SDID WEBSITE USER GUIDE

This document describes how to use the Self Declaration Input Device as used by Transport Operators in the IAP. The SDID is provided by the IAP-SP, Transtech Driven, to customers that have enrolled in the IAP.

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1 VERSION CONTROL

Table 1 shows the history of versions of this document.

Version	Date	Comments
0.1	7 January 2007	First draft version.
1.0	1 February 2008	Completed version (minor addition to date/time).
1.1	6 October 2008	Updated URL and removed old information about SSL.
1.2	24 June 2009	Updated for batch TCM declarations.
1.3	20 July 2009	Changed batch file options for vehicle type to include the word =Trailerqon Quad Axle options.
1.4	20 July 2009	Changed allowable time to 72 hours.
1.5	4 September 2012	Added new vehicle types in batch file options.
1.6	28 September 2015	Updated screenshots for new UI.

TABLE 1 - VERSION CONTROL HISTORY

2 PURPOSE OF THE SDID

The SDID website allows Transport Operators to enter IAP Self Declaration Data for vehicles enrolled in the Intelligent Access Program.

3 OPERATION

The SDID website can be accessed on the public internet by going to the address https://services.transtechdriven.com/IAPSDID. The website requires Javascript and cookies.

3.1 LOGIN

Upon accessing the SDID website, a login page should be presented. Enter the username and password provided to you by Transtech Driven.

3.2 CHOOSE DECLARATION METHOD

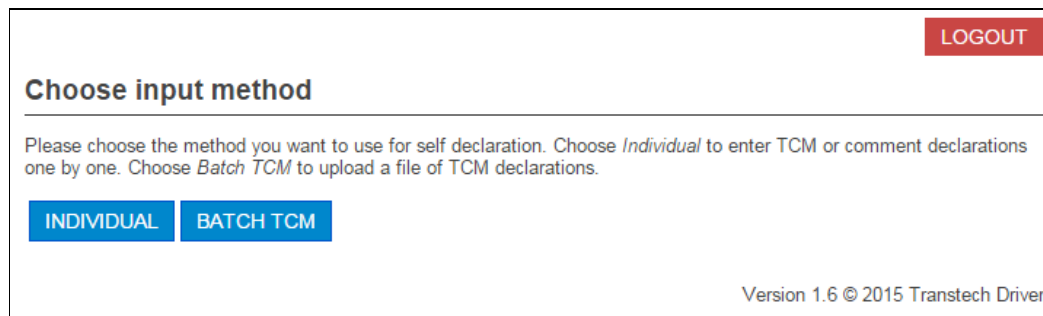Following successful login, you will be asked to choose how you want to enter declarations.

FIGURE 1 - INPUT METHOD SELECTION PAGE

To enter data for one TCM or comment declaration, choose ±ndividualq Instructions for this method can be found in section 3.3 below.

To upload a file containing multiple TCM declarations, choose ±atch TCMq Instructions for this method can be found in section 3.4 below.

3.3 INDIVIDUAL DECLARATION DATA ENTRY

After choosing to enter an individual declaration, a data entry page is presented.

FIGURE 2 - INITIAL DATA ENTRY PAGE

First, click on the drop-down box and select a vehicle. This box should list the licence plate registrations of all vehicles containing IVUs.

FIGURE 3 - DATE ENTRY

Click the calendar icon to choose a date and time. Enter the time (in 24 hour time, hours, minutes and seconds) in the three boxes and then click on a date. Also choose a timezone.[*]

Note: The date/time entered here must be within the last 72 hours. IAP does not allow self-declarations to be made more than 72 hours after the event.

FIGURE 4 - DATETIME CHOOSER

Once a date has been chosen, the report type option appears. Select the appropriate type of report.

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[*] The timezone adjustment will be calculated according to the time entered. The displayed adjustment is relative to the current time and is for informational purposes only. The adjustment will be correct for daylight saving.

FIGURE 5 - CHOOSE A RECORD TYPE

3.3.1 TOTAL COMBINATION MASS DECLARATIONS

For a TCM declaration, choose a vehicle type, number of axles, and enter the load. The load must be a number between 0 and 999.9, and may have one decimal place. If the truck is a prime mover or is unloaded, select 'No Load'.

The number of axles each type of vehicle can have is constrained and the options are updated each time the vehicle type is selected.

Click submit.

FIGURE 6 - ENTERING A TCM DECLARATION

Check the data you entered, and then click OK:

Please confirm details:

Vehicle Registration: UART123
Event date: 01 Oct 2015 10:38:32
Type of declaration: TCM
Vehicle Type: Rigid Truck
Number of axles: 3
TCM: No Load

Press OK to submit or Cancel to continue editing.

OK   Cancel

FIGURE 7 - TCM VERIFICATION PROMPT

A confirmation page will be displayed:

ENTER ANOTHER INDIVIDUAL SELF-DECLARATION   UPLOAD BATCH TCM FILE   LOGOUT

Submission details

TCM Self-Declaration submitted successfully.

Total Combination Mass:	No load
Date:	01 Oct 2015 12:58:01AM (UTC)
Receipt Date:	01 Oct 2015 12:58:08AM (UTC)

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FIGURE 8 - TCM CONFIRMATION PAGE

Click "Enter another individual self-declaration" to enter another self-declaration, click "Upload batch TCM file" to go to the batch upload page, or click "Logout" to finish.

3.3.2 COMMENT DECLARATIONS
A comment declaration may be entered by selecting the Comment report type:

FIGURE 9 - ENTERING A COMMENT DECLARATION

Select a comment type from the available options. Additional comments are optional but may be very helpful. Comments may be up to 255 characters.

Click %Submit+. A confirmation dialog is displayed:

FIGURE 10 - COMMENT VERIFICATION PROMPT

Check the entered data, and then click %OK+. A confirmation page is displayed:

FIGURE 11 - COMMENT CONFIRMATION PAGE

Click "Enter another Self-Declaration" to enter another self-declaration, or click "Logout" to finish.

3.4 BATCH TCM DECLARATION

A batch TCM declaration file allows you to make multiple mass declarations at once. A file is uploaded containing the data for the declarations, each of which is then submitted simultaneously. The file must be in the format described in section 3.4.1 below. Section 3.4.2 describes how to upload and submit a file.

3.4.1 BATCH TCM FILE FORMAT

The declarations should be in a CSV file†. Each record constitutes one declaration. There should be no header line, and fields should not contain embedded line-breaks.

Field	Format	Example	Comments
Vehicle registration	String	REG123	Vehicle must exist in database. Any non alpha-numeric characters will be removed.
State of registration	String	NSW	Must be recognised string (see below)
Time of event	dd/MM/yyyy hh:mm:ss	07/05/2009 14:54:00	24 hour time
Timezone	String	VIC	Must be recognised string (see below)

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† This file type can be produced by Microsoft Excel. Detailed specifications for this file type are:

- Each record is one line (except for line breaks delimited by double-quotes)
- Fields are separated with commas.
- Leading and trailing space-characters adjacent to comma field separators are ignored.
- Fields with embedded commas must be delimited with double-quote characters.
- Fields that contain double quote characters must be surrounded by double-quotes, and the embedded double-quotes must each be represented by a pair of consecutive double quotes.
- A field that contains embedded line-breaks must be surrounded by double-quotes
- Fields with leading or trailing spaces must be delimited with double-quote characters.
- Fields may always be delimited with double quotes.
- There must be no header line . all lines are data

Vehicle type	String	Rigid Truck	Must be recognised string (see below)
Number of axles	Integer	4	Must be allowed value for vehicle type (see below)
Total combination mass	Decimal	40.2	Value in tonnes Maximum of one decimal place Null (empty field) indicates no load Maximum value 999.9

Recognised strings for State of registration field:

%ACT+; %NT+; %NSW+; %QLD+; %SA+; %TAS+; %VIC+; %WA+; %FIRS+.

Recognised strings for Timezone field:

%ACT+; %NT+; %NSW+; %QLD+; %SA+; %TAS+; %VIC+; %WA+; %UTC+.

Recognised strings for Vehicle type and allowed values for Number of axles:

String	Allowed number of axles for this vehicle type
%Rigid Truck+	3, 4, 5, 6
%Prime Mover+	N/A (Number of axles field should always be empty for Prime Mover)
%Semi Trailer+	4, 5, 6, 7, 8
%Semi Trailer (Quad Axle Trailer)+	7
%B Double+	4, 5, 6, 7, 8, 9, 10
%B Double (Quad Axle Trailer)+	10, 11
%B Triple+	7, 8, 9, 10, 11, 12, 13, 14
%AB Triple+	10, 11, 12, 13, 14, 15, 16
%Road Train Double+	9, 10, 11, 12
%Road Train Triple+	12, 13, 14, 15, 16, 17, 18, 19
%Road Train Quad+	17, 18, 19, 20, 21, 22, 23
%RBS A Double+	9, 10, 11, 12, 13
%Long AB Triple+	11, 12, 13, 14, 15, 16
%BAB Quad+	13, 14, 15, 16, 17, 18, 19
%AAB Quad+	15, 16, 17, 18, 19, 20, 21, 22
%ABB Quad+	17, 18, 19, 20
%RBS Quad Dog+	7, 8
%RBS Quin Dog+	8, 9
%RBS Hex Dog+	9, 10

Example records:

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"ABC123","NSW","07/05/2009 14:54:00","NSW","Rigid Truck","4","40.2"
ABC123,NSW,07/05/2009 20:18:52,NSW,Rigid Truck,4,
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ABC123,VIC,07/05/2009 22:09:10,NSW,Prime Mover,,38
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3.4.2 UPLOADING AND DECLARING A BATCH TCM FILE

After choosing Batch TCM, a file upload page is presented.

FIGURE 12 - UPLOAD PAGE

Click "Browse" to select the file you wish to upload. Then click "Upload file". This will check the file for errors and take you to a confirmation page, but will not yet submit the contents of the file.

Note: The date/time entered in the file must be within the last 72 hours. IAP does not allow self-declarations to be made more than 72 hours after the event.

If the file contains errors, they will be displayed and you may return to the upload page by clicking "Upload another file" or the button on the page labelled "Back" (do not use the back button in your browser.)

If the file is valid, the contents of the file are displayed.

FIGURE 13 - VERIFICATION PAGE

If you wish to cancel, press "Cancel" to return to the upload page. If you are ready to declare all the data displayed, click "Submit all declarations". A confirmation page will be displayed:

FIGURE 14 - SUBISSION CONFIRMATION

If you wish to upload another file, click "Upload another file". If you wish to enter an individual TCM or comment declaration, click "Enter individual declaration". Otherwise, click "Logout" to finish.