

CRONOSIGN for production

Add crew by mobile, send documents, collect signatures and download the record.

1 Add someone by mobile

In **Job setup** → **Crew**: name, mobile, role, type and language.

Tick **They agreed to get a WhatsApp from CRONOSIGN** only when the person agreed to be asked. CRONOSIGN sends one message with *Yes / No*; nothing else is sent until they say yes.

Add one person by mobile number

First name

Surname

Mobile (WhatsApp)

Lucía

Gómez

+34 600 333 444

Role

Department

Type

Language

Gaffer

From the role

Payroll

English

☒ **They agreed to get a WhatsApp from CRONOSIGN**
CRONOSIGN then sends one message asking Yes or No. On Yes it asks their language, name and email in the chat, and sends a link for the DNI/NIE and the data notice. Nothing else is sent until they say Yes. No ID or bank number is ever asked in the chat.

Add to crew

2 See who has answered

The **WhatsApp** column on the crew list shows: *asked, no answer yet, answering, waiting for the app step, on* or *said no*. For someone already on the list, use **WhatsApp invite**. While WhatsApp is not connected, use **Copy invite link**.

Name	Role	Dept	Type	Regime	Deal h	Rate	IRPF	Status	Invite	WhatsApp	Joined	Notice	
Ana Ruiz TIME SHEET	Set Dresser	Art	Self-employed (invoice)	None	12.00	350.00 €	15.00 %	confirmed	22/10/2026 18:00 · link		22/10/2026 18:00	NOTICE	Copy Invite link
													Show Invite QR
													WhatsApp invite
													Edit Paper notice
													Copy invite link
									22/10/2026			Show Invite QR	

3 Reminders

In **Reminders to crew** you choose whether and when they go: start (minutes after call), finish (after the estimated wrap) and sign (after finishing). Always inside the work window, at most two a day per person, and each person can mute them.

Reminders to crew

Each person gets them on the channel they chose (app, email, or WhatsApp if they opted in). Right to disconnect: nothing is sent outside crew call minus 30 minutes to estimated wrap plus 2 hours, never on rest days, and at most two reminders a day reach each person; crew can mute them.

☒ **Start reminder**
minutes after crew call, to anyone expected who has not started

15min

☒ **Finish reminder**
minutes after the estimated wrap, to anyone still in

60min

☐ **Sign-your-day reminder**
minutes after a person finished, while their day is not signed

30min

Save reminders

4 Send documents

In **Documents**: choose the file, the title, the type and who it goes to (whole crew or one person).

- **Contracts and deal memos** ask for a signature (PDF only) and arrive as an *Open and sign* button, never as a file in the chat.
- **Call sheets and information** can go as the file in WhatsApp.
- Messages leave between 09:00 and 21:00; anything sent later leaves the next morning.

Documents

File (PDF, Word, Excel, PowerPoint, JPEG, PNG; 25 MB) Title crew see

Choose File Deal memo Lucia Gomez.pdf

Deal memo Lucia Gomez

Type To

Deal memo

Lucía Gómez · Gaffer

☒ **Needs their signature**
PDF only. They open it in CRONOSIGN and sign with one tap; you get a signed copy with a signatures page.

☐ **Send the file itself in WhatsApp**
Fine for call sheets and general information. Personal documents (contracts, deal memos) go as a button that opens them in the app.

Send

Title	Type	To	Sent	Opened	Signed	Date	
Call sheet Day 1	Call sheet	Everyone	6/6	0		22/10/2026 18:00	Open
							Who Send to new crew Withdraw

WhatsApp messages go out between 09:00 and 21:00; a document sent later leaves the next morning. Crew without WhatsApp get a push or an email, and every document is always under Documents in their app.

5 Who opened and signed

The document list shows sent, opened and signed. **Who** breaks it down per person. **Signed copy** downloads the original PDF with a signatures page: name, signature, opened and signed times, and the file's SHA-256 fingerprint.

Send to new crew sends it to anyone who joined later; **Withdraw** takes it back (signatures already made are kept).

Documents

File (PDF, Word, Excel, PowerPoint, JPEG, PNG; 25 MB)

Choose File

No file chosen

Title crew see

Call sheet, Day 1

Type

Call sheet

To

Everyone on the crew

☐ Needs their signature
PDF only. They open it in CRONOSIGN and sign with one tap; you get a signed copy with a signatures page.

☒ Send the file itself in WhatsApp
Fine for call sheets and general information. Personal documents (contracts, deal memos) go as a button that opens them in the app.

Send

Title	Type	To	Sent	Opened	Signed	Date	
Deal memo Lucia Gomez	Deal memo	Lucía Gómez	1/1	0	0/1	22/10/2026 18:00	Open Who Send to new crew Withdraw
Call sheet Day 1	Call sheet	Everyone	6/6	0		22/10/2026 18:00	Open Who Send to new crew Withdraw

WhatsApp messages go out between 09:00 and 21:00; a document sent later leaves the next morning. Crew without WhatsApp get a push or an email, and every document is always under Documents in their app.

6 Download the record

On the day sheet or the job page, **Clock log (Excel)** downloads who started, lunched, came back and finished, day by day, and every tap with where it came from (WhatsApp, app, iPad, QR). For the monthly legal record, use the office exports.

If someone does not want WhatsApp, everything works the same with the app, the iPad with a PIN or the QR. It is never compulsory.