

Uni-versal AD App Functionality Guide

Intuitive and easy to use, the Uni-versal AD App allows you to manage our artists electronically with instant digital reporting for a paperless and stress-free experience!

Core Features

- The AD App is available for iPad via the App Store or using our Web Portal: <https://adapp.universalextras.co.uk/>
- Manage your production anywhere on the go -
 - Work online with an internet connection; OR
 - Work offline and sync your data once an internet connection is established
- Payments are calculated automatically (no calculator needed!) -
 - Each artist receives a digital chit via email at check-in and check-out, providing them with a full breakdown for every production day



Configured to Your Production Needs

- Our App supports multiple AD Users per production, with each given a secure login for the App
- The App supports multiple Units; we can restrict User access by Unit if required
- Allow Teams to manage different Units simultaneously or on different devices
- Select from a Union Pay Scheme OR your own bespoke agreement
- Assign specific Pay Schemes to specific Units if required
- We offer a digital solution if artists must agree to production specific T&Cs or COVID-19 protocols
- iPads with stands, hand straps and 3G/4G connectivity can be provided

In Day Features

Deal proactively with queries after check-out by editing Supplementary Fees

Easily check an artist's history on your production, including breakdowns for previous days, i.e. to proactively deal with on set queries

Add Supplementary Fees or check-out artists in bulk with a single action

Close each Unit when it is completed and receive a digital report immediately

Add Supplementary Fees and check-out artists

Check-in artists with the touch of a button as they arrive on set

Cher Believe - The Musical						
Sun 07 Jun 2020 Main Unit Filming 13 Extras						
CHECKED-IN		NOT CHECKED-IN		NO-SHOW		CHECKED-OUT
4		8		0		1
First Name	Last Name	Phone	Call time	Role	Costume #	
Agnes	Tomas	Notfound	02:34	Love		Checked-Out
Amy	Johnson	07771234591	07:00	Love		Actions
Davina	Mccool	12345678912	06:00	Love		Actions
Female	Nonstudent	12345678910	12:34	Love		Actions
Janine	Egg	12345671890	12:34	Love		Actions
Lee	Yeo	07894665287	07:00	Love		Check-In
May	Keeley	12345678910	07:00	Love		Check-In

Instant Reporting

- Unit Reports are sent immediately when a Unit is closed; the Primary AD will also receive a Full Day Activity Report incl. all Units when the final Unit for a day is closed
- Every report contains a line by line breakdown per artist
- Reports are in .csv format, so they can be easily edited or sorted if required
- Fresh reports can be requested from the App at any time