# 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

Group Nam	e Bookings C	ross rentals and	Transfers	S Customers and Vendors	Produ	ucts and P	O's Checkout, Return	and Maintenand	
Reports	Printing Options	Setup and U	tilities	Contact Management Acc	ess	Other	Crew and Activities	Booking Scope	
Customer Reports Customer Reports Cash Receipts Invoice Register Aged Analysis Account Audit Insurance Coverage Report Product Reports				Booking Reports Revenue Report Booking Cross Section Booking Statistics Price Override Audit Trail Losses and Breakages Profit Applyrig			Others ✓ P.O. Approval Reports ✓ Crystal Reports ✓ Add a Crystal Report ✓ Delete a Crystal Report ✓ Run a Crystal Report		
Product Reports Product History Product History Recommended Re-order Maintenance Costs Stocktake Discrepancy Maintenance by Supplier Sales Analysis Due for Service Product Enquiry Statistics Most Popular Produts Top Subrented Products Return On Investment Room Schedule Inventory Valuation Report Utilization Inventory General Reporting		<ul> <li>Profit Analysis</li> <li>Cross rental Statistics Report</li> <li>Discrepancy Reports</li> <li>Tax Report</li> <li>Open Return Audit Trail</li> <li>Late Returns</li> <li>Deleted Bookings</li> <li>Cancelled Booking Reasons</li> <li>Overdue Unconfirmed Bookings</li> <li>Overdue For Checkout</li> <li>Overdue For Return</li> <li>Overdue For Return</li> <li>Overdue For Project Invoicing</li> <li>Cross Rental Review</li> <li>Cycle billed To Be Invoiced</li> <li>Bookings To Re-Invoice</li> </ul>			<ul> <li>Run a Crystal Report</li> <li>Crew Reports</li> <li>Technician Listing</li> <li>Crew Assignment</li> <li>Crew Schedule</li> <li>Technician Show Sheet</li> <li>Technician Timesheet</li> <li>Expense Report</li> <li>Technician Schedule</li> <li>Job Costing</li> <li>Technician Utilization</li> <li>Labor Revenue</li> <li>Crew Task</li> </ul>				
🖻 All	🪀 Clear All		II In Tab	e Flow Sheet Report		Find	✓ OK	× Cance	

### Crew Assignment

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

RP	Crew Ass	ignment Report						
Report Options	Selected Period		Print to					
Selected Period	Jan Feb Mar Apr May Jun	○ Printer						
Selected reliou		Screen						
			O Word Processor					
○ Enter Dates		○ CSV						
Selected Technician		Booking Status to Print	Pre-Printed Forms					
Adam Bailey		Quote Light Pencil						
Print Charged (	Days, Hrs & Min)	Heavy Pencil						
		Confirmed	✓ 0	K 🗙 Cancel				

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

RP		Report Display		
K First     Image     Page     Last     Page : 1 of 1	E Go To	@ <u>E</u> mail	<u>I</u> <u>C</u> lose	
Printed 07/21/17 Crew Assignment Report Starting	07/15/14 Ending 07/21/17 ( incl	usive ) Page : 1		
Technician : Adam Bailey				
Booking # Start Date Time End Date Time Show Name Froj	ect Description Customer	Verue Name	Вося	Stat
NCECHESA00001 07/31/2014 0800 07/31/2014 1600	Norfolk Ferrictt Che	sepeake Hilton Garden Inn	Channel 10	с *
EBIST00010 02/03/2015 0800 02/03/2015 1200 test	EBISTCL-PYEBS SQUIEE		cresepeake/G	0
MCFA100010 04/21/2015 0800 04/21/2015 0800 yu	NUSELM CE MCDEEN ART		S. and Jc Ca	c +
CHESAFAF00031 06/26/2015 0900 06/26/2015 0900	Chesepeake Bar Assoc	istion Inc		c *
AIBFUSH00008 07/22/2015 0730 07/22/2015 1830 ffg	AIDFUSH, INC.	CN Tower		c *
CFNTCB00014 01/25/2016 0900 01/25/2016 0900	CANTER FITEGERALD, L	.F. CN Tower		C *
Q = Quote L = Light Fercil H = Hervy Fercil C * = Confirmed	HB = HCUBS 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.

Actions Reports Crystal Reports Assets Setup Others Help
Product Reports Booking Reports
Bookings Crew Reports Crew Assignment
Financials Technician Listing
Reminders For Overdue Items Technician Schedule
Shortage: Top Cross rental Products Job Costing
Cross rental Statistics Report Crew Task
Open Return Audit Trail QUIBB
Customers Corporate Office & Headquarter

Narrow your selection criteria based on the scope options below

Crew Tas	sk Report 🛛 🗙
Between 2017-05-01 v and 2017-	-07-21 v Today
Jan Feb Mar Apr May Jun Jul Aug Se	ept Oct Nov Dec Last Month
Task	Options Region/Location
<ul> <li>✓ 0 - Setup</li> <li>□ 1 - Operate</li> <li>□ 2 - Event Manager</li> <li>□ 3 - Pack Down</li> </ul>	<ul> <li>All</li> <li>Detailed</li> </ul>
□ 4 - new task □ 5 - 2nd new task □ All Warehouse	O Summary O Select Location O - Toronto
	✓ Print × Cancel

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



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

	Report	preview	
Task name: Setup Start Date: 2017-06-20	Crew Task 2017-07-21 13:21:05		Print Save as PDF Save as RTF Save as CSV
Booking No. Customer Contact CANTOR00015 CANTOR FITZGERALD, L.P. John Green	ShowName Designation Job Description Event manager	Start Date         End Date         Technician         QTY         Duration (H)           20-06-2017         20-06-2017         20-06-2017         1         1.00	Email PDF as attachment
CANTOR00015 HTTZGERALD, L.P. John Green		08:00 am         09:00 am         1         1.00           Day Total:         1         1.00           Task Total:         1         1.00	Edit Report
			X Ext

#### 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	X
	-01-01 -02-01 Jul Aug Sept Oct Nov Dec	Display Options O Printer Screen O Word Processor CSV Location Scope O All O Select Location
Booking Scope All Bookings O Selected Booking	D-1	0 - Toronto
<ul> <li>Designation Scope</li> <li>All Designations</li> <li>Selected Designation</li> </ul>	•	<ul> <li>Detailed Hours</li> <li>✓ Estimated Crew Hour.</li> <li>✓ Client Cost</li> <li>□ Actual Crew Hours **</li> </ul>
Task Scope ● All Tasks ○ Selected Task	▼	** - 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
Order Report By O Crew Start Date O Crew End Date Technician	<ul> <li>Booking Number</li> <li>Designation</li> <li>Task</li> </ul>	□ Using Pre-Printed Forms       ✓ OK

First I statistical for barres   First Collard Barley   Save as DOF   First Collard Barley   Bestarded Cree Barres   Classing In   Barley California   Barley California   California Save   Adargereater For Amine Size   Anargereater For Amine Size   Anargereater For Amine Size   Anargereater For Barry Johansen   Martin Size   Anargereater For Barry Johansen   Martin Size   Martin Size   Martin Size   Anargereater For Barry Johansen   Martin Size    Martin Size   Martin Size<				Report	Display							
Image: Distribution: Distr	First ← Page →	Last <del>&gt;</del>	Page : 1 of 1 📰 Go	To 🖶 <u>P</u> rint @	Email 🦺 Clos	se						🖶 Print
Image: Distribution: Distr												Save as PDF
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beside for a state of the series of the seri												Save as CSV
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Ammie King         CANTORODOL 4 Rigging Technician         Setup         0.1/25/2016 0900 01/35/2016 090000000000000000000000000000000000	Noss sarrey	CANTORODOLA	Installation Labor Notifi	an so secol	01/20/2010 05	00 01/20/2014	opon party wave		0.00 barry	Nare		
Ammie King         CANTORODOL 4 Rigging Technician         Setup         0.1/25/2016 0900 01/35/2016 090000000000000000000000000000000000	Assignments For Annie Ving											
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## **Technician Listing**

List all technicians according to specified scope

RP Technician Listing	x
Location Scope     ● All Breakdown : All ✓     O Location 0 - Toronto [Sε ✓	Options Options Printer Screen Word Processor CSV
	Sort By First name Last name
✔ ОК	× Cancel



### **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&.

RP	Technic	cian Schedule		X
Date Range Start Date (Inclusive End Date (Exclusive Jan Feb Mar /	e) 07-22-16 🔭 📰	ct Nov Dec	ions	
<ul> <li>All</li> <li>Selected Technic</li> <li>Location Scope</li> <li>All</li> <li>Select Location</li> <li>Bookings</li> <li>All</li> </ul>	ian	▼ pri Th ba slig	Page Break for Each Tech Use Alternate Layout is option will display the sic information, but in a ghtly different format. Print Trucks Print Booking Notes Print Venue Notes	
© Selected Booking		port Display	✓ OK	Cancel
Date Printed 07 For Period From 07 Barry Johnston Booking No. Customer Task Weet at Venue Confirmed	/21/17 Technic:	ian Schedule  Start Date and Ti	Fage No 1 	
Booking No. Customer Showname Taak Weet at Venue Confirmed Dushant Singh	MYTEST00024 mytest df Setup No Çuantity : 1 No - Unconfirmed		me 03/22/2017 at 10:00 03/22/2017 at 10:00	
Booking No. Cuatcmer Showname Taak Meet at Venue Confirmed	MYTEST00024 mytest df Setup No Quantity : 1 Yes - Confirmed		me 03/22/2017 at 10:00 03/22/2017 at 10:00	- 1