

Crew Manager

Crew Manager is used to organize employees into crews.

1. In Admin, click **Crew Manager** from the **Configure** tab.

Existing crews are shown in the **Crews** panel. Click **Filter records** and begin typing the name of the crew to filter the list. Select a crew to view or edit its **Details**.

2. To create a new crew, click **Add record** in the **Crews** panel.

3. Enter the **Name** of the crew and click **Add**.
4. In the **Details** panel, enter the information in the **Crew Lead**, **Storeroom**, **Viewable by**, and **Users**.

5. Next, add **Crew Members**, **Equipment**, and **Material** to finish configuring the crew.

NOTE: Crews need to be configured before using **ELM (Equipment, Labor, and Material)**.

6. Optionally, the work hours of the crew can be configured on the **Workload** tab for the crew to be used in the Workload app.