

Getting started with project management

Studios steering contractors, deadlines and invoicing

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Create a project and assign it

An episode comes in. It has to exist in the console before it can be handed out.

5 minutes

01 Create the project

A name, a code, and above all the **programme duration in minutes**. That is the pay base for every role **except voice actors**, who are paid by the line: without it, no per-minute assignment can be made.

New project

Name	Code	Programme length (minutes)	Source language
FATED BRIDE EP24	FB-24	42	en

Create

Programme length is the pay basis for every role except voice actors: without it, no per-minute project can be created.

The creation form: name, code, programme duration and source language.

02 Find the project in the list

The list shows each project's state and how many **assigned projects** hang off it. **Open** unfolds the sheet: that is where everything happens.

Projects				
NAME	CODE	MINUTES	STATUS	ASSIGNED PROJECTS
FATED BRIDE — épisode 24	FB-24	42	adapting	3 Open
FATED BRIDE — épisode 23	FB-23	41	done	3 Open
LE PRIX DU SILENCE — bande-annonce	PS-BA	3	done	2 Open

The project list: minutes, state, number of assignments.

03 Hand out the work

A contractor, a **role**, a due date, and the working folder — video, DetX, script, series bible. The amount comes from the role’s rate and the programme duration; **quantity** is only entered for a line count or imposed minutes.

The contractor’s usual role only **pre-fills** the field. The assignment’s role is what decides the pay: an adapter lending their voice on one episode is paid by the line there, not by the minute.

Contractor

Role

Quantity (optional)

Due date

Awa Cissé

Adaptateur — 12 000 XOF

lines, or fixed minutes

jj/mm/aaaa

Title of the assigned project

Episode 3 mix — the episode name is used if left blank

Working folder (video, DetX, script, bible)

https://drive.google.com/...

The assignment form: contractor, role, quantity, deadline and working folder.

04 Track what has been handed out

Each row carries its rate, quantity, amount and state. The **title** and the **instructions** stay editable until the work is approved: that is what the contractor sees on their side.

CONTRACTOR	ROLE	RATE	QUANTITY	AMOUNT	STATUS	
Awa Cissé Adaptation épisode 24	Adaptateur	12 000 XOF	auto	504 000 XOF	approved delivery	Reopen
Title of the assigned project		Working folder				
Adaptation épisode 24		https://drive.example.ci/fb24		Save	Open	
Instructions						
Bible de série jointe. Tutoiement entre Samara et Finn.						
Nadia Traoré Voix Samara — épisode 24	Comédien voix	350 XOF	214	74 900 XOF	done delivery	Approve
Title of the assigned project		Working folder				
Voix Samara — épisode 24		https://drive.google.com/...		Save		
Instructions						
Serge Boni	Mixeur	7 500 XOF	auto	—	in progress	Approve Delete
Title of the assigned project		Working folder				
FATED BRIDE — épisode 24		https://drive.google.com/...		Save		
Instructions						

The assignment table: three contractors, three states, and each one's instruction sheet.

Invite a contractor

A voice actor, a mixer, an adapter: they need their own access before receiving any work.

2 minutes

01 Send the invitation

A name, an address, a usual role. They get a link valid for **14 days** and **choose their own password**: you will never know it.

If e-mail sending is not configured on the server, the console **shows the link** rather than swallowing it: you pass it on yourself. An invitation that fails silently is a person left waiting.

Invite a contractor

Usual role

— none —

Send the invitation

They get a link valid for 14 days and **choose their own password** : you will never know it. The usual role only pre-fills the form — the one that decides pay is still chosen **project by project**.

Email sending is not configured on this server (MAIL_API_KEY, MAIL_FROM). The link will be shown here: pass it on yourself.

The invitation form: name, address, phone and usual role.

02 Track pending invitations

Sent, to be passed on, or failed: the state is stated. **Resend** mints a **new** link, and the old one stops working at once.

Pending invitations 1					
NAME	ADDRESS	ROLE	SENT	EXPIRES	
Yao Kouassi	yao.kouassi@exemple.ci	Directeur artistique	sent 09/08/2026	23/08/2026	ResendCancel

Resending creates a **new** link: the old one stops working at once.

The pending invitations list, with their send date and expiry.

03 Set the usual role and payment terms

The **payment terms** belong to each contractor: they set the due date of their invoices, and therefore what shows up in your upcoming outgoings.

Contractors					
NAME	ADDRESS	PHONE	USUAL ROLE	PAYMENT TERMS (DAYS)	SINCE
Awa Cissé	awa.cisse@exemple.ci	+225 07 00 00 01	Adaptateur	30	13/01/2026
Kofi Mensah	kofi.mensah@exemple.ci	+225 07 00 00 02	Directeur artistique	30	12/02/2026
Nadia Traoré	nadia.traore@exemple.ci	—	Comédien voix	15	07/05/2026
Serge Boni	serge.boni@exemple.ci	+225 07 00 00 04	Mixeur	45	02/07/2026

The contractor list: usual role and payment terms, editable in place.

Approve the work, then invoice

The work has been delivered. It has to be frozen, then paid.

3 minutes

01 Approve what came back

Approving freezes the amount. Changing it afterwards requires **reopening** the assignment — a sum owed is never corrected quietly, and that is what makes the console hold up between you and your contractor.

CONTRACTOR	ROLE	RATE	QUANTITY	AMOUNT	STATUS	
Awa Cissé Adaptation épisode 24	Adaptateur	12 000 XOF	auto	504 000 XOF	approved delivery	Reopen
Title of the assigned project		Working folder				
Adaptation épisode 24		https://drive.example.ci/fb24			Save	Open
Instructions Bible de série jointe. Tutoiement entre Samara et Finn.						
Nadia Traoré Voix Samara — épisode 24	Comédien voix	350 XOF	214	74 900 XOF	done delivery	Approve
Title of the assigned project		Working folder				
Voix Samara — épisode 24		https://drive.google.com/...			Save	
Instructions						
Serge Boni	Mixeur	7 500 XOF	auto	—	in progress	Approve Delete
Title of the assigned project		Working folder				
FATED BRIDE — épisode 24		https://drive.google.com/...			Save	
Instructions						

The assignment table: approved, completed, in progress — with the Approve and Reopen buttons.

02 Generate the contractor's invoice

The invoice is built **from the approved work**: nothing to retype, nothing to recount. Each line points back to the assignment that justifies it.

Generate an invoice

Contractor

Awa Cissé

Pull in approved work

Only approved projects that are not already invoiced are pulled in.

The form that generates an invoice from a contractor's approved work.

03 Track the invoices

Submitted, paid, rejected — and the **reason** for a rejection stays attached to the invoice. A rejection with no written reason gets re-argued by phone, and nobody remembers the same thing.

Invoices					
NUMBER	CONTRACTOR	AMOUNT	STATUS	ISSUED	DUE DATE
F-2026-041	Awa Cissé	504 000 XOF	paid	—	—
F-2026-046	Nadia Traoré	611 600 XOF	submitted	—	—
F-2026-047	Serge Boni	450 000 XOF	rejected reason	—	—

The number is assigned on submission, and kept if the invoice is rejected then resent: an accounting sequence must have no gaps. The **due date** runs from submission, using the terms agreed with the contractor (30 days by default, editable in the Contractors tab). An invoice rejected then corrected starts a fresh period.

The contractor invoice list, with each state and the reason for a rejection.

Read the dashboard

Knowing what the studio earned, what it owes, and which project actually pays.

5 minutes

01 Choose the period

Week, month, year, or since the beginning. Revenue, costs and contractor accounts follow this choice; **deadlines do not** — they look ahead.

An all-time figure says nothing about the current financial year, and still passes for a result.

Period since the start Revenue, costs and contractor accounts follow this choice. Due dates do not: they look ahead.

The dashboard period selector.

02 Read the overview

Billed and **collected** are deliberately separate: an issued invoice is not cash. On the right, what you still owe contractors, and what you have already paid them.

Overview				
BILLED TO CLIENTS 4 260 000 XOF collected 2 960 000 XOF	STILL TO COLLECT 1 300 000 XOF	TOTAL COSTS 2 874 500 XOF of which fixed 480 000 XOF	PROFIT 1 385 500 XOF	OWED TO CONTRACTORS 578 900 XOF already paid 1 815 600 XOF

"Billed" and "collected" are deliberately kept apart: an issued invoice is not cash.

The five indicators: invoiced, still to collect, costs, result, owed to contractors.

03 Watch the deadlines

Thirty days ahead, plus what has already gone by. **Lateness is measured on delivery**, not on your approval: work delivered on time that you have not yet approved accuses nobody.

Due within 30 days ³ 1 en retard					
What is coming, and what is already past. Lateness is measured on delivery , not on your approval: a project handed in on time that you have not yet approved blames nobody.					
DUE DATE	PROJECT	CONTRACTOR	ROLE	STATUS	DELIVERY
09/08/2026 2 j de retard	FATED BRIDE — épisode 24	Serge Boni	Mixeur	in progress	nothing delivered
12/08/2026 1 j	FATED BRIDE — épisode 24	Nadia Traoré	Comédien voix	done	open
17/08/2026 6 j	FATED BRIDE — épisode 23	Awa Cissé	Adaptateur	in progress	nothing delivered

The thirty-day deadlines, one of them late, with each state and delivery.

04 See what each project earned

Revenue, direct costs, gross margin, then fixed costs allocated — **pro rata by minutes**, pro rata by cost, or not at all. That choice is not neutral: the same project swings from profitable to loss-making depending on the method.

By project						
Allocation of fixed costs						
pro rata by programme minutes						
This choice is not neutral: the same project can go from profitable to loss-making depending on the method.						
PROJECT	MINUTES	REVENUE	DIRECT COSTS	GROSS MARGIN	ALLOCATED COSTS	NET MARGIN
FATED BRIDE — épisode 24 FB-24	42	1 420 000 XOF	893 900 XOF	526 100 XOF	168 000 XOF	358 100 XOF
FATED BRIDE — épisode 23 FB-23	41	1 420 000 XOF	861 000 XOF	559 000 XOF	164 000 XOF	395 000 XOF
LE PRIX DU SILENCE — bande-annonce PS-BA	3	1 420 000 XOF	639 600 XOF	780 400 XOF	12 000 XOF	768 400 XOF

The per-project table: minutes, revenue, direct costs, gross margin, allocated costs, net margin.

Record revenue and costs

What the client pays, what the studio spends. Without both, the dashboard says nothing.

5 minutes

01 Invoice a client

A project, a client, an amount, an issue date. The invoice stays **issued** until you mark it **collected**: that is what separates, on the dashboard, what is billed from what is in the bank.

Bill a client

Project

FATED BRIDE — épisode 24

▼

Client

Nollywood TV

Amount

Issue date

jj/mm/aaaa

Save

PROJECT	CLIENT	AMOUNT	STATUS	
FATED BRIDE — épisode 23	Nollywood Global	1 420 000 XOF	paid	09/08/2026
FATED BRIDE — épisode 24	Nollywood Global	1 420 000 XOF	submitted	Collected

The client invoicing form and the list of issued invoices.

02 Enter an expense

Supplier, label, amount, category — and **the project, if the expense belongs to one**. An expense attached to a project counts in its direct costs; with no project, it stays a studio overhead.

Project expense

Supplier

Label

Amount

Date

Category

Project

jj/mm/aaaa

SALAIRE

— none —

Save

DATE	SUPPLIER	LABEL	PROJECT	AMOUNT	
30/07/2026	Studio Sonor	Location cabine — 2 jours	FATED BRIDE — épisode 24	180 000 XOF	approved
07/08/2026	Transport comédiens	Navettes plateau	FATED BRIDE — épisode 24	96 000 XOF	To review

Entering an expense, and the expense list with one awaiting review.

03 Import a supplier invoice

Drop in the PDF or the photo: the document is read and the expense created **pending review**. It **counts in no total** until you have approved it.

That is deliberate: automatic reading sometimes misreads a digit, and a wrong cost travels all the way to the project's margin. A visible queue beats a silently wrong total.

Import a supplier invoice

Attach the PDF or photo: the document is read automatically and the expense is created **awaiting review**. It counts towards no total until you have approved it.

Document

Project

Choisir un fichier

Aucun fichier choisi

— none —

Read the invoice

Importing a supplier invoice: the document, the project, and the read button.

04 Set the fixed costs

Rent, subscriptions, salaries: what runs over a **period**, not over a project. These are the amounts the dashboard then allocates across projects — pro rata by minutes, by cost, or not at all.

Fixed costs

Label

Category

Amount

Start

End

Loyer juillet

SALAIRE

jj/mm/aaaa

jj/mm/aaaa

Save

PERIOD	LABEL	CATEGORY	AMOUNT
01/07/2026 → 31/07/2026	Loyer du studio	LOYER	350 000 XOF
01/07/2026 → 31/07/2026	Abonnements logiciels	LICENCE	130 000 XOF

These costs belong to no project; the dashboard allocates them, using the method you choose there.

Entering fixed costs, and their list, period by period.

Set the rates for each role

Set once what each role costs, so it never has to be retyped per project.

3 minutes

01 Create a role

The **name is yours** — “Sound engineer” if that is what you call it. The **category**, however, is picked from six: it is what lets the dashboard state what adaptation costs, whatever name you gave it.

Paid by decides the maths: the *programme minute* for almost every role, the *line* for voice actors, the *flat fee* when the work counts in neither.

Creating a role: name, category, pay basis and default rate.

02 Adjust the rates

These rates are the **defaults** for every assignment: they can still be changed project by project without touching the role. Renaming a role does not change its category, so it does not disturb the dashboard’s comparisons.

ROLE	MAPPED TO	PAID PER	DEFAULT RATE	
Adaptateur	ADAPTATION	programme minute	12000	Save
Directeur artistique	DIRECTION	programme minute	9000	Save
Comédien voix	VOICE	programme minute	350	Save
Mixeur	MIX	programme minute	7500	Save

The studio's role list: editable name, category, basis and rate.

Connect the studio and track licences

Stop retyping episodes, and know where the licence pool stands.

4 minutes

01 Connect the production studio

Episodes are created in the studio; they are **pulled in here** instead of being retyped. A **read-only** account is enough: this link never changes anything on the production side.

The password is **encrypted and never shown again**, not even here. If the application key changes, the console says so and asks for it again rather than failing silently on every read.

Studio connected
Episodes are created in the studio; they are pulled in here instead of being retyped. A **read-only** account is enough — this link never changes anything on the production side.

Studio address

https://dub.exemple.ci

Account

lecture

Password

inchangé si laissé vide

The password is encrypted and never shown again, not even here.

Replace the link

Check

Disconnect

- dernière lecture 10/08/2026

The connector form: studio address, read-only account and password.

02 Read the licence pool

How many licences are sold, which are nearing expiry, which are saturated. **Nothing is copied here**: the pool is read on demand from the licence server, which stays the only source.

“Saturated” is not a fault: it is a client who needs more seats. “No activity” announces a non-renewal. Better learned before the expiry date than after.

Licence estate 2

2
ACTIVES

1
À RENOUELER SOUS 60 J

0
EXPIRÉES

1
SIÈGES SATURÉS

4 / 5
SIÈGES UTILISÉS

0
SANS ACTIVITÉ 90 J

“Full” is not a fault: it is a client who needs more seats. “Inactive” announces a non-renewal — better learned before the renewal date than after.

LICENCE	CLIENT	PLAN	SEATS	DUE DATE	LAST ACTIVITY
AXH-2026-0041	contact@bakoupost.ci	Studio	3 / 3 full	active (96 j)	2 j
AXH-2026-0052	studio@kalao.ci	Solo	1 / 2 up for renewal	(12 j)	41 j

The licence pool: active, to renew, saturated seats, and the per-licence detail.

Contractor side: receive and deliver

The invited voice actor, mixer or adapter: what they see, and what is expected of them.

2 minutes

01 See what you have been given

A contractor has only **two tabs**: their work and their invoices. The rest of the console is none of their business, and it is removed rather than left there to refuse them.

The **working folder** holds what the studio provides — video, DetX, script, series bible — and the **instructions** say what to know before starting.

My projects 2

What the studio has given you. **Delivering is not being paid** : the amount is only settled once the studio has approved the project.

The working folder holds what the studio gives you to work with; you hand in by dropping the link to yours in turn.

PROJECT	ROLE	DUE DATE	AMOUNT	STATUS	WORKING FOLDER	DELIVERY
Voix Samara — épisode 24 FATED BRIDE — épisode 24 FB-24	Comédien voix	12/08/2026	74 900 XOF	done	open	open 11/08/2026
Instructions from the studio Bible de série jointe. Samara tutoie Finn à partir de la scène 4. Link to the delivered folder (Drive, WeTransfer...) https://drive.exemple.ci/fb24-samara Save the link						
Voix Samara — épisode 23 FATED BRIDE — épisode 23 FB-23	Comédien voix	16/08/2026	to be approved	in progress	open	nothing delivered
Instructions from the studio Épisode plus court : 168 lignes. Link to the delivered folder (Drive, WeTransfer...) https://drive.google.com/... Save the link I've finished						

The contractor's view: two assignments, their deadline, amount and the studio's instructions.

02 Submit the delivery

You deliver by pasting the **link to the delivered folder**, then marking **I've finished**. **Delivering is not being paid**: the amount is only fixed once the studio approves the work.

Link to the delivered folder (Drive, WeTransfer...)

The delivery link field and its save button, on the contractor's side.

This tutorial online : <https://axeho.studio/en/tutorials-project-management.html>