

**User Manual**  
Reel-Scout™ Version ~~8.0~~ **5**

**Film Location & Project  
Management On-Line Solution**

Georgia Film, Music & Digital  
Entertainment Office (GFMDE)

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## What is Reel-Scout™?

Developed specifically for the Film Commission Office, Reel-Scout™ is a digital film library that is fully integrated with project and client management. It is driven by a web-based response system.

The application stores each location's description and profile as well as associated contact information. It then combines a comprehensive contact management system containing project and client data with the digital library to create online, customized, URL "packages." These packages are accessed by the location scout and production studio representatives via a short, personalized email message — thus avoiding the transmission of large image files and text descriptions.

Reel-Scout™ is an easy-to-use, yet sophisticated film location management solution designed to help film commissions leverage proven technology to respond faster and more accurately to the specific needs of its clients all while making themselves an integral part of the site location process.

## Reel-Scout™ Benefits

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- Reduces the response time from 3 - 4 days to 3 - 4 minutes
- Develops the relationship with the location scout faster
- Saves hundreds of dollars in postage annually by sending only the "agreed-upon" locations
- Saves hundreds of hours of staff time annually in administrative tasks
- Cross-references all images in dozens of ways (by name, by county, by city, by type, by period, etc.) for easy searching
- Cross-reference projects with clients and clients with projects
- Accessible anytime, from anywhere
- No software installation required for location scout

DIGITAL LOCATIONS LIBRARY	Extensive cross-referencing and search capabilities
CLIENT MANAGEMENT SYSTEM	Cross-referenceable with projects
PROJECT MANAGEMENT SYSTEM	Cross-referenceable with clients
WEB-BASED RESPONSE SYSTEM	A unique "URL" for every individual request
PRINTER-FRIENDLY ON-LINE PORTFOLIO	Packages print like brochures
COMMISSION-SPECIFIC BRANDING TOOL	Your logo on every on-line package
NEW SPONSORS & ADVERTISING REVENUE	Customized links sent with each on-line package

## Reel-Scout™ Technical Specifics

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Reel-Scout™ is a web-based application written using Microsoft technologies (IIS, ASP.NET, AJAX, HTML, JavaScript) with a Microsoft SQL Server 2008 relational database engine. Reel-Scout™ is architected as an N-tier system with ASP.NET running on the .NET Framework 3.0. The application is best viewed in Mozilla Firefox 3.5, Google Chrome 6.0, Apple Safari 5.0 or Internet Explorer 8.0 or higher. Uploading images will require that the Adobe Flash 10.0 or higher be installed.

# Starting Reel-Scout™

To access Reel-Scout™, go to <http://filmimages.itt.state.ga.us>. Access to the application is on a user-assigned basis only. Initial User Logins and Passwords have been created for current staff and affiliates of the Georgia Film, Music & Digital Entertainment Office (GFMDE).

**Georgia USA**

**Login**

username \*

password \*

[forgot your password?](#)

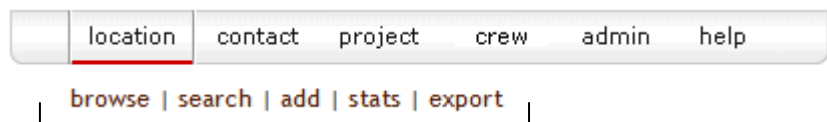
Don't have a Reel-Scout™ account?  
Click the email link below and request access from the Film Office or click [www.reel-scout.com](http://www.reel-scout.com) for more information.

**New Users:**  
Please enter in your user name and password provided by the Film Office. If you have any problems accessing the system, email [support@reel-scout.com](mailto:support@reel-scout.com).  
Unauthorized access is prohibited.

Georgia Film, Music & Digital Entertainment Office  
Lee Thomas, Director  
Craig Dominey, Senior Film Location Specialist  
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powered by **reelscout**



There are several major components of the Reel-Scout™ system:

1. **Locations** - Simplifies all aspects of location library management. Location information and images can be easily added and updated.
2. **Contacts** - Stores the contact names and relevant information in a confidential, centralized, shared location to allow for easy and single point of entry for contacts that typically interface with the Film Office in more than one capacity.
3. **Projects** - Captures the prospects and productions that the Film Commission has dealt with in various capacities. Production information can be tracked in as much or as little detail as the Film Commission has/requires.
4. **Crew (optional)** - Organizes a production directory listing of all local crew and support services based on the registrations of individuals and companies on-line from the Film Commission's website.

**NOTE:** Each major component has a **subnavigation**, or sub-components, below the component selected. These components and their related sub-components are described in detail in the following sections. When selected, the appropriate component will be underlined in red.

# Locations

Locations constitute the foundation of Reel-Scout™. The application stores location information, location contact information, and photos. After logging on, you are taken directly to the Location screen. From here, you can enter new locations, edit existing locations, add pictures, search for locations, and view location statistics.

## Navigating the Location screen

This interactive screen has several features that allow you to sort and find locations quickly. Here is a brief description of how they work.

### Browse Locations

The screenshot shows the 'Browse Locations' interface. At the top, there are three dropdown menus for 'category', 'subcategory', and 'county', all currently set to 'all'. Below these is a sorting bar with the text 'sort results by location name | file opened date | last modified date'. To the left of the sorting bar is an 'action...' dropdown menu with a blue arrow button next to it. The 'action...' menu is open, showing options: 'action...', 'assign to group', 'approve (show public)', and 'unapprove (hide public)'. To the right of the sorting bar is a search bar with the text 'check all | clear all' and a search icon. Below the search bar is a navigation bar with the text '#|A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R|S|T|U|V|W|X|Y|Z|All|' and '<< prev 1 | 2 | 3 | 4 | 5 | 6 | 7 next >>'. Annotations include a circle around the 'category' dropdown and an arrow pointing to the 'Narrow Results by' section, and another circle around the 'All' link in the navigation bar and an arrow pointing to the 'Search by alpha' section.

### Narrow Results by

Clicking into any of the fields from the following list will sort all the locations by that attribute. The other fields will automatically default to 'all' because only one sorting selection can be selected in the view at a time.

**Category** - The film industry's standard classifications assigned to each location. Each location can have more than one category assigned to it, thus it may be listed more than once.

**Subcategory** - Depending on the category selected the appropriate subcategories available will be displayed. Each location can have multiple subcategories assigned to it as well.

**County** - The county in which the location geographically resides.

### Search by alpha

Clicking a letter will narrow the sort only to those records that start with that letter. For example, if the locations are sorted by category = 'Businesses', clicking the letter C will list a location such as **Capitol City Cleaners** which is identified as a 'Business'. Clicking **All** will show all records in alphabetical order by the sort (name, category, or county).

### Sort Results by

The listing of locations displayed can be sorted: 1) Alphabetically by *location name*, 2) Chronological order by *file open date*, or 3) Reverse chronological order by *last modified date*.

### Action...

The *action...* dropdown field allows the user to take a specific action on multiple locations at a time. The actions currently available include: 1) *Assign to Group*, 2) *Approve* (show public), and 3) *Unapprove* (hide public). In order to run the actions, the user simply clicks the checkboxes beside each location, selects the action to be taken in the dropdown field, and clicks the blue arrow button.

Prev | Next


Clicking on these words allow you to page backwards (prev) and forwards (next) through the list of locations. The application currently displays five location listings per page for ease of viewing.

YOU CAN ALSO USE YOUR  
WEB BROWSER BACK BUTTON  
TO MOVE TO A PREVIOUS  
SCREEN OF LOCATIONS


### Location Title

Each location's title is listed next to the first photo of the location and appears underlined when you hover or cursor over the record. By clicking on the location title, you can view the detailed location information.


results 1 to 15 of 68 | view 15 | 25 | 50 per page




☐ **123 Main Street** edit  
Old Center, Panola, TX (North East)  
categories: ACCOMMODATIONS - Resorts




☐ **Abington House** edit  
Austin, Travis, TX (Austin area)  
categories: ACCOMMODATIONS - Inns; AGRICULTURE - [General]; AGRICULTURE - County / State Fairgrounds ; HOUSES - Mansions / Estates



☐ **Arena at Harbor Yard** edit  
Dallas, Dallas, TX (DFW area)  
categories: RESTAURANTS - Up Scale; SPORTS - Arenas / Stadiums



☐ **Bahia Grande** edit  
Port Isabel, Cameron, TX (Valley)  
categories: LANDSCAPES - Desert / Sand Dunes; LANDSCAPES - Plains



☐ **Bay Hill Lodge & Golf Course** edit  
Dallas, Dallas, TX (DFW area)  
categories: ACCOMMODATIONS - Resorts; SPORTS - Golf Courses

## Finding a Specific Location

One of the powerful features of Reel-Scout™ is the ability to find places quickly that meet the location scout's criteria.

1. Click **search** option under the **location** from the menu list. Note that clicking the location button itself on the gray bar defaults to the browse option.

Welcome, Sarah | logout  
package: none selected

location | contact | project | crew | admin | help

browse | **search** | add | stats | export

In the **Search Locations** window, type in your search criteria. The search page allows for a multitude of combination of search terms.

- a. **Search Locations (free-form text).** The text entered here is used to search the following: matching category, subcategory, style, keyword, OR location name. Values entered in this field are used to apply partial text matching - in other word, a search for 'MAR' will return: Location name = 'Marriott Austin'; Location name = 'Delmar Beach'; Category = 'Markets'; Style = 'Italianate Marble'.
- b. **Category.** Category searches are the most popular search criteria because the results are standardized and most reliable. Once the selection is highlighted, the arrow button pointing downward will add the selection to the location record. The upward arrow button will remove the selection from the location record. Hold down the CTRL key while clicking to select more than one category and then click the arrow button. If desiring all locations that are identified to the main category, regardless of subcategory, select the main category-[general]. Use the [search categories](#) link for assistance with searching the categories database.

**Search Locations**

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**Advanced Search**

available categories ([search categories](#))

ACCOMMODATIONS - [general]

ACCOMMODATIONS - Bed & Breakfasts / Inns

ACCOMMODATIONS - Cabins

ACCOMMODATIONS - Hot Springs - Developed

ACCOMMODATIONS - Hotels

ACCOMMODATIONS - Motels

ACCOMMODATIONS - Resorts / Lodges

ACCOMMODATIONS - Summer Camps

AGRICULTURE - [general]

AGRICULTURE - Barns & Silos

selected categories

location name

location id#

photo id#

- c. **Location Name** is a free-form field. Searching in this field can be partial for the initial letters and words of the title of the location. In other words, searching for location name = 'mar' will return all locations whose name begins with 'mar' (e.g., Market Square in Monroe County) as well as location names containing 'mar' (e.g., Lohmann's Marriott at Central Market). An entry in the location name field will also check for values in AKA name.



- d. **Location ID#** and **Photo ID#** are also free-form fields. However, they require exact character searching.
- e. **Address** is a free-form search field. Results will be pulled for all locations whose Address1 or Address2 fields match the search criteria.
- f. **Region** and **County** fields are single-select drop-down search fields. A value of 'All' returns locations that meet all the criteria selected, regardless of the region or county in which they reside. Note that when a county is selected, the screen immediately refreshes and the corresponding region is displayed. The **City/Town** field is a free-form search field. However, it requires exact character searching
- g. **Within Zip Code** is a single-select field that allows the user to select from 1, 5, 10, 20, 50, and 100 miles from any specified US-based zip code.

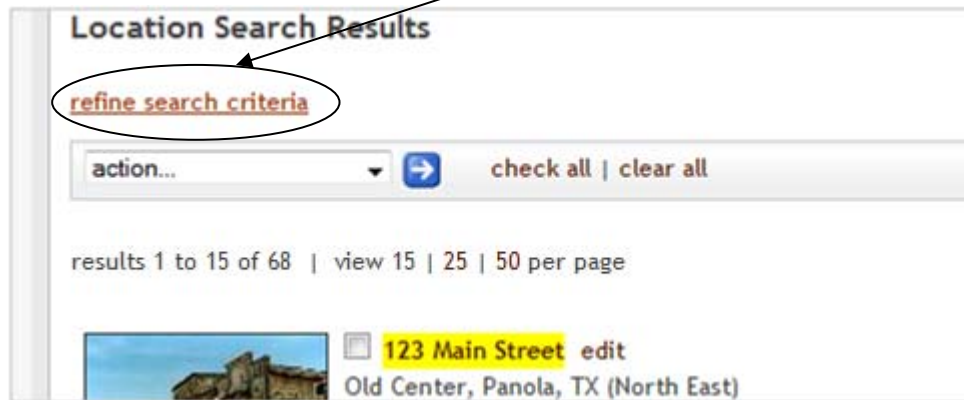
The screenshot displays a search interface with the following fields and options:

- location name**, **location id#**, **photo id#**: Free-form text input fields.
- address**: Free-form text input field.
- region**, **county**, **city/town**: Single-select drop-down menus, all currently set to 'all'.
- within**: Single-select drop-down menu set to 'any distance'.
- of ZIP code**: Free-form text input field.
- style**, **keyword**: Single-select drop-down menus, both currently set to 'all'.
- last scouted for**, **last scouted by**, **filmography**: Free-form text input fields.
- last modified by**: Single-select drop-down menu set to 'all', followed by 'from' and 'to' date range input fields.
- sort by**: Radio button options for **location name** (selected), **region**, **category**, and **last modified date**.
- photos**: Radio button options for **all locations** (selected), **only locations with photos**, and **only locations without photos**.
- approved**: Radio button options for **all locations** (selected), **only approved locations**, and **only unapproved locations**.
- search**: A button with a blue arrow icon.

- a. **Style** is a single-select search field that defines the architectural period or style that is attributed to a location. Use the blue arrow buttons to move selected values to the right side search criteria.
- b. **Keyword** is a single-select drop down search option. In other words, only one main keyword-specific search can be conducted at a time. These values are custom and set by GFMDE by the assigned System Administrator.
- c. **Last Scouted For**, **Last Scouted By** and **Filmography** are also free-form fields. They require exact character searching.
- d. **Last Modified By** is a drop-down field whose values are all the users assigned in the system. This searching function allows the user to pull all records modified by a specific user over a date range or period of time.



2. The photos **all locations**, **only locations with photos** or **only locations without photos** radio boxes will allow you to filter out any locations that have information in the system but do not currently have any photographs posted. This function is especially useful when creating a package for a client but you only want locations that have photo representation.
3. The **approved all locations**, **only approved locations** or **only unapproved locations** allows users to easily filter out locations whose data and images have been reviewed and approved.
4. Click the **search button** to return all the locations that match your criteria.
5. Search criteria are summarized in a text box above the search results. If the search results require additional criteria or further filtering, click the **refine search criteria** link at the top left of the text box summary.



6. Or click **search** in the subnavigation menu to reset the search criteria and begin a whole new search.

## Entering New Locations

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Entering a new location is a three-step process. You will be able to: 1) enter the information about the physical location, 2) enter the contact data for the person/company related to the location, and 3) upload an unlimited number of electronic images or photo files of the location.

### Add Location Information

1. Click on **add** under the **location** menu navigation.
2. Type in the information for the location. You must enter the name of the location, and then enter any other needed information in the appropriate boxes. You can use the tab key to move quickly to the next box while typing. Adding a new location in the library is very easy because the only information that is necessary to create a location in the database is the location name, city/town, and category. These fields are indicated with a \* by the field label and are circled in **RED** below. All other field data can be entered at a later date when the information is known.

**NOTE:** You must click the **next** button or **done** button in order to move to the next screen. Screens during 'Add' mode move in the order that they appear. **Location >> Contact >> Photo** (see tabs).

3. The **location name** field is a free-form text field required in order to save and catalogue a location in the library. The name is not required to be unique. In other words, the library will store two locations with the exact same name. The differentiator will be the **location id#** which is a unique identifier automatically assigned by Reel-Scout™ for each location record. You can use the location id# or the

location name when conducting a specific location search. *Although the application does not limit the character length of the location name, it is best to keep the location name to 30 characters or fewer.*

4. The **AKA name** (also known as) field will always default to the location name field value unless the user elects to change the value. This field is used for locations with alternative names that are not its formal names (e.g., Panther Stadium vs. Bank of America Stadium).
5. The **address** field includes two free-form text fields and is not required in order to catalogue a location in the library. Use of this field is primarily for internal recording purposes only.
6. The **city/town** field is a single-select drop down selection field. Selecting the city/town value will automatically determine the **county**, **region**, and **state** values. Please contact your System Administrator if you believe these values to be incorrect.
7. The **zip**, **phone** and **fax** number fields are free form fields to allow entry of US-based and international phone number values.

**REMINDER:** The zip code field is not required but is critical for both interactive mapping and live weather data.

8. The **X, Y coordinate** fields are automatically generated based on the 'Search Google Maps' field functionality. X, Y coordinates help to specifically locate the position of a location by identifying its

GPS coordinates and rendering it on a map. Reel-Scout can automatically generate the X, Y coordinates once a value is entered into the 'Search Google Maps' field. Valid values for the field can include: address from the fields above, points of interest (such as 'Mount Rushmore' or 'Washington Monument'), location name ('Brevard Hotel, NC'), or the exact latitude/longitude collected (X, Y). Clicking the **map it** button will render the X, Y coordinates as well as display the location on the map. You can then drag and move the pin on the map if the location displayed is not accurate. If the map appears blank, zoom out to see where the location has been pinpointed.

9. The **website** field is a web-oriented field that will automatically be created into a hyperlink once the **done** or **next** button is clicked. You do not need to enter in 'http:/' to ensure that Reel-Scout™ recognizes the hyperlink field. The 'http:/' will automatically be concatenated to the field value to ensure that the link works when clicked in view mode.
10. The **email** field is coded to recognize appropriate email addresses. In view mode, the user can click on the email value and a new mail message will be opened automatically with the email address already listed in the 'To:' field of the message.
11. Select all the **categories** that pertain to the location. A selection of the main category will result in a pre-populated subcategory field relevant to the selected category. Hold down the CTRL key while clicking to select more than one category. Assigning categories is very important. The list has been completely customized based on the existing standards at the Georgia Film, Music & Digital Entertainment Office.

Pre-approved categories by the GFMDE are listed in the table in Section 8 of this user manual. Additional values or changes are to be notified to the System Administrator. ("Admin" level access can make these changes.)

SELECTING SEVERAL  
CATEGORIES WILL MAKE  
MORE OPTIONS AVAILABLE  
WHEN DOING A SEARCH  
FOR A CLIENT

12. You can also directly map categories to a location by browsing the selection listing using the scroll bar and clicking on the listing to highlight the selection. Once the selection is highlighted, the arrow button pointing downward will add the selection to the location record. The upward arrow button will remove the selection from the location record. Hold down the CTRL key while clicking to select more than one category and then click the arrow button.

The screenshot displays the 'available categories' list on the left, which includes various options like 'ACCOMMODATIONS - [general]', 'AGRICULTURAL, RANCHES & FARMS - [general]', etc. Below this list is a 'selected categories' field. To the right, a 'Search Categories' dialog box is open, showing a search for 'house' and a list of results. The 'add' button in the dialog box is circled in blue. The 'search categories' button at the top of the categories list is also circled in blue.

13. If you need assistance in selecting the appropriate categories for a location, click the **search categories** button. Once clicked, a new window is presented that allows you to free-form enter any value that you would like official search categories for. This function frees the user from having to recall specifically the main category and/or the subcategory that have been included for the system. Options will automatically appear in the bottom box. To select categories desired, highlight the category and click the **add** button. Hold down the CTRL key while clicking to select more than one category and then click the add button.
14. The **style** field is multi-value selection field, in other words, it can retain more than one value. Please use the blue arrow keys to select all styles that are applicable to this location.

15. The **keywords** field is a multi-valued selection list that includes values customized for the GFMDE. These keywords are used for items or aspects of a location that are unique and often used when searching.

16. The **description**, **site condition**, **general notes**, and **usage restriction** fields are all free-form textbox fields with a maximum of 4000 characters stored per field.

17. The **floors** field is a drop down box containing values: 1 - 5, 6 - 10, 11-25, > 26. The field is related to the number of floors or stories that the property holds. The system defaults to no value or '--' selected when adding a new location.
18. The **permit**, **fees** and **ownership** fields are radio button fields that will accept only one value (typically Y, N or no choice). These fields relate to the financial and ownership aspects of the location and are not a required field of input in order to record the location in the database.

The screenshot shows a form with the following fields and options:

- floors:** A dropdown menu with a downward arrow.
- ownership:** A dropdown menu with the text "select.." and a downward arrow.
- permit:** Radio buttons for "no", "yes", and "(no choice)". The "(no choice)" option is selected.
- type:** A dropdown menu with a downward arrow. A list is open showing "state", "federal", "county", and "city".
- permit info link:** A text input field.
- fees:** Radio buttons for "no", "yes", and "(no choice)". The "(no choice)" option is selected.
- amount:** A text input field.
- filmography:** A large text area.

19. The **filmography** and **directions** fields are free-form textboxes with a maximum of 4000 characters stored per field. GPS coordinates can also be stored in Reel-Scout™ using the **source**, **x coordinate**, and **y coordinate** fields.
20. The **last scouted by** and **last scouted for** fields are free-form text fields. Use these fields to note when the location was last scouted and for what production. The **last scouted date** field is date-formatted as MM/DD/YYYY.
21. The hidden **group** drop-down field drives access control and security to location data in Reel-Scout™. For those film offices that divide locations into various groups, this field is applied.

**NOTE:** Depending on the user logged into the system, the field value will default to the group in which the user belongs. However, the user can change the value to a different group in the list but once saved the user will not be able to view this location unless he/she belongs to the 'All' group.

The screenshot shows a form section titled "GPS" with the following fields and options:

- source:** A text input field.
- x coordinate:** A text input field.
- y coordinate:** A text input field.
- last scouted by:** A text input field.
- last scouted for:** A text input field.
- last scouted date:** A text input field.
- approved (show public):** A checkbox.
- active:** A checked checkbox.
- film friendly certified:** A checkbox.
- next:** A button with a right arrow icon.
- done:** A button with a green checkmark icon.

22. The **approved (show public)** checkbox is available for film offices with several resources with varying responsibilities. This function allows the organization to have some users adding/uploading locations and other designated users reviewing and approving this data for public use.

**NOTE:** When a location has been marked approved, the **yellow highlighting** in the browse view is removed to clearly identify the location as having been reviewed and marked approved for public use.


23. Click on the **next** or **done** button once you have completed all the data entry for the location page. Clicking **next** moves the user to the **Contact** tab of the location entry. Clicking **done** moves the user back to the Browse location listing. **No data will be saved if you do not select one of these options.** All fields are controlled for display or non-display on client packages within the **Configure** component.

## Adding Location Contact Information

1. If the user elects to click **next**, the application automatically moves to the **contact** tab page.
2. The first step to adding a contact to the location is to check to see if the contact is already in the database. To do this, enter the contact's **first and/or last name** and click the **lookup** button.



3. When the **lookup** button is clicked, a set of results will be returned to you in a new window. If you see the contact that you are looking for, click the **green select check** next to the appropriate name. If you do not see the contact you are looking for, you can either search again (by entering variations of last/first name and clicking the search button) or you can enter the name from scratch.



last name first name

location organization notes

search

#|A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R|S|T|U|V|W|X|Y|Z|All|

prev | next

viewing 1 to 5 of 48

Anderson, Michael  
Producer, Paramount Pictures  
100 Universal City Plaza, Los Angeles, CA  
(949) 382-3983, manderson@paramount.com  
locations: Bahia Grande  
projects: \*\*\*ONCE AND FUTURE KING, 12 WOMEN, MISSION IMPOSSIBLE III, SISSY SPACEK BIOGRAPHY, TEST AFFILIATE FUNCTION

Benson, Michelle

select

Permit Officer, LA Permitting Office  
1220 S. Graham Street, Suite 102, Los Angeles, CA  
212-360-7188, film@aol.com  
locations: Abington House, Bahia Grande  
projects: \*\*\*ONCE AND FUTURE KING, 12 WOMEN, TEST AFFILIATE FUNCTION

**NOTE:** Additional search fields are available including the *project*, *organization* and *notes* fields should the first and last name fields not be available.

4. If you are entering a contact person's information from scratch, the only required fields are **first name** and **last name** in order to add a new contact record. Adding a contact record here automatically links the contact person to the location and places them into a generic contact database so that you can pull their record up again should they be relevant to another location or project.

**Add Contact**

last name \*      first name \*

title      organization

address

city/town      state/prov.

ZIP/postal code      country

☐ film friendly?

☐ check for confidential field

notes


phone 1      phone 2

mobile phone      fax

home phone      pager

email 1      email 2

website

5. The **title** and **organization** are free-form text fields and are not required.
6. The **phone1**, **phone2**, **mobile**, **home**, **pager** and **fax** number fields are free-form fields to allow for both US-based and international phone numbers. Please apply appropriate US-based phone number standards.
7. The **website** field is a web-oriented field that will automatically be created into a hyperlink once the **done** or **next** button is clicked. You do not need to enter in 'http:/' to ensure that Reel-Scout™ recognizes the hyperlink field. The 'http:/' will automatically be concatenated to the field value to ensure that the link works when clicked in view mode.
8. The **email1**, **email2**, **address**, **city/town**, **zip/postal code** and **country** fields are all free-form text fields. The **state/province** field is a free-form field to accommodate both domestic and international addresses.
9. The **film-friendly?** checkbox allows staff to quickly mark contacts that are strong industry supporters.  
  
**NOTE:** Fields within the shaded area can be marked **confidential** by clicking the checkbox field designated with a **gold lock icon**  in the upper right corner of the shaded area. If flagged, these fields will not display when printed via the 'Print Friendly' button.
10. The **notes** field is a free-form text field with a 4000 maximum character limit. This field should be used sparingly for non-critical data regarding the contact.



11. The **contact type** field is a multi-valued selection list that includes values customized for the Georgia Film, Music & Digital Entertainment Office. These contact types are used to categorize and group various types of GFMDE contacts and are helpful when searching.
12. The **active contact** checkbox defaults to being checked. This field indicates whether this contact person is still effectively in the role/position with the designated organization. It is recommended that all contacts remain in the database for historical point-in-time referencing. If the contact is no longer with the organization or the data is no longer accurate, it is best to uncheck the active contact field as opposed to deleting the contact altogether from the database.

contact types

- Ad Agencies - [General]
- Ad Agencies - In-State
- Ad Agencies - Out-of-State
- Communications - [General]
- Communications - Annual Newsletter
- Communications - Call Sheet
- Crew - [General]
- Directors - [General]
- Directors - Commercial Work
- Directors - In-State

selected types

☒ active contact

add

13. Once you are finished with entering all the data on the contact person, click the **add** button. You will notice that the contact now appears in a listing below the **Add New Contact** section. A red 'X' button appears beside the contact name to allow the user to remove the relationship between the location and this particular contact. Please note that clicking the remove button will remove the contact person only from the location and not from the entire contact database.

name	title/organization	phone	email	mobile	
Benson, Michelle	Owner, Bentville Farms	212-360-7188	film@aol.com	305-597-1611	
Bright, Paul	Location Manager, Farmhouse Films	512-376-9000	film@aol.com	416-597-1611	
Hoynes, Tom	Broker, Random House Rentals	(510) 528-2998	film@aol.com	416-597-1611	

next done

14. Click on the **next** or **done** button once you have completed all the data entry for the contact. Clicking **next** moves the user to the **Photo** tab of the location entry. Clicking **done** moves the user back to the Browse location listing.

## Adding Location Photos

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Each photo image must be in JPEG format and can be stored in the highest resolution that the Film Commission needs. General resolution and sizing standards for Georgia Film, Music & Digital Entertainment Office are:

- ✓ 144 - 150 dpi
- ✓ file size between 200 KB - 1 MB
- ✓ JPEG compression = 7 good quality
- ✓ 1280 x 1024 resolution (or higher) for large size web browsing
- ✓ physical photo size no larger than 8.5" x 11" (to allow for standard size page printing)

**NOTE:** Consideration should be given to the trade-off between size and resolution of image for internal use and printing as compared to what is best for the client to receive. In other words, the system is capable of uploading and storing a 10MB image, but is that size of image the best size to send as an electronic package to the client?

Be sure that these files are accessible to your computer (e.g., on the g:\GFMDE\ shared drive or on a CD-ROM disk). Images that can be uploaded to Reel-Scout™ include: digital photos, digital photos that have been stitched with a software program, scanned photos, etc.

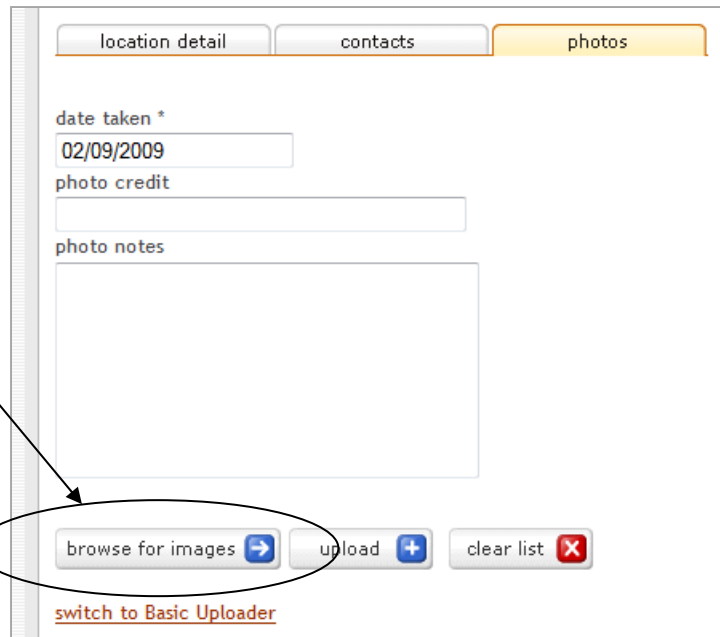
There are two methods to uploading image files to Reel-Scout. The first and quickest method is using the *Flash Uploader* which is defaulted on the Photo Tab. The second method is the *Basic Uploader* which is best used when selecting specific individual images from multiple sources.

### OPTION 1 - FLASH UPLOADER

1. Enter a date for the image in the **date taken** field. This field is date formatted and will only accept MM/DD/YYYY and automatically defaults to the current date. For ease of upload, the date taken value entered is stored until changed so that the user does not need to reenter the date each time.

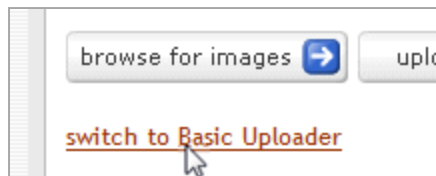
2. Enter the **photo credit** (or source) of the image and add appropriate **photo notes** if needed.

3. Now click the **Browse for Images** button to locate the image files. This will open the 'Choose File' window where the folders and drives of the computer will be displayed. By expanding or collapsing the directory tree, find the file and click on it. If there are multiple files that are to be uploaded, hold the CTRL key to continue the selection. If all the images in the folder are to be added, select all. Click **Open**. The window will close and the file name(s) will appear in the file listing table along with each file storage size.



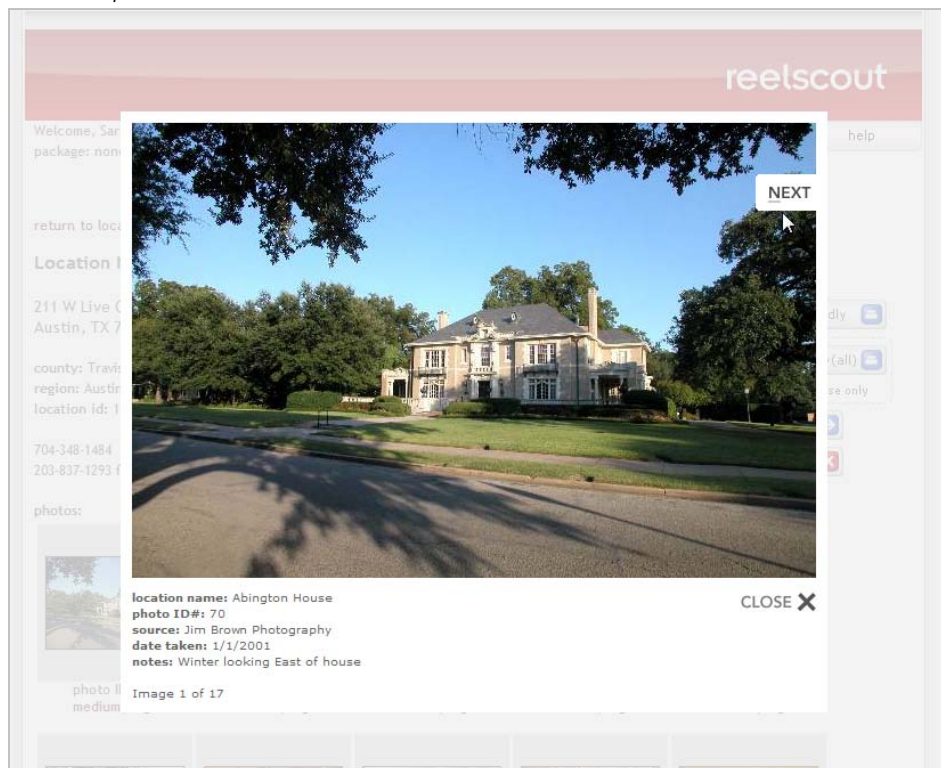
4. At this point the user can click **Upload**. Once the upload button is clicked, the file listing table will display the progress of each file upload via a green progression bar. It should be noted that these fields are to be used when the image files are less than 1MB each; otherwise, the upload process may be disconnected due to network limitations. Once the upload is completed, the page will automatically refresh and all images will be displayed in thumbnail size.

## OPTION 2 - BASIC UPLOADER



**NOTE:** To toggle between the two upload methods, click on the link below the Upload button.

1. In the **filename** field, type in the location of the file. If you do not know the exact location, click on **browse**. This will open the 'Choose File' window where you will see the folders and drives of the computer you are working on. By expanding or collapsing the directory tree, find the file and click on it. Click **Open**. The window will close and the file name will appear in the file box.
2. Enter a date for the image in the **date taken** field. This field is date formatted and will only accept MM/DD/YYYY and automatically defaults to the current date. For ease of upload, the date taken value entered is stored until changed so that the user does not need to reenter the date each time.
3. Enter the **photo credit** (or source) of the image and add appropriate **photo notes** if needed.
4. At this point the user can click **upload**. However, if he/she wishes to upload multiple images with similar, a series of nine other filename fields are available. To add more image files, the user simply

A screenshot of the upload form. It has three tabs: 'location', 'contact', and 'photo', with 'photo' selected. The form includes a 'filename \*' field with a 'Browse...' button, a 'date taken \*' field with the value '05/13/2007', a 'photo credit' field, and a 'photo notes' text area. To the right, there is a section titled 'upload more files' with a vertical stack of nine 'Browse...' buttons. At the bottom, there is an 'upload' button with a plus icon, which is circled in red.

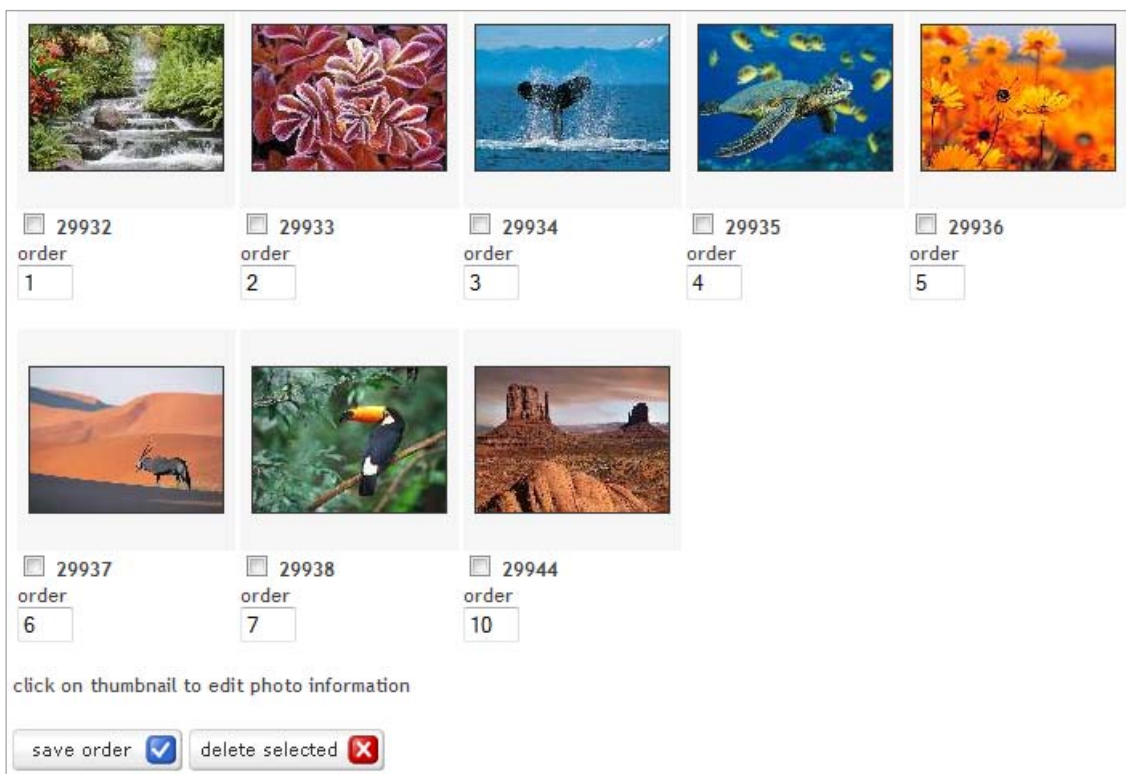
clicks the browse button by each field to locate the others. It should be noted that these fields are to be used when the image files are less than 1MB each; otherwise, the upload process may be disconnected due to network limitations.

**NOTE:** If photo credits or photo notes are left blank, no data or field labels will be displayed. Otherwise, the data is shown in the slideshow as seen below.

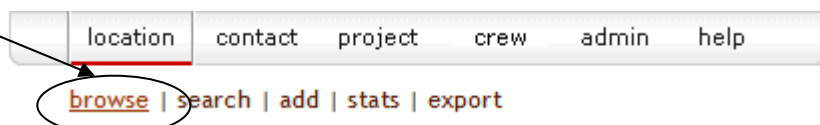
5. Upon completion, a thumbnail or series of thumbnails of the photo(s) will appear. This may take a moment depending on the location and size of the file. If there are photos already loaded for this location, the new thumbnail will appear at the end of the listing. During this process, not only is the application storing the large high-resolution version of the image, but it is also creating the medium (screen-size) version of the photo as well as the thumbnail for easy reference.
6. At the bottom of each photo is the number (automatically defaulted based on order the image was uploaded) that controls which photo is displayed first. This is called the **sort order**. Simply click on the field and then change the numbers to change the order of the photos.

WHEN BROWSING FOR A PHOTO,  
IT IS EASIER TO SEE A  
THUMBNAIL PREVIEW OF THE  
PHOTO IN ORDER TO LOCATE  
THE SPECIFIC IMAGE THAT YOU  
NEED. THEREFORE, THE PHOTO  
TAB ALWAYS DEFAULTS TO A  
THUMBNAIL LISTING WITH  
PHOTO TITLE FOR EASY ACCESS  
AND REFERENCE.

**NOTE:** The image identified as sort order value = '1' is the thumbnail that is presented in the client package and locations listings. This is the 'hero shot' of the location series.



7. When all the photos for the location have been loaded, you have finished with that location! Now click on **browse** under **location** to return to the main screen. Remember that each location can have multiple images or photos attached to the location.



## Editing or Changing Location Data

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Editing or changing information about a location is very similar to adding a location.

1. Find the location to which you wish to make changes. See *Searching for Locations* section of this User Guide for more information.
2. Once you find the location you want to edit, go into the record by double-clicking the thumbnail or the location name. Once you are in the record, click the **edit** button to change the location information.
3. Make the changes and click **done**. If you do not want to save your changes, you can click the **cancel** button.


## Adding or Removing a Contact

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Editing or changing information about a contact for a location is very similar to adding a location.

1. Find the location for which you wish to make changes. See *Searching for Locations* section of this User Guide for more information.
2. Once you find the location you want to edit, go into the record by double-clicking the thumbnail or the location name. Once you are in the record, click the **edit** button to change the location information.
3. Click on the tab for **contact**.
4. Locate the contact person in the listing. If you would like to remove the contact person's relationship to the location, you can do so by clicking on the red **remove** button.



name	title/organization	phone	email	mobile	
Benson, Michelle	Owner, Bentville Farms	212-360-7188	film@aol.com	305-597-1611	
Bright, Paul	Location Manager, Farmhouse Films	512-376-9000	film@aol.com	416-597-1611	
Hoynes, Tom	Broker, Random House Rentals	(510) 528-2998	film@aol.com	416-597-1611	

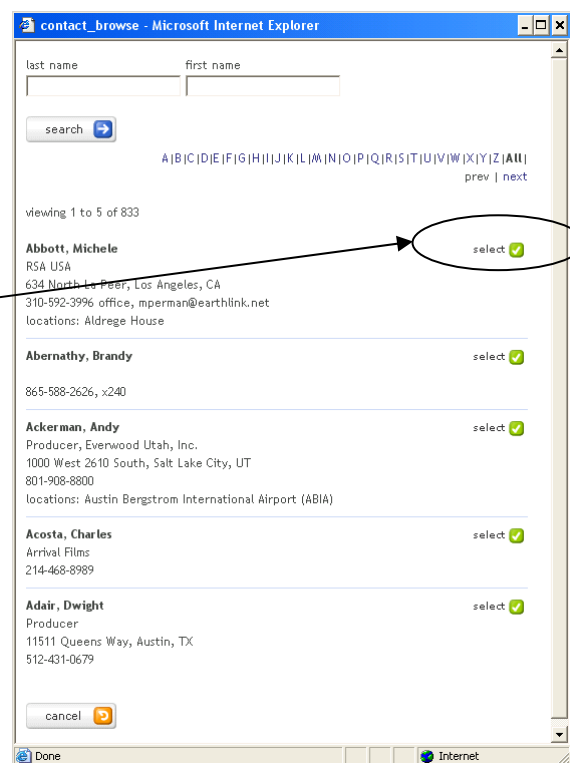
next  done 

**NOTE:** Clicking on the **remove** button will not delete the record from the database. This action will remove the contact's relationship to the location. If you'd like to delete the contact record completely from the database, you will need to enter the contact record by double-clicking on the contact name and then selecting the **delete** button.

5. To add a new contact, you can enter the data about the contact and then click the **add** button. You will notice that the contact now appears in a listing below the **lookup contact** section.



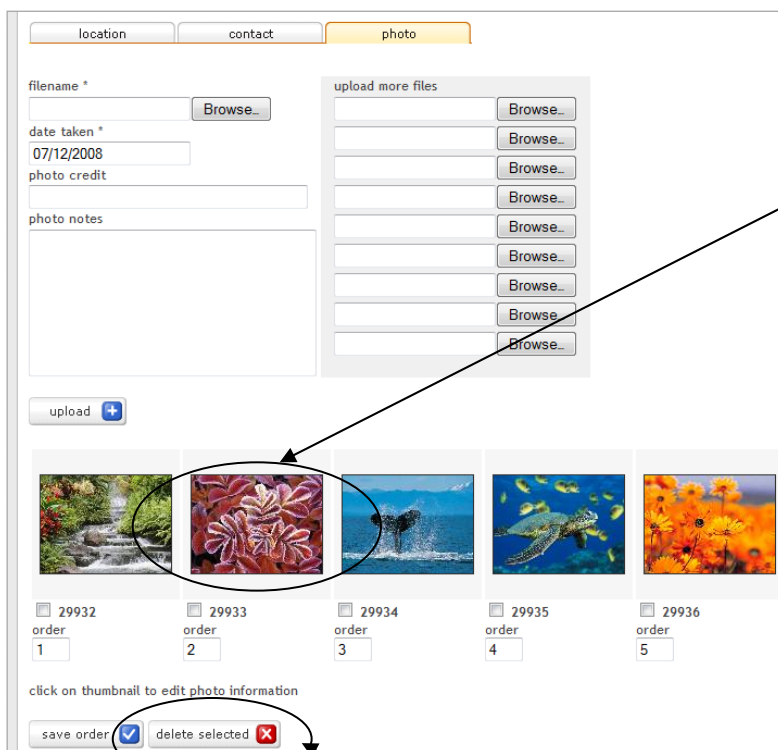
- To add a contact already in the database, enter the contact's **first** and/or **last** name and click the **lookup** button.
- When the **lookup** button is clicked, a set of results will be returned to you in a new window. If you see the contact that you are looking for, click the **green select arrow** next to the appropriate name. If you do not see the contact you are looking for, you can search again by entering variations of last/first name and clicking the search button.
- Click **done** to exit the screen.



## Removing or Editing Photos

Editing or removing photos within a location is very similar to adding a location.

- Find the location in which you wish to make changes. See *Searching for Locations* section of this User Guide for more information.
- Once you find the location you want to edit, go into the record by double-clicking the thumbnail or the location name. Once you are in the record, click the blue **edit** button to change the location information.



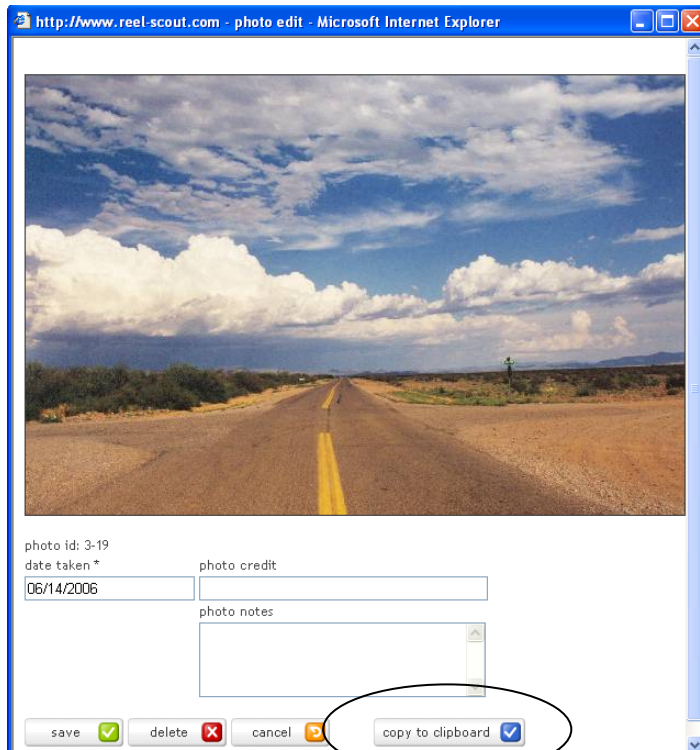
- Click on the tab for **photo**.
- View the thumbnails of all the images for that location. Click on the photo you want to remove or edit.
- A window will open where you can change the date taken and photo credits and notes fields.
- Once the changes have been made, click the **save** button to save and close out of the window. If you do not want to save your changes, you can click the **cancel** button.
- To delete the single photo, click the **delete** button. You will be asked to confirm the deletion. Click 'yes' when prompted to confirm.
- To delete multiple images at a time, click the checkbox beside the photo ID under each thumbnail image

- Click **done** to exit the screen.

## Moving and Copying Photos

Moving or copying photos within a location is very similar to removing or editing a photo.

1. To move the photo from one location to another, click the **copy to clipboard** button. This action will post the image to a virtual memory location in the system and allow for the user to go to any other location and paste the image to the new location.



2. Now find the location in which you wish to move the image to. You can either click **location — search** or **location — browse**. See *Searching for Locations* section of this User Guide for more information.

3. Once you find the location you want to edit, go into the record by double-clicking the thumbnail or the location name. Once you are in the record, click the blue **edit** button to change the information.

4. Click on the tab for **photo**.

5. The clipboard image displays in a gray box with three options.

- a. Copying this image to this location will keep the original image in the original location and the system will maintain duplicates of this image.
- b. Moving this image to this location will remove the original image in the original location and the system. The clipboard image will no longer be available once this action is completed.
- c. Removing the image from the clipboard clears the virtual memory block and no longer displays the gray box to the user.
- d. Click done to exit the screen.

