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. |

Tip

Click directly into a field to edit

Update Call Report

7 Eleven 022859 - Venice
2200 Tamiami Trl S, Venice, FL 34293-5049 2.4 miles
05739-038825 UAT Test Jobs - (Test-6) Manager When Rep Who
5/6/2010 | 9:00 am to 9:15 am | 0.25 hr | Hourly Pay
Call Report | Reschedule | Skip Request | Documents

Evidence   Save   Cancel

Work Date: 5/5/2010

Begin: 8:00 AM   End: 3:00 PM

Total Duration: 6:45   Entry Date: 5/6/2010 1:38 PM

Meal Breaks: +

Begin: 12:00 PM   End: 12:30 PM

Admin Date: 5/7/2010

Begin: 7:00 PM   End: 7:15 PM

Time

| Question | **VISIT** | **BREAKS** | **ADMIN** |

| 1.) Comments?
Required | | very time consuming | |
| 2.) Do you have any questions about this focus group UAT Test6?
Required | | ○ Yes
◉ No | |

Two methods are available to enter dates and times

Click the calendar and clock icons and make your selections from the pop-ups displayed.

OR

Click directly in the date and time boxes and enter using your keyboard.

Visit: Begin: 8:00 AM 🕐

TimePicker				
12:00 AM	1:00 AM	2:00 AM	3:00 AM	4:00 AM
5:00 AM	6:00 AM	7:00 AM	8:00 AM	9:00 AM
10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM
3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
8:00 PM	9:00 PM	10:00 PM	11:00 PM	

Visit Date: 3/24/2010 📅

Visit: Begin: 8:05 AM 🕐

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 – 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