Managing Crew Members
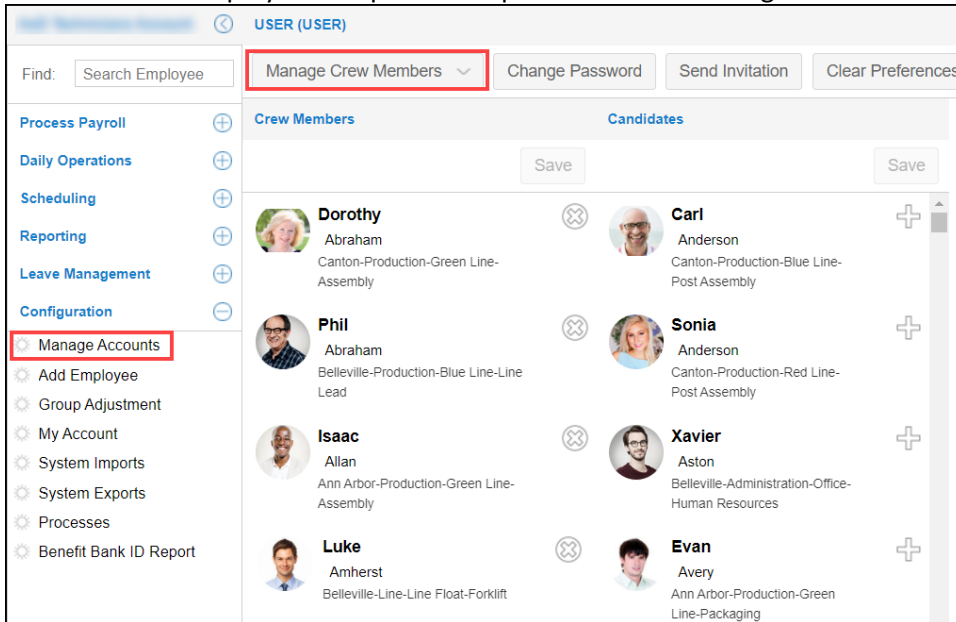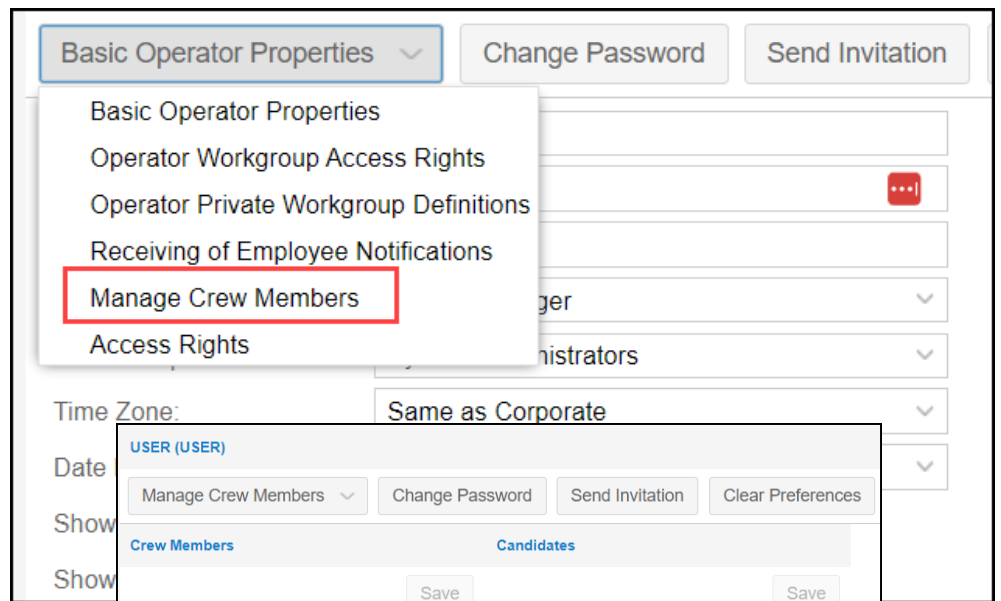
Crew is a list of employees unique to the specific user and managed in the Accounts page.
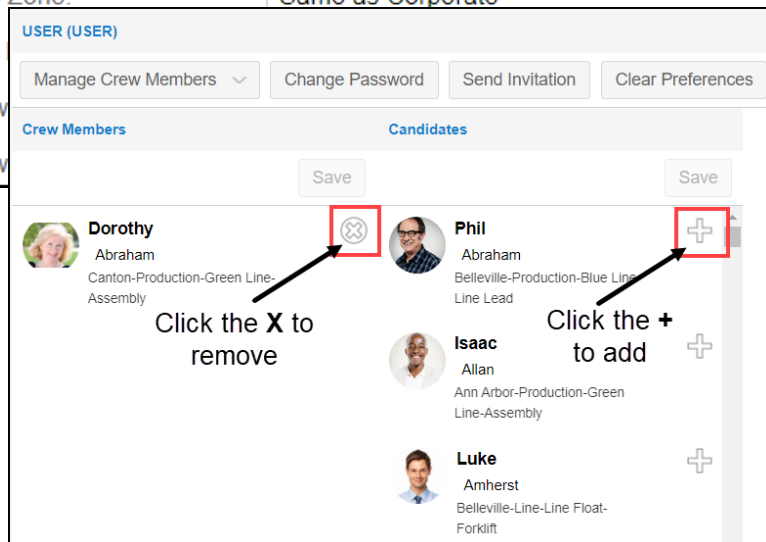

To manage your crews:

1. Click Manage Crew Members in the Basic Operator Properties dropdown list.
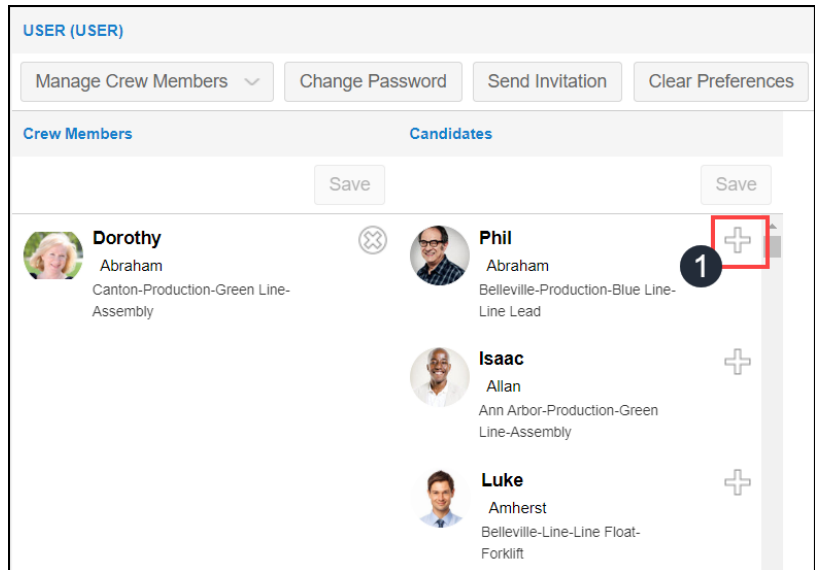

2. You can add an employee from a candidate list as your crew or remove a crew member from the Crew Members list.

Click the **X** to remove
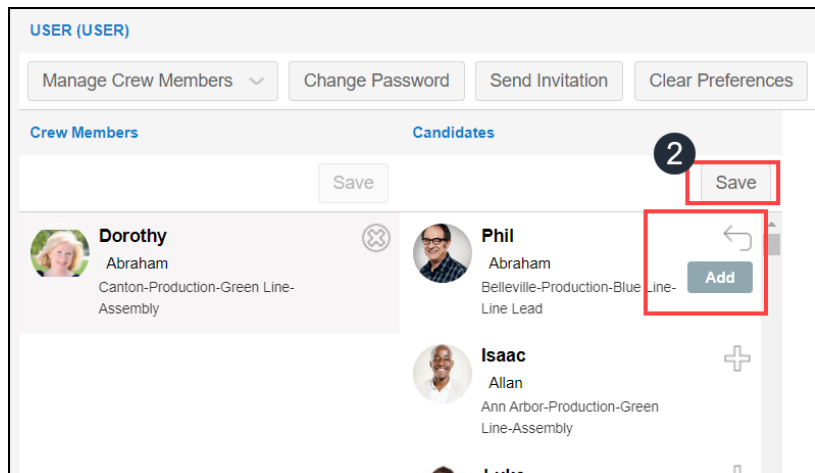
Click the **+** to add

Add a Crew Member

To add a crew member:

1. Click the Plus sign **(+)** for an employee in the Candidates list.
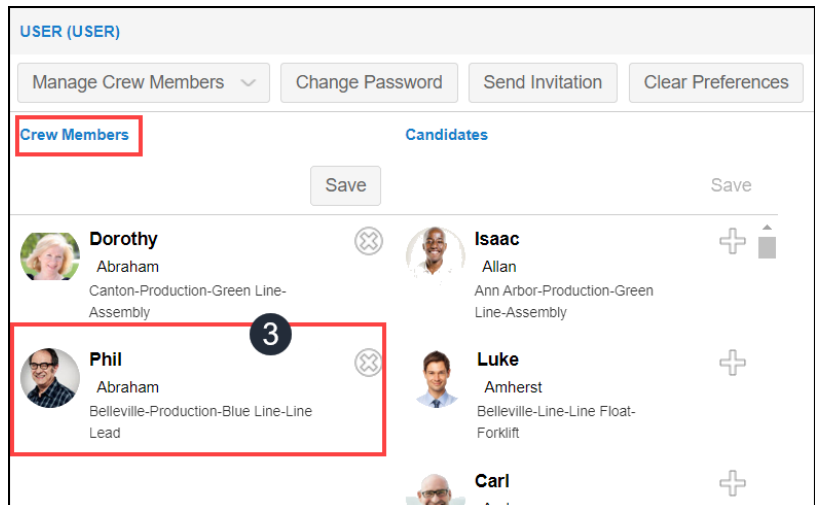

2. After clicking the Plus sign, an Add tag is added and an Undo sign is shown.

   Click **Save** to confirm your selection of crew members to be added. You can click the Undo sign to cancel the Add operation.
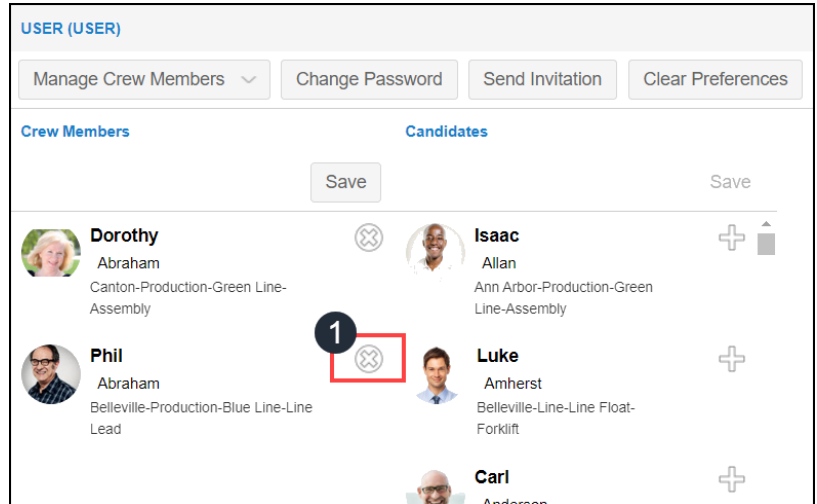

3. The candidate is removed from the Candidates list and added as a crew member in the Crew Members list.
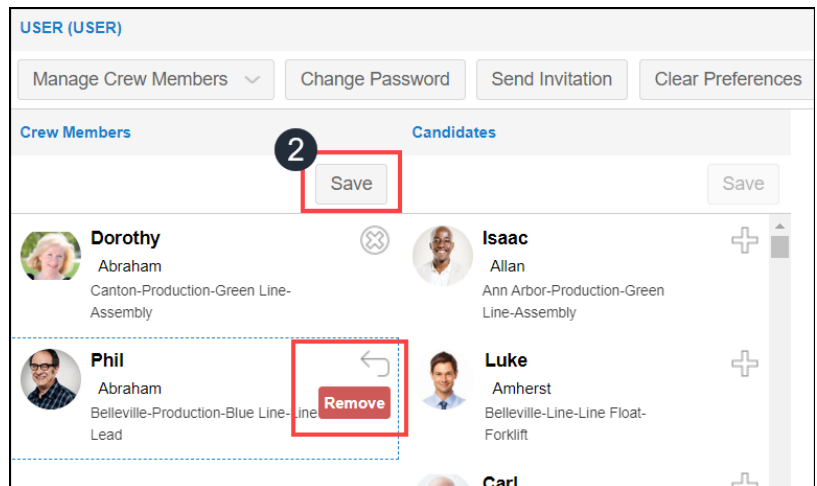
Remove an Existing Crew Member

To remove a crew member:

1. Click the Cross sign **(X)** for a crew member in the Crew Members list to be removed.
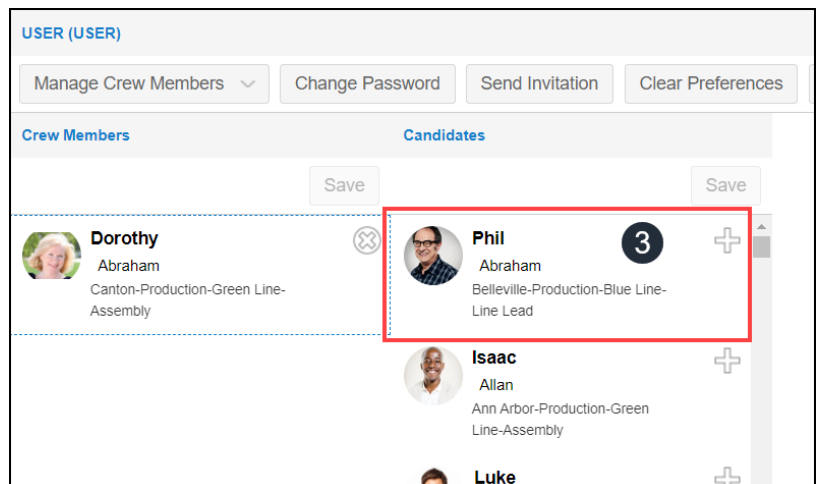

2. After clicking the Cross sign, a Remove tag is added and an Undo sign is shown.

   Click **Save** to confirm your selection of crew members to be removed. You can click the Undo sign to cancel the Removal operation.

3. The candidate is removed from the Crew Members list and added as a candidate in the Candidates list.