



How to Use RentalPoint Web Services


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How to Use RentalPoint Web Services

1. What is RentalPoint Web Services (RPWS)?

RentalPoint Web Services, or RPWS, is an online tool that you can use to view your upcoming assignments. You can accept or decline assignments, enter payroll hours, enter personal information such as primary and secondary skills, upload a customized avatar and view your schedule.

 Configuring RPWS functionality is a detailed process outlined in a separate document, please contact RentalPoint Support should require assistance with this process.

<http://www.rentp.com/KnowledgebasePDFs/How to Configure RPWS.pdf>

2. Getting to Know RPWS

First, let's take a look around in RPWS and get used to the layout and areas that are available to you. Later, Section 3 – How do I use RPWS? – provides additional 'how to' steps.

2.1 Login Credentials

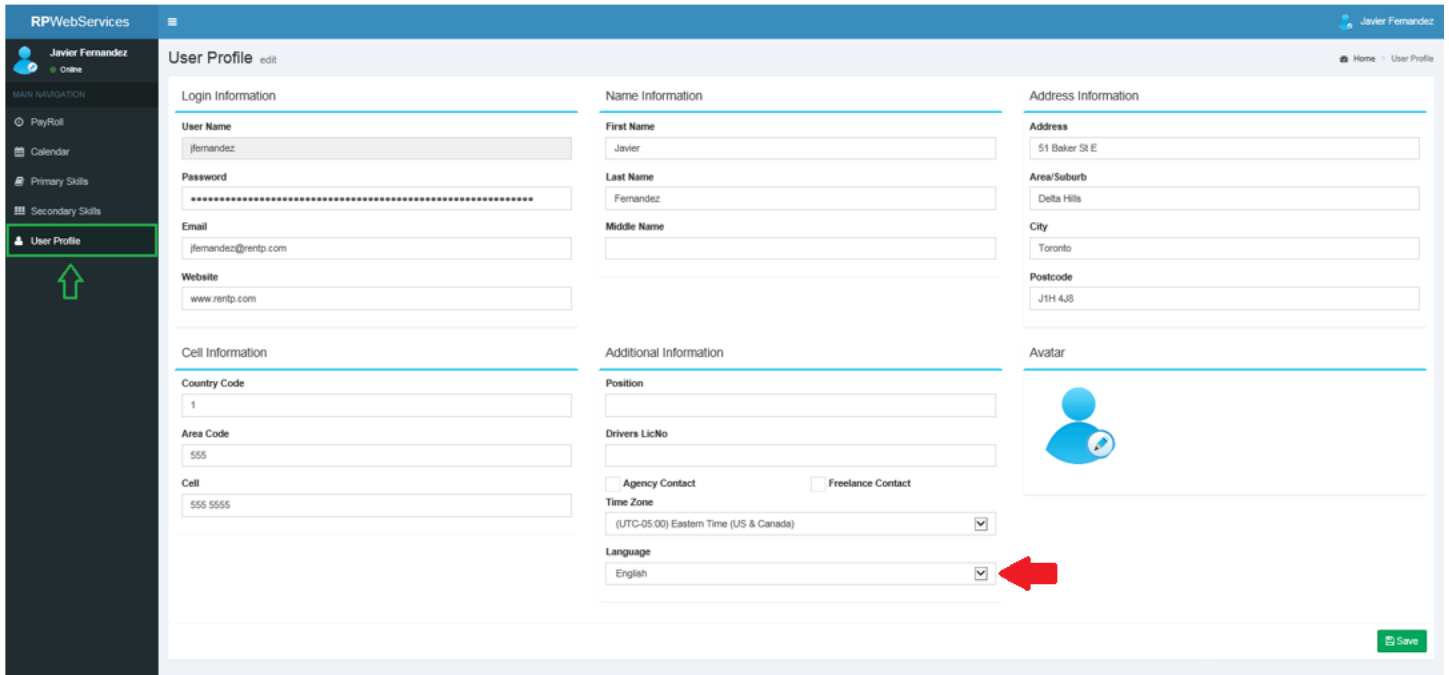
Your company will provide you with a username and password as well as a link to RPWS.

Default link is <http://localhost/RPCrewWebpage/>

A screenshot of the RPWebServices login interface. The title 'RPWebServices' is at the top. Below it, the text 'Sign in to start your session' is centered. There are two input fields: the first contains the username 'jfernandez' and has a user icon; the second contains masked characters '.....' and has a lock icon. Below the fields is a 'Remember Me' checkbox which is checked. To the right is a blue 'Sign In' button. At the bottom, the footer reads 'RentalPoint © 2015 RentalPoint. Version 1.001'.

2.2 User Profile

Your User Profile contains all personal details about you; including contact information, your password and avatar. Regional settings (like date format) will be set per language choice for each technician. Hit the 'Language' field drop down to select from the many English and other language options.

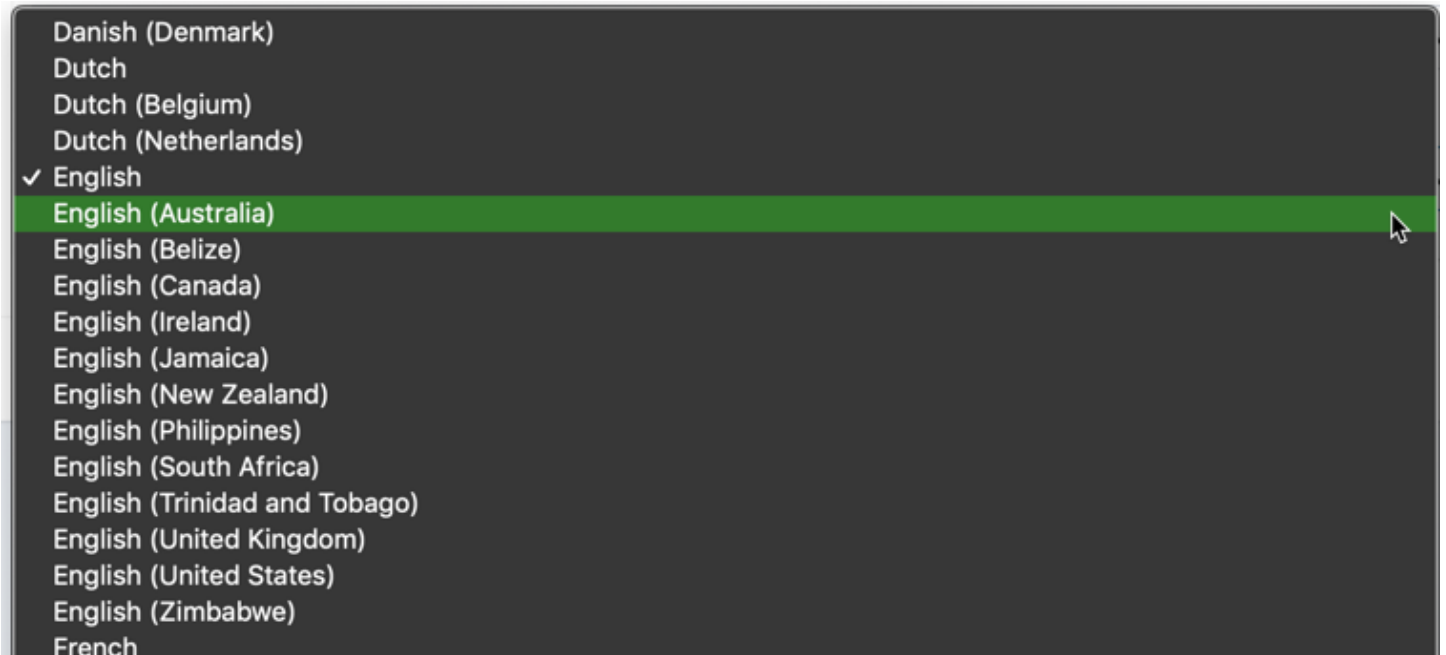


The screenshot shows the 'User Profile' page for 'Javier Fernandez'. The page is divided into several sections:

- Login Information:** User Name (jfernandez), Password (masked), Email (jfernandez@rentp.com), Website (www.rentp.com).
- Name Information:** First Name (Javier), Last Name (Fernandez), Middle Name (empty).
- Address Information:** Address (51 Baker St E), Area/Suburb (Delta Hills), City (Toronto), Postcode (J1H 4J8).
- Cell Information:** Country Code (1), Area Code (555), Cell (555 5555).
- Additional Information:** Position (empty), Drivers LicNo (empty), Agency Contact (unchecked), Freelance Contact (unchecked), Time Zone (UTC-05:00 Eastern Time (US & Canada)), Language (English).
- Avatar:** A placeholder image of a person.

A red arrow points to the 'Language' dropdown menu, which is currently set to 'English'.

Language Options



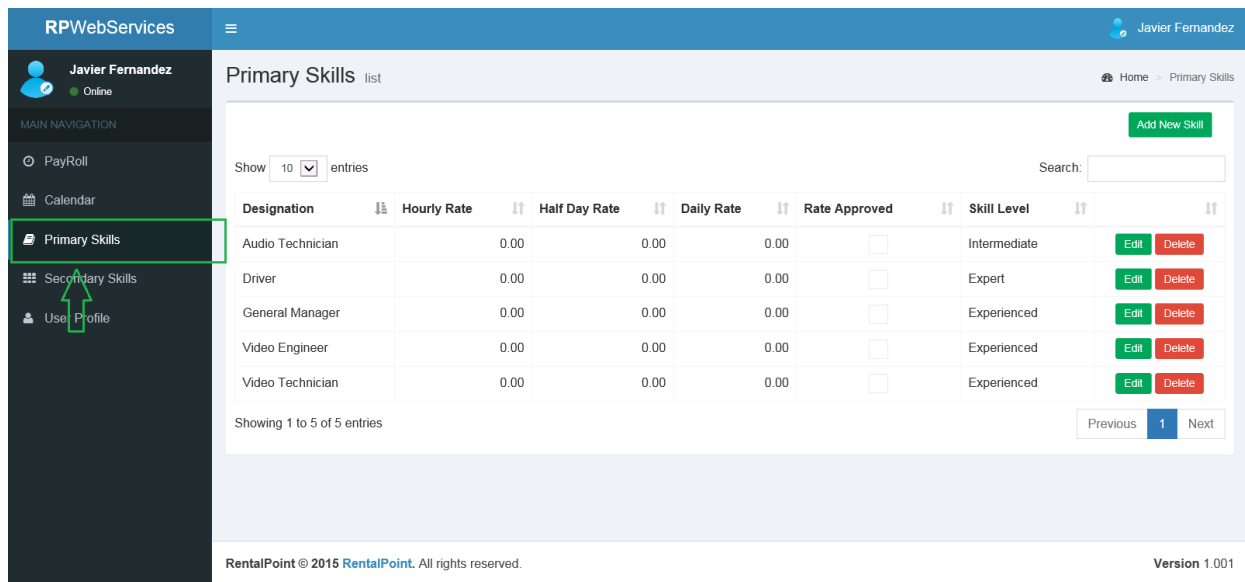
The screenshot shows the 'Language Options' dropdown menu. The options are listed as follows:

- Danish (Denmark)
- Dutch
- Dutch (Belgium)
- Dutch (Netherlands)
- ✓ English
- English (Australia)**
- English (Belize)
- English (Canada)
- English (Ireland)
- English (Jamaica)
- English (New Zealand)
- English (Philippines)
- English (South Africa)
- English (Trinidad and Tobago)
- English (United Kingdom)
- English (United States)
- English (Zimbabwe)
- French

The 'English (Australia)' option is highlighted in green, and a mouse cursor is visible over it.

2.3 Primary Skills

Primary Skills define the duties that you are qualified to perform within the company. Use this area to add, edit or delete skills. You can adjust skill levels and pay rates however Rate Approval is restricted to administrators.



RPWebServices

Javier Fernandez Online

MAIN NAVIGATION

- PayRoll
- Calendar
- Primary Skills**
- Secondary Skills
- User Profile

Primary Skills list

Home > Primary Skills

Add New Skill

Show 10 entries

Search:

Designation	Hourly Rate	Half Day Rate	Daily Rate	Rate Approved	Skill Level
Audio Technician	0.00	0.00	0.00	<input type="checkbox"/>	Intermediate
Driver	0.00	0.00	0.00	<input type="checkbox"/>	Expert
General Manager	0.00	0.00	0.00	<input type="checkbox"/>	Experienced
Video Engineer	0.00	0.00	0.00	<input type="checkbox"/>	Experienced
Video Technician	0.00	0.00	0.00	<input type="checkbox"/>	Experienced

Showing 1 to 5 of 5 entries

Previous 1 Next

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Version 1.001



Primary Skills may also be referred to as Designations.

2.4 Secondary Skills

Secondary Skills are various certifications that you have acquired that enhance your ability to perform your Primary Skill set. Secondary Skills may be mandatory or optional depending on regulations within your company and regulations in the country in which you are performing the work. For example, you may be qualified to be a Driver; this is your Primary Skill. A *mandatory* Secondary Skill in Canada may be a Forklift License, General Drivers License, A-Z License or D-Z License. An *optional* Secondary Skill may be a Driver Training Certificate.

Use this area to add, edit or delete skills. You can adjust the Start date and Expiry date of certificates, add certificate or license documents and add personal notes (Technician Skill Notes).

RPWebServices

Javier Fernandez

Online

MAIN NAVIGATION

PayRoll

Calendar

Primary Skills

Secondary Skills

User Profile

Secondary Skills list

Home > Secondary Skills

Show 10 entries

Search:

Add New Skill

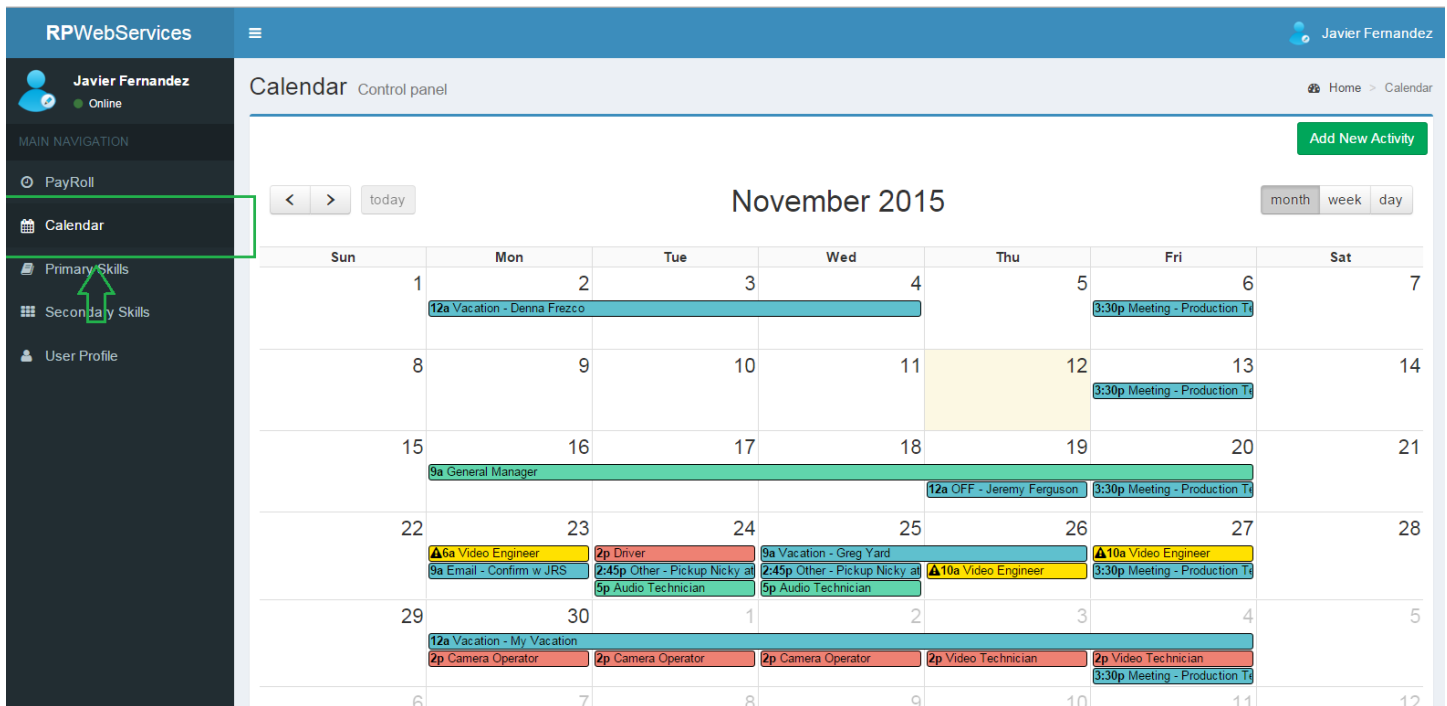
Skill Name	Skill Notes	Certificate Required	Start Date	Expiry Date	Certificate / License Link	Technician Skill Notes	
A-Z License		✓	6/6/2011	6/6/2016	CopyOfLicense.docx	Call Tracy for updated plate sticker	Edit Delete
Defibrillator Training	Required for all managers and supervisors.	✓	1/5/2015	1/1/2016	defib-cert-00332.bmp	Call Brian Jacobs to schedule re-cert.	Edit Delete
First Aid / CPR Certificate	Must be renewed annually.	✓	5/5/2014	5/5/2015	CPR-Certificate-2014.txt	Re-cert booked for Jan 3rd.	Edit Delete
General Drivers License	Please provide drivers abstract.	✓	6/6/2011	6/6/2016	CopyOfLicense.docx		Edit Delete
Workplace Heights Safety Certificate		✓	2/22/2016	8/19/2016	gc-ca-workplace-02-cert.txt	Call to confirm registration.	Edit Delete

Showing 1 to 5 of 5 entries

[Previous](#)
[1](#)
[Next](#)

2.5 Calendar

The Calendar provides you with an overview of your assignments and activities. Use this area to add, edit and delete activities and accept or decline assignments.



RPWebServices | Javier Fernandez | Online

Calendar Control panel

Home > Calendar

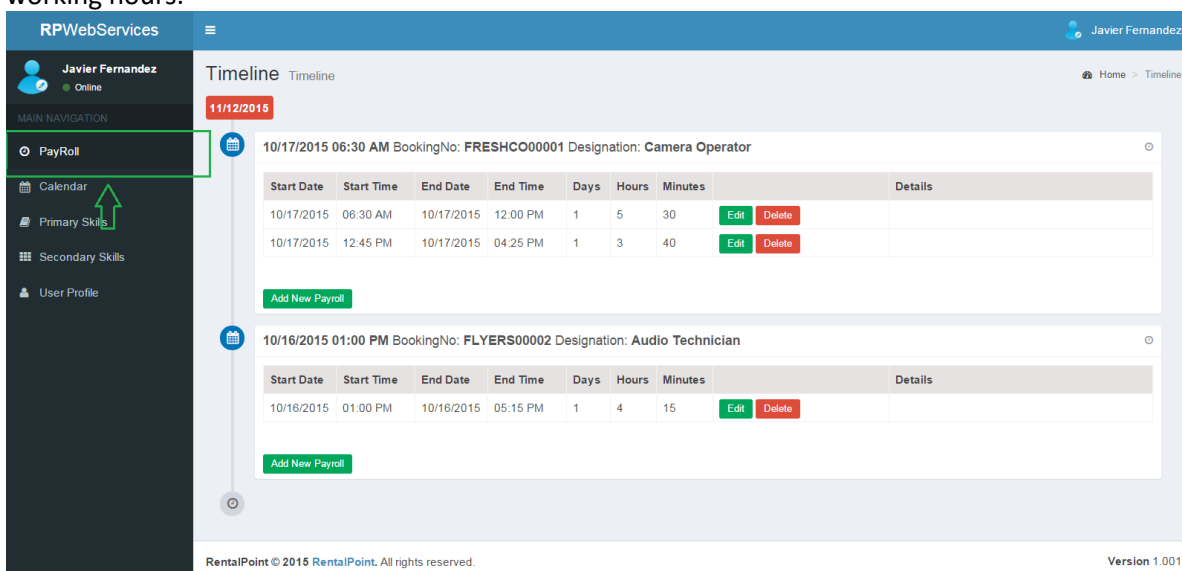
November 2015

month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
	12a Vacation - Denna Frezco				3:30p Meeting - Production T	
8	9	10	11	12	13	14
					3:30p Meeting - Production T	
15	16	17	18	19	20	21
	9a General Manager			12a OFF - Jeremy Ferguson	3:30p Meeting - Production T	
22	23	24	25	26	27	28
	10a Video Engineer	2p Driver	9a Vacation - Greg Yard	10a Video Engineer	3:30p Meeting - Production T	
	9a Email - Confirm w JRS	2:45p Other - Pickup Nicky at	2:45p Other - Pickup Nicky at			
		5p Audio Technician	5p Audio Technician			
29	30	1	2	3	4	5
	12a Vacation - My Vacation					
	2p Camera Operator	2p Camera Operator	2p Camera Operator	2p Video Technician	2p Video Technician	
					3:30p Meeting - Production T	
6	7	8	9	10	11	12

2.6 Payroll

Payroll provides you with an overview of your assignments from the past 30 days. Use this area to enter your actual working hours.



RPWebServices | Javier Fernandez | Online

Timeline Timeline

Home > Timeline

11/12/2015

10/17/2015 06:30 AM BookingNo: FRESHCO00001 Designation: Camera Operator

Start Date	Start Time	End Date	End Time	Days	Hours	Minutes	Details
10/17/2015	06:30 AM	10/17/2015	12:00 PM	1	5	30	Edit Delete
10/17/2015	12:45 PM	10/17/2015	04:25 PM	1	3	40	Edit Delete

[Add New Payroll](#)

10/16/2015 01:00 PM BookingNo: FLYERS00002 Designation: Audio Technician

Start Date	Start Time	End Date	End Time	Days	Hours	Minutes	Details
10/16/2015	01:00 PM	10/16/2015	05:15 PM	1	4	15	Edit Delete

[Add New Payroll](#)

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2.7 Punch Payroll

RPWS now offers ability to record payroll as a technician and/or for all crew members under a Project Manager.

Operational Parameter #209 must be enabled in order to use this functionality

RP Enter Value

Use Punch Clock in Crew web page?

☒ Yes ☐ No

OK Cancel



The RP web services has been successfully tested on iPhones and tablets, if you see any glitches then please send a screen shot and description of the problem to support@rentp.com

- The RP web services software only shows technicians the bookings they are offered (if a freelance technician) or are assigned to. They cannot see other technicians' bookings.
- The technician can only see his/her own rates in the RP web services software.

2.8 Project Manager

Provides Project Managers with a list of bookings they are responsible to oversee. This option will display a list of bookings, sorted on show start date, that start in the next 14 days or where the show end date has finished in the last 14 days. The Project Manager will also be able to edit calendar details, add activities and punch payroll for technicians assigned to jobs they are responsible for. See section 3.5 for information on how to use Project Manager functionality



To show up on the bookings list, the booking must meet certain criteria, see 3.5.2 below for a detailed list of criteria

RPWebServices

Brian Hammond Online

MAIN NAVIGATION

- Punch payroll
- Calendar
- Project manager
- Primary Skills
- Secondary Skills
- User Profile

My bookings list

Show 10 entries

Booking No	Customer name	Show name	Show start date	Show end date	Venue	Project
001-MEYD00083	The Meydan Hotel	testtttt	11/7/2018 2:00:00 PM	11/22/2018 3:50:00 PM		99SALES
0033300095	Klok Media test	1111	11/9/2018 10:00:00 AM	11/10/2018 11:45:00 AM		98SALES

Showing 1 to 2 of 2 entries

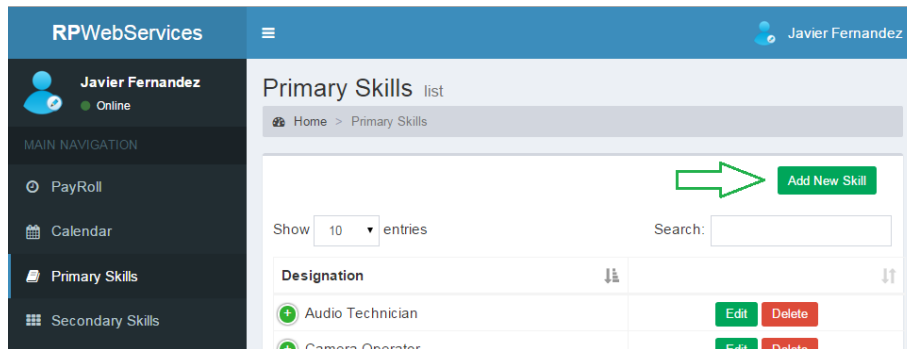
Previous 1 Next

3. How do I use RPWS?

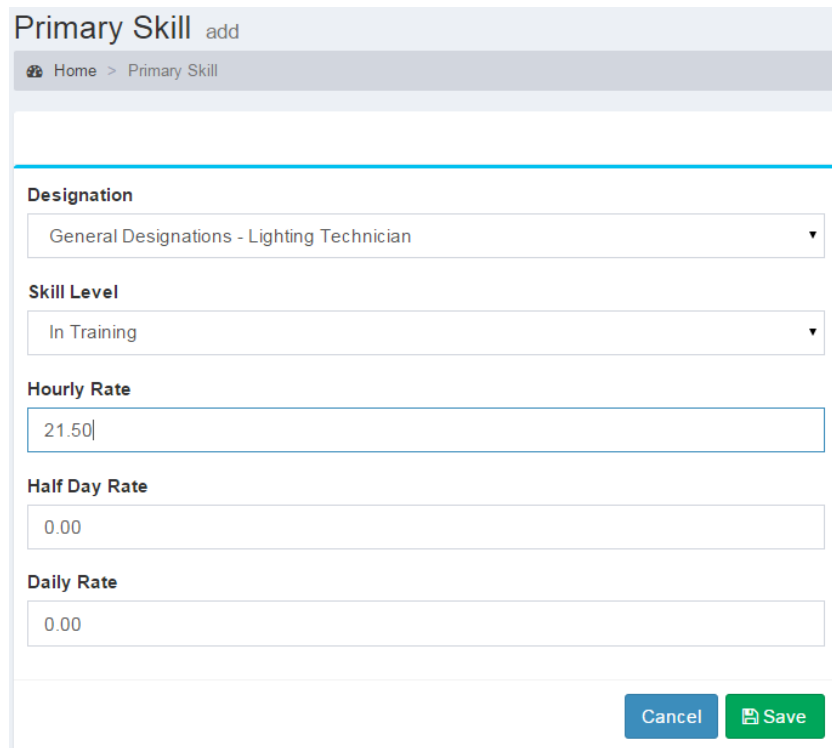
3.1 Primary Skills


3.1.1 Add a Primary Skill

Navigate to the Primary Skills area and click **Add New Skill**.



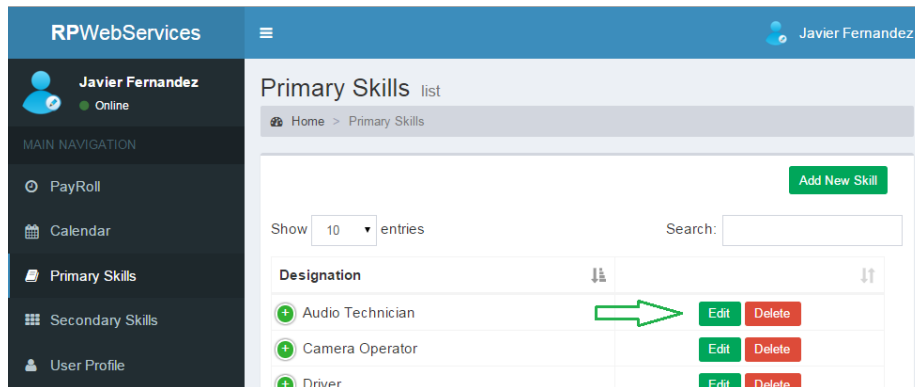
Select a primary skill from the drop down list, select a skill level, enter your rates and click **Save**.



 When adding a new skill, the skill list will only display the skills that have been configured by an administrator.

3.1.2 Edit a Primary Skill

Navigate to the Primary Skills area and click **Edit**.



Change the details that you require and click **Save**.

Primary Skill edit

Home > Primary Skill

Designation

Audio Technician

Skill Level

Intermediate ▼

Will Start Training
In Training
Trained
Intermediate
Experienced
Expert

0.00

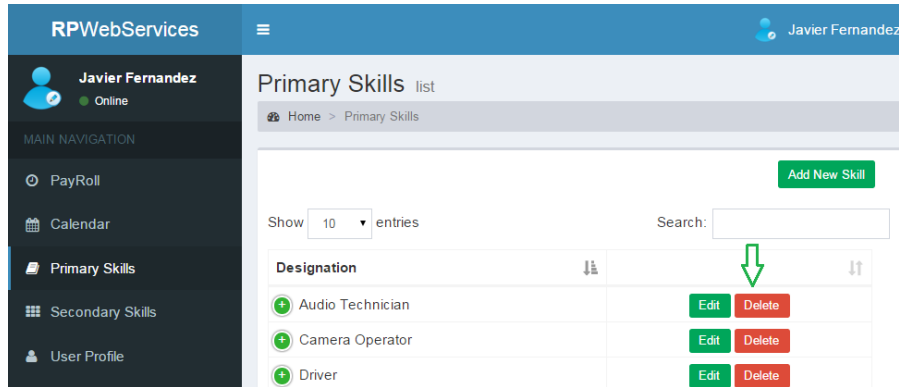
Daily Rate

0.00

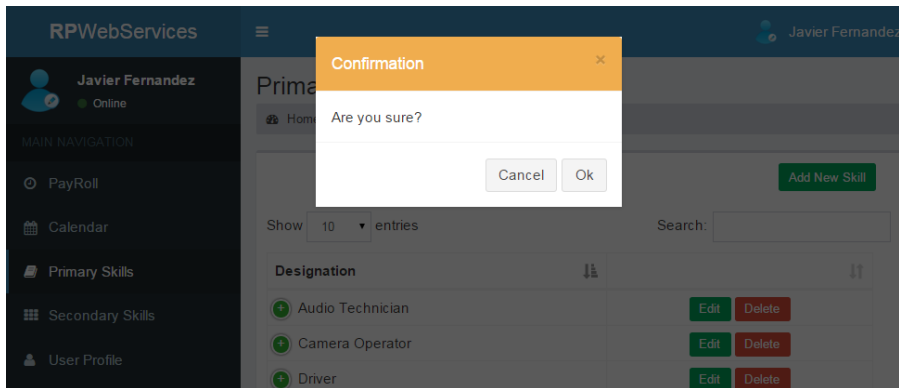
Cancel Save

3.1.3 Delete a Primary Skill

Navigate to the Primary Skills area and click **Delete**.



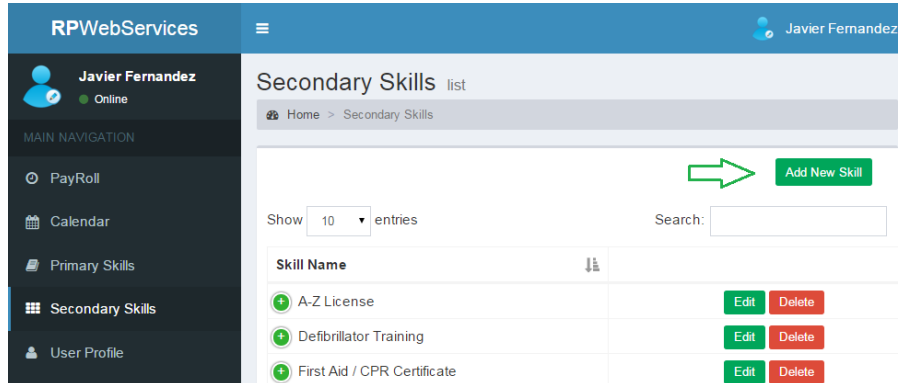
Click **OK** to confirm.



3.2 Secondary Skills

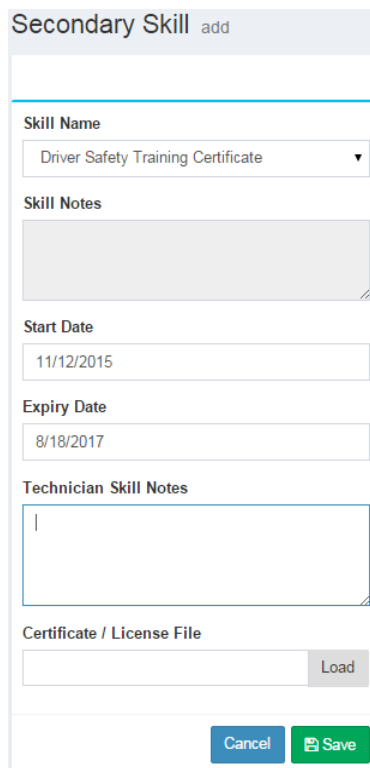
3.2.1 Add a Secondary Skill

Navigate to the Secondary Skills area and click **Add New Skill**.



Skill Name	
A-Z License	Edit Delete
Defibrillator Training	Edit Delete
First Aid / CPR Certificate	Edit Delete

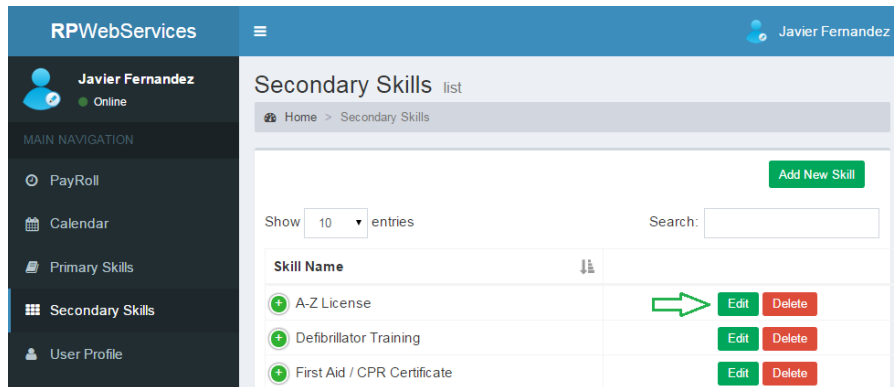
Select a secondary skill from the drop down list, enter appropriate information and click **Save**.




When adding a new skill, the skill list will only display the skills that have been configured by an administrator.

3.2.2 Edit a Secondary Skill

Navigate to the Secondary Skills area and click **Edit**.



RPWebServices

Javier Fernandez Online

MAIN NAVIGATION


- PayRoll
- Calendar
- Primary Skills
- Secondary Skills**
- User Profile

Secondary Skills list

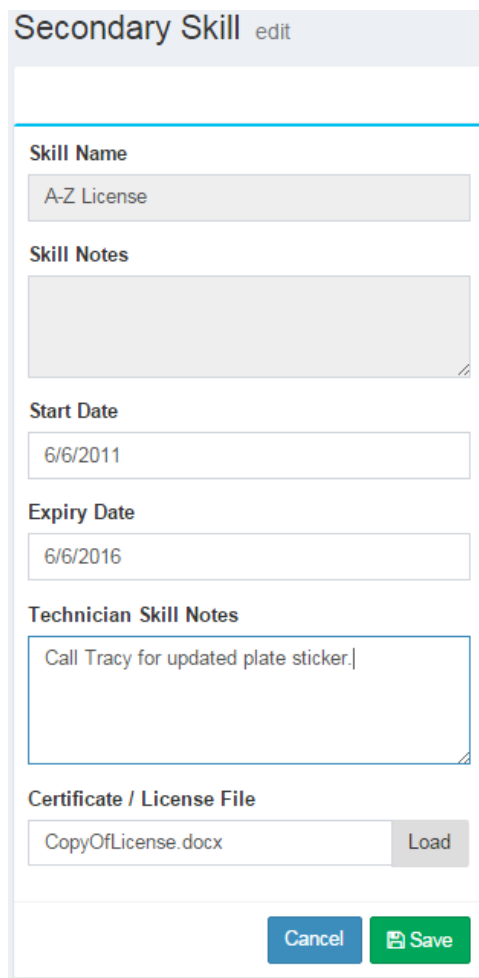
Home > Secondary Skills

Add New Skill

Show 10 entries Search:

Skill Name	
A-Z License	 Edit Delete
Defibrillator Training	Edit Delete
First Aid / CPR Certificate	Edit Delete

Change the details that you require and click **Save**.



Secondary Skill edit

Skill Name

A-Z License

Skill Notes

Start Date

6/6/2011

Expiry Date

6/6/2016

Technician Skill Notes

Call Tracy for updated plate sticker.

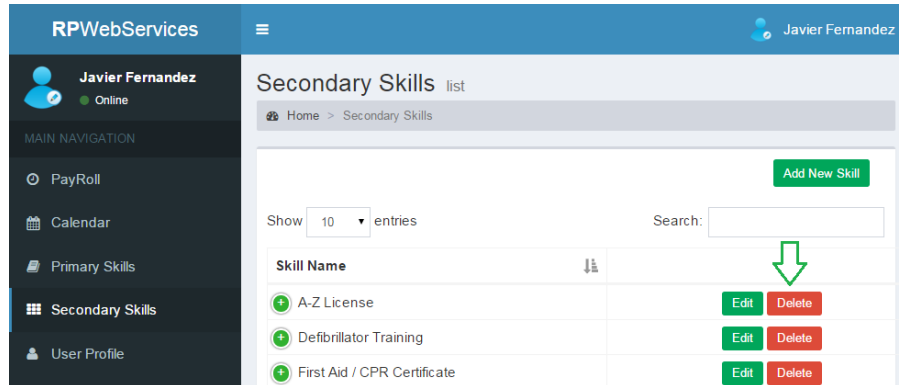
Certificate / License File

CopyOfLicense.docx Load

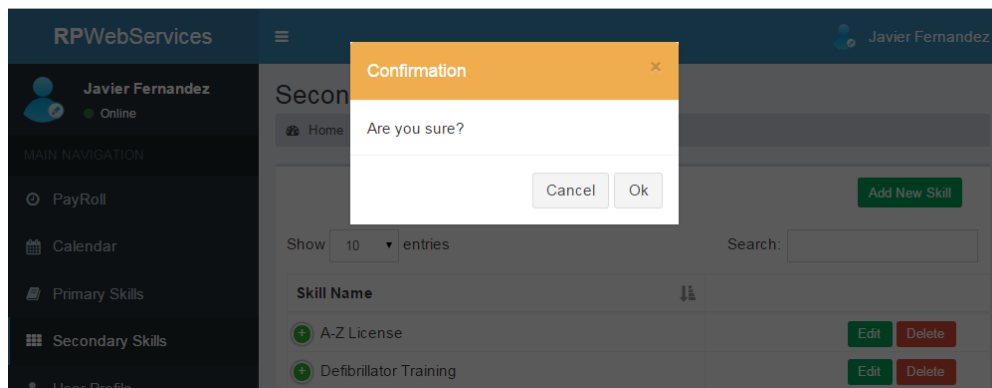
Cancel Save

3.2.3 Delete a Secondary Skill

Navigate to the Secondary Skills area and click **Delete**.



Click **OK** to confirm.





How to Use RentalPoint Web Services

3.3 Calendar

3.3.1 Colors of Calendar Items

The calendar uses color coding for specific items on your calendar:

3:30p Meeting - Production Team	Activities
5p Audio Technician	Confirmed Assignments
6a Video Engineer	Assignments Awaiting Confirmation
2p Camera Operator	Declined Assignments

3.3.2 View Item Details

To view the assignments or activities scheduled on your calendar, single click on the item.

Job #GRANDHOT00003

General Manager

TASK NAME: OPERATE
FROM : 11/16/2015 09:00 AM TO : 11/20/2015 05:00 PM
SHOW NAME :
ACCEPTED DATE : 11/12/2015 01:35 PM

VENUE NAME : INTERNATIONAL CENTER
ADDRESS : 101 BAY ST W
TORONTO ON
ROOM :
TEL :

CREW CHIEF : ANDRES KENTAKA
CREW CHIEF TEL : 1 555 555 1234
DRESS CODE :
GENERAL LOCATION : LOADING DOCK B

Personal Notes

Meet John on site, 30 mins early.

Close

Decline

Accept

Activity

Activity Type

Meeting

Description

Production Team

Start Date

11/27/2015 03:30 PM

End Date

11/27/2015 04:00 PM

Notes

Delete

Cancel

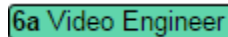
Save

3.3.3 Managing Assignments

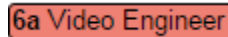
When an assignment is first offered to you, it displays in yellow with a small indicator icon. This means that the assignment has been offered to you, but you haven't accepted it yet.



To accept the assignment, single click to open it and click **Accept**. The assignment will change to green.



To decline an assignment, single click to open it and click **Decline**. The assignment will change to red.

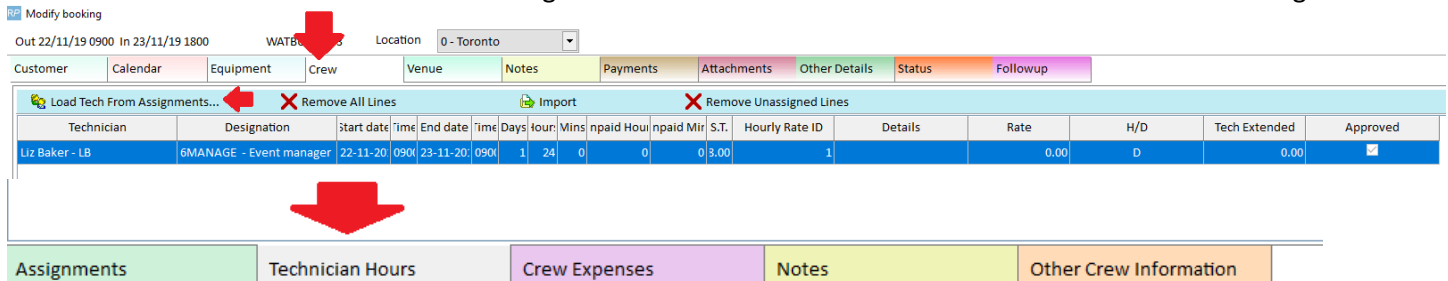


3.4 Payroll


3.4.1 Managing Payroll Items

Assignments may be an *estimate* of the number of hours you need to work. However, once you have completed a job, you can enter payroll to track the *actual* number of hours you worked. Scroll through the Payroll timeline to find a job and click

Payroll entries will automatically be added to RPWebServices for all entries under the Booking Crew Tab 'Technician Hours' section. Use the 'Load Tech from Assignments' to load basic information from the Crew tab tech assignments.



Technician	Designation	Start date	Time	End date	Time	Days	Hour	Mins	npaid Hour	npaid Min	S.T.	Hourly Rate	ID	Details	Rate	H/D	Tech Extended	Approved
Liz Baker - LB	6MANAGE - Event manager	22-11-20	0900	23-11-20	0900	1	24	0	0	0	3.00	1			0.00	D	0.00	<input checked="" type="checkbox"/>

OR Add New Payroll to add your actual working hours using the  button in the app. You can also enter unpaid break time and RentalPoint will deduct it from your paid. You can **Edit** or **Delete** your payroll at any time.

Payroll timeline

11/13/2015



10/17/2015 06:30 AM BookingNo: FRESHCO00001 Designation: Camera Operator

Start Date	Start Time	End Date	End Time	Days	Hours	Minutes			Details
10/17/2015	06:30 AM	10/17/2015	12:00 PM	1	5	30	Edit	Delete	
10/17/2015	12:45 PM	10/17/2015	04:25 PM	1	3	40	Edit	Delete	

[Add New Payroll](#)

PayRoll edit

PayRoll

Start Date

3/15/2016 09:00 AM

End Date

3/16/2016 06:04 PM

Days

2

Hours

9

Minutes

4

Break time

Calculate

Hours

2

Minutes

3

Total time:

Hours

7

Minutes

1

Details

Work before lanch

Cancel

Save

3.5 Project Manager

3.5.1 Assigning Project Managers in RentalPoint for use in RPWS

Identify the user as a Project Manager under the contracting tab of the RentalPoint Contact Record

RP Contact Properties

Contact	Payment	Profile	Current Bookings	Archived Bookings	Pending	History
Notes	Custom	Contracting	Contact Picture	Distribution Lists	RPWebServices	

Primary Skills		Secondary Skills										
	Client Hourly Charge	Client Half Day Charge	Client Full Day Charge	Our Hourly Cost	Our Half Day Cost	Our Full Day Cost	Appr	oved	Date			
Event manager	300.00	0.00	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>		18-10-2019			
General laborer	100.00	0.00	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>		18-10-2019			
Installation Labor	100.00	0.00	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>		18-10-2019			

☒ Project Manager

Group: FULLTIME - Full Time Crew

Location: 0 - Toronto

Category: TECHS - Technicians & Crew

Hours in Standard Work Week: 0.00

Sub-category:

☒ In House ☐ Agency

☐ Freelance ☐ Driver

Vendor for P.O.s:

Make note of the contacts email address from the Contact Tab

RP Contact Properties

Notes	Custom	Contracting	Co
Contact	Payment	Profile	Current Book

First: Liz

Middle:

Last: Baker

Dept:

Position:

Source:

Drivers License:

Ask For:

Address: 201 S Ridgeway St

Add Line 2: # 3

City: Anaheim

County: CA

Country: USA

Post code:

Email: rptestac79@gmail.com

☒ Send Email



How to Use RentalPoint Web Services

Set up a SalesPerson Record for the Project Manager (Also used for Project Managers) via Setup→SalesPerson in RentalPoint and LINK it to the email in the contact record

RP Salespersons

Code	Name	Email	Customer Assignment (Months)	Contact Assi
RP3	RP		0	
LB	Liz Baker		0	

←

↓

Add New Open **Link** Change Code Enable Disable Commission Close

RP Contact Search

Search Criteria:

Fields	Search Values
All Fields	
Contact Name	Baker
Company Name	
Address 1	
Address 2	
City	
State	
Country	

Match Option
☒ Any Item (OR)
☐ Exact/All (AND)

Max Records
- 150 +

Search Clear Search

☒ Save Search

Search Results: Records Found: 1

Contact Name	Company Name	Address	Phone 1	Contact Email	Driver
Liz Baker				rpstac79@g	

Open

↓

Select Cancel

A successful link will show the contacts email address in the SalesPerson Record

LB	Liz Baker	rpstac79@gmail.com	0
----	-----------	--------------------	---

Assign any booking to this Project Manager under the 'Other Details' tab of the booking in RentalPoint

RP Modify booking

Out 28/10/19 0900 In 31/10/19 1800 WATBUS00005 Location 1 - New York

Customer Calendar Equipment Crew Venue Notes Payments Attachments **Other Details**

Project Details

Project Code Find Open

Project Description

Project Manager Code LB Find

Project Manager Name Liz Baker

Salesperson

Salesperson Code RP Find

Salesperson Name RP

Booking Last Modified By Operator

RP



How to Use RentalPoint Web Services

Ensure Crew are assigned under the crew tab of the booking

RP Modify booking

Out 28/10/19 0900 In 31/10/19 1800 WATBUS00005 Location 1 - New York

Customer	Calendar	Equipment	Crew	Venue	Notes	Payments	Attachments	Other Details	Status	Followup																																																
<div> Assign Copy Copy + Split Split and Assign Get Favourites Favourites Import </div> <table border="1"> <thead> <tr> <th>#</th> <th>Designation</th> <th>Task</th> <th>Start date</th> <th>Time</th> <th>End date</th> <th>Time</th> <th>Days</th> <th>hour</th> <th>mins</th> <th>npaid Hour</th> <th>aid I</th> <th>S.T.</th> <th>Qty</th> <th>technician</th> <th>Av</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>3RIGGER - Rigging Technician</td> <td>0 - Setup</td> <td>28-10-2019</td> <td>0900</td> <td>31-10-2019</td> <td>0900</td> <td>4.00</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00</td> <td>1</td> <td>Annie K</td> <td>Yes</td> </tr> <tr> <td>2</td> <td>5LABOR - General laborer</td> <td>0 - Setup</td> <td>28-10-2019</td> <td>0900</td> <td>31-10-2019</td> <td>0900</td> <td>4.00</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00</td> <td>1</td> <td>Jeremy J</td> <td>Yes</td> </tr> </tbody> </table>											#	Designation	Task	Start date	Time	End date	Time	Days	hour	mins	npaid Hour	aid I	S.T.	Qty	technician	Av	1	3RIGGER - Rigging Technician	0 - Setup	28-10-2019	0900	31-10-2019	0900	4.00	0	0	0	0	0.00	1	Annie K	Yes	2	5LABOR - General laborer	0 - Setup	28-10-2019	0900	31-10-2019	0900	4.00	0	0	0	0	0.00	1	Jeremy J	Yes
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3.5.2 Viewing the Project Managers Bookings in RPWS

Ensure the same user that will be assigned to bookings as 'Project Manager', has login under RP WebServices Licensing

Login Enabled	Tech Name	RPWS Login	RPWS Password
<input type="checkbox"/>	Adam Bailey		
<input checked="" type="checkbox"/>	Annie King	Annie
<input checked="" type="checkbox"/>	Liz Baker	Liz

Once the user logs into RPWS, he/she will see bookings where they are 'assigned' as Project Manager that have Crew entries under the Crew Tab of the booking

localhost/RPWS/ProjectManager

RPWebServices

Brian Hammond Online

My bookings list

Show 10 entries

Booking No	Customer name	Show name	Show start date	Show end date	Venue	Project
001-MEYD00083	The Meydan Hotel	testttt	11/7/2018 2:00:00 PM	11/22/2018 3:50:00 PM		99SALES
0033300095	Klok Media test	1111	11/9/2018 10:00:00 AM	11/10/2018 11:45:00 AM		98SALES

Showing 1 to 2 of 2 entries

Previous 1 Next

All bookings that meet the following criteria will show up in the Project Managers list:

Have a booking start/end date within 14 days of today's date

Out 09/11/18 1000 In 10/11/18 1145 0033300095 Region 0 - Canada Location 0 - Sydney

Customer	Calendar	Equipment	Crew	Venue	Notes	Payments	Attachments																																																																																				
<div> Warehouse Out Date and Time Warehouse In Date and Time </div> <div> 09/11/18 9th November 2018 10/11/18 10th November 2018 </div> <div> <table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> </tr> </tbody> </table> </div>								Sun	Mon	Tue	Wed	Thu	Fri	Sat					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		Sun	Mon	Tue	Wed	Thu	Fri	Sat					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
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Assigned to same Project Manager

RP Modify booking

Out 28/10/19 0900 In 31/10/19 1800 WATBUS00005 Location 1 - New York

Customer Calendar Equipment Crew Venue Notes Payments Attachments Other Details

Project Details
 Project Code Find Open
 Project Description
 Project Manager Code LB Find
 Project Manager Name Liz Baker

Salesperson
 Salesperson Code RP Find
 Salesperson Name RP

Booking Last Modified By Operator
 RP

Confirmed

RP Modify booking

Out 09/11/18 1000 In 10/11/18 1145 0033300095 Region 0 - Canada Location 0 - Sydney

Customer Calendar Equipment Crew Venue Notes Payments Attachments Other Details Status Followup

Status
☐ Quote (equipment NOT reserved, no warnings)
☐ Light Pencil booking (equipment NOT reserved, some warnings)
☐ Heavy Pencil booking (equipment reserved, must be confirmed by date)
☒ Confirmed booking (equipment reserved, P.O. or other document required)
☐ Cancelled (equipment NOT reserved, no warnings)

Have entries under the crew tab of the booking

RP Modify booking

Out 28/10/19 0900 In 31/10/19 1800 WATBUS00005 Location 1 - New York

Customer Calendar Equipment Crew Venue Notes Payments Attachments Other Details Status Followup

Assign Copy Copy + Split Split and Assign Get Favourites Favourites Import

#	Designation	Task	Start date	Time	End date	Time	Days	hour	Min	npaid	Hour	aid	S.T.	Qty	technician	Av.
1	3RIGGER - Rigging Technician	0 - Setup	28-10-2019	0900	31-10-2019	0900	4.00	0	0	0	0	0	3.00	1	Annie Kli	Yes
2	SLABOR - General laborer	0 - Setup	28-10-2019	0900	31-10-2019	0900	4.00	0	0	0	0	0	3.00	1	Jeremy J	Yes

3.5.3 Managing Technician records from the Project Managers Booking List

From the Project Manager Tab, hit the Expand/Collapse icon to see a list of technicians assigned to the booking (see screenshot below for illustration)

Once expanded you can:

1. **Accept job** for techs
2. **Start payroll** for any accepted jobs (a record will be created in the payroll section for the tech)
3. **Finish payroll** to punch out at local time (once payroll has been started)
4. **Connect** to any technician's record to edit payroll or other details
5. **Disconnect** to start a new payroll record, possibly after lunch or after a break

RPWebServices

Liz Baker Online

MAIN NAVIGATION

- Payroll
- Calendar
- Project manager **Expand/Collapse**
- Primary Skills
- Secondary Skills
- User Profile

My bookings list

Connected to: Jeremy Jones **Disconnect**

Show 10 entries

Booking No	Customer name	Show name	Show start
WATBUS00002	Waterloo Business Solutions	Gibson Wedding	11/2/2019 3
Technician			
Name	Phone	Actions	Start date Start time Duration
Jeremy Jones		Disconnect Start payroll 2	
WATBUS00003	Waterloo Business Solutions	Gibson Wedding	11/22/2019 5
Technician			
Name	Phone	Actions	Start date Start time Duration
Liz Baker	280-1488	Connect Accept job 1	
WATBUS00005	Waterloo Business Solutions	MyShow	11/26/2019 5
Technician			
Name	Phone	Actions	Start date Start time Duration
Annie King		Connect Finish payroll 3	11/15/2019 09:18 PM 00:00:16
Jeremy Jones		Disconnect Finish payroll 5	11/15/2019 09:19 PM 00:00:00

3.5.3.1 Editing Individual Payroll entries for a Technician

Once connected to a technician on the booking, click the Payroll tab to edit/delete individual payroll entries

RPWebServices

Liz Baker Online

MAIN NAVIGATION

- Payroll**
- Calendar
- Project manager
- Primary Skills
- Secondary Skills
- User Profile

Payroll timeline

Connected to: Jeremy Jones **Disconnect**

11/15/2019

11/2/2019 03:00 PM BookingNo: WATBUS00002

Show 10 entries

Start Date	Start Time	End Date	End Time	Days	Hours	Minutes	Designation	Edit
11/2/2019	03:00 PM	11/2/2019	11:59 PM	1	8	59	Lighting Tech	Edit
11/15/2019	09:15 PM	11/15/2019	09:19 PM	1	0	4	Event manager	Edit Delete

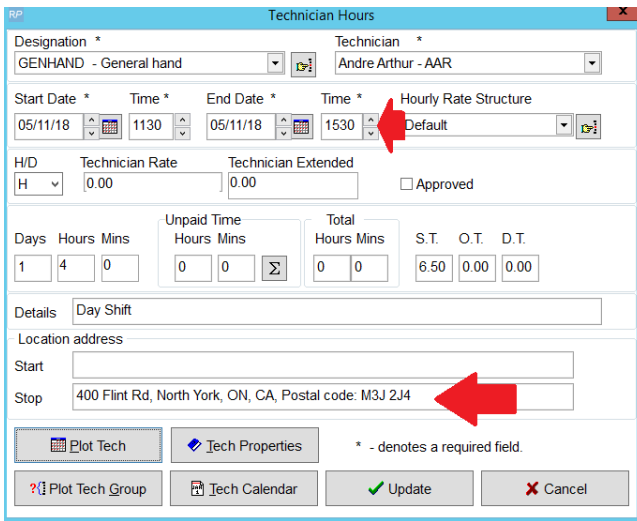
Showing 1 to 2 of 2 entries

Add New Payroll

Previous 1 Next

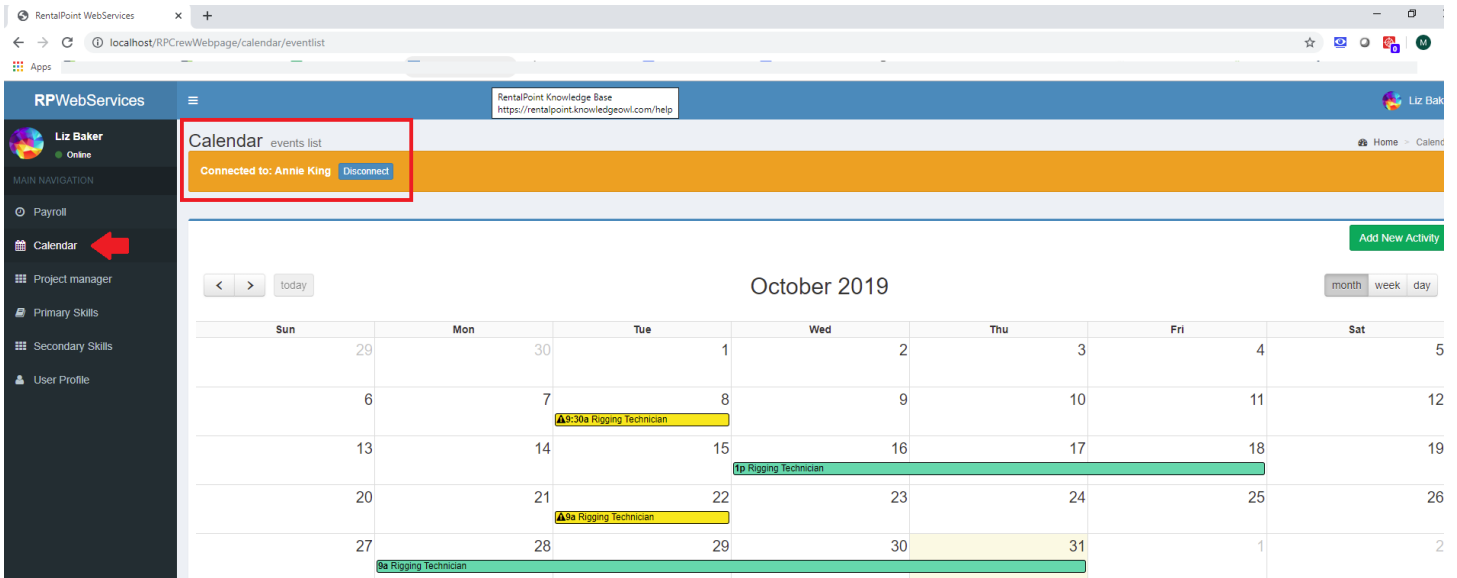
Time and location will be updated to the technician hours in RentalPoint

Last Modified Dec 2nd, 2021



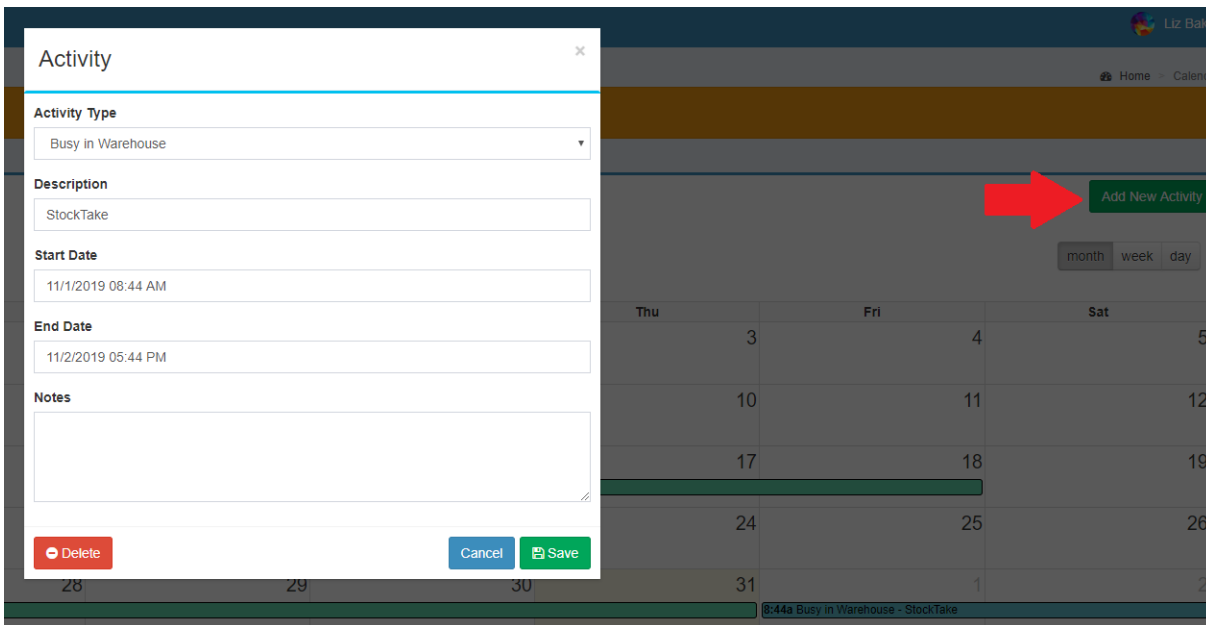
3.5.3.2 Editing a Technicians Calendar as a Project Manager

Once connected to a technician's record, click on the calendar tab to add/modify/delete new activities or add notes to existing assignments for the technician. Remember to disconnect from the technicians' records when you are finished!



Add New Activity

to technician calendar

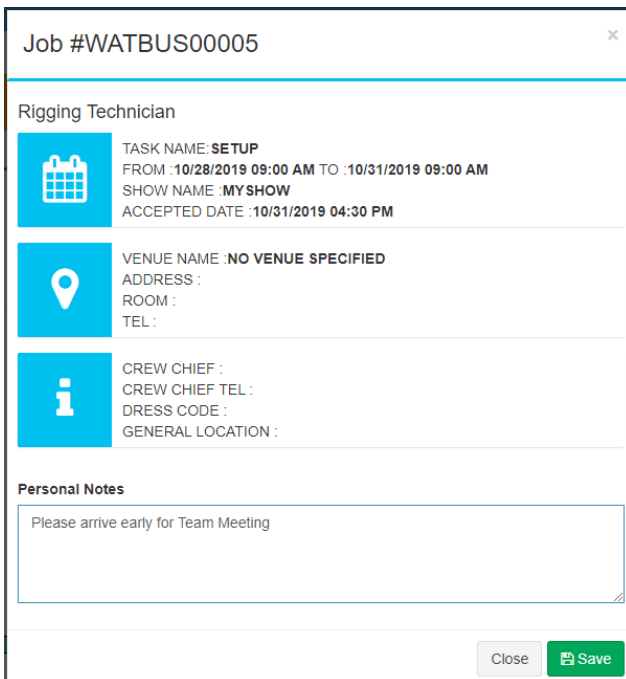


The screenshot shows the 'Activity' modal form on the left and a calendar view on the right. The modal form has the following fields:

- Activity Type:** Busy in Warehouse
- Description:** StockTake
- Start Date:** 11/1/2019 08:44 AM
- End Date:** 11/2/2019 05:44 PM
- Notes:** (Empty text area)

At the bottom of the modal are buttons for 'Delete', 'Cancel', and 'Save'. The calendar view on the right shows a grid with dates. A red arrow points to the 'Add New Activity' button in the top right corner of the calendar view.

Or double click on a crew assignment to add/edit notes



The screenshot shows the 'Job #WATBUS00005' modal form. It contains the following sections:

- Rigging Technician:**
 - TASK NAME:** SETUP
 - FROM:** 10/28/2019 09:00 AM TO: 10/31/2019 09:00 AM
 - SHOW NAME:** MY SHOW
 - ACCEPTED DATE:** 10/31/2019 04:30 PM
- VENUE NAME:** NO VENUE SPECIFIED
- ADDRESS:**
- ROOM:**
- TEL:**
- CREW CHIEF:**
- CREW CHIEF TEL:**
- DRESS CODE:**
- GENERAL LOCATION:**
- Personal Notes:** Please arrive early for Team Meeting

At the bottom of the modal are buttons for 'Close' and 'Save'.

3.5.3.3 Disconnecting from a technicians' record when connected as Project Manager

When finished viewing/editing a technicians' record, hit 'Disconnect' from the header under the 'booking List' OR 'Disconnect' from the technician list under the booking on the Project Manager Menu. See screenshot below for clarification.

localhost/RPWS/ProjectManager

RPWebServices

Brian Hammond
Online

MAIN NAVIGATION

- Punch payroll
- Calendar
- Project manager**
- Primary Skills
- Secondary Skills
- User Profile

My bookings list

Connected to: Bill Haugland [Disconnect](#)

Show 10 entries

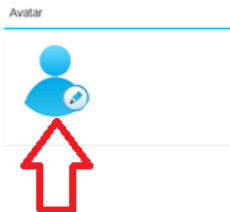
	Booking No	Customer name	Show name	Show start date
-	001-MEYD00083	The Meydan Hotel	testttt	11/7/2018 2:00:00 PM
Technician				
	Name	Phone	Actions	
	Andre Arthur	+380972115492	Connect	
	Bill Haugland	078771234561	Disconnect	
	Debra Arbec	078771234561	Connect	
+	0033300095	Klok Media test	1111	11/9/2018 10:00:00 AM

Showing 1 to 2 of 2 entries

TroubleShooting

Avatars not saving correctly in user profile

Issue: When changing Avatar in users' profile, the updated avatar is not displayed



Fix: Using RPCrewWeb v11.3.2 (from Oct 17th 2019 or later)

edit web.config file and add the following lines



How to Use RentalPoint Web Services

```
<location path="Content/img">
  <system.webServer>
    <handlers accessPolicy="Read" />
  </system.webServer>
</location>
```

Web.config - Notepad

File Edit Format View Help

```
<?xml version="1.0" encoding="utf-8"?>
<!--
For more information on how to configure your ASP.NET application, please visit
http://go.microsoft.com/fwlink/?LinkId=301880
-->
<configuration>
  <appSettings>
    <add key="webpages:Version" value="3.0.0.0" />
    <add key="webpages:Enabled" value="false" />
    <add key="mapQuestAPIkey" value="SdXViGE0u4yVPDth1KVhBCvGBTHFEaKE" />
  </appSettings>
  <connectionStrings>
    <add name="DefaultConnection" connectionString="Data Source=desktop-k5r38k2\sqli
  </connectionStrings>
  <!--
For a description of web.config changes see http://go.microsoft.com/fwlink/?LinkI

The following attributes can be set on the <httpRuntime> tag.
<system.Web>
  <httpRuntime targetFramework="4.5.1" />
</system.Web>
-->
<location path="Content/img">
  <system.webServer>
    <handlers accessPolicy="Read" />
  </system.webServer>
</location>
<system.web>
  <authentication mode="None" />
  <compilation targetFramework="4.5.1" />
  <httpRuntime targetFramework="4.5" />
</system.web>
```

and ensure permissions are correct for img folder

