

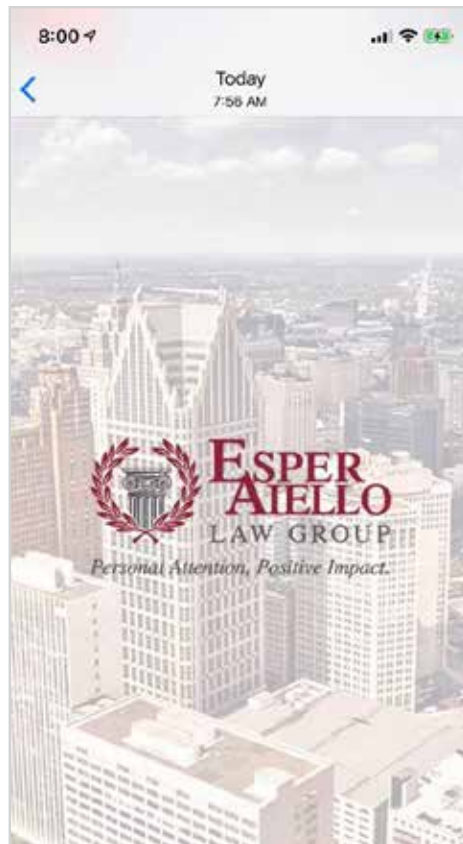


Personal Attention, Positive Impact.

Esper Aiello Digital Daily Logbook

1

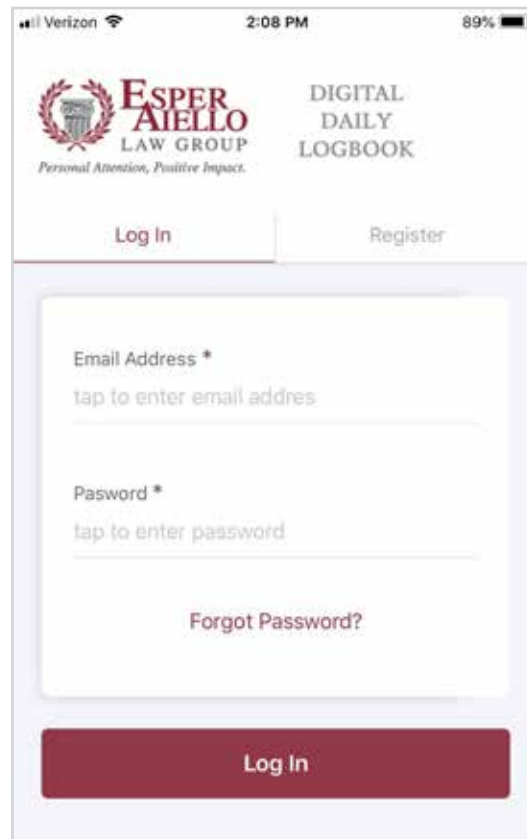
Opening Splash Page



2

Login

Login or if you do not have an account, click over to the **Register** tab to create a new account. Upon registration, an activation email will be sent to you. Click on the link in the email to activate your account, then you will be able to login.



The screenshot shows a mobile app interface for the Digital Daily Logbook. At the top, the status bar displays 'Verizon', '2:08 PM', and '89%' battery. Below the status bar is the app header with the 'ESPER AIELLO LAW GROUP' logo on the left and 'DIGITAL DAILY LOGBOOK' on the right. The logo includes a crest and the tagline 'Personal Attention, Positive Impact.' Below the header are two tabs: 'Log In' (selected) and 'Register'. The main content area contains a login form with two input fields: 'Email Address *' with the placeholder 'tap to enter email address' and 'Password *' with the placeholder 'tap to enter password'. Below the password field is a link that says 'Forgot Password?'. At the bottom of the form is a large red button labeled 'Log In'.

If you have an account, but have forgotten your password, click the **Forgot Password?** link at the bottom of the **Login** screen.

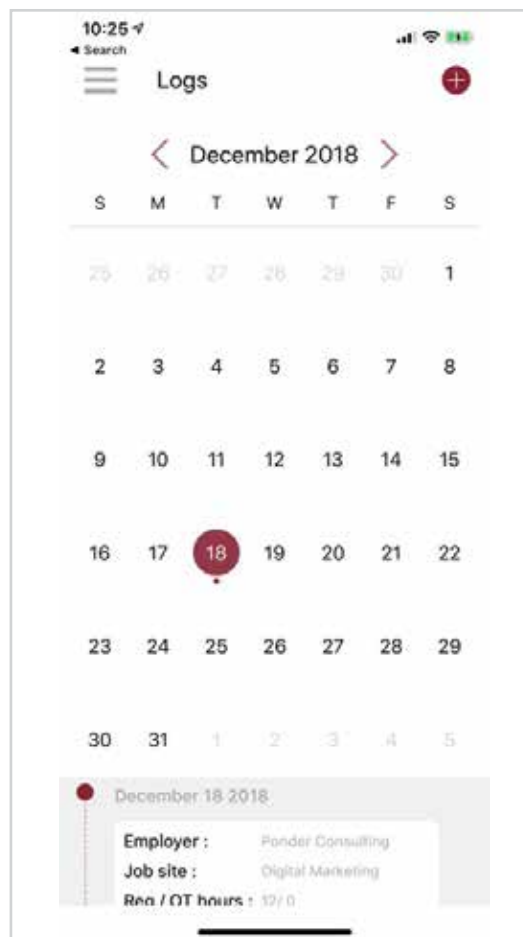
A password reset email will be sent to you. Click on the link in the email, where you will be taken to a page to reset your password. Once the password is reset, you may **Login** to the app. For security purposes, a password change notification will be sent to your email.

3

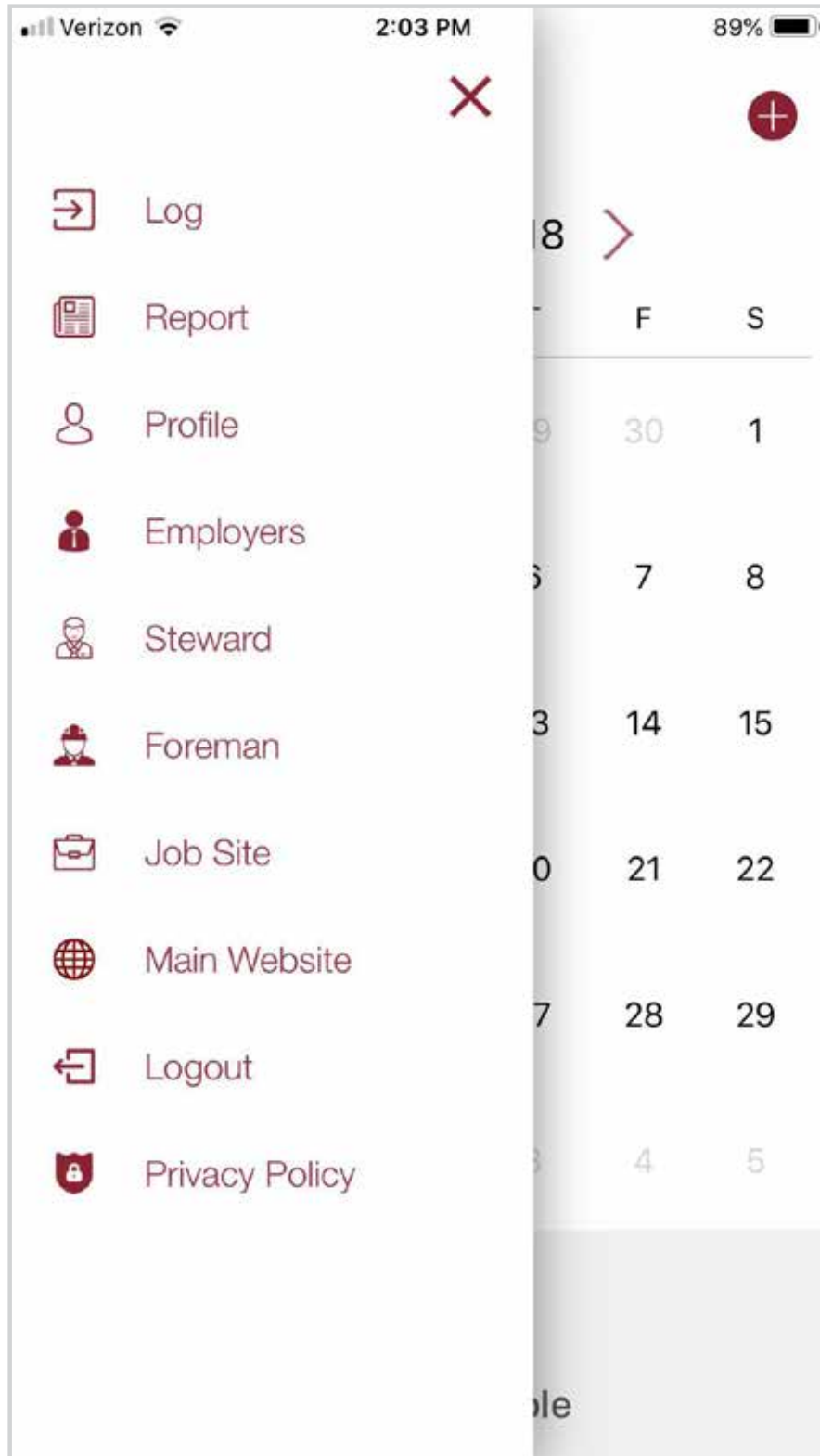
Menu

Once logged in,
view the **Menu** by clicking the
Hamburger Menu (3 horizontal lines)
in the upper left-hand corner.

See top left-hand corner of this image:



Once clicked, you will see a **Menu** slide out like this:



Menu Glossary:

Log: Shows the calendar, and below the calendar, you will see the log for the day.

Report: Where you can run **Report**, by date, to add up Regular Hours, OT Hours, Expenses, and Mileage.

Please Note: We are working on expanding this functionality in future versions.

Profile: Edit your account profile, the one you filled out when you Registered.

Employers: Manage (add/edit/delete) Employers used in adding daily logs.

Steward: Manage (add/edit/delete) Steward used in adding daily logs.

Foreman: Manage (add/edit/delete) Foreman used in adding daily logs.

Job Site: Manage (add/edit/delete) Job Site used in adding daily logs.

Main Website: Link to the Esper Aiello Law Group main website, and also contact the firm for app support.

Logout: Logout of the Esper Aiello Digital Daily Logbook app.

Privacy Policy: Displays Esper Aiello Digital Daily Logbook app Privacy Policy.

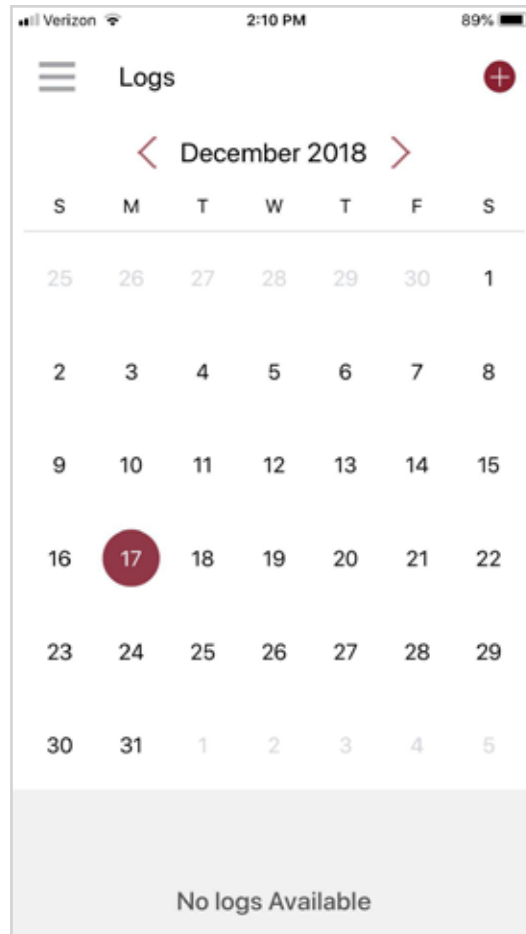
It may be best, and most efficient to fill out as much information as you can inside the pages so when you go to create a Log, entry is much quicker.

Click the "X" in the upper right of the Menu screen to return to the main **Log** screen.

4

Main Log Screen

Once back on the main **Log** screen:



You should select the date on the menu you wish to add a **Log** for, then press on the + sign inside a circle in the upper right-hand of this screen to enter a new **Log**.

5

Log Entry

You will then be taken to the **Log** entry page:

The image displays two screenshots of a mobile application interface for adding logs. The left screenshot, titled "Add Logs", shows a calendar view for December 17, 2018. Below the calendar are several dropdown menus for "Employer Name", "Job site", and "Foreman Name", each with a red plus icon. The right screenshot, also titled "Add Logs", shows the main data entry form. It includes fields for "Steward Name", "Steward Cell", "Job Duties", "Injuries", "Miscellaneous Notes", "Regular Hours", "OT Hours", "Mileage", and "Expenses". Each field has a placeholder text indicating what to enter.

Note: If you enter an Employer, Steward, Foreman, or Job Site on this screen and make a mistake, you will need to complete your entry, then go to the **Menu**, make the appropriate selection and from there you can make any edits.

Once you fill this out, in entirety, click **Save**, and you will be taken to the main **Log** screen. You will see your log below the calendar.



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Repeat each day you work.

**Again, thank you for choosing the
Esper Aiello Digital Daily Logbook app.**

Should you need any assistance, please reach out to us at

313.964.4900 or via our website contact form

<https://www.esperaiellolawgroup.com/contact>.

