



CrewTraka is an iOS and Android compatible app that helps to track more accurately your project/job information along with daily/weekly timesheets giving a more accurate picture of where jobs/projects are at while also helping to streamline current outdated processes in relation to tasks such as logging crew hours, overtime, leave, project expenses and even completing your SWMS and safety documents keeping you compliant and running efficiently.



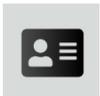
The CrewTraka App

Although the name suggests it, no you are not being tracked. :) You can login to your app and get valuable information about where you are on-site, who you are on-site with, your daily work detail and other info like map links and docs. You can view and add project notes, images or videos from the 'Docs' link in the top right hand corner on any project screen.



Your Profile

The first thing you will need to do, is complete your profile. This should only take 5 mins to do. It contains general information like general contact and emergency details including any medical advice details.



Your Records

Please fill this information in too. It consists of your bank account (for pays) your TFN, and superannuation details. Upload any licences, industry cards, copies of insurance or and relevant docs you are required to have on hand to be working on site and compliant with industry or your companies regulations or requirements. Try and keep these as up to date as possible.



Projects/Jobs

You will get a notification letting you know where and when you are on site today/tomorrow. From your home screen, scroll through and tap on any project to check start times, supervisor details including contact number, get map links, view your work detail, see who you are on-site with including any equipment that is on site for you, view any checklists that have work items to be checked off.

Each project has a 'Docs' link in the top right corner to view, plans and notes... and, you can add notes or images via the app that can be viewed back at the office/yard/admin.



Your calendar

Tap the calendar icon in the bottom menu next to messages... here you can see what jobs you have coming up... along with other key dates. You can also view any approved leave you might have coming up.



Leave

From the slide out menu, you can hit the 'Leave' icon to apply for leave (sick, annual, other) directly in the app. It will display how much sick and annual leave you have at the top of screen when applying for leave. Once approved you will receive a notification and the leave is added to your personal calendar.



Notifications

You will receive notifications for most things, when allocated, reminding you to submit daycards, fill in SWMS etc. However it is your responsibility to ensure you check your CrewTraka App to make sure you know where you have been allocated, to review your work detail or sign your SWMS / JSAs. You can also check notifications from the notifications icon on the home screen in top right corner.

TIPS - In the case of an emergency... tap on a crew members profile image to get emergency information. You can/should log any workplace incidents via the app too, accessed from the slide out menu.



Logging Your Hours using Daycards

If your company logs daycards for single projects you will only be able to add entries on a daycard for the same project/job-site. If not, you can add as many jobs as needed onto a single daycard.

- > From your home screen, select the **daycard** icon in the centre at the bottom of the screen.
- > Click the '+' icon in the top right hand corner to open a new daycard.
- > Once open... you can click the '+' icon in the top right hand corner to add entries each day. Select yourself from the crew dropdown, select the project/job you are on, add the hours you have done along with a description. You can also attach a photo/s or video if you think it is of benefit.
- > At the end of your work week ... Submit your daycard to admin for processing.

Note: (a) A copy of all sent daycards is stored in your app for future reference.



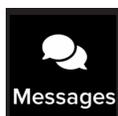
Logging Your Hours using TimeTraka

TimeTraka is a simple to use timeclock where you can arrive on site, select the job you are on and begin. If you go to multiple sites... you must stop your timer, submit it and start it at the next job. as you cannot have multiple timeclocks running at the same time.

- > From your home screen, select the **timetraka** icon in the centre at the bottom of the screen.
- > From the dropdown menu, select the job or project you are on.
- > To begin working... click the 'START' button in the centre of the screen.
- > There is an orange break button that will pause the timer which can then be restarted.
- > To finish, click the red 'Finish' button, add a description of works, any photos or videos and click the green 'Send' button or submit.



Note: You must fill in a description to submit. If authorisation is required a signature panel will open prior to the submit screen. A list of submitted times can be access from the Timetraka home screen in the top right corner by tapping on the 'List'



Group Messaging

Located via the icon in the bottom right corner of your home screen. Together with a company-wide message forum, there is also a group message forum automatically created for every project.

You can post text, images and videos in the message forum, however you should keep any posts specific to that project so that information is easy to find if needed.

You can see who has viewed any messages along with post text if job specific items are updated such as SWMS, Covid Policies etc.

COMING SOON - We have created a set of humorous reactions that can be accessed by holding your finger on the message and selecting the appropriate reaction to display. - Mid Sep Release.

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