# **Department Head**



by

ScriptE Systems, LLC

# **INTRODUCTION**

Welcome to Department Head! Department Head (or DH) is a one-stop script-based organizational database for all Departments working in the field of film, television and commercial production.

If you're Prop Master, Hair or Make-Up Artist, Locations Manager, Key Grip, Gaffer, Director, D.P., V.F.X. Supervisor, Art Department Coordinator, Art Director, Construction Supervisor, Special Effects Supervisor, Stunt Supervisor, Animal Wrangler, etc. ... If you work from a script, attend location scouts, and/or breakdown your department's work from the script — then Department Head may be just the tool you've been looking for.

Department Head creates a database directly from the script that maintains your breakdown work as the script is revised. No more racing to replace revised script pages. Simply import the revised script and Department Head tells you which scenes have changed and require your attention.

Department Head allows you to attach and schedule to-do's, create and generate breakdown forms, track your crew's hours, track your departments budget, track photos, videos, websites, blue prints, excel spread sheets, the list goes on and on.

Loaded with features and highly customizable, Department Head is also very user friendly and designed to work with very little instruction.

Some will use this application to make simple To-Do lists and budgets. Some of you will customize Department Head into a true production hub for your entire department.

However you decided to use Department Head, everything you need to know is outlined by topic in this Quick Start Manual.

#### Other Softwares and Apps by ScriptE Systems:

**ScriptE** Digital Script Supervision software - the industry leader in digital script supervision software. Available for iPad on the App store. Available for MAC and PC laptops at: **scriptesystems.com** 

**DH Costume** - Our first in the DH product line. This iPAD App allows your entire Costume team to work together, create breakdowns, bag tags, on-set continuity notes and photos, track tailoring, dry cleaning, budgets, hot costs, expendables, and even create a full digital show book.

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# **OPEN YOUR DEPARTMENT HEAD APP**

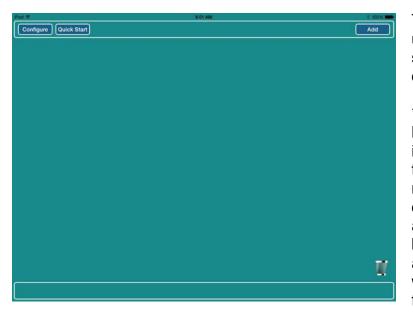
TOUCH **DH ICON** to open the Department Head App and a teal-colored desktop will appear.

There are 3 buttons across the top of this desktop screen: **CONFIGURE** - tap this button and you will see your current build of DH as well as have several options for customizing your copy of DH.

**QUICK START** - tap this button and you will open a link to the DH user manual

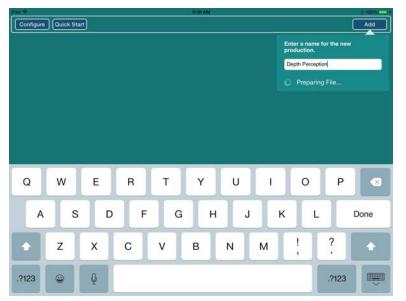
ADD - tap this button and you will ADD a new file folder.

# **CREATE A NEW FILE**



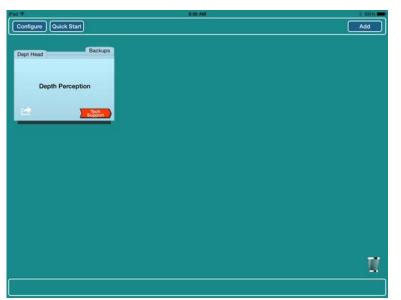
TOUCH the **ADD** button in the upper right hand corner of the screen and then type in the title of your Department Head file.

\*Remember all DH files must have unique names. If working in episodic TV - always include the episode number, series name and, if you like, the name of the episode. Use abbreviations where possible, but remain consistent so you and your team will always know where to find the appropriate file.



For this demo we will work with a feature script: Depth Perception.

TOUCH the **DONE** button on your on-screen keyboard and your new file will compile itself. This is about a 30 second process so be patient, it's worth the wait.



Now that you have a shell file folder with the appropriate title you are ready to ADD your script and begin work.

\* note - to delete a file, touch the center of the file folder icon and it will change to a crumpled up folder. To permanently delete this folder, maintain contact with the screen and drag the crumpled folder into the TRASH CAN at the lower right hand corner of the screen.

# **ADDING A SCRIPT**

You are now ready to add the script you will be breaking down to your named shell file. There are two methods for entering scene information into your file: IMPORTATION and MANUALLY ADDING SCENES.

Pad 🕈	8-52 AM	i 100% ->>
Configure Quick Start		Backup Cipse
	Project Role	
	Your Name Tony Pettine	
	Select your department for this project. Select Department Property	
Select Title	Add	
Add'l Prop		Done
Asst. Property		
Prop Assistan	t i i i i i i i i i i i i i i i i i i i	
Property Mast	er	
· · · · · · · · · · · · · · · · · · ·		
Total Scenes: 0		
Script	3	To Do's Last To Do

# Enter Your Project Role

TOUCH anywhere in the center of your file folder and your shell file will open. A Project Role Window will then open.

Carefully fill in the fields and then TOUCH the **DONE** button (lower right hand corner of the window). When you do, an empty SCRIPT WINDOW will open.

Once you've imported your script, the list to the left will automatically be filled with scene information. But before we import a script, let's enter in the Characters by their character numbers.

## **Enter Character Names**

For those Department Heads with crafts that require they know which CHARACTERS are in a scene: PROPS, HAIR, MAKEUP, etc., DH allows you to add the Characters by the AD character number prior to importation of the script. This will save you a bit of time

d 🗢 Configure 🔵 🖸	uick Start			(i	11:57 AM Depth Percepti	on			Backup	Close
Prev					Character	ζ				
#: 4	Name	SALES G	BIRL	Notes	Attachments	Items			New	Character
				Holos		inerine -			Add	Note
Q V	v	E	R	Т	Y	U	L	0	Р	
Q V A	v s	ED	R		Ļ	UJ	I K		P	Next
	s				Ļ					

later, but it isn't necessary that you enter the Characters prior to importation.

Remember, character numbers can be also be changed after script importation. Also remember that you can simply pass over this step if your craft doesn't require you to keep track of CHARACTER information (for example: GRIP, ELECTRIC, LOCATIONS, etc.)

TOUCH the **CHARACTERS** button and an empty CHARACTERS window will open. TOUCH the **ADD** button (lower left hand corner) and enter Character Names exactly as they appear in the script. Use the character number that was assigned by the AD department.

If you don't have the character numbers (usually found at the front of the One-Line Breakdown or on the DOOD), don't worry, you can skip this step and simply re-order the character numbers after importation.

TOUCH the **NEXT** or **RETURN** button on your on-screen keyboard to lock in each character's name.

TOUCH the **NEW CHARACTER** button (upper right) to keep adding characters. When you are done adding characters, dismiss the keyboard (lower right hand key on on-screen keyboard) tap the **DONE** button (lower right hand corner of the screen).

\* Remember character names must exactly match the character names that appear above the dialogs in the shooting script. Be careful to refer to the script before entering character names.

Peri *         9-12 AM         III 10%         III 10% <th< th=""><th>Create Revision</th></th<>	Create Revision
	TOUCH the <b>SCRIPT</b> button to return to the Script View.
Total Scenes: 0 Edit Script Schedule Characters Revisions Reports To Do's Last To Do)	TOUCH the <b>REVISIONS</b> Button (center bottom of screen).
Pager Size:     Lation     Script Revisions       Revisions     Script Files	A SCRIPT REVISIONS WINDOW will open. DH allows you to either import a script or manually add scenes. First we'll discuss the preferred method - importation. TOUCH the <b>ADD REVISION</b> button and a default value "Latest Revision" will appear in the list.
Total Scenes: 0 Edit	

#### Department Head by ScriptE Systems, LLC



Over-write the default value "Latest Revision" with the proper name of your most current revision. This is usually a color WHITE, BLUE, PINK, etc. but may also be a production designation: NETWORK, STUDIO, PRODUCTION, etc.

Enter the revision date (usually found on the title page of the script). Now TOUCH the **DONE** button and you will return to the empty SCENE WINDOW.

We are now ready to receive our script for importation.

# **Import Your Script**

\*NOTE - IMPORTATION requires either a digital script be sent to your MAIL application on your iPAD. Preferred formats are: Final Draft 8 or 9 or Movie Magic Screenwriter Script (.mmx export format). Department Head will also import most .pdf format scripts.

If you don't have access to a digital script you may also manually add in database fields for the scenes - to do this refer to **Appendix B** - **MANUALLY ADDING SCRIPT INFORMATION.** 

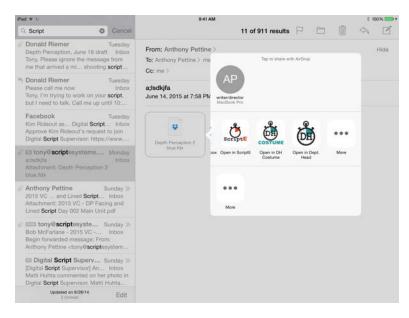
## Receive Script via 3 methods MAIL, DROP BOX, AIR DROP

Whichever way the script is sent to your iPAD simply:

DOUBLE TAP the HOME button (only physical button of the iPAD screen - lower center of screen).

Locate and open that delivery application: MAIL, DROP BOX, or AIRDROP (for our demonstration we'll be using the MAIL APPLICATION).

Open the message from production that contains the properly formatted Final Draft script as an attachment (see notes below<sup>\*</sup>).



SLOWLY TOUCH AND HOLD the attachment icon for the script until a menu of importation locations appear. Once you see this menu, you can lift your finger from the screen.

Scroll through the options and then:

Quickly **TOUCH** the **Department Head Application Icon**.

The delivery Application will then

close and you will be returned to the DH application and asked to choose **IMPORT** or **ADD TO FOLDER**.

PM R	BATAM	
Configure Quick Start		Backup Close
	Script Revisions	
Paper Size:	A4 Layout: Normal Tight.	
Revisi		
PINK Date: 6/19/15 Impo	Depth Perception 2 blue.fdx	
	Script Do you want to import the script	
	immediately or just add it to the scripts folder?	
	Import Add to Folder	
	Manual Scenes	
-		Done
Total Scenes: 0 Edit		
Schedule		

#### TOUCH either ADD TO FOLDER or IMPORT button.

**ADD TO FOLDER** button -TOUCH this and DH will ADD the importable script to the list (on the right). You can import this script later by first TOUCHING to highlight the Script File then TOUCHING the IMPORT button.

**IMPORT** - TOUCH this button and DH will begin importation immediately.

## Automatically add To-Do's to a Production Phase

You will be Prompted to choose to automatically add a To-Do to one of the phases of production (**Pre-Production**, **Production or Post-Production**).



#### For this demonstration we will be acting as the Prop Master, so let's create a Production To-Do for each scene automatically.

We can use this Production To-Do later to create a list of props for each scene. Remember To-Do's can be added later as well. Adding To-Do's automatically is just a time saving mechanism.

# Import Your Script

Configure Quick Start	Depth Perception	Backup Close
	Script Revisions	
Paper Size: Letter	A4 Layout: Normal Tight	Very Tight
Revision	ns Script Files	
BLUE Date: (0/19/15 import	Depth Perception 2 blue.fdx	Import Script Done
Total Scenes: 0 Edit	Characters Revisions Reports	To Do's Inti To Do
Configure Quick Start	Depth Perception	Backup Close
1         BLUE           NT, ART GALLERY LOBBY - NIGHT         Pages: 48           2         BLUE           NT, ART GALLERY LADIES ROOM - LATER         Pages: 58           3         BLUE           NT, DRESS SHOP - DAY         Pages: 58           4         BLUE           NT, DRESS SHOP - DAY         Pages: 58           4         BLUE           NT, SANOYS HOUSE - LATER         Pages: 18           5         BLUE           NT, ART GALLERY DISPLAY SPACE - SA           Pages: 18         ELUE           NT, ART GALLERY DISPLAY SPACE - SA           Pages: 28         7           Pages: 138         BLUE           8         BLUE           NT, ART GALLERY DISPLAY SPACE - NI           Pages: 38         9           9         BLUE           NT, ART GALLERY LOBBY - CONTINUOUS           Pages: 376	Import Script Script Imported. OK	
Total Scenes: 9 Edit		
Script	Characters Revisions Reports	To Do's Last To Do

TOUCH the final draft script in the list on the right to HIGHLIGHT IT.

TOUCH the **IMPORT** button and wait for the magic to happen.

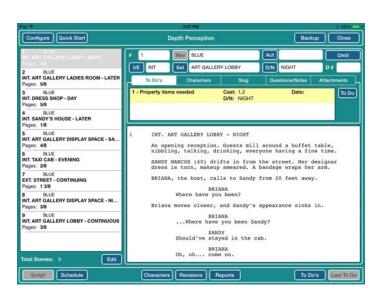
Department Head will parse through the script and create a data base containing all the script information.

You are now ready to begin your breakdown. TOUCH the **OK** button and get ready to begin your breakdown.

\*NOTE Paper Size and Layout Options are available for various final draft file types. For North American Users of DH the pre-selected Paper-Size LETTER and Layout of NORMAL should work for all but very specialized applications. European users will often encounter scripts in the A4 format. The TIGHT and VERY TIGHT options are available for mis-formated scripts.

# **BEGIN YOUR BREAKDOWN**

You are now in the SCRIPT WINDOW. You can always navigate back to this window by TOUCHING the **SCRIPT** button (lower left hand corner).



(\*For a complete guide to the buttons and tabs of the scene window skip to the end of this section.)

To begin, TOUCH scene 1 in the scene list (left side of the SCRIPT WINDOW).

# **Guide To The Script Window**

**TOP BUTTONS** (left to right)

**CONFIGURE** - this button will allow you to adjust either your Project (from within a DH file) or Master Preferences (on DH Desktop)

QUICK START - will re-direct you to an on-line copy of the user manual

**BACKUP** - this button will create a back up of your file.

**CLOSE** - will close the file in which you are currently working and redirect you to the DH Desktop.

**MIDDLE ROW BUTTONS** (left to right, top to bottom)

**REV** - TOUCH this button and a menu of imported script revisions will open. \*note - this field should automatically be filled in during importation.

**ACT** - TOUCH this button and a menu of SCRIPT ACTS will open. \*note - not all scripts are divided into ACTS and this window need not be filled in.

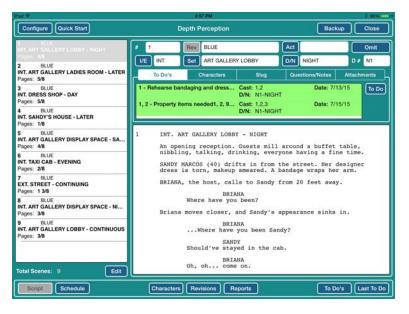
**OMIT/INCLUDE** - TOUCH this button to manually omit or re-include a scene. OMITTED SCENES will change color to orange.

**I/E** - TOUCH this button and a menu of options will open (either INT., EXT., or INT./EXT.) \*note - this field should automatically be filled in during importation.

**SET** - TOUCH this button and a menu of SET designations will open. \*note - this field should automatically be filled in during importation.

**D/N** - TOUCH this button and a menu of DAY or NIGHT designations will open. \*note - this field should automatically be filled in during importation.

**D**# - not a button, just an open field where you can enter in the continuity day provided by production or the Script Supervisor. (For example D1, N1, fbN1, etc.)



FIVE TABS ABOVE CENTER INFO WINDOW (center of script window contains an information window controlled by the FIVE TABS that run across it's top border.)

**TO-DO's -** TOUCH this tab and the info window will populate with To-Do's.

**CHARACTERS** - TOUCH this tab and the info window will populate with CHARACTER INFO.

**SLUG** - TOUCH this tab to enter in your brief summary of

the scene.

**QUESTIONS/NOTES -** TOUCH this tab to enter your scene specific questions and notes in the information window.

**ATTACHMENTS -** TOUCH this tab to access attachments for the scene.

#### BOTTOM ROW BUTTONS (left to right)

**SCRIPT** - this button will open SCRIPT WINDOW

**SCHEDULE** - this button will open the SCHEDULE WINDOW

**CHARACTERS** - this button will open your CHARACTER LIST WINDOW

**REVISIONS** - this button will open your REVISIONS LIST

**REPORTS** - this button will open a menu of available reports. If you are in the SCRIPT WINDOW, a menu of SCRIPT REPORTS will appear, if in the SCHEDULE WINDOW, a menu of SCHEDULE REPORTS will appear.

**TO DO** -this button will open a list of all your To-Do's for this job.

LAST TO DO - this button will bring you to the last To-Do in which you were working.

## **Read Your Script and Enter Continuity Information**

Because importing the script populates the DH (Department Head) file with scene headings, speaking characters, etc., you may want to just start reading your script and adding your To-Do's. If so, skip to the next section BREAKDOWN 2nd STEP - ENTER TO-DO's.

		Dp For Jeff			
1 BLUE INT. ART GALLERY LOBBY - NIGHT Pages: 4/8	9 VE INT	Rev BLUE	ERY LOBBY		Omit
2 BLUE INT. ART GALLERY LADIES ROOM - LATER Pages: 5/8	To Do's	Characters	Slug	Questions/Notes	Attachments
3 BLUE INT. DRESS SHOP - DAY Pages: 5/8	9 - Stunts item	s needed	Cast: 1,8 D/N: CONTIN	Date: IUOUS	To Do
4 BLUE INT. SANDY'S HOUSE - LATER Pages: 1/8					
5 BLUE INT. ART GALLERY DISPLAY SPACE - SA Pages: 4/8	Sandy		buffet and re	gards an unlikely	
6 BLUE INT. TAXI CAB - EVENING Pages: 2/8		d. She fills a		ps of sorbet in a mazingly, she like	
7 BLUE EXT. STREET - CONTINUING Pages: 1 3/8	Candu	progress, yo		Nork in nk (40) beside he:	r Cho
8 BLUE INT. ART GALLERY DISPLAY SPACE - NI Pages: 3/8		s. He smiles b SA			. 500
Pages 38	She h	ands him a cup	of punch, an	d they walk into t	the gallery.
	THE E	ND			
Total Scenes: 9 Edit					

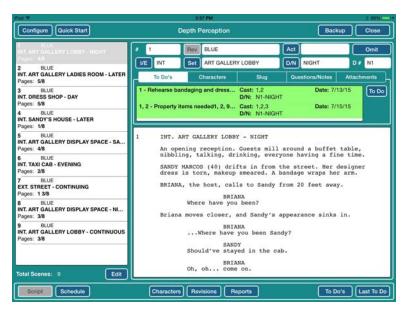
#### **READ YOUR SCRIPT**

Chose the scene you would like to read from the scene list that runs down the left side of the SCRIPT WINDOW.

TOUCH the scene that you would like to read and the script will appear in the lower right hand quadrant of your scene window. DH allows you to SINGLE FINGER SCROLL through the body of the script in this window.

#### NAVIGATING SCENE WINDOW - TOP TO BOTTOM - LEFT TO RIGHT

Always remember, Department Head is set up with top to bottom - left to right logic. So if you ever find yourself wondering where to look, start in the upper left hand corner of the screen and READ down the window top to bottom left to right.



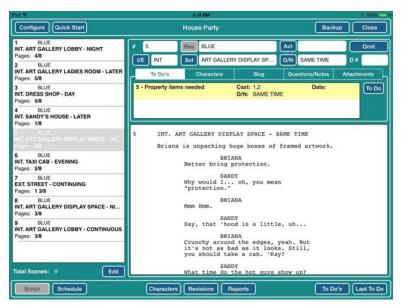
#### ENTER CONTINUITY DAY

At then end of the TOP ROW BUTTONS you will see an open field labelled **D#** - Enter your continuity day in this field. For example D1, N1, fbD1, fbN1, etc. Continuity Day is generated by either the AD department or Script Supervisors breakdown.

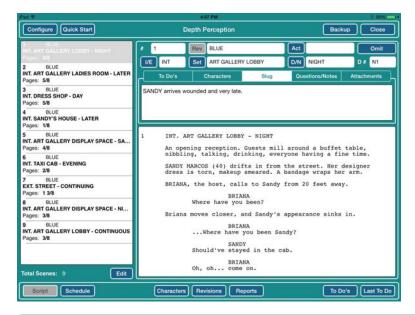
\*Note - You can skip this step if your craft doesn't require you keep track of continuity day information — for example: GRIP, ELECTRIC, LOCATIONS, etc.

## Fill In The Script Window Via Five Tabs - Overview

Department Head allows you to fill in your Script Info Window in whatever order you like. Let's work through the tabs left to right.







#### TO-DO TAB

The Information Window should default to the To-Do Tab. Since we chose to automatically create a Production To-Do during importation, there is a Production To-Do highlighted yellow in the Information Window. Yellow indicates that the To Do has not yet been scheduled. If the To Do has been scheduled, it will appear with a light blue background.

#### **CHARACTERS TAB**

TOUCH the Character Tab and check the Character Information. DH will automatically pull out speaking characters during importation. If there are non-speaking characters in the scene, you can choose those characters from the menu and mark them as NON-SPEAKING. Marking Characters as Non-Speaking tells DH to keep this character in the scene when you import your next revision.

#### **SLUG TAB**

TOUCH the **Slug** Tab and then enter in a brief description of the scene.

#### **QUESTIONS/NOTES TAB**

TOUCH the Questions/Notes Tab and then enter any questions you have concerning the scene. For example, "Does Briana need a purse?"

#### ATTACHMENTS TAB

TOUCH the Attachments Tab and enter in photos, videos, website links, pdfs, etc. for a given scene. (see entering attachment for more info).

#### **Five Tabs - Detailed**

#### TO-DO TAB

If you elected to have a To Do added for each scene when you imported the script, that To Do will be displayed in the list.

To add additional To Do's, TOUCH the **TO DO** button. You can also create a To Do that only applies to a part or parts of a scene. Select the applicable part of the script text and TOUCH Highlight from the pop up menu. Repeat the process for all applicable parts of the script then TOUCH the **TO DO** button. DOUBLE TAP on a To-Do and a To-Do Detail Window will open.

Configure     Oulds Start     House Party     Backup     Close       To Do     5 - Property items needed     Phase     Production     Type       Description     Location     Via     Via       Description     Schadule     From     To     Done       Items     Notes     Crew     Characters     Extras     Attachments       Add Department     Add Item     VE     INT     Set ART GALLERY DISPLAY SP     D/N     SAME TIME     D #       Property     Link Scenes     Remove Scenes     Add Item       5     INT. ART GALLERY DISPLAY SP.CE - SAME TIME       Briana is unpacking huge boxes of framed artwork.       BRIANA       Mum     Hum.       SAMDY       Say, that 'hood is a little, uh       BRIANA       Mum Hum.       SAMDY       Say, that 'hood is a little, uh       BRIANA       You should take a cab.' (Kay?	Pad 🕈				-23 PM		8 100% ()
Description       Location       Vie         Rems       Notes       Crew       Characters       Extrus       Attachments         Add Department       Add Item       V/E       INT       Set ART GALLERY DISPLAY SP       DN       SAME TIME       D#         Property       Link Scenes       Remove Scenes       Add Item         5       INT. ART GALLERY DISPLAY SPACE - SAME TIME       Briana is unpacking huge boxes of framed artwork.         BRTANA       Better bring protection.       SANDY         Why would I oh, you mean "protection."       SANDY         Say, that 'hood is a little, uh       BRTANA         BRTANA       BRTANA         Crunchy around the edges, yeah. But it's not as bad as it looks. Still,	Configure	Quick Start	1	Hou	se Party		Backup Close
Schedule       From       To       Done         Items       Notes       Crew       Characters       Extras       Attachments         Add Department       Add Item       VE       INT       Set ART GALLERY DISPLAY SP       D/N       SAME TIME       D #         Property       Link Scenes       Remove Scenes       Add Item       Add Item         5       INT. ART GALLERY DISPLAY SPACE - SAME TIME       Briana is unpacking huge boxes of framed artwork.       BRIANA         Better bring protection.       SANDY       With would I oh, you mean "protection."       SANDY         Mmm Hmm.       Say, that 'hood is a little, uh       BRIANA         Crunchy around the edges, yeah. But it's not as bad as i looks. Still,       But on the scenes, yeah. But	To Do	5 - Property	items needed	Pha	Production	Туре	
Items         Notes         Crew         Characters         Extras         Attachments           Add Department         Add Item         VE         INT         Set ART GALLERY DISPLAY SP         D/N         SAME TIME         D #           Property         Link Scenes         Remove Scenes         Add Item         Add Item           5         INT. ART GALLERY DISPLAY SPACE - SAME TIME         Briana is unpacking huge boxes of framed artwork.         BRIANA           Better bring protection.         SANDY         Why would I oh, you mean "protection."         BRIANA           Mmm Hmm.         SANDY         Say, that 'hood is a little, uh         BRIANA           Crunchy around the edges, yeab. But it looks. Still,         Still,         Still,	Description						View
Add Nem       VE       INT       Set       ART GALLERY DISPLAY SP       D/N       SAME TIME       D #         Property       Link Scenes       femove Scenes       Add Hem         5       INT. ART GALLERY DISPLAY SPACE - SAME TIME       Briana is unpacking huge boxes of framed artwork.         Briana is unpacking huge toxes of framed artwork.       BRIANA         With would 1 oh, you mean "protection."       SANDY         With would 1 oh, you mean "protection."       BRIANA         Briana       BRIANA         Crunchy around the edges, yeah. But it's not as bad as i looks. Still,				Schedule	From	То	Done
Property       Link Scenes       Remove Scenes       Add Hem         5       INT. ART GALLERY DISPLAY SPACE - SAME TIME       Briana is unpacking huge boxes of framed artwork.         BRIANA       BRIANA       BRIANA         Winy would 1 oh, you mean "protection."       SANDY         BRIANA       BRIANA         Mmm Hmm.       SANDY         Say, that 'hood is a little, uh       BRIANA         Crunchy around the edges, yeah. But it's hood, still,       Still,	Items		Notes	Crew	Characters	Extras	Attachments
5 INT. ART GALLERY DISPLAY SPACE - SAME TIME Briana is unpacking huge boxes of framed artwork. BRIANA Better bring protection. SANDY Why would 1 oh, you mean "protection." BRIANA Mmm Hmm. SANDY Say, that 'hood is a little, uh BRIANA Cruchy around the edges, yeah. But it's hook	Add Departme	int	Add Item		Set ART GALLERY DISPL	AY SP D/N SA	ME TIME D #
Briana is unpacking huge boxes of framed artwork. BRIANA Better bring protection. SANDY Why would I oh, you mean "protection." BRIANA Mmm Hmm. SANDY Say, that 'hood is a little, uh BRIANA Crunchy around the edges, yeah. But it's not as bad as i looks. Still,	Property			Link Scenes F	emove Scenes		Add Item
SANDY What time do the hot guys show up?				Briana is Bet Why "pr Mmm Say Cru- it' you Wha	unpacking huge boxe BRIANA ter bring protection SANDY would I oh, you otection." BRIANA Hmm. SANDY , that 'hood is a l BRIANA nchy around the edd s not as bad as it should take a cab. SANDY t time do the hot o	s of framed art on. a mean little, uh yos, yeah. But looks. Still, 'Kay?	•



#### FILLING IN YOUR TO-DO's

Items can be entered into a To-Do in two ways: by TOUCHING and item or ENTERING ITEMS as a list.

# HIGHLIGHTING ITEMS IN SCRIPT TEXT

DOUBLE TAP on a word in the text of the script and DH will highlight that word with a text box. You can expand that text box to cover more text.

TOUCH the **ADD ITEM** button and a To Do Item Window will open.

You can Apply the selected Item to a Character (upper right h a n d list) a n d e n t e r Descriptions and Notes for that item in a given field.

TOUCH the **SAVE** button when done.

#### **ENTERING ITEMS AS LIST**

To enter new items as a list, simply enter all your items in the New Item(s) field separated by commas. Lock those changes in by touching the RETURN button on your on-screen keyboard and dismissing the keyboard.

*					9-23 AM					100%
	110				To Do Item			_		
Affect	ed Departm	ents	Ite		Selected S	Script Text		Ар	olies to Cha	racters
Propert	У		Selected De	epartment(s)				1 - S	ANDY	
			Bandage		New Item(	9)		2 - B	RIANA	
			Buffet		is rd/white,	cater trays, p	unch bowl,	0		
			purse Other Items		New Item	Description				
		_	other items							
		_						_		
					Notes for I	tem in this T	Do			
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Then TOUCH the **SAVE** button and all the New Items will appear in the list of items to the left.

# **SCHEDULING and BUDGETING**

## Set Phase Date Ranges (Pre-Production, Production, & Post)

TOUCH the **SCHEDULE** button (lower left hand corner of screen) to access the scheduling functions of Department Head.

d 🗣	3:27 PM 89%
Configure Quick Start	Depth Perception Backup Close
Phase Production	Starts On         7/15/15         Ends On         7/17/15         Total Budget \$         30,000         Balance \$         29,700
Dates	To Do's Today's Crew Attachments
7/15/15 - Wednesday	Reorder Scheduled To Do's Scene To Do) To Do
7/16/15 - Thursday	1, 2 - Property items needed1, 2, 9 Cast: 1,2,3 Date: 7/15/15 D/N: N1-NIGHT
7/17/15 - Friday	5 - Property items needed Cast: 1.2 Date: 7/15/15 D/N: D1-SAME TIME
	8 - Property items needed Cast: 2 Date: 7/15/15 D/N: N1-NIGHT
	9 - Property items needed Cast: 1,3 Date: 7/15/15 D/N: N1-CONTINUOUS
	Unscheduled To Do's Scene To Do
	· · · · · · · · · · · · · · · · · · ·
Script Schedule	All Crew Timesheets Reports To Do's Last To Do
Script Schedule	All Crew Timesheets Reports To Do's Last To

Before Scheduling To-Do's you should set the date range for each phase of Production:

#### P R E - P R O D U C T I O N, PRODUCTION, and POST-PRODUCTION

From within the Schedule Window

TOUCH the **PHASE** button (upper left hand corner -directly below CONFIGURE button) an option window will open with the options PRE-PRODUCTION, PRODUCTION and POST PRODUCTION. Begin with Pre-Production and fill in the fields for "Starts On", "Ends On", and "Total Budget" for all three phases (Pre-Production, Production, Post Production). Then work your way through Production and Post Production.

You are now ready to begin scheduling your To-Do's.

\* Note if you would like to Synch your Project Calendar to your iPad Calendar, skip ahead to the section entitled "Linking Schedules To Calendar in iPAD."

## Set Phase Budget (Pre-Production, Production & Post)

**Total Budget Field** — if available, fill in the total budget allotted (goal budget) for each phase of production in this field. \*Note monetary units will be pre-selected by the native settings on your iPAD. If you do enter a goal budget value in the this field, Department Head will subtract the sum of actual expenditures from the Total Budget Field and show you the difference in your Balance Field. This is to let you know how over or under budget your department is at any given moment.

You can also leave the total budget field empty and Department Head will ignore this comparison in it's budget.

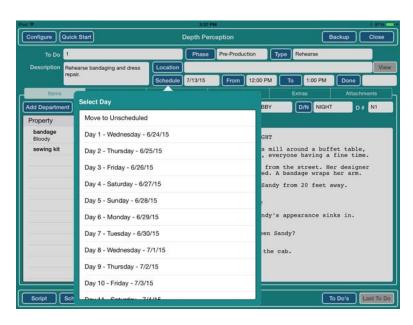
**Balance Field** - as you enter specific values in for the specific items in your To-Do's the difference between the Total Budget (goal budget) and your actual budget will appear in this window as either a positive or negative value.

i ¢	3:34 PM	E 07.16 🗆
Configure Quick Start	Depth Perception	Backup Close
Phase Production	Starts On 7/15/15 Ends On 7/17/15 Total Budget S	30,000 Balance \$ 29,700
Dates	To Do's Today's Crew A	ttachments
7/15/15 - Wednesday	Reorder Scheduled To Do	's Scene To Do To Do
7/16/15 - Thursday	1, 2 - Property items needed1, 2, 9 Cast: D/N:	1,2,3 Date: 7/15/15 N1-NIGHT
7/17/15 - Friday	5 - Property items needed Cast: D/N:	1,2 Date: 7/15/15 D1-SAME TIME
	8 - Property items needed Cast: D/N:	2 Date: 7/15/15 N1-NIGHT
	9 - Property items needed Cast: D/N:	1,3 Date: 7/15/15 N1-CONTINUOUS
	Unscheduled To D	o's Scene To Do To Do
Script Schedule	All Crew Timesheets Reports	To Do's Last To Do

\*Note - While DH is designed to serve as a one-stop production hub and allows users to create schedules for Pre-Production, Production, and Post-Production. You needn't use all these functions. Many Users will simply use DH to link scene-based To-Do's to the shooting schedule. Some will also create time-sensitive To-Do's and tie them to a preproduction schedule. Others will link in Post-Production To-Do's. How you use Department Head is up to you. Only use what you need.

# SCHEDULE TO-DO'S

## **Pre-Production To-Do's**



TOUCH the **SCHEDULE** button (lower left corner) and Department Head will open the SCHEDULE WINDOW.

Users tend to schedule Preproduction To-Do's as they enter them. To do so, from the Detailed To-Do Window

TOUCH the **PHASE** button and make sure you are in the correct Phase of Production. TOUCH the **SCHEDULE** button and choose the appropriate pre-production date.

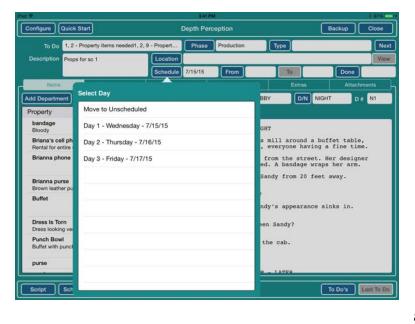
\*Users must have first entered in the date range for each phase of Production before scheduling To-Do's if you haven't already done so, skip back to the sub-section "Set Phase Date Ranges".

## **Production To-Do's**

Once a Shooting Schedule is published. Simply open the detailed To-Do Window by either Double Tapping the To-Do you would like to schedule in the To-Do's Window (accessed by TOUCHING the **To-Do's** button) or by navigating to the To-Do you would like to schedule from the detailed To-Do Window (accessed via the **LAST TO-DO** button).

\*Remember once inside the Detailed To-Do view, you can move through your To-Do's by TOUCHING the **PREV** (Previous) or **NEXT** buttons (far left and right under title bar).

TOUCH the **SCHEDULE** button (lower left corner) and Department Head will open the SCHEDULE WINDOW.



TOUCH the **PHASE** button (upper left-directly below CONFIGURE button) and use the dates fields to enter in the pre-production, production and post-production date ranges.

TOUCH the **PHASE** button to move to the next phase.

\*note - You can always change date ranges for phases. If you do, you will be asked if you are sure you would like to changes the date ranges by Department Head. Read the warning and answer appropriately.

# **Post-Production To-Do's**

TOUCH the **SCHEDULE** button (beside the SCRIPT button lower left hand of screen) and Department Head will open the SCHEDULE WINDOW.

TOUCH the **PHASE** button and select POST PRODUCTION.

Configure Quick Start	Depth Po		
the second se			Backup Close
Phase Pre-Production Dates	Production Charges wate term will a	Preferences Version 1.1.20 iffect free production redy Manage Lists	Balance \$ 4,900
7/2/15 - Thursday	Default To Do Department Group	Bump Types	sene To Do
7/3/15 - Friday	Group Meeting Default Scene To Do Department Group	Day/Night	
7/4/15 - Saturday	Group Property Only	Departments	
7/5/15 - Sunday	In Projects	Int/Ext	
7/6/15 - Monday	Add New Participants to Saved List	Items	
7/7/15 - Tuesday	Sync To Do's with Calendar App	Places/Locations	
7/8/15 - Wednesday		Sets	
7/9/15 - Thursday		To Do Types	sene To Do To Do
7/10/15 - Friday			
7/11/15 - Saturday 7/12/15 - Sunday			
7/12/15 - Sunday 7/13/15 - Monday		Done	
7/14/15 - Tuesday			J
Script	All Crew Times	sheets Reports	To Do's Last To Do

# Linking Schedules To Calendar in iPAD

If you allow it access to your calendar App, Department Head will automatically link To-Do's from all phases to your iPAD calendar App.

TOUCH the **SCHEDULE** button to enter the SCHEDULE VIEW.

TOUCH the **CONFIGURE** button and a Production Preferences Window will open up.

CHECK the bottom box labeled SYNCH TO-DO'S WITH CALENDAR AP.

## **Reordering To-Do's Within a Production Day**

Configure Quick Start			Ho	ouse Party					lackup	Close
Phase Production	Starts On	7/16/15	Ends On	7/19/15	Total Budg	et S		0 Ba	lance \$	0
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7/17/15 - Friday		5 - Property				D/N: Cast:	NIGHT			e: 7/16/15
7/18/15 - Saturday						D/N:	SAME TIN	1E		
7/19/15 - Sunday		8 - Property					NIGHT			e: 7/16/15
		9 - Property	items neede	ed		Cast: D/N:	1,8 CONTINU	ous	Date	e: 7/16/15
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Script Schedule			Crew	imesheets	Reports				o Do's	Last To D
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	Starts On	7/16/15	Ho Ends On	5:02 PM Duse Party 7/19/15	Total Budg	et S			lackup lance \$	00000
ad * Configure Quick Start Phase Production Dates	Starts On	7/16/15		0	Total Budg Today's Crew	_	achments	0 Ba	_	
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Phase Production Dates	Starts On	Done		7/19/15 To Do's	Today's Crew	Att	achments S	0 Ba	lance \$	0 To Do
Phase Production Dates 7/16/15 - Thursday	Starts On	Done 1 - Pro	Ends On	7/19/15 To Do's	Today's Crew Scheduled T Cast:	Att	achments S	0 Ba	lance \$	0 To Do 6/15
Phase Production Dates 7/16/15 - Thursday 7/17/15 - Friday	Starts On	Done 1 - Pro 5 - Pro	Ends On	7/19/15 To Do's needed needed	Today's Crew Scheduled T Cast: D/N: Cast: D/N: Cast: Cast:	Att o Do' 1,2 NIGHT 1,2 SAME 1,8	achments S T TIME	0 Ba	lance \$ To Do) ( Date: 7/10	0 To Do 6/15
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Phase Production Dates 7/16/15 - Thursday 7/17/15 - Friday 7/18/15 - Saturday	Starts On	Done 1 - Pro 5 - Pro 9 - Pro	Ends On perty items perty items perty items	7/19/15 To Do's needed needed	Today's Crew Scheduled T Cast: D/N: Cast: D/N: Cast: D/N:	Att o Do' 1,2 NIGHT 1,2 SAME 1,8 CONT 2 NIGHT	achments S TIME INUOUS	0 Ba	lance S To Do ( Date: 7/10 Date: 7/10 Date: 7/10 Date: 7/10	0 To Do 6/15 6/15 6/15 6/15
Phase Production Dates 7/16/15 - Thursday 7/17/15 - Friday 7/18/15 - Saturday	Starts On	Done 1 - Pro 5 - Pro 9 - Pro	Ends On perty items perty items perty items	7/19/15 To Do's needed needed	Today's Crew Scheduled T Cast: D/N: Cast: D/N: Cast: D/N:	Att o Do' 1,2 NIGHT 1,2 SAME 1,8 CONT 2 NIGHT	achments S TIME INUOUS	0 Ba	lance S To Do ( Date: 7/10 Date: 7/10 Date: 7/10 Date: 7/10	0 To Do 6/15 6/15 6/15 6/15
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Phase Production Dates 7/16/15 - Thursday 7/17/15 - Friday 7/18/15 - Saturday	Starts On	Done 1 - Pro 5 - Pro 9 - Pro	Ends On perty items perty items perty items	7/19/15 To Do's needed needed	Today's Crew Scheduled T Cast: D/N: Cast: D/N: Cast: D/N:	Att o Do' 1,2 NIGHT 1,2 SAME 1,8 CONT 2 NIGHT	achments S TIME INUOUS	0 Ba	lance \$ To Do ( Date: 7/10 Date: 7/10 Date: 7/10 Date: 7/10	0 To Do 6/15 6/15 6/15 6/15
Phase Production Dates 7/16/15 - Thursday 7/17/15 - Friday 7/18/15 - Saturday	Starts On	Done 1 - Pro 5 - Pro 9 - Pro 8 - Pro	Ends On perty Items perty Items perty Items	7/19/15 To Do's needed needed	Today's Crew Scheduled T Cast: D/N: Cast: D/N: Cast: D/N:	Att o Do' 1,2 NIGHT 1,2 SAME 1,8 CONT 2 NIGHT	achments S TIME INUOUS	C Ba	lance \$ To Do ( Date: 7/10 Date: 7/10 Date: 7/10 Date: 7/10	0 To Do 6/15 6/15 6/15 6/15

TOUCH the **SCHEDULE** button to open the Schedule View Window.

TOUCH the **PHASE** button to select the Schedule View for the desired Phase of Production.

TOUCH the Desired Date from the Menu running down the lower left hand side of the page.

TOUCH the **REORDER** BUTTON above the Schedule To-Do's list.

The list of Scheduled To-Do's will compress and three vertical lines will appear to the right of each To-Do - think of these lines as a handle.

TOUCH AND HOLD your index finger on the three vertical lines (handle) and drag the To-Do to where you would like it in the list.

TOUCH DONE button when done.

## Marking Completed To-Do's DONE

Navigate to the Detailed To-Do Window for the To-Do you would like to mark as DONE. You can do this in one of 2 ways:

1st method - TOUCH the **LAST TO DO** button (lower right hand corner of screen) this will open the Detailed To-Do Window. Then TOUCH the **PREV** or **NEXT** button to navigate to the correct To-Do.

Pad 🕈		0:0	DI PM				4-100%
Configure Quick Start		Hous	e Party		Backu	• (	Close
Prev To Do 8 - Property	items needed	Phas	Production	Туре			
Description		Location				_	View
_		Schedule 7/16/15		То		one	7/7/15
Add Department	Add Item		Characters et ART GALLERY DIS	EX	Select Con	pleted	Date
Property			move Scenes				
					June	6	2014
			LLERY DISPLAY SP		July	Ţ	2015
		Briana has j Go h	es from the ladio performed admiral BRIANA ave a drink, hon (calls to a gue	ble surger	Clear		2016
		her. They p The gallery of Sandy pe perfect for	across the gall oint, some whisp is filled with forming karate i m and balance.	er to friend: enormous blac moves: iron	ck & white plands, blur	ring f	eet,
		It gets qui	et as she passes	. She blushe	s, lowers h	er hea	d.
Script Schedule		Budget	Worksheet		To Do	•	ast To Do

2nd method - TOUCH the **TO DO's** button and open a list of all To-Do's by Production Phase. Then DOUBLE TAP the To-Do for which you would like to open a Detailed To-Do Window.

Once you are inside the Detailed To-Do Window that you would like to mark as DONE...

TOUCH the **DONE** button and select the date you would like to credit the To-Do.

# ATTACHMENTS

Department Head allows users to attach photos, videos, pdfs, website links, and many other file types. Attachments can be made at two levels: to a SCENE and to an ITEM.

Pad 🕈	8-48 PM	ê 100%
Configure Quick Start	Depth Perception	Backup Close
1 BLUE INT. ART GALLERY LOBBY - NIGHT Pages: 478 PIT: ART GALLERY LADIES ROOM - LATER Pages: 50	2     Berry BLUE     Act     L'E     INT     Set     ART GALLERY LADIES R0     D/N     LATE     To Do's     Characters     Slug     Question	
3 BLUE INT. DRESS SHOP - DAY Pages: 5/8		Camera Photos
4 BLUE INT. SANDY'S HOUSE - LATER Pages: 1/8		Link
5 BLUE INT. ART GALLERY DISPLAY SPACE - SA Pages: 4/8	2 INT. ART GALLERY LADIES ROOM - LATER Sandy's trying to fix her makeup. Briana wo	orks on her hair.
6 BLUE INT. TAXI CAB - EVENING Pages: 2/8	BRIANA That bandage is cozing.	
7 BLUE EXT. STREET - CONTINUING Pages: 1 3/8	SANDY You have any duct tape? Ha! BRIANA	
8 BLUE INT. ART GALLERY DISPLAY SPACE - NI Pages: 3/8	I have a Valium, and you're taking it. SANDY	
9 BLUE INT. ART GALLERY LOBBY - CONTINUOUS Pages: 3/8	I'm fine. I just Brianna, please! She steps back from the mirror, takes in he eyes tear up, and the freshly applied masca	
Total Scenes: 9 Edit	SANDY Look at my Nicole Miller. A week's pay! And I was gonna meet cute guys	
Schedule	Characters Revisions Reports	To Do's Last To Do

# Attaching to a Scene

TOUCH the **SCRIPT** button (lower left hand corner).

TOUCH the scene to which you would like to attach an item from the list of scenes that run along the left hand side of the screen.

TOUCH the **ATTACHMENTS** tab and choose from the 3 available option buttons: **CAMERA**, **PHOTOS**, and **LINK**.

For our example we'll use the

on-board camera of the iPAD. TOUCH the CAMERA button.

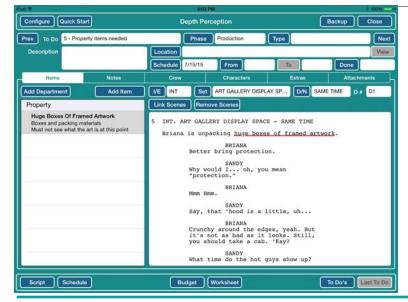


The iPAD's on-board camera will open. Simple take the photo and choose to either dismiss the photo or USE PHOTO.

After you TOUCH the USE PHOTO button a MODIFY ATTACHMENT window will open. Enter any applicable notes and TOUCH the LOCK button to lock in those notes.

Then TOUCH the DONE button to dismiss the MODIFY ATTACHMENT window and return to the scene view.

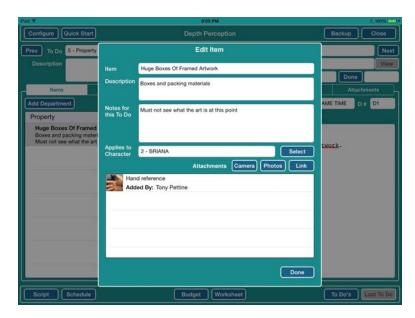
				Mod	lify Attachm	ent				
		Description Hand reference	•]							Lock
Pages: 1/8 5 BLU INT. ART GAI Pages: 4/8		LAY SPACE - S.	<b>A</b>		r GALLERY : trying to for					Done
Q	w	E	R	т	γ	U	Т	0	Р	*
А	s	s D	F	G	н	J	к	L	r	eturn
•	z	x	С	v	в	Ν	м	!	?	٠
.?123	٢	Q							.?123	



# Attaching To An Item

TOUCH the LAST TO DO button and navigate to the TO DO that contains the ITEM to which you would like to link an attachment.

DOUBLE TAP on the item to which you would like to link an attachement and an EDIT ITEM window will open up.



CHOOSE and TOUCH the appropriate attachment type button: **CAMERA**, **PHOTOS**, or **LINK**.

For this example lets attach a link to a website.

DOUBLE CLICK your HOME button and find the desired website. Then simply COPY the address link from the address bar of our web browser.



Then again DOUBLE CLICK your HOME button and return to Department TOUCH the **LINK** button and a MODIFY ATTACHMENT window will open up.

TOUCH the **LOCK** button to lock in the address link and TOUCH the **DONE** button to dismiss the MODIFY ATTACHMENT window.

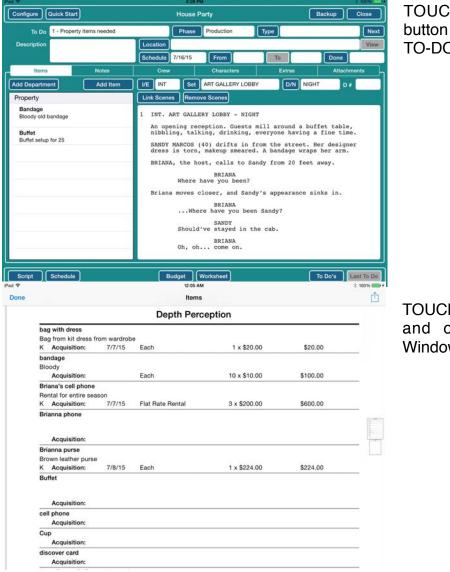
Prev		Modify Attachment	
0	ription /scriptesystem	s weebly com	Unlock
Huge Boxes Of Franket Boxes and packing mathem Must not see what the art	Add	2 - BRIANA Select Attachments Carnera Photos Link d reference ed By: Tony Pettine //scriptesystems.weebly.com ed By: Tony Pettine	Latorik -
Script ] [Schedule ]		Done Budget (Worksheet)	To Do's Rest To D

# BUDGETS

#### **Entering Total Budgets Per Production Phase**

Department Head is designed with built in budgeting features, designed to give you a constant budgetary snapshot of how your department is doing in meeting it's budget. This process was described earlier in this manual - see the subsection **Set Phase Budget (Pre-Production, Production & Post-Production)** 

## **Entering Detailed Pricing Values by Project Items**



TOUCH the **LAST TO DO** button to open the DETAILED TO-DO window.

TOUCH the BUDGET button and open a Project Items Window.

ART GALLERY LOBBY	- NIGHT	9	Rev BLUE	Act	Om
onfigure ) Quick Star	6		6:36 PM Depth Perception		Backup Clos
		Ē	Edit Item Settings		
Item: bag with dress Acquisition: 7/7/15 Disposition:		rith dress om kit dress fro	m wardrobe	Recurring 🗖 In Kit 💕	CI 55 \$20.00
Item: bandage Acquisition: Disposition:	Acquisition Date	7/7/15			ing 🗆 In Kit 🗖 \$100.00
Item: Briana's cell ph Acquisition: 7/7/15 Disposition:	Cost Type Disposition Date	Each	Unit Cost \$ 20	Units 1	ing ⊡ In Kit Ba¶ \$600.00
Item: Brianna phone Acquisition: Disposition:	Disposition Type	Î.	Amount \$0	Add	ing 🗆 In Kit 🗖 \$0.00
Item: Brianna purse Acquisition: 7/8/15 Disposition:					ing ⊡ In Kit Bol \$224.00
Item: Buffet Acquisition: Disposition:					ing 🖸 In Kit 🗖 \$0.00
Item: cell phone Acquisition:					ing □ In Kit □ \$0.00

DOUBLE TAP on any item in the list, SELECT the ACQUISITION DATE, and fill in the UNIT COST and UNITS fields.

# REPORTS

Department Head lets users make a host of breakdown forms. There are many ways parse through the data contained in your Department Head file a generate reports to share with production and your crew. First consider If you would like to generate a report for Script or Schedule focused aspects of your file.

Then TOUCH either the **SCRIPT** button or **SCHEDULE** button (lower left-hand corner) to access the reports that apply to the aspect of your database.



# Script Centered Reports - Breakdown Reports

TOUCH the **SCRIPT** button to reveal reports that apply to the Script as a whole or to the particular Scene that you have selected from the menu on the left.

TOUCH the **REPORTS** button to reveal all the available reports.

Notice the two columns are

divided into check boxes for ALL SCENES and SELECTED scenes.

Simply check off the boxes for any elements you would like included in your reports. Then choose from the four action buttons that run along the bottom of the Script Reports Box.

TOUCH the **PREVIEW** button to preview the desired report. You can then either EMAIL the report by TOUCHING the SEND ICON (upper right corner of pdf) or dismiss the report by TOUCHING the DONE button (upper left hand corner).

TOUCH the **SAVE** button and the desired file will be SAVED to a hidden folder for SAVED REPORTS (upper right hand corner of the Script Reports Window).

TOUCH the **DISTRIBUTE** button and the desired report will be compressed and attached to a ready-to-address and send email.

*				CIB PM						_	100%
Configure Quick Start			Depth	Percepti	on				Back	kup	Close
Phase Production	Starts On 7/15	5/15	Total Days	3	Ends On	7/17/	15	Budge	t	\$0.00	
Dates				To Do's	Cre	w	Attac	hments			
Day 1 - Wednesday - 7/15/	15 R	leorder			Schedu	led To	Do's	[	Scene To	<b>∞</b> [	To Do
Day 2 - Thursday - 7/16/15	1, 2	- Property	items need	led1, 2, 9			ast: 1,2 /N: N1	2,3 -NIGHT		Date:	7/15/15
Day 3 - Friday - 7/17/15	2-1	Property it	ems needed				ast: 1,2 /N: N1	-LATER		Date:	7/15/15
	9-1	Property it	ems needed				ast: 1,3 /N: N1	-CONTI	NUOUS	Date:	7/15/15
	8 - 1	Property it	ems needed	6			ast: 2			Date:	7/15/15
	5 - 1	Pr		Scl	nedule Re	ports	6	Saved I	Reports	Date:	7/15/15
			All Days				Select	ed Day			
		<b>1</b>	Daily Worl			•	Daily W	ork			
			To Do's				lo Do's			20	To Do
			Crew				Crew				
		- 0	Items				tems			-	
	_		Budget				Budget				
			Script				Script				
				Preview	Save		istribut	0	imail	_	
Script Schedule		Cor		esheets	Reports	7	_		To D		Last To Do

# Schedule Centered Reports - Lists of To-Do

TOUCH the **SCHEDULE** button to reveal reports that apply to the SCHEDULE.

TOUCH the **REPORTS** button to reveal all the available reports.

Notice the two columns are divide into ALL DAYS or SELECTED DAY.

Simply check off the boxes for any elements you would like

included in your reports. Then choose from the four action buttons that run along the bottom of the Script Reports Box.

TOUCH the **PREVIEW** button to preview the desired report. You can then either EMAIL the report by TOUCHING the SEND ICON (upper right corner of pdf) or dismiss the report by TOUCHING the DONE button (upper left hand corner).

TOUCH the **SAVE** button and the desired file will be SAVED to a hidden folder for SAVED REPORTS (upper right hand corner of the Script Reports Window).

TOUCH the **DISTRIBUTE** button and the desired report will be compressed and attached to a ready-to-address and send email.

Pad ♥ Configure Quick Start		101010	erception	(	Backup Close
To Do 5 - Property	items needed	Phas	Production	Туре	Next
Description		Location Schedule 7/15/15	From	To	View
Items	Notes	Crew	Characters	Extras	Attachments
Add Department	Add Item	5 INT. ART GA Briana is u Bett Why "pro Mmm Say, Crur you	ART GALLERY DISPL move Scenes LLERY DISPLAY SPAC hpacking huge boxe BRIANA er bring protecti SANDY would I oh, yo tection." BRIANA Hmm. SANDY that 'hood is a BRIANA that 'hood is a BRIANA that acab SANDY time do the hot	E - SAME TIME ns of framed artwon. u mean little, uh ges, yeah. But looks. Still, . 'Kay?	Nork.
Script Schedule		Wor	ksheet		To Do's Last To Do

# **Budget Reports**

TOUCH the **LAST TO-DO** button to open the DETAILED TO-DO VIEW.

TOUCH the **BUDGET** button to open the PROJECT ITEMS WINDOW.

TOUCH the **REPORT** button to open the ITEMS REPORT MENU WINDOW.

Item: bandage         Bloody           Acquisition:         Cost Type:         Each         Unit Cost:         \$10.00           Disposition:         Type:         Amount:         \$0.00           Item: Briana's cell phone         Rental for entire season         Acquisition:         77/15           Acquisition:         Type:         Flat Rate Rental         Unit Cost:         \$0.00           Item: Brianna phone         Acquisition:         Cost Type:         Unit Cost:         \$0.00           Item: Brianna phone         Cost Type:         Unit Cost:         \$0.00           Item: Brianna phone         Cost Type:         Unit Cost:         \$0.00           Item: Brianna phone         Cost Type:         Unit Cost:         \$0.00           Item: Brianna purse         Acquisition:         Type:         Unit Cost:         \$0.00	0.00         Units: 1         Total: \$20.00           0.00         Units: 10         Recurring □ In Kit □           0.00         Units: 10         Total: \$100.00           00         Units: 3         Recurring □ In Kit 10           00.00         Units: 3         Total: \$600.00           00         Units: 3         Total: \$600.00           00         Units: 0         Total: \$600.00
Acquisition:         7/7/15         Cost Type:         Each         Unit Cost:         \$20.00           Item:         biandage         Type:         Bioody         Amount:         \$0.00           Remis bandage         Cost Type:         Each         Unit Cost:         \$10.00           Acquisition:         Type:         Each         Unit Cost:         \$0.00           Remis Briana's cell phone         Rental for entire season         Acquisition:         \$0.00           Rem: Brianana phone         Cost Type:         Flat Rate Rental         Unit Cost:         \$0.00           Rem: Brianna phone         Cost Type:         Unit Cost:         \$0.00         Nonunt:         \$0.00           Item: Brianna phone         Cost Type:         Unit Cost:         \$0.00         Nonunt:         \$0.00           Item: Brianna phone         Cost Type:         Unit Cost:         \$0.00         Nonunt:         \$0.00           Item: Brianna phone         Cost Type:         Unit Cost:         \$0.00         Nonunt:         \$0.00           Item: Brianna purse         Cost Type:         Unit Cost:         \$0.00         Nonunt:         \$0.00	0.00         Units: 1         Total: \$20.00           0.00         Units: 10         Recurring □ In Kit □           0.00         Units: 10         Total: \$100.00           00         Units: 3         Recurring □ In Kit 10           00.00         Units: 3         Total: \$600.00           00         Units: 3         Total: \$600.00           00         Units: 0         Total: \$600.00
Disposition:         Type:         Amount:         \$0.00           Item: bandago         Bloody         Bloody         \$10000         \$1000<	00         Recurring □ In Kit □           0.00         Units: 10         Total: \$100.00           000         Units: 3         Recurring □ In Kit @           0000         Units: 3         Total: \$600.00           00         Units: 0         Total: \$600.00
Acquisition:         Cost Type:         Each         Unit Cost:         \$10.00           Disposition:         Type:         Rental for entire season         Acquisition:         50.00           Acquisition:         77/15         Cost Type:         Flental for entire season         Unit Cost:         \$0.00           Disposition:         Type:         Flent Rate Rental         Unit Cost:         \$0.00           Item:: Brianna phone         Acquisition:         Cost Type:         Unit Cost:         \$0.00           Rem:: Brianna phone         Cost Type:         Unit Cost:         \$0.00           Item:: Brianna phone         Monunt:         \$0.00           Item:: Brianna phone         Cost Type:         Unit Cost:         \$0.00           Item:: Briana phone         Cost Type:         Unit Cost:         \$0.00           Brem:: Briana purse         Cost Type:         Unit Cost:         \$0.00	0.00 Units: 10 Total: \$100.00 000 Units: 3 Total: \$600.00 000 Units: 3 Recurring I In Kit B Recurring I In Kit I 00 Units: 0 Total: \$0.00
Disposition:         Type:         Amount:         \$0.00           Item:: Briana's cell phone         Rental for entire season         Acquisition: 77/15         Cost Type: Flat Rate Rental Mult Cost: \$20.00           Disposition:         Type:         Plat Rate Rental Mult Cost: \$0.00         Numunt: \$0.00           Item:: Brianna phone         Cost Type:         Unit Cost: \$0.00         Numunt: \$0.00           Item:: Brianna phone         Cost Type:         Unit Cost: \$0.00         Namount: \$0.00           Item:: Brianna phone         Cost Type:         Unit Cost: \$0.00         Namount: \$0.00           Item:: Brianna purse         Cost Type:         Unit Cost: \$0.00         Namount: \$0.00	00
Item: Briana's cell phone         Rental for entire season           Acquisition: 7/7/15         Cost Type: Flat Rate Rental         Unit Cost: \$200.0           Disposition:         Type:         Amount:         \$0.00           Item: Brianna phone         Acquisition:         Cost Type:         Unit Cost:         \$0.00           Acquisition:         Cost Type:         Unit Cost:         \$0.00         Item: Brianna purse           Acquisition:         Type:         Amount:         \$0.00           Item: Brianna purse         Acquisition:         Unit Cost:         \$0.00	Recurring []         In Kit Sf           00.00         Units: 3         Total: \$600.00           00         Recurring []         In Kit []           00         Units: 0         Total: \$0.00
Acquisition:         7/7/15         Cost Type:         Flat Rate Rental         Unit Cost:         \$200.0'           Disposition:         Type:         Amount:         \$0.00'           Item:         Brianna phone         Acquisition:         Cost Type:         Unit Cost:         \$0.00'           Disposition:         Type:         Amount:         \$0.00'         Item: Brianna purse           Acquisition:         Type:         Amount:         \$0.00'         Item: Brianna purse           Acquisition:         Cost Type:         Unit Cost:         \$0.00'	00.00 Units: 3 Total: \$600.00 00 Recurring In Kit I 00 Units: 0 Total: \$0.00
Disposition:         Type:         Amount:         \$0.00           Item:         Brianna phone	00 Recurring In Kit I 00 Units: 0 Total: \$0.00
tem: Brianna phone Acquisition: Cost Type: Unit Cost: \$0.00 Disposition: Type: Amount: \$0.00 Item: Brianna purse Acquisition: Cost Type: Unit Cost: \$0.00	Recurring In Kit I 00 Units: 0 Total: \$0.00
Acquisition:         Cost Type:         Unit Cost: \$0.00           Disposition:         Type:         Amount: \$0.00           Item: Brianna purse         Amount:         So.00           Acquisition:         Cost Type:         Unit Cost: \$0.00	.00 Units: 0 Total: \$0.00
Disposition: Type: Amount: \$0.00 Item: Brianna purse Acquisition: Cost Type: Unit Cost: \$0.00	or officer of totals of total
Item: Brianna purse Acquisition: Cost Type: Unit Cost: \$0.00	00
Acquisition: Cost Type: Unit Cost: \$0.00	
	Recurring 🔲 In Kit 🔲
	00 Units: 0 Total: \$0.00
Disposition: Type: Amount: \$0.00	.00
Item: Buffet	Recurring 🗆 In Kit 🗆
Acquisition: Cost Type: Unit Cost: \$0.00	00 Units: 0 Total: \$0.00
Disposition: Type: Amount: \$0.00	.00
Item: cell phone	Recurring 🗆 In Kit 🗔
Acquisition: Cost Type: Unit Cost: \$0.00	.00 Units: 0 Total: \$0.00

			Project Items			
Item: bag with dress			Bag from kit dress from wardrobe			Recurring 🗖 In Kit 🖬
Acquisition: 7/7/15 Disposition:	Cost Type: Type:	Each	Unit Cost: \$20.00 Amount: \$0.00	Units:	1	Total: \$20.00
Item: bandage			Bloody			Recurring 🛛 In Kit 🗖
Acquisition: Disposition:	Cost Type: Type:	Each	Unit Cost: \$10.00	Units:	10	Total: \$100.00
Item: Briana's cell phone			Items Report Which items would you like to include?			Recurring 🗆 In Kit 🖬
Acquisition: 7/7/15 Disposition:	Cost Type: Type:	Flat Rat		Units:	3	Total: \$600.00
Item: Brianna phone			All Items			Recurring 🔲 In Kit 🔲
Acquisition: Disposition:	Cost Type: Type:		Kit Items	Units:	0	Total: \$0.00
Item: Brianna purse			Non-Kit Items			Recurring 🔲 In Kit 🖬
Acquisition: 7/8/15 Disposition:	Cost Type: Type:	Each	Cancel	Units:	1	Total: \$224.00
Item: Buffet						Recurring 🔲 In Kit 🔲
Acquisition: Disposition:	Cost Type: Type:		Unit Cost: \$0.00 Amount: \$0.00	Units:	0	Total: \$0.00
Item: cell phone						Recurring 🔲 In Kit 🔲
Acquisition:	Cost Type:	_	Unit Cost: \$0.00	Units:	0	Total: \$0.00

SELECT the types of items you would like included in your Budget Report and Department Head will open an email ready pdf report.

* one		12:12 AM			* 100% 🚥
one		Depth Perception	n	Tap to share with AirDrop	C.
	bag with dress Bag from kit dress from wardrobe K Acquisition: 7/7/15		AP		
	bandage Bloody Acquisition:	Each	MacBook Pro		_
	Briana's cell phone Rental for entire season K Acquisition: 7/7/15	Flat Rate Rental	3 Message	Mail Open in iBooks	Open in C
	Brianna phone Acquisition:				Annotate PDF
	Brianna purse Brown leather purse K Acquisition: 7/8/15	Each	Copy	Print More	
	Buffet Acquisition:				
	cell phone Acquisition:				
	Cup Acquisition:				
	discover card Acquisition:				

TOUCH the FORWARD ICON (upper right-hand corner of the pdf report) and select the method of transport: MAIL, DROP BOX or AIRDROP

# **MANAGING YOUR TEAM - HOURS AND TIMECARDS**

## Add Crew Members to Production

Department Head allows you to manage your crew and track their hours during all phases of production. To utilize this feature you must first add the members of your Department to the job file.

Pad 🗣	7.15 PM 8 10	0%
Configure Quick Start	Depth Perception Backup Clo	se
Phase Production St	arts On 7/15/15 Ends On 7/17/15 Total Budget \$ 30,000 Balance \$ 29,3	700
Dates	To Do's Today's Crew Attachments	
7/15/15 - Wednesday	Reorder Scheduled To Do's Scene To Do To D	• )
7/16/15 - Thursday	1, 2 - Property items needed1, 2, 9 Cast: 1,2,3 Date: 7/15/1 D/N: N1-NIGHT	5
7/17/15 - Friday	5 - Property items needed Cast: 1.2 Date: 7/15/1 D/N: D1-SAME TIME	5
	8 - Property items needed Cast: 2 Date: 7/15/1 D/N: N1-NIGHT	5
	9 - Property items needed Cast: 1,3 Date: 7/15/1 D/N: N1-CONTINUOUS	5
		_
	-	_
	Unscheduled To Do's Scene To Do To D	•
		_
		_
		-
Script Schedule	All Crew Timesheets Reports To Do's Last 1	ro Do

TOUCH **SCHEDULE** to enter a Schedule View.

TOUCH the **ALL CREW** button.

#### Department Head by ScriptE Systems, LLC

onfigure	) (Quick Star	1		Dept	7:17 PM In Percepti	on		C	Backup	Close
				Modi	fy Particip	ant		Add to S	aved List	<b>1</b>
Name:	Bob	McFarlane	9	Phone:	310-744-4	987				
Title	Asst. Propert	y Master		Email:	techsupp	ort@scriptes	vstems.com	Ad To	id to All Do's	<b>1</b>
									C	Done
Name: Title:	Tony Pettine Property Mas	tor		Phone: Email:					7	
Name:		State		Phone:						
ivanie.	Dia String			ritone.						
ຊ	w	Е	R	т	Y	U	Т	0	Р	
A	S	D	F	G	н	J	ĸ	: L		Next
•	z	x	с	v	в	N	м	@	•	+
123									-	
Transe	portation									
Add					_			6		Done
Add									eport	Done

TOUCH to highlight your department or any other department for which you'd like to add the contact information a particular contact.

Add in the contact member for each member of your crew (even day-players should be added in). Be sure to add this contact to your Saved List (check off the box in the upper right hand corner of the window). You will now be able to call back this contact information in this and all future productions.

## Track the Hours of Your Crew

*	7:34 PM	(† 10096) - + +	
Configure Quick Start	Depth Perception	Backup Close	TOUCH the SCHEDULE button to
	Crew		enter a SCHEDULE VIEW.
Once Stan			
Post Production			
Production			TOUCH the TODAY's CREW
Property			button to access your CREW
Name: Tony Pettine	Phone:		-
Title: Property Master	Email:		LIST.
Name: Bob McFarlane	Phone: 310-744-4987		
Title: Asst. Property Master	Email: techsupport@scriptesystems.com		
Name: Bill Smith	Phone:		
Title: Add'l Prop	Email:		
Rigging Electric			
Rigging Grip			
Scenic			
Script			
Security			
Set Decoration			
Sound			
Cossial Effects			
		Report Done	
Script	All Crew Timesheets Reports	To Do's Last To Do	

iPad ♥	7:39 PM		ê 100% ···
Configure Quick Start			Backup Close
Phase Production Starts C Dates	Bob McFarlane	30,000	Balance \$ 29,700
7/15/15 - Wednesday	Own Call 🔲 or Call Time 7:00 AM		Add
7/16/15 - Thursday	Time In 7:00 AM		
7/17/15 - Friday	Time Out 7:37 PM Meal Penalties 3L	In:	Out:
		In:	Out:
	Bumps Add	In:	Out:
Script Schedule	All Crew Timesheets Reports	_	To Do's Last To Do

DOUBLE TAP on the crew member for whom you would like to enter hours.

Fill in all applicable fields. If a

# NOTES ON SHARING INFORMATION

Sharing Breakdowns, Budgets and Other Reports

All breakdowns, budgets, and other reports are created in ready to send pdf format.



TOUCH the FORWARD ICON (upper right-hand corner of the pdf report) and select the method of transport: MAIL, DROP BOX or AIRDROP.

## **Sharing Photos**

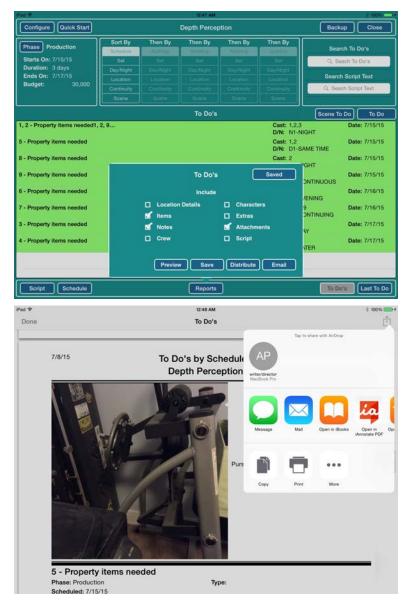
Photos can be shared most easily with your crew via REPORT but remember all photos are also stored in the PHOTO app on your iPAD so they can always be sent as jpegs from the PHOTO app.



TOUCH the **TO-DO'S** button (lower right corner) to create a report with photos for an entire phase of Production.

ad 🕈		12:42 AM			100%
Configur	Select Phase			Backup	Close
Phase	Pre-Production	ien By	Then By	Search To	Do's
Starts Or Duration	Production	Set	Set	Q. Seach To	Do's
Ends On Budget:	Post-Production	v.Night /		Search Scrip	
		otituity /		Q, Seach Scri	pt Text
				Scene To Do	To Do
, 2 - Prop			Cast: 1,2,3 D/N: N1-N		e: 7/15/15
- Propert			Cast: 1,2 D/N: D1-S/		e: 7/15/15
- Propert			Cast: 2 D/N: N1-N		e: 7/15/15
- Propert			Cast: 1,3 D/N: N1-C	Dat	e: 7/15/15
- Propert	-		Cast: 1,6 D/N: D1-E		e: 7/16/15
- Propert	-		Cast: 1,7,8, D/N: D1-C		0: 7/16/15
- Propert			Cast: 1,4 D/N: D1-D/		e: 7/17/15
- Propert			Cast: 1 D/N: D1-L/		e: 7/17/15
					_
Script	Schedule	Reports		To Do's	Last To Do

TOUCH the **PHASE** button to select the desired phase of Production.



TOUCH the **REPORTS** button (bottom center of screen)

TOUCH to check the boxes marking the items you would like included in your report. Remember to check the box for ATTACHMENTS (this will include photos).

TOUCH the PREVIEW button to see the report you are preparing to send.

TOUCH the ARROW ICON in the upper right hand corner of the pdf report to send this report to your crew.

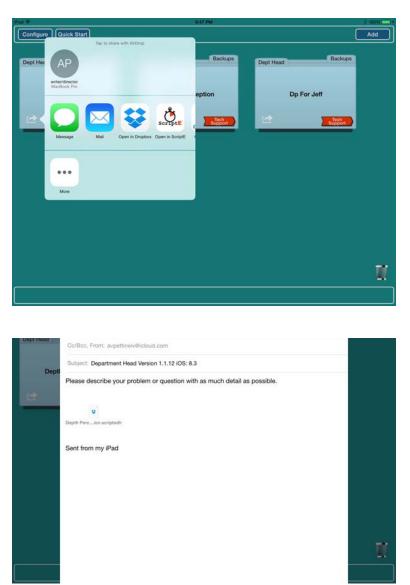
# **Sharing Files**

It's easy to send a full file to someone else in your department using the MAIL, DROP BOX, or AIRDROP utilities built into your iPad.

First CLOSE all open files and the Department Head Desktop will appear with all your job file folders lined up in rows.

TOUCH the ARROW ICON in the lower left hand corner of the file folder you would like to share.

Chose the method of transport:



**MAIL** - is good for files less than 10mb - if you have lots of photos in your file you'll be better off using one of the other 2 methods of transport.

**DROPBOX** - is great for any size file but does require you to have a dropbox account.

**AIRDROP** - is the quickest and most reliable method of transport. The person to whom you are trying to send the file, must have their AIRDROP set to set to EVERYONE. (To the airdrop settings window: place your index finger at the bottom center of the iPaD screen, TOUCH HOLD and SWIPE UP to reveal your settings window. SELECT EVERYONE.

# APPENDIX

The following Appendices are attached for added illustration of various points discussed in the quick start training manual. Some forms may look different based on updates over time as well as User preferences.

# Appendix A: DESKTOP WINDOW BUTTONS DEPARTMENT HEAD

#### **CONFIGURE BUTTON-**

	Master P	references Veri	sion 1.1.6
pt Head		taffect new projects only Manage Lists	
	Default To Do Department Group	Bump Types	
Depth Perceptic	Group Meeting Default Scene To Do Department Group	Contacts	
*	Group	Day/Night	
-	In Projects	Departments	
	Add New Participants to Saved List	Int/Ext	
	Sync To Do's with Calendar App	Items	
		Places/Locations	
		To Do Types	
			one 🖌
		S PM	£ 10%
Antigure ) Quick Start)			Backup Close
οnfigure ) Quick Start)	Depth P Production	s m ercoption Preferences we	£ 100%
Infigure Oulck Start Ant Calleny Losov 1 = 40 Rue	Depth P	s m ercoption Preferences we	Backup Cioso
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BLUE ART GALLERY LADIES R ISS: 5/8 BLUE DRESS SHOP - DAY	Depth P Production Changes made here with	s pm. ercoption Preferences ver after two production way Manage Lists	Backup Ciose
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BLUE BLUE ART GALLERY LADIES R 5-58 BLUE DRESS SHOP - DAY 5-58 BLUE SANDY'S HOUSE - LATEF 5-10 BLUE ART GALLERY DISPLAY 8-148 BLUE BLUE BLUE BLUE BLUE	Depth P Production Orlault To Do Department Group Group Meeting Default Scene To Do Department Group Group Property Only In Propects	S MA tercoption. Preferences were Manage Lists Bump Types Day/Night Departments Int/Ext	Backup Close Bion 1.1 Omit T D # Motes Attachments Date: To D puffet table, y a fine time.
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RUE RUE RUE RUE Stat BUE RUE SANDY SHOUSE - LATER SANDY SHOUSE - LATER SANDY SHOUSE - LATER SINE RUE RUE RUE TAXI CAB - EVENING STREET - CONTINUING STREET - CONTINUING ST 138 BUE RUE RUE RUE RUE RUE RUE RUE RUE RUE R	Depth P Production Default To Do Department Group Group Meeting Default Scene To Do Department Group Oroup Property Only In Property M do New Participants to Saved List	S PM Verception Preferences Vere Bump Types Day/Night Departments Int/Ext Items Places/Locations Sets	Backup Close Backup Close Mien 1.1.1 Omit T D J Motes Attachments Date: To Dc Date: To Dc Date: To Dc Suffet table, 7 a fine time. . Her designer sps her arm. st away.
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TOUCH the **CONFIGURE** button from the DH desktop MASTER and the PREFERENCES WINDOW will open up. (photo 6) - This window tells you your App version number (upper right hand corner) and allows you to customize the preferences in your App. We'll get into customizing your DH app later - for the moment, it's just good to know where to access this ability.

TOUCH the **CONFIGURE** button from within an application and the PROJECT PREFERENCES WINDOW will open up. (photo 6) - This window allows you to customize the oreferences but ONLY WITHIN THE OPEN FILE.

Save customizing your Department Head app for later for the moment, it's just good to know where to access this ability.

#### QUICK START

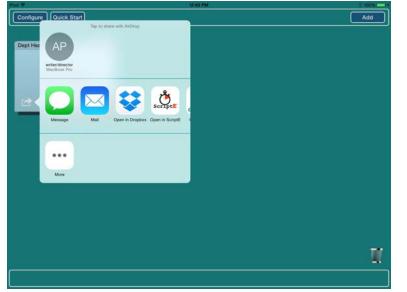
TOUCH the **QUICK START** button and you be directed to a website like with the pdf copy of our most recent manual.

TOUCH the **DONE** button (lower right hand corner of the MASTER PREFERENCES window) to close this window.

#### **TECH SUPPORT**

TOUCH the **TECH SUPPORT** ICON and an exact copy of your file will be compiled and attached to an email. Notice that the email is pre-addressed to tech support.

\*note - Other email addresses can be added to this email and your file will be sent to whomever you have listed in the address bar of your email. But remember, while files of any size can be sent to the tech support address, most web-based email servers limit attachment sizes to between 10mb and 20mb.



#### FORWARD ARROW ICON

TOUCH the FORWARD ARROW (lower left hand corner of file icon) and a menu of transport options will open. DH files can be sent via: email attachment, Drop Box, or Air Drop.

# Appendix B - MANUALLY ADDING SCRIPT INFORMATION.



TOUCH the **SCRIPT** button to open the SCRIPT VIEW WINDOW.

TOUCH the **REVISION** button to open a REVISION WINDOW.

TOUCH **ADD** to add a Revision.

This Revision will be labeled with the default "Latest Revision". Overwrite "Latest Revision" with the proper name for the revision of your script for example BLUE for the Blue Revision.

Dismiss the keyboard (keyboard icon lower right of on-screen keyboard) TOUCH the **DONE** button to dismiss the Revision Window.

TOUCH the **EDIT** button to reveal the four buttons: **REORDER**, **REVISE**, **ADD** and **DONE**.

TOUCH the ADD button and

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101	101 Rev BLUE	Act Omit
Pages 0/8	VE Set	
	To Do's Characters Slug	Questions/Notes Attachments
		To Do
	<u></u>	
Reorder Revise Add Done		
Script Schedule	Characters Revisions Reports	To Do's Last To Do
		رككارك



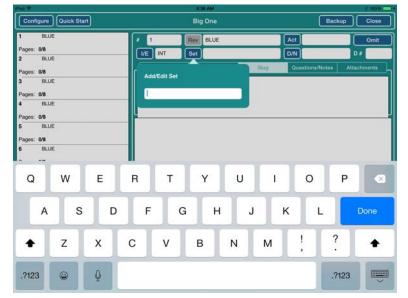
you a new empty scene place holder numbered 101 will appear in the scene list.

TAP the empty place holder for scene 101 to access the scene information in the window to the right.

Scene 101 is the standard scene numbering for a commercial.

You can over-write scene 101 with the 1st scene for your script. For our example of Depth Perception - we have 9 scenes numbered 1-9, so we'll over-write 101 with scene 1.

TOUCH the ADD button again and the scenes will autonumber up from whatever scene number you chose for your first scene number.



You can then go into the detailed scene windows for each of the scenes and fill in as much of the scene information as you would like for each scene number. It's a good idea to at least fill in information for the row for scene headings starting with the button for **I/E.** 

## Appendix C: NOTES FOR FIXES AND IMPROVEMENTS

We at ScriptE Systems take customer support very seriously. Ask any ScriptE Systems customer and they'll rave about our quick response time to technical questions and our lightening fast update procedure.

We pride ourselves on our tech support via email. And for those high-end pros out there that want that extra level of support, we also offer Department Head Select - emergency phone support. (see our website for details).

So if you can't figure something out, think of a feature you'd like us to add, or just want to tell us about how you use our software — We invite you to write us directly.

That's correct, you can write directly to the creators of the software. For the quickest response, we suggest you include both our addresses in the email.

Seriously, We want to hear from you. Here's how:

#### Department Head Creators' Contact Info:

Send an email addressed to both of us:

Bob McFarlane - <u>techsupport@scriptesystems.com</u> Tony Pettine - <u>tony@scriptesystems.com</u>