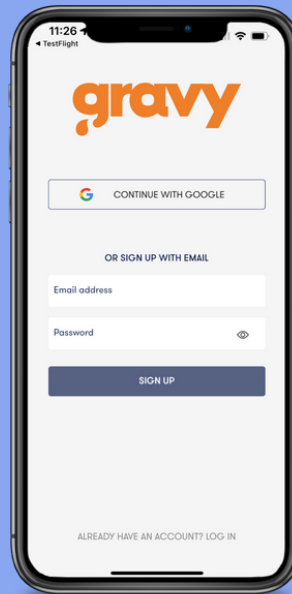


# A STEP-BY-STEP GUIDE

## SIGN UP

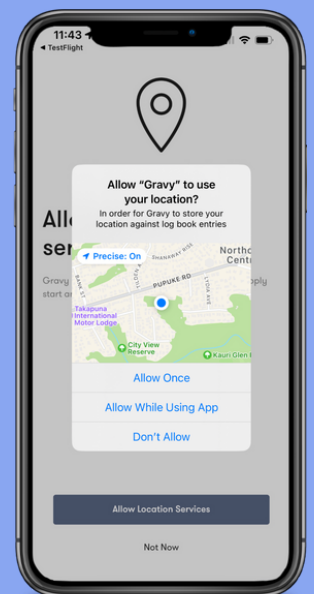
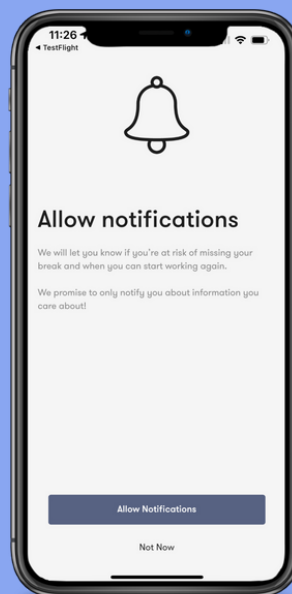
1

Continue with Google or enter your email and select a password  
Read and agree to the terms and conditions and Sign up.



2

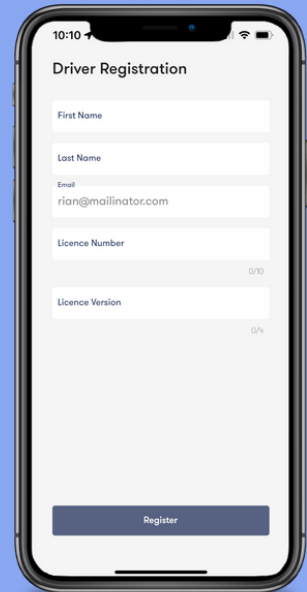
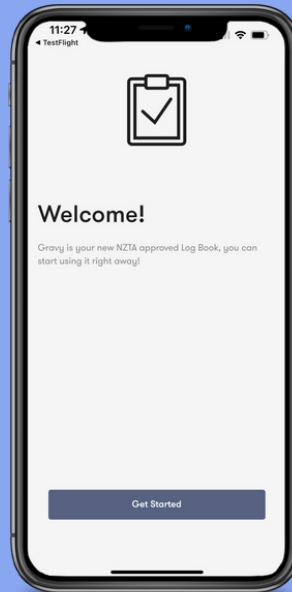
Select Allow Notifications so you can receive break reminders.  
Select Allow Location Services and Allow While Using App so Slice can help you log your locations.



# UPDATE PROFILE

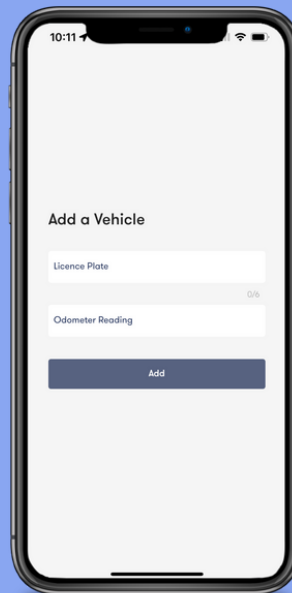
1

Click get started.  
Add your registration  
details: name,  
licence number and  
version.



2

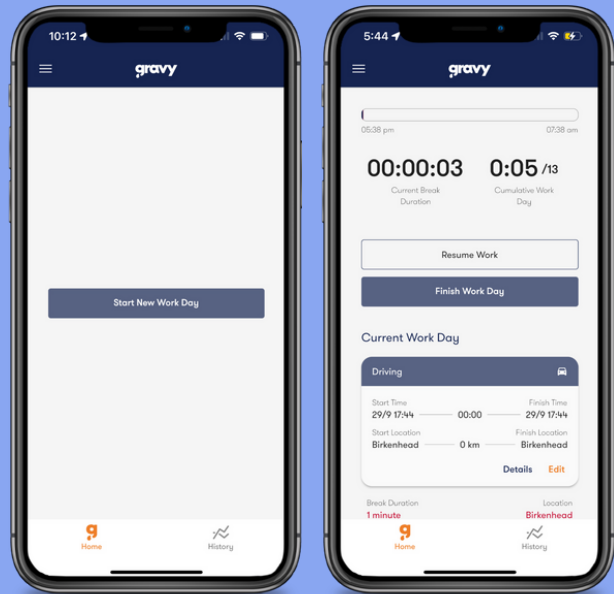
Add your vehicle  
details: licence plate  
and odometer  
reading.



# START NEW WORK DAY/START DRIVING OR START OTHER WORK

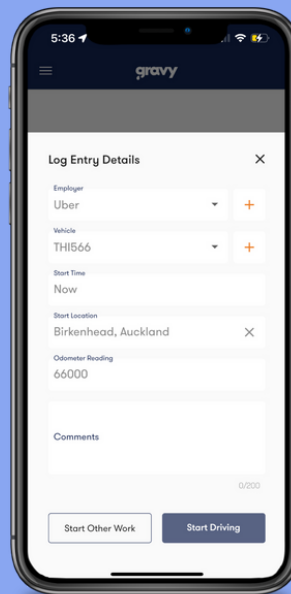
1

Get started by selecting Start New Work Day (image on left). If your day has already started and you are starting other work or driving, select Resume work (image on right).



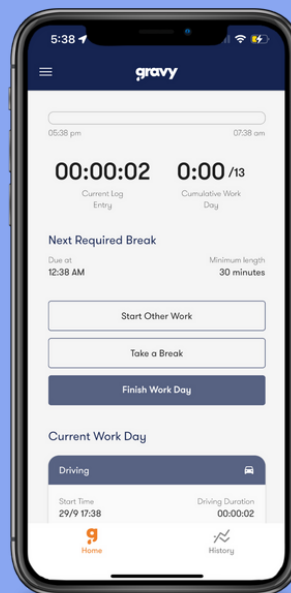
2

Select your employer or add a new employer. Select your vehicles registration or add a new registration. Amend the location if incorrect. Add your odometer (optional).



3

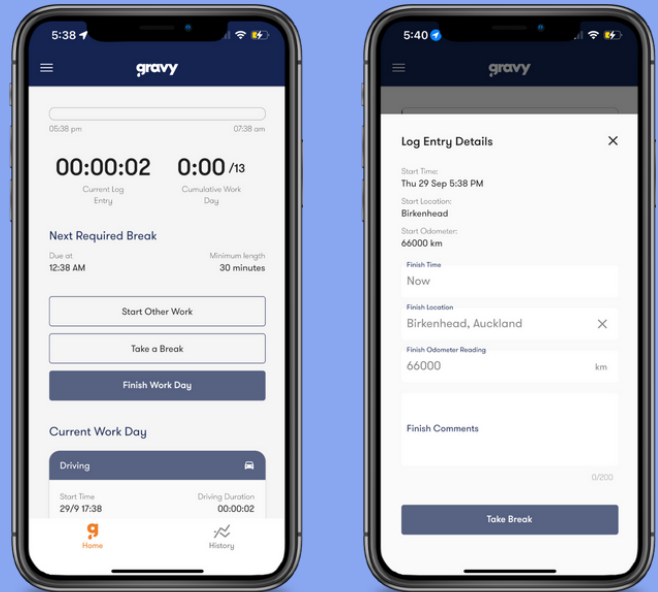
Select Start Driving or Start Other Work and see your journey start the timer.



# TAKE A BREAK

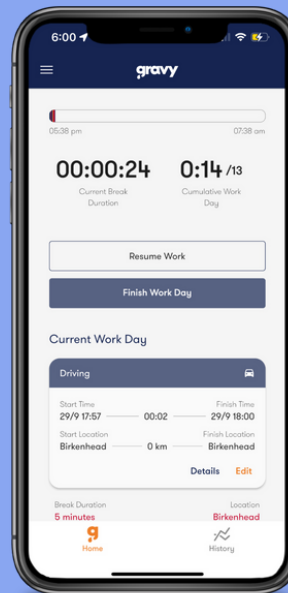
1

Select Take a Break on the dashboard. Confirm the finish time of your Driving or Other Work. Confirm or amend the finish location. Enter your finish odometer reading (optional) and add any comments if required.



2

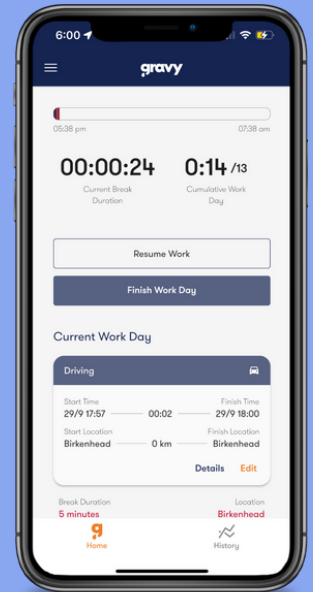
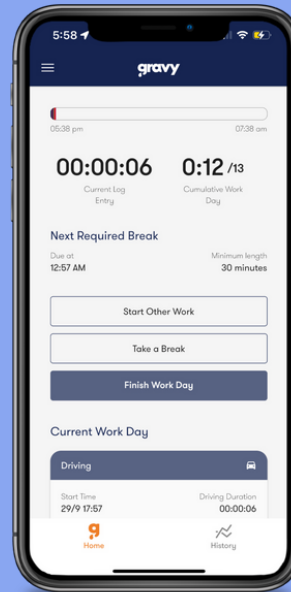
You will know you have successfully taken a break when you see Current Break Duration showing on the top left.



# STOP DRIVING OR OTHER WORK / FINISH WORK DAY

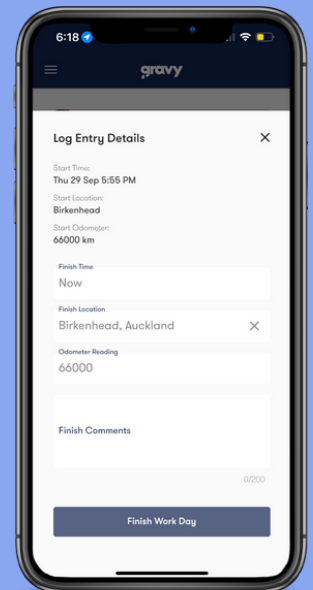
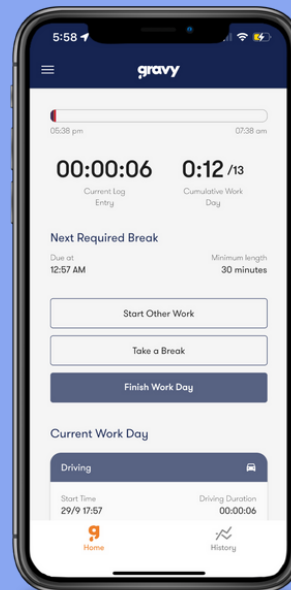
1

Select Take a Break to stop Driving or Other Work (image one). Your Driving or Other Work time will stop running immediately and you will see Current Break Duration showing on the top left (image two).



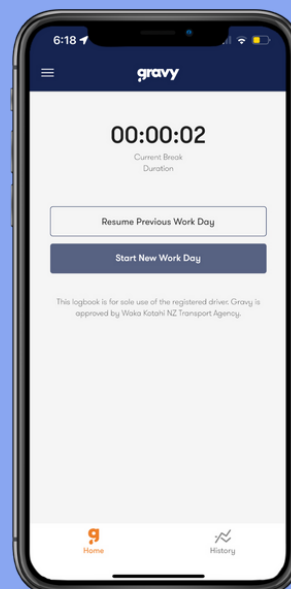
2

To Finish Work Day Select Finish Work Day. You can do this if you are already on a Break or if you are Driving or doing Other Work. Confirm or amend your details for Finish Time, Finish Location and Finish Odometer (optional) and add any comments.



3

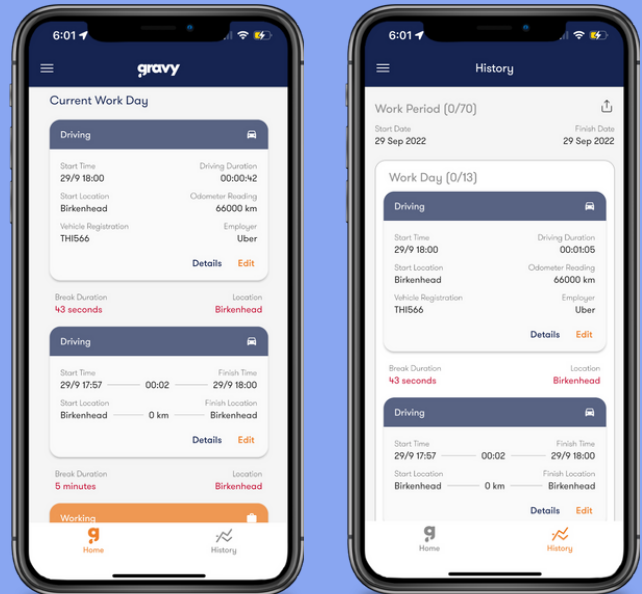
You will know you have successfully Finished your Work Day when you see Current Break Duration and Start New Work Day as an option for when you are ready to work again.



# AMEND OTHER WORK OR DRIVING

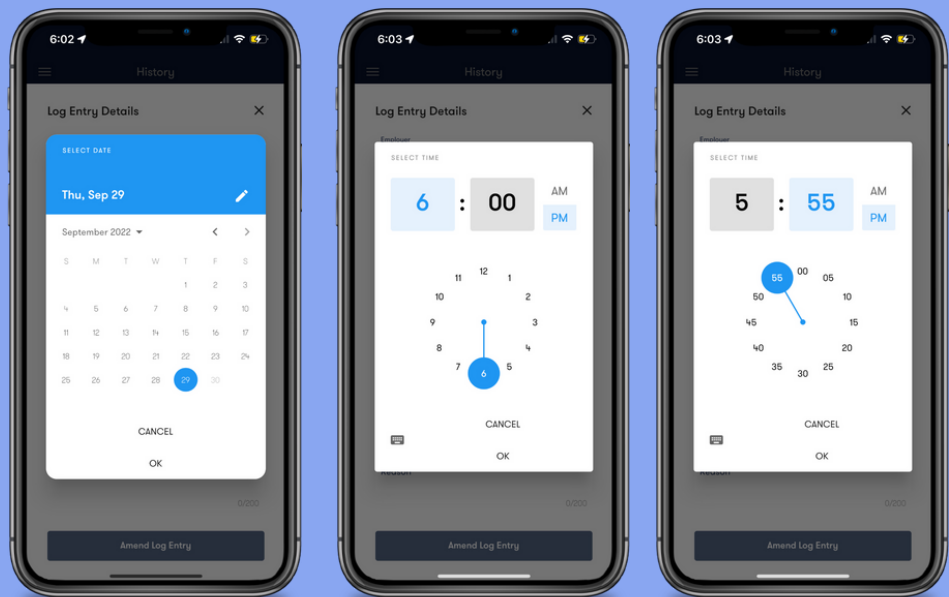
1

To Amend an entry go to the home page or history and select edit on the entry. Make any changes.



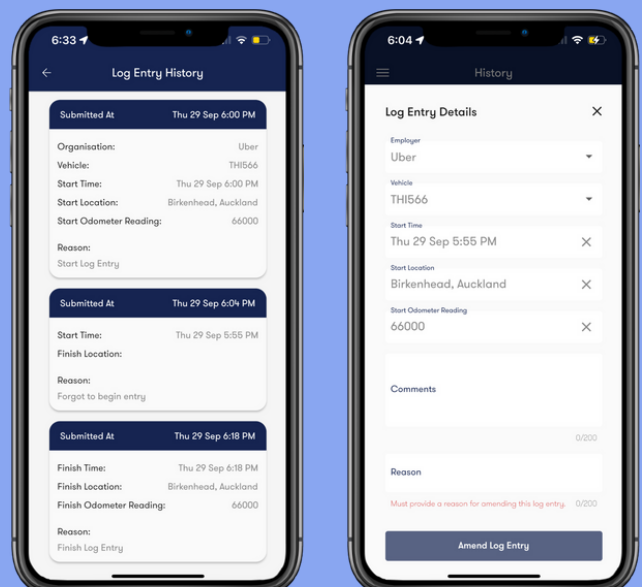
2

If wanting to change the time and not the date. Confirm the date by selecting it again and then you will be shown a clock. Select the correct time.



3

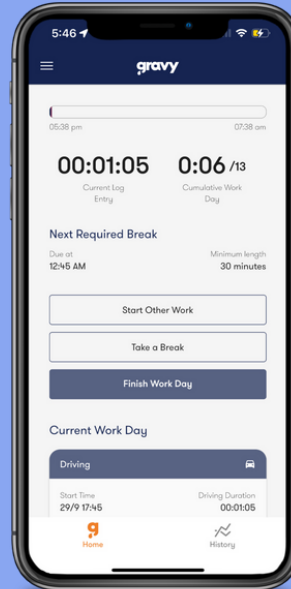
You need to provide a reason for any amendment. Once complete you can click Details on the entry and see your amendment captured. i.e. Reason: Forgot to begin entry.



# CHANGE FROM DRIVING TO OTHER WORK TO AND BACK

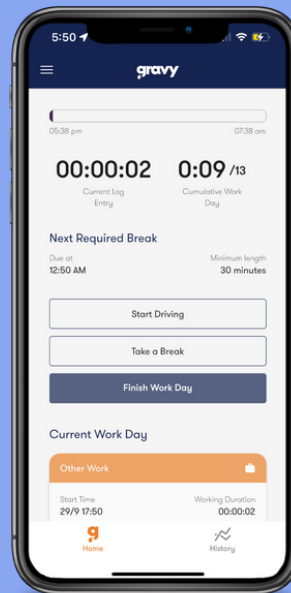
1

If you are currently Driving and want to go straight to logging Other Work, select Start Other Work from the dashboard.



2

If you are currently performing Other Work and want to go straight to Driving, select Start Driving from the dashboard.



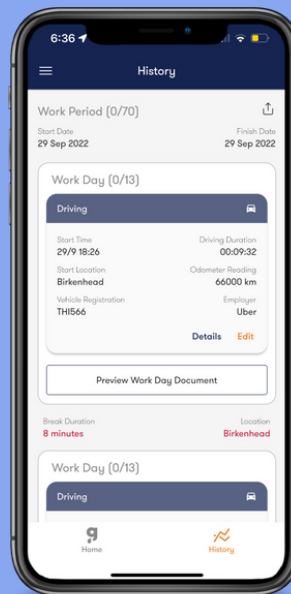
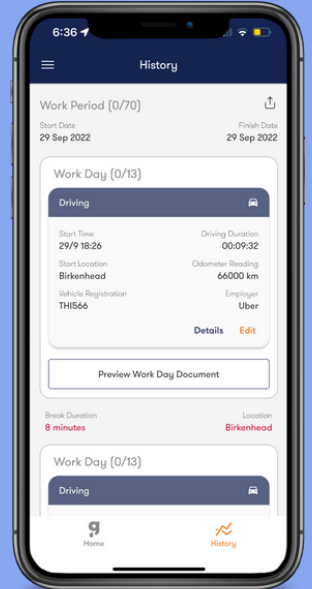
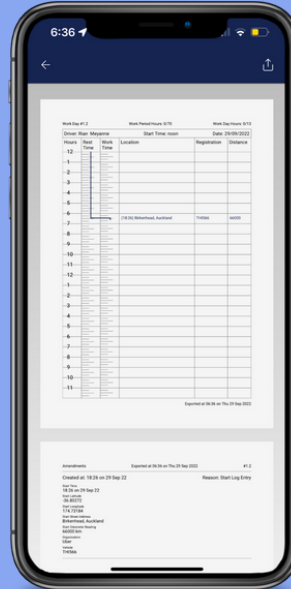
# EXPORT OR SHARE DATA ENTRIES

1

You can view your entries as a paper logbook under History. To export as a pdf select Preview Work Day Document and when viewing, select the share tray at the top right. Airdrop to your device or email to yourself or someone else.

2

You can view your entries under History. To export these select the share tray top right and download a CSV copy by airdrop to your device or by emailing to yourself or someone else.





# ***NOTIFICATIONS***

1

Make sure you enable notifications so you can receive reminders when your break is due.

2

Reminders will come through for your :  
30min break due  
10 hour break due  
24 hour break due

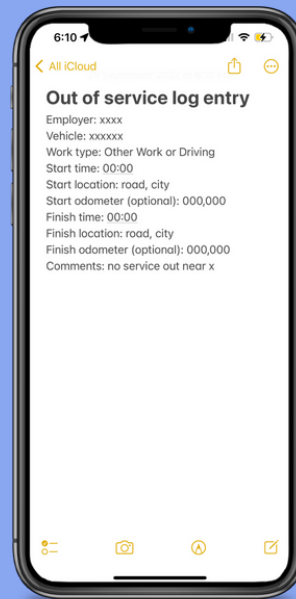
3

When you have been driving for longer than allowed, remember to take your break as soon as possible and add a note to your entry if there is a reason for you being late to take a break.

# OUT OF SERVICE

1

If you are out of service and unable to log an entry make a note on paper or in your notes app about your work activity.



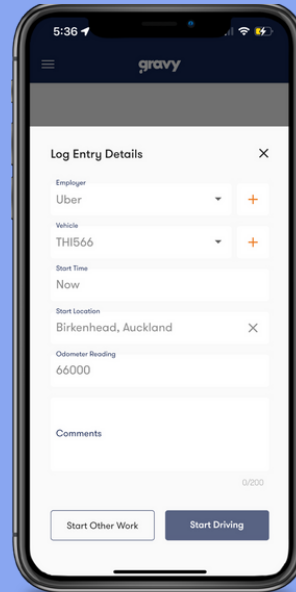
2

When you are back in reception log your offline activity by creating an entry under Start New Work Day/Start Other Work or Start Driving like normal and include a note referring to your being out of service.

# OPERATOR

1

Drivers are required to select or define the companies they work for.



2

Once your company has been selected by a driver you will be enrolled to receive information relating to that driver as required for regulatory purposes.

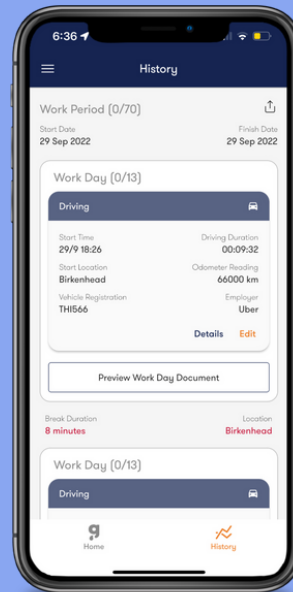
3

Gravy automatically transfers relevant data from CSV via email to an operator as required or can integrate with your API.

# ENFORCEMENT

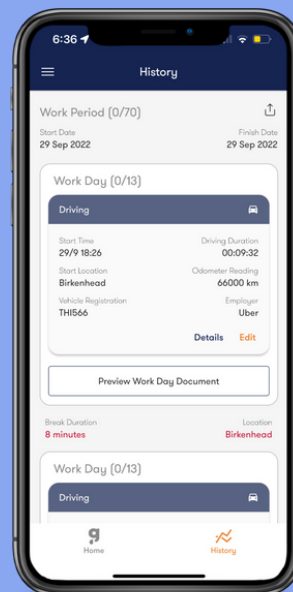
1

Officers can view entries under History by clicking Preview Work Document. If required they can request the driver to export and email to the officer on duty. To export as a pdf select Preview Work Day Document and when viewing select the share tray at the top right, airdrop to your device or email to yourself or someone else.



2

Officers can view entries under History as a CSV. To export these select the share tray top right and download a CSV copy by airdrop to your device or email to yourself or someone else.



3

Officers can request additional data be provided by Gravy. Gravy will look to provide required data 7 days from receipt of this request.

Gravy stores all records for 12months ensuring integrity should an event occur where the logbook data is required as evidence in The New Zealand Court of Law.

# TERMS OF SERVICE AND PRIVACY POLICY

These are the terms that apply to the Gravy platform and the services made available through it now and in the future (Gravy). The Gravy platform ("gravy", "gravy limited", "us", "we" or "our"). These terms are between Gravy, and you, the Gravy user. You agree that by accessing, browsing and/or using Gravy you are deemed to confirm that you have read and will comply with these terms.

We may change these terms at any time by publishing updated terms on Gravy. By continuing to use Gravy after the terms have been updated, you are deemed to confirm that you have read and accepted the latest version of these terms.

Please check the terms published on Gravy periodically for changes.

## Gravy

You understand and acknowledge that this is the first version of Gravy, which is made available on an "AS IS" and "AS AVAILABLE" basis. This means that Gravy:

is in its first release with initial functionality and features only (and we may add or remove features available for you via Gravy at any time without prior notice);

may contain errors, design flaws or other problems; and  
may be suspended or stopped at any time, for any reason.

## Eligibility for use

Hold a current New Zealand or Australian commercial drivers license,

Have the power to enter a binding contract with us and are not be barred from doing so under any applicable laws, and

Be a resident in New Zealand or Australia

You warrant that any registration information that you submit to Gravy is true, accurate and complete, and you agree to keep it that way at all times.

You acknowledge that Gravy is only to be used by you, the registered driver.

## Trials

We may offer trials of the Gravy application for a specified period without payment (a "Trial"). Gravy reserves the right, at our absolute discretion, to determine your eligibility for a Trial, and to withdraw or to modify a Trial at any time without prior notice and without liability.

We may require you to provide your payment details to start the Trial. At the end of such Trials, we may automatically start to charge you for the Service on the first day following the end of the Trial, on a recurring monthly or annual basis depending on the Trial. By providing your payment details in conjunction with the Trial, you agree to this charge.

## Payments and Cancellations

If you have a Paid Subscription, your payment to Gravy will automatically renew at the end of the subscription period, unless you cancel your Paid Subscription through your subscription page before the end of the current subscription period. The cancellation will take effect the day after the last day of the current subscription period. After this you will no longer be able to use Gravy to log your work-time. You will however, still have access to your existing work history. Gravy may change the price for the Paid Subscriptions from time to time, and will communicate any price changes to you. Price changes for Paid Subscriptions will take effect at the start of the next subscription period following the date of the price change. By continuing to use the Gravy Service after the price change takes effect, you accept the new price.

## No warranty

Because Gravy is still in development, it will not necessarily run uninterrupted, or error free or free from unauthorised access. In addition, Gravy does not warrant, endorse, guarantee or assume responsibility for any Third Party Applications, Third Party Application content, User Content, or any other product or service advertised or offered by a third party on or through the Gravy Service or any hyperlinked website, or featured in any banner or other advertising.

You understand and agree that Gravy is not responsible or liable for any transaction between you and third-party providers of Third Party Applications or products or services advertised on or through the Gravy Service. As with any purchase of a product or service through any medium or in any environment, you should use your judgment and exercise caution where appropriate. No advice or information whether oral or in writing obtained by you from Gravy shall create any warranty on behalf of Gravy in this regard.

## Third Party Applications

The Gravy Service may provide a platform for third party applications, websites and services to make available products and services to you ("Third Party Applications"), and your use of these Third Party Applications is subject to their terms of use. You understand and agree that Gravy is not responsible or liable for the behaviour, features, or content of any Third Party Application.

## Consideration

In consideration for the rights granted to you under these Terms, you grant us the right to allow the Gravy to use the processor, bandwidth and storage hardware on your Device(s) in order to facilitate the operation of the Service, to provide advertising and other information to you, and to allow third party applications to do the same.

These Terms are not intended to grant rights to anyone except you and Gravy, and in no event shall these Terms create any third party beneficiary rights. Any failure by Gravy to enforce these Terms or any provision thereof shall not waive Gravy's right to do so.

## License and Assignment

The data recorded by the Gravy Service on your behalf remains the property of the Driver, however, by using the Service you grant Gravy the rights to this data.

The Gravy software applications are licensed, not sold, to you and Gravy retains ownership of all copies of the Gravy software applications even after installation on your Devices. Gravy may assign these Agreements or any part of them without restrictions. You may not assign these Agreements or any part of them, nor transfer or sub-licence your rights under this Licence, to any third party.

All Gravy trademarks, service marks, trade names, logos, domain names, and any other features of the Gravy brand are the sole property of Gravy Ltd. This Licence does not grant you any rights to use the Gravy trademarks, service marks, trade names, logos, domain names, or any other features of the Gravy brand, whether for commercial or non-commercial use.

You agree to abide by our User Guidelines and not to use the Gravy Service in any manner not expressly permitted by the Terms.

