

TEKTOOLS JOB MANAGEMENT APP USER GUIDE – “MY WORK” TIMESHEETS

This is a quick guide to assist correct use of the TekTools “My Work” Timesheet recording functionality.

My Work is accessed from the TekTools Mobile App. In a mobile browser on your Smart Phone, go to:

https://2ezy.tektools.com.au/login_mb.php

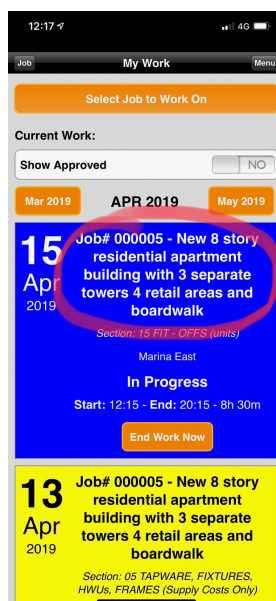
(please note the underscore in login_mb.php)

If using an iPhone, just click the TekTools Home Screen App button (if set up, see tip below).

Use the PIN you have been provided to login.

TO START WORK (CREATE A NEW TIMESHEET RECORD):

1. From the Menu, select “My Work”;
2. Click the orange “Select a Job to Work On” button;
3. Select a **Job** from the dropdown list;
4. Choose how long you will be working on the selected Job:
 - a. If you expect to work All Day on the selected Job, click the orange “Start Now” button;
 - b. If you expect to be working on the selected Job for only part of the day, click the “Yes” button to show “No” and add the estimated time you will be working, then click the orange “Start Now” button;
5. Allow access to your Current Location (required for OHS purposes);
6. Check the blue “Work Tile” which will show the Job you have selected to work on;
7. To view Job Details, click on the Job Description in the blue Work Tile:



You can return to the “My Work” screen by clicking the orange “My Work” button in the Job Details screen;

TO START WORK (FROM A SCHEDULED LABOUR BOOKING):

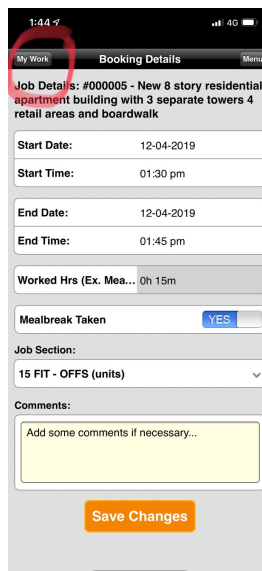
1. From the Menu, select “My Work”;
2. In the My Work screen, any Scheduled Bookings for the current month will be displayed, with the most current Bookings at the top of the list;
3. To view bookings in other months, click the appropriate orange date buttons found at the top of the list;
4. To Confirm availability for a Booking, click the orange “Confirm” button (Bookings requiring confirmation are displayed in an orange tile);
5. To start work on a Booking, click the orange “Start Work” button (Bookings ready to start work on are displayed in a green tile);

TO END WORK (COMPLETE A TIMESHEET RECORD):

1. To end time worked on a selected Job or Scheduled Booking, in the blue Work Tile, click the orange “End Work Now” button (the tile will change color the light green);

TO EDIT TIMESHEET RECORD DETAILS:

1. To edit Timesheet Record details, click on the orange “Update Timesheet” button;
2. In the form provided, update details as required:



3. Click the orange “Save Changes” button;
4. The most recently updated Timesheet Record will be displayed in the “My Work” screen with a temporary light green Work Tile (might make it easier to locate if there are a lot of Timesheet Records);
5. Note that you can make timesheet updates up **until a Timesheet Record has been approved by your Supervisor/Administrator**. Note that when a Timesheet Record has been approved, the Work Tile will no longer be displayed in the My Work screen unless you click the “Show Approved” button to Yes. When you do this, Approved Timesheet Records will be displayed as red Work Tiles.
6. Note that you can return to the “My Work” screen at any time by clicking the “My Work” button in the black bar at the top of the screen.

Tip: How to set up an iPhone TekTools Home Screen App:

1. On the iPhone, go to Apple Safari => https://2ezy.tektools.com.au/login_mb.php
2. Click the Share icon at the bottom of the screen.
3. Click the “Add to Home Screen” icon.
4. Change the name to TekTools (will be shown as “Login”).
5. Click the “Add” link in the top right-hand corner of the screen.