

Add Crew to a Booking

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Both [Crew Parameters](#) and [Labor Products](#) must be set up before adding crew in the crew tab of a booking

When editing a booking, the left hand menu organizes  Crew information under the following headings:



Assignments

The services you will charge the client for (i.e. Audio Technician, On-Site Technician, Stage Hand etc)



Technician Hours

Allows for recording of the actual days and hours an assigned technician worked. Usually completed after the job has finished and may differ from the estimated hours under the assignments section.



Notes

Hold notes/reminders to be communicated to the crew for the job, possibly even crew feedback to be used for the next job

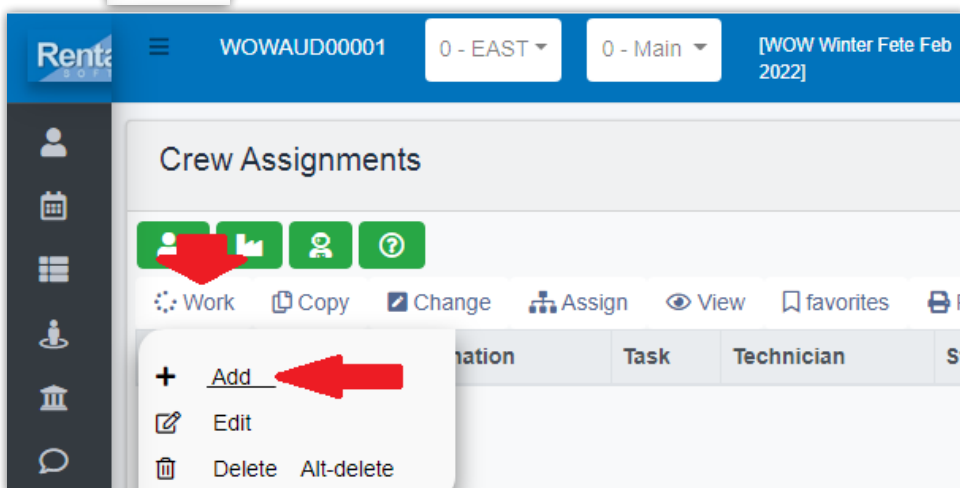


Other Crew Information

i.e. Dress Code, General Location, Crew Chief - Customizable via Crew Structure Parameter #5 Terminology Options.

Add Crew Assignments

Use the  Work menu to add, edit and delete crew entries



Job Section

Fig 1.1


See Fig 1.1 above:

1. Assign a designation - this is the [Labor Product](#) previously set up in inventory
2. Use the drop down to menu to select a [Crew Task \(optional\)](#)
3. Dates and times will be auto filled from [Crew Task](#) assignment OR manually enter them here
4. Quantity is always 1 if you plan to assign a technician to the job. Otherwise enter a higher quantity as needed.
5. Enter a job description or copy designation/task details to this field (optional)

Our Cost Section

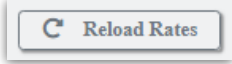
Fig 1.2

i.e. what you are paying the assigned technician, Fig 1.2 above

1. [Approved technicians](#) will display via the drop down to the right of the Technician field for selection.
 - Technician entry is required if the product code entered in Fig1.1 is set to 'technician required' under the general tab of [Product Setup](#). Otherwise this field can be left blank and re-visited at a later date if needed.
 - Note that if the Qty of the crew entry is 2 or more, the qty will be grayed out and you will not be able to assign a specific technician.
2. Use the icons to view the tech calendar and tech properties showing technician availability, skills, pay etc
3. Shows if the technician is available for this job based on their other assignments
4. Our Cost is what you're paying the technician.
 1. If the technician is unassigned, the rate will come from the 'Rate for Unassigned Lines' in the [Labor Product Rate Properties](#).
 2. If you select a technician, the rate will come from the internal rate entered in the contracting tab in the technician record. Note the rate must be approved in the technician record, otherwise it will show as zero.
5. Can be used in conjunction with [RentalPoint Technician Web Calendar](#) to allow technicians to accept/decline job offers.
 - Default Job Offered Status:
 - Agency or Internal Technician = 'Approved'.
 - Freelancer = 'Offered'
6. Conflict will be checked if the technician has a schedule conflict, use  from 2 above to view the technician schedule


- 7. Used in conjunction with Crew Parameter #18 Technician Confirmation Levels
- 8. Use this checkbox to notify the technician to meet at venue

Client Charge

Client Charge is what you're charging the client for the services you provide. This rate comes from the rates in the designation properties. If there's been a recent change to the designation rates, click  to refresh the assignment with the new rates.

To override the client rate you'll have to select Yes from the O/R Rate drop down and manually enter the rate (operator privileges apply)

Fig 1.3

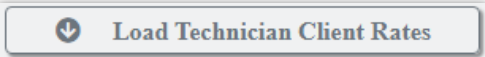


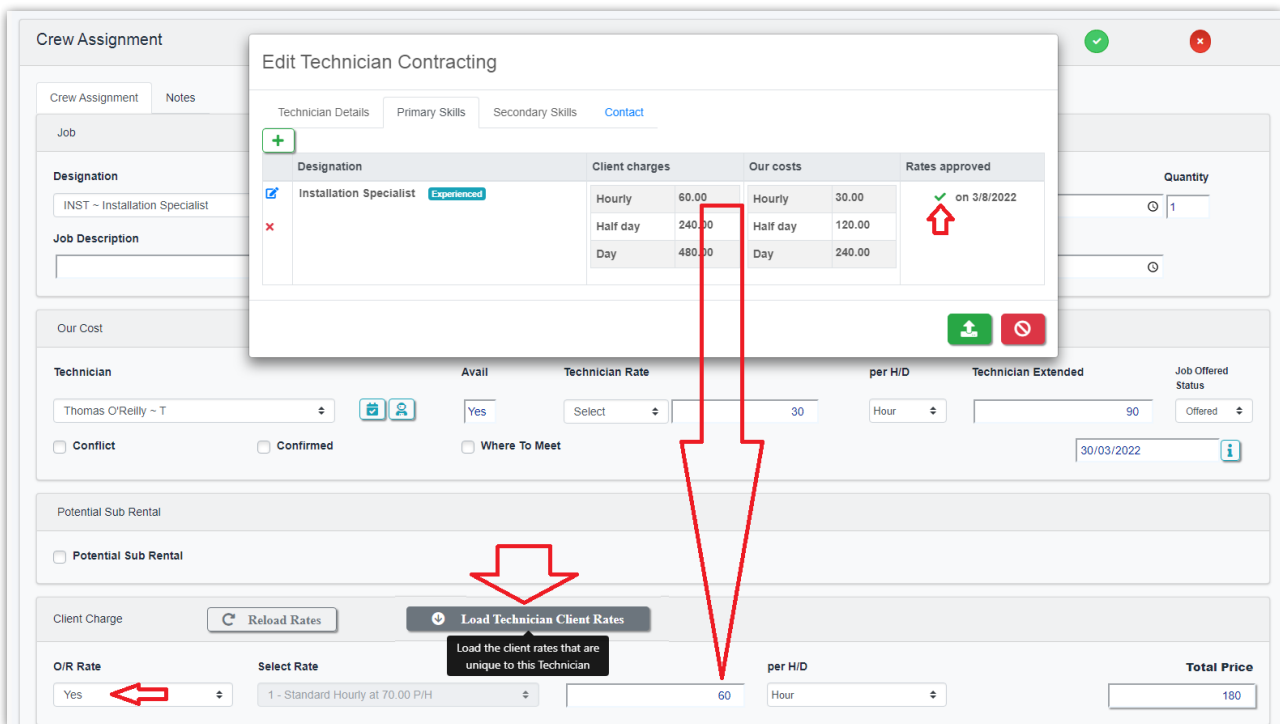
Client Charge



O/R Rate	Select Rate	Rate	per H/D	Total Price
Yes	1 - Standard Hourly @ 70.00 P/H	70	Hour	210

If the technician has special rates for this designation, you may load their approved rate by overriding the designation rate,

then click 



Crew Assignment

Job: INST - Installation Specialist

Our Cost

Technician: Thomas O'Reilly - T

Avail: Yes

Technician Rate: 30

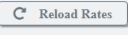
per H/D: Hour

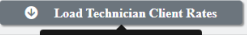
Technician Extended: 90

Job Offered Status: Offered

Potential Sub Rental: Potential Sub Rental

Client Charge





O/R Rate: Yes

Select Rate: 1 - Standard Hourly at 70.00 P/H

Rate: 60

per H/D: Hour

Total Price: 180

Edit Technician Contracting

Technician Details | Primary Skills | Secondary Skills | Contact

Designation	Client charges	Our costs	Rates approved
Installation Specialist Experienced	Hourly: 60.00 Half day: 240.00 Day: 480.00	Hourly: 30.00 Half day: 120.00 Day: 240.00	✓ on 3/8/2022

Load the client rates that are unique to this Technician

Hourly Rate Structure

Rate structures are available per Crew Parameter #1 setting, choose from the available rates, then complete unpaid hours as needed which will reduce the client charge

Fig 1.4

Hourly Rate Structure, hours and minutes

Default

Days	Hours	Mins	Unpaid hrs	Unpaid Minutes	Total unpaid Hours	Total unpaid Minutes	S.T	O.T	D.T
1	3	0	0	0	2	0	1	0	0

Options

Use the heading drop down to print a crew assignment under a particular heading on output documentation

Or **Print Crew at end of list** to print crew after all inventory. Set per Crew Parameter #15

Fig 1.5

Options

Heading

Print options

Print Crew at end of list

Print Assignment on Quote

Print Assignment on Invoice

Favorites

Frequently used Crew lists can be saved for on-going use.

Select the line items to save

Crew Assignments

Work Copy Change Assign View favorites Print Admin

<input checked="" type="checkbox"/>	Heading	Designation	Task	Technician	Start date	time	E
<input checked="" type="checkbox"/>	Thursday 01/06/2023						
<input checked="" type="checkbox"/>	0 - Main body	Setup crew	0 - Truck Load Up [w]		01/06/2023	08:00	0
<input checked="" type="checkbox"/>	0 - Main body	Setup crew	2 - Setup		01/06/2023	08:00	0
Sub totals :							

Then Save to Favorite List

Crew Assignments

Work Copy Change Assign View favorites Print Admin

<input type="checkbox"/>	Heading	Designation	Task	Technician	Start date	time	E
<input type="checkbox"/>	Thursday 01/06/2023						
<input type="checkbox"/>	0 - Main body	Setup crew	0 - Truck Load Up [w]		01/06/2023	08:00	0
<input type="checkbox"/>	0 - Main body	Setup crew	2 - Setup		01/06/2023	08:00	0
Sub totals :							

Get favorite list

Save to favorite list

When loading a list from favorites, first ensure your schedule dates and times are set correctly. These settings are used to populate the designation entries.

The screenshot shows a software interface with a blue header bar containing the text "TEST546300003", "0 - EAST", "0 - Main", and "[KOC Test]". Below the header, there is a "Timeline" section on the left with a list of tasks. Each task row includes a checkbox, a day (e.g., Thursday, Tuesday), a date (e.g., 2023-06-01, 2023-06-06), and a time (e.g., 08:00, 10:00, 11:00, 12:00, 18:00, 20:00). A red arrow points to the 10:00 time slot of a Thursday task. To the right of the timeline is a vertical "Timeline" axis with circular markers. Further right is a list of task categories: Preparation, Warehouse Out, Delivery, Set up by, Rehearsal, Show starts, Show finishes, Strike/deRig, Pickup for return, Warehouse In, and De-Prep. On the far right is a "Settings" panel with a green information icon. It contains a "Schedule Enabled" checkbox which is checked, a "Notes" section with radio buttons for "Hide", "Show Small", and "Show Large", a "Timeline Events" section with radio buttons for "Show All" and "Hide unchecked", and a "Days" section with a "Using" field set to "1", a "DAYS CHARGED" field set to "4", and an "Apply to all headings" checkbox.

The screenshot shows the "Crew Assignments" interface. At the top, there are four green icons: a person with a plus sign, a factory, a person, and a question mark. Below these are several action buttons: "Work", "Copy", "Change", "Assign", "View", "favorites", "Print", and "Admin". A red arrow points to the "favorites" button. Below the buttons is a table with columns "Heading", "Designation", and "Task". The first row contains "Sub totals :". A dropdown menu is open over the "favorites" button, showing two options: "Get favorite list" and "Save to favorite list". A red arrow points to the "Get favorite list" option.

The screenshot shows the "Select Crew list" interface. It features a list with one item: "Arts Show.txt", which is highlighted in blue. A red arrow points to this item. To the right of the list is a trash can icon. At the bottom of the interface is a light blue hint box with the text: "Hint: Set all the dates and times in the schedule first, as Crew loaded will use these according to their task." A green checkmark icon is located in the bottom right corner of the interface.

Note the time settings for each task

Crew Assignments																	
<input type="checkbox"/> Work <input type="checkbox"/> Copy <input checked="" type="checkbox"/> Change <input type="checkbox"/> Assign <input type="checkbox"/> View <input type="checkbox"/> Favorites <input type="checkbox"/> Print <input type="checkbox"/> Admin																	
<input checked="" type="checkbox"/>	Heading	Designation	Task	Technician	Start date	time	End date	time	Quantity	Days	Hours	Mins	Cost	Client Price			
<input type="checkbox"/>	Thursday 01/06/2023																
<input type="checkbox"/>	0 - Main body	Audio Director ~ Broadcast	0 - Truck Load Up [w]		01/06/2023	08:00	01/06/2023	09:00	1	1	0	0	0	no charge			
<input type="checkbox"/>	0 - Main body	Co-op student	0 - Truck Load Up [w]	Jaclyn	01/06/2023	08:00	01/06/2023	09:00	1	1	4	0	400	no charge			
<input type="checkbox"/>	0 - Main body	Make Up ~ Broadcast	2 - Setup		01/06/2023	09:00	01/06/2023	10:00	1	1	4	0	0	64			
	<i>Sub totals :</i>														8	400	64