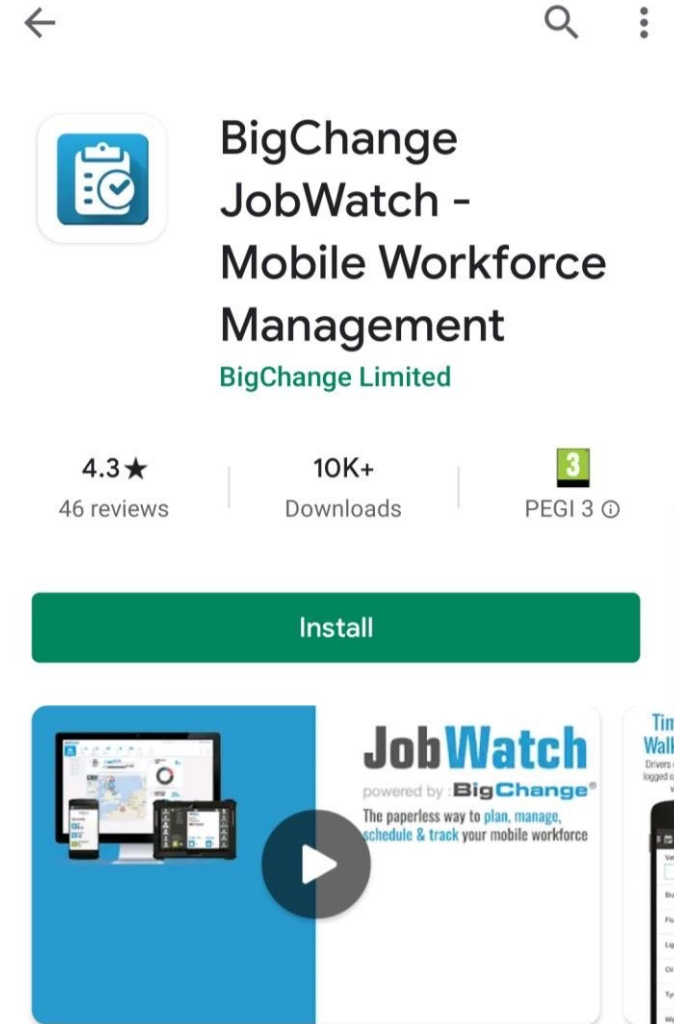


# *Completing Your Timesheet on JobWatch*



## *STEP 1: Downloading The JobWatch app*

In the app store, search for  
'JobWatch' and download the  
'BigChange JobWatch –  
Mobile Workforce  
Management' app



## *STEP 2: Logging into the JobWatch app*

There are two steps to log into the JobWatch app.

Firstly, you will be asked to enter your serial number. (Image 1) \*This only needs to be entered once and will store on the system. This serial key is supplied from the office.

Secondly, you will be asked to enter your passcode. (Image 2) This will need to be entered each time you log on the app – again this will be supplied to you – it can be changed to something more memorable – please speak to the office if required.

**Image 1**

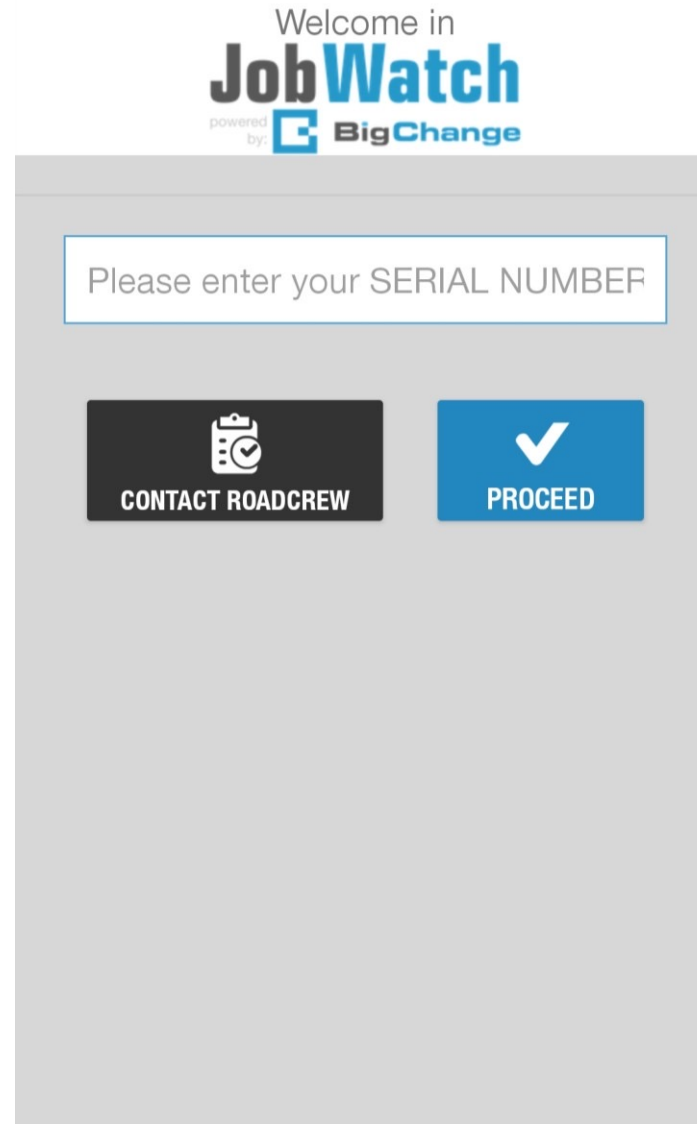


Image 1 shows the JobWatch app login screen. At the top, it says "Welcome in JobWatch powered by BigChange". Below this, there is a text input field with the placeholder "Please enter your SERIAL NUMBER". At the bottom, there are two buttons: a black button with a clipboard icon and the text "CONTACT ROADCREW", and a blue button with a checkmark icon and the text "PROCEED".

**Image 2**

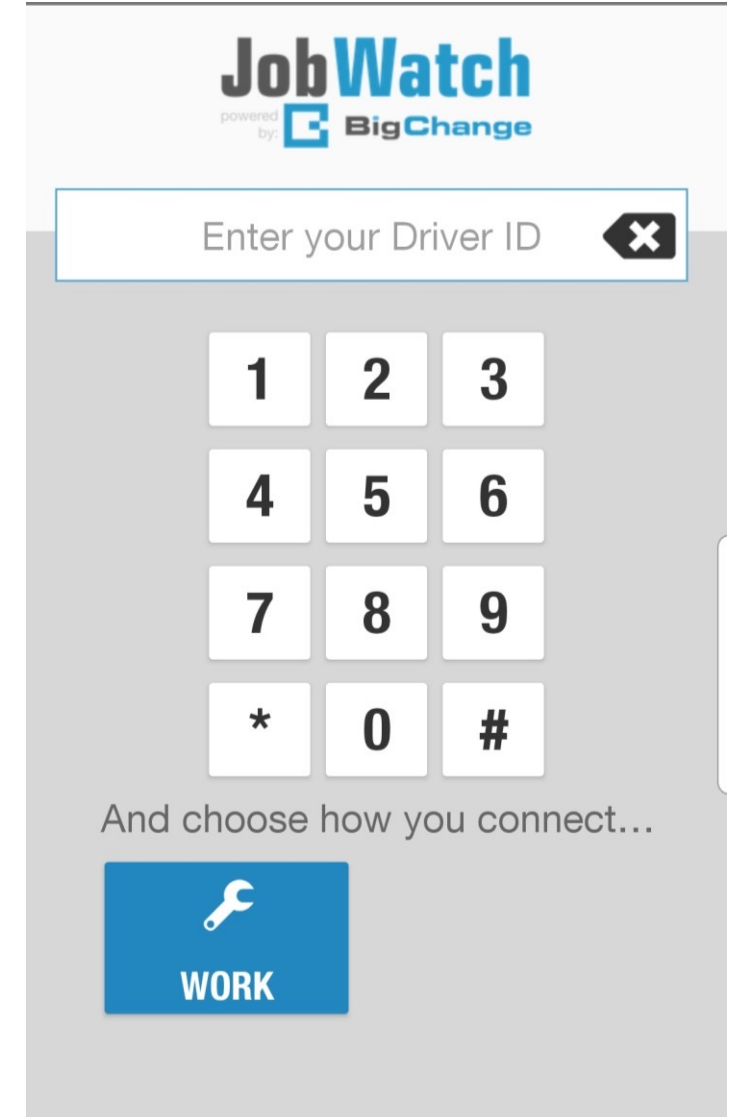


Image 2 shows the JobWatch app login screen. At the top, it says "JobWatch powered by BigChange". Below this, there is a text input field with the placeholder "Enter your Driver ID" and a clear button (X). Below the input field, there is a numeric keypad with buttons for digits 1-9, 0, \*, and #. Below the keypad, it says "And choose how you connect...". At the bottom, there is a blue button with a wrench icon and the text "WORK".

## STEP 3: Navigating the JobWatch app

Once logged into the app, you will see the main home screen (image 1). By clicking on the three line button on the top left corner, you will then bring up a screen displaying the various app functions (image 2). Select Timesheet

Image 1

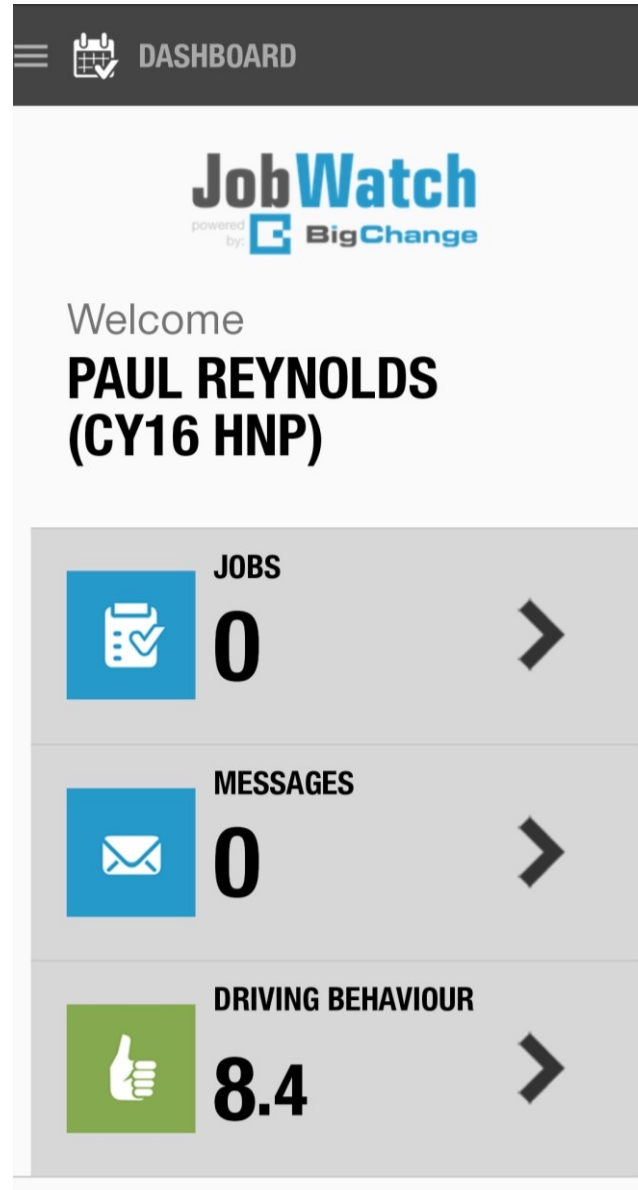
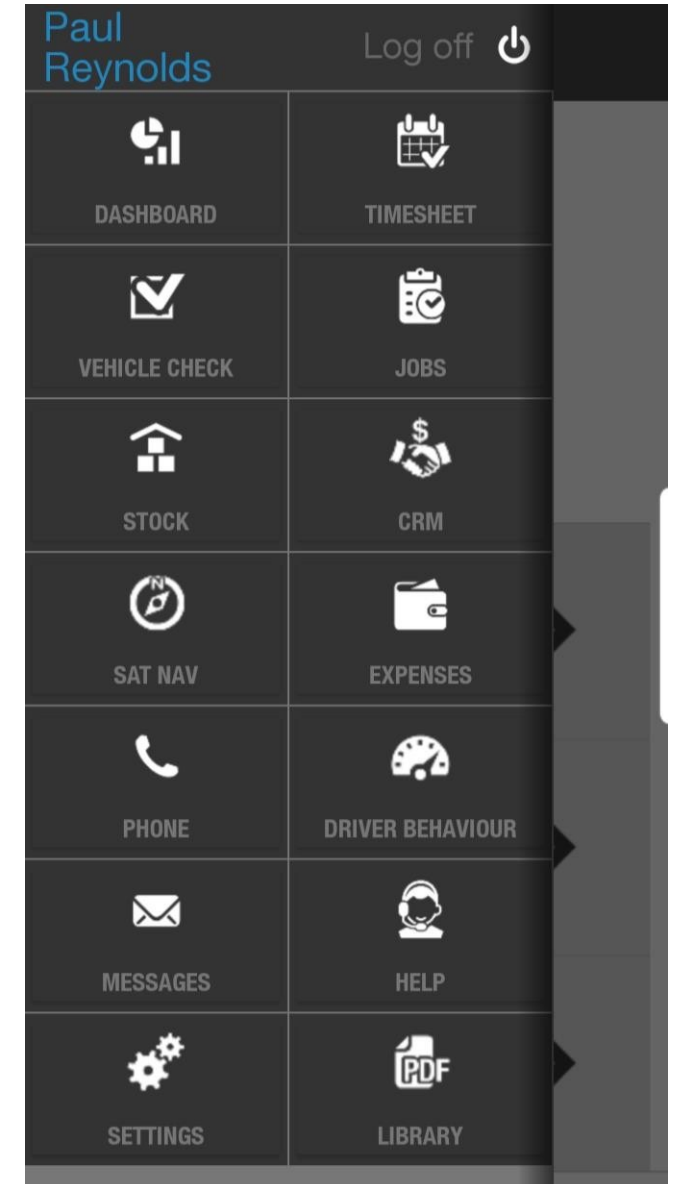


Image 2



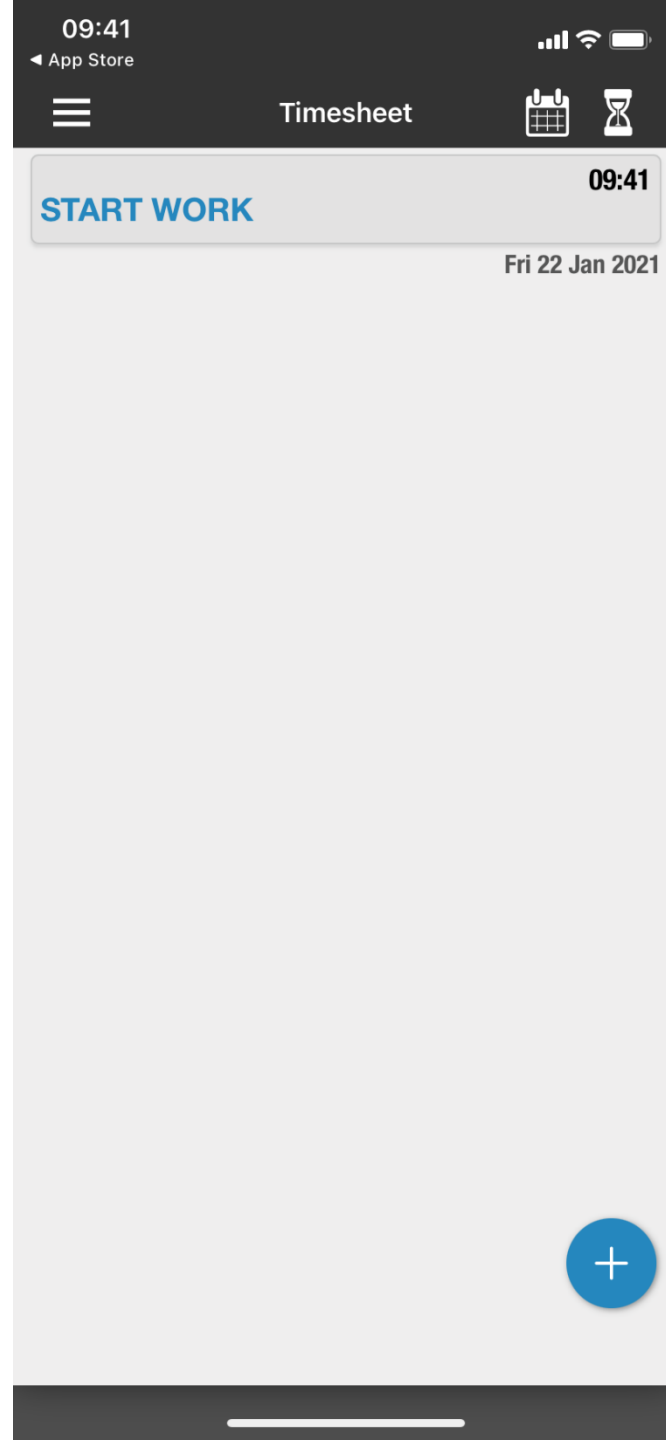
## *STEP 4: Completing Timesheet*

Each day your Timesheet **MUST** be completed when you start work and end work.

To Start work press the Add icon on the bottom right hand side and select Start Work

To End work press the Add icon on the bottom right and select End Work

This will time stamp the current date and time



## *STEP 5: Sign off Timesheet*

Every Friday night, please sign off your Timesheet with any notes you need to add. This will then submit your Timesheet to the office for processing. Any notes can be added to the notes section if required.

09:47

Cancel

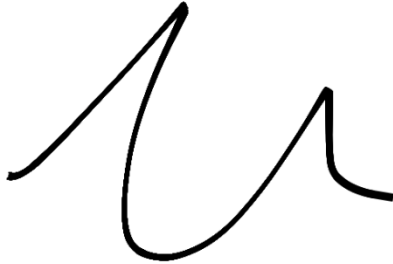
Sign Off Your Timesheet

Total Hour(s) working

00:01

Notes

Signature



Sign

Clear