



Cross Jobs — Supervisor (Coordinator) Manual

Web dashboard & installable app

This guide covers everything a supervisor/coordinator can do in Cross Jobs: dispatching jobs, running the crew, timesheets, payroll and reports.

1. Getting started

Signing in

1. Open the Cross Jobs web address in your browser.
2. Sign in one of two ways:
 - **Continue with Google** — use your work Google account, or
 - **Email + password** — enter your email and password, then **Sign in**.
3. Tick **Keep me signed in on this device** so you don't have to log in every time.

*Forgot your password? On the sign-in screen tap **Forgot password?**, enter your email, and we'll email you a reset link (valid for 1 hour).*

Install it like an app (recommended)

Tap **Install** (top bar) or **Install app on this device** on the login screen. This adds Cross Jobs to your desktop/home screen so it opens full-screen and loads instantly.

The top bar (always available)

- **Install** — add the app to this device (hidden once installed).
- **Settings (gear)** — your profile, email alerts, completion-email settings, and data re-sync.
- **Light/Dark toggle** — switch theme.
- **Sign out**.

Your work is split across tabs: **Overview** · **Jobs** · **Crew** · **Clients** · **Roster** · **Timesheets** · **Reports** · **Presets** · **Time Off**.

2. Overview

Your live snapshot. Cards show: **Total jobs**, **Active**, **On site now**, **Pending (unassigned)**, **Completed**, **Workers**.

- Tap **New Job** here as a shortcut to create and dispatch a job.
 - (Original Plastermax account only) If the app looks empty, a **Restore my data** card appears to pull your jobs, crew, timesheets, clients and roster across from the old Plastermax app.
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3. Jobs

The Jobs tab is split into two sub-tabs: **Active** and **Completed**.

Create & assign a job

1. Tap **New Job**.
2. Fill in:
 - **Job name** *(required)*
 - **Client** — pick from your saved clients (add them in the Clients tab first).
 - **Job type** — **Standard**, **Delivery**, or **Site Clean**. (This controls which photo categories the worker sees.)
 - **Site address** — start typing and pick from the suggestions.
 - **Assign to worker** *(required)* — this is the **lead worker** who does the job.
 - **Additional workers** *(optional)* — extra crew added here appear as **name labels** on the job so everyone knows who's on the crew. *Only the assigned lead worker can open the job, clock in and add photos.*
 - **Description** — scope, materials, access notes.
 - **Scheduled date** *(optional)* — leave blank to dispatch now. Pick a future date and the worker won't see the job until that day.
3. Tap **Create job** (or **Schedule job** for a future date). The assigned worker is notified (and any extra crew), if they've turned alerts on.

Reading a job card

- **Status badge:** **Not started** (no time logged) → **In progress** (time logged, nobody on site) → **On site** (green pulse, someone clocked in now) → **Completed**.
- Shows client, address, description, logged time, photo count, and the assigned worker. A **+N** chip lists extra crew (hover to see names).
- **Off-site check-in** warnings appear in red if a worker clocked in far from the site address.

Scheduled / upcoming

Future-dated jobs appear in a highlighted **Scheduled / upcoming** section at the top of Active. There's also a **Scheduled jobs** banner listing anything that will go live later, which you can **Cancel**.

Reschedule quickly

On any job card use the **Reschedule** date picker to move it to another day (or **Clear** to remove the date). The crew is notified of the change.

Open a job (full detail)

Tap a card to open it. From here you can:

- **Edit** — change name, client, type, address, description and scheduled date.
- **Reassign worker** — hand the lead role to someone else.
- **Team members** — add/remove extra crew labels.
- **Mark complete / Reopen**.
- **Report PDF** — open a printable job report.
- **Email to client** — send the report to the client's email.
- **Delete** — removes the job for everyone (asks you to confirm).

- Review **time entries**, **photos** (tap to enlarge), and the **GPS check-in/out log** (distance from site, with map links).
- **Items removed** (Site Clean jobs) — a free-text note plus any earlier itemised list.

Completed sub-tab

Search by job name/client/type and filter by **client** and **date range**. A count shows how many match. Tap **Clear filters** to reset.

4. Crew

Manage your workers. The header shows how many workers you have.

- **Add worker** — enter their **email** (required), a **display name**, and **employment type**:
- **Full-time** — rostered shifts are confirmed automatically.
- **Casual** — the worker can **accept or decline** each rostered shift.

If they haven't signed up yet, their jobs auto-link the moment they register with that email.

- **Tap a worker card** to **quick-assign** them to any active/unassigned job.
 - **Pencil** — edit their name or employment type.
 - **Eye** — view a worker's detail: total jobs, shifts, hours, and recent shifts.
 - **Trash** — remove them from the crew.
 - A green pulsing dot / **On site now** badge shows who's clocked in right now (refreshes every 30s). Cards also show hours worked **this week**.
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5. Clients

- **Add client** — company/name (required), contact person, phone, email, and site address.
 - **Email completion reports** toggle — when on, this client is emailed the job report when a job is completed.
 - Edit or delete clients any time. Each card shows whether reports are on or off.
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6. Roster

Plan the week. The roster week runs **Thursday** → **Wednesday** (matching the pay week).

- Use the ◀ ▶ arrows to move between weeks.
 - **Add shift** — pick a worker, date, start/end time and an optional note (site/task).
 - **Copy last week** — clone last week's shifts into the current week in one tap.
 - **Notify crew** — send a push alert to everyone rostered this week.
 - **Casual shifts** show a status: **Pending / Accepted / Declined** as casuals respond. Declined shifts are struck through.
 - Hover a shift and tap the trash icon to remove it.
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7. Timesheets

Every crew shift, most recent first. Correct shifts when a worker forgets to clock on/off.

Weekly approvals (top panel)

- Set **Week starting** (auto-snaps to the pay-week Thursday). This also drives **Export week CSV**.
- Each worker's hours and shift count are listed. Tap **Approve week** to lock it (tap again to unapprove).

Add / correct shifts

- **Add shift** — manually log a worker, date, start, end and break minutes.
- **Pencil** on any row — correct clock-in, clock-out and break.
- Times display both the exact time and the **15-minute rounded** value (payroll uses the rounded value).

Filters

Filter the table by **worker** and **date range**. A summary bar shows per-worker hours and the total for what's shown.

Exports & payroll

- **Export week CSV** — the selected pay week, with a payroll summary at the top and shift-by-shift detail below.
 - **Export filtered CSV** — exactly what your filters show.
 - **Payroll PDF** — a printable per-worker summary (respects your filters, or the pay week).
 - **Email payroll** — send that summary PDF straight to your bookkeeper. The first time you'll enter their email; after that it's one tap.
 - **Export log** — a history of every CSV/PDF you've exported (who, when, hours).
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8. Reports

- Top cards: **Total time**, **Total shifts**, **Completion photos**, **Issue photos**.
 - **Per-job breakdown** table with time, shifts, photo counts and a **PDF** button per job.
 - **Export CSV** — the full activity report.
 - **Reports sent to clients** — a log of every emailed report with delivery status (**Delivered / Bounced / Complaint**), including supervisor copies.
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9. Presets

Set up the **Products** and **Lengths** your crew picks from when logging removed line-items on **Site Clean** jobs. Add or remove entries — changes appear in the field app instantly.

10. Time Off

Review crew leave requests. For each **pending** request tap **Approve** or **Decline**. You can also remove old requests. Approved/declined status shows on the worker's side.

11. Settings (gear icon)

- **Display name** and **Email alerts** (get emailed when jobs are assigned/updated/completed).
- **Company branding** — set your **company name**, upload your **logo** (PNG or JPG) and pick a **main colour**. Your crew sees these at the top of the app after they sign in, and they appear on job report, timesheet and payroll PDFs and on the emails sent to clients and your bookkeeper. Very light colours are

blocked so white text stays readable.

- **Auto-email client on completion** — when a job is completed, automatically email the report to the client (only if that client's toggle is on).
- **Supervisor completion copy** — an email address that gets a copy of every completed job's report. Leave blank to turn off.
- **Re-sync from old app** (original Plastermax account only) — replaces this app's jobs, crew, timesheets, clients and roster with everything from the original Plastermax app. Use only if data looks wrong or missing (you'll be asked to sign in again).

Quick reference

I want to...	Go to
Create and send a job	Jobs → New Job
Move a job to another day	Job card Reschedule picker
Add a worker to the crew	Crew → Add worker
Quickly put a worker on a job	Crew → tap the worker
Plan the week	Roster
Fix a wrong clock-on/off	Timesheets → pencil on the row
Approve hours	Timesheets → Approve week
Send payroll to the bookkeeper	Timesheets → Email payroll
Email a job report to the client	Open the job → Email to client
Approve leave	Time Off