

Under the Employee module of Gearbox you will have the option to add employee/driver Diary Pages into your system. To create a Diary Page record in Gearbox please see below.



The full Employee module must be part of your subscription to add Diary Pages.

Creating a Diary Page record

Under the **Employees** module click on **Diary Pages** and then click **New Diary Page**.

The screenshot displays the Gearbox software interface. At the top, a navigation bar includes 'Maintenance', 'Employees', 'Compliance', 'Documents', 'Repairers', 'Parts', and a search field. The 'Employees' module is active, and its sidebar menu is open, showing options like 'Dashboard', 'Employee', 'Diary Pages', 'Medicals', 'Training', 'Equipment Issue', 'Incidents', 'Fit For Duty', and 'Reminders'. The 'Diary Pages' option is highlighted. In the main content area, there is a green header with a 'New Diary Page' button (a plus sign and a bar chart icon) highlighted with a red box. Below this, a bar chart shows zero bars, and the text 'No Diary pages' is displayed, with a note: 'Click on the + new button to add a new Diary page.'

A new Diary Page record will be created which you can then fill out all necessary fields, click Save and Continue to save the record.

New Diary Page

* Employee
Employee 1

* Diary page date
07/01/2020

Diary page reference
808

Notes
Sample notes

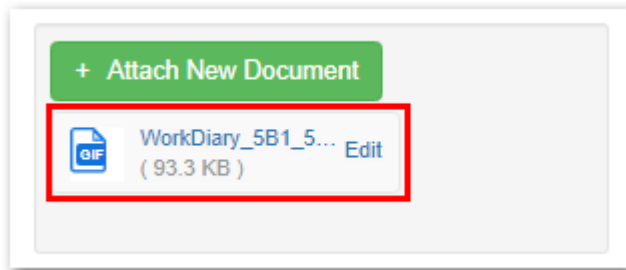
+ Attach New Document

Cancel Save and continue Save and close

Once the record is saved you can now add an attachment such as a scanned copy of the driver's diary page. Click **Attach New Document** to upload a document and **Save and Continue** when uploaded. Once saved you can click on the **document's name** to view the document within the browser or click **Edit** to add additional information or tags against the document.



Documents module must be part of your subscription in order to upload documents/images to Gearbox.



Click **Save and Close** to finalise the Diary Page record which will take you to the main Diary Page page which will display all Diary Pages entered into Gearbox within the date range specified.

Date	Employee	Contractor	Diary Page #	Notes
07/01/2020	Employee 1	x	808	Sample notes

If you require any additional assistance please contact [Support](#)