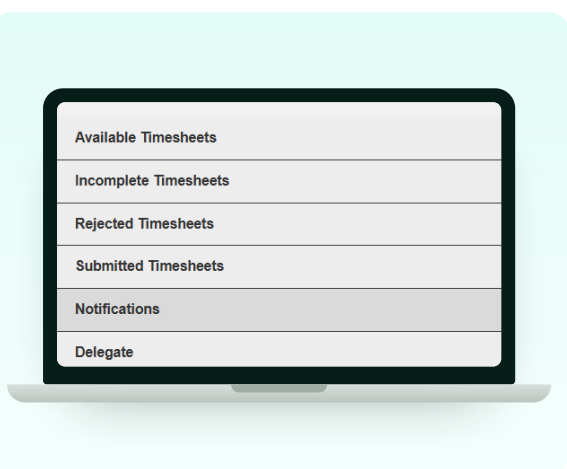


Client portal.

Log in, review timesheets and approve or reject them. Pick your device. Each side is a complete guide, from log in to finish.



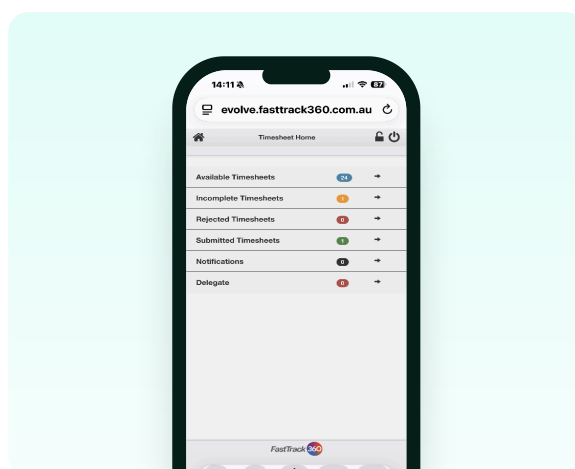
Desktop

Follow the steps on a laptop or desktop.

[Go to desktop steps](#)

Set-up	02–03
Navigate	04
Timesheet tabs	05
Review	06
Approve or reject	07

[Open desktop portal](#)



Mobile

Follow the steps in your phone's browser.

[Go to mobile steps](#)

Set-up	08–09
Timesheet Home	10
Open a timesheet	11
Review	12
Approve or reject	13

[Open mobile portal](#)

Desktop · Log in

Log in on desktop.

Your consultant sends you everything you need to get started.

Link

Portal link

Click to open the client portal on desktop.

[Open desktop portal](#)

Username

Your username

Sent to you by your consultant.

Password

Temporary password

Also sent to you by your consultant.

01

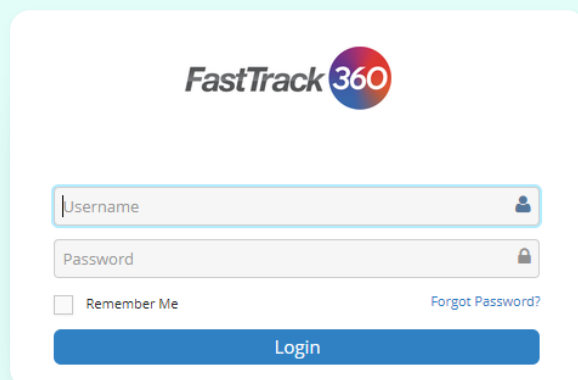
Open the portal.

Click **Open desktop portal** above, or go to **evolve.fasttrack360.com.au** in your web browser.

02

Enter your details.

Type the username and temporary password from your consultant into the fields, then click **Login**.



The login screen for FastTrack 360. It features the logo at the top. Below it are two input fields: 'Username' with a user icon and 'Password' with a lock icon. There is a 'Remember Me' checkbox and a 'Forgot Password?' link. A blue 'Login' button is at the bottom.

— The portal login screen



Logging in for the first time? The system will ask you to set a new password. The next page walks you through it.

Set up your account.

The first time you log in, the system asks you to reset your password.

- 01 **Enter your temporary password.**
Use the temporary password most recently provided by your consultant.
- 02 **Create your new password.**
Create your new password, then confirm it.
- 03 **Log in again.**
Once your new password is created, you will be prompted to log in **again**.
- 04 **Use your new password.**
Log in with your username and your **new** password.
- 05 **Choose a security question.**
Select a security question and enter your answer.
- 06 **Need a new password?**
Use **Forgot Password?** on the login screen, or ask your consultant to reset it for you.

You do not have security question, Please save it first to continue....

Security Question :

Security Answer :

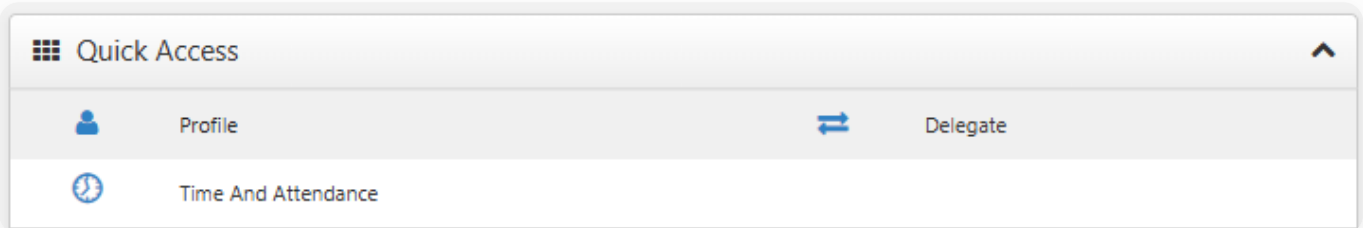
[Save Changes](#)

— Step 5: your security question

Desktop · Navigate

Navigate the portal.

Scroll down, or use the Quick Access menu on the right.



Profile

Review and update your personal information, including your email address, mobile number and residential address.

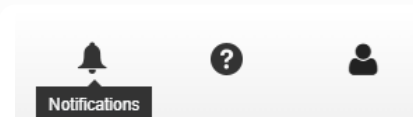
Delegate

Temporarily give another person permission to approve timesheets on your behalf.

Time and attendance

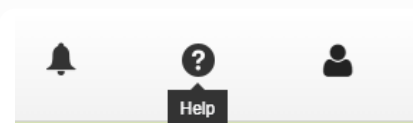
Opens in a new browser tab. View, approve or reject timesheets.

Header menu



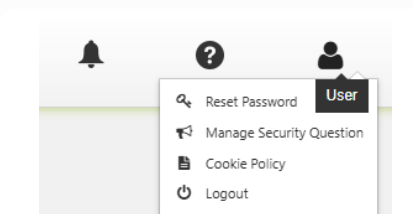
Bell: notifications

Shows timesheet notifications when your agency has set this up.



Question mark: help

Opens a guided walkthrough of the portal's features, including how to approve timesheets.



Profile

Reset your password, manage your security question, view the cookie policy and log out.



Timesheet screen shortcuts

Padlock resets your password, the question mark opens help and the power icon logs you out.

Your timesheets.

Six tabs sort timesheets by status, so you always know what needs your attention.

Available Timesheets	24
Incomplete Timesheets	1
Rejected Timesheets	0
Submitted Timesheets	1
Notifications	0
Delegate	0

— Timesheet Home

Available	Timesheets that have not yet been entered.
Incomplete	Timesheets that were edited or recalled and saved, but not yet submitted for approval.
Rejected	Timesheets you rejected that are awaiting correction and resubmission.
Submitted	Timesheets awaiting your review and approval.
Notifications	Messages sent to you through the system.
Delegate	Temporarily give another person permission to approve timesheets on your behalf.

Good to know

Future-dated timesheets do not show.

You only see the current week, plus any outstanding timesheets from previous weeks.

Desktop · Review

Check the details.

Check the header, attendance and sections.

Agreement Rates
Timesheet Id : Start Date : 31/08/2026 End Date : 06/09/2026 Job Order Code : Cost Centre :
Timesheet Code :

Attendance (5)

Work Date	Attendance Type	Start Time	End Time	Break Items : Start End	Day Total
31/08/2026 - Mon	Standard	7:00	15:30	12:30 13:00	8.0000hrs
01/09/2026 - Tue	Standard	7:00	15:30	12:30 13:00	8.0000hrs

— A submitted timesheet: header and attendance

The header shows: the candidate's name, agreement rates, timesheet ID, start and end dates, job order code, cost centre, order-by contact and timesheet code, where applicable.

Timesheet sections

Click the arrow on each section's bar to expand it and review the details.

Attendance	The attendance type, start and end times, breaks and day total for each day in the timesheet period, with total hours on the bar. Scroll down to review every day.
Additional items	If completed, the total quantity or hours entered for any additional items.
Reimbursements	If completed, a list of any reimbursements the candidate is claiming, with the total amount.
Attachments	Any photographs or documents attached to the timesheet.
Comments	Any comments added to the timesheet.

Desktop · Approve or reject

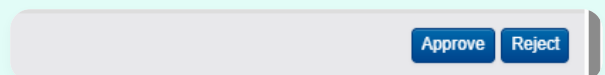
Make the call.

Approve when everything is correct. Reject with a reason when it is not.

Approve

If all the information is correct, click **Approve** in the top right corner of the timesheet.

Once approved, the timesheet leaves your Submitted Timesheets list and is released for payroll and billing.

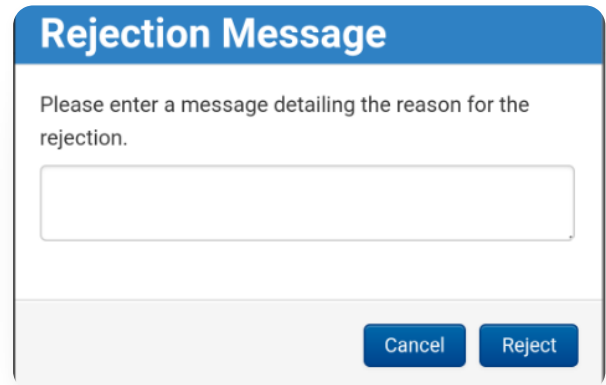


— Approve and Reject sit top right

Reject

If a timesheet is incorrect or incomplete and needs changes, reject it.

- 01 Click **Reject** in the top right corner.
- 02 The **Rejection Message** window opens.
- 03 Enter a clear reason. The message goes to the candidate, so they know what to change.
- 04 Click **Reject** to confirm.



— The Rejection Message window

i The timesheet moves from Submitted Timesheets to Rejected Timesheets. The candidate makes the changes and resubmits it before you can review and approve it.

Open desktop portal

Mobile · Log in

Log in on mobile.

Your consultant sends you everything you need to get started.

Link

Portal link

Tap to open the client portal on mobile.

Open mobile portal

Username

Your username

Or your sign-in email, from your consultant.

Password

Temporary password

Also sent by your consultant.

01

Open the portal.

Tap **Open mobile portal** above, or open the link in your phone's web browser.

02

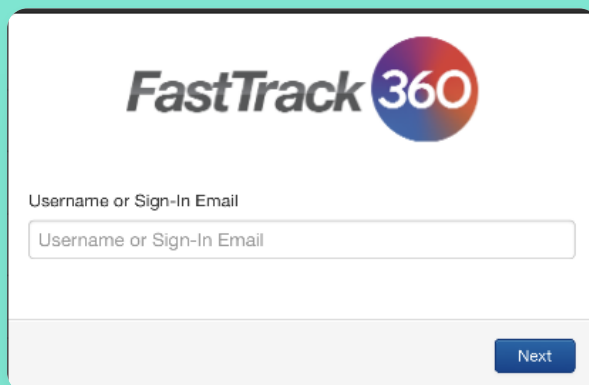
Enter your username.

Type your username or sign-in email, then tap **Next**.

03

Enter your password.

Enter your temporary password when prompted, then log in.



The image shows a mobile login screen for FastTrack 360. At the top is the FastTrack 360 logo. Below it is a text input field labeled 'Username or Sign-In Email' with a placeholder text 'Username or Sign-In Email'. At the bottom right is a blue button labeled 'Next'.

— The portal login screen



Logging in for the first time? The system will ask you to set a new password. The next page walks you through it.

Set up your account.

The first time you log in, the system asks you to reset your password.

Enter your temporary password.

- 01 Use the temporary password most recently provided by your consultant.

Create your new password.

- 02 Create your new password, then confirm it.

Log in again.

- 03 Once your new password is created, you will be prompted to log in **again**.

Use your new password.

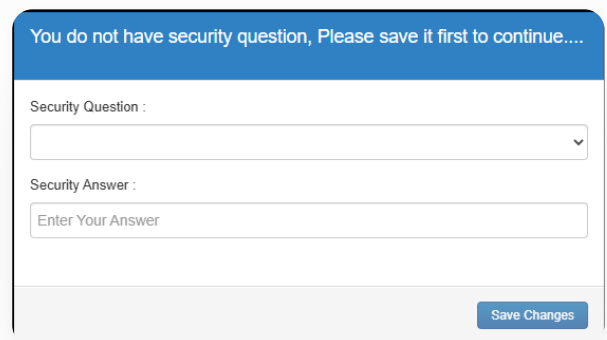
- 04 Log in with your username and your **new** password.

Choose a security question.

- 05 Select a security question and enter your answer.

Need a new password?

- 06 Ask your consultant to reset it for you.



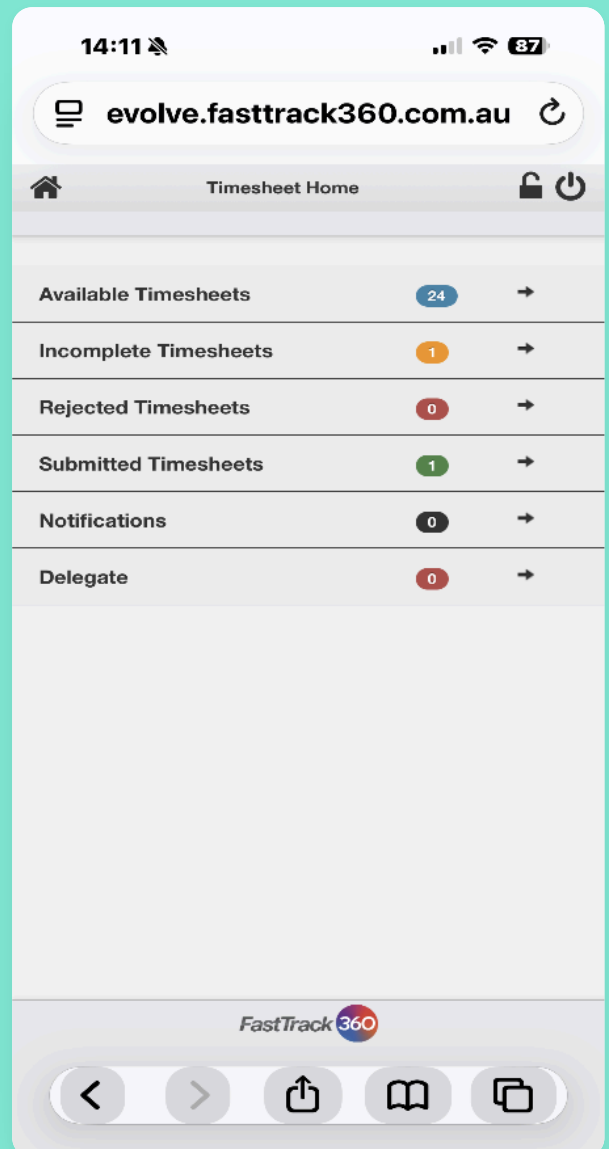
— Step 5: your security question

Find your timesheets.

Tabs sort your timesheets by status.

Available	Not yet entered.
Incomplete	Saved, but not yet submitted.
Rejected	Rejected by you, awaiting correction.
Submitted	Awaiting your review and approval.
Notifications	Messages sent through the system.
Delegate	Let another person approve for you.

i Future-dated timesheets do not show. You only see the current week, plus any outstanding timesheets from previous weeks.



— Timesheet Home

Mobile · Open a timesheet

Open a timesheet.

Pick a timesheet that is waiting for you.

01 Tap **Submitted Timesheets**.

02 Find the timesheet in the list. It shows the candidate, position, start date and end date.

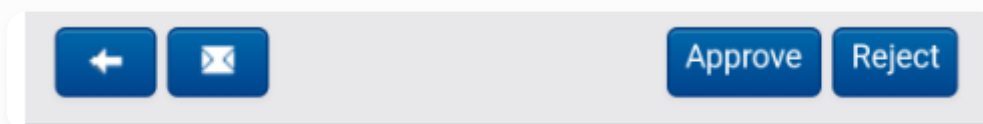
03 Tap the candidate's name to open the timesheet.

T/S Type	Candidate	Job Position	Start Date	End Date
AR	[blurred]	Receptionist	29/06/2020	05/07
AR	[blurred]	Boilermaker	22/06/2020	28/06

Submitted Timesheets

The dates are the timesheet period, not the candidate's full placement.

Timesheet buttons



Back arrow Returns you to the previous screen.

Message Sends a message through the system. Your agency may not use this, so check first.

Approve Releases the timesheet for the agency's pay batch.

Reject Sends it back to the candidate with your reason.

Check the details.

Check the header and every section before you decide.

The header

It shows the candidate's name, agreement rates, start and end dates, job order code, cost centre, order-by contact and timesheet code.

Agreement Rates

Start Date : 29/06/2020 **End Date :** 05/07/2020

Job Order Code [REDACTED]

Cost Centre :

Order By Contact [REDACTED]

Timesheet Code : [REDACTED]

The sections

Tap the arrow beside a section to expand it.

Attendance	Start and end times for each day. Scroll to review every day.
Additional items	If completed, the total quantity or hours.
Reimbursements	If completed, any claimed reimbursements.
Attachments	Photos or documents attached.
Comments	Any comments on the timesheet.

Attendance	Total Hours : 40.0000
Additional Items (0)	Total Quantity : 0
Reimbursements	(0)
Attachments	(0)
Comments	(0) 

Make the call.

Approve when it is right. Reject with a reason when it is not.

Approve

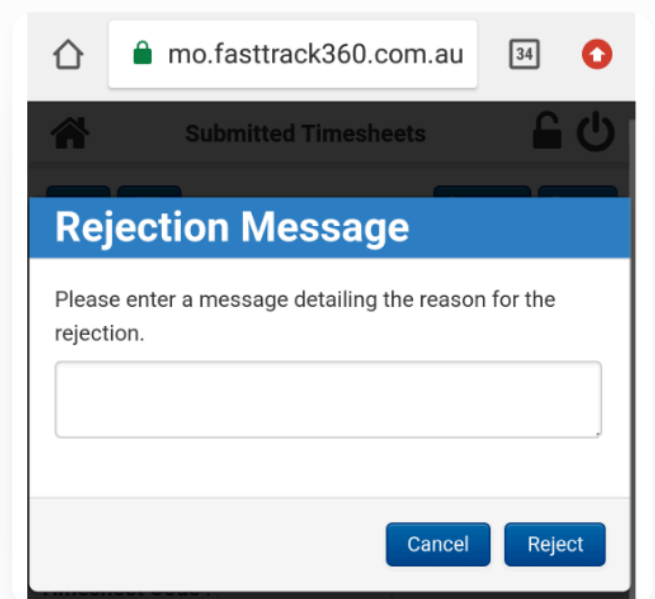
If everything is correct, tap **Approve**. The timesheet leaves your Submitted Timesheets list and is released for payroll and billing.

Reject

- 01 Tap **Reject**.
- 02 The **Rejection Message** window opens.
- 03 Enter a clear reason. The candidate sees it.
- 04 Tap **Reject** to confirm.

The timesheet moves to Rejected Timesheets. The candidate fixes it and resubmits it before you can approve it.

Open mobile portal





Need a hand?

Talk to your consultant.

Your consultant can reset your password and answer questions about using the portal.

Open desktop portal

Open mobile portal

evolvetalent.com.au

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