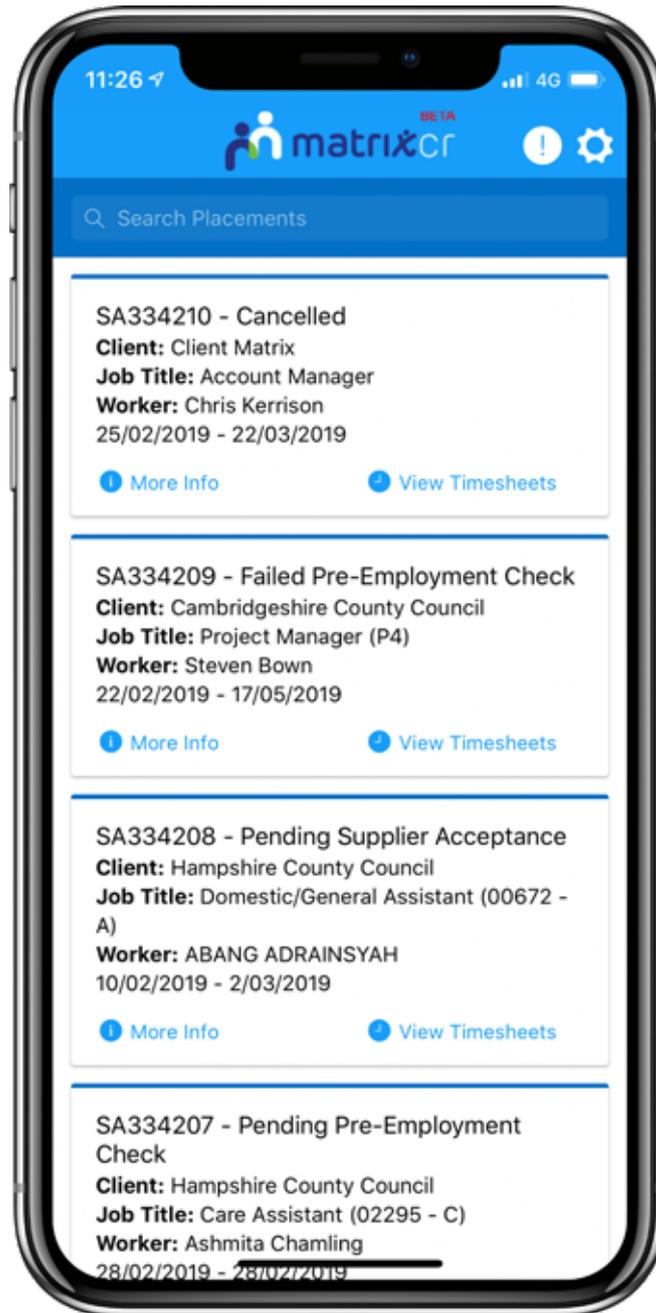




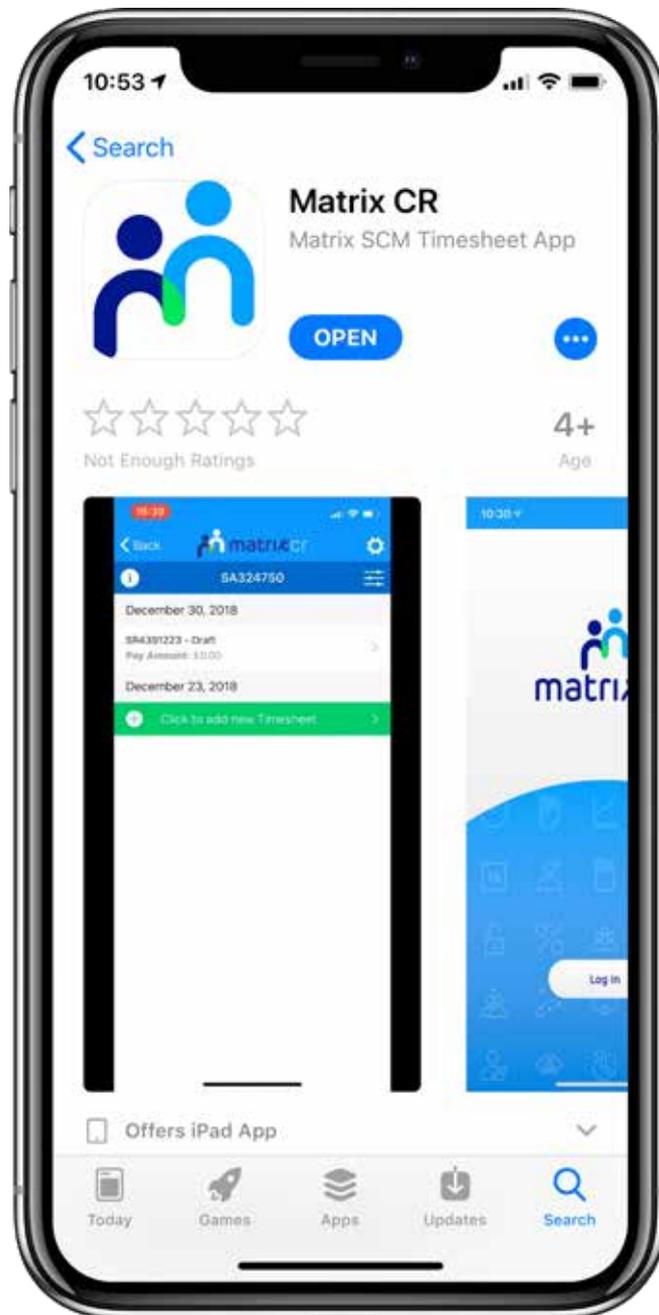
Timesheet App

'How To' Guide





Downloading The Matrix CR App



Visit the App Store (iOS) or Android Store to download the Matrix CR app.



Installing The App



Click to open the app

Once installed, open up the Matrix CR app.



Logging In

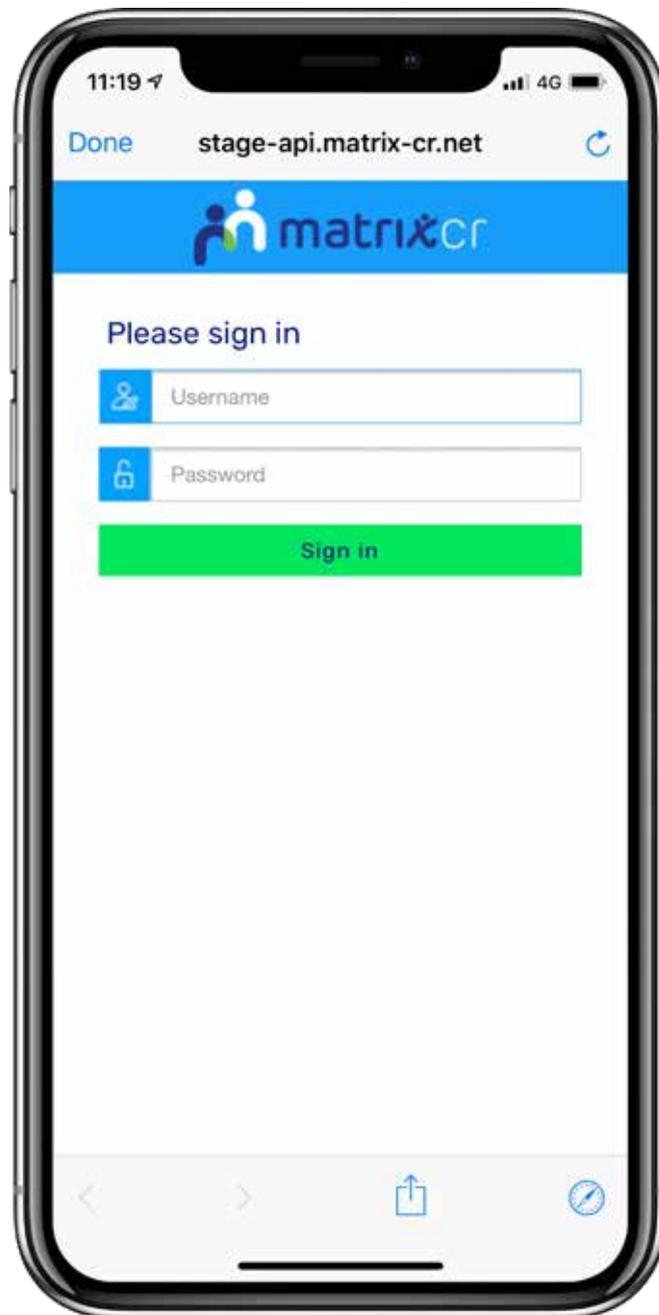


Click to log in

When you click the login button, you will be directed to the Matrix CR login page. (Please note this can take a while to connect when you login for the first time).



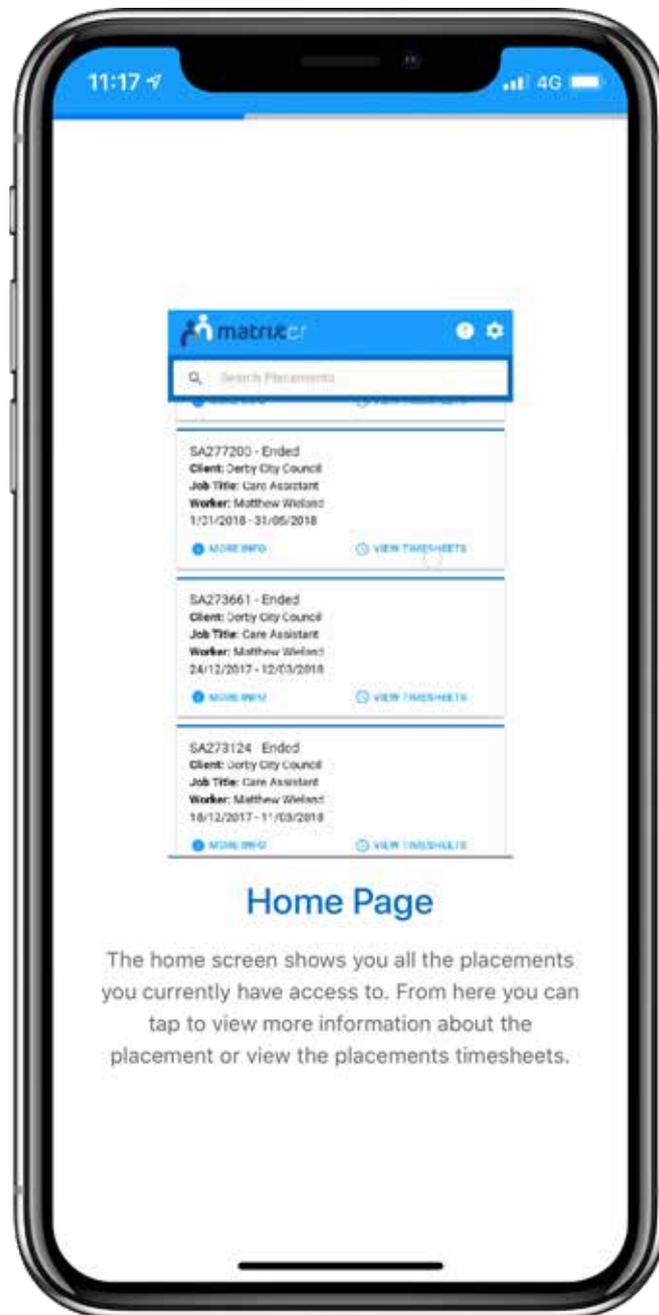
Signing In



From here you can login with your Matrix CR username and passwords and access your timesheets on the app.

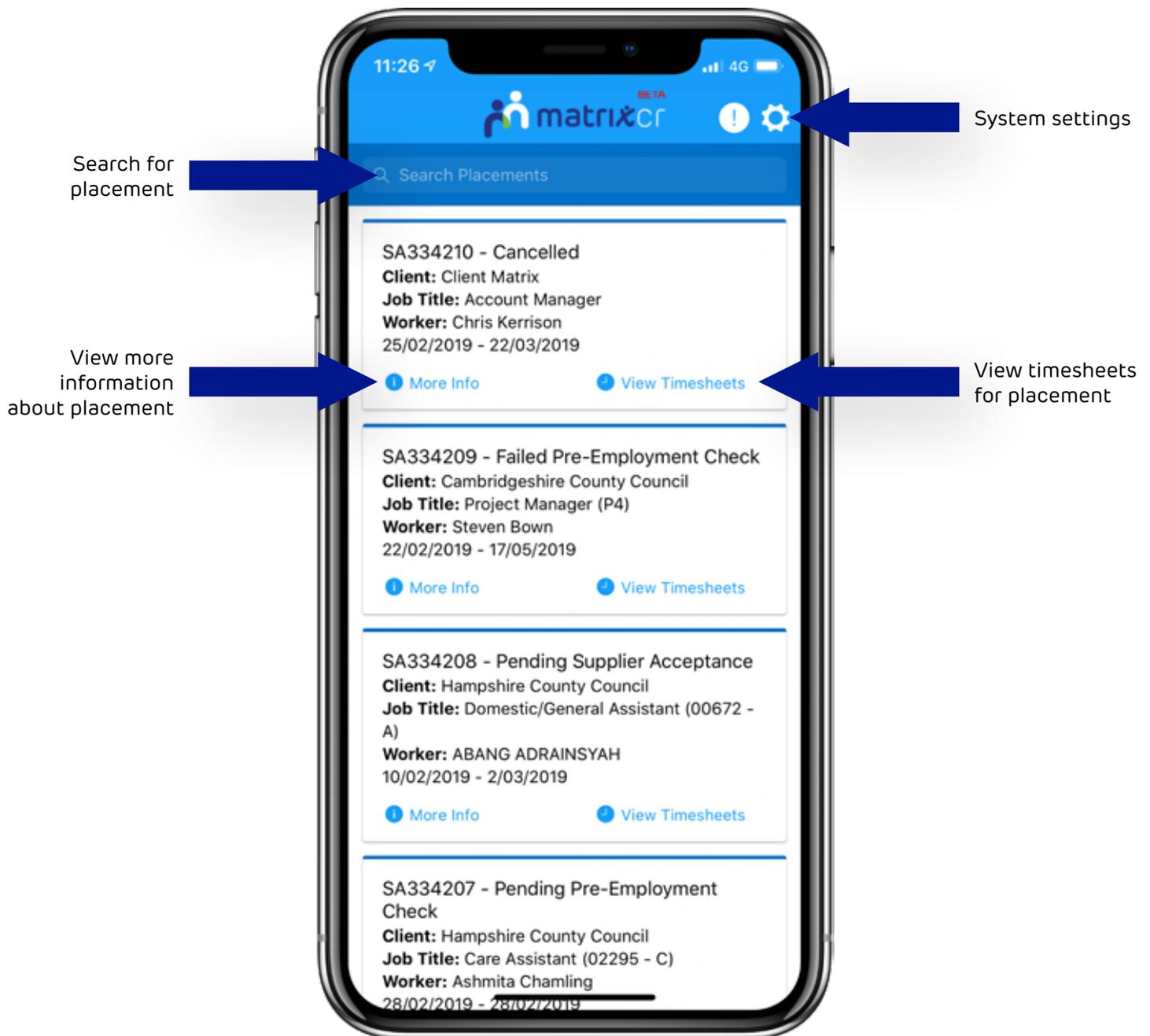
If you are having a problem with your password, you won't be able to reset it within the app so you will need to login Matrix CR through a different means i.e. laptop etc.

Tutorial



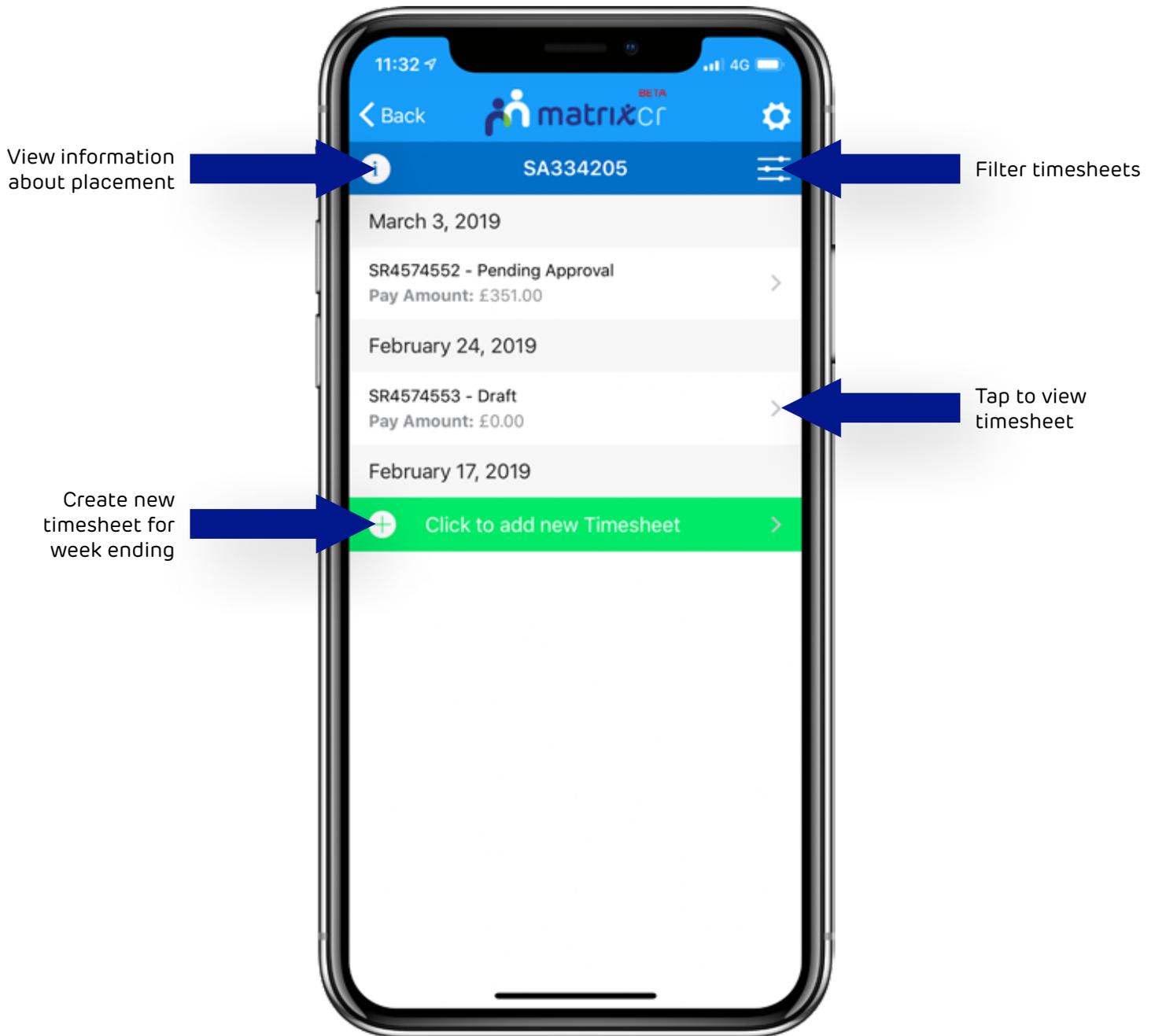
The placement page shows all placements that the user has access too within Matrix CR. To navigate the placements, you can use the search bar to find a placement, we recommend searching by; statuses, clients, job titles etc.

Search For Placements And View Timesheets



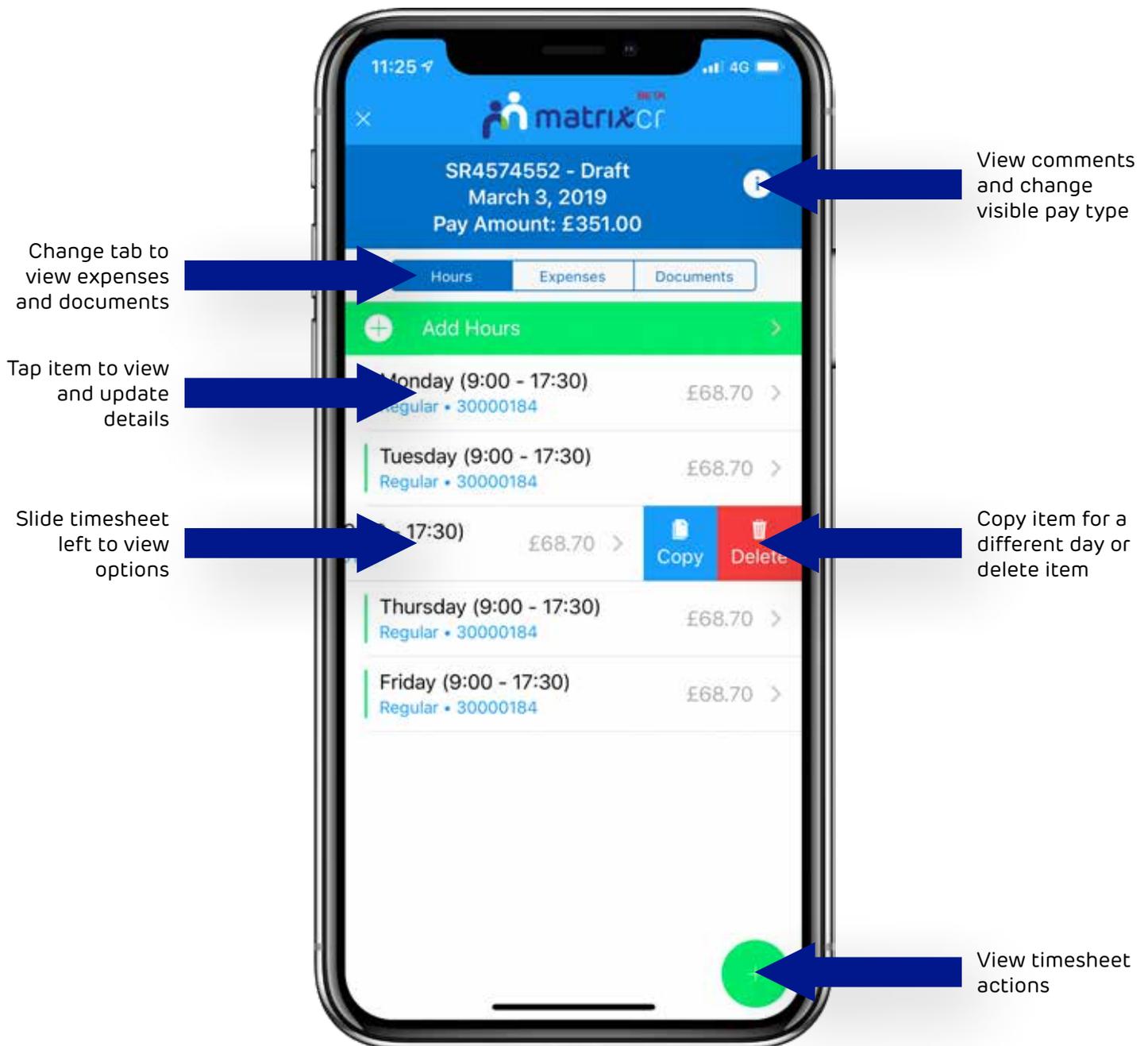
When you click view timesheets, you will be taken to the timesheets page. From here you can instantly create a timesheet for that week-ending or the user can click an existing timesheet to see all the details.

Timesheets



When you click view timesheets, you will be taken to the timesheets page. From here you can instantly create a timesheet for that week-ending or the user can click an existing timesheet to see all the details.

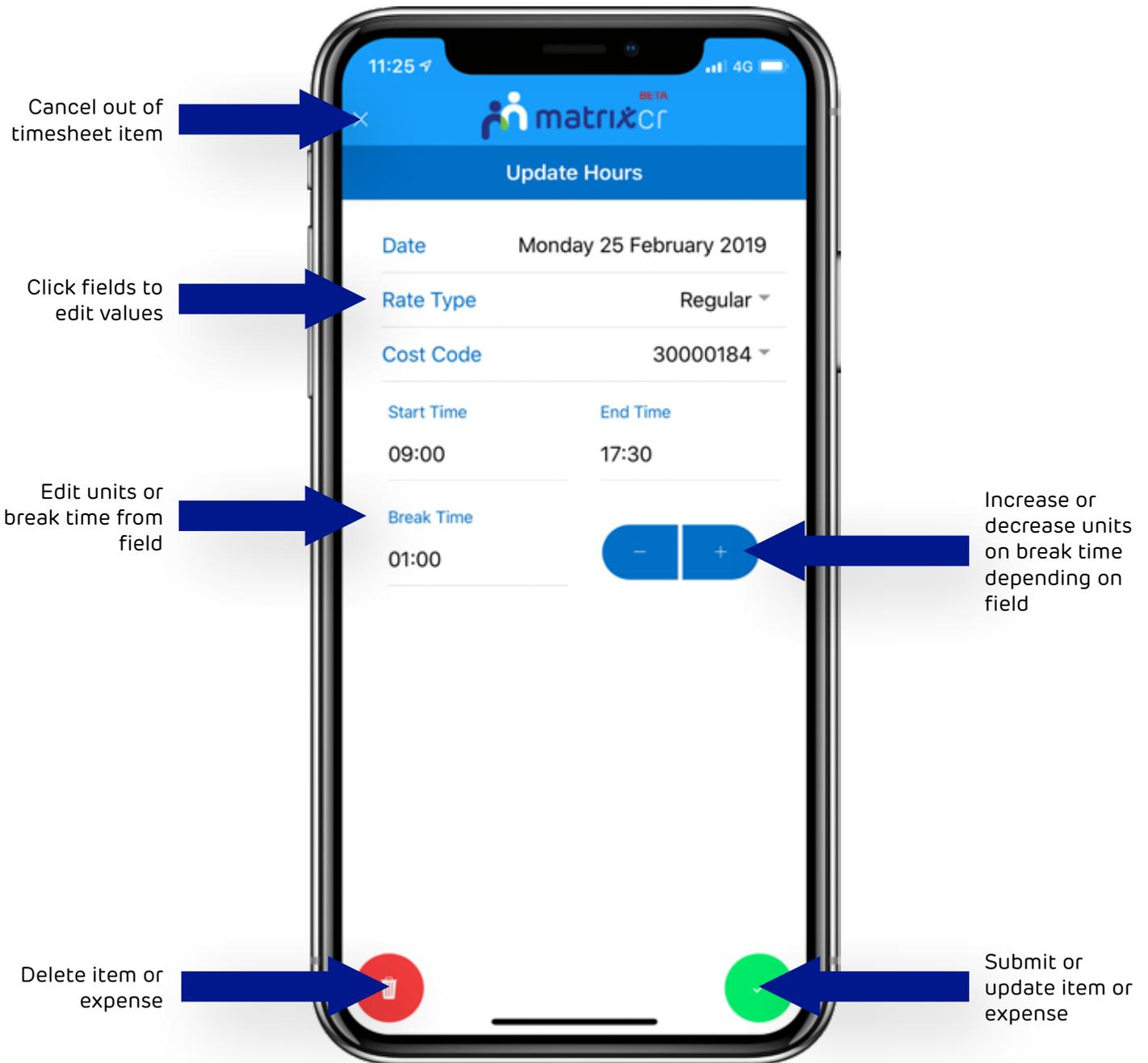
Timesheet Details



Once you have selected to create a timesheet, all you need to do is add; days, hours, expenses and click submit. You can click expenses and adding documents here as well if your Matrix CR placement gives you access to them.

Please remember to click submit when you are sending your timesheet to be signed off.

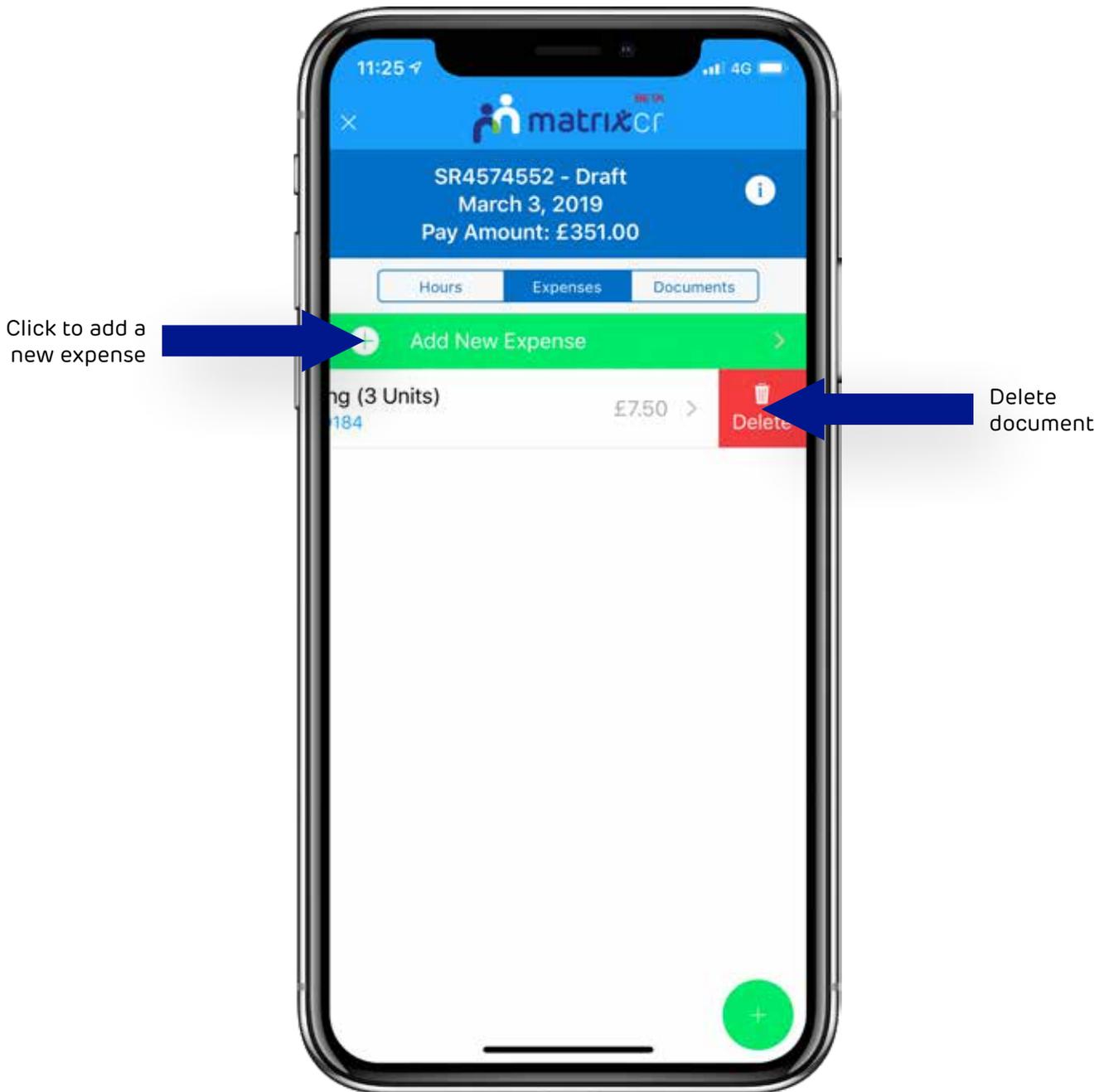
Updating Hours



If the timesheet is in draft (hasn't been submitted) or rejected by a manager, a green bar will show that will give you access to expenses. Upon clicking you will be taken to the following page where you can enter the day, cost code, hours/units, rate type, and include any documents related to the expense.

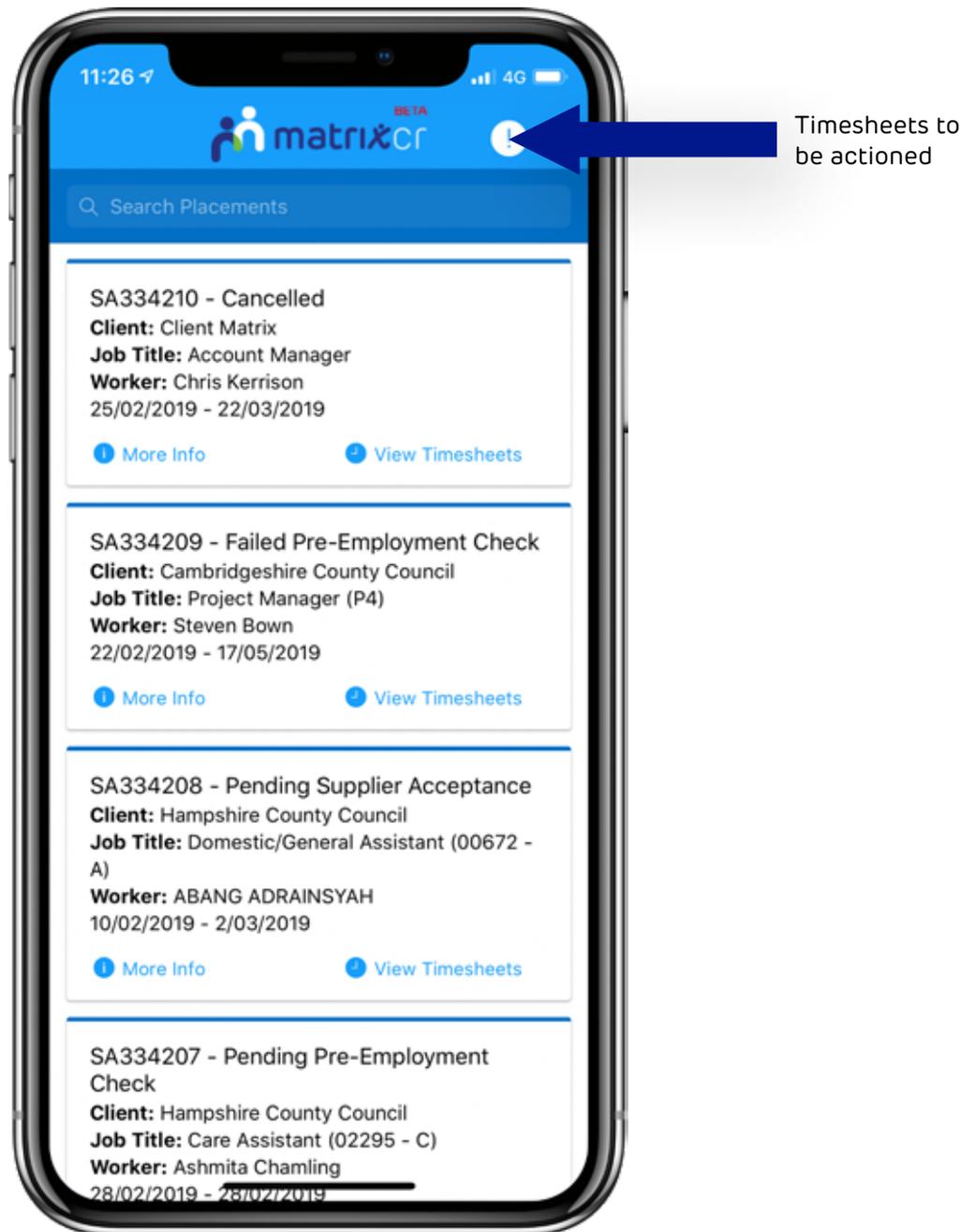


Adding Expenses And Documents



Users can copy previously created items for different days of the week. Simply slide the already created item to the left to reveal the additional options for the item. This can only be done when a timesheet is in Draft or Rejected status. You can also delete an item from this menu. If the user has access to expenses, it is sometimes required to also add a document as proof.

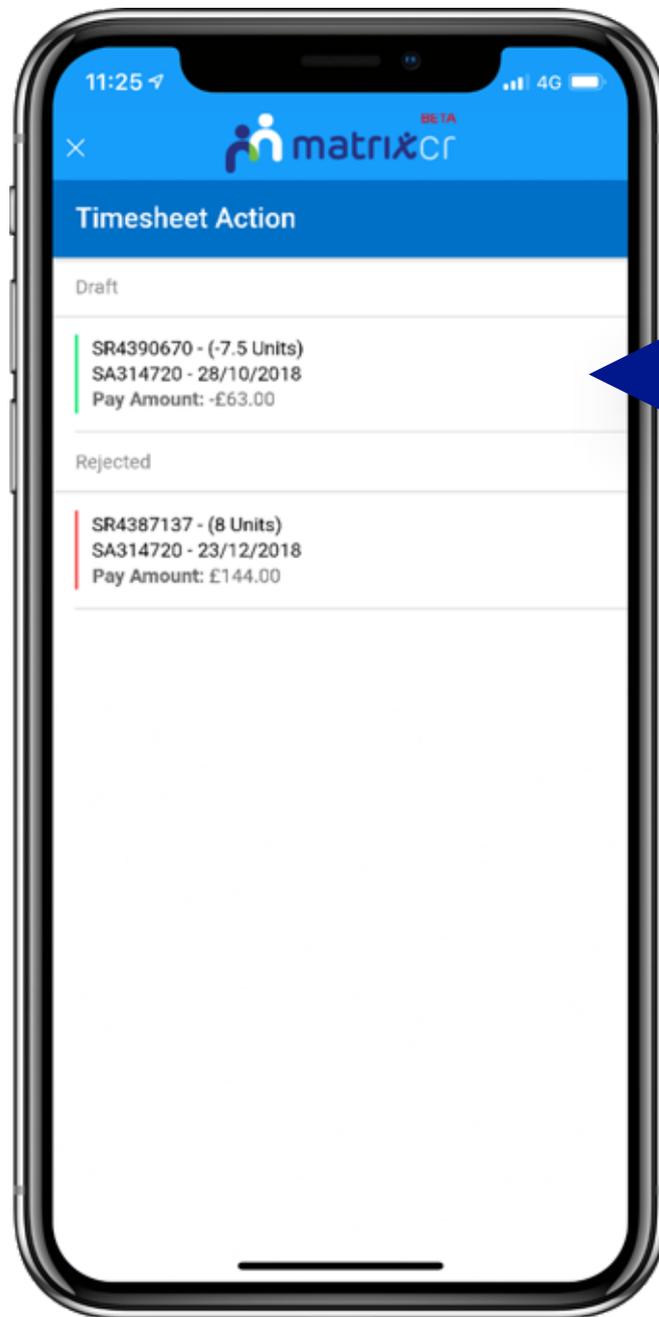
Timesheets To Be Actioned



Any timesheets that require the user's intervention can be found on the timesheet action page. This can be accessed via the Placement page by clicking the 'i' icon in the top right next to the settings button.



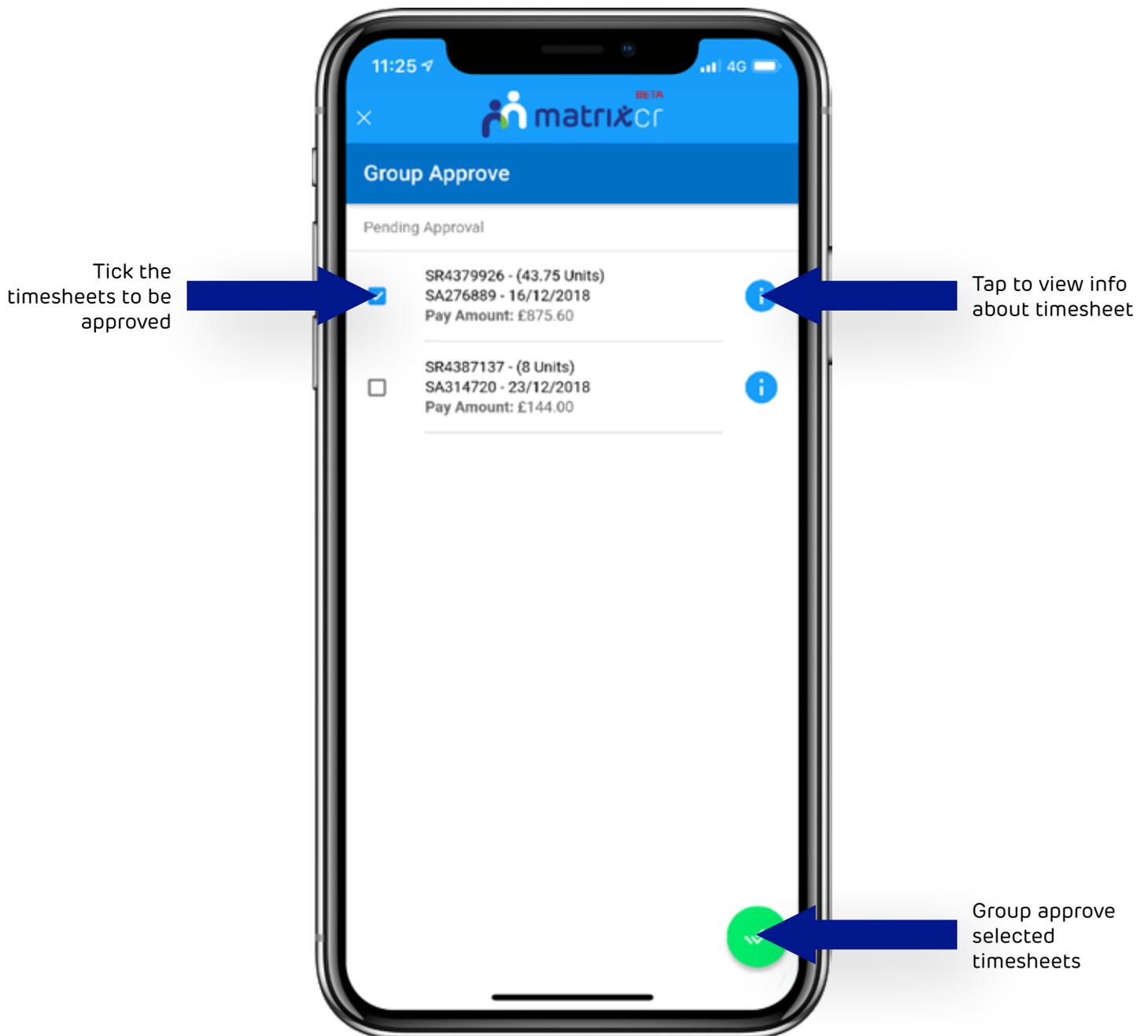
Worker / Supplier User



Tap to view
timesheet and
action

For a worker this will display any timesheets that are in Draft, Rejected or Withdrawn status as this will require them to intervene and either submit or cancel the timesheets.

Client Users - Group Approval



If a client manager is using this page it will give the user the ability to view all the timesheets and group approve them as shown below. Once selecting the green Group approve button at the bottom a dialog will appear asking the user to add a comment.



Notifications



Users will receive push notifications through to the app for anything that related to timesheets. This can be turned off via the option shown in the above image. When a notification appears you can either click or swipe it to jump straight to the relevant page within the Matrix CR App.