

WORKER (THE PHONE APP)

Sign in by mobile

Open the link the office texted you (it ends in /crew). The first time, you sign in with your mobile number and a code sent to it by text. No password to remember.

1. Type your mobile number: the one the office has for you.

CREWRIGHT

Sign in

Your mobile number — the one the office has for you.

1

04xx xxx xxx

Text me a code

2. Press **Text me a code**. A six-digit code comes to your phone by text.

CREWRIGHT

Sign in

Your mobile number — the one the office has for you.

0491 570 156

2

Text me a code

3. Type the code from the text. (These pictures were made in test mode, where no text is sent.)

CREWRIGHT

TEST MODE — no text message is sent.
The code is 000000. This is not the live app.

Enter the code

If this number is on a crew list, a code is on its way by text.

3

Sign in

[Use a different number](#)

4. Press **Sign in**.

CREWRIGHT

TEST MODE — no text message is sent.
The code is 000000. This is not the live app.

Enter the code

If this number is on a crew list, a code is on its way by text.

0 0 0 0 0 0

4

Sign in

[Use a different number](#)

✓ You're in. The app keeps you signed in: next time it opens straight to your work.

CREWRIGHT

Ivan Perić

Tallowmere Minerals ·
Kwinana Process Plant
KR2742
06/11/2026 to 20/11/2026
Day shift
Rigger

Yes

Yes, but...

No

Tallowmere Minerals ·
Kwinana Process Plant
KR2740
29/09/2026 to 28/10/2026
Day shift

Work

Schedule

Hours

Tickets

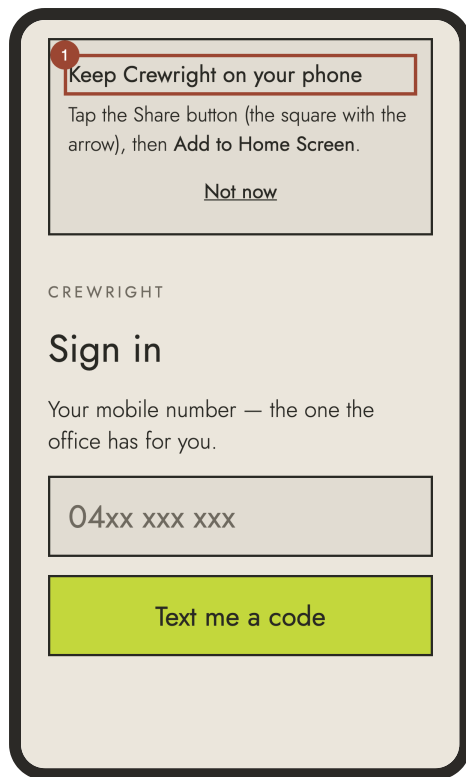
Messages

Away

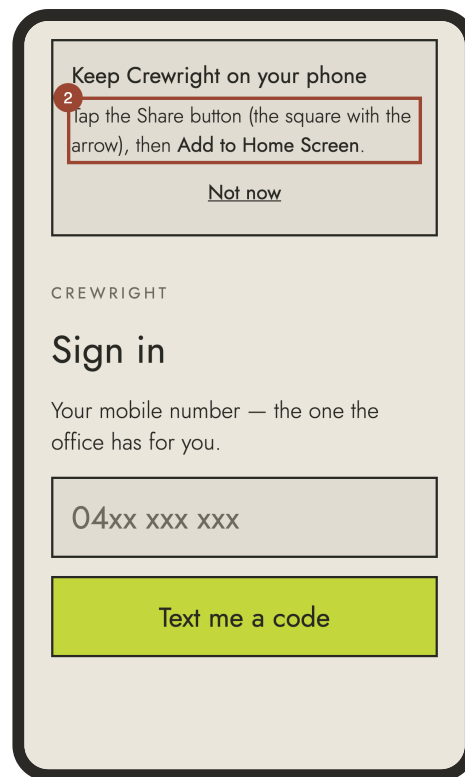
Add the app to your home screen (iPhone)

Open the link the office texted you (it ends in /crew) in Safari. Then keep the app on your home screen, so it opens like any other app.

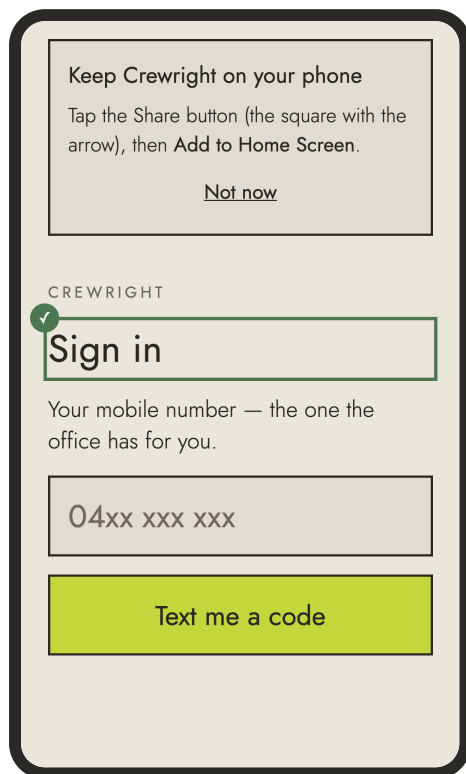
1. The first time you open it, it shows **Keep Crewright on your phone**.



2. Tap Safari's **Share** button (the square with the arrow, at the bottom of the screen), then **Add to Home Screen**, then **Add**.



✓ Done. Open **Crew** from its icon from now on, and sign in once.



Add the app to your home screen (Android)

Open the link the office texted you (it ends in /crew) in Chrome. Then keep the app on your home screen, so it opens like any other app.

1. The first time you open it, it shows **Keep Crewright on your phone**.



2. Press **Add to Home Screen**, then **Install** in the window Chrome shows.



✓ Done. Open **Crew** from its icon from now on, and sign in once.

CREWRIGHT

✓

Sign in

Your mobile number — the one the office has for you.

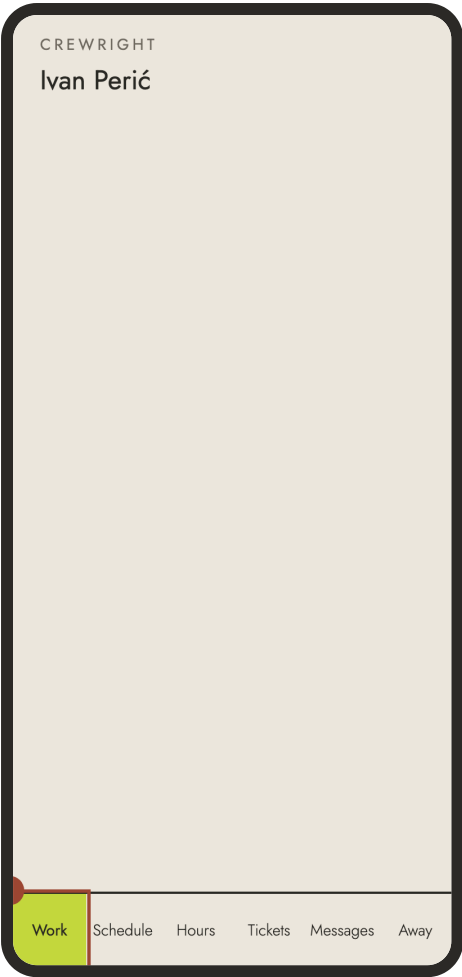
04xx xxx xxx

Text me a code

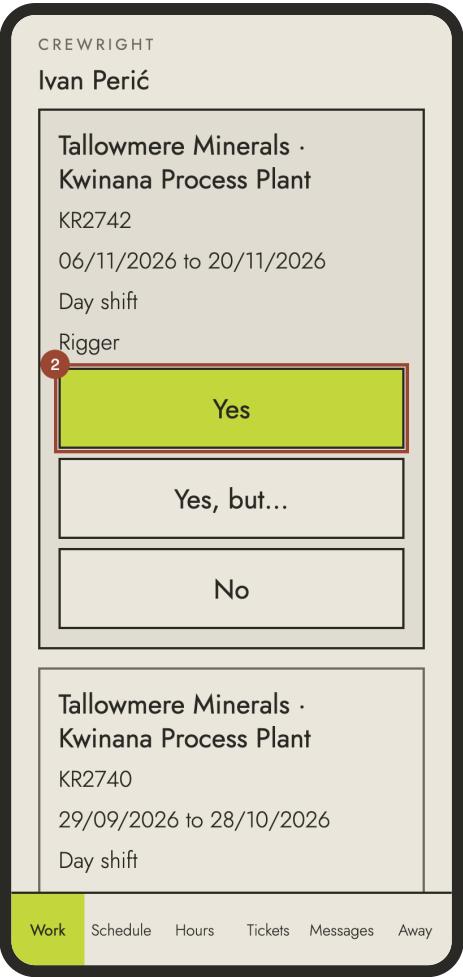
Accept an offer

When the office has work for you, it shows under Work with the client, the site, the dates and the shift. Saying yes puts your hand up; the office then tells you if you have it.

1. Open **Work**. Each offer shows the client, the site, the dates and the shift.



2. Press **Yes** to put your hand up. **Yes, but...** lets you say what you can't do; **No** turns it down.



✓ Done. Nobody is placed yet: if you get the work, the office tells you here and you confirm it.

CREWRIGHT

Ivan Perić

Tallowmere Minerals ·
Kwinana Process Plant

KR2742

06/11/2026 to 20/11/2026

Day shift

Rigger

✓

You've put your hand up —
08/10/2026 at 12:32 am

Tallowmere Minerals ·
Kwinana Process Plant

KR2740

29/09/2026 to 28/10/2026

Day shift

Rigger

Confirmed — in your Schedule

Work

Schedule

Hours

Tickets

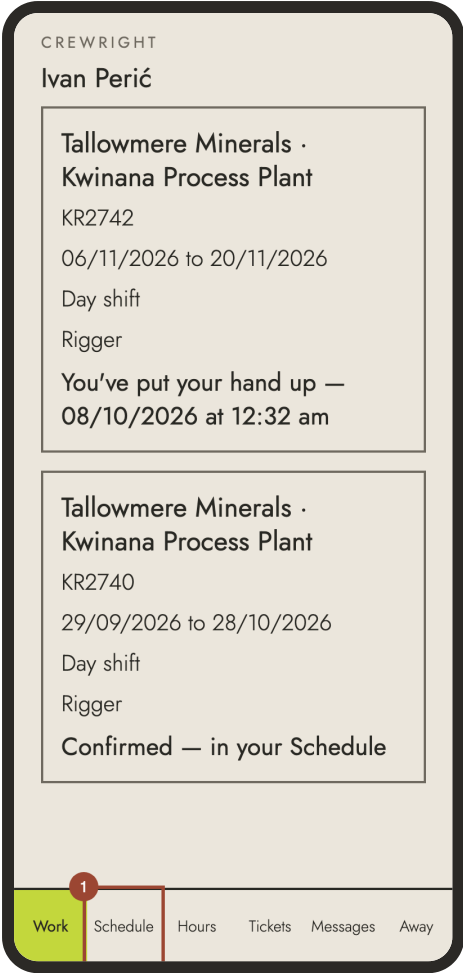
Messages

Away

Check your schedule

Schedule shows the work you have confirmed: where, when and on which shift. Nothing pencilled in shows here.

- 1. Open Schedule.



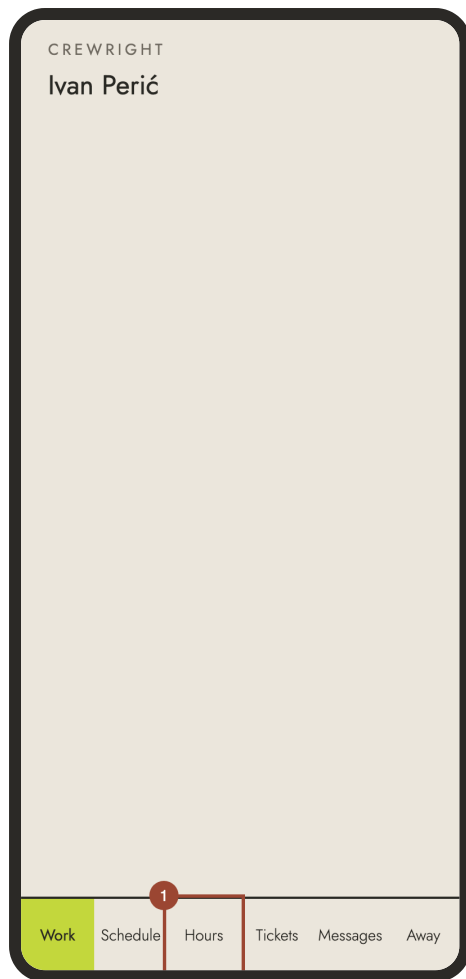
- ✓ Your confirmed work, with its site, dates and shift. Pull down to check for changes.



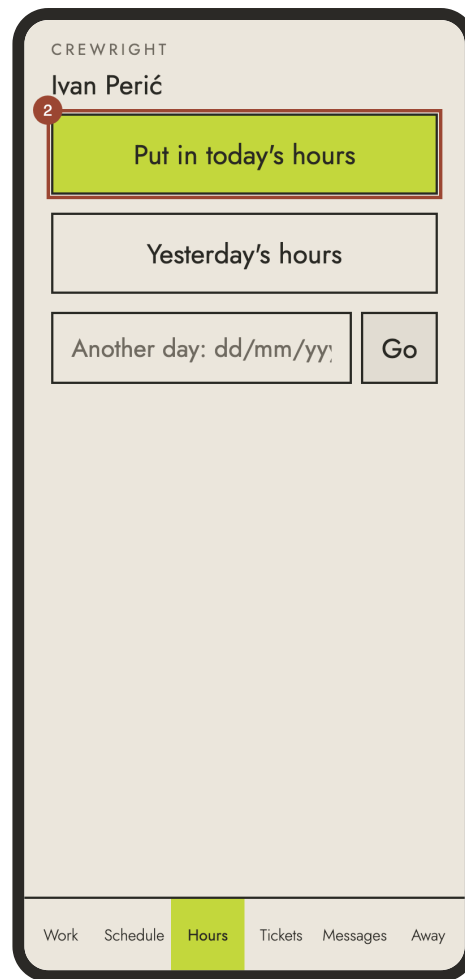
Enter your hours and allowances

At the end of each shift, put in your hours, tick any allowance you are owed, and have your supervisor sign on the phone.

1. Open Hours.



2. Press Put in today's hours.



3. Choose what kind of day it was: here, Day shift.
4. Type when you started.

CREWRIGHT

Ivan Perić

08/10/2026

What kind of day

3

Day shift

Night shift

Afternoon shift

Stand down

Inclement weather

Unpaid leave

TAFE / training

Annual leave

Personal / carer's leave

RDO

Compassionate leave

Next: sign-off

Cancel

Work

Schedule

Hours

Tickets

Messages

Away

CREWRIGHT

Ivan Perić

08/10/2026

What kind of day

Day shift

Night shift

Afternoon shift

Stand down

Inclement weather

Unpaid leave

TAFE / training

Annual leave

Personal / carer's leave

RDO

Compassionate leave

Start

Finish

4

06:00

18:00

Break, in minutes — leave blank if you did not record one

blank

Work

Schedule

Hours

Tickets

Messages

Away

5. Type when you finished.

CREWRIGHT

Ivan Perić

08/10/2026

What kind of day

Day shift

Night shift

Afternoon shift

Stand down

Inclement weather

Unpaid leave

TAFE / training

Annual leave

Personal / carer's leave

RDO

Compassionate leave

Start

06:00

5

Finish

18:00

Break, in minutes — leave blank if you did not record one

blank

Work

Schedule

Hours

Tickets

Messages

Away

6. Type your break in minutes. Leave it blank if you did not take one.

CREWRIGHT

Ivan Perić

08/10/2026

What kind of day

Day shift

Night shift

Afternoon shift

Stand down

Inclement weather

Unpaid leave

TAFE / training

Annual leave

Personal / carer's leave

RDO

Compassionate leave

Start

06:00

6

Finish

16:30

Break, in minutes — leave blank if you did not record one

blank

Work

Schedule

Hours

Tickets

Messages

Away

7. Tick any allowance you are owed: here, **Travel allowance**. The office checks each one.

CREWRIGHT

Ivan Perić

Start

Finish

06:00

16:30

Break, in minutes — leave blank if you did not record one

30

10 hours.

Allowances you believe you are owed

7

☐ Travel allowance

A tick is a claim — the office checks it against your agreement.

Next: sign-off

Cancel

Work

Schedule

Hours

Tickets

Messages

Away

8. Press **Next: sign-off**.

CREWRIGHT

Ivan Perić

Start

Finish

06:00

16:30

Break, in minutes — leave blank if you did not record one

30

10 hours.

Allowances you believe you are owed

☒ Travel allowance

A tick is a claim — the office checks it against your agreement.

8

Next: sign-off

Cancel

Work

Schedule

Hours

Tickets

Messages

Away

9. Hand the phone to your supervisor. They type their name...

CREWRIGHT

Ivan Perić

9

Their role

Site supervisor

[Clear the signature](#)

Send, signed

[Back to the hours](#)

Work

Schedule

Hours

Tickets

Messages

Away

10. ...and their role.

CREWRIGHT

Ivan Perić

Kim Tran

Their role

10

Site supervisor

[Clear the signature](#)

Send, signed

[Back to the hours](#)

Work

Schedule

Hours

Tickets

Messages

Away

11. They sign with a finger. They sign for the hours, never for any money.

CREWRIGHT

Ivan Perić

Kim Tran

Their role

Maintenance Superintendent

11

[Clear the signature](#)

Send, signed

[Back to the hours](#)

WorkScheduleHoursTicketsMessagesAway

12. Press **Send, signed**. No signature on site? Choose **Docket photo** or **Not signed** above instead.

CREWRIGHT

Ivan Perić

Kim Tran

Their role

Maintenance Superintendent

[Clear the signature](#)

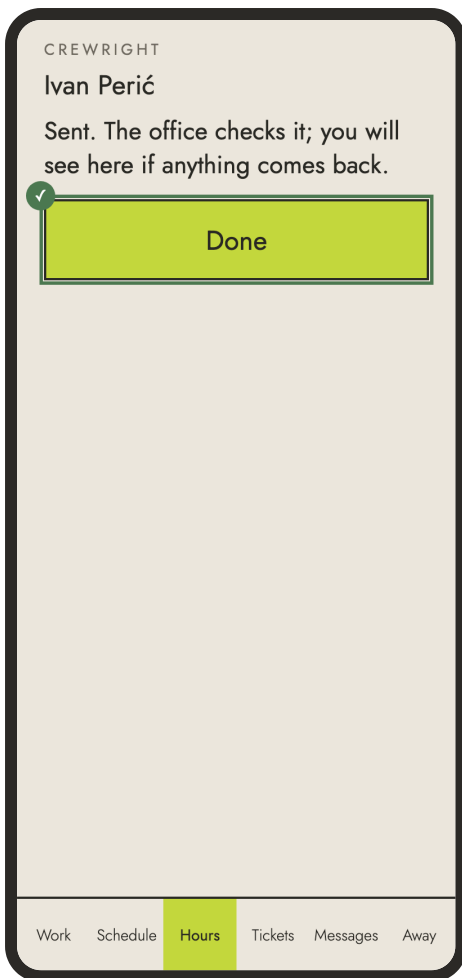
12

Send, signed

[Back to the hours](#)

WorkScheduleHoursTicketsMessagesAway

✓ Sent. The office checks it, and you see here if it is approved or sent back.

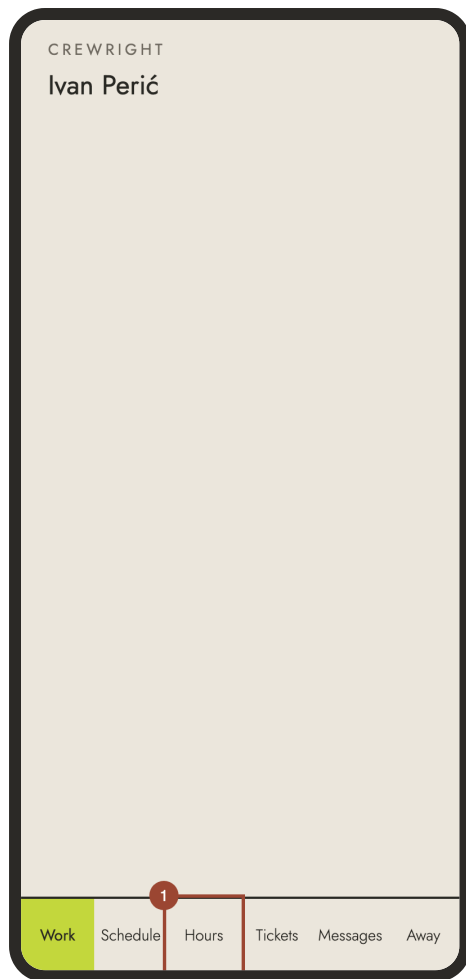


WORKER (THE PHONE APP)

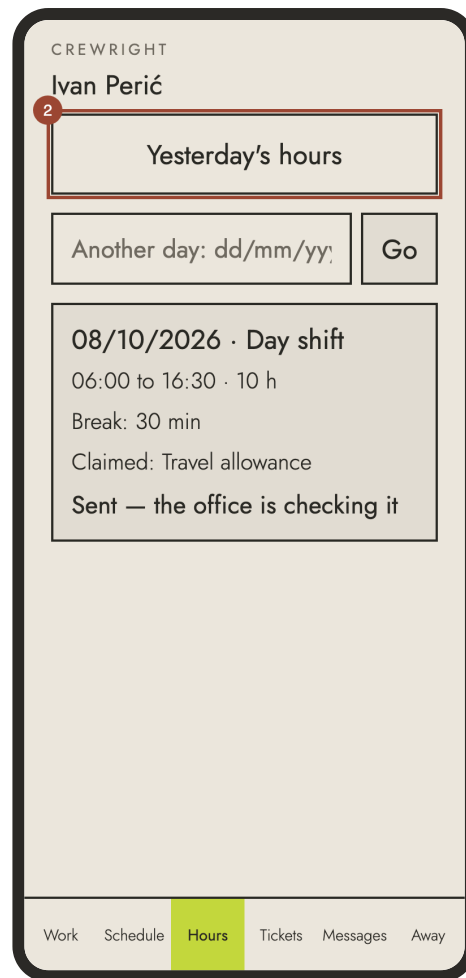
Hours with no signal

No signal at the end of a shift? Put your hours in anyway. They are kept on your phone, nothing is lost, and you send them with one tap when you have signal.

1. Open Hours.



2. Put the day in as usual — here, Yesterday's hours.



3. Choose the kind of day...

CREWRIGHT

Ivan Perić

07/10/2026

What kind of day

3

Day shift

Night shift

Afternoon shift

Stand down

Inclement weather

Unpaid leave

TAFE / training

Annual leave

Personal / carer's leave

RDO

Compassionate leave

Next: sign-off

Cancel

Work

Schedule

Hours

Tickets

Messages

Away

4. ...when you started...

CREWRIGHT

Ivan Perić

07/10/2026

What kind of day

Day shift

Night shift

Afternoon shift

Stand down

Inclement weather

Unpaid leave

TAFE / training

Annual leave

Personal / carer's leave

RDO

Compassionate leave

Start

Finish

4

06:00

18:00

Break, in minutes — leave blank if you did not record one

blank

Work

Schedule

Hours

Tickets

Messages

Away

5. ...when you finished...

CREWRIGHT

Ivan Perić

07/10/2026

What kind of day

Day shift

Night shift

Afternoon shift

Stand down

Inclement weather

Unpaid leave

TAFE / training

Annual leave

Personal / carer's leave

RDO

Compassionate leave

Start

Finish

06:00

18:00

Break, in minutes — leave blank if you did not record one

blank

Work

Schedule

Hours

Tickets

Messages

Away

6. ...and your break.

CREWRIGHT

Ivan Perić

07/10/2026

What kind of day

Day shift

Night shift

Afternoon shift

Stand down

Inclement weather

Unpaid leave

TAFE / training

Annual leave

Personal / carer's leave

RDO

Compassionate leave

Start

Finish

06:00

16:30

Break, in minutes — leave blank if you did not record one

blank

Work

Schedule

Hours

Tickets

Messages

Away

7. Press **Next: sign-off**.

CREWRIGHT

Ivan Perić

TAFE / training

Annual leave

Personal / carer's leave

RDO

Compassionate leave

Start

Finish

06:00

16:30

Break, in minutes — leave blank if you did not record one

30

10 hours.

7

Next: sign-off

Cancel

WorkScheduleHoursTicketsMessagesAway

8. Your supervisor types their name...

CREWRIGHT

Ivan Perić

Sign here

Docket photo

Not signed

Supervisor's name

8

Their role

Site supervisor

Clear the signature

WorkScheduleHoursTicketsMessagesAway

9. ...and their role...

CREWRIGHT

Ivan Perić

Sign here

Docket photo

Not signed

Supervisor's name

Kim Tran

Their role

9

Site supervisor

[Clear the signature](#)

Work

Schedule

Hours

Tickets

Messages

Away

10. ...and signs.

CREWRIGHT

Ivan Perić

Sign here

Docket photo

Not signed

Supervisor's name

Kim Tran

Their role

10

Maintenance Superintendent

[Clear the signature](#)

Work

Schedule

Hours

Tickets

Messages

Away

11. Press **Send, signed** — even with no signal.

CREWRIGHT

Ivan Perić

Not signed

Supervisor's name

Kim Tran

Their role

Maintenance Superintendent



Clear the signature

11

Send, signed

Work

Schedule

Hours

Tickets

Messages

Away

12. No signal: the phone keeps your hours. Nothing is lost, even if you close the app.

CREWRIGHT

Ivan Perić

12

Not sent yet — there is no signal.
Your hours are kept on this phone,
so nothing is lost. When you have
signal, open Hours and tap "Not
sent yet — tap to send".

Done

Work

Schedule

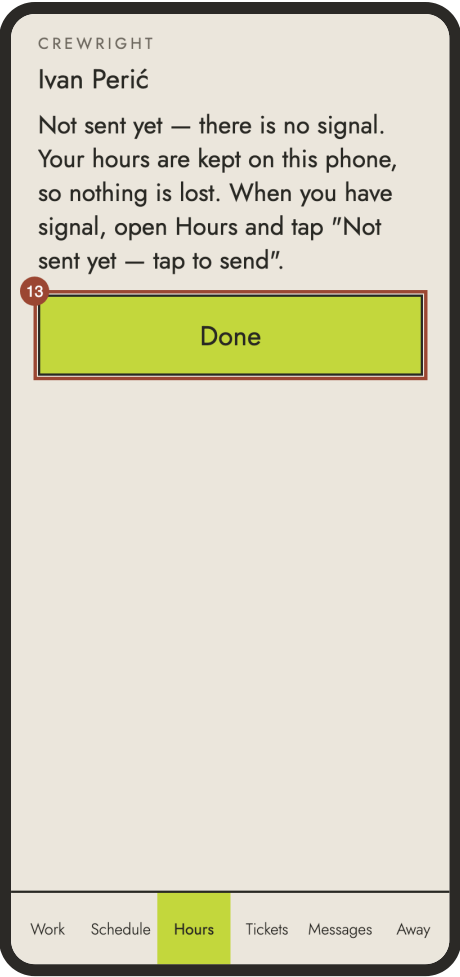
Hours

Tickets

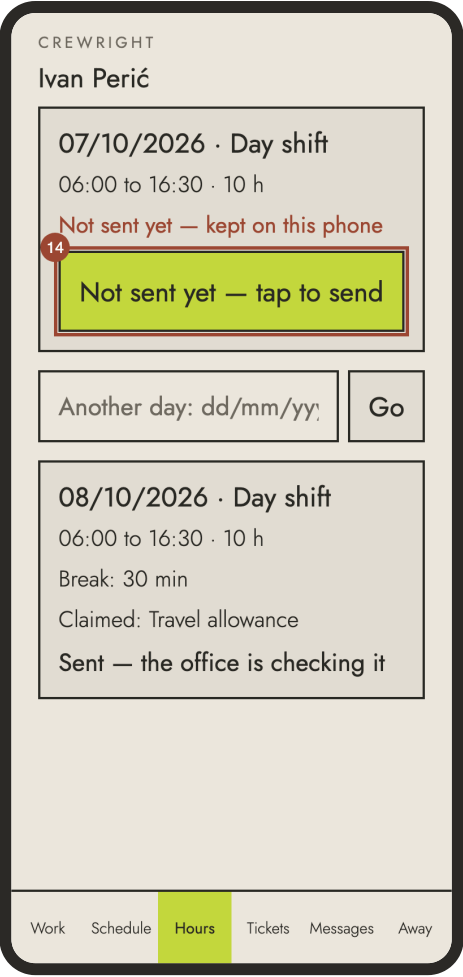
Messages

Away

13. Press Done.



14. Back in range, open Hours: the day is at the top. Tap Not sent yet — tap to send.



✓ Sent. It is with the office now, and leaves the top of the list.

CREWRIGHT

Ivan Perić

✓

Sent. It is late — the office sees that.
The office checks it; you will see here if anything comes back.

Another day: dd/mm/yy;

Go

08/10/2026 · Day shift

06:00 to 16:30 · 10 h

Break: 30 min

Claimed: Travel allowance

Sent — the office is checking it

07/10/2026 · Day shift

06:00 to 16:30 · 10 h

Break: 30 min

Sent — the office is checking it

Sent late — 08/10/2026 at 12:33 am

Work

Schedule

Hours

Tickets

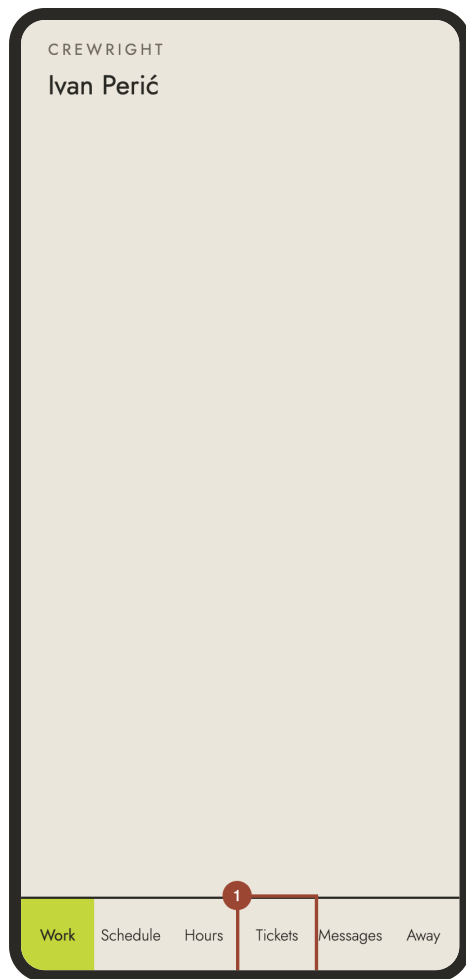
Messages

Away

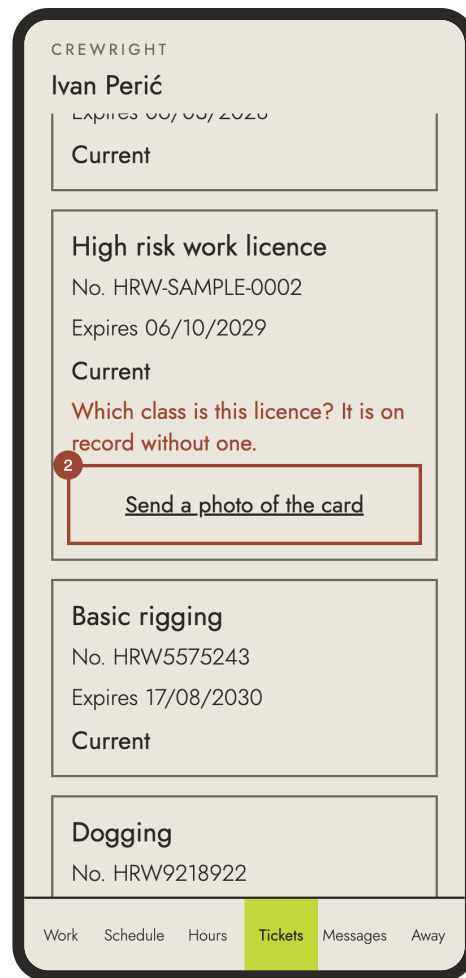
Confirm your licence class

If the office has your high-risk licence without its class, Tickets asks "Which class is this licence?". Send a photo of the card and say which class it is.

1. Open Tickets.



2. Under Which class is this licence?, press Send a photo of the card.



3. Choose the class on the card: here, **RI** — Intermediate rigging.

CREWRIGHT

Ivan Perić

CP — Portal boom crane

RS — Reach stacker

DG — Dogging

RB — Basic rigging

3

RI — Intermediate rigging

RA — Advanced rigging

SB — Basic scaffolding

SI — Intermediate scaffolding

SA — Advanced scaffolding

Work

Schedule

Hours

Tickets

Messages

Away

4. Press **Take a photo** to use the camera, or **Choose from my photos**.

CREWRIGHT

Ivan Perić

Take a photo

4

Choose from my photos

Number on it (if any)

Expiry date

dd/mm/yyyy

The office checks it before it counts. Until then, what you already hold stays as it is.

Send it

Cancel

Work

Schedule

Hours

Tickets

Messages

Away

5. Type the licence number.

CREWRIGHT

Ivan Perić

HIGH RISK WORK LICENCE

SAMPLE ONLY

Name: INVENTED WORKER

Licence no: SAMPLE-0001

Class: RI Intermediate rigging

Expiry: see the app

Not a real licence — an invented picture for the Seizan tutorials

Take it again

Choose from my photos

Number on it (if any)

5

Expiry date

dd/mm/yyyy

Work

Schedule

Hours

Tickets

Messages

Away

6. Type its expiry date, day/month/year.

CREWRIGHT

Ivan Perić

HIGH RISK WORK LICENCE

SAMPLE ONLY

Name: INVENTED WORKER

Licence no: SAMPLE-0001

Class: RI Intermediate rigging

Expiry: see the app

Not a real licence — an invented picture for the Seizan tutorials

Take it again

Choose from my photos

Number on it (if any)

HRW-SAMPLE-0002

Expiry date

6

dd/mm/yyyy

Work

Schedule

Hours

Tickets

Messages

Away

7. Press **Send it**.

CREWRIGHT

Ivan Perić

Take it again

[Choose from my photos](#)

Number on it (if any)

HRW-SAMPLE-0002

Expiry date

07/10/2029

The office checks it before it counts. Until then, what you already hold stays as it is.

Send it

[Cancel](#)

Work Schedule Hours **Tickets** Messages Away

✓ Done. The office checks it; once accepted, the class is on record and you are not asked again.

CREWRIGHT

Ivan Perić

✓ Sent. The office checks it before it counts — the one you hold now still stands until then.

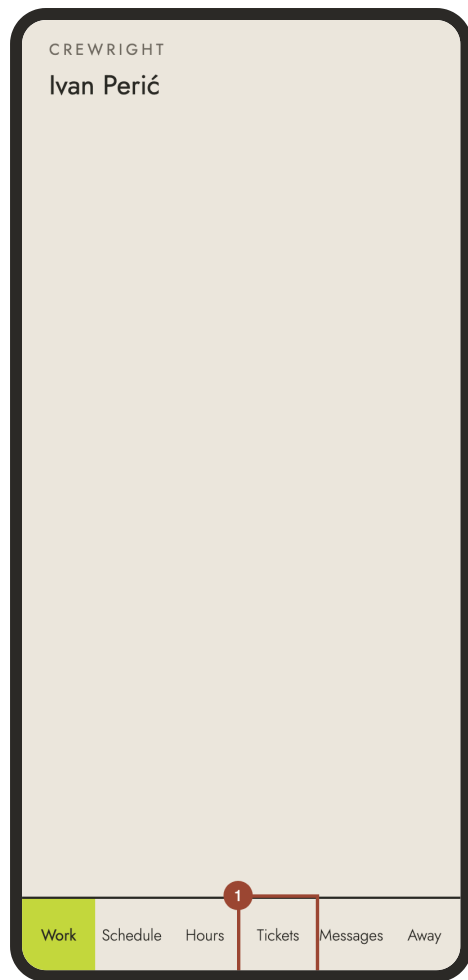
Done

Work Schedule Hours **Tickets** Messages Away

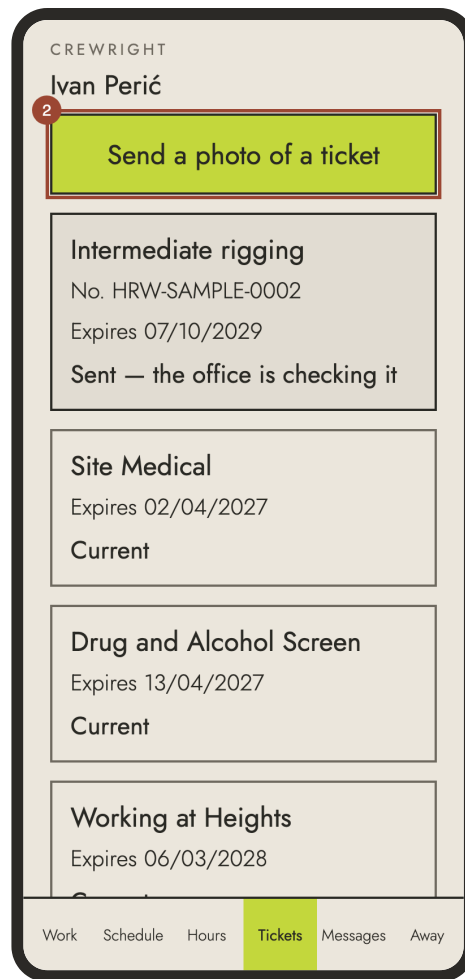
Send a photo of a ticket

When you get a new ticket or renew one, send a photo of it from the phone. The office checks it before it counts.

1. Open **Tickets**. It shows what you hold, what is expiring and what your role needs.



2. Press **Send a photo of a ticket**.



3. Choose what it is: here, **RI — Intermediate rigging**.

CREWRIGHT

Ivan Perić

CP — Portal boom crane

RS — Reach stacker

DG — Dogging

RB — Basic rigging

3

RI — Intermediate rigging

RA — Advanced rigging

SB — Basic scaffolding

SI — Intermediate scaffolding

SA — Advanced scaffolding

Work

Schedule

Hours

Tickets

Messages

Away

4. Press **Take a photo** to use the camera, or **Choose from my photos** for one you have already taken.

CREWRIGHT

Ivan Perić

Take a photo

4

Choose from my photos

Number on it (if any)

Expiry date

dd/mm/yyyy

The office checks it before it counts. Until then, what you already hold stays as it is.

Send it

Cancel

Work

Schedule

Hours

Tickets

Messages

Away

5. Type the number on it, if it has one.

CREWRIGHT

Ivan Perić

HIGH RISK WORK LICENCE

SAMPLE ONLY

Name: INVENTED WORKER

Licence no: SAMPLE-0001

Class: RI Intermediate rigging

Expiry: see the app

Not a real licence — an invented picture for the Seizan tutorials

Take it again

Choose from my photos

Number on it (if any)

5

Expiry date

dd/mm/yyyy

Work

Schedule

Hours

Tickets

Messages

Away

6. Type its expiry date, day/month/year.

CREWRIGHT

Ivan Perić

HIGH RISK WORK LICENCE

SAMPLE ONLY

Name: INVENTED WORKER

Licence no: SAMPLE-0001

Class: RI Intermediate rigging

Expiry: see the app

Not a real licence — an invented picture for the Seizan tutorials

Take it again

Choose from my photos

Number on it (if any)

SAMPLE-0001

Expiry date

6

dd/mm/yyyy

Work

Schedule

Hours

Tickets

Messages

Away

7. Press **Send it**.

CREWRIGHT

Ivan Perić

Take it again

[Choose from my photos](#)

Number on it (if any)

SAMPLE-0001

Expiry date

07/10/2031

The office checks it before it counts. Until then, what you already hold stays as it is.

7 Send it

[Cancel](#)

WorkScheduleHours**Tickets**MessagesAway

✓ Sent. The office checks it; until then, what you already hold stays as it is.

CREWRIGHT

Ivan Perić

Sent. The office checks it before it counts — the one you hold now still stands until then.

✓ Done

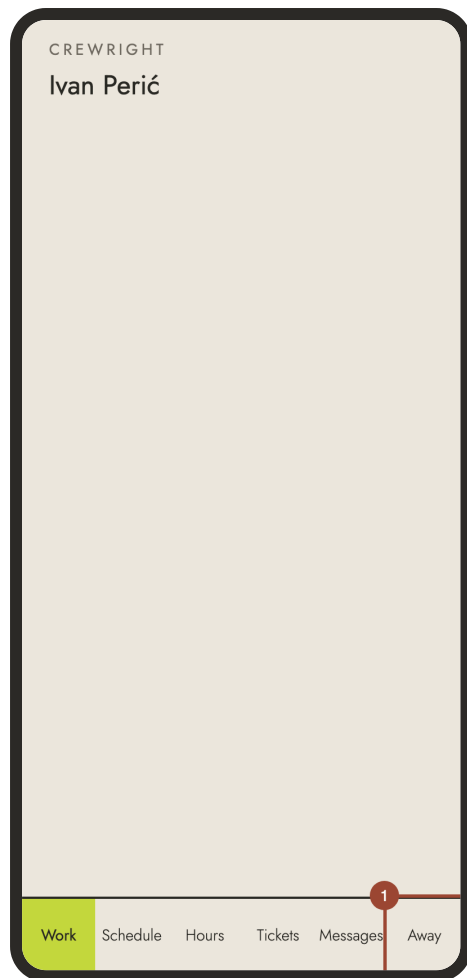
WorkScheduleHours**Tickets**MessagesAway

WORKER (THE PHONE APP)

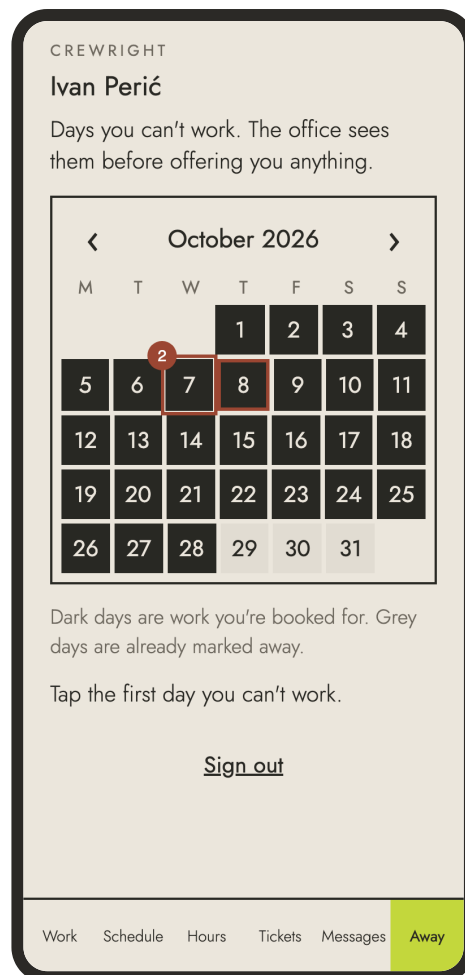
Mark days you can't work

Away is a calendar of the days you can't work. The office sees them before offering you anything.

1. Open **Away**. Dark days are work you're booked for; grey days are already marked away.



2. A day you're locked in for can't be marked away: tapping it tells you to call the office, so a person sorts it out.



3. Use the arrows to go to the month you need.

CREWRIGHT

Ivan Perić

Days you can't work. The office sees them before offering you anything.

<October 2026>

M

T

W

T

F

S

S

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

Dark days are work you're booked for. Grey days are already marked away.

You're booked to work on Wednesday 7 October. Away days can't be marked on work you're locked in for — call Harlow Peak Workforce to talk about it.

Tap the first day you can't work.

WorkScheduleHoursTicketsMessagesAway

4. Tap the first day you can't work...

CREWRIGHT

Ivan Perić

Days you can't work. The office sees them before offering you anything.

<November 2026>

M

T

W

T

F

S

S

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

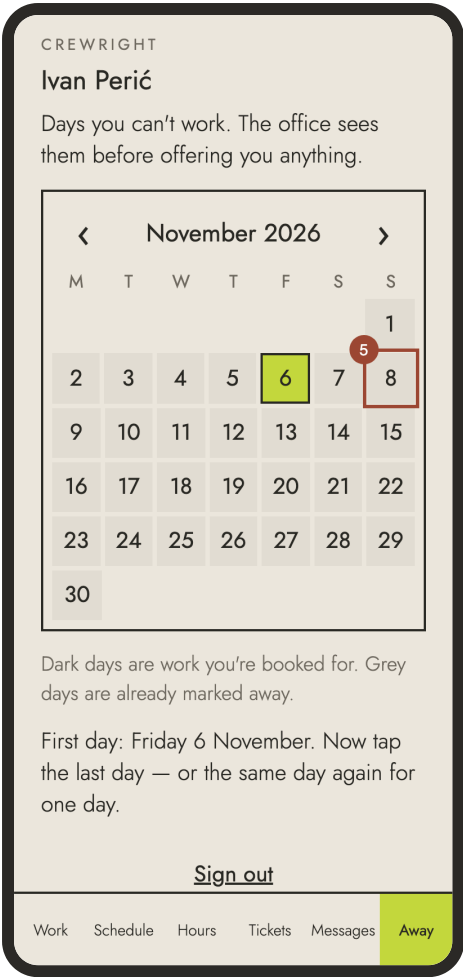
30

Dark days are work you're booked for. Grey days are already marked away.

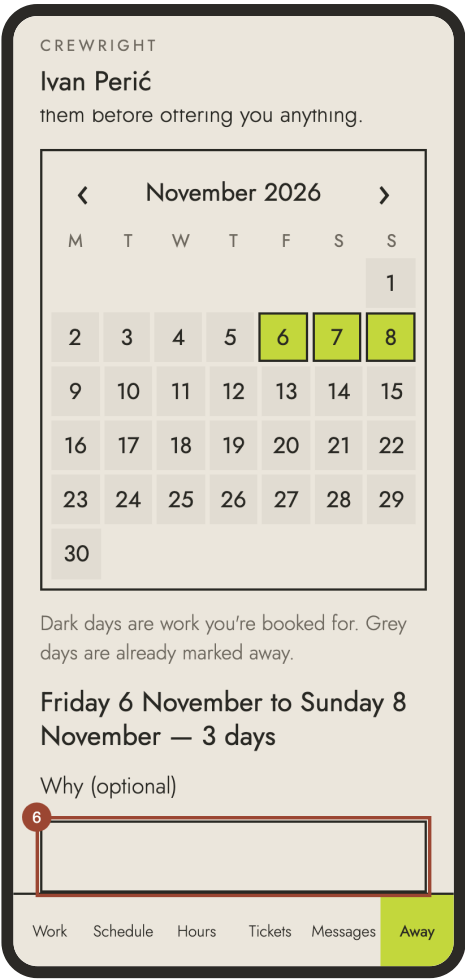
You're booked to work on Wednesday 7 October. Away days can't be marked on work you're locked in for — call Harlow Peak Workforce to talk about it.

WorkScheduleHoursTicketsMessagesAway

5. ...then the last day. Every day between is marked. (For one day, tap the same day again.)



6. Say why if you like — the office sees it.



7. Press **Mark these days**.

CREWRIGHT

Ivan Perić

16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dark days are work you're booked for. Grey days are already marked away.

Friday 6 November to Sunday 8 November — 3 days

Why (optional)

Family wedding

7Mark these days

[Start again](#)

[Sign out](#)

WorkScheduleHoursTicketsMessages

Away

✓ Done. The days are marked, and listed below the calendar. Tap **Remove** on a card to take them off.

CREWRIGHT

Ivan Perić

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dark days are work you're booked for. Grey days are already marked away.

Tap the first day you can't work.

✓06/11/2026 to 08/11/2026

Family wedding

[Remove](#)

[Sign out](#)

WorkScheduleHoursTicketsMessages

Away

