



數碼工作日誌

Digital Log-books

Lift and Escalator Digital Log-books

Mobile Application – User Manual (RE/RW/GW)



Table of Contents

1. Downloading and Installing the Application	4
2. Creating an Account	5
3. User Login	
3.1 User Login – First-time Login	7
3.2 User Login – Change Email	8
3.3 User Login – Biometric Authentication	9
3.4 Forgot Password	10
3.5 Forget Email	11
4. Selecting Log-books	15
4.1 Selecting Log-books – Offline Mode	16
5. Completing a Log	
5.1 Type of Works	17
5.2 Details of Works	19
5.3 Remarks	20
5.4 Date and Time	21
5.5 Temporarily-saved Record	22
5.6 Applying to Other Logs	25
5.7 Entering a Separate Log	26

Table of Contents

6. Adding New Workers	27
7. Submitting a Log	29
8. Offline Mode	31
9. Viewing Log-books	37
9.1 Advanced search	40
9.2 Information of Lifts and Escalators	41
9.3 Entering / Modifying a Log	43
9.4 Delete job records	44
9.5 Check out the blockchain code	45
10. Smart Notification Centre	46
11. Upgrade to RE/RW	48

1 Downloading and Installing the Application

Welcome to “Digital Log-books”.

First, scan the QR code on the right to download the “Digital Log-books” mobile application.



iPhone



Installation guide

iPhone Users: Search the mobile application
“Digital Log-books” on Apple App Store

Android Users: Search the mobile application
“Digital Log-books” on Google Play Store



ANDROID

Android

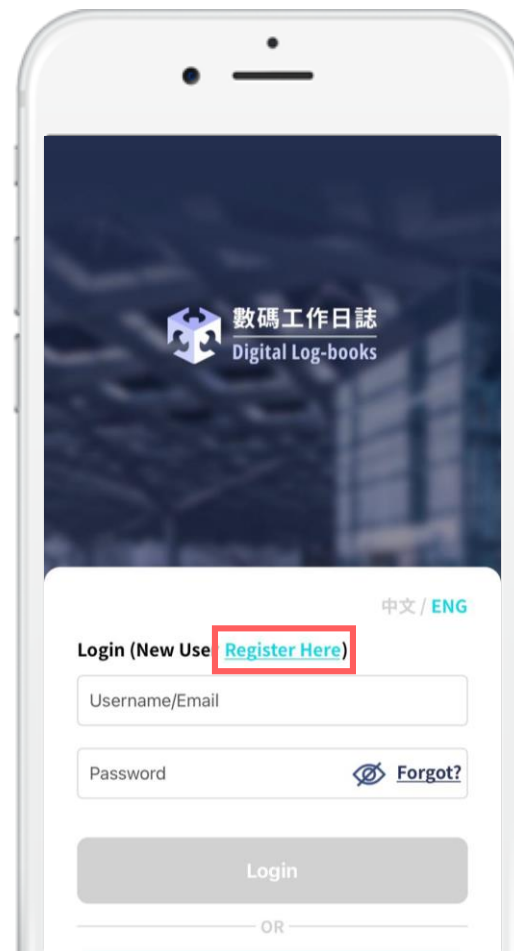


2 Creating an Account

Before using this mobile application, please create a “Digital Log-books” account based on your role. It will be used as your identity in filling out future logs.

💡 If you are a non-registered person (e.g. GW), you will need a Registered Contractor (RC) to register for you on the webpage first so as to obtain the invitation code.

1 Click “Create Account”



2 Creating an Account

- 2 Enter user information and select your role: “Registered Engineer / Worker” and “Non-registered persons”. For “Non-registered persons”, please enter the verification code attached in the email and click “Next”

The image shows two side-by-side smartphone screens displaying the account registration process. The left screen is in English, titled 'Account Registration', and the right screen is in Chinese, titled '建立帳號'. Both screens show the same form fields: a role selection button (RE/RW or GW), a registration number field, an HKID number field, a year of birth dropdown, and a verification code field. The 'Next' button on the left and '下一步' (Next Step) on the right are highlighted with red boxes.

- 3 Enter personal information and click “Submit”

The image shows a smartphone screen displaying the '建立帳號' (Create Account) screen. The screen is in Chinese and shows the following fields: '用戶名稱' (User Name), '密碼' (Password), '確認密碼' (Confirm Password), '電郵' (Email), and a '傳送' (Submit) button. The 'Submit' button is highlighted with a red box.

3.1 User Login – First-time Login

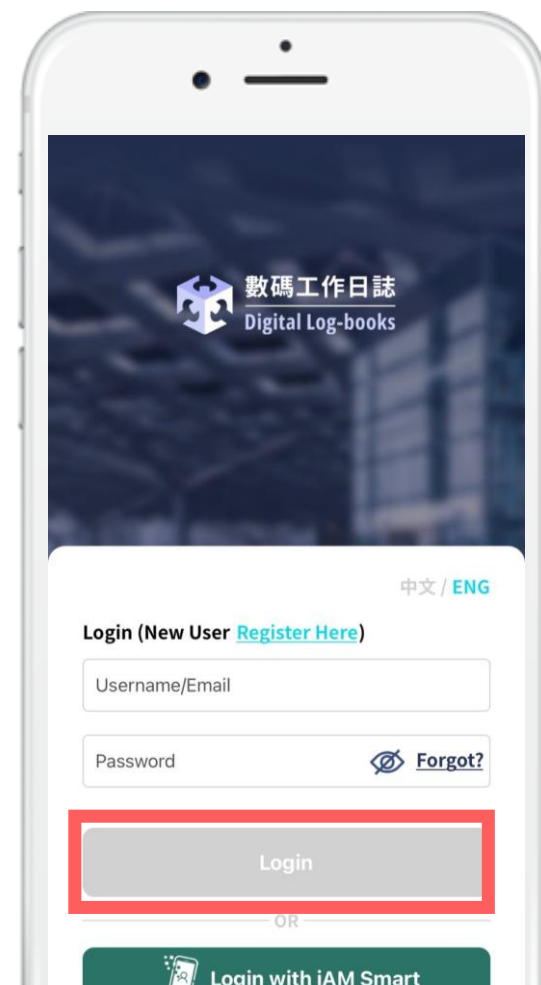
Upon creating a new account, you can use your account name/email and password to log-in manually.

When you have completed your first-time login, you may register for biometric authentication on your mobile application and use it for a faster access in future.

1

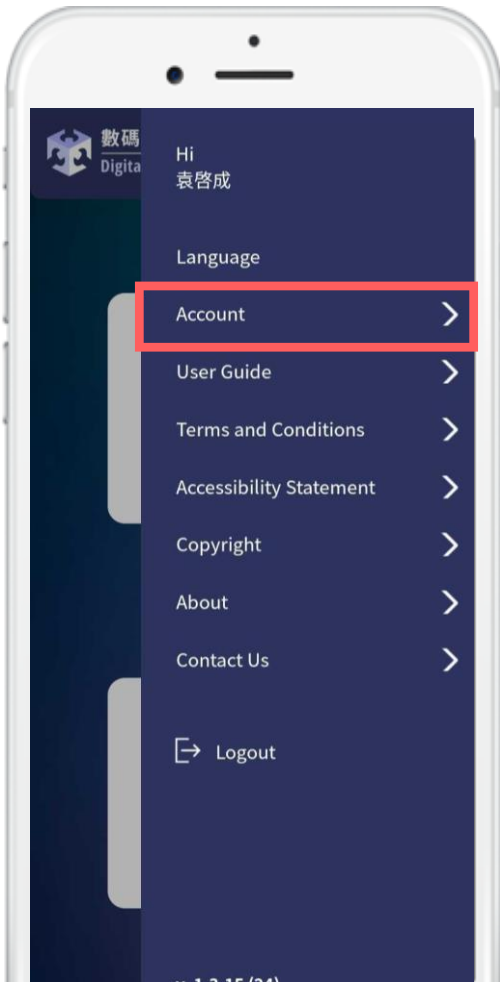
First-time login :

Enter your registered user name and password, Click “Login”

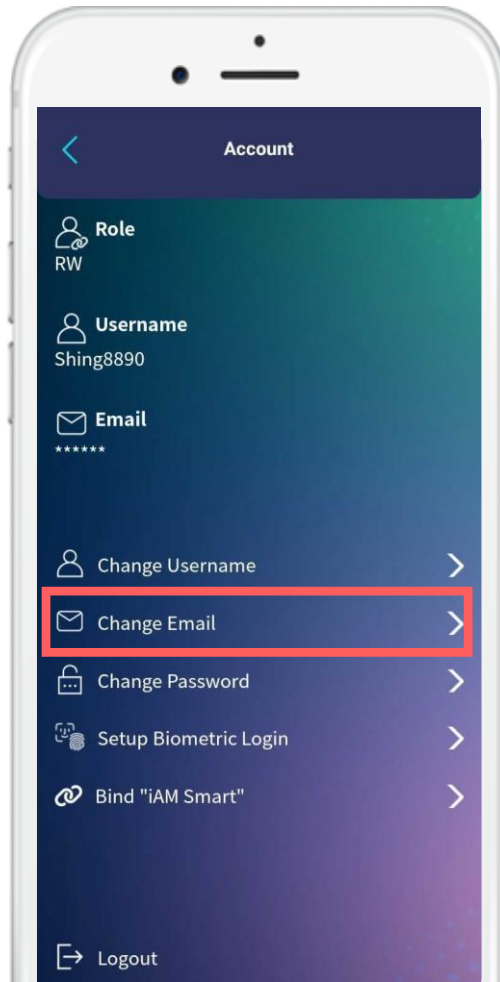


3.2 Change Email

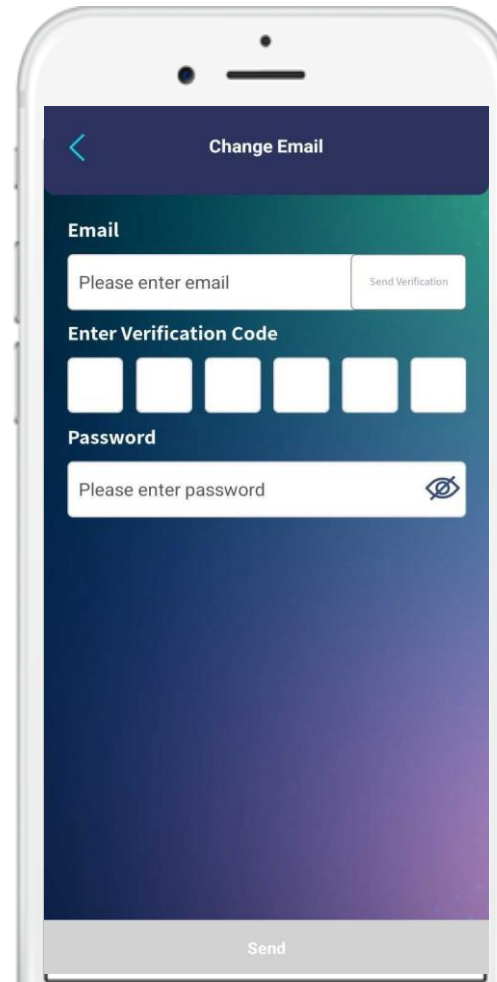
- 1 Log in successfully and enter the homepage, click "Setting" and "Account" in the upper



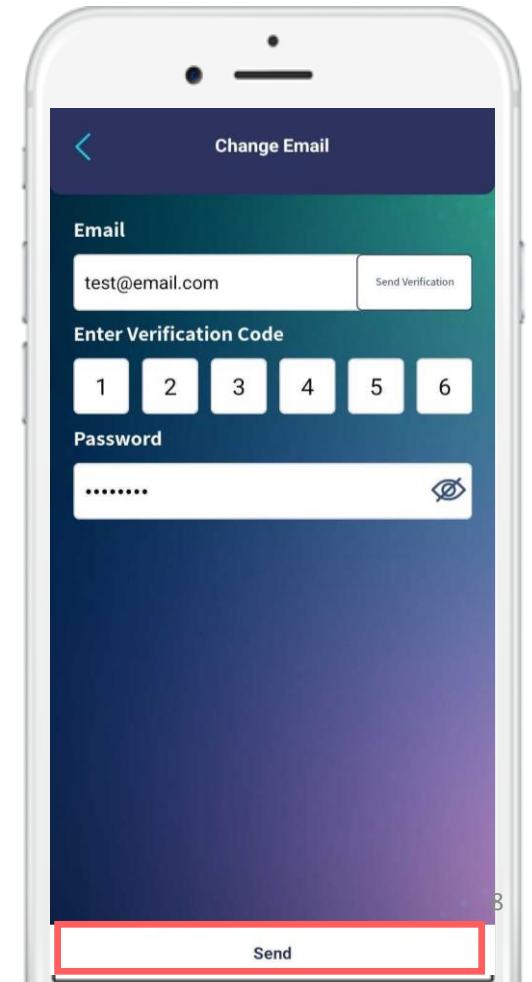
- 2 Click "Change Email"




- 3 Enter a new email and click "Send Verification"



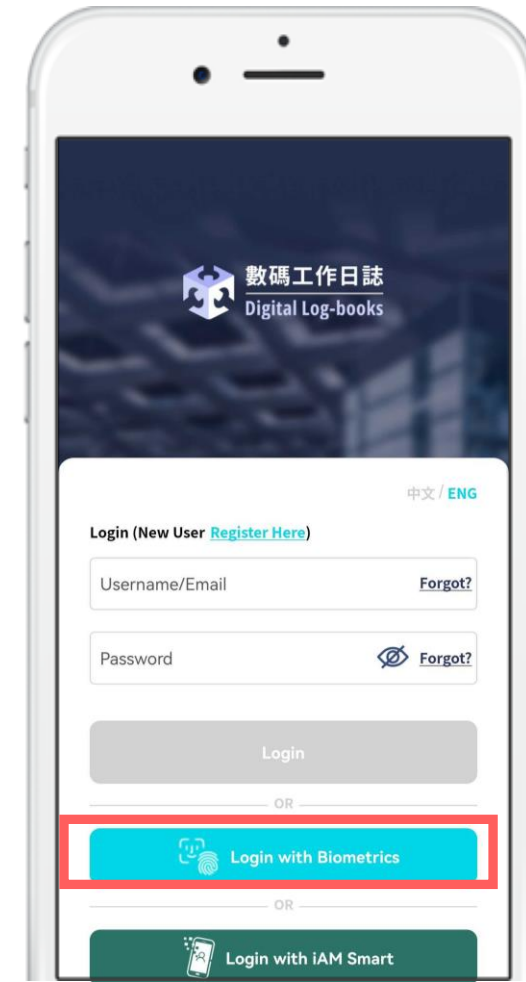
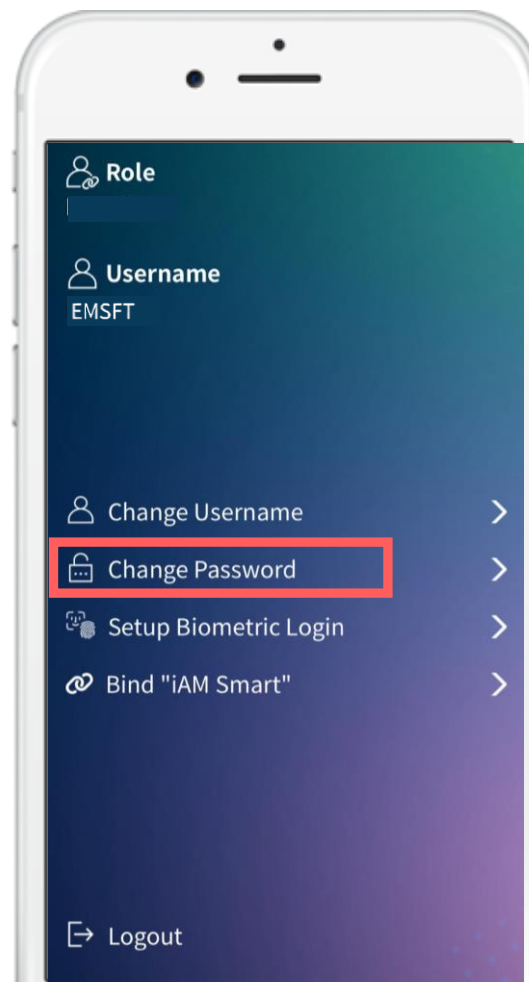
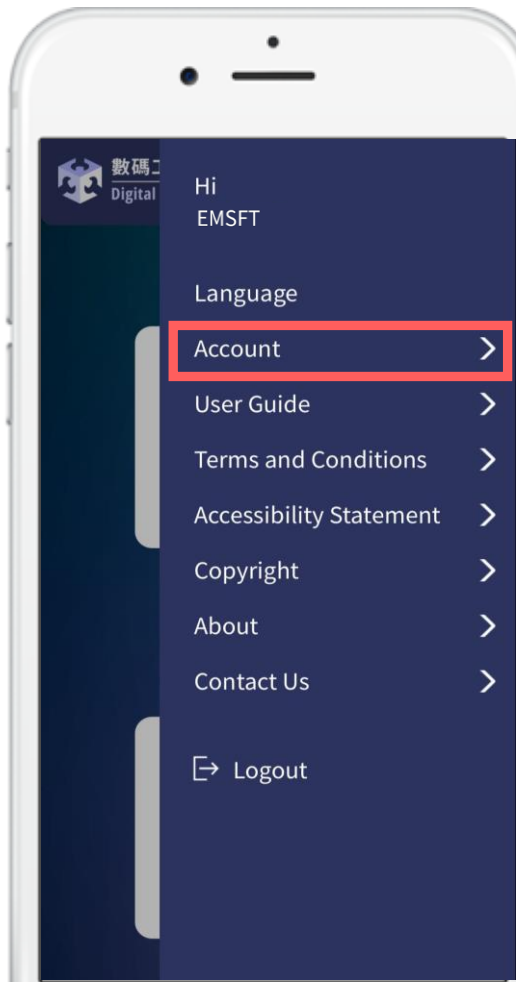
- 4 Enter the verification code and password received from the email and click "Send"



3.3 User Login – Biometric Authentication

- 1 After logging in, click “” in the upper right corner, select “Account” and click “Setup Biometric Login”

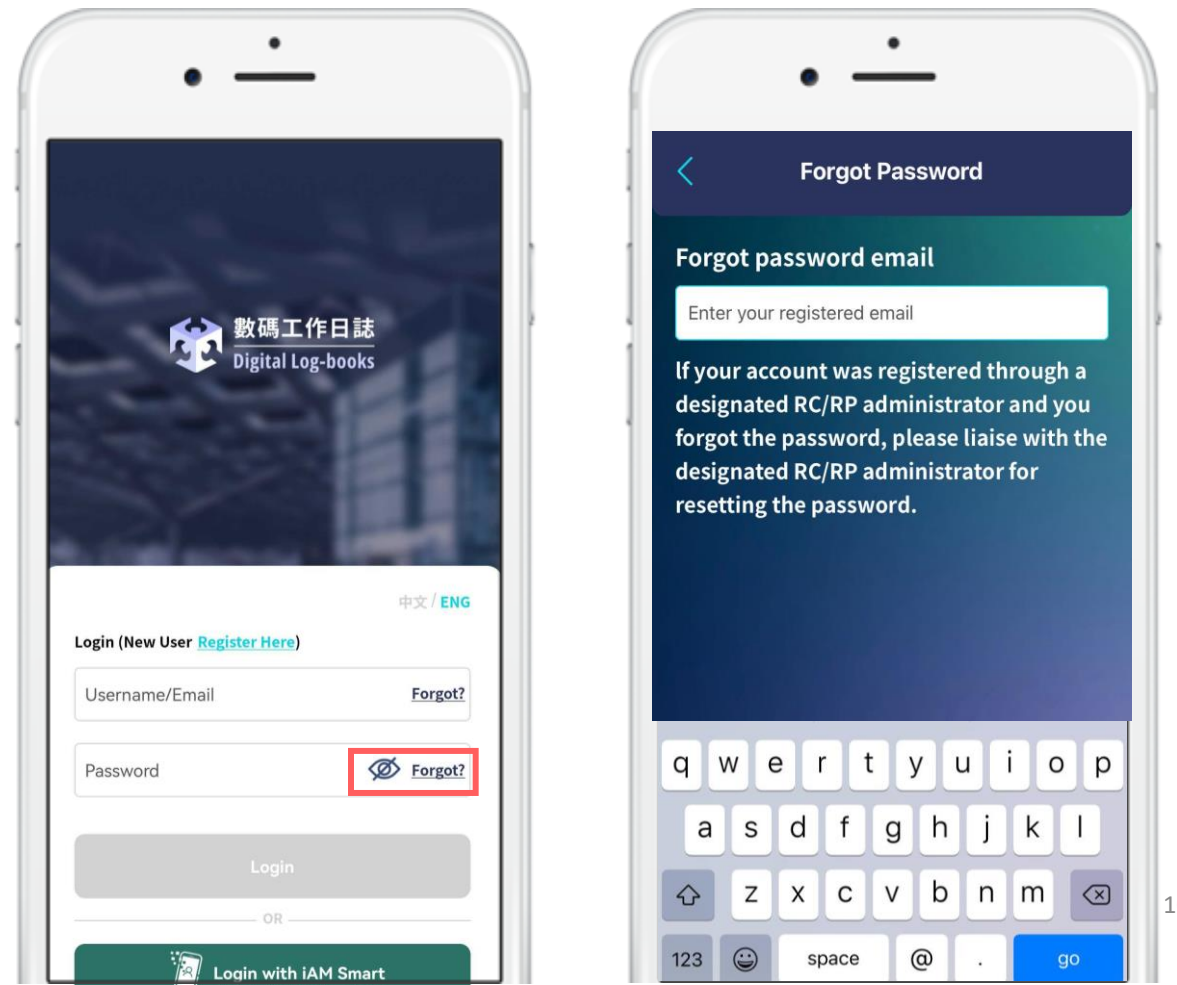
- 2 The next time you log in, you may select “Biometric Login” to enjoy faster access



3.4 Forgot Password

If you have forgotten your password, you just need to enter your registered email. The system will then send an “One-Time Password” (OTP) to your email. You can log onto the application using your username and the OTP.

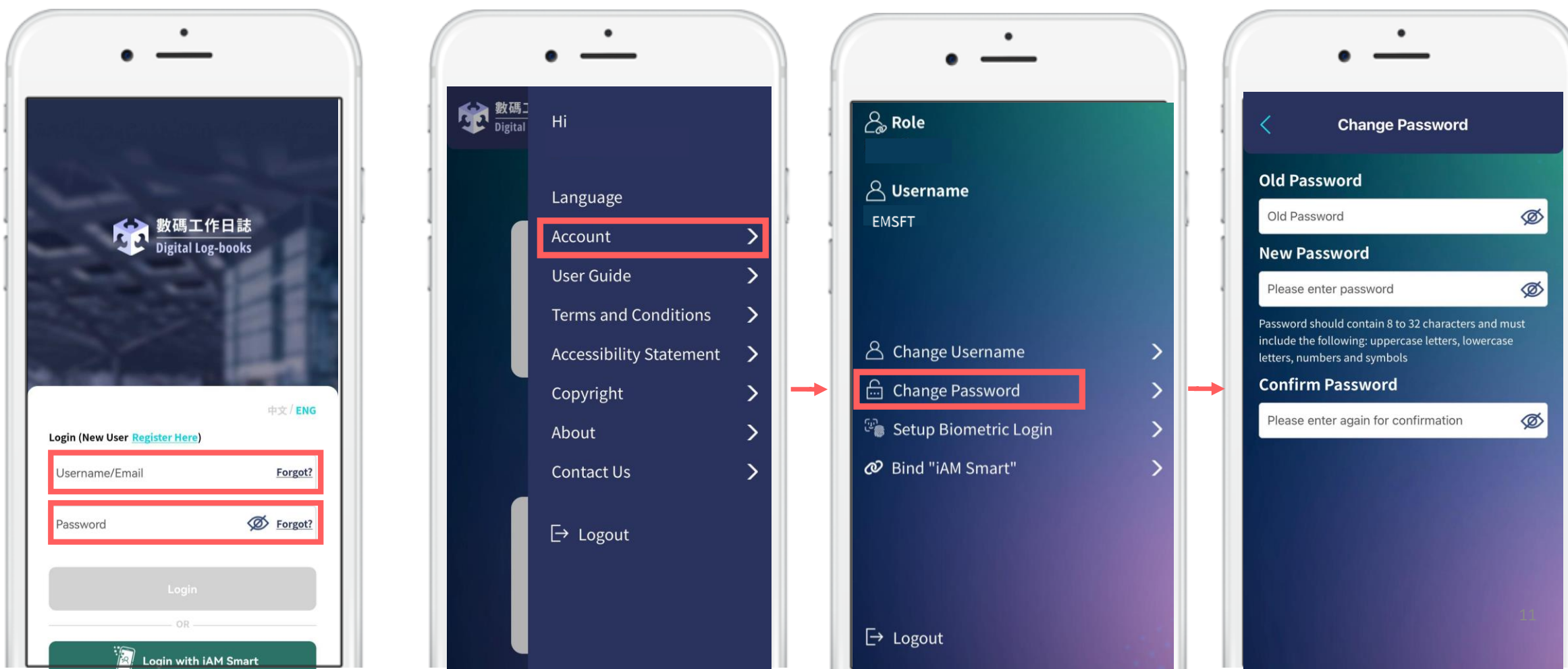
- 1 Click “Forgot Password” on the login page, then enter the registered email of your account, and the system will send an “One-Time Password” to your email



3.4 Forgot Password

- 2 Enter your registered username and the “One-Time Password”

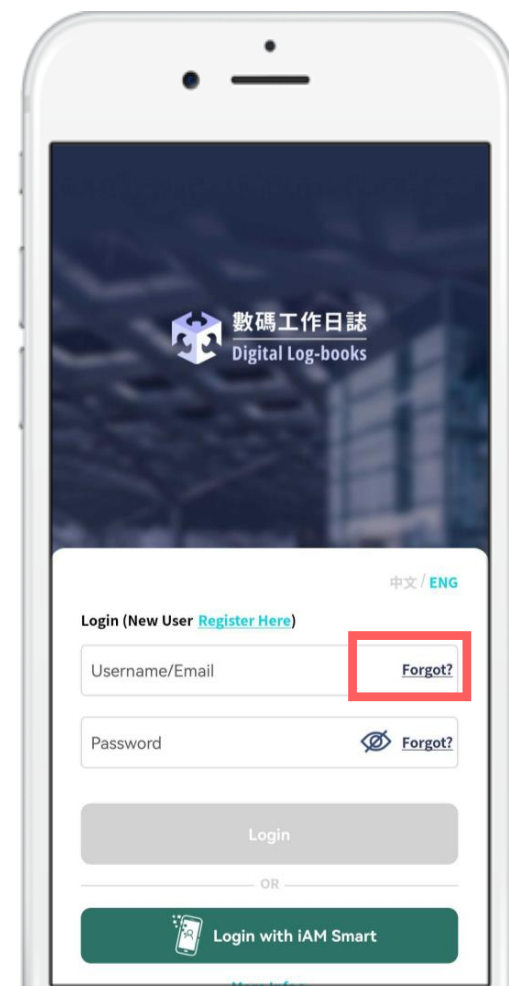
💡 If you have ever forgotten your password, it is recommended that you click “⚙️” in the upper right corner after logging in, click “Account” and select “Change Password” to safeguard your account.



3.5 Forgot Email

If you forget your email, you need to fill in relevant personal information, such as registered person type, English name, ID number, year of birth and enter the RC verification code. If you are a registered engineer or engineering staff, you need to fill in the registration number on the relevant registration certificate. The RC verification code needs to be obtained by contacting the relevant

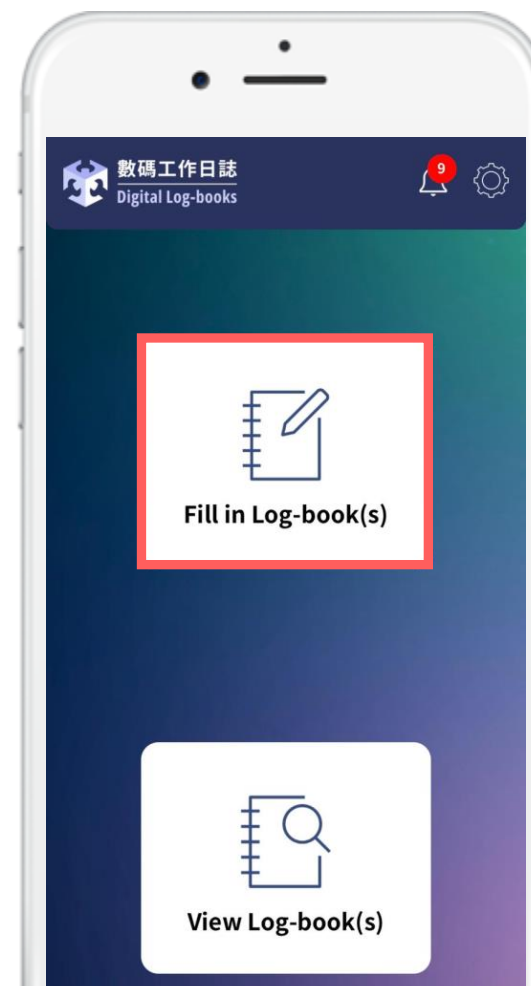
- 1 Enter your registered username and "one-time password" to log in



4 Selecting Log-books

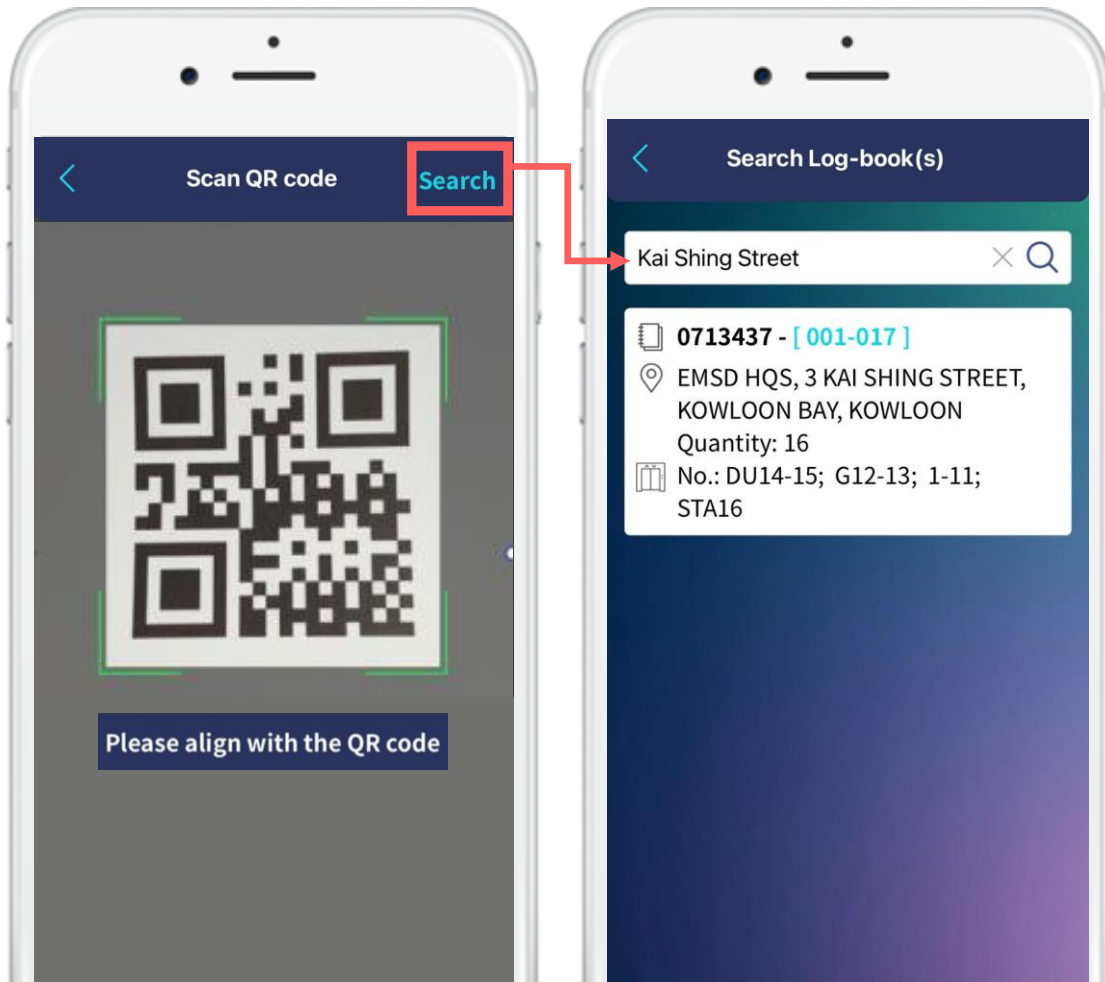
After logging in, you may start viewing and filling in the log-books. You can scan the QR Code on the Use Permit to easily search for the lift/escalator, or manually enter the address keywords to look up the lift/escalator.

- 1 Select “Fill in Log-book(s)”



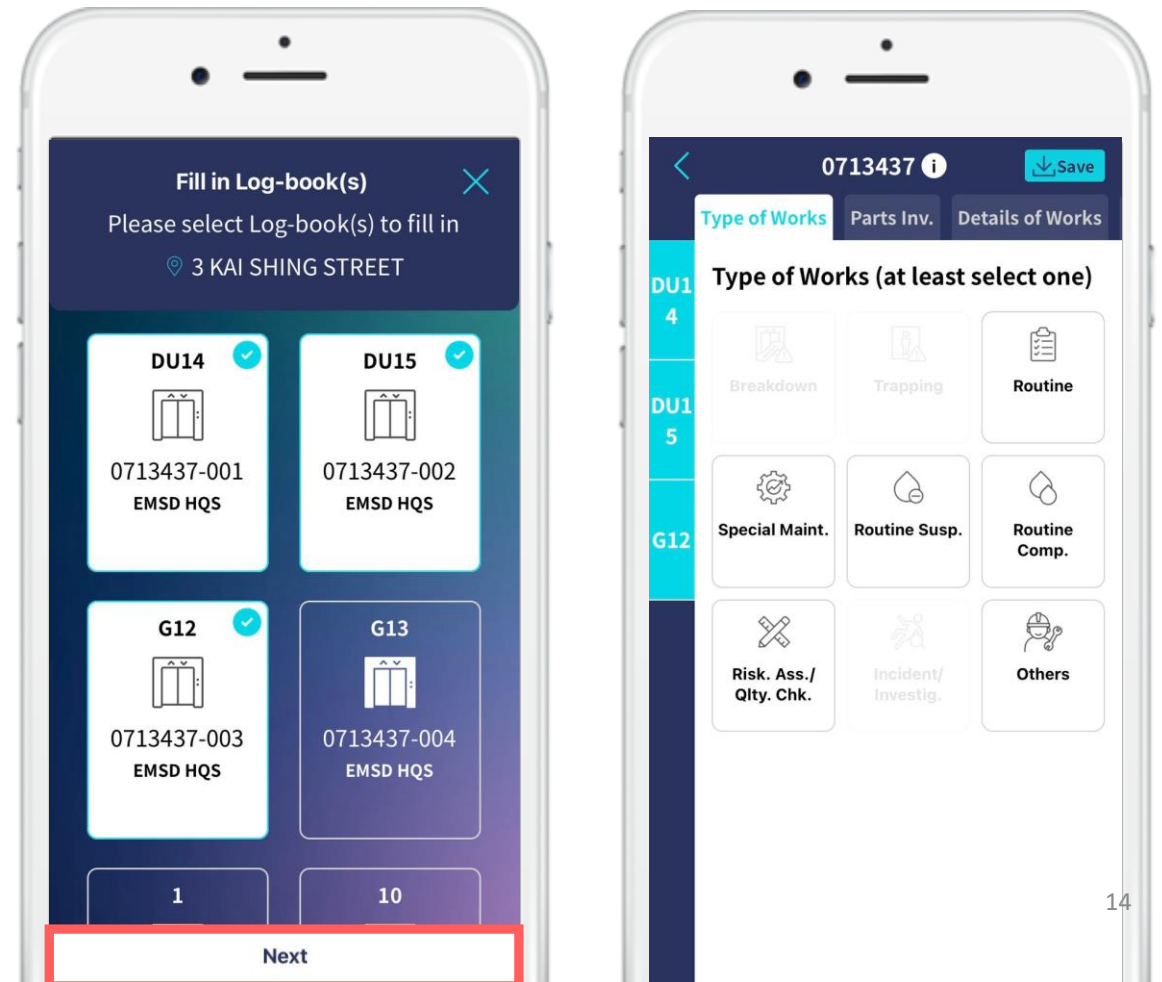
4 Selecting Log-books

- 2 Scan the QR Code on the Use Permit
(Or click "Search" to enter keywords)



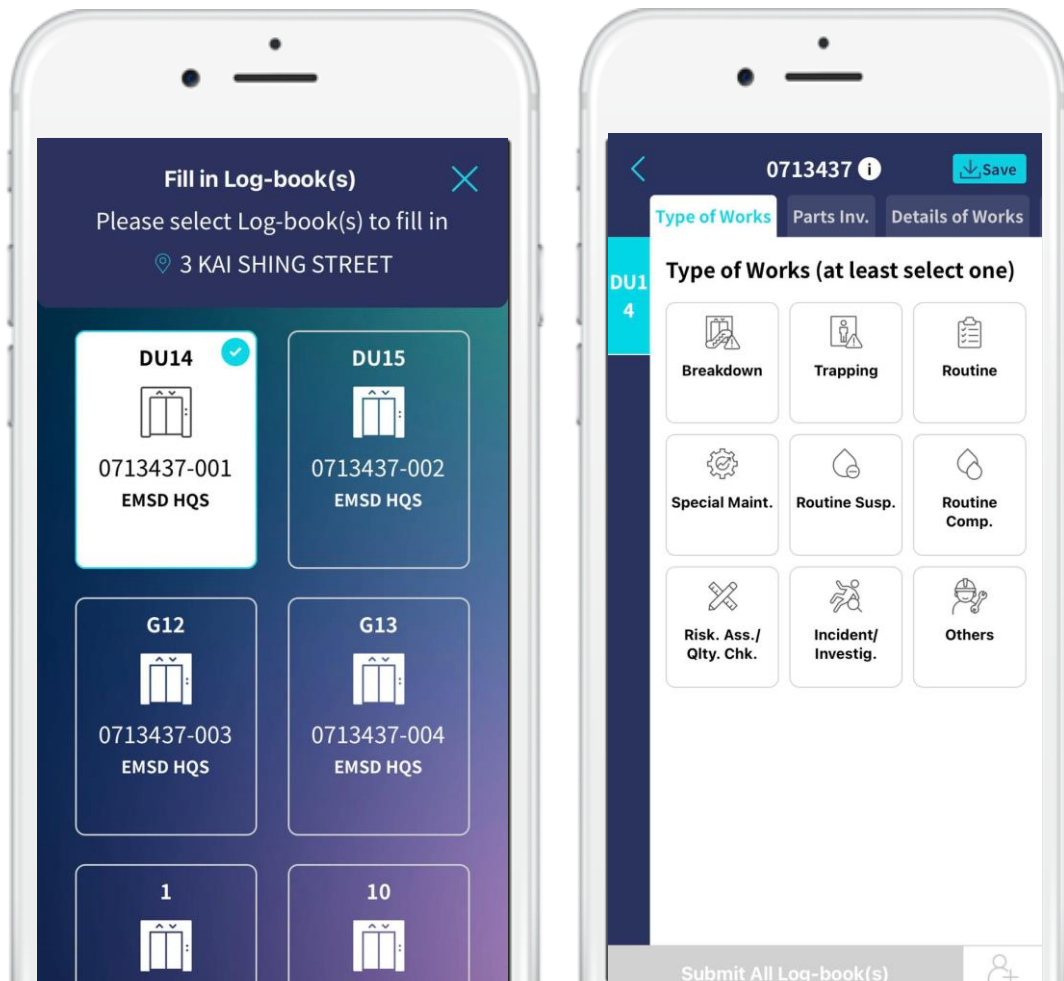
- 3 Select the log-book(s) to be filled in and click "Next" to enter the log content

💡 6 lifts to be selected at most

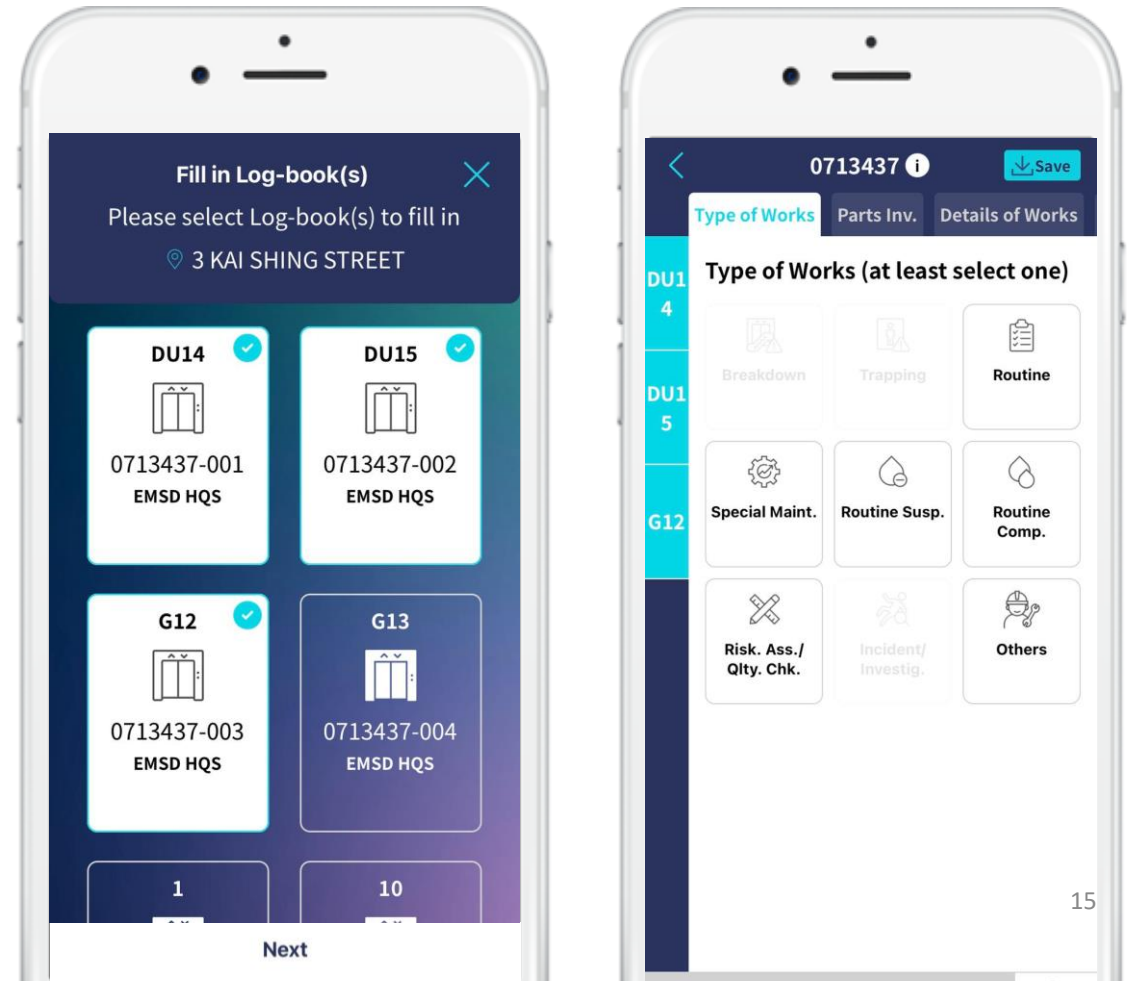


4 Selecting Log-books

3.1 All types of work options can be chosen when selecting a single log



3.2 Only certain types of works can be chosen when selecting multiple logs



4.1 Selecting Log-books – Offline Mode

Even if no network is available, you can still select a log-book of a certain Lift/Escalator under the “Offline Mode” by scanning the QR Code on the Use Permit. However, only the log-book concerned will be displayed under the “Offline Mode”.

💡 Users using the "Offline Mode" cannot manually fill the keywords of the address to search for the Lift/Escalator.

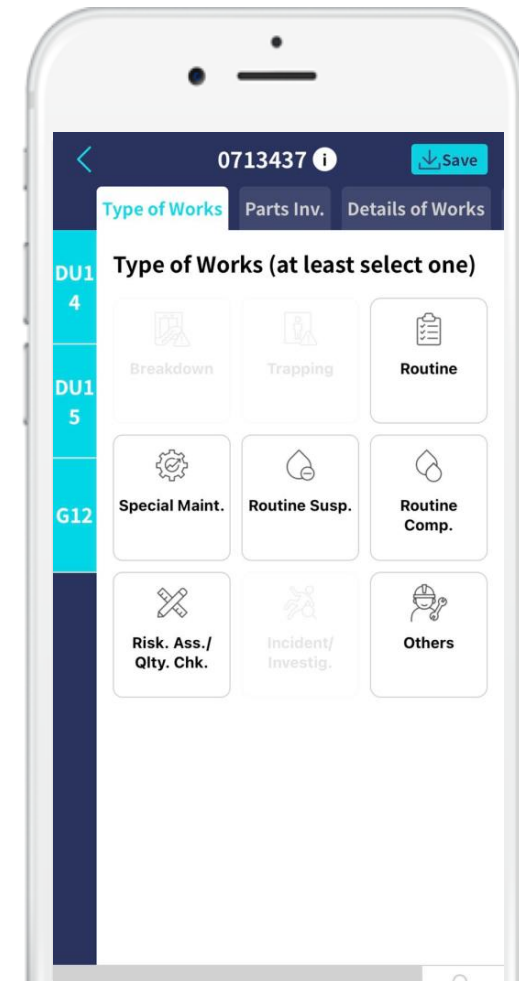
- 1 If no network is available, only the corresponding log-book can be selected after scanning the QR code of a certain lift/escalator



5.1 Completing a Log – Type of Works

Upon selecting the log-book(s), you will enter the content page, where you can start entering the works record.

1 Enter the “Type of Works”



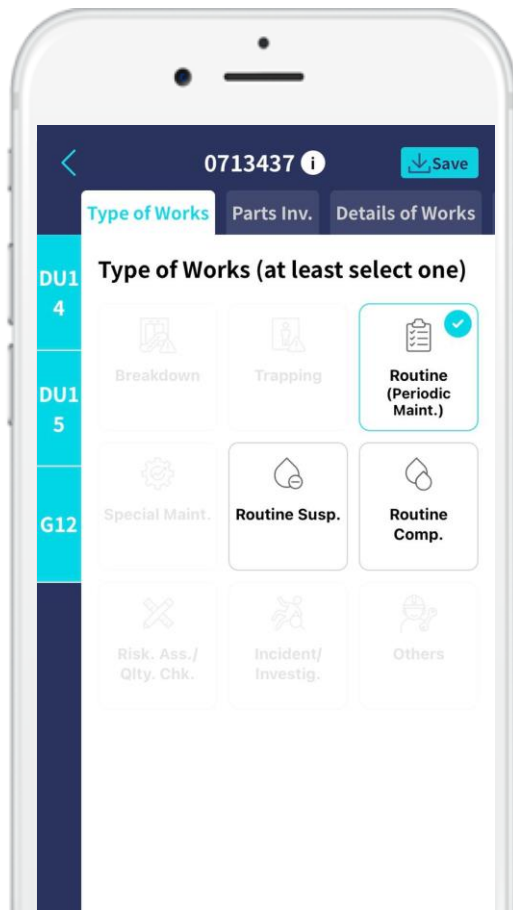
5.1 Completing a Log – Type of Works

Example 1 - Choosing “Routine”:

You can only choose

“Routine Suspended” or

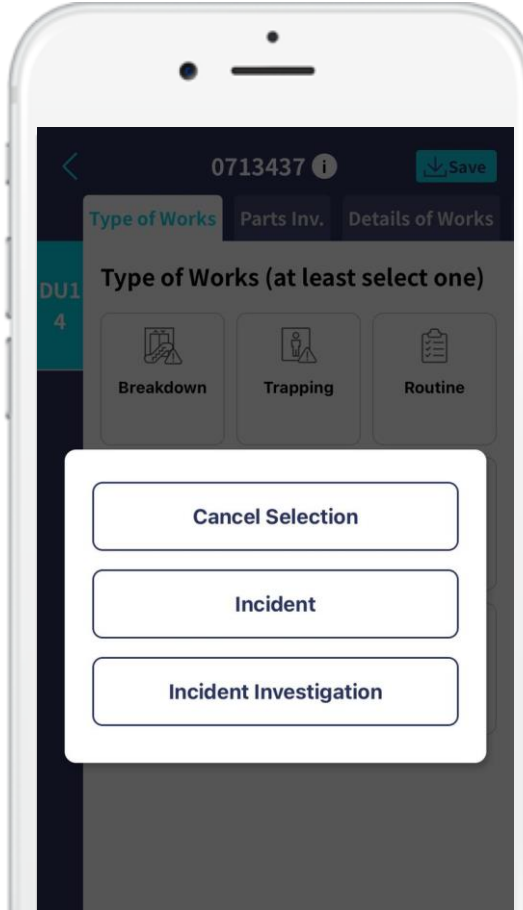
“Routine Compensated”



Example 2 - Choosing

“Incident/ Incident Investigation”:

More options are available

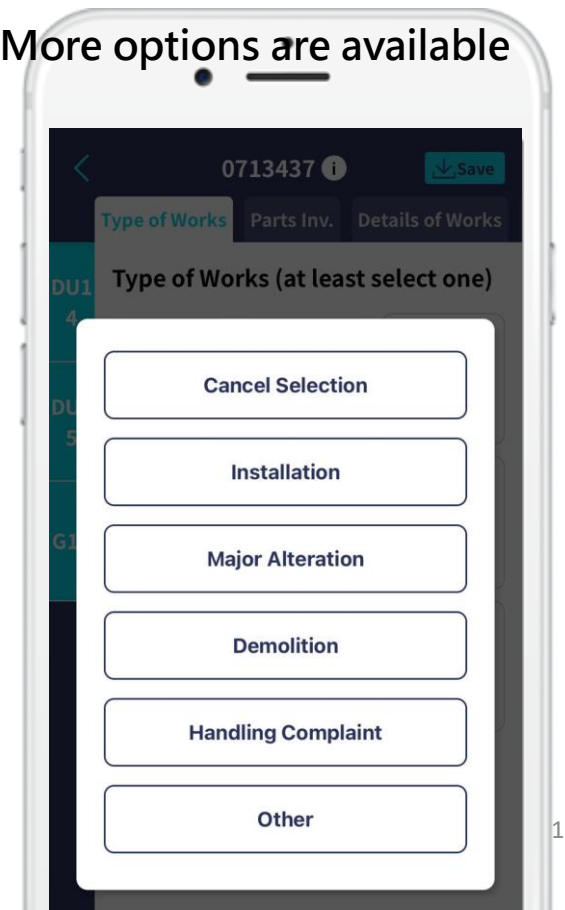


💡 Once “Type of Works” is selected, the system will narrow the scope automatically.

Example 3 – Choosing



“Others”:

More options are available

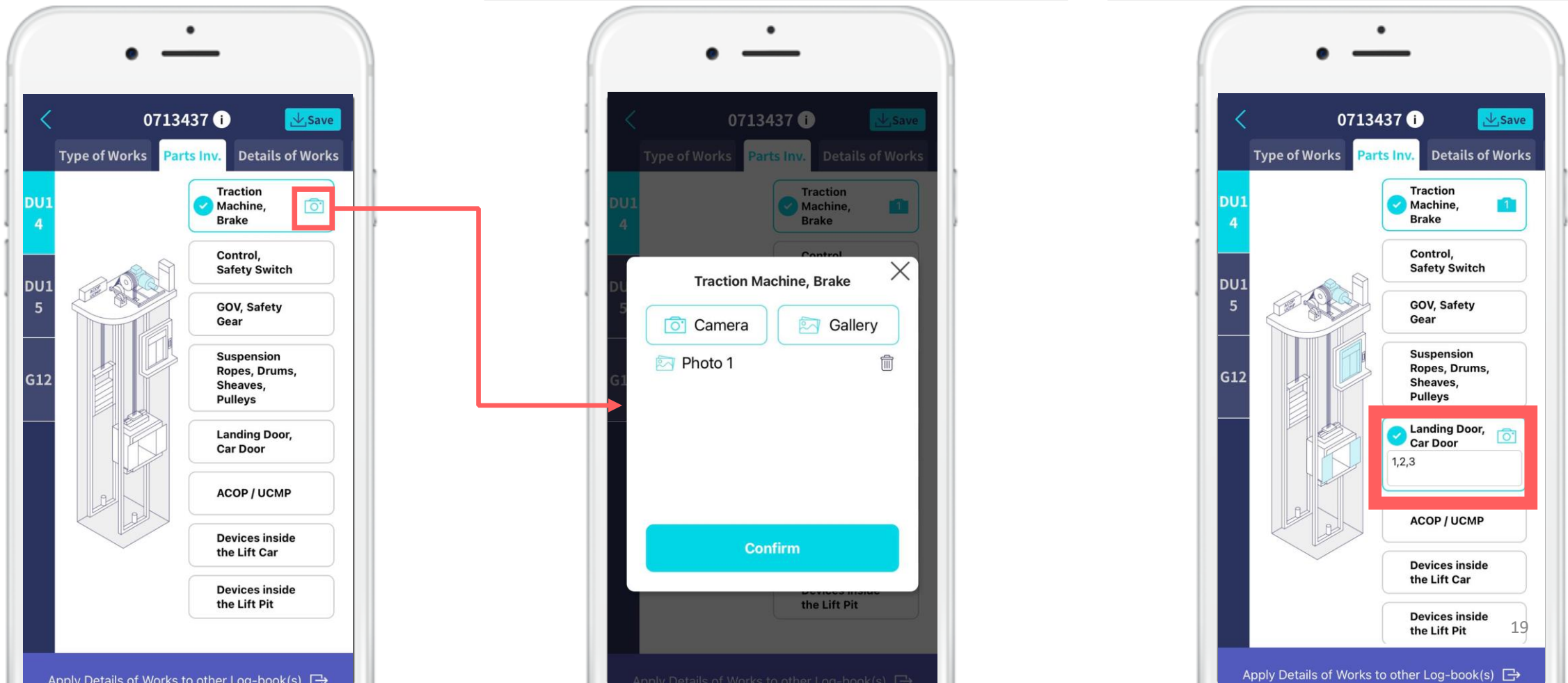


5.2 Completing a Log – Details of Works

- 1 The relevant part(s) of the works will be highlighted in blue upon selection



- Click “” to upload photos as needed (maximum 5 photos for each item)
- Click “” to remove photos

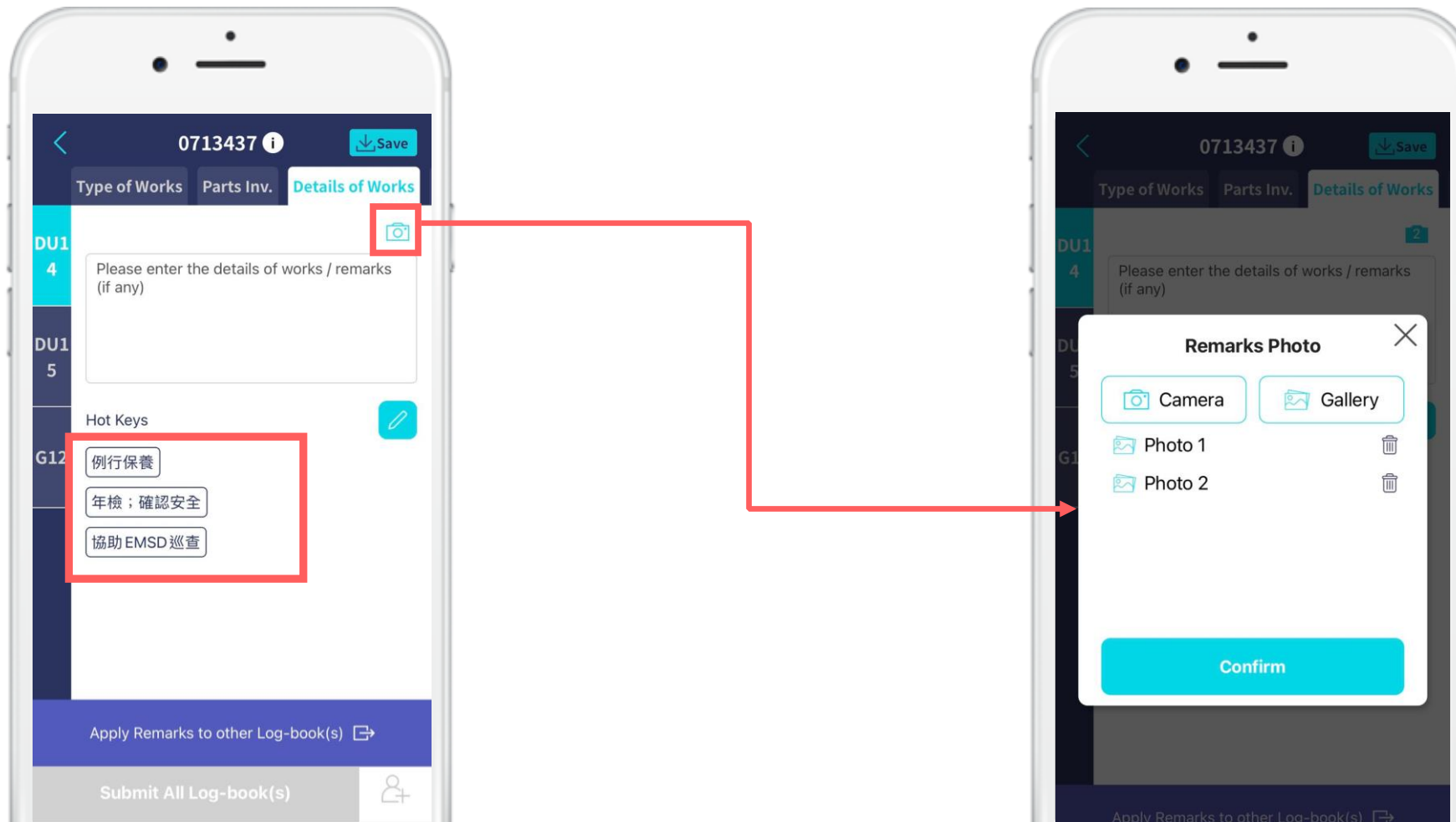
- When selecting “Landing Door, Car Door”, remember to enter the floor number



5.3 Completing a Log – Remarks

- 1 Enter remarks as needed, or choose from the “Hot Keys”

- Click “” to upload photos as needed (maximum 5 photos for each item)
- Click “” to remove photos



5.4 Completing a Log – Date and Time

1 Follow the instructions to select:

- arrival date and time
- “Service Resumed”
- completion date and time



The system will automatically display the information you need to enter based on your works option:

- “Breakdown” or “Incident” : you will need to enter the time of “Call Received by Contractor”
- “Trapping” : you will need to enter the time for “Call Received by Contractor” and time for “Releasing the Passenger Released”
- If the lift/escalator can resume operation, you will need to enter the time for “Service Resumption”

Example:

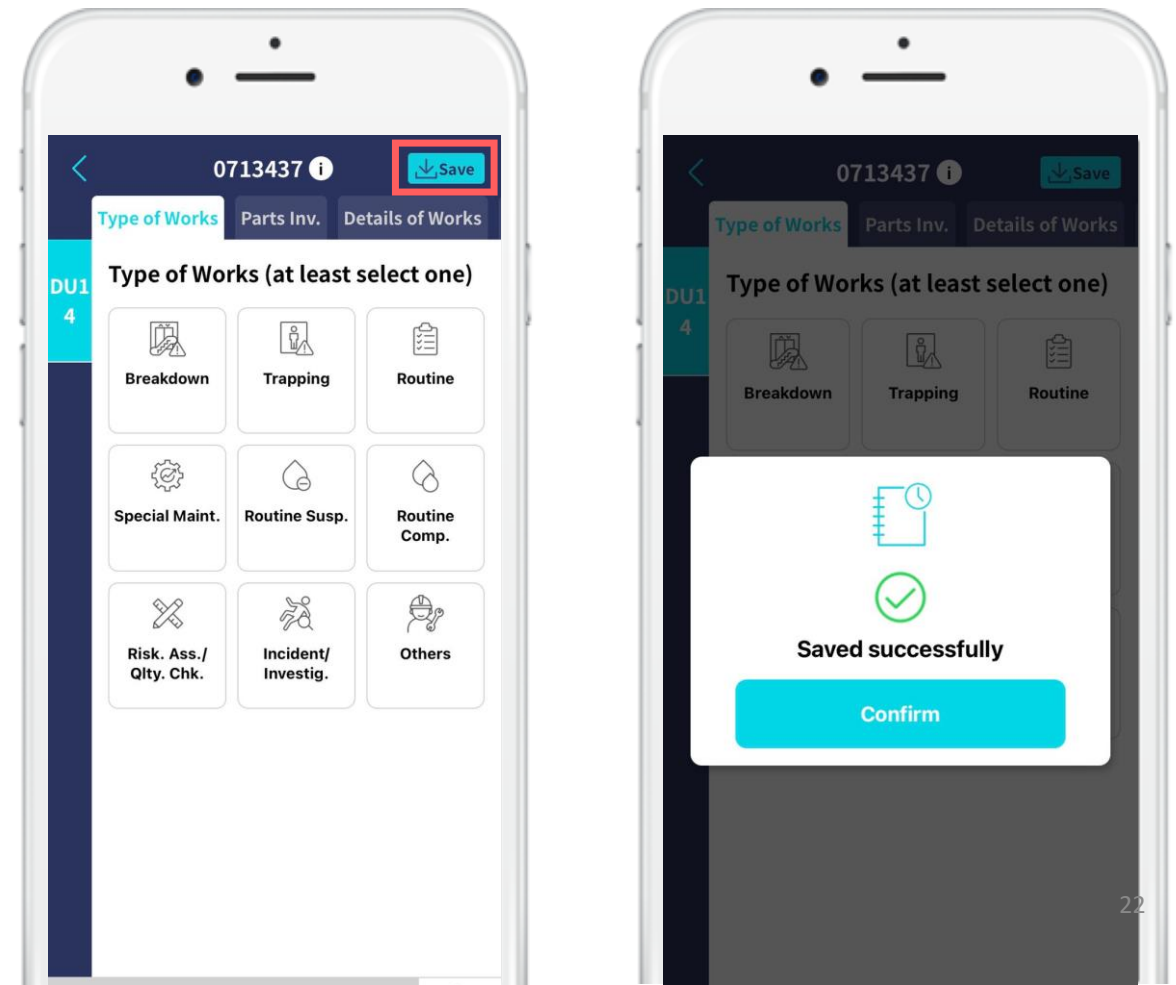
1. Select "Yes" to indicate that the system has been restored.
2. Select "No" to indicate that the system is down.
3. If the system has not been down, select

The image displays three sequential smartphone screens showing a mobile application interface for logging work events. Each screen is for a specific work order identified by the number 1009427. The 'Date & Time' tab is selected, showing a list of events with date and time pickers. The events listed are 'Call Received by Contractor', 'Contractor Representative Arrived at Site', 'Passenger Released', 'Service Resumed', and 'Works Completion'. In the first screen, the 'Service Resumed' section is highlighted with a red box, and the 'Yes' button is selected. In the second screen, the 'Service Resumed' section is highlighted with a red box, and the 'No' button is selected. In the third screen, the 'Service Resumed' section is highlighted with a red box, and the 'No Downtime' button is selected.


5.5 Completing a Log – Temporarily-saved Record

- 1 In any page of the log, click “Save” in the upper right corner, and the data entered will be temporarily saved immediately.

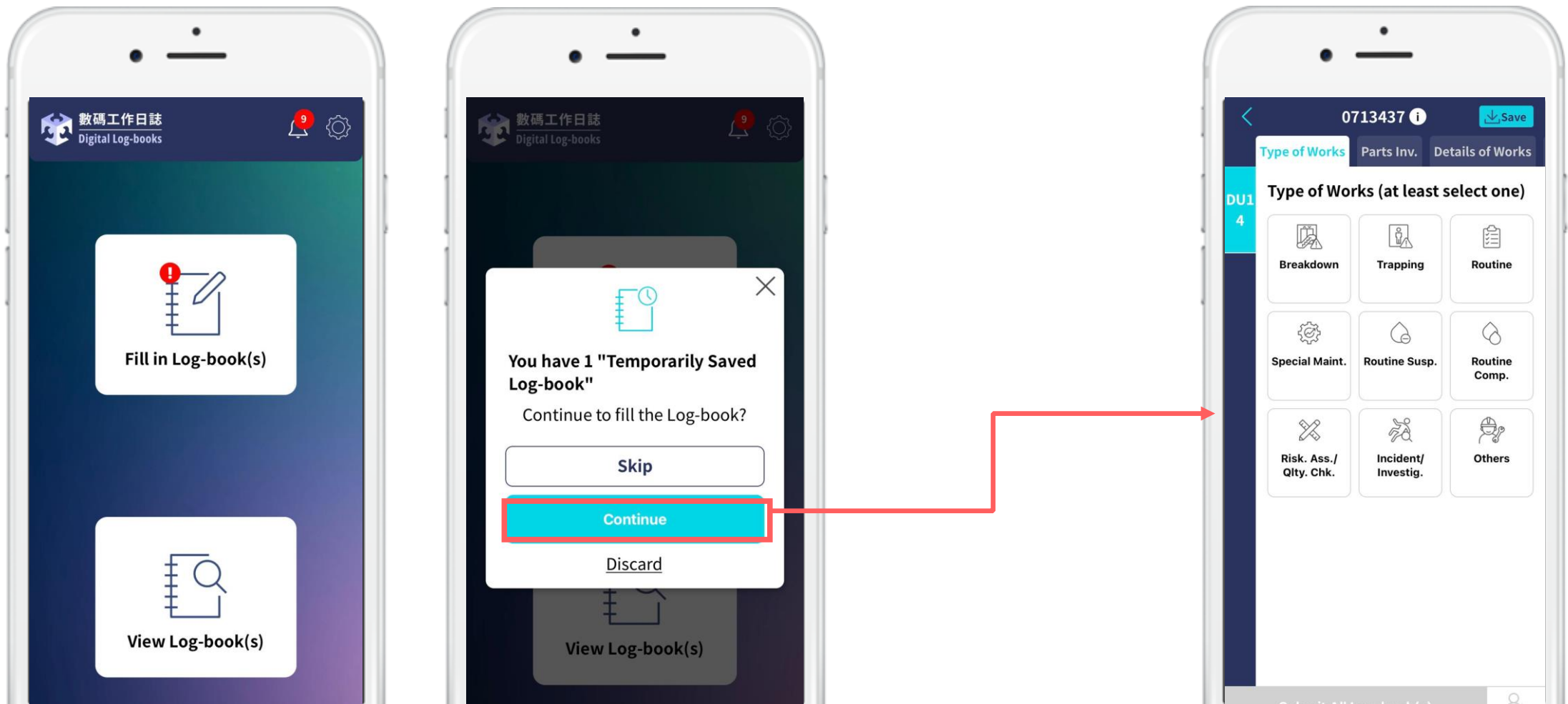
When filling in the log-book, you can click “Save” in the upper right corner of any section of the log, and the system will store the data you have entered temporarily.



5.5 Completing a Log – Temporarily-saved Record

- 2 When you enter the application again, you will see “”. Select “Fill in Log-book(s)”, and then click “Continue”

- 3 You may continue to enter your works log

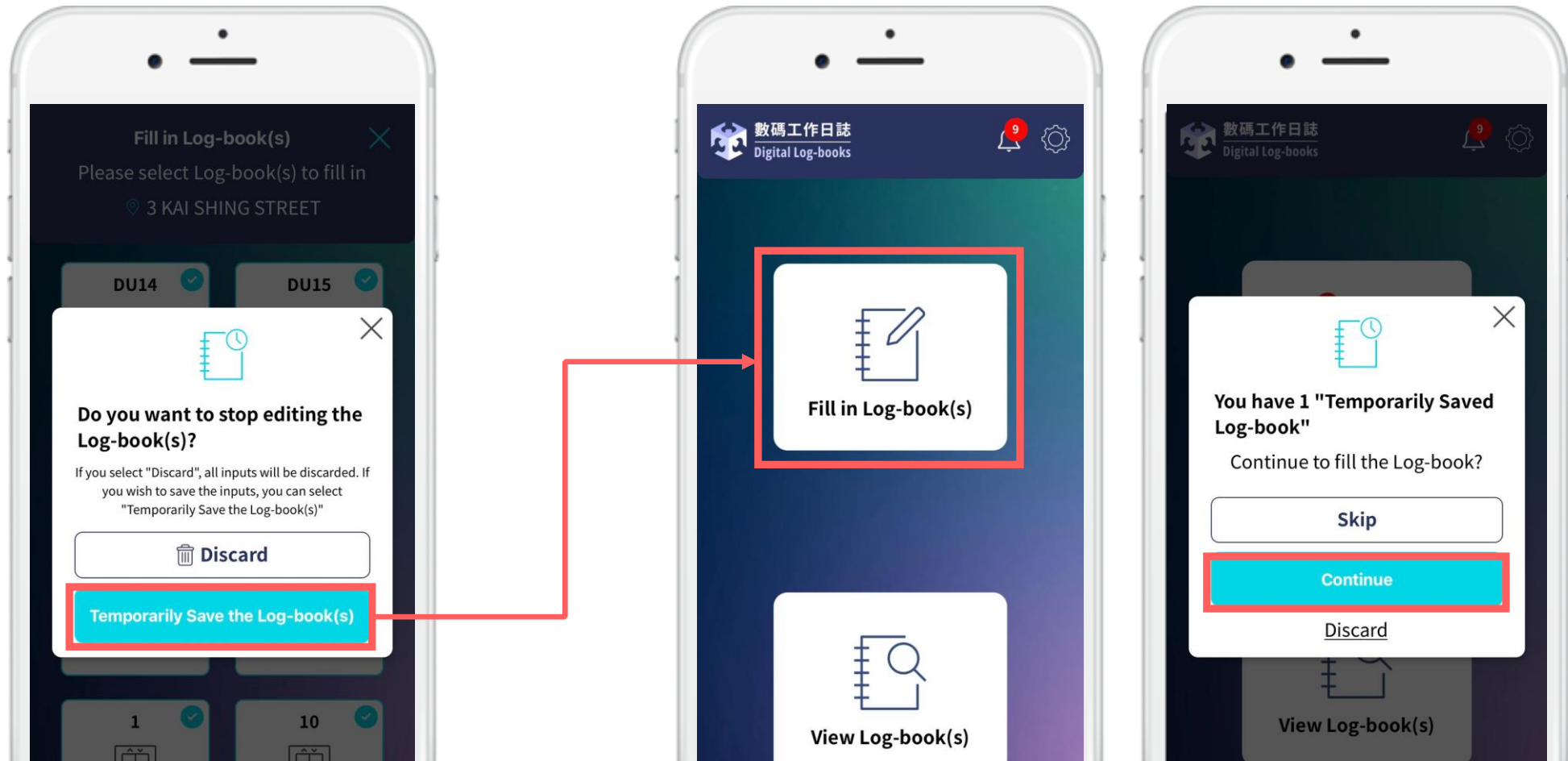


5.5 Completing a Log – Temporarily-saved Record



If you leave the log-book suddenly while inputting the log, the system will enquire you if you are about to stop editing the log-book.

- If you select “Discard” : log content not yet submitted will not be stored.
- If you select “Temporarily Save the Log-book(s)” : log content not yet submitted will be temporarily saved. The next time you use the application, the system will remind you again to continue entering the incomplete log.



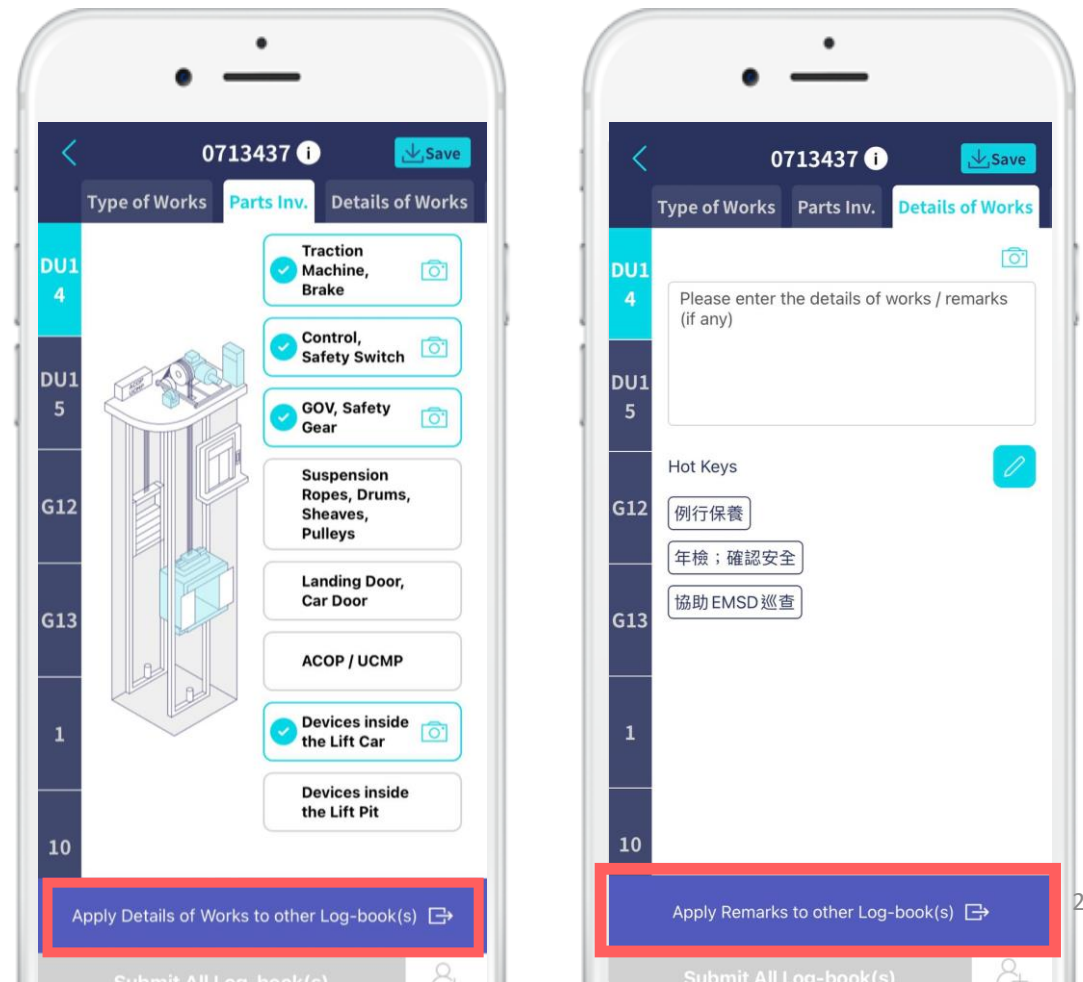
5.6 Completing a Log – Applying to Other Logs

You do not have to re-enter the same information for each of the log when entering multiple work records. Just enter the log for one lift/escalator, and click on the “List of Log-books” and “Remarks” sections under the “Details of Works” page. Click “Apply Details of Works to other Log-book(s)” and the works records entered will be applied to other lifts/escalators (excluding related photos) .

💡 If the user has selected log-books for more than one lift/escalator, the “Type of Works” and “Date and Time” sections will be applied automatically to the lifts involved in the same works.

💡 If you need to edit a specific log, you may select any lift/escalator on the left and make a separate edit (see next page)

- 1 Select “Apply Details of Works to other Log-books” and the works records entered will be automatically copied to other lifts/escalators.

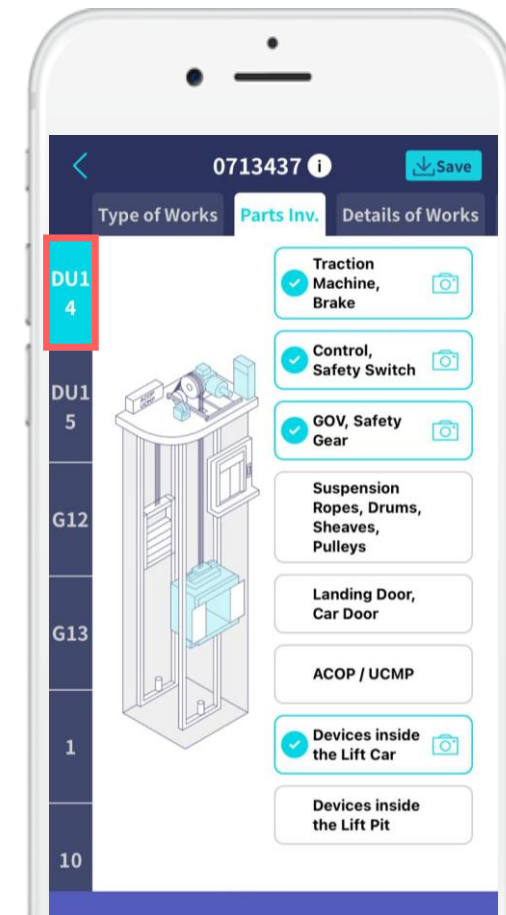


5.7 Completing a Log – Entering a Separate Log

If you need to enter the works content of a certain lift/escalator, you may select any lift/escalator on the left and make a single entry.


💡 The function “Input details of works separately” is not applicable to the sections “Types of Works” and “Date and Time”

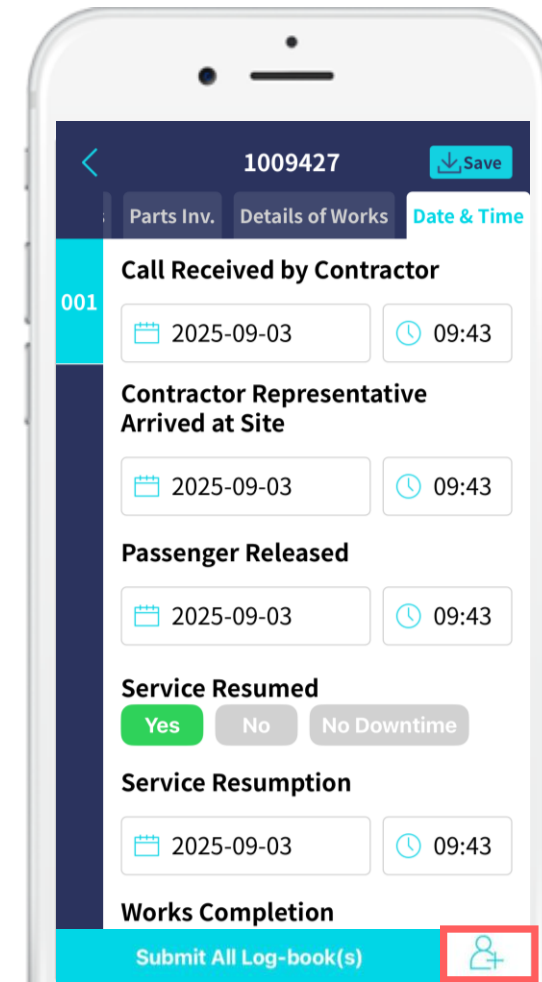
- 1 Select the log-book number on the left to jump to the selected logbook. You can enter the log of the selected log-book separately.



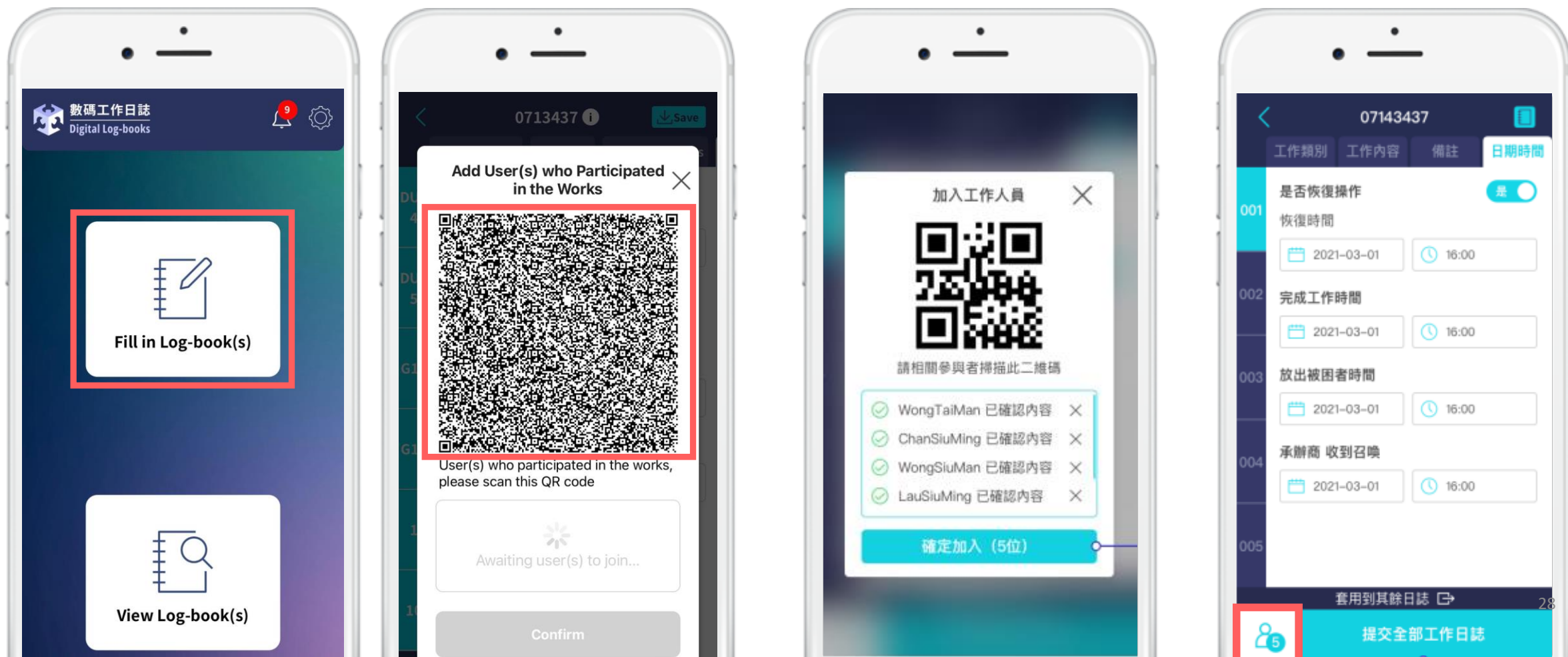

6 Adding New Workers

Users are not required to enter the log separately and repeatedly. “Digital Log-books” offers the function of “Adding New Workers”. The works log can first be entered by one user, and other users can be added to it together for submission.

- 1 Select “” in the lower right corner



6 Adding New Workers

- 2 Relevant participating workers may click “Fill in Log-book(s)” and scan the QR Code that follows
- 3 The names of workers that are successfully added will be shown under the QR code
- 4 A number will appear next to “

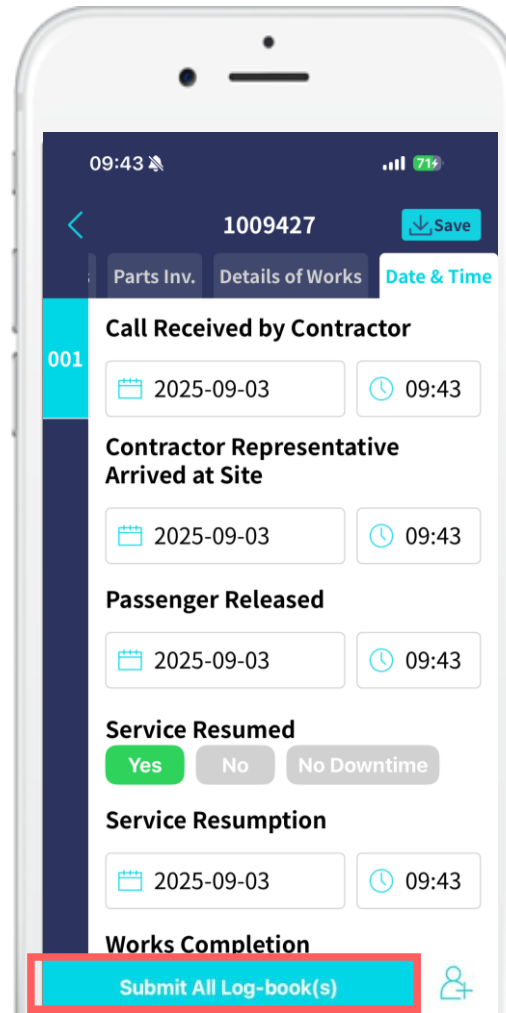
The image displays four sequential smartphone screens from the 'Digital Log-books' app, illustrating the process of adding new workers.

 - Screen 1:** The main menu shows two options: 'Fill in Log-book(s)' (highlighted with a red box) and 'View Log-book(s)'. The app header includes the logo, title, and notification settings.
 - Screen 2:** A modal titled 'Add User(s) who Participated in the Works' is shown. It contains a large QR code (highlighted with a red box) and a list of users who have successfully joined: WongTaiMan, ChanSiuMing, WongSiuMan, and LauSiuMing. A 'Confirm' button is at the bottom.
 - Screen 3:** A modal titled '加入工作人員' (Add Staff) is shown. It displays the same QR code and a list of users who have successfully joined: WongTaiMan, ChanSiuMing, WongSiuMan, and LauSiuMing. A '確定加入 (5位)' (Confirm Add (5 people)) button is at the bottom.
 - Screen 4:** The main menu is shown again, but with a red box highlighting the '5' next to the person icon in the bottom right corner, indicating the number of peer workers added.

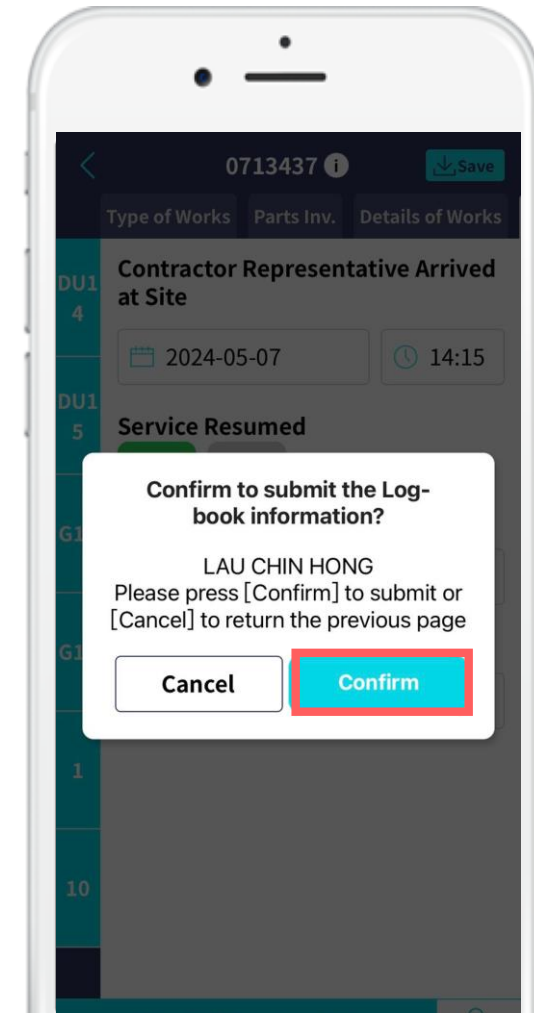
7 Submitting a Log

After completing a log and adding peer workers, you may submit the log-book and upload it to the blockchain.

1 Click “Submit All Log-book(s)” at the bottom

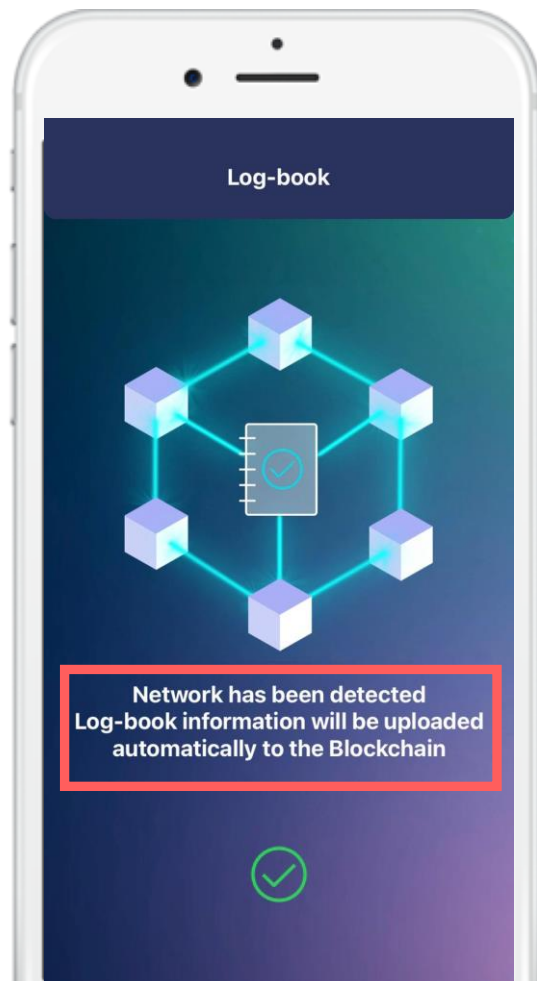


2 Click “Confirm”

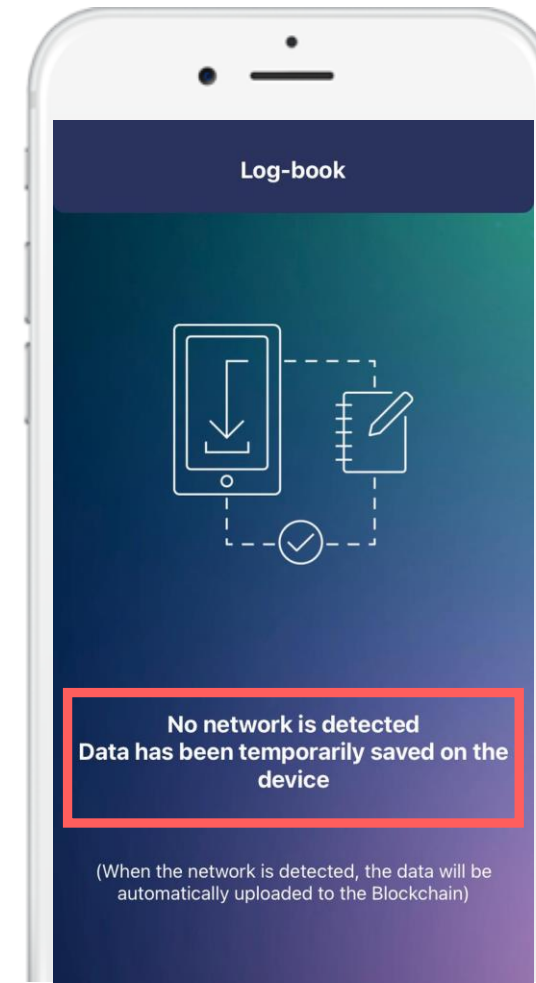


7 Submitting a Log

- 3 After pressing “Confirm”, the log will be automatically uploaded to the blockchain



-
- 💡 If your phone cannot be connected to the Internet, your log will be temporarily stored in your phone. Once the phone is reconnected to the network, the log will be automatically uploaded to the blockchain.
-

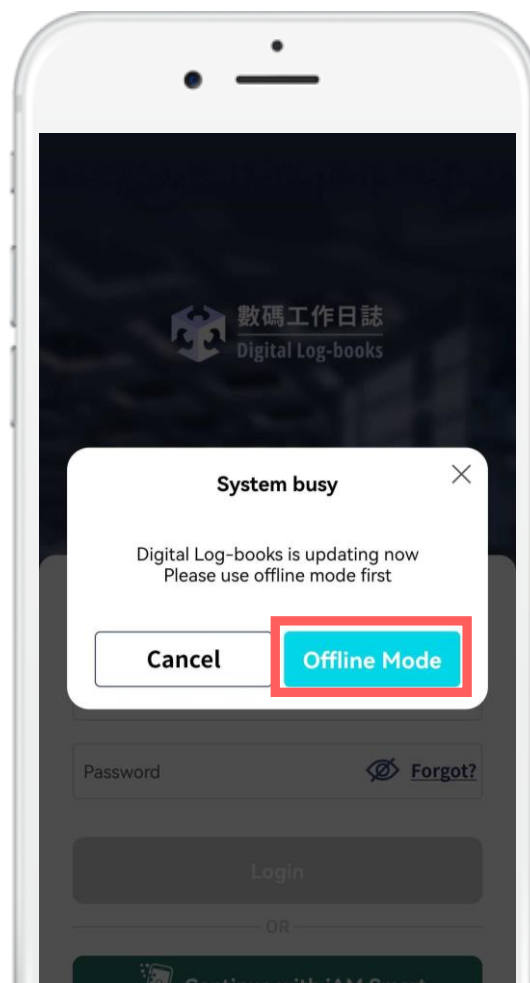


8 Use Offline Mode

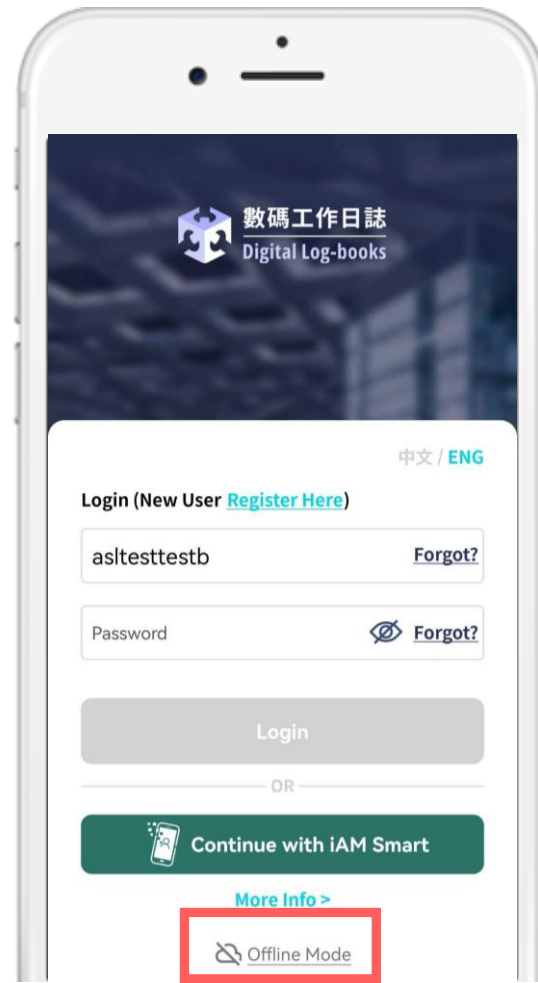
If you're experiencing network issues or the digital work log system needs to be updated during a work session, users can use the offline mode feature to submit their work logs.

💡 If a user frequently uses the offline function, the EMSD may follow up with the user.

1 During busy periods, an offline mode button will appear.

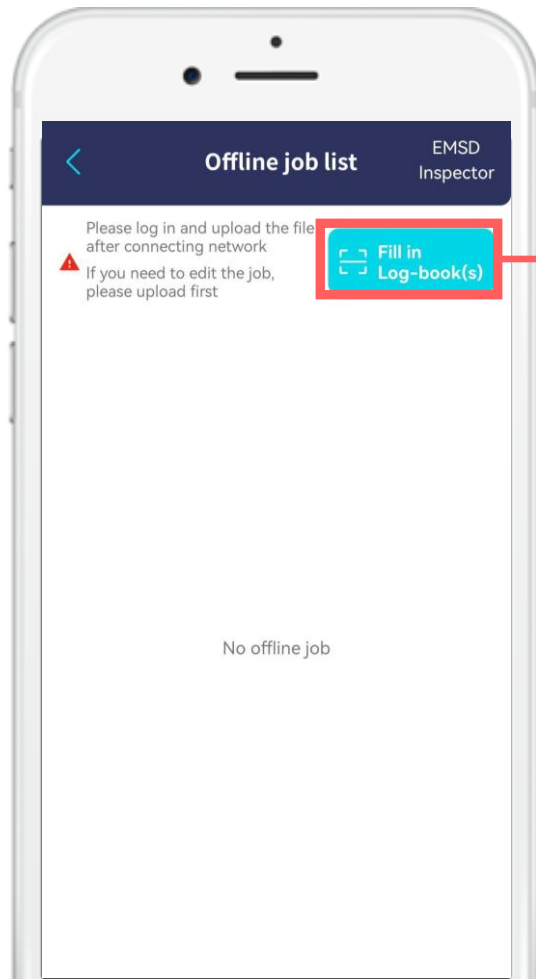


2 When the mobile phone signal is unexpectedly interrupted or you enter a confined space without a network, the offline mode button will appear.

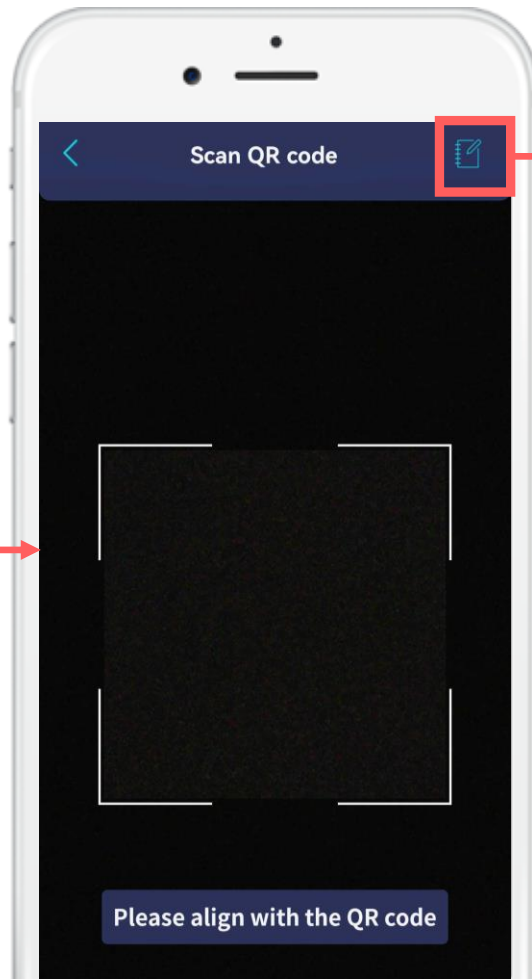


8 Use Offline Mode

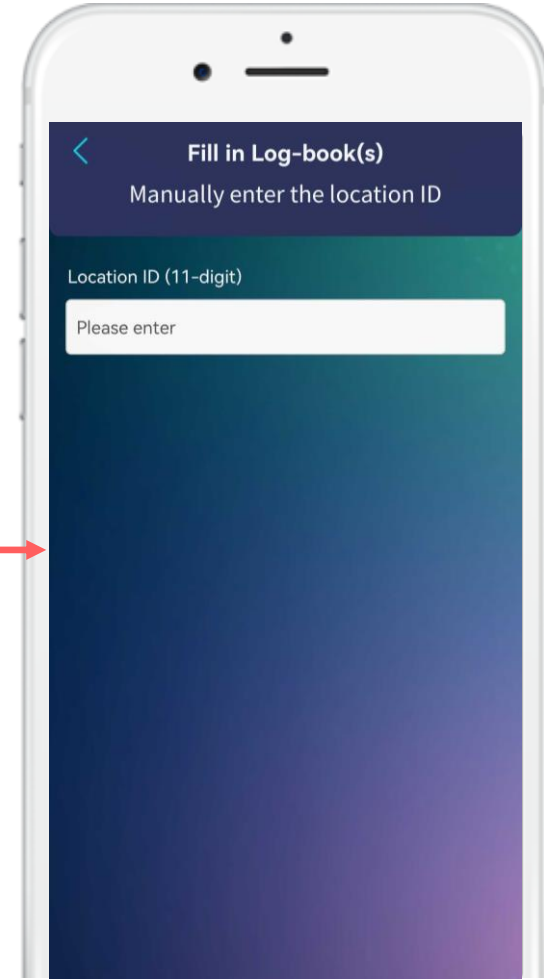
1 After entering the offline job list, click "Fill in Log-book(s)"



2 Users can scan the QR code of the lift or escalator to fill in the offline job

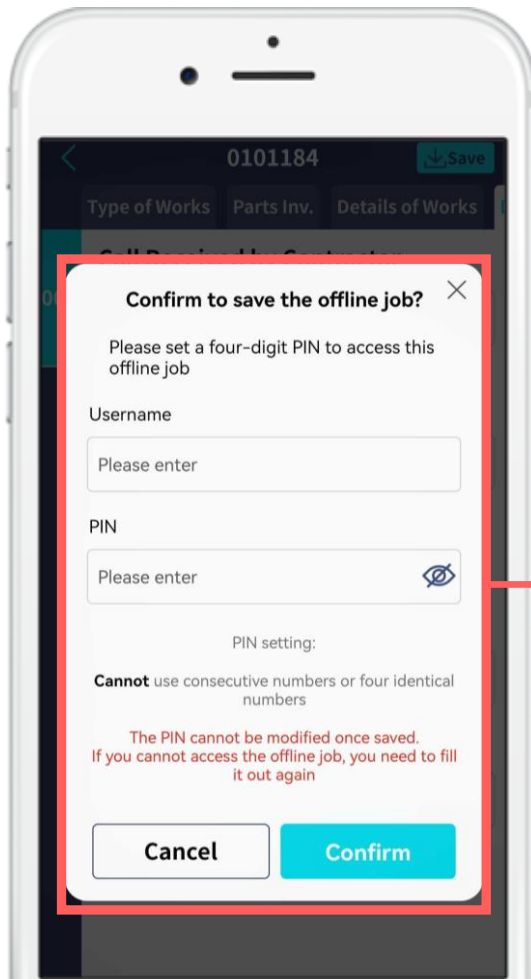


3 Or manually enter the location ID (11-digit number)



8 Use Offline Mode

- 4 When submitting an offline job, the user needs to create a PIN code to re-access the work log and to prevent others from accessing it.

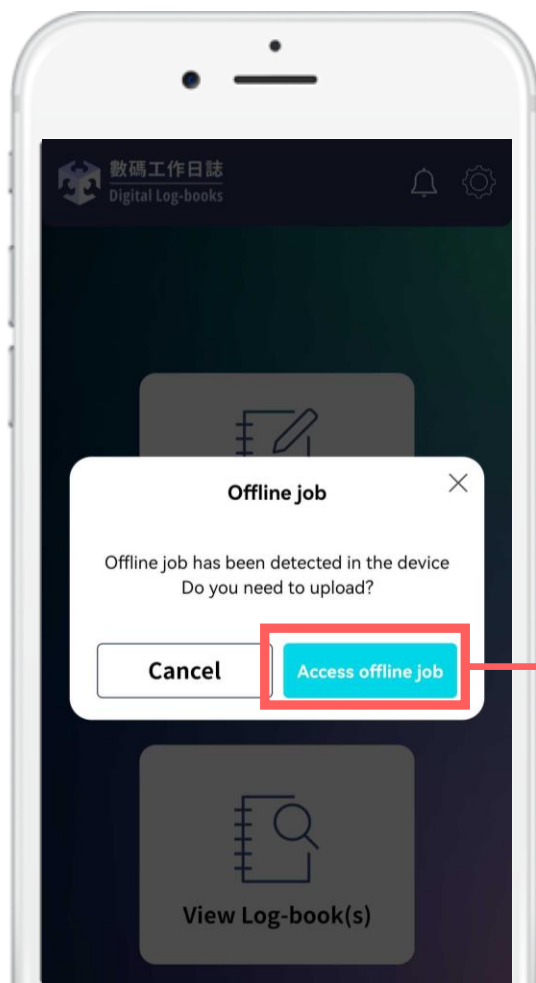


- 5 The stored data will be temporarily saved in the mobile device. You need to log in to upload the work log after connecting to the network.

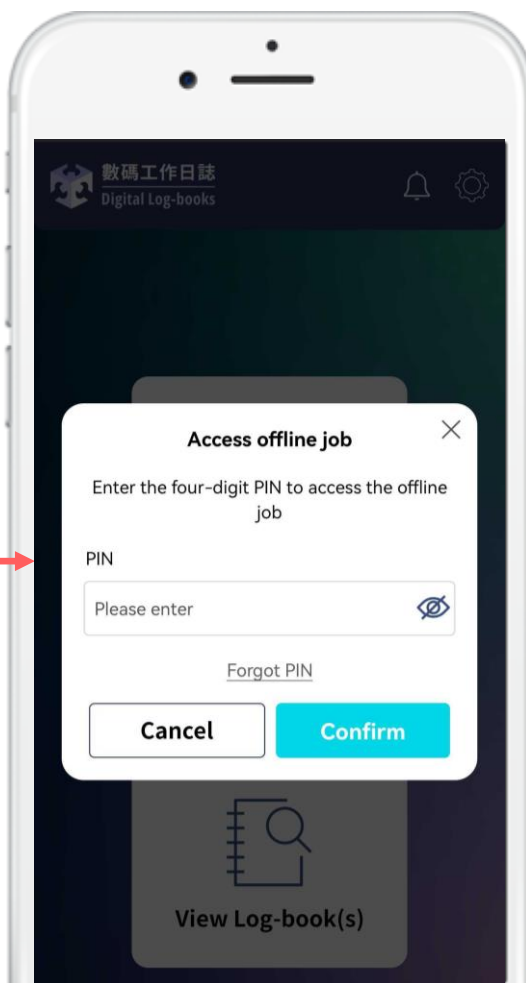


8 Use Offline Mode

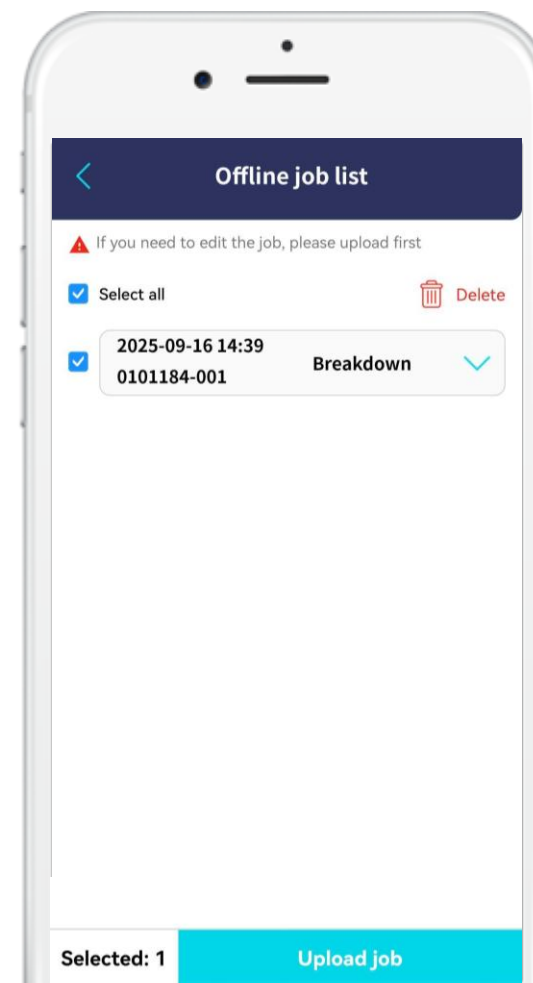
6 When you log in with the same user name, the system will automatically check whether there is any offline work log in the device that needs to be uploaded.



7 Enter the PIN you created when filling out your offline job



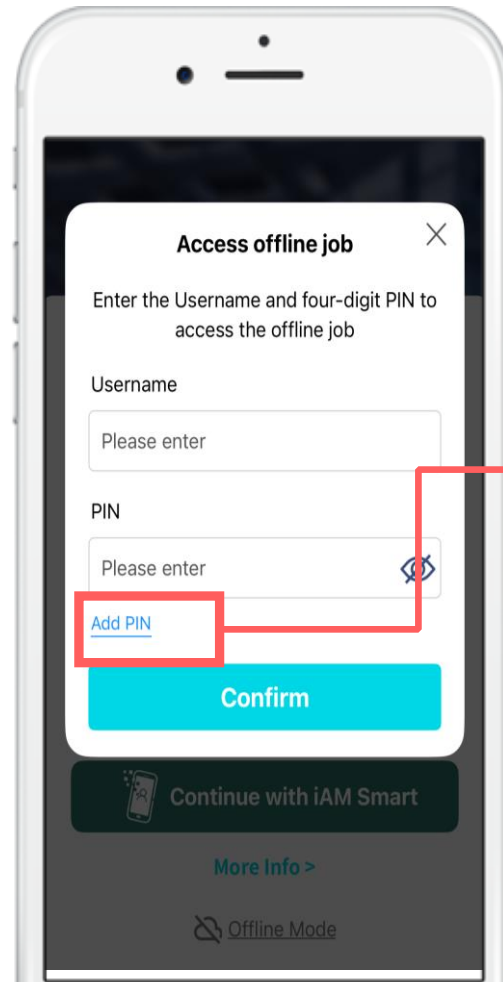
8 Select the offline job in the offline work list and upload them



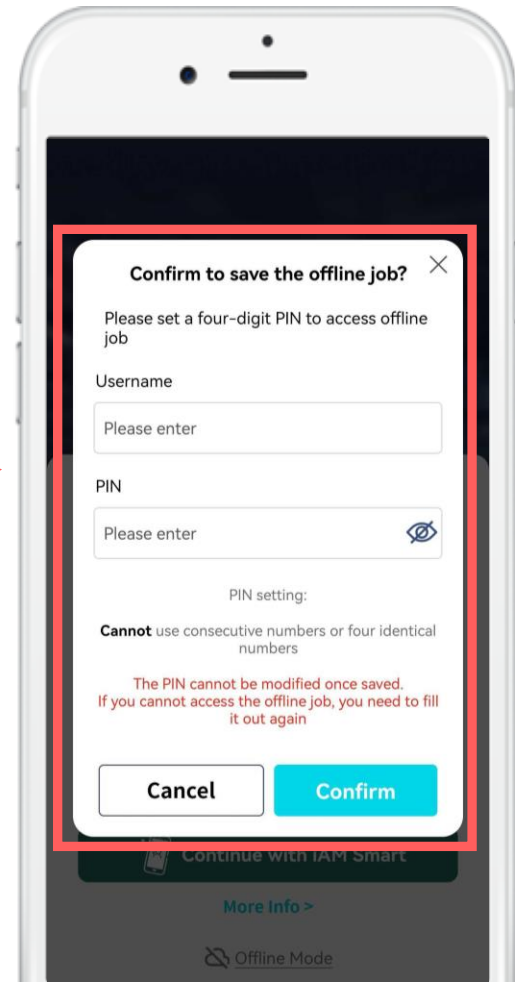
8 Use Offline Mode

If the device is shared with others and offline work has been created on the same device, when re-entering offline mode, you only need to add a new PIN code to create offline work log space for other users.

9 Click "Create"



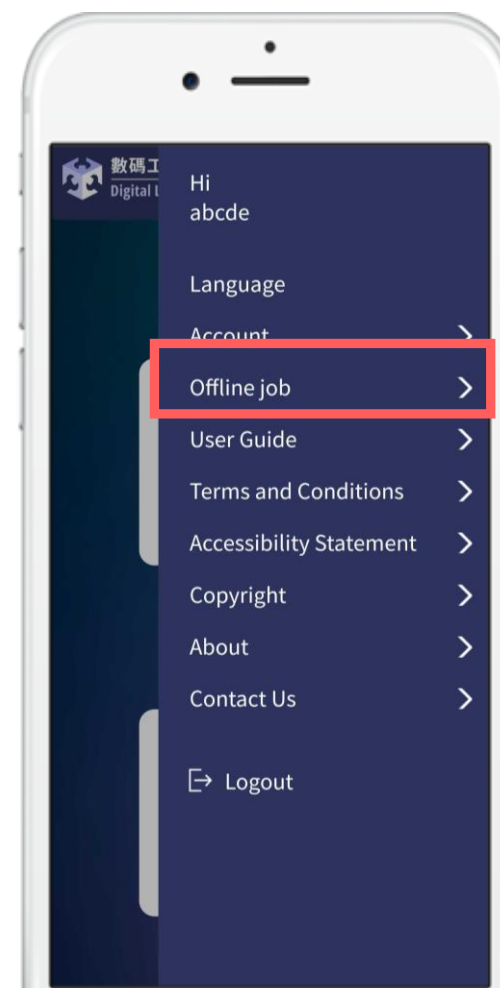
10 Create a new PIN



8 Use Offline Mode

You can also find the "Offline Job" option in the settings to enter the list

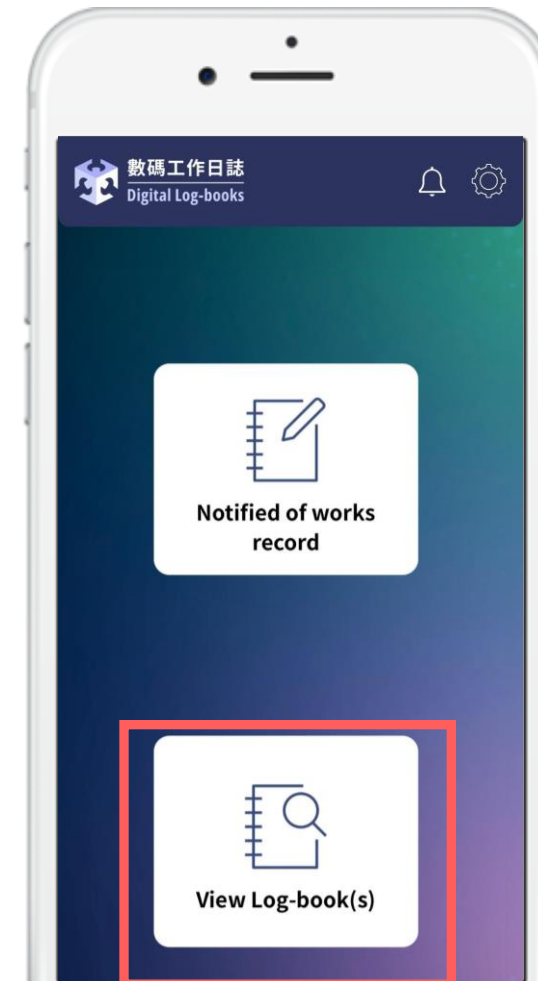
11 After logging in, you can also find the "Offline Job" in the settings




9 Viewing Log-books

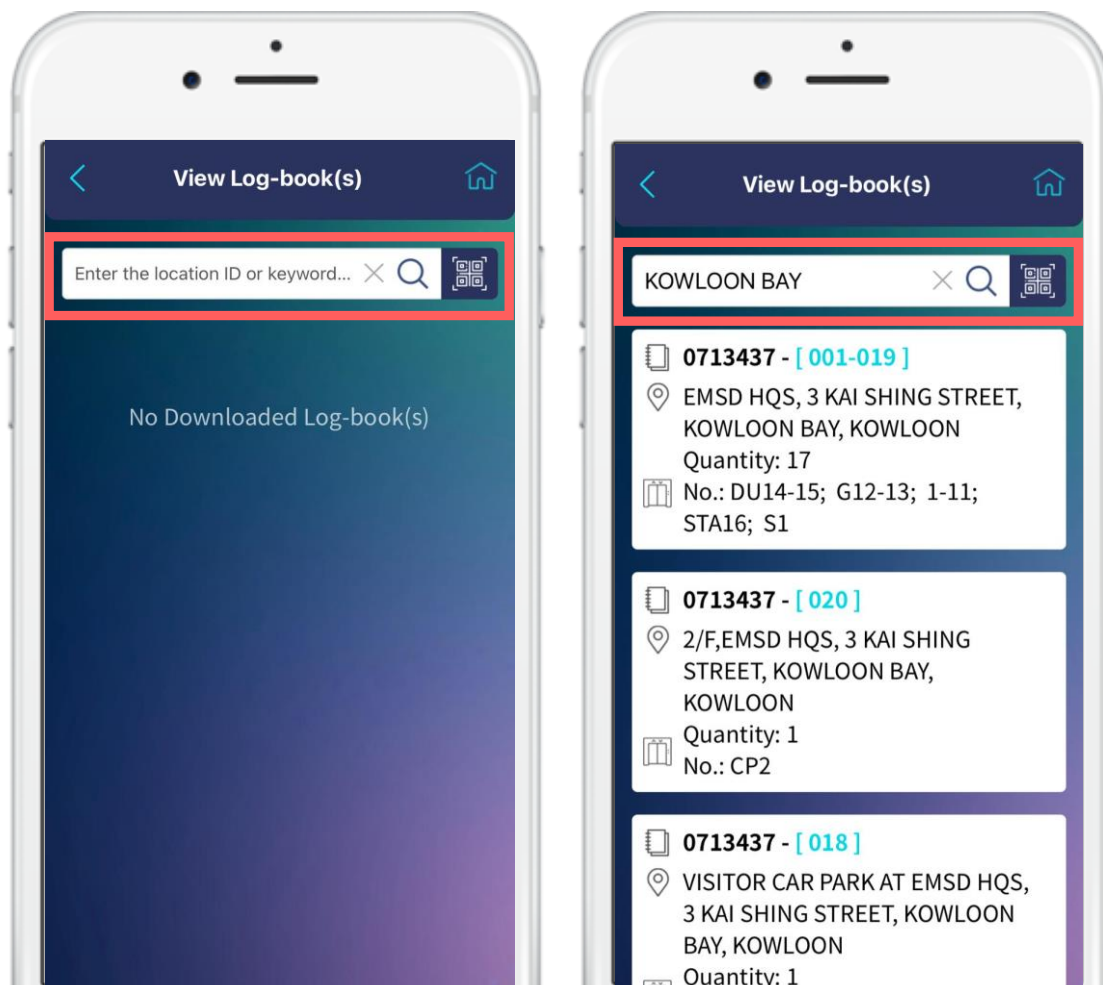
Besides entering logs, you may also view the past log-books of the lift/escalator, and also its basic information.

- 1 Select “View Log-book(s)”

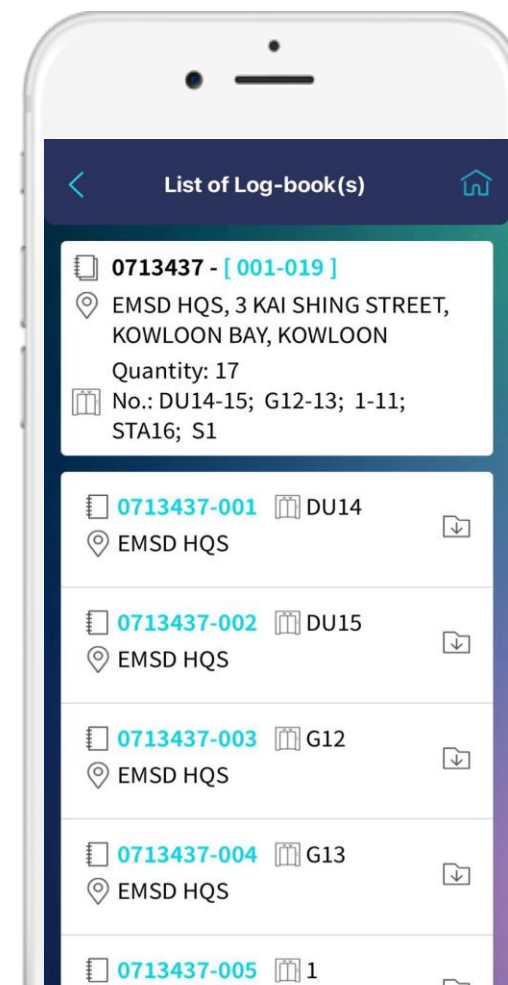


9 Viewing Log-books

- 2 You can enter the location ID/keyword, or click “” to scan the QR code on the Use Permit to look up the log-book.





- 3 The relevant Lift/Escalator Log-book(s) will be shown





9 Viewing Log-books

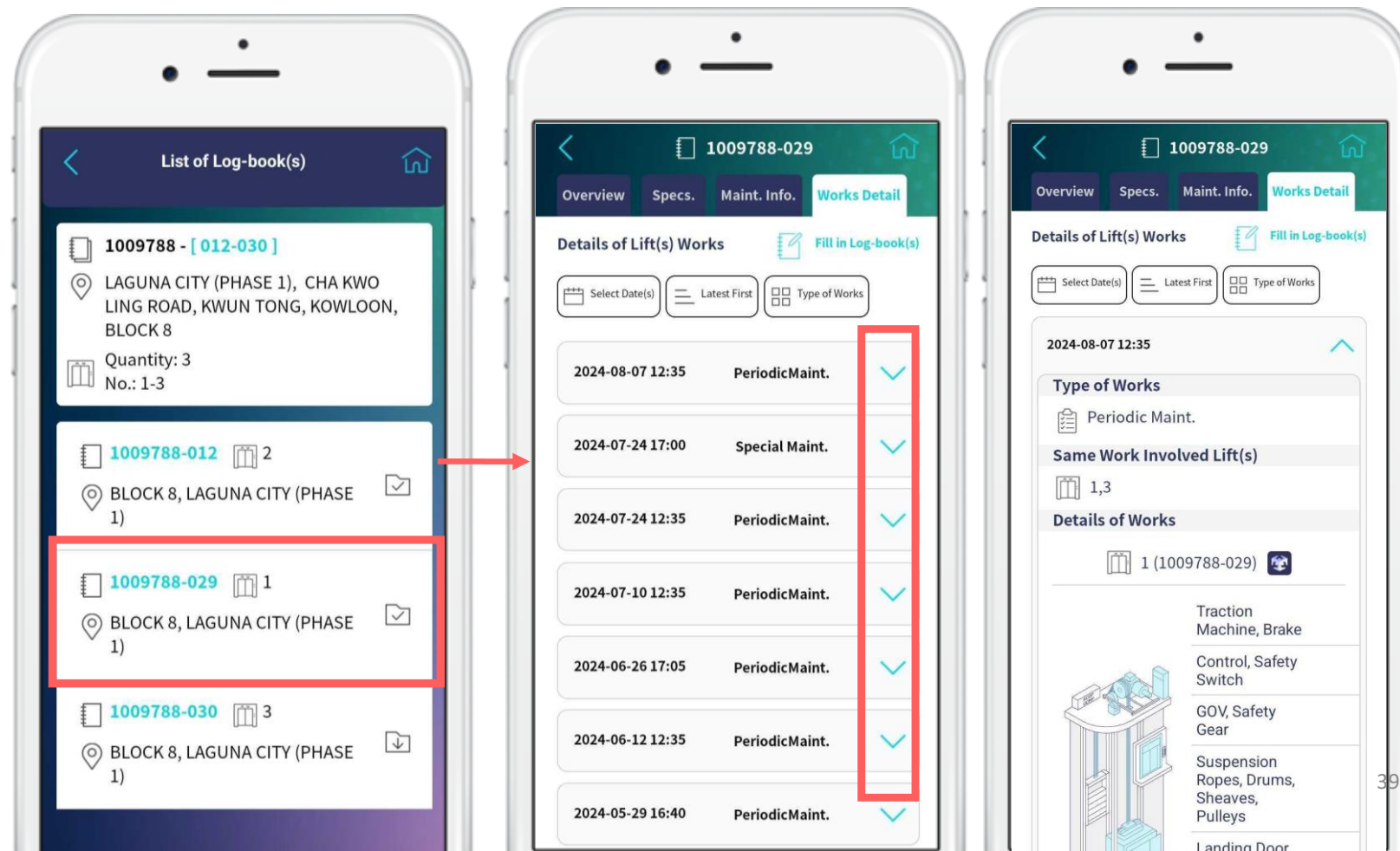
4 Click on the log-book you would like to view

5 Click “” to expand the log-book and view the details

 You can click “” to download the log-book record in advance so that it can be checked any time afterwards

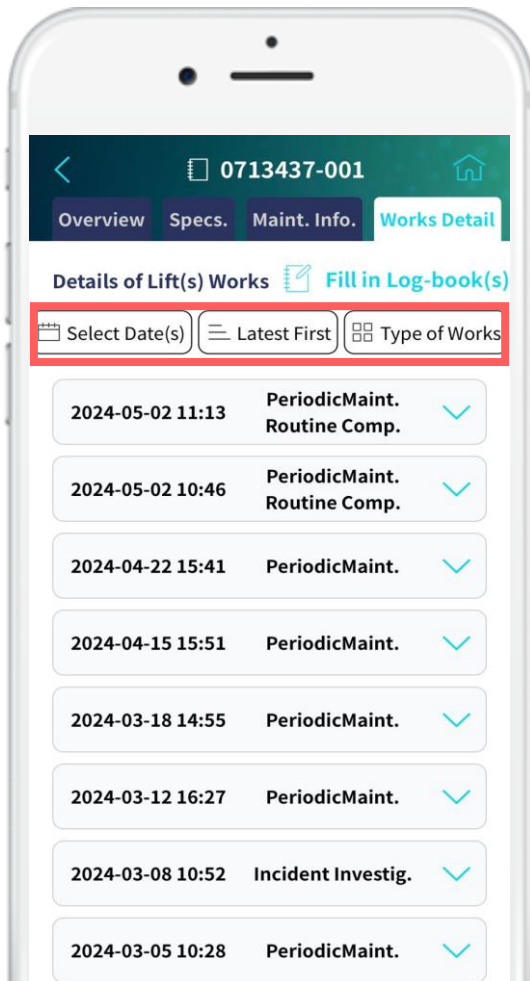
“” means you have downloaded the latest log-book, while

“” means you will need to update your log-book. Click the icon to update to the latest log-book

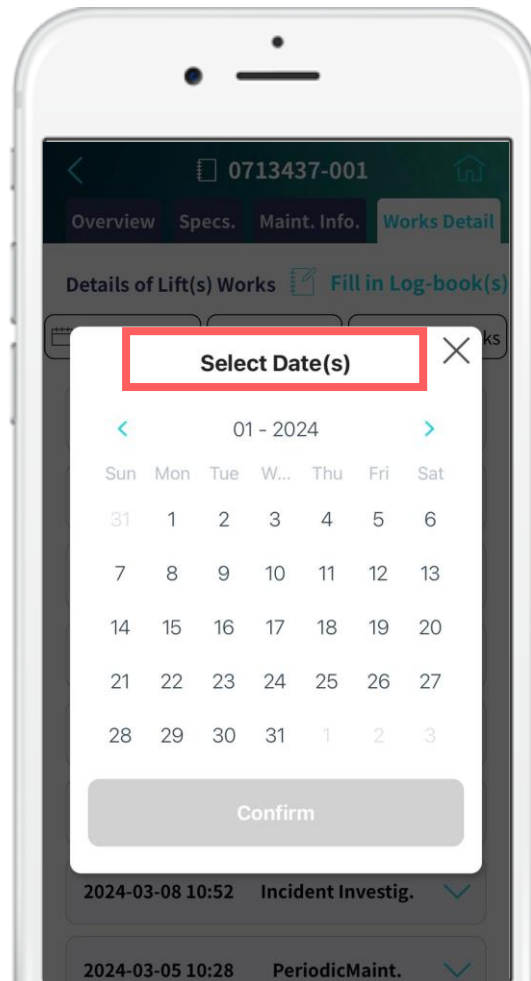


9.1 Viewing Log-books – Advanced search

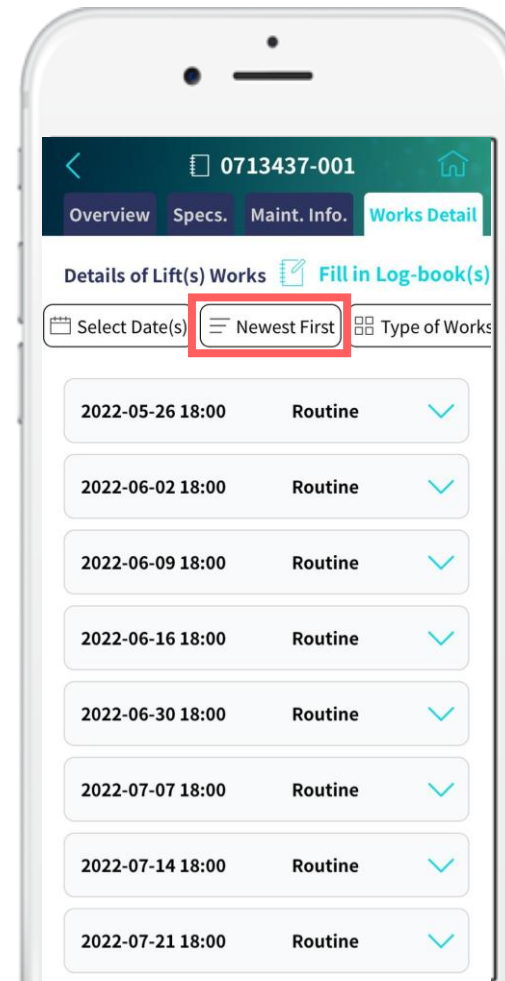
1 There are three ways to perform advanced searches



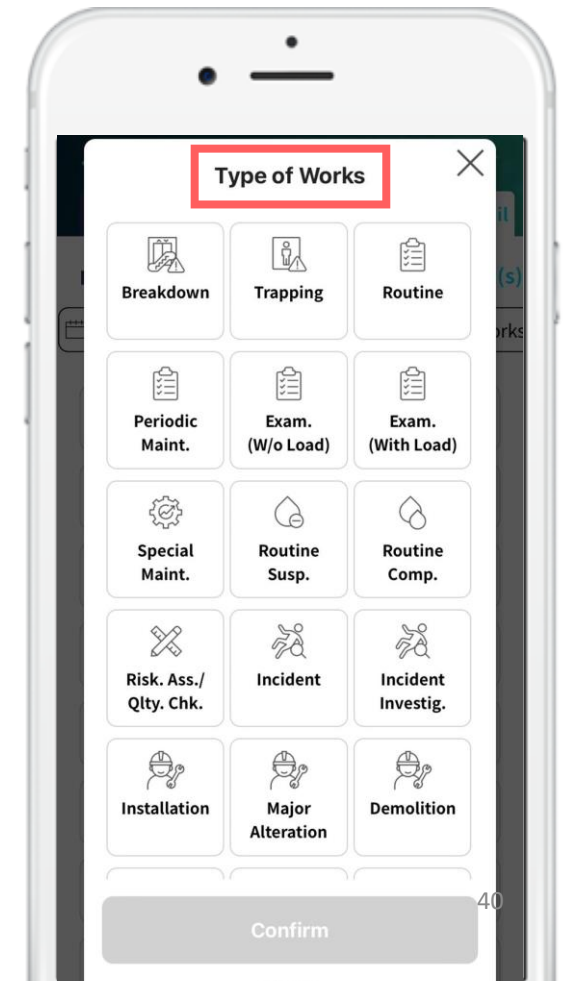
1.1 Search by “Select Date”



1.2 Sort by “Newest First”



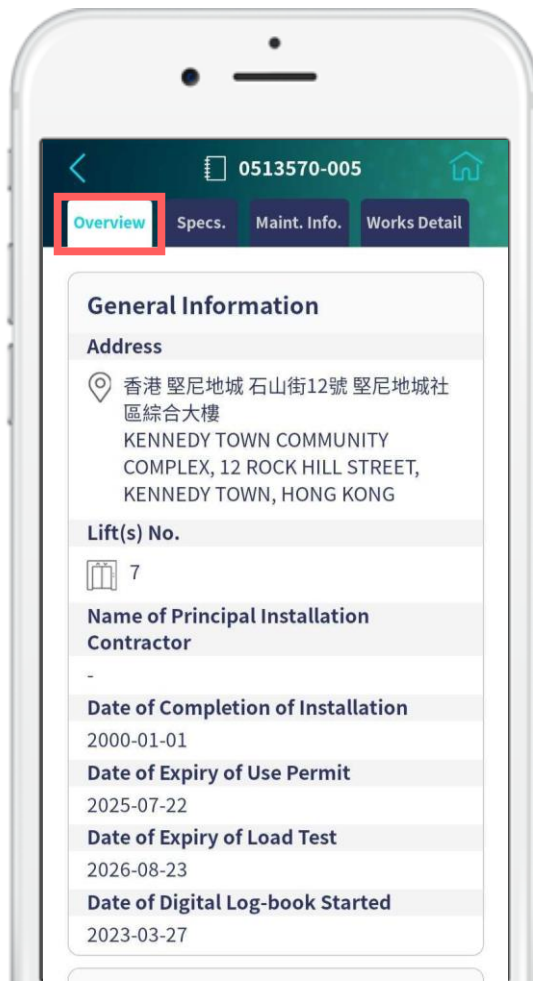
1.3 Search by “Type of Works”



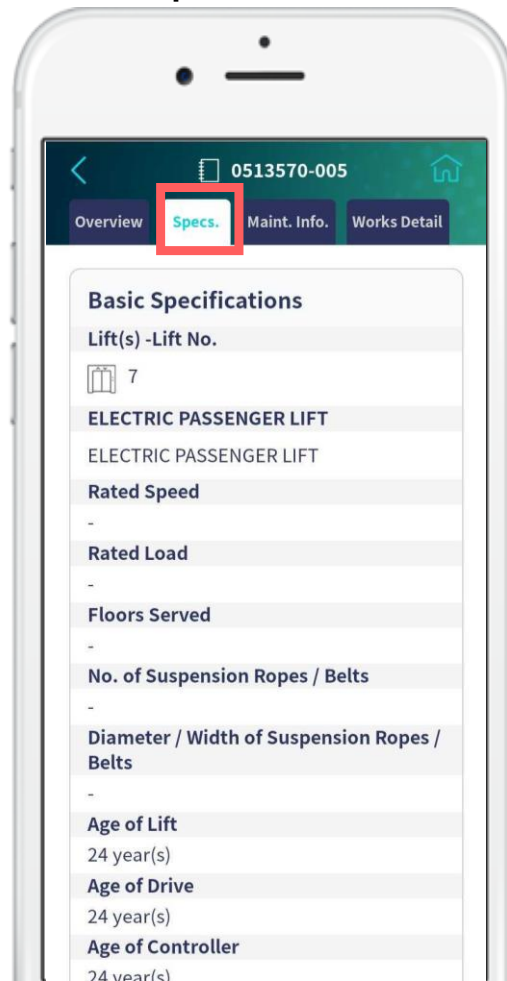
9.2 Viewing Log-books – Information of Lifts and Escalators

- 1 In addition to logs of works, you can select the tabs above to look up various information about the lifts/escalators.

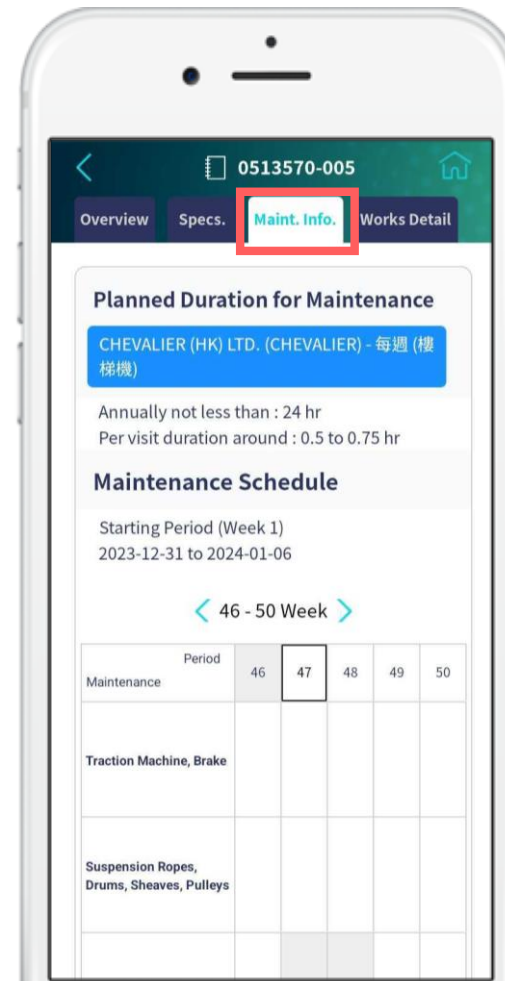
1. Overview



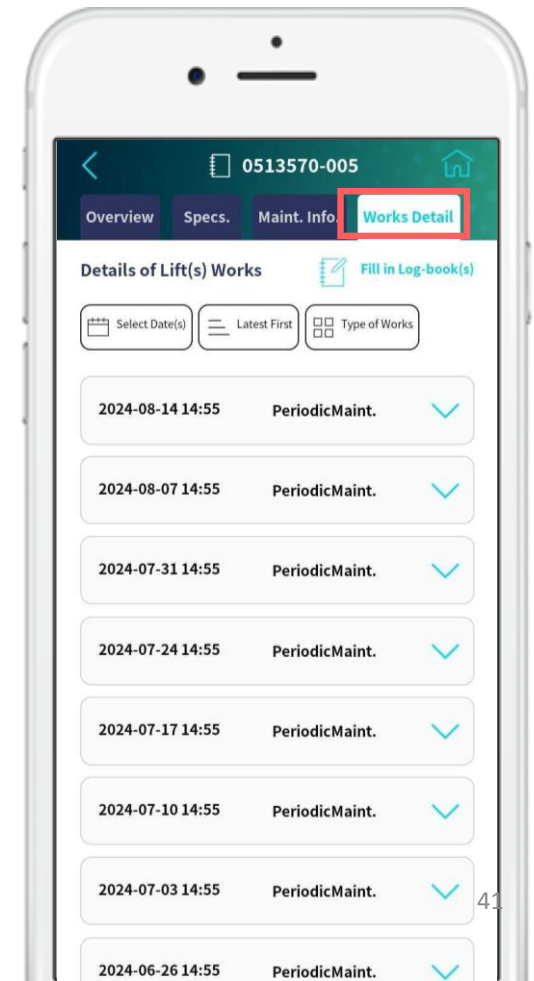
2. Specifications



3. Maintenance Information



4. Works Details

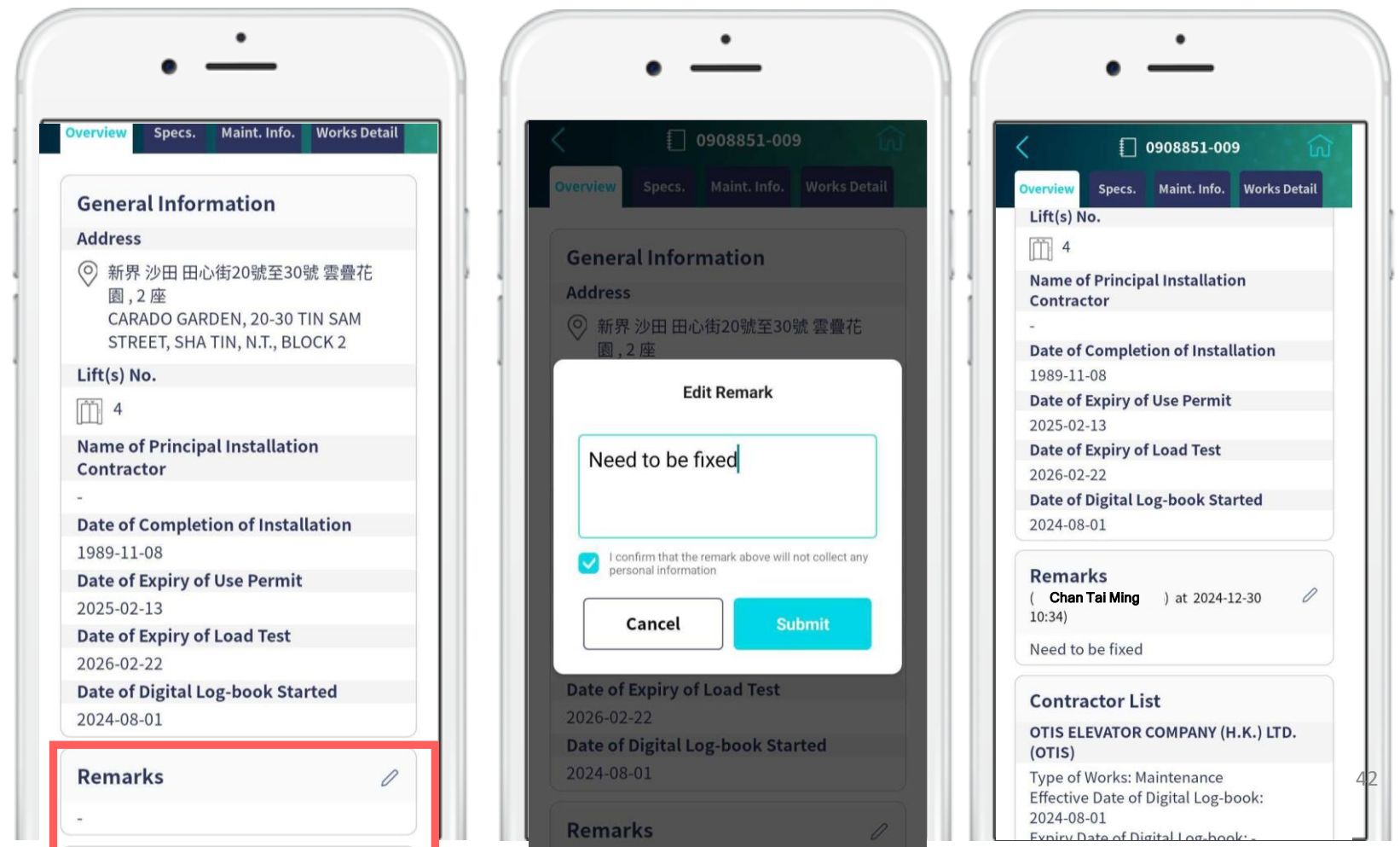


9.2 Viewing Log-books – Add Remark

You can add and edit the remark of a logbook

The remark would be shown under the general information

Users which have the logbook access right can view and edit the remark

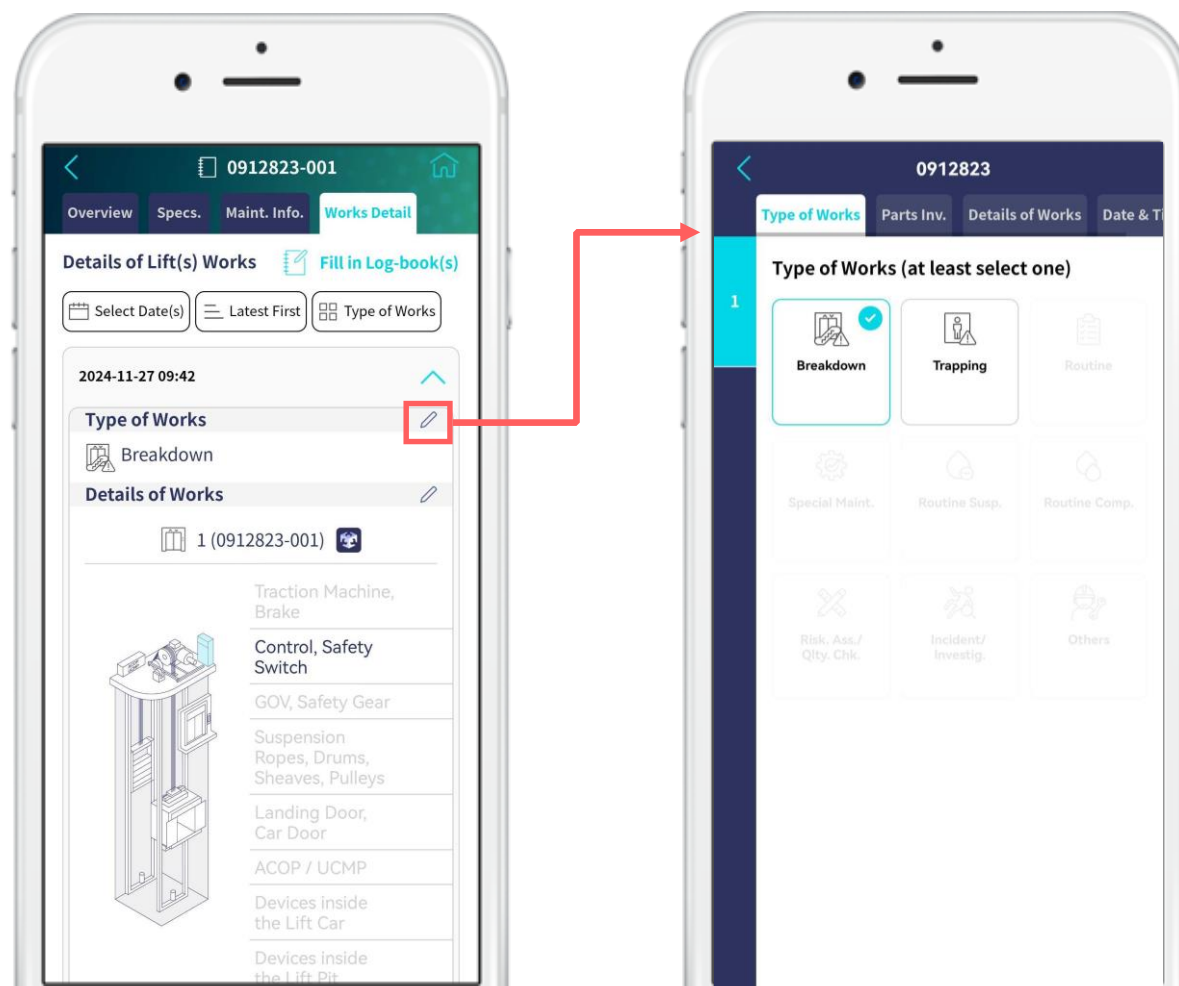


9.3 Entering / Modifying a Log

By entering the Log-book page, you can modify and input new logs at any time.

💡 All modified logs will not be deleted; they will be stored.

- 1 When checking the “ Details of Lift(s) Works ” section:
 - Click “✎” to modify the original log
 - Click “Fill in Log-book(s)” to enter a new log



9.4 Delete job records

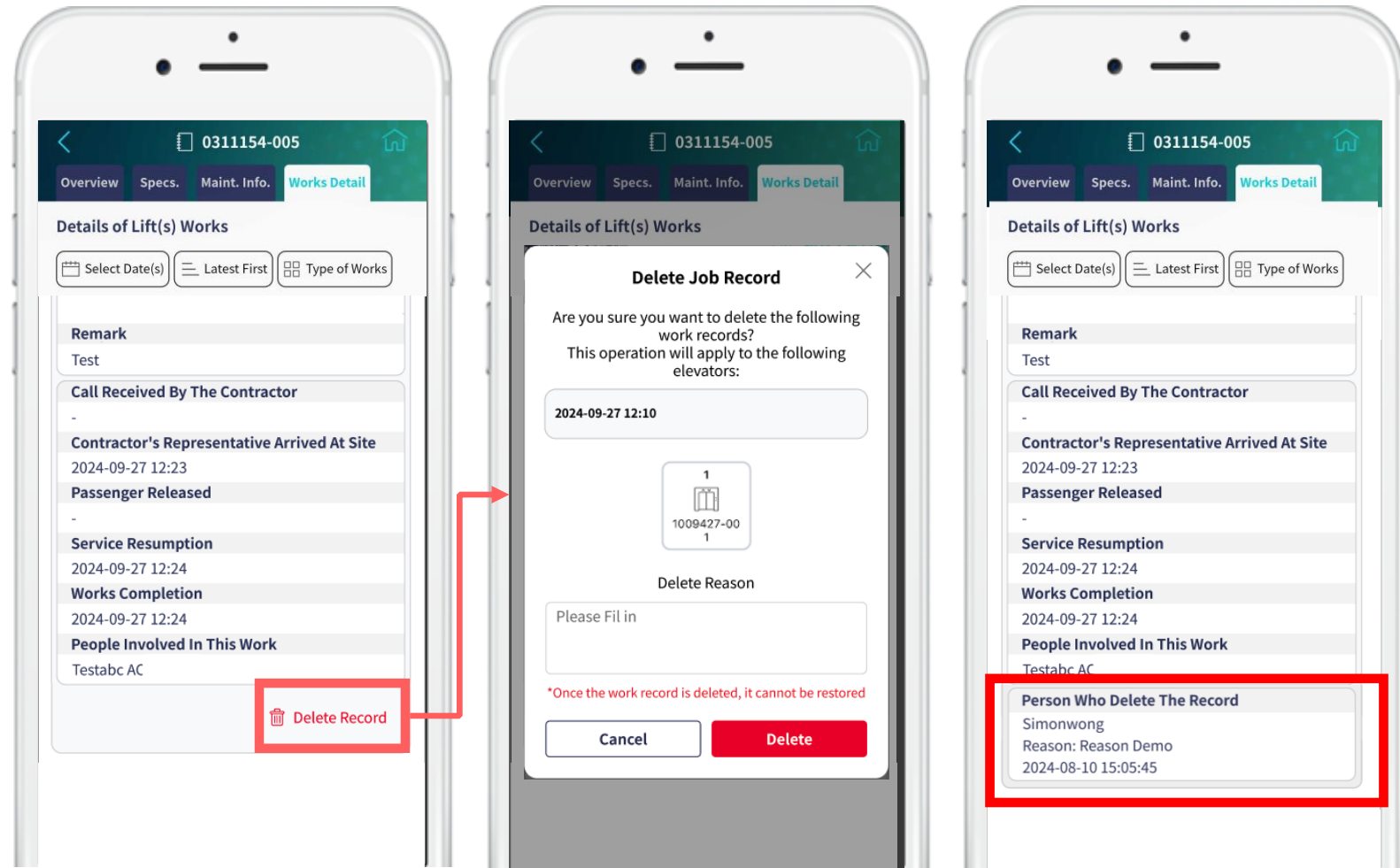
Job records can be deleted in the Works Detail Page.

1

When viewing the "Works Detail" page:
When viewing the lift work details, click "Delete record" to delete

2

After deletion, the person who deleted the work record and the reason will be available for viewing .




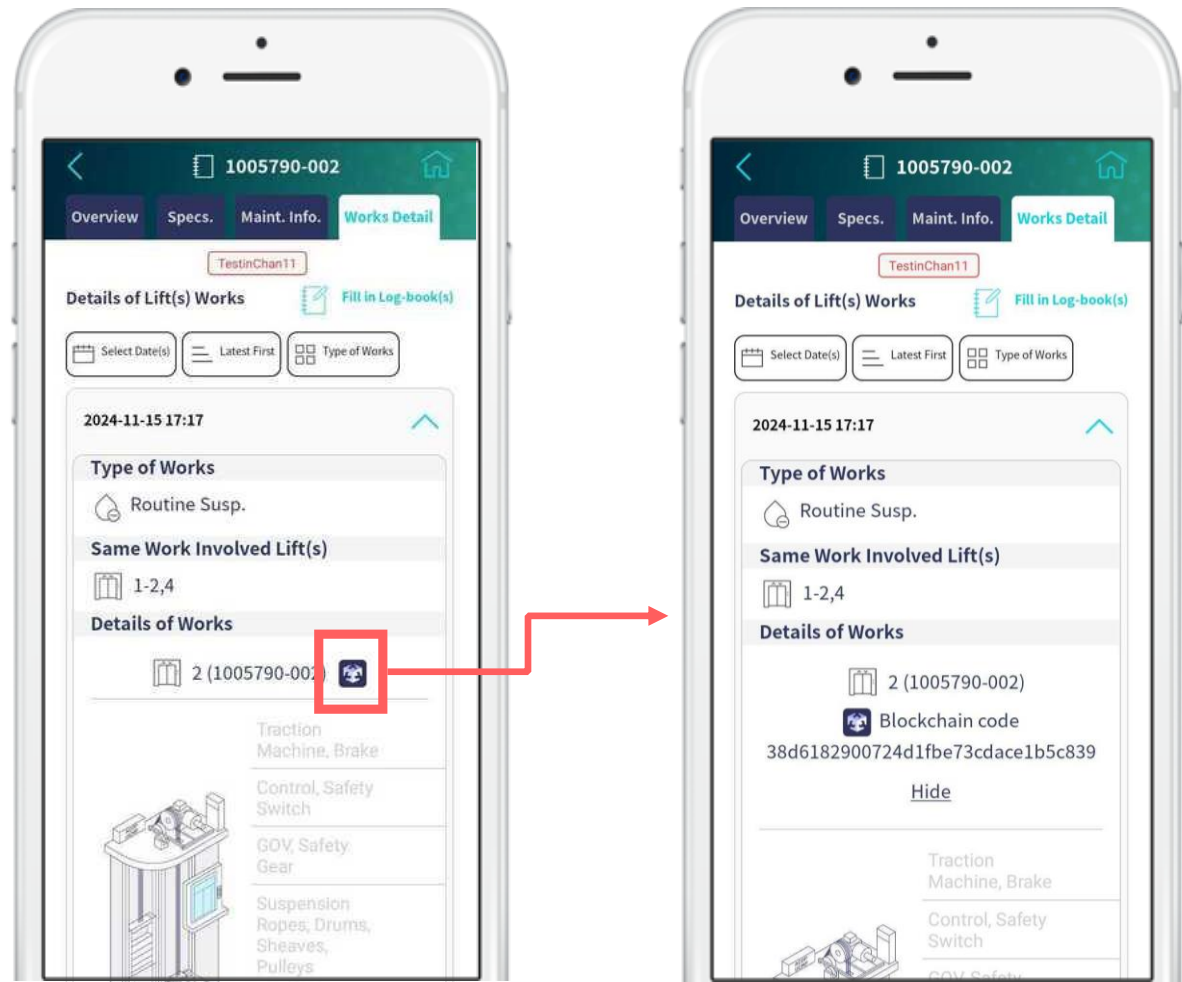
9.5 Check out the blockchain code

You can check the blockchain code by entering the Log-book page.

💡 Each work record will have an independent blockchain code.

1 When checking the “Details of Lift(s) Works” section:

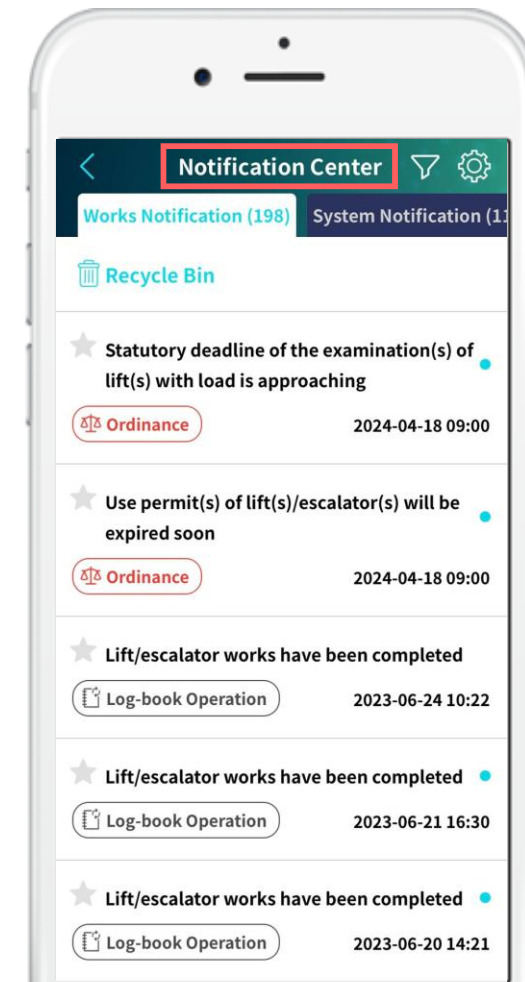
- Click “” to show the blockchain code
- Click “Hide” to hide the blockchain code



10 Smart Notification Centre

Besides entering and checking logs of works, you can also check the notifications of Lift/Escalator works in the Notification Centre for corresponding actions.

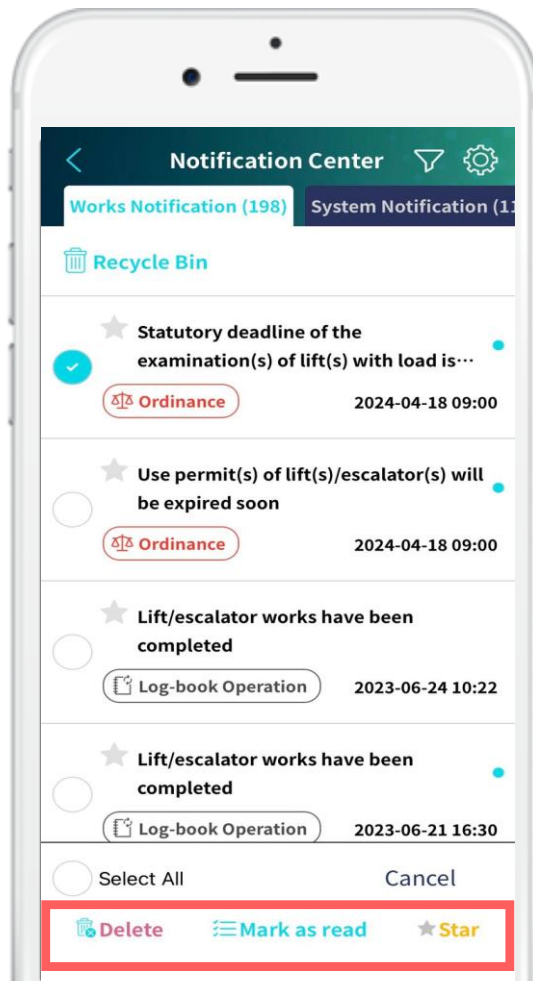
Notification Centre



10 Smart Notification Centre

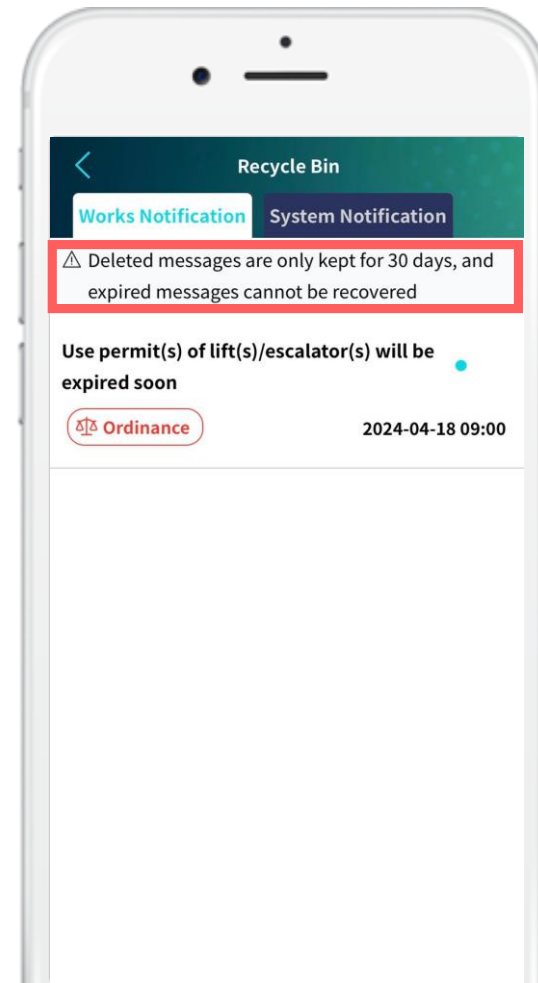
1. Edit Message

Messages can be deleted or marked as read




2. Recycle Bin

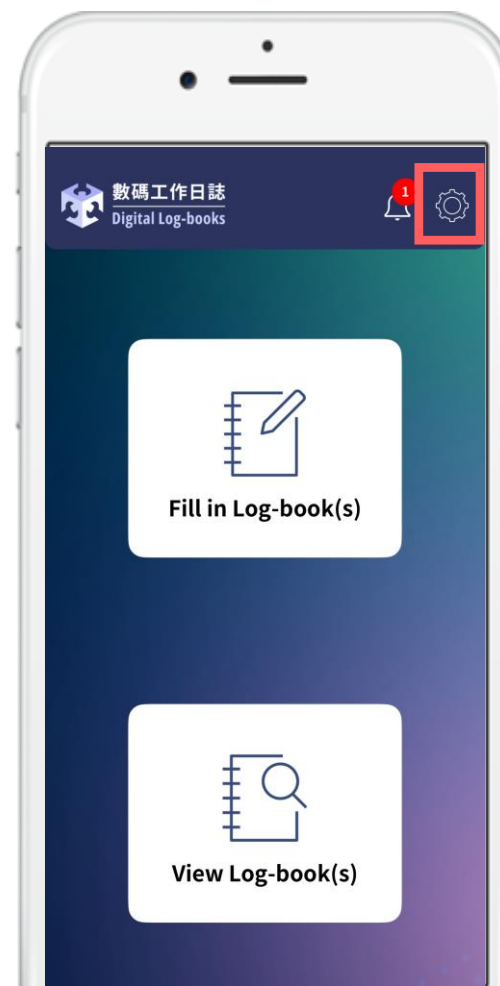
Messages will only be kept for 30 days



11 Upgrade to RE/RW

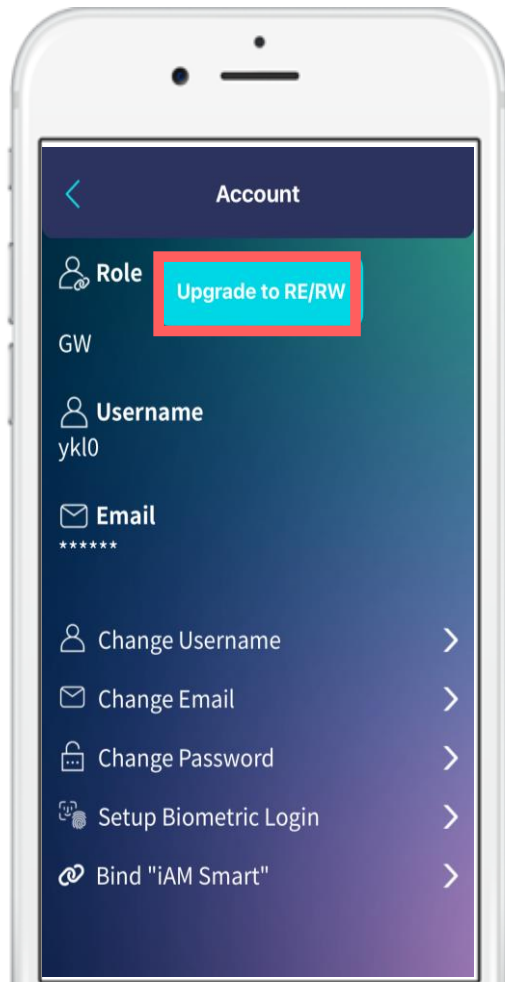
If user is registered as GW while using the app for the first time and become RE/RW afterwards, you can upgrade the account to RE/RW

- 1 Click 「」 → 「Account」



11 Upgrade to RE/RW

2 Click 「Upgrade to RE/RW」



3 Fill in information · Click 「Upgrade」

