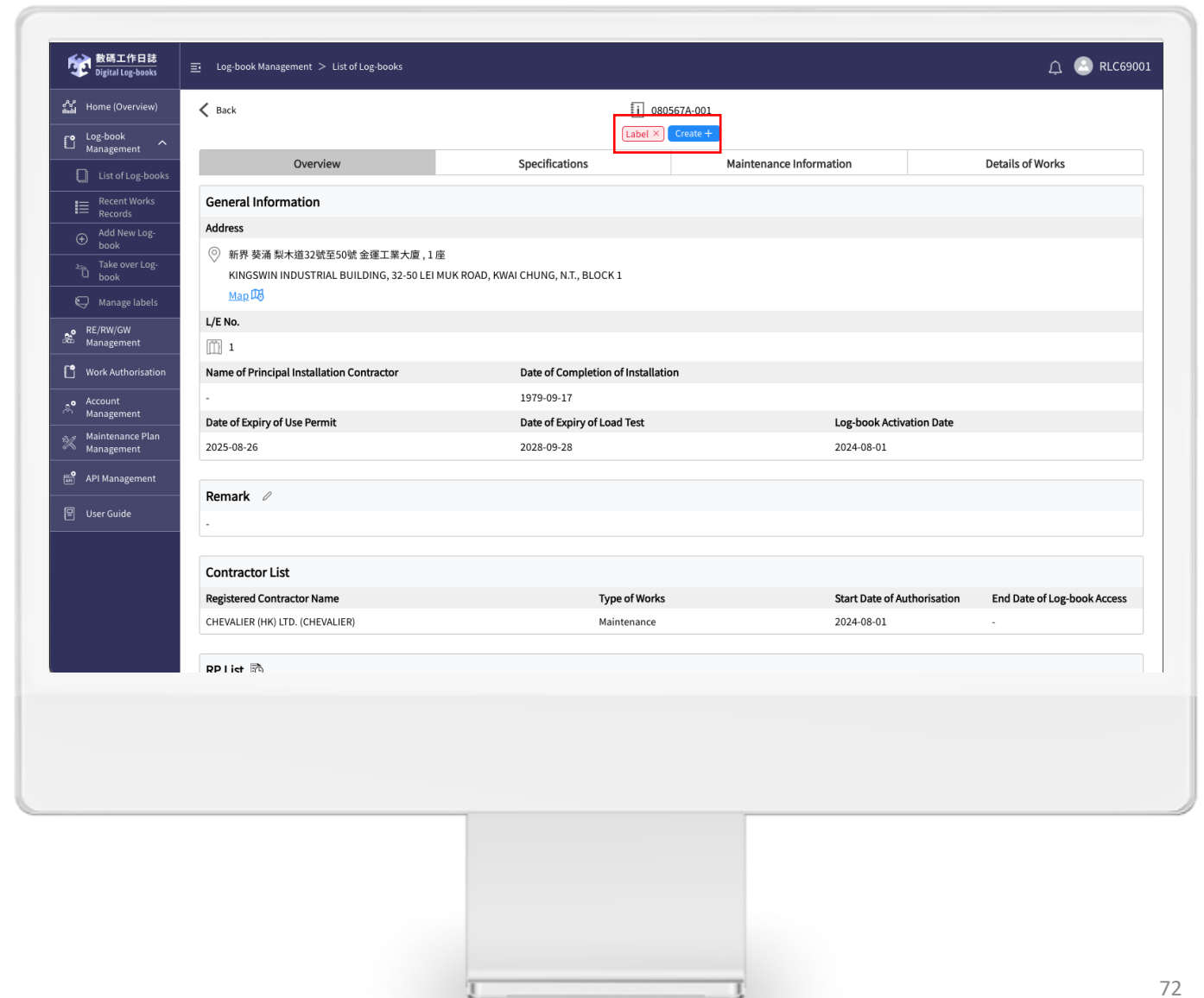
# 11 Manage labels

13

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

14

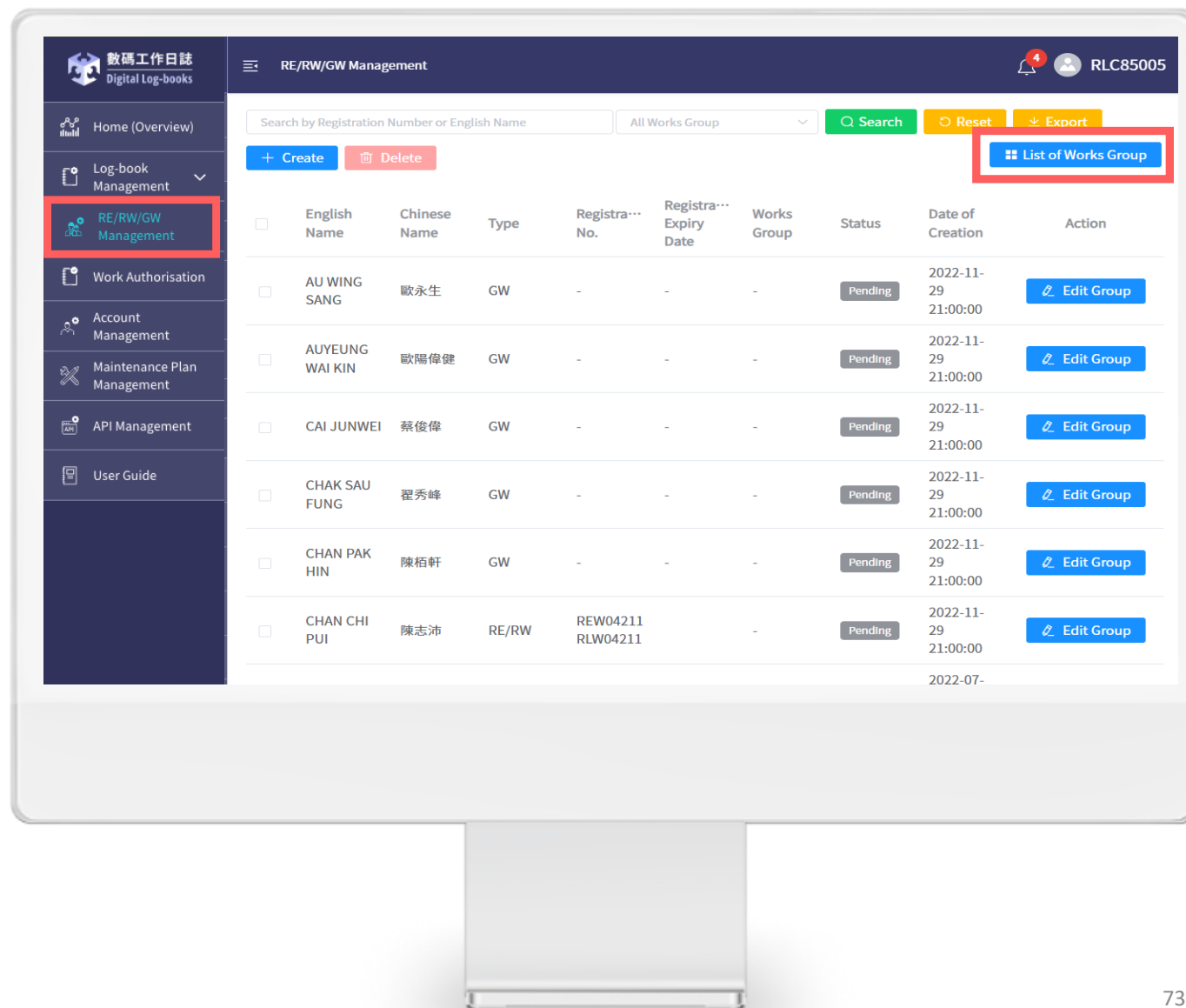
Press the "X" to the right of a label to remove it from your log-book.





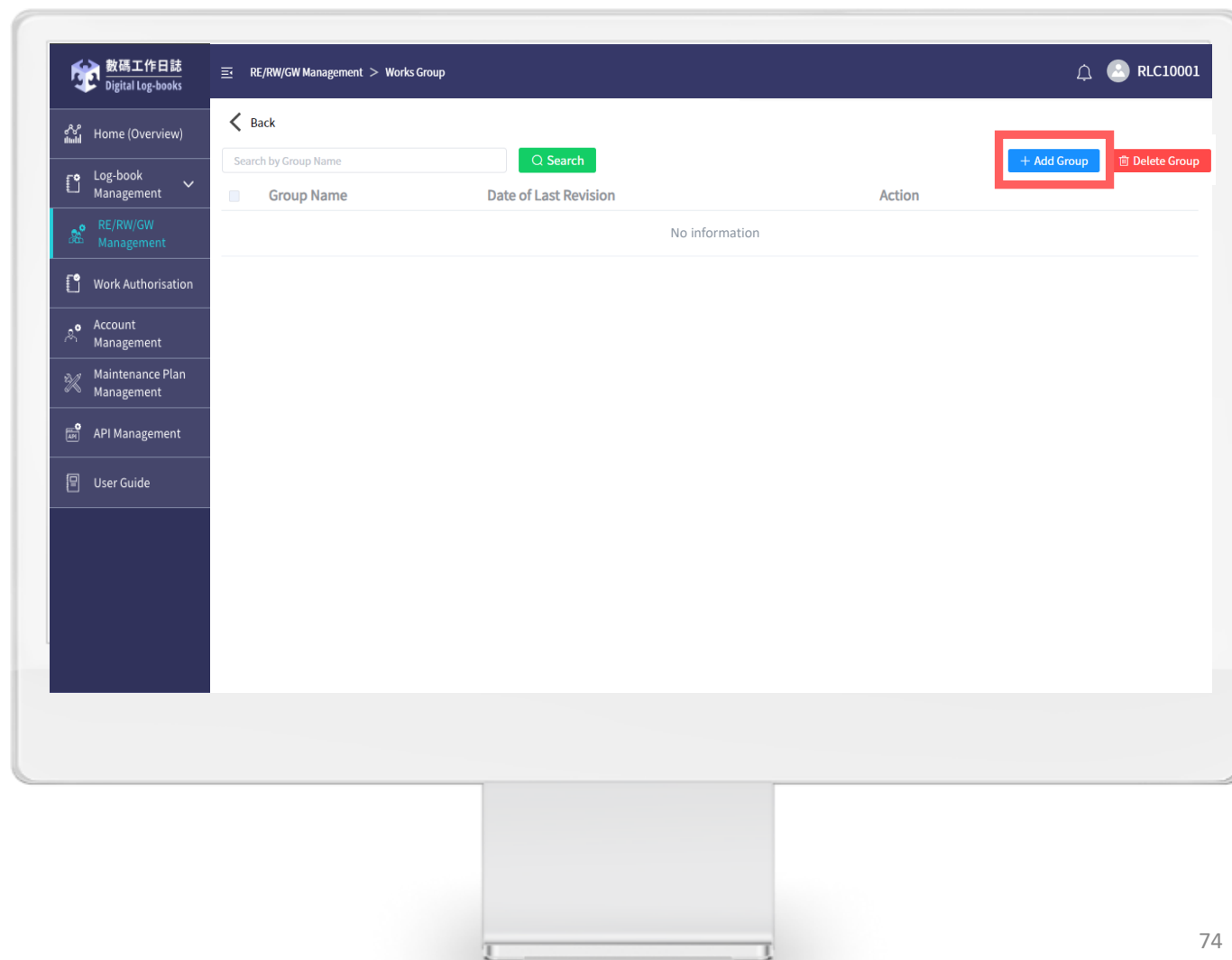
# 12 RE/RW/GW Management

1 Click "List of Works Group" Page



# 12 RE/RW/GW Management

2 Click on "Add Group"

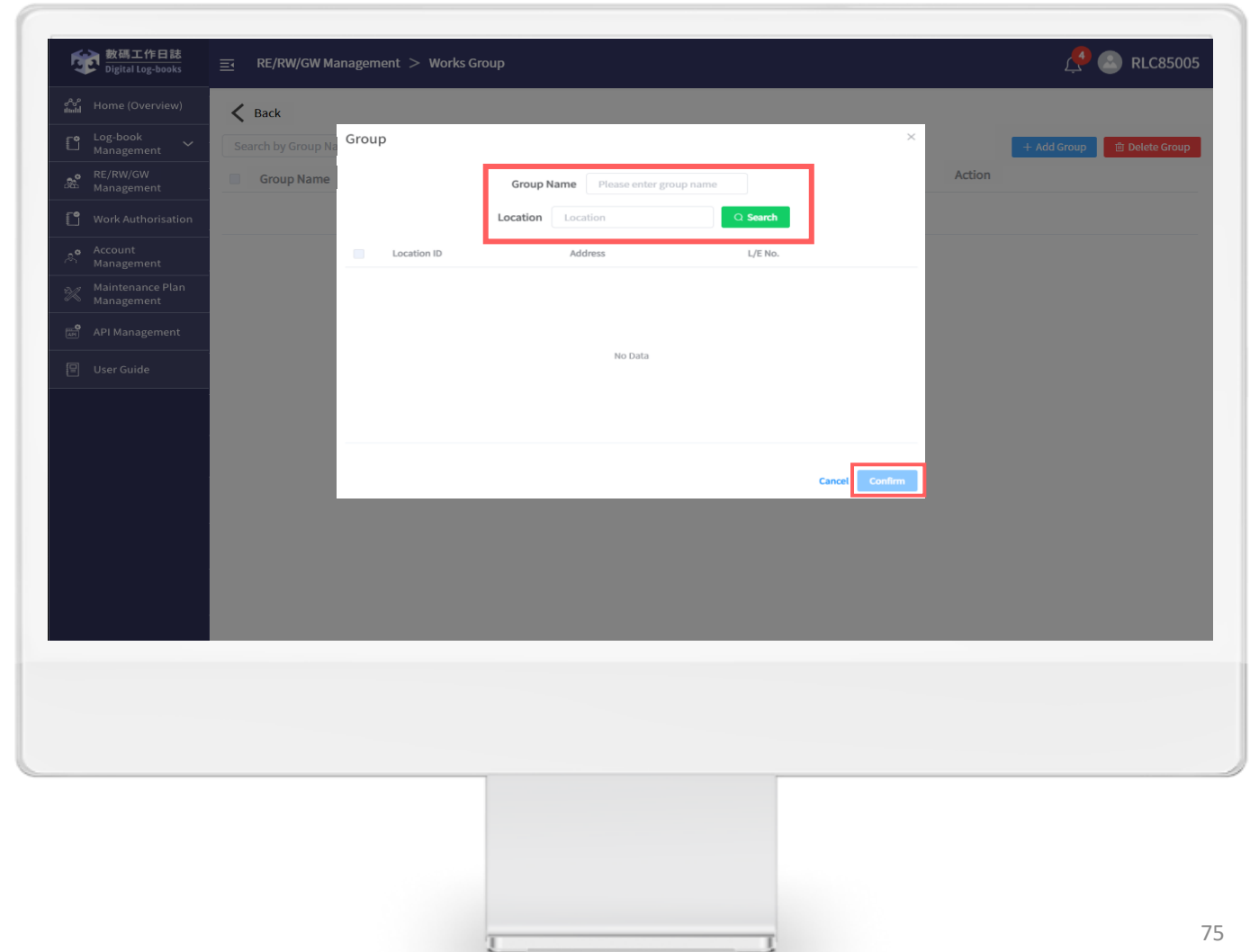


# 12 RE/RW/GW Management

3.1 Enter the Group Name

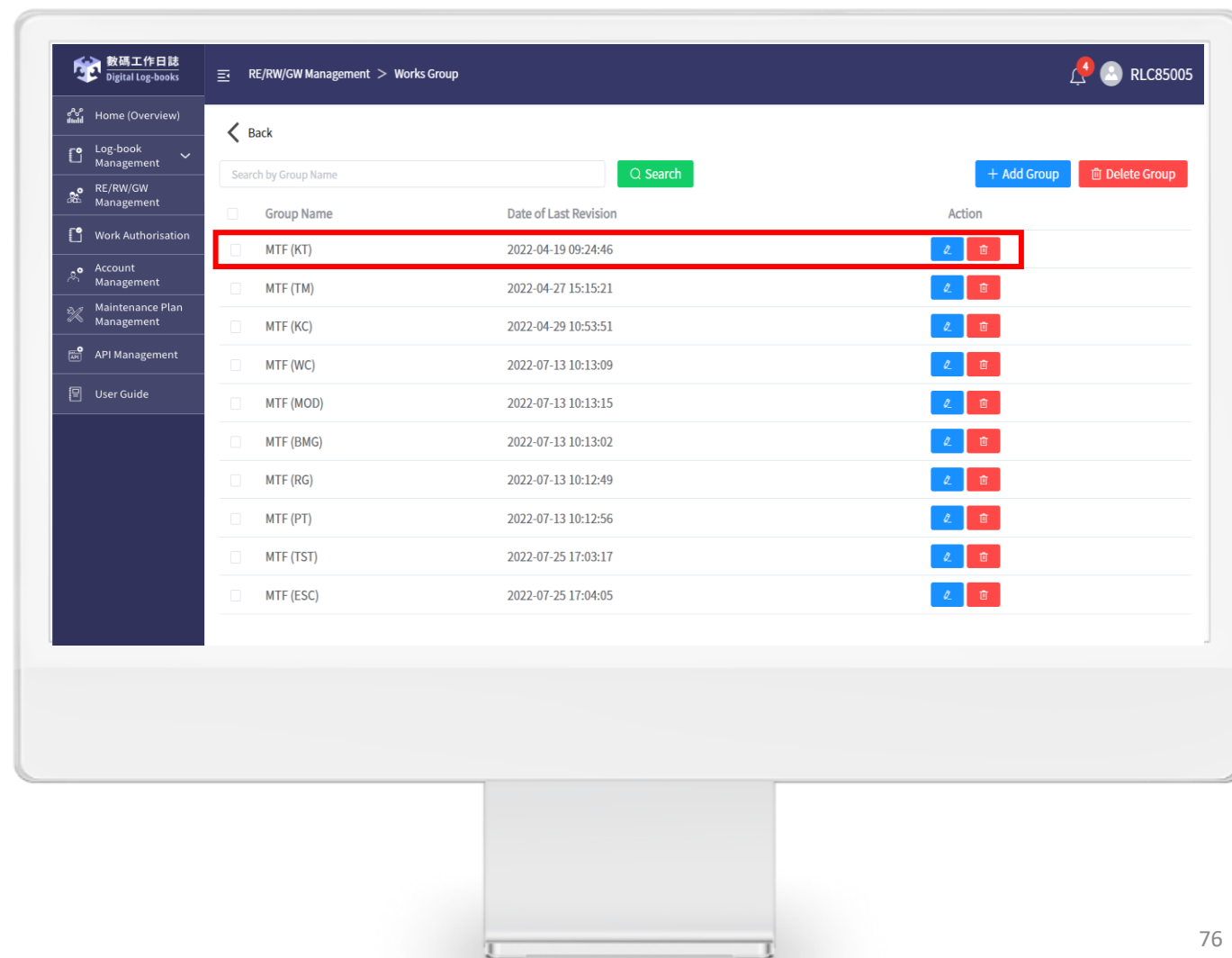
3.2 Select the log-books included in the group

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



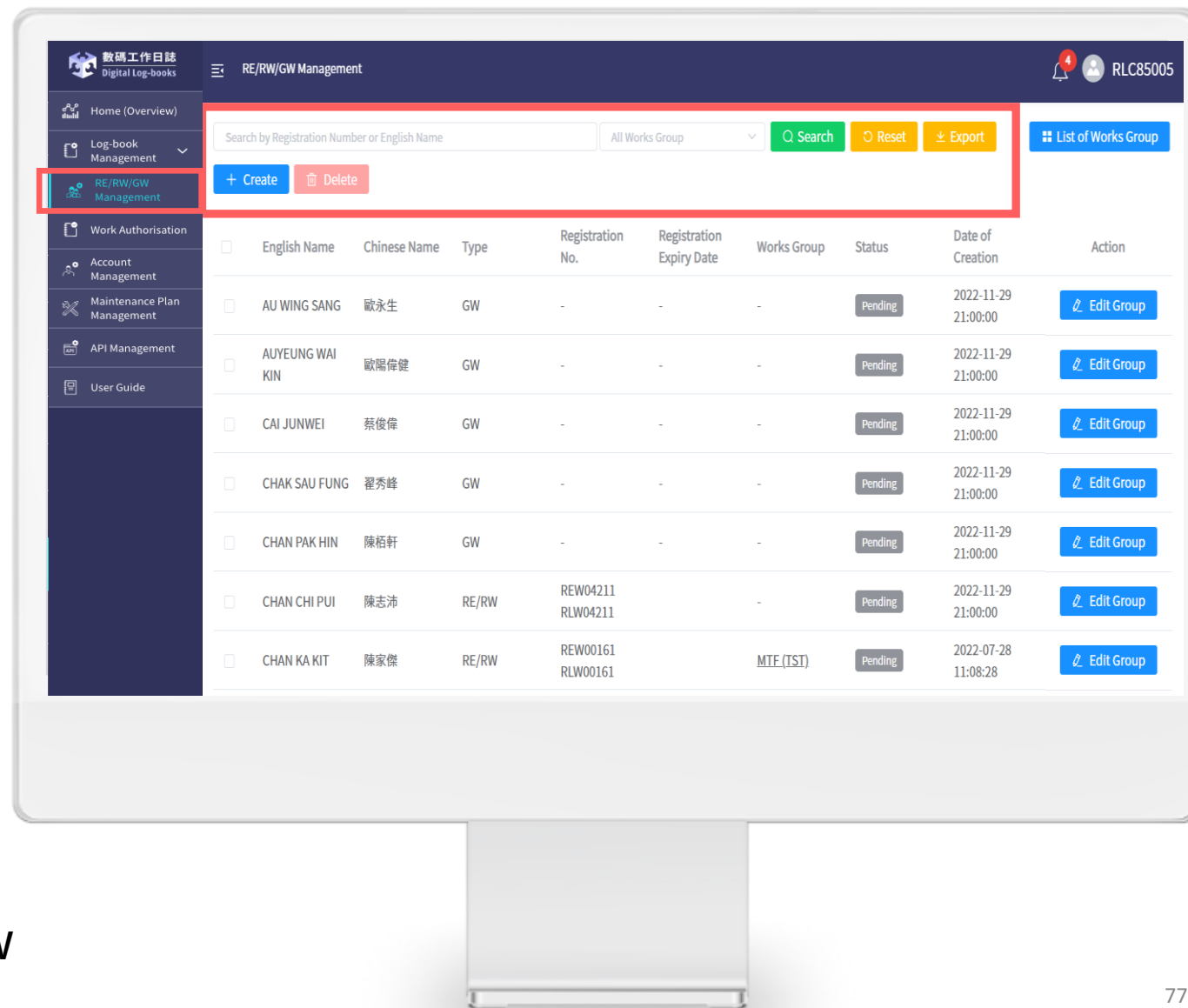
# 12 RE/RW/GW Management

4 Click "RE/RW/GW Management" Page

5 There are several buttons at the top of the page

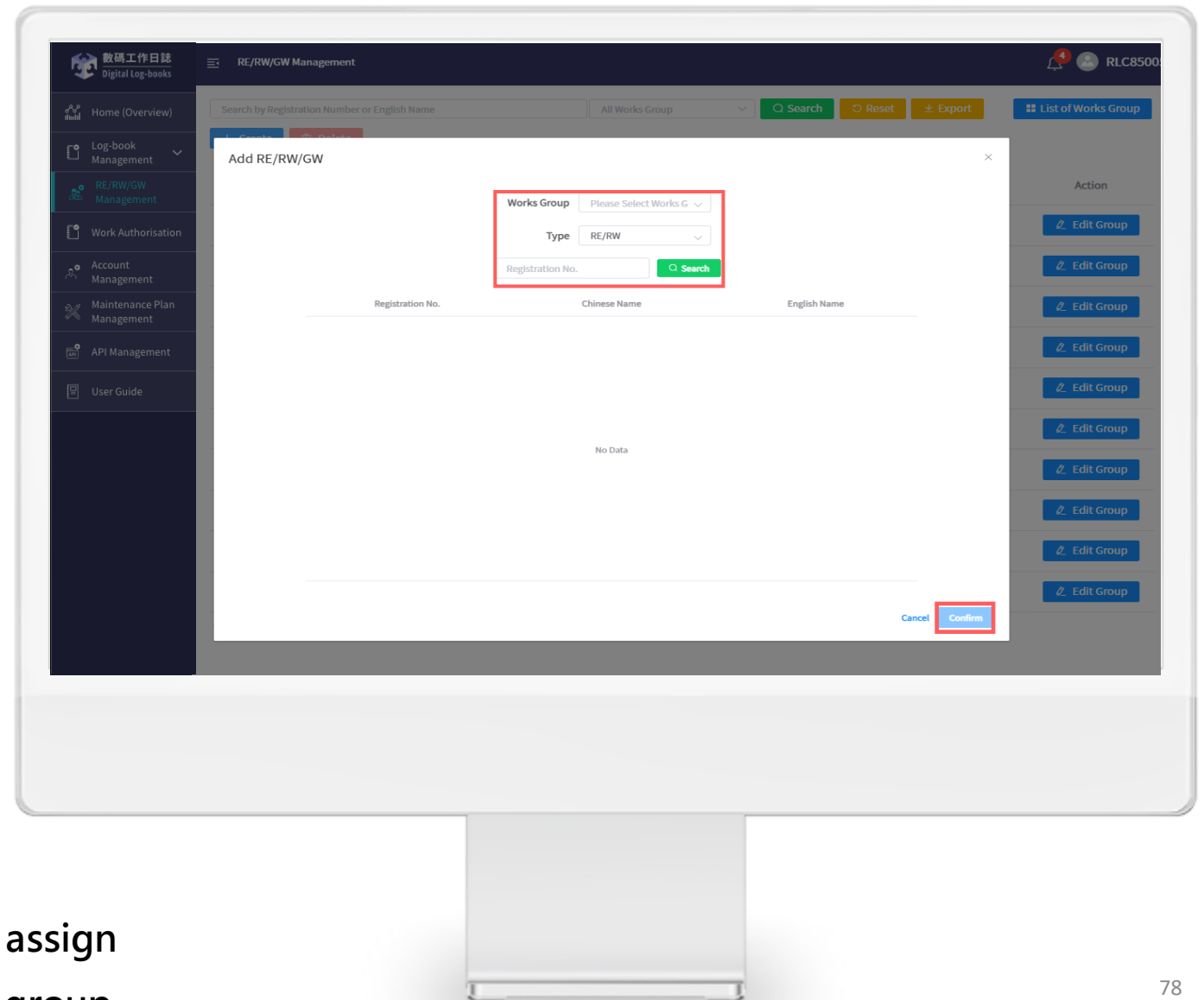
- Search by Registration No. or Name
- Search for worker and Check user status
- Click "Reset" to refresh the searching data
- Click "Export" the list of the workers

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 )

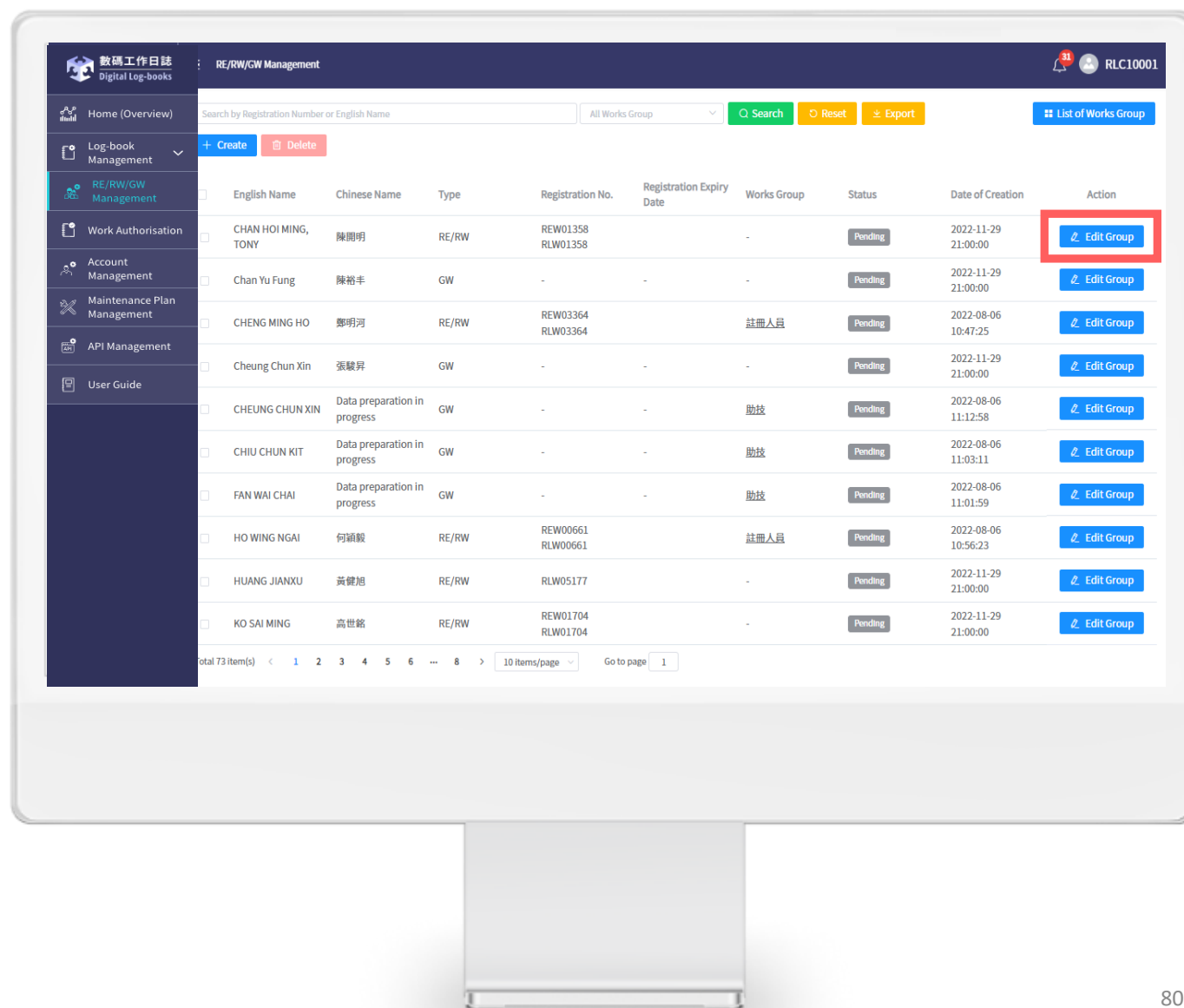
The screenshot shows the 'RE/RW/GW Management' interface. On the left is a sidebar with navigation links: Home (Overview), Log-book Management, RE/RW/GW Management (selected), Work Authorisation, Account Management, Maintenance Plan Management, API Management, and User Guide. The main area is titled 'Add RE/RW/GW'. It contains a search bar at the top with a dropdown for 'All Works Group' and buttons for 'Search', 'Reset', and 'Export'. Below the search bar is a form with the following fields: 'Works Group' (a dropdown menu), 'Type' (a dropdown menu set to 'GW'), 'English Name' (text input), 'Year of Birth' (date input), and 'HKID Number' (text input). A 'Search' button is next to the HKID field. Below these fields are labels for 'English Name' and 'Invitation Code'. At the bottom right of the form are 'Cancel' and 'Confirm' buttons. On the right side of the interface, there is a 'List of Works Group' button and a table with an 'Action' column containing multiple 'Edit Group' links.

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.

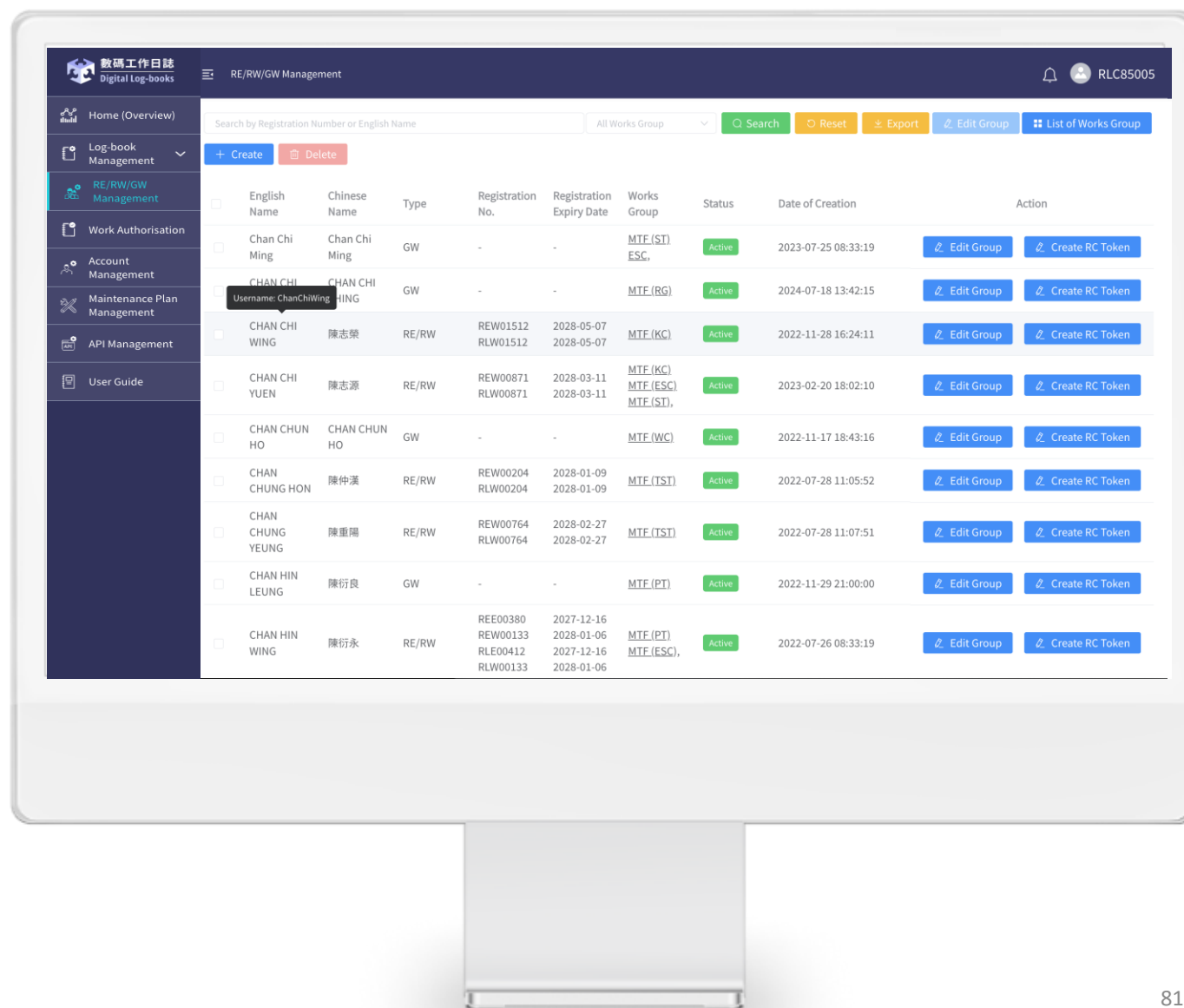




# 12 RE/RW/GW Management

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:

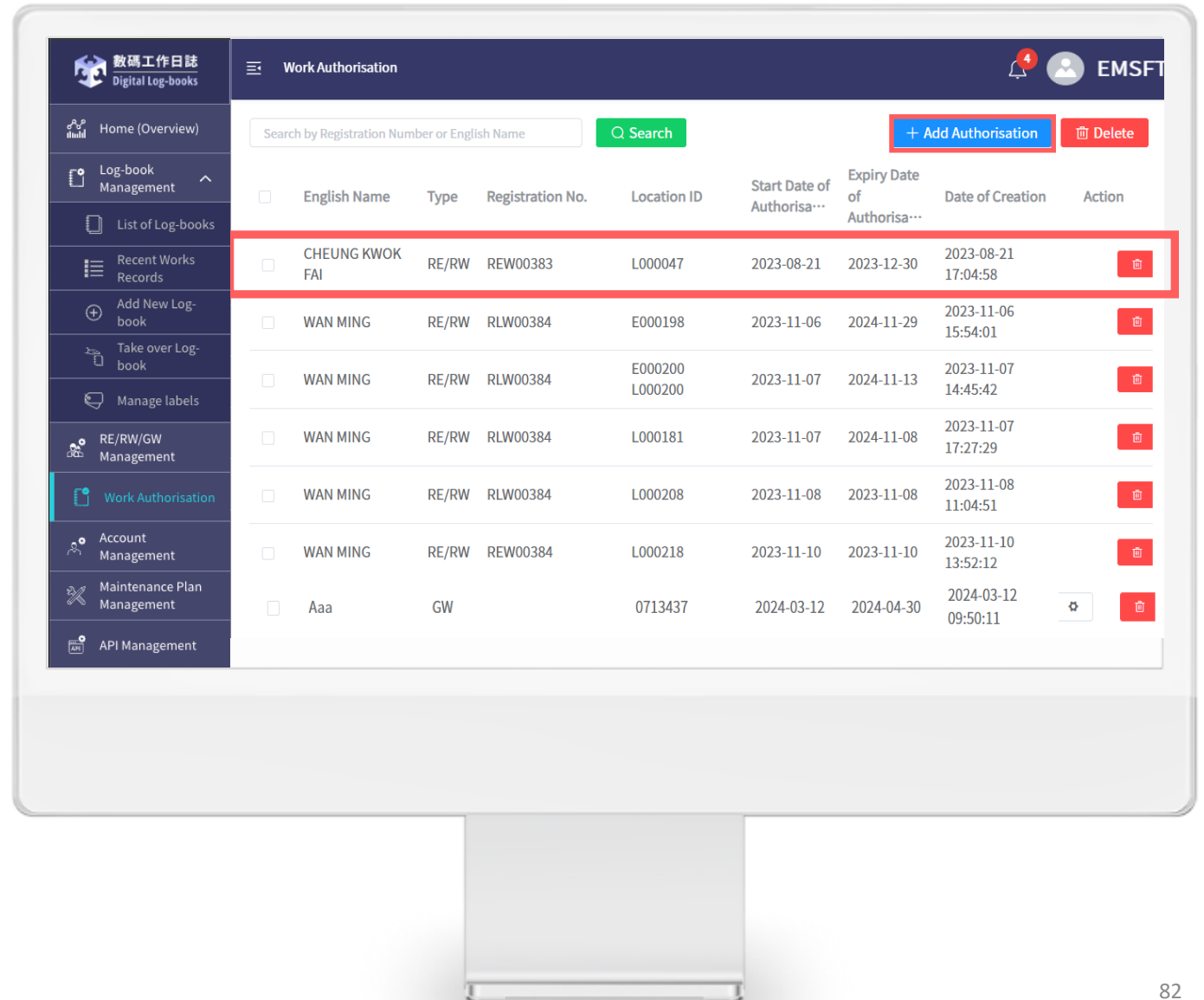
Temporary personnel are hired to inspect lifts / escalators, and relevant personnel are required to review / fill in work logs.

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"

The screenshot displays the 'Work Authorisation' interface. At the top, there's a header with '數碼工作日誌 Digital Log-books' and 'Work Authorisation'. A sidebar on the left contains navigation icons. The main area features a search bar and buttons for '+ Add Authorisation' and 'Delete'. A modal window titled 'Add Authorisation' is open, containing the following fields:

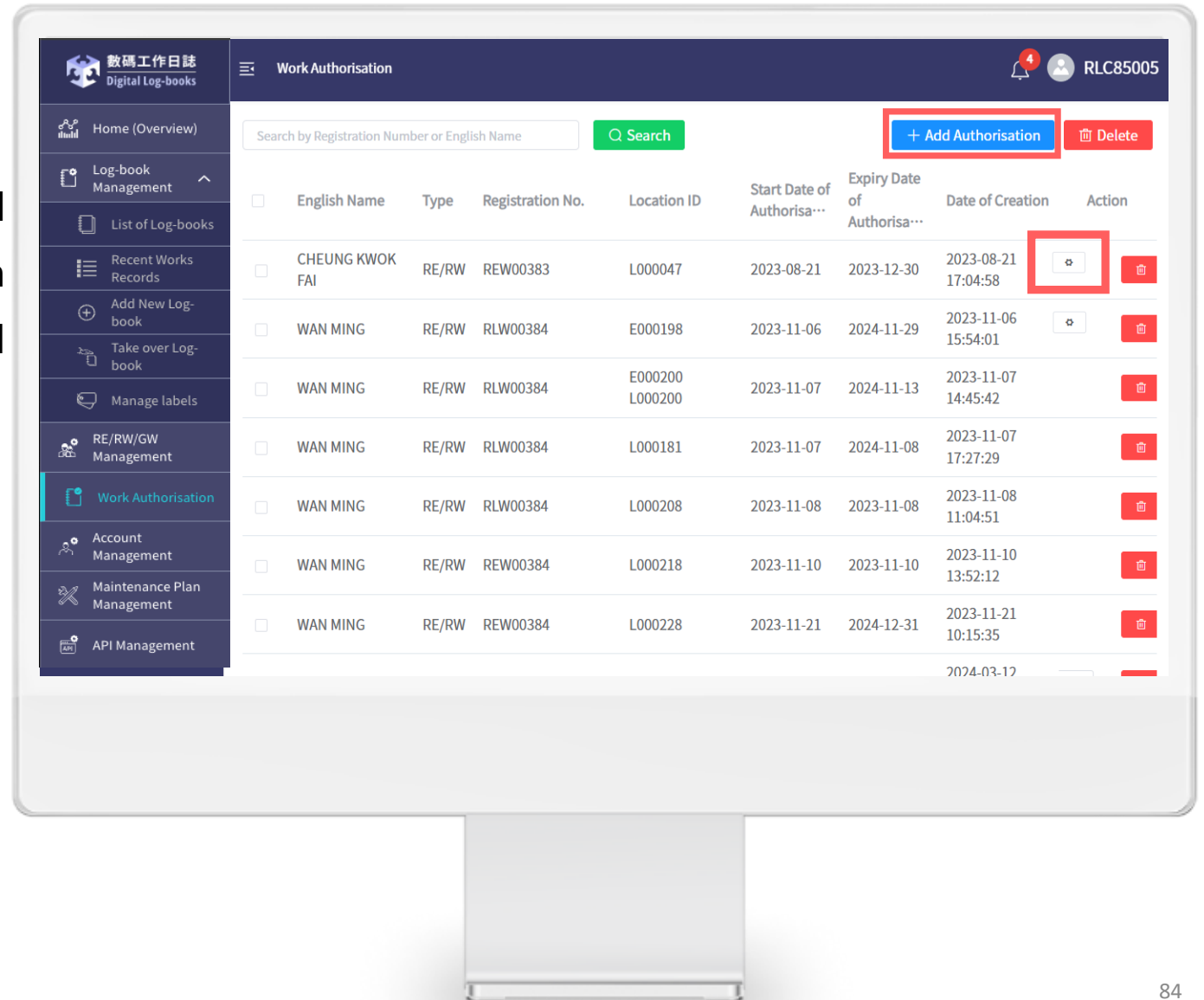
- 2024-05-06** (Date field)
- Expiry Date of Authorisation** (Date field)
- GW** (Dropdown menu)
- English Name** (Text input field)
- Year of Birth** (Text input field)
- HKID Number** (Text input field) with a note: "E.g: If your HKID No. is A123456(0), please input 'A560'"
- Add** (Green button)
- English Name** (Text input field)
- Invitation Code** (Text input field)
- Next** (Blue button, highlighted with a red box)
- Cancel** (Blue button)

Below the modal, a table lists existing authorisations:

	Registration No.	Registration No.	Year of Birth	Expiry Date	Expiry Time	
<input type="checkbox"/>	WAN MING	RE/RW REW00384	L000218	2023-11-10	2023-11-10 13:52:12	<input type="checkbox"/>
<input type="checkbox"/>	WAN MING	RE/RW REW00384	L000228	2023-11-21	2024-12-31 10:15:35	<input type="checkbox"/>

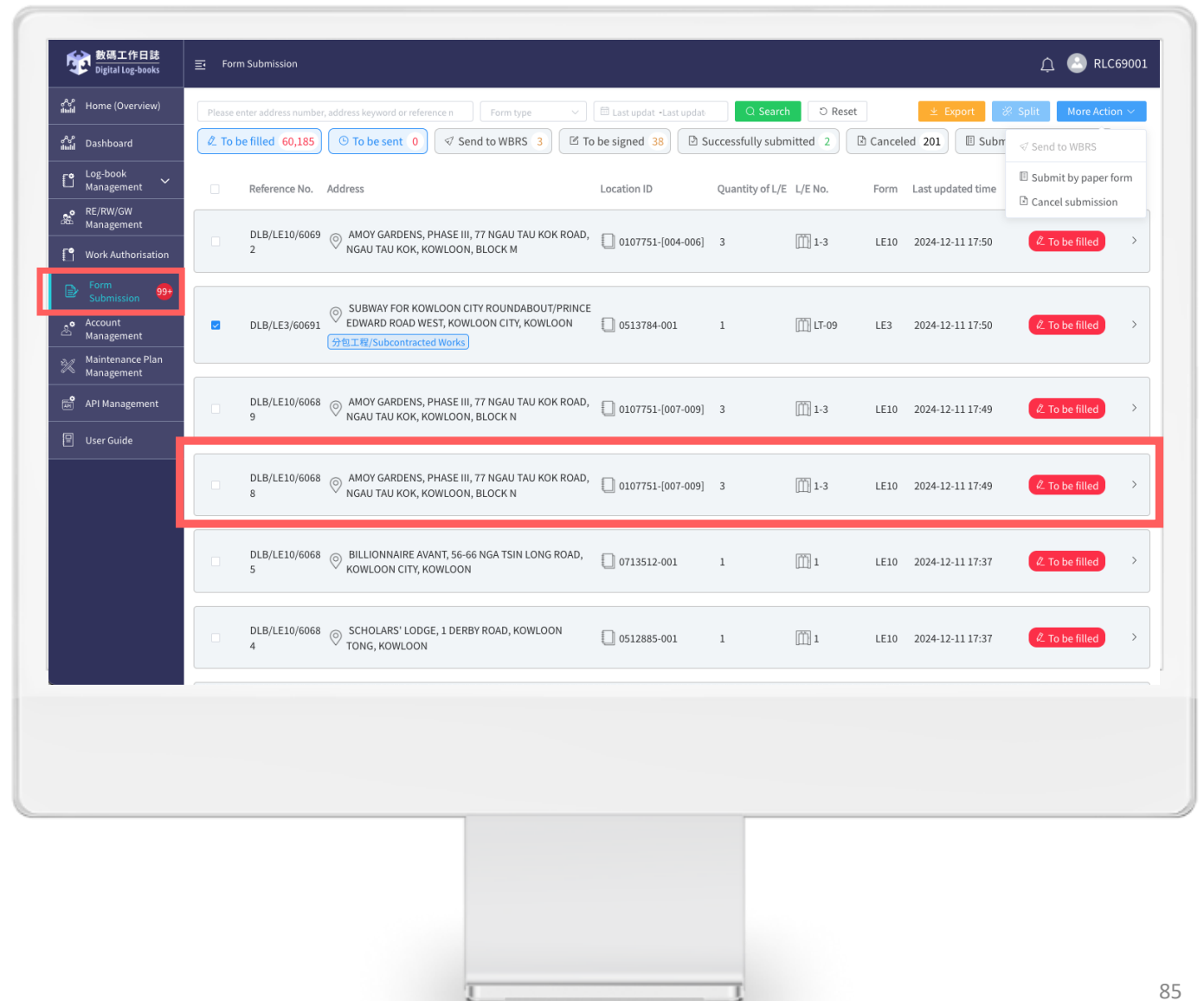
# 13 Work Authorisation

- 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

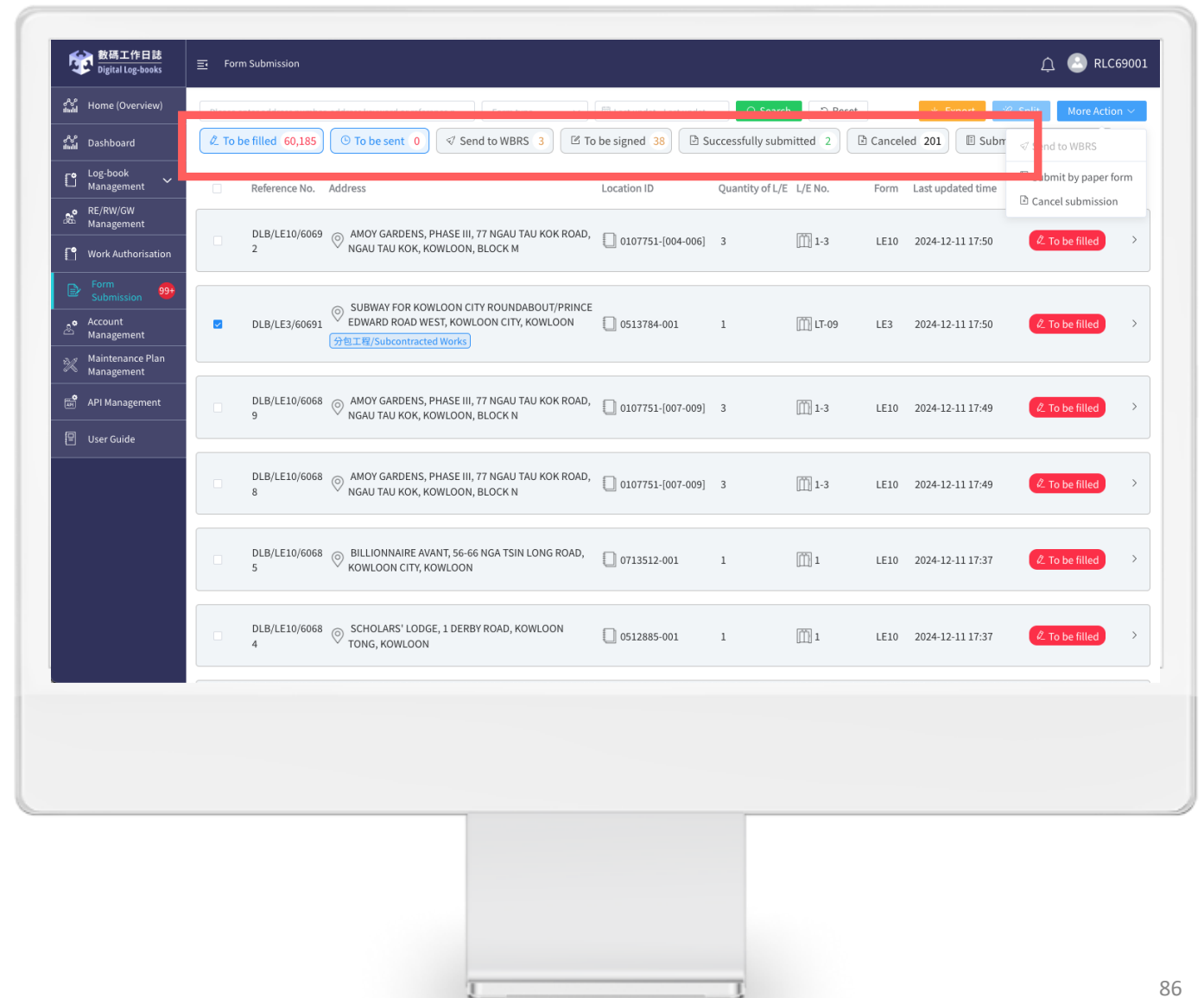
- 1 On the "Form Submission" page, the form you need to fill out will be displayed: LE2, 3, 10 or 27
- 2 Press the "To be filled" state to enter the form



# 14 Form Submission

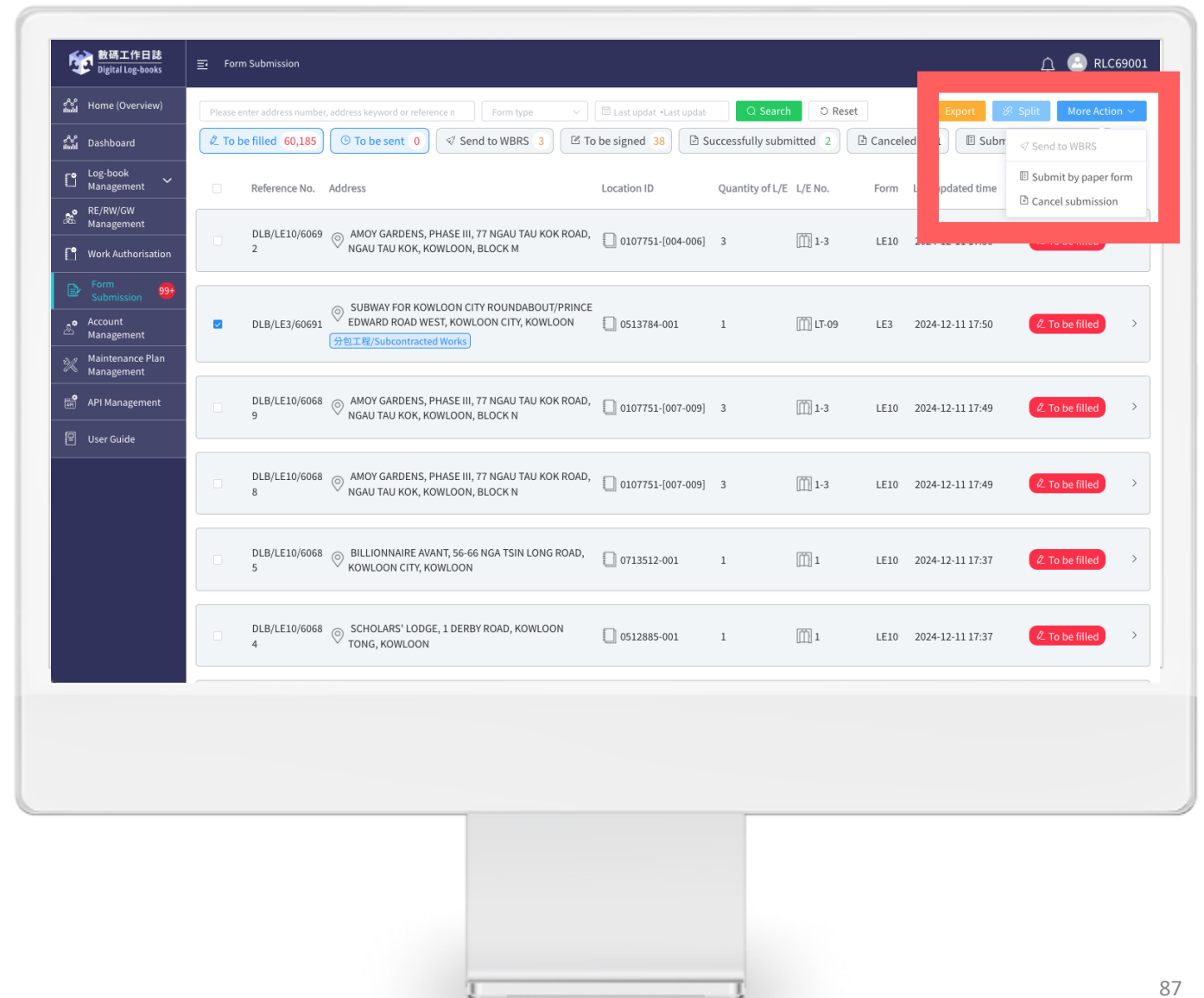
3 There are 7 status:

- 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

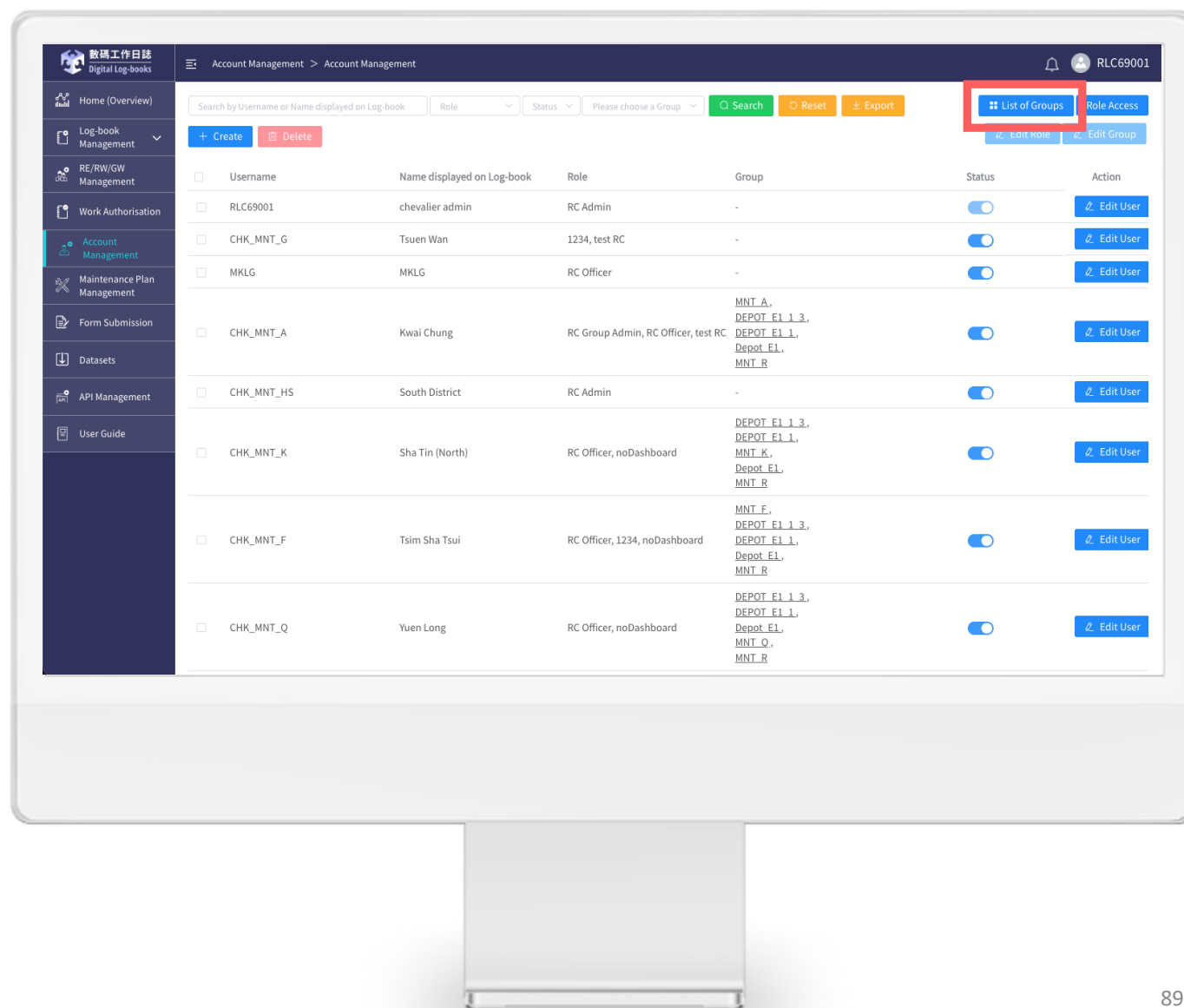
8 You can also choose to "Cancel submission" on the form page or mark the form as "Submitted by paper form"

The screenshot displays the 'Form Details' page for a digital log-book entry. The sidebar on the left contains navigation links: Home (Overview), Dashboard, Log-book Management, RE/RW/GW Management, Work Authorisation, Form Submission (highlighted with a red circle), Account Management, Maintenance Plan Management, API Management, and User Guide. The main content area shows the form details for 'DLB/LE2/61042'. A progress bar at the top indicates the status: 'Auto Created' (2025-01-02 09:52), 'To be filled' (current step), 'To be sent', 'Send to WBRS', 'To be signed', and 'Successfully submitted'. A red box highlights the 'More Action' dropdown menu, which includes options: 'Reset', 'Save', 'Submit to WBRS', 'Cancel submission', and 'Submit by paper form'. The form title is 'LE 2 Notification for Subcontracting Works Involving Installation / Maintenance / Major Alteration / Demolition of Lift(s) or Escalator(s)'. A note states: 'Note: This form should be submitted to the Director of Electrical and Mechanical Services not later than 7 days before the date on which the subcontracted works are to commence. If the subcontracted works are concerned with works to be carried out in such exceptional circumstances specified by the Director, submission of this form should be made before the date on which the works commence.' The form is divided into two parts: 'PART 1' and 'PART 2'. 'PART 1' includes fields for 'Registered lift contractor (RLC No.)', 'Registered escalator contractor (REC NO.)', 'Lift works / escalator works as described in Part 2 have been subcontracted to (full name of subcontractor)', 'Building Type' (New Building, Occupied Building), 'Lift / Escalator Location ID.', 'Lift / Escalator Code', and 'Lift / Escalator Installation Location'. 'PART 2' includes checkboxes for 'Installation of Lift / Escalator', 'Maintenance of Lift / Escalator', 'Demolition of Lift / Escalator', 'Installation of CCTV System in Lift Car', 'Major Alteration of Lift / Escalator', and 'Other Lift / Escalator Works' (checked).



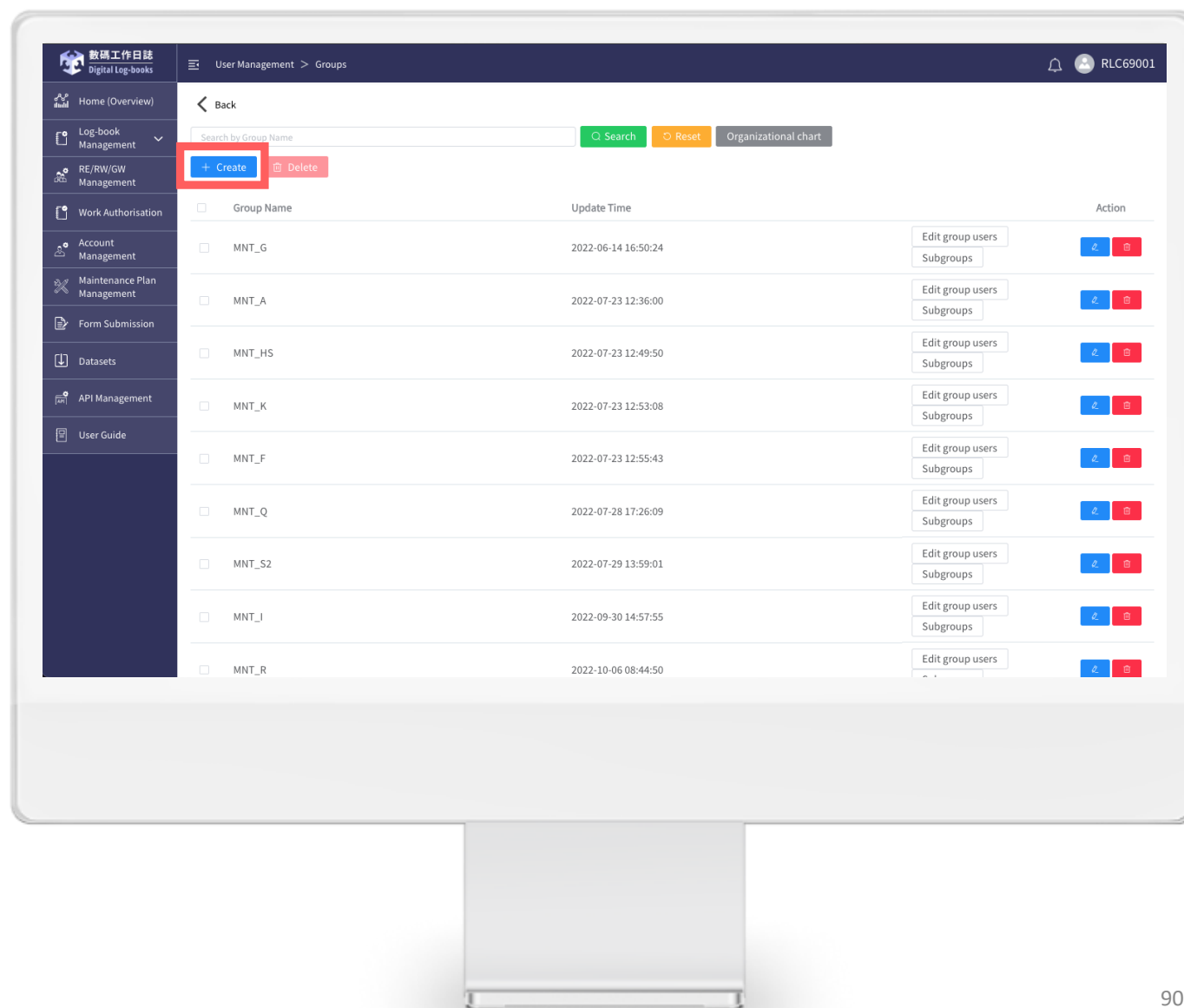
# 15 Account Management

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



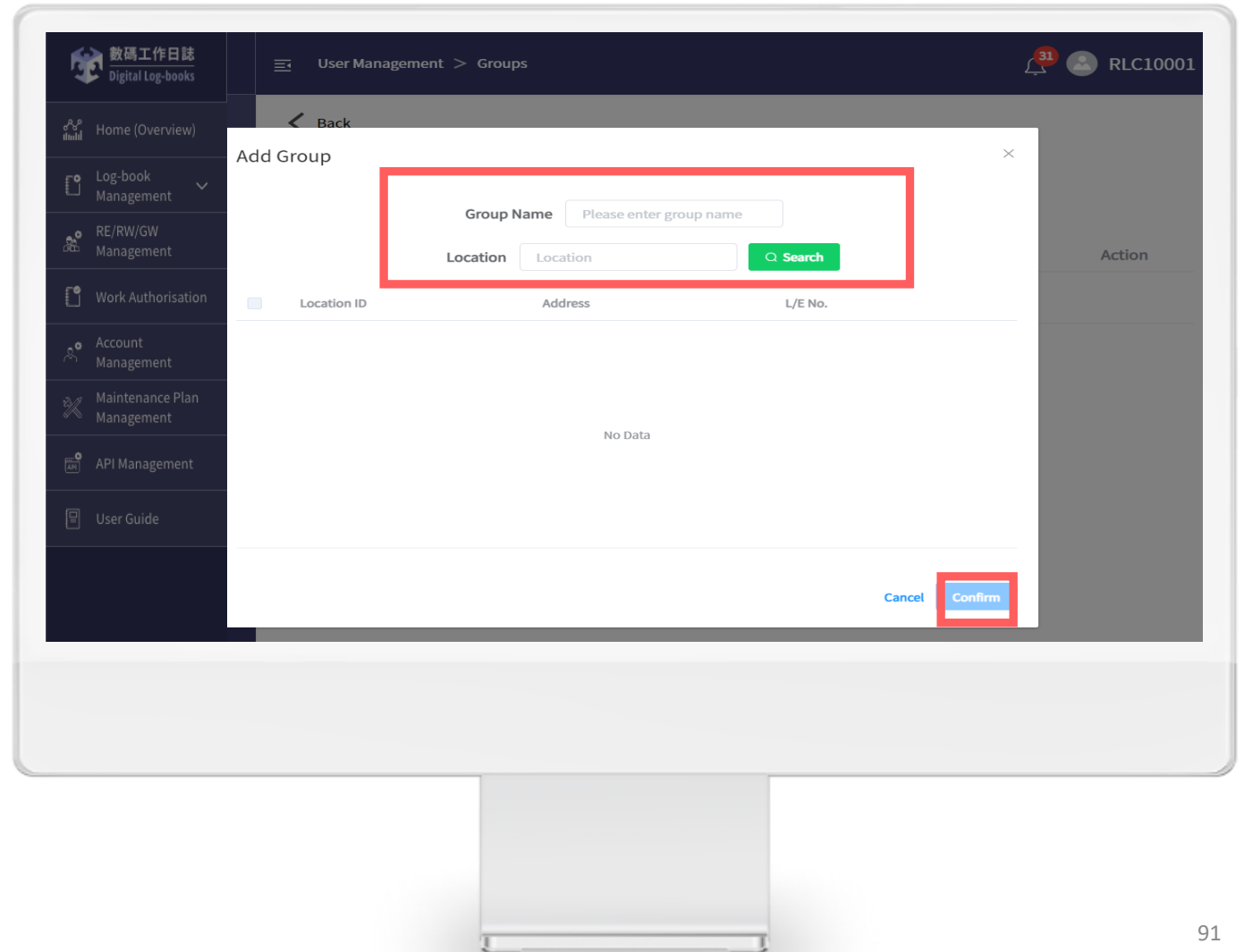
# 15 Account Management

- 2 Click "Create" to add a new group



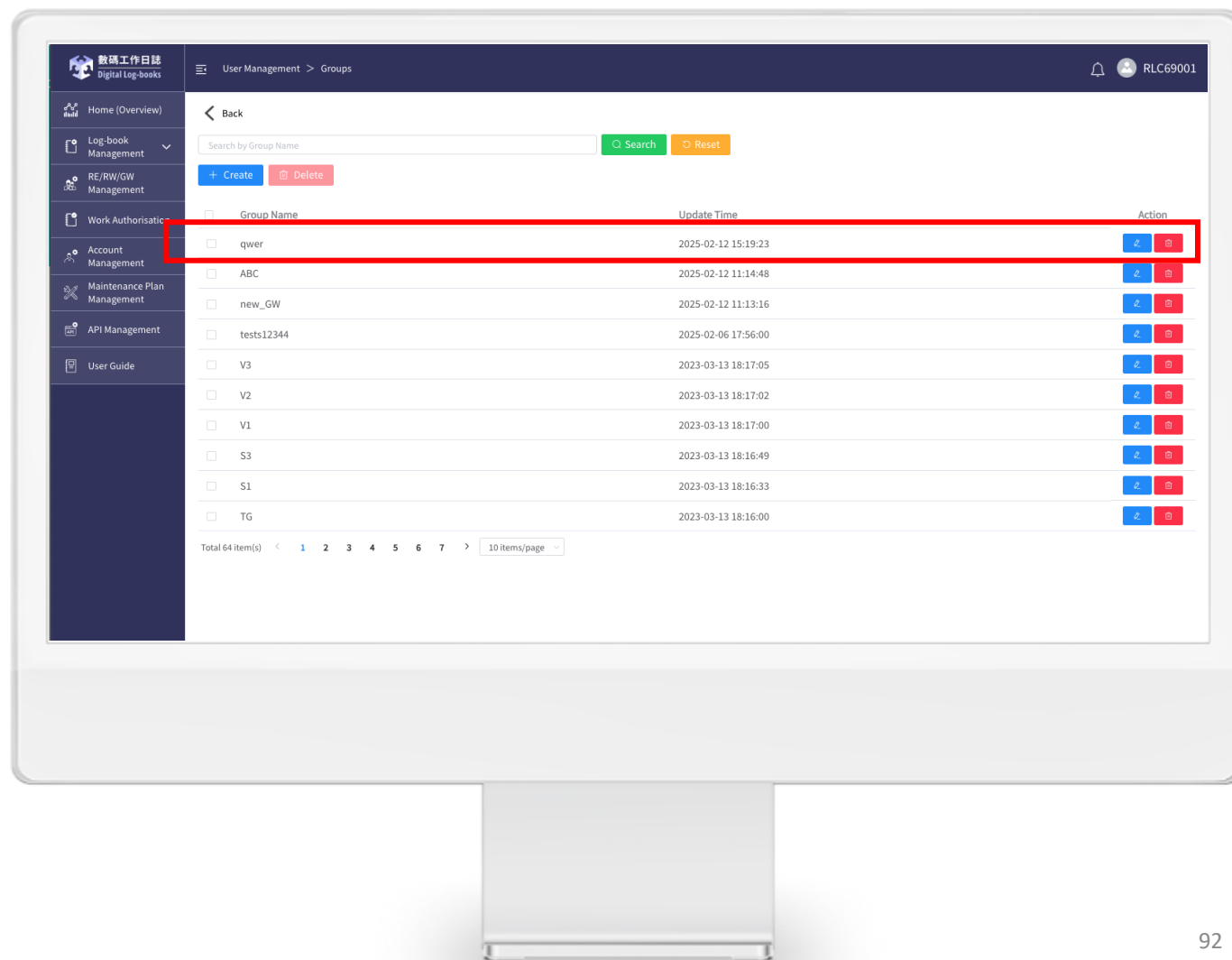
# 15 Account Management

- 3.1 Fill in the group name
- 3.2 Select the logbooks included in the group
- 3.3 Click "Confirm"



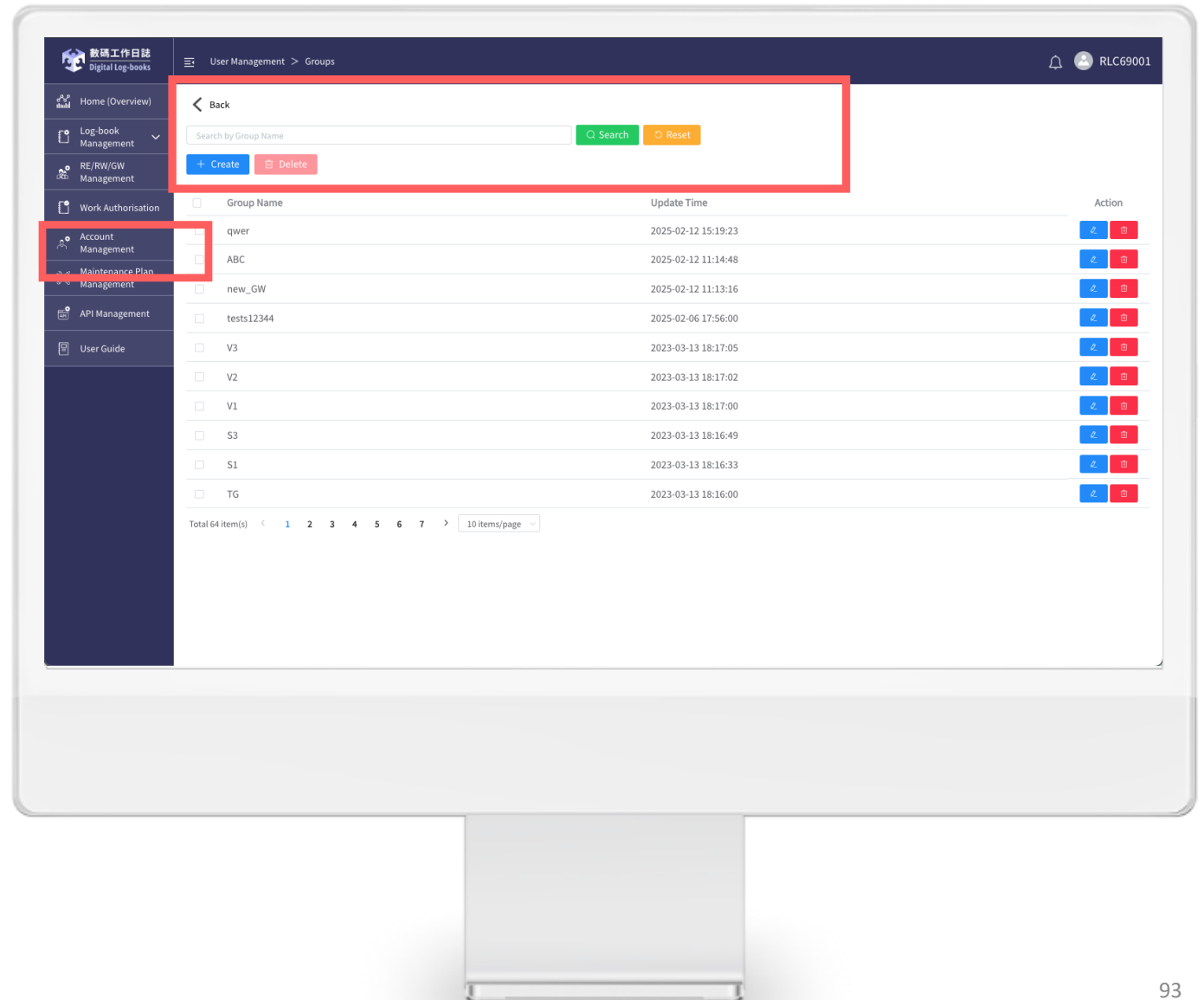
# 15 Account Management

- 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.

The screenshot shows the 'Add User' form in the 'Account Management' section of the 'Digital Log-books' system. The form is a modal window with the following fields:

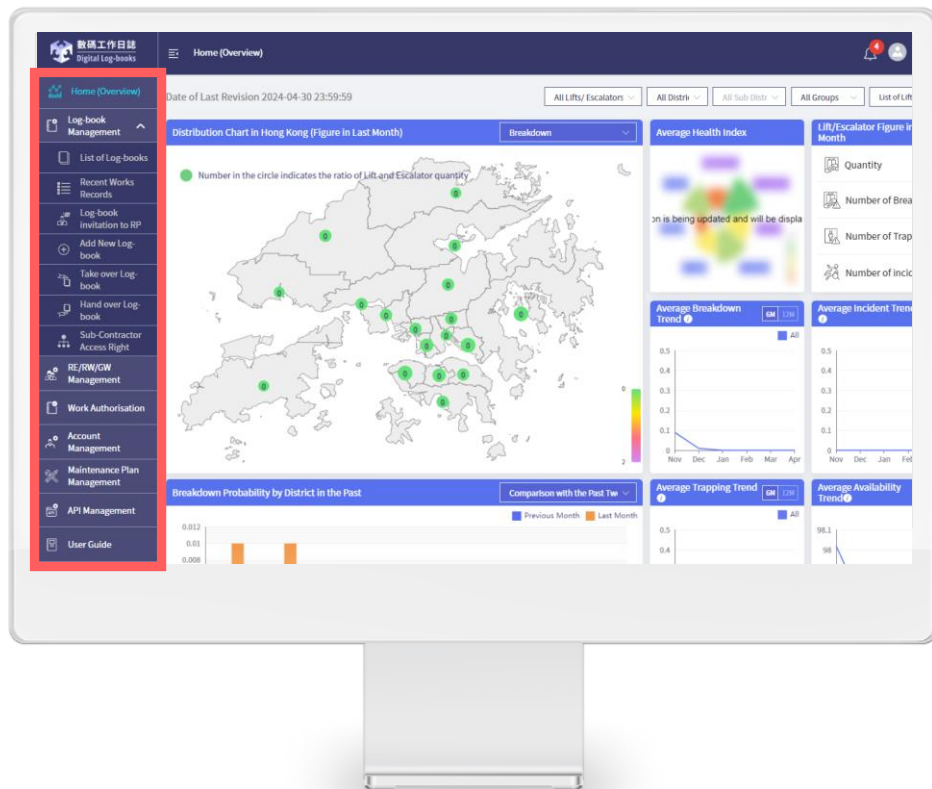
- Role:** A dropdown menu with the placeholder text 'Please choose a Role'.
- Group:** A dropdown menu with the placeholder text 'Please choose a Group'.
- Username:** A text input field containing 'R7C45489'. To the right, a note states: 'Username must be 4-24 characters long and include 1 upper-case letter, 1 lower-case letter, 1 number, and 1 special character "...". But, the first character should not be a special character.'
- Password:** A text input field with masked characters '.....'. To the right, a note states: 'Password must be 8-32 characters long and include 1 upper-case letter, 1 lower-case letter, 1 number, and 1 special character.'
- Confirm Password:** A text input field with the placeholder text 'Please enter your password again for confirmation'.
- Name displayed on Log-book:** A text input field with the placeholder text 'Please enter a name displayed on Log-book'.

At the bottom right of the form, there are two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a red rectangle.

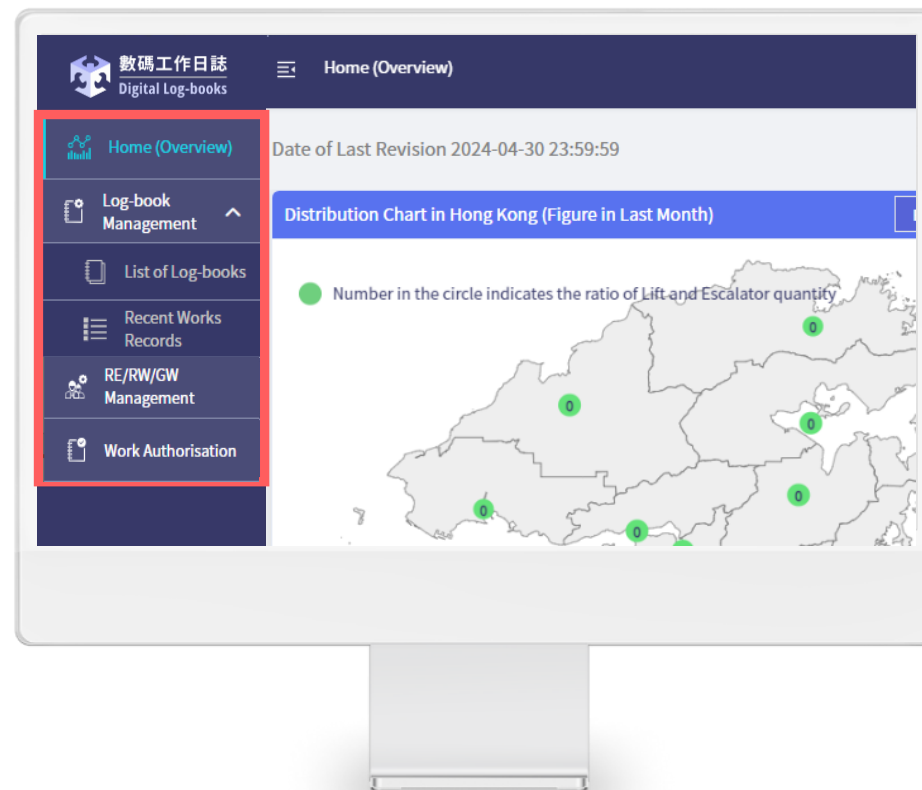
In the background, a table of existing users is visible. It has columns for checkboxes, user names, roles, and actions. Two users are listed:

	CHK_MNT_F	Tsim Sha Tsui	RC Officer, 1234, noDashboard	DEPOT_E1_1, DEPOT_E1_1_3, MNT_R, MNT_F, DEPOT_E1_1	<input checked="" type="checkbox"/>	Edit User
	CHK_MNT_Q	Yuen Long	RC Officer, noDashboard	DEPOT_E1_1, DEPOT_E1_1_3, MNT_Q, DEPOT_E1_1	<input checked="" type="checkbox"/>	Edit User

# 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



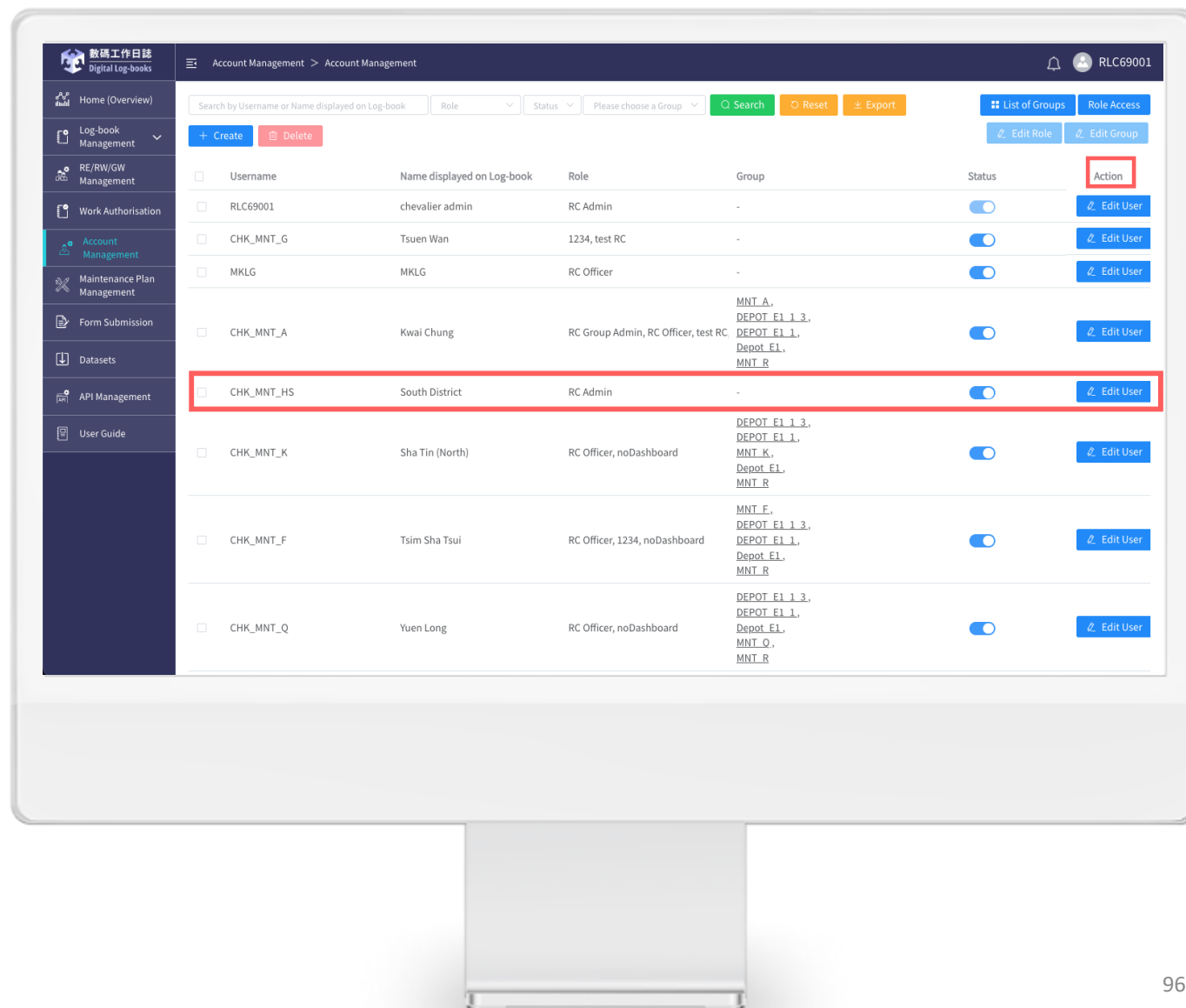
RC Officer has the authority to operate some functions within the webpage, including : Homepage, Log-book Management, Recent Works Records, RE/RW/ GW Management and , Work authorisation

# 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

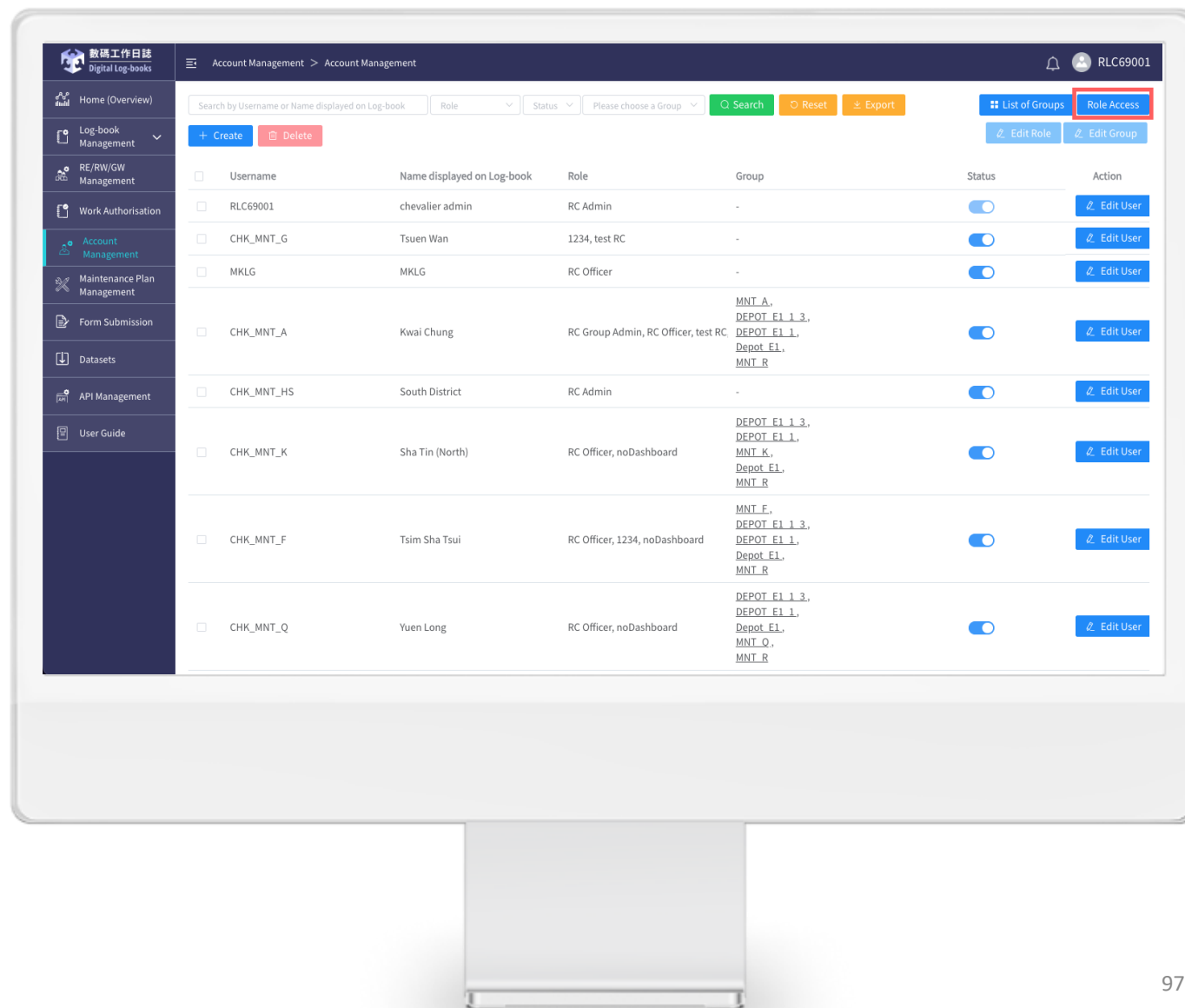
Note 1: If other RC users forget their username or password, RC Admin can assist the user to query their username or reset a new password.





# 15 Account Management

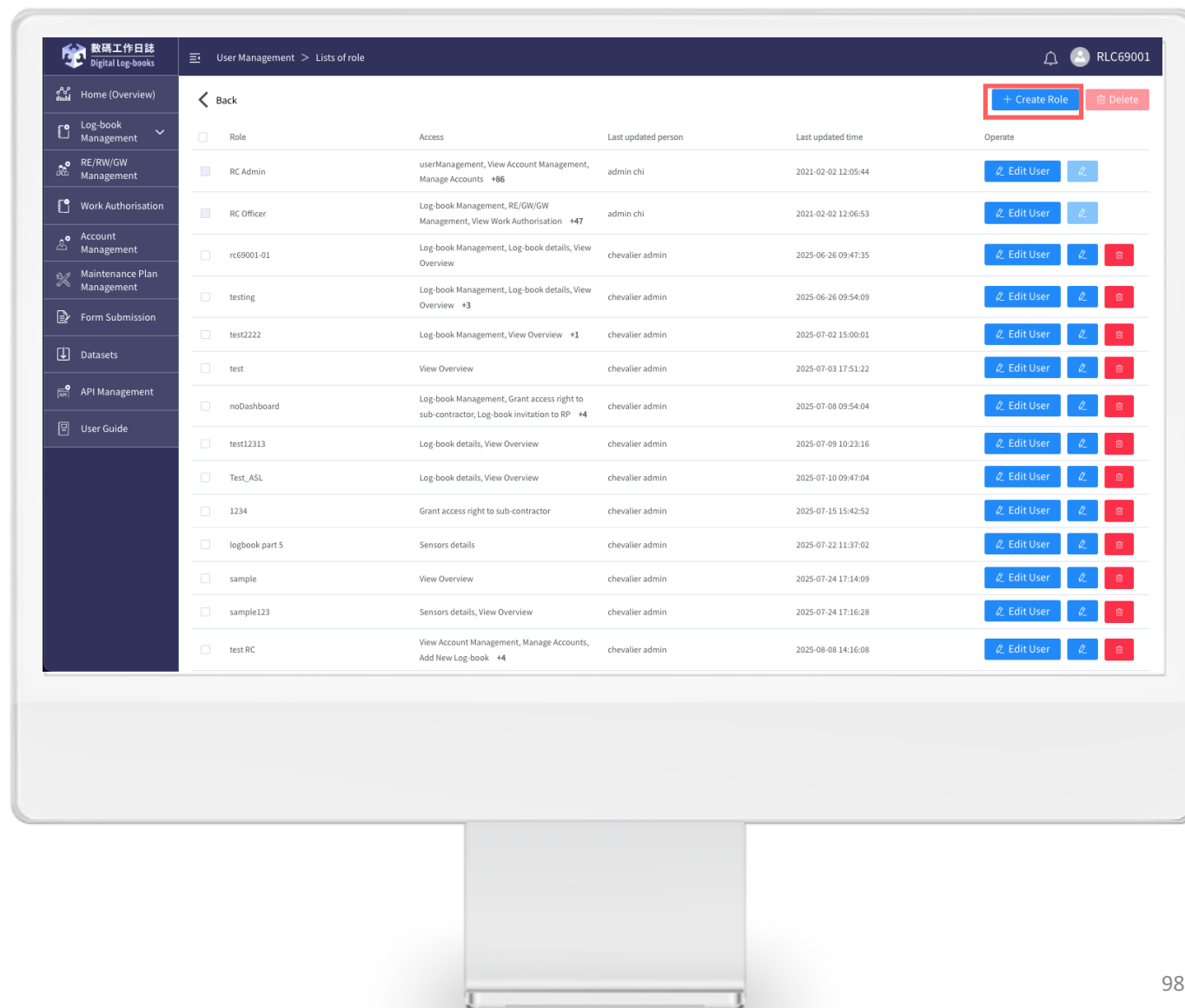
11.1 To create roles and manage their permissions, click "Role Access" in the upper right corner.



# 15 Account Management

11.2 Go to "Lists of role"

11.3 Click "Create role"



# 15 Account Management

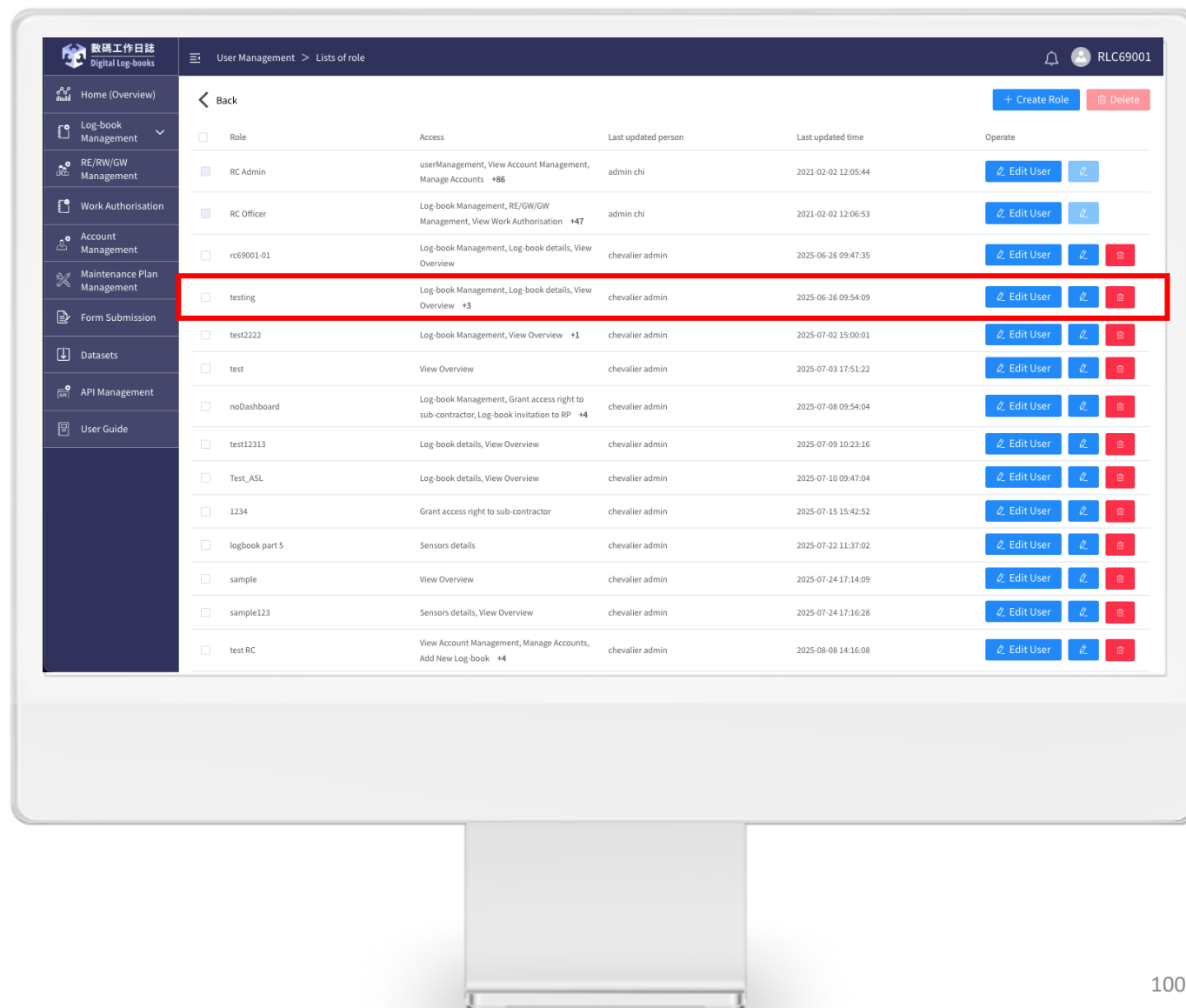
11.4 Enter role name

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

The screenshot shows the 'Create new role' form in the 'Digital Log-books' system. The form is titled 'Create new role' and has a 'Back' button. A red box highlights the 'Create new role' input field. Below the input field is a 'Website Access Right' section with a 'Reset' button. The main content area is a list of permissions with checkboxes, including 'View Overview', 'Log-book details', 'Sensors details', 'Log-book invitation to RP', 'Hand over Log-books', 'Grant access right to sub-contractor', 'Export', 'Add New Log-book', 'Take over Log-book', and 'Manage label'. A red box highlights the entire list of permissions. At the bottom right are 'Cancel' and 'Save' buttons.

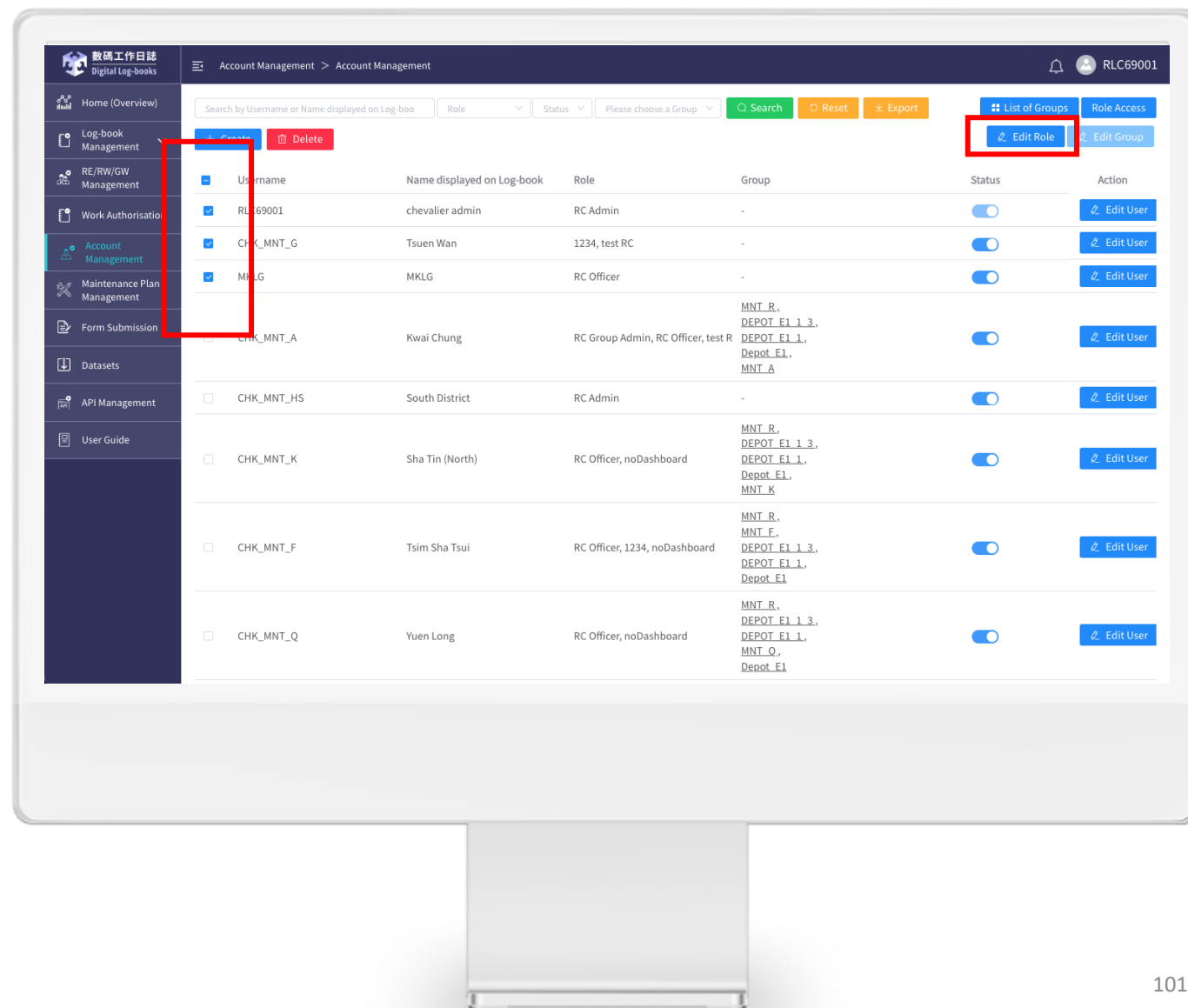
# 15 Account Management

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



# 15 Account Management

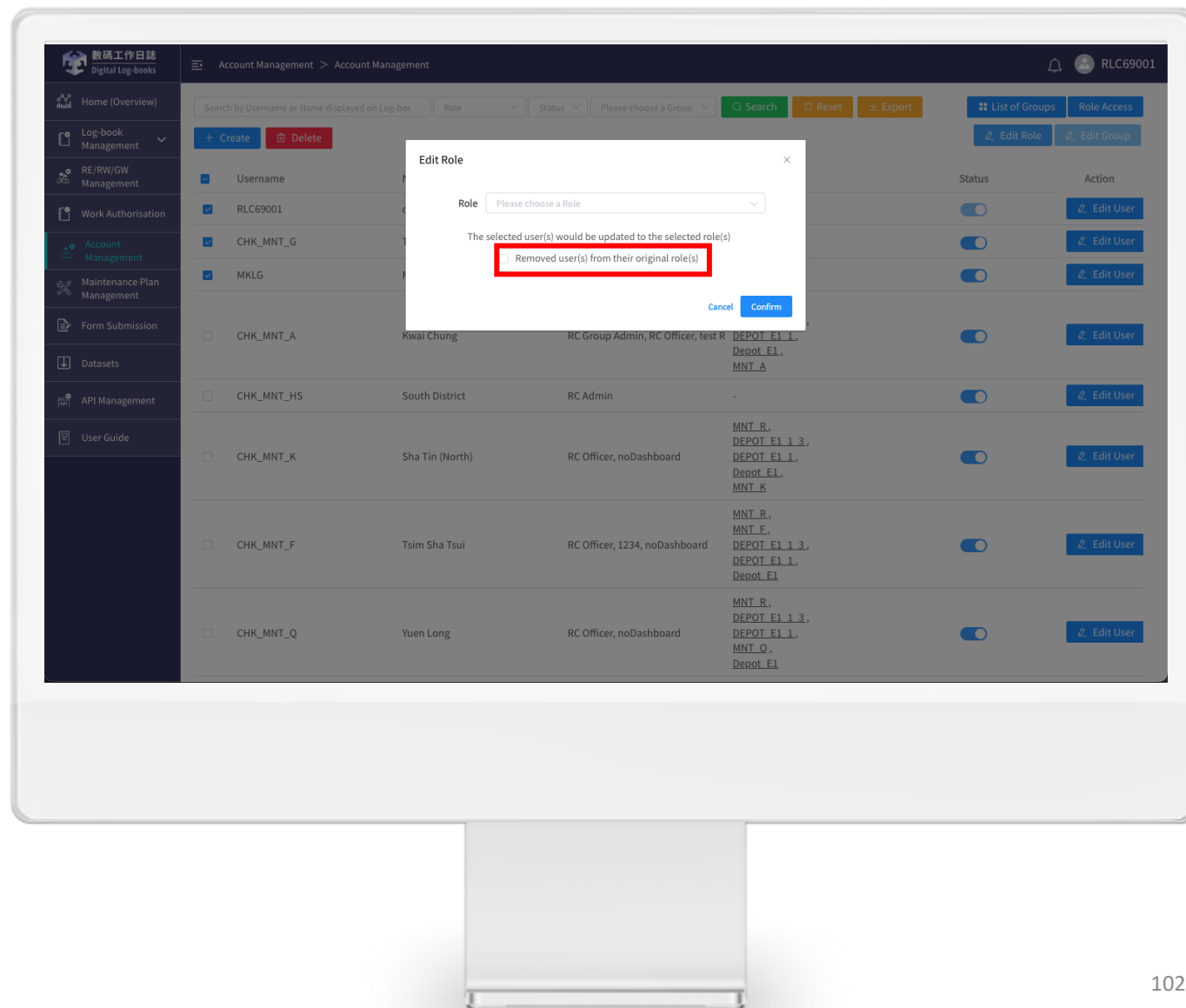
**12.1** To change the roles of multiple users, select the users you want to modify on the account management page, and then click "Edit Role" in the upper right corner.



# 15 Account Management

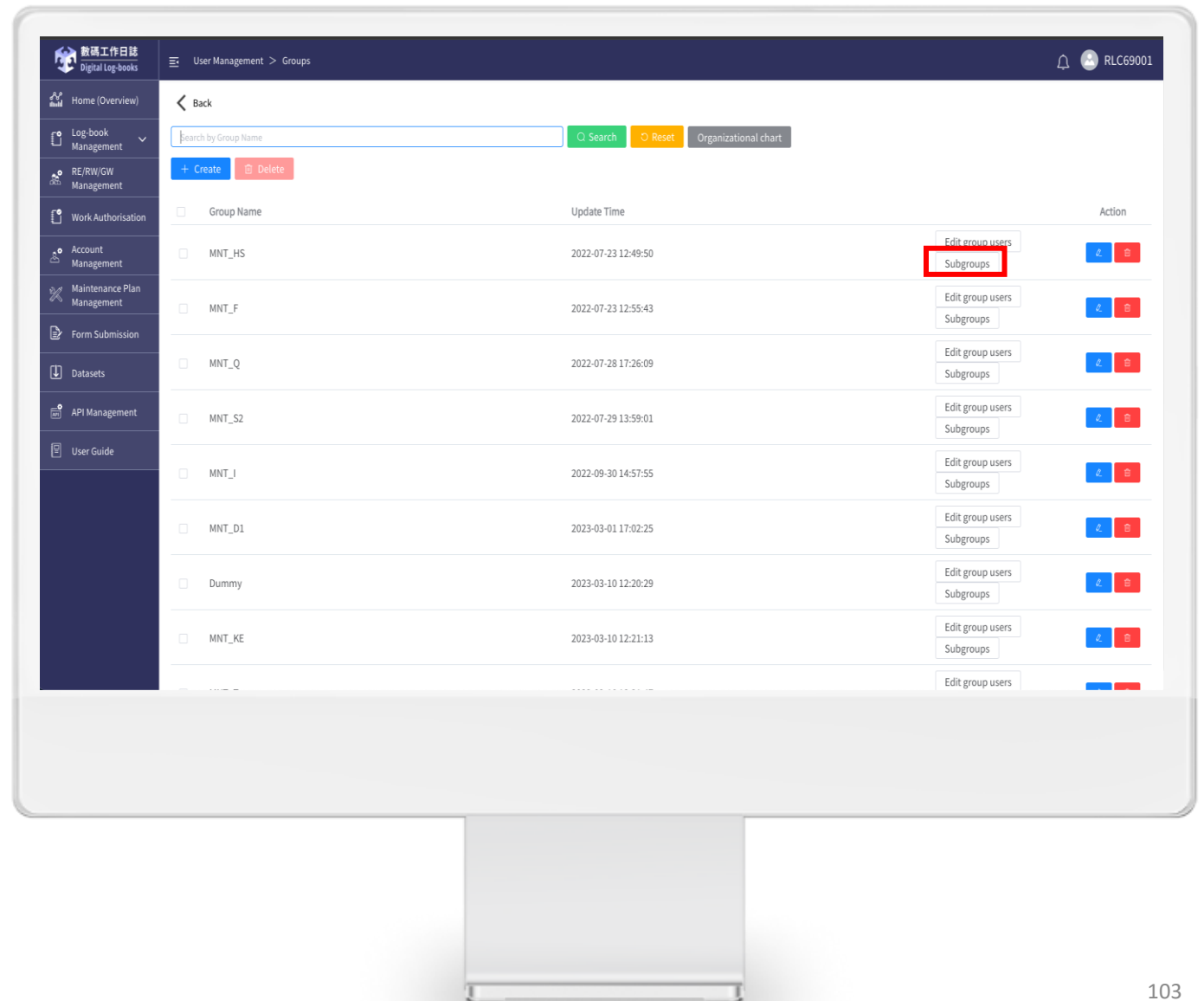
12.2 After selecting the roles to add for the user, click "Confirm"

12.3 If you want to overwrite the user's existing role settings, please select "Removed user(s) from their original role(s)" and then click "Confirm".



# 16 Groups - Parent Group and the List of Son Group

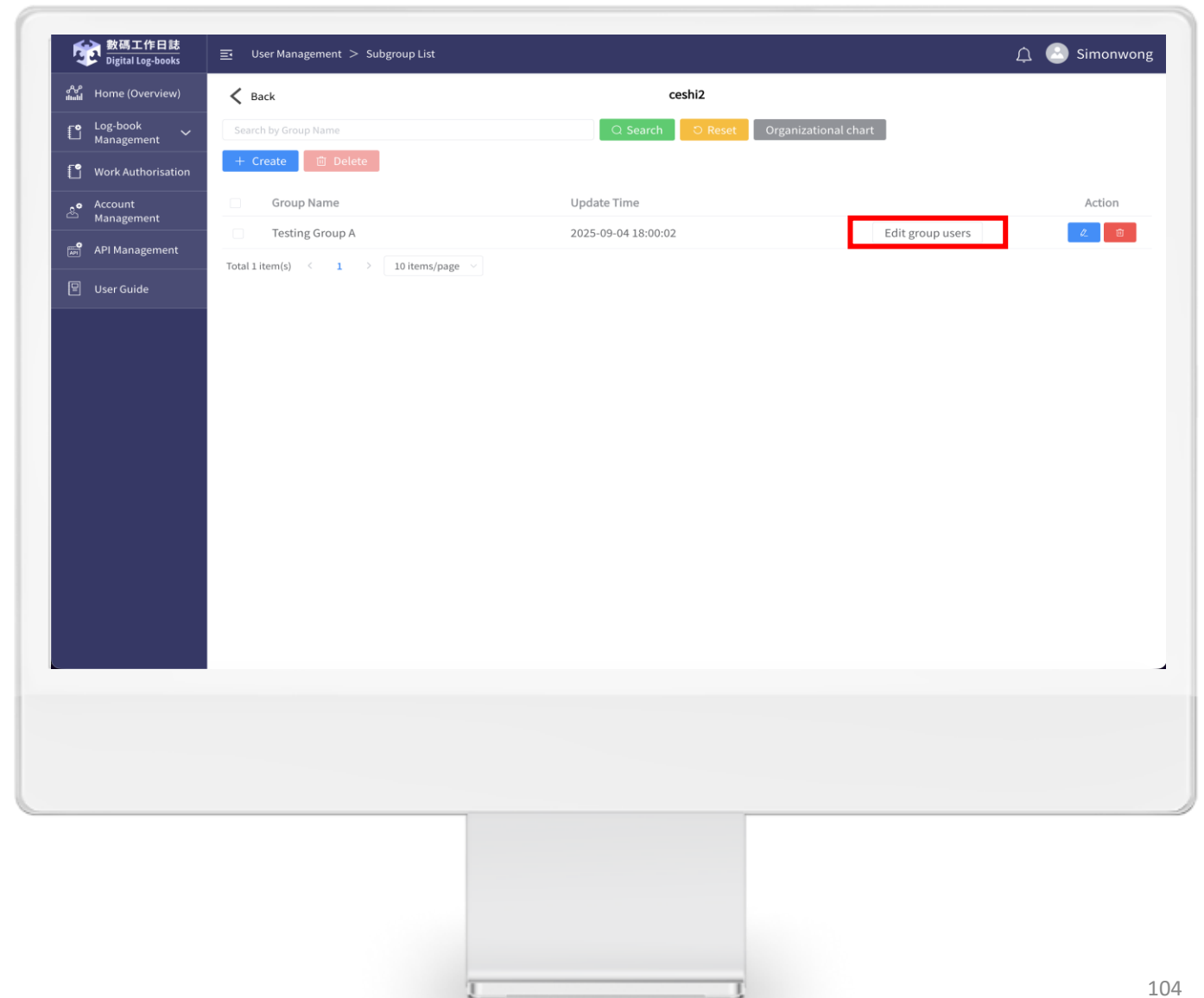
- 1.1 User can only view the logbook within the group
- 1.2 Group admin can control the user within the group and logbook
- 1.3 Click "Subgroups" to view what groups are under the current group



# 16 Groups - List of Son Group

1.4 The logbook in son group must be coming from their parent group

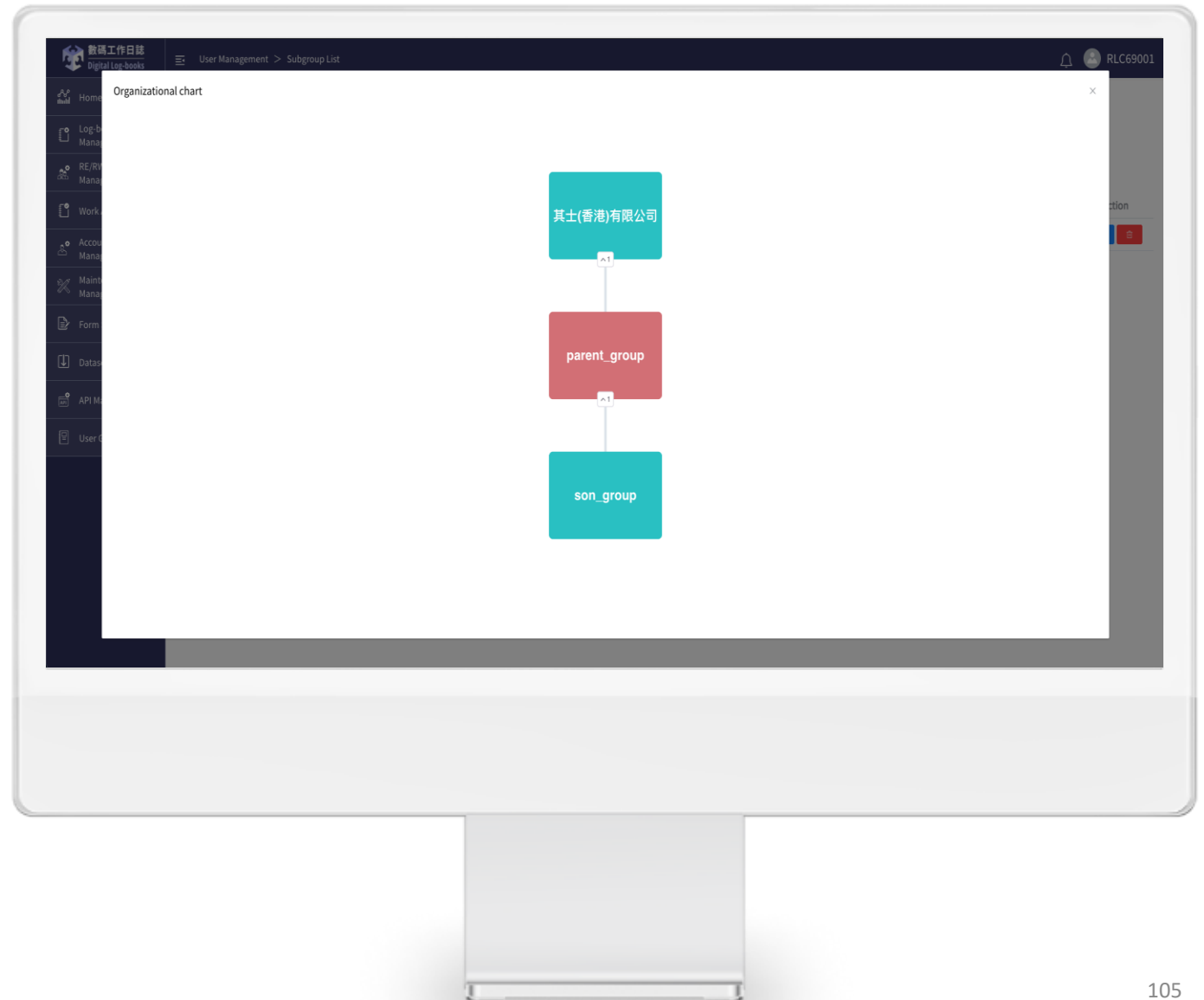
1.5 Group admin can set the parent group of different group





# 16 Groups - Organisation chart

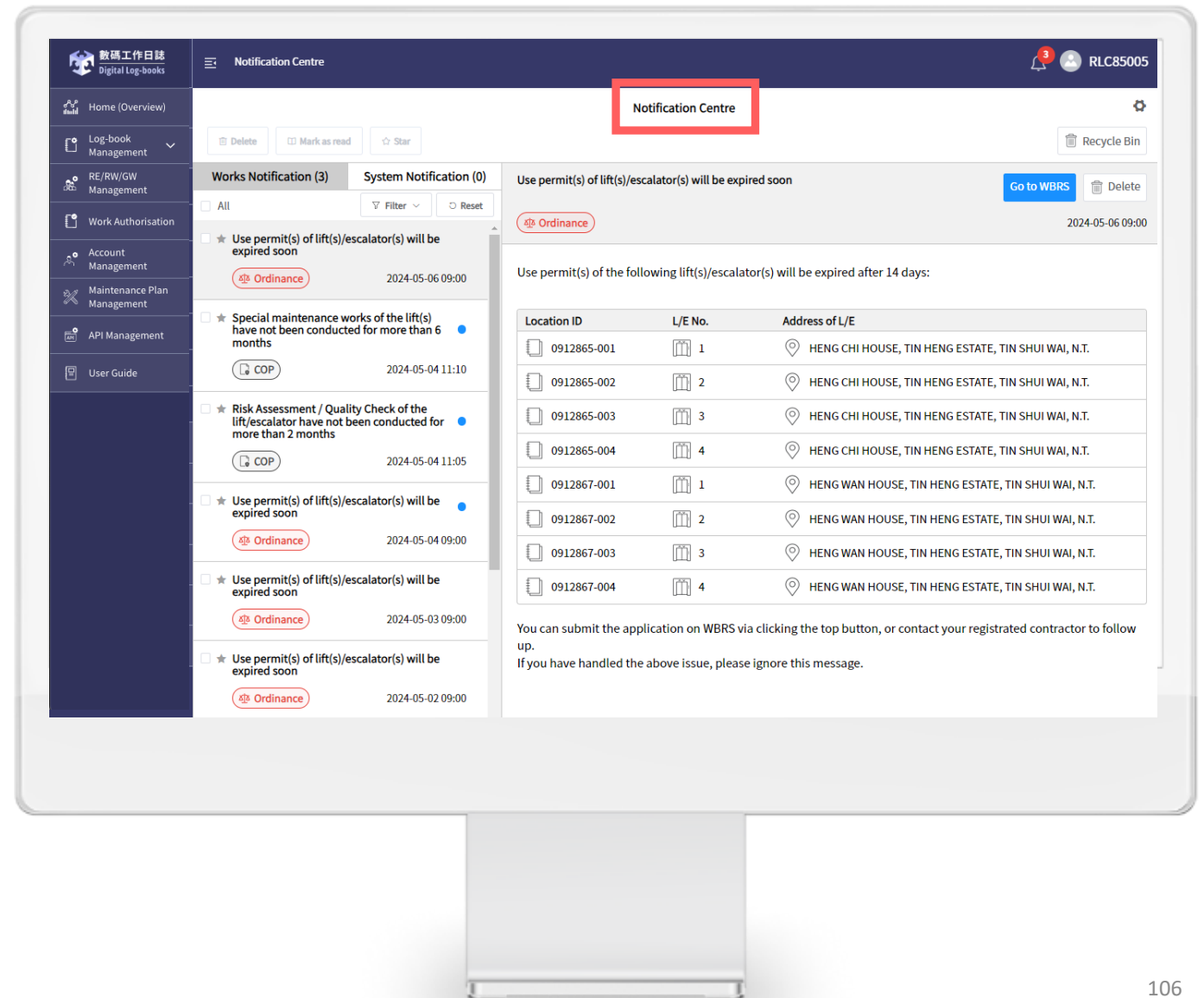
- 1.6 Display the structure of organisation, group admin can only view their group in the organisation chart



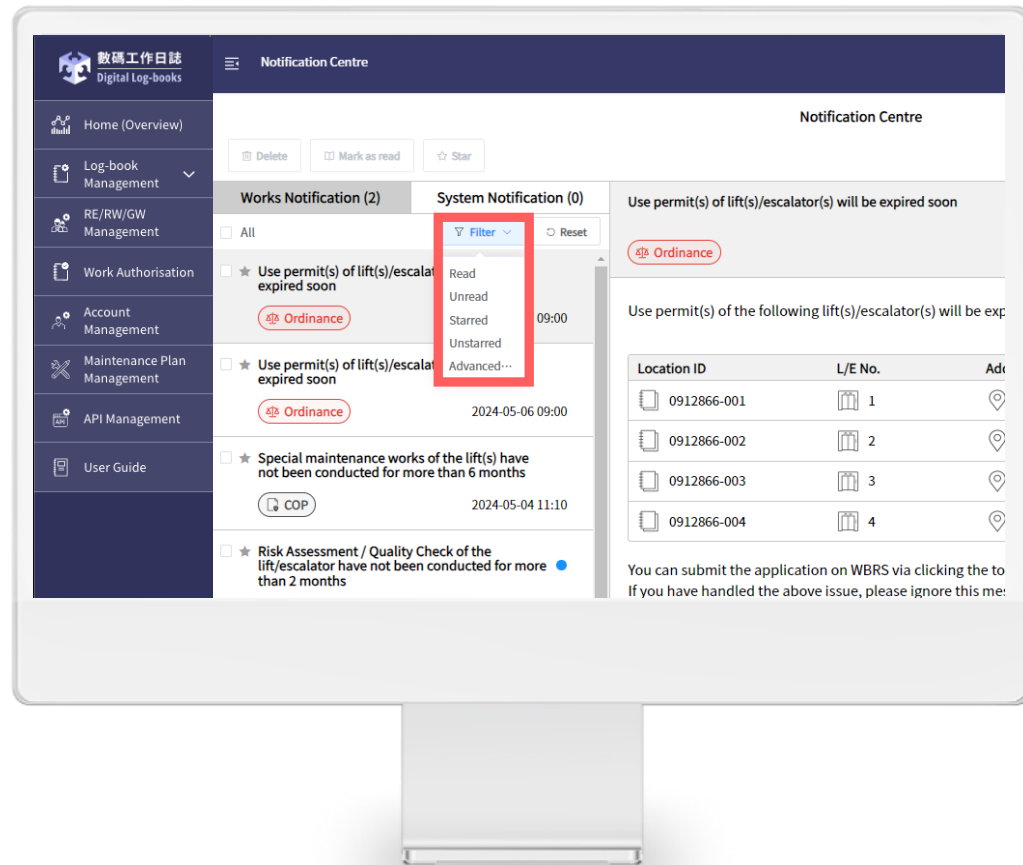
# 17 Notification Centre – Overview

1 Click “Notification Centre” Page

2 Check “Works Notification” and “System Notification”

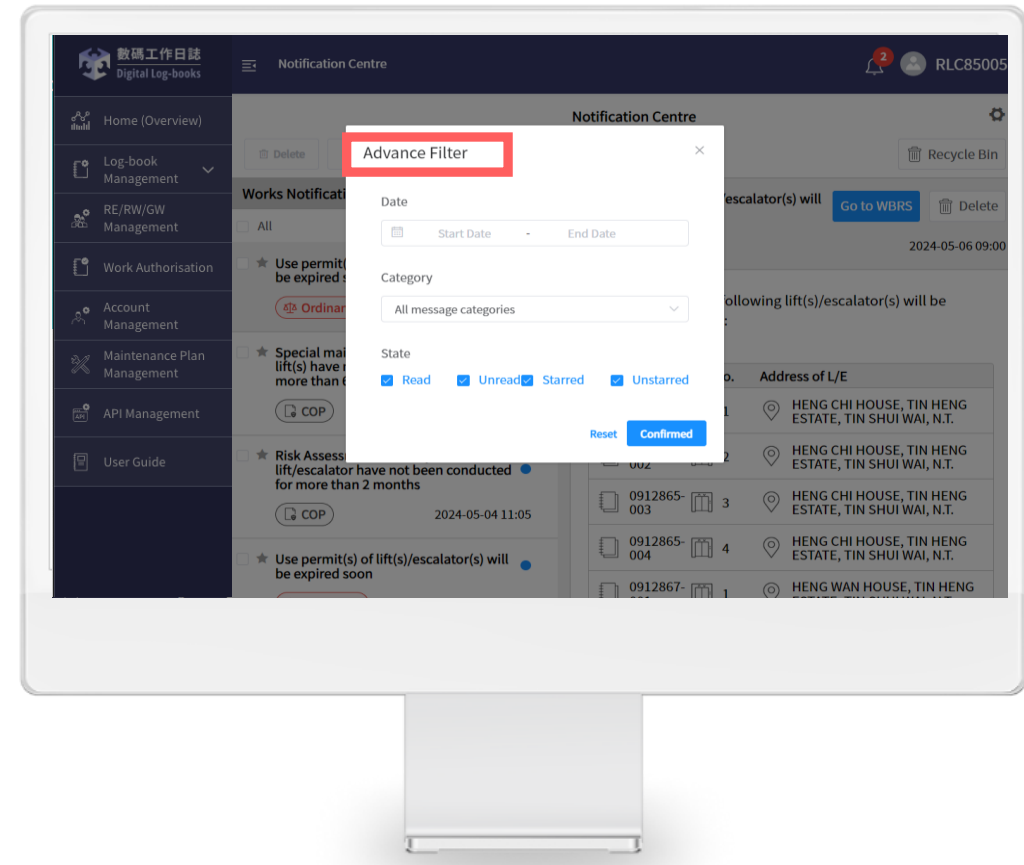


# 17 Notification Centre – Filter Function



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

- Read / Unread
- Starred / Unstarred
- Advanced

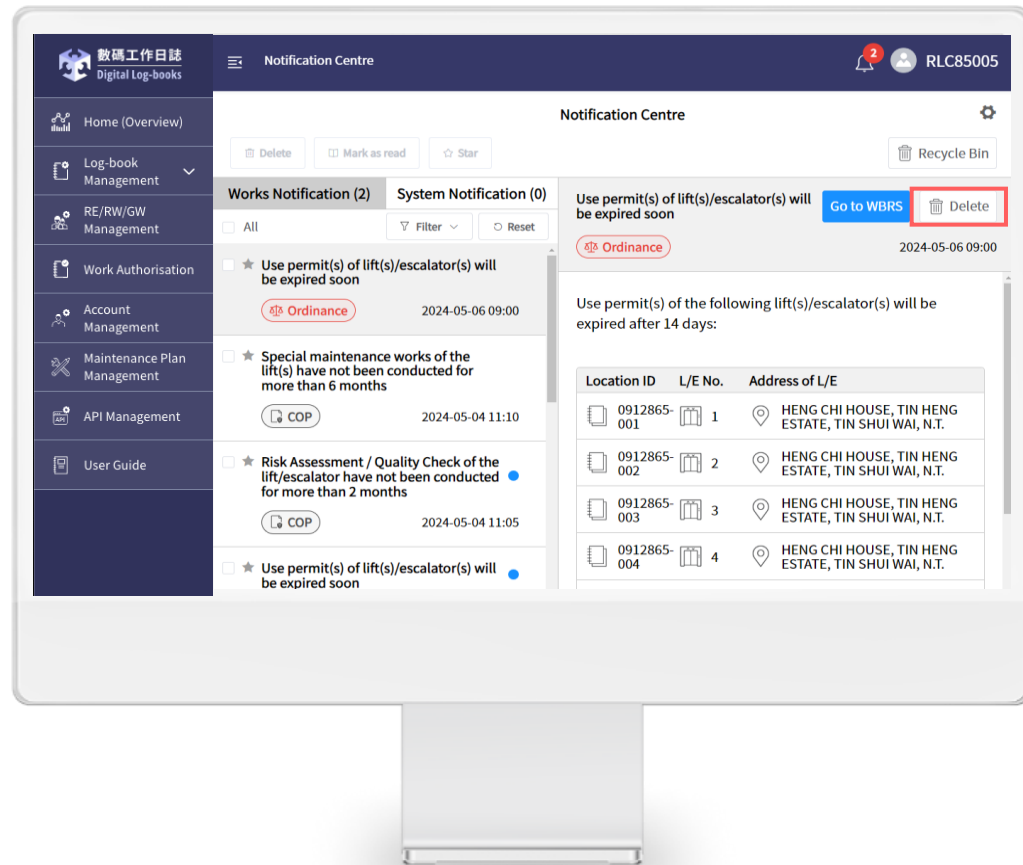


Users can advance filter work information as needed.

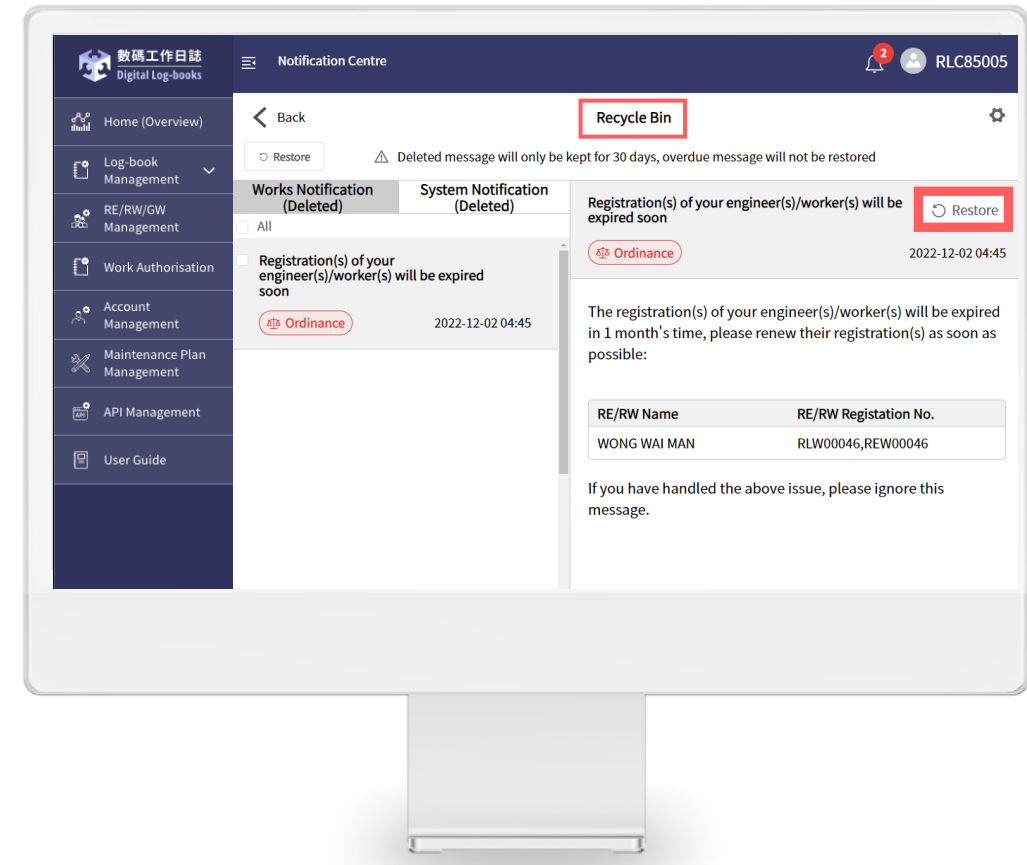
The advanced options are as follows:

- 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

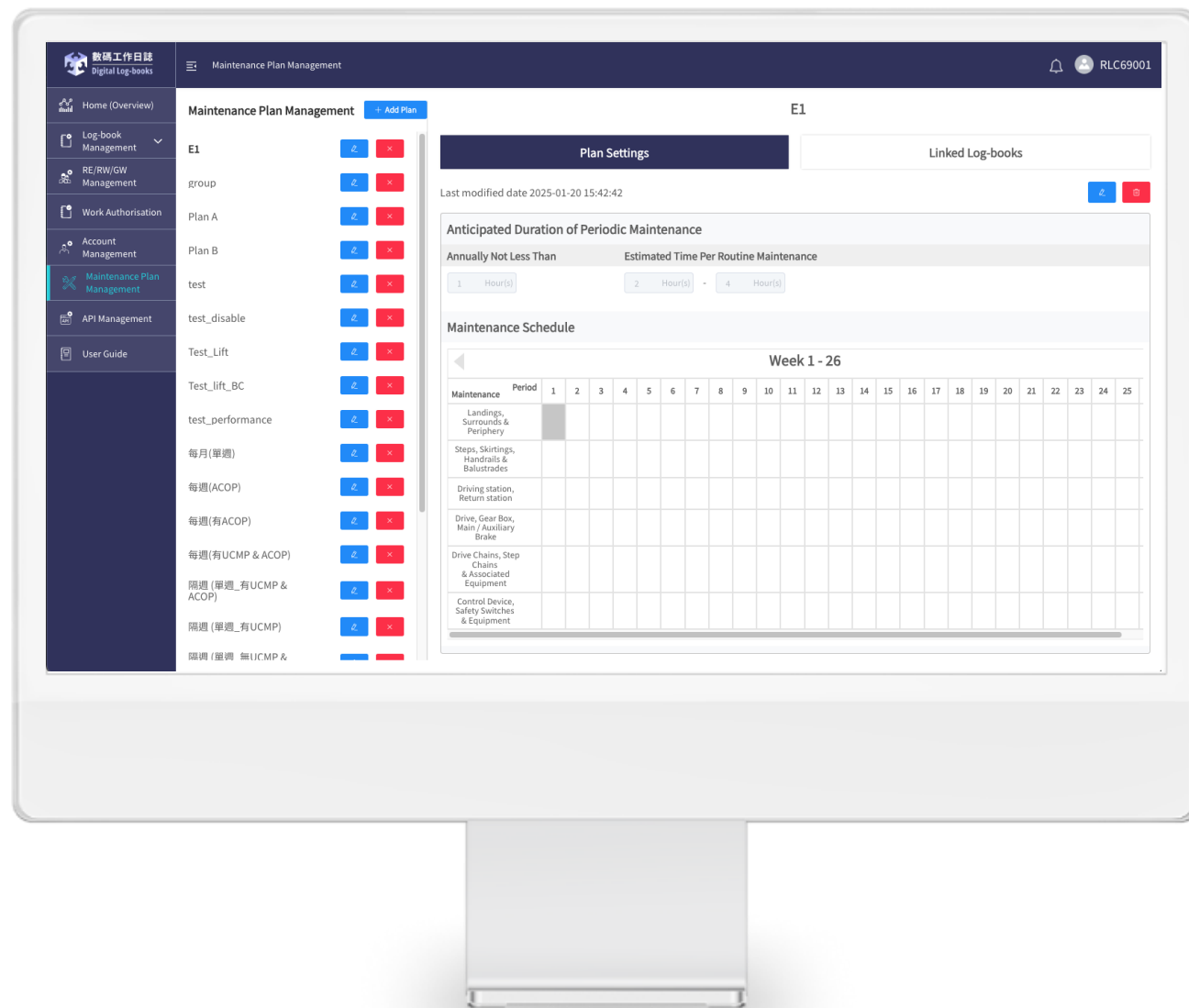


Users can view deleted messages in the "Recycle Bin"  
Note : Deleted message will only be kept for 30 days, overdue message will not be restored.

# 18 Maintenance Plan Management

## Delete Maintenance Plan

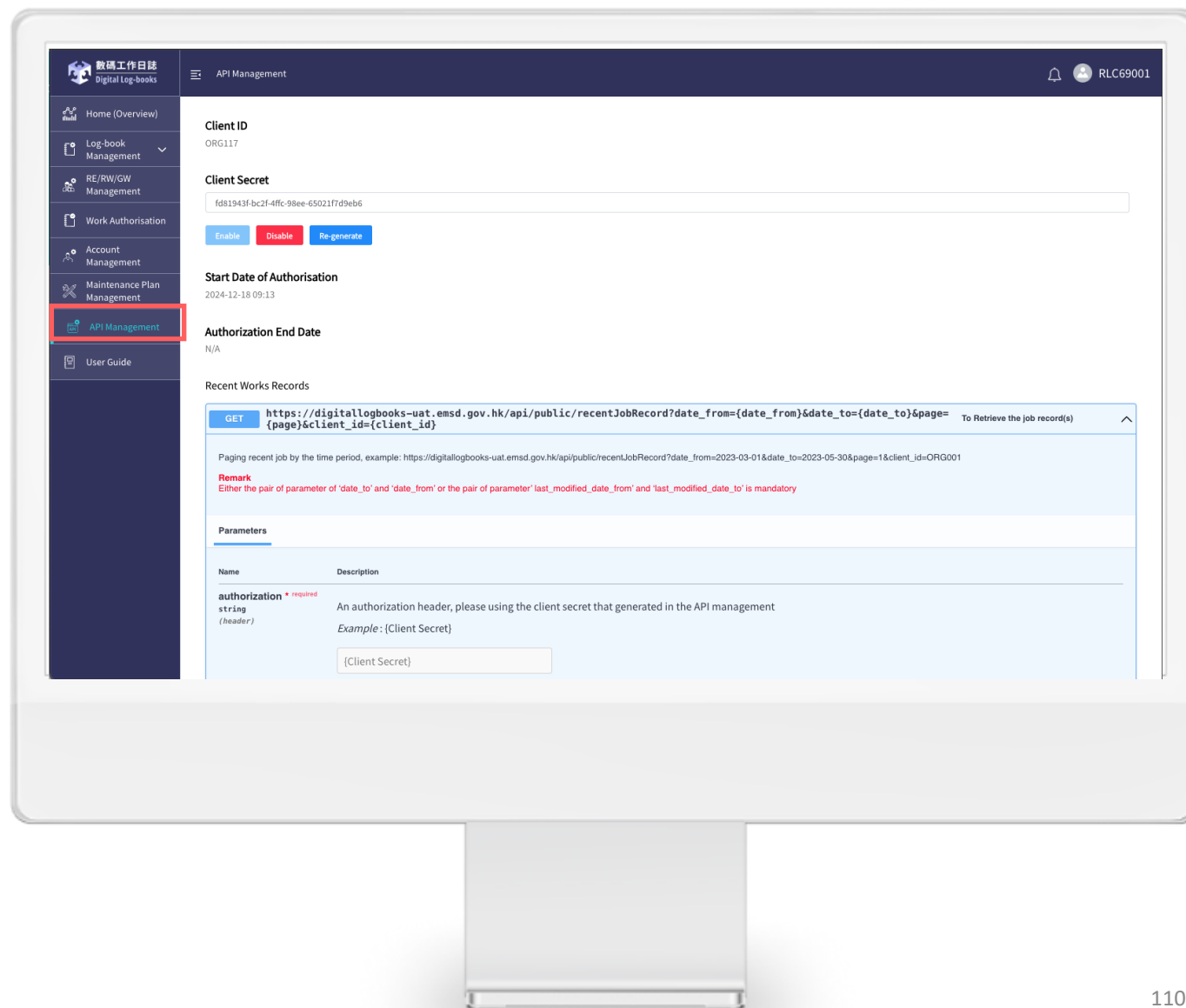
Click [X] beside the maintenance plan and click "Confirm" to delete the plan



# 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”.

