



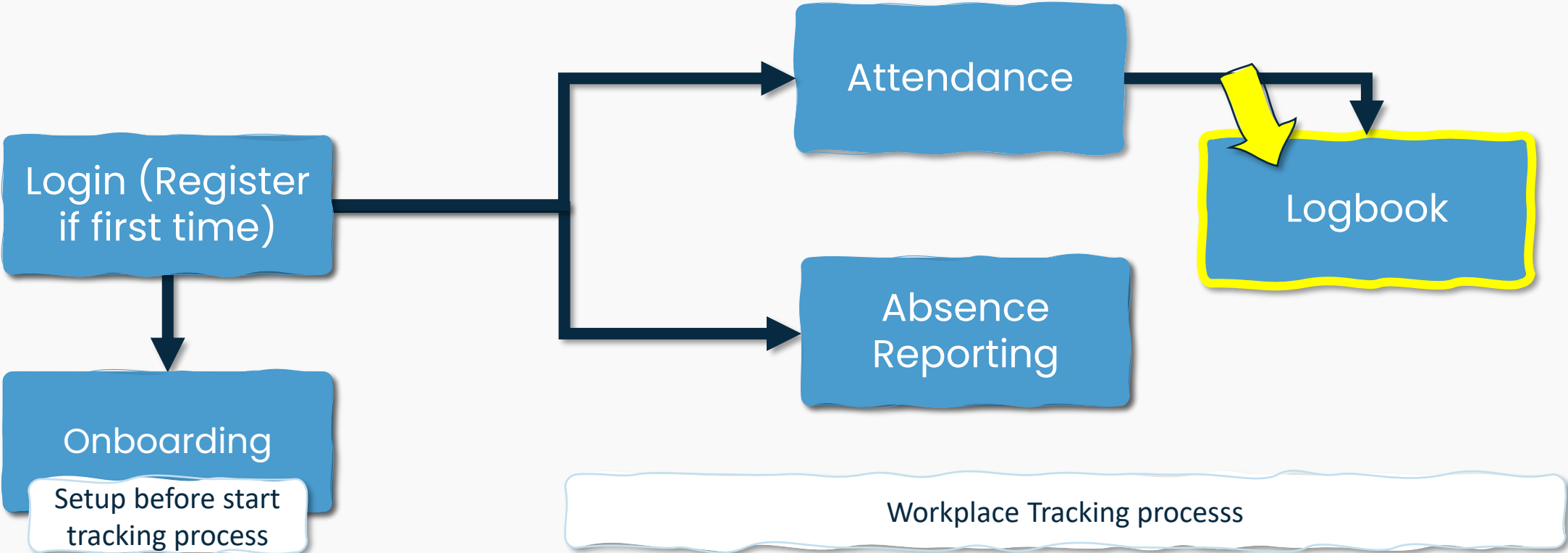
WPT MANUAL

Students Guide

Completing logbook



Process Flow





Before You Start:

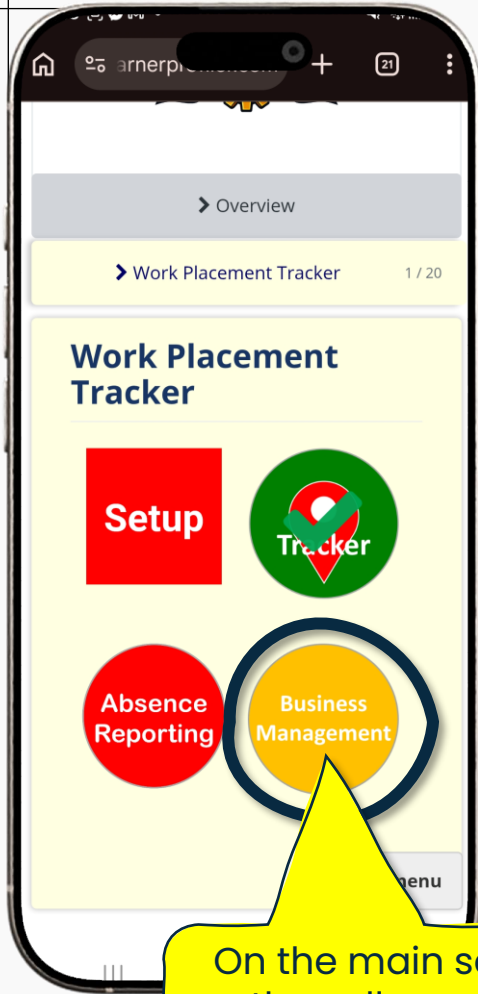
Why Do I Need to Complete the logbook?

Completing the logbook for each day of attendance at work, together with confirming attendance (see the “Confirming Workplace Attendance” instructions), is required in order to receive payment.

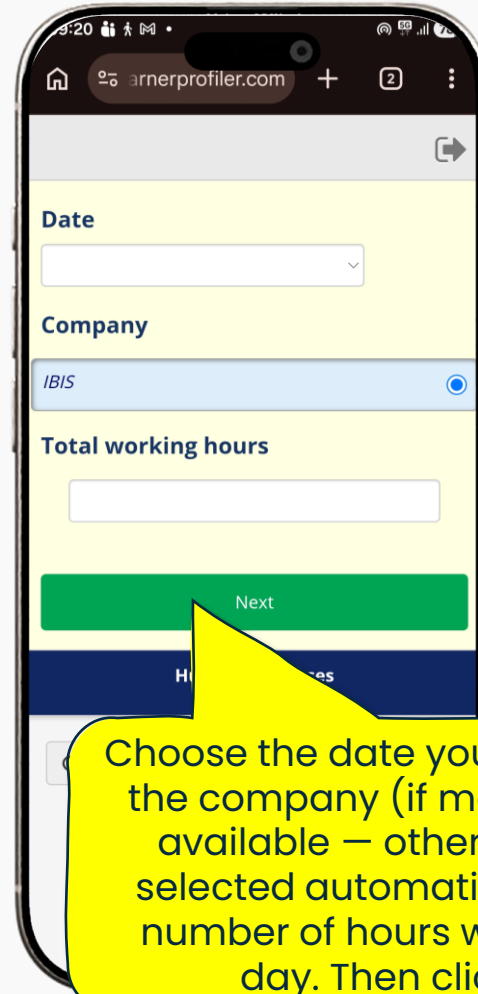
The logbook serves as a record of tasks and activities completed during work and is later reviewed by the supervisor.

Unlike attendance confirmation, the logbook can also be completed outside the workplace, for example while travelling home.

Regularly completing the logbook helps prevent missing days and issues with payment calculations.

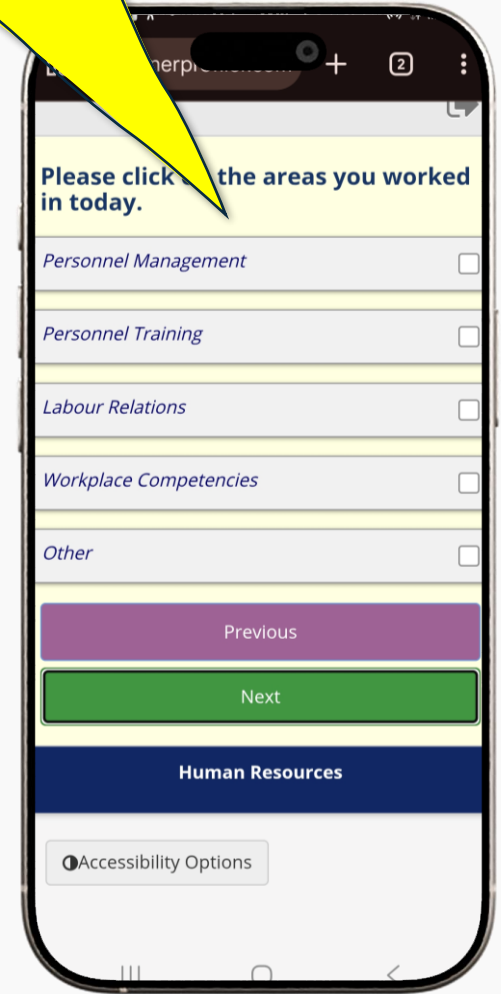


On the main screen, click on the yellow module in the logbook you selected earlier. Click to open.



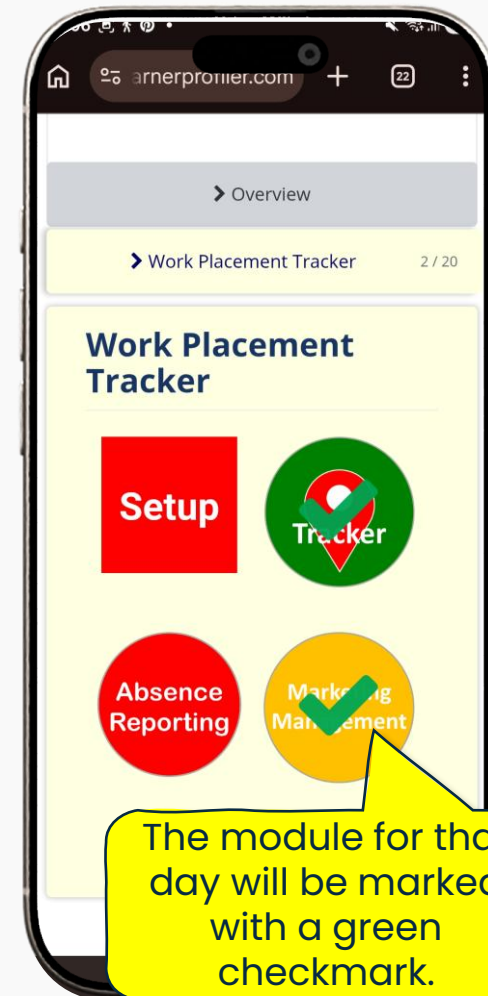
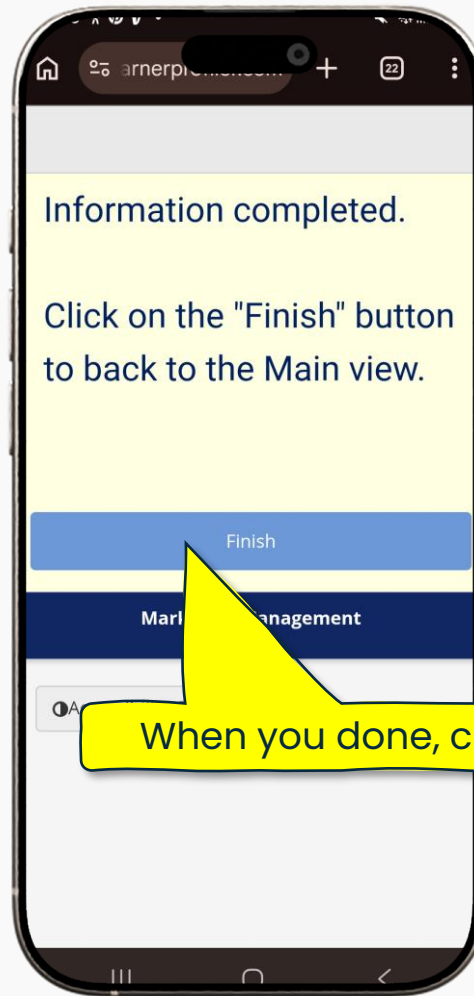
Choose the date you want to report, the company (if more than one is available – otherwise it will be selected automatically), and the number of hours worked on that day. Then click "Next".

Select all main areas in which you worked on that day and click Next.





Next, you will be asked to select the specific tasks you performed. Select the tasks that apply to you and move through the next steps by clicking "Next".





Well done, you have successfully completed the logbook

If you have any questions contact us on:
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