

## Work Sheet

29 January 2018

Dear Driver

All active drivers can now obtain a Work Sheet up to the previous day by logging into the Work Sheet tab to be found on our Web Page.

The following process is to be used.

- \* Go to 132211.com.au
  - \* Hover over Fleet and click on Work Sheet
  - \* Username is your Taxi Driver Accreditation Number (including any letters)
  - \* Password is the PIN you use to log into the MTData Dispatch System
  - \* To select Start Date - click in Start Date field and select the date
  - \* To select End Date - click in End Date field and select the date
  - \* Please Note the time & car fields are optional.
  - \* To select Start Time - click in Start Time field and select time
  - \* To select Finish Time - click in Finish Time field and select time
  - \* To select the Car - click in the Car field and enter the car number
  - \* A summarised Work Sheet can be obtained by clicking on Run Report
  - \* A comprehensive Work Sheet can be obtained by clicking on Export Report to CSV
- \*\*\*\* Please Note – a Quarterly Work Sheet can assist in you complete your BAS return.

Thank you for your continued support and understanding.

Jim Triantafyllou  
General Manager