



Administrator Guide

Edition with rostering

Setting up your organisation in Vuqira and running it week to week: projects, people, rosters, timesheets, approvals, leave, reports, invoicing and billing. Written for Super Admins and Admins.

For Super Admins & Admins

the people who set Vuqira up and approve time

About an hour to set up

then a few minutes each week

AI Assistant tips

at the end of every section

Your organisation at a glance

Sample: Harbourside Plumbing, the example used in this guide

A one-page summary of how your organisation is set up in Vuqira. Every section of this guide changes one of these settings, so it is a handy page to come back to.

ORGANISATION

Harbourside Plumbing

Olivia Nguyen · Super Admin

Sam Patel · Admin

Mia Chen · Employee

Jack Wilson · Employee

Priya Nair · Employee

TIMESHEETS

Weekly, Monday to Sunday

Submissions close Sunday at 5:00 pm, Sydney time

WORKING PATTERN

Monday to Friday, 8 hours

Priya: Monday to Thursday, 7.5 hours

CLIENTS

3 clients

Bayside Council · Coastline Apartments · Northshore Café,
plus the internal client for your own work

PROJECTS AND TASKS

4 client projects, 10 tasks

Budgets on Library Amenities Upgrade and Building B
Hot Water Replacement

WHO REPORTS TO WHOM

Two teams

Sam and Priya report to Olivia · Mia and Jack report to
Sam

INVOICING

Rates set for 4 people

Xero not connected yet

ROSTERING

On, free until 29 November 2026

3 sites · pay rates for 4 jobs · staff clock on and off

PLAN

Free trial until 29 November 2026

5 of 10 free seats in use · no card on file yet

Your first-week checklist

- ☐ Add your clients, projects and tasks (Section 1)
- ☐ Check your timesheet week, cut-off time and public holidays (Section 2)
- ☐ Invite your team and set who reports to whom (Section 3)
- ☐ Set up rostering, then build and publish your first roster (Section 4)
- ☐ Add a payment method before your free trial ends (Section 11)

How this guide works

The sections follow the order that works best for a new organisation. Set things up once in sections 1 to 4, then sections 5 to 11 are the weekly routine.

1

Clients, projects and tasks

What your team will record time against.

2

Org Settings

Your timesheet week, working hours and reporting lines.

3

Inviting your team

Invitations, roles and each person's settings.

4

Rostering

Sites, rates, building and publishing the roster.

5

Submitting timesheets

Templates, Auto-fill and the Submit button.

6

Approving timesheets

Checking the week and signing it off.

7

Leave

Asking for leave and approving it.

8

Reports

Where the hours went, in charts and tables.

9

Invoicing

Rates, budgets and billing through Xero.

10

Dashboard

What needs your attention, at a glance.

11

Payments

Your plan, seats, AI credits and receipts.

Who can do what

	SUPER ADMIN	ADMIN	EMPLOYEE
Record and submit their own timesheets, request leave	✓	✓	✓
Approve timesheets and leave for anyone	✓	✓	–
Org Settings, clients, projects, tasks, users and invitations	✓	✓	–
Build, publish and change the roster; approve shift swaps	✓	✓	–
See their own shifts, accept or decline them, ask for swaps, set availability, clock on and off	✓	✓	✓
Reports, Invoicing, Dashboard and Payments	✓	✓	–
Hand the Super Admin role to someone else, or close the organisation	✓	–	–

Finding your way around

The main menu runs along the top: **Dashboard, Rostering, Timesheets, Approvals** and **Leaves**. Everything else is under **More**: Users, Reports, Invoicing, Org Settings, Payments and Tutorial. Your own details are under your initials at the top right ▶ **My Account**.

Meet the AI Assistant

The AI Assistant can do much of this guide for you. Ask it in plain English, the way you would ask a colleague, and it does the job on the page you are looking at.

Opening it

Click **AI Assistant** at the top left of any page. It opens as a panel on the right, so you can see the page and the conversation together. Click **Close** to put it away.

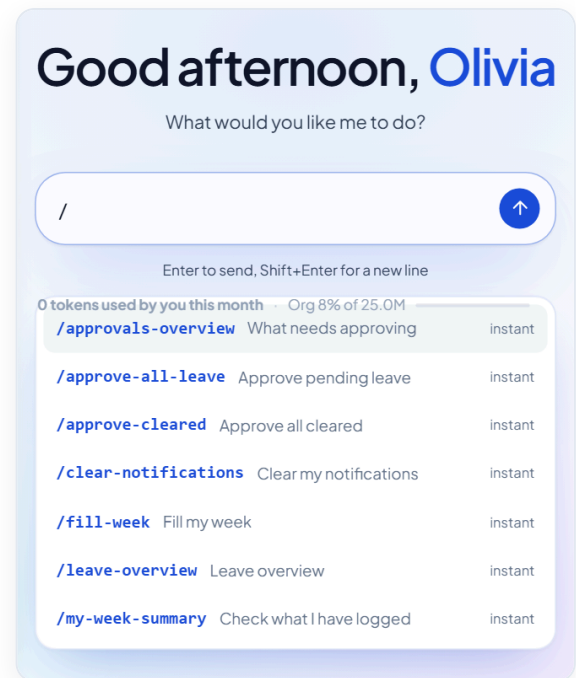
Two ways to ask

- **In your own words.** For example, *"How much approved work is waiting to be invoiced?"*
- **With a shortcut.** Type **/** to see ready-made workflows. The ones that only look things up, such as **/approvals-overview**, run straight away and use no AI credits.
- **It asks before it changes anything.** Before the assistant submits, approves or creates something, it says exactly what it will do and shows buttons such as **Yes, submit** and **No**. Nothing changes until you click Yes.

Good to know

- It only sees and changes what **you** are allowed to see and change.
- If it needs more detail, it asks you in the chat. Just answer there.
- Many actions come with an undo button, for example **Discard these drafts**.
- It can be wrong. **Check the page** after it changes something, the same way you would check a colleague's work.
- It does not handle billing. Plans, seats and cards stay on the Payments page.

Each section of this guide ends with a page called **How to do this with the AI Assistant**.



Typing **/** lists the ready-made workflows.

Clients, projects and tasks

More ▸ Org Settings ▸ Clients, Projects & Tasks

This is the list your team picks from when they fill in a timesheet, so it is the first thing to set up. It works in three levels:

- **Clients** are who you do the work for, such as Bayside Council.
- **Projects** belong to a client, such as the Library Amenities Upgrade for Bayside Council.
- **Tasks** are the kinds of work within a project, such as Site inspection or Pipe installation.

Vuqira starts you off with one internal client, project and task named after your organisation, for your own admin work. Add your real clients next.

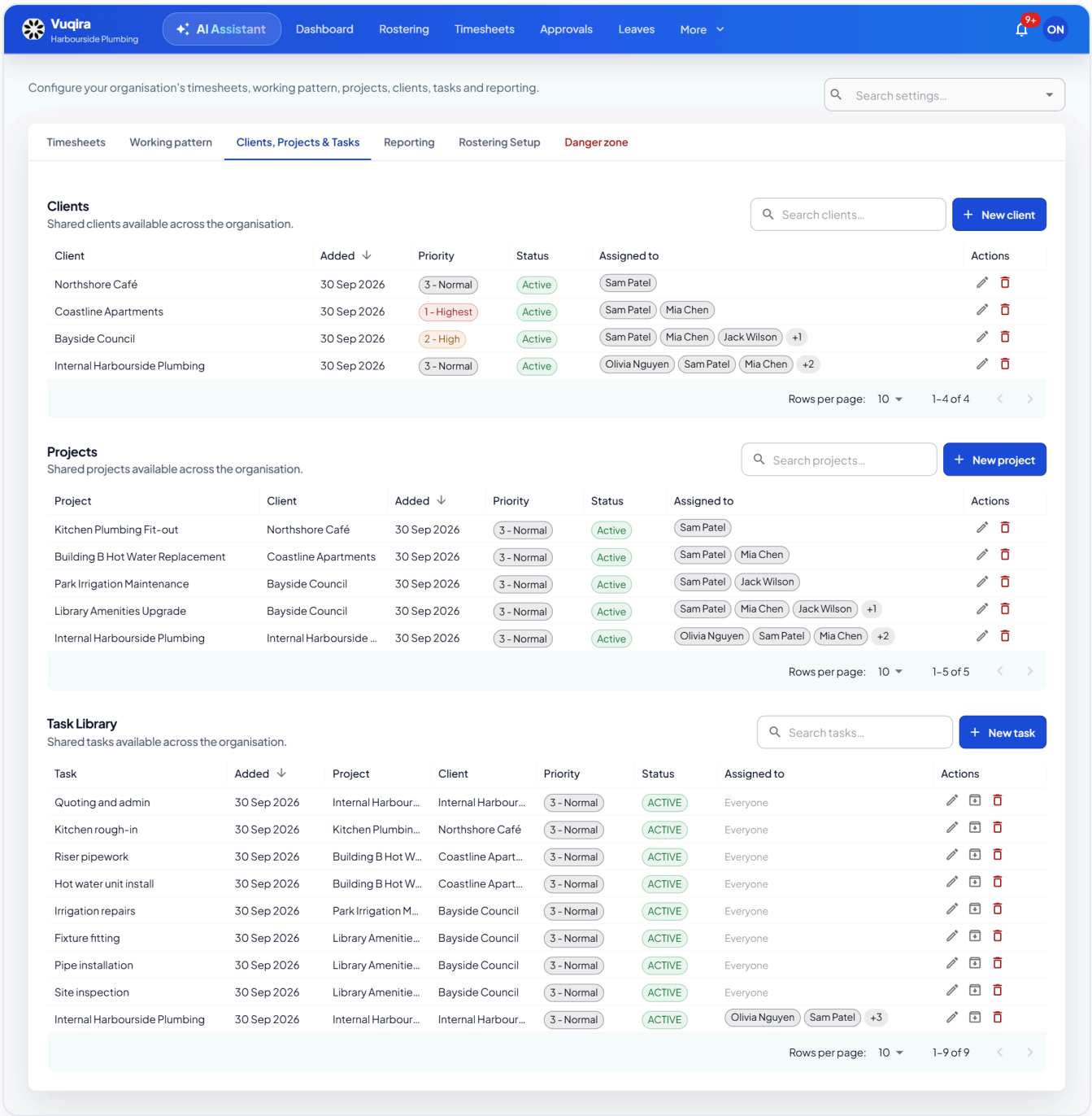


Figure 1.1: The three tables. **Assigned to** shows who can use each one.

Add a client, then a project

Click **New client**, type the name and pick a **priority**. Then click **New project**: give it a name and choose its **client** (every project belongs to one). You can also give a project a **budget**, an **hours cap** and dates. Vuqira then tracks them on the Invoicing page and tells you when a project is getting close. Leave any of those blank if you don't need them.

Use **Assigned to** to choose who can record time against it. You can also do this per person from the Users page (Section 3). Before anything is saved, Vuqira asks you to confirm.

New client

Name

Harbour Bridge Strata

Priority

3 - Normal

Status

Active

1 is the most important. Suggested timesheets pick your highest-priority client first.

Inactive keeps past entries intact but stops it being suggested on new ones.

Assigned to (optional)

Budget and dates

Optional. Leave a box empty for no limit. Vuqira warns you as you get close and flags it when you go over.

Budget

A\$

Hours cap

What this may cost to bill

Starts

dd/mm/yyyy

Due

dd/mm/yyyy

Warn at

80% of the cap

Work logged after this is flagged

When to start warning

Billing

Set what you charge for this client, per person.

This saves the client first, then opens the rate.

+ Add rate

Cancel

Save

Figure 1.2: A new client.

New project

Name

Library Amenities Upgrade

Client *

Bayside Council

Every project belongs to a client. Tasks then belong to both.

Priority

3 - Normal

Status

Active

1 is the most important. Suggested timesheets pick your highest-priority project first.

Inactive keeps past entries intact but stops it being suggested on new ones.

Assigned to (optional)

Budget and dates

Optional. Leave a box empty for no limit. Vuqira warns you as you get close and flags it when you go over.

Budget

A\$ 18000

Hours cap

160

What this may cost to bill

Starts

dd/mm/yyyy

Due

dd/mm/yyyy

Warn at

80% of the cap

Work logged after this is flagged

When to start warning

Billing

Set what you charge for this project, per person.

This saves the project first, then opens the rate.

+ Add rate

Cancel

Save

Figure 1.3: A new project, with its client, a budget and an hours cap.

Add the tasks

Click **New task**. Give it a name and a short description, so your team knows when to use it. Then choose its project, and Vuqira fills in the client for you. Leave **Assigned to** empty and the task is open to **everyone**, or pick particular people. Either way, people can only record time on projects they are assigned to.

New task

Name

Site inspection

Description

Inspect the site and report what is needed.

Project

Library Amenities Upgrade

×

Client

×

Assigned to

▼

Leave empty to make it available to everyone.

Priority

3 - Normal

▼

1 is the most important. Suggested timesheets and the approvals queue both work down from 1.

Cancel

Save

Figure 1.4: A new task on the Library Amenities Upgrade project.

Tips

- **Priority** (1 is highest) decides which work Vuqira suggests first when it builds timesheet templates for your team.
- Use the **pencil** to edit. The **archive** button on a task hides it from new timesheets but keeps its history. The **bin** deletes. Timesheets already recorded keep their text.
- Keep task names short and plain. They appear on your team's timesheets and on the breakdown attached to invoices.

How to do this with the AI Assistant

Add tasks by describing them. Open the assistant from any page.

1. Say what you want: the task, that it is for the Task Library, and its project and client:

Add a task called "Leak detection" to the Task Library for everyone, on the Park Irrigation Maintenance project for Bayside Council. Description: find and fix leaks in the park irrigation lines.

2. The assistant repeats the task, project, client and description back to you and asks. Click **Yes, create the task**. If a detail is missing, it asks for that first. Just answer in the same chat.

3. Check the result in **Org Settings ▸ Clients, Projects & Tasks**. The new task is at the top of the Task Library (below).

Say "Task Library for everyone"

Without it, the assistant may make a **personal** task instead: a private to-do that only you can see, which never appears in the Task Library.

Also try: "What tasks are on the Library Amenities Upgrade project?" lists each task with its description.

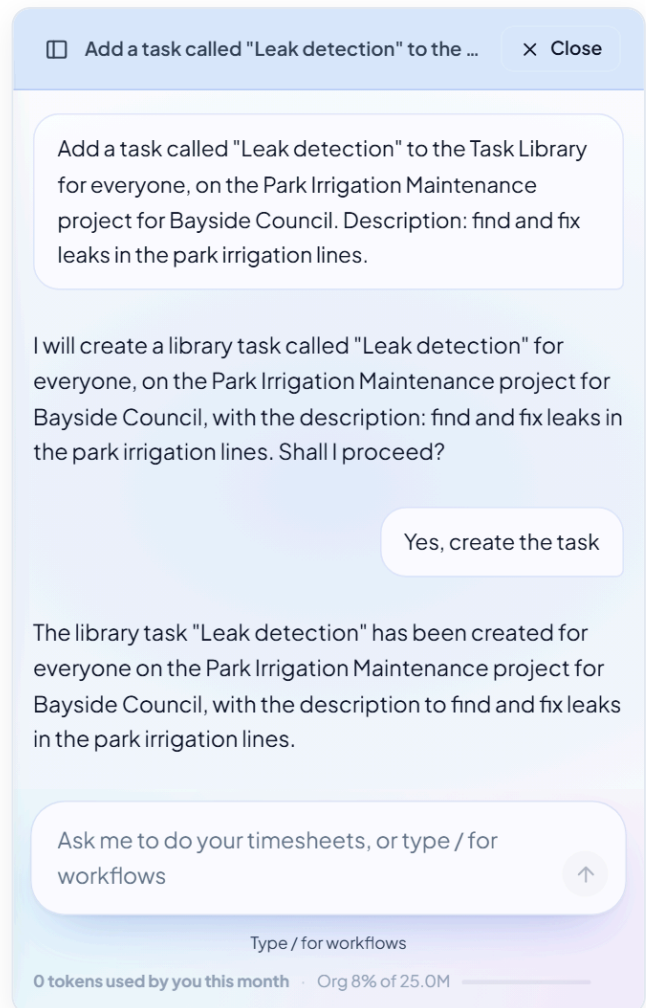


Figure 1.5: The assistant checks the details with you, then creates the task.

Task Library							
Shared tasks available across the organisation.							
Task	Added ↓	Project	Client	Priority	Status	Assigned to	Actions
Leak detection	30 Sep 2026	Park Irrigation M...	Bayside Council	3 - Normal	ACTIVE	Everyone	  
Quoting and admin	30 Sep 2026	Internal Harbour...	Internal Harbour...	3 - Normal	ACTIVE	Everyone	  
Kitchen rough-in	30 Sep 2026	Kitchen Plumbin...	Northshore Café	3 - Normal	ACTIVE	Everyone	  

Figure 1.6: Check the page. "Leak detection" is in the Task Library, open to everyone.

Clients and projects are best added on the page itself, where you can set the client, budget and hours cap in one go.

Org Settings

[More](#) ▸ [Org Settings](#)

Org Settings has six tabs. The **Timesheets** tab matters most: it decides when your team hands in their hours. Clients, Projects & Tasks is covered in Section 1. The other tabs are explained over the next pages.

The Timesheets tab

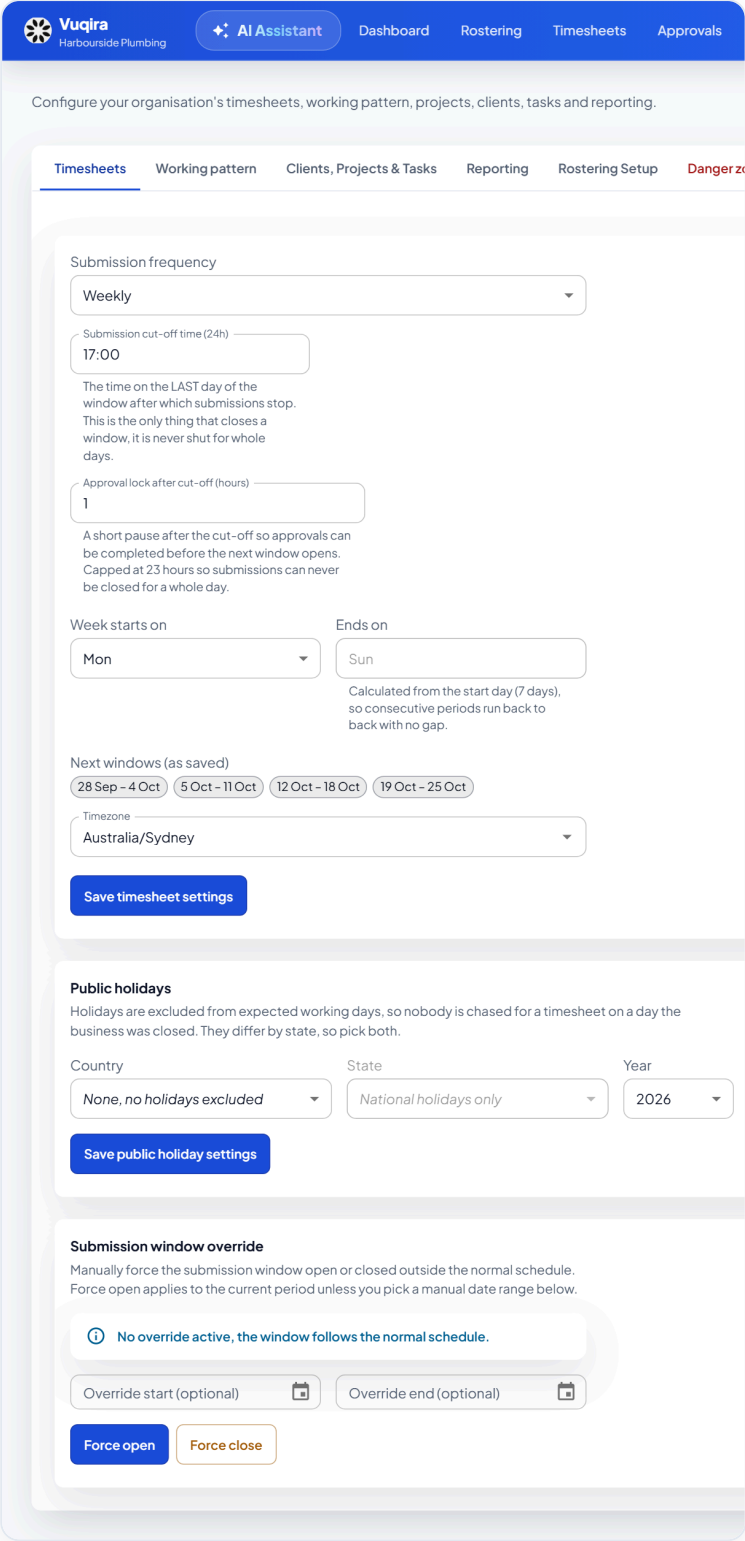


Figure 2.1: The Timesheets tab. Each part is explained on the next page.

What each setting on the Timesheets tab means

Vuqira collects timesheets in **submission windows**. A window is the period your team hands in together, such as one week.

SETTING	WHAT IT MEANS, IN PLAIN TERMS
Submission frequency	How often people hand in their hours, for example every week or every fortnight.
Submission cut-off time	The time on the last day of each window when submissions close. Harbourside's is 17:00 (5:00 pm) on Sunday.
Approval lock after cut-off	A short pause after the cut-off, so approvals can be finished before the next window opens. It can never be more than 23 hours.
Week starts on / Ends on	The first day of each window. Vuqira works out the last day for you, so the windows run back to back with no gaps.
Next windows	A preview of the next few windows, so you can check the dates look right before you save.
Timezone	Whose clock the cut-off follows. Pick the city your business runs on.
Public holidays	Pick your country and state . On a public holiday nobody is expected to work, so nobody is chased for a timesheet that day.
Submission window override	Force open lets people submit outside the normal schedule, for example when someone is back from holidays and needs to catch up. Force close stops submissions. Leave the dates blank to apply it to the current window only.

Set your public holidays now

A new organisation starts with **no** public holidays excluded. Choose your country and state, then click **Save public holiday settings**. Otherwise public holidays show up as missing days.

Each section has its own **Save** button. Changes are not kept until you press it.

The Working pattern tab

Your organisation's normal working days and hours. Vuqira uses them to know which days to expect a timesheet and how many hours count as a full day. They apply to everyone, unless you give a person their own pattern on the Users page (Section 3).

- **Working days** and **Hours per day**: the normal week, for example Monday to Friday, 8 hours.
- **Anomaly tolerance**: how far a day's hours can be from the normal before Vuqira flags it for a closer look. With 30 minutes, a 7.5-hour day passes and a 4-hour day is flagged.
- **Timesheet mode**: whether your team starts from a running timer, from the calendar, or from both (Hybrid).
- **Opening hours**: when your business opens and closes. These are only used if you switch on rostering later.

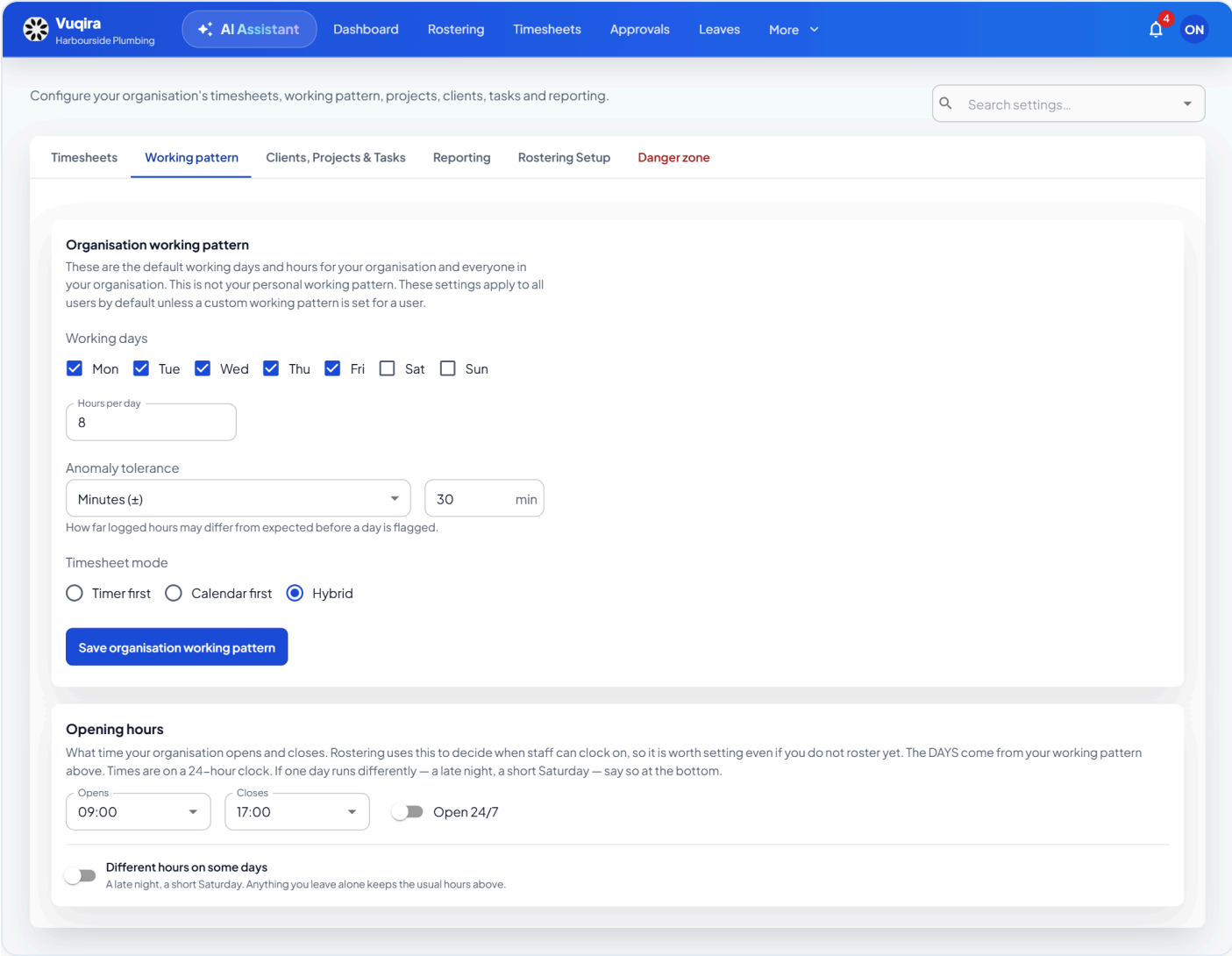


Figure 2.2: The Working pattern tab.

The Reporting tab

Who reports to whom. Pick a manager for each person. Only Admins and the Super Admin can be picked as managers. Reporting lines drive the **Direct reports** filters on the Dashboard and the Approvals page, so each manager can see their own team first. They do not limit approvals: any Admin can approve anyone.

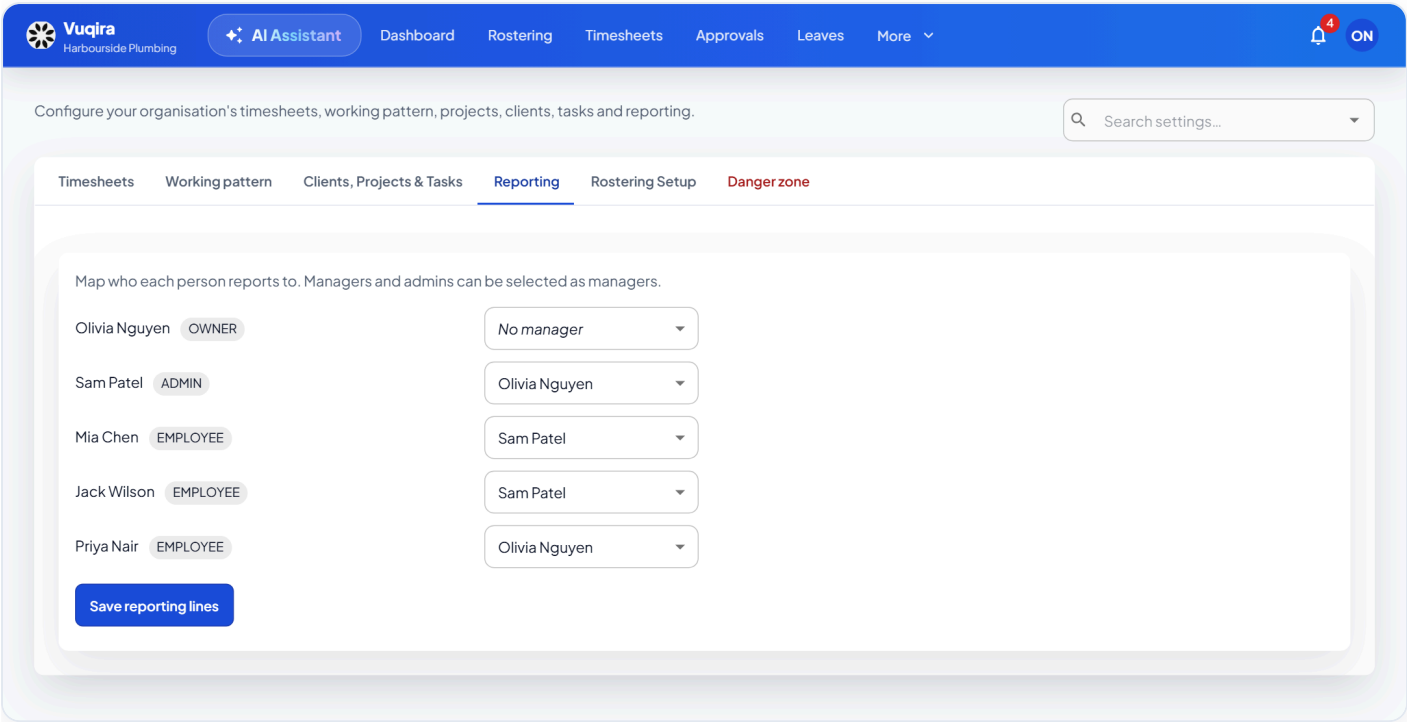


Figure 2.3: The Reporting tab. Mia and Jack report to Sam, and Sam and Priya report to Olivia.

The Rostering Setup tab

Where rostering is switched on, and where its places, pay rates, clocking-on rules and roster checks live. Harbourside has it switched on. Section 4 goes through every part of this tab.

The Danger zone tab

Deregister this organisation removes your organisation from Vuqira, along with all its timesheets, requests, members and settings. It cannot be undone, so it sits on a tab of its own. Only the Super Admin can do it.

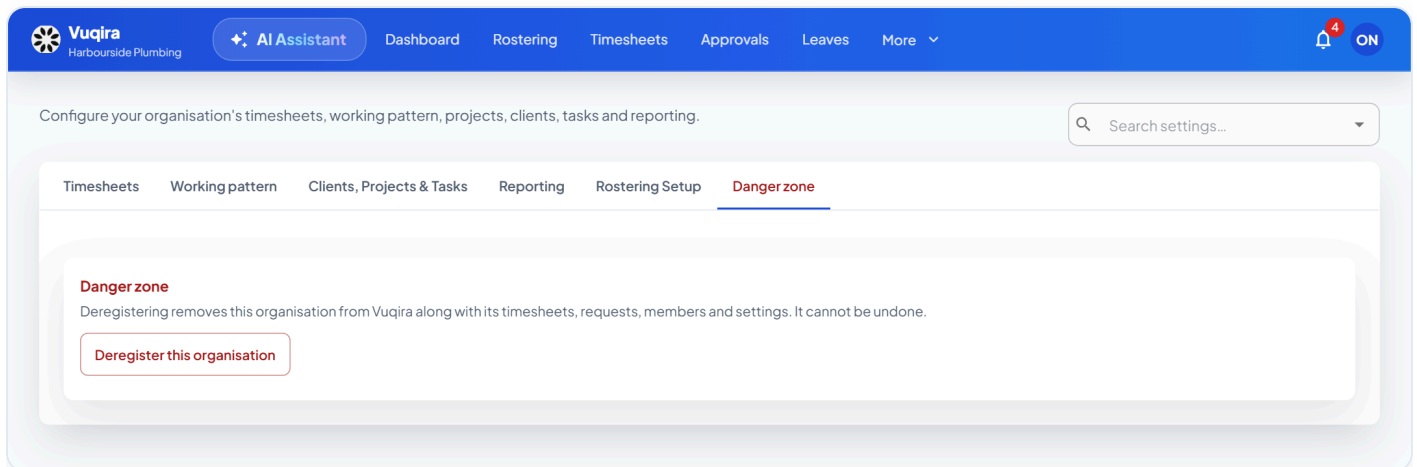


Figure 2.5: The Danger zone tab.

Before you deregister

Export anything you need to keep first: timesheet summaries from Approvals or Reports, and invoices from Xero. Once an organisation is deregistered, its data is deleted.

Can't find a setting?

Use **Search settings** at the top right of Org Settings. Type a word such as "holiday" or "cut-off" and it takes you to the right tab.

How to do this with the AI Assistant

Check your settings without opening Org Settings.

Ask when the window closes. The assistant reads your settings and answers in plain words:

When does the current submission window close?

Give one person a different working week. For someone part-time, for example:

Set Priya Nair's working days to Monday to Thursday, 7.5 hours a day.

It says what it will change and asks. Click **Yes, apply the change**, and the new week shows in her panel on the Users page.

For organisation-wide changes such as your cut-off time or public holidays, use the Timesheets tab. There you can see the next few windows before you save.

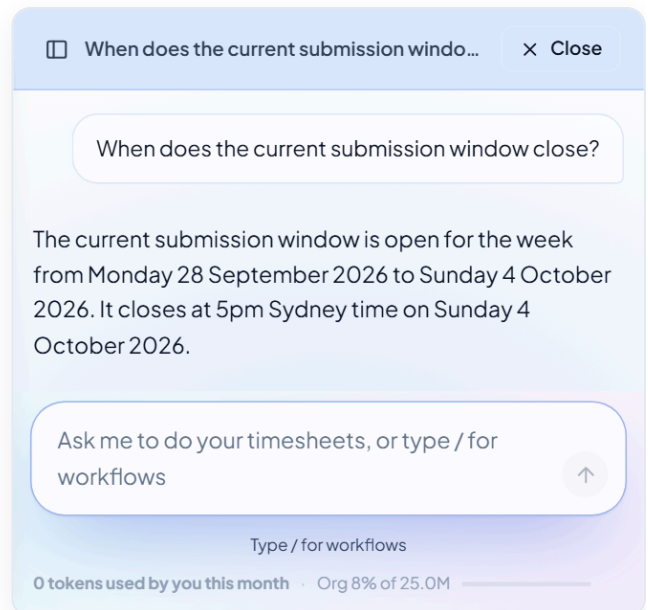


Figure 2.6: The assistant reads the cut-off from your settings.

Inviting your team

More ▸ Users ▸ Invite

Invite everyone who records time. Click **Invite** at the top right of the Users page, type their email addresses separated by a semicolon (;), and choose their role:

- **Employee:** records and submits their own timesheets and leave.
- **Admin:** everything an Employee does, plus approving anyone's time and managing settings, people and exports.

Invite people with the same role together, then send a second batch for the other role. Everyone receives an email with a link to join.

Invite members

Email addresses

mia.chen@example.com;jack.wilson@example.com;priya.nair@example.com

Separate multiple emails with a semicolon (;)

Role for these invites

Employee

Employee: logs and submits their own timesheets. Admin: also approves and declines anyone's timesheets, plus org settings, people, invites, exports and compliance. The Super Admin cannot be invited, it is whoever registered the organisation.

Cancel

Send 3 invites

Figure 3.1: Three employees invited at once.

Vuqira

Harbourside Plumbing

AI Assistant

Dashboard

Rostering

Timesheets

Approvals

Leaves

More ▾

24 ON

Manage members, roles, reporting lines and assignments.

Transfer Super Admin

Invite

Your organisation has 25,000,000 AI Assistant tokens this month — 24,044,117 left. It refills at the start of each month and is shared by everyone. Nobody has a personal cap yet, so everyone draws on the same pool — open a person below to give them one.

Seats: 6 / 10Admins: 2 (unlimited)1 pending invite

Search people...

All roles ▾

Everyone

My direct reports

Member	Role	Manager	Status	Working pattern	Projects	Clients	Tasks
PN Priya Nair priya.nair@example.com	Employee	Olivia Nguyen	Active	Mon, Tue, Wed, Thu...	1	1	1
JW Jack Wilson jack.wilson@example.com	Employee	Sam Patel	Active	Mon, Tue, Wed, Thu...	3	2	1
MC Mia Chen mia.chen@example.com	Employee	Sam Patel	Active	Mon, Tue, Wed, Thu...	3	3	1
SP Sam Patel sam.patel@example.com	Admin	Olivia Nguyen	Active	Mon, Tue, Wed, Thu...	5	4	1
ON Olivia Nguyen olivia.nguyen@example.com	Super Admin	-	Active	Org default	2	2	1
LE leo.martin@example.com Invited 30 Sep 2026 · expires 2 Oct 2026 14:28	Employee	-	Pending	-			✉ 🗑

Rows per page: 25 ▾1-6 of 6<>

Figure 3.2: An invitation shows as **Pending** until the person joins. The envelope sends it again, and the bin cancels it.

Seats

Your free trial covers up to 10 people. Inviting an 11th person needs a card on the Payments page first (Section 11).

What the people you invite see

It is worth knowing the steps, so you can help if someone gets stuck:

1. **A short summary of our terms.** It tells them what their organisation can see and asks them to record hours honestly.
2. **A join form.** They confirm their name and job role and enter their **joining date**: the day they started with you. Their timesheets are due from that date.
3. **A verification email.** It holds a link to confirm their email address and a **temporary password**.
4. **Their own password.** On first sign-in they choose a new password. Two-factor sign-in is offered straight away. It is optional for Employees and **required for Admins within 7 days**.

Before you join Harbourside Plumbing

You are agreeing to our Terms of Service, Privacy Policy and Disclaimer. The points below are the ones that matter most. The full documents are linked underneath.

- **Your organisation can see what you record.** Its administrators can read your hours, notes and approval history, and where they roster, your shifts, your availability and the times you clocked in and out.
- **Record your hours honestly.** Do not submit hours you know to be wrong, or use the AI Assistant to create a record of work that was not done.
- **The AI Assistant can be wrong,** and what it writes is a draft that goes through the same approval as anything you type yourself. When you use it, your question and the data needed to answer it are sent to our model provider.
- **Vuqira is not a payroll system.** It records hours. It does not calculate pay, tax, superannuation or leave. Those are worked out by your employer.
- **Keep your sign-in to yourself.** Do not share your password or two-factor codes, and tell us straight away if you think someone else has used your account.
- **If your organisation closes its Vuqira account, its data is deleted,** including your timesheets, and this cannot be undone.

Read in full: [Terms of Service](#), [Privacy Policy](#), [Disclaimer](#).

1 · Terms summary

Join Organisation

You've been invited to join **Harbourside Plumbing** as **mia.chen@example.com**.

FIRST NAME

LAST NAME

JOB ROLE

JOINING DATE

The date you joined Harbourside Plumbing, not the date you were invited to Vuqira. Your timesheets are due from this date.

☒ I have read and agree to the [Terms of Service](#), [Privacy Policy](#) and [Disclaimer](#). [Show the summary again](#)

Already have an account? [Log in](#)

2 · Join form, with joining date

Now check your email

We have sent a verification link to **mia.chen@example.com**. Please check your email and click on the link to verify your account and join **Harbourside Plumbing**.

1. Open the email from Vuqira.
2. **Click the verification link.** This confirms your email address.
3. **Copy the temporary password in that same email.** You need it to sign in the first time, and you will be asked to choose your own password straight away.

Didn't receive the email?

Check your spam folder first. It usually arrives within a minute. If it is not there, ask your administrator at Harbourside Plumbing to send your invite again.

3 · Check your email

Welcome to Vuqira

One step before you start: choose your own password.

Step 1 of 1 Choose your password

Choose your own password

You are still using the temporary password we emailed you. Change it now — that email is the only place it exists, and anyone who sees it can sign in as you.

Temporary password

The one from your verification email

New password

✓ At least 12 characters
✓ An uppercase letter
✓ A lowercase letter
✓ A number
✓ A symbol

Confirm new password

Turn on two-factor authentication (Strongly recommended) (Optional right now)

Two-factor means a stolen password on its own is not enough to get in. It takes about a minute with any authenticator app. You can do it later from Security if you would rather.

4 · Choose a password

The Users page, once your team has joined

One row per person. Click anyone's name to open their settings.

COLUMN	WHAT IT SHOWS
Role	Super Admin, Admin or Employee.
Manager	Who they report to (from the Reporting tab, or set here).
Status	Active once they have joined. Pending while an invitation is waiting.
Working pattern	Their working days, or Org default if they follow the organisation's.
Projects / Clients / Tasks	How many of each they are assigned to.

Above the table, the chips show how many **seats** are in use and how many Admins you have. The blue banner shows your organisation's AI Assistant allowance for the month. Use **My direct reports** to see only the people who report to you. **Transfer Super Admin** (Super Admin only) hands your role to someone else.



AI Assistant

DashboardRosteringTimesheetsApprovalsLeavesMore

9+

ON

Manage members, roles, reporting lines and assignments.

Transfer Super Admin

Invite

Your organisation has 25,000,000 AI Assistant tokens this month — 24,044,117 left. It refills at the start of each month and is shared by everyone. Nobody has a personal cap yet, so everyone draws on the same pool — open a person below to give them one.

Seats: 5 / 10

Admins: 2 (unlimited)

Search people...

All roles

EveryoneMy direct reports

Member	Role	Manager	Status	Working pattern	Projects	Clients	Tasks
PN Priya Nair priya.nair@example.com	Employee	Olivia Nguyen	Active	Mon, Tue, Wed, Thu ...	1	1	1
JW Jack Wilson jack.wilson@example.com	Employee	Sam Patel	Active	Mon, Tue, Wed, Thu, ...	3	2	1
MC Mia Chen mia.chen@example.com	Employee	Sam Patel	Active	Mon, Tue, Wed, Thu, ...	3	3	1
SP Sam Patel sam.patel@example.com	Admin	Olivia Nguyen	Active	Mon, Tue, Wed, Thu, ...	5	4	1
ON Olivia Nguyen olivia.nguyen@example.com	Super Admin	-	Active	Org default	2	2	1

Rows per page: 25

1-5 of 5

Figure 3.3: Harbourside's team, all active.

One person's settings

Click a name to open that person's panel. Everything here applies to that person only.

Role	Employee or Admin. The panel explains what each can do.
Job role	Their job title, such as Office Coordinator.
Reports to	Their manager. This is used for the "My direct reports" filters. It does not limit who can approve them: any Admin can.
Working days	For anyone who works a different week from the organisation. Priya works Monday to Thursday.
Timesheets start from	Normally their joining date. Set an earlier date if they need to fill in weeks from before they joined Vuqira.
Hours per day	Their normal day. Priya's is 7.5 hours. Vuqira checks their logged hours against it.
Anomaly tolerance	Leave it on Inherit org default unless this person needs a wider or narrower margin.

PN

Priya Nair

priya.nair@example.com

×

Role

Employee

Admin: approves and declines timesheets for anyone in the organisation, plus org settings, people management, invites, exports and compliance reports. Employee: logs and submits their own timesheets.

Job role

Office Coordinator

What they are rostered as, and what the roster prices their shifts from. Add rates per job under Org Settings > Rostering Setup > Rates and they will be offered here.

Reports to

Olivia Nguyen

Used for reporting lines and the "My direct reports" filter. It does not limit who can approve this person, any Admin can.

Working days

☒ Mon

☒ Tue

☒ Wed

☒ Thu

☐ Fri

☐ Sat

☐ Sun

Timesheets start from

Using their joining date, 1 Sep 2026. Set a date to backdate further.

Hours per day

7.5

Their normal working-day length. Anomaly detection compares logged hours against this.

Anomaly tolerance (override)

Inherit org default

30

Overrides the org-level anomaly tolerance for this person only.

Figure 3.4: Priya's panel, top half.

One person's settings, continued

Expected hours	Only needed if you track this person by the week, fortnight or month rather than by the day, or if some days are longer than others. Leave it blank to use their hours per day.
Corrections	Go to Approvals to reopen days for them to fix, even after they were approved.
AI Assistant tokens	An optional personal limit on how much of the organisation's AI allowance they can use. Leave it blank to share the pool.
Assigned projects, clients and tasks	What they can record time against. Pick as many as you need. The list stays open while you pick.
Remove	Takes them out of your organisation, which frees their seat.
Send reminder	Nudges them about missing timesheets.

Expected hours

Fill in whichever scopes you track. Leave a field blank to fall back to the organisation default (8h per day).

Per day

A working-day length. Set one figure for every day, or a different figure per weekday below.

Per week

Total for a week, spread across their working days.

Per fortnight

Total across two weeks.

Per month

Total for a calendar month.

Per submission window

Total across whatever window the organisation submits on.

Different hours on particular days (optional)

Mon

Tue

Wed

Thu

Blank uses the Per day figure. Currently 30h across 4 working days a week.

Corrections

Go to Approvals

Reopen specific days for correction from Approvals, where you review this person's window. It works after the submission window has closed and after the days were approved.

AI Assistant tokens

Personal token cap

Used so far: 0 tokens. Unallocated in the org: 24,279,324 tokens.

Leave blank to let this person draw from the organisation's shared balance. A cap can never exceed what the organisation still holds unallocated.

Assigned projects

Internal Harbourside Plumbing

Type to sear...

Search and tick multiple; the list stays open while you pick.

Assigned clients

Internal Harbourside Plumbing

Type to sear...

Assigned tasks

Internal Harbourside Plumbing

Type to sear...

Remove

Send reminder

Cancel

Save

Figure 3.5: Priya's panel, bottom half.

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Set your own start date

Vuqira assumes **you** started on the day you signed up. If you fill in days from before that, for example the rest of the week you signed up in, they are flagged "*Logged before their start date*".

To fix it, click your initials at the top right ► **My Account**. Set **Start date** to the day you really started recording time in Vuqira, then click **Save changes**. Choose it carefully: every working day from that date on is expected to have a timesheet.

**Vuqira**
Harbourside Plumbing

AI Assistant

Dashboard

Roosting

Timesheets

Approvals

Leaves

More

9+

ON

Your personal and contact details.



ON

Olivia Nguyen

Super Admin

olivia.nguyen@example.com

First name *

Olivia

Last name *

Nguyen

Date of birth

28 Sep 2026

Residential address

Country of residence

Code

+61

Phone number

Job role *

Operations Manager

Role

Super Admin

Your work role/title, used for timesheet templates and auto-fill.

Your system role is managed by your organisation admin.

You have unsaved changes

Cancel

Save changes

Figure 3.6: My Account. Olivia's start date is the Monday of her first week in Vugira.

How to do this with the AI Assistant

Check your team, and change people's settings by describing them.

See who is who. A quick check that roles and reporting lines are right after everyone joins:

List everyone in our organisation with their role and who they report to.

Change someone's working week:

Set Priya Nair's working days to Monday to Thursday, 7.5 hours a day.

Nudge someone:

Send Jack Wilson a reminder to submit his timesheet.

It opens **Messages** for you and offers to help write the reminder. Check the message before you send it.

Do **invitations, role changes and removing people** on the Users page, where you can see exactly who is affected.

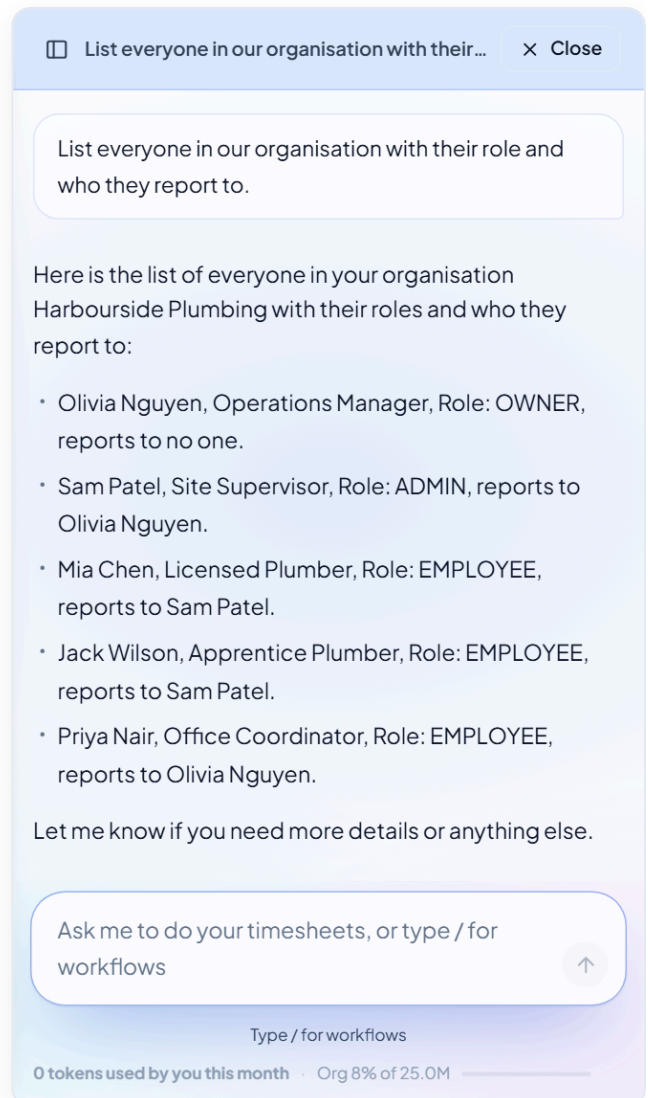


Figure 3.7: Everyone, their role and their manager.

Rostering

More ▸ Org Settings ▸ Rostering Setup, then Rostering

Rostering is planning who works when: the shifts, where they are, and who is on them. In Vuqira the roster and the timesheet are one stream. When a shift ends, Vuqira saves a **draft timesheet** for the hours actually worked. The person checks and submits it, and it is approved and invoiced like any other timesheet.

Switching it on

In **Org Settings ▸ Rostering Setup**, turn on the **Rostering** switch. Vuqira shows exactly what you are agreeing to and asks you to tick that you agree, then click **Turn rostering on**. You don't need a card to switch it on.

How rostering works with your timesheets

- Rostering and timesheets are one stream, not two. There is no separate arrangement to choose and no way to keep them apart.
- When a shift ends, Vuqira saves a DRAFT timesheet for the hours that were actually worked. Nothing is submitted for anybody automatically.
- That draft is submitted and approved like any other timesheet, by the same people under the same rules.
- If you charge clients for hours, approved rostered hours are invoiced the same way your timesheet hours are, and a shift whose job has no roster charge rate falls back to that person's own rate card rather than coming out unpriced.
- If you do not bill anyone for hours — a restaurant, a shop, a venue — nothing above applies and there is nothing to set up. Rostering still records who worked when and what it cost you in wages, and you only enter what people are paid.
- Rostering is free for your first two months. After that it is \$10 AUD a month for the whole organisation, however many people you roster. Your \$7 per person per month for Vuqira is separate and does not change.

☐ I understand and agree — a roster that ends saves a draft timesheet, which is submitted, approved and invoiced like any other.

Cancel
Turn rostering on

Figure 4.1: What you agree to when you switch rostering on.

The price: the first 60 days are free from the day you switch it on. After that it is \$10 a month for the whole organisation, however many people you roster. Your per-person seats are separate. Switching it off hides the roster but deletes nothing.

Rostering Setup: places and pay rates

Once rostering is on, the Rostering Setup tab fills out. Work through it from the top.

- **Shift Location:** the places you roster people to. The **star** marks the default place, which new shifts start at. Click **Add site**, type a name, and pick the address from the suggestions.
- **Rates:** what each job is **paid** per hour. Vuqira uses these to show the wage cost of a roster as you build it. A rate can be for everyone in a job, or for one person. It can also be for one client or project only.
- **Weekend, public holiday and overtime rates** multiply the normal rate. A **weekly wage budget** shows how close a week's roster is to what you want to spend.

Configure your organisation's timesheets, working pattern, projects, clients, tasks and reporting.

Search settings...

TimesheetsWorking patternClients, Projects & TasksReportingRostering SetupDanger zone

How your organisation works

Rostering is an add-on, switched on for the whole organisation.

Rostering

On

Free for 60 more days, until 29 Nov 2026.

\$10 AUD a month for the whole organisation, however many people you roster. Your \$7 per person per month for Vuqira is separate.

Switching away from rostering hides the page. It does not delete any shift, availability or swap — switching back shows exactly what was there.

Shift Location

The places you roster to. The star marks the DEFAULT: every new shift starts there, so a business that works from one place adds that one site, stars it, and never sees the question again. Add a second and the add-shift form starts asking which. A shift can also use a one-off address that is never saved here.

+ Add site

NAME	ADDRESS	
★ Harbourside Depot	Unit 3, 18 Dock Road, Balmain NSW 2041	
☆ Bayside Library	2 Library Lane, Rockdale NSW 2216	
☆ Coastline Apartments, Building B	Coogee Bay Road, Coogee NSW 2034, Australia	

Rates

What each job is PAID, and what a client is CHARGED for it. Leave the person blank and the rate covers everybody doing that job; name somebody and that rate is theirs, and it beats the job's. A rate can also be limited to one client or project. These price ROSTERED shifts — the per-person timesheet rates are separate and live on the Invoicing page.

+ Add rate

Bill shifts to clients

Charge clients for rostered work as well as timesheets. A restaurant, a shop, a clinic — anywhere the work is not billed to somebody else — leaves this OFF, and then only the Paid column matters and the Charged column is hidden.

APPLIES TO	JOB	ONLY FOR	PAID	
Everyone	Apprentice Plumber	Everything	\$28.00 / hour	
Everyone	Licensed Plumber	Everything	\$45.00 / hour	
Everyone	Office Coordinator	Everything	\$35.00 / hour	
Everyone	Site Supervisor	Everything	\$55.00 / hour	

Weekend rate

1.5

Times the normal rate, on Sat and Sun

Public holiday rate

2.5

Beats the weekend rate on a holiday

Overtime rate

1.5

Switch it on below to pay for overtime

Weekly wage budget

A\$ 0

0 hides the budget bar rather than inventing a target

Pay for overtime

Time clocked past a shift's end is paid at the overtime rate, shown as its own line on the timesheet, and billed to the client at that rate too. Only the overtime is uplifted — the rostered hours are paid normally. The three rates do not stack: on a weekend or a public holiday, whichever of the three is highest applies to the overtime.

Figure 4.2: Harbourside's three places, and a pay rate for each of its four jobs.

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Adding a place and a rate

Add a site

Name
Coastline Apartments, Building B

Address
Coogee Bay Road, Coogee NSW 2034, Australia...

The address is saved as text. Shifts keep a copy of it, so editing a site later never rewrites where somebody was told to turn up.

Cancel Save

Figure 4.3: Adding a place.

Add a rate

Applies to

A person's own rate beats the rate for their job.

Job
Licensed Plumber

Match the job role on people's profiles and they inherit this rate.

Only for this client
Any client

Only for this project
Any project

Paid per hour
A\$ 45 /h

What staff are paid. Leave it empty for no rate — shifts then show as unpriced rather than free.

When more than one rate could apply, the one that names the most wins — a person beats a job, and a client or project narrows it further. A rate typed onto a single shift beats all of them.

Cancel Save

Figure 4.4: A rate for everyone in one job.

How jobs and rates fit together

A **job** is the job role on a person's profile, such as Licensed Plumber, set in their panel on the Users page (Section 3). Leave **Applies to** empty and a rate covers everyone with that job. Pick a person and it is theirs alone, and it beats the job's rate.

When more than one rate could apply, the one that names the most wins. A person beats a job, and a client or project narrows it further. A rate typed onto a single shift beats all of them.

Bill shifts to clients (off by default) also lets you set what each job is **charged**, and bill shifts rather than timesheets. Section 9 explains when you would.

Rostering Setup: clocking on, timesheets and checks

Opening hours and clocking on

When you are normally open, and whether staff clock on and off their shifts.

Pay the public holiday rate

Uses the holiday calendar set on the Timesheets tab.

ⓘ

Your opening hours and open days are set in [Org Settings → Working pattern](#). Rostering uses them to decide which days the roster shows and when staff can clock on.

Let staff clock on and off

Records what they actually worked. Late starts, early finishes and overtime are recorded, not blocked.

Can clock on this early

30

min

Before the shift starts

Can clock off this late

720

min

After the shift ends, for overtime

Shifts into timesheets

You run both. Vuqira can start the timesheet for a shift once it is clocked off.

Start a draft timesheet when a shift is clocked off

Uses the hours actually worked. The employee still reviews and submits it.

What each draft is booked against. Most organisations work for one client on one project, so these are set once here rather than per shift.

Client

Coastline Apartments

Every rostered draft uses this

Project

Building B Hot Water Replacement

Every rostered draft uses this

Task

Use each person's shift role

Blank is usually right

ⓘ

Leave Task blank and each draft is booked against that person's own shift role — so a waiter's draft says Waiter and a chef's says Chef, on the same client and project.

Figure 4.5: Clocking on, and turning shifts into timesheets.

Let staff clock on and off	Staff clock in and out of their shift on the Rostering page, so Vuqira knows what was actually worked. Here they can clock on up to 30 minutes early, and clock off up to 12 hours after the shift ends, for overtime.
Start a draft timesheet when a shift is clocked off	The hours worked become a draft timesheet for that day. Pick the client and project a draft is booked to by default. Leave Task on "Use each person's shift role", or pick one task for everyone. Anyone who works on more than one client, project or task is asked which one when they clock off, starting from these defaults.
Pay the public holiday rate	Uses the public holidays set on the Timesheets tab (Section 2).

Use travel distance when planning

Plan with AI will prefer whoever lives nearest the site, all else being equal.

ⓘ

Staff home addresses are converted to coordinates and stored against their membership. Coordinates only — never shown to other staff, and used for nothing but choosing between people who could both work a shift. Switching this off deletes them. It makes no difference if you work from one place.

Roster checks

Vuqira flags a roster that breaks these. They are your own numbers — this is not award interpretation, and it does not cover penalty rates, allowances, classifications or licences.

Minimum rest between shifts

Flags somebody finishing and starting again too soon, including across midnight.

10

hours

Maximum days in a row

Counts distinct days with at least one shift. Two shifts in one day is a long day, not two days.

6

days

Weekly hours threshold

Flags anybody rostered beyond this in a single week.

38

hours

Award or agreement these follow (optional)

Not covered by an award

Not sure which one? See every award

Printed under the checks so the numbers are attributable. Vuqira does not interpret the award — the checks above are the rules you typed in, nothing more.

Tell staff when a roster is published

One message per person covering all their new shifts, not one per shift.

Figure 4.6: Roster checks.

Roster checks are your own rules: rest between shifts, days in a row, and weekly hours. Vuqira flags a roster that breaks them. They are not an award or agreement, and Vuqira does not interpret one. **Tell staff when a roster is published** sends one message per person covering all their new shifts.

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Building the roster

Rostering ▸ Roster planning

The Rostering page has four tabs: **Dashboard**, **Roster planning**, **Shifts** and **Rostering history**. You build the roster on **Roster planning**. Move to the week you are planning with the arrows.

- **Add a shift:** hover over a person's day and click +. Or drag a person onto a day.
- **Move a shift:** drag it to another day or person.
- **Open shifts** (the bottom row, dashed) have nobody on them yet.
- The four numbers at the top: **wage cost** this week, **shifts unfilled**, **things to check**, and **staff acceptance**.

Everything you add is a **draft**. Your staff see nothing until you publish.

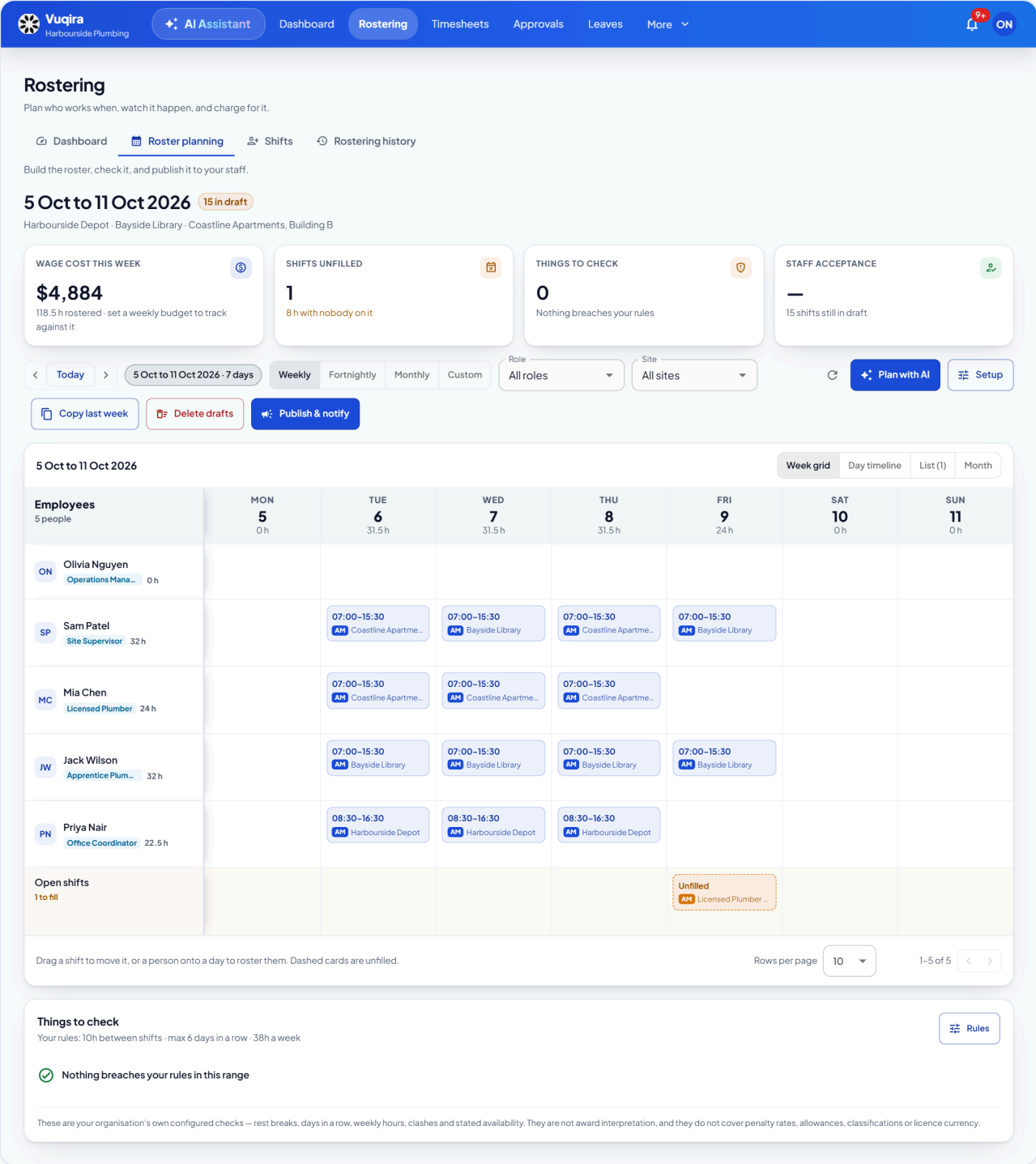


Figure 4.7: Next week, in draft. There are 15 shifts, one of them open, and nothing breaks the rules.

One shift, and letting Vuqira suggest people

Click a shift to open it. Set the date, who it is for (or **Leave open**), the start and end time, the unpaid break, the job and the place. The summary at the bottom shows the paid hours and what the shift costs.

Why is it open? is shown to your staff, so keep it general, for example "Cover needed". Don't write "Mia is on leave".

Vuqira won't roster someone onto their approved leave. Trying to put Mia on Friday 9 October, her leave day, is refused: "*That person has approved annual leave on 2026-10-09.*"

Plan with AI suggests people for open shifts, and shows why. Here nobody with the Licensed Plumber job is free on Friday, so it offers Olivia and says she "is not a Licensed Plumber". Nothing is saved until you click **Apply**, and even then the shifts stay drafts.

Unfilled shift

Licensed PlumberPublished

This shift is published. Changing the day, times, place or pay will ask the assignee to accept it again.

Date

09 Oct 2026

Assigned to

Leave open

Friday

Nobody yet — this is an open shift

Start

07:00

End

15:30

Unpaid break

30

min

Why is it open?

Cover needed

Shown to staff in the list of shifts they can pick up

Mark as urgent

Pins it to the top of Shifts to fill. Anything starting in the next 2 days is urgent anyway.

Role

Licensed Plumber

Paid at the Licensed Plumber rate

Override the rate for this shift

Shift Location

Coastline Apartments, Building B

Notes

Cancel shift

Close

Save changes

Figure 4.8: The open Friday shift.

Suggested roster

1 placed

1 of 1 unfilled shift can be covered. Nothing is saved until you press Apply.

Fri 9 Oct · 07:00–15:30 · Licensed Plumber

Olivia Nguyen — Oh rostered so far · is not a Licensed Plumber

8h

The week after this plan

Sam Patel · 32h

Jack Wilson · 32h

Mia Chen · 24h

Priya Nair · 22.5h

Olivia Nguyen · 8h

Cancel

Apply 1 shift

Figure 4.9: Plan with AI, with its reason for each suggestion.

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Publishing

When the week looks right, click **Publish & notify**. Every draft in view is published, and each person gets one notification covering all their new shifts. Harbourside's week: *"Published 15 shifts to 4 people."*

Each shift then waits for its person to **accept** or **decline** it. **Staff acceptance** at the top counts how many have. An open shift, once published, is offered to your staff: the first to accept it gets it.

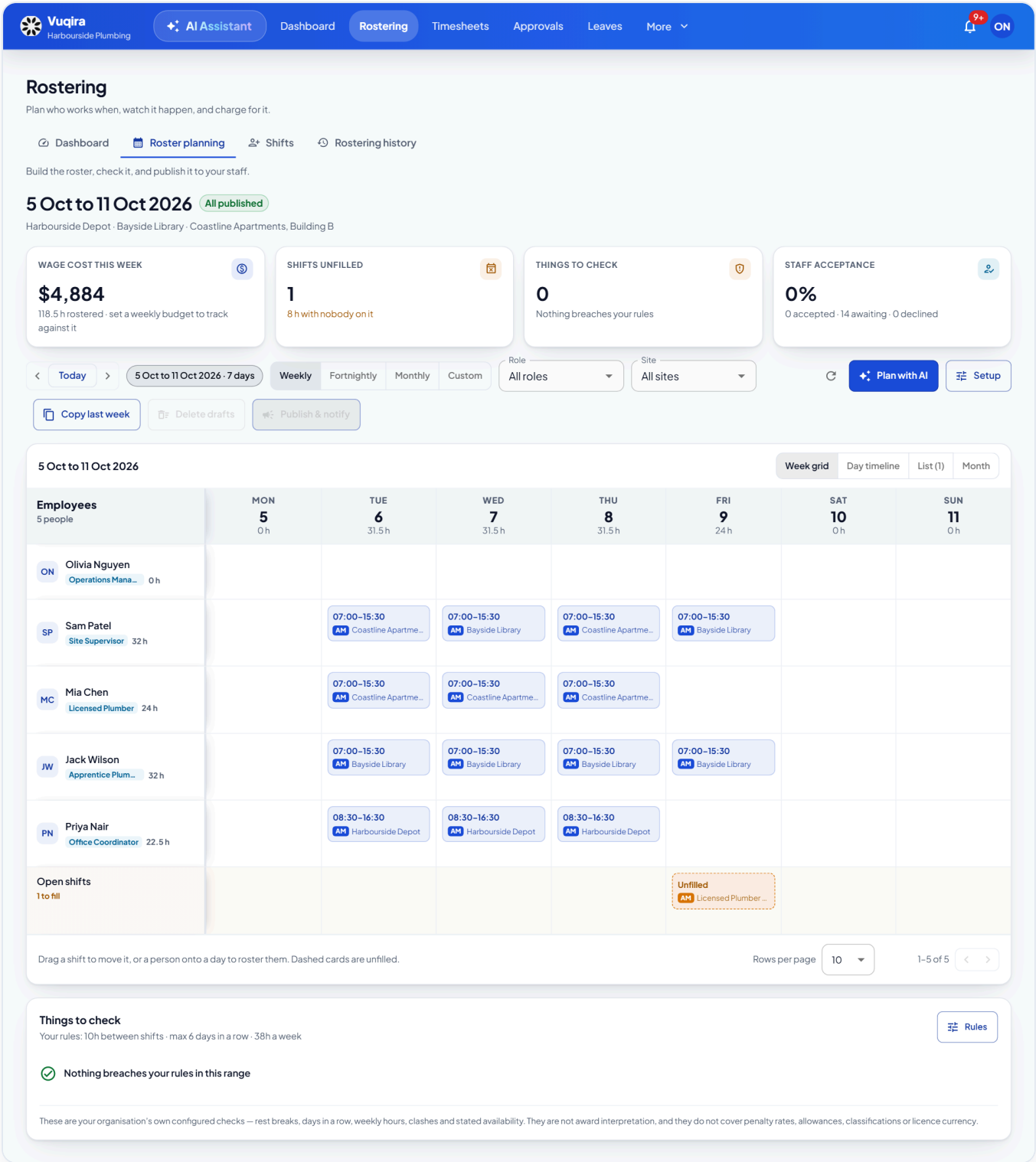


Figure 4.10: The same week, published.

Changed a published shift? The person on it is asked to accept it again. **Copy last week** starts next week from this one, as drafts. **Delete drafts** clears the drafts you don't want.

Things to check

Below the grid, Vuqira lists anything in the roster that breaks your roster checks, or clashes. For example: someone double-booked, too short a rest between shifts, too many days in a row, over the weekly hours, or rostered when they said they couldn't work. Each has an **Open** button that takes you to the shift.

These never stop you publishing. They are there so a problem is seen before the roster reaches anyone.



Vuira

Harbourside Plumbing

+

AI Assistant

Dashboard

Rostering

Timesheets

Approvals

Leaves

More

9+

ON

Rostering

Plan who works when, watch it happen, and charge for it.

Dashboard

Roster planning

Shifts

Rostering history

Build the roster, check it, and publish it to your staff.

5 Oct to 11 Oct 2026

All published

Harbourside Depot · Bayside Library · Coastline Apartments, Building B

WAGE COST THIS WEEK

\$4,884

118.5 h rostered · set a weekly budget to track against it

SHIFTS UNFILLED

1

8 h with nobody on it

THINGS TO CHECK

2

1 high · 1 to review

STAFF ACCEPTANCE

20%

3 accepted · 11 awaiting · 0 declined

Today

5 Oct to 11 Oct 2026 · 7 days

Weekly

Fortnightly

Monthly

Custom

Role

All roles

Site

All sites

Plan with AI

Setup

Copy last week

Delete drafts

Publish & notify

5 Oct to 11 Oct 2026

Week grid

Day timeline

List (1)

Month

Employees 5 people	MON 5 0 h	TUE 6 31.5 h	WED 7 31.5 h	THU 8 31.5 h	FRI 9 24 h	SAT 10 0 h	SUN 11 0 h
ON Olivia Nguyen Operations Mana... 0 h							
SP Sam Patel Site Supervisor 40 h 2		07:00–15:30 AM OT 2h	07:00–15:30 AM OT 2h	07:00–15:30 AM Clash	07:00–15:30 AM OT 2h		
MC Mia Chen Licensed Plumber 16 h		07:00–15:30 AM Coastline Apartme...	07:00–15:30 AM Coastline Apartme...				
JW Jack Wilson Apprentice Plum... 32 h		07:00–15:30 AM Bayside Library	07:00–15:30 AM Bayside Library	07:00–15:30 AM Bayside Library	07:00–15:30 AM Bayside Library		
PN Priya Nair Office Coordinator 22.5 h		08:30–16:30 AM Harbourside Depot	08:30–16:30 AM Harbourside Depot	08:30–16:30 AM Harbourside Depot			
Open shifts 1 to fill					Unfilled AM Licensed Plumber...		

Drag a shift to move it, or a person onto a day to roster them. Dashed cards are unfilled.

Rows per page

10

1–5 of 5

Things to check

Your rules: 10h between shifts · max 6 days in a row · 38h a week

!

Double-booked

High

Sam Patel · Thu 8 Oct

07:00–15:30 on 8 Oct overlaps 07:00–15:30

!

Over weekly hours

Medium

Sam Patel · Mon 5 Oct

40h rostered in the week of 5 Oct. Threshold is 38h.

Rules

Open

Open

These are your organisation's own configured checks — rest breaks, days in a row, weekly hours, clashes and stated availability. They are not award interpretation, and they do not cover penalty rates, allowances, classifications or licence currency.

Figure 4.11: Sam covered Mia's Thursday while already on another shift. That leaves him double-booked and over his weekly hours.

The Shifts and Rostering history tabs

Shifts lists every shift in the period. The chips narrow it: **Needs attention**, All shifts, Unfilled, Assigned and Cancelled. Put someone on a shift straight from the list, **Offer** an open shift to your staff, or click the pencil to change it.

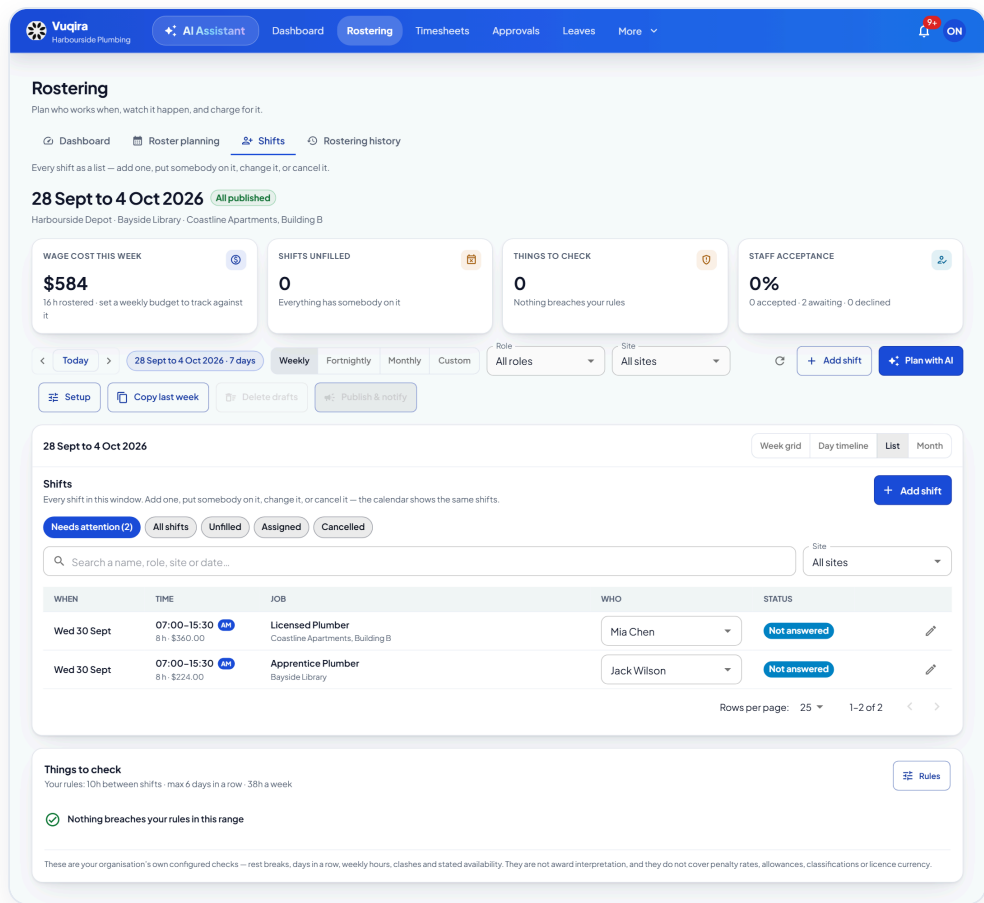


Figure 4.12: Today's two shifts, before anyone had answered.

Rostering history shows what actually happened: who was on, when they clocked in and out, the hours and what it cost. Choose a week, fortnight, month or your own dates, and filter by person, job, place or how it went. **Download** saves it as a spreadsheet file.

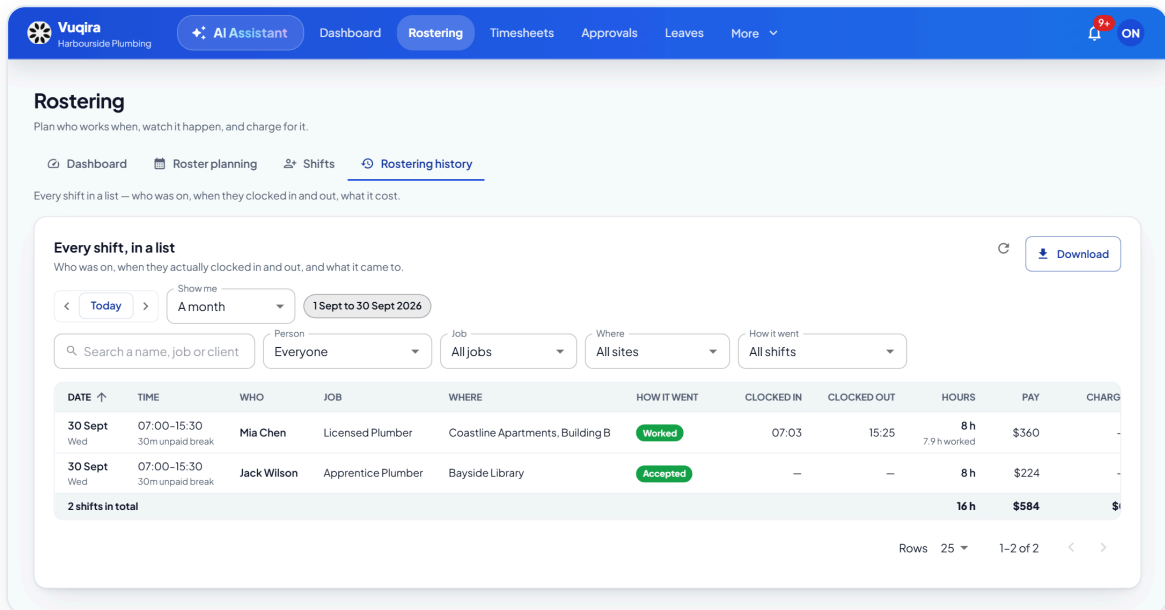


Figure 4.13: Mia clocked in at 7:03 and out at 3:25. Jack never clocked in.

The Dashboard tab: today, and swaps

Today at a glance shows shifts with nobody on them, swaps waiting on you, roster warnings, and what is rostered this week. **On shift right now** updates every 30 seconds. It shows who has clocked in, who is due and hasn't, and who has finished.

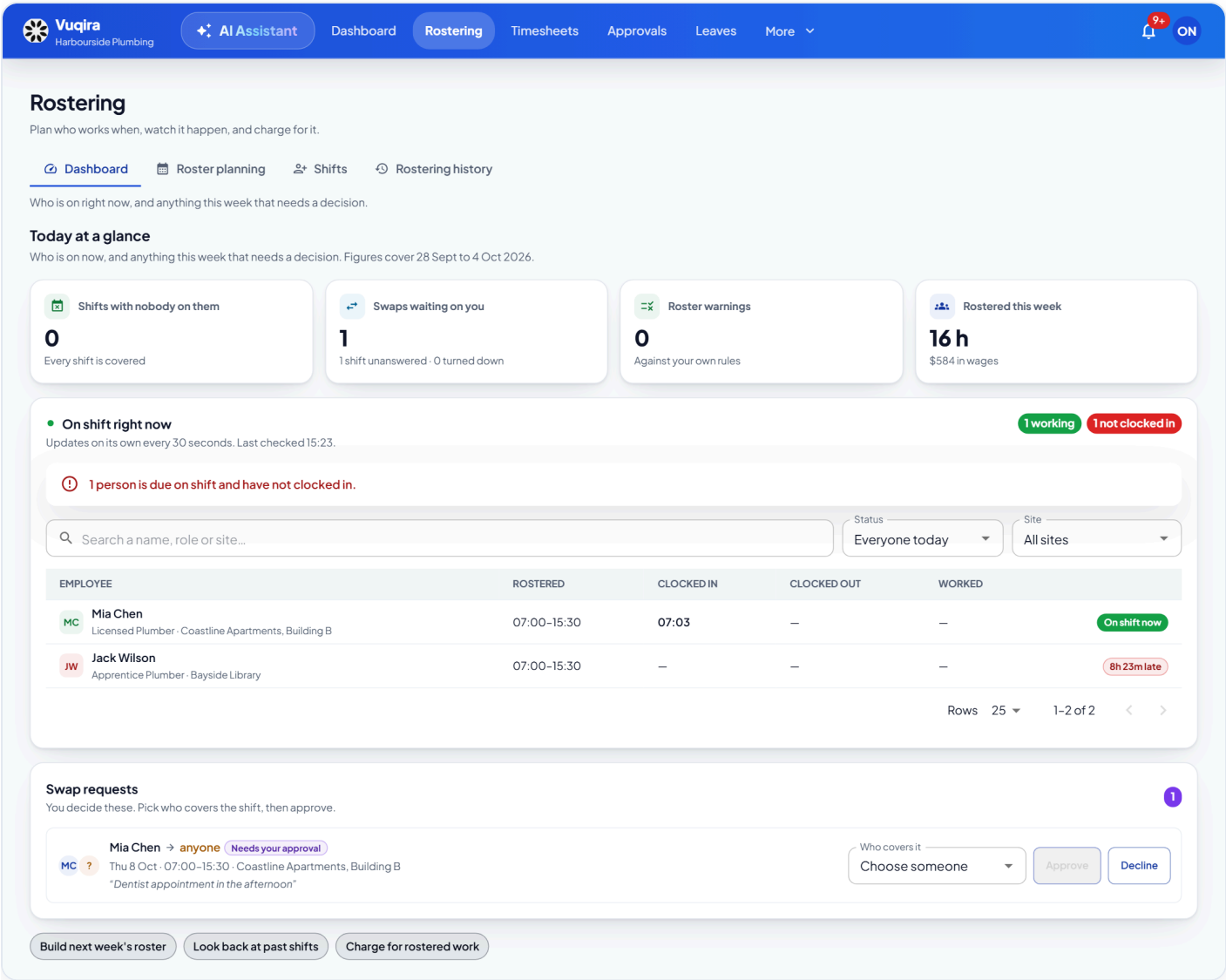


Figure 4.14: Mia is on shift. Jack is due and hasn't clocked in.

Swap requests: when someone can't make a shift, they ask for it to be covered. Choose who covers it in **Who covers it** (unless a colleague already offered), then **Approve** or **Decline**. Approving moves the shift, and Vuqira tells you if that creates something to check.

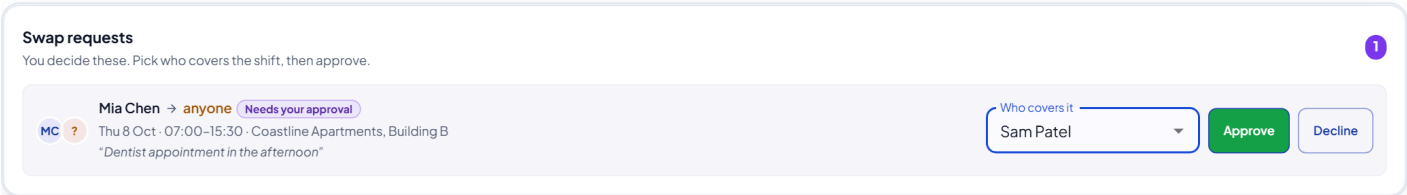


Figure 4.15: Mia asked for Thursday to be covered. Sam is picked to cover it.

When a shift ends

When someone clocks off, Vuqira saves a **draft timesheet** for the hours they actually worked, less the unpaid break. The note says which shift it came from.

What it is booked to. If the person has only one client, project and task, the draft uses those, and nothing is asked. If they have more than one, the Clock out box asks what the shift was for, starting from the defaults in Rostering Setup. With no task chosen, the draft uses their shift job as the task.

Nothing is submitted for anyone. They check the day, change anything that isn't right, and submit it like any other day. It then comes to you in Approvals (Section 6).

If the person already filled that day in, for example with Auto-fill, Vuqira leaves their day as it is and doesn't add a second one. The shift still keeps the hours they clocked, in Rostering history.

Wednesday, 30 Sep 2026

Actual 7.87h · 1 line item(s)

Draft

Double-click a line item to edit it.

Client: Coastline Apartments

Project: Building B Hot Water Replacement

Task: Hot water unit install

Notes: From rostered shift 07:00–15:30 (shift:6abc99ff52...

7.87h

Draft

+ Add line item

Replicate day

Delete day

Save draft

Submit day

Figure 4.16: Mia's draft: 7.87 hours from her 7:00 to 3:30 shift, on the task she picked when she clocked off.

How to do this with the AI Assistant

Look up the roster, and what is waiting on you.

Who is on, and where:

Who is rostered on Tuesday 6 October 2026, and where?

The assistant lists each person with their job, times and place.

Swaps waiting for you:

Are there any shift swap requests waiting for me?

It gives the shift, who asked, and why. The assistant can't approve a swap, even when it shows Yes and No buttons. Approve or decline it on the Rostering dashboard.

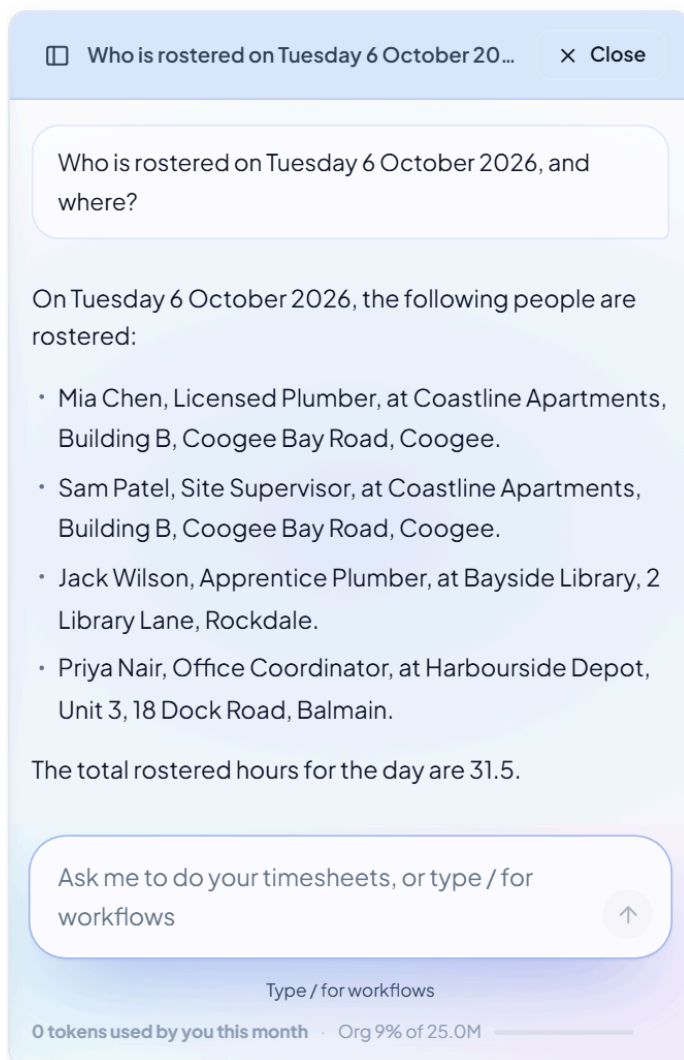


Figure 4.17: Tuesday's roster.

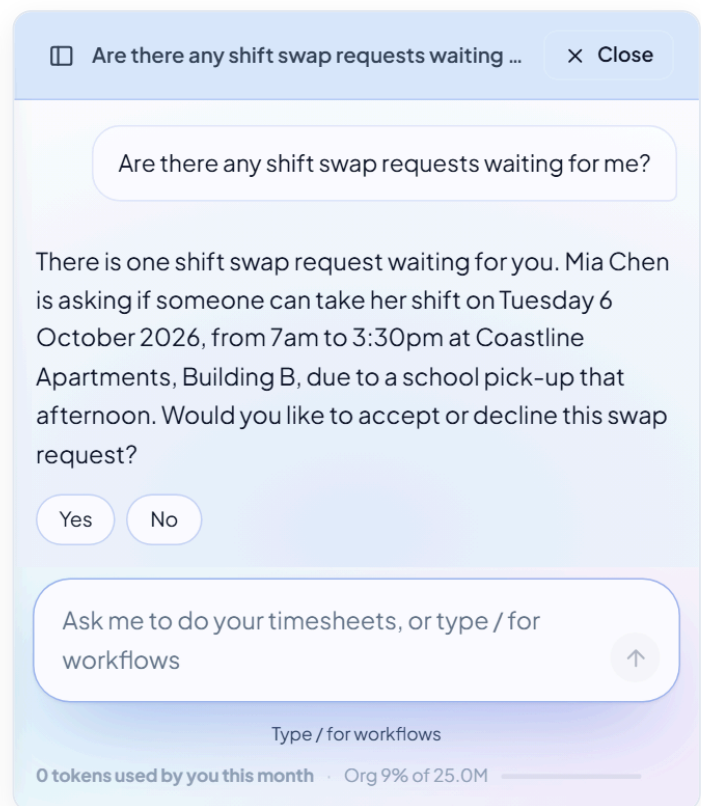


Figure 4.18: Mia's swap request.

The assistant **reads** the roster. Building, publishing and approving swaps are done on the Rostering page, where you can see the whole week and its checks.

Submitting timesheets

Timesheets

Admins record their own time too, and knowing this page helps you answer your team's questions. It opens on the current week.

- **Daily / Weekly / Fortnightly / Monthly** change how much you see. The arrows move back and forward, and **Today** brings you back.
- **List view / Calendar view** (top right) switch between a table and the calendar.
- The **Timer** records today as you work. Press Start, and stop when you finish.
- **Day colours** show each day's status at a glance.

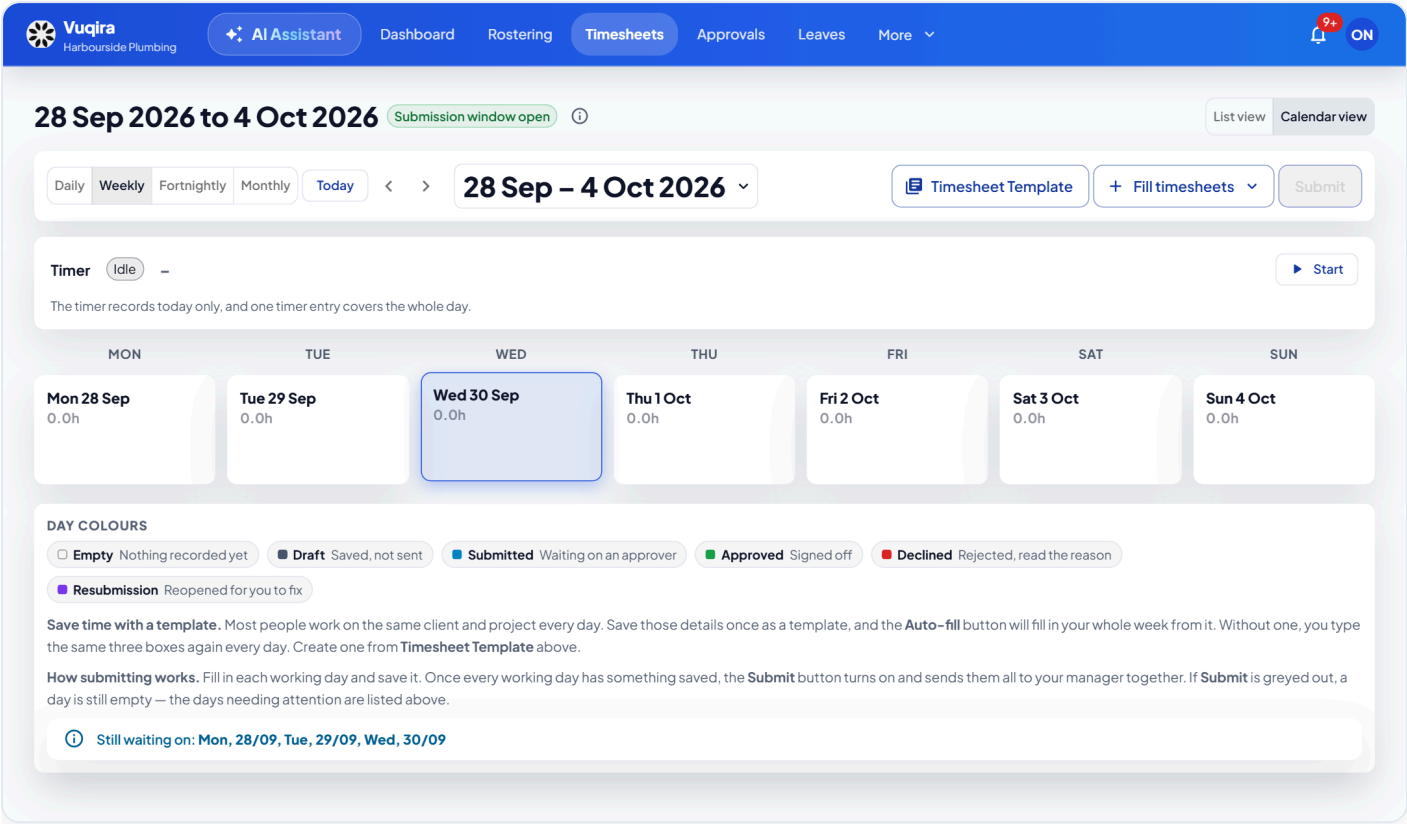


Figure 5.1: A new week. The blue box at the bottom lists the days still waiting.

Empty · Draft	Nothing recorded yet · saved, but not handed in.
Submitted · Approved	Waiting for an approver · signed off.
Declined · Resubmission	Rejected, so read the reason · reopened for you to fix.

Step 1 · Save your usual day as a template

Most people do similar work most days. A template records it once so you never retype it. Click **Timesheet Template**, then **New blank template**, or pick one of the **Suggested for you** templates Vuqira builds from your assigned work. Fill in the client, project, task, hours and a note for each part of your day. Use **Add line item** for a second job. Then click **Save as my template**.

Timesheet Templates

Operations Manager,
Standard day
One entry of 8h on
each working day for
your top-priority task
"Fixture fitting".

Suggested

Operations Manager,
Split across projects
8h split across your
assigned projects
(Internal Harbourside
Plumbing, Library
Amenities Upgrade).

Suggested

Operations Manager,
Top tasks by priority
8h split across your 3
highest-priority
tasks.

Suggested

+ New blank template

My usual office day

Description
Quotes and paperwork in the morning, site visit in the afternoon

Line items per working day (8.00 h total)

Client
Internal Harbourside Plumbing

Project
Internal Harbourside Plumbing

Task
Quoting and admin

Hours
5

Notes
Quotes, supplier calls, rosters

Client
Bayside Council

Project
Library Amenities Upgrade

Task
Site inspection

Hours
3

Notes
Progress check with the site team

Close

Save as my template

Figure 5.2: Olivia's usual day: 5 hours of quotes and admin, and a 3-hour site inspection.

A template can only use work you are assigned to

If Vuqira says "Project ... is not assigned to you", assign yourself to that project on the Users page (Section 3), then save the template again.

Step 2 · Make it your default

Click the **star** next to your template. The starred template is the one **Auto-fill** uses. You can keep several templates, for example one for office days and one for site days, and star whichever fits the week.

Timesheet Templates

My templates

My usual office day

2 line item(s)

★

🗑️

Standard day

1 line item(s)

☆

🗑️

Suggested for you

Operations Manager, Standard day

One entry of 8h on each working day for your top-priority task "Fixture fitting".

Suggested

Operations Manager, Split across projects

8h split across your assigned projects (Internal Harbourside Plumbing, Library)

Suggested

My usual office day

Description

Quotes and paperwork in the morning, site visit in the afternoon

Line items per working day (8.00 h total)

Client

Internal Harbourside Plumbing

Project

Internal Harbourside Plumbing

Task

Quoting and admin

Hours

5

Notes

Quotes, supplier calls, rosters

🗑️

Client

Bayside Council

Project

Library Amenities Upgrade

Task

Site inspection

Hours

3

Notes

Progress check with the site team

Close

Use for Auto-fill

Update template

Figure 5.3: "My usual office day" is saved and starred.

Step 3 · Fill the week

Click **Fill timesheets**. You get three choices:

- **Add Timesheet**: pick one date and fill it in yourself.
- **Auto-fill**: fills the week from your starred template as drafts. It skips non-working days, public holidays and approved leave.
- **Replicate Timesheets**: copies one period onto another, for example last week onto this week.

mission window open ⓘ

List viewCalendar view

28 Sep – 4 Oct 2026

Timesheet Template

+ Fill timesheets

Submit

+ Add Timesheet

Pick a date and fill it in yourself

✏️ Auto-fill

Fill drafts from your best template, skipping holidays and leave

📄 Replicate Timesheets

Copy one period onto another as drafts

WED

THU

FRI

Wed 30 Sep

0.0h

Thu 1 Oct

0.0h

Fri 2 Oct

0.0h

Sat 3 Oct

0.0h

Sun 4 Oct

0.0h

Figure 5.4: The Fill timesheets menu.

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Auto-fill, step by step

Choose **Current submission window** (recommended) to fill just this window's working days, then click **Auto-fill**. The days turn dark grey: they are **drafts**. They are saved, but not handed in yet.

Auto-fill drafts

Auto-fill creates Draft days from your template, skipping non-working days, public holidays and approved leave.

☒

Current submission window (recommended)
28 Sep 2026 – 4 Oct 2026, your working days only

☐

Include days outside the submission window
Fills the whole visible period (28 Sep 2026 – 4 Oct 2026).
Out-of-window days stay as drafts until their window opens.

Cancel

Auto-fill

Figure 5.5: Auto-fill asks which days to fill.

Vuqira

Harbourside Plumbing

AI Assistant

Dashboard

Rostering

Timesheets

Approvals

Leaves

More

9+

ON

28 Sep 2026 to 4 Oct 2026

Submission window open

List view

Calendar view

Daily

Weekly

Fortnightly

Monthly

Today

<

>

28 Sep – 4 Oct 2026

Timesheet Template

+ Fill timesheets

Submit

Timer

Idle

Start

The timer records today only, and one timer entry covers the whole day.

MON

TUE

WED

THU

FRI

SAT

SUN

Mon 28 Sep
8.0h
Draft

Tue 29 Sep
8.0h
Draft

Wed 30 Sep
8.0h
Draft

Thu 1 Oct
8.0h
Draft

Fri 2 Oct
8.0h
Draft

Sat 3 Oct
0.0h

Sun 4 Oct
0.0h

DAY COLOURS

Empty

Draft

Submitted

Approved

Declined

Resubmission

Save time with a template.

How submitting works.

Figure 5.6: Monday to Friday filled as drafts, 8 hours each. The weekend is skipped.

Step 4 · Check each day, and change what was different

Click any day to open it. Each piece of work is a **line item** showing its client, project, task, hours and note.

- **Double-click** a line, or use the **pencil**, to change it. For example, 6 hours instead of 5.
- The **copy** icon duplicates a line. The **bin** removes it.
- **Add line item** adds another job to the day.
- **Replicate day** copies this day onto other dates.
- **Delete day** clears the whole day.
- **Save draft** keeps your changes. **Submit day** hands in just this day.

Only the days that were different need changing. If most of your week matched your template, checking takes a minute.

Tuesday, 29 Sep 2026

Draft

Actual 8.00h · 2 line item(s)

Double-click a line item to edit it.

Client: Internal Harbourside Plumbing

Project: Internal Harbourside Plumbing

Task: Quoting and admin

Notes: Quotes, supplier calls, rosters

5.00h

Draft

Client: Bayside Council

Project: Library Amenities Upgrade

Task: Site inspection

Notes: Progress check with the site team

3.00h

Draft

+ Add line item

Replicate day

Delete day

Save draft

Submit day

Figure 5.7: Tuesday, opened.

Prefer a table? List view

Click **List view** at the top right. It shows one row per day with its hours, number of line items, status and any flag, and the week's total at the bottom. The **pencil** opens a day, and the **repeat** icon copies it to other dates. Click **Calendar view** to switch back.

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ON

28 Sep 2026 to 4 Oct 2026

Submission window open

List view

Calendar view

Daily

Weekly

Fortnightly

Monthly

Today

<

>

28 Sep – 4 Oct 2026

Timesheet Template

+ Fill timesheets

Submit

Timer

Idle

–

Start

The timer records today only, and one timer entry covers the whole day.

Date	Hours	Items	Status	Anomaly	Actions
Mon, 28/09	8.00 h	2	Draft	–	
Tue, 29/09	8.00 h	2	Draft	–	
Wed, 30/09 TODAY	8.00 h	2	Draft	–	
Thu, 01/10	8.00 h	2	Draft	–	
Fri, 02/10	8.00 h	2	Draft	–	
Sat, 03/10	–	–	No entry	–	
Sun, 04/10	–	–	No entry	–	

Rows per page: 50

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<

>

Total: 40.00 h

DAY COLOURS

Empty

Nothing recorded yet

Draft

Saved, not sent

Submitted

Waiting on an approver

Approved

Signed off

Declined

Rejected, read the reason

Resubmission

Reopened for you to fix

Save time with a template.

Most people work on the same client and project every day. Save those details once as a template, and the Auto-fill button will fill in your whole week from it. Without one, you type the same three boxes again every day. Create one from Timesheet Template above.

How submitting works.

Fill in each working day and save it. Once every working day has something saved, the Submit button turns on and sends them all to your manager together. If Submit is greyed out, a day is still empty – the days needing attention are listed above.

Figure 5.8: The same week in List view: five draft days, 40 hours in total.

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Step 5 • Submit

When the week looks right, click **Submit**. Vuqira tells you how many days and hours you are handing in and asks you to confirm. The days turn **blue**, which means they are waiting for approval.

Submit stays greyed out until every working day so far has something saved. The blue box on the page lists any day still missing.

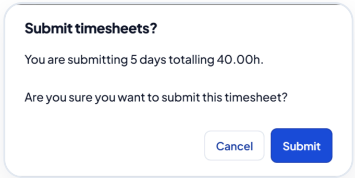


Figure 5.9: The confirmation.

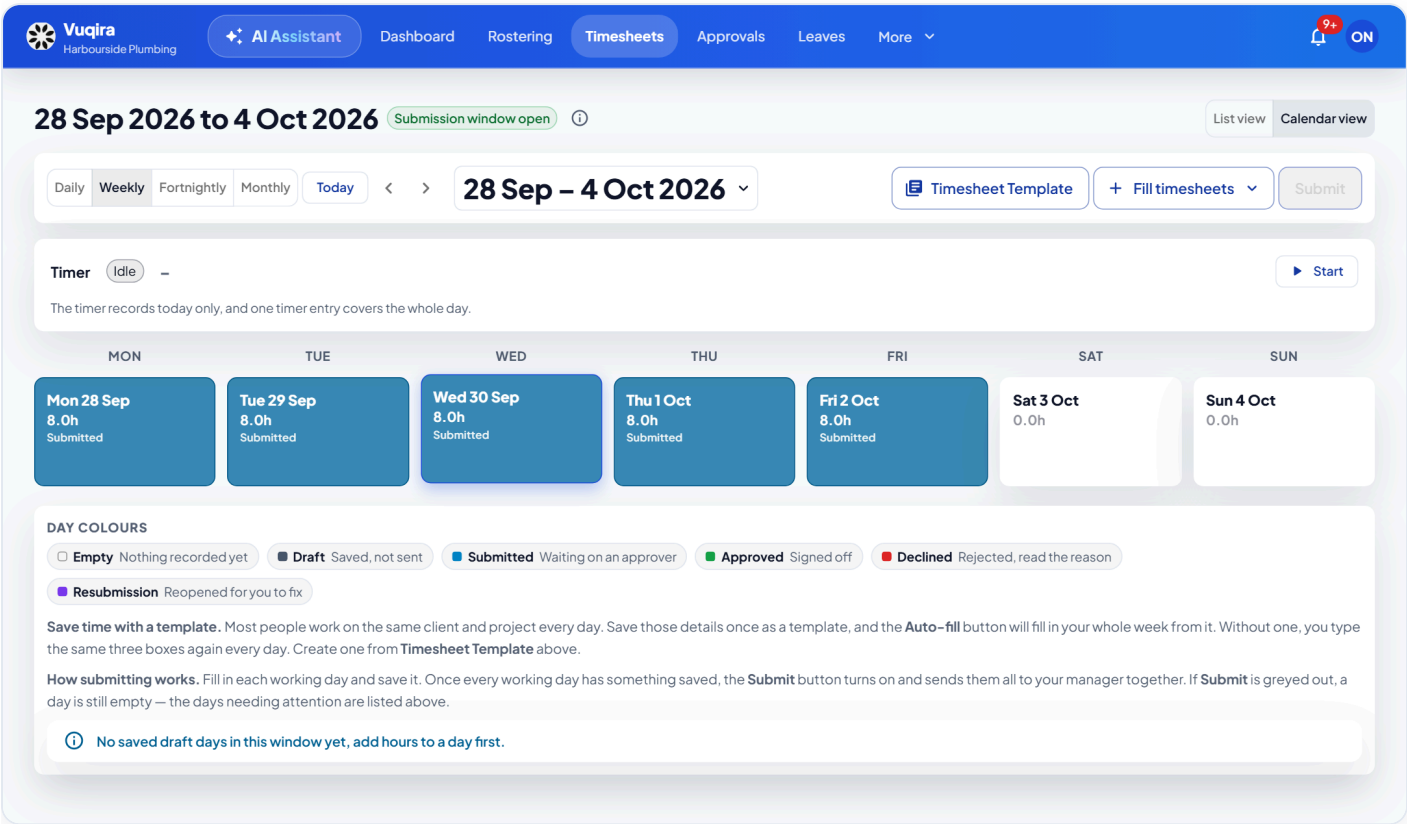


Figure 5.10: Submitted. Each day now shows "Submitted".

Rostered? When you clock off a shift, Vuqira puts a draft of the hours you worked on that day (Section 4). Check it and submit it with the rest of your week.

Need to change a submitted day? Ask an Admin to reopen it (Section 6). Its colour changes to purple, **Resubmission**, and you can edit it and submit again.

SECTION 5 · AI ASSISTANT

How to do this with the AI Assistant

Fill in and submit your week with one shortcut. It uses your starred template.

To prepare the week and check it first: type `/fill-week`. It creates drafts from your template, then offers to submit them. Click **No**, check the days on the page, change anything that was different, then press **Submit**.

To fill in and submit in one go: type `/submit-week`. The assistant says exactly what it will submit: the days, the hours and what they are booked to, for example *"I'll submit 5 days, Mon 28 Sep to Fri 2 Oct 2026 ... 40 hours in total. Shall I submit?"* Click **Yes, submit**. The days turn blue as they are handed in.

The screenshot shows the Vuqira AI Assistant interface. At the top, there's a navigation bar with 'Vuqira Harbourside Plumbing' and tabs for 'AI Assistant', 'Dashboard', 'Rostering', 'Timesheets', 'Approvals', 'Leaves', and 'More'. The 'AI Assistant' tab is active. Below the navigation bar, the main area displays the command `/submit-week` and its results. The results show a calendar for the week of 28 Sep 2026 to 4 Oct 2026. The days are listed with their respective hours and status: Mon 28 Sep (8.0h Submitted), Tue 29 Sep (8.0h Submitted), Wed 30 Sep (8.0h Submitted), Thu 1 Oct (8.0h Submitted), Fri 2 Oct (8.0h Submitted), Sat 3 Oct (0.0h), and Sun 4 Oct (0.0h). A chat window on the right shows the assistant's response: 'I'll submit 5 days, Mon 28 Sep to Fri 2 Oct 2026, each day 5 hours on Internal Harbourside Plumbing, Internal Harbourside Plumbing, Quoting and admin; 3 hours on Bayside Council, Library Amenities Upgrade, Site inspection. 40 hours in total. Shall I submit?' followed by the user's response 'Yes, submit' and the assistant's confirmation: 'Your timesheet for this week, Monday 28 September to Friday 2 October 2026, has been submitted with 8 hours each day split between Internal Harbourside Plumbing and Bayside Council projects, totaling 40 hours.'

28 Sep 2026 to 4 Oct 2026 Submission window open List view Calendar view

Daily Weekly Fortnightly Monthly Today < > **28 Sep – 4 Oct 2026** ▼

Timesheet Template + Fill timesheets Submit

Timer Idle — ▶ Start

The timer records today only, and one timer entry covers the whole day.

MON	TUE	WED	THU	FRI	SAT	SUN
Mon 28 Sep 8.0h Submitted	Tue 29 Sep 8.0h Submitted	Wed 30 Sep 8.0h Submitted	Thu 1 Oct 8.0h Submitted	Fri 2 Oct 8.0h Submitted	Sat 3 Oct 0.0h	Sun 4 Oct 0.0h

DAY COLOURS

Empty Nothing recorded yet Draft Saved, not sent Submitted Waiting on an approver Approved Signed off

Declined Rejected, read the reason Resubmission Reopened for you to fix

Save time with a template. Most people work on the same client and project every day. Save those details once as a template, and the **Auto-fill** button will fill in your whole week from it. Without one, you type the same three boxes again every day. Create one from **Timesheet Template** above.

How submitting works. Fill in each working day and save it. Once every working day has something saved, the **Submit** button turns on and sends them all to your manager together. If **Submit** is greyed out, a day is still empty — the days needing attention are listed above.

ⓘ No saved draft days in this window yet, add hours to a day first.

Submit my timesheet for this week. × Close

Submit my timesheet for this week.

I'll submit 5 days, Mon 28 Sep to Fri 2 Oct 2026, each day 5 hours on Internal Harbourside Plumbing, Internal Harbourside Plumbing, Quoting and admin; 3 hours on Bayside Council, Library Amenities Upgrade, Site inspection. 40 hours in total. Shall I submit?

Yes, submit

Your timesheet for this week, Monday 28 September to Friday 2 October 2026, has been submitted with 8 hours each day split between Internal Harbourside Plumbing and Bayside Council projects, totaling 40 hours.

Ask me to do your timesheets, or type / for workflows ↑

Type / for workflows

0 tokens used by you this month · Org 7% of 25.0M

Figure 5.11: `/submit-week`. The assistant checks first, then five days are submitted and the calendar updates beside the chat.

Also useful: ask *"When do I need to submit my timesheet this week?"* and it tells you the day and time your window closes.

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Harbourside Plumbing

AI AssistantDashboardRosteringTimesheetsApprovalsLeavesMore

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Export summary

Timesheet ApprovalsRequest ApprovalsHistory

Pending actions

✓ 17 cleared timesheets ready to approve

⚠️ 1 employee has flagged submissions

Approve all clearedReview flagged

Search

Name, status or remark

Employee

AnomalyAll

All reportsDirect reports

WeekMonth

<21 Sep 2026 to 27 Sep 2026>

This window

Period from21 Sep 2026

Period to27 Sep 2026

5 of 5

Employee	Expected Days	Submitted Days	Expected Hours	Submitted Hou...	Status	Approved by	Anomaly	Remarks	Actions
Olivia Nguyen	5	0	40.00	0.00	Not submitted (0/5)	-	-	Missing 5 day timesheets: M...	👁️ ↻
Sam Patel	5	5	40.00	40.00	Submitted (5/5)	-	Cleared		👁️ ✅
Mia Chen	5	5	40.00	40.00	Submitted (5/5)	-	Cleared		👁️ ✅
Jack Wilson	4	4	32.00	28.00	Submitted (4/4)	-	Flagged	Under hours (expected 8.0h,...	👁️ ✅
Priya Nair	4	4	30.00	30.00	Submitted (4/4)	-	Cleared		👁️ ✅

Rows per page: 25

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Reading the page

PART	WHAT IT TELLS YOU
Pending actions	How many timesheets passed every check, and how many people have a flag. Approve all cleared signs off every cleared timesheet in one click. Review flagged shows just the people who need a look.
Search, Employee, Anomaly	Find one person, or show only flagged or cleared rows.
All reports / Direct reports	Everyone, or only the people who report to you.
Week / Month and the arrows	Which window you are looking at. This window jumps back to the current one.
Expected and submitted days and hours	What their working pattern says they owe, against what they handed in.
Status	For example, Submitted (5/5) means all five days are in.
Anomaly	Cleared means nothing unusual. Flagged means something needs a look, such as a short day. The reason is in Remarks .
Actions	The eye opens their week. The tick approves their cleared days. The circular arrow reopens days for them to correct.

Looking at the current week

During the week, days still to come appear as "Missing" in Remarks. That is normal. They are simply not due yet.

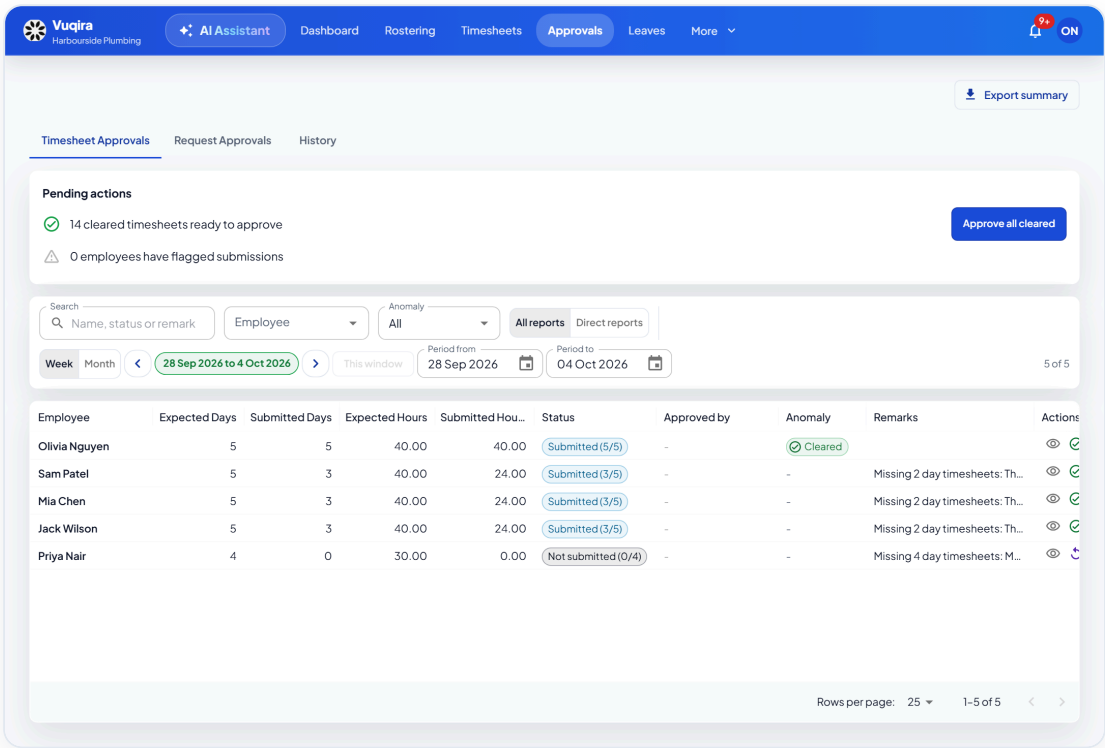


Figure 6.2: The current week, mid-week. Priya works Monday to Thursday and has not started yet.

Checking a flagged week

Click **Review flagged**, then the **eye** on a person's row. Their days open in a panel, each marked **Cleared** or **Flagged**. Click a flagged day to see why.

Here, Jack's Tuesday is 4 hours against an expected 8. His note says he left at lunch for a medical appointment. You have three choices:

- **Approve anyway**: the reason is fine, so sign it off.
- **Send back for edits**: return the day to Jack with a note, so he can correct it and submit again.
- **Decline**: reject the day, with a reason.

At the bottom of the panel, tick several days to **Approve** or **Decline** them together. You can also **Send reminder** to someone with days missing.

Jack's Thursday is approved sick leave, so Vuqira doesn't expect a timesheet for it. It is not counted as missing.

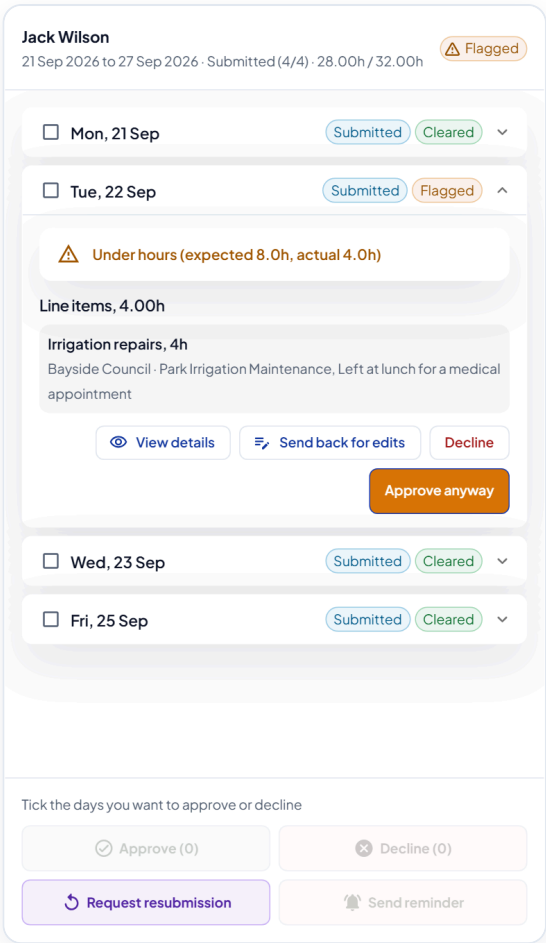


Figure 6.3: Jack's short Tuesday, opened.

Reopening days for correction

The **circular arrow** on a person's row (or **Request resubmission** in their panel) opens a three-step form. Tick the days that need fixing, including days already approved, and give a reason. The person sees your reason and gets those days back to correct.

Request resubmission, Jack Wilson

Step 1 of 3

Pick the days that need correcting. Days without a timesheet cannot be reopened. Already-approved days can, which is the point of this flow.

Prev

September 2026

Next

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14 8h Approved	15 8h Approved	16 8h Approved	17 8h Approved	18 8h Approved	19	20
21 8h Submitted	22 4h Submitted	23 8h Submitted	24	25 8h Submitted	26	27
28 8h Submitted	29 8h Submitted	30 8h Submitted	1	2	3	4
5	6	7	8	9	10	11

Reason (shown to the employee, and recorded against the correction)

Cancel

Next

Figure 6.4: Step 1 of 3. Green days are approved and blue days are submitted, and both can be reopened.

The History tab

Everything that has been submitted or approved, by person. Choose the dates, pick **Approved only** or **All statuses**, then click a name, or tick several people and click **View history**. Use **Export PDF** to keep a copy.

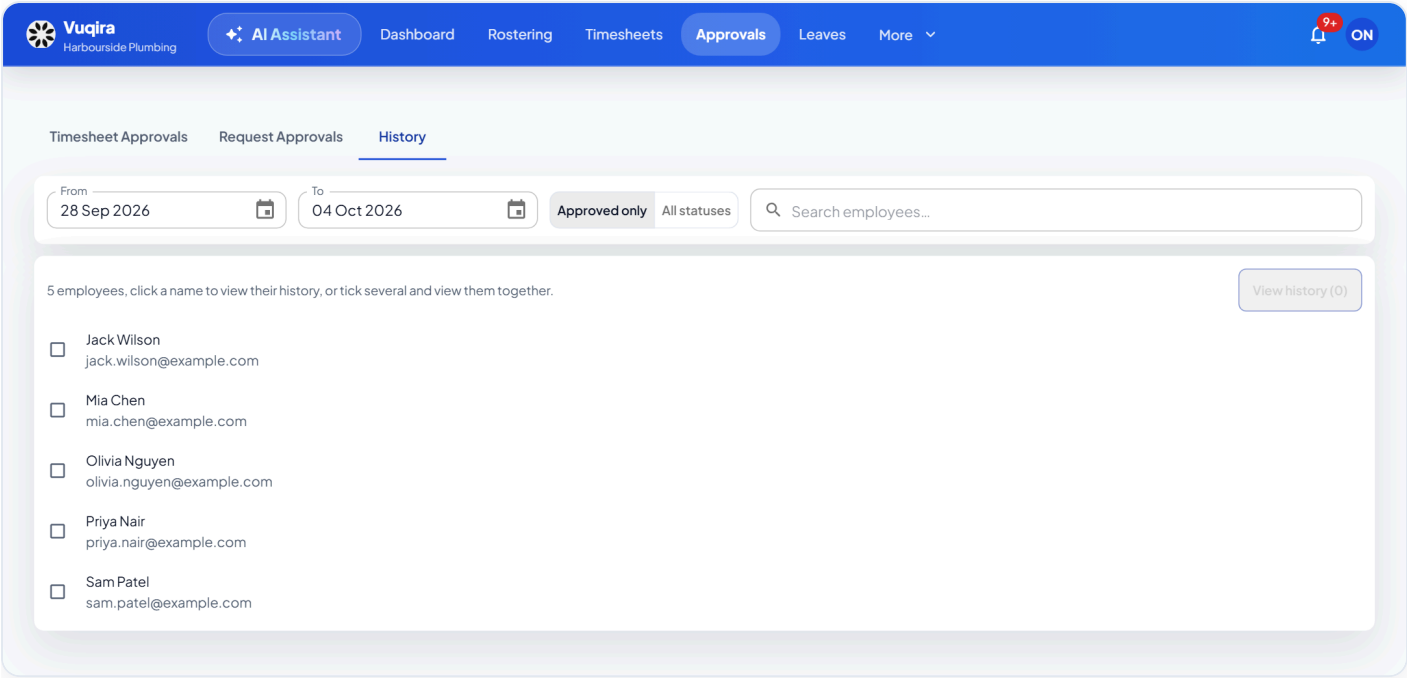


Figure 6.5: The History tab.

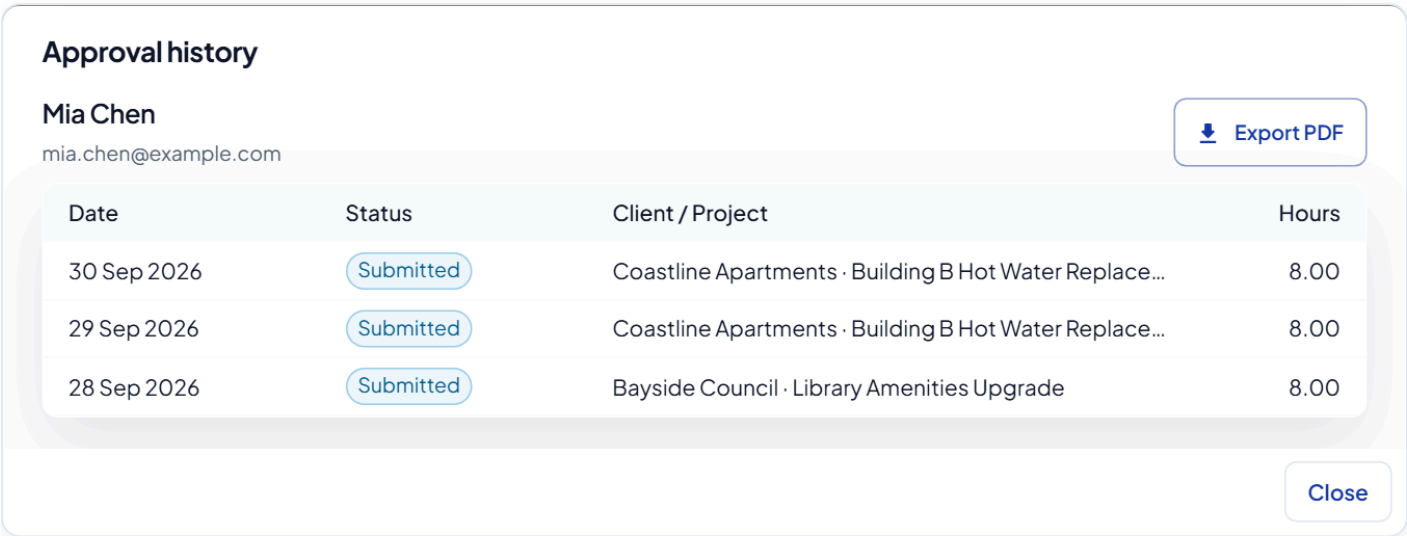


Figure 6.6: Mia's history for this week.

Export summary

Export summary (top right, on the Timesheet Approvals tab) makes a PDF summary of **approved** timesheets for the dates and people you choose. It is handy for payroll or for a client.

How to do this with the AI Assistant

See what needs approving, and approve by name.

1. See what is waiting. Type `/approvals-overview`. It lists this week's cleared timesheets that are ready to approve, person by person. It is instant and uses no AI credits.

2. Approve one person's timesheets.

Approve all of Priya Nair's pending timesheets.

The assistant lists the days and hours it will approve and asks. Click **Yes, approve all**.

3. Check the page. Open **Approvals** to see the result. Flagged days are worth opening yourself, so you can read the reason before you decide.

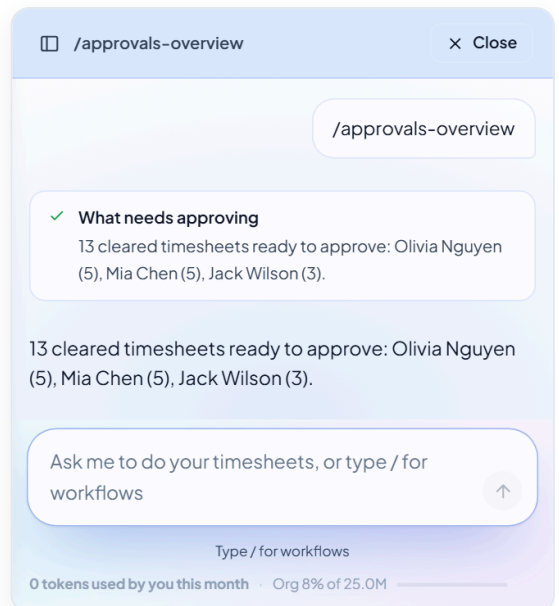


Figure 6.7: This week's cleared timesheets, by person.

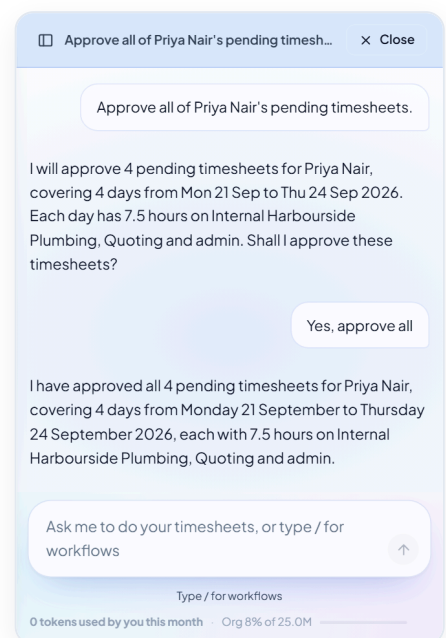


Figure 6.8: Priya's 4 timesheets checked, then approved.

Employee	Expected Days	Submitted Days	Expected Hours	Submitted Hou...	Status	Approved by	Anomaly	Remarks	Actions
Sam Patel	5	5	40.00	40.00	Approved (5/5)	Olivia Nguyen	Cleared		👁️ ↺
Mia Chen	5	5	40.00	40.00	Submitted (5/5)	-	Cleared		👁️ ✅
Jack Wilson	4	4	32.00	28.00	Submitted (4/4)	-	Flagged	Under hours (expected 8.0h,...	👁️ ✅
Priya Nair	4	4	30.00	30.00	Approved (4/4)	Olivia Nguyen	Cleared		👁️ ↺

Figure 6.9: Check the page. Priya's week now reads Approved (4/4), approved by Olivia Nguyen. Jack's flagged day is still waiting for a person to look at it.

Leave

Leaves

The **Leaves** page is where anyone, admins included, asks for time off and follows its progress. Approved leave matters for timesheets: those days are **not expected**, so nobody is chased for them.

Asking for leave

Click **New request**. Choose the **type** (for example Annual Leave or Sick Leave), and **how long**: a full day or more, half a day, or a few hours. Then pick the dates, add a note and click **Submit**. The request goes to the Admins to approve.

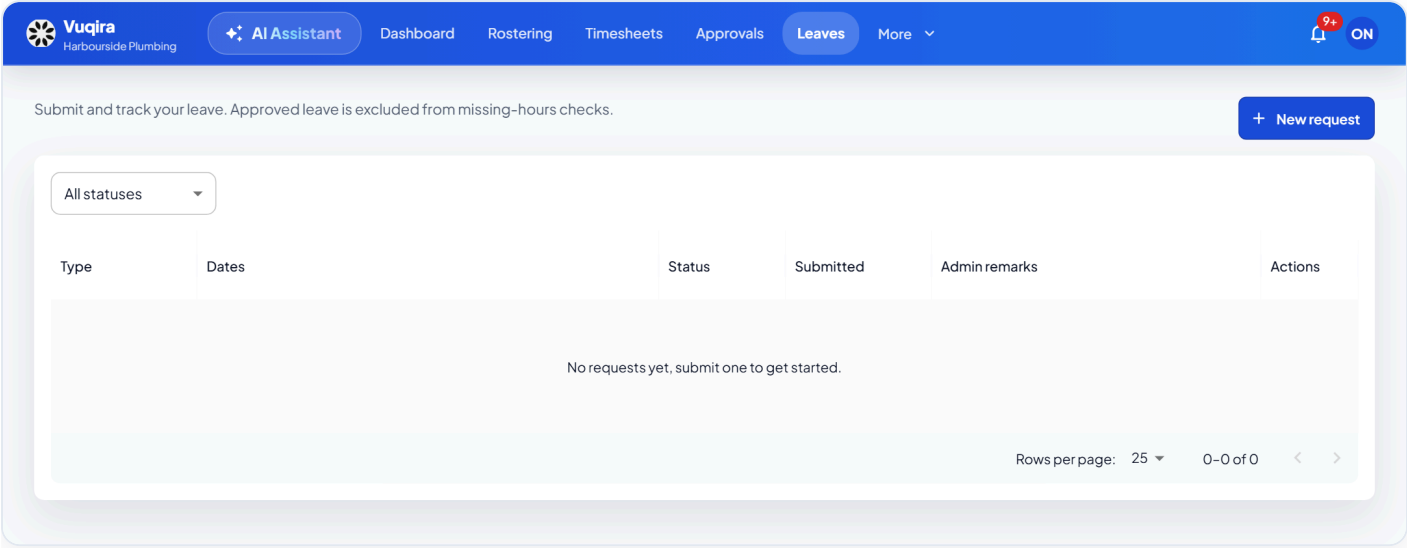


Figure 7.1: Your own requests, with their status and any remarks from the approver.

New leave request

Request type

Annual Leave

How long

Full day or more

Start date

End date

Notes

School holidays with the kids

Cancel

Submit

Figure 7.2: A new leave request.

Approving leave

Approvals ▶ Request Approvals

Every leave request in your organisation, newest first. Filter by **Status** or **Type**, or search by name. Click the **eye** to open a request and read its reason, then choose **Approve** or **Reject**. Rejecting asks you for a reason. Use the tick on the row to approve without opening it.



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Timesheet Approvals

Request Approvals

History

Search requester, notes, remarks or approver...

Status

All statuses

Type

All types

2 of 2

Type	Requester	Dates	Status	Submitted	Notes	Admin remarks	Decided by	Decided	Action
Annual leave	Mia Chen	9 Oct 2026 1 day	Pending	30 Sep 2026	Long weekend a...	-	Awaiting	-	 
Sick leave	Jack Wilson	24 Sep 2026 1 day	Approved	30 Sep 2026	Unwell, doctor's ...	Feel better soon	Olivia Nguyen	30 Sep 2026 11:14	

Rows per page: 25

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<

>

Figure 7.3: Mia's annual leave is pending. Jack's sick day was approved with a kind note.

Annual leave

Pending

Mia Chen

WHEN

9 Oct 20261 day

Submitted30 Sep 2026 11:14

REASON GIVEN

Long weekend away with family

ADMIN REMARKS

None yet.

Close

Reject

Approve

Figure 7.4: Mia's request, opened.

How to do this with the AI Assistant

Approve leave, or book your own, in a sentence.

See what is waiting: `/leave-overview` counts the pending requests.

Approve it all: `/approve-all-leave` says which requests it will approve and asks. Click **Yes, approve**. To approve just one person's, ask: "Approve Mia Chen's leave request."

Book your own leave:

Book a day of annual leave for me on Friday 16 October 2026. The reason is a family wedding.

It appears on your Leaves page as **Pending**, ready for another Admin to approve.

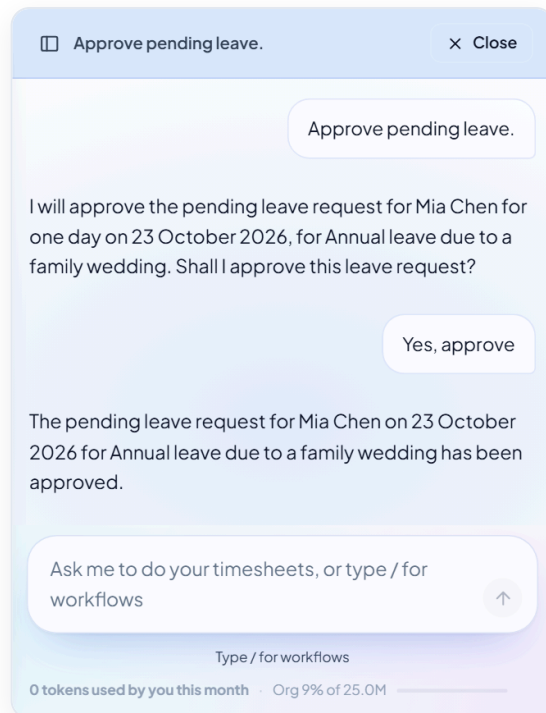


Figure 7.5: One request found, checked with you, and approved.

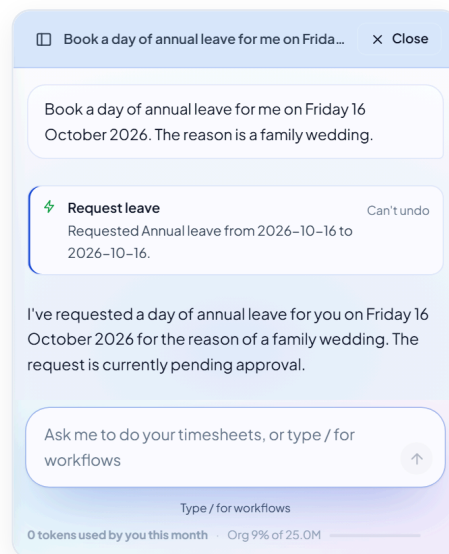


Figure 7.6: Leave booked, waiting for approval.

Type	Dates	Status	Submitted	Admin remarks	Actions
Annual Leave	Fri 16 Oct 2026 1 day	Pending	Just now 30 Sep 2026	-	View

Figure 7.7: Check the page. The request is on Olivia's Leaves page, pending.

Reports

More ▶ Reports

Reports answers "where did our time go?". Choose the dates at the top, and narrow it down with the filters: **Employee, Manager, Client, Project, Task, Status, Priority, Flags** and **Approval**. Every number and chart updates to match.

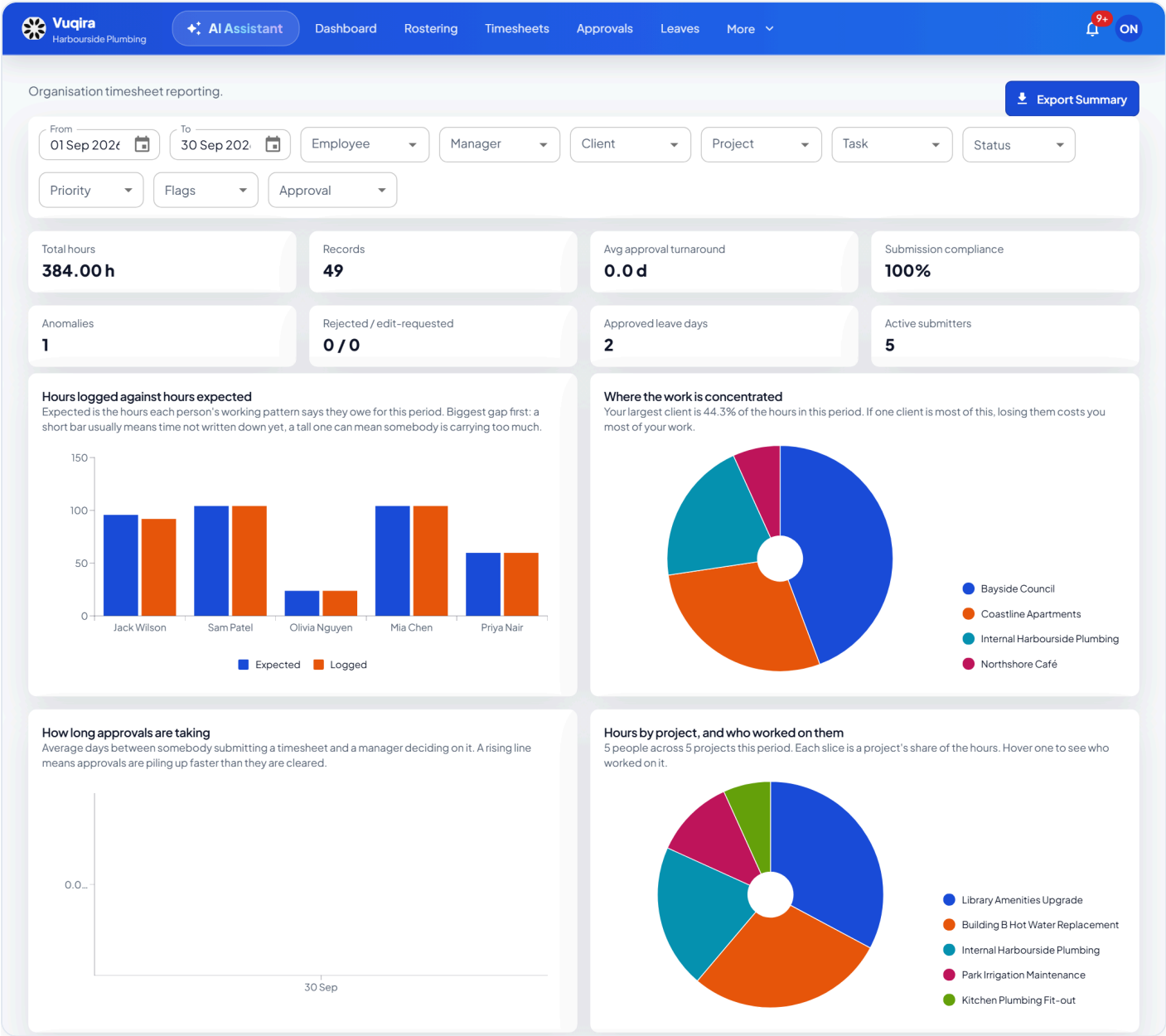


Figure 8.1: September at Harbourside: 384 hours, with Bayside Council the largest client at 44%.

The numbers at the top

Total hours · Records	Hours recorded in the period, and how many day-timesheets that is.
Avg approval turnaround	On average, how many days it takes from submitting to a decision.
Submission compliance	How much of the expected time was actually handed in.
Anomalies · Rejected	Flagged days, and days declined or sent back.
Approved leave days · Active submitters	Leave taken, and how many people recorded time.

The charts and table

Hours logged against hours expected shows who is behind or carrying too much. **Where the work is concentrated** and **Hours by project** show your biggest clients and projects. **Hours recorded each day** shows the rhythm of the weeks. The table lists every timesheet in the period, and the **download icon** on a row saves that day as a PDF.

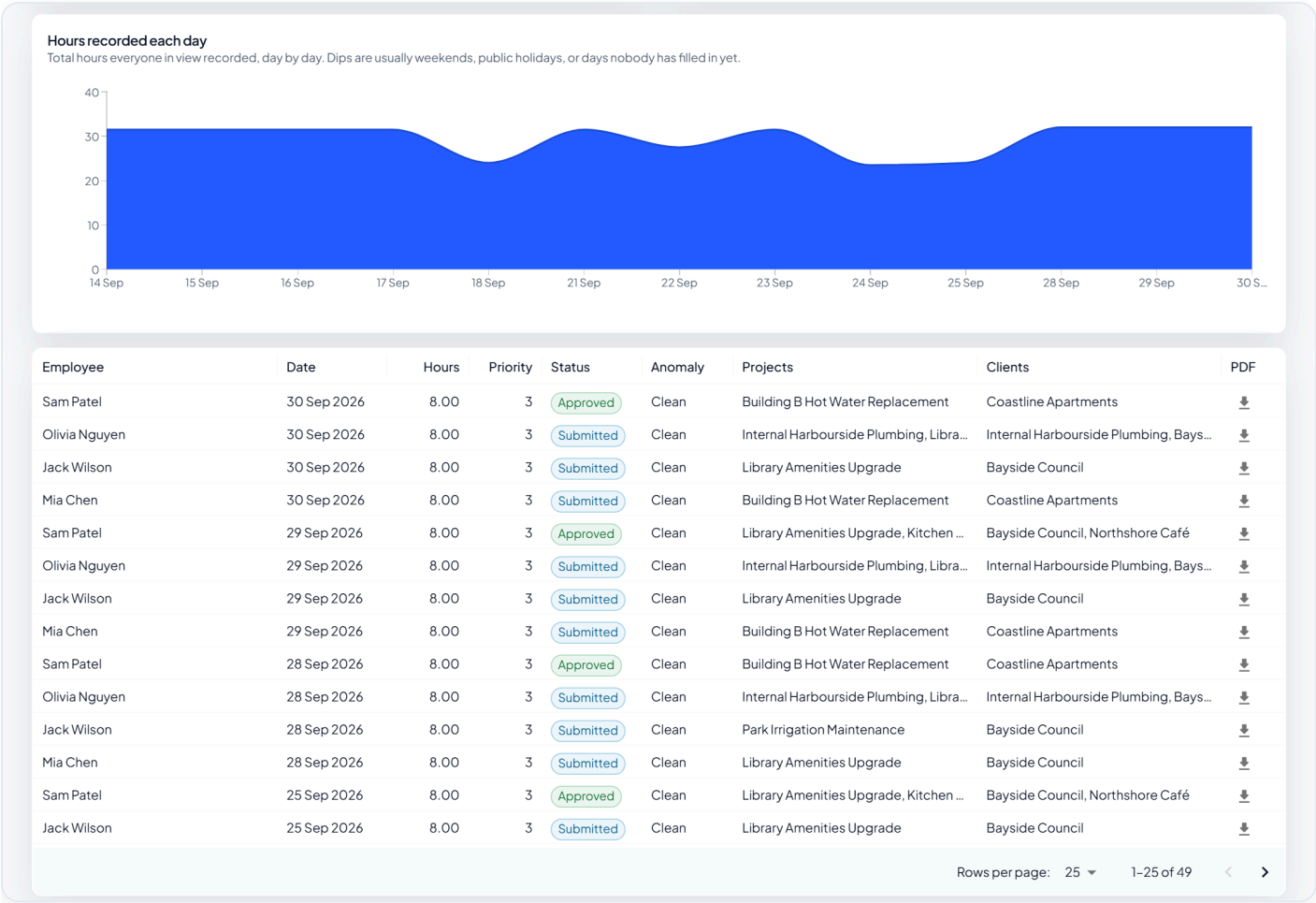


Figure 8.2: The daily chart and the timesheet table.

Invoicing at a glance

The bottom of Reports gives a short money summary: invoiced this month, what is **approved but not yet invoiced** and what it is worth, and who it is waiting to be billed to. **Open Invoicing** takes you to the full page (Section 9).

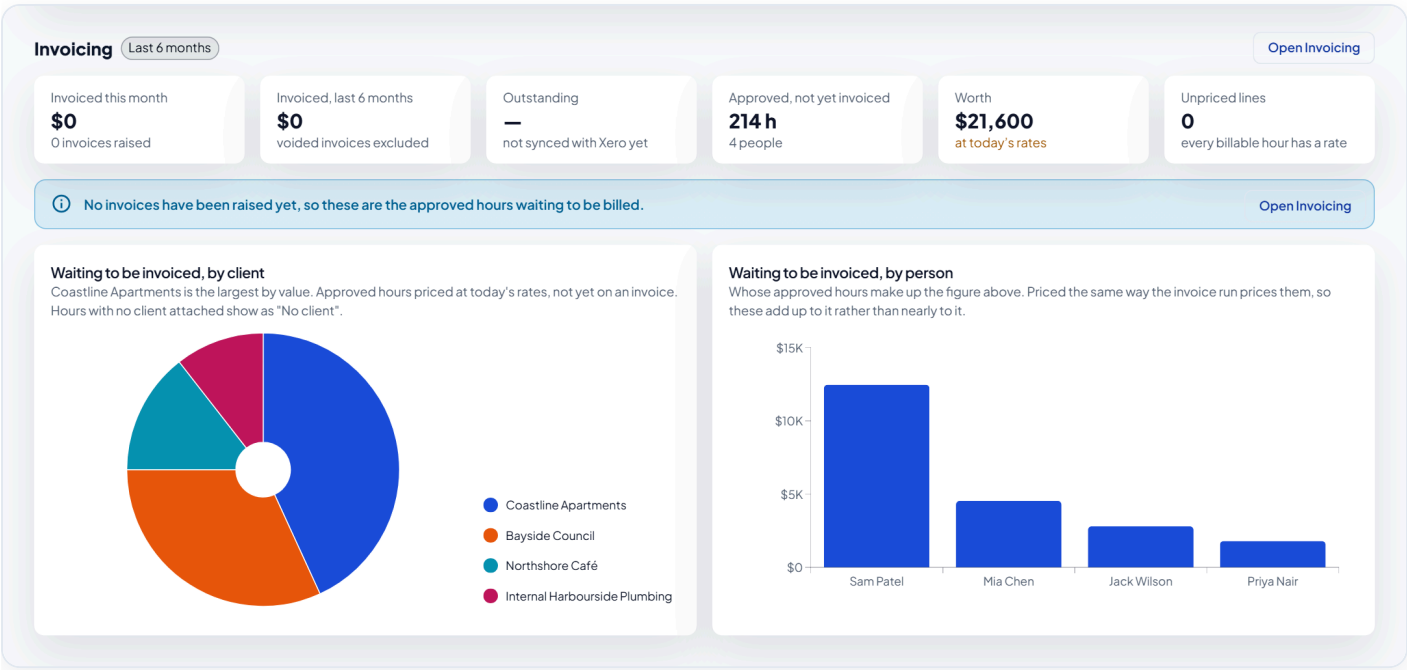


Figure 8.3: The invoicing summary at the foot of Reports.

Export Summary

Export Summary (top right) makes a PDF of **approved** timesheets, one section per person. Narrow it to particular people, a client or a project.

Export Summary

Exports a per-employee summary of approved timesheets in the chosen range.

Employees

Client

Project

From
01 Sep 2026

To
30 Sep 2026

Cancel

Export PDF

Figure 8.4: Export Summary.

The Rostering section

With rostering on, Reports adds a **Rostering** section for the same dates: how many shifts were rostered and published, the hours and wage cost, unfilled shifts, how many shifts staff accepted, and how many were clocked. The charts compare **hours rostered** with **hours actually worked** (from clocking on and off), and show rostered hours by job.

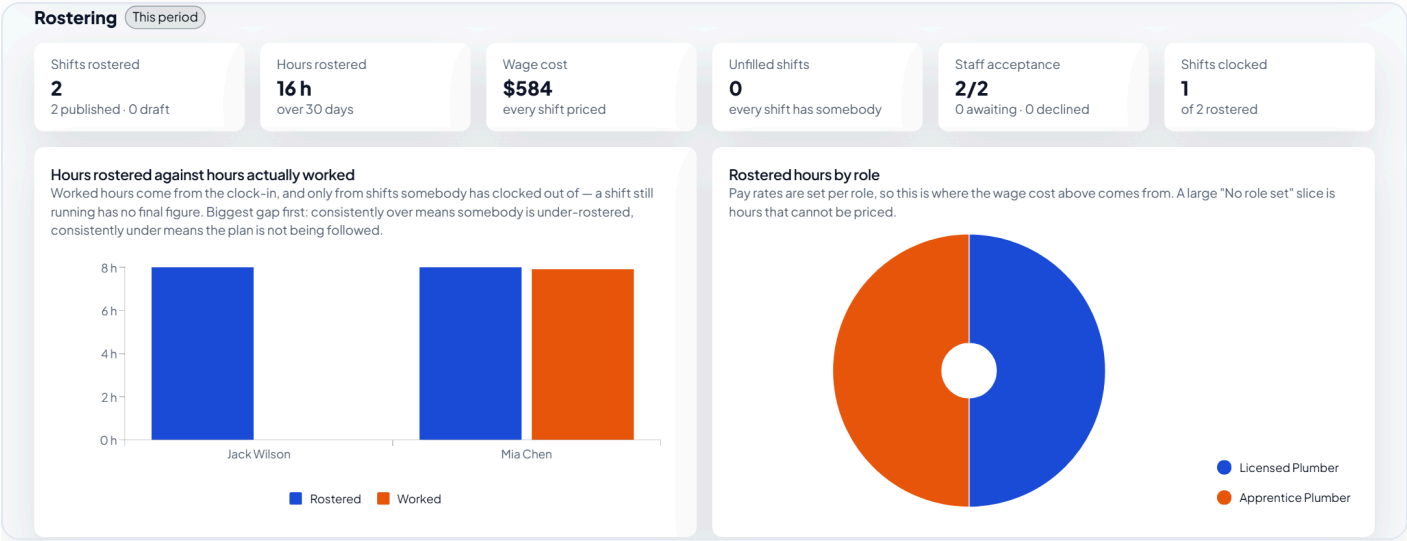


Figure 8.5: Mia worked 7.9 of her 8 rostered hours. Jack never clocked in, so his worked hours are empty.

A person who is consistently rostered for more than they work, or the other way round, is worth a conversation. That is exactly what the first chart is for.

How to do this with the AI Assistant

Ask your question in words instead of setting filters.

Be specific about the dates and the people. "Across the whole team" and exact dates get the most reliable answers:

Across the whole team, which client had the most hours logged between 1 and 30 September 2026?

The assistant answers Bayside Council, with 170 hours. That is the same figure the Reports page shows.

More questions to try

- "Which project had the most hours logged by the whole team between 1 and 30 September 2026?" The answer is the Library Amenities Upgrade, with 126 hours.

Check before you rely on it

For numbers you will share, such as client billing, payroll or a board report, confirm them on the Reports page. The assistant is quick, but the page is the record.

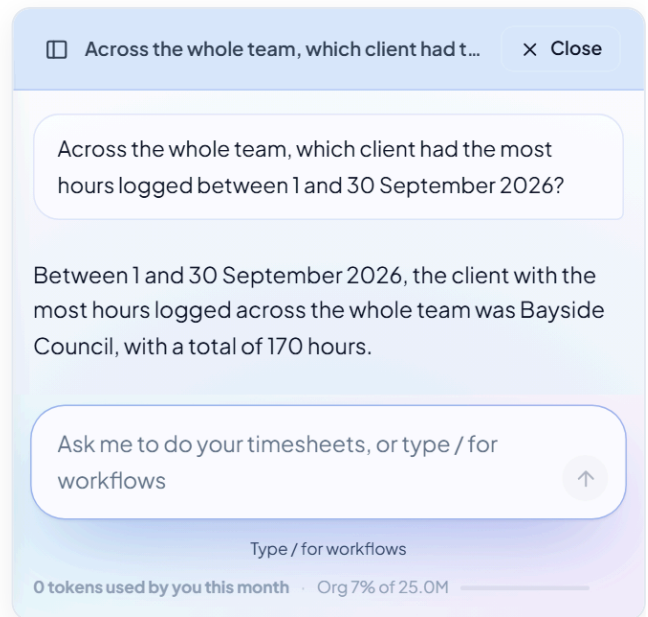


Figure 8.6: The same answer the Reports page gives.

Invoicing

More ▸ Invoicing

Invoicing puts a price on your approved hours and bills your clients through **Xero**, the accounting system. It has four tabs: **Overview**, **Rate cards**, **Revenue** and **Settings**. Everything except raising the invoice itself works before you connect Xero.

The Overview tab

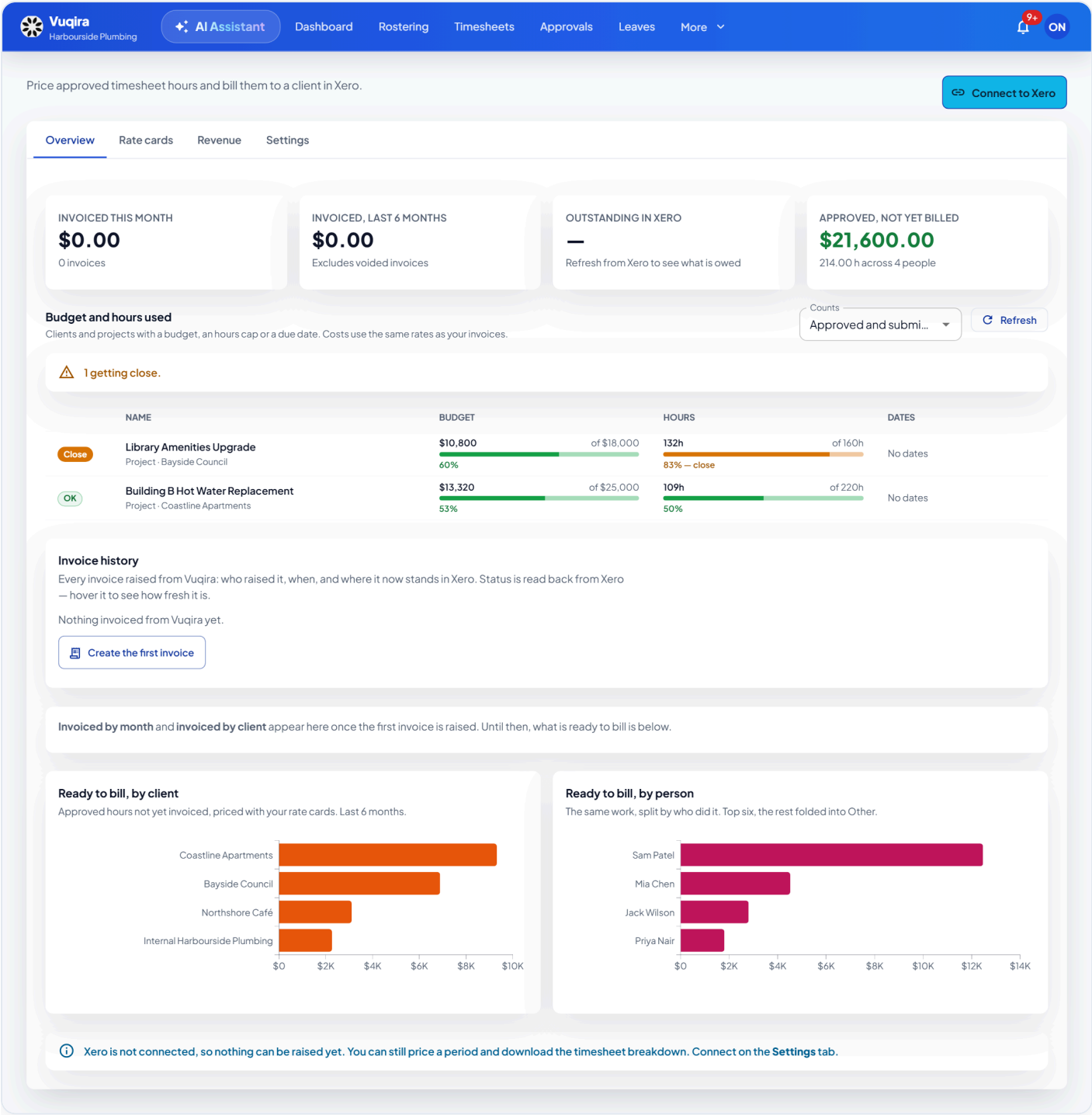


Figure 9.1: \$21,600 of approved work is ready to bill. The Library project is at 83% of its hours cap.

Reading the Overview

The four totals	Invoiced this month, invoiced in the last six months, what customers still owe you in Xero, and Approved, not yet billed : work that is signed off and priced but not yet invoiced.
Budget and hours used	Every project with a budget or hours cap, and how much is used. Close means it is nearly used up. OK means there is room left.
Invoice history	Every invoice raised from Vuqira: who raised it, when, and where it stands in Xero.
Ready to bill	What is waiting to be invoiced, by client and by person.

Before your first invoice: connect Xero

Invoices are created **in Xero**, so Vuqira needs your permission to use your Xero company first. Click **Connect to Xero** (top right) or **Create the first invoice**, then **Link my Xero Account**. Sign in to Xero and choose which organisation Vuqira may bill from. It takes about a minute.

You don't need any technical keys from Xero. If you don't have a Xero account yet, **Create a Xero account** takes you to their sign-up.

Nothing is sent to Xero until you have reviewed a priced invoice and pressed **Create**.

Connect Xero first

Invoices are raised **in Xero**, so Vuqira needs to be connected to your Xero organisation before it can create one.

It takes about a minute: you sign in to Xero and choose which organisation Vuqira may bill from. Nothing is sent until you review a priced invoice and press Create.

Everything else on this page already works without it — rate cards, the Revenue tab and what is ready to bill are all priced from your own timesheets.



No Xero account yet?

Xero is the accounting system Vuqira sends invoices to. You need an account with them before you can connect.

Create a Xero account 

Not now

Link my Xero Account

Figure 9.2: Connecting Xero.

What each person's hour is worth to a client. Start with **Rate per person**: type each person's standard rate and click **Save standard rates**. Then, if someone bills a different rate for a particular client or project, use **Set a rate for someone**: pick the person, choose what the rate is for, and enter the amount.

Figure 9.3: Standard rates for four people. Mia also has a special rate for Coastline Apartments.

Anyone with no rate is **Not priced**, and an invoice with unpriced hours is refused rather than billed at \$0. You can set a **fallback rate** at the bottom of the tab for anyone without their own.

Billing rostered shifts (optional)

Most organisations bill from **timesheets**, as Harbourside does, and rostering needs no extra set-up for that. A shift that ends becomes a timesheet, and it is priced and invoiced like any other.

If you would rather bill the **shifts themselves**, switch on **Bill shifts to clients** in Org Settings ► Rostering Setup ► Rates, and give each job a **Charged** rate. When you create an invoice, Vuqira then asks what to bill: **Timesheets only**, **Rostered shifts only**, or **Both**. Only published shifts with someone on them are billed.

Both can bill the same hours twice: a shift that turned into a timesheet appears as both. Vuqira warns you when you pick it.

One person's rates

Click a person's name on the Rate cards tab to see everything they bill: their standard rate, and any client or project rates that replace it. Use the pencil to change a number.

Mia Chen

mia.chen@example.com

Standard rate

What they bill on any client and any project.

105

hour

= \$105.00 / hour

Update

Client and project rates

What they bill on specific work, instead of their standard rate. Use the pencil to change a number without rebuilding the rule.

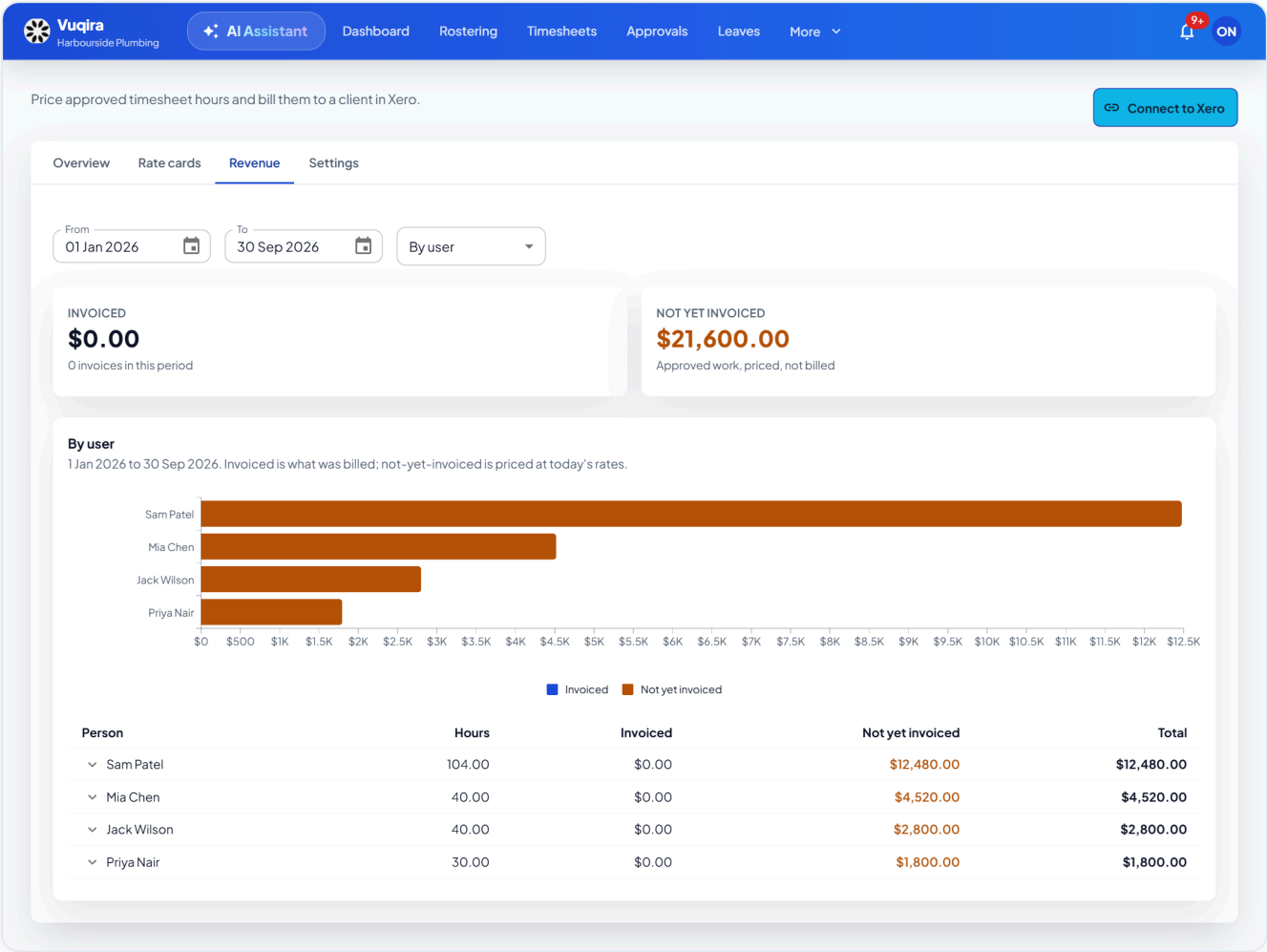
Applies to	Rate	Per hour
Coastline Apartments	\$125.00/h	\$125.00

Close

Figure 9.4: Mia bills \$105 an hour, or \$125 on Coastline Apartments work.

The Revenue tab

Invoiced and not-yet-invoiced money for any period, by person, client or project. Click the arrow on a row to see what it is made of.



The Settings tab

How your invoices are built. Set them once. Most can be changed for a single run when you create an invoice.

Currency, rate unit	For example AUD, per hour. Hours in a billable day turns day rates into hours.
Which rate to bill	The recommended setting uses the most specific rate a person has.
How often you invoice	Fills in the dates when you create an invoice.
Round billable hours	Bill exact hours, or round each line.
How to group lines	For example, one line per person.
Bill from timesheets that are	Approved only (recommended), or submitted too.
Xero invoice defaults	Revenue account, tax, payment terms, and whether invoices arrive in Xero as drafts or approved.
Timesheet breakdown	Attach the hours behind each invoice.

Click **Save invoicing settings** when you are done.

Xero Not connected

Use **Connect to Xero** at the top of this page, then **Link my Xero Account**, and sign in with your own Xero login — you then choose which of your Xero organisations Vuqira should invoice into. You do not need a Xero developer account or any keys: you are granting Vuqira access to your books, and you can withdraw it here or from Xero at any time. Each organisation's connection is separate and private to it.

Already signed in to Xero in this browser? Xero will skip its sign-in page and offer that account's organisations. After connecting, check the organisation name shown here — use **Change organisation** if it is not the right one, or sign out of Xero (or use a private window) before connecting.

Don't have a Xero account? **Create one** — then come back here and connect it. Vuqira does not need any Xero keys from you.

How invoices are built

The shape of every invoice raised from this page. Each of these can be overridden for one run in the Create Invoice screen.

Currency

Default rate is per

Hours in a billable day

AUD

hour

8

Converts day rates to hours.

Which rate to bill

Use the best rate set for each person (recommended)

A client + project rate wins, then a project rate, then a client rate, then their standard rate.

How often you invoice

Same as timesheets

Bill whatever period you just collected and approved. Right for most organisations. This fills in the dates when you create an invoice — nothing is sent automatically, and you can still bill any period you like.

Round billable hours

Bill exact hours — 2h 22m stays 2.37h

Applied to each invoice line total, never to individual timesheet entries.

How to group lines on the invoice

One line per person — "Sam Patel, 37.5 hours"

What most clients expect. Tasks are not a billing dimension — they appear on the attached timesheet, not as invoice lines.

Bill from timesheets that are

☒ Approved ☐ Submitted

Approved only is the safe default — billing hours you have not signed off is how a credit note happens.

Xero invoice defaults

Revenue account

Tax

Line amounts

e.g. 200

e.g. OUTPUT

Tax exclusive

Connect Xero to pick from your chart of accounts.

Payment terms

14 days

☐ Create invoices as approved (authorised) rather than drafts

☒ Attach the timesheet breakdown to invoices by default

Save invoicing settings

Figure 9.6: The Settings tab.

How to do this with the AI Assistant

Ask what is ready to bill before you start an invoice run.

Ask what is waiting to be billed:

How much approved work is waiting to be invoiced, and which clients is it for?

The assistant gives the total (\$21,600) and the split by client. That matches **Approved, not yet billed** on the Overview tab.

More questions to try

- "What are Mia Chen's rates?"
- "What did we invoice last month?"
- "Is Xero connected?"

The assistant reads invoicing figures. It does not set rates or raise invoices. Do those on the Invoicing page, where you can review the priced invoice before anything goes to Xero.

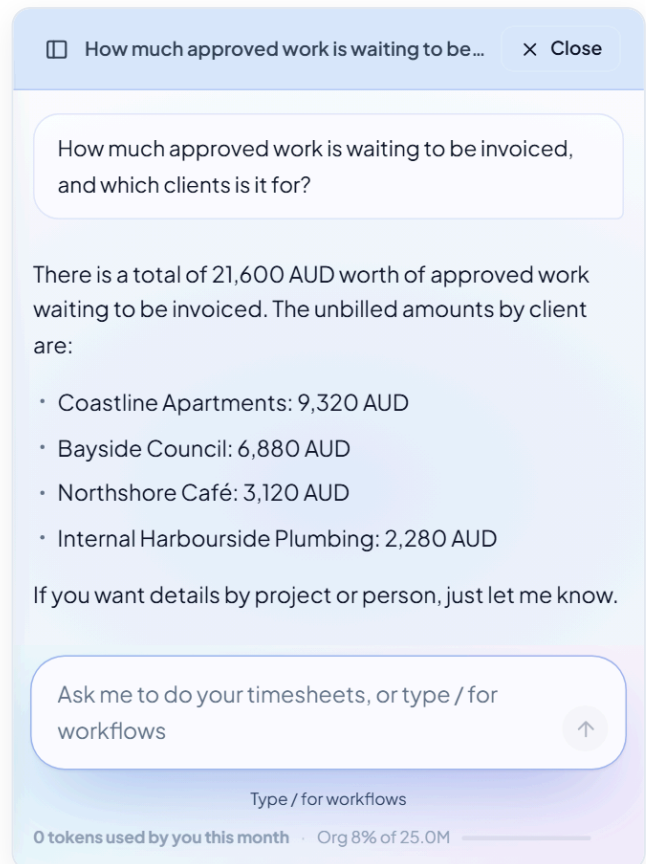


Figure 9.7: Unbilled work, by client.

Dashboard

Dashboard

Your home page as an admin: what needs you today, for the current window. The green chip under the greeting shows the current window's dates, and the time submissions close.

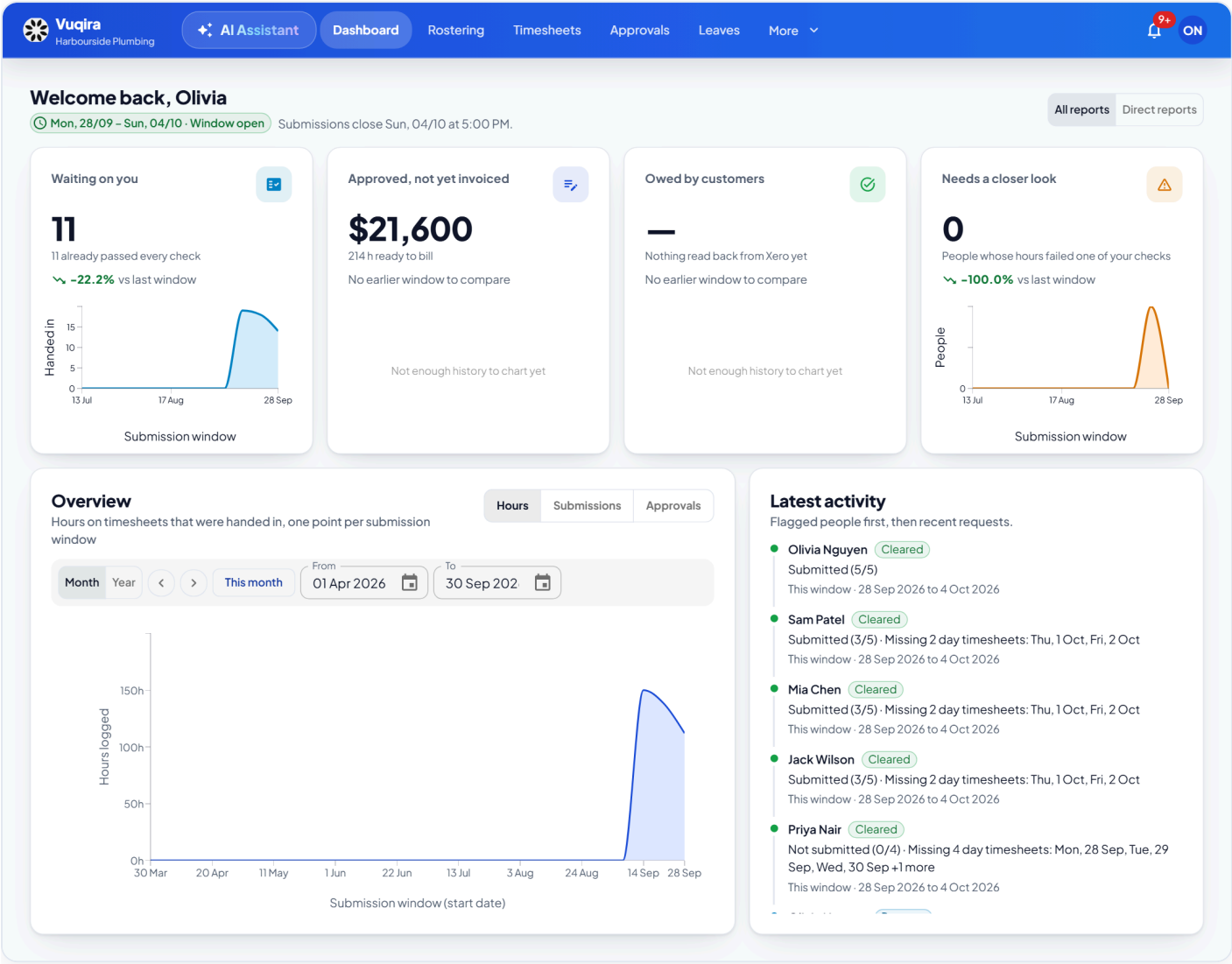


Figure 10.1: Harbourside's Dashboard on a Wednesday.

Waiting on you	Timesheets handed in and waiting for approval, and how many passed every check.
Approved, not yet invoiced	The value of signed-off work you can bill.
Owed by customers	What clients still owe, read from Xero once it is connected.
Needs a closer look	People whose hours failed a check this window.
Overview · Latest activity	Hours, submissions or approvals over time. Recent activity lists flagged people first.

How to do this with the AI Assistant

Get the day's picture in one line.

Team overview: type `/team-overview` for organisation-wide totals and how many timesheets are waiting for approval. It is instant and uses no AI credits.

Then act on it: `/approvals-overview` shows how many are clean or flagged. Section 6 shows how to approve them.

The Dashboard's **Waiting on you** counts the **current window**. The assistant's team overview counts everything pending, including earlier windows, so its number can be higher.

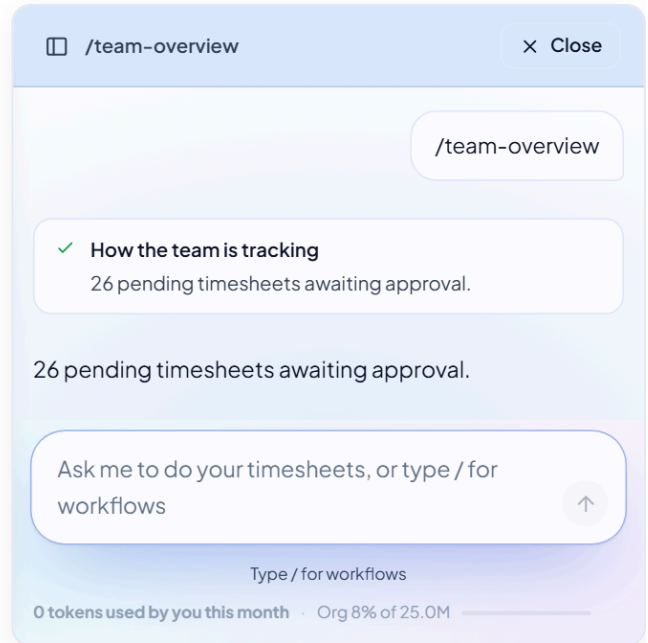


Figure 10.2: Everything waiting, across all windows.

Payments

[More](#) ▶ [Payments](#)

What you are on, what each part costs, and what you have paid. It has two tabs: **Overview** and **Payment history**. The Overview shows your plan and today's charge at the top, then any messages about your trial or card. Below that are three cards: **AI Assistant credits**, **Seats** and **Rostering**. Click a card's **View details** to turn it over. **How your billing works**, at the bottom, explains what you pay, when it changes, and what is not refunded.

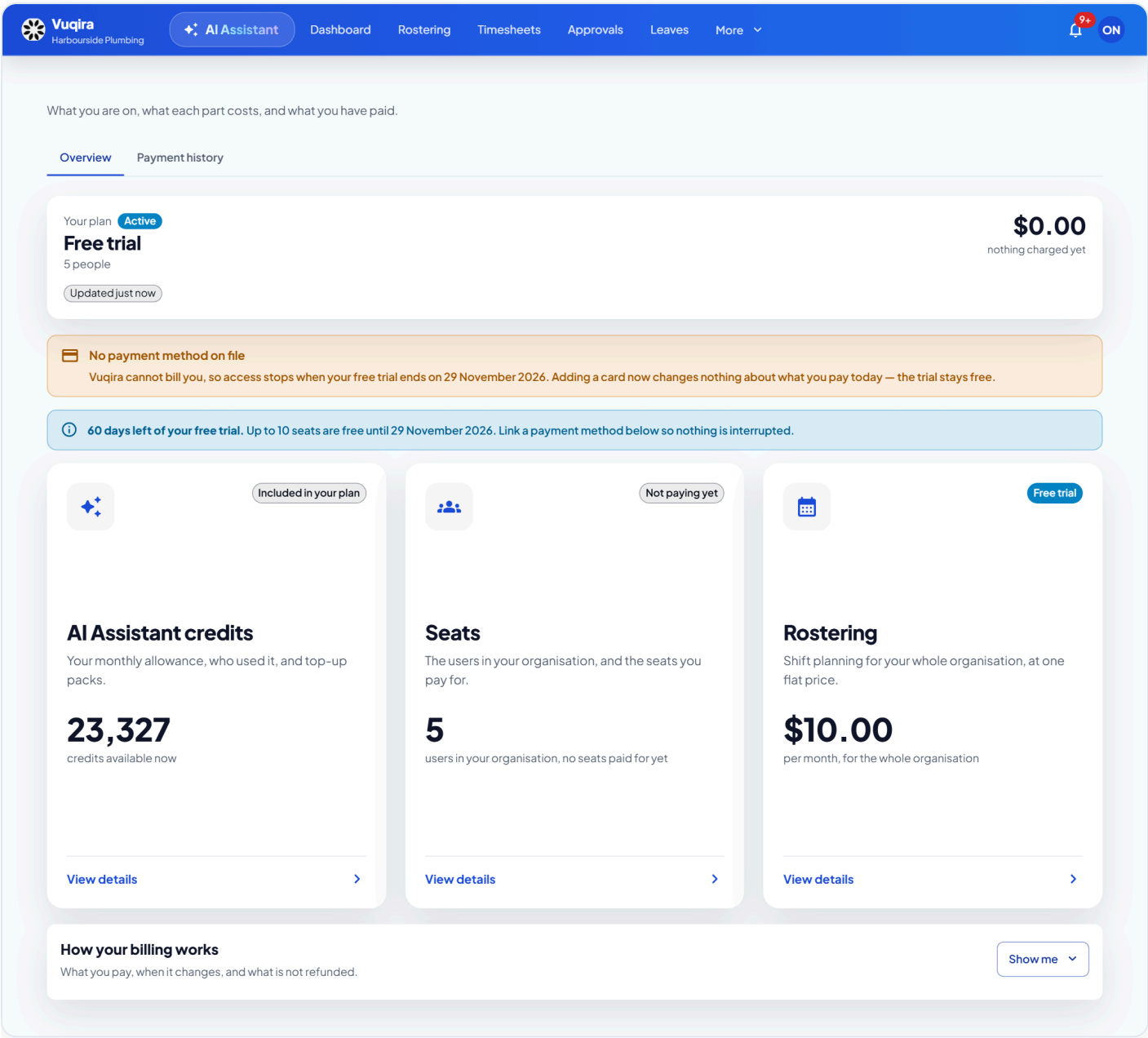


Figure 11.1: Harbourside is on its free trial, with no card on file yet. Rostering is on its own free trial.

Add a card before your trial ends

Without a payment method, access stops on the day your trial ends. The date is shown on this page. As the page says, adding a card now changes nothing about what you pay today.

The cards, turned over

Seats: one seat per active person. The card shows the price per person per month, how many people are in your organisation and how many seats you pay for. When every seat is in use, click **Add seats** before inviting someone new.

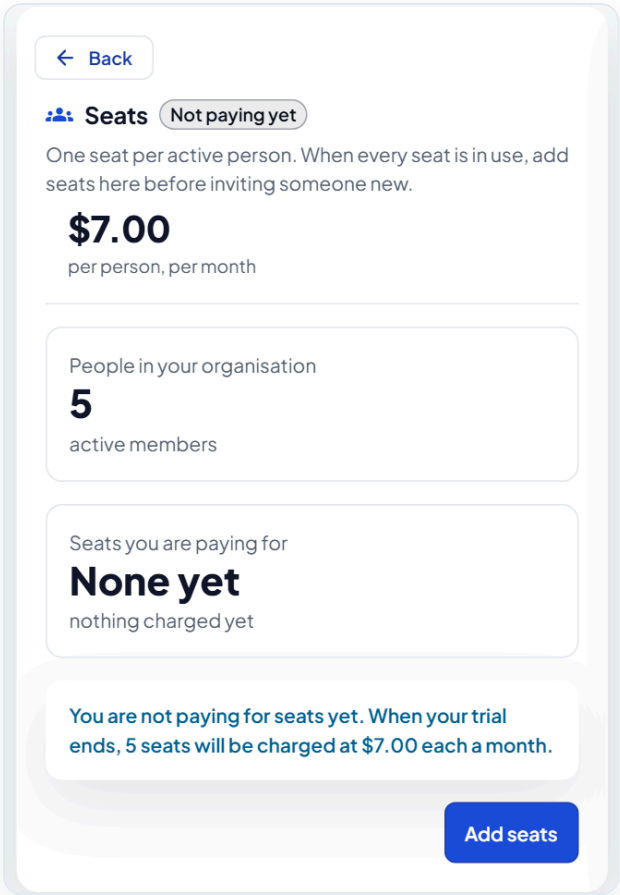


Figure 11.2: Seats. Five people, and nothing charged during the trial.

The Payment history tab

Every invoice and receipt from Vuqira, from your first payment onwards.

AI Assistant credits: your organisation gets a monthly allowance at no extra cost. The card shows how much is left, who has used it and when it refills. Anything unused is added to your balance and does not expire. If you run out before the month does, buy a one-off **top-up**: it is not a subscription, and nothing renews.

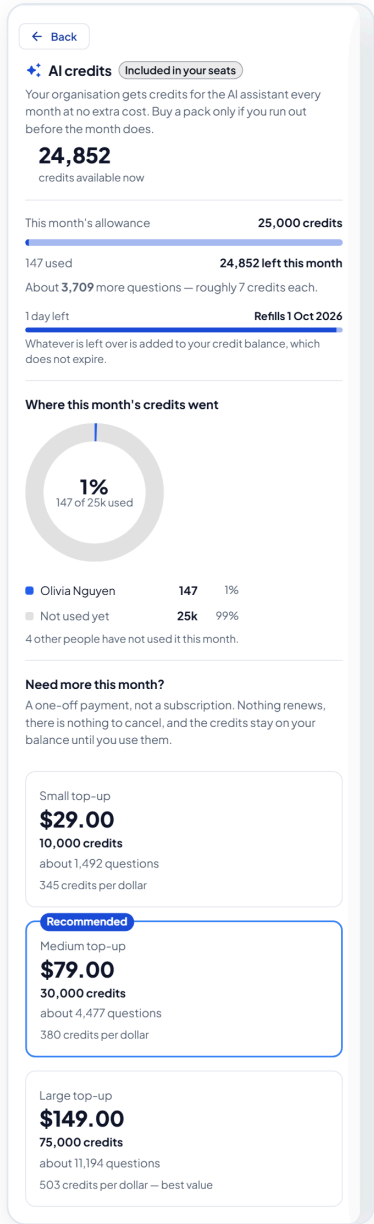


Figure 11.3: AI credits, with the three top-up packs.

The Rostering card

Rostering is one flat price for the whole organisation, however many people you roster. The first 60 days are free from the day you switch it on, and the card counts them down.

To keep it after the trial, add a card to your subscription on this page, then click **Add to my plan**. Rostering then goes on the same invoice as your seats. The card says so if a card is needed first.

Your per-person seats are separate and don't change. Rostering itself is switched on or off in Org Settings ► Rostering Setup (Section 4). Switching it off hides the roster but deletes nothing.

If the trial ends and rostering isn't on your plan, the roster is blocked until it is paid for. The card then offers **Download roster data**, so nothing is lost.

[← Back](#)

 **Rostering**

Free trial

Plan who works when, and have the hours worked flow straight into timesheets.

\$10.00

per month, whole organisation

✓

Build and publish rosters for any number of people

✓

Staff accept, decline and swap their own shifts

✓

Clock in and out against the shift they were given

✓

Finished shifts arrive as draft timesheets, ready to submit

✓

Rostered work is charged through your normal invoicing

60 days left

Free until 29 Nov 2026

Add it to your plan before then and nothing is interrupted.

One price however many people you roster. Your per-person seats are separate and do not change. Switch rostering itself on or off under [Org Settings → Rostering Setup](#).

Add a card to your subscription first, then rostering can go on the same invoice.

How to do this with the AI Assistant

Billing stays on the Payments page, on purpose.

The assistant does **not** change your plan, seats, card or top-ups. Money is only ever moved on the Payments page, where you see the price and the date before you confirm.

Keeping an eye on AI credits

- The line under the chat box shows how much of your organisation's monthly allowance has been used.
- Shortcuts that only look things up use no credits at all: [/approvals-overview](#), [/leave-overview](#) and [/team-overview](#). Shortcuts that change something, such as [/submit-week](#), use a few credits, because the assistant checks the details with you first.
- To stop one person using too much, set a **Personal token cap** in their panel on the Users page (Section 3).
- The **AI Assistant credits** card on this page shows who used what this month.

Quick reference

I WANT TO...	GO TO	OR ASK THE ASSISTANT
Add a task	Org Settings ▶ Clients, Projects & Tasks	"Add a task called ... to the Task Library for everyone, on ..."
Check when timesheets close	Org Settings ▶ Timesheets	"When does the window close?"
Invite someone	Users ▶ Invite	Use the page
Build next week's roster	Rostering ▶ Roster planning, then Publish & notify	Use the page
See who is rostered on a day	Rostering ▶ Roster planning	"Who is rostered on ..., and where?"
Approve a shift swap	Rostering ▶ Dashboard ▶ Swap requests	"Are there any shift swap requests waiting for me?"
Fill in and submit my week	Timesheets ▶ Fill timesheets ▶ Auto-fill, then Submit	/submit-week
See what needs approving	Approvals	/approvals-overview
Approve leave	Approvals ▶ Request Approvals	/approve-all-leave
See where the hours went	Reports	"Which client had the most hours ...?"
See what is ready to bill	Invoicing ▶ Overview	"How much approved work is waiting to be invoiced?"
Add a card or seats	Payments	Use the page

Need a hand?

Email support@vuqira.com and a person will answer. Please don't reply to emails from NoReply@vuqira.com, because that mailbox isn't monitored.