

JET

Job Event Tracking

Introduction and Navigation Overview

JET

Job Event Tracking

- **JET** is the online system used at Advantage Sales and Marketing for scheduling and tracking retail activity.
- This is where retail associates review their upcoming schedule and record all work activities each day.

JET requires the use of Microsoft Silverlight

Welcome Letter

Your **Welcome Letter** will be sent to the email address in your ADP profile and will include information on:

1. How to access **JET**
2. Your **User Name**
3. Your **Temporary** Password
 - To change your password; click the Password button in the top tool bar
4. Where to locate training videos and documents
5. How to get help with JET

Site URL, Log In / Log Out

Site URL

You can access JET from ASM Connects
or by going directly to: <https://jet.asmnet.com>

Log In

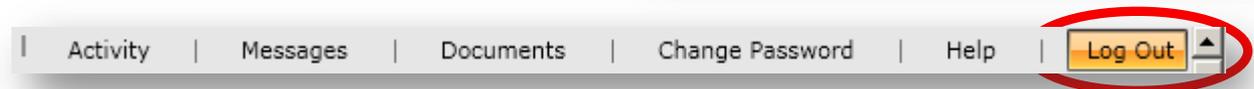
1. Enter your JET user name and password
 - ▶ User names are typically `firstname.lastname`
 - ▶ Example: `jane.smith`
 - ▶ DO NOT add “asm\” in front of your user name
 - ▶ First time users will use the password received in their Welcome to JET Letter
2. Click the **Login** button



The screenshot shows the 'Sign In' page for 'ADVANTAGE SALES AND MARKETING'. It features a 'Login:' field and a 'Password:' field, both with input boxes. Below the fields is a link for 'Forgot login or password?' and a blue 'Login' button.

Log Out

Click Log Out in the top tool bar



Time-Out

System will automatically timeout after 60 minutes of inactivity, requiring you to sign in again.

Passwords

Password Security

DO NOT share your password with ANYONE

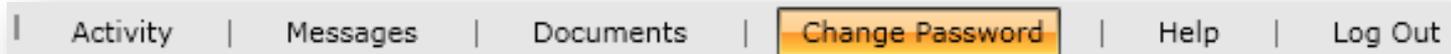
Including IT staff, administrators, supervisors, other co-workers, friends & family

Advantage Sales and Marketing's [Password Policy](#) has very clear and specific Password Protection Guidelines.

"Passwords should be treated as confidential information. No associate is to give, tell, or hint at their password to another person, including IT staff, administrators, superiors, other co-workers, friends and family members, under any circumstances."

Change your Password

You have the ability to change your password, if desired, by clicking the Change Password link in the tool bar.



JET

Basic JET Site Navigation

- My Calendar View
- Icons
- Tool Tips

My Calendar

The My Calendar view is immediately displayed upon log in and is divided into three basic sections

1. Main Calendar
2. Overdue Work
3. Driven by Selected Tab
 - Default will display work for date selected on the calendar

The screenshot shows a web-based calendar interface. The main calendar grid is highlighted with a green border and labeled '1'. The 'Overdue (3)' section is highlighted with a red border and labeled '2'. The task list for the selected date (April 15) is highlighted with a blue border and labeled '3'.

1. Main Calendar

Month Overview | Month Detail | Week | Day | April 2010 | Add New Task | Export To Excel

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	April 1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	May 1

2. Overdue (3)

- Publix Super Market 000361 - Sarasota
05718-038728 Kraft (Large Outlet) - Oscar Mayer Trays /Distribution-
4/16/2010 | 8:00 am to 9:00 am | 1.0 hr | Project Pay \$10.75
Call Report | Reschedule | Skip Request | Documents
- Food Lion Store 000511 - Orange Park
05711-038721 Glaxo Smith Kline - GSK Augusfresh Interactive Tray Sticker

3. Driven by Selected Tab

UnScheduled (3) | Scheduled (0) | All (5) | Opportunities (44)

Sort by: | Filter by: | Type

Thursday 4/15

- Publix Super Market 000400 - Englewood
05718-038728 Kraft (Large Outlet) - Oscar Mayer Trays /Distribution-
4/15/2010 | 9:10 am to 10:10 am | 1.0 hr | Project Pay \$10.75
Call Report | Reschedule | Skip Request | Documents
- Publix Super Market 000697 - Placida
05718-038728 Kraft (Large Outlet) - Oscar Mayer Trays /Distribution-Publ
4/15/2010 | 10:30 am to 11:30 am | 1.0 hr | Project Pay \$10.75
Call Report | Reschedule | Skip Request | Documents
- Publix Super Market 000737 - Englewood
05718-038728 Kraft (Large Outlet) - Oscar Mayer Trays /Distribution-Publ
4/15/2010 | 8:00 am to 9:00 am | 1.0 hr | Project Pay \$10.75
Call Report | Reschedule | Skip Request | Documents
- Winn Dixie 000720 - Englewood
05720-038730 Schering Plough (Claritin) - IRC's - Various Grocers - (4/5
4/15/2010 | 12:00 pm to 12:15 pm | 0.15 hr | Project Pay \$8.00
Call Report | Reschedule | Skip Request | Documents
- Training
4/15/2010 | 8:00 pm to 8:30 pm | 0.30 hr

Icon Legend

Call Report



Work to be done in the future



Completed work



Work that is overdue and late



Work that has been completed and paid
You cannot edit a locked Call Report

Travel



Complete

Other Time



Complete

Training



Training to be done in the future



Completed training



Training that is overdue and late

Time Off



Requested, pending approval



Approved time off



Shows on Approvers task panel only as
Awaiting Approval



When a padlock appears on an icon - the item cannot be changed



Tool Tips

JET is populated with over 30 Tool Tips and will automatically display when you hover over an area for more than 1 second. They are designed to assist you while working within the JET web site.

Example of Tool Tips

As you hover over the area in **RED**, the **Blue Tool Tip** will display

The screenshot shows the 'Update Call Report' interface. At the top, it displays call details: 'The Dam Store Too - Vincent', address '1190 Logan Martin Dam Rd, Vincent, AL 35178-9429 23.2 miles', phone '05729-038750 Mars (NASCAR) - Talladega POS*Mailing required*Photo requested', and date/time '5/3/2010 | 7:00 am to 7:30 am | 0.50 hr | Project Pay \$9.95'. A red warning message states 'This call is not complete until you answer all required questions'. Below this are buttons for 'Evidence', 'Save', and 'Cancel'. The form includes fields for 'Work Date' (5/3/2010), 'Meal Breaks' (+), 'Admin Date', and 'Begin/End' times. A 'Call Report Time' tool tip is overlaid on the 'Begin' field, which is highlighted in red. The tool tip explains that this is where to record work time accurately and provides instructions on how to use the clock icon. At the bottom of the tool tip is a 'Turn off help' checkbox and a 'Close' button.

Call Report Time

This is where you record the date and time of your work for this assignment. It is important that you record all your time accurately.

Click the **CLOCK** or directly enter the time in the cell to start entering you time. Enter both your start time and end time.

Turn off help Close

Turn Off Tool Tips

To turn off Tool Tips, just click the in the "Turn off help" box.

Reactivate Tool Tips

Click on your name in the menu bar and check the box "Turn on Tool Tip Help"

Tool Bar

- The Messages and Documents menu in your tool bar are in the development stage and are not currently active.



FUTURE ENHANCEMENT

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 – Friday
8 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 – Saturday
6 am - 6 pm Pacific
- Sunday
7 am – 7 pm Pacific
- Create a help desk ticket at <https://helpdesk.asmnet.com>
- Select Help Desk Category
JET > MWA Field Support