ACCESS + FIRST-TIME SETUP

Start with your own workspace.

You set up your own business, sites, rooms and items. TagLedger keeps the records together; you enter the readings from your appliance tester.

01 Request access

Open tagledger.au-motelreviews.com and choose Request access. Enter your name, business and email. Choose A$19 per month or A$190 per year. Phone and notes are optional.

02 Agree payment and activation

Submitting the form does not create immediate access or start billing. TagLedger reviews the request and agrees payment with you before approving an access period.

03 Choose your password

Open the setup link supplied by TagLedger. Set a password of at least 10 characters. The link expires after seven days and can only be used once. Keep it private.

04 Sign in

Use your application email and new password at tagledger.au-motelreviews.com/login. You will enter your own private workspace.

05 Add business and tester details

Open Settings. Complete your business details for reports and invoices. Add your testing equipment: make/model, serial number, calibration due date and certificate reference.

Good to know
Keep the tester calibration reference separate from your own training certificate. If a setup link has expired, ask TagLedger for a replacement.

SITES + ROOMS + ASSETS

Give every item a home.

A site is a property or workplace. A room is a location within that site. An asset is the individual item you inspect and test.

01 Add a site

Open Sites & locations, then Add site. Enter its name, business/client and address. Your workspace starts without preloaded motel rooms or items.

02 Add rooms or other locations

Under your site, open Rooms & locations. Type 1-12 to create Rooms 1 to 12, type a single number, or enter names such as Kitchen or Laundry. Select Add rooms.

03 Add one item

Choose Add asset. Enter a unique asset code and a specific item name, such as 3 Metre Lead or 4 Outlet. Select the site and room, confirm the appliance class and enter an appropriate retest interval.

04 Or add common items in a batch

Open Core items, choose the items and select your site. Choose existing rooms, or enter a room range. Set the quantity per room, review the asset list, then add it.

05 Move an item or delete an empty room

Open the room under Sites & locations. Use the asset location selector to move an item to another room at the same site. A room can be deleted only after all its assets have been moved.

Good to know
Suggested appliance classes and intervals need your confirmation. Check the actual item and its working environment before recording them.

INSPECTIONS + READINGS + OUTCOMES

Record the test you performed.

Perform the inspection and testing using your training and equipment. TagLedger stores the record; it does not perform the electrical test.

01 Open the item

From Assets, choose View, then Record test / retest. You can also use Scan / find to locate an existing QR-labelled item.

02 Confirm who, when and which tester

Select the asset and testing equipment. Check the tester name, test date and calibration information.

03 Record each applicable outcome

Set the visual inspection outcome. Enter actual readings for the checks you performed. Beside each reading, choose Pass or Fail. Choose Incomplete for an unfinished check or Not applicable when that check does not apply; leave its numeric reading blank.

04 Choose the method and overall result

Select the test method used. For TL, choose TL - Touch leakage and enter the actual mA reading. Select Pass, Fail, Incomplete or Not applicable as the overall result. Passing requires completed applicable checks.

05 Add comments and save

Use Quick comments as a starting point and edit the notes to match the item. Explain faults, repair/removal action, incomplete work or why checks do not apply. Choose Save test. If asked about an invoice, start one or save without an invoice.

Good to know
A failed item is not cleared by changing a note. Record a separate retest after the required action. A new test keeps earlier results. Only an overall Pass receives a scheduled next-due date.

PRINTING + REPORTS + THE NEXT VISIT

Label it. Find it. Follow it up.

A label helps you return to the right asset. The signed-in record holds the full details and test history.

01 Print a thermal label

Open the asset and choose Print 50 x 100 mm. Select a printer and label stock that support that size. Check the preview and print at actual size.

02 Print eight labels on A4

Open Reports and scroll to Print sticker sheets. Select your assets. Set any blank starting positions, then choose Print / Save A4 PDF. Use A4 portrait, 100% / Actual Size and turn browser headers and footers off. Test alignment on plain paper first.

03 Return for a retest

Choose Scan / find, or scan the printed QR. Sign in if requested. Open the item and choose Record test / retest. The new result is added to its history.

04 Export records and finish invoices

In Reports, filter the site and choose CSV or Print / PDF. Keep an exported copy of your register. For invoices, complete business details in Settings, manage clients in Accounts and finish any invoice shown in progress.

05 Keep access current

Renewals are arranged manually. Contact TagLedger before your approved end date. Expired or suspended access prevents use of the workspace; it does not delete your stored records.

Good to know
Internet access is required to sign in and save records. If a QR or printer does not work, find the item by its asset code. For help or renewal, reply to the person who supplied your setup link.