

KIA ORA, TEAM

Your mahi. One place.

Getting started with NZ Civil Mahi Hub



Open the app

app.nzcivilcontracting.co.nz

Use the link above, or scan the QR code with your phone camera. Choose **Staff sign-in**.

Already reading on your phone? Tap the link instead of scanning your own screen.



SCAN TO OPEN MAHI HUB

Sign in with your own email

- 1 Open the app link or scan the QR code, then choose Staff sign-in.
- 2 Enter the email address in your welcome email. Tap Email me a sign-in code.
- 3 Check your inbox, enter the six-digit code in the same sign-in screen and tap Open Mahi Hub. The code expires after 10 minutes.

Offline forms are available after setup. Sign in on this phone while connected and wait for Offline ready. See page 5.

02 / STAFF GUIDE

Keep Mahi Hub close.

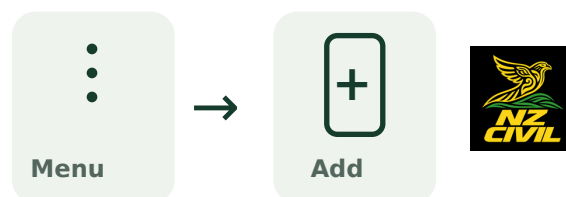
Add the app icon to your Home Screen. No app-store download is needed.

iPhone · Safari



1. Open the app address in Safari.
2. Tap Share. Depending on your layout, open the page menu first to find Share.
3. Choose Add to Home Screen. Turn on Open as Web App if shown, then tap Add.
4. Open the new Mahi Hub icon and sign in.

Android / Samsung · Chrome



1. Open the app address in Chrome on your Android or Samsung phone.
2. Open the three-dot menu. Look for Install and create shortcut, Add to home screen or Install app.
3. Choose Install or Create shortcut, then follow the phone's confirmation steps.
4. Open the new Mahi Hub icon and sign in.

Open the new icon and sign in there. On your own phone, select “Keep me signed in on this device” for 30 days. No password or ChatGPT account is needed.

Phone menus vary. Use Safari or Chrome if an email opens the link inside a small built-in browser. These diagrams are illustrated steps.

Apple instructions

Google install instructions

Google shortcuts

03 / STAFF GUIDE

From form to finished.

Save regularly. Check for confirmation before leaving the page.

1 Choose your form

Use Forms workspace. Check the date, site and completed-by name. Where a name or machine picker is shown, select the correct item or type an additional entry.

2 Enter the mahi

Complete the required fields. Check times, breaks, machine readings and calculated totals. Upload any required photos and wait for the upload confirmation.

3 Save draft

Tap Save draft regularly. While offline, wait for confirmation that the draft is saved on this device. Find it again in My records. A draft has not been submitted.

4 Sign and submit

Review the form, complete the declaration and save your signature. Tap Submit record and confirm. Offline forms show Waiting to send / queued. Reconnect with the app open and check My records for Submitted.

Use the workspace menu

On a phone, tap the menu button at the top left.

Overview

Start everyday forms from the quick cards.

Forms workspace

Choose from the full set of site forms, including the Supervisor Daily Site Log and Hire Docket.

My records

Reopen saved drafts, check submissions and find a form by its reference, site or status.

Site safety

Find the safety documents available to your team.

Help & getting started

Return to these instructions or download the staff guide.

04 / STAFF GUIDE

Choose the right form.

Open Forms workspace to see the full set of forms available to you.

01

Pre-Start

Select the plant or vehicle, complete its checks and record faults. Upload at least one equipment photo before submitting. Follow the daily or weekly frequency shown for that item. Report unsafe equipment directly to your supervisor.

02

Operator Daily Site Log

Choose your name, location and machine. Record start/finish times, SMU readings, work completed, notes and safety matters. On-site hours deduct the form's 30-minute rest break.

03

Supervisor Daily Site Log

Add each team member and their on-site times. Add plant with start/finish SMU readings. Record completed work, discussions, queries, safety and environmental notes. Check the 30-minute break deduction for each person.

04

Hire Docket & Daily Load Sheet

Record the job, work, hours, unpaid breaks, travel and loads as applicable. Confirm who is signing and complete the signature. If linked to an assigned cartage job, check those details before saving.

05

Safety forms

Use Daily Safety Kōrero, RCP or Dig Permit forms as directed. Attach the issued permit where required. A form submission does not replace immediate reporting of a hazard or incident.

06

Fortnightly Timesheet

Choose the Sunday ending Week 2. Enter two Monday–Sunday weeks of jobs, start/finish times, actual breaks, comments and docket/log IDs. Check daily, weekly and fortnight totals. Leave times blank on non-working days and explain in Comments. Each person sees their own timesheets.

05 / STAFF GUIDE

Keep working offline.

Set up on Wi-Fi first. Save on your phone. Reconnect and check the queue.

1 Set up on Wi-Fi first

Sign in on your own phone. Keep the workspace open until Offline ready appears. Do this in the Home Screen app you will use on site. The first download includes the app and form artwork.

2 Save while out of coverage

Start a form as usual, enter the details and tap Save draft. Photos and signatures are saved on this device too. Wait for the saved confirmation before closing the app.

3 Queue completed forms

Review, sign and submit. A queued form is waiting on your device; the office has not received it yet. You can use Edit queued form to make changes before it sends.

4 Reconnect and check

Open Mahi Hub with Wi-Fi or mobile data. Saved drafts sync and queued signed forms submit automatically while the app is open. Tap Sync saved forms if needed. Check My records for Submitted.

Using Wi-Fi instead of mobile data

Wi-Fi is enough for setup and sending. First setup downloads the app and form artwork. Photos and PDF downloads use more data than text. Actual usage varies; there is no fixed MB-per-form allowance.

Keep your saved work safe

Do not clear browser data or uninstall before queued forms are sent. If the app is closed, reopen it when connected to resume syncing.

06 / STAFF GUIDE

A hand when you need it.

Check My records first if you are unsure whether something has been sent.

No sign-in code?

Check the email address against your welcome email and look in spam/junk. Wait for the resend countdown, then request one new code. Use the latest code. If it still does not arrive, ask Rhys to check that your profile is Active.

Did my form submit?

Look in My records. Queued / Waiting to send means saved only on this device so far. Submitted or Reviewed confirms the server has the form. Draft means it still needs submitting. Check the existing record before starting a duplicate.

Need to correct a submitted form?

Submitted forms are locked. Give Rhys the form reference and explain the correction. A returned form can be updated and submitted again.

Photo will not upload?

Reconnect and try a clear JPG or PNG. Wait for Attachments saved before continuing. A Pre-Start needs an equipment photo; a signature alone does not count.

Sync needs attention?

Tap Sync saved forms while connected. If asked, sign in again with the same email. A record changed elsewhere is kept on this device for reconciliation; contact Rhys with its reference. Changing accounts does not send another person's saved forms.

Contact Rhys or the office

027 335 8116 · office@nzcivil.info

Include the form reference. Keep your sign-in code private.