

To Create New Starts

1. Please log in at the following URL: <http://approvers.revolutiones.com/>
N.B. It will help to bookmark this page.
2. After you log in and select as your main project,
3. Click on “**Add a New Start**” from the upper right part of the screen (see figure below).

The screenshot shows the Revolution dashboard. At the top, there's a navigation bar with the Revolution logo, the user name 'Stephen', and links for 'Dashboard' and 'Logout'. Below this, the main header area includes 'Dashboard for All Shows' with a dropdown arrow, and three buttons: 'Create a New Timecard', 'Add a New Start (and Employee)' (highlighted with a red box), and 'Manage Project Locations'. A secondary navigation bar contains 'Timecards to Approve', 'Open Timecards', 'Starts', and 'History'. On the right of this bar are 'Other Actions' and an 'Approve' button. The main content area is titled 'Timecards to Review' and features filters for 'Status', 'Show/Project', and 'Week Ending'. Below these is a table with columns: Show/Project, Status, Week Ending, Employee, Title, Hours, OT, Allowances, Penalties, Comments, and Gross Pay. The table currently shows 'No timecards to approve'. At the bottom right of the table area are 'Actions' and 'Approve' buttons.

5. In the **Employee Info** section, type in a name (first or last) of the person whose start you are creating (see below). If there are matches to a previously employed individual, select the appropriate employee.

The screenshot shows the 'Add/Update Start for The Really Big Film' form. At the top, there's a navigation bar with the Revolution logo, the user name 'Stephen', and links for 'Dashboard' and 'Logout'. Below this, the main header area includes 'Add/Update Start for The Really Big Film' with a dropdown arrow, and four buttons: 'New', 'Save', 'Email to EE', 'Print Forms', and 'Close'. The form is divided into two main sections: 'Employee Info' and 'Job Information'. The 'Employee Info' section has a dropdown menu for selecting an employee, which is currently open, showing a list of employees: 'JOHN', 'DOE, JOHN (x-0023)-Accountant', 'DOE, JOHN (x-0075)-Utility', and 'SMITH, JOHN (x-0092)-Camera Utility'. Below the dropdown are input fields for 'First', 'E-mail', 'Social Security Number', and 'Loanout Status'. The 'Job Information' section has a dropdown menu for 'Department' (currently set to 'No Department') and a 'Term Date' field. The 'Optional Fields and Allowances' section has a 'Kit Rental' field and a 'Budget Code' field.

6. If this is the first start for this employee, please enter at least an email address OR SSN.
A Social Security Number is not required at this point if you input an email address.
7. Please complete the required fields: *Location, Start Date, Job Type, Title, and Pay Rate*. All other fields are optional as needed.
8. If everything looks right, please click on “**Save**” and then either “**Print Forms**” or “**Email to EE**” for your employee to complete the start process.
This step is important because the start cannot be completed unless the employee receives the info.
9. If you want to create more starts, click on “**New**” and repeat steps 5–8; otherwise, click on “**Close**”