

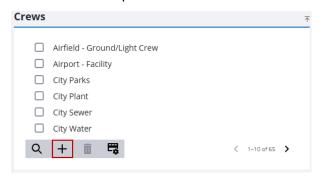
Crew Manager

Crew Manager is used to organize employees into crews.

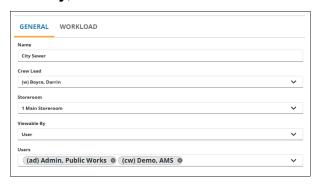
 In Admin, click Crew Manager from the Configure tab.

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**.

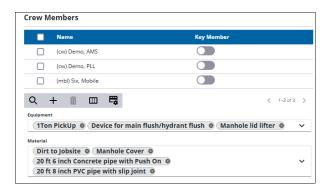
2. To create a new crew, click **Add record** in the **Crews** panel.



- 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**.



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.