

SyncOnSet

Manual

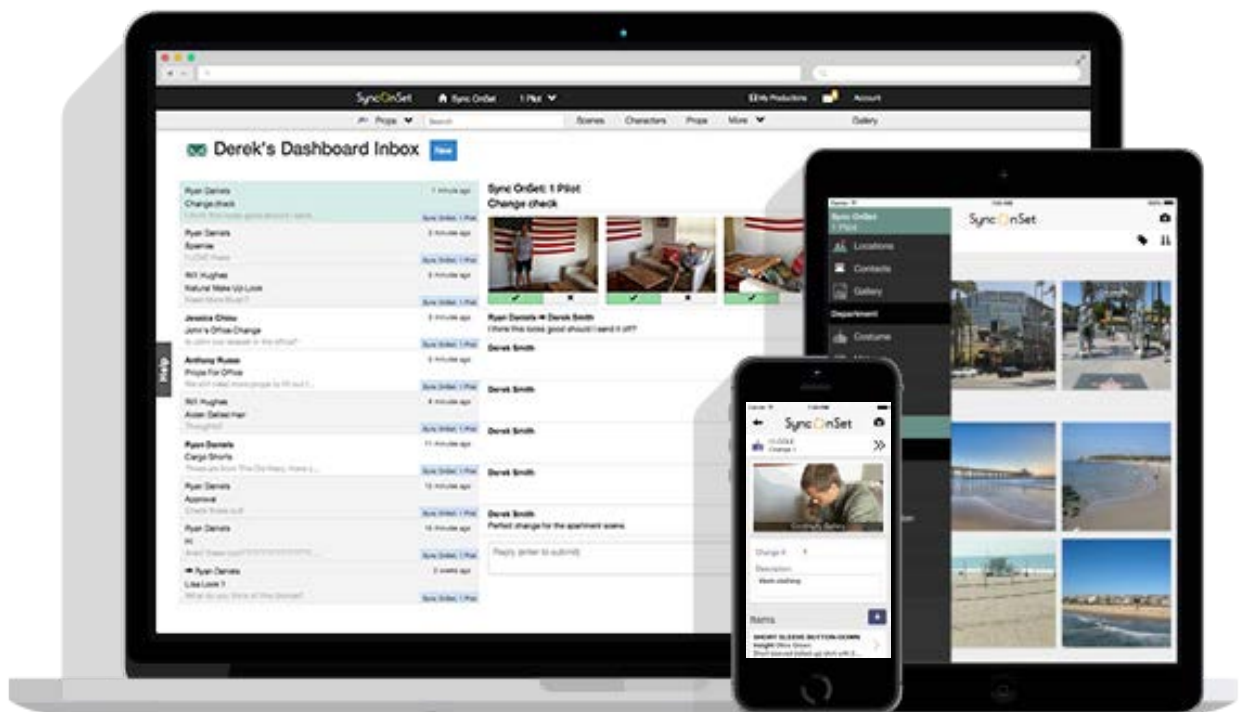


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1. What is Sync OnSet?

Digital Continuity and Collaboration

Sync OnSet is a software program and app designed for TV and Film productions. With Sync OnSet, your production team can digitally manage all of your production's data and photos. Features include: an automatic script breakdown, continuity photo albums, inventory management, multiple users, a mobile app, and much more. Our service is available online through any web browser, and as a mobile app for iPad / iPhone and Android.

Sync OnSet is built by Wymsee Inc., a production software company that was started by a young, energetic team from Boston. You can visit our company site here: www.wymsee.com as well as Sync OnSet's site here: www.synconset.com.

Web vs. Mobile App

Sync OnSet is a cross platform tool built for the web and iPhone, iPad and Android. The web-application runs in your web browser and does not require any software to be downloaded. The web-application is designed for use on any laptop and desktop computer (PC & Mac). The iPhone, Android and iPad application, which can be downloaded for free from the Apple App Store or the Google Play Store (just search "Sync OnSet"), allows your team to take photos and notes on set and seamlessly share them with your entire department. Our mobile apps also replace most of the need for printing out reports (Go green!).

Below is key information about the mobile and web-application:

Web-application:

- You must have Internet access at all times to use the web application
- Creating a production and using the automatic script breakdown can only be done from the web-application
- You can only register and invite team members from the web-application
- You can only print reports from the web-application
- We recommend using the latest versions of Chrome or Safari browsers to run the web-application

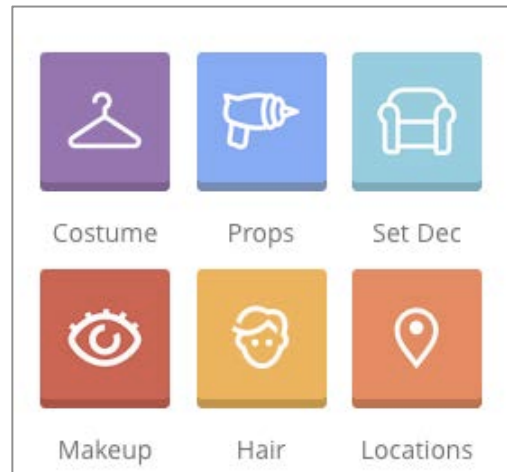
Mobile Application:

- It is only for iPhone, iPad, iPod touch and Android
- You do not need Internet access to use the mobile application, except upon initial downloading of a new production and when saving data to the cloud
- You must have Internet access to initially load the data from your production. After initially loading your production, you can continue to take notes and add photos on the mobile app offline. Once you have access to Internet again, you can sync your changes with your team.

- By default, photos only sync over Wifi (you can choose to enable 3G/4G photo syncing in the Settings App on your device)

Using Sync OnSet to Collaborate with Your Team

Sync OnSet's web-application and mobile apps are powerful tools that allow you and your team to collaborate in a whole new way. Sync OnSet is currently available for Costume, Hair, Makeup, Prop, Locations and the Set Dec departments.



Sync OnSet Security Features

We take the security of your data extremely seriously. We understand the sensitivity of the content related to your production and take many steps to ensure the security of the information.

The Auto Script Breakdown (which processes a PDF or FDX shooting script) is available only in a secure private web portal and the script is inaccessible immediately after completing the breakdown process. In addition, all user information is encrypted and protected to prevent unauthorized access. Your project data is securely stored via Amazon Web Services (a leading cloud data server provider), which is trusted by many banks, pharmaceutical companies and large corporations.

2. Registering and Getting Started

Registering

To register for Sync OnSet go to: <https://www.synconset.com/index.php?r=users/create>

You will be prompted to create a username and password, as well as additional information that help us support you throughout your project (contact info, etc.).

Browser Support

The web application works best in Chrome or Safari. If you do not already have Chrome, you can download it here:

<https://www.google.com/intl/en/chrome/browser/>

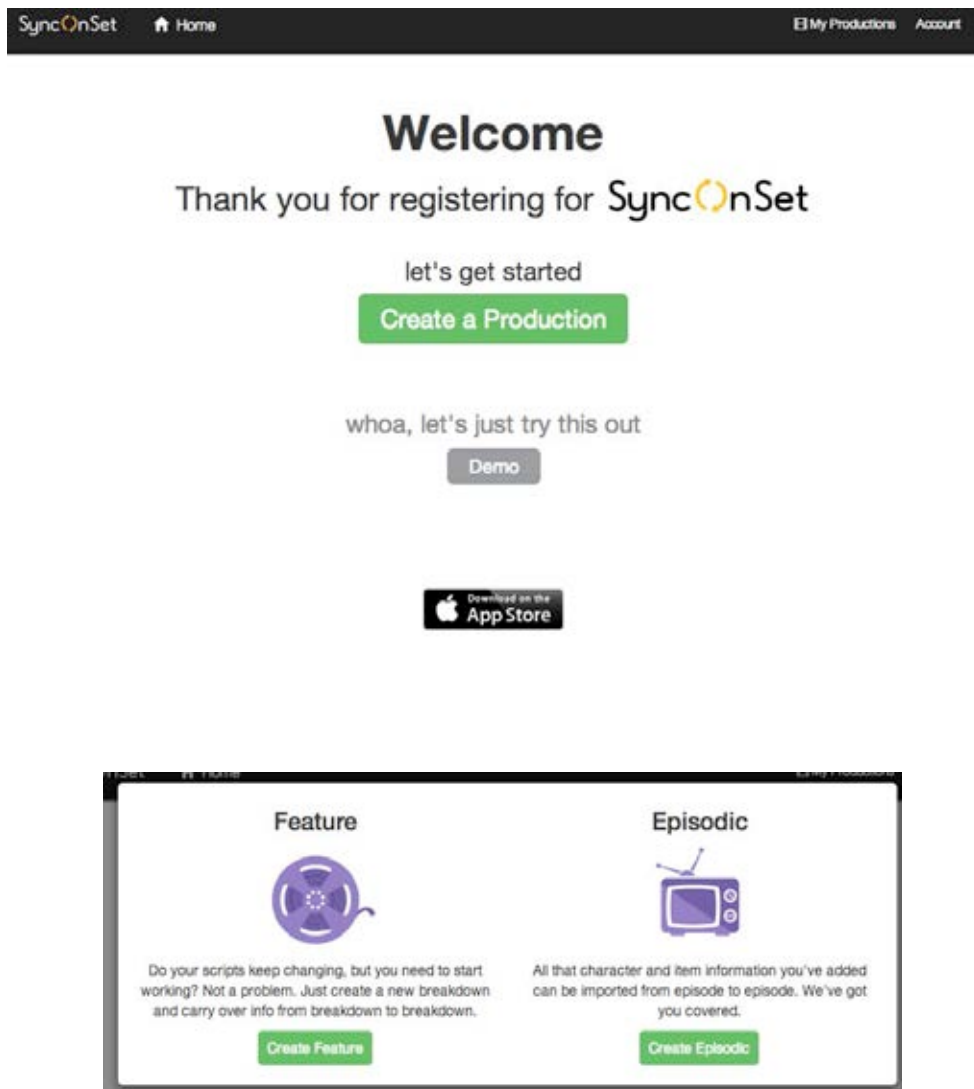
Downloading Mobile App

Go to the Apple App Store, either from iTunes or from the App Store app on your iPhone/iPad. For the Android, go to the Google Play Store. Search for “Sync OnSet” and download the free app. Once downloaded, you can log in using the username and password you created when registering.

3. Creating Your First Production

Feature vs. Episodic

When you first login, you will see the page below. Click “Create a Production” to get started. A modal will pop up that will show you a video on how to get started as quickly as possible. You will have the option to create a Feature or Episodic on the next page. Choosing an episodic production, will allow you to import and link Character, Actor and Item information from previous episodes. Features now allow you to make script revisions with new script breakdowns.

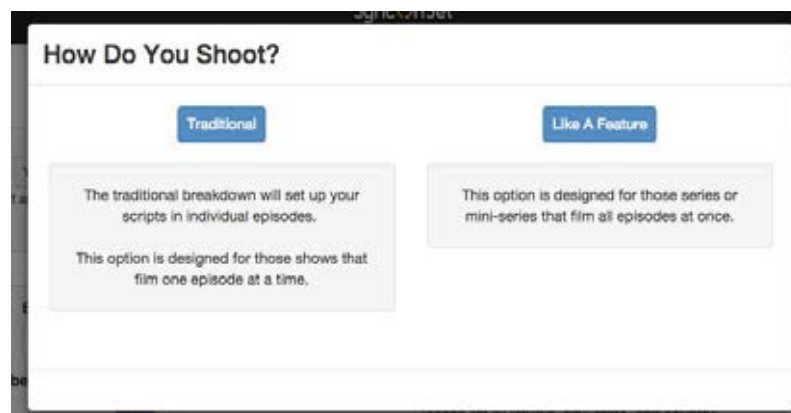


1. Creating a Feature Production:

Click the button “Feature” to get started with creating your first production. You will be prompted to create a production title and script revision name as well as information about this production. This will create an account for this new production.

2. Creating an Episodic Production:

Click the button “Episodic” to get started with creating your first production. You can choose between creating an Episodic “Traditionally” or “Like a Feature”. Choosing “Like a Feature” enables you to add multiple episodes and multiple scripts to one production to share changes, items, Character information, etc.



Once you have chosen how you could like to create the episodic, you will be prompted to create a Series Title and an Episode title. The information provided will create an account for this production.

New Feature

Fields with * are required.

Is this a demo project? ☐ Yes ☒ No

You can upgrade your project at any time!

Production Name *

Script Name * e.g. Blue Revision

Which department(s) will be using Sync OnSet? *

Costume	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Hair	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Makeup	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Props	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Production Company *

Job Title *

Production Type *

Select Production Type

Shooting Location(s) *

Please list all (studio, city, state, and country)

Optional: Studio Name City

State/Province Select a Country Add

Begin Pre-Production MM/DD/YYYY Clear

Complete Wrap MM/DD/YYYY Clear

By creating this production you are confirming that you have read and agree to the terms set forth in our subscription license agreement.

☒ Submit ☐ Cancel

If this is a demo project, select demo button above the production name on the left.

Although checking the “Demo” button means your use will be limited to certain features, you will get a good sense of all that Sync OnSet has to offer you and your team.

After you click Submit, you will be brought to a page to enter your team size. Enter your team size and whether or not you would like to request for one of our trained Sync OnSet team members to visit you and your team so you can get a better understanding of all the features Sync OnSet has to offer.

Once you are done, press Let's Go.

Auto Script Breakdown

When you first create a production you have the option of using the automatic script breakdown program. If you do not have a shooting script, you can select "Skip Breakdown" to enter scenes and characters manually

Below are a few additional guidelines:

- **You must use a .PDF or .FDX file of the shooting script (with scene numbers in left and right margins for PDFs).**
- Make sure that your .PDF file is not encrypted or password protected. (Some scripts may have copy/paste encryption, which our program can't process. To check if the pdf has this type of encryption, highlight the text and attempt to copy and paste it).
- Our program is optimized for Final Draft. Scripts that were not generated in Final Draft will have unpredictable results and may not work.
- If you receive major revisions to this script and have entered information in already, you can create a new breakdown for this production that will import info from one breakdown to another.
- If you would prefer to enter scenes and characters manually, select "Skip Breakdown".

Reviewing and Confirming Characters from Breakdown

Once the PDF or FDX script is processed, you will see a list of every character found in the script. Review for errors (which you can delete here or edit later) and then select "Submit" to confirm. You can also enter cast #s. **Please be aware** that editing any character names can affect the accuracy of how the program inputs characters into scenes (the program must match the character name exactly as spelled in the script). Wait until the Auto Breakdown is complete to edit a Character's name.

4. Script Revisions and Adding Episodes

Types of Revisions

There are two ways to make updates to your breakdown depending on the degree to which the new script differs from the last:

1. Significant Rewrites

If a revision is made to the script that is significant enough, you can do a revision that allows you to carry all your information from your previous breakdown. The revisions will add and rename any Characters who have been added or renamed from the previous breakdown. The revision will also update all Script Locations.

2. Not a lot of rewrites to a new script

If the rewrite is not a major change, you can add in the changes of the revised script manually. You can do this by going to the Scenes Index page and selecting "Edit All".

Revisions

Navigate to the My Productions page from the top nav bar

1. Click on "Revise Script" next to the feature you want to revise

The screenshot shows the Sync OnSet web application interface. At the top, there is a navigation bar with the Sync OnSet logo, a home icon, and the text 'Sync OnSet Rev: Blue'. To the right of the navigation bar are links for 'My Productions' and 'Account'. Below the navigation bar is a secondary bar with a 'Costume' dropdown, a search bar, and links for 'Scenes', 'Characters', 'Changes', 'Items', 'More', and 'Gallery'. The main content area has a header with 'Production Home' and 'Sync OnSet Rev: Blue'. Below this header are two buttons: 'Edit' and 'Revise Script', with the 'Revise Script' button highlighted by a red box. To the right of the header is a 'Current Department: Costume' section. Below the header is a table with the following data:

Scenes:	Characters:	Actors:	Total Pictures:	Total Users:	Created:
106	18	0	0	1	02/02/2015 by Sarah Kurobe

Below the table is a 'My Departments' section with a list of departments: Costume Department, Makeup Department, Hair Department, Props Department, and Locations Department. To the right of the departments is an 'Activity Feed' section with two entries:

- Sarah Kurobe was added to the Production in the Hair, Locations, Makeup, Set Dec, Costume and Props departments. 6 minutes ago Sarah K
- Blue was created with 18 Characters and 106 Scenes. 6 minutes ago Sarah K

- You can choose between whether your revised script is a Full Script or Pages. Once you choose, add your revision name and upload your file

Revise Sync OnSet Rev: Blue
There have been no revisions made to this script.

Upload pages or a full script here to update your breakdown with the latest revision.
When breaking down your script, you will be asked to confirm all "New" Characters that appear for the first time in your revised script. Note that only "New" Characters will be found. Any characters removed from scenes or deleted from the production overall will have to be manually removed later.
After confirming characters, you can scan through all scene updates and confirm your revision.
You can cancel the revision breakdown at any point. However, once confirmed, you will not be able to revert to a previous revision.

Upload Type
Full Script Pages
Revision Name
Pink
Upload File
Choose file Envisage.pdf
Upload Revision

- The first page after uploading your script will be adding new Characters found in your script. At this point, you can Add the new Character OR Link the Character to an existing Character in your older breakdown

Characters From Revision [7]

New Characters Found in Script	Link Character
Char # DUTCH GIRL #2	Rename Existing Character

Continue Cancel


- To rename your existing Character, click on "Rename Existing Character" and choose which Character you'd like to link the new Character name with and hit "Save Changes". On the next page, click on "Continue". A pop-up will appear to save your Character Changes- hit "Continue" again

Rename Existing Character to DUTCH GIRL #2

Select an Option

- (1) COLE
- (2) REBECCA
- (3) AIDEN
- (4) VOSSLER
- (5) SWISS GIRL #2
- (6) NIGHTCLUB GIRL 2
- (7) NIGHTCLUB GIRL 1
- (8) HOSTAL WORKER

Close Save changes


Characters From Revision [?]

New Characters Found in Script

Link Character

DUTCH GIRL #2

(5) SWISS GIRL #2

Delete

Continue

Cancel


Save Character Changes

Please press Continue to submit the previous Character updates to your revision.

Continue

Stay

- The next page is where you'll be able to add new Scenes and Script Location revisions. You will see all new Scenes in green, Updated Scenes in yellow, Omitted Scenes in red and Matched and Unchanged Scenes in grey. If don't want to keep the revision, you can uncheck the box next to the suggested change









Scenes From Revision

New

Updated

Omitted

Matched and Unchanged

Scenes in Production	Script Location Revisions	Added Characters	Keep Revision
12. INT COLE'S BATHROOM	 12. INT COLE'S APARTMENT		<input checked="" type="checkbox"/>
19. INT TRADING FLOOR PRIVATE OFFICE	 19. INT TRADING FLOOR		<input checked="" type="checkbox"/>
31. EXT BOB'S DINER	 31. EXT DOWNTOWN		<input checked="" type="checkbox"/>
42. INT HOSTAL PARKING LOT	 42. INT COLE'S APARTMENT		<input checked="" type="checkbox"/>
68. INT TAHOE COFFEE SHOP	 68. INT HOUSE IN TAHOE		<input checked="" type="checkbox"/>
82. INT LOBBY COLE'S APARTMENT	 82. INT COLE'S APARTMENT		<input checked="" type="checkbox"/>
104. EXT TAHOE COFFEE SHOP	 104. EXT TAHOE		<input checked="" type="checkbox"/>
105. EXT LAKE TAHOE	105. EXT LAKE TAHOE		<input type="checkbox"/>
106. EXT LAKE TAHOE	106. EXT LAKE TAHOE		<input type="checkbox"/>

Save Revision

Cancel

- On this same page, you'll also be able to add all your new Characters into their Scenes. You will see the Character icon and a + in all the Scenes that there are new Characters. If you click on the Character Icon, you will see which Character is being added. If you don't want to add this Character to the scene, you can uncheck the box next to the Character's name once you've clicked on the Character icon

Scenes From Revision			
Scenes in Production	Script Location Revisions	Added Characters	Keep Revision
7. EXT NIGHTCLUB NIGHT	7. EXT NIGHTCLUB NIGHT	+ 1	
17. INT TRADING FLOOR	17. INT TRADING FLOOR	+ 1	
18. INT TRADING FLOOR	18. INT TRADING FLOOR		
19. INT TRADING FLOOR	19. INT TRADING FLOOR	+ 2	
23. INT COLE'S APARTMENT	23. INT COLE'S APARTMENT	+ 1	
30. INT COLE'S APARTMENT	30. INT COLE'S APARTMENT	+ 1	
34. INT BAR DAY	34. INT BAR DAY	+ 1	
35. EXT BAR	35. EXT BAR	+ 1	
36. INT COLE'S APARTMENT	36. INT COLE'S APARTMENT	+ 2	

Scenes From Revision			
Scenes in Production	Script Location Revisions	Added Characters	Keep Revision
7. EXT NIGHTCLUB NIGHT	7. EXT NIGHTCLUB NIGHT	+ 1 (3) AIDEN	
17. INT TRADING FLOOR	17. INT TRADING FLOOR	+ 1 (4) VOSSLER	
18. INT TRADING FLOOR	18. INT TRADING FLOOR		
19. INT TRADING FLOOR	19. INT TRADING FLOOR	+ 2 (3) AIDEN (4) VOSSLER	
23. INT COLE'S APARTMENT	23. INT COLE'S APARTMENT	+ 1 (2) REBECCA	

Hit "Save Revision" and your revision is now complete!

Creating a New Episode in a Series

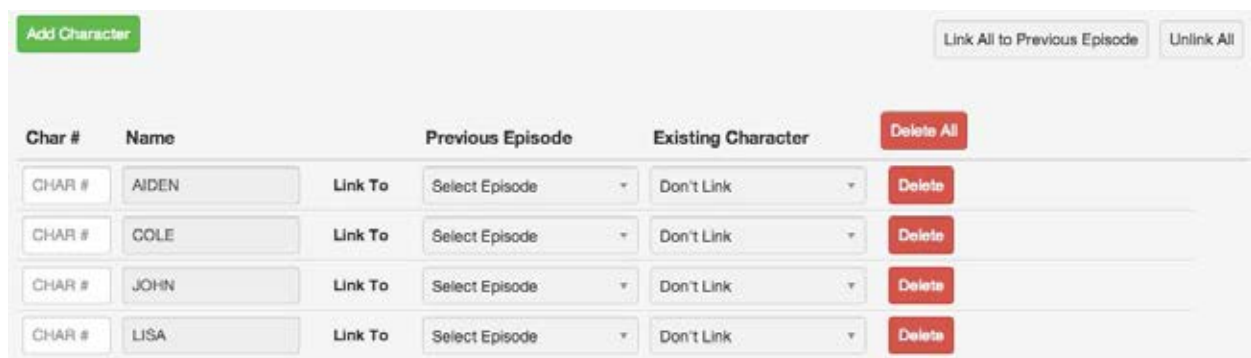
1. On the My Production page, click the Episodics tab
2. Click on the “Add Episode” button next to the series title



The screenshot shows the 'My Productions' interface. At the top, there's a 'New Production' button. Below it, the 'Episodics' tab is selected. A table lists episodes for the production 'Gettin' Started'. The 'Add Episode' button is highlighted in a red box next to the series title.

Production Name:	Scenes:	Characters:	Actors:	Pictures:	Users:	Date Created:
Gettin' Started						
107 Gold	0	0	0	0	1	09/25/2014
107 Blue	35	21	2	2	1	08/15/2014
107 Berry	40	25	2	2	1	09/25/2014
106 Pink	30	20	2	2	1	07/07/2014

3. A popup will appear. Enter the Episode Number and Episode Name here
4. Upload the new script using the Auto Script Breakdown
5. On the next page, you are asked to confirm the characters found in the new script and link them to previous episodes.
 - a. The characters found in the new breakdown are on the left. If you would like to link the character to a character in a different episode, select the old episode and then the character name on the right.
 - b. If you would like to link all the characters to the same episode, select “Link All to Previous Episode” and then select the episode to link to. If the character is found, it will link, otherwise it will display “Don’t Link” as the Existing Character.



The screenshot shows the 'Add Character' popup. At the top, there's an 'Add Character' button and two buttons: 'Link All to Previous Episode' and 'Unlink All'. Below is a table with columns: Char #, Name, Link To (Previous Episode), Existing Character, and Delete.

Char #	Name	Link To	Previous Episode	Existing Character	Delete
CHAR #	AIDEN	Link To	Select Episode	Don't Link	Delete
CHAR #	COLE	Link To	Select Episode	Don't Link	Delete
CHAR #	JOHN	Link To	Select Episode	Don't Link	Delete
CHAR #	LISA	Link To	Select Episode	Don't Link	Delete

5. Press Submit Characters at the bottom of the page when you are finished.

Importing Characters from Previous Episodes

If you did not import a previous episode's characters during the auto-script breakdown, you can select to import on the Characters index page. Select the "Import" button (see image below).

Characters

Principal

On the next page, select the previous episode to import from in the dropdown menu. Either "Select All" or individually select which Characters you would like to import, click "Add" and then "Done"

Import Characters

Select characters from previous episodes and then click "Add" to add them to the current episode. A list of characters already in the episode is on the right. You can remove characters from the episode by going to the Characters Index page

Help

Character	Actor	# Episodes
<input type="radio"/> (1) CATHERINE	Sherry Totoki	1
<input type="radio"/> (2) WILL	William Sifton	1
<input type="radio"/> (3) OLIVA POPE	Jarissa Harrington	1
<input type="radio"/> (4) REAGAN	Terry Mulligan	1
<input type="radio"/> (5) ESME	Ricky Loreal	1
<input type="radio"/> (6) OWEN	Chris Corrington	1

Characters in 702 The Box is closed

Character	Actor
There are no characters in 702 The Box is closed	

Importing Items from Previous Episode

If you are using the same assets throughout a series, you can use the Item import feature to copy over item information from previous episodes. First, make sure that all Characters are imported from the previous episodes. Then, click the “Import” button on the Items index page to select which items you would like to import.



Import Items from Previous Episodes

1. Choose a character to import items from.

Remember to [Import your Characters](#) first, to keep items in each character's closet.

2. Select items to import.

Example

Click an item to select it.

<input type="checkbox"/>	Button-Down Shirt	White	101 Episode 1
--------------------------	-------------------	-------	---------------

Or click a character's name to select their items.

☐ John

3. Click to import the selected items!

5. Navigating in the Web-application

The Production Home Page

After creating the production you are brought to the Production Home page. The Production Home page allows you to navigate to different departments, add team members, manage permission levels, keep track of changes (Activity Log) and access your Production Dashboard Inbox.

Production Home

Envisage: Blue

Current Department: Costume

My Departments | Admin Pages | Users Overview

Scenes:	Characters:	Actors:	Total Pictures:	Total Users:	Created:
105	24	15	756	17	08/15/2013 by Andrew Piono

Help Desk

My Departments

- Costume Department
- Makeup Department
- Hair Department
- Props Department
- Locations Department
- Production Dashboard Inbox

Activity Feed

- Jing Wei was added to the Production in the Props and Costume departments. 2 weeks ago Anthony H
- 1 picture was added to The Costume Department Gallery 2 weeks ago Chris S
- 1 picture was added to (M) MELINDA 3 weeks ago Will H
- Item Jean Shorts was created 2 weeks ago

Admin Page - Add/Update Team Members

Production Access Menu

Help

Select Your Department

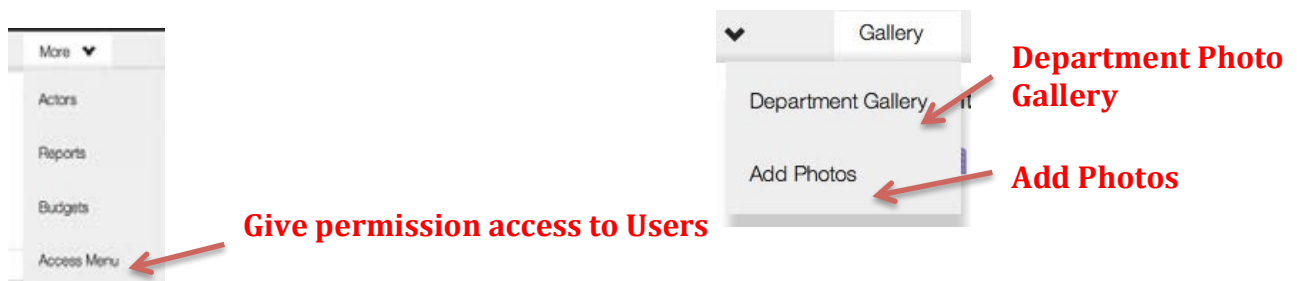
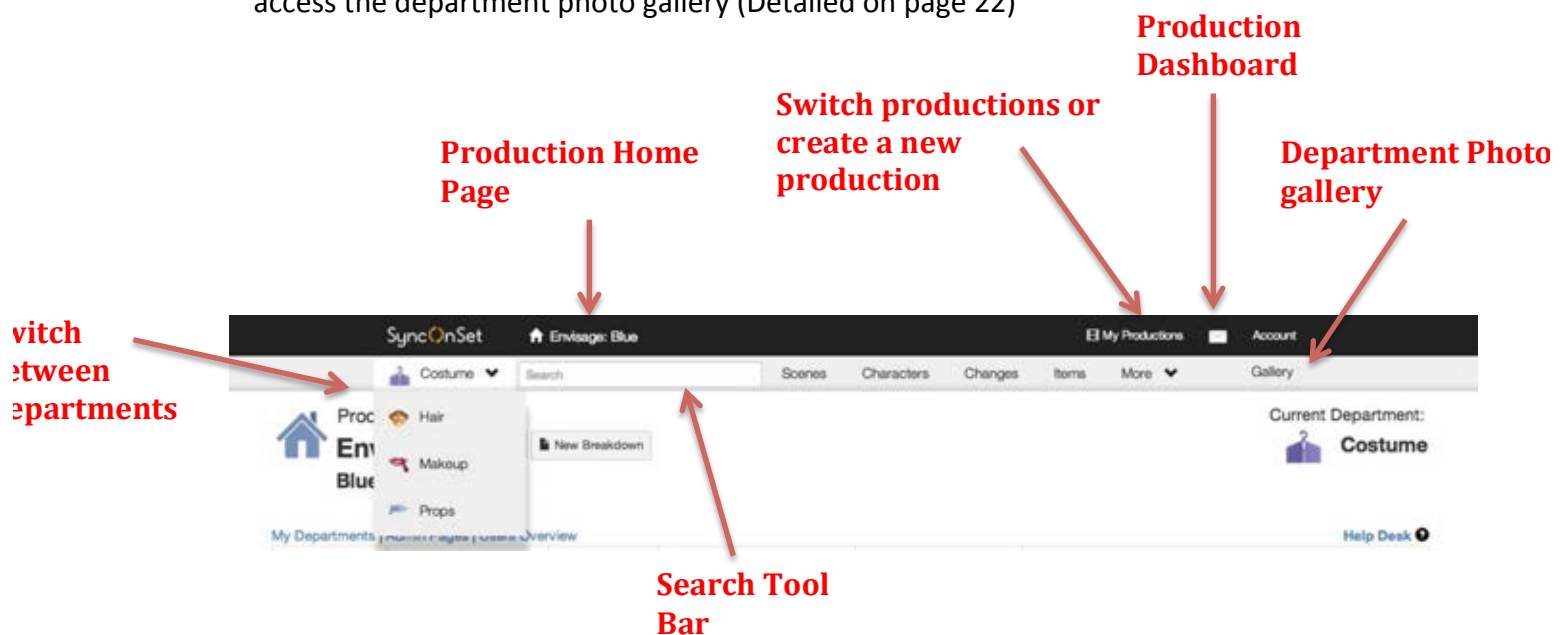
Add Users

Activity Feed

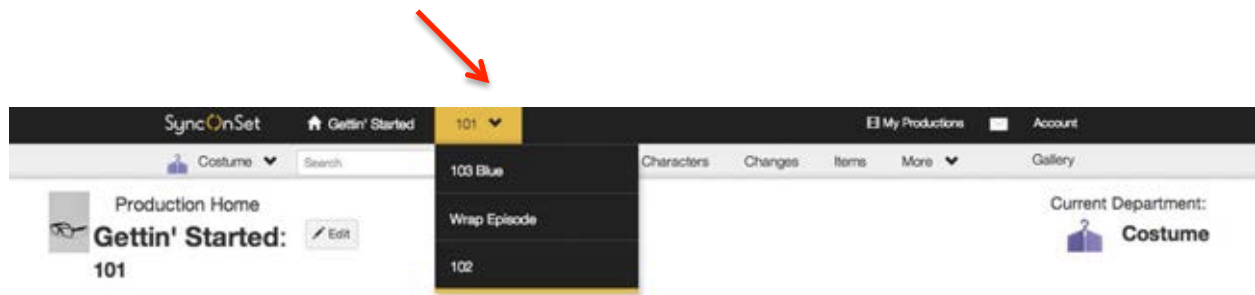
The Navbar

The navigation bar is organized intuitively to give you quick access to specific pages no matter where you are within the web application.

- The top section from top left to right (in black)
 - Production Home Page
 - For Episodics, switch between Episodes
 - My Productions (gives you access to all your existing productions and allows you to create new features or episodics)
 - Production Dashboard (envelope icon)
 - Account (edit your account settings and upgrade your subscription)
- The bottom section (in grey) gives you access to pages relevant to a specific department (Costume, Hair, Makeup, or Props). Switch between departments by selecting a department from the drop-down menu. Navigating to a different department will still keep you on the current page you are on. Eg. If you are on the Scene Index Page in the Costume Department and switch to the Hair Department, you will be navigated to the Scene Index Page in the Hair Department. Located next to the Department drop-down is a search tool bar. The search bar allows you to easily navigate to all your Scenes, Characters, Actors, Changes and Items. On the very right of the grey navigation bar, access the department photo gallery (Detailed on page 22)



Switch between Episodes



Show Thumbnails

If you would like to see thumbnails for Changes, Items, or Looks as you navigate around Sync OnSet you can turn that option on in the Account settings.

To turn thumbnails On or Off follow these steps:

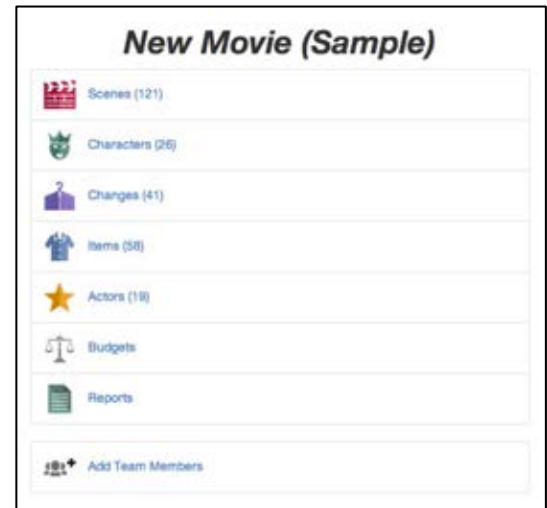
1. Select Account in the top black Navigation bar on the right
2. Press Edit Account
3. Scroll to the bottom of the page and Select "Yes" if you would like to Show Thumbnails and "No" if you do not want to see thumbnails as you navigate around Sync OnSet
4. Press submit when you are finished making changes

Navigating with Links

A key feature of the web-application is the ability to navigate with links. All **blue text** within the web-application will link to another page. This allows you to easily navigate to detail pages. (For instance, Character names will always link to that Character's Detail page, where you can store and reference their information.)

Department Home Page

The Department Home pages gives you easy access to all the important pages for the department. To the right is an example of the home page for the Costume Department.



Index Pages

The index pages allow you to see a list of all the Scenes, Characters, Changes/Looks, Props, Items or Actors within the production. Below is an example of the **Scene Index** Page:

SyncOnSet Envelope: Blue My Productions Account							
Costume Search Scenes Characters Changes Items More Gallery							
<div> Scenes + Create New Scene </div>							
<div> Search by Scene # <input type="text"/> Q Edit All Scenes </div>							
Scene #	Script Day:	Location:	Description:	Cast:	Shoot Day:	Actions:	
Scene 1	N 2 4:30 PM	EXT DOWNTOWN	Cole decides to take the subway after a failed attempt at hailing a cab.	1, 2	Mon, 03/24/14 ✓		
Scene 2	DUSK 1 5:30 PM	EXT COFFEE SHOP - PATIO - AFTERNOON	Cole and Rebecca talk about how great everything is	1	Sat, 09/14/13 ✓		
Scene 3	DUSK 1	EXT COLE'S APARTMENT - LATER	Cole walks through the door and buys a coffee	1	Thu, 09/19/13 ✓		

Details Pages

The detail pages provide detailed information on a specific Scene, Character, Change/Look, Item or Actor. You navigate to these pages by selecting a [blue link](#) on Index Pages. Below is an example of a **Scene Detail** page:

The screenshot shows the SyncOnSet interface for a specific scene. The top navigation bar includes the SyncOnSet logo, a home icon, and links for My Productions, Account, Costume, Search, Scenes, Characters, Changes, Items, More, and Gallery. The main header for 'Scene #1' includes an 'Edit' button, a 'View Gallery (3)' button, and a 'Shoot Day: Mon, 03/24/14' indicator.

The scene details are organized into sections:

- Script Day:** N 2 | 4:30 PM
- Setting | Location:** EXT | DOWNTOWN
- Description:** Cole decides to take the subway after a failed attempt at hailing a cab.
- Costume Notes:** Starts Raining Midway Through The Scene and then it stops.

On the left side, there is a vertical 'Help' button.

The **Characters** section includes a '+ Bulk Add Characters' button and an 'Edit All Cast Changes' button. It is divided into two sub-sections:

- Principal:** Contains a table with columns 'Name:', 'Change #', and an action column. It lists '(1) COLE' with Change # 1 and a small image. Below this, it says 'Scene Wear Notes: Top two buttons undone' and lists '(2) REBECCA'.
- Background:** Contains a table with columns 'Name:', 'Change #', and an action column. It lists 'STUDENTS (20)'.

Each character entry has an edit icon (pencil) and a delete icon (X).

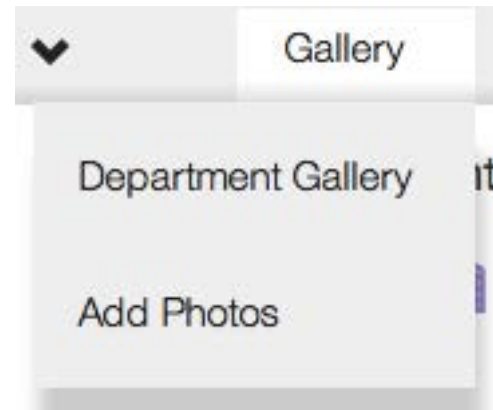
6. Photos and Department Photo Gallery

Department Photo Gallery

If you have the permission to add photos to your production, you can now do so from any page and it will upload the photos to a departmental photo gallery to access later.

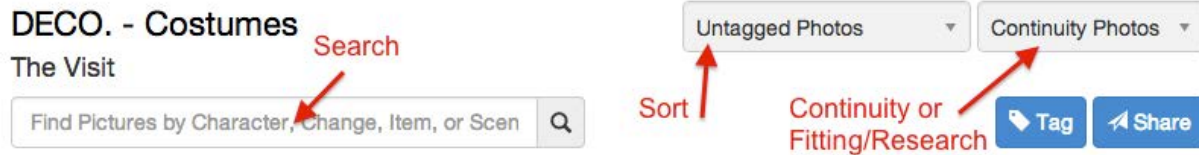
The departmental photo gallery allows you to upload all of your photos at once, and then tag the photos to specific scenes, items, changes, looks, props, and characters. Here's how:

1. Click the "Add Photos" button - note that this button is accessible on any page of the department you are in
2. Click add files to add the photos you wish to add to the gallery, or simply drag and drop the photos from your desktop into that screen. - note that you can add multiple photos at once
3. Click start upload to begin uploading the photos to the gallery
4. Once the files have been uploaded, click the button to the right of the "Add Photo" button to access the photo gallery
5. In the gallery you can tag the photos in the gallery by clicking the "Tag" button.
6. Select the photos you wish to tag in bulk by clicking multiple photos



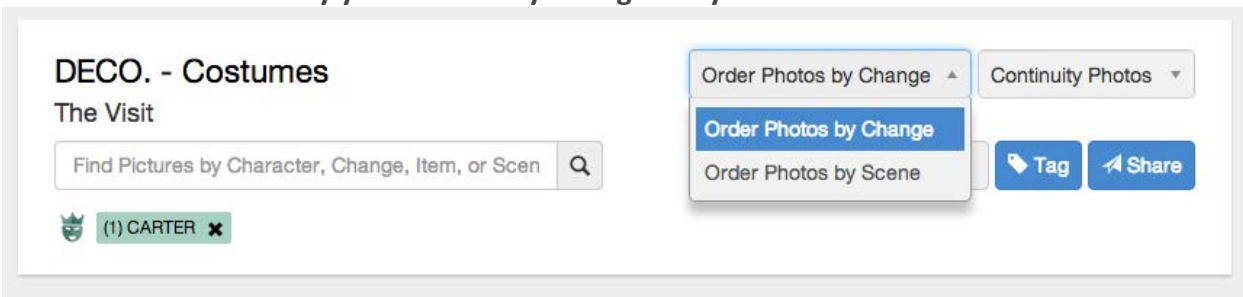
Depending on the department you are in, you can select where you would like to tag these photos.

Search & Sort

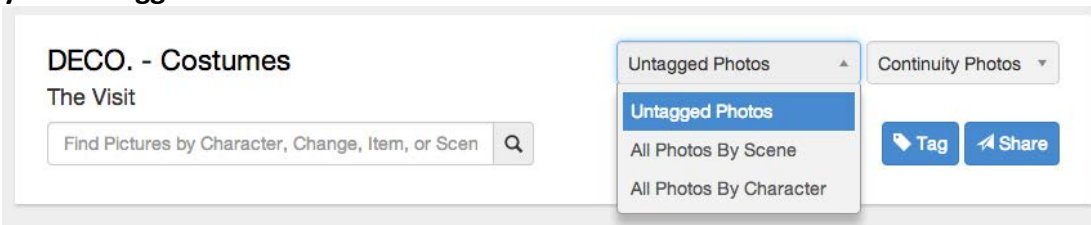


Depending on the gallery you are in, you can sort the gallery to fit your needs.
First Search for what you are looking for in the search bar (you can search by anything!)

From a Character Gallery you can sort by Change or by Scene



From the Main Gallery you can view All Photos by Scene, All Photos by Character or just all of your Untagged Photos





Don't forget to choose whether you want to view Continuity or Fitting/Research Photos - each gallery works exactly the same, but allows you to separate out the design/brainstorming photos from the continuity photos.

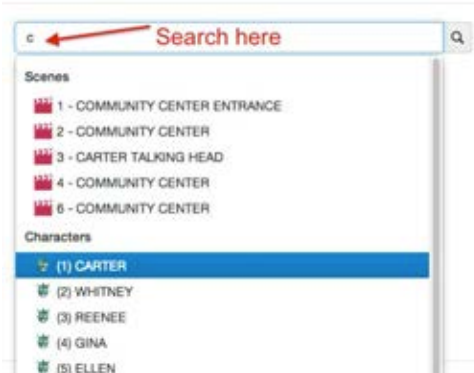
Photo Tagging

With the new galleries, there is no limitation to where you can tag. Want to tag to just a scene? Go for it! Easily organize your photos by scenes, changes/looks, characters, items and props by “tagging” each photo. On every photo you can see how it is categorized by the Tags . A Tag determines which galleries the photos will appear in for easy access.

To Add a Tag to a Photo:

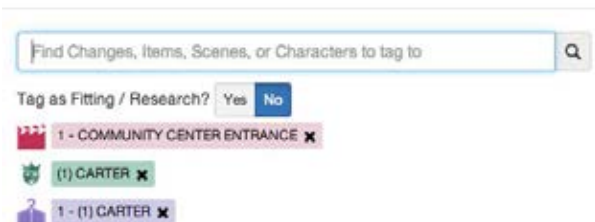
1. Click 
2. Select as many photos as you'd like
3. Click  again
4. Search for what you want to tag these photos to. You can search by:
 - Scene
 - Character
 - Change/Look
 - Item (name, brand, color)
 - Prop

Tag Pictures



5. Select one, search for another, and keep tagging

Tag Pictures

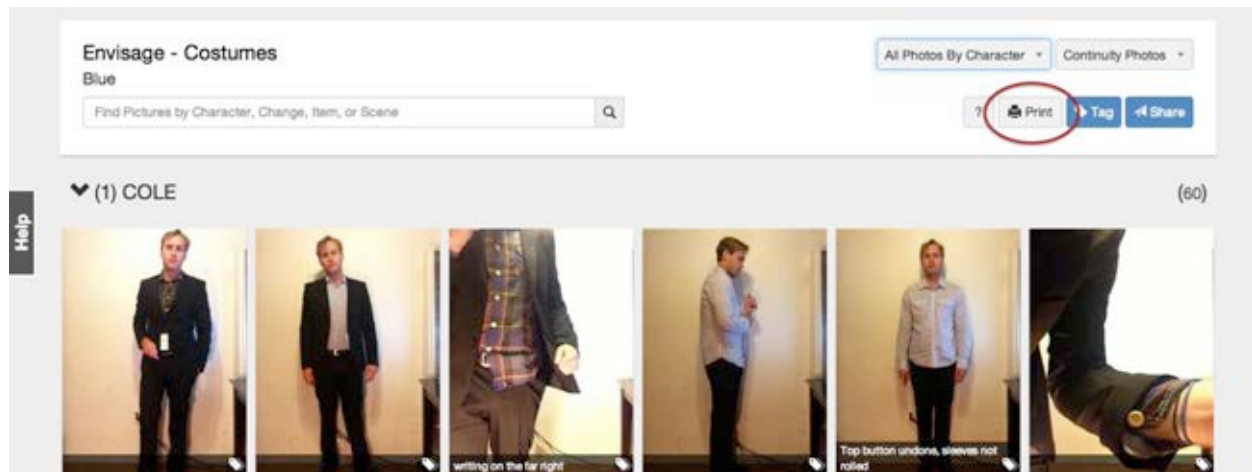


You can also Tag photos anywhere as a Continuity or Fitting/Research photo.

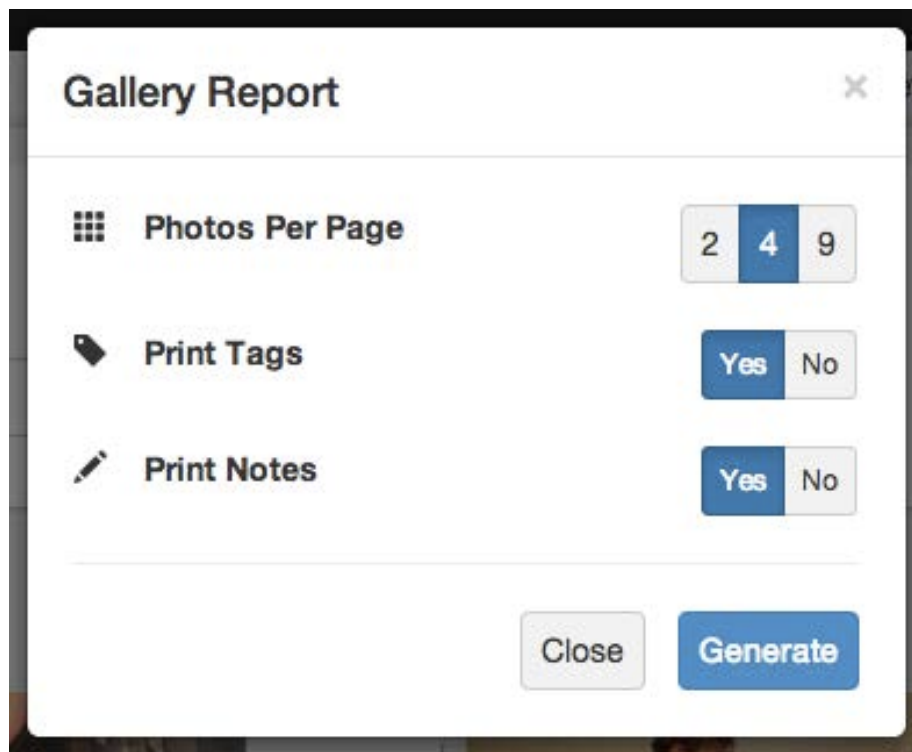
For example, now you can tag photos just to scenes - but remember to tag it as specifically as possible so it shows up in the right galleries for quick reference later

Printing from View Gallery

Print directly from any Photo Gallery by clicking on the “Print” icon located next to the “Tag” icon



A pop-up will open and you will have the option of printing either 2, 4 or 9 photos per page and also if you would like to print the photos with Tags and with Notes. Click Generate.



Here is an example of what the Gallery Report will look like:

4/18/2014

Sync OnSet - Reports

Production Gallery - 04/18/2014


Envisage

Blue

SyncOnSet

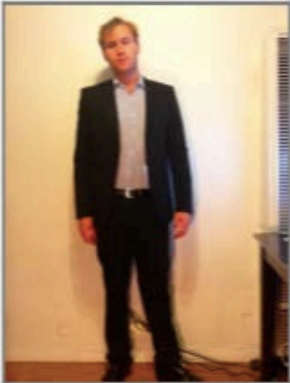
Sarah Kurobe

(1) COLE




Change: 5

Notes:



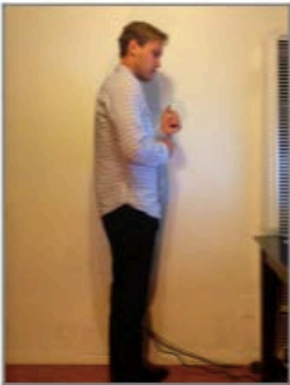
Change: 7

Notes:



Change: 5

Notes: writing on the far right



Change: 6

Notes:

https://www.synconset.com/index.php?view=gallery/index&productionId=3955&contentType&characterId=change/print_gallery=4¬es=1&page=1

1/24

Zooming Function on Photos

You will be able to zoom in on any of your photos by hovering your mouse over the section of the photo you would like to zoom in on. The zoomed in image will be to the right of the original image. To get rid of this function- simply click on the magnifying glass icon

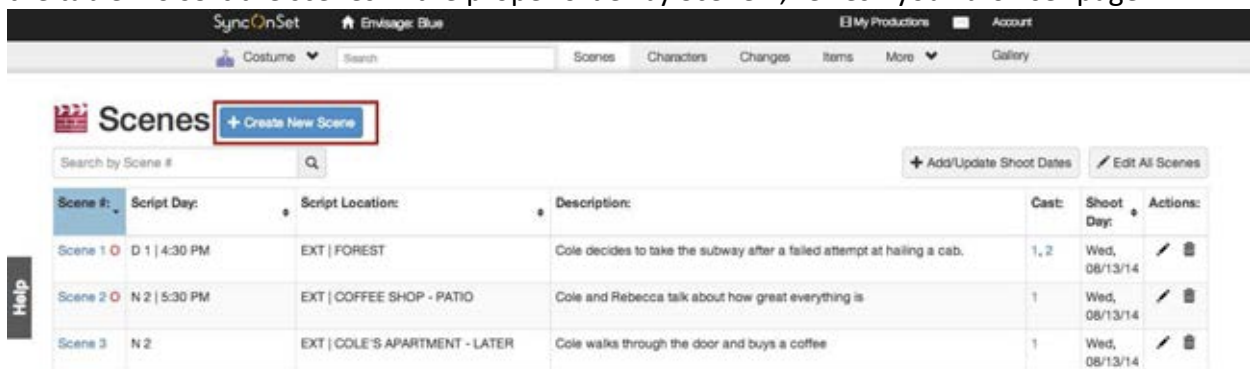


5. Adding, Deleting, and Editing Scenes

NOTE: To edit Scenes you must be a Production Admin. If you are unable to edit scenes you must contact the "Production Admin" to gain access. Please see section 11 on permission levels.

Adding Scenes

To manually add a new Scene, navigate to the Scene Index Page. Click on "+ Create New Scene". A pop-up will appear- Fill in the Scene #, location (which can be an existing location), and other details on the scene, then click "Create & Add Another" to continue adding scenes or just "Create" to create just one scene. If you decide not to add the scene, click the "Cancel" button to undo all the changes you've made. Once added, the new scene will be added to the top of the table. To **sort** the scenes in the proper order by Scene #, refresh your browser page.



Deleting Scenes

To delete a scene, click on the trash can icon that is to the far right of the scene row. You will be prompted to confirm the deletion of the scene.

The screenshot shows the SyncOnSet interface with the 'Scenes' tab selected. A table lists three scenes. The 'Actions' column for Scene 1 contains a trash can icon, which is circled in red to indicate the deletion action.

Scene #	Script Day	Script Location	Description	Cast	Shoot Day	Actions
Scene 1	D 1 4:30 PM	EXT FOREST	Cole decides to take the subway after a failed attempt at hailing a cab.	1, 2	Wed, 08/13/14	[Trash Icon]
Scene 2	N 2 5:30 PM	EXT COFFEE SHOP - PATIO	Cole and Rebecca talk about how great everything is	1	Wed, 08/13/14	[Edit Icon]
Scene 3	N 2	EXT COLE'S APARTMENT - LATER	Cole walks through the door and buys a coffee	1	Wed, 08/13/14	[Edit Icon]

Editing Scenes

If you need to edit multiple scenes quickly, click the "Edit All Scenes" button found in the upper right (Circled in red in image below). After making all of your edits, click the "Save All Scenes" button. If you do not click this button before navigating to a new page you will lose all of your changes. You can also edit a Scene from the Scene detail page.

The screenshot shows the SyncOnSet interface with the 'Scenes' tab selected. The 'Edit All Scenes' button in the upper right corner is circled in red.

Scene #	Script Day	Script Location	Description	Cast	Shoot Day	Actions
Scene 1	D 1 4:30 PM	EXT FOREST	Cole decides to take the subway after a failed attempt at hailing a cab.	1, 2	Wed, 08/13/14	[Edit Icon]
Scene 2	N 2 5:30 PM	EXT COFFEE SHOP - PATIO	Cole and Rebecca talk about how great everything is	1	Wed, 08/13/14	[Edit Icon]
Scene 3	N 2	EXT COLE'S APARTMENT - LATER	Cole walks through the door and buys a coffee	1	Wed, 08/13/14	[Edit Icon]

The screenshot shows the SyncOnSet interface with the 'Scenes' tab selected. The 'Save All Scenes' button is highlighted in blue. The table below shows the edit mode for each scene, with fields for Day/Night, Location, Description, Cast, and Shoot Day.

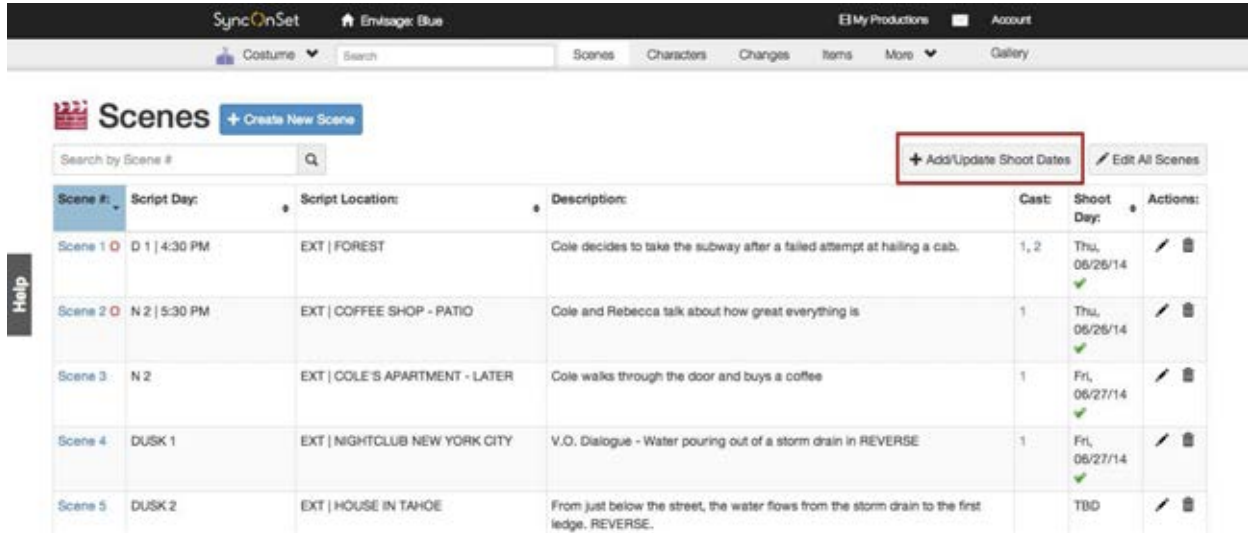
Scene #	Script Day	Script Location	Description	Cast	Shoot Day	Actions
1	DAY NIGHT DAWN DUSK	INT EXT INT/EXT EXT/INT	Cole decides to take the subway after a failed	Add	10/15/2014	
OMIT?:	1 4:30 YEAR	FOREST		1, 2	Clear	
2	DAY NIGHT DAWN DUSK	INT EXT INT/EXT EXT/INT	Cole and Rebecca have serious discussion	Add	10/21/2014	
OMIT?:	2 5:30 YEAR	COFFEE SHOP - PATIO		1	Clear	
2A	DAY NIGHT DAWN DUSK	INT EXT INT/EXT EXT/INT	Description	Add	10/24/2014	
OMIT?:	1 MON YEAR	LOCATION			Clear	

If you only want to edit one scene at a time, click the edit pencil icon to the far right of the scene (See image below). After making the changes, click the "Save" button.



Adding/Updating Shoot Dates

There are two ways to Add/Update Shoot Dates from the Scene Index Page. You can either hit "Edit All Scenes" or click the pencil icon located next to each scene and update the Shoot Dates from there or you can also click on the "+ Add/Update Shoot Dates" icon located at the top of the Scene Index



Click on the icon and you will be able to enter all Scenes that are on a specific Shoot Date. Once you've entered your Scenes and Shoot Dates, hit "Save and Add Another" to keep adding Shoot Dates or simply click "Save" to return back to the Scene Index Page

Add/Update Shoot Dates

Auto sorting Scenes

Scenes are automatically sorted by Scene #. The automatic sort works with most standard scene numbering schemes, however, you may need to re-label scene numbers to make sorting work for your project. Below are some helpful guidelines:

- If you want to have a scene like Scene “2 and 3” or Scene “2-3” show up between Scene # 1 and #4, make sure you label the Scene as “2,3” (other variations in syntax may be read as “23”, sorting the scene in the wrong sequence).
- Our auto-sorting accepts most standard syntax, including “1 Part 1”, 1pt1, 1 prt. 1, etc. We recommend that you stay consistent with your number format for all scenes.

Adding Principal Characters to Scenes

To add principal characters to Scenes:

1. Navigate to the Scene Index page
2. Click the “Edit All Scenes” Button to add characters to multiple scenes or the Pencil icon to add characters to one scene.
3. Under the Column “Cast” click “Add”
4. Select one or multiple characters

Scenes

Scene #:	Script Day:	Location:	Description:	Cast:	Shoot Day:	Actions:
Scene 1	D 1	EXT DOWNTOWN	This is the most epic downtown shot ever. Helicopter shot.	1, 2	Sun, 09/15/13	<input type="button" value="Edit All Scenes"/> <input type="button" value="Pencil"/> <input type="button" value="Trash"/>

Scene #: 1
Script Day: DAY NIGHT DAWN DUSK
Location: INT EXT INT/EXT EXT/INT
Description: This is the most epic downtown shot ever. Helicopter shot.
Cast: Add 1, 2
Shoot Day: 09/15/2013
Actions: Save Cancel

OMIT?: ☐
1 MON YEAR DOWNTOWN

Add Characters to Scene

Select characters from the dropdown to add them to the scene.
 Characters without character numbers will be listed by the first three letters of their name.
 To view the complete detailed information for a scene, please visit an individual scene's detail page.

4. VOSSLER x

5. LILAH x

Cancel
Submit

Another way to add principal characters to Scenes:

5. **Navigate to the Scene Detail page**
6. Click the “Add Principal” or “Add Background” button
7. Enter in the Character Name and hit save.

Adding Background Characters to Scenes

To add background Characters to Scenes, click on the specific Scene you’d like to add the BG Character to and under Background, click “+ Add”

Add Background Characters to Scene

Add Existing Characters

+

Add New Characters

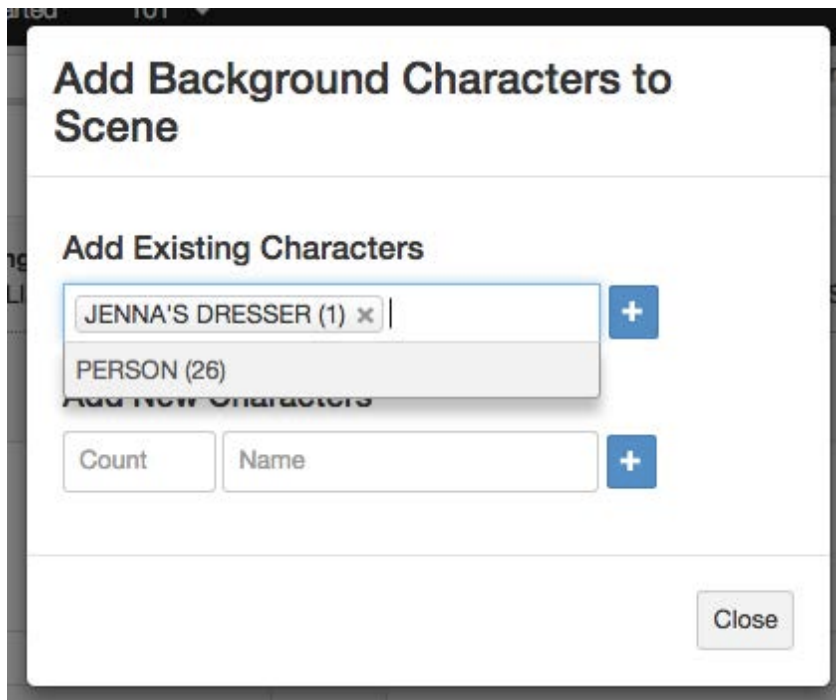
Count

Name

+

Close

You may either choose to Add Existing Characters



Add Background Characters to Scene

Add Existing Characters

JENNA'S DRESSER (1) x | +

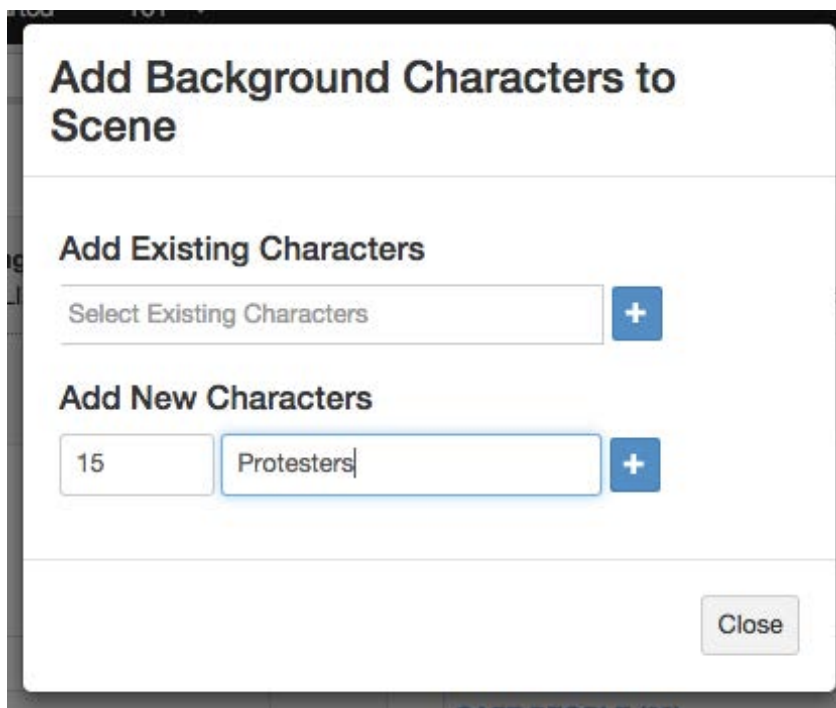
PERSON (26)

Add New Characters

Count Name +

Close

Or you can Add New Characters



Add Background Characters to Scene

Add Existing Characters

Select Existing Characters +

Add New Characters


15 Protesters +

Close

Click the “+” icon to add the BG Character. You can continue adding BG Characters by entering in Existing or New Characters and clicking the “+” icon or you can hit Close to finish

Bulk Add Characters

If you would like to bulk add Principal characters, click on the “Scenes” tab at the top of the screen, select a scene, and click on the “Bulk Add Characters” button. Note: It is only possible to bulk add Principal characters. Be sure to keep clicking character’s names by clicking back in the box to keep adding more characters to that one scene. Click “Save” once you have added all the names into the box.


Scene # 1
Edit
View Gallery (1)
[?]


Shoot Day: Sun, 09/15/13

Script Day: D 1
 Setting | Location: EXT | DOWNTOWN
 Description: This is the most epic downtown shot ever. Helicopter shot.

Costume Notes: Edit
 Starts Raining Midway Through The Scene

Characters
+ Bulk Add Characters
Edit All Cast Changes

Principal
+ Add

Name:	Change #	
(1) COLE	1	 Edit Delete
Scene Wear Notes: didnt wear a jacket. Spilled Coffee on himself in the middle of the scene. Stain on left lapel		
(2) REBECCA	0	Edit Delete
Scene Wear Notes: N/A		

Background
+ Add

Name:	Change #	
STUDENTS (20)		Edit Delete
Scene Wear Notes: N/A		

6. Characters

Overview of the Character Detail Page

The character detail page lists all the scenes and changes/looks/props (within a department) for the specific character.

At the top of the page you can view and edit the basic information about the character: Actor, Gender, Age and Notes:

The bulk of the Character Detail page is a table of the Character's assigned Scenes.

The Character Gallery pulls in photos that have been tagged to the character. For a Character's individual Changes you will see the main photo for each available Change

(1) COLE [Edit] [View Gallery (80)] [7] [Print Reports]

Actor: [Andrew Plemo](#) Gender: Male Age: 29 Description: [Next]

Costume Notes: [Edit]
Prefers slim cut jackets

Scenes + Add Scene(s) + Add Change to Scene(s) [Scroll to Unused Changes] [Edit All]

Scener	Script Day*	Setting Location:	Change#	Scene Wear Notes:	Actions:
1	N 2 4:30 PM	EXT DOWNTOWN Cole decides to take the subway after a failed attempt at hailing a cab.	1	Top two buttons undone	[Edit] [X]
2	DUSK 1 5:30 PM	EXT COFFEE SHOP - PATIO - AFTERNOON Cole and Rebecca talk about how great everything is	5	Left Sleeve Rolled Up	[Edit] [X]

Within a specific department you will also see Changes/Looks/Props assigned to the Character. (Changes/Looks/Props unassigned to a scene will appear in a table at the very bottom of the page).

Just above the table, you will notice a button “Add Character to Scene(s)”. When adding Character to a scene, you can select multiple scenes from the drop down menu.

When adding a Change/Look to Scene(s), you can select multiple scenes to assign the Change/Look to. The drop-down will only show Scenes that the Character is currently in and where no change is assigned.

7. Actors

Overview of the Actor Detail Page

The Actor Detail page allows you to store actor fitting and contact information. To assign an Actor to a Character, click the Edit/pencil icon next to the Actor's name. Next to Role(s), you can add the appropriate character.

The screenshot shows the SyncOnSet web application interface. At the top, there's a navigation bar with the SyncOnSet logo, a home icon, and a user profile icon. Below the navigation bar, there's a search bar and a dropdown menu for 'Costume'. The main content area is titled 'Shana Malinowski' with an 'Edit' button. The page is divided into several sections: 'Gender: Female', 'Age: 28', 'Role(s): LEAH', 'Costume Notes', 'Fitting Info', and 'Contact Info'. The 'Fitting Info' section contains a table of measurements and a photo of the actor. The 'Contact Info' section contains fields for phone and email addresses.

Fitting Info	
Height:	5'7"
Weight:	145
Fitting Date/Time:	7/2/2013
Chest:	Small
Bust:	36B
Waist:	27
Blouse/Top:	Medium
Inseam:	28
Hip:	32
Dress:	Small
Pant:	10
Skirt:	Medium
Shoe:	7.5
Hat:	
Glove:	
Hair Color:	Brown with blonde highlights
Eye Color:	green
Skin Tone:	Light
Ears Pierced:	Yes
Tattoos:	
Allergies:	

Contact Info	
Primary Phone:	834 923 9442
Secondary Phone:	923 942 9234
Primary Email:	Shana@gmail.com
Secondary Email:	Shana@yahoo.com

Adding Actors

To create an Actor, click on the "+ Create New Actor" Button from the Actor Index Page



Once the pop-up appears, fill out necessary content for the Actor and then click "Create & Add Another" to keep creating Actors or simply click "Create" to just add one Actor

The screenshot shows the 'Create an Actor' form. It has fields for Name (First Name, Last Name), Gender (MALE, FEMALE), Age, and Notes. The 'Create & Add Another' button is highlighted.

To add Actors from the Characters index page, click on either the pencil icon (if you'd like to only add one Actor) or click on "Edit All Characters" to add multiple Actors simultaneously



Next, in the Actors section you can add an Actor First Name and Actor Last Name to create an Actor or click on the Select Existing drop-down to select an Actor that has previously been added. Once the Actors have been added, make sure to click “Save All Characters”

Characters Import

Principal

Search by Name or Number

Scroll to Background **Save All Characters** Cancel Editing All Characters

Name:	Actor:	Gender:	Age:	Description:	Actions:
1 LIZ	Actor First Name Actor Last Name Tina Fey	MALE FEMALE	Age	Description	
1A YOUNG LIZ	Actor First Name Actor Last Name Select Existing...	MALE FEMALE	Age	Description	
2 JACK	Actor First Name Actor Last Name Alec Baldwin	MALE FEMALE	Age	Description	

Once the Actors have been added, they will show up as a blue link. Clicking on the Actor’s name will take you to the Actors Detail Page where you can add more detailed information about the Actor

Characters Import

Principal + Add Principal

Search by Name or Number

Scroll to Background Edit All Characters


Name:	Actor:	Gender:	Age:	Description:	Actions:
(1) LIZ	Tina Fey	Female			
(1A) YOUNG LIZ		-			
(2) JACK	Alec Baldwin	Male			

8. The Costume Department

Methods for Adding Changes

With Sync OnSet, you can add Changes/Looks to Characters on different pages: (1) On the Scene Detail pages, you can add Changes/Looks to each character in a Scene as you navigate from Scene to Scene. (2) On a Character Detail page, you can add a Character to new Scenes, and add Changes/Looks across multiple Scenes.

Adding Changes from the Scene Detail page:

1. Navigate to the Scene Detail page
2. Click the  next to the Character name to edit the change they are assigned in the Scene
3. Click “Save” once finished editing

You can also select “Edit All Cast Changes” to make multiple updates quickly. Then Click “Save All” to make sure your changes are saved.

Adding Changes from the Character Detail page:

1. Navigate to the Character Detail page
2. Click "Add Change to Scene(s)" button.
3. Choose all the Scenes you wish to add the Change to from the multi-select drop down menu (Circled in red in image below).

Add Change to Scene(s) *To just create a change, simply enter a new change number and click save.

New Change Name
 or

4. Add a new Change in the text field labeled "New Change #" or choose an existing Change from the drop down menu.
5. Click the "Save" button. (Circled in red in image below)

Add Change to Scene(s) *To just create a change, simply enter a new change number and click save.

New Change Name
 or

Scenes

[Scroll to Unused Changes](#)

Scener	Script Day	Setting Location:	Change	Scene Wear Notes:	Actions:
1	D 1	EXT BLACK.	101	didnt wear a jacket	✎ ✕

From the Character Detail Page, you also have the ability to increment or decrement the change number. For example, you can change your Change 1 -

Scenes

+ Add Scene(s)

+ Add Change to Scene(s)

Scroll to Unused Changes

Edit All

Scene	Script Days	Setting Location:	Change:	Scene Wear Notes:	Actions:
1	D 1 4:30 PM	EXT FOREST Cole decides to take the subway after a failed attempt at hailing a cab.	<div> <div>1</div> <div>New Change #</div> <div>or</div> <div>1 - Business Suit 1</div> </div>	takes jacket off	<div>Save</div> <div>Cancel</div>
2	N 2 5:30 PM	EXT COFFEE SHOP - PATIO Cole and Rebecca have serious discussion	5	Left Sleeve Rolled Up	✎ ✕
3	N 2	EXT COLE'S APARTMENT - LATER Cole walks through the door and buys a coffee	1	Takes jacket off and then throws it across the room. Jacket gets wet and stained on the left sleeve	✎ ✕

To Change 2 (All Changes coming after Change 1 will now be incremented by 1)

Scenes

+ Add Scene(s)

+ Add Change to Scene(s)

Scroll to Unused Changes

Edit All

Scene	Script Days	Setting Location:	Change:	Scene Wear Notes:	Actions:
1	D 1 4:30 PM	EXT FOREST Cole decides to take the subway after a failed attempt at hailing a cab.	<div> <div>2</div> <div>New Change #</div> <div>or</div> <div>1 - Business Suit 1</div> </div>	takes jacket off	<div>Save</div> <div>Cancel</div>
2	N 2 5:30 PM	EXT COFFEE SHOP - PATIO Cole and Rebecca have serious discussion	6	Left Sleeve Rolled Up	✎ ✕
3	N 2	EXT COLE'S APARTMENT - LATER Cole walks through the door and buys a coffee	2	Takes jacket off and then throws it across the room. Jacket gets wet and stained on the left sleeve	✎ ✕

Change Detail Pages

Each Change # you create for a Character has a Change Detail page, where photos, itemized descriptions and notes can be stored (it's a digital continuity book!). Below is an image of a filled out Change Detail page with a key of what each part is.

Change 1 - (1) COLE [Edit]

Scenes for Change:
 1 - FOREST, 3 - COLE'S APARTMENT - LATER, 7 - NIGHTCLUB NEW YORK CITY, 8 - NIGHTCLUB NEW YORK CITY- DANCE FLOOR- MOMENTS LATER, 9 - COLE'S APARTMENT - LATER
 (see more)

Actual Cost: 155 **Budget Cost:** 4000.00

Wrap Box #: 1

Short Change Description:
 Business Suit 1

Items [Add New Item] [Add Existing Item]

Item Name (Brand) & Description	Price	
Black Belt black silver buckle	Price: 20.00	X
Casual Suit Jacket (Urban Outfitters) urban grey Casual coat	Price: 75.00	X
Collared Shirt (Hawkins McGill) With the pocket	Price: 45.00	X
Jeans (J Crew)	Price: 0.00	X
Pants (H&M)	Price: 0.00	X
Socks	Price: 0.00	X
T-Shirt (Calvin Klein) tear on right sleeve	Price: 15.00	X

Continuity [Fitting/Research] [Virtual Closet] [View Gallery (6)] [Photos] [Next]

take 1a

Change Photos

Each Change Detail Page has a dedicated photo album. Here you can upload photos of Change pictures from fittings / designs and continuity. (Note: Photos taken on Sync OnSet's mobile app are automatically uploaded to your online photo album when you Sync.)

To upload and view photos online, follow these steps:

1. From the Change Detail Page, Click "Add Pictures"
2. A pop-up will appear. You can either drag-and-drop pictures from an open folder onto this window pop-up, or select "+ Add files..."
3. Once you've added photos to this pop-up, select "Start Upload" to save them to your online photo album
4. Before you click "Start Upload", you can enter notes for each picture you're uploading

To view the album gallery and see full size images of each picture, follow these steps:

1. From the Change Detail page, click "View Gallery"
2. To view a picture full-size and view or edit notes, click on the picture
3. You can delete or download the picture when in full screen view

Change 1 - (1) COLE [Edit]

Scenes for Change:
 1 - FOREST, 3 - COLE'S APARTMENT - LATER, 7 - NIGHTCLUB NEW YORK CITY, 8 - NIGHTCLUB NEW YORK CITY- DANCE FLOOR- MOMENTS LATER, 9 - COLE'S APARTMENT - LATER
 (see more)

Actual Cost: 155 [icon] Budget Cost: 4000.00 [icon]

Wrap Box #: 1
 Short Change Description:
 Business Suit 1

Items [Add New Item] [Add Existing Item]

Item Name (Brand) & Description	Price	
Black Belt black silver buckle	Price: 20.00	X
Casual Suit Jacket (Urban Outfitters) urban grey Casual coat	Price: 75.00	X
Collared Shirt (Hawkins McGill) With the pocket	Price: 45.00	X
Jeans (J Crew)	Price: 0.00	X
Pants (H&M)	Price: 0.00	X
Socks	Price: 0.00	X
T-Shirt (Calvin Klein) tear on right sleeve	Price: 15.00	X

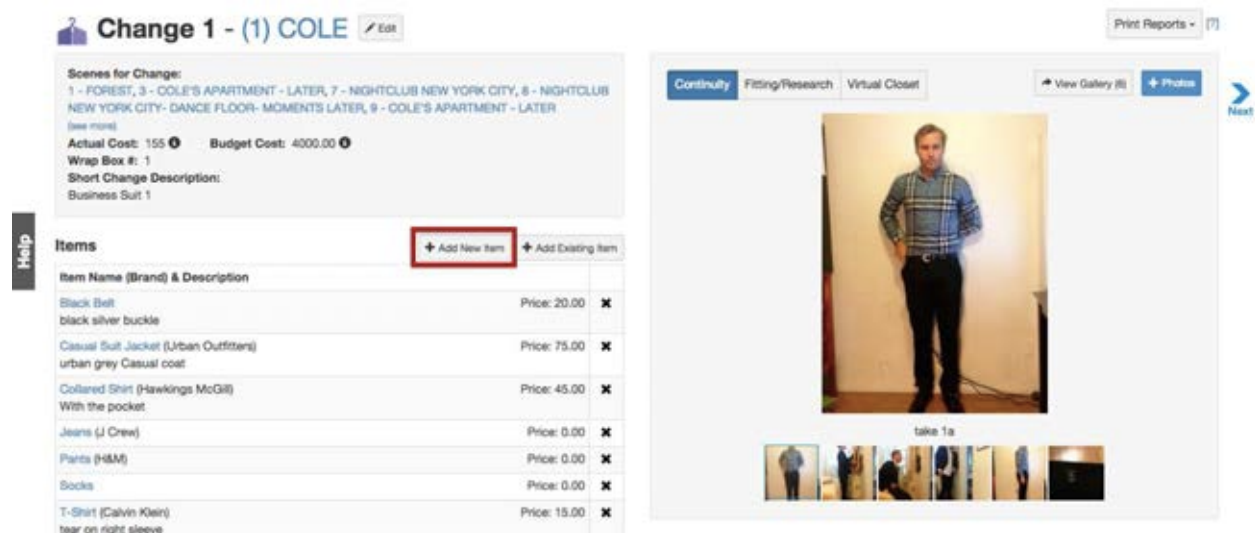
Continuity Fitting/Research Virtual Closet [View Gallery (6)] [Add Photos]

take 1a

Itemized Descriptions

On the Change Detail page you can create itemized descriptions. To quickly add an item (Name, Brand, Description) from the Change page, follow these steps (screenshots follow):

1. On the Change Detail page, select “Add New Item”. A pop-up will appear for Item name, Brand, color and Description
 - a. When entering Brand names, Sync OnSet will attempt to match your brand to a list of brands in our database or brands already associated with this production.
2. Enter the item details into these fields and select “Create & Add Another” to continue adding items or select “Create” to add an individual item



Create an Item

Item Name: Description:

Brand: Color:

Type: ☐ Clothing ☐ Accessory ☐ Footwear

Purchase Source: ☐ Buy ☐ Rent ☐ M/D ☐ Promo

Cast: (1) COLE

Purchase Source:

SKU Number:

Price (Actual & Budget): Actual Price Approx Price

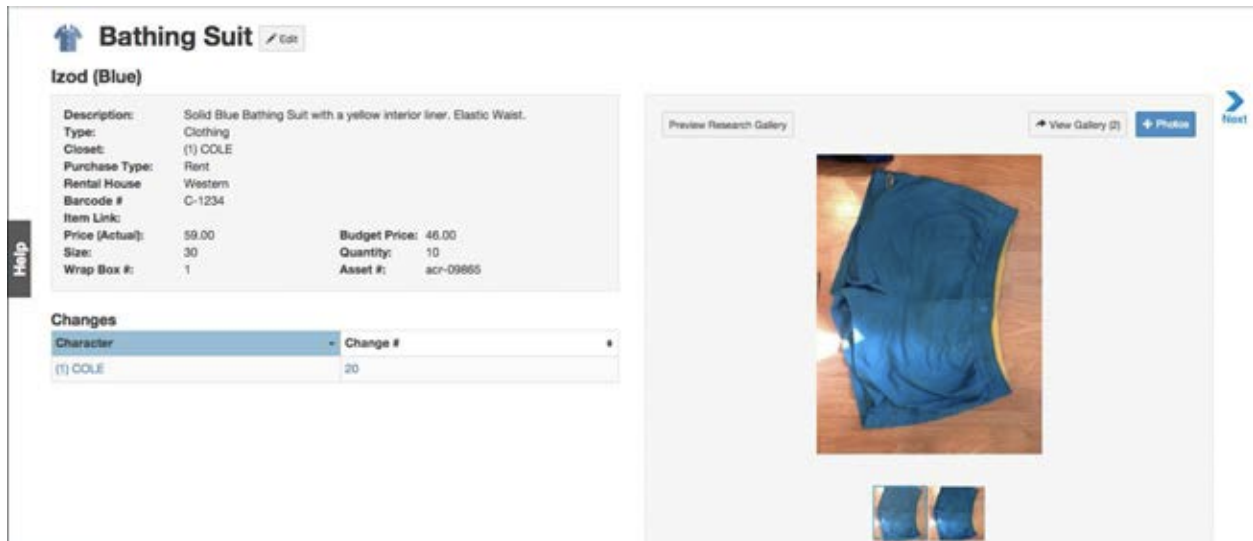
Size: Size Quantity: Quantity

Wrap Box: Select Existing New Box

Asset #:

Overview of Item Detail Page

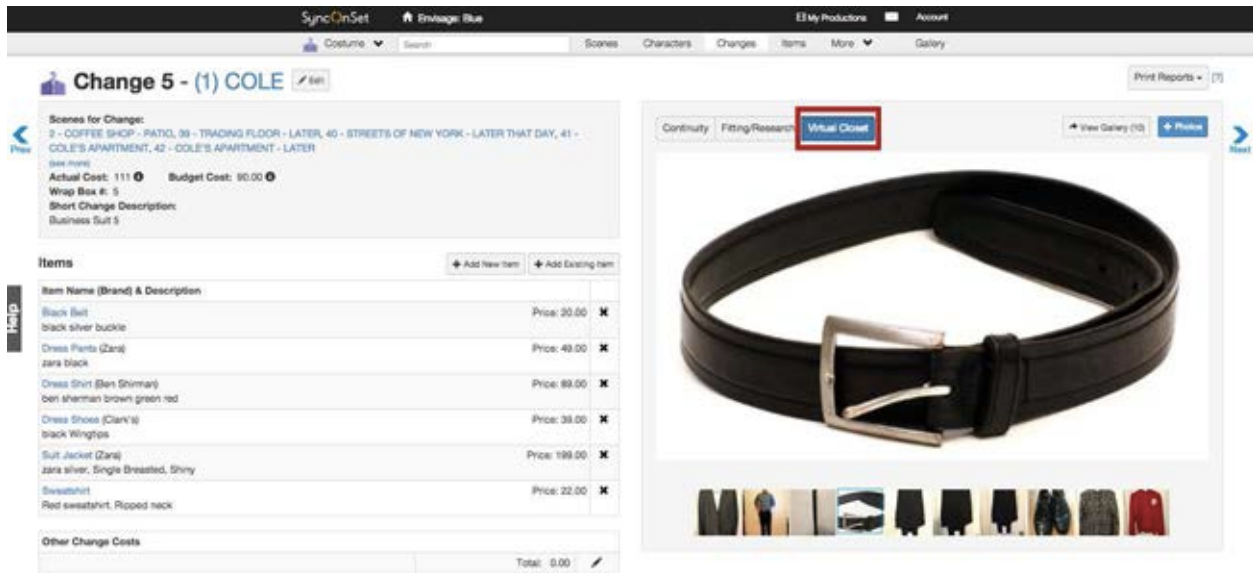
The Item Detail page allows you to track all the details about a specific item (garments, props, etc.): type, size, actual and estimated price, purchase type, purchase source, quantity, SKU number and description.



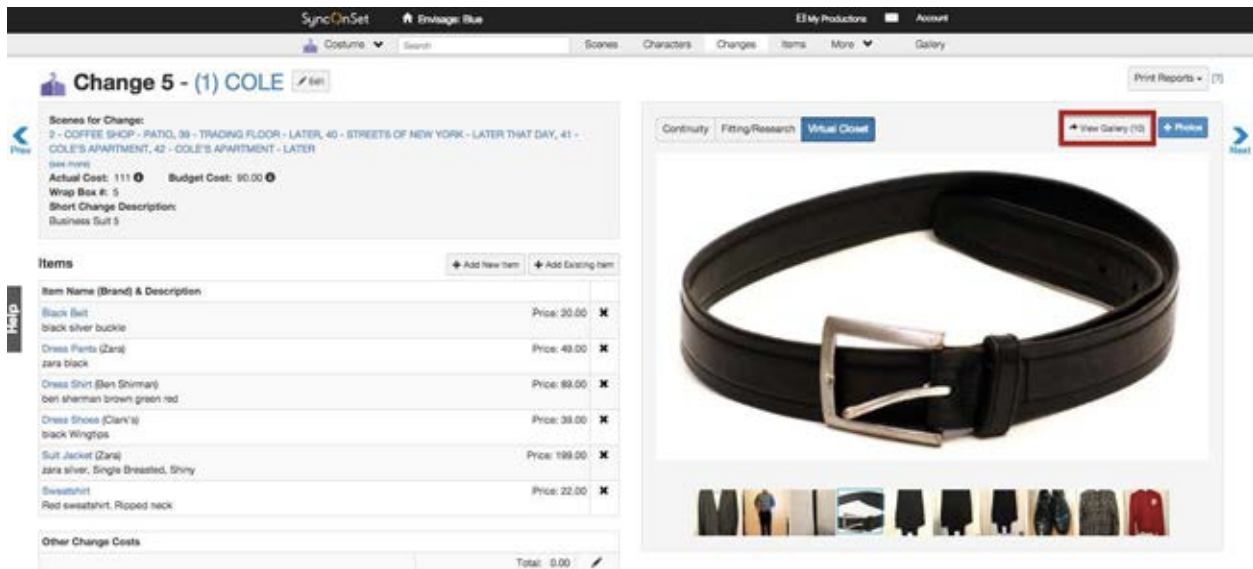
There is a dedicated item photo gallery that allows you to store photos of items, item labels, or barcodes.

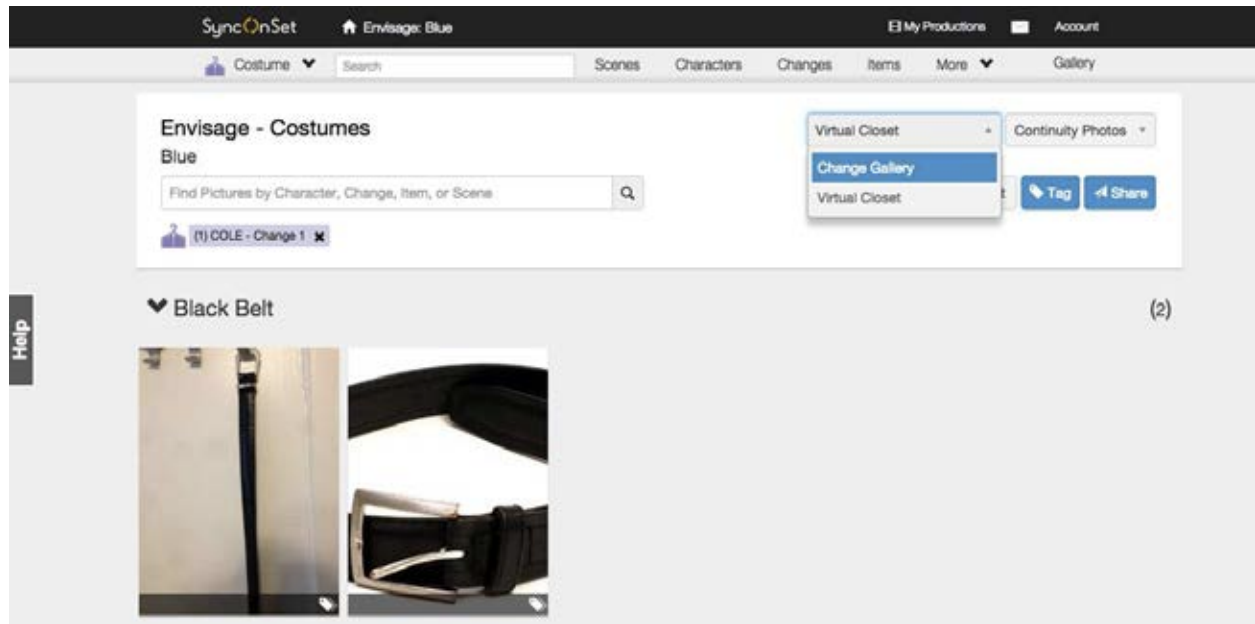
Virtual Closet [Items]

Once Items have been added to a Change and photos have been tagged to that Item, all photos of Items in that specific Change will be housed in a Virtual Closet. The Virtual Closet is accessible from the Change Detail Page



By clicking on “View Gallery”, you will be able to view and print all photos of Items in that specific Change





Wrap Boxes

Sync OnSet allows you to easily track items during the wrap process. You can assign each Change to a wrap box as well as individual Items. We also provide convenient wrap box labels you can print from the Reports section (See Section 12 in this manual).

1. **Adding a Change to a wrap box:** On the Change Detail page click “Edit”. Enter the wrap box # for the change and click “Save”.

Bathing Suit Edit

Izod (Blue)

Description: Solid Blue Bathing Suit with a yellow interior liner. Elastic Waist.

Type: Clothing

Closet: (1) COLE

Purchase Type: Rent

Rental House: Western

Barcode #: C-1234

Item Link: http://www...

Price (Actual): 59.00 Budget Price: 46.00

Size: 30 Quantity: 10

Wrap Box #: 1 Asset #: acr-00865

Character	Change #
(1) COLE	35

Preview Research Gallery View Gallery (2) Photo Next

2. **Adding an Item to a wrap box:** On the Item Detail Page click “Edit”. Enter the wrap box # for the change and click “Save”. You can also add the wrap box # when you create the Item in the Change details page.

Bathing Suit Save Cancel Delete

Izod Blue

Description: Solid Blue Bathing Suit with a yellow interior liner. Elastic Waist.

Type: Clothing Accessory Footwear

Closet: (1) COLE

Purchase Type: Buy Rent Mkt Promo

Rental House: Western

Barcode #: C-1234

Item Link: http://www...

Price (Actual): 59.00 Budget Price: 46.00

Size: 30 Quantity: 10

Wrap Box #: 1 + Add to New or Existing Wrap Box

Asset #: acr-00865

Preview Research Gallery View Gallery (2) Photo Next

Budgeting

Sync OnSet offers intuitive budgeting features that are integrated with your script breakdown and planned Changes. Character Changes and Items that you add to the budget will be reflected in the breakdown for your whole project.

Cast Changes

We've provided three levels for budget cast changes: Character level, Change level and Item level. You can toggle between these modes under "Budget Level" (in red box below)

Budget

Categories Cast Changes Misc. Budget

Budget Guidelines and Tips:

1. This budget is integrated with your Breakdown: All edits made to Changes and Items will be reflected in the rest of your production account
2. Use the Detail Levels to expand and collapse the level of detail you wish to edit and view your budget
3. When you are editing a field, the text box will be highlighted blue: Be sure to click your cursor outside the text field to save your edits
4. Remember to click "Sum Items," "Sum Changes," and "Sum All Characters" if you wish to calculate/sum costs after editing each level respectively

Choose Budget Level

Character Level Change Level Item Level

Cast Total: \$32568 **Sum All**

Principal Changes

+	(1) COLE	Character Total: 26751.00
+	(2) REBECCA	Character Total: 200.00

1. Character level.

The Character Level budget allows you to budget at a high level for just characters, without specifying budgets for changes or specific items. To enter a total Character budget, type the budget amount in the empty text box "Character Total:".

After entering in all the Character totals, click the **Sum All** ("Sum All") button in the upper right corner to sum all the character totals. Note: You must click "Sum All" any time you revise a Character total.

Budget

Categories: Cast Changes | Crew Budget - coming soon | Misc. Budget

Budget Level

Character Level | Change Level | Item Level

Principal Changes

	Character Total:
(1) EDWARD	1200
(2) BILL	4244
(4) SANDRA	0

Cast Total: \$5444 **Sum All**

2. Change Level

Change level budgeting allows you budget out the cost of each Change for a Character. If you have already added in Changes to your breakdown (See section 6 "Adding Changes"), you will see the Changes listed under the Character. You can also add Changes from the budgeting page by clicking the blue "Add Change" button.

Clicking **Sum Changes** ("Sum Changes") button will sum all the Change totals for the Character total.

Budget

Categories: Cast Changes | Crew Budget - coming soon | Misc. Budget

Budget Level

Character Level | **Change Level** | Item Level

Principal Changes

	Character Total:
(1) EDWARD	5200

Add Change

Change:	Change Total:
1	500
2	2000
3	1200
4	1500

Sum Changes


Cast Total: \$5444 **Sum All**

Note: Remember to also click “Sum All” to have the revised Character total be reflected in the Cast Total.

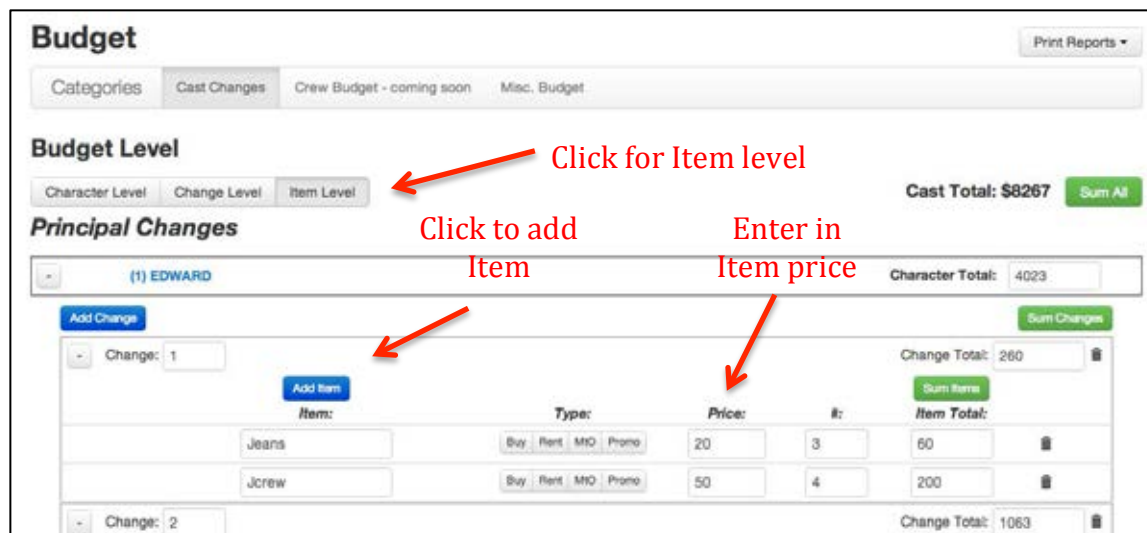
3. Item Level

Item level budgeting allows you to budget out the cost of each Item in a Change. If you have already added Items to Changes you will see the Items listed under the Changes. You can also add Items from the budgeting page by clicking the blue “Add Item” button.

When adding an Item from the budgeting page, you can enter in: name, type, price and quantity.

Clicking  (“Sum Items”) will sum all the Item totals for the Change. If you have not budgeted out each Item or have only partially budgeted out the Items, you may not want to click “Sum Items” and just type the budgeted amount in the Character Total text field.

Note: Remember to also click “Sum Changes” and “Sum All” to have the revised Item prices be reflected in the Character Total and the Cast Total.



The screenshot shows the 'Budget' page with the following elements and annotations:

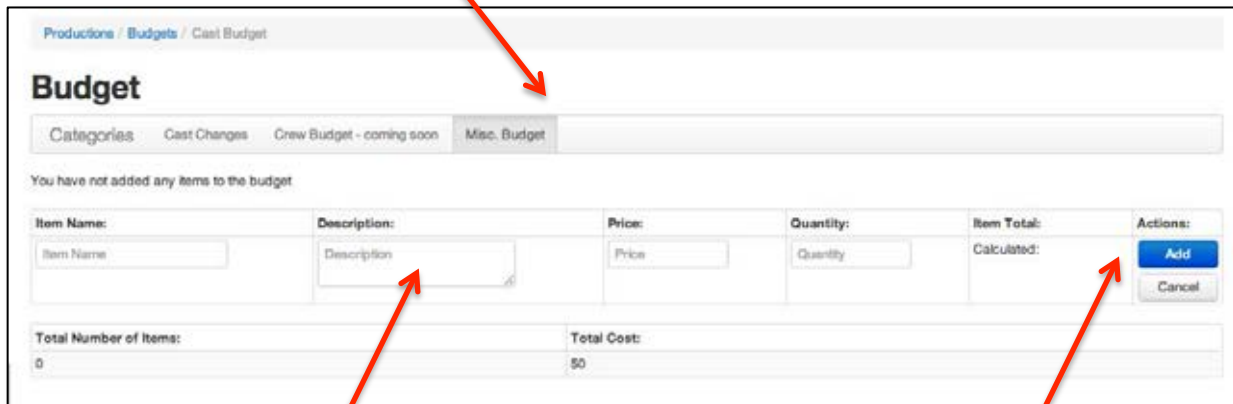
- Budget Level:** Includes tabs for 'Character Level', 'Change Level', and 'Item Level'. A red arrow points to 'Item Level' with the text 'Click for Item level'.
- Cast Total:** Displays '\$8267' and a 'Sum All' button.
- Principal Changes:** Shows a list of changes. The first change is '(1) EDWARD' with a 'Character Total' of '4023'.
- Add Change:** A blue button to add a new change.
- Change 1:**
 - Add Item:** A blue button to add an item to the change. A red arrow points to it with the text 'Click to add Item'.
 - Item Table:**

Item:	Type:	Price:	It:	Item Total:
Jeans	Buy Rent MIO Promo	20	3	60
Jcrew	Buy Rent MIO Promo	50	4	200
 - Change Total:** Displays '260'.
 - Sum Changes:** A green button to sum the change total.
 - Sum Items:** A green button to sum the item totals.
- Change 2:** Shows a 'Change Total' of '1063'.

Misc. Budget

Miscellaneous Budget allows you to budget any additional costs for your department that are not tied to a specific character.

Click Misc. Budget



The screenshot shows the 'Budget' interface with the 'Misc. Budget' tab selected. The form includes input fields for 'Item Name', 'Description', 'Price', 'Quantity', and 'Item Total'. The 'Description' field is highlighted with a red arrow. The 'Add' button is also highlighted with a red arrow. The 'Total Number of Items' is 0 and the 'Total Cost' is \$0.

Item Name:	Description:	Price:	Quantity:	Item Total:	Actions:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Calculated:	<input type="button" value="Add"/> <input type="button" value="Cancel"/>

Total Number of Items: 0
Total Cost: \$0

Enter in the information for the budget item in the empty text fields

Click "Add" to add item to budget

Costume Reports Overview

From the Costume Home page, select **Reports** to see a range of different reports: Scenes, Cast/Actor, Change, Items/Asset, Budgeting and Wrap Reports. The following pages describes each type of report:

Scenes Reports

Scenes Reports


 All Scenes - Detailed - With Characters Generate Report


 Crossplot - Select Characters. Generate Report ☐ Check box for color coding


 Shoot Date Report - Start M/D/Y Clear End M/D/Y Clear Generate Report 

a. All Scenes Report

A breakdown of every scene. You can choose to print a detailed report with characters or an outline without characters.

All Scenes Report (Detailed) - 11/07/2013

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Pink



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Andrew Pierro

Scene #	Day #	Shoot Date	Info
1	D 1	Sun, 09/15/13	EXT - BLACK. V.O. Similar dialogue to Scene 103 but it is different.
PRINCIPAL	Change # : Description	BACKGROUND	Change # : Description
(1) COLE (2) REBECCA	#101 #0 : V.O.	STUDENTS (20)	TBD :
Scene #	Day #	Shoot Date	Info
2	DUSK 1	Fri, 09/13/13	EXT - OCEAN DRAIN PIPE V.O. Dialogue - The ocean spits water into the drain pipe, operating in REVERSE.
PRINCIPAL	Change # : Description	BACKGROUND	Change # : Description
(1) COLE	#3 : Business Suit 3		

a. Shoot Date Report

This reports is the same as the All Scenes, but will filter and include only the scenes being shot on the days specified. Enter a start and end date to set the range for the Shoot Date Report.

Cast/Actor Report

Choose from drop-down menu to print all Characters or just one

Choose from drop-down menu to select Actor

Cast/Actor Reports

Character Reports - All Characters Generate Report

Actor Fitting Reports - Select Actor Generate Report

Cast Fitting Chart - Episode Generate Report

Change Reports

Changes Detail - A Generate Report ☐ Print report with

Episode

Series

Choose Cast Fitting Chart by Episode or by Series (For Episodics)

a. Cast List

All Characters List - 11/07/2013
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Principal Characters

Cast #	Character Name	Actor	MF	Description
1	COLE	Andrew Pierno	M	
2	REBECCA	Lilian Grey	F	
3	AIDEN	John Watson	M	
4	VOSSLER	Ken Goulding	M	
5	LILAH	Shana Malinowski	F	
6	HOSTAL WORKER	Jim Stevens	M	
7	BOUNCER	Mark Hannah	M	
8	JESSICA	Jane Swiss	F	
9	MELINDA	Belinda Jones	F	
10	GIRL	Melissa Shrouder	F	Outside nightclub in line
12	EZRA	Melanie Hopkins	F	

Background Characters

Name	Count	Description
BAR GIRLS	2	At the bar with AIDEN and COLE.
EXT. NIGHTCLUB PEOPLE IN LINE	20	Dressed up to get into the club. They wait in the line outside
FAMILY OF BEGGARS	4	Hispanic mother and 3 kids.
HOSTAL PATRONS	15	Young international group
INT. NIGHTCLUB PEOPLE	40	Dancing, Talking, Drinking.
OFFICE WORKERS IN LOBBY	5	Business attire walking through lobby.
STUDENTS	20	
TRADING FLOOR WORKERS	15	Other Stockbrokers and Administrative Assistants.

b. Actor Fitting

Actor Fitting Report - 11/07/2013
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SyncOnSet
Andrew Pierno



Name:	Andrew Pierno
Roles:	(1) COLE
Phone 1:	424 222 0977
Phone 2:	310 489 7876
Email 1:	pierno@synconset.com
Email 2:	Pierno@Wymsee.com

Height:	5'11"	Weight:	160
Fitting Date/Time:	9/4/2013		
Chest:	40	Bust:	
Shirt:	Medium	Blouse/Top:	
Waist:	31	Hip:	
Inseam:	30	Pant:	31
Dress:		Skirt:	
Suit:	40 R	Shoe:	11
Hat:	7 3/8	Glove:	10
Hair Color:	Blonde	Eye Color:	Hazel
Skin Tone:	Light	Ears Pierced:	Yes

Actor & Costume Notes:
Always comes to set wearing a Toupe
Prefers Slim fit suit jackets

Change Reports

There are 5 different types of Change reports: Change Detail, Change Outline, Bag tags for Label Writer Printers, Bag Tags for Regular Printers, and Change Gallery Reports. For each report there are drop-down menus and/or check boxes to select different settings. After choosing the setting click “Generate Report”.

Change Reports

Changes Detail - All Characters Generate Report ☐ Check box to print report with continuity photos

Changes Outline - All Characters Generate Report ☐ Check box to print each change on separate page

Bag Tags for Label Writers - All Characters Front - Standard Back - None Generate Report [?]

Bag Tags for Regular Printers - All Characters Front - Standard Back - None Generate Report

Change Gallery Report - Select Character Select Change 2 per page Portrait Generate Report

- Change Detail** (print by Character or All): A list of scenes associated with each change on the left, items in change on the right. This report will print out one change on each page. To print the report with photos, check the checkbox next to the “Generate Report” button.

Change Detail Report - 11/07/2013
Envisage
Print

SyncOnSet
Andrew Pierno

(1) COLE
Andrew Pierno

Change 0

Scene	Day	Setting	Description	Char.	Scene Notes	Change Details
3	DUSK	EXT. SEWAGE PIPE	V.O. Dialogue: The swirl of water through the dark pipe is hypnotic. In REVERSE			V.O.
4	DUSK	EXT. STORM DRAIN	V.O. Dialogue: Water pouring out of a storm drain in REVERSE			

(1) COLE
Andrew Pierno

Change 1

Scene	Day	Setting	Description	Char.	Scene Notes	Change Details
7	N2	EXT. INT. NIGHTCLUB NEW YORK CITY	Cut from exterior club with people sitting in the AUDIENCE & COLE bypass the line thanks to the BOUNCER. Police AIDEN & COLE into club		Tap button unknown	Business Suit 1 Black Shirt Black Jacket Silver Buckle Dress Shirt White (American) Apparel: American (Silver) White Worn: - (HINT) - (AMERICAN) AIDEN
8	N2	INT. NIGHTCLUB NEW YORK CITY: DANCE FLOOR	MOMENTS LATER Lights, Music, Dancing, KISSING			Suit Jacket Silver (HINT) Silver Buckle Simple (HINT) Silver - MID - JANA Dress Shoes Black (Briar) Silver Buckle Boots (Brown (HINT) Silver) Silver Boots worn Dress shoes (Silver) Silver Shoes - RENTAL
9	N2	INT. COLE'S APARTMENT - LATER	Making into COLE's apartment			
10	N2	INT. COLE'S APARTMENT - MOMENTS LATER	Getting drinks, smoking, and kissing. CONTINUOUS			
17	(1)	INT. TRADING FLOOR - MOMENTS LATER	VOUSSEUR makes his announcement			

- b. **Change Outline** (Print by Character or All): A summary of scenes associated with each character change and scene wear notes

Changes Outline Report - 11/07/2013

Envisage

Pink



Print

SyncOnSet

Andrew Pierro

(1) COLE

Andrew Pierro

Change 0 Short Change Desc: V.O.

Scene	Day #	Shoot Date	Setting/Location/Notes	Character Scene Notes
3	DUSK1	09/19/2013	EXT - SEWAGE PIPE V.O. Dialogue - The swirl of water through the dark pipe is hypnotic. In REVERSE	
4	DUSK1	09/10/2013	EXT - STORM DRAIN V.O. Dialogue - Water pouring out of a storm drain in REVERSE	

- c. **Bag Tags for Label Writer Printers:** This prints out bag tag labels with Label Writers such as DYMO Label Writer. To print item labels for each change check the checkbox to the far right. Bag tag labels can also be printed from Change Detail pages, and selecting the "Print Reports" drop down menu and selecting "Change Bag Tag" (You can also print Change Bag Tag w/ Items label, Change Gallery and Fitting Gallery from this drop-down). See next section for Dymo print instructions

Envisage:
Pink

(1) COLE

Actor: Andrew Pierro

Change

1


SCENE / DAY / SETTING

7	N2	EXT/INT NIGHTCLUB...
8	N2	INT NIGHTCLUB...
9	N2	INT COLE'S A...
17	D3	INT TRADING FL...

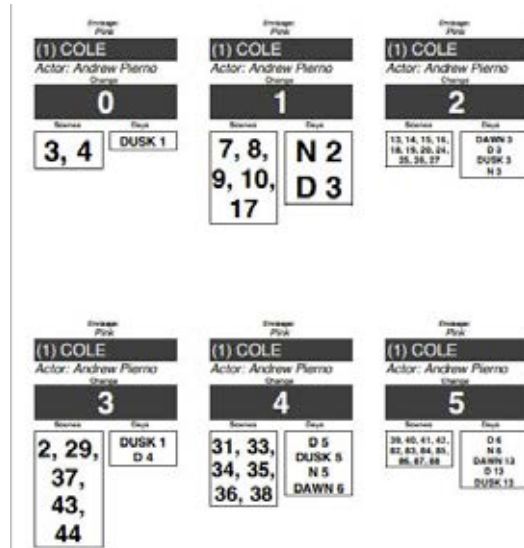
(1) COLE - Chg. 1

- **Black Belt**() black silver buckle
- **Dress Shirt**(American Apparel/White) american apparel white Winkled.
- **Suit Jacket**(Zara/Silver) zara silver, Single Breasted, Shiny
- **Dress Shoes**(Briganti/Black) Silver Buckle
- **Boots**(Levi's/Brown) levis leather brown, worn
- **dress shorts**(tommy bahama) short shorts

- d. **Changes Episodic** (For Episodics Only): This prints a Change Outline report for your entire Episodic Series (All Episodes) or you can choose a range between 2 different episodes

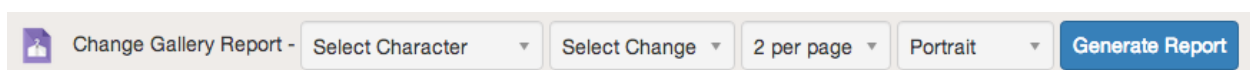
Episodic Change Report (Outline) Gettin' Started 191 Test 107 Gold 107 Gold 107 Blue 107 Berry 106 Pink 105 Wrap Episode 103 Blue 102 Revised 104 102 101		 Print	SyncOnSet Sarah Kurobe
(1) LIZ			
Episode Change # Days Scenes Change Description			
105 Wrap Episode			
Change 1			
105 Wrap Episode			
Change 2			
102			
Change 1			
102			
Change 2			
102			
Change 3			
N1, D2			
4, 6, 8, 16, 17, 22A, 24, 24B			
102			
Change 4			
N2			
30A			
102			
Change 5			
D3			
32			
(1) DANIELLE			
Episode Change # Days Scenes Change Description			
101			
Change 1			
D1			
2, 2, 1A, 3, 4, 5, 7, 9, 10			
Business casual			
101			
Change 2			
D2			
13, 17, 19, 23			
PJs			
101			
Change 3			
D3			
25, 26, 27, 29, 30			
Formal dress			
101			
Change 4			
N3			

- e. **Bag Tags for Regular Printers:** This prints 6 bag tags on an 8.5"x11" page (below left). The bag tags can then be cut out and pasted onto card stock labels. You also have the option of printing 1 bag tag on an 8.5"x11" page (below right)




f. **Change Gallery Report**

The Change Gallery Report prints the photos associated with a Change. We've provided multiple settings that allow you to print the photos in multiple ways. See the image below:




Items/Asset Reports

- All Items:** prints all items in production sorted by price, name or wrap box #
- Asset Report:** prints all items with a specified price threshold in the production sorted by price

 All Items

Sort by Actual Price ▾

Generate Report

 Assets Report -

Price Threshold

Generate Report

All Items Report - 11/07/2013

Envisage
Pink




SyncOnSet
Andrew Pierno

Item SKU #	Brand	#	Actual Price	Source Source Type	Wrap Box #	Character & Change #
Dress Shoes (Black) 002	Briganti	N/A	299.00	Wastelands PROMO	1	(1) COLE - #1 (1) COLE - #4 (1) COLE - #6 (1) COLE - #8 (1) COLE - #2
Dress Shirt (blue and white) 10	Burberry	N/A	250.00	Bloomingdales RENTED	2	(1) COLE - #2

Budgeting Reports

From the drop-down menu you can choose to print three types of Budget Reports:

 Budgets -

Summary Report ▾

Generate Report

- Summary Report:** Prints the total costs for each character (sorted by character number)
- Change Report:** Prints the total costs for each character as well as the cost breakdown for each of the Character's Changes
- Items Report:** Prints the total cost for each character, a breakdown of the total cost for each Change as well as a breakdown of the individual item costs

Wrap Reports

Wrap Reports

 Item Wrap Report -	Generate Report
 Hold Tags - Label Printer -	Generate Report
 Wrap Boxes -	Generate Report

- a. **Item Wrap Report:** You can filter out your Item Wrap Report by Purchase Type and sort by Character or Purchase Source. Also have the option of creating a report for all characters, selected characters, all purchase sources, or selected purchase sources.

Item Wrap Report

Purchase Type: [Buy](#) [Rent](#) [MO](#) [Phone](#)

Sort By: [Character](#) [Purchase Source](#)

Characters: ☒ All Characters [Select Characters](#)

Purchase Source: ☒ All Purchase Sources [Select Purchase Sources](#)

[Cancel](#) [Generate](#)

- b. **Hold Tags:** Create reports for hold tags for rental houses generated on DYMO printers

Hold Tag - Label Printer

Name of Tag: [Hold](#)

Front/Back: [Front](#) [Front & Back](#) [Back](#)

Characters: ☒ All Characters [Select Characters](#)

Rental House: ☒ All Rental Houses [Select Rental Houses](#)

Hold Until: Contact: Phone #:

Back Label Info:

[Cancel](#) [Generate](#)

- c. **Wrap Box Report:** You can assign Character Changes and specific Items to each Wrap Box. Once they are assigned, you can create a report of a list of everything in a particular Wrap Box or a list of which Wrap Box each Character's changes and items are assigned to. You can sort this report by Character or Wrap Box and have the option of choosing All Characters or select different characters.

Wrap Box Report

Sort By: [Character](#) [Wrap Box](#)

Characters: ☒ All Characters [Select Characters](#)

Show Change #: [Yes](#) [No](#)

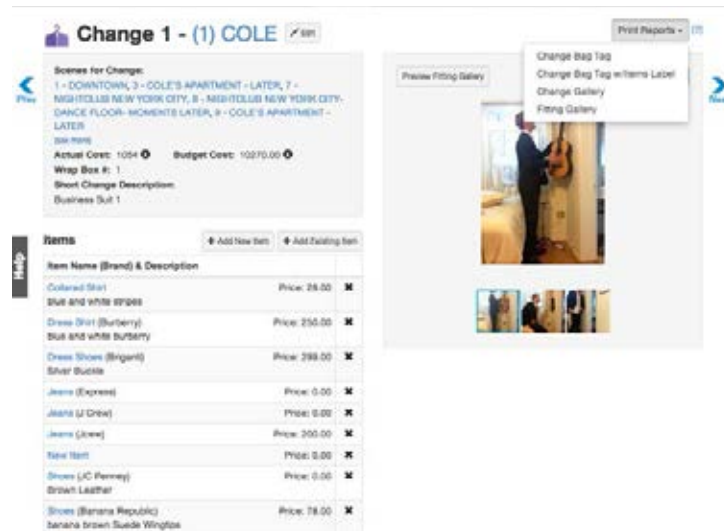
Separate Page per Character: [Yes](#) [No](#)

[Cancel](#) [Generate](#)

Printing Bag Tags with a Dymo Printer

Bag tag labels can be printed from (1) the Reports or (2) specific Change pages. We recommend printing bag tags in Google Chrome.

From the Change page click the Print Reports drop down menu and select Change Bag Tag (See Image below)

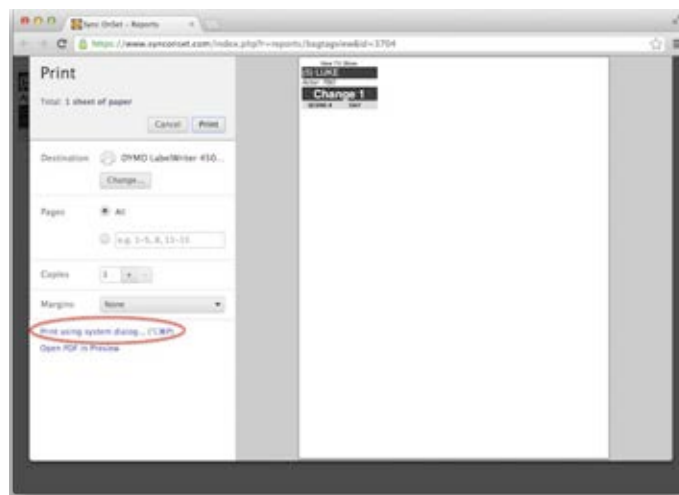


From the Reports section you will notice a section called **Bag Tags for Label Writer Printers** you can print bag tags for all the Characters or select an individual Character from the drop down. After choosing all characters or an individual character, click **Generate Report**.

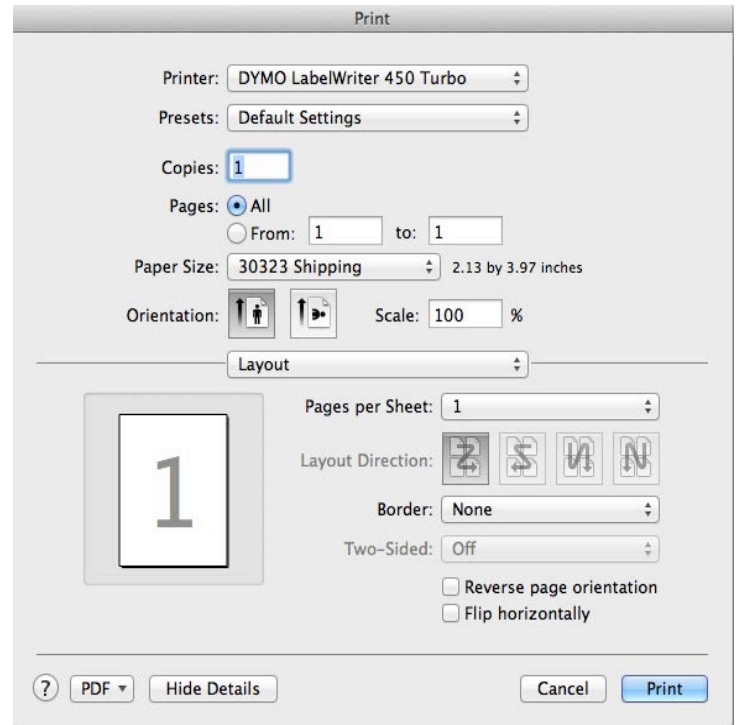
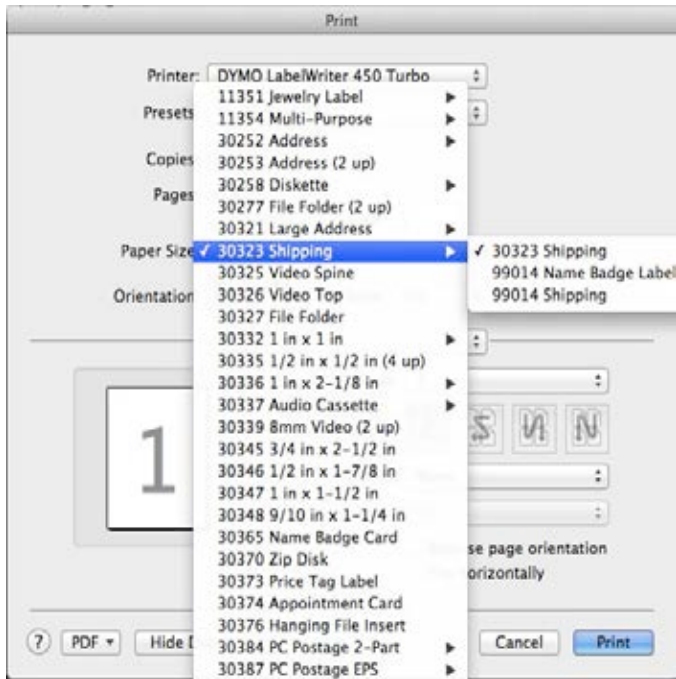
On the following pages, there are specific printing instructions depending on the browser you are using.

From Chrome Browser:

Choose "Print Using System Dialog":

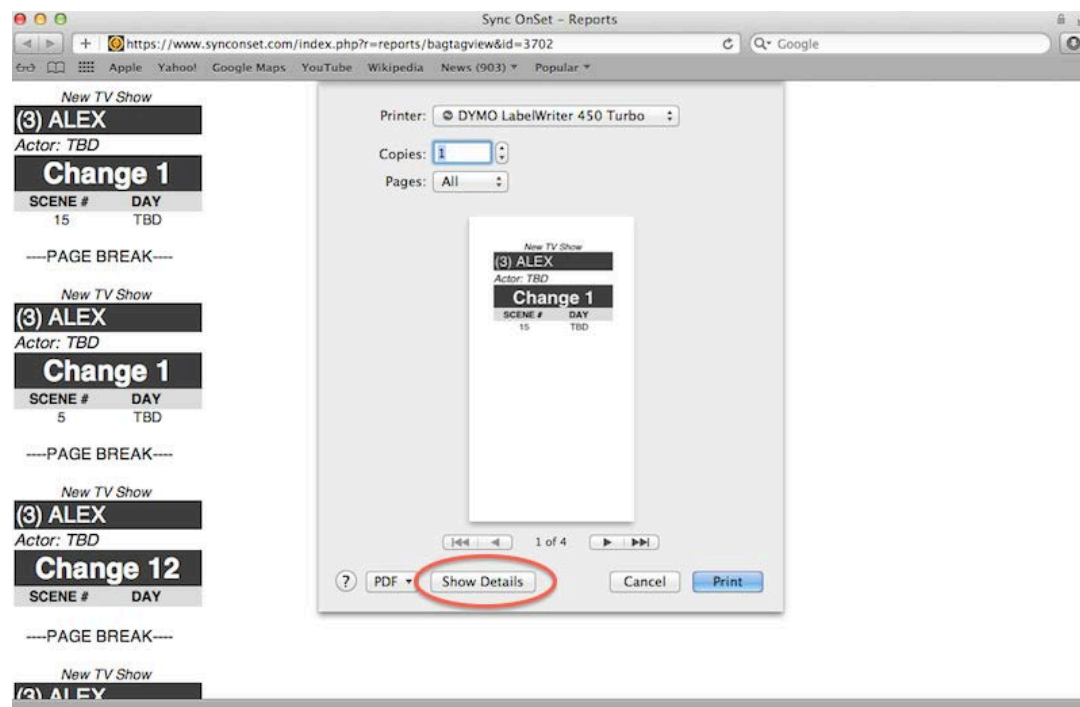


Select paper size 30323 shipping label and follow the settings shown below:

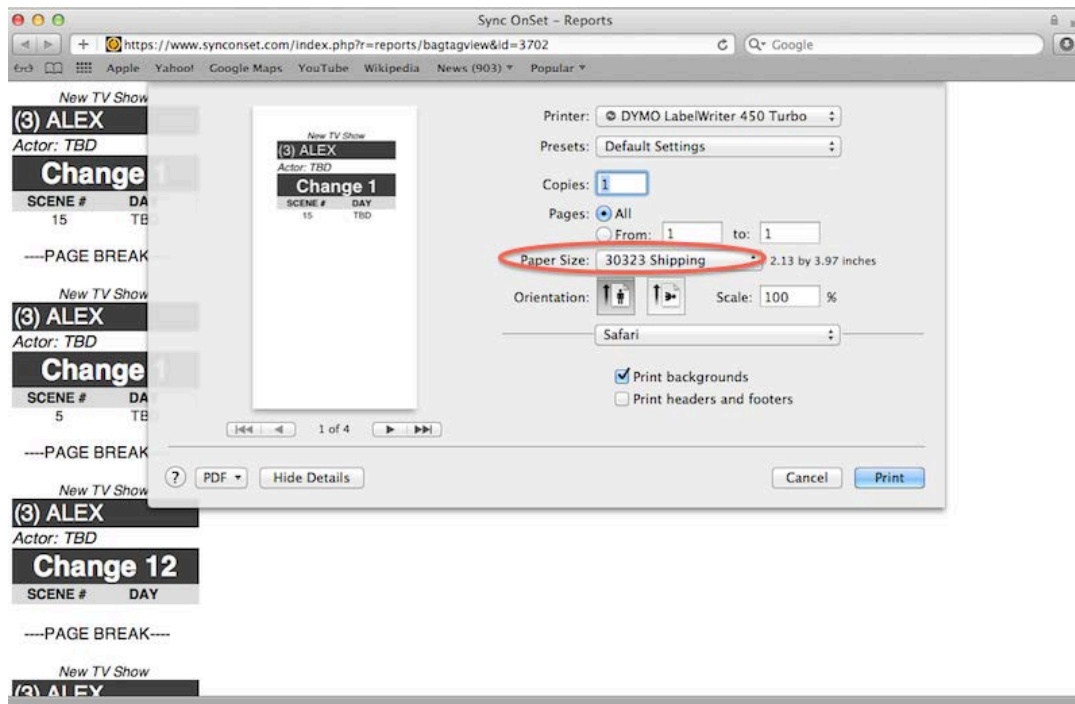


From Safari Browser:

Click **Show Details** in the printer dialogue:



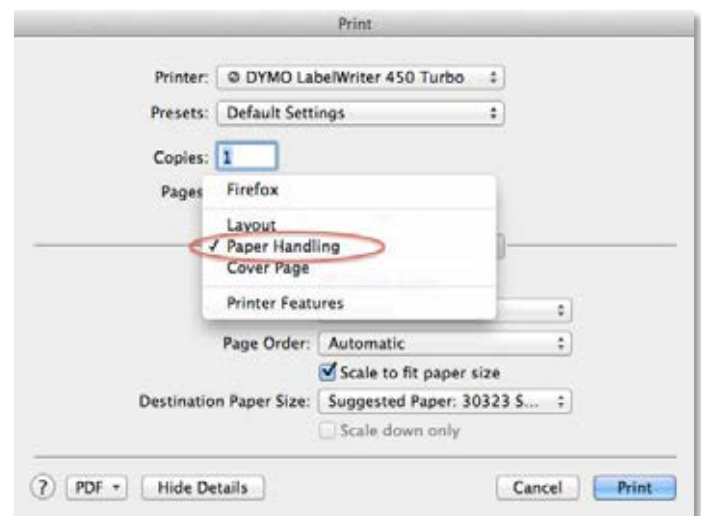
Select the paper size to **30323 Shipping** (2.13 by 3.97 inch label):



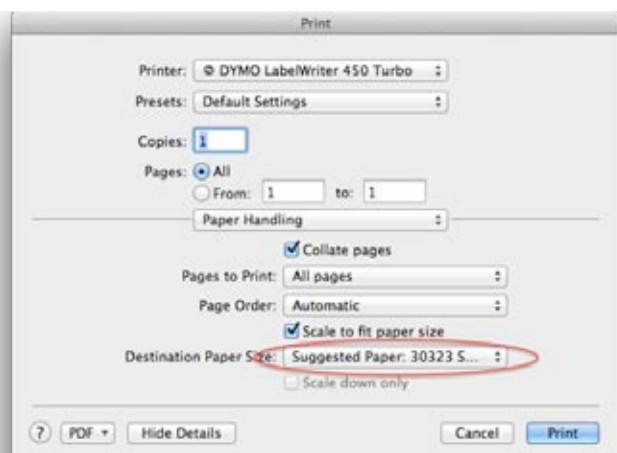
From Firefox Browser:

Select the desired Dymo printer and follow the settings below.

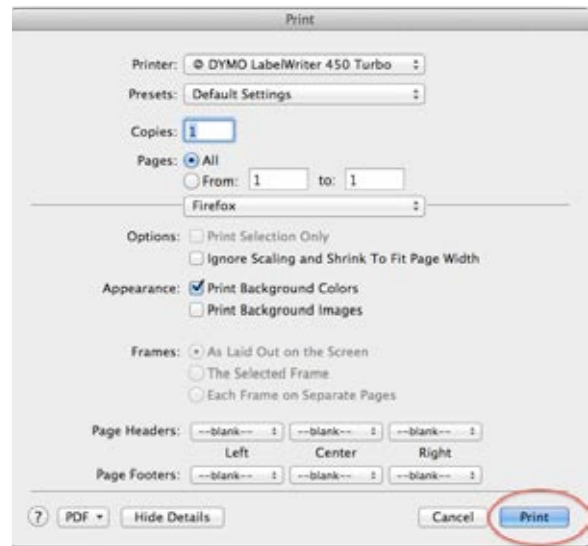
The correct paper size (**30323 Shipping**) should be selected by default. To double check, select "Paper Handling" (circled in red in image below).



Check that the paper size is **30323 Shipping** (see image below). If it is not, change it to the correct size.



Make sure that the page headers and page footers are all set to “blank”. Once the settings are correct, click "Print" (See image below).



9. The Makeup Department

Methods for Adding Makeup Looks

With Sync OnSet, you can add Looks to Characters on different pages: (1) On the Scene Detail pages, you can add Looks to each character in a Scene as you navigate from Scene to Scene. (2) On a Character Detail page, you can add a Character to new Scenes, and add Looks across multiple Scenes.

Scene # 1 [Edit] [View Gallery (0)] [7]

Shoot Day: Mon, 03/24/14

Script Day: N 2 | 4:30 PM Setting | Location: EXT | DOWNTOWN Description: Cole decides to take the subway after a failed attempt at hailing a cab.

Makeup Notes: [Edit]

Characters [Edit All Cast Looks]

Principal + Add

Name:	Look Name	
(1) COLE	N2	[Edit] [X]
Makeup Look Notes: N/A		
(2) REBECCA	NATURAL	[Image] [Edit] [X]

Background + Add

Name:	Look Name	
STUDENTS (20)	+	[Edit] [X]
Makeup Look Notes: N/A		

Adding Looks from the Scene Detail page:

1. Navigate to the Scene Detail page
2. Click the next to the Character name to edit the Look they are assigned in the Scene
3. Click "Save" once finished editing

Scene # 1 [Edit] [View Gallery (0)] [7]

Shoot Day: Mon, 03/24/14

Script Day: N 2 | 4:30 PM Setting | Location: EXT | DOWNTOWN Description: Cole decides to take the subway after a failed attempt at hailing a cab.

Makeup Notes: [Edit]

Characters [Edit All Cast Looks]

Principal + Add

Name:	Look Name	
(1) COLE	New Look or N2 - Bruised Eye Fo... *	[Save] [Cancel]
Makeup Look Notes:		

Background + Add

Name:	Look Name	
STUDENTS (20)	+	[Edit] [X]
Makeup Look Notes: N/A		

You can also select "Edit All Cast Looks" to make multiple updates quickly. Then Click "Save All" to make sure your changes are saved.

Scene #1 [Edit] [View Gallery (2)] [7]

Shoot Day: Sun, 09/15/13

Script Day: N 2 Setting | Location: EXT | DOWNTOWN Description: This is the most epic downtown shot ever. Helicopter shot.

Makeup Notes: [Edit]

Characters [Edit All Cast Looks]

Principal + Add

Name:	Look Name	
(1) COLE	+	[Edit] [X]
Makeup Look Notes: N/A		
(2) REBECCA	NATURAL	[Edit] [X]
Makeup Look Notes: N/A		

Background + Add

Name:	Look Name	
STUDENTS (20)	+	[Edit] [X]
Makeup Look Notes: N/A		

Adding Looks from the Character Detail page:

1. Navigate to the Character Detail page from within the Makeup Department
2. Click "Add Look to Scene(s)" button.
3. Choose all the Scenes you wish to add the Look to from the multi-select drop down menu (Circled in red in image below).
4. Add a new Look in the text field labeled "New Look #" or choose an existing Look from the drop down menu.
5. Click the "Save" button.

(1) COLE [Edit] [View Gallery (2)] [7] [Print Reports]

Action: Andrew Pierno Gender: Male Age: 29 Description:

Makeup Notes: [Edit]

Natural

Scenes + Add Scene(s) + Add Look to Scene(s) [Scroll to Unused Looks] [Edit All]

Scene:	Script Day:	Setting Location:	Look:	Scene Look Notes:	Actions:
1	N 2	EXT DOWNTOWN	+		[Edit] [X]
2	DUSK 1	EXT COFFEE SHOP - PATIO - AFTERNOON	+		[Edit] [X]
3	DUSK 1	EXT COLE'S APARTMENT - LATER	+		[Edit] [X]

(1) COLE [Edit] [View Gallery (7)] [7] [Print Reports]

Actor: Andrew Pierno Gender: Male Age: 29 Description:

Makeup Notes: [Edit]
Natural

Add Look to Scene(s) *To just create a look, simply enter a new look name and click save.

New Look Name or Select Existing Look

1 N 2
2 DUSK 1
3 DUSK 1
4 DUSK 1
7 N 2
9 N 2
10 N 2
11 D 2

[Save] [Cancel]

Scroll to Unused Looks [Edit All]

Scene	Location	Look	Scene Look Notes	Actions
1	DOWNTOWN	+		[Edit] [Delete]

Look Detail Pages

Each Look # you create for a Character has a Look Detail page, where photos, descriptions and notes can be stored (it's a digital continuity book!). Below is an image of a Look Detail page with a key of what each part is.

SyncOnSet [Envisage: Blue] [My Productions] [Account]

Makeup [Search] [Scenes] [Characters] [Looks] [More] [Gallery]


Look NATURAL - (2) REBECCA [Edit] [Print Reports]

Scenes for Look:
1 - DOWNTOWN, 23 - COLE'S APARTMENT, 24 - COLE'S APARTMENT - LATER, 27 - COLE'S APARTMENT, 28 - COLE'S APARTMENT - BEDROOM
(see more)

Look Details [Edit]

Description:	Natural / Neutral
Period:	Modern
Products:	Mac Eyeliner, Eye Shadow, Foundation
Special Makeup Effects:	None
Character/Wounds/Aging:	Rebecca / None / None
Body Makeup:	Slight foundation on shoulders
Tattoos:	Small butterfly on lower back
Nails:	French Manicure
Notes:	Neutral Professional Look.

Preview Research Gallery [View Gallery (1)] [Photos]

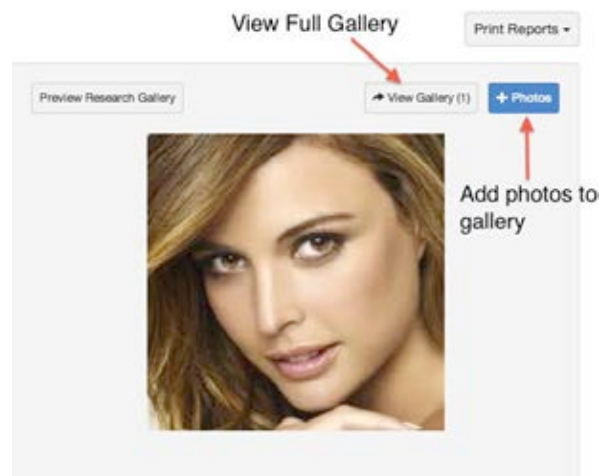


Look Photos

Each Look Detail Page has a dedicated photo album. (Note: Photos taken on Sync OnSet's mobile app are automatically uploaded to your online photo album when you Sync.)

To upload and view photos online, follow these steps (screenshots follow):

1. From the Look Detail Page, Click "+ Photos"
2. A pop-up will appear. You can either drag-and-drop pictures from an open folder onto this window pop-up, or select "+ Add files..."
3. Once you've added photos to this pop-up, select "Start Upload" to save them to your online photo album
4. Before you click "Start Upload", you can enter notes for each picture you're uploading.




You can also upload photos at any time from the Department Photo gallery. How to do this is detailed in Section 4.



Makeup Reports

From the Makeup Department Home page or Makeup Department Nav Bar, select **Reports** to view a range of different printable reports: Scenes, Cast List, Actor Notes, Look Reports, and Look Gallery Photo Reports.

Scenes Reports

Scenes Reports


All Scenes - Detailed - With Characters Generate Report


Shoot Date Report - Start M/D/Y Clear End M/D/Y Clear Generate Report 

All Scenes Report

A breakdown of every scene. You can choose to print a detailed report with Characters & Look #s or an outline without Characters.

All Scenes Report For Makeup (Detailed) - 11/07/2013

Envisage
Pink



SyncOnSet
Andrew Pierno

Scene #	Day #	Shoot Date	Info
1	D 1	Sun, 09/15/13	EXT - BLACK. V.O. Similar dialogue to Scene 103 but it is different.
PRINCIPAL	Look Name: Makeup Description	BACKGROUND	Look Name: Makeup Description
(1) COLE	CLEAN CUT M: N/A	STUDENTS (20)	TBD M: N/A
(2) REBECCA	NATURAL M: N/A		
Scene #	Day #	Shoot Date	Info
2	DUSK 1	Fri, 09/13/13	EXT - OCEAN DRAIN PIPE V.O. Dialogue - The ocean spits water into the drain pipe, operating in REVERSE.
PRINCIPAL	Look Name: Makeup Description	BACKGROUND	Look Name: Makeup Description
(1) COLE	BED HEAD M: N/A		

Shoot Date Report

This reports is the same as the All Scenes, but will filter and include only the scenes being shot on the days specified. Enter a start and end date to set the range for the Shoot Date Report.

Cast/Actor Reports

Choose from drop-down menu to print all Characters or just one

Character Reports - All Characters Generate Report

Actor Notes Reports - Select Actor Generate Report

a. Cast List

All Scenes Report For Makeup (Detailed) - 11/07/2013 Print SyncOnSet Andrew Pierno

Envisage Pink

Scene #	Day #	Shoot Date	Info
1	D 1	Sun, 09/15/13	EXT - BLACK. V.O. Similar dialogue to Scene 103 but it is different.
PRINCIPAL	Look Name: Makeup Description	BACKGROUND	Look Name: Makeup Description
(1) COLE	CLEAN CUT M: N/A	STUDENTS (20)	TBD M: N/A
(2) REBECCA	NATURAL M: N/A		
Scene #	Day #	Shoot Date	Info
2	DUSK 1	Fri, 09/13/13	EXT - OCEAN DRAIN PIPE V.O. Dialogue - The ocean spits water into the drain pipe, operating in REVERSE.
PRINCIPAL	Look Name: Makeup Description	BACKGROUND	Look Name: Makeup Description
(1) COLE	BED HEAD M: N/A		

b. Actor Notes Reports

Actor Notes For Makeup
Jeff Impey in Dexter the Feature SyncOnSet

Actor Photo →

Contact info →

Name:	Jeff Impey
Phone 1:	212-234-2336
Phone 2:	
Email 1:	danplainview@gmail.com
Email 2:	

Actor Details →

Hair Color:	Brown	Eye Color:	Blue
Skin Tone:	Pale	Scars/Wounds:	0
Ears Pierced:	Yes	Piercings:	Ears
Tattoos:	Left arm, right arm top, and Back	Allergies:	Peanuts










Notes →

Makeup Notes:
N/A

Looks Reports

There are 3 different types of Look reports: Looks Detail, Looks Progression, and Looks Photo Gallery. For each report there are drop-down menus and/or check boxes to select different settings. After choosing the setting click “Generate Report”.

Looks Reports


	Looks Detail -	All Characters		Generate Report	<input type="checkbox"/> Check box to print report with continuity photos					
	Looks Progression Report -	Select Character		Generate Report						
	Looks Gallery Report -	Select Character		Select Look		2 per page		Portrait		Generate Report

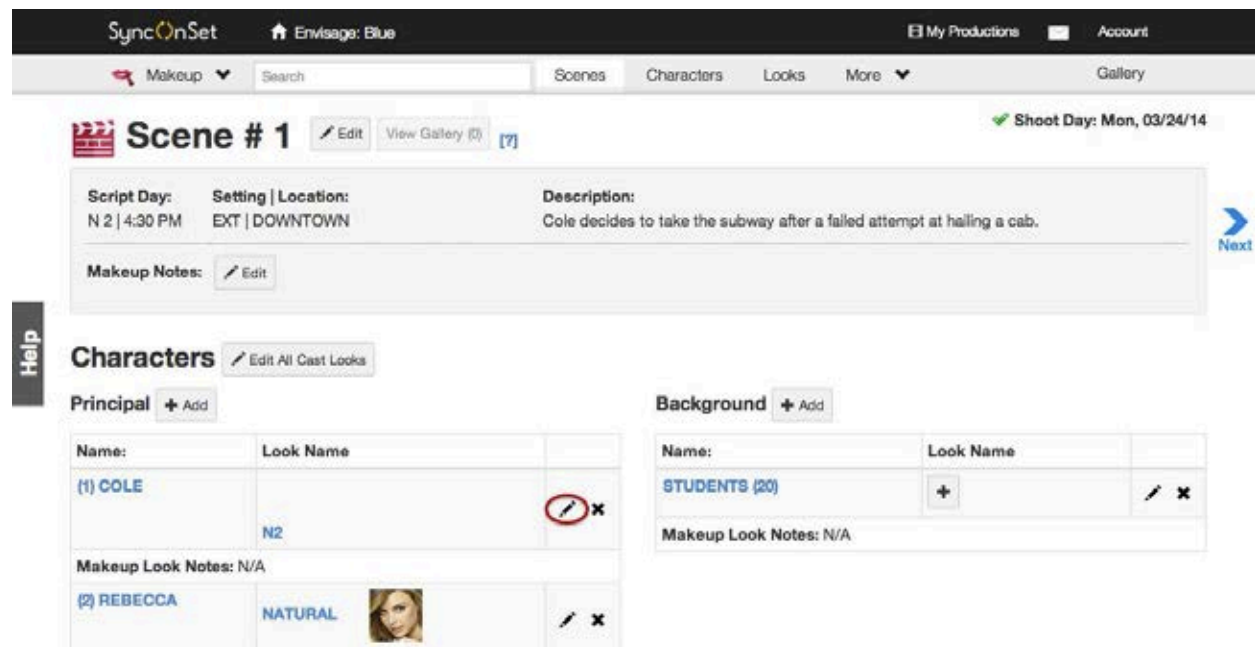
10. The Hair Department

Methods for Adding Hair Looks

With Sync OnSet, you can add Looks to Characters on different pages: (1) On the Scene Detail pages, you can add Hair Looks to each character in a Scene as you navigate from Scene to Scene. (2) On a Character Detail page, you can add a Character to new Scenes, and add Looks across multiple Scenes.

Adding Looks from the Scene Detail page:

1. Navigate to the Scene Detail page
2. Click the  next to the Character name to edit the Look they are assigned in the Scene
3. Click "Save" once finished editing



SyncOnSet Envisage: Blue My Productions Account

Makeup Search Scenes Characters Looks More Gallery



Scene # 1 Edit View Gallery (0) [7] Shoot Day: Mon, 03/24/14

Script Day: N 2 | 4:30 PM Setting | Location: EXT | DOWNTOWN Description: Cole decides to take the subway after a failed attempt at hailing a cab.


Makeup Notes: Edit

Characters Edit All Cast Looks

Principal + Add

Name:	Look Name	
(1) COLE	N2	 x
Makeup Look Notes: N/A		
(2) REBECCA	NATURAL	 x

Background + Add

Name:	Look Name	
STUDENTS (20)	+	 x
Makeup Look Notes: N/A		

You can also select “Edit All Character’s Looks” to make multiple updates quickly. Then Click “Save All” to make sure your changes are saved.

Scene # 1 [Edit] [View Gallery (0)] [7] ✔ Shoot Day: Sun, 09/15/13

Script Day: N 2 Setting | Location: EXT | DOWNTOWN Description: This is the most epic downtown shot ever. Helicopter shot.

Hair Notes: [Edit]

Characters [Edit All Cast Looks]

Principal + Add

Name:	Look Name	
(1) COLE	SPIKED	[Edit] [X]
Hair Look Notes: Really tall spiked hair		
(2) REBECCA	BUN	[Edit] [X]
Hair Look Notes: Tight professional looking bun.		

Background + Add

Name:	Look Name	
STUDENTS (20)	+	[Edit] [X]
Hair Look Notes: N/A		

Scene # 1 [Edit] [View Gallery (0)] [7] ✔ Shoot Day: Sun, 09/15/13

Script Day: N 2 Setting | Location: EXT | DOWNTOWN Description: This is the most epic downtown shot ever. Helicopter shot.

Hair Notes: [Edit]

Characters [Save All] [Cancel All]

Principal

Name:	Look Name	
(1) COLE	New Look or SPIKED	
Hair Look Notes: Really tall spiked hair		

Background

Name:	Look Name	
STUDENTS (20)	New Look or Select Existing Look	
Hair Look Notes:		

Adding Looks from the Character Detail page:

1. Navigate to the Character Detail page from within the Makeup Department
2. Click "Add Look to Scene(s)" button.
3. Choose all the Scenes you wish to add the Look to from the multi-select drop down menu (Circled in red in image below).
4. Add a new Look in the text field labeled "New Look #" or choose an existing Look from the drop down menu.
5. Click the "Save" button.

(1) COLE [Edit](#) [View Gallery \(0\)](#) [Print Reports](#)

Actor: [Andrew Pierno](#) Gender: Male Age: 29 Description: [Next](#)

Makeup Notes: [Edit](#)
Natural

Scenes [+ Add Scene\(s\)](#) [+ Add Look to Scene\(s\)](#) [Edit All](#)

Scene:	Script Day:	Setting Location:	Look:	Scene Look Notes:	Actions:
1	N 2 4:30 PM	EXT DOWNTOWN Cole decides to take the subway after a failed attempt at hailing a cab.	N2		Edit Delete

Look Detail Pages

Each Look # you create for a Character has a Look Detail page, where photos, descriptions and notes can be stored (it's a digital continuity book!). Below is an image of a Look Detail page with a key of what each part is.

The screenshot shows the 'Look 1 - (1) COLE' detail page. At the top, there's a title bar with 'Look 1 - (1) COLE' and an 'Edit' button. To the right, it says 'Scenes this Look is assigned to' with a 'Print Reports' button. Below the title, a section 'Scenes for Look:' lists several scenes: '8 - NIGHTCLUB NEW YORK CITY - DANCE FLOOR - MOMENTS LATER, 9 - COLE'S APARTMENT - LATER, 10 - COLE'S APARTMENT - MOMENTS LATER, 11 - KFC, 12 - COLE'S APARTMENT - BEDROOM - MORNING'. A red arrow points from the 'Scenes this Look is assigned to' text to this list. On the left, there's a 'Prev' button and a 'Help' button. The main section is 'Look Details' with a 'Save' button and a 'Cancel' button. It contains several input fields: 'Description:' (Slicked straight Back, Comb through using blowdrier), 'Period:' (2013), 'Products:' (Aveda), 'Hair Color Formula:' (None), 'Maintenance:' (Maintenance), 'Tools:' (Hairspray & Comb), 'Hair Ornaments:' (None), 'Wig/Hairpieces:' (None), 'Wig/Hairpiece Source:' (None), and 'Notes:' (Notes). A red arrow points from the 'Look Detail Notes' text to the 'Notes' field. On the right, there's a 'Preview Research Gallery' section with a 'View Gallery (4)' button and a '+ Photos' button. It shows a large photo of a man's head and shoulders, and below it, a row of four smaller thumbnail photos. A 'Next' button is on the far right.

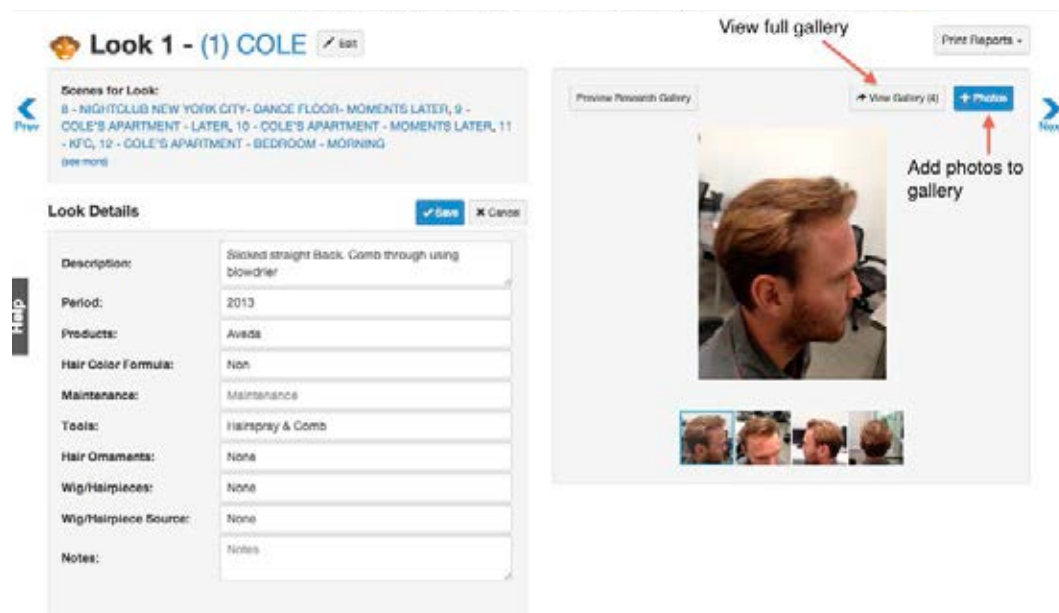
Look Photos

Each Look Detail Page has a dedicated photo album. (Note: Photos taken on Sync OnSet's mobile app are automatically uploaded to your online photo album when you Sync.)

To upload and view photos online, follow these steps (screenshots follow):

1. From the Look Detail Page, Click "Add Pictures"
2. A pop-up will appear. You can either drag-and-drop pictures from an open folder onto this window pop-up, or select "+ Add files..."
3. Once you've added photos to this pop-up, select "Start Upload" to save them to your online photo album
4. Before you click "Start Upload", you can enter notes for each picture you're uploading


You can also upload photos at any time, anywhere else in the app through the Department Photo gallery. A more detailed description of the bin is located in Section 4.





Hair Reports

From the Hair Department Home page or Hair Department Nav Bar, select **Reports** to view a range of different printable reports: Scenes, Cast List, Actor Notes, Look Reports, and Look Gallery Photo Reports.

Scenes Reports

 All Scenes - Detailed - With Characters Generate Report

 Shoot Date Report - Start M/D/Y Clear End M/D/Y Clear Generate Report 

a. All Scenes Report

A breakdown of every scene. You can choose to print a detailed report with Characters & Look #s or an outline without Characters.

All Scenes Report For Hair (Detailed) - 11/07/2013

Envisage
Pink



SyncOnSet
Andrew Pierno

Scene #	Day #	Shoot Date	Info
1	D 1	Sun, 09/15/13	EXT - BLACK. V.O. Similar dialogue to Scene 103 but it is different.
PRINCIPAL		Look Name: Hair Description	BACKGROUND
(1) COLE	SPIKED H: Really tall spiked hair		STUDENTS (20)
(2) REBECCA	BUN H: Tight professional looking bun.		TBD H: N/A
Scene #	Day #	Shoot Date	Info
2	DUSK 1	Fri, 09/13/13	EXT - OCEAN DRAIN PIPE V.O. Dialogue - The ocean spits water into the drain pipe, operating in REVERSE.
PRINCIPAL		Look Name: Hair Description	BACKGROUND
(1) COLE	SLICKED BACK H: loosely slicked back.		
Scene #	Day #	Shoot Date	Info
3	DUSK 1	Thu, 09/19/13	EXT - SEWAGE PIPE V.O. Dialogue - The swirl of water through the dark pipe is hypnotic. In REVERSE
PRINCIPAL		Look Name: Hair Description	BACKGROUND
(1) COLE	TBD H: N/A		Look Name: Hair Description

b. Shoot Date Report

This reports is the same as the All Scenes, but will filter and include only the scenes being shot on the days specified. Enter a start and end date to set the range for the Shoot Date Report.

Cast/Actor Reports

Refer to pg. 64

Cast List

Refer to pg. 64










Actor Notes Reports

Refer to pg. 64

Looks Reports

There are 3 different types of Look reports: Looks Detail, Looks Progression, and Looks Photo Gallery. For each report there are drop-down menus and/or check boxes to select different settings. After choosing the setting click "Generate Report".

Looks Reports

	Looks Detail -	All Characters		Generate Report	<input type="checkbox"/> Check box to print report with continuity photos
	Looks Progression Report -	Select Character		Generate Report	
	Looks Gallery Report -	Select Character		Select Look	
				2 per page	
				Portrait	
				Generate Report	

11. The Props Department

Prop Categories

After completing your script breakdown, you will be able to manually add Prop Categories

Prop Categories

Prop Categories are customizable, allowing you to sort and budget your props easily. Check out the reports tab after you've assigned all your props to see an overall budget category by category.

We've provided you with some basic categories below, but feel free to create your own as well! This list is editable from the Props Index page, which you can get to by clicking Props in the bar at the top of the screen.

We have provided some basic categories already such as food, auto, weaponry and a couple of other suggestions to start with. You can create new Categories by clicking on Prop Categories from the Prop Index Page

SyncOnSet
Envisage: Blue
My Productions
Account

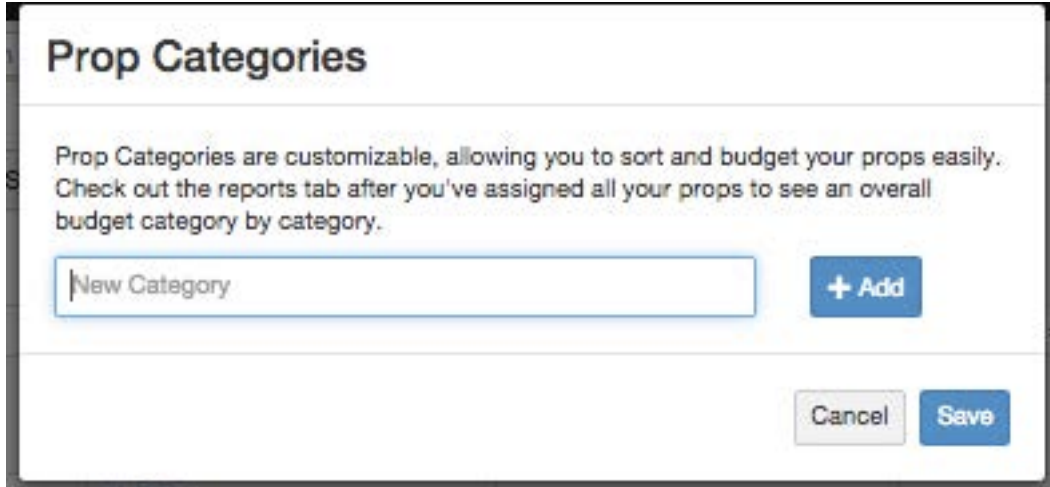
Props
Scenes
Characters
Props
More
Gallery

+ Create New Prop
Import ISS Rental Sheet

Search by Prop Name or Brand

Prop Categories
Edit All Props

Name / Brand / Color / Description	Closet / Personal	Category / Source	Asset	Wrap Box	Price	Budget	
25lb Weight Castle White Castle White	(1) COLE	Rent 2			32.00	40.00	✎ ✕
Arm Chair	(1) COLE				0.00	0.00	✎ ✕
Baseball Bat Brett Bros. Tan Worn at the handle	(1) COLE	Buy ISS PROPS 1041204	Yes		80.00	0.00	✎ ✕
broken iPhone apple ipone with a broken screen	(1) COLE	Rent Western 00853321	Yes		58.00	12300.00	✎ ✕
Case of Beer Heineken 24 pack, opened	(1) COLE	Buy Bevmo			29.99	0.00	✎ ✕



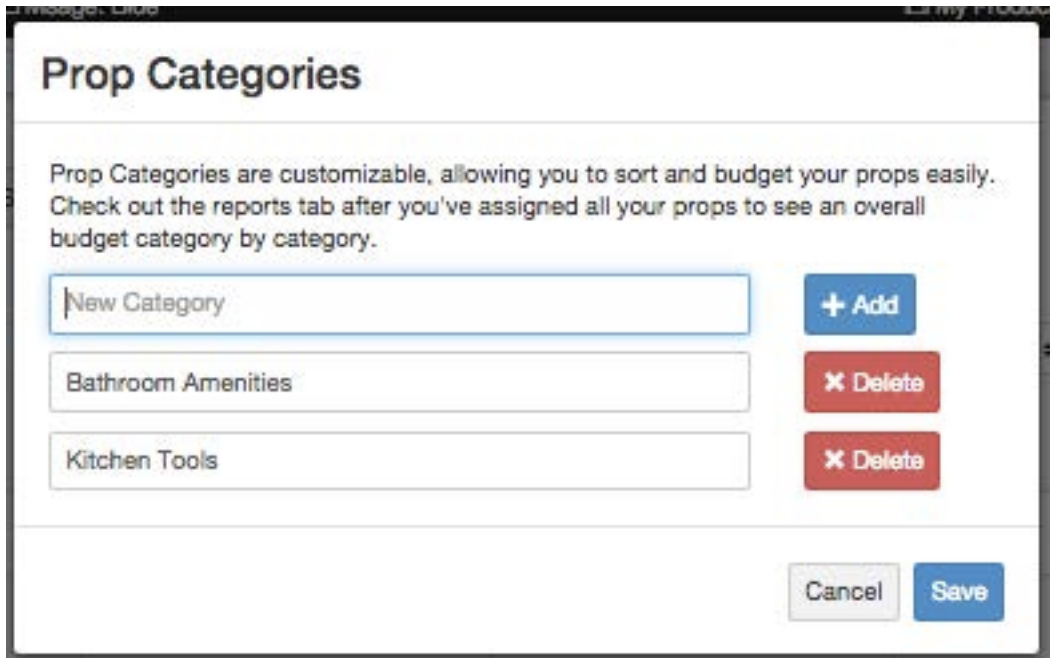
Prop Categories

Prop Categories are customizable, allowing you to sort and budget your props easily. Check out the reports tab after you've assigned all your props to see an overall budget category by category.

+ Add

Cancel Save

Enter in your New Category and click “+ Add” to keep creating new Categories



Prop Categories

Prop Categories are customizable, allowing you to sort and budget your props easily. Check out the reports tab after you've assigned all your props to see an overall budget category by category.

+ Add

✕ Delete

✕ Delete

Cancel Save

Once you’ve entered in all your Categories, hit “Save”

You will now be able to budget your Props based on their Categories. To see your Prop Budget By Category Report, go to the Reports page hovering over “More” from the gray navigation bar and clicking on “Reports”

Methods for Adding Props

With Sync OnSet, you can add Scene Props and personal character props on the Scene Detail page. On the Character Detail page, you can add a Prop to a character.

Note: a Prop can be assigned to only one character closet at a time. However, that Prop can still be assigned to a different character in scenes

There is an option to add Props on a personal character basis, or as Props that are generally associated with the scene rather than with the individual characters.

Import ISS Rental Sheet

After you have completed your script breakdown, you will be able to upload your ISS Rental Sheet. From the Props Index Page, click on the icon “Import ISS Rental Sheet”

The screenshot shows the Sync OnSet interface. At the top, there's a navigation bar with 'Sync OnSet', 'Envisage: Blue', 'My Productions', and 'Account'. Below this is a secondary bar with 'Props', 'Scenes', 'Characters', 'More', and 'Gallery'. The main content area is titled 'Props' and includes a '+ Create New Prop' button and a red-bordered button labeled 'Import ISS Rental Sheet'. Below the buttons is a search bar and a table of props. The table has columns: Name / Brand / Color / Description, Closet / Personal, Category / Source, Asset, Wrap Box, Price, and Budget. The table lists several props, including '25lb Weight', 'Castle White', 'Arm Chair', 'Baseball Bat', 'Brett Bros. Tan', 'Worn at the handle', 'broken iPhone', 'apple', 'ipone with a broken screen', 'Case of Beer', 'Heineken', and '24 pack, opened'.

Name / Brand / Color / Description	Closet / Personal	Category / Source	Asset	Wrap Box	Price	Budget	
★ 25lb Weight Castle White Castle White	(1) COLE	Rent 2			32.00	40.00	✎ ✕
Arm Chair	(1) COLE				0.00	0.00	✎ ✕
Baseball Bat Brett Bros. Tan Worn at the handle	(1) COLE	Buy ISS PROPS 1041204	Yes		80.00	0.00	✎ ✕
broken iPhone apple ipone with a broken screen	(1) COLE	Rent Western 00883321	Yes		58.00	12300.00	✎ ✕
Case of Beer Heineken 24 pack, opened	(1) COLE	Buy Bevmo			29.99	0.00	✎ ✕

Add the file and click “Start Upload”

All your Props from the ISS Rental Sheet will now be automatically added

Adding Props from the Scenes Detail page:

1. Navigate to the Scene Detail page by selecting “Scene” from the Nav bar. Select the scene # you want to add props to
2. From here you can add Scene Props or personal Character Props by clicking “+ New Prop”
3. You can select “+ New Prop” or “+ Existing Props” if you have already uploaded a prop in a different place. You also have the option of selecting “+ Add Props from Another Scene” if you wish to add multiple photos used in another scene

The screenshot shows the SyncOnSet web application interface. At the top, there's a navigation bar with 'Scene 2' selected. Below the navigation bar, the scene details are displayed: Script Day: N 2 | 5:30 PM, Setting | Location: EXT | COFFEE SHOP - PATIO, and Description: Cole and Rebecca have serious discussion. There are buttons for 'Edit', 'View Gallery (0)', and 'Shoot Day: Wed, 06/13/14'. Below the scene details, there are buttons for '+ Principal', '+ Background', and '+ Add Props From Another Scene'. The 'Scene Props' section is visible, showing a table with columns: Name / Brand / Color / Description, Type / Source, and Use Notes. The table contains several props, including 'watch', 'rifle', '25lb Weight', 'Castle White', 'Castle White', 'Wallet', 'Arm Chair', 'broken iPhone', 'apple', 'phone with a broken screen', 'Chair', and 'Beds'. There are also buttons for '+ New Prop' and '+ Existing Props'.

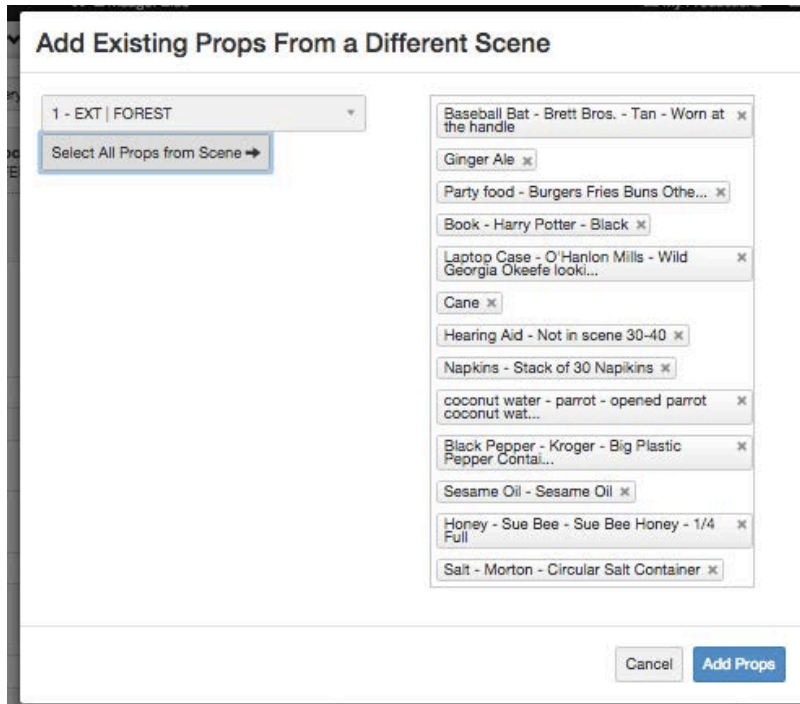
If you want to add the prop to a specific character, select “Make Personal Prop For” and a drop down menu with all principal characters will appear. If you would like the prop to be just a general scene prop, do not select a character.

Adding Props from Another Scene

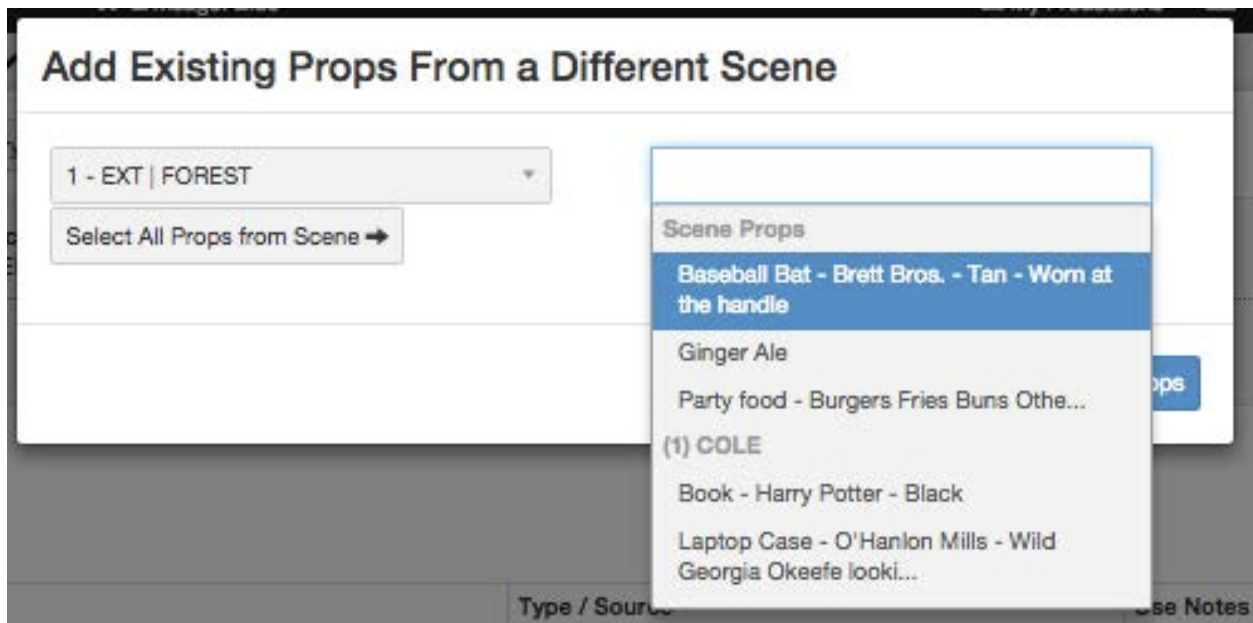
If selecting “+ Add Props from Another Scene”, first select a Scene that you would like to add Props from

The screenshot shows a dialog box titled 'Add Existing Props From a Different Scene'. It has a search bar labeled 'Select a Scene...' and a list of scenes below it. The scenes listed are: 1 - EXT | FOREST, 3 - EXT | COLE'S APARTMENT - LATER, 4 - EXT | NIGHTCLUB NEW YORK CITY, 7 - EXT/INT | NIGHTCLUB NEW YORK CITY, 9 - INT | COLE'S APARTMENT - LATER, 10 - INT | COLE'S APARTMENT - MOMENTS LATER, and 15 - INT | ELEVATOR IN TRADING BUILDING. There are 'Cancel' and 'Add Props' buttons at the bottom right of the dialog box.

After you have chosen a Scene, you can choose whether you'd like to Select All Props from Scene-



Or you can Select Existing Props-



Make sure to hit "Add Props" once you have chosen your Props.

Adding Props from the Props page:

1. Click the Props tab in the Navigation bar
2. Click on "Create New Prop"
3. A pop-up will appear. Fill in necessary content and click the "Create & Add Another" to continue creating props or click "Create" to just add an individual prop

*You can also select "Edit All Props" to make multiple updates quickly. Then Click "Save All Props" to make sure your changes are saved.

Create a Prop

Prop Name

Brand

Color

Description

Add to closet of:

Type / Source

Select Category

Purchase Source

Personal?

Established?

Disposition

Asset?

Price (Actual & Budget)

Actual Price

Budget Price

Size / Dimensions

Quantity

Wrap Box

Select Existing

Create New Wrap Box

Prop Storage Location

Select Existing

Create New Location

Notes

Cancel

Create & Add Another

Create

SyncOnSet							
Envelope Blue							
EIM Productions Account							
Props							
Search by Prop Name or Brand							
+ Create New Prop							
Name / Brand / Color / Description	Closet / Personal	Type / Source	Asset	Price	Budget	Edit All Props	
250-Weight Castle White Castle White	(1) COLE	Item 2		32.00	40.00	✎ ✕	
Apple Mauna Apple White	(4) VOSSLER			0.00	0.00	✎ ✕	
Arm Chair	(1) COLE			0.00	0.00	✎ ✕	
Bag				0.00	0.00	✎ ✕	
Baseball bat Lucas bat		Phone		0.00	0.00	✎ ✕	
Baseball Bat Duff Bros. Tan Worn at the handle	(1) COLE	Purchase 888 PROPS 1041204		80.00	0.00	✎ ✕	
Black Pepper Kroger Big Plastic Pepper Container	(3) REBERG	Purchase 4		2.88	10.00	✎ ✕	
Book Harry Potter Black				0.00	0.00	✎ ✕	
Broken iPhone apple phone with a broken screen	(1) COLE	Item Western 00883301		56.00	1200.00	✎ ✕	
Cape				0.00	0.00	✎ ✕	
Coke of Beer Heineken 24 pack, opened	(1) COLE	Purchase Bevmo		29.99	0.00	✎ ✕	

SyncOnSet Envisage: Blue My Productions Account

Props Search

Save All Props Cancel Editing All Props

Name / Brand / Color / Description	Closet / Personal	Type / Source	Asset	Price	Budget
25lb Weight Castle White Castle White	(1) COLE	Rent Rental House 2 Check Out: MM/DD/YYYY Clear Check In: MM/DD/YYYY Clear	Yes No	32.00	40.00
Apple Mouse Apple White Description	(4) VOSSLER	Select Category Purchase Source	Yes No	0.00	0.00
Arm Chair Brand Color Description	(1) COLE	Select Category Purchase Source	Yes No	0.00	0.00
Bag Brand Color Description	None	None Purchase Source	Yes No	0.00	0.00

Adding Props from the Character Detail page:

1. Navigate to the Character Detail page from within the Props Department by clicking the character you want from the Character tab in the Navigation Bar.

SyncOnSet Envisage: Blue My Productions Account

Props Search

(1) COLE Edit View Gallery (10) Print Reports

Actor: Andrew Pierno Gender: Male Age: 29 Description:

Props Notes: Edit

Personal Props

+ New Prop + Existing Props

Name / Brand / Color / Description	Type / Source	Price	Budget	
★ 25lb Weight Nike Black Rubber 25lb weight	Rent 2	32.00	40.00	✎ ✕
★ Wallet	Purchase	150.00	50.00	✎ ✕

Other Props in Character Closet

Name / Brand / Color / Description	Type / Source	Price	Budget	
Arm Chair		0.00	0.00	✎ ✕

2. Click "+ New Prop" or "+ Existing Prop" (a list of existing props will show up if you choose to add existing props)

- Fill in necessary content. If you'd like to make the prop a Personal Prop, select "Yes" under "Personal?"** Click the "Create & Add Another" to continue creating props or click "Create" to just add an individual prop.

**Note: Any props that are Personal Props will have a green star next to the name of the prop

Prop Detail Pages

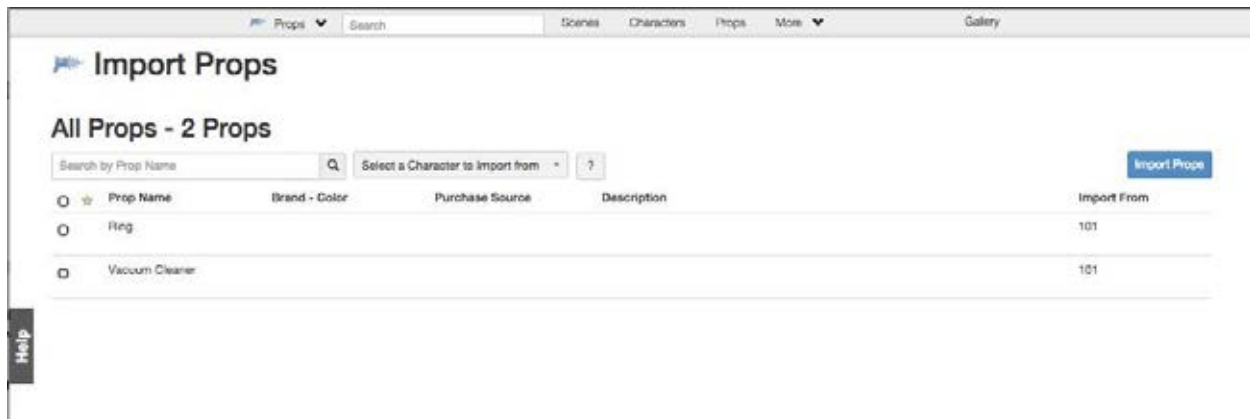
Each Prop you create has a Prop Detail page, where photos, descriptions and notes can be stored (it's a digital continuity book!). Below is an image of a Prop Detail page. Click the "Edit" button to begin adding descriptions.

Scenes	Script Day	Setting Location
2	N 2 5:30 PM	EXT COFFEE SHOP - PATIO
3	N 2	EXT COLE'S APARTMENT - LATER
4	DUSK 1	EXT NIGHTCLUB NEW YORK CITY
9	N 2	INT COLE'S APARTMENT - LATER
10	N 2	INT COLE'S APARTMENT - MOMENTS LATER

Import Props

If working on an Episodic or a new Revision, you will have the option of being able to Import Props. You can import all props, import all props for a character, or import all personal props

From the Props Index Page, hit “Import”



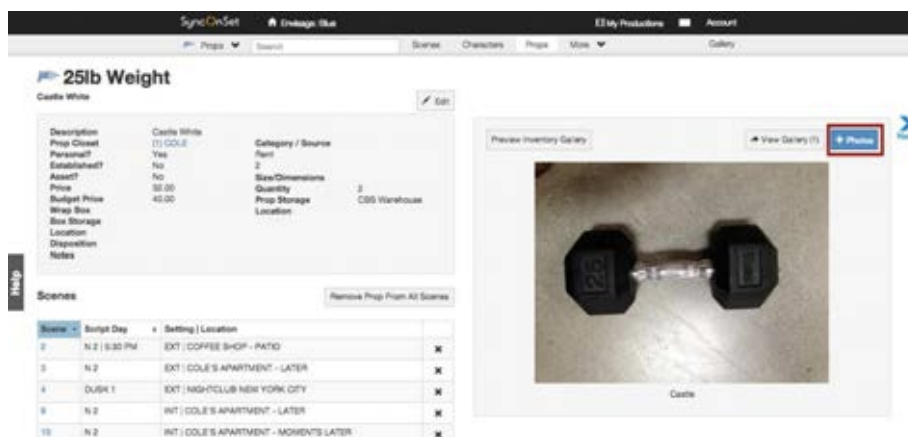
A list of all Props that haven’t been imported will show up. You can either search by Prop Name or you can select a Character to import from. Select the Props by clicking on the rounded square next to the prop name OR select the rounded square at the top of the list to select all. Once selected, click “Import Props”

Prop Photos

Each Prop Detail Page has a dedicated photo album. (Note: Photos taken on Sync OnSet’s mobile app are automatically uploaded to your online photo album when you Sync.)

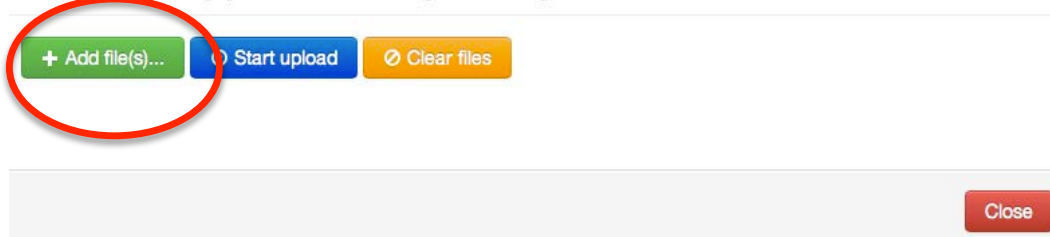
To upload and view photos online, follow these steps (screenshots follow):

1. From the Prop Detail Page, Click “+ Photos”



2. A pop-up will appear. You can either drag-and-drop pictures from an open folder onto this window pop-up, or select “+ Add files...”
3. Once you’ve added photos to this pop-up, select “Start Upload” to save them to your online photo album

Add Picture(s) to Continuity Gallery

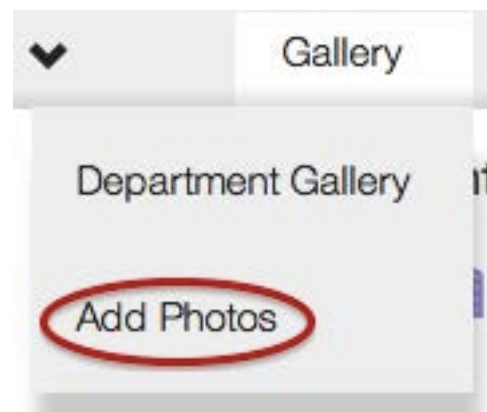


4. Before you click “Start Upload”, you can enter notes for each picture you’re uploading.

Prop Department Photo gallery

If you have the permission to add photos to your production, you can now do so from any page and it will upload the photos to a departmental photo gallery to access later. The departmental photo gallery allows you to upload all of your photos at once, and then tag the photos to specific scenes, items, changes and characters. Here’s how:

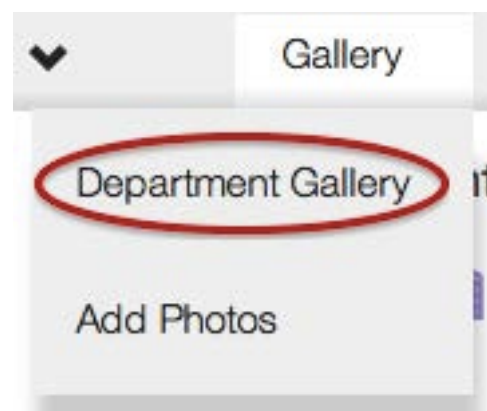
1. Click the "Add Photos" button - note that this button is accessible in the Navigation Bar on any page of the department you are in

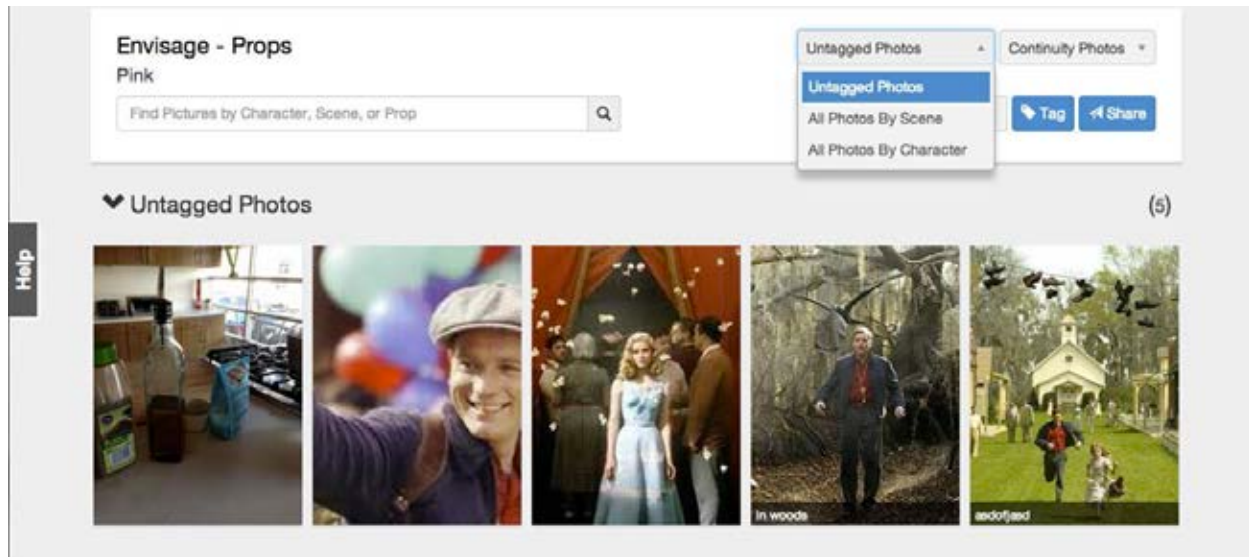


2. Click add files to add the photos you wish to add to the gallery, or simply drag and drop the photos from your desktop into that screen. Note that you can add multiple photos at once

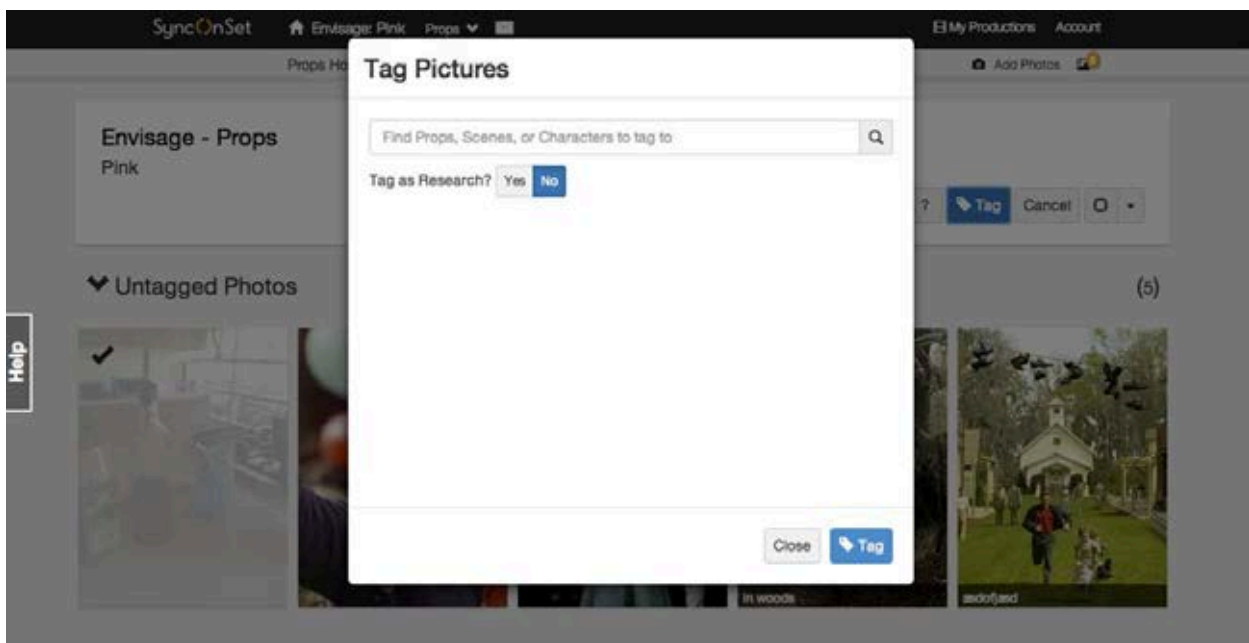
3. Click start upload to begin uploading the photos to the gallery

4. Once the files have been uploaded, click “Department Gallery” to access the photo gallery





5. You can tag the photos in the gallery by clicking the blue Tag icon
6. Select the photos you wish to tag in bulk by clicking multiple photos
7. Click “Tag” and choose which Prop, Scene or Character to tag the photo to and click “Tag” again






Prop Reports

From the Prop Department Home page or Prop Department Nav Bar, select **Reports** to view a range of different printable reports: Scenes Reports, Cast/Actor Reports, and Props/Asset Reports

Scenes Reports

Scenes Reports


All Scenes -
Detailed - With Characters
Generate Report


Shoot Date Report -
Start M/D/Y
Clear
End M/D/Y
Clear
Generate Report


A. All Scenes Report

A breakdown of every scene. You can choose to print a detailed report with Characters & Props or an outline without Characters.

B. Shoot Date Report

This reports is the same as the All Scenes, but will filter and include only the scenes being shot on the days specified. Enter a start and end date to set the range for the Shoot Date Report.

Cast Actor Reports

The Character Reports give you a list of Cast Number, Character Name, Actor, Male or Female and a brief description. You can sort by All Characters, just Principal Characters or just Background in the drop down menu. Here is an example of a Principal Characters Report:

All Characters List

The Visit

Print  SyncOnSet

Principal Characters

Cast #	Character Name	Actor	M/F	Description
1	CARTER	Michael Nardella	M	
2	WHITNEY	Carolyn Cawley	F	
3	MARTIN	Seth Weil	M	
5	NORMAN	Kevin Herraiz	M	
6	TYLER	Ron Gonzalez	M	
9	REENEE	Jesse Yabrowsky	F	
21	SHERYL	Julianne Hall	F	

*****Page Break*****

Background Characters

Name	Count	Description
------	-------	-------------

Props/Asset Reports

A. All Props

A list of Props can be sorted by Actual Price, Name, Character, Wrap Box

B. Assets Report

Set your price threshold to print all props in the production, sorted by price

C. Props Budget by Category

Generate a Report based on your Prop Categories

Wrap Boxes

Access your Wrap Boxes by hovering over “More” and clicking on “Wrap Box”. Edit the Wrap Box by clicking on the pencil icon located next to the Wrap Box. You can enter a Storage Location and also add as many Props as you would like.

You can also create new Wrap Boxes by clicking on “+ New Wrap Box” and enter in your information. By clicking on the “+” icon next to the Wrap Box, you can also add photos of the contents in your Wrap Box

12. The Locations Department

Location List

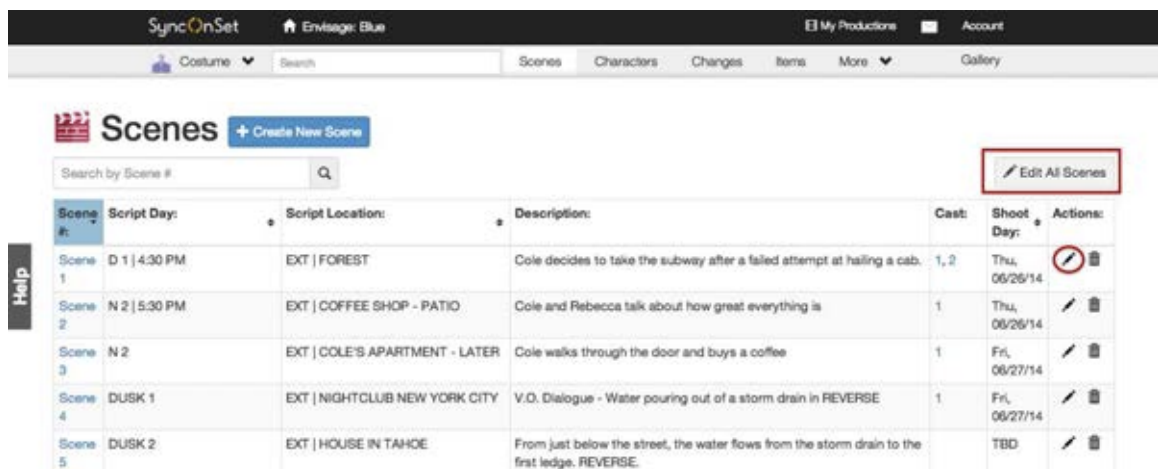
Work as a team off the same, always up-to-date list of locations. Never struggle with accessing critical location information again – addresses, dates, and contact information for owners, parking, holding, and catering are intuitively laid out in one place.

First, import the script (Refer to pg. 10 for script breakdown)

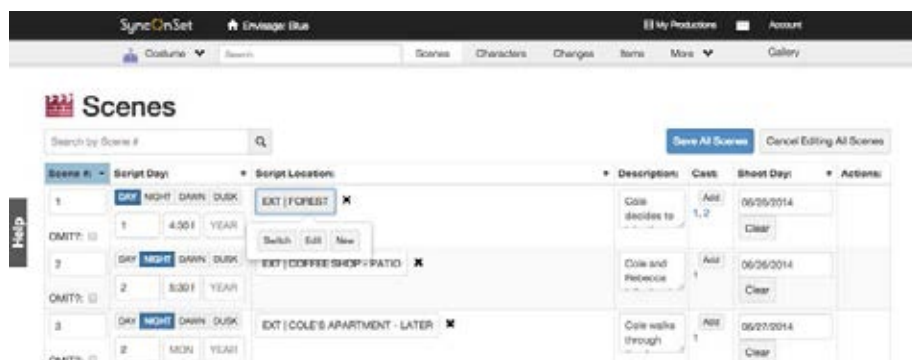
An important aspect of cleaning up your breakdown may be to consolidate a script location as it appears in the script. For instance, "Int, Walden House - Bedroom" and "Int. Walden House - Hallway" may be the same script location.

You can do this by following these steps below:

- 1) After breakdown, go to Scene Index Page and clean data, "Edit All Scenes" (If you'd like to edit numerous ones) or click on the pencil icon to just edit one scene.

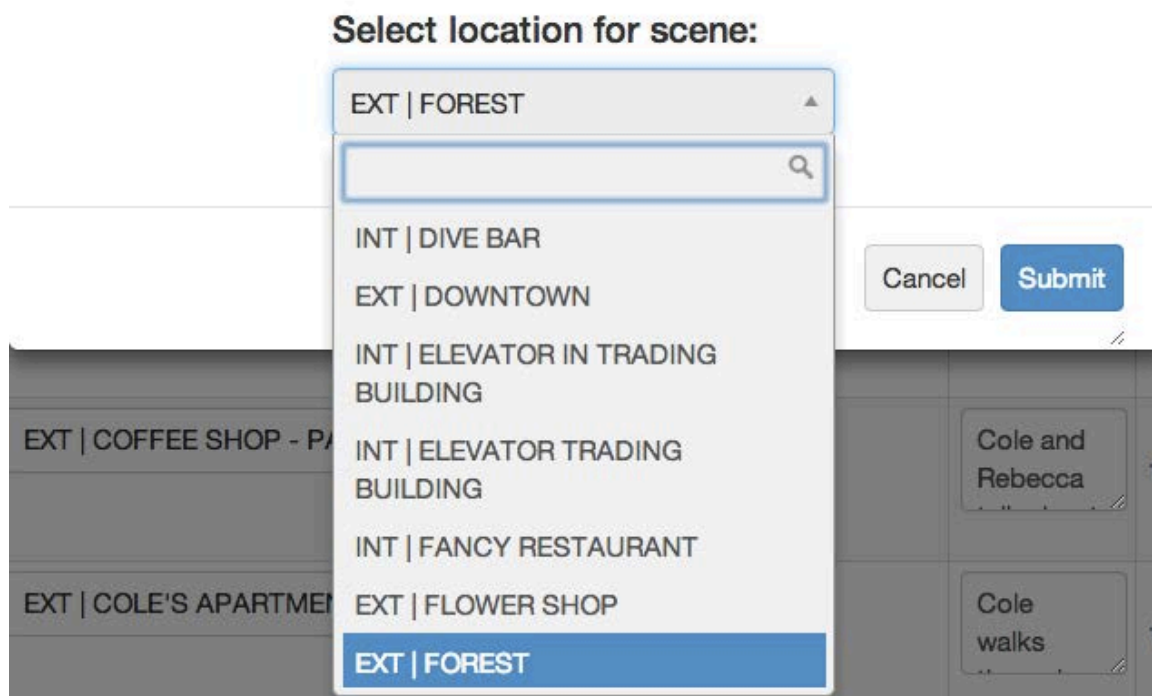


- 2) Once you have clicked the "Edit All Scenes" or pencil icon, you can click on the Script Location and you will see a drop down menu of "Switch", "Edit" or "New"



3) If you click on "Switch", you will have a drop-down to choose any location that has been added in Script Location

Select Location



4) If you choose "Edit", you will be able to replace all of the locations with that same name with a different location and name

Edit Location

Edit all instances of this location:

INT

EXT

INT/EXT

EXT/INT

FOREST

Cancel

Save

5) By choosing "New", you will be able to create a new location for this Scene

Create Location

Create a new location:

INT

EXT

INT/EXT

EXT/INT

LOCATION

Cancel

Submit

Once you have cleaned up your breakdown, you can now begin to create and assign actual locations to your script locations.

Create and Assign Actual Locations to your Script Locations:

From Unassigned Script Locations, select which Script Location you would like to assign an actual location to. Once selected, click "Assign to Actual Location"

Unassigned Script Locations

Assign to Actual Location

Search by Script Location Name

Script Location	D/N	Scenes
<input checked="" type="checkbox"/> INT DARK ROOM	D, N	14, 23
<input type="checkbox"/> INT JORDAN'S DORM ROOM	D	18

Next you can either create a new location or choose from existing locations that you have already input

Assign to Actual Location

Create New Actual Location:

Existing Actual Locations:

Create New

Atomic Bean Café

Cancel

Add Script Locations

The pop up for creating a new location will allow you to enter the Location Name, Type, Script Location, Address and Description

Create an Actual Location

Location Name

Location Type

Practical

Script Locations

Description

Address

United States

Cancel

Create & Add Another

Create

To Add an Actual Location:

If you'd like to add an Actual Location that is not yet tied to a Script Location, you can do so by clicking on "+Add New Location" from the top of the Location Index Page. This is a great way to manage actual locations that you are scouting.

Navigate to the Locations Index Page by clicking on "Locations" from the gray navigation bar. From here, click "+ Add Actual Location"

SyncOnSet

Sample Locations Demo #1

108 Sample

My Productions

Account

Locations

Search

Scenes

Locations

Contacts

Gallery

Locations

+ Add Actual Location

Search by Script Location or Actual Location Name

Script Location	D/N	Scenes	Actual Location	Owner	Parking/Holding/Catering	Shoot Date
INT CONSTANCE BILLARD	D	7	Atomic Bean Café 904 Massachusetts Avenue Cambridge, MA 02139 United States	Owner Danny Rogers Office: 412-629-0987 Cell: 617-876-8752 Ginnie Rogers (Sister) Cell: 212-872-8902	Parking Mike Moscow 885 Massachusetts Ave Cambridge, MA Cell: 617-098-2453 mike.park@gmail.com Catering / Holding Mass Ave Diner 906 Massachusetts Ave Cambridge, MA	+
EXT CONSTANCE BILLARD		8				
EXT YALE CLUB BUILDING	N	31	BC High School Gym 150 William T Morrissey Boulevard Boston, MA 02125 United States	Owner William Roberts (Athletics) Cell: 917-342-0983 w.roberts@bchs.edu		+
EXT YALE	D, N	10, A12, 12, 15, 19, 21, 26, 36, 40, A41, 43, 44, 48, 49	BC High School Science Classroom 105 William T Morrissey Boulevard Boston, MA 02125	Owner John Galt (Dean) Cell: 617-872-9826 john.galt@bchighschool.edu	Parking / Catering / Holding Martin Perkins (School Super) Work: 978-982-1232	+
INT YALE	D	11				

Once the pop-up appears, fill in all the information and click “Create” or “Create & Add Another” if you would like to continue creating Actual Locations

Once the Actual Location has been added, you can now click on the Actual Location you added to go to the Location Detail Page

The screenshot displays the 'Location Detail Page' for 'Atomic Bean Café'. The page is divided into several sections:

- Header:** SyncOnSet logo, 'Sample Locations Demo #1', '108 Sample', 'My Productions', and 'Account' links.
- Navigation:** Tabs for 'Locations', 'Search', 'Scenes', 'Locations', 'Contacts', and 'Gallery'.
- Location Info:**
 - Name:** Atomic Bean Café
 - Address:** 904 Massachusetts Avenue, Cambridge, MA 02139, United States
 - Type:** Practical
 - Description:**
 - Photo Taken:** 06/24/14 8:18
- Notes:** A section with the text 'You have not added any notes yet.' and an 'Add Note' button.
- Photos:** A gallery showing two photos: an interior view of the café and an exterior view of the building.
- Contacts:**
 - Owner:** Danny Rogers (Office: 412-829-0987, Cell: 617-876-8752), Ginnie Rogers (Sister) (Cell: 212-872-8902).
 - Parking:** Mike Moscow (885 Massachusetts Ave, Cambridge, MA, Cell: 617-098-2453, mike.park@gmail.com).
 - Catering / Holding:** Mass Ave Diner (906 Massachusetts Ave, Cambridge, MA).
- Map:** A Google Map showing the location of Atomic Bean Café on Massachusetts Avenue. A green pin labeled 'Parking' is placed on the map. Buttons for 'Move to Saved Position', 'Save Map Position', and 'Move to Address' are visible.

On the Location Detail Page, you can edit the type of location, description of location, add notes, adjust the map, add contacts and add and view photos.

On-Set Contacts

With the Locations Department, Manage your department's hundreds or even thousands of contacts in one system. Finding all the contacts you need to get the job done is just a quick search away. Every contact you create can be saved to your personal contact list for future projects.

There are three areas where you can add Contacts- 1) Location specific Contacts in the Locations Detail Page and 2) Production specific Contacts in the Contacts Index Page and 3) My Contacts

- 1) From the Location Detail Page, scroll down to "Contacts" and select "New" or "Existing". If you are creating a New Contact, you can select who this Contact is in relation to this Location such as the Owner, Owner of Parking, Caterer or Holding Contact. You also have the option of adding in their Address, Phone Number and E-mail. If you would like these contacts to be added to your personal contact list, you can select "Yes" next to "Copy to my Contacts"

Contacts

+ New
+ Existing

Owner

Danny Rogers
Office: 412-829-0987
Cell: 617-876-8752

Ginnie Rogers (Sister)
Cell: 212-872-8902

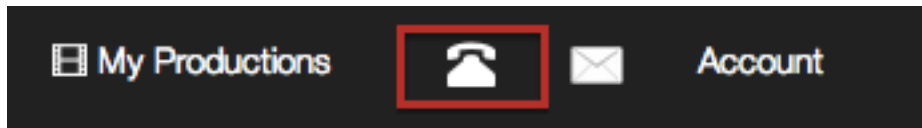
Parking

Mike Moscow
885 Massachusetts Ave
Cambridge, MA
Cell: 617-098-2453
mike.park@gmail.com

Catering / Holding

Mass Ave Diner
906 Massachusetts Ave
Cambridge, MA

- 3) To navigate to My Contacts, click on the Telephone icon located between the My Productions and the Mail Icon in the black navigation bar



Your My Contacts page will have any of the Contacts that you selected to have copied from the Location Detail Page. You can also create new contacts by clicking on “+ New Contact”. The Contacts on this page are specific to your Account only and should be considered as your personal Contact Address Book.

SyncOnSet Sample Locations Demo #1 108 Sample E My Productions Account

Locations Search Scenes Locations Contacts Gallery

My Contacts

[+ New Contact](#) All Contacts

First	Last	Type	Address	Phone	Email	Notes	Used in Productions
Danny	Rogers	Owner		Office: 412-829-0987 Cell: 617-876-8752			Sample Locations Demo #1
Ginnie	Rogers (Sister)	Owner		Cell: 212-872-8902			Sample Locations Demo #1
Mass Ave Diner		Catering Holding	906 Massachusetts Ave Cambridge, MA				Sample Locations Demo #1
Mike	Moscow	Parking	885 Massachusetts Ave Cambridge, MA	Cell: 617-098-2453	mike.park@gmail.com		Sample Locations Demo #1

Help

Photo Integration

Each location has a dedicated photo gallery for scout pictures and other relevant images. Our beautiful and neatly organized photo galleries are perfect for sharing with your Production Designer, Producer and Director.

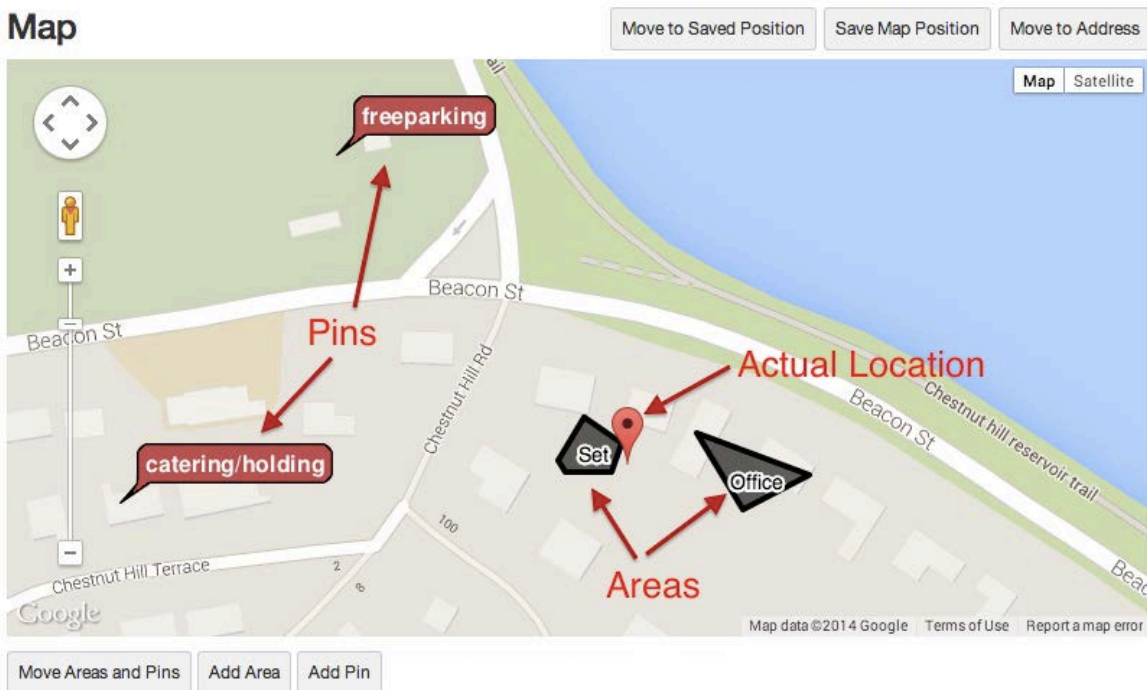
Photos

[View Gallery \(2\)](#) [+ Photos](#)

You can add Location specific photos from the Locations Detail Page by clicking on “+ Photos”. For information on how to add photos to the Department Gallery, please refer to pg. 22

Built-In Maps

Each location has an interactive map to highlight pertinent information including the set, parking or holding. Simply draw an area or drop a pin with a label to mark anything you want. These annotated maps are great for Call Sheets and Scout Booklets.



From the Map on your Location Detail Page, you can add an Area, add a Pin and Move Area and Pins. To add an Area, click on “Add Area” fill in the name of your area, select what color you would like your area to be, click “Add Area” again, and then click on multiple points on the map to create a polygon.

To add a Pin, click “Add Pin”, fill in the name of the Pin and select what color you would like your Pin to be and click “Add Pin” again. Next, simply click on the map to create the Pin.

To move your Area or Pin, click on “Move Area and Pins” and simply click on either the Area or the Pin and drag to where you would like to move it to and then click “Save”.

You also have the ability to Save Map Position by zooming in the particular area you would like to always show and then click on “Save Map Position”. By doing this, your map will stay at this location and this zoom. Anytime you move within the map, you can always relocate that map position by clicking on “Move to Saved Position”. You can also always move to the set location address by clicking on “Move to Address”

Privacy

Each user in your department can be assigned a specific permission set in order to control whose eyes see what. Keep sensitive Location contacts private and confidential to your account. If you're working with temporary assistants for instance, you can set their permissions to "Read Only."

To change permissions for each user, please refer to pg. 96 – pg. 97

Tech Scout Booklet

Generate a Scout Booklet in seconds. Just select the locations you're visiting and we'll automatically generate a PDF booklet. All of the location's details and their map will be included, saving hours of formatting.

To navigate to Tech Scout, simply hover over "More" from the gray navigation bar and click on "Tech Scout"

Locations Tech Scout

Script Location	D/N	Scenes	Actual Location
+ INT PROFESSOR HIGGINS' OFFICE (DEAN'S OFFICE)	D	1	Wymsee Offices 66 Long Wharf Boston, MA 02110 United States
EXT ADMISSIONS BUILDING	D	17, 42	
+ INT WALDORF PENTHOUSE		2	Russo Residence 85 Marlborough Street Boston, MA 02116 United States
INT DEAN'S HOUSE	N	A24, 25, 26, 32, 33	
EXT DEAN'S HOUSE	N	A33, 39	
+ INT VDW/BASS APARTMENT	N, D	4, 6, 34, 35, 37, 46	Walden Residence 70 Reservoir Street Cambridge, MA 02138 United States

Tech Scout

Date/Time	Script Location	D/N	Scenes	Actual Location
-----------	-----------------	-----	--------	-----------------

Every Location that has been created as an Actual Location will be shown on the left. All Actual Locations will appear as the order in which they first appear in the script. All Actual Locations that have not been assigned to a Script Location will be listed at the bottom. You can add a Location to your Tech Scout by clicking on the "+" icon next to the Location

Locations Tech Scout

Actual Locations

Script Location	D/N	Scenes	Actual Location
INT PROFESSOR HIGGINS' OFFICE (DEAN'S OFFICE)	D	1	Wynsee Offices 66 Long Wharf Boston, MA 02110 United States
EXT ADMISSIONS BUILDING	D	17, 42	
INT VDW/BASS APARTMENT	N, D	4, 6, 34, 35, 37, 48	Walden Residence 70 Reservoir Street Cambridge, MA 02138 United States
INT HUMPHREY LOFT	D	5, 9, 41	John Hancock Tower Boston, MA 02210 United States
INT ELEANOR WALDORF DESIGNS ATELIER	D, N	A17, 30, 47	
INT CONSTANCE BILLARD	D	7	Atomic Bean Cafe 904 Massachusetts Avenue Cambridge, MA 02139 United States
EXT CONSTANCE BILLARD		8	
EXT YALE	D, N	10, A12, 12, 15, 19, 21, 28, 38, 40, A41, 43, 44, 48, 49	BC High School Science Classroom 105 William T Morrissey Boulevard Boston, MA 02125
INT YALE	D	11	
INT DEAN OF ADMISSIONS' OFFICE	D	13, 16, 20, 45	Devens Stage A 100 Studio Way Devens, MA 01434 United States

Tech Scout Locations + Add Custom Stop

Date/Time	Script Location	D/N	Scenes	Actual Location
7/23/2014	INT WALDORF PENTHOUSE	2		Russo Residence 85 Marlborough Street Boston, MA 02116 United States
	INT DEAN'S HOUSE	N	A24, 25, 26, 32, 33	
	EXT DEAN'S HOUSE	N	A33, 39	

Once you have added the Actual Location to the Tech Scout Location, click on "Month/Day/Year" and choose your Tech Scout Date. Once you enter a date into one Location, all other Locations that have blank dates will also be auto-filled. Enter in your Start Time and End Time and make sure to click "Save". After clicking "Save", the Tech Scout Locations will reorder itself so that the Locations are in order according to the schedule. Please note- you cannot have two Tech Scout Locations occurring at the same time

Locations Tech Scout

Actual Locations

Script Location	D/N	Scenes	Actual Location
INT HUMPHREY LOFT	D	5, 9, 41	John Hancock Tower Boston, MA 02210 United States
INT ELEANOR WALDORF DESIGNS ATELIER	D, N	A17, 30, 47	
INT CONSTANCE BILLARD	D	7	Atomic Bean Cafe 904 Massachusetts Avenue Cambridge, MA 02139 United States
EXT CONSTANCE BILLARD		8	
EXT YALE	D, N	10, A12, 12, 15, 19, 21, 28, 38, 40, A41, 43, 44, 48, 49	BC High School Science Classroom 105 William T Morrissey Boulevard Boston, MA 02125
INT YALE	D	11	
INT DEAN OF ADMISSIONS' OFFICE	D	13, 16, 20, 45	Devens Stage A 100 Studio Way Devens, MA 01434 United States

Tech Scout Locations + Add Custom Stop

Date/Time	Script Location	D/N	Scenes	Actual Location
7/23/2014	INT WALDORF PENTHOUSE	2		Russo Residence 85 Marlborough Street Boston, MA 02116 United States
	INT DEAN'S HOUSE	N	A24, 25, 26, 32, 33	
	EXT DEAN'S HOUSE	N	A33, 39	
7/23/2014	INT PROFESSOR HIGGINS' OFFICE (DEAN'S OFFICE)	D	1	Wynsee Offices 66 Long Wharf Boston, MA 02110 United States
	EXT ADMISSIONS BUILDING	D	17, 42	
7/23/2014	INT VDW/BASS APARTMENT	N, D	4, 6, 34, 35, 37, 48	Walden Residence 70 Reservoir Street

Actual Locations

Script Location	D/N	Scenes	Actual Location
INT HUMPHREY LOFT	D	5, 9, 41	John Hancock Tower Boston, MA 02210 United States
INT ELEANOR WALDOFF DESIGNS ATELIER	D, N	A17, 30, 47	
INT CONSTANCE BILLARD	D	7	Atomic Basin Café 664 Massachusetts Avenue Cambridge, MA 02139 United States
EXT CONSTANCE BILLARD		8	
EXT VALE	D, N	10, A12, 12, 15, 18, 21, 28, 38, 40, A41, 43, 44, 48, 49	BC High School Science Classroom 105 William T. Morrissey Boulevard Boston, MA 02126
INT VALE	D	11	
INT DEAN OF ADMISSIONS' OFFICE	D	13, 16, 20, 45	Devens Stage A 100 Studio Way Devens, MA 01434 United States
INT COLLEGE DRIVE BAR	N	27, 36	Crema Café 27 Beutler Street Cambridge, MA 02138 United States
EXT SOMEWHERE		29	
INT CHUCK'S LIMB	D	50	Boston Public Garden (at Bridge) 69 Beacon Street Boston, MA 02108 United States

Tech Scout Locations

Date/Time: 7/23/2014 12:00 PM - 01:00 PM

Script Location: INT | WALDOFF PENTHOUSE, INT | DEAN'S HOUSE, EXT | DEAN'S HOUSE, INT | PROFESSOR HIGGINS' OFFICE (DEAN'S OFFICE), EXT | ADMISSIONS BUILDING, INT | VDWASS APARTMENT

Buttons: + Add Custom Stop, Cancel, Save

Create a Custom Stop by clicking on the “+ Add Custom Stop” icon. Enter in your information and click “Create & Add Another” to create another Custom Stop or simply click “Create” to finish

Create Custom Stop

Name: Tom's Diner

Date: 7/23/2014 Time: 12:00 PM - 01:00 PM

Address: 75 Huntington Ave.

City: Boston State: MA Zip: 02110 Country: United States

Buttons: Cancel, Create & Add Another, Create

To remove a Tech Scout Location, click on the “ – ” icon and the Location will be added back to the left column of Actual Locations. If you remove a Custom Stop, you will lose the address information

To print your Tech Scout Booklet, click on the “Print Report” icon to the top left

Actual Locations

Script Location	D/N	Scenes	Actual Location
INT HUMPHREY LOFT	D	5, 9, 41	John Hancock Tower Boston, MA 02210 United States
INT ELEANOR WALDORF DESIGNS ATELIER	D, N	A17, 30, 47	
INT CONSTANCE BILLARD	D	7	Atomic Bean Cafe 904 Massachusetts Avenue Cambridge, MA 02139 United States
EXT CONSTANCE BILLARD		8	
EXT YALE	D, N	10, A12, 12, 15, 19, 21, 26, 36, 40, A41, 43, 44, 46, 49	BC High School Science Classroom 105 William T Morrissey Boulevard Boston, MA 02125
INT YALE	D	11	
INT DEAN OF ADMISSIONS' OFFICE	D	13, 16, 20,	Devens Stage A

Tech Scout Locations + Add Custom Stop

Date/Time	Script Location	D/N	Scenes	Actual Location
Month/Day/Year Start Time End Time	INT PROFESSOR HIGGINS' OFFICE (DEAN'S OFFICE)	D	1	Wymsee Offices 66 Long Wharf Boston, MA 02110 United States
	EXT ADMISSIONS BUILDING	D	17, 42	
Month/Day/Year Start Time End Time	INT VOWBASS APARTMENT	N, D	4, 6, 34, 35, 37, 46	Walden Residence 70 Reservoir Street Cambridge, MA 02138 United States

All of the Locations will be ordered according to the Tech Scout schedule and all maps associated with each Tech Scout Location will appear below. At this point, you can adjust the zoom of each map to either show or hide any Pins or Areas that you would like to print. Immediately following each and every map is a Notes page

Sample Locations Demo #1
108 Sample

Print SyncOnSet Sarah Kurobe

Technical Scout
7/23/2014

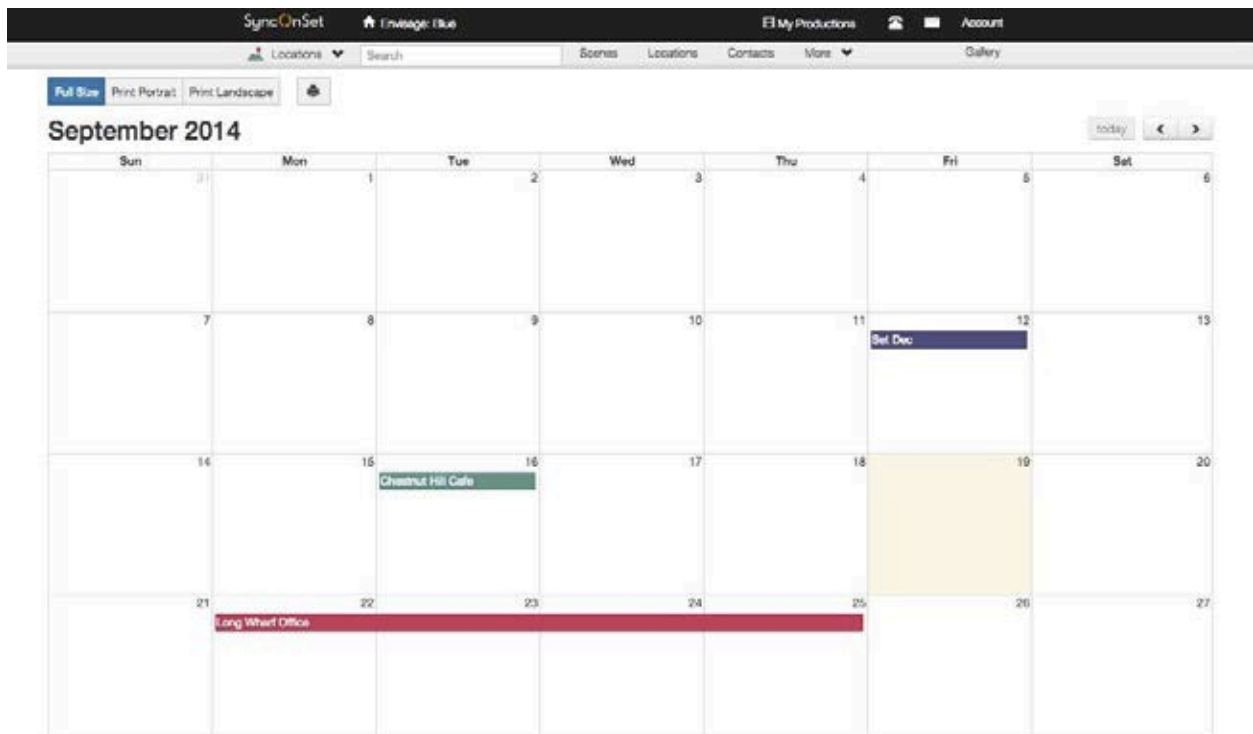
Time	Script Location	D/N	Scenes	Actual Location
9:00 AM - 10:00 AM	INT PROFESSOR HIGGINS' OFFICE (DEAN'S OFFICE) EXT ADMISSIONS BUILDING	D D	1 17, 42	Wymsee Offices 66 Long Wharf Boston, MA 02110 United States
2:00 PM - 3:00 PM	INT VOWBASS APARTMENT	N, D	4, 6, 34, 35, 37, 46	Walden Residence 70 Reservoir Street Cambridge, MA 02138 United States
8:00 PM - 9:00 PM	INT WALDORF PENTHOUSE INT DEAN'S HOUSE EXT DEAN'S HOUSE	N N N	2 A24, 25, 26, 32, 33 A30, 39	Russo Residence 85 Marlborough Street Boston, MA 02116 United States

INT | PROFESSOR HIGGINS' OFFICE (DEAN'S OFFICE) - Sn. 1
EXT | ADMISSIONS BUILDING - Sn. 17, 42

Wymsee Offices
66 Long Wharf
Boston, MA 02110
United States

Shoot Date Calendar

To view your Shoot Date Calendar, hover over “More” from the gray navigation bar and click on “Calendar”. Your Shoot Date Calendar will show you all of your Shoot Dates and will show which Actual Location will be shooting on which date



To print the Calendar, select “Print Portrait” or “Print Landscape”

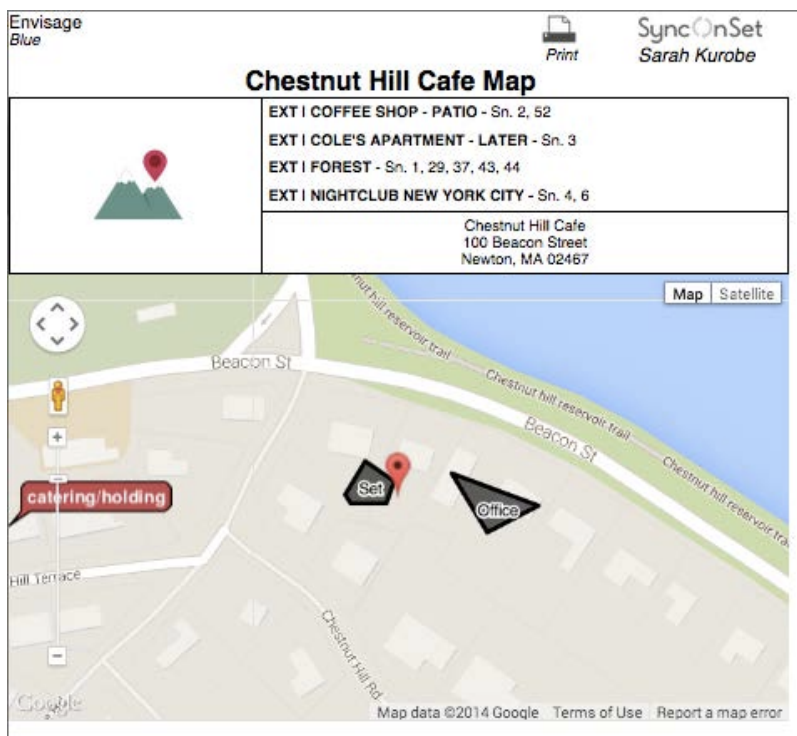
Reports

If you have Direct Contact Permissions, you will see two options to print Locations List Reports. Master and Distro. Master will show all contact information, while Distro will hide phone numbers and e-mail addresses.

Printing the Locations List will print what you see on your Locations Index Page. If you would like to print with Scene Descriptions, make sure to check the “Print scene descriptions” box.

Printing the Master Locations List will show you a column with “Owner” which will include your Contact Information. Printing the Distro Locations List will not have the “Owner” column

The Location Map will print a map of the selected Actual Location and will include all the Scenes that will be shooting at this Actual Location



The Locations Breakdown allows you to print a list of how many pages are spent in each Script Location to help plan for how much time may be needed to book the Location

13. The Set Dec Department

Set Dec allows the Art Department to track all Sets and Set Pieces for your Production. Before adding Sets and Set Pieces, it will be important to check and make sure all Script Locations are entered correctly after you have completed your script breakdown (For more information on script breakdown, refer to pg. 10).

Sets

The Sets Index page will be where users can build out each Set based off of Script Location. To get started building Sets, you can first choose whether to, “Create Sets from Script Locations” which will create all current “Script Locations Not Assigned to Set” into Sets

The screenshot shows the 'Sets' index page. At the top, there's a navigation bar with 'Set Dec', 'Search', and tabs for 'Scenes', 'Sets', 'Set Pieces', and 'More'. Below this is a 'Sets' header with a '+ Add Set' button and a 'View By Set Type' dropdown set to 'All'. A search bar is present. The main table lists sets with columns: Set #, INT/EXT, Set Name, Type, Set Description, Script Location, Scenes, and Actual Locations. One set is listed: Set # 1, INT, Office, Standing, Set Description, INT | COFFEE SHOP, Scenes 51, 54, Actual Locations.

Below the table is a section titled 'Script Locations Not Assigned to a Set'. It has two buttons: '+ Create Sets From Script Locations' (highlighted with a red box) and 'Select Script Locations'. Below these buttons is a table of script locations with columns: Script Location, Scenes, and Actual Locations.

Script Location	Scenes	Actual Locations
EXT FOREST	1, 29, 37, 43, 44	Chestnut Hill Cafe
INT COLE'S APARTMENT	1A, 9, 10, 21, 23, 24, 27, 30, 35, 36, 41, 42, 62, 88, 89	
EXT COFFEE SHOP - PATIO	2	Chestnut Hill Cafe
EXT COFFEE SHOP	2A, 52, 85	
EXT COLE'S APARTMENT	3	
EXT NIGHTCLUB NEW YORK CITY	4, 6	Chestnut Hill Cafe

Or you may choose to “Select Script Locations”, which will allow you to choose which Script Locations you would like to create a Set for

This screenshot is identical to the previous one, showing the 'Sets' index page. The only difference is that the 'Select Script Locations' button in the 'Script Locations Not Assigned to a Set' section is highlighted with a red box.

Script Locations Not Assigned to a Set [+ Create Sets From Script Locations](#)

<input checked="" type="checkbox"/> Script Location	Scenes	Actual Locations
<input type="checkbox"/> EXT FOREST	1, 29, 37, 43, 44	Chestnut Hill Cafe
<input checked="" type="checkbox"/> INT COLE'S APARTMENT	1A, 9, 10, 21, 23, 24, 27, 30, 36, 38, 41, 42, 62, 68, 69	
<input type="checkbox"/> EXT COFFEE SHOP - PATIO	2	Chestnut Hill Cafe
<input checked="" type="checkbox"/> EXT COFFEE SHOP	2A, 52, 65	
<input checked="" type="checkbox"/> EXT COLE'S APARTMENT	3	
<input checked="" type="checkbox"/> EXT NIGHTCLUB NEW YORK CITY	4, 6	Chestnut Hill Cafe

Create Sets From Script Locations

Split	Set Name ▼	Scenes ▼	Reassign/Remove
	EXT Coffee Shop - Patio	2	
	EXT City Skyline	32	

Cancel
Create

After choosing which Script Locations to create into Sets, you will have the option to either Reassign/Remove the Script Location or to Split the Script Location. Splitting is utilized when Scenes have more than one Script Location that will require two (or more) Sets

Split EXT Coffee Shop - Patio into multiple sets.

Create a new set or select existing set for scene(s) 2.

Set 1

INT
EXT
INT/EXT
EXT/INT

OR

Select an Option

Coffee Shop

Set 2

INT
EXT
INT/EXT
EXT/INT

OR

Select an Option

Patio

+ Add Set

Cancel
Split

Enter in the name of each Set or Choose from the Drop-down. Once you've entered in the name, click "Split"

You will see that all Script Locations are now separated so that each Script Location will have its own Set. Hit “Create” and all of your listed Script Locations will be created in Sets

Split	Set Name	Scenes	Reassign/Remove
	EXT City Skyline	32	
	EXT Coffee Shop	2	
	EXT Patio	2	

Cancel Create

Another option to create a new Set is to click on “Add Set” from the Set Index page

Set Dec Search Scenes Sets Set Pieces More Gallery

Sets + Add Set

View By Set Type: All

Search by set number, name, or scene number

Set #	INT/EXT	Set Name	Type	Set Description	Script Location	Scenes	Actual Locations
	EXT	City Skyline			EXT CITY SKYLINE	32	Long Wharf Office
	EXT	Coffee Shop			EXT COFFEE SHOP - PATIO	2	Chestnut Hill Cafe
	EXT	Patio			EXT COFFEE SHOP - PATIO	2	Chestnut Hill Cafe
1	INT	Office	Standing		INT COFFEE SHOP	51, 64	

After hitting “Add Set”, you will be able to input a Set Number, Description, Choose which Script Location this Set is for as well as choose if this Set is a Location, Swinging or Standing. Hit “Create & Add Another” to continue creating Sets or simply click “Create”

Create Set

2 INT EXT INT/EXT EXT/INT

Elevator In Trading Building

Description

Script Locations

INT | ELEVATOR IN TRADING BUILDING

INT | BAR

EXT | BAR

EXT | BOAT ON THE WATER

INT | CAR

EXT | CITY SKYLINE

INT | COFFEE SHOP

EXT | COFFEE SHOP

EXT | COFFEE SHOP - PATIO

Type: Location Swinging Standing

Cancel Create & Add Another Create

Scenes: 1, 29, 37, 43, 44; 1A, 9, 10, 21, 23, 24, 27, 38, 41, 42, 82, 88, 89; 2A, 52, 65

Once you've created your Sets, click on the Set Name to view the Set Detail Page. This will be the page where you can add Photos such as Establishing, Continuity, Research and Showroom (for information on adding photos, please refer to pg. 23), as well as add Set Pieces. You can also add your Set Dates such as Prep, Load, Shoot and Strike by clicking on the + icon located next to "Set Dates". You also have the option of uploading PDF Documents to your Set such as POs that you can reference as you add your Set Pieces

EXT Patio

Type: Description

Set Dates: Prep 01/06/15, Load 01/12/15, Shoot 01/21/15, Strike 01/27/15

Establishing Photos, Continuity Photos, Research Photos, Showroom

View Gallery (1), Photos

Set Pieces

Name / Brand / Description	Type	Dimensions	Storage Location	Purchase Info	Asset #
Patio Chair Sunnyland Wick chair pieces		20.0 x 18.0 x 40		Buy	3

PDF Documents

You have not added any documents to Patio yet.

Upload Documents

Set Pieces

To begin, click “Create Set Piece” to begin adding Set Pieces to your Set. Add all relevant information, and hit “Create & Add Another” to continue creating Set Pieces, or hit “Create”

Create Set Piece

Name

Set Piece Description

Brand

Dimensions

Sets

Type

Purchase Info

Set Piece Storage Location

Actual Price

Wrap Box

Disposition

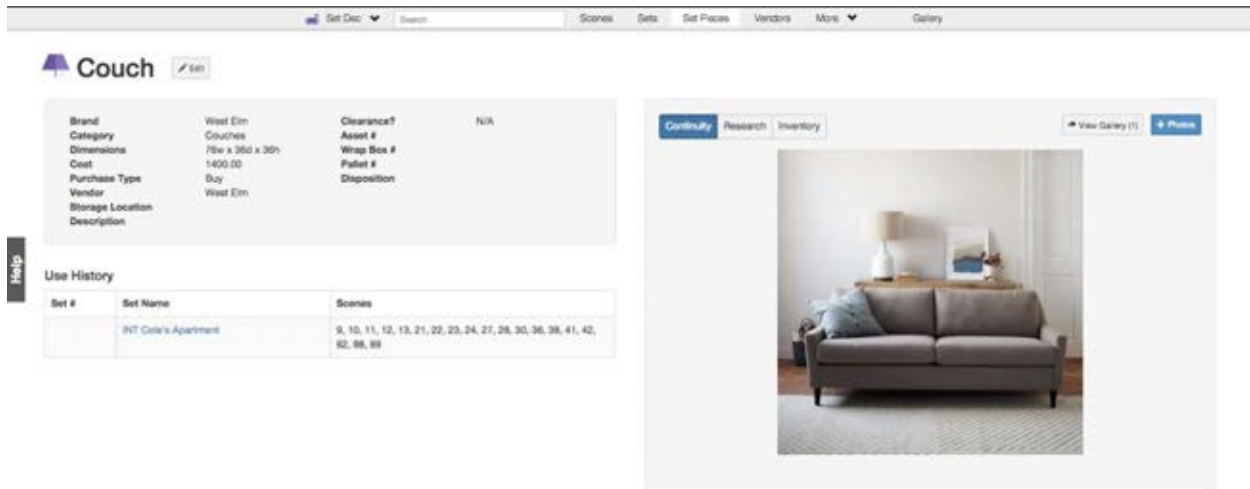
Asset Number

Pallet

Clearance

Once you’ve created your Set Piece, you can click on the name of the Set Piece to be taken to the Set Piece Detail Page.

Your Set Piece Detail Page is where you can edit your Set Piece information and easily add Continuity, Research or Inventory Photos (for more information on adding photos, refer to pg. 23).



Vendors

On the Vendors page, add all your vendor contact information and notes. To create a new Vendor, click Vendors from the grey navigation bar.



Create Vendor

Contact

Address

Notes

Cancel

Create & Add Another

Create

Once on the Vendor Index Page, click on "Add New Vendors" and enter all pertinent information and hit "Create & Add Another" to keep creating Vendors or hit "Create" to complete

Set Reports


From the Reports page (hover over “More” from grey navigation bar and click on “Reports”) you can generate a Set List report or an Asset Inventory List Report.

The Set List Report will breakdown all your Sets by Standing, Swinging, Location and Other and will include your Set Description as well as your Actual Location

Set List - 11/24/2014

Envisage

Blue



Print

SyncOnSet

Sarah Kurobe

Standing Sets

Set #	INT/EXT	Name	Description	Actual Location
1	INT	Office		


Location Sets

Set #	INT/EXT	Name	Description	Actual Location
2	INT	Elevator In Trading Building		

Other Sets

Set #	INT/EXT	Name	Description	Actual Location
	EXT	City Skyline		Long Wharf Office
	EXT	Coffee Shop		Chestnut Hill Cafe
	EXT	Patio		Chestnut Hill Cafe

The Asset Inventory List can be sorted by Asset Number, Price, or Purchase Type


Asset Inventory List -

Sort By Asset Number ▲

Sort By Asset Number
Sort By Price
Sort By Purchase Type

Generate Report

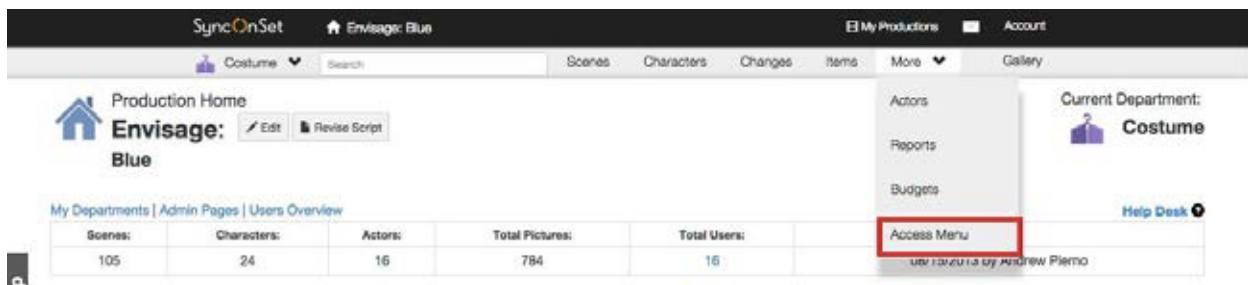
This Report will include your Asset Number, Piece Name, Description, Cost, Purchase Type, Location, Disposition and Set #s

Adding Team Members and Permission Levels

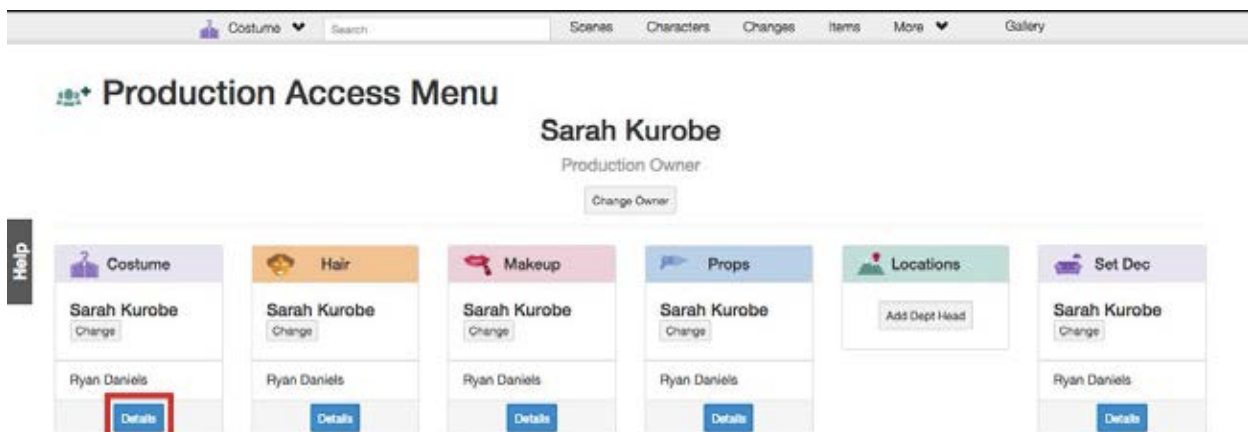
Sync OnSet was designed for collaboration: as a cloud-based tool, your whole team can access, view, and edit all of the photos and notes on your project. Understanding many project teams can be large, we have designed a specific set of permission levels to give you the choice of which information each user can view and edit.

Inviting team members to your production

To add new members of your team, navigate to your Production Homepage and scroll down to Production Access Menu. You can also hover over "More" from the gray navigation bar and select "Access Menu"



1. Select which Department you would like to add the User in and click "Details"



2. Select "Add User" [Note: Only Production Owners, Department Heads or those with "Add User" Perms will be able to add users into the Production]



3. Enter in the New User's Email or select an Existing User on Production and choose what permissions you would like to add for the User and hit "Next"


The screenshot shows the 'Add User To Costume' form. It has two main sections: 'New User' and 'Existing User on Production'. The 'New User' section has an 'Email' input field. The 'Existing User on Production' section has a 'Select A User' dropdown menu. Below these are two rows of permission checkboxes: 'Read Only?' and 'Edit Scenes & Characters?'. Each row has 'No' and 'Yes' buttons. The 'No' buttons are highlighted in blue. Below these are four more rows of permissions: 'Add Users', 'View Fitting Gallery', 'Budget Access', and 'View Actor Contact Info'. Each row has 'No' and 'Yes' buttons, with the 'No' buttons highlighted in blue. At the bottom right are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted in blue.

1. **Production Owner:** This is initially the user who created the Production and did the first Script Breakdown. This user will have the ability to add, change and remove Department Heads. The Production Owner will only have full access to the department that they initially chose in their Script Breakdown unless they are invited into a different department by a Department Head. The Production Owner also has access to Actor information and script admin access [can edit Scenes & Characters].
2. **Department Head:** The Department Head can add and remove users into their Department and also have the ability to manage all of their department's permissions.

3. **Department Access:** Giving a user department access allows them to view or edit photos, notes and breakdowns within a department. For each department there is a range of permissions:
 - **Read Only:** If yes, the user CANNOT make any edits or updates. User CANNOT add photos or tag photos.
 - **Edit Scenes & Characters:** If yes, user will be able to add, edit and remove Scenes and add, edit and remove Characters.
 - **Add Users:** If yes, user can invite other users to the production and send dashboard messages to producers/directors.
 - **View Fitting Gallery:** If yes, user can see all photos Tagged to "Fitting Gallery"
 - **Budget Access:** If yes, the user can see the Budget Tab and budgeted price for items
 - **View Actor Contact Info:** If yes, user can see the actor's contact information on the actor page

Inviting team members to your department

If you are given access to add users to your department from your Department Head, you can add users to your department from your department home page or from hovering over “More” and selecting “Access Menu”

You then enter in the users email and follow the instructions to set permission levels. To edit, select the  to change each user’s permission levels. These will update immediately, and can be changed as often as you need.

Production Dashboard

The production dashboard makes it easy and secure to share photos with Producers, Directors, ADs, and other members of the production for approval and collaboration.

Sharing Photos to the Dashboard

You can share photos to the Production Dashboard from any photo gallery.

1. Navigate to a photo gallery or department photo gallery
2. Click “Select Pictures to Share with Team”
3. Click the “Select All Pictures” to share entire gallery or select individual photos. The photos that are selected will be greyed out with a checkmark
4. Click the blue “Share” button in the top left of the gallery
5. Select the recipients for the photo – you can now send invitations to those team members that are not already signed up for Sync OnSet

Send Message

Select Existing User(s):

Send to team members who haven't started with Sync OnSet:

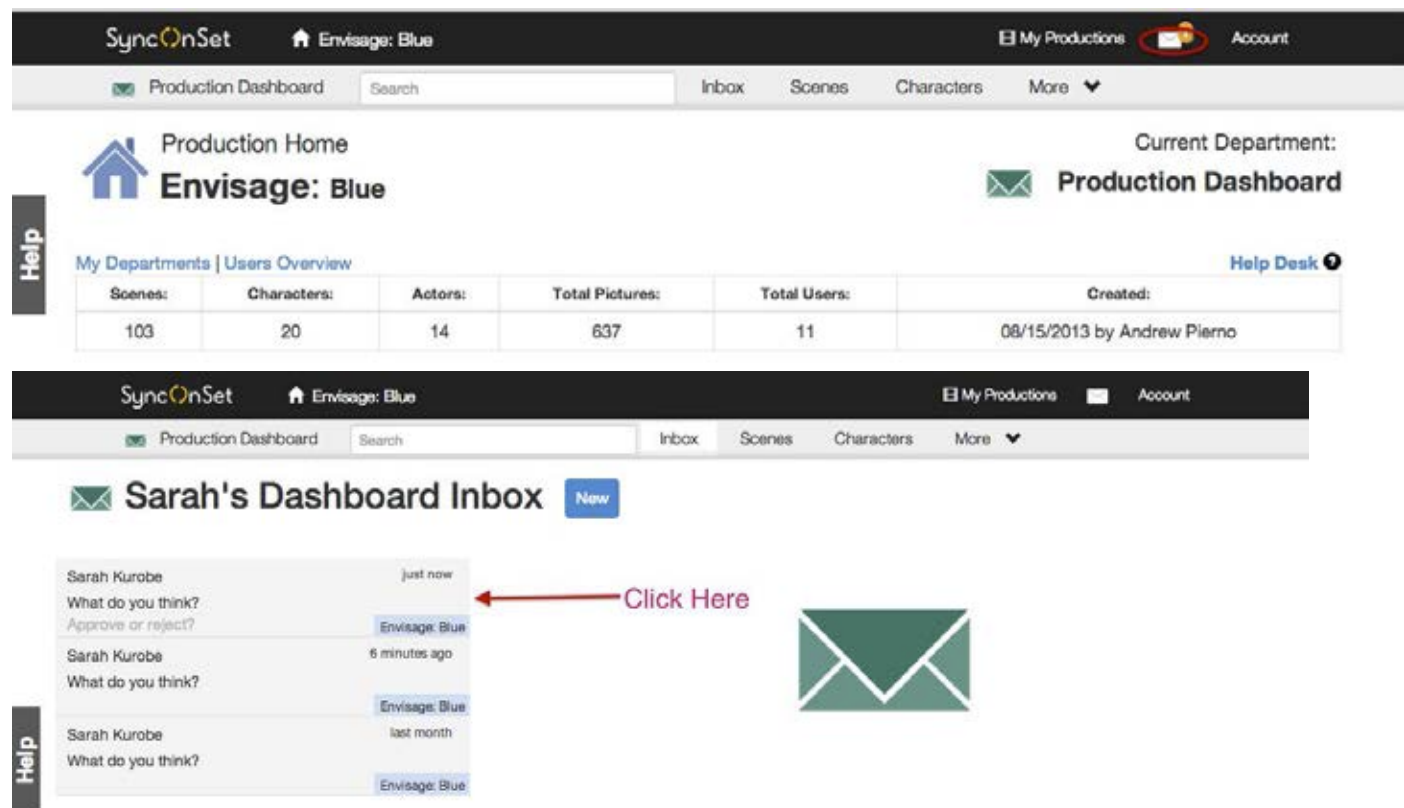
You can send dashboard messages to members of your existing team or to new team members outside Sync OnSet. When you send a message to a team member outside of Sync OnSet, they will receive a confirmation email that will allow them to create a password to securely view the invitation that you have sent to them.

Here is what a message form will look like:

Receiving Dashboard Messages

If a member of your production has shared photos and messages with you, you will automatically receive an email message notifying you of the new Dashboard update.

When you log in, you will notice a number next to the envelop in the Nav-Bar, indicating how many messages you have unread.



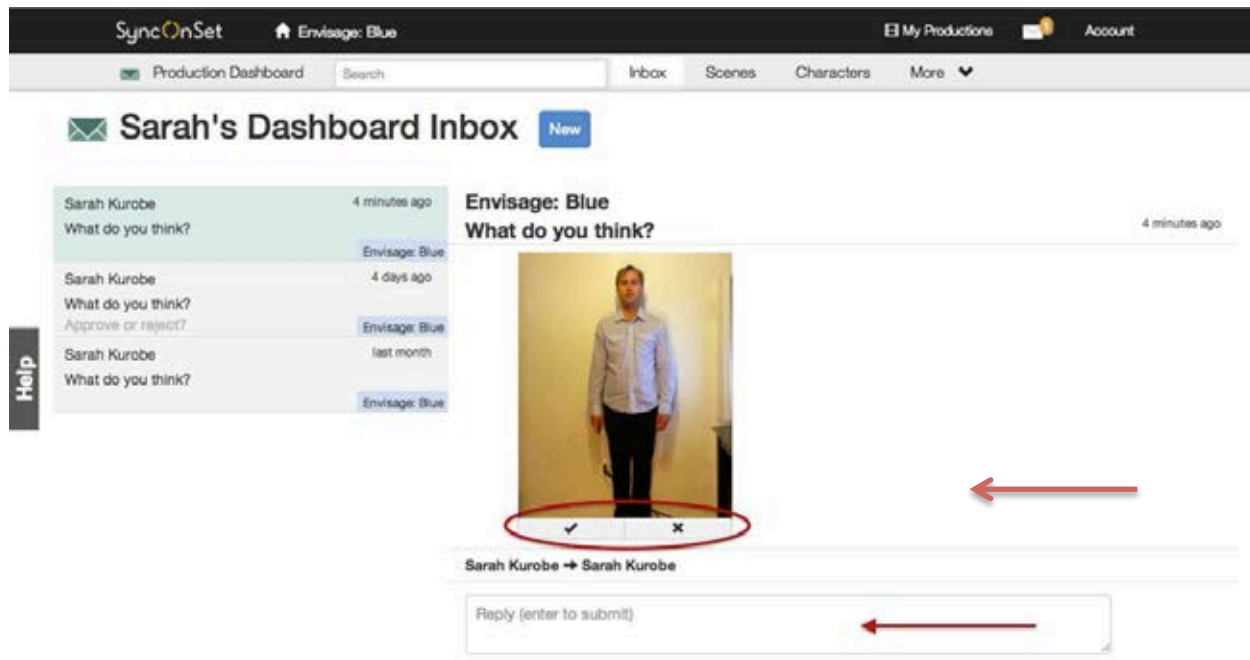
The screenshot shows the SyncOnSet Production Dashboard for 'Envisage: Blue'. The top navigation bar includes 'My Productions' and 'Account' with a notification icon (envelope with a number) circled in red. Below the navigation bar, the 'Production Home' section displays a table with statistics for the production.

Scenes:	Characters:	Actors:	Total Pictures:	Total Users:	Created:
103	20	14	637	11	08/15/2013 by Andrew Pierno

Below the statistics table, the 'Sarah's Dashboard Inbox' section is visible. It shows a list of messages from Sarah Kurobe to Envisage: Blue. A red arrow points to the first message with the text 'Click Here'.

Help Desk

The production dashboard shows all the albums you have sent or received. You can comment on the album by typing in the open text field:



Clicking on the album will reveal all the photos in the album. You can also view and add comments on each individual photo. To approve or reject a photo you can hit the check or X

iPhone, Android and iPad app

Getting Started with the Mobile App

To use the Sync OnSet iPhone, Android and iPad app, you need to first register online and set up your first production. Please refer to section 1 (Registering and getting started) and 2 (Creating your first production) of this manual. Once you have registered and created your first production, you can download the Sync OnSet app directly from the Apple App Store by searching "Sync OnSet" in the app store. You can also download from iTunes at this link:

<https://itunes.apple.com/app/sync-onset/id548827301?ign-mpt=uo%3D5>

After downloading the Sync OnSet app to your iPhone/iPad or Android, open the app and login using the same username and password you used when you registered.

When you first open Sync OnSet on your mobile device, it may take a few minutes for the app to download and sync all of your information from the web app. Once everything is synced, you will see the Episodics or Features that are available for you to view and edit. The following section in this manual will describe the navigation of the mobile app.

Navigating in the Mobile App

The home screen on the iPhone, Android and iPad gives you quick access to all of your Episodics or Features. For the iPhone/iPad, If you swipe from left to right, or press the button in the upper left hand corner you can access the main pages: Scenes, Characters, Changes, Items and Actors.

Mobile App Navigation by Page

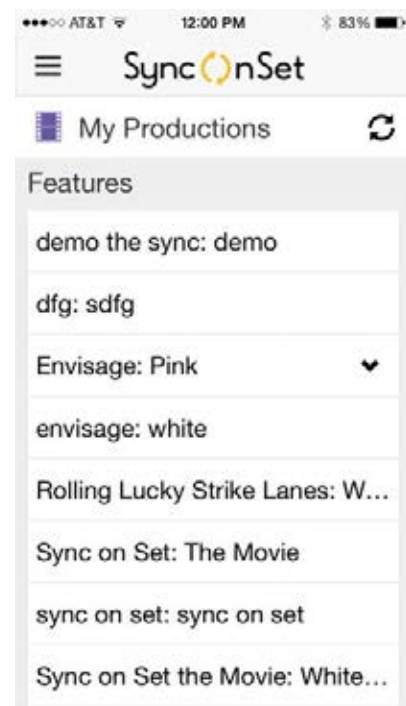
Login Screen

When you open the app on your iPhone, Android or iPad you will be prompted to enter your Username and Password. This is the same password from your Sync OnSet account on the web app. In order to login, you must have already created an account at www.SyncOnSet.com



My Productions

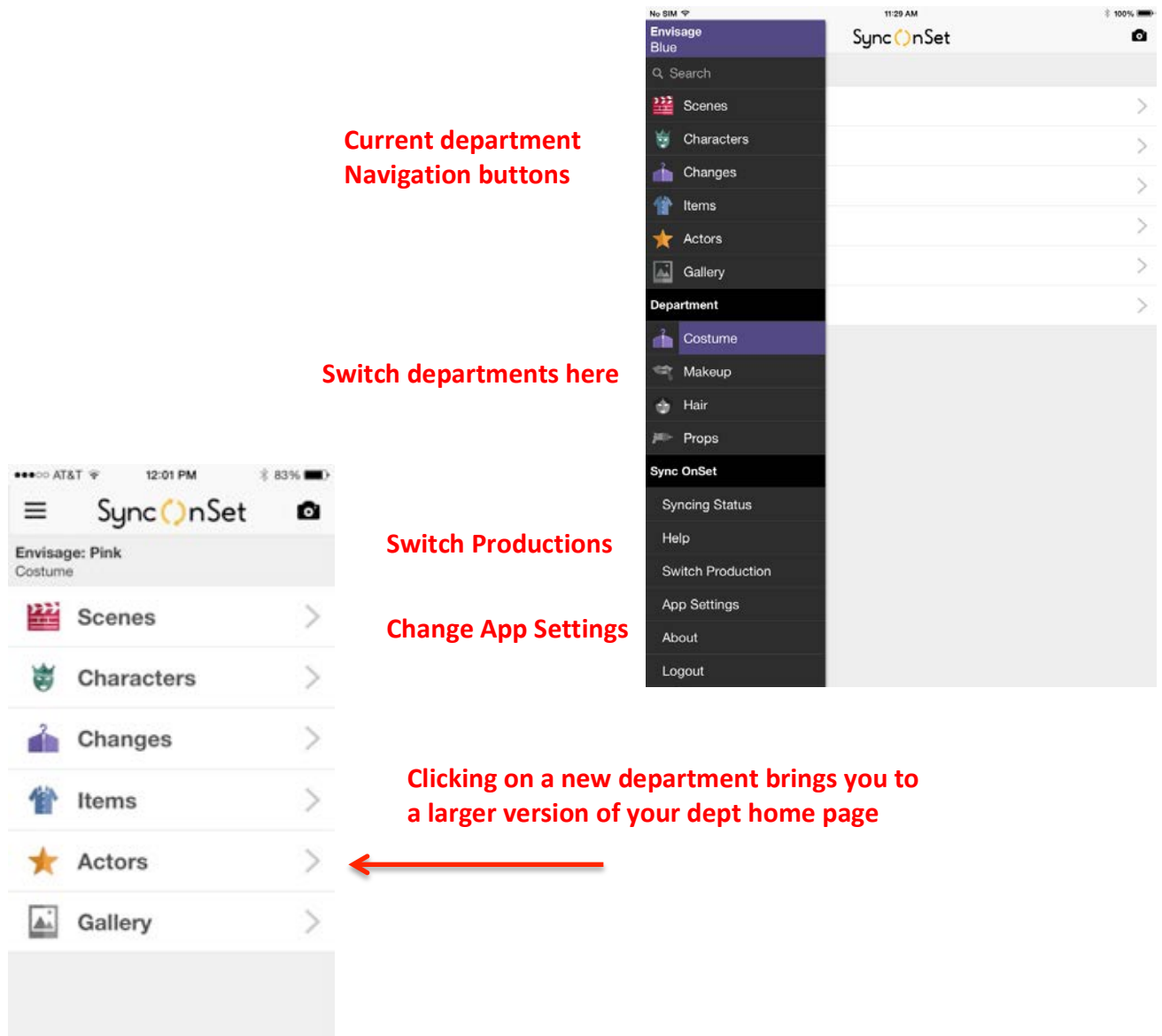
My productions is what you first see when you log into the app. This page has a list of every production you have access to. Just click the production you want to begin working on to get started. Below is an example of what you will first see when logging in:



Navigation Menu

The Navigation Menu is located on the left part of your mobile screen. To view it any point, simply swipe from off screen left to on screen right. From here you can view the Navigation for the department you are currently in on top, or select a new department from the department list located in the middle of the Navigation Bar.

If you select a new department such as Costume, Hair or Makeup, you will be brought to that department's navigation screen pictured below on the right. Here you have a larger version of the navigation bar on the left designed specifically for that department.



Department Index and Detail Pages

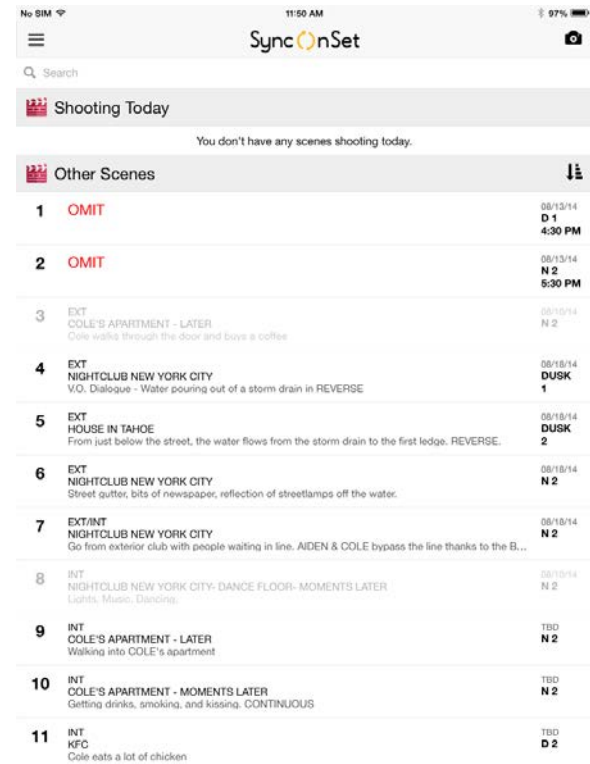
The mobile part of the manual is detailed for the costume department. If you are working in the Hair and Makeup departments, all the same actions apply, but with different names. For example, in Hair & Makeup, changes are called looks. In the Hair & Makeup departments there are not items, and therefore when tagging, you can only tag to looks in scenes.

Scenes Index

Similar to Sync OnSet's Web-app, the Mobile App lists the Scenes on the main Scenes Index page. To access this, click the Scenes button from the Navigation bar or from your specific department's home page.

All Scenes that you are shooting today will show up at the top under Shooting Today. Scenes that have yet to be shot or that are TBD will show up in black while Scenes that have already been shot will be gray and faded out.

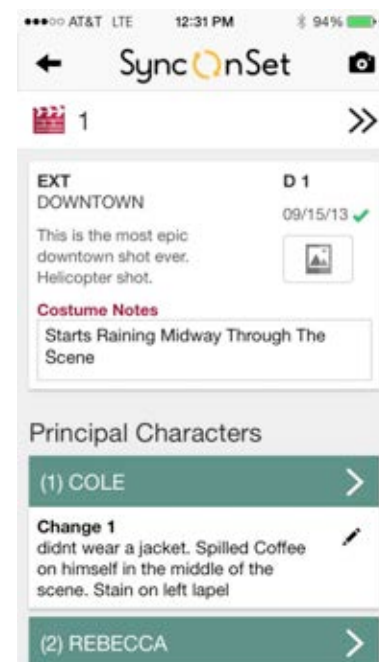
To search for a scene, press the search button.



Scene Detail

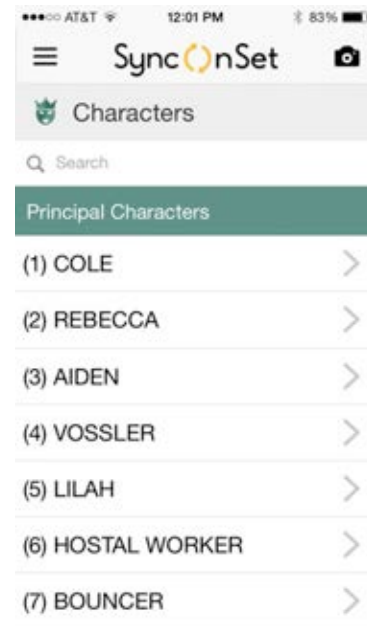
The scene detail page allows you to see details about the scene selected including script day, location, and a list of characters in this scene.

You can edit changes by clicking the "Edit Change" button and view the change detail pages by clicking on the change number you wish to view under the characters listed.



Character Index Page

Here you can view a list of all the characters in the production. To access this index, click on the Characters button in the Navigation bar or on your department home page. By clicking on a character you are brought to the character details page.



Changes Index Page

The changes index page allows you to see a list of all the changes created for this production. To access this index, click on the Changes button in the Navigation bar or on your department home page. Click on a Character's name and then their change to be brought to the changes details page.

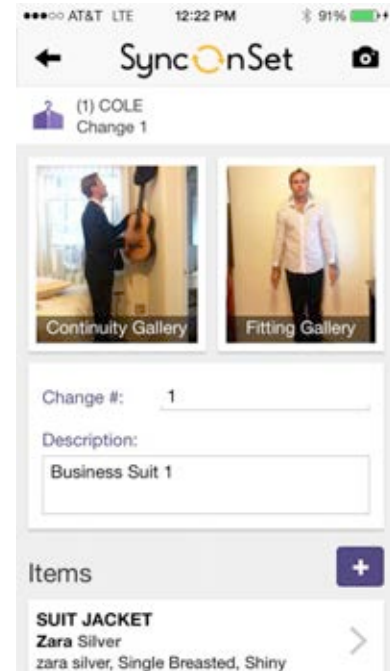


Change Details Page

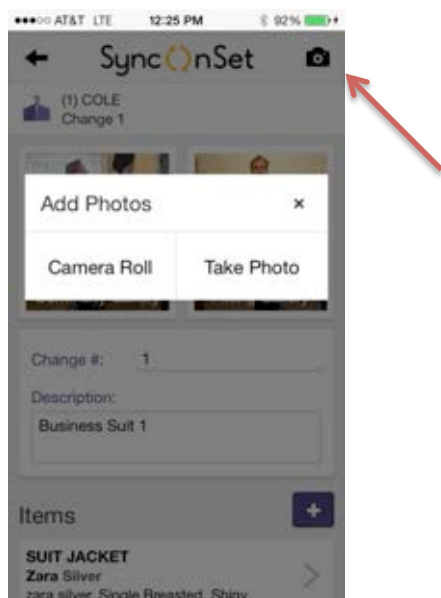
In the change details, you can view the Change and Fitting gallery for this change, the items associated with this change, and the scenes this change will appear in.

If you select the camera button in the upper right hand corner, you can add photos from your camera roll or take pictures right on the spot to tag them to this change.

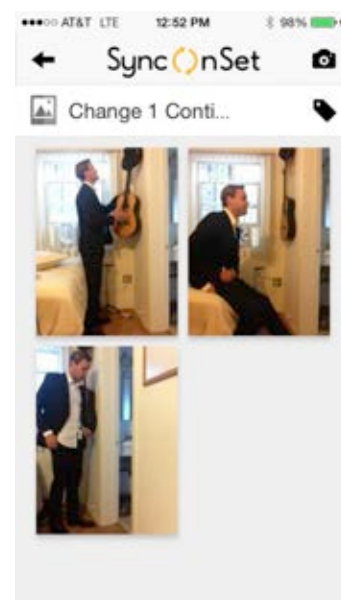
If you scroll down you can see the scenes this change appears in. Clicking into one of these scenes brings you to the scene detail page.



Clicking on the camera button allows you to add photos to this change, see below:



Clicking into the change gallery allows you to tag the photos in the gallery to specific scenes, see below:



Items Index Page

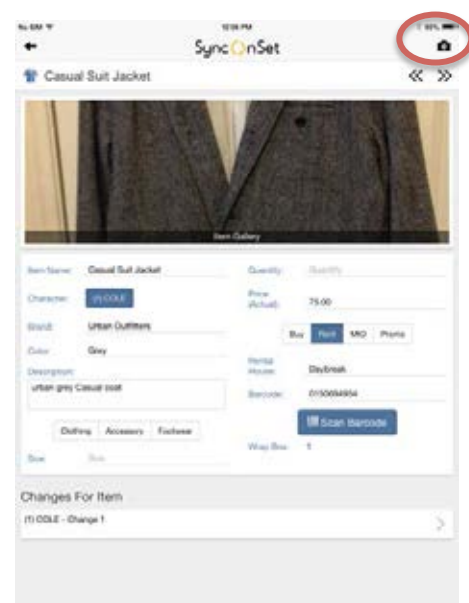
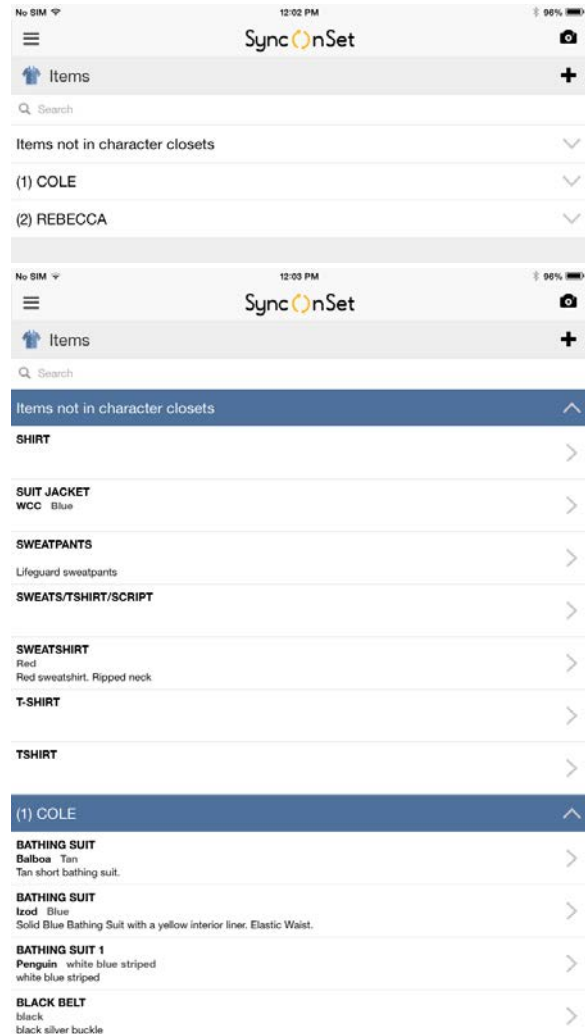
The items index page allows you to see a list of Character Closets. Once you click on the Character's name or Items not in Character Closets, you will see a list of all Items. To access this index, click on the Items button in the Navigation bar or on your department home page. You can create a new Item at any time by clicking on the + icon in the upper right corner beneath the camera icon.

By clicking on an item you are brought to the items details page.

Items Detail Page

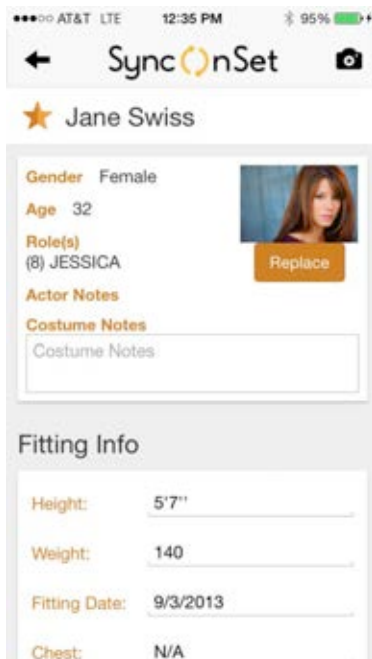
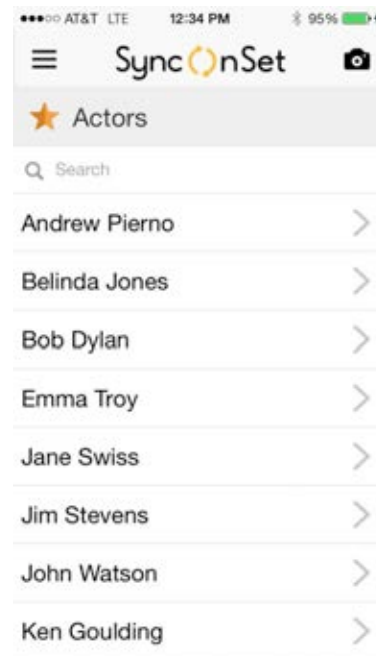
The items detail page gives you all the information about the item you selected. You can edit any of the fields and add as much information as you need, using the Description field to add detailed descriptions.

Select the camera button in the upper right hand corner to add a photo of this item and tag it right to the item on this page. You can select photos from your mobile device's camera roll or take a picture right on the spot.



Actor Index Page

The actor index page allows you to see a list of all the actors added for this production. To access this index, click on the Actors button in the Navigation bar or on your department home page. By clicking on an actor you are brought to the actor's details page.

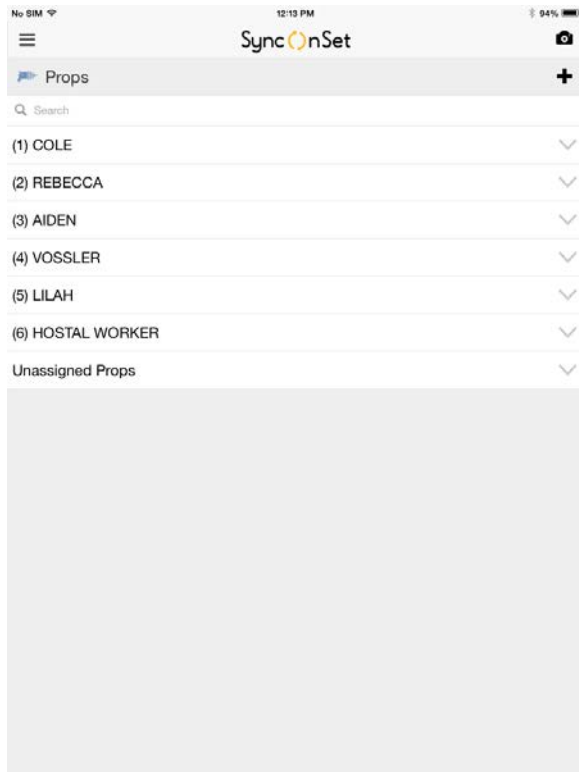


Actor Details Page

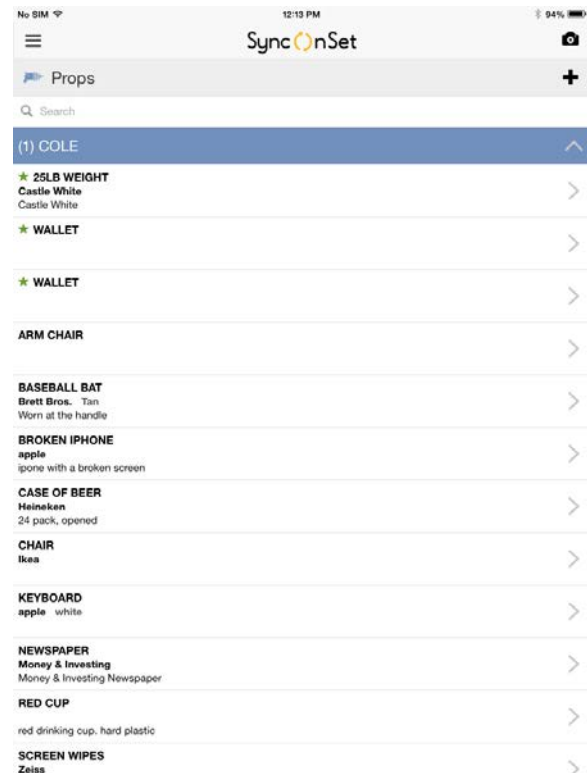
The actor details page gives you all the information about this specific actor, including a headshot for quick reference. You can add costume notes here as well as edit and view actor fitting information.

As you scroll down on the actor details page, you can view this actor's contact information, if you production admin has given you access to this information.

Prop Index Page



The prop index page allows you to see a list of each Character's prop closet. Clicking on the Character's name will show you the props added to that Character's closet. To access this index, click on the Props button in the Navigation bar or on your department home page. By clicking on a prop you are brought to the prop details page.



Prop Details Page

The props detail page gives you all the information about the prop you selected. You can edit any of the fields and add as much information as you need, using the Description field to add detailed descriptions. Below the Prop details you will also see a list of Scenes the Prop is in.

Select the camera button in the upper right hand corner to add a photo of this prop and tag it right to the prop on this page.

You can select photos from your mobile device's camera roll or take a picture right on the spot.

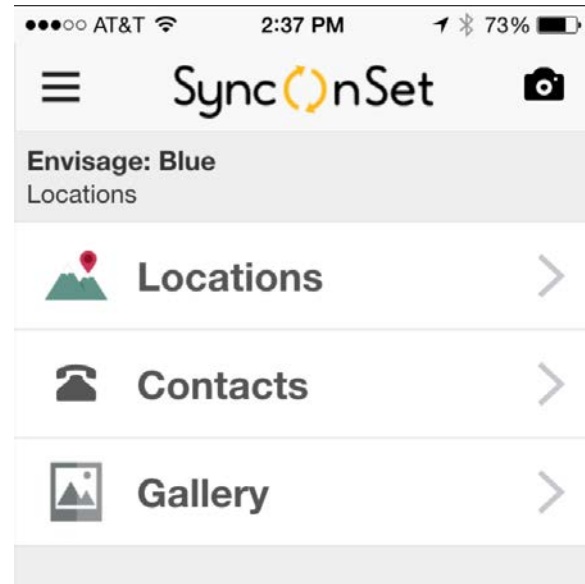
The screenshot shows the Sync OnSet mobile app interface. At the top, the status bar indicates 'No SIM', '12:15 PM', and '94%' battery. The app header shows a back arrow, the 'Sync OnSet' logo, and a camera icon. Below the header, the title '25lb Weight' is displayed with a double arrow icon to its right. A photo of two black weight plates is shown, with a 'Prop Gallery' label at the bottom. The main form contains the following fields and controls:

- Prop Name:** 25lb Weight
- Quantity:** 2
- Character:** (1) COLE
- Type/Source:** Rent (dropdown)
- Personal:** Yes (selected), No
- Rental House:** Rental House
- Description:** Castle White
- Barcode:** 2
- Check-Out:** (empty)
- Brand:** Castle White
- Check-In:** (empty)
- Color:** Color (dropdown)
- Scan Barcode:** (button)
- Established:** Yes (selected), No
- Price (Actual):** 32.00
- Storage Location:** CBS Warehouse (with a close button 'X')
- Price (Budget):** 40.00
- Size:** Size/Dimensions (dropdown)
- Wrap Box:** + New (button)

At the bottom, there is a 'Scenes' section showing a list with '2' and 'OMIT' (in red). The bottom right corner displays the date and time: '08/13/14 N 2 5:30 PM'.

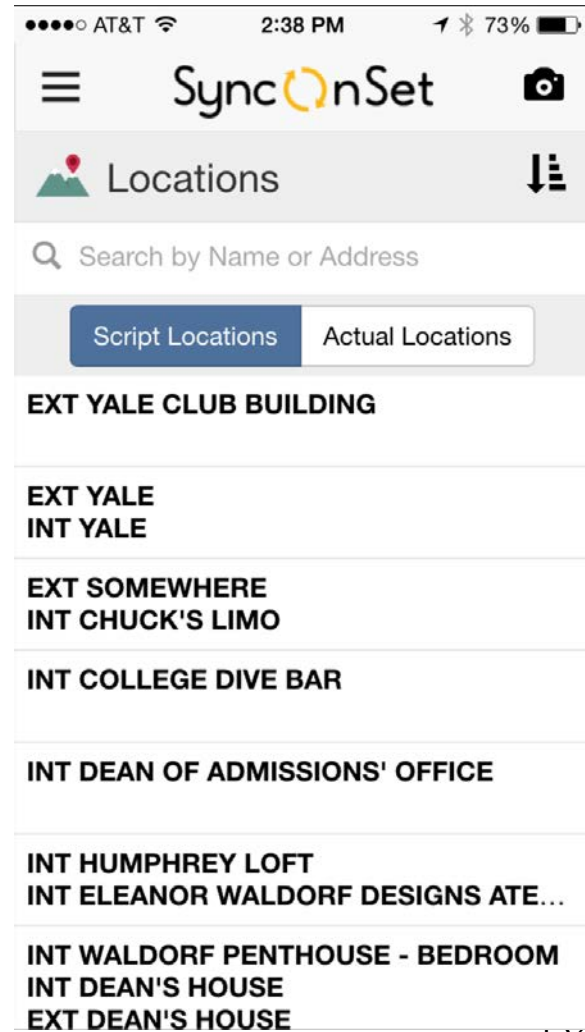
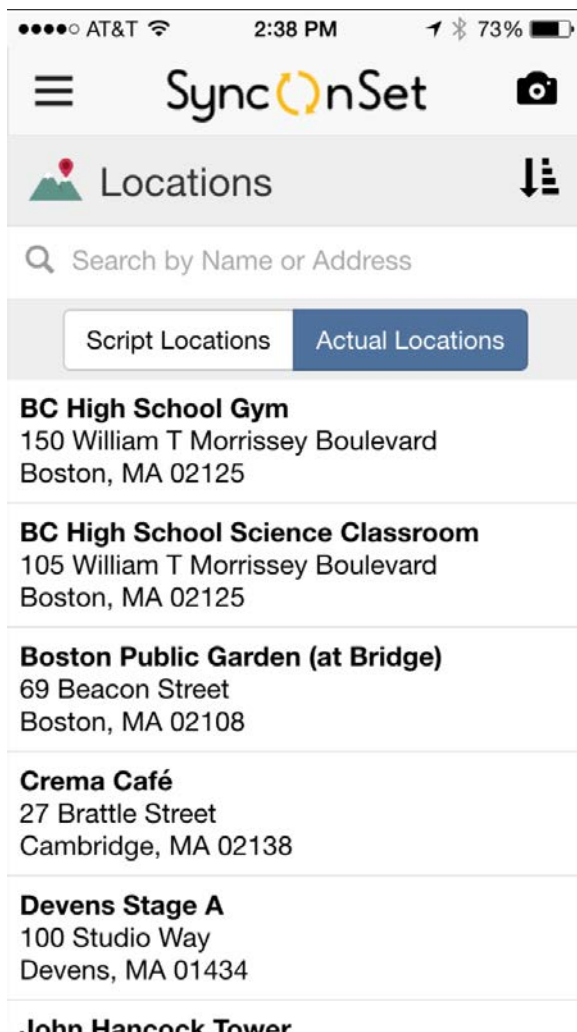
Locations Index

The Locations Index page allows you to see the Locations (both Script and Actual), Contacts and your Locations Gallery



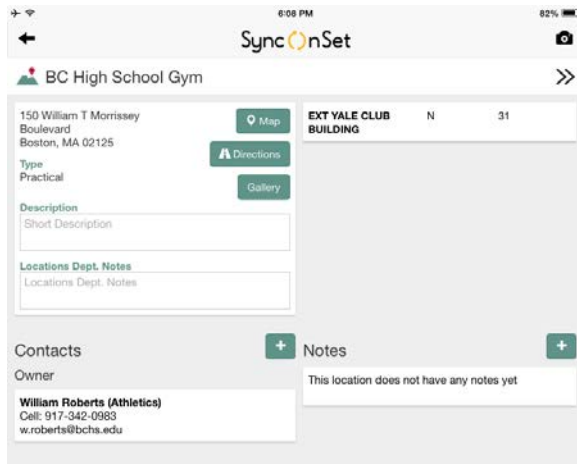
Script Locations

Once you click on "Locations", you can view either your Actual Locations or your Script Locations



Locations Detail Page

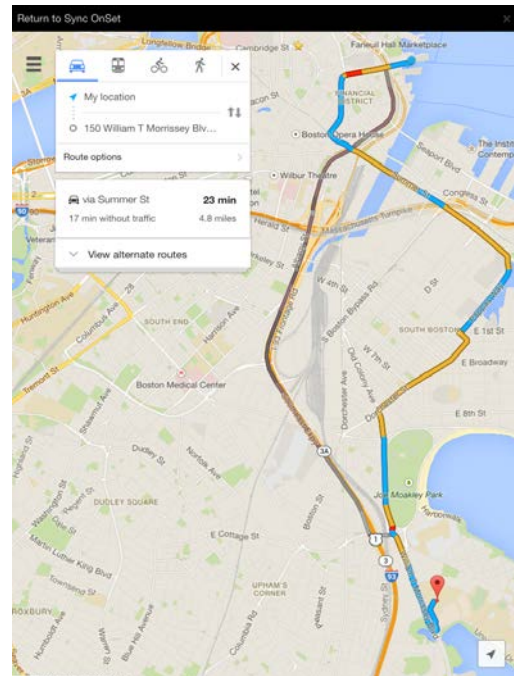
By tapping on an Actual Location, you will be taken to the Actual Location Detail Page



From here, tap on Map to be taken to the Google Maps app to see where your Actual Location is

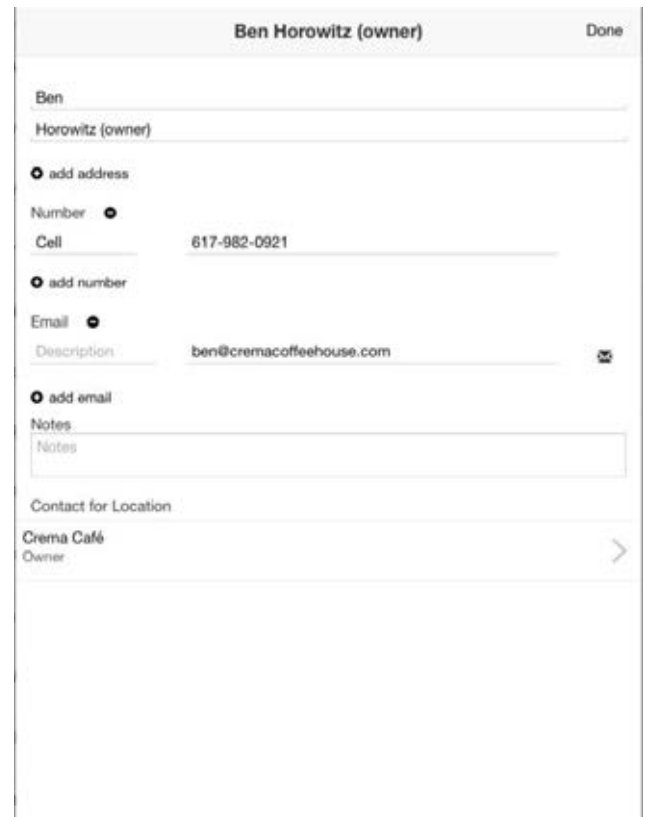
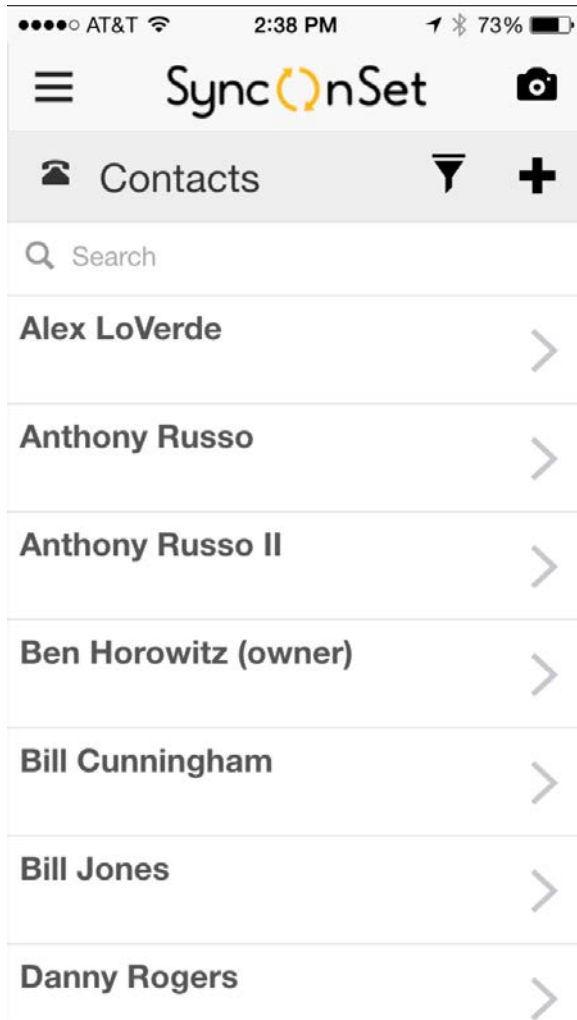


By tapping on Directions, you will be taken to the Google Maps app that will show you Directions to your Actual Location



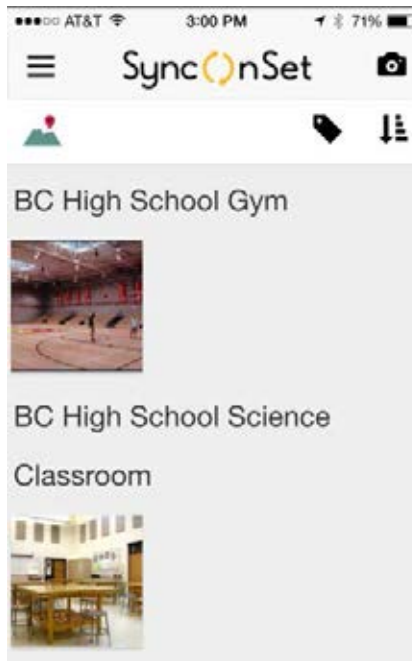
Locations Contacts

Tapping on “Contacts” will take you to your Contacts Index page where you will see an address book of all of your Locations Contacts. Select a Contact to see their information



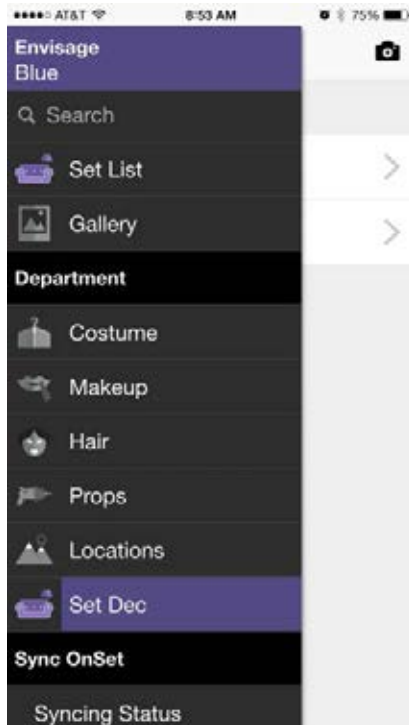
Locations Gallery

Tapping on “Gallery” will take you to your Locations Gallery where all of the photos of your Actual Locations are stored

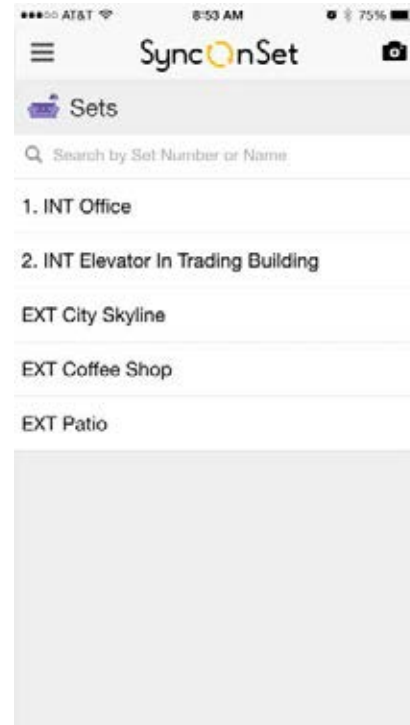


Set List

In Set Dec Mobile, the Set Index Page is referred to as the Set List.

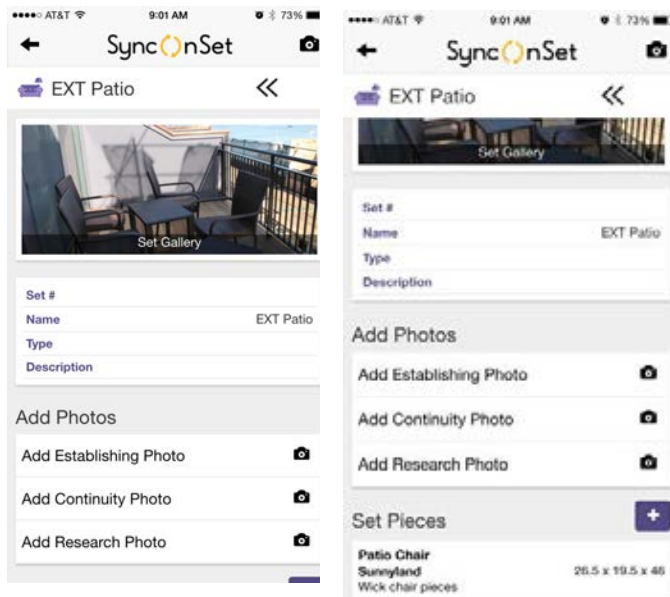


Once you tap on Set List, you will see all of your Sets that you have added



Set Detail Page

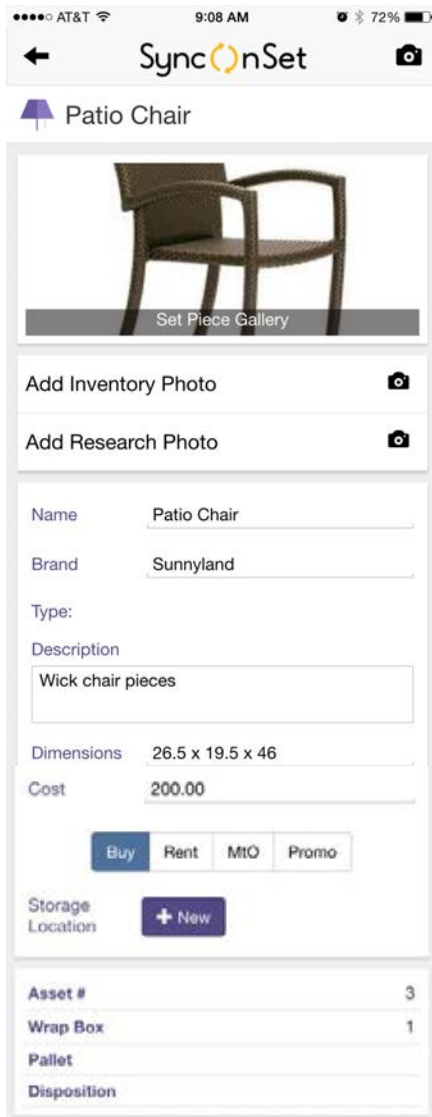
Once you click on the Set Name, you will be taken to the Set Detail Page



This page will include all relevant information to the Set as well as Photos and Set Pieces. Easily add Establishing, Continuity or Research Photos from this page

Set Piece Detail Page

Tap on the Set Piece name to view your Set Piece Detail Page



AT&T 9:08 AM 72%

SyncOnSet

Patio Chair

Set Piece Gallery

Add Inventory Photo

Add Research Photo

Name: Patio Chair

Brand: Sunnyland

Type:

Description: Wick chair pieces

Dimensions: 26.5 x 19.5 x 46

Cost: 200.00

Buy Rent MtO Promo

Storage Location: + New

Asset #: 3

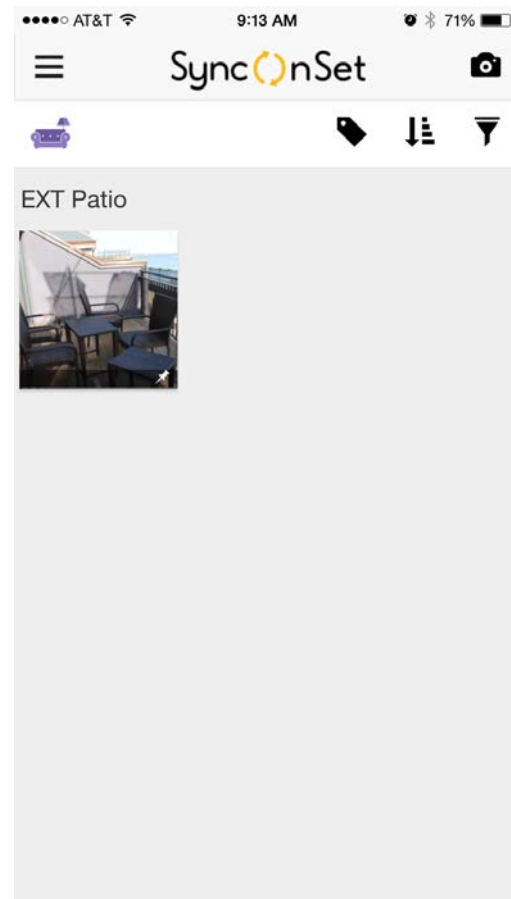
Wrap Box: 1

Pallet:

Disposition:

Set Gallery

The Set Gallery includes all Continuity and Research Photos- you can sort either By Set or By Scene



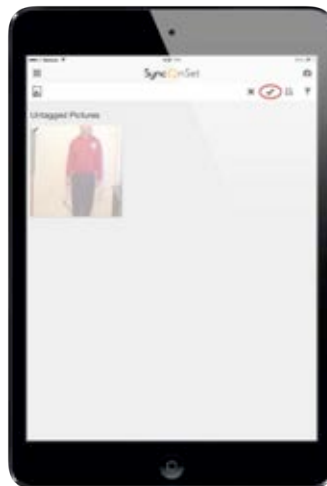
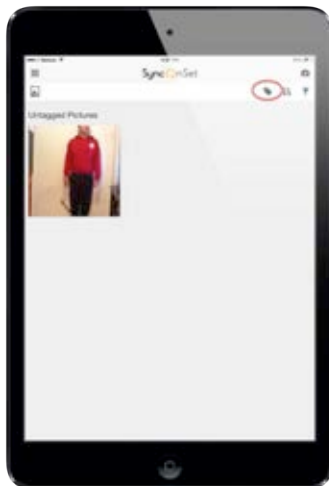
Gallery

The gallery allows you to add photos on any page to tag later. The camera button in the upper right hand corner of each page allows you to add pictures at any time. Except for the change and item detail pages, this button will automatically send photos to this gallery to tag later.

If we click into the gallery on the navigation bar we can begin tagging these untagged photos.

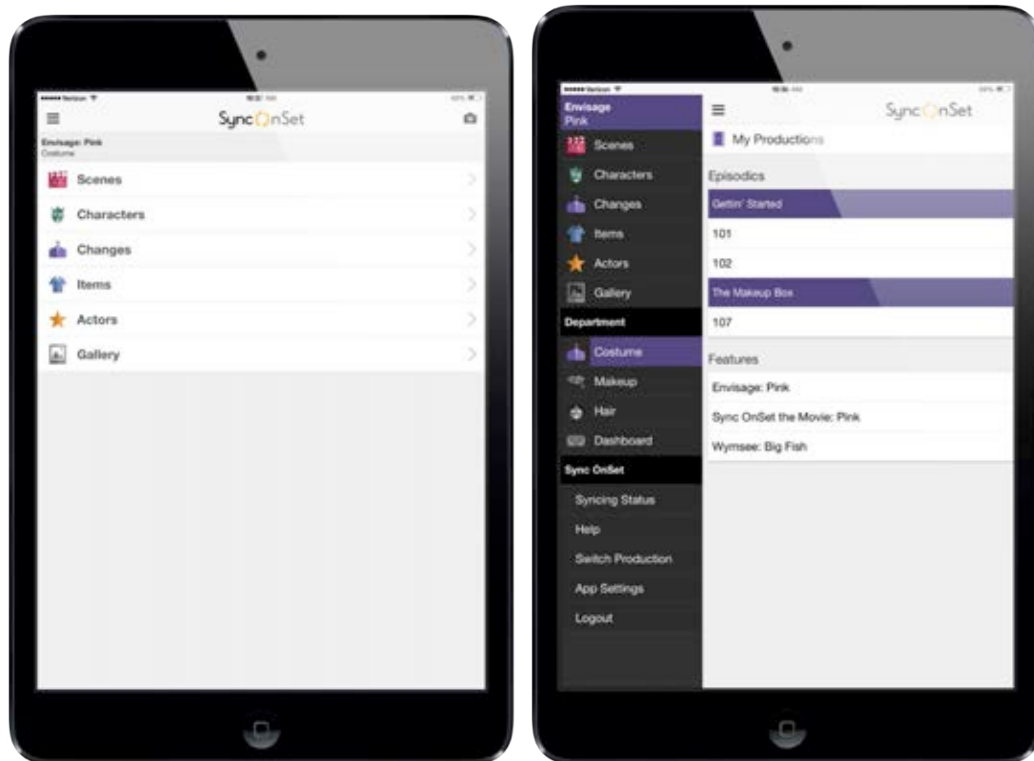
How to Tag:

1. Select the tag icon (circled in red) to start tagging.
2. Select the photos you would like to tag in bulk.
3. Select the check icon (circled in red) to tag the photo
4. From here choose if the photos are for a scene, character, change or item and then continue to select the fields to tag this photo to the specific scene, character, change or item.
5. When you are done, click "Done" to save.



iPad App Navigation

The iPad app navigation is very similar to the navigation for the iPhone. Most, if not all your questions regarding how to use Sync OnSet on your iPad can be answered by referencing the iPhone section of the product manual. The home page provides quick access to all the main pages: Scenes, Characters, Changes, Items and Actors. You will notice the similarities in the examples below:



Taking Photos from iPhone/iPad/Android app

Taking photos directly from the Sync OnSet app allows you to quickly take a continuity or fitting photo and automatically tie it to a specific Change or Item. Due to performance reasons, we restrict the size of the photos taken within the app to 940 x 640 pixels.

Syncing

The iPhone, Android and iPad app can be used offline. To sync and share your changes with the rest of the team, you need to connect to the Internet.

Here are a couple ways to ensure you are syncing correctly:

1. Sync OnSet automatically will attempt to Sync if it is connected to the Internet while you click around the app. You can see the Syncing logo spinning at the top while this is occurring.
2. You can click the Sync OnSet logo at the top of the screen to initiate a sync immediately if you are connected to the Internet.
3. If you would like to see the last time you synced, you can check this by accessing the Syncing Status setting on the Navigation menu (just swipe from left to right at anytime and scroll down to "Syncing Status"). Here you can see changes from your last sync as well as a time stamp of your last successful sync. You can also see how many Pictures you have to download and how many Pictures you have to Upload as well as your App Version, User ID and Production ID. If you would like to sync from this screen just click on the "Sync Now" button in the middle of the screen (see below).



If you delete the app off of your device prior to syncing all of your data, you will lose all of your recent changes. Therefore, be very careful when deleting the app off of your iPhone, Android or iPad. Check to make sure the label on the home page says "Everything on your [iPhone/Android/iPad] is synced!" before deleting. You may also want to check that your recent changes appear on the web-application. If you do not see recent photos or changes that you made on your iPhone/iPad/Android on the web-application, then you have not synced properly. If you run into any syncing errors, please notify us immediately.