



JOB STREAM

PART 4 – THE PHONE: OWNERS

For the person who owns the companies

Version **2.14 – 2026-10-07** · This manual is updated as the app changes.
Check the version before you follow it.

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What an owner is

You own the companies. Everyone else works inside one.

An owner sits above the whole thing. You can:

- Make new companies.
- Switch between the companies you own.
- Do everything a manager can do, inside any of them.
- See recordings, incidents and everybody's hours.
- Go live to all your companies at once.

WE SET YOUR ACCOUNT UP

Owners are not invited by a company. We make your account for you and email you.

You then make your own companies and invite your own managers.

Owner or co-owner?

A co-owner shares everything you own. It is nearly the same job. Three things are yours alone.

CAN THEY...	OWNER	CO-OWNER
Make a new company	Yes	No
Delete a company	Yes	No
Add another co-owner	Yes	No
Everything else	Yes	Yes

Your first sign-in

Your email has a link in it. That link is the whole setup.

- 1 Open the email**
we sent you.
- 2 Tap the link.**
It opens a page in your browser.
- 3 Type your name and pick a password.**
A phone number is asked for, but you can skip it.
- 4 You are in.**
That page signs you straight into the computer console.

THE LINK RUNS OUT

If it has been sitting a while, the link may not work any more.

Go to admin.hydroxapp.com, click [Forgot password?](#) and get a fresh code.

Get the app too

Search the App Store for **Job Stream**. Sign in with the same email and password you just picked. You do not need an invite code — you already have an account.

Set up your first company

Four steps and you are running.

- 1 Make the company.**
Give it a name and the email of its first manager.
- 2 The manager gets an invite.**
They set up their own account.
- 3 They add the sites**
and invite the supervisors and crew.
- 4 You watch it work.**

You can put your own email as the first manager. Then you set the company up yourself.

Make a company on the phone

- 1 Tap the company bar**
at the top of your home screen.
- 2 Tap** .
- 3 Type the company name.**
- 4 Type the first manager's email.**
- 5 Tap** .

New company

We'll email the first manager an invite to join and set it up. You can use your own email.

Company name

First manager's email

Cancel Create

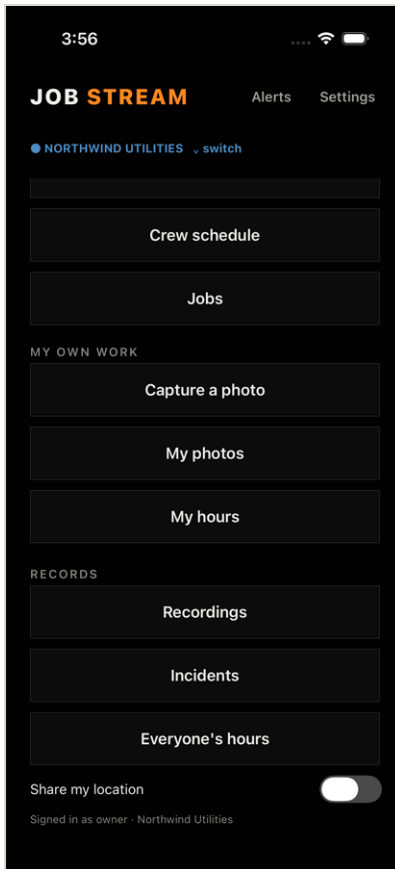
Two boxes. That is the whole thing.

BRAND NEW ACCOUNT?

Your home screen will say **CREATE YOUR FIRST COMPANY** with a **+ NEW COMPANY** button. That is the right screen. Nothing is broken.

Your home screen

Everything a manager has, plus four more.



The owner home screen. The Records group at the bottom is yours alone.

You get the manager's buttons — Go Live, Watch live, Crew map, Request a crew to go live, Crew schedule, Jobs, Capture a photo, My photos, My hours. Part 3 covers all of those.

THE FOUR THAT ARE YOURS

Team	Walk down from a company, to a team, to one person.
Recordings	Saved video from past streams.
Incidents	Things that went wrong. You can resolve or reopen them.
Everyone's hours	Hours for the whole company, not just yours.

Switch between companies

The bar at the top of the home screen.

The bar shows the company you are looking at right now. Tap it to switch.

Every screen underneath follows. Jobs, the map, hours — all of it is for the company in that bar.

CHECK THE BAR BEFORE YOU ACT

The screens look identical for every company. The bar is the only thing that tells you which one you are in.

Look at it before you approve work or invite somebody.

Your companies list

Tapping the bar shows **YOUR COMPANIES**. From here you can:

- Tap one to switch to it.
- Tap **+ NEW COMPANY** to make another.
- Tap **• GO LIVE TO ALL COMPANIES** if you own two or more.

Go live to all your companies

One stream. Every company you own.

Use it for a safety notice, a weather call, or anything everybody needs to hear at once.

- 1 Tap the company bar**
at the top of the home screen.
- 2 Tap** .
- 3 Read the warning**
and tap .
- 4 Talk.**
Tap stop when you are finished.

Every manager and supervisor across all your companies gets an alert and can watch.

THIS ONE IS DIFFERENT FROM A NORMAL STREAM

It is **not recorded**. Nothing is saved.

It **counts no hours**.

It has **no incident button**.

Say what you need to say. It will not be there later.

This button only shows up if you own two or more companies. One company does not need a broadcast.

Recordings, incidents and hours

The Records group at the bottom of your home screen.

Recordings

Every live stream is saved on its own. Nobody presses record.

Tap a row to play it. The list under it shows who was on that stream.

A brand new recording takes about 3 minutes to build. An empty list right after a stream almost always means "still uploading".

Incidents

Tap one to read it. You can mark it **resolved**, or **re-open** one that was closed too early.

The full claim package — the video, the photos, the location trail, all on one printable page — is on the computer. See Part 1.

AN OPEN INCIDENT LOCKS ITS EVIDENCE

Nobody can delete video or photos an open incident points at. Not even you. That is on purpose.

To release it: resolve the incident first, then delete it.

Everyone's hours

Hours for the whole company. A check mark means the hours were inside a site's circle. A warning mark means somewhere else.

To save them to a spreadsheet, use the computer. Part 1 covers it.

Add your people

Two ways in, depending on who they are.

YOU WANT TO ADD A...	DO THIS
Manager, supervisor or crew	Invite them into a company. They get an invite code.
Co-owner	Invite them as a co-owner. They get a set-password link.

Both are done on the computer, in the **Members** tab. Part 1 walks through it.

ADDING A CO-OWNER IS A BIG STEP

A co-owner gets every company you own. All of them, at once. Not one.

You can take it back later. Use **Manage** on their row, then **Remove as owner**.

What a co-owner cannot do

They cannot make a company, delete one, or add another co-owner. Everything else, they can.

Phone or computer?

Some things are computer only. Here is the split.

JOB	PHONE	COMPUTER
Watch live video	Yes	Yes, many at once
See the crew map	Yes	Yes
Make a job, add crew	Yes	Yes
Approve finished work	Yes	Yes
Make a new company	Yes	Yes
Go live to all companies	Yes	No
Make a site and drop its pin	No	Yes
Invite people	No	Yes
Build a claim package	No	Yes
Save hours to a spreadsheet	No	Yes
Set your logo and colour	No	Yes
Delete anything	No	Yes

WHY NO DELETING ON THE PHONE

Delete has no undo. A phone is used with one hand, in the sun, with gloves on. We keep the buttons that cannot be taken back on the big screen.

When something looks wrong

Five things owners hit.

MY HOME SCREEN HAS ALMOST NO BUTTONS

You have no company selected. Tap the bar at the top and pick one, or make one.

IT SAYS "NO COMPANY SHARED WITH YOU"

You are a co-owner, not a full owner. A full owner has to share a company with you.

A NEW COMPANY IS NOT IN MY LIST

Close the app all the way and open it again. The list is rebuilt when you sign in.

GO LIVE TO ALL COMPANIES IS MISSING

You own one company. The button shows at two or more.

MY FIRST MANAGER NEVER GOT THEIR INVITE

Check their junk mail. Then check the spelling. If it bounced once, we stop sending to that address to protect our mail — fix the address and send it again.

I NEED TO CHANGE SOMETHING I CANNOT SEE ON THE PHONE

Sign in at **admin.hydroxapp.com** on a computer. Part 1 covers everything there.

Need a hand?

Two ways to get help.

1 Ask your supervisor or manager first.

Most questions are about your own company's sites and jobs. They set those up, so they know the answer.

2 Email support@hydroxapp.com.

Tell us your name, your company, and what screen you were on. A picture of the screen helps a lot.

About the pictures in this manual

Every picture is from a practice company we made up. The names, sites and addresses are not real. Your screens will show your own company instead.

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