










CREATE A CREW

To allow Crew Members to enter **time**, **units**, and **expenses** in Construct CT, **create a Crew** and **assign Crew Members** and **Tasks** (cost codes) to it.

- 1 Within **Construct CT**, click the  menu.
- 2 Select the **Project** to which you need to add a **Crew**.
- 3 Click on **Crews**.
- 4 Click the  in the bottom right corner.
 - Fill in **required fields (*)**. *Crew Code should consist of your name and the job # if submitting time for a crew.*
NOTE: Responsible Person is typically the timesheet approver.
 - Click .
- 5 Click  **ADD CREW MEMBERS**.
 - Search/select **Crew Members** (*multiple allowed*).
 - To favorite a crew member, click the  icon.
 - Click **Done**.
- 6 Click  **ADD TASK**.
 - Select the **Cost Codes** you want available for time entry.
 - Click **Done**. *If an error occurs, contact Project Controls.*
NOTE: *We will not charge time to trucks or equipment so you can ignore the ADD EQUIPMENT section.*
- 7 To save, click  in the top left. *There is no separate save button.*

NOTE: *To remove data (e.g., Crew Member or Task), look for the  or  icons.*