



Cross Jobs — Field Worker Manual

Use it on your phone

This guide shows you how to clock on, find your jobs, take site photos, and manage your roster.

1. Getting started

Sign in

1. Open the Cross Jobs link your coordinator gave you.
2. Sign in with **Continue with Google** (recommended — use your Gmail/Hotmail), or with **email + password**.
3. Tick **Keep me signed in on this device**.

*Forgot your password? Tap **Forgot password?** on the sign-in screen and we'll email you a reset link.*

Add it to your home screen (do this once)

Tap **Install** (top of the screen) or **Install app on this device** and follow the prompt. Now Cross Jobs opens like a normal app, full-screen — and push notifications work best this way.

"You're not linked to a company yet"?

If you see this screen, your coordinator hasn't added your email to the crew yet. Once they do, the app shows your company's name, logo and colours.

1. Tap **Copy** to copy your email.
2. Send it to your coordinator and ask them to add you.
3. Once they have, tap **I've been added — check again**.

Turn on notifications

Tap **Turn on** (blue banner) or **Enable alerts**, then allow notifications. You'll get instant alerts for new jobs and roster changes — even when the app is closed. Tap **Alerts on · test** any time to send yourself a test.

Your screen has four tabs: **My Jobs · Completed · Timesheet · My Week**.

2. Clocking on for the day

At the top of **My Jobs** and **Timesheet** is your big clock card.

- **Clock on** — tap the large button when you start your day.
- **Break** — pauses your worked time; tap **End break** to resume.
- **Clock off** — ends your shift. You'll see a summary of the shift (worked + break).
- **This pay week** (or **This pay fortnight**) shows your running total for your company's current pay period.

*All times are rounded to the nearest **15 minutes** for pay.*

3. My Jobs

Your active jobs appear as cards showing the client, address, description and job type.

- Tap **Navigate** on a card to open directions in Google Maps.
- Tap a card to open the full job.

Inside a job

- **Check in on-site** — tap the big button when you arrive. This records the time and your location, which goes on the job report. Tap **Check out** when you leave.
- **Photos** — pick a category, then **Take photo** (camera) or **Upload** (choose one or more from your gallery). You can upload several at once and watch the progress bar. Categories depend on the job type:
 - **Standard**: Completion, Before, After, Issue
 - **Delivery**: Drop-off, Issue
 - **Site Clean**: Before, After, Issue
- Tap a photo to enlarge it; add a short note under each; tap the ✕ to delete one.
- **Worker notes** — type any remarks and tap **Save notes**.
- **Items removed** (Site Clean jobs) — list what you took off site and tap **Save items**.
- **Mark job complete** — tap when you're done. Your photos, notes and times go into the job report for the office (and the client, if your company sends them one).
- On **Standard** jobs, if you haven't added a **Completion** photo, the app reminds you — you can **Add photo** or **Complete anyway**.

*You'll only see and work jobs where you're the **assigned worker**. If you're listed as extra crew on someone else's job, your name shows there but the lead worker runs it.*

4. Completed

Jobs you finished in the **last 3 days**. Tap one to review its photos and details. Older jobs drop off this list automatically (they're never deleted from the office records).

5. Timesheet

- The same clock card is here so you can clock on/off.
- **Recent shifts** lists your last **2 weeks**: date, clock in/out, break and worked time (with the 15-minute rounded values).

If you ever forget to clock on or off, tell your coordinator — they can add or correct a shift for you.

6. My Week

Your roster for the week. The week starts on the same day as your company's pay period.

- Each day shows your **shifts** (start–end time and any note) and any **scheduled jobs** for that day.
- **Casual workers**: shifts start as **Pending** — tap **Accept** or **Decline**. Changed your mind? Tap **Accept instead** on a declined shift.
- Full-time shifts are confirmed automatically.

Request time off

1. Tap **Request**.

2. Pick your **From** and **To** dates and an optional **reason**.

3. Tap **Submit request**.

Your coordinator approves or declines it, and the status shows here.

7. Settings (gear icon)

- Update your **Display name**.
 - Switch **Light/Dark** theme.
 - **User guides** — open this manual any time.
 - **Sign out**.
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Quick reference

I want to...	Do this
Start my day	Clock on (top of My Jobs)
Take a break	Break → End break
Find today's jobs	My Jobs
Get directions	Navigate on the job card
Log that I'm on site	Open job → Check in on-site
Add site photos	Open job → pick category → Take photo / Upload
Finish a job	Open job → Mark job complete
See my hours	Timesheet
Accept/decline a shift	My Week → Accept / Decline
Ask for a day off	My Week → Request
Turn on alerts	Enable alerts (My Jobs)