

JET

Call Report

Entering your travel time

Fill In Call Reports

1. When you prepare to enter travel time, select the **All** tab
 - This will display completed work
 - Travel time is an event that has always happened in the past
2. Click the **Week** tab
 - This provides an excellent view of the information you need
3. Click in the space on your calendar where you want to enter a travel record

The screenshot displays a web-based calendar application. At the top, there are navigation tabs for 'Month Overview', 'Month Detail', 'Week', and 'Day'. The 'Week' tab is selected, showing a weekly view for May 2-8, 2010. A red box with the number '2' is placed over the 'Week' tab. The calendar grid shows time slots from 10 AM to 9 PM. A red box with the number '3' is placed over the 3 PM slot on Monday, May 3rd. On the right side, there is a task list titled 'Overdue (7)'. A red box with the number '1' is placed over the 'All' tab in the task list. The task list shows several tasks, including travel events and call reports.

Calendar Application Interface:

- Navigation: Favorites, My Calendar, Welcome: John Fautch, Activity, Time Sheet, Message, Documents, Contact Us, Log Out
- Calendar View: Month Overview, Month Detail, **Week** (2), Day
- Calendar Grid: Sunday 2, Monday 3, Tuesday 4, Wednesday 5, Thursday 6, Friday 7, Saturday 8
- Time Slots: 10 AM, 11 AM, 12 PM, 1 PM, 2 PM, 3 PM, 4 PM, 5 PM, 6 PM, 7 PM, 8 PM, 9 PM
- Task List (Overdue 7):
 - Sams Club 004711 - Virginia Beach
 - Target Store 001307 - Van Nuys
 - Scheduled (0), UnScheduled (4), Opportunities (10), **All (5)**
 - Sort By: Date, Job: All
 - Monday 5/3
 - Travel: 5/3/2010 | 11:00 am to 11:45 am | 0.75 hr
 - Travel: 5/3/2010 | 1:15 pm to 2:00 pm | 0.75 hr

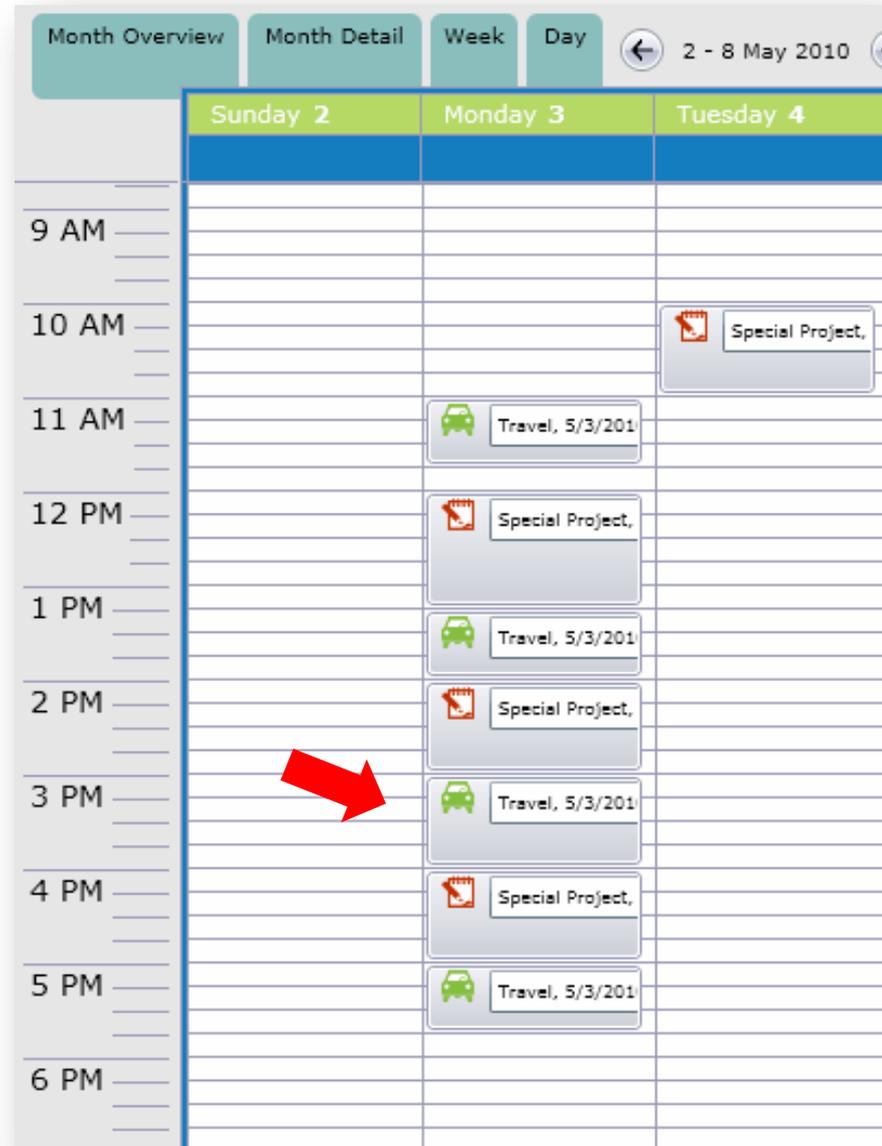
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- Click the **Add New Task** button and select **Travel**
 - The **Update Travel** dialog box will display
- The **Date** field will default to the date you clicked on in your calendar
 - You can change the date here if necessary
- Enter your **Begin** and **End** time, the **Duration** will auto populate
 - If you enter your **Begin** time and the **Duration**, the **End** time will auto populate
- Click the **Commute** box only when travel was from home to work or work to home
- Click the **Drove** box only when you drove your car
- The **From** and **To** fields will auto populate based on where you clicked on the Calendar
 - Click the **location** link to make any necessary changes
- Review the travel record for accuracy then click the **OK** button
 - Your changes will be saved

A screenshot of the 'Update Travel' dialog box. The title bar says 'Update Travel'. Inside, there is a green car icon and the text 'Travel 5/3/2010 | 9:00 am to 9:15 am | 0.25 hr'. Below this, it says 'From: Target Store 000293' and 'To: Publix Super Market 000835'. There are several input fields: 'Date' with '5/3/2010', 'Begin' with '3:00 PM', 'Duration' with '1:00', and 'End' with '4:00 PM'. There are also checkboxes for 'Commute' and 'Drove'. At the bottom, there are 'OK' and 'Cancel' buttons. A red box with the number '10' is overlaid on the bottom left corner of the dialog box.

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The completed Travel record automatically displays on your calendar.



Commute

- Use when travelling from home to work and work to home
- Do not use the commute button when travel is between stores
- Commuting typically reduces the travel record by 20 miles and 30 minutes
- When commute travel is not greater than 20 miles or 30 minutes, you are not required to enter a travel record

Drove

- Indicates that you drove your car and you were not carpooling with someone else
- Will generate dollar reimbursement provided it is included in the pay for the work performed

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