

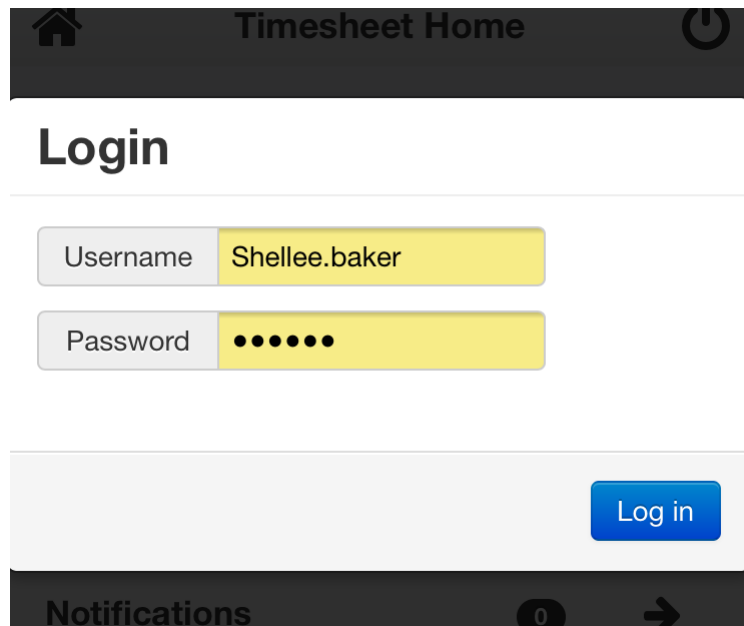
# Candidate Timesheet Instructions - Mobile

To commence completing your online timesheet, please follow the instructions below

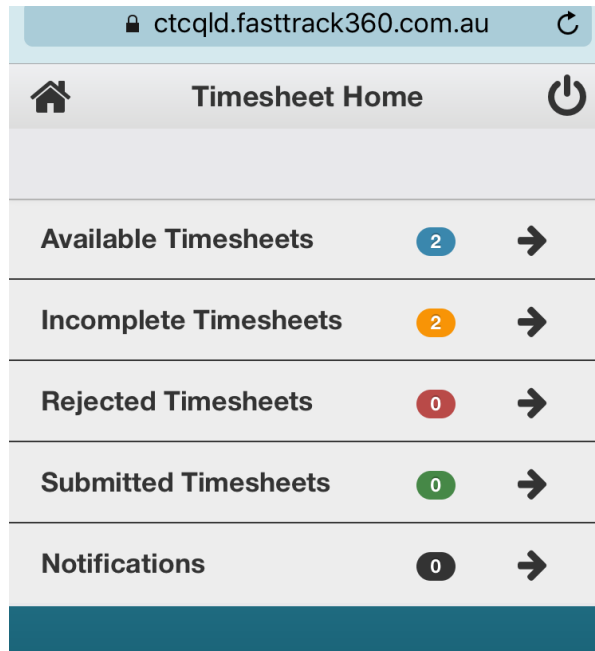
**Click on the link below**

<https://intowork.fastrack360.com.au/FastTrack.MobileTimesheets>

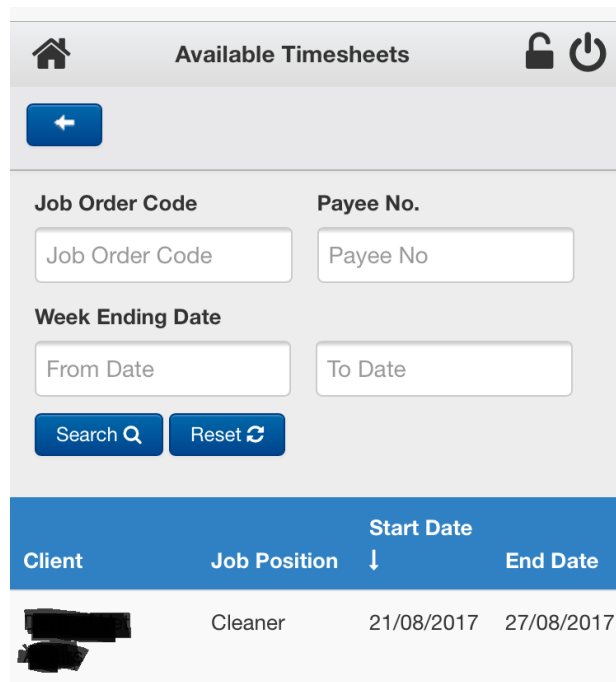
Add you login/user name (email address) and your password (default password is password)

A screenshot of a mobile application interface titled "Timesheet Home". The screen displays a "Login" section with two input fields: "Username" containing "Shellee.baker" and "Password" containing six dots. A blue "Log in" button is positioned at the bottom right of the login area. Below the login area is a "Notifications" section with a circular icon containing the number "0" and a right-pointing arrow. The top navigation bar includes a home icon, the title "Timesheet Home", and a power icon.

Select the Available Timesheets arrow

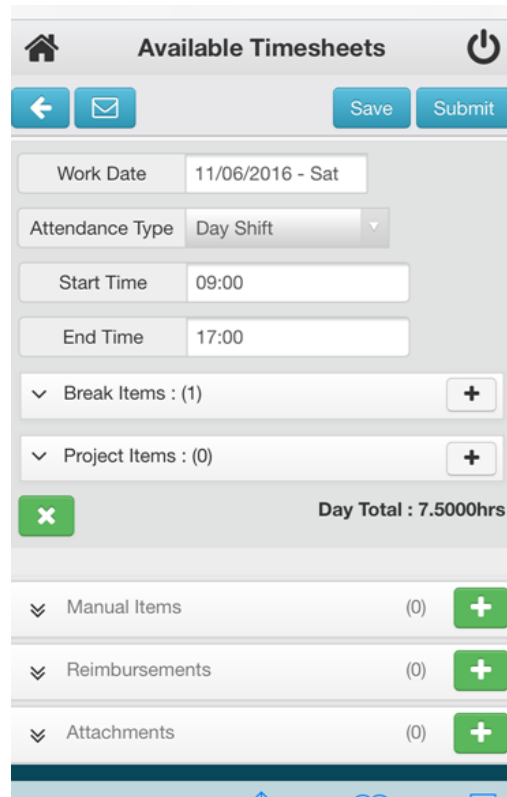


Select the correct date by clicking on the date applicable for the timesheet you are submitting.



Ensure that you check all of the times recorded on each day as well as any lunch breaks or project items applicable and amend where required.

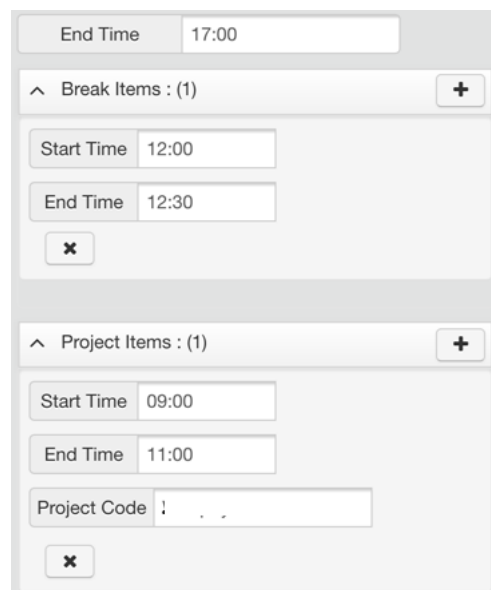
If you need to remove a day, please select the green cross at the bottom of each day.



The screenshot shows the 'Available Timesheets' form. At the top, there are navigation icons (home, back, envelope) and 'Save' and 'Submit' buttons. The form contains the following fields and sections:

- Work Date: 11/06/2016 - Sat
- Attendance Type: Day Shift (dropdown)
- Start Time: 09:00
- End Time: 17:00
- Break Items: (1) with a '+' button to add more.
- Project Items: (0) with a '+' button to add more.
- Day Total: 7.5000hrs, with a green 'x' button to remove the day.
- Manual Items: (0) with a '+' button.
- Reimbursements: (0) with a '+' button.
- Attachments: (0) with a '+' button.

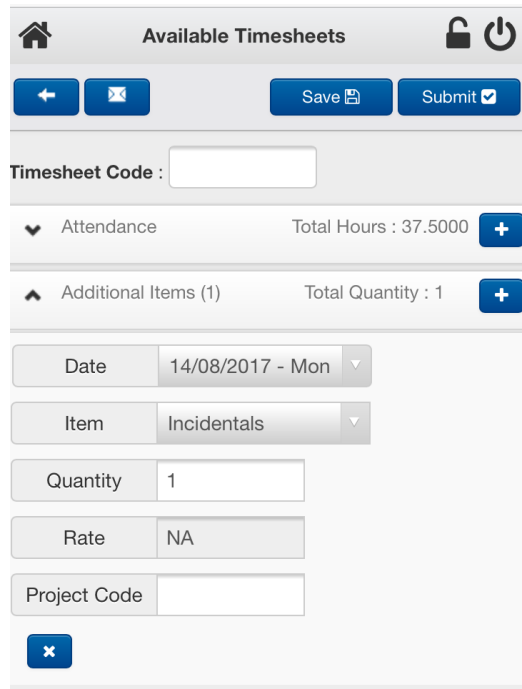
To view and change the lunch breaks or project items, please select the drop down arrow beside the word. You can also remove breaks or project items by selecting the black cross at the bottom. Project items is where you can add important information such as job codes, any other applicable information. You can add more breaks and project items each day by selecting the + sign beside the word



This screenshot provides a detailed view of the 'Break Items' and 'Project Items' sections:

- Break Items:** Shows one item with a start time of 12:00 and an end time of 12:30. It includes a '+' button to add more and a black 'x' button to remove the item.
- Project Items:** Shows one item with a start time of 09:00 and an end time of 11:00. It includes a '+' button to add more, a 'Project Code' field, and a black 'x' button to remove the item.

You can add additional items such as allowances, travel, etc by selecting the arrow beside Additional Items. You will need to press the blue cross to add additional items.



Available Timesheets

← ✉ Save Submit

Timesheet Code :

Attendance Total Hours : 37.5000 +

Additional Items (1) Total Quantity : 1 +

Date 14/08/2017 - Mon

Item Incidentals

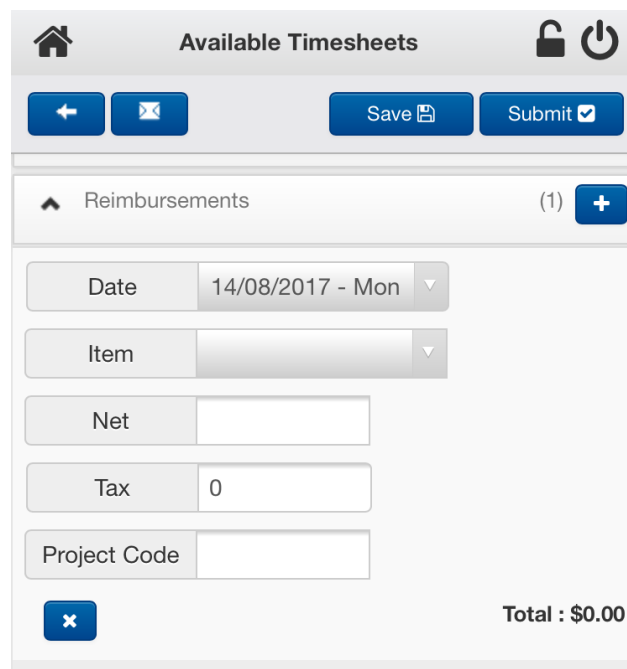
Quantity 1

Rate NA

Project Code

✕

You can also add reimbursements in the reimbursement tab



Available Timesheets

← ✉ Save Submit

Reimbursements (1) +

Date 14/08/2017 - Mon

Item

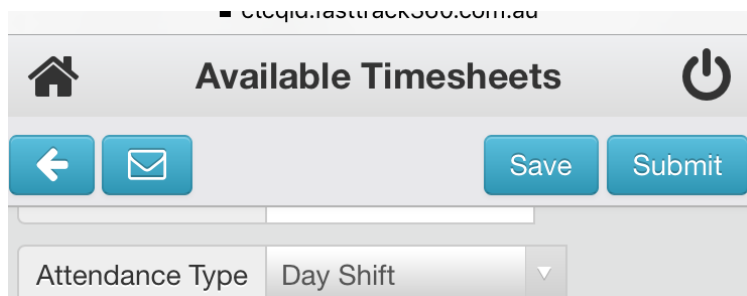
Net

Tax 0

Project Code

✕ Total : \$0.00

Once you have finished reviewing all of your applicable days, please either save or submit your timesheet by selecting the blue “save” or “submit” button at the top of the screen



If you choose the save option, your timesheet **will not** be submitted and will be available for you to amend at a later time. You will find your saved timesheet in the “incomplete” timesheet section

