Add Crew to a Booking

Last Modified on 18/11/2026 12:20 pm EST

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)

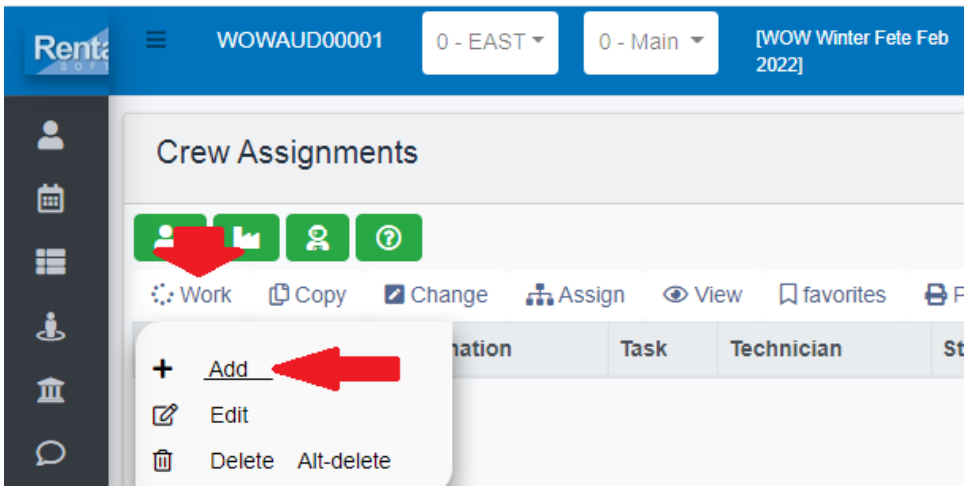
Technician Hours Allows for recording of the actual days and hours an assigned technician worked. Usually completed after the job has finished and may differ from the estimated hours under the assignments section.

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.

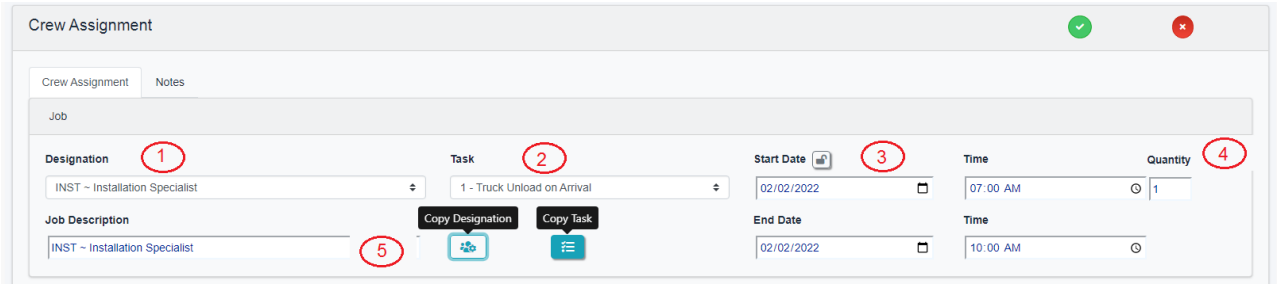
Add Crew Assignments

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



Job Section

Fig 1.1

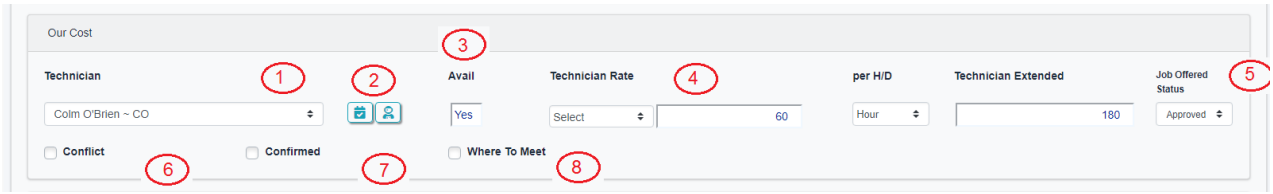


See Fig 1.1 above:

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

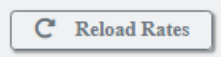


i.e. what you are paying the assigned technician, Fig 1.2 above

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.

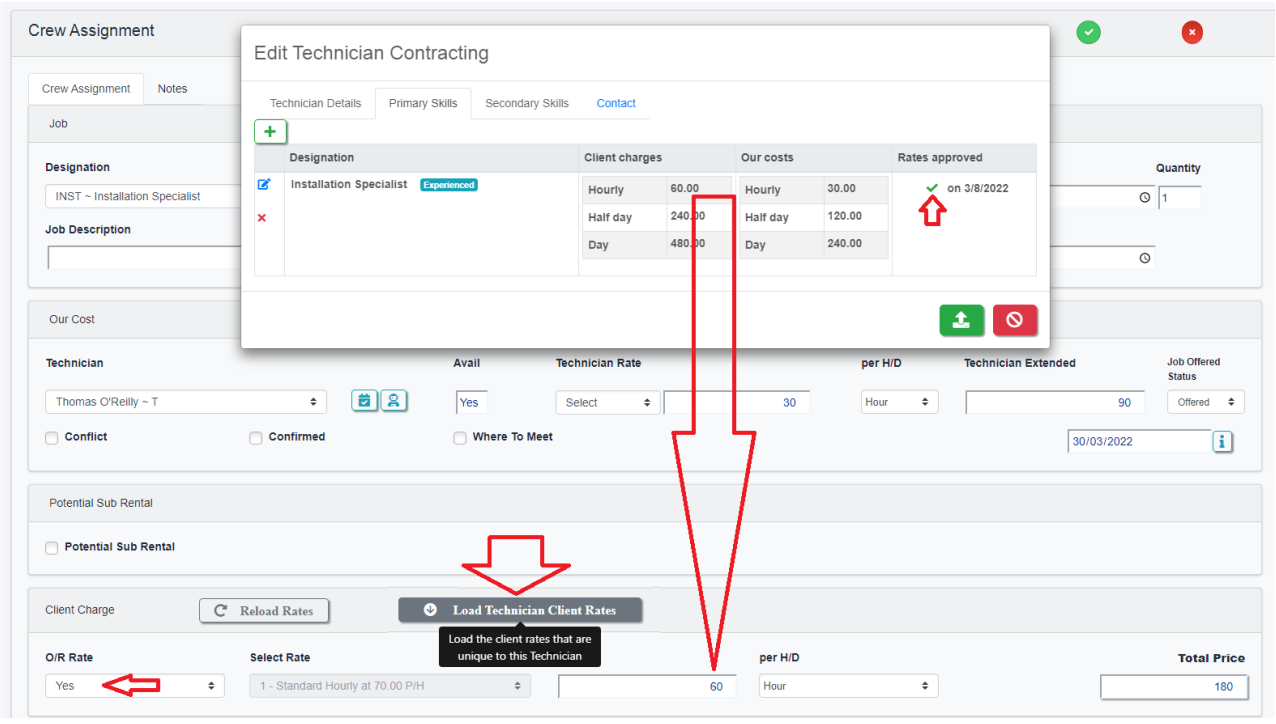
To override the client rate you'll have to select Yes from the O/R Rate drop down and manually enter the rate (operator privileges apply)

Fig 1.3



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

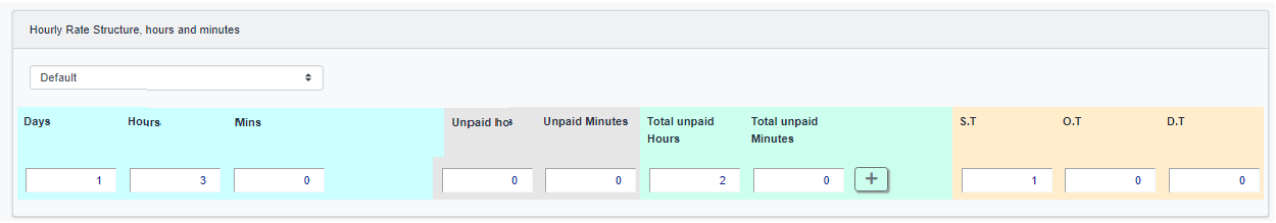
then click 



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

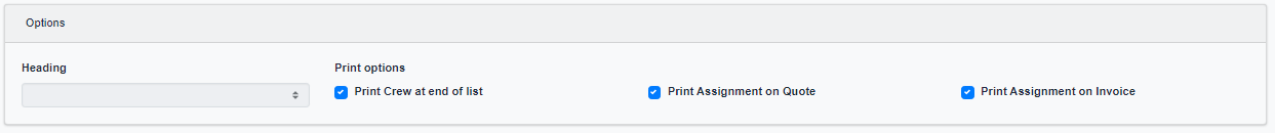


Options

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

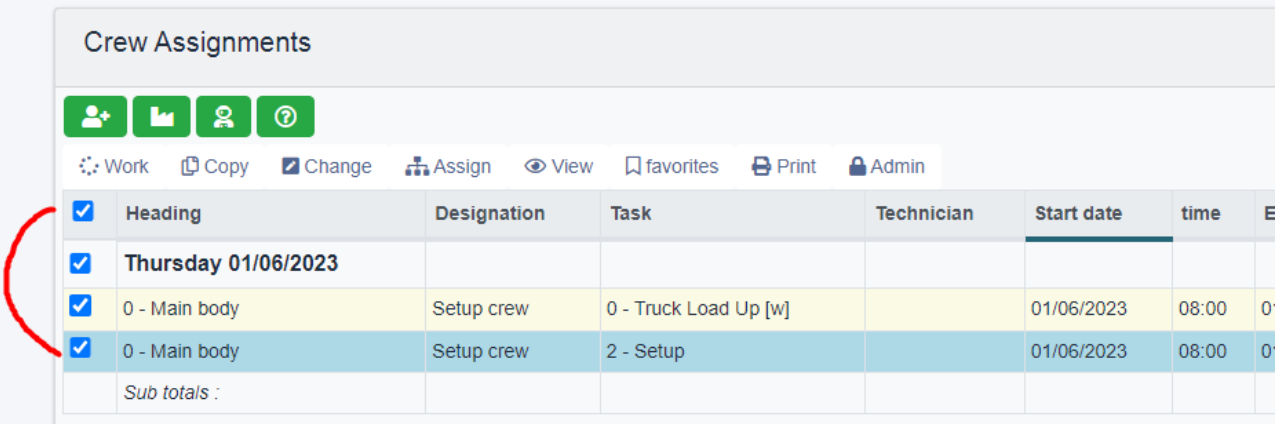
Fig 1.5



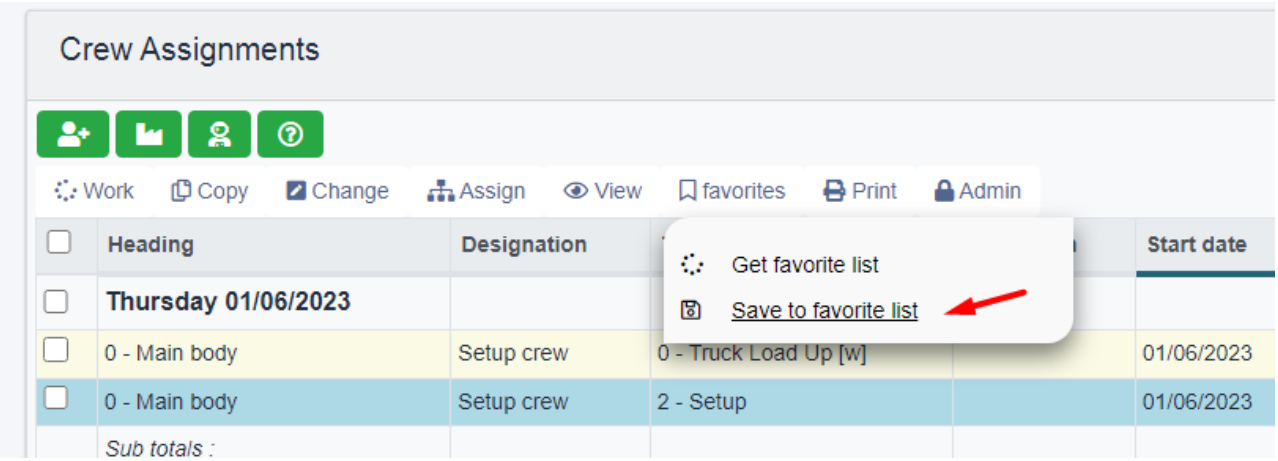
Favourites

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

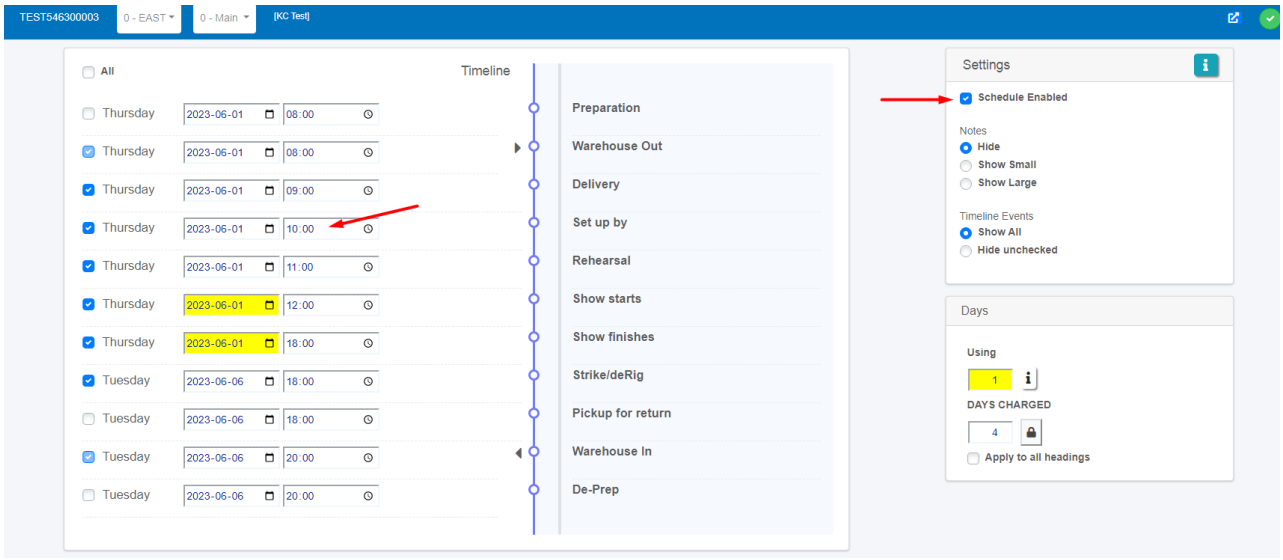
Select the line items to save

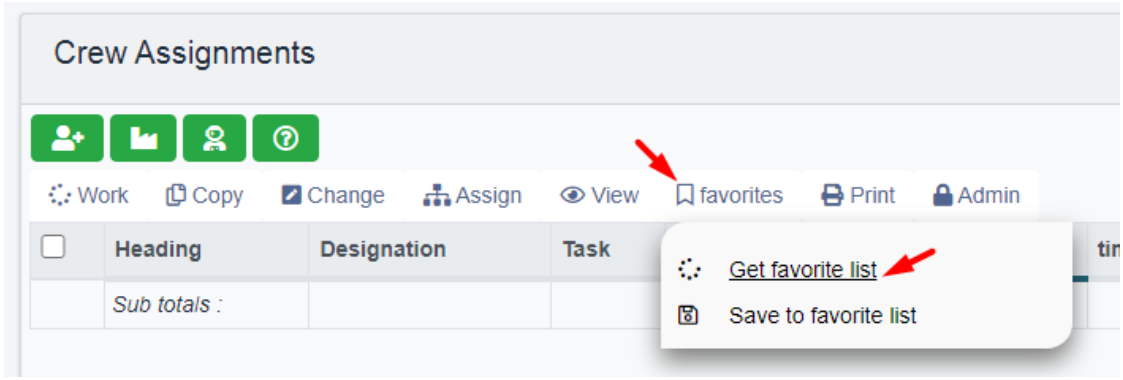


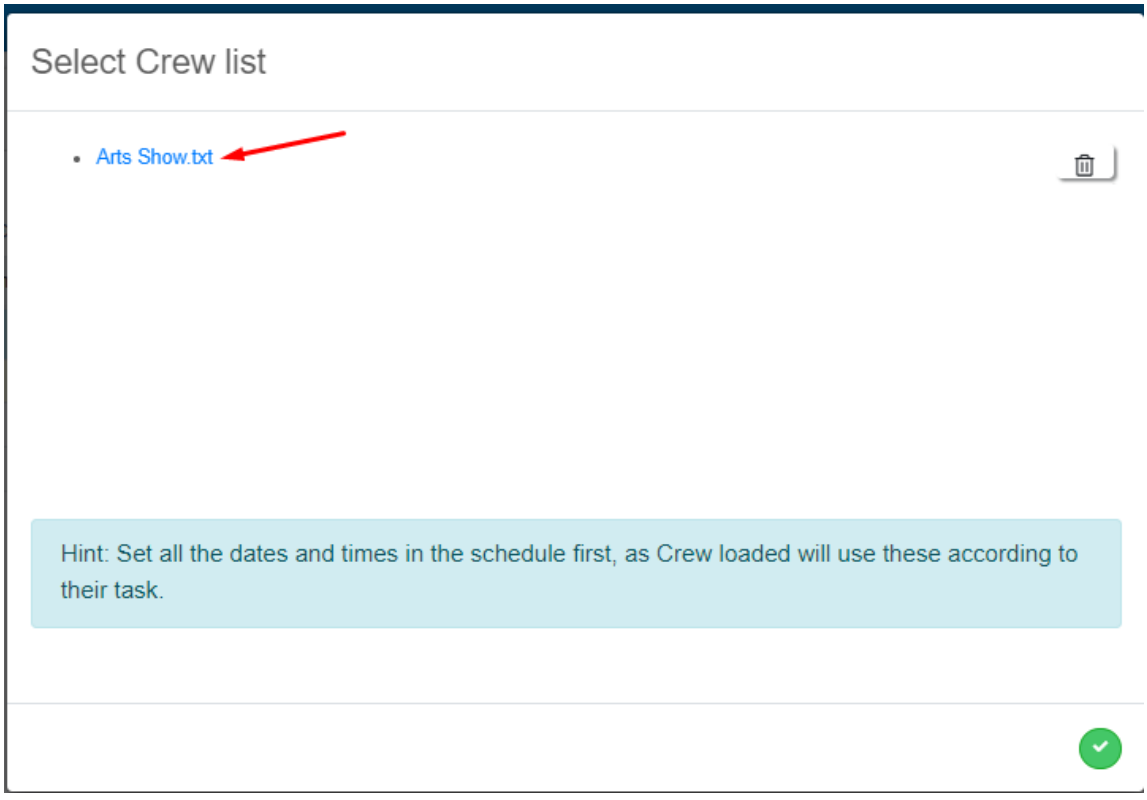
Then Save to Favorite List



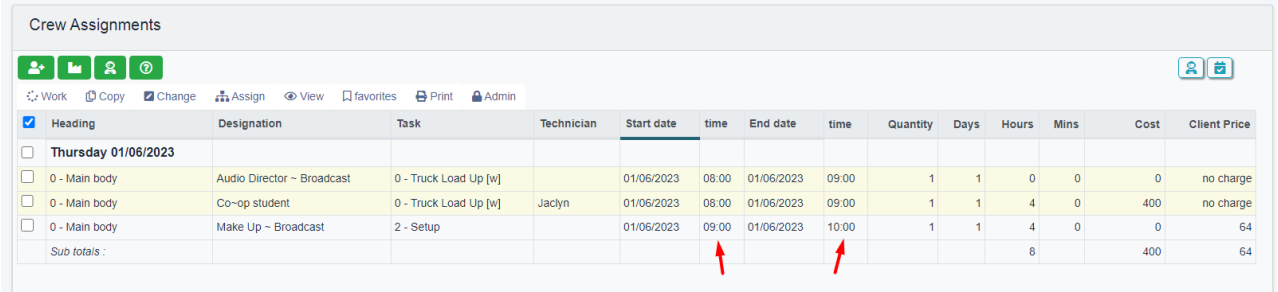
When loading a list from favorites, first ensure your schedule dates and times are set correctly. These settings are used to populate the designation entries.







Note the time settings for each task

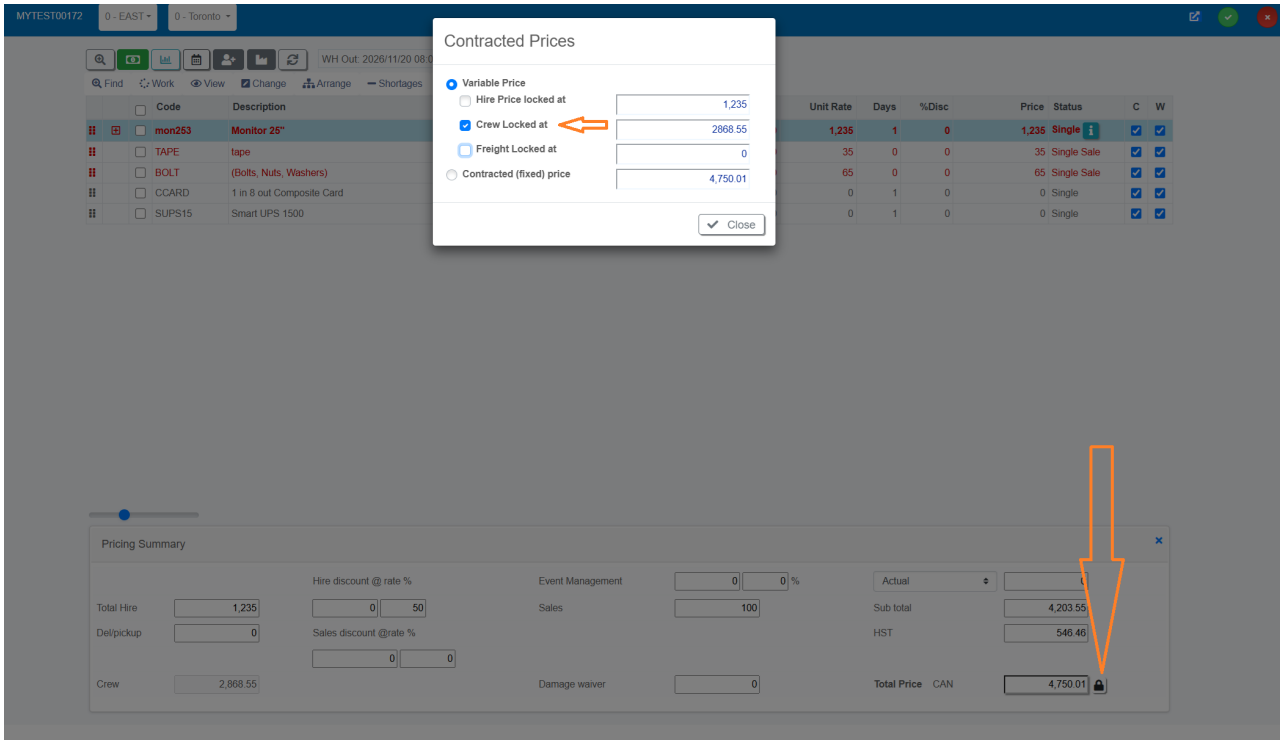


Heading	Designation	Task	Technician	Start date	time	End date	time	Quantity	Days	Hours	Mins	Cost	Client Price
Thursday 01/06/2023													
0 - Main body	Audio Director ~ Broadcast	0 - Truck Load Up [w]		01/06/2023	08:00	01/06/2023	09:00	1	1	0	0	0	no charge
0 - Main body	Co~op student	0 - Truck Load Up [w]	Jaclyn	01/06/2023	08:00	01/06/2023	09:00	1	1	4	0	400	no charge
0 - Main body	Make Up ~ Broadcast	2 - Setup		01/06/2023	09:00	01/06/2023	10:00	1	1	4	0	0	64
Sub totals :										8		400	64

Locked Labour

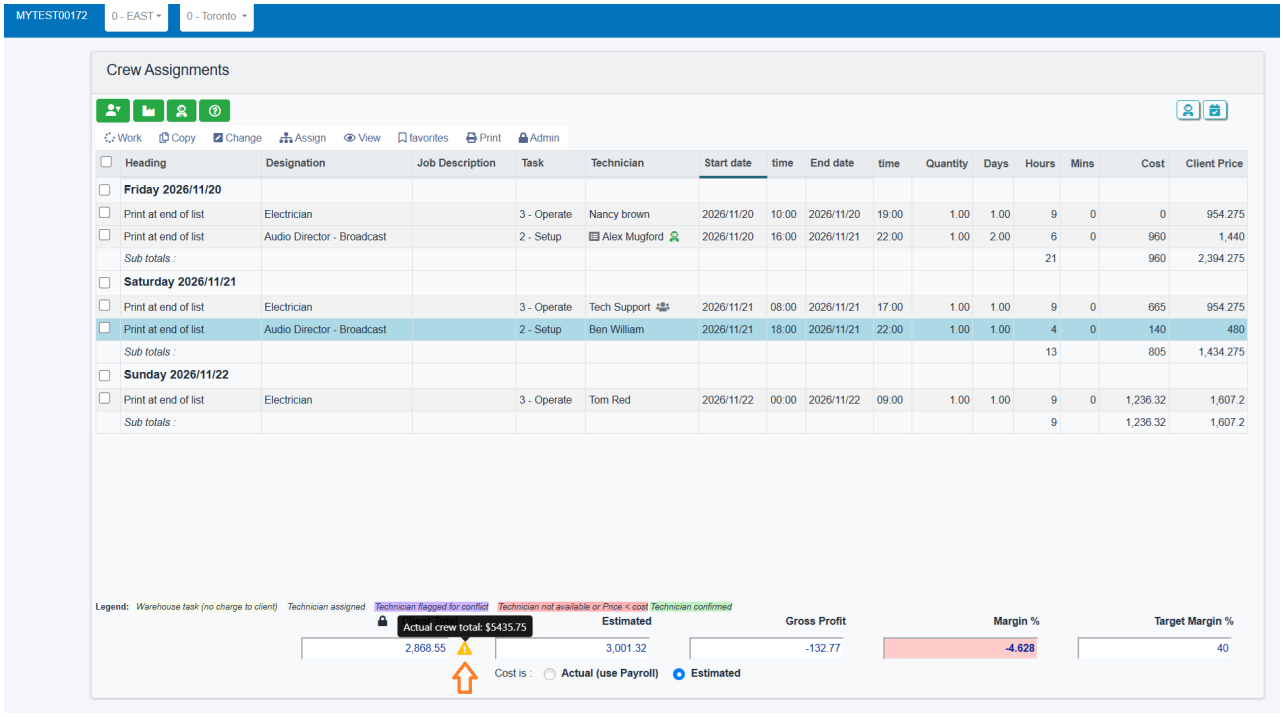
The client labour charge can be locked directly from the booking's Equipment Grid.

Once locked, the client-facing labour charge is fixed at the specified amount, regardless of the combined total of the individual crew charges assigned to the booking.



The difference between the locked client labour charge and the actual total of crew labour charges will be highlighted directly on the Crew Grid.

This allows users to quickly identify any variance between the amount charged to the client and the actual labour costs associated with the booking.


MYTEST00172
0 - EAST
0 - Toronto
Crew Assignments
Work
Copy
Change
Assign
View
favorites
Print
Admin
Heading
Designation
Job Description
Task
Technician
Start date
time
End date
time
Quantity
Days
Hours
Mins
Cost
Client Price
Friday 2026/11/20
Print at end of list
Electrician
3 - Operate
Nancy brown
2026/11/20
10:00
2026/11/20
19:00
1.00
1.00
9
0
0
954.275
Print at end of list
Audio Director - Broadcast
2 - Setup
Alex Mugford
2026/11/20
16:00
2026/11/21
22:00
1.00
2.00
6
0
960
1,440
Sub totals :
21
960
2,394.275
Saturday 2026/11/21
Print at end of list
Electrician
3 - Operate
Tech Support
2026/11/21
08:00
2026/11/21
17:00
1.00
1.00
9
0
665
954.275
Print at end of list
Audio Director - Broadcast
2 - Setup
Ben William
2026/11/21
18:00
2026/11/21
22:00
1.00
1.00
4
0
140
480
Sub totals :
13
805
1,434.275
Sunday 2026/11/22
Print at end of list
Electrician
3 - Operate
Tom Red
2026/11/22
00:00
2026/11/22
09:00
1.00
1.00
9
0
1,236.32
1,607.2
Sub totals :
9
1,236.32
1,607.2
Legend: Warehouse task (no charge to client) Technician assigned Technician flagged for conflict Technician not available or Price < cost Technician confirmed
Actual crew total: $5435.75
Estimated
Gross Profit
Margin %
Target Margin %
2,868.55
3,001.32
-132.77
-4.628
40
Cost is :
Actual (use Payroll)
Estimated