



Employee Guide

Edition with rostering

Everything you need to record your time in Vuqira: joining your team, your roster and shifts, filling in and submitting your timesheet, fixing a day that comes back, asking for leave, and looking after your account.

For everyone who records time

no admin rights needed

About 10 minutes to start

then a few minutes each week

AI Assistant tips

at the end of every section

Your organisation at a glance

Sample: Mia Chen at Harbourside Plumbing, the example used in this guide

The things you need to know about how your organisation uses Vuqira, on one page.

YOU

Mia Chen · Licensed Plumber

Employee at Harbourside Plumbing · signs in with mia.chen@example.com

YOUR MANAGER

Sam Patel

Site Supervisor. Any Admin can approve your time.

YOUR WORKING WEEK

Monday to Friday, 8 hours

These are the days Vuqira expects a timesheet

WHEN TIMESHEETS ARE DUE

Every week, by Sunday 5:00 pm

Sydney time. The week runs Monday to Sunday.

WHO APPROVES

Olivia Nguyen or Sam Patel

They see your timesheet as soon as you submit it

WHAT YOU CAN RECORD TIME AGAINST

3 projects

Building B Hot Water Replacement (Coastline Apartments) · Library Amenities Upgrade (Bayside Council) · Internal Harbourside Plumbing, for training and admin

YOUR ROSTER

Shifts on the Rostering page

Accept or decline each shift, say when you can work, clock on and off. A clocked-off shift becomes a draft on your timesheet.

LEAVE

Ask on the Leaves page

Approved leave days are not expected on your timesheet

HELP

Tutorial, FAQ, your manager

or support@vuqira.com

Your first-week checklist

- ☐ Accept your invitation and choose your password (Section 1)
- ☐ Accept your first shifts and send your availability (Section 3)
- ☐ Save your usual day as a template (Section 4)
- ☐ Fill in and submit your first week before Sunday 5:00 pm (Section 4)
- ☐ Turn on two-factor sign-in (Section 8)

How this guide works

Sections 1 and 2 are for your first day. Sections 3 to 8 are the everyday parts, so come back to them whenever you need.

1 Joining your organisation Your invitation, your password, your first sign-in.	5 When a day comes back Fixing a day your manager sent back.
2 Your dashboard What needs doing, at a glance.	6 Leave Asking for time off and following it.
3 Your roster Your shifts, swaps, availability, and clocking on.	7 My Assignments The work you can record time against.
4 Filling in your timesheet Templates, Auto-fill, the timer, and Submit.	8 Your account Your details, password, two-factor sign-in and preferences.

Finding your way

The menu runs along the top. **AI Assistant** opens the assistant. Then come **Dashboard, Rostering, Timesheets, My Assignments** and **Leaves**. **Tutorial** is under **More**. The bell shows your notifications. On a smaller screen, some items move under **More**.

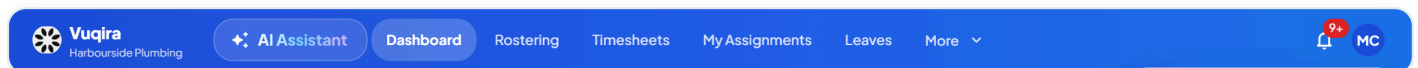


Figure 0.1: The top bar.

Click your **initials** at the top right for your own things:

- **My Account:** your name, contact details and start date
- **Preferences:** how Vuqira looks and what it tells you about
- **Security:** your password and two-factor sign-in
- **Messages:** messages to and from your team
- **FAQ and Contact Support:** help
- **Logout**

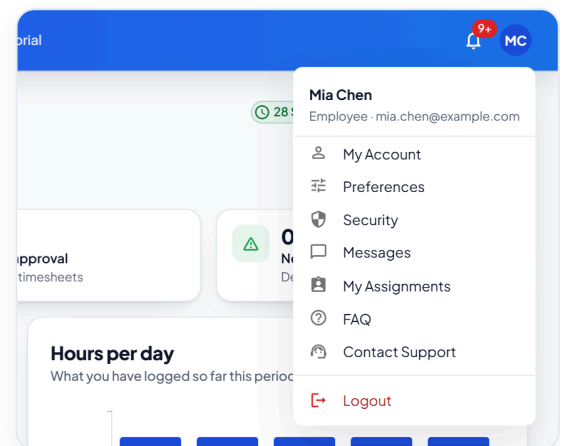


Figure 0.2: The account menu.

Meet the AI Assistant

The AI Assistant can fill in your week, book leave and answer questions about your time. Ask it in plain English, the way you would ask a colleague.

Opening it

Click **AI Assistant** at the top left of any page. It opens as a panel on the right, next to the page you are on. Click **Close** to put it away.

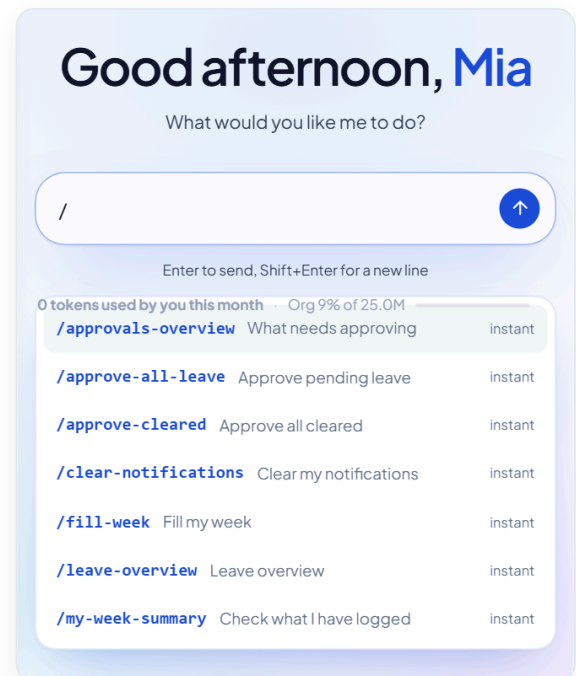
Two ways to ask

- **In your own words.** For example, "*When do I need to submit my timesheet this week?*"
- **With a shortcut.** Type **/** to see ready-made workflows. Some are for admins and simply won't work for you. The ones this guide uses are **/fill-week** and **/submit-week**. You can also ask about your shifts in your own words (Section 3).
- **It asks before it changes anything.** Before the assistant submits something for you, it says exactly what it will do and shows buttons such as **Yes, submit** and **No**. Nothing is sent until you click Yes.

Good to know

- It can only see and change **your own** timesheets, leave and details.
- Whatever it fills in is **your** timesheet. You are responsible for it being right, so check it before you submit, just as if you had typed it.
- It can be wrong. **Check the page** after it changes something.

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



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

Joining your organisation

Your organisation invites you by email. The invitation comes from **NoReply@vuqira.com**, with the subject "You're invited to join ... on Vuqira". Click the link in it to join.

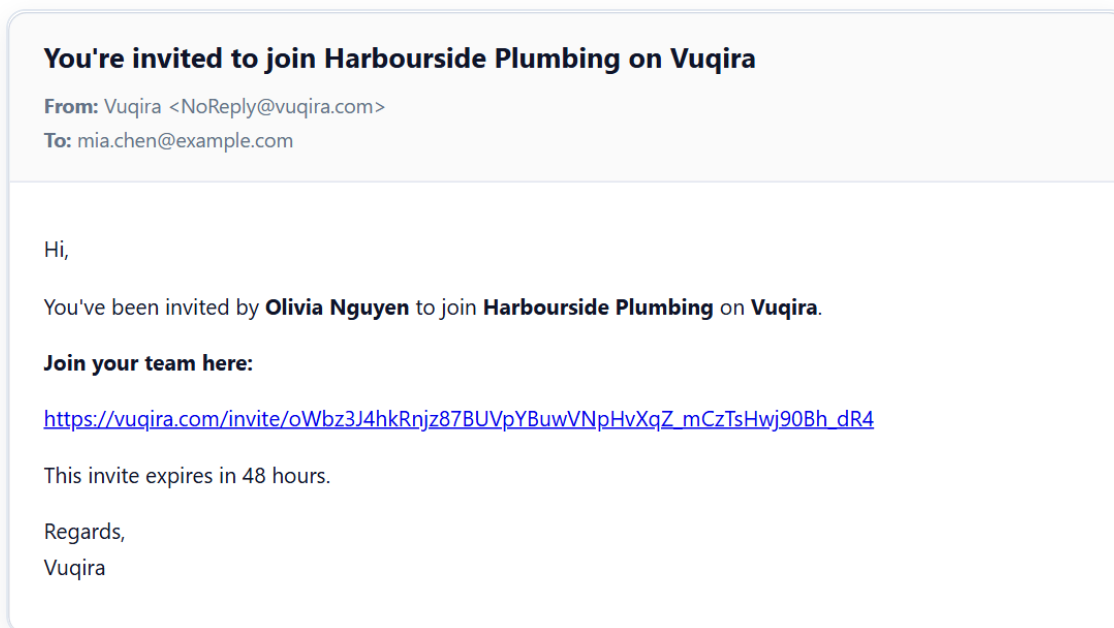


Figure 1.1: The invitation. The link works for 48 hours. If it runs out, ask your manager to send it again.

1 · Read the summary of our terms

A short summary opens first. It explains what your organisation can see (your hours, notes and approval history), that you should record your hours honestly, and that Vuqira is not a payroll system. Click **I agree** to carry on.

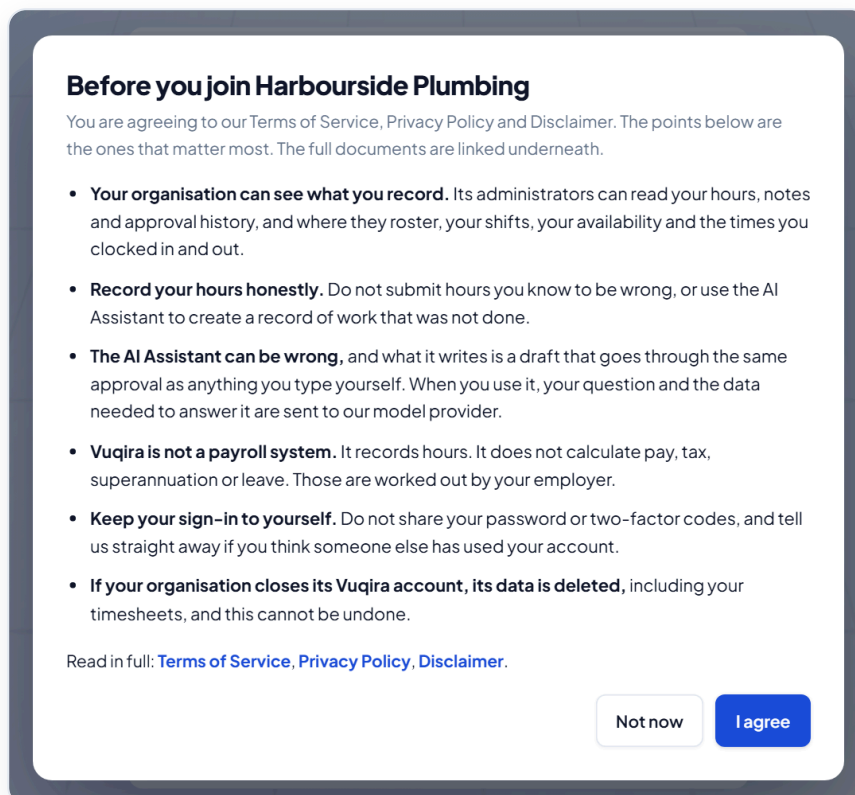


Figure 1.2: The terms summary.

2 · Fill in the join form

Check your first and last name, then type your **job role**.

Joining date is the day you started working for your organisation, not the day you were invited to Vuqira. Vuqira expects a timesheet for every working day from this date, so get it right.

Tick that you agree to the terms, then click **Continue**.

Join Organisation

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

FIRST NAME

Mia

LAST NAME

Chen

JOB ROLE

Licensed Plumber

JOINING DATE *

01 Sep 2026

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](#)

Continue

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

Figure 1.3: The join form.

3 · Verify your email address

Vuqira sends you a second email, "*Verify your email to join ...*". Click the link in it. The same email holds your **temporary password**: copy it, because you need it to sign in the first time.

Verify your email to join Harbourside Plumbing on Vuqira

From: Vuqira <NoReply@vuqira.com>
To: mia.chen@example.com

Hi Mia Chen,

You've been invited to join **Harbourside Plumbing** on Vuqira.

Verify your email here:

https://vuqira.com/verify-email?token=GI-8yFBdvFQTN0su3Bija-IXIN9qHpiNQ4Y9ISGYyDIB3vD6&invite=oWbz3J4hkRnjz87BUVpYBuwVNPvHvXqZ_mCzTsHwj90Bh_dR4

Temporary password: T!oqTVFe91SH9

This link expires in 24 hours.

Regards,
Vuqira

Figure 1.4: The verification email. The link works for 24 hours.

4 • Sign in and choose your own password

Sign in with your email address and the temporary password. Vuqira then asks you to choose your own. It must be at least 12 characters, with a lower-case letter, an upper-case letter, a number and a symbol. Each rule ticks green as you meet it. Click **Save password**.

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

.....

Save 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.

Set up two-factor

Figure 1.5: Your own password, with every rule met.

Turn on two-factor sign-in while you are here

Below the password, Vuqira offers **two-factor authentication**: a 6-digit code from an app on your phone, as well as your password. It is optional, but strongly recommended. It takes a minute, and Section 8 shows how. You can also do it later from Security.

Didn't get an email?

Check your spam or junk folder first. If it is not there, ask your manager or administrator to send the invitation again.

How to do this with the AI Assistant

Once you are in, check that your working week is set up correctly.

Ask what Vuqira expects of you.

How many hours a day am I expected to work, and on which days?

The answer comes from your working pattern: the days and hours Vuqira expects a timesheet for. Mia works Monday to Friday, 8 hours a day.

If it's wrong, say so early. If you work part-time, or different days, tell your manager. They can change your working pattern, so Vuqira doesn't chase you for days you don't work.

The invitation, joining and password steps happen before you are signed in, so they are done on the pages above rather than with the assistant.

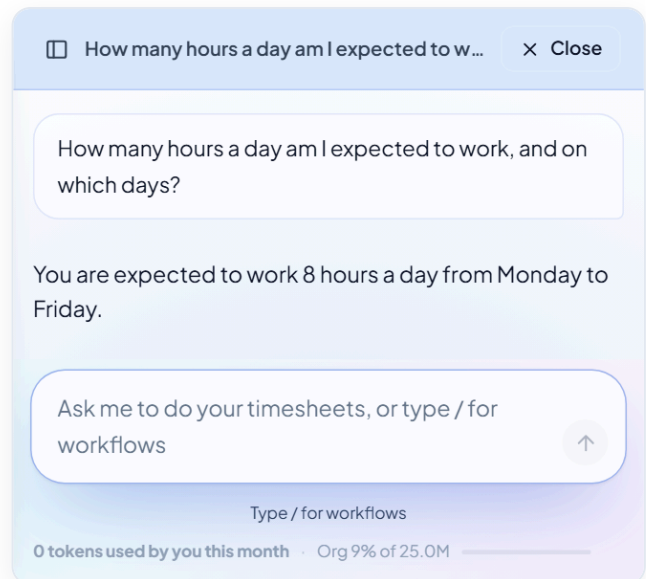


Figure 1.6: Mia's working week.

Your dashboard

Dashboard

The page you land on when you sign in. The green chip at the top right shows this week's dates and when submissions close. **Open Timesheets** takes you straight to your week.

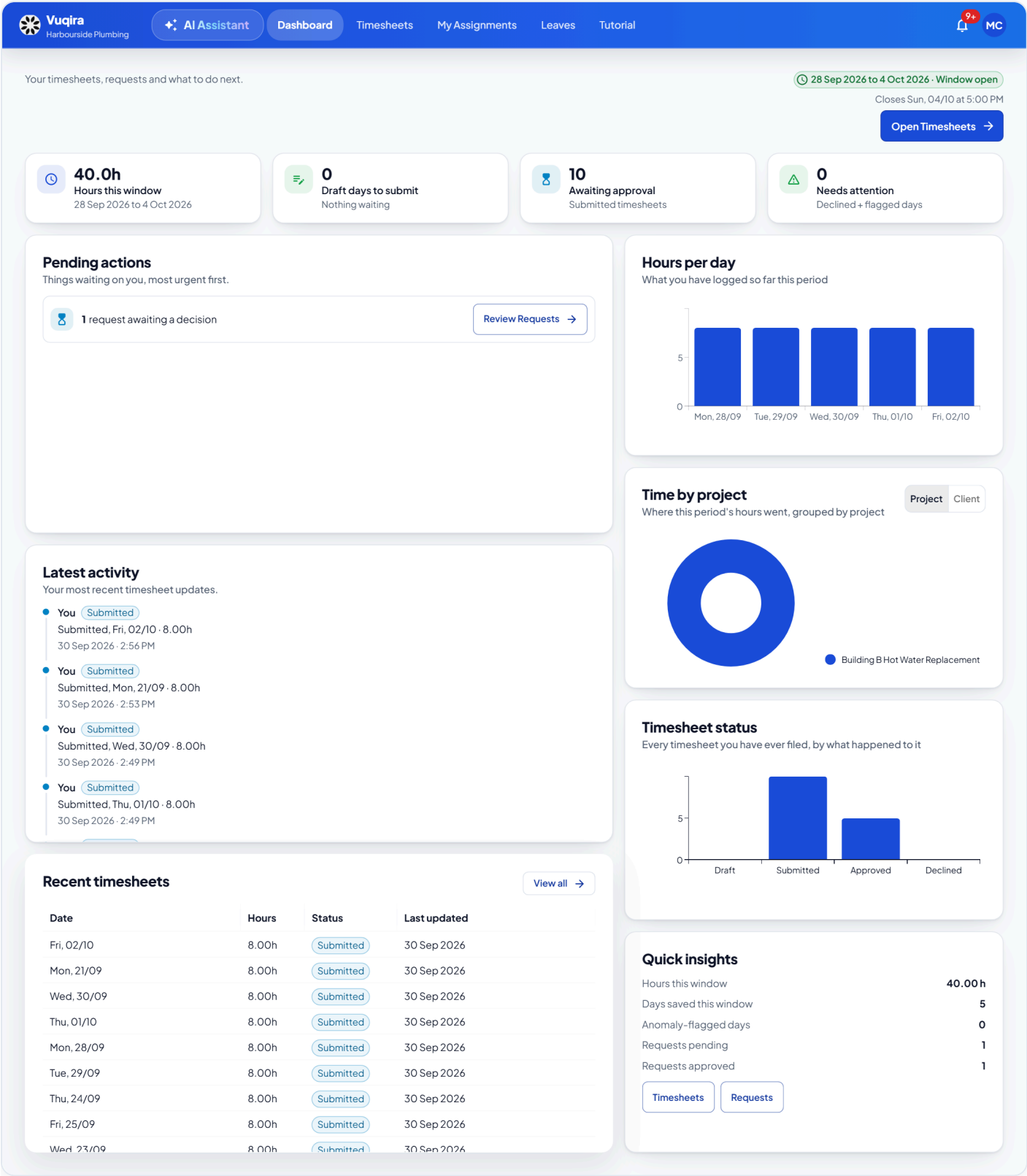


Figure 2.1: Mia's dashboard once her week is in.

What the dashboard shows

Hours this window	The hours you have recorded this week (or this period).
Draft days to submit	Days you have saved but not handed in yet.
Awaiting approval	Days you have submitted that nobody has approved yet.
Needs attention	Days that were declined or flagged. Fix these first (Section 5).
Pending actions	Everything waiting on you, most urgent first, each with a button that takes you to it.
Latest activity	What has happened to your timesheets recently: submitted, approved, sent back.
Recent timesheets	Your last few days, with their hours and status. View all opens your Timesheets.
Hours per day, Time by project	Where your hours went this period. Switch between Project and Client .
Timesheet status	Every timesheet you have ever filed, by what happened to it.
Quick insights	A short summary, with buttons to your Timesheets and Requests.

You can start somewhere else

If you would rather land on your timesheet, change **Start page** in Preferences (Section 8).

How to do this with the AI Assistant

Check your deadline without looking for it.

Ask when your timesheet is due.

When do I need to submit my timesheet this week?

The assistant gives the day and time your window closes, and the dates it covers. For Mia that is 5:00 pm on Sunday 4 October, for 28 September to 4 October.

The dashboard numbers are the record. Use the assistant for a quick answer, and the dashboard for the full picture.

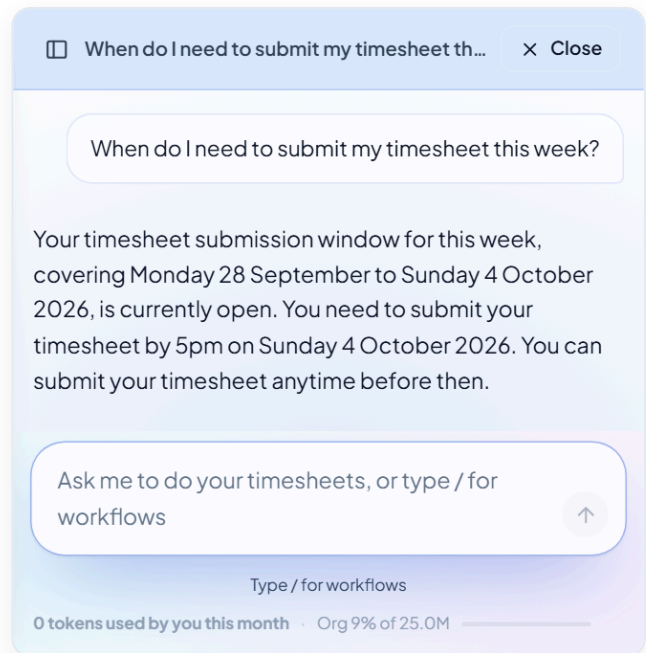


Figure 2.2: The deadline, in one line.

Your roster

Rostering

Your shifts: when they start and finish, where they are, and what you are paid for them. Your manager builds the roster and **publishes** it. You get a notification, and your shifts appear here.

- The **calendar** shows the month. Use the month and year boxes, or the arrows, to move. **Today** brings you back.
- Colours: **your shift**, **on now**, **up next**, and **needs your answer** (dashed).
- Under the calendar: shifts waiting on your answer, **shifts going spare** (the first person to accept one gets it), your **swaps**, and **My Availabilities**.

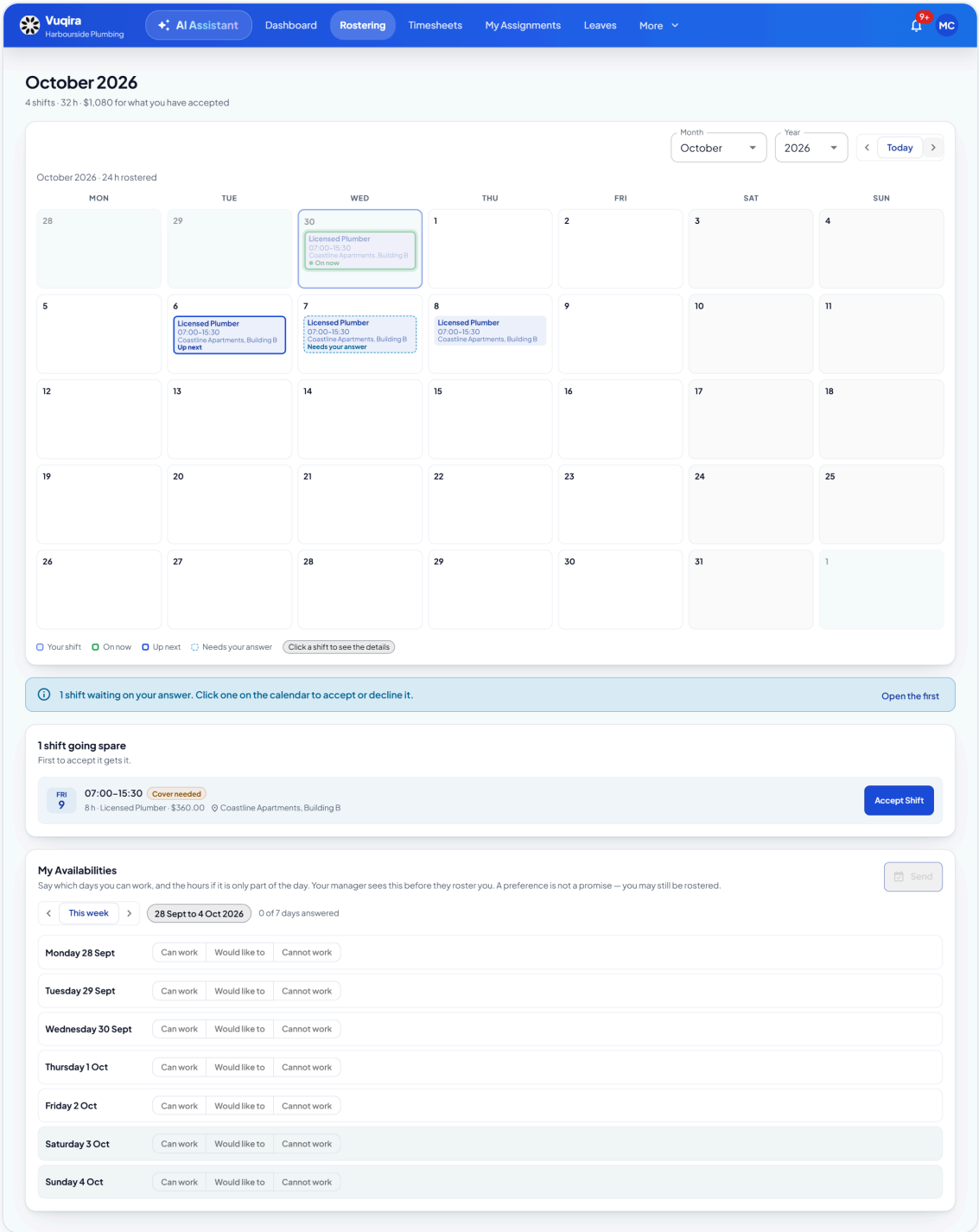


Figure 3.1: Mia's October. One shift is waiting on her answer, and one shift is going spare.

Accepting or declining a shift

Click a shift to open it. It shows the hours, the unpaid break, the job, who rostered you, where it is (with the address), and what you are paid.

A new shift says **Needs your answer**. Click **Accept** and your manager is told straight away.

Can't work it? Click **Decline** and give a reason. Your manager needs to cover the shift, so tell them why. **Keep it** takes you back without declining.

Answer early. A shift you decline today can be covered. A shift nobody knew you couldn't make can't be.

WED

30

07:00–15:30

Wednesday 30 September

Needs your answer

Licensed Plumber

i

Let your manager know whether you can work this.

Hours

8 h

Unpaid break

30m

Job

Licensed Plumber

Assigned by

Olivia Nguyen · 30 Sept

Where

Coastline Apartments, Building B

Coogee Bay Road, Coogee NSW 2034, Australia

You are paid

\$360.00

✓

Accept

Decline

Close

Figure 3.2: A shift waiting for Mia's answer.

Decline this shift

Wednesday 7 Oct, 07:00–15:30. Your manager needs to cover it, so tell them why.

Reason

I have a family commitment that morning

Keep it

Decline

Figure 3.3: Declining asks for a reason.

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When you can't make a shift you accepted: ask for a swap

Open the shift and click **Ask to swap**. Choose who to ask, a colleague or **Anyone who can take it**, and say why. Then click **Ask**.

A colleague can offer to take it, and an Admin approves the swap either way. Until then, the shift is still yours, and your swap request shows on your Rostering page with a **Withdraw** button. Once it is approved, the shift moves to whoever covers it.

THU
8

07:00–15:30
Thursday 8 October

×

Accepted

Licensed Plumber

Hours

8 h

Unpaid break

30m

Job

Licensed Plumber

Assigned by

Olivia Nguyen · 30 Sept

Where

📍 Coastline Apartments, Building B
Coogee Bay Road, Coogee NSW 2034, Australia

You are paid

\$360.00

↔ Ask to swap

Close

Figure 3.4: An accepted shift.

Ask somebody to cover

Thursday 8 Oct, 07:00–15:30. Leave it open to anyone, and the first person to offer takes it. An admin approves the swap either way.

Ask

▼

Why (optional)

Dentist appointment in the afternoon

Cancel

Ask

Figure 3.5: Asking for Thursday to be covered.

My Availabilities: say when you can work

Before your manager builds a roster, tell them when you can work. Move to the week with the arrows. For each day, choose **Can work**, **Would like to** or **Cannot work**. If you can only do part of a day, click **Add a time** and set the hours. Then click **Send**.

My Availabilities

Say which days you can work, and the hours if it is only part of the day. Your manager sees this before they roster you. A preference is not a promise — you may still be rostered.

< This week >

5 Oct to 11 Oct 2026

7 of 7 days answered

Monday 5 Oct

Can work

Would like to

Cannot work

+ Add a time

All day. Add a time if you can only work part of it.

Tuesday 6 Oct

Can work

Would like to

Cannot work

+ Add a time

All day. Add a time if you can only work part of it.

Wednesday 7 Oct

Can work

Would like to

Cannot work

From 09:00 to To 12:00

+ Add a time

Thursday 8 Oct

Can work

Would like to

Cannot work

+ Add a time

All day. Add a time if you can only work part of it.

Friday 9 Oct

Can work

Would like to

Cannot work

Saturday 10 Oct

Can work

Would like to

Cannot work

Sunday 11 Oct

Can work

Would like to

Cannot work

Figure 3.6: Mia's next week. She would like to work Wednesday morning (9:00 to 12:00), and she can't work Friday to Sunday.

Your manager sees this before they roster you. A preference is not a promise: you may still be rostered. If you are rostered on a day you said you can't work, your manager's roster flags it.

Clocking on and off

On the day, open your shift. Once it is close enough to the start time, a **Clock in** button appears. Click it when you start. When you finish, open the shift again and click **Clock out**. If you finished early or stayed late, add a note. If you work on more than one client, project or task, say what this shift was for: the client and project start on your organisation's usual choice, and you pick the task. Then click **Clock out** again. With only one of each, you aren't asked. Vuqira fills them in for you.

WED
30

07:00–15:30

Wednesday 30 September

Accepted

Licensed Plumber

Hours

8 h

Unpaid break

30m

Job

Licensed Plumber

Assigned by

Olivia Nguyen · 30 Sept

Where

Coastline Apartments, Building B

Coogee Bay Road, Coogee NSW 2034, Australia

You are paid

\$360.00

Clock in

Ask to swap

Close

Figure 3.7: Ready to clock in.

WED
30

07:00–15:30

Wednesday 30 September

Accepted

Licensed Plumber

Hours

8 h

Unpaid break

30m

Job

Licensed Plumber

Assigned by

Olivia Nguyen · 30 Sept

Where

Coastline Apartments, Building B

Coogee Bay Road, Coogee NSW 2034, Australia

You are paid

\$360.00

Clocked

Clocked in, not finished yet

Clock out

Close

Figure 3.8: On shift: "Clocked in, not finished yet".

Clock out

Wednesday 30 Sept, rostered 07:00–15:30. If you finished early or worked past the end, add a note so your manager knows why.

Note (optional)

Level 3 units done, level 4 started

What was this shift for?

Clocking out puts these hours on a draft timesheet. You work on more than one job, so say which one. You can still change it on your timesheet before you submit.

Client

Coastline Apartments

Project

Building B Hot Water Replacement

Task

Hot water unit install

Cancel

Clock out

Figure 3.9: Clocking out, with a note for your manager and the task Mia worked on.

You can clock in a little before the shift starts (30 minutes at Harbourside), and clock out after it ends if you stayed on.

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The draft your shift leaves on your timesheet

When you clock out, Vuqira says "Clocked out. A draft timesheet is waiting for you to submit." Your hours for the day, less the unpaid break, are now a **draft** on your Timesheets page.

Open the day and check it. It is booked to what you picked when you clocked out (here, "Hot water unit install" on Building B). If you left the task blank, it shows your **job** instead, for example "Licensed Plumber", so change it to the work you actually did. Then submit it with the rest of your week (Section 4).

Already filled that day in yourself? Then Vuqira leaves your day as it is and doesn't add a second one. Check that it matches the hours you clocked.

Wednesday, 30 Sep 2026

Draft

Actual 7.87h · 1 line item(s)

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 3.10: 7.87 hours from Mia's 7:00 to 3:30 shift.

Vuqira

Harbourside Plumbing

AI Assistant

Dashboard

Rostering

Timesheets

My Assignments

Leaves

More

9+

MC

28 Sep 2026 to 4 Oct 2026

Submission window open

1 needs attention

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

Tue 29 Sep

Wed 30 Sep

Thu 1 Oct

Fri 2 Oct

Sat 3 Oct

Sun 4 Oct

8.0h

8.0h

7.9h

8.0h

8.0h

0.0h

0.0h

Submitted

Submitted

Draft

Submitted

Submitted

DAY COLOURS

Empty

Draft

Submitted

Approved

Declined

Nothing recorded yet

Saved, not sent

Waiting on an approver

Signed off

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 3.11: Today's draft on Mia's week.

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How to do this with the AI Assistant

Answer a shift, or say when you can't work, in a sentence.

Accept a shift:

Accept my shift on Wednesday 7 October 2026.

Say when you can't work:

I cannot work on Monday 19 October 2026. Please mark me as unavailable that day.

It updates **My Availabilities** for that day.



Figure 3.12: Wednesday accepted.

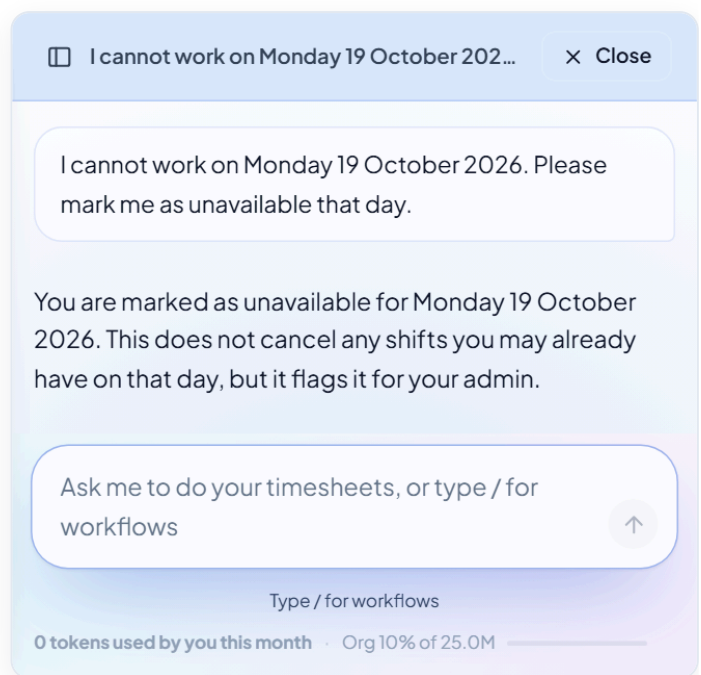


Figure 3.13: Monday 19 October, unavailable.

Always give the full date, and check your Rostering page afterwards. **Clocking on and off** and **asking for a swap** are done on the Rostering page, where you can see the shift itself.

Filling in your timesheet

Timesheets

Your week, one box per day. Each day holds what you worked on: the client, the project, the task and the hours.

- **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.
- **Day colours**, under the calendar, say where each day is up to.

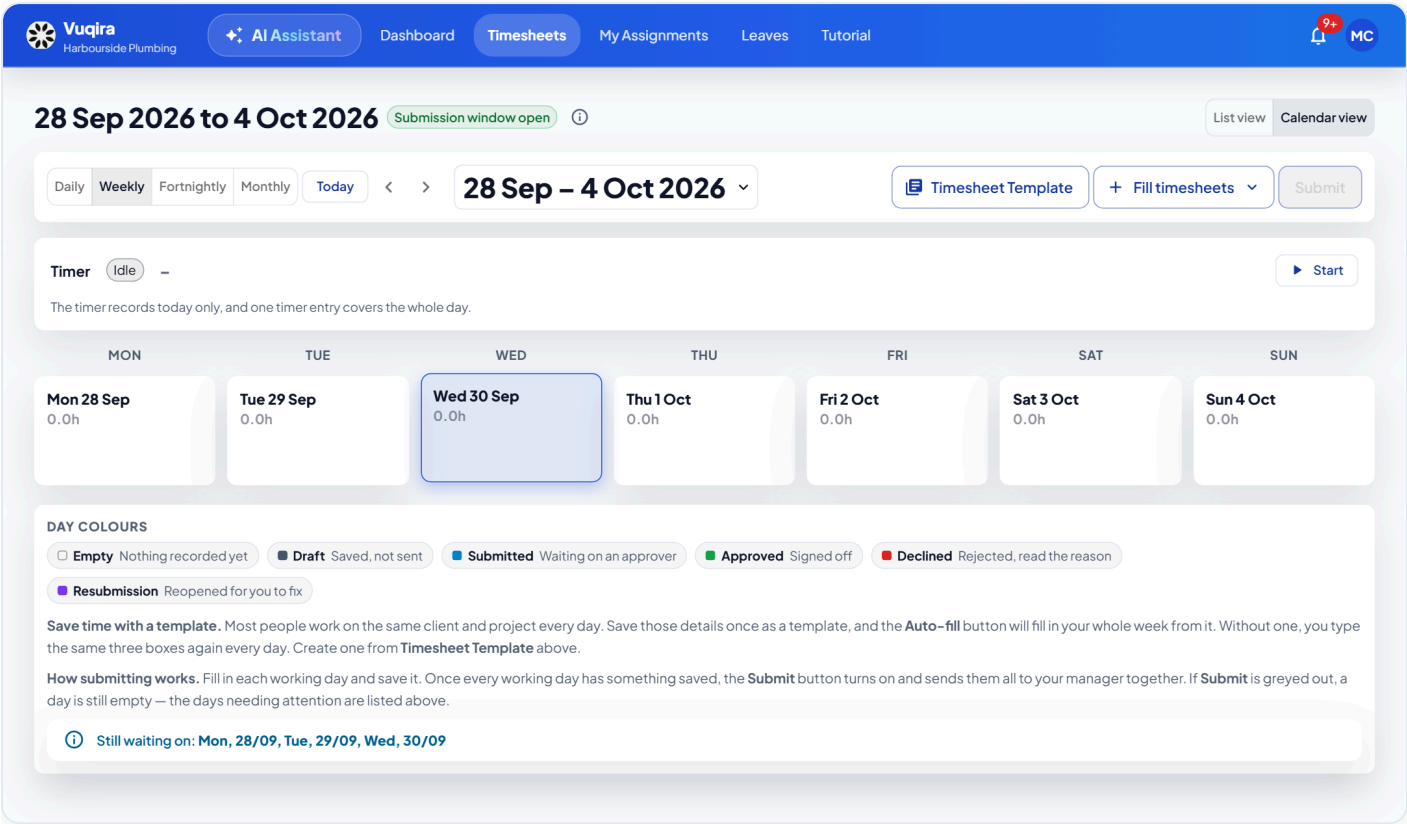


Figure 4.1: A new week. The blue box at the bottom lists the days still waiting.

Empty · Draft	Nothing recorded yet · saved, but not handed in.
Submitted · Approved	Waiting for an approver · signed off.
Declined · Resubmission	Sent back, so read the reason · reopened for you to fix (Section 5).

Step 1 · Save your usual day as a template

Most people do the same kind of work most days. A template saves it once, so you never retype it. Click **Timesheet Template**, then **New blank template**. Give it a name, then pick the client, project and task, type the hours and add a short note. Use **Add line item** if your usual day has two jobs. Click **Save as my template**.

Timesheet Templates

Standard day

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

Suggested

Licensed Plumber, Split across projects

8h split across your assigned projects (Building B Hot Water Replacement, Internal Harbourside Plumbing, Library Amenities Upgrade).

Suggested

Licensed Plumber, Top tasks by priority

8h split across your 3 highest-priority tasks.

Suggested

+ New blank template

Template name

Building B day

Description

Hot water units at Coastline Apartments

Line items per working day (8.00 h total)

Client

Coastline Apartments

Project

Building B Hot Water Replace...

Task

Hot water unit install

×

Hours

8

Notes

Unit swap-outs, levels 2 to 4

+ Add line item

Close

Save as my template

Figure 4.2: Mia's usual day: 8 hours installing hot water units at Building B.

Then click the **star** next to it. The starred template is the one **Auto-fill** uses. Vuqira may also offer **Suggested for you** templates, built from the work you are assigned to.

Timesheet Templates

My templates

Building B day

1 line item(s)

★

Standard day

1 line item(s)

☆

Suggested for you

Licensed Plumber, Standard day

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

Suggested

Licensed Plumber, Split across projects

8h split across your assigned projects (Building B Hot Water Replacement,

Suggested

Close

Use for Auto-fill

Update template

Template name

Building B day

Description

Hot water units at Coastline Apartments

Line items per working day (8.00 h total)

Client

Coastline Apartments

Project

Building B Hot Water Replace...

Task

Hot water unit install

×

Hours

8

Notes

Unit swap-outs, levels 2 to 4

+ Add line item

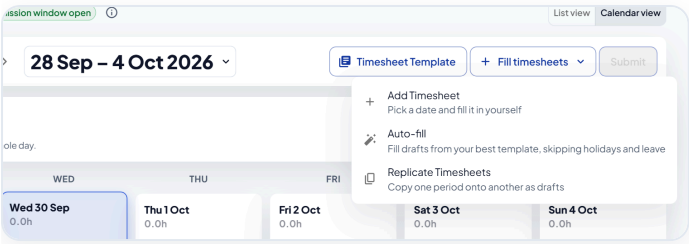
Figure 4.3: "Building B day" is saved and starred.

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Step 2 · Fill the week

Click **Fill timesheets**, then **Auto-fill**. Keep **Current submission window** ticked and click **Auto-fill**. Vuqira fills every working day from your starred template. It skips weekends, public holidays and approved leave.



The Fill timesheets menu

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

Auto-fill asks which days to fill

The days turn dark grey: they are **drafts**. Drafts are saved, but nobody sees them until you submit.

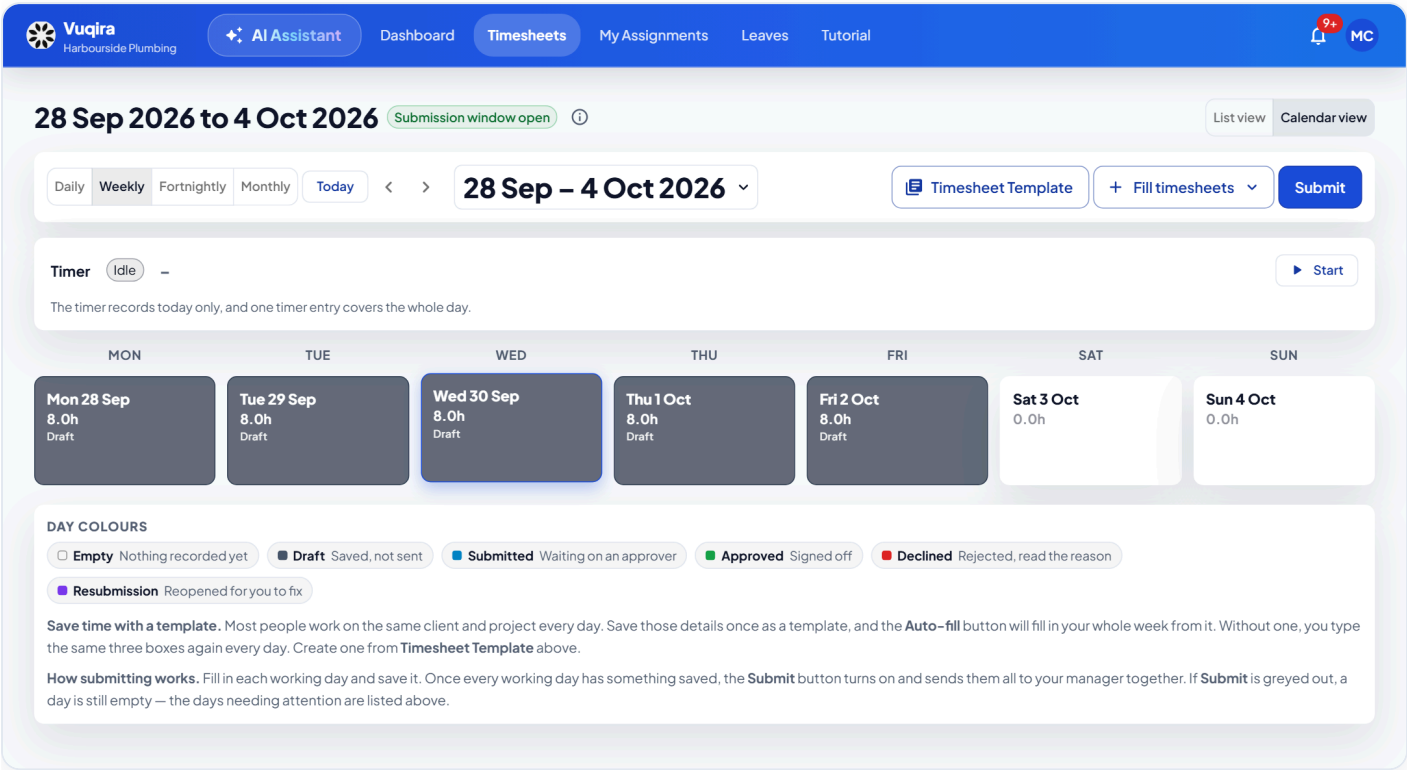


Figure 4.4: Monday to Friday filled as drafts, 8 hours each.

The other choices in the menu: **Add Timesheet** fills in one date yourself. **Replicate Timesheets** copies one period onto another, for example last week onto this week.

Step 3 · Change the days that were different

Click a day to open it. **Double-click** a line, or click its **pencil**, to change it. Then click **Save Edit**. On Tuesday, Mia spent only 6 hours at Building B, so she changes the hours to 6. Then she clicks **Add line item** for the 2 hours she spent fitting basins at the Library.

When the day is right, click **Save draft**. **Submit day** hands in just this one day. **Replicate day** copies the day onto other dates, and **Delete day** clears it.

Tuesday, 29 Sep 2026Actual 8.00h · 1 line item(s)Draft

ClientCoastline Apart...ProjectBuilding B Hot ...TaskHot water unit installHours6Start time (24h, optional)End time (24h, optional)NotesUnit swap-outs, levels 2 to 4

CancelSave Edit

Figure 4.5: Changing the hours.

Tuesday, 29 Sep 2026Actual 8.00h · 2 line item(s)Draft

Double-click a line item to edit it.

Client: Coastline ApartmentsProject: Building B Hot Water ReplacementTask: Hot water unit installNotes: Unit swap-outs, levels 2 to 46.00hDraft

Client: Bayside CouncilProject: Library Amenities UpgradeTask: Fixture fittingNotes: Basins, ground floor2.00hDraft

+ Add line item

Replicate dayDelete day

Save draftSubmit day

Figure 4.6: Tuesday, 6 + 2 hours.

Only change what was different. If your week matched your template, this step takes a minute.

The timer: record today as you go

Prefer to clock your time as you work? Click **Start** on the Timer. Use **Pause** and **Resume** for breaks, and **End** when you finish.

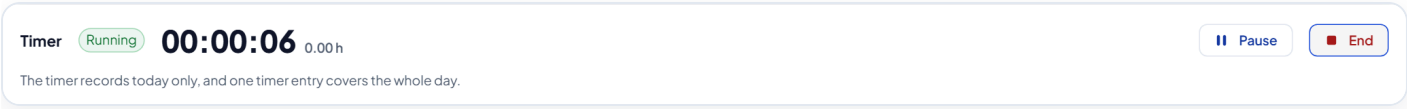


Figure 4.7: The timer, running.

When you click **End**, Vuqira asks what the time was for. Pick the client, project and task, add a note, then choose:

- **Save as draft:** keep it as a draft to check later
- **Submit entry:** hand it in now
- **Later:** decide later, using **Save draft** on the timer

One timer entry covers the whole day

The timer only records **today**. If today already has hours, Vuqira warns you that the timer entry will **replace** them. The buttons then read "Replace and save draft" and "Replace and submit".

Finalise timer entry

i Assign this 0.00h entry to a client/project/task. These details are kept whether you save it as a draft or submit it now.

⚠ This will replace what is already on Wed, 30/09
1 existing entry will be removed and replaced by this timer entry. A timer covers the whole day, so the two cannot both stand.

Client

Coastline Apartments

Project

Building B Hot Water Replacement

Task

Hot water unit install

Notes

Level 3 units

Later

Replace and save draft

Replace and submit

Figure 4.8: Finalising the timer entry.

Step 4 • Submit

When your week is right, click **Submit**. Vuqira shows how many days and hours you are handing in. Click **Submit** again to confirm. The days turn **blue**: they are with your approver.

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

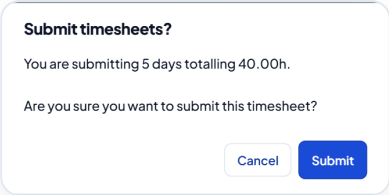


Figure 4.9: The confirmation: 5 days, 40 hours.

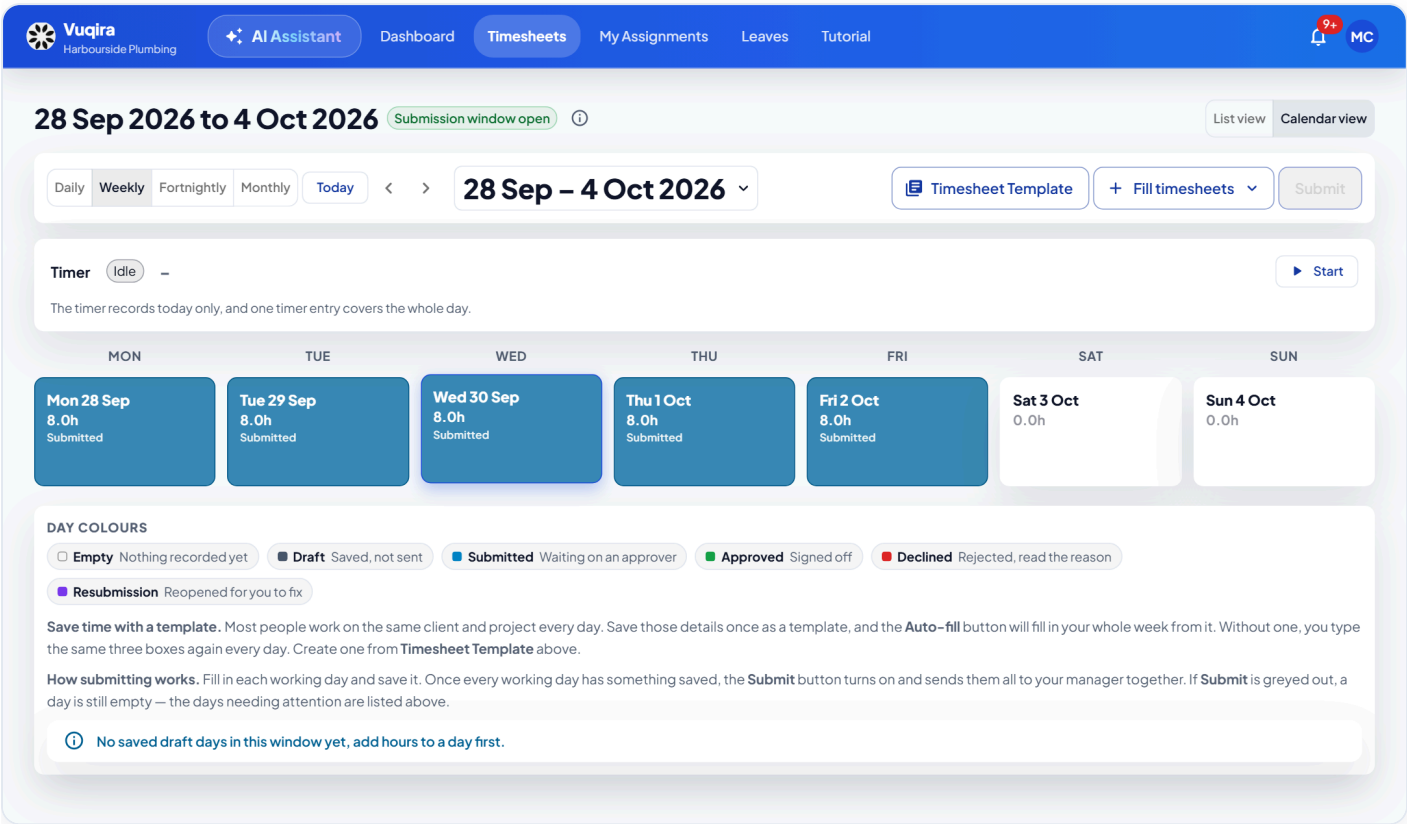


Figure 4.10: Submitted. Nothing more to do until next week.

Worked a rostered shift? The day is already a draft from when you clocked out (Section 3). Check its task and submit it with the rest.

Need to change a day after submitting it? Ask your manager to reopen it. Section 5 shows what happens next.

Click **List view** at the top right for one row per day: the date, hours, number of line items, status and any flag, with the week's total at the bottom. The **pencil** opens a day. Click **Calendar view** to switch back.

Figure 4.11: The same week as a list.

SECTION 4 · AI ASSISTANT

How to do this with the AI Assistant

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

To prepare the week and check it first: type `/fill-week`. It fills your working days as 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 the project. Read it, and only click **Yes, submit** if your week really did match your template. The days turn blue as they are handed in.

The screenshot shows the Vuqira AI Assistant interface. The top navigation bar includes the Vuqira logo, 'AI Assistant', 'Dashboard', 'Timesheets', 'My Assignments', 'Leaves', and 'Tutorial'. The main content area displays the period '28 Sep 2026 to 4 Oct 2026' with a 'Submission window open' status. Below this, there are tabs for 'Daily', 'Weekly', 'Fortnightly', and 'Monthly', with 'Weekly' selected. A date range selector shows '28 Sep – 4 Oct 2026'. A 'Timesheet Template' button and a '+ Fill timesheets' dropdown are visible. A 'Timer' section shows 'Idle' and a 'Start' button. The main timesheet grid shows days from Monday to Sunday. Monday through Friday are marked as 'Submitted' with 8.0h each. Saturday and Sunday are marked as 'Submitted' with 0.0h each. A 'DAY COLOURS' section explains the status of each day: Empty (Nothing recorded yet), Draft (Saved, not sent), Submitted (Waiting on an approver), Approved (Signed off), Declined (Rejected, read the reason), and Resubmission (Reopened for you to fix). A note states: 'No saved draft days in this window yet, add hours to a day first.' On the right, a chat window shows the AI Assistant's response to the '/submit-week' command, confirming the submission of 5 days (Monday to Friday) for 8 hours each day on 'Coastline Apartments, Building B Hot Water Replacement, Hot water unit install, 40 hours in total.' The chat includes a 'Submit my timesheet for this week.' button and a 'Yes, submit' response.

Figure 4.12: `/submit-week`. The assistant checks first, then five days are submitted and the calendar updates beside the chat.

When a day comes back

Sometimes your manager sends a day back: the hours look wrong, or the work needs splitting between two jobs. You'll get a notification, and the day changes colour:

- **Red, Declined:** your manager rejected the day. The reason is shown.
- **Purple, Resubmission:** your manager has reopened the day for you to fix.

If the day is locked

A day declined after its week has closed stays locked until the next submission window starts. A red banner tells you when, and the day shows a lock. If you need to fix it sooner, ask your manager to **reopen** it. It then turns purple.

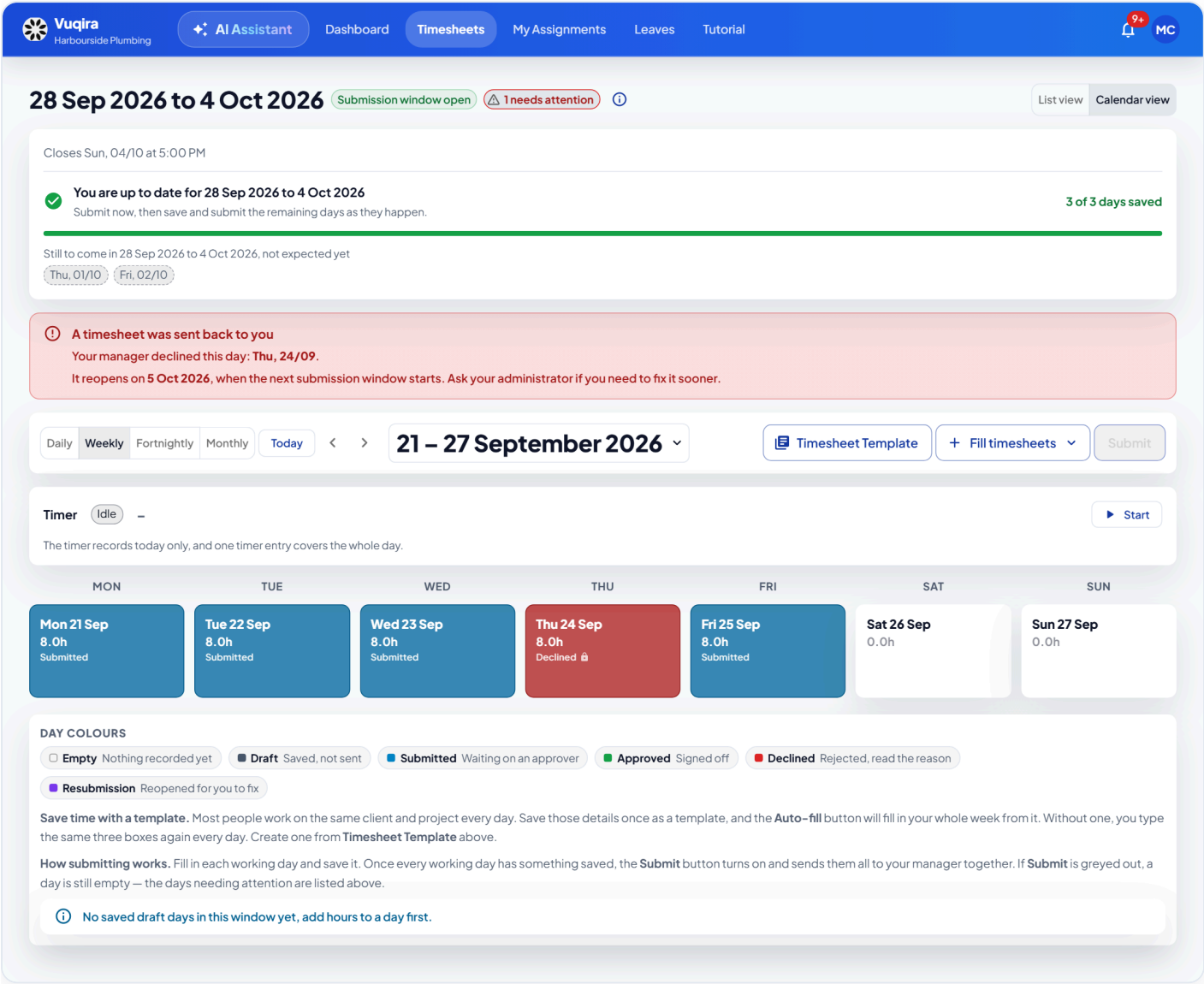


Figure 5.1: "A timesheet was sent back to you". Thursday is red.

Reading a declined day

Click the red day. At the top is your manager's reason, in their own words. Here, Sam asked Mia to split Thursday between Building B and the Library fit-out, because she was on both sites.

Below the reason, Vuqira says when you can fix the day. Mia's Thursday was declined after its week closed, so it reopens on 5 October, when the next window starts.

Need it sooner? Ask your manager to reopen it. You can message them from **Messages** in your account menu. Once they do, the day turns purple and you can fix it straight away.

Your dashboard shows the same thing: the day is counted under **Needs attention**, and **Pending actions** has a button that takes you to it.

Thursday, 24 Sep 2026

Actual 8.00h · 1 line item(s)

Declined

ⓘ Declined: "Please split Thursday between Building B and the Library fit-out. You were on both sites that day."

You can fix this day from 5 Oct 2026, when the next submission window starts. An administrator can open it sooner if you need it.

Client: Coastline Apartments

Project: Building B Hot Water Replacement

Task: Hot water unit install

8.00h

Declined

Figure 5.2: The reason, and when the day reopens.

Fixing a reopened day

Once your manager reopens the day, it turns purple. Click it. The message at the top says what to change. Edit the lines as asked, then click **Resubmit** and confirm. The day turns blue again and goes back to your approver.

Thursday, 24 Sep 2026

Actual 8.00h · 1 line item(s)

Resubmission

An admin requested changes to this day: "Please split Thursday between Building B and the Library fit-out. You were on both sites that day." Edit the line items below and resubmit.

Double-click a line item to edit it.

Client: Coastline Apartments

Project: Building B Hot Water Replacement

Task: Hot water unit install

8.00h

Resubmission

+ Add line item

Replicate day

Resubmit

Figure 5.3: What Sam asked for.

Thursday, 24 Sep 2026

Actual 8.00h · 2 line item(s)

Resubmission

An admin requested changes to this day: "Please split Thursday between Building B and the Library fit-out. You were on both sites that day." Edit the line items below and resubmit.

Double-click a line item to edit it.

Client: Coastline Apartments

Project: Building B Hot Water Replacement

Task: Hot water unit install

4.00h

Resubmission

Client: Bayside Council

Project: Library Amenities Upgrade

Task: Fixture fitting

4.00h

Resubmission

+ Add line item

Replicate day

Resubmit

Figure 5.4: Mia splits the day, 4 + 4 hours.

Vuqira only lets you resubmit a day once you have changed something (hours, task, project or notes). Handing back the same day would be sent back again.

Done

The whole week is blue again, and your manager can approve it.

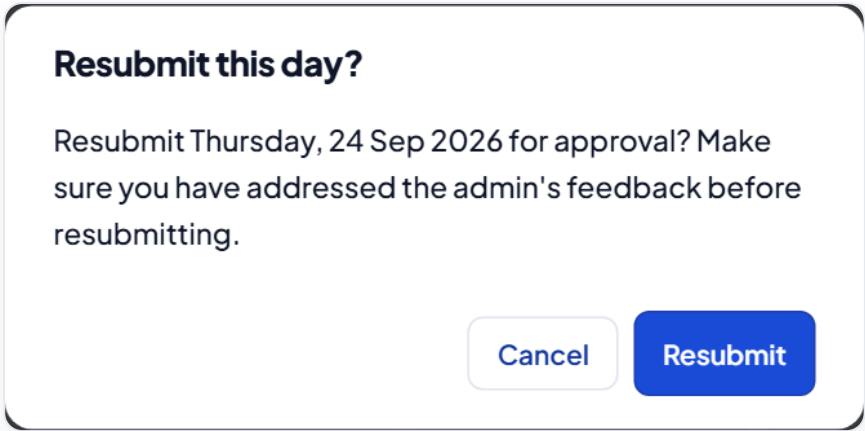


Figure 5.5: Confirming the resubmission.

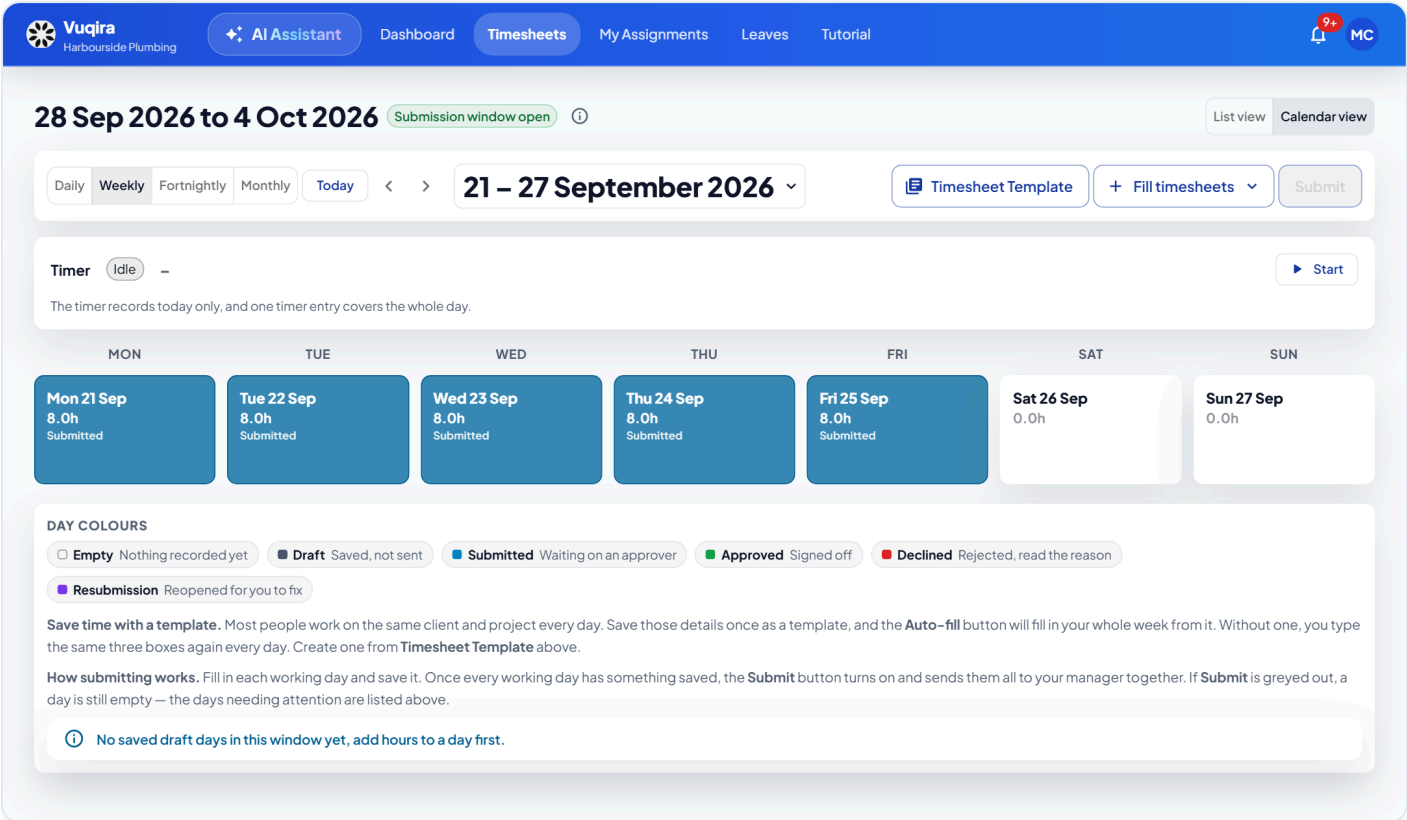


Figure 5.6: Thursday is resubmitted and waiting for approval.

How to do this with the AI Assistant

A day that came back is fixed on the page.

The assistant can't reopen a day that has been sent back, and it won't change one for you. The reason your manager gave, and exactly what to change, are on the day itself, so fix it there as shown in this section.

What helps

- **Read the banner.** The red or purple banner at the top of your Timesheets page names the day and has a button that opens it.
- **Locked day?** Ask your manager to reopen it. You can message them from **Messages** in your account menu (Section 8).
- **Not sure when your week closes?** Ask the assistant "*When do I need to submit my timesheet this week?*" (Section 2).

Your dashboard's **Needs attention** tile counts days that were declined or flagged, so a quick look there each morning means nothing is missed.

Leave

Leaves

Ask for time off here, and follow its progress. Approved leave matters for your timesheet: Vuqira does **not** expect hours on those days, so Auto-fill skips them and nobody chases you for them.

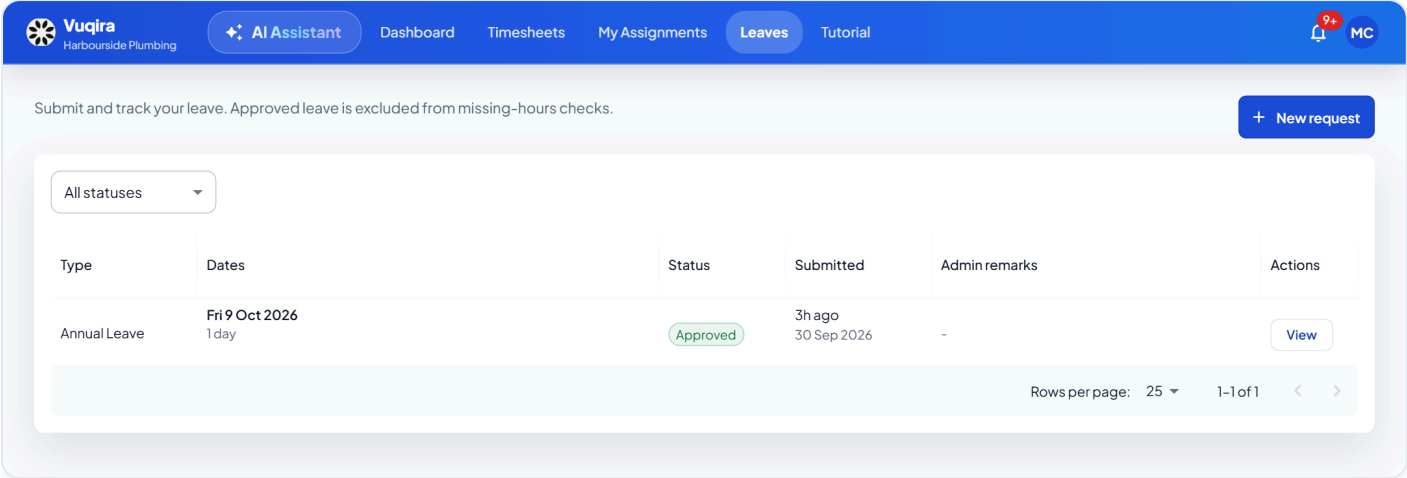


Figure 6.1: Your requests, with their status and any remarks from your approver.

Asking for leave

Click **New request**, then:

- **Request type:** Annual, Sick, Personal, Unpaid or Other
- **How long:** a full day or more, half a day, or a few hours
- the **date** (or start and end dates), and the hours for a part day
- a short **note** for your approver

Click **Submit**. The request shows as **Pending** until an Admin decides. Then it changes to Approved or Declined, and you get a notification.

New leave request

Request type

Annual Leave

How long

Half a day

Date

Notes

Dentist in the morning

Cancel

Submit

Figure 6.2: Half a day for the dentist.

Checking a request

Click **View** on a request to see its dates, when you asked, and any remark from your approver.

Request details

Type

Annual Leave

Dates

Fri 9 Oct 2026 (1 day)

Status

Approved

Submitted

30 Sep 2026, 11:14 AM

Reviewed

30 Sep 2026, 12:07 PM

Your notes

Long weekend away with family

Admin remarks

-

Close

Figure 6.3: A request, opened.

Need to change or cancel a request?

You can't edit a request once it is sent. Ask your manager, who can decline it, and then send a new one.

Sick on the day?

Ask for sick leave as soon as you can, even on the day itself. Once it is approved, that day disappears from what your timesheet expects.

How to do this with the AI Assistant

Book leave in a sentence.

Say the type, the date and the reason.

Book a day of annual leave for me on Friday 23 October 2026. The reason is a family wedding.

The assistant sends the request and tells you it is pending approval.

Check the Leaves page. The request appears there as **Pending** (below).

Give the full date

Say the day, date, month and year. Then check the date on the Leaves page, the same way you would check a form you filled in yourself.

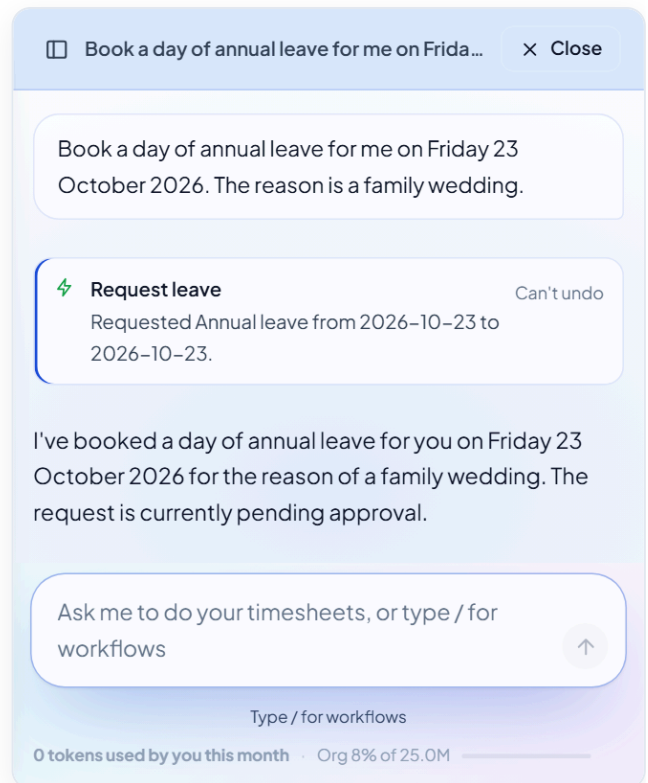


Figure 6.4: Leave requested.

Type	Dates	Status	Submitted	Admin remarks	Actions
Annual Leave	Fri 23 Oct 2026 1 day	Pending	Just now 30 Sep 2026	-	View
Annual Leave	Fri 9 Oct 2026 1 day	Approved	5h ago 30 Sep 2026	-	View

Figure 6.5: Check the page. Friday 23 October is pending.

My Assignments

My Assignments

The clients, projects and tasks you can use when filling in a timesheet. Your administrator sets these. This page is read-only for you.

- **Projects:** the jobs you can record time against, with their priority and status.
- **Clients:** who those jobs are for.
- **Tasks:** the kinds of work, and which project each belongs to.



AI AssistantDashboardTimesheetsMy AssignmentsLeavesTutorial

9+MC

The clients, projects and tasks you can use when filling in a timesheet.

Projects (3)
What you can book hours against.

Name	Priority	Status
Building B Hot Water Replacement	P3 - Normal	Active
Internal Harbourside Plumbing	P3 - Normal	Active
Library Amenities Upgrade	P3 - Normal	Active

Rows per page: 25 1-3 of 3

Clients (3)
Who the work is for.

Name	Priority	Status
Bayside Council	P2 - High	Active
Coastline Apartments	P1 - Critical	Active
Internal Harbourside Plumbing	P3 - Normal	Active

Rows per page: 25 1-3 of 3

Tasks (10)
The specific pieces of work. Library tasks are set up by an admin; personal ones are your own.

Task	Project	Client	Priority	Status
Leak detection	Park Irrigation Maintenance	Bayside Council	P3 - Normal	Active
Quoting and admin	Internal Harbourside Plumbing	Internal Harbourside Plumbing	P3 - Normal	Active
Kitchen rough-in	Kitchen Plumbing Fit-out	Northshore Café	P3 - Normal	Active
Riser pipework	Building B Hot Water Replacement	Coastline Apartments	P3 - Normal	Active
Hot water unit install	Building B Hot Water Replacement	Coastline Apartments	P3 - Normal	Active
Irrigation repairs	Park Irrigation Maintenance	Bayside Council	P3 - Normal	Active
Fixture fitting	Library Amenities Upgrade	Bayside Council	P3 - Normal	Active
Pipe installation	Library Amenities Upgrade	Bayside Council	P3 - Normal	Active
Site inspection	Library Amenities Upgrade	Bayside Council	P3 - Normal	Active
Internal Harbourside Plumbing	Internal Harbourside Plumbing	Internal Harbourside Plumbing	P3 - Normal	Active

Rows per page: 25 1-10 of 10

Figure 7.1: Mia's assignments.

Is a job you work on missing? Ask your manager to assign you to it. Until then, Vuqira won't let you save time against it.

How to do this with the AI Assistant

Find the right task for a job.

Ask what tasks a project has.

Which tasks are on the Building B Hot Water Replacement project?

The assistant lists each task with its description. That helps when two tasks sound alike.

To see **everything** you are assigned to, use the My Assignments page. It is the complete list.

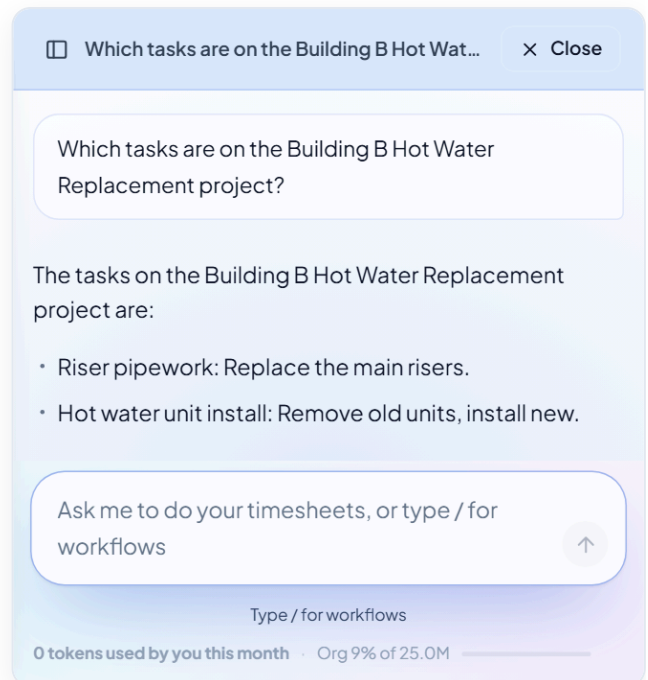


Figure 7.2: The tasks on Building B.

Your name, contact details and start date. **Job role** is required. **Role** (Employee or Admin) is set by your administrator. Click **Save changes** when you are done.

Figure 8.1: My Account.

Your initials ▶ Security

To change your password, type your current one, then the new one twice, and click **Update password**. Changing it signs you out on every other device.

Figure 8.2: Security.

Security: two-factor sign-in

Two-factor sign-in means a stolen password is not enough to get into your account. You need a free authenticator app on your phone, such as Microsoft Authenticator or Google Authenticator.

- 1. Click **Set up MFA**.
- 2. In your authenticator app, add an account and **scan the QR code**. If you can't scan it, type in the key shown under it.
- 3. Type the **6-digit code** your app shows, and click **Verify & enable**.

From then on, Vuqira asks for a fresh code from your app each time you sign in.

Keep this to yourself. Vuqira never asks for your password or a code by email or message.

Forgotten your password? Use **Forgot password** on the sign-in page. Vuqira emails you a one-time code.

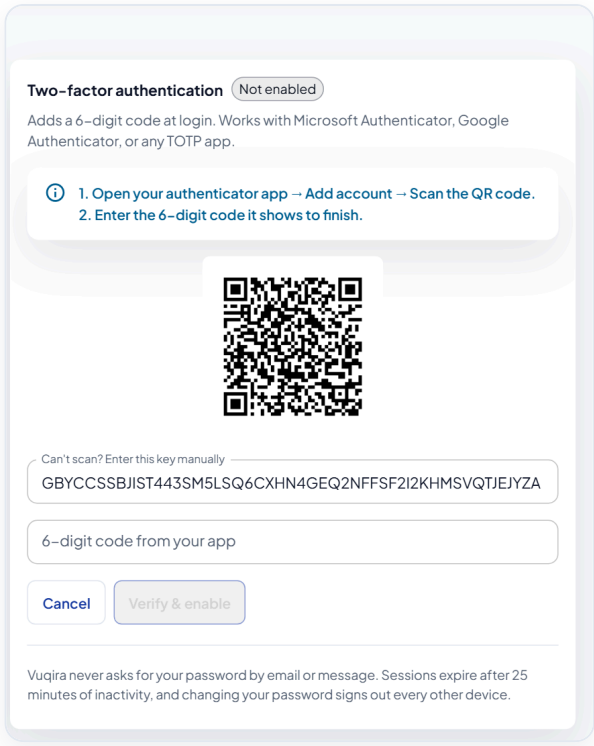


Figure 8.3: Setting up two-factor sign-in.

Preferences

Your initials ▸ Preferences	
Appearance	How solid the panels look, how strong the status colours are, table density, language, and reduced motion.
Start page	Where Vuqira opens when you sign in: Dashboard, Timesheets, Leaves or Tutorial.
Timesheets	Whether your timesheet opens in Calendar, List or Timer view.
Notifications	For each kind of update (messages, timesheet updates, leave updates and more), turn it on or off, and choose in-app, email or both.

Click **Save preferences** at the bottom. Your organisation's rules come first where they differ.

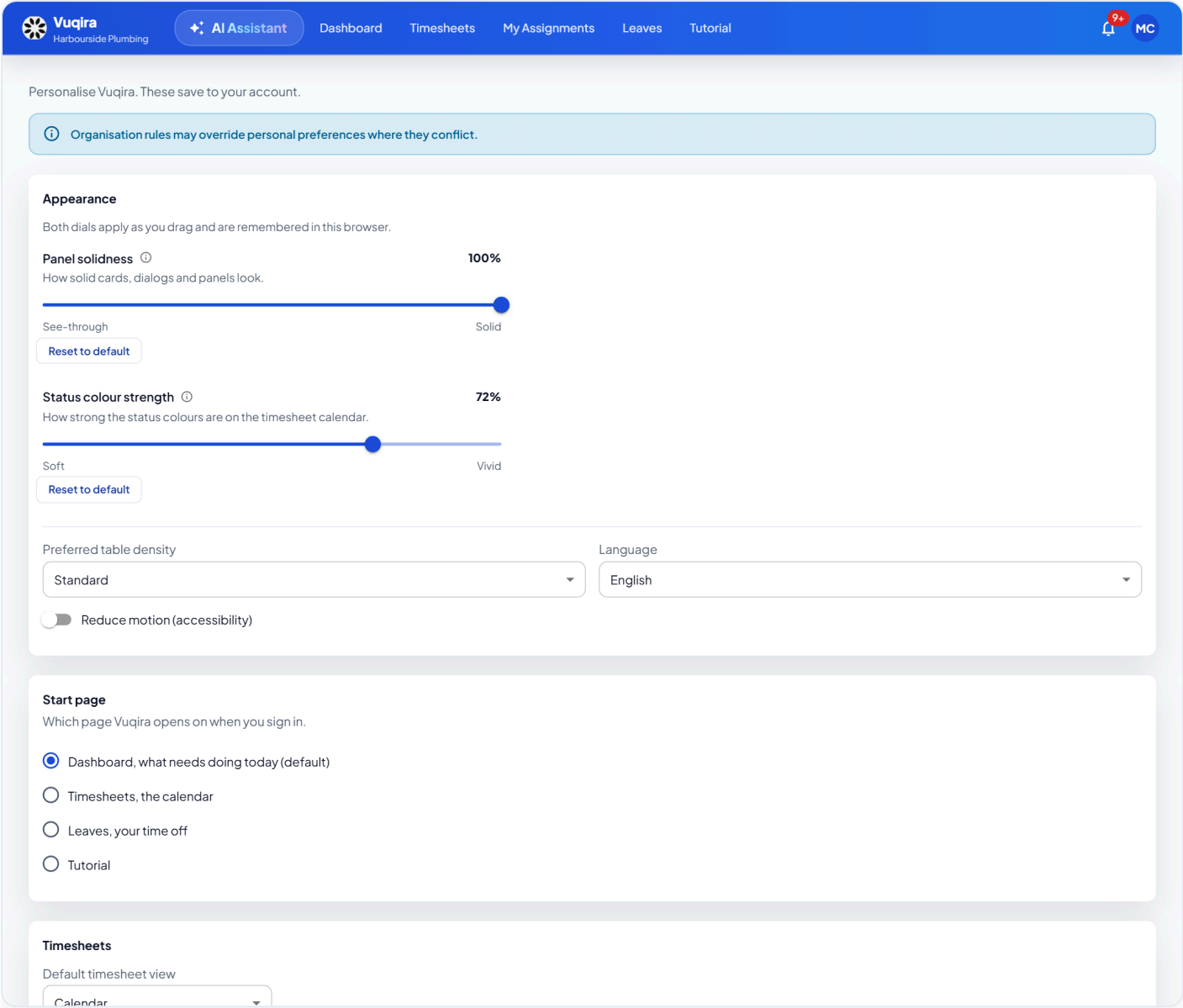


Figure 8.4: Preferences. The notification choices carry on below these.

Messages

Your initials ► Messages

Send messages to people in your organisation. Search for a name on the left, type in the box, and click **Send**. You can edit or delete your own messages. It is the easiest way to ask your manager to reopen a day, or to explain one.

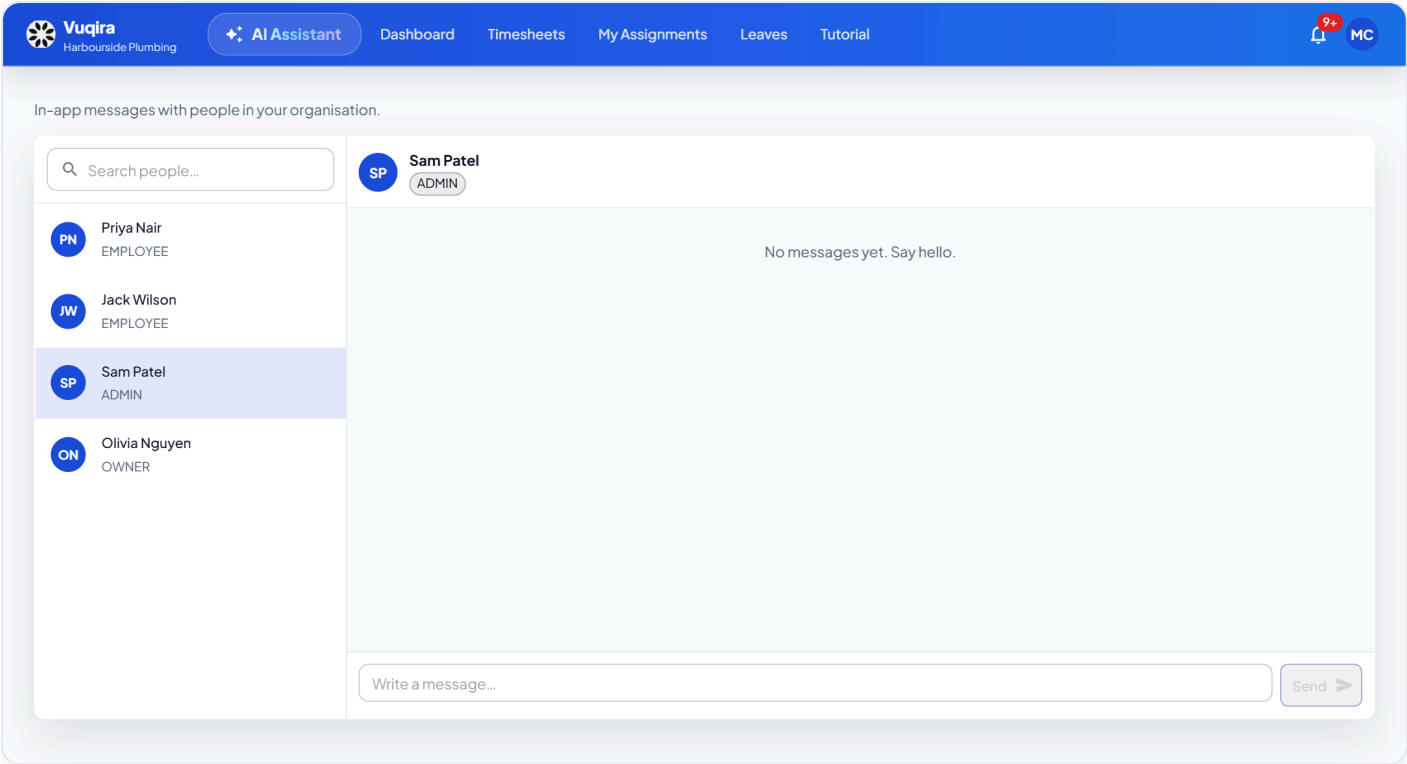


Figure 8.5: Messages.

How to do this with the AI Assistant

Update your details by asking.

Change a detail on My Account.

Change my phone number to 0412 345 678.

The assistant updates your profile and confirms the new number.

Check My Account. The new number is there.

Security is yours alone

Your password and two-factor sign-in are changed only on the Security page, never by the assistant.

For notification settings, use Preferences. There you can see every option before you save.

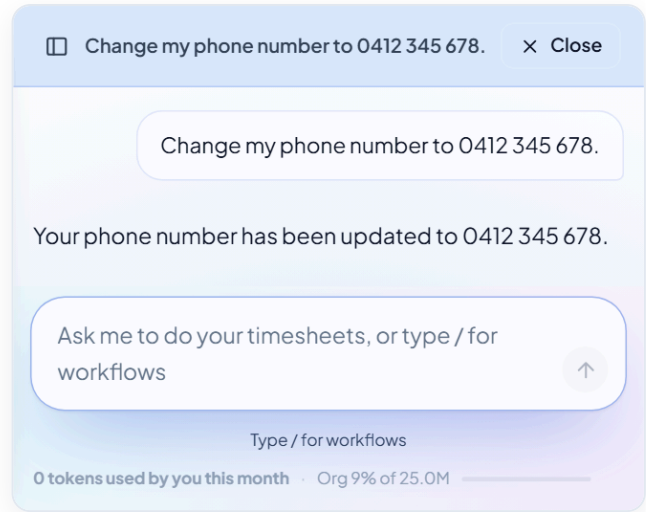


Figure 8.6: Phone number updated.

Getting help

Tutorial (top bar) has a **guided tour**: it walks you through the app itself. It also has a printable guide, built from your organisation's own settings.

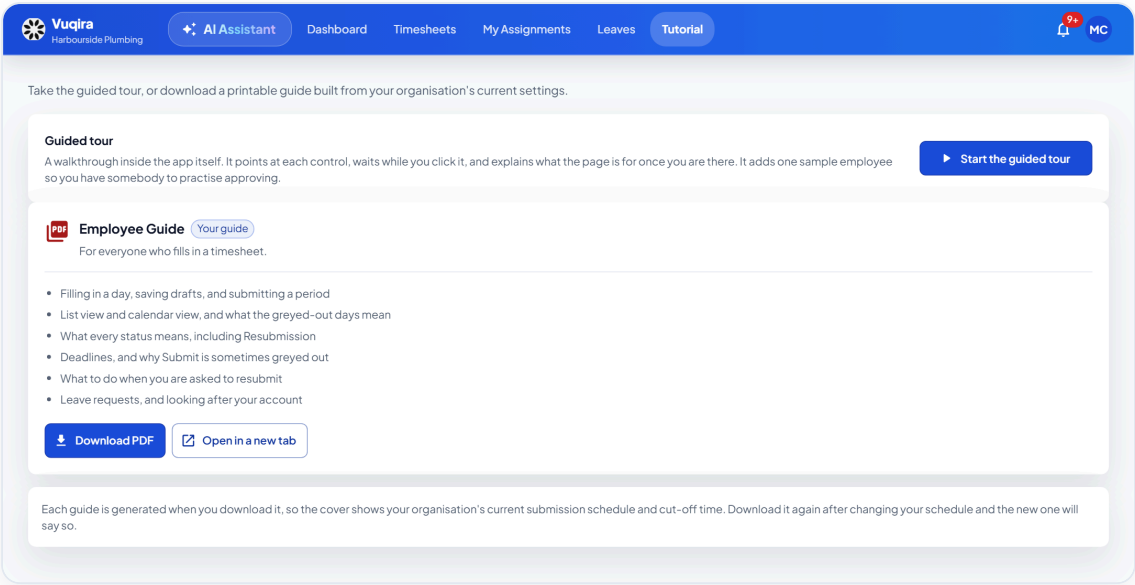


Figure 9.1: Tutorial.

FAQ (account menu) answers common questions, such as how to log time, what Auto-fill does, and how leave affects your hours. Type a word in **Search the FAQ** to jump to it.

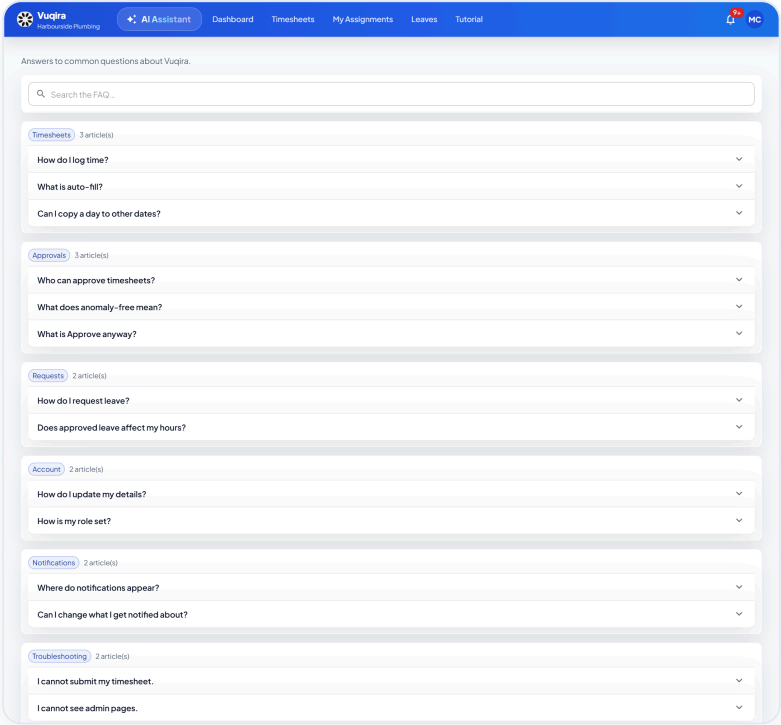


Figure 9.2: FAQ.

Still stuck?

Use **Contact Support** in the account menu, or 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.

Quick reference

I WANT TO...	GO TO	OR ASK THE ASSISTANT
Accept a shift	Rostering, click the shift	"Accept my shift on ..."
Say when I can't work	Rostering ► My Availabilities	"I cannot work on ... Please mark me as unavailable."
Clock on and off, or ask for a swap	Rostering, click the shift	Use the page
Fill in my week	Timesheets ► Fill timesheets ► Auto-fill	/fill-week
Fill in and submit my week	Auto-fill, then Submit	/submit-week
Know when it is due	Dashboard, the green chip	"When do I need to submit my timesheet this week?"
Fix a day that came back	Timesheets, the red or purple banner	Use the page
Ask for leave	Leaves ► New request	"Book a day of annual leave for me on ..."
See what I can record time against	My Assignments	"Which tasks are on the ... project?"
Change my details	My Account	"Change my phone number to ..."
Change my password or two-factor	Security	Use the page