

QUICK START GUIDE *FastTrack*  360

# Client User Guide

Step by Step User Guide to the

- Client Portal
- Timesheet approval directly from the email



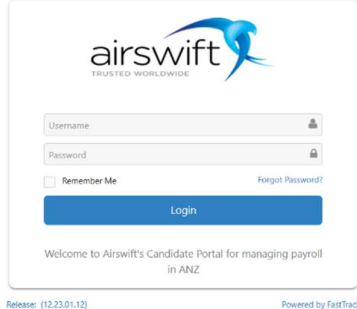
## TABLE OF CONTENTS

<b>Description</b>	<b>Page #</b>
First Time Log in User	3
Welcome to FastTrack360 Client Portal	4-5
Timesheet & Attendance	6
Timesheet Categories Details	6
Timesheet Approval & Rejection	7-8
Holiday/Backup Approver	8
Approval via Email Process	9
Contact for Support	9

## FIRST - TIME LOGIN USER GUIDE

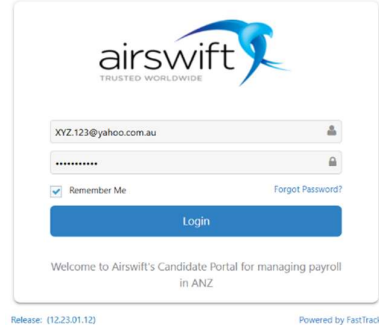
### Step 1: Access the Login Page

- To access your portal, go to:  
<https://airswift.fasttrack360.com.au/RecruitmentManager/ClientLogin>
- You should see the login screen with fields for username/email and password.



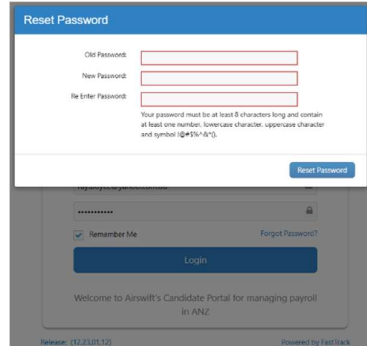
### Step 2: Enter Your Credential

- Username or Email: Enter the email address associated with your account
- Password: Use the temporary password provided (You will be notified by the payroll team of your username and password)
- By selecting the  **Remember Me** icon on the login page, the next time you log in, your username will load automatically.



### Step 3: Reset Your Temporary Password

- On first login, you'll be prompted to create a new password
- New password must be:
  - ✓ At least 8 characters
  - ✓ Contain a mix of uppercase, lowercase, numbers, and symbols



### Step 4: Set Security Questions

- You will be asked to choose and answer security question
- This help verify your identity if you ever need to reset your password or recover your account.
- Click Save Changes.



## Welcome to FastTrack360 Client Portal

**Fasttrack 360 (FT360) is Airswift's secure self-service portal that simplifies workforce management by allowing clients to easily review and approve timesheets and expenses, improving efficiency, transparency, and control.**

You can access your portal using the web browser on your laptop or desktop.

### Access Options

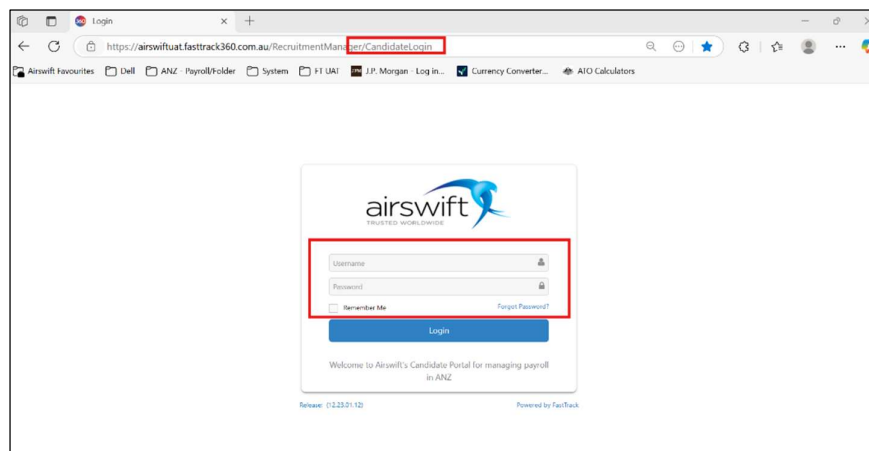
You can log in using either a web browser on your computer or a mobile device. Make sure the URL indicates

#### PC Site: [Login](#)

(<https://airswift.fasttrack360.com.au/RecruitmentManager/CandidateLogin>)

#### Mobile Mode: [FastTrack](#)

(<https://airswift.fasttrack360.com.au/fasttrack.mobiletimesheets/#/timesheet/summary>)



### Login Instructions

1. Enter the email address and password provided by the payroll team.
2. Click the icon  **Remember Me** on the login page to save your username.
3. Next time you log in, your username will appear automatically.
4. Click **Login**.
5. To reset your password, click **Forgot Password**.



Reset Password

Old Password:

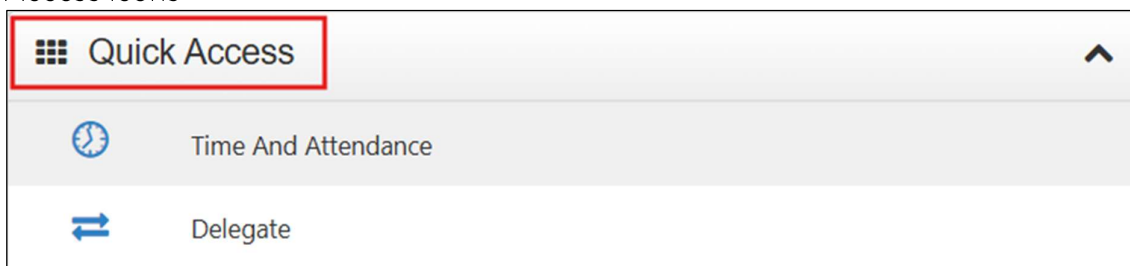
New Password:

Re Enter Password:


Reset Password Cancel

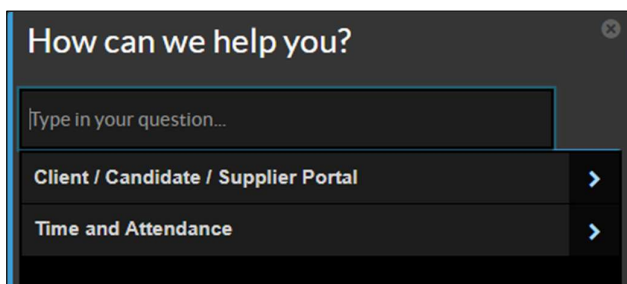
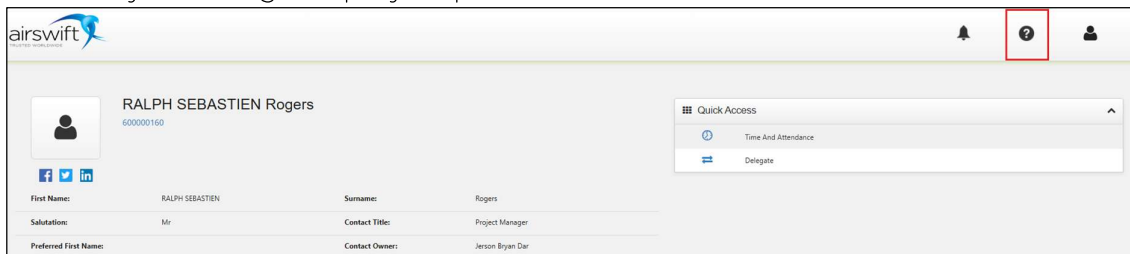
### Navigation Path:

Either scroll down the screen to the relevant section or navigate using the Quick Access icons



### Help Centre

Select the  icon and the activity you wish to learn and the “Show me how” will walk you through step by step.



### Delegate

Enables a user—typically a timesheet approver or client manager—to delegate their approval responsibilities to another designated user, ensuring continuity during periods of absence.

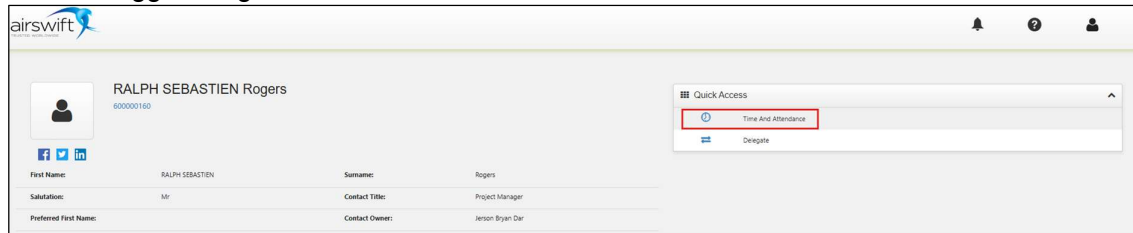


## **Time & Attendance**

This section contains all current and past timesheets for your contractors. Once a timesheet is approved, it is automatically submitted for the next pay run.

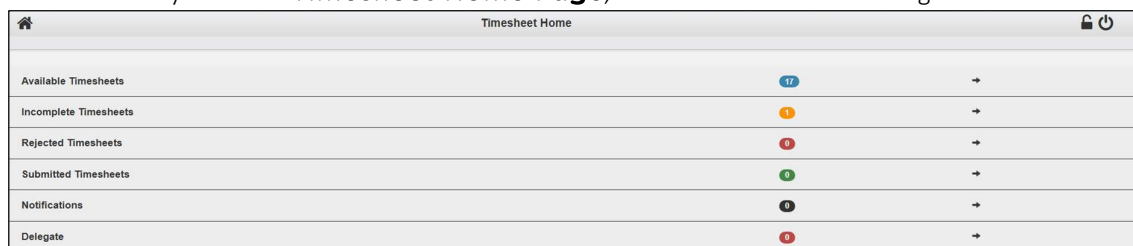
## Time & Attendance (Timesheet)

1. Once logged in, go to: **Quick Access > Time and Attendance**



The screenshot shows the user profile for RALPH SEBASTIEN Rogers. The 'Quick Access' menu is open, and 'Time and Attendance' is highlighted with a red box. Other options in the menu include 'Delegate'.

This will direct you to the **Timesheet Home Page**, which contains several categories.



Timesheet Home		
Available Timesheets	17	→
Incomplete Timesheets	1	→
Rejected Timesheets	0	→
Submitted Timesheets	0	→
Notifications	0	→
Delegate	0	→

## Timesheet Categories Details

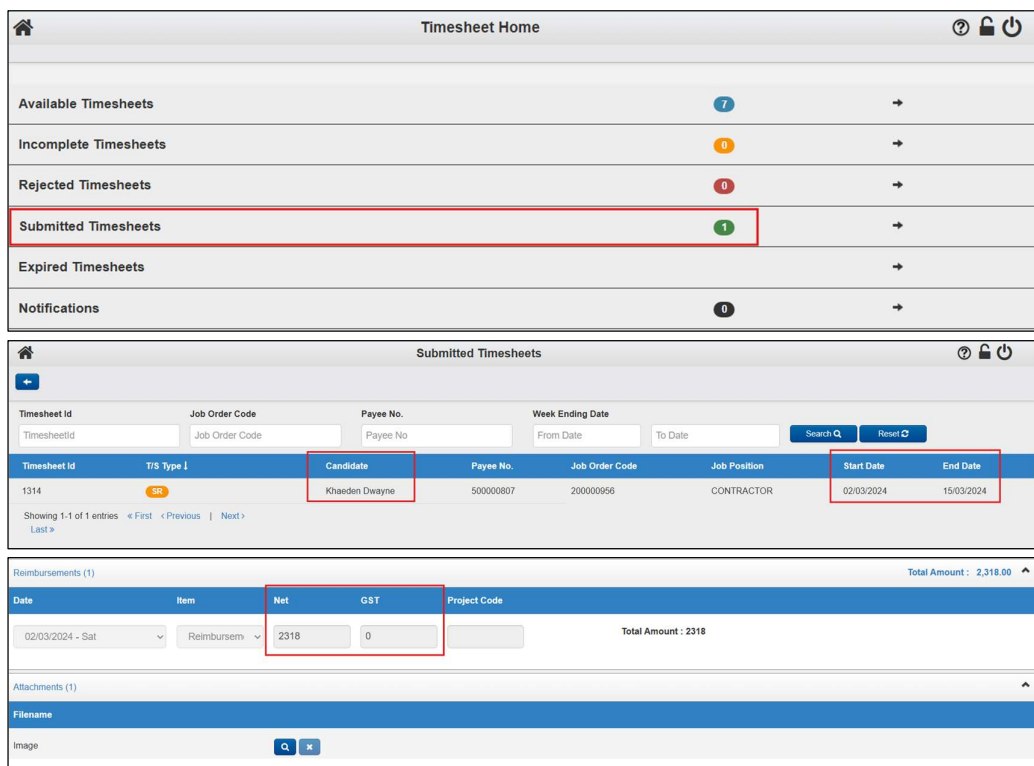
Timesheet categories	Description
<b>Available Timesheets</b>	Timesheets ready to be filled in but not yet been edited or submitted for approval.
<b>Incomplete Timesheets</b>	Saved timesheets that are not yet submitted will remain available for editing until you send them for approval
<b>Rejected Timesheets</b>	Timesheets that have been submitted for approval by an approver but have been rejected due to errors, discrepancies or incompleteness
<b>Submitted Timesheets</b>	Timesheets that have been submitted for approval and are awaiting actioning by a timesheet approver
<b>Notifications</b>	Messages or alerts about timesheet activities, including submissions, approvals, rejections, and system updates.
<b>Delegate</b>	Allows you to assign your approval responsibilities to another user (e.g., during leave or absence), enabling them to manage timesheets on your behalf.

## Timesheet Approval & Rejection

When a timesheet is submitted and requires your approval, you will receive an email notification.

- To **APPROVE** timesheets, start by navigating to the **Submitted Timesheets** category in the portal. This section displays all timesheets that have been completed by your contractors and are currently waiting for your review and approval. You can easily access each timesheet from this list to verify the details before approving them for payroll processing.

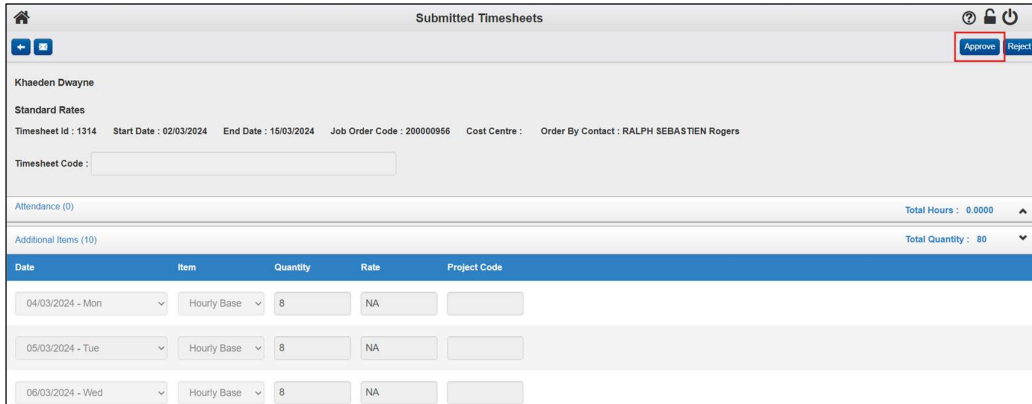
You can select the timesheet you need directly from the list or use the search function to find a specific one. To search, enter the relevant details—such as Timesheet ID, Weekending Date, Job Order Code or Payee No. and then click the search icon to filter the results.



The screenshot shows the 'Timesheet Home' interface with a navigation menu on the left. The 'Submitted Timesheets' category is highlighted with a red box and shows a count of 1. Below this, the 'Submitted Timesheets' section displays a search bar and a table of timesheet entries. The entry for Timesheet ID 1314 is highlighted, with the 'Candidate' field (Khaeden Dwayne) and 'Start Date' (02/03/2024) fields highlighted with red boxes. Below the table, the 'Reimbursements (1)' section shows a table with columns for Date, Item, Net, GST, and Project Code. The 'Net' field (2318) and 'GST' field (0) are highlighted with red boxes. The total amount for reimbursements is 2,318.00.

Timesheet ID	T/S Type	Candidate	Payee No.	Job Order Code	Job Position	Start Date	End Date
1314	SR	Khaeden Dwayne	500000807	200000956	CONTRACTOR	02/03/2024	15/03/2024

Date	Item	Net	GST	Project Code	Total Amount
02/03/2024 - Sat	Reimburse	2318	0		2318



Submitted Timesheets

Khaeden Dwayne

Standard Rates

Timesheet Id : 1314 Start Date : 02/03/2024 End Date : 15/03/2024 Job Order Code : 20000956 Cost Centre : Order By Contact : RALPH SEBASTIEN ROGERS

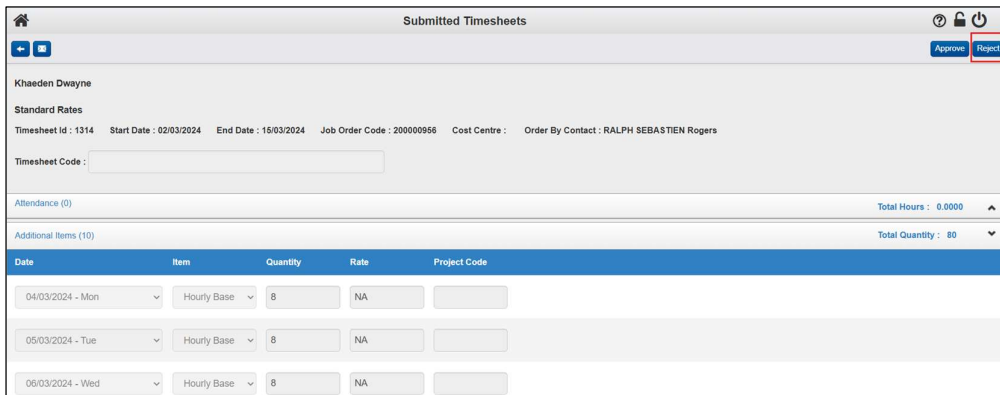
Timesheet Code :

Attendance (0) Total Hours : 0.0000

Additional Items (10) Total Quantity : 80

Date	Item	Quantity	Rate	Project Code
04/03/2024 - Mon	Hourly Base	8	NA	
05/03/2024 - Tue	Hourly Base	8	NA	
06/03/2024 - Wed	Hourly Base	8	NA	

2. If you identify an error in a timesheet, you can **REJECT** it while viewing the individual timesheet. When rejecting, you must provide a reason explaining why the timesheet was declined. Once **rejected**, the candidate will automatically be notified of the rejection and the reason provided.



Submitted Timesheets

Khaeden Dwayne

Standard Rates

Timesheet Id : 1314 Start Date : 02/03/2024 End Date : 15/03/2024 Job Order Code : 20000956 Cost Centre : Order By Contact : RALPH SEBASTIEN ROGERS

Timesheet Code :

Attendance (0) Total Hours : 0.0000

Additional Items (10) Total Quantity : 80

Date	Item	Quantity	Rate	Project Code
04/03/2024 - Mon	Hourly Base	8	NA	
05/03/2024 - Tue	Hourly Base	8	NA	
06/03/2024 - Wed	Hourly Base	8	NA	

## Holiday/Backup Approver

If you're unavailable to approve timesheets in FT360, you can set up a backup approver. Choose between a Dual Approver (shared, ongoing access) or an Alternate Approver (temporary coverage). To set up either option, contact the Airswift Payroll Team in advance with the necessary details.

## Approval via Email Process

### 1. Receiving the Email Notification

- a. You will be notified via email when a timesheet is pending your approval. This email will contain the necessary details for review.

### 2. Approving Directly from the Email

- a. To approve the timesheet, simply click on the "Approve" button within the email. This action will confirm your approval and complete the process.



**Timesheet Approval**

Hi Mark,  
Please find below a timesheet that requires your approval.

Rachel Smith  
Client Site: ACME Supplies  
Cost Centre: 800000108  
Job No: 200022056  
Position: Receptionist

Worked Period: 1 - 5 July 2020  
Timesheet Code: 5698  
Timesheet State: Submitted  
Actioned By: [Tara](#) on 02/07/2020 at 10:43  
PO Number: 12345678

**Attendance / Reimbursements**

Day	Shift	Attendance / Absence / Item	Break	Total
Wed	19:00 - 03:00	Day Shift	00:30	7.5000
Thu	19:00 - 03:00	Day Shift	00:30	7.5000
		Travel Allowance		1.000000
Fri	19:00 - 03:00	Day Shift	00:30	7.5000
		Hours		22.5000
		Units		1.0000

Day	Item	Net	Tax	Total
Wed	Reimbursement	90.910000	9.090000	100.000000

**Project Summary**

Project Code	Hours	Units	\$
12345			100.000000
12346	22.5000		
12347		1.000000	
<b>Total</b>	<b>22.5000</b>	<b>1.0000</b>	<b>100.0000</b>

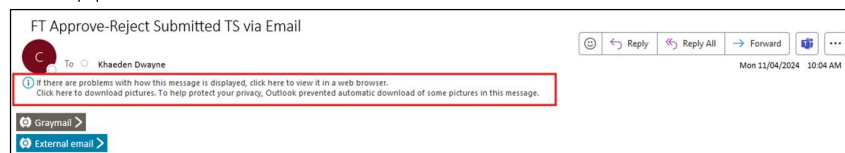
This timesheet has 1 Comment, 1 Attachment and 3 Project Codes, use this [Timesheet Link](#) to review.

[Approve](#) [Reject](#) [Login](#)

Thanks,  
Tara Smith

### 3. Troubleshooting the "Approve" Button

- a. If you do not see the "Approve" button in the email, it may be due to image settings. In that case:
  - i. Right-click on the email.
  - ii. Select "Download Pictures" from the options.
  - iii. The button should then appear, allowing you to proceed with the approval.



#### 4. Notification

A confirmation message will pop up to confirm your decision. Once you confirm, the timesheet will be updated.

Timesheet Processing Message


Please click continue to approve the timesheet

Continue

### Contact for Support:

If you need assistance, please contact:

Airswift Payroll Team - Australia

 Email: [airauspayroll@airswift.com](mailto:airauspayroll@airswift.com)