WORKM8 CONSULTING

Job Time Entry — Quick-Start Guide

For ServiceM8 · app version 4.2.28

Job Time Entry (JTE) makes recording labour time against ServiceM8 jobs fast and accurate — from the office or one-thumbed in the field. Every entry is written to the job's time records and logged in the job diary, and a weekly review screen helps each staff member catch time they were scheduled for but never recorded.

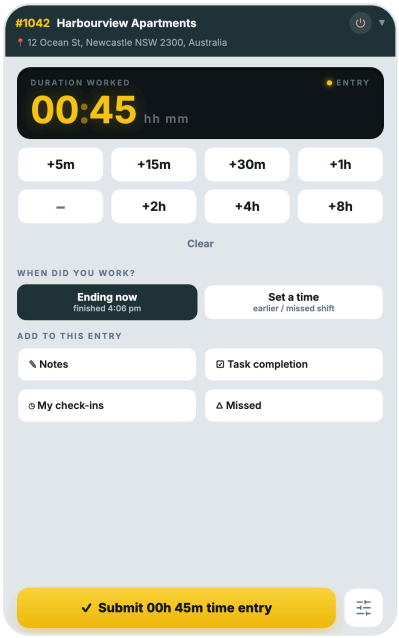
1 Opening the add-on

There are two ways in:

- **From a job** — open any job card and tap **Job Time Entry** in the job's add-on actions. This is where you record time for that job.
- **From the menu** — choose **Weekly Time Review** from the ServiceM8 add-on menu. This is your personal week-at-a-glance: what you were assigned, what you've recorded, and what's still missing (section 5).

2 Recording time in 30 seconds

1. Open **Job Time Entry** from the job card. The job's details (number, customer, address, status) load automatically.
2. Choose **when** the time happened:
   - **Started at…** — your date/time is when work *began*; the finish is calculated from the duration.
   - **Finished at…** — your date/time is when work *ended*; the start is calculated back.
   - On the new interface, **Ending now** is one tap for "I'm finishing right now", and **Set a time** is for a shift worked earlier.
3. Set the **duration**. On the classic interface use the Duration fields and **Quick Set**; on the new interface tap the chips (**+5m … +8h**) to build the time up — **–** and **Clear** adjust it.
4. Optionally add a **note** — it's saved to the job diary with your entry.
5. Tap **Submit** (classic) or **Log time** (new interface) and confirm. Done.



The time entry screen (new interface)

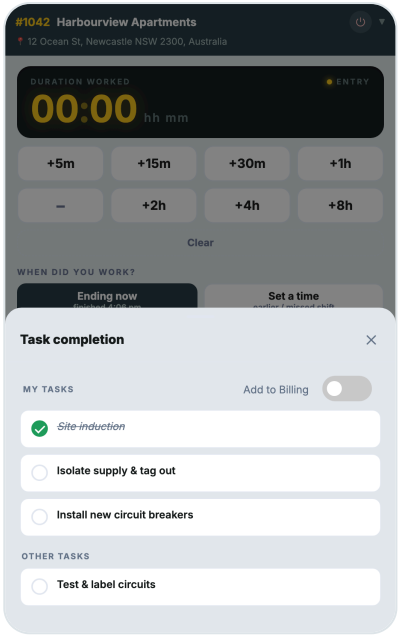
What gets written: a time entry against the job for the exact start–finish window, plus a job-diary note recording who logged it, the times, the duration, and any note you added.

3 Checklist tasks and billing

If the job has a checklist, you can complete items as part of logging your time:

- Open **Task completion** (the checklist tab on classic) and tick what you finished. Ticked items are marked complete in ServiceM8 when you submit.
- Turn on **Add to Billing** to append the completed task names to the job's *work done* description — handy for invoicing.

Project jobs: if the job is managed as a project in the Project Checklist add-on, a **Project Task** picker appears so your hours can be attributed to a specific task on the project board. Choosing "None" records a regular entry.

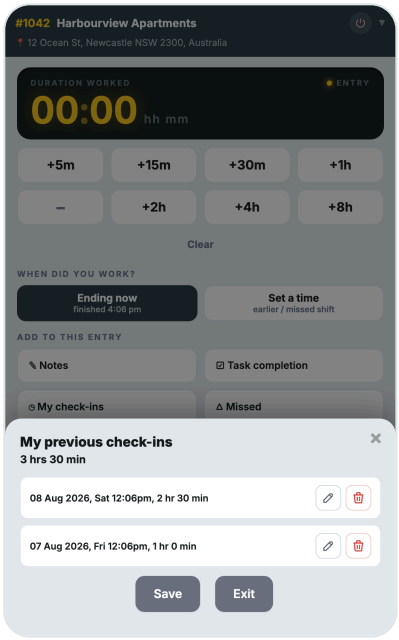


Task completion — My / Other tasks

4 Your check-in history

From the time entry screen you can review your own history on the job:

- **My check-ins** — everything you've recorded on this job. Each entry can be **edited** (adjust start/duration) or **deleted** (the deletion is noted in the job diary).
- **Missed** — bookings you were scheduled on but never recorded. Recording one creates the missing time entry while leaving the original booking in place.

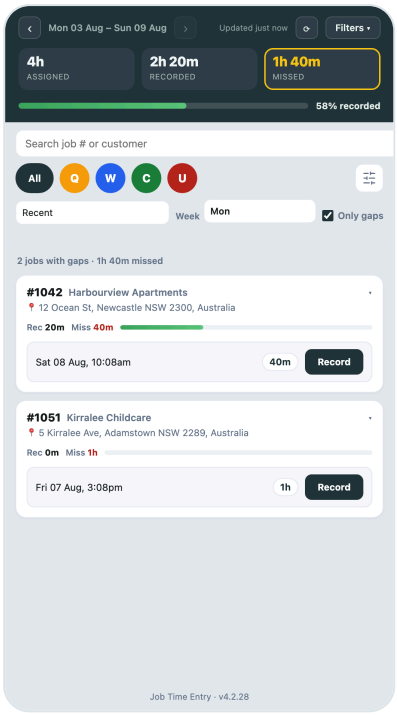


My previous check-ins

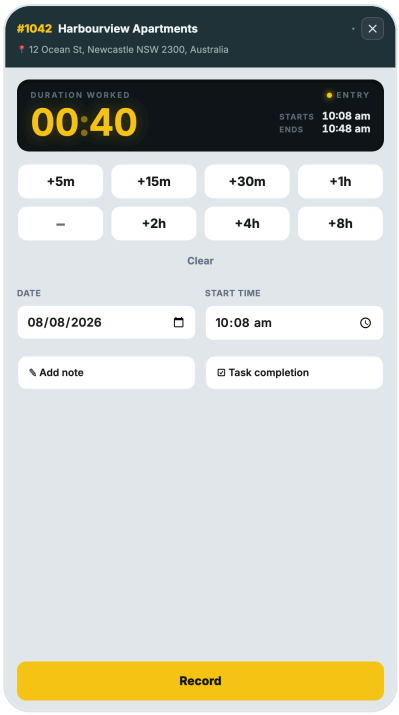
5 Weekly Time Review

Launched from the menu, Weekly Time Review shows **your** week (it's per staff member):

- **Assigned / Recorded / Missed** — the header KPIs. *Assigned* is everything scheduled to you; *Missed* is the part you haven't recorded yet. If you've recorded part of a booking, only the **outstanding remainder** counts as missed.
- **The list** — jobs with gaps, each showing its missed entries with a **Record** button. The duration is pre-filled with exactly the time still outstanding; adjust if needed, add a note or tick tasks, and record.
- **Tap the Recorded KPI** to see what you've already logged — including partially recorded jobs — with **Edit** and delete (🗑) on each entry. Deleting removes only the recorded time; the original booking stays.
- **Tap the Assigned KPI** for insights — hours by day or time of day, time by job category, and a jobs-by-time table.
- ‹ › moves between weeks; **Filters** opens search, status filters, sort and the *Only gaps* switch; ⟳ pulls fresh data (the *Updated … ago* stamp shows how current the screen is).



Weekly Time Review — gaps view

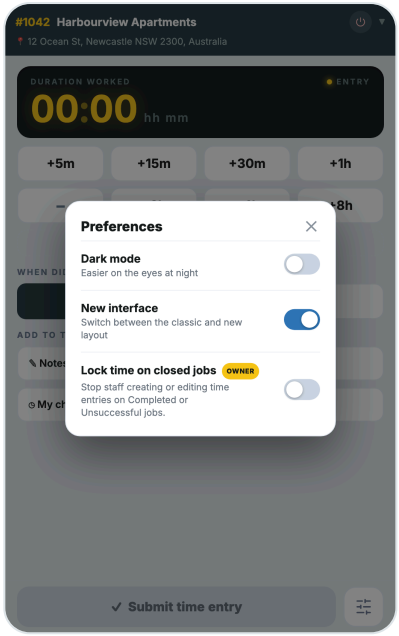


Record — pre-filled remainder

6 Preferences

Tap the **Preferences** button (sliders icon) on either screen:

- **Dark mode** — switches the palette. Per device.
- **New interface** — switch between the classic layout and the redesigned field-friendly layout, instantly. Per device.
- **Lock time on closed jobs** (owners only) — an account-wide setting, visible to Business Owner–role users. When on, staff can no longer add, edit or delete time entries on jobs that are **Completed** or **Unsuccessful** — keeping closed jobs' billing stable. Everyone can still view history.



Preferences

7 FAQ

Who can see my Weekly Time Review?
It only ever shows the signed-in staff member's own time.

Does recording a missed booking change the schedule?
No. Recording creates a separate time entry; the original booking is untouched.

Why can't I change time on a completed job?
Your account owner has switched on *Lock time on closed jobs*. Ask them to unlock it, or to reopen the job.

The screen looks out of date.
Tap ⟳ in Weekly Time Review to pull the latest data — useful when someone else has just updated a job.

Something didn't save after I left the app open a long time.
JTE refreshes its own session automatically, but if you ever see a session message, close and relaunch the add-on from the job card.