

Day one: the console

Open crewright.com.au and sign in. Every screen has a "How do I..." link, bottom right, to step-by-step pictures.

1. Sign in

Your email and the password the office set up. The home page lists every screen.

3. New job order

An order by phone or text: client, where it goes, site, then each line. Press Make the order.

5. Sight a licence

Licence class not on record? Look at their card, then press Licence sighted — assign.

7. Approve a timesheet

Timesheets lists every day sent. Open one, decide any allowance, press Approve the hours.

2. Emails in

Open an order email, check what was read beside it, fix anything not read, press Accept.

4. Shortlist and offer

Each line has its shortlist ready. Tick people and press Offer. Their answers show as they come.

6. Lock in

On the board: choose who said yes, Assign, then Tell them... and Send. They confirm on their phone.

Changing an order? Open the order, then Change or cancel this line: everyone on it is told.