CrewLocker – getting started

A quick guide for the boss. Takes about 10 minutes, and you can do it all on your phone.

Open **advanced-trees-staff.expo.app** on your phone or computer. On a phone, use *Share → Add to Home Screen* (iPhone) or *Install app* (Android) so it sits on your home screen like a normal app.

Set up your company

1. **Start your company.** On the login screen tap *Start a new company*. Put in your company name, your logo (optional), your trade, then your own name, email and a password. You're the boss.
2. **Follow the “Getting started” list** on your home screen. It ticks itself off as you go.
3. **Invite your crew.** Go to *Company & billing* and tap *Share join link*. Text or WhatsApp it to your lads.
4. **Approve them.** Each person signs up with their own email. They show up under *Join requests*. Tap *Approve* and pick **Worker**, **Office** or **Boss**. Only Boss and Office can see prices.
5. **Add your kit.** Open *Kit register → Add kit*. Add vans, chippers, saws and climbing kit with a photo of each. Put in the MOT, service and LOLER dates and you'll be reminded before they're due. Your crew can add kit too.
6. **Add your tickets.** Under *Tickets*, snap a photo of each certificate (chainsaw, climbing, first aid). Each worker does their own, and you can see everyone's.

Every job

1. **New job:** add the site and date, then tap *Assign* to pick who's on it. They'll see it on their phone.
2. **Risk assessment:** on the job, tap *Do risk assessment*. Pick the work type, tick the hazards (power and phone lines, roads, public…) and accept the suggested controls. Each person on site taps *I've read and understood*.
3. **Photos:** add before and after photos.
4. **Sign-off:** tap *Finish job / Customer sign-off*. The customer signs on your phone, and you can print or send the PDF.

Holidays & faults

Crew book holidays in the app and you approve them. *Who's off* shows the calendar. Anyone can *Report fault* on a bit of kit, and you get it in your Faults inbox.

Stuck?

Email **jacklace@advancedtreesltd.com** or call **07488 279398**. We usually reply the same working day.

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