

SSScheduler

SSScheduler Building Blocks

The Script	6
Characters	6
Extras	6
Extras Casting	6
Stripboards	6
Calendars	6
Strips	7
Units	7
Call Sheet	8
Crew Hours	8
Extra Actors Hours	8

How Do I?

Get Started	9
Step 1. Activate or Start Free Trial	9
Step 2a. Login to SSScheduler System Account	9
Step 2b. Create a New SSScheduler System Account	10
Start a New Project	11
Step 1. Create the File	11
Step 2. Identify Yourself and Your Role in this Project	12
Import the Script	13
Step 1. Open the Revisions List	13
Step 2. Add the Latest Revision	13
Step 3. Name the Version and Import the Script	14
Step 4. Select the Script File	14
Step 5. Review the Script Preview	15
What Just Happened?	15
Initial Script Reading	16
Step 1. Select a Scene and Read the Script	16
Step 2. Identify the Continuity Day	16
Step 3. Identify and Add Non-Speaking Characters	17
Step 3a. Select Characters	17

Step 3b. Add a New Character	18
Step 4a. Add Additional Strips	19
Step 4b. Add Partial Scene Strips	19
Step 5. Fill in the Strip Details	20
Characters	21
Adding Characters	21
Rearranging/Renumbering Characters	21
Edit a Character	21
View the Scenes this Character is In	22
View the Strips this Character is In	23
Add Elements to a Character	23
Step 2 Configure the Elements	24
Stripboards	25
Stripboard	26
Step 1a. Sort the Strips	26
Step 1b. Rearrange the Strips Manually	26
Step 2a. Insert Day Breaks Automatically	27
Step 2b. Insert Day Breaks Manually	28
Step 3. Insert Banners Manually	29
Step 3b. Preconfigured Banners	30
Step 3b (cont). Select a Preconfigured Banner	31
Step 4. Add New Strips	32
Step 5. Add To Do's to a Stripboard	33
Boneyard	34
Other Stripboard Info	35
Selecting Custom Strip Styles	35
Custom Strip Styles	36
Adding a New Style	37
Apply a Calendar	37
Calendars	38
Configure the Calendar	39
Step 1. Set the Dates	40

Step 2. Configure for Each Unit	41
Step 3. Add Blocked Days	42
Apply a Calendar (cont)	43
What Happened?	43
Strips	44
Opening a Strip	44
Strip Location	45
Add a New Location	45
Strip Elements	46
Step 1. Adding Elements	46
Step 2. Configure the Element	46
Step 2b. What Happened?	47
Step 2c. Review Element Script Selection	47
Step 3. Copy Elements from Another Strip	48
Step 4. Select the Strip to Copy	48
Strip Scenes	49
Step 1. Select the Scenes to Link	49
Partial Strip Script Text	50
Strip Participants	52
Add a Participant Manually	52
Remove a Participant from a Strip	53
Strip Characters	54
Adding a Character to a Strip	54
Create a New Character	55
Strip Extras	57
Adding Extras to a Strip	57
Adding a New Extra Type	58
What Happened?	58
Strip Attachments	59
Add an Attachment - Method 1	59
Add an Attachment - Method 2	59
What Happened?	60

Saving Native Application Changes	60
Units	61
Add a Unit	61
Add a Participant to a Unit	62
What Happened?	63
Add New Participant	64
Verify the Participant	65
What Happened?	65
Actors	66
Add an Actor	67
Actor Details	68
Actor Availability	69
Actor - Character Roles	70
Assign Actor to a Character	71
Extras Casting	73
Extra Type Details	74
Cast Extra Actor	75
What Happened?	76
Share Actors	76
Additional Crew	77
Call Sheet	78
Locations	79
Participants	79
Departmental Call Time	79
Participant Call Time and Actual Hours	80
Cast	81
Extras	82
Extra Type Report/Pick up Time	82
Extra Actor Actual Times	82
Elements	83
Departmental Items	84
On-Site Items	85

Transportation	86
Attachments	87

SSScheduler Building Blocks

The Script

Import a locked Final Draft script, Screenwriter mmx format script, or a pdf script (not all pdf scripts can be imported) and all subsequent revisions. All speaking characters will be extracted to create the character list with character numbers automatically assigned.

An initial strip is automatically created for each new scene. You can add additional strips to scenes as needed. Either for the entire scene or sections of the scene that you define.

Characters

Arrange the character list and renumber characters as needed. Add non-speaking characters, stunt doubles or characters of any other type you define. Link characters to scenes and strips (speaking characters are automatically added to scenes and the initial strip during an import).

Extras

Add types of extras needed for strips such as police officers or office workers and specify the number needed for the strip. Later, assign actors for each extra role. Actors can be shared across extra types on a given shoot day.

Extras Casting

Assign actors to fill extras roles based on the strips as scheduled in a stripboard. Actors may fill multiple extras roles on the same shoot day.

Add additional crew that may be necessary to support a large number of extras.

Stripboards

During the initial script import, a stripboard is generated for the main unit that includes all the strips that were created for the imported scenes. Stripboards are created by unit and multiple stripboards can be created for each unit by starting from scratch or copying an existing stripboard with one being marked as the active stripboard.

Sort, filter, add, remove and rearrange the strips in a stripboard as needed. Add day breaks automatically based on the estimated duration of each strip or manually. Add banners from a list of user defined banners or create new banners on the fly.

Assign a calendar to see the schedule with shooting verses non-shooting days.

You can also create pre and post production stripboards.

Calendars

Create multiple calendars to experiment with different starting and completion dates. Further define the calendar for each unit by indicating working days, hours per day, and blocked dates.

Select a calendar for a stripboard to see how the schedule changes.

Strips

A strip is created for each new scene during the import of a script. Additional strips can be created for scenes, either for the entire scene or for part of a scene by selecting words, phrases, or paragraphs in the script of a scene.

You can also link multiple scenes to a strip. Characters linked to the additional scenes will automatically be added to the strip.

Strips can also be created that are not linked to a scene for a location scout or a costume fitting, for example.

Identify the type for a strip to include a customizable list of departments that are required to execute the strip. Most strips are for shooting a scene and would include all departments. Some strips may be for a costume fitting, for example, and would include only those departments required for the costume fitting.

Assign an estimated time required for setup, duration to shoot or complete, and for breakdown to assist in scheduling.

Select the location where the strip will take place. The location of the shoot or meeting, etc.

Define elements manually or by highlighting a word or phrase in the script and link them to the affected departments.

Add notes, review participants (crew) based on the unit and affected departments, characters, extras, and attachments such as location maps, photos, etc.

Units

Add units and identify participants who will be working in each unit along with their department and title within the unit. A participant may be included in multiple units with different departments and titles for each unit.

With a data sharing subscription, identify participants with whom you want to share the project data. As participants publish their changes, other participants will download those changes so all data remains synchronized. For security purposes, you will send invitations to all data sharing participants. They will receive an email with a link where they will log in to their SSScheduler System account and join the project.

You can also send text or email notifications to data sharing participants by unit, department, strip, or individually.

As participants are added to units, they can automatically be added to the scheduled strips based on the stripboards that have been created for the unit.

Participants can be assigned a role or roles within the Unit which gives them functional permissions within SSScheduler.

Call Sheet

Once a calendar has been applied to a stripboard, you can build the call sheet for a scheduled day. Set call times for the day or for individual departments, and extra types, set report/pickup times for the cast, review strips, shooting locations, log lunch and dinner breaks, assign participant call times and log actual timecard hours, review elements, add additional departmental items, on-site notes, transportation notes, attachments such as maps, photos, and legal documents, and specifics for the header and footer.

Generate multiple versions of the call sheet in pdf format for review and approval then distribution.

Crew Hours

Log time in and out with dinner and lunch breaks and meal penalties for crew members.

Extra Actors Hours

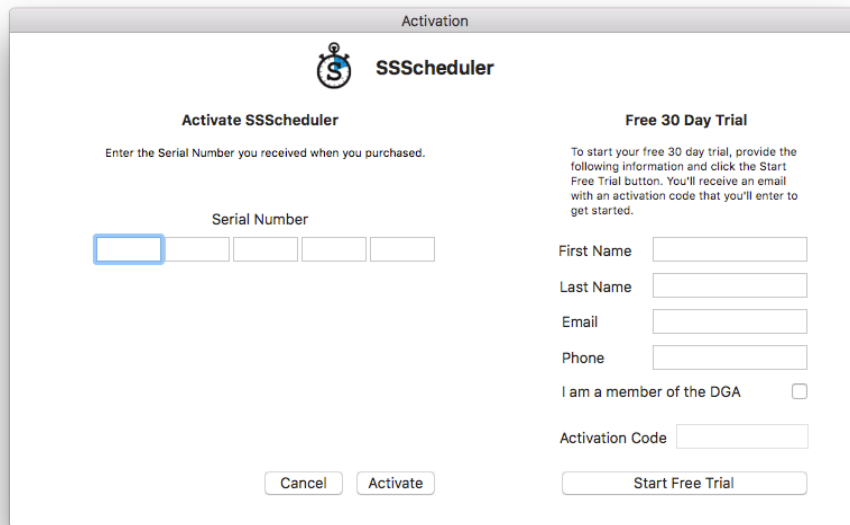
Log time in and out and bumps for extras actors.

How Do I?

Get Started

Step 1. Activate or Start Free Trial

Activate using the serial number you received when you purchased or register to begin the free trial period.

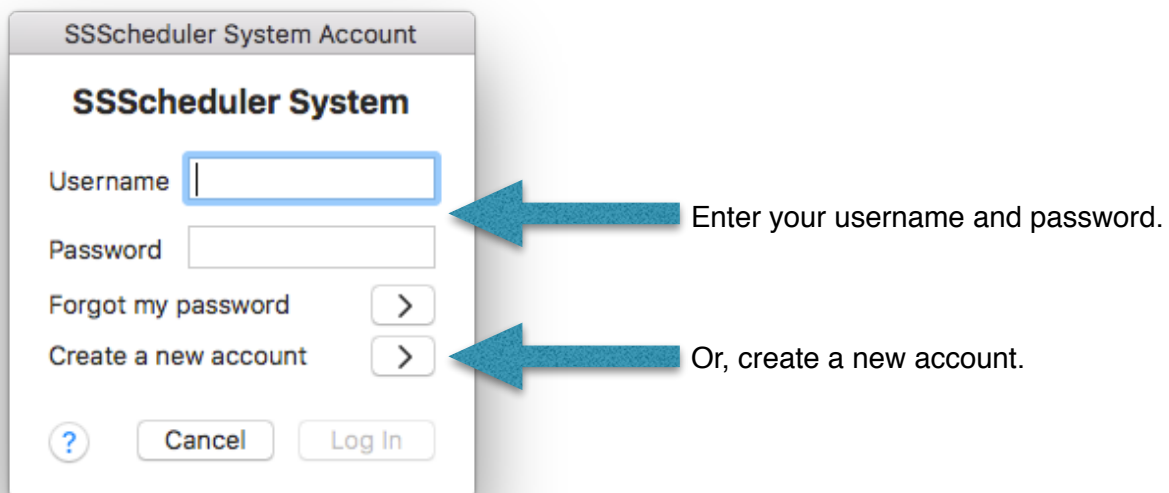


The screenshot shows a dialog box titled "Activation" for SSScheduler. It is divided into two main sections: "Activate SSScheduler" and "Free 30 Day Trial".

- Activate SSScheduler:** Includes the instruction "Enter the Serial Number you received when you purchased." and a "Serial Number" input field consisting of five individual boxes. Below this are "Cancel" and "Activate" buttons.
- Free 30 Day Trial:** Includes the instruction "To start your free 30 day trial, provide the following information and click the Start Free Trial button. You'll receive an email with an activation code that you'll enter to get started." and input fields for "First Name", "Last Name", "Email", and "Phone". There is also a checkbox for "I am a member of the DGA" and an "Activation Code" input field. A "Start Free Trial" button is located at the bottom right.

Step 2a. Login to SSScheduler System Account

In order to secure your project files and to allow you to open a file in which you are a participant, you must login in to your SSScheduler System account.



The screenshot shows a dialog box titled "SSScheduler System Account" for the "SSScheduler System". It contains the following elements:

- Username:** An input field with a blue border and a cursor, indicated by a blue arrow pointing to it with the text "Enter your username and password."
- Password:** An input field.
- Forgot my password:** A link with a right-pointing arrow.
- Create a new account:** A link with a right-pointing arrow, indicated by a blue arrow pointing to it with the text "Or, create a new account."
- Buttons:** A help icon (question mark), "Cancel", and "Log In" buttons.

Step 2b. Create a New SSScheduler System Account

Your account will be used to identify you as a participant in a project file that you attempt to open and will allow you to participate in data sharing on a project.

Keeping your account information up-to-date will save everyone else you work with from having to update your contact information in their files if you change your phone number or get a new email address.

The image shows a screenshot of a web form titled "SSScheduler System Account" and "SSScheduler System User Account". The form contains several input fields and a "Create" button. Five numbered instructions with arrows point to specific parts of the form:

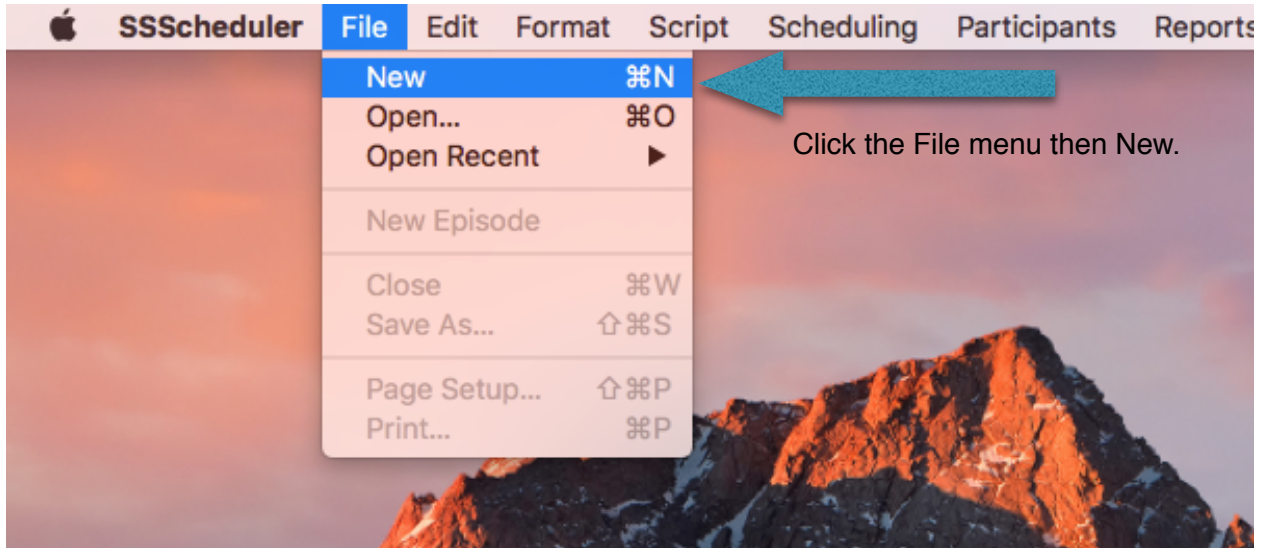
1. Enter a unique Username (points to the Username field)
2. Enter a strong password and confirm it. (points to the Password and Confirm fields)
3. Answering your hint will allow you to recover your password. Be sure it is something you will remember. (points to the hint and secret answer fields)
4. Keep this information up-to-date and everyone else will have your current contact information. (points to the contact information section)
5. Click here to create your account after entering your information. (points to the Create button)

The form fields include:

- Username
- Password
- Confirm
- Enter a hint or question you can answer if you forget your password.
- Enter the secret answer you must provide in order to recover your password.
- First Name
- Last
- Phone
- Email
- Address 1
- Address 2
- Address 3
- City, St, PC
- Country
- Communications Method (Paper, Email, Scheduling App)

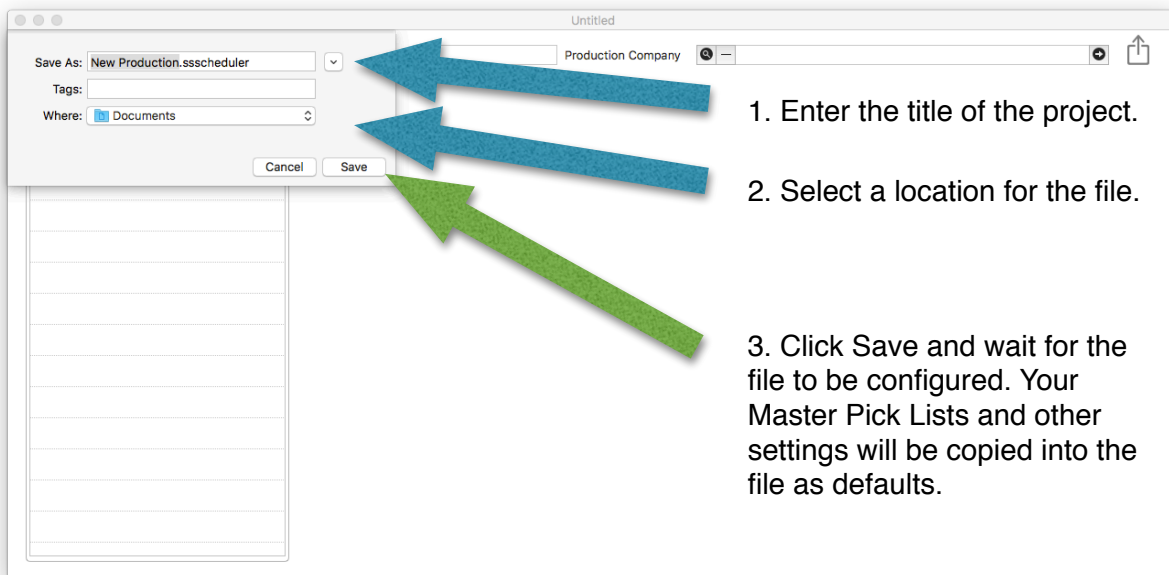
Buttons: Cancel, Create

Start a New Project



Click the File menu then New.

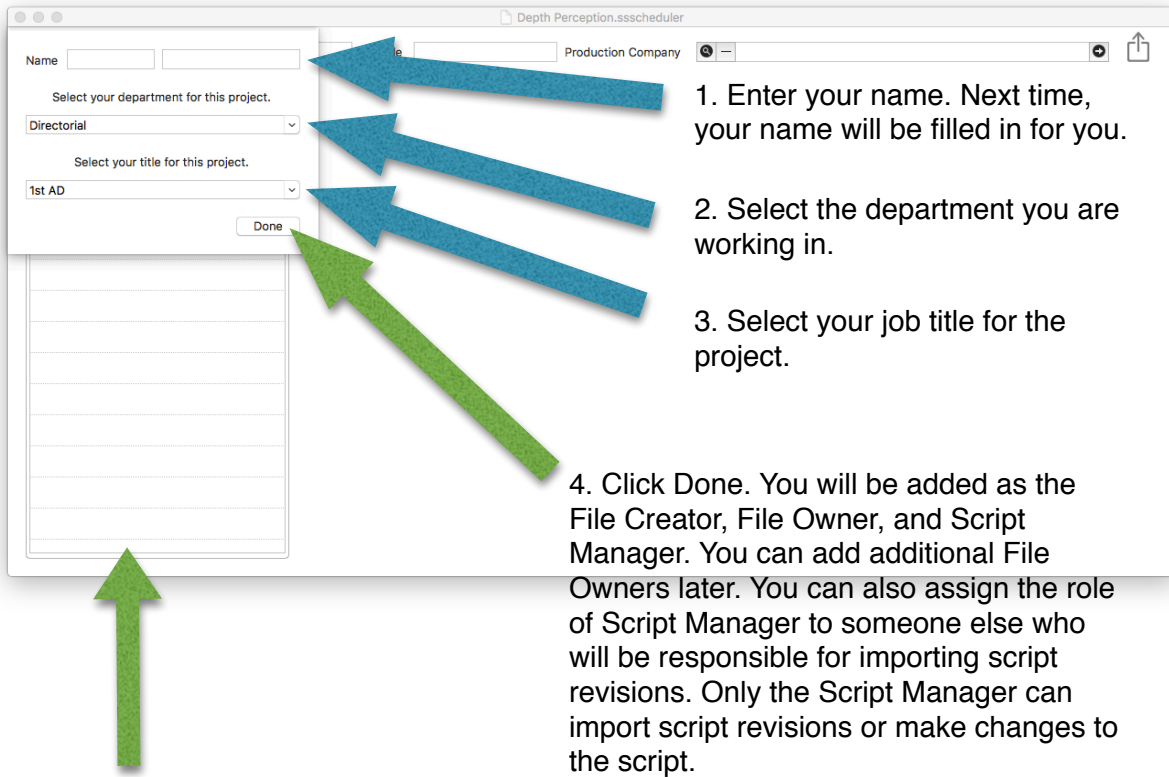
Step
1.



Create

the File

Step 2. Identify Yourself and Your Role in this Project



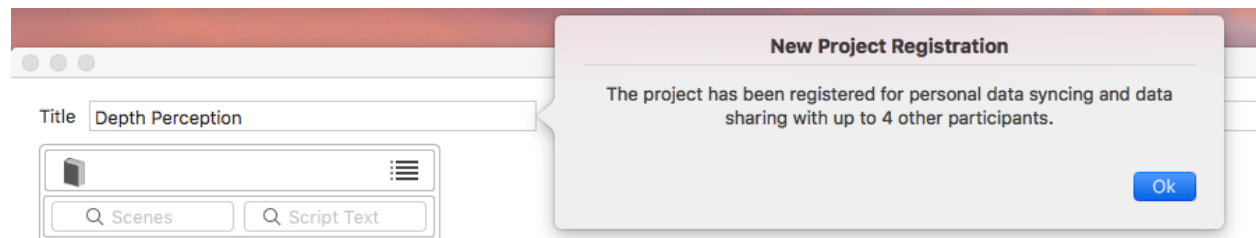
1. Enter your name. Next time, your name will be filled in for you.
2. Select the department you are working in.
3. Select your job title for the project.
4. Click Done. You will be added as the File Creator, File Owner, and Script Manager. You can add additional File Owners later. You can also assign the role of Script Manager to someone else who will be responsible for importing script revisions. Only the Script Manager can import script revisions or make changes to the script.

Click on a scene in the list to select it.

Personal Data Sharing

The project is automatically registered for personal data syncing, meaning that you can run SSScheduler on another computer, sign in with your SSScheduler System account and download the project to the other computer. For example, if you work on an iMac at the office but use a laptop on set.

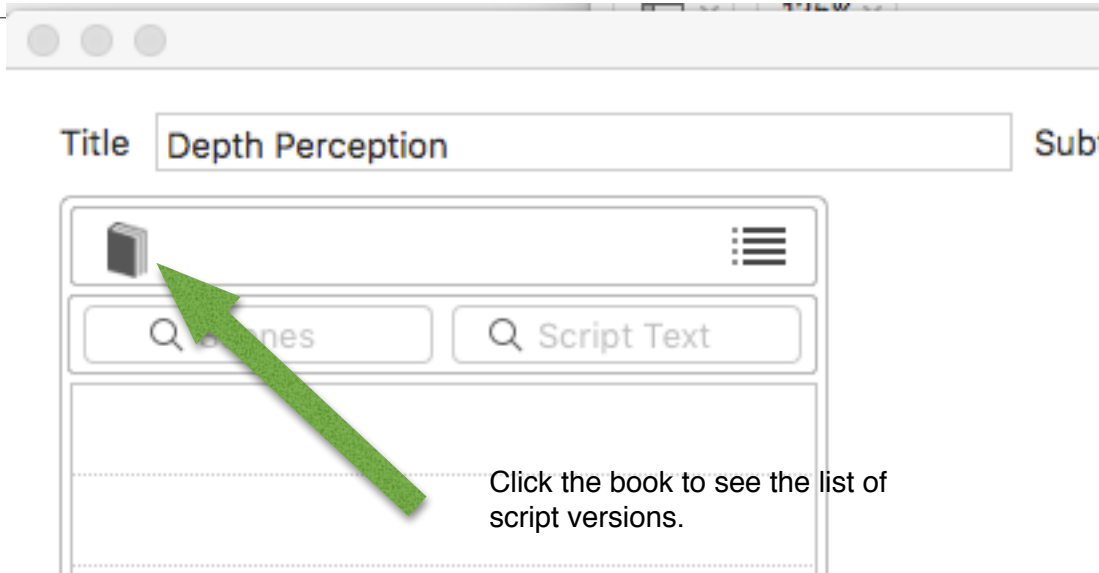
If you are using the Free Trial or have a data sharing subscription, the project is also registered for data sharing with the applicable number of users.



Import the Script

You can import locked Final Draft scripts, Screenwriter MMX scripts, and most pdf scripts.

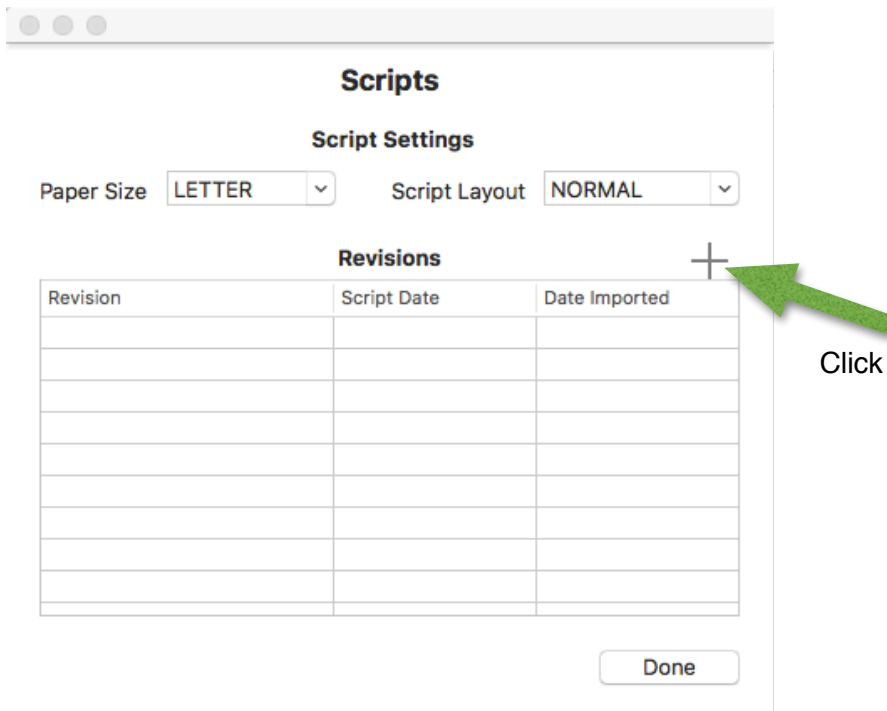
Step 1. Open the Revisions List



Step 2.
Add the
Latest

Click the book to see the list of script versions.

Revision

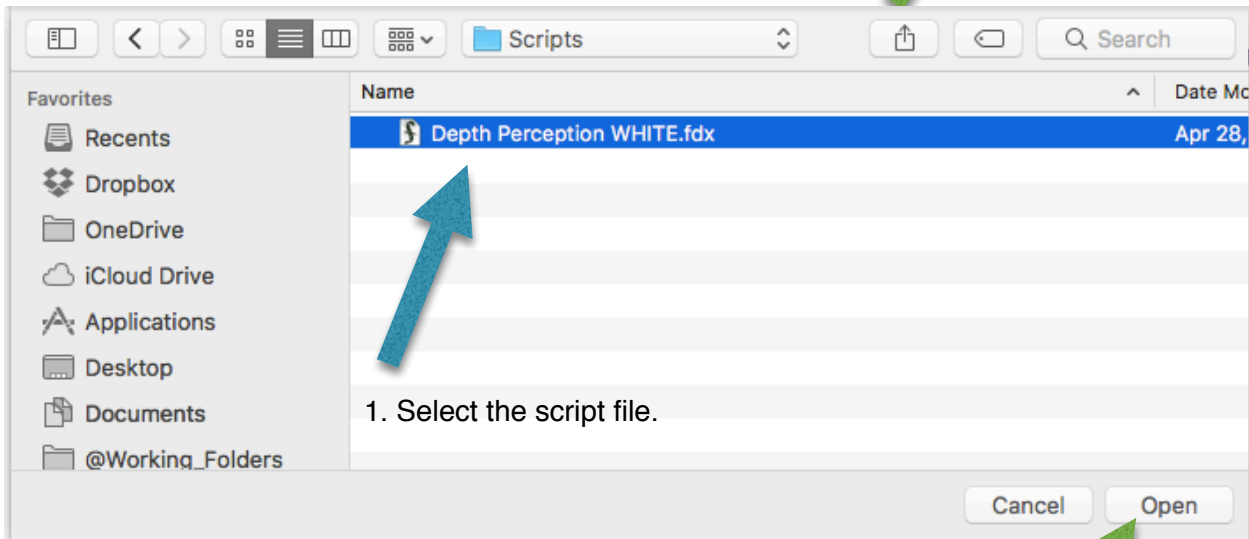


Click here to add a new revision.

Step 3. Name the Version and Import the Script

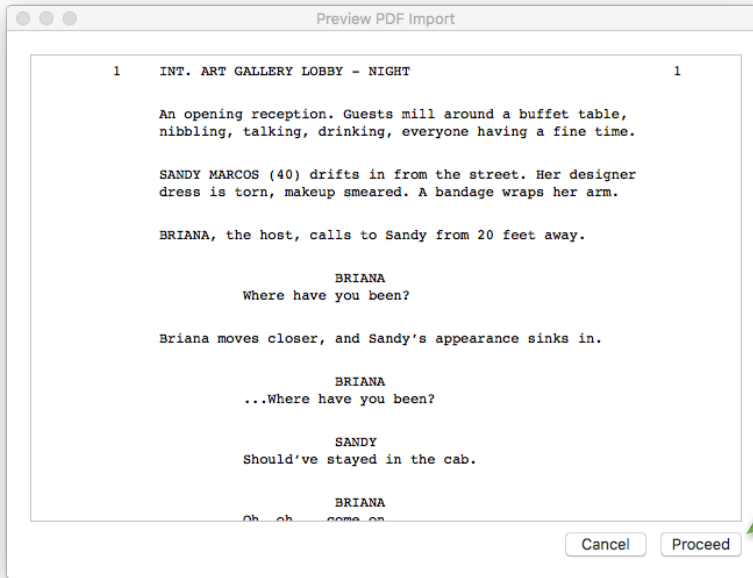
Revisions		
Revision	Script Date	Date Imported
WHITE	6/7/17	

Step
4.
Select
the
Script
File



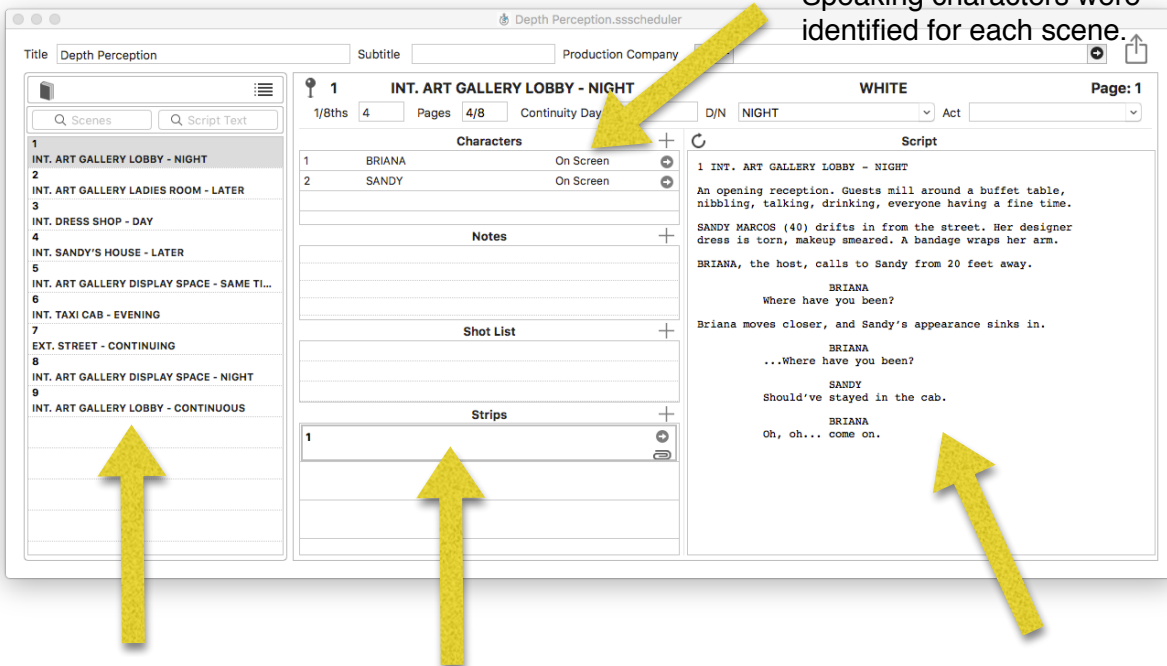
2. Click Open.

Step 5. Review the Script Preview



If everything looks correct, click Proceed to complete the import.

What Just Happened?



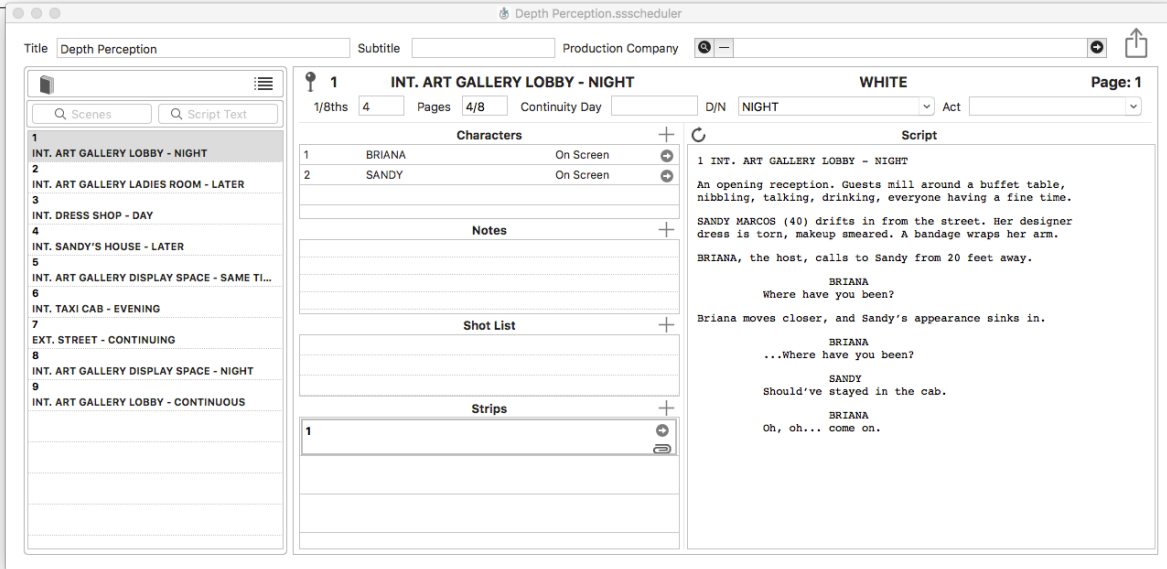
Speaking characters were identified for each scene.

3. The new character is automatically added to the character selection list. Proceed with saving the character as described in step 3a.

Initial Script Reading

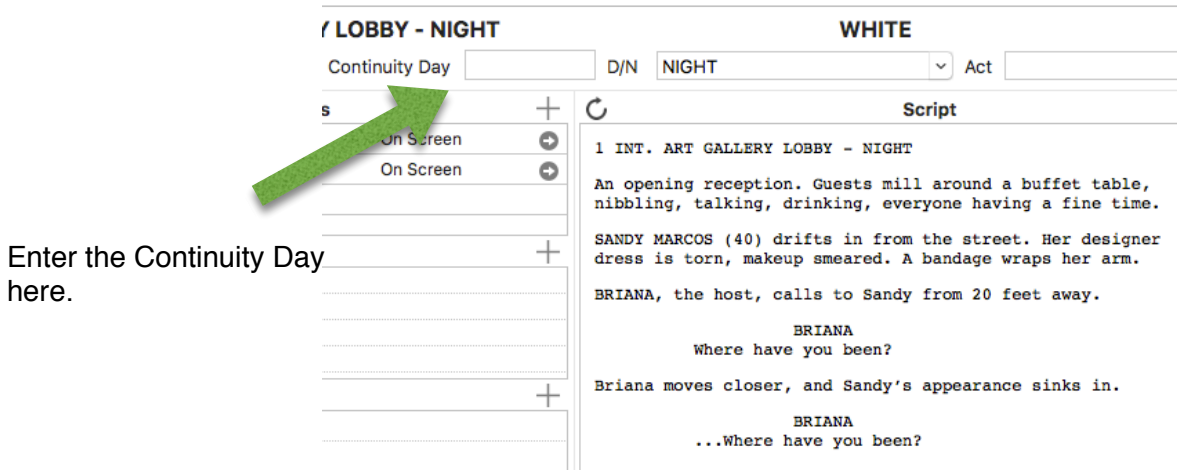
After importing the script, you can do an initial reading and breakdown of the script.

Step 1. Select a Scene and Read the Script



Step
2.

Identify the Continuity Day



Step 3. Identify and Add Non-Speaking Characters

1/8ths Pages Continuity Day


Characters			+
1	BRIANA	On Screen	+
2	SANDY	On Screen	+

Notes

Click to add a character.

Step 3a. Select Characters

Select Characters for Scene 1 +

3 - SALES GIRL	NON-SPEAKING
4 - CABBIE	NON-SPEAKING
5 - TOUGH 1	NON-SPEAKING
6 - TOUGH 2	NON-SPEAKING
 7 - TOUGH 3	NON-SPEAKING
8 - HUNK	NON-SPEAKING
100X - SANDY DOUBLE	NON-SPEAKING
1K - YOUNG BRIANA	NON-SPEAKING
2K - YOUNG SANDY	NON-SPEAKING

*ON SCREEN and OFF SCREEN characters will be deleted when you import a revision if they do not have dialog in the scene.

Cancel Save

Click a character to select it. Paperclip identifies a selected character.

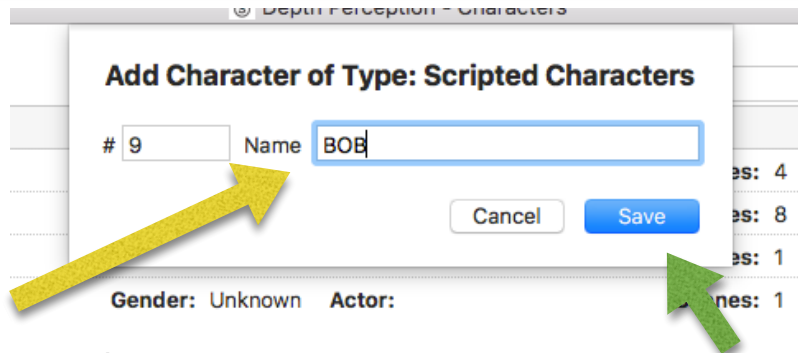
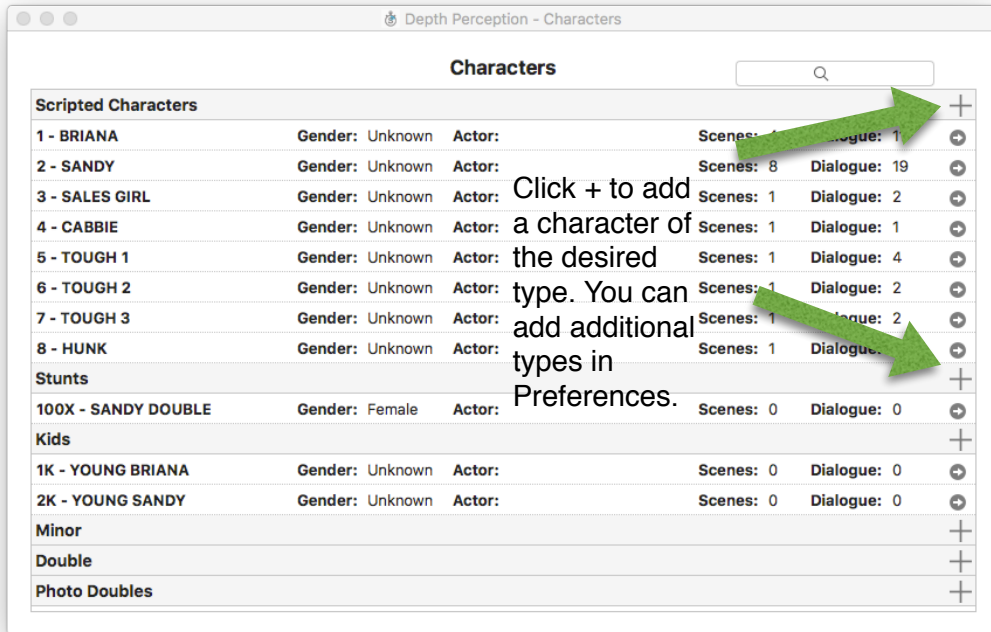
Use command-click to select multiple characters.

Click here to add a new character to the character's list. (Step 3b)

Click Save to add the selected characters to the scene.

Step 3b. Add a New Character

The main characters list will be displayed.



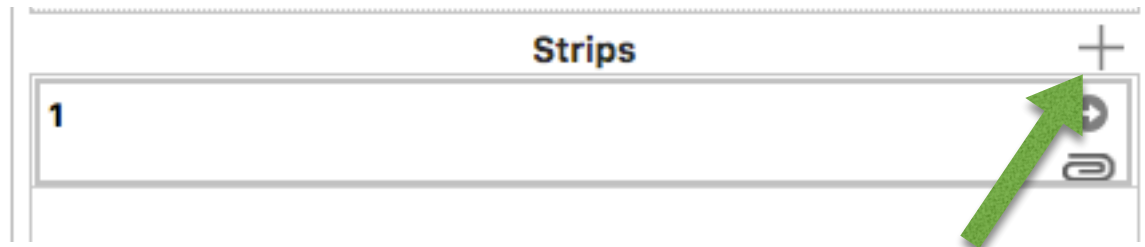
1. Enter the character's name.

2. Click Save to add the character to the main list.

8 - HUNK	NON-SPEAKING
9 - BOB	NON-SPEAKING
100X - SANDY DOUBLE	NON-SPEAKING

Step 4a. Add Additional Strips

You can add additional strips that are applicable to the entire scene.



Click here to add a new strip to the scene.

Step 4b. Add Partial Scene Strips

Click here to erase highlighted text.

1. Highlight one or more parts of the script.

1 INT. ART GALLERY LOBBY NIGHT

An opening reception. Guests mill around a buffet table, nibbling, talking, drinking, everyone having a fine time.

SANDY MARCOS (40) drifts in from the street. Her designer dress is torn, makeup smeared. A bandage wraps her arm.

BRIANA, the host, calls to Sandy from 20 feet away.

BRIANA

Where have you been?

Briana moves closer, and Sandy's appearance sinks in.

BRIANA

...Where have you been?

SANDY

Should've stayed in the cab.

BRIANA

Oh, oh... come on.

2. Click the + button as described above in step 4a to create the partial scene strip.

Step 5. Fill in the Strip Details

The strip is automatically titled.

The strip type determines the list of departments that will be involved. Configure them in Preferences.

Add Scene Strip

Strip Strip Type

Phase Applies To

Description

Int/Ext Set

1/8ths Pages Continuity Day Day/Night

Time Estimate Setup : Shooting : Breakdown : Total :

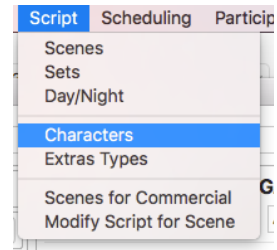
Notes

Enter estimated times for setup, shooting, and/or breakdown to let

Select an Applies To department to limit this strip for a department. Only participants in that department will be able to see it.

Characters

To manage the Character list, click the Script menu then Characters.



See
add

Characters				
Scripted Characters +				
1 - BRIANA	Gender: Unknown	Actor:	Scenes: 4	Dialogue: 11
2 - SANDY	Gender: Unknown	Actor:	Scenes: 8	Dialogue: 19
3 - SALES GIRL	Gender: Unknown	Actor:	Scenes: 1	Dialogue: 2
4 - CABBIE	Gender: Unknown	Actor:	Scenes: 1	Dialogue: 1
5 - TOUGH 1	Gender: Unknown	Actor:	Scenes: 1	Dialogue: 4
6 - TOUGH 2	Gender: Unknown	Actor:	Scenes: 1	Dialogue: 2
7 - TOUGH 3	Gender: Unknown	Actor:	Scenes: 1	Dialogue: 2
8 - HUNK	Gender: Unknown	Actor:	Scenes: 1	Dialogue: 1
9 - BOB	Gender: Unknown	Actor:	Scenes: 1	Dialogue: 0
Stunts +				
100X - SANDY DOUBLE	Gender: Female	Actor:	Scenes: 0	Dialogue: 0
Kids +				
1K - YOUNG BRIANA	Gender: Unknown	Actor:	Scenes: 0	Dialogue: 0
2K - YOUNG SANDY	Gender: Unknown	Actor:	Scenes: 0	Dialogue: 0
Minor +				
Double +				
Photo Doubles +				

Adding Characters
Step 3b in the section, "Initial Script Reading" to learn how to new characters.

Rearranging/ Renumbering Characters

Drag and drop a character to the appropriate position in the list and characters will be renumbered automatically.

Characters				
Scripted Characters +				
1 - BRIANA	2 - SANDY	Gender: Unknown	Actor:	Scenes: 4
2 - SANDY	Gender: Unknown	Actor:	Scenes: 8	Dialogue: 19
3 - SALES GIRL	Gender: Unknown	Actor:	Scenes: 1	Dialogue: 2
4 - CABBIE	Gender: Unknown	Actor:	Scenes: 1	Dialogue: 1

Edit a

Character

Double-click a character in the list to edit the character details.

Change the character number here.

Notes Attachments **Scenes** Character Elements Strips Strip Elements

1 - INT. ART GALLERY LOBBY - NIGHT	→
2 - INT. ART GALLERY LADIES ROOM - LATER	→
3 - INT. DRESS SHOP - DAY	→
4 - INT. SANDY'S HOUSE - LATER	→
5 - INT. ART GALLERY DISPLAY SPACE - SAME TIME	→
6 - INT. TAXI CAB - EVENING	→
7 - EXT. STREET - CONTINUING	→
9 - INT. ART GALLERY LOBBY - CONTINUOUS	→

Double-click a scene to view it.

View
the

Scenes

this Character is In

View the Strips this Character is In

The strips will be shown in schedule order.

Notes	Attachments	Scenes	Character Elements	Strips	Strip Elements
5 - INT. ART GALLERY DISPLAY SPACE				Scheduled: 6/9/17	➔
2 - INT. ART GALLERY LADIES ROOM				Scheduled: 6/9/17	➔
4 - INT. SANDY'S HOUSE				Scheduled: 6/10/17	➔
1 - INT. ART GALLERY LOBBY				Scheduled: 6/10/17	➔
6 - INT. TAXI CAB				Scheduled: 6/10/17	➔
7 - EXT. STREET				Scheduled: 6/11/17	➔

Double-click a strip to view it.

Add

Elements to a Character

Elements added for a character will be included in all strips in which this character is included.

Notes	Attachments	Scenes	Character Elements	Strips	Strip Elements
Character Elements					
Property					
Walking cane					
Step 1. Click here to add an element or elements.					

Step 2 Configure the Elements

Step 1. Enter the name of the element.
Create multiple elements by separating
them with commas.

The screenshot shows a web interface for configuring character elements. It is divided into three main sections: 'Affected Departments', 'Elements', and 'New Element'.
1. 'Affected Departments': A list of checkboxes for various departments. 'Make Up' is checked, while others like 'Electric', 'Greens', 'Grip', 'Hair', 'Locations', 'Medic', 'Office Staff', 'Post Production', 'Production', 'Property', 'Rigging', and 'Electric' are unchecked. A yellow arrow points to this list.
2. 'Elements': A table with two columns: 'Selected Department(s) Elements' and 'Other Elements'. The 'Other Elements' column contains checkboxes for 'Compass', 'Hiking boots', and 'Walking cane'. A yellow arrow points to this section.
3. 'New Element': A form with three input fields. The first is labeled 'New Element' and contains the text 'Hair Piece'. The second is labeled 'Element Description' and contains 'Long blond hair'. The third is labeled 'Notes for this Character' and is empty. A yellow arrow points to the 'New Element' input field.
At the bottom right of the form are 'Cancel' and 'Save' buttons. A green arrow points to the 'Save' button.

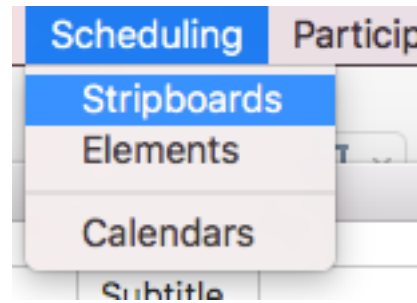
Step 1a. Or select existing elements.

Step 2. Select the applicable or
affected departments.

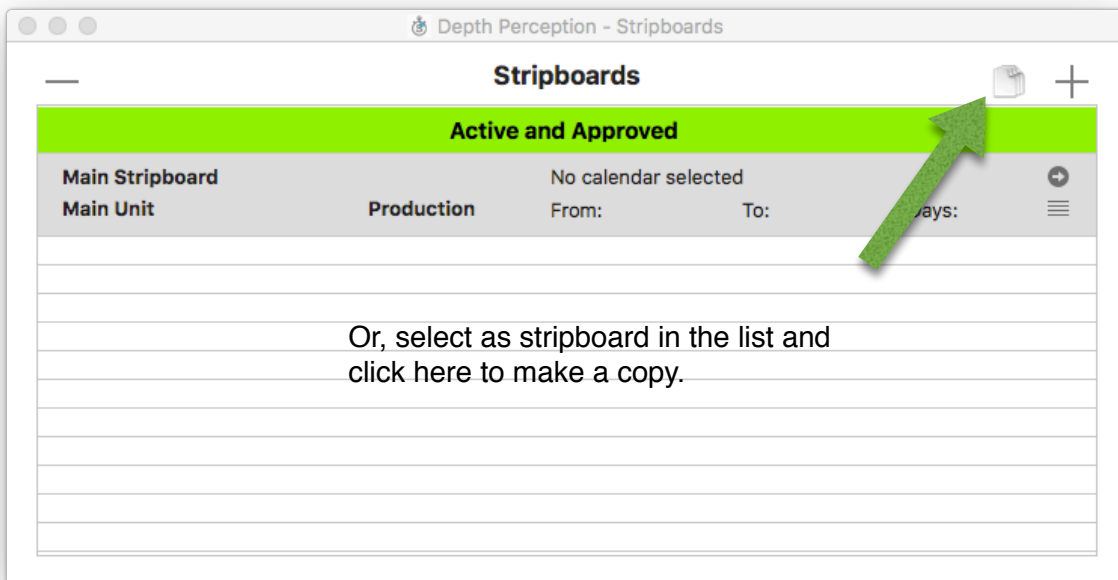
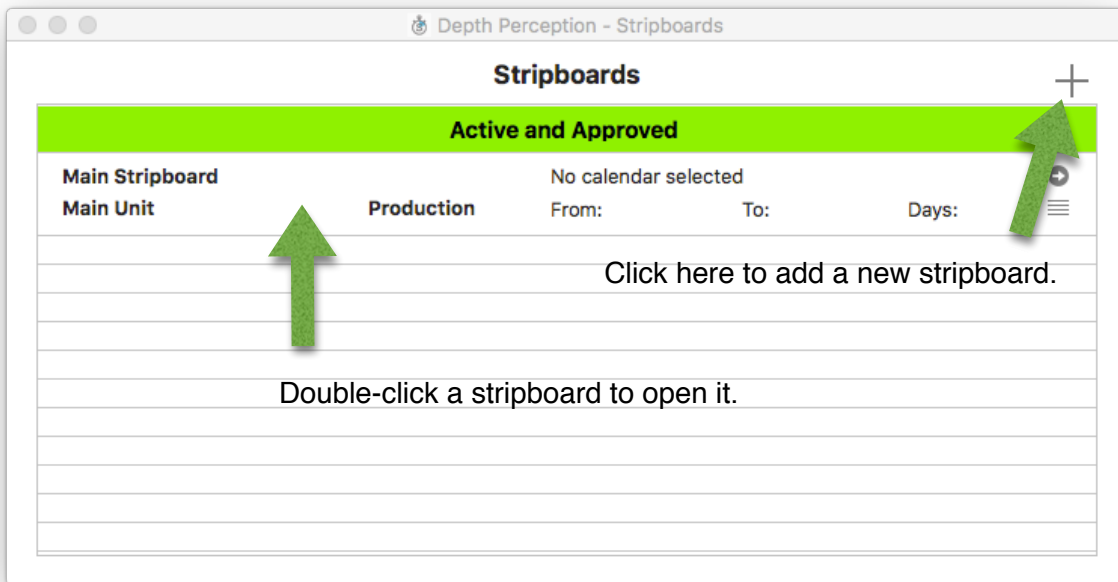
Step 3. Click Save to create any new
elements and link them to the
character.

Stripboards

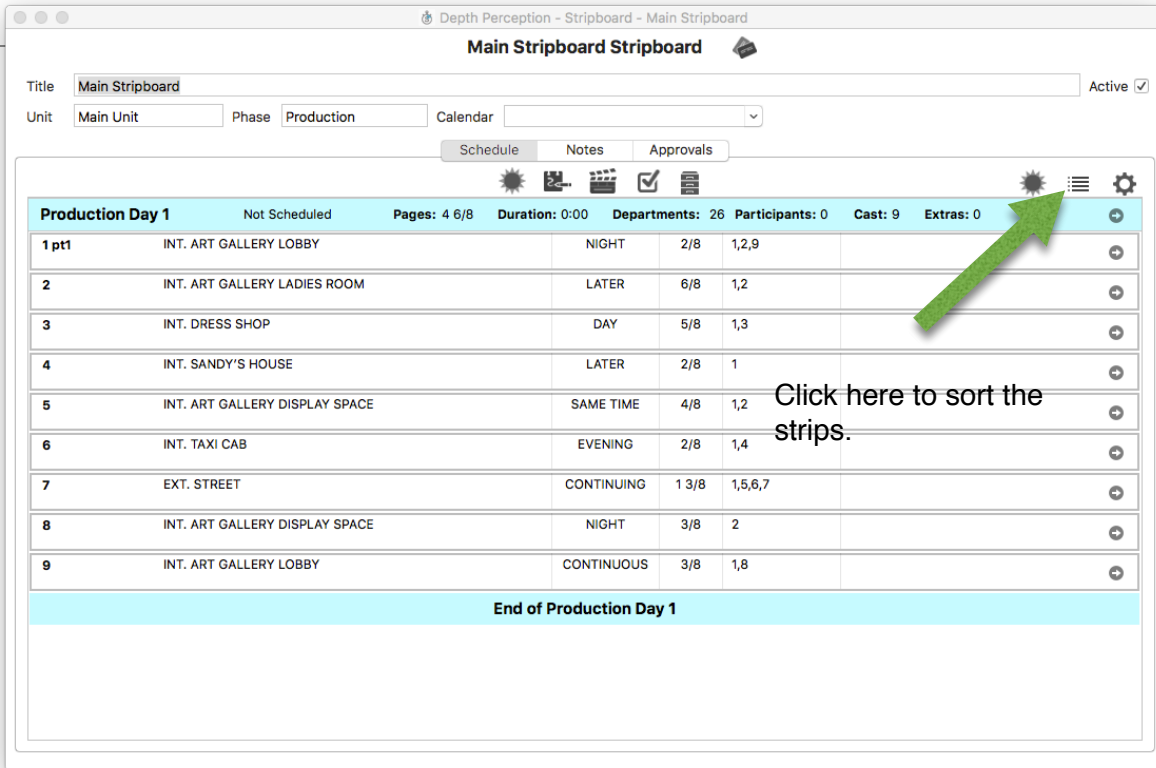
When the first script is imported, a stripboard for the created as a starting point. Access stripboards from the menu.



Main unit is Schedule



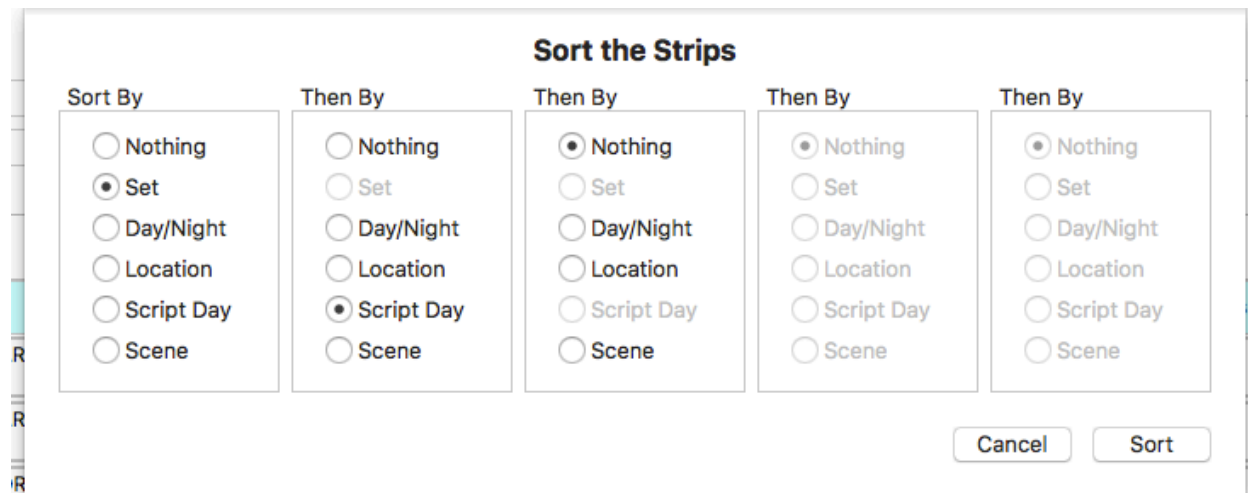
Stripboard



Step

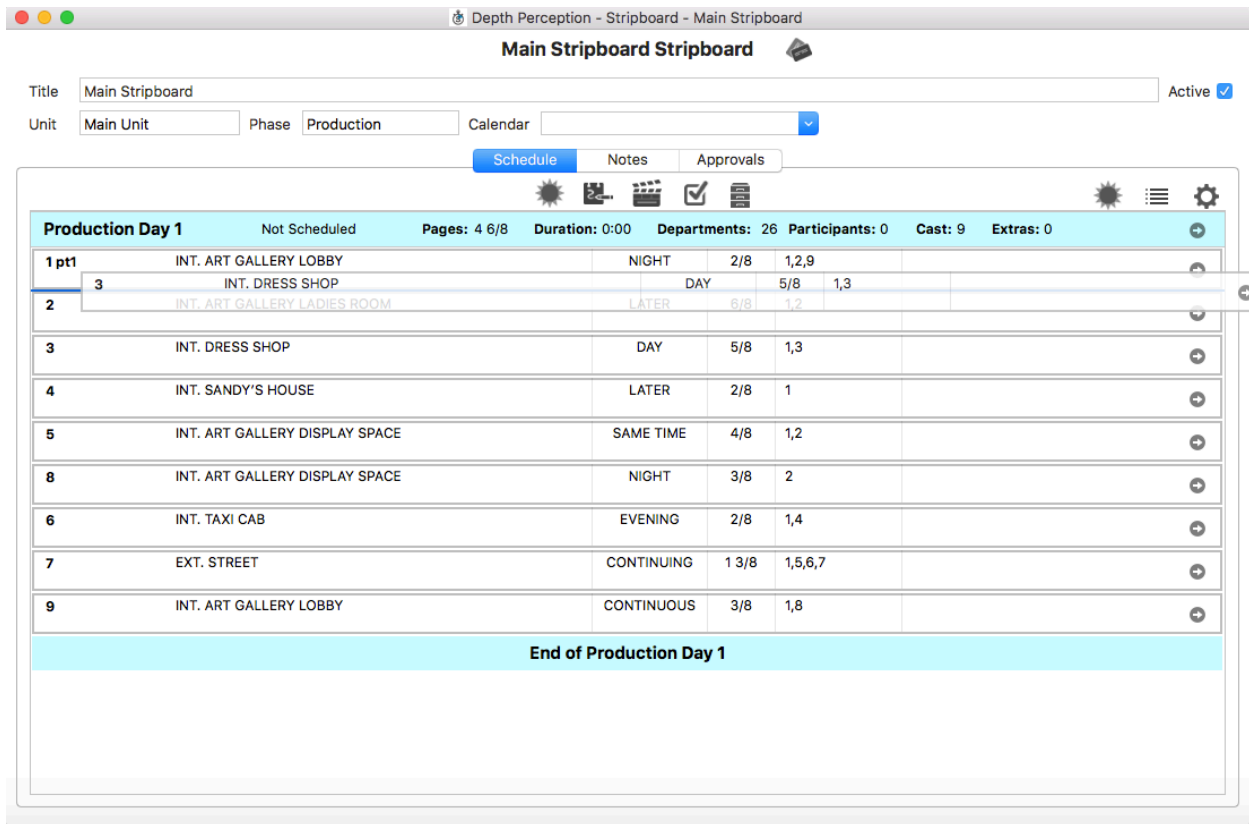
1a.
Sort
the
Strips
Select
up to
five

levels of sorting. If you have already added day breaks, you will be given the option to make a copy of the stripboard because the day breaks will have to be removed.



Step

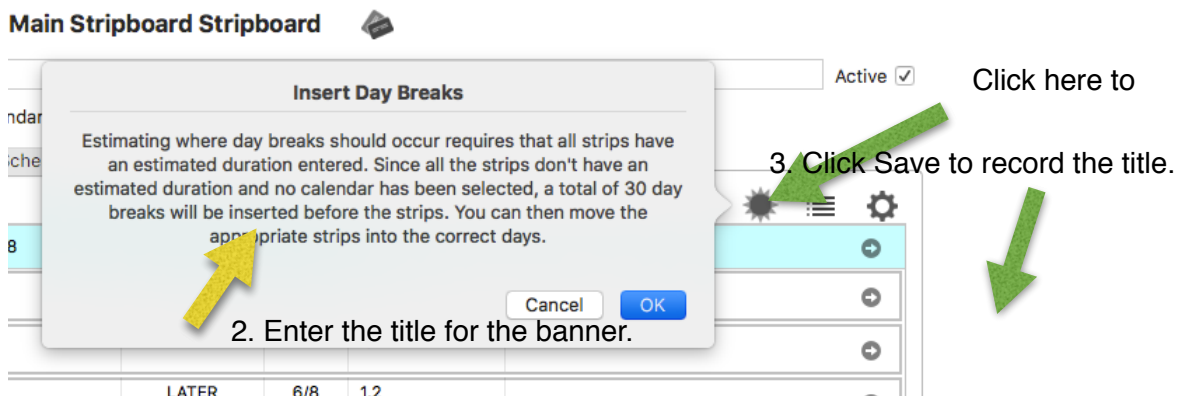
1b. Rearrange the Strips Manually
Drag and drop strips to rearrange them.



1. Click here to add a new banner.

Step 2a. Insert Day Breaks Automatically

If you have entered estimated setup, duration, and/or breakdown times for each strip, you can have day breaks inserted automatically based on the working hours for each day in the calendar. Learn later about configuring a calendar.



Step 2b. Insert Day Breaks Manually

1. Click and drag here to add a day break.

The screenshot shows the 'Main Stripboard' interface. At the top, there are tabs for 'Schedule', 'Notes', and 'Approvals'. Below the tabs is a table for 'Production Day 1'. The table has columns for strip number, location, time, and other details. A green arrow points to the 'Schedule' button.

Production Day 1					
Not Scheduled		Pages: 4 6/8	Duration: 0:00	Departments: 26	Particip
1 pt1	INT. ART GALLERY LOBBY		NIGHT	2/8	1,2,9
3	INT. DRESS SHOP		DAY	5/8	1,3
2	INT. ART GALLERY LADIES ROOM		LATER	6/8	1,2
4	INT. SANDY'S HOUSE		LATER	2/8	1

2. Drag it to the desired location and release it.

The screenshot shows the 'Main Stripboard' interface for 'Production Day 2'. A green arrow points to a banner in the list, and a yellow arrow points to the banner's new position in the stripboard. The table below shows the strips for 'Production Day 2'.

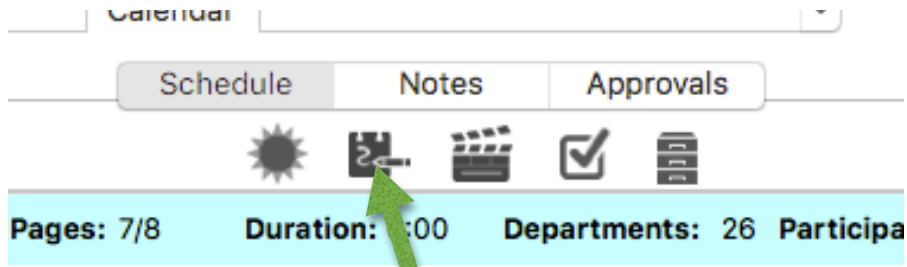
Production Day 2					
Not Scheduled		Pages: 3 7/8	Duration: 0:00	Departments: 26	Participants: 0
2	INT. ART GALLERY LADIES ROOM		LATER	6/8	1,2
4	INT. SANDY'S HOUSE		LATER	2/8	1
5	INT. ART GALLERY DISPLAY SPACE		SAME TIME	4/8	1,2
8	INT. ART GALLERY DISPLAY SPACE		NIGHT	3/8	2
6	INT. TAXI CAB		EVENING	2/8	1,4
7	EXT. STREET		CONTINUING	13/8	1,5,6,7
9	INT. ART GALLERY LOBBY		CONTINUOUS	3/8	1,8

2. Drag the banner from the list to the desired locations in the stripboard.

3. The day break is inserted. Drag a day break to a new location to move all the strips for that day.

Step 3. Insert Banners Manually

Insert banners manually or pick them from a list of preconfigured banners you can create in Preferences.



1. Drag and drop a banner at the desired

Edit Banner

Title Duration :

Description

2. Enter the message for the banner.

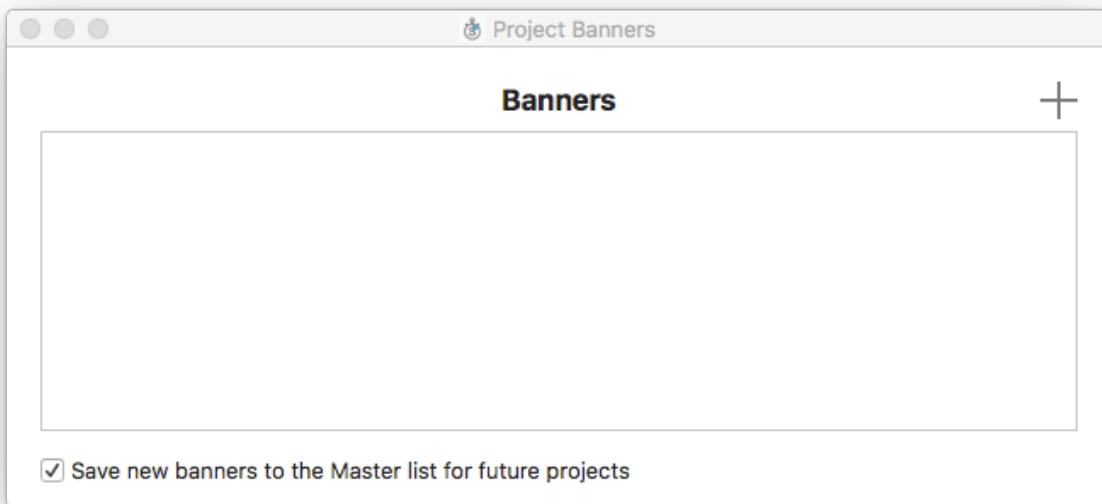
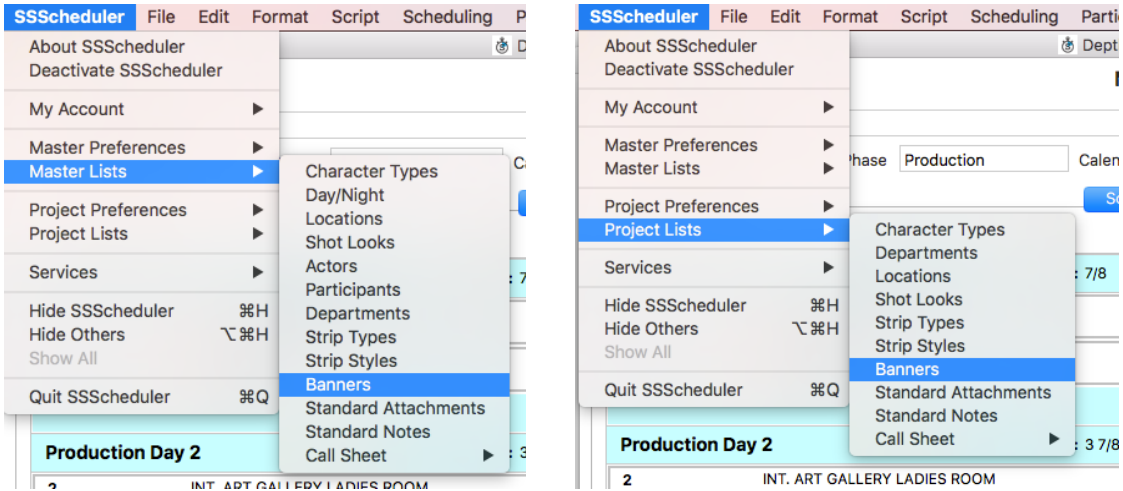
3. Click Save to add the banner.

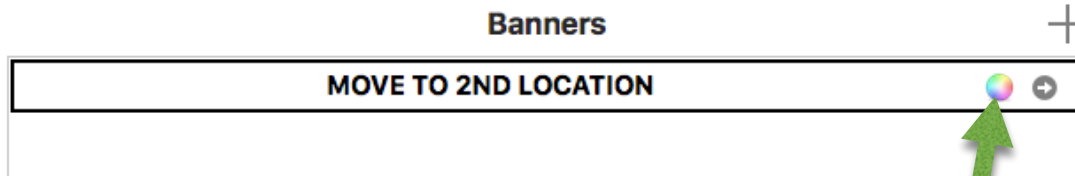
End of Production Day 1							
Production Day 2	Not Scheduled	Pages: 3/7/8	Duration: 0:30	Departments: 26	Participants: 0	Cast: 7	Extras: 0
2	INT. ART GALLERY LADIES ROOM		LATER	6/8	1,2		
4	INT. SANDY'S HOUSE		LATER	2/8	1		
MOVE TO SECOND LOCATION						Duration: 0:30	
5	INT. ART GALLERY DISPLAY SPACE		SAME TIME	4/8	1,2		

4. Click here to color code the banner. You can select a color for the background, the border, and the text.

Step 3b. Preconfigured Banners

Preconfigure banners under the SSScheduler menu in Master Lists and Project Lists. Banners in Master Lists will be added to all new projects. Banners added or changed in Project lists will only affect the current project.

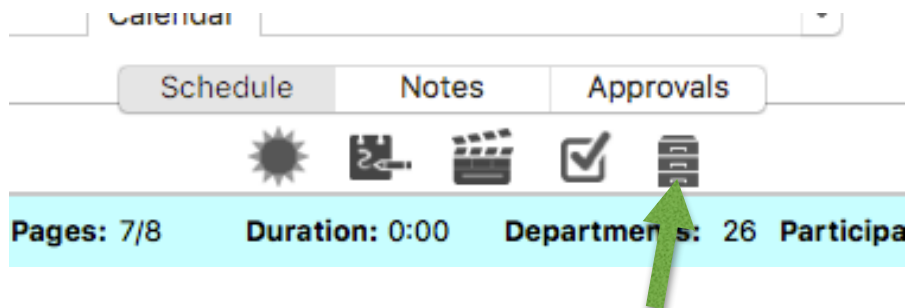




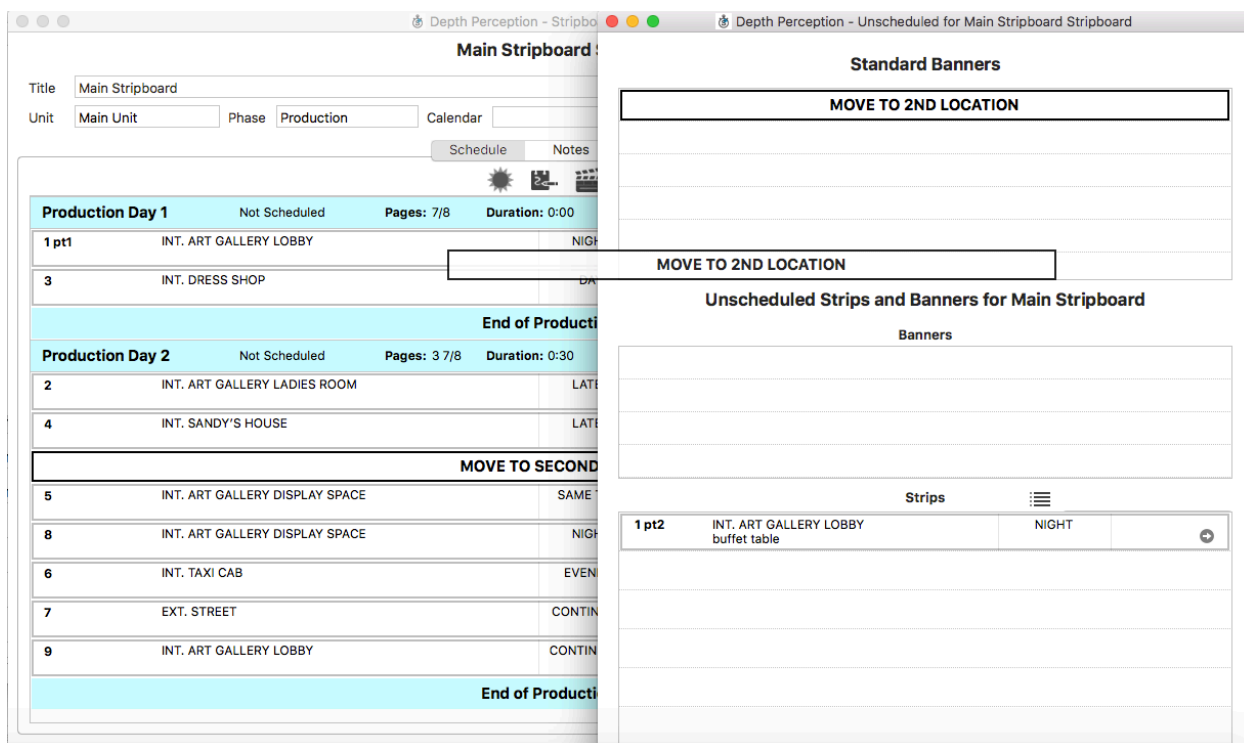
4. Color code the banner. Select a color for the background, the border, and the text.

(cont). Select a Preconfigured Banner

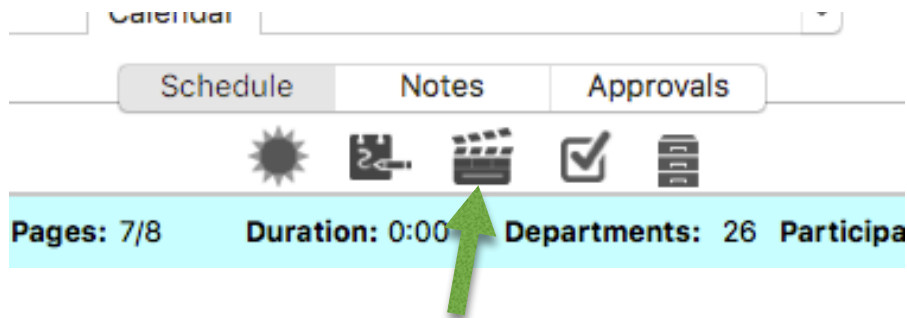
Back on the stripboard.



1. Click here to open the boneyard which contains preconfigured banners, unused banners, and unscheduled strips.

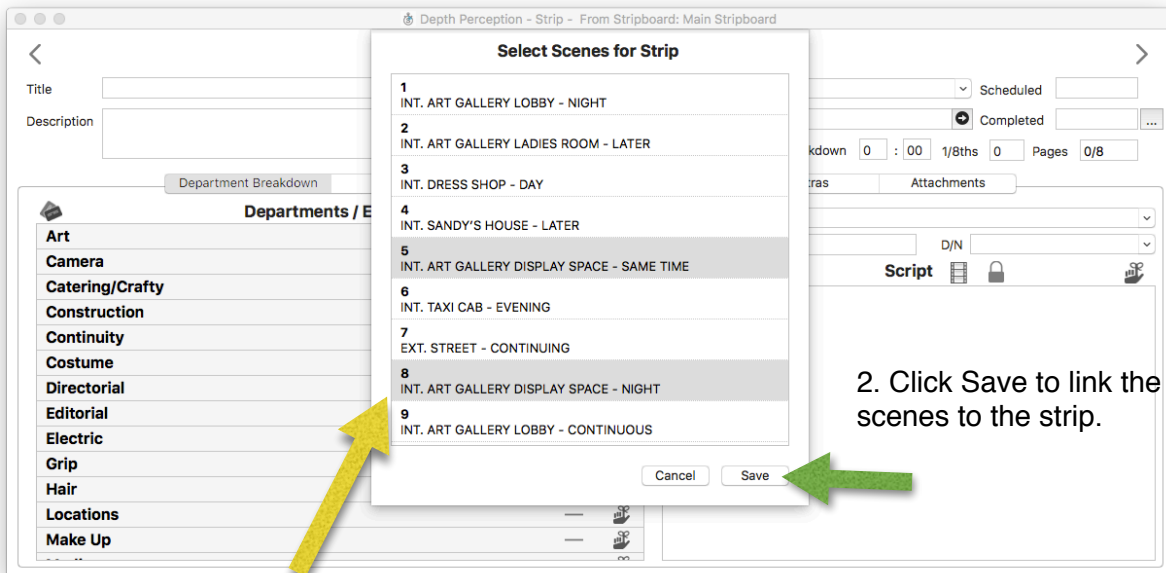


Step 4. Add New Strips



1. Click and drag here to add a strip that will be linked to one or more scenes.

The strip will open where you can select the linked scene or scenes.



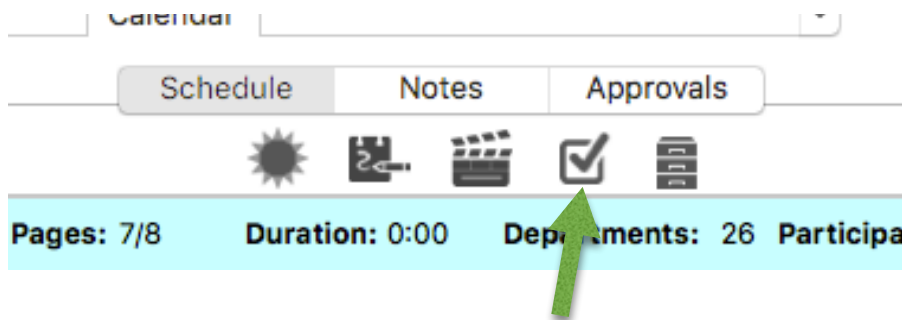
2. Click Save to link the scenes to the strip.

1. Select one or more scenes. Use Command-click to select multiple scenes.

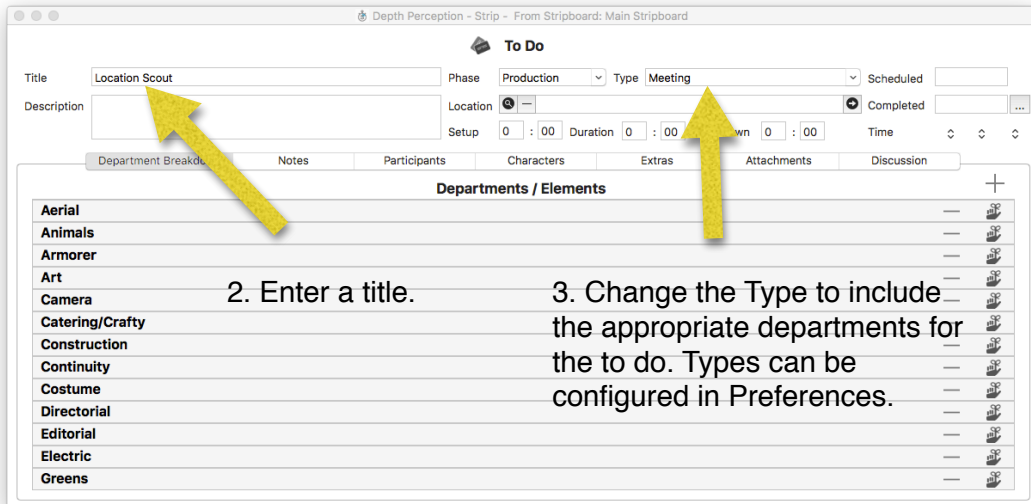
8 pt1	INT. ART GALLERY DISPLAY SPACE	NIGHT	3/8	2
5 pt2, 8 pt2	INT. ART GALLERY DISPLAY SPACE *	SAME TIME	0/8	1,2
6	INT. TAXI CAB	EVENING	2/8	1,4

A strip with multiple scenes will be named like this one.

Step 5. Add To Do's to a Stripboard



1. Click and drag here to add a strip (to do) that is not linked to a particular scene.



Back to the stripboard.

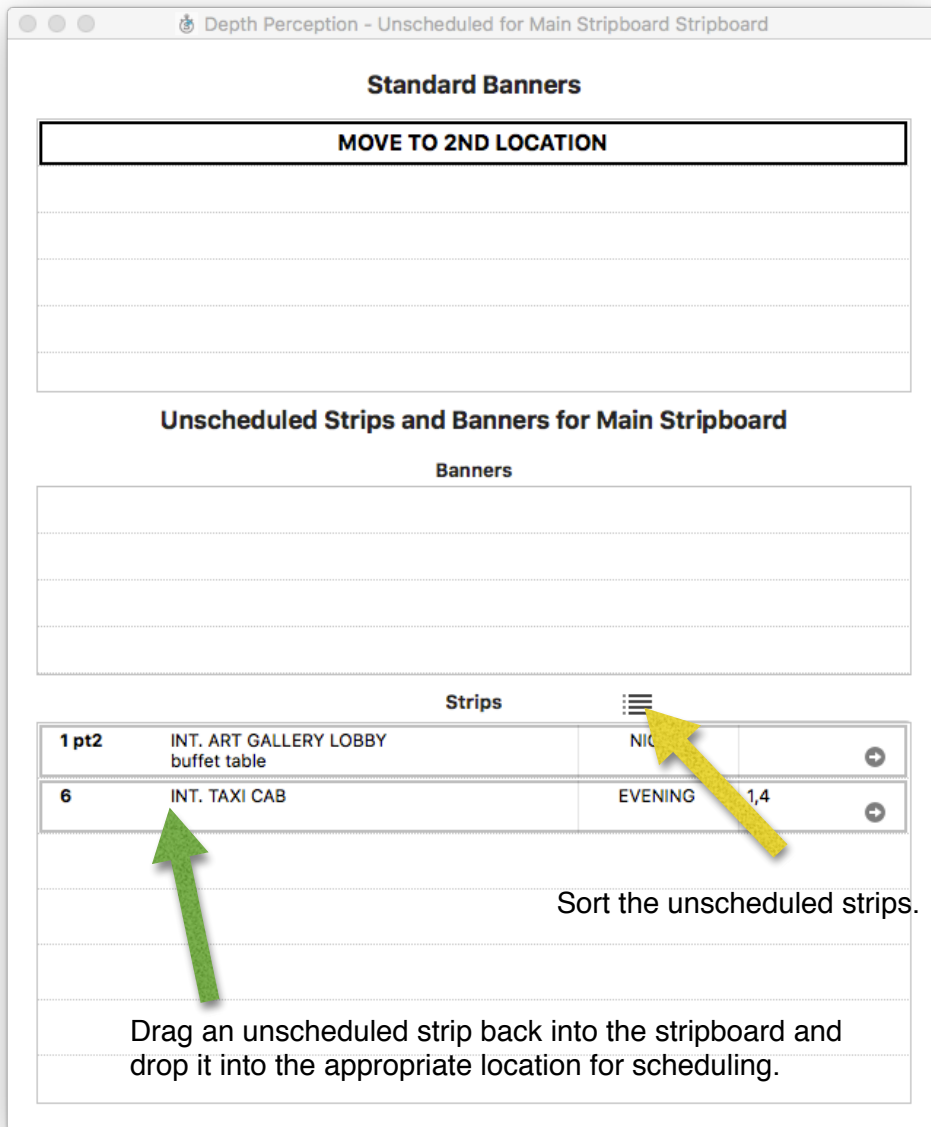
8 pt1	INT. ART GALLERY DISPLAY SPACE	NIGHT	3/8	2		
Location Scout					No Time Set 0:00	
5 pt2, 8 pt2	INT. ART GALLERY DISPLAY SPACE *	SAME TIME	0/8	1,2		
e	INT TAXI CAR	EVENING	2/8	1,4		

4. Click here to color code the to do.

Boneyard

As described in Step 3b above, click the File Cabinet to open the boneyard.

Move a banner, strip, or to do to the boneyard by dragging it from its place in the stripboard and dropping it onto the file cabinet.



Standard Banners

MOVE TO 2ND LOCATION

Unscheduled Strips and Banners for Main Stripboard

Banners

Strips

1 pt2	INT. ART GALLERY LOBBY buffet table	NIC		➔
6	INT. TAXI CAB	EVENING	1,4	➔

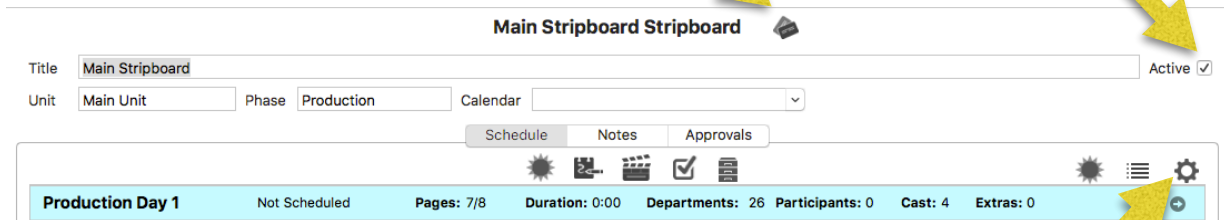
Sort the unscheduled strips.

Drag an unscheduled strip back into the stripboard and drop it into the appropriate location for scheduling.

Other Stripboard Info

Click here to make a copy of the stripboard.

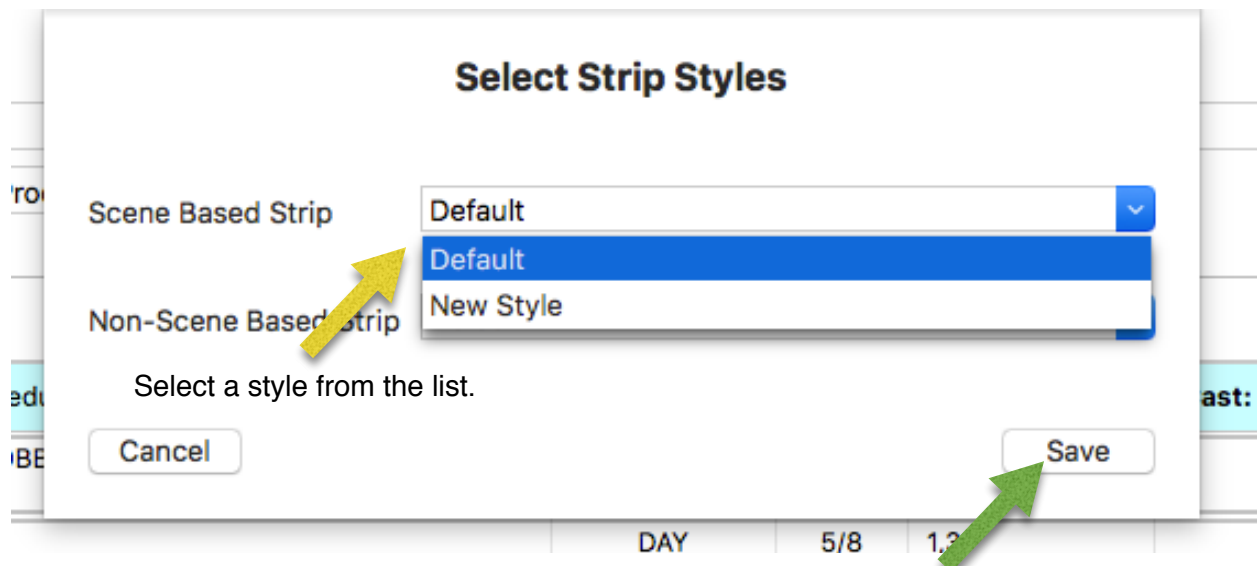
When experimenting with different stripboards, identify one as the Active stripboard.



The screenshot shows the 'Main Stripboard Stripboard' interface. At the top, there is a title field containing 'Main Stripboard' and an 'Active' checkbox which is checked. Below this are fields for 'Unit' (Main Unit), 'Phase' (Production), and 'Calendar'. A navigation bar includes 'Schedule', 'Notes', and 'Approvals' tabs, along with several icons. A status bar at the bottom displays 'Production Day 1', 'Not Scheduled', 'Pages: 7/8', 'Duration: 0:00', 'Departments: 26', 'Participants: 0', 'Cast: 4', and 'Extras: 0'. Three yellow arrows point to the copy icon, the 'Active' checkbox, and the settings gear icon. A green arrow points to the settings gear icon.

Click here to add a calendar.

Selecting Custom Strip Styles

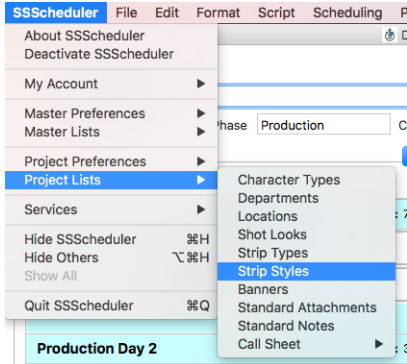


The 'Select Strip Styles' dialog box is shown. It has two sections: 'Scene Based Strip' and 'Non-Scene Based Strip'. The 'Scene Based Strip' dropdown menu is open, showing 'Default' (selected), 'Default', and 'New Style'. A yellow arrow points to the 'Default' option in the dropdown. Below the dropdown is the text 'Select a style from the list.' At the bottom of the dialog are 'Cancel' and 'Save' buttons. A green arrow points to the 'Save' button.

Click Save to apply the strip styles to the stripboard.

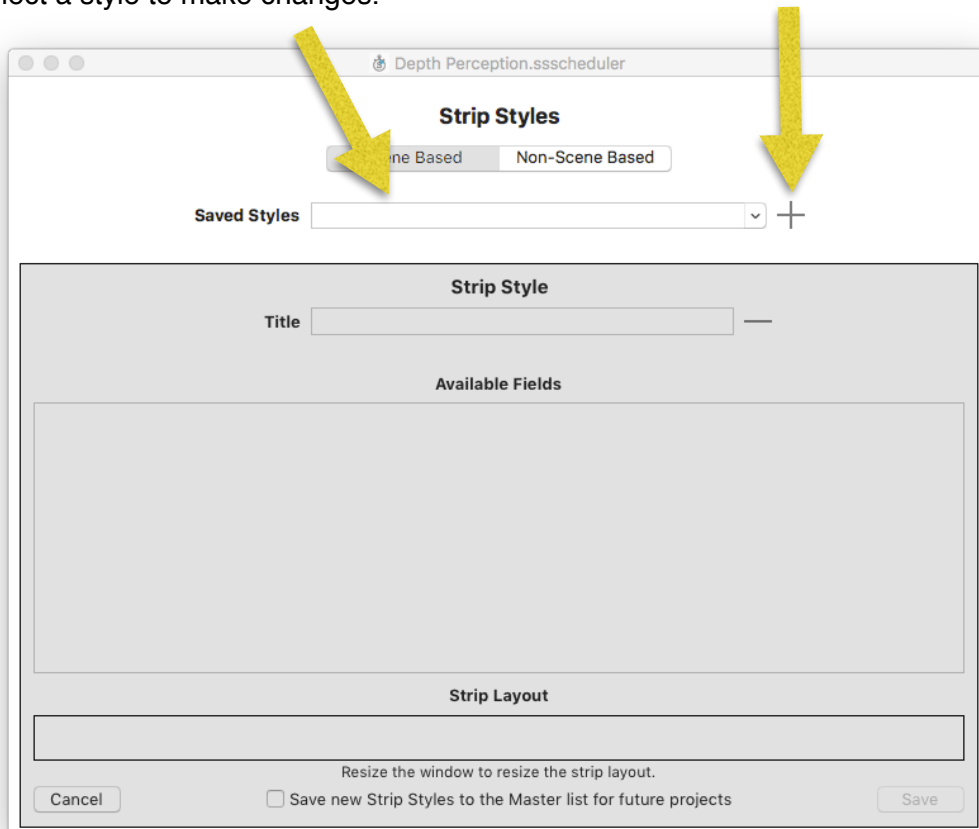
Custom Strip Styles

Access custom strip styles from the SSScheduler menu. Select Strip Styles from Master Lists to create and configure strip styles that will be available for all new projects. Select Strip Styles from the Project Lists menu to create and configure custom strip styles for the project.

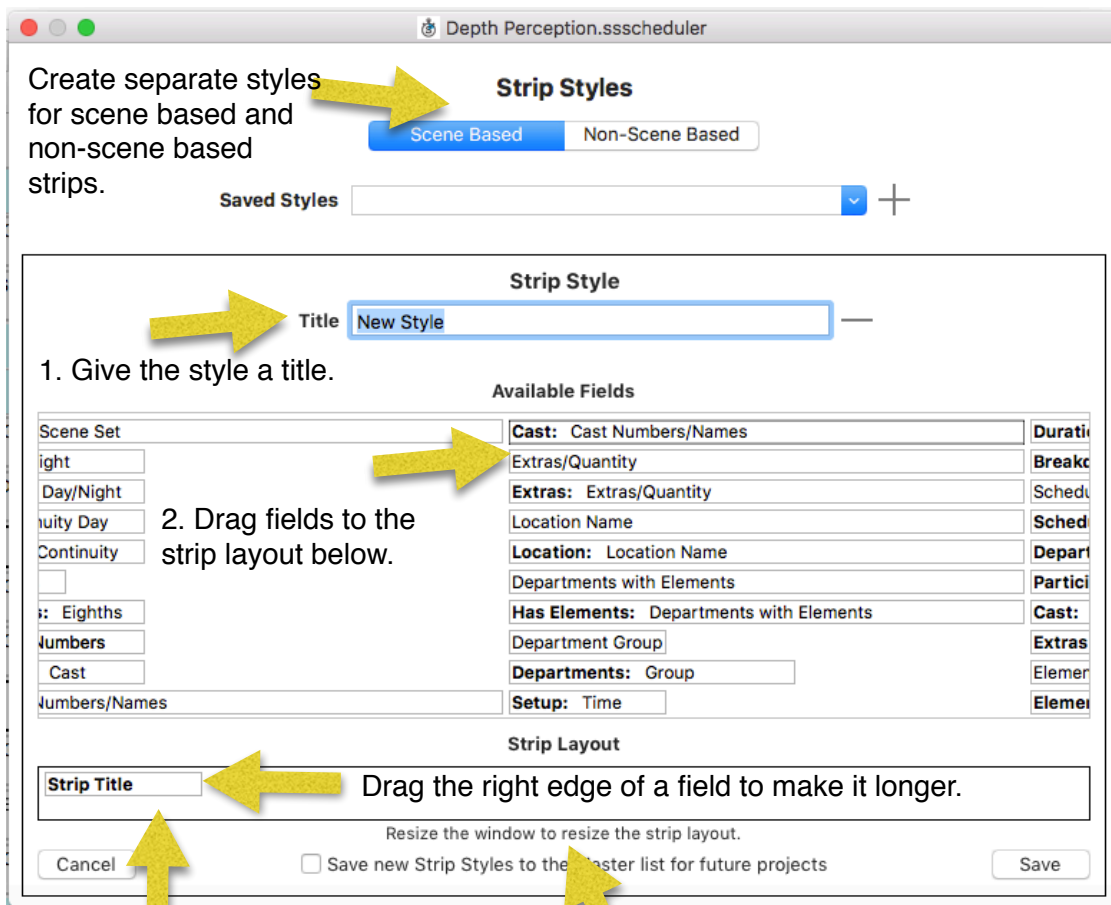


Select a style to make changes.

1. Click here to add a new style.



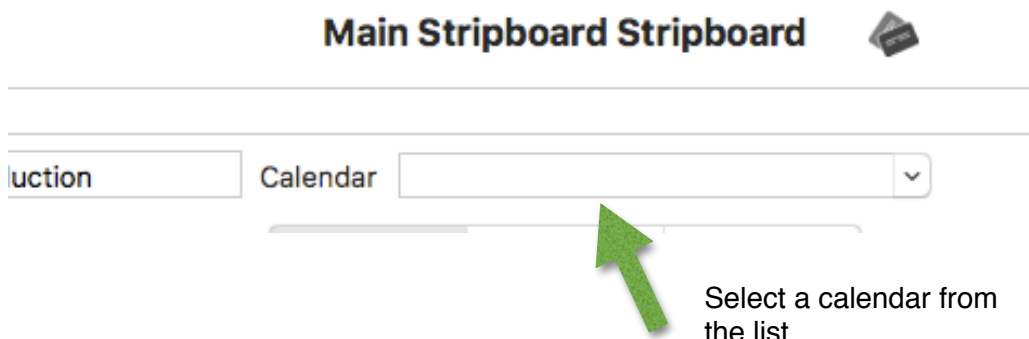
Adding a New Style



3. Arrange the fields in the layout.

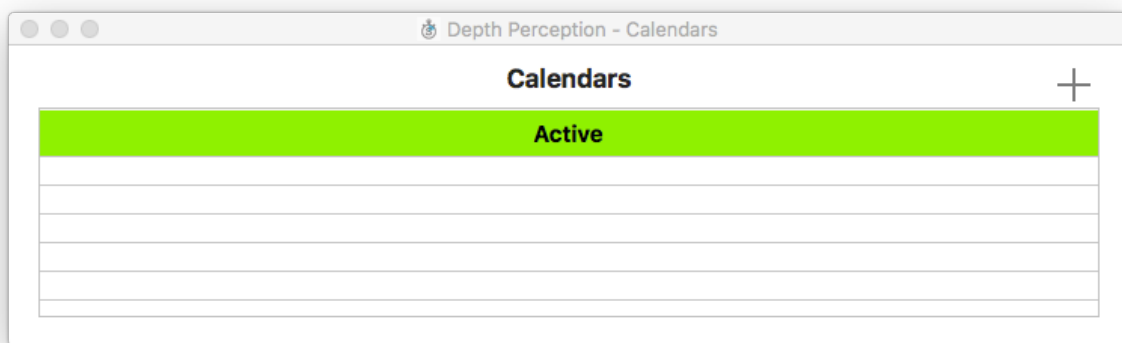
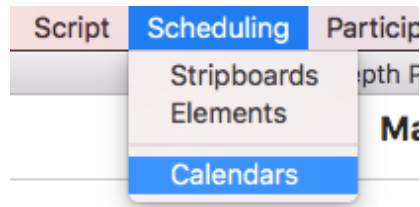
Resizing the window will make the layout wider for more fields. Most fields will grow vertically to fit the data in them.

Apply a Calendar



Calendars

Access Calendars from the Schedule menu.



Add Calendar

Title Active

Description

1. Give the calendar a title.

2. Click Save to add the calendar.

Configure the Calendar

The screenshot shows a software window titled "Depth Perception - Calendar - Mid -June Start". At the top, there is a "Title" field containing "Mid -June Start" and an "Active" checkbox which is checked. Below this is a "Description" field with the text "Delete a phase that is not applicable." A yellow arrow points from this description to the "Phases" section below.

The "Phases" section is a list of four phases, each with a duration of 1 and a budget of 0:

- Development**: Start: 6/14/17, End: 6/14/17. A yellow arrow points to its right-hand arrow icon.
- Pre-Production**: Start: 6/15/17, End: 6/15/17.
- Production**: Start: 6/16/17, End: 6/16/17. A yellow arrow points to its right-hand arrow icon.
- Post-Production**: Start: 6/19/17, End: 6/19/17.

To the right of the phases is the "Unit Settings for Development Phase" panel. It includes a "Unit" dropdown menu set to "Main Unit". Below that is a "Working Days" section with checkboxes for S, M, T, W, T, F, S. The M, T, W, and T checkboxes are checked. Below this is a "Working Hours Per Day" field set to "8". At the bottom is a "Blocked Dates" section with a plus sign icon and a list of empty rows.

At the bottom right of the window, there is a numbered instruction: "1. Select a phase to view unit specifics. Double-click to edit the dates."

Step 1. Set the Dates

Double-click a phase to set the dates for that phase.

The screenshot shows the 'Edit Calendar Phase' dialog box. At the top, there is a 'Phase' dropdown menu set to 'Production' and a 'Budget' input field with the value '0'. Below this, there are two calendar pickers for 'Start Date' and 'End Date', both for 'Jun 2017'. The 'Start Date' calendar has the 16th selected. The 'End Date' calendar has the 29th selected. In the center, there are two input fields: 'Total Days' with the value '14' and 'Weekdays' with the value '10'. At the bottom, there are 'Cancel' and 'Save' buttons. Three yellow arrows point to the 'Start Date' calendar, the 'Total Days' field, and the 'End Date' calendar. Below the dialog box, there are three numbered instructions: '1. Select the Start Date.', '2. Enter the Total Days to calculate an End Date.', and '2. or, enter the Weekdays to calculate an End Date.'. A fourth instruction, '2. or, enter the End Date.', is located further down and has an arrow pointing to the 'End Date' calendar.

Edit Calendar Phase

Phase Budget

Start Date

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Total Days

Weekdays

End Date

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

1. Select the Start Date.

2. Enter the Total Days to calculate an End Date.

2. or, enter the Weekdays to calculate an End Date.

2. or, enter the End Date.

Step 2. Configure for Each Unit

Optionally copy the working days and blocked dates from another unit's calendar.

The screenshot shows a software interface for configuring a unit's calendar. On the left, there is a list of phases: Development, Pre-Production, Production (highlighted), and Post-Production. Each phase has fields for Duration, Start, End, and Budget. The 'Production' phase is selected, and its details are shown in the main area. The 'Unit Settings for Production Phase' section includes a dropdown for 'Unit' (set to 'Main Unit'), a 'Working Days' section with checkboxes for S, M, T, W, T, F, S (M, T, W, T, F are checked), a 'Working Hours Per Day' field (set to 8), and a 'Blocked Dates' section with a plus sign icon. Three yellow arrows point to the 'Unit' dropdown, the 'Working Hours Per Day' field, and the 'Blocked Dates' section. Text annotations provide instructions for each step.

1. Select the unit to configure.

2. Set the working hours per day.

3. Add any blocked or non-working days such as holidays.

Step 3. Add Blocked Days

The screenshot shows the 'Add Blocked Date' dialog box. It has a 'Description' field containing 'Special Day' and 'Day breaks were scheduled.' Below this is a 'Blocked Date' section with a calendar for 'Jun 2017'. The date '21' is selected. Below the calendar, there is a radio button for 'Entire Day' which is checked, and an 'or' label. Below that are 'From' and 'To' time pickers, both set to '12:00 AM'. At the bottom are 'Cancel' and 'Save' buttons. Annotations include: a yellow arrow pointing to the description; a yellow arrow pointing to the calendar with the text '2. Select the date.'; a yellow arrow pointing to the 'Entire Day' radio button with the text '3. Is it the entire day or just part of the day?'; a green arrow pointing to the 'Save' button; a red arrow pointing to the 'Cancel' button; and a red arrow pointing upwards from the bottom right.

Day breaks were scheduled.

2. Select the date.

3. Is it the entire day or just part of the day?

Cancel Save

Non-Production day breaks were inserted automatically.

You can now create a call sheet for any day that has strips scheduled.

Apply a Calendar (cont)

What Happened?

Depth Perception - Stripboard - Main Stripboard

Main Stripboard Stripboard

Title: Active

Unit: Phase: Calendar:

Schedule Notes Approvals

Production Day 1		Friday - 6/16/17	Pages: 7/8	Duration: 0:00	Departments: 26	Participants: 0	Cast: 4	Extras: 0
1 pt1	INT. ART GALLERY LOBBY	NIGHT	2/8	1,2,9				
3	INT. DRESS SHOP	DAY	5/8	1,3				
End of Production Day 1								
Non-Production Day		Saturday - 6/17/17	Pages: 0/8	Duration: 0:00	Departments: 0	Participants: 0	Cast: 0	Extras: 0
End of Day								
Non-Production Day		Sunday - 6/18/17	Pages: 0/8	Duration: 0:00	Departments: 0	Participants: 0	Cast: 0	Extras: 0
End of Day								
Production Day 2		Monday - 6/19/17	Pages: 3 5/8	Duration: 0:30	Departments: 30	Participants: 1	Cast: 6	Extras: 0
2	INT. ART GALLERY LADIES ROOM	LATER	6/8	1,2				
4	INT. SANDY'S HOUSE	LATER	2/8	1				
MOVE TO SECOND LOCATION				Duration: 0:30				
5 pt1	INT. ART GALLERY DISPLAY SPACE	SAME TIME	4/8	1,2				
8 pt1	INT. ART GALLERY DISPLAY SPACE	NIGHT	3/8	2				
Location Scout				No Time Set 0:00				

Strips

Opening a Strip

There are several places where strips are listed and can be opened: Stripboard, Scene, Character, Actor, etc. Open a strip by double-clicking on it.

Click here to go to the previous strip in the source's list.

Tells you where you came from.

Click here to go to the next strip in the source's list.

Depth Perception - Strip - 3 From Stripboard: Main Stripboard

3

Title 3 Phase Production Type To Shoot Scheduled 6/16/17

Description Location [dropdown] Completed [dropdown]

Setup : 00 Duration 0 : 00 Breakdown 0 : 00 1/8ths 5 Pages 5/8

Department Breakdown Notes Participants Characters Extras Attachments

Departments / Elements

- Art
- Camera
- Catering/Crafty
- Construction
- Continuity
- Costume
- Directorial
- Editorial
- Electric
- Grip
- Hair
- Locations
- Make Up

Click here to select the Location where this strip will be shot.

I/E INT Set DRESS SHOP

Continuity Day [dropdown] D/N DAY [dropdown]

Script

3 INT. DRESS SHOP - DAY

Sandy stands in front of a full length mirror, modeling the Nicole Miller dress. Even without the dress, Sandy would turn heads: trim and muscular. With the dress, she's a vision.

SANDY
Ohhhhh, yeah. Oh yeah.

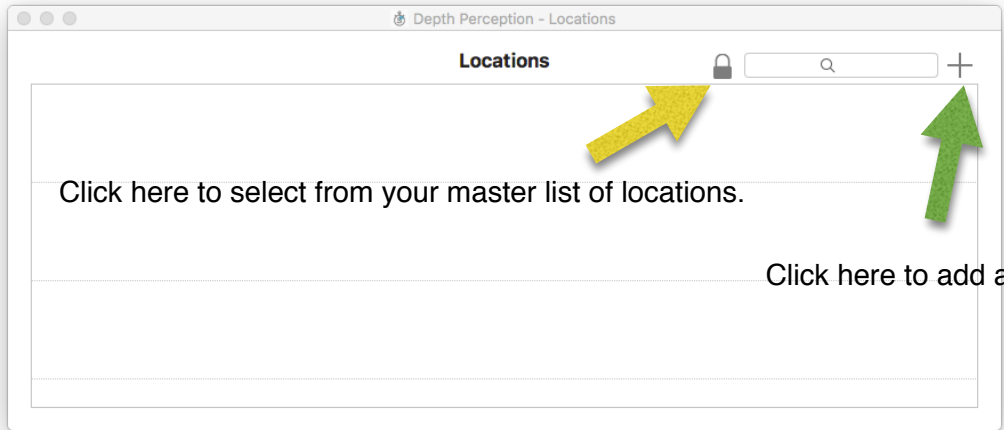
She twirls, imaginary flirtations playing over her face. She lifts the price tag...

SANDY
Holy buckets...

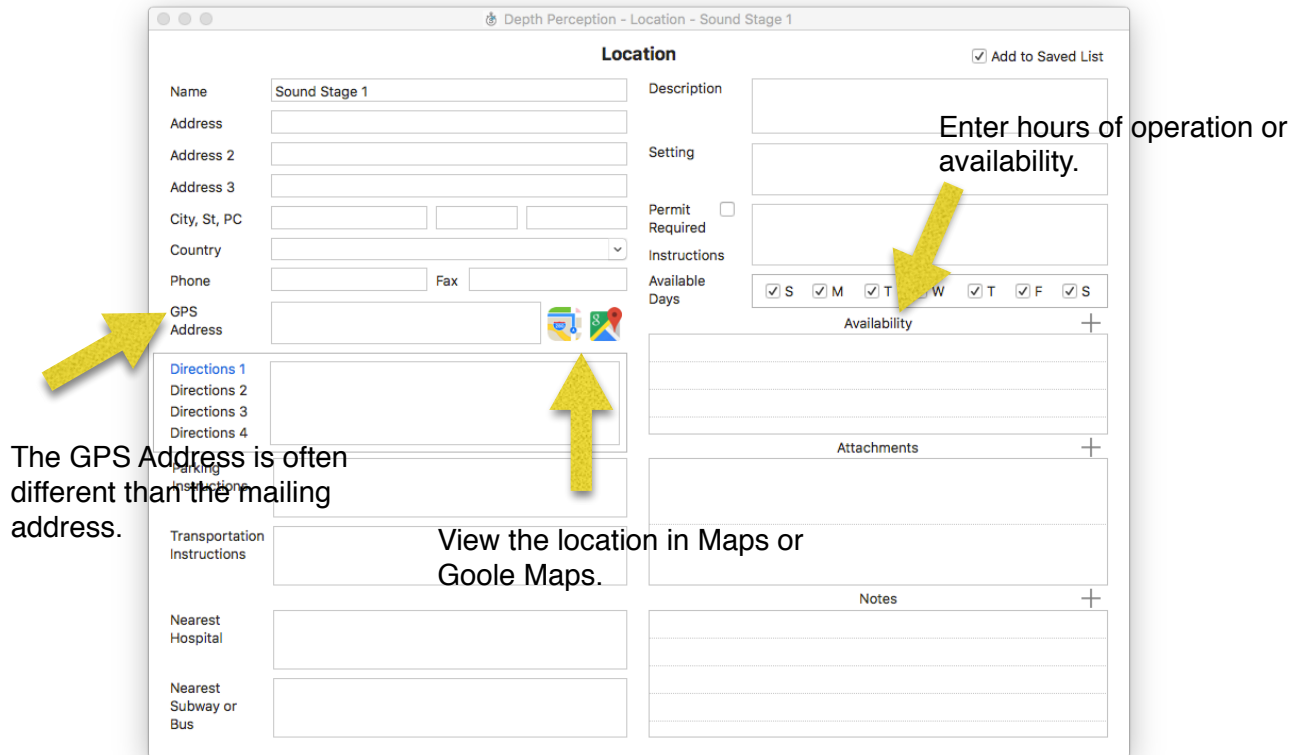
SALES GIRL (O.S.)
It's not as bad as it looks.

Sandy looks up at the sales girl, working nearby.

Strip Location



Add a New Location



Strip Elements

Step 1. Adding Elements

2. Click here to configure the element.

2. Click here to configure the element for a specific department.

1. Select a word or phrase.

The screenshot shows a 'Departments / Elements' list on the left with departments like Art, Camera, Catering/Crafty, Construction, Continuity, Costume, Directorial, Editorial, Electric, Grip, Hair, Locations, and Make Up. A yellow arrow points to 'Costume'. To the right is a 'Script' editor with a scene header '3 INT. DRESS SHOP - DAY' and several lines of dialogue. A yellow arrow points to the highlighted text 'Nicole Miller dress' in the first line of dialogue.

Step 2. Configure the Element

The text you selected in the script is here.

Change the element title if necessary.

Select other elements you've already created, if necessary.

Select the departments that are affected.

Save the Element.

The 'Add Element' dialog box contains the following sections:

- Affected Departments:** A list of departments with checkboxes. 'Costume' and 'Make Up' are checked.
- Elements:** A list of existing elements with checkboxes. 'Compass', 'Hiking boots', and 'Walking cane' are listed.
- Strip Element:** Fields for 'Selected Script Text' (containing 'Nicole Miller dress'), 'New Element(s)' (containing 'Nicole Miller Dress'), and 'New Element Description' (containing 'Torn and a little bloody.'). There is also a 'Notes for this Strip' field.
- Applies to Characters:** A list of characters with checkboxes. '1 - SANDY' and '3 - SALES GIRL' are listed.

 At the bottom right are 'Cancel' and 'Save' buttons.

Step 2b. What Happened?

Click here to remove a department from the strip.

Departments / Elements		
Continuity		—
Costume		—
Nicole Miller Dress Torn and a little bloody.	<input checked="" type="checkbox"/> On Call Sheet	+
Directorial		—
Editorial		—
Electric		—
Grip		—
Hair		—
Locations		—
Make Up		—
Nicole Miller Dress Torn and a little bloody.	<input checked="" type="checkbox"/> On Call Sheet	+
Media		—

The element was added for the selected departments.

Click here to remove an element from a department.


Step 2c. Review Element Script Selection

1. Select an element.

2. The script text that identifies the element is underlined.

Step 3. Copy Elements from Another Strip

Click here to copy the elements from another strip.



Departments / Elements			+
Continuity	—		
Costume	—		
Nicole Miller Dress	<input checked="" type="checkbox"/> On Call Sheet —		
Torn and a little bloody.			
Directorial	—		
Editorial	—		
Electric	—		
Grip	—		
Hair	—		
Locations	—		
Make Up	—		
Nicole Miller Dress	<input checked="" type="checkbox"/> On Call Sheet —		
Torn and a little bloody.			
Media			

Step 4. Select the Strip to Copy



Select the Strip to Copy Elements From

1 pt1
INT. ART GALLERY LOBBY - NIGHT
2
INT. ART GALLERY LADIES ROOM - LATER
3
INT. DRESS SHOP - DAY
4
INT. SANDY'S HOUSE - LATER
6
INT. TAXI CAB - EVENING
7
EXT. STREET - CONTINUING
9
INT. ART GALLERY LOBBY - CONTINUOUS

Cancel Save

Select the strip. Strips with scenes at the same location will sort to the top of the list.

Click Save and the elements will be copied in, eliminating duplicates.






Strip Scenes

A strip can be linked to one or more scenes.

Click here to select additional scenes to link to the strip.

I/E Set Continuity Day DAY

Script   

3 INT. DRESS SHOP - DAY

Sandy stands in front of a full length mirror, modeling the Nicole Miller dress. Even without the dress, Sandy would turn heads: trim and muscular. With the dress, she's a vision.

SANDY
Ohhhhh, yeah. Oh yeah.

She twirls, imaginary flirtations playing over her face. She lifts the price tag...

SANDY
Holy buckets...

SALES GIRL (O.S.)
It's not as bad as it looks.

Sandy looks up at the sales girl, working nearby.

Step 1. Select the Scenes to Link

Select Scenes for Strip 3

1	INT. ART GALLERY LOBBY - NIGHT
2	INT. ART GALLERY LADIES ROOM - LATER
4	INT. SANDY'S HOUSE - LATER
5	INT. ART GALLERY DISPLAY SPACE - SAME TIME
6	INT. TAXI CAB - EVENING
7	EXT. STREET - CONTINUING
8	INT. ART GALLERY DISPLAY SPACE - NIGHT
9	INT. ART GALLERY LOBBY - CONTINUOUS

Select one or more scenes.

Click here to link the scenes to the strip.

Partial Strip Script Text

When a partial strip is created after selecting text in the scene's script and a revision is imported, the selected text may have changed. But, it can be corrected.

Department Breakdown | Notes | **Participants** | C



← 2. Click here to remove the participant.

Main Stripboard Stripboard

Production		
Directorial		
Bob McFarlane - 1st AD Email: tech@blakesynder.com	Method: Scheduling App Phone: 9086198966	⊕
Continuity		
Camera		
Grip		
Rigging Grip		
Electric		
Rigging Electric		





↑ 1. Select the participant to remove.

D/N | DAY

Script   1. Click here to unlock the highlighted

Click here to clear all highlights. 3. Click here to lock in the changes.

Continuity Day | D/N | DAY

 **Script**   

3 INT. DRESS SHOP - DAY

Sandy stands in front of a full length mirror, modeling the **Nicole Miller dress**. Even without the dress, Sandy would turn heads: trim and muscular. With the dress, she's a vision.

↑

SANDY
hhhhh, yeah. Oh yeah.

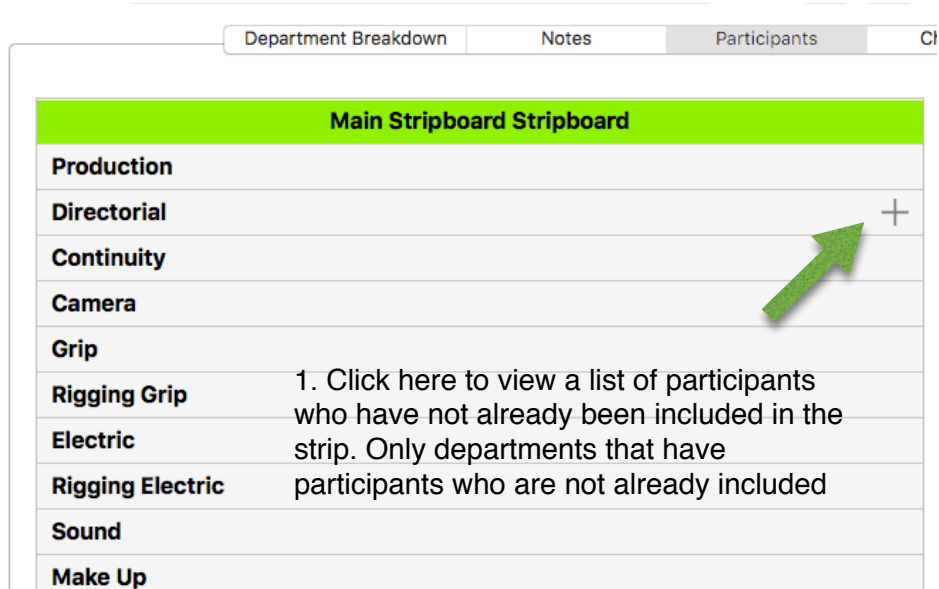
she triple imaginary flirtations playing over her face she

2. Highlight one or more sections of the script.

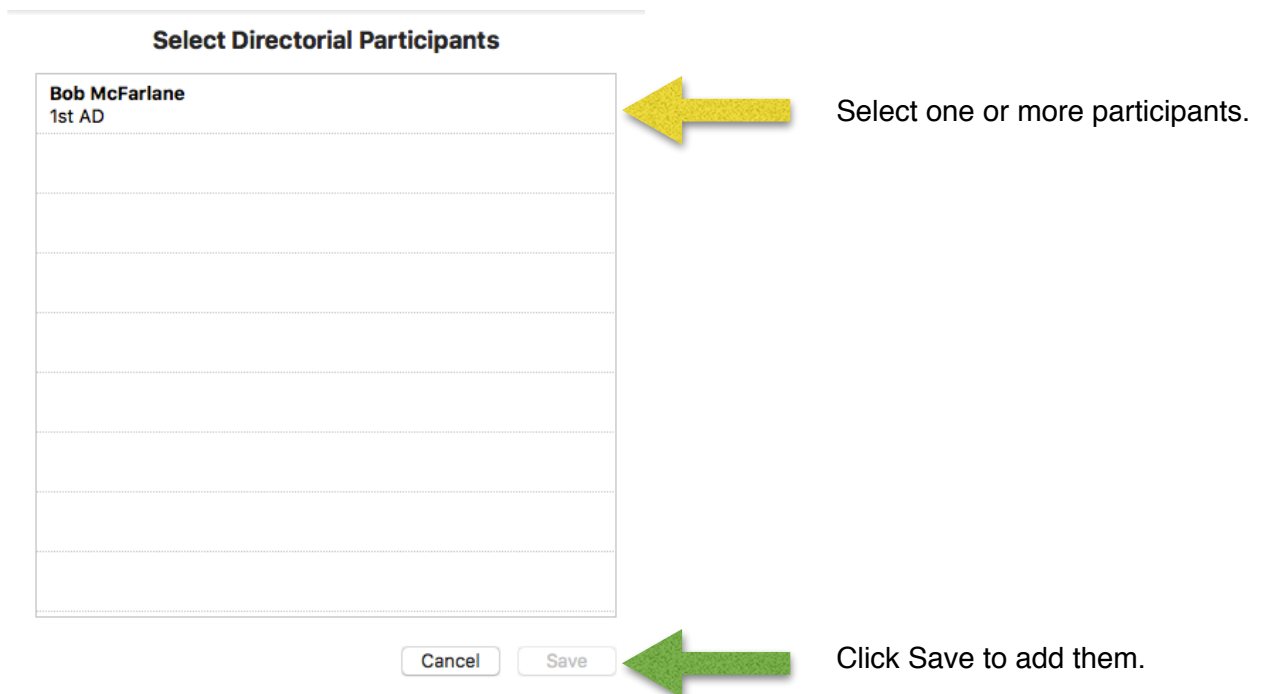
Strip Participants

Strip participants or crew, are automatically included in a strip for each stripboard in which the strip is scheduled. Participants are usually added into the unit where they will be working and can be marked to be included in all strips for that unit. See the Units section to learn more.

Add a Participant Manually



Main Stripboard Stripboard	
Production	
Directorial	+
Continuity	
Camera	
Grip	
Rigging Grip	1. Click here to view a list of participants who have not already been included in the strip. Only departments that have
Electric	participants who are not already included
Rigging Electric	
Sound	
Make Up	



Select Directorial Participants

Bob McFarlane 1st AD

Cancel Save

Select one or more participants.

Click Save to add them.

Remove a Participant from a Strip

Strip Characters

Characters are automatically added to each strip based on the characters in the scenes that are linked to the strip. Additional characters can be added manually.

Adding a Character to a Strip

1. Click here to add a character.

The screenshot shows a table with the following columns: Department Breakdown, Notes, Participants, and a plus sign (+). The table contains four rows of data:

Department Breakdown	Notes	Participants	
1 - SANDY	Notes:	Actor:	Prep Time: 0:00 (+)
5 - TOUGH 1	Notes:	Actor:	Prep Time: 0:00 (+)
6 - TOUGH 2	Notes:	Actor:	Prep Time: 0:00 (+)
7 - TOUGH 3	Notes:	Actor:	Prep Time: 0:00 (+)

A green arrow points to the plus sign (+) in the top right corner of the table.

Click here to create a new character.

The screenshot shows a dialog box titled "Select Characters" with a plus sign (+) in the top right corner. The dialog contains a list of characters:

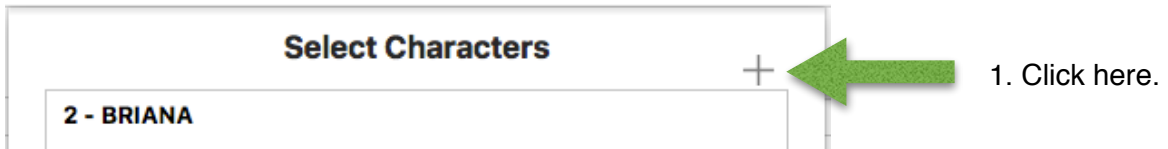
- 2 - BRIANA
- 3 - SALES GIRL
- 4 - CABBIE
- 8 - HUNK
- 9 - HARRY
- 100X - SANDY DOUBLE
- 1K - YOUNG BRIANA
- 2K - YOUNG SANDY

At the bottom of the dialog are two buttons: "Cancel" and "Save".

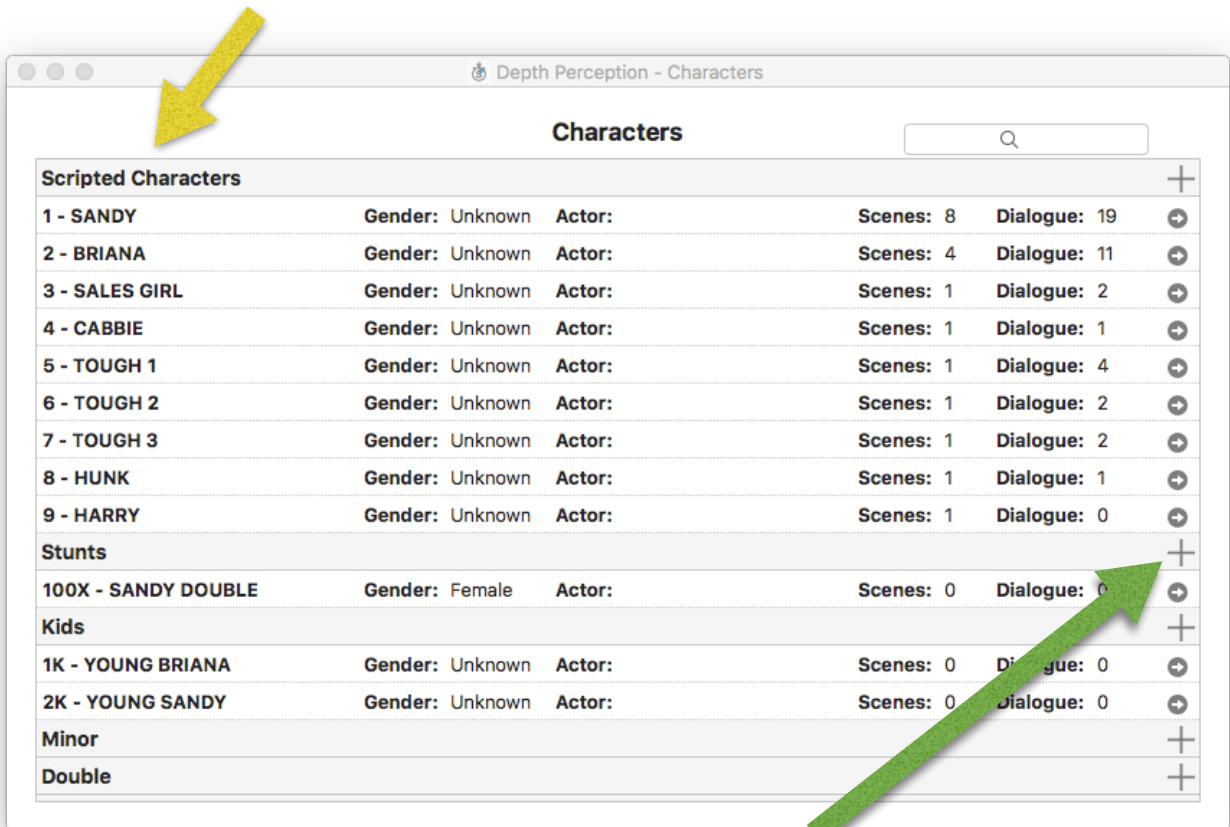
Select one or more characters. Use command-click to select multiple characters.

Click Save to add the selected characters to the strip.

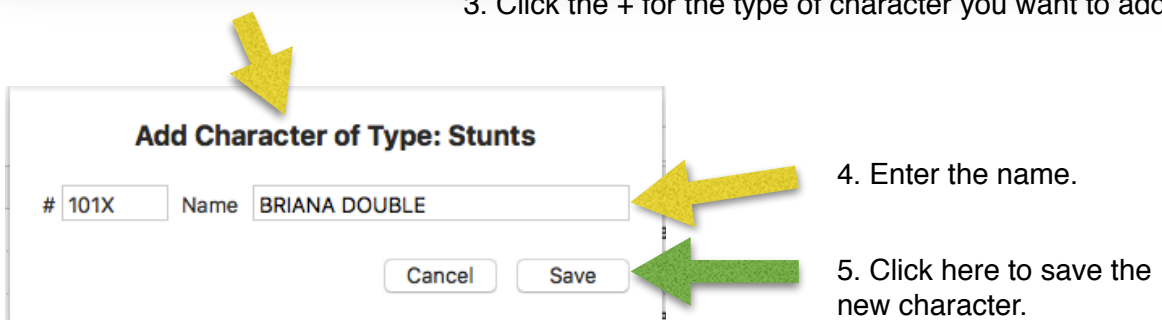
Create a New Character



2. Determine the type of character you want to add.



3. Click the + for the type of character you want to add.



Select Characters +

2 - BRIANA
3 - SALES GIRL
4 - CABBIE
8 - HUNK
9 - HARRY
100X - SANDY DOUBLE
101X - BRIANA DOUBLE
1K - YOUNG BRIANA
2K - YOUNG SANDY

6. The new character is added to the selection list. Select it.

7. Click Save to add the new character to the strip.

Since this is a new character you are given the option to also add the character to the scene to which the strip is linked.

Location Completed

Setup 0 : 00

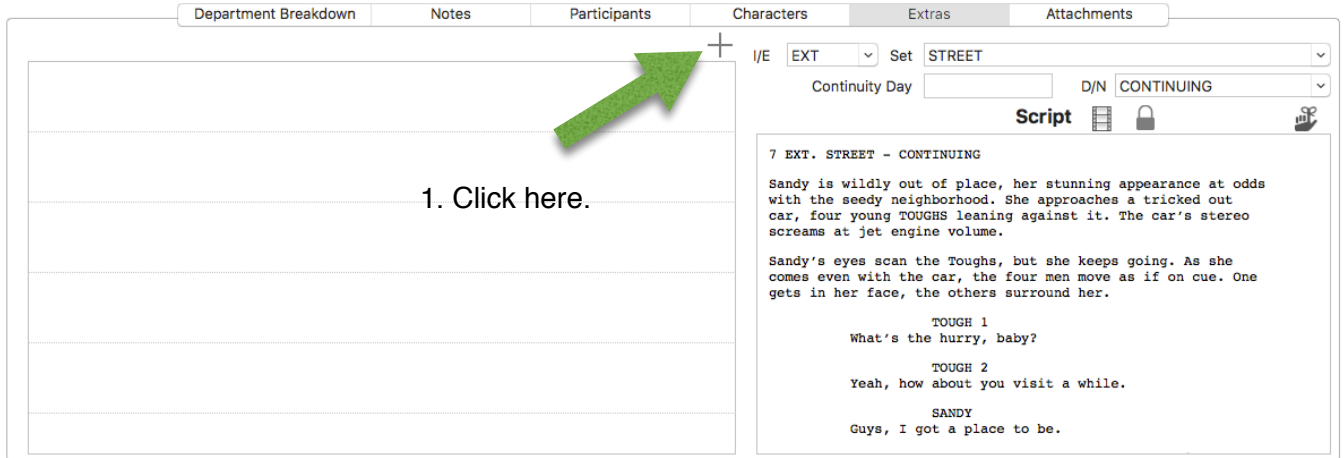
Notes	Participants
Prep Time: 0:00	
Prep Time: 0:00	
Prep Time: 0:00	7 EXT. STREET - CONTINUING Sandy is wildly out of place, her stunning appearance at odds with the seedy neighborhood. She approaches a tricked out

Add Character(s)

You are adding one or more characters that have not been added to the scene. Would you like to add them to the scene?

Strip Extras

Adding Extras to a Strip



Department Breakdown | Notes | Participants | Characters | **Extras** | Attachments

I/E EXT Set STREET
Continuity Day [] D/N CONTINUING

Script [] [] []

7 EXT. STREET - CONTINUING

Sandy is wildly out of place, her stunning appearance at odds with the seedy neighborhood. She approaches a tricked out car, four young TOUGHS leaning against it. The car's stereo screams at jet engine volume.

Sandy's eyes scan the Toughs, but she keeps going. As she comes even with the car, the four men move as if on cue. One gets in her face, the others surround her.

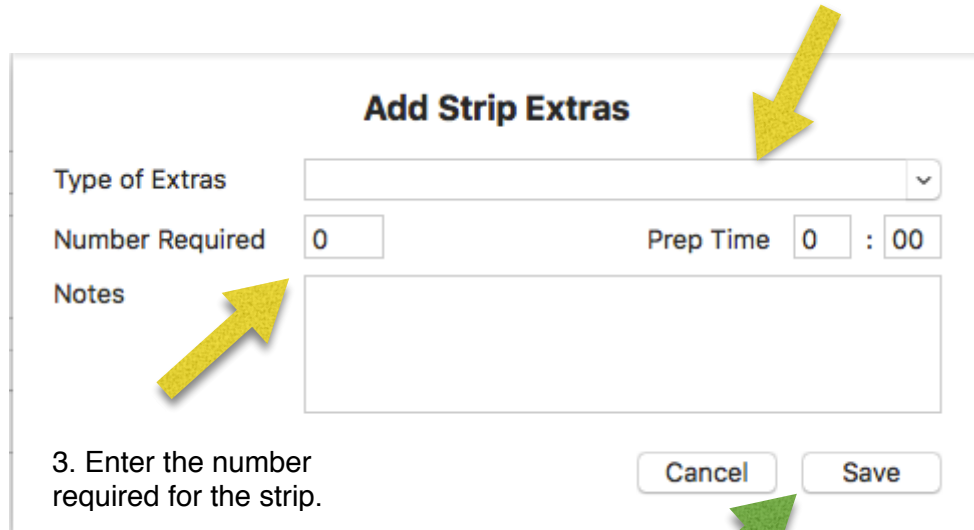
TOUGH 1
What's the hurry, baby?

TOUGH 2
Yeah, how about you visit a while.

SANDY
Guys, I got a place to be.

1. Click here.

2. Select the type of extra.



Add Strip Extras

Type of Extras []

Number Required [0] Prep Time [0] : [00]

Notes []

3. Enter the number required for the strip.

Cancel Save

4. Click Save.

Adding a New Extra Type

New Extra Type
This extra type is not in the list. Do you want to add it?

No Yes

Add Strip Extras
SCAREY PEDESTRIANS
0 Prep Time 0 : 00
Cancel Save

2. If you do want to add it, click Yes.

Filter the list of participants and, if you have data sharing subscription, you can send text messages to the specific participants who you have identified for data sharing. If you want to add and press return or tab.

What Happened?

Click here to remove an extra type from the strip.

1. The extra types were added to the strip.

2. Each active stripboard is listed. When actors are cast in the Extras Casting

Double-click an extra to make changes.

Make the changes and click Save.

Edit Strip Extras

Type of Extras SCAREY PEDESTRIANS

Number Required 4 Prep Time 0 : 00

Notes

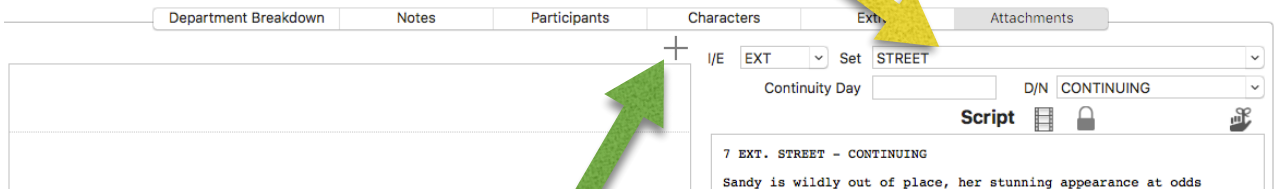
Cancel Save

Strip Attachments

Attachments can be any kind of file such as a photo, a pdf, etc.

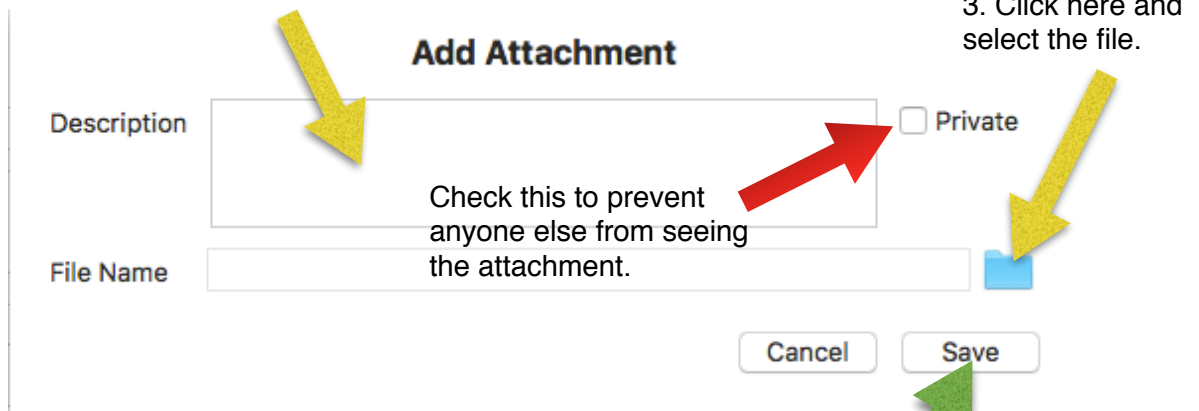
[Click here to include people in your master participants list.](#)

Add an Attachment - Method 1



1. Click here.

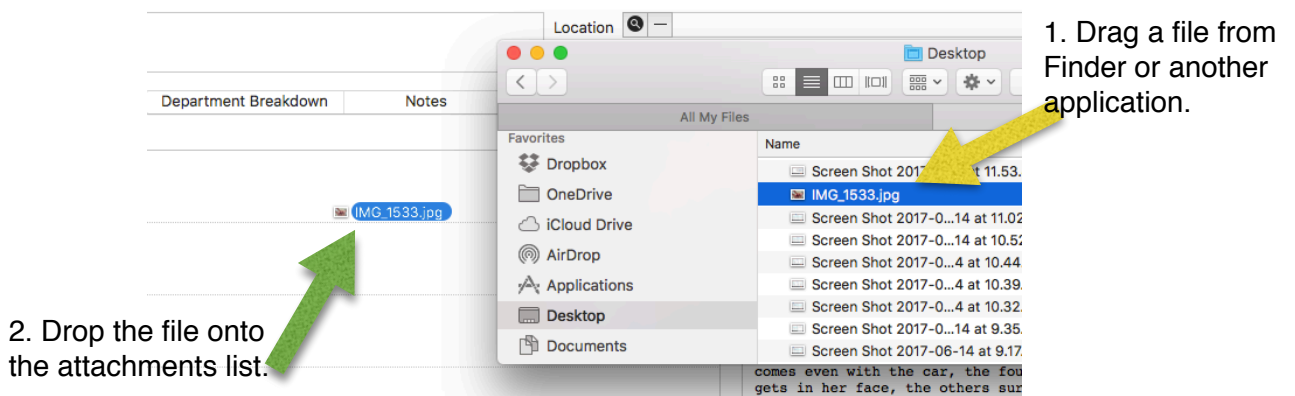
2. Enter a description.



3. Click here and select the file.

4. Click Save.

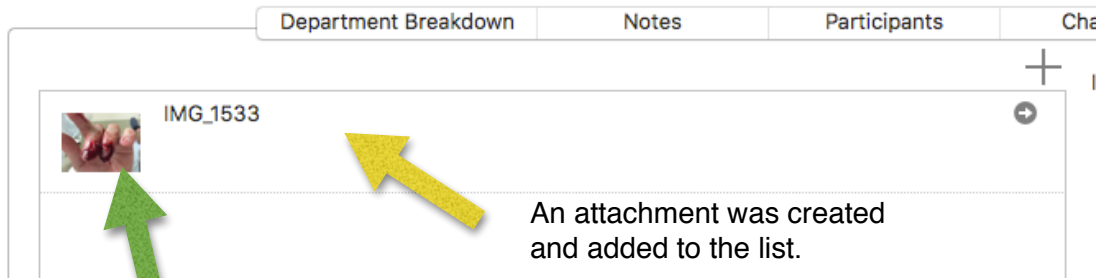
Add an Attachment - Method 2



1. Drag a file from Finder or another application.

2. Drop the file onto the attachments list.

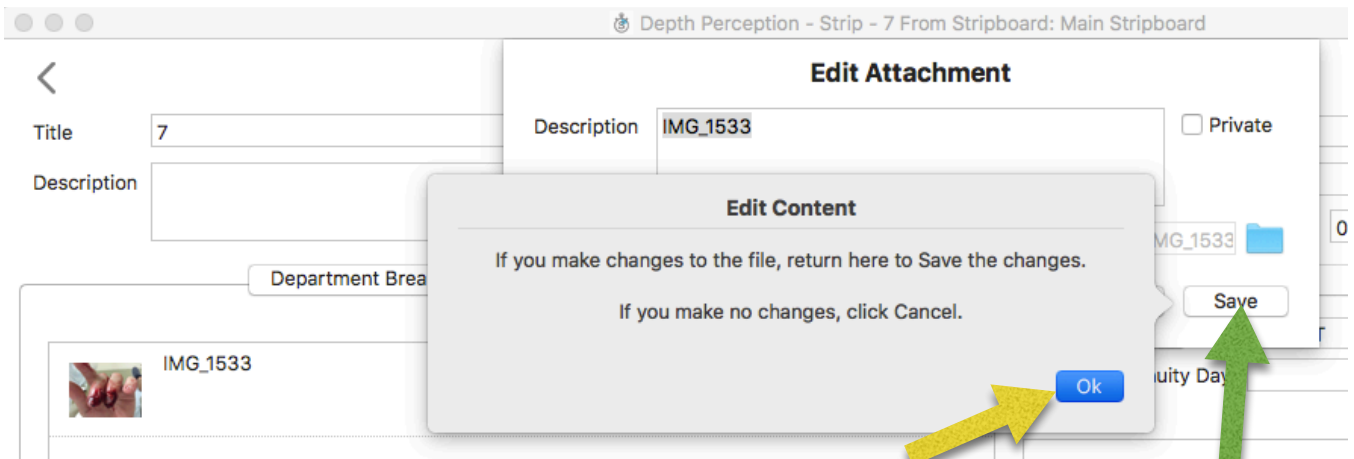
What Happened?



Click the thumbnail of the attachment to open it in its native application.

Saving Native Application Changes

If you open an attachment in its native application and make changes, the file will need to be reloaded into the attachment object.

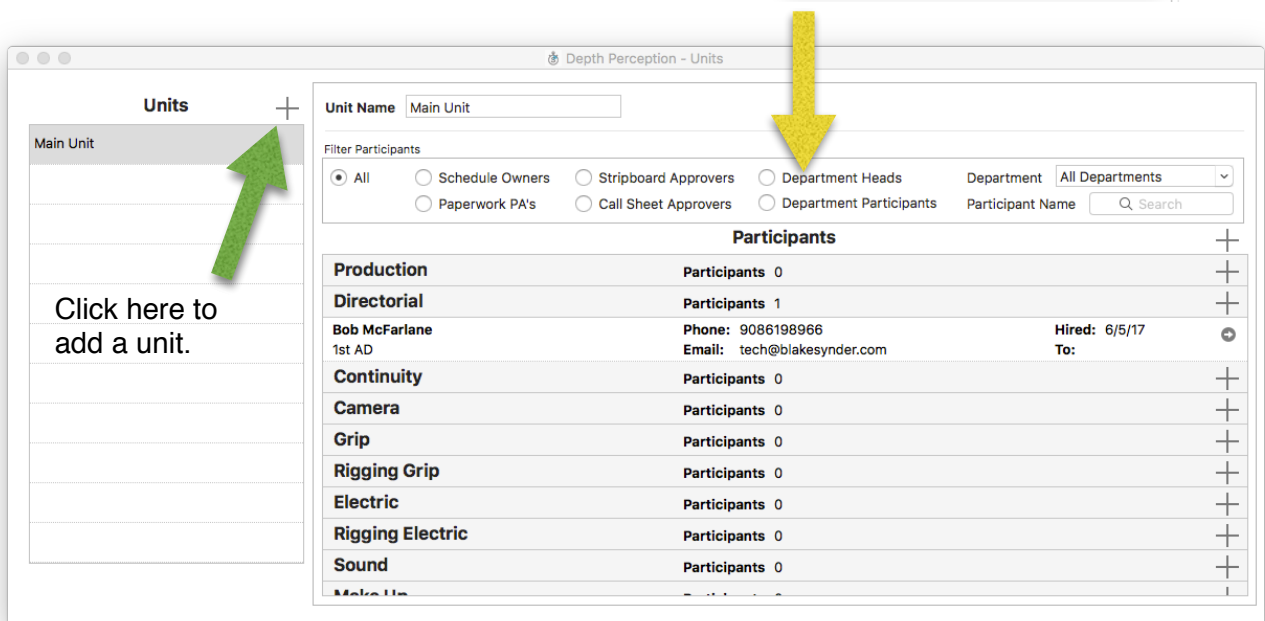
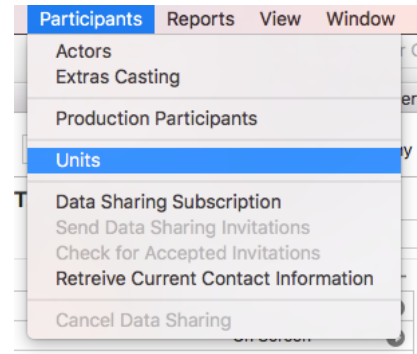


Read the message then click OK to hide it.

After making changes in the native application, close it, return here and click Save.

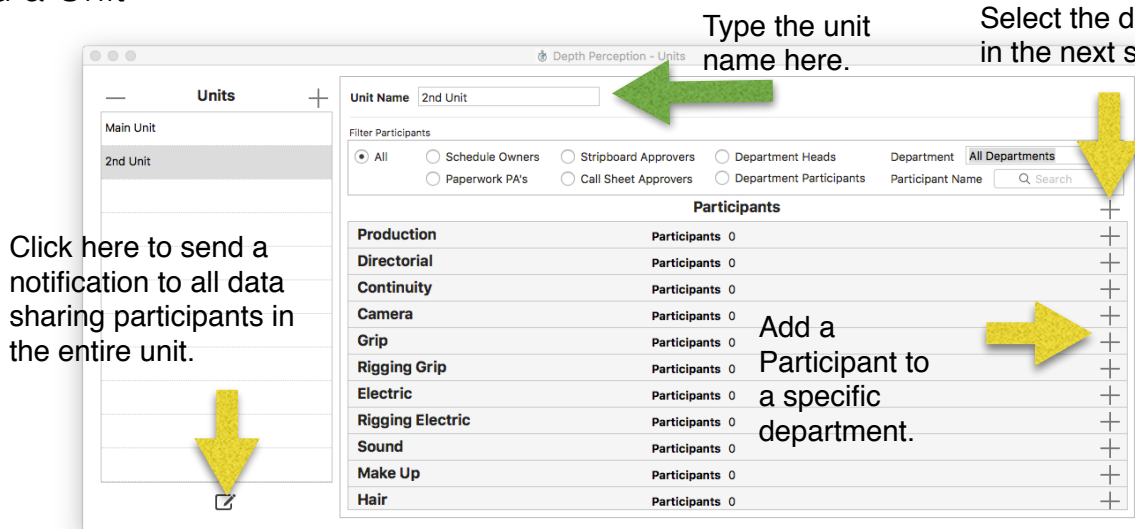
Units

Units are accessed from the Participants menu.



Add a Unit

Add a Participant.
Select the department
in the next step.

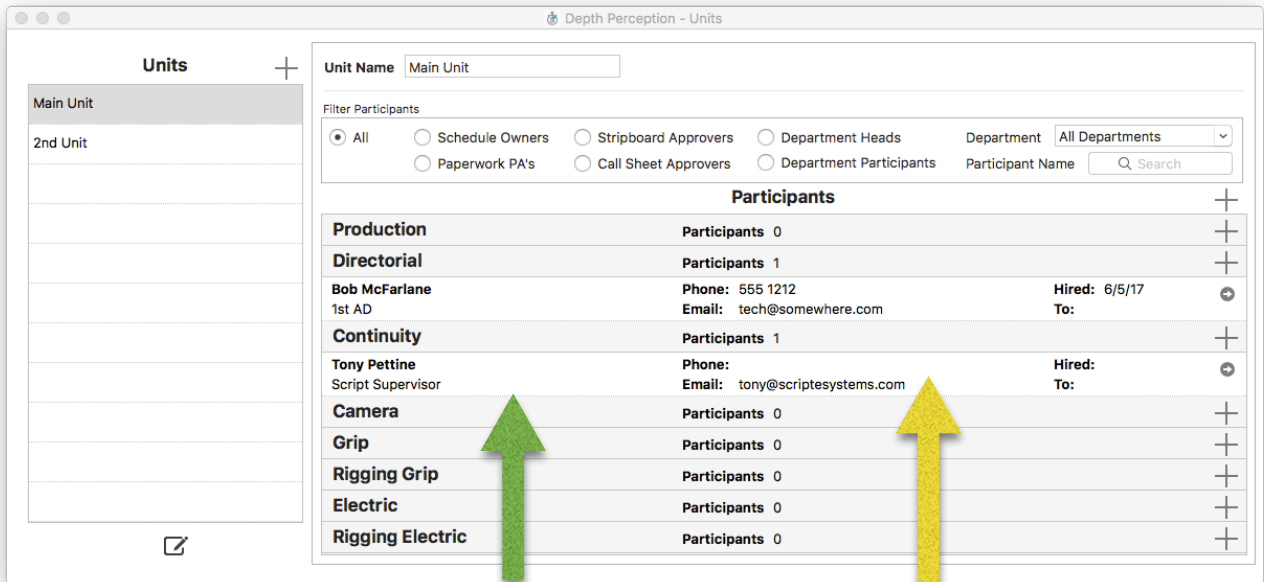


Add a Participant to a Unit

After clicking a + button as described above:

The screenshot shows a window titled "Add Participants" with a sub-header "Select Participants for Main Unit". At the top left is a search bar with a magnifying glass icon and the text "Search". At the top right are a lock icon and a plus sign icon. The main content area is divided into two columns. The left column contains contact information for Bob McFarlane: Name (Bob McFarlane), Address (79 Some Street Dr. Hackettstown, NJ), Email (tech@somewhere.com), and Phone (555 1212). The right column contains a form with the following fields: "Select" (checkbox, unchecked), "Add as participant to all applicable strips" (checkbox, checked), "Dept." (dropdown menu, "Continuity" selected), "Title" (dropdown menu, empty), and a group of checkboxes: "Department Head" (unchecked), "Schedule Owner" (unchecked), "Stripboard Approver" (unchecked), "Participant" (checkbox, checked), "Paperwork PA" (unchecked), and "Call Sheet Approver" (unchecked). At the bottom right are "Cancel" and "Save" buttons.

This screenshot shows the same "Add Participants" dialog box but with two entries. The first entry is for Bob McFarlane with updated contact information: Address (45 Another Street Hackettstown, NJ) and Email (tech@blakesynder.com). The second entry is for Tony Pettine with contact information: Address (empty), Email (tony@scriptesystems.com), and Phone (empty). The form fields for each entry are identical to the first screenshot. Annotations include: 1. A yellow arrow pointing to the "Participant" checkbox for Bob McFarlane with the text "1. Check this box to add this person to the unit." 2. A yellow arrow pointing to the "Dept." dropdown for Bob McFarlane with the text "2. Verify their department and select their title." 3. A yellow arrow pointing to the "Participant" checkbox for Tony Pettine with the text "3. Identify their role or roles within the unit and department." 4. A green arrow pointing to the "Save" button with the text "4. After repeating steps 1-3 for each person you want to add, click Save." The "Save" button is highlighted in green.



The participant was added to the unit.

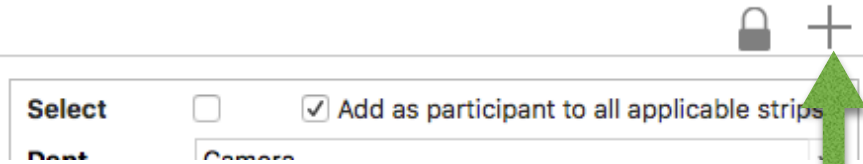
What Happened?

Double-click a participant to view their details.

Add New Participant

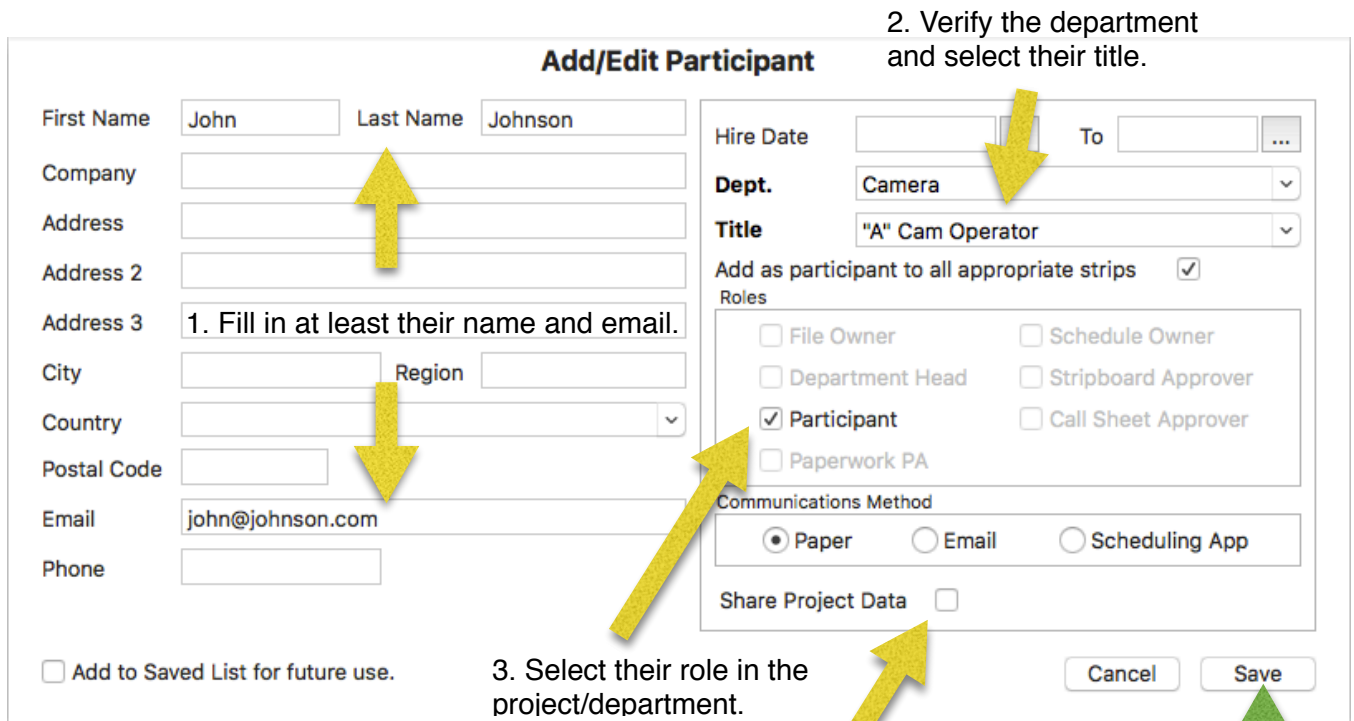
If you don't find a participant in your project or in your master list, add a new participant.

Select Participants for Main Unit



Select	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Add as participant to all applicable strips
Dept	Camera

Click here to add a new participant.



Add/Edit Participant

1. Fill in at least their name and email.

2. Verify the department and select their title.

3. Select their role in the project/department.

4. If you have a data sharing plan, you can include this participant in data sharing. This allows them to also receive text and email notifications.

5. Click Save

Add to Saved List for future use.

Cancel Save

Verify the Participant

Add Participants

Select Participants for Main Unit

Search

John Johnson

Address

Email john@johnson.com

Phone

Select Add as participant to all applicable strips

Dept. Camera

Title "A" Cam Operator

Department Head Schedule Owner Stripboard Approver

Participant Paperwork PA Call Sheet Approver

Bob McFarlane

Address 79 Some Street Dr.
Hackettstown, NJ

Email tech@somewhere.com

Phone 555 1212

Select Add as participant to all applicable strips

Dept. Camera

Title

Department Head Schedule Owner Stripboard Approver

Participant Paperwork PA Call Sheet Approver

Tony Pettine

Select any additional participants to add and click Save. **Save**

The new participant was added to the list.

What Happened?

Depth Perception - Strip - 1 pt1 From Strips from Scenes

1 pt1

Title 1 pt1 **Phase** Production **Type** To Shoot **Scheduled** 6/16/17

Description

Location **Completed**

Setup 0 : 00 **Duration** 0 : 00 **Breakdown** 0 : 00 **1/8ths** 2 **Pages** 2/8

Department Breakdown **Notes** **Participants** **Characters** **Extras** **Attachments**

Main Stripboard Stripboard

Production

Directorial

Continuity

Camera

Rigging Grip

Electric

Participants

Tony Pettine - Script Supervisor
Email: tony@scriptesystems.com
Method: Scheduling App
Phone:

John Johnson - "A" Cam Operator
Email: john@johnson.com
Method: Paper
Phone:

Script

1 INT. ART GALLERY LOBBY - NIGHT

An opening reception. Guests mill around a buffet table, nibbling, talking, drinking, everyone having a fine time.

SANDY MARCOS (40) drifts in from the street. Her designer dress is torn, makeup smeared. A bandage wraps her arm.

BRIANA, the host, calls to Sandy from 20 feet away.

BRIANA
Where have you been?

Briana moves closer, and Sandy's appearance sinks in.

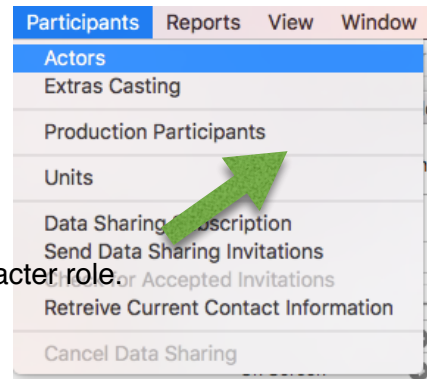
BRIANA
...Where have you been?

SANDY
Should've stayed in the cab.

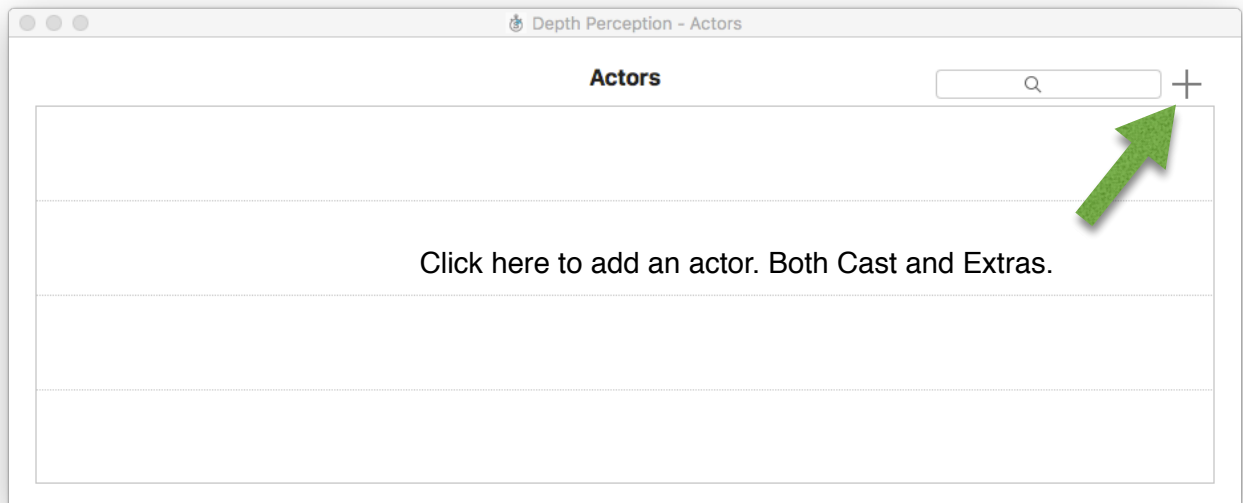
The new participant was added to all applicable strips.

Actors

Actors are access from the Participants menu.



Click here to add a character role.

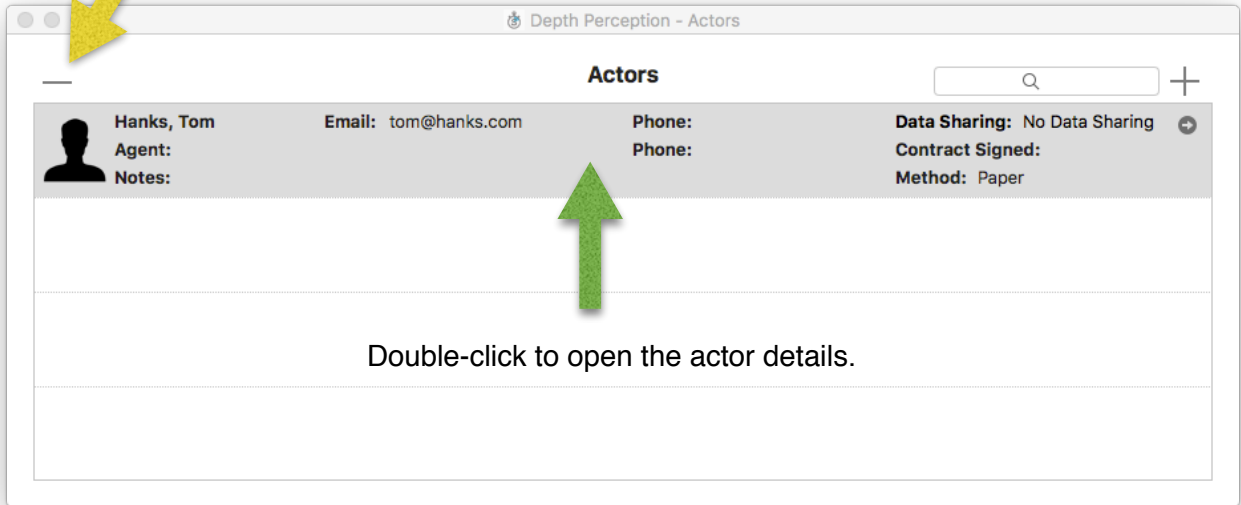
A screenshot of a dialog box titled 'Add Actor'. It contains four input fields: 'First' (with 'Tom' entered), 'Last' (with 'Hanks' entered), 'Email' (with 'tom@hanks.com' entered), and 'Phone' (empty). At the bottom right, there are two buttons: 'Cancel' and 'Save'. A green arrow points to the 'Save' button.

Fill in their info and click Save.

Add an Actor

Actor Details

Click here to delete the selected actor.



Actors

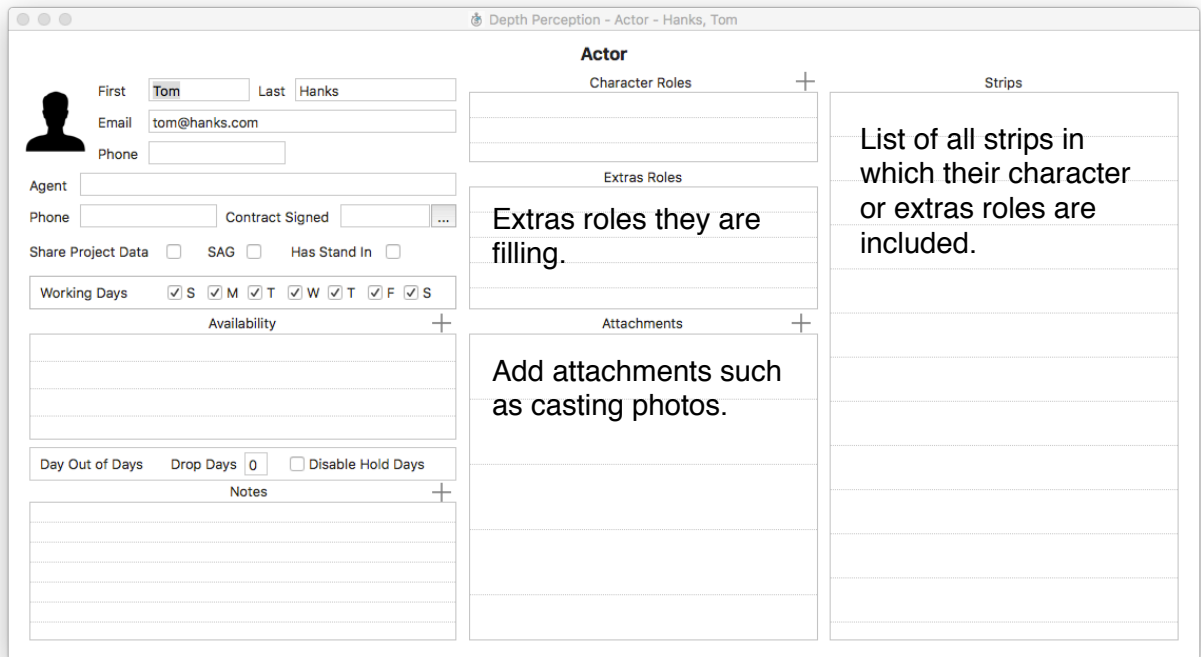
Hanks, Tom
Agent:
Notes:

Email: tom@hanks.com

Phone:
Phone:

Data Sharing: No Data Sharing
Contract Signed:
Method: Paper

Double-click to open the actor details.



Actor

Character Roles

Extras Roles

Attachments

Strips

First: Tom Last: Hanks
Email: tom@hanks.com
Phone:
Agent:
Phone:
Contract Signed:
Share Project Data: SAG: Has Stand In:
Working Days: S M T W T F S
Availability:
Day Out of Days: Drop Days: 0 Disable Hold Days
Notes:
Extras roles they are filling.
Add attachments such as casting photos.
List of all strips in which their character or extras roles are included.

Actor Availability

Availability +

Click here to add an availability date.

Add Date

Type
 Available Unavailable

From To
Any Day Any Day

Jun 2017							Jun 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3	28	29	30	31	1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30	1	25	26	27	28	29	30	1
2	3	4	5	6	7	8	2	3	4	5	6	7	8

Entire Day
or

From 12 00 AM
To 12 00 AM

1. Select whether this is an available or unavailable date.

2. If the actor is either available or unavailable up to a specific date, select Any Day. Otherwise, select a specific date.

2. If the actor is available or unavailable after a specific date, select Any Day. Otherwise, select a specific date.

3. Specify times of day when they are or are not available.

4. Click Save.

Actor - Character Roles

Character Roles +

Select Character

1 - SANDY
2 - BRIANA
3 - SALES GIRL
4 - CABBIE
5 - TOUGH 1
6 - TOUGH 2
7 - TOUGH 3
8 - HUNK
9 - HARRY

1. Select the role or roles this actor is playing. Use command-click to select multiple roles.



2. Click Save to add the roles to the actor.



An actor can also be cast for a character from the characters list.

Assign Actor to a Character

Depth Perception - Characters

Characters

Scripted Characters					
1 - SANDY	Gender: Unknown	Actor:	Scenes: 8	Dialogue: 19	↔
2 - BRIANA	Gender: Unknown	Actor:	Scenes: 4	Dialogue: 11	↔
3 - SALES GIRL	Gender: Unknown	Actor:	Scenes: 1	Dialogue: 2	↔
4 - CABBIE	Gender: Unknown	Actor: Tom Hanks	Scenes: 1	Dialogue: 1	↔
5 - TOUGH 1	Gender: Unknown	Actor:	Scenes: 1	Dialogue: 4	↔
6 - TOUGH 2	Gender: Unknown	Actor:	Scenes: 1	Dialogue: 2	↔
7 - TOUGH 3	Gender: Unknown	Actor:	Scenes: 1	Dialogue: 2	↔
8 - HUNK	Gender: Unknown	Actor:	Scenes: 1	Dialogue: 1	↔
9 - HARRY	Gender: Unknown	Actor:	Scenes: 1	Dialogue: 0	↔
Stunts					
100X - SANDY DOUBLE	Gender: Female	Actor:	Scenes: 0	Dialogue: 0	↔
101X - BRIANA DOUBLE	Gender: Unknown	Actor:	Scenes: 1	Dialogue: 0	↔
Kids					
1K - YOUNG BRIANA	Gender: Unknown	Actor:	Scenes: 0	Dialogue: 0	↔
2K - YOUNG SANDY	Gender: Unknown	Actor:	Scenes: 0	Dialogue: 0	↔
Minor					+

Click here to cast actors.

1. Double-click a character to open the character details.

Depth Perception - Character - 5 - TOUGH 1 From Characters List

5 - TOUGH 1

5 Name TOUGH 1 Actor -

Gender Unknown Male Female Has Script In

Type Scripted Characters

Notes Attachments Scenes Character Elements Strips Strip Elements

2. Click here to open the Actors list.

Depth Perception - Actors

Actors

Hanks, Tom
Agent:
Notes:

Email: tom@hanks.com

Phone:
Phone:

Data Sharing: No Data Sharing
Contract Signed:
Method: Paper

3. Click the actor playing the role.

3. Or, click here to add a new actor. Follow the instructions described earlier.

5 - TOUGH 1

Female

Actor

Has Stand

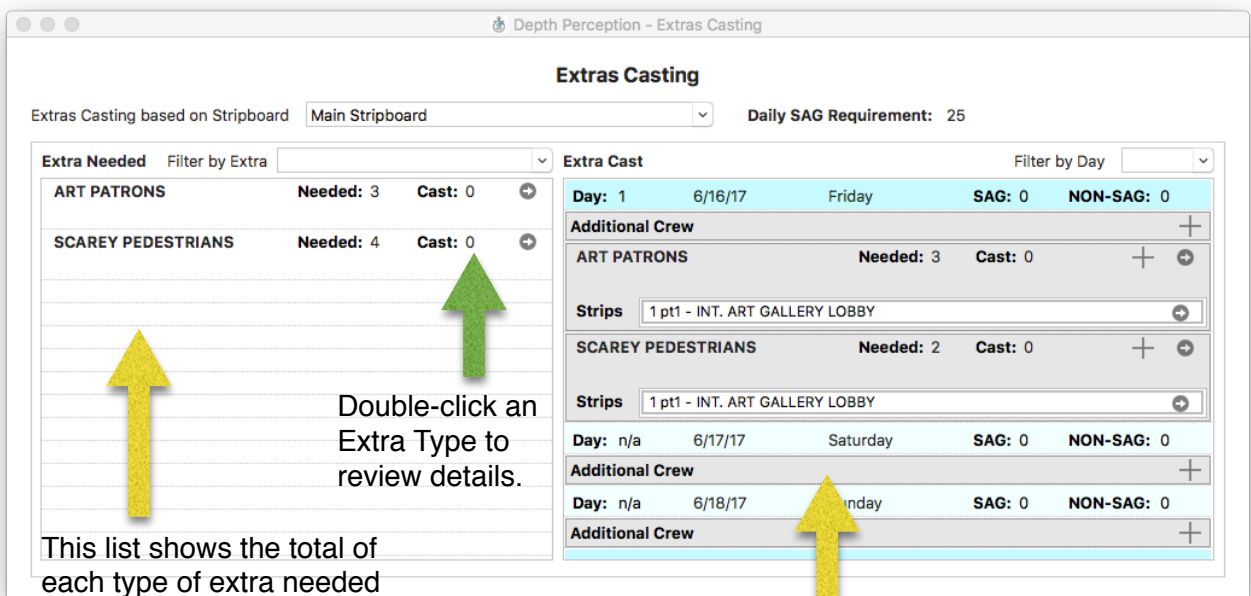
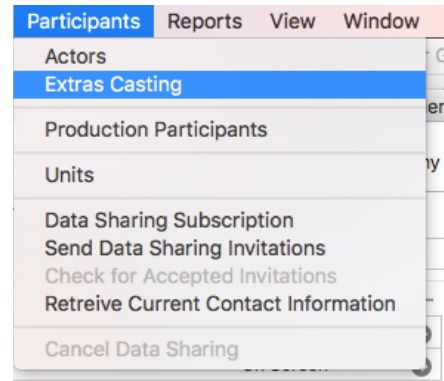
The actor has been assigned to the role.

Click here to remove the actor from the role.

Click here to open the actor's details.

Extras Casting

Extras Casting is accessed from the Participants menu.



Double-click an Extra Type to review details.

This list shows the total of each type of extra needed for the entire production along with the actors who have been cast.

This list shows the extra types needed for each day along with the actors who have been cast and any additional crew.

Extra Type Details

Depth Perception - Extra - ART PATRONS

ART PATRONS

Extra Type Recurring

Description

Notes Attachments Strips Actors +

↑ ↑ ↑ ↑

Add Notes and Attachments

See the list of actors who have ben cast for this extra type.

View the strips that require this extra type.

Notes	Attachments	Strips	Actors
		1 pt1	Scheduled: 6/16/17 →
		1 pt2 - buffet table	Scheduled: →
		9	Scheduled: 6/19/17 →

Cast Extra Actor

Extra Cast		Filter by Day	
Day: 1	6/16/17	Friday	SAG: 0 NON-SAG: 0
Additional Crew		+	
ART PATRONS	Needed: 3	Cast: 0	+ ⊖
Strips	1 pt1 - INT. ART GALLERY LOBBY ⊖		
SCAREY PEDESTRIANS	Needed: 2	Cast: 0	+ ⊖
Strips	1 pt1 - INT. ART GALLERY LOBBY ⊖		
Day: n/a	6/17/17	Saturday	SAG: 0 NON-SAG: 0
Additional Crew		+	
Day: n/a	6/18/17	Sunday	SAG: 0 NON-SAG: 0
Additional Crew		+	

Depth Perception - Actors

Actors

Hanks, Tom Email: tom@hanks.com Phone: Data Sharing: No Data Sharing ⊕
Agent: Phone: Contract Signed:
Notes: Method: Paper

1. Select one or more actors.

Cancel Save Selections

2. Click here to cast the actors in the selected extra role.

What Happened?

Extras Casting
 Extras Casting based on Stripboard: Main Stripboard | Daily SAG Requirement: 25

Extra Needed	Filter by Extra	Extra Cast	Filter by Day
ART PATRONS	Needed: 3 Cast: 0	Day: 1 6/16/17 Friday SAG: 0 NON-SAG: 1	
SCAREY PEDESTRIANS	Needed: 4 Cast: 1	Additional Crew	
Tom Hanks	Phone:	ART PATRONS Needed: 3 Cast: 0	
		Strips 1 pt1 - INT. ART GALLERY LOBBY	
		SCAREY PEDESTRIANS Needed: 2 Cast: 1	
		Strips 1 pt1 - INT. ART GALLERY LOBBY	
		Tom Hanks	
		Phone:	
		Day: n/a 6/17/17 SAG: 0 NON-SAG: 0	
		Additional Crew	

Enter lunch and dinner times for the day.

One actor has been cast as a Scary Pedestrian on Day 1.

Send an email or text notification to every data sharing participant in the department.

Send an email or text notification to this data sharing participant.

One actor has been cast as a Scary Pedestrian on Day 1.

Share Actors

Click here to enter a departmental call time.

On a shoot day, extra actors may be able to be used as multiple extra types.

Extras Casting
 Extras Casting based on Stripboard: Main Stripboard | Daily SAG Requirement: 25

Extra Needed	Filter by Extra	Extra Cast	Filter by Day
ART PATRONS	Needed: 3 Cast: 0	Day: 1 6/16/17 Friday SAG: 0 NON-SAG: 1	
SCAREY PEDESTRIANS	Needed: 4 Cast: 1	Additional Crew	
Tom Hanks	Phone:	ART PATRONS Needed: 3 Cast: 0	
		Strips 1 pt1 - INT. ART GALLERY LOBBY	
		SCAREY PEDESTRIANS Needed: 2 Cast: 1	
		Strips 1 pt1 - INT. ART GALLERY LOBBY	
		Tom Hanks	
		Phone:	
		Day: n/a 6/17/17 Saturday SAG: 0 NON-SAG: 0	
		Additional Crew	
		Day: n/a 6/18/17 Sunday SAG: 0 NON-SAG: 0	

Drag and drop an extra type up and onto another extra type to share actors.

Additional Crew

Due to the number of extras on any given shoot day, additional crew may be required to manage them.

Extra Cast Filter by Day

Day: 1	6/16/17	Friday	SAG: 0	NON-SAG: 1
Additional Crew +				
ART PATRONS		Needed: 3	Cast: 0	+ →
Strips	1 pt1 - INT. ART GALLERY LOBBY			→

Click here to add additional crew for a shoot day.

Additional Crew

Department

Title

Needed

1. Select the type needed.

2. Enter the quantity needed.

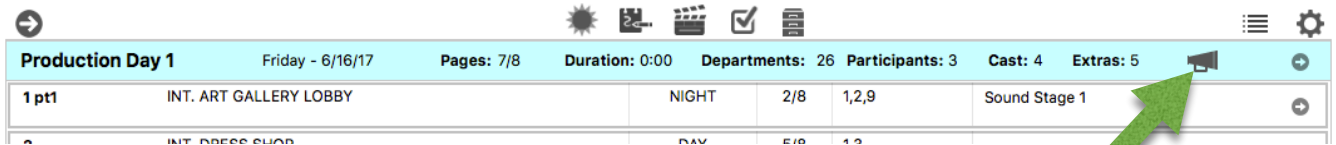
3. Click Save

Extra Cast Filter by Day

Day: 1	6/16/17	Friday	SAG: 0	NON-SAG: 1
Additional Crew +				
Add'l Set Costumer		Needed: 4		- →
ART PATRONS		Needed: 3	Cast: 0	+ →

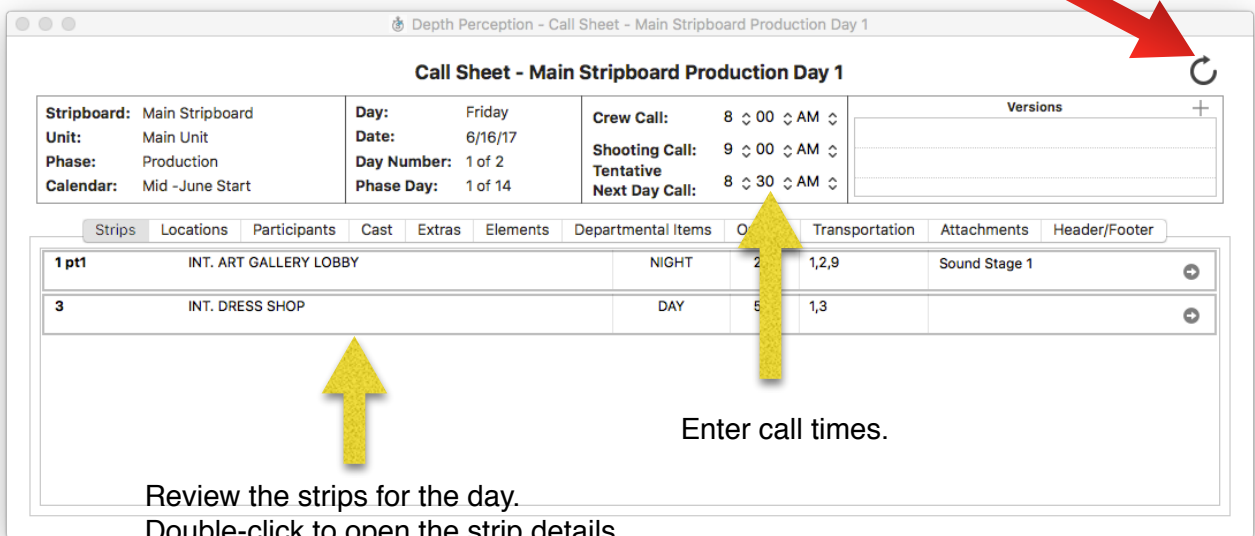
Call Sheet

A call sheet is accessed from a day break on a stripboard.



3. Click here.

Each time you open a call sheet, it will gather any changes you've made that affect this call sheet. If you leave the call sheet open and go to another place such as a strip and change the characters in the strip then return to the call sheet, you'll need to refresh the call sheet data.



Locations

Strips Locations Participants Cast Extras Elements Departmental Items On Site Transportation Attachments Header/Footer

Sound Stage 1
350 N. 51st St
New York, NY 01298

Phone: 555-1212 Fax:

Double-click to edit the details.
See the Locations section in this document regarding Location details.

Participants

Strips Locations Participants Cast Extras Elements Departmental Items On Site Transportation Attachments Header/Footer

Lunch Out: Lunch Penalties 0 Dinner Out: Dinner Penalties 0
Lunch In: Dinner In:

Production

Directorial

Bob McFarlane, 1st AD
Phone: 555 1212
Notes: Own Call: Call Time: Time In: Time Out: Meal Penalties: 0 Dinner Penalties: 0

Continuity

Tony Pettine, Script Supervisor
Phone:
Notes: Own Call: Call Time: Time In: Time Out: Meal Penalties: 0 Dinner Penalties: 0

Camera

John Johnson, "A" Cam Operator
Phone:
Notes: Own Call: Call Time: Time In: Time Out: Meal Penalties: 0 Dinner Penalties: 0

Grip

Departmental Call Time

Department

Call Own Call or Time:






Cancel Set

1. Own Call is the default.
Which indicates they should
use the general call time on
the call sheet.

1. Or, enter a specific call

2. Click Set.

Participant Call Time and Actual Hours

Camera						
	John Johnson, "A" Cam Operator Phone: Notes:	Own Call: <input checked="" type="checkbox"/> Call Time:	Time In: Time Out:	Meal Penalties: 0 Dinner Penalties: 0		
Grip						



Double-click a participant to enter their call time and actual hours.

1. Own Call is the default. Which indicates they should use the general call time on the call sheet or their departmental call time.

1. Or, enter a specific call

John Johnson

Call Own Call or Time:

Actual Time In:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Time Out:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch Out:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Dinner Out:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch In:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Dinner In:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch Penalties	<input type="text" value="0"/>	<input type="text"/>		Dinner Penalties	<input type="text" value="0"/>	<input type="text"/>	

Notes



2. Enter their actual hours.



3. Click Save.

Cast

Strips	Locations	Participants	Cast	Extras	Elements	Departmental Items	On Site	Transportation	Attachments	Header/Footer
	Sandra Bullock	Phone:	Character: 1 - SANDY	RPT/PU:	Time:					
	Agent:	Phone:	Strips: 1 pt1,3	HMUW:	Ready:					
	Contract Signed:		DooD Status: SW							
	Notes:									
	Jennifer Lawrence	Phone:	Character: 2 - BRIANA	RPT/PU:	Time:					
	Agent:	Phone:	Strips: 1 pt1	HMUW:	Ready:					
	Contract Signed:		DooD Status: SW							
	Notes:									
	Uma Thurman	Phone:	Character: 3 - SALES GIRL	RPT/PU:	Time:					
	Agent:	Phone:	Strips: 3	HMUW:	Ready:					
	Contract Signed:		DooD Status: SWF							
	Notes:									

Double-click to edit an actor's times.

Sandra Bullock

Contract Signed ...

Actor

RPT/PU: Time:

HMUW:

Ready:

Stand In

RPT/PU: Time:


Notes

1. Select the date their contract was signed.
2. Enter the actor's report/pick up time, their get prepped time, and the time they need to be ready to act.
3. If the actor has a stand-in, enter the report/pick up time for the stand-in.
4. Click Save.

Strips	Locations	Participants	Cast	Extras	Elements	Departmental Items	On Site	Transportation	Attachments	Header/Footer
	Sandra Bullock	Phone:	Character: 1 - SANDY	RPT/PU:	Time:					
	Agent:	Phone:	Strips: 1 pt1,3	HMUW:	Ready:					
	Contract Signed: 6/20/17		DooD Status: SW	Stand In: RPT	Time:					
	Notes:									

Extras

In this example shown, we're short a few actors to fill the extras roles.

Strips	Locations	Participants	Cast	Extras	Elements	Departmental Items	On Site	Transportation	Attachments	Header/Footer
ART PATRONS			Needed: 3	Cast: 0	Strips: 1pt1	RPT/PU:	Time:			
SCAREY PEDESTRIANS			Needed: 2	Cast: 1	Strips: 1pt1	RPT/PU:	Time:			
	Tom Hanks	Agent:	Notes:	Phone:	Phone:	Contract Signed:	Time In:	Time Out:		



Double-click to enter the actor's actual time and bumps.



Double-click to enter the report/pickup time for this extra type.

Extra Type Report/Pick up Time

ART PATRONS

RPT/PU: Time: 8:00 AM

1. Select RPT/PU

2. Set the time.

3. Click Set.

Extra Actor Actual Times

Tom Hanks

Contract Signed: 6/20/17

Time In: 8:00 AM Out: 5:30 PM

Bumps

1. Select the date the contract was signed.

2. Set their actual time.

3. Add any bumps. Bumps can be configured in Preferences.

4. Click Save.

Elements

Elements are organized by the affected department.


Double-click a strip that includes an element to open the strip details.

Strips	Locations	Participants	Cast	Extras	Elements	Department	On Site	Transportation	Attachments	Header/Footer
Property										
Walking cane										
1	pt1								1 - SANDY	+
3									1 - SANDY	+
Hiking boots										
1	pt1								1 - SANDY	+
3									1 - SANDY	+
Compass										
1	pt1								1 - SANDY	+
3									1 - SANDY	+
Make Up										
	Nicole Miller Dress					Torn and a little bloody.				
3										+
Costume										
	Nicole Miller Dress					Torn and a little bloody.				
3										+

Departmental Items

In addition to elements that affect a department for a particular strip, additional departmental items can be added that are needed for a shoot day but aren't limited to a strip.

Strips	Locations	Participants	Cast	Extras	Elements	Departmental Items	On Site	Transportation	Attachments	Header/Footer
Production										+
Directorial										+
Continuity										+
Camera										+
Grip										+
Rigging Grip										+
Electric										+
Rigging Electric										+
Sound										+
Make Up										+
Hair										+
Costume										+





Click here to add an item for a department. 

1. Enter a description for the item.

Add Departmental Item

Item

Quantity RPT/PU Time: : AM


2. Enter the quantity needed.

3. Enter the time the item is needed on set.

4. Click Save.

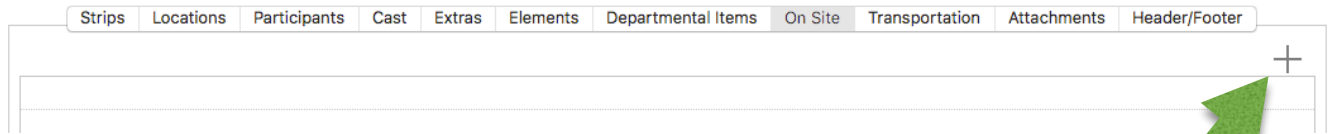
Camera										+
100' Crane										+
Grip										+

Qty: 1 RPT/PU: RPT Time: 7:00 AM


Double-click to make changes.

On-Site Items

On site items are instructions for things such as actor campers, costume trailers, etc.



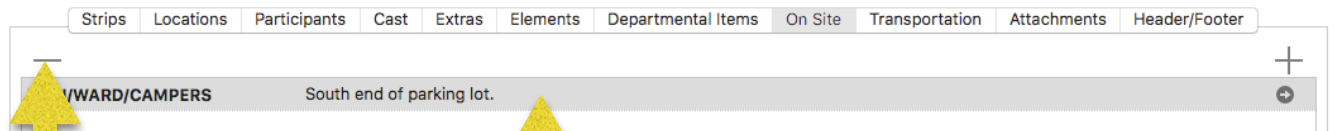
If an item you need is not in the list, type it in and confirm that you want to add it.

Click here to add an on-site item.

1. Select an item. Items can be configured in preferences.

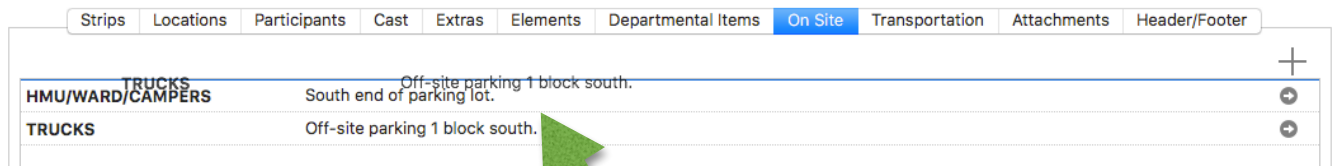
2. Enter the instructions or notes.

3. Click Save.



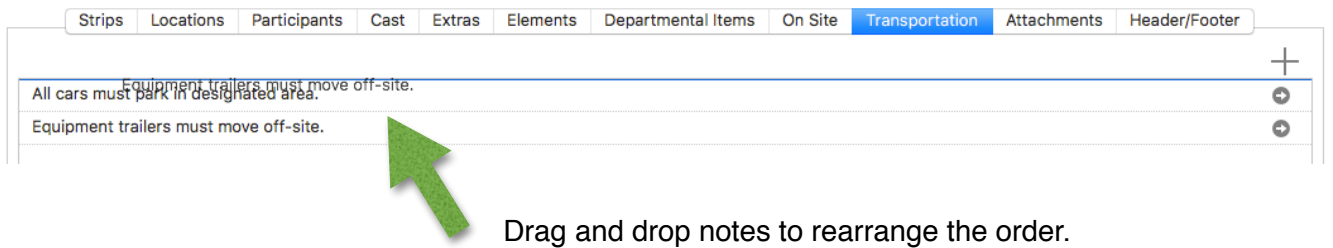
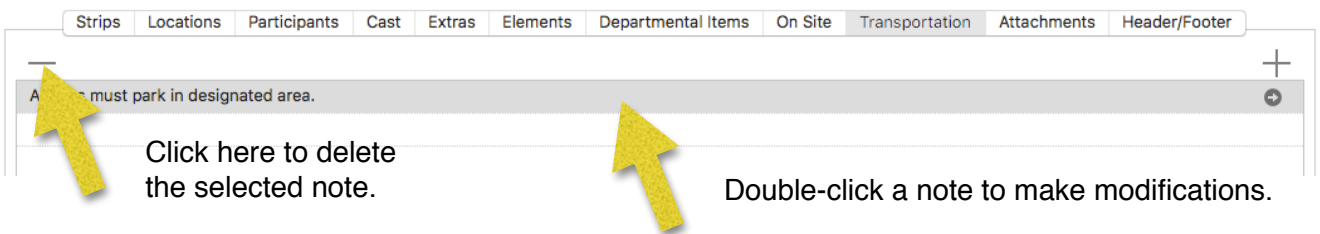
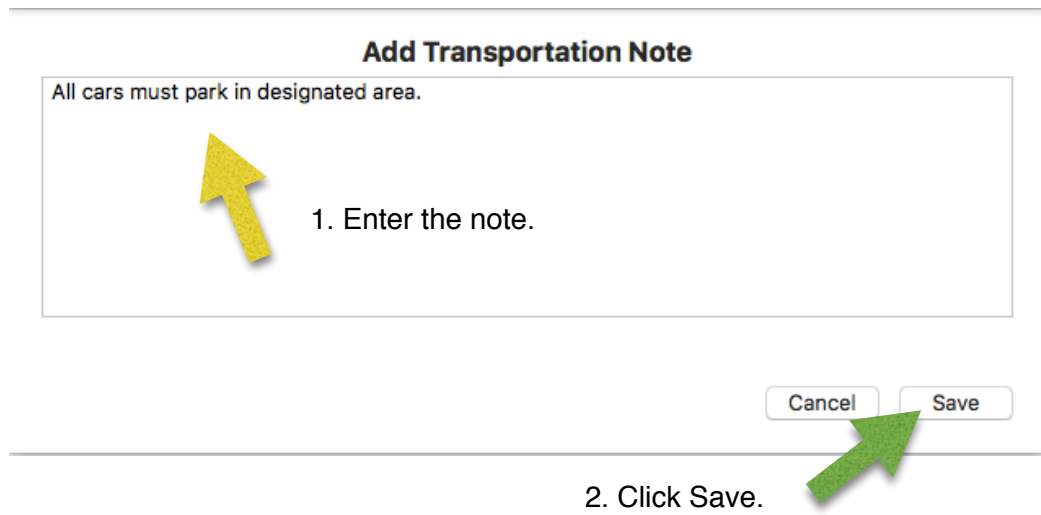
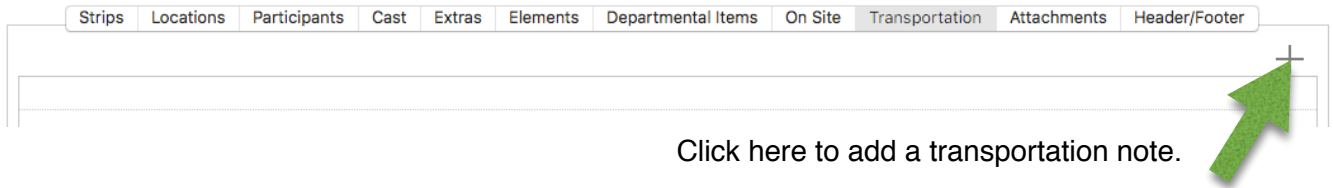
Click here to delete the selected item.

Double-click an item to make modifications.



Drag and drop items to rearrange the order.

Transportation



Attachments

