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SUPPORT

Phone Support is available at the following numbers:

Toll Free: (877) 296-4929 - 6AM to 3PM Pacific Standard Time - Monday through Friday

Los Angeles Office: (310) 440-9600 (ask for software support)

24/7 Emergency Number: (818) 749-7873

RELEASE NOTES Showbiz SAG Cards 6.2 (from 5.1 & greater)

This new version of Showbiz SAG Cards contains most every fix/feature requested over the past six months. It also includes new features requested by NBC Studios.

NEW FEATURES

- The Contract information – is now displayed on all time cards
- Free Days Travel Time is now deducted automatically
- MPV's now recognize the “.3” makup removal but ignore the “.3” after the first MPV
- Agent info tracking and a respective report is now available
- Duplicating a payroll is 10X faster
- PDF SAG Contract info is now on the toolbar
- PDF Tutorial & Release notes is now on the toolbar
- PDF User's Manual is now on the toolbar
- Hours Entry – There are links at the top to quickly jump to any day

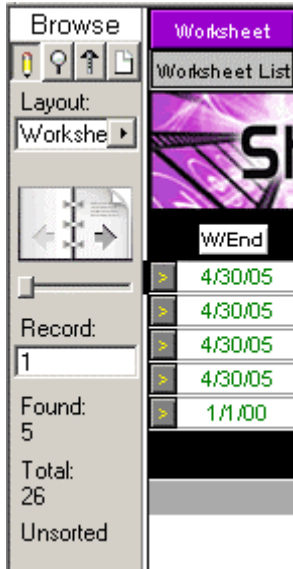
FIXES & ENHANCEMENTS

- Contract Tracker – The clear button now clears everything but the basic contract information
- Contract Tracker – Pastes data in a cleaner method for backing out of a mistake
- The blank time card now displays the account numbers
- The account number for the payout contract button now pastes the employee account number too
- The miles now paste in the taxable column instead of the non-taxable by default
- The duplicate card and duplicate info only removes the miles on the new time card

FUTURE FEATURE REQUESTS (Please, please, keep them coming)

- Tab into Stunt Adjustment column.
- Generate a Final Cast List.
- Add Autopaste Schedules for Low Budget, Modified Low Budget, and Ultra Low Budget schedules.
- Searchable database with the latest SAG rates – one button click to move it to the time card

The Worksheet Window

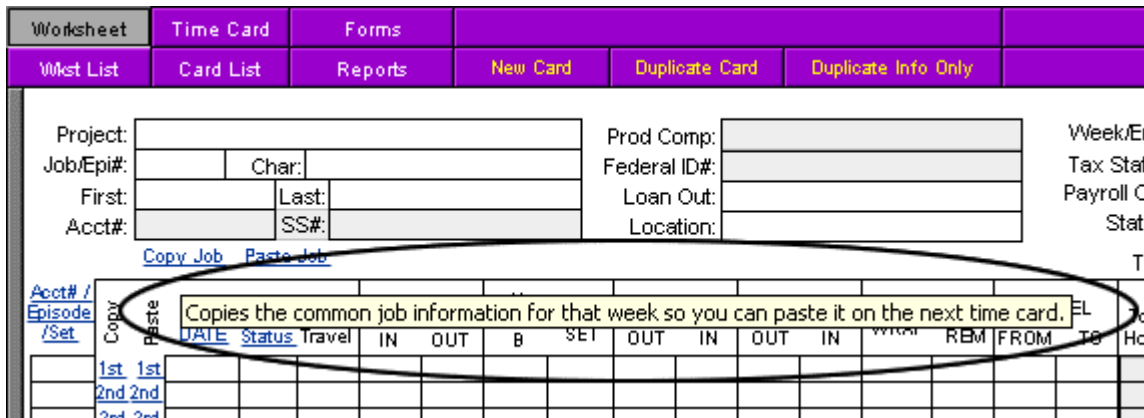


>> START by clicking the purple "Worksheet" button in the upper left. In the Worksheet, you have everything you need to set up a new employee and calculate their hours to gross pay. The Time Card button/layout next to the Worksheet is solely for printing Time Cards.

>> Create a blank NEW time card by clicking the yellow "New Card" button on the navigation bar at the top. Notice that the quantity of "Records" or Time Cards in the database has increased by 1. "Record" represents the **current** time card you are looking at – "Found" represents the **total** time cards you are looking at - and "Total" represents the **total quantity** of time cards in your database. The way to think about it is that all your time cards are in a filing cabinet and each time you come to the program your are going to "Find" the time cards you want to work on and put them on your desktop.

Tool Tips

The most important learning tool for Showbiz SAG Cards are the tool tips located on the Worksheet window. Move the cursor over the field or field title to find out how it works.



Entering Data

>> Let's start by entering the info in the project name, production number/episode, character name, etc. Type, "Surfers Paradise", in the Project field. Use your Tab button to move forward. Hold the Shift key down and hit Tab to move backwards. Now, type, "101," in the Job/Epi# field. Complete the rest of the fields as shown below. Note: Tabbing will move you through the most logical path of filling out your time card.

Project:	Surfer's Paradise	Prod Comp:	Otter This World Productions	Week/End:	May 20, 2006
Job/Epi#:	101 Char: Duke Kahanamoku	Federal ID#:	95-7894-65	Tax State:	CA TC#: C2538
First:	Otter Last: Huntley	Loan Out:	Bob's Loanout Company	Payroll Co.:	Media Services
Acct#:	1234 SS#: 555-66-7777	Location:	Burbank, CA	Status:	Pending
Copy Job Paste Job		Tag:			

Also, there is certain Job information that will be placed on every time card each week. Simply type it once, click “Copy Job”, and it will be in permanent memory so you can simply click “Paste Job” information on every new time card.

Autopaste Schedules

There is a “Autopaste Schedules” button in the upper right hand corner. Click once to display all the available schedules. Click on any schedule to set up the current time card with the schedule information.

TELEVISION		THEATRICAL	
STUDIO	DISTANT	STUDIO	DISTANT
A - Daily Performer	A - Daily Performer	A - Daily Performer	A - Daily Performer
3 Day Player TV	3 Day Player TV		
B - TV - Studio	B - TV - Distant	B - Theatrical - Studio	B - Theatrical - Distant
C - TV - Studio	C - TV - Distant	C - Theatrical - Studio	C - Theatrical - Distant
F - TV - Below \$40K	F - TV - Below \$40K	F - Theatrical - Studio	F - Theatrical - Distant
F - TV - Above \$40K	F - TV - Above \$40K		
H - Stunt Performer	H - Stunt Performer	H - Stunt Performer	H - Stunt Performer
I - Airplane Pilots	I - Airplane Pilots	I - Airplane Pilots	I - Airplane Pilots
J - Dancers	J - Dancers	J - Dancers	J - Dancers
K - Stunt Coordinator	K - Stunt Coordinator	K - Stunt Coordinator	K - Stunt Coordinator

Once you click a Schedule, the time card will automatically be setup for that particular schedule including:

- Contract Type
- Hours per day/week
- Money Break
- Schedule Type
- Length
- Studio vs. Distant
- An Overtime Schedule and whether or not to Pay Overtime

Day Players

>> Let’s set up this time card for a “Schedule A” person. But, before we click the “Schedule A”, enter their daily rate in the “Daily/Wkly Rate:” field located on the middle left hand side of the screen.

>> Now press the pink “Schedule A” setup button located on the lower right hand side of the screen. This will automatically setup up the time card with the information described in the previous section – Contract type, Hours, Schedule type, etc.

Note: It will double the daily rate to create the Money Break rate.

9th									
7th									
								Clear Hours	
									NOTES:
Daily/Wkly Rate:	\$950.00	Magic Pay™		ACCT Number	QTY	Type			
Contract:	Day Player					Week/D			
Hrs per Wk/Dy:	8					Daily OT			
Money Break:						Daily OT			
						Travel 1			

Overtime Schedules

>> Overtime Schedule: In order for the program to calculate the straight, overtime, and gold time hours, you’ll need to apply an OT Schedule. Note: By clicking one of the SAG Schedules the overtime schedule will be automatically entered

for you. This should already be filled in based on you clicking the “Schedule A” button.

A - Day Performer			
Day	1x	1.5x	2x
1-5	8.0	2.0	WW
6th		10.0	WW
7th			24.0
Copy		Paste	

Using this overtime grid, you can adjust it to calculate straight, overtime, gold time, elapsed time, 6th, and 7th day calculations automatically. Also, once you’ve applied an OT Schedule, you can Copy and Paste that schedule on any other time card.

Using Pop Up lists:

>> List automatically get built based on the data in the respective field. Triple click on a pull down menu to add a new item.

Entering Hours

>> Enter the hours for the first day as entered below (use tab to move through the grid). Notice, because of the OT Schedule we chose, the 1.5X, 2X, and 1.5X Travel Time cards are broken down for you.

Paste	DATE	Work Status	Start Travel	Makeup/Wrd		N D B	ON SET	MEAL #1		MEAL #2		WRAP	MKP REM	TRAVEL		Total Hours	TT@ 1.5	OT@ 1.5	DBL @ 2x	Meals AM / PM	Stunt Adj.	Copy	
				IN	OUT			OUT	IN	OUT	IN			FROM	TO								
1st	Mon-15	SWF	5.00	6.00	6.20		7.00	12.00	13.00			19.00	19.30	19.30	20.30	14.30	2.00	2.00	2.30			1st	
2nd																						2nd	
3rd																						3rd	
4th																						4th	
5th																						5th	
6th																						6th	
7th																						7th	
Clear Hours																Total Hours Worked:		14.30	2.00	2.00	2.30		

Copy/Paste Hours

>> Now click on the “1st” in the COPY COLUMN (on the right). This will copy the Day 1 hours into memory. Now click on the “2nd” in the PASTE COLUMN (on the left). Note, you’ll need to re-adjust the Date and Work Status fields.

Paste	DATE	Work Status	Start Travel	Makeup/Wrd		N D B	ON SET	MEAL #1		MEAL #2		WRAP	MKP REM	TRAVEL		Total Hours	TT@ 1.5	OT@ 1.5	DBL @ 2x	Meals AM / PM	Stunt Adj.	Copy			
				IN	OUT			OUT	IN	OUT	IN			FROM	TO										
1st	Mon-15	SWF	5.00	6.00	6.20		7.00	12.00	13.00			19.00	19.30	19.30	20.30	14.30	2.00	2.00	2.30			1st			
2nd	Mon-15	SWF	5.00	6.00	6.20		7.00	12.00	13.00			19.00	19.30	19.30	20.30	14.30	2.00	2.00	2.30			2nd			
3rd																						3rd			
4th																						4th			
5th																						5th			
6th																						6th			
7th																						7th			
Clear Hours																*Note: Force Call Incurred		Total Hours Worked:		28.60	4.00	4.00	4.60		

Note, you’ll need to re-adjust the Date and Work Status fields after pasting.

Meal Penalties

>> To pay your meal penalties, click the “Pay Meals” button located on the right hand side of the screen. The program will always calculate meal penalties; however, it is up to you whether or not you tell the program to “Pay Meals”.

>> Calling Grace: If you want to override what’s there, just change the amount of units (the BLUE text) to any number you like and click “Pay Meals” again. The will grab the respective meal penalty cost.

Note: The blue text is what shows on the time card and what is added to the “Non-Pensionable” costs located just to the left of the meal penalty grid.

Important: You can type “2 G” in you want to pay 2 meal penalty violations with a Grace period and the program will just pay 2 MPV’s. I you don’t want to pay any MPV’s, type in a “-”.

Pay Meals		ALT Rates		Clear					
PM Penalties				PM Penalties				Total	
MP Units	Cost	MP Units	Cost						
2	2	60.00	3	3	110.00	1st	170.00		
2	2	60.00	3	3	110.00	2nd	170.00		
						3rd			
						4th			
						5th			
						6th			
						7th			
Meal Penalty Interval: 5						Total:	340.00		

MagicPay

>> Now you’re ready to click the MagicPay button. When you click the MagicPay button, the program clears the entire Pay Breakdown grid, scans the information you’ve entered, and types as many lines of pay information as it possibly can. Sometime it pastes 100% of the Pay Breakdown. After clicking MagicPay, you can add any lines of pay information you wish or edit what MagicPay has pasted.

ACCT Number	QTY	Type	X	RATE	TOTALS	Type	ACCT Number	Allow	Taxable	Advance	
	2.00	Week/Day	1.00	950	1,900.00	Meal Pen					
	4.00	Daily OT-1.5x	1.50	118.75	712.50	Lodging					
	4.60	Daily OT-2x	2.00	118.75	1,092.50	Mileage					
	4.00	Travel 1.5x	1.50	118.75	712.50	Force Call			900.00		
		Weekly OT				Per Deim					
		Loc Allow				Incidentals					
		Stunt Adj									
Agency %:					Sub Total:	\$4,417.50	Non-Pensionable Total:				\$900.00
Agency Acct#:					Agency Fee:		Pensionable Total:				\$4,417.50
					Pensionable Total:	\$4,417.50	Total Due:				\$5,317.50
							With Fringes:				\$5,317.50

Important Notes On MagicPay:

- It clears the grid first thing. So if you’ve edited the area, you may want to click on the “Lock” column on the very right to freeze those lines of pay – be careful not to lock on lines of detail that MagicPay uses.
- If you’ve entered account numbers in the Deal Memo area at the bottom of the Worksheet, those numbers will be typed into the MagicPay section automatically.

Employee Info / Deal Memo Info

>> At the bottom of every worksheet, is the employee info / deal memo information. Here you can track as much (or as little) information as you like. Recognize, as you type the First Name here, you are really typing the first name on the time card and at the top of the worksheet. You’ll see this repetition in many instances – for example, with the employee’s

“Account Number” which is located at the top and the bottom of the Worksheet.

NOTE: There is an identical window for setting up employees where you don’t have to scroll to the bottom of the screen. You can find it on the navigation bar at FORMS→ EMPLOYEE INFO.

3 Day Players TV

>> The 3 Day Players are setup using the Autopaste Schedule feature. Go through the Day Play tutorial to learn how to use the program.

Weekly Players

>> The Weekly Players are setup using the Autopaste Schedule feature. Go through the Day Play tutorial to learn how to use the program.

Contract Players

>> The Contract are setup using the Autopaste Schedule feature.

IMPORTANT: The contract players have a contract tracker and calculator feature located in the lower left hand corner of the screen.

To calculate the weekly rate for a Contract player, you need to enter (3) numbers:

- 1) The contract total
- 2) The total number of days in the contract
- 3) The number of days in the work week

Once you’ve typed these three numbers, click the “Get Weekly Rate” button to calculate the weekly rate. This number is calculated and placed in their Rate field.

Once you’ve completed the time card, you can click on the “Update Contract Totals” button to stamp the total amount paid to date and the total days & weeks used up.

Note: There’s button on the bottom of the Update Contract Totals section to include 6th and 7th day pay if you like. The “Ceiling” option adds the day rate on 6th and 7th days, e.g., \$950. While the Premium adds the day rate x the OT rate, e.g., \$950 x 1.5 = \$1,425.

Duplicating Time Cards

Duplicating One Time Card

>> There are two ways to duplicate time cards – 1. An Exact Duplicate 2. A duplicate with Info Only (Employee info is copied forward except the work hours, MPV's, and lines of detail on the Pay Breakdown are empty).

Worksheet	Time Card	Forms				Find All	Find Mode
Worksheet List	Card List	Reports	New Time Card	Duplicate Card	Duplicate Info Only		

>> Duplicate the time card now with “Duplicate Card”. This will create an identical card except the Week Ending will default to the millennium; “1/1/2000” and the status will default to “Pending”. Let’s pretend this new time card is a “straight” (meaning they get paid the same every week) and change his week ending to 9/17/2005. Now we need to change the day-by-day dates to reflect the new week ending. Click into the first row of the DATE column, type in “9/11” and then click the “DATE” link right above it.

>> Change the status to “Completed” and you’re done (If it’s not on the menu, double click to enter it).
IMPORTANT NOTE ABOUT STATUS: You do not need to use this feature. It is only there to tell you it’s this time card is done. There is nothing stopping you from editing this time card after you have selected completed.

Worksheet List	Card List	Reports	New Time Card	Duplicate Card	Dup
COMPLETED - DO NOT CHANGE RECORD					
First:	Last:	Social Security #:	Acct#:	Tag:	Status:
Otter	Huntley	555-66-7777	1234	11	Completed
Pay Type:	Weekly Rate:	Daily Rate:	Hourly Rate:	*Hours Per	
Hourly			\$45.4545	10	
		Get Daily Rate	Get Hourly Rate		
Project/Picture	Prod#/Epi.	Set:	Location (City,ST)	Production Co.	Payroll
Surfer's Paradise	101	13	Burbank, CA	Imaginary Prods.	Media Set
Copy Job	Paste Job				

Duplicating One Time Card – INFO ONLY

>> When you click the “Duplicate Info Only” button, a new time card is created and all Employee info is copied forward - except the work hours, MPV's, and lines of detail on the Pay Breakdown are empty. Now, just key in the hours and hit MagicPay.

Worksheet	Time Card	Forms				Find All	Find Mode
Worksheet List	Card List	Reports	New Time Card	Duplicate Card	Duplicate Info Only		

Duplicating Last Week's Payroll

>> Click on the Reports button in the navigation bar. Then click on:

[Mass Time Card Duplication](#)

>> List brings you to a listing of the time cards in your database. Normally, you would have thousands of time cards and you would find last week's payroll to duplicate. For this tutorial, we will duplicate the few time cards we have created.

Worksheet	Time Card	Forms		Clear Checkboxes	Print	Find All	Find Mode
Worksheet List	Card List	Reports	Most Recent Employee List	Select All Checkboxes	Duplicate All Checked Time Cards		

Payroll Duplication Check the boxes of the time cards you want to duplicate. Then click the "Duplicate" in the upper right hand corner. Pause for the screen to prompt you for new w
 Note: After clicking, the Duplicate button, if "No records match this request" ap

W/End	Department	Check	First	Last Name	Title	Job#	Picture/Project	City, State Worked In	Days
1/1/00		<input checked="" type="checkbox"/>	Otter	Huntley		101	Surfer's Paradise	Burbank, CA	7
1/1/00		<input checked="" type="checkbox"/>	Otter	Huntley		101	Surfer's Paradise	Burbank, CA	7
9/17/05		<input type="checkbox"/>	Otter	Huntley		101	Surfer's Paradise	Burbank, CA	7
1/1/00		<input type="checkbox"/>	Otter	Huntley		101	Surfer's Paradise	Burbank, CA	

>> To duplicate multiple time cards at once:

- Using your mouse, click on the red check boxes for the people you want new time cards
- For speed, you can use the "Select All Checkboxes" button – then un-check any unwanted time cards
- Click the "Duplicate All Checked Time Cards" button
- The program will create the new time cards and then ask you information that will be applied to the new set of time cards, e.g. Week Ending. Answer the quick questions; and you're done
- A message will pop up asking you if you want the time cards duplicated "Exactly" the same or with "Info Only"? Duplicates are exactly that – Info Only time cards are duplicates without hours worked, MPV's, and Pay Breakdown information

Printing Time Cards

>> Next to the "Worksheet" button is the "Time Card" button. The only reason for the "Time Card" layout is to print the time cards. Click the "Time Card" button now.

Worksheet	Time Card	Forms		Print One	Find All	
Worksheet List	Card List	Reports	New Time Card	Duplicate Card	Duplicate Info Only	Print All

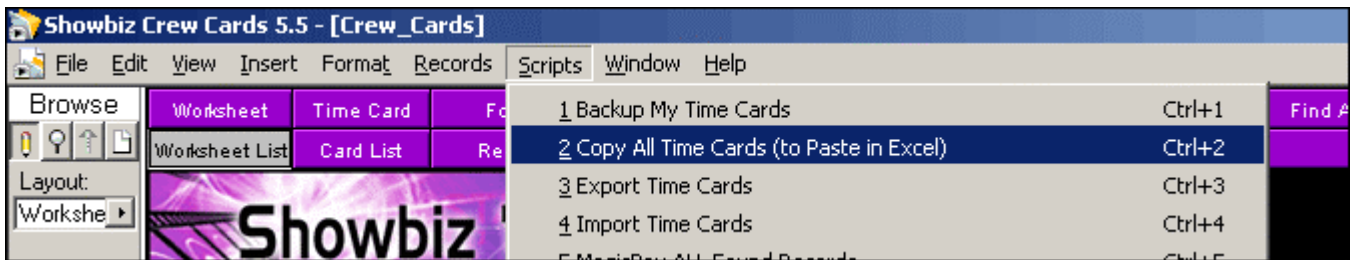
>> Notice on the right hand side of the navigation bar the "Print All" button. If you want to print all your currently Found time cards, use Print All. If you just want to print the time card that is currently on the screen, use the Print One button.

Printing Reports

>> Next, click the "Worksheet List" button. This is a basic report in the program. When printing, use the "Print" button in the upper right hand corner. It is programmed to choose a landscape layout and "Records Being Browsed" – meaning, print all Found records.

Worksheet	Time Card	Forms		Print	Find All	Find Mode
Worksheet List	Card List	Reports	New Time Card	Duplicate Card	Duplicate Info Only	

>> Next, click the Reports button. This will bring up a window with a plethora of reports for printing. Select the "Rate Report". You can print this or "Copy All Time Cards (to Paste in Excel)" using the Scripts menu at the top of the screen. Once copied, you can paste into Excel.



IMPORTANT NOTE: By copying and pasting two different reports into two different Excel worksheets, you can create your own custom reports by inserting a column in say, report A, and pasting into that column information from report B.

Printing Reports to PDF

>> To print your reports to PDF, download our FREE PDF CREATOR from www.ShowbizSolutions.com. You'll find it on our "Products" page. Once you SAVE the file to your desktop, close all applications. Then double-click the file to install the program. Once installed, in your print window, simply change your printer selection to PrimoPDF. Now, instead of printing to your printer, you are printing to a PDF file that can be attached to any e-mail and read by all.

MISCELLANEOUS APLHABETIZED FEATURES

Agency Fees

		Loc Allow	
		Stunt Adj	
h	Agency %:	10.00%	Pens
	Agency Acct#:	552-50	
	Adjust Rate	7/16/06 3:19 PM	
	Hide Agency Fee:	<input checked="" type="checkbox"/>	
EMPLOYEE / DEAL			

There are two ways to deal with Agency Fees:

- 1) The first way is to simply type the percentage, e.g. ".1" (10 Percent), in the Agency Percentage field and enter an Agency Account number as you like. This information will be added to the pensionable total and be placed on the default time card.
- 2) The second way is to build in the Agency Fee into the rate itself. To do this, enter a percentage, e.g. ".1" (10 Percent) in the Agency Percentage field and then click the "Adjust Rate" link directly below. This will first look at the contract tracker and add 10% to the contract. If the contract field is empty, it will just add 10% to the number in the Rate field. Additionally, it will click the check box "Hide Agency Fee" to suppress the agency fees from the time card.

IMPORTANT: You will probably want to use the "No Agency" time card which does not reference an agency fee whatsoever. To print this time card, click the Time Card button at the top, then click the No Agency time card button that appears on the default Time Card layout.

Backing Up Time Card Data

>> Before backing up your data, click the "Find All" button. Next, under the Scripts menu, select "Export Time Cards". MAKE SURE TO SAVE THE FILE AS A "FILEMAKER PRO RUN-TIME FILE". Give the file a name like, "All SAG Cards 12-15", and save it someplace other than your computer on a server or thumb drive. This way, if your hard drive crashed, you would simply re-install the software and use the "Import Time Cards" feature to have all your data up and running.

Cast List

>> You can print a cast list directly from the program, or quickly copy and paste it into Excel. Go to Reports → EMP Contact List. Then click the “Find Unique Set of Time Cards” button on the navigation bar. This will find the last time card (only 1 for each person) based on their social security number.

>> To copy and paste this (or any other report) into Excel, first use the Scripts → Copy All Time Cards to Paste in Excel feature located on the top menus

Copy List of Cards to Paste in EXCEL

>> Under the Scripts menu, select “Copy All Time Cards (to Paste in Excel)”. This will copy all the currently Found records into memory – make sure you are on a list of time cards. Then, open Excel and hit paste.

E-Mailing Your Time Cards

>> Before you e-mail your time cards, make sure you have “Found” the time cards you want to send – See “Finding Your Time Cards”. Assuming you have “Found” the appropriate time cards, there are two ways to e-mail your time cards:

1. Print to PDF and attach the PDF to an e-mail
 - a. Go to the “Time Card” layout. Use the “Print All” button in the upper right hand corner. Assuming you’ve already installed our free PDF creator from www.ShowbizSolutions.com, select “PimoPDF” from the “Printer” menu and follow the saving instructions. This will generate an Adobe Acrobat PDF that any payroll company can read and print.
2. Export the Time Cards to a file and e-mail the file to Media Services.
 - a. Go to the “Time Card” layout. Under the Scripts menu → select Export Time Cards. Follow the instructions and this will create a file you can attach to an e-mail and send to Media Services.

>> IMPORTANT: Make sure to double-check how many time cards you are sending. You wouldn’t want to include any time cards that have already been paid.

Exporting Your Time Cards

>> First, make sure you have “Found” the time cards you want to send – See “Finding Your Time Cards”. To export time cards and send them to yourself or somebody else, go to the “Time Card” layout. Under the Scripts menu → select Export Time Cards. Follow the instructions and this will create a file you can send to anyone who has the current version of the software.

IMPORTANT: Save your file as type: “Filemaker Pro Run-Time File”

Finding Your Time Cards

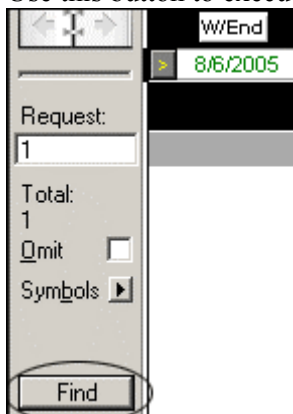
IMPORTANT NOTE: Since you don’t have the data above in your database, simply read on or use a week ending that exists in your database of time cards.

WEnd	Status	Prod. #	First	Last Name	Account #	Project/Picture	Omit	Days	Hours	Gross Pay
> 7/30/05	Pending	100	James	Sullivan	21-02	Surfer's Paradise	-	5.0	61.0	\$1,157.14
> 7/30/05	Pending	101	Mauricio	Smith	22-07	Surfer's Paradise	-	5.0	53.3	\$2,725.00
> 7/30/05	Pending	100	Geoffrey	McGovern	23-09	Surfer's Paradise	-	5.0		\$2,030.00
> 7/30/05	Pending	101	Patricia	Garret	23-05	Surfer's Paradise	-	5.0	60.0	\$1,700.00
> 7/30/05	Pending	100	Darin	Percival	23-01	Surfer's Paradise	-	5.0	60.0	\$850.00
> 8/6/05	Pending	100	Matthew	Woolsey	201-06	Surfer's Paradise	-			\$1,700.00
> 8/6/05	Pending	100	Matthew	McGovern	201-08	Surfer's Paradise	-	5.0	60.0	\$800.00
> 8/6/05	Pending	100	Scott	Curtis	214-02	Surfer's Paradise	-	5.0	62.0	\$1,241.78
> 8/6/05	Pending	100	Judith	Schutzki	27-04	Surfer's Paradise	-			\$2,250.00
> 8/6/05	Pending	100	Christine	McLaughlin	27-08	Surfer's Paradise	-			\$1,750.00
Grand Totals:								35	356	\$16,203.93

>> Notice above, there are many weeks of time cards in your database: You just want to Find the 8/6/2005 time cards. To do so, you must perform a Find and bring back only the time cards tagged as week ending 8/6/2005. This takes three steps:



1. Enter "Find Mode" by clicking the magnifying glass. This will give you a blank record to input data.
2. You can search in any field; however you would only search in the Week Ending field if you wanted to bring up an entire week's worth of time cards. You would enter 8/6 (it always defaults to the current year) or 8/6/2005 in the Week Ending field.
3. Once you entered Find Mode, a new "Find" button appears directly below the Rolodex. Use this button to execute your Find (Bring back all time cards based on the criteria you entered).



>> The result would be all time cards with the week ending tagged as 8/6/2005:

W/End	Status	Prod. #	First	Last Name	Account #	Project/Picture	Omit	Days	Hours	Gross Pay
> 8/6/05	Pending	100	Matthew	Woolsey	201-06	Surfer's Paradise				\$1,700.00
> 8/6/05	Pending	100	Matthew	McGovern	201-08	Surfer's Paradise		5.0	60.0	\$800.00
> 8/6/05	Pending	100	Scott	Curtis	214-02	Surfer's Paradise		5.0	62.0	\$1,241.78
> 8/6/05	Pending	100	Judith	Schutzki	27-04	Surfer's Paradise				\$2,250.00
> 8/6/05	Pending	100	Christine	McLaughlin	27-08	Surfer's Paradise				\$1,750.00
Grand Totals:								10	122	\$7,741.79

Importing Your Time Cards

>> Select the Scripts → Importing Time Cards” from the top Menu. This will bring you to a window with full instructions on importing time cards from any previous version.

Per Diems – Advances, Taxable, and Non-Taxable

	Acct #	Allow	Total Paid
Per Diem Non:	23-89	\$50.00	
Per Diem Txbl:	23-90	\$20.00	
Per Diem Adv:	23-91	Auto: <input checked="" type="checkbox"/>	

>> Per Diems will be pasted automatically at the bottom of the Pay Breakdown. You can have a separate taxable and non-table Per Diems. Use the Per Diem Advance “Auto” checkbox to payout an equal and opposite amount to that of the Taxable and Non-Taxable Per Diems. Note: In some cases, specifically split coding with Night Premiums, this feature will not be automatic.

Recovering Damaged Files

>> If your computer crashes with the time card software open, you will most likely get a warning, “This file is damaged, use the recovery command to fix this problem.” To recover the program:

WINDOWS

You need to find the application program that is most likely located here:

My Computer --> (C:) drive --> Program Files --> Showbiz Solutions --> Showbiz Crew Cards 6.0 --> Showbiz Crew Cards 6.0.EXE. Left click once to highlight the file. Then hold down the “Ctrl” key and the “Shift” key at the same time. Now, left double-click the file to launch the “Recover Damaged File” window. Once this window appears, select the Crew_Cards file to recover. Note: This feature is a little finicky. You may have to try it a couple times to get it to work.

MACINTOSH

You need to find the application program that is most likely located here:

Showbiz Crew Cards 6.0 (folder) --> Showbiz Crew Cards 6.0.EXE. Left click once to highlight the file. Then hold down the “option” key and the “Applet” key at the same time. Now, left double-click the file to launch the “Recover Damaged File” window. Once this window appears, select the Crew_Cards file to recover. Note: This feature is a little finicky. You may have to try it a couple times to get it to work.

Replace Field Contents

WEnd	Status	Prod. #	First	Last Name	Account #	
> 6/25/05	Pending		ERIC	BOLAND	32-02	RUME
> 6/25/05	Pending		GEORGE	BOLTON	35-03	RUME
> 6/25/05	Completed		JULIAN	BROWN	20-09	RUME
> 6/25/05	Completed		JESSE	BACTAT	32-04	RUME
> 6/25/05	Pending		ANDRE	BRANDES	35-03	RUME
> 6/25/05			DAVID	BEATTY	45-01	RUME
> 6/25/05			ENRIGUE	BONILLA	36-26	RUME
> 6/25/05	Pending		MICHELLE	BRONSON	29-05	RUME
> 6/25/05	Pending		DEMINA	BECKER	20-09	RUME

>> This feature is like fire – it can warm you up or burn you. Make double sure you are doing it to the correct Found Set of time cards. And know this, it cannot be undone.

>> If you wanted to change all your week ending time cards of 6/25/05 from Pending to Completed, you can do it in a couple seconds. Step 1) Find the time cards you want to change. Step 2) Change any one of the time cards from Pending to Completed. Step 3) Click on the “Status” link on the column header. Follow the instructions and they will all be changed in a few seconds.

>> You can use this feature to change the data in any field for the entire Found Set of records (or the entire database for that matter). Again, it can’t be undone. You’ll find the feature in the “Records” menu → “Replace Field Contents...”

Sorting Records

>> Right-Click in any field (in any window) and select Sort Ascending (or Descending) to sort the current found set of time cards. Check out the Scripts Menu for pre-programmed multi-level sorting.