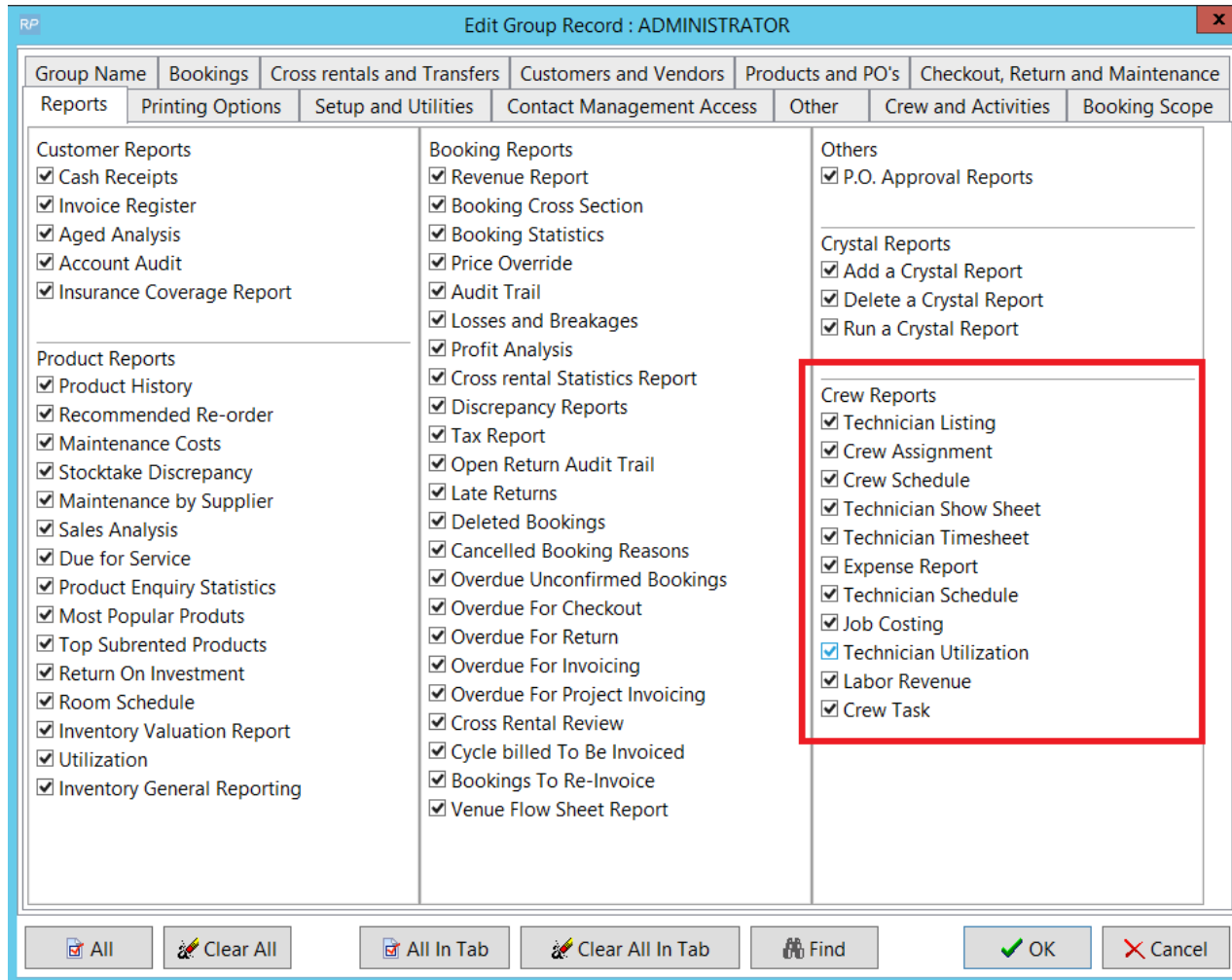


Crew Reports Available

Last Modified on 07/25/2017 5:09 pm EDT

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



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

Page: 1 of 1

Print Email Close

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

Technician : Adam Bailey

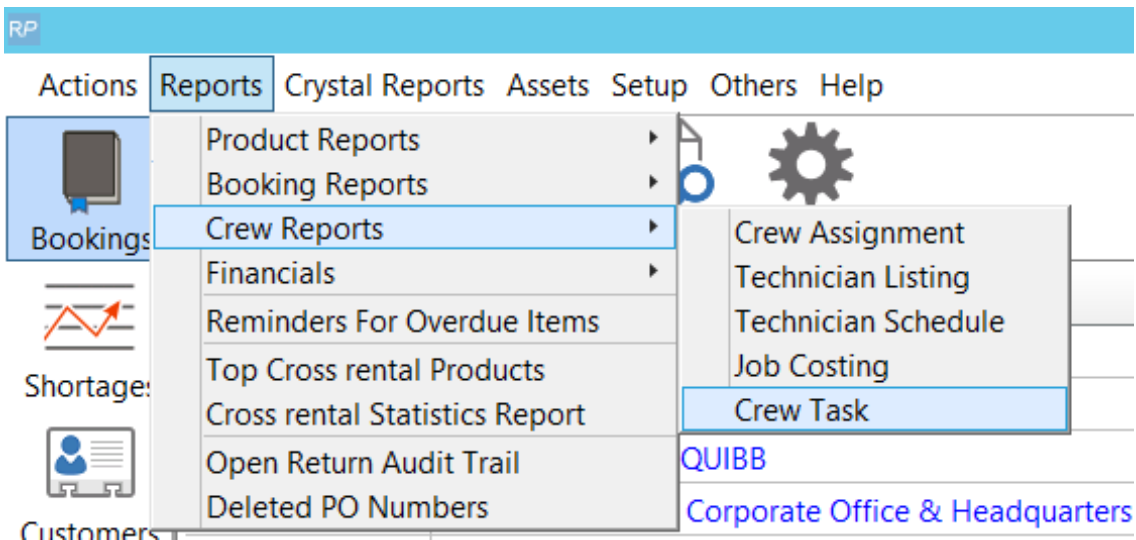
Booking #	Start Date	Time	End Date	Time	Shw Name	Project Description	Customer	Venue Name	Room	Stat
NCRCHFA00001	07/31/2014	0800	07/31/2014	1600			Norfolk Marriott Chesapeake	Hilton Garden Inn Chesapeake/C		C *
EBIST00010	02/03/2015	0800	02/03/2015	1200	test		BRISTOL-MYERS SQUIBB			Q
MCPA100010	04/21/2015	0800	04/21/2015	0800	3u		MUSEUM CE MCGHEEN ART	MCPA - The Ronald S. and Jo Co		C *
CHFAFA000031	06/26/2015	0900	06/26/2015	0900			Chesapeake Ent Association Inc			C *
AIDPLSH00008	07/22/2015	0730	07/22/2015	1830	ffg		AIDPUSH, INC.	CN Tower		C *
CJNYCP00014	01/25/2016	0900	01/25/2016	0900			CJNYCP 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.

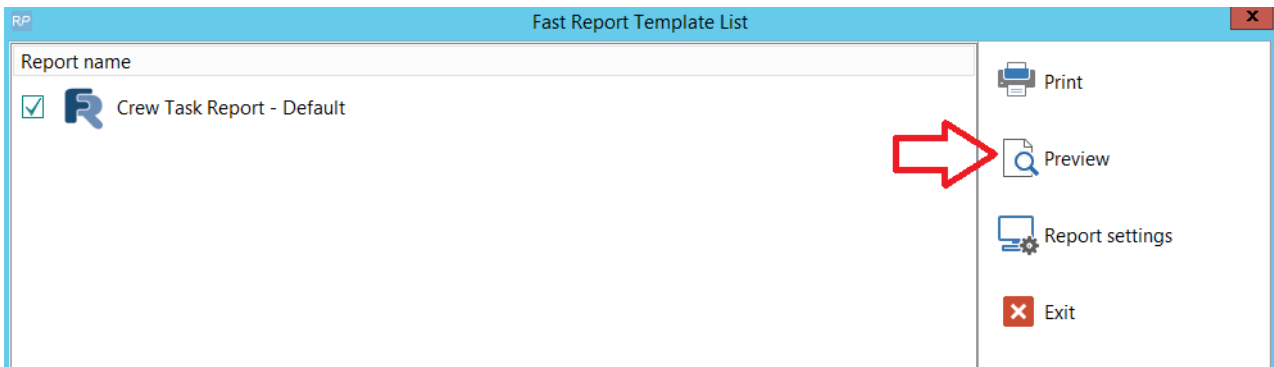
Access from the Crew Reports menu.



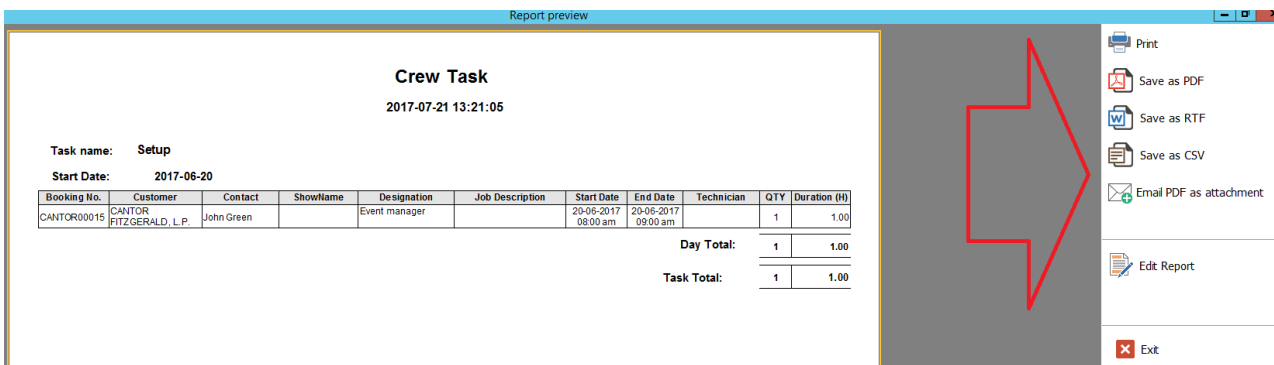
Narrow your selection criteria based on the scope options below

A screenshot of a 'Crew Task Report' dialog box. The title bar is blue with 'Crew Task Report' and a close button. The dialog contains several sections: 'Between' with date pickers for '2017-05-01' and '2017-07-21', and a 'Today' button; 'or Select Month' with buttons for each month (Jan-Dec) and a 'Last Month' button; 'Task' with a list of tasks: '0 - Setup' (checked), '1 - Operate', '2 - Event Manager', '3 - Pack Down', '4 - new task', '5 - 2nd new task', and 'All Warehouse'; 'Options' with radio buttons for 'Detailed' (selected) and 'Summary'; 'Region/Location' with radio buttons for 'All' (selected) and 'Select Location', which has a dropdown menu showing '0 - Toronto'; and 'Print' and 'Cancel' buttons at the bottom.

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



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



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.

RP
Job Costing Report
✕

Date Scope

Start Date (inclusive)

Ending Date (exclusive)

JanFebMarAprMayJunJulAugSeptOctNovDec

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

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
								Rate (\$)	Total (\$*H) Hours (\$)
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 :

Location [Se]

Options

Printer

Screen

Word Processor

CSV

Sort By

First name

Last name

✓ OK

✗ Cancel

RP Report Display

< First Page Page > Last > Page : 1 of 1 Go To Print @ Email Close

Date Printed : 07/21/17 Technician Listing Page No : 1
 Scope : All Locations

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

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		