



The CrewTraka Dashboard is used in conjunction with the iOS and Android compatible app to manage your crew and project/job information giving a more accurate picture of where projects are at while also helping you streamline processes for tasks such as managing logging of crew hours, overtime, leave, project expenses, sharing of project information, digital signatures for SWMS and JSAs keeping you compliant and running efficiently.

Settings

Located in the top right hand corner of the dashboard behind the 'Cog' icon. Here you can select a range of options depending on your businesses requirements.

- account settings
- xero integration
- multi-business
- leave details
- crew hours**
- timetraka settings
- schedule settings
- expense settings
- setup holidays
- toolbox
- permissions
- warnings
- incidents

- account settings**
 - > Activate your Account /update payment details
- xero integration**
 - > Connect your Xero Account
- multi-business**
 - > Run multiple businesses through one dashboard
- leave details**
 - > View information on how leave is calculated
- crew hours**
 - > Select how you log crew hours
 - > **As scheduled** - using project times
 - > **Daycards** - track hours on digital daycard
 - > **TimeTraka** - track times using time clock on/off
 - > Allow Crew or Subby Project Access
 - > Select EBA Overtime (*if required*)
 - > Apply Loading (*if required*)
- timetraka settings**
 - > Select TimeTraka Options
 - > Authorisation
 - > Geo-Fence
 - > PreWork Lockout
 - > Timecared Approval
 - > Round Up Hours
 - > Timesheet PDF Options
- daycard settings**
 - > Select Daycards Options
 - > Authorisation
 - > Show All Daycards (or only submitted ones)
 - > Select One Project per Daycard
- schedule settings**
 - > For selecting to show active/non-active projects
- setup holidays**
 - > Choose to use/edit RDO's or Public Holidays
- toolbox**
 - > Hide any section from dash/app
- permissions**
 - > Hide areas from a manger e.g. pay rates or contract pricing
- warnings**
 - > Send warnings to crew or view log
- incidents**
 - > View a log of on-site incidents (sent from app)

Note: Select how you would like to track your crew hours first. If you want your crew to access any project, even if not allocated select that option in 'Crew Hours'.



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Dashboard

Your main dashboard is where you start to access most tools. To help familiarise yourself with available tools you can also access a walk through video below.

- business profile
- schedule
- projects
- crew
- equipment yard
- timetraka + ot
- expenses
- diary
- messages
- reports
- leave
- covid register
- swms
- jsa
- workplace agreement
- claims log
- gantt

- business profile**
 - > Update your business details
- schedule**
 - > Allocate your crew and/or equipment to projects
 - > **snapshot** - view all projects on a single page
 - > **calendar view** - select project from dropdown menu
- projects**
- crew**
 - > Add or manage project information including docs
 - > Add or manage crew information including document
 - > click edit to setup start date, rates and leave
- equipment yard**
 - > Add or manage equipment
 - > click edit to set rates
- timetraka + ot**
 - View GPS location*
 - > View, print* or edit timesheets as logged by crew in APP
 - > Add Authorisation if required
 - > Manage Overtime
- daycards + ot**
 - > View, print* or edit timesheets as logged by crew in APP
 - > Add Authorisation if required
 - > Manage Overtime
- expenses**
 - > Enter project expenses
 - > View and Manage expenses entered by crew via APP
- diary**
- messages**
- reports**
- leave**
- coVID register**
 - > Compliant Covid register crew can log using APP
 - > Covid Policy Preloaded
 - > Upload Company Covid Safe Plan
- swms**
 - > Upload SWMS for crew to sign in APP
 - > Digital signatures will attach automatically
- jsa**
 - > Pre-loaded JSA for crew to sign in APP
 - > Digital signatures, hazards and actions will attach automatically
- workplace agreement**
 - > Pre-loaded, editable Workplace agreement that crew can sign direct in App
- claims log**
- gantt**
 - > Breakdown and log project claims & variations
 - > Project gantt with 'save as template' capability.

**Can also be printed from reports page*



Watch CrewTraka Walk-through video.

