CREWTIMES

OFFICE LEAD · PM QUICK-START

Run your production from one screen

Third edition — updated for the current Office console

CrewTimes gathers daily and weekly crew timesheets across every department of a production, and gives you — the Office — one place to see who's working, whose paperwork is in, how hours and overtime are tracking, and what was planned versus what actually happened. This guide covers the handful of things you'll do most. It takes about ten minutes to read.

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1 Signing in the first time

You'll receive an email titled “Set your CrewTimes password” (or, for a demo, “Your CrewTimes demo”). It contains a one-time link.

- Open the email and click the set-password link.
- Choose a password (at least 10 characters) and confirm it.
- You land on the sign-in screen. Sign in with your email address and the password you just set.

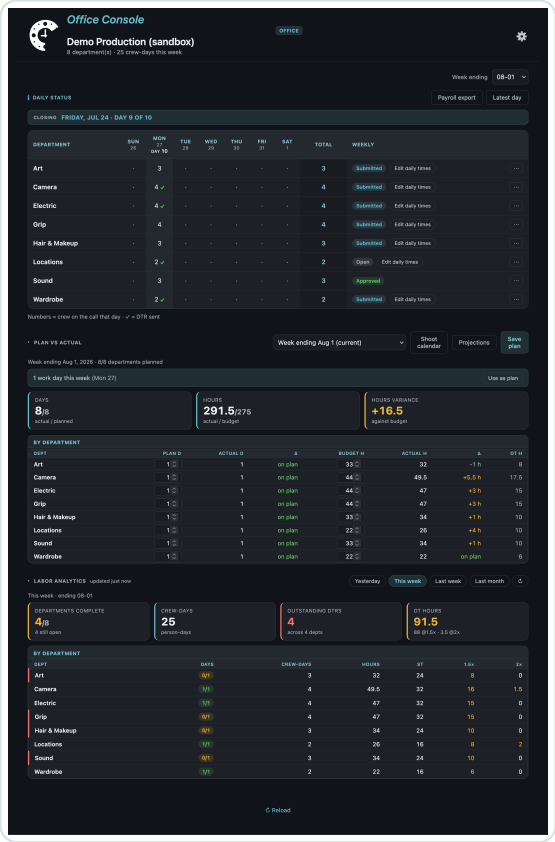
> **Tip** *Your login is your email address — and so is your Dept Reps' (everyone signs in with their email now). If a link says it's invalid, it's already been used; ask the office to re-send the invite.*

> **Exploring a demo?**
>
> Your demo is a full sandbox, named for your walkthrough (for example “Demo · Sales”) so it's easy to tell apart. It's pre-filled with departments, a complete crew roster, about two weeks of days and a shoot calendar — every screen is live and looks exactly like a real production.
> The only difference from a real show is a hard cap of 50 report emails — enough to try the whole flow, not to run a production. Your approval code for testing weekly approve/reopen is: demo-approve.
> Good first moves: scan Daily status, chase an Outstanding day from Latest day (§4), enter approval mode and approve a Submitted weekly (§5), then add your own department from Manage (§10) to feel the setup.

2 The console at a glance

After signing in you land in the Office console. A few orientation points:

- Top bar — the production name, a week-ending selector, and, if you run more than one show, a production switcher to move between them.
- The cogwheel menu, top-right — Manage departments & recipients, Reload, and Log out.
- Top to bottom — Daily status first, then Plan vs actual and Labor analytics, collapsed until you open them.

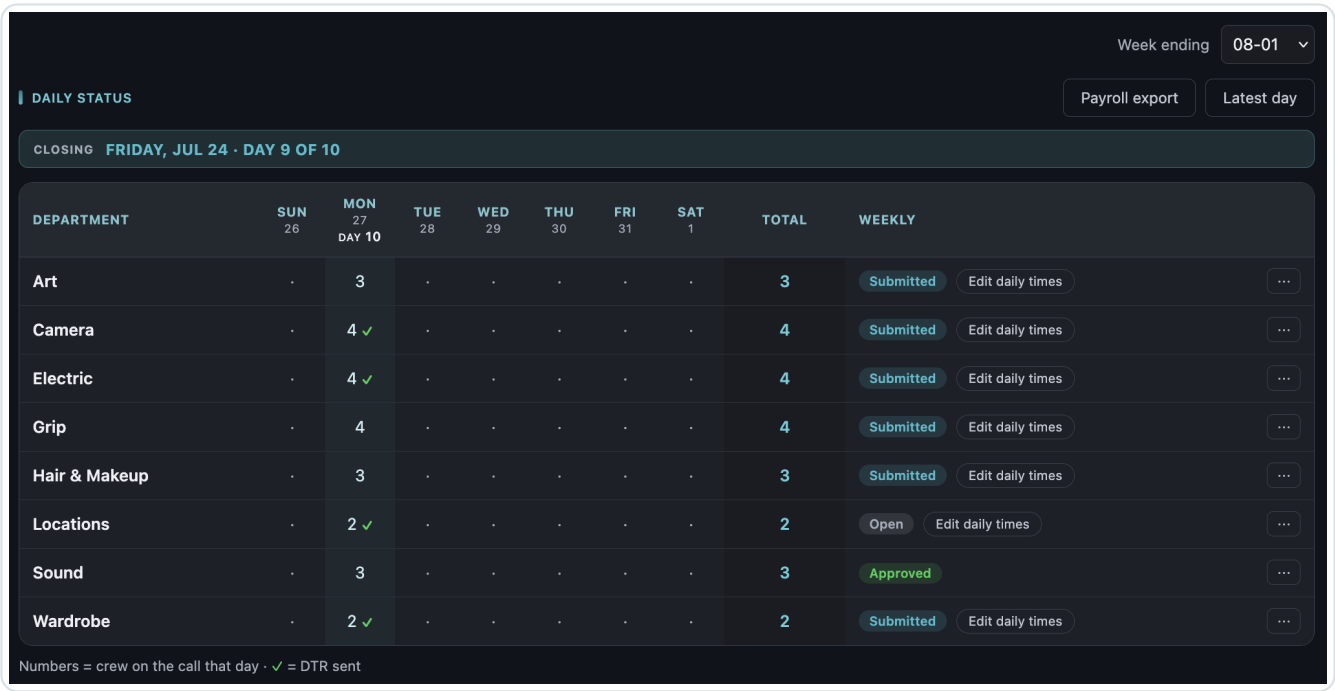


The Office console — top bar, Daily status, and the collapsed analysis panels below.

3 Daily status — your home base

The first section is a grid: departments down the side, the days of the selected week across the top. A call-sheet banner sits above it, naming the day you're closing so you always know where you are.

- Numbers are the crew on that day's call; a check mark means that day's timesheet has been sent.
- The day you're closing is highlighted — the most recent shoot day up to yesterday (today is still in progress, so nothing is due for it yet).
- Dept Reps no longer clutter the grid — they live on the Manage page (§10), each with its own colour, so the grid stays purely about hours and paperwork.
- A Weekly column on the right shows each department's approval state — Open, Submitted, or Approved (§5).



Daily status — the shoot week across the top, a check marks a sent timesheet, and the Weekly column tracks approval.

4 Latest day & chasing paperwork

The Latest day button flips the grid to a focused list for the day you're closing. It sorts every department into who has Reported, who is Outstanding (worked but not sent), and who had No call. This is your morning check.

- Each Outstanding department shows a Request DTR button — one tap emails that Dept Rep a reminder to send the day's timesheet.
- The Request all button at the top chases every outstanding department at once.
- The same request button also appears beside a department's name in the week grid whenever it's outstanding on the closing day — so you can chase from either view.



Latest day — reported vs outstanding, with a one-tap reminder for the departments that still owe the day's timesheet.

5 Approving the weekly

The Weekly column on Daily status is your sign-off. Once a department sends its weekly timesheet its pill turns Submitted — your cue to review and approve. Approving marks the week final and locks those days, so the numbers can't change under you (or accounting) afterward.

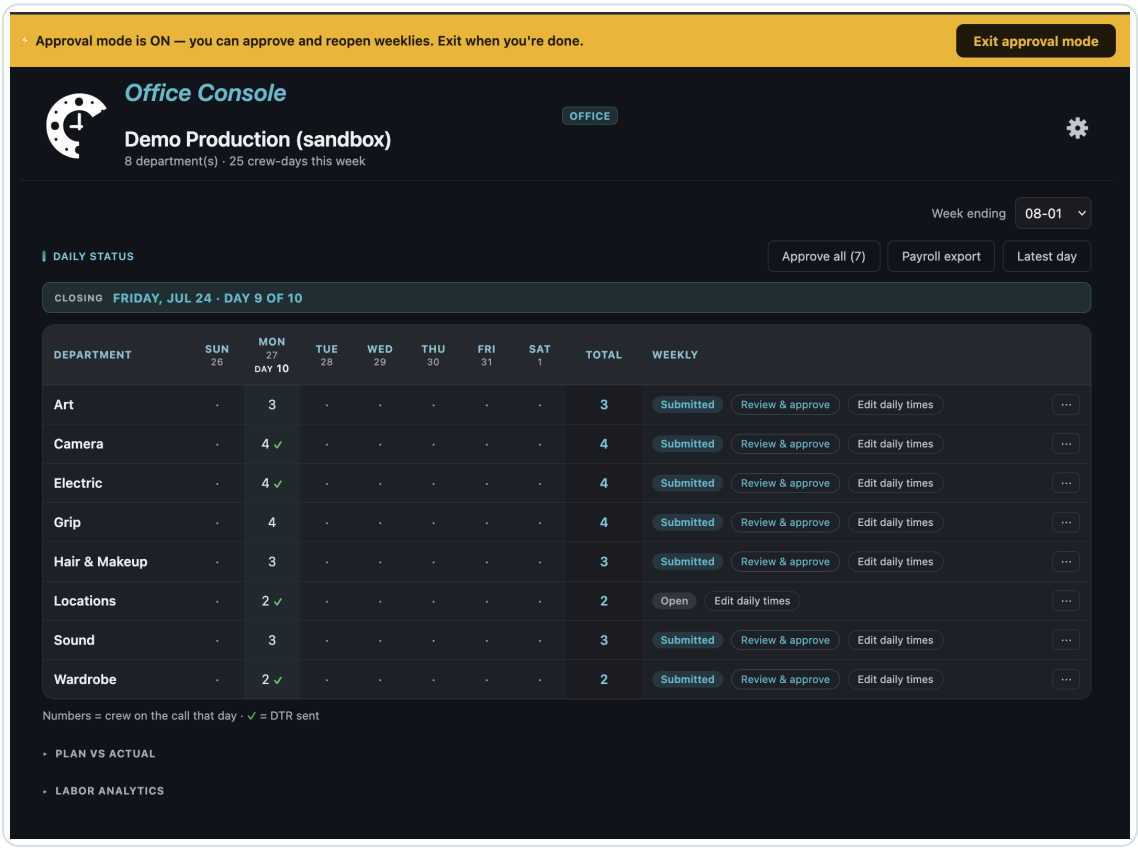
- Open — nothing sent yet. Submitted — the weekly is in, waiting on you. Approved — signed off and locked.

Enter approval mode first

Approving is deliberately gated, so a sign-off is always a conscious act. From the cogwheel menu choose Enter approval mode and type your production's approval code — the owner sets it and shares it with you. An amber “Approval mode is ON” bar appears and the Approve, Reopen and Approve-all controls become live. It exits on its own after a while, or press Exit when you're done; every unlock is logged.

- With approval mode on, press Approve on a Submitted department to sign off. Approve all (top of Daily status) clears every submitted department at once.
- Need a change after approving? Reopen unlocks that department's week for edits; approve it again once it's fixed.

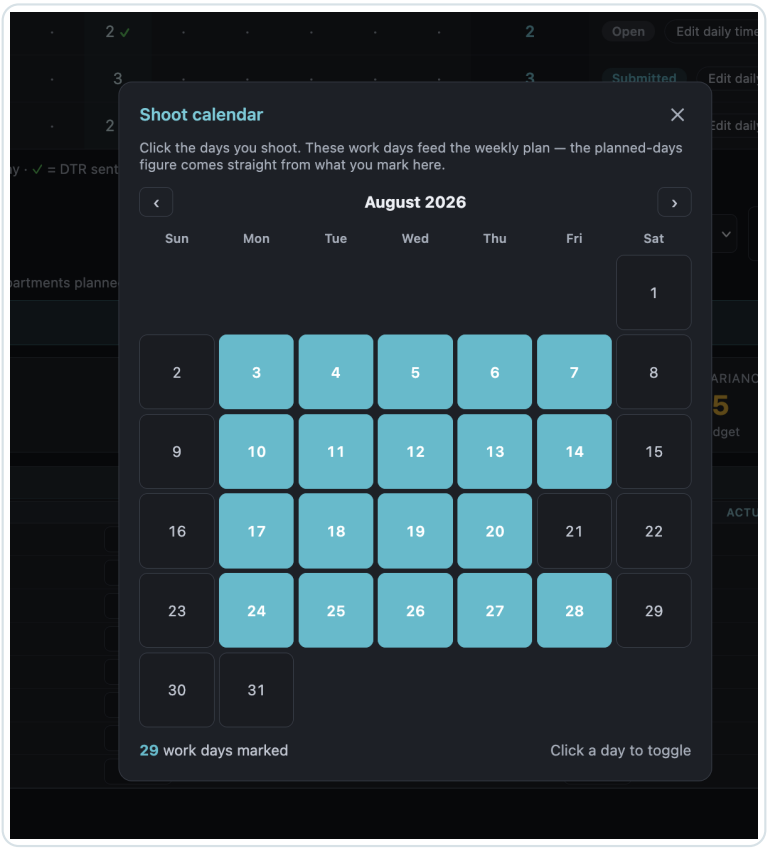
> **Tip** *Approval is the gate between “the crew's paperwork is in” and “payroll can act on it.” Only approved weeks are treated as final — and only they flow into the Payroll export (§11).*



Approval mode on — each Submitted department shows Review & approve; Sound is already Approved (locked), Locations is still Open.

6 The shoot calendar

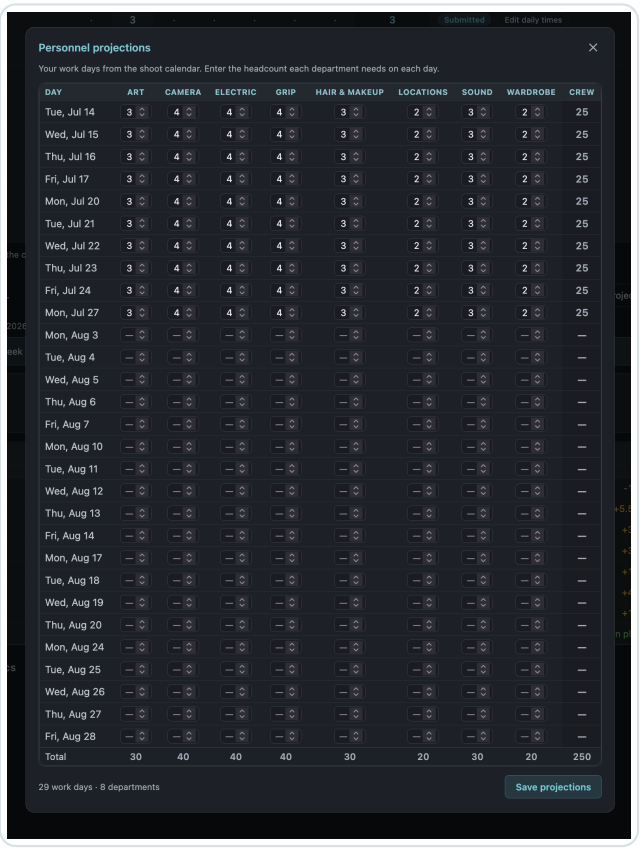
Tell CrewTimes which days you actually shoot. Click Shoot calendar (next to Plan vs actual), then tap the days on the month grid. Marked days turn teal; the count updates as you go, and each click saves immediately. These work days become the backbone of your plan and projections.



The shoot calendar — tap the days you shoot; marked days turn teal.

7 Projections — personnel needs

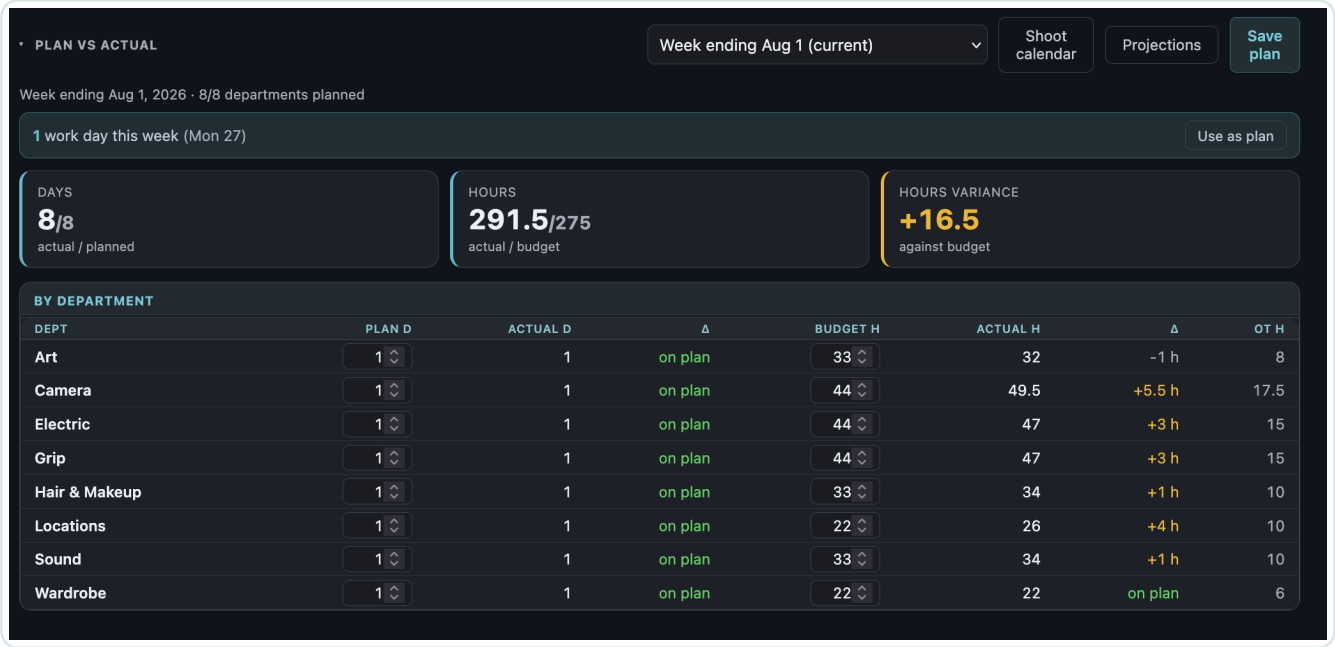
Click Projections to open a grid of your marked work days (rows) against departments (columns). Enter the headcount each department needs on each day. The right-hand column totals the crew for that day; the bottom row totals each department across the shoot. Press Save projections when done.



Projections — headcount per department, per work day, with daily and column totals.

8 Plan vs actual

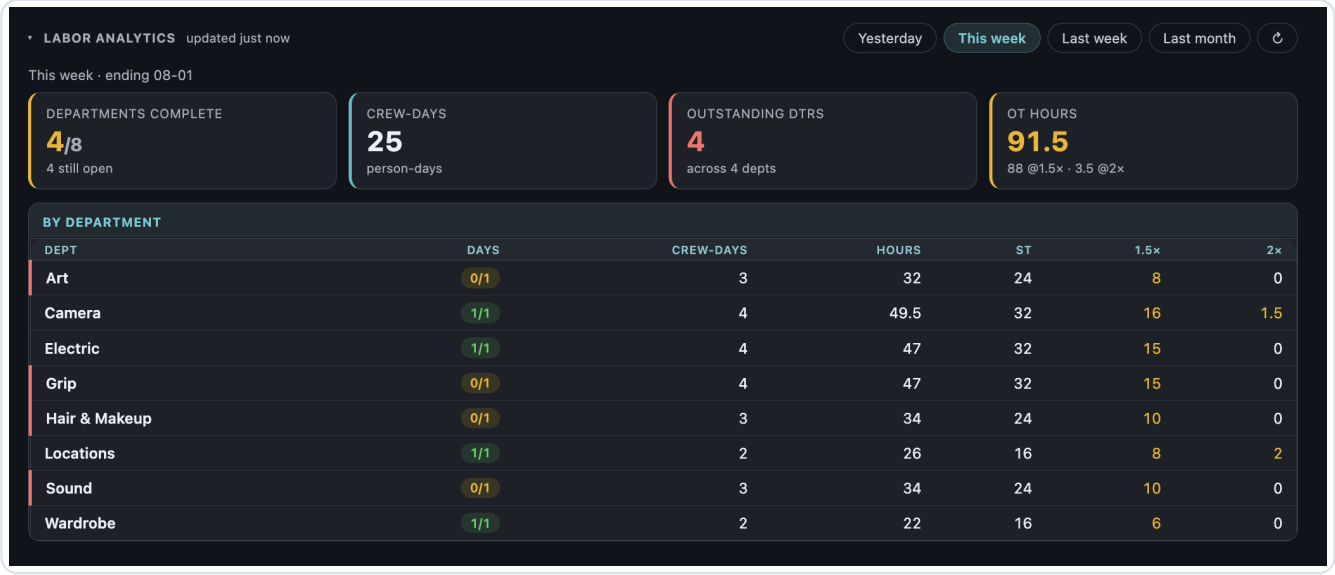
Open Plan vs actual to set, for each department, the planned days and budget hours for a week. As timesheets arrive, the panel fills the actual days and hours beside your plan and shows the variance. It reads the planned-days figure straight from your shoot calendar — no typing.



Plan vs actual — planned days and budget hours beside the actuals, with the variance as timesheets land.

9 Labor analytics

Open Labor analytics for the hours picture. Pick a timeframe — Yesterday, This week, Last week, Last month — with the tabs. Cards show departments complete, crew-days, outstanding DTRs and OT hours; the table breaks each department into worked hours, straight time and the overtime tiers (1.5x and 2x). The “updated … ago” line and the refresh button show freshness.

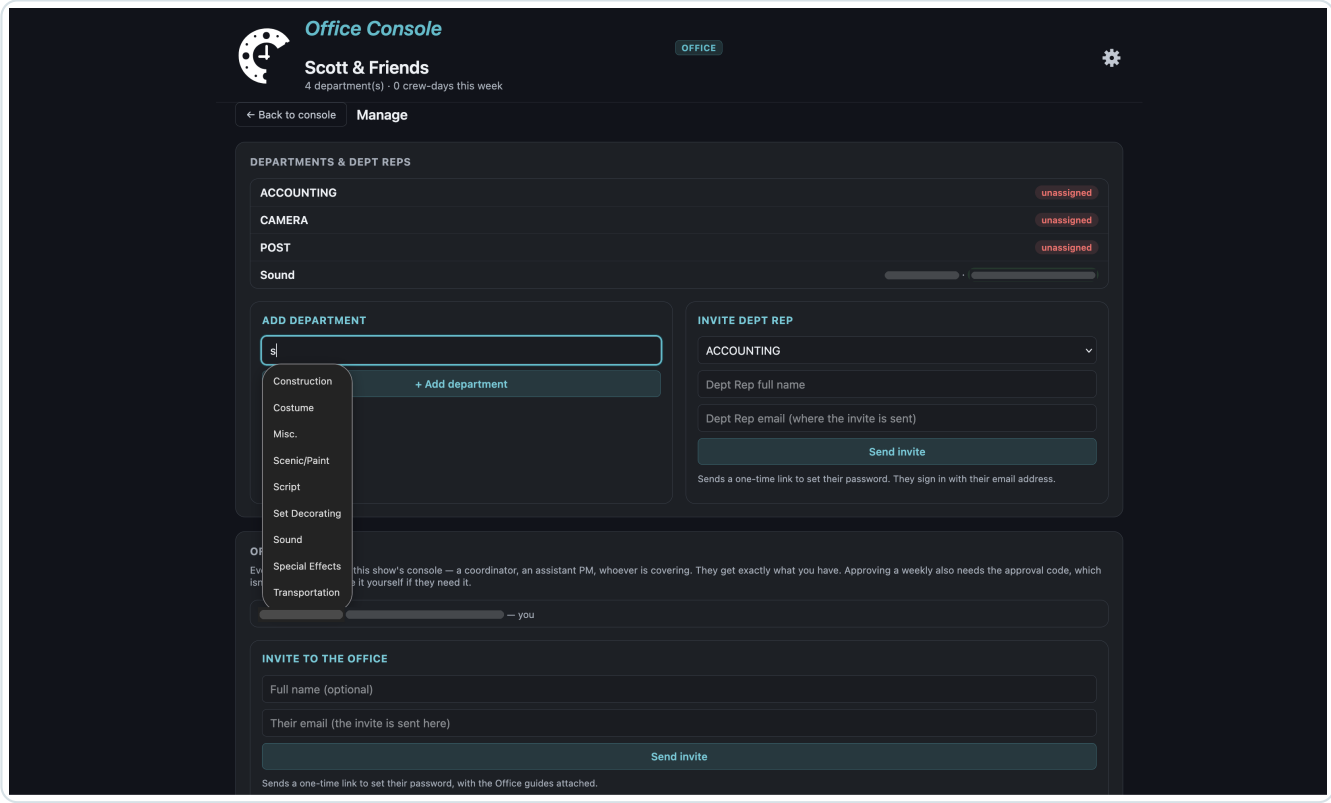


Labor analytics — crew-days, outstanding DTRs and OT hours, each department split into straight time and OT tiers.

10 Manage — Dept Reps & recipients

From the cogwheel menu choose Manage departments & recipients. This edit page holds three things:

- Add department — create a new department on the production. The official IATSE Local 873 department names are offered as you type; a department with one of those names (or a common alias, such as Wardrobe for Costume) gives its Dept Rep the union position titles to pick from. Any other name still works.
- Invite Dept Rep — enter the Dept Rep's name and email and press Send invite. They get a one-time link to set a password, then sign in with their email. Reassign a Dept Rep any time by inviting a new person.
- Report recipients — one production-wide list (a daily list and a weekly list). Every department's reports go to these addresses, so you set them once here.



Manage — invite or reassign a Dept Rep, set the production's report recipients once, and see the Dept Rep roster.

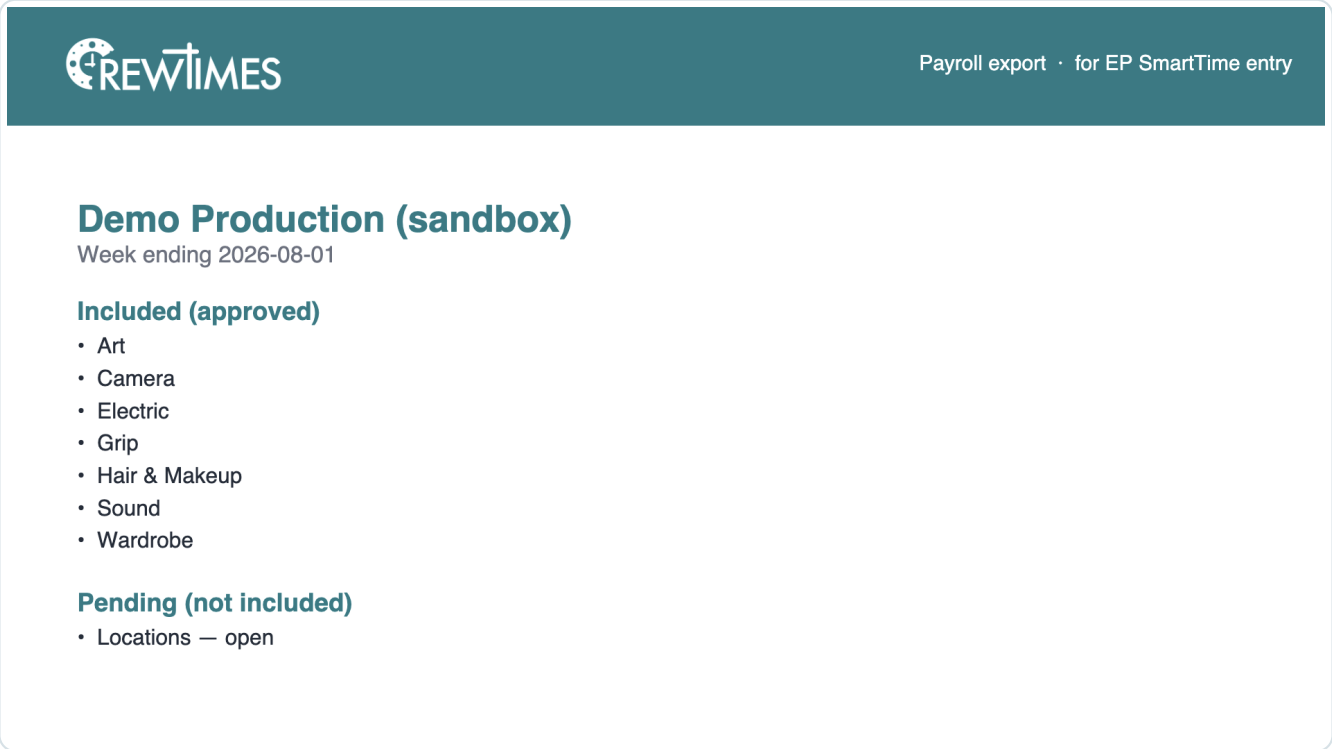
11 Payroll export

The Payroll export lives on Daily status — the sheet you hand to whoever keys payroll.

- It produces a branded PDF for the selected week, containing only the departments you've approved.
- Each crew member's day is laid out in EP SmartTime's entry order (Crew Name · Day Type · Call · Meal 1 Out · Meal 1 In · Wrap · Total), so it reads straight down.

- A summary lists any departments still pending approval, so nothing unapproved slips through.

> **Tip** *In short: approve the weeklies (§5), then use Payroll export to hand accounting a clean, EP-ready PDF.*



The Payroll export — approved departments only, each crew member's day in EP SmartTime entry order.

A Appendix — for your Dept Reps

Forward this to anyone you invite to run a department. Their app is the crew-facing side of CrewTimes.

- They receive one email with a one-time link to set a password; afterward they sign in with their email address — the same as you.
- Each shoot day they add their crew and the day's times (call, wrap, meal breaks), review, and send the daily timesheet. At the end of the week they send the weekly.
- They also have their own Dept Rep quick-start that walks them through every screen.

> **Tip** *Once a Dept Rep sends a day's timesheet, it shows as a check on your Daily status — and their hours flow into your Labor analytics automatically.*