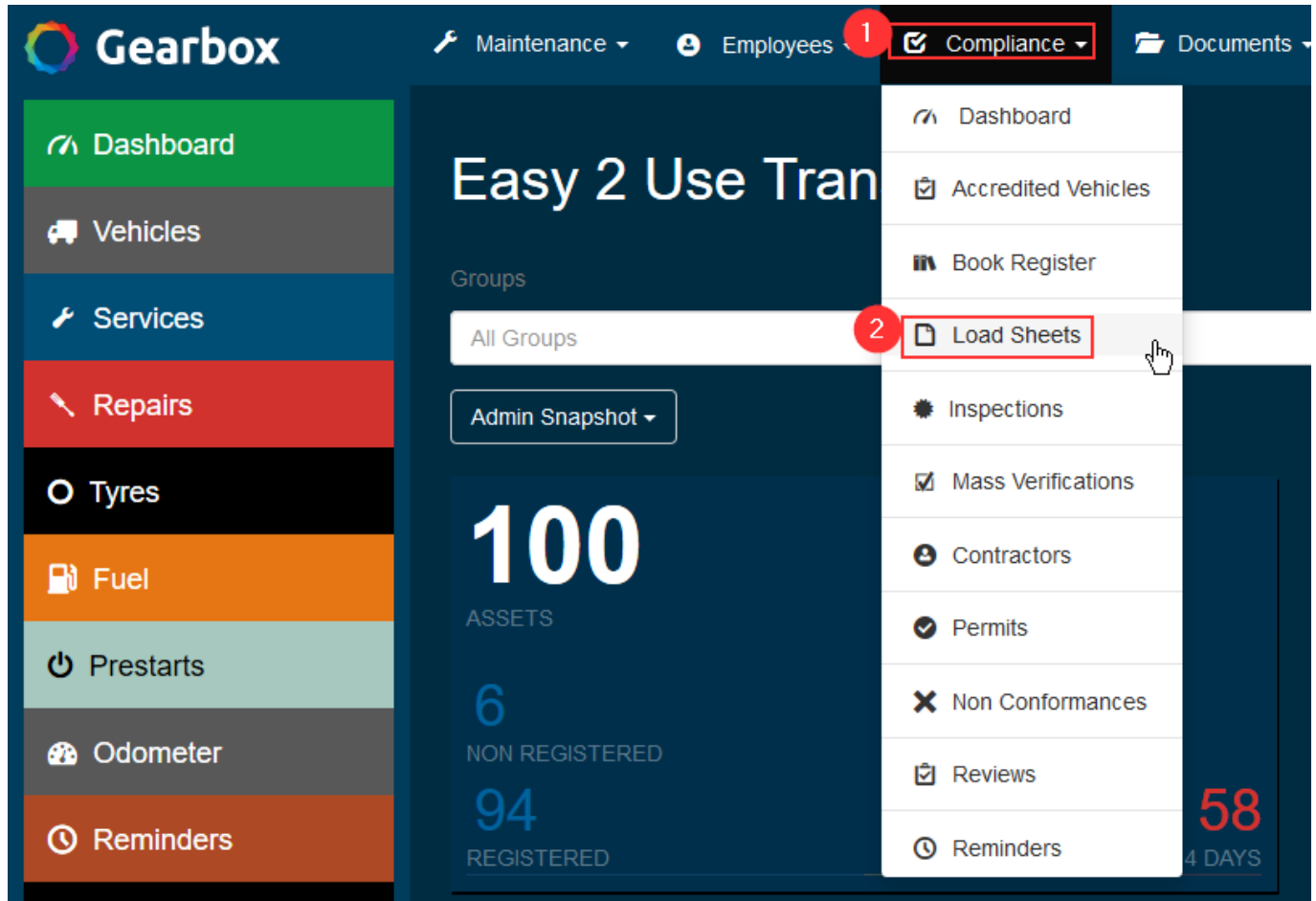
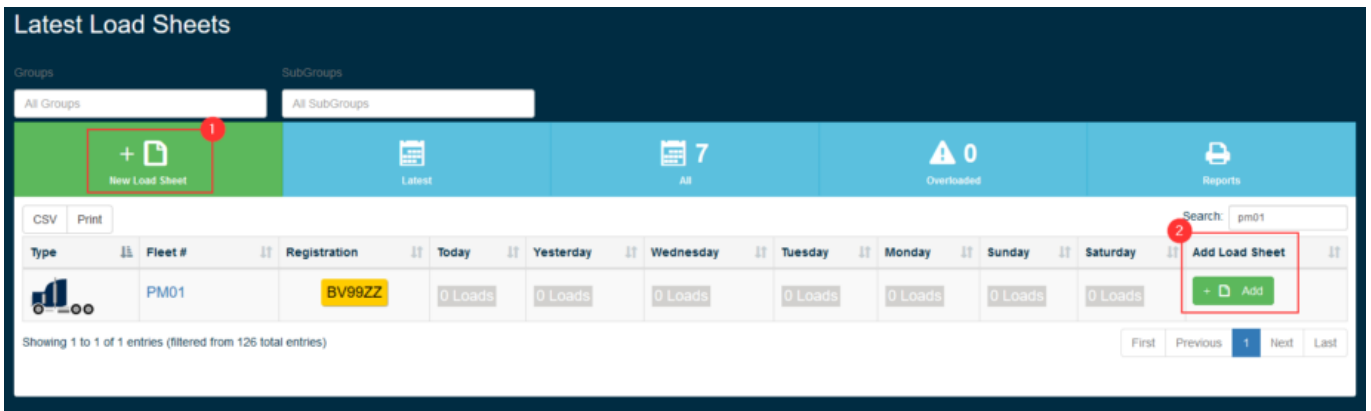


Navigate to the Load Sheet section of Gearbox by clicking 'Compliance' (1) and select 'Load Sheets' (2):



You can either click the 'New Load Sheet' (1) button or click the '+ Add' (2) button. Clicking the '+ Add' button will pre-fill the vehicle information:



Enter the 'Load Sheet Date' (1) and select the relevant Vehicle (2) if it is not pre-filled. The remaining fields are optional but have been filled in the below example:

1 * Load sheet date
12/10/2018

2 * Vehicle
PM01 [BV99ZZ]

Employee
Jared Winton

Mass Scheme
GML

Page number
ABC123

Period
Week

Visual Mileage Reading
0

This is the actual dashboard reading you see in your vehicle

Km/Miles
1000000

This value has an offset of 1000000 applied

Loads
14

Hours
0

Overloads
0

Not recorded
0

Notes
Loads for the week ending 14/10/2018

More information ▼

Documents + Attach New Document

If you want to add Documents, e.g. load dockets, you must save the Load Sheet first.

Click 'Save and Close' and you will be returned to the Latest Load Sheets view, you will see the relevant day has been coloured:

Add / Edit a Load Sheet

Latest Load Sheets

Groups: All Groups | SubGroups: All SubGroups

Buttons: + New Load Sheet | Latest | 8 All | 0 Overloaded | Reports

Search: pm01

Type	Fleet #	Registration	Today	Yesterday	Wednesday	Tuesday	Monday	Sunday	Saturday	Add Load Sheet
	PM01	BV99ZZ	14 Loads	0 Loads	0 Loads	0 Loads	0 Loads	0 Loads	0 Loads	+ Add

Showing 1 to 1 of 1 entries (filtered from 126 total entries)

Navigation: First | Previous | 1 | Next | Last

Colour Code:

: No overloads

: One or more overloads

: Zero loads recorded