



## How to Download Activity Log & Evidence – Admin User

### 1. Sign-in to Web Instance

a. Go to <https://moc.gen4.info/>

b. Select “Sign In”

Sign In

Email Address  
cindy.james@coalservices.com.au  
email is required

Password  
.....

[Forgot Password?](#)

Sign in

NOTE: if you have forgotten your password select “Forgot Password” and enter your email address

gen<sup>4</sup> passport

Forgot your password?  
Enter your email below to get a reset link.

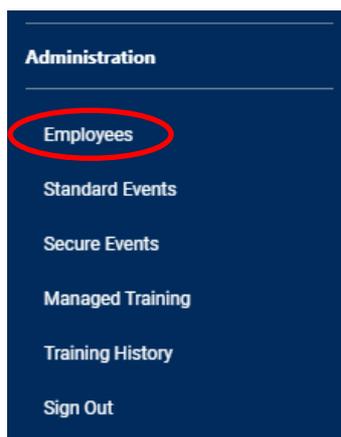
Email Address

Submit

[Back to Login](#)

### 2. Download Data

a. Select the “Employees” Tab from the Administration area of the Left Menu



## b. Search for the Employee using the Search field at the top

### Employee Summary

The user accounts below have granted permission to view their competency log, and push training to them. To push an Event to a User, click on **Managed Training** in the menu to get started.

Search

Ex. 'Deputy', 'John' etc

## c. Select the Employee's name – both first and last name will work

## d. Select the "Download Data" button



## e. To download Logbook for Audit select Activity Logbook – Spreadsheet File”

NOTE: This logbook is a complete list of all activities as they were entered in the App, all rule calculations have been applied (e.g. Max hours and percentages allowed as per the Guideline).

## f. To download Raw Logbook with no calculation rules applied select “Raw Activity Logbook – Spreadsheet file”

NOTE: This logbook is a complete list of all activities as they were entered in the App, it does not have any rule calculations applied.

## g. To download all Evidence attached to Activities select “Uploaded Evidence”

NOTE: This will be downloaded as a Zip file with files named as the “Activity” Description in the logbook

### Download MOC Data

The below links will allow you to download your logbook in different formats, along with evidence.

Files

 Activity Logbook - Spreadsheet File cindy_james_LOGBOOK_01-08-2022.csv		<b>Logbook for Audit</b>
 Raw Activity Logbook - Spreadsheet File cindy_james_LOGBOOK_01-08-2022.csv		
 Activity Logbook cindy_james_LOGBOOK_01-08-2022.pdf		<b>Raw Logbook</b>
 Raw Activity Logbook - PDF file cindy_james_RAW_LOGBOOK_01-08-2022.pdf		
 Uploaded Evidence cindy_james_EVIDENCE_01-08-2022.zip		<b>Evidence</b>

NOTE: Downloaded files will appear for you to open, this may be at the bottom left or top right of the page depending on which internet browser you are using (e.g. Google Chrome, Microsoft Edge etc).