DEPT REP · QUICK-START · MANAGED MODE

Send your crew's time in minutes

MANAGED mode: your production office runs CrewTimes and invited you. As a Dept Rep you have one job in CrewTimes: each shoot day, record your crew's hours and send the Daily Time Report; at week's end, send the weekly timesheets. That's it. This guide walks through every screen, in order. Nothing is permanent until you press send — so it's safe to look around.

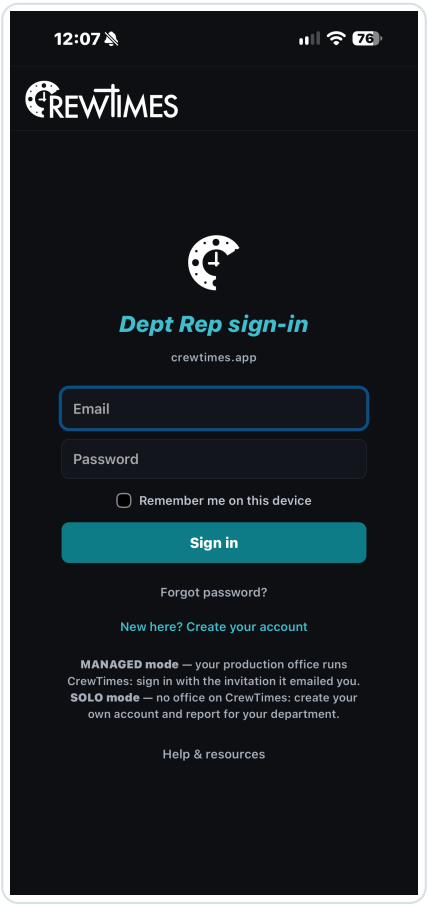
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1 Signing in the first time

You'll get one email from CrewTimes titled “Set your CrewTimes password.” It carries a single one-time link.

- Open the email and tap the link. Choose a password (at least 10 characters) and press Set password.
- Go to the sign-in screen and enter your own email address in the Login box, plus the password you just set.
- That's your login from now on — your email and your password. Nothing else to remember.



Sign in with your email address and the password you set from the link.

> **Tip** *If the link says it's invalid, it's already been used — ask the office to re-send it. The link also expires after 14 days.*

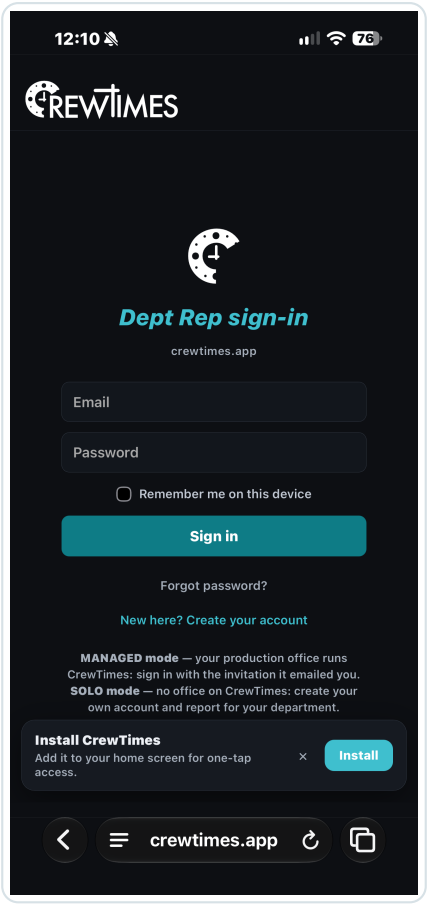
2 Install it on your phone (optional)

CrewTimes runs in your browser, but you can add it to your home screen so it opens like a normal app — full screen, one tap, no typing a web address.

- iPhone (Safari): tap the Share button, then “Add to Home Screen.”

- Android (Chrome): tap Install on the banner that pops up, or use the “Install app” item in the menu.

> **Tip** *Installing is optional — everything works the same in the browser. It just makes CrewTimes quicker to reach on a shoot day.*



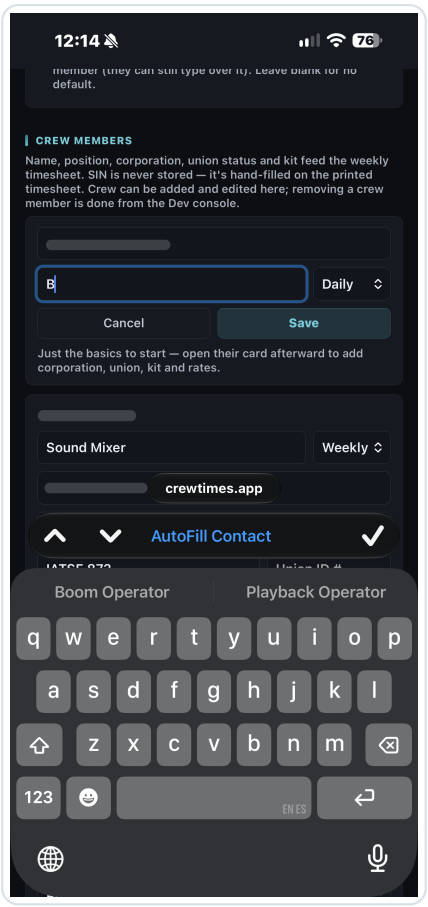
The install nudge — tap Install (Android), or on iPhone use Share → Add to Home Screen.

3 Register your crew (do this first)

Before you send any report, get your crew into CrewTimes. The quickest way is on the Crew & Settings screen — reach it from the menu (the gear icon, top-right).

- Tap + Add crew member at the top of the crew list. In the form that opens, type the person's Full name and Position (e.g. Boom Operator), choose Daily or Weekly, and tap Save. They join the bottom of the list.
- Repeat for each person. That basic registration — name, position, Daily or Weekly — is all you need to send the dailies all week.
- Before your first weekly, open each person's card and complete what the weekly needs: their email (for their own copy), plus corporation, union status, kit and rates.
- Adding someone during day entry, with + Add crew member, also registers them here — so your list

stays in sync either way.



Add crew member — the form opens at the top of the crew list: name, position (your department's titles are suggested), Daily or Weekly, then Save.

> **Tip** *No rush on day one: the basics get your dailies out all week. Completing each card is only needed before the first weekly goes out.*

4 The Crew & Settings screen

The menu (gear icon, top-right) → Crew & Settings is where you keep everything current. What lives there:

- Your name — signs the report emails you send. Set it once.
- Crew members — add new people, or open a card to edit position, email, corporation, union, kit and rates.
- Email each crew member a copy of their weekly — turn this on to send everyone their own timesheet when you submit the weekly. Needs an email on each person's card.
- Department head — pick someone to be CC'd on every report; they get the whole department, so they're skipped from the individual crew copies. Also needs an email on their card.
- Default upgrade position — pre-fills the “Upgrade” box on a crew member; leave blank for none.

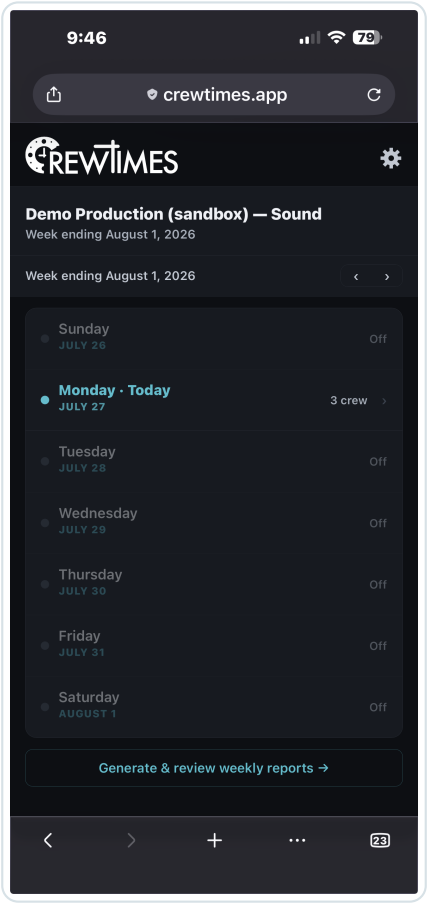
- One field you won't find: SIN. It's deliberately never collected or stored in the app — if payroll needs it, it's hand-written on the printed weekly.

> **Tip** *Two things you don't set here: the official report recipients are chosen by the Office, and removing a crew member is done by the office too. For a one-off, add a CC at the send step.*

5 The week at a glance

After signing in you land right here — the week overview, your home base. Use the ‹ › arrows to move between weeks; each day is listed and shows a check mark once you've sent its report, so you see what's done at a glance.

- Tap a day to enter or edit that day's times.
- The gear icon, top-right, opens Crew & Settings — where you register and keep your crew current.
- The Generate & review weekly reports button lights up once the week's days are in — that's for the end of the week (section 8).



The week overview — your home base; tap a day to work on it, or the gear to reach Crew & Settings.

6 Entering a day

Tap a day and you'll see your crew for that date. For each person you record the day's times.

- Not on the list? Tap + Add crew member — enter their name, position, and whether they're Daily or Weekly, then add. They're saved to your crew right away, so they appear in Crew & Settings too.
- For each crew member enter call, meal out / in, and wrap (plus travel or allowances if they apply).
- If most of the crew share the same call and wrap, fill the top row and tap Apply to all crew — then just tweak the exceptions.

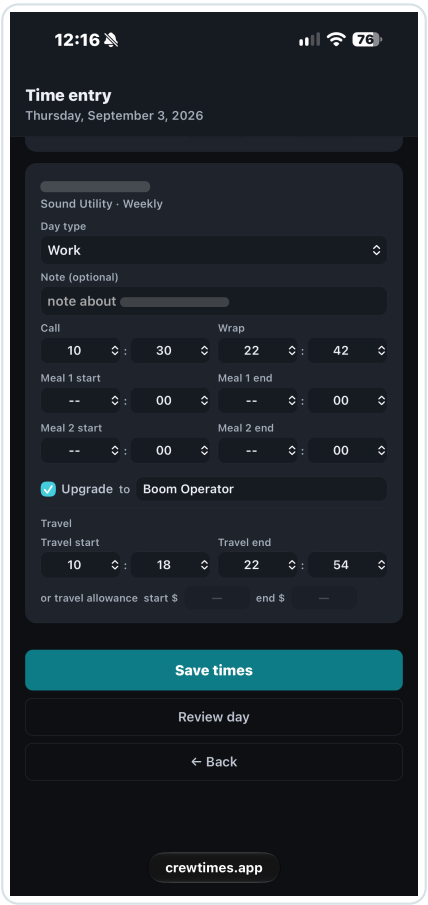
Day type & per-person notes

- Each crew row has a Day type — leave it on Work, or set Holiday, Sick, Travel, or Personal for that person that day.
- Each row also has a Note (optional) for something about that one person — a meal penalty, a late add — which follows them onto their weekly.
- You can still add a note for the whole day at the bottom. Tap Save times when the day is complete — the button turns amber whenever something on the day is not saved yet.
- No signal? Save anyway — the day is kept on your phone (marked Saved on phone on the week overview) and syncs by itself once you're back online. Only the reports need a connection.

Travel time & allowance

- There are two ways to record travel, and they're mutually exclusive per person — enter one and the app greys out the other.
- Travel time offset — calculates the exact travel start and end from the travel time figure.
- Travel allowance — a flat dollar amount instead of time.

> **Tip** *The minute list is set in 6-minute increments to reduce mental math.*

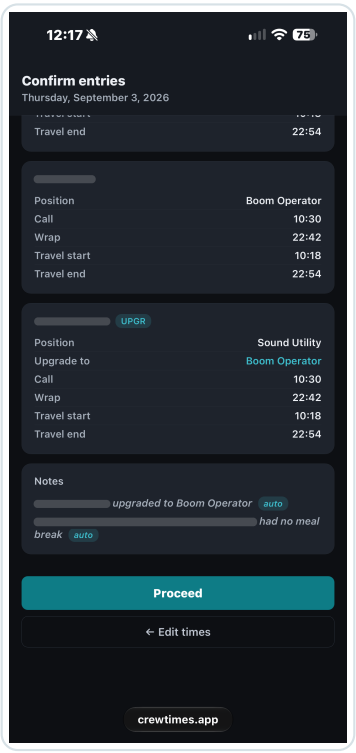


Time entry — call, meal, wrap; each crew row has a Day type, a per-person Note, an Upgrade tick and travel. Save times and Review day sit at the bottom.

7 Sending the daily report

You get to check everything before anything leaves the app.

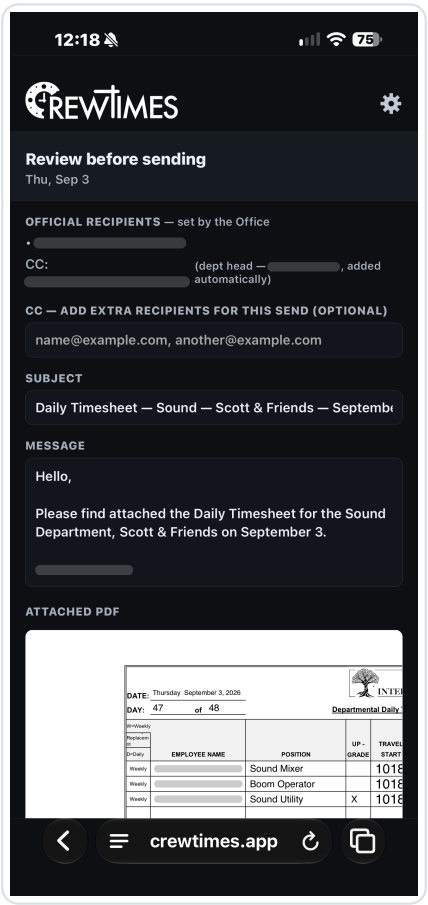
- Every report lists the department head first, then the rest of the crew in the order of their position on the union rate card, Weekly before Daily.
- Review day — on the time-entry screen, tap Review day to save and see Confirm entries: a read-back of every person's times and the day's notes. If it's right, tap Proceed. (Wrong? tap Edit times and fix it.)



Confirm entries — the read-back of the day; Proceed if it is right, Edit times if not.

- On the saved screen tap Generate & review DTR. The app builds the PDF and shows it with the email it will send.
- Send — the recipients are already set by the office; you can add a CC if you like. Tap Send email → and the DTR goes out.
- You're automatically CC'd on every report you send — the daily and the department weekly land in your inbox too, so you always hold your own copy.
- If the show's daily form has a “Completed by” box, it's filled with your name automatically — nothing to enter.

> **Tip** *Nothing sends until you press “Send email →”. The office controls who it goes to; you can add a CC.*



Review before sending — the recipients, the email and the PDF; tap Send email → when it's right.

8 The weekly timesheets

At the end of the week, open the week overview and tap Generate & review weekly reports. CrewTimes builds each crew member's weekly timesheet from the daily entries you already sent, then shows the same review-before-sending screen. Check it and send — the weeklies go to the office, and each crew member can get their own copy if the office turned that on.

- The department weekly CCs you automatically, like every report you send. The individual crew copies don't — your record is the department package, which already contains every timesheet.

> **Tip** *The weekly is assembled from your dailies, so if the days are right, the week is right.*

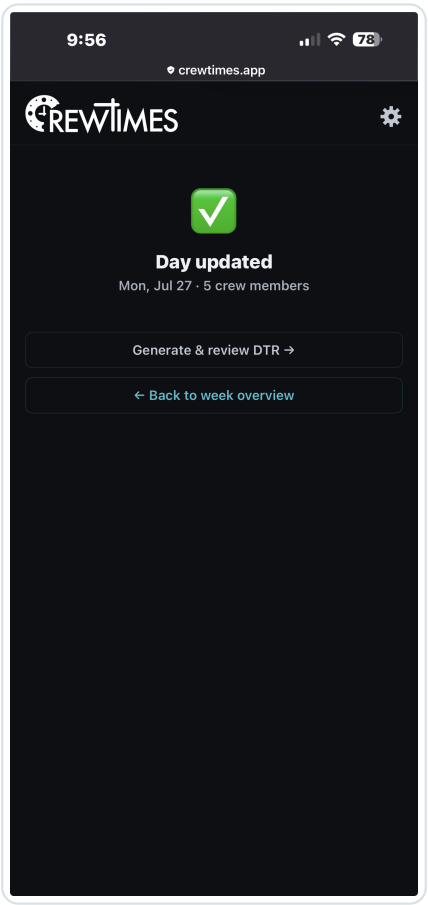


The weekly review — each crew member's weekly timesheet, built from your dailies, ready to send.

9 Fixing a day you already sent

Made a typo? Open that day again from the week overview, correct the times, and submit — you'll see an “editing existing submission” note, and re-sending replaces the earlier report.

Once the office has approved a week for payroll, it's locked and you'll get a message that it can't be changed. That's normal — ask the office to reopen it, make your fix, and send again.



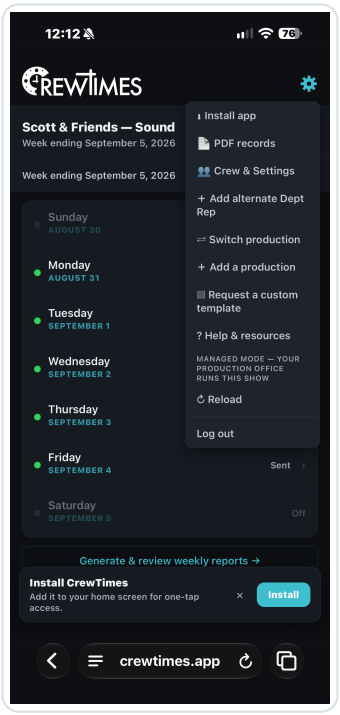
Re-opening a day you already sent — correct the times and submit; re-sending replaces the earlier report.

10 Getting help

- Report recipients are set by the office — if one should go elsewhere, tell them, or add a CC at the send step.
- Removing a crew member is done by the office, not on your Crew & Settings screen.
- The office can re-send your invite, reset your password, or reopen a locked week. When in doubt, ask them.
- Guides, FAQ and contact: gear menu → Help & resources, or crewtimes.app/support.

11 SOLO and MANAGED modes

- MANAGED mode — your production office runs CrewTimes for the whole show. It invites each Dept Rep, keeps the shoot calendar and the recipient list, and approves the weeklies.
- SOLO mode — no production office on CrewTimes. You create your own account, choose your recipients, and can enter any date.



The gear menu — the line near the bottom names the mode of the production you have open.

- The gear menu shows which mode the production you have open is in. This guide is the MANAGED edition; a Dept Rep working without an office uses the SOLO Quick-Start.