



# Operator Onboarding Guide



## Get the App

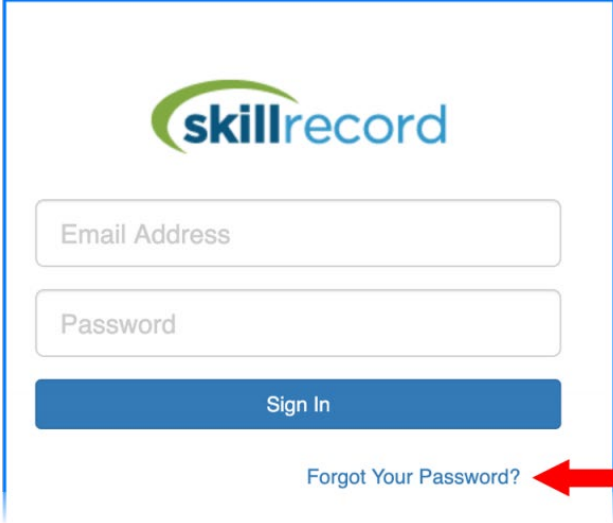
The **SkillRecord Logbook app** is available for iPhone and Android devices via the App Store/ Google Play Store.

SkillRecord Logbook weblink: <https://app.skillrecord.com/>

## Sign into SkillRecord

Enter your email address and password to sign in to SkillRecord.

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The image shows the SkillRecord login interface. At the top is the SkillRecord logo. Below it are two input fields: 'Email Address' and 'Password'. A blue 'Sign In' button is positioned below the password field. At the bottom of the form is a link that says 'Forgot Your Password?'. A red arrow points from the text 'Tap here to reset it.' to this link.

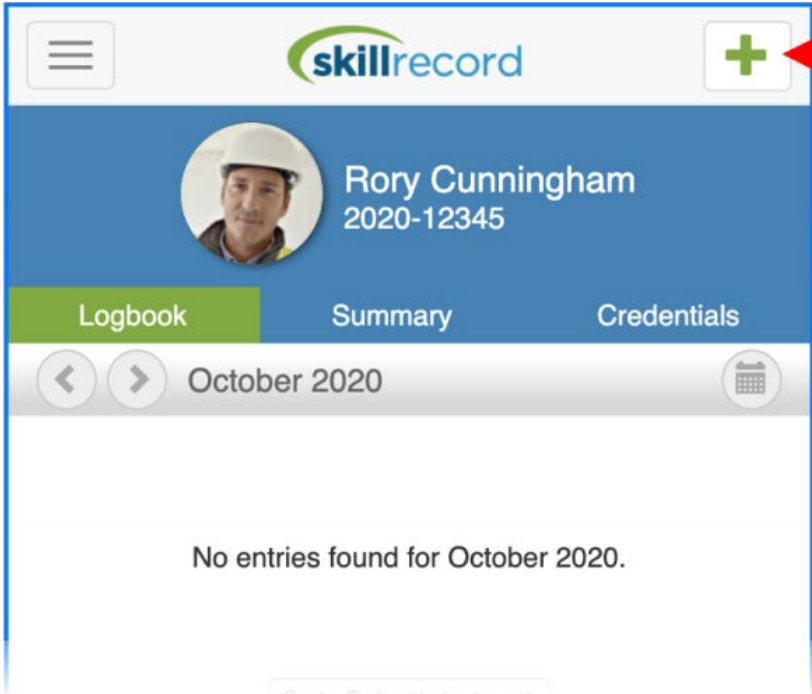
**Don't know the password for your SkillRecord account? Tap here to reset it.**

### **Hey! What is my password?**

You might not have set a password for your SkillRecord account if it created for you by your organization. If that is the case, simply tap the **Forgot your password?** link and reset it. Once you have done this you should be able to sign in.

## **Create a Logbook Entry**

Tap the green “+” button to open the Logbook Entry form.



The image shows the SkillRecord user profile screen. At the top is the SkillRecord logo and a green '+' button. Below the logo is a blue header with a circular profile picture of Rory Cunningham and his name and ID number (2020-12345). Below the header are three tabs: 'Logbook', 'Summary', and 'Credentials'. Below the tabs is a navigation bar with left and right arrows, the text 'October 2020', and a calendar icon. Below the navigation bar is a message that says 'No entries found for October 2020.' A red arrow points from the text 'Add a logbook entry' to the green '+' button.

**Add a logbook entry**

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Fill out the form with as much detail as you can.

The first time you create a logbook entry, some fields (i.e. employers, projects and equipment) may not have any options listed. Click the “+” icon beside these fields to add a new option.

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The screenshot shows a mobile application form titled "New Entry". The form contains several sections: "Employer" (dropdown menu with "ACME Cranes"), "Project" (dropdown menu with "Main Street Overpass"), "Date" (three dropdown menus for month, day, and year), "Hours Worked" (two dropdown menus for hours and minutes), "Equipment" (dropdown menu with "Liebherr HTC-86100 (101 - 150 ton)"), "Work Performed" (dropdown menu with "Construction"), a list of checkboxes for specific tasks, a "Notes" text area, and a "Save" button at the bottom. Red arrows and text boxes point to each of these elements, providing instructions on how to use them.

**Employer**  
ACME Cranes +

**Project**  
Main Street Overpass +

**Date**  
October 15 2020

**Hours Worked**  
7 hours 45 mins

**Equipment**  
Liebherr HTC-86100 (101 - 150 ton) +

**Work Performed**  
Construction

- Tilt-wall construction
- Operate a crane with a luffing jib
- Perform a multi-crane lift
- Perform a "pick and carry" lift
- Perform a "blind" lift
- Placing bridge girders
- Steel erection
- Hoisting buckets of concrete
- Operate a crane with a suspended/attached personnel platform
- Operate a barge mounted crane
- Operate cranes with heavy lift attachments

**Notes**  
Windy conditions today. Multi-crane lift postponed.

**Save**

**What project were you working on?**

**When did you work?  
How many hours?**

**What type of equipment did you use?**

**What type of work did you perform?  
(i.e. Choose a category.)**

**Common tasks for the selected category appear here. Check any that apply.**

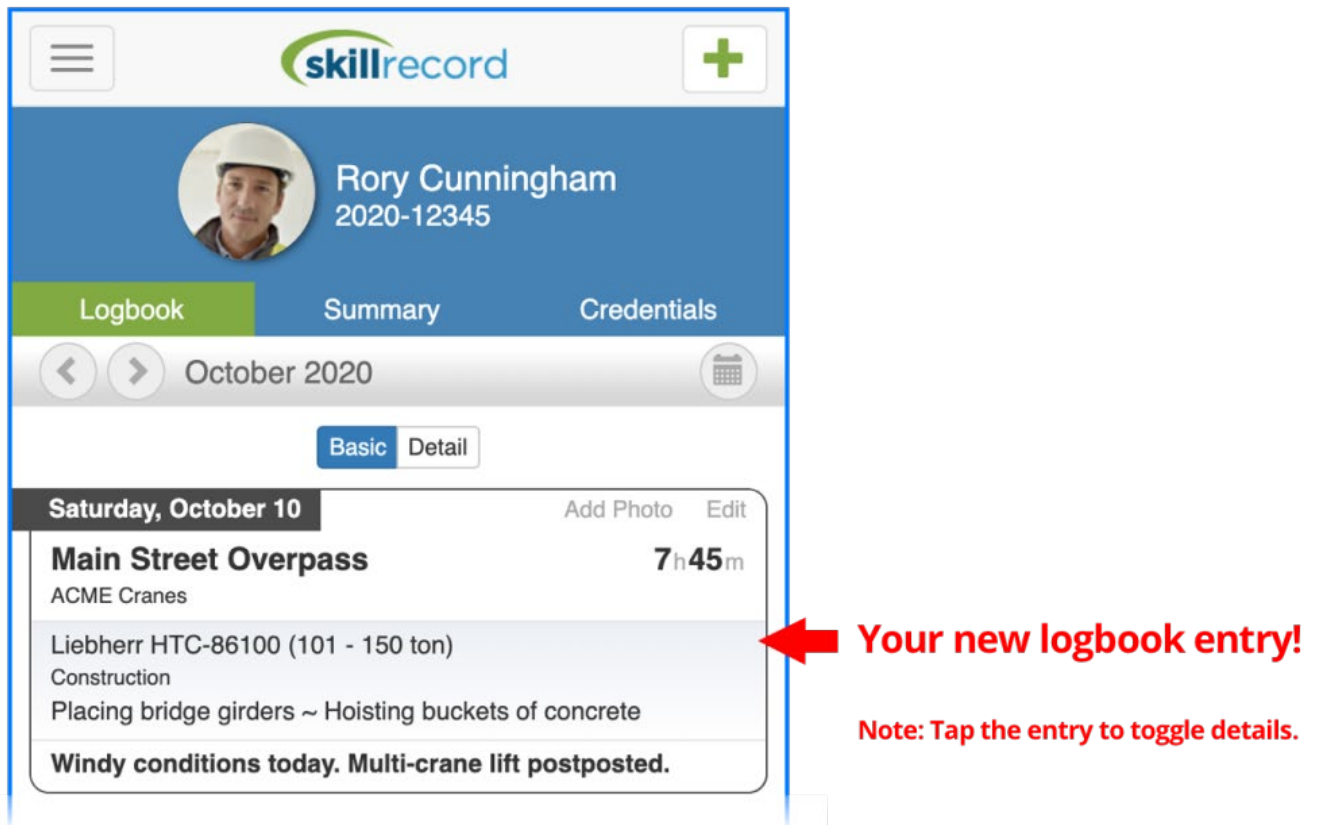
**Provide any other relevant details here.**

**Tap "Save" when you are done!**

When you are done, tap the **Save** button at the bottom of the screen.

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Congratulations! You just created your first logbook entry.



Adding more logbook entries is even faster and easier. Several fields on the logbook entry form will be pre-filled with your most recent selections. This often reduces the amount of data entry required – assuming you do similar work several days in a row – so you can focus on capturing what is unique about each work day.

## **Add a Photo**

Photos can be attached to specific logbook entries and are great way to illustrate the work you have done.

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To add a photo, tap the **Add Photo** link on one of your logbook entries. On the following screen, tap the **Select Photo** button. From there you can either take a new photo or select an existing photo from your photo library. When the photo finishes uploading, it will appear at the bottom of your logbook entry. Tap on it for a closer look!

## Other Features

Once you have several logbook entries, it is helpful to know how to navigate around your logbook. Some of those options are highlighted below.

**Update personal details, upload an "avatar" image, etc...**

**Logbook entry detail**

**Logbook summary**

**Credential status**  
Not logbook related. Your organization may or may not support this feature.

**Display entries on a calendar**  
Short cut: Click a day on this calendar to create an entry for that date.

**Navigate logbook by month**

## **Operator Onboarding Guide - SkillRecord**

Of particular interest is the **Summary** screen, which tallies total hours logged and provides breakdowns of your entries by project, equipment and type of work performed.

## **Logbook Reviewers**

Other SkillRecord users in your organization may be given permission to review and approve your logbook entries. Approved logbook entries will appear with a green check mark and can no longer be modified.

That's enough information to get you started. Happy logbooking!