

Once your crew parameters are configured and your crew is setup, you can add designations and assign technicians to a booking. In the Crew tab of the booking you'll notice sub tabs along the bottom for Assignments, Technician Hours, Expenses, Notes and Other Crew Information. Depending on the version that you have and your parameter settings, some tabs may be hidden.

Assignments – these are the services and hours that you will be charging the client for.

Technician Hours – if you're using the Enterprise edition this tab will be visible. The technician hours tab allows you to enter the exact days and hours that your technician worked. The Assignments tab is more of a prediction of the services, dates and times and technicians that will be needed for the job, the Technician Hours are the actual hours that a tech worked.

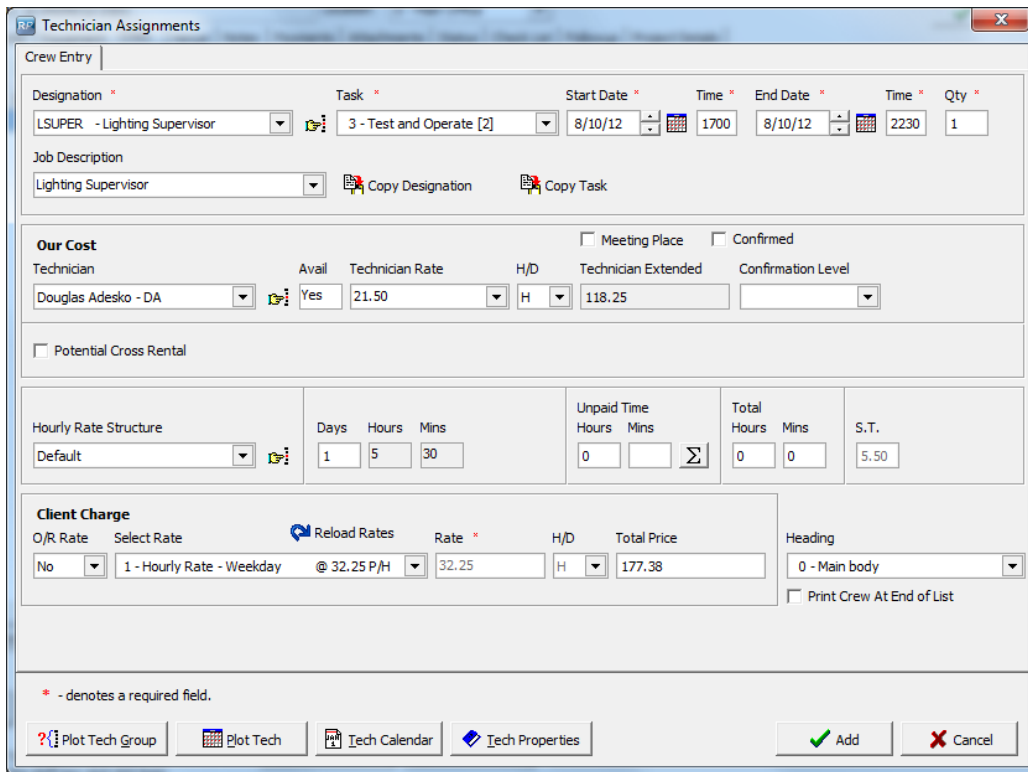
Expenses – this area holds miscellaneous charges that pertain to crewing only. Expenses are setup during the implementation process via Setup → Expense Codes.

Notes – holds miscellaneous information for crew.

Other Crew Information – this tab is only available with the Enterprise edition. Fields are customizable via Crew Structure Parameter #5 – Terminology Options.

Entering Assignments

In the Crew tab of the booking, ensure the Assignments tab is showing, and click **New**. All fields with a red asterisk are required, you will not be able to save the assignment until these fields are filled out.



The screenshot shows the 'Technician Assignments' window with the following data:

Designation *	Task *	Start Date *	Time *	End Date *	Time *	Qty *
LSUPER - Lighting Supervisor	3 - Test and Operate [2]	8/10/12	1700	8/10/12	2230	1

Job Description: Lighting Supervisor

Our Cost:

Technician	Avail	Technician Rate	H/D	Technician Extended	Confirmation Level
Douglas Adesko - DA	Yes	21.50	H	118.25	

Hourly Rate Structure: Default

Days	Hours	Mins	Unpaid Time Hours	Unpaid Time Mins	Total Hours	Total Mins	S.T.
1	5	30	0		0	0	5.50

Client Charge:

O/R Rate	Select Rate	Reload Rates	Rate *	H/D	Total Price	Heading
No	1 - Hourly Rate - Weekday	@ 32.25 P/H	32.25	H	177.38	0 - Main body

* - denotes a required field.

Buttons: Plot Tech Group, Plot Tech, Tech Calendar, Tech Properties, Add, Cancel

First you'll need to select the designation required for the booking. In the example below a lighting supervisor is needed, however you may need a stage hand for setup or a delivery driver to deliver the equipment on site. Next, select the task that this designation is going to perform. Tasks are linked to the booking dates and will automatically update the crew dates and times when you select a task from the drop down. You can override the dates and times if need be.

Designation *	Task *	Start Date *	Time *	End Date *	Time *	Qty *
LSUPER - Lighting Supervisor	3 - Test and Operate [2]	8/10/12	1700	8/10/12	2230	1
Job Description						
Lighting Supervisor	Copy Designation		Copy Task			

Next, select the technician that is assigned to this particular designation. If you're unsure of the technician you can leave it as 'Unassigned' and come back to it later. Note that if the Qty of the crew entry is 2 or more, you will not be able to assign a specific technician, the box will be greyed out.

Our Cost is what you're paying the technician. If the technician is unassigned, the rate will come from the 'Rate for Unassigned Lines' in the designation properties. If you select a technician, the rate will come from the internal rate entered in the contracting tab in the technician record. Regardless if the technician is unassigned or assigned, you can still override the rate.

Checking 'Potential Cross Rental' flags an item in the booking as a cross rented item, although you're not required to create or attach a cross rental. Then when checking out the booking, the items are automatically placed in the cross rentals grid.

Our Cost						<input type="checkbox"/> Meeting Place	<input type="checkbox"/> Confirmed
Technician	Avail	Technician Rate	H/D	Technician Extended	Confirmation Level		
Douglas Adesko - DA	Yes	21.50	H	118.25			
<input type="checkbox"/> Potential Cross Rental							

The Days / Hours / Mins area is calculated from the dates and times for the crew entry. Enter Unpaid time for breaks or lunchtime by entering a value in the Hours and Mins area and clicking the 'Sum' button. The total hours for the crew assignment will be calculated.

Hourly Rate Structure	Days	Hours	Mins	Unpaid Time	Total	S.T.
Default	1	5	30	Hours Mins	Hours Mins	5.50
				0 0	0 0	
				Σ		

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 Reload Rates to refresh the assignment with the new rates. The client charge area is slightly different then the Our Cost area. To override the client rate you'll have to select Yes from the O/R Rate drop down and manually enter the rate.

If you use headings in your bookings, you can assign the crew to a particular heading. When printing custom documents, the crew will display in the heading specified.

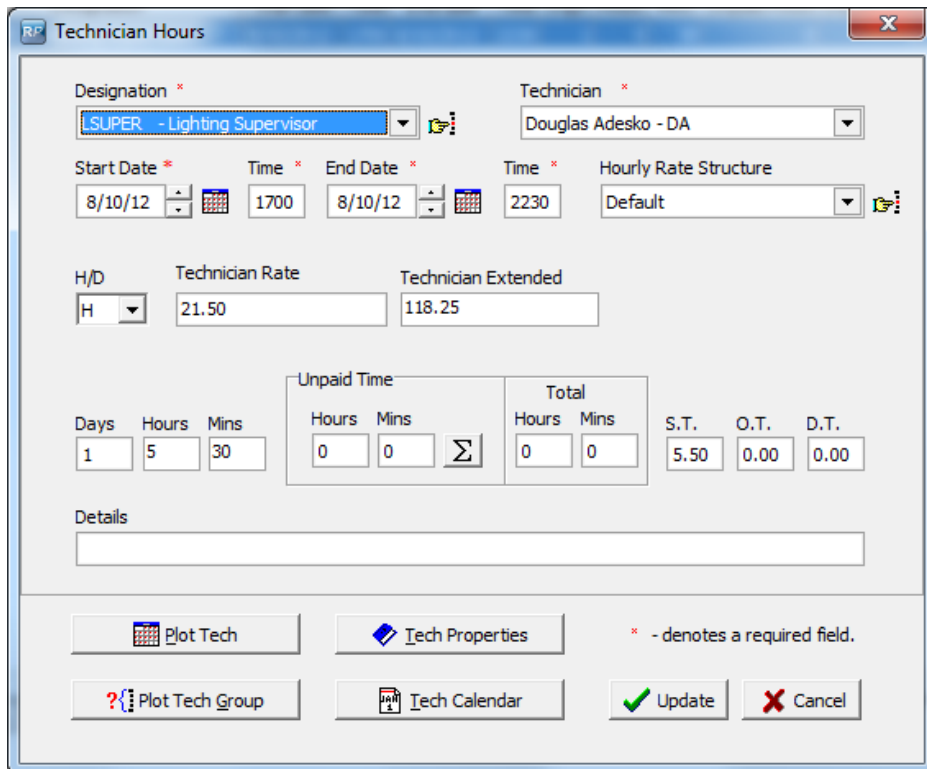
Client Charge								
O/R Rate	Select Rate	Reload Rates	Rate *	H/D	Total Price	Heading		
No	1 - Hourly Rate - Weekday	@ 32.25 P/H	32.25	H	177.38	0 - Main body		
							<input type="checkbox"/> Print Crew At End of List	

Entering Technician Hours

Technician hours are generated from the Assignments tab, so if there are no assignments, you cannot enter technician hours. On the Technician Hours tab click **Load Technicians From Assignments**. This automatically loads all assignments into the current grid, then you can edit them as you need. You can also click the **down arrow** beside the Load button and select an option to adjust the dates and times of the entries before they're bulk loaded into the grid.

The Technician Hours window will be a breeze, since you've already done all the work in the Assignments tab. There are options to change the designation and technician, but most clients only adjust the date and time fields, and maybe make a note in the details box.

Once technician hours are entered, you can print a Technician Timesheet to use for payroll.



Entering Crew Expenses

Entering crew expenses are even easier than assignments and tech hours. Again, if you're unsure of the technician you can leave the Technician box as 'Unassigned' and come back to it later. The technician drop down is a listing of all technicians that have been assigned in the Assignments tab. Select the tech you need, select the expense and make any adjustments to the qty and prices.

