10 — Last update: 4 April 2024

reelscout

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What Is Reel-Scout™?

An Overview for Film Commissions

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.

For a brief overview of Reel-Scout, watch this video:

https://player.vimeo.com/video/22406811

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If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Reel-Scout™ Benefits

Reel-Scout™ version 10 offers an intuitive new interface that makes using Reel-Scout even easier. Reel-Scout™ version 10 continues to offer the same capabilities that our users know and trust:

- Reduce the response time from 3 – 4 days to 3 – 4 minutes.
- Develop the relationship with the location scout faster.

- Save hundreds of dollars in postage annually by sending only the "agreed-upon" locations.
- Save hundreds of hours of staff time annually in administrative tasks.
- Cross-reference 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.
- Access all information needed anytime, from anywhere.
- No software installation required for the location scout.

In addition, Reel-Scout™ version 10 features optional crew and tourism management capabilities that will help your film office extract the maximum benefit out of your work with the entertainment industry.

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 Online Portfolio	Packages print like brochures
Commission-Specific Branding Tool	Your logo and branding on every online package
New Sponsors & Advertising Revenue	Customized links sent with each online package

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Reel-Scout™ Technical Specifics

Reel-Scout™ is a web-based application written using Microsoft technologies (IIS, ASP.NET, AJAX, HTML, JavaScript) with a Microsoft SQL Server 2012 relational database engine. Reel-Scout™ is architected as an N-tier system with ASP.NET running on the .NET Framework 4.0.

We make every attempt to ensure compatibility with all browsers and operating systems but given the breadth and depth of the technology on the market, this site is best viewed in Google Chrome or Mozilla Firefox browsers. Please ensure that you are using the latest versions of your browsers.

If you experience any issue while working with Reel-Scout, please email the Reel-Scout Support Team.

We'll be happy to help.

> ✱ The application is best viewed in the latest versions of Mozilla Firefox or Google Chrome.

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Starting Reel-Scout™

1. Log-In

Accessing Reel-Scout™ version 10 (RS10) is easy, and is accomplished by navigating to your film office's RS10 portal on your web browser. Go to http://_____.reel-scout.com (the blank space will be your film office's unique acronym). The Reel-Scout staff has created initial user credentials for your film office's employees and affiliates. Enter your username and password and click **Login**. A **Remember Me** box can be checked to save your login credentials on your computer.

Administrative Login Only

You have successfully logged off. You may now log into your account again below.

Film Office Use Only

Please enter in your username and password provided by the Film Office. If you have any problems accessing the system, please contact the film office directly. Unauthorized access is prohibited.

Forgot your password?

Click here to reset it.

sarah

••••••••

☐ Remember me

Login

a. Forgot Password

If you have forgotten your username or password, click the link under **Forgot your password?** on the right-hand side of the login screen. You'll be directed to enter your email information, and RS10 will send you your user credentials and password reset information.

Administrative Login Only

You have successfully logged off. You may now log into your account again below.
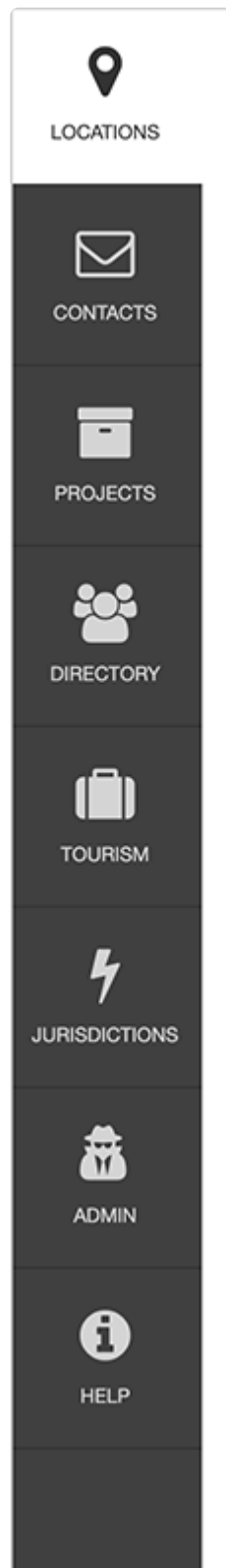
sarah

••••••••

☐ Remember me

[Login]

Film Office Use Only

Please enter in your username and password provided by the Film Office. If you have any problems accessing the system, please contact the film office directly. Unauthorized access is prohibited.

Forgot your password?

Click here to reset it.

b. Film Office Branding

RS10 is a fully responsive, cloud-based, application. Reel-Scout can be used on any internet enabled device regardless of screen size, including desktop computers, laptops, tablets, and smartphones. You will note that your film office's branding is located in the bottom left-hand portion of your screen.

reelscout

CREATE NSW

Administrative Login Only

You have successfully logged off. You may now log into your account again below.

Film Office Use Only

Please enter in your username and password provided by the Film Office. If you have any problems accessing the system, please contact the film office directly. Unauthorized access is prohibited.

Forgot your password?

Click here to reset it.

sarah

••••••••

☐ Remember me

Login

Create NSW
Arts, Screen & Culture

powered by reelscout

Terms & Policies

2. Reel-Scout's Six Modules

Once you have logged in, Reel-Scout™ version 10 features a variety of readily accessible options. The main menu is located on the left-hand side of your screen and includes the following selections:

1. **Locations** – This menu selection allows film office staff to manage all aspects of their location library. Information can be revised, and images can be quickly added or updated within this area of RS10.
2. **Contacts** – This area stores the names of contacts and their associated information in a confidential, centralized, and shared location. The contacts function allows users to efficiently utilize a single point of entry for contacts that interface with their film office in more than one capacity.
3. **Projects** – Within this menu selection, film commission users will find the prospects and productions with which they have worked. The projects area of RS10 allows for the tracking of production information is as much or as little detail as is available or required.
4. **Directory (optional)** – This area consists of a comprehensive directory of all local crew and film support services, based on their registrations. The list can be edited by the film office staff and is fully searchable through a top-of-page search window.
5. **Tourism (optional)** – This selection allows film commissions to maintain a list of projects on which they have worked. Clicking on the production title reveals details, locations, and still shots of the film. This new feature enables film offices to produce information that is helpful in evaluating film and television tourism opportunities.
6. **Jurisdictions (optional)** – This menu option reveals a searchable list of authorities with which a film office may want to interface.
7. **Admin** – The admin menu option allows film office administrators to control access permissions to their RS10 platform.
8. **Help** – This menu selection includes a clickable collection of topics and resources, along with an FAQ section to address common issues.

✳ NOTE: Each main menu selection has within it a variety of options. The main menu item that has been chosen remains white highlighted in the left-hand menu bar while the user is navigating

within that selection.

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If you experience any problems or errors, please fill out this form. We will get back to you shortly.
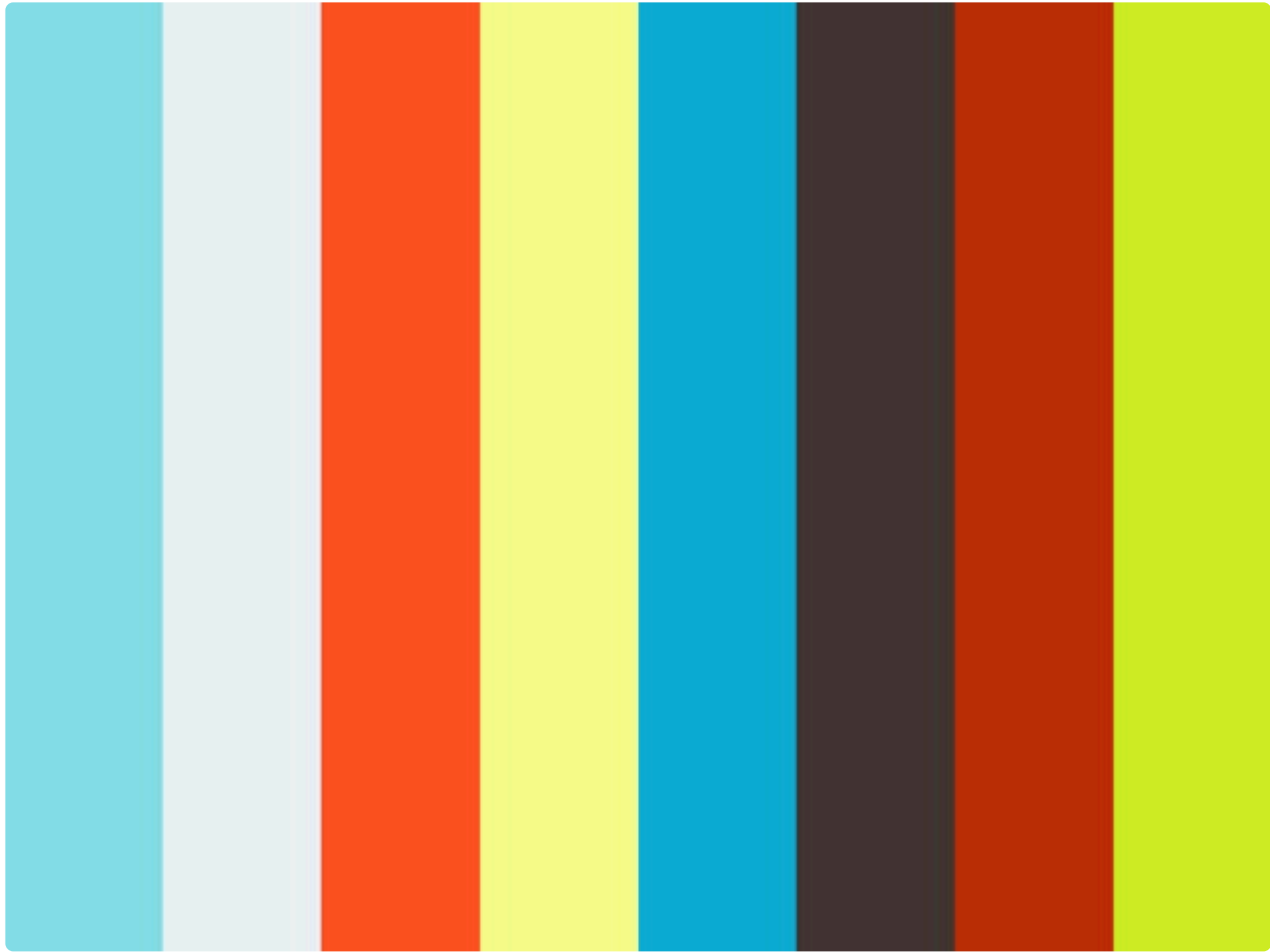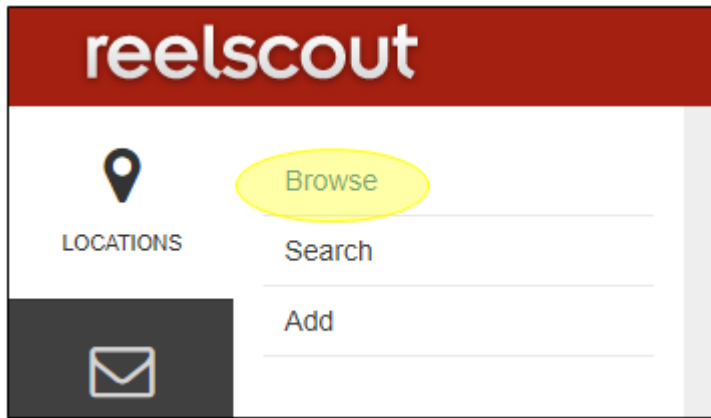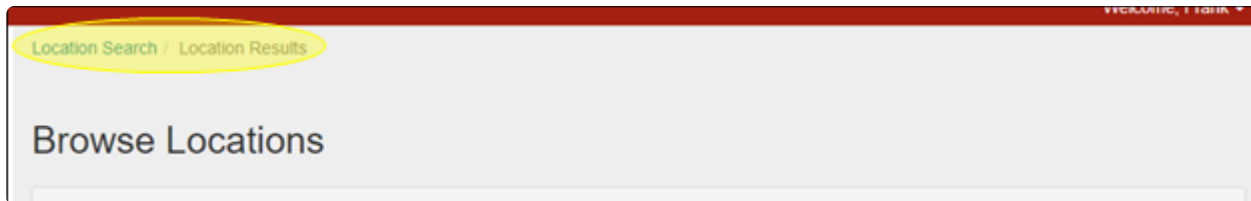
Locations

Locations constitute the foundation of Reel-Scout™ version 10. This application stores location information, location contact information, and photos. After logging on, you are taken directly to the Locations screen. From here, the user can enter new locations, edit existing locations, add pictures, search for locations, and view location statistics.

Here is a quick Overview on the Locations module in two parts:

https://player.vimeo.com/video/251850512

https://player.vimeo.com/video/246965966

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Browsing Locations

When you first arrive on the Location Screen, you will be in **Browse** mode, as indicated by the blue highlighted **Browse** selection in the upper left-hand corner of your screen. Hovering over a location name on this page will turn the title dark blue. Clicking on a location will take you to the **Location Details** page.

Your location in the RS10 system can always be noted by looking at the "breadcrumbs" in the upper left-hand corner of the page.

This interactive display has three filtering tool that allows you to sort locations quickly. Additionally, the film commission can take action regarding a location on this page.

✱   You can quickly edit a location by clicking the **Edit** (pencil) icon next to the location name. Clicking the pencil icon will take you directly to the **Edit Location** page.

1. Filter Results By

Narrow the number of locations that are being viewed by clicking on **Filter Results By.**
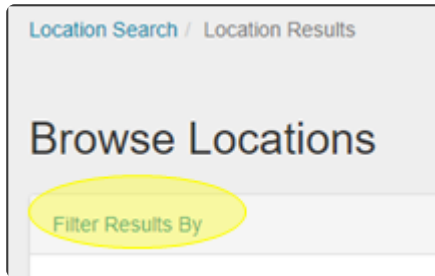
Clicking **Filter Results By** will open up a new dialogue box featuring all of the available selections: **Status, County, Region,** and **Category**. Clicking on any of these fields will reveal a drop-down menu of options. Once you have selected the location attributes that meet your requirements, select the **Search** button.
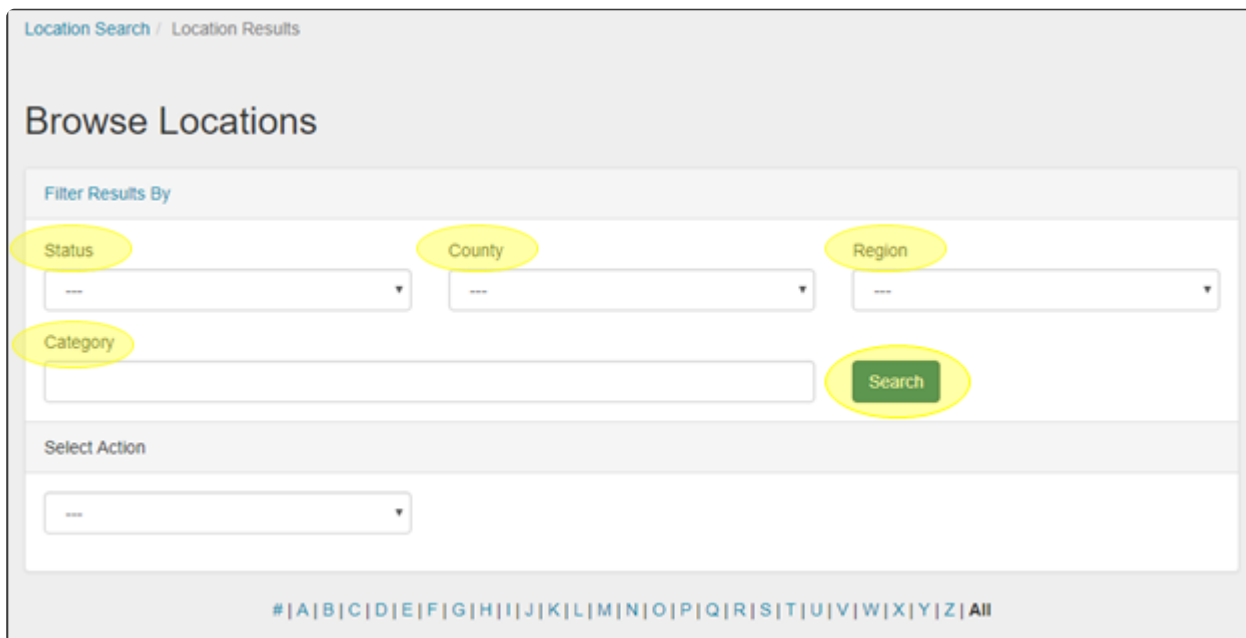
a. Status

Each location is assigned to one of the following three statuses:

- Approved (Show Public);
- To Be Reviewed; or
- Private (Off-Line).

b. County

You can browse by the name of the county in which locations reside.

c. Region

This selection is a list of geographic areas that often encompass multiple counties. For example, you can select "Austin area" or "DFW area."

d. Category

If you are interested in searching for locations that have specific characteristics, you can choose those attributes here. For example, you may wish to find a motel location, or perhaps a drawbridge for a particular scene. The characteristics list is broken down into a list of standard categories and subcategories for easy searching. There is a comprehensive "list of standard out-of-the-box category and subcategory values for locations" that can be found here: Standard Location Categories

2. Search by Alpha

Clicking a letter will narrow the sort only to those location records whose titles 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, region or county).

3. Sort Results By

The list of locations can be sorted by clicking on the column header. The order of each column listing can be changed (ascending/descending or alphabetical A to Z/Z to A) by clicking the triangle that appears next to each column header that you select. Lists can be sorted by:

- location name
- location ID number
- file created date
- file updated date.

4. Action

The **Action** drop-down field allows the user to take a specific action on multiple locations at a time. The actions available include:

- Approve (Show Public)
- To Be Reviewed
- Private (Off-Line)
- Assign To Group
- Unassign Group

To run the actions, click the checkboxes next to the locations that you want to affect. Then, select the action to be taken in the drop-down field and click the **GO** button.

5. Previous & Next Page

To page backward and forward through the list of locations, click on the double arrows before and after each page number (at the bottom of the page). You can choose to view 25, 50, or 100 locations per page. The page number that you are currently on is also displayed on the left-hand side of the screen above the checkboxes.

* You can also use your web browser BACK button to move to a previous screen of locations.

6. Location Title

Each location's title is listed next to the first photo of the location. By clicking on the title, you can view the detailed location information.

Locations that are highlighted in yellow are awaiting approval by film office staff. Locations that appear in gray lettering have been marked as private, and will not appear on your film commission's public page.

Abington House 🖉 🔴 🔵 Austin, TX (Austin area) 16 Photos Four of the most fascinating acres at the Abington House are all under one roof. America's largest home boasts 250 rooms, 65 fireplaces, an indoor pool, bowling alley, priceless art and antiques.	10000000	11/3/2003	12/20/2017

Skinny Pine Trail 🖉 Dallas, TX (DFW area) 7 Photos A very basic gray suburban house in a moderately quant suburb.	10119525	12/10/2017	1/31/2018
Karoe Ranch 🖉 Amarillo, TX (Amarillo area) 11 Photos	10000004	1/29/2003	1/22/2018

7. Location Symbols

Next to many of the location names, you will note blue and red circles. These help you to quickly identify important information about the site; a blue circle indicates that a location a special restrictions that apply, and a red circle indicates that the location is currently not available.

|				
Abington House 🖉 🟠 🟢 Austin, TX (Austin area) 16 Photos Four of the most fascinating acres at the Abington House are all under one roof. America's largest home boasts 250 rooms, 65 fireplaces, an indoor pool, bowling alley, priceless art and antiques.	10000000	11/3/2003	12/20/2017

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Finding a Specific Location

One of the powerful features of Reel-Scout™ version 10 is the ability to find places quickly that meet the location scout's criteria.

1. Search Option

Select **Locations** in the menu bar on the left-hand side of the screen. The **Locations** menu will default to the **Browse** option. To search for places that meet your requirements, click **Search.**
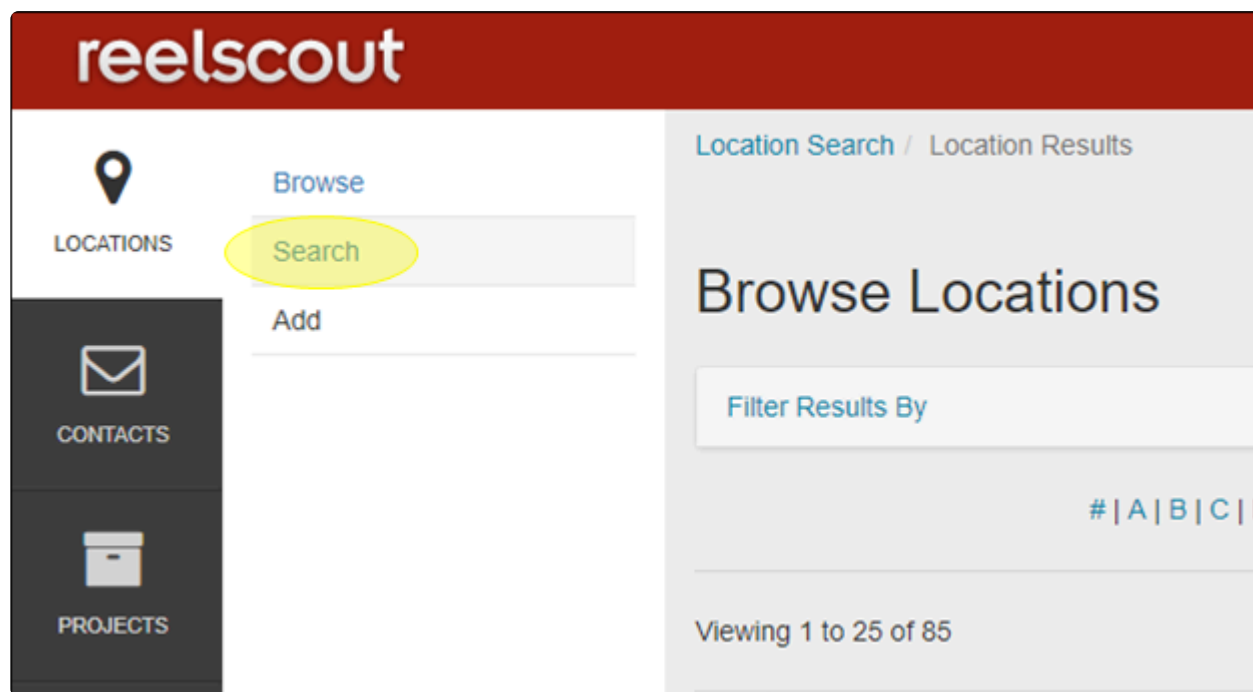
In the **Search Locations** screen, type in your search criteria. This search page allows you to enter many different search parameters through either drop-down menu or free-form text. When you select a search parameter box, the box becomes outlined in blue for ease of orientation. To activate a search, use the "Enter" key on your keyboard or click **Search** at the bottom of the screen. Once you've clicked search, you will be taken to a **Browse** page that includes the results of your search.

a. Location Name

Location Name is a free-form field in which you can enter the name a location, in whole or in part. As an example, entering the letters "tre" would return search results whose location names all contained that letter combination.At the top of the screen, you will see a summary of your search criteria in blue letters. The **"X"** next to your search criteria can be clicked to erase your search and return you to the **Browse** page.
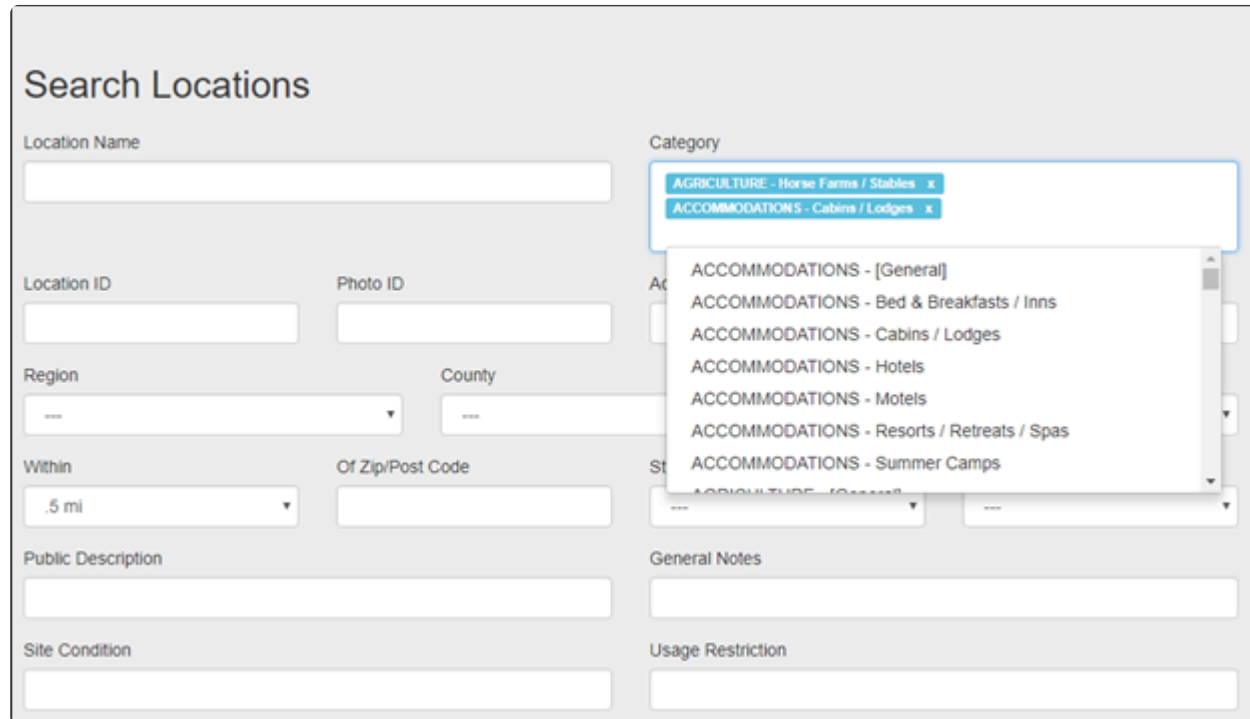
b. Category

Category searches make finding locations easy because the results are standardized and highly specific. Clicking on the **Category** window will reveal a drop-down menu of choices. Alternatively, you may begin typing, and matching categories will appear as you add letters. You can add as many categories and sub-categories as you wish.

If you're looking for all locations in the main category, regardless of subcategory, select the main category-[general]. For example, **ACCOMMODATIONS – [General].**

d. Location ID & Photo ID

Location ID and **Photo ID** are also free-form fields. However, you must know the exact ID number of the item for which you are searching.

e. Address

Address is a free-form search field. Results will include all locations whose **Address1** or **Address2** fields match the search criteria.

f. Region, County & City/Town

The **Region, County,** and **City/Town** search fields are drop-down search fields. You may only select one search criteria in each field.

g. Within Zip Code

Within Zip Code is a single-select field that allows the user to select from .5, 5 or 10 miles from the US-based zip code that they enter.

h. Style

Style is a single-select search field that defines the architectural period or style that is attributed to a location.

i. Keyword

Keyword is a single-select dropdown search option. Only one main keyword-specific search can be conducted at a time. These values can be customized by the film office.

k. Public Description, General Notes, Site Condition, Usage Restriction, Weblink, Last Scouted For, Last Scouted By & Filmography

These are also free-form fields. They require exact character searching.

l. Permitting Bodies

Permitting Bodies is a single-select dropdown search option. Only one jurisdiction can be selected at a time. This list can be customized by the film office.

m. Last Modified By & Created By

This search function allows the user to pull all records modified by a specific user over a date range or period. The **Last Modified By** and **Created By** fields feature a drop-down menu of all of the users authorized to make changes in the system.
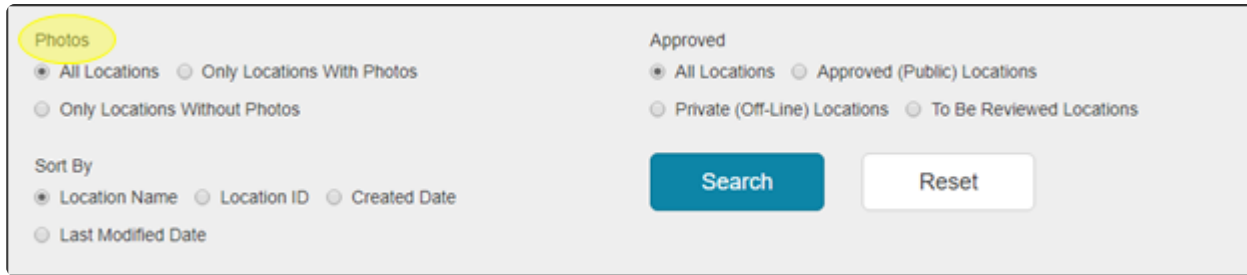

n. Photos

At the bottom of the search screen, the checkboxes under the heading "photos" allow you to refine your search results further. You can select results that:

1. are in **All Locations**
2. consist of **Only Locations With Photos**, or
3. consist of **Only Locations Without Photos**

This function is especially useful when creating a package for a client in which you want only those location
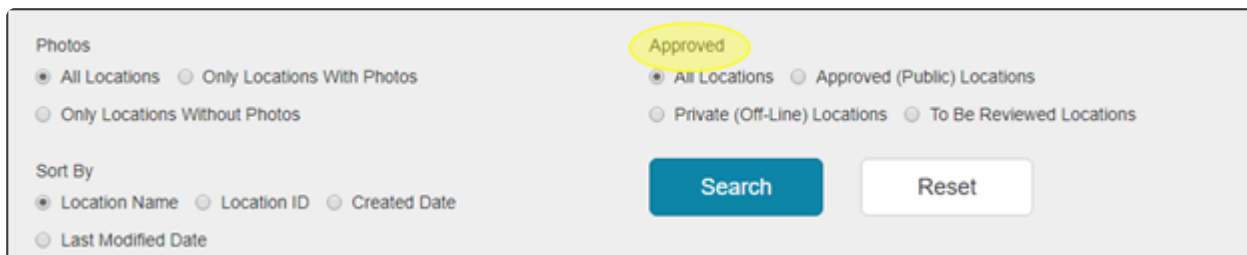
files that have photos.

p. Approved Locations

The checkboxes under the header **Approved** allow you to restrict your search results to only those locations that have had their data and images reviewed and approved. The possible selections are:

1. **All Locations**
2. **Approved (Public) Locations**
3. **Private (Off-Line) Locations**
4. **To Be Reviewed Locations**

p. Sort By

The **Sort By** checkboxes allows you to choose how your location search results are ordered. Possible choices are:

1. **Location Name**
2. **Location ID**
3. **Created Date**
4. **Last Modified Date**

2. Search and Reset Buttons

Click the **Search** button to return all the locations that match your criteria. The **Reset** button will clear all of the search fields, allowing you to begin again.

If you wish to further refine your search results on the **Browse** page, click the **Filter Results By** link on the top left-hand side of your screen. For more information, see ".

Clicking **Filter Results By** will open up the below screen to enable you to refine your search results.

6. Subnavigation Menu Search

At any time, you can click **Search** in the sub-navigation pane on the left-hand side of your screen to begin a new search.

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Adding New Locations

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 information for the person or company related to that location; and

3. Upload an unlimited number of electronic images or photo files of the location.

> ✳ Except when you are typing in the **Public Description, Site Condition, General Notes, Internal Notes, Neighborhood**, and **Usage Restriction** fields, avoid using the "enter" key. Using the "enter" key will save the location file as is and move you to the next page. If you inadvertently strike the "enter" key, you can search for your location and then continue to edit your work.

1. Add a Location

To add a location, select **Locations** on the menu bar. Then, select **Add** from the sub-menu.
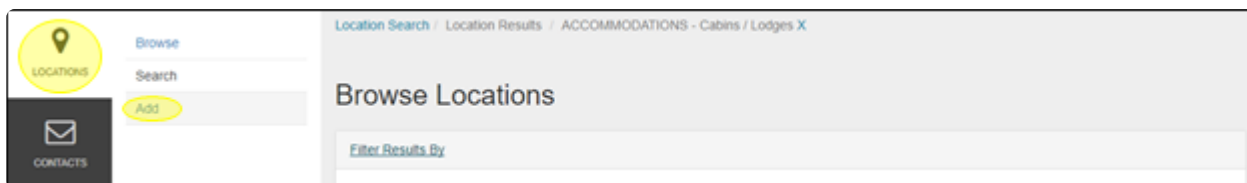
2. Location Information

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. The fields indicated with a **RED star (*)** by their label are required entries. The only information that is necessary for the location to be added to the database is:

1. **Location Name**
2. **City/Town**
3. **Category**

3. Location Name

Type the name of your new location into the **Location Name** field. **Location Name** is a free-form field and does not need to be unique. The library will store two locations of the same name and will differentiate them by assigning different **Location ID** numbers. While there is no limit on the number of character's that you use, it is recommended that the **Location Name** be 30 characters or fewer.
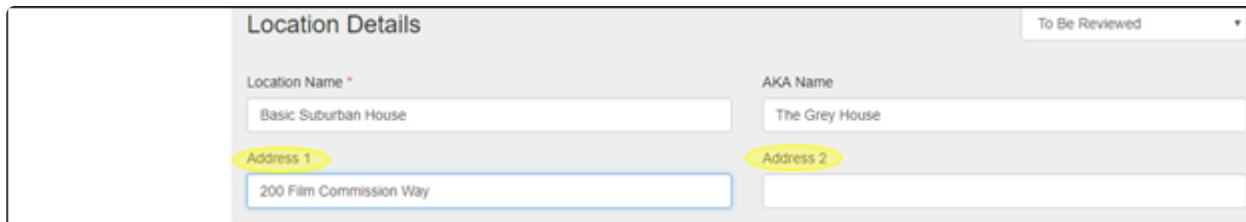
4. AKA Name

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 area can be used for locations that have commonly known names that are not the same as their formal title (Panther Stadium vs. Bank of America Stadium).

Location Details — To Be Reviewed

Location Name * — Basic Suburban House
AKA Name — The Grey House
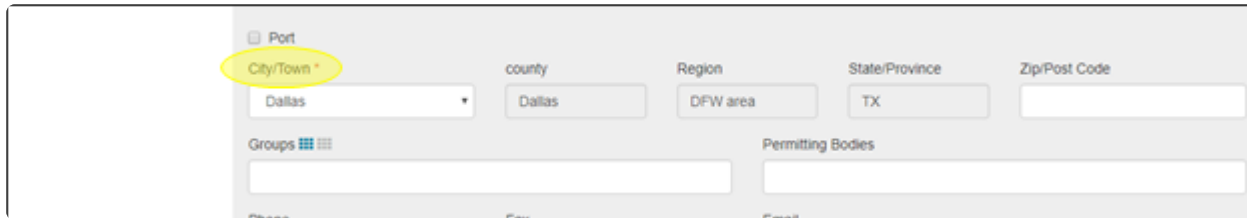Address 1 — Address 2

5. Address

The **Address** field includes two free-form text fields and is not required to catalog a location in the library. Use of this field is primarily intended for internal purposes only.

Location Details — To Be Reviewed

Location Name * — Basic Suburban House
AKA Name — The Grey House
Address 1 — 200 Film Commission Way
Address 2

6. City/Town

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.
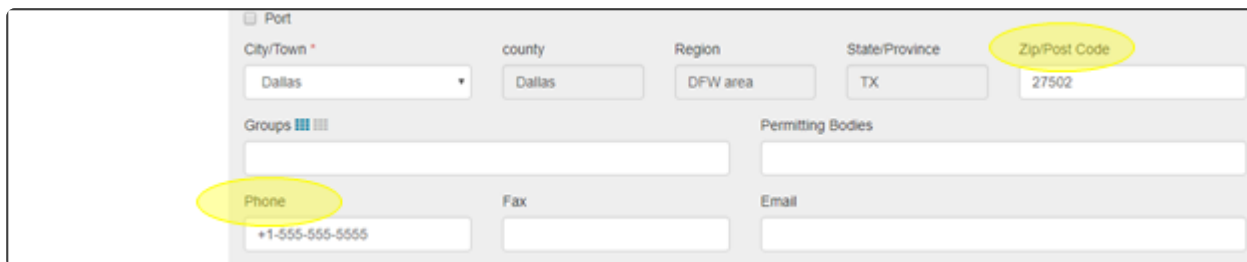
7. Zip, Phone, Fax

The **Zip, Phone,** and **Fax Number** fields are free-form fields for entering the zip/postal code and phone numbers associated with the new location. Both U.S. and international formats are permissible.

> ✱ REMINDER: The **Zip Code** field is not required but is critical for both interactive mapping and live weather data.

8. Email

The **Email** field is coded to recognize correctly formatted email addresses.

In the **Browse** mode, the user can click on the email address. This action will automatically open a new message with the proper email address in the "To" field.

9. Groups

The **Groups** drop-down field controls access to location data in Reel-Scout™ version 10. For those film offices that divide locations into various groups, this field can be applied to the location that is being added. **Groups** can be added individually by clicking on them in the drop-down menu provided. Multiple groups can be added by clicking on them one at a time. Groups mistakenly added can be deleted by clicking the "X" next to the group name.

If you wish to grant location viewing priveledges to all of the groups in your account, click on the blue grid icon next to **Groups**. Clicking the blue grid icon will auto-populate the **Groups** field with all of the available group names.


All groups can be removed from the field by clicking the gray grid icon.

> ✱ Depending on the user logged into the system, the field value will default to the group to which the user belongs. However, the user can still change the value to a different group in the list. Once the new location information is saved, the user will not be able to view this location unless he/she belongs to the 'All' group.

10. Permitting Bodies

The governmental authority or private organization controls access to the location being added can be selected in this field. The **Permitting Bodies** selections can be uniquely configured for your particular film office. If required, multiple permitting bodies can be added by individually selecting them from the drop-down menu. If you need to remove a specific jurisdictional authority, click the "X" next to that organization's name in the **Permitting Bodies** field.

All of the **Permitting Bodies** in your RS10 database can be added to a location by clicking the blue grid icon. To remove all of the **Permitting Bodies** from the field, click the gray grid icon.

11. Weblinks

The **Weblink** fields are web-oriented fields that will automatically be created into a hyperlink once the SAVE 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 added to the field value to ensure that the link works when clicked in view mode. Up to three weblinks can be added.

Enter the name of each Weblink in the **Weblink Title/Description** field. For example, the web link "www.reel-scout.com" would have "Reel-Scout, Inc." as its name in the **Weblink Title/Description** field.


12. The X, Y Coordinate Fields

The **X, Y Coordinate** fields are automatically generated based on the **Search Google Maps** field functionality. These coordinates enable the user viewing the location to see it's location relative to others by having the place rendered on a Google map. RS10 will automatically generate the X and Y coordinates when a value is entered into the **Search Google Maps** field. If you entered information into **Address 1 * or *Address 2**, that information would auto-populate here. Other valid values for the **Search Google Maps** field can include:

1. Address from the fields above
2. Points of interest (such as 'Mount Rushmore' or 'Washington Monument')
3. Location name ('Brevard Hotel, NC')
4. Exact latitude/longitude in X and Y format

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 is not accurate. If the map appears blank, zoom out to see where the location has been pinpointed. The **Reset** button will clear the map fields.
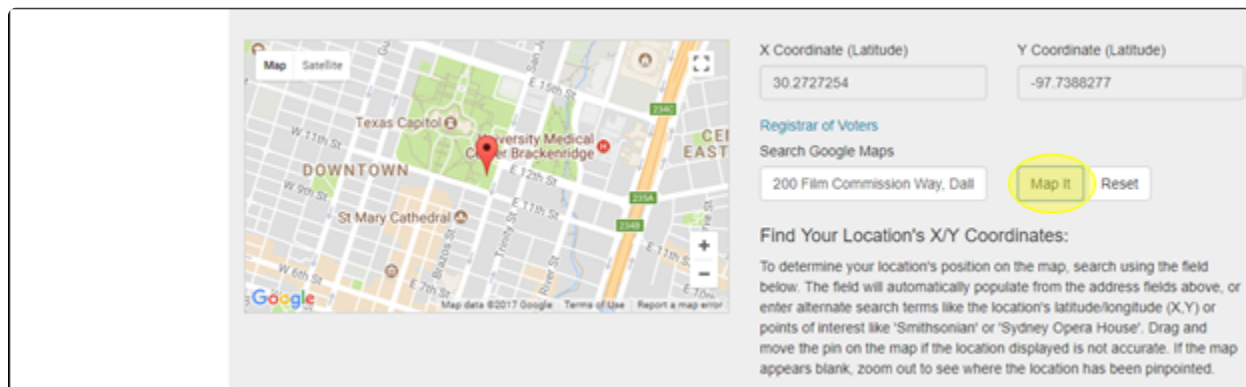
13. Categories

Categories is one of the required entries to catalog a location. Accurately assigning the category or categories is extremely important to ensuring the proper functioning of your RS10 platform. The list from which you have to select has been customized based on your film office's needs and standards. For a list of pre-approved categories, see Section 8 of this manual by clicking here: Location Category/Subcategory. Contact your RS10 System Administrator if you need to change, delete, or add categories.

Select the categories that apply to your location from the drop-down **Categories** menu. There is no limit to the number of categories that you apply to your location. If you wish to remove a category from your location, click the "X" next to that description in the **Categories** field.
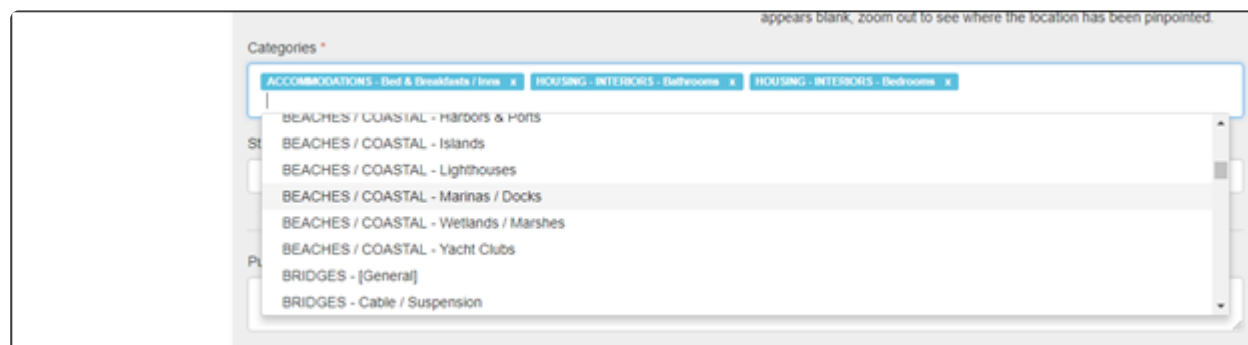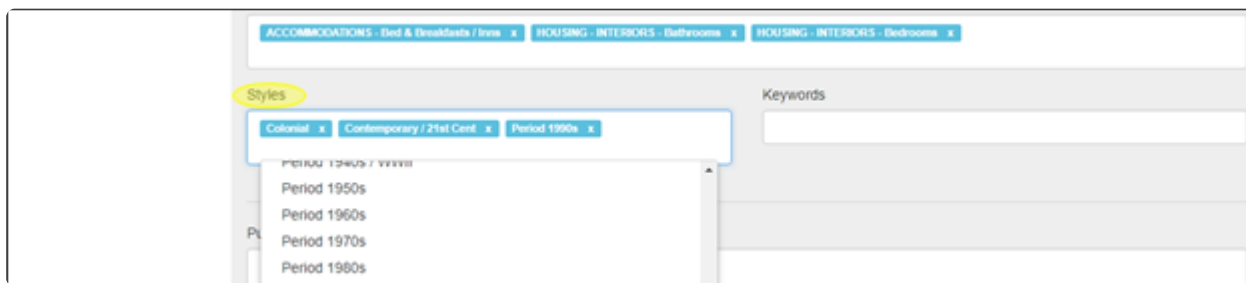
✱ There is no need to only scroll through the list of categories. You can begin typing the name of the category you are looking for, and the menu will jump to those options that match the letters you have entered.

✱ Selecting several categories will result in the location appearing in more searches.

14. Styles

The **Style** field is where you can select the architectural attributes of the location you are adding. Since many locations can characterize multiple style periods, you can choose as many from the **Style** menu as you wish. Styles must be added individually and can be removed from the field by clicking the "X' next to its title.

✱ There is no need to only scroll through the list of styles. You can begin typing the name of the style you are looking for, and the menu will jump to those options that match the letters you have entered.

15. Keywords

The **Keywords** drop-down menu contains popular search terms that you may want to assign to your new location. These keywords are customized for your film office. You can add as many Keywords as you like by selecting them individually from the drop-down menu. You can remove keywords by clicking the "X' next to its title in the **Keywords** field.

16. Public Description, Site Condition, General Notes, Internal Notes, Neighborhood & Usage Restriction

The **Public Description, Site Condition, General Notes, Internal Notes, Neighborhood** and **Usage Restriction** fields are all free-form text box fields. You can store up to 4000 characters in each field. If the site has unique restrictions or is currently unavailable, you may indicate that status with checkboxes below these fields.

So that you can view all of the text that has been entered, each of these fields' windows can be expanded. Left-click on the hashed lines in the lower right-hand corner of the field you wish to expand. While holding down the left mouse button, use your mouse or touchpad to drag the window to the size that suits your needs.
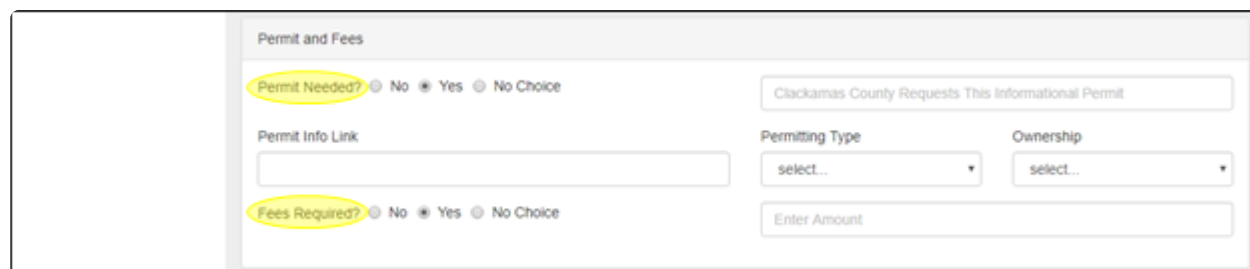

⁑ NOTE: The public description and general notes fields are fully indexed, so any value that is entered in the field can be searched. For example, entering a description of "A small, historic cottage built in 1902 for the family members of Thomas Jefferson" can be found when the user searches for "Thomas Jefferson."

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17. Permits & Fees

The **Permits & Fees** fields are checkboxes that can be selected or deselected by clicking on them. Only one selection can be made. These fields are not required to record the location in your RS10 library.

18. Permitting Type & Ownership

The **Permitting Type** and **Ownership** fields are single-select drop-down selection fields.

19. Floors

The **Floors** field is a drop-down box containing values: 1 to 25+. The field is intended to capture the number of floors or stories that the property has. The system defaults to no value or '—-' selected when adding a new location.

20. Filmography

The **Filmography** field is a free-form text box. You may enter a maximum of 4000 characters.

21. Last Scouted By, Last Scouted For, and Date

The **Last Scouted By** and **Last Scouted For** fields are free-form text fields. Use these fields to note who

last scouted the location, when, and for which production. The **Date** field format is MM/DD/YYYY. Clicking on the date field box will reveal a calendar from which you can select the correct date. If you choose, you may also type the date into the box manually. Additionally, there is a checkbox to indicate if the location is **Film Friendly Certified**

22. The SAVE Button

Click on the **Save** button once you have completed all the data entry for the location page. Saving is an essential and required step. Unless you click **Save**, you will lose all the data you have been meticulously entering.

Clicking **Save** will also take you to the next page, which is the **Location Details** preview page. You can proofread all the information you've entered on this page here.

Once you have checked your work, the next step is to upload photos for this location. See Adding Location Photos

> ✳ Remember, no data will be saved if you do not click "SAVE."

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Adding Location Photos

Once your "Location Details" page has been completed, you can add photos of the location. **Each photo image must be saved in JPEG format.** General resolution and sizing standards for film offices are:

- 2560 × 1600 resolution (or higher)* for large size web browsing (max allowable 3840 pixels)
- File size between 1 MB – 3 MB* (max allowable 15 MB)
- 300 dpi (or higher)
- JPEG compression = 10 maximum quality

> ✳ Consideration should be given to the tradeoff between maximum image quality and what is best for a client to receive electronically. Extremely large image files offer outstanding attributes for internal film office use and printing. However, sending a series of 10MB images in an electronic package to a client may unnecessarily tax email systems.

Before uploading photos to your location file, ensure that your images are accessible for use. Files can be uploaded from a hard drive, shared drive, CD-ROM, or flash drive. Images that can be uploaded to RS10 include digital photos, digital photos that have been stitched together with a software program, and scanned photos.

Here is a quick video tutorial on How to Add and Edit a Location Photo:

https://player.vimeo.com/video/252370948
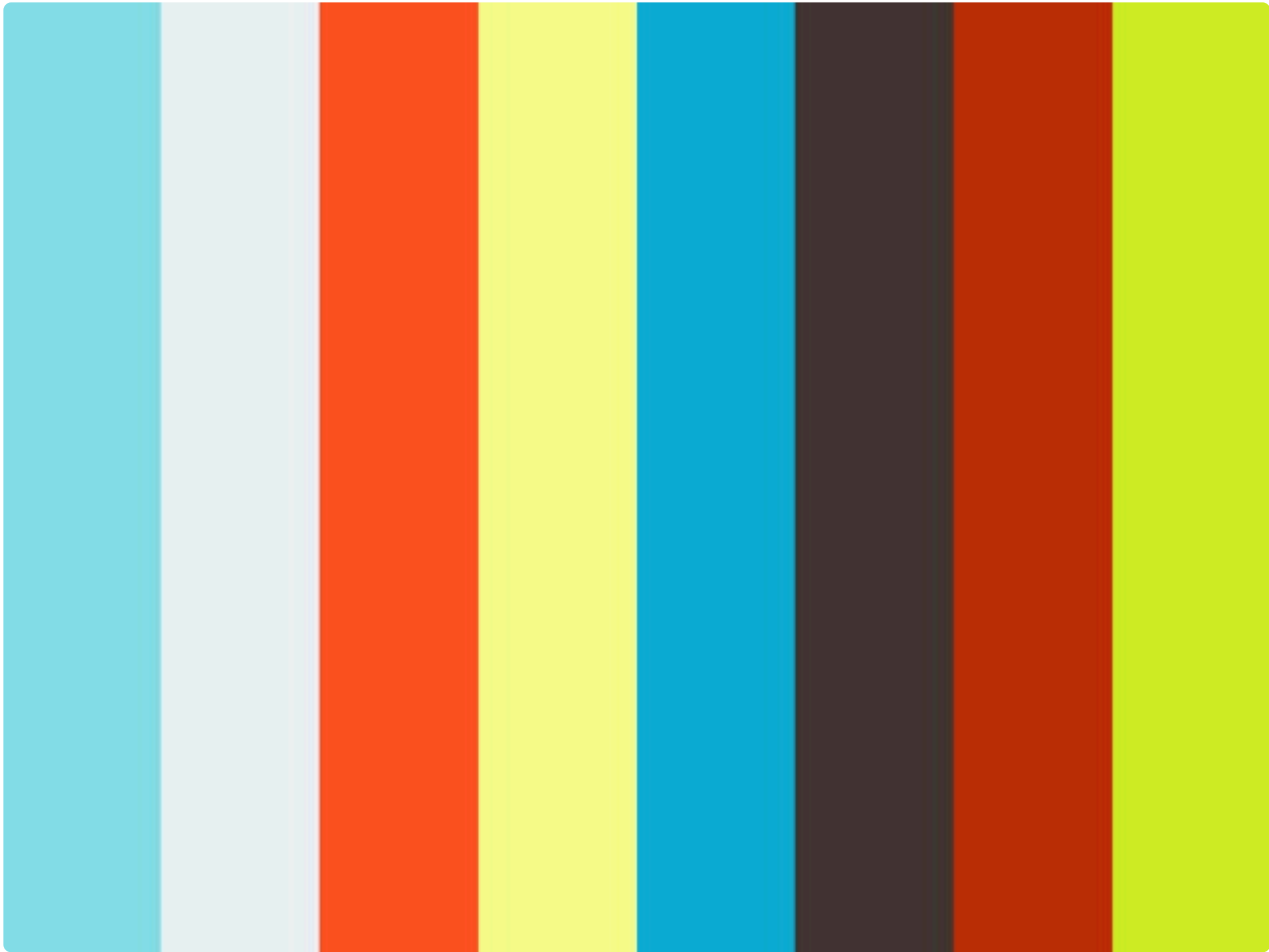
Upload Photos

Clicking on the **Location Photos** section in the **Locations** sub-menu will take you to the **Location Photos** page.

> ✳ 📷 You can also use the **Upload** (camera) icon in the upper right-hand corner toolbar to navigate to the **Location Photos** page.

Then click on **Upload Images.**
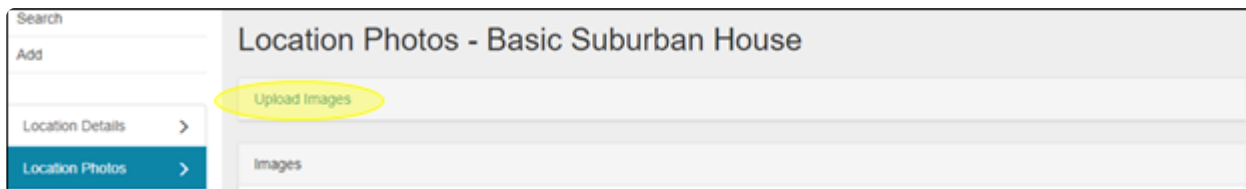
Once you have clicked **Upload Images**, three fields will be shown in which you can document information about your image.

a. Date Taken

Date Taken is a required field. Clicking the **Date Taken** box will allow you to select a date from the calendar. Alternatively, you may enter the date manually as MM/DD/YYYY.

b. Photo Credit & Description/Notes

The **Photo Credit** and **Decription/Notes** fields are free-form fields.

To allow you to see all of the text that has been entered in the **Description/Notes** field, this window can be expanded. To change the size of the window, left-click on the bottom right-hand corner of the window. Holding the left mouse key, drag the window with your mouse to the desired size.

c. Insert New Photos

The **Insert New Photos AT** field is a checkbox where you can choose to have your photos inserted at the top or bottom of the page. Only one selection is permissible.

d. Add Files & Upload

Click on **Add Files** to add all of the images of the location you would like to upload. Images that you have added appear in the list below the **Add Files** and **Upload** action buttons.
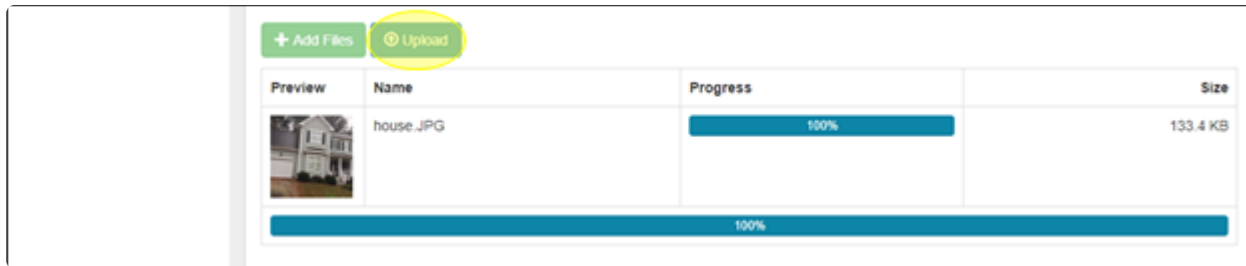
Once you have selected all of the images that you wish to add, click **Upload** to attach them to your RS10 location file. Progress bars will be shown for each image and the entire upload.


Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Sorting Photos

After you have uploaded your photos, thumbnails of your images will appear underneath the **Images** header. For large image files, the uploading process may seem to take some time. The delay can be attributed to RS10 storing a high-resolution version, and a medium (screen-sized) version, and a thumbnail of your image.

Here's a quick video tutorial on How to Sort Location Photos:

https://player.vimeo.com/video/252372612
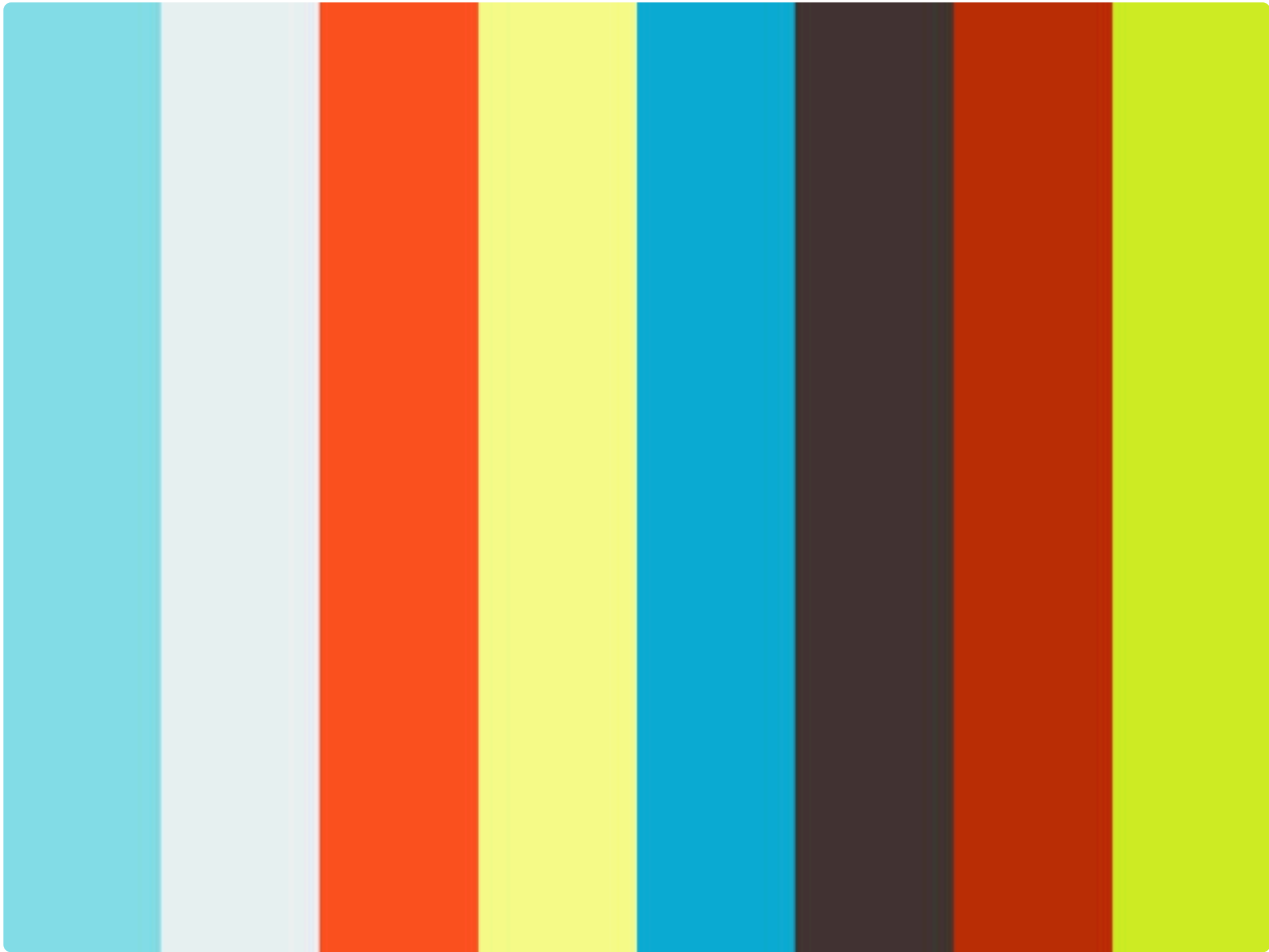
1. Sorting Photos Prior to Uploading

Before clicking **Upload**, you can use the checkboxes to choose whether new images will appear at the top or bottom of the list.

2. Sorting Photos After Uploading By Drag & Drop

Photos can be sorted after you've uploaded them by dragging and dropping them in the image pane. Left click the image you wish to move. While holding down the left mouse button, slide the image to the position that you want it. A blue box will appear to show you where the image will appear in the sequence of photos when the mouse button is released. Release the left mouse button to place the photo in the location that you desire.

During the dragging process, the photo that you are moving will appear out of focus and grayed out. This change in appearance indicates that the photo is being transferred. The image will revert to its original resolution once the mouse button is released.
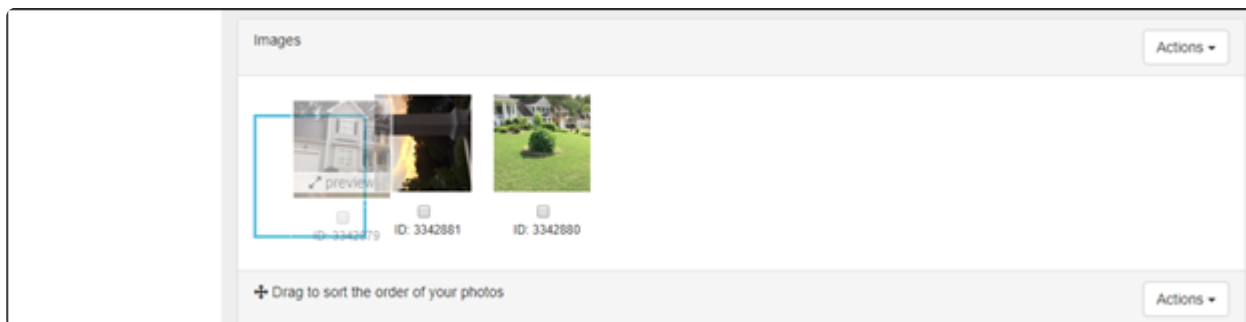
> ✳ When browsing for a photo, it is easier to see a thumbnail preview of the photo in order to locate the specific image that you need. Therefore, the photo tab always defaults to a thumbnail listing with photo title for easy access and reference.

3. Save Order

When you have placed your images in the order that you desire, click the **Save Order** button. If you do not click **Save Order**, you will have to repeat your work.
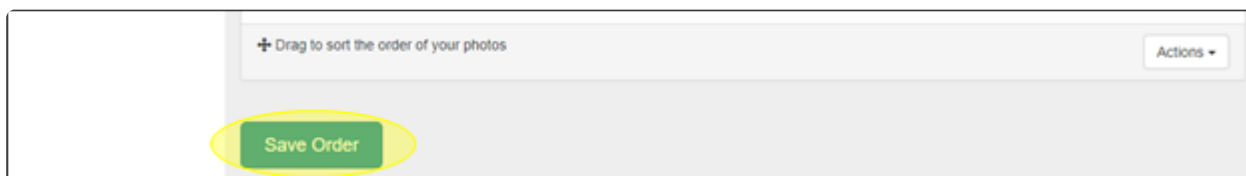
Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Editing Location Information

Editing the information about a location is very similar to adding a new location.

1. Find Location

Find the location in which you wish to make changes. For more information, refer to Browsing Locations and Finding a Specific Location.

2. Edit Location

Once you have found the location that you wish to edit, click the name of the location on the **Browse** screen.

> ✳ 🖉   If you are sure that you want to edit a location, you can save time by clicking the pencil icon. This will take you directly to the **Edit Location** screen.

On the **Location Detail** screen, select the pencil icon (edit) from the toolbar in the upper right-hand portion
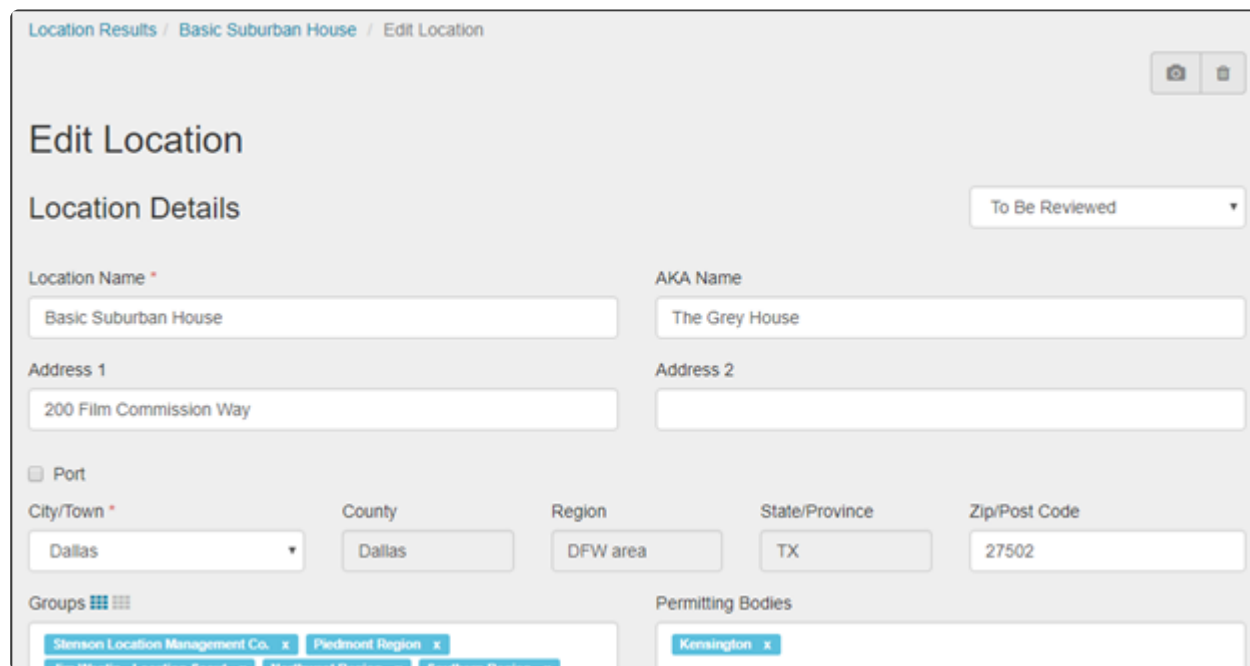
of your screen.

Clicking the pencil icon will take you to the **Edit Location** screen. Here, all of the fields that were available to you when you added the location can now be edited. For more information about these fields, see Adding New Locations

To save your changes, select the **Save** button at the bottom of the page. The **Cancel** button will return you to the **Location Detail** page.
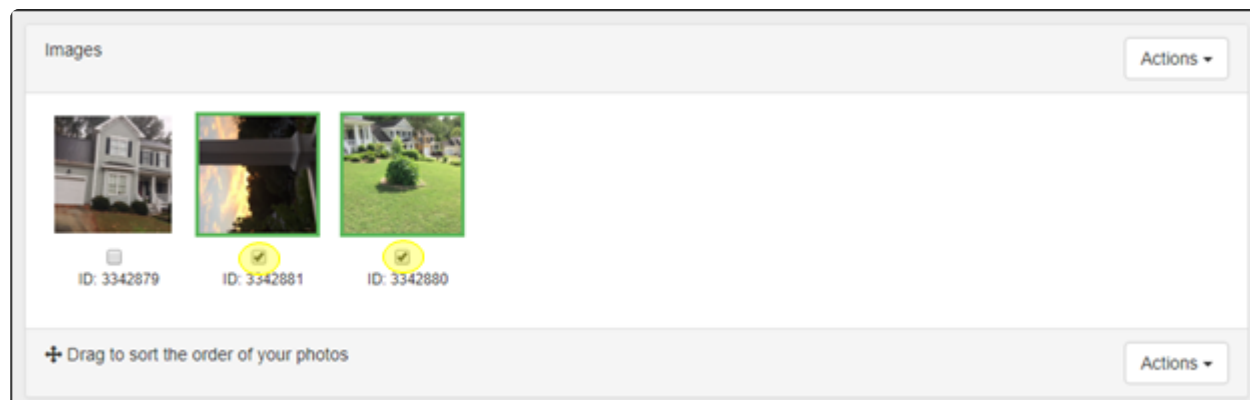
3. Edit Photo Information

To edit your location photo information, click on the **Location Photos** module.

View the thumbnails of all the images for that location. Select the checkboxes below the images that you wish to copy, edit, or delete.

Once you've selected the photo(s) you wish to edit, click on the **Actions** button on the right. For convenience, there are **Action** buttons at the top and bottom of the **Images** field. When the **Actions** button is selected, a drop-down menu will provide you with the following options:

1. Select All
2. Deselect All
3. Edit Selected Image File
4. Copy to Clipboard
5. Edit Photo Info
6. Delete Selected
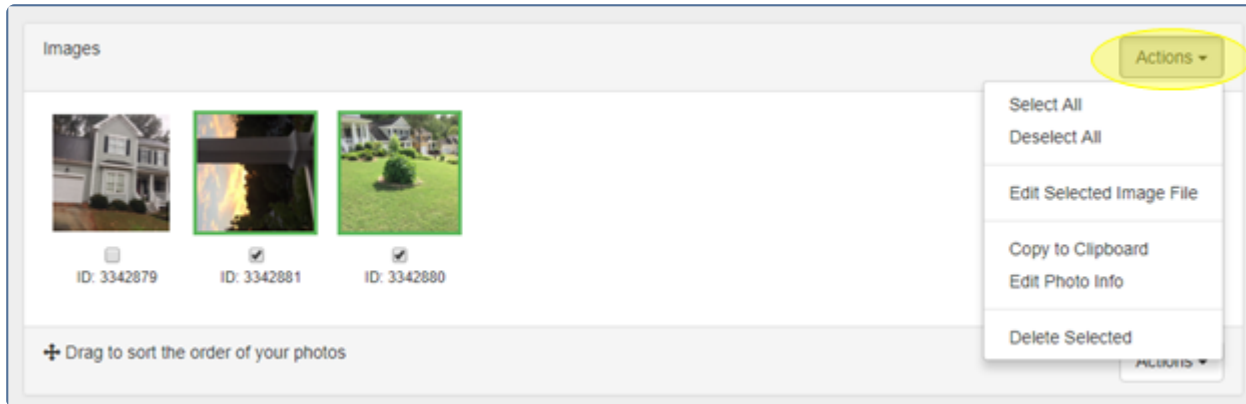
Choose the action you would like to perform. To edit a photo's information, select **Edit Photo Info.** A pop-up window will be displayed where you can edit the **Date Taken, Photo Credit,** and **Description/Notes** fields.

Photo ID: 3342880 ✕

Date Taken *

12/5/2017

Photo Credit

Don Jones

Description / Notes

Hydrangea bush

Save   Cancel

4. Save

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.

Description / Notes

Hydrangea bush

Save   Cancel

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Deleting Location Photos

To delete photos from a location, begin by finding the location that you wish to edit. See Browsing Locations and Finding a Specific Location.

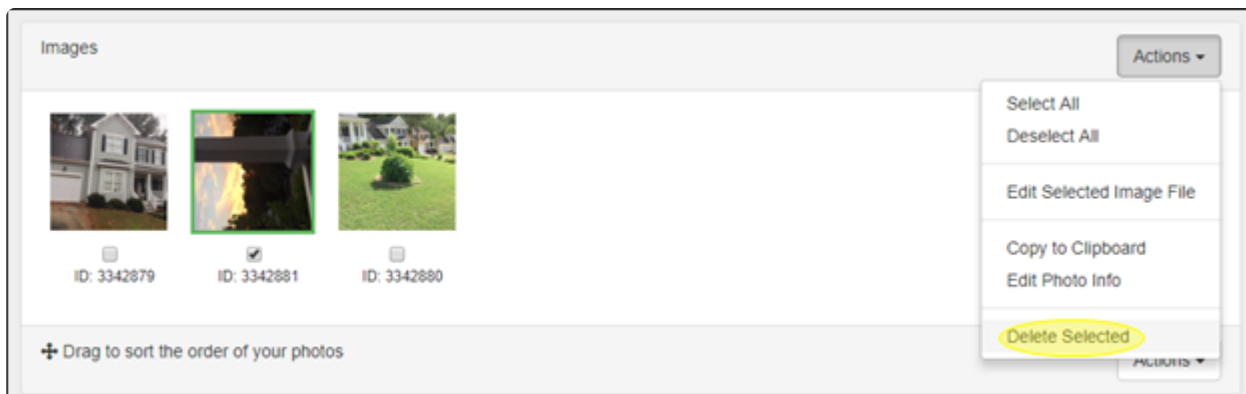Next, access the photos for that location by following the steps described in the Editing Location Information section of this user guide.

1. Select Photo(s)

Once you have navigated to the **Location Photos** page, select the photo(s) you would like to remove/ delete. You have the option of deleting a single photo or multiple photos all at once. Images can be selected by clicking the checkboxes. A green border will appear around photos chosen to highlight that you have selected them.
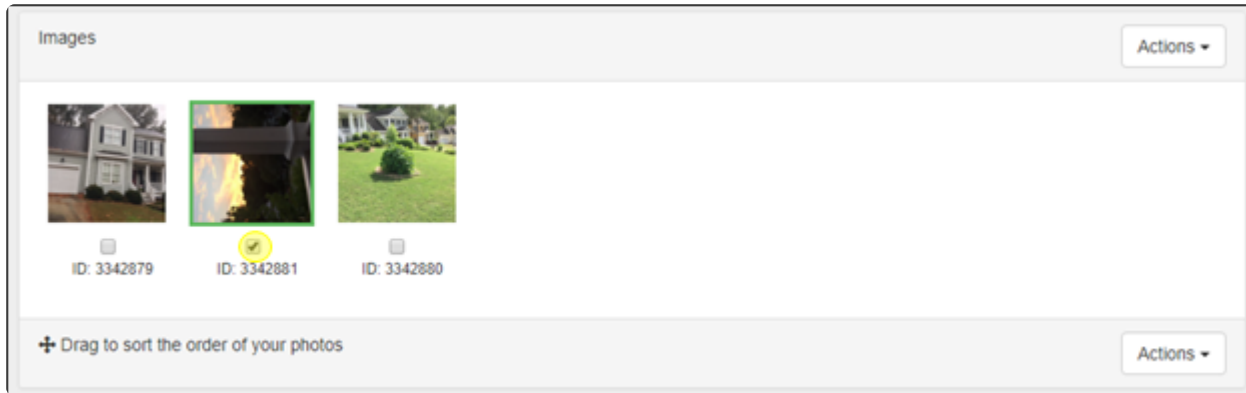
2. Delete Photo(s)

With the photo(s) selected, click on the **Actions** button on the right and choose **Delete Selected.** There are **Actions** buttons at the top and bottom of the **Images** field on the right-hand side for convenience. The **Action** buttons both function the same way.

A pop-up screen will appear to confirm that you want to delete the selected photo(s). Click **YES** to confirm or **NO** to cancel.

Delete Selected Images   ✕

Are you sure you want to delete selected images?

Yes   No
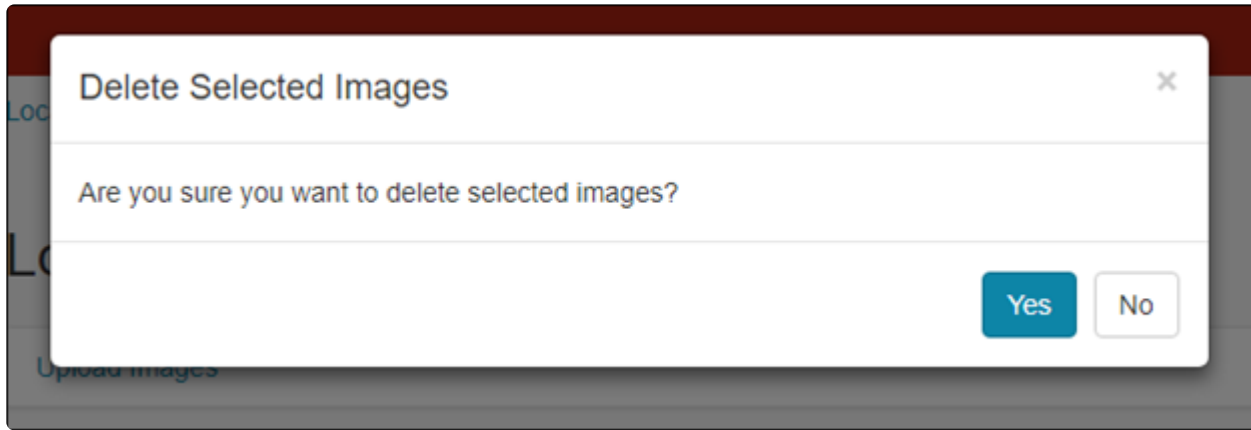
Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Editing a Location Photo

With Reel-Scout™ version 10, you do not have to use external photo editing software. RS10 features built-in photo editing tools that you can use to modify the images in your location library.

Here's a quick video tutorial on How to Add and Edit A Location Photo in Reel-Scout:

https://player.vimeo.com/video/252370948

https://player.vimeo.com/video/252370948
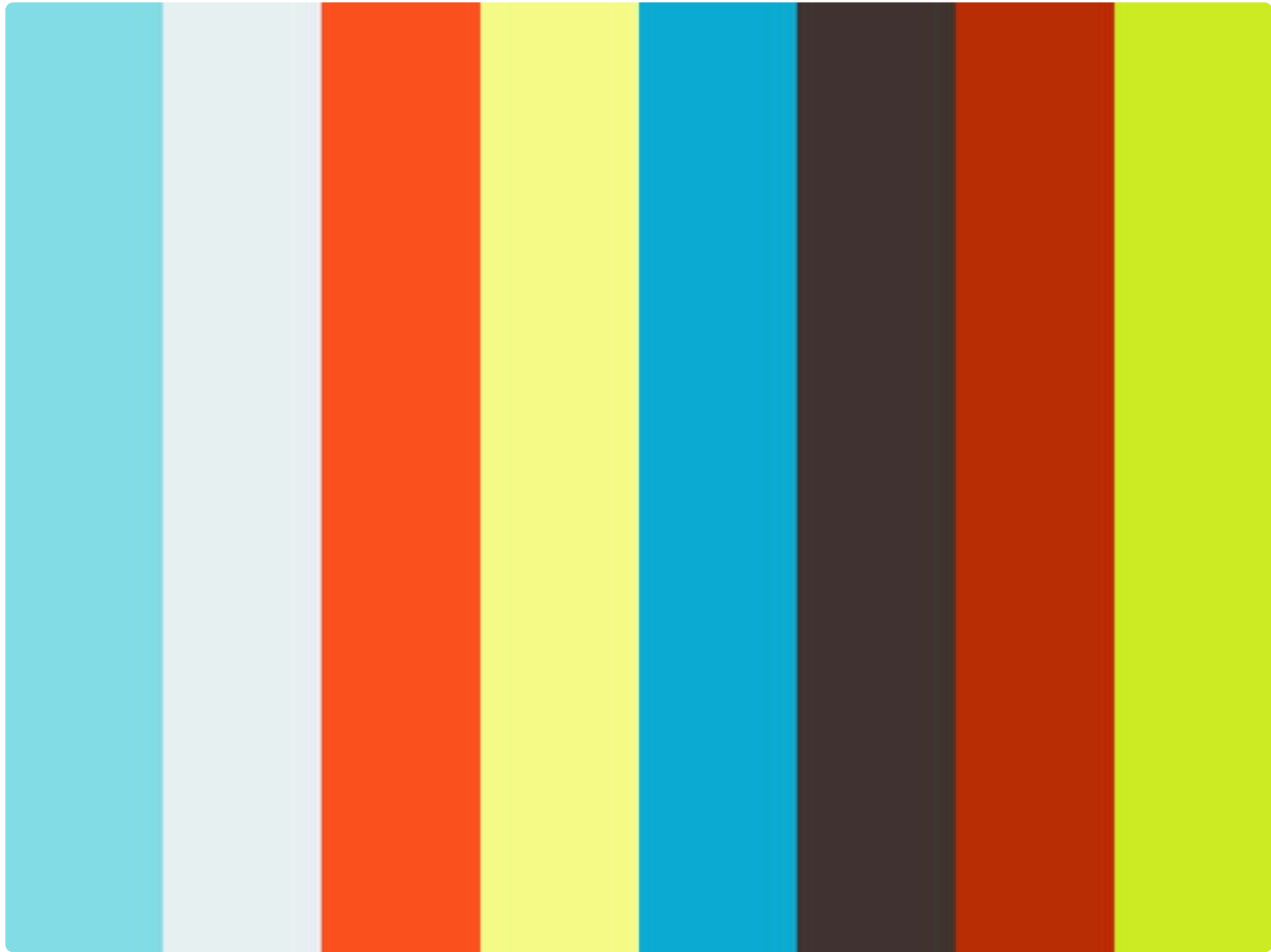
1. Find The Location

To edit your location photo(s), begin by finding the location whose photos you wish to edit. For more information, see Browsing Locations and Finding a Specific Location.

2. Choose The Photo To Be Edited

Once you have found the location you want to work on, click on the location title to go to the **Location Details** page.
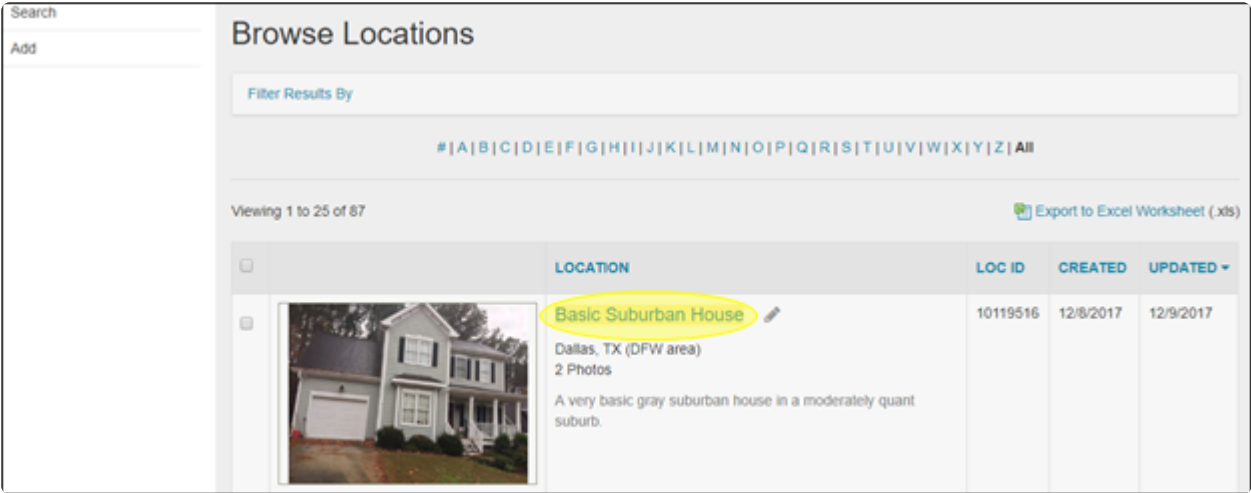
On the **Location Details** page, select **Location Photos** from the **Locations** sub-menu.

On the **Location Photos** page, select the photo(s) you wish to edit by clicking the checkbox below the photo(s). Selected images will be bordered in green to show that they have been picked. Go to **Action** button on the left-hand side of the **Images** field and select **Edit Selected Image File** from the drop-down menu.

A **Photo Editor** window will open, which will allow you to access RS10's powerful image editing tools.

3. Begin Editing

The **Photo Editor** screen features a number of user-friendly tools that can be used to improve the look of your images. Included in the **Photo Editor** are tools that can:

- Change the **Orientation** of your image
- **Crop** your photo
- **Enhance** your image

- Adjust the **Lighting** in your photo
- Change various **Color** effects in your image
- Adjust the **Sharpness** of your image
- **Whiten** your picture
- Hide **Blemish** marks
- Add **Text** to your photo

You can experiment with each tool to improve your image by clicking on the tool. Use the **Apply** button to save the changes you've made temporarily and to return to the main **Photo Editor** toolbar.

To undo an effect, click the **Cancel** button.

4. Save Your Edits

Once you have made all the changes that you desire to your image, click **Save** on the main **Photo Editor** toolbar. Changes are not final until you select **Save.**

If you wish to exit the **Photo Editor** without saving your changes, you can click the "**X**" in the upper right-hand corner of the **Photo Editor** window.
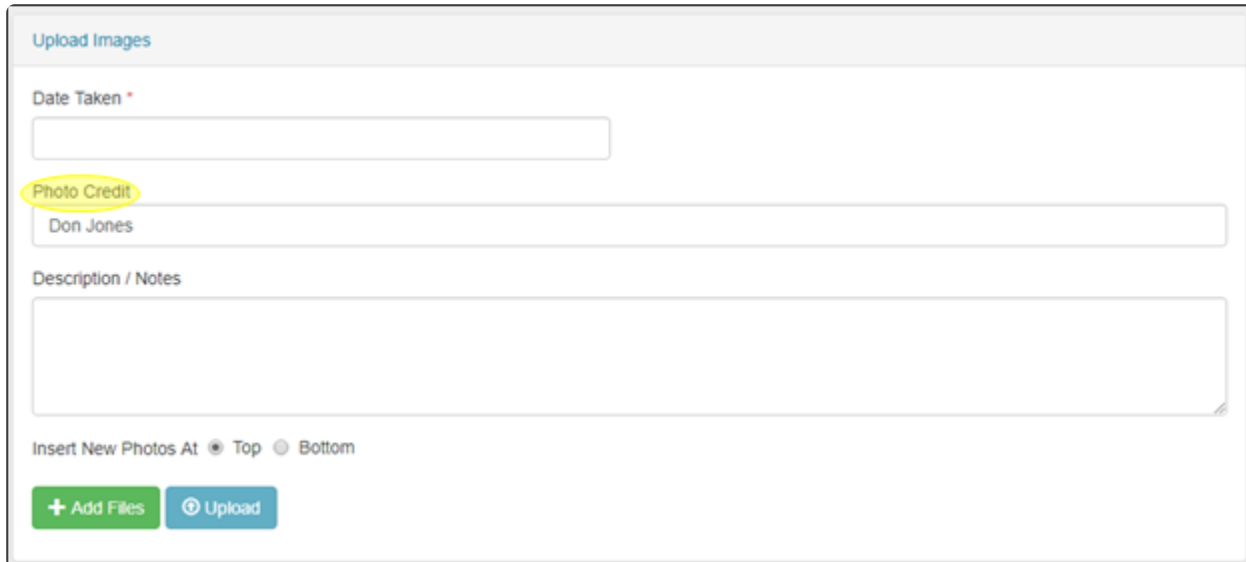
Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Blanket Credit All Photos in a Location

When the same photographer produces all of the images of your location, you can save time by using a "blanket credit" that is applied to all of the photographs that you upload.

At the beginning of the upload process, you can add as many files as you wish. You can add the photographer credit to the **Photo Credit** field. When **Upload** is selected, all of the files that were added will automatically be attributed to the **Photo Credit** that you entered.

For photos that have already been uploaded, you will need to credit each one individually. See Editing a Location Photo.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Adding or Removing Location Contact

1. Location Contact Module

Here's a quick video tutorial on how to add and edit a location contact:

https://player.vimeo.com/video/252376086
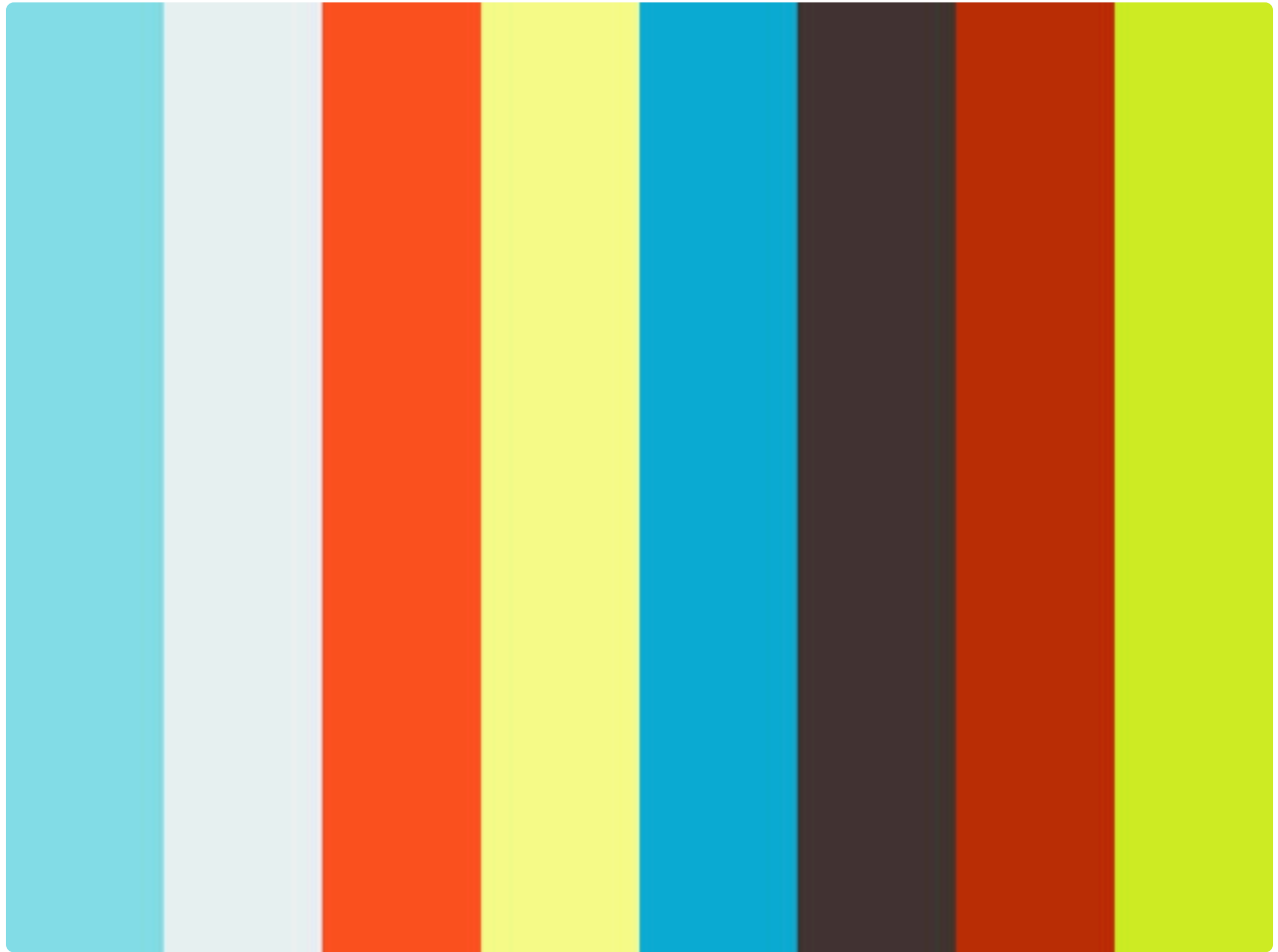
To add a contact for your location, begin by searching for the location that you wish to edit. For more information, see Browsing Locations and Finding a Specific Location.

Once you have opened the location that you wish to add contact information to, click the **Location Contacts** sub-menu on the left-hand side of your screen.

2. Existing Contact(s)

Begin by examining the **Location Contacts** page for the presence of existing contacts. These will be listed below the **Name, Title, Organization,** and **Email** headers. In our example, there are currently no contacts stored for this location.

3. Adding a Brand New Contact

Once you're in the **Location Contact** module, you can add a contact by clicking on the **Add New Contact** link.

Once you click **Add a New Contact**, a **Location Contact** form will be opened. The only required inputs are the first and last names. Not only will the contact information that you enter be applied to this location, but the data will also be applied to a generic RS10 contact database. This will allow the contact's information to be easily retrieved if it is needed for another project or location.

Note that if the contact exists in the RS10 database, the name of the contact will appear in a selectable drop-down menu as you enter the **First Name** or **Last Name**.

First Name *

jo

John Hutchinson (Radical Media)
Johnny Gerstner (EAW Productions)
Josephina Smith (EAW Productions)
John Doe (Horizon Video Inc)

Last Name *

Title

✳ Except when you are typing in the **Notes** field, avoid using the "enter" key. Using the "enter" key will save the contact file and move you to the next page. If you inadvertently strike the "enter" key, you can search for your location, open the contacts, and then continue to edit your work.

Location Contact

Add New Contact

First Name *

Last Name *

Organization

Title

Displayed As
◉ Individual ○ Company

Address 1

Address 2

City/Town

State/Province

Zip/Post Code

Country

a. Organization and Title Fields

The **Organization** and **Title** fields are free-form text fields. These are helpful, but not required.

The buttons below the **Organization** and **Title** fields allow you to select whether you want the contact listed individually or attached to a company contact.

b. Address Feilds

The **Address 1, Address 2, City/Town, State/Province, Zip/Post Code,** and **Country** fields are all free-form fields. Both domestic and international address information can be accommodated.

c. Telephone and Fax Fields

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.

d. Email Fields

The **Email 1** and **Email 2** boxes are both free-form text fields.

e. The Weblink Fields

The **Weblink** fields are web-oriented fields that will automatically be created into a hyperlink once the **Add Contact** button is clicked. You do not need to enter in 'http://' to ensure that Reel-Scout™ version 10 recognizes the hyperlink field. The 'http://' will automatically be added to the field value to ensure that the link works when clicked in view mode. Be sure to add a description of the weblink in the **Weblink Title/ Description Fields**
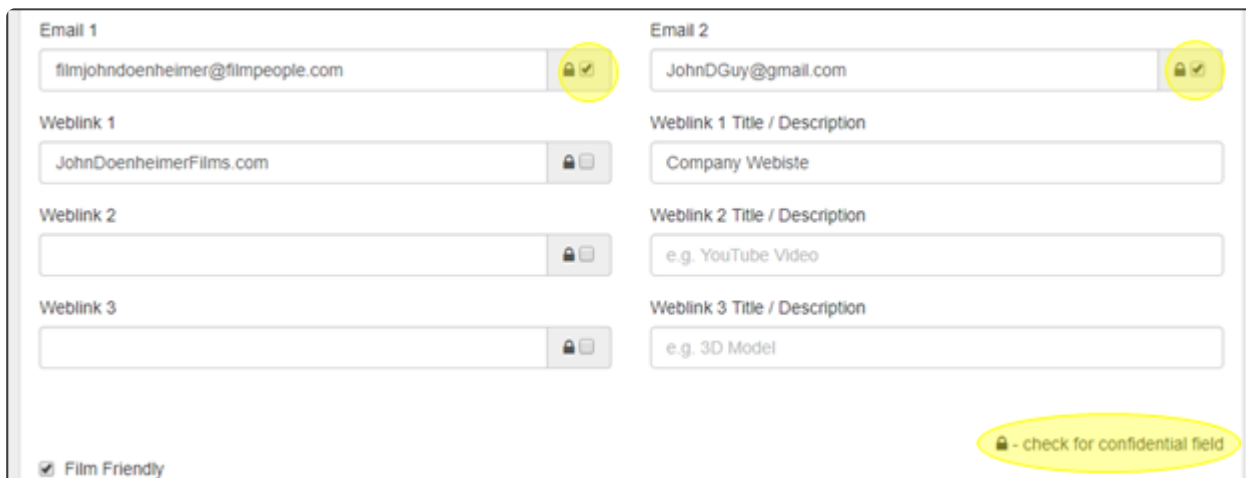
f. Film-Friendly

The **Film-Friendly** checkbox allows staff to mark contacts that are strong industry supporters.
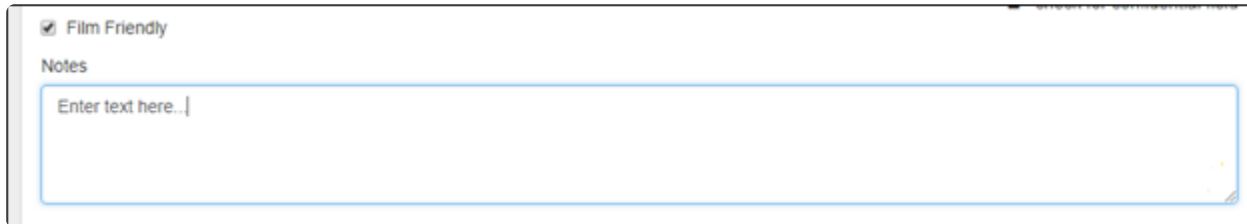

g. Confidential Contact Information

You can keep contact information confidential by clicking the lock checkbox next to their respective fields. This information will not show up when the user displays the information in the print-friendly display.

h. The Notes Field

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. This field is fully indexed and searchable.
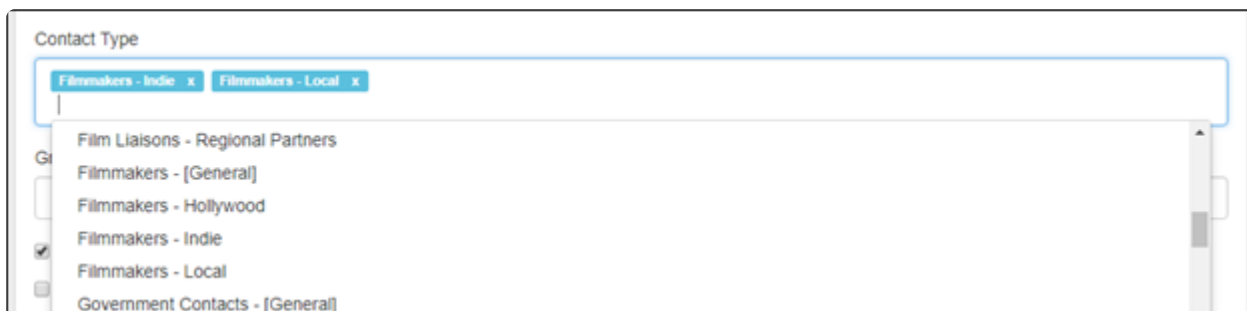
So that you can view all of the text that has been entered, the **Notes** field window can be expanded. Left-click on the hashed lines in the lower right-hand corner of the **Notes** field. While holding down the left mouse button, use your mouse or touchpad to drag the window to the size that suits your needs.

i. The Contact Type Field

The **Contact Type** field is a multi-valued selection list that includes values customized for your film office. These contact types are used to categorize and group various types of contacts to make searches more efficient. There is no limit to the number of contact types that can be added. To remove a contact type, click the **"X"** next to the type title in the **Contact Type** field.

j. The Groups Field

If appropriate, you can assign the contact to groups within RS10. These groups are customized for your film office. There is no limit to the number of groups that a contact can be assigned to. You can select the groups individually by clicking on them in the **Groups** drop-down menu. You can also begin typing the name of the group, and RS10 will automatically display the names of the groups that match the letters that have been entered. If a group has been applied to a contact accidently, you can delete that group from the contact file by clicking the **"X"** next to the group title in the **Group** field.
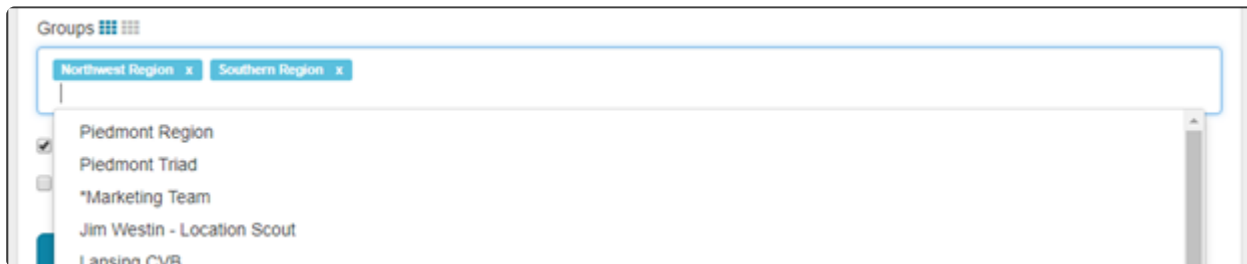
To assign a contact to all groups, click the six blue boxes next to **Groups**.
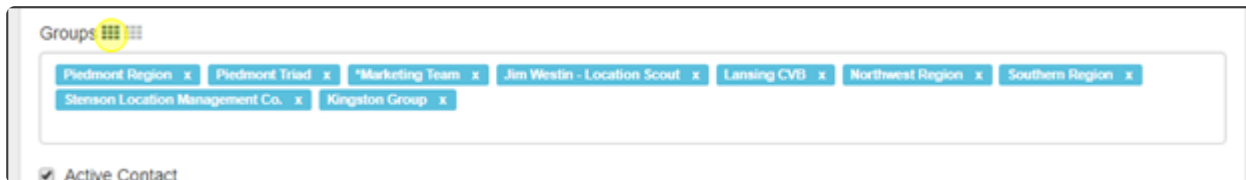
To remove the contact from all groups, select the six grey boxes.

k. The Active and Key Contact Check-Box

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. The **Key Contact** box indicates that the

person is in a lead decision making position.

✱ 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.

2. Add Contact Button

Once you are finished with entering all the data that applies to your contact, click the **Add Contact** button.

3. Remove Contact

The contact now appears on the **Location Contact** page below the **Add New Contact** section. The star indicates that this is a **Key Contact**. An **"X"** button appears beside the contact name to allow the user to remove the relationship between the location and that particular contact.

If you wish to remove a contact, simply click on the **"X"** to remove it from the location.

✳ NOTE: Clicking on the REMOVE button will not delete the record from the database. This action will remove the contact's relationship with 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.**

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Managing Multiple Locations' Information and Images

Reel-Scout™ version 10 allows you to change location names, duplicate location information, and to delete and edit image information with ease. Additionally, functionalities exist to move photos from one location to another, or you can copy photos for use in another location file.

See the following sub-sections for more information:

- **Duplicating Location Information**
- **Changing Location Name**
- **Deleting Multiple Photos**
- **Copying or Moving Multiple Photos Across Locations**

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Duplicating Location Information

1. Find Location

Begin by finding the location whose information you want to copy. For more information, see Browsing Locations and Finding a Specific Location.

2. Copy Location

When you get to the screen featuring that specific location, you'll notice a series of icons on the top right. Click on the **Duplicate** icon.

Clicking the **Duplicate** icon makes a copy of the entire record of your location. Note that the **Location Name** now has the original title in single quotes with the words "copy of" in front.

You can now start filling in all of the appropriate information for the new location.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Changing Location Name

1. Edit Location Name

The new copy of the location still carries the old location name with a prefix of "copy of" in front of it.

Make sure you click on this field and change the name to whatever the new location name should be. In our example, we've changed the name to "Skinny Pine Trail."

2. Make Other Changes

Once you change the name of the location, you can also change any other details necessary for the new location (including adding, deleting, or resorting photos). All these changes will affect only the new location. The original location file will remain unchanged.

When all of the necessary changes have been made, click **Save** to ensure that the new information is

applied to your copied location.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Deleting Multiple Photos

To delete photos from your location file, begin by locating the location file that you wish to edit. For more information, see Browsing Locations and Finding a Specific Location.

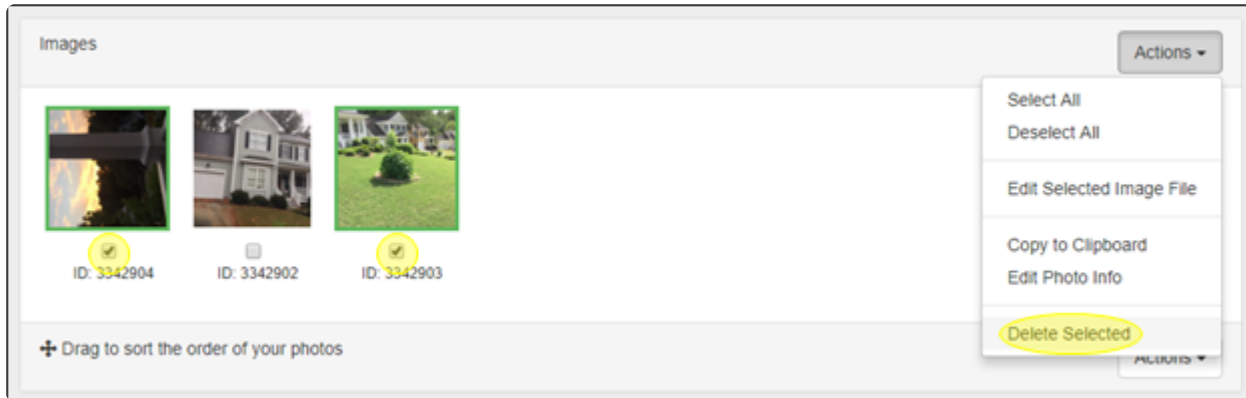Once you are in the **Location Details** page, select the **Location Photos** sub-menu.

> ✱ 📷 As an alternative, you also use the **Upload** (camera) icon in the upper right-hand corner toolbar to navigate to the **Location Photos** page.

In the **Images** field, select the checkboxes below the photos that you wish to delete. Each image that is selected is highlighted with a green box. When you have selected all of the images that you want to delete, click on one of the **Actions** buttons on the right-hand side of the **Images** field. Select **Delete Selected** from the drop-down menu.

A pop-up box will appear to ask you to confirm the deletion. Click **Yes** to delete the images from your location file.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Copying or Moving Multiple Photos Across Locations

Copying and moving multiple photos across locations can be accomplished using RS10's **Copy to Clipboard** function.

Begin by locating the location file that you wish to edit. For more information, see Browsing Locations and Finding a Specific Location.

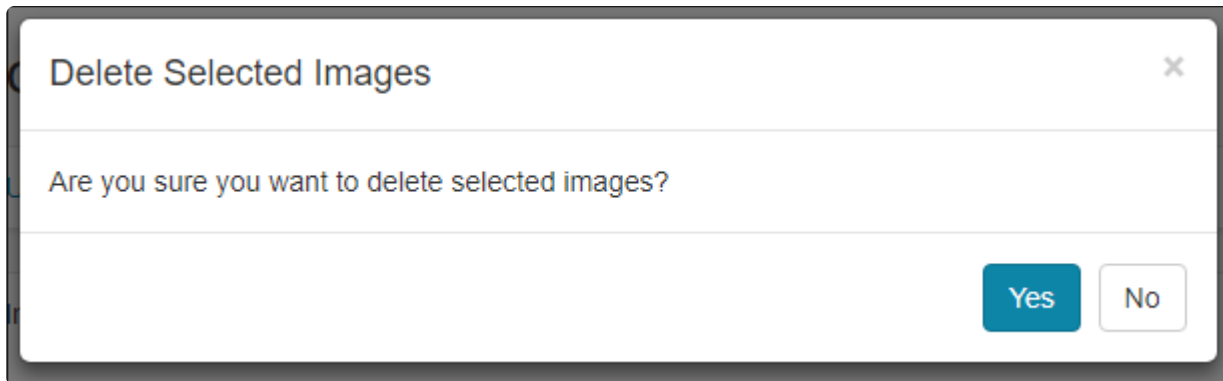Once you are in the **Location Details** page, select the **Location Photos** sub-menu.

> ✱ 📷   As an alternative, you also use the **Upload** (camera) icon in the upper right-hand corner toolbar to navigate to the **Location Photos** page.

1. Select Photos to Add to Clipboard

In the **Images** field, select the photos that you wish to copy or move by selecting the checkboxes below the images. Once selected, the images will be highlighted with a green box. Go to one of the **Actions** buttons on the right-hand side of the **Images** field and select **Copy to Clipboard** from the drop-down menu.
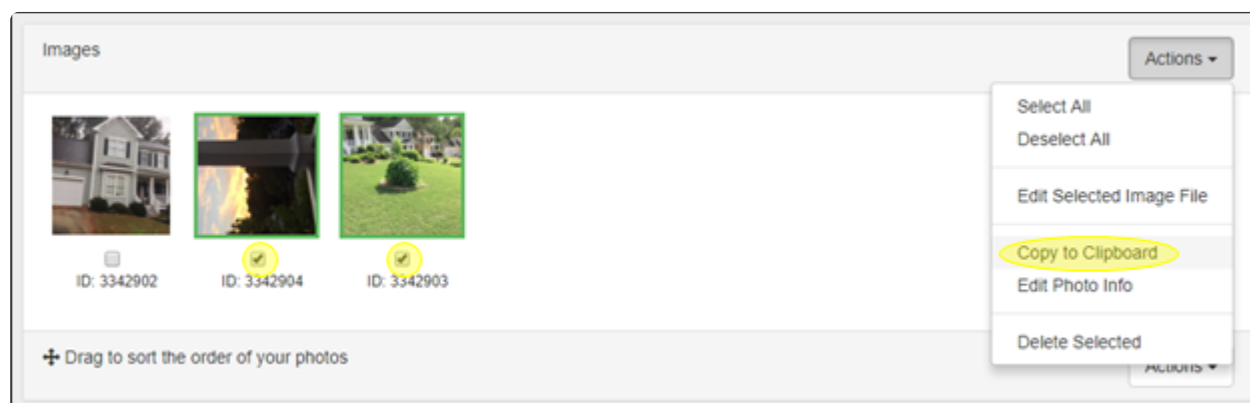

Copies of your images will appear in a **Clipboard** pane above the **Images** field on the **Location Photos** page. Above the photos, the location number from where they have been copied is referenced. This is a clickable link.
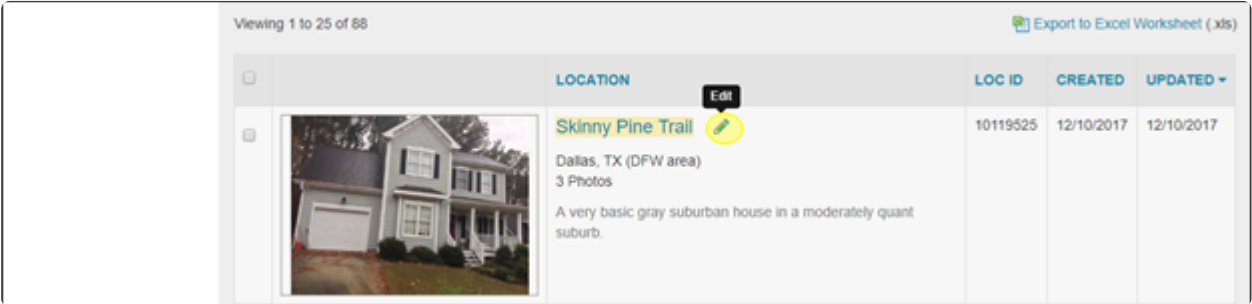
2. Go to the "Target" Location

Select the location to which you want to add the copied photos. You can select the **Browse** sub-menu to find the location that you are looking for, or you can follow the directions provided in the Finding a Specific Location section of this user guide.
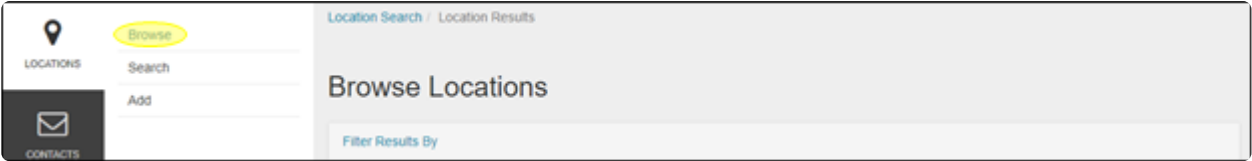
After finding the location that you are looking for, click the **Edit** pencil next to the name.

On the next screen, click on the **Photos** tab or the **Upload** photos symbol in the upper right-hand toolbar.

Your **Clipboard** photos will appear above the **Images** field. Using the **Action** button on the right-hand side, select **Copy Image(s) to this Location** from the drop-down menu.

Copies of the images in your **Clipboard** will now appear in the **Images** pane. **Clipboard** images can be applied to as many locations as you like.

When you are finished moving copied images, you can erase your **Clipboard** by selecting the Clipboard **Actions** button, and clicking **Remove from Clipboard** from the drop-down menu.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Exporting Locations Data

Location information can be exported from Reel-Scout™ version 10 into an Excel spreadsheet for use in other applications. This capability allows for greater flexibility in producing reports and analyzing options with a client.
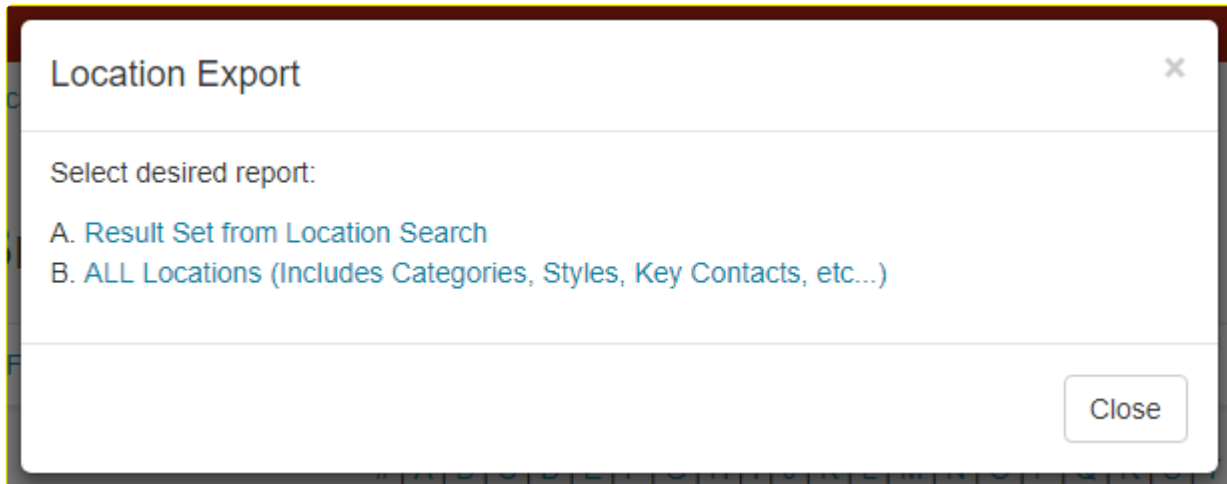
1. Export Locations Data

To export your search results into an Excel spreadsheet, click the **Export to Excel Worksheet (.xls)** on the right-hand side of your screen.
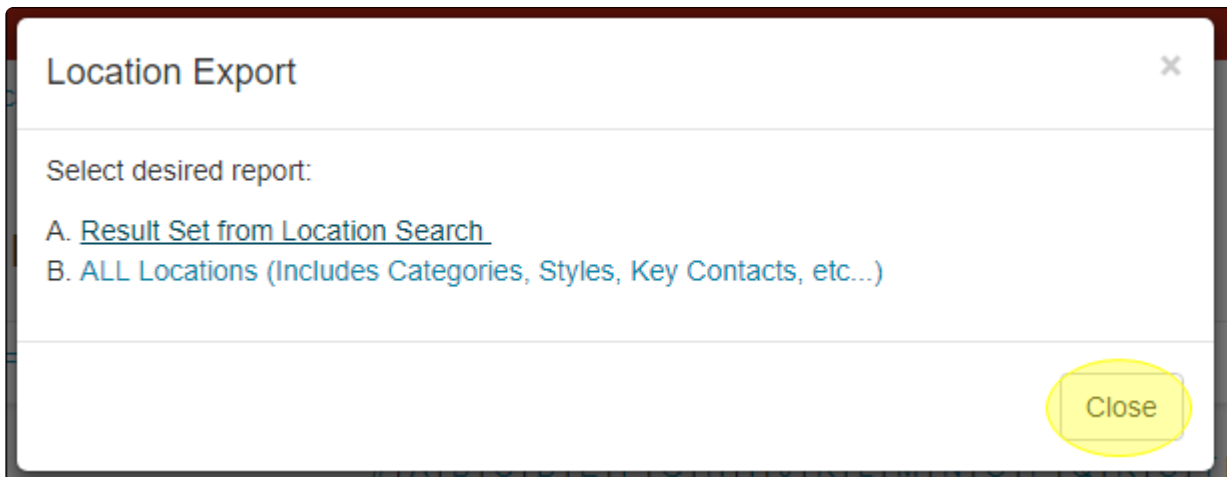

A dialog box will appear that will allow you to either export the results of your search or the entire location

list. Click on your desired selection to begin the download.

Once the file is exported/downloaded, click **CLOSE** to close the pop-up box.

2. Excel Data

When the file is opened in Excel, data will appear in pre-defined columns mirror the location information found in Reel-Scout™ version 10.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

How To Approve a Location

Once you login to your Reel-Scout™ version 10 account, the system will automatically locate you on the **Browse Locations** page. Locations that are in a **To Be Reviewed** status are those that have their titles highlighted in yellow. These locations have been submitted to the RS10 system, but are still awaiting film office approval.
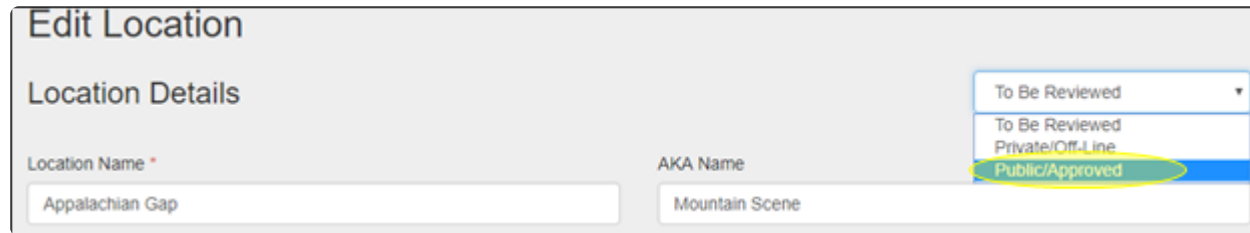
There are two ways to approve locations: Individually or collectively.

1. Individually

To approve individually, click on the **Edit** (pencil) icon of the **location highlighted in yellow**.

Clicking the pencil icon opens the **Edit Location** page. Click on the **To Be Reviewed** drop-down box on the right and select the **Public/Approved** option.
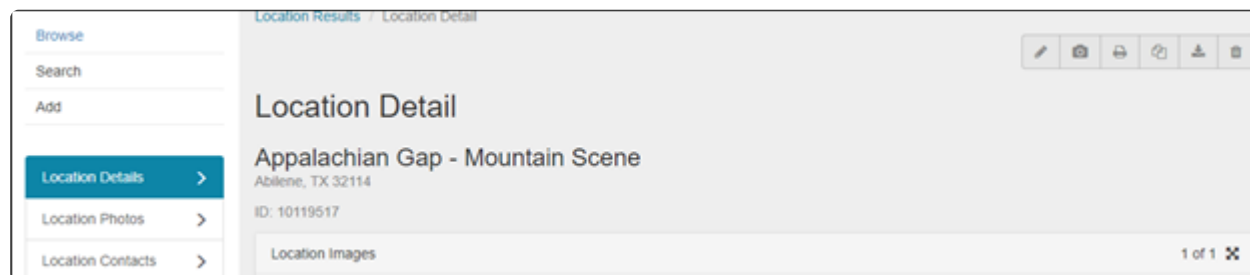
Scroll to the bottom of the page and click **Save.**

On the **Location Details** page, notice that the title is no longer highlighted in yellow. An unhighlighted name indicates that the location is approved.

2. Collectively

To approve several "To Be Reviewed" locations collectively, first select those locations by clicking the checkboxes to their left.

Once you have selected the locations to be approved collectively, scroll up to the top of the **Browse Locations** page and click on **Filter Results By.**

Click on the **Select Action** drop-down menu. Choose **Approve (Show Public).**

Once you have clicked **Approve (Show Public)**, a **Go** box will appear to the right. Click the **Go** box to approve these selected locations.

You will be returned to the **Browse Locations** screen. Notice that the names of the locations that you approved are no longer highlighted in yellow.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Approving Location Files in Batch

1. Choose Location Files to be Approved

To approve Locations in batch, click on the **Locations** tab on the left. Under the sub-tab **Browse**, click on **Status** and choose the correct option for your search: Approved, To Be Reviewed, or Private. In the example below, we choose "To Be Reviewed" for the search.

2. Approve Location Files in Batch
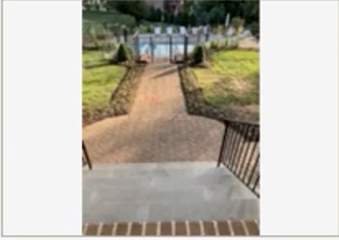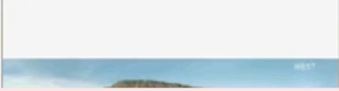
Once you get your results, select by checking off the locations you want to approve. If you want to approve all the locations shown, click on the white box on the top bar. All your locations below will be checked off and selected.

Then click on **Filter Results By** for the drop-down menu. Under **Selection Action**, choose **Approved (Show Public)**, then click on the **Go** button.

Filter Results By

Status
| To Be Reviewed ▼ |

County
| --- ▼ |

Region
| --- ▼ |

Category
| |

Search

Select Action

| --- ▼ |

Approve (Show Public)
To Be Reviewed
Private (Off-Line)
Assign To Group
Unassign Group

E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | **All**
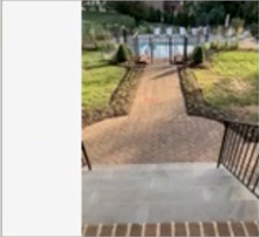
Viewing 1 to 9 of 9   Export to Excel Worksheet (.xls)

☑		LOCATION	LOC ID	CREATED	UPDATED ▼
☑		Abington House - Gardens ✏ 📷 🔵 Austin, TX (Austin area) 25 Photos Four of the most fascinating acres at the Abington House are all under one roof. America's largest home boasts 250 rooms, 65 fireplaces, an indoor pool, bowling alley, priceless art and antiques. Inspired by the industrial framework of the High Line, Abington House at 29th Street and 10th Avenue ju......	10143688	6/13/2019	9/23/2019

3. Confirmation

You will receive a confirmation that your records were updated.

4. Video Tutorial

For more detailed instructions on how to approve locations in batch, watch the below video.

https://player.vimeo.com/video/469020347

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Contacts

The **Contacts** module can be accessed by clicking the envelope icon in the menu bar on the left-hand side of your screen. Contacts are stored as individual records and can have an unlimited number of 'relationships' with the locations and projects within the Reel-Scout™ version 10 system. All of the relevant information can be entered, including phone and fax numbers, addresses, and company affiliations.

Here's a quick Overview of the Contacts Module:

https://player.vimeo.com/video/251853250

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Browsing Contacts

The **Browse Contacts** screen has several features that make finding the right people fast and easy. Also, you can edit contact information from this page.

As you navigate through the **Contacts Module**, breadcrumbs at the top of the page will help remind you where you are.

While you are on the **Browse Contacts** page, each contact's name will turn a darker shade of blue when you hover over it with your mouse cursor. By clicking on the contact's name, you can view or edit the contact's information. Additionally, two symbols help you to quickly evaluate the type of contact that you are looking at. Location contacts have an **"L"** next to their name, while project contacts are noted with a **"P"**.

When you click a contact's name, you will be taken to that individual's **Contact Details** page.

Locations and projects that the contact is associated with appear at the bottom of the **Contact Details** page.

Location Associations

LOCATION NAME ▲	LOC ID	ADDRESS	CITY/TOWN	COUNTY
Bahia Grande ★	10000003	10808 Rawhide Trail	Austin	Travis
Binghamton Home	10027074	201 E. 14th St. 201 E. 14th St.	Austin	Travis
Chama River ★	10000025	2600 Lamar Blvd	Austin	Travis
Monroe Court	10061498	4512 Monroe Court	El Oso	Karnes

Project Involvements

PROJECT TITLE ▲	PROJ ID	TYPE	STATUS
***ONCE AND FUTURE KING	10000001	Feature (Studio)	Lost / Incentives
A TIME FOR DANCING ★	10000069	Feature (Independent)	Scouting

> ✳   ✏
>
> You can quickly edit a contact by clicking the **Edit** (pencil) icon next to the contact name.
>
> Clicking the pencil icon will take you directly to the **Edit Contact** page.

This interactive display has three filtering tool that allows you to sort locations quickly. Additionally, the film

commission can take action regarding a location on this page.

1. Search by Alpha

Contacts are sorted in the RS10 database by last name. Clicking on the letters displayed on the **Browse Contacts** page will reveal those contacts whose last name begins with that letter. These results will be sorted in alphabetical order. Clicking **All** will list all of the stored contacts in alphabetical order.

2. Sort Results

The listing of contacts displayed can be sorted alphabetically by contact last name and organization. You can also sort the list of contacts the date the contact was last updated. Clicking on **Organization** will reveal a triangle to the right of the header. Click on the triangle to cycle between alphabetical and reverse alphabetical listings of contacts by organization name.

You can also sort the **Browse Contacts** page by the date that the contact was last updated. To do this, click on the **Updated** header. A blue triangle will appear next to the header that will allow you to cycle between most and least recent update order.

3. Page Number, Forward/Backward, Beginning and End Selections

By scrolling to the bottom of the page, you can use the page navigation tool. The **Browse Contacts** page you are currently on is highlighted in blue. You can choose to view a particular page by clicking the page number on the scale. The double triangle symbol will allow you to move one page forward or one page back. Clicking the double triangle with a line symbol will take you to the first or last page of the list. You can also select how many contacts are displayed on each page by clicking on the number (25, 50, or 100).
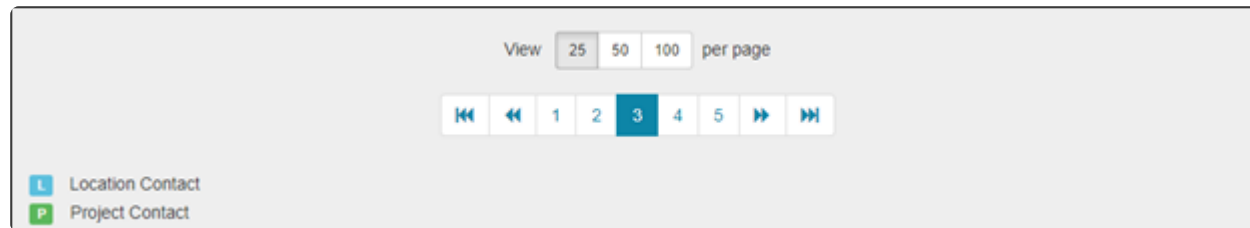
4. Filter Results By

To further refine the list shown on the **Browse Contacts** page, you can click **Filter Results By** at the top of the screen.

Click on the **Contact Type** to view a customized drop-down menu of options. Alternatively, you can begin typing the type of contact and RS10 will display matching choices. If you need to remove a contact type from the field, just click the **"X"** next to the entry. There is no limit to the number of contact types that you can select.
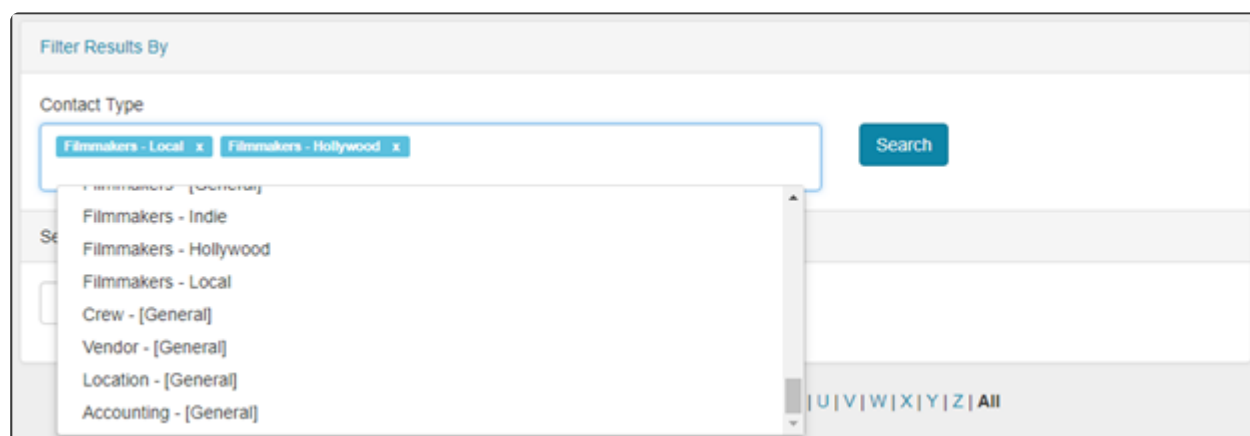
5. Select Action Drop-Down

When you click **Filter Results By**, you will also reveal a **Select Action** field. This field allows you to assign types or groups to contacts you have selected with the checkboxes in the **Browse Contacts** list. Additionally, you can also unassign contacts from groups using this menu.

When you've chosen an action in the **Select Action** field, a second drop-down menu of options will appear to the right. Only one option may be selected. Click the **Go** button to save the changes to the selected contacts.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Looking Up a Specific Contact

Finding a specific contact name or type of contact is accomplished through the **Search** function in RS10's **Contacts** Module. Click **Contact** on the menu bar on the left-hand side of the screen. Then, select **Search**
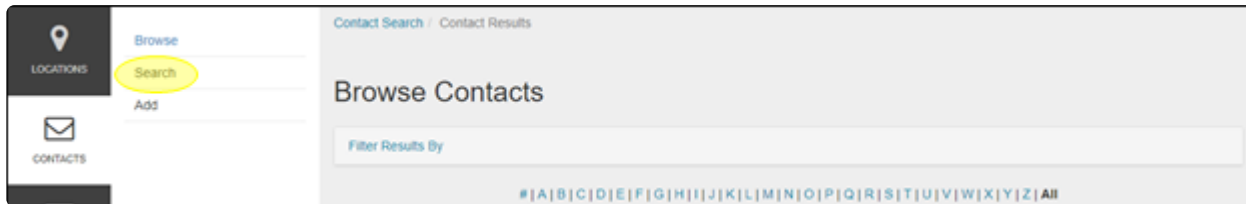
Search Contacts

Clicking on any of the fields from the following list will allow you to search for a specific contact that has the attributes you select.

1. Last Name, First Name, Title

You can include whole names and titles or partial spellings in this field. RS10 will produce results that contain the letter combinations that you enter.

2. Project, Location, Organization

You can include whole or partial descriptions in this field. RS10 will produce results that contain the letter combinations that you enter.

Title	Organization
Project	Location

3. Phone, Email, City/Town, and State/Province

Your contact search results can be further refined to a specific geographic area or individual by using these fields.

Phone	Email
City/Town	State/Province
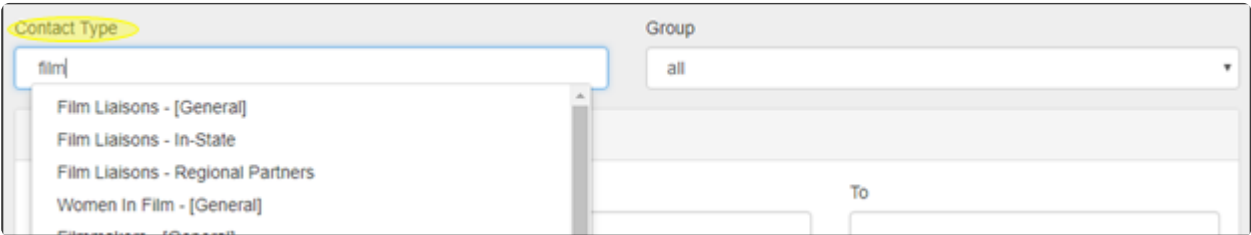
4. Notes

Words or phrases that may be associated with the contact you are looking for may be entered into this free-text field.

Notes
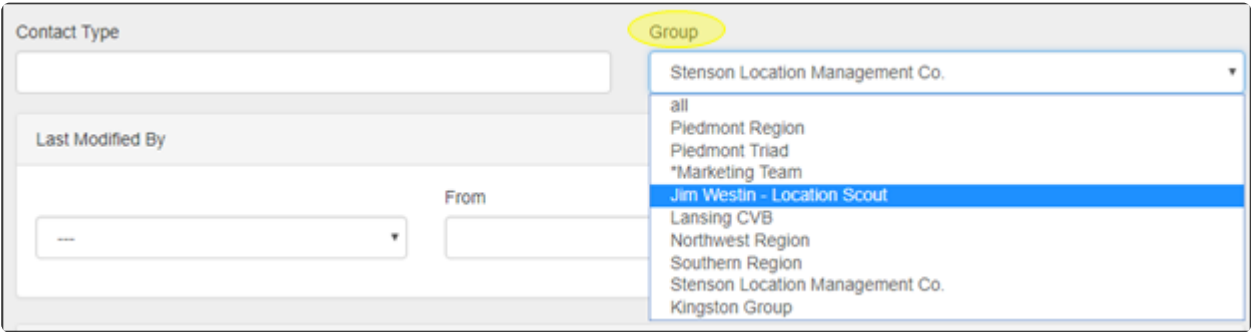
5. Contact Type

Click on **Contact Type** reveals a drop-down menu that has been configured for your film office's needs. You can scroll through the list to find the appropriate contact types, or you can begin typing the contact type you wish to include in your search. RS10 will type match your entry whose spelling matches the letters you've entered.

6. Group

You can also search for contacts that belong to one of the groups configured for your film office. The **Group** drop-down menu is a single-select field. Click on **Group** and select the group you wish to include in your search. You can only select one group per unique search.

7. Last Modified By and Created By

The **Last Modified By** and **Created By** fields allow you to search for contacts that have been entered or edited by a film office staff member. The staff member may be selected from a drop-down menu. The **From** and **To** boxes are date range fields. When you select these boxes, a calendar will appear that you can use to select the appropriate values. Alternatively, you can type in the date as MM/DD/YYYY.

8. Active and Sort By

You can further refine your search results by choosing to display only **Active Contacts** or **Inactive Contacts.** If you wish to view all of the contacts that match your search criteria, leave the **Active** selection in the default setting of **All**. Additionally, you can use the **Sort** buttons to select how you want your search results to be ordered.

After entering all of your search criteria, click the **Search** button at the bottom of the **Search Contacts** page. You will be taken to the **Browse Contacts** page, where all of the search results returned will meet each of the criteria you have selected.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Editing, Removing, or Copying Contacts

To edit or remove a contact from your Reel-Scout™ version 10 database, begin by locating the contact you want to edit. See Browsing Contacts and Looking Up a Specific Contact for more information.

1. Edit Contact

Contact information can be edited one of two ways:: Using the **Edit** (pencil) icon on the **Browse Contacts** page or using the pencil icon in the upper right-hand corner of the **Contact Details** page.

a. From the Browse Contacts Page

The fastest method is to click the pencil icon next to the contact's name on the **Browse Contacts** page.

	CONTACT	TITLE	ORGANIZATION	PHONE	UPDATED ▾
☐	Doenheimer, John ✎ L			+1-704-555-5555	12/10/2017
☐	Harper, Camilla ✎ L				12/7/2017

Viewing 1 to 25 of 108   📗 Export to Excel Worksheet (.xls)

Clicking the pencil icon will open the **Edit Contact** page. You can now change the contact's information as required. Click the **Save** when you are finished. For more information on the fields that you can edit, see Adding a New Contact.

Contact Results / John Doenheimer / Edit Contact

Browse
Search
Add

Edit Contact

🔒☐

First Name *
John

Last Name *
Doenheimer

Organization

Title

b. From the Contact Details Page

If you are viewing the contact on the **Contact Details** page, select the **Edit** (pencil) Icon on the toolbar in the upper-right hand corner of your screen.
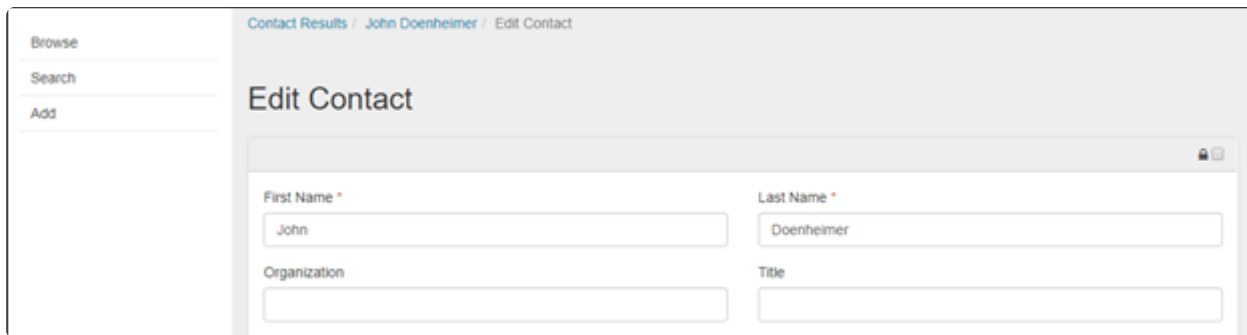
Contact Results / Contact Detail

Edit
✎ 🖨 🗑

Contact Detail

Doenheimer, John

Clicking the **Edit** icon will open the **Edit Contact** page. Click **Save** when you are finished. For more information on the fields that you can edit, see Adding a New Contact.

2. Remove Contact

✳ NOTE: If the contact is no longer with an organization, it is best to mark the record 'inactive' to allow the contact history to be retained in the system. When an individual contact is deleted from the system, all history and correspondence notes will be removed as well.

To remove a contact from the database, begin by click on the contact's name on the **Browse Contacts** page. On the **Contact Details** page, select the **Delete** (trashcan) icon from the toolbar in the upper-right hand corner.

RS10 will ask you to confirm that you want to delete the contact. Select **Delete** to remove the contact you have selected permanently. Click **Cancel** to reject the change.
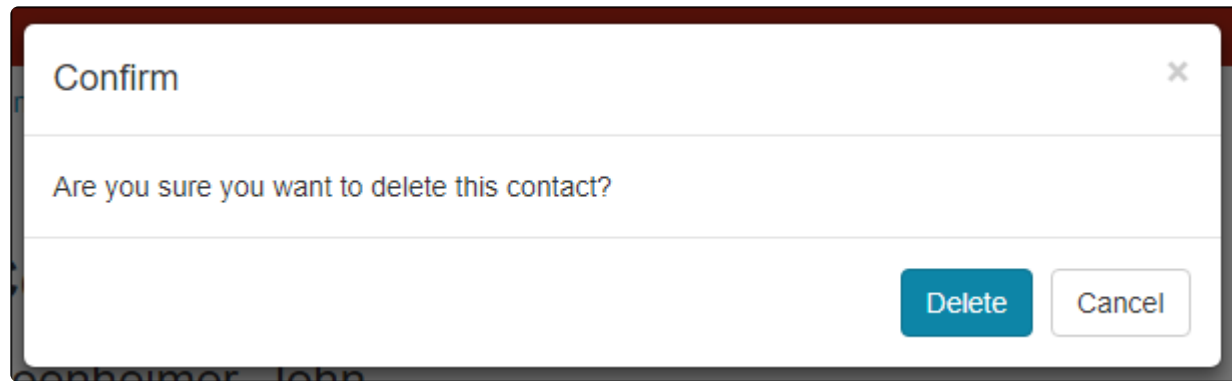
3. Copying Contacts

If you have multiple contacts that have similar information (such as company name or phone number), it is easier to make a duplicate contact than it is to create a new contact altogether. To copy a contact, begin by clicking on the contact's name on **Browse Contacts** page. Then, click the duplicate symbol on the toolbar in the upper right-hand portion of your screen.

Copying your contact will add a new contact of the same name to your **Browse Contacts** page with the words "Copy of" in front of it. You can use click the **Edit** (pencil) icon to open the **Edit Contact** page. From here, you can adjust the required fields.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Adding a New Contact

To add a contact, open the **Contacts** module from the menu bar on the left-hand side of your screen. Select **Add** from the sub-menu.

1. Required Fields and Name Fields

The only required fields to add a new record are **First Name, Last Name** and **Contact Type**. These required fields are marked with a red star. Adding a contact record here places them into a generic contact database. It does not automatically associate the contact with a location or a project.

The name fields are free-text fields.

Note that as you add a **First Name** or **Last Name**, RS10 automatically searches for your entry in the database. If the name already exists, it will appear in a drop-down menu as you type.

NOTE: Fields within the shaded area can be marked confidential by clicking the box next to

the "lock" icon. If so marked, these fields will not display when printed via the 'Print Friendly' button, nor display in packages or the location gallery.

2. The Title & Organization Fields and Displayed As Buttons

The title and organization are free-form text fields and are not required. The buttons marked **Individual** and **Company** allow you to choose whether the contact is listed as a single person or as a corporate entity. You can only select one.

3. Address Fields

In the address fields, you can record the contact's multiline address (**Address 1** and **Address 2**), **City/Town**, **State/Province**, **Zip/Post Code**, and **Country.** These are free-text fields.

4. The Phone1, Phone2, Mobile, Home, Pager & Fax Number Fields

The **Phone1, Phone2, Mobile, Home, Pager**, and **Fax** number blocks are free-form fields to allow for both US-based and international phone numbers. Please apply appropriate U.S.-based phone standards.

5. The Email and Website Fields

The **Email1** and **Email2** boxes are all free-form text fields. The website fields are automatically rendered into hyperlinks by RS10 once the contact is saved. There is no need to add "http://." RS10 accomplished this task automatically. Be sure to include a description of the weblink in the appropriate boxes.

6. The Notes Field and Film-Friendly Box

The notes box 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.

The **Film-Friendly** box is used to mark contacts that are supportive of the film and television industry.

To be able to view all of the information that has been entered in the **Notes** field, RS10 allows you to resize this window. To change the size of the **Notes** field, left-click on the lower right-hand corner of the window. While holding down the left mouse button, drag the window to the desired size with your mouse or touchpad.

7. The Contact Type Field

The contact type field is a multi-valued selection list that includes values customized for the Film Office. These contact types are used to categorize and group various types of Film Office contacts and are helpful when searching. You can add as many or as few contact types as needed.

To add a type, you can click on the **Contact Type** field, scroll through the list, and select the ones that you desire. You can also begin typing the type title; RS10 will type-match your entry to help you quickly locate the desired type. If contact type is added by mistake, you can remove it from the **Contact Type** field by clicking the **"X"** next to the type.

8. Groups

You can assign your new contact to one of your film office's groups. To add your contact to a group, you can click on the **Group** field, scroll through the list, and select the ones that you desire. You can also begin typing the group title; RS10 will type-match your entry to help you quickly locate the desired type. If contact type is added by mistake, you can remove it from the **Contact Type** field by clicking the **"X"** next to the

type.

Your contact can be added to all groups by clicking the blue grid icon next to **Group.**

Your contact can be removed from all groups by clicking the gray grid icon next to **Group.**

9. The Active Contact Check-Box

The active contact check-box defaults to being checked. This field indicates whether this contact person is still in the role/position with their 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.

10. Add Contact

Once you are finished with entering all the data on the contact person, click the **Add Contact** button.

☑ Active Contact

Add Contact

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Exporting Contact Data

Individual contact-specific data can be exported out of Reel-Scout™ version 10 for use in a variety of other applications, such as mail merges, label printing, and reports.

Before you export a contact or a set of contacts, search for the contacts that you want to export. For more information, see Browsing Contacts and Looking Up a Specific Contact.

Exporting Contacts
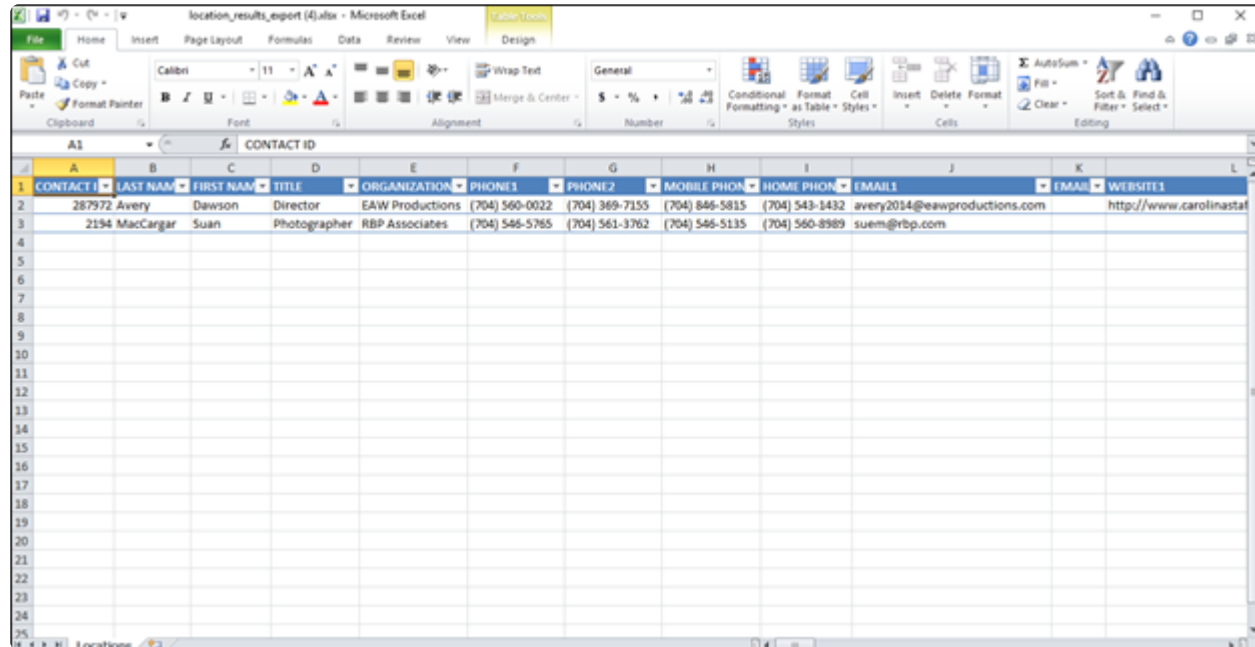
Once you have found the contacts that you want to export, click the **Export to Excel Worksheet** link on the **Browse Contacts** page.

Once you have clicked the **Export to Excel Worksheet** link, RS10 will open a dialog box that will require you to choose if you want to export only your search results or all of the contacts in your database. Click the appropriate selection.
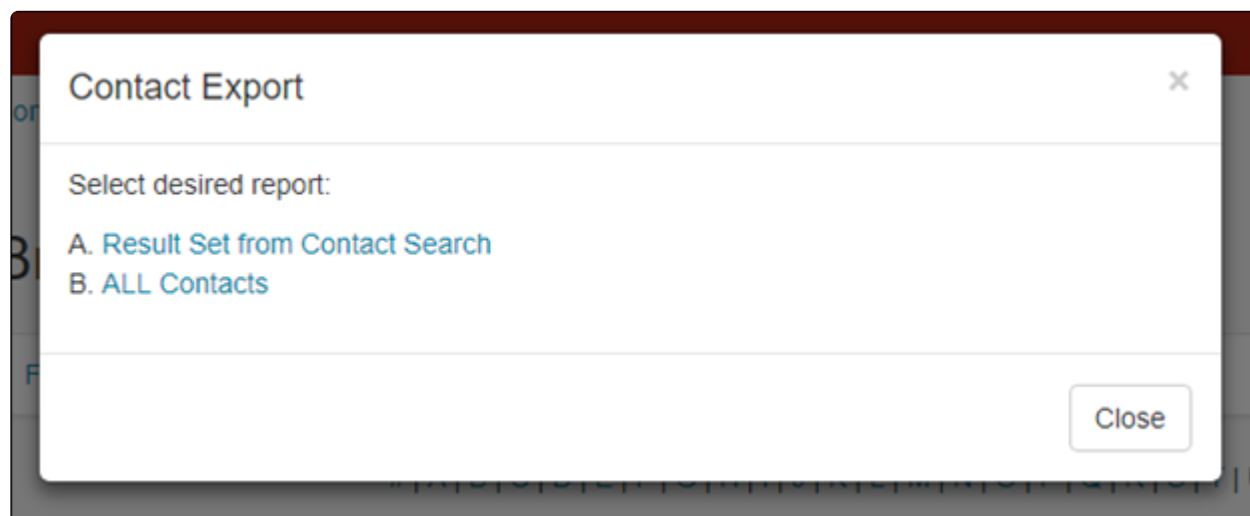
The download will begin automatically. Once it is complete, you can open the Excel spreadsheet. The columns are preformatted and self-explanatory. You may now click the **Close** button in the **Contact Export** dialog box.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Projects

The **Projects** component is one of the most powerful features of Reel-Scout™ version 10. The application stores shoot days and dates, tax information, and services provided, as well as the specific locations that are sent for review by each project.

Here's a quick Overview of the Projects Module:

https://player.vimeo.com/video/252621552

Contact Reel-Scout

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Browsing Projects

To access the project module of Reel-Scout™ version 10, click on **Project** in the main menu bar on the left-hand side of your screen. This interactive screen has several features that allow you to sort and find projects effectively. Hovering over the name of a project turns it dark blue. Clicking on a project title will take you to the **Project Overview** page.

Breadcrumbs are located at the top of the page, so that you always know where you are located in the **Projects** module.

* You can quickly edit a project by clicking the **Edit** (pencil) icon next to the project name.

Clicking the pencil icon will take you directly to the **Edit Project** page.

Sort Results By

The **Browse Projects** page can be sorted by any one of five different attributes: **Type, Status, Created, Budget**, and **Updated**. Clicking on a header makes that column the active sorting column. A triangle will appear next to each header once it is selected; clicking this triangle cycles the list between descending and ascending order. Specific examples of this function are provided below.

a. Project Type

The project **Type** is one of the standard production categories, such as commercial, documentary, or feature film. Clicking **Type** will order the projects in on your screen in alphabetical order of type. Clicking the triangle will order the type column in reverse alphabetical order.

PROJECT	TYPE ▲	STATUS	CREATED	BUDGET	UPDATED
COMMERCIAL ✏ C	Catalog Shoot	Bidding	3/15/2005	$950,000	7/13/2009
MASTER & SERVANT ✏ P	Catalog Shoot	Inquiry	9/16/2009	$1,000,000	9/16/2009
RICKS PROJECT ✏	Catalog Shoot	Bidding	12/29/2008	$1,000,000	7/13/2009
RICK'S PROJECT ✏ C	Catalog Shoot	Bidding	2/19/2009	$1,000,000	7/13/2009
RICKS PROJECT 2 ✏ P	Catalog Shoot	Bidding	12/29/2008	$1,000,000	7/13/2009
Charles Whitman Case ✏	Commercial	Completed	3/13/2002	$1,000,000	3/13/2002

b. Project Status

A project can only be assigned one status at any given time. Examples of statuses are completed, active, and bidding. Selecting the **Status** header will order the projects by the alphabetical order of their status. Clicking the triangle will order the status column in reverse alphabetical order.

	PROJECT	TYPE	STATUS ▾	CREATED	BUDGET	UPDATED
☐	25TH HOUR ✏ P	Feature (Studio)	Scouting	3/26/2002	$1,000,000	2/11/2015
☐	A WORLD ACCORDING TO EMILY DICKENSON ✏ C P	Feature (Studio)	Scouting	12/7/2011		9/30/2014
☐	A YETI IN THE CITY ✏ C P	Feature (Independent)	Scouting	6/6/2002	$20,000	9/21/2009
☐	BAREFOOT CONTESSA - BREAKFAST, LUNCH, AND DINNER ✏	TV Episode	Scouting	3/21/2012		3/21/2012
☐	Carole McGorrian Project ✏	Industrial / Corporate	Scouting	4/18/2002	$1,000,000	4/18/2002

c. Created

The project **Created** columns list the dates that each project was started in RS10. By clicking on **Created** you can order the projects by creation date, earliest to latest. Clicking on the triangle reverses this order.

	PROJECT	TYPE	STATUS	CREATED ▴	BUDGET	UPDATED
☐	FRIENDS ✏	TV Special	Completed	12/4/2001	$1,000,000	9/5/2014
☐	WHAT DREAMS MAY COME ✏	TV Movie / MOW	Dead	12/21/2001	$2,000	9/5/2014
☐	IT Girl ✏	Commercial	Lost / Incentives	1/16/2002	$40,000	1/16/2002
☐	LET'S BE COPS ✏	Feature (Studio)	Bidding	2/1/2002	$1,000,000	9/4/2014
☐	THE BIG BANG THEORY ✏	TV Segment	Inquiry	2/4/2002	$1,000,000	9/4/2014

d. Budget

The project **Budget** column lists the total budgets of each production. By clicking the **Budget** header, you can order the projects by the size of the budget, lowest to highest. Clicking the triangle reverses this order. Blank budget fields are unknown values; RS10 considers these a value of zero.

e. Updated

The project list can also be sorted by the dates that they were last updated (beginning with the most recent) by clicking the **Updated** header. Clicking the triangle reverses the list order.

2. Search by Alpha

Clicking a letter will sort the **Browse Projects** page to reveal only those projects that begin with that letter. Clicking the **"#"** will show only those projects that begin with numerals. The **All** selection displays all of the projects in your RS10 account.

Filter Results By

The **Filter By** function allows you to refine further the projects displayed on the **Browse Project** page. You can filter the projects shown by selecting choices from one or all of the following drop-down menus:

- The **Type** of project
- The **Status** of the project
- The **Source** of the project\

Once you have selected the filters you wish to apply, click the **Search** button.

3. Select Action

Clicking **Filter Results By** also reveals a **Select Action** drop-down menu. Once you have selected the projects you want to affect by clicking the checkboxes in the left-most column, you can choose one of the following actions to apply to those projects:

- **Assign to Staff**
- **Assign to Source**
- **Assign to Status**
- **Assign to Group**
- **Unassign Group**

---

* Clicking the checkbox in the header line above the list of projects will mark all of the checkboxes on the screen. Clicking the checkbox again will remove all of the checkmarks.

4. Page Number, Forward/Backward, Beginning and End Selections

By scrolling to the bottom of the page, you can use the page navigation tool. The **Browse Projects** page you are currently on is highlighted in blue. You can choose to view a particular page by clicking the page number on the scale. The double triangle symbol will allow you to move one page forward or one page back. Clicking the double triangle with a line symbol will take you to the first or last page of the list. You can also select how many projects are displayed on each page by clicking on the number (25, 50, or 100).

5. Project Browse Screen Symbols

There are three symbols associated with the projects displayed on this screen that help you navigate the page.
- A **Lock Symbol** means that the project is confidential and will not be publically displayed
- A **"P"** symbol means that there is more than one package associated with that project.
- A **"C"** symbol means that more than one contact is associated with that project.

A helpful key is located at the bottom of the page.

☐	***ONCE AND FUTURE KING 🖉 🔒 C P	Feature (Studio)	Completed	7/25/2009	$1,000,000	12/12/2017
☐	ALL THE KINGS MEN 🖉	Feature (Studio)	Completed	7/25/2009	$1,000,000	11/6/2017
☐	LIFE IS BEAUTIFUL 🖉	Commercial	Dead	6/30/2015		8/11/2017
☐	FALLING SKIES 🖉 P	Feature (Independent)	Scouting	4/10/2002	$1,000,000	4/18/2017

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Searching for a Specific Project

In addition to browsing for projects that match your criteria, it is possible to search for a specific project as well.

Here's a quick video tutorial on How to Search & Query Project Files:

https://player.vimeo.com/video/252380526
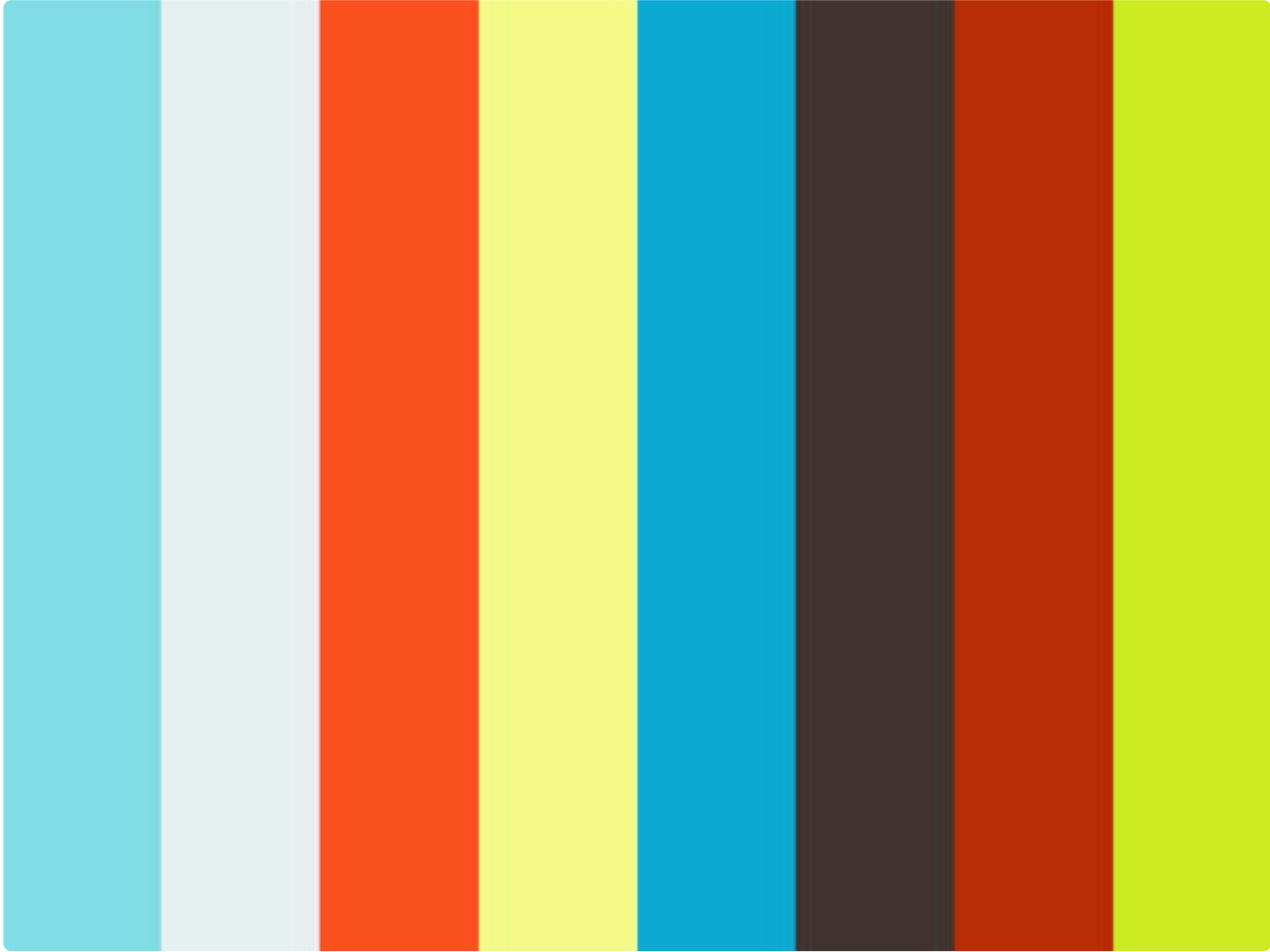
To begin, enter the **Projects** module from the menu bar on the left-hand side of the screen.

You will now be located on the **Browse Projects** page.

1. Entering the Project Search Page

The enter the **Project Search** page, select **Search** from the **Projects** sub-menu.

Clicking **Search** will take you to the **Search Projects** page.

2. Entering Search Criteria

> ✳ Avoid using the "enter" key while you are inputting text to the fields. Using the "enter" key will start your search and take you to the **Browse Projects** page.

The **Search Projects** page allows you to search ten different criteria and apply unique filters to each one. Each line of the project search page is considered a single criterion.

a. Field

The **Field** selection allows you to choose from a drop-down menu of options that apply to the project search that you are conducting. If you know the type of filter that you want to use, typing the first letter of the filter will take you to that part of the drop-down menu.

b. Contains

The **Contains** field is a drop-down selection that contains a menu of five options to help you refine your search: **equals, not equal to, contains, does not contain**, and **starts with.** You can select one of these options.

Depending on the field selected, you may be limited to **equals** and **does not equal** options.

c. Value

The contents of the **Value** field depend on the field that has been selected. Some fields allow free text-inputs into the **Value** block. Other fields require a limited selection of values that are configured for your film office.

3. Executing the Project Search

When all of your criteria are complete, select the **Search** button at the bottom of the page.

Your search results will be displayed on a new **Browse Projects** page. Here, you can apply additional filters if required by using the **Filter Results By** function.

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Entering Projects

1. Add Project

To add a project to Reel-Scout™ version 10, Begin by entering the **Projects** module from the menu bar. Click on **Add** in the **Projects** sub-menu.

✳️   Except when you are typing in the **Project Summary** and **Location Needs** fields, avoid using the "enter" key. Using the "enter" key will save the project file as is and move you to the next page. If you inadvertently strike the "enter" key, you can search for your project and then continue to edit your work.

2. Enter Project Information

On the **Add Project** screen, you can enter all of the information for your project. Required fields are those that are marked with a red star (*).

a. The Project Name Field

The **Project Name** field is a free-form text field and is required to save the project in the database. The name is not required to be unique. For projects of the same name, the differentiator will be the project ID number which is automatically assigned by RS10 when the project is saved. In other words, the library will store two projects with the same name. The differentiator will be the project id# which is a unique identifier automatically assigned by Reel-Scout™ for each project record.

A checkbox to the right of the **Project Name** allows you to make the project confidential. Confidential projects will not be viewed publically.

> ✱ Although the application does not limit the character length of the project name, it is best to keep the project name to 40 characters or fewer.

b. The Status Field

Status is a required field. Valid project statuses are listed. If additional selections are needed, inform your system administrator.
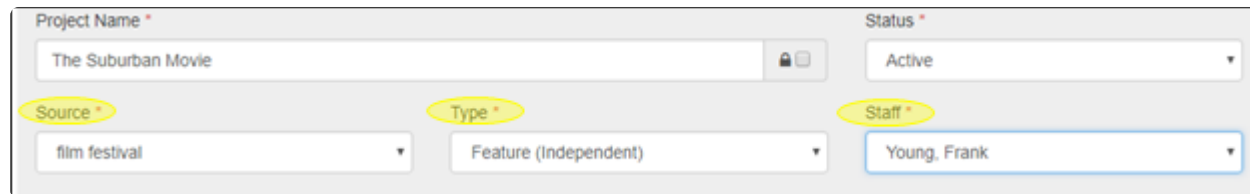
c. The Source, Type, and Staff Fields

The **Source, Type**, and **Staff** fields are required inputs for a project to be saved in RS10. These are single-

select, drop-down menus that allow you to record the source of the project, the type of project, and the film office staff member that is responsible.

d. Genre

The **Genre** field allows you to select multiple values that describe the project genre from a pre-configured drop-down menu. You can add as many genres as you wish. As an alternative to scrolling to find a particular kind, you can begin typing the name of the genre and RS10 will type-match your entries and display options that match your inputs. If a genre needs to be removed, click the **"X"** next to the genre name.

e. The Groups Field

The **Group** box is a drop-down menu configured explicitly for your film office. The **Groups** field allows you to assign as many groups as you wish. As an alternative to scrolling to find a particular group, you can begin typing the name of the group and RS10 will type-match your entries and display options that match your inputs. If a group needs to be removed from the field, click the **"X"** next to the group name.

f. The Project Summary and Location Needs Fields

The **Project Summary** and **Location Needs** fields are free-form text fields that allow you to describe the project and the client's needs. You are limited to 4000 characters in these fields.

g. The Main Production Company Field

The **Main Production Company** is an interactive "screen within a screen" that has four tabs that capture all of the information you will need. There are tabs for **Company Info, Dates and Details, Crew & Expenditures**, and **Other Info.** When the lock icon in the upper right-hand corner of the **Main Production Company** block is checked, the information entered will be kept confidential. Additionally, separate lock icons are provided for the phone and fax numbers.

For more information about completing these blocks, see the Entering Project Details sub-section.

h. The Local Production Company Field

If a local production company is used on the project, their contact information can be entered in the free-text boxes here. Buttons are provided to indicate if the company is locally based. The default setting for the **Locally Based Company** attribute is **"No."** When the lock icon in the upper right-hand corner of the **Local Production Company** block is checked, the information entered will be kept confidential. Additionally, separate lock icons are provided for the phone and fax numbers.

Save Button

When you have completed adding your project information, click the **Save** button.

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Entering Project Details

The **Main Production Company** box on the **Add Project** Page offers a host of data fields that will enrich your film office's understanding of the scope and nature of each project. The **Main Production Company** block can be thought of a file folder with four separate tabs: **Company Info, Dates & Details, Crew & Expenditures**, and **Other Info.**

> ✱ Except when you are typing in the **Notes** field, avoid using the "enter" key. Using the "enter" key will save the project file as is and move you to the next page. If you inadvertently strike the "enter"

key, you can search for your project and then continue to edit your work.

✳ NOTE: Do not be overwhelmed by the large number of fields. Just fill in the fields that are required for a project. You can return at a later time as the project unfolds to continue updating the project record. To enter a new project into Reel-Scout™ version 10, the only fields that are required are **Project Name, Project Type, Project Status, Staff**; and **Source.**

1.Company Info Tab

a. Company Name, Address, Main Contact, and Email Fields

The **Company Name, Address 1, Address 2, City/Town, State/Province, Zip/Post Code, Country**, and **Main Contact** boxes are free-text fields. Use the main contact email address in the **Email** block, ensuring that the appropriate format is used.

b. Location Breakdown and Script on File Buttons

If there is a script on file or if a location breakdown has been provided, click on these boxes to check them.

c. Phone and Fax Numbers

Use U.S. formatted phone numbers in the **Phone** and **Fax** fields. If you would like to keep these numbers confidential, select the checkboxes next to the "lock" symbols.

2. Dates & Details

The Dates & Details tab is useful for both estimating and tracking project progress, cost, and economic impact. While none of the below fields are required, accurately completing them will provide the film office with a measure of incentive effectiveness.

a. Level of Effort and Hours Expected

Level of Effort is a field from which you can select the amount of time your film office devotes to a project. The values in this field are customized for your film commission and can be selected from a drop-down menu. In the **Hours Expected** field, you can enter an estimate of the number of hours that your office will need to work on a project.

b. Network and Distributor

These are free-text fields that can be completed if required.

c. Range, Estimated Revenue per Day, and Total Project Budget

When estimating the daily revenue for a project, RS10 enables you to select from two options: Automatic defaults configured for your film office and manual entry. The automated function is engaged when you set the **Range** buttons to **High, Medium**, or **Low.** These range selections are tied to specific dollar value. For example, a medium selection sets the **Est Revenue per Day** to $50,000.

If **Range** is selected to other, you can manually enter the **Est Revenue per Day** value. With all dollar amounts in RS10, you do not need to add a decimal (unless you wish to add fractions of a dollar) or a dollar sign ($). When you exit the field, RS10 will format dollar values automatically.

Total Project Budget is manually entered by the user. RS10 formats the entry into dollars automatically.

Range:

○ Low ◉ Medium ○ High ○ Other

Est. Revenue per Day	Days	In State Prod. Spend.
$50,000.00	33.00	$1,650,000.00

Total Project Budget

$1,000,000.00

d. Number of Days and Production Dates

These fields can be thought of as a running calendar of production milestones. If the **Auto Calc Days** function is used, RS10 will automatically tally the number of days used in each phase of the production (the fields are gray). These functions can also be used to calculate an estimate before a project begins. By deselecting **Auto Calc Dates**, the **Number of Day** fields next to the production milestones can be manually entered (the fields turn white). The **Days** field is always manually entered and will be automatically converted to a decimal by RS10.

The production date fields indicate the start date of each phase. When a field is clicked, a calendar is shown from which a date can be selected. The date may also be manually entered as MM/DD/YYYY. Scout dates must be entered manually.

e. Average Below the Line (BTL) Wages and In State Production Spending.

These fields are automatically generated by RS10. They are computed using the day count in the **Dates & Details** tab and the wage/headcount values from the **Crew & Expenditures** tab. The **In State Prod. Spend.** box is an automatically generated total of all in-state spending from the **Dates & Details** and **Crew & Expenditures** tabs.

Est. Revenue per Day	Days	In State Prod. Spend.
$50,000.00	33.00	$1,650,000.00

Total Project Budget

$1,000,000.00

Dates | **Number of Days** Auto-Calc Days: ● Yes ○ No | **Average BTL Wage**

File Opened	Total	Local Wages
12/13/2017	33.00	$1,000.00

Pre-Production	Pre-Production	Out of State Wages
12/14/2017	4.00	$250.00

Production	Production	Total Wages
12/18/2017	12.00	$1,250.00

Wrap	Wrap
12/30/2017	1.00

Post-Prod./Scoring	Post-Production
12/31/2017	16.00

Production Finish

3. Crew & Expenditures

The **Crew & Expenditures** tab allows you to record the project's headcount and various expenditures.

a. Cast and Crew

The number of cast and crew members can be recorded by type in these fields. The gray **Total Jobs** field is automatically populated by RS10. The number of work days can also be recorded.

Cast and Crew

Talent/Extras

Resident

5

Non-Resident

1

Total Talent/Extras

6

Crew

Resident

15

Non-Resident

3

Total Crew

18

Total Jobs

20

Worker Days

33

Local Labor Days

33

Hires Days

17

Local Talent Days

33

Work Days

17

b. Compensation and Expenditures

Total compensation amounts and itemized expenses can be entered into these fields. RS10 automatically converts your entries into dollar format ($00.00). The **Total Above-the-Line** and **Total Below-the-Line** values are automatically calculated by Reel-Scout™ version 10. Note that these values are configured explicitly for your state.

Compensation

Michigan Above-the-Line Labor Compensation	$100,000.00	Michigan Below-the-Line Labor Compensation	$100,000.00
Non-Michigan Above-the-Line Labor Compensation	$25,000.00	Non-Michigan Below-the-Line Labor Compensation	$25,000.00
Total Above-the-Line Labor Compensation	$125,000.00	Total Below-the-Line Labor Compensation	$125,000.00

Expenditures

Michigan Lodging / Accommodations Expense	$1,000.00	Michigan Locations Fees	$500.00
Michigan Building(s) Rental Expense	$2,300.00	Michigan Travel Expenditures	$1,000.00
Michigan Food/Restaurant Expense	$1,000.00	Michigan Contracted Services	
Michigan Equipment Rental/Purchase	$3,000.00	Michigan Insurance	$2,000.00
Michigan Materials Rental/Purchase	$500.00	Other Michigan Expenditures	
Total Michigan Direct Production Expenditures in a Core Community			
Total Michigan Direct Production Expenditures not in a Core Community			
Total Qualified Personnel Expenditures		Final Total Michigan Production Company Expenditures	

c. Personnel

The total number of ATL and BTL personnel can be entered into these fields. The personnel fields are configured to allow your film office to gauge the total in-state economic impact of a production. The **Total ATL** and **Total BTL** headcount numbers are automatically populated based on the numbers added here. The number of hours worked can also be included.

Personnel

Above-the-Line	No. of Persons	Agg Hrs Worked	Below-the-Line	No. of Persons	Agg Hrs Worked
Michigan ATL	20	100	Michigan BTL	20	100
Non-Michigan ATL	5	100	Non-Michigan BTL	17	100
Total ATL	25	200	Total BTL	37	200

d. Persons Earning $250,000 or More and Extras

Persons Earning $250,000 or More and **Extras** can be recorded here in fields specifically configured for your film office.

Total ATL		25		200	Total BTL		37		200

Persons Earning $250,000 or more	No. of Persons	Extras	Hrs/Days Worked
Michigan Residents	15	Michigan Extras	15
Total Persons Earning $250,000 or more	1	Total Extras Hired	30

e. Overnight Courier Number, Film Format, and Hotel Name & Zip/Post Code

The **Overnight Courier Number, Film Format**, and *Hotel Name & Zip/Post Code can be entered in these free-form boxes.

Overnight Courier #	Film Format	Hotel Name & Zip/Post Code

f. Estimated Expenditures and Notes

You can quickly estimate total production expenditures in these fields. Numerals are automatically converted to dollar format ($00.00). Essential memos can be kept in the **Notes** field, which can accommodate up to 4000 characters.

4. Other Info

The **Other Info** tab includes useful information that your film office can use to track actions associated with a project.

a. Location, Referred to and Responded by

The **City/Town Shot in, Filmed Elsewhere in, Referred to**, and **Responded by** boxes are all free-text fields that you can use to track locations and staff member involvement.

b. Services Provided

In the **Services Provided** section, you can select what sort of services have been provided to the production by your film office. Clicking on a box adds a checkmark and records the action. You can select as many boxes as is appropriate.

5. Save button

Click the **Save** button at the bottom of the page when you are finished adding information to project you wish to add.

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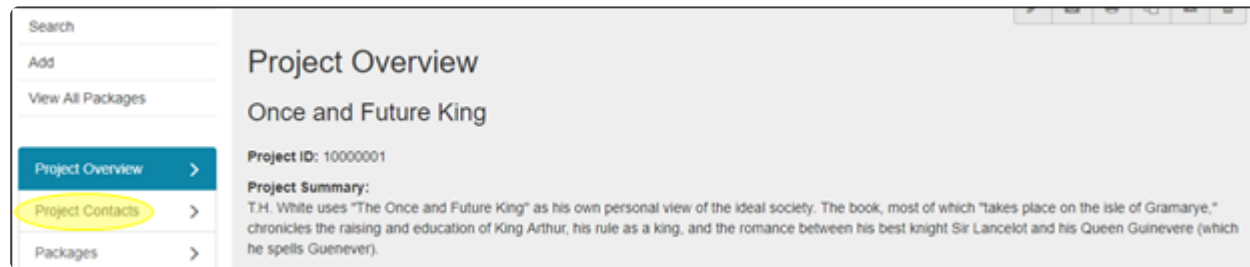
If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Adding Contact Information

Once a project is added, the next step is to add contacts.

1. Contact Tab Page

From the **Project Overview** page, select the **Project Contacts** tab on the left-hand side of your screen.

* 🔒☐

      NOTE: Fields within the shaded area can be marked confidential by clicking the box next to

the "lock" icon. If so marked, these fields will not display when printed via the 'Print Friendly' button, nor display in packages or the location gallery.

1. Required Fields and Name Fields

The only required fields to add a new record are **First Name, Last Name** and **Contact Type**. These required fields are marked with a red star. Adding a contact record here places them into a generic contact database. It does not automatically associate the contact with a location or a project.

The name fields are free-text fields.

Note that as you add a First Name or Last Name, RS10 automatically searches for your entry in the database. If the name already exists, it will appear in a drop-down menu as you type.

2. The Title & Organization Fields and Displayed As Buttons

The title and organization are free-form text fields and are not required. The buttons marked **Individual** and **Company** allow you to choose whether the contact is listed as a single person or as a corporate entity. You can only select one.

3. Address Fields

In the address fields, you can record the contact's multiline address (**Address 1** and **Address 2**), **City/Town**, **State/Province**, **Zip/Post Code**, and **Country.** These are free-text fields.

Address 1   Address 2

City/Town   State/Province   Zip/Post Code   Country

4. The Phone1, Phone2, Mobile, Home, Pager & Fax Number Fields

The **Phone1, Phone2, Mobile, Home, Pager**, and **Fax** number blocks are free-form fields to allow for both US-based and international phone numbers. Please apply appropriate U.S.-based phone standards.

Phone 1   Phone 2

Mobile Phone   Home Phone

Fax

Email 1   Email 2

5. The Email and Website Fields

The **Email1** and **Email2** boxes are all free-form text fields. The website fields are automatically rendered into hyperlinks by RS10 once the contact is saved. There is no need to add "http://." RS10 accomplished this task automatically. Be sure to include a description of the weblink in the appropriate boxes.

6. The Notes Field and Film-Friendly Box

The notes box 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.

The **Film-Friendly** box is used to mark contacts that are supportive of the film and television industry.

To be able to view all of the information that has been entered in the **Notes** field, RS10 allows you to resize this window. To change the size of the **Notes** field, left-click on the lower right-hand corner of the window. While holding down the left mouse button, drag the window to the desired size with your mouse or touchpad.

7. The Contact Type Field

The contact type field is a multi-valued selection list that includes values customized for the Film Office. These contact types are used to categorize and group various types of Film Office contacts and are helpful when searching. You can add as many or as few contact types as needed.

To add a type, you can click on the **Contact Type** field, scroll through the list, and select the ones that you desire. You can also begin typing the type title; RS10 will type-match your entry to help you quickly locate the desired type. If contact type is added by mistake, you can remove it from the **Contact Type** field by clicking the **"X"** next to the type.

8. Groups

You can assign your new contact to one of your film office's groups. To add your contact to a group, you can click on the **Group** field, scroll through the list, and select the ones that you desire. You can also begin typing the group title; RS10 will type-match your entry to help you quickly locate the desired type. If contact type is added by mistake, you can remove it from the **Contact Type** field by clicking the **"X"** next to the

type.

Your contact can be added to all groups by clicking the blue grid icon next to **Group.**

Your contact can be removed from all groups by clicking the gray grid icon next to **Group.**

9. The Active Contact Check-Box

The active contact check-box defaults to being checked. This field indicates whether this contact person is still in the role/position with their 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.

10. Add Contact

Once you are finished with entering all the data on the contact person, click the **Add Contact** button.

11. Deleting a Contact

Removing a contact from a project is accomplished by clicking the **'X"** in the contact's row. This is on the far right-hand side of the screen.

Confirm that you want to remove the contact in the dialog box that appears.
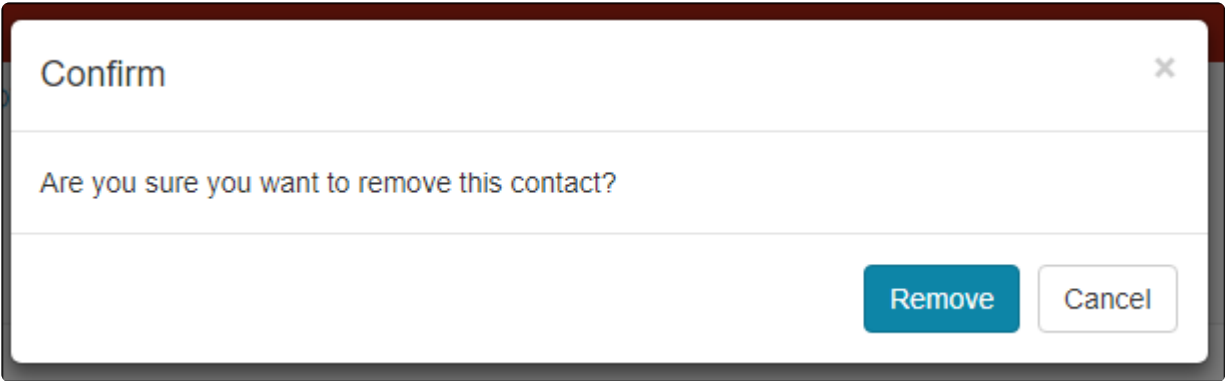
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If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Recording Client Correspondences

To record client communications, access the project associated with that client in the **Project** module. For more information, see Browsing Projects and Searching for a Specific Project.

1. Project History Tab

Once you have found the project you are looking for, click on it to access the **Project Overview** page. On the left-hand side of the screen, select the **Project History** tab.

2. Project History Page

To add a correspondence notes to the **Project History Page**, click **Add Correspondence**.
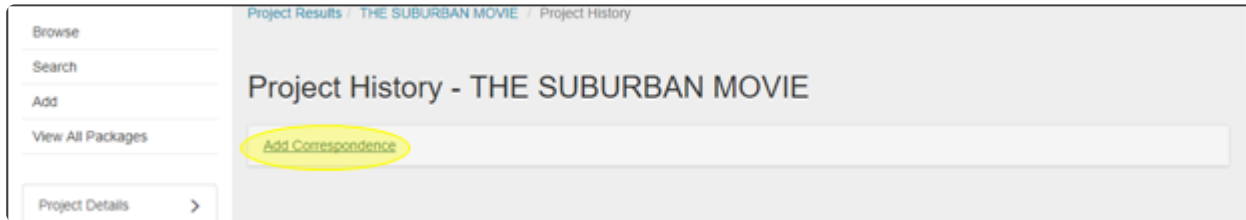
Clicking **Add Correspondence** will open a window where a communication summary can be entered. The fields in this window include **Date, Time, Contact, Type**, and **Notes**. Required fields are marked with red asterisks (*).

3. Correspondence Fields

a. Date

Date is a required field. Clicking the **Date** box reveals a calendar from which the date of correspondence can be selected. As an alternative, you can manually type in the date as MM/DD/YYYY.

b. Time

Time is a required field. You can type the time in using the proper format (00:00 AM/PM), or you may click the clock icon. Using the clock icon will open a window in which you can use arrows to select the time the correspondence occurred.

c. Contact and Type

If a contact has been associated with the project, you can select them from a drop-down menu in the **Contact** block. The **Type** block is where you can record the general reason for the correspondence. **Type** is a single-select, drop-down menu that is configured for your film office. Neither of these fields is required to enter a client correspondence into the project history.
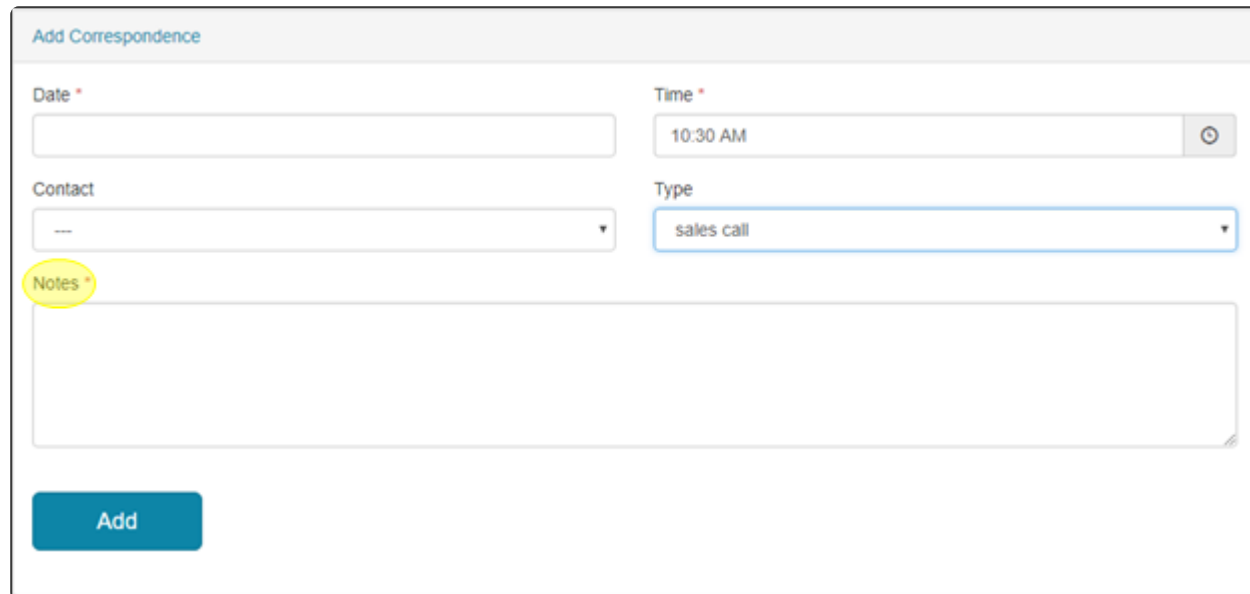
d. The Notes

The notes field is where you can record (or cut-and-paste) the contents of the correspondence. Up to 4000 characters are allowed.

To be able to view all of the information that has been entered in the **Notes** field, RS10 allows you to resize this window. To change the size of the **Notes** field, left-click on the lower right-hand corner of the window. While holding down the left mouse button, drag the window to the desired size with your mouse or touchpad.

4. Add Correspondence

Once you have completed the required and desired fields, click the **Add** button to place your correspondence record in the **Project History.**

You will be taken back to the **Project History** page, where your correspondence record will appear.

5. Attaching Files to Correspondance

If there are files that you'd like to attach to your correspondence record, this can be done quickly from the **Project History** page. In the upper right-hand corner of each correspondence, you will find a toolbar. Click on the "up" arrow to select a file to attach. Current file types that are accepted by Reel-Scout™ version 10 are Adobe Acrobat (PDF), MS PowerPoint (PPT), MS Excel (XLS), MS Word (doc), and JPEG Image Files (JPG or JPEG).
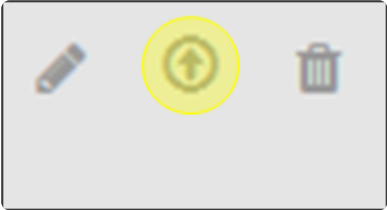
Your added file will now appear as a clickable link within the correspondence block on the **Project History** page.

✳ NOTE: Attached files are included in Reel-Scout™ with a paperclip icon and are also hot-linked for easy opening and review. To open a particular file, the user will need to have the software required for that file installed on his/her computer.

5. Delete a Correspondence

To delete a correspondence note, click the trashcan icon and confirm 'Yes' when asked to verify.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Recording Locations Used by Project

Reel-Scout™ version 10 can record the specific locations that were used for the project. New users may confuse the ability to recommend locations in packages with actually recording the particular locations used or shot at by the project. Reel-Scout™ records both and assists the film office in moving through the entire project lifecycle.

1. Locate Project Record

Begin recording locations used by a project by locating the project record either by using Project Search or Project Browse. For more information, see Browsing Projects and Searching for a Specific Project.

Once you have located your project and opened the **Project Overview** page, click the **Location Used** tab on the left-hand side of the screen.

2. Add a Location

To add a location, begin typing the name of the location. As you type, RS10 will type-match your entry to places that are in the locations database. Select your location from the drop-down menu by clicking on it.

3. Number of Production Days

Enter the numeric value of the number of days that production activities will be conducted at the location you have added.

4. Add button

When you have entered the location information, click the add button. The same process can be repeated for other locations used in the production.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Incentives Tab

One of the most powerful tools that a film commission has in their arsenal to attract productions to their area is financial incentive packages. Any financial incentive offered by your film office must be subject to a rigorous application, approval, audit, and award process. Reel-Scout™ version 10 integrates tracking functions for these tasks into the **Projects** module.

1. The Incentives Tab

To enter, view, or modify incentives information, begin by locating the project that you wish to work on in the **Projects** module. For more information, see Browsing Projects and Searching for a Specific Project.

Once you have located the project you are interested in on the **Browse Project** page, click on that project to open the **Project Overview** screen.

On the **Project Overview** screen, find and click on the **Incentives** tab below the sub-menu on the left-hand side of the page.

The **Incentives** page will display all of the information about the proposed amount of the incentive package and the progress of that package through the award process.

2. Incentives Page Fields

a. Status

The current status of the incentives package can be selected from this drop-down menu. The available options are:

- **Applied**
- **Received**
- **Approved**
- **Awarded**
- **Withdrawn**
- **Not Qualified**

b. Filing Number, Federal Tax ID #, Tax Exempt

These fields allow you to enter the relevant filing and tax information.

c. Incentive Notes

Notes that explain specifics about the incentive offer, review, or award process can be entered into this field. Up to 4000 characters can be entered into this window. To expand the **Incentive Notes** window, left-click on the lower right-hand corner of the field. Holding down the left mouse button, drag the window to the desired size. Changing the size of the window will allow you to view all of the text that has been entered simultaneously.

d. Radio Buttons

A series of radio buttons are provided to mark the status of each task in the incentives award process. Task completion status can be marked as **Yes, No**, or **No Choice**. Only one option per line may be selected.

e. Date Fields

The date that each part of the incentives process is completed can be recorded on the **Incentives** page. Each date field features an integrated calendar; when you click on a date field, a calendar appears from which the appropriate month, date, and year can be chosen. You can also enter the date manually in MM/DD/YYYY format.

✳ Note that the **Expiration Date** field is gray. You cannot enter values in this field; the **Expiration Date** is automatically assigned based on your film office's specific RS10 configuration.

f. Dollar Value Fields

The dollar value fields are designed to save you keystrokes. You need only enter the digits; RS10 will automatically format your entry into "dollar" format with the necessary commas and currency symbol.

g. Save Button

When you have finished entering information on the **Incentives** page, click save to preserve the changes you have made. **Cancel** may be clicked anytime to return to the **Project Overview** page without saving any changes that have been made.

3. Keeping Incentive Information Confidential

Your film office may wish to keep incentive information confidential. If the lockbox in the upper right-hand corner of the incentives information field is checked, this information will not be able to be viewed outside of your film commission.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Editing, Removing or Copying Projects

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

1. Edit Project

To edit an existing project, follow these steps.

a. Find Project

Find the project for which you wish to make changes. See Browsing Projects and Searching for a Specific Project.

> * ✏️
>
> The steps this section detail the procedure for accessing the **Edit Project** page from the
>
> **Project Overview** page. If you are sure that you want to edit the project, you can skip the **Project Overview** page by clicking the pencil icon next to the project name on the **Browse Projects** page.

b. Click on Project Name

Each project name will appear dark blue when you hover the cursor over the record.

When you click on the project name, the **Project Overview** page will open.

c. Opening the Edit Project Page

Locate the toolbar in the upper right-hand corner of the **Project Overview** page. Click on the **Edi** pencil icon.

Project Results / Project Overview

Project Overview

Once and Future King
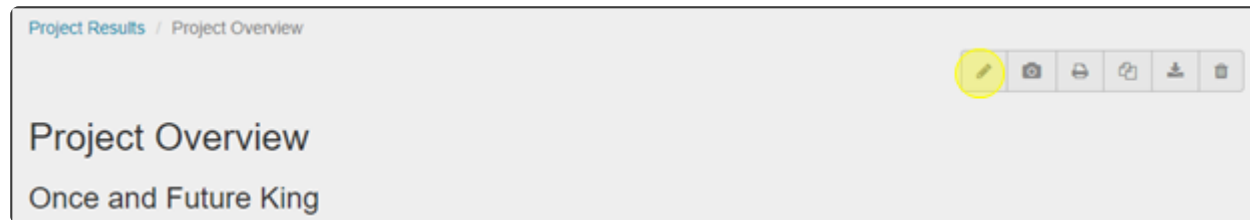
d. Edit Project information

Make all of the changes that are required on the **Edit Project** page. For a description of the fields, see Entering Projects and Entering Project Details.

Project Results / ***ONCE AND FUTURE KING / Edit Project

Edit Project

Project Name *
***ONCE AND FUTURE KING

Status *
Completed

Source *
website

Type *
Feature (Studio)

Staff *
Henegar, Ed

2. Remove a Project

To remove the entire project record including contact relationships (but not the actual contact data), package information, and project correspondence history, locate the toolbar in the upper right-hand corner of the **Project Overview * page. Select the *Delete** (trashcan) icon, and then follow the confirming steps.

✳ **Be sure that you want the entire project record deleted before taking this action.** This action cannot be reversed.

3. Copy a Project

The ability to copy a project is one of the powerful work saving features of RS10. For television shows with multiple episodes or seasons, or for movie sequels, the **Duplicate** feature allows you to copy all of the information from the previous project without having to replicate your work.

To copy a project, navigate to the **Project Overview** page and locate the toolbar in the upper right-hand corner. Click the **Duplicate** (two pieces of paper) icon. A new project will be created that is the same name as the one that has been copied, except that the words "copy" of will lead the title of the new project. RS10 will differentiate the duplicate project from the original with a unique ID number, so changes can safely be made to the duplicate without affecting the original.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Exporting Project Data

All project records can be exported out of Reel-Scout™ version 10 so that your film office can efficiently create reports and analyze data. Your project information can be exported from RS10 as an Excel spreadsheet, making data transfer to other applications fast and simple.

Here's a quick video tutorial on How to Export a Project Report:

https://player.vimeo.com/video/252622535
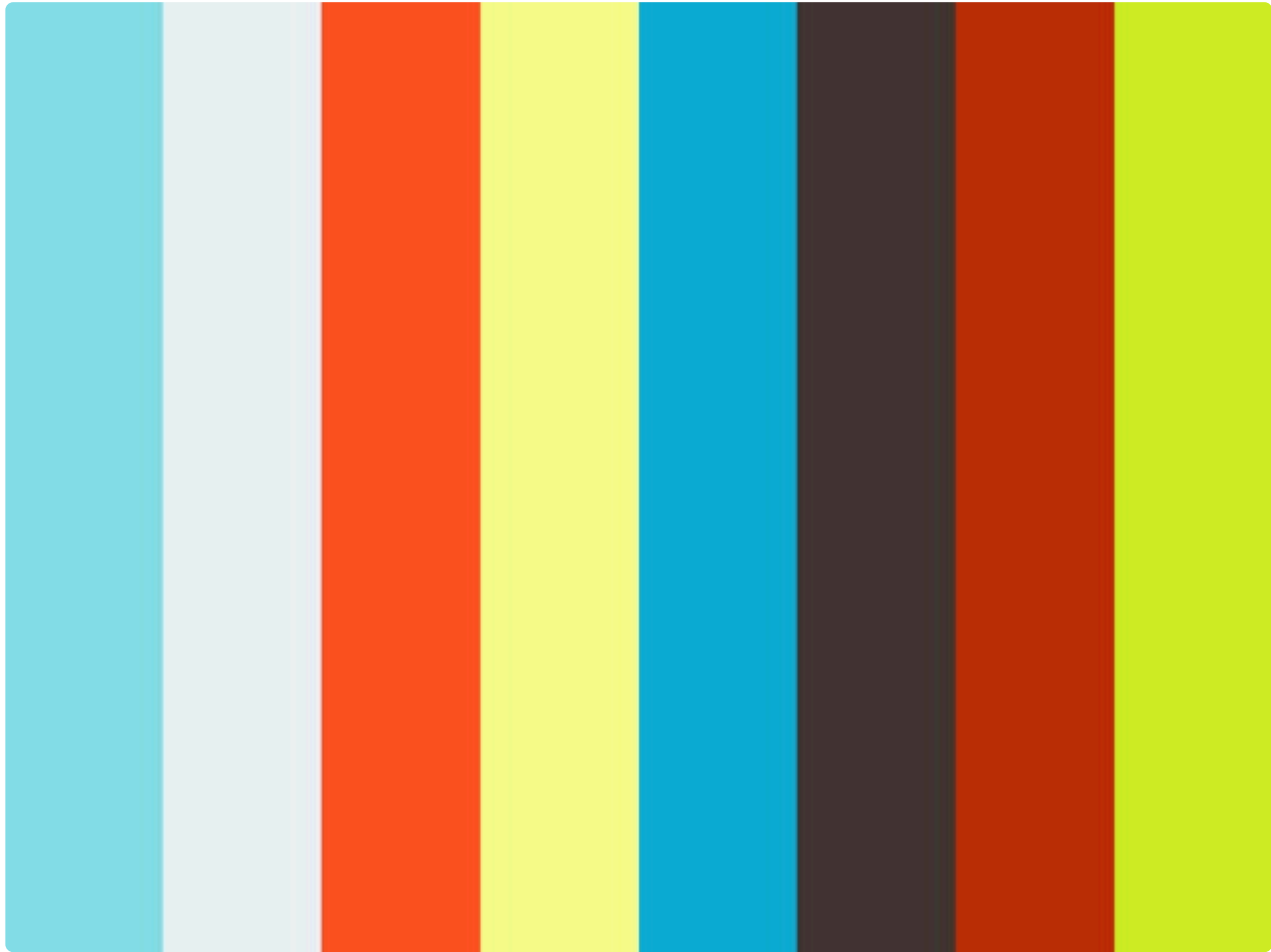
Begin by searching for the project or set of projects whose information you wish to export. For more information, see Browsing Projects and Searching for a Specific Project.

1. Select the Export Link

Locate the **Export to Excel Worksheet (.xls)** link on the top right-hand portion of the **Browse Projects** page. Click on this link to open a dialog box.

2. Project Export Dialog Box

Once you have selected the **Export to Excel Worksheet (.xls)** link, a dialog box will appear. The **Project Export** box will offer you two export options: You can export all of your film office's project, or you can export only the results of your search. Click on the option that is right for the task that you are working on.
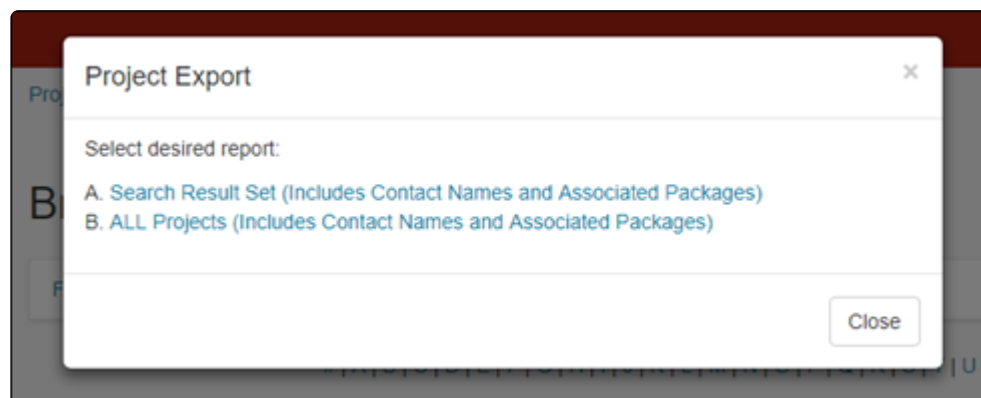
3. Selecting the Data to Export

Because project files contain a voluminous amount of information, exporting the files in their entirety is not recommended. The numbers of columns and rows on the resulting spreadsheet would quickly prove to be unmanageable. On the **Project Export** page, RS10 offers you the opportunity to customize the data sets that will appear in your Excel spreadsheet. The boxes on the left-hand side of the screen contain all of the possible data selections, organized into general categories. The boxes on the right-hand side of the screen contain the data elements that will be exported into your spreadsheet. Commonly exported fields have been pre-entered by RS10 to save you time.

a. Deleting Fields

To delete a single field from your export, click on the data type that you wish to remove. Once the data type is highlighted in blue, select the arrow pointing to the left. This field will not appear on the spreadsheet that contains your exported data. To delete all of the data in a box, click the double triangle pointing to the left. There is no need to highlight any of the data types in the export column to accomplish this task.

b. Adding Fields

To add a single field from the available options to your export, click on the data type that you wish to add. Once the data type is highlighted in blue, select the arrow pointing to the right. This field will now appear in the Excel worksheet that is downloaded. To add all of the data types in a box to your export, click the double triangle pointing to the right. There is no need to highlight any of the data types in the column of available fields to accomplish this task.

4. Export & Save

When you have selected the data fields that you wish to export, click the **Export** button at the bottom of the **Project Export** page. The download will begin automatically. Be sure to save the file to your desktop so that you can manipulate your spreadsheet to meet your requirements. Changing the data found in your Excel spreadsheet will not affect the information in RS10.

5. Data in Excel

When the file is opened in Excel, data will appear in pre-defined columns that are self-explanatory. Any manipulation or change of the data in the Excel file will not impact the data in Reel-Scout.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Exporting Project Correspondences

Similar to other export functions, all of your project correspondence can be exported from Reel-Scout™ version 10 in Excel format. The export function is useful for creating reports or transitioning the information into other platforms for film office use.

Begin by locating the specific project that you are interested in. For more information, see Browsing Projects and Searching for a Specific Project.

Exporting Project Correspondance

Once you have located the project from which you want to export correspondence, click on the project title to open the **Project Overview** page.

☐ CALVARY ✎	Industrial / Corporate	Active	10/10/2002	$150,000	12/22/2017
☐ ***ONCE AND FUTURE KING ✎ 🄲 🄿	Feature (Studio)	Lost / Incentives	7/25/2009	$1,000,000	12/22/2017
☐ *** TEST****THE SUBURBAN MOVIE ✎	Infomercial	Active	12/18/2017	$15,000	12/22/2017

On the **Project Overview** page, select the **Project History** tab on the right-hand side of your screen.

Project Details >	**Project ID:** 10000001
Project Contacts >	**Project Summary:** T.H. White uses "The Once and Future King" as his own personal view of the ideal society. The book, most of which "takes place on the isle of Gramarye," chronicles the raising and education of King Arthur, his rule as a king, and the romance between his best knight Sir Lancelot and his Queen Guinevere (which he spells Guenever).
Project Packages >	
Project History >	**Location Needs:** Primarily interested in locations on or near the water, but also looking for wild, unkempt farmland and countrysides.
Location Used >	**Genre**
Incentives >	**Network:** ABC **Type:** Feature (Studio) **Level of Effort:** x-large (24+ hrs)
	Distributor: Columbia Pictures **Status:** Lost / Incentives **Hours Expended:** hours expended: 88
	Source: website **Staff:** Theodore Brown

The **Project History** page contains a list of all of the correspondence associated with the project. To export the correspondence list in Excel format, click on the **Export to Excel Worksheet (.xls)** link on the right-hand side of your screen.

The export will begin automatically, and the resulting Excel worksheet can be saved to your computer. From this spreadsheet, you can copy and paste the relevant information that you need into a variety of different applications.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Printing a Project

Printing a project is easy with Reel-Scout™ version 10. Having a printed copy of your project information can be helpful for meetings with clients or discussions with film office staff. To print a project, begin by finding the project you wish to work with. For more information, see Browsing Projects and Searching for a Specific Project.

Once you have located the project you want to print, click on it to open the **Project Overview** page.

On the **Project Overview** page, locate the **Print** icon. The **Print** icon can be found on the toolbar in the upper right-hand corner of your screen.
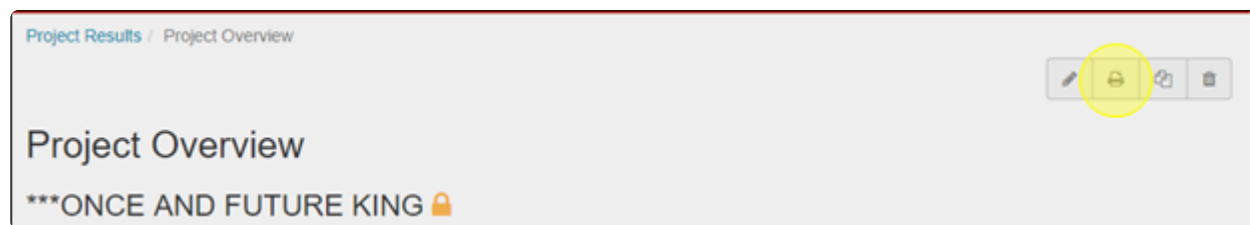
Clicking on the **Print** icon will open a new window in your browser. In this new window, you will find all of your project information rendered to fit on 8.5" × 11" sized paper. Your browsers print function can now be used to send these pages to the printer.

Project Detail - ***ONCE AND FUTURE KING🔒

Project ID: 10000001
Project Summary:
T.H. White uses "The Once and Future King" as his own personal view of the ideal society. The book, most of which "takes place on the isle of Gramarye," chronicles the raising and education of King Arthur, his rule as a king, and the romance between his best knight Sir Lancelot and his Queen Guinevere (which he spells Guenever).
Location Needs:
Primarily interested in locations on or near the water, but also looking for wild, unkempt farmland and countrysides.

Network: ABC
Distributor: Columbia Pictures
Source: website

Type: Feature (Studio)
Status: Lost / Incentives
Staff: Theodore Brown

Level of Effort: x-large (24+ hrs)
Hours Expended: 88

Dates		Days		Wages	
File Opened:	7/25/2009	Total:	48.00	Local Wages:	$10,327,887.81
Preproduction:	2/20/2012	Preproduction:	2.00	Out of State Wages:	
Production:	2/22/2012	Production:	8.00	Total Wages:	$30,440,121.18
Wrap:	3/1/2012	Wrap:	27.00		
Post Prod./Scoring:	3/28/2012	Post-Production:	11.00		

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Packages

When a location scout or **production** associate contacts your film commission regarding a location search, you can quickly send a unique web link (URL) highlighting all of the locations that meet the project's criteria directly to the scout's email box. In Reel-Scout™ version 10, this web link that contains project specific information is called a **Package**. Here is an example of a sample Package.
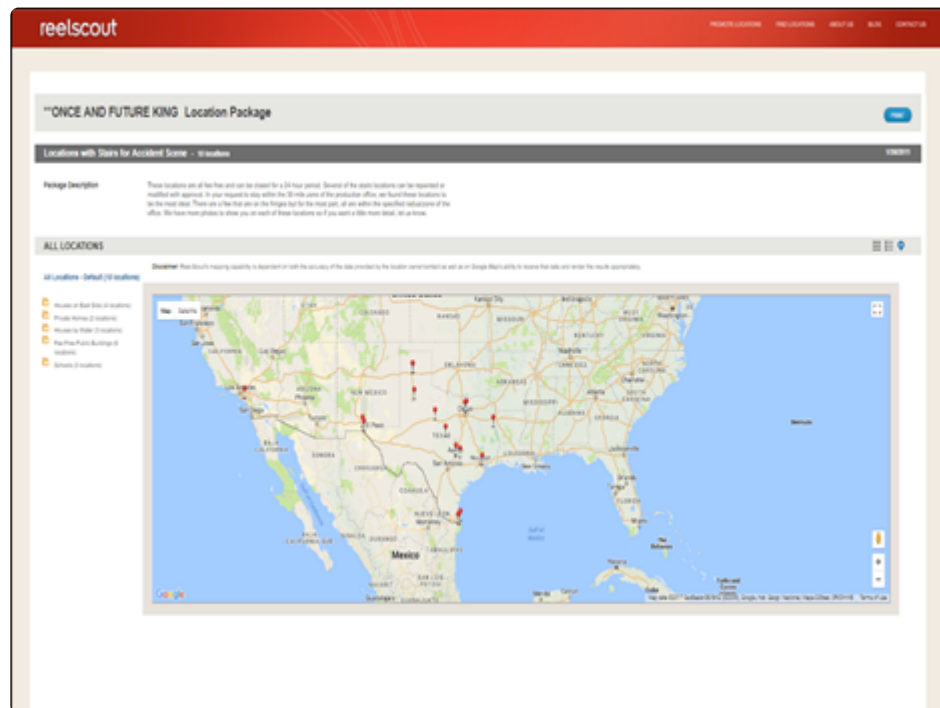
Here's a quick Overview of the Packages Module:
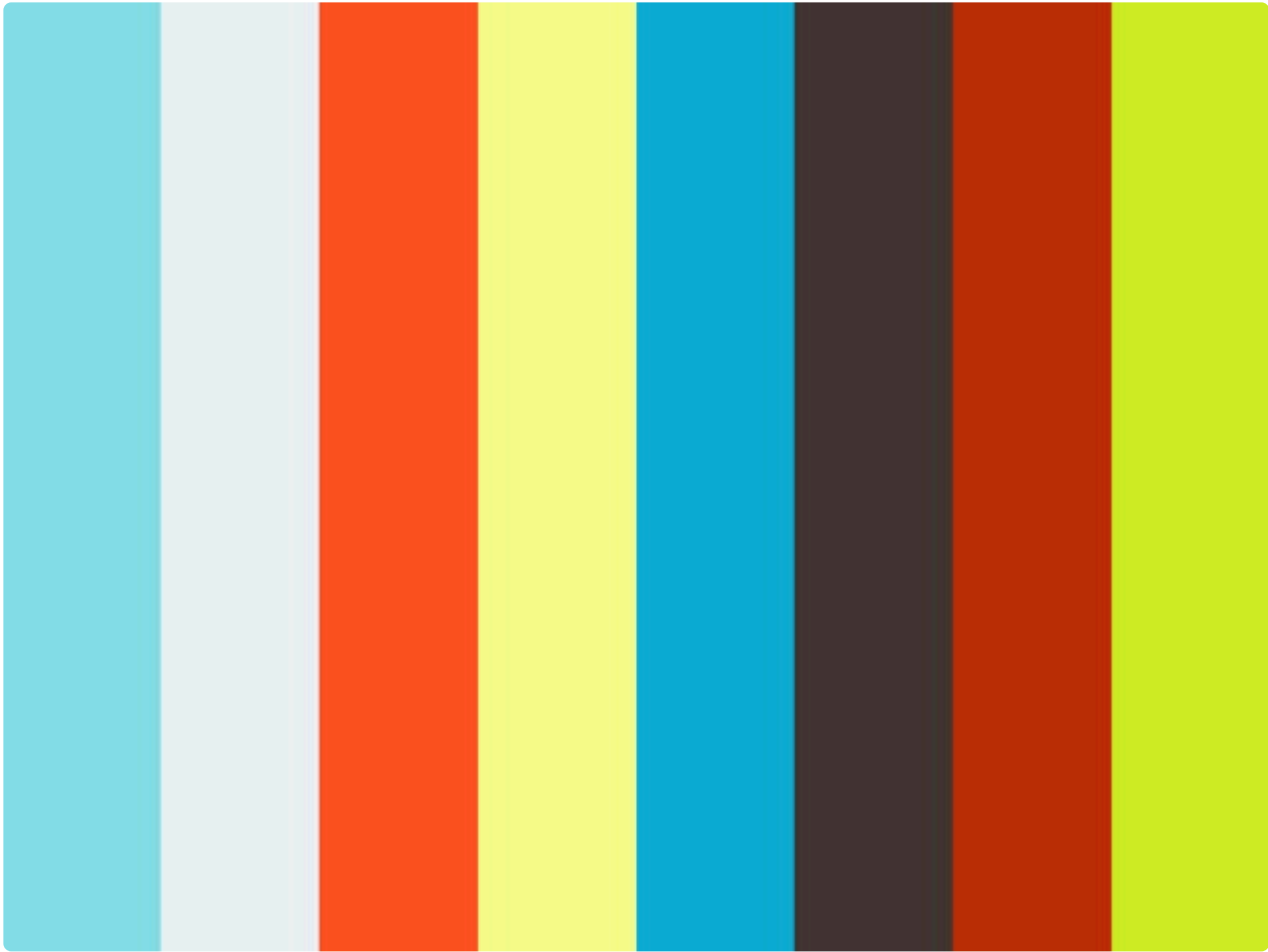
https://player.vimeo.com/video/253288616

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Creating a New Location Package

Location packages allow you to create unique weblinks for producers and location scouts that will help them choose site suitable for their projects. Reel-Scout™ version 10 helps you create attractive projects that highlight the value that your film commission can bring to any production.

1. Creating a New Location Package

To create a location package, begin by finding the project that you wish to work on. For more information, see Browsing Projects and Searching for a Specific Project.

Once you have located the project that you wish to work on, double-click that project to open the **Project Overview** page.

On the **Project Overview** page, select **Project Packages** from the sub-menu on the left-hand side of the screen.

Browse
Search
Add
View All Packages

Project Overview	>
Project Contacts	>
Project Packages	>
Project History	>
Location Used	>
Incentives	>

LOCATIONS
CONTACTS
PROJECTS
DIRECTORY
TOURISM
JURISDICTIONS
ADMIN

Project Results / Project Overview

Project Overview

ONCE AND FUTURE KING

Project ID: 10000001

Project Summary:
T.H. White uses "The Once and Future King" as his own personal view of the ideal society. The book, most of which "takes place on the isle of Gramarye," chronicles the raising and education of King Arthur, his rule as a king, and the romance between his best knight Sir Lancelot and his Queen Guinevere (which he spells Guenever).

Location Needs:
Primarily interested in locations on or near the water, but also looking for wild, unkempt farmland and countrysides.

Genre
Action, Drama

Network: ABC
Distributor: Columbia Pictures
Source: email

Type: Feature (Studio)
Status: Lost / Incentives
Staff: Ed Henegar

Level of Effort: x-large (24+ hrs)
Hours Expended: hours expended: 88

Production Company:
Random Harvest Pictures
1000 Sunset Blvd., Suite 128
Hollywood, CA 90210

P: 289.389.4721 🔒
F: 421.212.3822 🔒
E: jim@rhp.com

Main Contact: Jim Stenman

Local Production Office: 🔒
Stuck in the Middle Productions
16000 Dallas Parkway, Suite 400
Dripping Springs, TX 75248

P: 421.212.2469 🔒
F: 421.212.8653 🔒
E: rdupont@kvue.com

Main Contact: Robert Dupont
Local Based Company: N

Clicking **Project Packages** will take you to the **All Project Packages** page. Here, any previously created location packages can be viewed. To create a new package, click the **Create New Package** link at the top of the page. This will open a drop-down form for you to complete.

Project Results / ONCE AND FUTURE KING

All Project Packages

Create New Package

Past Package Requests

Sort by:

Date Prepared ▾

3/12/2020 - Parks & Main Characters (17 locations)
requested by Michael Andersen
Script based locations are suggested and djfjaslkdjflkajsdkfjja

- Package sent 6/20/2020 9:41:15 AM by RS Administrator to wendile@gmail.com
- Package sent 3/12/2020 1:13:59 PM by Wendi Reisling to wendile@gmail.com;

9/12/2019 - Northern Territory - Initial Submission (21 locations)
requested by Ausfilm - John Bowen
Bars, Tavern, Marketplace, US Military Bases, and options for main character's house

- Package sent 9/12/2019 12:59:37 AM by RS Administrator to wendile@gmail.com;

2. Create New Package Fields

Several information fields can be completed when you create a new location package. **Title, Date Prepared**, and **Requested By** have red asterisks next to them, indicating that these are required fields. There is an optional **Package Description** field that allows you to enter free-text that describes the package contents.

All Project Packages

Create New Package

Title *

Date Prepared *   Requested by *

8/10/2020

Package Description

Show Contact Information: ○ Yes ● No
Default View Format: ● Thumbnails ○ List ○ Map
Allow Photo Download: ○ Yes ● No

Create Package

a. Title

This is a free text field that allows you to name your package. Be sure to select a name that accurately describes the contents of the location package being created. For example, instead of "your location package," use "Residential Houses in Downtown."

b. Date Prepared

This is a date-only field. Clicking on the **Date Prepared** window displays a calendar from which the date can be selected. The date can also be entered manually in MM/DD/YYYY format.
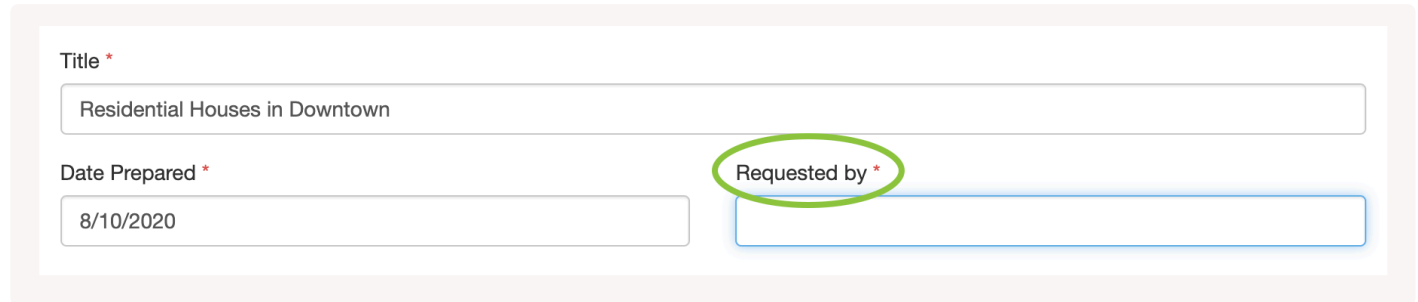
c. Requested By

This free-text field allows you to enter the name of the individual or organization that has requested the
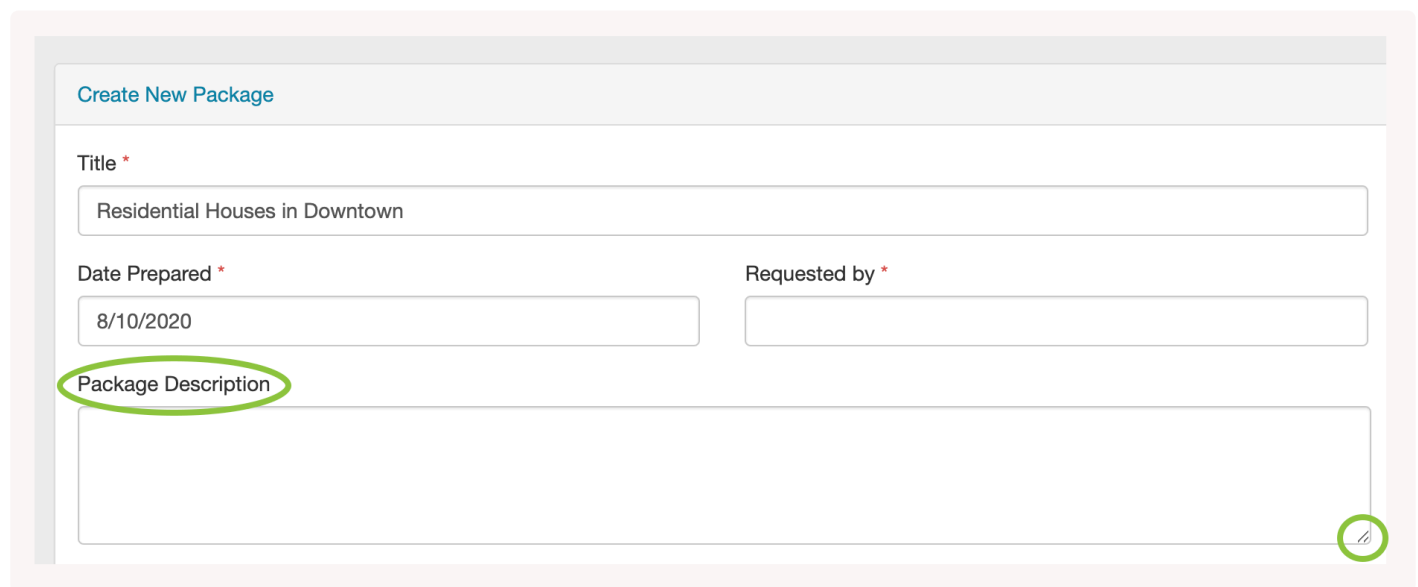
location information.

d. Package Description

Package Description is an optional field that allows you to provide details about the location package's contents. To view all the text that is entered, the window can be resized. To change the size of the **Package Description** field, left-click on the lower right-hand corner of the window. Holding the left mouse button, drag the window to the desired size.

e. Package Options

Buttons are provided to allow you to select various options for the package you are creating.

- You can choose to **Show Contact Information**
- You can choose the **Default View Format**, which is how the package will look when it is first opened by the client. Options here include **Thumbnail, List**, and **Map** views.
- You choose whether you want to **Allow Photo Download** from your location package.

f. Create Package

When you have entered all of the relevant information, click **Create Package**.

Create New Package

Title *

Residential Houses in Downtown L.A.

Date Prepared *

8/10/2020

Requested by *

Sarah Le

Package Description

For internal use only.

Show Contact Information: ○ Yes ◉ No

Default View Format: ◉ Thumbnails ○ List ○ Map

Allow Photo Download: ○ Yes ◉ No

Create Package

You will be taken to the **All Project Packages** page, where your new package will appear at the top of the list. You may now begin adding locations to your package.

All Project Packages

Create New Package

Past Package Requests

Sort by:

Date Prepared ⌄

8/10/2020 - Residential Houses in Downtown L.A. (0 locations)
requested by Sarah Le
For internal use only.

👁 ✉ 🗐 👤 ✏ 🗑

3/12/2020 - Parks & Main Characters (17 locations)
requested by Michael Andersen
Script based locations are suggested and djfjaslkdjflkajsdkfjja

👁 ✉ 🗐 👤 ✏ 🗑

- Package sent 6/20/2020 9:41:15 AM by RS Administrator to wendile@gmail.com
- Package sent 3/12/2020 1:13:59 PM by Wendi Reisling to wendile@gmail.com;

3. Adding Locations to Your Package

Begin by clicking on the package title on the **All Project Packages** screen.

All Project Packages

Create New Package

Past Package Requests

Sort by:
Date Prepared

8/10/2020 - Residential Houses in Downtown L.A. (0 locations)
requested by Sarah Le
For internal use only.

3/12/2020 - Parks & Main Characters (17 locations)
requested by Michael Andersen
Script based locations are suggested and djfjaslkdjflkajsdkfjja
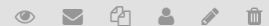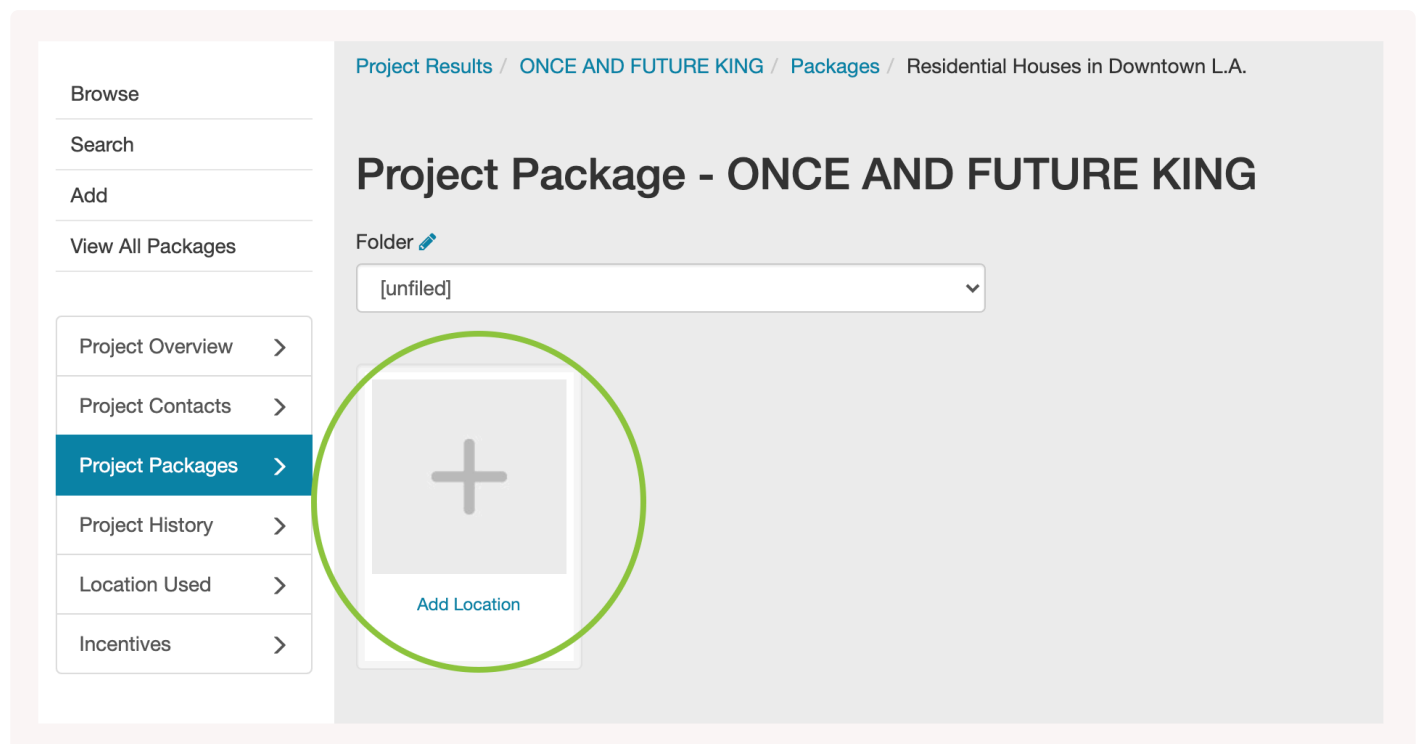
- Package sent 6/20/2020 9:41:15 AM by RS Administrator to wendile@gmail.com
- Package sent 3/12/2020 1:13:59 PM by Wendi Reisling to wendile@gmail.com;

To add a location to your package, click the **Add Location** box on the **Project Package** page

Browse
Search
Add
View All Packages

Project Overview >
Project Contacts >
Project Packages >
Project History >
Location Used >
Incentives >

Project Results / ONCE AND FUTURE KING / Packages / Residential Houses in Downtown L.A.

Project Package - ONCE AND FUTURE KING

Folder ✏
[unfiled]

+

Add Location

When you select the **Add Location** box, you will be taken to the **Locations** module. This is indicated by white highlighted **Locations** on the main menu bar. Here, you can search for sites that you would like to attach to your package. For more information, see Browsing Locations and Finding a Specific Location.

RS10 remembers that you are working on a project by creating a hotlink back to the **Project Package** page. When you hover over the file folder at the top left-hand corner of the screen, you can see the title of the project on which you are working.

Location Search / Location Results

PACKAGE: ONCE AND FUTURE KING - Residential Houses in Downt...

Browse Locations

Filter Results By

| 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**

Viewing 1 to 25 of 92

Export to Excel Worksheet (.xls)

You will note that each location that is displayed on the **Browse Locations** screen now has a plus sign (+) next to it.

Guilford House

Austin, TX (Austin area)
41 Photos

The master suite (king sized bed) has its own private bath and the other two bedrooms share a bath. Both baths have tubs with showers. The master bath has a double bowl vanity. Perfect for filming in outdoor spaces. Include a big sunny 50 x 10 deck (walk out from living room and master bedroom), 30 ......

10069610   11/6/2013   3/12/2020

Clicking on the plus sign will open a context window where **Notes** can be added, **Folders** created, and you can choose the folder into which the location will be placed. For more information about folders, see Organizing Your Package with Folders.

The **Notes** field is a free-text window that can be expanded to show all of the text that is entered. To expand the window, left-click on the lower right-hand corner of the field. While holding the left mouse button, drag the window to the desired size.

When you have finished adding information to the **Add** context window, select **Add to Package**. This location is now part of the location package that you will send to your client. If you need to, you can press **Cancel** to return to searching locations without adding that particular site to your package.

✳ You can continue to search for and add locations to your package after adding a site. There is no need to return to the package after each location is added. You can add an unlimited number of locations.

Locations that have already been added to your package will be indicated by a checkbox symbol. Clicking the checkbox will remove the location from your package.

Guilford House

Austin, TX (Austin area)
41 Photos

The master suite (king sized bed) has its own private bath and the other two bedrooms share a bath. Both baths have tubs with showers. The master bath has a double bowl vanity. Perfect for filming in outdoor spaces. Include a big sunny 50 x 10 deck (walk out from living room and master bedroom), 30 ......

| 10069610 | 11/6/2013 | 3/12/2020 |

When you have finished adding locations to your package, click the folder icon in the upper right-hand corner of the **Browse Locations** screen.

Location Search / Location Results

PACKAGE: ONCE AND FUTURE KING - Residential Houses in Downt...

Browse Locations

Filter Results By

Clicking the folder icon will reveal a drop-down menu with three options:

- **Preview Package** will open a new browser window that will show you how your package currently looks.
- **Edit Package** will return you to the **Project Package** page where changes can be made.
- **Reset Package** will remove the hotlink to the package that is currently displayed, allowing you to select a new package to edit.

Location Search / Location Results

PACKAGE: ONCE AND FUTURE KING - Residential Houses in Downt...

Browse Locations

Filter Results By

Preview Package
Edit Package

Reset Package

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Viewing a Package as Seen by Client

When you click the SEND PACKAGE button, within seconds an email is sent to the specified email address from the email address belonging to the user who is logged-in. The package that has been sent will have a link that your client can click. This link will automatically open the client's default internet browser and take them to the package you have prepared. The package is automatically configured to include your film office's logo and branding to enhance your marketing strategy.

1. Viewing a Package as Seen by Your Client

Once the package has been sent, it will appear in the list of packages on the **All Project Packages** page. To view the package from the client's perspective, click the **Eyeball** icon on the package toolbar on the right-hand side of the screen.

Project Results / ONCE AND FUTURE KING

PACKAGE: ONCE AND FUTURE KING - Residential Houses in Downt...

All Project Packages

Create New Package

Past Package Requests

Sort by:

Date Prepared

8/10/2020 - Residential Houses in Downtown L.A. (3 locations)
requested by Sarah Le
For internal use only.

Alternately, you can click the **Package Sent** link next to your most recent message. This function is useful, as multiple revisions may occur to packages over time; viewing the packages historically can help you recall what locations have already been sent.

All Project Packages

Create New Package

Past Package Requests

Sort by:

Date Prepared

8/10/2020 - Residential Houses in Downtown L.A. (3 locations)
requested by Sarah Le
For internal use only.

3/12/2020 - Parks & Main Characters (17 locations)
requested by Michael Andersen
Script based locations are suggested and djfjaslkdjflkajsdkfjja

- Package sent 6/20/2020 9:41:15 AM by RS Administrator to wendile@gmail.com
- Package sent 3/12/2020 1:13:59 PM by Wendi Reisling to wendile@gmail.com;

2. How the Client's Page is Organized

a. Thumbnail and List Views

The client's package page will have the project title and package names in the upper left-hand corner of the screen. All of the locations selected to be a part of the package by your film office will appear as thumbnail photos with location names. The client can choose to view the locations in a list view by selecting the **List View** icon in the upper right-hand corner of the screen.
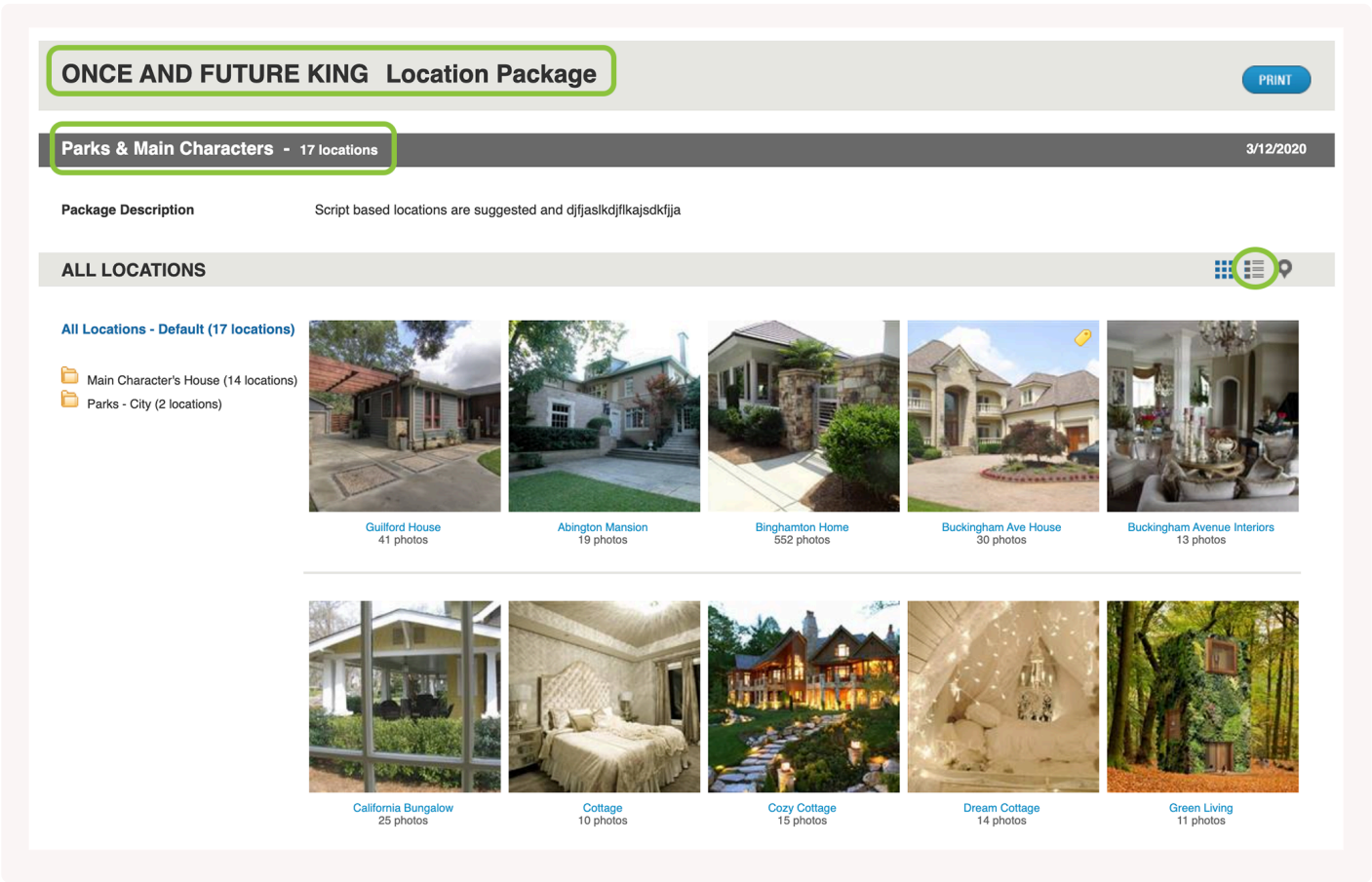
The list view includes a representative location photo, the location name, location ID, how many images are included, and a brief description.

ONCE AND FUTURE KING   Location Package

PRINT

Parks & Main Characters - 17 locations   **3/12/2020**

Package Description   Script based locations are suggested and djfjaslkdjflkajsdkfjja

ALL LOCATIONS

All Locations - Default (17 locations)

📁 Main Character's House (14 locations)
📁 Parks - City (2 locations)

Guilford House

Location ID: #10069610
8 of 41 photos

The master suite (king sized bed) has its own private bath and the other two bedrooms share a bath. Both baths have tubs with showers. The master bath has a double bowl vanity. Perfect for filming in outdoor spaces. Include a big sunny 50 x 10 deck ...

Abington Mansion

Location ID: #10000000
8 of 19 photos

Four of the most fascinating acres at the Abington House are all under one roof. America's largest home boasts 250 rooms, 65 fireplaces, an indoor pool, bowling alley, priceless art and antiques. Inspired by the industrial framework of the High ...

The client can return to the thumbnail view by clicking the **Thumbnail View** icon in the upper right-hand corner of the screen.

ONCE AND FUTURE KING Location Package

PRINT

Parks & Main Characters - 17 locations   3/12/2020

Package Description   Script based locations are suggested and djfjaslkdjflkajsdkfjja

ALL LOCATIONS

All Locations - Default (17 locations)

📁 Main Character's House (14 locations)
📁 Parks - City (2 locations)

Guilford House

Location ID: #10069610

8 of 41 photos

The master suite (king sized bed) has its own private bath and the other two bedrooms share a bath. Both baths have tubs with showers. The master bath has a double bowl vanity. Perfect for filming in outdoor spaces. Include a big sunny 50 x 10 deck ...

Abington Mansion

Location ID: #10000000

8 of 19 photos

Four of the most fascinating acres at the Abington House are all under one roof. America's largest home boasts 250 rooms, 65 fireplaces, an indoor pool, bowling alley, priceless art and antiques. Inspired by the industrial framework of the High ...

The master suite (king sized bed) has its own private bath and the other two bedrooms share a bath. Both baths have tubs with showers. The master bath has a double bowl vanity. Perfect for filming in outdoor spaces. Include a big sunny 50 x 10 deck ...

b. Quick View

When viewing the package in the **Thumbnail View**, your client can hover their cursor over each location to see a quick description. The quick view function provides the client a time-saving way to gather information without clicking through potential sites individually.

Notes that have been added to a location by your film office staff are clearly marked by a yellow tag.

Binghamton Home
552 photos

Buckingham Ave House
30 photos

Buckingham Avenue Interiors
13 photos

c. Folders

When a client has requested information on locations that have different characteristics, your film office may choose to group similar sites into folders. If folders have been added to a package, they will be listed vertically on the left-hand side of the page.

ONCE AND FUTURE KING   Location Package

Parks & Main Characters - 17 locations

Package Description   Script based locations are suggested and djfjaslkdjflkajsdkfjja

Main Character's House

All Locations - Default (17 locations)

📁 **Main Character's House (14 locations)**

📁 Parks - City (2 locations)
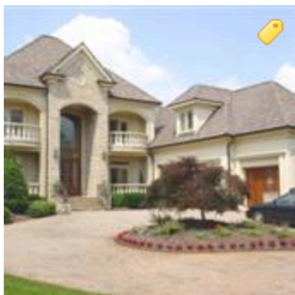
| Abington Mansion | Binghamton Home | Buckingham Ave House |
| 19 photos | 552 photos | 30 photos |

d. Map view

A Google map view of all of the locations in the package can be accessed by clicking the **Map View** icon in the upper right-hand corner.

Buckingham Ave House
30 photos

Buckingham Avenue Interiors
13 photos

California Bungalow
25 photos
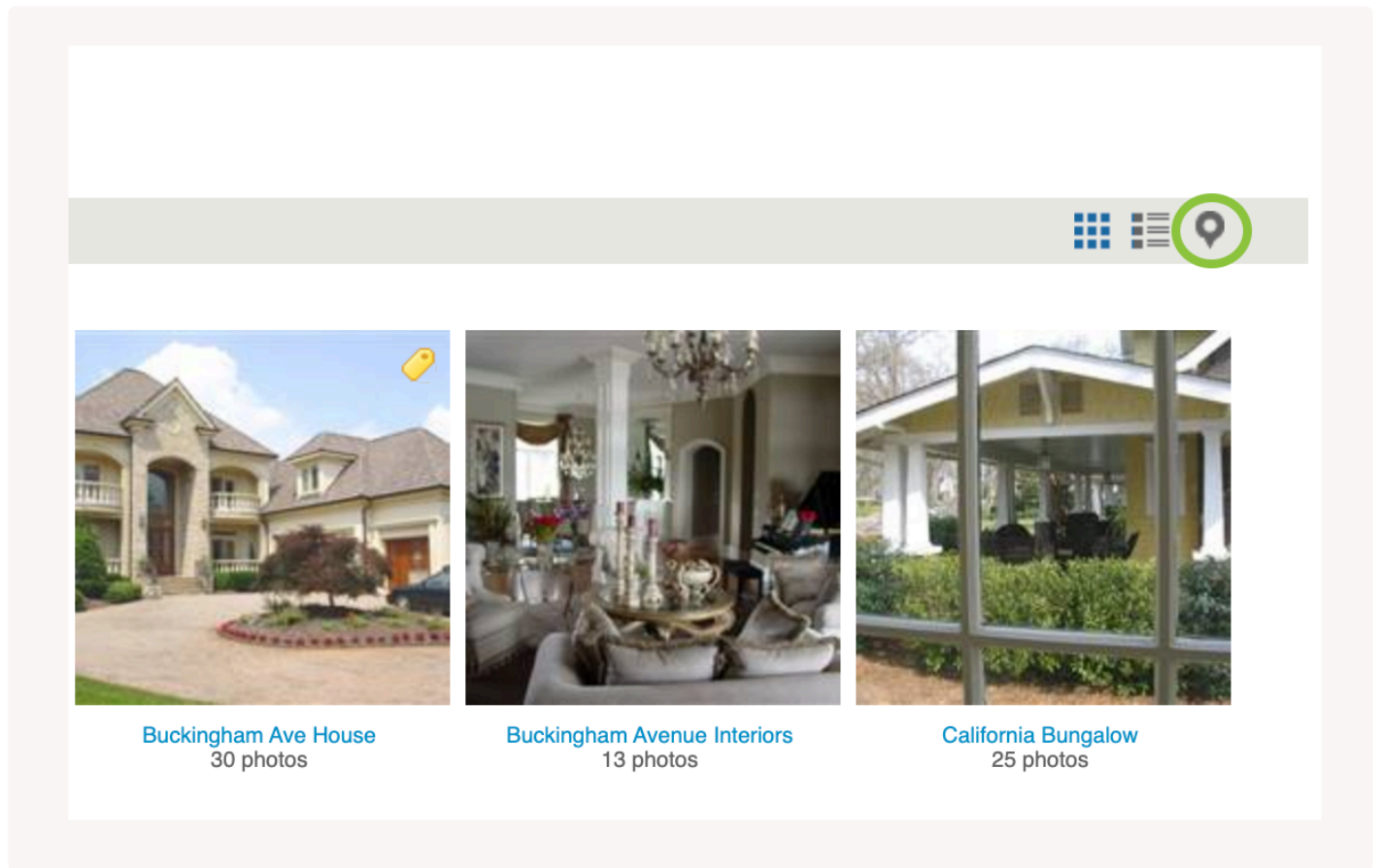
And the Google map view of the locations will open up.

ONCE AND FUTURE KING Location Package

PRINT

Parks & Main Characters - 17 locations
3/12/2020

Package Description
Script based locations are suggested and djfjaslkdjflkajsdkfjja

Main Character's House

All Locations - Default (17 locations)

Disclaimer: Reel-Scout's mapping capability is dependent on both the accuracy of the data provided by the location owner/contact as well as on Google Map's ability to receive that data and render the results appropriately.

📁 **Main Character's House (14 locations)**

📁 Parks - City (2 locations)
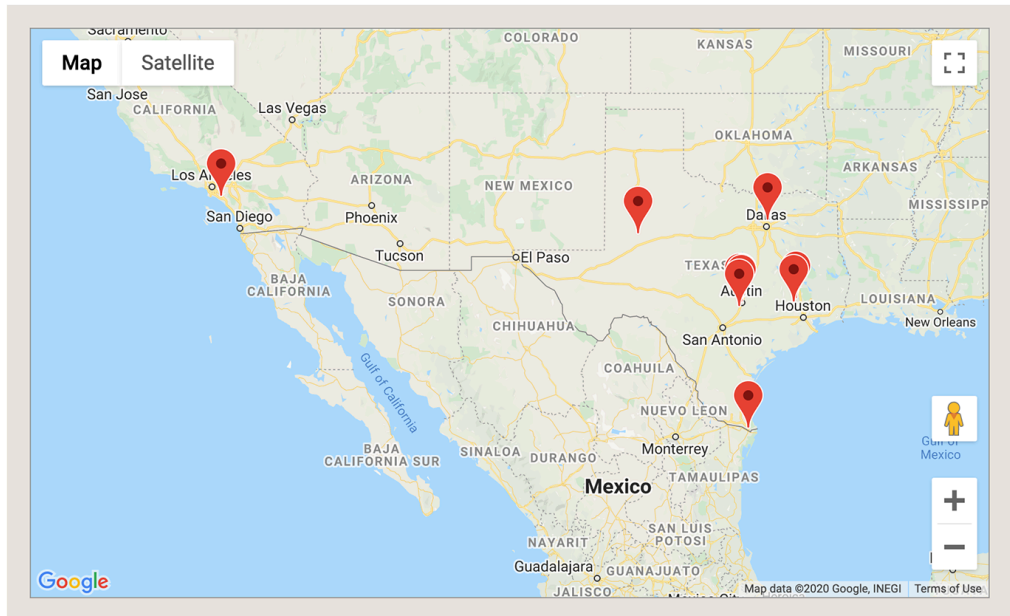
Clicking on the folders will display only those locations associated with those folders.

ONCE AND FUTURE KING   Location Package

PRINT

Parks & Main Characters - 17 locations   3/12/2020

Package Description   Script based locations are suggested and djfjaslkdjflkajsdkfjja

Parks - City

All Locations - Default (17 locations)   **Disclaimer:** Reel-Scout's mapping capability is dependent on both the accuracy of the data provided by the location owner/contact as well as on Google Map's ability to receive that data and render the results appropriately.

📁 Main Character's House (14 locations)

📁 Parks - City (2 locations)

To see all of the locations in the package, the client can click the **All Locations-Default** on the top left-hand side of the screen.

Parks & Main Characters - 17 locations

Package Description   Script based locations are suggested and djfjaslkdjflkajsdkfjja

Parks - City

All Locations - Default (17 locations)

Disclaimer: Reel-Scout's mapping capability is dependent on both the accuracy of the data provided by the lo
that data and render the results appropriately.

📁 Main Character's House (14 locations)
📁 Parks - City (2 locations)
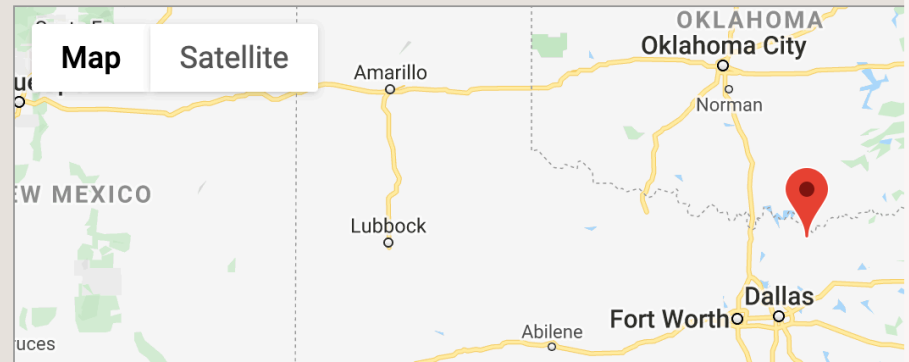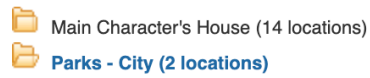
All locations will then be included in the map.

ONCE AND FUTURE KING   Location Package   PRINT

Parks & Main Characters - 17 locations   3/12/2020

Package Description   Script based locations are suggested and djfjaslkdjflkajsdkfjja

ALL LOCATIONS   ⊞ ☰ ◉

All Locations - Default (17 locations)   **Disclaimer:** Reel-Scout's mapping capability is dependent on both the accuracy of the data provided by the location owner/contact as well as on Google Map's ability to receive that data and render the results appropriately.

📁 Main Character's House (14 locations)
📁 Parks - City (2 locations)

3. View Location Screen

To view a specific location in detail, the client can click on the name of the location or it's associated photo in either the **List View** or **Thumbnail View**.

ONCE AND FUTURE KING   Location Package

PRINT

Parks & Main Characters - 17 locations   3/12/2020

Package Description   Script based locations are suggested and djfjaslkdjflkajsdkfjja

ALL LOCATIONS

All Locations - Default (17 locations)

📁 Main Character's House (14 locations)

📁 Parks - City (2 locations)

Guilford House
41 photos
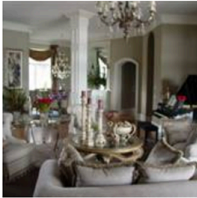
Abington Mansion
19 photos

Binghamton Home
552 photos

Buckingham Ave House
30 photos

Buckingham Avenue Interiors
13 photos

a. Location Details
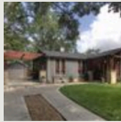
The location details page includes a summary of the location, the location number. Buttons to advance to the next location, go back to the previous location, and to return to the **Locations Screen** are located at the top of the page. The address of the location and Film Office are located below the map at the bottom of the location's page. A contact link is also provided.

Location Details

Guilford House

United States / Austin, Texas
Location ID: #10069610

Print-friendly

The master suite (king sized bed) has its own private bath and the other two bedrooms share a bath. Both baths have tubs with showers. The master bath has a double bowl vanity. Perfect for filming in outdoor spaces. Include a big sunny 50 x 10 deck (walk out from living room and master bedroom), 30 x 20 screen room, a shady patio area under deck on the bay side with a porch swing to while away hot afternoons, an open outdoor shower to wash off sand and salty water, and a bright balcony off the dining room. Back yard is open.

View in Google Maps

LOCATION ADDRESS
604 Brazos St
Austin, Texas 78701

CONTACT DETAILS
Film London
1900 Abbott Street
Suite 100
Charlotte, NC 28203
Contact Phone: (888) 355-REEL
REQUEST MORE INFO

photo 1 to 12 of 41   < prev 1 | 2 | 3 | 4 next >

< prev 1 | 2 | 3 | 4 next >

powered by reelscout

A **Print-friendly** link renders the page into a printable format with all of the location photos attached.

Guilford House

United States / Austin, Texas

Location ID: #10069610

Print-friendly

The master suite (king sized bed) has its own private bath and the other two bedrooms share a bath. Both baths have tubs with showers. The master bath has a double bowl vanity. Perfect for filming in outdoor spaces. Include a big sunny 50 x 10 deck (walk out from living room and master bedroom), 30 x 20 screen room, a shady patio area under deck on the bay side with a porch swing to while away hot afternoons, an open outdoor shower to wash off sand and salty water, and a bright balcony off the dining room. Back yard is open.

Viewing Specific Location Images
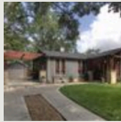
Individual location images can be viewed by clicking on the thumbnail versions on the left-hand side of the location's page. Alternatively, the photos can be viewed in order by clicking the **Next** or **Prev** buttons. If a large number of location images have been provided, clickable page numbers will be present.
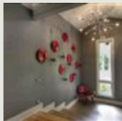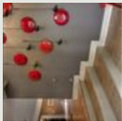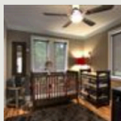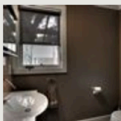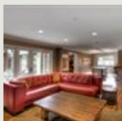
Location Details   Back to Location Package | ◄ Prev | **Next** ►

Guilford House

United States / Austin, Texas
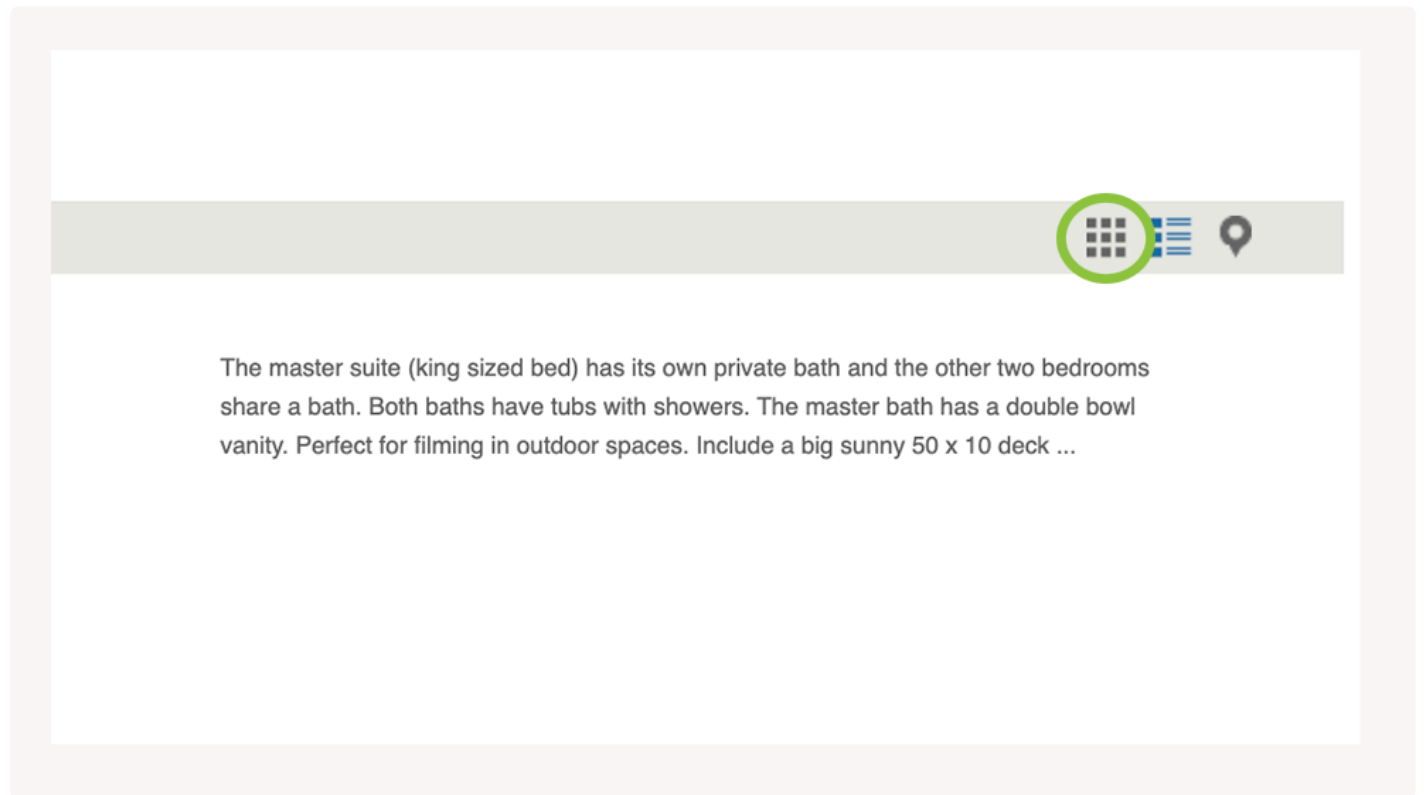Location ID: #10069610

Print-friendly

The master suite (king sized bed) has its own private bath and the other two bedrooms share a bath. Both baths have tubs with showers. The master bath has a double bowl vanity. Perfect for filming in outdoor spaces. Include a big sunny 50 x 10 deck (walk out from living room and master bedroom), 30 x 20 screen room, a shady patio area under deck on the bay side with a porch swing to while away hot afternoons, an open outdoor shower to wash off sand and salty water, and a bright balcony off the dining room. Back yard is open.

View in Google Maps

LOCATION ADDRESS
604 Brazos St
Austin, Texas 78701

CONTACT DETAILS
Film London
1900 Abbott Street
Suite 100
Charlotte, NC 28203
Contact Phone: (888) 355-REEL
REQUEST MORE INFO

photo 1 to 12 of 41   < prev 1 | 2 | 3 | 4 next >

< prev 1 | 2 | 3 | 4 next >

powered by reelscout

Clicking **Slideshow** opens a new browser page where the client can browse through full-size renderings of the location photos.
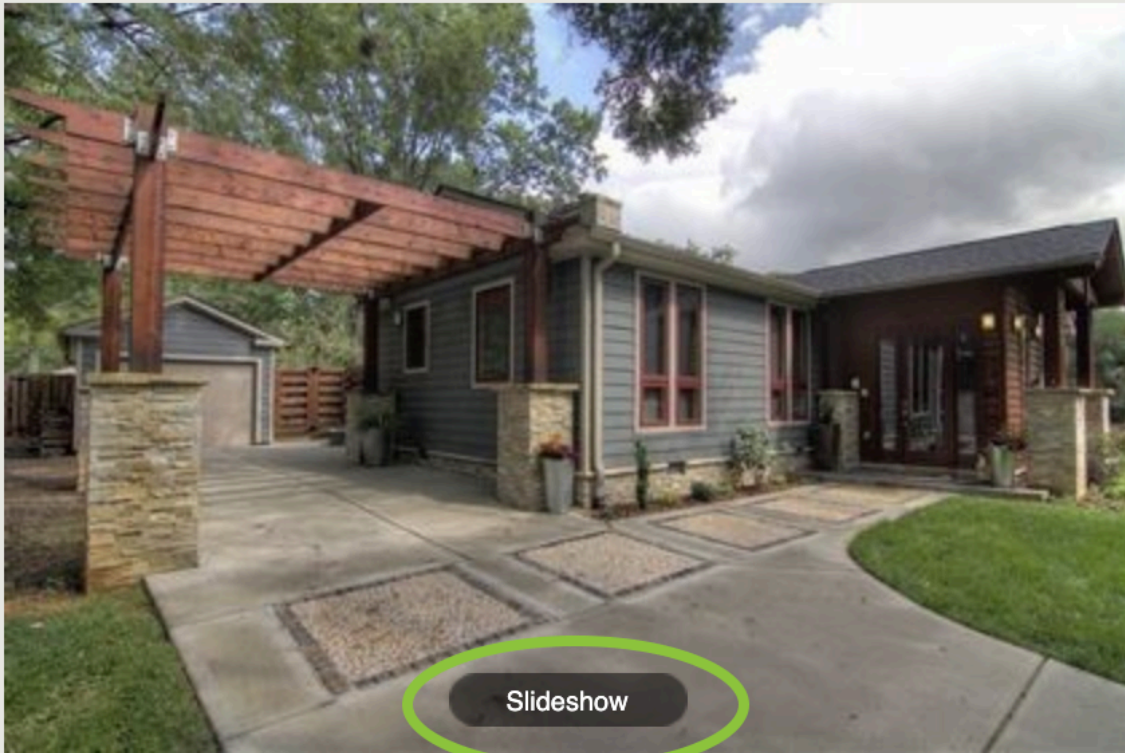
photo 1 to 12 of 41   < prev 1 | 2 | 3 | 4 next >

4. Sharing Locations in a Package

The client can share the online locations package you sent by forwarding the email to the appropriate individuals. The package will be available as long as it exists in the **Projects** database.

The client can also share an individual location by selecting one of the social media platforms on the **Shares** bar on the left-hand side of the screen. Currently available options include Twitter, Facebook, Google+, LinkedIn, Pinterest, and SumoMe.

Guilford House

United States / Austin, Texas

Location ID: #10069610

Print-friendly

The master suite (king sized bed) has its own private bath and the other two bedrooms share a bath. Both baths have tubs with showers. The master bath has a double bowl vanity. Perfect for filming in outdoor spaces. Include a big sunny 50 x 10 deck (walk out from living room and master bedroom), 30 x 20 screen room, a shady patio area under deck on the bay side with a porch swing to while away hot afternoons, an open outdoor shower to wash off sand and salty water, and a bright balcony off the dining room. Back yard is open.

View in Google Maps

LOCATION ADDRESS
604 Brazos St
Austin, Texas 78701

CONTACT DETAILS
Film London
1900 Abbott Street
Suite 100
Charlotte, NC 28203
Contact Phone: (888) 355-REEL
REQUEST MORE INFO

Shares

photo 1 to 12 of 41   < prev 1 | 2 | 3 | 4 next >

< prev 1 | 2 | 3 | 4 next >

powered by | reelscout

✱ Social media share functionality only exists on the individual location pages.

5. View in Google Map & Weather Forecast

Included on each location page is a Google map that shows the geographic location of the proposed site. In-map controls allow for zooming in and out, as well as the ability to display the map in full-screen view. The Google map can be displayed as a conventional "road" type map, or it can be toggled to a satellite view powered by Google Earth.

Guilford House

United States / Austin, Texas

Location ID: #10069610

Print-friendly

The master suite (king sized bed) has its own private bath and the other two bedrooms share a bath. Both baths have tubs with showers. The master bath has a double bowl vanity. Perfect for filming in outdoor spaces. Include a big sunny 50 x 10 deck (walk out from living room and master bedroom), 30 x 20 screen room, a shady patio area under deck on the bay side with a porch swing to while away hot afternoons, an open outdoor shower to wash off sand and salty water, and a bright balcony off the dining room. Back yard is open.
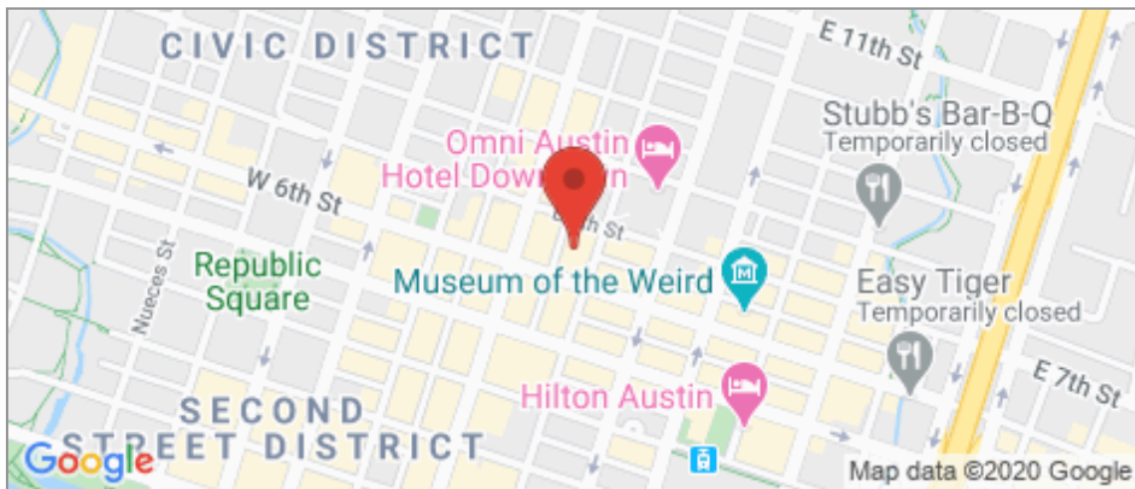
View in Google Maps

A weather window powered by Dark Sky is also provided on each location page in the package.

DISCLAIMER:

The above search results are for the sole purpose of research for the user. The images may be copyrighted by individuals and cannot be used without permission. The user has no authority to reproduce these images in anyway outside of the sole use of research.

If users have specific questions about a location or the photography they may select the **"REQUEST MORE INFO"** link above.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Copying an Existing Package

There are many times where a location package must be edited but will retain many similarities with a previous package associated with a project. It is also true that a location package used for one project might meet the needs of another project. To save film office staff time in producing packages, Reel-Scout™ version 10 features the ability to create duplicate location packages.

1. Creating a Duplicate Package Within the Same Project

Begin by locating the project in which you wish to work. For more information, see Browsing Projects and Searching for a Specific Project.

Once you have located the project you want to work on on the **Browse Project** page, click on the title to open the **Project Overview** screen.

On the **Project Overview** page, open the **Project Packages** tab.

Locate the location package that you want to copy. To make a copy of the package, click the **Copy** (two sheets of paper) icon on the toolbar to the right of the package name.

Clicking the **Copy** icon will open a dialog box. To copy the package into the project you are currently in, click the **Copy** button.

A replica of the package you have copied will appear and will have the same name as the package that you've duplicated, led by the words "copy of."

Click on the **Edit** (pencil) icon to change the name of the new package to suit your needs. Revisions to this package can now be made without affecting the original location package. For more information, see Editing a Package.

2. Copying a Package to Another Project

Using the same **Copy** icon, you can quickly duplicate a package and place it into another project. Clicking the **Copy** icon brings up the **Copy Package To** dialog box.

Using the drop-down menu, select the project that you want to copy the package to. You can quickly sort through the list by entering the first letter of the project to which you wish to copy the location package. This causes the menu to "jump" to those projects beginning with that letter.

When you click **Copy**, you will automatically be taken tot he **All Project Packages** page of the project to which you have copied the package.Your location in the RS10 system can be easily determined by examining the breadcrumbs at the top of the screen.

The package you have copied will appear at the top of the list on the **All Project Packages** page, led by the words "copy of." You are now free to edit the package to meet the requirements of the project that you have inserted it into. For more information, see Editing a Package.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Viewing Location Packages

Viewing location packages that have already been created is easy in Reel-Scout™ version 10. Begin by entering the **Project** module to locate the project whose packages you want to view. For more information, see Browsing Projects and Searching for a Specific Project.

> ✳ You can always view all of the packages in your RS10 system and filter them on the **Browse Packages** page. For more information, see View All Packages.

1. Locating Packages Within a Project

Once you have located the project whose packages you wish to view, double-click on the project title to open the **Project Overview** page.

Underneath the sub-menu on the left-hand side of the screen, you'll find a series of tabs. Click on the **Project Packages** tab to open the **All Project Packages** page.

The **All Project Packages** page will show the packages that have been created for that project. Using the *Sort By * drop-down menu on the right-hand side of the screen, you can sort the packages alphabetically by name or by the date that they were created.
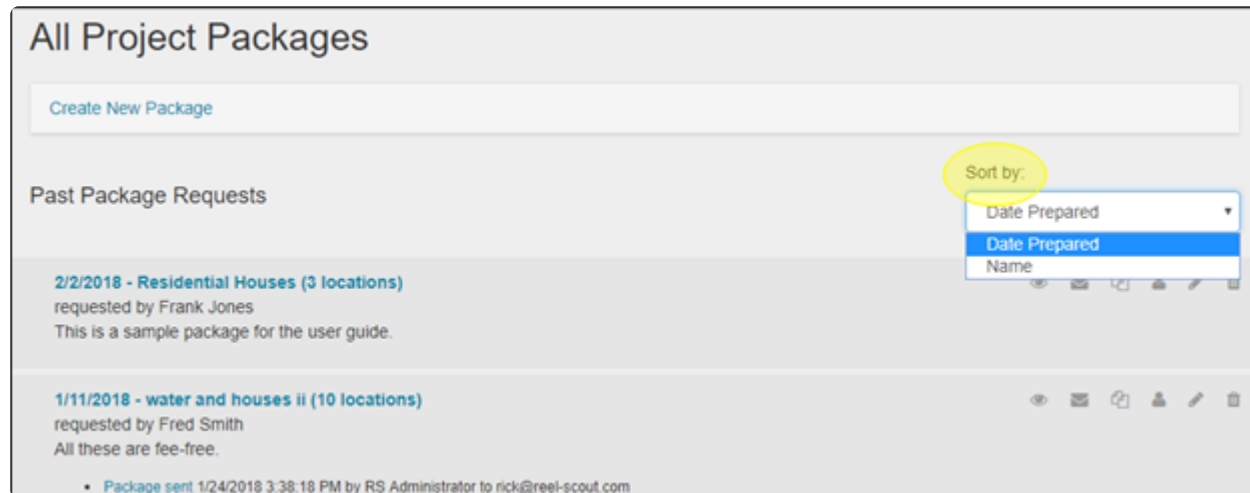
Clicking on a package title will allow you view the contents of that location package. You can use the breadcrumbs at the top of the page or your browser's back button to return to the **All Project Packages** screen.

2. Package Options on the All Project Packages Screen

There is a toolbar associated with each location package on the screen, history of when the package was sent and to whom it was delivered. On the toolbar, there are six options:

- You can **Preview** the package to see what the client will experience as they navigate the location package. For more information, see Viewing a Package as Seen by Client
- You can click **Send Package** to deliver the package to a client's email address. See Sending a Location Package
- You can **Copy** your package. For more information, see Copying an Existing Package
- You view the package's location **Contacts**. This opens a separate browser window
- You can **Edit** the package. See Editing a Package
- If you choose, you can **Delete** a package. See Deleting a Package for more information.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

View All Packages

From the **Browse Packages** page, you can view all of the location packages in your Reel-Scout™ version 10 system. This function is useful for checking on those packages that have been worked on most recently, or for finding packages that haven't been updated in a while.

To access a listing of all of your film office's location packages, select **View All Packages** from the **Projects** sub-menu on the left-hand side of the page.
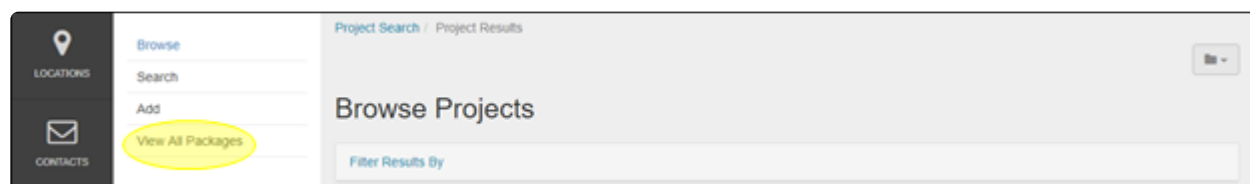
Clicking **View All Packages** will take you to the **Browse Packages Page**. This screen includes interactive sorting tools that will help you to find the package that you are looking for quickly.

Package Results

Browse Packages

Filter Results By

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

Viewing 1 to 25 of 52   Export to Excel Worksheet (.xls)

PACKAGE TITLE	PROJECT	CREATED BY	CREATED	LAST SENT ▾
Copy of water and houses ii (8 Locations)	THE TRUTH	Karyn, Jim	1/23/2018	1/30/2018
water and houses ii (10 Locations)	***ONCE AND FUTURE KING	Administrator, RS	9/5/2012	1/24/2018
Residential Houses in Downtown (9 Locations)	***ONCE AND FUTURE KING	Administrator, RS	12/3/2014	1/23/2018
Private Homes on the Water (6 Locations)	WILDFIRE - SEASON 4 EPISODE 11	Administrator, RS	1/22/2018	1/22/2018

1. Filter Results By

Narrow the number of packages that are being viewed by clicking on **Filter Results By.**

Package Results

Browse Packages

Filter Results By

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

Clicking **Filter Results By** will open up a new dialogue box featuring all of the available selections: **Project Name, Project Title, Date Last Sent, Created By, Date Created (From),** and **Date Created (To)**. Only one filter needs to be applied to filter your results. You can use as many filters as you wish, in any combination to find the package that you are looking for. Select the **Search** button to apply the filters you have set and refresh the list of projects that are displayed.

a. Project Name

The full or partial name of the project can be entered here, and RS10 will display only those project titles that match what you have entered.

b. Package Title.

The full or partial name of the package can be entered here. RS10 will display only those package titles that match what has been entered in this window.
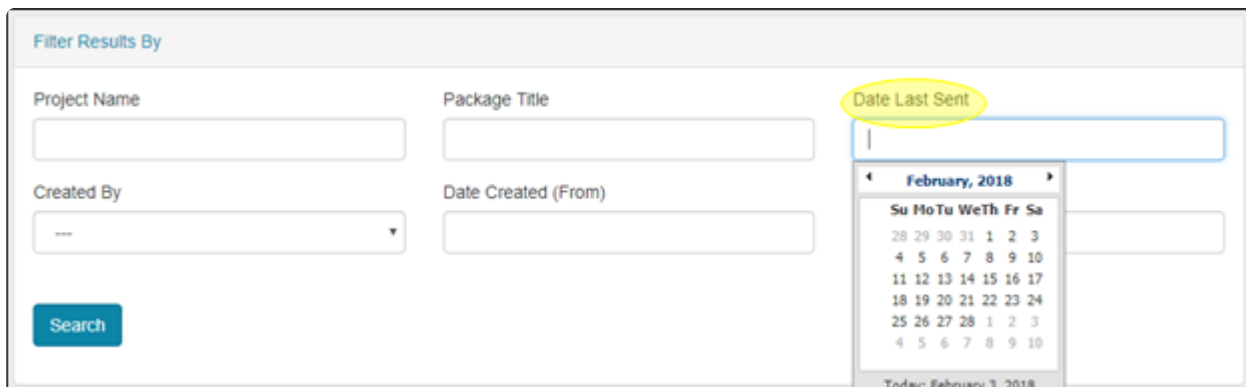
c. Date Last Sent

This filtering parameter allows you to restrict your results to packages that were last sent on a particular date. **Date Last Sent** is a calendar field; clicking on the window reveals a calendar from which the date can be selected. You may also enter the date manually in MM/DD/YYYY format.

d. Created By

Created By is a drop-down menu that features the names of your film office's staff. This field allows you to restrict the displayed results to packages that were created by a particular individual.

e. Date Created (From)

This calendar field allows you to instruct RS10 to search for projects created on the date selected and later. In can be used in conjunction with the **Date Created (To)** field (to create a range) or as a standalone parameter. Clicking **Date Created (From)** reveals a calendar from which a date can be selected, or the date may be entered manually in MM/DD/YYYY format.

f. Date Created (To)

This calendar field allows you to instruct RS10 to search for projects created up to and including a selected date. In can be used in conjunction with the **Date Created (From)** field (to create a range) or as a standalone parameter. Clicking **Date Created (To)** reveals a calendar from which a date can be selected, or the date may be entered manually in MM/DD/YYYY format.

2. Search by Alpha

Clicking a letter will narrow the sort only to those packages whose titles start with that letter. Clicking the **#** will display those packages beginning with numerals. Clicking **All** will return the full list of packages to your search results, in alphabetical order.

3. Sort Results By

The list of packages can be sorted by clicking on the column header. The order of each column listing can be changed (ascending/descending or alphabetical A to Z/Z to A) by clicking the triangle that appears next to each column header that you select. Lists can be sorted by:

- **Package Title**
- **Project Title**
- **Created By**

- Date **Created**
- Date **Last Sent**

4. Previous & Next Page

To page backward and forward through the list of packages, click on the double arrows before and after each page number (at the bottom of the page). You can choose to view 25, 50, or 100 locations per page. The page number that you are currently on is also displayed on the upper left-hand side of the screen. You can also click on the individual numbers to go to that page. Clicking on the double arrows with the line will take you to the first or last page of your search results.

✱ You can also use your web browser BACK button to move to a previous screen of locations.

6. Package and Project Titles

Each Package's title is listed next to the first photo of the location. Clicking on the title will take you to the

Project Package page. Project titles are also clickable and will allow you to view the **Project Overview** page.

PACKAGE TITLE	PROJECT	CREATED BY	CREATED	LAST SENT ▾
Copy of water and houses ii (8 Locations)	THE TRUTH	Karyn, Jim	1/23/2018	1/30/2018
water and houses ii (10 Locations)	***ONCE AND FUTURE KING	Administrator, RS	9/5/2012	1/24/2018
Residential Houses in Downtown (9 Locations)	***ONCE AND FUTURE KING	Administrator, RS	12/3/2014	1/23/2018
Private Homes on the Water (6 Locations)	WILDFIRE - SEASON 4 EPISODE 11	Administrator, RS	1/22/2018	1/22/2018

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Sending a Location Package

Once you have created a location package and previewed it to ensure that it has all of the elements that it needs, it is time to send it to your film office's client. Sending a package can be completed with just a couple of button clicks and keystrokes with Reel-Scout™ version 10.

Begin by locating the package that you want to send. For more information, see Viewing Location Packages and View All Packages.

1. Sending Your Package From the All Project Packages Page

Each package on the **All Project Packages** page has an associated toolbar on the right-hand side of the page. Find the package that you want to send and click the **Send Package** (envelope) icon.
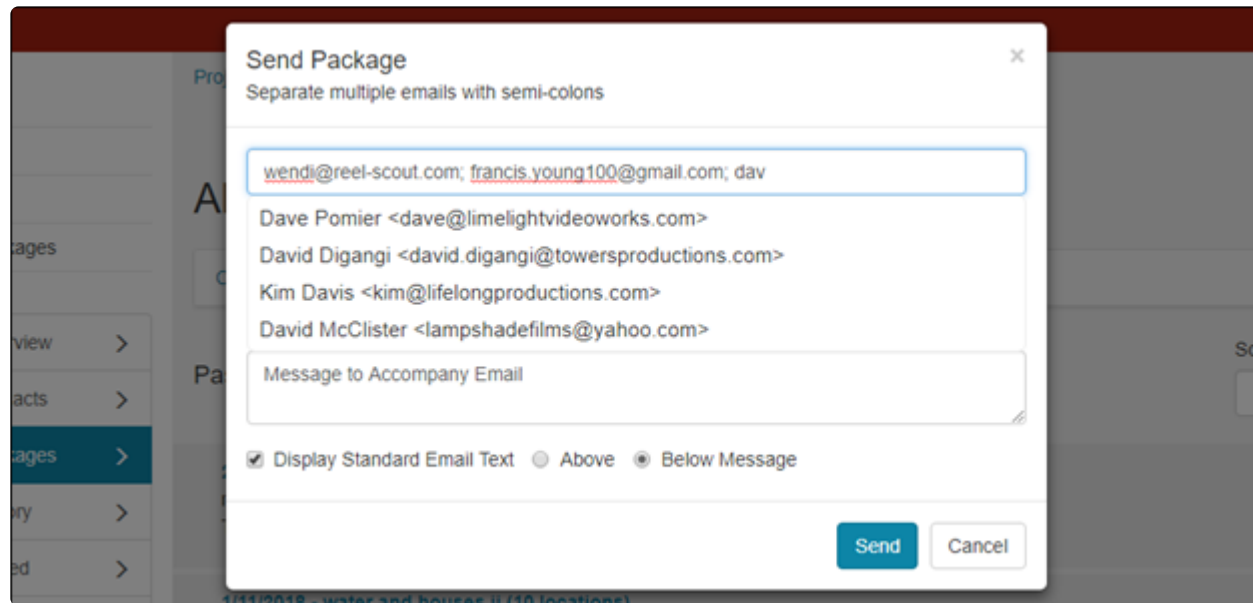
Clicking the **Send Package** icon will reveal a dialog box that contains five fields, as well as email text options.
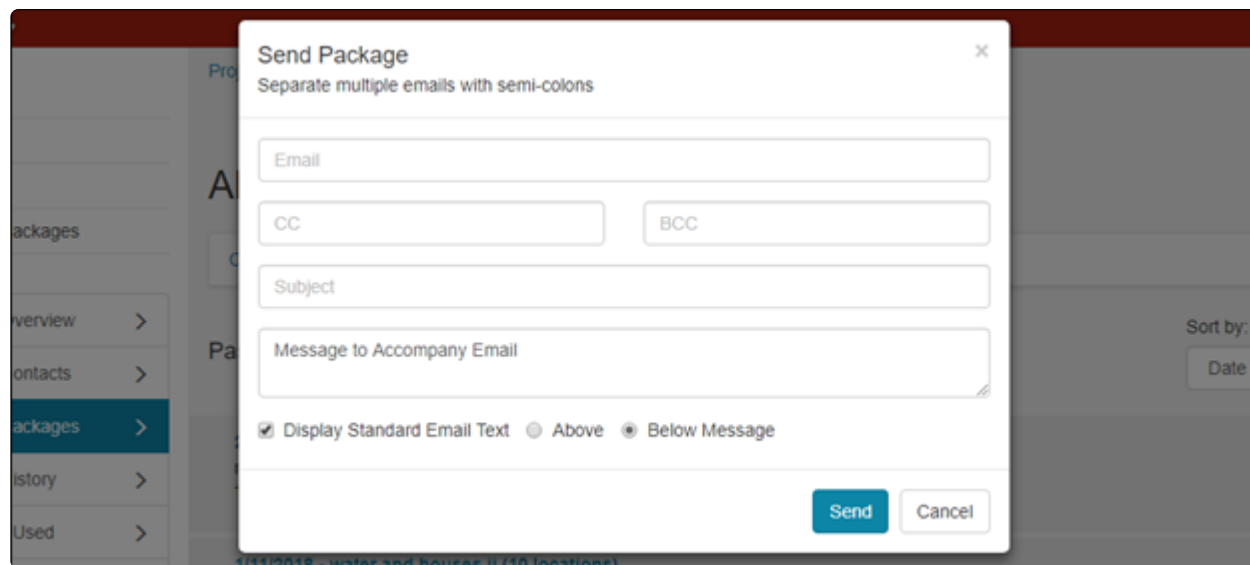
a. Email

Begin entering the name of the individual to whom you want to send the package. As you type, RS10 will match your entry to contacts in the database. Clicking the name of the person will insert the complete email address into the field. If the contact does not exist, you can enter the email address manually. Multiple recipients can be entered; ensure that manually entered email addresses are separated by a semicolon (;) and a space.

b. CC and BCC

The CC and BCC fields operate the same way as the email field. Just like the email window, be sure to separate multiple entries with a semicolon (;) and a space.

c. Subject

The **Subject** window is a free-text field. Here, you can enter the subject that will appear as the header for the email that is sent.

d. Message to Accompany Email

In this field, you can enter a customized message to the client. To view all of the text that is entered, the **Message to Accompany Email** window can be expanded. To change the size of the window, left-click on the lower right-hand corner. Holding down the left mouse button, drag the window to the desired size.
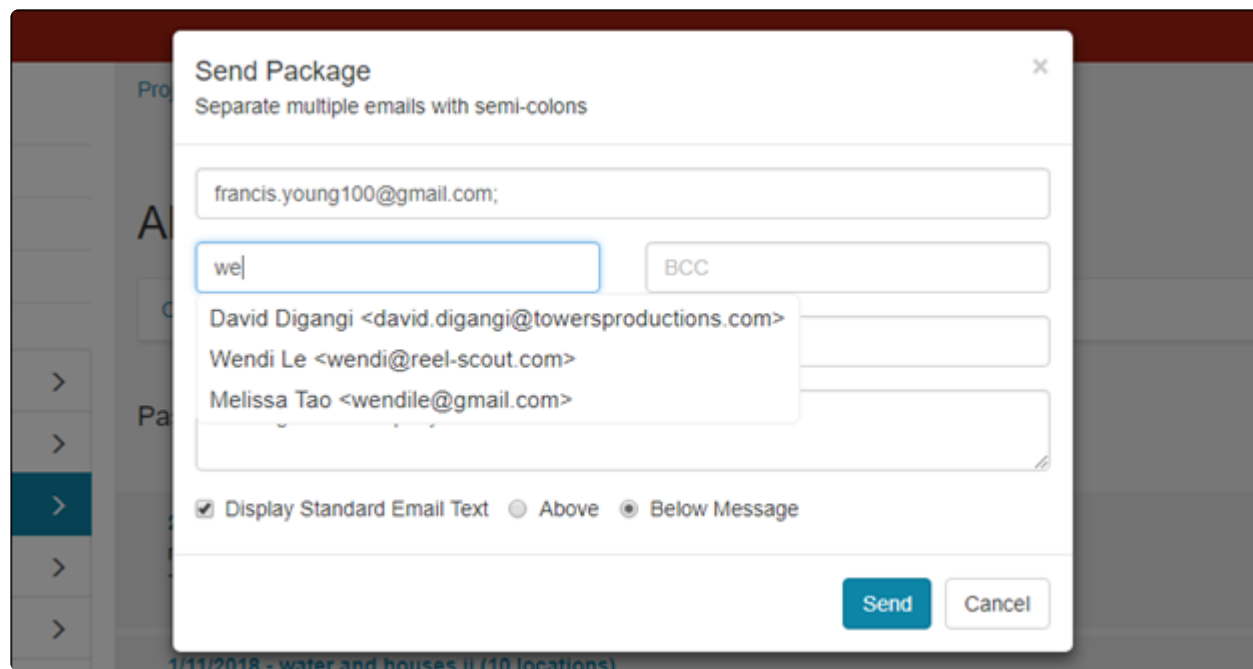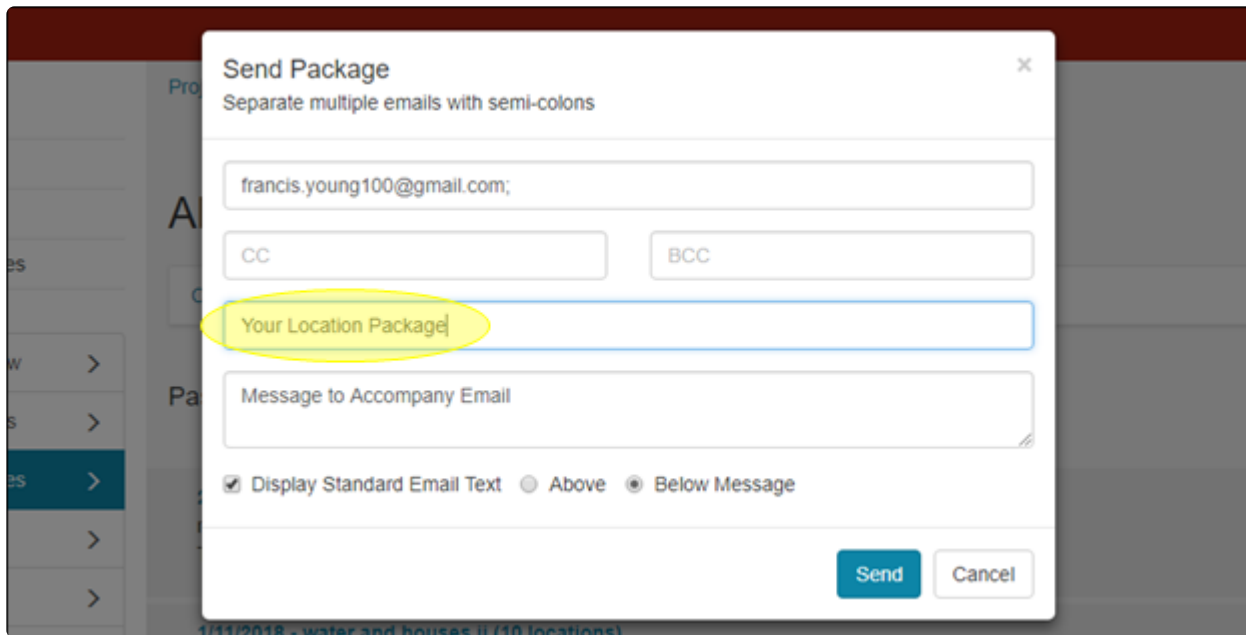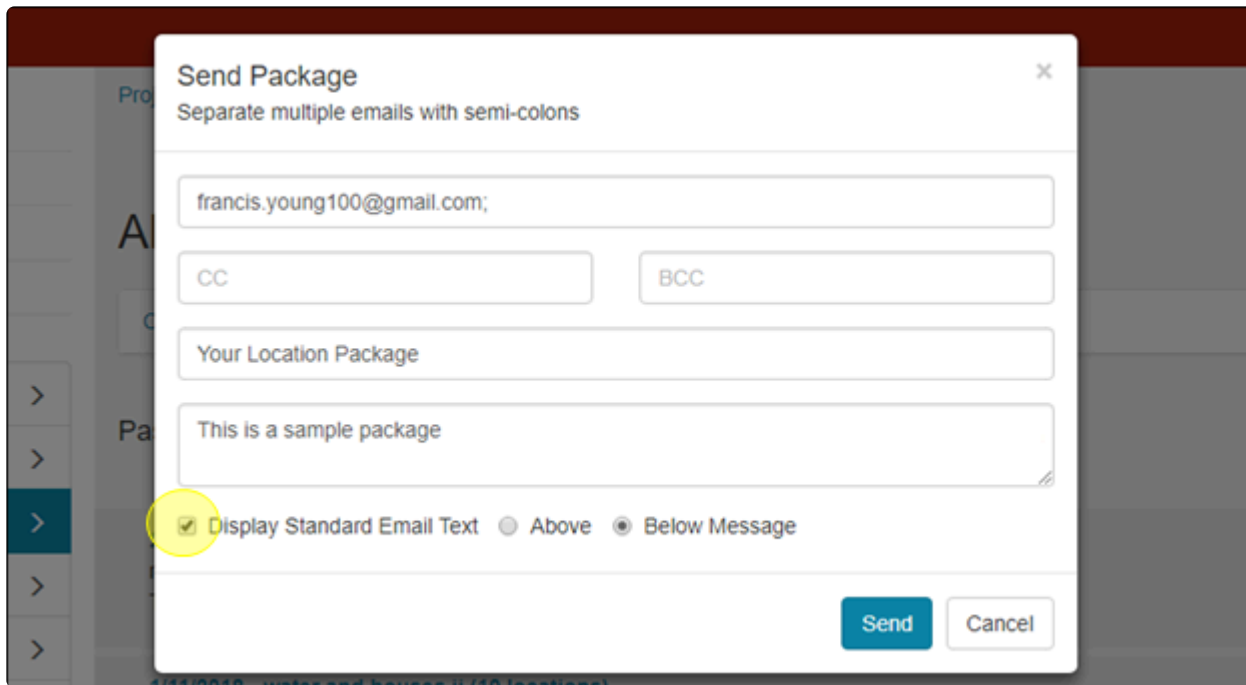
e. Display Standard Email Text

To help the client navigate the package and to provide other instructions, most film office's have standard text that accompanies each package that is sent. Leaving the checkbox checked (the default option) will ensure that this standard message accompanies the email. To remove the standard email text, uncheck the box.
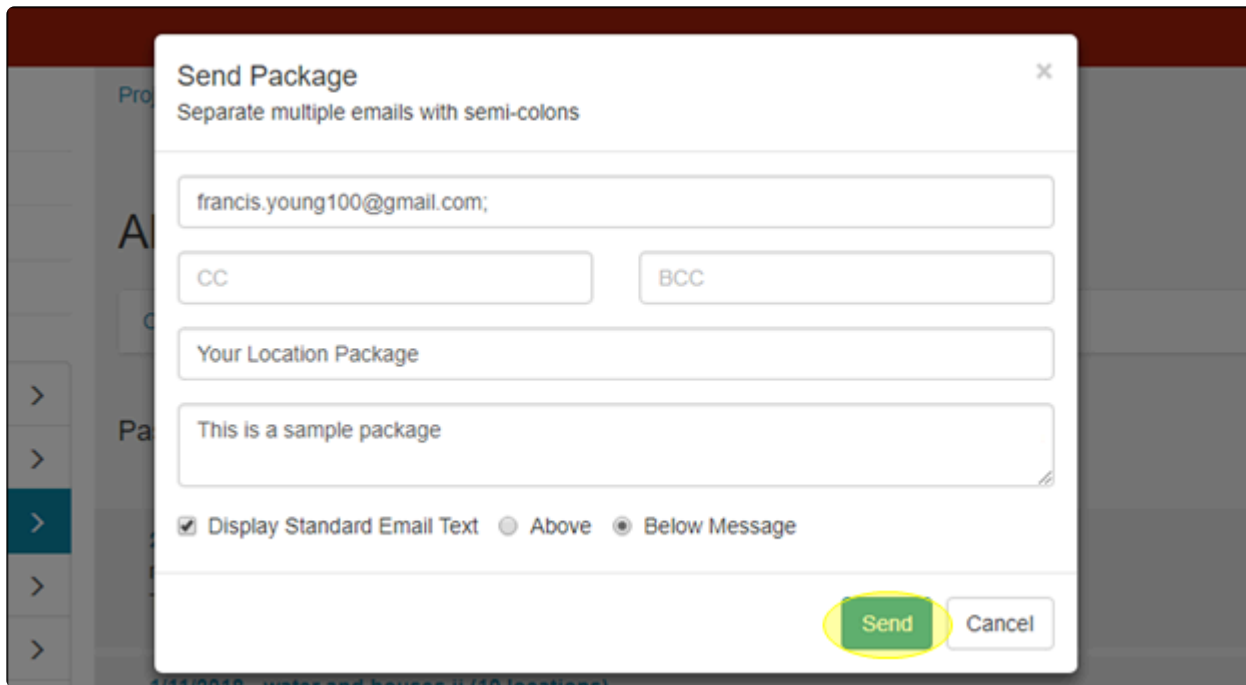
You can also select where the standard email text will appear in the email relative to your personalized message. Using the radio buttons, you can choose either **Above** or **Below Message** options.

f. Send Button

When you have finished filling in the fields in the **Send Package** dialog box, you can deliver the package to the client by clicking the **Send** button. **Cancel** will close the dialog box.

RS10 will display a message indicating that your location package has been sent. Click **Close** to return to viewing the **All Project Packages** page.

Sending a Location Package from the Browse Packages Page

If you found the package that you want to send using the **View All Packages** function of RS10, sending the package is still a simple process. Begin by clicking on the package title to open the **Project Package** page.

Locate the breadcrumbs at the top of the **Project Package** screen. Click on **Packages**.

Selecting **Packages** will take you to the **All Project Packages** page. You can now send the package of your choice using the procedure described above.

✱ See <u>View All Packages</u> for more information.

3. What Your Client Will See

Your client will receive an email from your film office that features your personalized message and the standard text (if that option was selected).
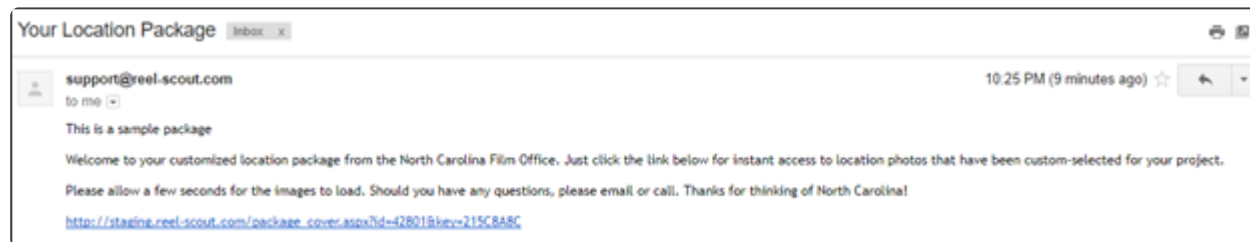
The email contains a URL hyperlink that, when clicked, will open another browser page that contains the package you sent. For more information on client navigation of the location package, see Viewing a Package as Seen by Client.
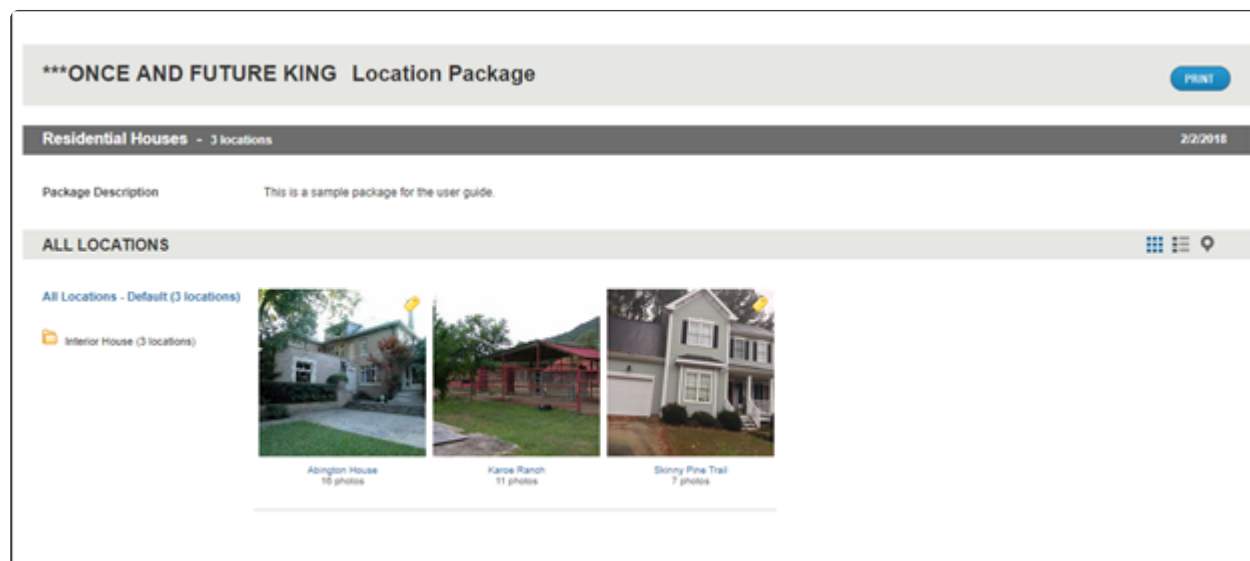
Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Editing a Package

Editing package information can be quickly accomplished in Reel-Scout™ version 10. Begin by locating the package that you want to edit. For more information, see Viewing Location Packages and View All Packages.

1. Editing Package Information

If you have found the package that you wish to edit by navigating through that package's **Project Overview** screen, you can access the editing function via the toolbar on to the right of the package title. Click the **Edit** icon (pencil).

Clicking the **Edit** icon (pencil) will open up the information fields associated with that package. You can change any of these fields. When you are finished, click the checkmark in the upper right-hand corner to save your changes. To collapse the fields without making any edits, click the "X."

If you have located the package that you wish to edit via the **View All Packages** function, you can access the same functionalities by first clicking on the package title to go to the **Project Package** page.

Locate the breadcrumbs at the upper left-hand corner of the screen. Click on **Packages**.

Then, you can click the **Edit** icon next to the package you want to change and proceed as described above.
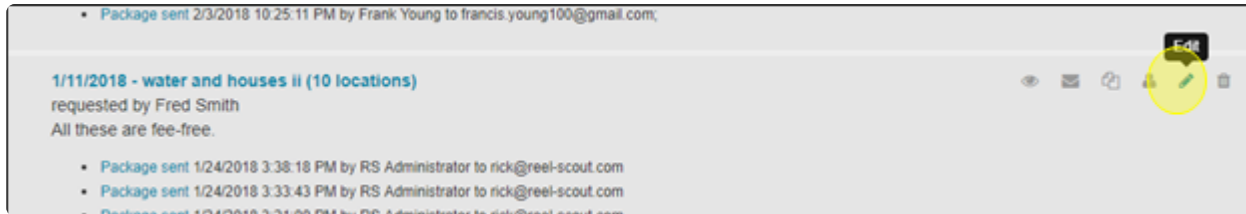
2. Editing Package Locations

To add locations to or remove locations from a package, click on the title of the package to view the sites that have already been added.
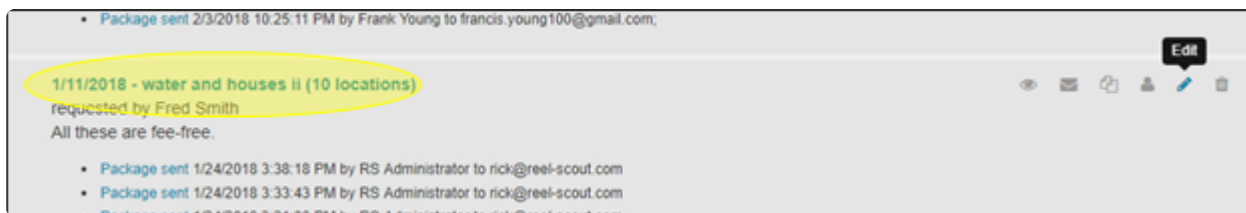
a. Adding Locations

Additional locations can be added by following the procedure described in Creating a New Location Package.

b. Deleting Locations

To delete a location, select the checkbox in that locations block.
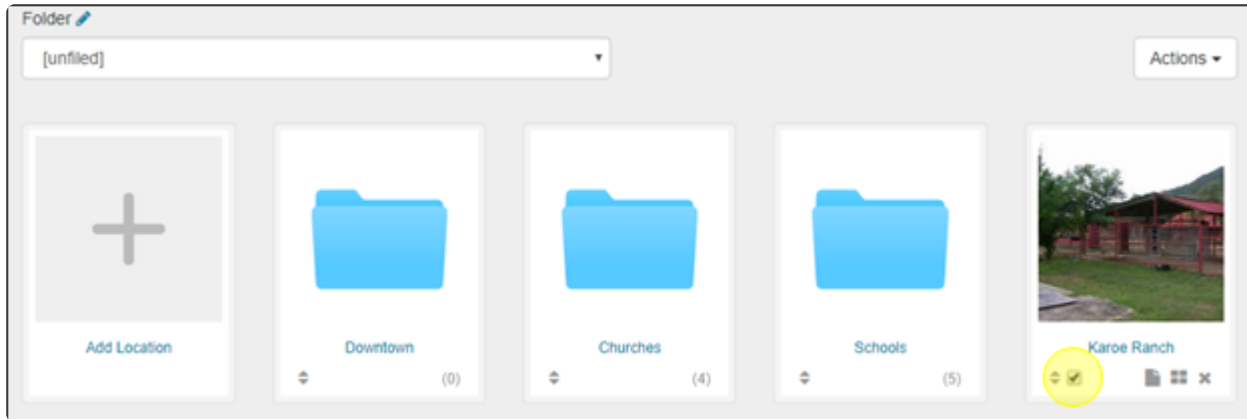
Click on **Actions** in the upper right-hand corner of the **Project Package** area. Click on **Remove Selected**. Note that **Select All** and **Deselect All** options are available.
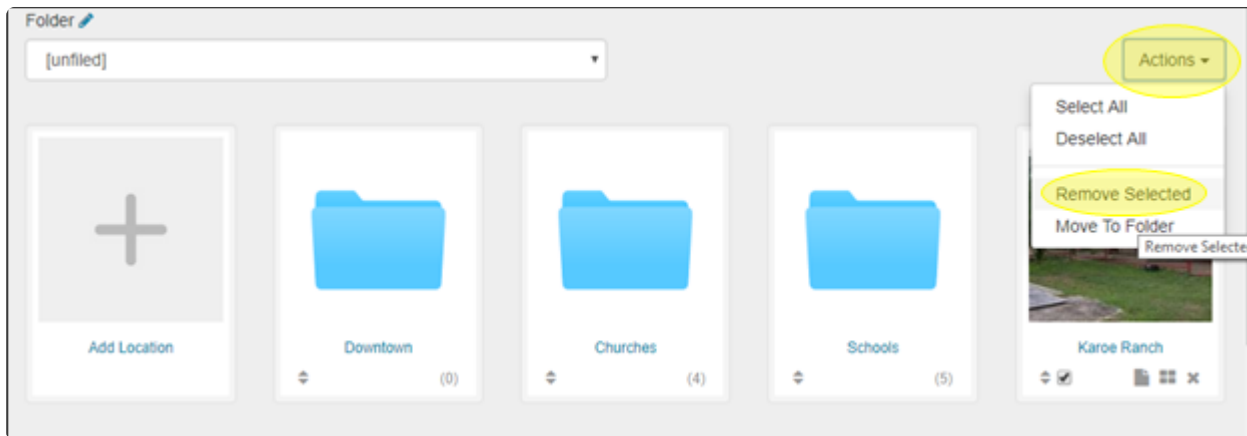
Complete the confirming step to remove the location from your package.
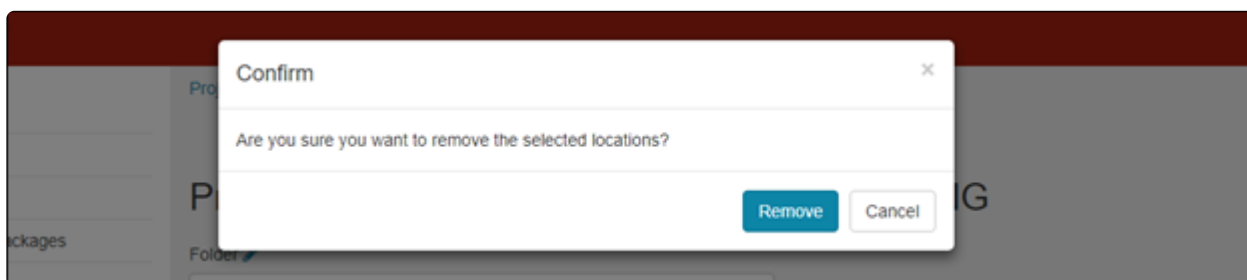
c. Moving Locations Into and Out of Folders

The procedure for creating folders, and moving locations into them, can be found in Organizing Your Package with Folders.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Deleting a Package
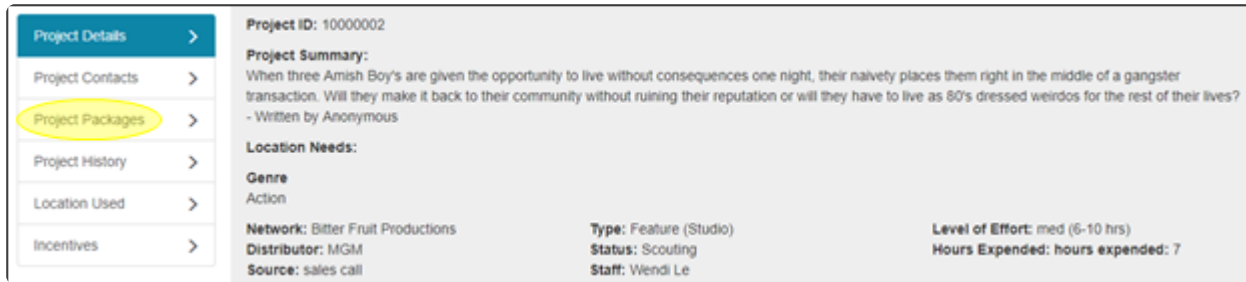
If required, individual packages can be deleted by film office staff anytime. To delete a package, begin by finding the project that the package is associated with. For more information, see Browsing Projects and Searching for a Specific Project.

Deleting a Package

Once you have located the project that you want to work in on the **Browse Projects** screen, click on that project to open its **Project Overview** page.

	PROJECT	TYPE	STATUS	CREATED	BUDGET	UPDATED ▾
☐	25TH HOUR ✏ P	Feature (Studio)	Scouting	3/26/2002	$1,000,000	1/2/2018
☐	A LITTLE WAR OF OUR OWN ✏ P	Industrial / Corporate	Inquiry	5/24/2002	$1,000,000	12/26/2017

On the **Project Overview** page, open the **Project Packages** tab on the left-hand side of your screen.

Locate the project that you wish to delete in the **Past Package Requests** list. On the right-hand side of the screen, click the **Delete** (trashcan) icon associated with the project's line.

RS10 will ask you to confirm that you want to delete the package. Click **Delete** to remove the package permanently.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Exporting Package Data

For organizational meetings and data transfer into other platforms, it is often helpful to have all of your film office's package information available at your fingertips. Reel-Scout™ version 10 not only allows you to filter and sort your package list, but you can also export your search results into an Excel spreadsheet with just a couple of button clicks.

To begin the export process, enter the **Projects** module and select **View All Packages**.
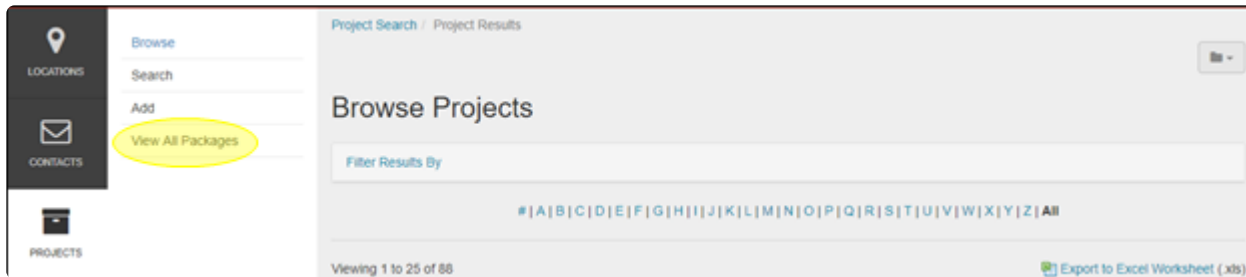
You may wish to filter your list of packages to limit the number of entries that appear on your spreadsheet. For more information on completing this task, see View All Packages.

In the upper right-hand corner of the **Browse Package** screen, locate the **Export to Excel Worksheet (.xls)** link.

When you click on **Export to Excel Worksheet (.xls)**, a dialog box will open that will present you with two options: you can export only the search results set, or you can export the entire package file that exists in your RS10 database.
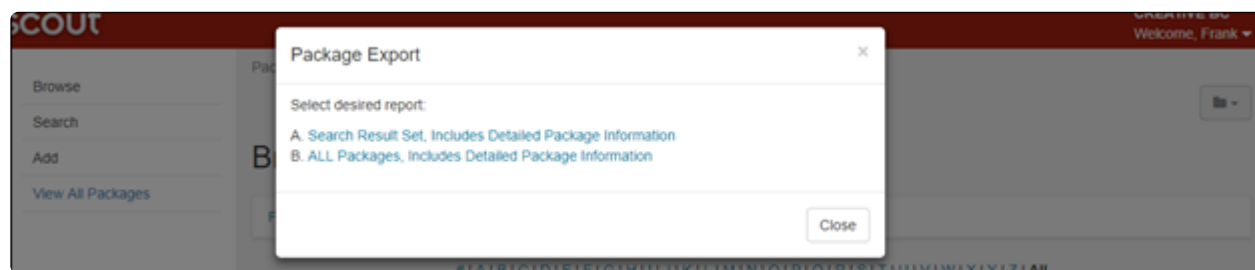
Once you have clicked on your desired selection, the worksheet will begin downloading automatically. When the download is completed, the worksheet can be saved in the file location of your choice. Click the **Close** button in the dialog box once you have made your selection.
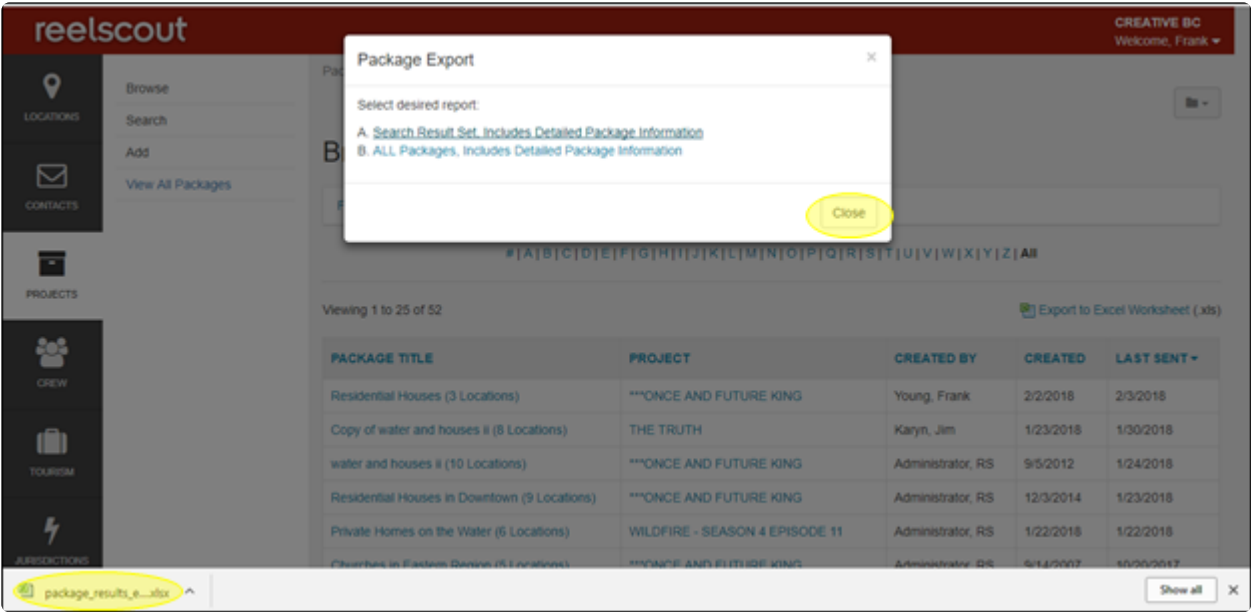
The worksheet that is downloaded is preformatted to perform some of the same filtering tasks that are available within the online RS10 system.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Organizing Your Package with Folders

Many packages often require the addition of several different types of locations. Looking through a lot of

thumbnail pictures can be confusing and time-consuming. That is why Reel-Scout™ version 10 allows you to organize your locations into folders. Locations with common characteristics can be placed into a single folder, allowing the client to vet sites more efficiently.

Folders can be created at two different places in the process of adding locations to a package.

1. Adding Folders to Your Package From the Project Package Screen

If you already know that you'll require folders before you begin adding locations to your package, you can handle this task on the **Project Package** screen. Click the **Edit** (pencil) icon next to the **Folder** header.

Selecting the **Edit** (pencil) icon will open a dialog window that will allow you to name your new folder. After typing in the name you desire, click the plus sign (+) to add it to your list of folders. You may add as many folders as you require. When you are finished adding folders, click the **Save Changes** button.
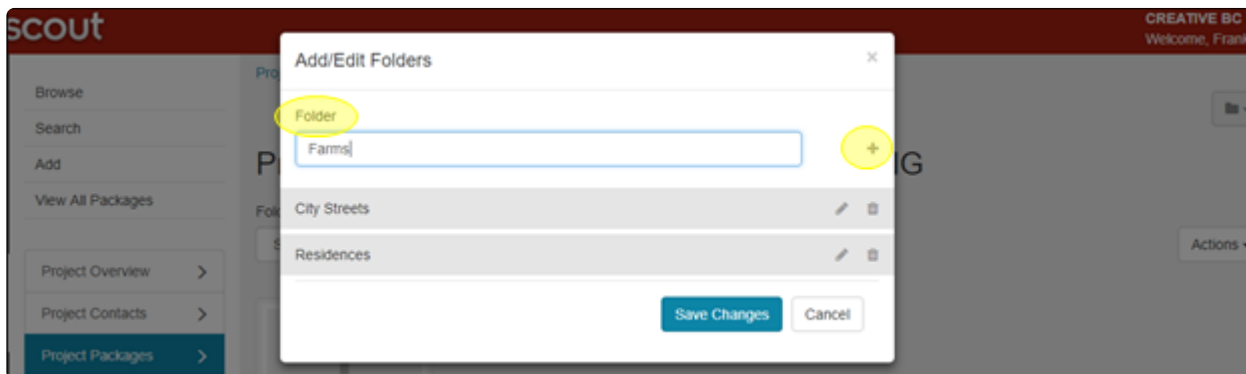
The trashcan and pencil icons next to each folder allow you to delete and edit those folders.

2. Adding Folders to Your Package While Selecting Locations

Sometimes you may not know what folders you will need until you begin to add locations. RS10 provides a way to organize locations even as they are being added to your package. When you select the plus sign () next to a site on the **Browse Locations** page, you will be given the option to create a new folder. Enter the name of the folder you want to create in the **Folder** box and press the plus sign () to add it to your list.
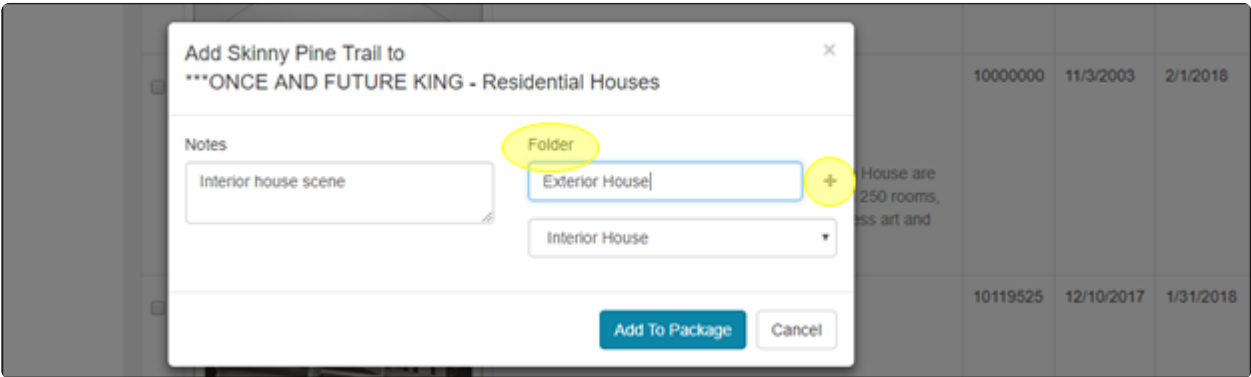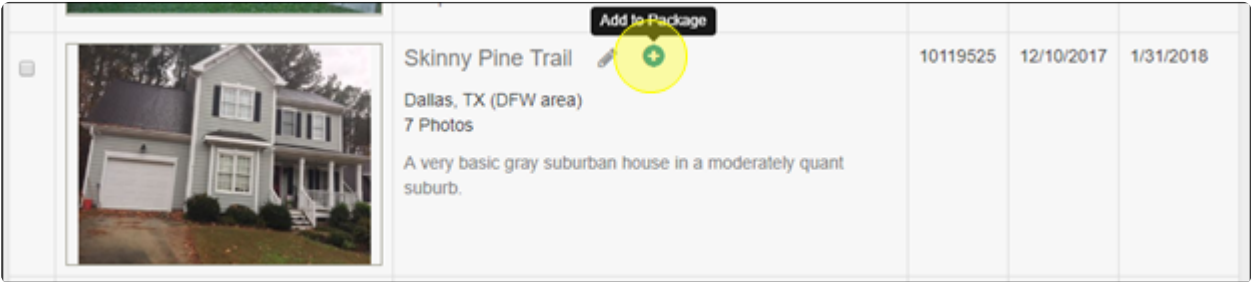
You can view the folders that you have created by clicking on the drop-down menu box below the **Folder** field.
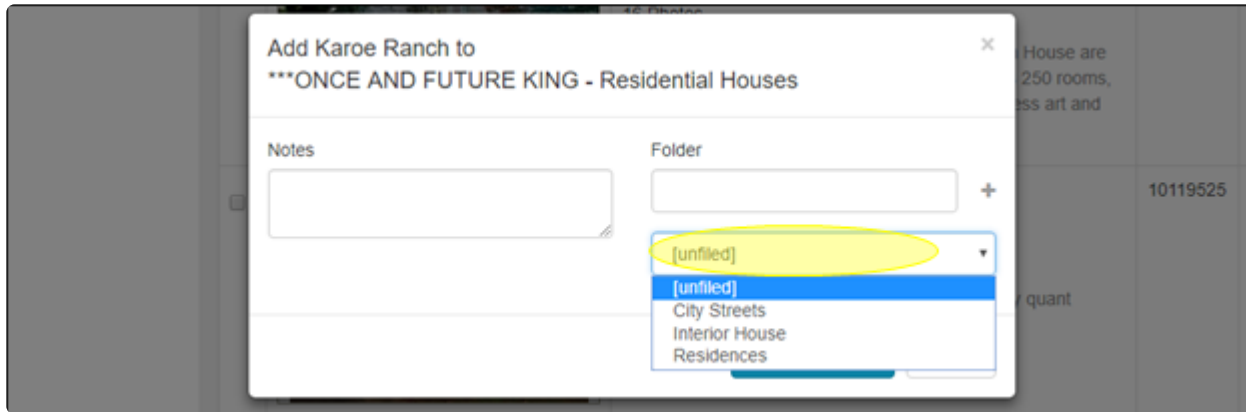
When you have created all of the folders that you wish to add, click the **Add to package** button. Your location and the folders you have created will be added to your location package.
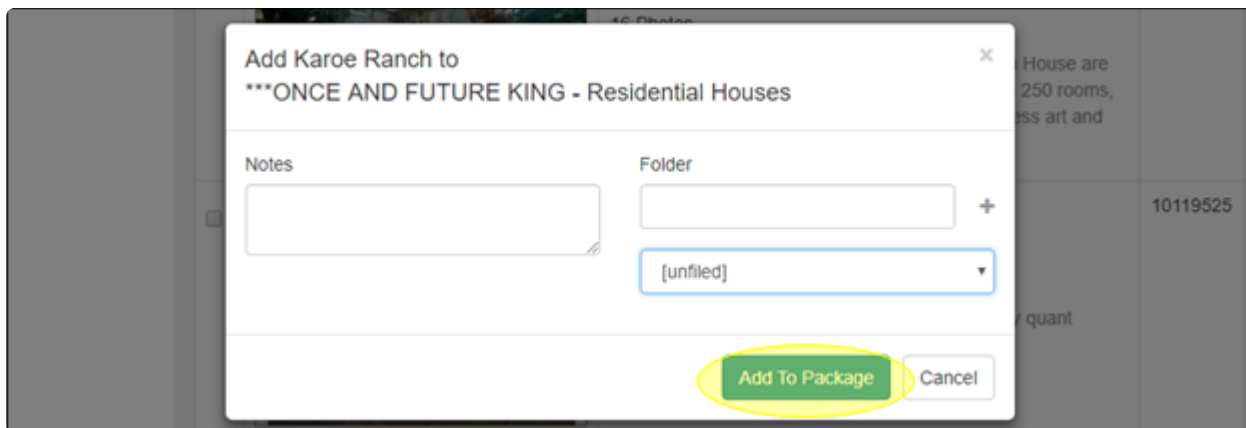
3. Adding Locations to Specific Folders

Organizing your photos into folders is simple with RS10. Click the plus sign next to the location on the **Browse Locations** page to add that location to your package.
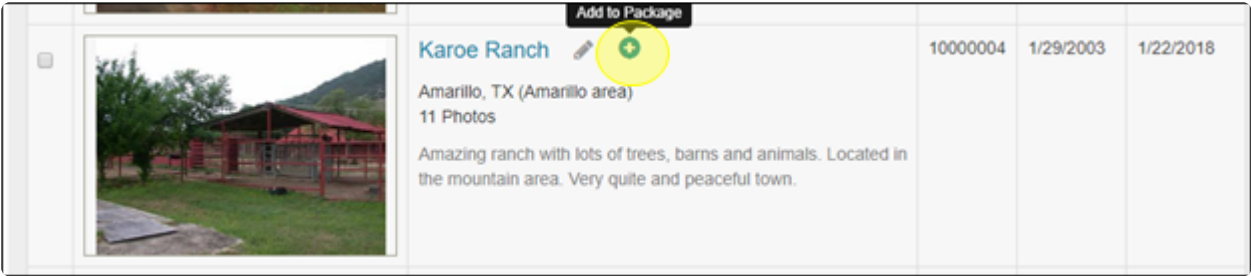
When the context window opens, you'll be able to select which folder you would like to place that location in with the **Folder** drop-down menu. Click **Add to package** when you have finished.
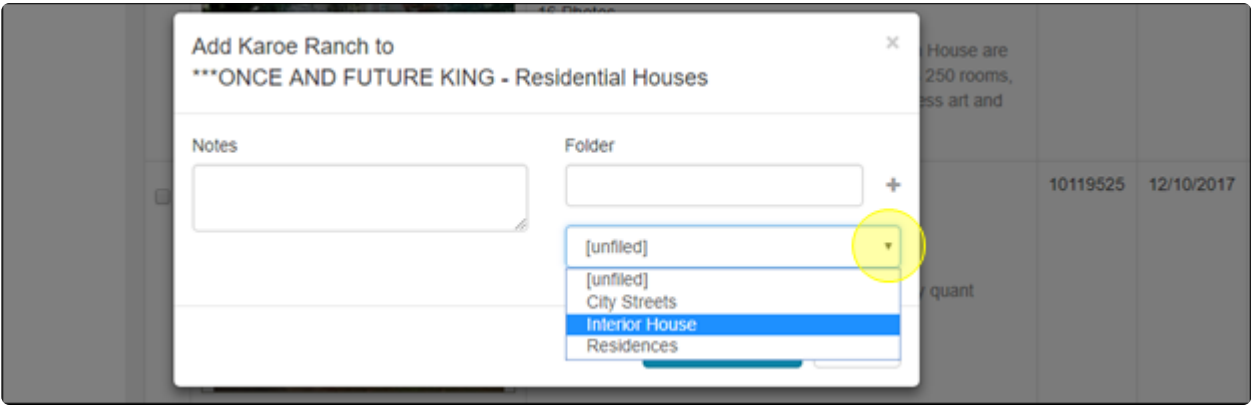
Locations can be added to folders on the **Project Package** page as well. Click the checkbox(es) in the location block to select the location(s) you wish to move to a folder.
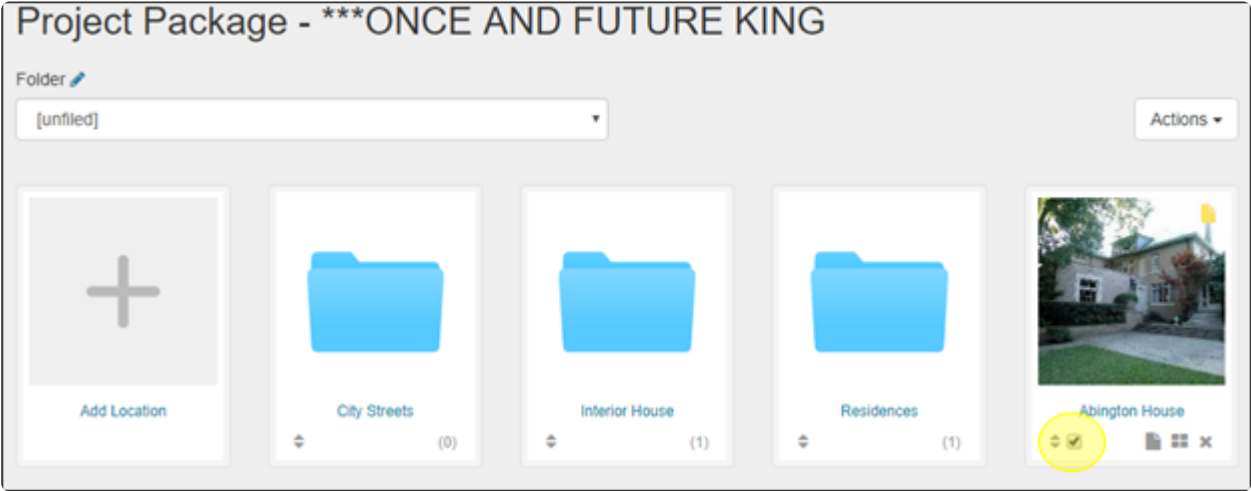
Click the **Action** button on the right-hand side of the screen and select **Move to Folder**.
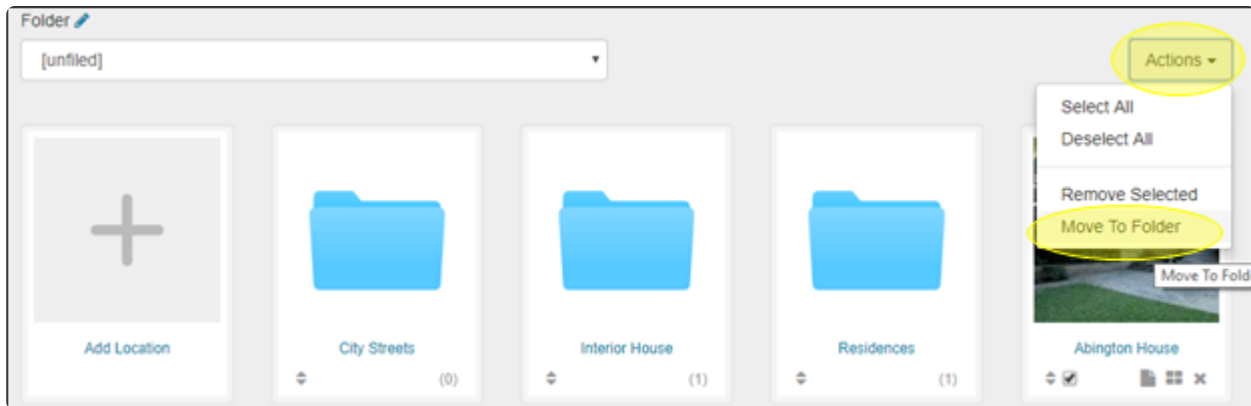
A context window will open, from which you can select a folder in which to place the location(s) you have selected. Click the **Move** button once you have made your selection.
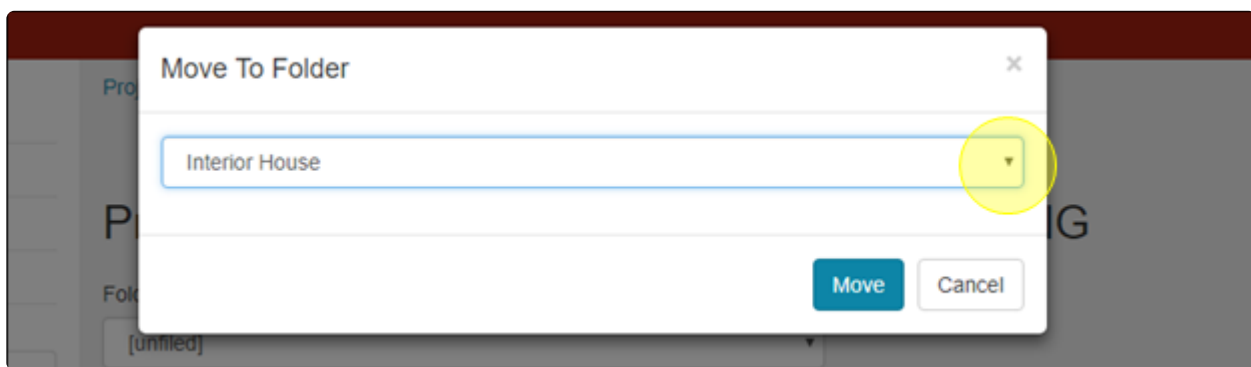
Locations can also be moved into and out of folders using the **Notes** icon associated with each location. Clicking the **Notes** icon will bring up a dialog box for that location.
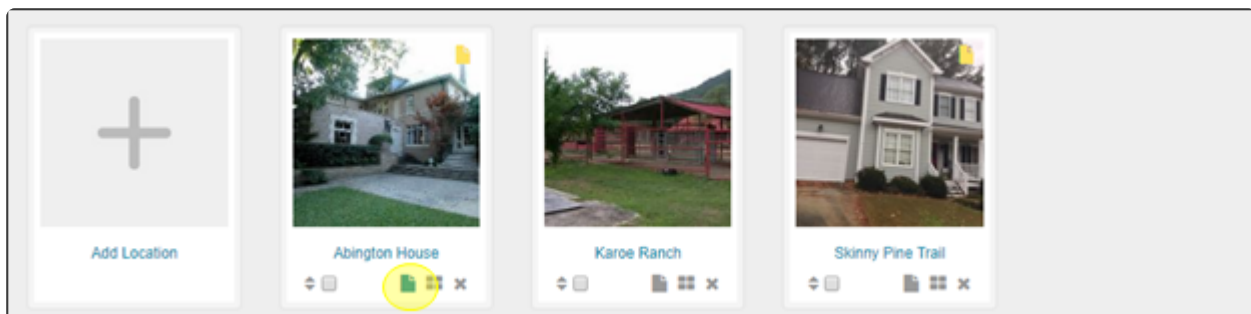
A folder can be selected from the drop-down menu. Click **Save Changes** to affect the change.
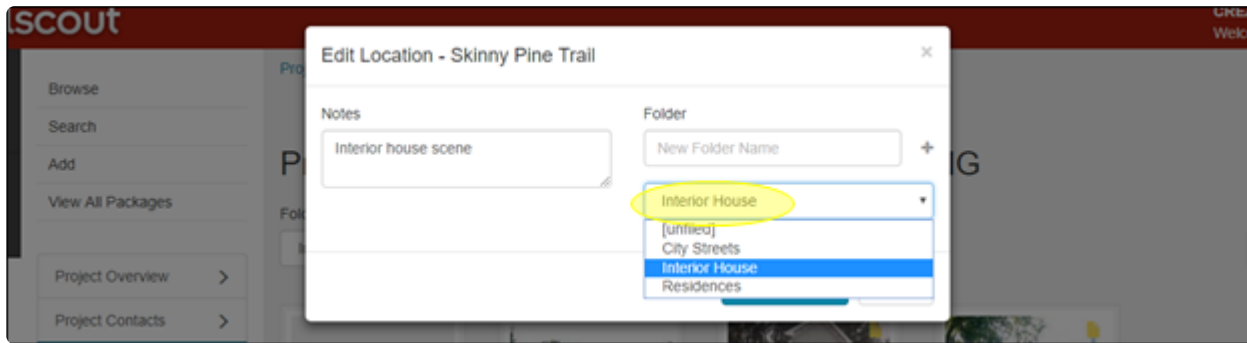
You can also create new folders from location **Notes** dialog box. Enter the name of the new folder in the window, and click the plus sign (+) to add it to your list.
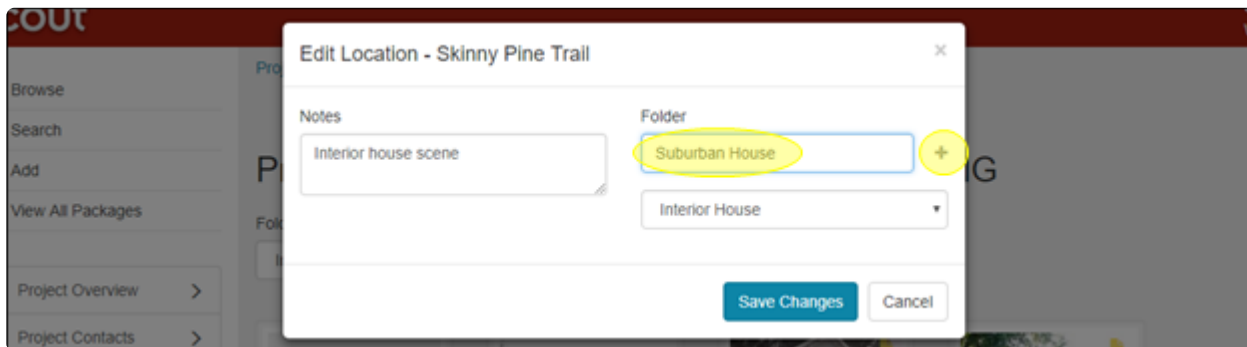
Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Reel-Directory

The **Reel-Directory** module is an optional add-in component of Reel-Scout™ version 10 that allows film offices to access comprehensive information about talent, directory, and production support services. To access this module, click the **Reel-Directory** selection on the menu bar located on the left-hand side of your screen.
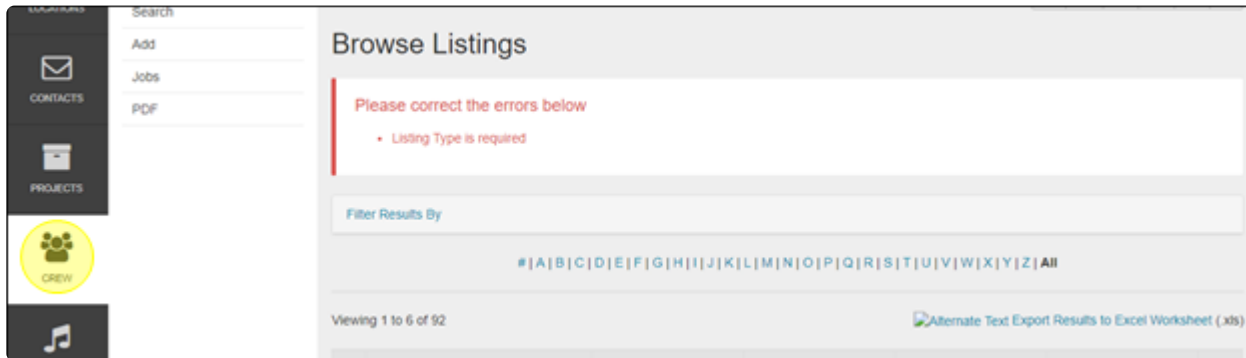
Below is a brief video Overview of the RS10 Reel-Directory Module.

https://player.vimeo.com/video/281682018

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Browsing Reel-Directory Listings as Admin

When you first enter the **Reel-Directory** module, you will be in **Browse** mode, as indicated by the blue highlighted **Browse** selection in the upper left-hand corner of your screen and the **Browse Listings** page title. Hovering over a name on this page will turn it dark blue. Clicking on a location will take you to that individual's **Directory Detail** page.

*
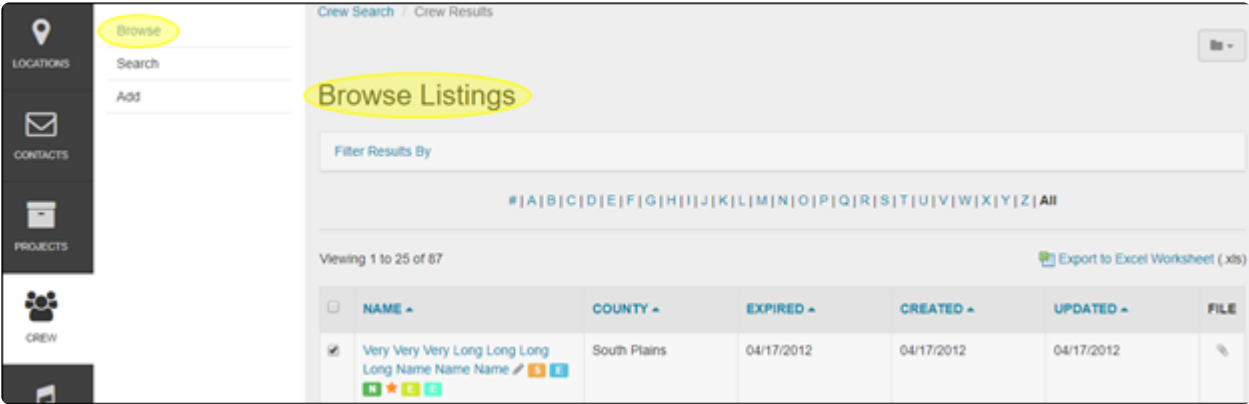
- names (or companies) that are awaiting film office approval are highlighted in yellow.

This interactive display has three filtering tool that allows you to sort directory, talent, and support staff names quickly. Additionally, the film commission can take action regarding the individuals listed on this

page.

> *   ✏️
>
> You can quickly edit a crew name by clicking the **Edit** (pencil) icon next to the location
>
> name. Clicking the pencil icon will take you directly to the **Reel-Directory Details** editing page.

1. Filter Results By

Narrow the number of individuals that are being viewed by clicking on **Filter Results By.**

Clicking **Filter Results By** will open up a new dialogue box featuring all of the available selections: **Listing Type, Review/Approval**, and **Category**. Clicking on any of these fields will reveal a drop-down menu of options. Once you have selected the attributes that meet your requirements, select the **Search** button.

a. Listing Type

You can select one of the following choices:

- **Reel-Directory**
- **Support Services**
- **Talent**

b. Review/Approval

Using this drop-down menu, you can choose to view only those crew members who have been approved, or you can choose to see only those still awaiting review.

c. Category

The category selection allows you to search for individuals who can fulfill specific job functions. The choices available in this drop-down menu will depend on what has been selected in the **Listing Type** field.

2. Search by Alpha

Clicking a letter will narrow the sort only to those individuals whose last names start with that letter. Since some support services may be listed by business name, just companies whose name begins with the letter selected will be displayed. Clicking **All** will show all **Reel-Directory** records in alphabetical order.

3. Sort Results By

The **Crew** list can be sorted by clicking on the column header. By clicking on the column headers, the list can be re-ordered into alphabetical order or earliest to latest date, as appropriate. Clicking on the blue triangle next to the column header will allow you to toggle the order (A to Z/Z to A or earliest to latest/latest to earliest The available columns are:

- **Name**
- **County** in which they are based
- The date that their qualification in your RS10 platform was **Expired**
- The date that their file was **Created**
- The date that their file was last **Updated**

Files that can include additional information or headshot photos can be accessed by clicking the link symbol in the **File** column.

4. Action

The **Action** drop-down field allows the user to take a specific action on multiple crew names (or companies) at a time. The actions available include:

- **Approve (Show Public)**
- **To Be Reviewed**
- **Private (Off-Line)**
- **Assign To Group**
- **Unassign Group**

To run the actions, click the checkboxes next to the individuals or organizations that you want to affect. Then, select the **Filter Results By** link at the top of the page

When the **Filter Results By** link is clicked, an additional **Select Action** drop-down menu will be opened along with the filtering options. From the **Select Action** drop-down menu, choose the action that you want to take. Click **Go** to affect the change.

5. Previous & Next Page

To page backward and forward through the **Reel-Directory** list, click on the double arrows before and after each page number (at the bottom of the page). You can choose to view 25, 50, or 100 listings per page. The page number that you are currently on is also displayed on the left-hand side of the screen above the checkboxes.

✱ You can also use your web browser BACK button to move to a previous screen of locations.

6. Exporting Results to Excel

Your search results can be exported to an excel spreadsheet. Click the **Export to Excel Worksheet (.xls)** on the right-hand side of your screen.

A dialog box will appear that will allow you to either export the results of your search or the entire crew list. Click on your desired selection to begin the download.

7. Reel-Directory Symbols

Many of the names and companies listed on the **Browse Listings** page have symbols associated with them. The purpose of these symbols is to help film office staff to quickly evaluate the type of contact they are looking at, as well as the attributes of that listing. These symbols can be configured differently for each film office, but typical examples include willing to work statewide, preferred crew, women-owned businesses, and minority-owned businesses.

A key to help you understand these symbols is located at the bottom of the **Browse Listings** page.

S	Willing to work statewide
E	Texas Expatriate Provision
N	New record
★	Preferred crew
E	Women-Owned Business
E	Minority-Owned Business

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Reel-Directory Search Admin Function

Searching for the specific crew, talent, and film industry support staff is easy with Reel-Scout™ version 10. The **Search Directory/Support Services/Talent** page provides detailed fields that enable users to find exactly the help that they are looking for.

> ✱ Avoid using the **Enter** key while adding search terms. If **Enter** is pressed, RS10 will search using the terms that have been entered up to that point.

1. Accessing the Search Reel-Directory/Support Staff/Talent page

To begin your search, open the **Reel-Directory** module by clicking that selection on the menu bar that is located on the left-hand side of your screen. Once you are you are on the **Browse Listings** click on **Search**. Clicking **Search** will open the *Search Reel-Directory/Support Staff/Talent page.
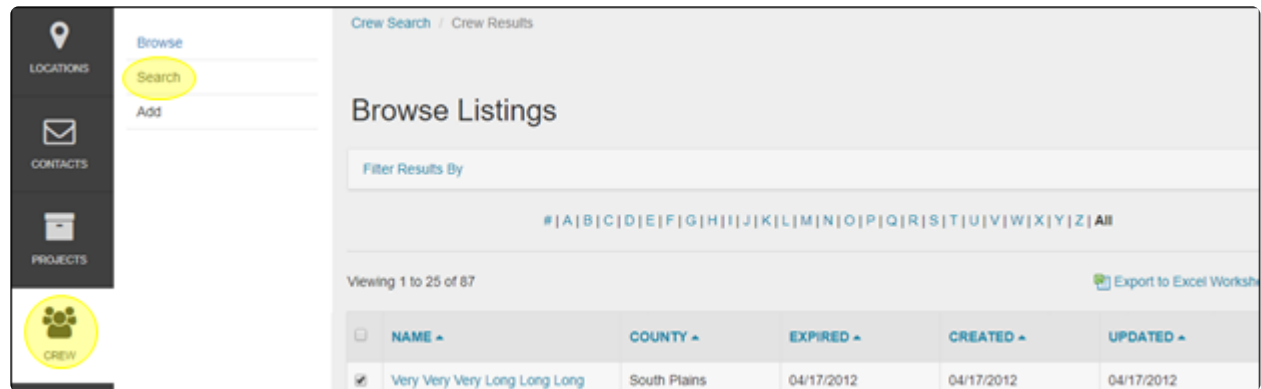
2. Inputting Search Terms

To accomplish your search, you can use as many or as few of the provided fields as you choose. Below is a brief description of the search fields.
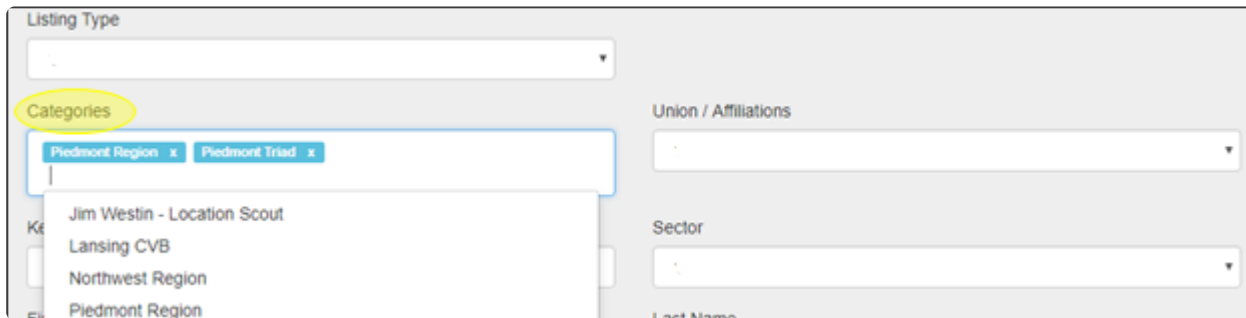
a. Listing Type

Listing Type is a single-select drop-down field that allows you to limit your search results to **Reel-Directory**, **Support Services**, or **Talent**.

b. Categories

Categories allows you to restrict your search results to specific crew categories that have been defined for your film office. Clicking the **Categories** field will reveal a drop-down menu of selections that can be individually clicked on to add them to your search criteria. You can choose as many **Categories** as you like.

If a category has been added by mistake and needs to be removed from your search terms, click the "x" next to the title of the category. As an alternative to scrolling through the drop-down menu for specific categories, you can begin typing the category title in the **Categories** field. RS10 will type-match your entry to the available selections.

c. Union/Affiliations

If you are looking for crew associated with a particular union or organization, you can select the affiliation you are interested in from this drop-down menu. Only one **Union/Affiliations** entry can be accommodated.

d. Keyword

Using the **Keyword** free-text field, you can search the crew listings for entries that match a specific characteristic.

e. Sector

A single **Sector** can be added to your search criteria in this drop-down menu field.

f. First Name, Last Name, Company, and Title

These are free-text fields. Partial names and titles are acceptable. RS10 will display search results that match those crew listings that incorporate the sequence of letters you enter.

g. Phone, Login ID, Email, and Listing Displayed As

If you know the phone number, Login ID, email address, or how the listing is displayed in RS10, you can enter those items as search terms in these fields. Be sure to use U.S. format for phone numbers.

h. Region, County, and City

You can restrict your search results to specific geographic regions, counties, or cities using these drop-down menus. Only one term per field is permitted.
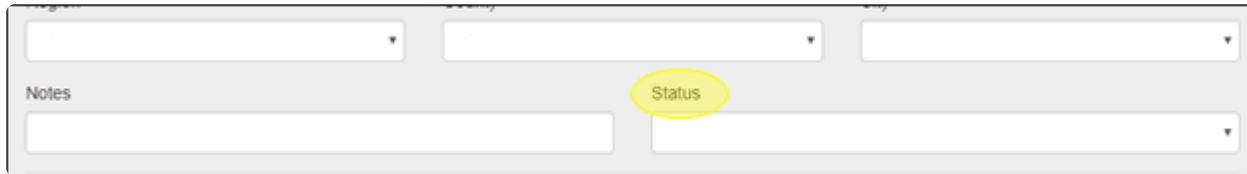
i. Notes

Words that are likely to appear in a particular crew listing can be added to your search criteria in this field.

j. Status

Using the **Status** drop-down menu, you can restrict your search results to one status type. The **Status * options are *New, Contacted, Awaiting Info**, and **Closed**.

k. Expiration Date

https://player.vimeo.com/video/281682018

https://player.vimeo.com/video/281682018

You can search for crew based on their expiration dates by inputting a date range or by assigning beginning and end dates manually, The **Date Range** field has pre-configured selections that save you time since you do not have to select dates from a calendar. The **Date Range** options are:

- **Today**
- **Within 7 days**
- **Within 30 days**

As an alternative to the **Date Range** field, beginning and ending dates can be assigned in the **From** and **To** fields. Clicking on these fields reveals a calendar from which the dates can be chosen. The date can be

manually typed in using MM/DD/YYYY format.

l. Group

If the crew you are searching for has been added to one of your film office's custom groups, you can select one of those groups from this drop-down menu. You can select only one group in this field.

m. Additional Options Buttons

You can further refine your search results using the buttons at the bottom of the page. These have been specifically configured for your film office. The options available to you may vary from what is pictured below.

Executing Your Search

When you have added all of the criteria that you want to your search, click the **Search** button at the bottom of the **Search Reel-Directory/Support Services/Talent** page. Your results will be displayed automatically on a new **Browse Listings** page.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Adding Directory Records as Admin

Crew records can quickly be added to your Reel-Scout™ version 10 database. Begin the process of adding crew records by clicking Directory on the menu bar that is located on the left-hand side of your screen. The **Reel-Directory** module will open, allowing you to access the **Add** feature.
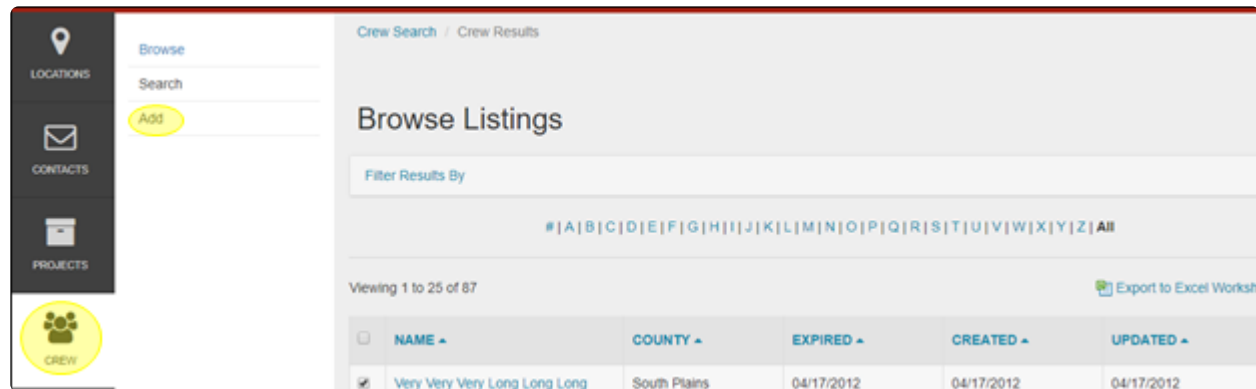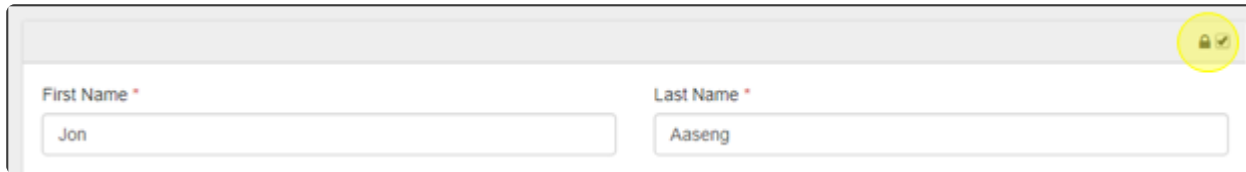
1. Required Directory Details Fields

There are many elements of information that can be added to a crew record in RS10, but only a few are required to save the entry. The required fields are:

- **First Name**
- **Last Name**
- **Address 1**
- **City/County**
- **Zip/Post Code**
- **Phone 1**
- **Email 1**
- At least one **Listing Category**
- **Union/Guild Affiliation**

2. Lockboxes

It may be decided that some of the information provided in a Directory listing should be kept confidential. Throughout the **Directory Details** page, various data types are equipped with checkboxes next to a lock symbol. If these boxes are checked, the data types associated with those lockboxes will be kept confidential. Locked data cannot be viewed by individuals outside of your film office.
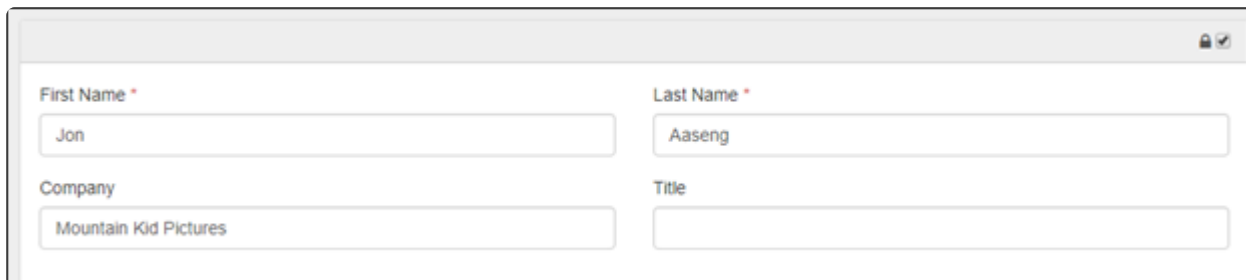
3. Adding a New Directory Record

✱ When entering information into the fields on the **Directory Details** page, use caution to not use the **Enter** key (unless you are in the **Special Skills & Experience** or **Notes** block). Use of the **Enter** key will cause RS10 to attempt to save the record as is. If this occurs, you can always return to the **Browse Listings** page and edit the individual entry.

a. First/Last Name, Company, and Title

The **First Name, Last Name, Company**, and **Title** blocks are free-text fields.

b. Approval Status

In the upper right-hand corner of the **Directory Details** page, you will find a block an RS10 status block. Here is where you can mark the crew record as one of the following:

- **To Be Reviewed** by your film office staff
- **Public/Approved** and available to be seen by visitors to your film office's site
- **Private/Off-Line** and viewable only by film office staff.

c. Listing Displayed As

The **Listing Displayed As** button allows you to choose whether the new listing will appear as a company or an individual. You can select only one option.

d. Login ID and Reset Password

The Login ID will be assigned. A reset password can also be attributed at this time.

e. Optional Blocks

Optional boxes may be checked to indicate crew or company characteristics that may be of interest to your film office. These are configured for your film office, but typical options include a willingness to work statewide and minority/women-owned companies.

☑ I am willing to work statewide.

☐ We are a women-owned company.

☑ We are a minority-owned company.

f. Status and Expiration Date

The crew record's **Status** with your film office and the **Expiration Date** of that status can be indicated in these blocks. The **Status** block is a single-select drop-down menu that includes these options:

- **New**
- **Completed**
- **Awaiting Info**
- **Closed**

The **Expiration Date** of the individual/company's status can be selected by clicking on the field and choosing the appropriate date from the calendar provided. Alternatively, the date may be entered manually as MM/DD/YYYY.

Status:

Awaiting Info ▼

Expiration Date:

2/15/2016

g. Address and Contact Information

The address blocks include spaces to enter the complete two-line **Address** information, **CIty/County**, and **Zip/Post Code**. The **State/Prov** field is automatically populated when the **Zip/Post Code** is entered.

The **Phone 1/2, Mobile, Home**, and **Fax** fields accept phone numbers in the standard U.S. format (XXX)XXX-XXXX.

The email fields require addresses to be formatted correctly.

h. Listing Category

At least one **Listing Category** is required to save the crew record, but up to three **Listing Categories** can be used. If you desire to have more categories available, contact your system administrator. Each **Listing Category** field contains a drop-down menu of options. Only one category can be selected per block.

i. Weblinks

Film crew members, artists, support staff, and actors maintain a website that highlights their skills and attributes. Up to three links to their websites can be added in RS10. There is no need to add "http://" to the beginning of the web address; RS10 will automatically format the address into a usable browser format. Be sure to add a textual description of the weblink in the **Title/Description** block.

j. Union/Affiliation Information

Union/Guild Affiliation information is one of the required items to create a new Directory record in RS10. Select the appropriate organization(s) by clicking on the boxes so that a checkmark is displayed. If a union, guild, or professional group is not listed, use the **Other** box. If the individual or company is unaffiliated, be sure to click the **No Affiliations** box.

A field for the number of the union local to which the individual belongs is provided below the checkboxes.

k. Licensing

In this section of the **Directory Details** page, the licensing status of the individual or company can be recorded. There is a box in which the license number can be entered.

l. Special Skills & Experience

The **Special Skills & Experience** field is where a unique description (much like a cover letter) can be added. This field is a free-text and can accommodate up to 4000 characters. In order to view all of the text that has been entered, this window can be expanded. To expand the field, left-click on the lower right-hand corner of the window, hold down the mouse button, and drag the window to the desired size.

Special Skills & Experience *(Maximum Length of 4000 Characters)*

Multimedia for the Web, Interactive Media Authoring, Multimedia Writing, Web Communication, MultimediaLaw, News Editing, Photojournalism, Graphic Communication, and Creative Nonfiction

m. Film Office Staff Notes

The **Notes** field is for film office staff use only. It is a free-text field in which office notes about the Directory record can be entered. These notes will NOT appear in the individual/company's public listing. In order to view all of the text that has been entered, this window can be expanded. To expand the field, left-click on the lower right-hand corner of the window, hold down the mouse button, and drag the window to the desired size.

Notes *(for Staff Use Only, Will not Be Displayed Publicly)*

followed up via email missing doc

n. Groups

If desired, the individual or company for which the listing is being built can be added to one, several, or all of your film office's custom **Groups.** The **Groups** field contains a drop-down menu of options that are displayed when the box is clicked. You can select as many groups as is appropriate. If a group is added in error, you can remove it by clicking the "X" next to the group title. As an alternative to scrolling through the group list, you can begin typing the group name. RS10 will type-match your entry to the available selections.

Groups

Accounting - [General]   x   Ad Agencies - [General]   x

film

Film Liaisons - [General]
Film Liaisons - In-State
Film Liaisons - Regional Partners
Filmmakers - [General]

If you are adding the listing to all of your film office's **Groups**, you can click the blue grid icon. To remove

your listing from all **Groups**, click the gray grid icon.
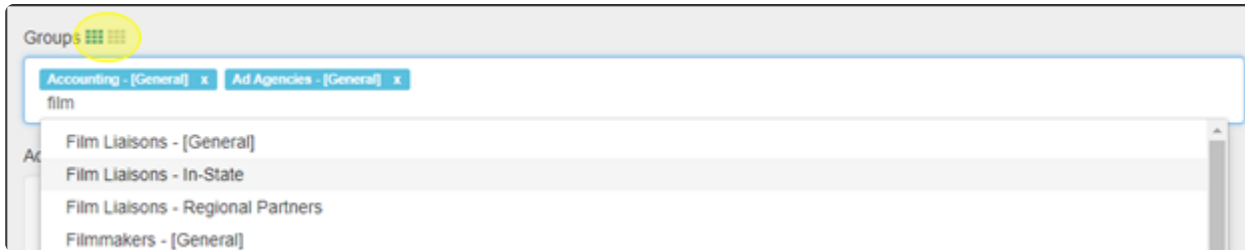
4. Administrative Override

An administrative override feature is attached to the **Directory Details** page. This option allows administrators to set the number of allowable categories to a value higher than three.

5. Saving Directory Records

When you have finished inputting the new listing's information, click the **Save** button to add the listing to your Directory database.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Open Registration

You can open registration for directory and support services companies. To open registration, simply provide access to this link – http://demo.reel-scout.com/crew_login.aspx – from your film office website.

Open registration can be set for any period to collect the appropriate quantity of qualified crew and support services records. Once the film office is ready and has vetted the listings, the landing page will display Reel-Scout™ version 10's **Production Resource Directory**, which a clearinghouse of local film, television, and digital media industry professionals, support services, and talent professionals.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Reel-Directory Registration

When the user clicks the **Register Now** link, he/she will be taken to **Directory Registration** page. Your film office can also add a link to this page from their website. Registration is a simple 4-step process.
.

✳ NOTE: Registrations by crew members, support services companies, and talent are only available for searching by the general public when the record is approved. However, the registrant can log into the account at any time to update, edit, and delete any aspect of their profile without having to contact the film office directly.

Step 1: Login Account

The registrant can select his/her own **Login ID** and **Password** which will allow them to update their profile. The Terms of Service and Privacy Policy are legal agreements that protect the rights of both the film office and the registrant by clearly defining the how the registrant's data can be used. The **Listing Type** can be selected by the registrant from a drop-down menu.

When the registrant has entered an available **Listing Type, Login ID, Password**, and has accepted the **Privacy Policy and Terms of Service**, they can click the **Sign Me Up** button to continue their registration.

> ✳ Many people working in the film and television industry are multi-talented and can perform a variety of roles. For instance, an individual could have experience in both the **Support Services** and **Directory** roles. It is recommended that these individuals create two profiles— one for each **Listing Type**. Only one **Listing Type** can be selected per registration.

Step 2: Contact Info

Registrants must begin the contact page by entering the name of the company that they are employed by and their title. These are required fields.

The following fields are also required to be entered on the **Contact Info page**

- **Address**

- **Phone 1** number
- **Mobile Phone** number

Optional blocks exist for additional phone numbers, a **Fax Number**, and up to two **Email** addresses.

The registrant can elect to keep elements of their contact information confidential by clicking the checkbox(es) next to the "lock" symbols. Only Film office staff can view data that the registrant has chosen to keep confidential. The user can log in and change these settings at any time.

When the registrant has finished entering their contact information, they can click the **Save** button at the bottom of the page to continue.

Cancel | Save

Step 3: Skills & Affiliations

The **Skills& Affiliations** section is where the registrant can list their professional guild/organization memberships, identify themselves with special designations, provide links to their websites, and record their licensing information. The registrant can select any of the **Unions & Affiliations** that apply to them by clicking on the checkboxes. **Unions & Affiliations** is a required field; if the registrants guild or organization is not listed, they must select **Other**. Individuals who do not belong to any professional organization must click **No Affiliation**.

The **Special Designations** field consists of checkboxes by which registrants can identify themselves by categories that can be of interest to film producers.

SKILLS AND AFFILIATIONS ❓

UNIONS & AFFILIATIONS

- ☑ Actors' Equity Association (AEA)
- ☑ Directors Guild of America (DGA)
- ☑ International Alliance of Theatrical Stage Employees (IATSE)
- ☑ International Cinematographers Guild (ICG)
- ☑ Location Managers Guild of America (LMGA)
- ☑ Producers Guild of America (PGA)
- ☑ SAG-AFTRA
- ☑ Steadicam Operators Association (SOA)
- ☑ Teamsters
- ☑ Writers Guild of America (WGA)
- ☑ Non-Union
- ☑ No Affiliations
- ☑ Other

DESIGNATIONS

- ☑ I am willing to work statewide.
- ☑ We are a women-owned company.
- ☑ We are a Certified Minority Business.
- ☑ I am certified via the US Business Leadership Network (USBLN).
- ☑ We are a green/eco-friendly business.
- ☑ I am an Indigenous screen practitioner.

Up to three weblinks can be added to the registrant's profile. There is no need to enter "http://" in front of the web address; RS10 will automatically format the address into a usable browser format. The registrant should be sure to include a title or description of each website in the boxes provided.

Weblink 1	Weblink 1 Title / Description
Weblink 2	Weblink 2 Title / Description
Weblink 3	Weblink 3 Title / Description

A **Local #/Other Affiliations** field is included so that registrants can record additional union/guild membership information, or can identify which professional bodies they are members of if **Other** was selected in the **Unions & Affiliations** field.

Local # / Other Affiliation(s)

A **Special Skills & Experience** block is provided for registrants to highlight their expertise and background. **Special Skills & Experience** is a free-text field that can accommodate up to 4000 characters.

Special Skills & Experience Maximum Length of 4000 Characters

Licensing information can be added at the bottom of the **Skills and Affiliations** page.

Are You Currently Licenced to Practice Your Craft in the State / Province?

◎ Not Applicable

◎ No / Pending

◉ Yes, License #

When all of the **Skills and Affiliations** information has been added, the registrant can click the **Save** button at the bottom of the **Skills and Affiliations** page to continue.

Step 4: Categories & Credits

The **Categories & Credits** section of the registration process allows the registrant to list roles and categories of roles they have filled. At least one **Category** is required for the registration to be recorded in the RS10 system. When the **Role/Category** field is clicked, a drop-down menu of roles appears. Categories are separated from the main roles by a hyphen. As an alternative to scrolling users can enter the first letter of the category they are interested in, and the menu of options will jump to items beginning with that letter.

When a **Role/Cagtegory** has been chosen, the user can add it to their **Categories & Credits** profile by selecting the plus (+) sign.

Within each **Role/Category** that the user selects, **Project Name/Project Title** credits can be listed. To add a **Project Name/Project Title** credit, the user must click on the **Role/Category** that they added to their list. A drop-down menu box allows the year of the production to be selected, and checkboxes are provided for the registrant to indicate that they were officially credited for their work in that project.

One the user has entered the credit information, the plus sign can be selected to save it under the **Role/ Category** that has been chosen.

The registrant can review their work by opening by clicking on each **Role/Category** to view the credits that have been entered. The credit list can be collapsed by clicking on the **Role/Category** again. The number of credits per **Role/Category** appears in parenthesis next to those roles.

Roles and categories, as well as credits, can be deleted by the user at any time by selecting the **Delete** (trashcan) icon.

Previously entered credit **Role/Category** or credit information can be changed by clicking the **Edit** (pencil) icon. When clicked, the pencil button changes to a checkmark; the user will select the checkmark button to save the edited information.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

User "My Account" Screen

Reel-Scout™ version 10 offers individuals who register on a film commission's site to change their account details anytime. Account information that can be changed includes:

- **First Name**
- **Last Name**
- **Email Address**
- **User ID**
- **Password**

To access the **My Account** module, the user will begin by logging into their RS10 account.

The "My Account" Module

The **My Account** screen can be accessed by clicking the **My Account** selection from the menu bar on the left-hand side of the screen.

Once the user is in the **My Account** module, any of the fields can be changed without affecting the rest of the information in their profile. Once the required changes have been made, **Save** must be clicked to preserve the changes.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Searching for Directory and Support Services

One of the powerful features of Reel-Scout™ version 10 is the ability for users to find the production, talent, and support services they need to work in your film commission's area efficiently. By providing this information to your client's through your RS10 platform, your film commission's site becomes a "one-stop" shopping experience for producers and scouts.

❋ Note that each film office's site is uniquely configured with their branding. The examples provided below may appear aesthetically different than your page configuration. The capabilities and selections will remain the same.

1. Accessing the Directory and Support Services Feature

When your potential clients visit your landing page, there will be options available for them to search for crew and support service personnel. There is typically no login information required to access this service. The Reel-Scout™ staff configures the appearance of your film office's landing page and the menu options that are available.

2. Refine Search

Several features on the directory page will help your film office's clients locate the crew and support staff that they need. Any of the below options, or any combination thereof, can be utilized by clients to narrow their search results.

a. Categories and Subcategories

The **Categories** field is located in the **Refine Search** box on the left-hand side of the screen, and it is here that a user can select both the categories and subcategories of crew or support staff that they wish to locate. Clicking on the **Categories** field reveals a drop-down menu of options. Categories are separated by their subcategories with a hyphen. Clicking on a selection will place it in the **Categories** field, where it becomes one of the search terms. If a category is added inadvertently, it can be removed by clicking the "X" next to the category title.

✳ If the user knows the category or subcategory that they wish to select, they can click on the white space in the **Category** field, begin typing the category of crew or support service they are looking for, and RS10 will automatically display selections that match their entry.

c. Search by Keyword

A client may also choose to search the Directory listings by keyword. A helpful **search tips** link is provided.

d. Search by Location

RS10 offers users the ability to search for crew and support staff based on their location. The **Locations** menu on the left-hand side of the screen allows scouts to find the people they need based on **City, County**, and **Region**. The **City** selection is a free-text field, while the **County** and **Region** fields are composed of drop-down menus. Any combination of these fields can be used.

e.Search by Special Attributes

Checkboxes are included on this page to restrict your search to those **Willing to Work Statewide, Woman/ Women-Owned Businesses**, and **Minority Crew/Vendor**.

f. Search by Affiliations

RS10 also offers the ability to search for crew and support services by guild, union, or association. The **Affiliations** field is a single-select drop-down menu. Only one organization can be chosen per search.

3. List and Business Card Display Options

a. Business Cards View

The default presentation of the each of the individuals listed in the crew search results is business card format. The business card display shows the names of individuals that match the user's search criteria, along with their region, projects they have worked on, and their telephone number. An icon is available to print that contact's information. Additionally, if the contact as added an email address, the email button can be clicked to send that individual a message.

p(banner tip) If multiple categories and subcategories have been selected, the listings displayed will be listed under category/subcategory headings in alphabetical order. For example, **Accounting** listings would come before **Camera-1st Assistant Camera**.
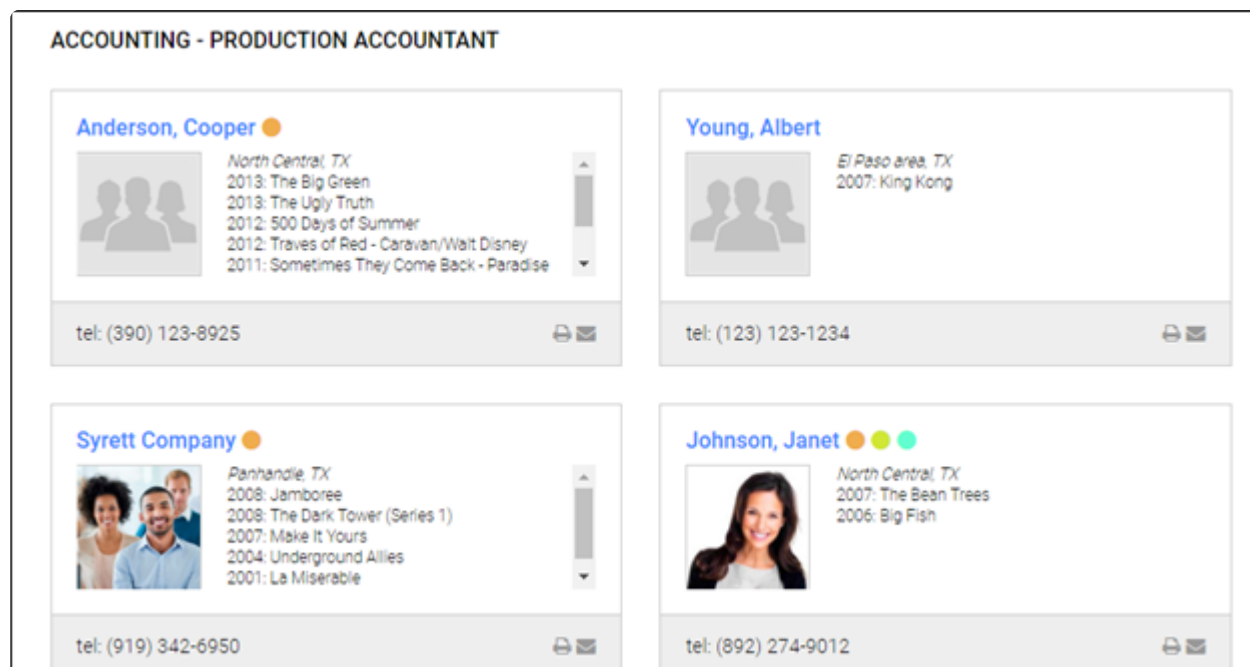
b. List View

For a more compact view of crew and support listings, the user may select the **List View** icon (four blue lines) next to **Display Options** in the upper portion of the screen.

The list view displays only the name of the contact, their region, and their telephone number. An icon is available to print that contact's information. Additionally, if the contact as added an email address, the email button can be clicked to send that individual a message.

c. Returning to the Business Card view

To return to the business card view, click the **Business Card** icon (six boxes) next to **Display Options**.
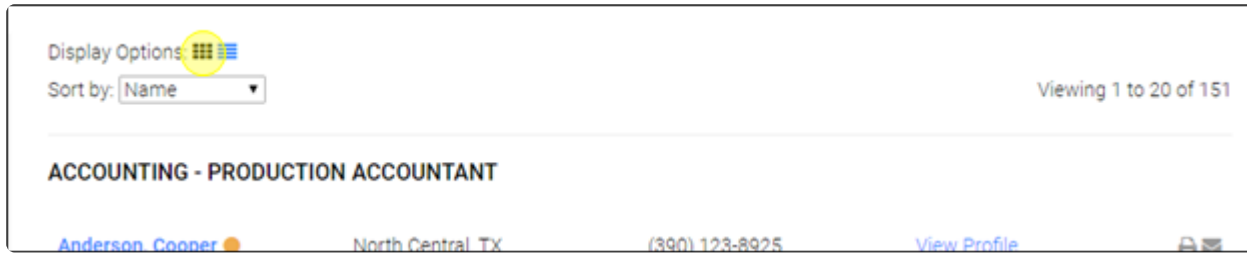
4. Sort By

The user's crew search results may be sorted by the date that the listings were **Last Updated** or alphabetically by last **Name** through a drop-down menu at the top of the screen.

5. Viewing Directory or Support Staff Details.

In either the list or the business card views, clicking on the name of a crew or support service contact will open page dedicated to that individual or company. The details available on this page depends on what that contact has chosen to make public, but typically the page includes:

- **Full address, phone, and email contact information**
- **Categories**
- **Affiliations**
- **Weblinks**
- **Special Skills and Experience**
- **Credits**

Email addresses are displayed as clickable links. Clicking the email address will open your computer or mobile-based email program (such as Outlook) with the address field already filled in. Additionally, the category and subcategory entries are also clickable, allowing you to initiate a new search based on those specific terms.

COOPER ANDERSON ●

President, Anderson & Anderson, LLC
442 Cedar St
Abilene, TX 79699
✎ VIEW RESUME

Contact Information:
(390) 123-9925 Phone 1
(111) PHO-NE02 Phone 2
(111) 222-3FAX Fax
(111) MOB-ILE1 Mobile
(111) PAG-ER00 Pager
(111) 222-HOME Home
contact_rpoon@yahoo.com

Website Link
weblink 2 title
weblink 3 title

Categories:
ACCOUNTING - Production Accountant
ACCOUNTING - Payroll
ACCOUNTING - Assistant

Affiliations:
International Cinematographers Guild (ICG)
Local Number: Local 295
License: yes N/A

Special Skills & Experience:
Talented Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam eleifend orci tellus, et rhoncus nulla. Maecenas lacinia, felis sed tempor tempus, massa magna vulputate tellus, in faucibus turpis mauris nec justo. Donec aliquet est velit, sed facilisis arcu. Phasellus et nulla eu sapien dapibus feugiat. Aliquam sed erat enim, vitae porta risus. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Vivamus mauris nibh, commodo vitae adipiscing nec, interdum eget ipsum. Cras enim libero, egestas at adipiscing et, posuere a diam. Morbi et nibh vitae dolor accumsan luctus. Aliquam sed facilisis nibh. Maecenas scelerisque augue ac massa faucibus quis consectetur sem consectetur.

Credits:
ACCOUNTING - Production Accountant
2013: The Big Green
2013: The Ugly Truth
2012: 500 Days of Summer
2012: Traces of Red - Caravan/Walt Disney
2011: Sometimes They Come Back - Paradise Films
2002: Mr. Destiny - Buena Vista/Disney
ACCOUNTING - Assistant
2009: Memoirs of a Geisha
2009: The Adventures of Cockroaches
2009: The Second Assistant

6. Directory or Support Service Page Symbols

Special symbols next to many of the contacts displayed denote particular characteristics that may be of interest to visitors to your film office's RS10 site. A helpful legend is located at the bottom of the page.

7. Navigating Search Pages

Often, there are several pages of results that clients will have to opportunity to search through, especially if multiple categories and subcategories have been selected. In the top right-hand portion of the screen, the current page number is displayed. At the bottom of the screen, users can change pages using an intuitive navigation tool. The double arrows will display either the first or last page of the search results. The single arrows will advance or go backward one page. Specific page numbers can also be selected.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Approving Directory Records

1. Film Office Login

Once users have begun registering, the Film Office staff can view the registrations by logging into Reel-Scout™ with his/her login credentials. When you log into the Reel-Scout system, you will notice that there is

a new DIRECTORY component available for use.

✳ "Unapproved" registrants will be clearly visible and highlighted yellow.

New registrants will have a green plus mark beside their record. To approve a record, click into the name and select the EDIT button.

☐ Appleby, James ✏️	C	Dabney	6/18/2021	6/14/2018	6/19/2018	
☐ Janick Catering ✏️ ➕	S	Padgett	11/1/2015	12/11/2014	6/14/2018	
☐ Lakena, Terry ✏️	C	Abernathy	6/13/2021	3/19/2009	6/14/2018	
☐ Lebrowski, Damien ✏️ ➕	C	Abram	6/13/2021	5/30/2018	6/14/2018	
☐ Leparo, Wendi ✏️ W	C	Abbott	6/13/2021	9/11/2008	6/14/2018	
☐ Murray, Kent ✏️	T		6/13/2021	5/15/2018	6/14/2018	

2. The Password Field

All fields are visible with the exception of the password field (based on Internet security standards). Passwords, however, can be reset by the Film Office at anytime and notified to the registrant. In order for a profile to be listed on the web to the general public, all three flags must be checked.

3. Add New Registrations to Resource Directory

New registrations can be added to the Resource Directory by the Film Office staff at any time simply by clicking ADD under the DIRECTORY component. The Film Office also has full access to modify, edit, remove a registration at any time. When a user logs back into his/her profile and makes any update, the profile will again be highlighted to show that changes have been made.

The profile must be re-approved in order to make it available to the public. This includes any changes to credits, uploading of resume, or name or address changes.

4. The JOBS Function of DIRECTORY

The JOBS function of Directory allows the Film Office to provide a job listing or "Hot Sheet" of current projects accessible strictly to their registered user-base. The JOBS feature is used as an incentive for the users to return often and to keep their profiles up-to-date. All other functions of Directory work in the same fashion as the remaining areas of the Reel-Scout suite of applications.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Flag or Invalid Title Warning

When Do You See the "Flag" or "Invalid Title" Warning?

A "Flag" or "Invalid Title" warning occurs when the crew member:

1. Lists credits under a category/role that is NOT one of their three categories/roles (*e.g.*, *Acting – Coach & Construction – Foreman*) they had selected for their profile.
2. Adds credits under those categories; and
3. Returns into his/her record to change the categories.

The 'invalid credit flag' occurs when a crew member

Instead of assuming the authority to automatically delete aspects of the crew member's record, such as a credit, we identify for you that that credit is no longer valid because the registrant has changed his/her mind on the categories under which he/she wants to be listed.

In other words, these are credits where the crewmember or support services listing:

1. Originally selected this category/subcategory,
2. Added this credit, and
3. Went back into his/her title and changed the category/subcategory under which he/she wanted to list.

Listing Results / Brightwater, Rilley / Listing Credits

Listing Credits - Brightwater, Rilley

Add Credit

YEAR	PROJECT NAME		TITLES / ROLES	OFFICIAL		
2009	The Last Summer (of You & Me)		SET DECORATION - Leadman	N	✏	🗑
2015	Happy Days		ART DEPARTMENT - Art Department Coordinator	Y	✏	🗑
2016	Shannon Come Back		ART DEPARTMENT - Art Department Coordinator	N	✏	🗑
2017	Hearts are Strong		MUSIC - Writer	N	✏	🗑
2019	Marxist Rally	⚑	MUSIC - Composer	Y	✏	🗑
2020	My Hand in Yours	⚑	MUSIC - Composer	Y	✏	🗑

⚑ Invalid title, this credit will not be listed in the directory.

In the Case of One Crew Member's Profile

In the specific case of **Rilley Brightwater's** record, we assume that Rilley had:

1. Modified his record,
2. Changed his category selections after having entered in *'MUSIC – Composer'* credit, but
3. Failed to delete/remove that credit.

So when you are logged in as a user of the system, you as an Administrator will see that "Invalid Title," but the public logged onto your website will not see that credit (once it's been approved) when viewing Rilley's record.

DIRECTORY › CREW › BRIGHTWATER, RILLEY

CREW LISTING

RILLEY BRIGHTWATER

Rilley Brightwater
Brightwater & Company
Valley Wells, TX

CONTACT INFORMATION ⊕

Categories

ART DEPARTMENT – Art Department Coordinator
MUSIC – Writer
SET DECORATION – Leadman

Weblinks

Website Link

Special Skills & Experience

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi commodo volutpat velit, et semper lorem pellentesque in. Fusce eget augue nec quam egestas venenatis. Donec nec nunc non dolor rhoncus elementum.

Credits

ART DEPARTMENT - Art Department Coordinator
2016: Shannon Come Back
2015: Happy Days

MUSIC - Writer
2017: Hearts are Strong

SET DECORATION - Leadman
2009: The Last Summer (of You & Me)

How to Resolve the "Invalid Title" Flag?

There are two ways to resolve this issue:

1. Add back the "*CONSTRUCTION – Propmaker / Carpenter*" in place of the "*On-Set*" category as he doesn't list any credits for under that one; or
2. Delete the credits with unlisted categories from the profile entirely. We would recommend he lists these "less related" work experience in his full resume that he can upload but that the credits that need to be shown are ones for the category that he selects.

Contact Reel-Scout
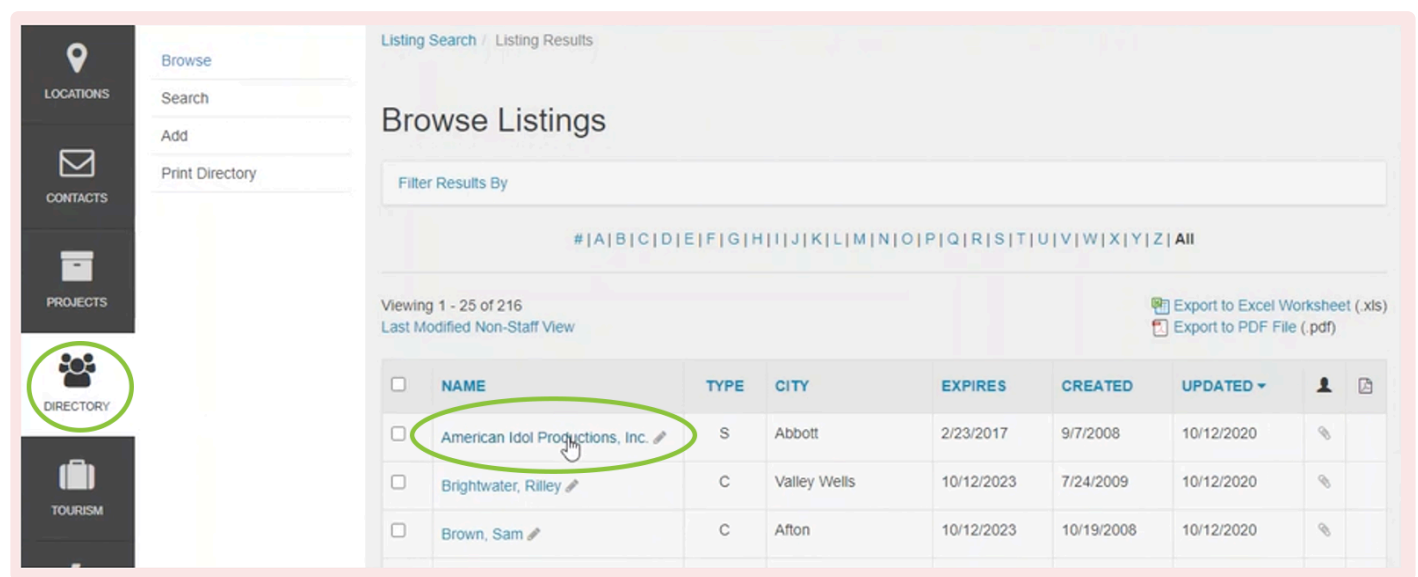
If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Sending Directory Registrants their Login Credentials

If someone in your Directory (vendor, talent, crew member, etc.), can't remember their login credentials, you can direct them to two places.

1. RS10 Directory

The crew member (or vendor, talent, etc.) can go to the **Directory** module and search for their listing.

Once found, click on the listing to get to their **Listing Details** page. Click on the **Edit** icon on the upper right-hand corner.

This will take you to the **Edit Listing** page. On this page, you'll find their Login information which includes their Login ID and email. Click on the **Send Password Reset** link.

A pop-up will appear to confirm that you wish to send a password reset email, click **Send**.
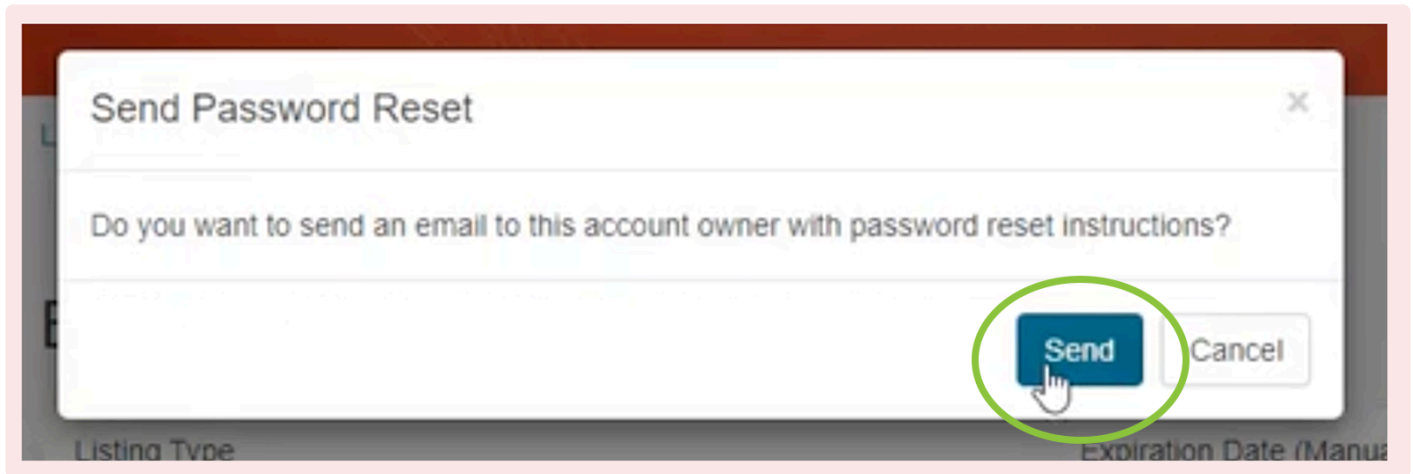
An email will be sent to allow them to reset their password. That email will only be valid for a 24-hour period, after which it will expire.

2. Login Screen

Another way to help them recover their login credentials is to direct them to **your website's Login page** and ask them to click on the **Forgot Password** link.
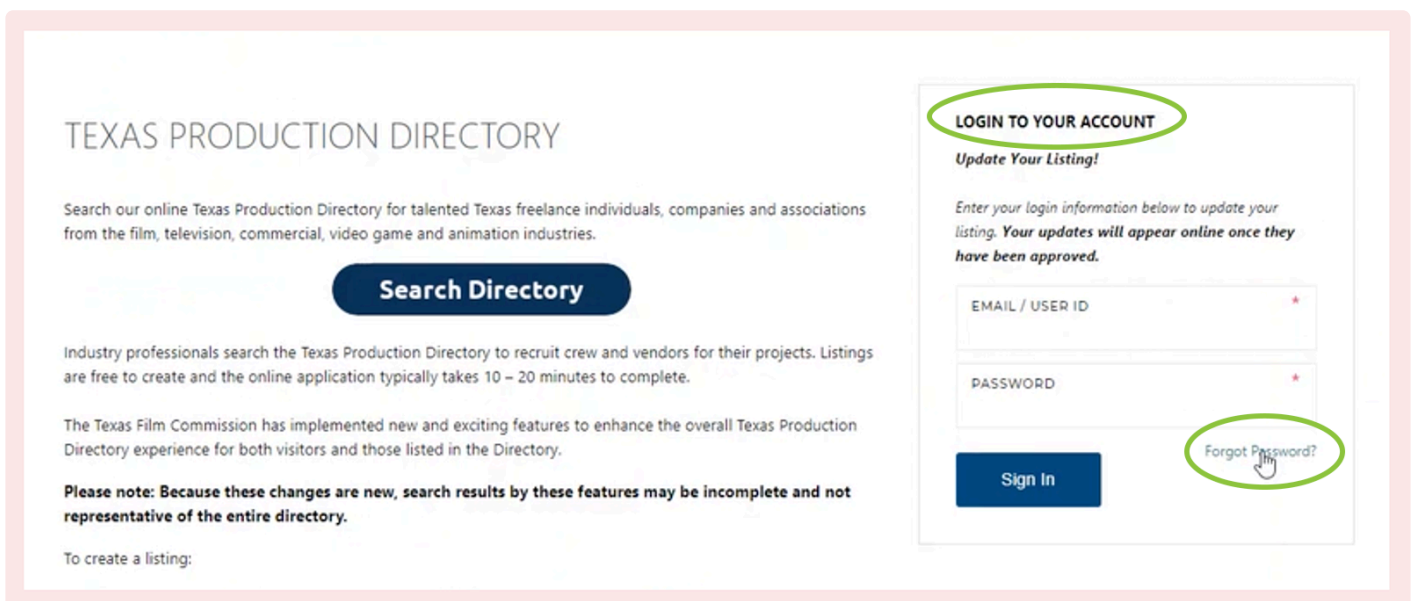
A pop-up box will appear in which they can enter in either their email address or user ID, and then select the

Listing Type that they're listed under (Crew, Support Services, Talent, etc.). They will then receive the same email mentioned above to help them reset their password directly.

3. Video Tutorial

For instructions on how to send directory registrants their login credentials, watch the video below.

https://player.vimeo.com/video/469020347

https://player.vimeo.com/video/469039104

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Expiration Date

To help our film offices create an efficient process for keeping listings in their Production Directory as current as possible, we implemented an effective Expiration Date on all listings.

1. Default Expiration Date

We can set the **Expiration Date** default to any time period that would be helpful (e.g., 1 year, 2 years, 10 years, etc.). When a listing is Expired, it will automatically be hidden from the Production Directory.

This means that a listing will be based on two factors:

1. Status = Public/Approved; and
2. Expiration Date.
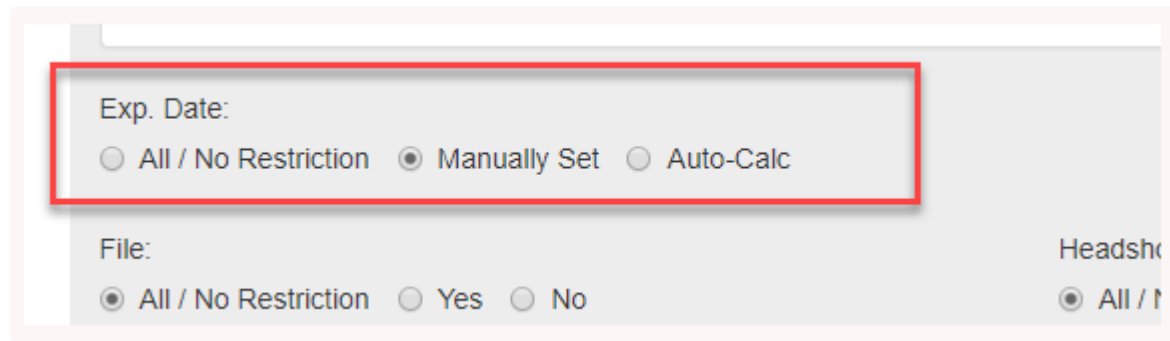
2. Manually Override Expiration Date

The system also has the ability for you to use the default expiration date yet you can manually override those dates if you prefer for certain listings.

3. Option for Both Default and Manual

You can have all records using the default **Expiration Date** and only **'Change Date'** for those exception records where you want those listings to always appear or vice versa. This Expiration Date video will walk you through step-by-step to illustrate how you can use the Expiration Date editable field on a case-by-case basis.
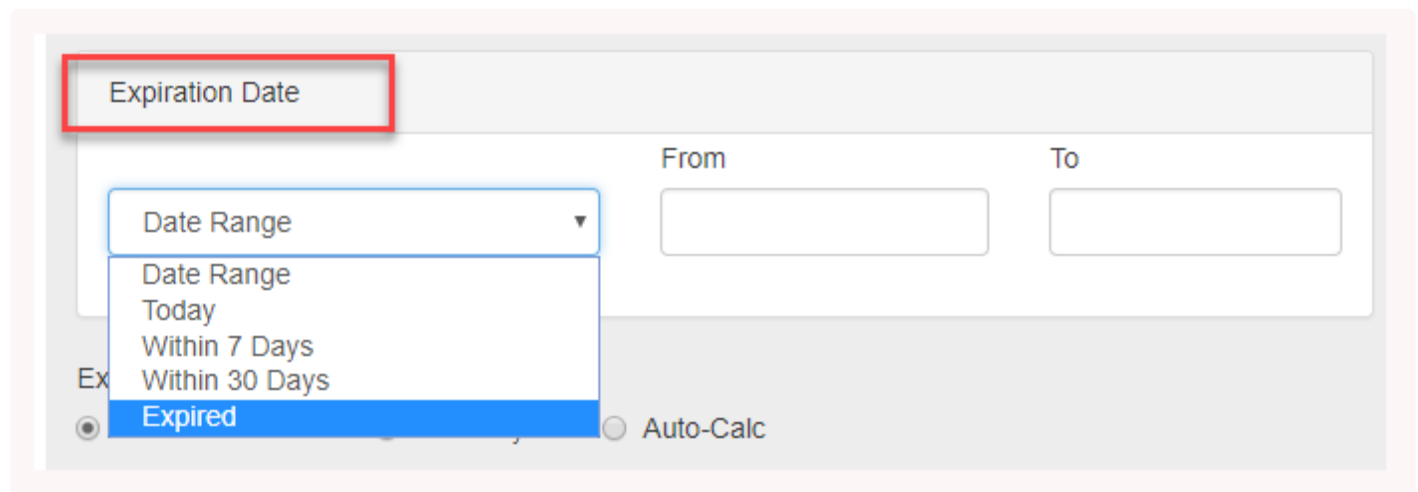
4. Expired Listings

You can also do a quick CREW > Search for all Expired listings or to-be Expired listings within a certain date range etc. You can bookmark the link with the search result and use it as a way to review on a regular basis the expired listings.

Having the option to either use the default OR manually setting your own dates will provide you with the complete flexibility to handle your process as efficiently and effectively as needed.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Handling 'In Progress' Listings

We recently upgraded the UI for the Directory Registration. The registration now has two steps: (1) the first step allows users to quickly initiate an account, and (2) the next step allows users to continue updating their profile – while completing the listing – until it is ready to submit.

https://player.vimeo.com/video/669987527
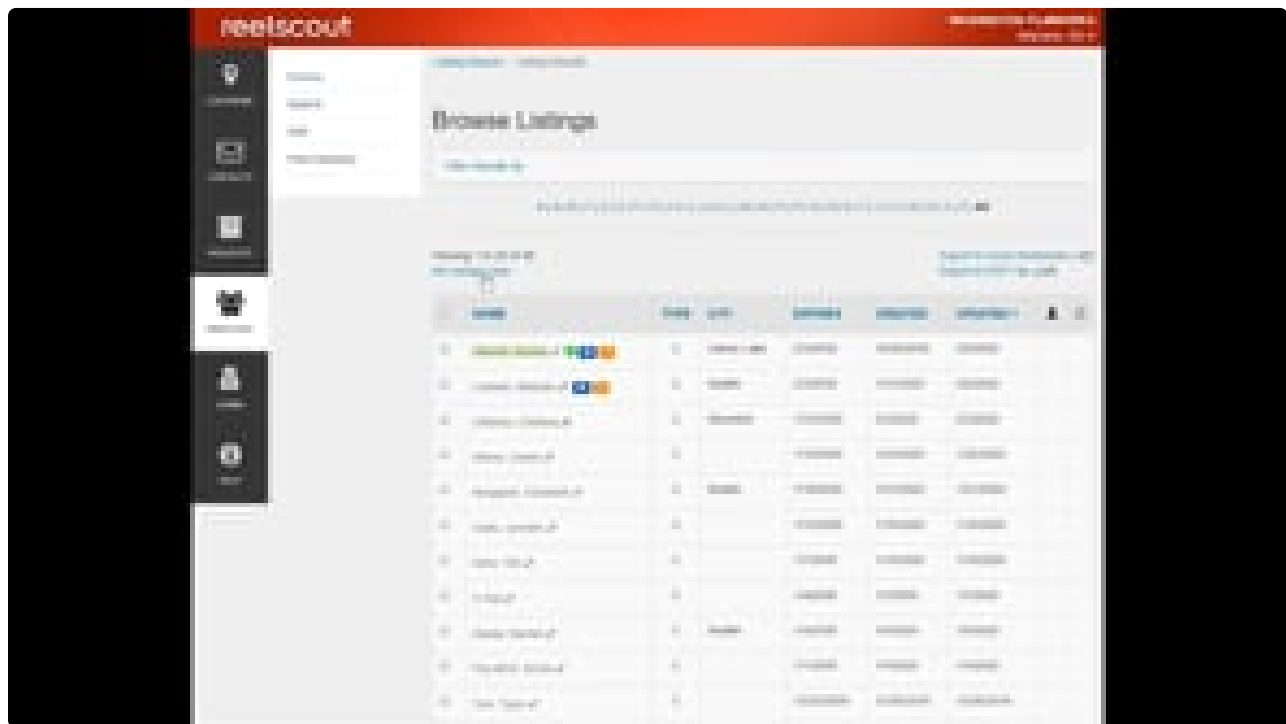
'In Progress' Status

For this process, we created a new **'In Progress'** status to let you (the film office), see these initially started records and potentially tap those registrants on the shoulder if the listing sits a long time without being submitted for review.

reelscout

Browse Listings

Filter Results By

Listing Type

Status

In Progress

Category

☐ Premier Member

[Search]

Select Action

\# | 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**

Viewing 1 - 6 of 6
Last Modified Non-Staff View

📊 Export to Excel Worksheet (.xls)
📄 Export to PDF File (.pdf)

☐	NAME	TYPE	CITY	EXPIRES	CREATED	UPDATED ▾	👤	📄
☐	Poon, Rick ✏	C		8/10/2024	8/11/2021	8/11/2021		
☐	Hanks, Tom ✏	C	Abbott	3/13/2023	3/13/2020	3/13/2020	📎	
☐	McDonough, Mary ✏	C		1/9/2023	1/10/2020	1/10/2020		
☐	O'Reilly, Marcus ✏	C		12/31/2022	1/1/2020	1/1/2020		
☐	Marx, Jim ✏	C		12/12/2022	12/13/2019	12/13/2019		
☐	Murray, Kent ✏	T		6/13/2021	5/15/2018	6/14/2018		

View [25] [50] [100] per page

|◀◀ ◀◀ **1** ▶▶ ▶▶|

Email Follow-Ups

When a crew member initially starts a record on the Registration page, they will immediately receive an email letting them know that a profile was initiated. It will also include a link for them to return at their convenience.

You, at the film office, also have the ability to send a "Listing In Progress" email to all registrants who have not completed their listings over a period of time.
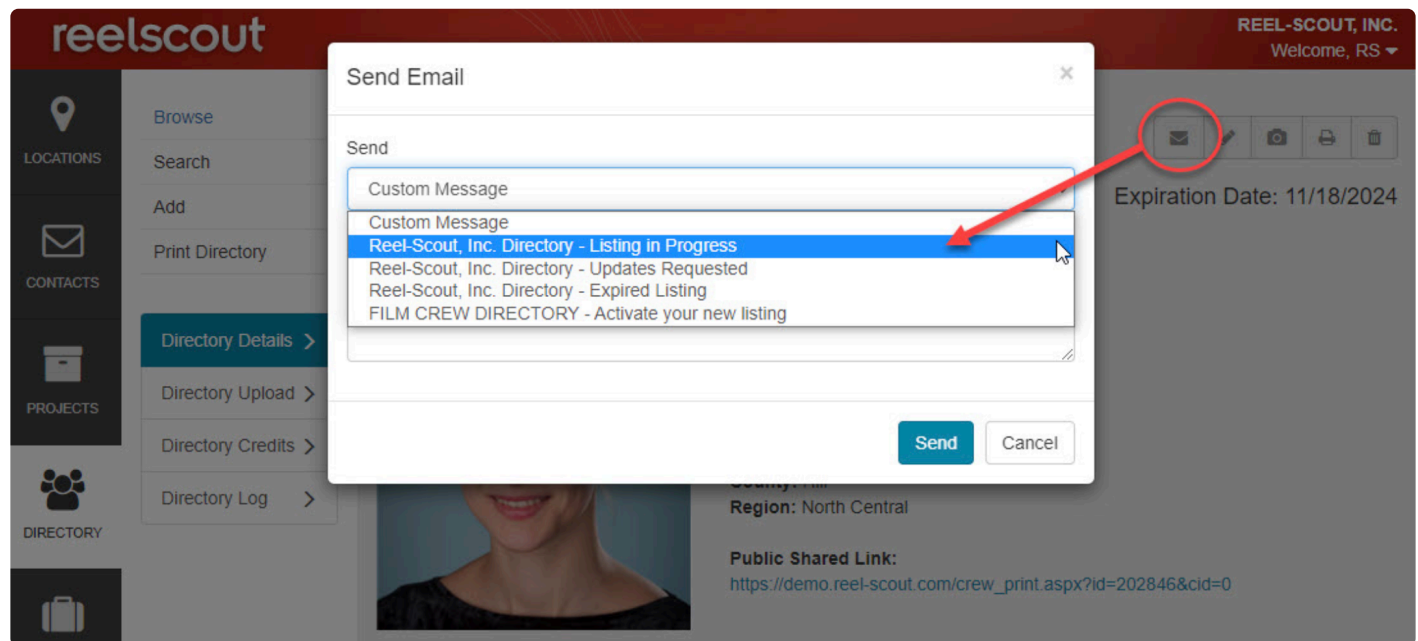
Reel-Tourism

The Reel-Tourism feature of Reel-Scout™ version 10 is a brand new, optional addition that will allow your film office to extract the maximum value from the productions shot in your area. The **Tourism** module is a library of productions and their associated locations that the business community can leverage to develop visitor initiatives. Reel-Scout™ version 10 displays the synopsis of each production, the filmmakers, an intuitive map of locations, still photographs, and other helpful notes. Users can use the information that the Reel-Tourism feature displays to learn more about the productions filmed in your area and create their own tours using the detailed site map display.

Here's a quick Overview of the Tourism Module:

https://player.vimeo.com/video/252622989

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Browsing Tourism Records

1. Accessing the Tourism Module
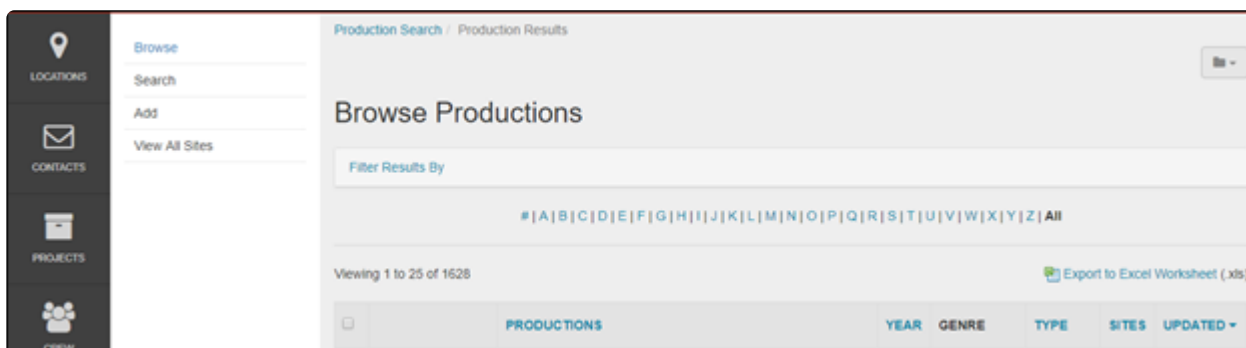
To access the **Tourism** module, select the **Tourism** icon from the menu bar on the left-hand side of your screen.

2. Navigating Browse Productions Page

When **Tourism** is selected from the menu bar, the **Browse Productions** page is displayed. On this page, you can sort your results by column header, filter your results, and search by the letter or number a production begins with (search by alpha).

a. Filter Results By

Narrow the number of productions that are being viewed by clicking on **Filter Results By.**
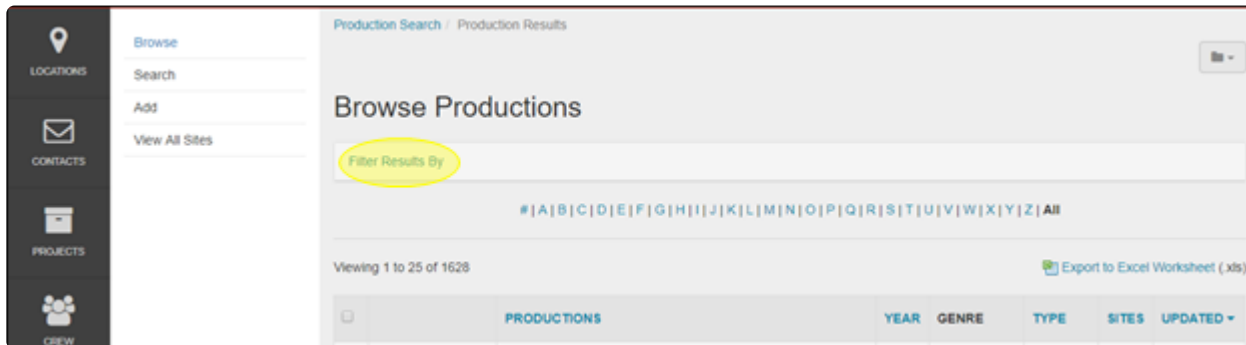
Clicking **Filter Results By** will open up a menu featuring these selections: **Production Type, Collection** and **Status**. Clicking on any of these fields will reveal a drop-down menu of options. When an option is selected in one of the fields, the list automatically repopulates. Click **Filter Results By** again to add additional search criteria.
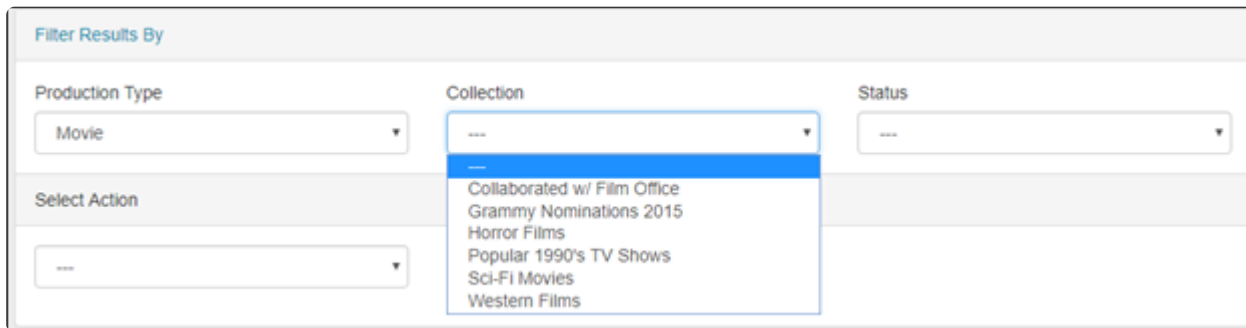
a. Production Type

Type is a single-select, drop-down menu of various options configured for your film office.

b. Collection

The **Collection** menu is a single-select, drop-down menu of productions groups into collections such as those your film office has worked on and specific genres of films.

c. Status

The **Status** block is a single-select, drop-down menu of options that include the following choices:

- **Private**: Tourism files that are not displayed publically
- **To be reviewed**: Tourism files that are awaiting approval to be made publically viewable.
- **Approved** Tourism files that have been approved and are publically available.

3. Search by Alpha

Clicking a letter will narrow the tourism files to only those productions titles begin with that letter or a number.

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, region or county). Clicking the "**#**" sign will display those productions whose titles begin with a numeral.

4. Sort Results By

The list of locations can be sorted by clicking on the column header. The order of each column listing can be changed (ascending/descending or alphabetical A to Z/Z to A) by clicking the triangle that appears next to each column header that you select. Lists can be sorted by:

1. **Production**
2. **Year**
3. **Type**
4. **Site**
5. The date the tourism file was last **Updated**

> ✳ While there is a **Genre** column on the **Browse Productions** page, you cannot sort this list by genre.

5. Action

Selecting **Filter Results By** also displays the **Action** drop-down field. The **Action** field allows you to affect the status of multiple productions at a time. The actions available include:

- **Approve** (Show Public)
- **To Be Reviewed**
- **Private** (Off-Line)
- **Assign To Collection**
- **Remove from Collection**

To run the actions, click the checkboxes next to the locations that you want to affect. Then, select the action to be taken in the drop-down field and click the **GO** button.

a. Approving Productions for Public Viewing

One of the film office tasks that will be completed in the **Tourism** section is approving film information for the public to use. Production titles awaiting approval are highlighted in yellow. To approve a production, click the checkbox next to the title and use the **Action** menu as described above.

6. Previous & Next Page

To page backward and forward through the list of productions, click on the double arrows before and after each page number (at the bottom of the page). You can choose to view 25, 50, or 100 productions per page. The page number that you are currently on is also displayed on the left-hand side of the screen above the checkboxes.

> ✱ You can also use your web browser BACK button to move to a previous screen of locations.

7. Production Title

Each production title is listed next to the first photo of the location. By clicking on the title, you can view the detailed location information. Hovering over a title turns it dark blue for easy navigating.

8. Exporting Results to Excel

Your search results can be exported to an excel spreadsheet. Click the **Export to Excel Worksheet (.xls)** on the right-hand side of your screen.

A dialog box will appear that will allow you to either export the results of your search or the entire production list. Click on your desired selection to begin the download.
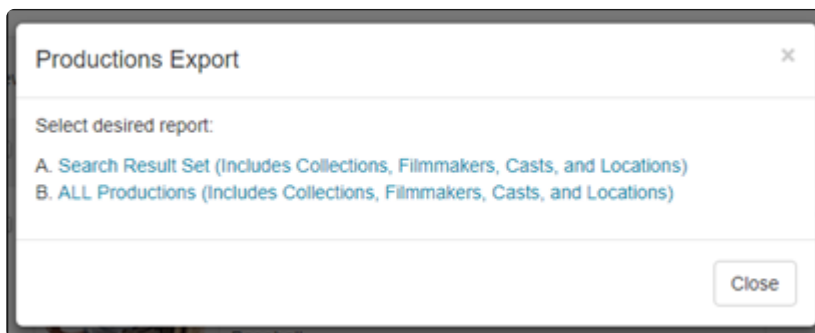
Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Searching for a Specific Production

One of the powerful features of Reel-Scout™ version 10 is the ability to find productions of interest quickly and easily.

1. Search Option

Select **Tourism** in the menu bar on the left-hand side of the screen. The **Tourism** menu will default to the **Browse** option. To search for places that meet your requirements, click **Search.**
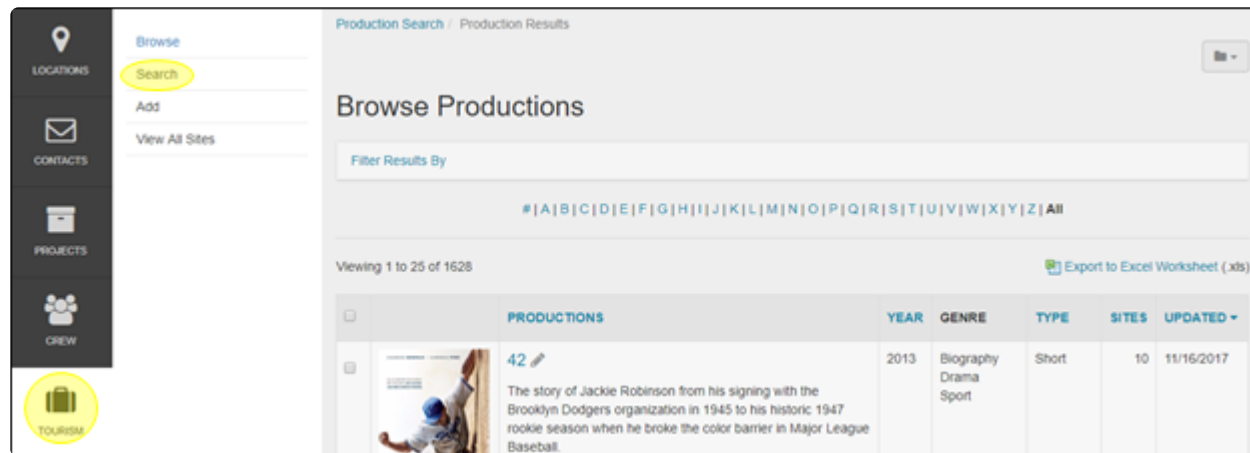
In the **Search Productions** screen, type in your search criteria. This search page allows you to enter many different search parameters through either drop-down menu or free-form text. When you select a search parameter box, the box becomes outlined in blue for ease of orientation. To activate a search, use the "enter" key on your keyboard or click **Search** at the bottom of the screen. Once you've clicked search, you will be taken to a **Browse Productions** page that includes the results of your search.

a. Location Name

Production Name is a free-form field in which you can enter the name a location, in whole or in part. As an example, entering the letters "tre" would return search results whose production titles all contained that letter combination.At the top of the screen, you will see a summary of your search criteria in blue letters. The **"X"** next to your search criteria can be clicked to erase your search and return you to the **Browse** page.

b. Production ID

Production ID is a unique numeric identifier that RS10 assigns to each production in your **Tourism** library.

d. Production Summary, Production Synopsis, and Production Notes

Production Summary, Production Synopsis, and **Production Notes** are free-form fields text fields in which you can enter keywords to find the work for which you are searching.

e. Single Select Search Criteria

There are eight single-select, drop-down menu boxes that allow you to choose options that will help you find the productions that meet your needs. The eight fields are as follows:

- **Genre**
- **Production Type**
- **Release Year From**
- **Release Year To**
- **Release Country**
- **MPAA Rating**
- **Collection**
- **Network/Distributor**

m. Last Modified By & Created By

This search function allows the user to pull all records modified by a specific user over a date range or period. The **Last Modified By** and **Created By** fields feature a drop-down menu of all of the users authorized to make changes in the system. The date range fields feature a calendar that appears when the box is clicked, or the date can be entered manually as MM/DD/YYYY.

n. Additional Search Parameters

At the bottom of the search screen, the checkboxes under the headings **Sort By, Status, Stills**, and **Sites** allow you to further refine your search results:

- **Sort By** allows you to have your search results ordered by **Production Title, Last Updated**, or **Type**.
- **Status** enables you to choose to display productions that approved, to be reviewed, or private. The default setting is **All Productions/No Restrictions**.

- **Stills** allows you to filter your search results to only those with artwork, without images, or no restrictions.
- **Sites** allows you to select productions with associated locations, those without locations, or you can choose not to restrict your search in this manner.

2. Search and Reset Buttons

Click the **Search** button to return all the locations that match your criteria. The **Reset** button will clear all of the search fields, allowing you to begin again.

If you wish to further refine your search results on the **Browse** page, click the **Filter Results By** link on the top left-hand side of your screen. For more information, see ".

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Adding a New Production

Your Reel-Tourism module will come with some movies and television shows pre-loaded by Reel-Scout™, but you can input your own productions at any time. Entering a new production into your **Tourism** library is a three-step process. You will be able to:

1. Enter the production details
2. Enter the sites associated with that production
3. Upload an unlimited number of electronic still images from that production.

> ✱ Except when you are typing in the **Production Summary, Synopsis**, and **Notes** fields avoid using the "enter" key. Using the "enter" key will save the location file as is and move you to the next page. If you inadvertently strike the "enter" key, you can search for your production and then continue to edit your work.

1. Add a Production

To add a location, select **Tourism** on the menu bar. Then, select **Add** from the sub-menu.

a. Production Details Required Information

The only information required to create a file in your **Tourism** database is the **Production Name** and Production Type. The fields are indicated with a **RED star (*)**.

b. Production Name

Type the name of the work into the **Production Name** field. **Production Name** is a free-form field. While there is no limit to the number of character's that you use, it is recommended that the **Production Name** be 30 characters or fewer.

c. Production Type, Release Year, Release Country, and MPAA Rating

The **Production Type, Release Year, Release Country**, and **MPAA Rating** fields are single-select, drop-down menus of options configured for the needs of your film office. While only **Production Type** is required to catalog a work into your database, you may select one option from each of these fields.

d. Duration

Duration is a numeral field that requires you to enter the runtime of the production in minutes.

e. Genre

The **Genre** field allows you to select multiple values that describe the project genre from a pre-configured drop-down menu. You can add as many genres as you wish. As an alternative to scrolling to find a particular kind, you can begin typing the name of the genre and RS10 will type-match your entries and display options that match your inputs. If a genre needs to be removed, click the **"X"** next to the genre name.

f. Network/Distributor

The **Network/Distributor** field allows you to select the organizations responsible for showing the production from a drop-down list. Mulitple networks or distributors can be selected. If you need to remove a company that has been added, click the **"X"** next to the company name.

If the **Network/Distributor** is not on your list, it can easily be added. Click the pencil icon next to the **Network/Distributor** label and enter the name of the network or production distributor in the dialog box that is shown. Click the plus sign to add the company to your **Network/Distributor** list, then select **Save Changes.**

g. Production Summary, Synopsis, and Notes

The **Production Summary, Synopsis**, and **Notes** boxes are free-text fields that add a film summary statement, plot details, and other notes to your production file. Up to 4000 characters can be accommodated.

h. Collections

Collections are groups of productions with similar characteristics and attributes and can be created explicitly for your film office's needs. To add your production to a collection, use the **Collections** field. The **Collections** field allows you to select multiple collections from a pre-configured drop-down menu. You can add your production to as many collections as you wish. As an alternative to scrolling to find a particular

kind, you can begin typing the name of the genre and RS10 will type-match your entries and display options that match your inputs. If you need to remove a production from a collection, click the **"X"** next to the collection name.
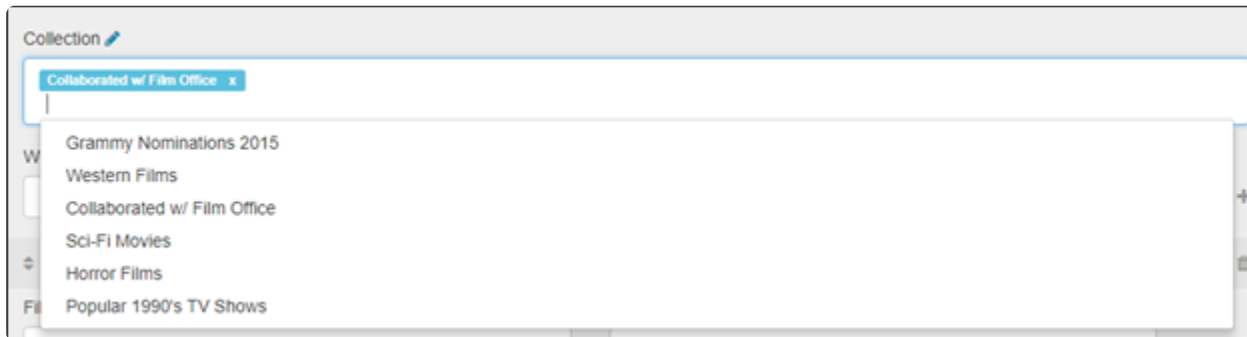
i. Weblinks

The **Weblink** fields are web-oriented fields that will automatically be created into a hyperlink once the SAVE 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 added to the field value to ensure that the link works when clicked in view mode. Enter the name of the Weblink in the **description** field. For example, the web link "www.reel-scout.com" would have "Reel-Scout, Inc." as its name in the **description** field.
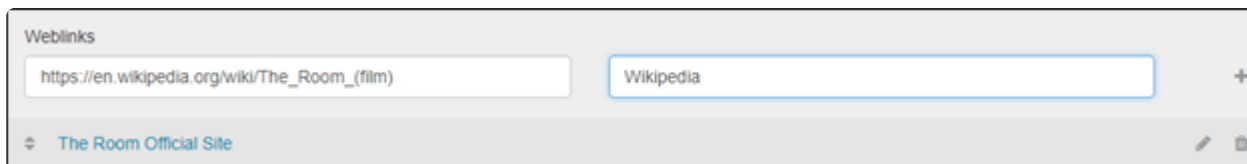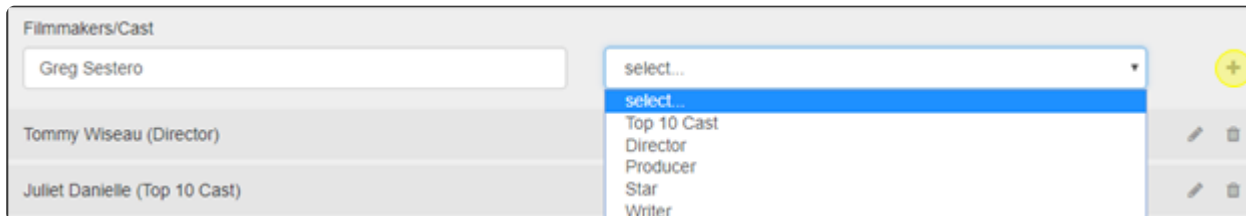
Once you have entered the web link information, click the plus sign to add it to your list. You can delete web links with the trashcan icon, or edit them by clicking the pencil icon.
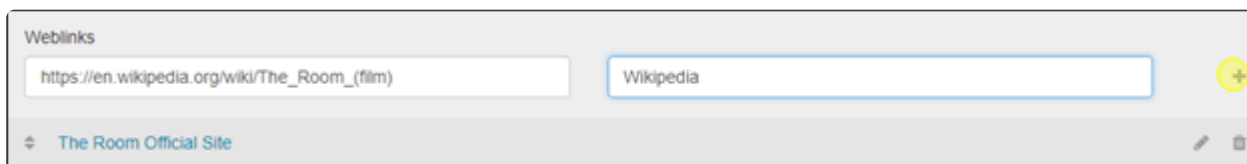
j. Filmmakers/Cast
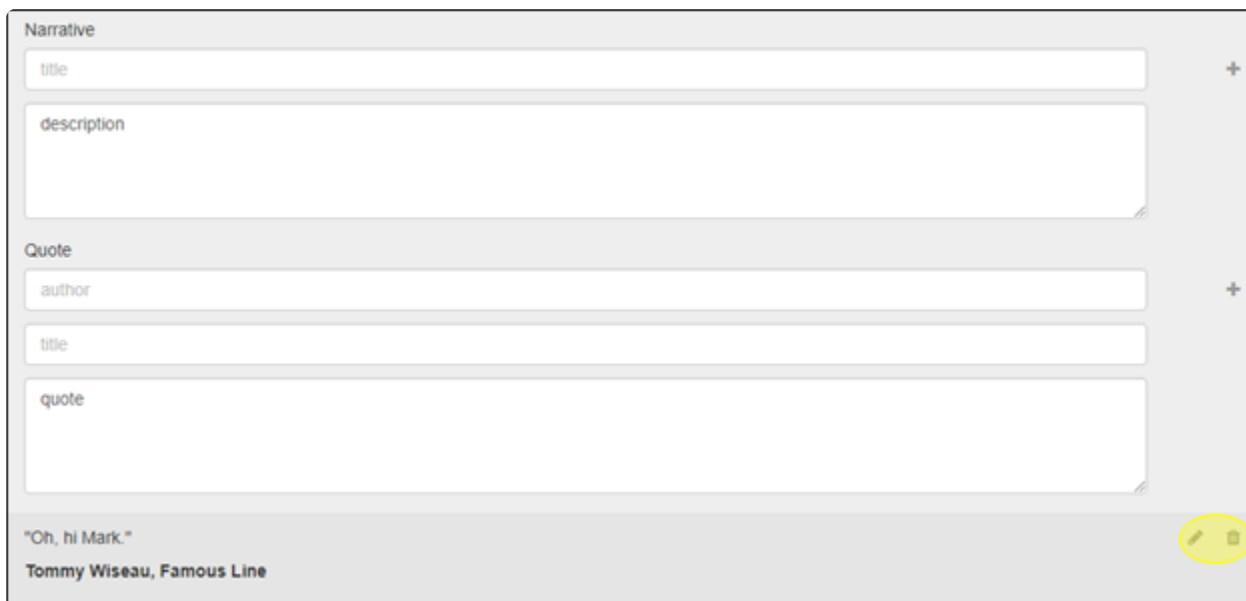
The cast and the makers of the production can be credited in this space. Enter the name of the individual in the **Name** field, then select their type of role in the **Select** field to the right. Options in the **Select** field include **Top 10 Cast, Director, Star, Produce**, and **Writer.** Once you have entered a name and the correlating **Select** option, click the plus (+) sign to add them to your list. **Filmmakers/Cast** entries can be deleted using the trashcan icon or edited by clicking the pencil icon.

k. Narratives and Quotes
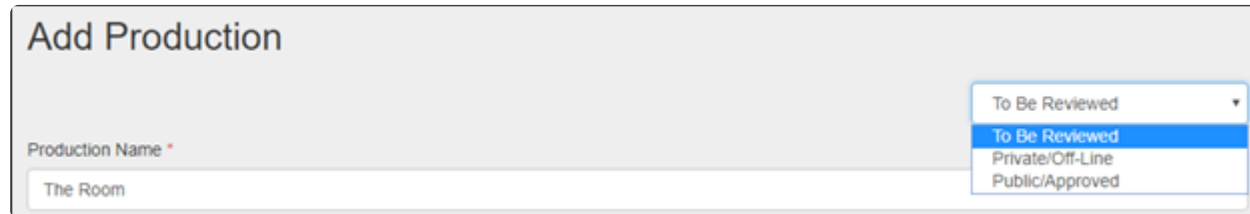
Film narratives and notable quotes can be added to the **Narrative** and **Quotes** fields. Multiple narrative descriptions and quotations can be added. Enter a title and a textual description, then add your **Narrative** or **Quote** to your list using the plus (+) sign. **Narrative** and **Quote** entries can be deleted using the trashcan icon, or they can be edit by clicking the pencil icon.

I. Production Status

In the upper right-hand corner of the **Add Production** Screen, you can choose the level of visibility with a status block. **Private/Offline** means that this production's details will only be able to be seen internally. **To Be Approved** marks productions awaiting film office approval for public sharing. The **Public/Approved** status makes the production visible to website visitors.

2. Saving the Production

When you have entered all of the information about the production that you want to be included, click the **Save** button. You can always come back at a later time and edit your work.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Deleting a Production

If required, an entire production file can be deleted from your film offices **Tourism** library.

To remove a production, begin by locating the title that you wish to delete. For more information, see

Deleting a Production

Once you have found the production that you want to remove on the **Browse Productions** page, select the **Edit** icon next to the title.

On the **Edit Production** page, select the **Delete** (trashcan) icon. The **Delete** icon is located on the toolbar in the upper right-hand corner of your screen.

RS10 will ask you to confirm that you want to delete this production. If you are sure you want to erase this title from your **Tourism** file, click **Delete**.
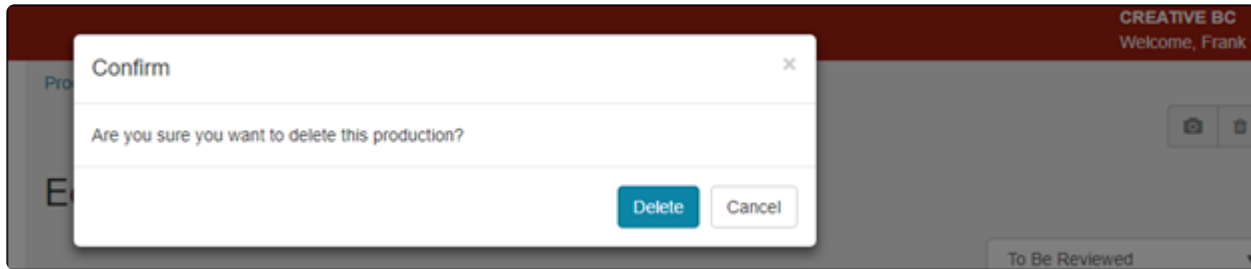
Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Adding Locations to a Production

Once you have added a production to your **Tourism** library, you can add production locations to make the richer and more useful to your local business community.

To add a location, begin by finding the production to which you want to add sites. For more information about finding a particular production, see Browsing Tourism Records and Searching for a Specific Production.

1. Production Sites Tab
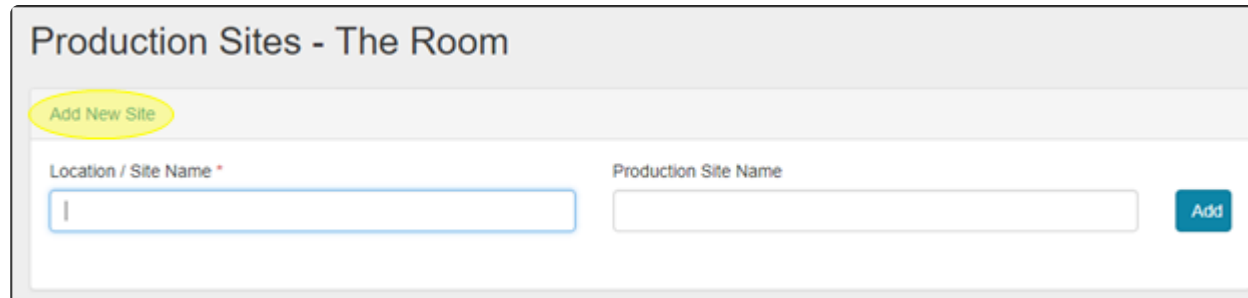
After finding the right production title on the **Browse Productions** page, click on the title to access the **Production Detail** Screen. On the left-hand side of your screen, click the **Production Sites** tab.

Production Sites—[the production title] will appear at the top of the screen. If you are adding sites to a production that you have just included in your database, the list of sites will be blank and the **Add New Site** menu will already be open.

If you are adding a location to a production that already has sites associated it, you can add additional sites by selecting **Add New Site** at the top of the page.

2. Adding a New Site

If required, click **Add New Site** at the top of the **Production Sites** page. Clicking **Add New Sites** will open fields that will allow you to add the **Location/Site Name** and the **Production Site Name.** The only required field, as indicated by the red asterisks, is **Location/Site Name.**
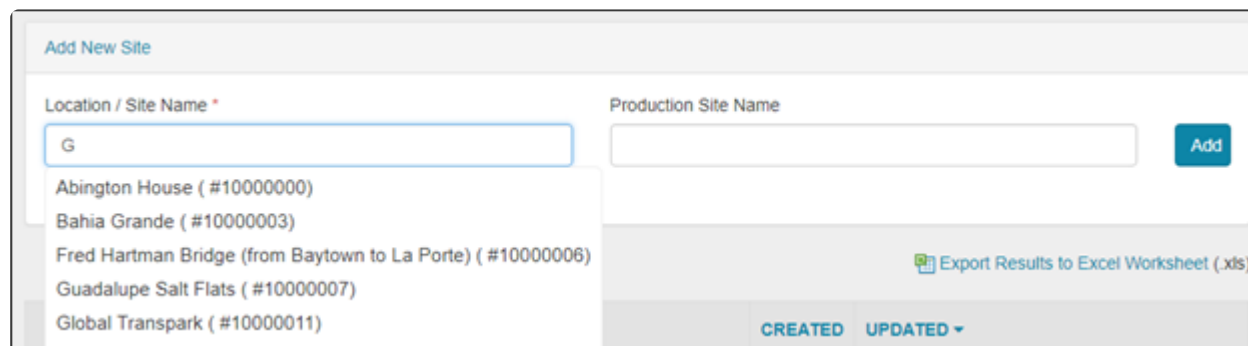
Enter the name of the location into the **Location/Site Name** field. As you type, RS10 will type match your entry and display matching location names in a drop-down menu below. Click on the location to add it to the field.

Now, you can enter the **Production Site Name,** which is a free-text field that allows you to describe how the location was used in the production. For instance, you could use a descriptor such as "main character's house" or "final battle scene location." When the sites are displayed on the **Production Sites** page, this is the name of the place that the user will see.

When you have entered the location information, click **Add** to include it in the production's site list. The location now appears in the production's site list.

3. Sorting the Site List

The list of sites is organized into four columns: **Site Name, Site ID, Created**, and **Updated.** You can filter the order in which the production's sites appear on the page by selecting any of these column headers.

a. Sort by Site Name

Clicking on **Site Name** will allow you to sort the locations associated with the production in alphabetical order. Clicking on the blue triangle that appears next to **Site Name** will let you cycle the order between alphabetical order (A to Z) and reverse alphabetical order (Z to A).

b. Sort by Site ID

Site ID is a unique numeric identifier for each production site in your **Tourism** database. Clicking on the **Site ID** column header sorts your locations in order of **Site ID**, lowest numeric value to highest. Clicking the blue triangle next to **Site ID** allows you to toggle between lowest to highest numeric value and highest to lowest numeric value.

c. Sort by Created and Updated

The **Created** and **Updated** columns are the dates that the locations were either created in the RS10 system or the date that the sites were last updated. You can sort your production sites list in order of **Created** or **Updated** date by clicking either one of those column headers. The blue triangle next to the header allows you to toggle between date order and reverse date order (most recent to earliest).

4. Exporting the Site List to an Excel Document

Producing reports or sending information to a business community client sometimes requires exporting production site information outside of the RS10 platform. To export your production site list, click the **Export Results to Excel Worksheet (.xls)** link at the top right-hand portion of the **Production Sites** page.

Follow the confirming steps. The download of the information to an Excel spreadsheet will begin automatically.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Adding Still Photos to a Production

Still photos of the production that your film office has worked with can be added to your tourism library in Reel-Scout™ version 10. These still photos will add color and depth to your tourism efforts and enable local businesses to visualize opportunities for marketing.

To add still photos to your tourism library, begin by locating the production file that you wish to work on. For more information, see Browsing Tourism Records and Searching for a Specific Production.

Once you have located the production to which you want to add images, click on the title of that film on the **Browse Productions** page to open the **Production Details** page.

1. Adding Still Photos

a. Accessing the Production Stills Page

There are two ways to access the screen on which you can upload still photos. The first method is to click

the **Upload Artwork** link on the **Production Detail** page. Alternatively, you can select **Production Stills** tab on the left-hand side of the **Production Detail** page. Either one of these selections will take you to the **Production Stills** page where photos can be added.

b. Uploading Images

To upload still images to your production file, click on **Upload Images** link on the **Production Stills** page. Selecting **Upload Images** will open several fields that you can use to describe the photo that you are about to upload. The only required field is the **Date Taken**, as indicated by the red asterisks. All of the fields, with the exception of **Date Taken**, are free-text fields. Clicking on **Date Taken** will reveal a calendar where the date can be selected. Alternatively, the date may be entered manually in MM/DD/YYYY format.
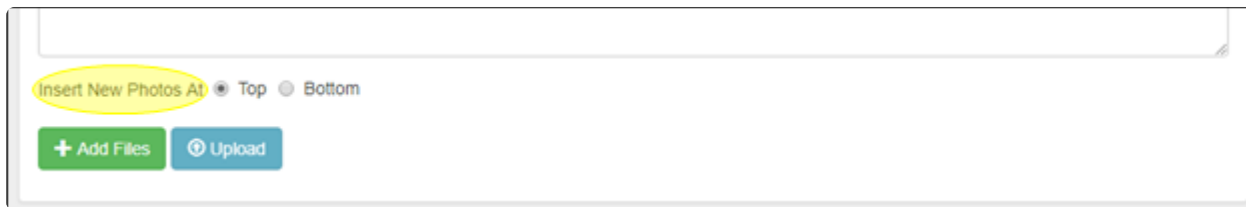
The buttons at the bottom of the **Upload Images** fields allow you to select whether the uploaded photo will appear at the top of the list of photos or at the bottom. When you have entered all of the desired information,
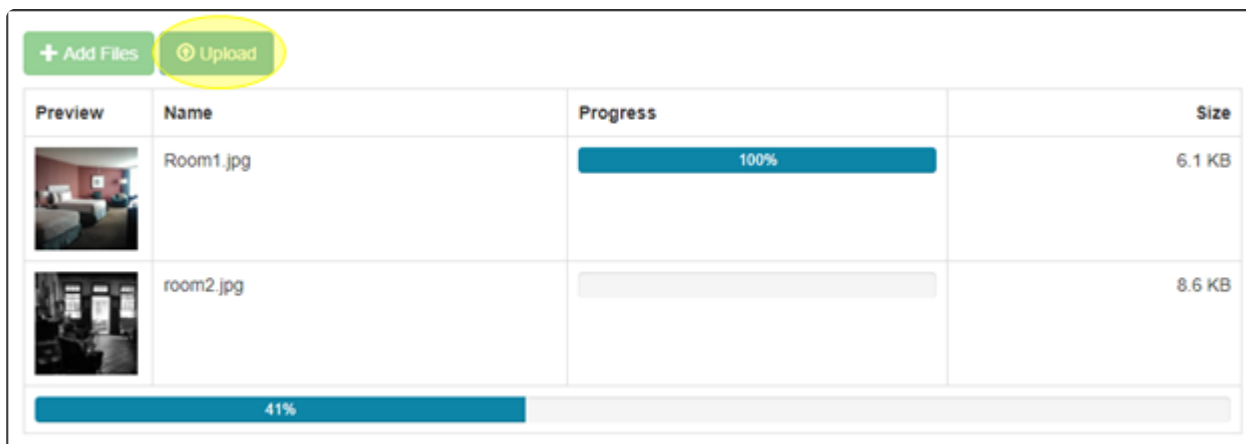
click **Add File** to select the image from your computer or network drive. You may add as many image files to the description as you like.

> ✳ Note that you must have the photos that you wish to upload accessible to complete this process, either on your computer's hard drive, on a network drive, or an external storage device (flash drive, CD ROM, etc.).

When you have attached all of the files to your description that you wish to add, click **Upload**. Progress bars will appear that will show the status of your upload to the RS10 platform.

Additional upload descriptions can now be created to add an unlimited number of still images.

2. Reordering the Order of Your Still Images

> ✳ The first image on your list will be the one shown on the **Browse Productions** page alongside the title of the film or show.

You can use RS10's drag and drop feature to change the order of your still images on the **Production Stills** page. To change where an image appears in order of pictures, left click and drag the image to its new location. The image you are moving will appear translucent, and a blue box will indicate where the image will be located when the left mouse button is released. Once you have ordered your images, click **Save Order** at the bottom of the screen to preserve your changes.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Editing Still Photos

With Reel-Scout™ version 10, you do not have to use external photo editing software. RS10 features built-in photo editing tools that you can use to modify the still images in your **tourism** library.

1. Find the Production

To edit the still photos associated with a production, begin by finding the production file in which you want to work. For more information, see Browsing Tourism Records and Searching for a Specific Production.

2. View the Still Images Available for Editing

Once you have found the production in which you will be editing photos, click on its title on the **Production Detail** page. Then, select the **Production Stills** tab on the left-hand side of the screen.

3. Selecting Images to Edit

On the **Production Stills** page, select the photo(s) that you wish to edit. Images can be selected by clicking on the checkbox below the image thumbnail.
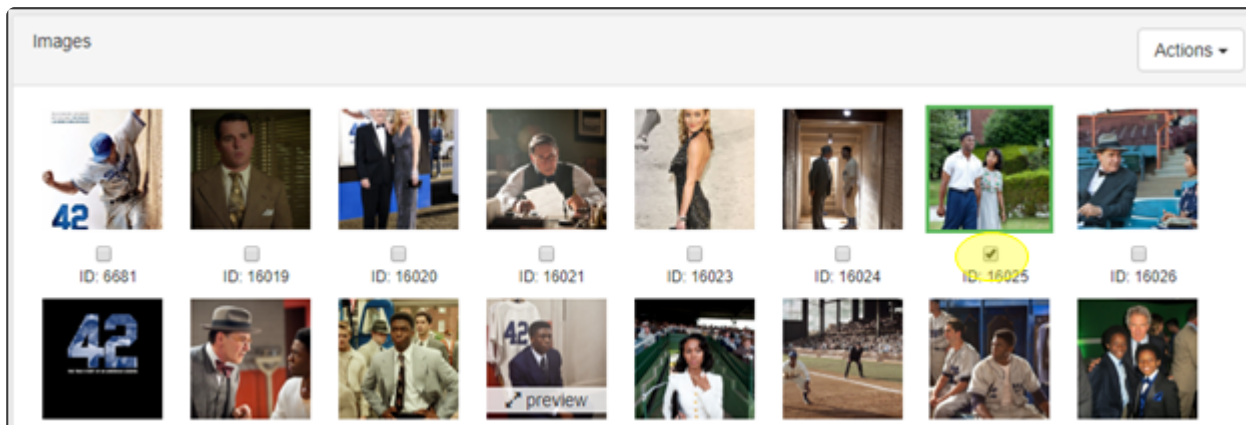
Once you have selected the photo that you want to edit, find one of the **Action** buttons on the right-hand side of the screen. There are **Action** buttons that function alike at the top and bottom of the image pane. When **Action** is selected, a drop-down menu of options will appear. To edit a photo, click **Edit Selected Image File**.
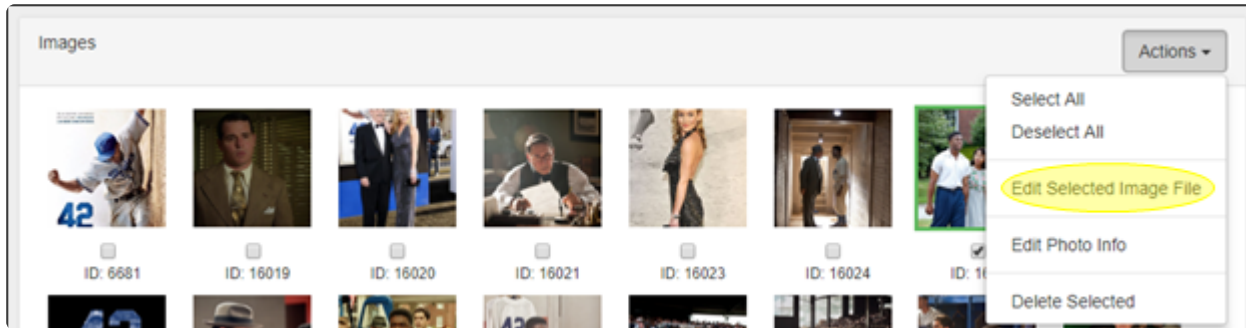
A **Photo Editor** window will open, which will allow you to access RS10's powerful image editing tools.

4. Begin Editing

The **Photo Editor** screen features a number of user-friendly tools that can be used to improve the look of your images. Included in the **Photo Editor** are tools that can:

- Change the **Orientation** of your image
- **Crop** your photo
- **Enhance** your image
- Adjust the **Lighting** in your photo
- Change various **Color** effects in your image
- Adjust the **Sharpness** of your image
- **Whiten** your picture
- Hide **Blemish** marks
- Add **Text** to your photo

You can experiment with each tool to improve your image by clicking on the tool. Use the **Apply** button to save the changes you've made temporarily and to return to the main **Photo Editor** toolbar. To undo an effect, click the **Cancel** button.

5. Save Your Edits

Once you have made all the changes that you desire to your image, click **Save** on the main **Photo Editor** toolbar. Changes are not final until you select **Save.**
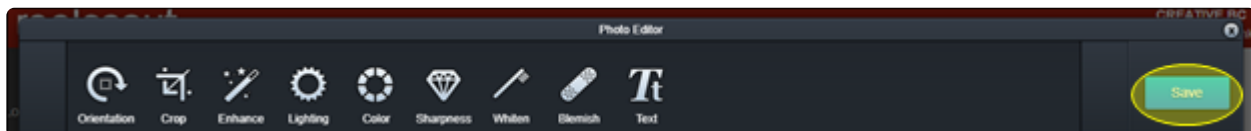
If you wish to exit the **Photo Editor** without saving your changes, you can click the "**X**" in the upper right-hand corner of the **Photo Editor** window.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Deleting Still Photos

To delete still images from a production in your **tourism** library, begin by finding the production that you wish to edit. For more information, see Browsing Tourism Records and Searching for a Specific Production.

On the **Browse Productions** page, click on the title of the title of the production whose photos you want to delete. Then, select the **Production Stills** tab on the left-hand side of the screen.

1. Select Photo(s)

Once you have navigated to the **Production Stills** page, select the photo(s) you would like to remove/ delete. You have the option of deleting a single photo or multiple photos all at once. Images can be selected by clicking the checkboxes. A green border will appear around photos chosen to highlight that you have chosen them.
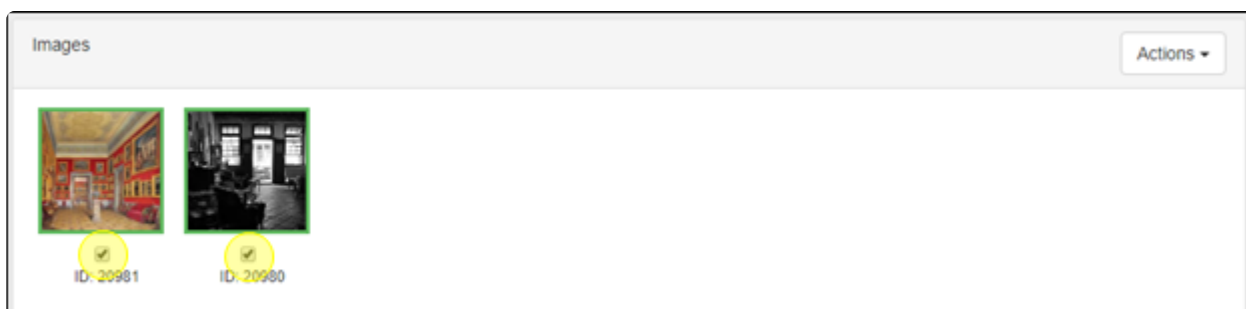
2. Delete Photo(s)

With the photo(s) selected, click on the **Actions** button on the right and choose **Delete Selected.** There are **Actions** buttons at the top and bottom of the **Images** field on the right-hand side for convenience. The **Action** buttons both function the same way.

A pop-up screen will appear to confirm that you want to delete the selected photo(s). Click **YES** to confirm or **NO** to cancel.
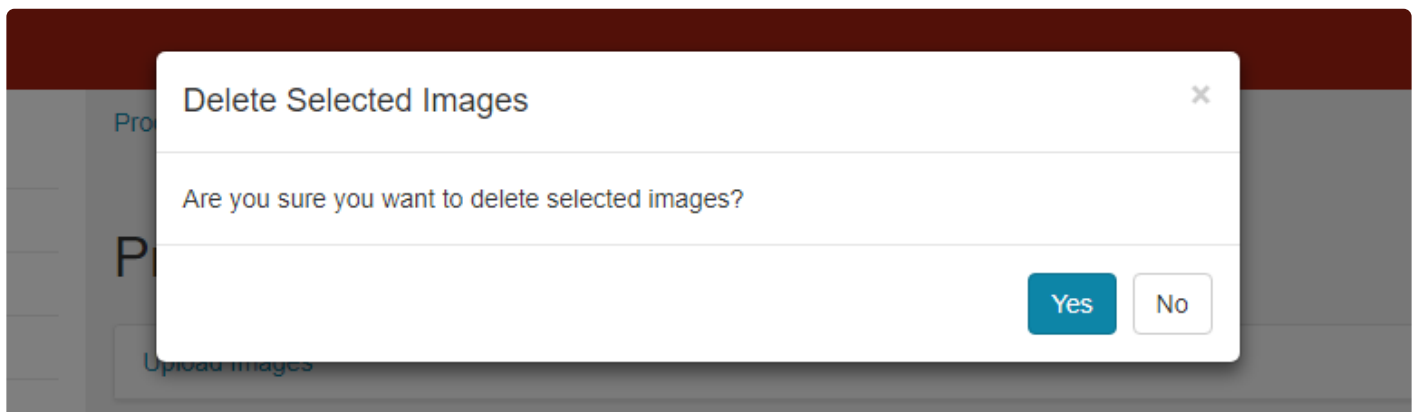
Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Editing Existing Productions and Still Image Information

The information recorded about productions that exist in your **Tourism** library, and the data about the still images that are associated with those productions, can be edited at any time in Reel-Scout™ version 10.

To edit an existing file, begin by locating the production you wish to edit in the **Tourism** module. For more information, see Browsing Tourism Records and Searching for a Specific Production.

1. Editing an Existing Production's Information

Once you have located the production you want to edit on the **Browse Productions** screen, select the **Edit** (pencil) icon next to the title.

> ✳ You can access the **Edit Production** screen from the **Production Detail** page as well by clicking the **Edit** (pencil) icon on the toolbar. The toolbar is located in the upper right-hand corner of your screen.

Clicking the **Edit** icon will open the **Edit Production** Screen. Here, you can change the information in any of the fields. For more information about the Production fields, see the descriptions in Adding a New Production.

2. Editing Still Image Information

You can edit the information associated with a production's still photos as well. To edit the image information, begin by selecting the production file you want to work in on the **Browse Productions** page. On the **Production Detail** page, select the **Production Stills** tab on the left-hand side of your screen.

Select the image whose information you want to edit by clicking the checkbox below the photo. A green box will appear around the image to highlight that it has been selected.

Using one of the **Action** buttons on the right-hand side of the image field, select **Edit Photo Info** from the drop-down menu.
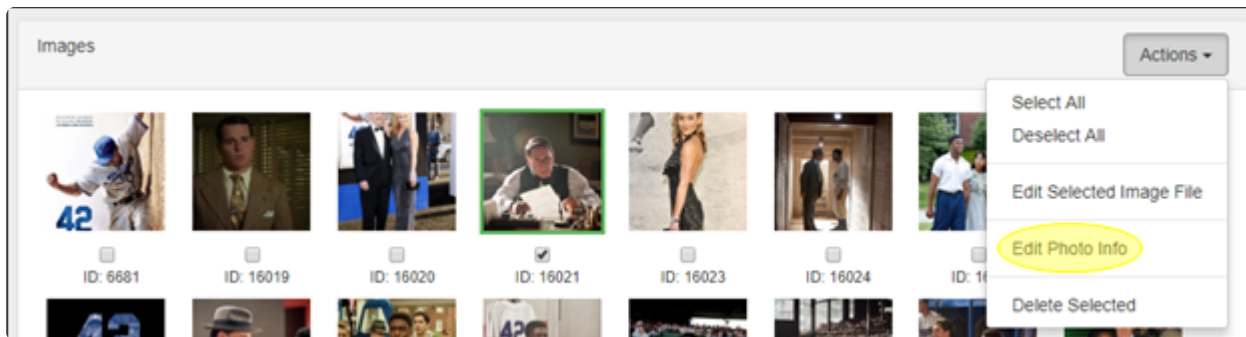
A dialog box will appear with the photo and the following fields that can be edited

- **Title**
- **Date Taken**
- **Source**
- **Photo Caption**
- **Description/Notes**
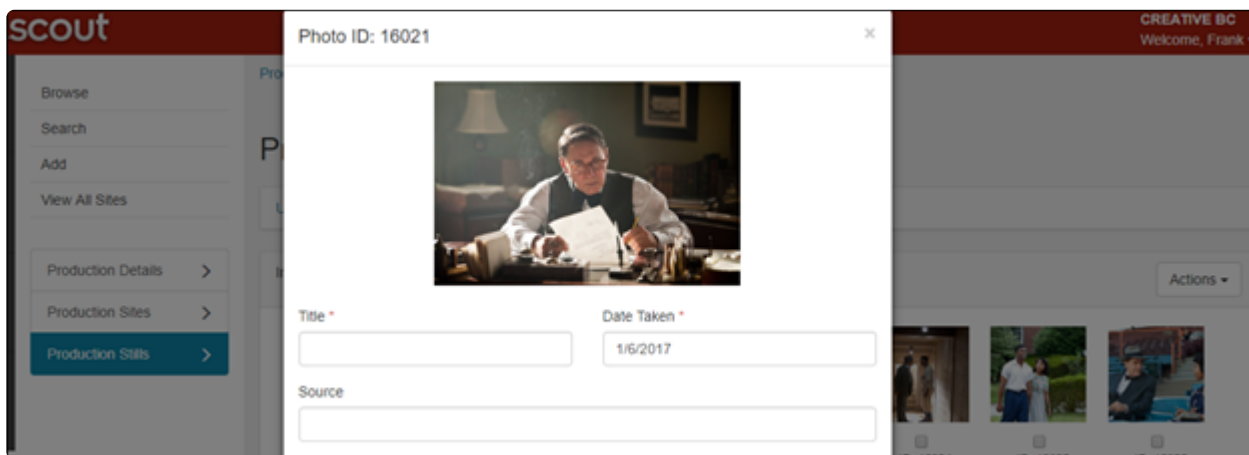
When you have made the required changes to the image information fields, click the **Save** button.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Jurisdictions

One of the significant challenges film and television productions face is dealing with a multitude of federal, state, and local jurisdictional authorities. Reel-Scout™ version 10 helps film offices collect, organize, and retrieve jurisdiction information quickly and easily. The **Jurisdiction** module allows you to browse and sort an entire library of governmental and private management authorities, search for specific jurisdiction information, and manage your jurisdiction database efficiently.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Browsing Jurisdictions

1. Accessing the Jurisdictions Module

To access the **Jurisdictions** module, click the **Jurisdictions** icon on the main menu bar that is located on

the left-hand side of your screen. The **Jurisdictions** selection will take you to the **Browse Jurisdictions** page. Here, you can scroll through your list of authorities, sort them using a variety of tools, or filter the list according to your specific needs.

The name of a jurisdiction will turn dark blue when you hover over it with your cursor. Clicking the jurisdiction's name will take you to its **Jurisdiction Detail** page where in-depth information can be viewed.

✳️ ✏️   You can quickly edit a jurisdiction from this page by clicking the **Edit** (pencil) icon next to

the authority name. Clicking the pencil icon will take you directly to the **Edit Jurisdiction** page.

2. Filter Results By

You can narrow the number of jurisdictional authorities that are being viewed by clicking on **Filter Results By**.
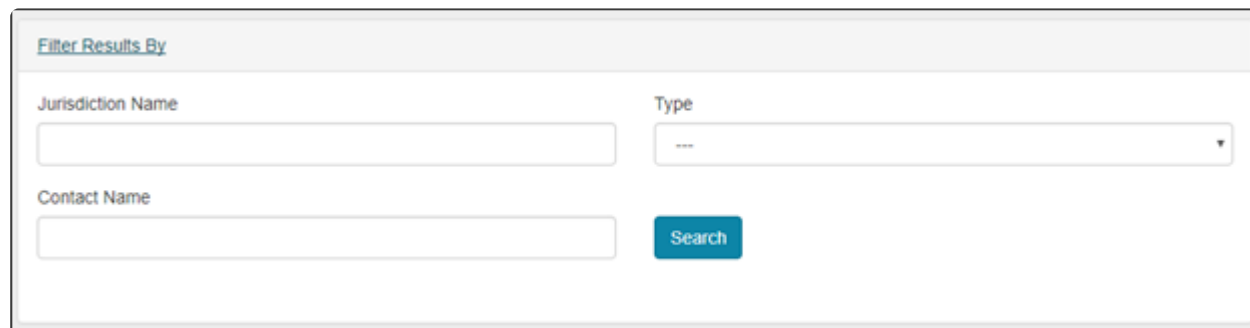
Clicking **Filter Results By** will open up a new dialogue box featuring the following selections:

- **Jurisdiction Name**
- **Type**
- **Contact Name**
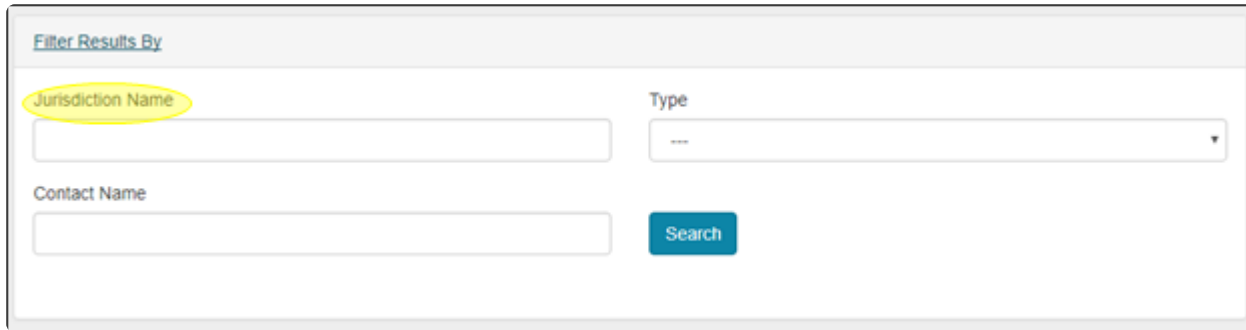
When you have finished entering your **Filter Results By** criteria, click the **Search** button. The results displayed on the **Browse Jurisdictions** page will be restricted to only those that match the filters that you have applied.

a. Jurisdiction Name

The name (or part of a name) of the **Jurisdiction** you are looking for can be typed into this field.
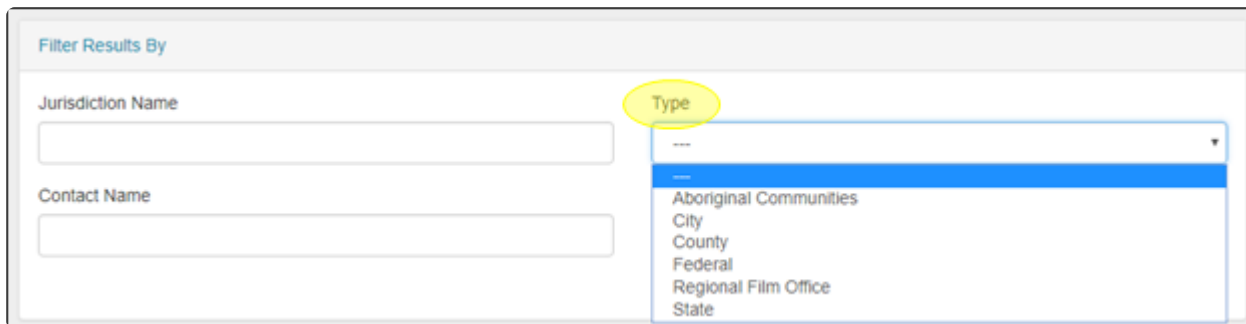
b. Type

The **Type** field is a single-select drop-down menu that features the following choices:

- **Aboriginal Communities**
- **City**
- **County**
- **Federal**
- **Regional Film Office**
- **State**

c. Contact Name

If the name (or a portion of the name) of the jurisdiction contact is known, you can enter it here.

3. Search by Alpha

Clicking a letter will narrow the sort only to **Jurisdictions** whose titles start with that letter. Clicking the **All** selection will return the list on the **Browse Jurisdictions** page to showing all of the available records. If you are interested in a **Jurisdiction** that begins with a number, the number sign (#) can be selected.

4. Sort Results By

The list of **Jurisdictions** can be sorted by clicking on the column header. The order of each column listing can be changed alphabetical A to Z/Z to A or earliest to latest/latest to earliest) by clicking the triangle that appears next to each column header that you select. Your list canJurisdictiony:

- **Jursidiction** name
- **Type** of jurisdiction
- **Contact** last name

- **Date last *Updated**

5. Previous & Next Page

To page backward and forward through the list of **Jurisdictions**, click on the double arrows before and after each page number (at the bottom of the page). You can choose to view 25, 50, or 100 locations per page. The page number that you are currently on is also displayed on the left-hand side of the screen above the checkboxes.

✳ You can also use your web browser BACK button to move to a previous screen of locations.

6. "L" Symbol

When a jurisdiction has an "L" symbol next to its name, that indicates that more than one location is associated with that jurisdiction in your RS10 database.

☐	Yalata Community Inc ✏ L	Aboriginal Communities	cdm.yalata@bigpond.com	Bright, Paul	11/29/2017
☐	Vanguard Regional Council ✏ L	County	Info@VanguardRegionalCouncil.gov	Amee, Kim	3/31/2017
☐	Traditional Owners Group ✏ L	Aboriginal Communities	traditionalowners@adjahdura.com.au	Agius , Quentin	1/20/2017
☐	South Plains ✏ L	Regional Film Office			1/18/2014

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Searching for a Specific Jurisdiction

As an alternative to just browsing for Jurisdiction information, Reel-Scout™ version 10 gives film office staff the capability to search for jurisdiction information based on specific criteria. To access the **Search Jurisdictions** page, enter the **Jurisdictions** module and click the **Search** sub-menu on the left-hand side of your screen.

1. Search Jurisdictions Page Fields

> ✳ Avoid using the **Enter** key while inputting your search criteria. Tapping the **Enter** key will cause RS10 to execute your search prematurely.

a. Free-Text Search Fields

One, all, or only some of the search fields provided on the **Search Jurisdictions** page may be used to find the exact authority that you are looking for. The following fields are free-text fields:

- **Jurisdiction Name**
- **Umbrella Agency**
- **Contact Name**

- **Description**
- **Comments**

Full or partial entries are acceptable. RS10 will search for all **Jurisdictions** that match the entries that you supply.

b. Location Field

The **Location** field is a single-select, drop-down menu of options that is populated by your RS10 location library. You can scroll through the names of the locations in the field, or you can begin typing the name of a specific location. RS10 will type-match your entry to the location library and display locations that match the words or letters that you have entered.

b. Type Field

The only single-select drop-down field on the **Search Jurisdictions** page is the **Type** field. If you choose to search using this criterion, you may click one of the following selections:

- **Aboriginal Communities**
- **City**
- **County**
- **Federal**
- **Regional Film Office**
- **State**

c. Last Modified By and Created By Fields

You can restrict your search to a range of **Last Modified By** or **Created By** dates, or choose to view only those **Jurisdictions** that have been created or modified by a specific member of your film office staff.

The far left-hand boxes in the **Last Modified By** and **Created By** fields are single-select drop-down menus that contain the names of the film office staff authorized to use RS10. If you choose to filter your results using either of these parameters, you can choose only one name.

The **From** and **To** boxes in the **Last Modified By** and **Created By** fields accept only correctly formatted date entries. Clicking on any of the date fields reveals a calendar from which the proper dates can be selected. As an alternative, the date can be manually entered in MM/DD/YYYY format.

2. Sorting Your Search Results

Below the **Search Jurisdictions** page fields are buttons that allow you to select how your search results will be ordered. The available sorting options are:

- **Last Modified Date** (default)
- **Jurisdiction Name**
- **Jurisdiction Type**
- **Contact Name**

Only one of these buttons may be selected.

3. Executing Your Search

When you have finished inputting your search criteria, click the **Search** button at the bottom of the **Search Jurisdictions** page.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Adding Jurisdictions

Adding new **Jurisdictions** records to your Reel-Scout™ version 10 database is simple. To begin the process, access the proper RS10 module by clicking **Jurisdictions** on the main menu bar. Then, click **Add** in the **Jurisdictions** sub-menu on the left-hand side of your screen.
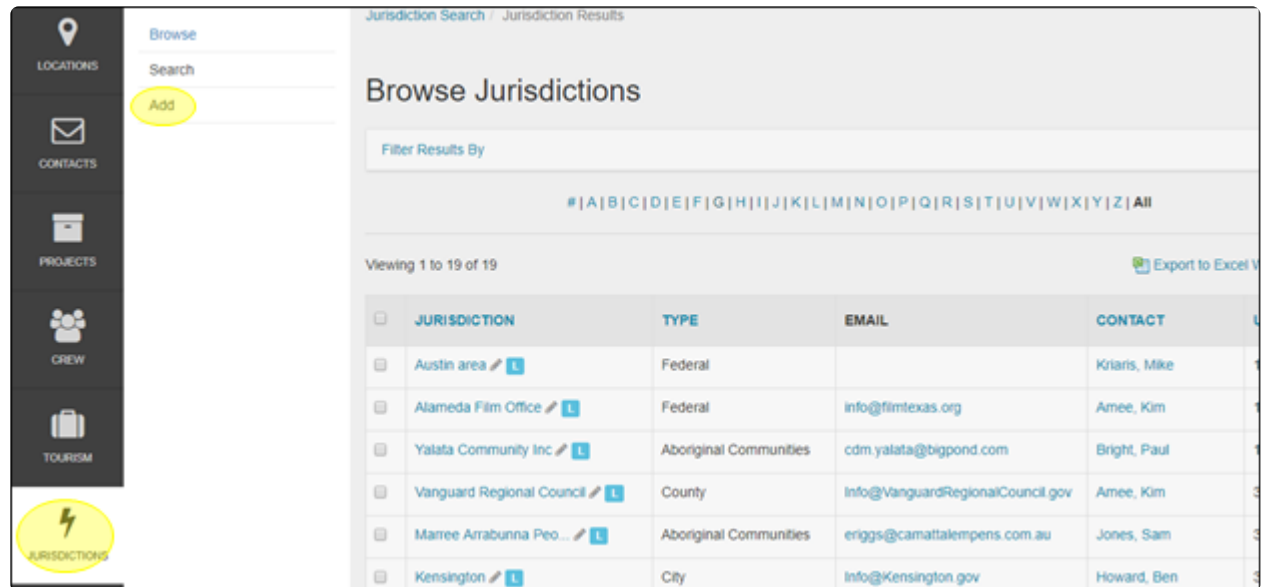
1. Adding a New Jurisdiction

> ✳ Except for when you are inputting information into the **Description** and **Comments** fields, avoid using the **Enter** key. Tapping the **Enter** key will cause RS10 to save your work as it currently exists. If the **Enter** key is inadvertently pressed, you can access the new jurisdiction from the browse page and continue adding information with RS10's editing function.

Clicking **Add** in the **Jurisdictions** sub-menu will take you to the **Add Jurisdiction** page. While completing as many fields as possible will make the record more complete, there are only two required data elements that need to be added for a jurisdiction to added to your RS-10 database: **Jurisdiction Name/Permitting Body** and **Type**.

a. Jurisdiction Name/Permitting Body

Enter the official name of the jurisdiction or permitting body into this box. **Jurisdiction Name/Permitting Body** is a required entry to save a new entry into your RS10 **Jurisdictions** database.

b. Type

The type of jurisdiction or permitting body can be selected from this drop-down menu. **Type** is the second required entry, and the choices available are:

- **Aboriginal Communities**
- **City**
- **County**
- **Federal**
- **Regional Film Office**
- **State**

Only one option may be chosen.

c. Umbrella Agency

Many jurisdictional authorities exist as part of other governmental or private organizations. If this is the case for the jurisdiction you are adding, record the **Umbrella Agency** here.

d. Phone

The phone number of the jurisdiction being added can be recorded here in standard U.S. format.

e. Email

The email address for the jurisdiction or permitting body being added to your film office's database can be

included in this field. Be sure to use proper email address format.

f. Weblinks

Up to three websites associated with the new jurisdiction or permitting body can be included in the **Weblink** fields. There is no need to include "http://" in the address. RS10 will automatically format the address you enter into a usable browser format. Be sure to add a description of each weblink in the fields provided.

g. Description

A detailed description of the permitting body or jurisdiction can be entered into the **Description** field. Up to 4000 characters can be accommodated. The size of this window can be changed so that all of the text entered can be seen. To resize the window, left-click on the lower right-hand corner of the field. Hold down the left mouse button as you drag the window to the size required.

h. Comment

Film office notes regarding the jurisdiction or permitting body can be added to the record using this field. The size of this window can be changed so that all of the text entered can be seen. To resize the window, left-click on the lower right-hand corner of the field. Hold down the left mouse button as you drag the window to the size required.

2. Saving the New Jurisdiction

When you have finished adding information to the **Add Jurisdiction** page, click the **Add** button.

When you click the **Add** button, you will be taken to a new **Jurisdiction Detail** page. From this page, you will be able to add **Jurisdiction Contacts** to further enrich the information in your database.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Adding Jurisdiction Contacts

Once you have added a new jurisdiction to your film office's Reel-Scout™ version 10 database, it is then possible to add detailed contact information to the jurisdiction's record. To add contact information, open the **Jurisdiction Contacts** tab on the left-hand side of the **Jurisdiction Detail** page.
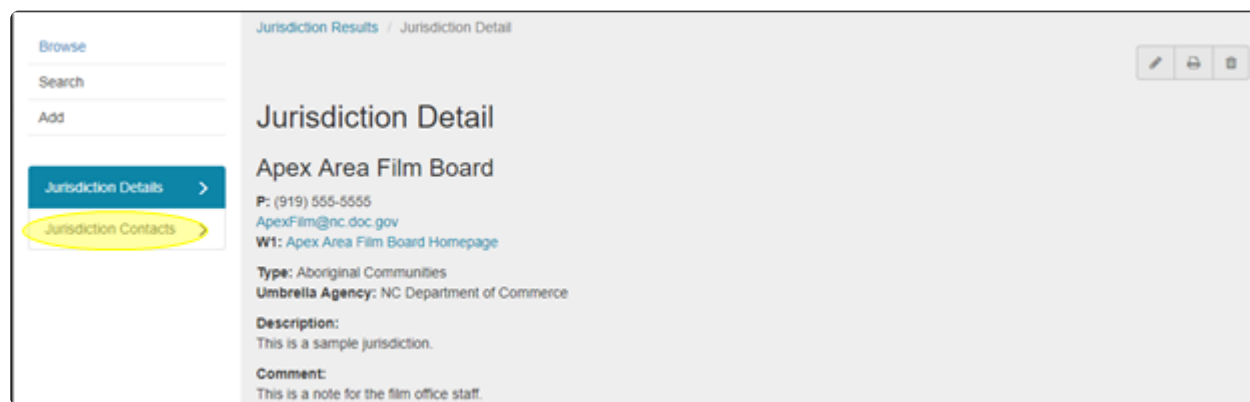
> ✳ While it is convenient to incorporate contact information when you add a jurisdiction, you can always return to add or edit that information later. Just click on the jurisdiction's name on the **Browse Jurisdictions** page to access the **Jurisdiction Detail** page and proceed as described above.

1. Adding Jurisdiction Contact Information

> ✳ Avoid using the **Enter** key while entering contact information. Tapping the **Enter** key will cause RS10 to save your work as is. If you inadvertently strike the **Enter** key, you may continue adding information by browsing for the jurisdiction you were working in, opening the **Jurisdiction Contacts** tab, and then editing the contact on which you were working.

To add contacts to a jurisdiction in RS10, click the **Add New Contact** link at the top of the **Jurisdiction Contacts** page. A form will open that contains all of the fields you will need to capture information about the contact you wish to add.

a. Required Feilds

The only fields required to be completed to add a contact to a jurisdiction are **First Name** and **Last Name**. If other information is unknown, you can return to this contact and edit it at a later time.
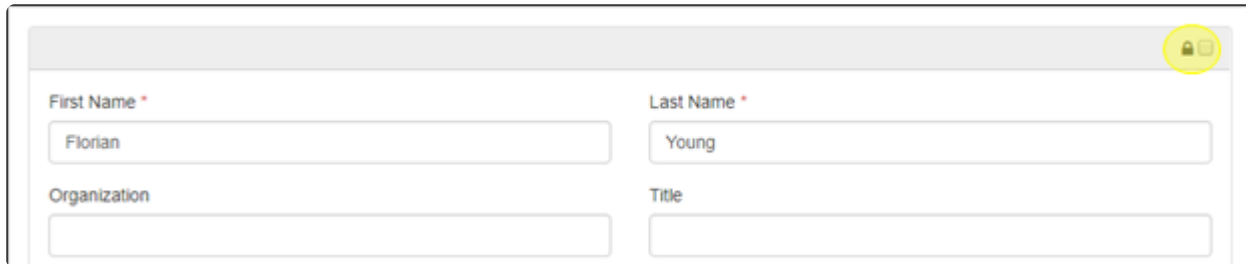
b. Lockboxes
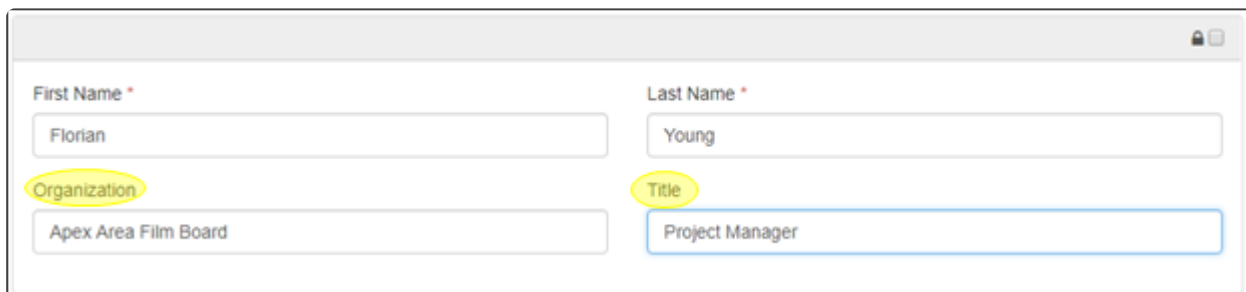
Throughout the **Add New Contact** form, a number of the fields incorporate the option to render information confidential. If a lockbox is checked for a particular field, that data will only be visible to film office staff. Locked data will not be available on the public portions of the film office's website.

c. Organization and Title

The organization that the contact belongs to and his/her title can be entered in these fields.

d. Display As Buttons
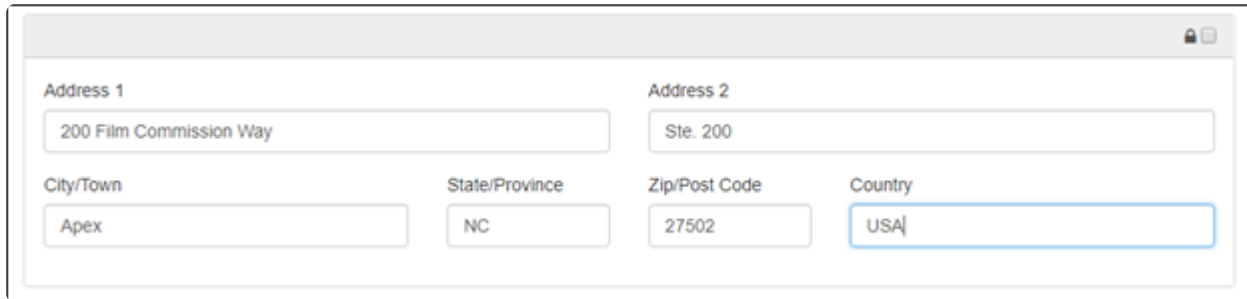
The **Individual** or **Company** button can be chosen to indicate whether the contact is to be recorded as a single person or an organizational entity. Only one option can be selected.

e. Address Fields

The two-line **Address, City/Town, State/Province, Zip/Post Code**, and **Country** can be entered into these fields.

f. Phone Number Fields
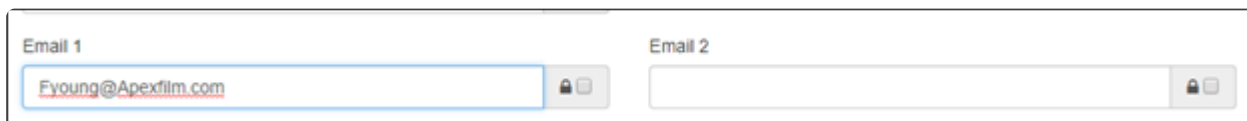
These fields can be completed using standard U.S. format phone numbers.

g. Email Fields

Use the correct and complete email format when entering information into these fields.

h. Weblinks

Many jurisdictions have one or more websites that describe their functions and provide valuable information about their services. These web addresses can be entered in the **Weblink** fields. Up to three websites can

be entered, and there is no need to add "http://" to the URLs. RS10 will automatically format the addresses into a usable browser format. Be sure to include a description of each **Weblink** in the **Title/Description** field.

i. Film Friendly

A checkbox is provided to mark a jurisdiction contact as being helpful to the film and television production industry.

j. Notes

Specific notes about the jurisdiction contact can be added in this free-text field. Up to 4000 characters can be used. The size of this window can be changed so that all of the text entered can be seen. To resize the window, left-click on the lower right-hand corner of the field. Hold down the left mouse button as you drag the window to the size required.

k. Contact Type

The **Contact Type** field is a drop-down menu of choices, from which you may select as many types as is appropriate for the contact that is being added. Many of the selections also have sub-types that are separated from their parent types by a hyphen. When a type is selected, it appears in the **Contact Types** field highlighted in blue. If a **Contact Type** is added in error, simply click the "X" to remove it from the field.

Alternatively, if you know the name of the type, you can begin typing it in the **Contact Type** window. RS10 will match your entry to the available selections.
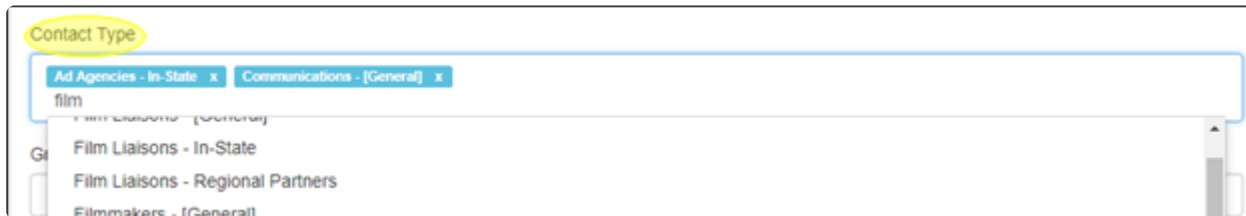
l. Groups

You may also choose to add the jurisdiction contact to one of your film office's custom groups. The **Groups** field is a drop-down menu of choices, from which you may select as many **Groups** as is appropriate for the contact that is being added. When a group is selected, it appears in the **Groups** field highlighted in blue. If a group is assigned in error, simply click the "X" to remove it from the field.

Alternatively, if you know the name of the group to which you want to add the contact, you can begin typing it in the **Groups** field. RS10 will match your entry to the available selections.
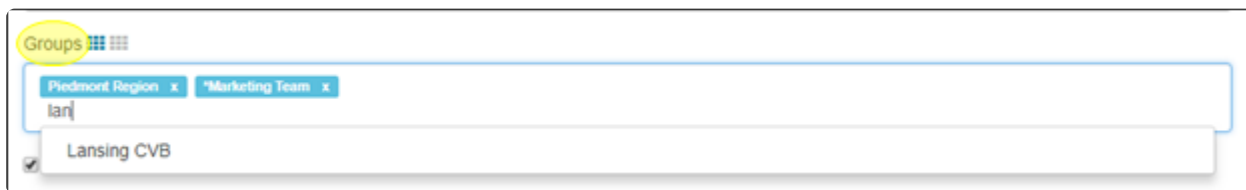
To add the jurisdiction contact to all of your groups, click the blue grid icon next to **Groups**. To remove the contact from all of your film office's groups, click the six gray grid icon.

m. Active and Key Contacts

Checkboxes are supplied for you to indicate if the contact is active in their role at the jurisdictional authority, or if your film office can consider that person a **Key Contact**. The **Active Contact** box is checked by default.

2. Saving the Jurisdiction Contact Information

Once you have finished entering all of the information you wish to add, click the **Add** button to save the contact in your RS10 database.

When you click **Add**, you'll be returned to the **Jurisdiction Contacts** page. The contact you have added will be seen on the list of contacts associated with that jurisdiction or permitting authority.

Adding a contact anywhere in RS10 add it to your database of contacts. If you go to the **Contacts** module, you will see that the contact you attached to a jurisdiction is also searchable in **Contacts**.

Contact Reel-Scout

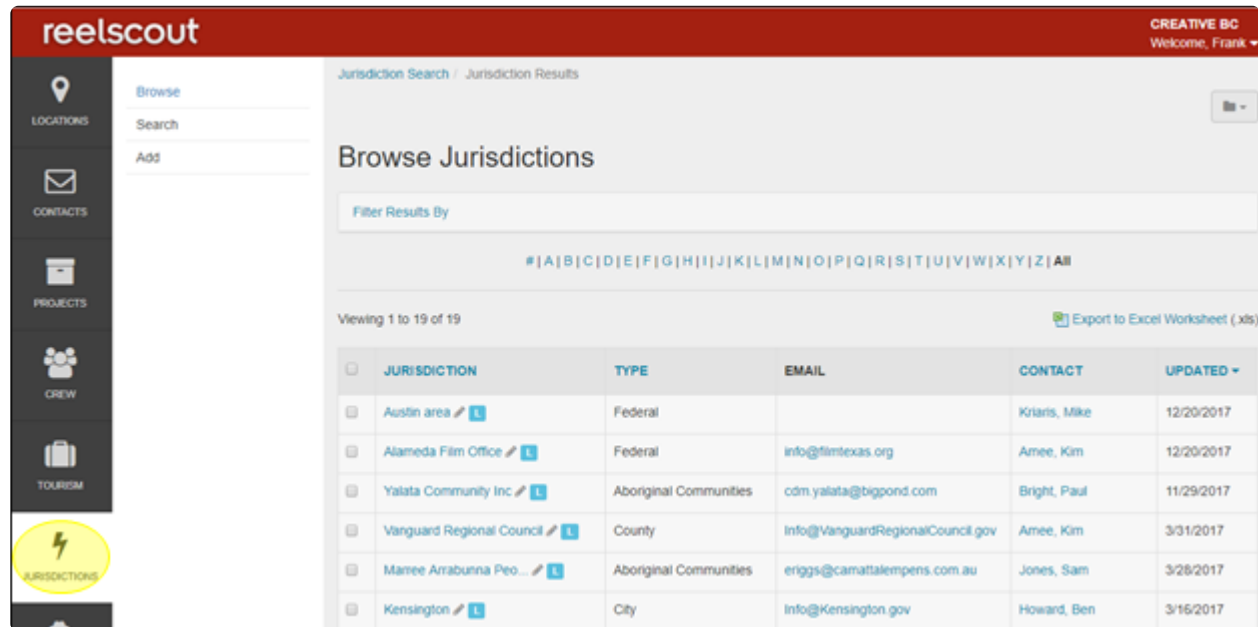If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Editing Jurisdictions

It is easy to edit the information associated with the **Jurisdictions** in your Reel-Scout™ version 10 database. Begin by locating the jurisdiction or permitting authority whose information you wish to edit. For more information, see Browsing Jurisdictions and Searching for a Specific Jurisdiction.

1. Accessing the Edit Jurisdiction Page

Once you have located the jurisdiction you want to edit on the **Browse Jurisdictions** page, you can access the editing screen using one of two methods:

a. Browse Jurisdictions

If you already know that you will be editing the jurisdiction's information and do not wish to review the details beforehand, click the **Edit** (pencil) icon next the authority's name on the **Browse Jurisdictions** page.

b. Jurisdiction Detail

If you would like to review the **Jurisdiction Detail** page before editing the record, click the name of the jurisdiction on the **Browse Jurisdictions** screen. Once you are on the **Jurisdiction Detail** page, you can click the **Edit** pencil icon that is located on the toolbar in the upper right-hand corner of the screen. Then, you will be taken to the **Edit Jurisdiction** page where the information can be revised.

2. Edit Jurisdiction Page

✳ Except for when you are inputting information into the **Description** and **Comments** fields, avoid using the **Enter** key. Tapping the **Enter** key will cause RS10 to save your work as it currently exists. If the **Enter** key is inadvertently pressed, you can access the new jurisdiction from the browse page and continue adding information with RS10's editing function.

The fields that are available for editing are the same fields that were completed when the jurisdiction was added to your RS10 database. For more information regarding the options on this page, see Adding Jurisdictions.

Jurisdiction Results / Jurisdiction Detail / Edit Jurisdiction

Edit Jurisdiction

Jurisdiction Name/Permitting Body *

Apex Area Film Board

Type: *

Aboriginal Communities ▾

Umbrella Agency

NC Department of Commerce

Phone

(919) 555-5555

Email

ApexFilm@nc.doc.gov

Weblink 1

http:///Apexfilmnc.com

Weblink 1 Title / Description

Apex Area Film Board Homepage

Weblink 2

Weblink 2 Title / Description

e.g. YouTube Video

Weblink 3

Weblink 3 Title / Description

e.g. 3D Model

3. Saving your changes

When you have made all of the changes that you want, click the **Save** button to preserve your edits to the jurisdiction in the RS10 system.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Editing Jurisdiction Contacts

The contacts associated with the **Jurisdictions** in your Reel-Scout™ version 10 database can be edited with ease. Begin by locating the jurisdiction whose contacts you want to edit. For more information, see Browsing Jurisdictions and Searching for a Specific Jurisdiction.

1. Navigating to the Jurisdictions Contacts and Edit Contact page

Once you have found the Jurisdiction whose contacts you wish to edit, click on that authority's name on the **Browse Jurisdictions** page.

On the **Jurisdiction Detail** page, click on the **Jurisdiction Contacts** tab.

Locate the name of the contact you want to edit. Click on that name to open the **Contact Details** page.

To access the **Edit Contact** screen, click the **Edit** (pencil) icon on the toolbar in the upper right-hand corner of your screen.

2. Edit Contact Fields

✳ Avoid using the **Enter** key while entering contact information. Tapping the **Enter** key will cause RS10 to save your work as is. If you inadvertently strike the **Enter** key, you may continue adding information by browsing for the jurisdiction you were working in, opening the **Jurisdiction Contacts** tab, and then editing the contact on which you were working.

The fields that are available to be changed are the same as the ones that were available when the contact was added. For more information of these fields, see Adding Jurisdiction Contacts.

3. Saving Your Changes

Once you have edited the contact information as required, click the **Save** button.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Deleting Jurisdictions

If a jurisdiction needs to be removed from your Reel-Scout™ version 10 database, that can be easily accomplished with just a few clicks. Begin by locating the permitting authority that needs to be deleted. For more information, see Browsing Jurisdictions and Searching for a Specific Jurisdiction.

Deleting a Jurisdiction

To delete a jurisdiction, select the authority from the **Browse Jurisdictions** page. Clicking the name of the jurisdiction will open its **Jurisdiction Details** page.

Locate the toolbar in the upper right-hand corner of the **Jurisdiction Detail** page. Click the **Delete** (trashcan) icon.

RS10 will open a dialog box asking for you to confirm that you want to erase the jurisdiction. Click **Delete** to permanently delete all of the jurisdiction's information.
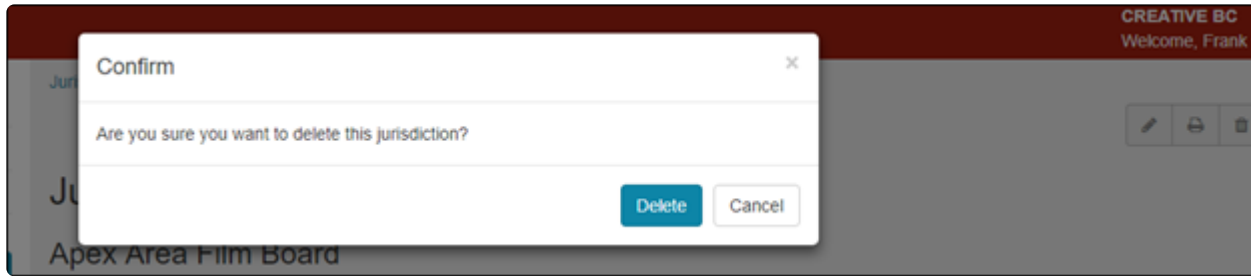
Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Deleting Jurisdiction Contacts

It is a common situation that people leave their positions at permitting authorities to pursue other opportunities. When this happens, your film office may have to delete old contacts to ensure that your records are accurate and up-to-date.

To delete a jurisdiction contact, begin by locating the permitting authority that you wish to edit. For more information, see Browsing Jurisdictions and Searching for a Specific Jurisdiction.

Deleting Jurisdiction Contacts

> ✳ Removing a contact from a jurisdiction will delete the contact from the entire RS10 database.

Open the permitting authority you whose contacts you want to edit by clicking its name on the **Browse Jurisdictions** page.

	JURISDICTION	TYPE	EMAIL	CONTACT	UPDATED ▾
☐	Apex Area Film Board ✎	Aboriginal Communities	ApexFilm@nc.doc.gov	Young, Florian	1/6/2018
☐	Austin area ✎ L	Federal		Kriaris, Mike	12/20/2017
☐	Alameda Film Office ✎ L	Federal	info@filmtexas.org	Amee, Kim	12/20/2017

Viewing 1 to 20 of 20   📗 Export to Excel Worksheet (.xls)

On the **Jurisdiction Detail** page, click **Jurisdiction Contacts** on the left-hand side of your screen.

Jurisdiction Details >	**Apex Area Film Board**
Jurisdiction Contacts >	**P:** (919) 555-5555
	ApexFilm@nc.doc.gov
	W1: Apex Area Film Board Homepage
	Type: Aboriginal Communities

Locate the name of the contact that you want to remove on the **Jurisdiction Contacts** page. To delete the contact, click the "X" on the far right side of the contact's line.

Add New Contact

NAME ▲	TITLE	ORGANIZATION	PHONE	EMAIL	
Young, Florian	Project Manage	Apex Area Film Board	919-555-5555	Fyoung@Apexfilm.com	✖

RS10 will open a dialog box asking you to confirm that you want to remove the contact. Click **Delete** to remove the contact permanently.
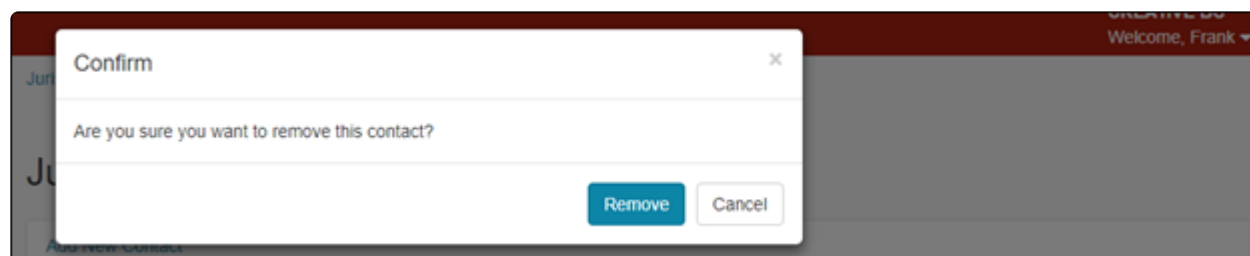
Welcome, Frank ▾

Confirm   ✖

Are you sure you want to remove this contact?

[Remove] [Cancel]

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Exporting Jurisdictions

To create reports and accomplish other tasks, film office staff may find it helpful to export **Jurisdictions** information into other programs and formats. Reel-Scout™ version 10 makes this easy with an integrated **Export to Excel Worksheet (.xls)** function.

Begin the process of locating the jurisdiction(s) whose information you wish to export. For more information, see Browsing Jurisdictions and Searching for a Specific Jurisdiction.

To export jurisdiction information, click the **Export to Excel Worksheet (.xls)** link on the right-hand side of the **Browse Jurisdictions** page.
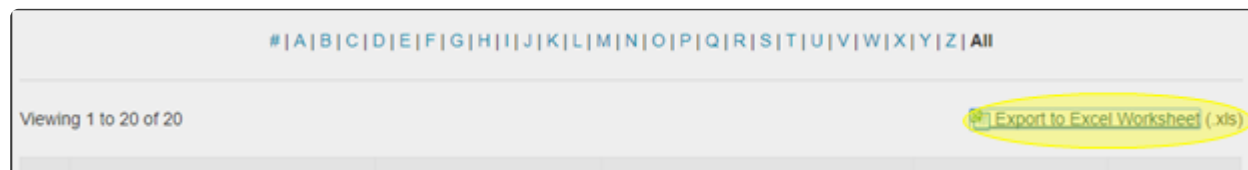
RS10 will give you two options:

- Export **Search Result Set** (includes Contact Names and Associated Locations)
- Export **ALL Jurisdictions** (includes Contact Names and Associated Locations)

Once you have clicked on the selection that suits your needs, your Excel spreadsheet download will begin automatically.
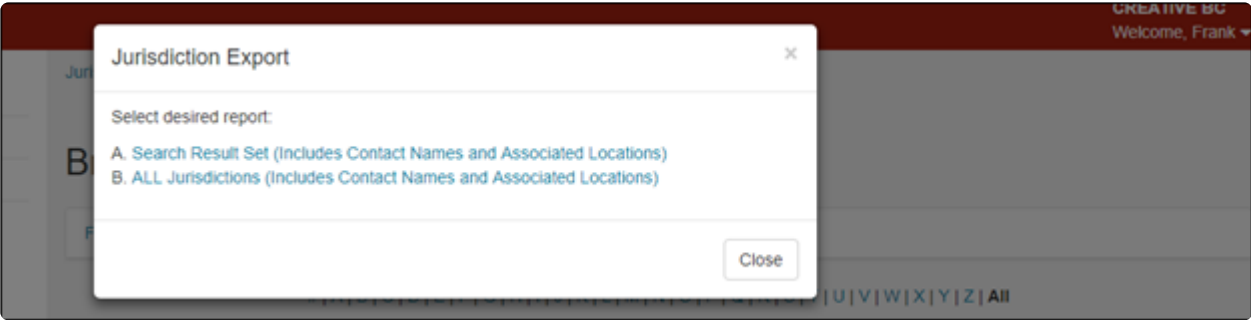
The resulting spreadsheet contains self-explanatory columns and rows.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Admin

In Reel-Scout™ version 10, the **Admin** module provides system administrators with a high degree of control over a variety of different RS10 features. The **Admin** module is accessed by selecting **Admin** from the menu bar on the left-hand side of the screen.

The RS10 elements that administrators can edit and control are:

- **User Accounts**
- **Contact Types**
- **Location Config**
- **Location Categories**
- **Crew Categories**
- **Keywords**
- **Cities/Towns**
- **Counties**
- **Regions**

Additionally, there are a variety of **Reports** that can be created to measure the performance of your film office.

If you have any questions about any of these functions, contact our team at support@reel-scout.com.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

User Account Manager

Managing user accounts is simple in RS10. To enter the **User Account Manager** select the **Admin** module from the menu bar on the left-hand side of the screen.

Entering the **Admin** module will automatically place you on the **User Account Manager** screen. If you have been in a different **Admin** sub-menu, click on **User Accounts**.

Sorting the User Account Manager Screen

To help you locate the user that you want to view or edit, RS10 features intuitive sorting tools to help you organize the listings on the **User Account Manager** page. Clicking on any of the column headers allows

you to sort the entries into alphabetical or chronological order. When a column header is clicked, a blue triangle appears beside it. Clicking the blue triangle will allow you to toggle your listing between forward and reverse order.

> ✱ You cannot sort the list by **Login Count**.

Using a drop-down menu in the upper right-hand corner of the screen, you can choose to **View All** accounts, **View Active Only**, or **View Inactive Only.**
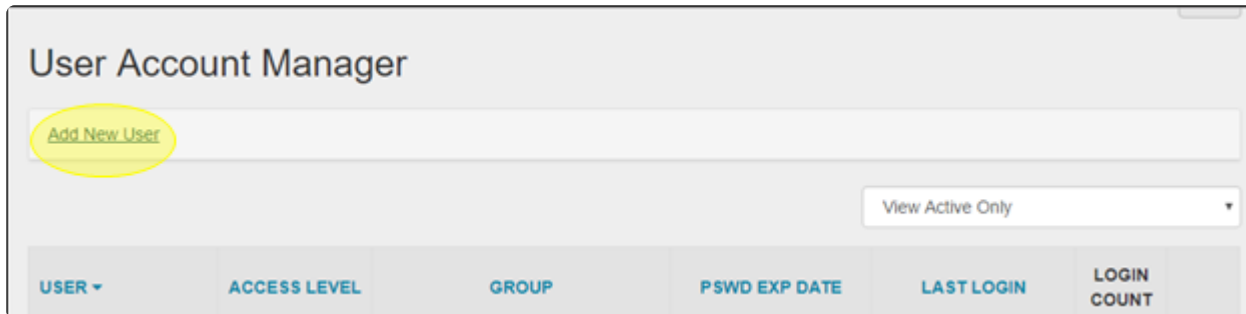
2. Viewing and Editing User Account Information

Clicking on a user's name or the pencil icon reveals an **Edit User** dialog box that allows you to view and edit the following pieces of user information.

Items available for edit in this window include:

- **First Name**
- **Last Name**
- **Email**
- **Username**
- **Access Level** (drop-down menu)
- **Staff Title** (drop-down menu)
- **Group** (drop-down menu)
- Whether the user will receive an **Reel-Scout Approval Email Alert**
- If the user has an **Active Account**

Additionally, you can also reset a user's password in this window.

3. Adding a New User

To add a user to your office's RS10 platform, click the **Add New User** link at the top of the **User Account Manager** page.
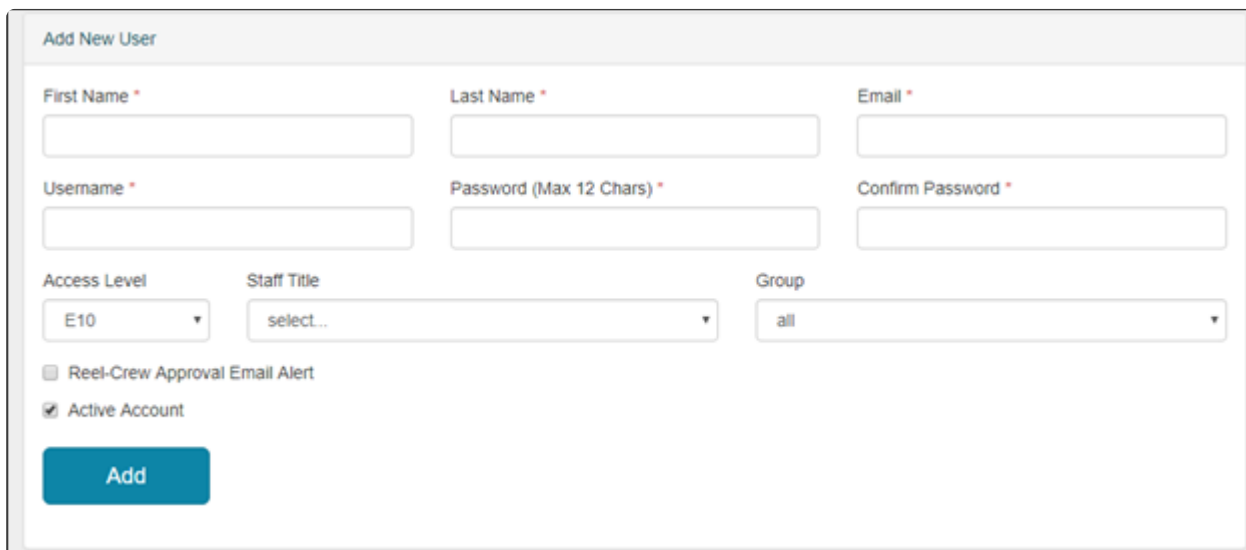
Selecting **Add New User** will open fields into which you can input the information described above. When you have finished adding the user's information, click **Add**.

4. Deleting a User

If your permissions allow you to delete users from your RS10 system, you can click the trashcan icon in the user's line on the right-hand side of the screen to remove that user from your film office's database. Be sure to follow the confirming step to delete the user's information.

> ✱ Note that removing a user will also delete that person as a contact in the **Contacts** module.

Upworks, Sergii	S30	all		7/24/2017 3:57:38 PM	9	✎
Upload, Public	E10	all				✎ 🗑
Sahar, Jim	A	all		12/8/2017 4:53:26 AM	4	✎
Poon, Rick	A	Stenson Location Management Co.				✎

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Groups

RS10 allows system admins to edit and create **Groups** that can be assigned to locations, projects, contacts, crew, and accounts. **Groups** are affiliate offices that are sharing your Reel-Scout™ version 10 platform.

Accessing the **Groups** sub-menu can be accomplished by entering the **Admin** module and selecting **Groups** on the left-hand side of the page.
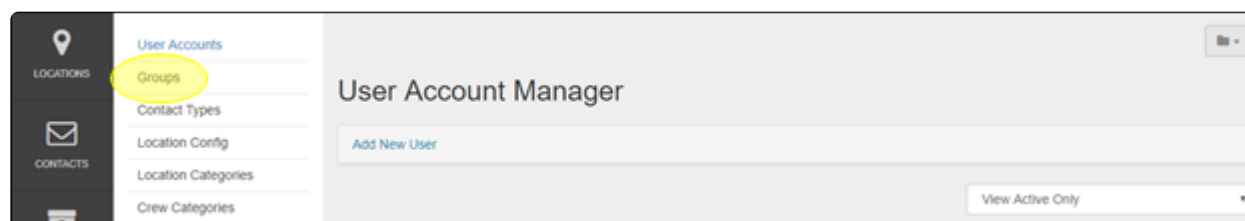
1. Sorting Groups

The **Groups** listing can be sorted by either the **GROUP NAME** or by the **GROUP ID**. Clicking on either one of these column headers will sort the list into alphabetical or numerical order. Clicking the blue triangle next

to the column header you have selected will allow you to reverse the order in which the column is organized. The **WEBSITE** column allows you to access each group's website from this page, but you cannot sort the list using this column.

2. Editing Groups

To edit a group, click the **Edit** (pencil) icon in that group's line on the far right-hand side of the screen.

An **Edit Group** dialog box will open, which will allow you to edit the fields as necessary. There are also checkboxes that you can use to assign the group to all locations or location contacts. Click **Save** to preserve your changes, or **Cancel** to return to the **Groups Manager** screen.

3. Adding Groups

Adding a group to your RS10 database can be accomplished by clicking the **Add New Group** link at the top of the **Group Manager** page.

When **Add New Group** is selected, a drop-down menu of fields will appear. The only required field is **Group Name**. Once you have filled in the fields, you can choose to assign the group to all of your locations or location contacts using the checkboxes provided. You can always assign individual locations, contacts, projects, crew, and accounts as required using those modules.

4. Deleting Groups

Deleting groups is only possible if they are not assigned to any locations, contacts, projects, crew, or accounts.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Contact Types

RS10 allows the administrator to create, edit, and manage the contact types and subtypes that are used in the location module.

1. Viewing Contact Types

To view the types of contacts that have been created, enter the **Admin** module by selecting it from the menu bar on the left-hand side of the screen.

Select **Contact Types** from the **Admin** sub-menu.

The **Contact Types** page lists all of the types of contacts that currently exist within your RS10 database. These are listed in alphabetical order.

Contact Types

Main Contact Type

New Contact Type   +

Accounting (3 Contacts)

Ad Agencies (21 Contacts)

Communications (22 Contacts)

Crew (0 Contacts)

Directors (6 Contacts)

Film Liaisons (14 Contacts)

Filmmakers (7 Contacts)
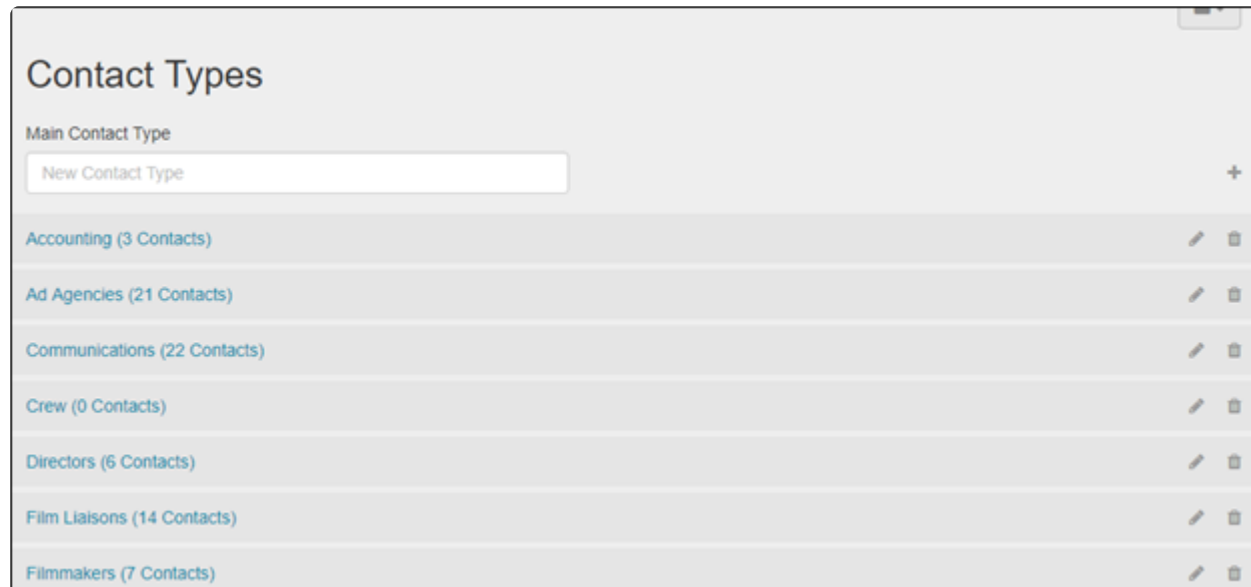
To view contact subtypes, click the main contact type that subtype would reside within. The subtypes list can be collapsed by clicking the main contact type a second time.

Communications (22 Contacts)

Contact Sub-Type Name   +

[General] (7 Contacts)

Annual Newsletter (13 Contacts)

Call Sheet (2 Contacts)

Holiday Card (0 Contacts)
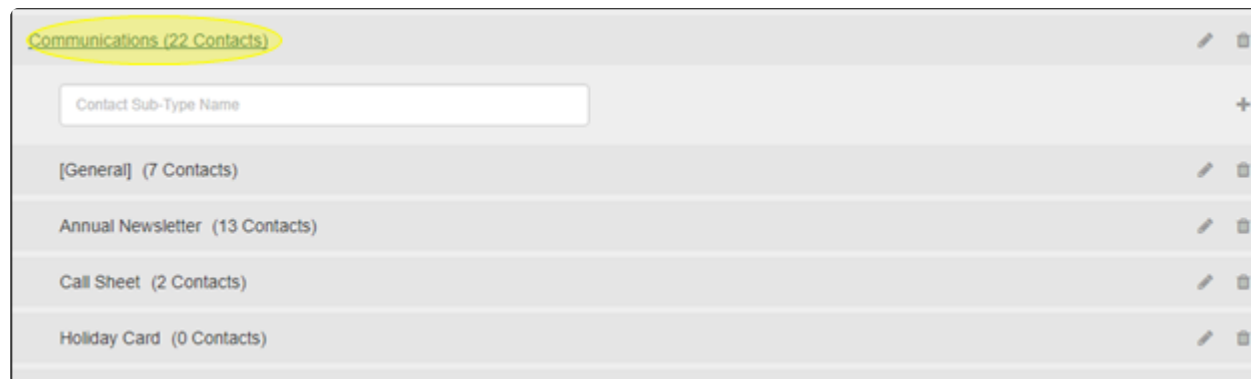
2. Adding a New Main Contact Type

To add a new **Main Contact Type**, enter the name of the type you wish to create in the window below the **Main Contact Type** header. When you are finished typing, click the plus sign (+) to add the new **Main Contact Type** to your list.

The contact type you have created will appear in alphabetical order on the **Contact Types** page.

3. Adding a New Sub-Contact Type

To add a new sub-contact, click the main contact under which you want your new sub-contact to appear.

When you click the main contact, a window will appear. Enter the title of the sub-contact type you wish to create. When you are finished typing, click the plus sign (+).
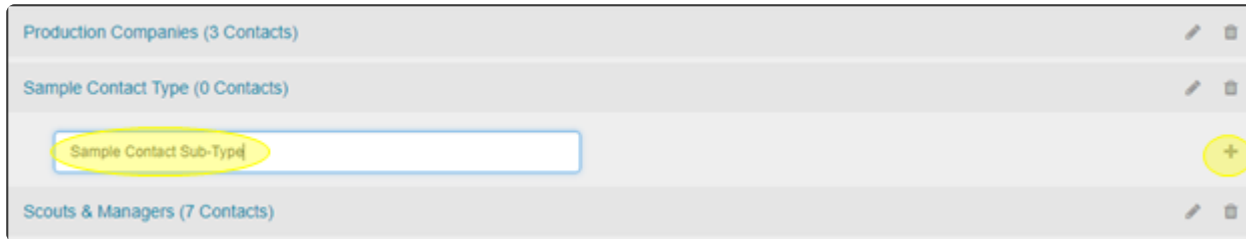
4. Editing Main and Sub-Contact Types

To edit a main contact type, click the **Edit** (pencil) icon on the right-hand side of the screen.

The main contact type title will appear in a window. Enter the change that you want to make, and click the checkmark. To cancel and close the editing window without saving any changes, click the "X."

Contact sub-types can be edited the same way. First, click the main contact type to view the sub-types.
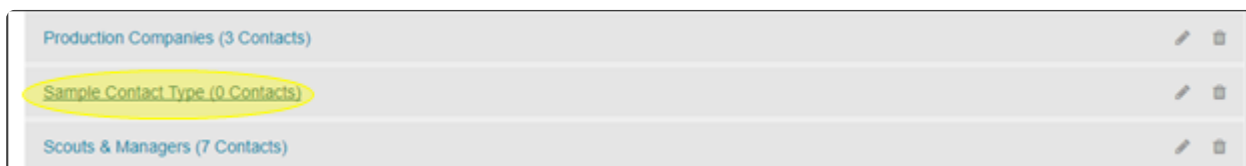
Click the **Edit** (pencil) icon next to the sub-type that you want to change.

Once you have made the changes you desire, click the checkmark to save. Or, if you do not wish to save your changes, click the "X."

5. Deleting Contact Types and Sub-Types

✱ Deleting any type or sub-type will result in the loss of those contacts that have been assigned those attributes.

To delete a main contact type, click the trashcan icon to the right of the contact type title.

Deleting a sub-type is similar, except that you must click the main contact type to view the sub-types.

RS10 will ask you to verify that you wish to delete the main category type or sub-type. This action cannot be undone.
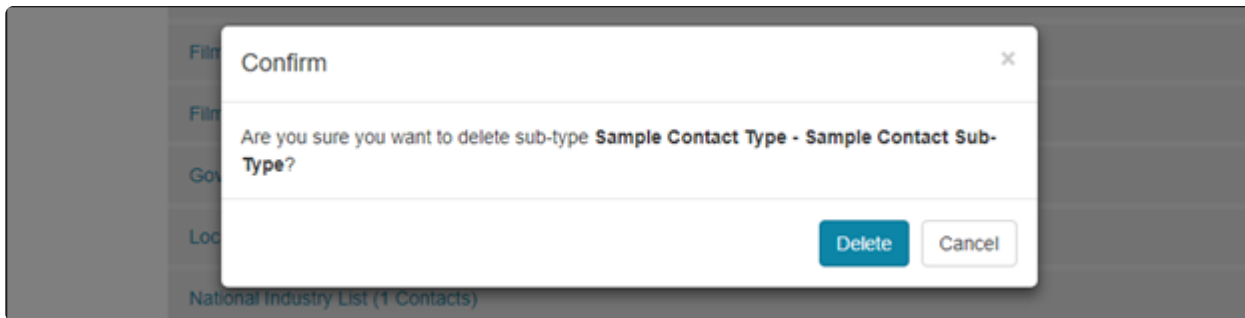
Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Location Config

The **Location Config** sub-menu of the **Admin** module allows your film office to customize the location fields that can be seen by the public, whether they are searching through your location gallery or are examining a package that your office has sent. To access the **Configure Public Display** page, enter the **Admin** module.

In the **Admin** module, select **Location Config** from the sub-menu.

Clicking **Location Config** will take you to the **Configure Public Display** page.

1. Editing Public Location Display Fields

The **Configure Public Display** screen is divided into two halves: the left-hand window contains the fields that are available for use. The right-hand window shows the fields that the public can currently view.
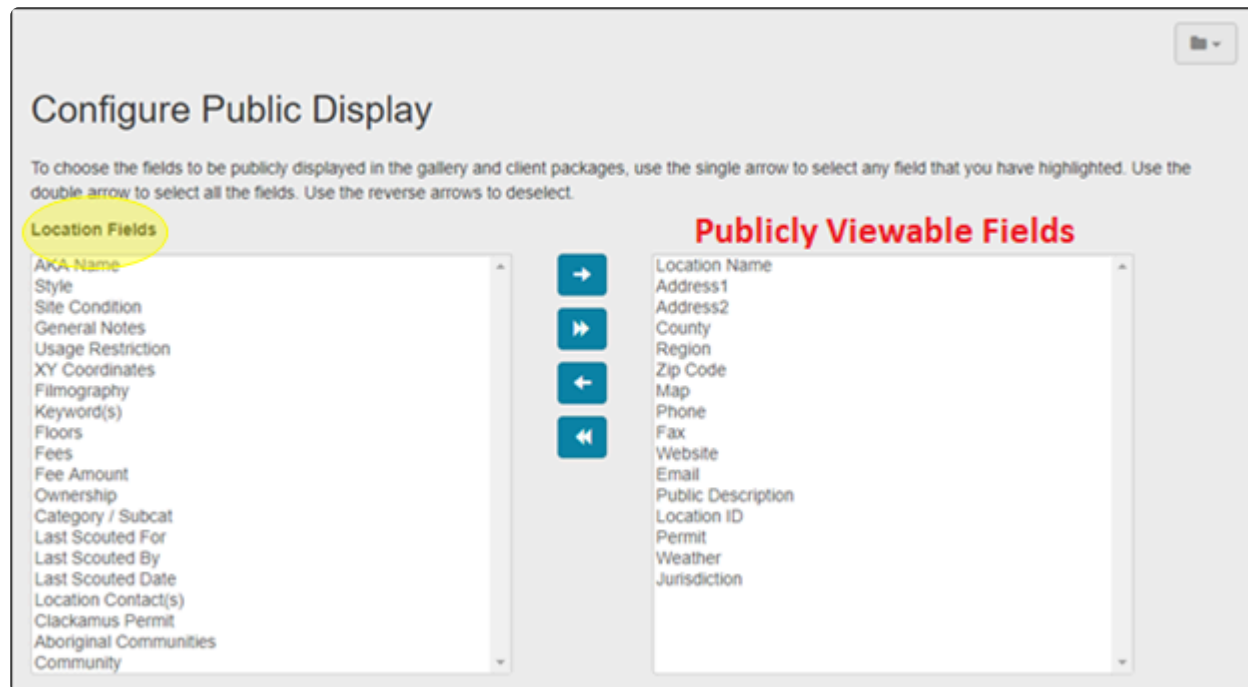
To add a publically displayed field, click on the type of field that you want the public to be able to view. Then, select the right arrow to move it to the window on the right-hand side.
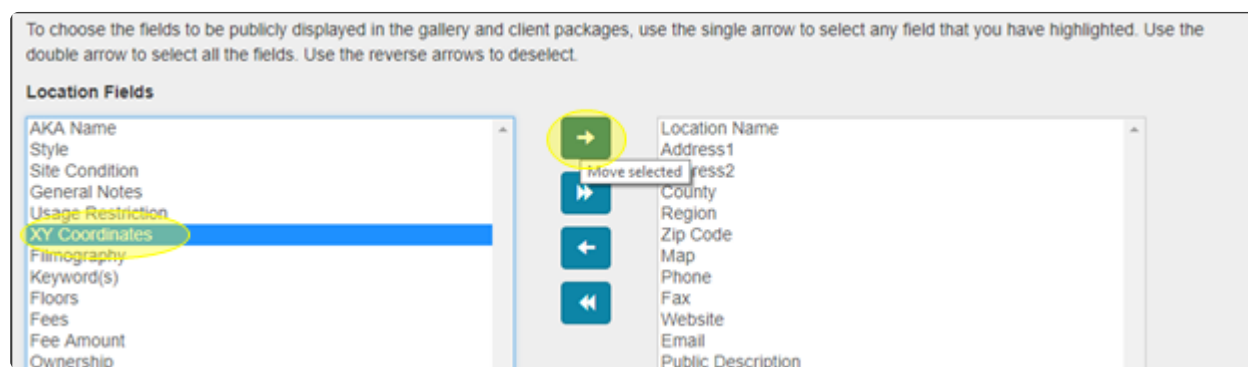
To hide a location information field from public view, select the field that you want to remove from the window on the right-hand side of the screen. Click the left arrow to move that field to the left-hand window.

If you wish to make all of the available fields viewable, click the two triangles that point to the right. Clicking the two triangles which point to the left will clear your "currently viewable fields" window, allowing you to start over with a clean slate.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Location Categories

The **Admin** module allows your film office (if it has been given this functionality) to customize your location categories and subcategories. To edit these values, begin by entering the administrative module by choosing **Admin** from the menu bar.

Once you are in the **Admin** module, click on **Location Categories** in the sub-menu.

1. Viewing Location Categories and Subcategories

The **Location Categories & Subcategories** page features a list of all of your main location categories in alphabetical order. Be sure to scroll down to see them all.

To view the subcategories, click on the main category that you are interested in.

The subcategories will appear in black lettering below the main location category that you have selected.

Click the main category title again to collapse the list.

2. Editing Main Categories

To edit a main category, click the **Edit** (pencil) icon on the right-hand side of the screen.

The name of the main category will appear in a white box field. You can change the name of the category here. When you are finished, click the checkmark to save your changes or select the "X" to return to browsing your location categories list.

3. Editing Subcategories

A Subcategory can be edited by first clicking the main category in which it resides.

Next to the subcategory you want to edit, click the **Edit** (pencil) icon on the right-hand side of the screen.

In the white boxes, you can now enter a new subcategory name and/or choose a new **LocationsHub Category**.

✳ **LocationsHub Categories** are tied to a locations gallery that is shared by all Reel-Scout™ clients. Accurately tying your subcategories to the appropriate **LocationsHub Categories** helps ensure that your film office's locations are found by producers and scouts.

4. Adding New Main Location Categories

To add a new main location category, simply enter the title you wish to use for your new category in the **Main Location Category** field at the top of the **Location Categories & Subcategories** page. Click the plus sign (+) on the right-hand side of the screen to add it to your list.

Location Categories & Subcategories

Main Location Category

Sample Category

ACCOMMODATIONS (50 Locations)

The page will refresh, and you will see your new main location category listed in on your location categories list.

ROADS / HIGHWAYS (2 Locations)

SAMPLE CATEGORY (0 Locations)

SCHOOLS (2 Locations)

5. Adding New Location Subcategories

To add a new location subcategory, begin by clicking on the main location category in which the new subcategory will reside.

ROADS / HIGHWAYS (2 Locations)

SAMPLE CATEGORY (0 Locations)

SCHOOLS (2 Locations)

In the **Subcategory Name** field, enter the title that you wish to give the new subcategory.

SAMPLE CATEGORY (0 Locations)

Sample Subcategory   Select LocationsHub Category...
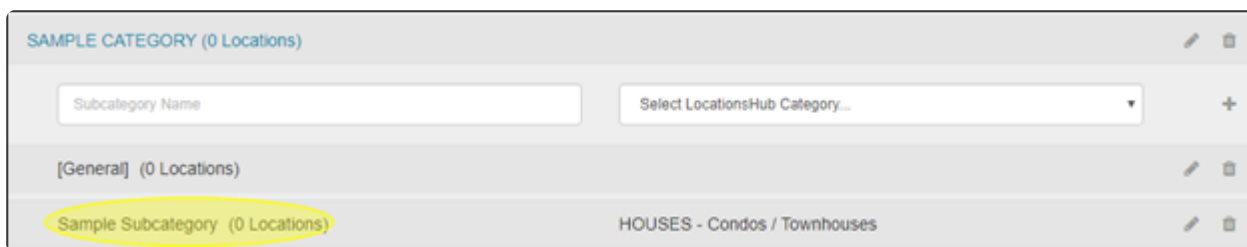
[General] (0 Locations)

Next, select the **LocationsHub Category** that best applies to the subcategory you have created. Click the plus sign (+) to add the new subcategory to your list.
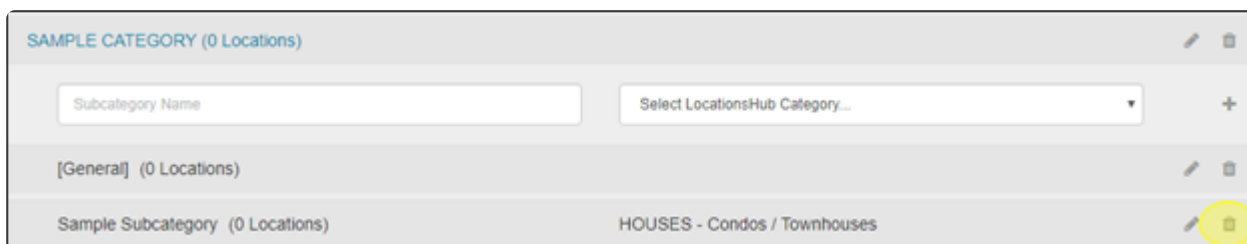
✱ **LocationsHub Categories** are tied to a locations gallery that is shared by all Reel-Scout™ clients. Accurately tying your subcategories to the appropriate **LocationsHub Categories** helps ensure that your film office's locations are found by producers and scouts.

You now see your new subcategory displayed under its parent main category.

6. Deleting Main Location Categories and Subcategories

To delete a subcategory, simply click on the **Delete** (trashcan) icon to the right of the subcategory you wish to remove.

Follow the confirming step, or click **Cancel** when prompted by RS10.
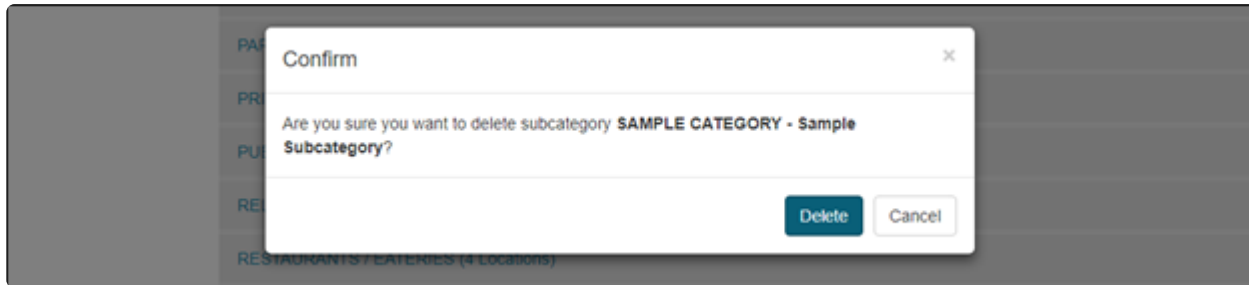
It is important to note that deleting a main location category will remove ALL of its child subcategories, so this should be done with great caution. To delete a main location category, click on the **Delete** (trashcan) icon on the right-hand side of the screen.

Follow the confirming step, or click **Cancel** to return to browsing the location categories list.
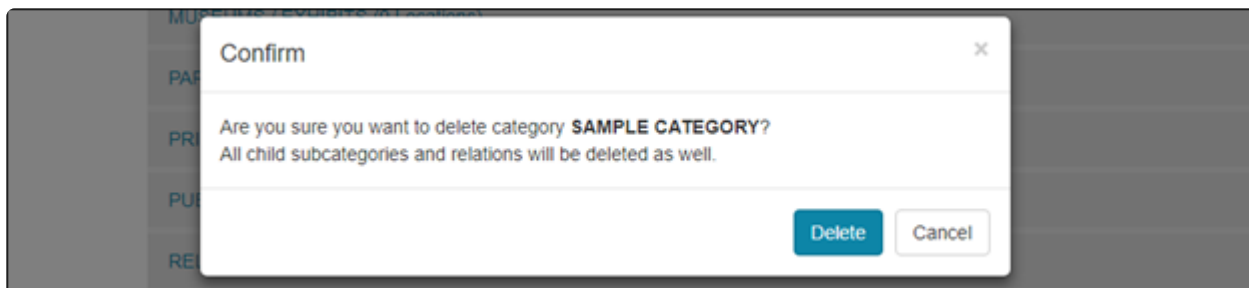
Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Directory Categories

The **Admin** module allows your film office to customize your Directory categories and subcategories. To edit these values, begin by entering the administrative module by choosing **Admin** from the menu bar.
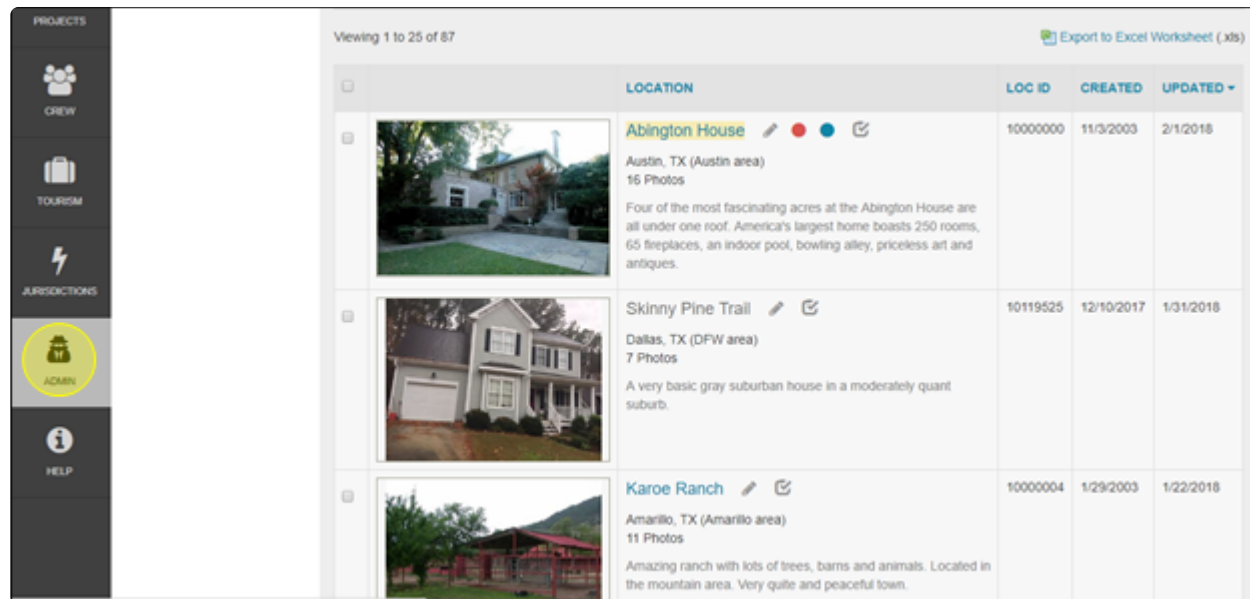
Once you are in the **Admin** module, click on **Crew Categories** in the sub-menu.
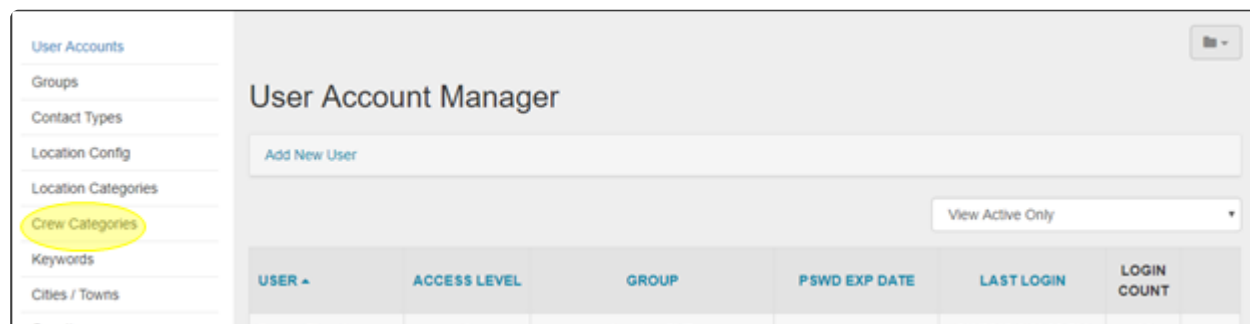
1. Viewing Crew Categories and Subcategories

Begin by choosing the type of crew listing you want to view from the drop-down menu on the top right-hand portion of the **Crew Categories & Subcategories** page. The options are:

- Production **Crew**
- **Support Services**
- **Talent**

Once you have selected your desired type of listing, the **Directory Categories & Subcategories** page will display a list of all of the relevant categories in alphabetical order. Be sure to scroll down to see them all.

To view the subcategories, click on the main category that you are interested in.

The subcategories will appear in black lettering below the main location category that you have selected.

Click the main category title again to collapse the list.

2. Editing Main Categories

To edit a main category, click the **Edit** (pencil) icon on the right-hand side of the screen.

The name of the main category will appear in a white box field. You can change the name of the category here. When you are finished, click the checkmark to save your changes or select the "X" to return to browsing your location categories list.

3. Editing Subcategories

A Subcategory can be edited by first clicking the main category in which it resides.

Click the **Edit** (pencil) icon on the right-hand side of the screen next to the subcategory that you wish to change.
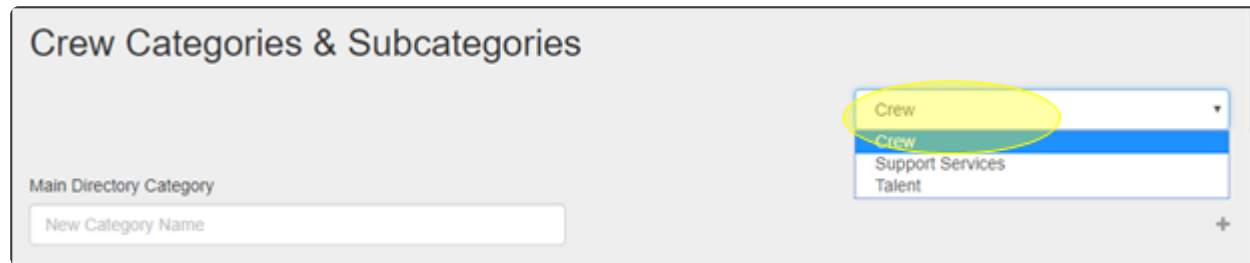
In the white box, you can now enter a new subcategory name. Click the checkbox to save your changes, or click the "X" to return to your subcategory listing.

h2.4. Adding New Main Directory Categories

Begin by ensuring that you will be entering a category of the proper type. Select the type of contact main category that you will be creating from the drop-down menu in the upper right-hand portion of the screen.
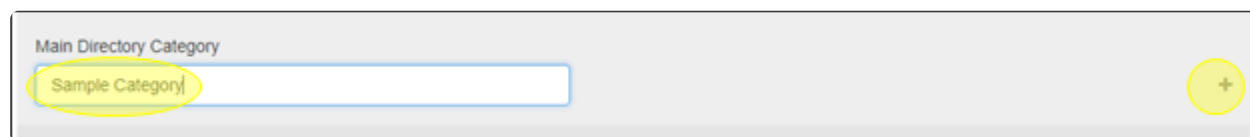
To add a new main directory category, simply enter the title you wish to use for your new category in the **Main Directory Category** field at the top of the **Directory Categories & Subcategories** page. Click the plus sign (+) on the right-hand side of the screen to add it to your list.
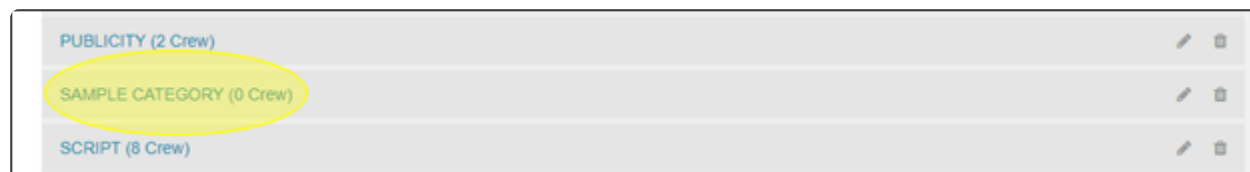
The page will refresh, and you will see your new main location category listed in on your location categories list.

5. Adding New Directory Subcategories

To add a new directory subcategory, begin by clicking on the main directory category in which the new subcategory will reside.

In the **Subcategory Name** field, enter the title that you wish to give the new subcategory.
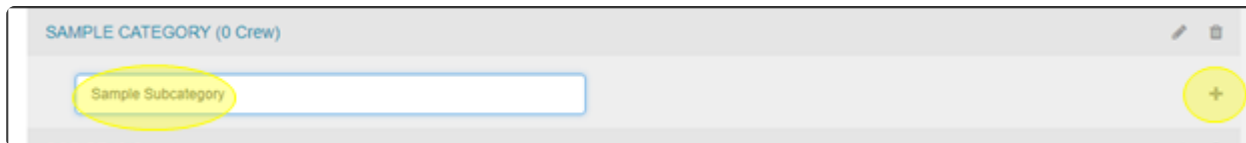
You now see your new subcategory displayed under its parent main category.
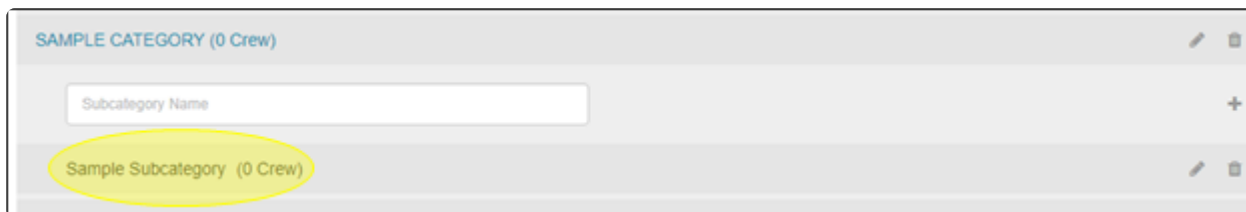
6. Deleting Main Directory Categories and Subcategories

To delete a subcategory, simply click on the **Delete** (trashcan) icon to the right of the subcategory you wish to remove.

Follow the confirming step, or click **Cancel** when prompted by RS10.
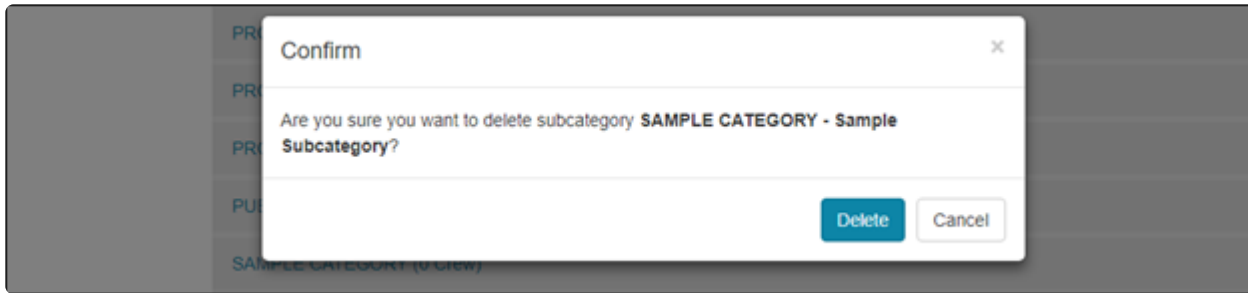
It is important to note that deleting a main directory category will remove ALL of its child subcategories, so this should be done with great caution. To delete a main directory category, click on the **Delete** (trashcan) icon on the right-hand side of the screen.
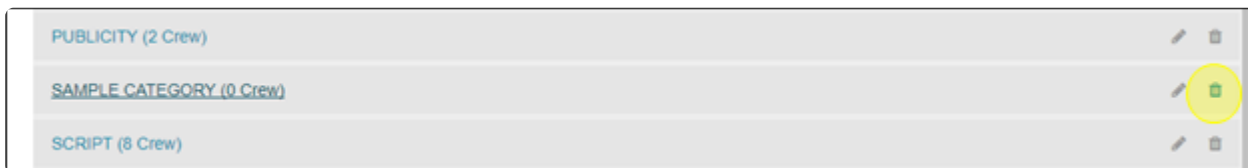
Follow the confirming step, or click **Cancel** to return to browsing the directory categories list.
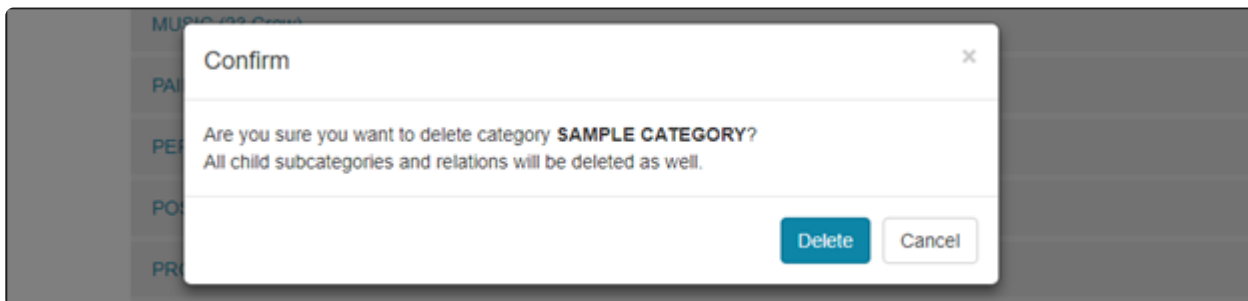
# Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Keywords

Reel-Scout™ version 10 offers admins the ability to create, edit, and delete keywords that can be used to search the system. Keywords are helpful tools that help users select locations that meet their exact criteria, or for locating sites when the user isn't quite sure what category that they need to be searching within.

To access the **Keywords** page, begin by clicking **Admin** on the menu bar.
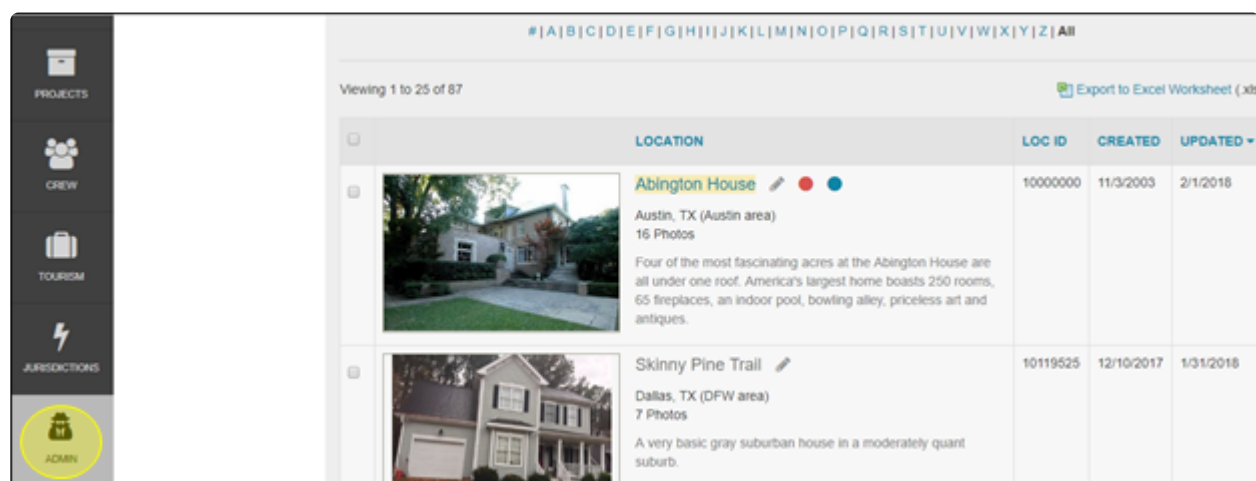
Click **Keywords** in the **Admin** sub-menu. This action will take you to the **Keywords** page.
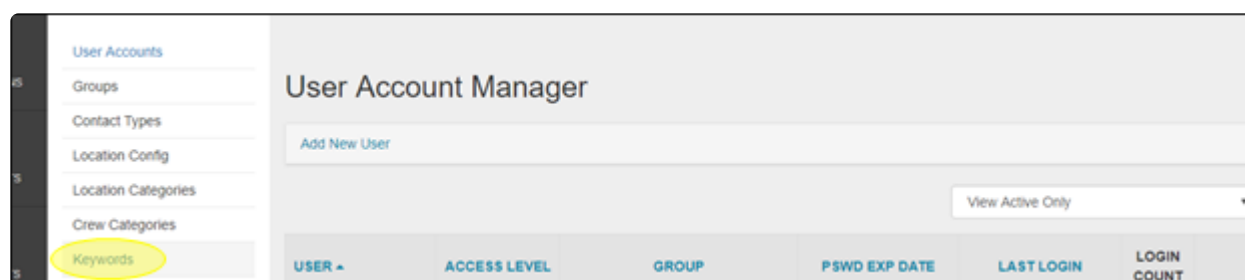
On the **Keywords** page, you will see an alphabetical list of the keywords that are currently defined in your RS10 system. Beside each keyword phrase, the number of associated locations can be seen in parentheses.

1. Editing Keywords

Keywords can be edited by clicking the **Edit** (pencil) icon to the right of the keyword you want to change.
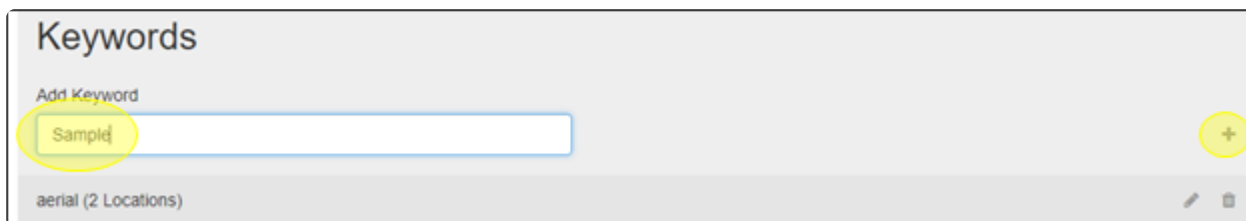
Selecting the pencil icon will make the keyword a changeable field. Enter the word or phrase that you want to change the keyword to. Click the checkmark to save your entry, or click the "X" to return to browsing keywords.
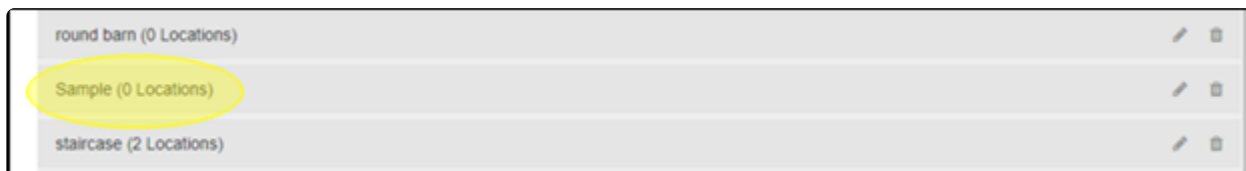
2. Adding Keywords

To add a new keyword phrase, type the word or series of words you want to use in the field underneath **Add Keyword**. Click the plus sign (+) on the right-hand side of the screen to add it to your list.

Your new keyword now appears on your list at the proper alphabetical location.

3. Deleting Keywords

To remove a keyword, click the **Delete** (trashcan) icon on the right-hand side of the screen. Deleting is a task normally performed on ineffective keyword (those with no or very few associated locations).

Complete the confirming step by clicking **Delete**, or click **Cancel** to return to browsing keywords.
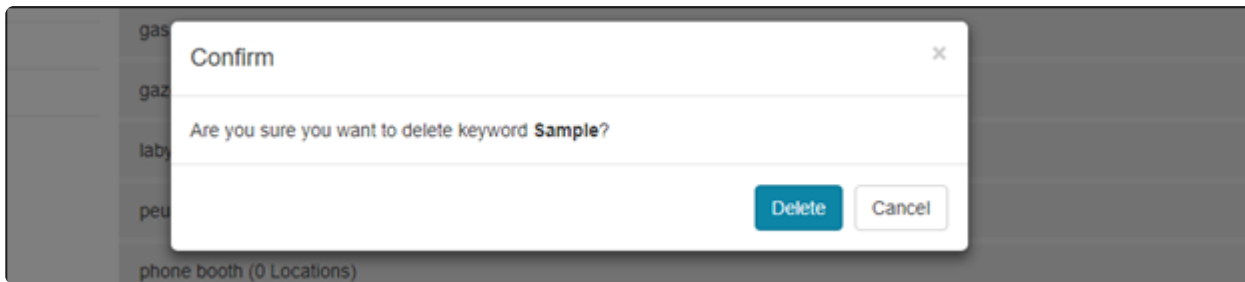
Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Cities/Towns

The names of towns can change, county lines can be adjusted, or you may find that a municipality has been misspelled. Fortunately, RS10 allows admins to add, edit, and delete city and town names with ease.

Begin by clicking **Admin** on the main menu bar.
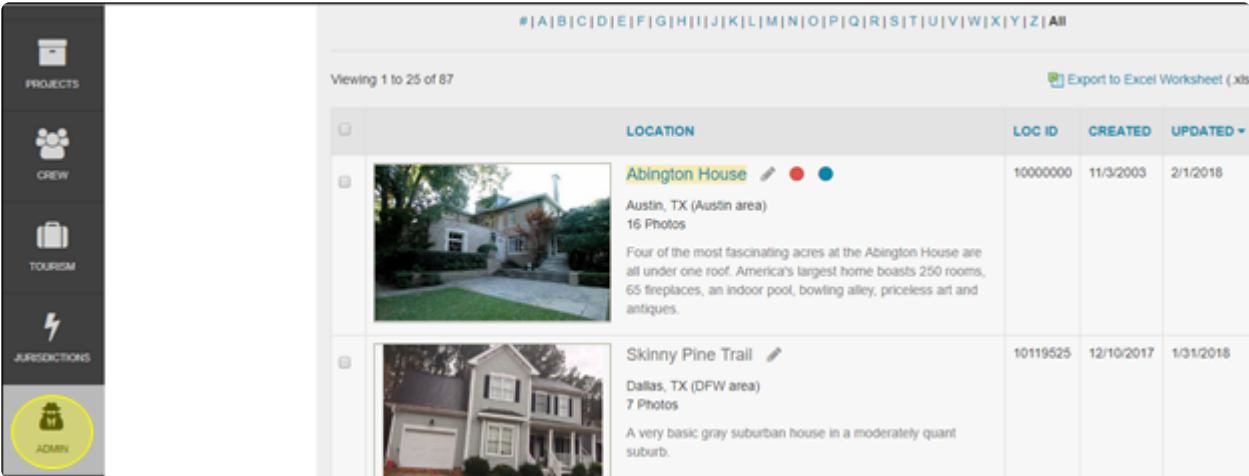
Select **Cities/Towns** from the **Admin** sub-menu.

All of the cities and towns are listed alphabetically by default. The number of locations associated with each is in the parentheses to the right of the city name.

Cities & Towns

| Location | ▾ |

Add New City / Town

ID	CITY / TOWN ▲	COUNTY / COUNCIL	REGION	STATE / PROVINCE	
1	Abbott (1 Locations)	Hill	North Central	TX	✏
2	Abernathy (0 Locations)	Hale	South Plains	TX	✏ 🗑
3	Abilene (1 Locations)	Taylor	North Central	TX	✏
4	Abram (0 Locations)	Hidalgo	Valley	TX	✏ 🗑
5	Academy (0 Locations)	Bell	East Central	TX	✏ 🗑

City/Town names are important to crew listings as well. By selecting **Crew** from the drop-down menu at the top right-hand portion of the **Cities/Towns** page, you can view **Crew** locations, as well as the number of listings associated with each municipality.

Crew	▾
Crew	
Location	

Add New City / Town

ID	CITY / TOWN ▲	COUNTY / COUNCIL	REGION	STATE / PROVINCE	
1	Abbott (34 Crew)	Hill	North Central	TX	✏
2	Abernathy (8 Crew)	Hale	South Plains	TX	✏
3	Abilene (10 Crew)	Taylor	North Central	TX	✏

The **Cities/Towns** screen can be sorted so that you can find the municipality you are looking for quickly. Clicking on the **City/Town, County/Council, Region**, and **State/Province** headers will sort those columns in alphabetical order. You can reverse the order by clicking the blue triangle next to the column header you have selected.

Cities & Towns

				Location ▼

Add New City / Town

ID	CITY / TOWN ▲	COUNTY / COUNCIL	REGION	STATE / PROVINCE	
1	Abbott *(1 Locations)*	Hill	North Central	TX	✎
2	Abernathy *(0 Locations)*	Hale	South Plains	TX	✎ 🗑
3	Abilene *(1 Locations)*	Taylor	North Central	TX	✎
4	Abram *(0 Locations)*	Hidalgo	Valley	TX	✎ 🗑
5	Academy *(0 Locations)*	Bell	East Central	TX	✎ 🗑

For instance, this is how your screen might appear if you clicked on **County/Council**.

ID	CITY / TOWN	COUNTY / COUNCIL ▲	REGION	STATE / PROVINCE	
34	Alderbranch *(0 Locations)*	Anderson	North East	TX	✎ 🗑
234	Bethel *(0 Locations)*	Anderson	North East	TX	✎ 🗑
264	Blackfoot *(0 Locations)*	Anderson	North East	TX	✎ 🗑
295	Bois d'Arc *(0 Locations)*	Anderson	North East	TX	✎ 🗑
327	Bradford *(0 Locations)*	Anderson	North East	TX	✎ 🗑
365	Broom City *(0 Locations)*	Anderson	North East	TX	✎ 🗑
372	Broyles Chapel *(0 Locations)*	Anderson	North East	TX	✎ 🗑

1. Editing Cities/Towns

To edit a city or town, click the **Edit** (pencil) icon on the right-hand side of the screen.

ID	CITY / TOWN ▲	COUNTY / COUNCIL	REGION	STATE / PROVINCE	
1	Abbott *(1 Locations)*	Hill	North Central	TX	✎
2	Abernathy *(0 Locations)*	Hale	South Plains	TX	Edit

A dialog box will open that will allow you to change the information associated with that city or town. Click **Save** to preserve your change or **Cancel** to return to browsing the **Cities/Towns** screen. Changes you have made are applied to locations or crews (depending on drop-down menu selection) throughout your RS10 database.

2. Adding a New City/Town

New cities and towns can be added to your RS10 system by clicking **Add New City/Town** at the top of the **Cities/Towns** page.

When you click **Add New City/Town**, a fields drop down that allows you to input attributes that describe that municipality. All of these fields are required entries. **City/Town Name** is a free-text field, while **County/ Council, Region**, and **State/Province** are single-select drop-down menus. Click **Add** when you have finished.

3. Deleting Cities/Towns

To remove a city or town from your RS10 system, click on the **Delete** (trashcan) icon next to the municipality you wish to erase.

> ✳   Note that the **Delete** icon only appears if there are no locations or crew associated with that area.

Follow the confirmation step, or click **Cancel** to return to browsing cities and towns without any changes being made.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Counties

Being able to search RS10 for and sort locations based on the county or council they are in is a helpful feature for location scouts and producers. Since county borders are sometimes adjusted, and because you may need to add new counties to your RS10 platform, RS10 allows admins to edit, add, and delete the counties in their system.

To begin, first access the **Admin** module by clicking the appropriate icon on the main menu bar.
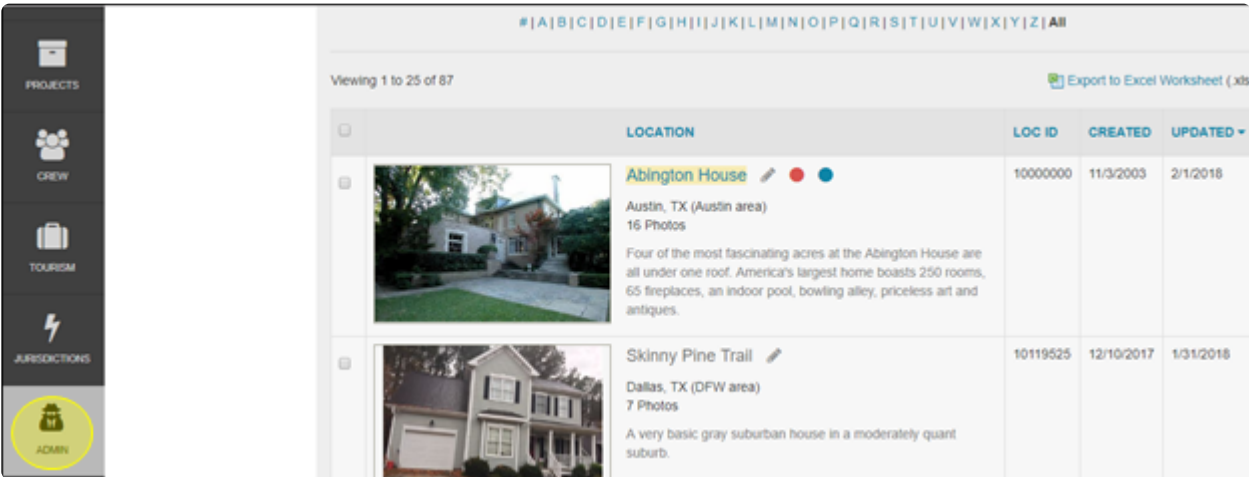
Select **Counties** from the **Admin** sub-menu.

The **Counties** page is organized alphabetically by default. The number of locations associated with each is in the parentheses to the right of the **County/Council** name.

County names are important to both location and crew listings. By selecting **Crew** from the drop-down menu at the top right-hand portion of the **Counties/Councils** page, you can view **Crew** locations, as well as the number of listings associated with each area.

1. Editing Counties/Councils

Choose whether you wish to edit a county in the crew or location listings.

To edit a **County/Council**, click the **Edit** (pencil) icon on the right-hand side of the screen.

The county name will appear in a changeable field. Enter the new name of the county, and click the check mark on the right-hand side of the screen to save your changes. The "X" can be clicked to continue browsing counties without saving any edits.

2. Adding a New County/Council

Choose whether you wish to add a new county to the crew or location listings.

New counties can be added to your RS10 system by entering the name into the **Add County/Council** field at the top of the page. When you have finished entering the county, click the plus sign (+).

The county that you have added can now be seen on your **Counties/Councils** list.

3. Deleting Cities/Towns

Choose whether you wish to delete a county from the crew or location listings.

To remove a county or council from your RS10 system, click on the **Delete** (trashcan) icon next to the one you wish to erase.

✳ Note that the **Delete** icon only appears if there are no locations or crew associated with that area.

Follow the confirmation step, or click **Cancel** to return to browsing cities and towns without any changes being made.

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Regions

RS10 gives film offices the ability to group locations and crews into geographic regions. These regions are fully customizable within the **Admin** module. Here, you can view your current list of regions, edit existing regions, delete regions, or add new ones.
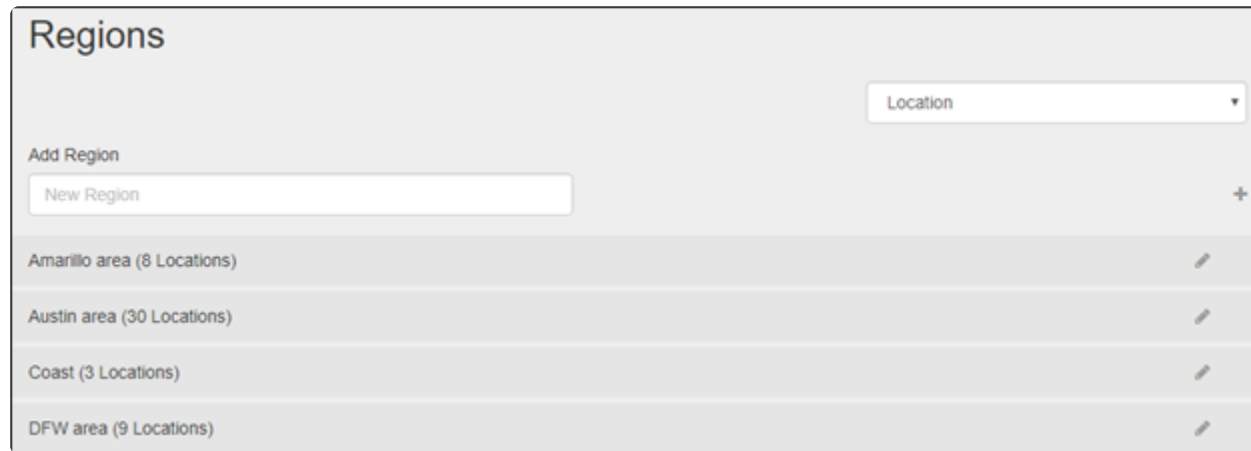
To begin, first access the **Admin** module by clicking the appropriate icon on the main menu bar.
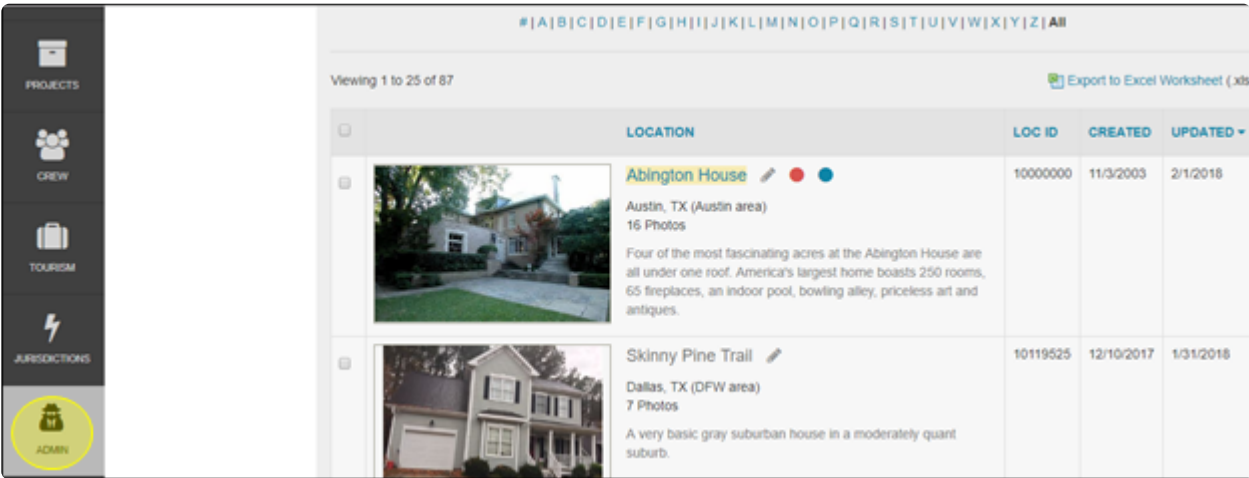
Select **Regions** from the **Admin** sub-menu.
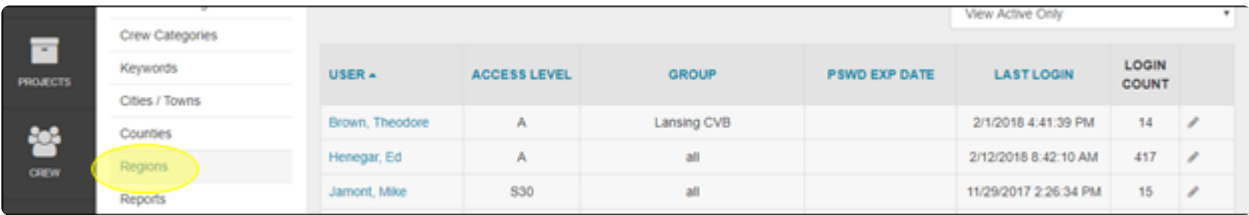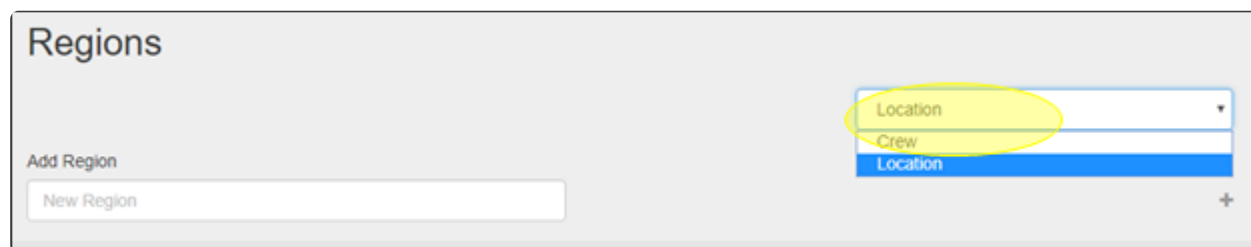
The **Regions** page is organized alphabetically. The number of locations associated with each is in the parentheses to the right of the region name.

Regions are important to both location and crew listings. By selecting **Crew** from the drop-down menu at the top right-hand portion of the **Regions** page, you can view **Crew** regions, as well as the number of listings associated with each area.

1. Editing Regions

Choose whether you wish to edit a county in the crew or location listings.

To edit a region, click the **Edit** (pencil) icon on the right-hand side of the screen.

The region's name will appear in a changeable field. Enter the new name of the region, and click the check mark on the right-hand side of the screen to save your changes. The "X" can be clicked to continue browsing counties without saving any edits.
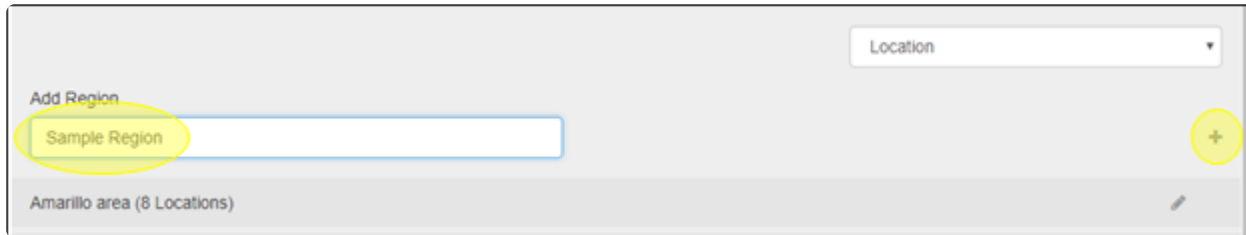
2. Adding a Region

Choose whether you wish to add a new region to the crew or location listings.

New regions can be added to your RS10 system by entering the name into the **Add Region** field at the top of the page. When you have finished entering the region, click the plus sign (+).

The region that you have added can now be seen on your **Regions** list.

3. Deleting Regions

Choose whether you wish to delete a region from the crew or location listings.

To remove a region from your RS10 system, click on the **Delete** (trashcan) icon next to the one you wish to erase.

✱   Note that the **Delete** icon only appears if there are no locations or crew associated with that area.

Follow the confirmation step, or click **Cancel** to return to browsing the **Regions** page without any changes being made.
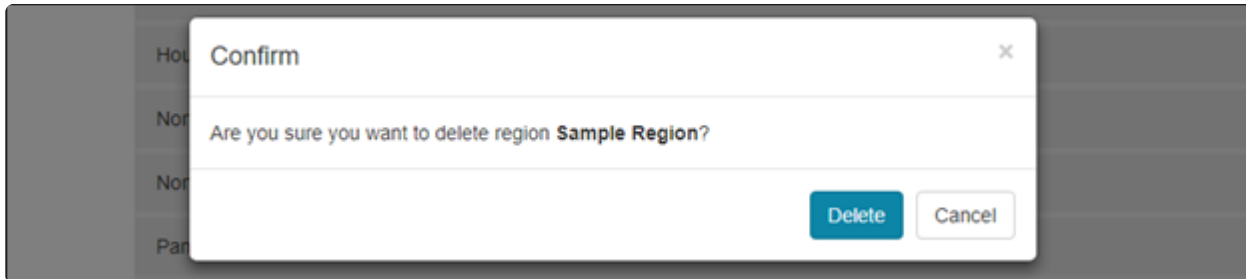
Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Statistics & Reports

One of the most powerful features of Reel-Scout™ version 10 is the ability to run reports and gather statistical data that will drive improvements to your film office's site and service offerings. The **Statistics & Analytics Reports** section of the **Admin** module allows you to view how your site is being employed, by whom, what the most popular searches are, and more.

> ✳ The needs of every film office are different. If you require additional types of reports, contact our service team at support@reel-scout.com.

1. Accessing the Statistics & Analytics Reports Page

Begin by entering the admin module. Click the appropriate icon on the main menu bar, as shown below.
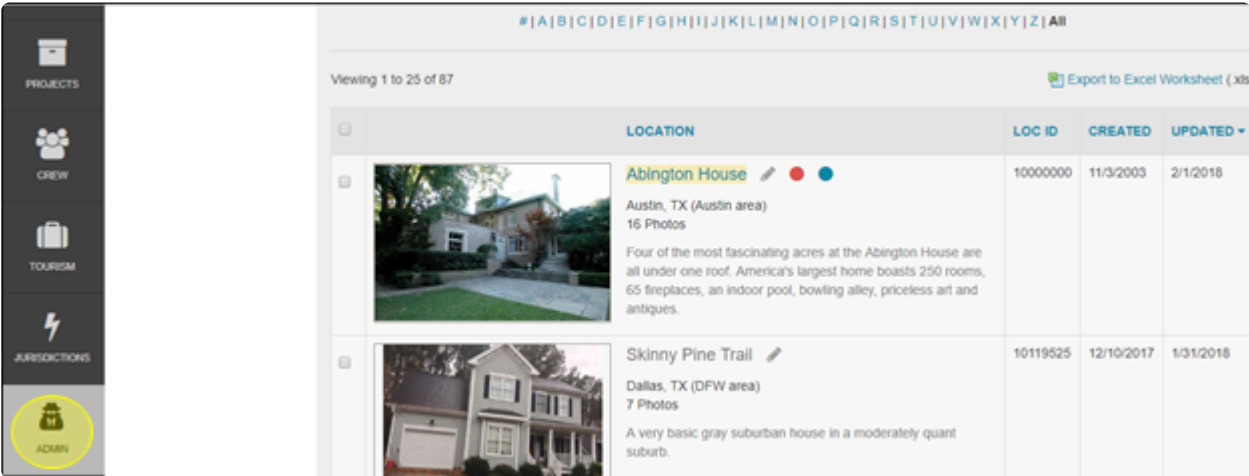
Click **Reports** in the **Admin** sub-menu.
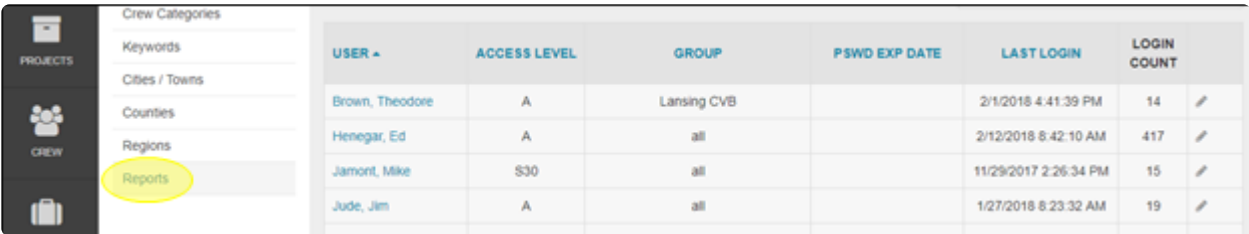
Selecting **Reports** will take you to the **Statistics & Analytics Reports** page.

2. Statistics & Analytics Reports Page Contents

A list of available reports is viewable on the **Statistics & Analytics Reports Page**. By default, these reports are listed in alphabetical order. The number of reports displayed on your page and the total number of reports available can be seen in the upper left-hand portion of the screen.

For additional pages, use the page change buttons located at the bottom of the page. You can also select the number of reports displayed per page here.

There are three columns displayed on the **Statistics & Analytics Reports** page. The first column displays the **Report Name**. By clicking on **Report Name**, you can sort the list by numbered reports first, then by alphabetical order. Clicking the blue triangle beside the **Report Name** header allows you to reverse the order displayed.

The **Description** column contains detailed explanations of each report type.

The **Updated** column tells you the last date that each report was updated. You can sort reports in this column in either from most recent to earliest (or in reverse) by clicking **Updated** and toggling the blue triangle.

You can search for reports based on the letter that they begin with by clicking a letter in "alpha" selection line. Selecting the number sign **#** will display reports that begin with a numeral. Clicking **All** will display all of the reports that are available.
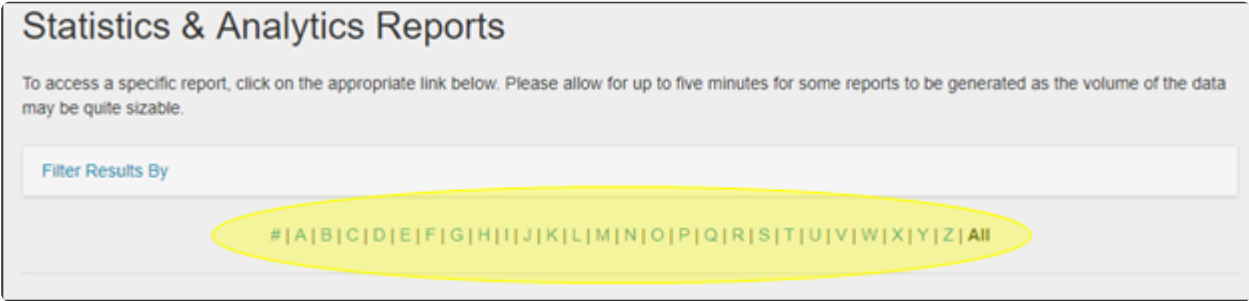
You can also filter the **Statistics & Analytics Reports** page to make it easier to find the report you are looking for. Clicking **Filter Results By** at the top of the page reveals search fields. You can enter either a **Report Name** or part of a **Description**.
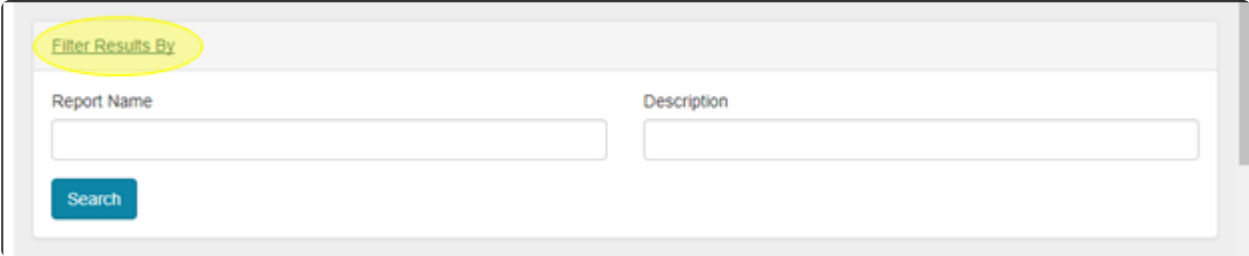
Downloading Reports

To download a report, simply click on the report name. A download will automatically be initiated in the proper format (such as Excel worksheet or PDF).

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

FAQs

How do I add values that are not currently present within a particular drop-down field? Can the value be changed?

Yes. To do this, please contact your systems administrator. Please note that many values are keys to other fields (e.g., the county determines the region) and, therefore, should not be modified.

My client is having problems opening the online package. What can I do to help?

If there are any problems with the link, you may want to suggest that the client copies the entire unique URL beginning with 'http://www" from the email and pastes it into the Internet browser window. If this does not resolve the problem, go into the package and send the package to your email address and test the link. The link may no longer be active if a system user has deleted the package from the project.

How do I change my user id and password?

You will need to contact your system administrator. IDs and passwords and system-wide and set by the centralized resource(s).

What's the difference between the print friendly and print friendly (ALL) buttons in the location record?

The print friendly button will display the location record with data fields that have been marked for public viewing. This is done centrally in the 'Configure' page of the location component. The 'print friendly (ALL)' button will display all data fields available in the location record, including confidential contact information, etc. This should be used for internal viewing or record keeping purposes only.

How do I ensure that the premier locations are placed at the top and others follow?

The package displays locations in the order it was added. Add the premier locations to the package first in order to have them listed first. Also, you can always delete a location from a package and add it again later so the ordering of the package is the way you would like.

Do I need to sign-off the application when I am finished for the day or can I just close out of the browser window?

Be sure to sign-off once you have finished using the application. To do this select log-out from the navigation menu. Do not close the Internet browser window without first signing off from Reel-Scout™.

Why do I have access to different data and different functions than another user in the office?

The Reel-Scout™ access control module is built on roles and groups. Roles allow the users access to specific functions (e.g., editing contact data or uploading an image). Groups enforce which specific records the user can apply the function. To better understand access control, reference the attached Access Control Matrix.

My question is not answered here or in this manual. How do I get additional support?

You can review the "Help" area of the Reel-Scout™ system. This is an ever-growing blog of how-to's, video clips, and step-by-step instructions on many of Reel-Scout's latest updates and new functionality. If you cannot find the answer to your question, contact your local systems administrator. If he/she is unavailable, you can direct you question to Reel-Scout™ Technical Support:

Reel-Scout, Inc.
1900 Abbott Street, Suite 100
Charlotte, NC 28203
(888) 355-REEL Option #2
support@reel-scout.com

Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Logging Off

1. Keep Track of Your Package

When working on a package, note that in the **top left of the screen**, the package prompt now lists the package that you have just titled. This allows you to keep track of what package you are in the process of creating at any time. This is especially useful when you are multi-tasking or moving from activity to activity in a given day.

2. Reset Package

Once you have completed the package, you can click reset package in order to clear the project clipboard

and allows you to remove it from your desktop. This is not a required function and is merely a tool to assist you in keeping the "top" project active and within "easy reach."
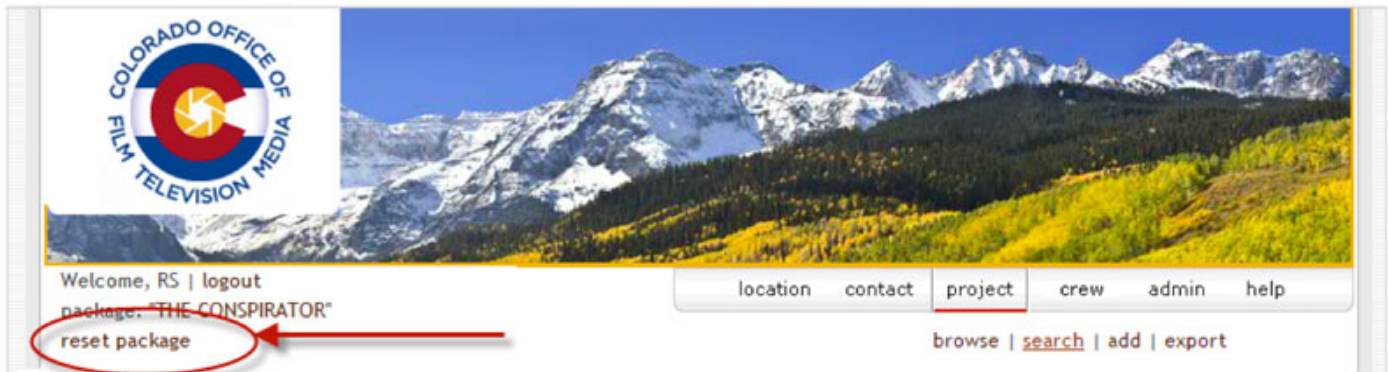
3. Sign-Off

If you are finished with using Reel-Scout™ for the day, be sure to sign-off. Signing off enforces the user to re-enter a login and password and therefore should be used anytime the computer is left unattended.

To sign-off, select **Logout** from the navigation menu. Do not close the Internet browser window without first signing off from Reel-Scout™.
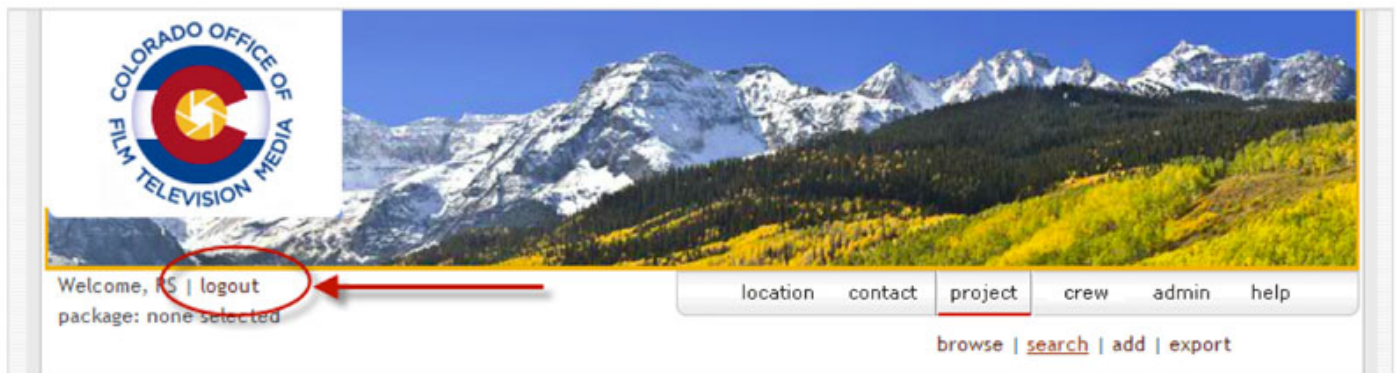
Contact Reel-Scout

If you experience any problems or errors, please fill out this form. We will get back to you shortly.

Resources

A collection of resources for Reel-Scout's clients.

Access Control Matrix

Functionality to Be Filtered by Groups

	E10	E20	E30	E40	E50	S10	S20	S30	A
	Guest	ScoutA	Scout	Liaison	Scout2	Staff1	Staff2	Staff3	Admin
LOCATIONS									
View	Y	Y	Y	Y	Y	Y	Y	Y	Y
Add	X	Y	Y	Y	Y	Y	Y	Y	Y
Edit	X	X	Y	Y	Y	Y	Y	Y	Y
Add / Upload Images	X	Y	Y	Y	Y	Y	Y	Y	Y
Edit Image Data	X	X	Y	Y	Y	Y	Y	Y	Y
Delete Images	X	X	Y	Y	Y	Y	Y	Y	Y
Location Contacts	X	X	Y	Y	Y	Y	Y	Y	Y
Search	Y	Y	Y	Y	Y	Y	Y	Y	Y
Delete	X	X	Y	Y	Y	Y	Y	Y	Y
Copy / Duplicate	X	X	X	X	X	X	X	Y	Y
Export	X	X	X	X	Y	Y	Y	Y	Y
Approve Locations	X	X	X	Y	Y	Y	Y	Y	Y
Print (All Data)	X	X	X	X	X	X	Y	Y	Y
Download	X	Y	Y	Y	Y	Y	Y	Y	Y
View Internal Notes	X	X	X	X	X	X	Y	Y	Y
CONTACTS									
View	X	X	X	X	Y	Y	Y	Y	Y
Add	X	X	X	X	Y	Y	Y	Y	Y

Edit	X	X	X	X	Y	Y	Y	Y	Y
Search	X	X	X	X	Y	Y	Y	Y	Y
Delete	X	X	X	X	X	X	X	Y	Y
Copy / Duplicate	X	X	X	X	Y	Y	Y	Y	Y
Export	X	X	X	X	Y	Y	Y	Y	Y
PROJECTS									
View Project – Summary	X	Y	Y	Y	Y	Y	Y	Y	Y
View Project – All Data	X	X	X	X	X	Y	Y	Y	Y
Browse	X	Y	Y	Y	Y	Y	Y	Y	Y
Add	X	X	X	X	X	Y	Y	Y	Y
Edit	X	X	X	X	X	Y	Y	Y	Y
Search	X	Y	Y	Y	Y	Y	Y	Y	Y
Delete	X	X	X	X	X	X	X	Y	Y
Copy / Duplicate	X	X	X	X	Y	Y	Y	Y	Y
Export	X	X	X	X	X	Y	Y	Y	Y
Project Contacts	X	X	X	X	X	Y	Y	Y	Y
View Project History	X	X	X	Y	Y	Y	Y	Y	Y
Edit Project History	X	X	X	X	Y	Y	Y	Y	Y
Add Project History	X	X	X	Y	Y	Y	Y	Y	Y
Delete Project History	X	X	X	X	X	X	Y	Y	Y
Export Project Correspondence	X	X	X	X	Y	Y	Y	Y	Y
Add Project Packages	X	Y	Y	Y	Y	Y	Y	Y	Y
Edit / Delete Project Packages	X	X	X	X	X	X	X	Y	Y
Project Locations	X	X	X	X	X	Y	Y	Y	Y
CREW									
View	X	X	X	X	X	Y	Y	Y	Y
Add	X	X	X	X	X	Y	Y	Y	Y
Edit	X	X	X	X	X	Y	Y	Y	Y
Search	X	X	X	X	X	Y	Y	Y	Y

Delete	X	X	X	X	X	X	X	Y	Y
Copy / Duplicate	X	X	X	X	X	Y	Y	Y	Y
Approve Crew / SS Listings	X	X	X	X	X	X	Y	Y	Y
Export	X	X	X	X	X	Y	Y	Y	Y
TOURISM (PRODUCTIONS & SITES)									
View	X	X	X	X	Y	Y	Y	Y	Y
Add	X	X	X	X	X	Y	Y	Y	Y
Edit	X	X	X	X	X	Y	Y	Y	Y
Search	X	X	X	X	Y	Y	Y	Y	Y
Delete	X	X	X	X	X	X	X	Y	Y
Approve Productions	X	X	X	X	X	X	Y	Y	Y
Export	X	X	X	X	X	X	Y	Y	Y
JURISDICTION									
View	X	X	X	X	Y	Y	Y	Y	Y
Add	X	X	X	X	X	Y	Y	Y	Y
Edit	X	X	X	X	X	Y	Y	Y	Y
Search	X	X	X	X	Y	Y	Y	Y	Y
Delete	X	X	X	X	X	X	X	Y	Y
Jurisdiction Contacts	X	X	X	X	X	X	Y	Y	Y
Export	X	X	X	X	X	X	Y	Y	Y
ADMIN									
Add / Edit Users	X	X	X	X	X	X	X	X	Y
Add / Edit Groups	X	X	X	X	X	X	X	X	Y
Add / Edit Location Categories	X	X	X	X	X	X	X	X	Y
Add / Edit Crew Categories	X	X	X	X	X	X	X	X	Y
Add / Delete City / Town Values	X	X	X	X	X	X	X	X	Y
Add / Delete County / Councils	X	X	X	X	X	X	X	X	Y
Add / Delete Contact Types	X	X	X	X	X	X	X	X	Y_

| Add / Delete Keywords	X	X	X	X	X	X	X	X	Y
Delete Keywords	X	X	X	X	X	X	X	X	Y
Add / Delete Region Values	X	X	X	X	X	X	X	X	Y
Configure Locations	X	X	X	X	X	X	X	X	Y
Run Database / Stat Reports	X	X	X	X	X	X	X	X	Y
User's Profile / Password	Y	Y	Y	Y	Y	Y	Y	Y	Y

Contact Reel-Scout

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AFCI Tracking Production Revenue

Direct Spending for On-Location Production

(Revised 2/7/07)

Determining an accurate calculation of the direct location spending a film or media project brings to an area is an important task. In a perfect world, a commission can establish a good working relationship with the production accountant on each project to arrive at an accurate assessment of the actual dollars spent in a given area. However, this information is not always available.

In the event actual reports cannot be secured, the formulas listed here have been recognized by AFCI members from North American film commissions as reasonable guides for calculating the economic impact of certain projects. These formulas are based on an analysis of studio & TV network accounting records, independent producers/production managers, commercial production companies, exit reports submitted to film commissions, and generally accepted estimates from film commissioners with experience on a wide range of film, television, print, and other media projects. Outside North America, many cities, regions, and nations may have different results, and are encouraged to use this system as a basis for the development of their own unique tracking systems. As with any formula, common sense and prevailing history should be applied. By careful tracking of reports from AFCI members using this system, the Task Force will

periodically refine the formulas to increase the accuracy and flexibility for all jurisdictions.

TYPE OF PRODUCTION	LOW Low-End Budget Minimal Crew	MEDIUM Average Budget Full Crew, Union Scale	HIGH High-End Budget Full Crew Union Scale
Feature Film (studio)		$125,000/day	$260,000/day (including stage work)
Feature Film (independent)	$30,000/day	$50,000/day	$110,000/day
TV Weekly Series (network TV)		$165,000/day ($1M/6 days) (including stage work)	$300,000/day ($2.5M/8 days) (including stage work)
TV Movie	$35,000/day	$75,000/day	$125,000/day
TV Special	$35,000/day	$60,000/day	$100,000/day
Commercials	$25,000/day	$100,000/day	$150,000/day
Music Video	$30,000/day	$65,000/day	$110,000/day
Corporate/Industrial	$15,000/day	$25,000/day	$45,000/day
Documentary	$15,000/day	$25,000/day	$35,000/day
Still Photography	$15,000/day	$25,000/day	$35,000/day
Reality	$7,500/day	$25,000/day	$60,000/day
All Others*	$15,000/day	$25,000/day	$35,000/day

*All Others: 2nd Unit, Travel, Educational, Satellite, Foreign Broadcasts, Sports, Exercise, etc.

Contact Reel-Scout

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Contact Support

Need Help?

If you're experiencing any issues or problems, or have any questions, please fill out this form. We will get back to you shortly.

Location Category / Subcategory

The categories are listed below in alphabetical order.

Category 1 – Accommodations

CategoryID	CategoryName	SubCategoryID	SubCategoryName
1	Accommodations	1	[General]
1	Accommodations	2	Bed & Breakfasts / Inns
1	Accommodations	3	Cabins / Lodges / Chalets
1	Accommodations	4	Guest Houses / Homestays
1	Accommodations	5	Hotels
1	Accommodations	6	Motels
1	Accommodations	7	Resorts / Retreats / Spas
1	Accommodations	8	Summer Camps

Category 2 – Agriculture

CategoryID	CategoryName	SubCategoryID	SubCategoryName
2	Agriculture	9	[General]
2	Agriculture	10	Agricultural Research Stations
2	Agriculture	11	Barns & Silos
2	Agriculture	12	Crops

2	Agriculture	13	Dairy
2	Agriculture	14	Fairgrounds
2	Agriculture	15	Farm Equipment
2	Agriculture	16	Farmhouses
2	Agriculture	17	Farms
2	Agriculture	18	Fields, Pastures, Meadows
2	Agriculture	19	Fisheries / Hatcheries
2	Agriculture	20	Horse Farms / Stables
2	Agriculture	21	Kadangs / Feedlots
2	Agriculture	22	Livestock
2	Agriculture	23	Mills & Gins
2	Agriculture	24	Orchards / Groves
2	Agriculture	25	Paddy / Oil Palm Mills
2	Agriculture	26	Ranches / Dude Ranches
2	Agriculture	27	Stockyards
2	Agriculture	28	Wildflowers
2	Agriculture	29	Wind / Solar Farms
2	Agriculture	30	Wineries & Vineyards

Category 3 – Airports

CategoryID	CategoryName	SubCategoryID	SubCategoryName
3	Airports	31	[General]
3	Airports	32	Airfield / Airstrip / Runway
3	Airports	33	Airplanes
3	Airports	34	Concourses / Terminals
3	Airports	35	County / Regional Airports
3	Airports	36	Hangars
3	Airports	37	Helipads / Helicopters

Category 4 – Auditoriums / Theaters

CategoryID	CategoryName	SubCategoryID	SubCategoryName
4	Auditoriums / Theaters	38	[General]
4	Auditoriums / Theaters	39	Amphitheaters
4	Auditoriums / Theaters	40	Arts Center / Stages
4	Auditoriums / Theaters	41	Auditorium / Arenas
4	Auditoriums / Theaters	42	Ballrooms / Banquet Halls
4	Auditoriums / Theaters	43	Concert Halls
4	Auditoriums / Theaters	44	Convention Centers
4	Auditoriums / Theaters	45	Drive-Ins
4	Auditoriums / Theaters	46	Meeting Rooms
4	Auditoriums / Theaters	47	Movie Theaters
4	Auditoriums / Theaters	48	Outdoor / Pavilions

Category 5 – Autos / Vehicles

CategoryID	CategoryName	SubCategoryID	SubCategoryName
5	Autos / Vehicles	49	[General]
5	Autos / Vehicles	50	Bus Stations
5	Autos / Vehicles	51	Bus Stops
5	Autos / Vehicles	52	Car Lots / Dealerships
5	Autos / Vehicles	53	Car Washes
5	Autos / Vehicles	54	Gas Stations
5	Autos / Vehicles	55	Junkyards
5	Autos / Vehicles	56	Maintenance Yards
5	Autos / Vehicles	57	Parking Lots / Decks
5	Autos / Vehicles	58	Picture Cars
5	Autos / Vehicles	59	Racetracks / Dragstrips

| 5 | Autos / Vehicles | 60 | Repair Shops / Garages |
| 5 | Autos / Vehicles | 61 | Trolleys / Streetcars |

Category 6 – Bars

CategoryID	CategoryName	SubCategoryID	SubCategoryName
6	Bars	62	[General]
6	Bars	63	Breweries / Microbreweries
6	Bars	64	Clubs
6	Bars	65	Dives / Honkey-Tonks
6	Bars	66	Hotel-Based / Lounges
6	Bars	67	Karaoke
6	Bars	68	Sports Bars
6	Bars	69	Taverns / Pubs
6	Bars	70	Wine Bars

Category 7 – Beaches / Coastal

CategoryID	CategoryName	SubCategoryID	SubCategoryName
7	Beaches / Coastal	71	[General]
7	Beaches / Coastal	72	Bays
7	Beaches / Coastal	73	Beaches / Shorelines
7	Beaches / Coastal	74	Boardwalks / Piers
7	Beaches / Coastal	75	Boats / Ships
7	Beaches / Coastal	76	Canals / Channels
7	Beaches / Coastal	77	Coastal Plains
7	Beaches / Coastal	78	Ferry Landings
7	Beaches / Coastal	79	Harbors & Ports
7	Beaches / Coastal	80	Islands

7	Beaches / Coastal	81	Lighthouses
7	Beaches / Coastal	82	Marinas / Docks
7	Beaches / Coastal	83	Wetlands / Marshes
7	Beaches / Coastal	84	Yacht Clubs

Category 8 – Bridges

CategoryID	CategoryName	SubCategoryID	SubCategoryName
8	Bridges	85	[General]
8	Bridges	86	Cable / Suspension
8	Bridges	87	Covered
8	Bridges	88	Draw
8	Bridges	89	Pedestrian / Foot
8	Bridges	90	Swinging

Category 9 – Businesses / Buildings

CategoryID	CategoryName	SubCategoryID	SubCategoryName
9	Businesses / Buildings	91	[General]
9	Businesses / Buildings	92	Attorney / Legal
9	Businesses / Buildings	93	Banks
9	Businesses / Buildings	94	Barbershops / Salons
9	Businesses / Buildings	95	Day Care Centers
9	Businesses / Buildings	96	Funeral Homes / Mortuary
9	Businesses / Buildings	97	High Tech / Technology
9	Businesses / Buildings	98	Kennels / Pet Groomers
9	Businesses / Buildings	99	Laundromats / Cleaners
9	Businesses / Buildings	100	News Publishers / Presses
9	Businesses / Buildings	101	Offices / Office Buildings

9	Businesses / Buildings	102	Pawnbrokers
9	Businesses / Buildings	103	Print Shops / Signmakers
9	Businesses / Buildings	104	Woodworking / Cabinets

Category 10 – Casinos

CategoryID	CategoryName	SubCategoryID	SubCategoryName
10	Casinos	105	[General]
10	Casinos	106	Hotel Casinos
10	Casinos	107	Land Reservations
10	Casinos	108	Riverboats / Ocean Cruisers

Category 11 – Cemeteries

CategoryID	CategoryName	SubCategoryID	SubCategoryName
11	Cemeteries	109	[General]
11	Cemeteries	110	Church
11	Cemeteries	111	Historic
11	Cemeteries	112	Military
11	Cemeteries	113	Park Setting
11	Cemeteries	114	Pet
11	Cemeteries	115	Rural / Private

Category 12 – Cities / Towns

CategoryID	CategoryName	SubCategoryID	SubCategoryName
12	Cities / Towns	116	[General]
12	Cities / Towns	117	Anytown, USA
12	Cities / Towns	118	Border Towns

12	Cities / Towns	119	Coastal Towns
12	Cities / Towns	120	Downtowns
12	Cities / Towns	121	Inner City / Urban
12	Cities / Towns	122	Mill / Factory Towns
12	Cities / Towns	123	Mountain Towns
12	Cities / Towns	124	Skylines
12	Cities / Towns	125	Slums / Shanty Towns
12	Cities / Towns	126	Small Towns
12	Cities / Towns	127	Town Squares / Plazas
12	Cities / Towns	128	Towns / Villages
12	Cities / Towns	129	Western / Ghost Towns

Category 13 – Gardens

CategoryID	CategoryName	SubCategoryID	SubCategoryName
13	Gardens	130	[General]
13	Gardens	131	Arbors / Gazebos
13	Gardens	132	Botanical / Arboretums
13	Gardens	133	Community Gardens
13	Gardens	134	Courtyards / Private
13	Gardens	135	Nurseries / Greenhouses

Category 14 – Government

CategoryID	CategoryName	SubCategoryID	SubCategoryName
14	Government	136	[General]
14	Government	137	Animal Shelters
14	Government	138	Capitol Buildings
14	Government	139	City Halls / Town Halls

14	Government	140	Civic / Community Centers
14	Government	141	Courthouses / Courtrooms
14	Government	142	Fire Stations
14	Government	143	Government Offices
14	Government	144	Libraries
14	Government	145	Morgue / Coroner's Offices
14	Government	146	Police Stations
14	Government	147	Post Offices

Category 15 – Hospitals / Medical

CategoryID	CategoryName	SubCategoryID	SubCategoryName
15	Hospitals / Medical	148	[General]
15	Hospitals / Medical	149	Children's Hospitals
15	Hospitals / Medical	150	Dental Facilities
15	Hospitals / Medical	151	Doctors' Offices / Clinics
15	Hospitals / Medical	152	Emergency Rooms
15	Hospitals / Medical	153	General Hospitals
15	Hospitals / Medical	154	Mental Health / Rehab
15	Hospitals / Medical	155	Nursing Homes
15	Hospitals / Medical	156	Veterans Hospitals
15	Hospitals / Medical	157	Vets / Animal Hospitals

Category 16 – Houses

CategoryID	CategoryName	SubCategoryID	SubCategoryName
16	Houses	158	[General]
16	Houses	159	Apartments
16	Houses	160	Beach / Lake Houses

16	Houses	161	Condos / Townhouses
16	Houses	162	Cottages / Cabins
16	Houses	163	Farmhouses / Rural
16	Houses	164	Lofts / Penthouses
16	Houses	165	Mansions / Estates
16	Houses	166	Mountain Houses
16	Houses	167	Neighborhood
16	Houses	168	Period Homes / Historic
16	Houses	169	Plantations
16	Houses	170	Teahouses / Bamboo

Category 17 – Houses – Interiors

CategoryID	CategoryName	SubCategoryID	SubCategoryName
17	Houses – Interiors	171	[General]
17	Houses – Interiors	172	Attics
17	Houses – Interiors	173	Basements
17	Houses – Interiors	174	Bathrooms
17	Houses – Interiors	175	Bedrooms
17	Houses – Interiors	176	Garages
17	Houses – Interiors	177	Kitchens
17	Houses – Interiors	178	Living Areas

Category 18 – Housing

CategoryID	CategoryName	SubCategoryID	SubCategoryName
18	Housing	179	[General]
18	Housing	180	Dormitories
18	Housing	181	Low-Income / Projects

18	Housing	182	Men's / Women's Shelter
18	Housing	183	Mobile / Trailer Parks
18	Housing	184	Orphanages / Homes
18	Housing	185	Retirement Communities
18	Housing	186	Shelters / Mission

Category 19 – Industrial

CategoryID	CategoryName	SubCategoryID	SubCategoryName
19	Industrial	187	[General]
19	Industrial	188	Abandoned Structures
19	Industrial	189	Boiler Rooms / Basements
19	Industrial	190	Distribution Centers
19	Industrial	191	Dumps & Recycling
19	Industrial	192	Electric / Nuclear Plants
19	Industrial	193	Factories / Plants / Mills
19	Industrial	194	Laboratories
19	Industrial	195	Oil Refineries / Derricks
19	Industrial	196	Quarries / Mines
19	Industrial	197	Shipyards
19	Industrial	198	Towers
19	Industrial	199	Warehouses
19	Industrial	200	Water Treatment

Category 20 – Lakes / Rivers

CategoryID	CategoryName	SubCategoryID	SubCategoryName
20	Lakes / Rivers	201	[General]
20	Lakes / Rivers	202	Dams

20	Lakes / Rivers	203	Lakes / Reservoirs
20	Lakes / Rivers	204	Piers / Docks
20	Lakes / Rivers	205	Ponds / Fishing Holes
20	Lakes / Rivers	206	Rivers
20	Lakes / Rivers	207	Streams / Creeks / Brooks
20	Lakes / Rivers	208	Swamps / Marsh / Lagoon
20	Lakes / Rivers	209	Swimming Holes

Category 21 – Landscapes

CategoryID	CategoryName	SubCategoryID	SubCategoryName
21	Landscapes	210	[General]
21	Landscapes	211	Aerials
21	Landscapes	212	Arctic / Snow / Ice
21	Landscapes	213	Canyon / Ravines
21	Landscapes	214	Caves / Caverns
21	Landscapes	215	Countrysides, Fields, and Meadows
21	Landscapes	216	Desert / Sand Dunes
21	Landscapes	217	Dry Lakes / Flats
21	Landscapes	218	Forests / Wilderness
21	Landscapes	219	Jungles / Rainforests
21	Landscapes	220	Mountains / Valleys
21	Landscapes	221	Plains / Savannahs
21	Landscapes	222	Plateau / Mesas
21	Landscapes	223	Rock Formations / Cliffs
21	Landscapes	224	Rolling Hills
21	Landscapes	225	Springs / Waterfalls

Category 22 – Military

CategoryID	CategoryName	SubCategoryID	SubCategoryName
22	Military	226	[General]
22	Military	227	Bases / Housing
22	Military	228	Forts / Battlefields
22	Military	229	Historic
22	Military	230	Memorials
22	Military	231	Training Facilities

Category 23 – Museums / Exhibits

CategoryID	CategoryName	SubCategoryID	SubCategoryName
23	Museums / Exhibits	232	[General]
23	Museums / Exhibits	233	Agriculture
23	Museums / Exhibits	234	Art / Galleries
23	Museums / Exhibits	235	Automotive
23	Museums / Exhibits	236	Military / Civil War
23	Museums / Exhibits	237	Nautical / Aviation
23	Museums / Exhibits	238	Planetariums / Observatories
23	Museums / Exhibits	239	Science / History
23	Museums / Exhibits	240	Sports / Music

Category 24 – Parks

CategoryID	CategoryName	SubCategoryID	SubCategoryName
24	Parks	241	[General]
24	Parks	242	Amusement Parks
24	Parks	243	Aquariums

24	Parks	244	Camping / Camp Grounds
24	Parks	245	Federal / National Parks
24	Parks	246	Historic Parks
24	Parks	247	Nature / Walking / Bike
24	Parks	248	Nature Preserves
24	Parks	249	Playground
24	Parks	250	State Parks
24	Parks	251	Town / City / County Parks
24	Parks	252	Water Parks
24	Parks	253	Zoos / Animal Parks

Category 25 – Prisons / Jails

CategoryID	CategoryName	SubCategoryID	SubCategoryName
25	Prisons / Jails	254	[General]
25	Prisons / Jails	255	City / County Jails
25	Prisons / Jails	256	Federal Prisons
25	Prisons / Jails	257	Juvenile Detention
25	Prisons / Jails	258	Period Prisons / Historic
25	Prisons / Jails	259	State Penitentiary

Category 26 – Public Art

CategoryID	CategoryName	SubCategoryID	SubCategoryName
26	Public Art	260	[General]
26	Public Art	261	Fountains
26	Public Art	262	Murals
26	Public Art	263	Sculptures
26	Public Art	264	Statues / Monuments

Category 27 – Religious

CategoryID	CategoryName	SubCategoryID	SubCategoryName
27	Religious	265	General
27	Religious	266	Chapels
27	Religious	267	Churches / Cathedrals
27	Religious	268	Missions
27	Religious	269	Monestaries / Convents
27	Religious	270	Shrines
27	Religious	271	Synagogues / Temples

Category 28 – Restaurants / Eateries

CategoryID	CategoryName	SubCategoryID	SubCategoryName
28	Restaurants / Eateries	272	[General]
28	Restaurants / Eateries	273	Bakeries
28	Restaurants / Eateries	274	Cafes / Coffee Shops
28	Restaurants / Eateries	275	Cafeterias
28	Restaurants / Eateries	276	Delis / Pizzerias
28	Restaurants / Eateries	277	Diners
28	Restaurants / Eateries	278	Drive-Ins / Drive-Thrus
28	Restaurants / Eateries	279	Ethnic Restaurants
28	Restaurants / Eateries	280	Food Stand / Concession
28	Restaurants / Eateries	281	Local Restaurants
28	Restaurants / Eateries	282	Outdoor / Patio Dining
28	Restaurants / Eateries	283	Up-Scale Restaurants

Category 29 – Roads / Highways

CategoryID	CategoryName	SubCategoryID	SubCategoryName
29	Roads / Highways	284	[General]
29	Roads / Highways	285	Alleys
29	Roads / Highways	286	City Streets
29	Roads / Highways	287	Cloverleaf / Overpasses
29	Roads / Highways	288	Coastal Roads
29	Roads / Highways	289	Cobblestone / Brick
29	Roads / Highways	290	Dirt Roads
29	Roads / Highways	291	Flat / Straight Roads
29	Roads / Highways	292	Main Streets
29	Roads / Highways	293	Mountain Roads
29	Roads / Highways	294	Rest Stops / Pullovers
29	Roads / Highways	295	Rural / Country Roads
29	Roads / Highways	296	State Highways
29	Roads / Highways	297	Toll Booth / Security Gate
29	Roads / Highways	298	Truck Stop / Weigh Station
29	Roads / Highways	299	Tunnels
29	Roads / Highways	300	Winding / Curvy Roads

Category 30 – Schools

CategoryID	CategoryName	SubCategoryID	SubCategoryName
30	Schools	301	[General]
30	Schools	302	Arts
30	Schools	303	Elementary Schools
30	Schools	304	High Schools
30	Schools	305	Historic Schoolhouses

30	Schools	306	Middle Schools
30	Schools	307	Nursery / PreSchools
30	Schools	308	Private / Charter Schools
30	Schools	309	Religious / Parochial
30	Schools	310	Technical / Trade Schools
30	Schools	311	Universities / Colleges

Category 31 – Sports

CategoryID	CategoryName	SubCategoryID	SubCategoryName
31	Sports	312	[General]
31	Sports	313	Arenas / Stadiums
31	Sports	314	Athletic Clubs & Gyms
31	Sports	315	Baseball / Softball Fields
31	Sports	316	Basketball Courts
31	Sports	317	Billiards / Pool Halls
31	Sports	318	Bowling Alleys
31	Sports	319	Boxing Rings
31	Sports	320	Climbing
31	Sports	321	Firing / Archery Ranges
31	Sports	322	Football Fields
31	Sports	323	Golf Courses
31	Sports	324	Gymnastics
31	Sports	325	Hockey / Skating Rinks
31	Sports	326	Horse Tracks / Equestrian
31	Sports	327	Karate Gym / Dojo
31	Sports	328	Mini Golf / Driving Range
31	Sports	329	Rodeo Arenas
31	Sports	330	Skate Parks / Bike

31	Sports	331	Skiing
31	Sports	332	Swimming Pools
31	Sports	333	Tennis Courts
31	Sports	334	Track & Field

Category 32 – Stores / Shops

CategoryID	CategoryName	SubCategoryID	SubCategoryName
32	Stores / Shops	335	[General]
32	Stores / Shops	336	Antiques
32	Stores / Shops	337	Bait & Tackle
32	Stores / Shops	338	Bookstores
32	Stores / Shops	339	Boutiques / Crafts / Gifts
32	Stores / Shops	340	Computer / Electronics
32	Stores / Shops	341	Convenience Stores
32	Stores / Shops	342	Department Stores
32	Stores / Shops	343	Drug Stores / Pharmacies
32	Stores / Shops	344	Flea Markets
32	Stores / Shops	345	Florists
32	Stores / Shops	346	General Stores / Hardware
32	Stores / Shops	347	Groceries / Supermarkets
32	Stores / Shops	348	Hobbies / Toys
32	Stores / Shops	349	Jewelry
32	Stores / Shops	350	Malls / Strip Malls / Outlets
32	Stores / Shops	351	Music / Video / DVD
32	Stores / Shops	352	Outdoor / Farmers' Market
32	Stores / Shops	353	Shopping Districts
32	Stores / Shops	354	Sporting Goods
32	Stores / Shops	355	Thrift / Goodwill

| 32 | Stores / Shops | 356 | Wine / Liquor |

Category 33 – Studios / Sets

CategoryID	CategoryName	SubCategoryID	SubCategoryName
33	Studios / Sets	357	[General]
33	Studios / Sets	358	Digital / Video Production
33	Studios / Sets	359	Motion Pictures / Sound Stages
33	Studios / Sets	360	Performance Studios
33	Studios / Sets	361	Sets / Backlots
33	Studios / Sets	362	Sound Recording Studios
33	Studios / Sets	363	Television Stations

Category 34 – Trains / Railroads

CategoryID	CategoryName	SubCategoryID	SubCategoryName
34	Trains / Railroads	364	[General]
34	Trains / Railroads	365	Bridges / Tunnels
34	Trains / Railroads	366	Rail Yards / Freight Yards
34	Trains / Railroads	367	Tracks / Junctions / Sidings
34	Trains / Railroads	368	Train Stations / Depots
34	Trains / Railroads	369	Trains

Category 35 – Tribal / Native American Lands

CategoryID	CategoryName	SubCategoryID	SubCategoryName
35	Tribal / Native American Lands	370	[General]

Location Style

StyleID	Standard Style Values
460	Antebellum
468	Architectural
461	Art Deco
462	Arts & Crafts / Bungalow
463	Beaux Arts
464	Brownstone
465	Cape Cod
466	Colonial
459	Contemporary / 21st Century
467	English Cottage
469	English Tudor
470	Federal
471	Foursquare
472	Frank Lloyd Wright
473	French Country
475	Georgian
476	Gothic
477	Government
478	Italianate
479	Mission
480	Oriental / Asian
451	Period 1800s / Civil War
452	Period 1920s – 1930s
453	Period 1940s / WWII
454	Period 1950s
455	Period 1960s

456	Period 1970s
457	Period 1980s
458	Period 1990s
481	Ranch
482	Saltbox
483	Spanish / Mediterranean
486	Victorian
487	Western

Crew Categories & Subcategories

CATID	CATEGORY	SUBCATID	SUBCATEGORY	SORT
1	Accounting	2	Assistant	4
1	Accounting	3	Payroll	3
1	Accounting	4	Production Accountant	1
1	Accounting	5	Production Accountant Assistant	2
2	Acting	800	Acting Coach	
2	Acting	801	Choreographer	
2	Acting	7	Coach	1
2	Acting	802	Dialect Coach	
2	Acting	803	Technical Advisor / Historical Researcher	
3	Art Department	9	Art Department Coordinator	6
3	Art Department	10	Art Director	3
3	Art Department	310	Assistant Art Director	4
3	Art Department	11	Clearances – Product Placement	9
3	Art Department	12	Graphic Artist	7
3	Art Department	13	Production Designer – Commercial & Other	2
3	Art Department	804	Production Designer – Feature & TV	
3	Art Department	14	Production Designer – Feature & TV	1

3	Art Department	15	Set Designer	5
3	Art Department	16	Storyboard Artist	8
5	Camera	805	1st Assistant Camera	
5	Camera	806	2nd Assistant Camera	
5	Camera	807	Aerial Operator	
5	Camera	808	Camera Loader	
5	Camera	809	Camera Operator	
5	Camera	731	Digital Imaging Tech	9
5	Camera	22	Director of Photography – Commercial & Other	2
5	Camera	810	Director of Photography – Feature & TV	
5	Camera	23	Director of Photography – Feature & TV	1
5	Camera	24	First Assistant	5
5	Camera	25	Jib Operator	8
5	Camera	26	Loader	7
5	Camera	27	Operator	3
5	Camera	28	Operator – Steadicam	4
5	Camera	29	Second Assistant	6
5	Camera	811	Steadicam Operator	
5	Camera	812	Still Photographer	
6	Casting	31	Assistant	3
6	Casting	813	Casting Assistant / Associate	
6	Casting	814	Casting Director – Extras	
6	Casting	815	Casting Director – Principals	
6	Casting	32	Director – Extras	2
6	Casting	33	Director – Principals	1
7	Catering	35	Assistant	2
7	Catering	36	Caterer	1
8	Choreographers	38	Choreographer	1
9	Construction	816	Builders	

9	Construction	40	Buyer	7
9	Construction	817	Buyer	
9	Construction	818	Carpenter	
9	Construction	41	Coordinator	1
9	Construction	42	Fabricator & Welder	6
9	Construction	43	Foreman	2
9	Construction	44	Laborer	4
9	Construction	819	Laborer	
9	Construction	820	Metal Fabricators	
9	Construction	45	Plasterer	5
9	Construction	821	Plasterer	
9	Construction	46	Prop Maker	3
9	Construction	822	Prop Maker	
10	Costume / Wardrobe	49	Assistant	8
10	Costume / Wardrobe	47	Assistant Costume Designer	2
10	Costume / Wardrobe	823	Assistant Wardrobe Stylist	
10	Costume / Wardrobe	50	Costume Designer	1
10	Costume / Wardrobe	51	Costumer	6
10	Costume / Wardrobe	52	Key Costumer	4
10	Costume / Wardrobe	53	Seamstress	9
10	Costume / Wardrobe	54	Set Assistant	7
10	Costume / Wardrobe	55	Set Costumer	5
10	Costume / Wardrobe	56	Supervisor	3
10	Costume / Wardrobe	824	Wardrobe Stylist / Buyer	
10	Costume / Wardrobe	825	Wardrobe Supervisor	
11	Craft Services	58	Assistant	2
11	Craft Services	59	Craft Service	1
12	Dialect Coach	61	Dialect Coach	1
13	Directors	826	1st Assistant Director	

13	Directors	827	2nd Assistant Director	
13	Directors	828	Assistant Director	
13	Directors	63	Commercial & Other	2
13	Directors	829	Director – Commercial & Other	
13	Directors	830	Director – Corporate & Industrial	
13	Directors	831	Director – Feature & TV	
13	Directors	64	Feature & TV	1
13	Directors	832	Second second	
13	Directors	833	Technical Director	
14	Editing	66	Assistant	2
14	Editing	67	Editor	1
15	Electric and Lighting	69	Best Boy	2
15	Electric and Lighting	834	Best Boy Electric	
15	Electric and Lighting	70	Dimmer Board Operator	6
15	Electric and Lighting	303	Electrician	3
15	Electric and Lighting	835	Electrician / Set Light Technician	
15	Electric and Lighting	71	Gaffer	1
15	Electric and Lighting	72	Generator Operator	5
15	Electric and Lighting	836	Lighting Designer	
15	Electric and Lighting	837	Rigging Electric	
15	Electric and Lighting	73	Rigging Gaffer	4
16	Food Stylists	75	Food Stylist	1
17	Greensman	77	Assistant	2
17	Greensman	78	Greensman	1
18	GRIPs	80	Best Boy	2
18	GRIPs	838	Crane / Jib Operator	
18	GRIPs	81	Crane Operator	6
18	GRIPs	82	Dolly Grip	3
18	GRIPs	83	Grip	4

18	GRIPs	84	Key	1
18	GRIPs	839	Key Grip	
18	GRIPs	85	Rigging Grip	5
19	Hair	88	Assistant	3
19	Hair	840	Assistant Hair Stylist	
19	Hair	89	Head of Department	1
19	Hair	841	Key Hair Stylist	
1983	Interns	842	All Other Departments	
1983	Interns	843	Art Departments	
1983	Interns	844	Construction	
1983	Interns	845	Extras Casting	
1983	Interns	846	Locations	
1983	Interns	847	Office	
1983	Interns	848	Set	
1983	Interns	849	Wardrobe	
20	Locations	91	Assistant	3
20	Locations	850	Assistant Locations Manager	
20	Locations	92	Assistant Manager	2
20	Locations	86	Key Stylist	2
20	Locations	851	Location Manager	
20	Locations	852	Location Scout	
20	Locations	853	Locations Support Services	
20	Locations	93	Manager	1
20	Locations	94	Scout	4
21	Make-Up	96	Assistant	4
21	Make-Up	854	Assistant Make-Up	
21	Make-Up	97	Head of Department	1
21	Make-Up	98	Key Artist	2
21	Make-Up	855	Key Make-Up Artist	

21	Make-Up	99	Special Effects	3
22	Marine Services	101	Marine Assistant	3
22	Marine Services	102	Marine Coordinator	1
22	Marine Services	103	Marine Safety	2
23	Medics	105	Paramedic	1
24	Model Makers	107	Miniatures	1
25	Music	109	Composer	1
25	Music	110	Writer	2
26	Painters	112	Foreman	2
26	Painters	113	Lead Scenic	1
26	Painters	856	Paint Foreman	
26	Painters	114	Scenic Painter	3
26	Painters	857	Set Painter	
26	Painters	115	Sign Writer	4
27	Personal Assistants	117	Personal Assistant	1
28	Post Production Supervisors	119	Post Production Supervisor	1
29	Producers	858	Assistant Producer	
29	Producers	859	Associate Producer	
29	Producers	121	Commercial & Other	2
29	Producers	122	Feature & TV	1
29	Producers	860	Line Producer	
29	Producers	861	Producer – Commercial & Other	
29	Producers	862	Producer – Corporate & Industrial	
29	Producers	863	Producer – Feature & TV	
29	Producers	314	Producer's Assistant	3
29	Producers	864	Production Supervisor	
29	Producers	865	UPM / Production Manager	
30	Production Assistants	124	All Other Departments	4
30	Production Assistants	866	Art Department	

30	Production Assistants	867	Construction	
30	Production Assistants	868	Extras Casting	
30	Production Assistants	125 Key Set	1	
30	Production Assistants	869	Locations	
30	Production Assistants	126	Office	3
30	Production Assistants	127	Set	2
30	Production Assistants	870	Wardrobe	
31	Production Managers	129	Commercial & Other	2
31	Production Managers	871	Feature & TV	
31	Production Managers	130	Feature & TV	1
32	Production Office	132	Assistant Coordinator	2
32	Production Office	872	Assistant Coordinator / APOC	
32	Production Office	873	Assistant to Producer, Director or Actor	
32	Production Office	133	Coordinator	1
32	Production Office	874	Coordinator / POC	
32	Production Office	875	Projectionist / Dailies	
32	Production Office	135	Secretary	4
32	Production Office	136	Travel Coordinator	3
34	Property	876	Armorer / Props Weapons	
34	Property	140	Assistant	3
34	Property	141	Assistant Prop Master	2
34	Property	138	Production Supervisor	1
34	Property	142	Prop Master	1
34	Property	144	Unit Publicist	1
36	Script	146	Screen Writer	3
36	Script	147	Script Revisionist	2
36	Script	148	Script Supervisor	1
36	Script	877	Scriptwriter – Corporate & Industrial	
38	Set Decoration	156	Boom Operator	2

37	Set Decoration	149	Buyer	2
37	Set Decoration	151	Leadman	3
37	Set Decoration	152	On Set Dresser	5
37	Set Decoration	153	Set Decorator	1
37	Set Decoration	154	Set Dresser	4
38	Sound	878	Boom Operator	
38	Sound	157	Cable Puller	3
38	Sound	158	Designer	4
38	Sound	159	Mixer	1
38	Sound	879	Studio Engineer	
39	Special Effects / Visual Effects	880	Artist	
39	Special Effects / Visual Effects	161	Coordinator	1
39	Special Effects / Visual Effects	162	Foreman	2
39	Special Effects / Visual Effects	881	Make-Up / Prosthetics	
39	Special Effects / Visual Effects	882	Pyrotechnics	
39	Special Effects / Visual Effects	163	Technician	3
40	Still Photography	165	Still Photographer	1
41	Stunts	167	Coordinator	1
41	Stunts	883	Stunt Coordinator	
41	Stunts	884	Stunt Utility	
41	Stunts	168	Utility	2
42	Transportation	170	Captain	2
42	Transportation	171	Coordinator	1
42	Transportation	172	Driver	4
42	Transportation	885	Driver	
42	Transportation	173	Office Coordinator	3
42	Transportation	174	Picture Car Coordinator	5
43	Tutors	176	Studio Teacher	2
43	Tutors	177	Tutor	1

43	Tutors	179	Video Assist	2
44	Video	886	Video Assist	
44	Video	887	Video Camera Operator – Eng	
44	Video	888	Video Camera Operator – HD	
44	Video	180	Video Playback	3
44	Video	181	Videographer HD	1
44	Video	890	VTR Operator	
45	Wranglers	183	Assistant	2
45	Wranglers	184	Handler & Trainer	1