

## Knowledge Base

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### Gojee Basics for Employees

Last updated on September 5th, 2024

#### About Gojee

Welcome to Gojee! Gojee is a piece of software that helps businesses keep track of their costs and record time you are working on their jobs. It's simple and easy to use, and we hope that you find it easy to use too.

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#### Your First Login

If everything has gone correctly, you should have received the following email in your inbox.



**Welcome to Gojee!**

Dear *User*,

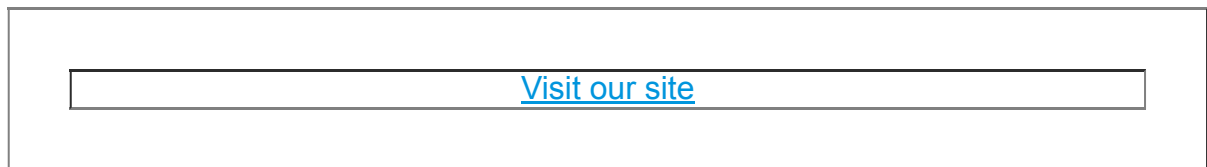
Your employer has registered you as a user on the Gojee system.  
You will now be able to access the organisation *Your Company Name* in Gojee.

To get started, please follow these 3 simple steps:

1. To set up your new password, follow this [link](#).  
Note, this link will only be active for 48 hours.
2. To login to the Gojee App with your new password, follow this [link](#)
3. For training on how to use the system, please discuss your specific role with your employer.

Note: if your password reset link has expired,  
you can obtain a new link at any time by entering your email address into the [forgot password page](#).

Thanks for using Gojee.



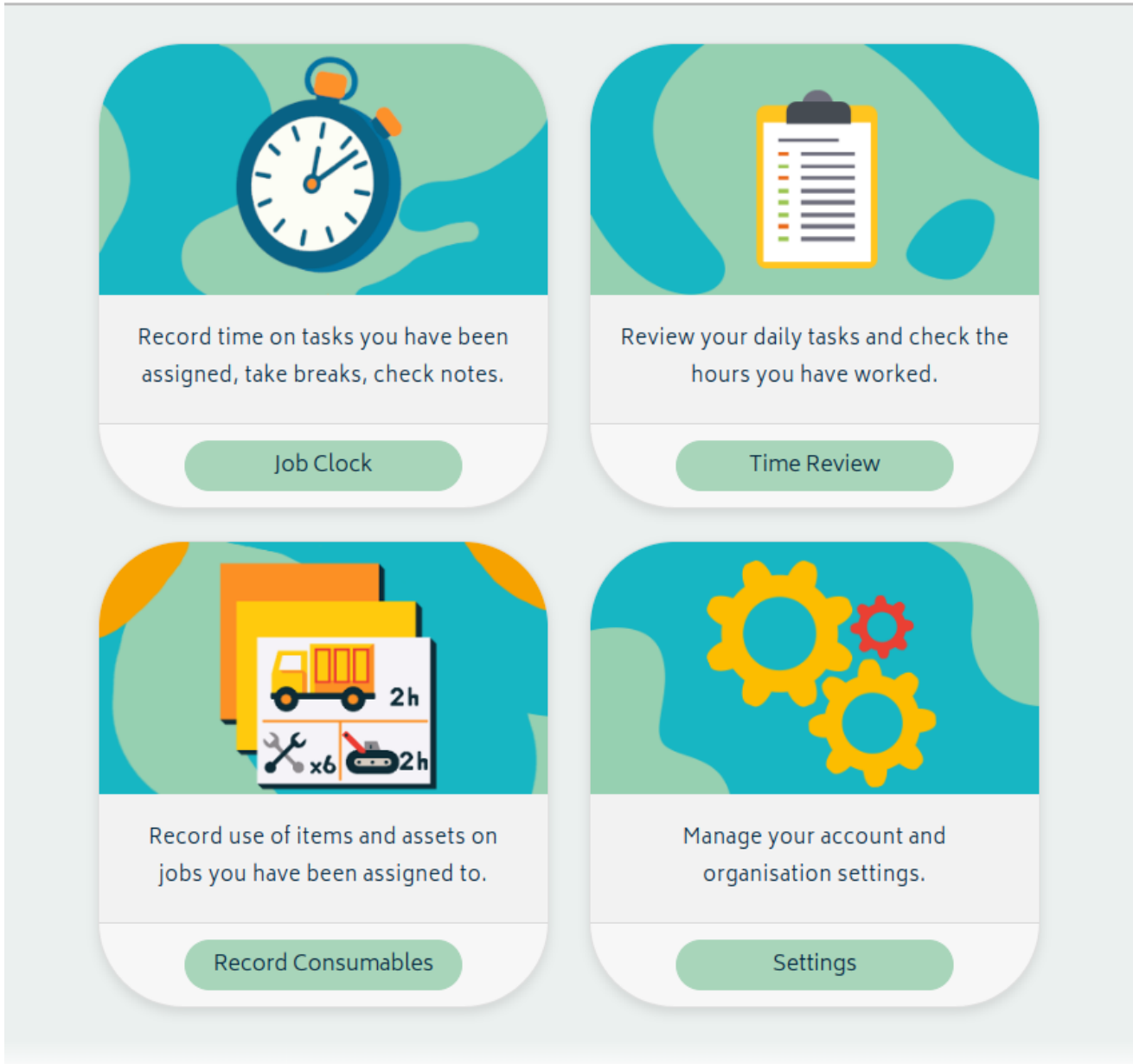
If you did not receive the above email, please check your spam folders. If it still does not appear, you should be able to reset your password from the the [password reset page](#). If this still does not work, please contact your manager for assistance.

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## The Navigation Dashboard

When you log in to Gojee, you may be greeted with this screen. It can be accessed at any time from the Navigation icon next to the clock at the top of the screen:

## What would you like to do today?



This screen gives you a quick way to access things you can do in Gojee.

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