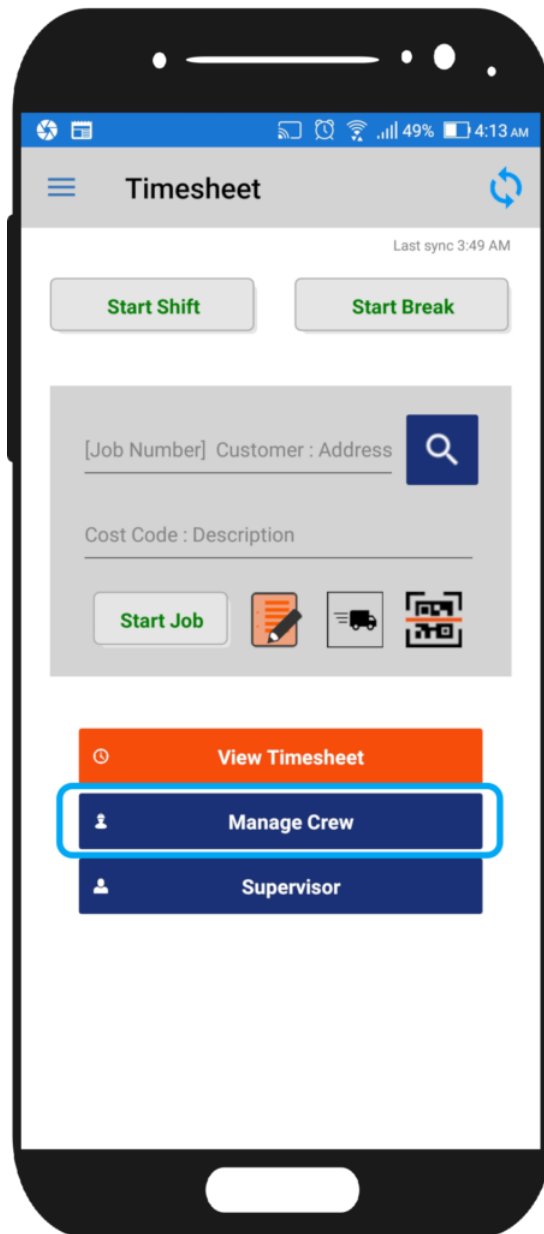
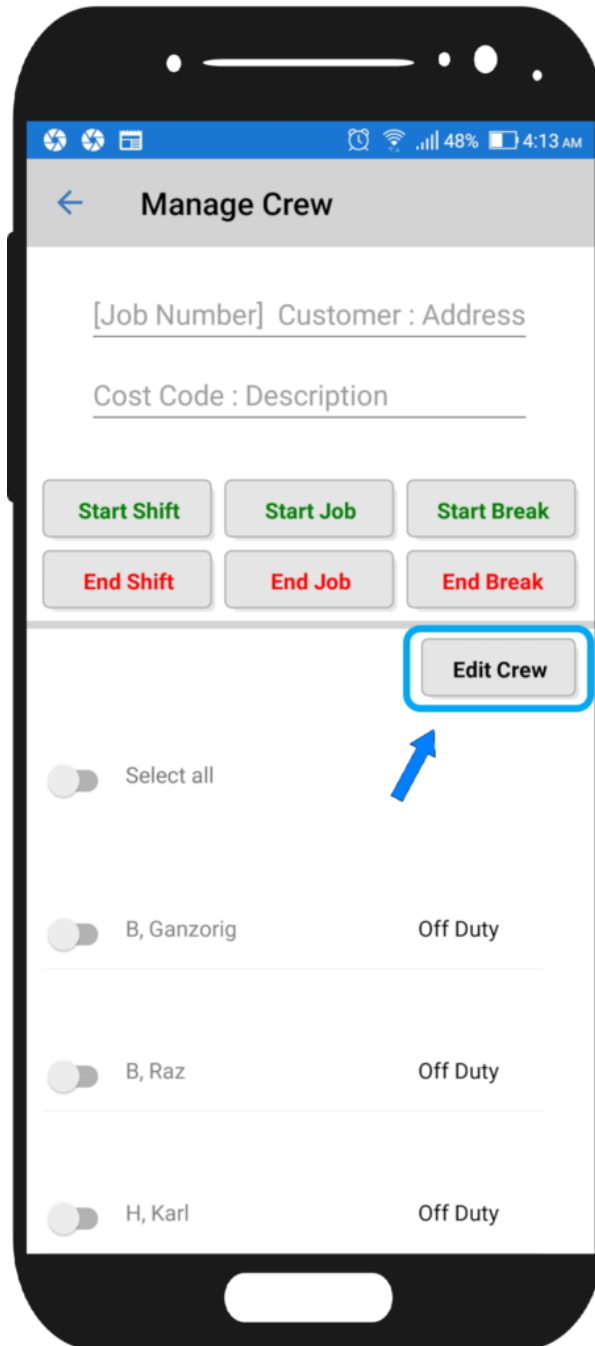


Mobile Supervisor Timesheet



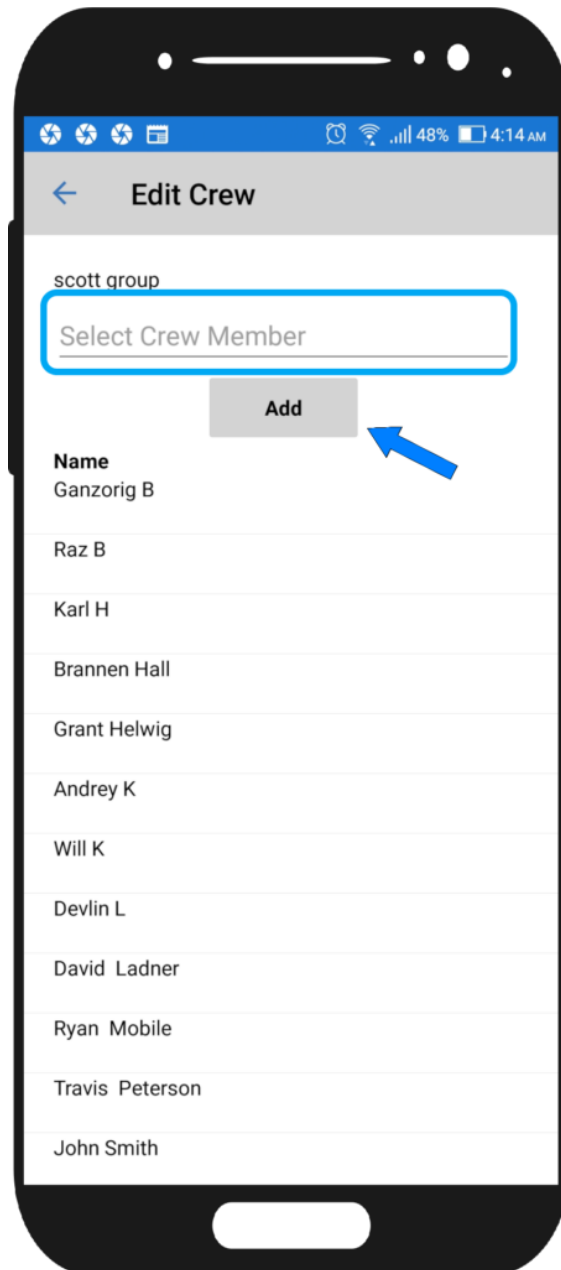
Access Manage Crew

Supervisors have the capability to clock their crew members in and out of jobs or shifts through the **Manage Crew** button.

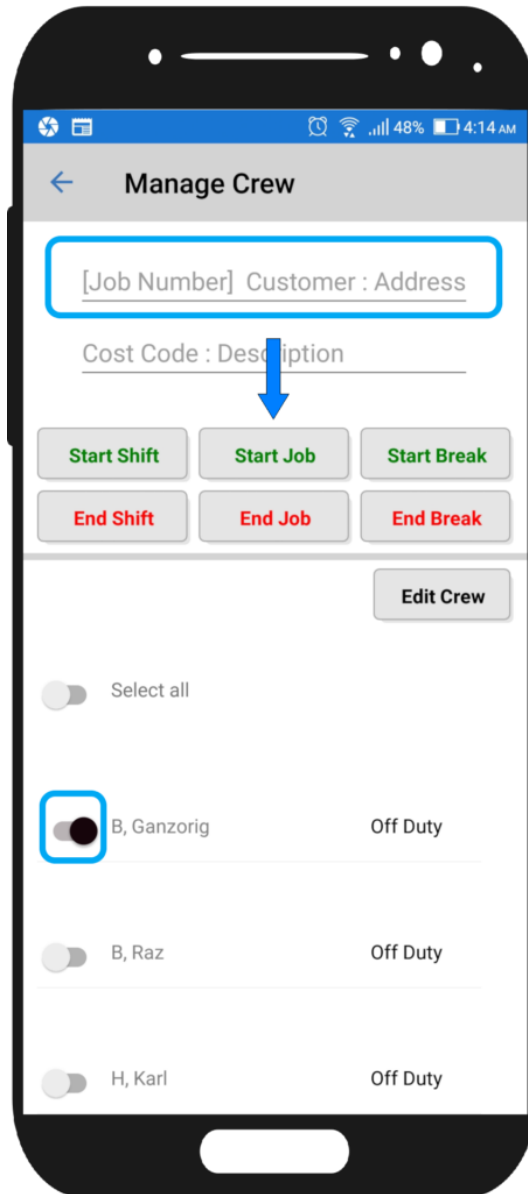


Missing Crew Member

Once you get inside the **Manage Crew Page**, it will show you all the crew members on the list. If there are missing crew members on the list, tap on **Edit Crew**.



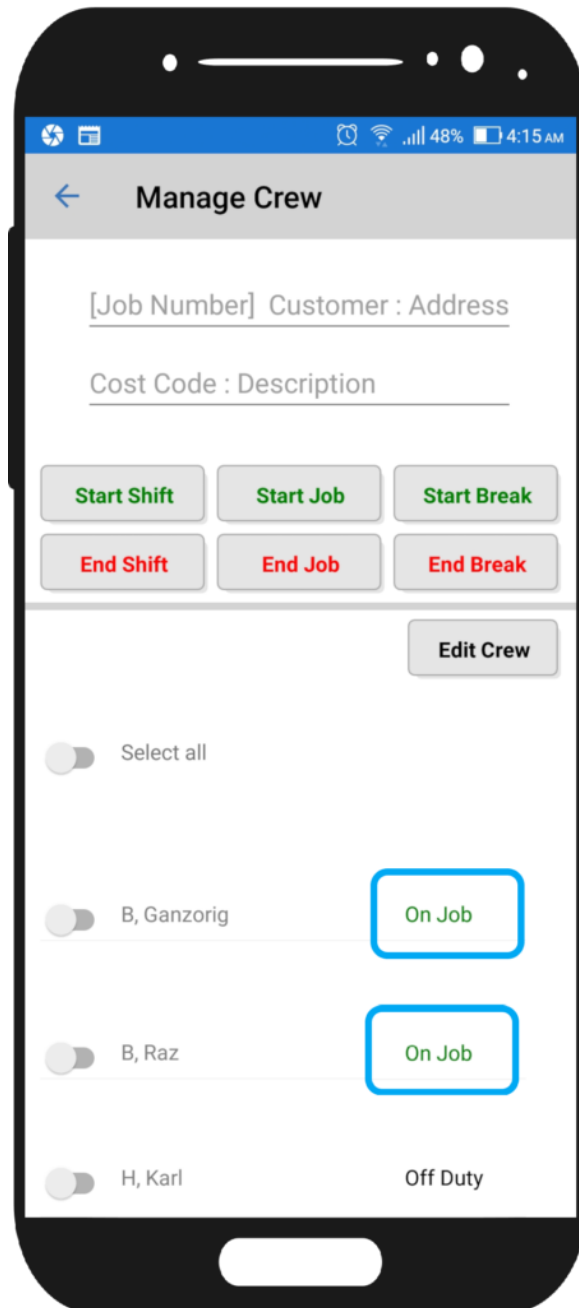
On the **Edit Crew Page**, you will find a list of all the crews. You can use the Search field or manually look for a crew member on the list by scrolling down. Once you found the crew member, hit **Add** so they can be added to the crew members.



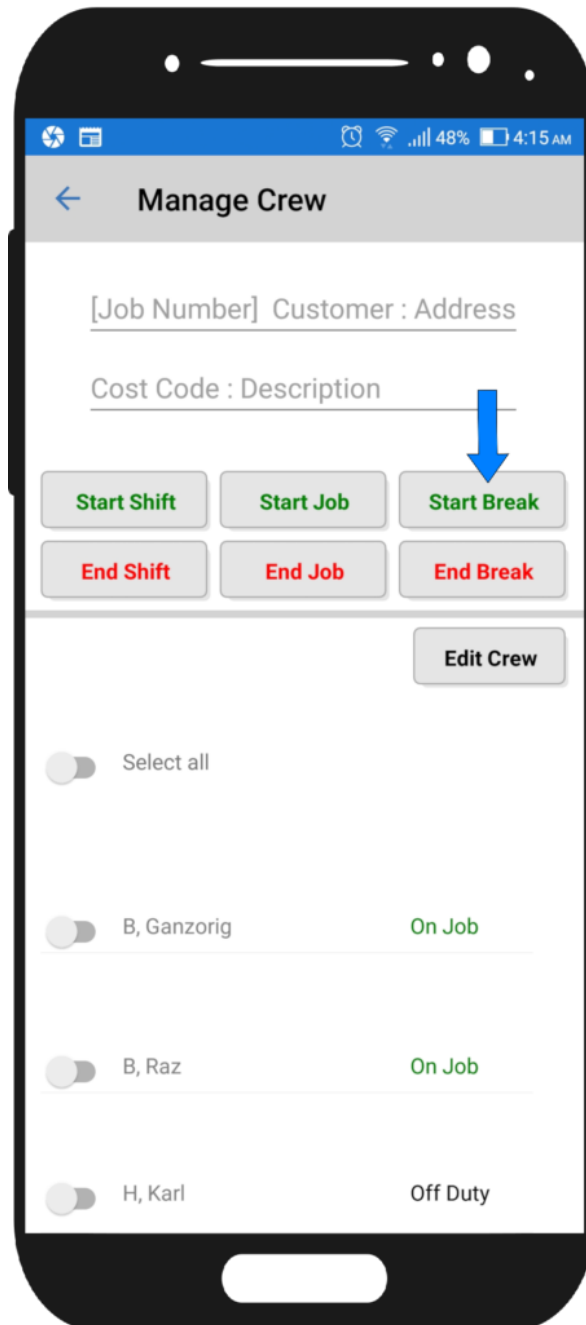
Start Job for Crew Members

The first thing you need to do is make sure you select the **Job Number** before starting the job or shift. If needed, fill out the **Cost Code** as well.

On the left side of the crew member names, tap on the slider to select and click on the Start Shift button.

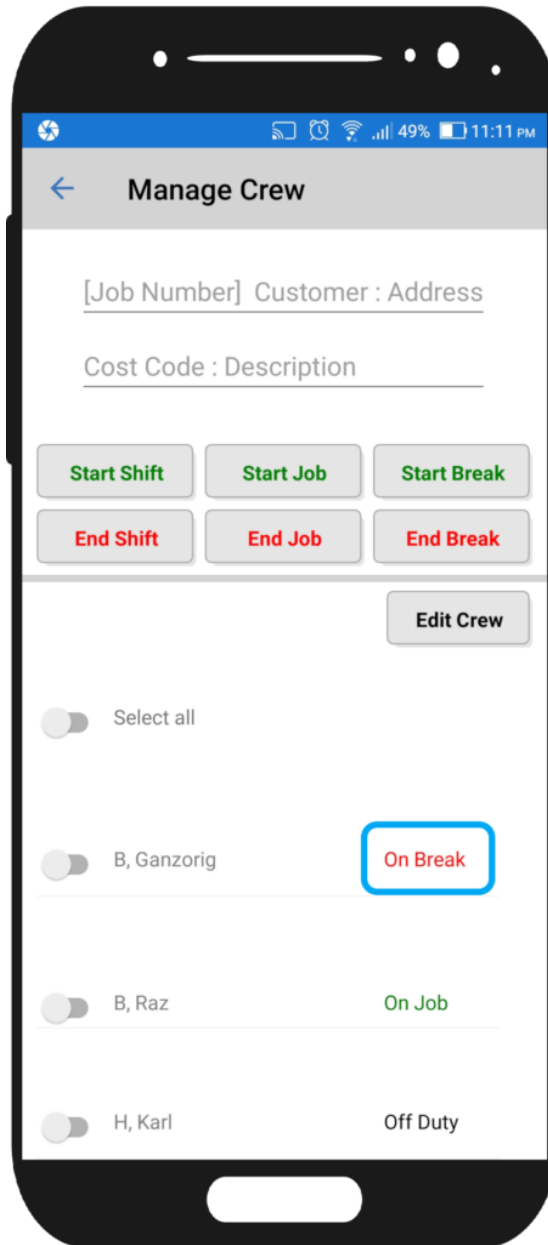


You will notice that the status of the crew member has changed to **On Duty** after tapping on to the Start Shift button.

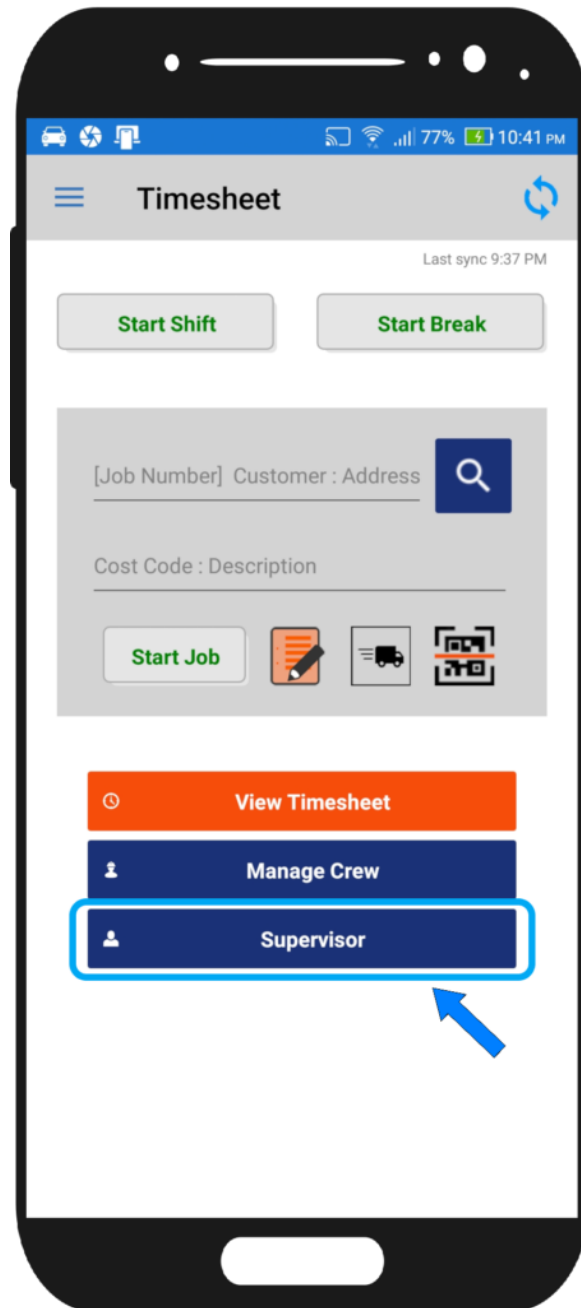


Start Break for Crew Members

If your crew members need to go on break, tap on the **Start Break** button. You need to make sure that the right members are selected before you hit the Start Break.

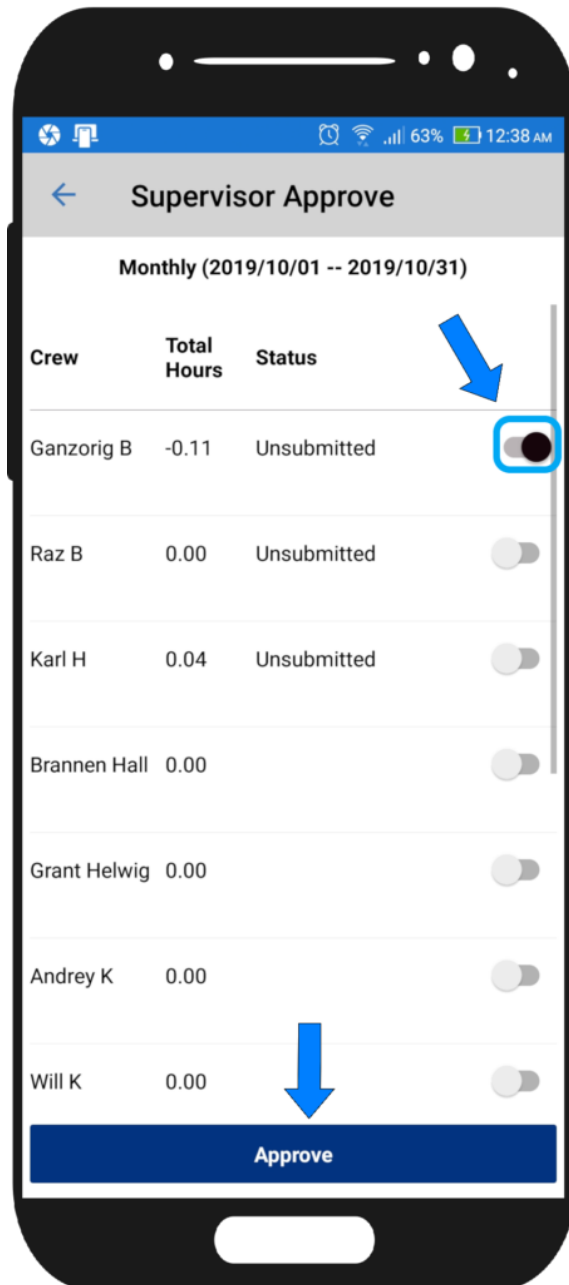


The status of the crew member will change to **On Break**.



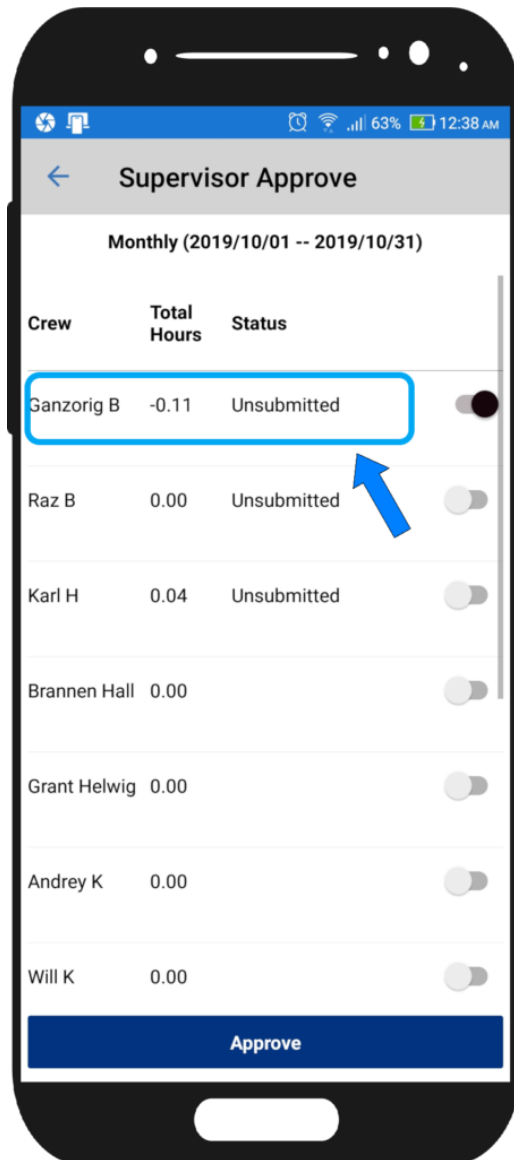
Add or Edit Time Record

As a supervisor, you are allowed to add or edit time records of your crew members. Just tap on **Supervisor** button and it will take you to the Supervisor page.



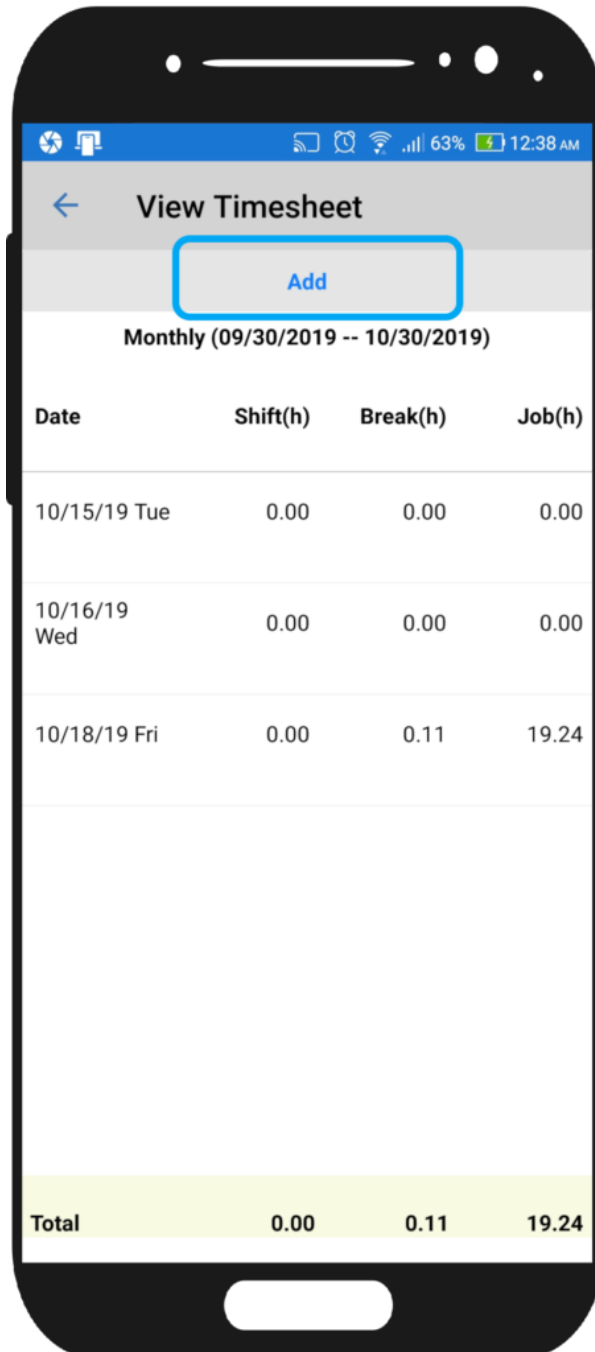
Supervisor Approval

To approve the crew members' timesheet, you need to tap the slider on the right side of the crew member's name. Hit **Approve** after tapping the slider.



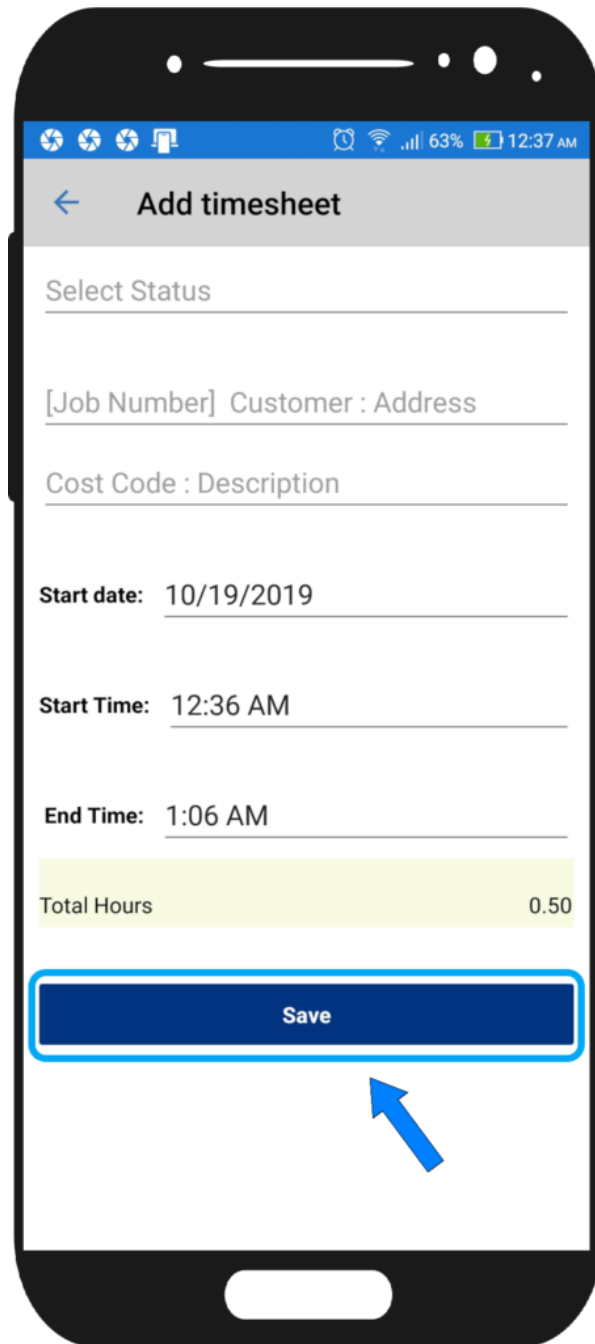
Add or Edit before Approval

As a manager, you can also add or edit the timesheet of a crew member before approving it. Just tap on the name of the crew member and it will take you to their Individual Timesheet Page.



Add Time Entry

Once you click on the name of the crew member as shown on the last image, it will take you to his individual timesheet details. Tap on **Add**.



Fill out the fields and hit **Save**. The new timesheet should appear on the crew members' timesheet and is available for your approval.