

# Client Timesheet Approval Instructions – Mobile Phone

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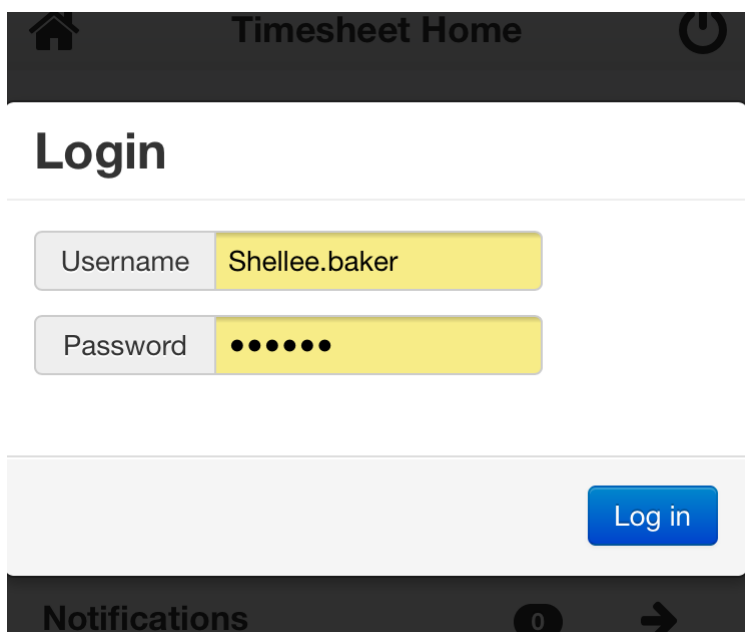
To commence completing your online timesheet, please follow the instructions below

**Click on the link below**

<https://intowork.fasttrack360.com.au/FastTrack.MobileTimesheets>

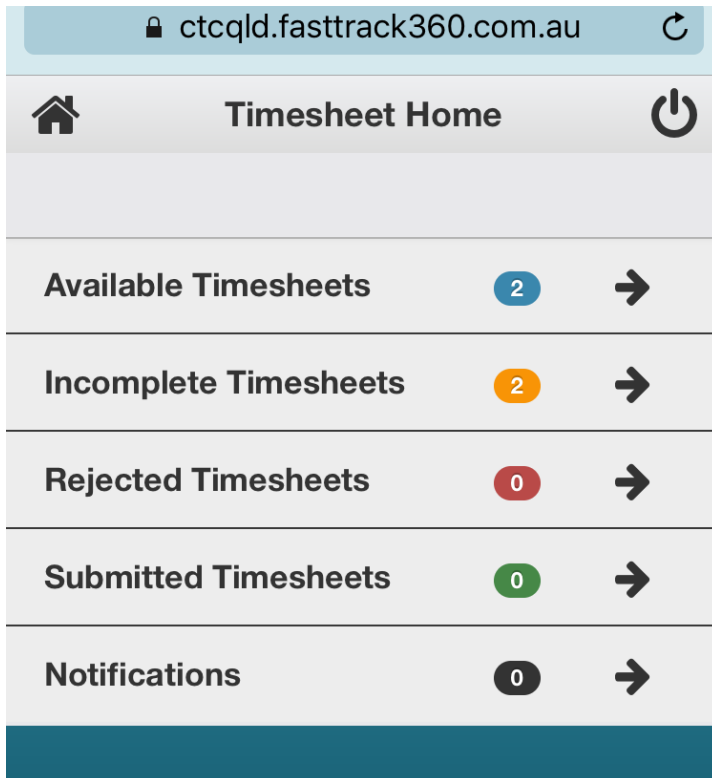
Add the above URL address to your internet browser for future access

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



The screenshot shows a mobile application interface titled "Timesheet Home". At the top, there is a dark header with a home icon on the left and a power icon on the right. Below the header, the word "Login" is displayed in a large, bold font. Underneath, there are two input fields: "Username" with the text "Shellee.baker" and "Password" with six black dots. A blue "Log in" button is positioned to the right of the password field. At the bottom of the screen, there is a dark footer with the word "Notifications" on the left, a circular icon with the number "0" in the center, and a right-pointing arrow on the right.

Select the Submitted Timesheets arrow



Select the timesheet you wish to approve

Submitted Timesheets			
Client	Job Position	Start Date	End Date
CTC Shaping Futures	Receptionist	23/05/16	29/05/16
<b>Total: 1</b>			

Navigation controls: [Previous] [Previous] [Previous] **1** [Next] [Next] [Next]

Select the arrow beside the word "attendance" to check the details

Submitted Timesheets	
<a href="#">←</a> <a href="#">✉</a> <a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Recall</a>	
<b>CTC Shaping Futures</b>	
Start Date: 23/05/2016	End Date: 29/05/2016
Timesheet Code:	<input type="text"/>
∨ Attendance <span style="float: right;">Total Hours : 37.5000</span>	
∨ Manual Items <span style="float: right;">(0)</span>	
∨ Reimbursements <span style="float: right;">(0)</span>	
∨ Attachments <span style="float: right;">(0)</span>	

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

←
✉
Approve
Reject
Recall

**CTC Shaping Futures**

Start Date: 23/05/2016      End Date: 29/05/2016

Timesheet Code:

⤴ Attendance      Total Hours : 37.5000

Work Date    23/05/2016 - Mon

Attendance Type    Day Shift

Start Time    9:00

End Time    17:00

∨ Break Items : (1)

∨ Project Items : (0)

**Day Total : 7.5000hrs**

Please also check if there are any additional items recorded.

🏠
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   

✕

Please select either the blue approve or reject button

You will have to provide a reason why you have rejected the timesheet if you choose this option

←
✉
Approve
Reject
Recall

**CTC Shaping Futures**

Start Date: 23/05/2016      End Date: 29/05/2016

Timesheet Code:

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⤴ Attendance      Total Hours : 37.5000

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Work Date	23/05/2016 - Mon
Attendance Type	Day Shift ▾
Start Time	9:00
End Time	17:00
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">             ▾ Break Items : (1)           </div>	
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">             ▾ Project Items : (0)           </div>	

**Day Total : 7.5000hrs**

Repeat for any additional timesheets

## Questions

If you have any questions or are experiencing difficulties with this, please do not hesitate to contact the employment staff on 1300 999 282 who will be more than happy to assist you.