Production On Point: Application How-To Guide

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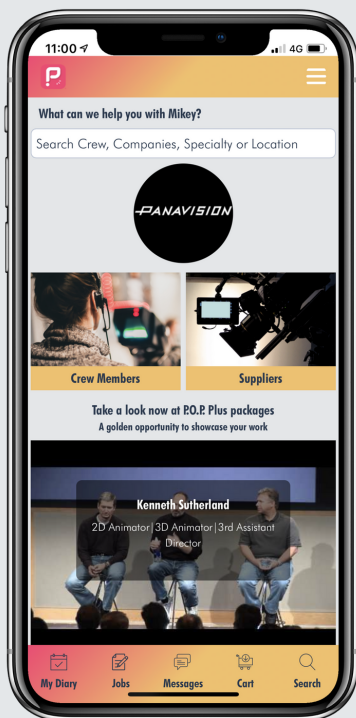
Support:

For any technical issues with the mobile or desktop application, contact support@productiononpoint.com

CONTACT DETAILS:

General queries: info@productiononpoint.com

Marketing and Sales: hello@productiononpoint.com

Website: www.productiononpoint.com

SIGNING UP

1.1 How to sign up for a P.O.P. account

- Download the Production On Point App from the Google Play or App Store
- Select from one of the 4 P.O.P. Account Types - P.O.P. Pro, P.O.P. Pro Plus, P.O.P. Business, P.O.P. Business Plus
- Subscribe and add your contact details
- Agree to the Terms and Conditions
- Receive account confirmation

HOME PAGE

2.1 How to search for crew members

- You can search for crew members in three ways:
  1. Search for crew members by name, campany name, speciality or location using the home page search bar
  2. Search for crew members by name using the crew member hot button
  3. Search for crew members by name, company name, speciality or location using the search icon in the bottom toolbar

2.2 How to view crew member profiles

- You can view crew member profiles by selecting their name from your search
- Users are able to view other user information such as speciality, guild and diary service management
- Users are able to view CV, showreel and website information on certain profiles
- Users are also able to view another user's calendar and availability, and make availability enquiries

2.3 How to search for suppliers

- You can search for suppliers in three ways:
  1. Search for suppliers by representative name, campany name or location using the home page search bar
  2. Search for suppliers by representative or company name using the crew member hot button
  3. Search for suppliers by representative name, company name or location using the search icon in the bottom toolbar

2.4 How to view supplier profiles

- You can view supplier profiles by selecting their name from your search
- Users are able to view supplier information such as representative name, company name, location, supplier type and association
- Users are able to view supplier websites, showreels and equipment inventory on certain profiles
- Users are also able to view supplier equipment availability calendars and make equipment availability enquiries

2.5 How to navigate the hamburger menu

- The hamburger menu can be found on the top right of the application home screen
- From the hamburger menu, you will be able to access a feature menu containing shortcuts to the home, profile, edit profile, my diary, jobs, messages, support, packages and log out page
- Tap the hamburger menu once to make it appear and tap to make it disappear

HOME PAGE - CONT.

2.6 How to navigate the shortcut toolbar

- You can search for suppliers in three ways:
  1. Search for suppliers by representative name, campany name or location using the home page search bar
  2. Search for suppliers by representative or company name using the crew member hot button
  3. Search for suppliers by representative name, company name or location using the search icon in the bottom toolbar

VIEW PROFILE

3.1 How to view your profile

- Navigate your way to the VIEW PROFILE page from the hamburger side bar menu to view your profile

3.2 How to edit your profile

- Navigate your way to the EDIT PROFILE page from the hamburger side bar menu to edit your profile
- On the edit profile page, you are able to upload a new profile picture by accessing your photo library or smart phone camera, edit or update your speciality, update diary management service, upload a new CV (PDF format), upload an association, union or guild, update your location, update your website, update your showreel (youtube or vimeo link only), change your password or cancel your subscription
- Remember to select UPDATE DETAILS once you are done editing your profile. You will receive an in-app confirmation message to confirm that changes have been updated to your profile

3.3 How to change your password

- From the edit profile page, select the update password button
- An in-app pop up message will appear prompting a new password. Type in the new password in the relevant fields
- Select update. You will receive an in-app confirmation to confirm that your details were updated successfully

3.4 How to cancel your subscription

- From the edit profile page, select the cancel subscription button
- You will be taken to a short QA page which you will need to complete
- Once completed, you will be asked to confirm or cancel the cancellation process
- Once you cancel your subscription, you will no longer have access to your P.O.P account. All data will be kept on our system for 6 years. To request your data to be removed, contact support@productiononpoint.com

MY DIARY

4.1 How to book calendar days

- Find the crew member you are looking for and select their profile
- On their calendar, you may select the month and year you require the user's availability for by toggling the calendar hamburger menu on the top left of a users calendar
- Once you have selected the correct date and month, select the dates that you would like to enquire a crew member for on their calendar.
  > Blue dots on a user calendar indicates that they are unavailable or have a confirmed job
  > Pink dots indicate a confirmed pencil that has yet to confirm
  > Yellow dots indicate an availability query they have not confirmed yet
- Select the next button once you have selected those dates
- You will be prompted to a job information page where you can populate job information from scratch or from an existing job card - see section 5 for more information. Compulsory fields include: Job Reference, Production Company, Job Status, Production Type, Director, Producer, Shoot Days and Production Start Date. Optional fields include: Prep Days, Recce Days and Production Days
- Select whether the job has an NDA or not. If the job does not have an NDA, you will be taken to a second page with additional information. If the job does have an NDA, you will be able to submit the query
- Select submit. You will receive an in-app confirmation message to say that your availability enquiry has been sent successfully. You will also have the option to send the user a personal direct message
- If you choose to send a message, you will receive an in-app confirmation message to confirm that your message has been sent. The user will receive a push notification and in-app message about the enquiry and respond accordingly
- Your job card will automatically save to your jobs page where you can view, edit or cancel job information or view the crew member status according to pending, declined, accepted or confirmed - see section 5 for more information

4.2 How to block book calendar days

- Navigate your way to the MY DIARY section from the hamburger side bar menu or MY DIARY toolbar shortcut
- Navigate to the Block Book Calendar Days button below your calendar
- Select the button and fill in the necessary fields. Hit cancel or send to complete the action
- The dates will reflect as blue dots on your calendar marking you as unavailable for the selected date or date range
- To unblock, hold the blue button down until you receive the prompt asking whether you would like to make yourself available for the previously unavailable dates

4.3 How to view pending enquires, penciled jobs and confirmed jobs

- There are two ways which a user can view pending enquiries, penciled jobs or confirmed jobs
  1. A user can view enquiries, penciled jobs and / confirmed jobs directly from the diary widget on the My Diary page
  2. Navigate your way to the MY DIARY section from the hamburger side bar menu or MY DIARY toolbar shortcut
- Select the dots on your calendar to view job details which a user can accept or decline
  > Blue dots indicates a confirmed job or unavailable period
  > Pink dots indicate a confirmed pencil enquiry
  > Yellow dots indicate a new availability enquiry
- The second way in which a user can view enquiries, penciled jobs and / confirmed jobs is below the diary widget on the My Diary page
- You will see three lists titled: Pending Queries, Penciled Jobs and Confirmed Jobs
- You will be able to view the details in each instance by selecting the "View Details" button on the right

JOBS

5.1 How to create a new job

- There are two ways for a user to create a new job: through the job enquiry process (see section 4.1) or through the Jobs page
- You can access the JOBS section from the hamburger side bar menu or through the jobs icon in the shortcut toolbar
- To add a new job, select the NEW JOB button on the top right hand corner of the page
- You will be prompted to a job information page where you can populate job information. Compulsory fields include: Job Reference, Production Company, Job Status, Production Type, Director, Producer, Shoot Days and Production Start Date. Optional fields include: Prep Days, Recce Days and Production Days
- Select whether the job has an NDA or not. If the job does not have an NDA, you will be taken to a second page with additional information. If the job does have an NDA, you will be able to save the job to your jobs list
- You will receive an in-app confirmation message to confirm that the job details have been saved successfully

5.2 How to view / edit a job

- Navigate your way to the JOBS section from the hamburger side bar menu or the jobs shortcut on the toolbar
- Select the view / edit button on the right of the job reference
- Select edit and update the details accordingly and click submit
- You and the users requested for this particular job reference will receive a push notification and in-app message confirm the changes have been made successfully

5.3 How to send a job

- Navigate your way to the JOBS section from the hamburger side bar menu or the jobs shortcut on the toolbar
- Select the view / edit button on the right of the job reference
- You may send job information cards to non-app users by selecting the SEND JOB button
- Type in the email addresses you wish to send this job information to using commas to separate
- There is a maximum of 10 emails per SEND JOB request
- The non-app user will receive an email alerting them of job info. They will need to register for a P.O.P. Account in order to access and respond to the job query

5.4 How to cancel a job

- Navigate your way to the JOBS section from the hamburger side bar menu or the jobs shortcut on the toolbar
- Select the view / edit button on the right of the job reference
- You may delete a job by selecting the CANCEL JOB button on the bottom right
- The job card or enquiry will be marked as CANCELLED from your jobs list and the calendars of crew members and suppliers related to that specific job will be notified
- You will receive an in-app message confirming that the job has been successfully deleted

5.5 How to view crew members

- Navigate your way to the JOBS section from the hamburger side bar menu or the jobs shortcut on the toolbar
- Select the VIEW CREW button on the right of the job reference
- You will be able to view crew members with pending availability queries, members who have declined availability queries, members who have accepted pencils and members who are confirmed for a particular job

JOBS - CONT.

5.6 How to confirm or cancel crew members

- Navigate your way to the JOBS section from the hamburger side bar menu or the jobs shortcut on the toolbar
- Select the VIEW CREW button on the right of the job reference
- You will see a list of crew members under the ACCEPTED PENCIL section
- Once a job has been confirmed, you may choose to confirm or cancel a crew member for a particular job
- If you select confirm, you will receive an in-app confirmation that the confirmation has been sent and an option to message the user. The user will receive a push notification and in-app message about the confirmation request and respond accordingly
- If you select cancel, you will receive an in-app confirmation that the cancellation has been sent and an option to message the user. The user will receive a push notification and in-app message about the cancellation request and the dates removed from the user's calendar
- If a crew member accepts the job confirmation, their profile will move to the confirmed section
- If a crew member declines the job confirmation, their profile will move to the declined section

MESSAGES

6.1 How to message a crew member or supplier

- There are two ways to message another crew member or supplier:
  1. Navigate your way to the MESSAGES page from the hamburger side bar menu or messages shortcut in the toolbar. Search for a user and start interacting. You may send photographs and attachments
  2. Message a crew member or supplier from their profile page. Navigate your way to a crew member or supplier profile and select the message button

SUPPORT

7.1 How to contact support

- Navigate your way to the SUPPORT section from the hamburger side bar menu
- Tap on support to open up an email message from your device mail application
- Please allow 24 - 48 hours for a response

PACKAGES

8.1 How to view packages

- Navigate your way to PACKAGES page from the hamburger side bar menu
- View or share packages the four various P.O.P. Account Packages
  - > P.O.P. Pro - ideal for freelance crew members. 1 user licence
  - > P.O.P. Pro Plus - ideal for heads of departments with agency representation. 2 user licences
  - > P.O.P. Business - ideal for suppliers and production companies. 2 user licences
  - > P.O.P. Business Plus - ideal for large suppliers, production companies and service production companies. 5 user licences

PACKAGES CONT.

8.2. How to share package information

- Navigate your way to PACKAGES page from the hamburger side bar menu
- A user is able to share package details with non-app users by selecting the SHARE PACKAGE DETAILS Button
- Enter up to 10 email addresses separated by commas and start growing the P.O.P. Family

8.3 How to upgrade your package

- A user is only able to upgrade to the P.O.P. Plus packages if they have a P.O.P. Pro or P.O.P. Business account
- Navigate your way to the EDIT PROFILE section from the hamburger side bar menu
- Select the UPGRADE button and follow the steps
- Authorise the package upgrade to complete the process

CREW MEMBER ENQUIRY

9.1 How to check crew member availability.

- Navigate your way to a crew member profile
- View the respective users calendar
  - > Blue dots indicates a confirmed job or unavailable period
  - > Pink dots indicate a confirmed pencil enquiry (job that has yet to confirm)
  - > Yellow dots indicate a new availability enquiry (enquiry that has yet to confirm)
- You can also choose to interact with users via the direct message system which can be found in three places: directly on a user profile, in the hamburger side bar menu or messages toobar shortcut

EQUIPMENT ENQUIRY

10.1 How to make an enquiry.

- Navigate your way to a SUPPLIER profile (P.O.P. Business or P.O.P. Business Plus account)
- From a supplier profile, select the EQUIPMENT Button
- Choose from a number of main categories, subcategories and products
- Use the plus and minus indicators to indicate the quantity of product required
- Navigate back and forth between categories, subcategories and products until you are ready to check out
- Use the CHECKOUT Button on the top nav bar or the CART shortcut from the toolbar to review the items in your cart
- Complete the required fields such as job reference and dates you require the equipment for
- You may also remove items you no longer require before submitting
- Once complete, select submit. An in-app confirmation message will appear confirming your equipment availability as well as the option to message the supplier
- The supplier will receive a push notification and in-app message about your equipment enwuiry and respond accordingly
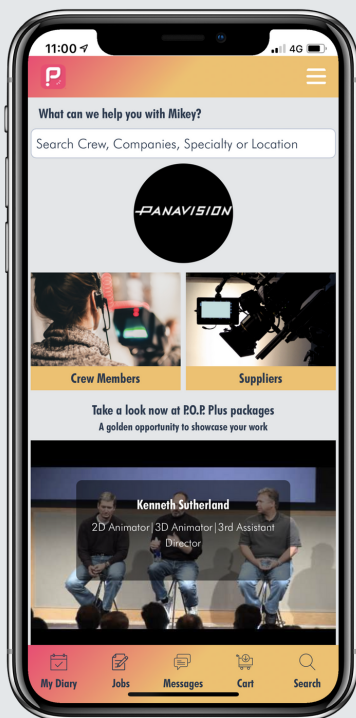
EQUIPMENT INVENTORY

11.1 How to upload equipment to P.O.P. Business / Business Plus Account

- Adding equipment is a feature limited to P.O.P. Business and P.O.P. Business Plus accounts only. It is ideal for suppliers of film equipment, gear and accessories
- From your P.O.P. Business or P.O.P. Business Plus account, navigate your way to the EQUIPMENT page from the hamburger side bar menu
- Select equipment / products to add from the pre-populated categories and subcategories in the inventory by selecting the tick box of the product
- You will receive an in-app confirmation for each product added to your inventory

11.2 How to upload new equipment to P.O.P. Business / Business Plus Account

- If you cannot find a product or subcategory, navigate your way to the EQUIPMENT page from the hamburger side bar menu
- Select the main category you would like to add a new subcategory to
- Enter the subcategory and up to 3 products per subcategory
- Submit and add items to your inventory as per the steps in 11.1

Support:

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