

Crew Reports

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Crew Report Operator Privileges

Many Crew Reports have associated operator privileges limiting access to users. See Setup-->Operators-->Reports Tab for operator privileges governing Crew Reports

The screenshot shows a software window titled "Edit Group Record : ADMINISTRATOR" with a tabbed interface. The "Reports" tab is active, displaying a list of report categories and their associated checkboxes. The categories are: Customer Reports, Product Reports, Booking Reports, Others, and Crew Reports. The "Crew Reports" section is highlighted with a red box. The checkboxes for "Crew Reports" are: Technician Listing, Crew Assignment, Crew Schedule, Technician Show Sheet, Technician Timesheet, Expense Report, Technician Schedule, Job Costing, Technician Utilization, Labor Revenue, and Crew Task. The "Technician Utilization" checkbox is checked, while the others are unchecked. The window also has a bottom toolbar with buttons for "All", "Clear All", "All In Tab", "Clear All In Tab", "Find", "OK", and "Cancel".

Group Name	Bookings	Cross rentals and Transfers	Customers and Vendors	Products and PO's	Checkout, Return and Maintenance	
Reports	Printing Options	Setup and Utilities	Contact Management Access	Other	Crew and Activities	Booking Scope
Customer Reports						
<input checked="" type="checkbox"/> Cash Receipts						
<input checked="" type="checkbox"/> Invoice Register						
<input checked="" type="checkbox"/> Aged Analysis						
<input checked="" type="checkbox"/> Account Audit						
<input checked="" type="checkbox"/> Insurance Coverage Report						
Product Reports						
<input checked="" type="checkbox"/> Product History						
<input checked="" type="checkbox"/> Recommended Re-order						
<input checked="" type="checkbox"/> Maintenance Costs						
<input checked="" type="checkbox"/> Stocktake Discrepancy						
<input checked="" type="checkbox"/> Maintenance by Supplier						
<input checked="" type="checkbox"/> Sales Analysis						
<input checked="" type="checkbox"/> Due for Service						
<input checked="" type="checkbox"/> Product Enquiry Statistics						
<input checked="" type="checkbox"/> Most Popular Products						
<input checked="" type="checkbox"/> Top Subrented Products						
<input checked="" type="checkbox"/> Return On Investment						
<input checked="" type="checkbox"/> Room Schedule						
<input checked="" type="checkbox"/> Inventory Valuation Report						
<input checked="" type="checkbox"/> Utilization						
<input checked="" type="checkbox"/> Inventory General Reporting						
Booking Reports						
<input checked="" type="checkbox"/> Revenue Report						
<input checked="" type="checkbox"/> Booking Cross Section						
<input checked="" type="checkbox"/> Booking Statistics						
<input checked="" type="checkbox"/> Price Override						
<input checked="" type="checkbox"/> Audit Trail						
<input checked="" type="checkbox"/> Losses and Breakages						
<input checked="" type="checkbox"/> Profit Analysis						
<input checked="" type="checkbox"/> Cross rental Statistics Report						
<input checked="" type="checkbox"/> Discrepancy Reports						
<input checked="" type="checkbox"/> Tax Report						
<input checked="" type="checkbox"/> Open Return Audit Trail						
<input checked="" type="checkbox"/> Late Returns						
<input checked="" type="checkbox"/> Deleted Bookings						
<input checked="" type="checkbox"/> Cancelled Booking Reasons						
<input checked="" type="checkbox"/> Overdue Unconfirmed Bookings						
<input checked="" type="checkbox"/> Overdue For Checkout						
<input checked="" type="checkbox"/> Overdue For Return						
<input checked="" type="checkbox"/> Overdue For Invoicing						
<input checked="" type="checkbox"/> Overdue For Project Invoicing						
<input checked="" type="checkbox"/> Cross Rental Review						
<input checked="" type="checkbox"/> Cycle billed To Be Invoiced						
<input checked="" type="checkbox"/> Bookings To Re-Invoice						
<input checked="" type="checkbox"/> Venue Flow Sheet Report						
Others						
<input checked="" type="checkbox"/> P.O. Approval Reports						
Crystal Reports						
<input checked="" type="checkbox"/> Add a Crystal Report						
<input checked="" type="checkbox"/> Delete a Crystal Report						
<input checked="" type="checkbox"/> Run a Crystal Report						
Crew Reports						
<input checked="" type="checkbox"/> Technician Listing						
<input checked="" type="checkbox"/> Crew Assignment						
<input checked="" type="checkbox"/> Crew Schedule						
<input checked="" type="checkbox"/> Technician Show Sheet						
<input checked="" type="checkbox"/> Technician Timesheet						
<input checked="" type="checkbox"/> Expense Report						
<input checked="" type="checkbox"/> Technician Schedule						
<input checked="" type="checkbox"/> Job Costing						
<input checked="" type="checkbox"/> Technician Utilization						
<input checked="" type="checkbox"/> Labor Revenue						
<input checked="" type="checkbox"/> Crew Task						

Crew Assignment

This report details the activities of a selected crew member within the chosen time period.

Crew Assignment Report

Report Options

Selected Period

Enter Dates

Selected Period

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Print to

Printer

Screen

Word Processor

CSV

Selected Technician

Adam Bailey

Print Charged (Days, Hrs & Min)

Booking Status to Print

Quote

Light Pencil

Heavy Pencil

Confirmed

Using Pre-Printed Forms

OK Cancel

Example output from this report. Report can also be saved as .csv file.

Report Display

Printed 07/21/17 Crew Assignment Report Starting 07/15/14 Ending 07/21/17 (inclusive) Page : 1

Technician : Adam Bailey

Booking #	Start Date	Time	End Date	Time	Shw Name	Project Description	Customer	Venue Name	Room	Stat
NCRCHFA00001	07/31/2014	0800	07/31/2014	1600			Norfolk Marriott Chesapeake	Hilton Garden Inn Chesapeake/C		C *
EB1ST00010	02/03/2015	0800	02/03/2015	1200	test		BRISTOL-MYERS SQUIBB			Q
MCRP100010	04/21/2015	0800	04/21/2015	0800	3u		MUSEUM OF MCGUIRE ART	McP - The Ronald S. and Jo Co		C *
CHFAFA000031	06/26/2015	0900	06/26/2015	0900			Chesapeake Ent Association Inc			C *
ADPFLSH00008	07/22/2015	0730	07/22/2015	1830	ffg		ADPFLSH, INC.	CN Tower		C *
C2NYCP00014	01/25/2016	0900	01/25/2016	0900			C2NYCP EITSCHELD, L.F.	CN Tower		C *

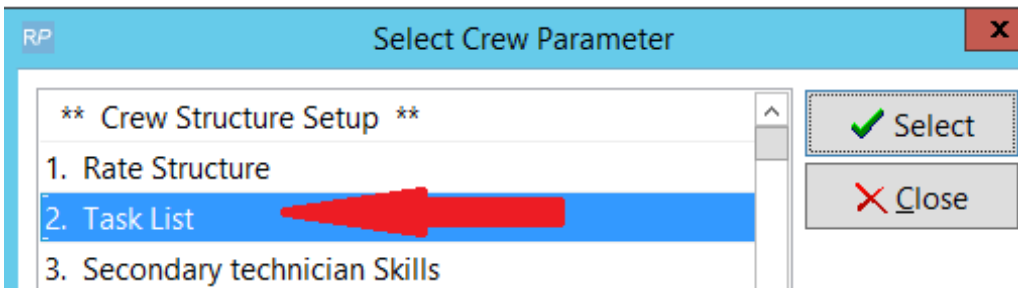
C = Quote L = Light Pencil H = Heavy Pencil C * = Confirmed HP = HOURS IN = MINUTES

Crew Task Report

The report will assist users in determining the volume of work hours required for a particular task, within a specified time frame.

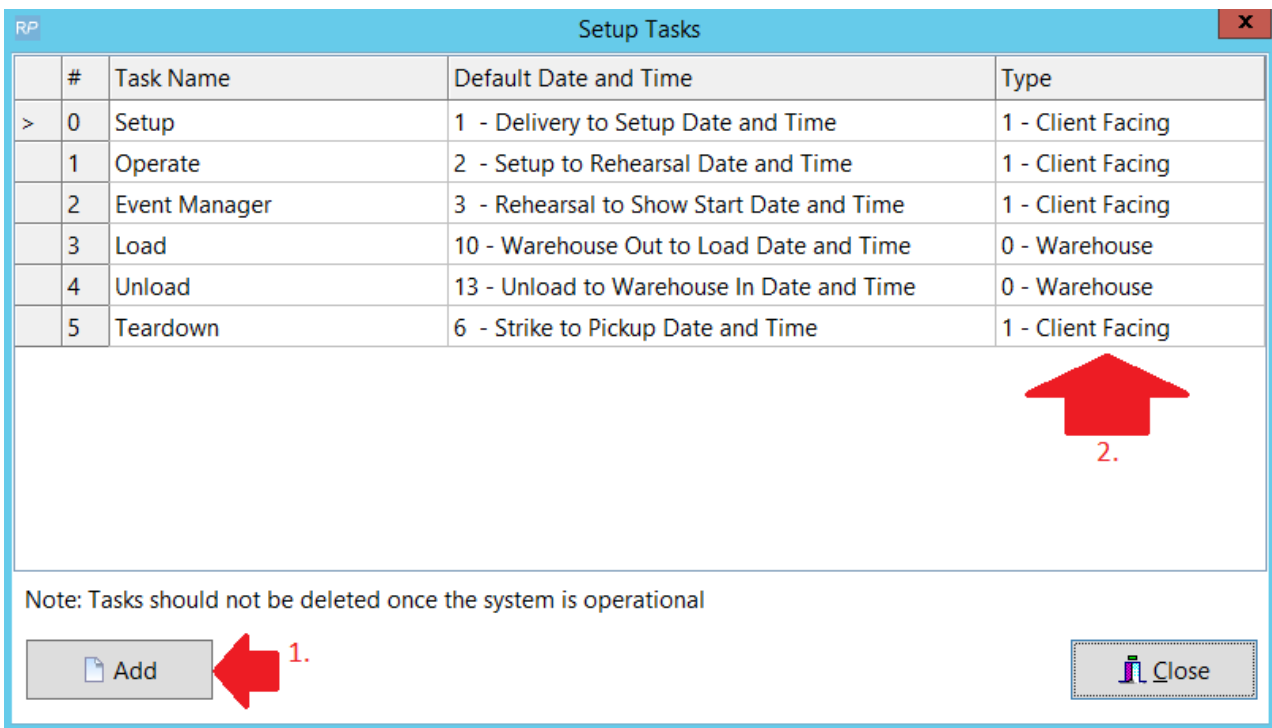
How to set up and use Crew Tasks

Crew task is set up via Crew Parameter 2



In the window below:

1. Click 'Add' to add a new task
2. Tasks can be 'Client Facing' i.e. chargeable or 'Warehouse Facing' i.e. not chargeable to the client



Use the Crew Task when adding a crew designation under the crew tab of your booking

1. Select your crew task from the drop down
2. If your task is 'Warehouse' then no charge will be added to the booking

Technician Assignments - MYTEST00067

Crew Entry Notes 1.

Designation: 1INSTALL - Installation Labor MC Task: 3 - Load Start Date: 18-01-12 Time: 1701 Qty: 1

Job Description: Copy Designation Copy Task End Date: 18-01-12 Time: 1701

Our Cost

Technician: - Unassigned Avail: Technician Rate: 0.00 H/D: D Technician Extended: 0.00 Job Offered Status:

Confirmation Level: Conflict Confirmed Meet at venue.

Potential Sub rental

You have selected a warehouse task. All warehouse tasks are exempt from client charge. 2.

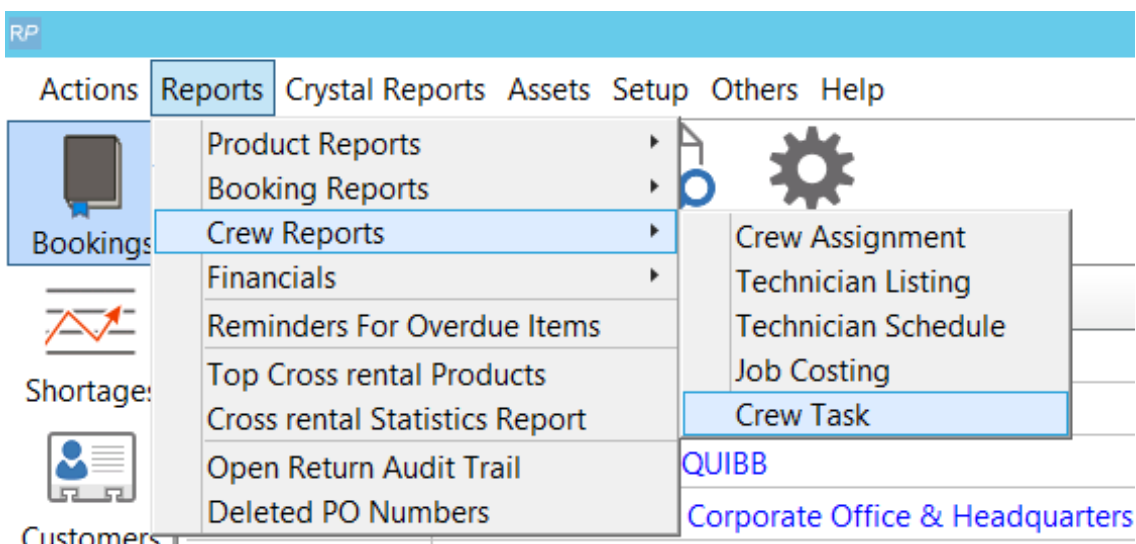
Hourly Rate Structure: Default Days: 1 Hours: 0 Mins: 0 Min Hrs: 4.00 Unpaid Time Hours: 0 Mins: 0 Total Hours: 0 Mins: 0 S.T.: 4.00 O.T.: 0.00 D.T.: 0.00

Heading: 0 - Main body Print options: Print Assignment on Quote Print Crew At End of List Print Assignment on Invoice

? Plot Tech Group Plot Tech Tech Calendar Tech Properties Designation Properties Add Cancel

Executing the Crew Task Report

Access from the Crew Reports menu.



Narrow your selection criteria based on the scope options below, for example you could run the report to show all 'Warehouse' or 'non chargeable' tasks for

a booking range

Crew Task Report

Between 2018-01-01 and 2018-01-31 Today

or Select Month

Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec Last Month

Task

- 0 - Setup
- 1 - Operate
- 2 - Event Manager
- 3 - Load
- 4 - Unload
- 5 - Teardown
- All Warehouse

Options

- Detailed
- Summary

Region/Location

- All
- Select Location

0 - Toronto

Print Cancel

Choose your Fast Report Template and click 'Preview' to see report results.

Fast Report Template List

Report name

- Crew Task Report - Default

Print

Preview

Report settings

Exit

Then choose from the many output options to save the report.

Crew Task

2018-09-12 11:46:49

Task name: Load






Start Date: 2018-01-12


Booking No.	Customer	Contact	ShowName	Designation	Job Description	Start Date	End Date	Technician	QTY	Duration (H)
MYTEST00067	myfest	Support Test	ddd	General laborer	Checkout Gear and Load Truck	12-01-2018 05:01 pm	12-01-2018 06:01 pm	Adam Bailey	1	1.00
Day Total:									1	1.00


Start Date: 2018-01-22

Booking No.	Customer	Contact	ShowName	Designation	Job Description	Start Date	End Date	Technician	QTY	Duration (H)
MYTEST00068	myfest	Support Test	TestShow	General laborer	Checkout Gear and Load Truck	22-01-2018 06:01 pm	22-01-2018 07:01 pm	Barry Johnston	1	1.00
Day Total:									1	1.00
Task Total:									2	2.00

Page 1 of 1

 Print
 Save as PDF
 Save as RTF
 Save as CSV
 Email PDF as attachment

 Edit Report

 Exit



Summary Output Contains:

- Task Name
- Starting date
- Total duration in hours

Detailed Output Contains:

- Booking number
- Customer name
- Customer contact
- Booking Show Name
- Designation
- Job description
- Starting date
- End date
- Technician name
- Technicians quantity (more than 1 only for agency)
- Duration in hours

Data will be grouped by Task name.

Job Costing

This flexible report will assist you in determining your profit margin for crew. Several options help you to narrow down your search using a specific booking, technician, designation or task. Output can be sorted for easy readability.

Estimated Crew Hours are printed beside Client Cost, with Standard Tim (ST), Overtime (OT) and Double Time (DT) as well as Daily figures. The report can also be printed to CSV so you can easily re-arrange your data and perform custom calculations.

Job Costing Report

Date Scope
Start Date (inclusive) 2016-01-01
Ending Date (exclusive) 2017-02-01
Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec

Technician Scope
 All Technicians
 Selected Technician

Booking Scope
 All Bookings
 Selected Booking

Designation Scope
 All Designations
 Selected Designation

Task Scope
 All Tasks
 Selected Task

Order Report By
 Crew Start Date
 Crew End Date
 Technician
 Booking Number
 Designation
 Task

Display Options
 Printer
 Screen
 Word Processor
 CSV

Location Scope
 All
 Select Location
0 - Toronto

Detailed Hours
 Estimated Crew Hour
 Client Cost
 Actual Crew Hours **
** - Selecting this option will print a separate report. The Task Scope will not apply to the separate report, and Order will be defaulted to Technician if Task is selected.

Using Pre-Printed Forms

OK Cancel

Report Display

Page: 1 of 1

From : 01/01/16 to 02/01/17 Job Coating Report Page No. : 1

Technician : All Technicians
 Booking : All Bookings
 Designation : All Designations
 Task : All Tasks
 Location : All Locations
 Detailed Hours : Estimated Crew Hours - Client Cost
 Order By : Technician

Technician	Booking No	Designation	Task	Start Date	Time	End Date	Time	Estimated Crew Hours	Client Cost
					Hour		Hour	Rate (\$)	Total (\$*H) Hour (\$)
Assignments For Adam Bailey									
Adam Bailey	CANTGR00014	Installation Labor	MODIFIED FC Setup	01/26/2016	0900	01/26/2016	0900	Daily Rate	0.00 Daily Rate
Assignments For Annie King									
Annie King	CANTGR00014	Rigging Technician	Setup	01/26/2016	0900	01/26/2016	0900	Daily Rate	0.00 Daily Rate
Assignments For Barry Johnston									
Barry Johnston	MYTEST00010	Installation Labor	MODIFIED FC Setup	09/01/2016	0900	09/01/2016	1300	ST 4.00 100.00	400.00 Daily Rate
Barry Johnston	MYTEST00010	Installation Labor	MODIFIED FC Setup	09/01/2016	0900	09/01/2016	1300	ST 4.00 160.00	600.00 ST 4.00 200.00
Barry Johnston	MYTEST00008	Installation Labor	MODIFIED FC Setup	06/27/2016	0900	06/27/2016	0900	Daily Rate	0.00 ST 0.00
Barry Johnston	MYTEST00004	General Laborer	Setup	05/24/2016	0900	05/24/2016	1700	ST 8.00 0.00	0.00 ST 8.00 0.00

Technician Listing

List all technicians according to specified scope

RP
Technician Listing
X

Location Scope

All Breakdown : All ▼

Location 0 - Toronto [Se] ▼

Options

Printer

Screen

Word Processor

CSV

Sort By

First name

Last name

✓ OK

✗ Cancel

Technician	Phone 1	Cell	Department	Position	Freelance
Adar Bailey					
Annie King					X
Barry Johnston					
Coby North					
David Sanford					
Devan White					
Dushant Singh					
guyfg					
James Crawford				Audio Visual	
Janice Melnick					
Jenny Siow					
Jeremy Jones					
john jones					
Jonathan Fineman					
Liz Baker					
Lloyd Guilfoyle					
Lloyd Sample Toronto					
Lloyd Sample New York					
Lloyd Sample London					
Mandy Fox					
Maureen Morris					
Neil Lewis					
Randy Mills					
Raphael Roth					
Reyes Mendoza					
Scott Jamieson				Master Tech	

Technician Schedule

The Technician Schedule lists all upcoming jobs that have already been assigned to a technician. If crew entry within a booking is unassigned it will not display on this report. This report has a date range and technician scope to narrow down the information you'd like to view. You can print the technician schedule to a custom template and email it to your techs. Use insert field &TECHSCHC&.

Technician Schedule

Date Range

Start Date (Inclusive) 07-22-16

End Date (Exclusive) 07-29-17

Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec

Technician

All

Selected Technician

Location Scope

All

Select Location 0 - Toronto

Bookings

All

Selected Booking

Print To

Printer

Screen

Custom Template

CSV

Options

Page Break for Each Technician

Use Alternate Layout
This option will display the same basic information, but in a slightly different format.

Print Trucks

Print Booking Notes

Print Venue Notes

OK Cancel

Report Display

Page: 1 of 2

Go To Print Email Close

Date Printed 07/21/17 Technician Schedule Page No 1
For Period From 07/22/16 to 07/29/17

Barry Johnston

Booking No.	MYTEST00025	Start Date and Time	02/18/2017 at 10:00
Customer	mytest	End Date and Time	02/18/2017 at 16:00
Task	Setup		
Meet at Venue	No	Quantity :	1
Confirmed	Yes - Confirmed		

Booking No.	MYTEST00024	Start Date and Time	03/22/2017 at 10:00
Customer	mytest	End Date and Time	03/22/2017 at 10:00
Showname	df		
Task	Setup		
Meet at Venue	No	Quantity :	1
Confirmed	No - Unconfirmed		

Dushant Singh

Booking No.	MYTEST00024	Start Date and Time	03/22/2017 at 10:00
Customer	mytest	End Date and Time	03/22/2017 at 10:00
Showname	df		
Task	Setup		
Meet at Venue	No	Quantity :	1
Confirmed	Yes - Confirmed		