

1. Create your account and download the app

Your employer will add you to Docketbook:



If you receive an SMS - create your account using your mobile number



If you receive an email - create your account using your email address

Download the “Docketbook” app on your mobile from the Play Store or App Store

Can't find the text/email? You can also sign up on the app or by going to login.docketbook.com.au/signin

Search “Docketbook” on the Play Store or App Store



Docketbook
Productivity
★★★★★ 3

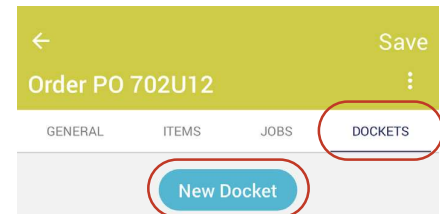
2. Create a docket on the app



Log into the app, click on the 3-line menu at the top left and select your company name

From the Orders page, select your job site

Click on “Dockets” at the top right and then select “New Docket”



The ‘New Docket’ button creates a draft docket which you’ll fill out next.

3. Fill out the docket

Add details in each of the tabs along the top row - General, Details, Time, Items and Signatures

General - this section is pre-filled

Details - enter your work description

Time - enter your start/finish and break times

Items - use the + to add hours/quantities to each item

Signatures - click on “Operator” and sign

Attachment - you can add supporting photos



Send the docket from the menu at the top right by clicking “Send Docket”

