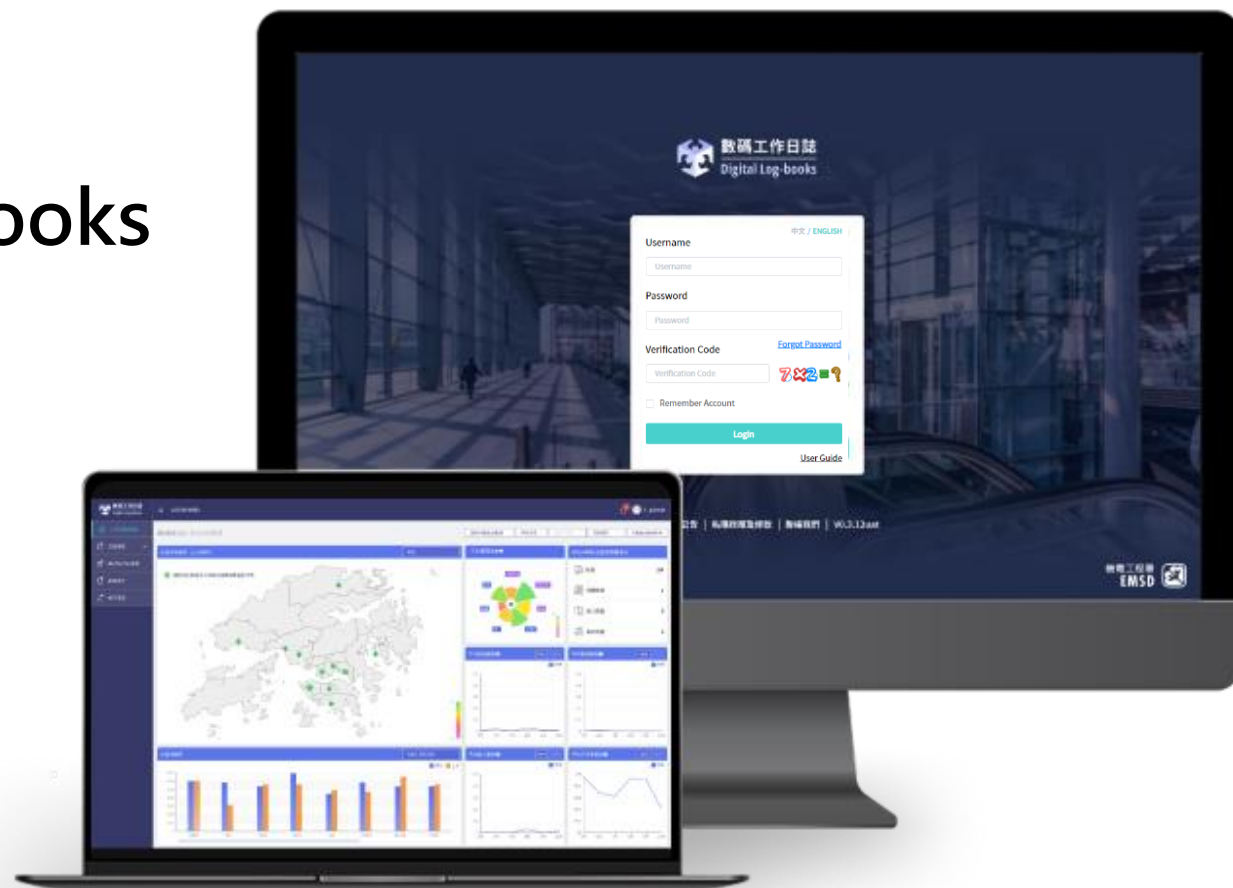




數碼工作日誌  
Digital Log-books

# Lift and Escalator Digital Log-books

*Webpage – User Manual (RP)*



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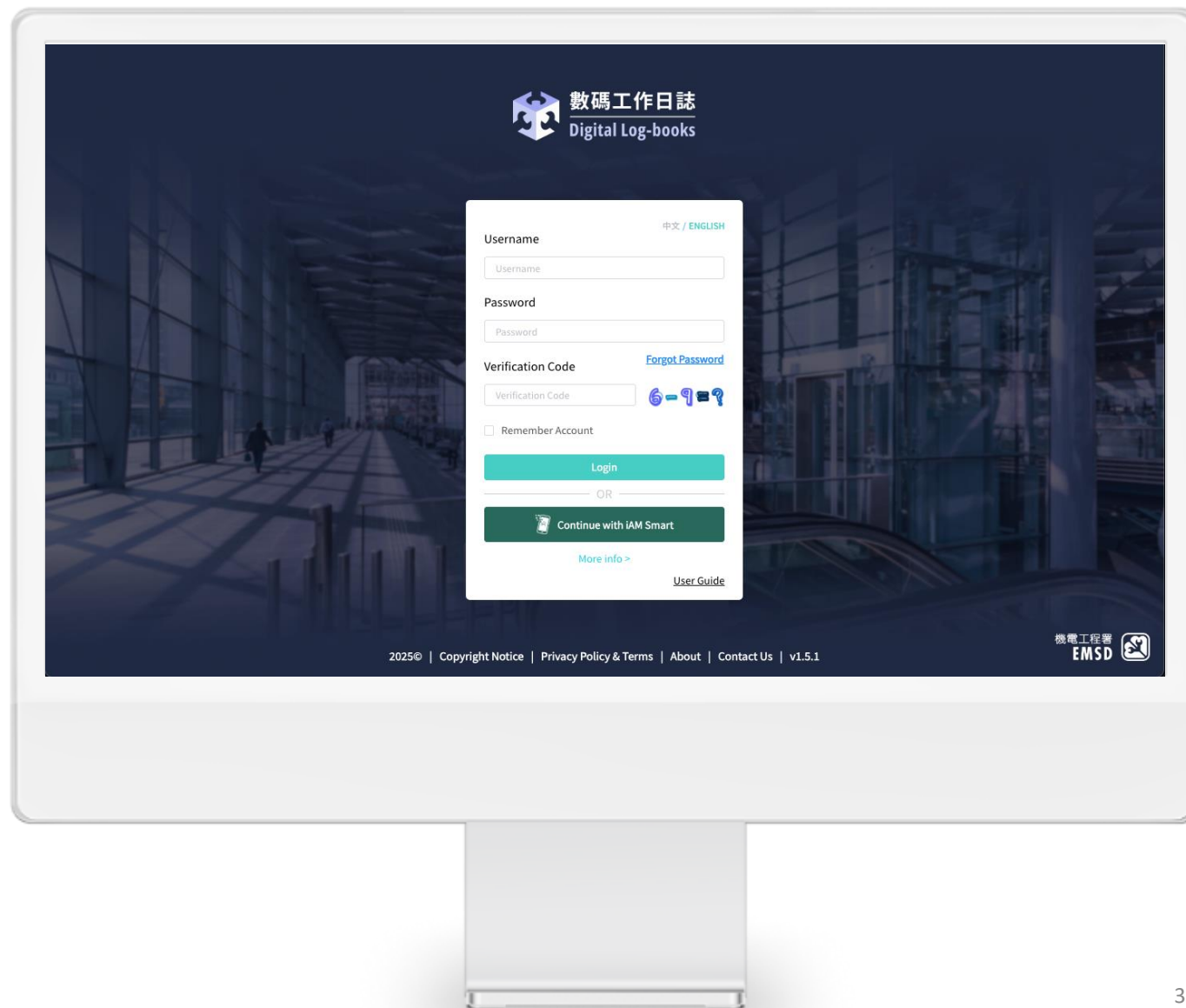
# 1 User Login

- 1 Visit the webpage
- 2 Enter the account username/email and password registered
- 3 Enter the verification code
- 4 Click “Login”

Note:

If your organisation is already a registered user, please contact your RP Admin to arrange for creations of usernames and passwords for log-in.

(RP Admin may communicate with the user offline regarding the dissemination of user credentials)

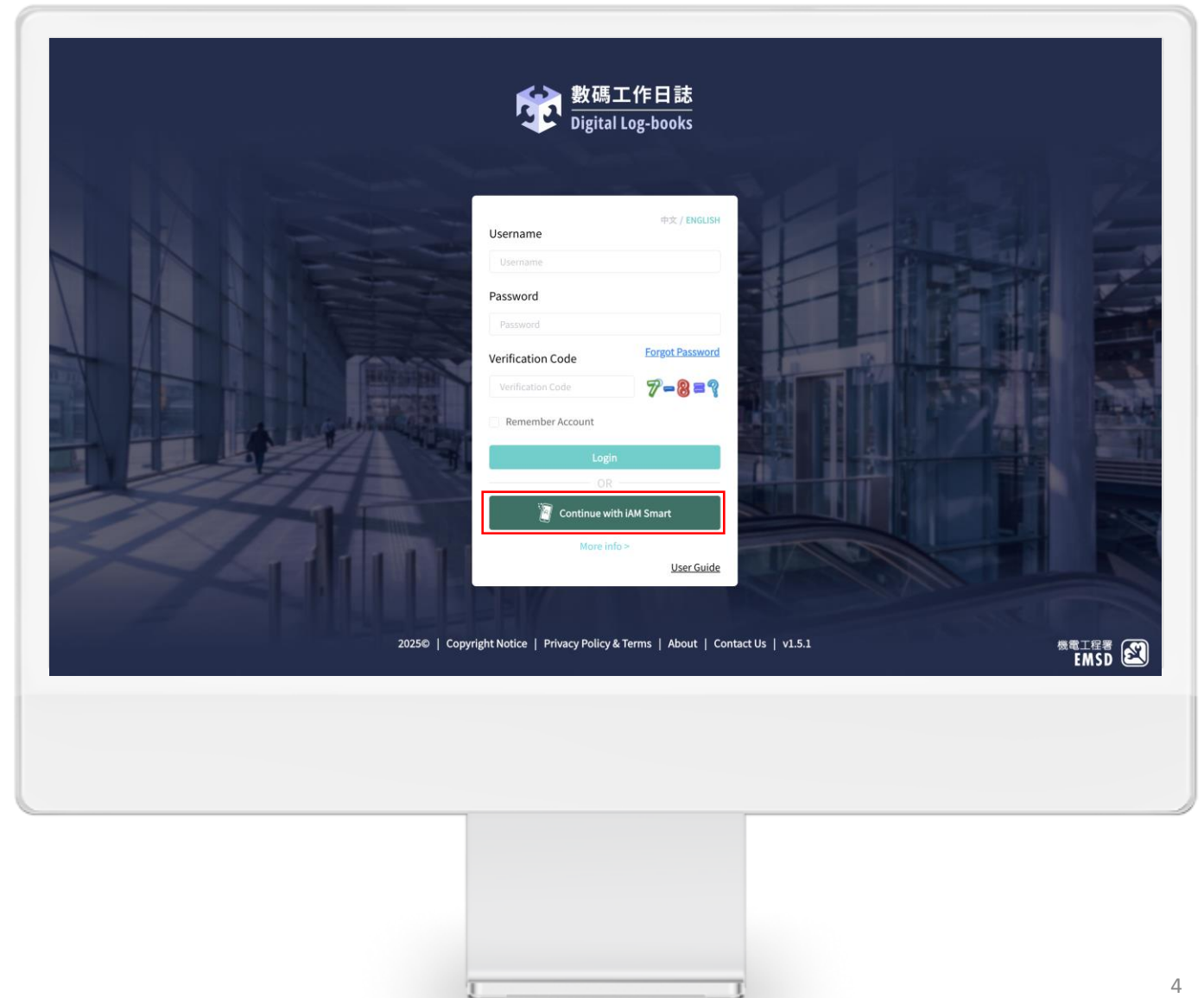


## 2 User Login - Setup iAM Smart - First Binding

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.

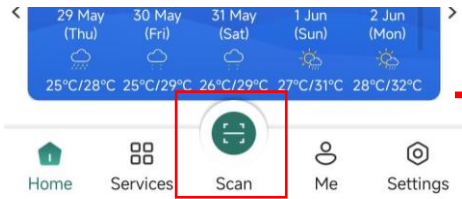
- 1 Visit the website
- 2 Click "Continue with iAM Smart "



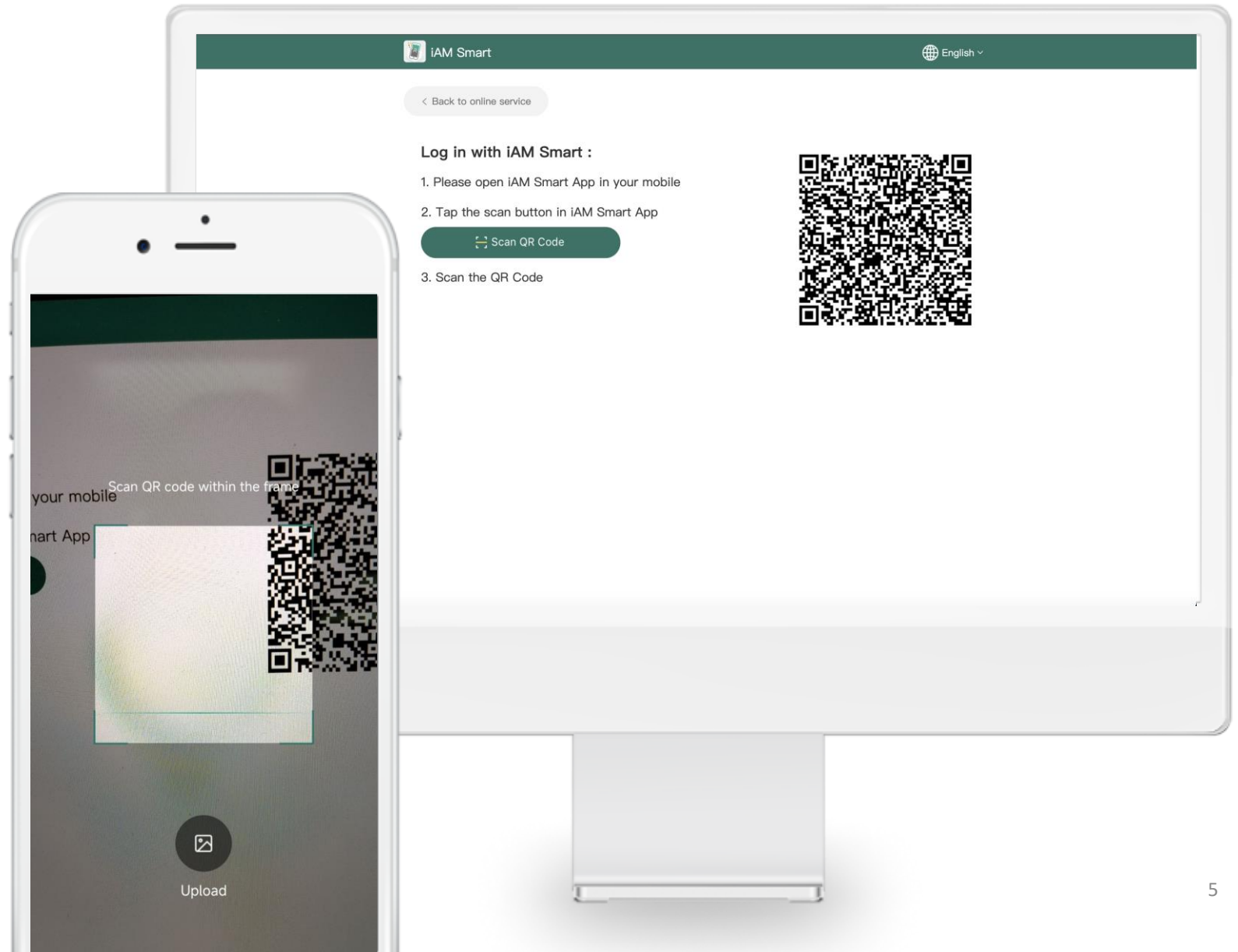
## 2 User Login - Setup iAM Smart - First Binding

3 Login the iAM Smart app on your phone.

Then scan the QR code on the page

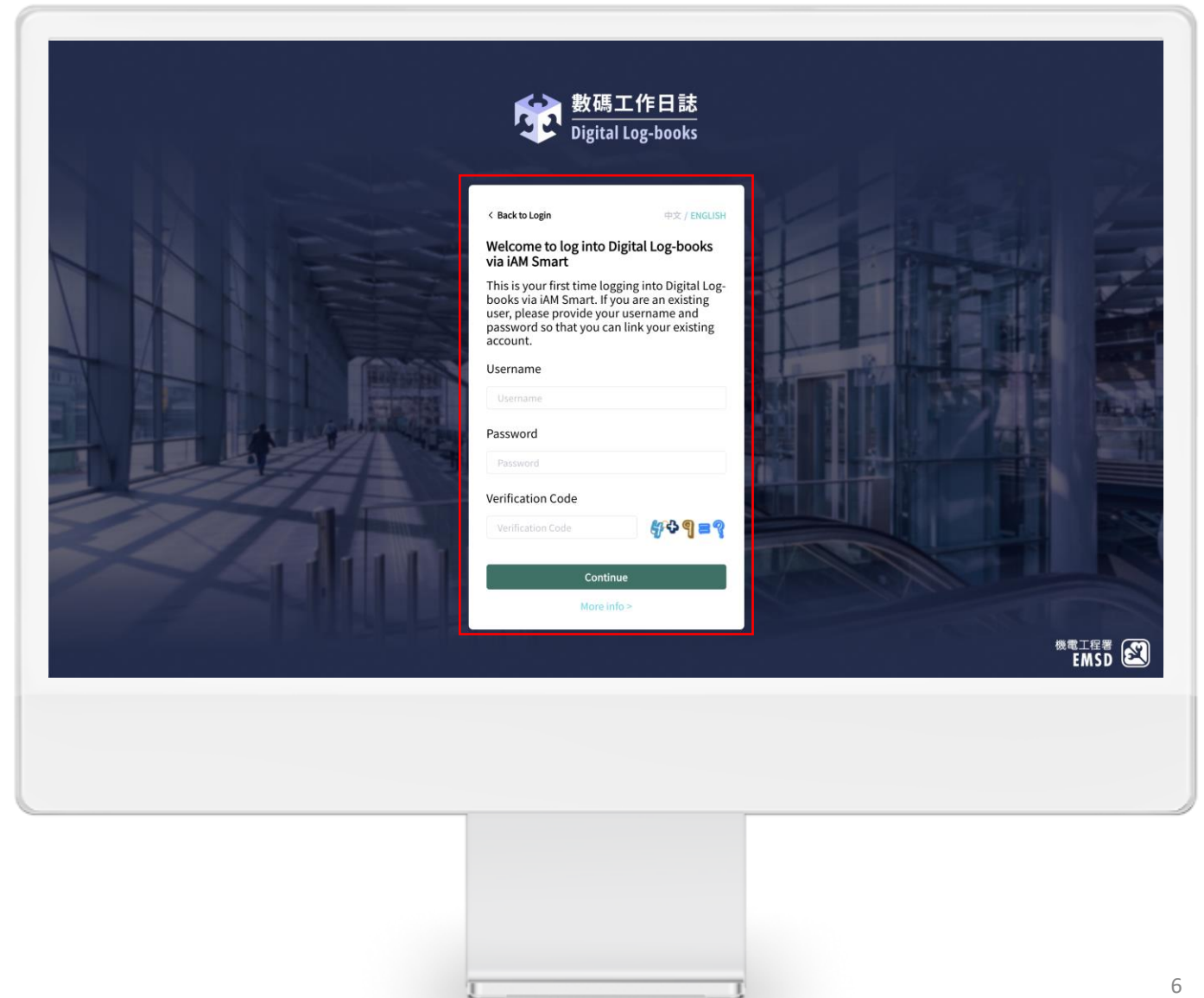


Press "Scan"  
inside your mobile  
phone "iAM Smart"



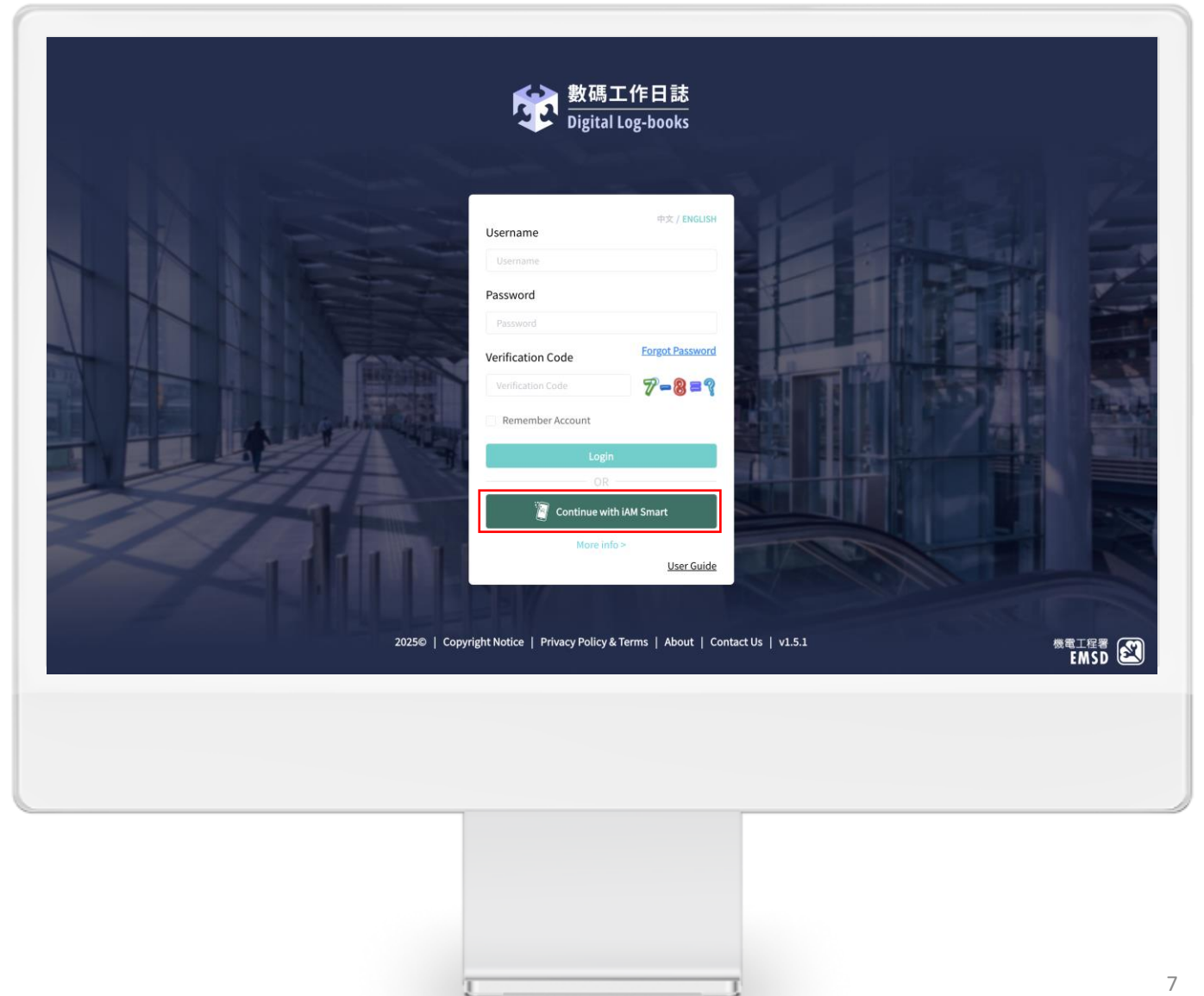
## 2 User Login - Setup iAM Smart - First Binding

- 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



### 3 User Login - Setup iAM Smart - Already bound

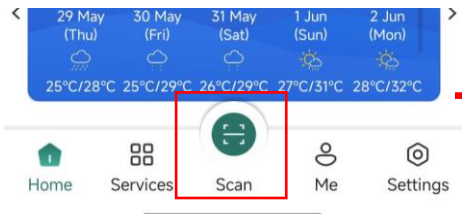
- 1 Visit the website
- 2 Click " Continue with iAM Smart "



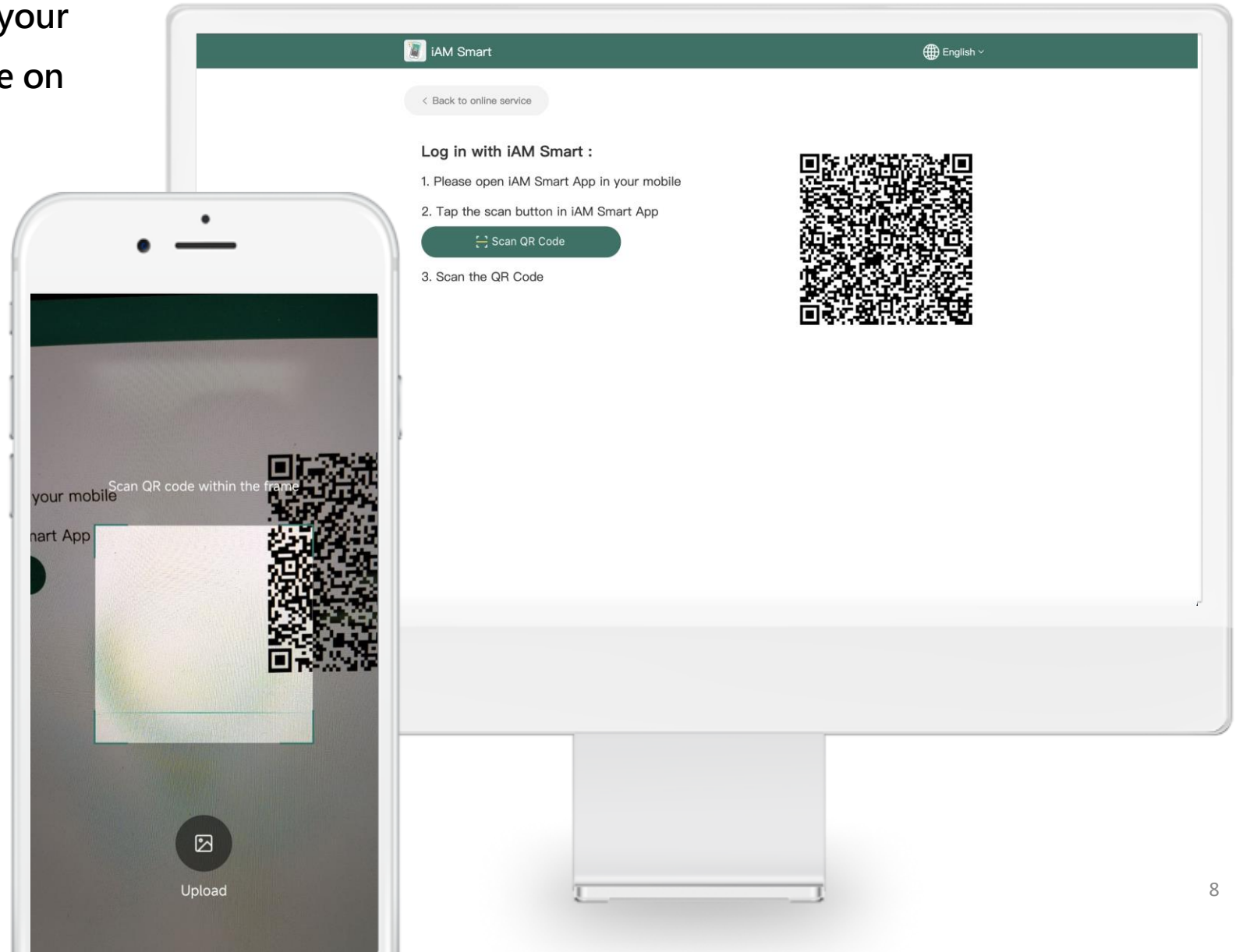
### 3 User Login - Setup iAM Smart - Already bound

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.



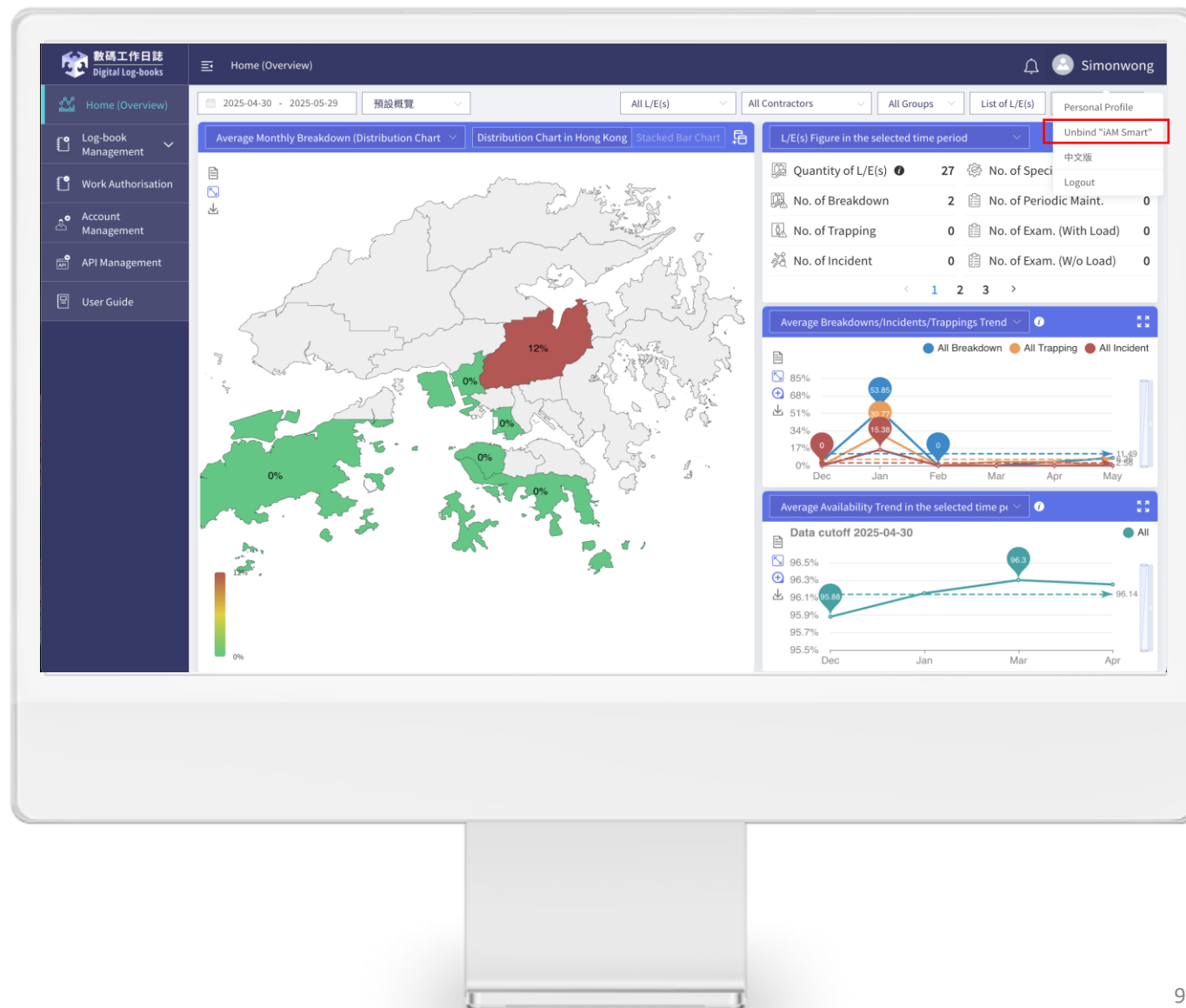
Press "Scan"  
inside your mobile  
phone "iAM Smart"



## 4 User Login - Unbind iAM Smart

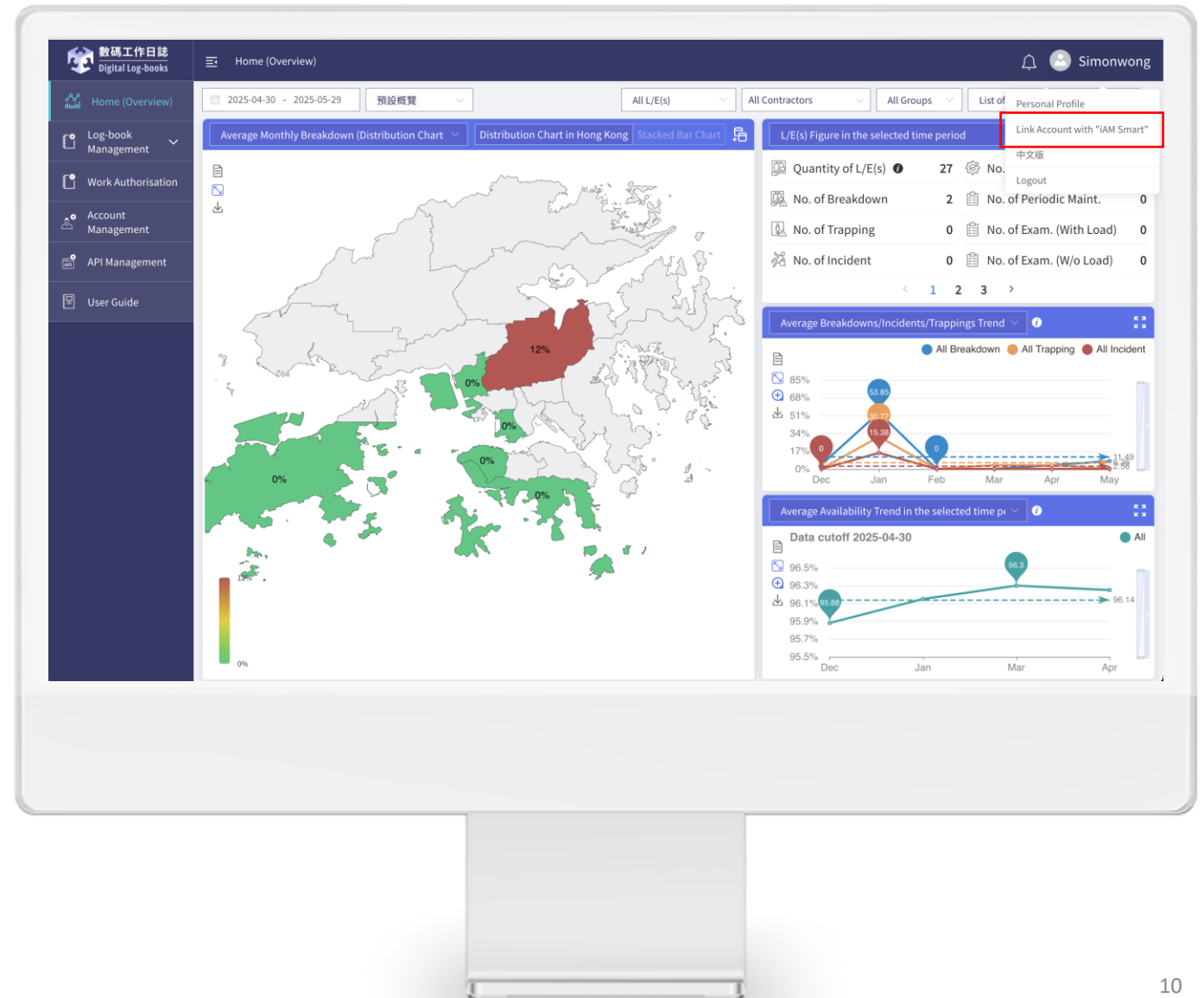
1 Click "Unbind iAM Smart" in the username menu

2 Confirm to unbind



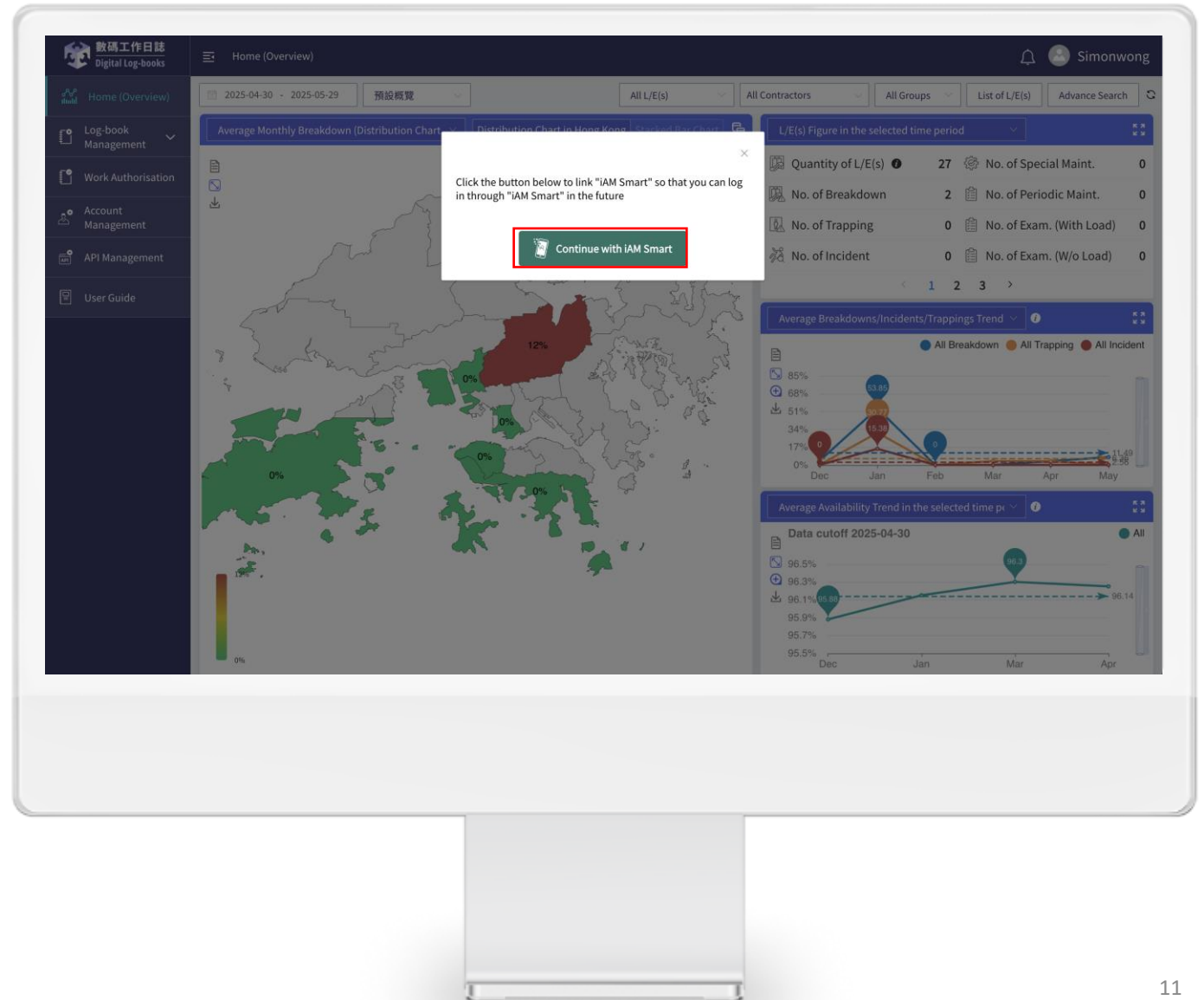
## 5 User Login - Log in and bind your iAM Smart

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



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

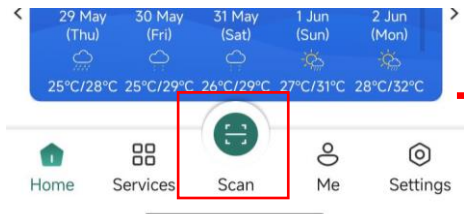
- 2 Click "Continue with iAM Smart"  
Wait to jump to the iAM Smart page



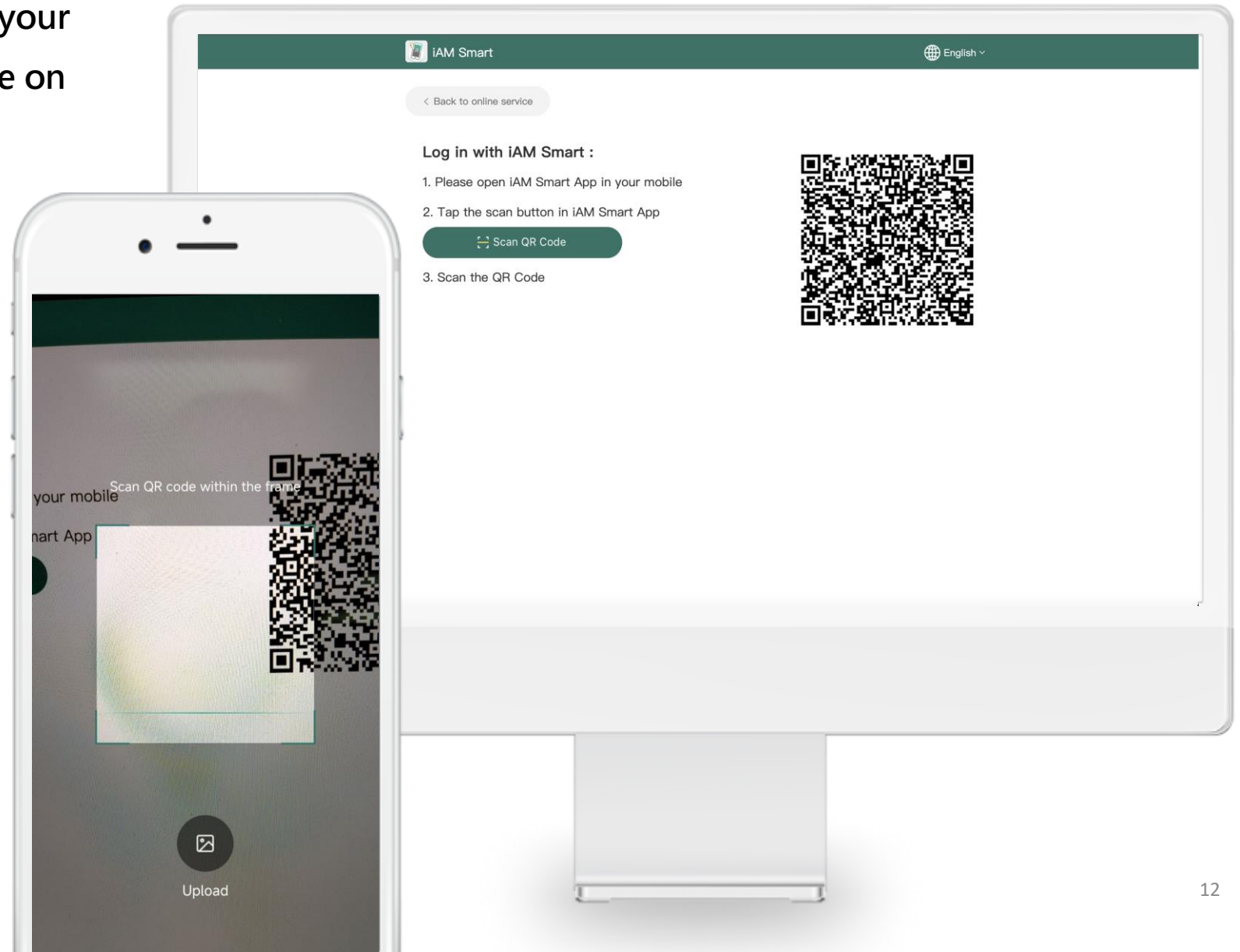
## 5 User Login - Log in and bind your iAM Smart

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.



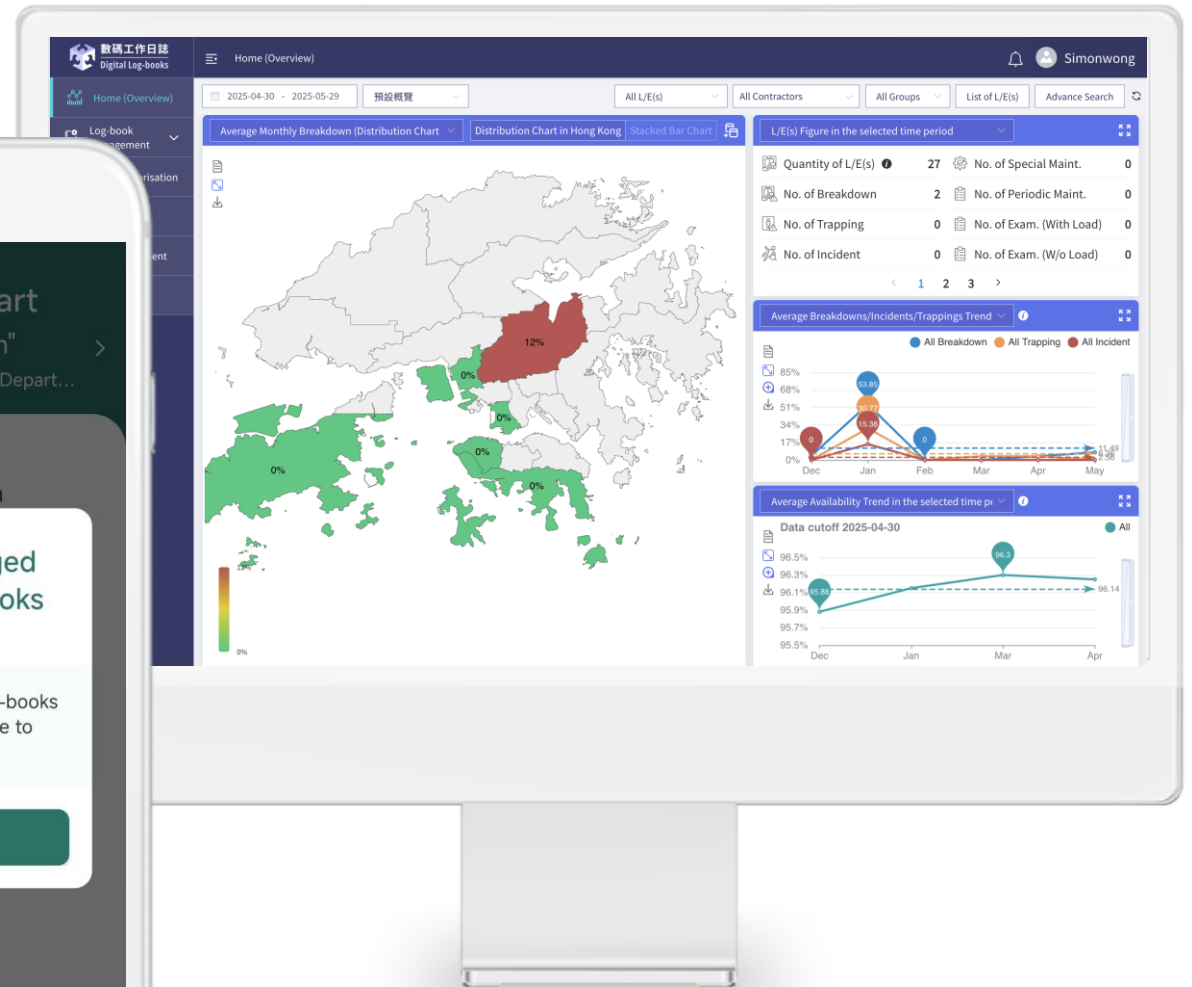
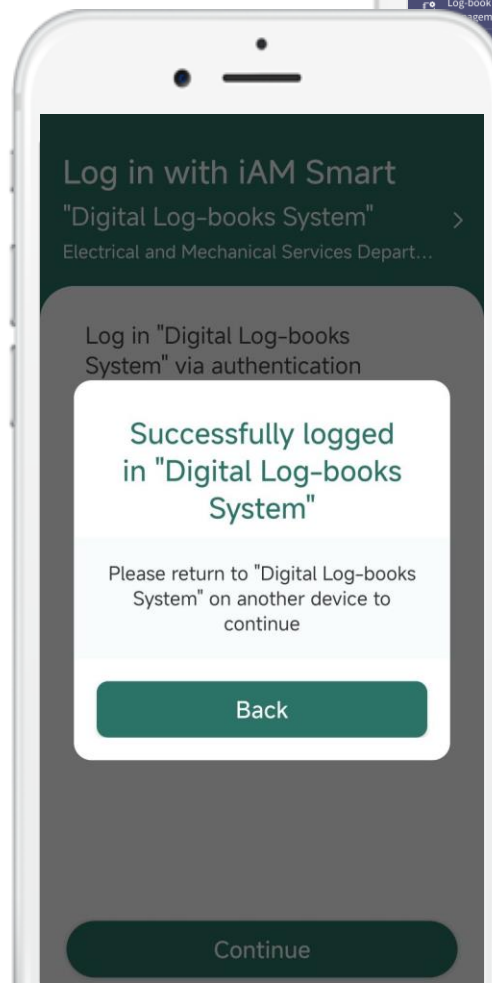
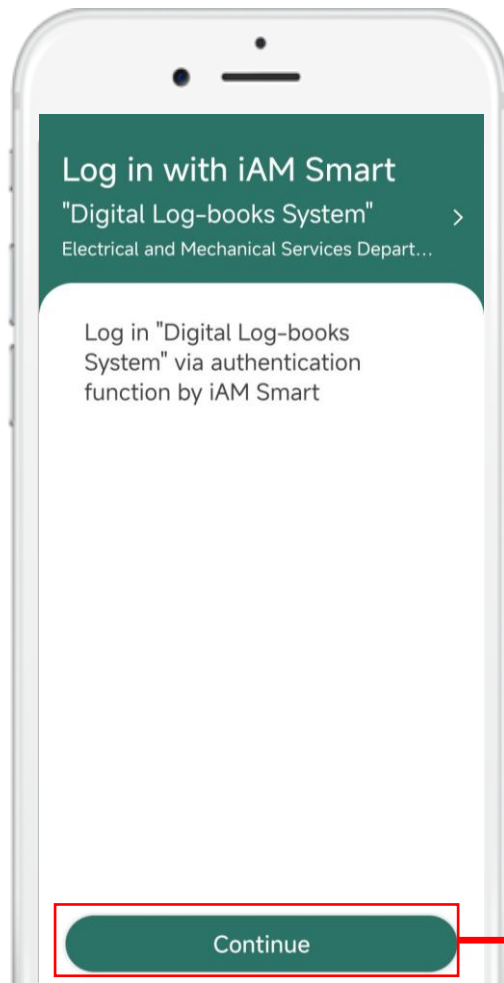
Press "Scan"  
inside your mobile  
phone "iAM Smart"



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

5 On your mobile phone, press Continue

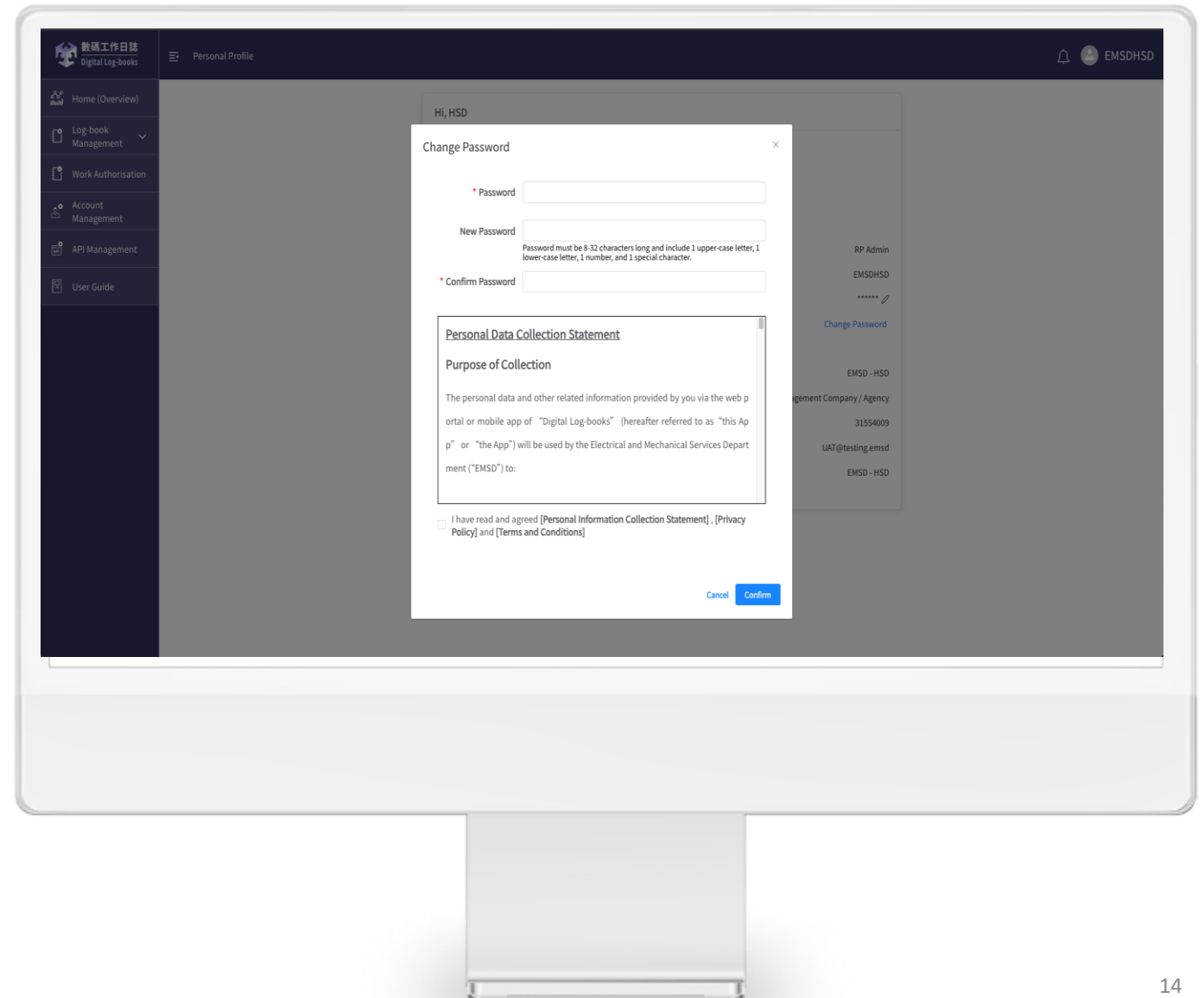
6 Login successfully



## 2 Personal Profile - Changing Password


- 1 Upon logging in, click “Personal Profile” on the upper right side of the page
- 2 Click “Change Password”
- 3 Enter the current and new passwords as instructed and confirm the new password

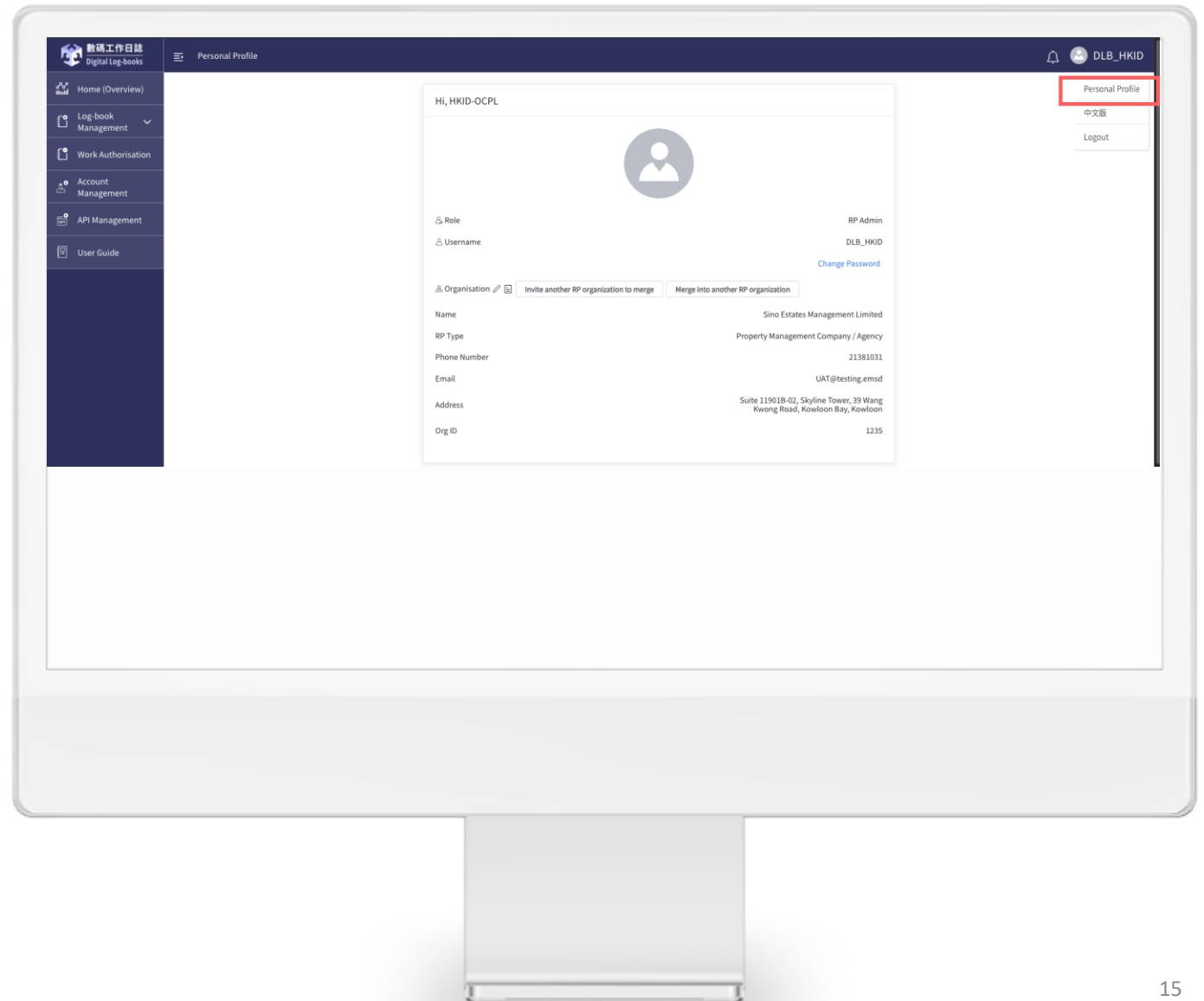
Note: If necessary, other RP Admin users may also change their passwords



## 2 Personal Profile - Changing Personal Information

1 Return to “Personal Profile” page

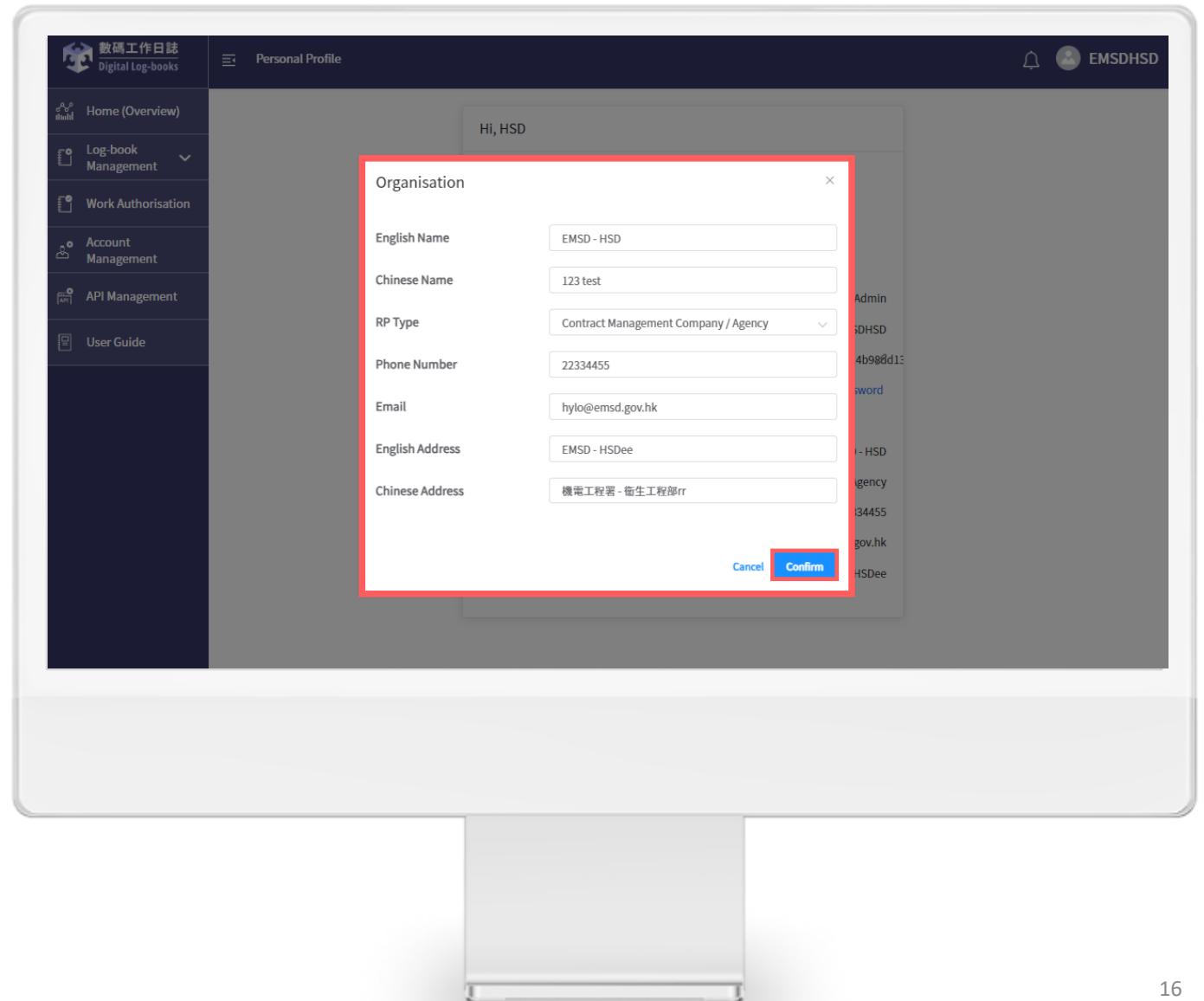
2 Click the pen icon “” next to “Organisation” to change the information




## 2 Personal Profile - Changing Personal Information

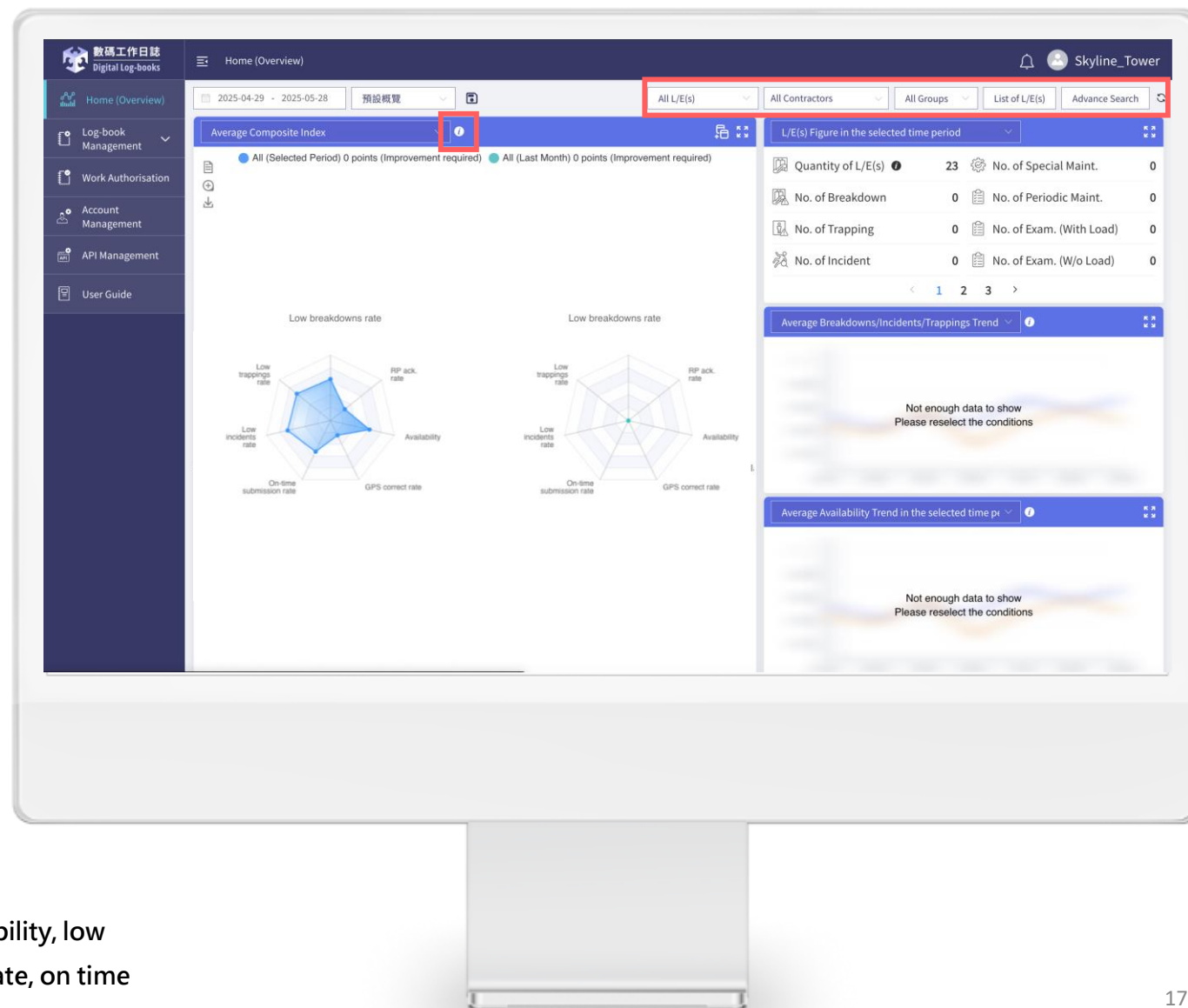
3 Information that can be changed include: “English Name”, “Chinese Name”, “RP Type”, “Telephone Number”, “Email”, “English Address” and “Chinese address”

4 After updating the information, click “Confirm”



### 3 Home Page – Information Overview

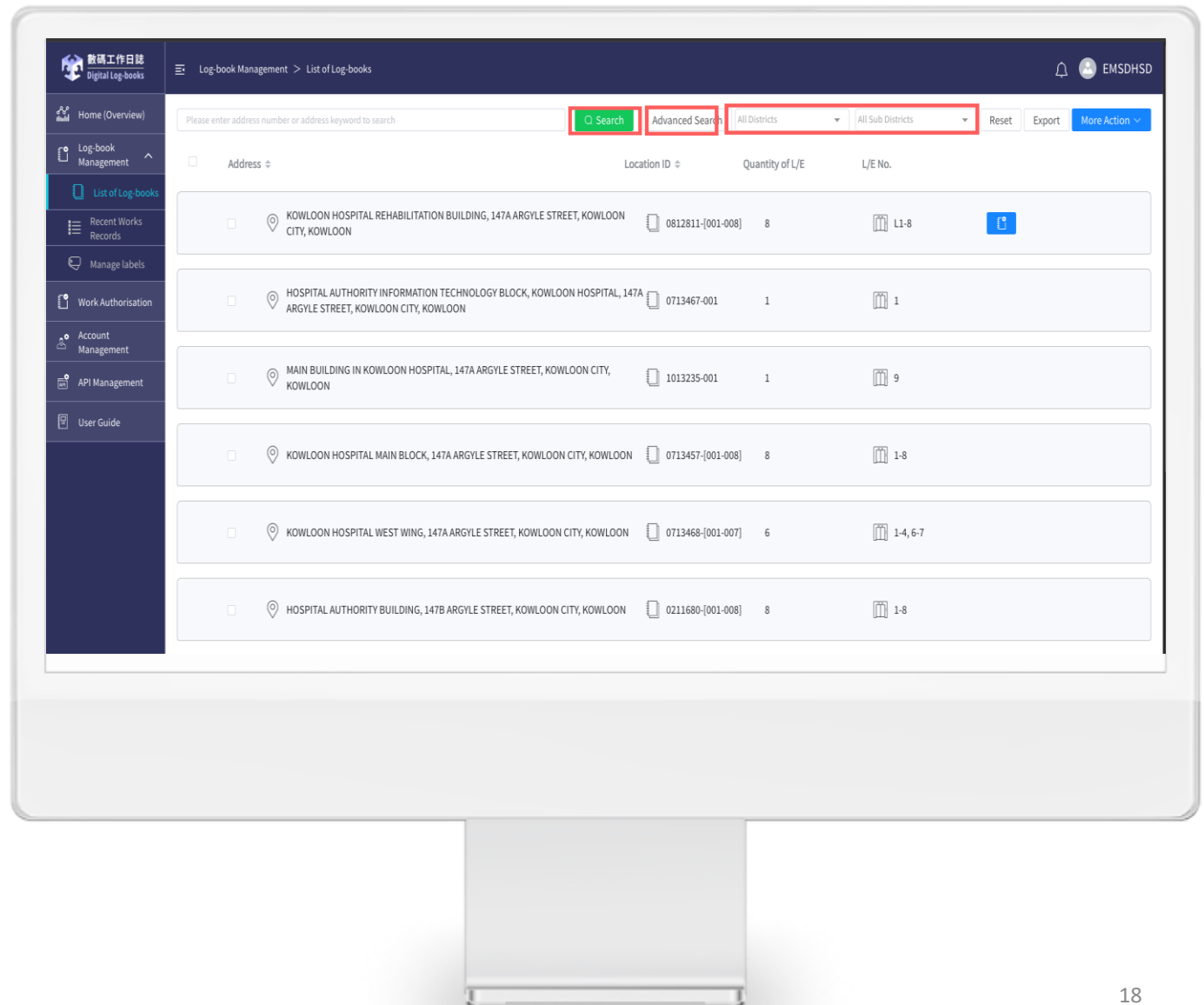
- 1 Click “Home (Overview)”
- 2 Users can view distribution chart and trends of their lifts/escalators
- 3 User may look up log-books according to the categories on the upper right corner
- 4 If there is more information on the chart on the homepage, there will be a more information icon.  When the mouse 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

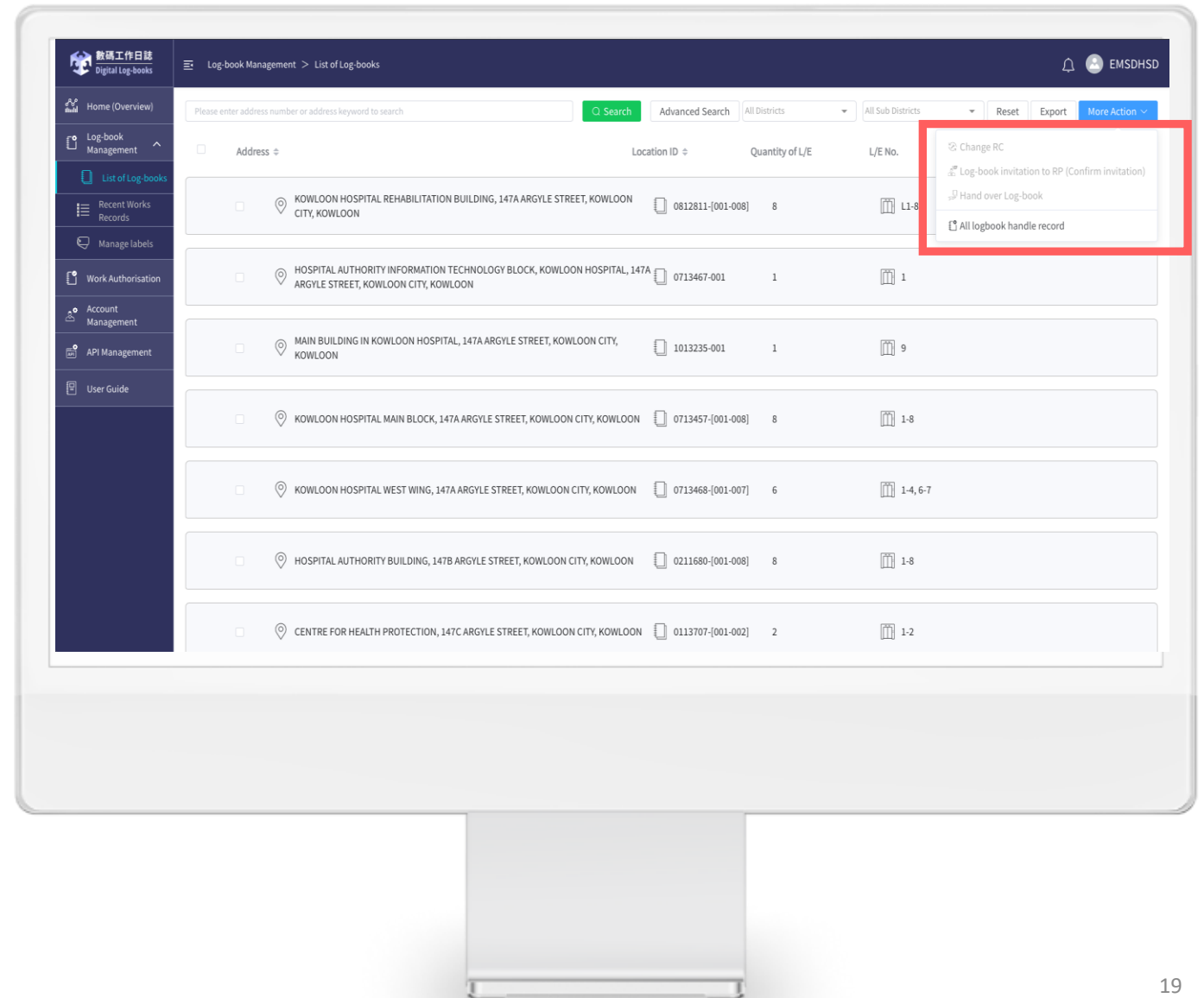
- 1 Click on “List of Log-books” under the “Log-book Management” section
- 2 Enter Location ID or address keywords to look for log-books
- 3 Search log-books according to “Districts” and “Sub Districts” on the upper right corner
- 4 Or click “Advanced Search” to look up log-book specifically



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

4

Click "More Actions" on the list page to use the following functions: "Change RC", "Log-book invitation to RP (Confirm invitation)", "Hand over Log-book", "All logbook handle record"



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

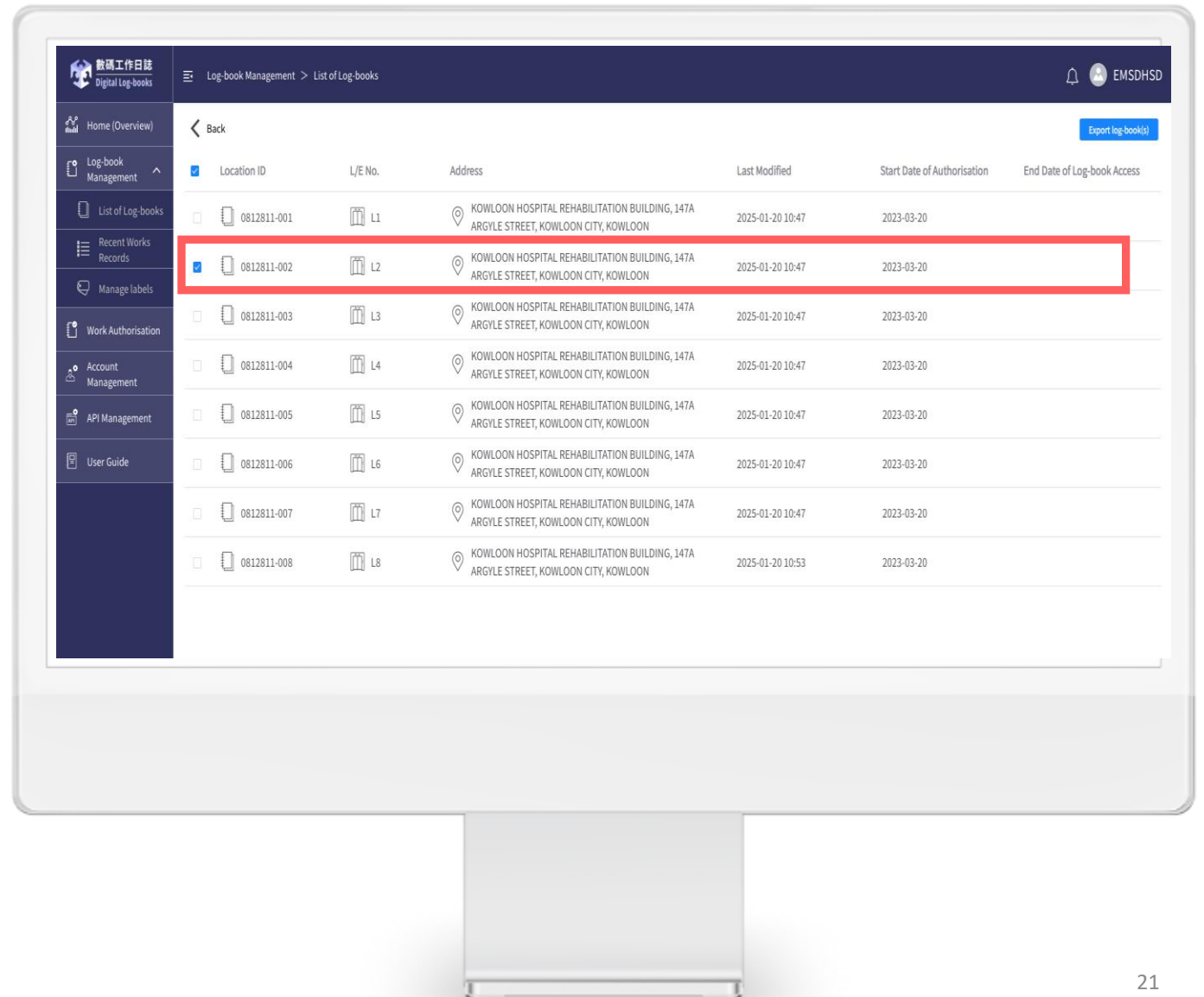
4.1 Under “Advanced Search”, users can enter specific Lift/Escalator information under “Keyword”, “Overview” or “Maintenance Information” to search the log-books

4.2 Click “Confirmed” to search for the log-books required

The screenshot displays the 'Digital Log-books' system interface. A sidebar on the left contains navigation links: Home (Overview), Log-book Management, List of Log-books, Recent Works Records, Manage labels, Work Authorisation, Account Management, API Management, and User Guide. The 'List of Log-books' link is highlighted. A modal window titled 'Advance Search' is open, featuring a 'Keyword' search bar and several filter sections: 'Overview' (General Data) with dropdowns for Type, Location Number, LENumber, Zone, Subpartitions, and Label; 'Address' with a text input; 'PrimaryInstallationContractor' with a dropdown; 'InstallationCompletionDate' with date pickers; 'PermitExpirationDate' and 'LoadInspectionExpirationDate' with date pickers; 'WhetherDigitalWorkLogActivated' with radio buttons; 'DigitalWorkLogInvitationActivationDate' and 'DigitalWorkLogActivationDate' with date pickers; 'MaintenanceInformation' with dropdowns for 'MaintenanceContractorMostRecent' and 'SubcontractedMaintenanceContractorMostRecent'; and 'EstimatedRegularMaintenanceHours' with time pickers. At the bottom right of the modal, there are 'Reset' and 'Confirmed' buttons, with 'Confirmed' highlighted by a red box.

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

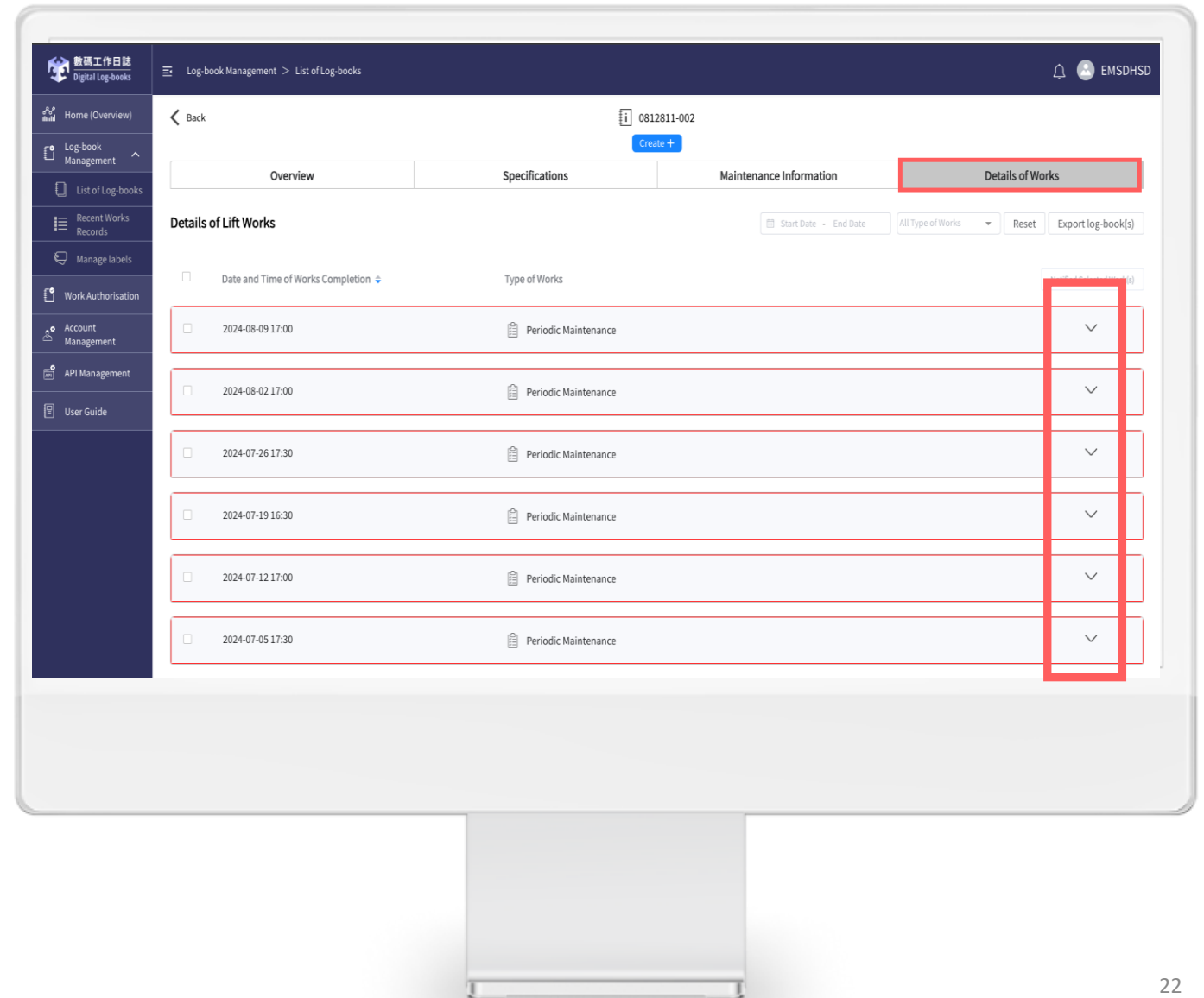
- 5 View the information of the lift log-book, such as “Location ID”, “Start Date of Log-book Authorisation”, “End Date of Log-book Access”, etc.
- 6 Click on the respective lift log-book(s)



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

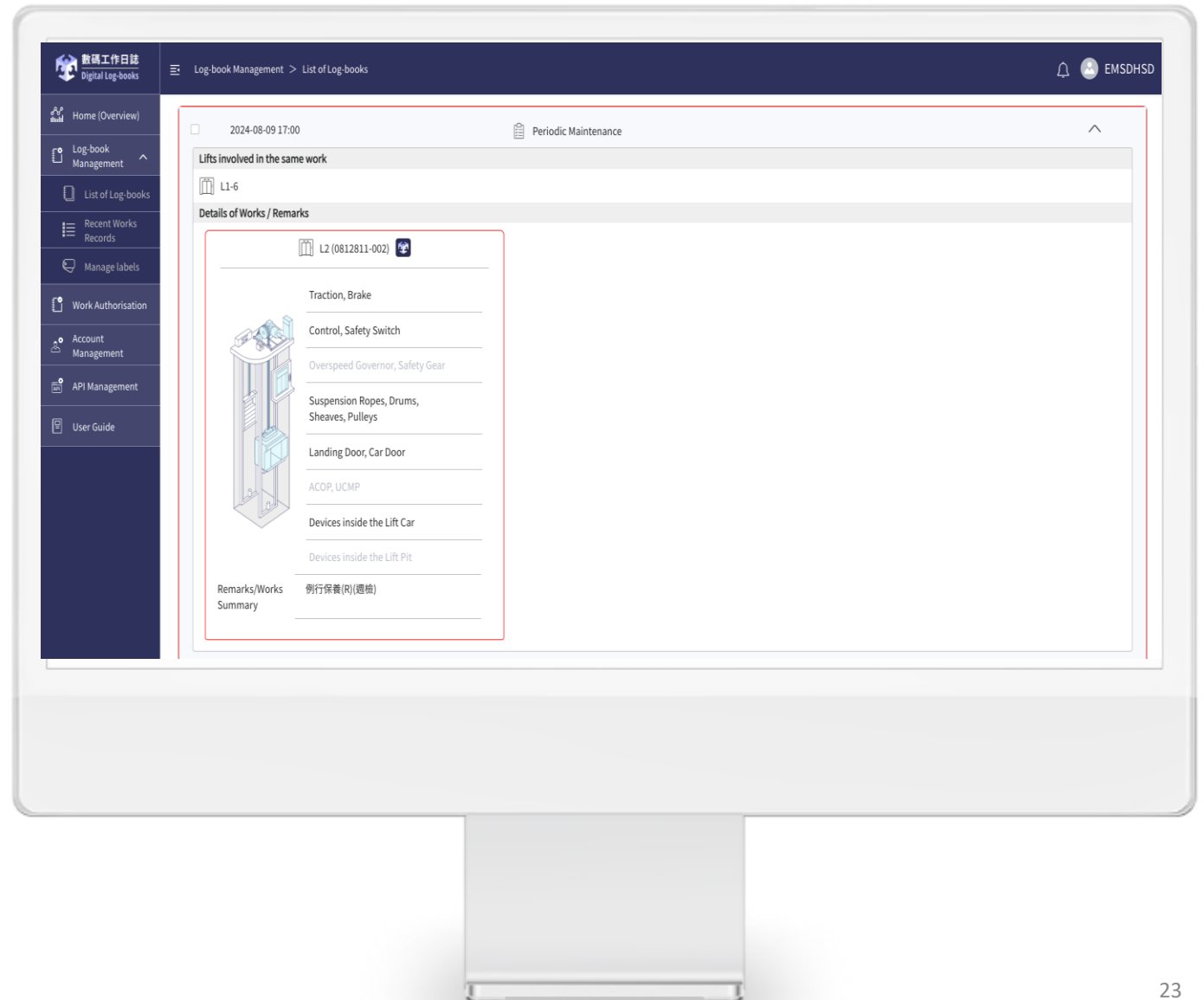
7 View details of the lift/escalator  
(The log-book has been pre-set to display details of the works)

8 Users can expand the logs to read the details of works



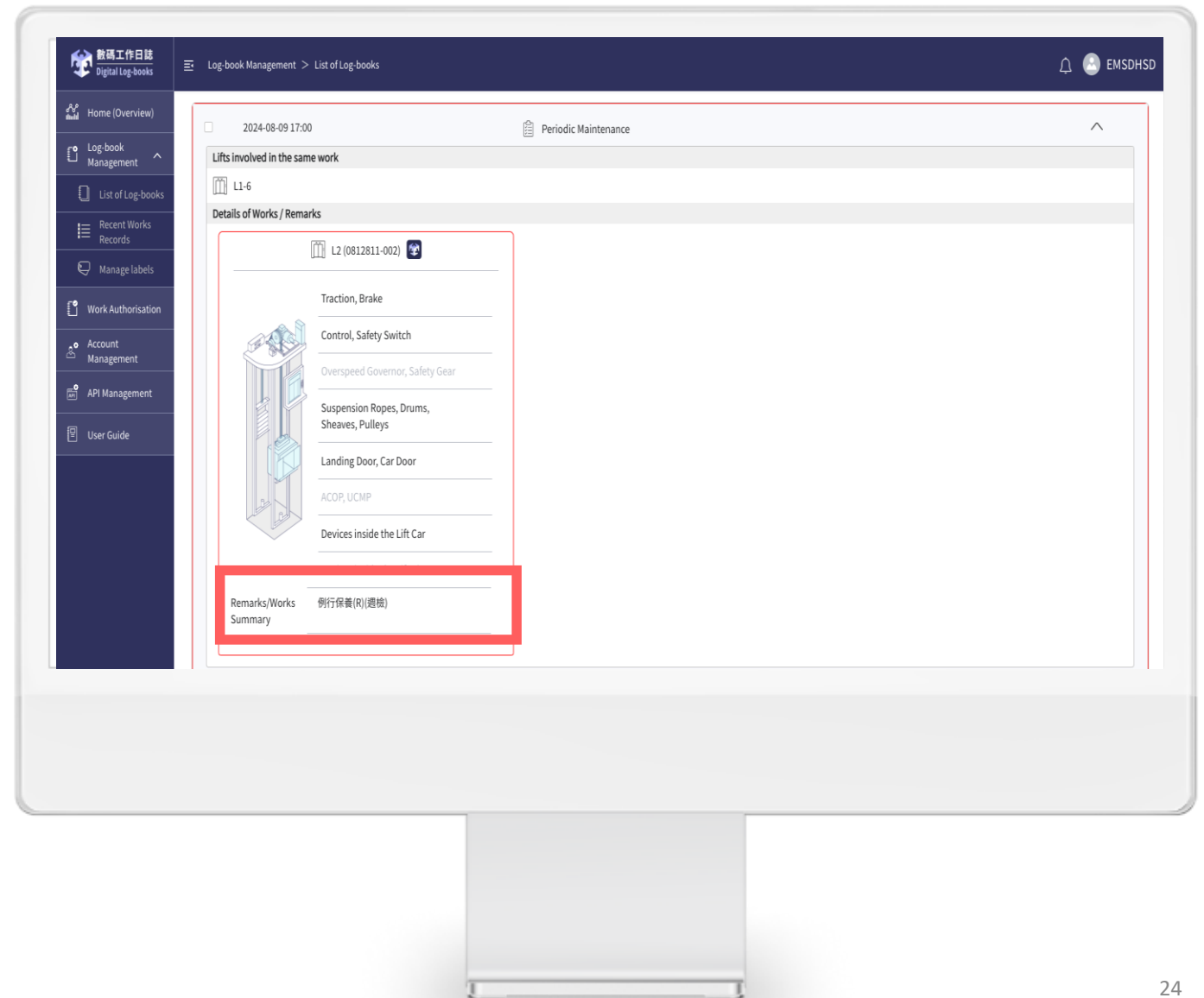
## 4 Log-book Management – List of Log-books

- 8.1 Expand “Details of Works” to read the information in detail  
Lifts involved in the same works will be displayed together



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

- 9 User can view the details of works
  - If the details of works have been modified, the reason for the modification will be shown
- 10 User may click “Edit Log-book history” to view modification details

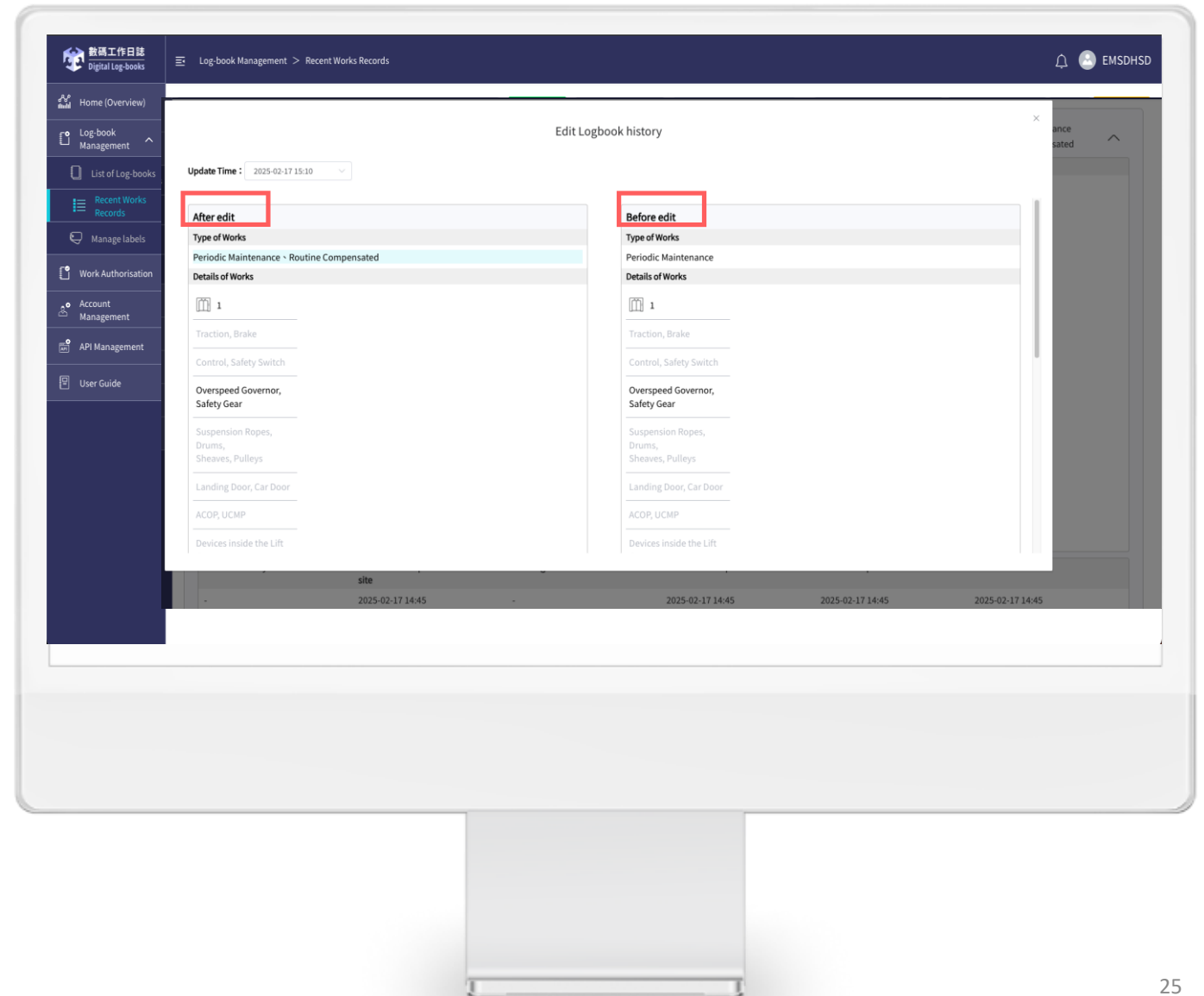


## 4 Log-book Management – List of Log-books

### 10.1

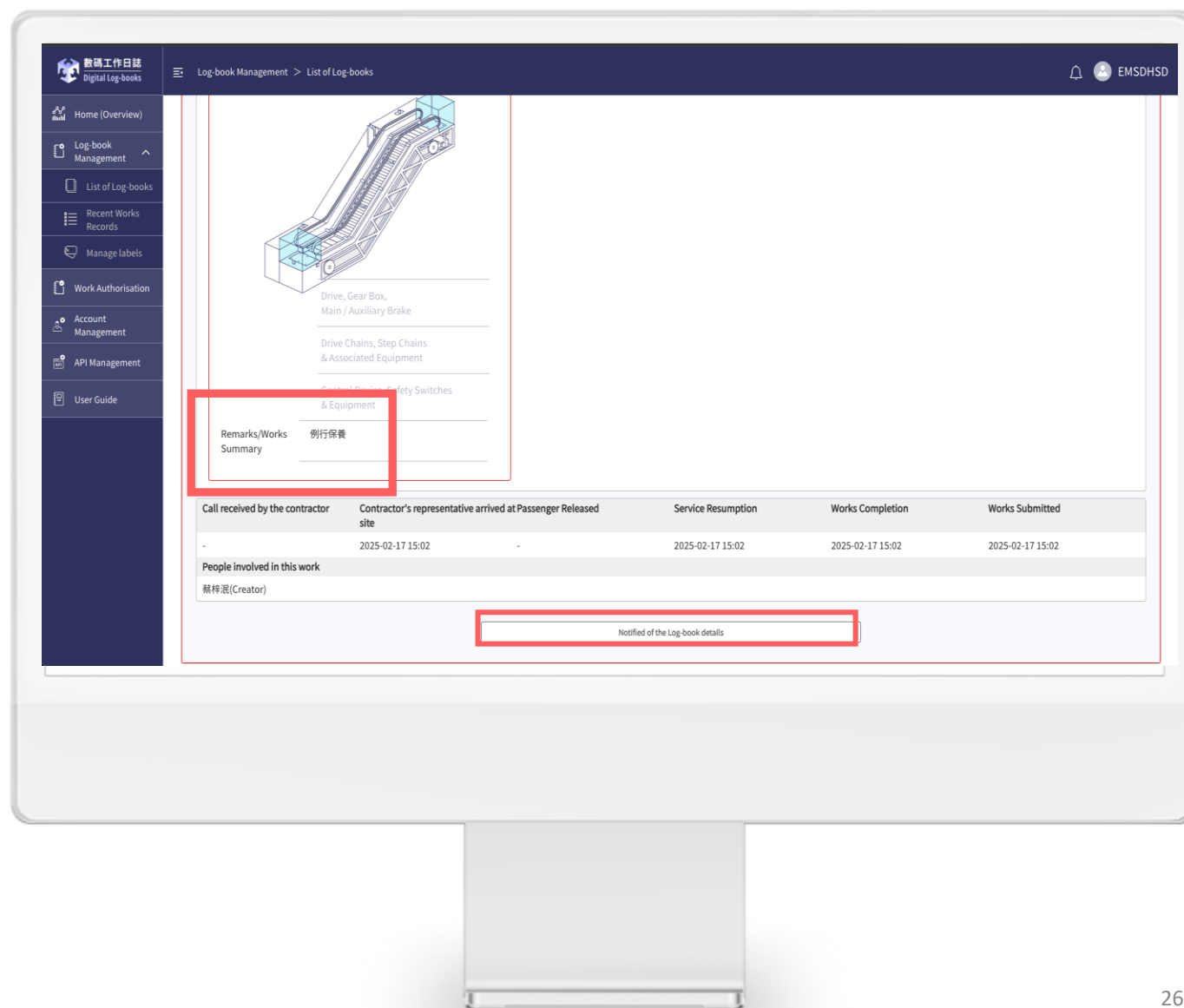
About “Edit Logbook history”:

- Left column: showing information after editing
- Right column: showing information before editing



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

11 After reading the log, click  
“Notified of the Log book details”

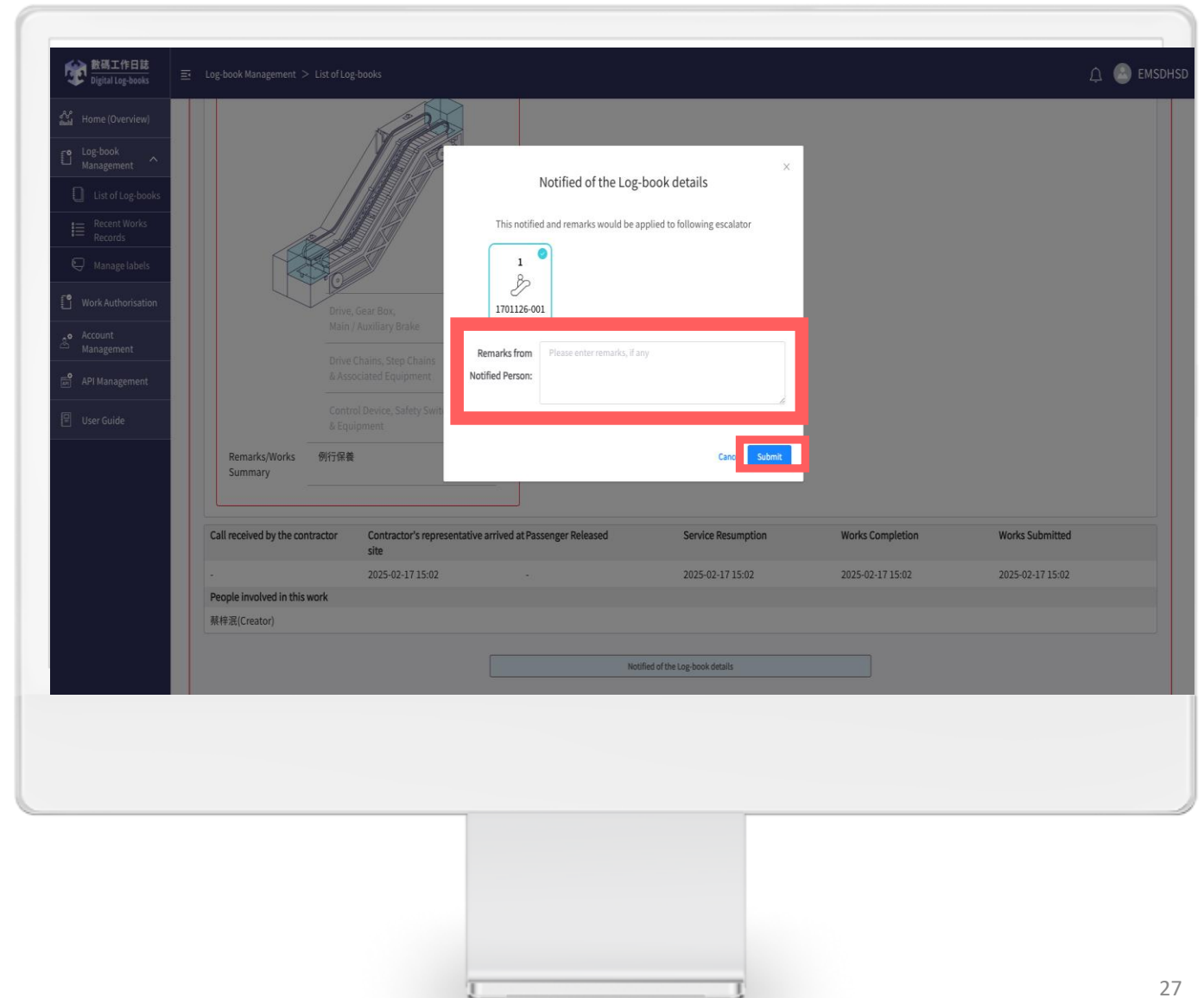


## 4 Log-book Management – List of Log-books

12 Enter “Remarks from Notified Person” to leave a note and click “Submit”

Note 1: This acknowledgement and remarks will apply to the lifts involved in the same works

Note 2: Only through batch acknowledgement of log-books can the same set of remarks be applied at the same time



## 4 Log-book Management – List of Log-books [Overview]

12.1.1

Overview of a lift:  
View the General Information,  
Contractor List and RP List

The screenshot displays the 'Digital Log-books' system interface. The left sidebar contains navigation links: Home (Overview), Log-book Management, List of Log-books, Recent Works Records, Manage Labels, Work Authorisation, Account Management, API Management, and User Guide. The main content area is titled 'Log-book Management > List of Log-books' and shows a specific log-book entry for ID 1701126-001. The 'Overview' tab is selected, and the 'General Information' section is expanded. Below this, the 'Contractor List' and 'RP List' sections are also visible. Red boxes highlight the 'Overview', 'General Information', 'Contractor List', and 'RP List' sections.

Log-book Management > List of Log-books

1701126-001

Create +

Overview	Specifications	Maintenance Information	Details of Works
----------	----------------	-------------------------	------------------

**General Information**

**Address**

新界天水圍天瑞街11號 天水圍醫院  
TIN SHUI WAI HOSPITAL, 11 TIN TAN STREET, TIN SHUI WAI, N.T.  
[Map](#)

**L/E No.**

1

Name of Principal Installation Contractor	Date of Completion of Installation
-	2016-05-23

Date of Expiry of Use Permit	Date of Expiry of Load Test	Log-book Activation Date
2025-02-23	2028-08-23	2023-03-20

**Remark**

-

**Contractor List**

Registered Contractor Name	Type of Works	Start Date of Authorisation	End Date of Log-book Access
ANLEV ELEX ELEVATOR LTD (ANLEV)	Maintenance	2023-03-20	-

**RP List**

Name of RP	Type of RP	Start Date of Authorisation	End Date of Log-book Access
------------	------------	-----------------------------	-----------------------------

## 4 Log-book Management – List of Log-books [Overview]

12.1.2

Overview of an escalator:  
View the General Information,  
Contractor List and RP List

The screenshot displays the 'Digital Log-books' system interface. The left sidebar contains navigation links: Home (Overview), Log-book Management, List of Log-books, Recent Works Records, Manage Labels, Work Authorisation, Account Management, API Management, and User Guide. The main content area is titled 'Log-book Management > List of Log-books' and shows a 'Back' button and a 'Create +' button. The 'Overview' tab is selected and highlighted with a red box. Below the tabs, the 'General Information' section is highlighted with a red box. It contains the following details:

- Address:** 九龍 九龍灣 承昌道 香港兒童醫院A座  
TOWER A, HK CHILDREN'S HOSPITAL, SHING CHEONG ROAD, KOWLOON BAY, KOWLOON  
[Map](#)
- L/E No.:** 1
- Name of Principal Installation Contractor:** -
- Date of Completion of Installation:** 2017-08-07
- Date of Expiry of Use Permit:** 2024-10-23
- Date of Expiry of Load Test:** 2025-10-23
- Log-book Activation Date:** 2023-03-20
- Remark:** -

Below the General Information, the 'Contractor List' and 'RP List' sections are also highlighted with red boxes. The 'Contractor List' table has the following data:

Registered Contractor Name	Type of Works	Start Date of Authorisation	End Date of Log-book Access
FUJITEC (HK) CO., LTD. (FUJITEC)	Maintenance	2023-03-20	-

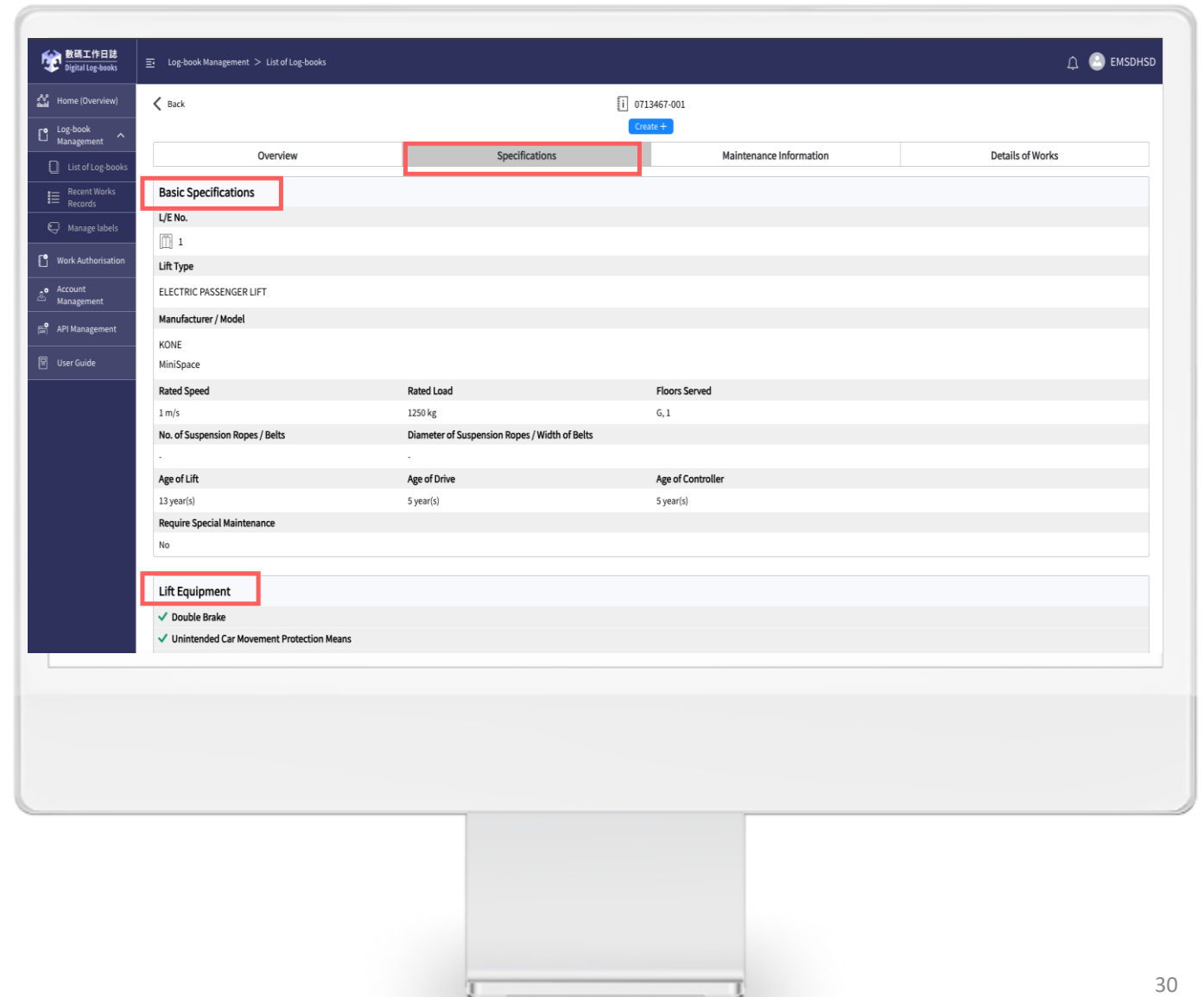
The 'RP List' table has the following data:

Name of RP	Type of RP	Start Date of Authorisation	End Date of Log-book Access
------------	------------	-----------------------------	-----------------------------

## 4 Log-book Management – List of Log-books [Specifications]

### 12.2.1

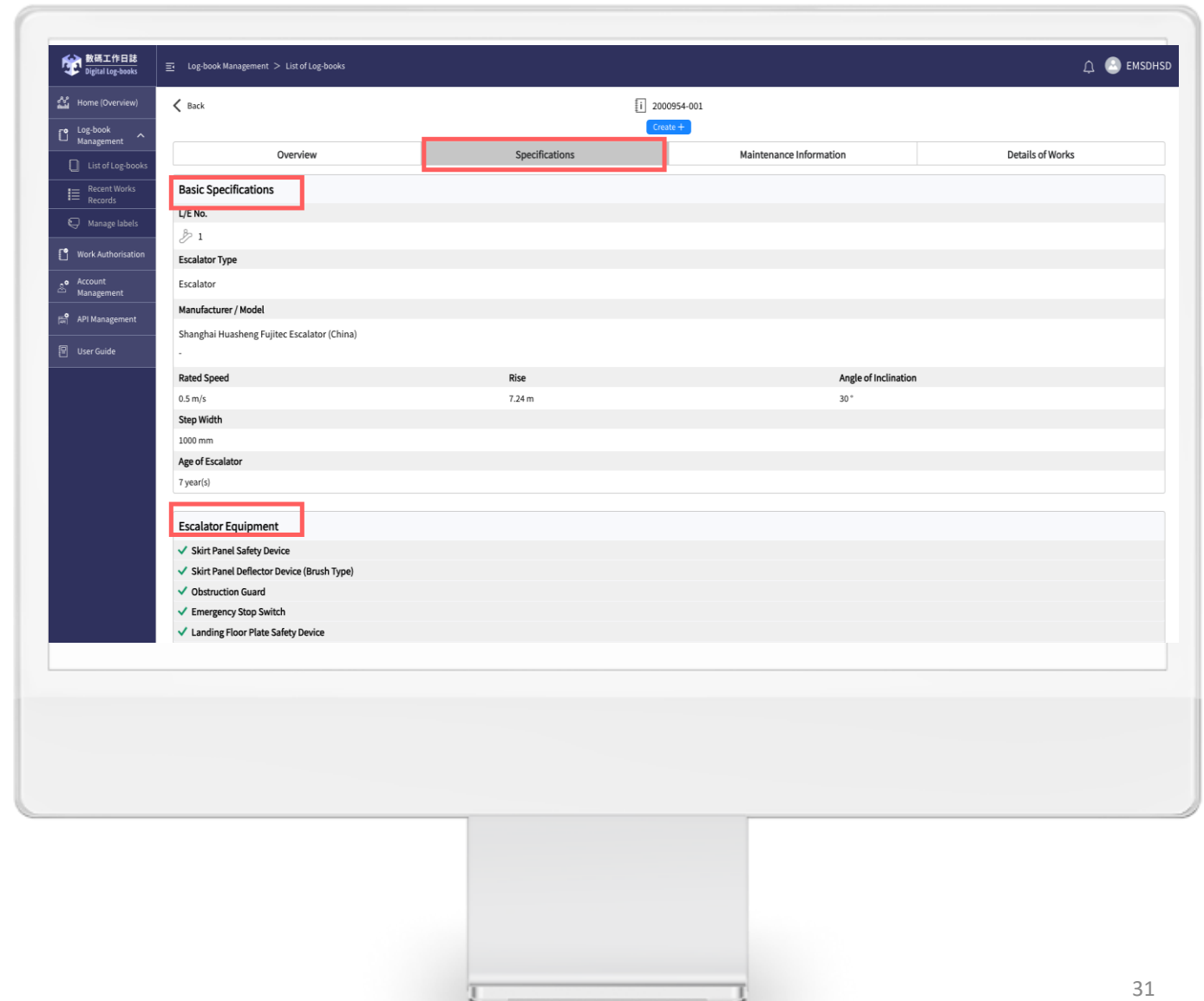
Specifications of a lift:  
View the Specifications,  
Lift Equipment and Safety Device



## 4 Log-book Management – List of Log-books [Specifications]

12.2.2

Specifications of an escalator:  
View the Specifications,  
Escalator Equipment and  
Safety Device



## 4 Log-book Management – List of Log-books [Maintenance Information]

- 12.3 Maintenance Information of a lift/escalator:
- Each maintenance item in the schedule will be shown as blue grids

The screenshot displays the 'Log-book Management' interface for 'List of Log-books'. The left sidebar contains navigation options: Home (Overview), Log-book Management, List of Log-books, Recent Works Records, Log-book invitation to RP, Hand over Log-book, Work Authorisation, Account Management, API Management, and User Guide. The main content area shows the 'Maintenance Information' tab selected. It includes a 'Create +' button and a '0802204-017' identifier. The 'Anticipated Duration of Periodic Maintenance' section shows 'Annually Not Less Than' 12 Hour(s) and 'Estimated Time Per Routine Maintenance' from 0.5 to 0.75 Hour(s). The 'Maintenance Schedule' section shows a 'Starting Period (Week 1)' from 2024-01-07 to 2024-01-13. A table titled 'Week 27 - 52' displays maintenance items and their status over time. The table has columns for Period (27 to 52) and rows for Maintenance items. The 'Devices inside the Lift Car' row shows 10% completion for all periods from 27 to 52.

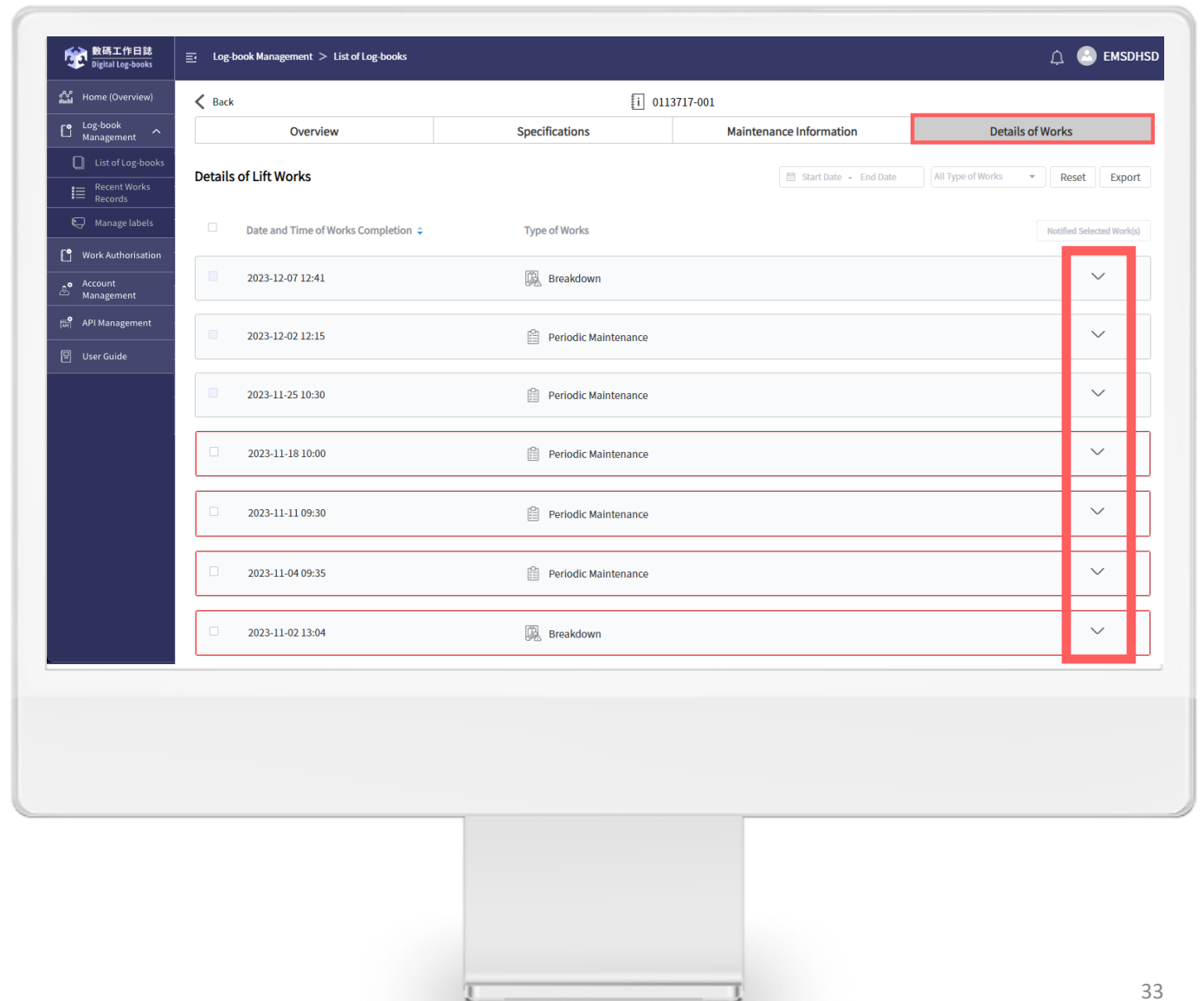
Maintenance	Period	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
Traction, Brake																											
Suspension Rope, Drums, Sheaves, Pulleys																											
Control, Safety Switch																											
Overspeed Governor, Safety Gear																											
Landing Door, Car Door		10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	
Devices inside the Lift Car																											

## 4 Log-book Management – List of Log-books [Details of Works]

### 12.4

#### “Details of Works” of a lift/escalator

- Each log-book entry can be expanded into details

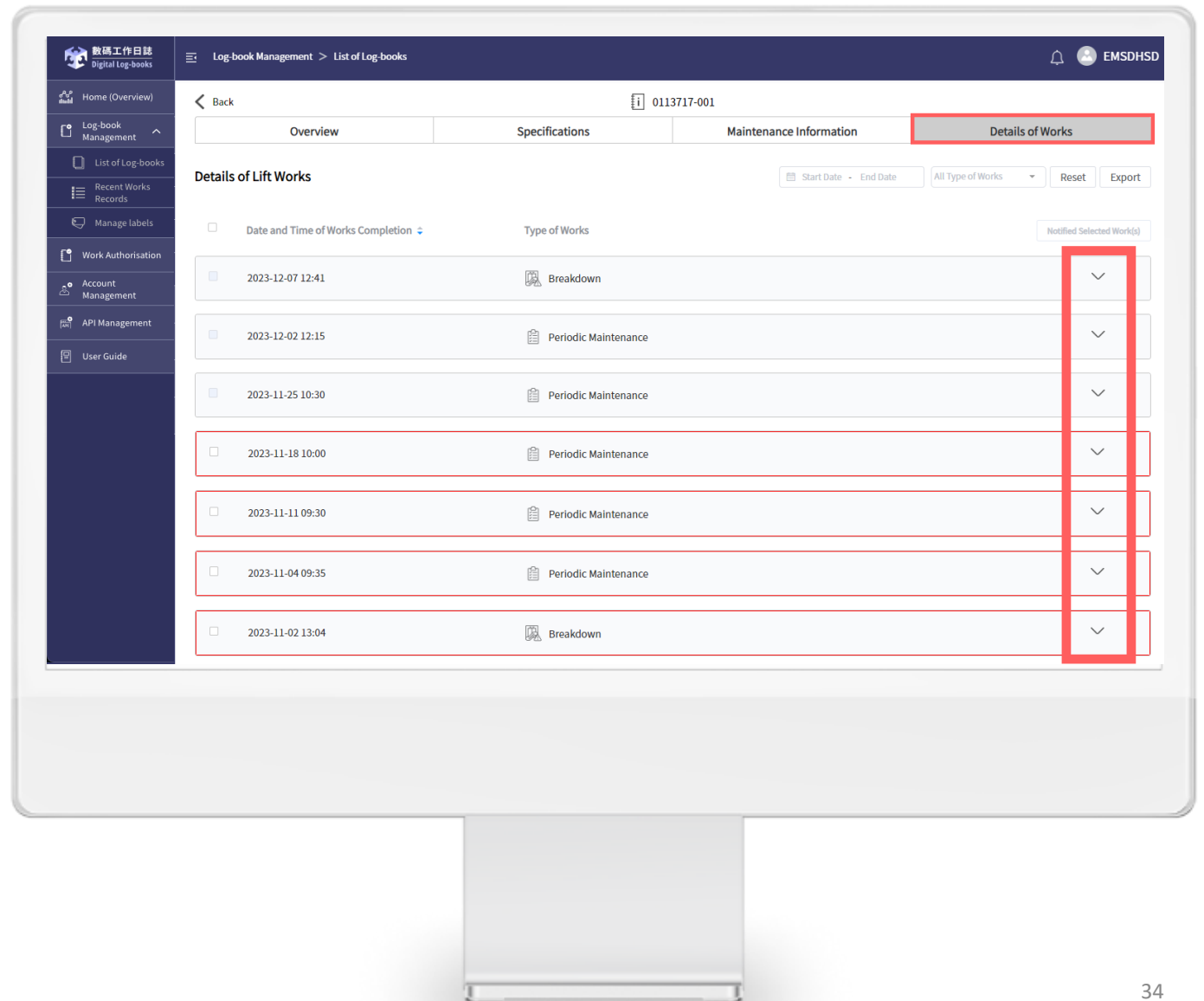


## 4 Log-book Management – List of Log-books [Details of Works]

12.5

“Details of Works” of a lift/escalator

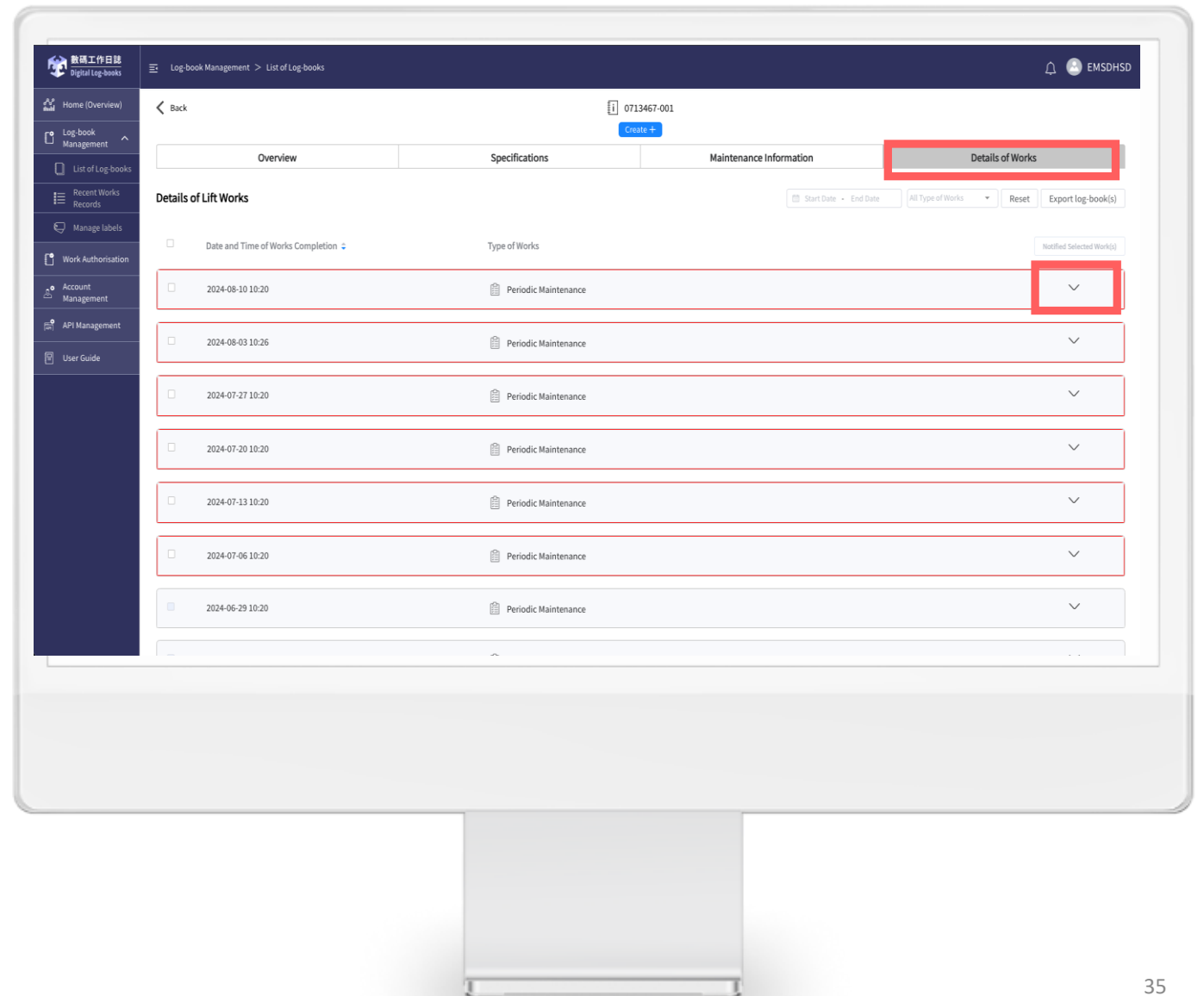
- Each log-book entry can be expanded into details



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

### 12.6 “Details of Works” of a lift/escalator

- Each log-book entry can be expanded into details



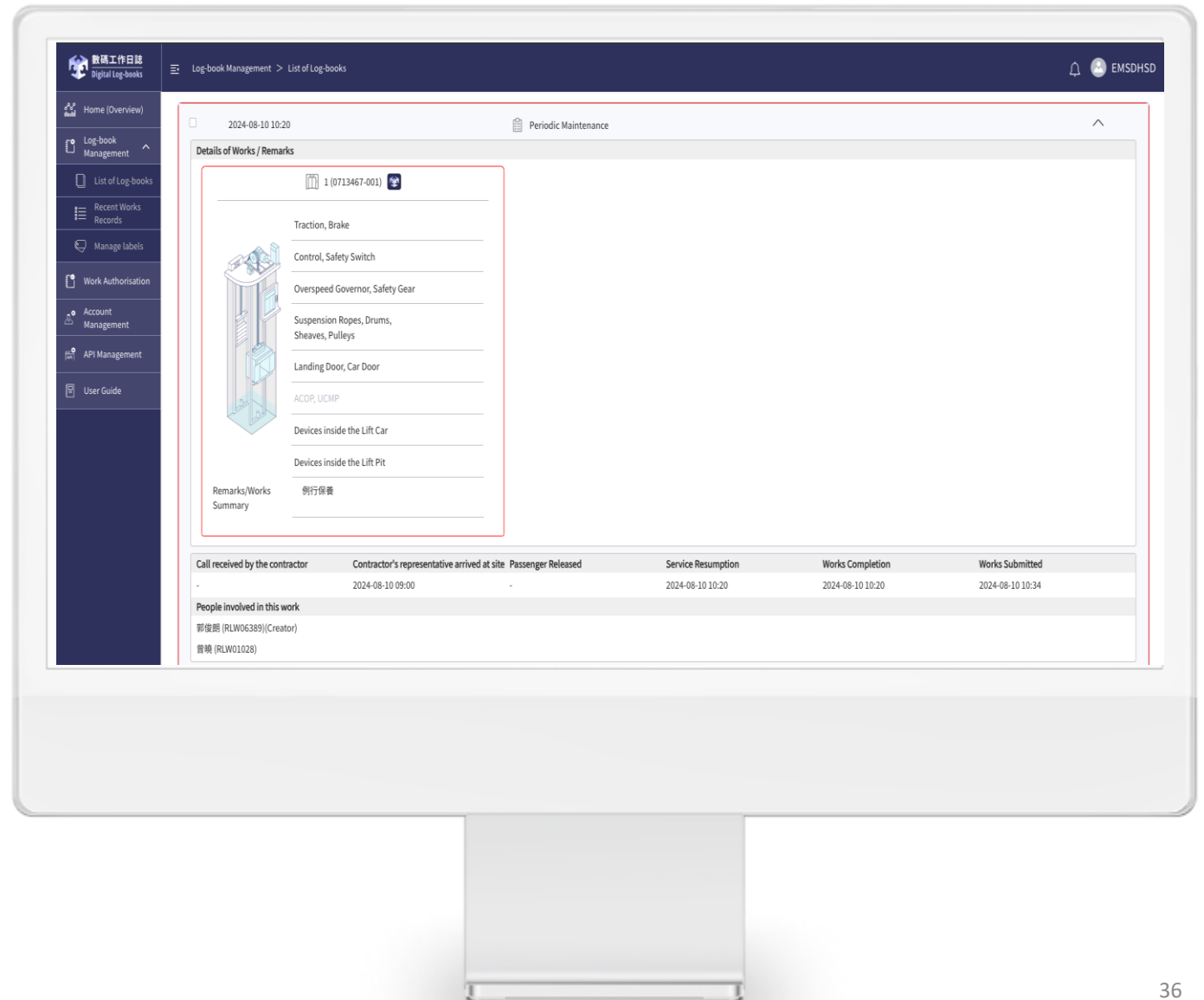
## 4 Log-book Management – List of Log-books

12.7 When checking the "Lift Project

Details" page:

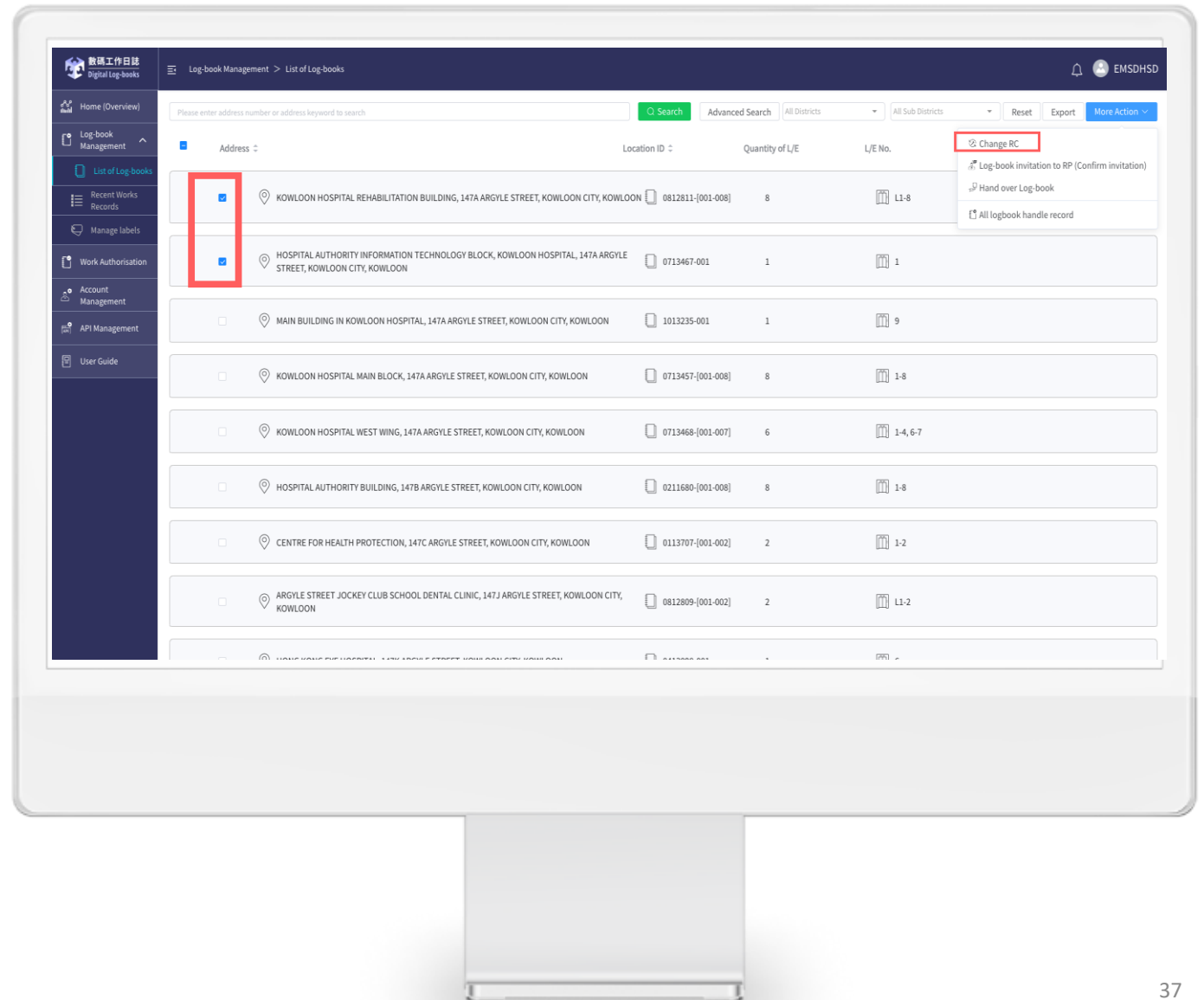
Click "  " to view the blockchain code

Click "Hide" to hide the blockchain code



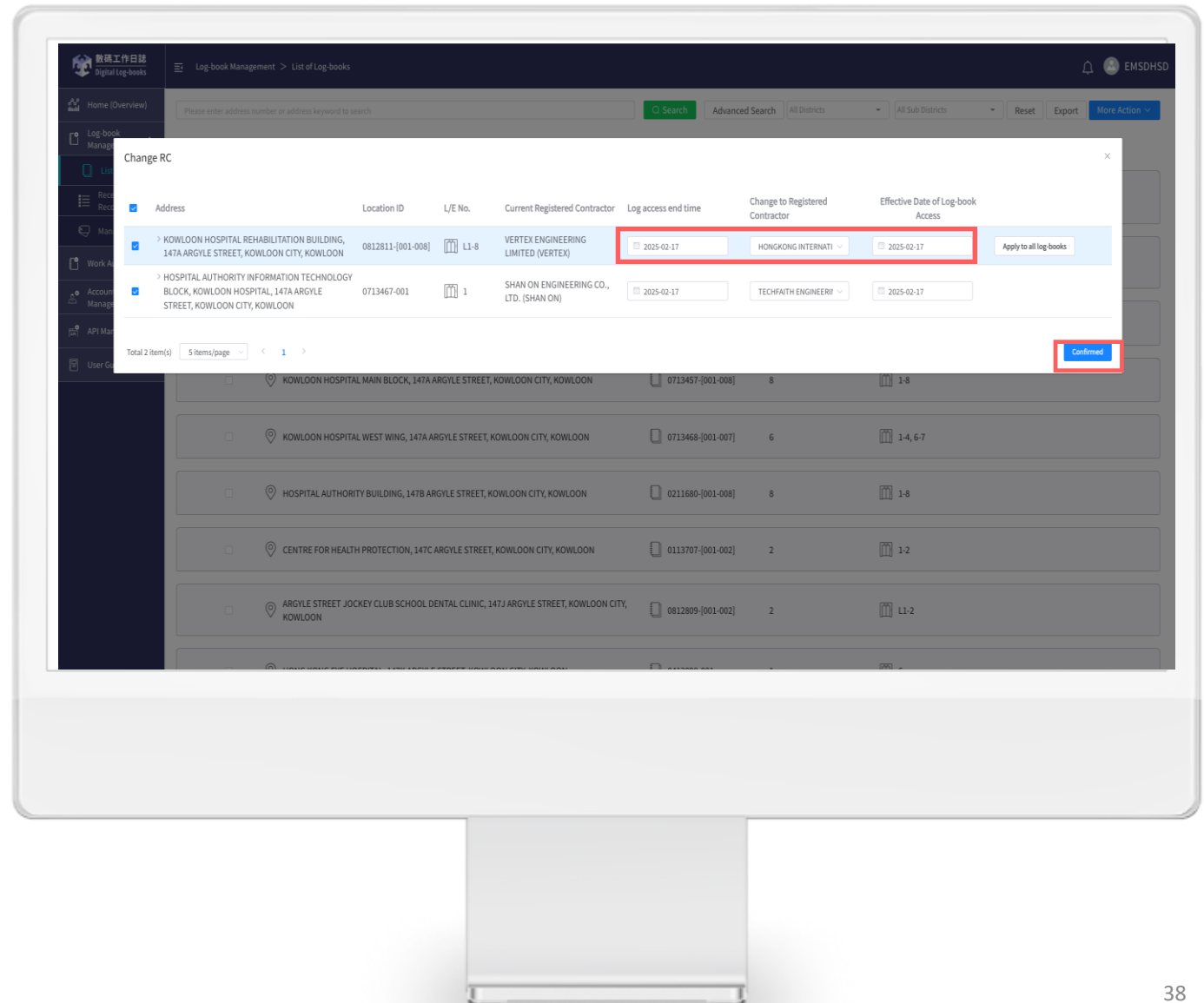
## 4 Log-book Management – List of Log-books [Changing RC]

- 1 Click “List of Log-books” under the “Log-book Management” section
- 2 Select the log-book(s) which require a change of RC
- 3 Click “More Action” on the upper right corner to change RC



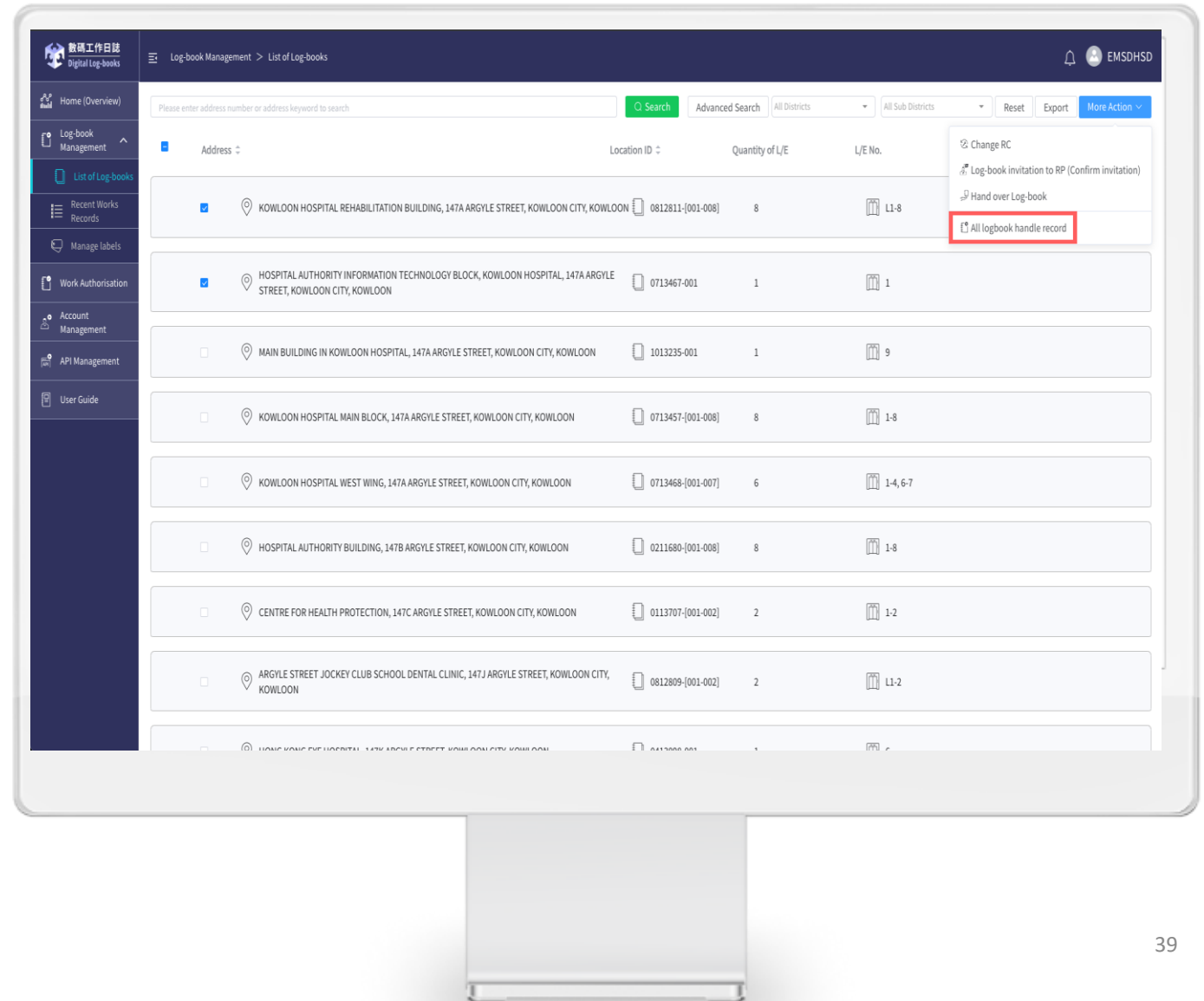
## 4 Log-book Management – List of Log-books [Changing a RC]

- 4 Select the respective log-books
- 5 Enter the information for “Log access end time”, “Change to registered contractor” and “Effective Date of Log-book Access” correspondingly
- 6 Click “Apply to all log-books” to apply the data entered to the selected log-books, and click “Confirmed”



## 4 Log-book Management – List of Log-books [Viewing the Change of RC Record]

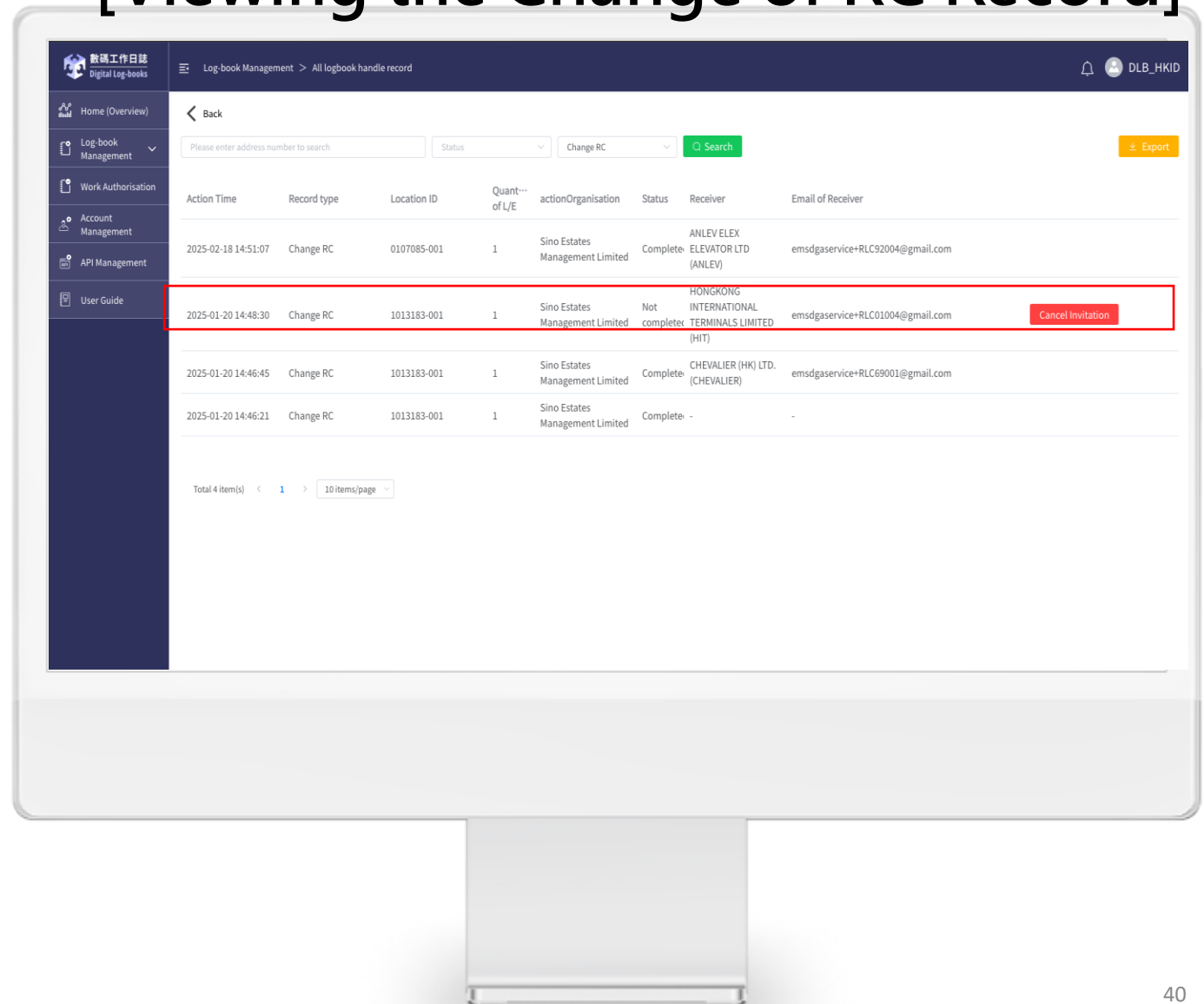
- 1 Click “All Logbook handle record” to view the record



## 4 Log-book Management – List of Log-books [Viewing the Change of RC Record]

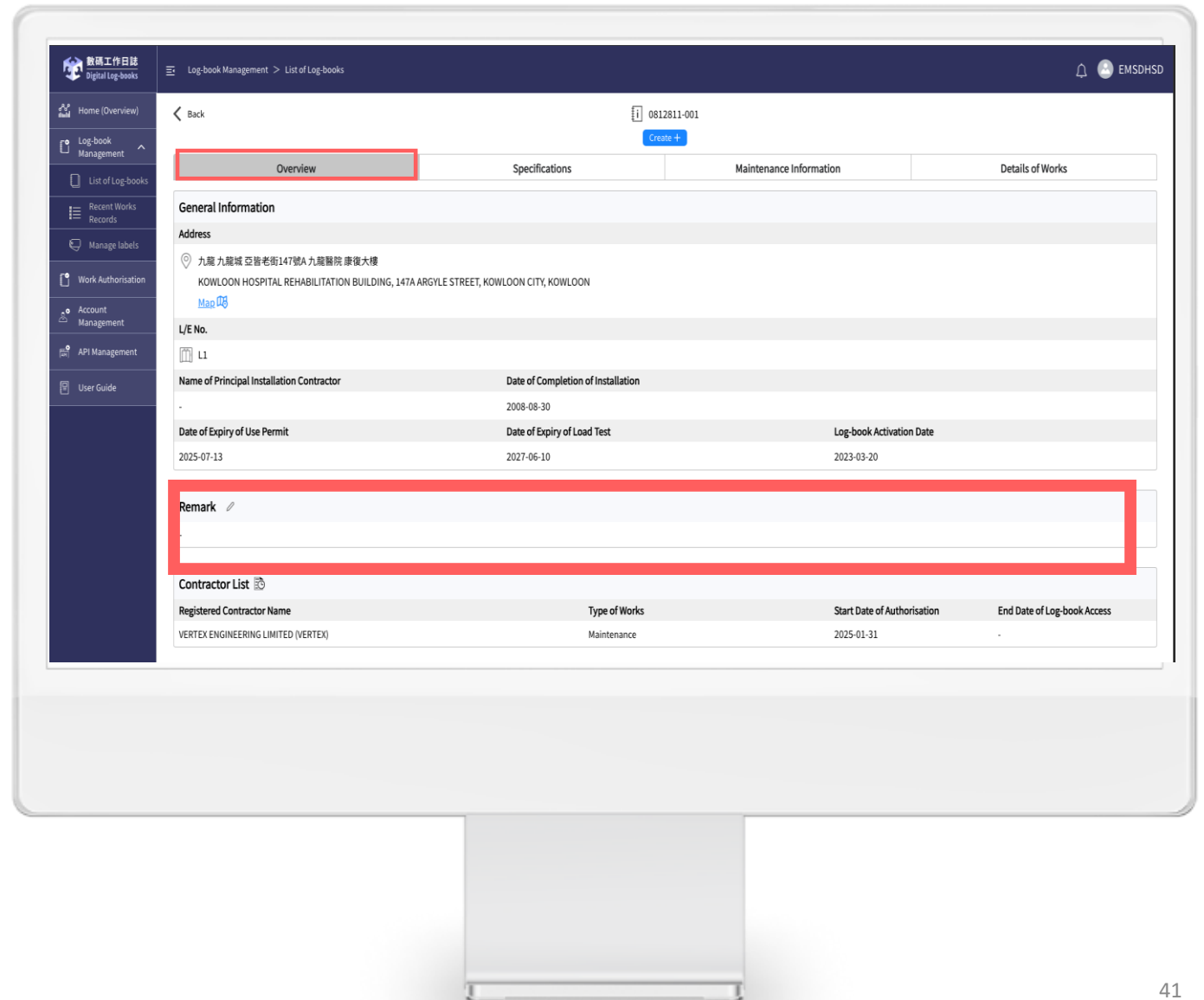
1.1 Check the status (「Completed」 / 「Not completed」)

1.2 If the status is 「Not completed」, you may click “Cancel Invitation”



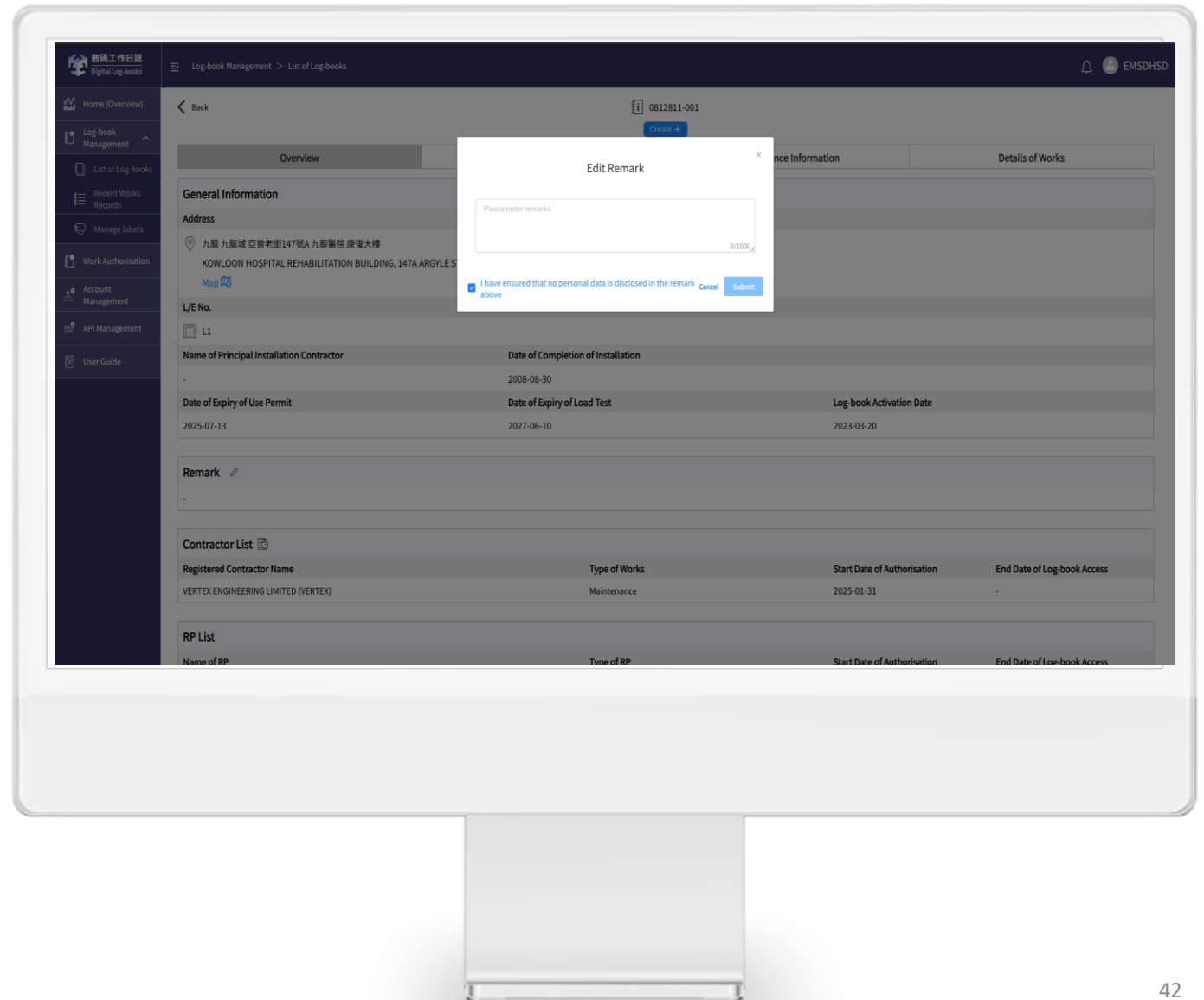
## 4 Log-book Management – Adding remark

- 1 Each logbook have a remark section at the overview



## 4 Log-book Management – Adding remark

- 2 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

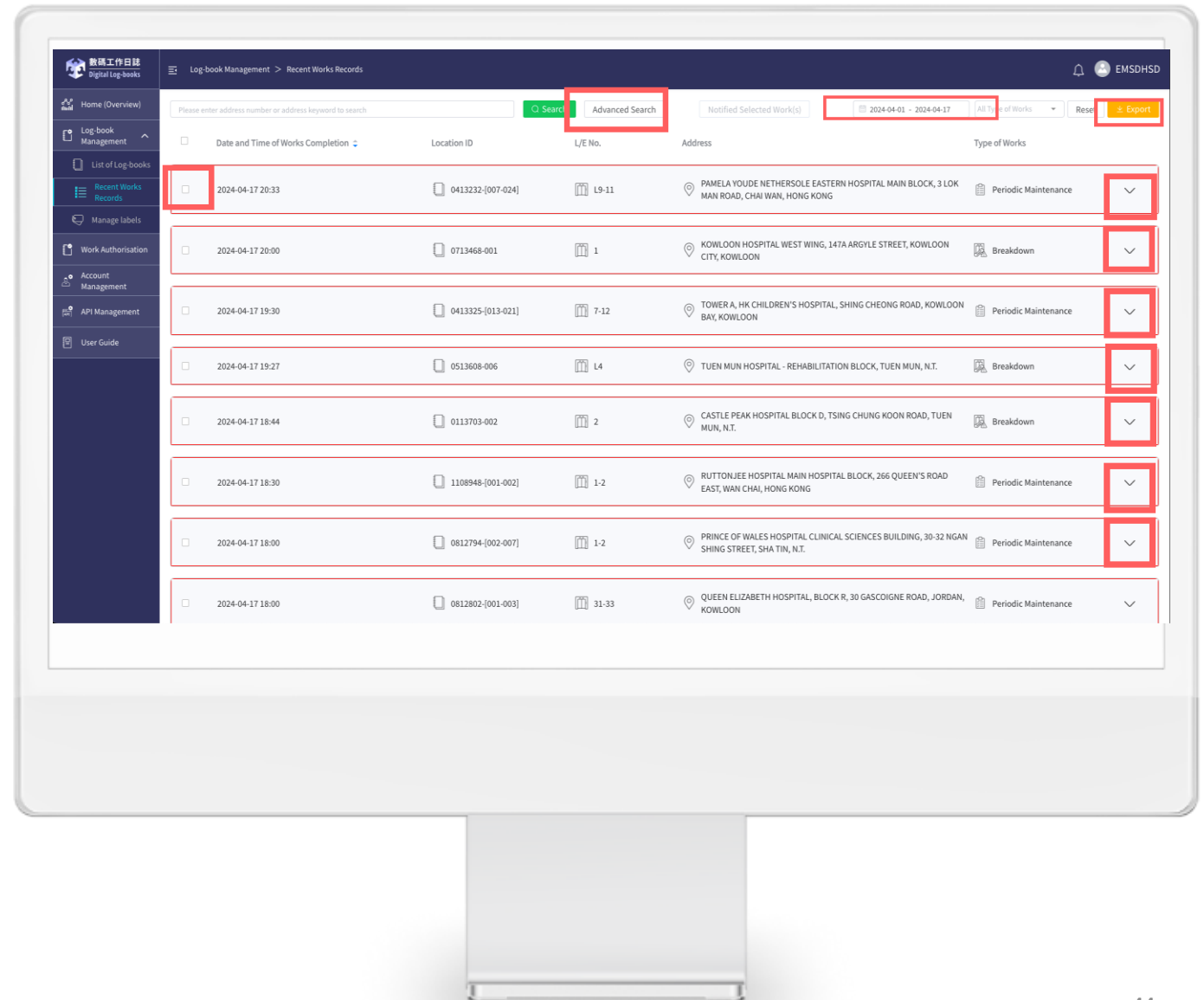
The screenshot displays the 'Log-book Management' interface. The left sidebar contains navigation links: Home (Overview), Log-book Management, List of Log-books, Recent Works Records, Manage labels, Work Authorisation, Account Management, API Management, and User Guide. The main content area shows the 'Overview' tab for a log book with ID 0812811-001. The 'Overview' tab is highlighted with a red box. Below the tab, the 'General Information' section is visible, containing fields for Address, L/E No., Name of Principal Installation Contractor, Date of Completion of Installation, Date of Expiry of Use Permit, Date of Expiry of Load Test, and Log-book Activation Date. The 'Remark' field is highlighted with a red box, showing the text 'test' and a timestamp '(EMSD - HSD - HSD at 2025-02-17 18:42)' with an edit icon. Below the 'Remark' field, the 'Contractor List' section is visible, containing a table with columns: Registered Contractor Name, Type of Works, Start Date of Authorisation, and End Date of Log-book Access. The table lists 'VERTEX ENGINEERING LIMITED (VERTEX)' for 'Maintenance' work, with a start date of '2025-01-31' and an end date of '-'. Below the 'Contractor List' section, the 'RP List' section is visible, containing a table with columns: Name of RP, Type of RP, Start Date of Authorisation, and End Date of Log-book Access.

Registered Contractor Name	Type of Works	Start Date of Authorisation	End Date of Log-book Access
VERTEX ENGINEERING LIMITED (VERTEX)	Maintenance	2025-01-31	-

Name of RP	Type of RP	Start Date of Authorisation	End Date of Log-book Access
------------	------------	-----------------------------	-----------------------------

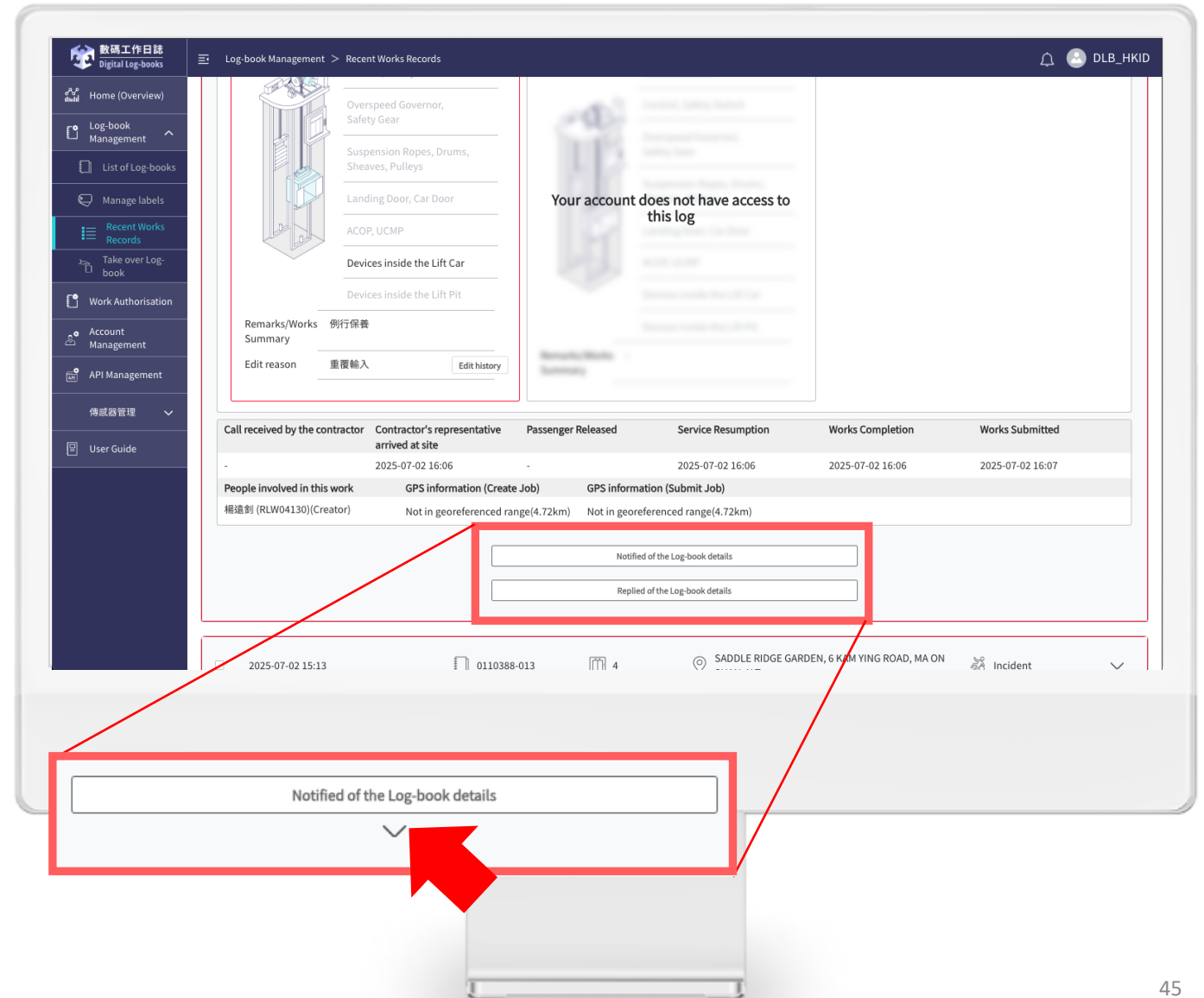
# 5 Log-book Management – Recent Works Records

- 1 Click on “Recent Works Records” under the “Log-book Management” section
- 2 Click on each job as needed to view the information in detail
- 3 Search a log-book based on “Start and End Date” and “Type of Works” on the upper right corner
- 4 Click “Advanced Search” to look up the related logs
- 5 Click the “Export” button to export the filtered log-books



## 5 Log-book Management – Recent Works Records

- 6 Click on the works records to view the detailed log
- 7 After reading the log in detail, click “Notified of the Log-book details”  
Relevant work records allow more than one relevant RPs that can be accessed to acknowledge the log records
- 8 Some of the lifts or escalators recorded in the work record can be selected for batch notification.
- 9 If you only want to use the reply function, please click the arrow to open the button and click "Reply log content"

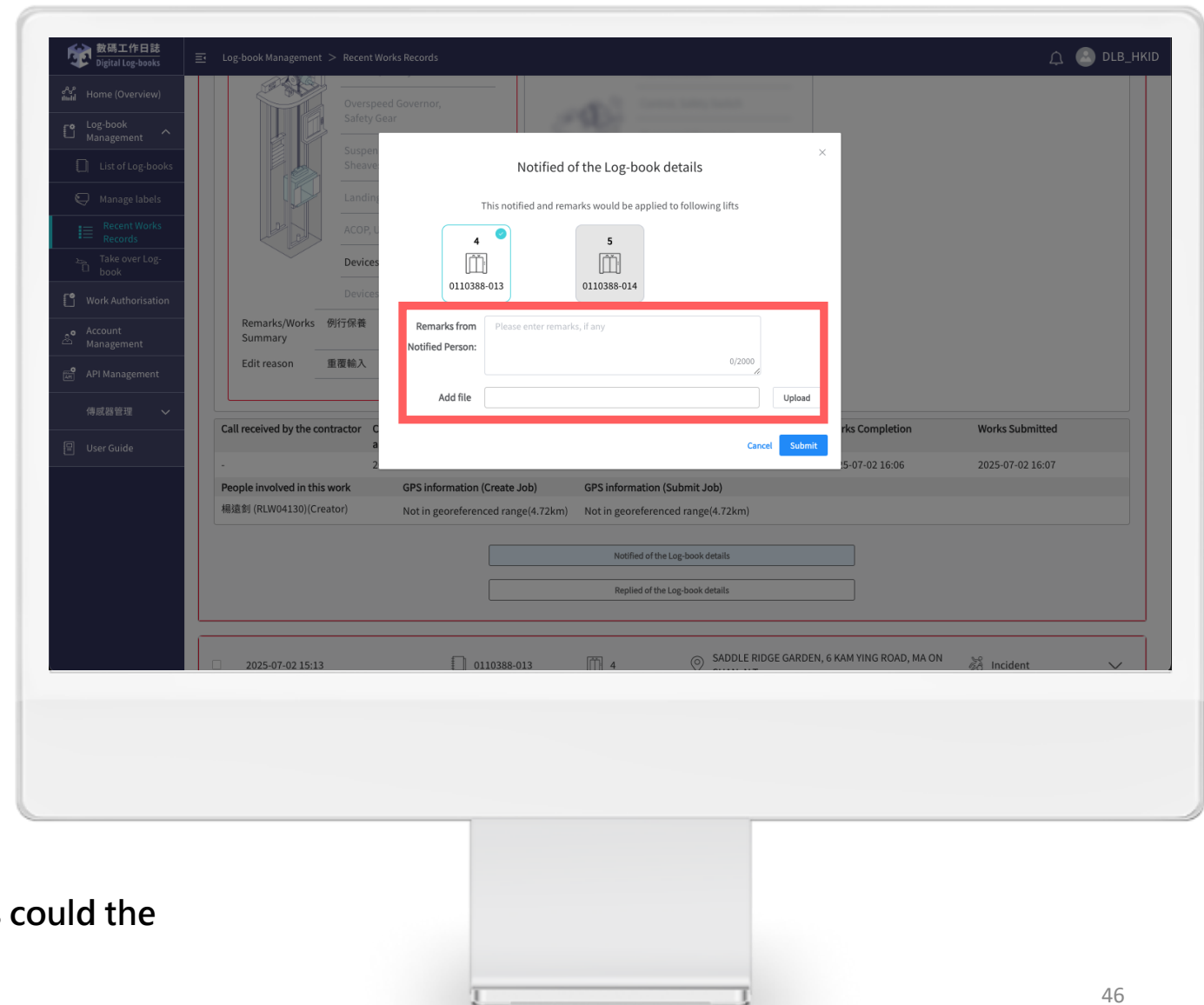


## 5 Log-book Management – Recent Works Records

- 10 Enter “Remarks from Notified Person” and click “Submit”
- 11 If necessary, you can add files and upload them
- 12 "Replied of the Log-book details" also allows you to leave comments and upload files

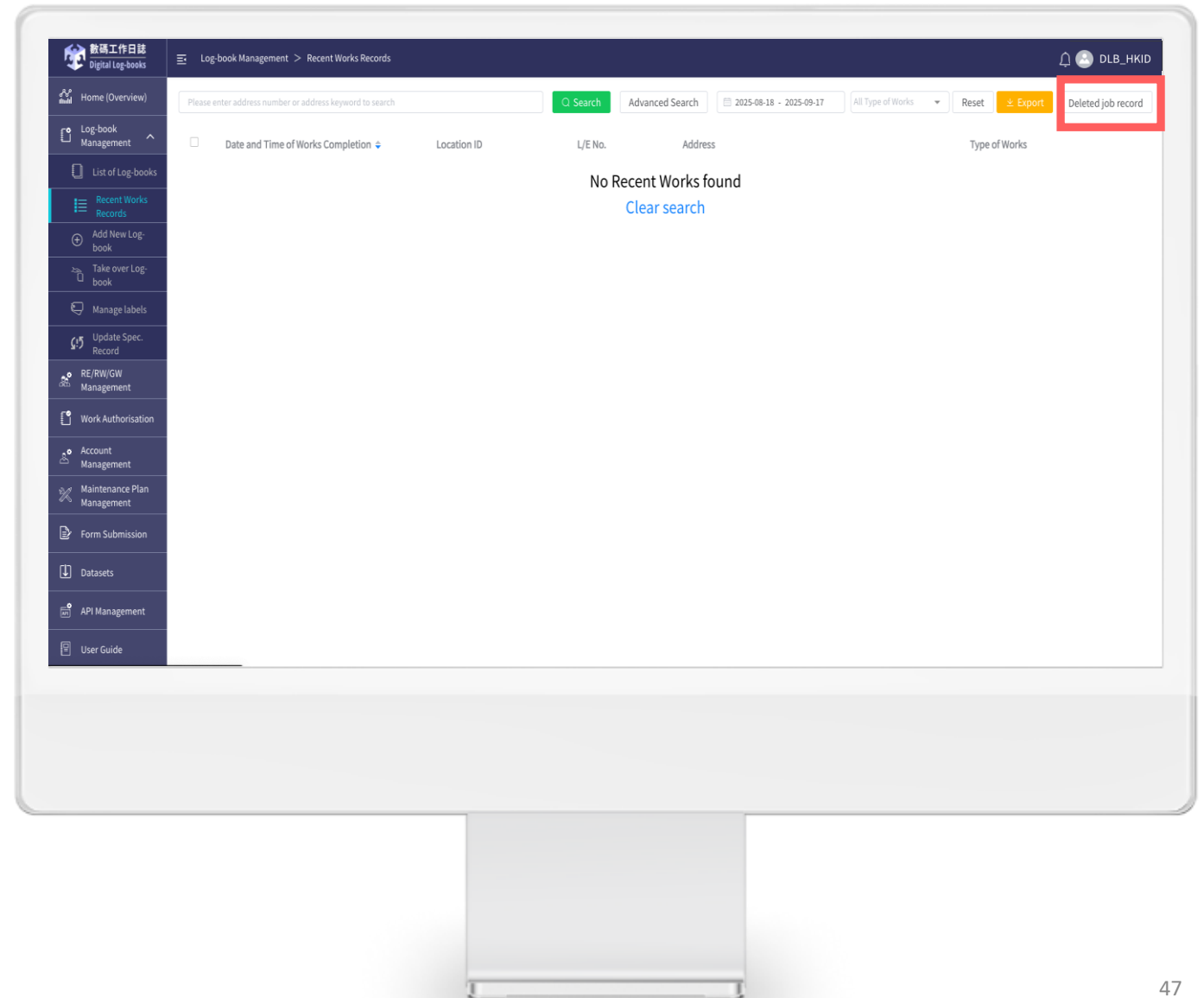
Note 1: The acknowledgement and remarks entered will apply to the lifts involved in the same works

Note 2: Only through batch acknowledgement of log-books could the same remarks be applied at the same time



# 5 Log-book Management – Recent Works Records

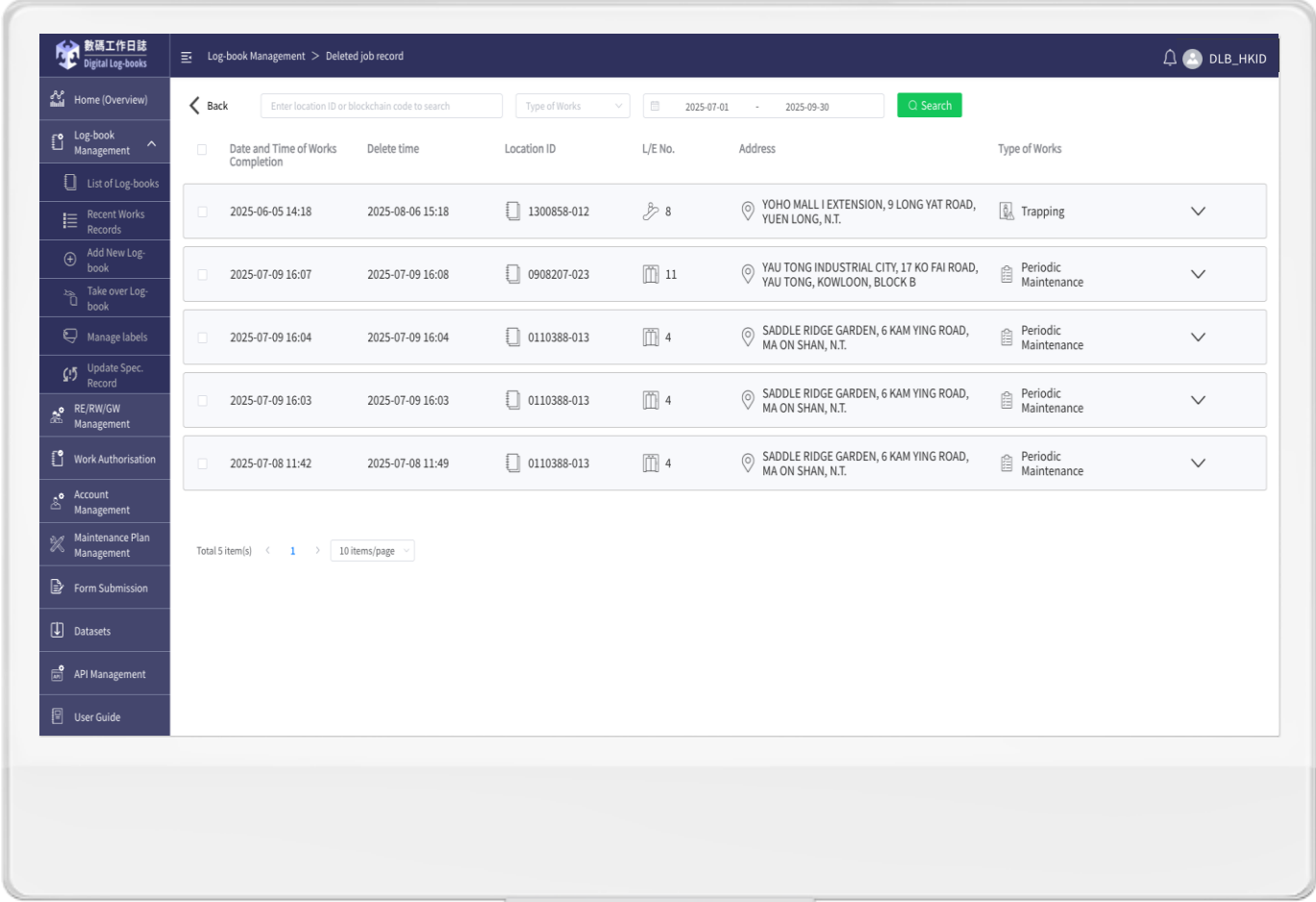
- 7 To view deleted work records:  
On the Recent Works page, click  
"Deleted Job Record" to view deleted  
records.



# 5 Log-book Management – Recent Works Records

8

Deleted work records will be displayed in a list like this



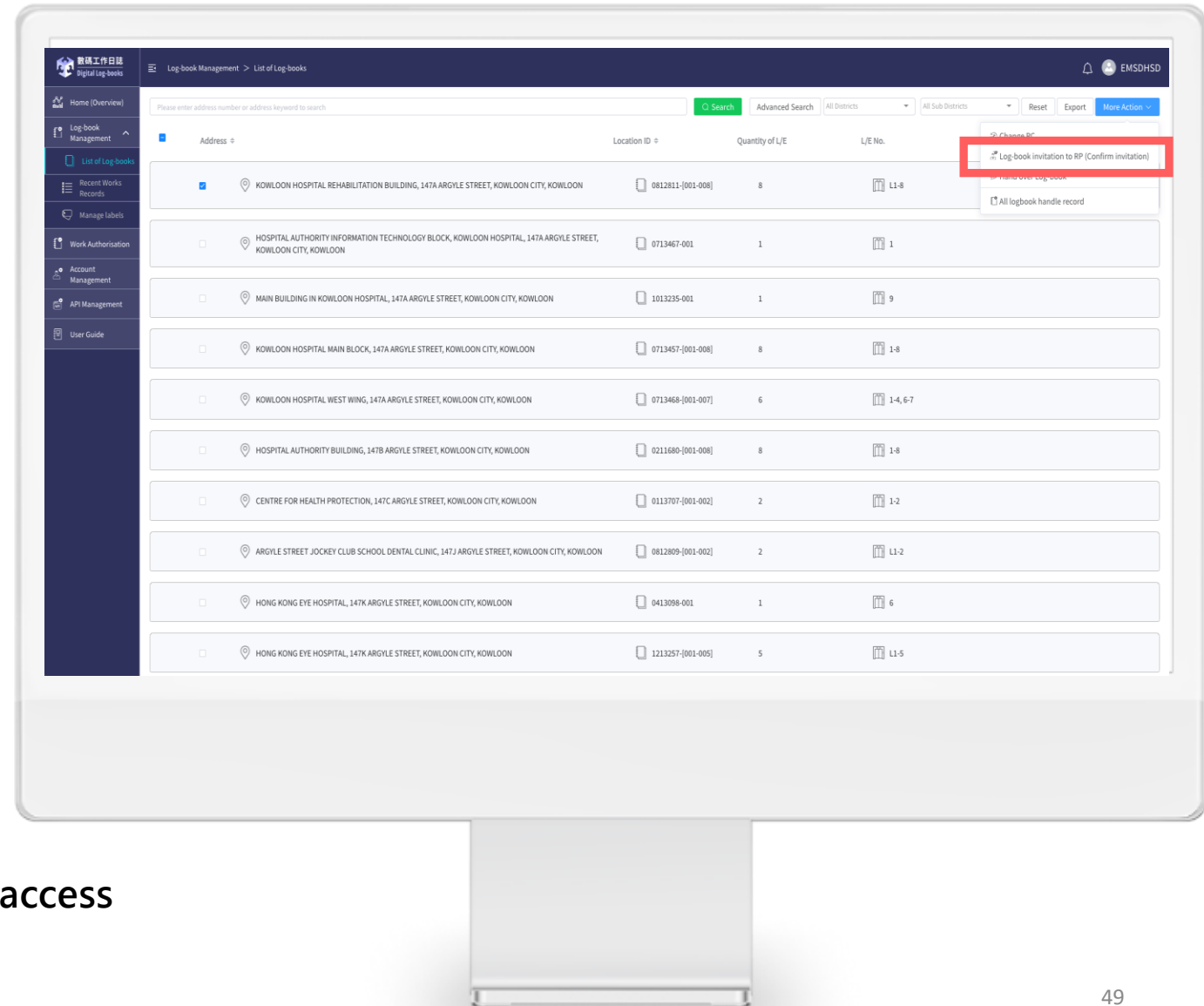
The screenshot displays the 'Log-book Management > Deleted job record' page. The interface includes a sidebar with navigation options, a top navigation bar with a search filter, and a main content area with a table of deleted records. The table has columns for checkboxes, completion times, deletion times, location IDs, L/E numbers, addresses, and work types. Five records are listed, all with a deletion time of 2025-07-08 11:49. The bottom of the table shows a pagination summary: 'Total 5 item(s) < 1 > 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 of other categories to activate and access digital log-books.

For example, an user falls under the category “Owners Corporation” to activate and access a specified log-book. He/she hopes to invite the RP account of the “Property Management Company / Agent” to access the specified log-book. This function may suit his/her purpose.

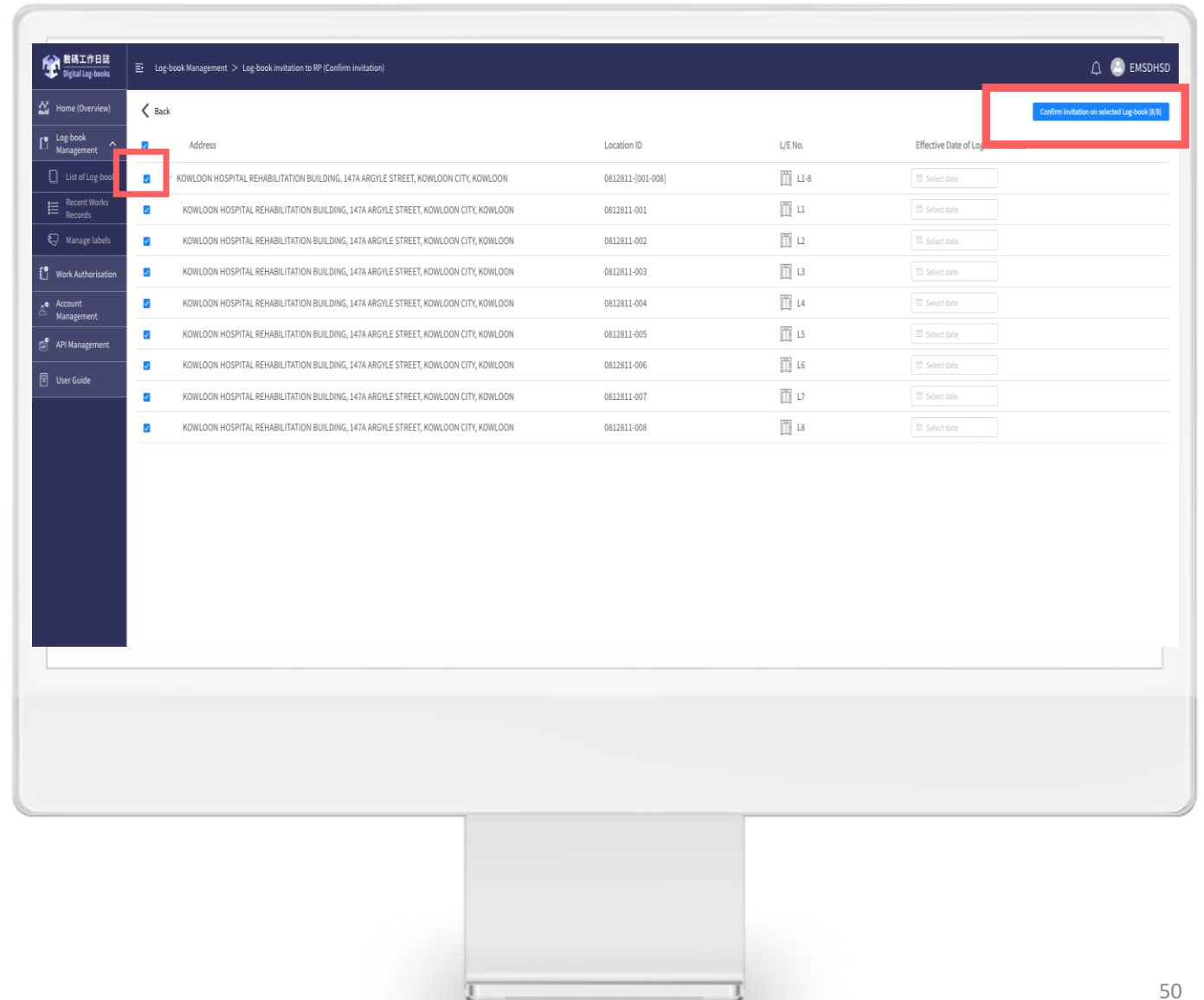


- 1 Click “Log-book invitation to RP”
- 2 Select the log-books to be invited to RP for access and click “Invite RP to Access Log-book”

## 6 Log-book Invitation to RP

3 Enter the “Effective Date of Log-book Access”

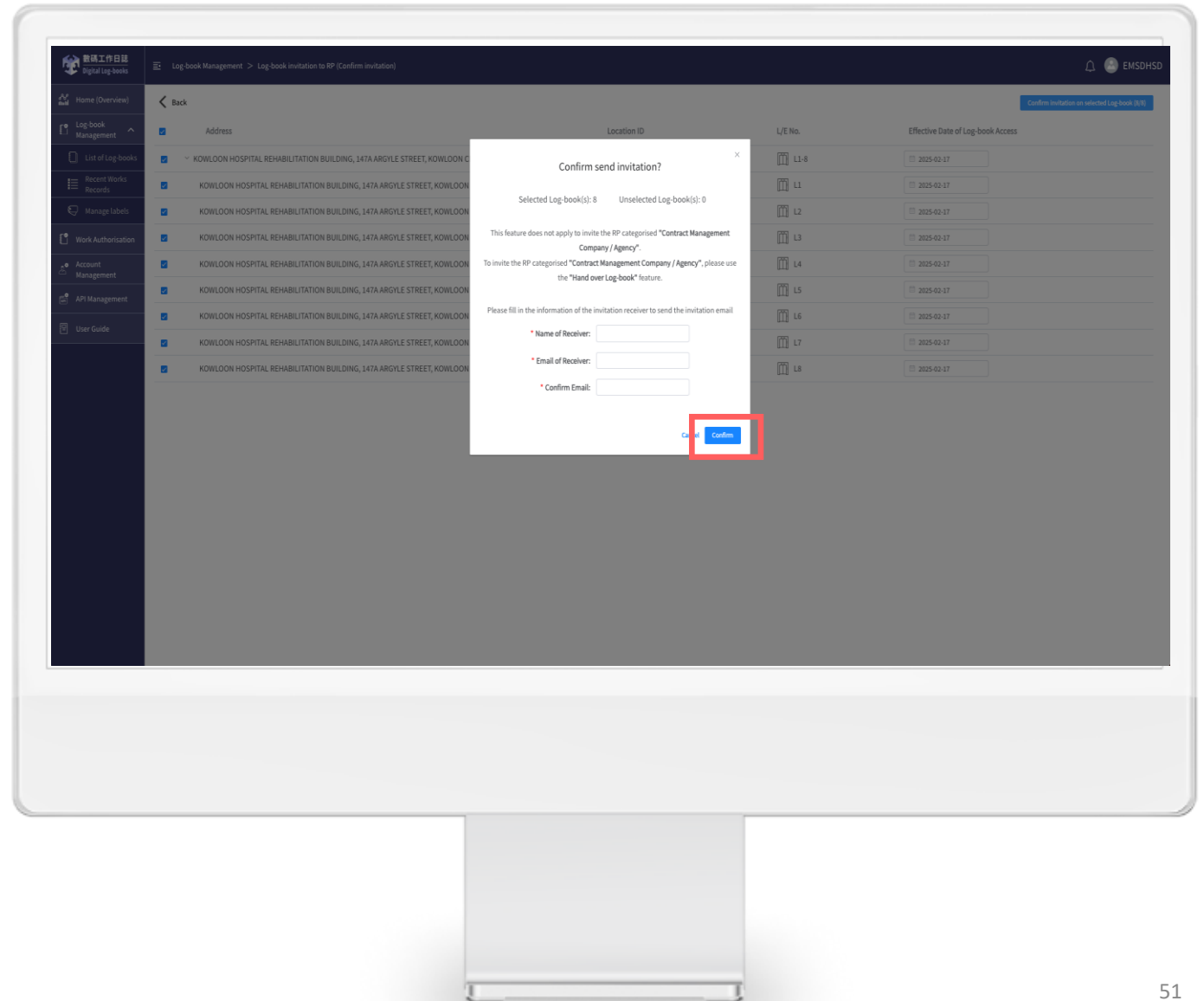
4 Select the log-books to be invited to RP for access, and click “Confirm Invitation on selected Log-book”



## 6 Log-book Invitation to RP

5 Enter “Name of Receiver”,  
“Email of Receiver”, and  
“Confirm Email” accordingly

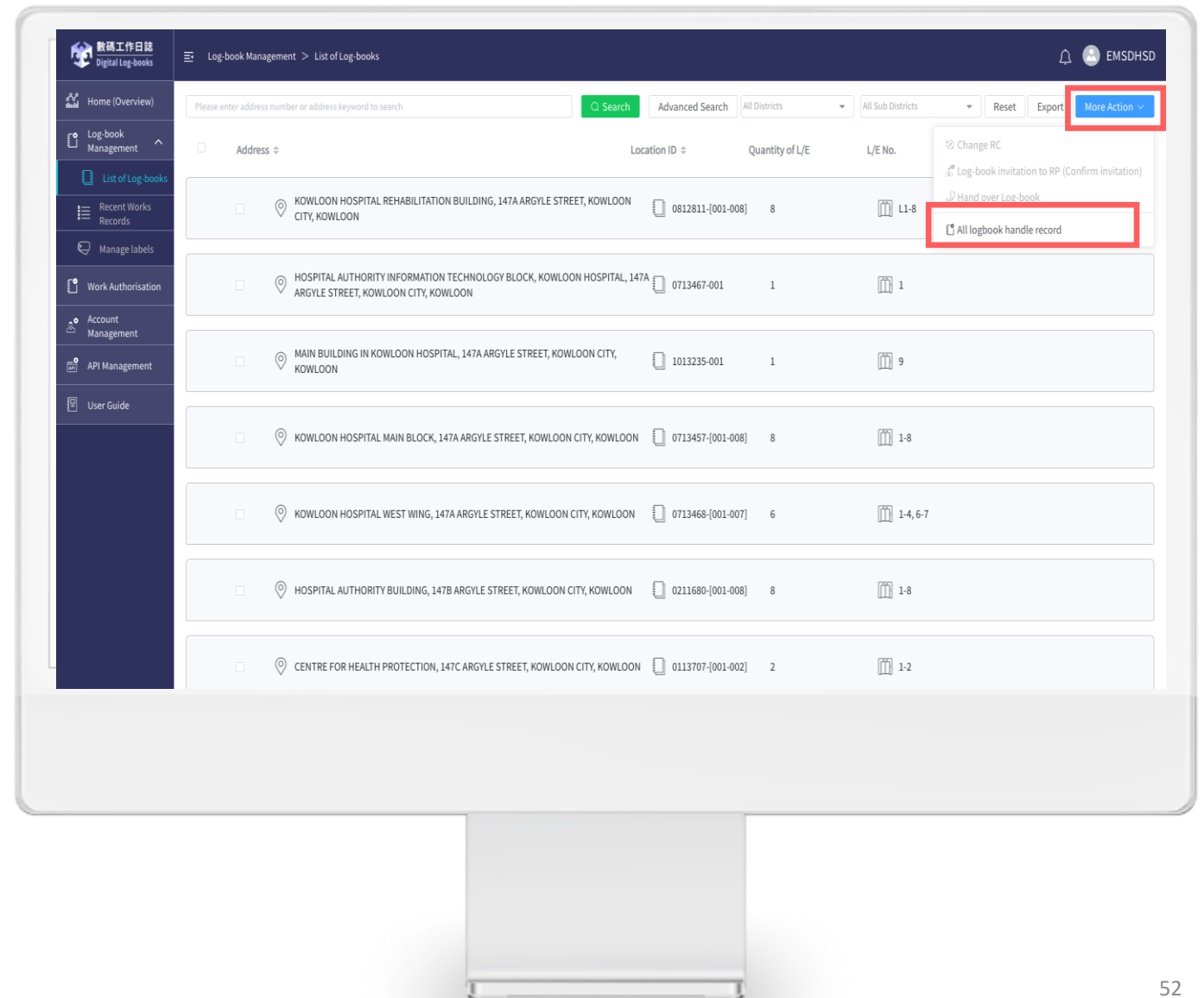
6 Click “Confirm” to add  
access rights



## 6 Log-book Invitation to RP

7 Return to the page  
“List of Log-books”

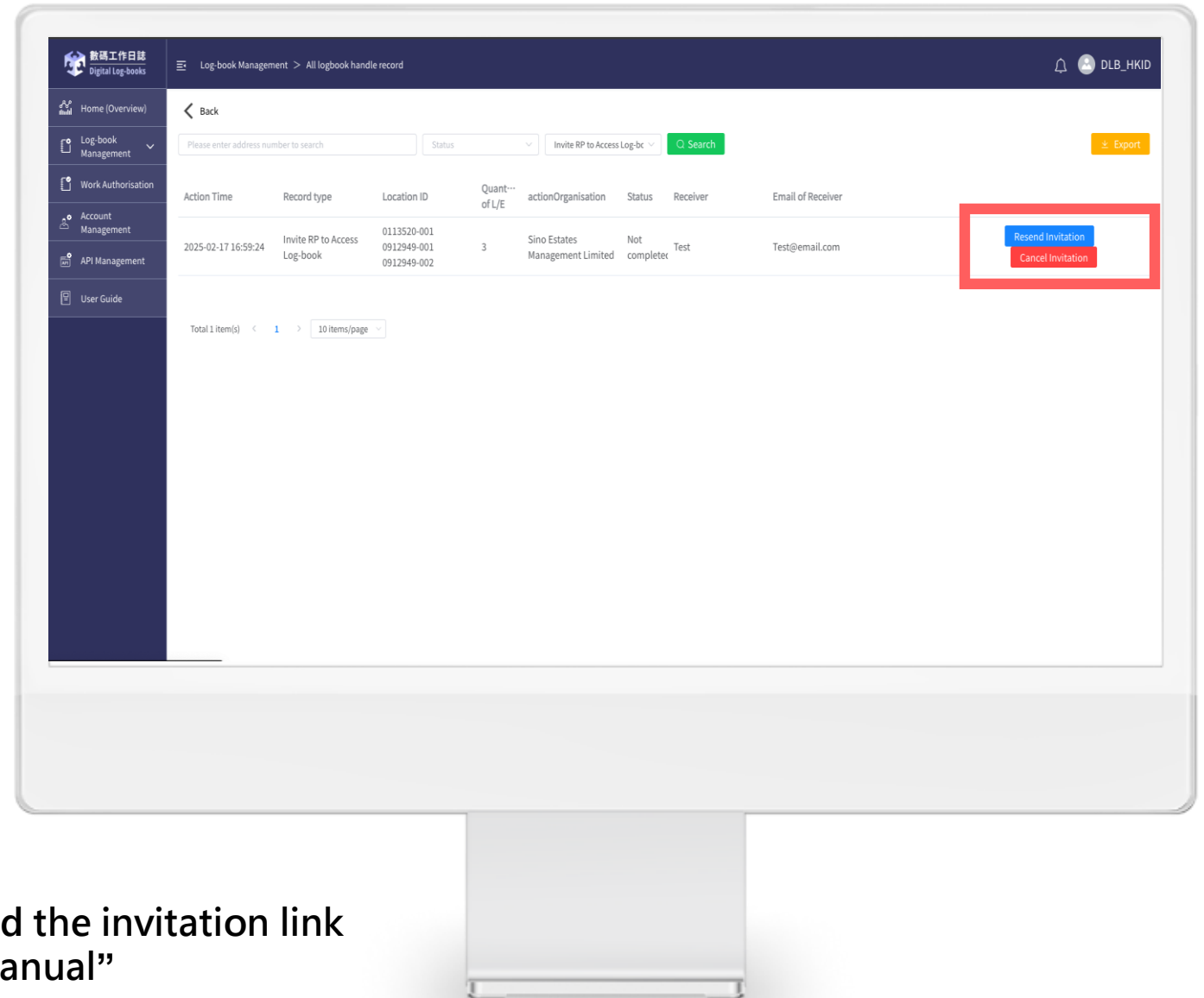
8 Click “More Action” on the upper  
right corner for all invitation  
records



## 6 Log-book Invitation to RP

8.1 Check the invitation status. If the status shows “Not completed”, you may click “Resend Invitation” or “Cancel Invitation”

8.2 When the RP invited has clicked the invitation link in the email, followed the instructions to complete the account log-in and accepted the access of log-books, the status will be shown as “Completed”



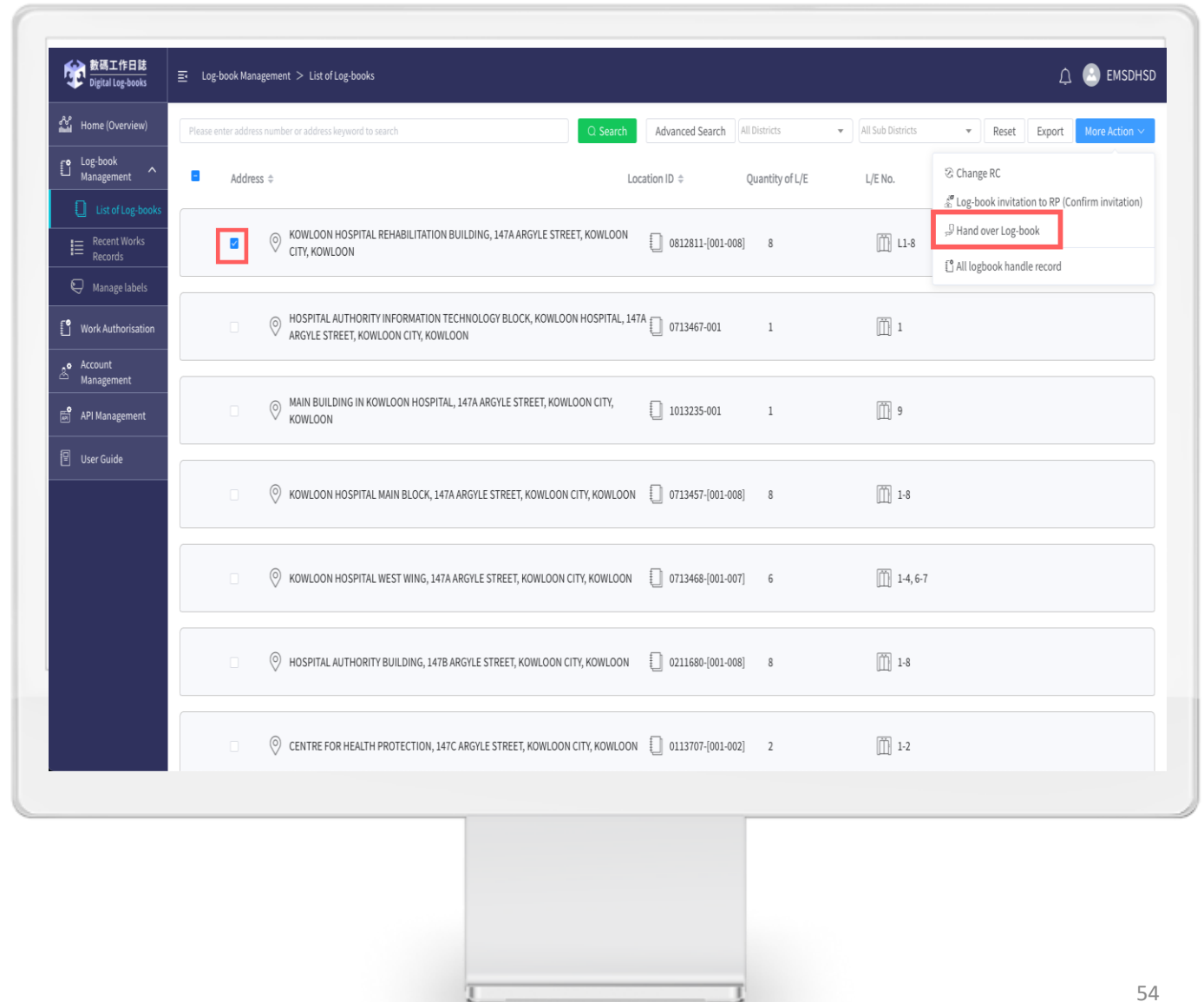
Note: For the procedures after a RP has opened the invitation link in the email, please refer to the “Quick Start Manual”

# 7 Handing Over a Log-book

“Handover log-books” is mainly used to hand over specified log-books accessed by RPs of the same category. For example:

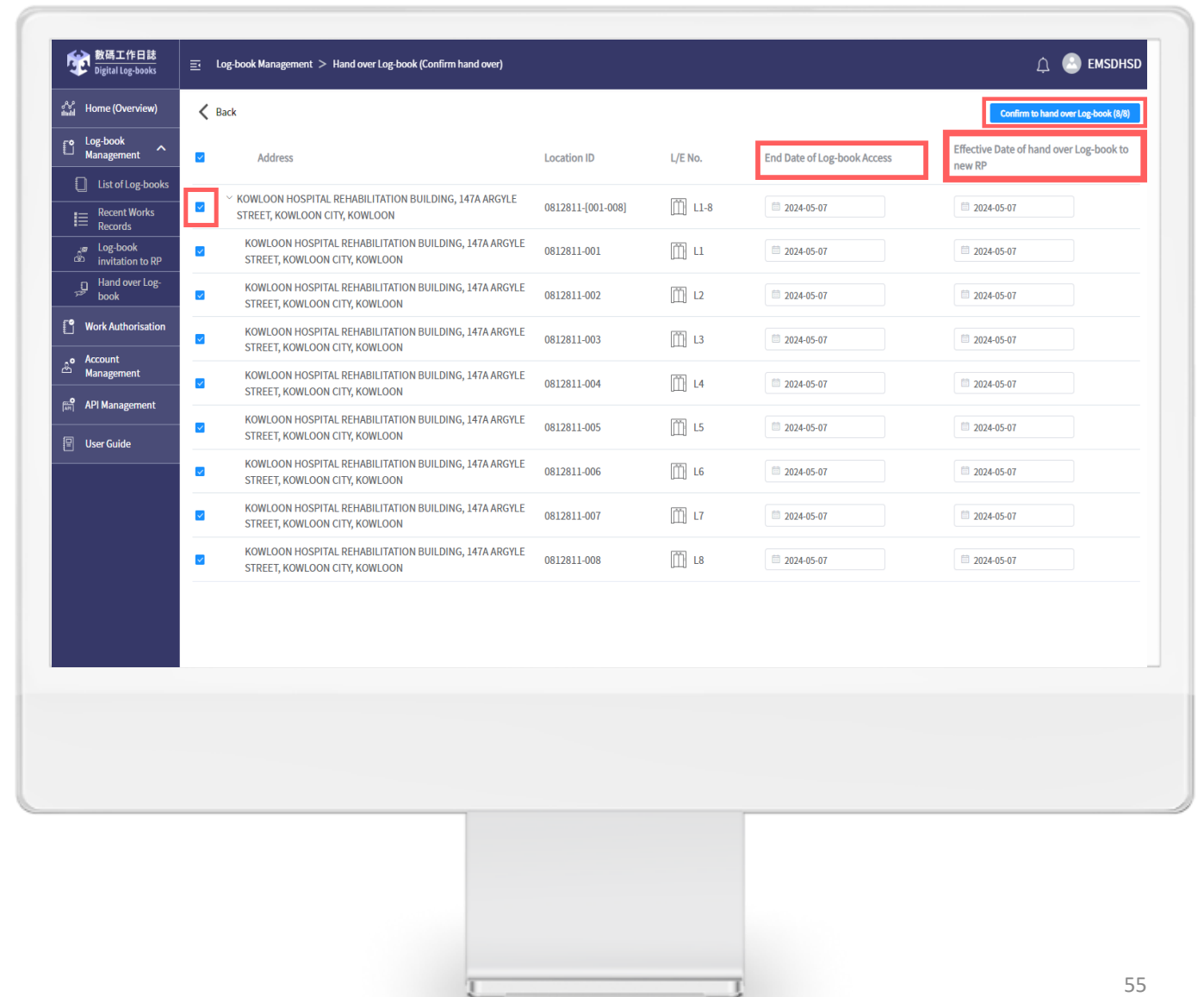
A user falls under the “Property Management Company / Agent” category. His/her service contract is almost ending and it is hoped that the access rights of specified log-books can be handed over to the account of the next property management agent. This function can serve the purpose.

- 1 Click “Handover Logbook”
- 2 Select the log-book(s) concerned. Click “Hand over Log-book” on the upper right corner



# 7 Handing Over a Log-book

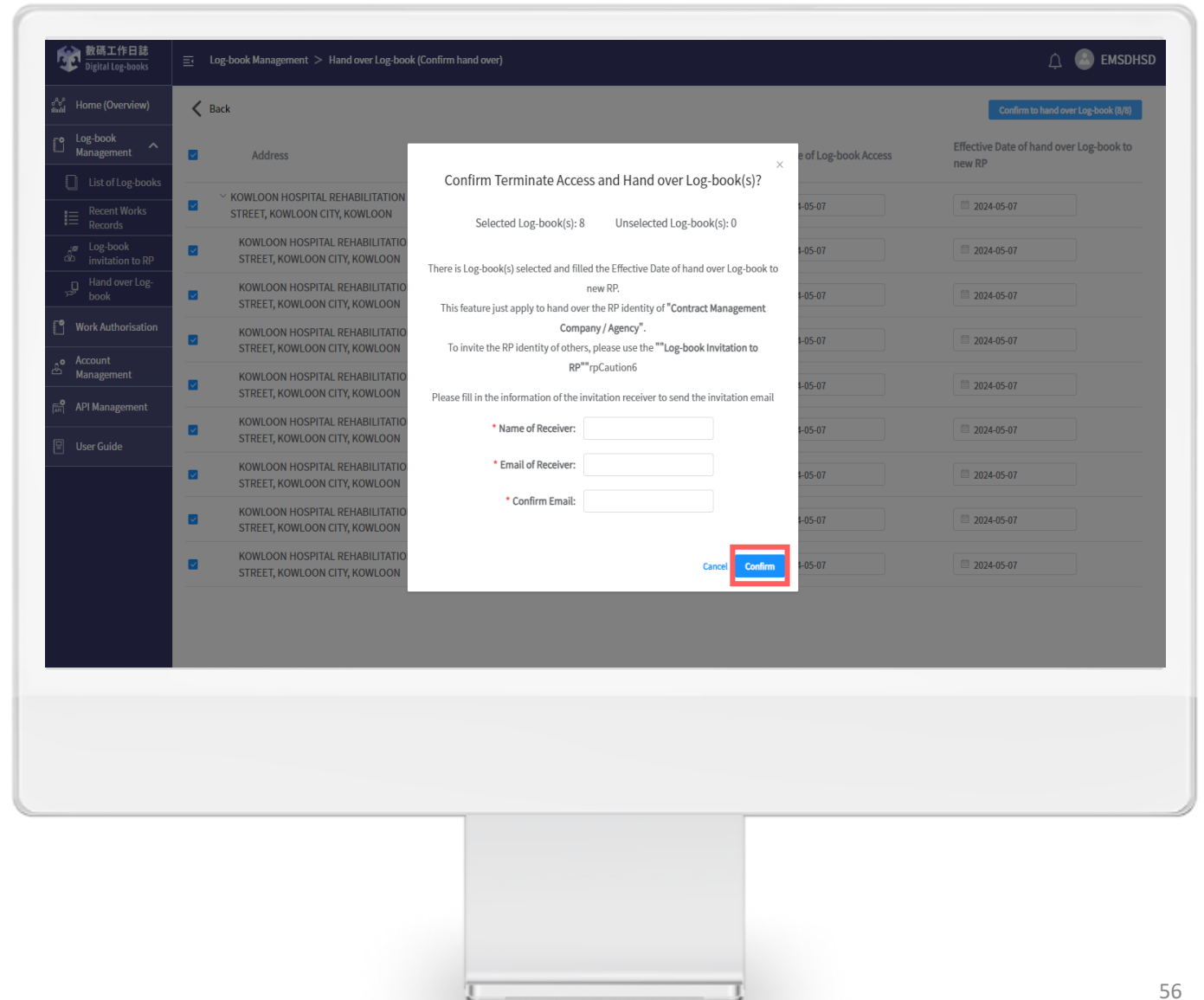
- 3 Select the log-books to be handed over
- 4 Enter the “End Date of Log-book Access”
- 5 Enter the “Effective Date of **hand** over Log-book to new RP”
- 6 Click “Confirm to hand over Log-book”



# 7 Handing Over a Log-book

7 Enter the “Name of Receiver”,  
“Email of Receiver” and “Confirm  
Email”

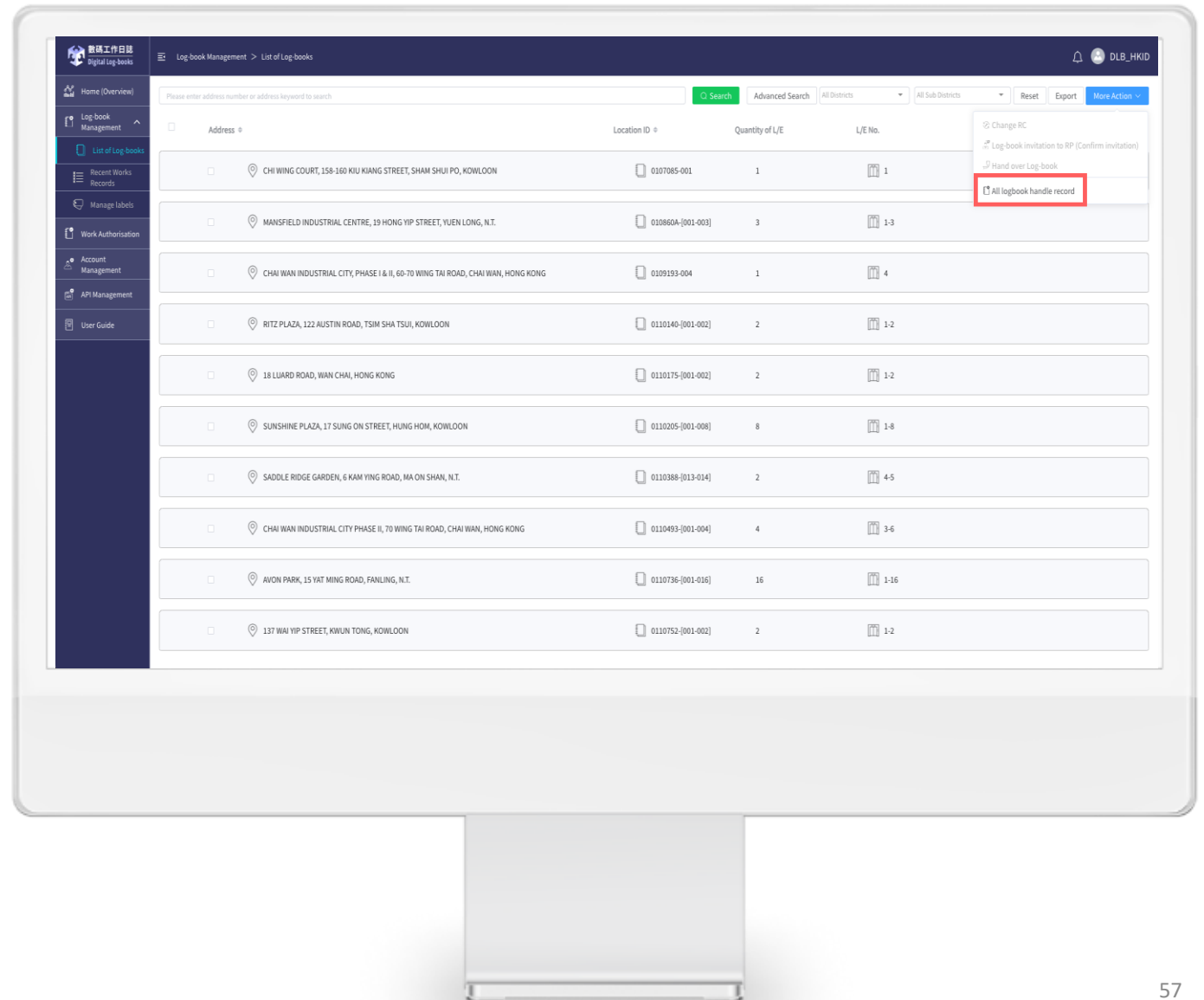
8 Click “Confirm”



# 7 Handing Over a Log-book

9 Return to the page  
“List of Log-books”

10 Click “More Action”  
to view the log-books being  
handed over

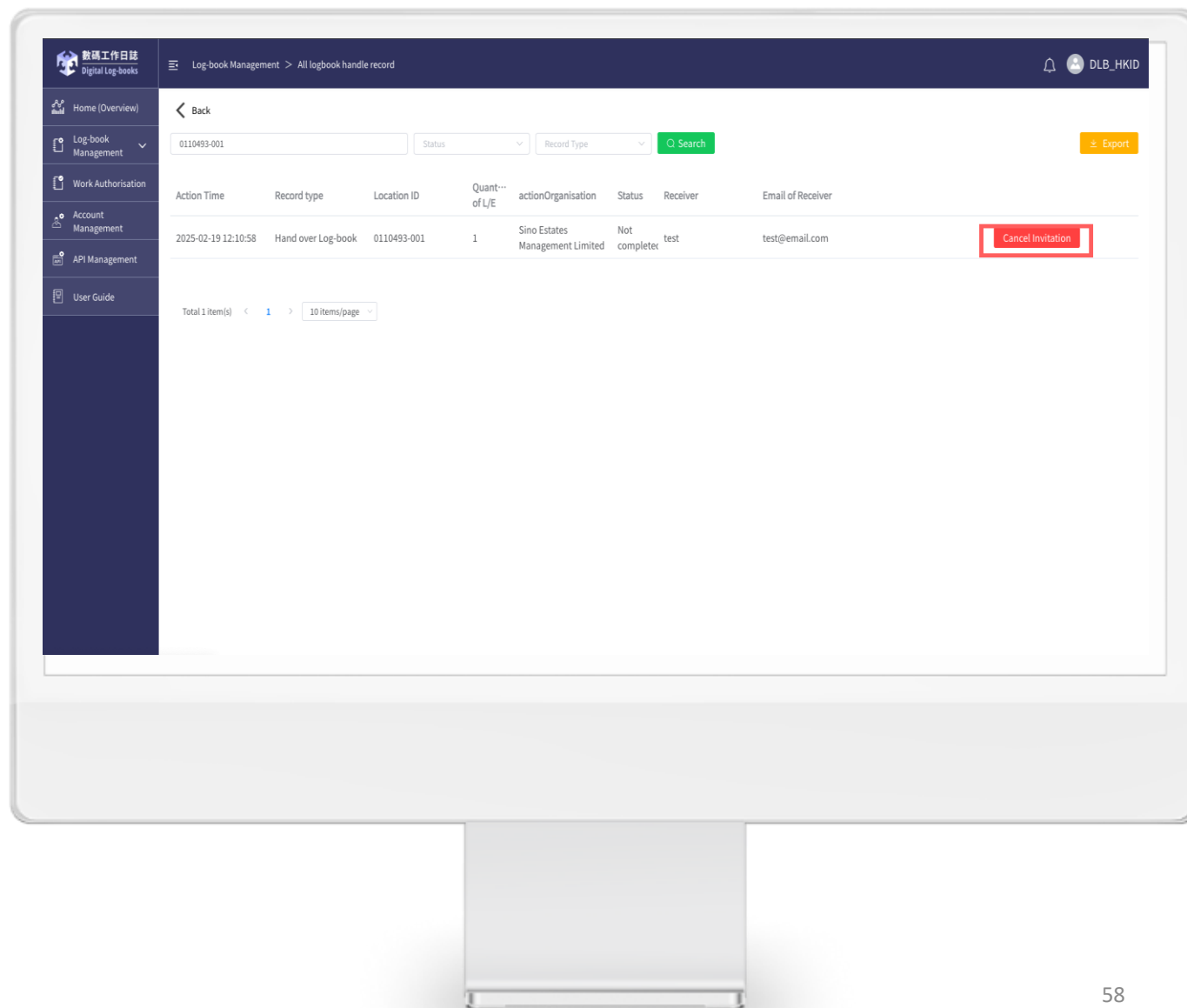


# 7 Handing Over a Log-book

10.1 Check the handover status. If the status shows “Not completed”, you may click “Cancel Invitation”

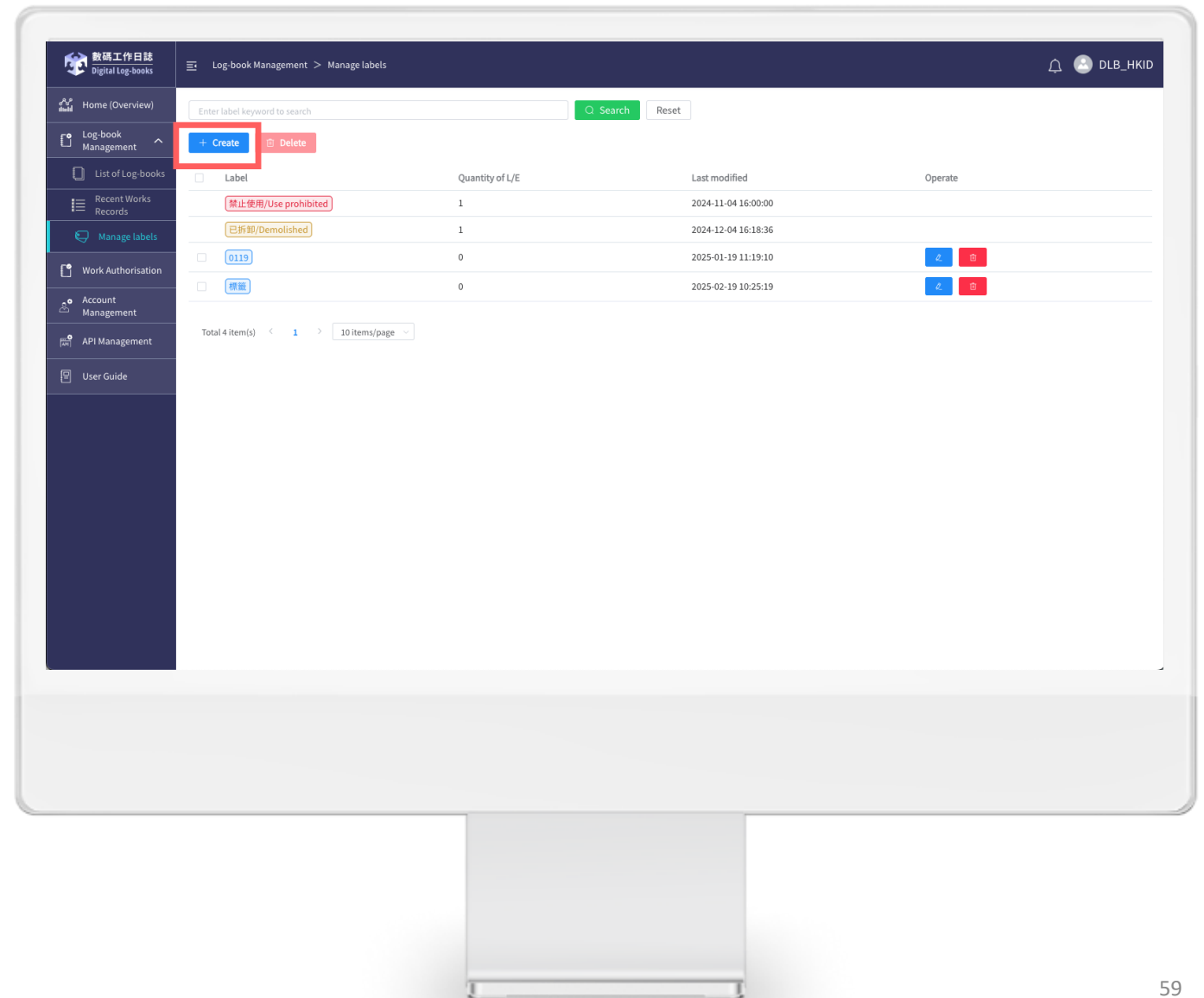
10.2 If the new RP has clicked the initiation link from the email, followed the instruction to finish registering the account and confirmed to access the log-book, the status will be changed to “Completed”

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



## 8 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 label.

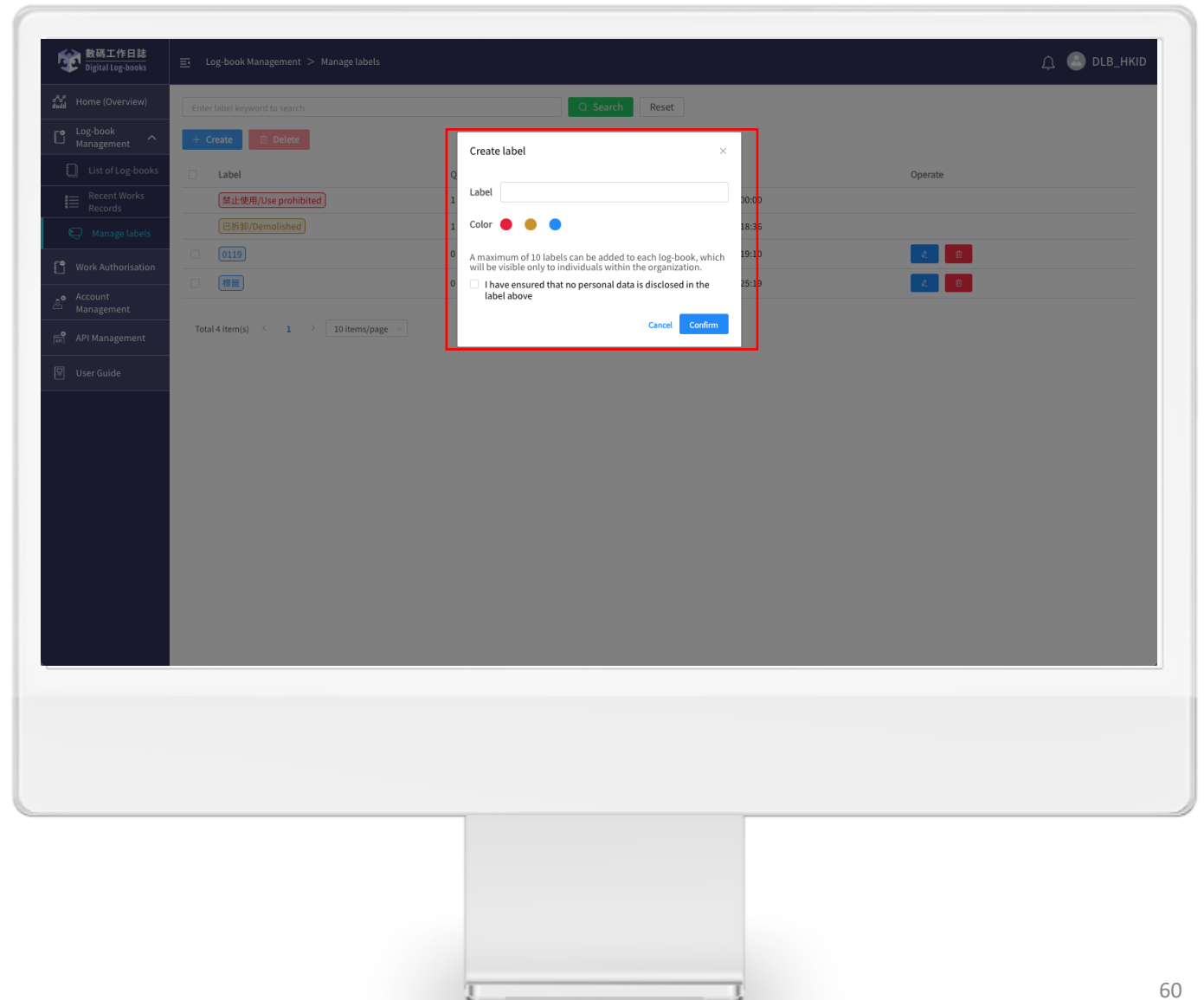


## 8 Manage labels

5 Each time you add a label, you need to enter the label name and select the color of the label.

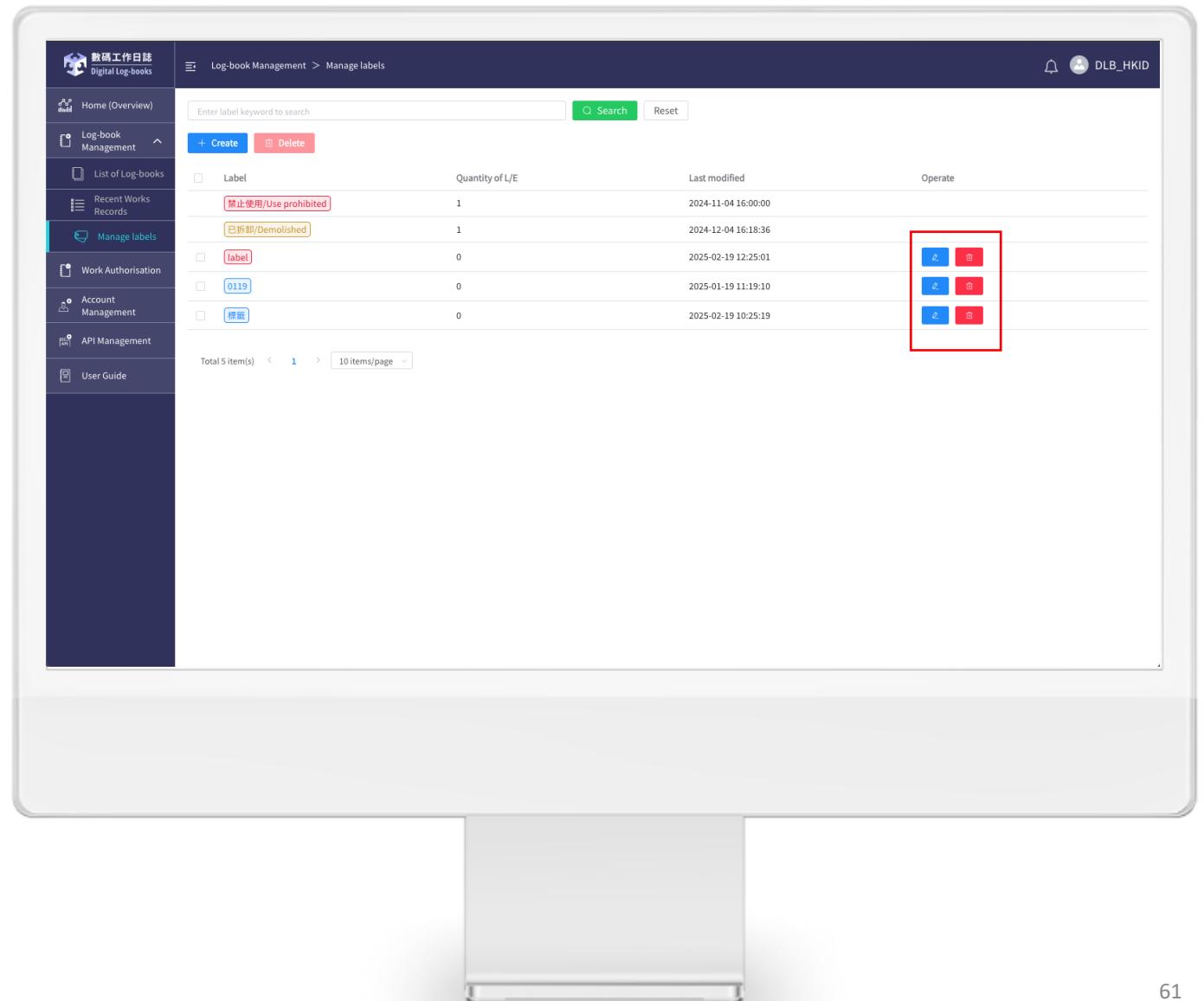
6 The meaning of label colors:

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



## 8 Manage labels

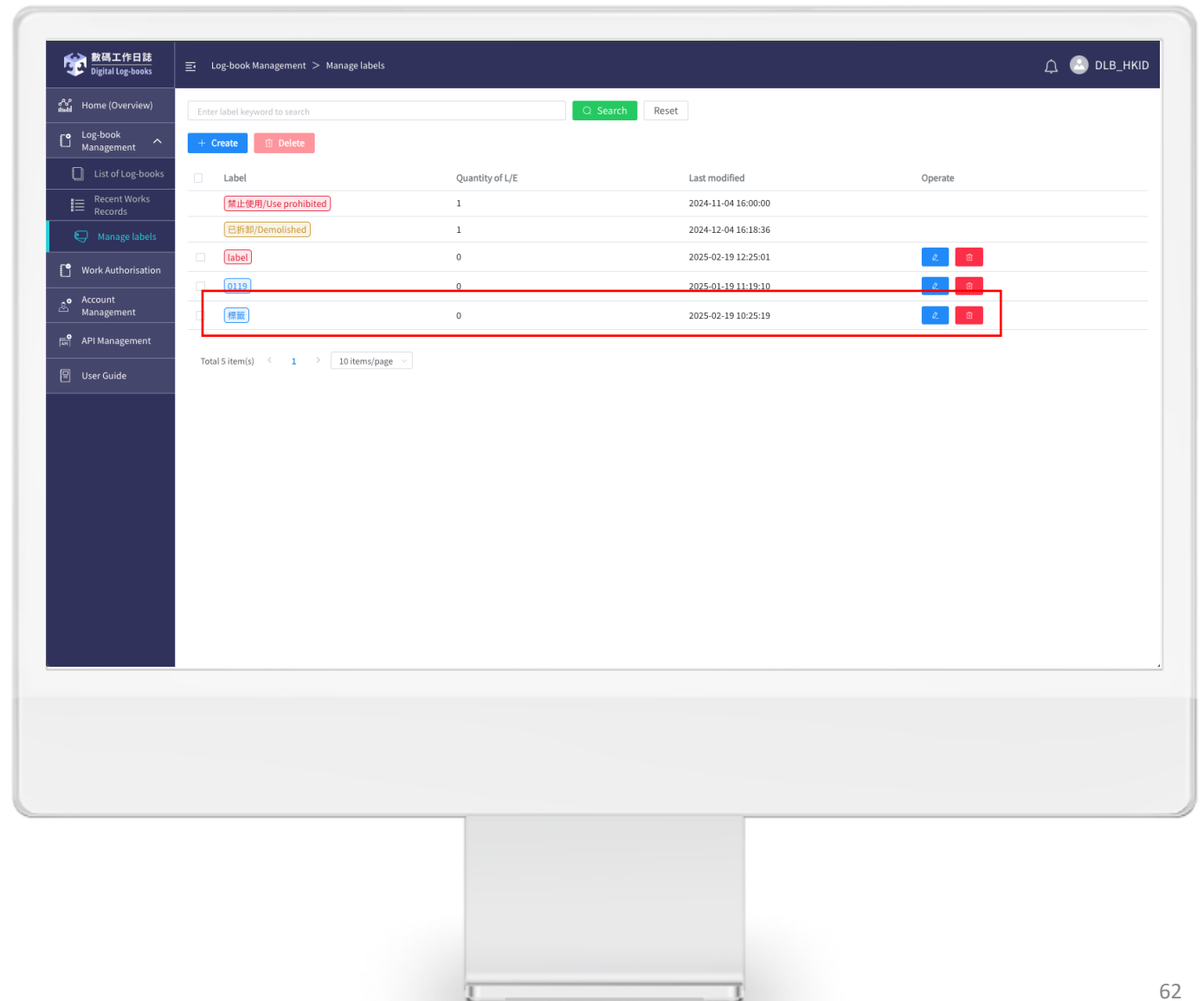
- 7 The label name and color of the label can be changed by pressing the blue pen button
- 8 Manually added labels can be deleted



## 8 Manage labels

9

Click on the label name to add a new location



# 8 Manage labels

1  
0

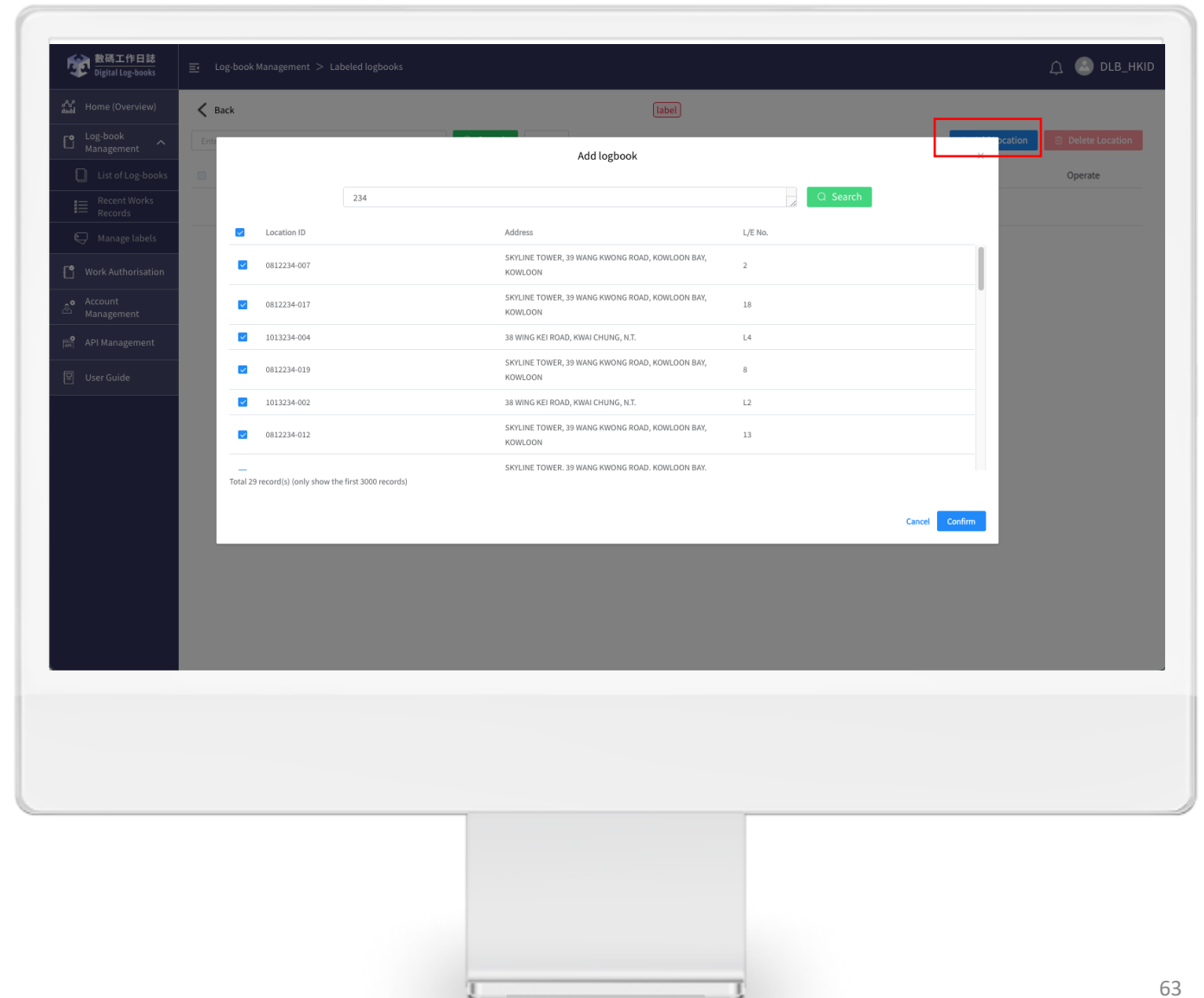
On the label page, click "Add a location" in the upper right corner

1  
1

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

1  
2

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



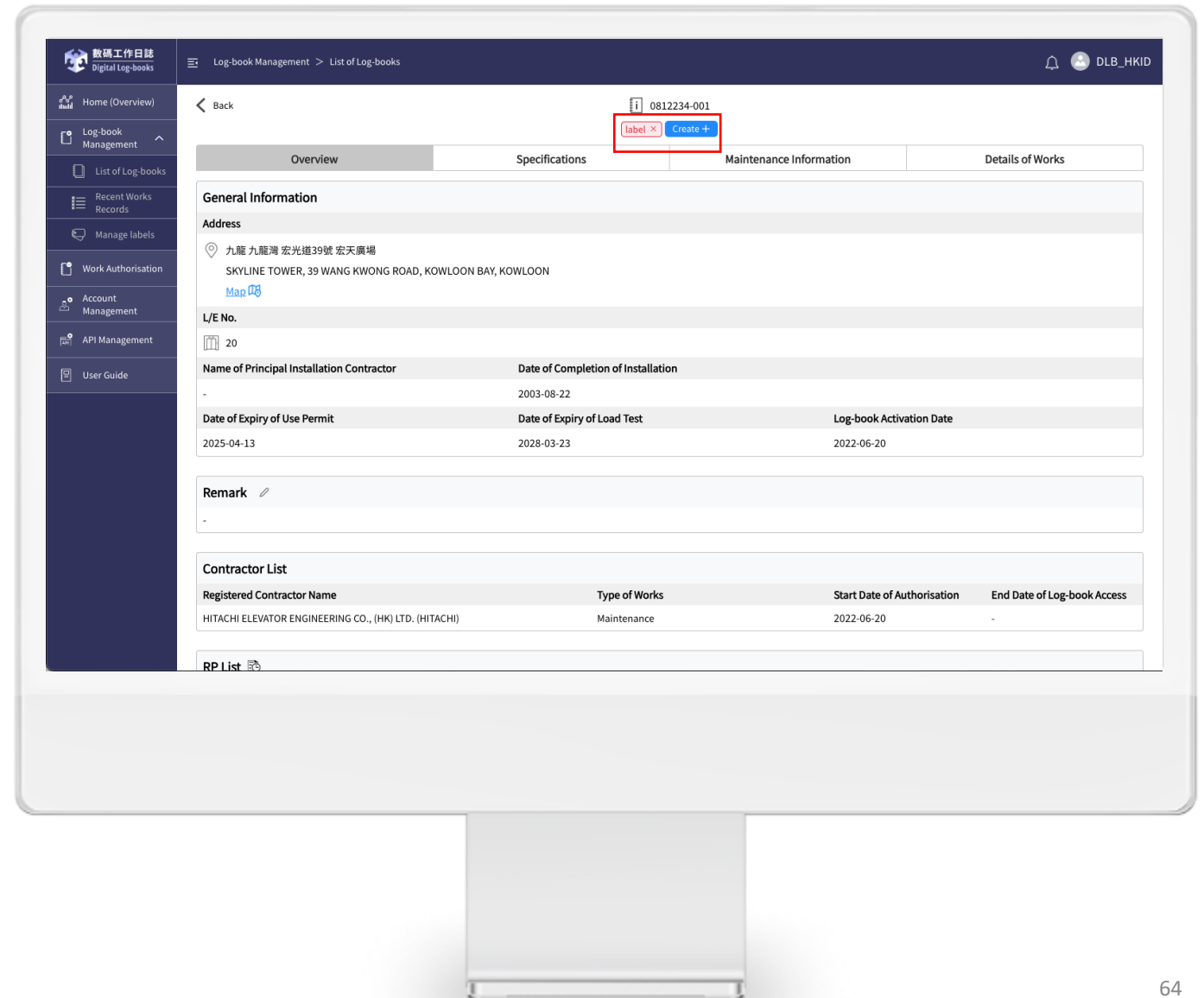
## 8 Manage labels

1  
3

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

1  
4

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

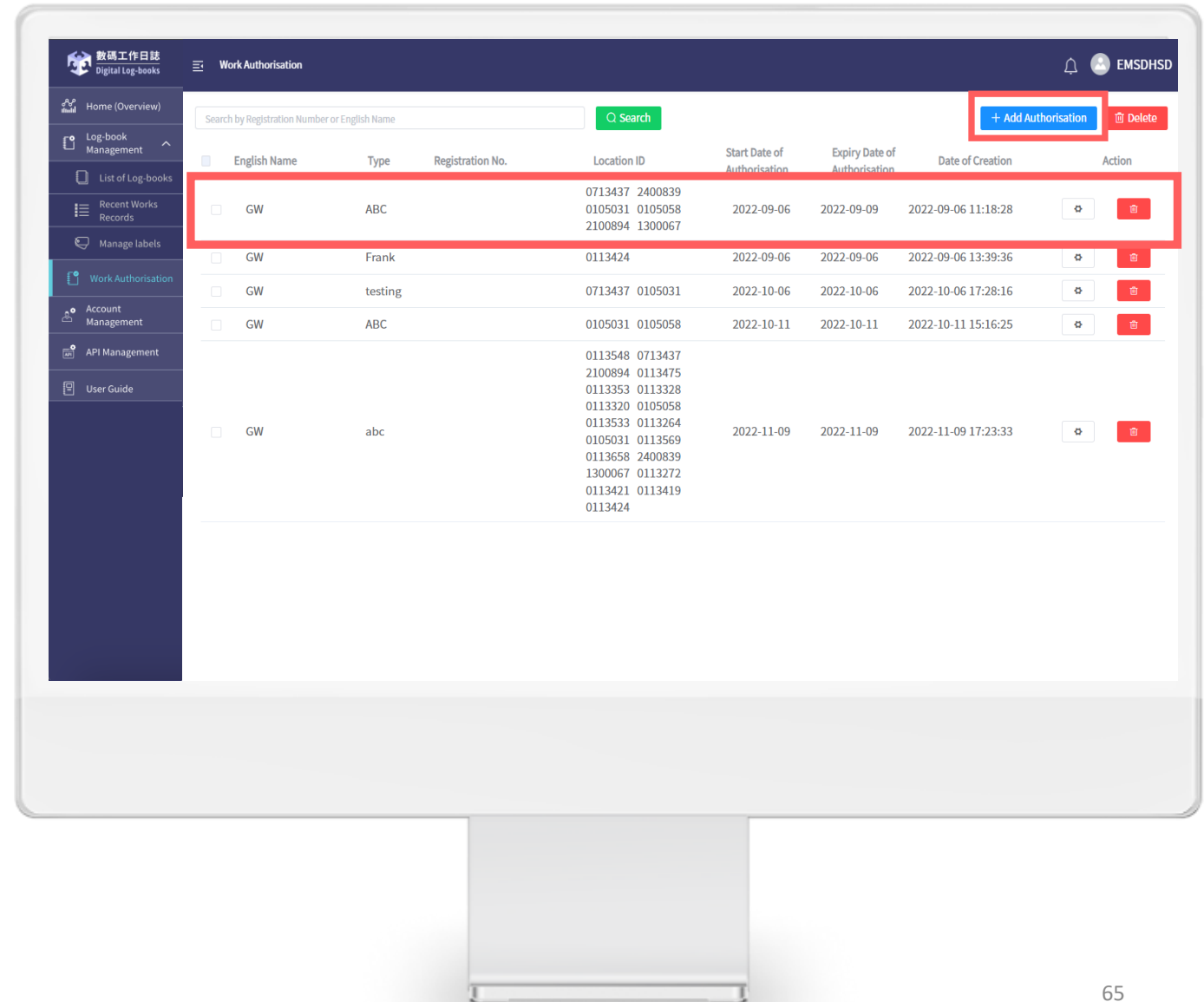


# 9 Work Authorisation

If users need to grant access rights for third-party members or temporary staff to specific log-books, this function can be used. For example:

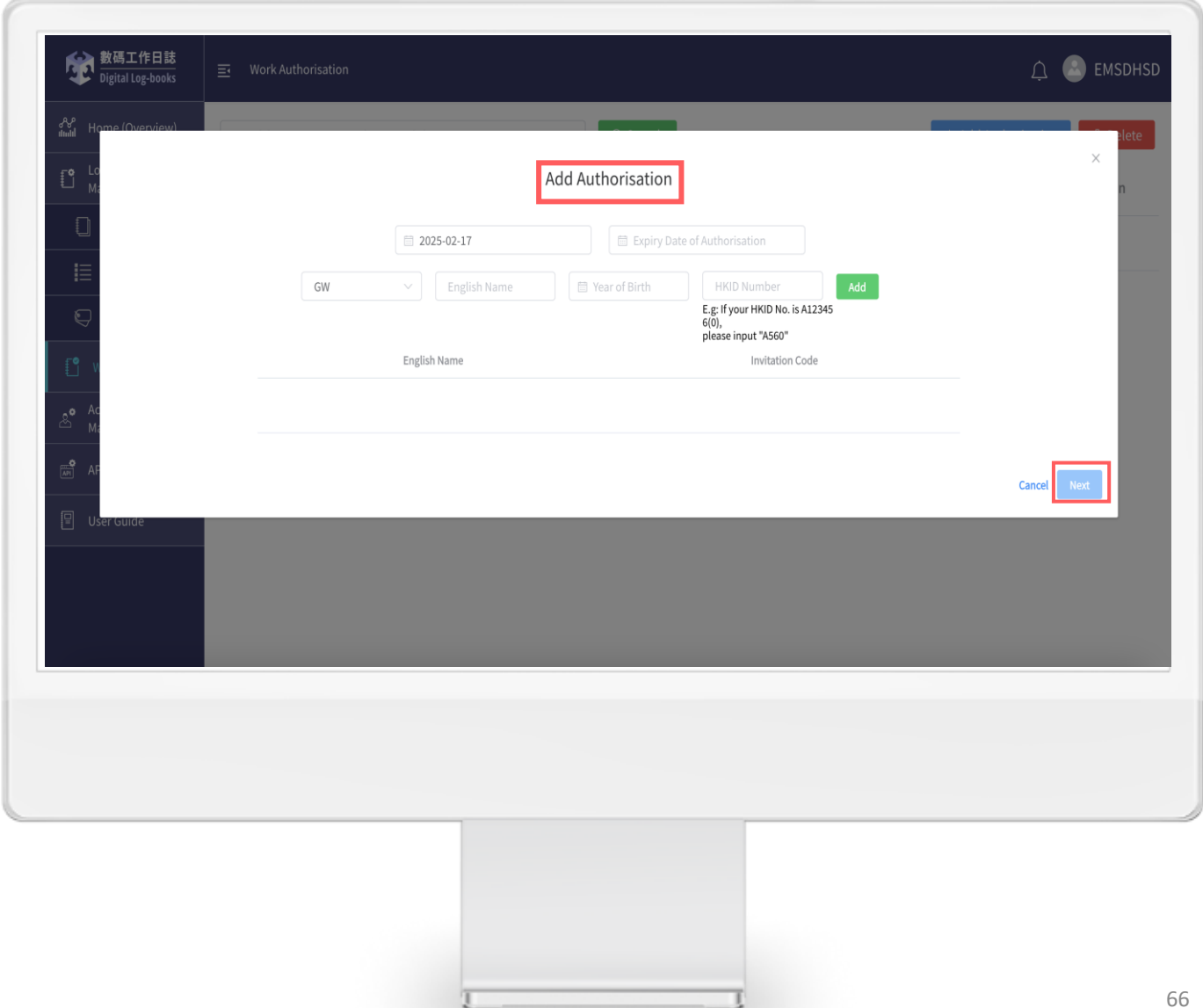
Temporary staff are hired to inspect lifts/escalators, and they are required to review/enter works logs.

- 1 Click “Work Authorisation” on the left
- 2 There are several buttons at the top of the page:
  - Enter username or email
  - Search for users and check their status
  - “Add Authorisation” to authorise third-party staff to work on-site
  - “Delete” to remove the third party's permissions
- 3 Select the person concerned and click “Add Authorisation”



## 9 Work Authorisation

- 4 Enter the information of the RE/RW/GWs
- 5 In addition to the “Expiry Date of Authorisation”, it is also necessary to confirm the identity of the RE/RW/GW(s) with the following information:
  - RE/RW: Registration No.
  - GW: English Name, Year of Birth, HKID Number (first 4 digits)
- 6 Click “Next”



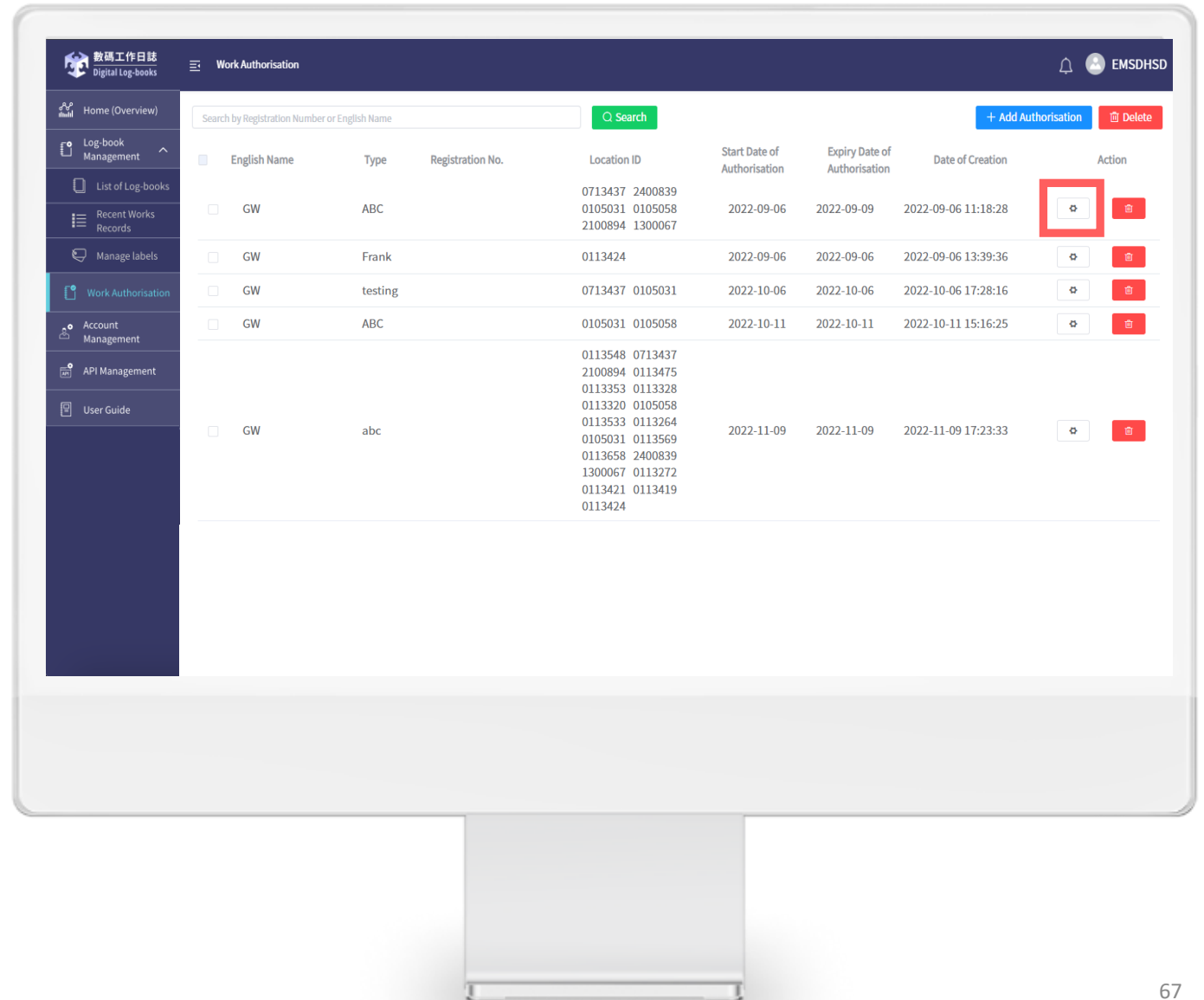
The screenshot shows a web application interface for 'Work Authorisation'. A modal dialog box titled 'Add Authorisation' is displayed. The dialog contains the following fields and controls:

- A date field with the value '2025-02-17' and a label 'Expiry Date of Authorisation'.
- A dropdown menu with 'GW' selected and a label 'English Name'.
- A text input field with a label 'Year of Birth'.
- A text input field with a label 'HKID Number'.
- A green 'Add' button.
- A note: 'E.g: If your HKID No. is A12345 6(0), please input "A560"'. Below this, there is a label 'Invitation Code'.
- At the bottom right, there are 'Cancel' and 'Next' buttons. The 'Next' button is highlighted with a red box.

The background of the application shows a sidebar with icons for 'Home (Overview)', 'Log Management', 'Work Authorisation', 'Add New', 'AP', and 'User Guide'. The top right corner shows a user profile icon and the text 'EMSDHSD'.

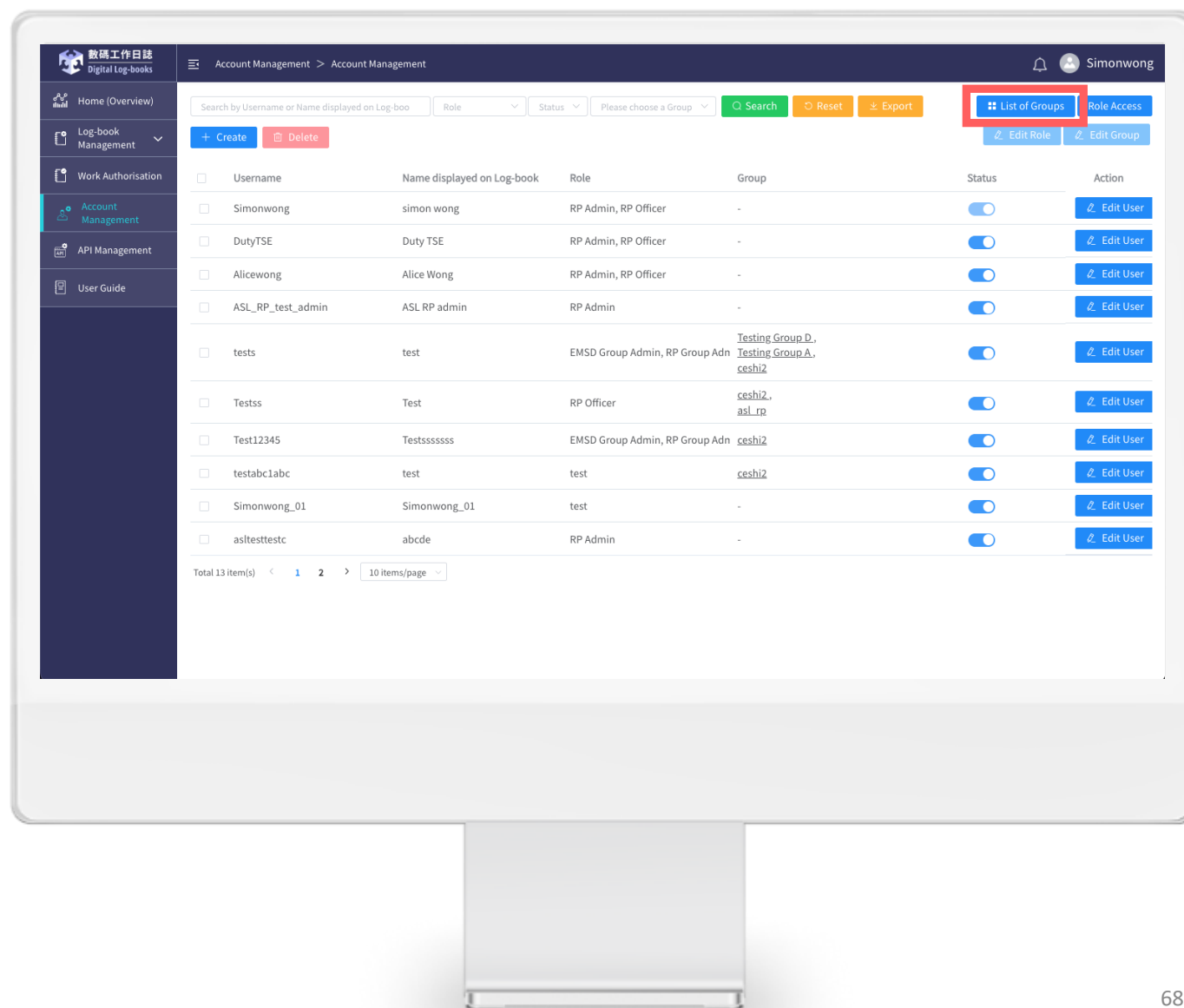
# 9 Work Authorisation

7 Return to “Work Authorisation”  
Authorised RE/RW/GWs will be shown here, and users can click on the gear button for modifications, if needed.



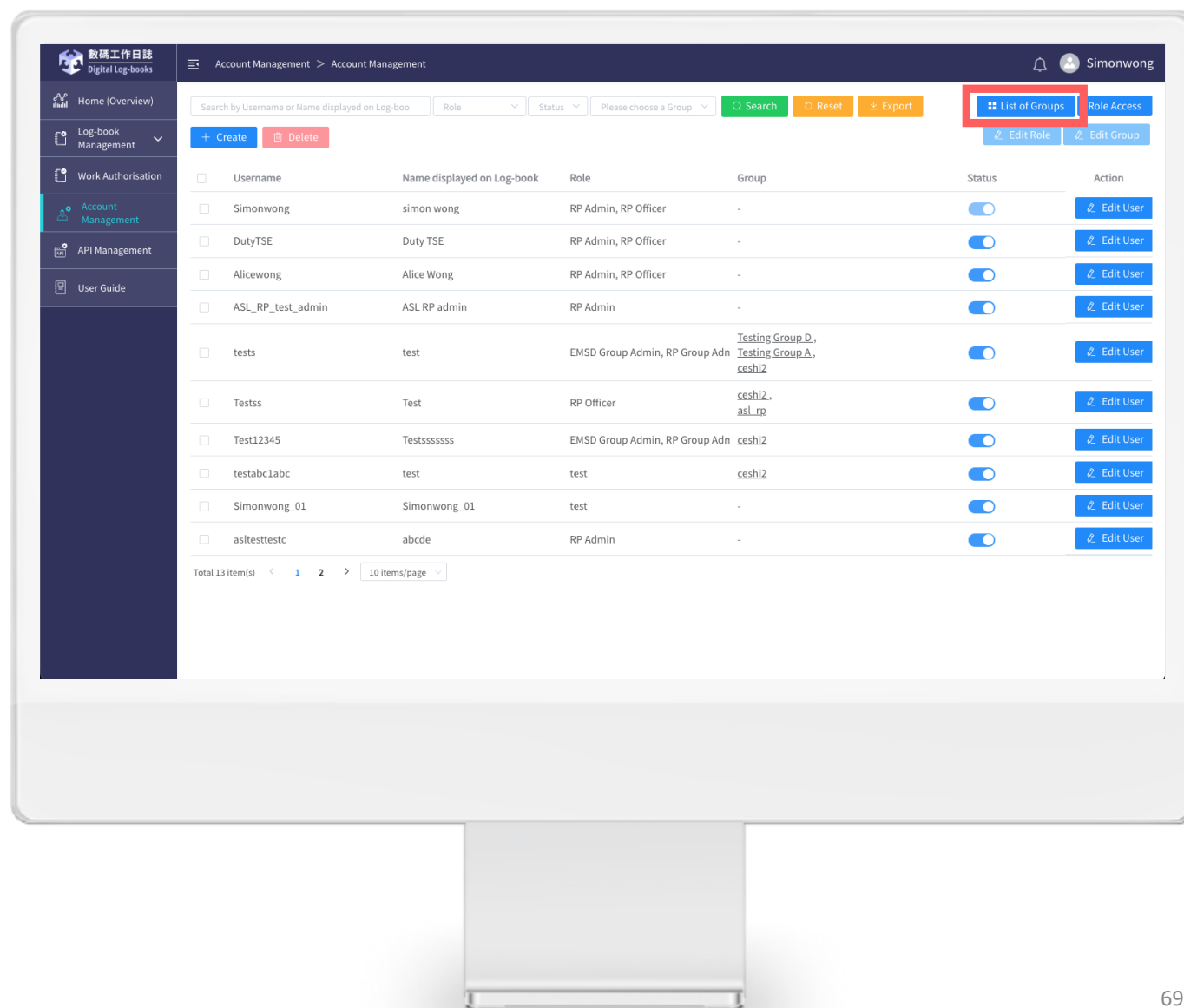
# 10 Account Management

## 1 Click “List of Groups”



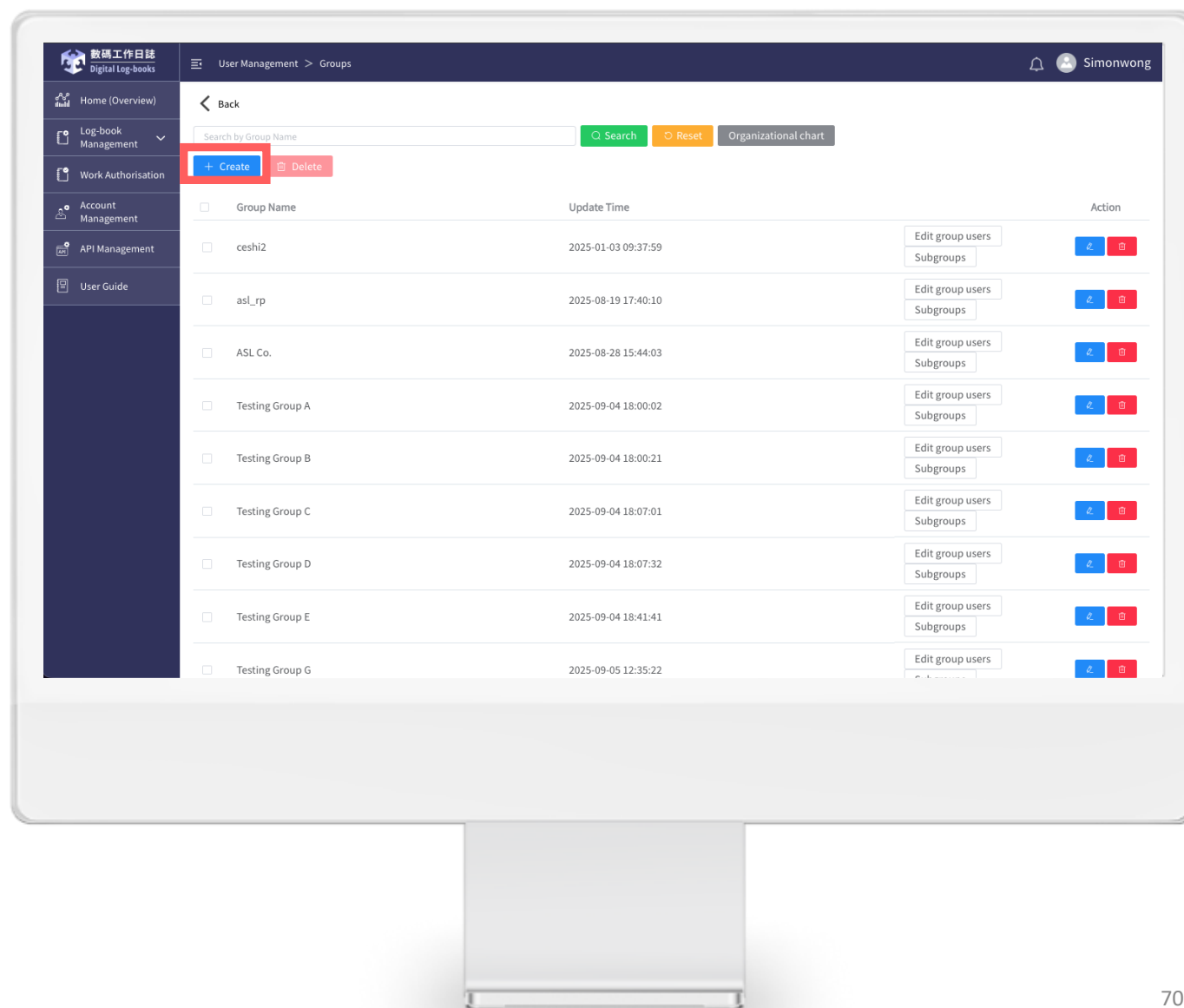
# 10 Account Management

## 1 Click “List of Groups”



# 10 Account Management

2 Click “Create” to add a group

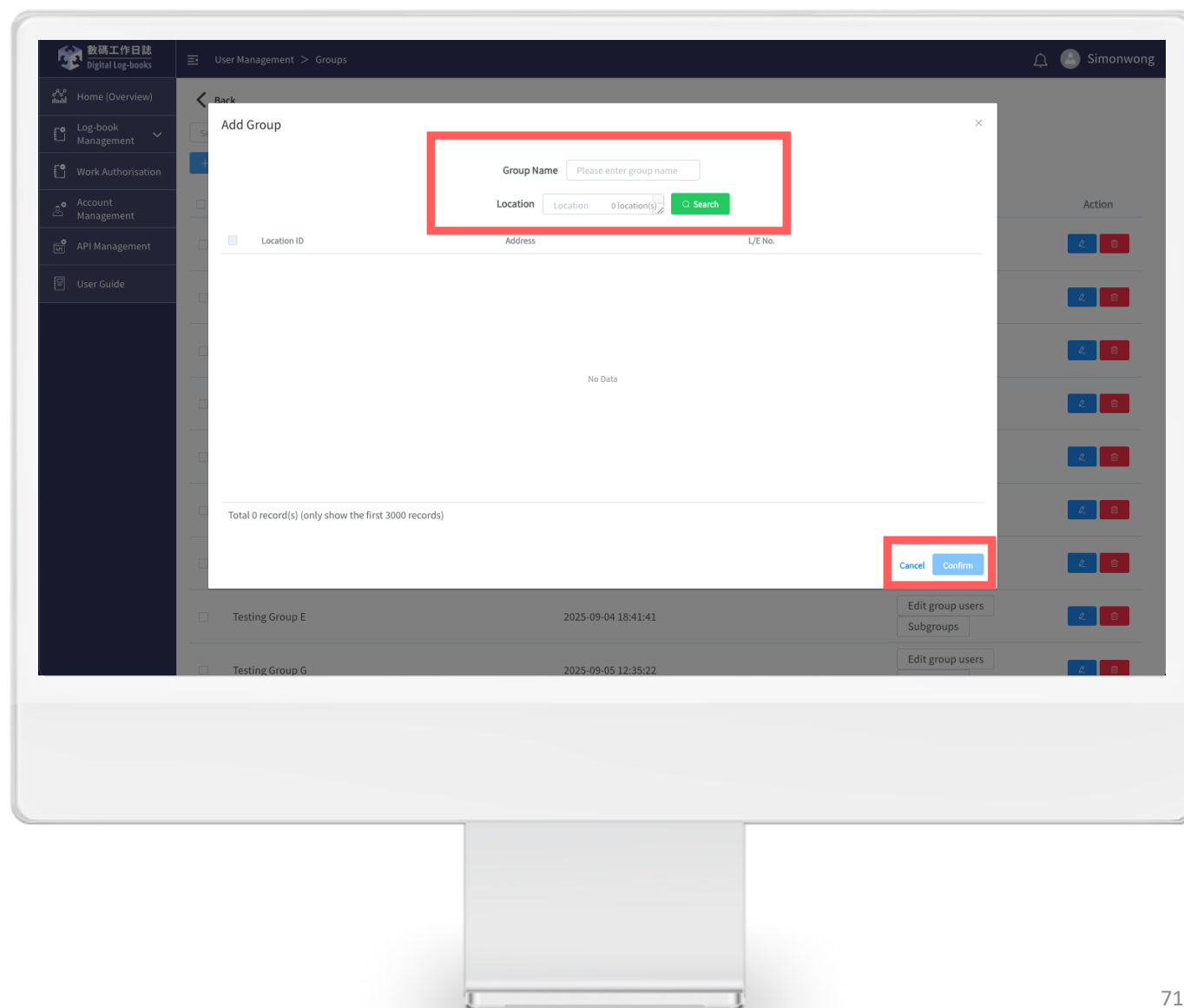


# 10 Account Management

3.1 Enter the Group Name

3.2 Select relevant log-books

3.3 Click “Confirm”



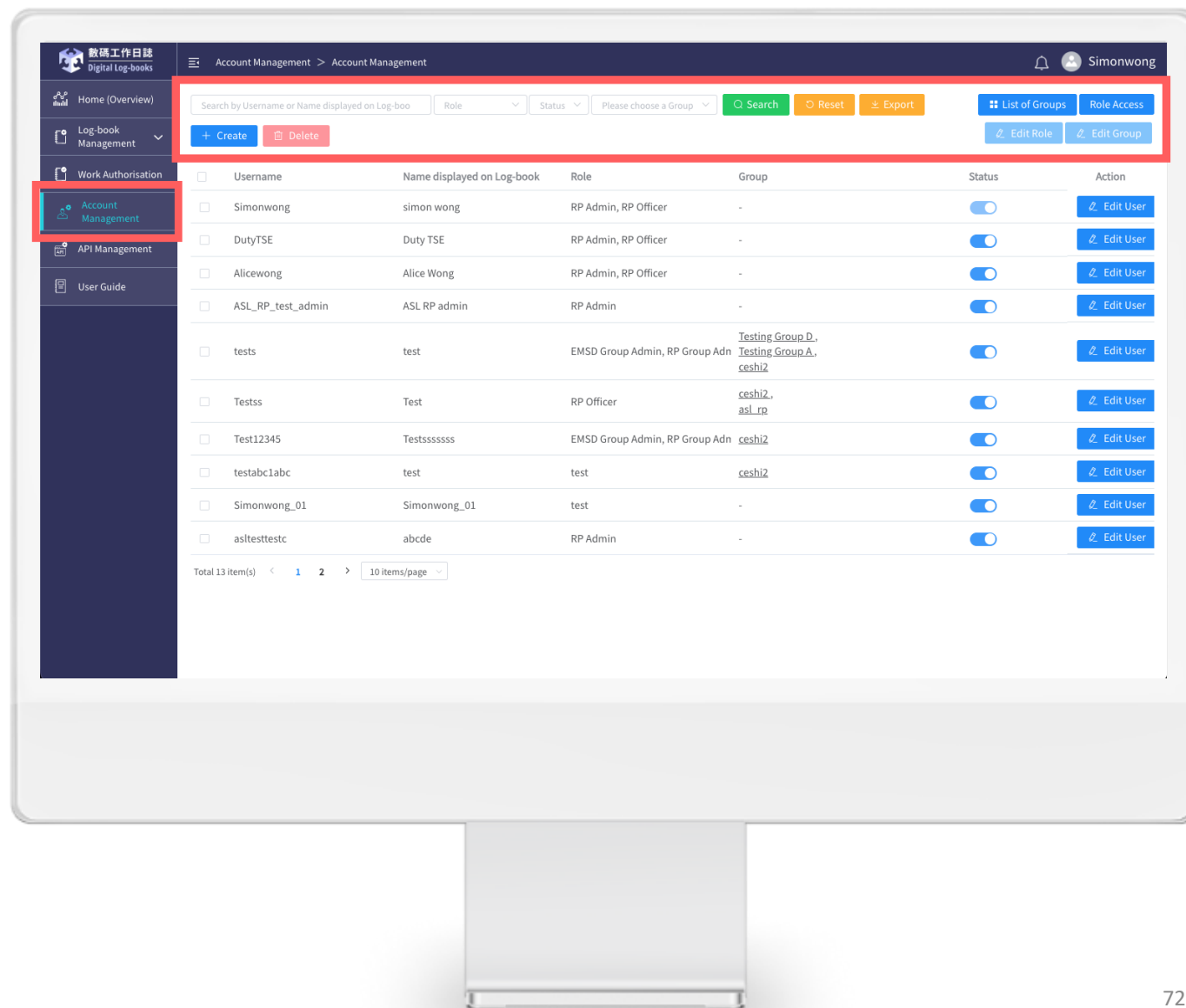
# 10 Account Management

1 Enter the page “Account Management”

2 There are several buttons at the top of the page

- Enter username/email to look for users and their statuses
- Click “Reset” to refresh the data
- “Export” the list of user information

3 Click “Create” to add new users



# 10 Account Management

4 Enter the personal information of the user and set his/her user role; follow the instructions on the right in setting up the username and password

5 After entering all the information, click “Confirm”

Note 1: RP users who need to use the website and the mobile application are all required to register the user credentials here through their RP Admin

(RP Admin may communicate with the users offline regarding the dissemination of user credentials)

Note 2: Please select the role “RP Officer” if the new user is not an administrator

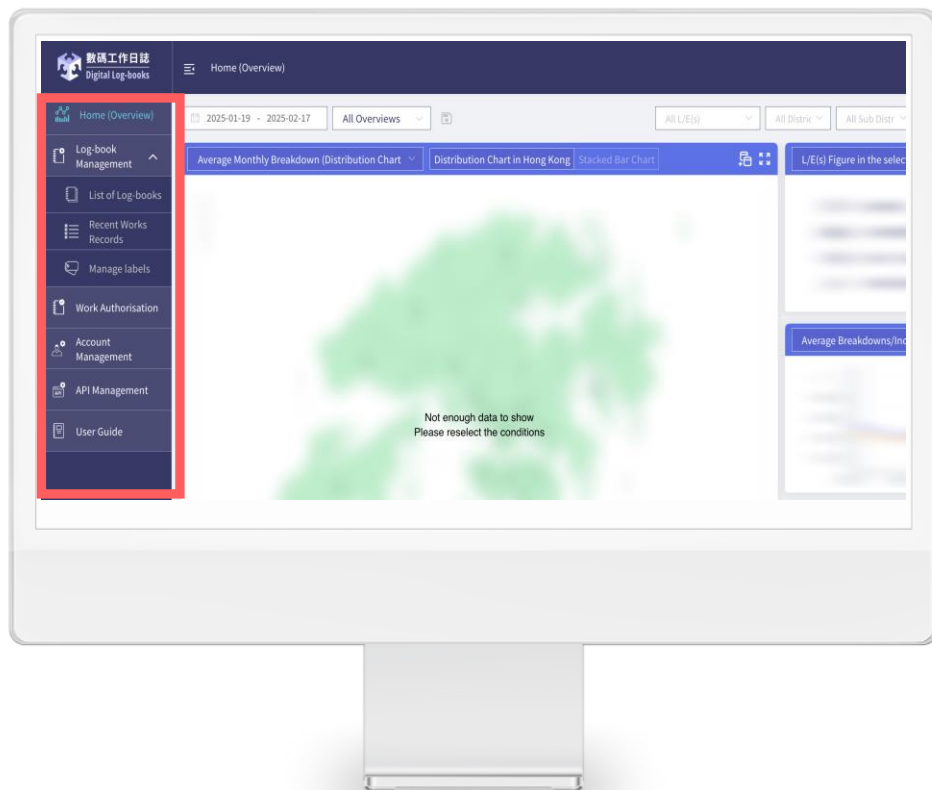
Note 3: New RP users may log on with their registered usernames and passwords, and change their passwords upon logging in.

The screenshot shows a web application interface for 'Account Management'. A modal window titled 'Add User' is open, displaying a form with the following fields and instructions:

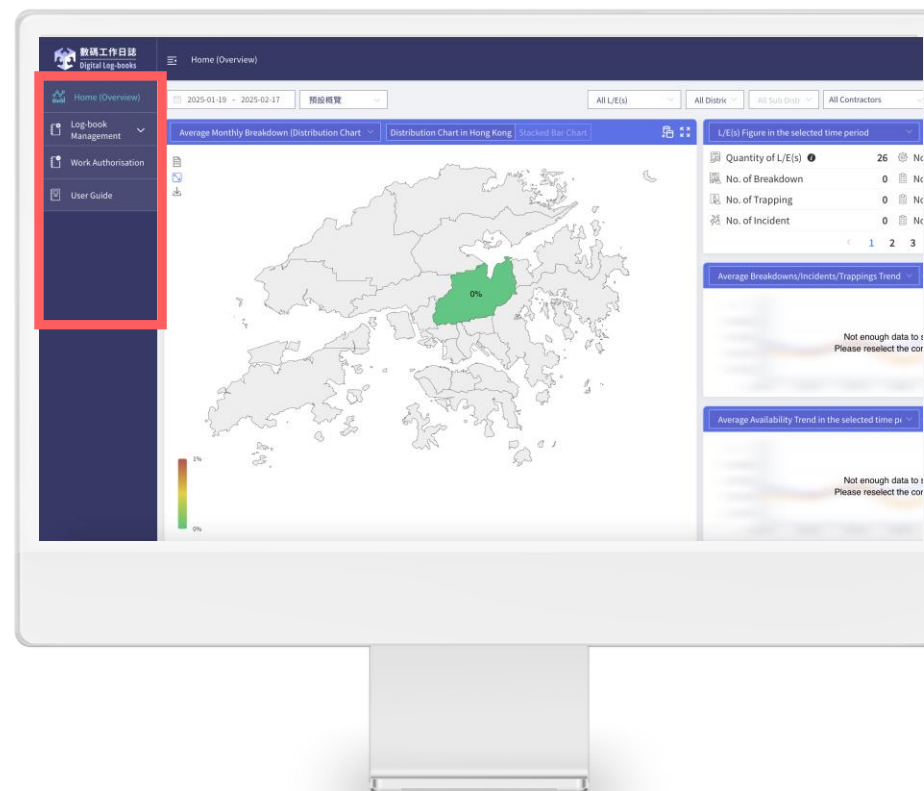
- Role:** A dropdown menu with the placeholder text 'Please choose a Role'.
- Group:** A dropdown menu with the placeholder text 'Please choose a Group'.
- Username:** A text input field containing 'www333'. To the right, a note states: 'Username must be 4-24 characters long and include 1 upper-case letter, 1 lower-case letter, 1 number, and 1 special character "...". But, the first character should not be a special character.'
- Password:** A password 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 modal are 'Cancel' and 'Confirm' buttons. The background interface shows a sidebar with navigation options like 'Home (Overview)', 'Log-book Management', 'Work Authorisation', 'Account Management', 'API Management', and 'User Guide'. The main content area displays a table of users with columns for checkboxes, usernames, roles, and actions (Edit User).

# 10 Account Management



A RP Admin has the authority to exercise all functions within the webpage, including: Homepage, Log-book Management, Recent Works Records, Log-book invitation to RP, Hand over Log-book, Change RC, Work Authorisation and Account Management.



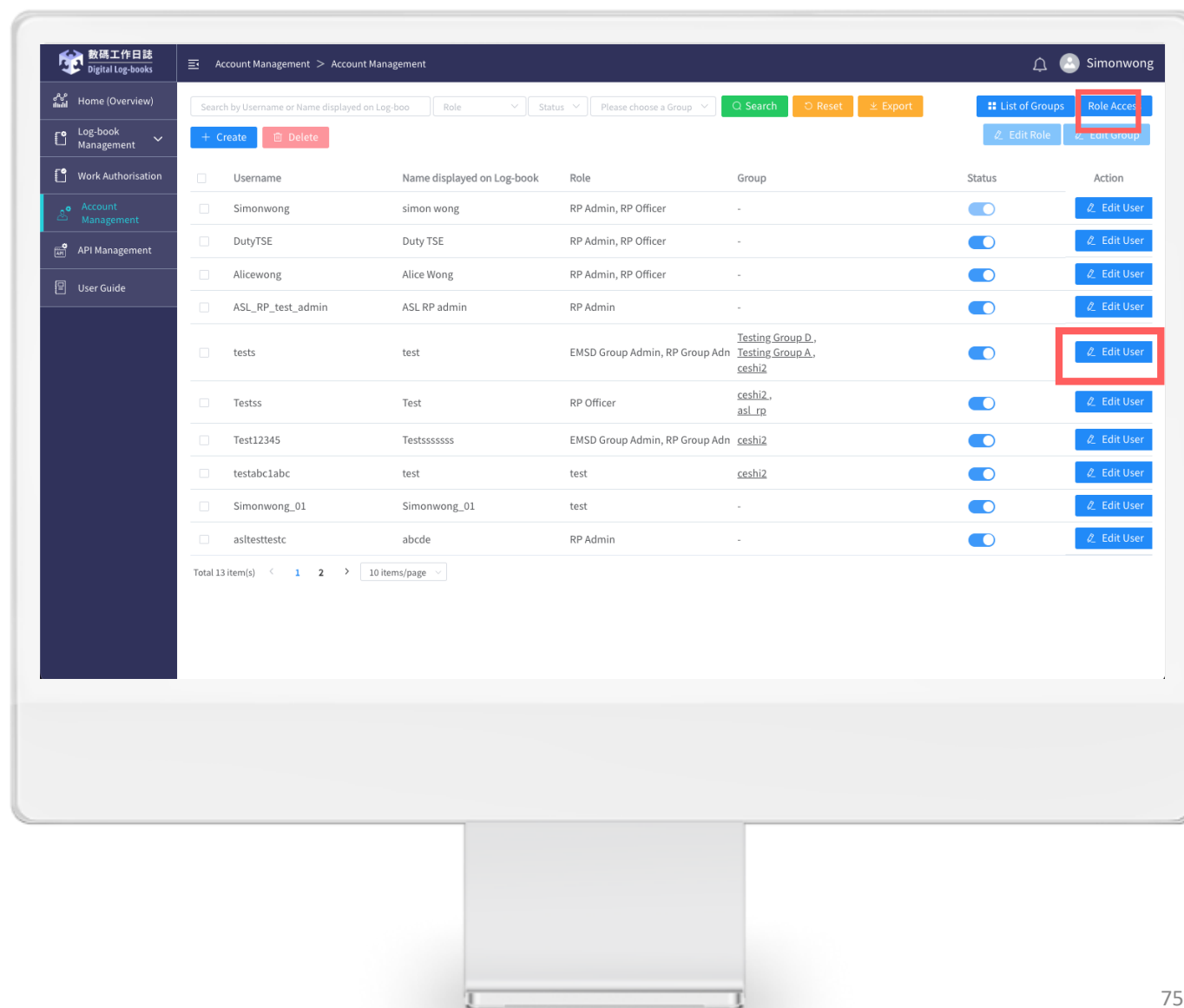
A RP Officer has the authority to exercise some functions within the webpage, including: Homepage, Log-book Management, Recent Works Records and Work Authorisation.

# 10 Account Management

6 Newly added users will be shown here, with their usernames, emails, roles set, groups, and statuses (active/inactive) all clearly arranged.

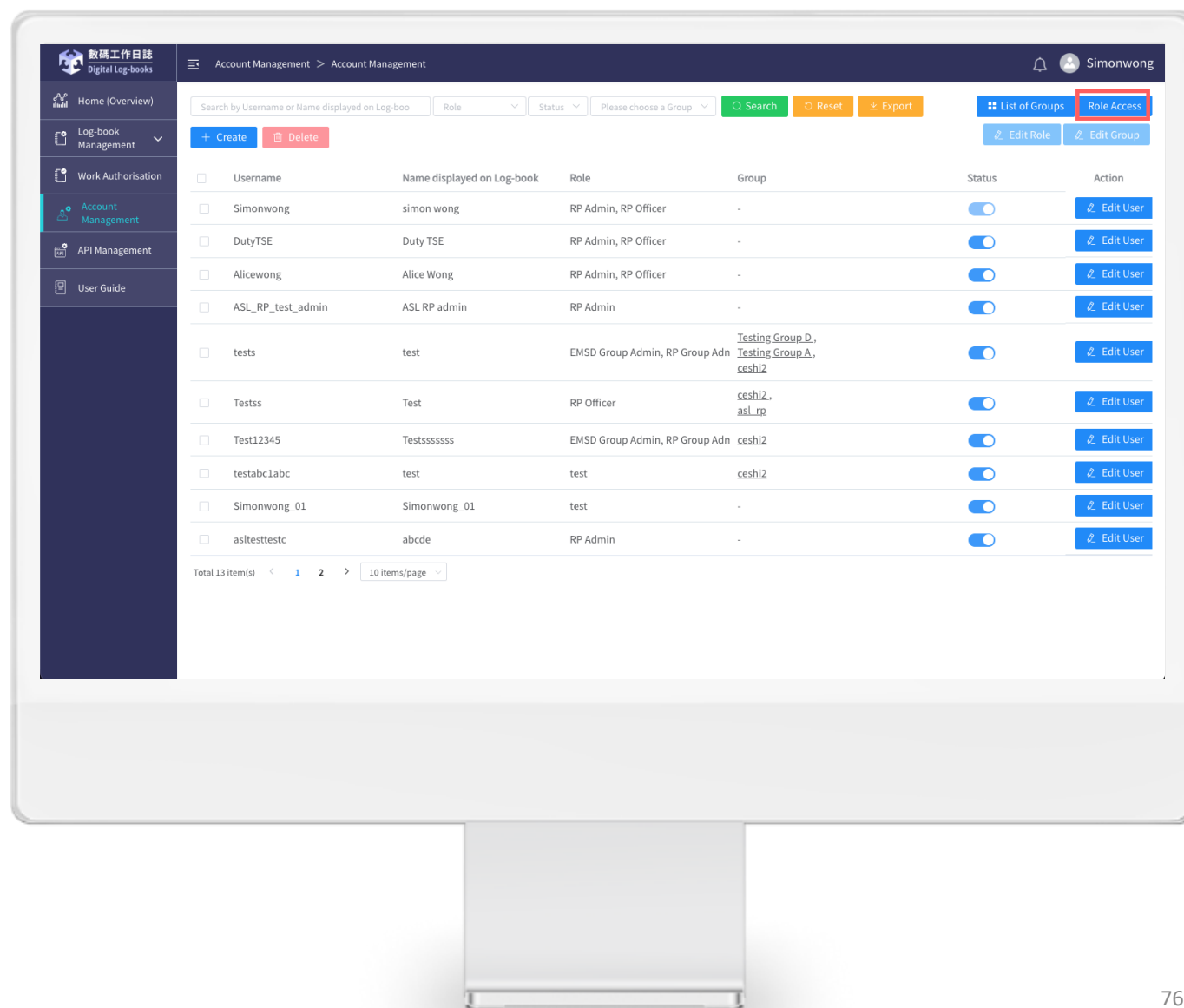
7 Click “Edit User” under the “Action” column if you would like to edit the information

Note 1: If other RP users forget their usernames or passwords, RP Admin can help by retrieving their usernames or resetting new passwords.



# 10 Account Management

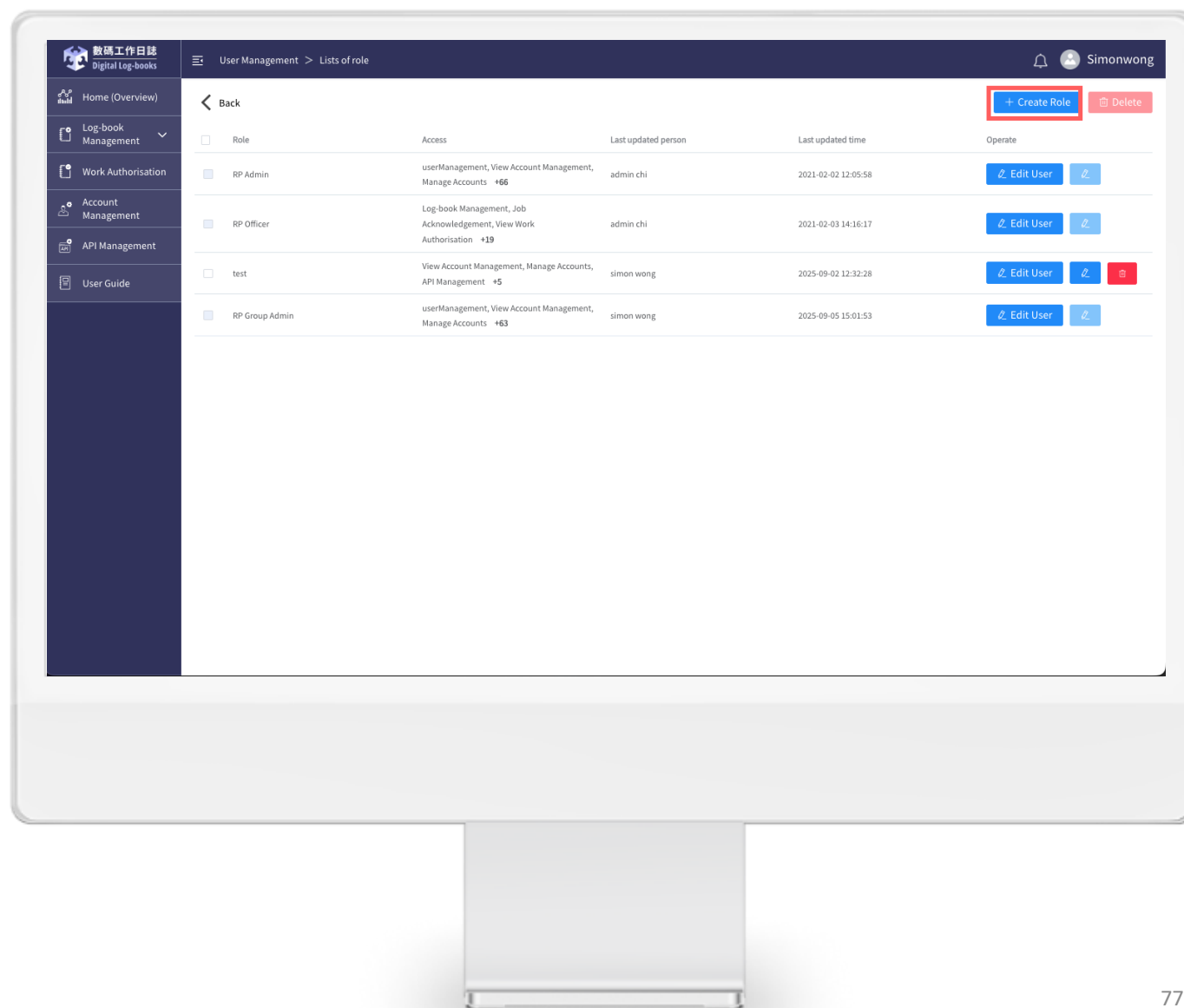
8.1 To create roles and manage their permissions, click "Role Access" in the upper right corner.



# 10 Account Management

8.2 Go to "Lists of role"

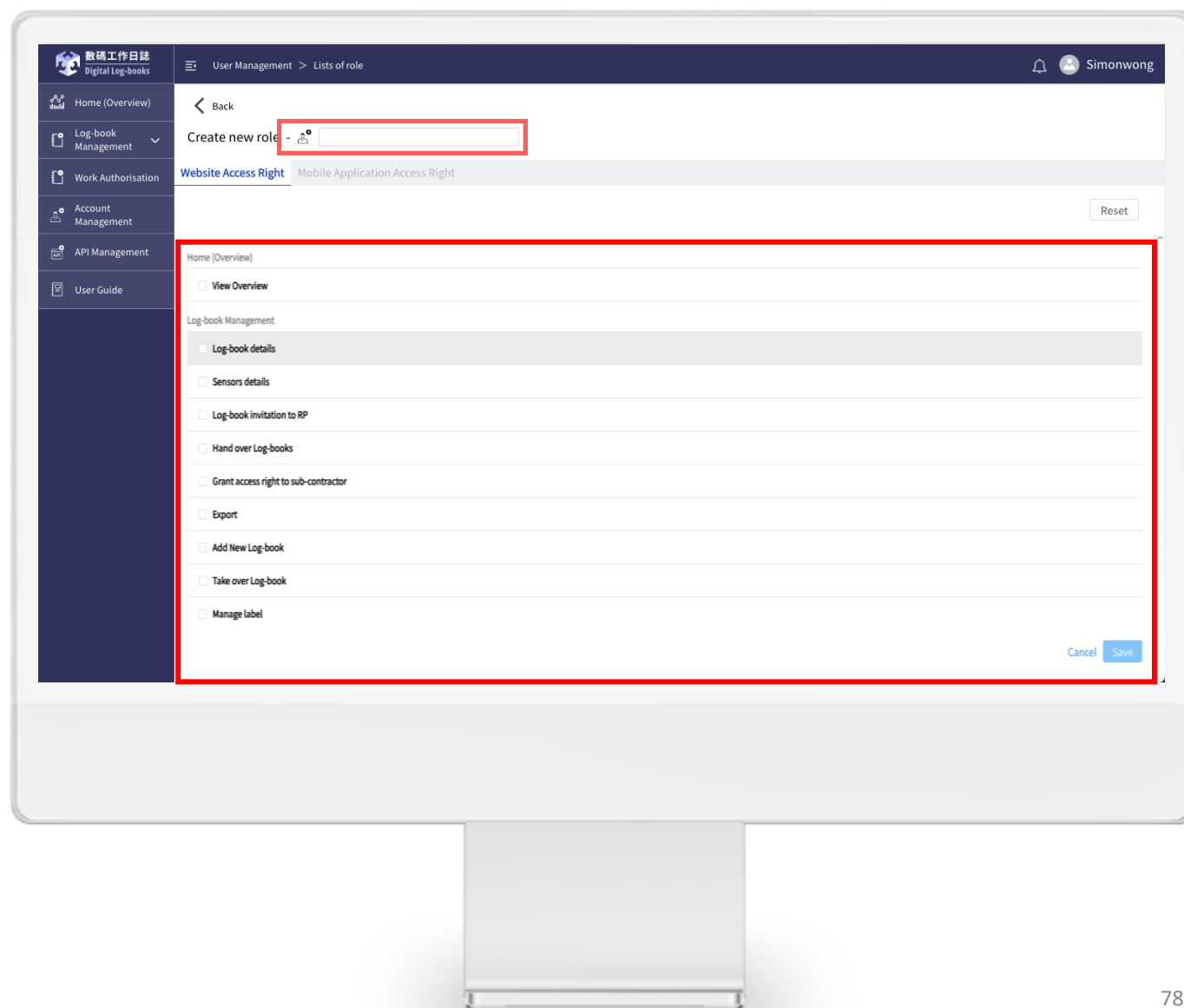
8.3 Click "Create role"



# 10 Account Management

8.4 Enter role name

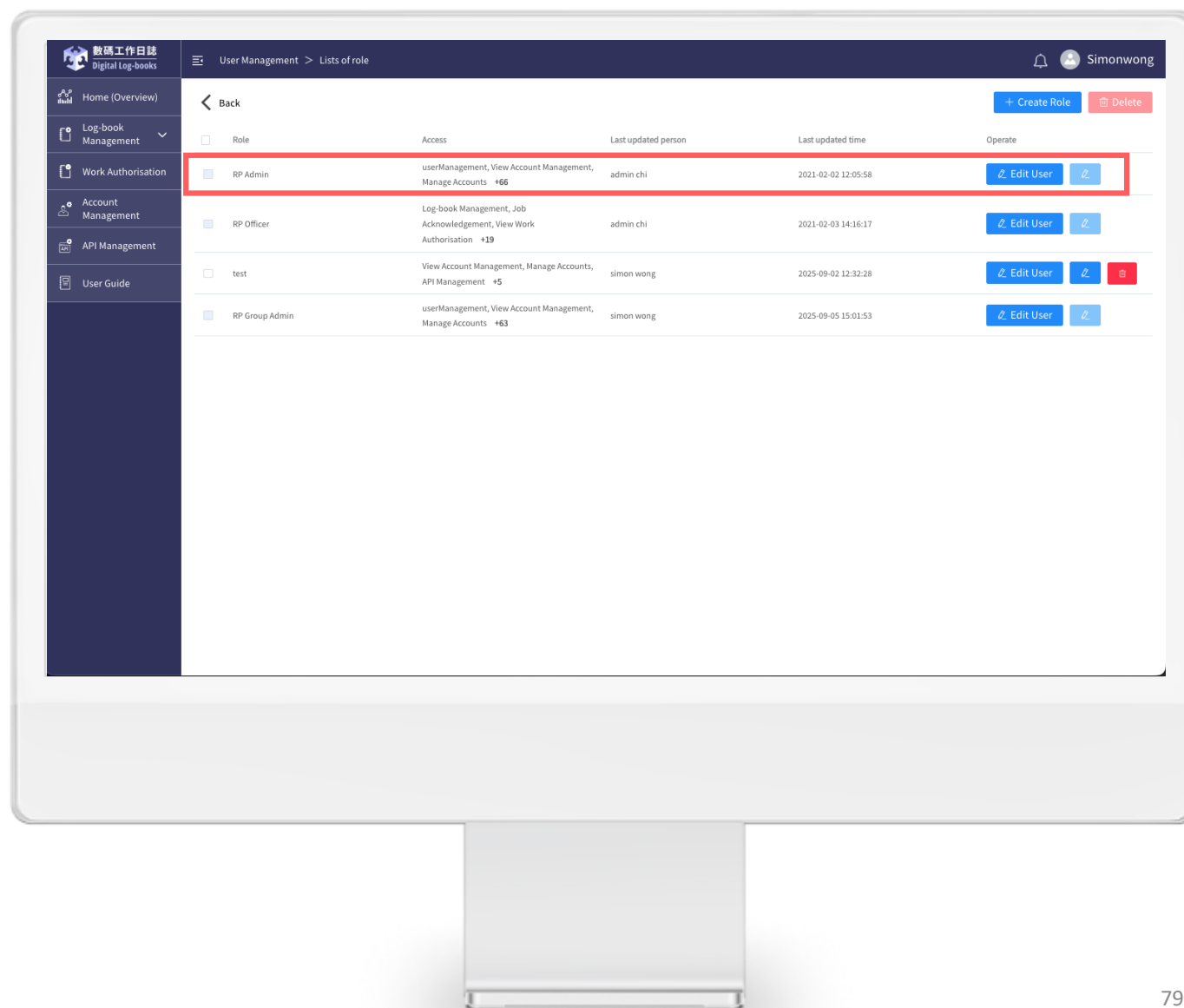
8.5 Select the required permissions for the new role from the list below, then click "Save" in the bottom right corner



# 10 Account Management

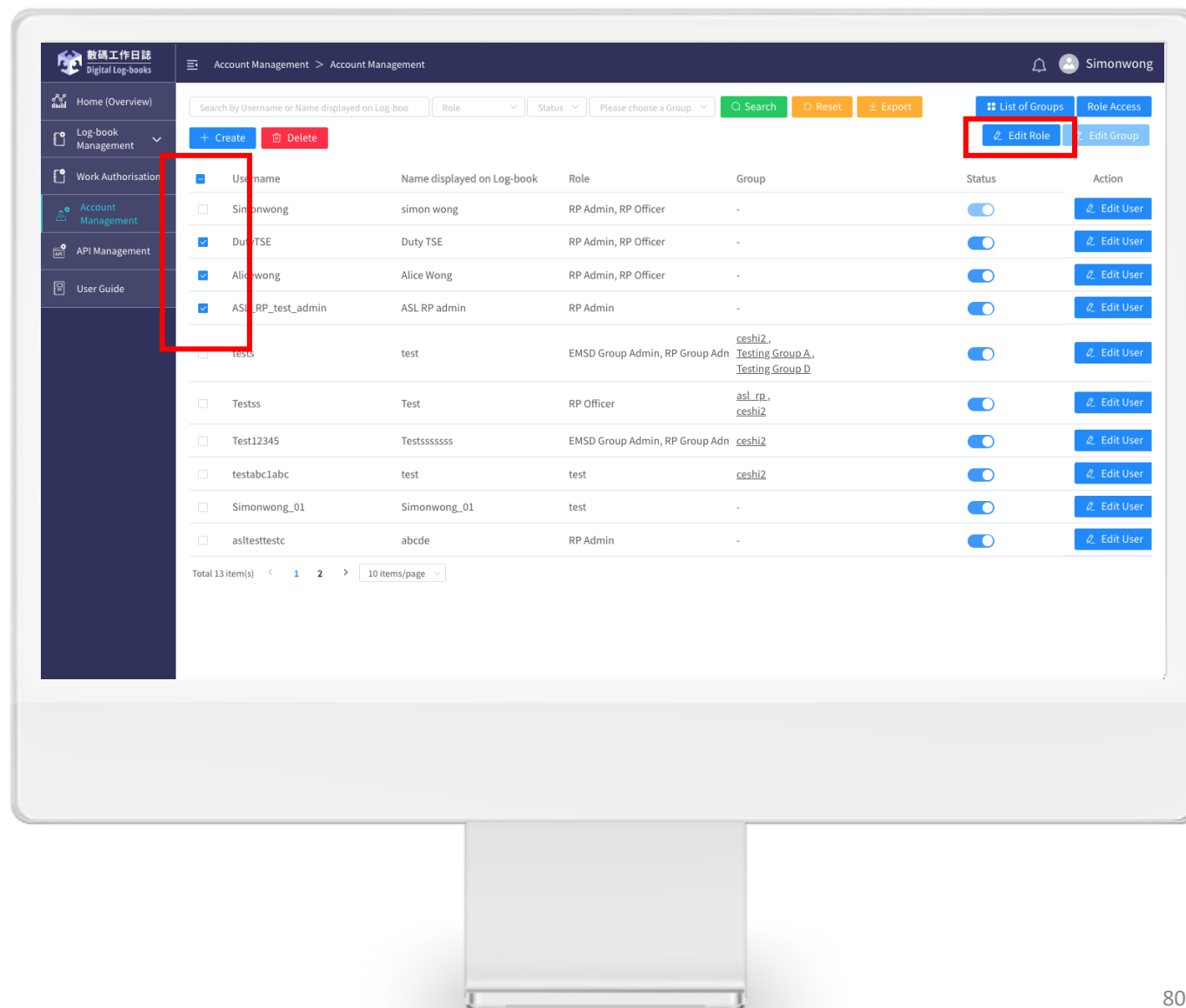
8.6

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



# 10 Account Management

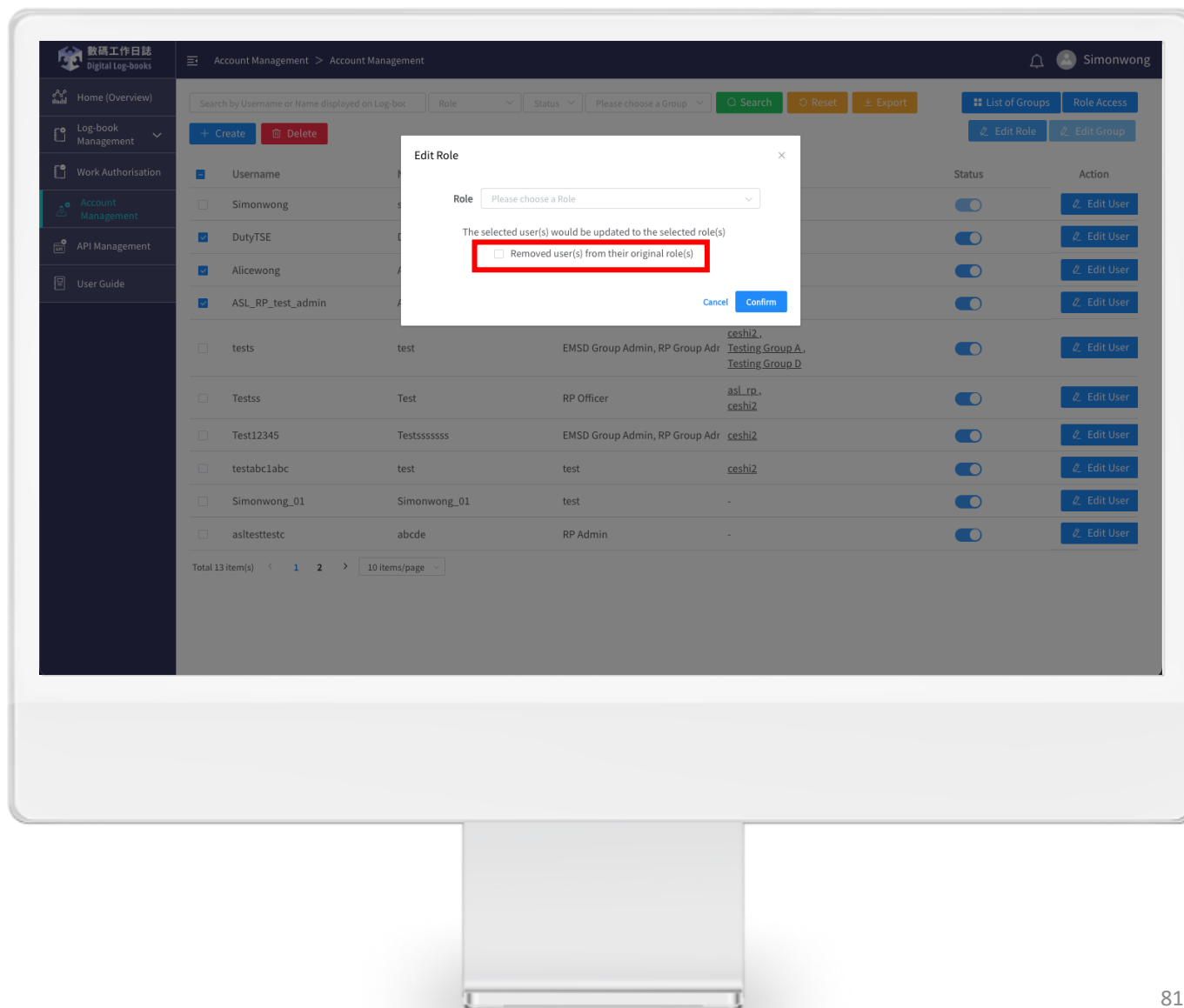
**9.1** To change the roles of multiple users, select the users you want to modify on the account management page, and then click "Edit Role" in the upper right corner.



# 10 Account Management

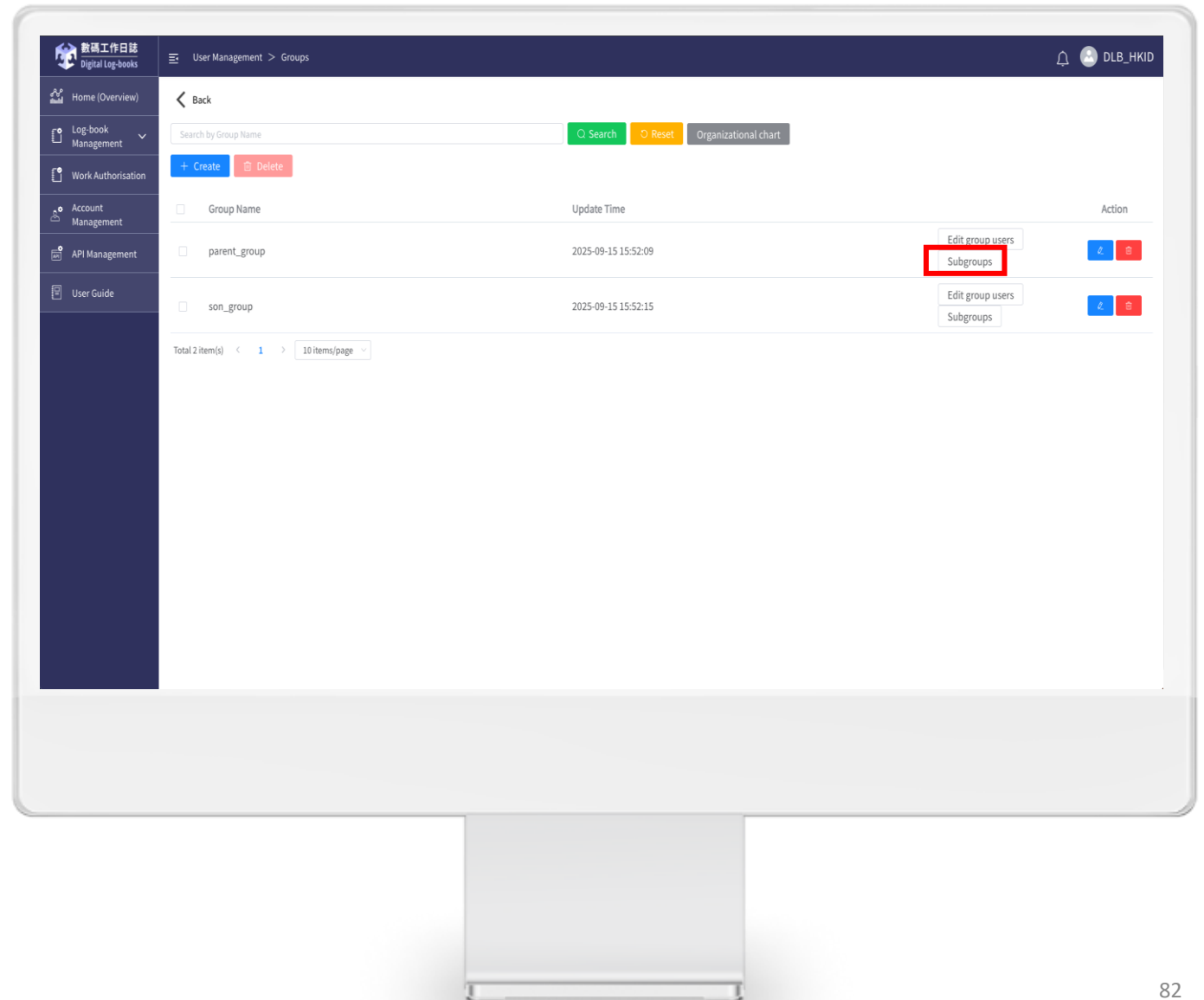
9.2 After selecting the roles to add for the user, click "Confirm"

9.3 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".



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

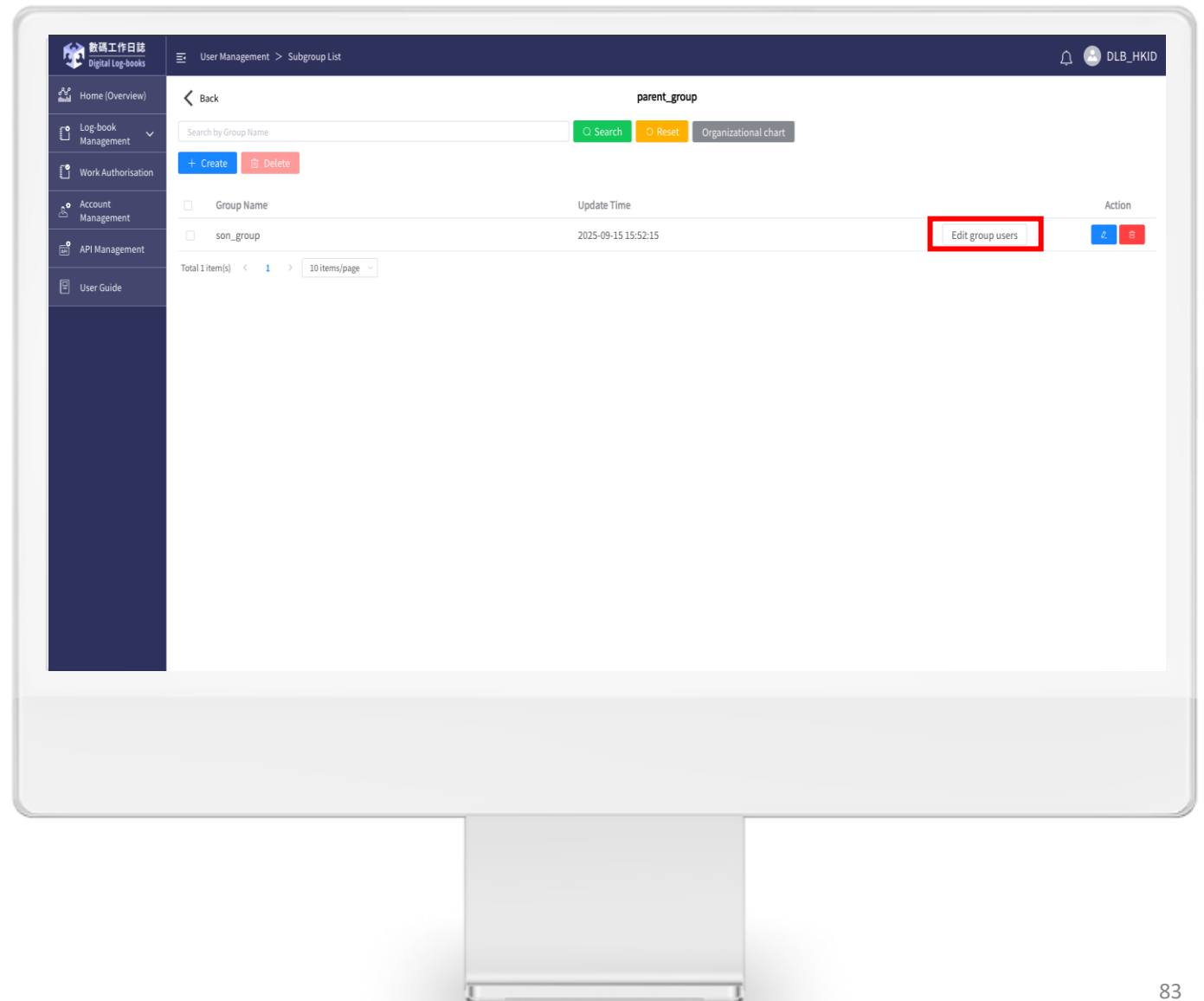
- 1.1 User can only view the logbook within the group
- 1.2 Group admin can control the user within the group and logbook
- 1.3 Click "Subgroups" to view what groups are under the current group



# 11 Groups - List of Son Group

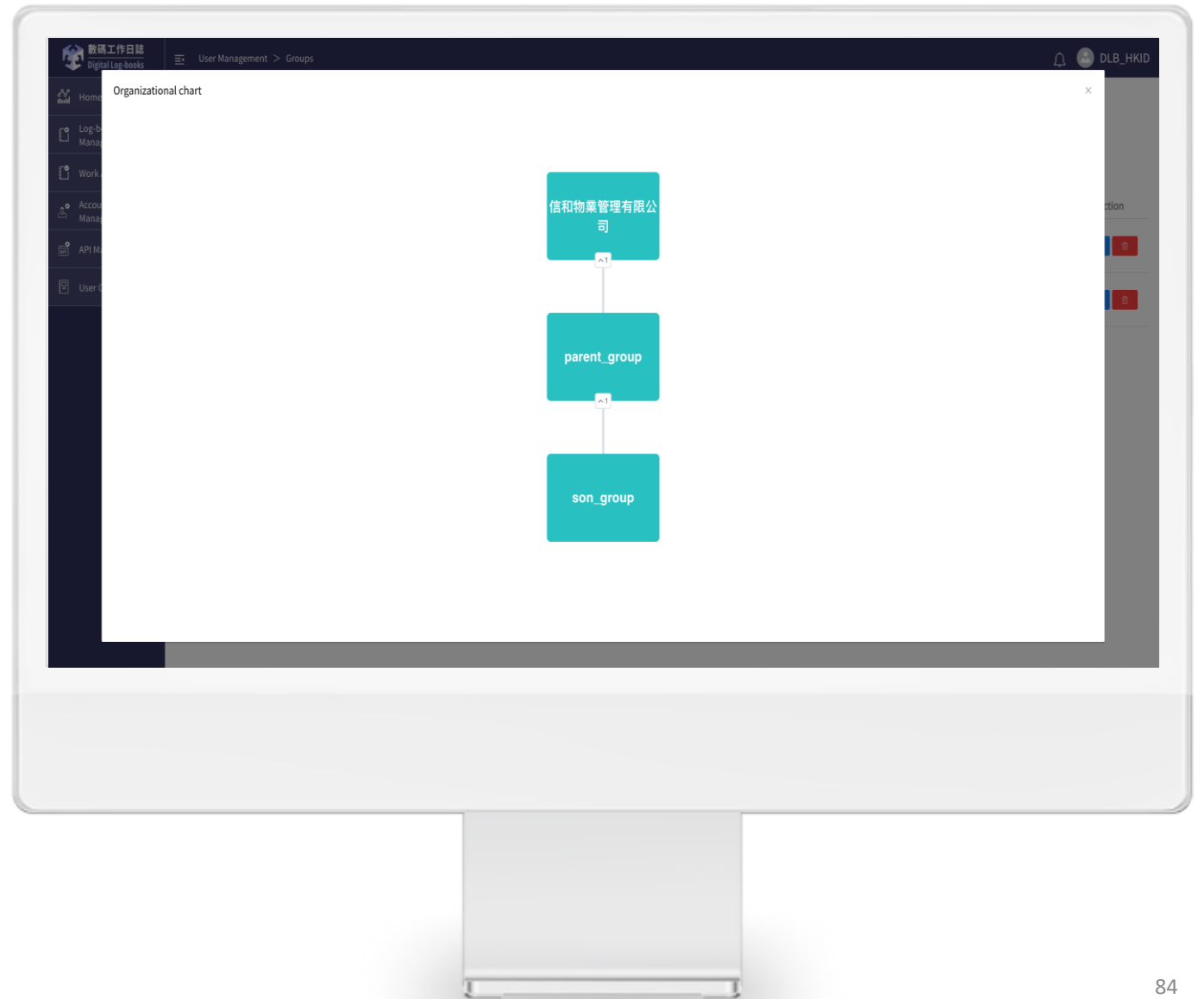
1.4 The logbook in son group must be coming from their parent group

1.5 Group admin can set the parent group of different group



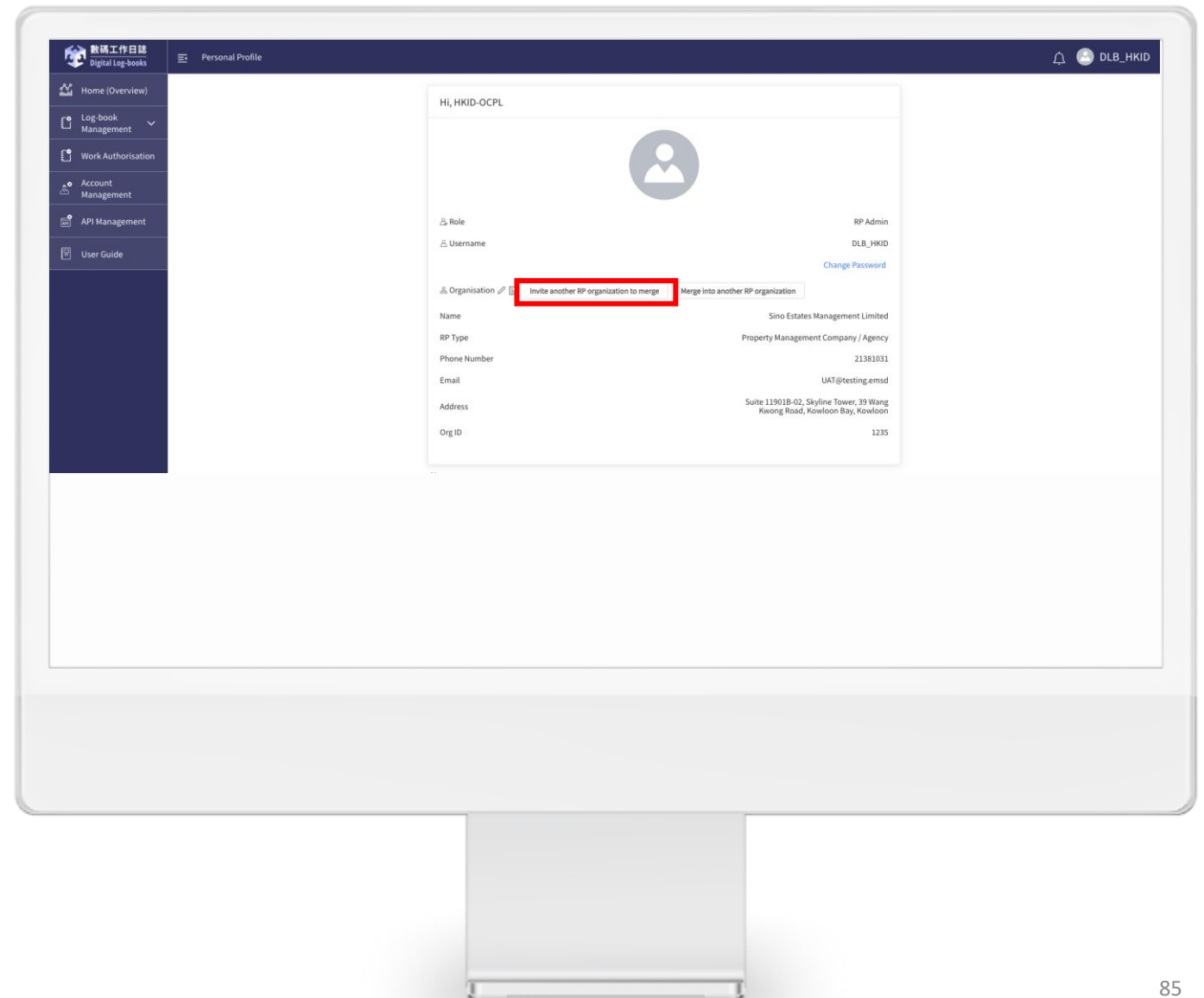
# 11 Groups - Organisation chart

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



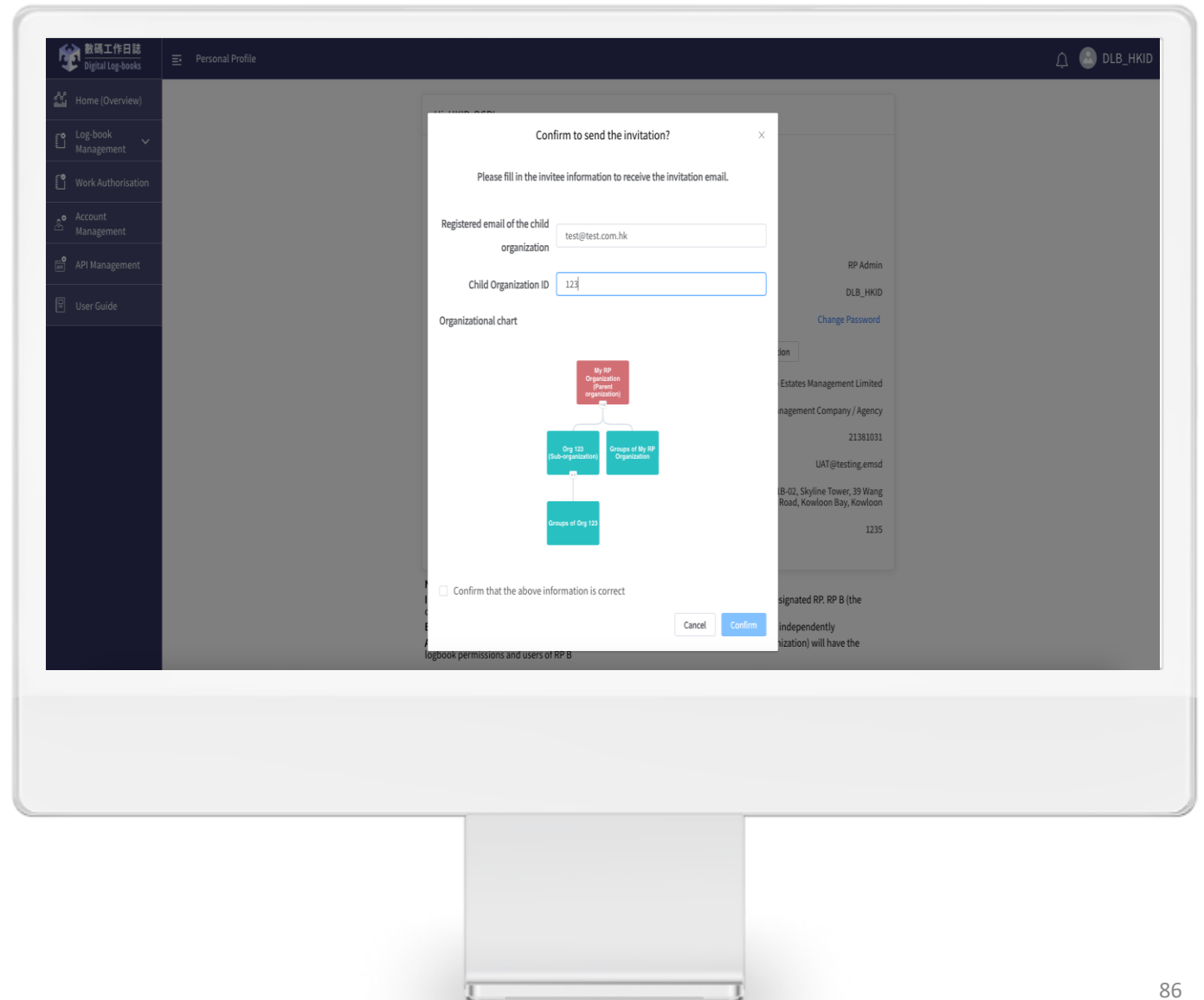
# 12 Merge Organization - Invite Another Organization to Merge

- 1 RP A (your RP organization) sends an invitation to a designated RP, RP B (designated RP organization), and RP B confirms the merger.



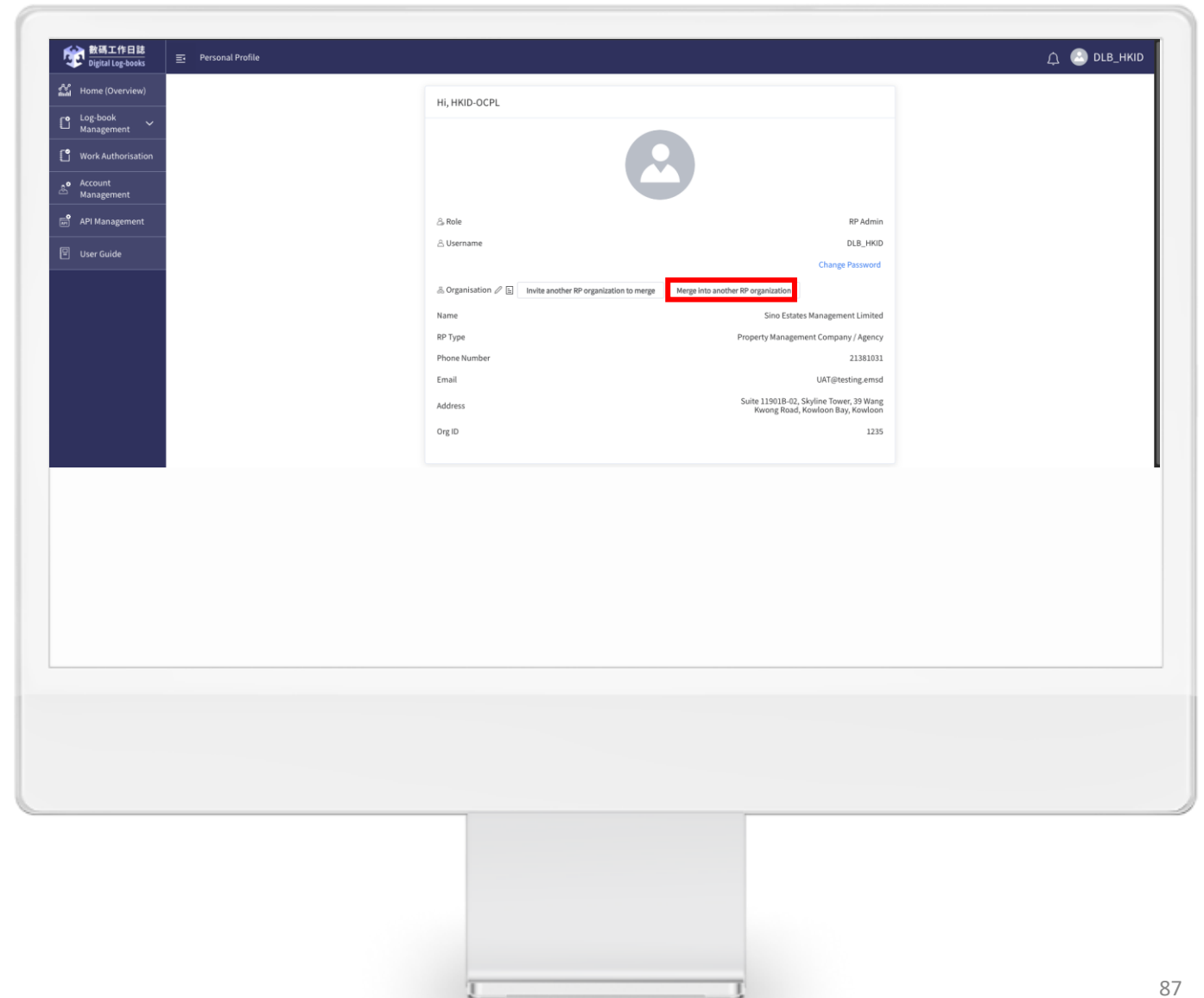
# 12 Merge Organization - Invite Another Organization to Merge

- 2 Before Merger: RP A (your RP organization) and RP B (designated RP organization) exist independently.
- 3 After Merger: RP B (designated RP organization) ceases to exist. RP A (your RP organization) will gain RP B's log permissions and users. RP B's admin becomes a group administrator in RP A.



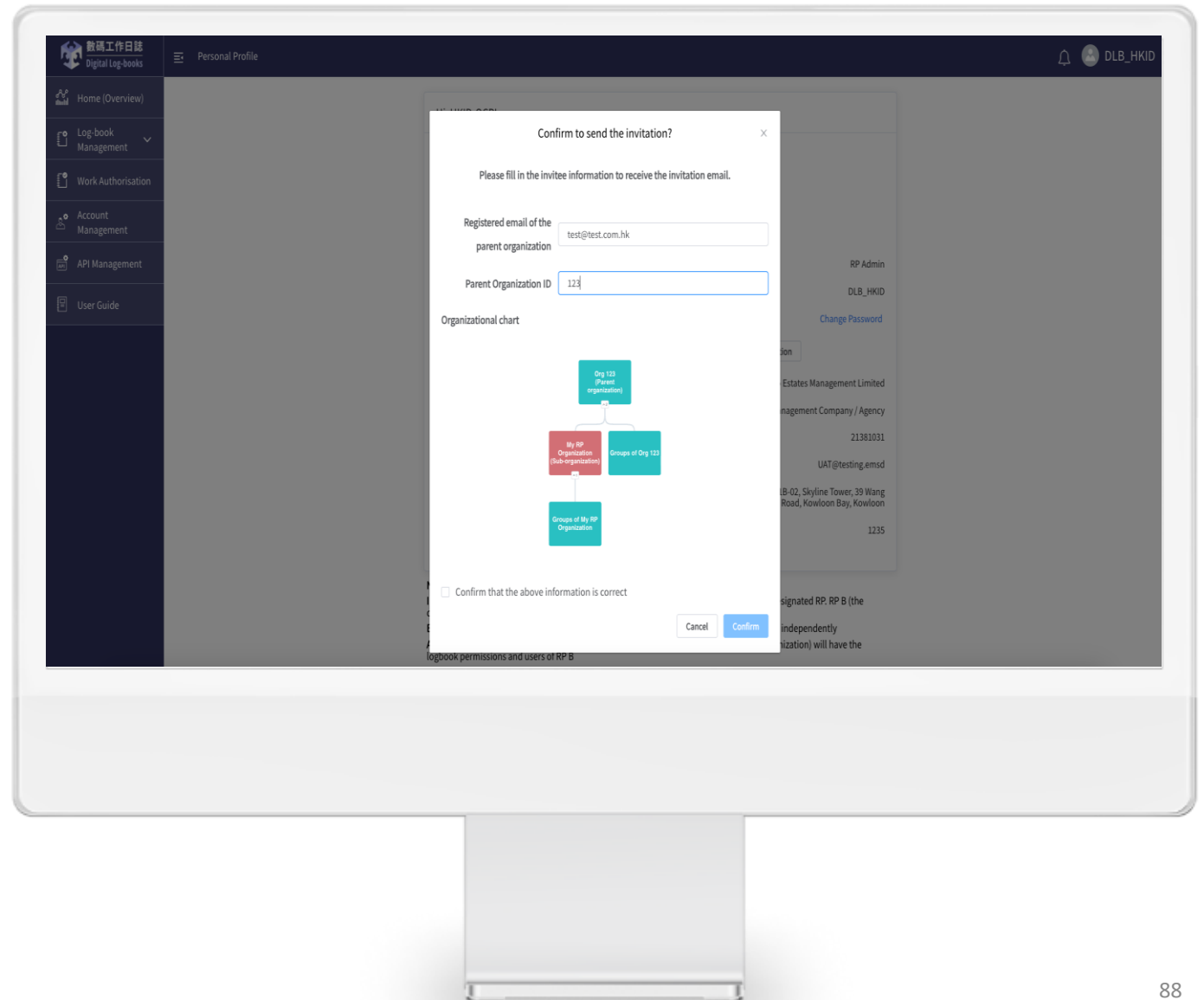
# 12 Merge Organization - Merge into Another Organization

- 1 RP A (your RP organization) sends an invitation to a designated RP, RP B (designated RP organization), and RP B confirms the merger of RP A (your RP organization) into RP B (designated RP organization).



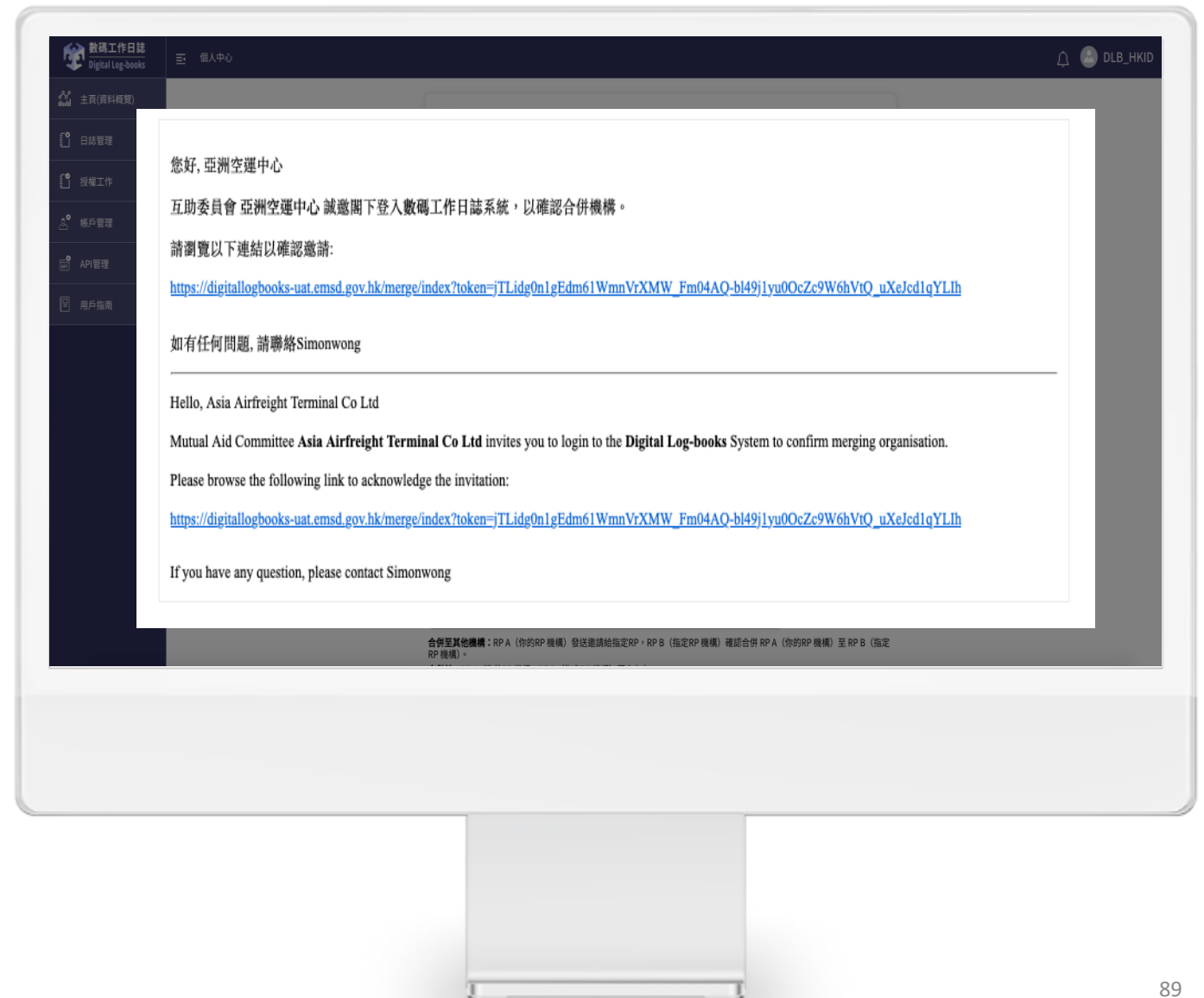
# 12 Merge Organization - Merge into Another Organization

- 2 Before Merger: RP A (your RP organization) and RP B (designated RP organization) exist independently.
- 3 After Merger: RP A (your RP organization) ceases to exist. RP B (designated RP organization) will gain RP A' s log permissions and users. RP A' s admin becomes a group administrator in RP B.



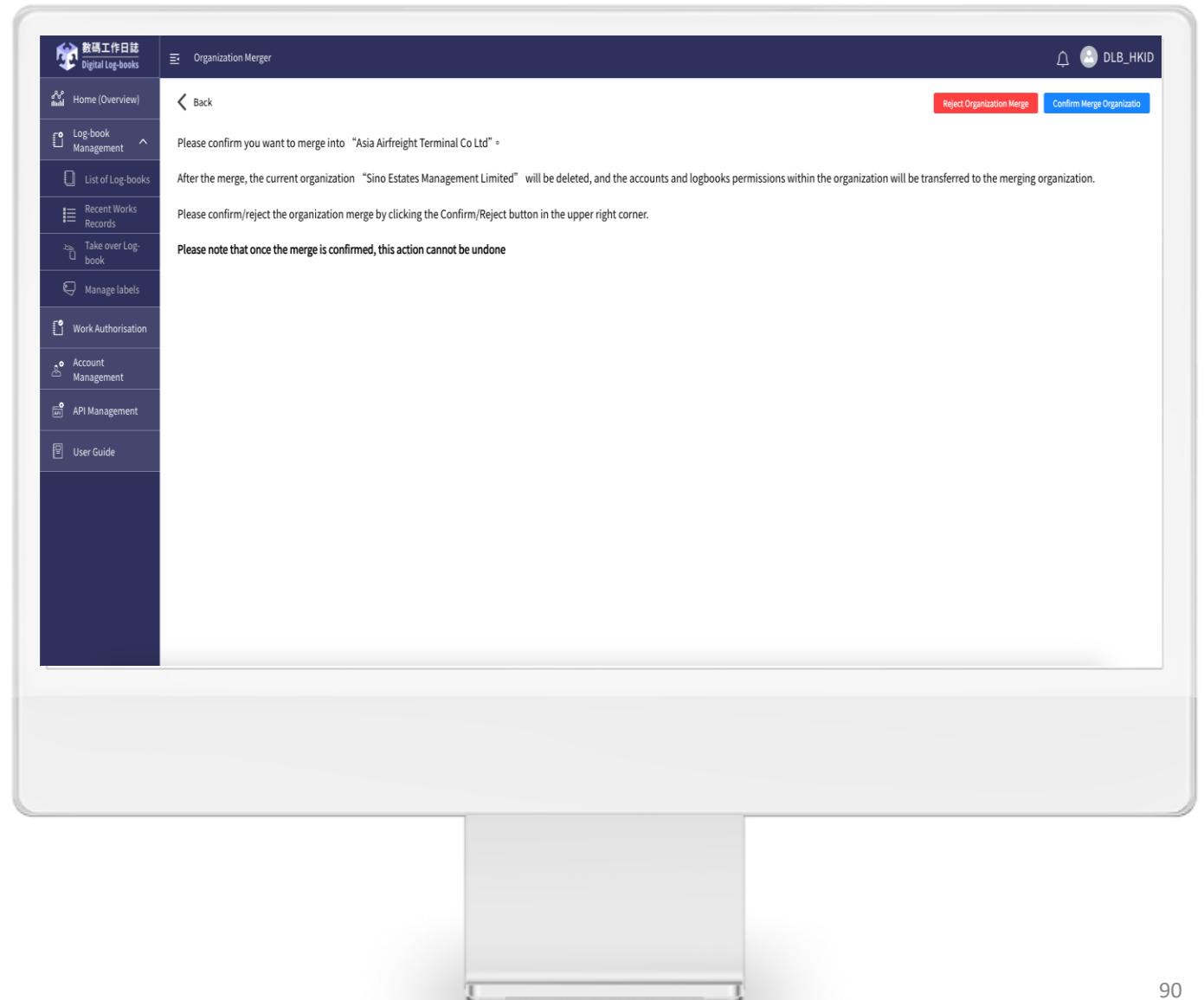
# 12 Merge Organization - Confirm Merging

- 1 The designated RP organization will receive an email and message notification.



# 12 Merge Organization - Confirm Merging

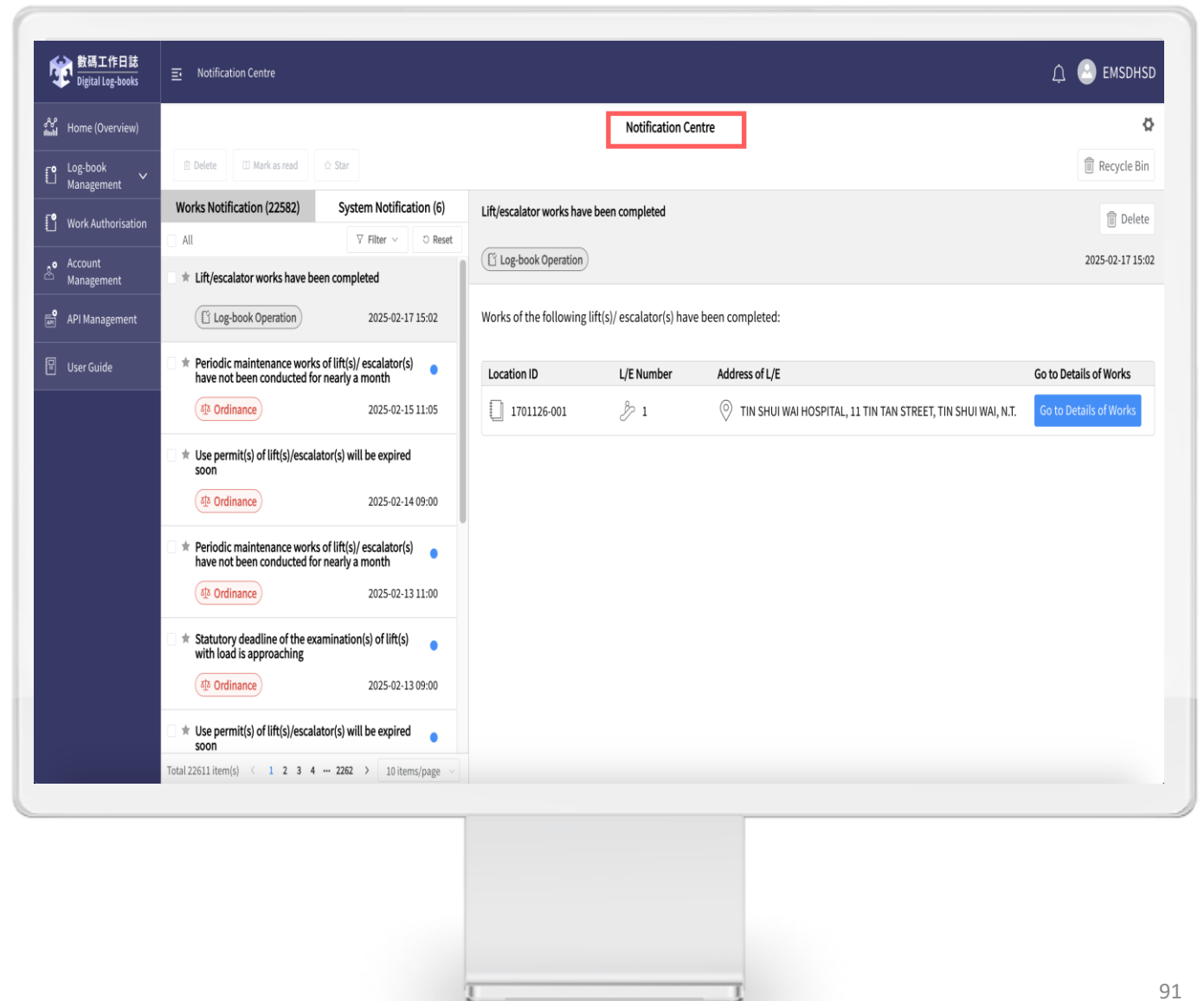
- 2 Once the merger is confirmed or rejected, the decision is irrevocable.



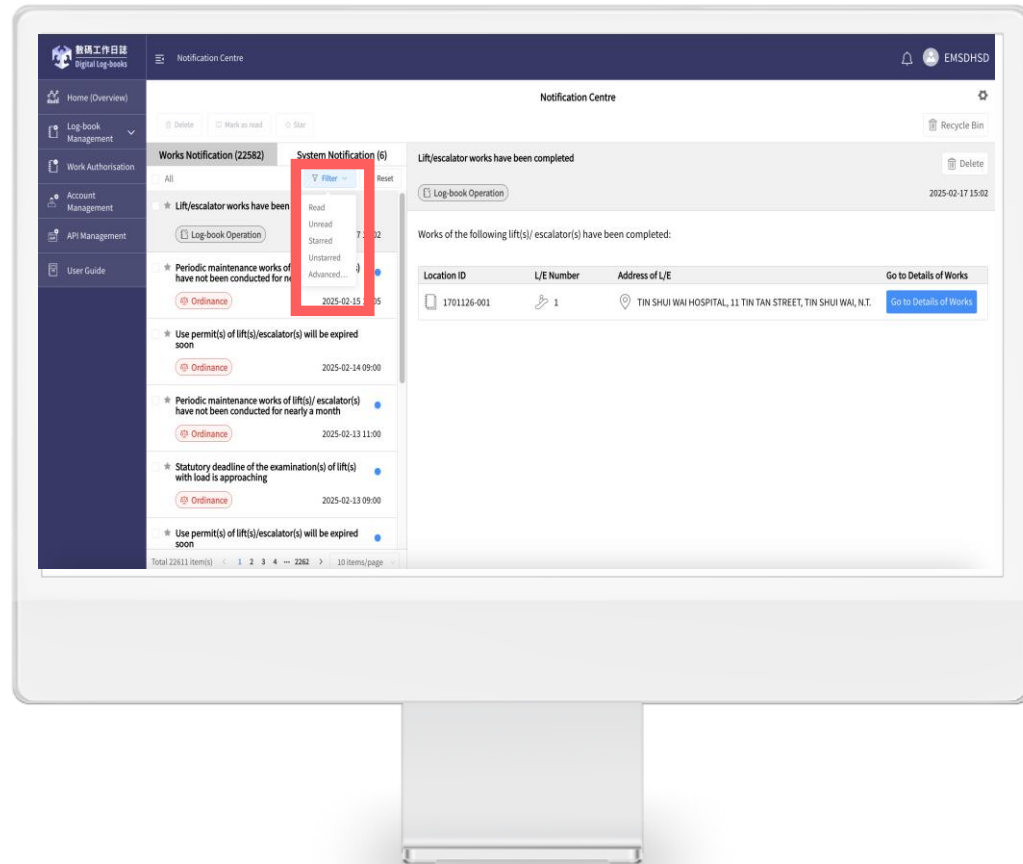
# 13 Smart Notification Centre – Overview

1 Enter the page “Notification Centre”

2 You may check the sections  
“Works Notification” and  
“System Notification”



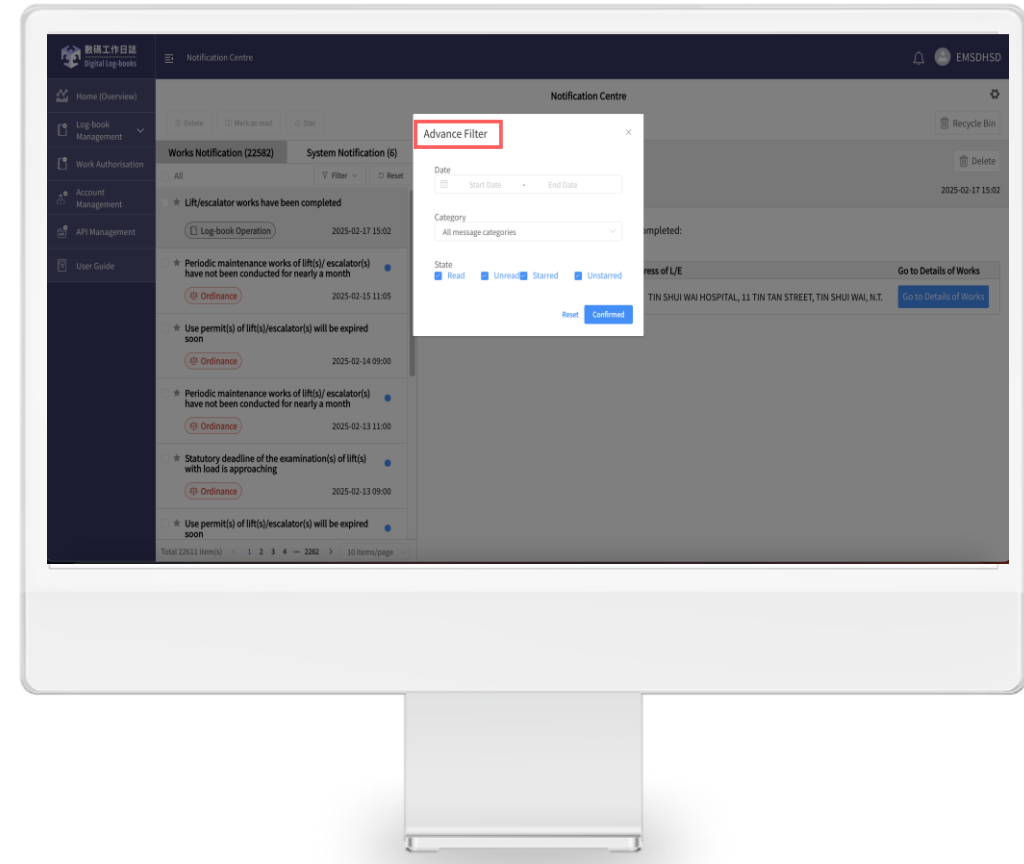
# 13 Smart Notification Centre – Filtering



Users can filter works information as needed.

The options are as follows:

- Read / Unread
- Starred / Unstarred
- Advanced

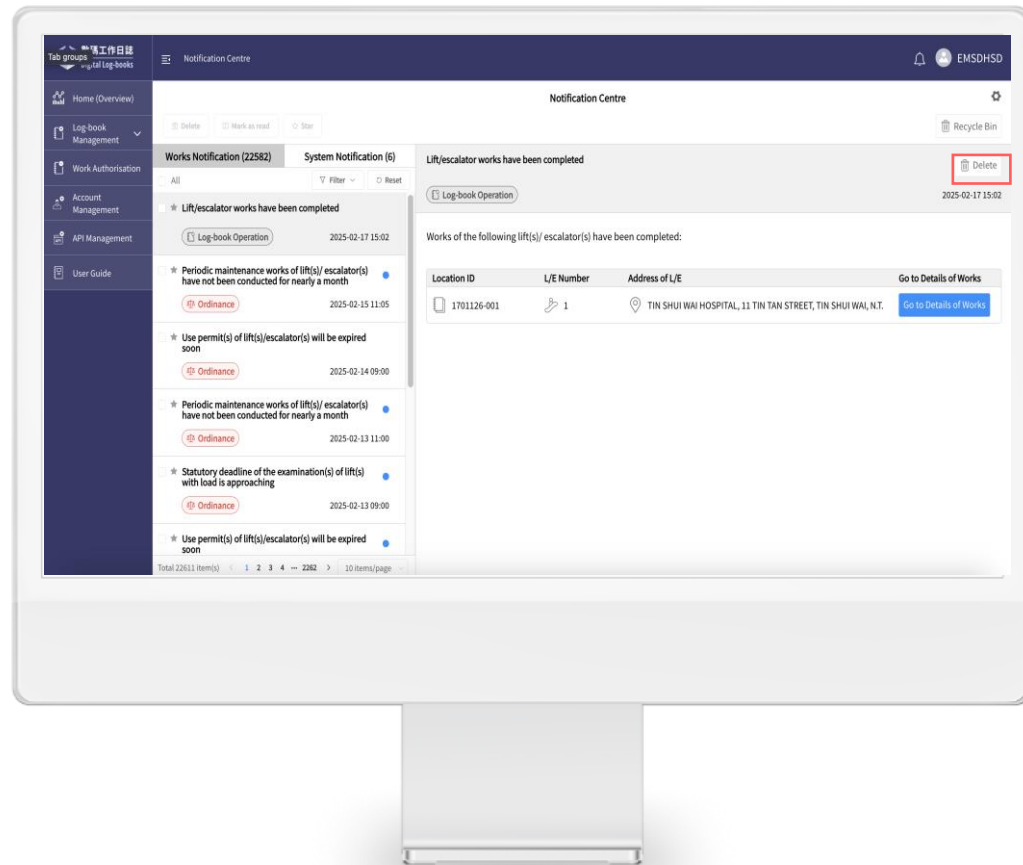


Users can further filter works information as needed.

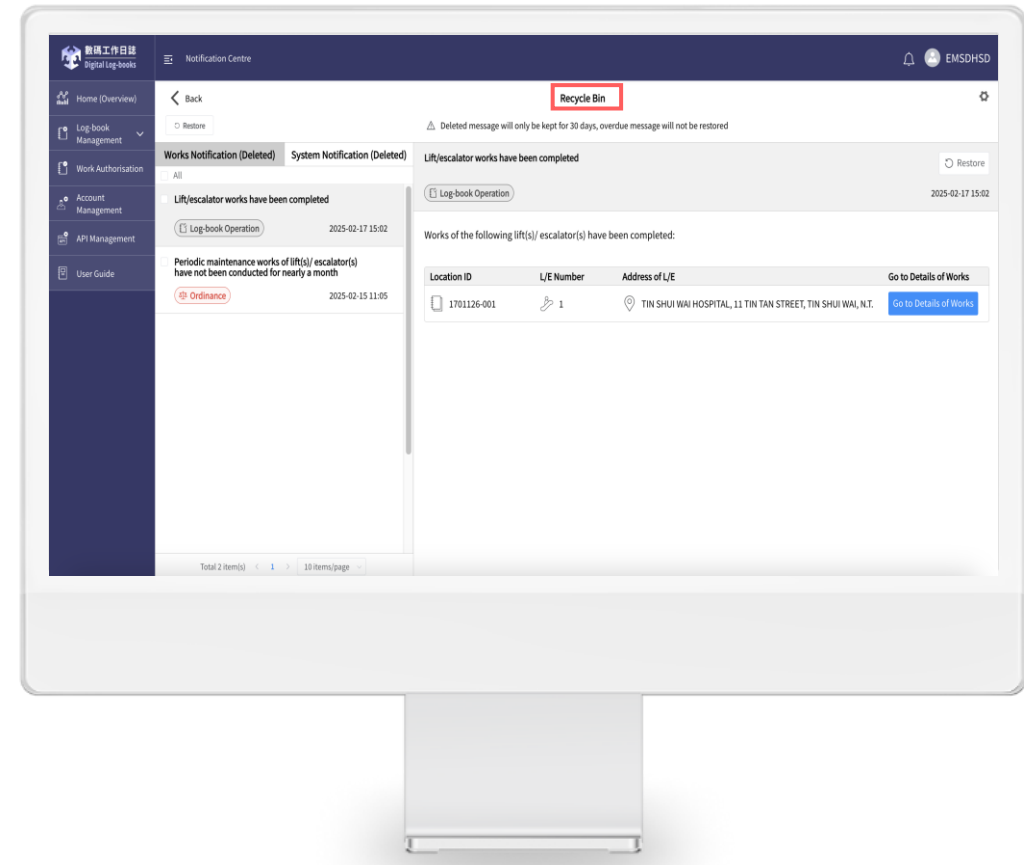
The advanced options are as follows:

- Start/End Date
- Message Category

# 13 Smart Notification Centre – Delete / Restore



Users may click the “Delete” button to delete the message

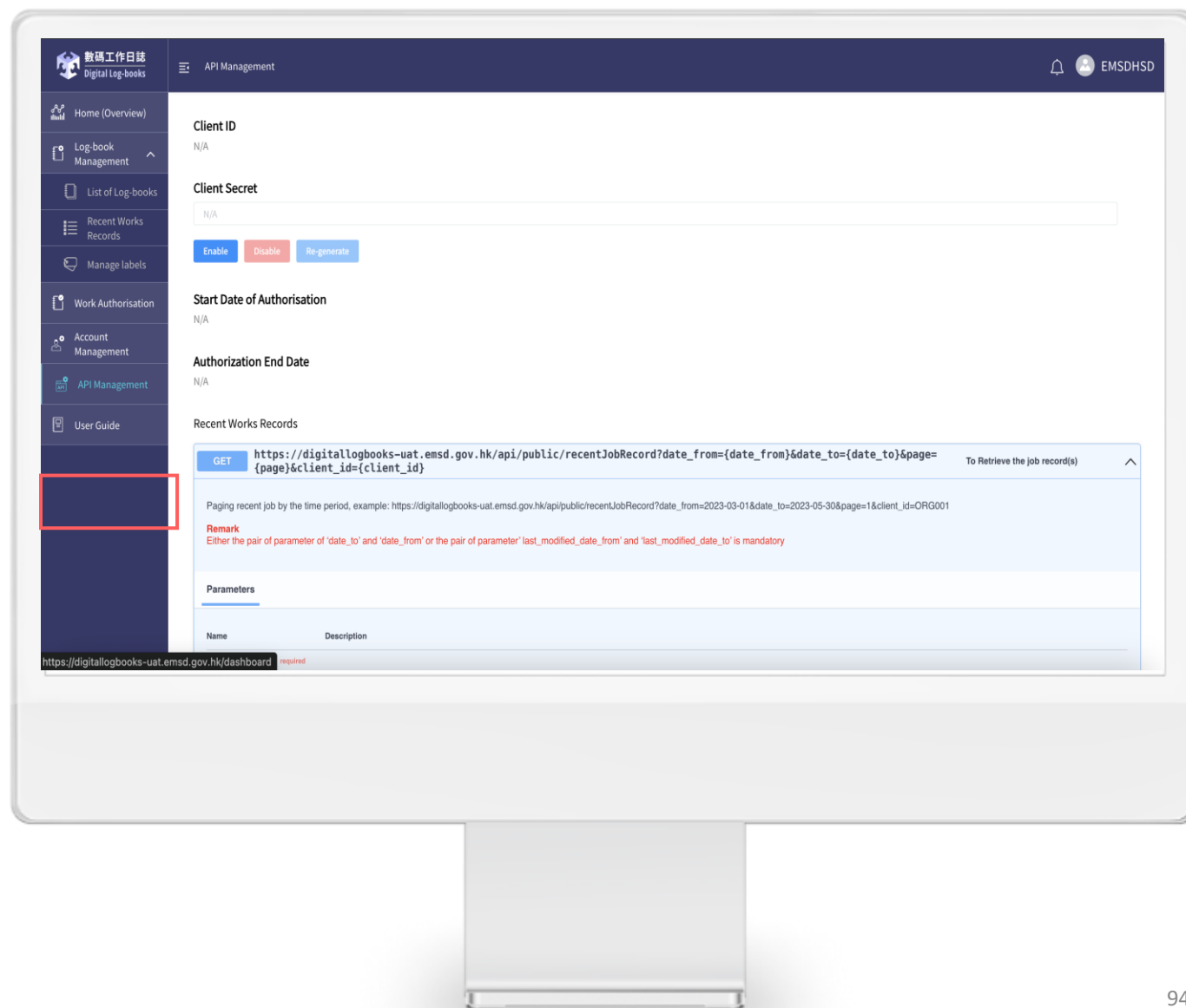


Users can view deleted messages in the “Recycle Bin”  
Note: Deleted messages will only be kept for 30 days; they will not be restored afterwards.

# 14 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.



# 15 User Manual

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

