CrewWho — User Manual

You run the set. CrewWho runs the paperwork. Point it at a call sheet and every crew member lands in your Contacts, your shoot day lands on your calendar and Lock Screen, and over time your call sheets become your career record.

Manual for TestFlight build 112 · September 2026. Everything runs on your iPhone unless a section says otherwise. Nothing is uploaded unless you turn a specific feature on.

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1. The five tabs

Tab	What it's for
Today	The shoot in front of you: call time countdown, location, weather, on-set crew, and the on-set tools (Names, Big, Timecard).
Jobs	Every production you've processed. Each job has four rooms: **Day** (times, location, hospital), **Crew**, **Money** (My Deal, day log, invoice, receipts), **Binder** (notes, decks and documents, scans, links).
＋ (centre)	Add a call sheet: photo, Photos, a file, from email, make a new sheet, or teach CrewWho with old sheets.
People	Everyone you've worked with. Ratings, notes, tags, availability, and your own **My Card**.
Career	Your record: worked map, wrap reports, résumé and IMDb export, proof-of-work pack.

Search on People finds someone by **name**, by role, by production, by client, by place or by when you worked together — "Dana", "gaffer last year", "the Atlanta shoot".

Ask (the sparkle in the header) answers questions about your own data: "who was the gaffer on the Pepsi job", "where did I park the van", "what's my call tomorrow".

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2. Getting a call sheet in

Tap ＋. Pick one:

- **Take a photo** — printed sheet on the table. Flat, well lit, fill the frame.
- **Choose from Photos** — a screenshot or saved image.
- **Upload a file** — PDF, Word, or text from Files.
- **It's in my email** — a picture walk-through: open the attachment, tap **Share**, choose **CrewWho**.

- **Make a new call sheet** — build one from your crew list.

A whole folder at once: ＋ → **Import a whole folder**. Pick many files from the Files app (Dropbox and Google Drive folders show up there), or paste a Dropbox shared-folder link or a Google Drive folder link. Each sheet becomes a job, same as adding it by hand. Picking several files in **Upload a file** does the same.

From any app: open the sheet in Mail, Files, Messages or Photos → **Share** → **CrewWho**. Open the app and it picks the sheet up.

Automatically: connect Gmail or Outlook in Settings and CrewWho quietly imports call-sheet attachments from your inbox when you open the app. Read-only.

Revised sheets ("gate change"): if a new version of a sheet you already have arrives, CrewWho updates the job in place and tells you what moved — call time, location, crew — instead of creating a duplicate.

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3. Reading and checking the sheet

CrewWho reads the sheet on your phone. A PDF that was made on a computer is read from its text directly, which is exact. A photo goes through Apple's text recognition first.

Then it cross-checks every field against a second, independent reader and colours it:

- **Green** — two sources agree. Safe.
- **Yellow** — only one source, or a judgement call like a role.
- **Red** — the sources disagree, or the value looks wrong.

Anything not green goes into **Needs your eye**: one field at a time, with the line from the sheet it came from, and one-tap **Accept** / **Edit**. A phone number is never shown green unless the digits are on that person's own line of the sheet. Nothing is saved until you've seen the flagged fields.

Looking at the original sheet. On a job page, tap the original (or "Full screen") to open it edge to edge. Pinch to zoom up to 6×, one finger pans while zoomed, double-tap zooms to the spot you tapped and again to reset, "Fit" resets. Multi-page PDFs scroll page by page inside the viewer.

Call time, wrap time and job type are read straight from the sheet header by rules on top of the model, so they are right far more often than the crew list alone would make them.

Long sheets are read twice, whole and in sections, and the two reads are merged. That is what recovers crew on 20-page episodic sheets. It takes longer on older phones; a progress line shows "checking section 2 of 4".

First-name-only crew ("Mike – Gaffer") are kept and saved as *Mike (Gaffer · Project)* so two Mikes never merge in Contacts. When a later sheet gives the full name, the contact upgrades.

Numbers withheld? Some productions strip phones. **Group-text rescue** on the job page: paste or screenshot the crew group text and CrewWho matches numbers to the people who were missing them.

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4. Saving to Contacts

Tap **Save to Contacts**. Existing contacts are updated in place, new ones are added, and you see the plan (Add / Update / Skip) before it happens. Each contact carries the project, role and date in its note and is tagged **Film Crew**.

Grant **Full Access** to Contacts if asked. Under limited access contacts still save, but CrewWho can only avoid duplicates among contacts it can see.

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5. Shoot day

- **Today** shows the countdown to call, the address (tap for directions), the

nearest hospital, weather and sunrise/sunset, and the on-set crew.

- **Live Activity**: on the shoot day the call time sits on your Lock Screen and in the

Dynamic Island.

- **Widgets** for Home and Lock Screen show the next shoot. **Apple Watch** shows the next call time.
- **Names** is a quick reference of who's who on set. **Big** turns your phone into a

full-screen message board.

- **Autopilot reminders** (optional, Settings): bedtime and alarm for an 8-hour sleep,

a morning brief, "leave by" from live drive time, and an end-of-day one-tap timecard confirm.

- **Siri**: "run my shoot day in CrewWho", "who did I work with on [project]", or ask CrewWho anything.

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6. Timecard, mileage, receipts

All optional and opt-in under Settings → Location and Health.

- **Timecard**: portal-to-portal from your GPS stops, with one tap to confirm. Health

steps and heart rate can corroborate load-in and load-out.

- **Mileage**: drives are detected automatically (Core Motion) and logged to the job.
- **Receipts**: scan on the job's Money room. Lost a receipt? The affidavit generator

makes the form. Export receipts as PDF or CSV through the share sheet.

- **Planned vs actual**: call sheet times against what really happened, filled from GPS.
- **My Deal**: day rate, overtime rules, meal-penalty amount and turnaround guarantee.

One-tap invoice from the actual hours, mileage and receipts.

- **Day log** (Money room, "Planned vs actual"): wheels-up, your own pre-call, call and

wrap against the sheet's estimates, meal penalties, the job's timezone, and expenses that have no receipt. Turnaround from the previous day's wrap is shown, in red when it is under your guarantee. Pre-call counts toward hours; meal penalties add to pay.

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7. People and your card

- **People** is your crew book: 1–10 ratings, role-specific review notes, tags,

availability and do-not-book. A do-not-book person shows a warning on any new sheet.

- **Search** understands plain English: "gaffer last year on a car commercial".
- **My Card**: your details as a QR code any phone can scan straight into Contacts, no

app needed on their side. Add "where we met" from today's shoot. **Just met someone?** prefills a text or email you send yourself, and can add them to today's crew.

- **Handshake**: scan someone else's CrewWho card and you both get a verified credit.
- **Reconnect** surfaces people you haven't worked with in a while.
- **Ask for personal contact**: when someone is only reachable at a production-company

address, their card offers a one-tap email asking to stay in touch and for a personal email. On a job's Crew room the same button drafts one email to everyone in that situation, all in BCC. You always tap Send yourself; the wording is editable in Settings.

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8. Career

- **Map**: every place you've worked, with people and productions as clusters.

- **Wrap report**: a shareable summary of a season or job.
- **Résumé** PDF and **IMDb credits** in paste-ready form.
- **Proof-of-work pack**: per-day evidence (sheet on file, hours, GPS, pay) for union,

visa or income purposes.

- **Delegate packs**: role-scoped exports for an agent or accountant. Private ratings

and reviews are never exported.

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9. The job Binder — everything for a job in one place

Open a job → **Binder**.

- **Shoot notes**: gate codes, parking, start and wrap notes, what worked. **+ Add a dated

entry** stamps the time so a running log builds up. Ask can search these later.

- **Attachments**: decks, creative documents, maps, permits, gear lists, photos. Add from

Files or Photos, or share any file into CrewWho from Mail.

- **Scan**: paper into the binder, like the Drive scan button. Auto capture and edge

detection with a Manual mode and Color / Grayscale / B&W inside the scanner; you choose PDF (all pages, one file) or JPEG pages, and standard or high quality, and can name it.

- **Links**: the finished spot on Vimeo or YouTube, shared folders, anything with a URL.

Everything filed here shows on the job page whenever it comes up, and is also in Files → CrewWho → CallSheets under that job.

10. Teach CrewWho with your old call sheets (optional, off by default)

Every production formats its sheet differently. The more real sheets CrewWho has seen, the fewer names and numbers it gets wrong on yours.

Right after the welcome screen CrewWho asks once: "Help make CrewWho better for everyone?" It explains why it helps a one-person developer, says plainly that nothing is sold or shared with anyone, links to **Your data, in plain English** and the Privacy Policy, and reminds you to check any NDA or production confidentiality agreement first. "Not now" is a complete answer; the option stays in Settings and the ＋ menu.

What sharing means. The call sheet itself is uploaded to CrewWho, including your crew's names, numbers and emails. It is used only to train and test CrewWho's reader, never sold, never for

advertising. You confirm five separate statements to turn it on, and you can turn it off any time. To have anything deleted, email corrections@crewwho.ai. If you work under an NDA or confidentiality agreement, it may not permit this.

How to share. ＋ → **Teach CrewWho with old call sheets**, then:

- **From Files** — PDFs or scans, 20 at a time.
- **From Photos** — screenshots or pictures of printed sheets.
- **From my email** — if Gmail or Outlook is connected, CrewWho lists the call-sheet

attachments in your inbox from the last three years. Tick the ones to share. Nothing is sent until you tap Send, and it remembers what you've already sent.

What happens next. Each file is checked for viruses, PDF scripting, and hidden instructions before it is kept. The screen shows "N accepted" and explains anything set aside. Sheets you process in the app also help, after you finish the "needs your eye" review, and the review screen tells you when they did.

The fifth statement: how you use the app. Separate from the sheets, and just as optional. It records which screens you open, which actions you take, how long a screen was in front of you, and which operations failed — event names and counts, nothing more. It never contains sheet text, names, numbers, emails, notes, file names or anything you typed, and the identifier attached to it is random and tied to nothing about you. It exists so one developer can see which features earn their place and which ones fail you, instead of guessing. If you opted in before September 2026 this stays off until you tick that one line in Settings; leaving it unticked changes nothing else.

10a. Tell me what to build

Settings → Tell me what to build. Pick **An idea**, **A problem** or **What works**, type a sentence, send. Your email is optional and used only to reply to you. It sends what you typed and your app version, and nothing else — no call sheets, contacts or notes. It works whether or not you turned anything on, and if you have no signal it saves and sends when you do.

One person reads every one of these, and they are read alongside what the app is actually being used for. It is the shortest path from "this is annoying" to "this is fixed".

10b. Your data, backups and moving to a new phone

Everything you put into CrewWho lives on this iPhone. Updating the app never touches it, and CrewWho takes a backup before every update anyway.

What happens automatically. A snapshot of everything is written once a day, before every app update, and before anything risky (an import, a call-sheet revision, a restore). The last 15 are kept. Settings shows the date of the most recent one, so you can check rather than hope.

Where they live. Files → **On My iPhone** → **CrewWho** → **Snapshots**, with manual backups in **Backups**. That folder is part of your iPhone's own iCloud backup, so restoring this phone from iCloud, or setting up a new iPhone from it, brings your CrewWho data with it.

Keeping a copy off the phone. Settings → **Back up now** writes the file and then offers the share sheet: choose **Save to Files** → **iCloud Drive**, or email it to yourself. Either way the file is already saved on the phone, so cancelling the share doesn't lose it.

Restoring. Settings → **Restore from backup** (a file) or **Snapshots** (a date). A restore **adds** — it never deletes something you did after the backup was taken. Where the same thing exists in both, the newer edit wins.

What a backup contains. Jobs, extracted details, notes, links, binder text, job history, people and your private ratings and reviews, receipts, day logs, mileage and trips, crew lists, people you added by hand, your card, your rates, and your preferences. **It never contains your API keys** — a backup file gets emailed and AirDropped, and a key in it would travel with it. If you use a cloud provider with your own key, paste it again after restoring.

A restore also never switches **“make it better for everyone”** back on. Sharing call sheets is a decision you make now, on this phone, not one a six-month-old backup makes for you. If you want it on after restoring, turn it on in Settings.

If you ever open CrewWho and it looks empty, don't re-enter anything. The app will offer to put your data back from the most recent backup. If it doesn't, Settings → Snapshots has them by date.

10c. Where to find them — IMDb, LinkedIn, Instagram

Off by default. Turn it on in Settings, or from the card on any person's page.

Once on, every person has four rows: IMDb, LinkedIn, Instagram and Website.

- **If you've saved their page**, tapping opens it.
- **If you haven't**, tapping runs a search for their name on that platform, in

that platform's own app. Find them, copy the link, tap the pencil and paste it. Next time it's one tap.

CrewWho never looks anyone up. It cannot show you what someone has posted or what they have been shooting, and that is not an oversight:

- **LinkedIn** does not allow it. Their own developer terms say an app may never

store profile data for anyone except the person signed in to it, and reading another member's profile needs a permission LinkedIn grants to almost nobody.

- **IMDb's** free data is licensed for personal, non-commercial use only, so a

paid app cannot use it. The main alternative, TMDb, excludes commercial use without a separate written agreement.

So the honest version is a link and a search, which is what this is.

How links fill in on their own. If someone shares their CrewWho card with you and they've filled in their own IMDb, LinkedIn or Instagram, those arrive with the card and land on their page. That is the only way CrewWho ever holds someone else's profile link: they put it there.

Your own card. My Card has the same three optional fields. Fill them in and they travel with every card you hand out, including into the other person's Contacts app as labelled links.

What leaves your phone. Nothing, until you tap a row. A tap opens that platform like any other link — CrewWho sends nothing, and stores nothing except the link you choose to save. Saved links are in your backup.

10d. Staying in touch, and recommending people

Who's gone quiet. When someone you used to work with has gone cold, the People tab shows a prompt. Tap it for a short list, ranked by how many days you actually spent on set together against how long it's been. That ranking is something only CrewWho can do, because it has your call sheets.

- **Say hello** opens Messages (or Mail) with an opener already written, naming

the last job you shared. Change any of it. Nothing sends until you send it.

- **Not now** rests that person for three months. So does saying hello.
- People marked **do not book** never appear. People you've never rated *do* —

most crew are never rated, and they're the ones you lose touch with.

- Someone with no phone or email is left out, because there'd be no action.

Recommending someone. On anyone's page, tap **Recommend [name] to someone**. Say what it's for, choose whether to include the jobs you did together, and read the exact message before you send it by text, email or share sheet.

Their **phone and email are off by default**. Turning them on is a separate tap with a plain warning, because passing on someone's number is their call as much as yours. Left off, the message offers to make the introduction instead — which is often the better move anyway.

Your private notes never travel. Ratings, reviews, would-work-again and do-not-book flags, and day rates are never included in a recommendation, in any combination of settings. There is no option to include them, deliberately.

10e. The face saved contacts get

When you save crew to your iPhone Contacts, anyone without a photo gets one drawn for them: the glyph for their craft on a colour taken from their name, with the CrewWho owl in the corner. A gaffer gets a bulb, a grip a wrench, a sound mixer a microphone.

That means you can see which contacts came off a call sheet, and which department someone is in, just by scrolling. Your own card carries it too, so you arrive in other people's phones as a face.

A real photo always wins. This is only used when there isn't one, and iOS still shows its own merge screen before changing an existing card.

Settings → **Give saved contacts a face** turns it off, and shows you exactly what gets generated before you decide.

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11. When something goes wrong

Every error in CrewWho offers **Tell the developer**: a crashed screen, a sheet that would not read, or a small banner at the bottom for anything that failed quietly. One tap sends it, and you see that it went — or that it has been saved to send once you have signal. You are never asked to pick an app.

The report carries the error, the screen you were on, the build number and your device, and **never any call-sheet content**. Nothing is sent unless you tap. Please do tap; it is the fastest way a problem gets fixed.

12. Settings worth knowing

- **Tell me what to build**: the suggestion box. An idea, a problem, or what works.
- **Appearance**: System, Light or Dark. Anything you copy out of or paste into CrewWho

keeps a readable colour in either mode.

- **Jobs** → **Select**: tick several jobs, then **Share sheets** (the original call sheets

to a person, AirDrop, Dropbox, Drive or Files), **Export contacts** as one CSV, or **Delete** them together.

- **First run** is one screen: agree to three plain statements and you are in. The

built-in on-device reader is the default, private and offline. Under **Advanced** you can use a cloud provider with your own API key (OpenAI `gpt-4o-mini` is the best value; keys stay on your phone and go only to that provider).

- **Calendar & Email**: push shoot days to Apple, Google or Outlook calendar; auto-import from Gmail or Outlook.
- **Backup & snapshots**: full backup file, automatic daily snapshots, and **Time Machine** to roll back to any of the last 15.
- **Privacy, Terms, Disclaimers** are in the app and at crewwho.ai. **Your data, in plain

English** (Settings, or the link on any opt-in screen) is the one-minute version: what stays on the phone, what leaves and when, and why to check your contracts and NDAs before cloud AI, sharing sheets, or any cloud feature.

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13. Troubleshooting

Problem	Try this
Missing people on a long sheet	Wait for "checking section…" to finish. If it's a photo, retake sharper and closer.
A wrong phone number got through	It can only happen on a yellow or red field. Fix it in the review, then it's green for good.
Sheet won't import from email	Use Share → CrewWho from the attachment, or the Print trick in Help for Docs and web pages.
No numbers on the sheet	Use Group-text rescue on the job page.
Contacts didn't save	Settings → CrewWho → Contacts → Full Access, then retry.
Old sheets won't upload	Check sharing is on (＋ → Teach CrewWho). PDF and images only, 25 MB each.
Anything else	Tap **Share with the developer** on the error, or screenshot in the app and send it through TestFlight.

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14. Quick reference

＋ → **photo, file, or share from Mail → review anything not green → Save to Contacts.** Shoot day on Today and your Lock Screen. Your career builds itself on Career.