

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



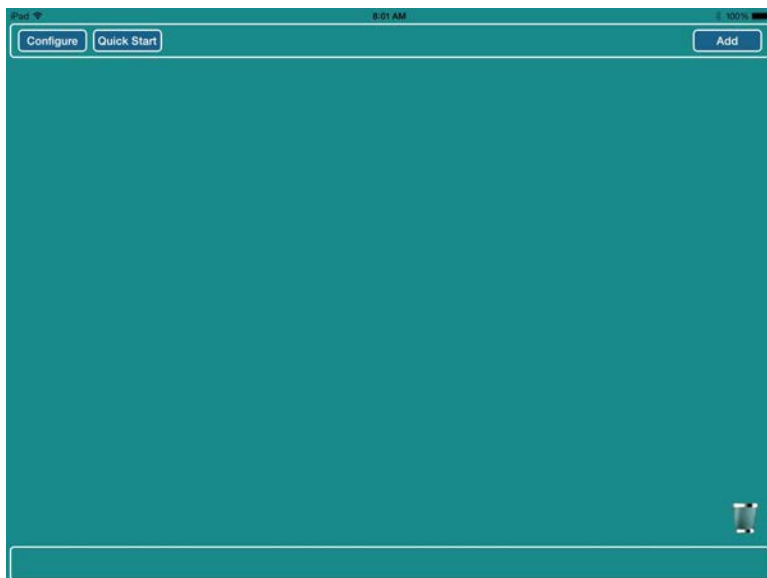
TOUCH **DH ICON** to open the Department Head App and a teal-colored desktop will appear.

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

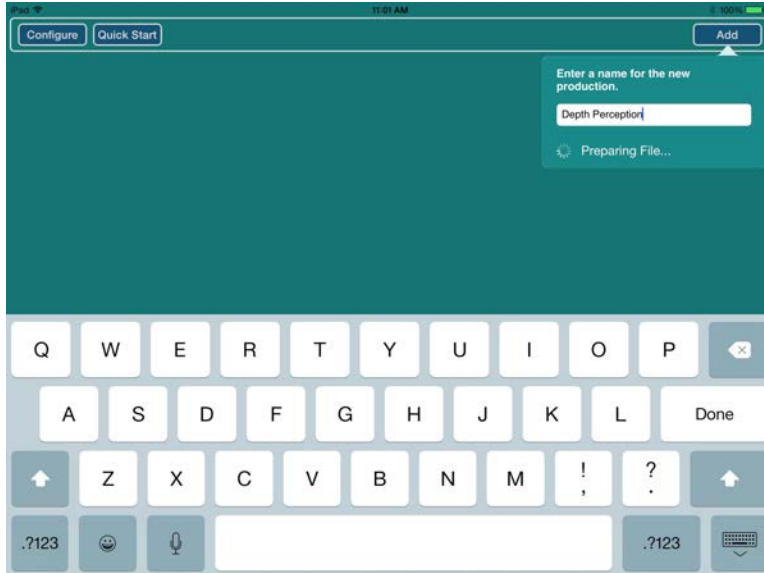
ADD - tap this button and you will ADD a new file folder.

CREATE A NEW FILE



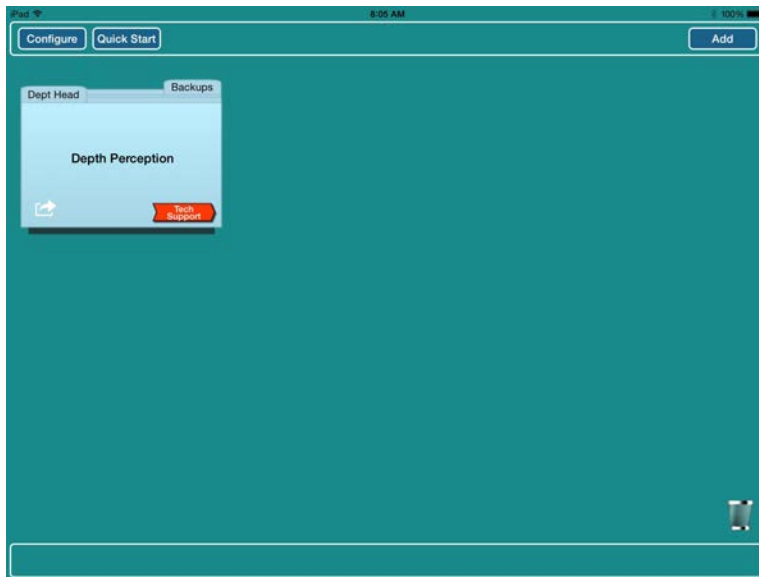
TOUCH the **ADD** button in the upper right hand corner of the screen and then type in the title of your Department Head file.

*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.

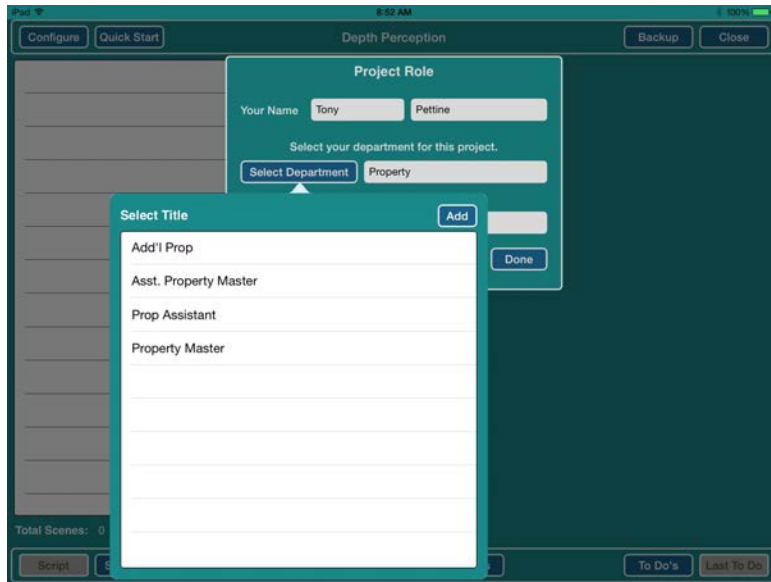


Now that you have a shell file folder with the appropriate title you are ready to ADD your script and begin work.

** 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.



Enter Your Project Role

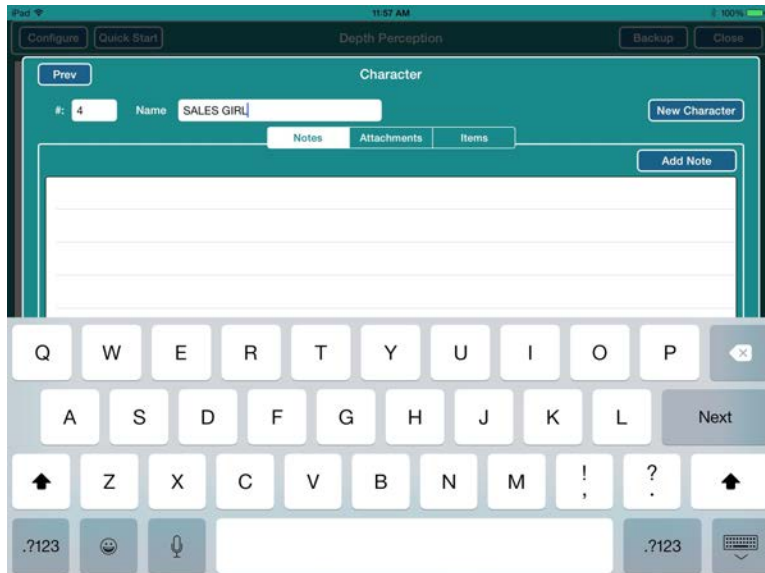
TOUCH anywhere in the center of your file folder and your shell file will open. A Project Role Window will then open.

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 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.

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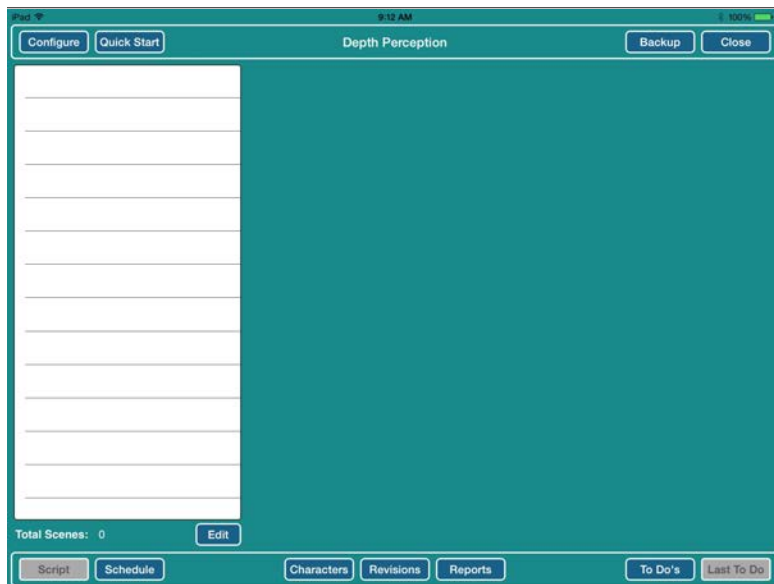
TOUCH the **ADD** button (lower left hand corner) and enter Character Names exactly as they appear in the script. Use the character number that was assigned by the AD department.

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).

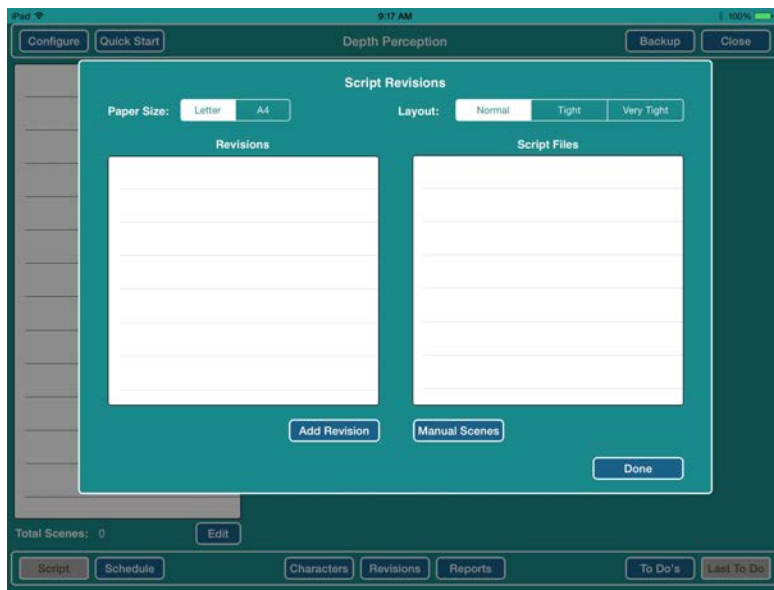
* Remember character names must exactly match the character names that appear above the dialogs in the shooting script. Be careful to refer to the script before entering character names.



Create Revision

TOUCH the **SCRIPT** button to return to the Script View.

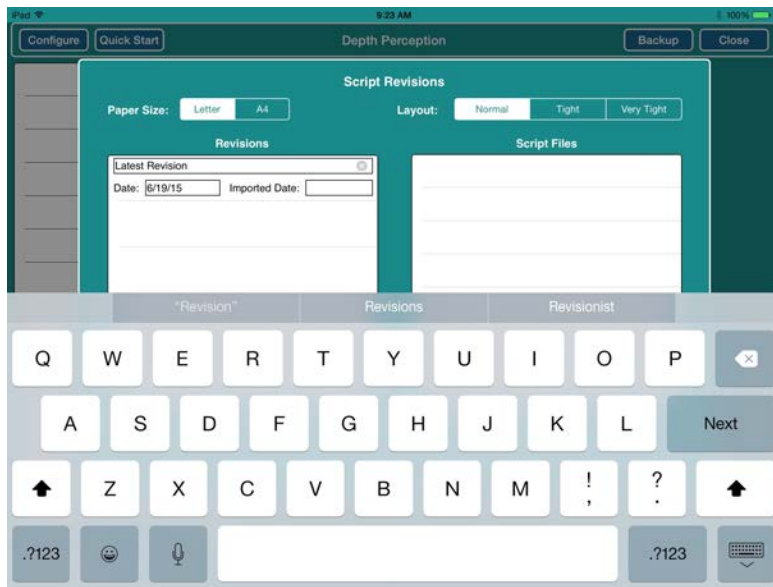
TOUCH the **REVISIONS** Button (center bottom of screen).



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 **ADD REVISION** button and a default value "Latest Revision" will appear in the list.

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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

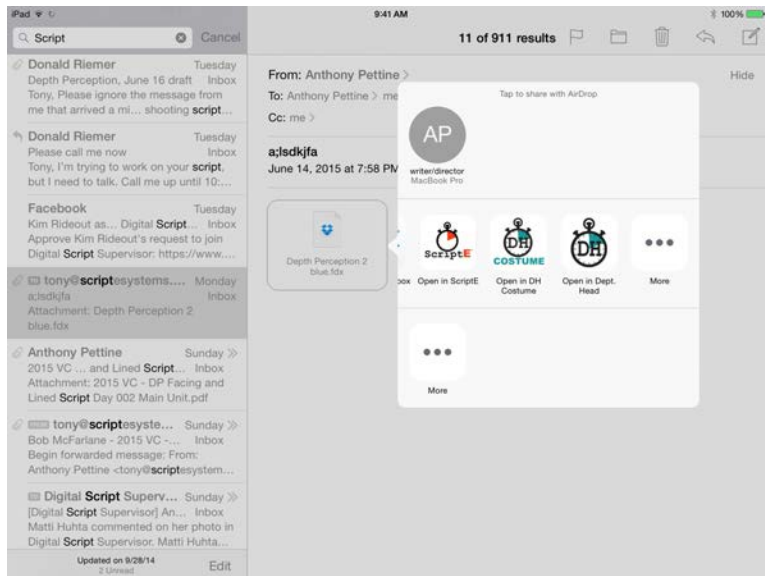
Whichever way the script is sent to your iPad simply:

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).

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

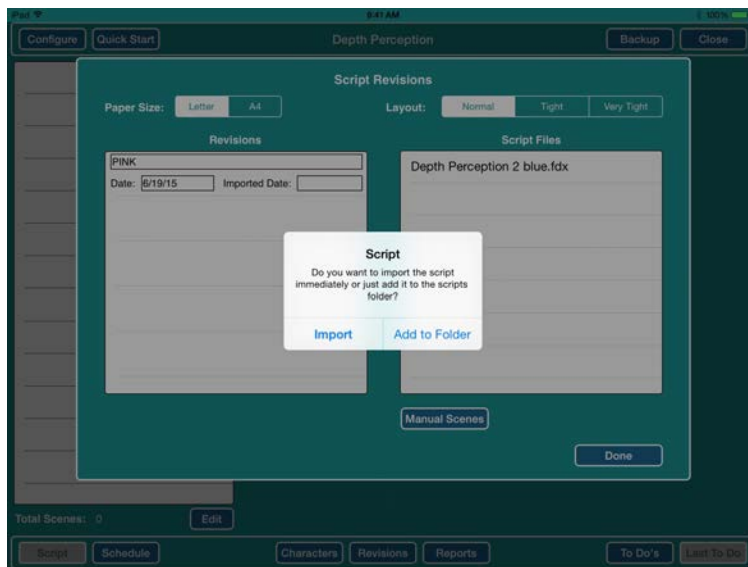


SLOWLY TOUCH AND HOLD the attachment icon for the script until a menu of importation locations appear. Once you see this menu, you can lift your finger from the screen.

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**.



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

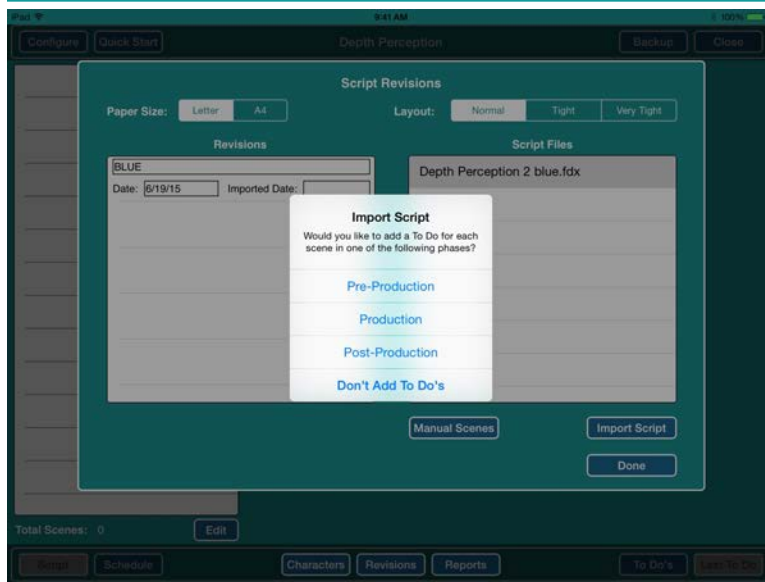
ADD TO FOLDER button - **TOUCH** this and DH will **ADD** the importable script to the list (on the right). You can import this script later by first **TOUCHING** to highlight the Script File then **TOUCHING** the **IMPORT** button.

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**).

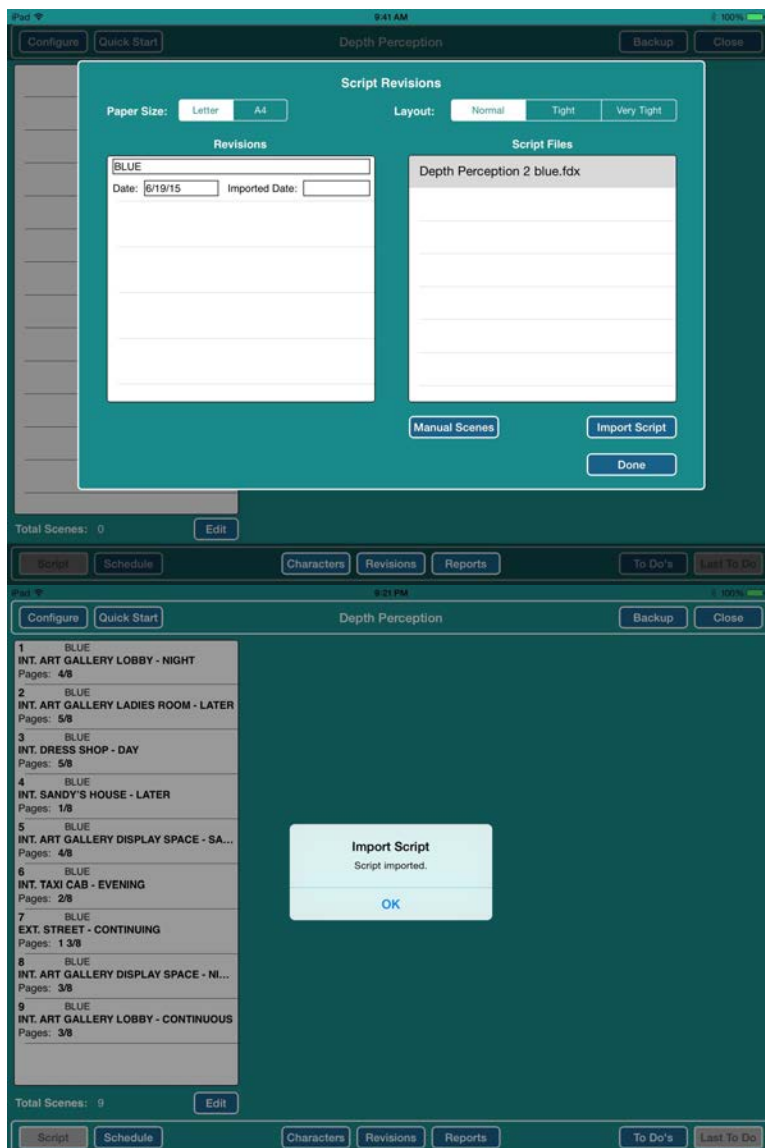
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For this demonstration we will be acting as the Prop Master, so let's create a Production To-Do for each scene automatically.

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



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.

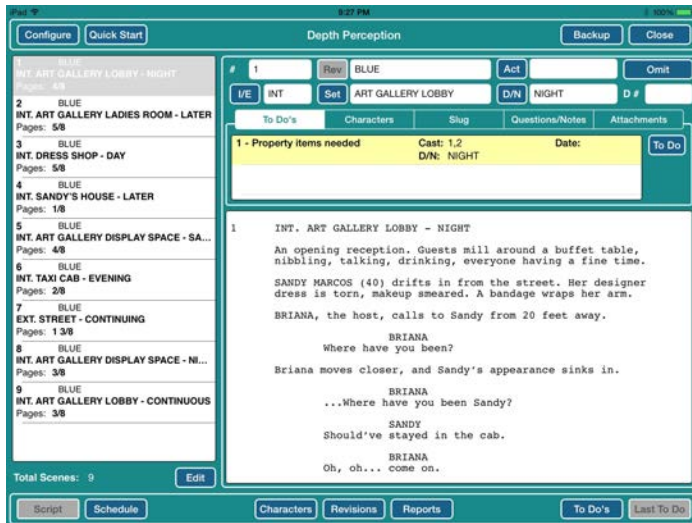
You are now ready to begin your breakdown. TOUCH the **OK** button and get ready to begin your breakdown.

***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.

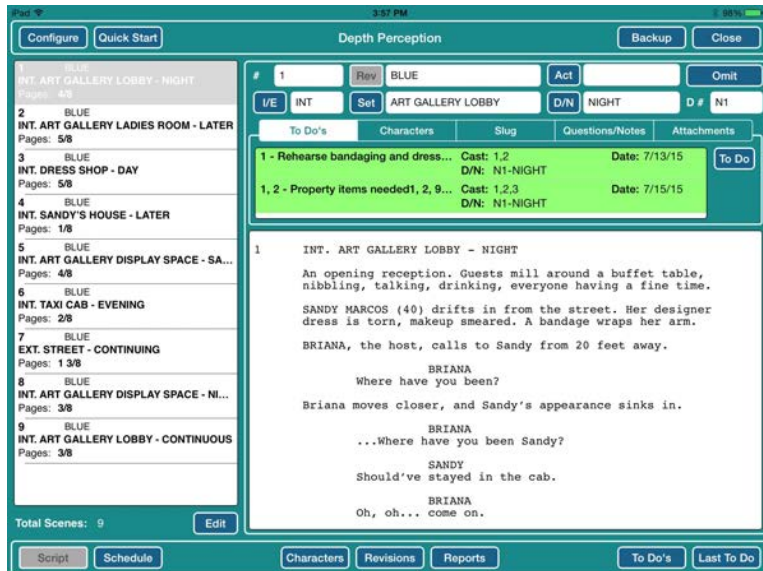
OMIT/INCLUDE - TOUCH this button to manually omit or re-include a scene. OMITTED SCENES will change color to orange.

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

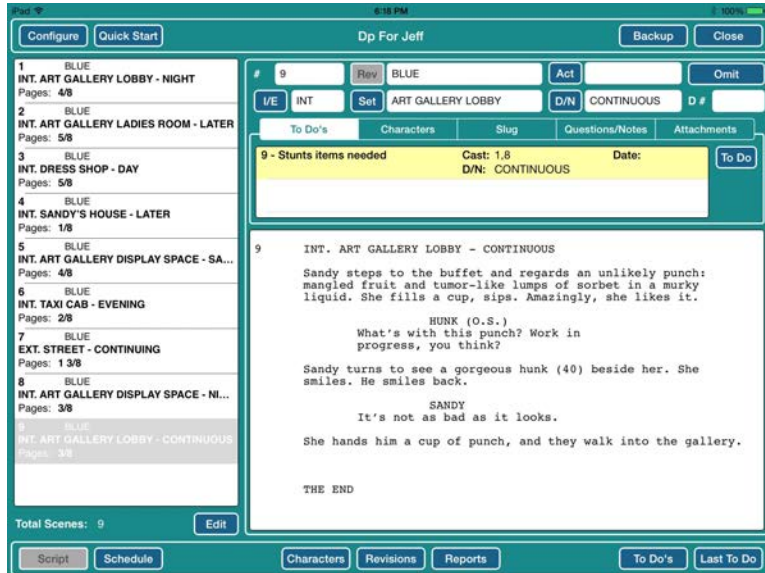
REPORTS - this button will open a menu of available reports. If you are in the SCRIPT WINDOW, a menu of SCRIPT REPORTS will appear, if in the SCHEDULE WINDOW, a menu of SCHEDULE REPORTS will appear.

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**.



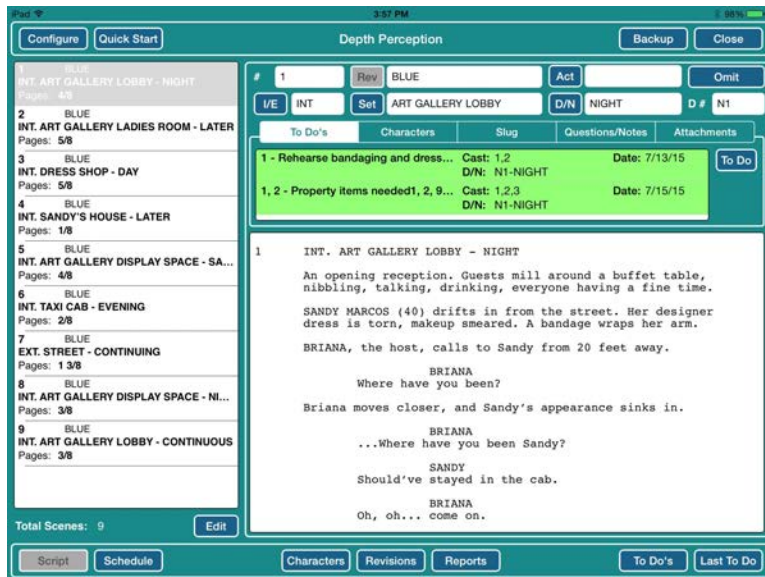
READ YOUR SCRIPT

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.



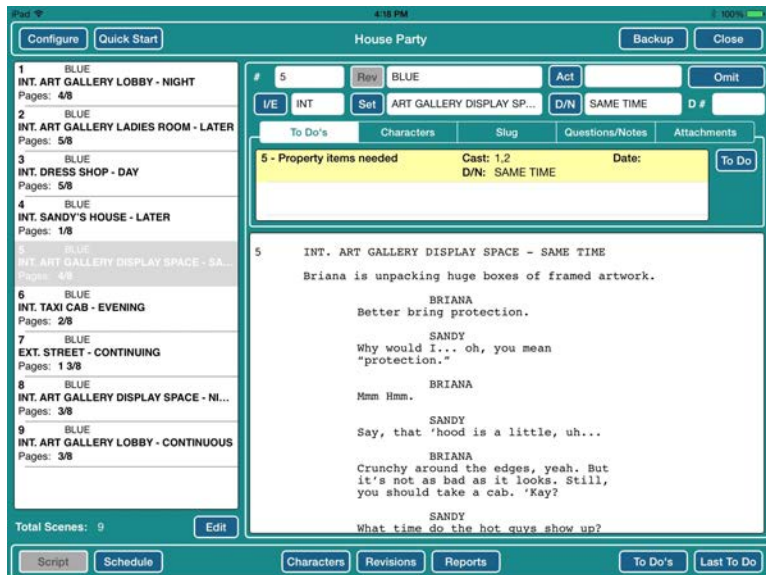
ENTER CONTINUITY DAY

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.

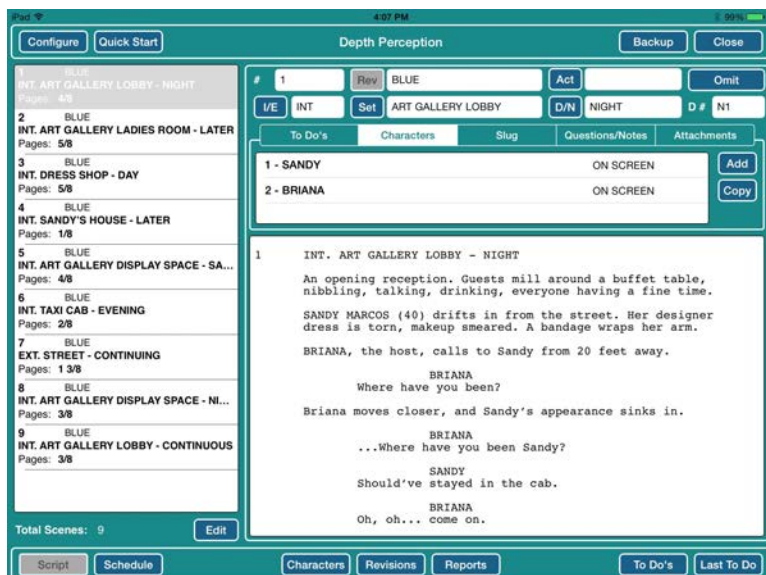
Fill In The Script Window Via Five Tabs - Overview

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.



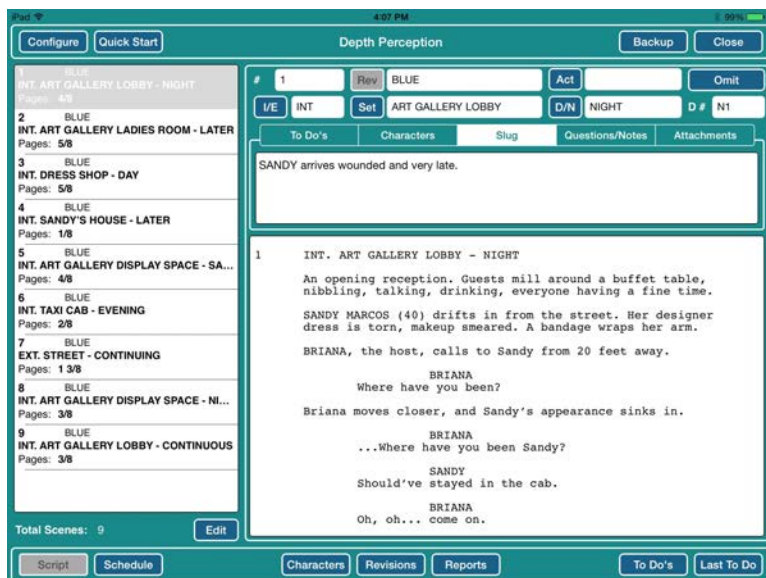
TO-DO TAB

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

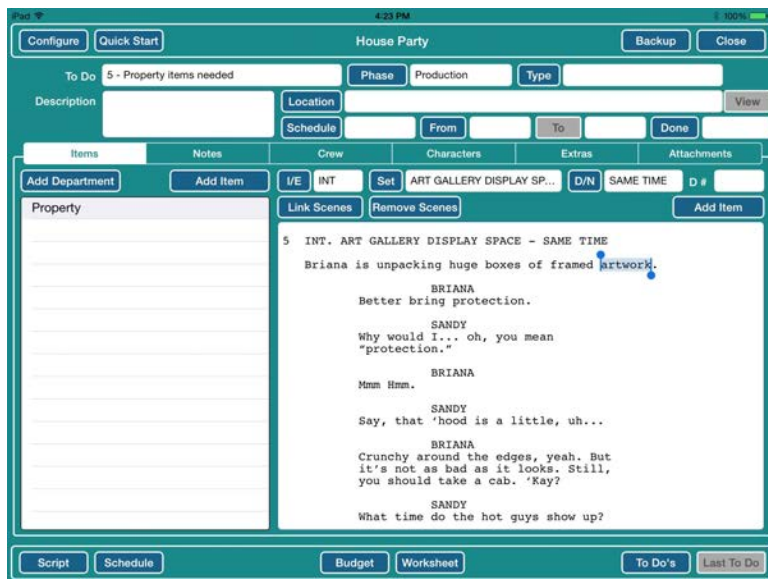
attachment for more info).

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.



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.

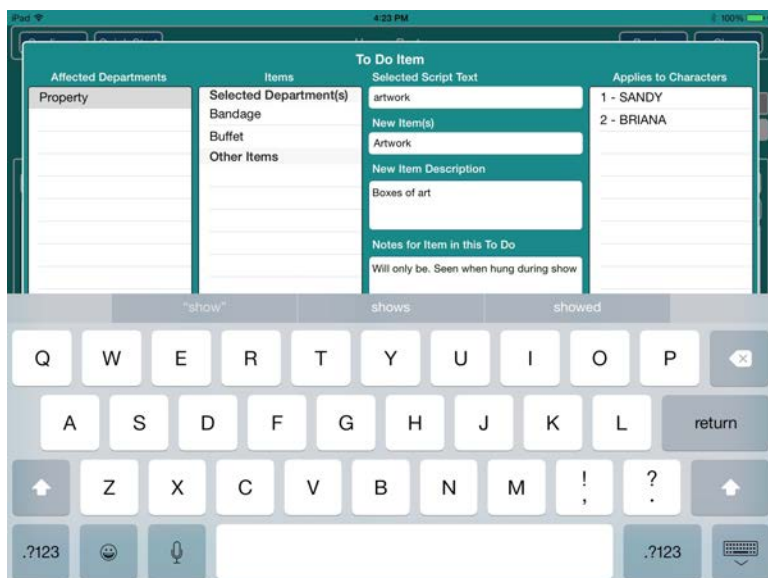
HIGHLIGHTING ITEMS IN SCRIPT TEXT

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.

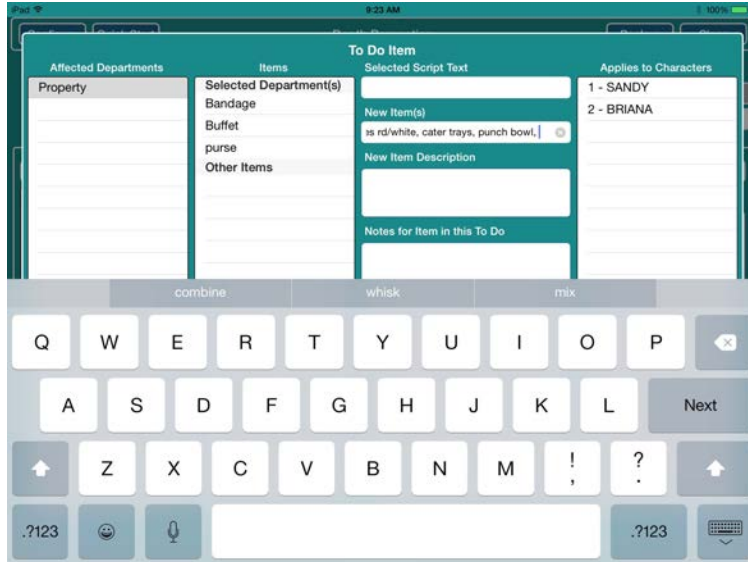
You can Apply the selected Item to a Character (upper right hand list) and enter Descriptions and Notes for that item in a given field.

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.

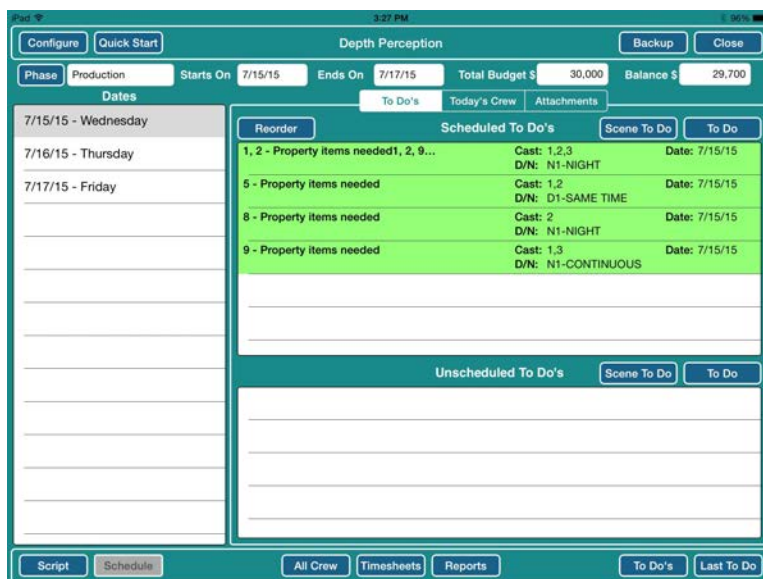


Then TOUCH the **SAVE** button and all the New Items will appear in the list of items to the left.

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.



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

PRE-PRODUCTION, 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.

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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.

Dates	To Do's	Today's Crew	Attachments
7/15/15 - Wednesday			
7/16/15 - Thursday			
7/17/15 - Friday			

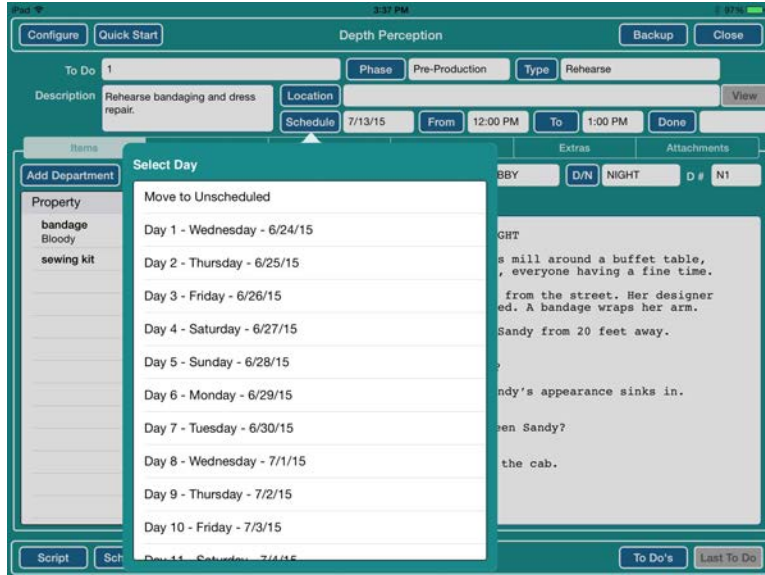
Scheduled To Do's	Scene To Do	To Do
1, 2 - Property items needed1, 2, 9...		
5 - Property items needed		
8 - Property items needed		
9 - Property items needed		

Unscheduled To Do's	Scene To Do	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 pre-production 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 Pre-production 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".

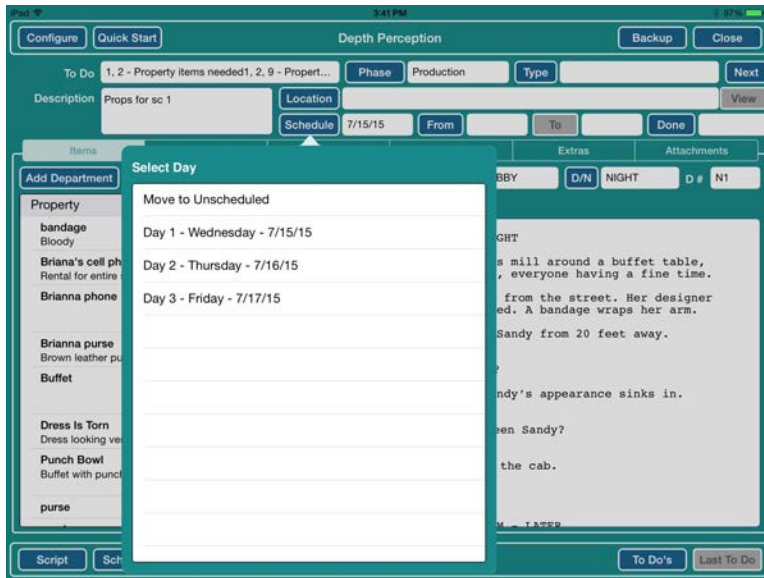
Production To-Do's

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).

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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.

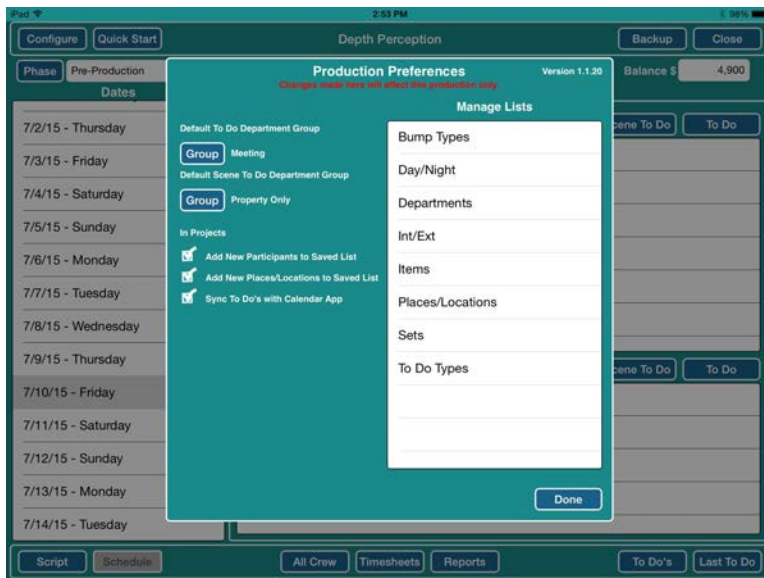
TOUCH the **PHASE** button to move to the next phase.

*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.



Linking Schedules To Calendar in iPad

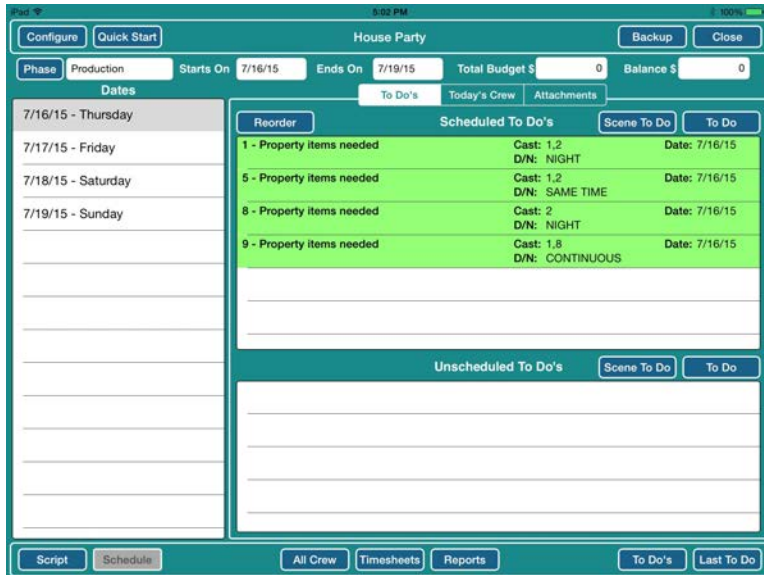
If you allow it access to your calendar App, Department Head will automatically link To-Do's from all phases to your iPad calendar App.

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

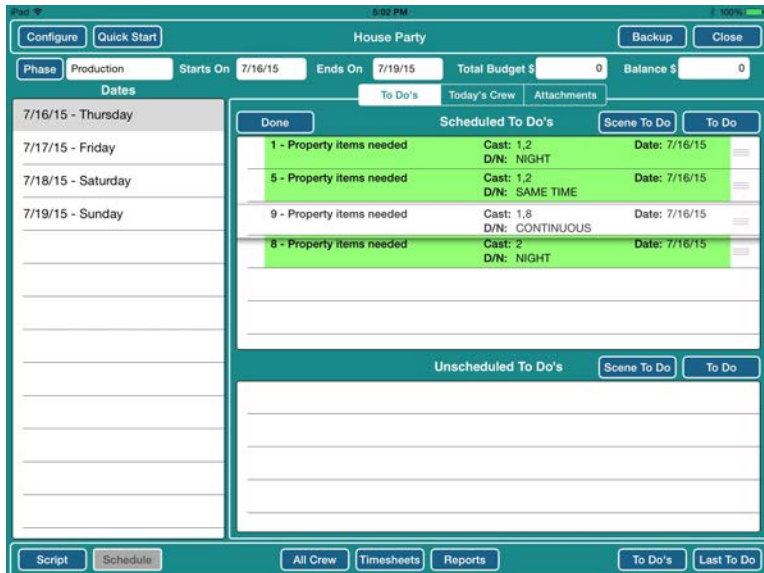


TOUCH the **SCHEDULE** button to open the Schedule View Window.

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.

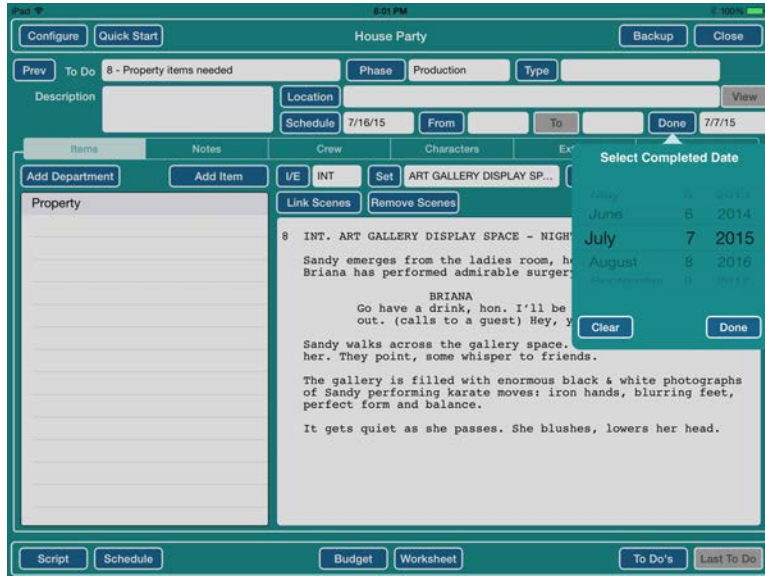
TOUCH AND HOLD your index finger on the three vertical lines (handle) and drag the To-Do to where you would like it in the list.

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.



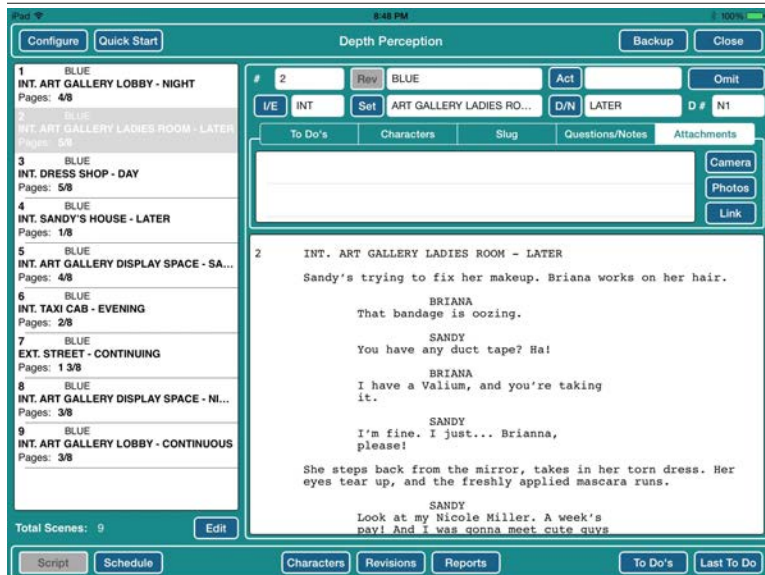
2nd method - TOUCH the **TO DO's** button and open a list of all To-Do's by Production Phase. Then DOUBLE TAP the To-Do for which you would like to open a Detailed To-Do Window.

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.



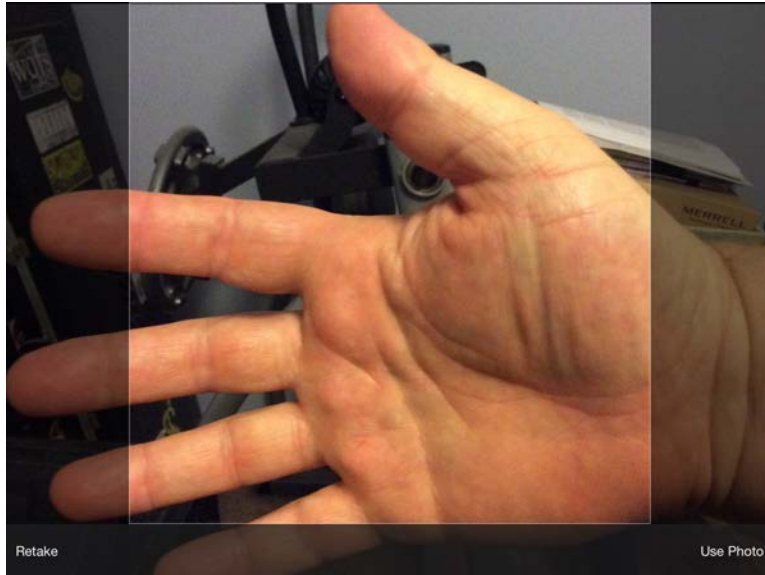
Attaching to a Scene

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**.

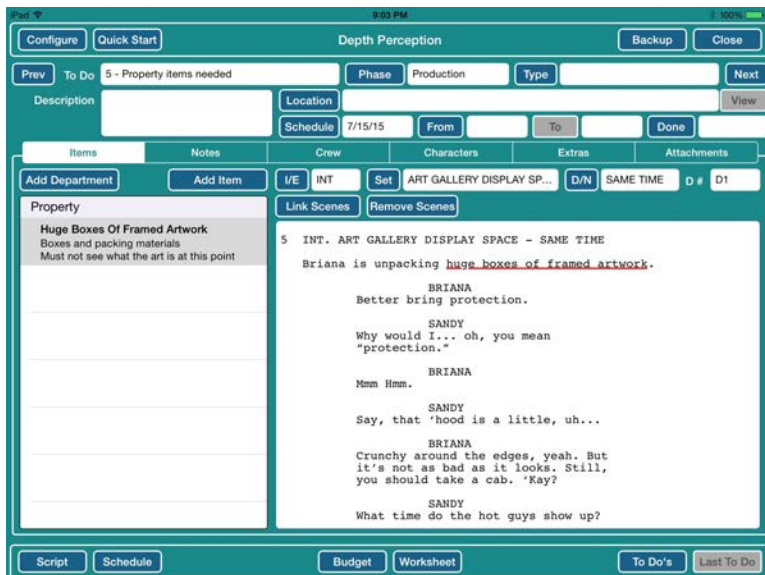
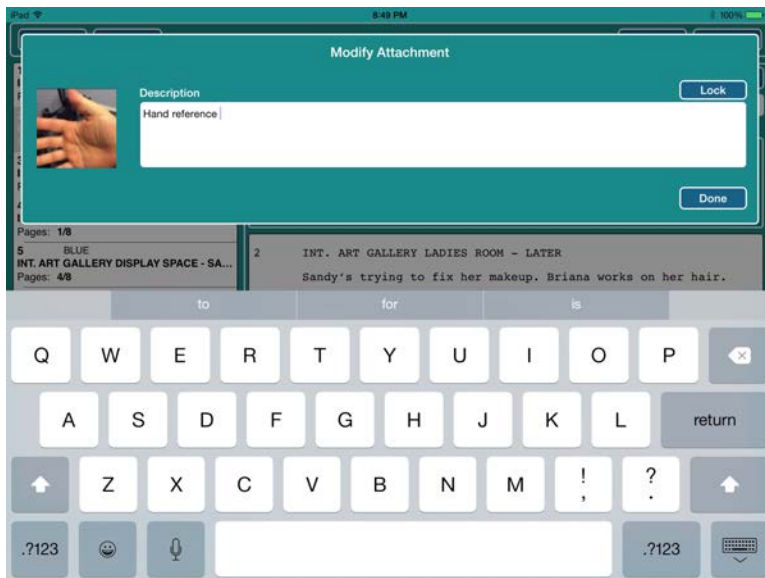
For our example we'll use the on-board camera of the iPad. TOUCH the **CAMERA** button.



The iPad's on-board camera will open. Simply 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.

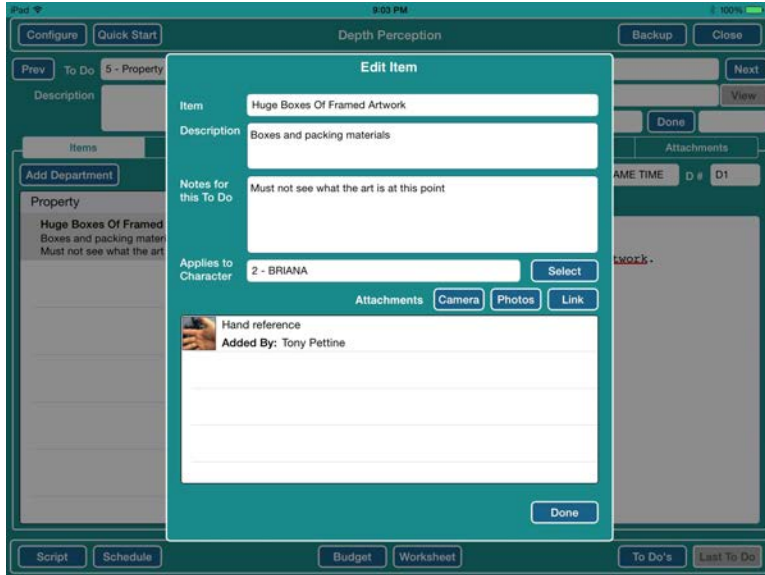


Attaching To An Item

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 attachment and an EDIT ITEM window will open up.

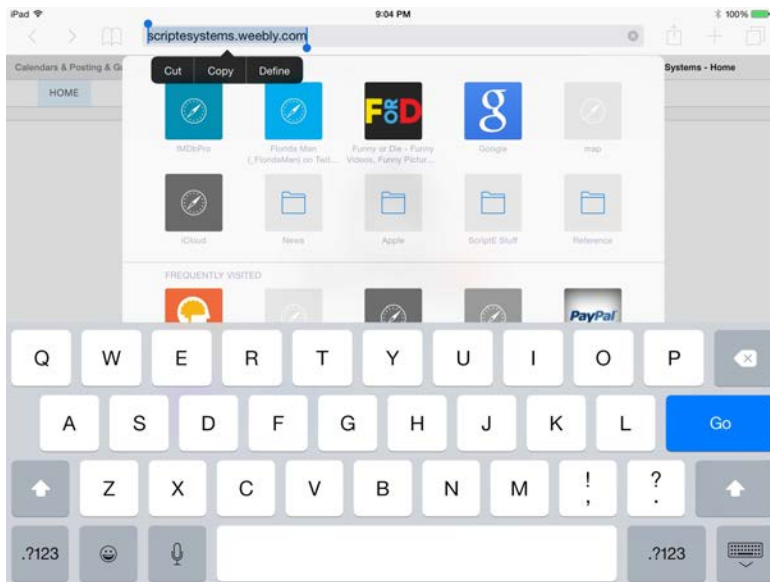
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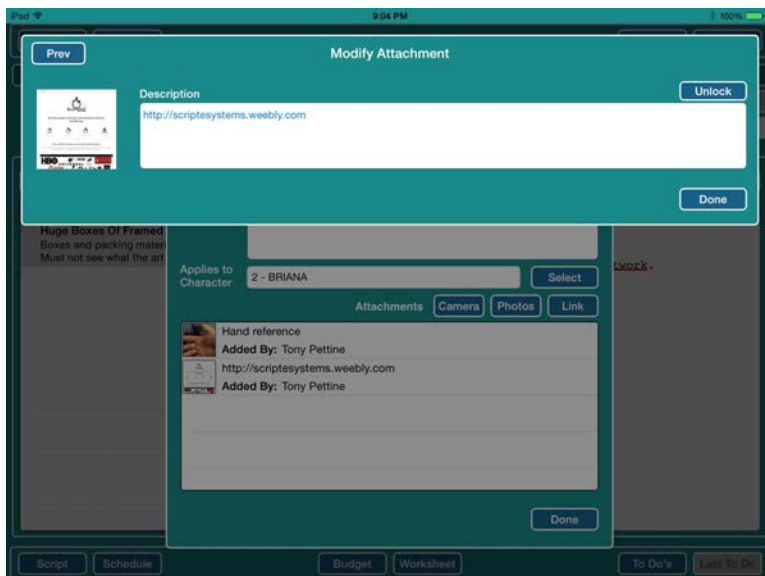
CHOOSE and TOUCH the appropriate attachment type button: **CAMERA, PHOTOS, or LINK.**

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.



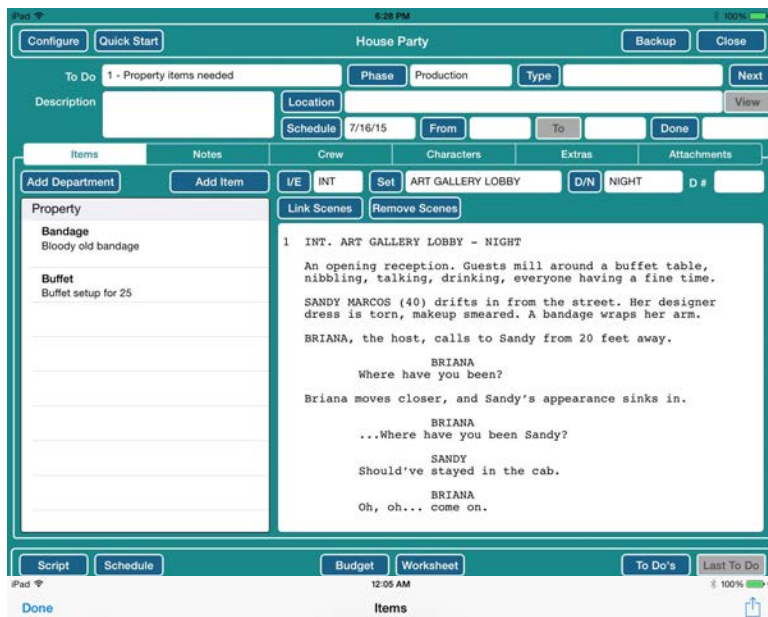
TOUCH the **LOCK** button to lock in the address link and TOUCH the **DONE** button to dismiss the MODIFY ATTACHMENT window.

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.

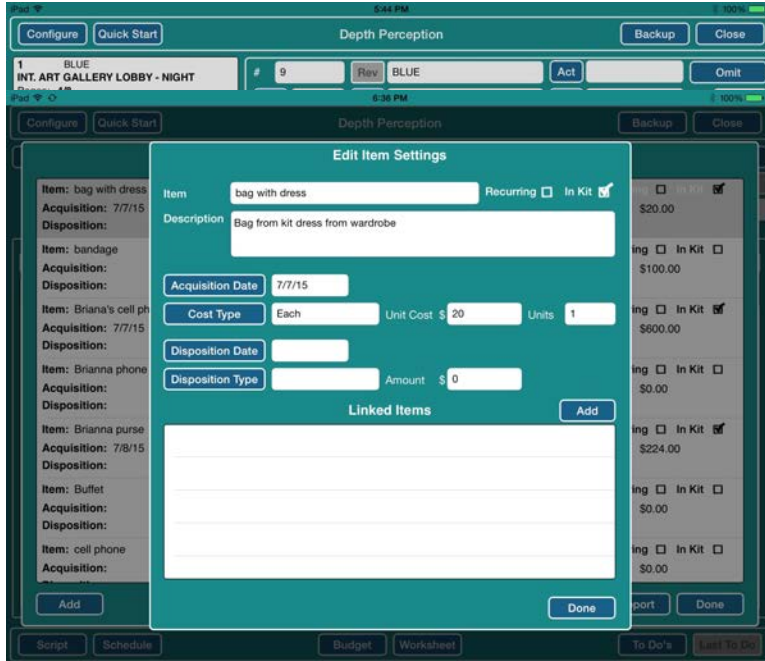
Done

Items

Depth Perception				
bag with dress				
Bag from kit dress from wardrobe				
K	Acquisition:	7/7/15	Each	1 x \$20.00 \$20.00
bandage				
Bloody				
	Acquisition:		Each	10 x \$10.00 \$100.00
Briana's cell phone				
Rental for entire season				
K	Acquisition:	7/7/15	Flat Rate Rental	3 x \$200.00 \$600.00
Brianna phone				
Acquisition:				
Brianna purse				
Brown leather purse				
K	Acquisition:	7/8/15	Each	1 x \$224.00 \$224.00
Buffet				
Acquisition:				
cell phone				
Acquisition:				
Cup				
Acquisition:				
discover card				
Acquisition:				

TOUCH the **BUDGET** button and open a Project Items Window.

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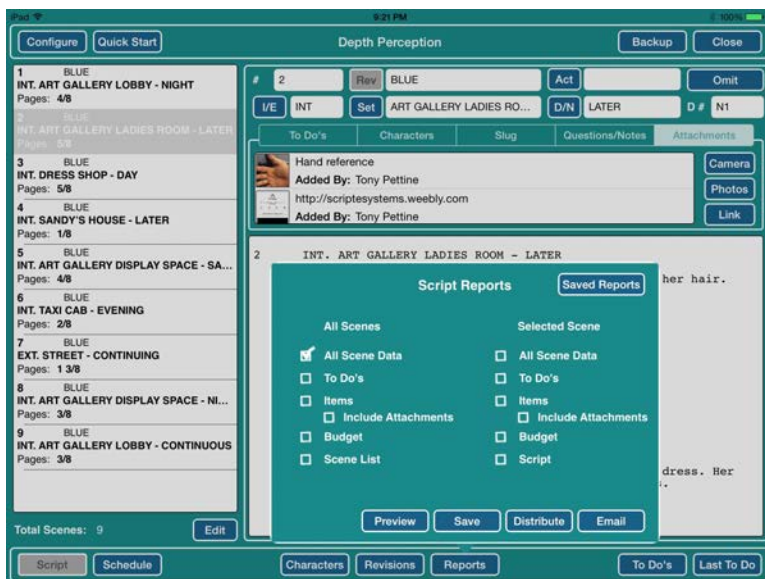


DOUBLE TAP on any item in the list, SELECT the ACQUISITION DATE, and fill in the UNIT COST and UNITS fields.

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

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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.



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.

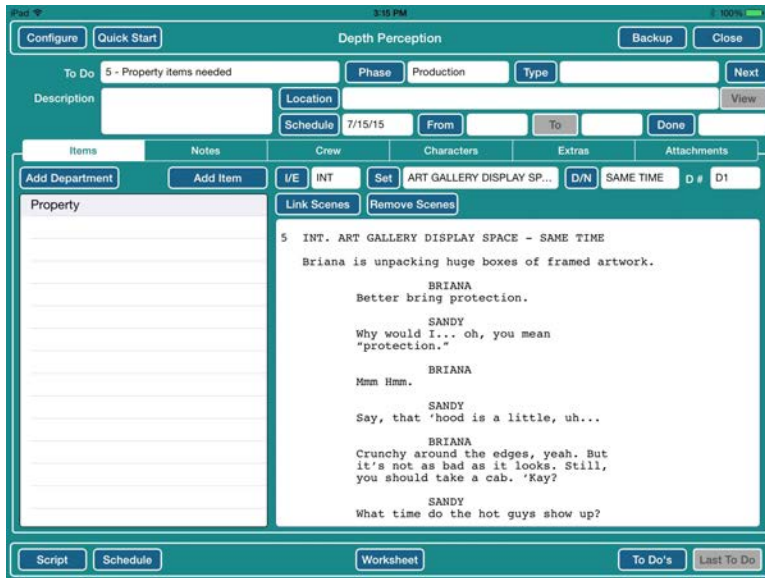
Simply check off the boxes for any elements you would like

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).

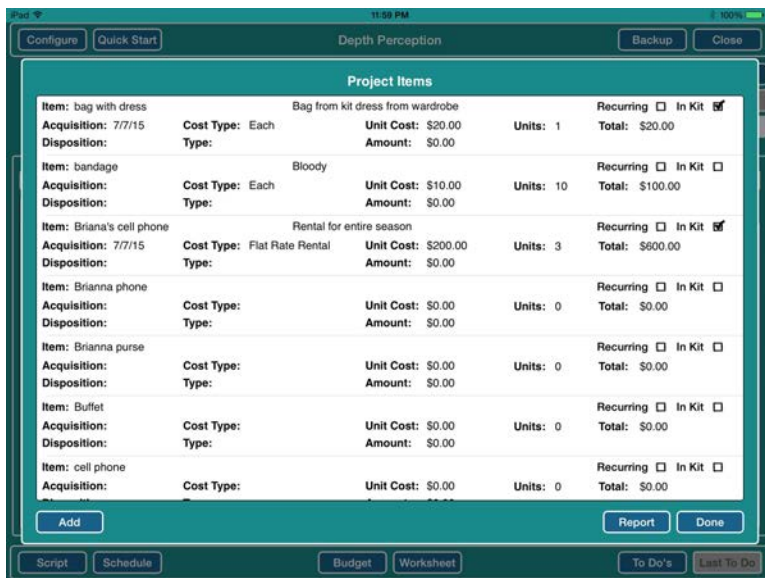
TOUCH the **DISTRIBUTE** button and the desired report will be compressed and attached to a ready-to-address and send email.



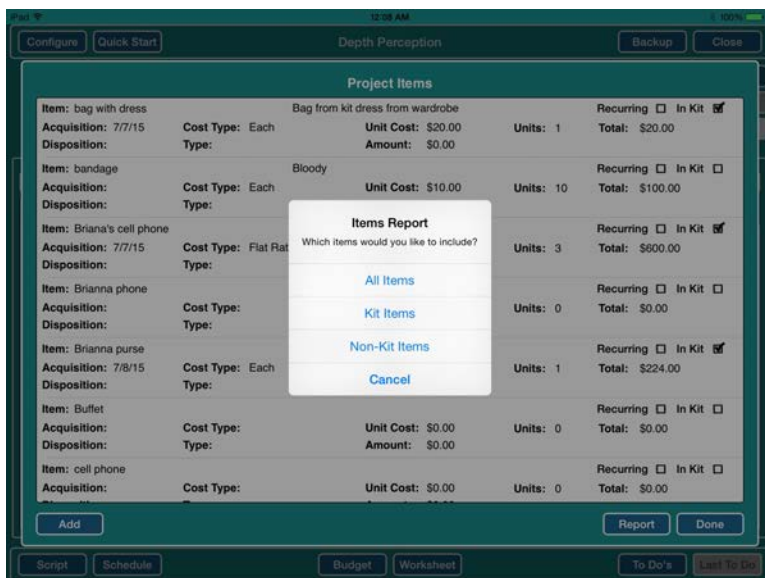
Budget Reports

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.



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

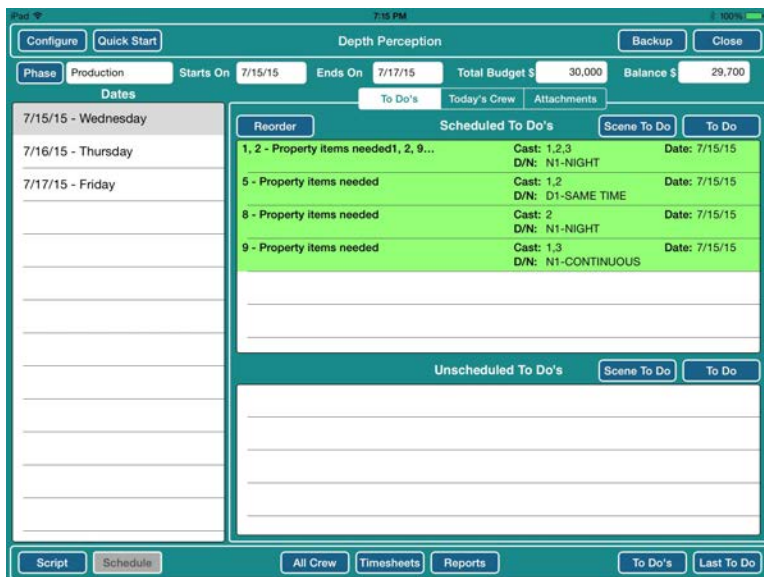


TOUCH the FORWARD ICON (upper right-hand corner of the pdf report) and select the method of transport: MAIL, DROP BOX or AIRDROP

MANAGING YOUR TEAM - HOURS AND TIMECARDS

Add Crew Members to Production

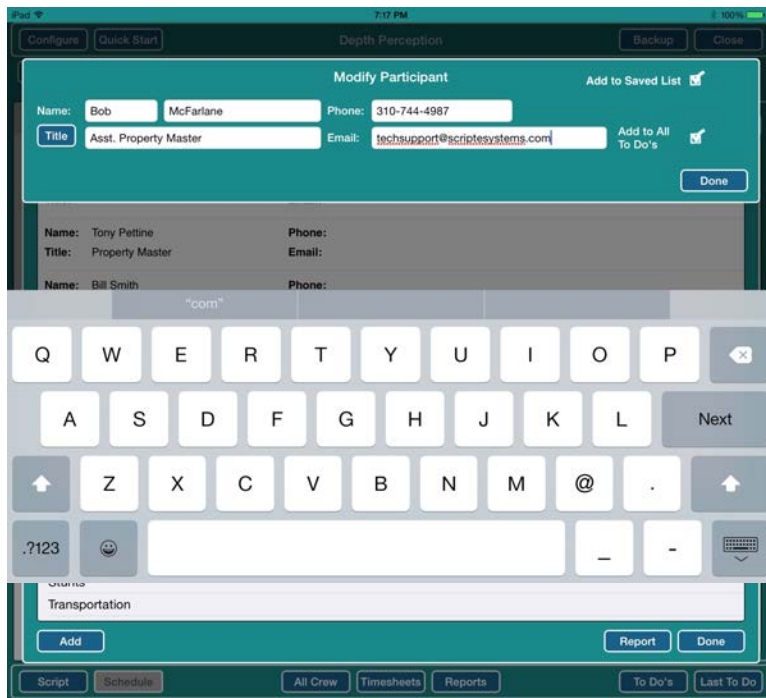
Department Head allows you to manage your crew and track their hours during all phases of production. To utilize this feature you must first add the members of your Department to the job file.



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

TOUCH the **ALL CREW** button.

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

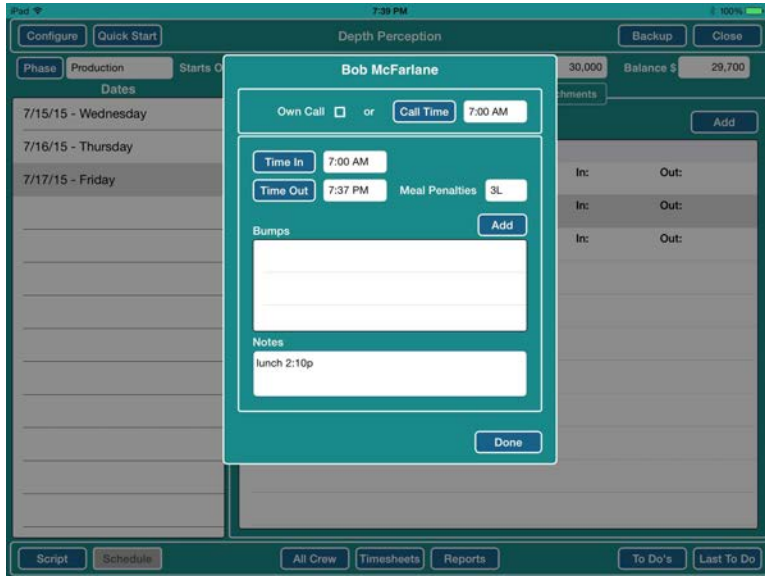
Add in the contact member for each member of your crew (even day-players should be added in). Be sure to add this contact to your Saved List (check off the box in the upper right hand corner of the window). You will now be able to call back this contact information in this and all future productions.

Track the Hours of Your Crew



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

TOUCH the **TODAY'S CREW** button to access your CREW LIST.



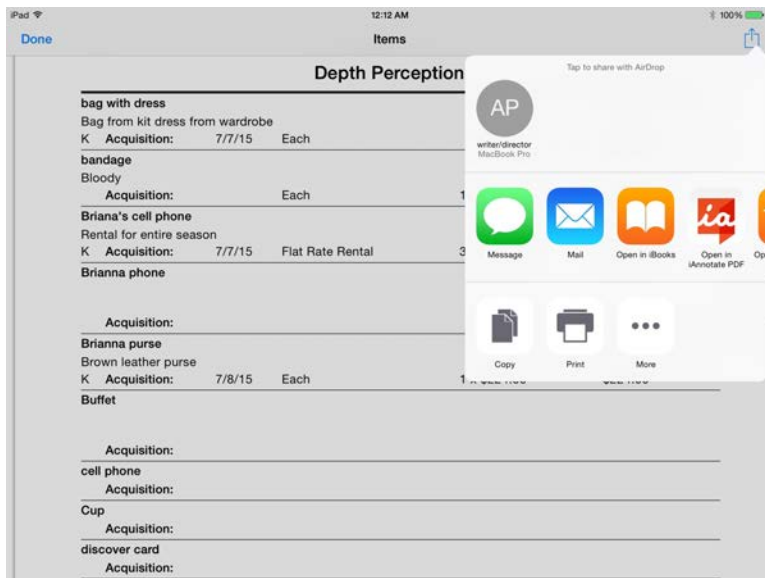
DOUBLE TAP on the crew member for whom you would like to enter hours.

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.



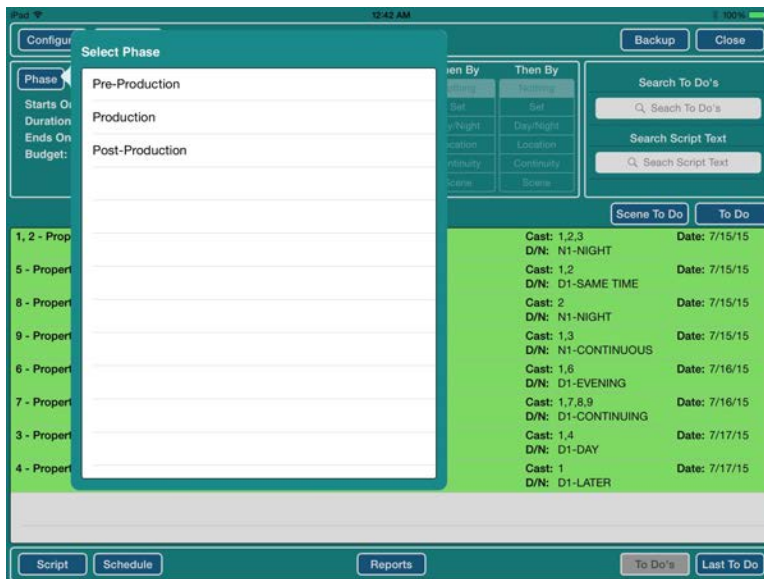
TOUCH the FORWARD ICON (upper right-hand corner of the pdf report) and select the method of transport: MAIL, DROP BOX or AIRDROP.

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.



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

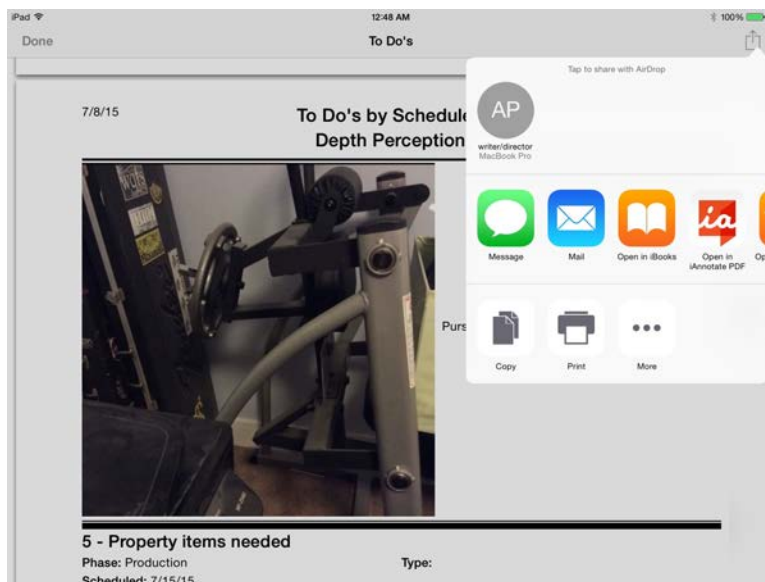
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TOUCH the **REPORTS** button (bottom center of screen)

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.

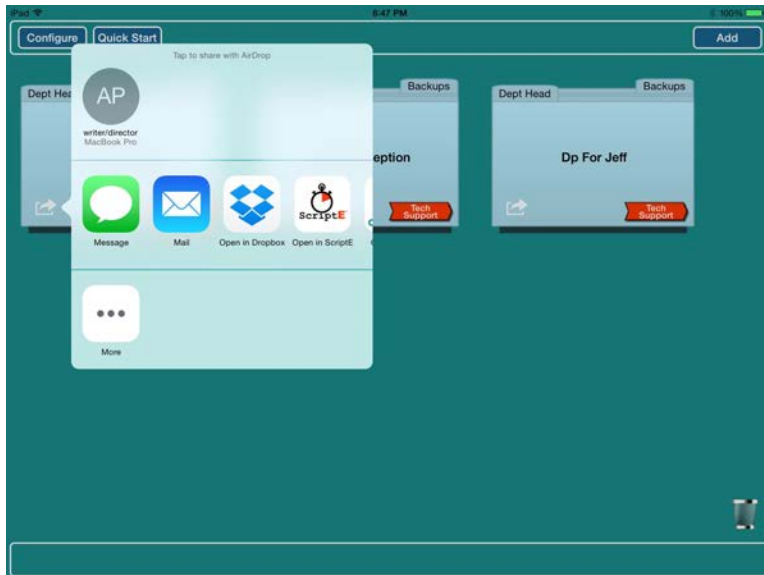
Sharing Files

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.

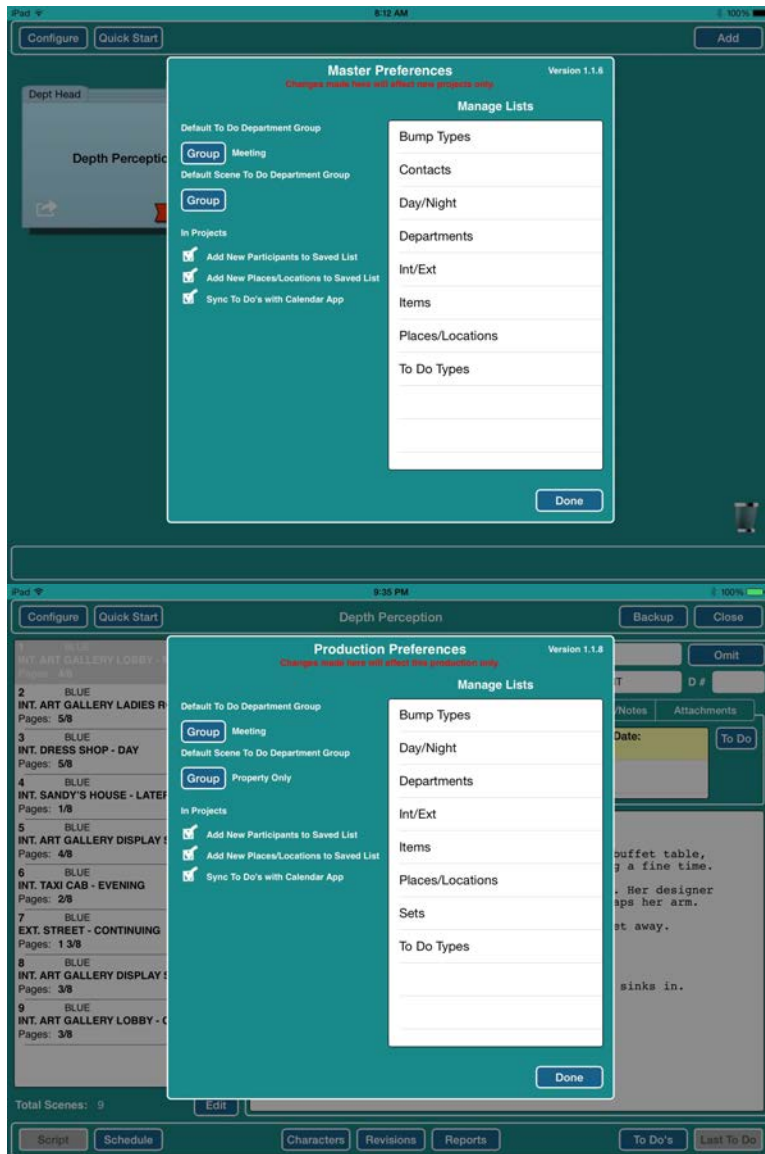


APPENDIX

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-



TOUCH the **CONFIGURE** button from the DH desktop and the **MASTER 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 preferences 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.

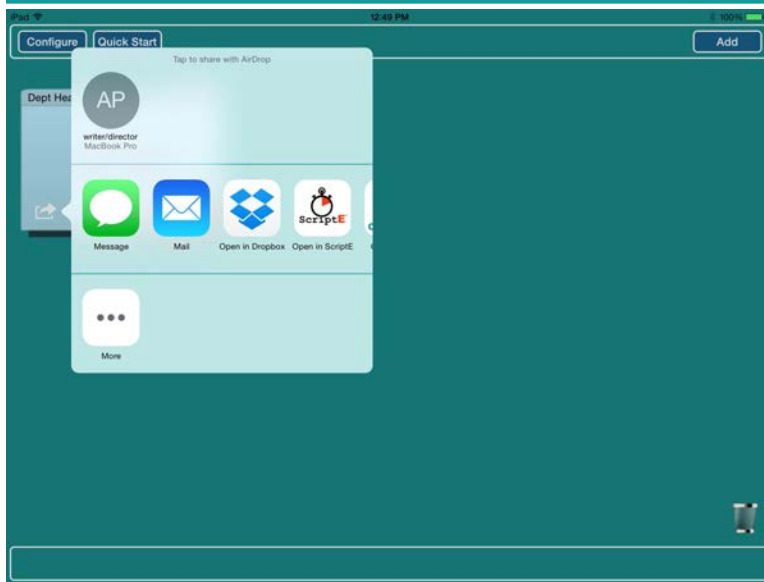
TOUCH the **DONE** button (lower right hand corner of the **MASTER PREFERENCES** window) to close this window.

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.

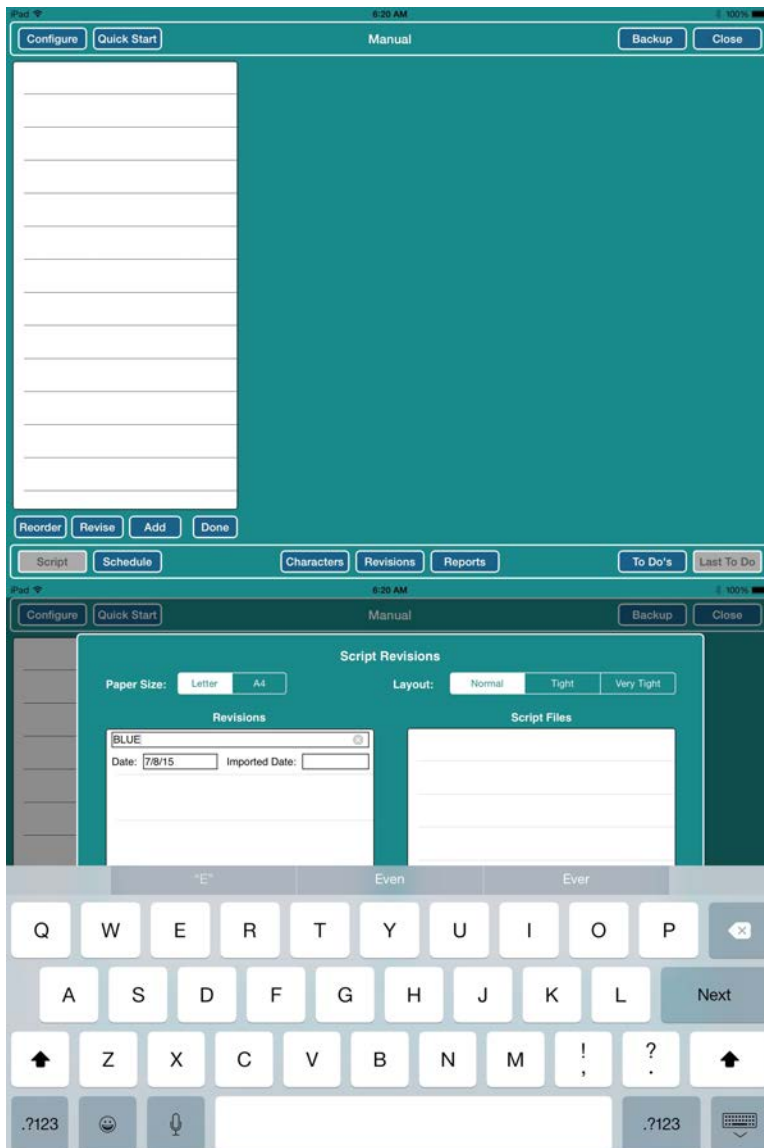
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FORWARD ARROW ICON

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.

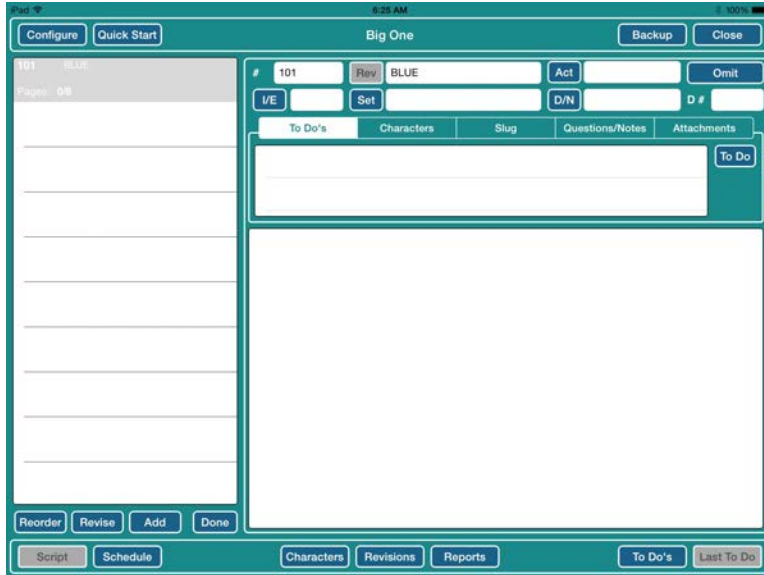
TOUCH **ADD** to add a Revision.

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

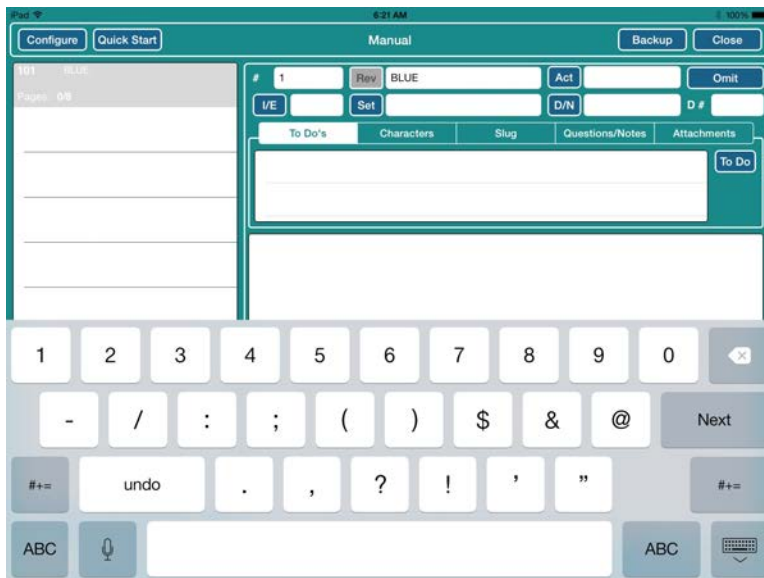


you a new empty scene place holder numbered 101 will appear in the scene list.

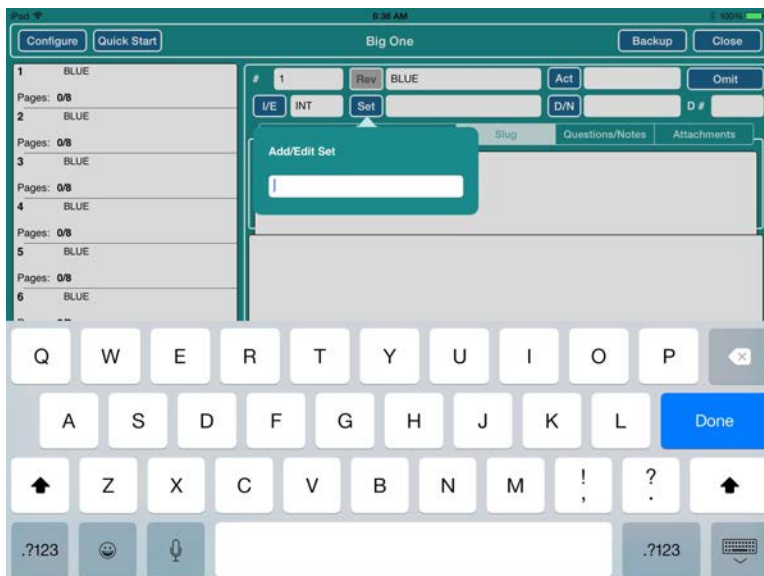
TAP the empty place holder for scene 101 to access the scene information in the window to the right.

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 auto-number 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 lightning 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 - techsupport@scriptesystems.com

Tony Pettine - tony@scriptesystems.com