

JET

Call Reports

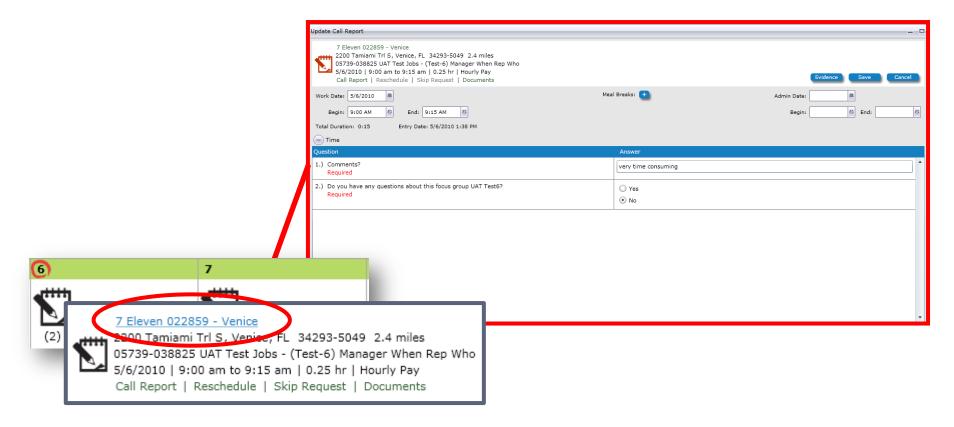
Entering your call report after completing the work

- Document your time
- Respond to questions

Fill In Call Reports

To access a call report on the web:

- 1. Hover over the Call Report icon
- 2. Select and click a store link to open the Call Report



VISIT

• Date: Displays scheduled date. Click the calendar icon to edit date, if necessary.



 Begin & End Times: Displays scheduled times. Click the clock icon to edit, if necessary.



BREAKS

- To add a break, click the Plus icon and enter break begin and end time.
- Click the Plus icon again to add additional breaks, if necessary.
- Breaks are required for shifts over 5 hours.



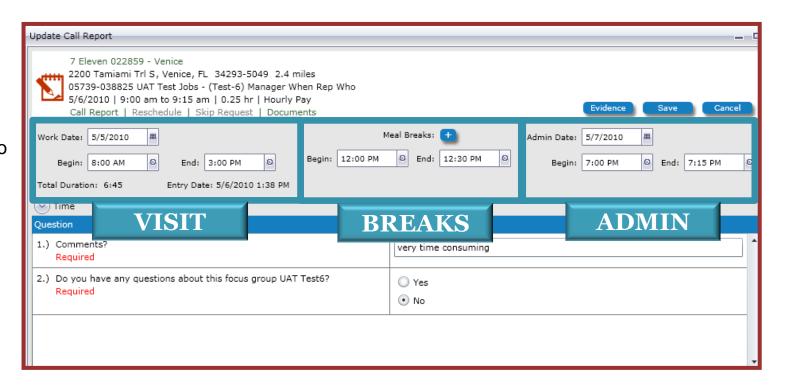
ADMIN

- When applicable, enter Admin Date, Begin and End times.
- Enter only administration time for this event.

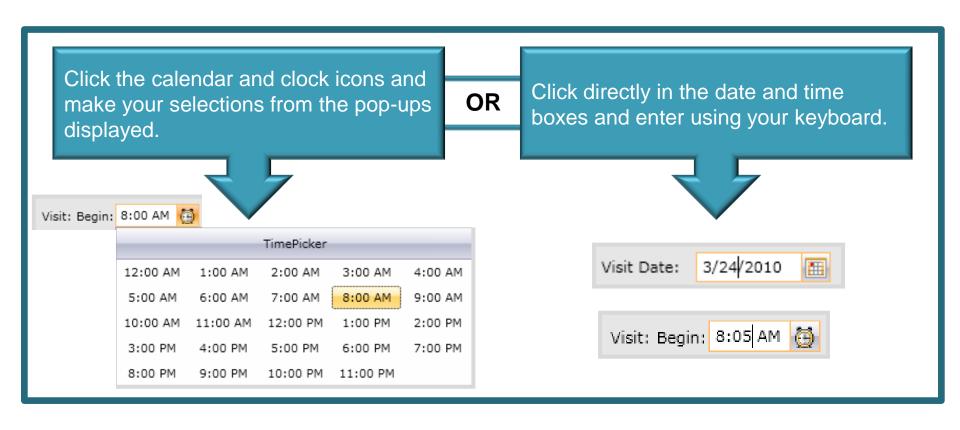




Click directly into a field to edit



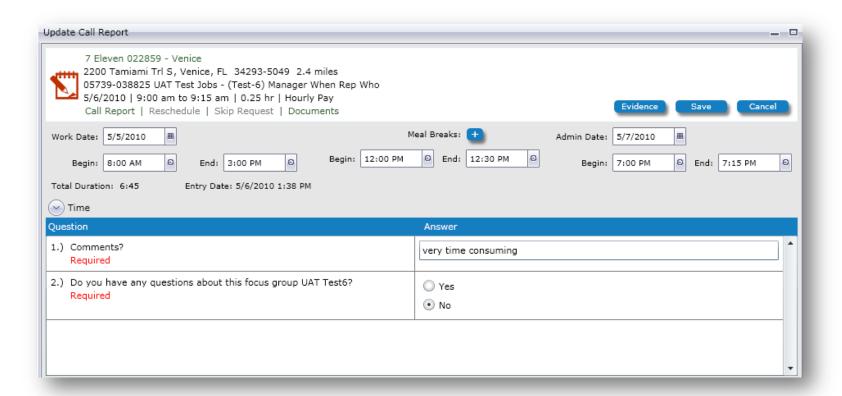
Two methods are available to enter dates and times



Answer Questions

Answer questions by clicking the appropriate radio button or entering data into the text field, then click the **Save** button.

Required questions will be identified



Technical Support

- If you are experiencing trouble navigating or using JET, review the training materials.
- If you are still having difficulty, contact your supervisor.
- For additional support, create a help desk ticket at https://helpdesk.asmnet.com or call 888-900-4ASM (4276)
- ASM IT Support Hours are:
 Monday Friday
 5 am 5 pm Pacific

Field Support AMS

- Please call: 800-786-7769
- Hours:Monday Friday8 am 5 pm Eastern
- Create a help desk ticket at https://helpdesk.asmnet.com
- Select Help Desk Category JET > AMS Project Support Team

Campaigners Operational Support

- Please call 888-524-9192
- Hours: Monday – Saturday6 am - 6 pm Pacific
- Sunday7 am 7 pm Pacific
- Create a help desk ticket at https://helpdesk.asmnet.com
- Select Help Desk Category JET > MWA Field Support