

Talent Book

Introduction

The Talent Book is a database system (CRUD) designed to store and browse a dataset of talents. This document is complementary to the Talent Book system flowchart.

Talents

Talents are individuals or companies who offer creative services, such as photographers, designers, etc. A Talent record is almost like a (model) sedcard and consists of several text / date / number fields and attached image files which make up a talent's portfolio.

Functionality

- Visually browse portfolio's of (categories of) talents, first on main talent category level, then on sub category level;
- Sort talents;
- Search for talents using text fields;
- Add / edit / delete talents and portfolio items (images/PDF);
- Create/delete/activate a new selection and add/remove talents to this selection (comparable to a shopping cart/bucket);
- Download a talent's details;
- Download a selection of talents;
- User management (three levels: editor and viewer).

Technical details

Suggested development techniques:

Backend:

MySQL / MariaDB database

Apache / PHP webserver

Preferably a RESTful API connection to the DB

PHP framework like Laravel or something else that is suitable

Frontend:

Bootstrap front-end using jQuery / AJAX

Responsive design (should work on mobile too)

DataTables for the advanced search/view - <https://datatables.net/>

These are all common used and freely available techniques / languages used online and are portable (easily migrate to another server/host and scalable).

Comparable: e-com systems with products (talents) and cart functionality.

Users

There are three types/levels of users:

- administrator
 - user can add/edit/delete users
 - and all of the below
- editor
 - admin user and can add, edit, delete talents
 - and all of the below
- viewer
 - can view talents
 - can make selections
 - can delete selections
 - can download talents/selections

Selections

A selection is a selected group of talents. Comparable to a shopping cart. A user can have multiple selections, but only one selection can be activated. The currently activated selection is the selection that will be used throughout the system. There is a max of 20 selections per user. A selection has a name and a list of talent id's and is stored in the database. The user should be able to manually re-order the individual talent's within a selection. The user should be able to add a note to each talent within a selection.

A selection is linked to an user. There is always a *non-deletable* default selection (should be created upon user addition).

A selection can be empty.

A selection can hold max 40 talents

A selection can be active or inactive

A selection always has a name

There can only be 1 active selection

There is always an active selection for each user.

Flow

1. Login

Logo

Login screen with email / password

Reset password functionality

User authentication and access to the system.

2. Overview

TBD: this should be the main page. It could for example show some random talents, or latest additions? Or talents who have their birthday today? Or a list of talents that didn't get an update in the last 360 days? Birthday → mail

Selection management

On the overview page:

- show the active and inactive talent selections of the current user;
- shows which selection is currently active;
- add (and name) a new selection, which automatically becomes the active selection;

- activate an inactive selection. The currently activated selection automatically becomes inactive;
- each selection should have a button to view/edit/delete the selection;
- when deleting an existing (old) selection, if selection was active, make default selection active;
- it should be possible to order talents within a selection;
- it should be possible to add a note to each talent within a selection.

There is always a *non-deletable* default selection.

Also, it should provide access to the different modules of the system:

- Visual search / view
- Advanced search / view
- Add new talent (only for editors)
- Show / edit selections
- Show / edit users (only for editors)

→ add favorite selection (per user)

3. Visual search / view

→ Search portfolio / profile_image

A visual browsing option. It should show the main image OR the profile_image (selectable) of different talents in a grid view and will be used to visually explore talents in different categories. Images are all the same size (squared?).

There should be a heart visible in the lower right of each image, which shows if the talent is added to the active selection. The heart turns red when added to the active selection. Otherwise it's greyed out. Also, talents with created date < 6 months should have a New indication (badge).

Initially the talents should be sorted randomly.

The user should be able to filter on:

- Talent main categories
- Talent sub category within main category
- Talent status (when talent created date < 6 months then status is "New")
- Talent dayrate
- Talent country
- Talent languages
- Talent city (range?)
- → Talent level
- → Talent done projects
- → Talent clients
- Driver's license

The user should be able to sort on:

- → Talent hour rate
- Talent number of projects done
- Talent age (birthday)
- Talent alphabet

When the user rolls-over a talent main image, the following details should be shown: talent name, talent level, city.

By clicking on a talent, the user collapses this talent (inline) and the following info is shown:

Talent name, talent age, talent city.

The first 6 other images of the talent

A (clickable) link to the talent's website (external, opens in new window)

An option to add the talent to the active selection by clicking the heart icon.

4. Advanced search

A more text oriented search/browse option.

Searchable / filterable / exportable (CSV/Excel) DataTable of the talent table with the following fields:

- firstname
- lastname
- talent main category (for each sub-category the talent is assigned to)
- talent sub category
- company_name
- city
- country
- email
- website
- → hourrate
- drivers_license
- status
- birthdate
- VAR
- VAR_expiry
- NDA
- NDA_expiry
- internal contract
- internal contract expiry
- link to talent details (individual talent page)
- notes (not sure, could be a long text, collapsable?)
- checkboxes to easily add the checked talent to the active selection

→ level 3x junior, medior senior

The user should be able to enable and disable certain fields in the table.

This is all easily achievable with DataTables plugins.

Should be able to only show the active selection in the table.

Searchbox for projects → shows all talent's who worked on selected project.

5. Add new talent (only for editors)

An interactive form to add a new talent. Fields should be validated on valid value interactively.

After entering firstname and lastname: interactively check if talent already exists in DB.

(links to *talent* table)

Personal details

- Firtname (textbox, required)
- Lastname (textbox, required)
- Profile image (ability to upload profile image)
- Talent main category (dropdown with text enter option, autocomplete, no ability to enter new main category, required) → table *categories_main*
- Talent sub category (dropdown with ability to enter new sub category (which will automatically be added to the selected main category), autocomplete and filtered according to main category selection, required → table *categories_sub*
- *Important: a talent can be part of multiple sub categories (and main categories).*
- Talent type (radio buttons, required)
 - Company
 - Freelance (default)
 - Employee
 - Ex-employee (?)
- Status (radio buttons, required)
 - Active (default)
 - Inactive
 - Holiday
- Dayrate (int, optional)

Company details (only shows when talent type = company)

- Company name (when company) (textbox, optional)
- Company contact first name (when company) (textbox, optional)
- Company contact last name (when company) (textbox, optional)

Contact details

- Birthday (date picker, optional)
- Address (textbox, optional)
- Zipcode (textbox, optional)
- City (textbox, autocomplete, optional)
- Country (dropdown with ability to enter text / autocomplete, no new additions, optional)
- E-mail (textbox, optional)
- Website URL (textbox, optional)
- Phone mobile (textbox, optional)
- Phone fixed (landline) (textbox, optional)

Projects (table projects_f)

- List of projects the talent has done
- Ability to add project (pre-populated drop down, add if not existing already)
- Project date gets pre-populated, when it's a new project user is able to select project date with datepicker.

Other

- Languages (talent can have multiple languages, pre-populated dropdown with ability to add multiple languages?) → table *languages_f*
- Agency (drop-down, optional, autocomplete or add new if not existing)
- Internal contact (textbox, optional)

- Other clients (textfield, optional)
- Drivers license (radio buttons, required)
 - Unknown (default)
 - Yes
 - No
- VAR (radio buttons, only shown when talent type = freelance / ex-employee)
 - Unknown (default)
 - Yes
 - No
- VAR expiry date (date picker, only shown when VAR = Yes)
- NDA (radio buttons)
 - Unknown (default)
 - Yes
 - No
- NDA expiry date (date picker, only shown when NDA = Yes)
- Internal contract (radio buttons)
 - Unknown (default)
 - Yes
 - No
- Internal contract expiry date (date picker, only shown when Internal contract = Yes)

Notes

- Textarea for notes (1500 chars)

Portfolio (table *portfolios* + *webserver storage*)

- Image upload area
- Max 14 images per talent
- JPG/PNG/PDF, max 8MB
- The system should automatically resize the uploaded image in different versions needed throughout the website (i.e. squared / thumbnail / hires etc.)
- When editing: shows thumbnails of existing images with the option to delete.

TBD: video? Or just vimeo link?

There should be a default image if no image uploaded (placeholder).

(Save button)

Final validity check + add/edit to database

6. Show / edit / delete selection

Upon clicking a selection, the user will get a view of the selection (3. visual view or the 4. advanced view). Ability to download PDF(s) with all talent portfolios and details.

7. Show / add / edit / delete users (only accessible by administrator user role)

Shows a table with user currently in the system:

- firstname
- lastname
- email

- userlevel (role: admin, editor or viewer)

Ability to edit users, ability to delete users, ability to add users (using a form with above fields).

8. Talent details

Shows overview of one talent.

Shows all fields described in 5, but without edit functionality.

Shows portfolio in a nice way.

Has a button to add to active collection.

9. Talent editor

Same as 5, but with pre-populated fields.

Button to save changes

Button to revert changes

Button to delete talent

Design / UX:

All pages will need a design.

We need a design for the PDF exports.

A prototype is visible at this location:

<https://www.justinmind.com/usernote/tests/51341663/51341750/51341752/index.html>

Addendum A – Main categories and sub-categories

Strategy

- 360 experiential
- Content strategy
- Digital strategy
- Social
- Retail strategy
- Sustainability
- Campaign strategy

Art direction

- Team lead
- Allround creative
- (Live) event
- Cultural
- Fashion
- Corporate
- Campaign
- Digital
- Researcher
- Copywriting
- Autonomous artist

Design

- Stand / décor

- Interior design
- Installation
- Stage
- Visualiser / rendering
- Graphic design
- DTP
- Presentation deck
- Conceptual / art
- Illustration
- Animation
- Retail

Styling

- Fashion styling
- Event
- Costume performance
- Performance
- MUAH
- Interior styling
- Film/shoot

Photography

- Photo editing
- Festivals
- Fashion shows
- B2B
- Portraits
- People
- Products

Video

- Director
- Director of photography
- Editor
- Camera operator
- Sound operator
- Gaffer
- Grading
- VJ / show
- Video operator
- Video producer
- Redactor

Audio

- Audio design
- Voice over
- Composer
- Artist
- Audio operator

Digital

- VR / AR
- Interactive design
- Campaign / platform

Performance

- Musician
- Band
- DJ
- Dance
- Theatre / acting
- Choreography
- MC
- Speaker
- Presenter / host
- Presentercoach

Light

- Show
- Interior
- Light artist
- Light operator

PM

- Account manager
- Project manager
- Producer
- Content
- Digital
- Festivals
- Interior
- B2B
- Fashion (shows)

Crew

- Site crew
- Production assistant
- Hosts
- Modelling
- Cleaning
- First aid
- Security
- Show call
- Stage manager
- Stage hands
- Artist handling
- SFX operator
- Runner

- Back office

Location

- Tents
- Site materials
- Communication & internet
- Fire prevention
- Location scout
- Water/sanitary supplier

Tech

- Technical production
- Rigging
- AV
- Power
- Climate
- SFX
- Backline

Decor

- Stand builders
- Interior builders
- Decor builders
- Building materials
- Decor / styling rent
- Furniture rent
- Layher
- Upholstery (stuffering)
- Painting
- Greenery
- Custom made items

Print

- Printer
- Stickers
- Silkscreen
- Tokens / wristbands
- Specials

F&B

- Catering
- Foodtruck
- Bar
- Staff
- F&B hardware
- Crew catering

Logistics

- Transport

- Machinery
- Courier
- Chauffeur / shuttle
- Car / van rent
- Travel agent
- Storage
- Import / export duties

Safety

- Constructional analysis
- Permits
- Safety officer
- Insurances