



AVUS Connect®
AVUS Tech Pals®

*Generations working together for older adults.
There's just no place like home.*



VOLUNTEER USER GUIDE

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I. Create a new user account

Thank you for volunteering with United HomeCare!

Please visit click link the link below to sign up for a new Jibble account using your primary email address and full name.

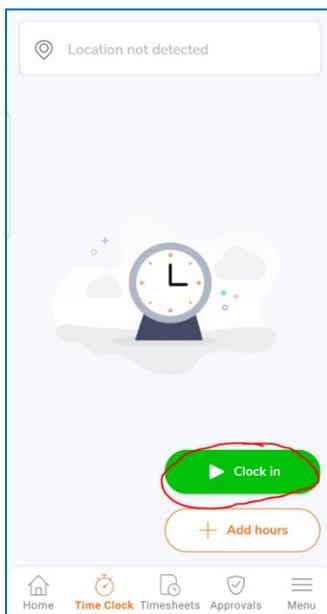
[Click here to Join Jibble](#)

II. Download the Jibble App

From your smart device, visit the App Store and search Jibble. Download the App on your Device and Log In.

The Jibble App allows you to clock in and out while at your volunteer assignment.

III. Clock-in, Clock-out App Time Reporting

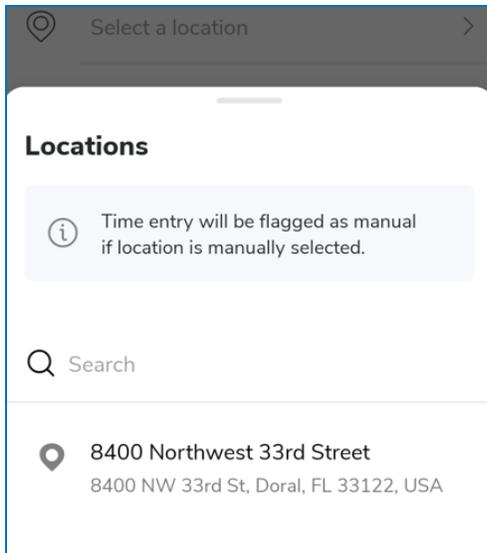


When you login to the App, click on Time Clock on the bottom menu.

Look for the green Clock in button.

Click it when you are leaving your home for a volunteer task or at United HomeCare.

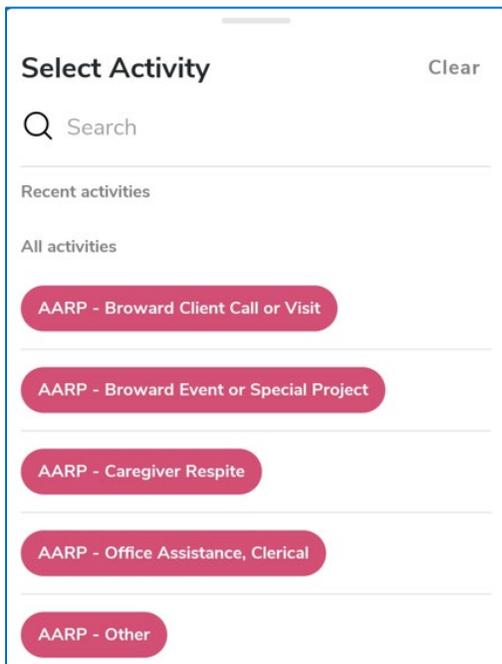
It is okay to include your drive time to the volunteer location with your time reporting.



Complete the Clock in details.

For **location**, select the address for United HomeCare listed. It will be the only option in this system.

If you are not working at United HomeCare, please still select this address and enter the real location in your Notes.



Next you will select your **Activity**.

The Activities are sorted by Type of Volunteer: AARP, AVUS Connect, AVUS Tech Pals, General Volunteer, and Urban League. You may also use the search bar to filter the options.

Click on the Type of Volunteer and Activity that you are completing from the options.

Make sure the Type of Volunteer and Activity are correct.

8400 Northwest 33rd Street >

AVUS Connect - Office Volunteer >

Select a project >

Add a note

Add reminder

Confirm

Next, click on **Add a note**.

Here, you will include specific details, like location, what you did, any client's name, any staff helped, event details, follow-up needed, etc.

When finished, click **Confirm**.

When you are done volunteering, remember to Clock out. This may be when you park at your home.

8400 Northwest 33rd Street >

AVUS Tech Pals - Client Technical Support & >

Select a project >

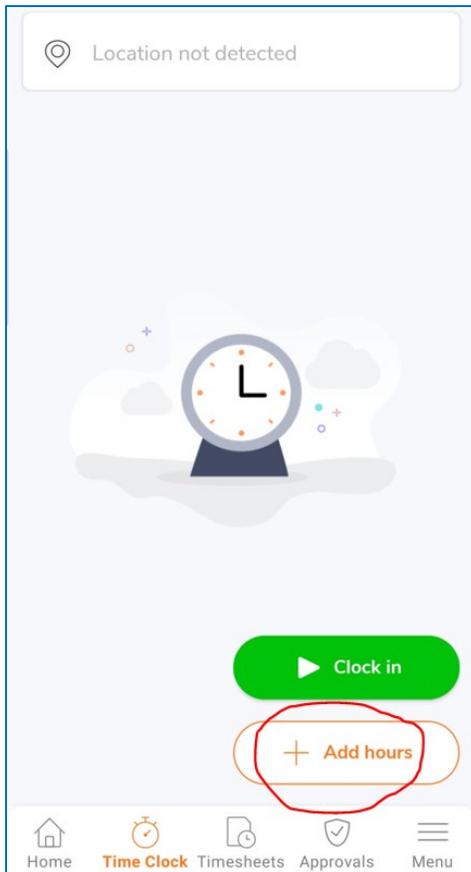
Contacted client John Smith on FaceTime. Helped fix problem on tablet with emails. I worked from United HomeCare. He asked me to call again tomorrow.

Confirm

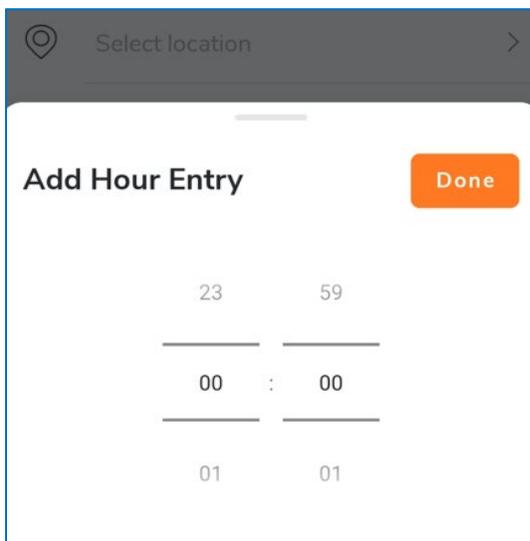
Here is a sample of one completed entry for a client video call.

The note includes the client's name, how they were contacted, the reason for the call, the location worked, and follow-up needed.

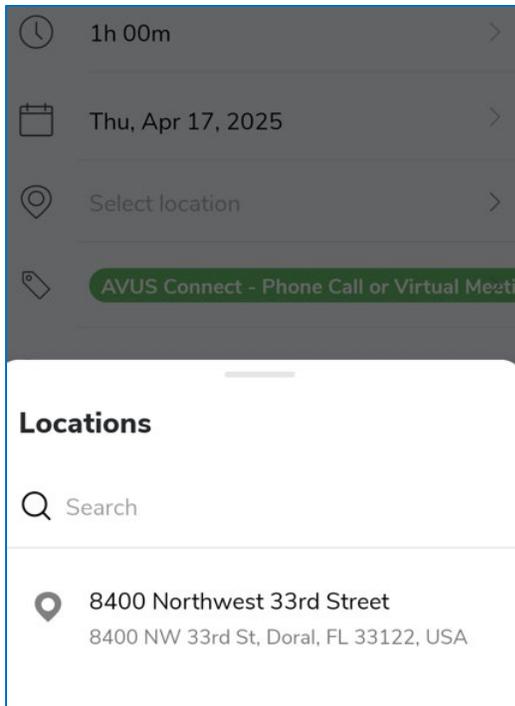
IV. Add Hours App Time Reporting



The other way to input time in the Jibble App is to click **+ Add hours** under the Time Clock menu.

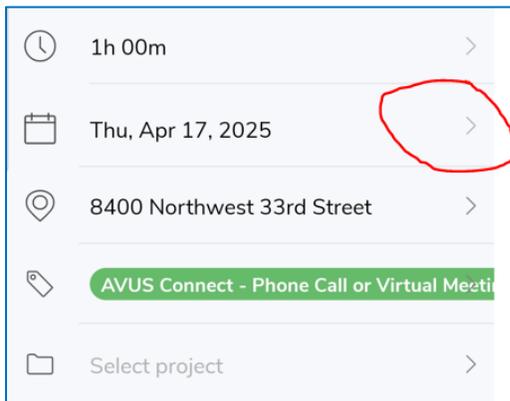


Add the total number of hours worked here. If you worked from 4pm to 5pm, you will scroll the numbers to select **01:00** and click **Done**.



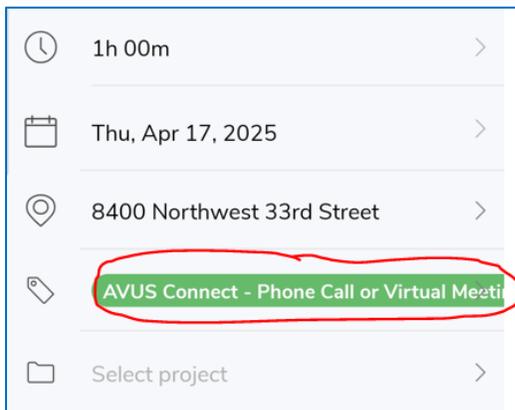
For **location**, select the address for United HomeCare listed. It will be the only option in this system.

If you are not working at United HomeCare, please still select this address and enter the real location in your Notes.



If you are adding time for a date different than today's date, please click the arrow beside the date.

This arrow will open up a calendar to click on the correct date from the past or future.



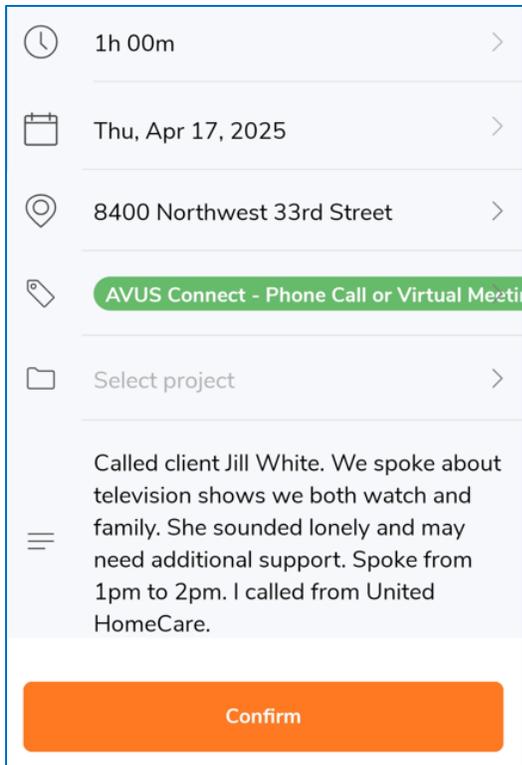
Next you will select your **Activity**.

The Activities are sorted by Type of Volunteer:

AARP, AVUS Connect, AVUS Tech Pals, General Volunteer, and Urban League. You may also use the search bar to filter the options.

Click on the Type of Volunteer and Activity that

you are completing from the options.

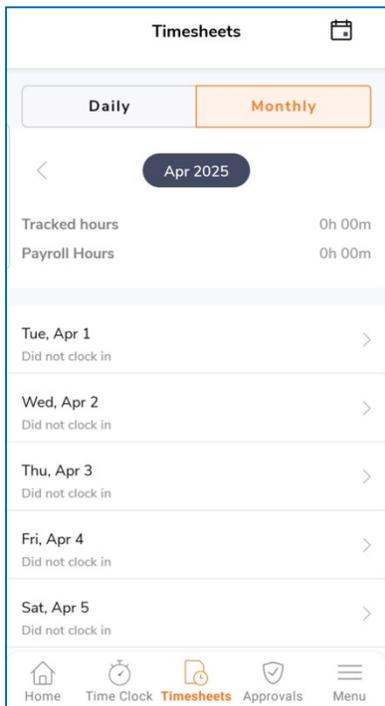


Next, click on **Add a note**.

Here, you will include specific details, like the start and end times you volunteered, location, what you did, any client's name, any staff helped, event details, follow-up needed, etc. A sample is shown.

When finished, make sure all of the details are correct. Click **Confirm**.

V. Access Timesheets in Jibble App



To make sure your volunteer hours were reported correctly, click on **Timesheets** on the bottom menu of the Jibble app.

You may choose to view them by Daily or Monthly at the top.

You will be able to see and select entries here.

VI. Log your volunteer hours on Jibble website

You may visit <https://www.jibble.io/> to enter your volunteer time.

Click on **Timesheets** from the Left Menu to find this page:

The screenshot shows the Jibble website interface. On the left, a navigation menu includes 'Dashboard', 'Timesheets' (circled in red), 'Time Off', 'Settings', and 'Work Schedules'. The main area is titled 'Timesheets' and has a green play button icon in the top right. Below the title, there are tabs for 'Timesheets' and 'Approvals'. A dropdown menu shows 'Weekly Timesheets' with navigation arrows and the date range 'Apr 14 - Apr 20'. A 'Duplicate timesheets' button is also present. The main table displays data for the week of April 14-20, with columns for days of the week and a 'Total' column. The rows include 'First in', 'Last out', 'Tracked hours', and 'Payroll hours', all showing dashes for the week. A 'Weekly total' row is at the bottom.

	M 14	T 15	W 16	T 17	F 18	S 19	S 20	Total
First in	-	-	-	-	-	-	-	
Last out	-	-	-	-	-	-	-	
Tracked hours	-	-	-	-	-	-	-	▼
Payroll hours	-	-	-	-	-	-	-	▼
Weekly total	-	-	-	-	-	-	-	

You may click the **Green Circle with an Arrow at the Top Right** to Clock in and enter current volunteer time:

Timesheets

Timesheets Approvals

Weekly Timesheets Apr 14 - Apr 20

Duplicate timesheets

	M 14	T 15	W 16	T 17	F 18	S 19	S 20	Total
First in	-	-	-	-	-	-	-	
Last out	-	-	-	-	-	-	-	
Tracked hours	-	-	-	-	-	-	-	▼
Payroll hours	-	-	-	-	-	-	-	▼
Weekly total								-



Clock in Add hours

3:00 pm

3 00 a

4 01 am

5 02 pm

6 03

7 04

Select an activity

Select a project

Add a note

Add reminder Disabled

Cancel Save

This is what the website's Clock in page looks like.

Click on the time and scroll, if you need to change the start time from the current time.

The screenshot shows the 'Clock in' interface. At the top, there are two tabs: 'Clock in' (selected) and 'Add hours'. Below the tabs is a progress bar. The main area contains three input fields: a time field showing '3:00 pm', a date field showing 'Today', and a calendar view for April 2025. The calendar shows the days of the week (Mon-Sun) and the dates 1 through 30. The date '17' is highlighted in orange. At the bottom, there are two buttons: 'Cancel' and 'Save'.

You will normally use Clock in to log hours for the current day, but if you need to change it, simply click on **Today** and a calendar will drop down.

The screenshot shows the 'Clock in' interface. At the top, there are two tabs: 'Clock in' (selected) and 'Add hours'. Below the tabs is a progress bar. The main area contains three input fields: a time field showing '3:00 pm', a date field showing 'Today', and a location field showing '8400 Northwest 33rd Street'. The location field has a dropdown arrow and a close button. At the bottom, there are two buttons: 'Cancel' and 'Save'.

For **location**, select the address for United HomeCare listed. It will be the only option in this system. If you are not working at United HomeCare, please still select this address and enter the real location in your Notes.

Next you will select your **Activity**.

The Activities are sorted by Type of Volunteer: AARP, AVUS Connect, AVUS Tech Pals, General Volunteer, and Urban League. You may also use the search bar to filter the options.

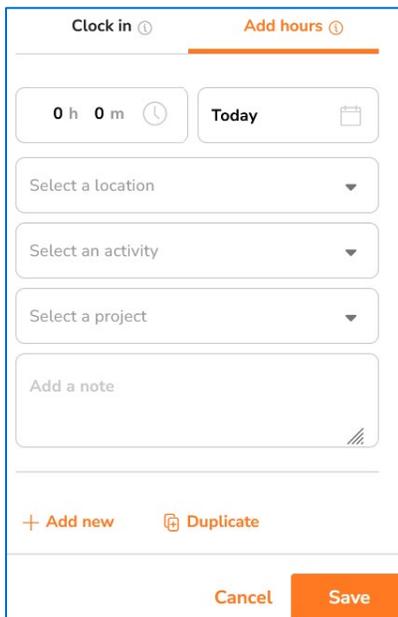
Click on the option that matches the Type of Volunteer you are and the Activity that you are completing from the options.

Next, click on **Add a note**.

Here, you will include specific details, like the location, what you are doing, any client's name, any staff helped, event details, follow-up needed, etc.

When finished, make sure all of the details are correct. Click **Save**.

The alternative option after clicking the Green Circle with Arrow button on Timesheets is **Add hours.**



The screenshot shows the 'Add hours' form with the following elements:

- Navigation tabs: 'Clock in' and 'Add hours' (selected).
- Time input: '0 h 0 m' with a clock icon.
- Date input: 'Today' with a calendar icon.
- Dropdowns: 'Select a location', 'Select an activity', and 'Select a project'.
- Text area: 'Add a note'.
- Buttons: '+ Add new', 'Duplicate', 'Cancel', and 'Save'.

This is the blank **Add hours** page.

You will click on the Time to type the total amount of time volunteered. If you volunteered from 4pm to 5:30pm, you would type in **1 h 30 m**.

If you are not adding hours for the current day, click **Today** and select the correct date from the dropdown Calendar.

For Select a Location, pick United HomeCare's address, the only location available. If you did not work at UHC,

write the real location in your Notes.

The screenshot shows a mobile application interface. At the top, there is a list of activities with green labels: "AVUS Connect - Phone Call or Virtual Meeting", "AVUS Connect - Special or Holiday Events and Projects", "AVUS Connect - Visited Client's Home", "AVUS Connect - Youth Advisory Council", "AVUS Tech Pals - Broward Client Call or Visit", "AVUS Tech Pals - Broward Event or Special Project", and "AVUS Tech Pals - Caregiver Respite". Below the list is a form with three input fields: "Select an activity" (with a dropdown arrow), "Select a project" (with a dropdown arrow), and "Add a note" (with a text area icon). At the bottom of the form are two buttons: "+ Add new" and "Duplicate". At the very bottom of the screen are two buttons: "Cancel" and "Save".

Next you will select your **Activity**.

The Activities are sorted by Type of Volunteer: AARP, AVUS Connect, AVUS Tech Pals, General Volunteer, and Urban League. You may also use the search bar to filter the options.

Click on the option that matches the Type of Volunteer you are and the Activity that you are completing from the options.

The screenshot shows a mobile application interface for logging hours. At the top, there are two buttons: "Clock in" and "Add hours". Below these is a form with several fields: "1 h 30 m" (with a clock icon), "Today" (with a calendar icon), "8400 Northwest 33rd Street" (with a location icon and a dropdown arrow), "AVUS Connect - Office Volu..." (with a location icon, a dropdown arrow, and a close icon), "Select a project" (with a dropdown arrow), and "Add a note" (with a text area icon). At the bottom of the form are two buttons: "+ Add new" and "Duplicate". At the very bottom of the screen are two buttons: "Cancel" and "Save".

Next, click on **Add a note**.

Here, you will include specific details, like start time and end time of when you volunteered for this task, the location, what you did, any client's name, any staff helped, event details, follow-up needed, etc.

When finished, make sure all of the details are correct.

Click **Save**.

After you have clicked Save, the mini window will close and your time added will appear on your Timesheets page:

		M	T	W	T	F	S	S	Total
		14	15	16	17	18	19	20	
First in		-	-	-	-	-	-	-	
Last out		-	-	-	-	-	-	-	
Tracked hours		-	-	-	1h 30m	-	-	-	▼
Payroll hours		-	-	-	1h 30m	-	-	-	▼
Weekly total								1h 30m	

VII. Edit past time reported on Jibble website

If you need to edit a Time Entry, click on the Time Entry on your Timesheet and it will bring up this page:

Timesheets ▶

Weekly Summary
14 Apr - 20 Apr

Amber Rodriguez

Timesheet Timezone
America/New_York (GMT-4)

Split Time
12:00 am

Work schedule

Tracked hours **1h 30m**

Worked hours 1h 30m

Breaks -

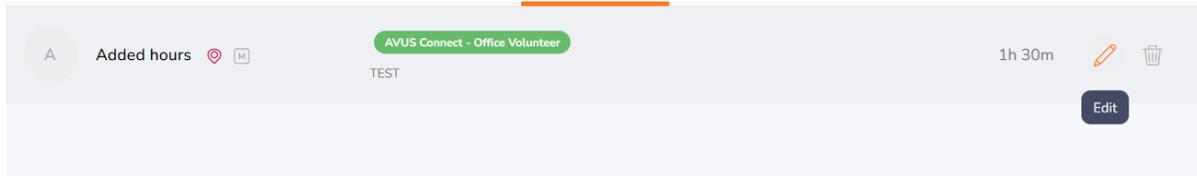
Auto deductions -

Time Entries
Detailed list of clocked work hours and breaks Add Time Entry | E | ⌂

Mon, 14 0h 0m
Tue, 15 0h 0m
Wed, 16 0h 0m
Thu, 17 1h 30m
Fri, 18 0h 0m
Sat, 19 0h 0m
Sun, 20 0h 0m

A Added hours 📄 AVUS Connect - Office Volunteer TEST 1h 30m

Hover over the entry and a pencil edit icon will appear. Click the **Pencil** icon.



1 h 30 m Today

8400 Northwest 33rd Street

AVUS Connect - Office Volu...

Select a project

Worked in the Office at United HomeCare to help with filing documents for Marketing Department. Worked from 4pm to 5:30pm.

Delete Cancel Save

After clicking the Pencil edit icon, this window will appear to edit the past Time Entry.

After reviewing that all details are correct, including date; total hours; volunteer type; activity; and the notes with start and end time, location, and details, click **Save**.

You may also **Delete** a Time Entry on this window, if anything was added unintentionally or duplicated by accident. Write the **reason for deletion** in the prompt window after clicking Delete.

VIII. Further Assistance

If you require further assistance with Jibble's App or Website, you may contact Amber Rodriguez at amber@unitedhomecare.com.