



Cross Jobs — Supervisor Manual

Office dashboard & installable app

This guide covers everything a supervisor can do in Cross Jobs: setting up your company and depots, dispatching jobs, proof of work from site, rosters, timesheets, payroll, client reports and your plan.

1. Getting started

Start your company

1. Open **www.c-rossjobs.com** and tap **Start your company**.
2. Enter your company name, your first depot (yard or branch), your name, email and a password.
3. The **Welcome to Cross Jobs** setup opens: add your logo and colour, any other depots, and how you pay your crew (weekly or fortnightly, the day your pay period starts, and your state). You can **Skip for now** and change any of it later in **Settings**.

Every new company gets a **30-day free trial** with every feature and no limits.

Signing in

1. Open the Cross Jobs web address and tap **Sign in**.
2. Sign in with **Continue with Google** or with your **email + password**.
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).*

Company login and depot logins

- The **company login** (the one that started the company) sees every depot, manages depots and logins, branding, payroll settings and the plan.
- A **depot login** only sees its own depot's jobs, clients, rosters and timesheets.
- Company logins switch depots from the depot picker in the top bar, or choose **All depots** to see everything.

Install it like an app (recommended)

Tap **Install** (top bar) or **Install app on this device** on the login screen. Cross Jobs then opens full-screen from your desktop or home screen.

The top bar

- **Depot picker** (company login) — switch depot or see all depots.
- **Install** — add the app to this device (hidden once installed).
- **Settings (gear)** — profile, company branding, payroll & business details, plan & billing, email reports, change requests and these guides.
- **Light/Dark toggle** and **Sign out**.

While you're on the free trial, a slim bar under the header shows **how many trial days are left**.

Your work is split across tabs: **Overview** · **Jobs** · **Crew** · **Clients** · **Roster** · **Timesheets** · **Reports** · **Presets** · **Time Off** · **Depots** (Depots is for the company login).

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.
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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)* — the **lead worker** who runs the job.
 - **Additional workers** *(optional)* — extra crew appear as **name labels** on the job. *Only the lead worker can open the job, check 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 gets a phone notification if they've turned alerts on.

Reading a job card

- **Status badge**: **Not started** → **In progress** (time logged, nobody on site) → **On site** (green pulse, someone is checked in now) → **Completed**.
- Shows client, address, description, logged time, photo count and the assigned worker. A **+N** chip lists extra crew.
- **Off-site check-in** warnings appear in red if a worker checked in far from the site address.

Scheduled / upcoming

Future-dated jobs appear in a highlighted **Scheduled / upcoming** section at the top of Active, with a banner listing anything that goes live later. You can **Cancel** them.

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** and manage **Team members**.
- **Mark complete / Reopen**.
- **Report PDF** — open the 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 or type and filter by **client** and **date range**. Tap **Clear filters** to reset.

4. Proof of work & job reports

Every job builds its own record of what happened on site:

- **Time-stamped arrival on site and check-out**, with the worker's distance from the site address in the job's GPS log.
- **Every clock-on, break and clock-off** for the job.
- **Site photos** — before, after, completion and issue photos, each with the worker's caption.
- **Worker notes**, extra crew and, for Site Clean jobs, **items removed**.

The **job report PDF** puts this on branded pages with your logo and colour: arrival time, time on and off site with breaks, notes, items removed, the crew and every photo. Send it:

- to the **office** automatically, using **Supervisor completion copy** in Settings;
- to the **client** with **Email to client**, or automatically when a job is completed (turn on **Auto-email client on completion** in Settings and the client's own **Email completion reports** toggle).

Every emailed report is logged in **Reports** → **Reports sent to clients** with its delivery status.

5. Crew

Your crew is shared across the whole company, so anyone can be rostered at any depot.

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

If they haven't signed up yet, everything links the moment they register with that email.

- **Tap a worker card** to **quick-assign** them to an active or unassigned job.
- **Pencil** — edit their name, employment type or home depot.
- **Eye** — see a worker's totals and recent shifts.
- **Trash** — remove them from the crew.
- A green **On site now** badge shows who's checked in right now. Cards also show hours worked in the current pay period.

6. Clients

- **Add client** — company/name (required), contact person, phone, email and site address.
 - **Email completion reports** toggle — when on, this client can receive job reports automatically.
 - **Export CSV** — download one depot's clients. **Import CSV** — load that file into another depot.
 - Edit or delete clients any time.
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7. Roster

Plan the week. The roster week starts on **your company's pay-period start day** (set in **Settings** → **Payroll & business details**).

- 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 **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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8. Timesheets

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

Pay period approvals (top panel)

- The panel follows your pay settings: **weekly** or **fortnightly**, starting on your chosen day, in your state's time zone.
- Pick a date and it snaps to the start of that pay period. This also drives the pay-period CSV export.
- Each worker's hours and shift count are listed. Tap **Approve** to lock the period (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 show both the exact time and the **15-minute rounded** value (payroll uses the rounded value).

Filters

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

Exports & payroll

- **Export week / fortnight CSV** — the selected pay period, 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 with your ABN and address.

- **Email payroll** — send that PDF straight to your bookkeeper (set the payroll email in **Payroll & business details**).
 - **Timesheet PDF** — a single worker's pay period, from the worker's row.
 - **Export log** — a history of every CSV/PDF exported (who, when, hours).
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9. Reports

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

Set up the **Products** and **Lengths** your crew picks from when logging removed items on **Site Clean** jobs. Changes appear in the field app instantly.

11. Time Off

Review crew leave requests. For each **pending** request tap **Approve** or **Decline**. You can also remove old requests. The worker sees the result straight away.

12. Depots (company login)

- **Add depot** — one for each yard, branch or region. Jobs, clients, rosters, timesheets and payroll stay separate per depot.
 - **Supervisor logins** — give each depot its own login. A depot login only sees its own depot; a company login sees every depot.
 - A depot can only be deleted once it has no jobs, clients, shifts or logins.
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13. Plan & billing (company login)

- **Free trial** — 30 days, every feature, no limits. The bar under the header counts down the days, and you get a reminder email 7 days and 1 day before it ends.
- **Plans** (Australian dollars, plus GST): **Small** \$49/month (1 depot, up to 5 crew), **Team** \$99/month (up to 2 depots, 15 crew), **Multi-depot** \$199/month (unlimited depots and crew). Pay **yearly** and get 2 months free. The first 10 companies get **30% off for life**.
- **Pick a plan** — **Settings** → **Plan & billing** → **Manage plan** (or the **Pick a plan** button in the trial bar). Choose a plan, enter your card in the secure Square card form, and save. If your trial is still running, nothing is charged until it ends.
- **Receipts** — a PDF receipt is emailed to the company login after every payment.
- **Change plan** — bigger plans unlock extra depots and crew straight away; the new price starts from your next bill. Plans too small for your current depots or crew can't be picked.

- **Update card** or **Cancel plan** at any time. A cancelled plan stays on until the end of the time you've paid for, and you can **Resume plan** before then.
- **If the trial ends or a plan stops without payment**, the office dashboard shows a **pick a plan** screen. Your data is kept and **your crew can still clock on** from their phones.

14. Settings (gear icon)

- **Display name.**
- **Company branding** (company login) — company name, **logo** (PNG or JPG) and **main colour**. Your crew sees these in the app, and they appear on job reports, timesheets, payroll PDFs and emails to clients and your bookkeeper.
- **Payroll & business details** (company login) — **weekly or fortnightly** pay, the **day** (or for fortnightly, the **start date**) your pay period begins, your **state** for time zones, **payroll email**, **ABN** and **business address** for PDFs.
- **Plan & billing** (company login) — see section 13.
- **Auto-email client on completion** — automatically email the job report to the client when a job is completed (only if that client's toggle is on).
- **Supervisor completion copy** — an email address that receives every completed job's report. Leave blank to turn off.
- **Need something changed?** — send the Cross Jobs team a request for a change just for your company, with a screenshot if it helps.
- **User guides (PDF)** — this manual and the worker manual.

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
Send payroll to the bookkeeper	Timesheets → Email payroll
Email a job report to the client	Open the job → Email to client
Move clients to another depot	Clients → Export CSV, then Import CSV
Add a depot or depot login	Depots
Change the pay period	Settings → Payroll & business details
Pick or change my plan	Settings → Plan & billing

I want to...	Go to
Approve leave	Time Off