

Link to this the latest version of this manual:

<https://www.crewtimecard.com/department-time-card-manual/>

Department Time Card v2022.x - October 2022

If you are unfamiliar with the single user version of Crew Time Card

see the full single user version manual available here.

<https://www.crewtimecard.com/crew-time-card-manual/>

NEW V2 Custom Time Sheets

Activate at the Bottom of Job Settings. V1 remains supported to support your saved weeks.

Custom Time Sheets now will refer to all Master Time Sheet Time or setting unless an entry is made or changed in the Custom Time Sheet.

1) In fields (ex:Call,Wrap,Notes) where an entry can be made you will see the Global Value in Light Grey in the entry field. Make an entry in any of these fields and the entered value will take precedence.

1b) Time fields (Call,Meals,Wrap,etc)

If you want to ignore the time here enter an @ 'at symbol' in the field. This would most like be to ignore a meal period

1b) In fields that have selections or check boxes, the text of the field will turn BLUE indicating you are using the Custom Time Sheet value. Press and hold on the BLUE TEXT to reset the value to Global Time Sheet.

1c) In Text Fields such as Notes if you want to include both the Global Sheet Value and an additional Custom Sheet value start the line with a + 'plus symbol'

In the example below we've changed the Call, Added an NDB, Turned Guaranteed Hours Off, added some additional Notes. To go back to Global Sheet remove the entered text, or press and hold the BLUE Text or Dotted Blue Circled Buttons.

7:30



Cancel **Edit Wednesday, Joe Koc...** Save

Call CLOCK 6.0

NDB Time CLOCK 8.0

NDB Taken?



Meal1 Out CLOCK @

Meal1 In CLOCK @

Meal2 Out CLOCK

Meal2 In CLOCK

Wrap CLOCK 15.5

MP1 Grace

MP2 Grace

MP3 Grace

More Work gHours Kit Fee ReRate

Clear

Hours: 9.5

Save

7:30



Cancel **Edit Wednesday, Joe Koc...** Save

Studio Meal Penalty Cost?



ReRate

reRate

Occ Code

Occ

Daily Kit Fee

Off

On

Notes

+add more notes



Meal Expense

Misc Expense

Mileage

Guarenteed Hours

Off

On

Day Type

Work

6th

7th

Travel

Idle

Holiday

Covid

Done

Gestures Complete List of Features

Lot's of additional features accessed only by Gestures.

Main Page

Create Daily Time Sheet - Press and Hold a Days row
New Week Based on Current Week - Press and Hold the New
Week Button

Summary Page

Deactivate User - Press and Hold a Days Row (not on hours
column)
Quick Copy Times to iOS Pasteboard - Press and Hold The
Hours Column on a Day

Save/Load

Load a Week - Double Click Saved Week

New Week

Load a Template - Double Click the Template

Master Crew List

Quick Activate/Deactivate CrewMember for week - Press and
Hold a CrewMember Row

Crew Time Card Department, Basic Design:

Master Time Sheet Summary_(The Front Page)

This is what is showed on the summary page. Often
many or all
the department members have the same call / lunch and
possibly wrap
time. These common times are set in the Master Time sheet.
All
active crew members by default are connected to the times
in the
Master Time Sheet, until a custom time sheet is created for
them.
When a Crew Member's times vary from the Master Time Sheet
you can
create a Custom Time Sheet for that crew member. At the
time you
create the custom time sheet, all values in the Master Time
Sheet

for that day are copied into the custom time sheet, which now is independent from the master time sheet. All values can then be modified as necessary.

Quick Start

Build your 'Crew List', set your 'Job Info', and start a 'New Week'. Enter time for each day and everyone follows the "Master Time Sheet". If some crew members' times vary you will create a custom daily time sheet to reflect those variations.

Crew List

- 1) Setup your Crew List
 - a) Enter the Crew List Page using the 'Crew List' Button
 - b) To add a Crew Member use the '+' sign
 - i) You can enter info manually
 - ii) or use the 'Name' button to get the Name/Email/Phone Number from your address book.
 - Apple restricts access to the address book, so the process doesn't provide much feedback, and can't be customized.
 - i) hit the name button, which will open your address book.
 - ii) If the user has an email address you'd like to import
 - click an email address
 - iii) Click the phone number you want to import.
 - *** When you click a phone number the address book will be closed and the information imported into Crew Time Card.
 - iv) enter the rest of the info for your Crew Member
 - v) add a **sort Rank** if you want to sort your crew (i.e.: 1 for DP, 2 for AC, 3 for Loader, etc)
 - sort Rank can be any decimal number i.e.: 1,1.0,2,10.0,etc
 - c) Repeat for anyone you want to add from your address book.
 - d) This is also where you set the Crew Members rate.
 - i) You can also set their guaranteed hours here if they

differ from

the Job guaranteed hours

e) "Call" - You can call them directly from the app

f) Use the 'on/off' button to set them as working or not working

by default when you start a new week. You can set anyone

on/off (working) on a daily basis at any time.

g) exit the crew list

***)Crew list notes.. Currently if you rename or delete someone the connection to their times in the current and any saved time cards will be lost. Creating a new week will reset the current time card.

Gestures Crew List

Press and Hold a Row - Option To Activate/Deactivate Crew Member for all days of the current week, or form the current Date Forward. Note: This does not change their active status with respect to being On/Off by default for new weeks in the master crew list.

New Week

Starts a new week. Use the current job as the template or load 'Job Info' from a previously saved template. This will clear all times, and give a working (on status) to anyone set to on by default in your current crew list.

Job Info

Set your Job Details here.

Save/Load

Saves/Load Weeks Here. Your CrewList is saved with your week.

Daily Time Sheet

Creates a Daily Time Sheet For Any Selected Day

Main Summary Page

Identical to the Crew Time Card summary page, except now you have the Working Crew column, which is a number representing how many people are working on each day. Hit the number and go to the Crew Member Day Page where you can set Crew Member on/off for the day. You also have a few new buttons, 'Master Crew List' and Summary.

Day of Week Button - Allow you to copy any day to another day or the entire week. Here you can toggle to copy with or without Crew Custom Time Sheets

Working Crew Button - Working Crew Members For that Day
- toggle and Crew Member working/not working
-you can also create custom time sheets for each crew here by hitting the row with their name..
-after a custom time sheet is created a 'T' icon will show on the line of the Crew Member. Tap the 'T' icon to delete the custom time sheet or tap their name to edit it.

View Time Card - You can view and email a PDF time card from this button

You can choose to view single CrewMembers' Time Card, Iterate Through them one at a time, or View All Time Card in a single view. This options creates an emailable PDF. From the view page you can then email the created PDF.

The email generated by default will be address to the emails in Job Info. Additionally it cab be BCCed to the CrewMember if that option is set on the Settings Page.

Summary

On this page you can get a quick summary sheet for all crew members and times. You can also add custom time sheets here for any crew member by selecting the row of the day you wish to edit. Selecting a day to open a custom time sheet. Save the custom time sheet and the 'DAY' column of that day will be highlighted, indicating that a custom time sheet exists. You can delete the custom time sheet by hitting the highlighted 'DAY' column, or edit the custom time sheet by selecting anywhere else on the row of the day.

- an * next to the DAY means the crew member is not working
- tap the day and you will be asked if you would like to set that crew member WORKING for that day
- working crew members can be set not working by a press on hold gesture on an active day
- create/edit a crew members custom time sheet by selecting an active day
- total hours are based on guaranteed hours

Summary Page Gestures

Press and Hold a Row - DeActivate an Active Day for Crew Member

Press and Hold a Row on Hours - Quick Copy Times Into iOS Clipboard