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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

Reel-Scout™ Benefits

With Reel-Scout™ comes a myriad of benefits:

- 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 location scout.

Digital Locations Library	Extensive cross-referencing and search capabilities
Client Management System	Cross-referenceable with projects

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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

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 3.0.

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.

The image/photo uploading functionality uses the latest Adobe Flash player in order to improve speed and performance and allow for direct upload into the Reel-Scout database. Upgrading to Adobe’s latest version of Flash will markedly improve your experience. If Flash is not available, a ‘Basic Uploader’ is provided.

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.

Starting Reel-Scout™

To access Reel-Scout™, go to your Film Office Link, typically http://____.reel-scout.com (where ___ is your office acronym). Access to the application is on a user-assigned basis only. Initial User Logins and Passwords have been created for current staff and affiliates of your film office.

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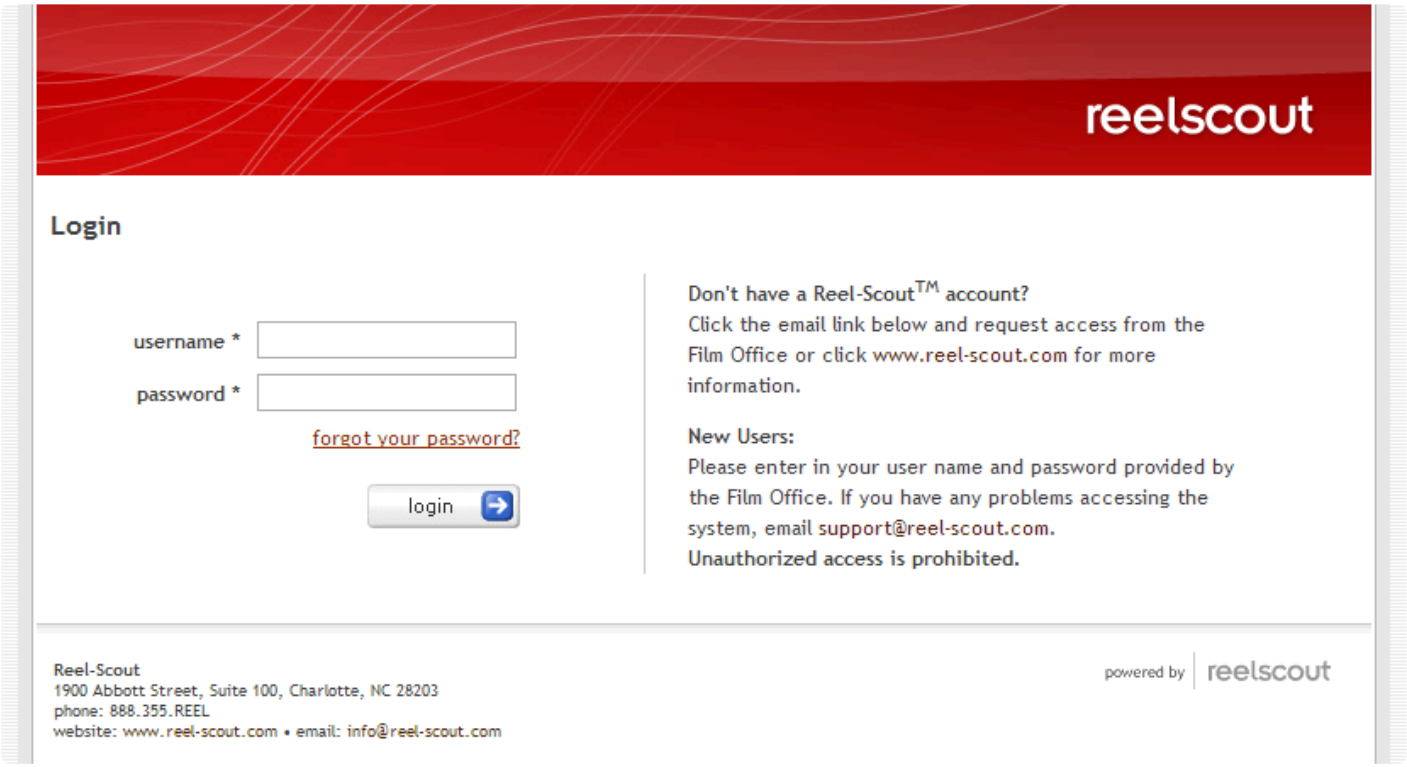

There are several major modules (search and replace component > module) of the Reel-Scout™ system:

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

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

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Locations

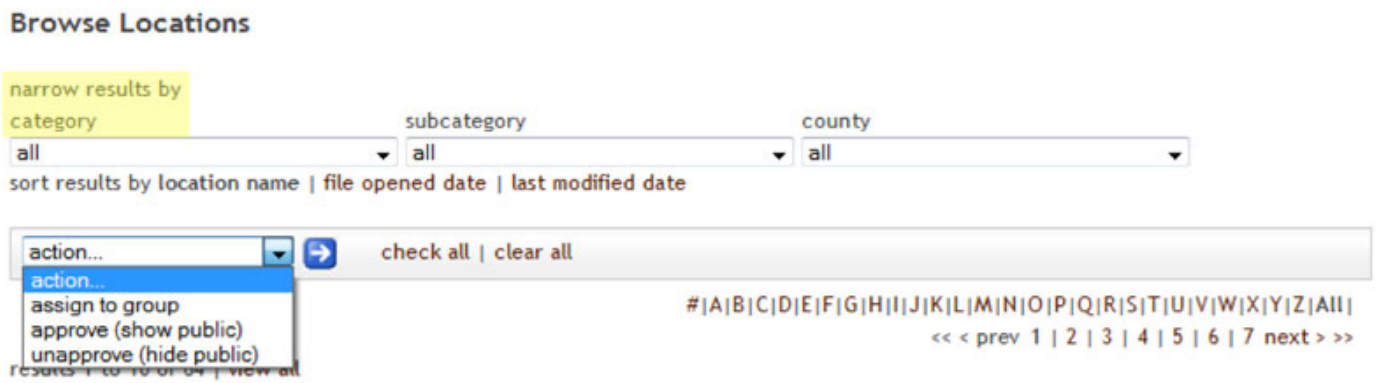
Locations constitute the foundation of Reel-Scout™. The application stores location information, location contact information, and photos. After logging on, you are taken directly to the Locations screen. From here, you can enter new locations, edit existing locations, add pictures, search for locations,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

Navigating the Location Screen

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

1. Narrow Results

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



a. Location Category

The film industry’s standard classifications assigned to each location. Each location can have more than one category assigned to it, thus it may be listed more than once. For your references, we’ve included a comprehensive list of standard out-of-the-box category and subcategory values for locations.

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b. Location Subcategory

Depending on the category selected the appropriate subcategories available will be displayed. Each location can have multiple subcategories assigned to it as well. For your references, we've included a comprehensive list of standard out-of-the-box category and subcategory values for locations.

c. County

The county in which the location geographically resides.

2. Search by Alpha

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

3. Sort Results By

The listing of locations displayed can be sorted:

1. Alphabetically by location name
2. Chronological order by file open date, or
3. Reverse chronological order by last modified date.

4. Action …

The action dropdown field allows the user to take a specific action on multiple locations at a time. The actions currently available include:

1. Assign to Group
2. Approve (show public), and
3. Unapprove (hide public).

In order to run the actions, the user simply clicks the checkboxes beside each location, selects the action to be taken in the dropdown field, and clicks the blue arrow button.

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5. Prev | Next

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

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

6. Location Title

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

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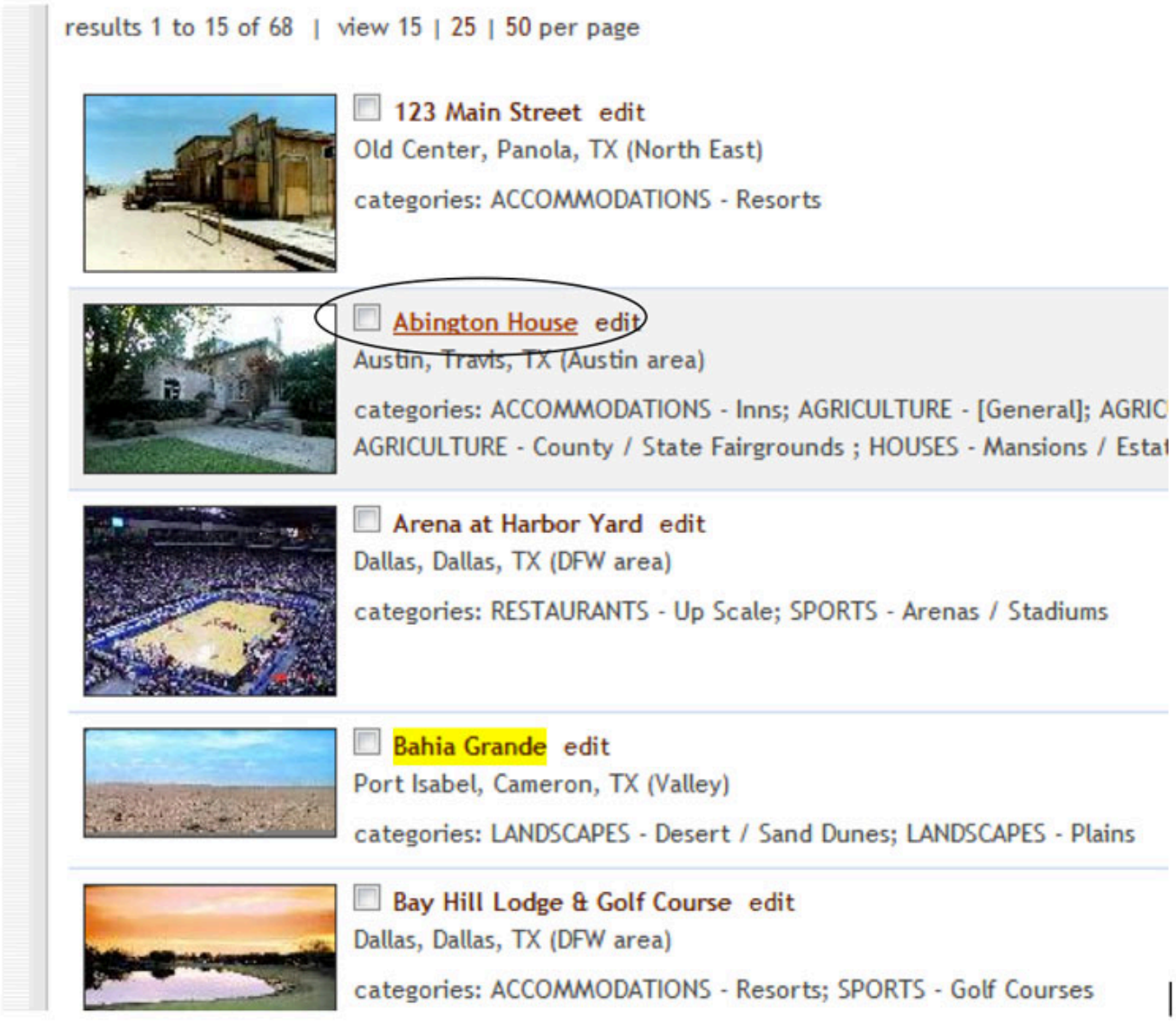

Finding a Specific Location

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

1. Search Option

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

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

a. Search Locations (Free-Form Text)

The text entered here is used to search the following: matching category, subcategory, style, keyword, OR location name. Values entered in this field are used to apply partial text matching – in other word, a search for ‘MAR’ will return: Location name = ‘Marriott Austin’; Location name = ‘Delmar Beach’; Category = ‘Markets’; Style = ‘Italianate Marble’.

b. Category

Category searches are the most popular search criteria because the results are standardized and most reliable. **Hold down the CTRL key while clicking to select more than one category and then click the arrow button**. If desiring all locations that are identified to the main category, regardless of subcategory, select the main category-[general].

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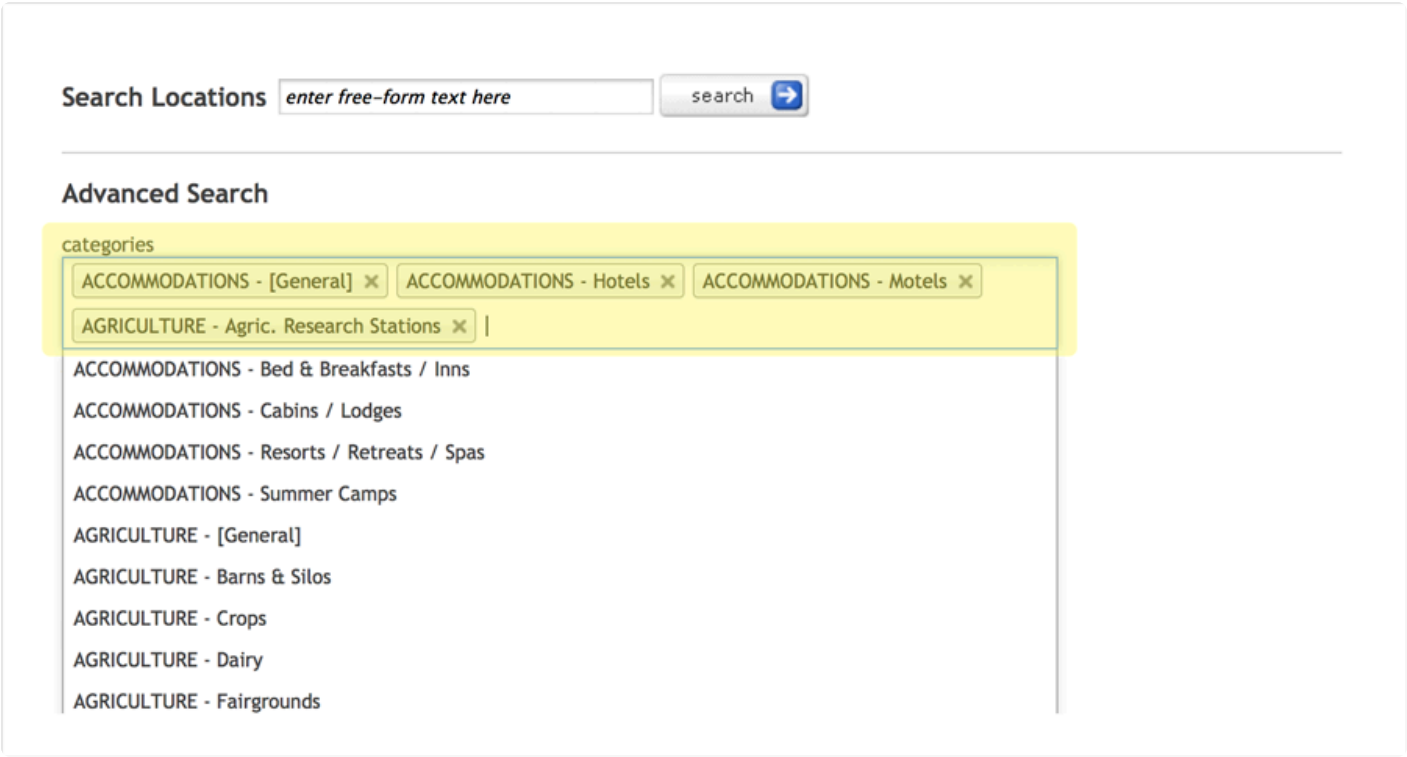

c. Location Name

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

d. Location ID# and Photo ID#

Location ID# and Photo ID# are also free-form fields. However, they require exact character searching.

e. Address

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

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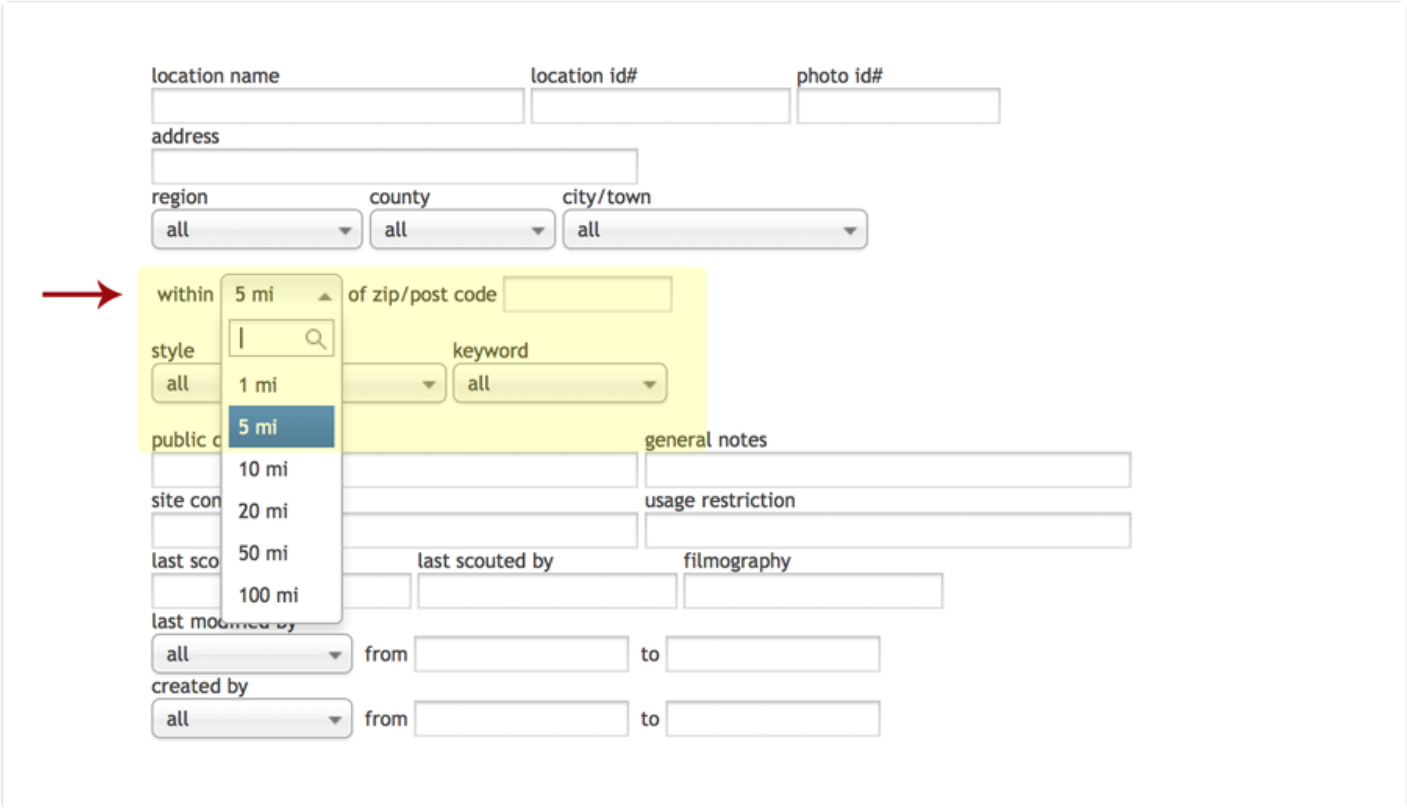
f. Region and County

Region and County fields are single-select drop-down search fields. A value of ‘All’ returns locations that meet all the criteria selected, regardless of the region or county in which they reside. Note that when a county is selected, the screen immediately refreshes and the corresponding region is displayed. The City/ Town field is a free-form search field. However, it requires exact character searching.

g. Within Zip Code

Within Zip Code is a single-select field that allows the user to select from 1, 5, 10, 20, 50, and 100 miles from any specified US-based zip code.



h. Style

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

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i. Keyword

Keyword is a single-select drop down search option. In other words, only one main keyword-specific search can be conducted at a time. These values are custom and set by the Film Office by the assigned System Administrator.

k. Last Scouted For, Last Scouted By & Filmography

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

l. Last Modified By

This is a drop-down field whose values are all the users assigned in the system. This searching function allows the user to pull all records modified by a specific user over a date range or period of time.

m. Photos

The photos all locations, only locations with photos or only locations without photos radio boxes will allow you to filter out any locations that have information in the system but do not currently have any photographs posted. This function is especially useful when creating a package for a client but you only want locations that have photo representation.

n. Approved Locations

The approved all locations, only approved locations or only unapproved locations allows users to easily filter out locations whose data and images have been reviewed and approved.

2. Search Button

Click the SEARCH button to return all the locations that match your criteria.

3. Search Criteria

Search criteria are summarized in a text box above the search results. If the search results require

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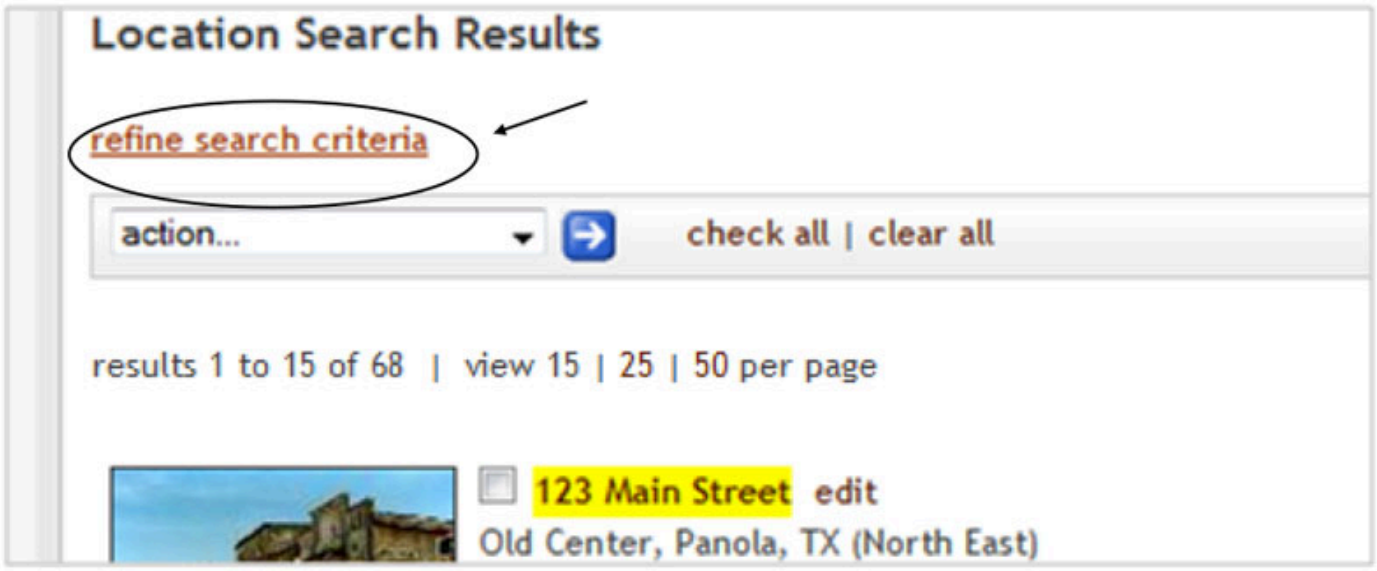
additional criteria or further filtering, click the **“refine search criteria”** link at the top left of the text box summary.



6. Subnavigation Menu Search

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

Entering 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 data for the person/company related to the location, and (3) upload an unlimited number of electronic images or photo files of the location.

Here’s a quick video tutorial on how to add a location to your Reel-Scout system:

https://player.vimeo.com/video/45091360

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1. Add a Location

Click on add under the location menu navigation.

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. **Adding a new location in the library is very easy because the only information that is necessary to create a location in the database is the location name, city/town, and category**. These fields are indicated with a * by the field label and are circled in **RED** below. All other field data can be entered at a later date when the information is known.

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

3. Location Name

Type the location name. The location name field is a free-form text field required in order to save and catalogue a location in the library. The name is not required to be unique. In other words, the library will store two locations with the exact same name. The differentiator will be the location id# which is a unique identifier automatically assigned by Reel-Scout™ for each location record. You can use the Location ID # or the Location Name when conducting a specific location search. **Although the application does not limit the character length of the location name, it is best to keep the location name to 30 characters or fewer.**

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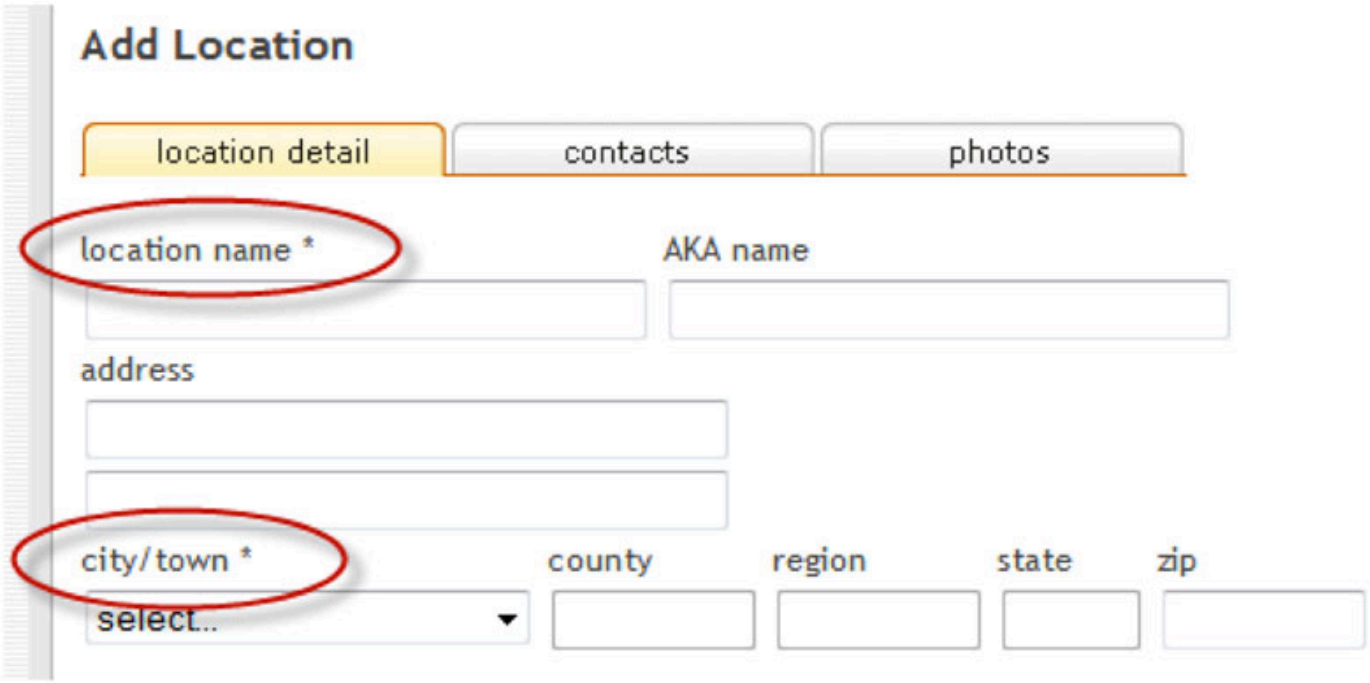

4. AKA Name

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 field is used for locations with alternative names that are not its formal names (*e.g.,* Panther Stadium vs. Bank of America Stadium).

5. Address

The address field includes two free-form text fields and is not required in order to catalogue a location in the library. Use of this field is primarily for internal recording purposes only.

6. 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.

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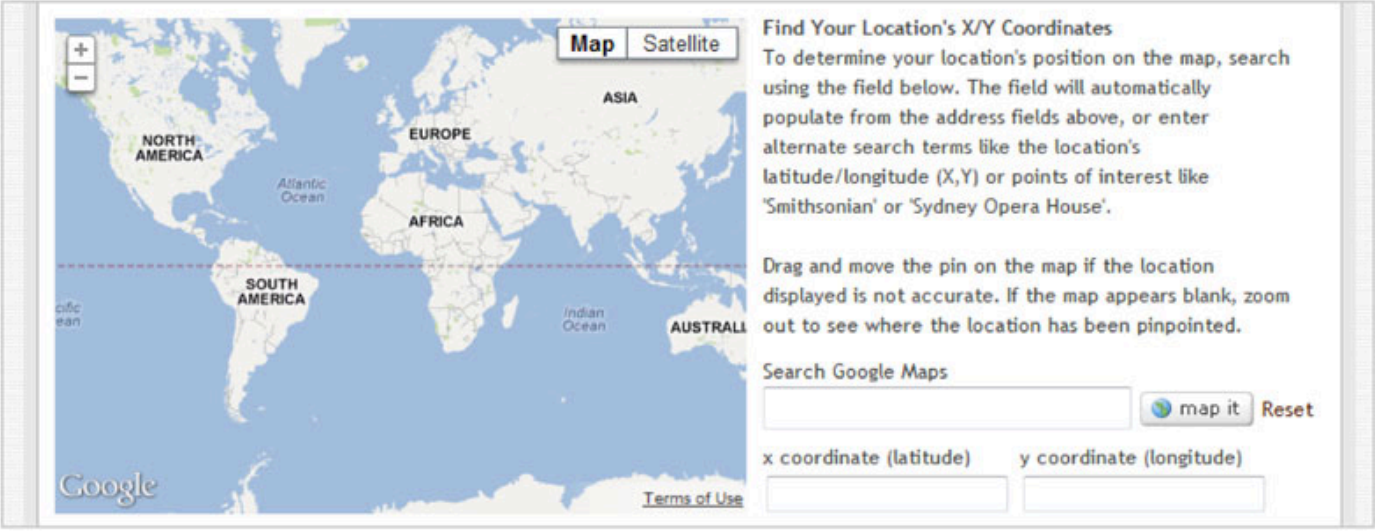
7. Zip, Phone, and Fax

The zip, phone and fax number fields are free form fields to allow entry of US-based and international phone number values.

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



8. The X, Y Coordinate Fields

The X, Y coordinate fields are automatically generated based on the ‘Search Google Maps’ field functionality. X, Y coordinates help to specifically locate the position of a location by identifying its GPS coordinates and rendering it on a map.

Reel-Scout can automatically generate the X, Y coordinates once a value is entered into the ‘Search Google Maps’ field. Valid values for the field can include: address from the fields above, points of interest (such as ‘Mount Rushmore’ or ‘Washington Monument’), location name (‘Brevard Hotel, NC’), or the exact latitude/ longitude collected (X, Y).

Clicking the MAP IT button will render the X, Y coordinates as well as display the location on the map. You can then drag and move the pin on the map if the location displayed is not accurate. If the map appears blank, zoom out to see where the location has been pinpointed.

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9. The Website Field

The website field is a web-oriented field that will automatically be created into a hyperlink once the DONE or NEXT button is clicked. **You do not need to enter in 'http://' to ensure that Reel-Scout™ recognizes the hyperlink field.** The 'http://' will automatically be concatenated to the field value to ensure that the link works when clicked in view mode.

10. The Email Field

The email field is coded to recognize appropriate email addresses. In view mode, the user can click on the email value and a new mail message will be opened automatically with the email address already listed in the 'To:' field of the message.

11. Categories

Select all the categories that pertain to the location. A selection of the main category will result in a pre-populated subcategory field relevant to the selected category. Hold down the CTRL key while clicking to select more than one category. Assigning categories is very important. The list has been completely customized based on the existing standards at the Film Office.

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

✻ Selecting several categories will make more options available when doing a search for a client.

12. Category Mapping

You can also directly map categories to a location by browsing the selection listing using the scroll bar and clicking on the listing to highlight the selection. Begin typing and you'll notice that the list of categories will display only the values that match your entry. Click "Enter" to add the value to the list. If additional categories are desired, simply repeat the actions to add as many values as needed.

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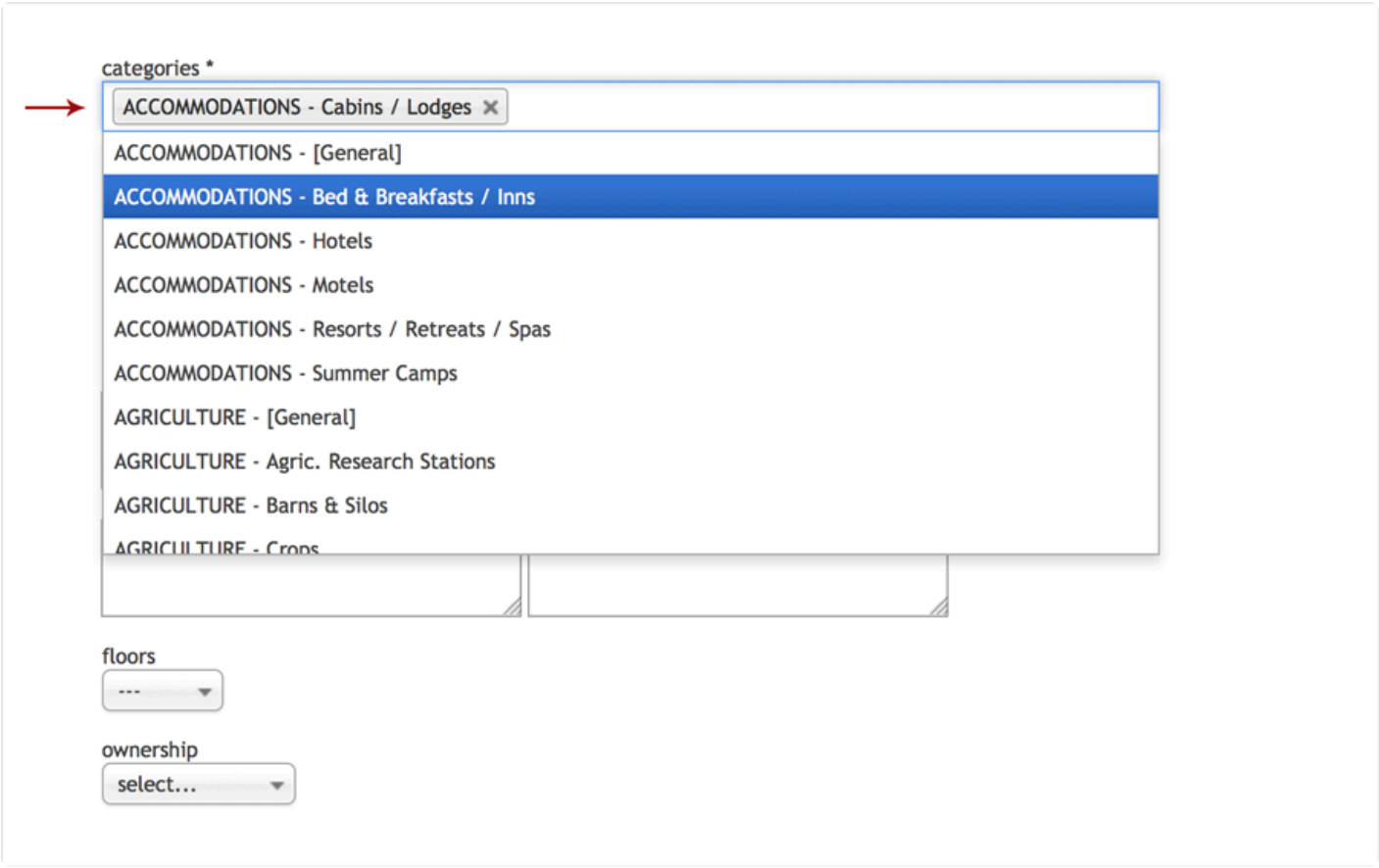

13. The Style Field

The style field is multi-value selection field, in other words, it can retain more than one value.

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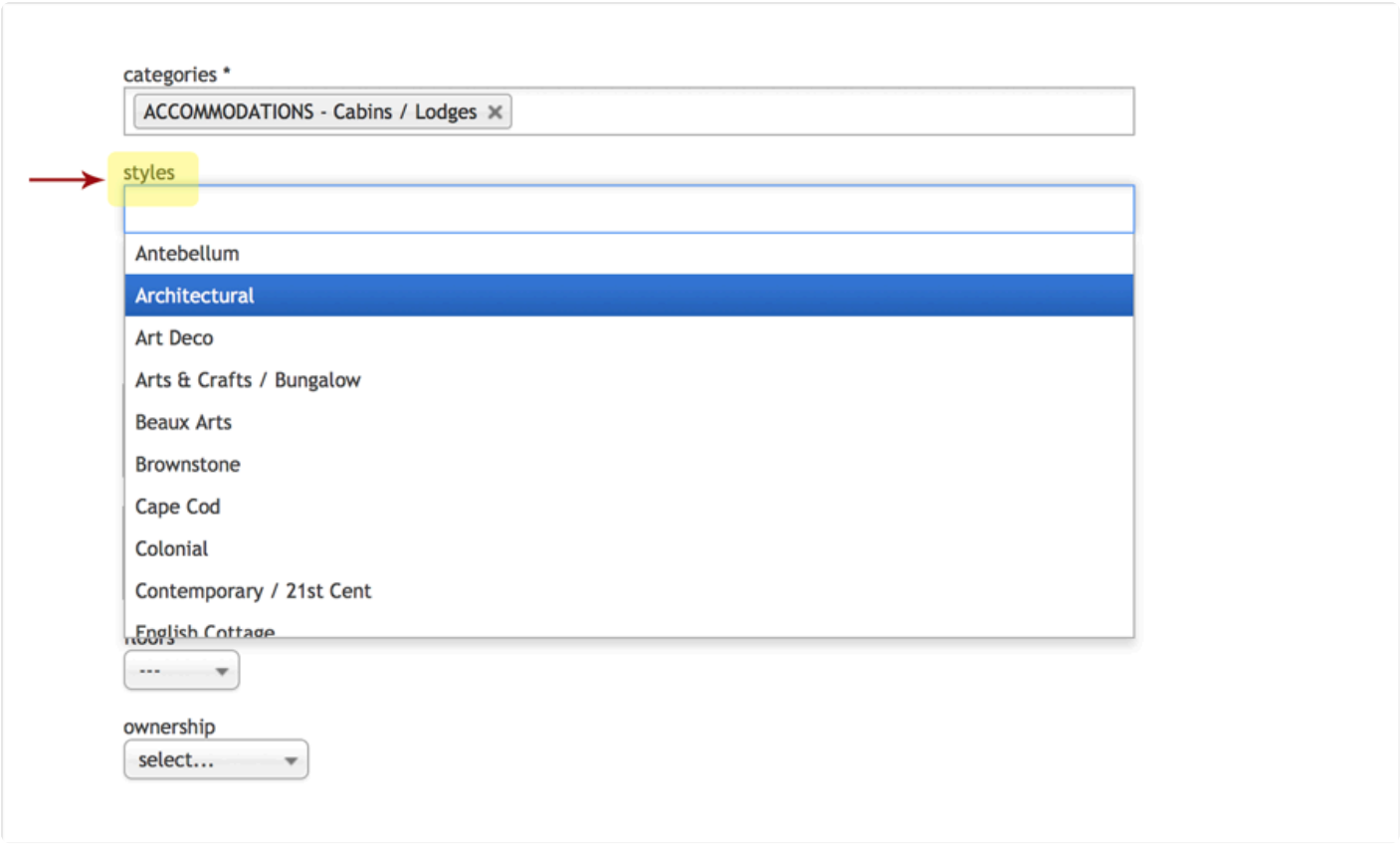

14. The Keywords Field

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

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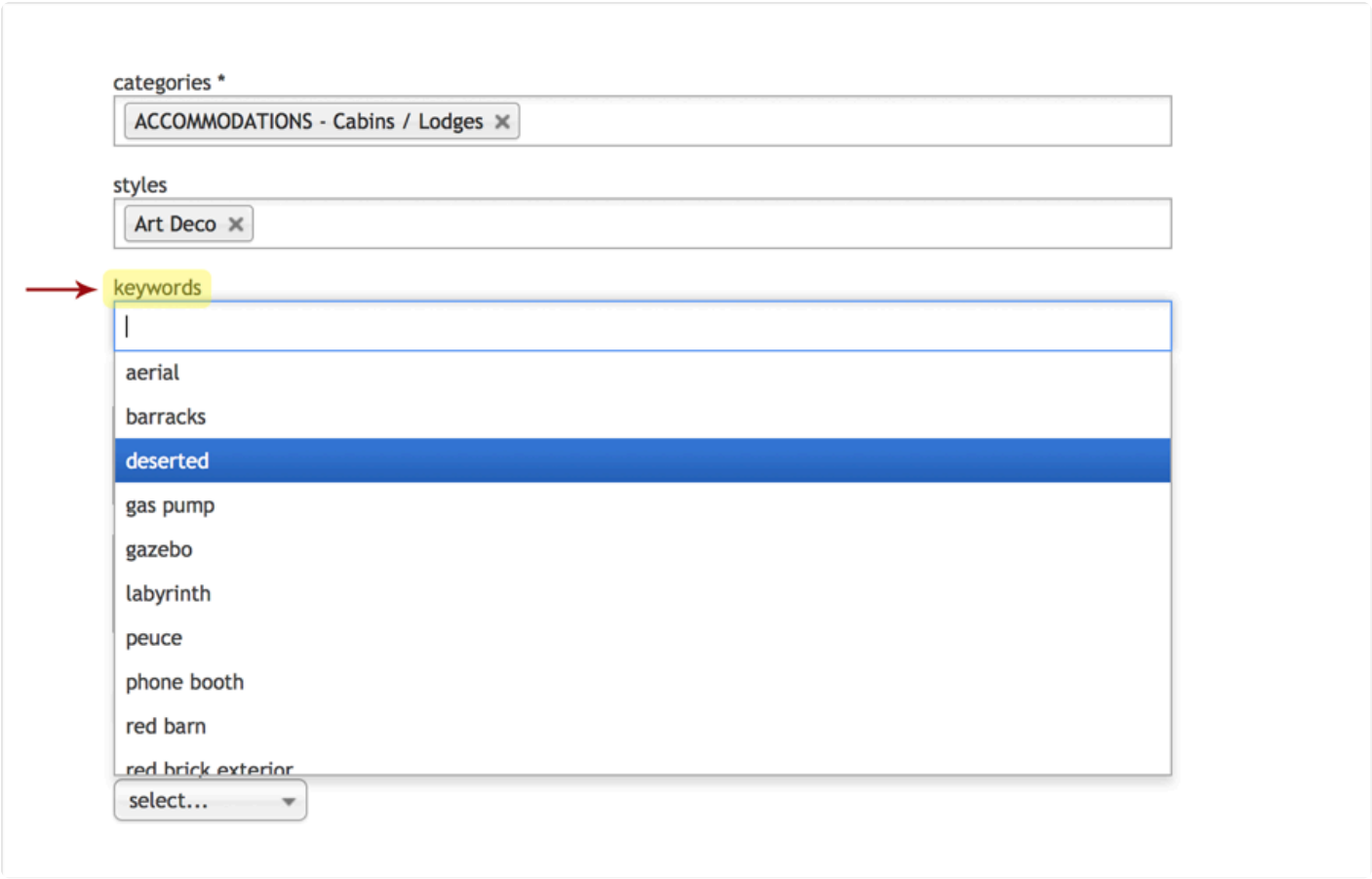

15. The Description, Site Condition, General Notes, and Usage Restriction Fields

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

> NOTE: The public description and general notes fields are fully indexed. This means that 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 family members of Thomas Jefferson” can be found when the user searches for “Thomas Jefferson.”

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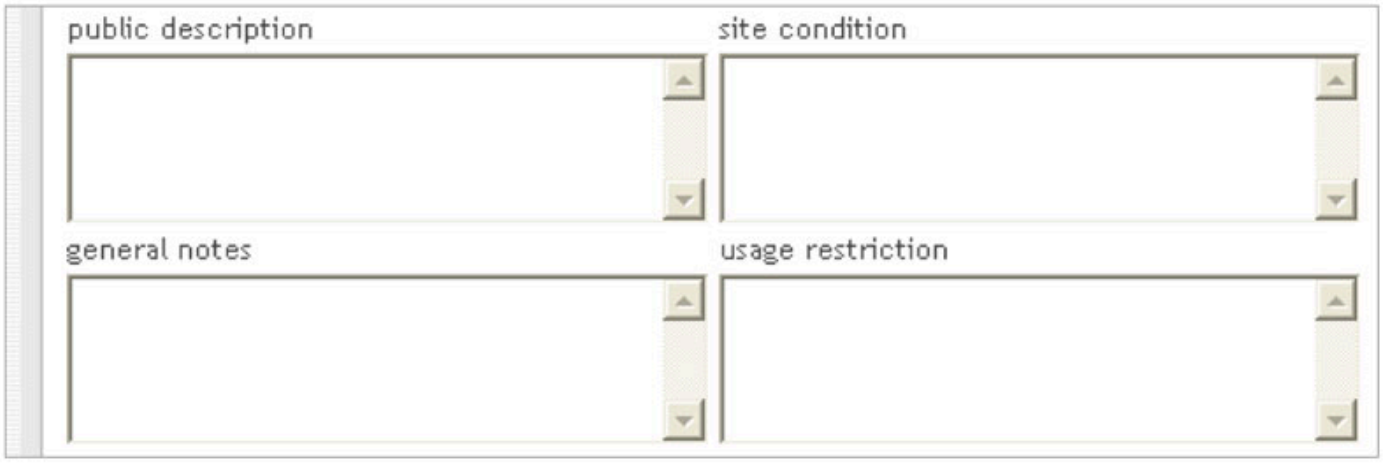

16. The Floors Field

The floors field is a drop down box containing values: 1 – 5, 6 – 10, 11-25, > 26. The field is related to the number of floors or stories that the property holds. The system defaults to no value or '—' selected when adding a new location.

17. The Permit, Fees and Ownership Fields

The permit, fees and ownership fields are radio button fields that will accept only one value (typically Y, N or no choice). These fields relate to the financial and ownership aspects of the location and are not a required field of input in order to record the location in the database.

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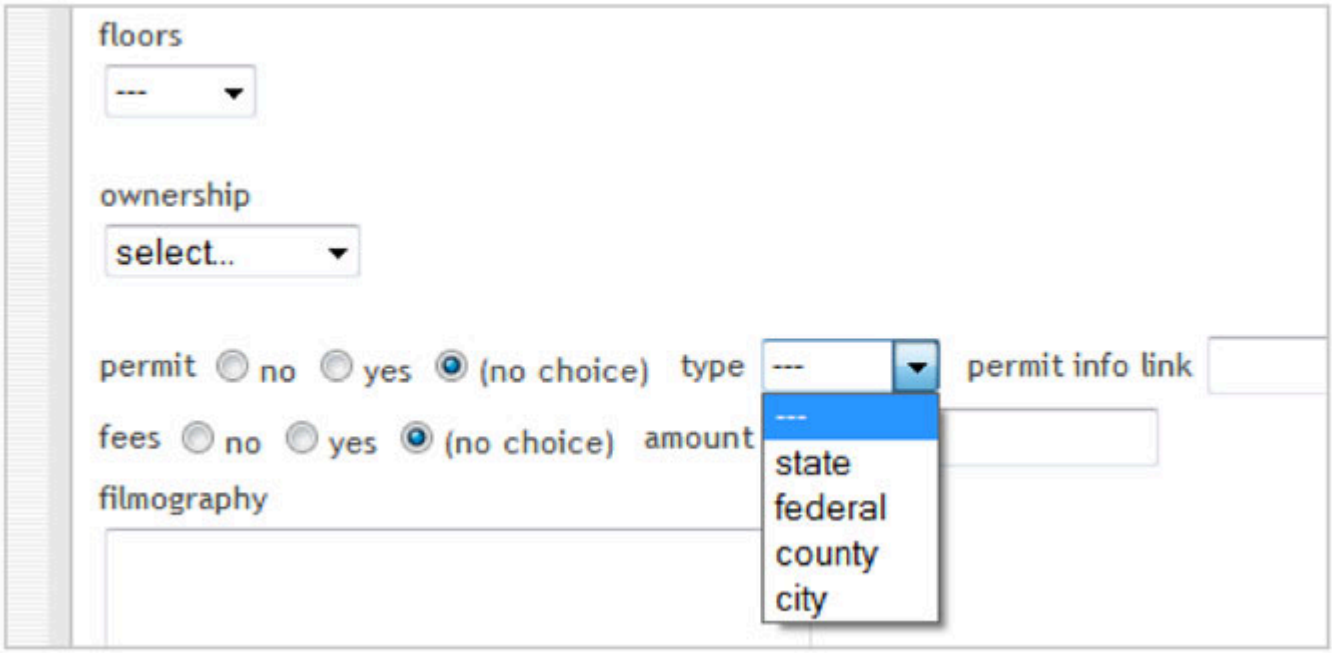

18. The Filmography and Directions Fields

The filmography and directions fields are free-form textboxes with a maximum of 4000 characters stored per field. GPS coordinates can also be store in Reel-Scout™ using the source, x coordinate, and y coordinate fields.

19. The Last Scouted By and Last Scouted For Fields

The last scouted by and last scouted for fields are free-form text fields. Use these fields to note when the location was last scouted and for what production. The last scouted date field is date-formatted as MM/DD/YYYY.

20. The Hidden Group Drop-Down Field

The hidden group drop-down field drives access control and security to location data in Reel-Scout™. For those film offices that divide locations into various groups, this field is applied.

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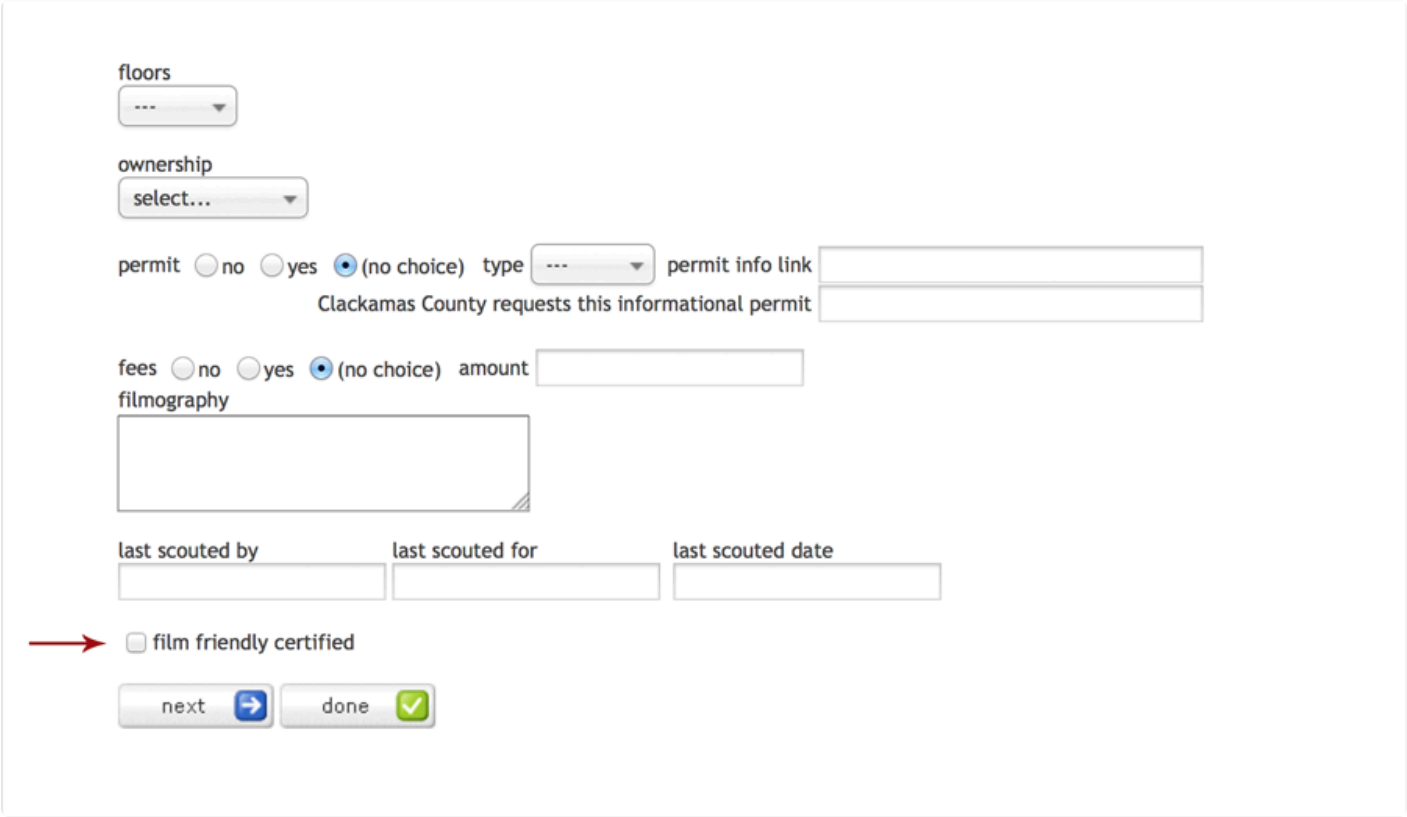
NOTE: Depending on the user logged into the system, the field value will default to the group in which the user belongs. However, the user can change the value to a different group in the list but once saved the user will not be able to view this location unless he/she belongs to the 'All' group.



21. The Approved Location Options

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

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

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22. Addressing & Google Map Functionality

The video below gives a quick walk-through of the Google Map Functionality.

https://player.vimeo.com/video/130559454

23. The “Next” or “Done” Button

Click on the NEXT or DONE button once you have completed all the data entry for the location page. Clicking next moves the user to the Contact tab of the location entry. Clicking done moves the user back to the Browse location listing.

No data will be saved if you do not select one of these options. All fields are controlled for display or non-display on client packages within the **Configure** component.

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Adding Location Contact Information

1. Click “Next”

If the user elects to click next, the application automatically moves to the contact tab page.

2. Look-Up Contact

The first step to adding a contact to the location is to check to see if the contact is already in the database. To do this, enter the contact’s first and/or last name and click the LOOK-UP button.

3. Look-Up Results

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

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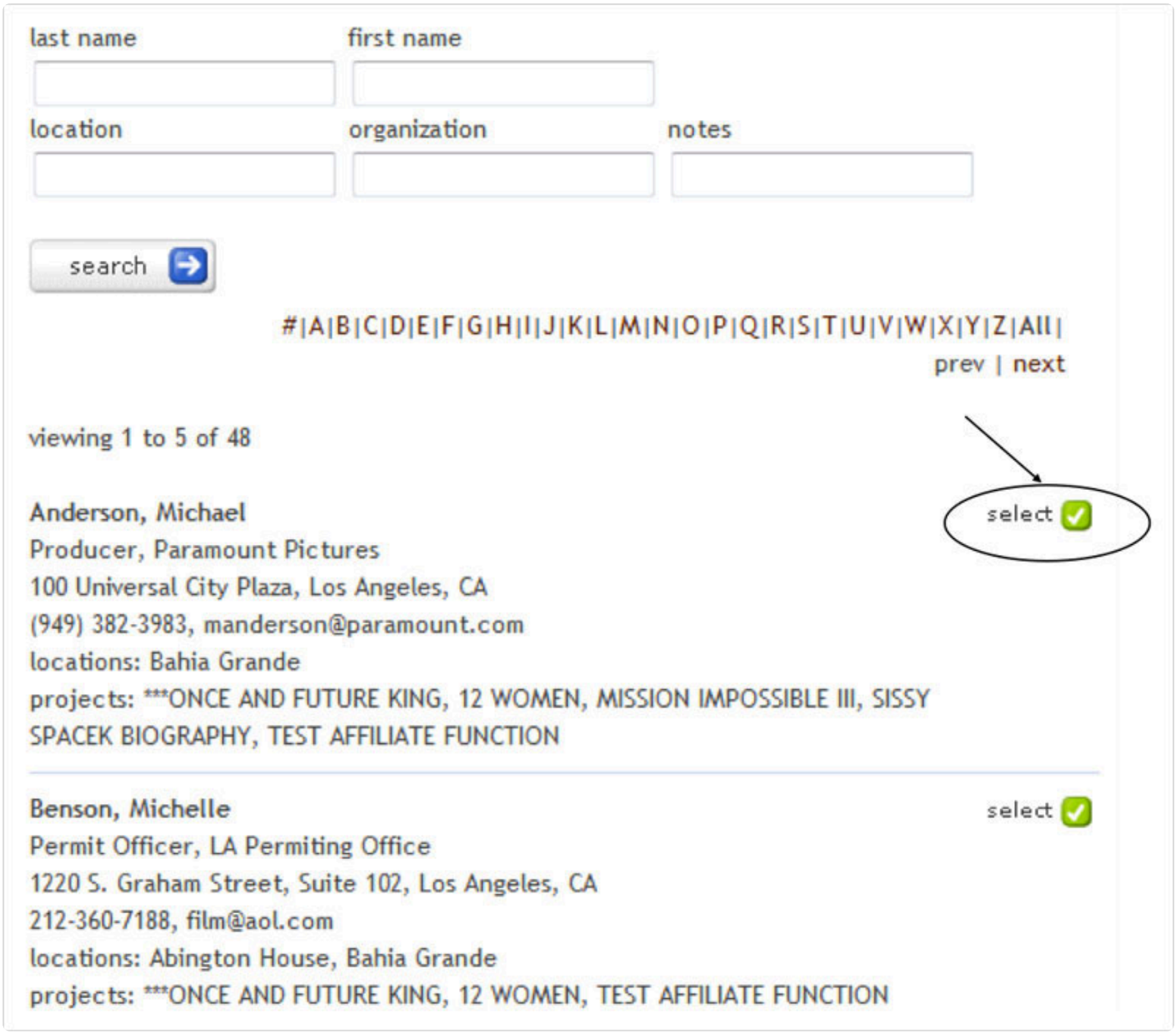

NOTE: Additional search fields are available including the project, organization and notes fields should the first and last name fields not be available.

4. Enter Contact Info From Scratch

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

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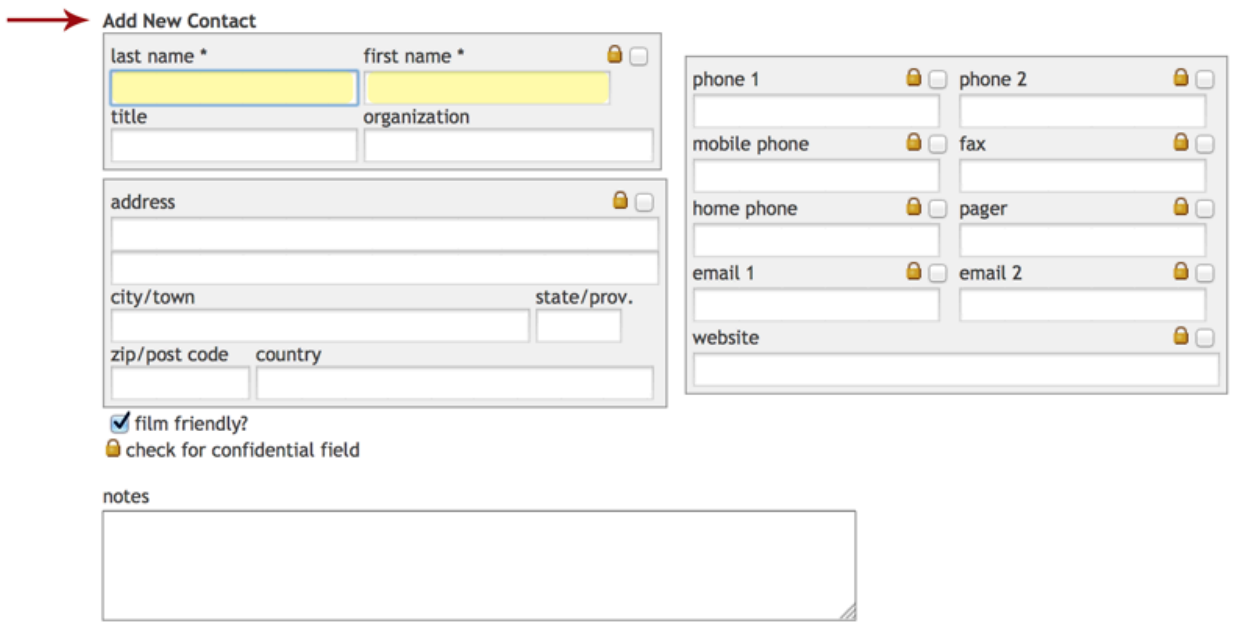
again should they be relevant to another location or project.



5. The Title and Organization Fields

The title and organization are free-form text fields and are not required.

6. The Phone1, Phone2, Mobile, Home, Pager & Fax Number 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.

7. The Website Field

The website field is a web-oriented field that will automatically be created into a hyperlink once the DONE or

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NEXT button is clicked. You do not need to enter in ‘http://’ to ensure that Reel-Scout™ recognizes the hyperlink field. The ‘http://’ will automatically be concatenated to the field value to ensure that the link works when clicked in view mode.

8. The Email1, Email2, Address, City/Town, Zip/Postal Code & Country Fields

The email1, email2, address, city/town, zip/postal code and country fields are all free-form text fields. The state/province field is a free-form field to accommodate both domestic and international addresses.

9. Film-Friendly

The film-friendly? checkbox allows staff to quickly mark contacts that are strong industry supporters.

> ✻ NOTE: Fields within the shaded area can be marked confidential by clicking the checkbox field designated with a gold lock icon in the upper right corner of the shaded area. If flagged, these fields will not display when printed via the PRINT-FRIENDLY button.

10. The Notes Field

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 fully searchable.

11. 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.

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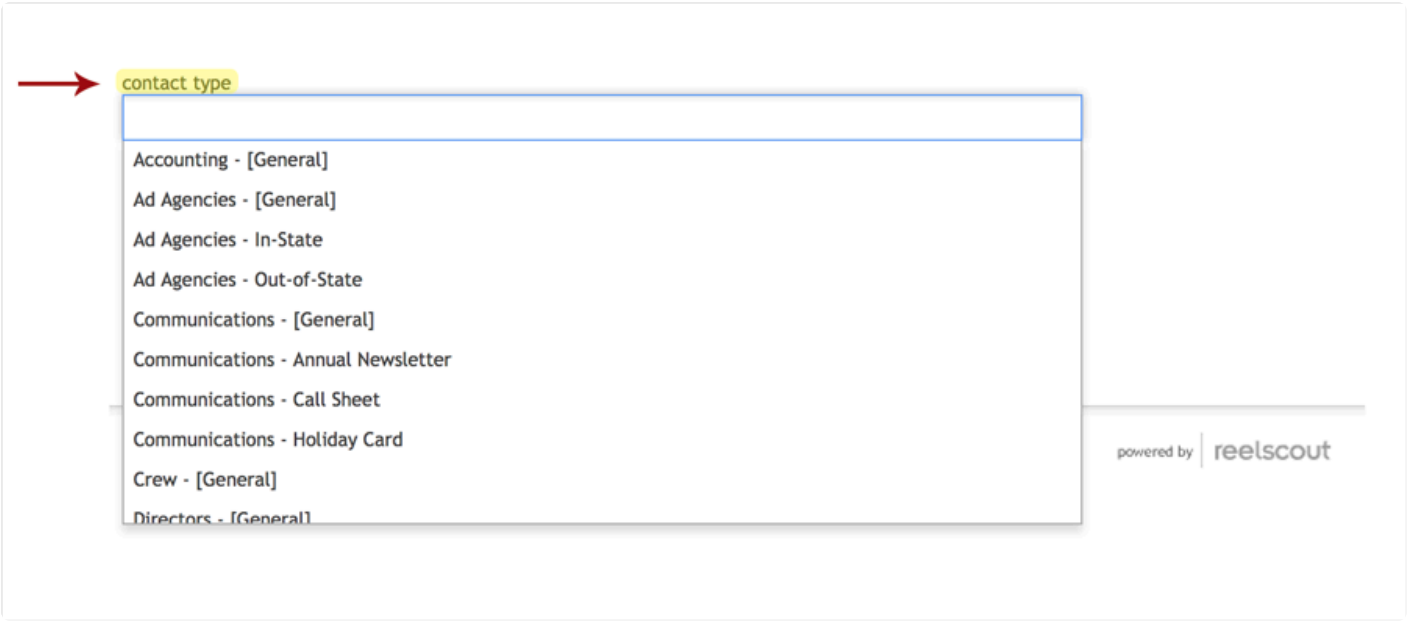

12. The Active Contact Check-Box

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.

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.

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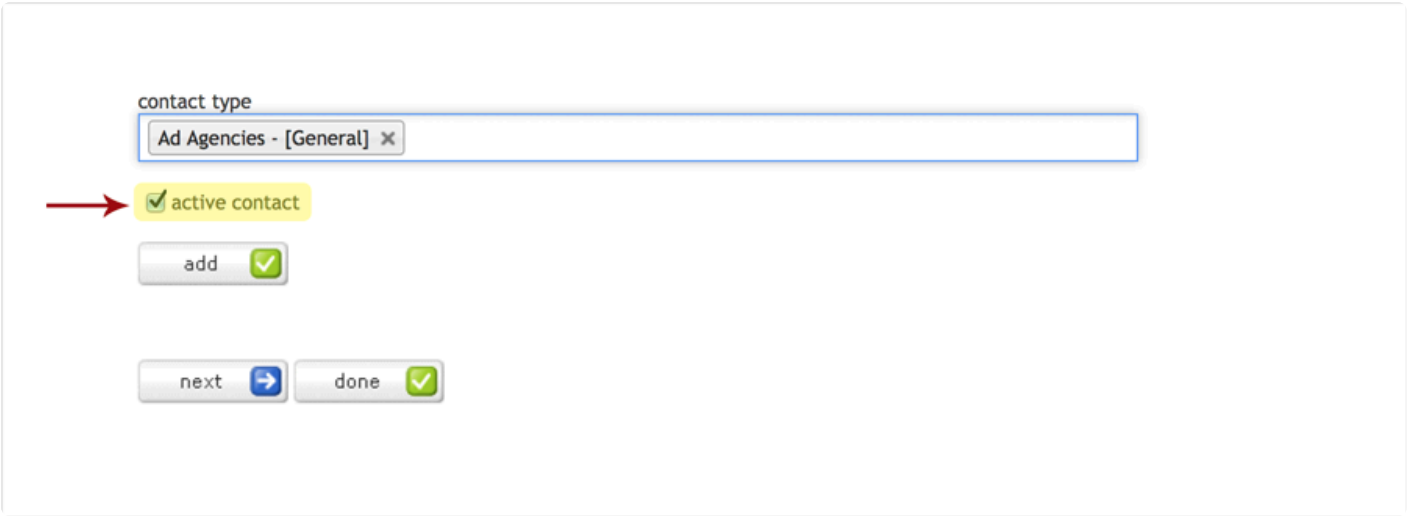

13. Done Entering Data?

Once you are finished with entering all the data on the contact person, click the ADD button. You will notice that the contact now appears in a listing below the Add New Contact section. A red ‘X’ button appears beside the contact name to allow the user to remove the relationship between the location and this particular contact.

> Please note that clicking the REMOVE button will remove the contact person only from the location and not from the entire contact database.

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14. Click “Next” or “Done”

Click on the NEXT or DONE button once you have completed all the data entry for the contact. Clicking NEXT moves the user to the PHOTO tab of the location entry. Clicking DONE moves the user back to the BROWSE location listing.

Editing Location Information

Editing information for a location is very similar to adding a location.

1. Find Location

Find the location in which you wish to make changes. See Finding a Specific Location section of this User Guide for more information.

2. Edit Location

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

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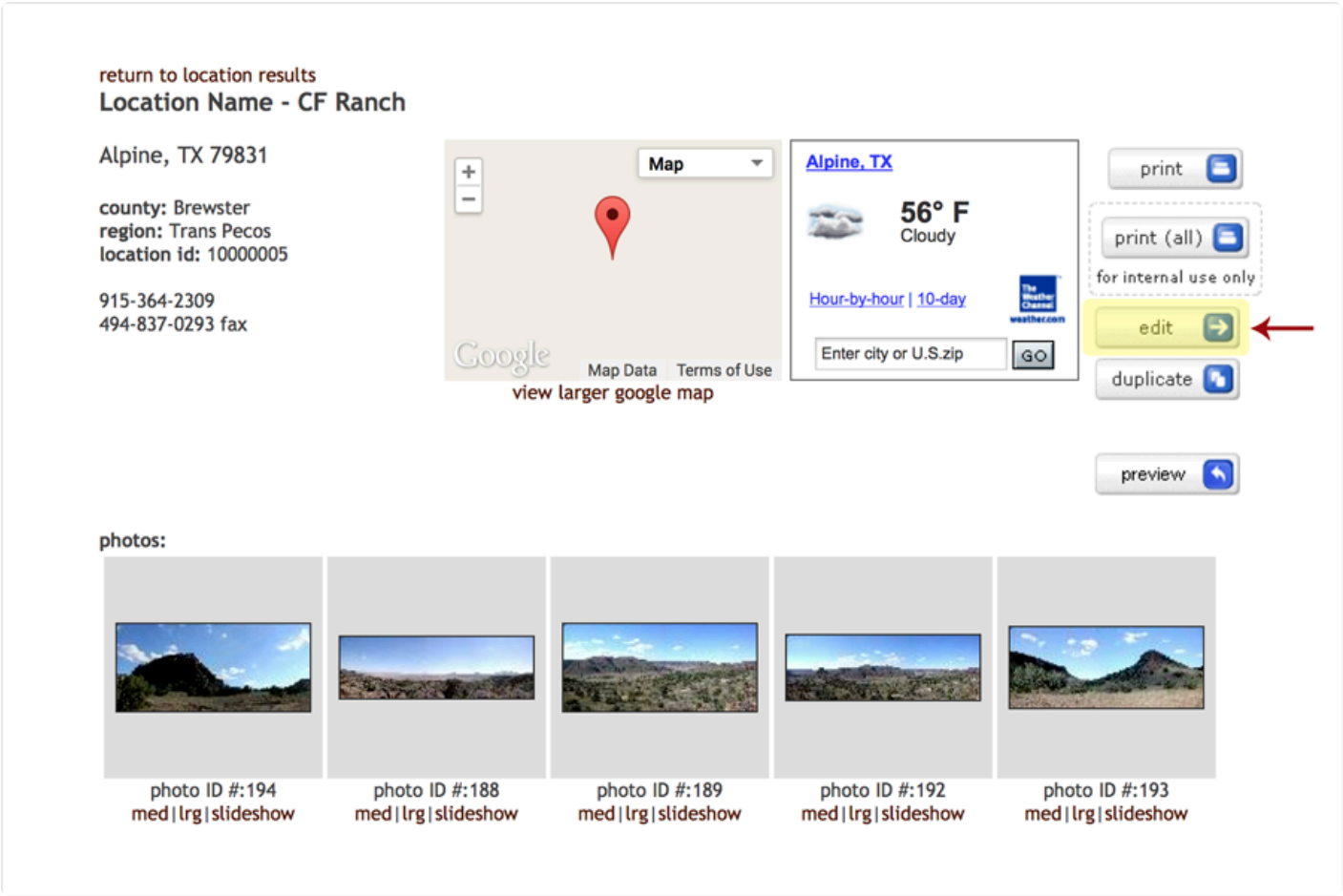

3. Select Photo

Click on **Photo** tab. View the thumbnails of all the images for that location. **Click on the photo you want to remove or edit**.

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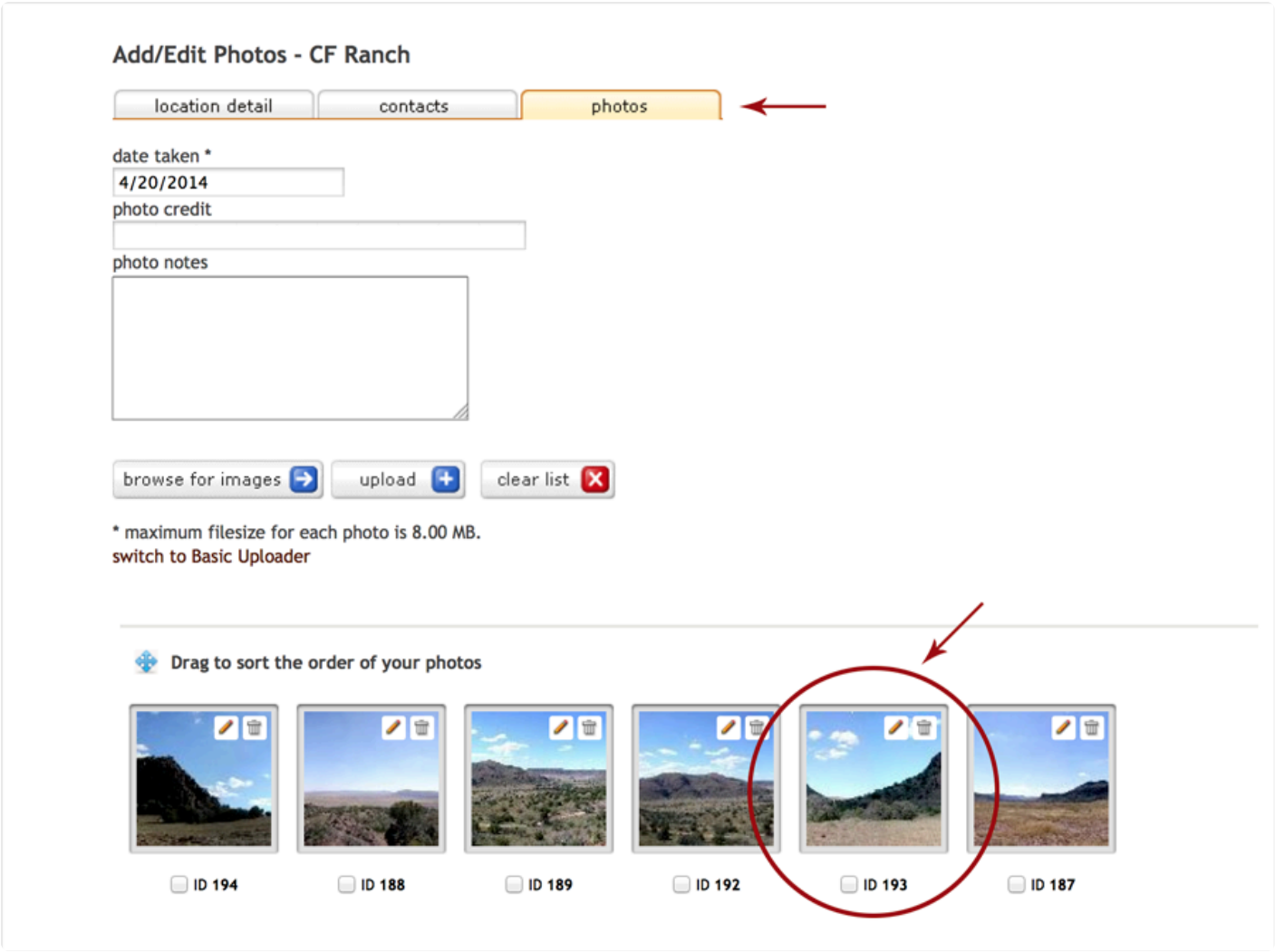

4. Edit Photo Information

A window will open where you can change the date taken and photo credits and notes fields.

5. Save Changes

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.

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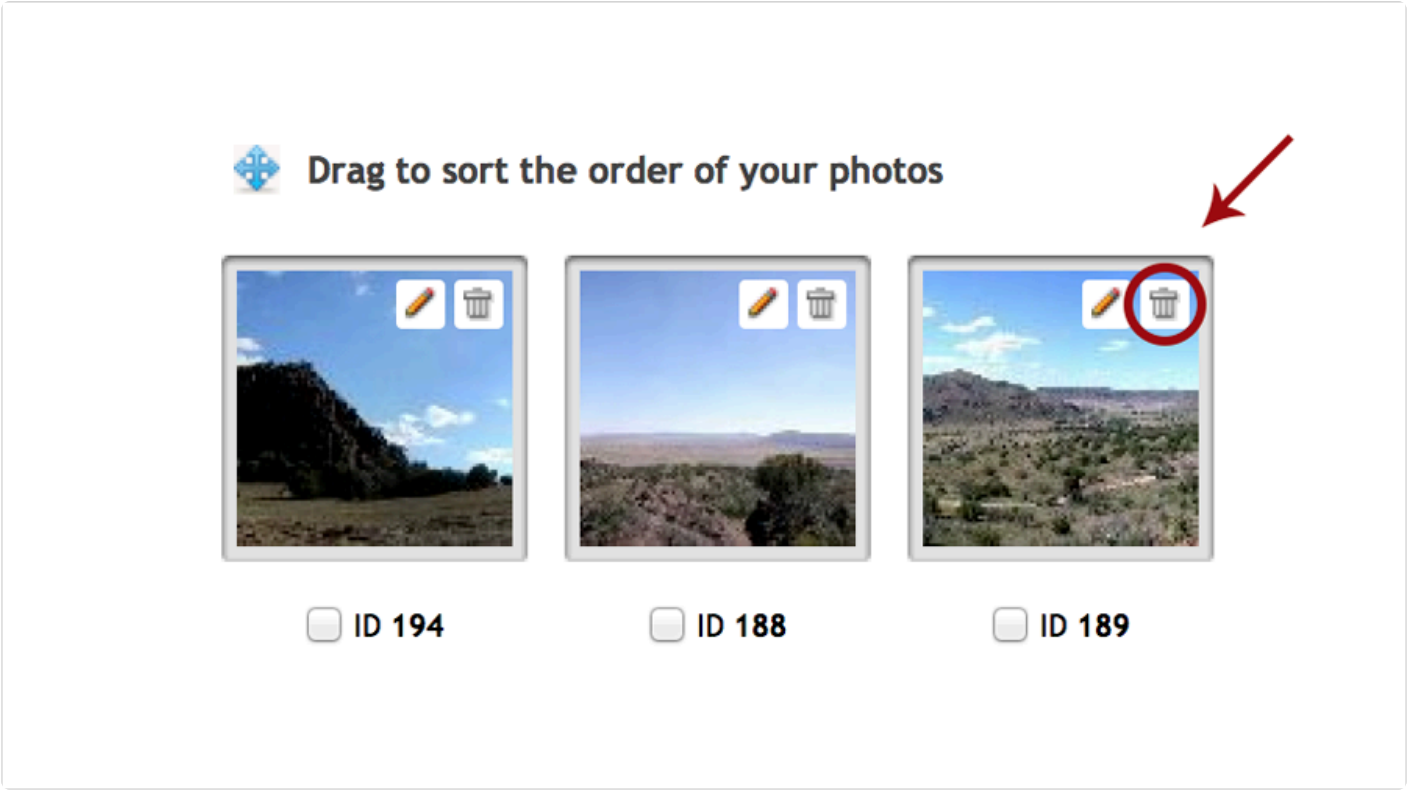
Deleting Location Photos

You have the option of deleting a single photo or multiple photos all at once.

1. Delete a Single Photo

To delete a single photo, click the **DELETE** button (the Trash icon). You will be asked to confirm the deletion. Click ‘yes’ when prompted to confirm.



2. Delete Multiple Photos

To delete multiple images at a time, click the checkbox beside the photo ID under each thumbnail image and then click the **DELETE SELECTED** button. You will be asked to confirm the deletion. Click ‘yes’ when prompted to confirm.

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3. Save & Exit

Click **DONE** to exit the screen.

Adding Location Photos

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

- **1680 × 1050 resolution (or higher)** for large size web browsing (max allowable 3840 pixels)
- **File size between 1 MB – 3 MB** (max allowable 10 MB)
- 144 – 150 dpi
- JPEG compression = 8 good quality

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

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

There are two methods to uploading image files to Reel-Scout. The first and quickest method is using the **Flash Uploader** which is defaulted on the Photo Tab. The second method is the **Basic Uploader** which is best used when selecting specific individual images from multiple sources or if Adobe Flash is not available on your device.

Adding Photos with Flash Uploader

The quickest method to upload photos is using the Flash Uploader which is defaulted on the Photo Tab.

1. Enter Date

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

2. Enter Photo Credit

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

3. Browse for Images

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

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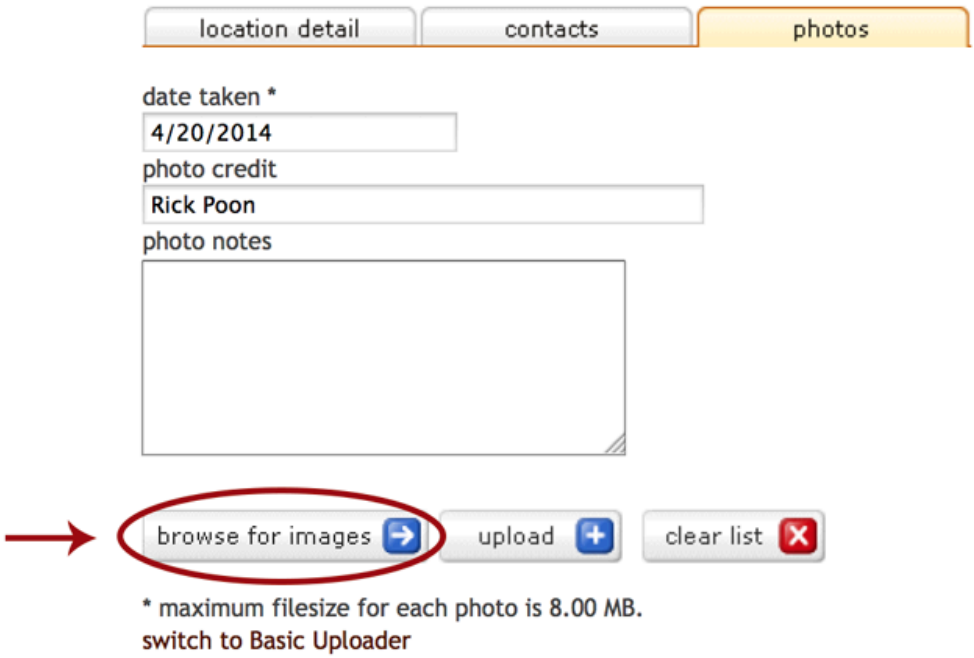

4. Upload

At this point the user can click **Upload**. Once the upload button is clicked, the file listing table will display the progress of each file upload via a green progression bar. Once the upload is completed, the page will automatically refresh and all images will be displayed in thumbnail size.

Adding Photos with Basic Uploader

The Basic Uploader is best when selecting specific individual images from multiple sources or if Adobe Flash is not available on your device.

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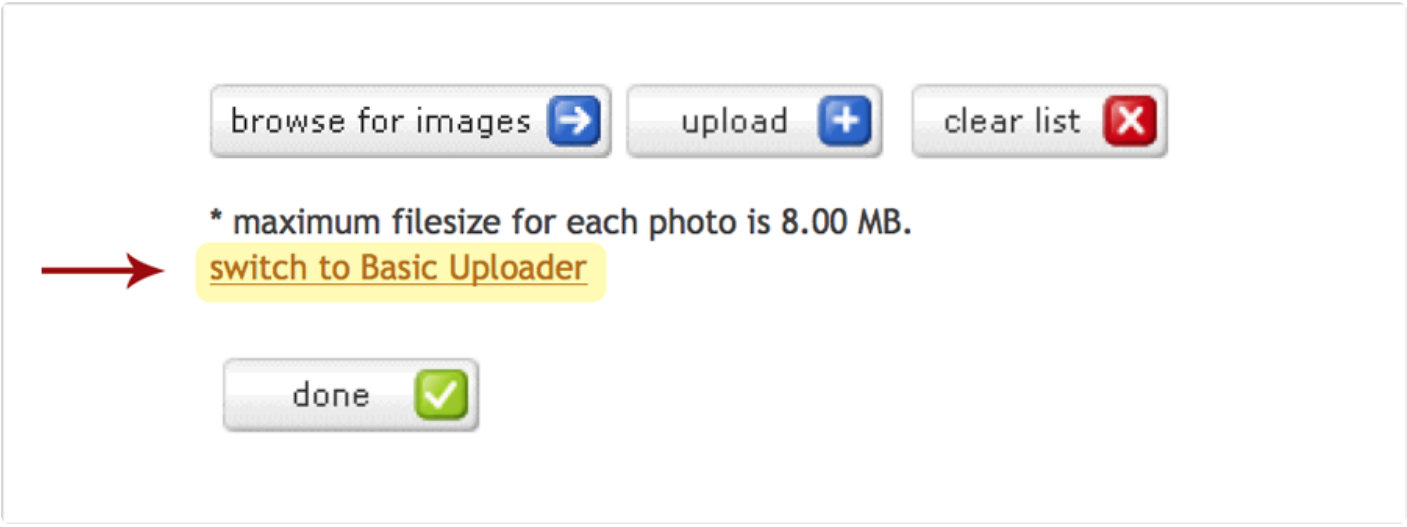

NOTE: To toggle between the two upload methods, click on the link below the Upload button.

1. The Filename Field

In the **filename** field, click on **browse**. This will open the ‘Choose File’ window where you will see the folders and drives of the computer you are working on. By expanding or collapsing the directory tree, find the file and click on it. Click **Open**. The window will close and the file name will appear in the file box.

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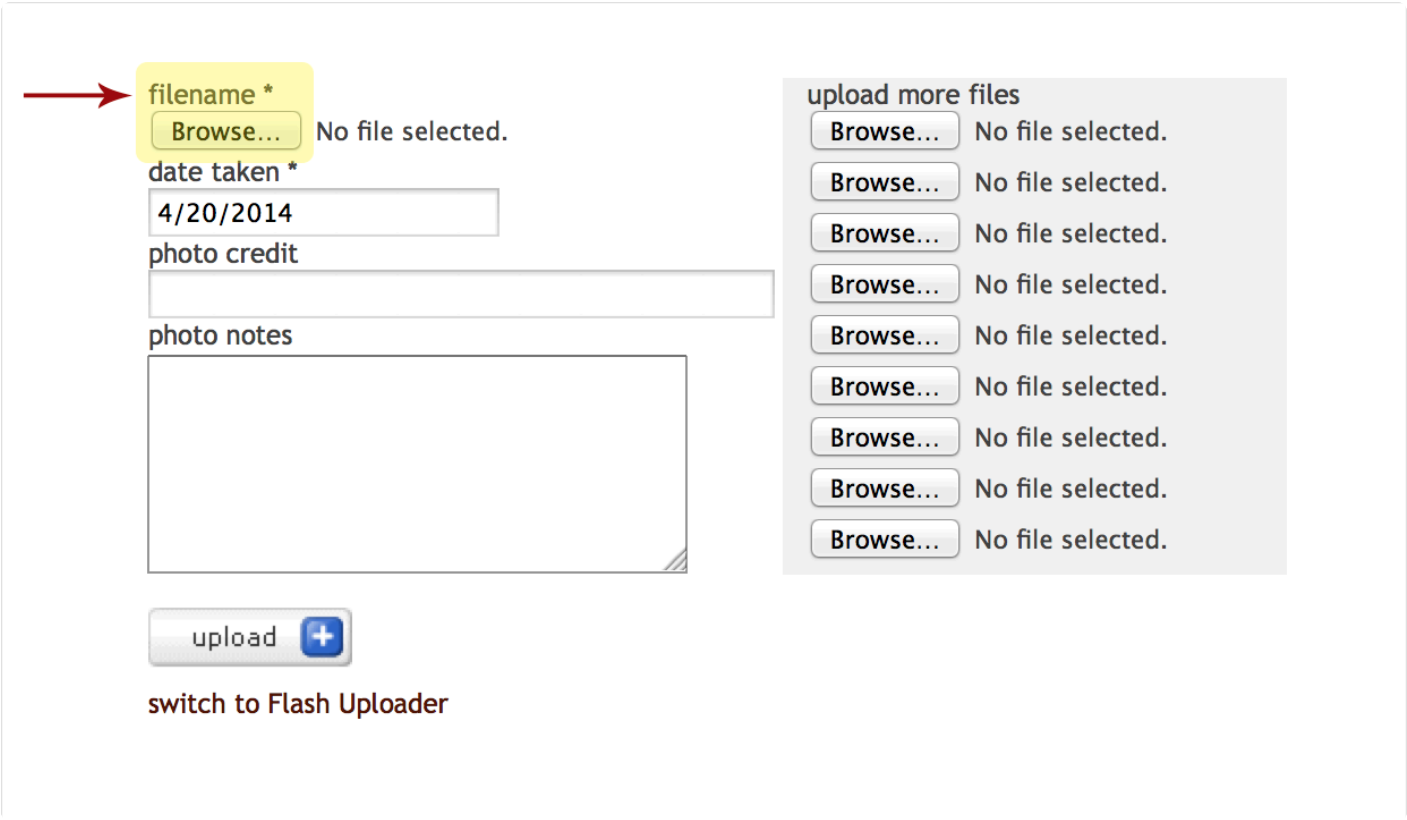

2. The Date Field

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

3. Photo Credit

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

4. Upload

At this point the user can click upload. However, if he/she wishes to upload multiple images with similar, a series of nine other filename fields are available. To add more image files, the user simply clicks the browse button by each field to locate the others.

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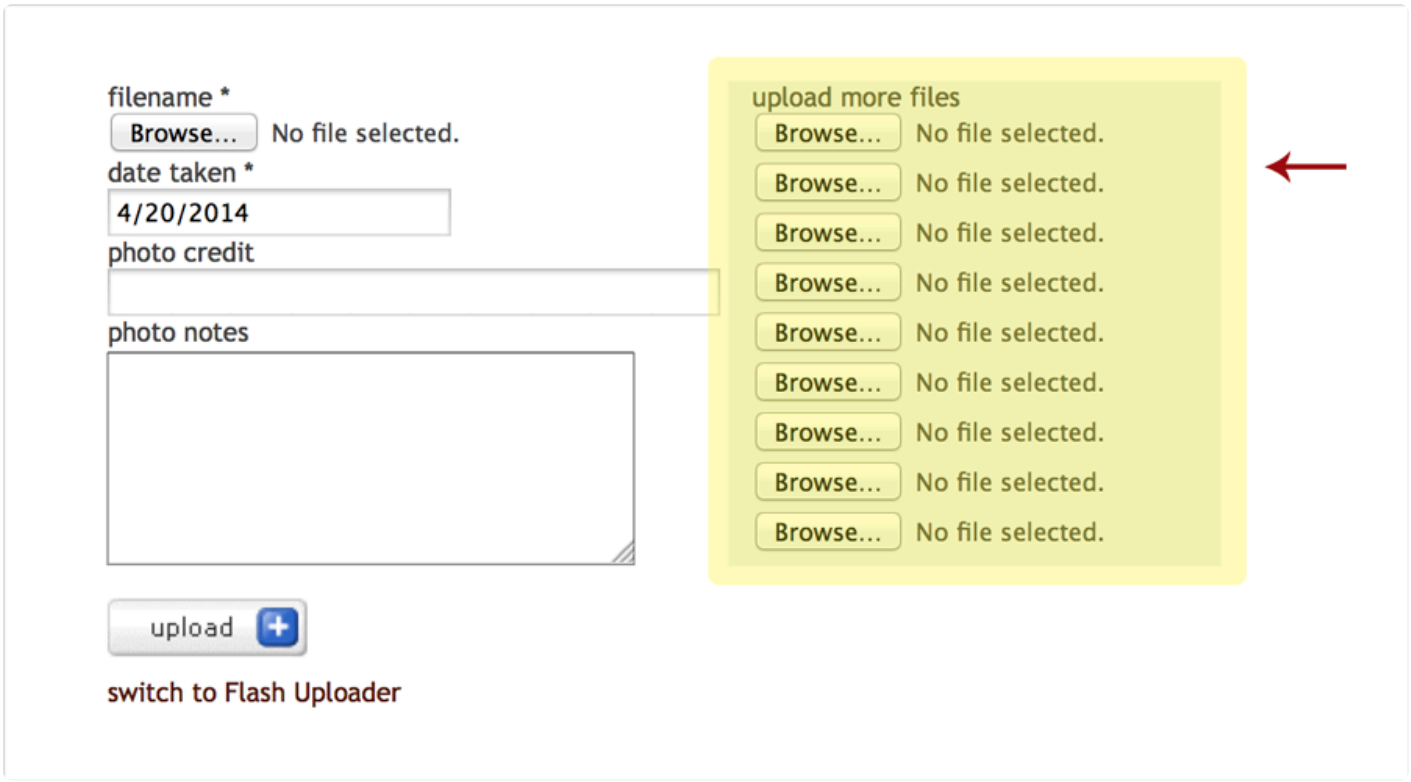

NOTE: If photo credits or photo notes are left blank, no data or field labels will be displayed. Otherwise, the data is shown in the slideshow as seen below.

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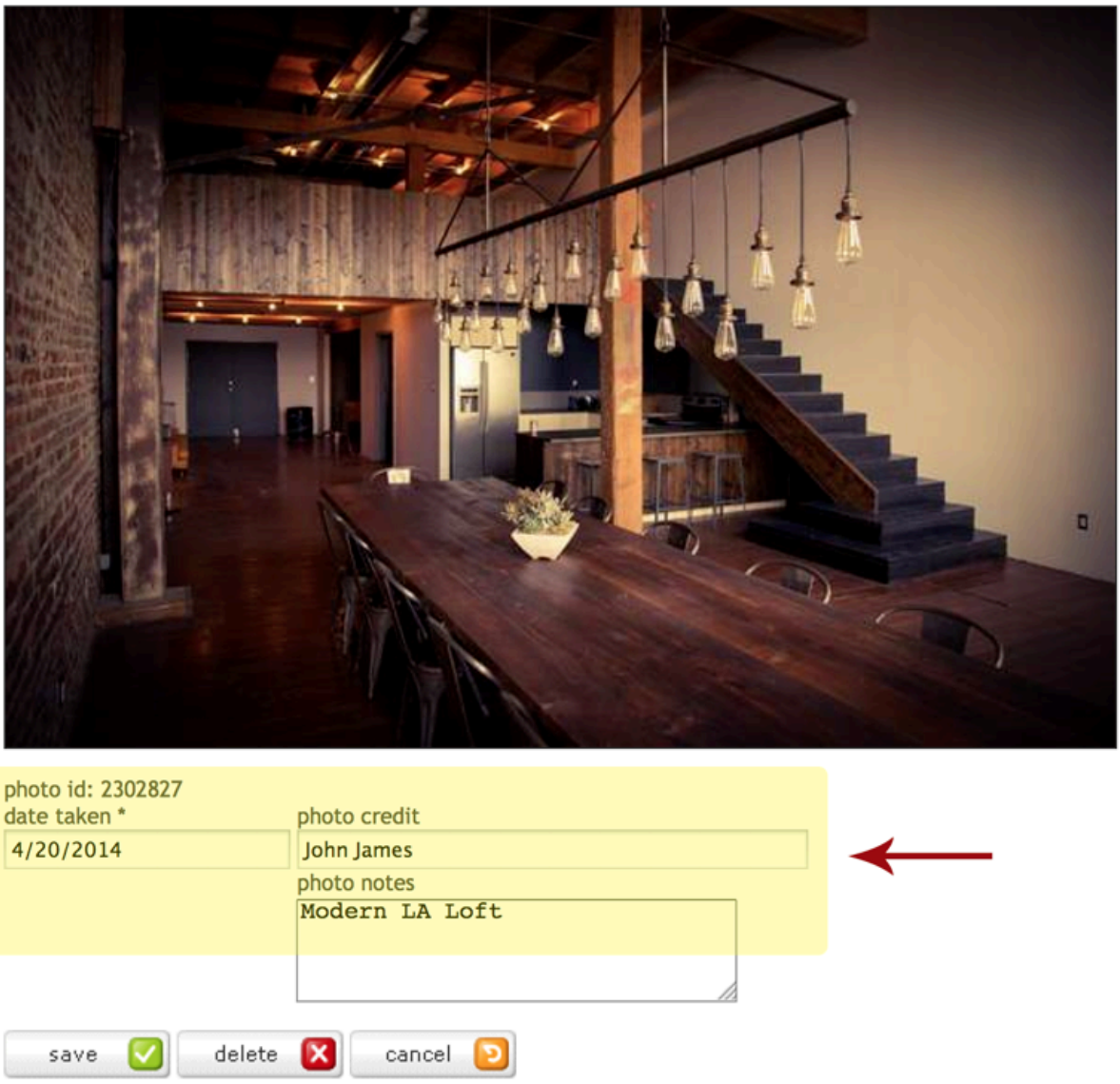

Upload Photo Options

When you upload photos in Reel-Scout, you will have three (3) options on the upload process to sort the photos as you need.

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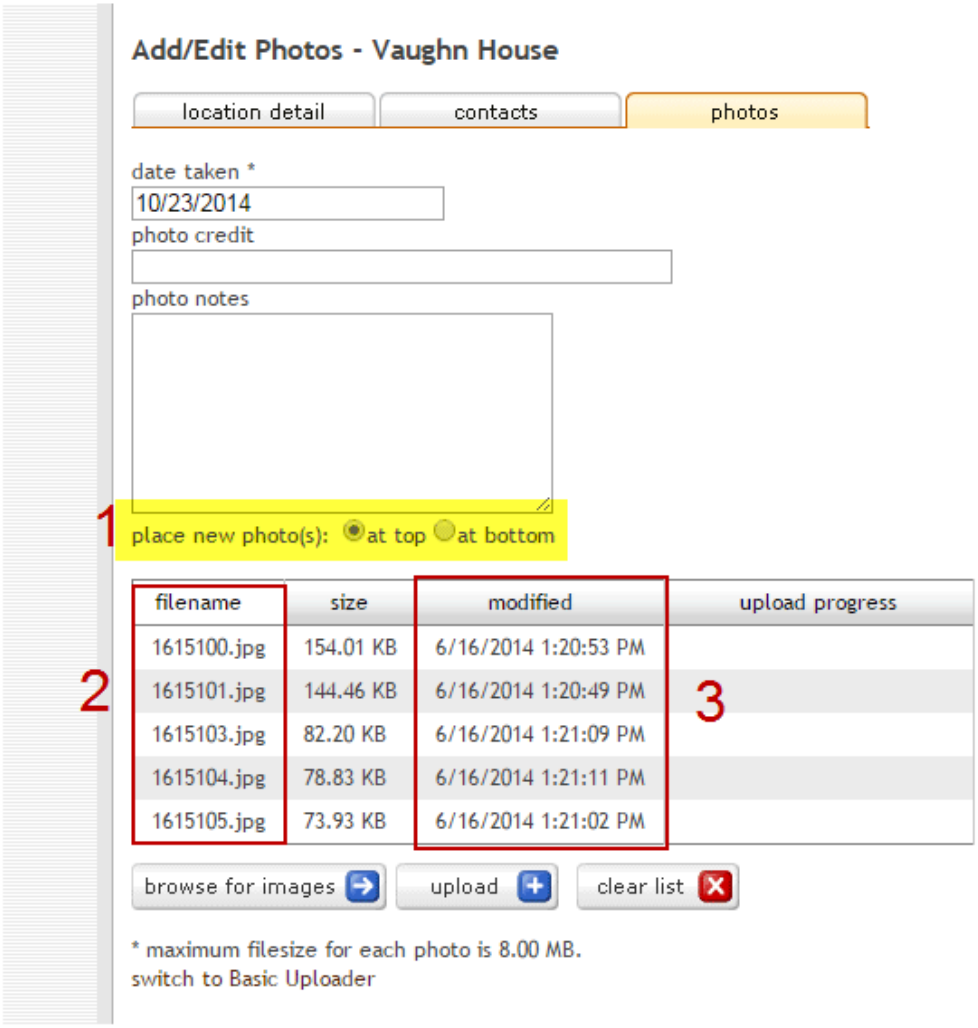

1. Place New Photo(s)

Selecting this option indicates your preference on how you would like your photos ordered if there are existing photos already on file for that location. We default to show the newest photos at the top of the location, but you can also select the ‘at bottom’ radio button if that’s preferred.

2. Filename Column

Once you image files are selected, you can click either the ‘filename’ column, or

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3. Modified Column

‘Modified’ column to sort the photos either by date or by file name. The column is a toggle so clicking back and forth on the column will sort accordingly.

If you elect not to take any action, then the upload will complete as the files are listed, alphabetical by filename.

Sorting Photos

Upon completion of uploading your photos, a thumbnail or series of thumbnails of the photo(s) will appear. This may take a moment depending on the location and size of the file. If there are photos already loaded for this location, the new thumbnail will appear at the end of the listing. During this process, not only is the application storing the large high-resolution version of the image, but it is also creating the medium (screen-size) version of the photo as well as the thumbnail for easy reference. Based on the upload process, selected the sorting options display accordingly.

1. Drag & Drop

When the **Flash Uploader** is selected, sorting is completed by dragging each thumbnail and moving it adjust the sort order. Dragging (place the cursor over the thumbnail and then clicking the image) and dropping (releasing the left click) the images allows the user to arrange the images in any order desired. Once the image is dragged and dropped the display will automatically sort the remaining images by adjusting its sort order by decreasing or adding one.

> ✻ 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.

During the dragging process, the selected image will be focused and clear while the other thumbnail images on the screen will be grayed out. This gives the effect that the image selected is the focal point and is control.

Similar to the upload, Adobe Flash is required on the device in order to use the drag & drop functionality. If the software is not installed or incompatible on the device, the **Basic Uploader** option is available.

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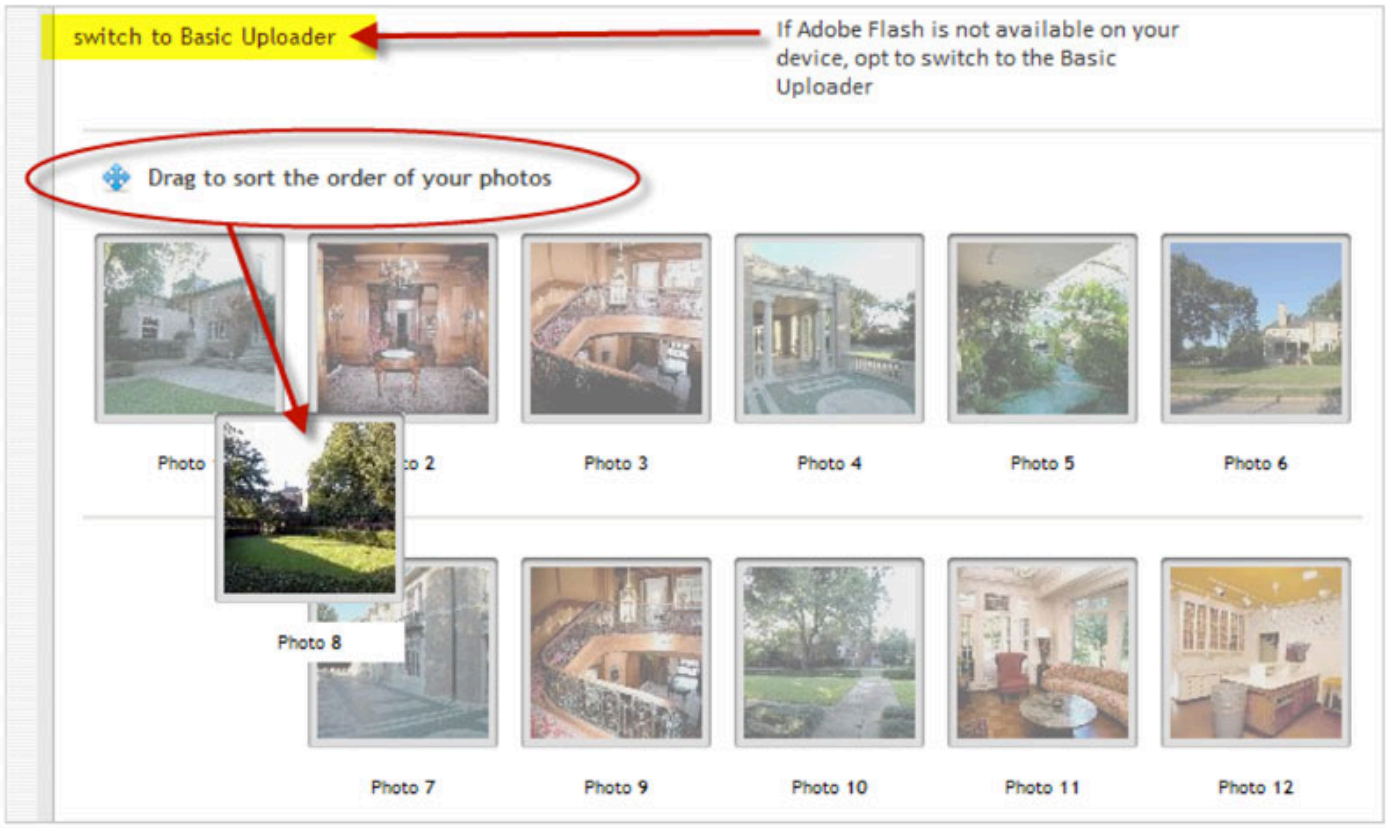

NOTE: The image identified as sort order value = ‘1’ is the thumbnail that is presented in the client package and locations listings. This is the ‘hero shot’ of the location series.

2. Sort Order

When the **Basic Uploader** is selected, sorting is completed by entering number values below each thumbnail. At the bottom of each photo is the number (automatically defaulted based on order the image was uploaded) that controls which photo is displayed first. This is called the **sort order**. Simply click on the field and then change the numbers to change the order of the photos.

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

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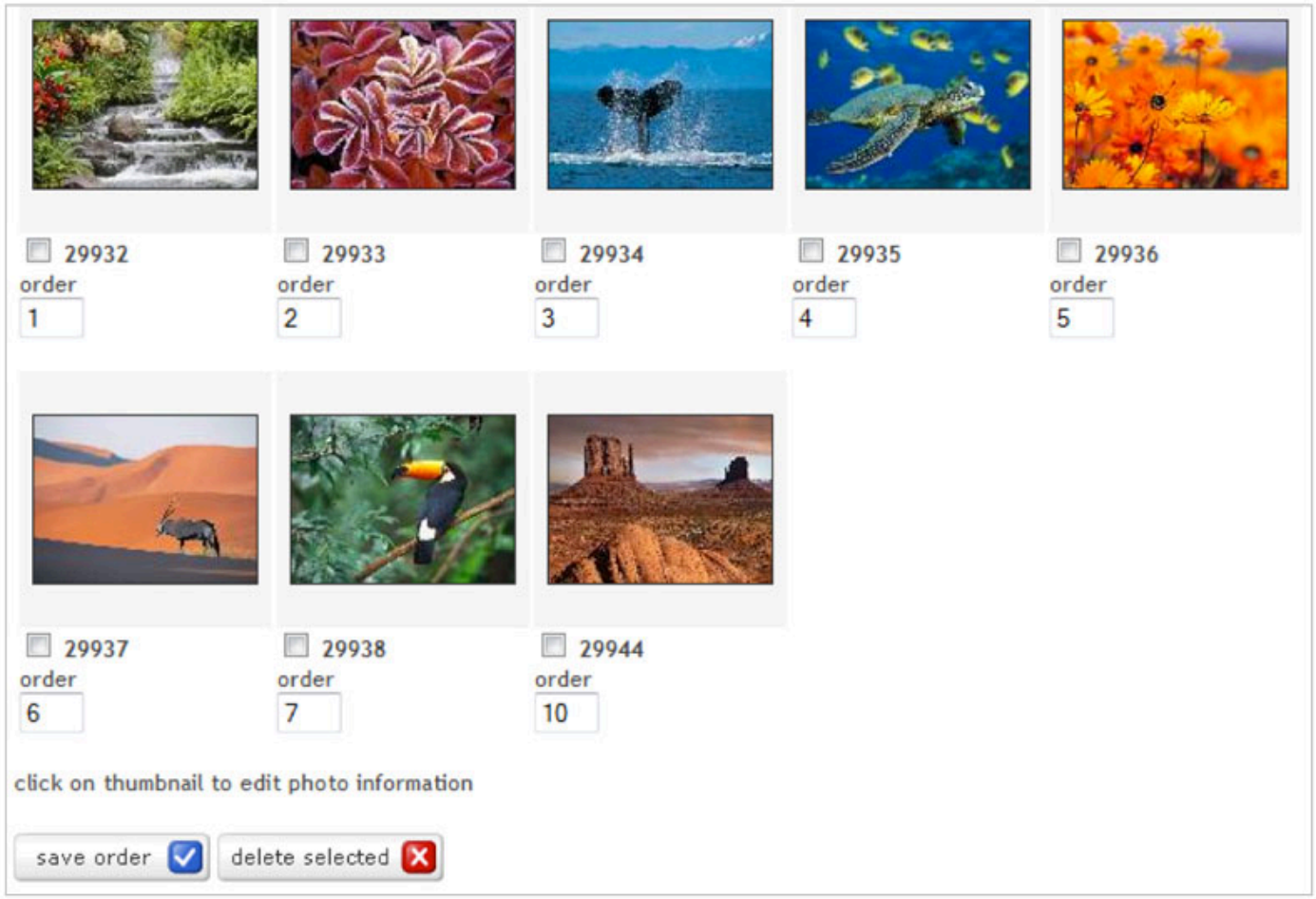

3. Return to Main Screen

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

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Editing a Location Photo

With our built-in photo editing tools, you don’t have to use an external photo editing software to edit your photos and/or re-upload them.

Here’s a quick video tutorial on how to edit your location photo in Reel-Scout:

https://player.vimeo.com/video/79998277

1. Find The Location

First, log-in to your Reel-Scout system and click on the **Location** tab. Search for the location you want to work on, and click on the **Edit** field located next to the location name.

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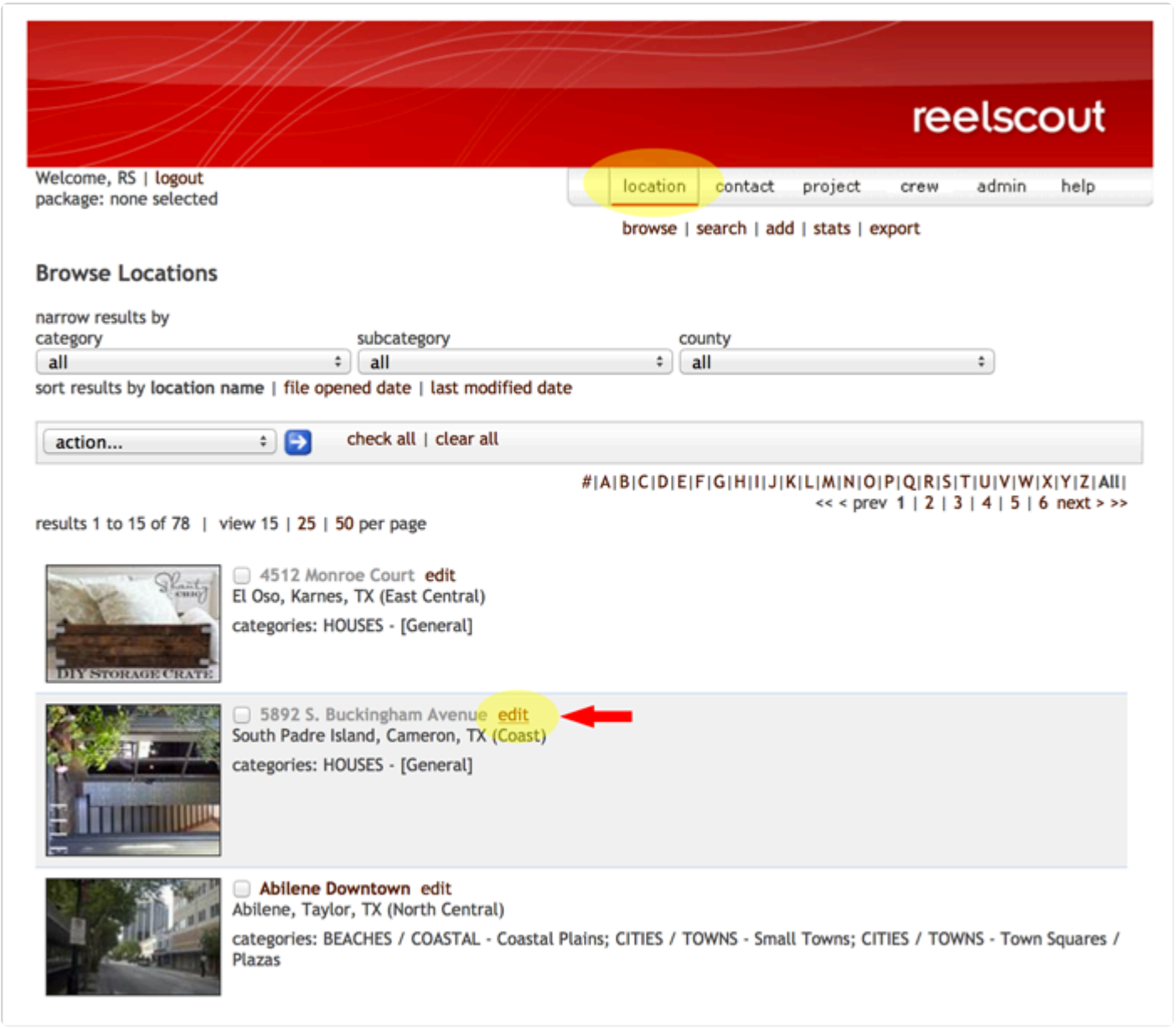

2. Choose The Photo To Be Edited

Once on the “Edit Location” screen, click on the **Photos** tab. On each photo, you’ll see a Pencil icon for editing and a Trash icon for deleting the individual image.

> ! CAUTION: Do not click on the photo itself since doing so will enable to drag and drop the sorting order of that image.

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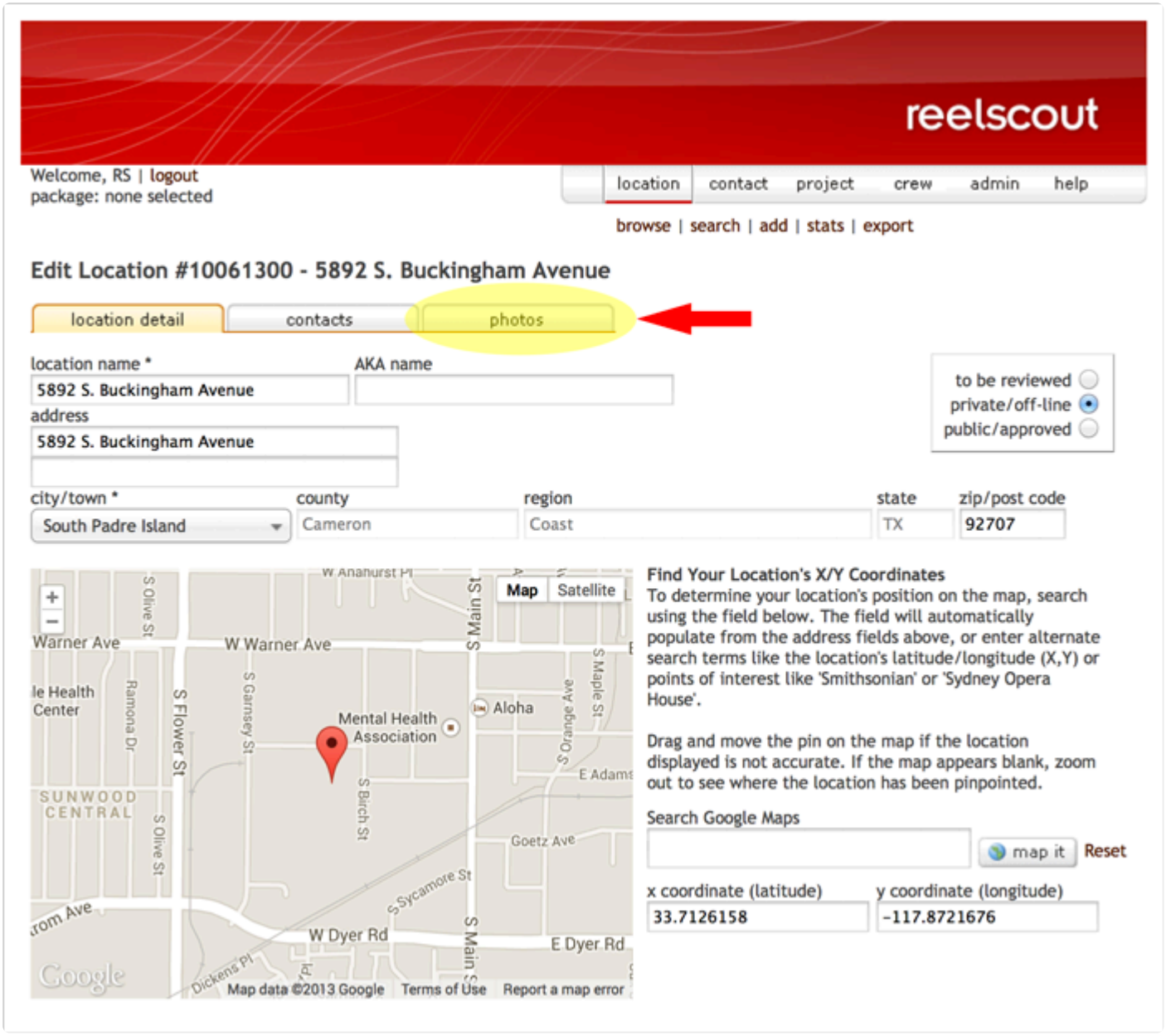

To edit the photo, click on the **Pencil icon**. That takes you to the Photo Editor.

3. Begin Editing

Once on the **Photo Editor** screen, you'll find a series of user-friendly **Editing Tool Icons** at the top of the screen, such as Enhance, Effects, Frames, Stickers, Crop, Resize, Orientation, Focus, etc., to name a few.

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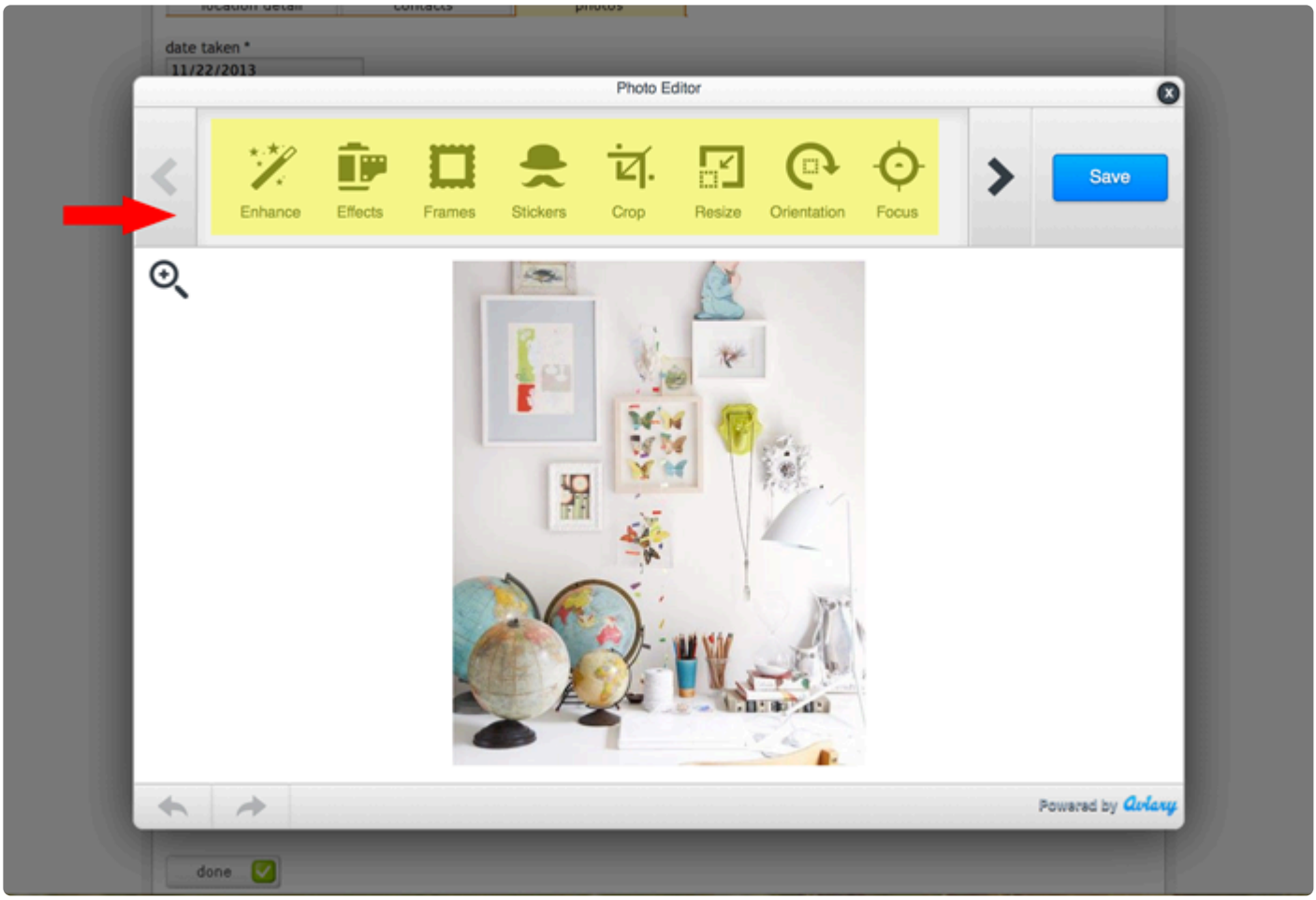

To see what each tool can do to improve your image, just click on that tool to apply the effect to your liking. Below is an example using the **Text** tool.

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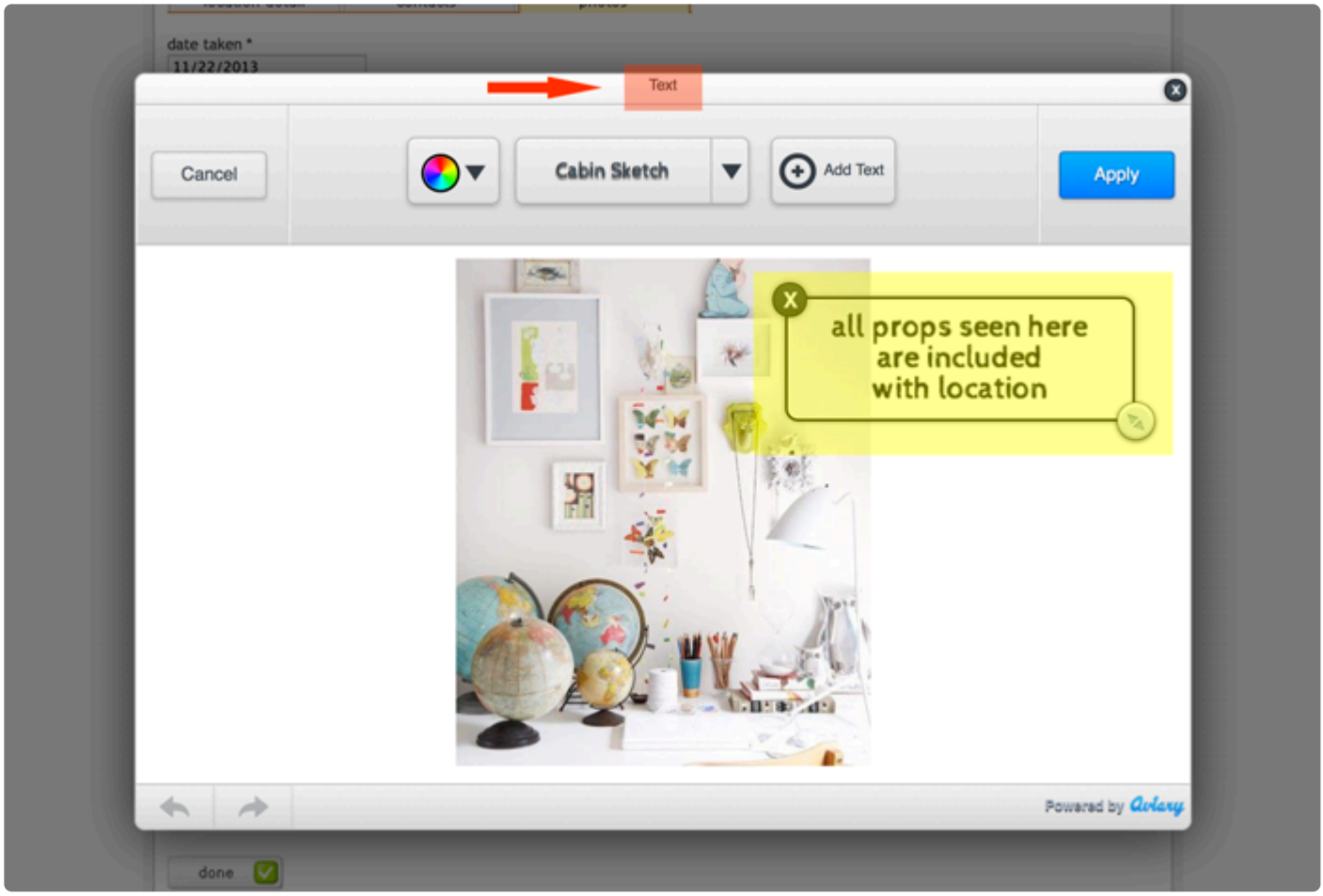

To undo the effect of each tool, click the **CANCEL** button.

When you're happy with the changes made with each tool, click the **APPLY** button to save the effects made with that particular tool.

4. Save Your Edits

After you've made all the changes, click **SAVE.**

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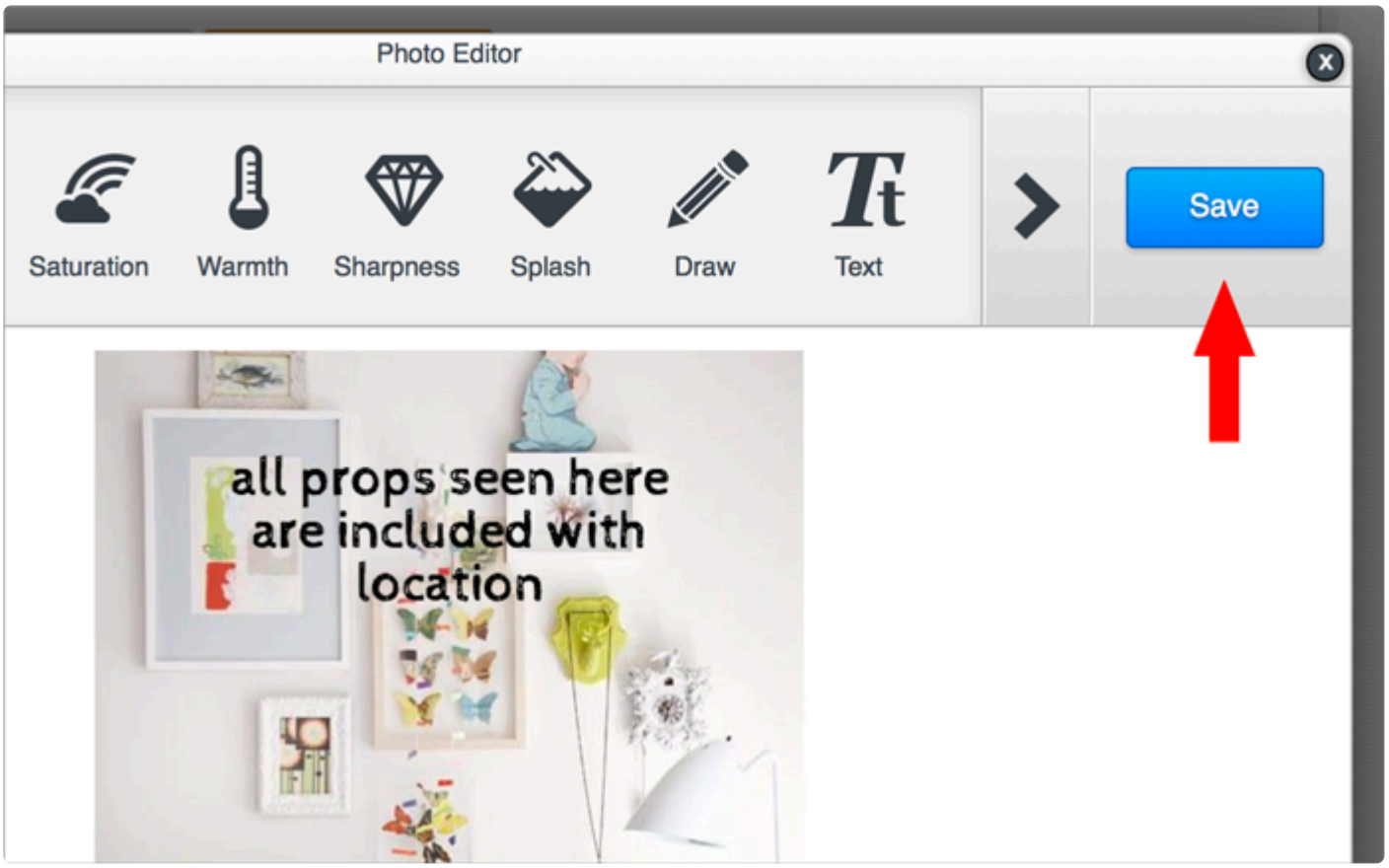

Blanket Credit All Photos in a Location

If you'd like to "blanket credit" all photos in a location, it's easiest to do so during the initial photo uploading stage.

Upon uploading the photo files, you have the option of adding the crediting information in the initial fields. This would apply the data to every photo in the upload. Here's a quick walk-through of the process.

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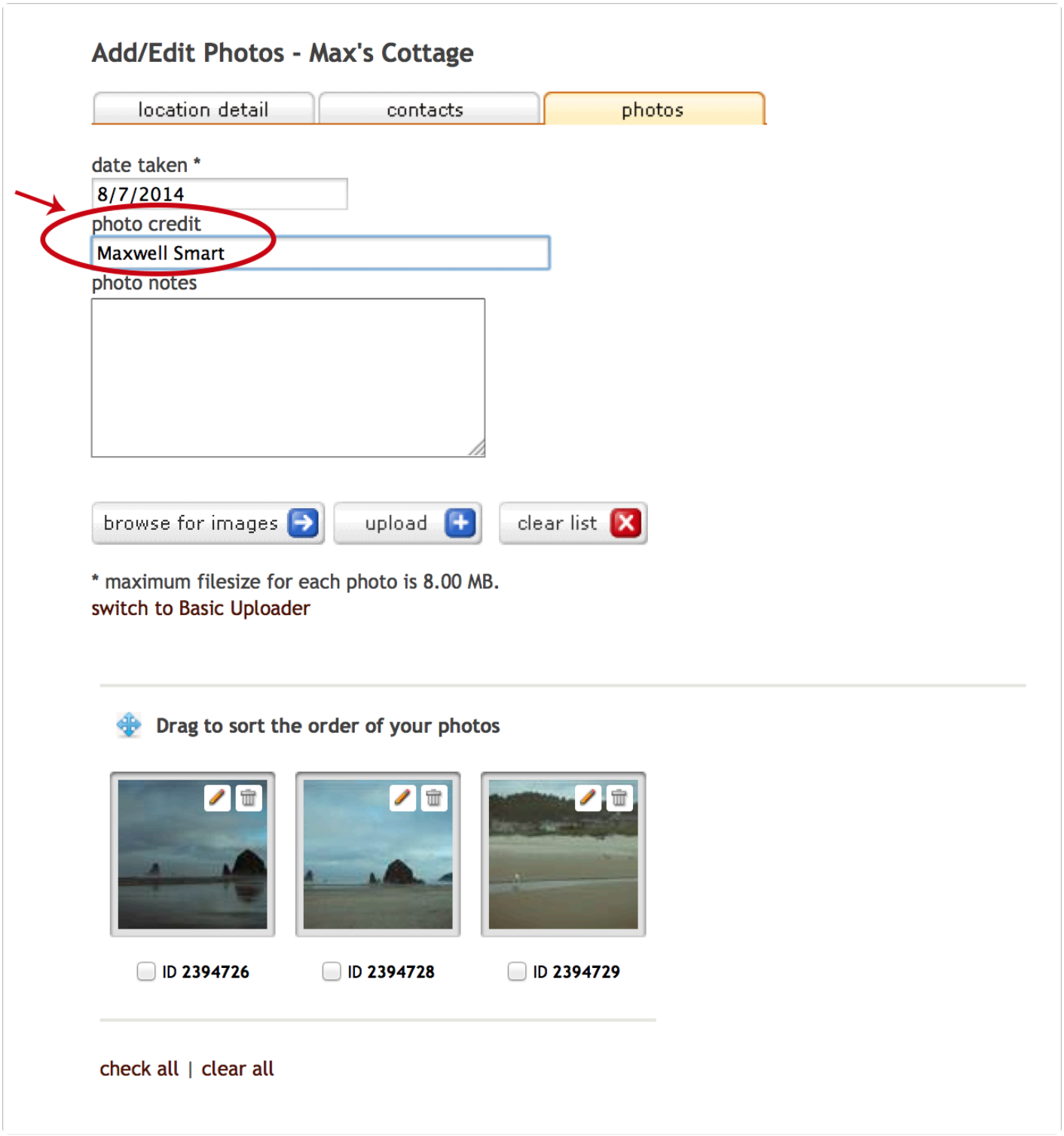

If you've already uploaded the photos, then you need to add the credit individually afterwards.

Editing Location Data

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

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1. Find Location

Find the location to which you wish to make changes. See Finding a Specific Location section of this User Guide for more information.

2. Edit Location

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

3. Save Edits

Make the changes and click DONE. If you do not want to save your changes, you can click the CANCEL button.

Adding or Removing a Contact

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

1. Find Location

Find the location for which you wish to make changes. See Finding a Specific Location section of this User Guide for more information.

2. Edit Location Information

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

3. Choose Contact

Click on the tab for contact.

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4. Remove Contact

To remove a contact, locate the contact person in the listing. If you would like to remove the contact person's relationship to the location, you can do so by clicking on the red REMOVE button.

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

5. Add New Contact

To add a new contact, you can enter the data about the contact and then click the ADD button. You will notice that the contact now appears in a listing below the look-up contact section.

6. Add Existing Contact

To add a contact already in the database, enter the contact's first and/or last name and click the LOOK-UP button.

7. Select Contact

When the LOOK-UP button is clicked, a set of results will be returned to you in a new window. If you see the contact that you are looking for, click the **green select arrow** next to the appropriate name. If you do not see the contact you are looking for, you can search again by entering variations of last/first name and

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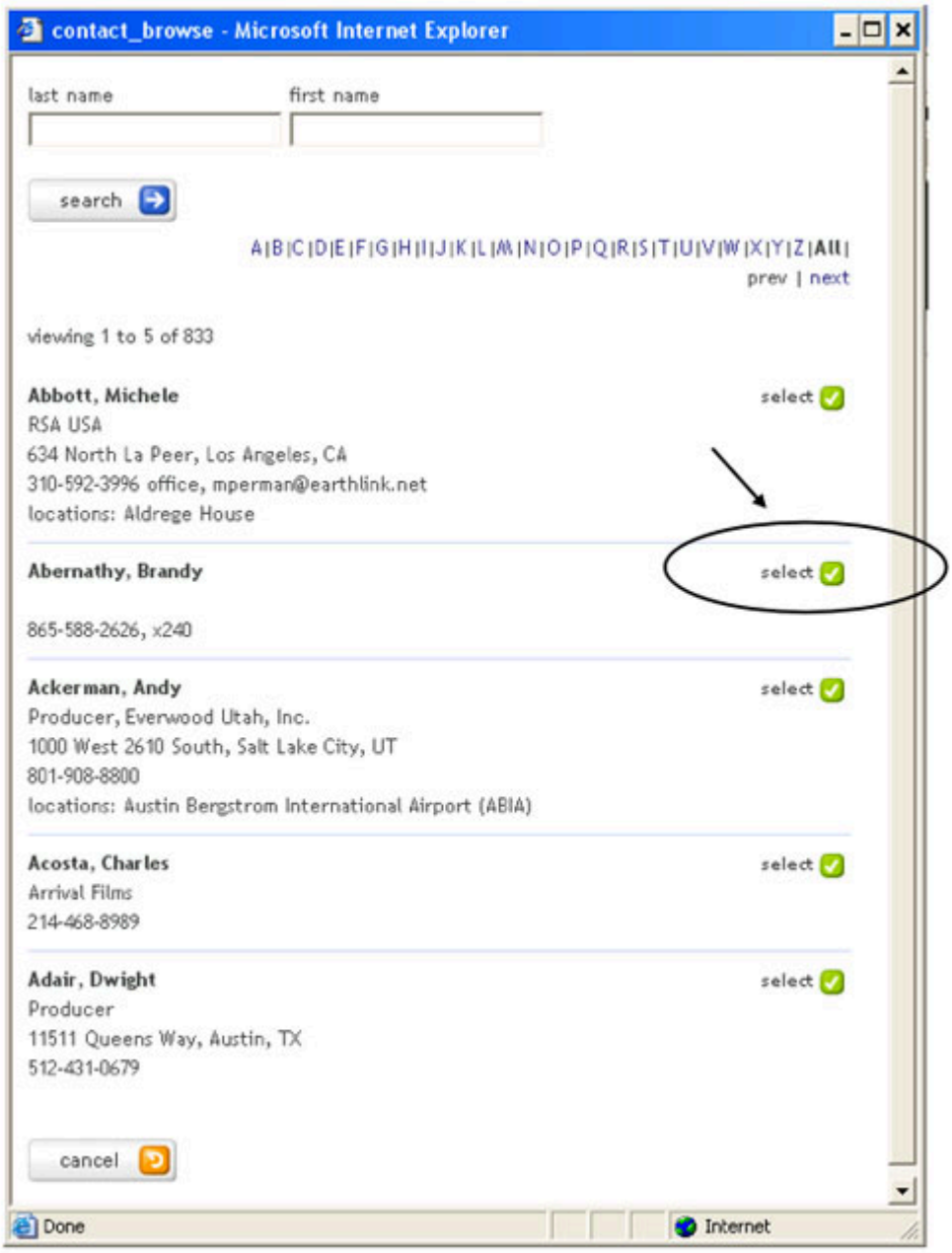
clicking the SEARCH button.



8. Save & Exit

Click DONE to exit the screen.

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Managing Multiple Location Photos

In addition to being able to edit your location images, you can also manage multiple photos (either within the same location or across various locations) quickly and efficiently.

Here’s a quick video tutorial on how to manage multiple images:

https://player.vimeo.com/video/80004703

Duplicating Location Information

1. Find Location

Sign-in to your Reel-Scout system and click on the **Location** tab. Search for the location you’re looking for. Once you see it, click on the location itself.

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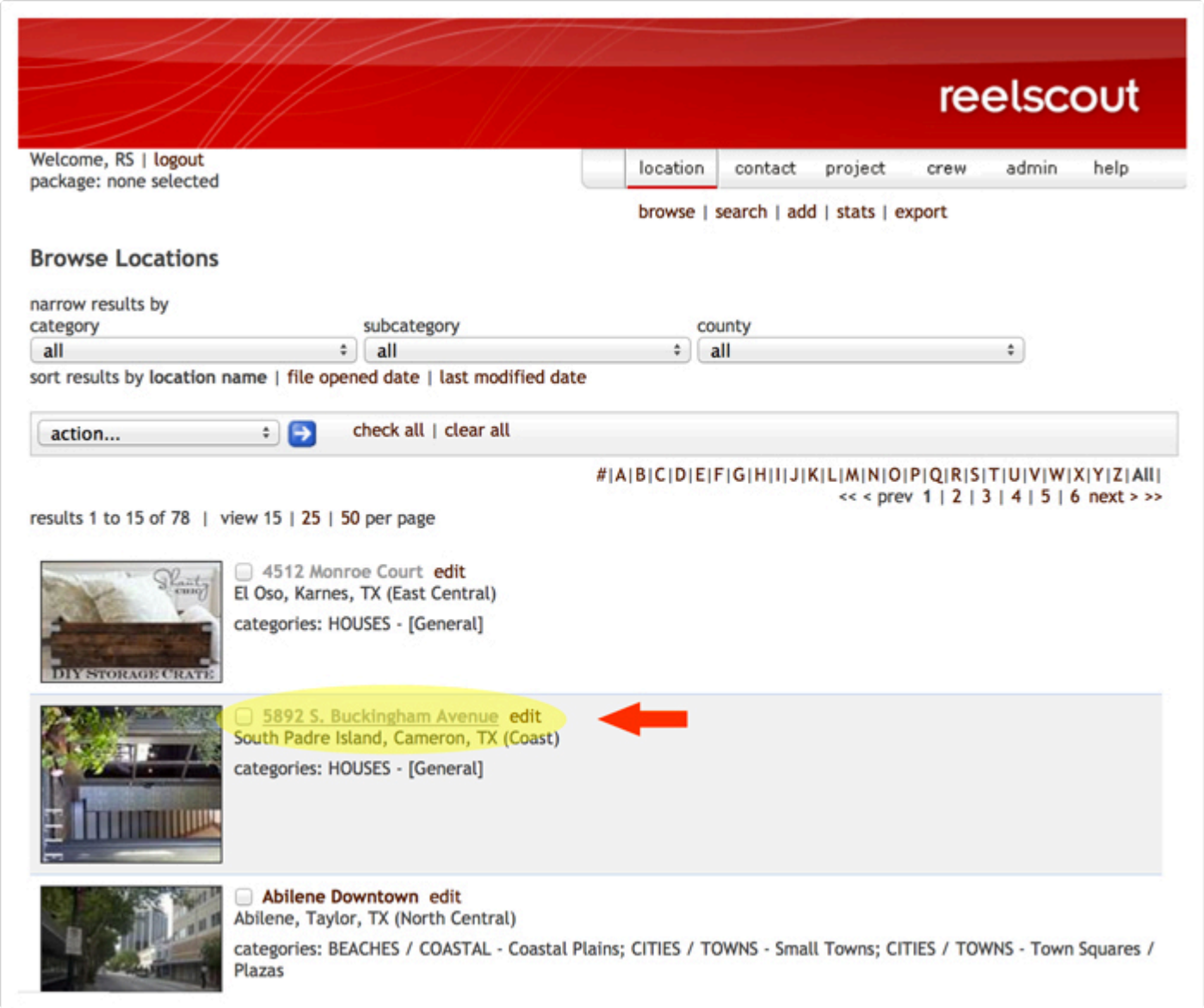

2. Copy Location

When you get to the screen featuring that specific location, you'll notice a series of buttons on the right. Click on the **DUPLICATE** button.

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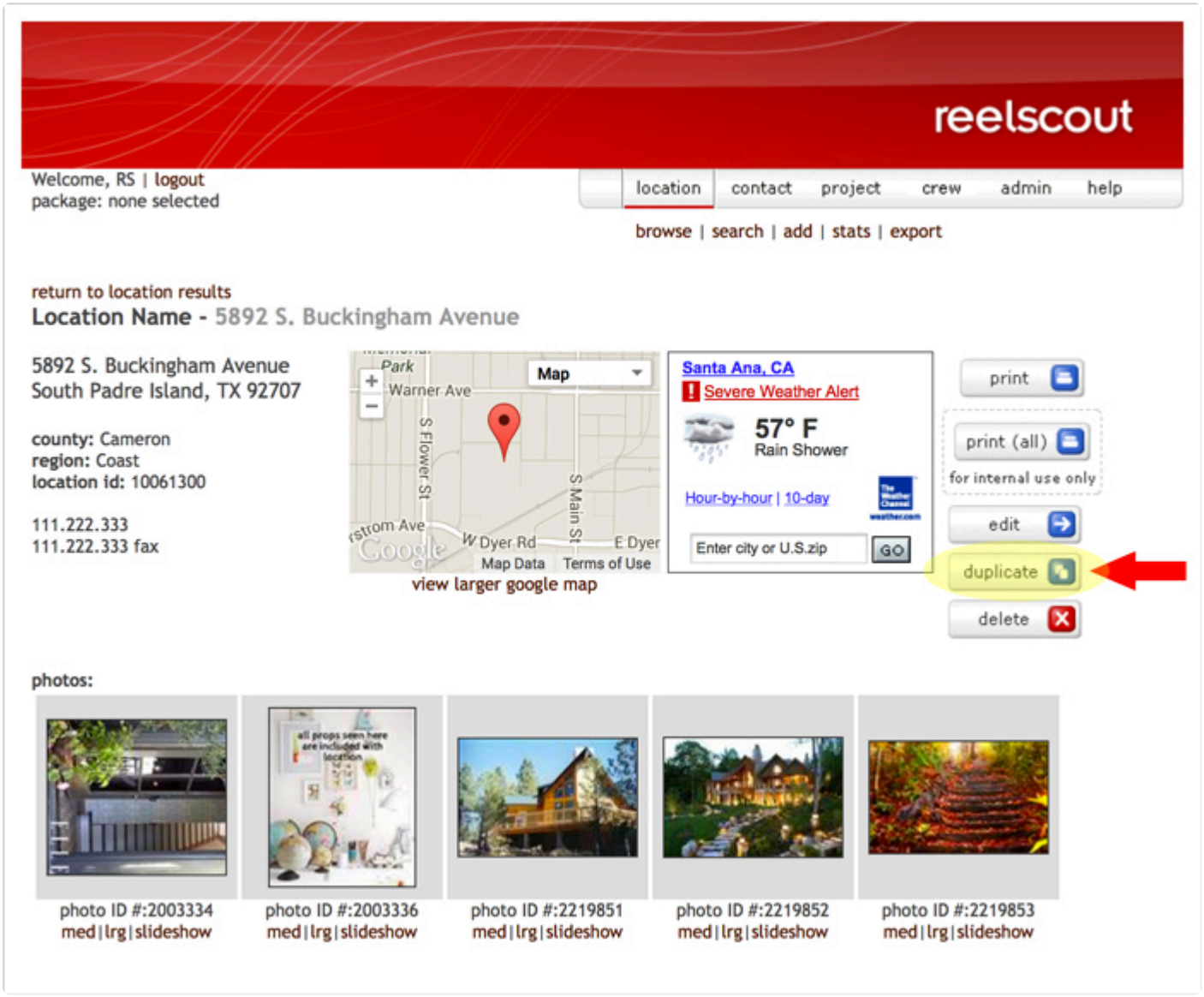

This automatically makes a copy of the entire record of your location, including address information, categories, description, photos, etc.

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 into this field and change the name to whatever the new location name should be.

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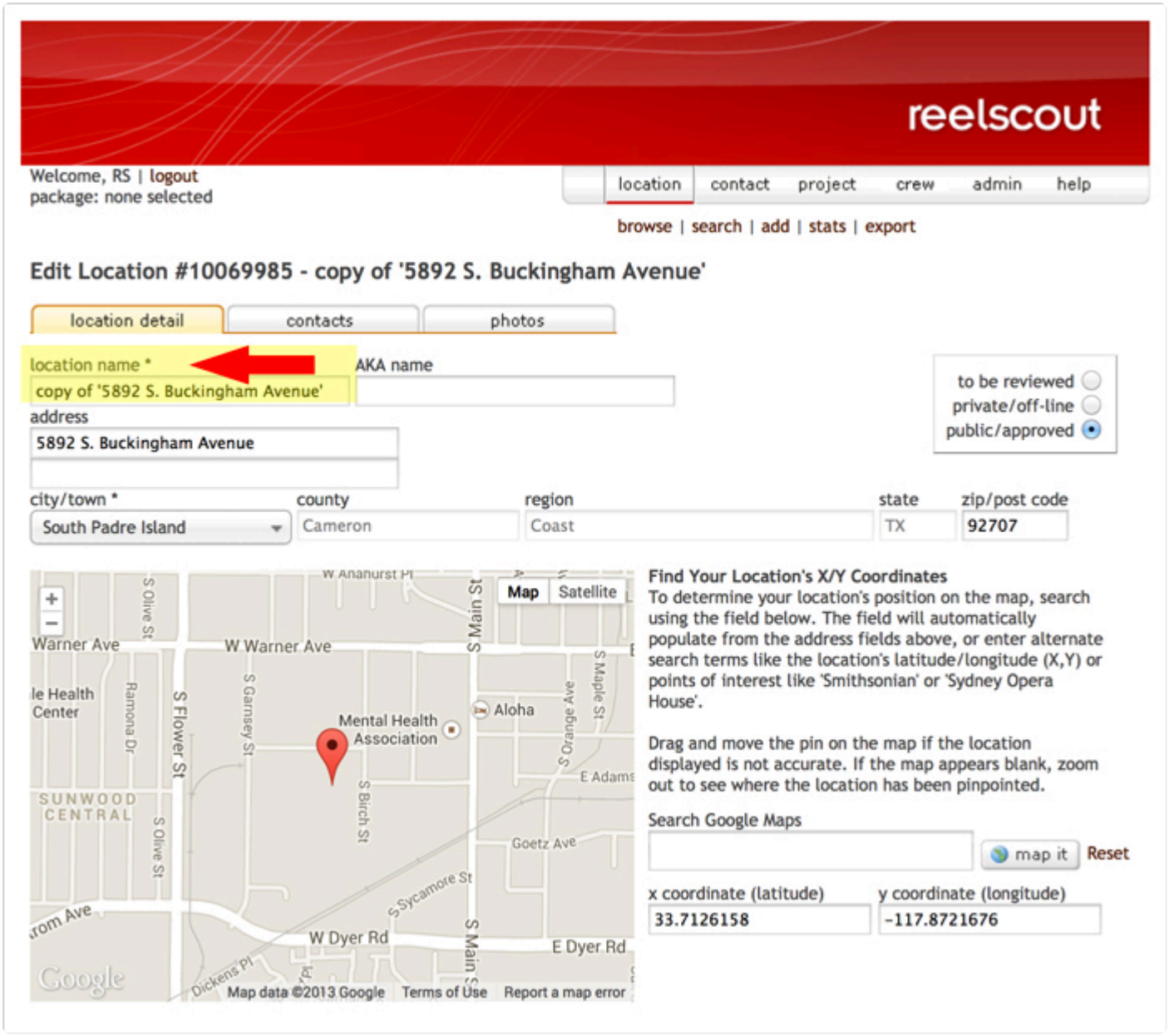

2. Make Other Changes

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 only affect the new location, and not the original location from which this one was duplicated.

When all the changes have been made, click **DONE** to save them to the new location created.

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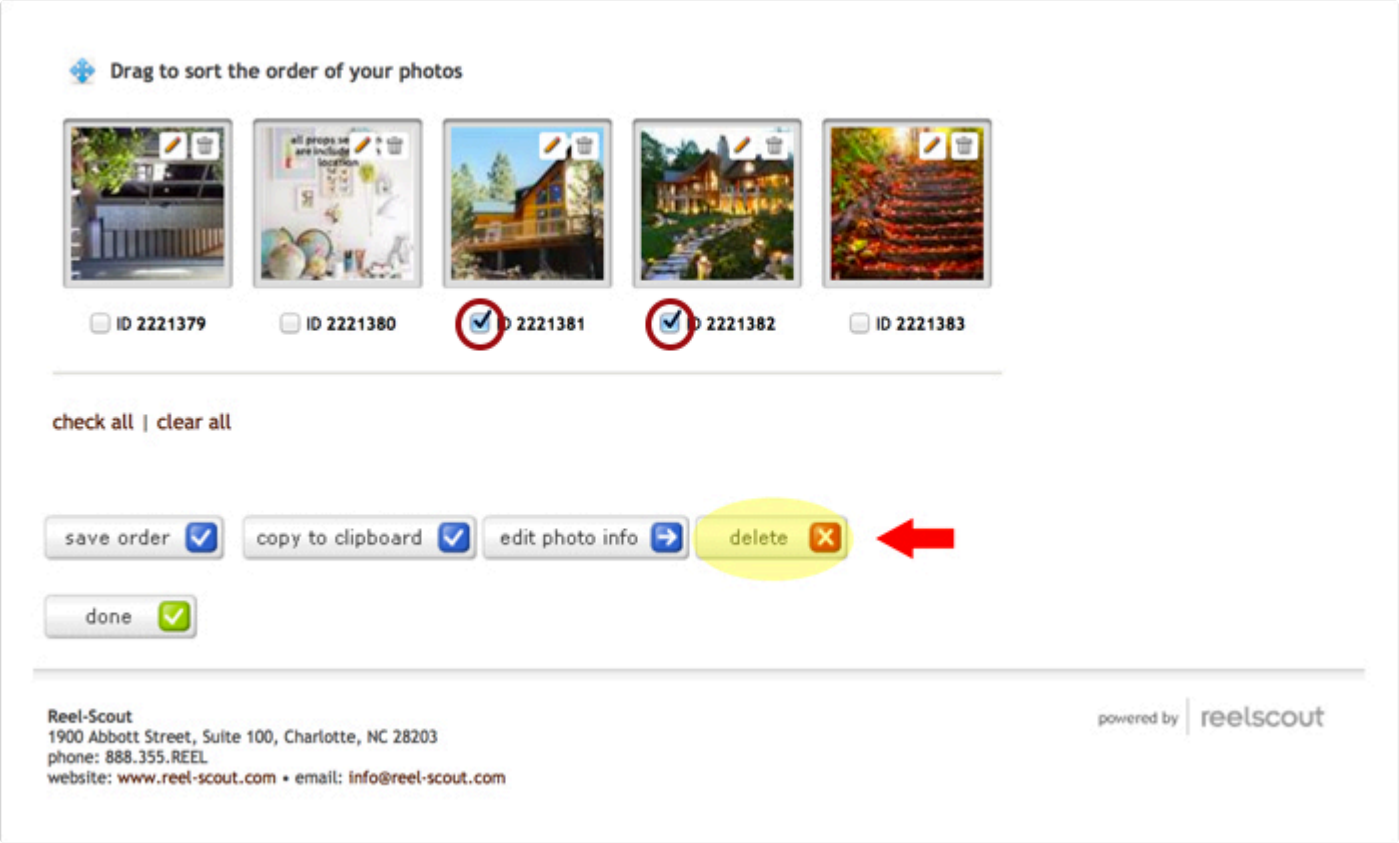
Deleting Multiple Photos

You can easily remove multiple photos from your location by clicking the box under each location to be deleted. When all the images to be removed have been checked, click on the **DELETE** button located under the set of photos.



Editing Information for Multiple Photos

Check the photos to be edited, then click on the **EDIT PHOTO INFO** button at the bottom. This will bring you into each photo screen where you can add or delete any information needed.

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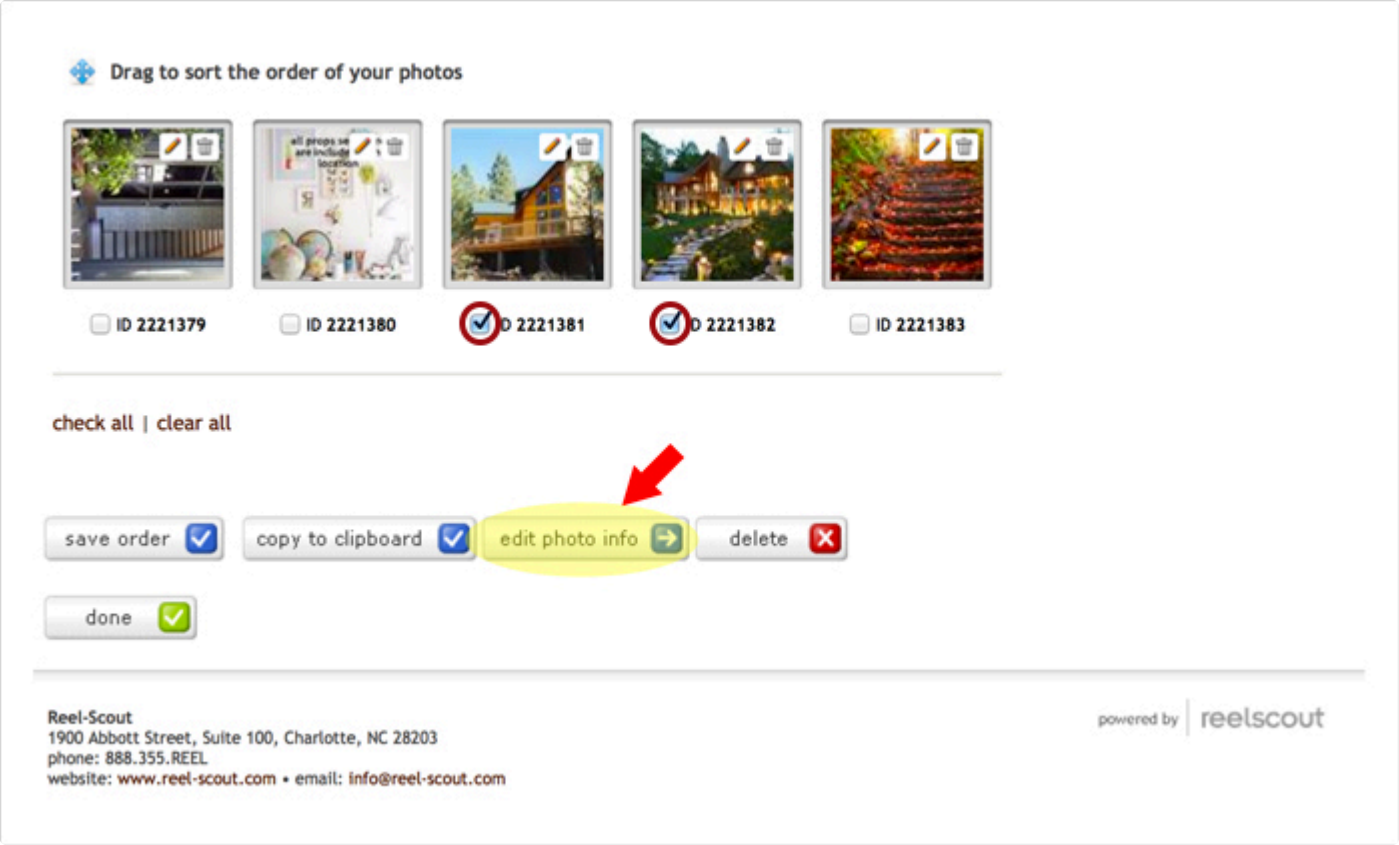

When done, the screen will automatically scroll through to the next photo to be edited.

Copying or Moving Multiple Photos Across Locations

1. Select Photos to Add to Clipboard

Select all the locations you'd like to work on then click on the **Copy to Clipboard** button to duplicate these photos and place them on your clipboard.

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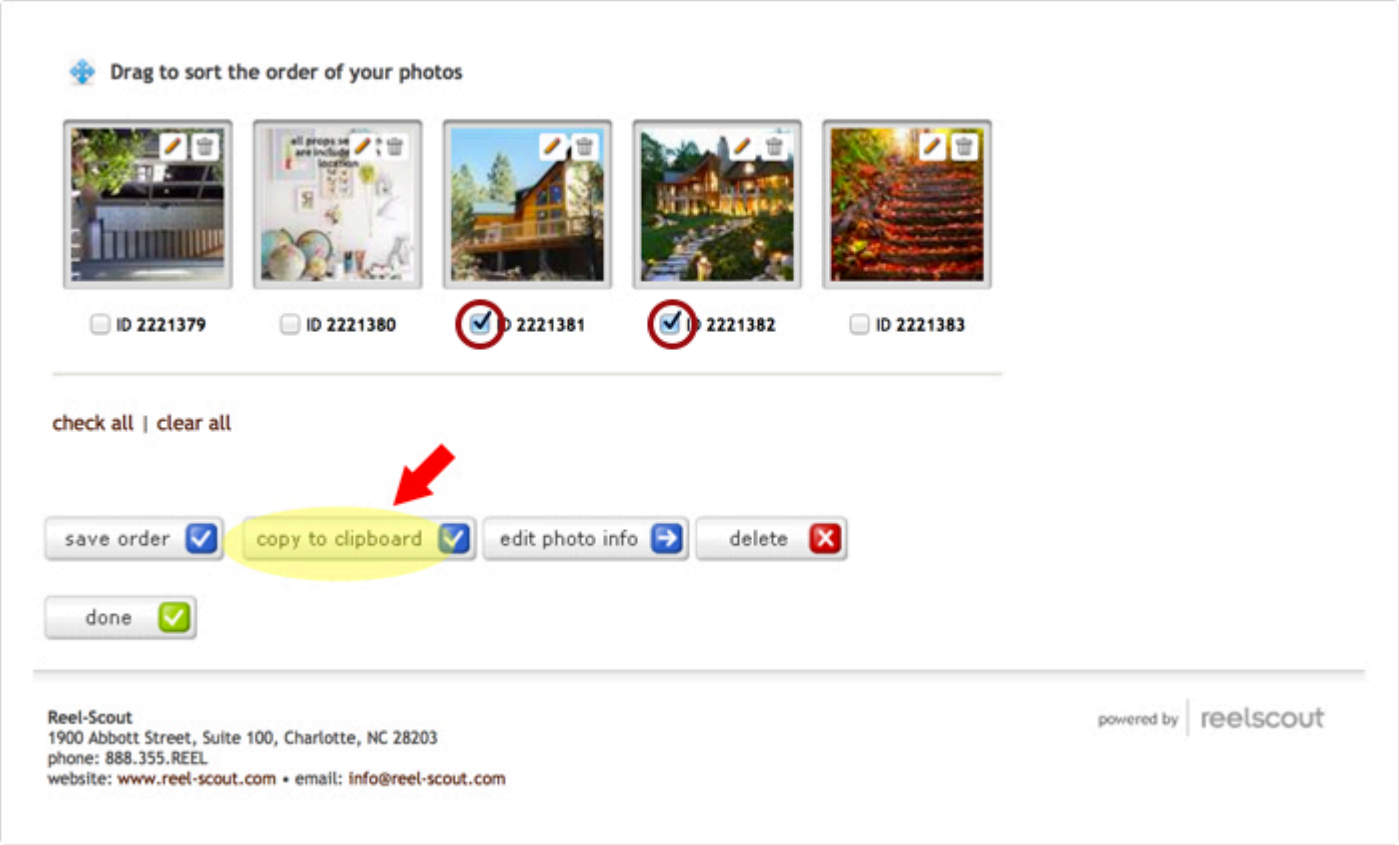

After adding them to the Clipboard, you'll see a screen similar to the one below. Above the location photos, there's a section listing the number of images that have been added to the Clipboard.

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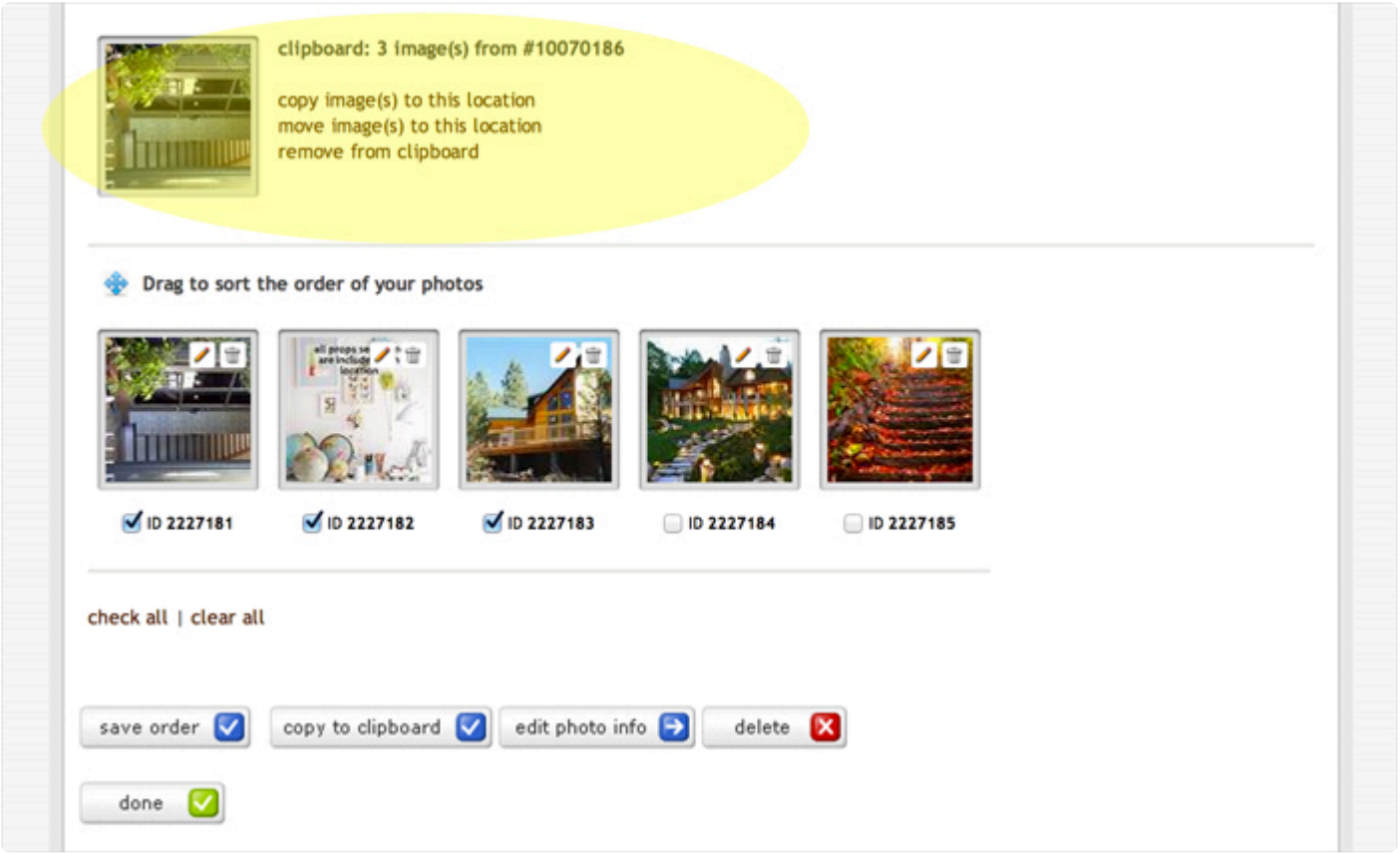

2. Go to the “Target” Location

Select the location you want to copy or move the clipboard photos to. To do this, click on the **Browse** tab on the top right takes you back to the **Browse Locations** page where you can choose your next location.

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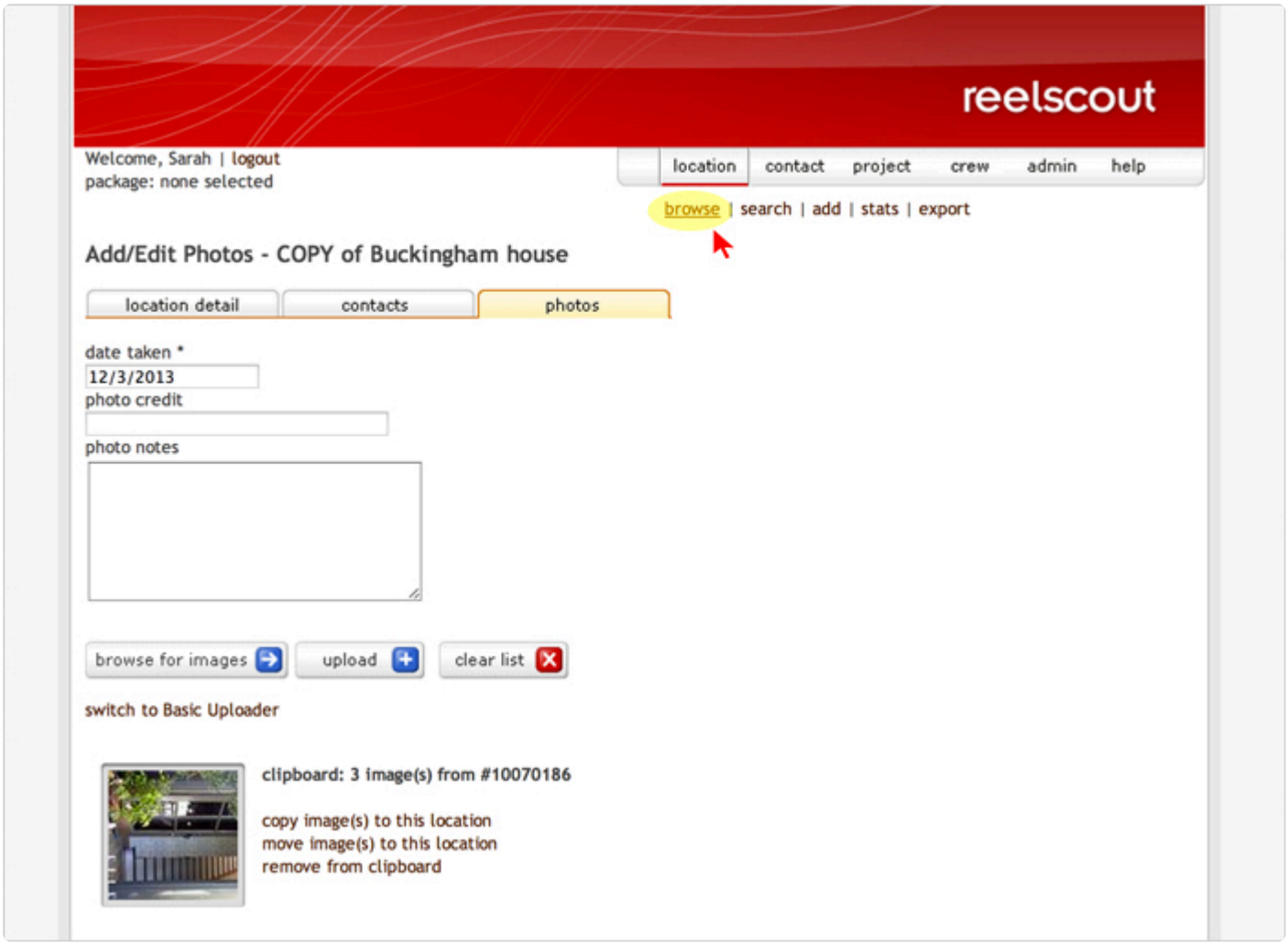

Choose the location of your choice, then check the **Edit** box.

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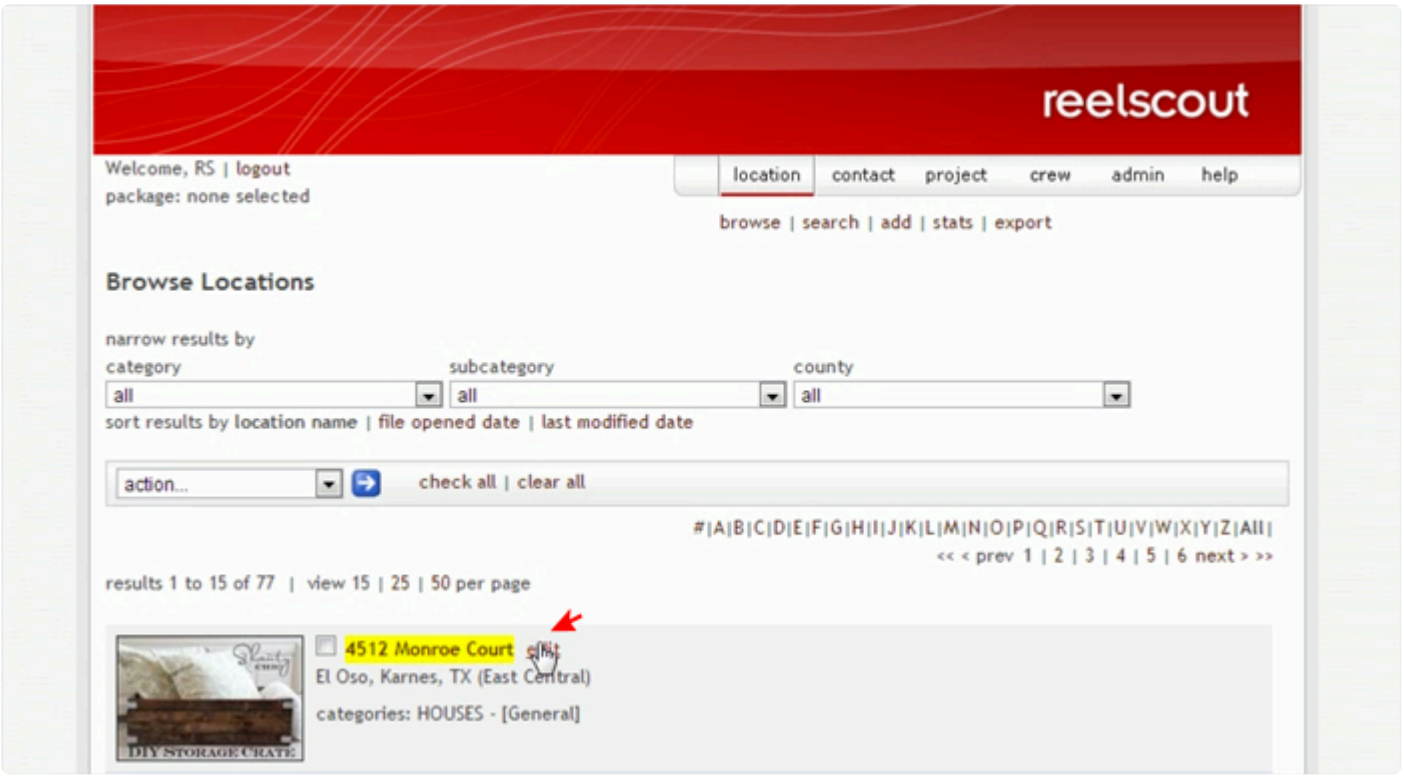
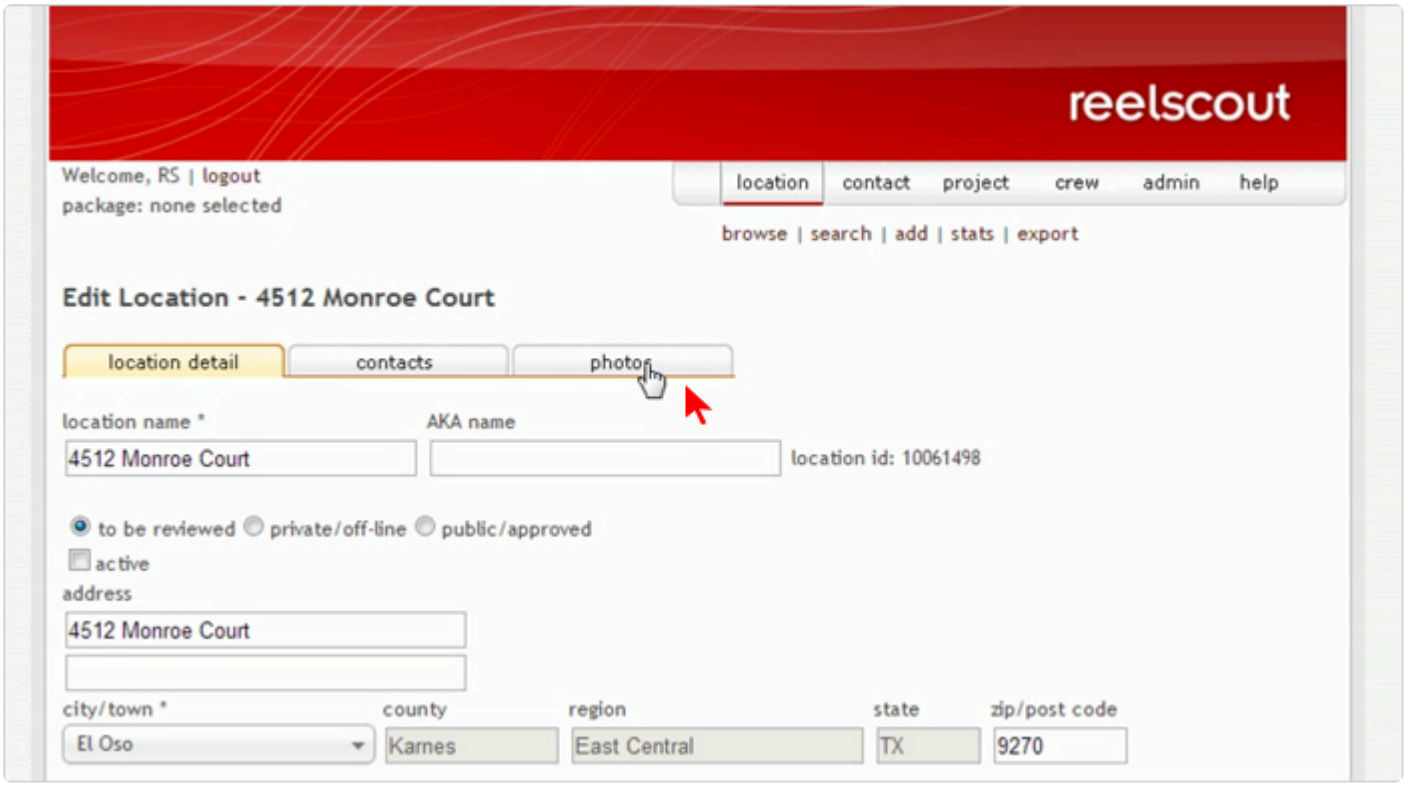


On the next screen, click on the **Photos** tab.



With the photos on the Clipboard, you can: (1) **copy** image(s) to this location; (2) **move** image(s) to this location; or (3) **remove** from clipboard. Click on the option of your choice.

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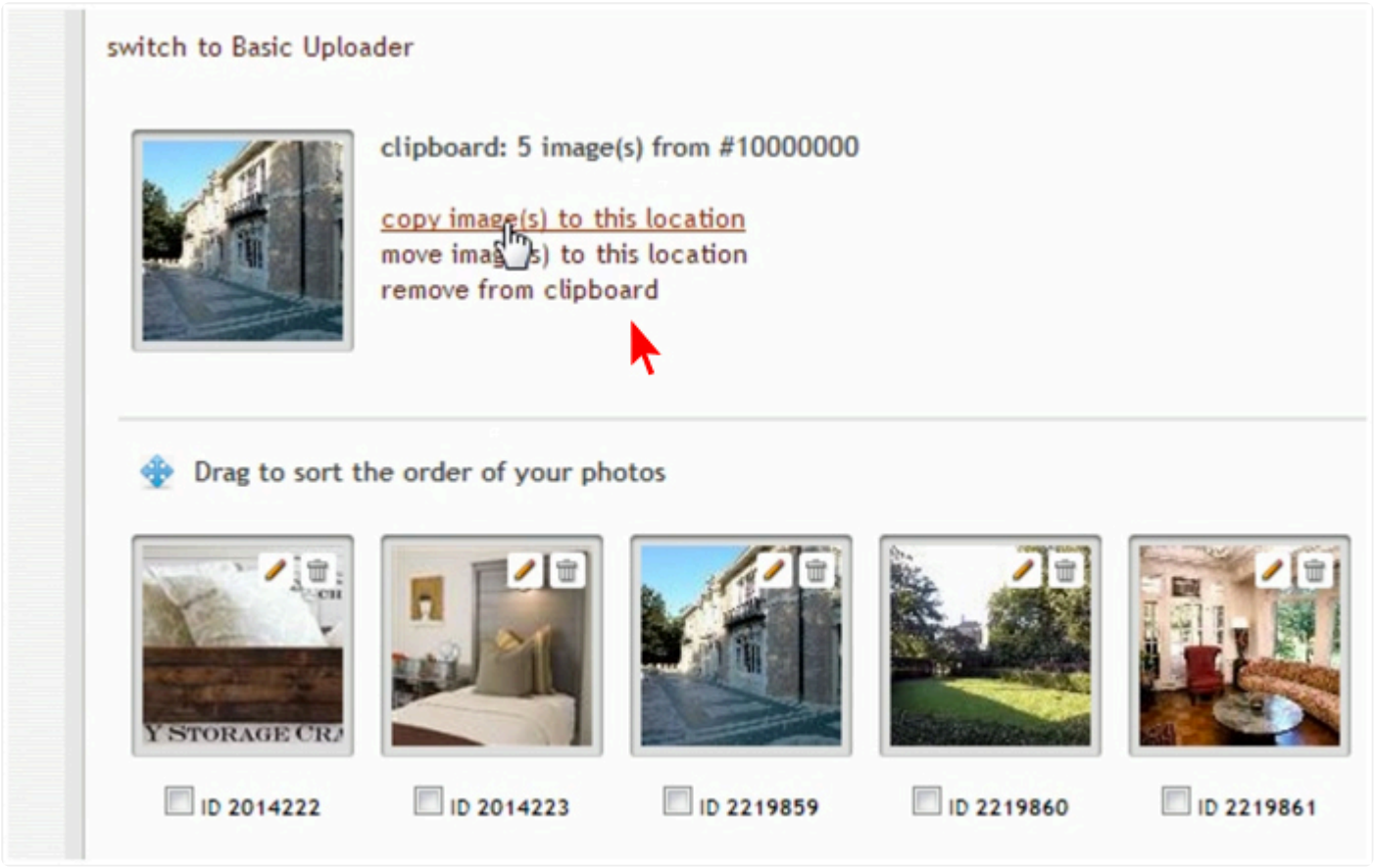

If you choose to copy or move the images to the new location, you'll see the new photos pop up below along with other existing photos in that location. The photos now belong to the current location and are all there for you to batch edit or make individual changes as needed.

Reviewing Location Statistics

The Reel-Scout™ system makes it easy for you view the number of times a location has been recommended for a project. To access this real-time information, click the stats under location in the main navigation.

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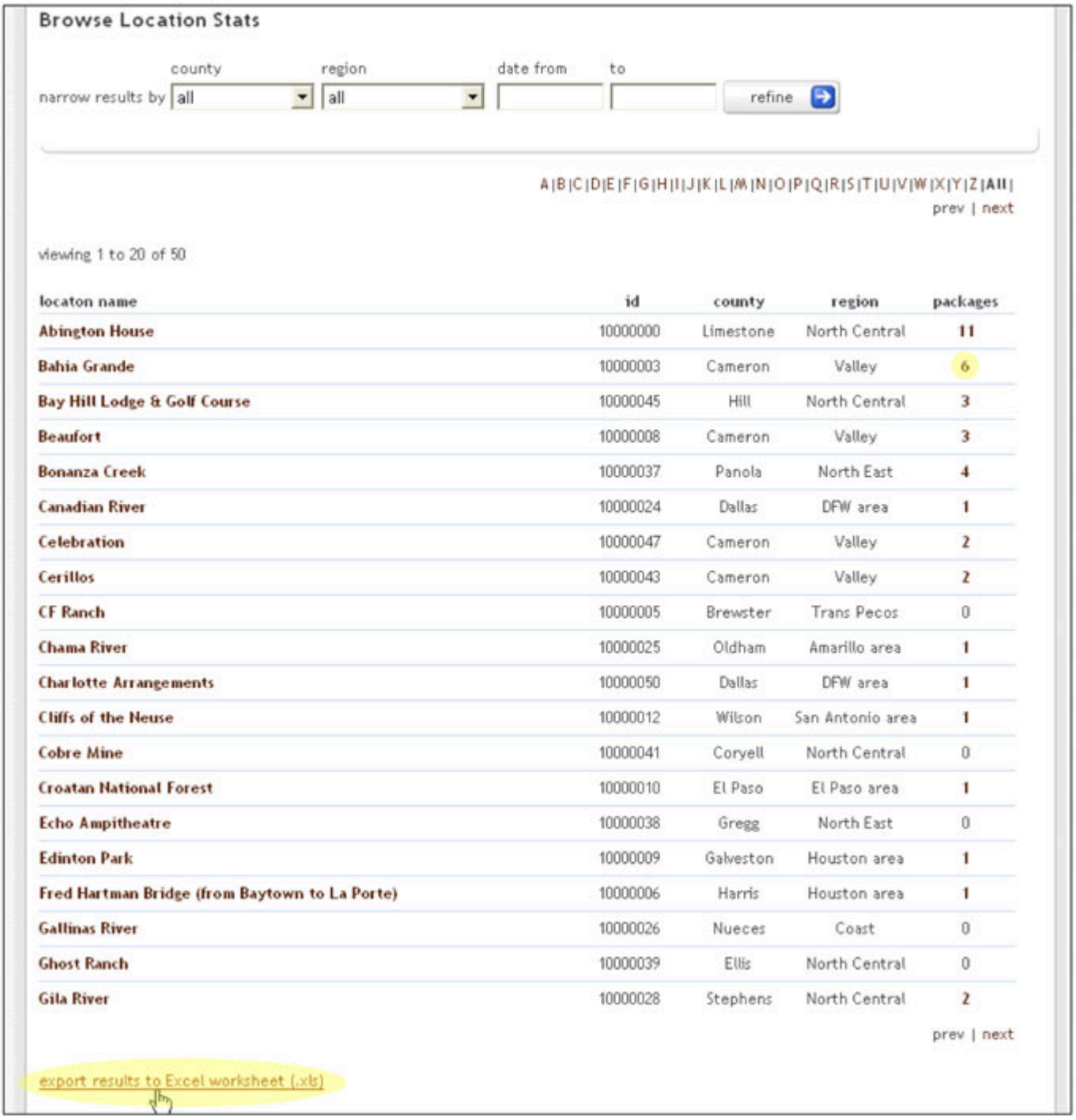
This view allows the user to filter the resulting list by county and/or a date range. In other words, providing a list of all locations in Franklin that were recommended for film projects during the first quarter of 2010 (01/01/2010 – 03/31/2010) will now be a snap. To view the details of which specific project and for what package, just **click the number under packages in the right-most column**. Note also that there is a link available at the bottom of the listing to export the entire data set to Microsoft Excel .XLS format.



Browse Location Stats

narrow results by | county: all | region: all | date from | to | refine

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

viewing 1 to 20 of 50

locaton name	id	county	region	packages
Abington House	10000000	Limestone	North Central	11
Bahia Grande	10000003	Cameron	Valley	6
Bay Hill Lodge & Golf Course	10000045	Hill	North Central	3
Beaufort	10000008	Cameron	Valley	3
Bonanza Creek	10000037	Panola	North East	4
Canadian River	10000024	Dallas	DFW area	1
Celebration	10000047	Cameron	Valley	2
Cerillos	10000043	Cameron	Valley	2
CF Ranch	10000005	Brewster	Trans Pecos	0
Chama River	10000025	Oldham	Amarillo area	1
Charlotte Arrangements	10000050	Dallas	DFW area	1
Cliffs of the Neuse	10000012	Wilson	San Antonio area	1
Cobre Mine	10000041	Coryell	North Central	0
Croatan National Forest	10000010	El Paso	El Paso area	1
Echo Ampitheatre	10000038	Gregg	North East	0
Edinton Park	10000009	Galveston	Houston area	1
Fred Hartman Bridge (from Baytown to La Porte)	10000006	Harris	Houston area	1
Gallinas River	10000026	Nueces	Coast	0
Ghost Ranch	10000039	Ellis	North Central	0
Gila River	10000028	Stephens	North Central	2

prev | next

export results to Excel worksheet (.xls)

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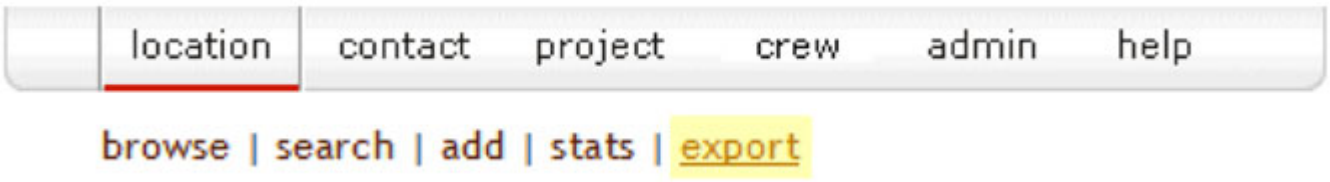
Exporting Locations Data

Individual location-specific data can be exported out of Reel-Scout™ for use in a variety of other applications. This allows for the greatest flexibility when the need for a customized report arises. All location data can be exported and manipulated in more appropriate desktop software packages to create the ideal report formats.

1. Export Locations Data

To export locations data, click the export link under the locations component. Clicking this link launches the standard download window for Internet Explorer.



2. Open or Save File

The user is prompted with options to* open* or *save *the file. Typically, you'll want to save the file to your desktop to manipulate in *MS Excel *in order to obtain the most flexibility in filter the data for your third-party application.

3. Excel Data

When the file is opened in Excel, data will appear in pre-defined columns that are self-explanatory.

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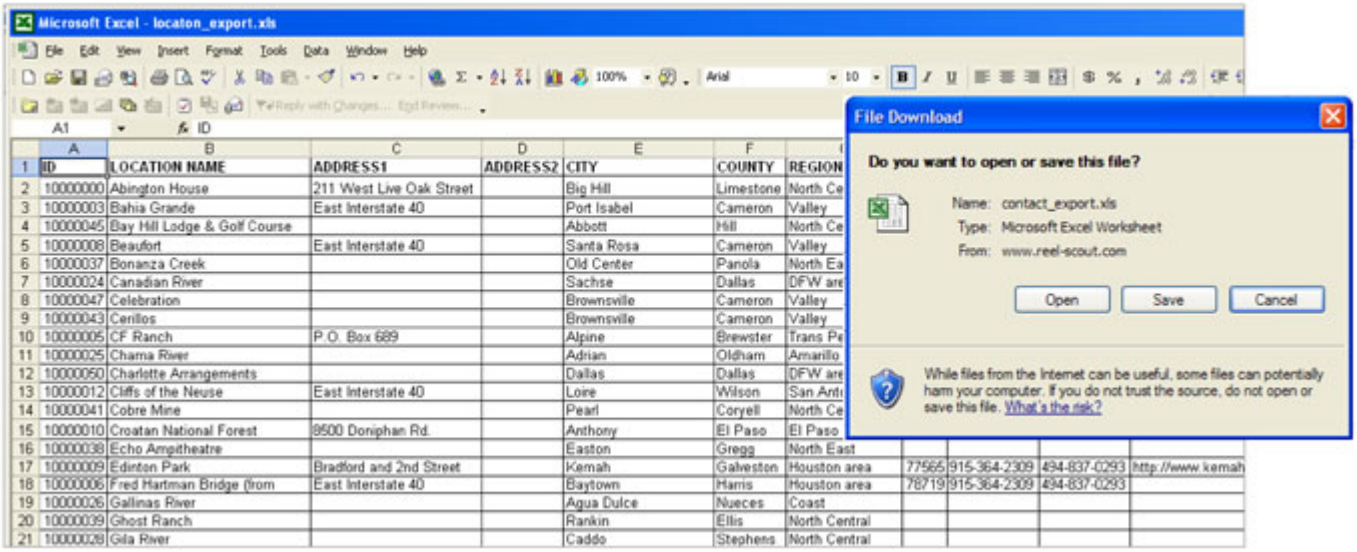
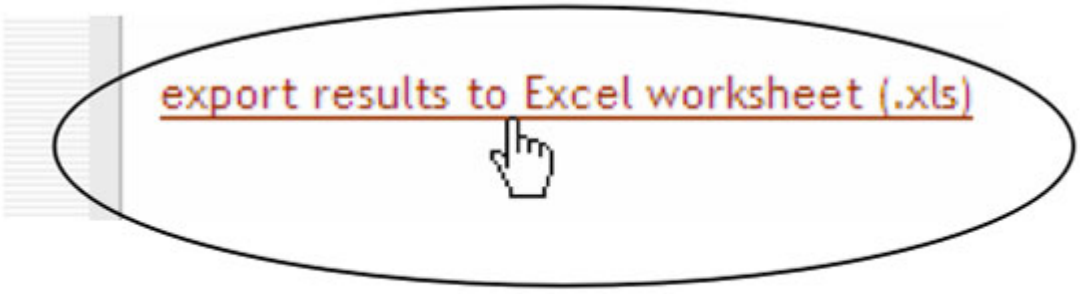


4. Export Contact and Projects Data

Similar to locations data, contact and projects data can also be easily exported out of Reel-Scout™ via the export link under the appropriate components.



NOTE: The export function at the upper right hand navigation exports the entire contents of the database for the specified component—all locations, all contacts, or all projects. If a subset listing is desired, a Search should be completed from the Search page. A link to export the search results will appear at the bottom of the results page to allow the user to only export out the data

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selected.

How To Approve a Location

Here's how to approve a location that has just been added by staff or submitted by the public:

When you log in, you will see all the "to be reviewed" locations highlighted in yellow. There are two ways to approve: (1) individually, or (2) collectively.

1. Individually

To approve individually, go into the location by clicking on "edit" to the right of the location name, then select the "public/approved" radio button (on the right-hand side of the page), then scroll down the page and hit "done" at the bottom. Repeat as needed.

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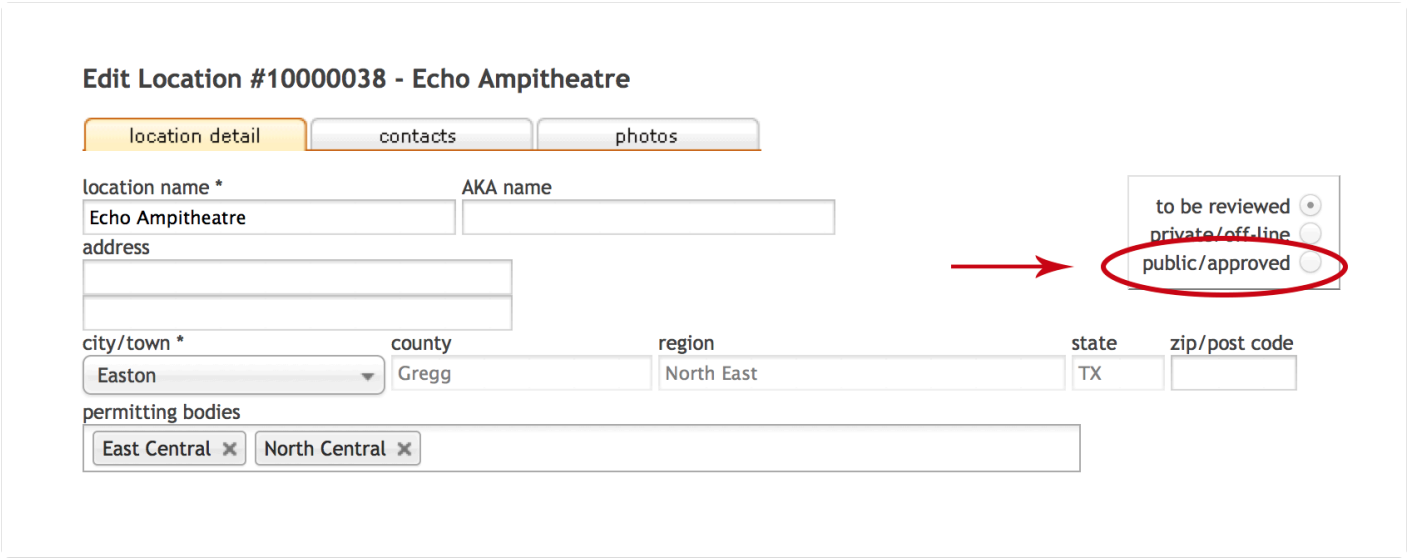

2. Collectively

To approve collectively, check the box to the left of each location you want to approve, then go to the gray Action Bar just above the locations, drop down the menu, select “approve (show public),” then click the little blue arrow in the Action Bar. That will do it.

To search for all recently-uploaded locations, click on “search” (upper nav) while in the location module, then scroll down to the bottom of the page and select the “to be reviewed” radio button, then hit the “search” button at the bottom of the page. That will return all locations that have recently been submitted.

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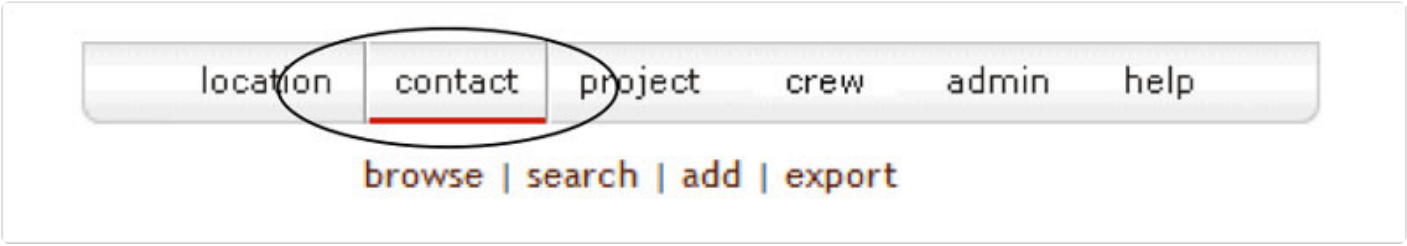
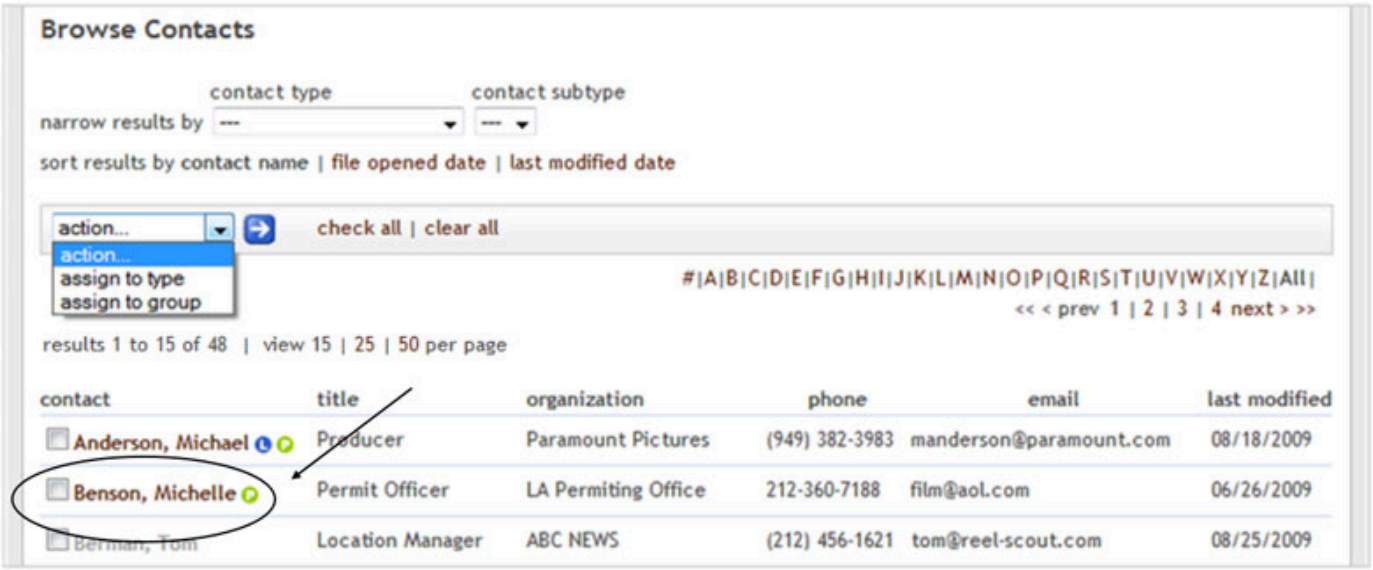
Contacts

Contacts are shared between locations and projects and are therefore stored as individual records with unlimited ‘relationships’. Reel-Scout™ stores the contact’s organizational affiliation as well as various methods of contact (e.g., phone, fax, pager, and mobile numbers). To access the contact component, click on the contact option in the main navigation.



Navigating the Contact Screen

This interactive screen has several features that allow you to sort and find contacts quickly. In this module, you will be able to look-up a contact record and edit/delete the record.



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1. Search by Alpha

Clicking a letter will narrow the sort only to those contact records whose last name starts with that letter.

2. Sort Results

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

3. Prev | Next

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

Each individual contact's name will appear underlined when you hover over or cursor over the record. By clicking on the contact's name, you can edit or change the contact's information.

4. Action

The "action …" drop-down field allows the user to take a specific action on multiple contacts at a time. The actions currently available are: 1) Assign to Type; and 2) Assign to Group.

In order to run the actions, click the check-boxes beside each contact, select the action to be taken in the drop-down, and click the blue arrow button.

Looking Up a Specific Contact

Reel-Scout™ can serve as a comprehensive shared on-line contact management system for film offices. The ability to add and search for contacts is designed to be very user-friendly. To look up a specific contact, click the **search** option under the **Contact** tab from the menu list. Note that clicking the LOCATION button itself on the gray bar defaults to the browse option.

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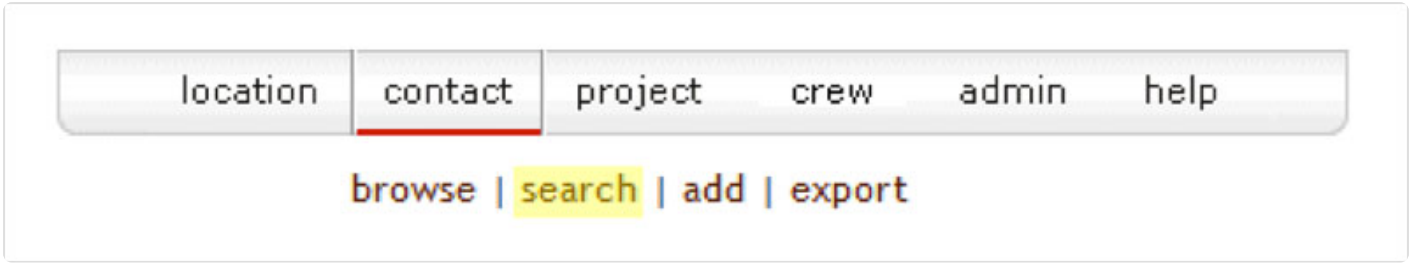

Narrow Results By

Clicking into any of the fields from the following list will allow you to search for a specific contact individual by that attribute:

1. Last Name, First Name, Title

Searching in these fields can be partial for the initial letters and words of the contact individual's last and/or first names or titles. In other words, searching for last name = 'mac' will return all individuals whose last name begins with 'mac' (e.g., Larry MacDonald) but not contacts whose last names contain 'mac' (*e.g.,* Jerry Serimac).

2. Project, Location, Organization

Similar to Last Name, searching in the project field can be partial for the initial letters and words of the official project, location, or organization name to which the contact is associated.

3. Notes

Contacts can also be located by words or phrases that are listed in the 'notes' field.

4. Contact Type

Searching contacts by type is simple with the multi-select field.

After entering the search criteria, click the SEARCH button. Entries in multiple fields are assumed that all

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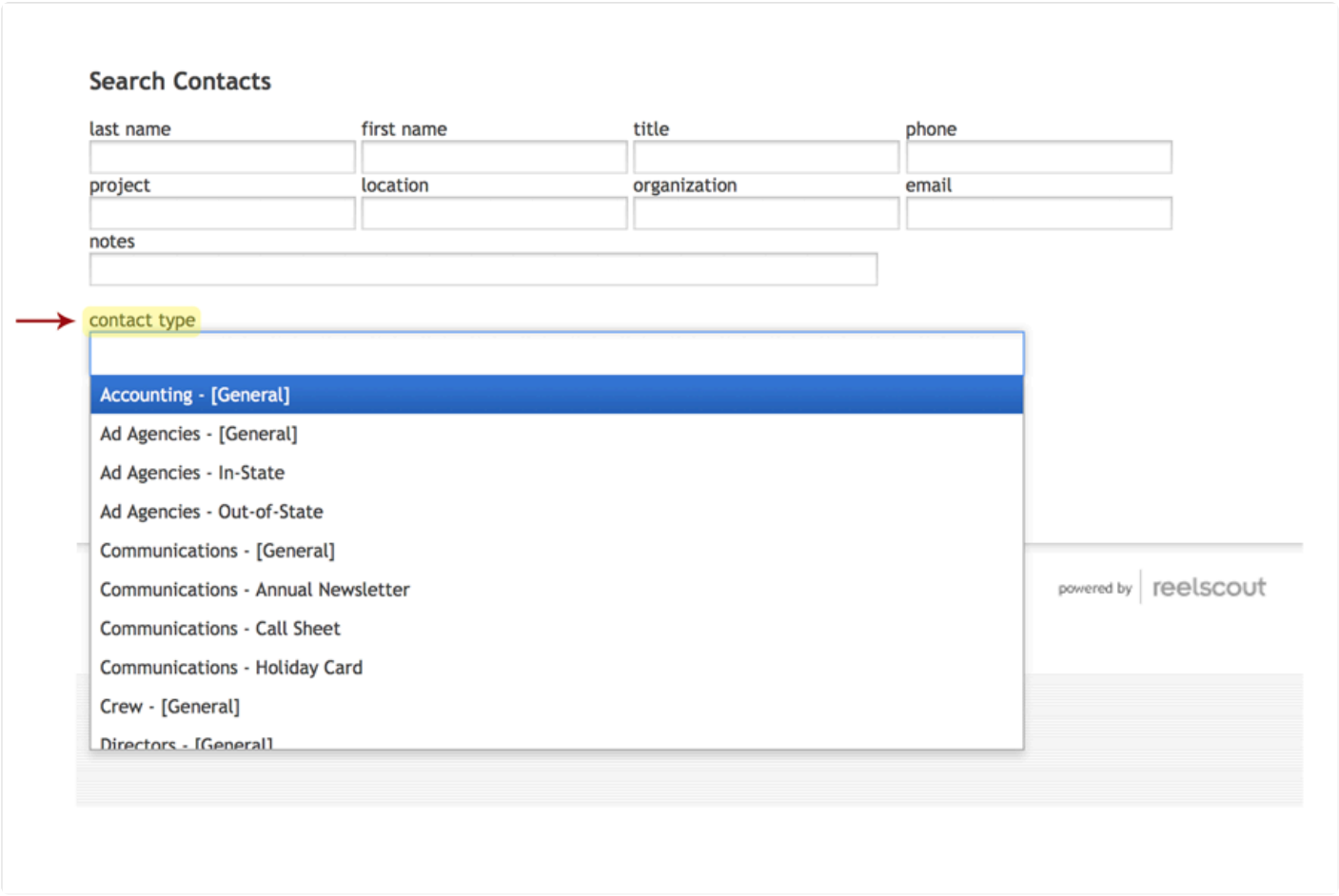
criteria should be met in the returned results.



Editing, Copying or Removing Contacts

1. Edit Contact

Upon clicking on the contact's name, an edit page of the contact's data is displayed. Make the changes in the contact record where appropriate. When you are finished, click save to keep the changes made or cancel if you do not want the changes kept.

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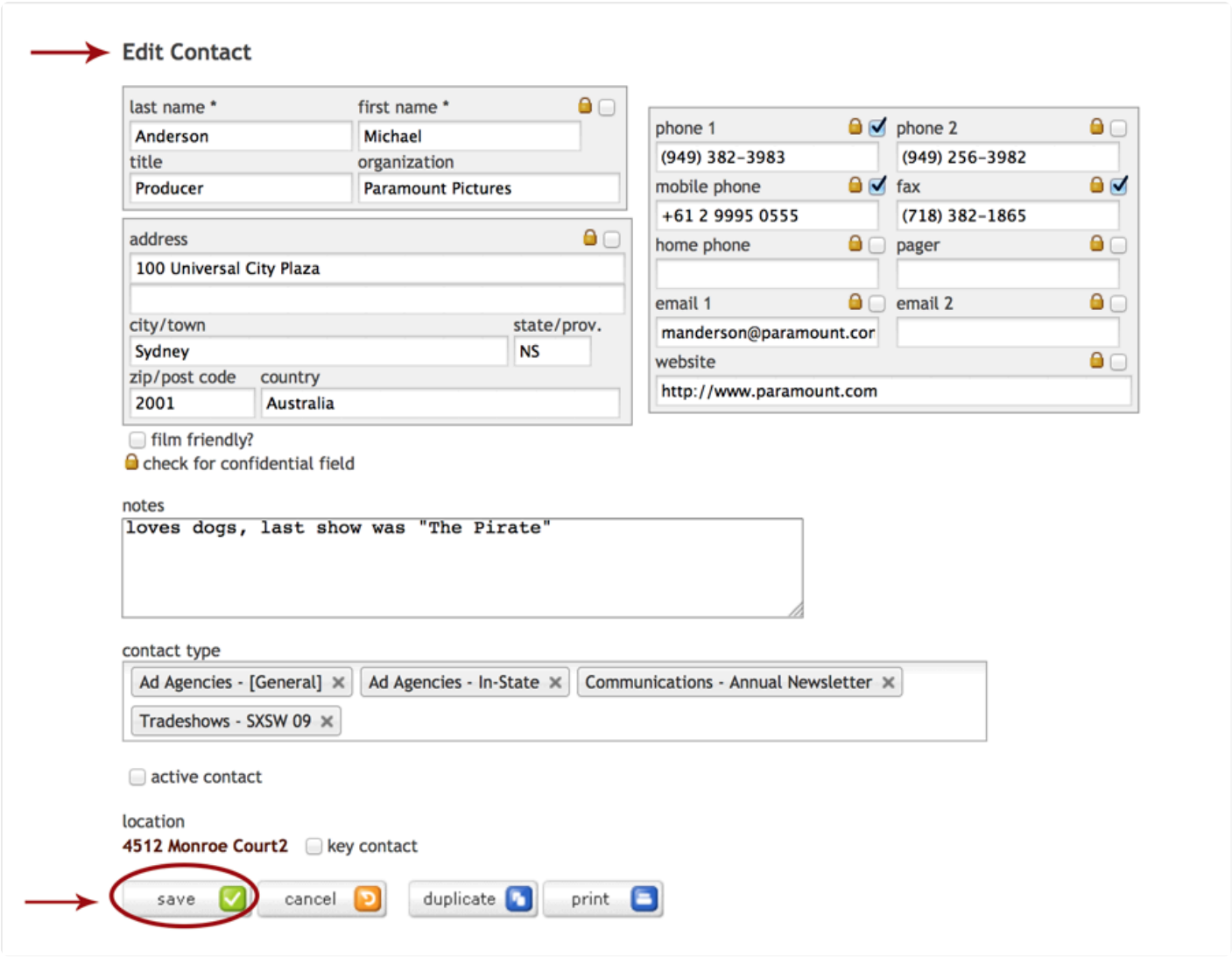

2. Remove Contact

To remove the contact from the database, click **delete** and **confirm** with 'Yes'. Be very careful when taking this action. Deleting a contact here removes the contact from the database permanently. If you wish to remove the contact's relationship with a location or project, please do so in the location or project components.

NOTE: If the contact is no longer with an organization, it is best to mark the record 'inactive' in order 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.

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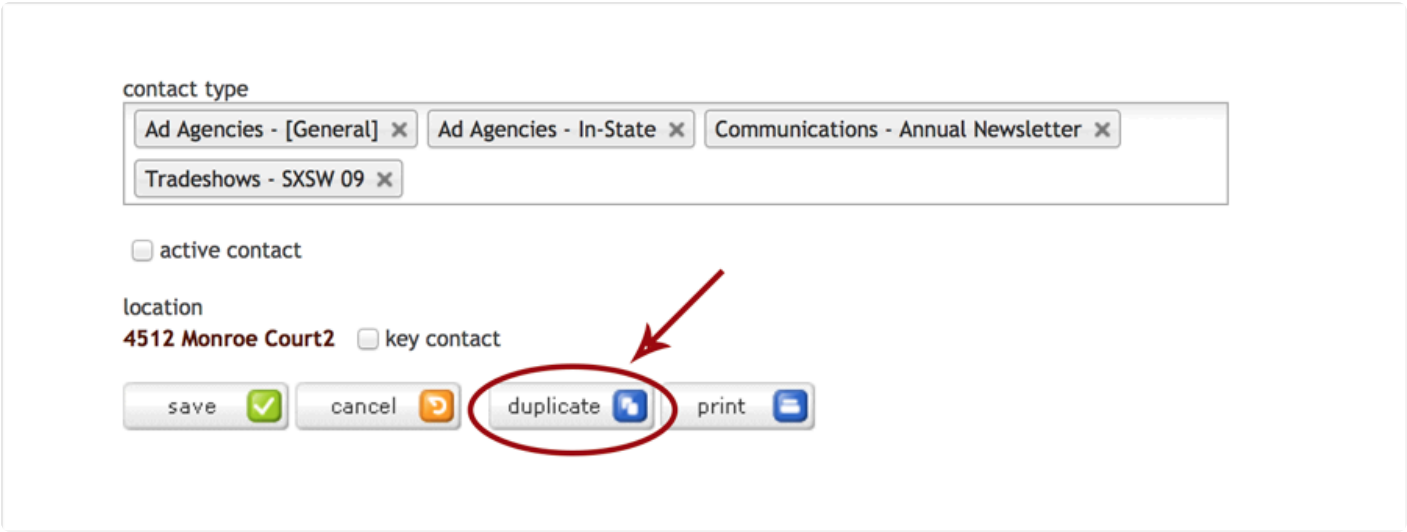
3. Copy Contact

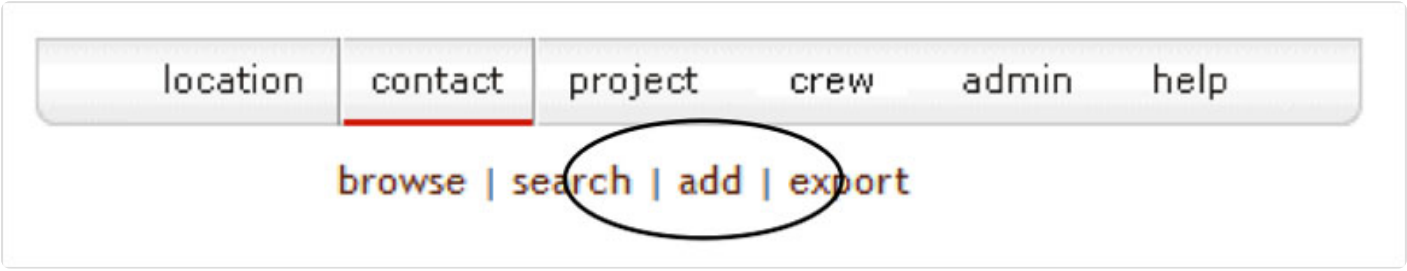
When entering contacts from the same organization or with same addresses, use the **duplicate** function for quick data entry.



Adding a New Contact

1. Before Adding a Contact

Before adding a contact, check to see if the contact is already in the database. To do this, use the **search** function at the top of the **Contact** component. Once you have verified that the contact is not already in Reel-Scout™, you can click ADD under the Contact component to begin creating a new contact record.



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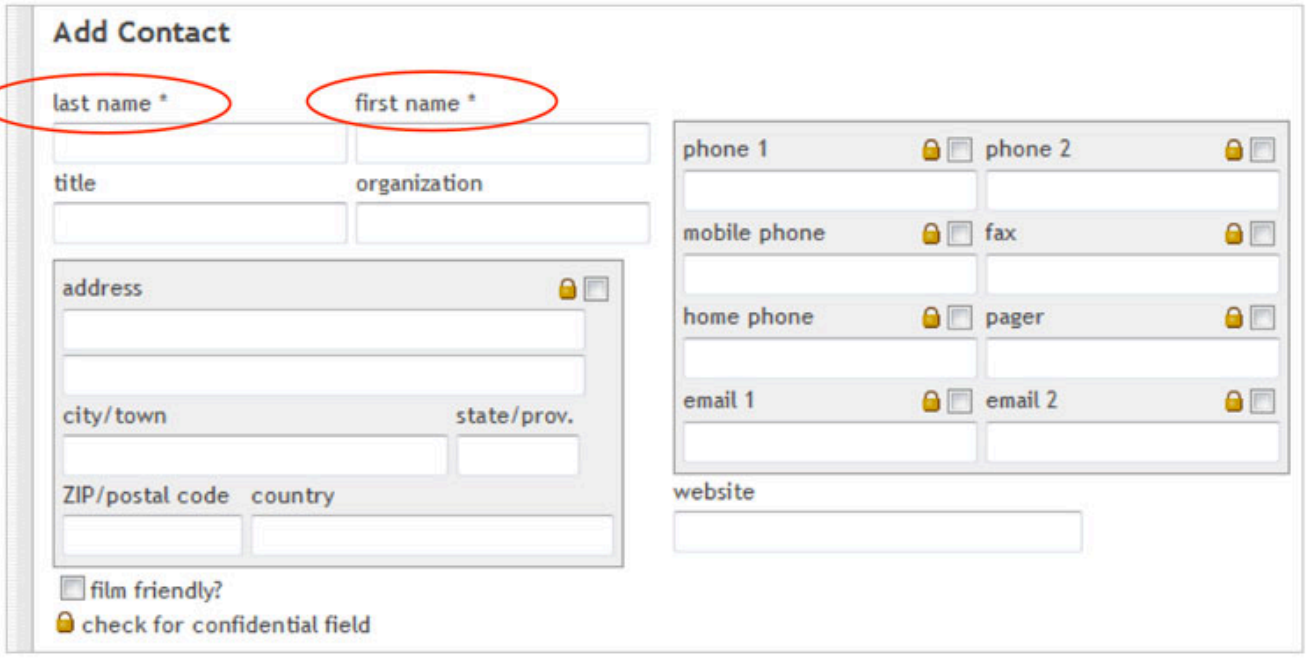
2. Required Fields

The only required fields are first name, last name and contact type in order to add a new contact record. 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.



a. The Title & Organization Fields

The title and organization are free-form text fields and are not required.

b. The Phone1, Phone2, Mobile, Home, Pager & Fax Number 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 Martinsville-based phone number standards.

c. The Website Field

The website field is a web-oriented field that will automatically be created into a hyperlink once the add

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button is clicked. You do not need to enter in *'http://'* to ensure that Reel-Scout™ recognizes the hyperlink field. The *'http://'* will automatically be concatenated to the field value to ensure that the link works when clicked in view mode.

d. The Email1, Email2, Address, City/Town, State/Province, Country and Zip/Post Code Fields

The email1, email2, address, city/town, state/province, country and zip/postal code fields are all free-form text fields.

> ✻ NOTE: Fields within the shaded area can be marked confidential by clicking the check-box field designated with a **gold lock icon** in the upper right corner of the shaded area. If flagged, these fields will not display when printed via the 'Print Friendly' button, nor display in packages or the location gallery.

e. 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.

f. 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.

g. The Active Contact Check-Box

The active contact check-box defaults to being checked. This field indicates whether this contact person is still effectively in the role/position with the designated organization. It is recommended that all contacts remain in the database for historical point-in-time referencing.

> ✻ If the contact is no longer with the organization or the data is no longer accurate, it is best to uncheck the active contact field as opposed to deleting the contact altogether from the database.

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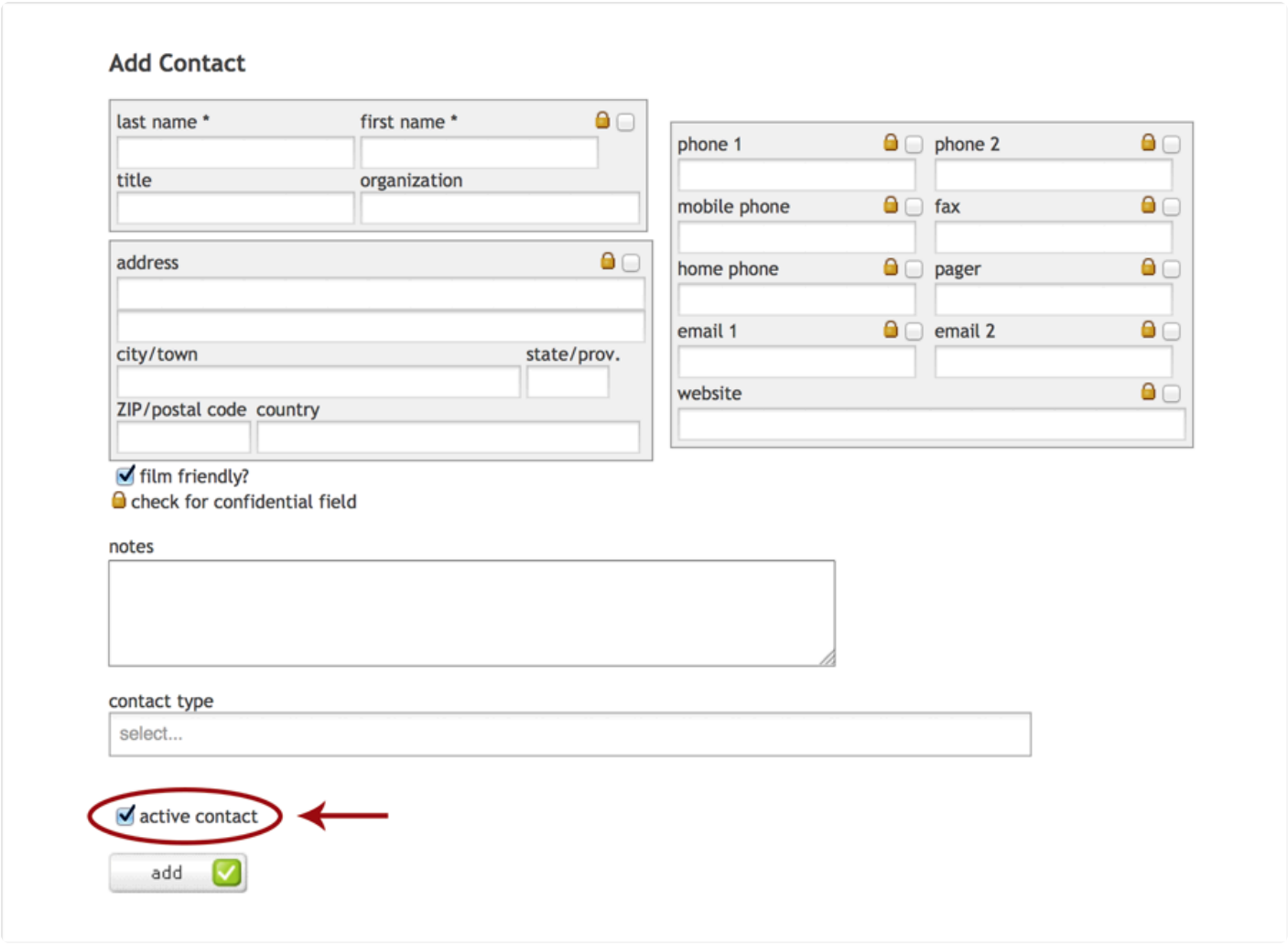

3. Add Contact

Once you are finished with entering all the data on the contact person, click the ADD button. Now the contact's record has been added to the Reel-Scout™ system and will be available when users apply the **look-up** contact function in either the **Location** or **Project** components.

Exporting Contact Data

Individual contact-specific data can be exported out of Reel-Scout™ for use in a variety of other applications such as mail merges, label printing, name tag settings, etc.

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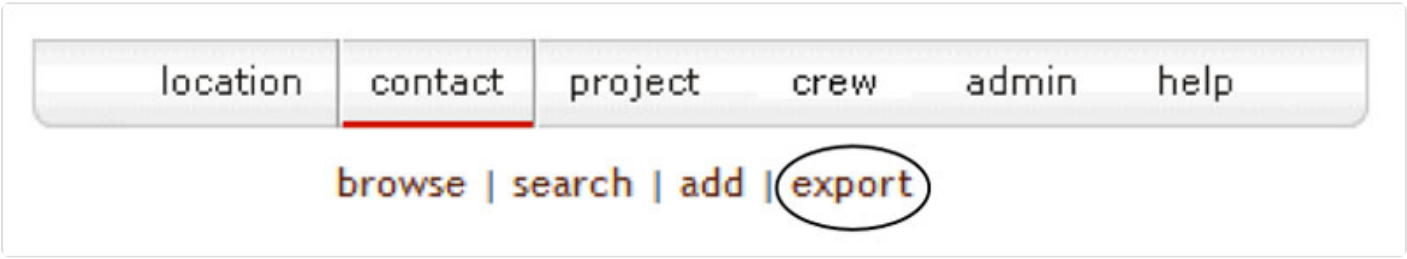
1. Export Contact

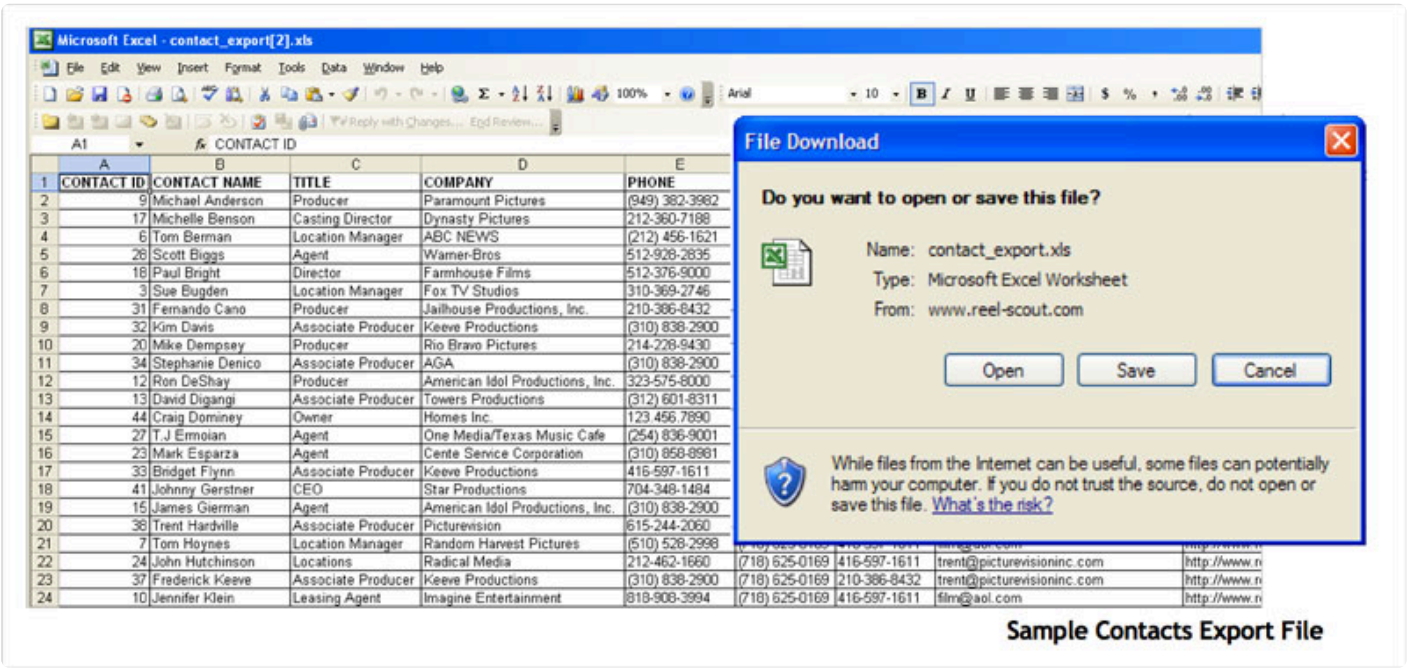
To export contact data, click the export link under the contact component.



2. Open or Save File

Clicking this link launches the standard download window for Internet Explorer. The user is prompted with options to open or save the file. Typically, you'll want to save the file to your desktop to manipulate in MS Excel in order to obtain the most flexibility in filter the data for your third-party application.

When the file is opened in Excel, data will appear in pre-defined columns that are self-explanatory.



	A	B	C	D	E				
1	CONTACT ID	CONTACT NAME	TITLE	COMPANY	PHONE				
2	9	Michael Anderson	Producer	Paramount Pictures	(949) 382-3982				
3	17	Michelle Benson	Casting Director	Dynasty Pictures	212-360-7188				
4	6	Tom Berman	Location Manager	ABC NEWS	(212) 456-1621				
5	26	Scott Biggs	Agent	Warner-Bros	512-928-2835				
6	18	Paul Bright	Director	Farmhouse Films	512-376-9000				
7	3	Sue Bugden	Location Manager	Fox TV Studios	310-369-2746				
8	31	Fernando Cano	Producer	Jailhouse Productions, Inc.	210-386-8432				
9	32	Kim Davis	Associate Producer	Keeve Productions	(310) 838-2900				
10	20	Mike Dempsey	Producer	Rio Bravo Pictures	214-228-9430				
11	34	Stephanie Denico	Associate Producer	AGA	(310) 838-2900				
12	12	Ron DeShay	Producer	American Idol Productions, Inc.	323-575-8000				
13	13	David Digangi	Associate Producer	Towers Productions	(312) 601-8311				
14	44	Craig Dominey	Owner	Homes Inc.	123.456.7890				
15	27	T.J Ermoian	Agent	One Media/Texas Music Cafe	(254) 836-9001				
16	23	Mark Esparza	Agent	Cente Service Corporation	(310) 858-8981				
17	33	Bridget Flynn	Associate Producer	Keeve Productions	416-597-1611				
18	41	Johnny Gerstner	CEO	Star Productions	704-348-1484				
19	15	James Gierman	Agent	American Idol Productions, Inc.	(310) 838-2900				
20	38	Trent Hardville	Associate Producer	Picturevision	615-244-2060				
21	7	Tom Hoynes	Location Manager	Random Harvest Pictures	(510) 528-2998				
22	24	John Hutchinson	Locations	Radical Media	212-462-1660	(718) 625-0169	416-597-1611	trent@picturevisioninc.com	http://www.n
23	37	Frederick Keeve	Associate Producer	Keeve Productions	(310) 838-2900	(718) 625-0169	210-386-8432	trent@picturevisioninc.com	http://www.n
24	10	Jennifer Klein	Leasing Agent	Imagine Entertainment	818-908-3994	(718) 625-0169	416-597-1611	film@aol.com	http://www.n

Sample Contacts Export File

Similar to contact data, location and projects data can also be easily exported out of Reel-Scout™ via the

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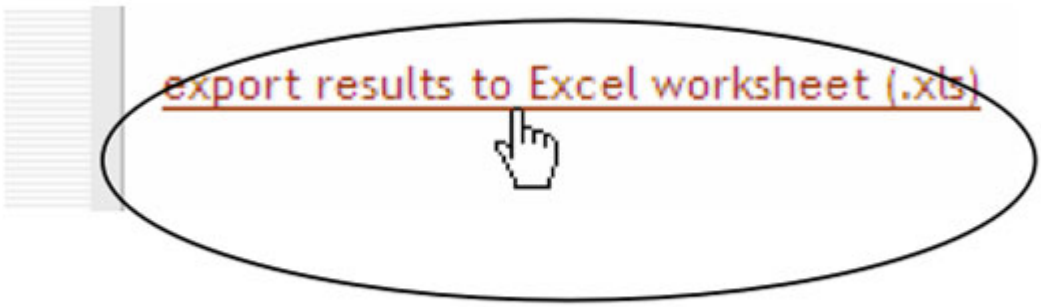
export link under the appropriate components.



NOTE: The export function at the upper right hand navigation exports the entire contents of the database for the specified component—all locations, all contacts, or all projects. If a subset listing is desired, a Search should be completed from the Search page. A link to export the search results will appear at the bottom of the results page to allow the user to only export out the data selected.

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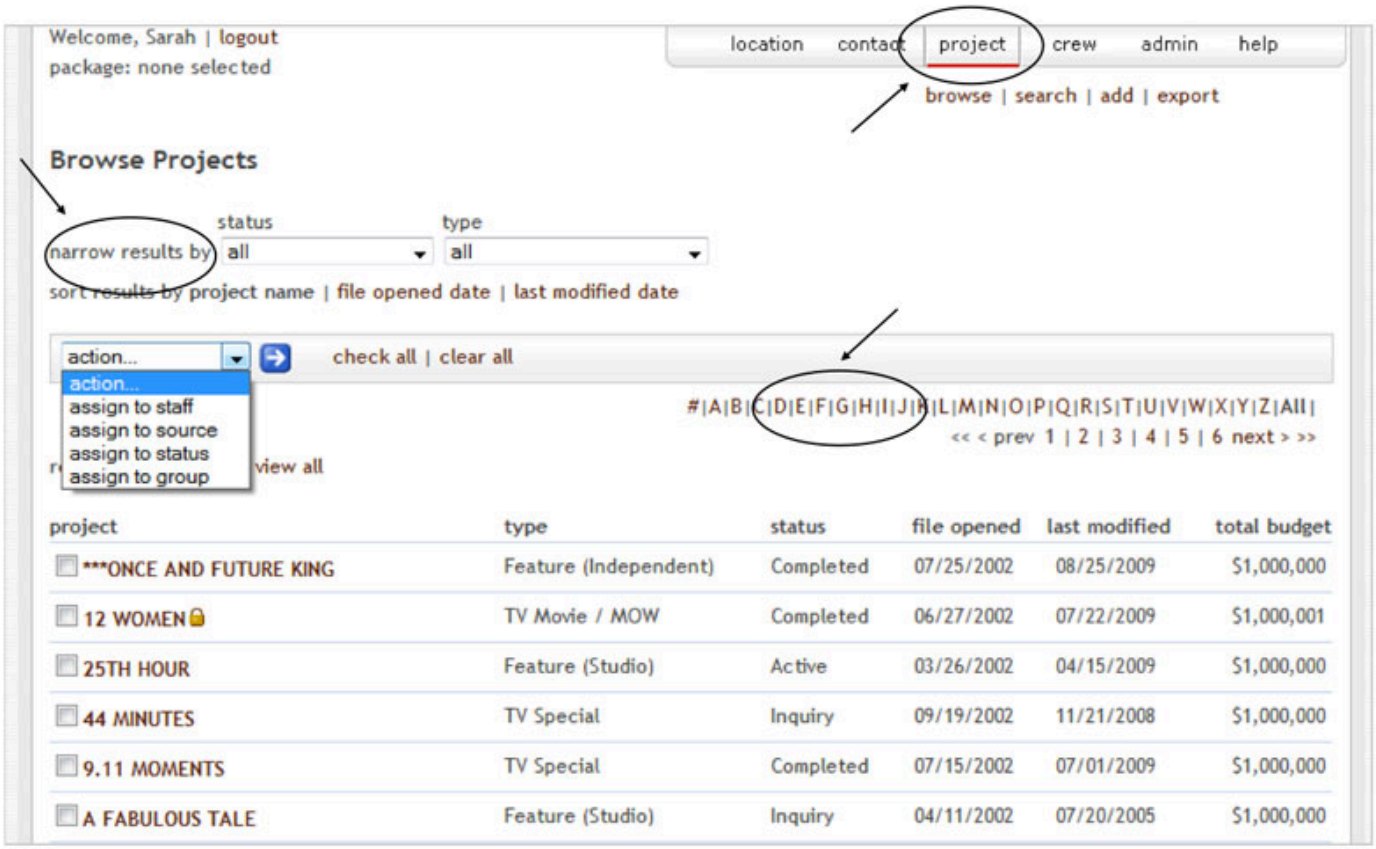
Projects

The projects component continues to demonstrate the real value of Reel-Scout™. The application stores shoot days and dates, tax information, services provided as well as the specific locations that are sent for review by each project.

Navigating the Project Screen

To access the project component, click on the **project** option in the main navigation. This interactive screen has several features that allow you to sort and find locations quickly. Here is a brief description of how they work.



1. Narrow Results By

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

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a. Project Status

A project maintains one status (e.g., Completed, Active, Bidding, etc.) at any given time. Selecting one of these options displays all projects in this status alphabetically.

b. Project type

Projects are identified in standard categories such as: Commercial, Documentary, and Feature Film. Selecting one of these options displays all projects identified in this category alphabetically by name.

2. Search by Alpha

Clicking a letter will narrow the sort only to those project records whose name starts with that letter.

3. Action…

The action… drop-down field allows the user to take a specific action on multiple projects at a time. The actions currently available are: 1) Assign to Staff, 2) Assign to Source, 3) Assign to Status and 4) Assign to Group.

In order to run the actions, click the check-boxes beside each project, select the action to be taken in the drop-down, and click the blue arrow button.

4. Prev | Next

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

Each project name will appear underlined when you hover over or cursor over the record. By clicking on the project name, you can edit or change the relevant data for that project.

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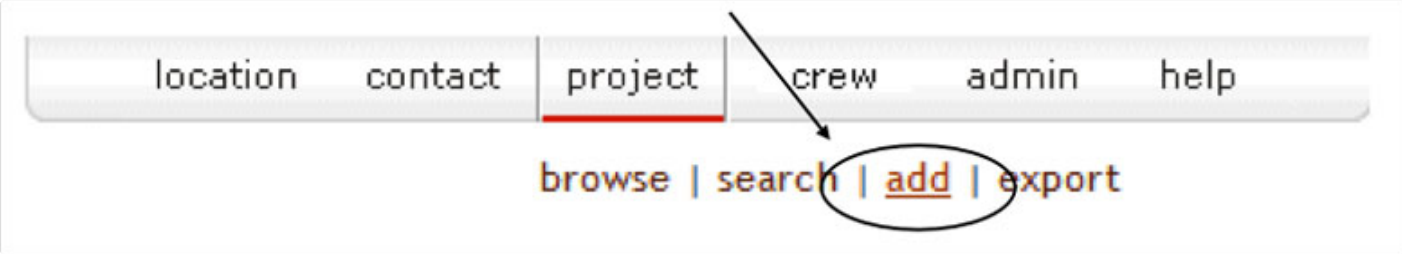
Entering Projects

1. Add Project

Click on **add** under the **project** navigation menu.



2. Enter Information

Type in the information for the project. Note that fields with an *** by the field label are required for entry. You must click the NEXT button in order to move to the next screen. Screens during ‘Add’ mode move in the order that they appear. Project Detail >> Contact >> Package >> Correspondence >> Locations Used (see tabs below).

a. The Project Name Field

The project name field is a free-form text field required in order to save a project in the database. The name is not required to be unique and is automatically defaulted to ‘UNTITLED’ as an initial value. In other words, the library will store two projects with the exact same name. The differentiator will be the project id# which is a unique identifier automatically assigned by Reel-Scout™ for each project record. You can use the project id# or the project name when conducting a specific project search. Once the record is saved, the system automatically sets the project name to all caps.

✻ 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.

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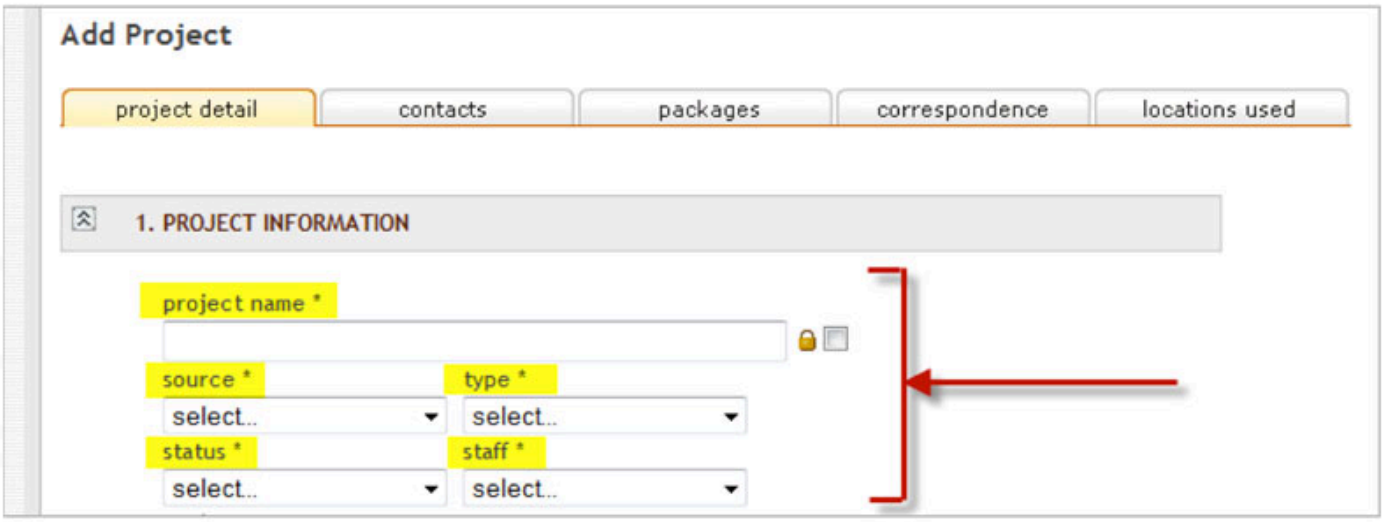

b. The Source Field

Source is a required field. This field records the source of the lead or prospective project.

c. The Status Field

Status is a required field. Valid project statuses are listed. Additional values or changes are to be notified to the System Administrator and made directly in the SQL Server database tables.

d. Staff

Staff is a variable assignment of the project at hand to the main lead person handling follow up and response to the client.

e. The Project Summary Field

The project summary field is a free-form text field that allows the user to enter in a brief synopsis of the project. This field is not required and can store up to 4000 characters.

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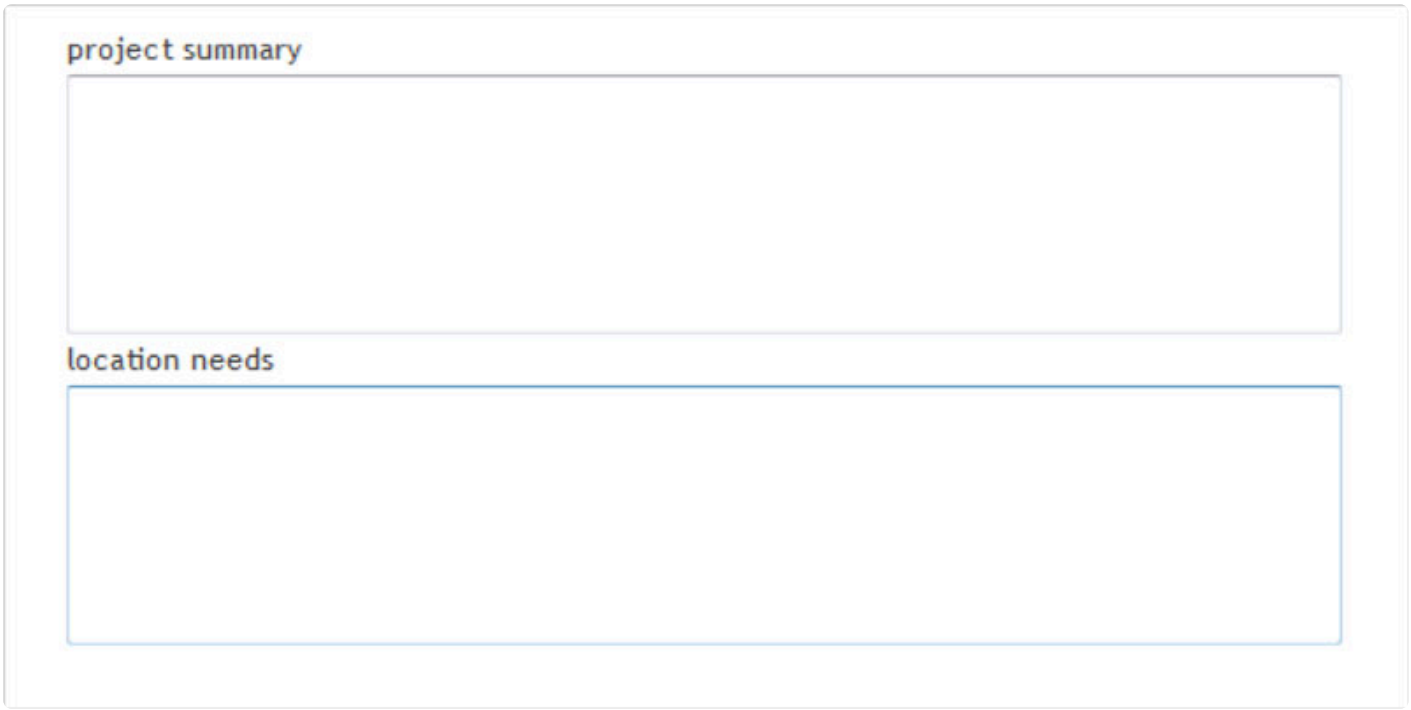

f. The Location Needs Field

The location needs field is a free-form text field that allows the user to enter in a summary of the client's location request. Often used during a phone intake, this field is not required and can store up to 4000 characters.

g. Main Production Company & Local Production Office

Main Production Company and Local Production Office information boxes are separated by a grey border. The Main Production Company section allows the user to log in the contact data for the production company who will be the main point of contact for the project. The Local Production Office section allows the user to log in the contact data should a local production office be created for the duration of the project. Note that there are the similar gold lock-boxes available to indicate that the production company information is to be held confidential.

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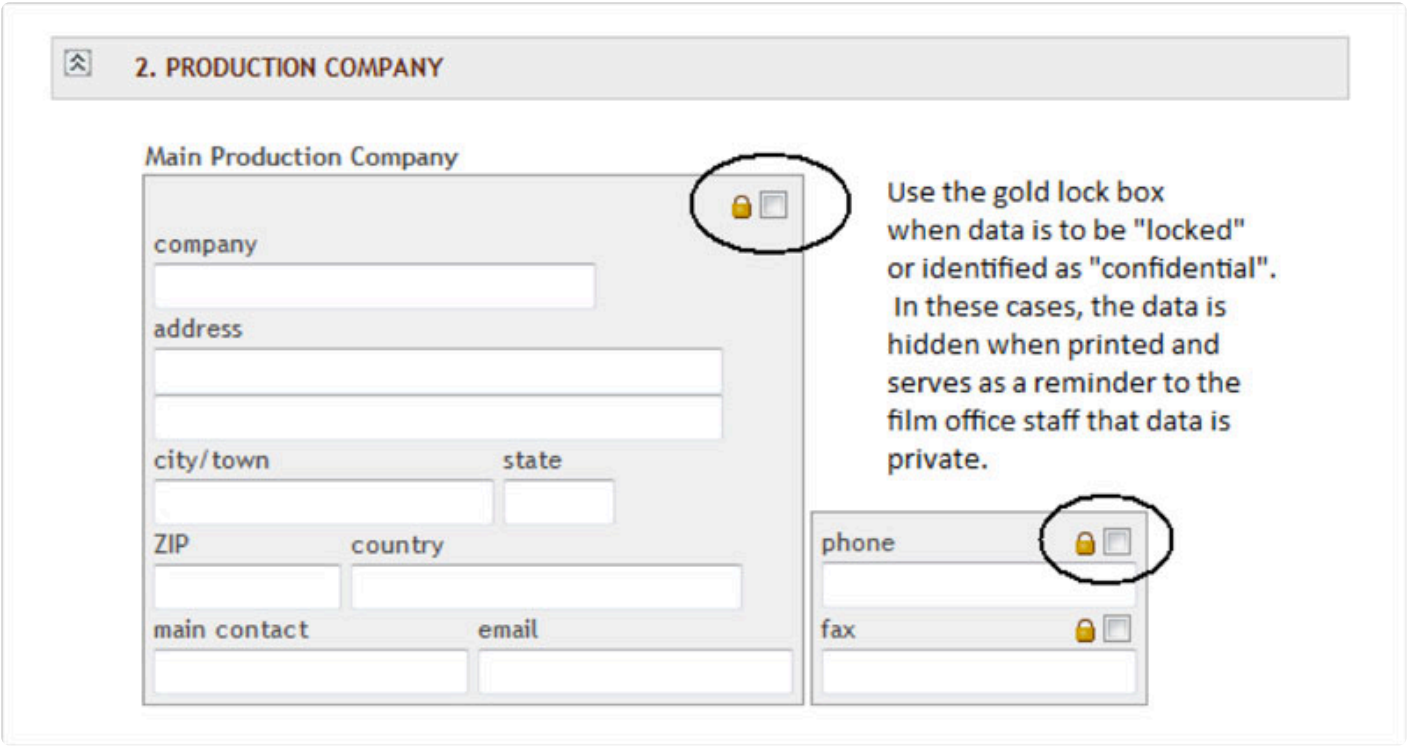

h. The Local Based Company Field

Local based company is a custom radio button field that allows the film office to easily record the production company's state-based status.

i. The Level of Effort & Hours Expended Fields

Level of effort and hours expended are custom fields with values and specifications requested by the Film Office. These fields are not required but are critical to the reporting requirements identified by the Film Office for incentives measurements. Level of effort (LOE) field is a drop-down selection field with values: x-small (0-1 hr); small (2-5 hrs); med (6-10 hrs); large (10-24 hrs); x-large (24+ hrs).

j. The Network & Distributor Fields

Network and Distributor are free-form fields available to collect that data but not required.

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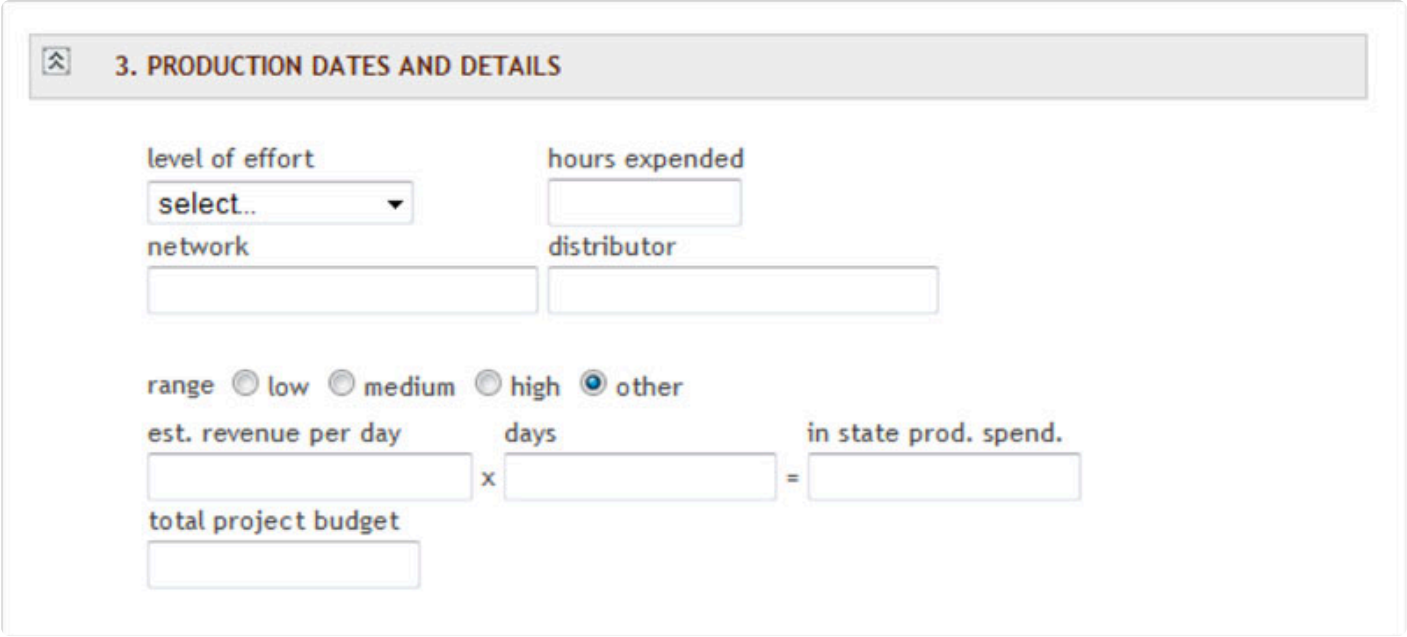
k. The Range & Project Type

The Range and Project Type values together determine the value that will display in the estimated revenue per day field. When a value other than the formulaic value is desired, the user should select ‘other’ in the range field and no value will be returned.



NOTE: Sections are collapsible and expandable simply by click the . When adding a new project, the first section, PROJECT INFORMATION, is by default expanded. When editing an existing project, all sections are expanded.

l. The Total Project Budget Field

Total project budget field is numerically formatted. This field will not accept character values and will automatically be prefaced with a ‘$’ symbol in the value when the record is saved. This value is not required in order to add a project record and can be entered as the project progresses.

m. Date-Formatted Fields

Various date-formatted fields are captured in projects such as **file opened, pre-production, production, wrap** and **post-production/scoring dates**. Note that the format is MM/DD/YYYY – when the fields are clicked into, the user will be presented with a calendar from which to easily select date values. **Scout dates**

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are free form because they can tend to be over a period of time or several non-consecutive days.

n. The Number of Days & Wages Fields

Number of Days, and Wages fields are all numeric values. These values can be entered as the project progresses. Once you've entered a date in one of the fields below the file opened field (e.g., pre-production, production, wrap, etc.), that sets the auto-calculation tool in motion. The auto-calc tool counts consecutively, including weekends.

NOTE: Please note that the automated days calculation is completely OPTIONAL. If you do not want to use the auto-calc function, then simply click 'no' in the radio button option. This will allow you to enter any value for all the fields displayed.

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o. The Cast and Crew & Expenditures Fields

Cast and Crew and Expenditures fields are fields to contain only numeric values. These values can be entered as the project progresses.

NOTE: These fields are used for reporting purposes so please limit the values to numerical and date values as appropriate.

p. The Overnight Courier # Field

Overnight courier # field is free-form to allow the user to record a Fed-Ex, UPS, or other overnight courier billing charge number for the project. Film Format can be values such as 16mm, HD, etc.

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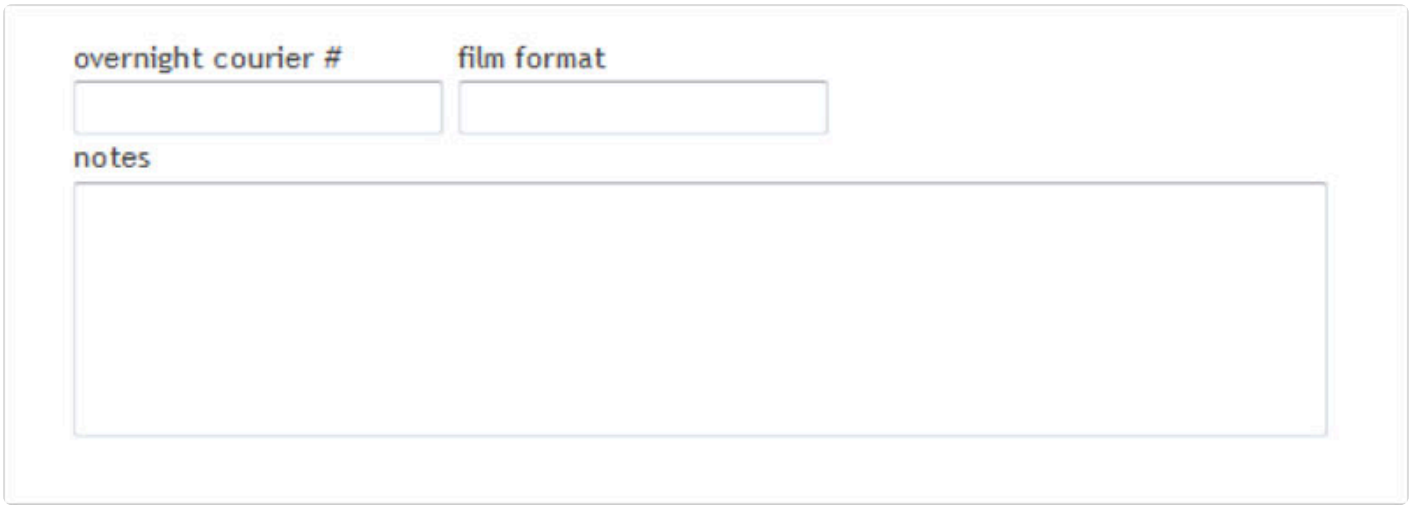

q. Incentives & Services

The system also allows the user to record incentives data for the project at hand. Radio buttons are available to record whether the project has applied for incentives and whether the incentive has been awarded.

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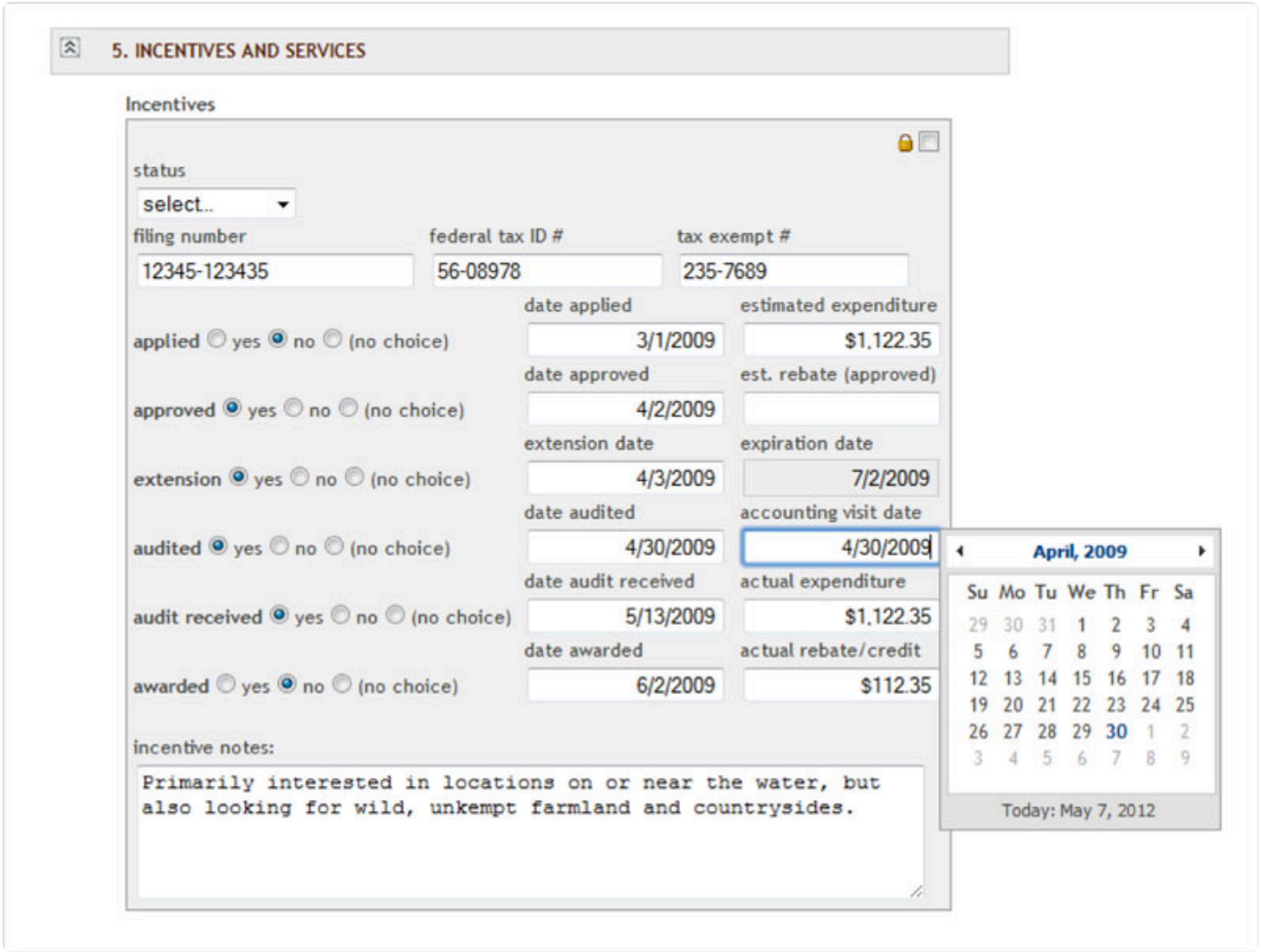

r. Services Provided

A series of check-boxes are available to record services provided.

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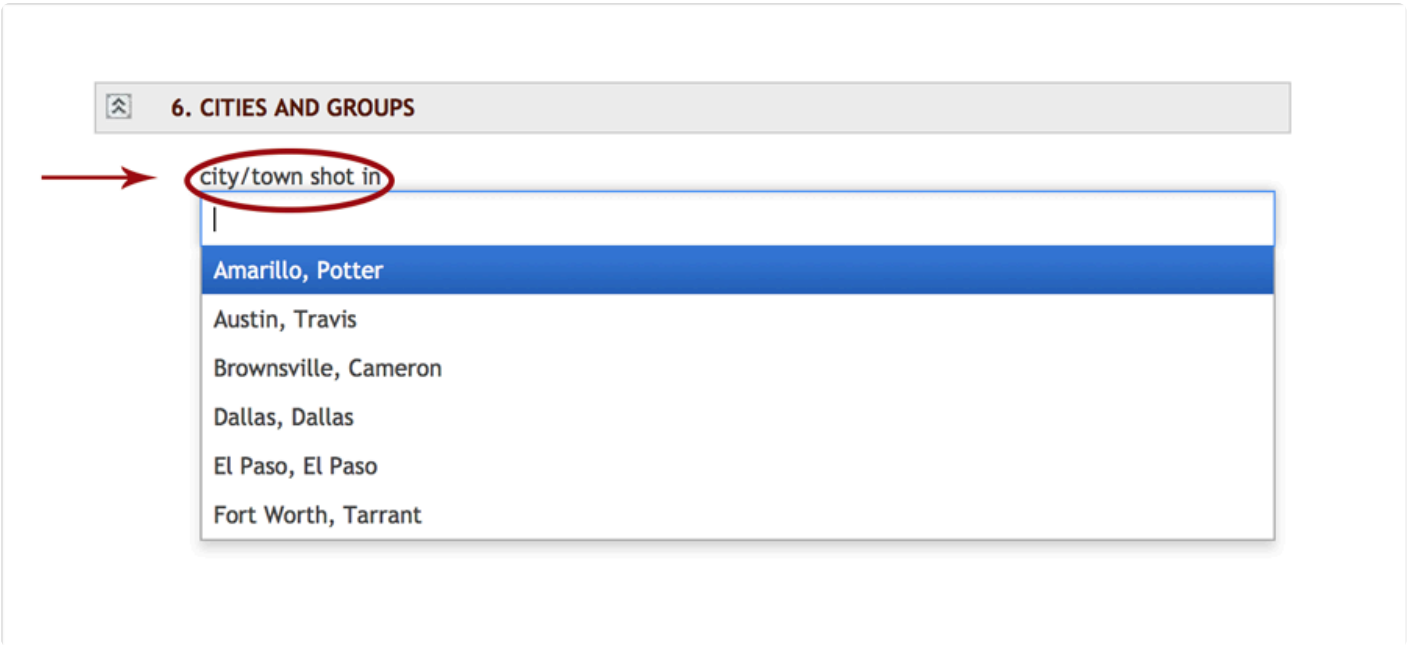
s. The City/Town Shot In Field

City/Town Shot In is a multi-value select field. Highlight the city/town from the top left available the Film Office cities/towns listing, click the blue arrow to move the value to the right list and vice versa. Once a city/town is highlighted, the associated county is automatically pulled and moved to the county shot in box on the right. For convenience, the most popular city value(s) has been moved to the top of the listing for quick selection.



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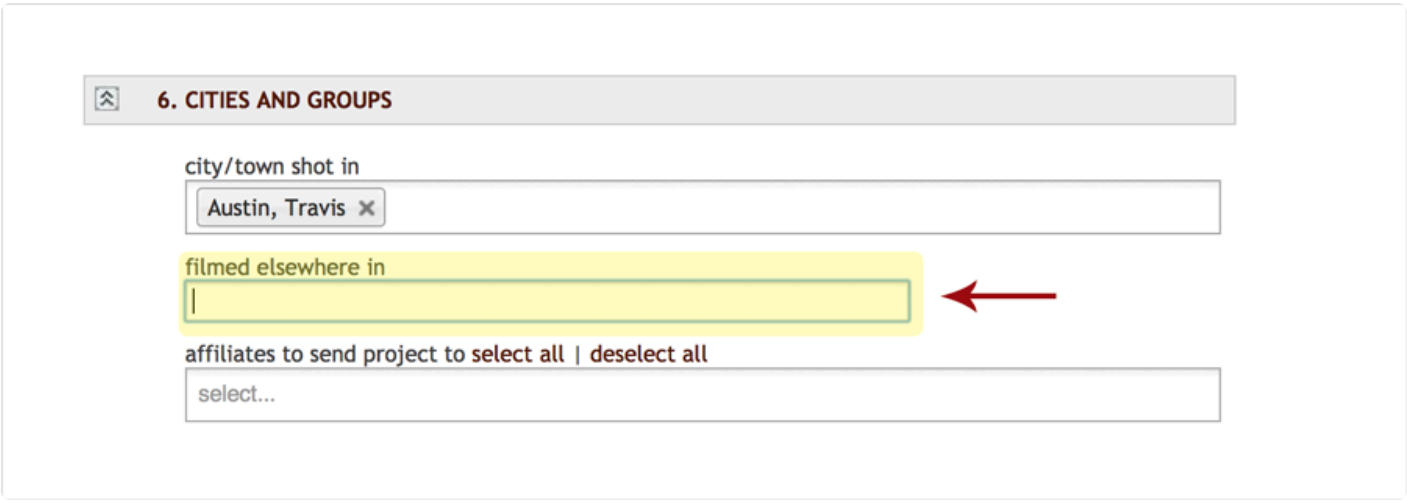
t. The Filmed Elsewhere In Field

Filmed elsewhere in field is free-form and allows the user to record the final location selected that is other than the state or region.



u. Next/Done Button

Click on the NEXT or DONE button (see above image) once you have completed all the data entry for the project. Clicking next moves the user to the contact tab of the project entry. Clicking done moves the user back to the Browse project listing.

✻ NOTE: Don't let the large number of fields overwhelm you. Just fill in the fields that are required for a project and then you can return at a later time as the project unfolds to continue updating the project record. In order to enter a new project into Reel-Scout™, the only fields that are required are: (1) Project Name; (2) Project Type (e.g., Commercial, Feature, Still Photo, etc.); (3) Project Status (e.g., Active, Completed, etc.); (4) Staff; and (5) Source (e.g., tradeshow, website, direct call, etc.)

Adding Contact Information

1. Contact Tab Page

If the user elects to click next, the application automatically moves to the contact tab page.

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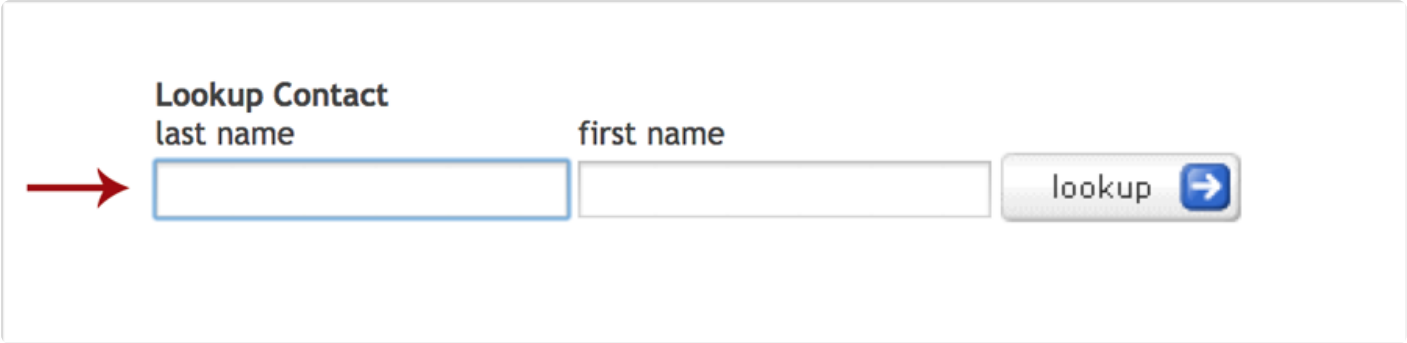
2. Check Database

The first step to adding a contact to the location is to check to see if the contact is already in the database. To do this, enter the contact's first and/or last name and click the LOOK-UP button.



3. Select Existing Contact

When the look-up button is clicked, a set of results will be returned to you in a new window. If you see the contact that you are looking for, click the green select arrow next to the appropriate name. You will be prompted to provide the production title for this individual for this project. See #7 below for additional explanation.

4. Search Again

If you do not see the contact you are looking for, you can either search again by entering variations of last/ first name and clicking the search button.

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

5. Enter New Contact

If you are entering a contact person's information from scratch, the only required fields are first name and last name in order to add a new contact record. Adding a contact record here automatically links the contact

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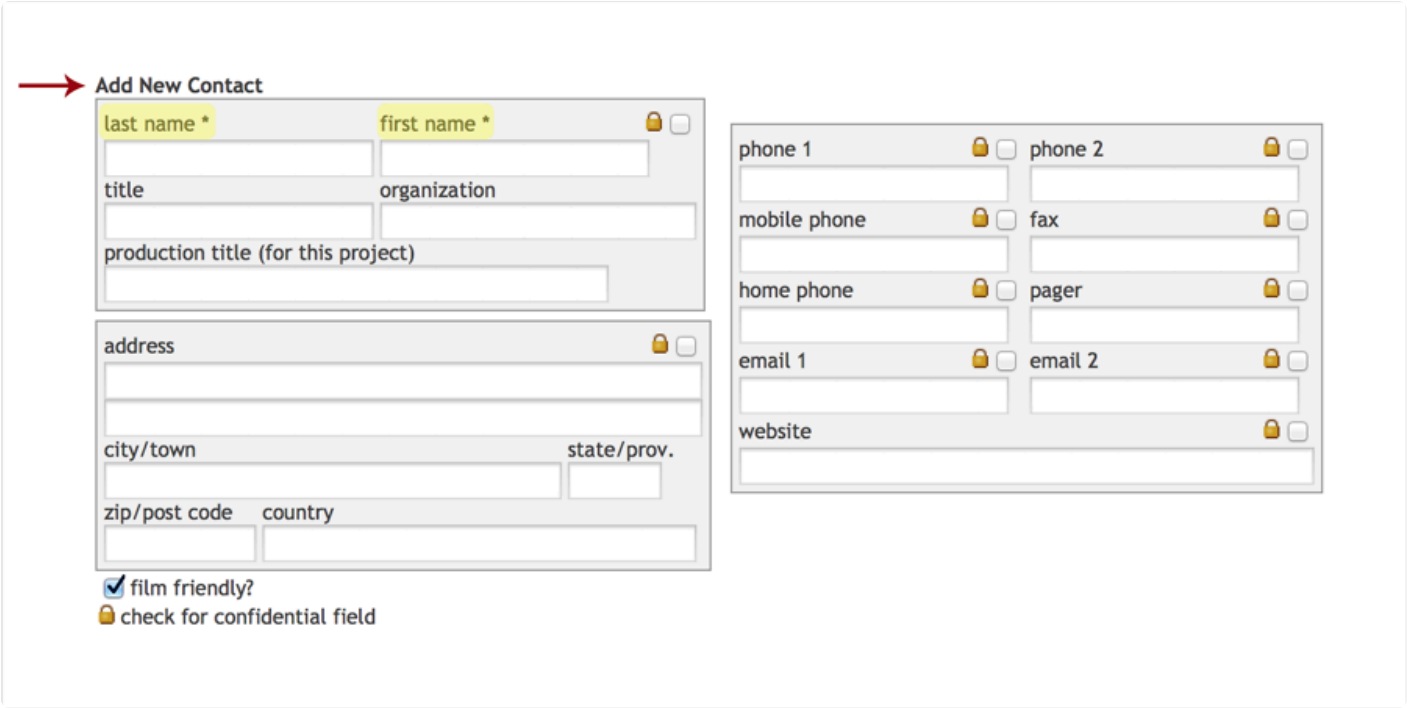
person to the project and places them into a generic contact database so that you can pull their record up again should they be relevant to another location or project.



6. The Title & Organization Fields

The title and organization are free-form text fields and are not required.

7. The Production Title Field

Unlike the location contacts, project contacts have an additional field called production title which records the person's title as it is strictly associated with this project. There may be cases where the individual's title is only appropriate while the production is active, therefore the system records this title and associates it with the contact only for this particular project.

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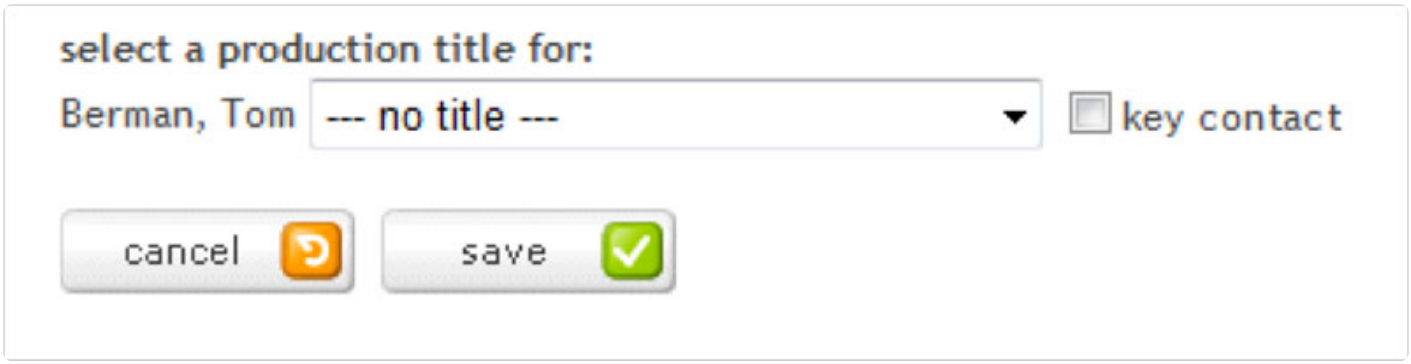

8. The Phone1, Phone2, Mobile, Home, Pager & Fax Number Fields

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 Connecticut-based phone number standards.

9. The Website Field

The website field is a web-oriented field that will automatically be created into a hyperlink once the done or next button is clicked. You do not need to enter in ‘http://’ to ensure that Reel-Scout™ recognizes the hyperlink field. The ‘http://’ will automatically be concatenated to the field value to ensure that the link works when clicked in view mode.

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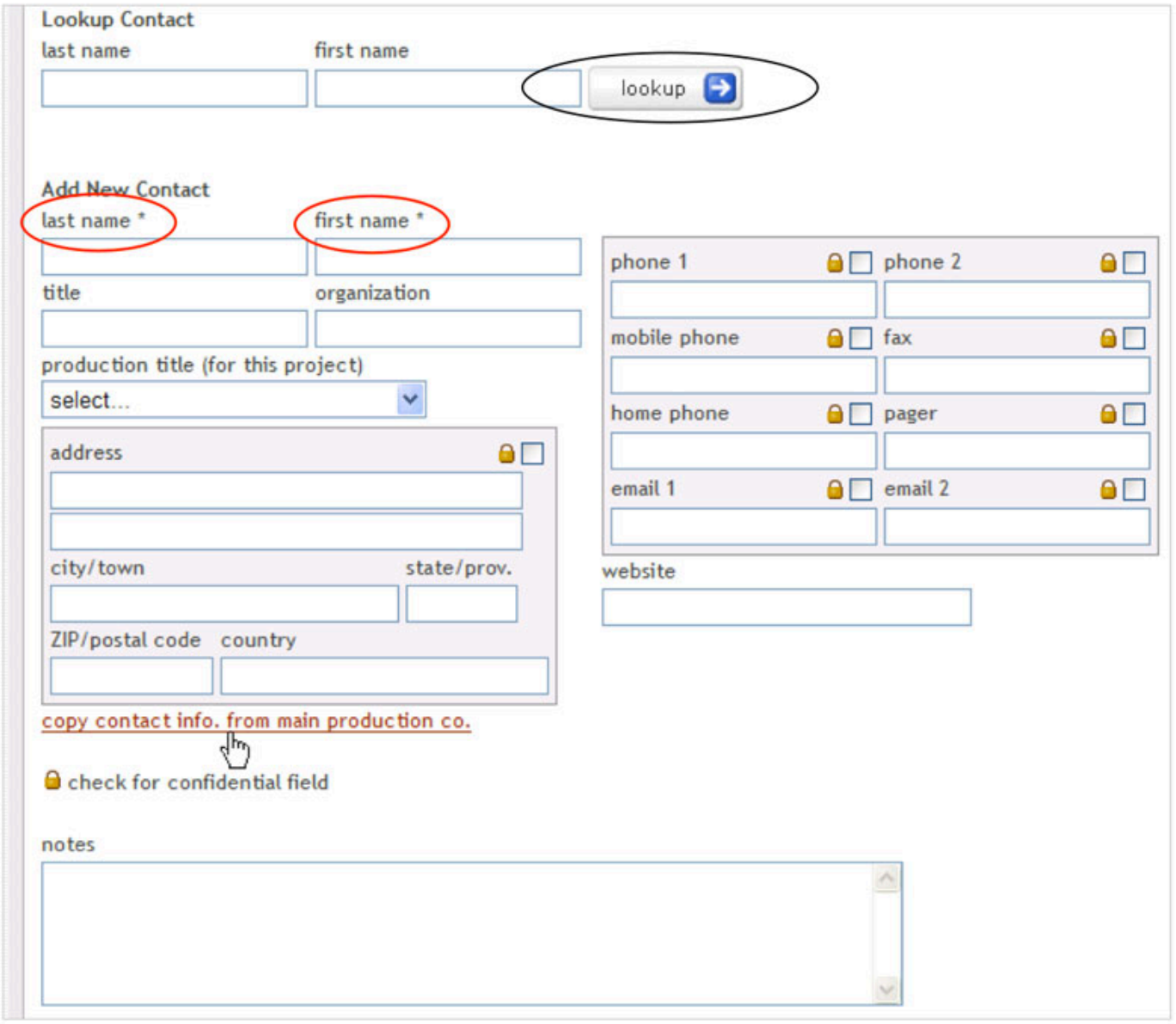

10. The Email1, Email2, Address, City/Town & Zip Fields

The email1, email2, address, city/town, and zip fields are all free-form text fields. Please note that email fields will automatically launch of the user's subscribed email system (e.g., Outlook) when the address is clicked in view mode.

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11. The State/Province Field

The state/province is a free-form field to accommodate both domestic and international addresses.

> NOTE: Fields within the shaded area can be marked confidential by clicking the check-box field designated with a gold lock icon in the upper right corner of the shaded area. If flagged, these fields will not display when printed via the ‘Print Friendly’ button.

12. 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.

13. 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.

14. The Active Contact Check-Box

The active contact check-box 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.

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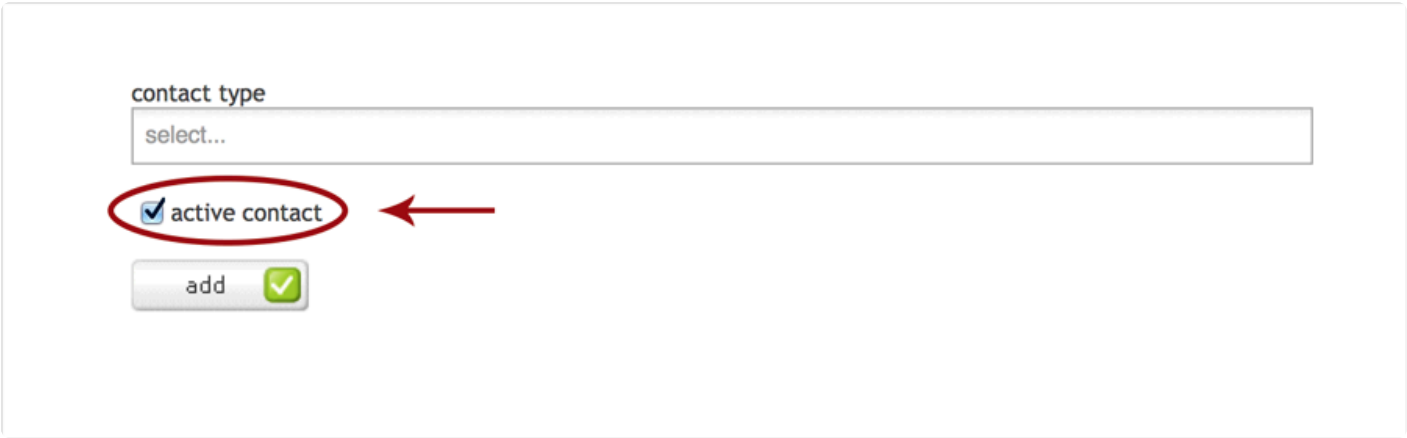

If the contact is no longer with the organization or the data is no longer accurate, it is best to uncheck the active contact field as opposed to deleting the contact altogether from the database.

15. Click Add

Once you are finished with entering all the data on the contact person, click the add button. You will notice that the contact now appears in a listing below the look-up contact section. A red ‘X’ button appears beside the contact name to allow the user to remove the relationship between the project and this particular contact.

Please note that clicking the remove button will remove the contact person only from the project record and not from the entire contact database.

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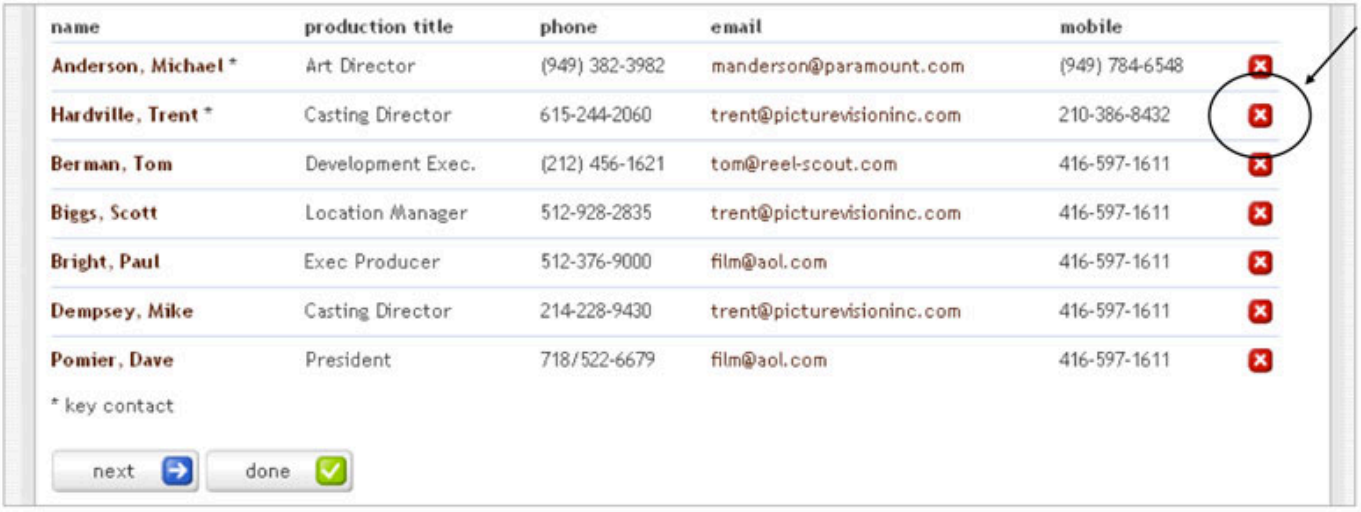

16. Click Next or Done

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

Recording Client Correspondences

Use this area to make brief notes on any written or verbal communication with the client. When data is saved the history notes will be stored with the most current correspondence listed first.

1. The Date Field

The date field automatically defaults to the current date but can be changed.

2. Select Contact

Select the contact referencing the correspondence from the drop-down list. The values in this list are pulled from the contacts identified in the contact tab of all individuals associated with this project. This is not a required field.

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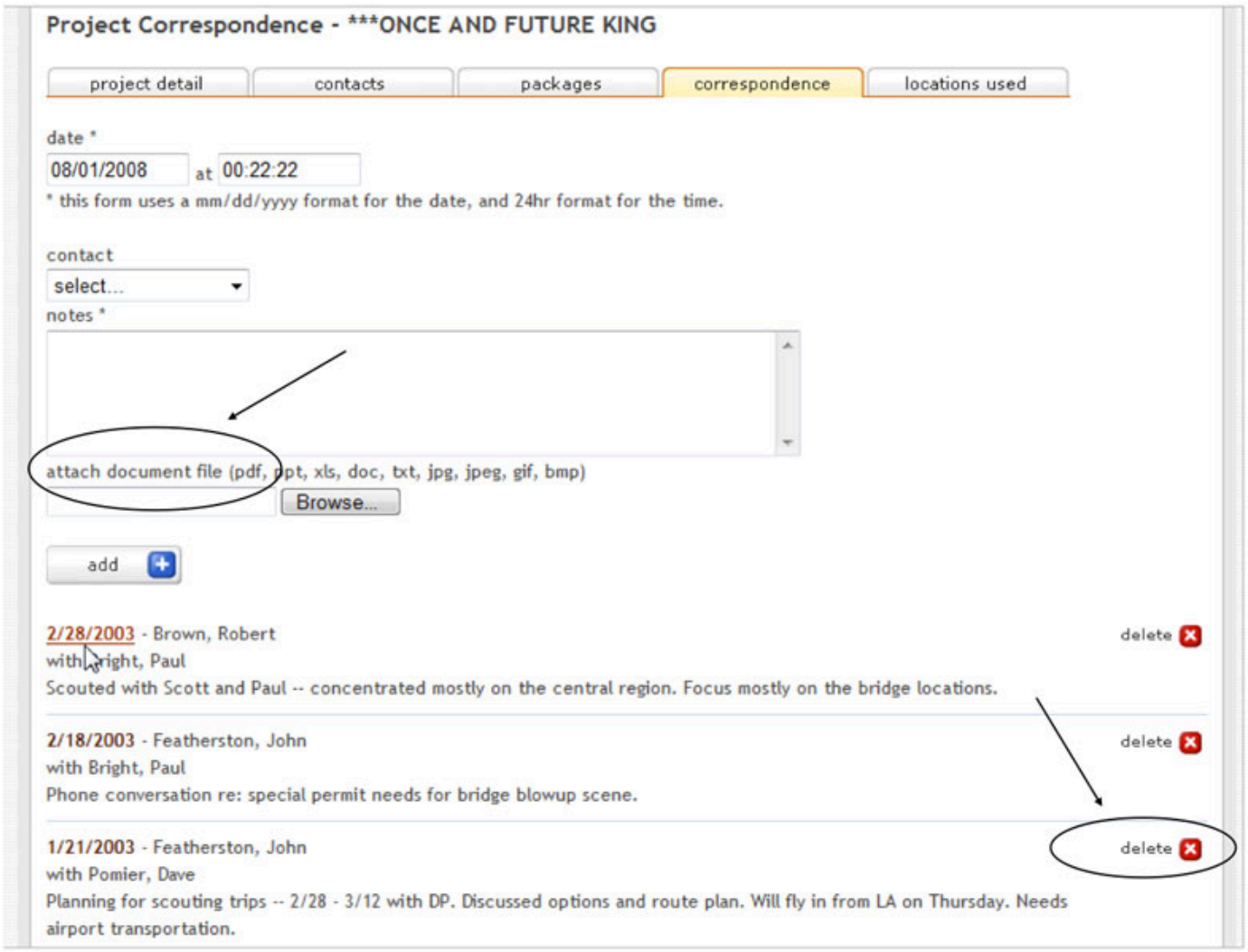
3. The Notes Field

Enter free-form text of up to 4000 characters in the notes field.

4. Attach File

If there are files relevant to the notation in the client note, then attach the file in the attach document file field. Reel-Scout™ is currently enabled to attach the following types of files: Adobe Acrobat (PDF), MS PowerPoint (PPT), MS Excel (XLS), MS Word (doc), JPEG Image Files (JPG or JPEG). Once completed, click the add button.



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5. Delete a Correspondence Note

To delete a correspondence note, click the delete button and confirm ‘Yes’ when asked to verify.

> ✻ 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.

Recording Locations Used by Project

Reel-Scout™ 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 specific locations used or shot at by the project. Reel-Scout™ records both and assists the film office in moving through the entire project life cycle.

1. Locate Project Record

Begin recording locations used by a project by locating the project record either by using Project Search or Project Browse. You may also have landed here by clicking on the NEXT or DONE button once you have completed all the data entry for the project correspondence.

Clicking NEXT moves the user to the locations tab of the project entry. Clicking DONE moves the user back to the project detail view page.

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2. Add a Location

To add a location, enter a value in one of the four fields at the top of the page to filter the search selection. Click the LOOK-UP button.

3. Results

Results are displayed in a secondary window with similar green select check-box buttons. Use the fields to filter the locations listing for easier access. A convenient alphabetical listing is also available.

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4. Number of Production Days

The number of production days expended at the location site is also recorded. This value can be updated by

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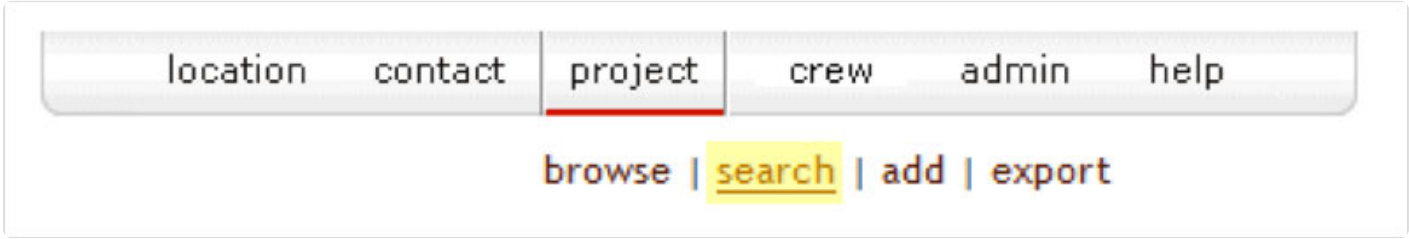
clicking on the change link below the location listing.

Searching for an Existing Project

http://vimeo.com/reelscout/projectsearchVideo Tutorial. Click Search

Click on search under the project navigation menu.



1. Select Field, Operator & Value

To search for projects or project-related data, simply select a FIELD in the first column, select an OPERATOR from the drop-down menu in the second column, and, enter in the necessary word or select a VALUE in the third column. You may select up to ten (10) different criteria or filters fields to pull your search results. Click search to return all the projects that match your criteria.

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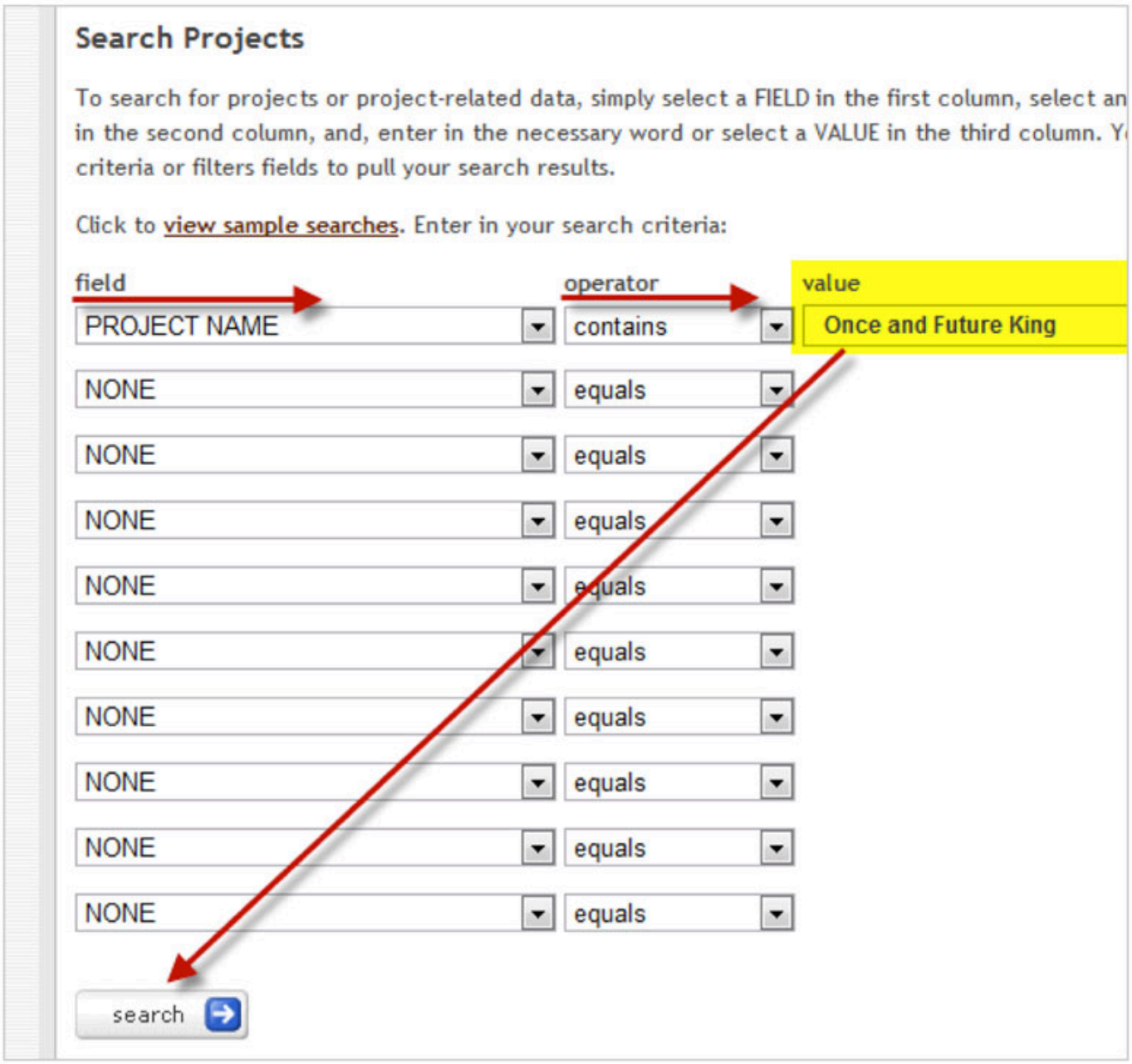

2. Search Terms

The search page allows for a multitude of combination of search terms. To best demonstrate the flexibility of the project search functionality, below are several scenario examples:

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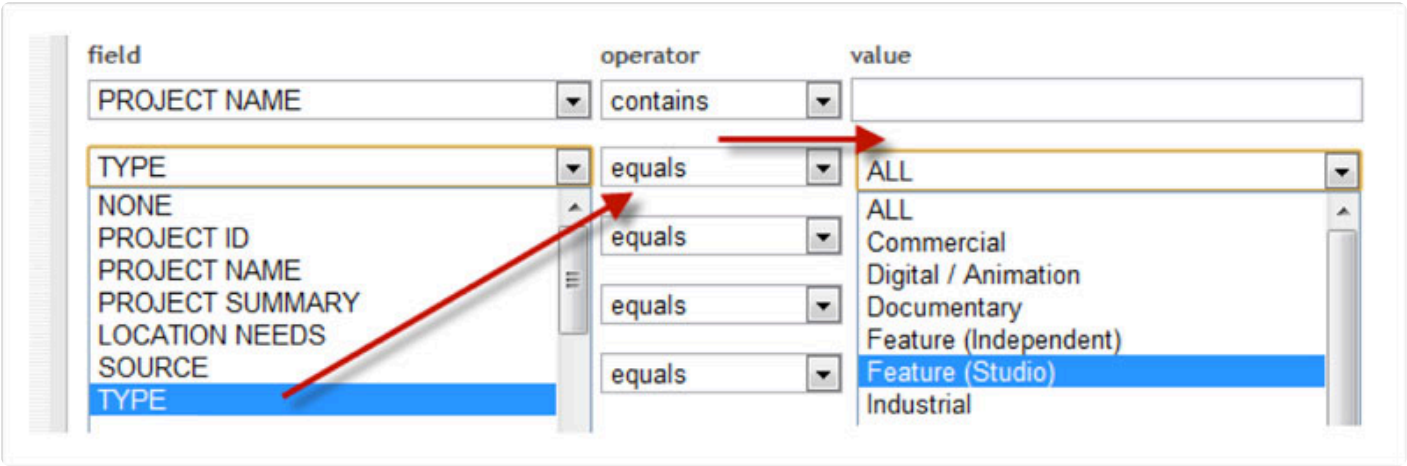
a. Search by Project Name

To search for a project containing the word “king” in the project name, select PROJECT NAME, select CONTAINS, and type “king” in the available field.

b. Search by Studio Features on Hold

To search for all studio features that are on-hold, select TYPE, select EQUALS, and select FEATURE (STUDIO). Then, on the second line, select STATUS, select EQUALS, and select ON-HOLD.



c. Search by Projects Not Modified After a Certain Date

To search for all projects not modified after a certain date, select DATE LAST MODIFIED, select LESS THAN, and select the date in question.

d. Search by Projects Created in 2009

To search for all projects that were created sometime in 2009, select DATE FILE OPENED, select GREATER OR EQUAL, and select “January 1, 2009.” Then, on the second line, select DATE FILE OPENED, select LESS OR EQUAL, and select “December 31, 2009.”
Depending on the FIELD selected, the OPERATOR and VALUE entries will change accordingly.

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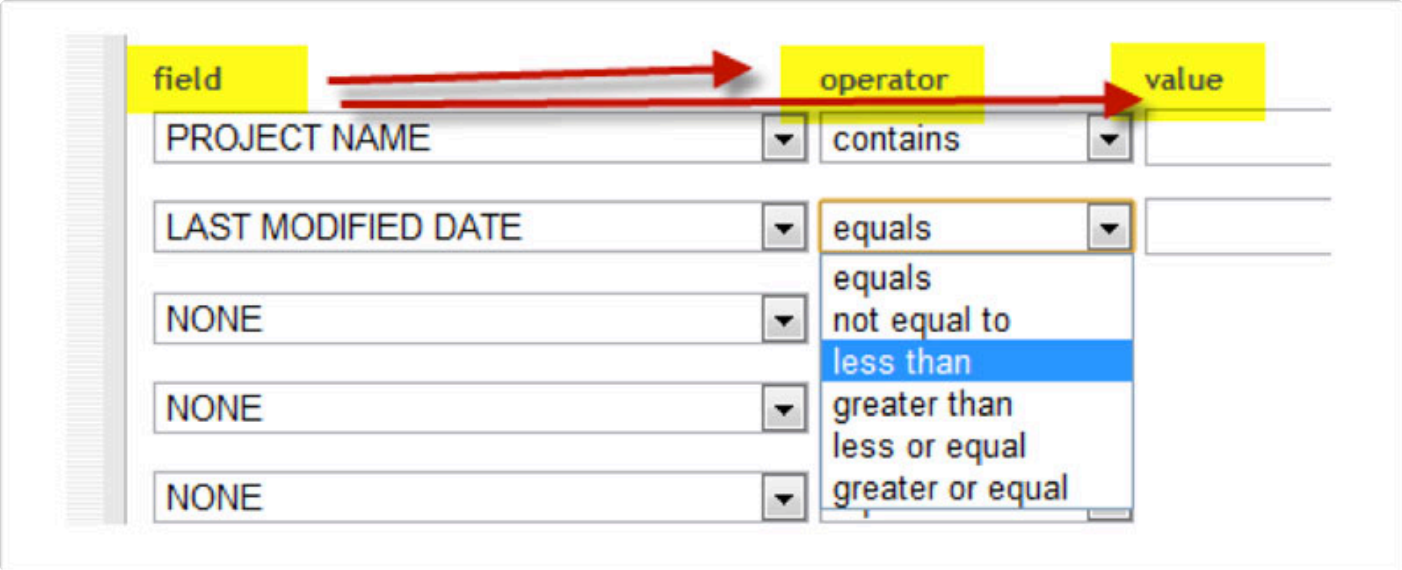
3. Operator & Value

Depending on the FIELD selected, the OPERATOR and VALUE entries will change accordingly.



Sort Order of Entries Under Field

Entries under FIELD are sorted in the order of each Project section.

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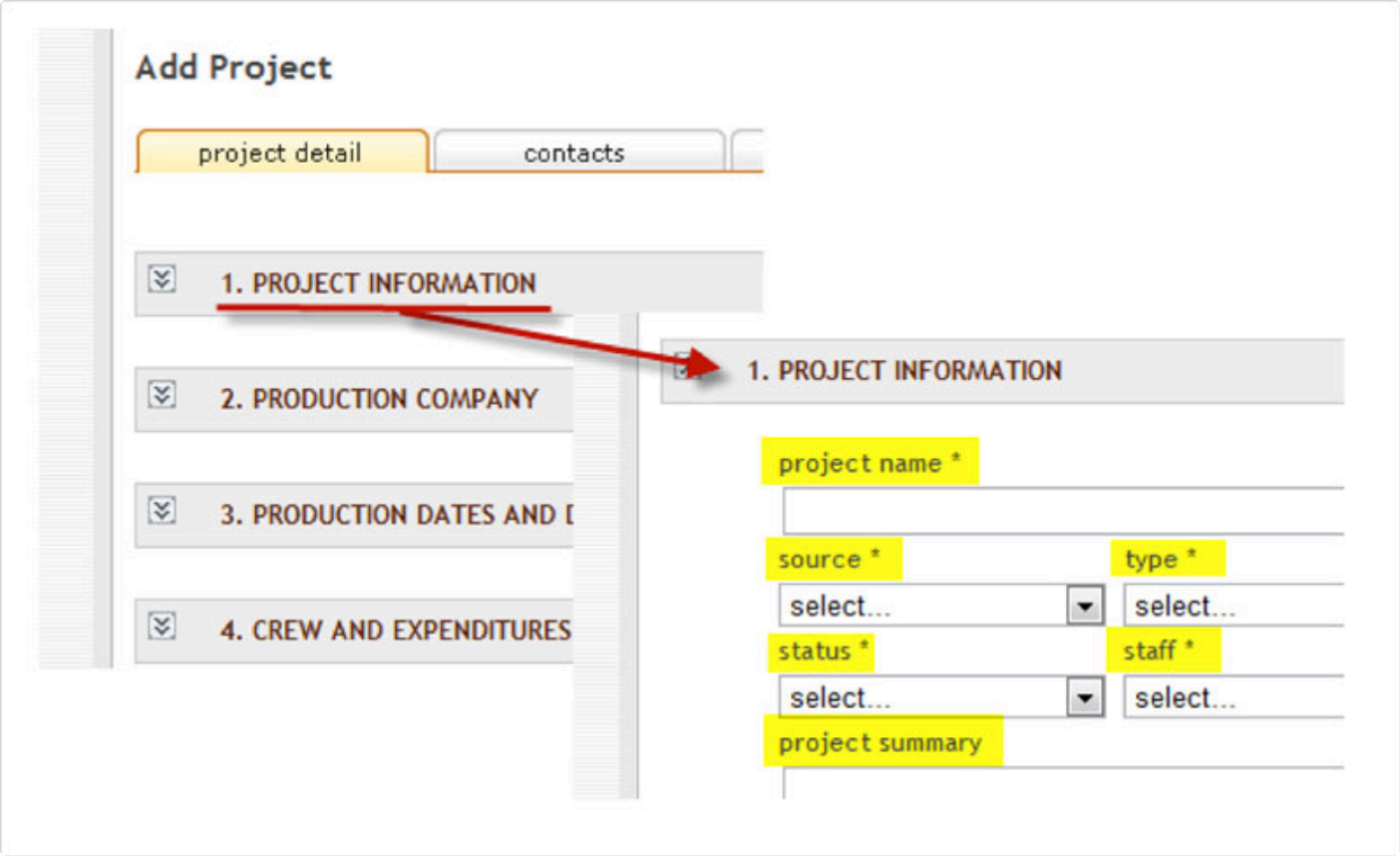

4. Click Search

Click the search button to return all the locations that match your criteria.

5. Search Criteria

Search criteria is summarized in a text box above the search results. If the search results require additional criteria or further filtering, click the refine search criteria link at the top left of the text box summary.

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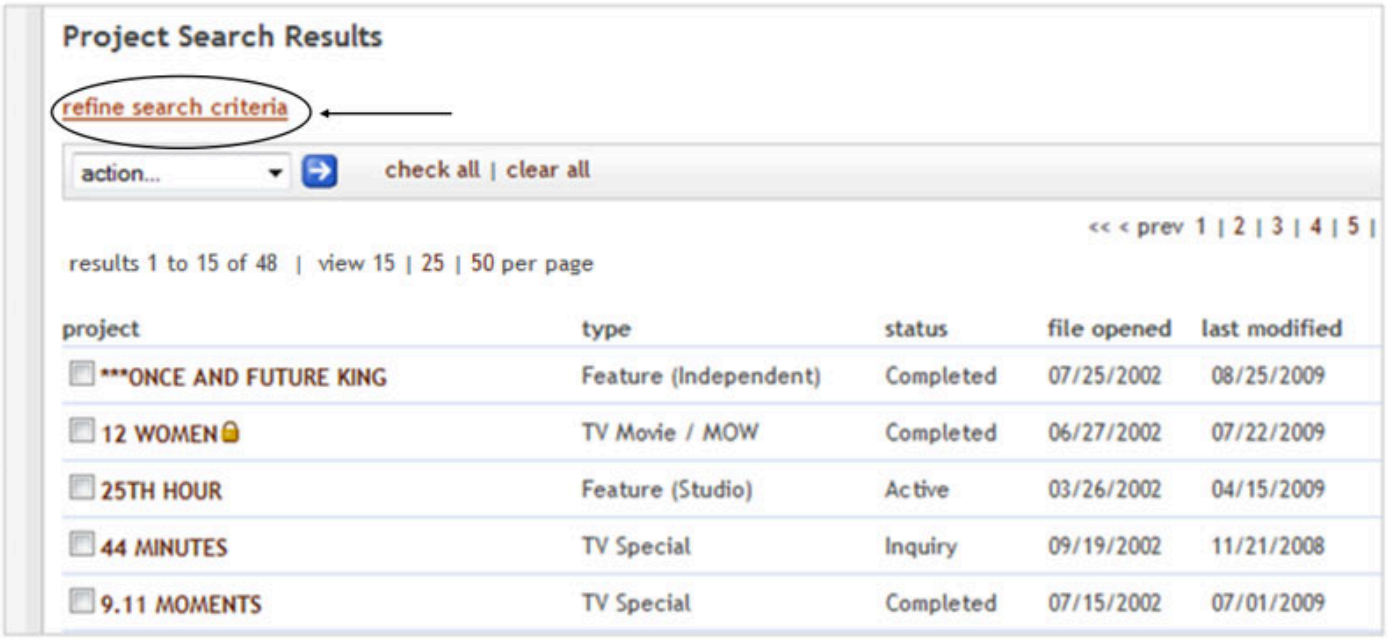
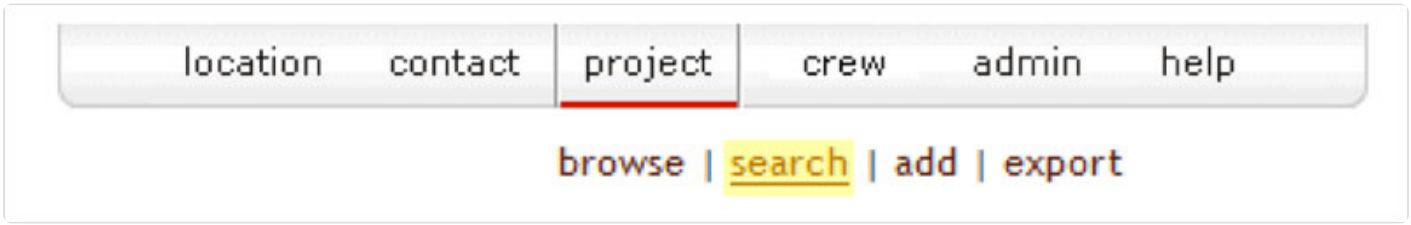


6. Reset Search

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



7. Create a Project Report

To create a Project Report, watch this video tutorial:

https://player.vimeo.com/video/71272145

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Editing, Removing or Copying Projects

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

1. Edit Project

a. Find Project

Find the project for which you wish to make changes. See Searching for Existing Project section above for more information.

b. Click on Project Name

Each project name will appear underlined when you hover over or cursor over the record. By clicking on the project name, the project view page will open.

c. Project, Contact, Package, or Correspondence

Click on the top tabs for Project, Contact, Package, or Correspondence to display the information you want to change, add or delete. Once in the appropriate tab, click the edit button to move to edit mode.

d. Edit & Done

Make the changes and click done.

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, click the delete button and confirm ‘Yes’ when asked to verify. The project record cannot be restored once the deletion is confirmed.

**Please be absolutely sure that you want the entire project record deleted before taking this

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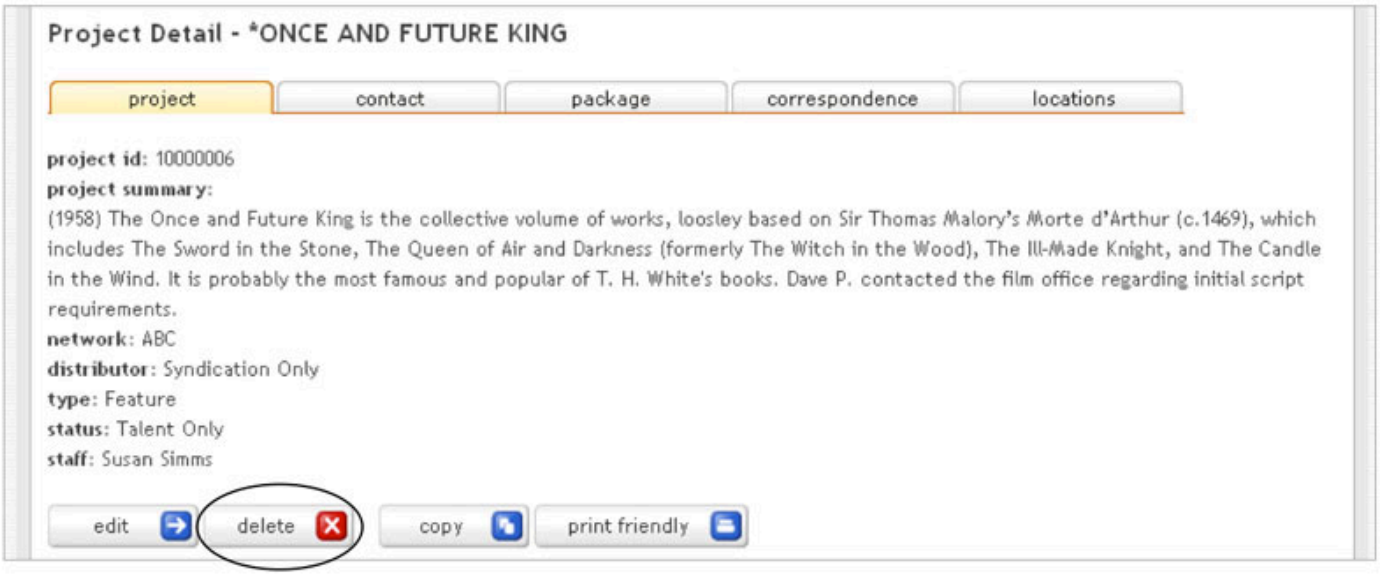
action.



3. Copy a Project

To copy a project record, simply click the copy button. This action will result in the creation of a new project file with the same data as the original project. The project name defaults to ‘copy of’ followed by the name of the original project until the user edits this field. A new project id is assigned and there is no relationship between the two projects established by the system. As a new project, be sure to enter the contacts, packages, correspondence notes, and locations values where appropriate.

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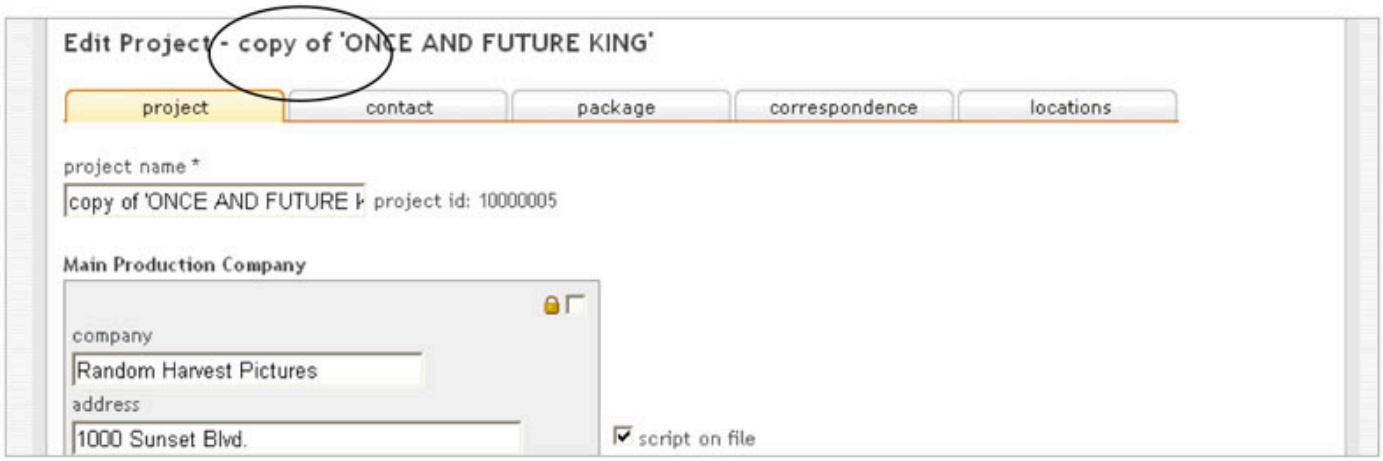
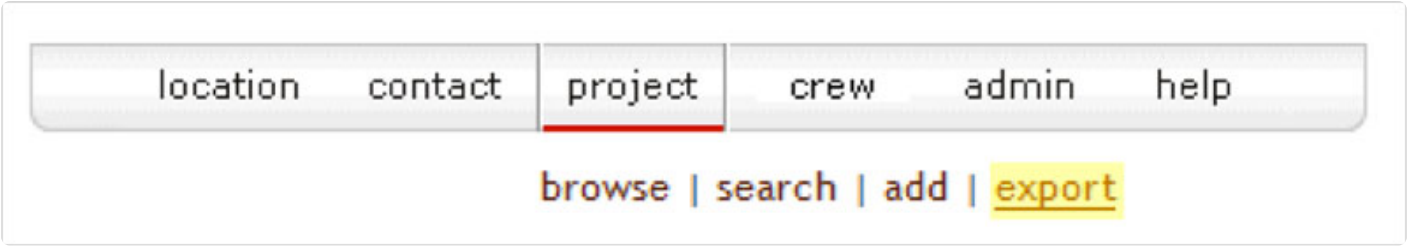


Exporting Project Data

All project records can be exported out of Reel-Scout™ for use in a variety of other applications. This allows for the greatest flexibility when the need for a customized report arises. All project data can be exported and manipulated in more appropriate desktop software packages to create the ideal formats.

To export project data, click the **export** link under the project component.



1. Choose Fields to Export

When the Project Export page is rendered, groupings of fields are displayed with blue arrows between them. To choose the fields to be exported, use the single arrow to select any field that you have highlighted. Use the double arrow to select all the fields. Use the reverse arrows to deselect.

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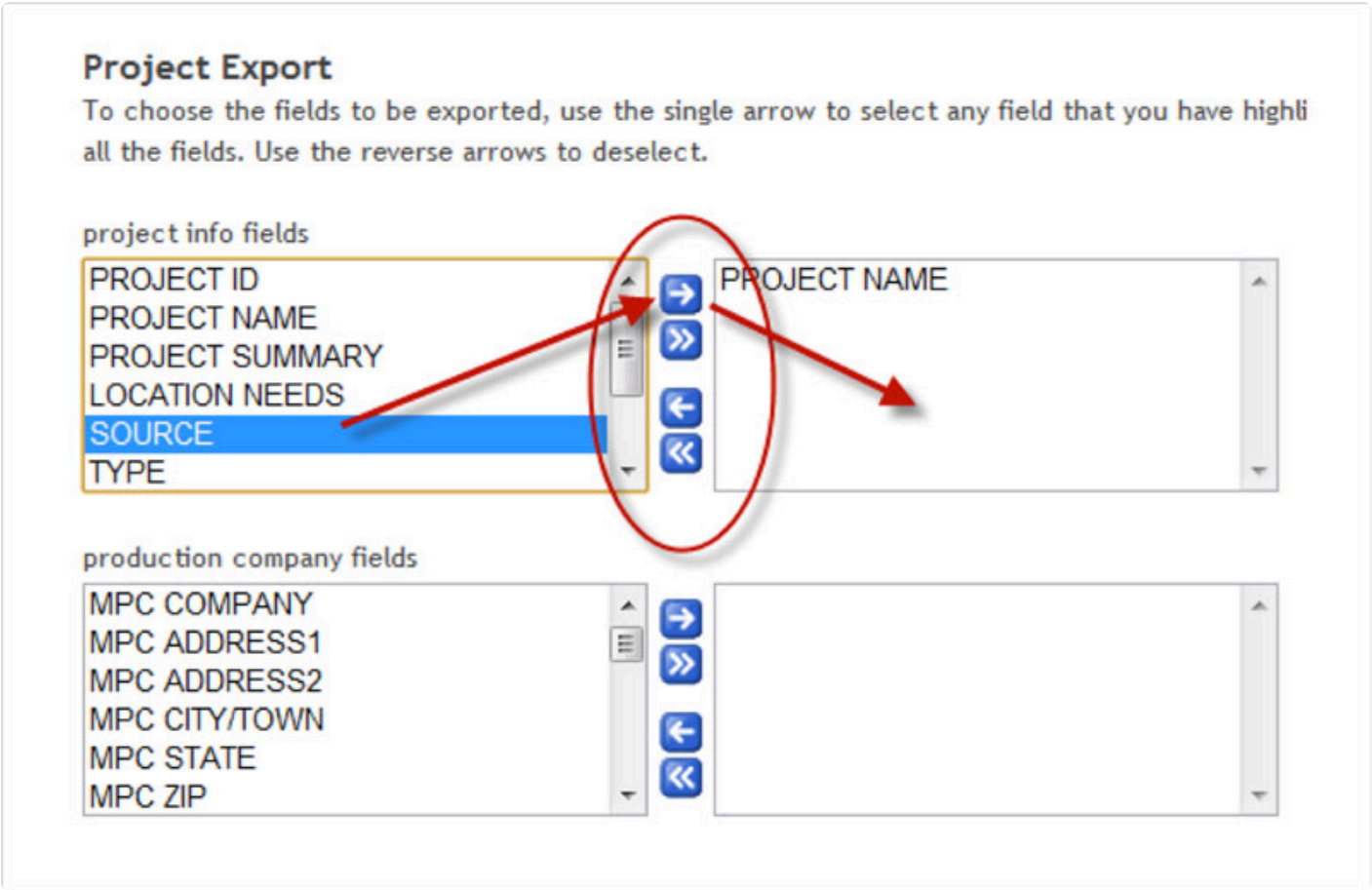

2. Entries Under Field

Entries under FIELD are sorted in the order of each Project section. This allows users clearly identify the fields based on the project page layout and therefore easily select the fields desired for the report.

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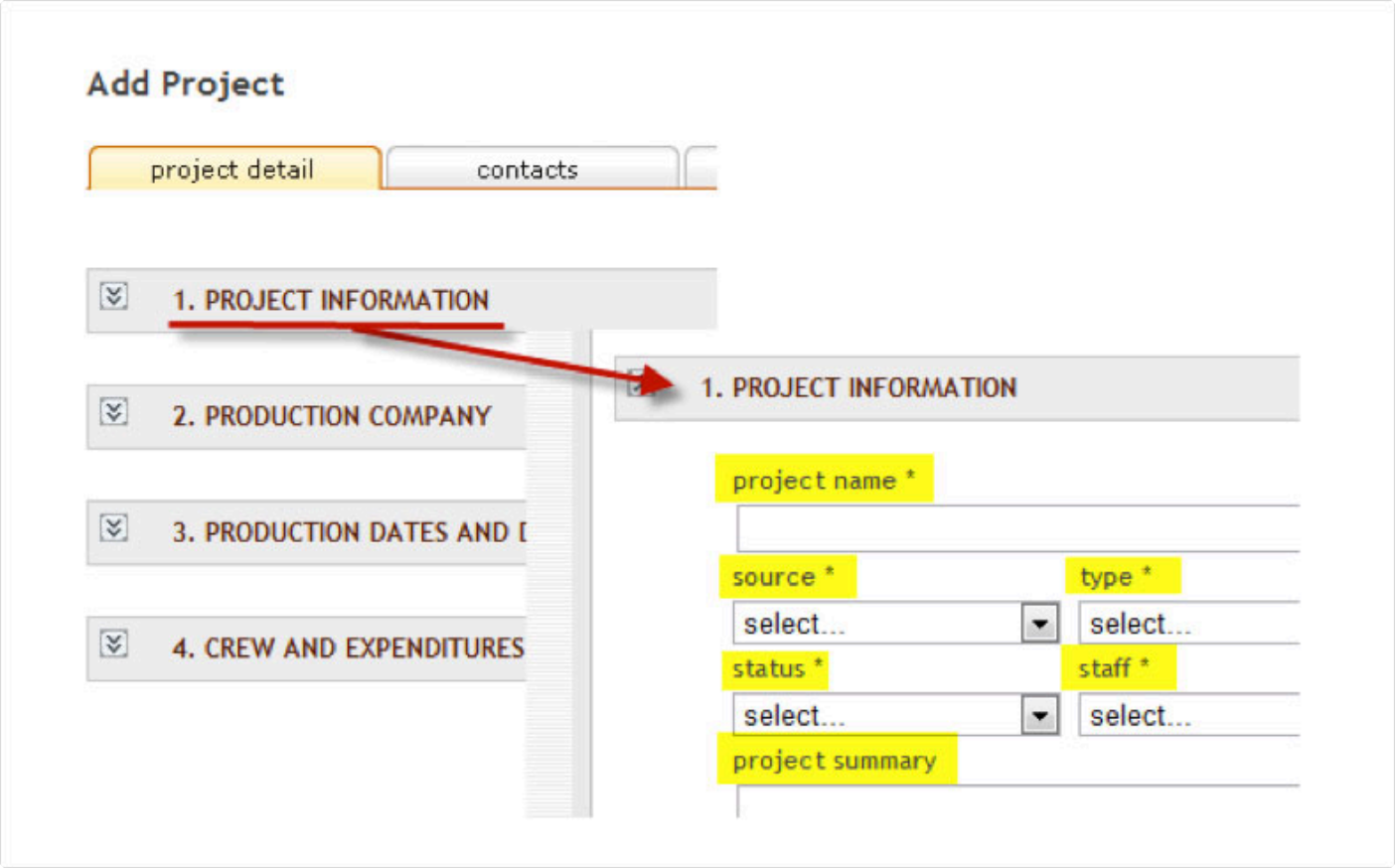

3. Export & Save

Clicking the EXPORT button launches the standard download window for your browser. The user is prompted with options to open or save the file. Depending on the browser and settings:

(1) the download may occur immediately;
(2) the corresponding software program (*e.g.,* MS Excel) may launch and open the file;
(3) you may be asked to select a location to save the file.

Typically, you'll want to save the file to your desktop to manipulate in MS Excel in order to obtain the most flexibility in filter the data for your third-party application.

4. 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.

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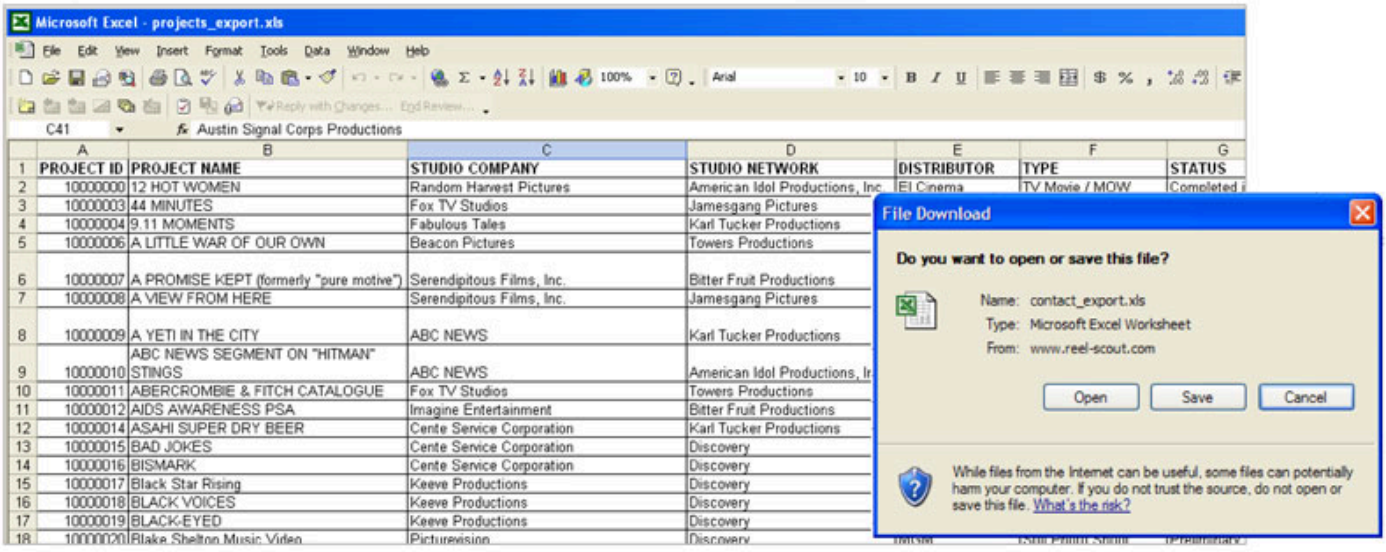
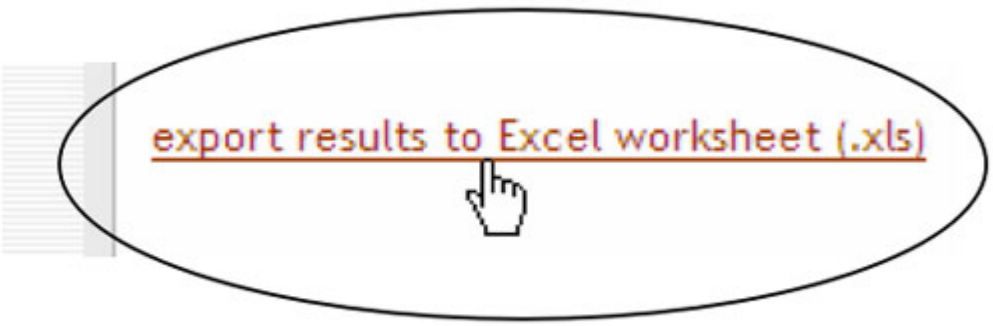


5. Export Link

Similar to contact data, location and projects data can also be easily exported out of Reel-Scout™ via the export link under the appropriate components.



NOTE: The export function at the upper right hand navigation exports the entire contents of the database for the specified component—all locations, all contacts, or all projects. If a subset listing is desired, a Search should be completed from the Search page. A link to export the search results will appear at the bottom of the results page to allow the user to only export out the data selected.

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Exporting Project Correspondences

Here’s a quick video tutorial on how to export project correspondences:

https://player.vimeo.com/video/182499118

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Packages

When a **location scout** or **production** associate contacts the **Film Commission** regarding a location search, you can quickly send a unique web link (URL) highlighting all the locations that meet the location's criteria directly to the scout's email box. This custom web link in Reel-Scout is called a "Package." Here's a sample Package.

Creating a New Location Package

To create a new location package, follow the steps below.

1. View List of Projects

Click the **Project module > Browse** to view the list of client projects.

2. Locate Project

Locate the project that has made the request for film locations. See Searching for an Existing Project for more information on finding a specific contact. Each project name will appear underlined when you hover over or cursor over the record. By clicking on the project name, the project view page will open.

3. Create a New Package

Click the **packages** tab to begin creating a new package. Enter a title for the package in the title field. This will be used to reference the package and will also be displayed to client. Avoid the temptation to name the Package the same as the Project name/production title.

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a. Date Prepared

The date prepared automatically defaults to the current date but can be modified as needed. Note that this field must be a date field (MM/DD/YYYY) and not a text value such as ‘Spring 04’.

b. The Requested By Field

Enter a name in the requested by field. This can be the contact name or the contact title/position; the person making the request will vary by project.

c. The Package Description Field

The package description field allows you 4000 characters to describe in free-form text the specific request. Again, this will vary by project.

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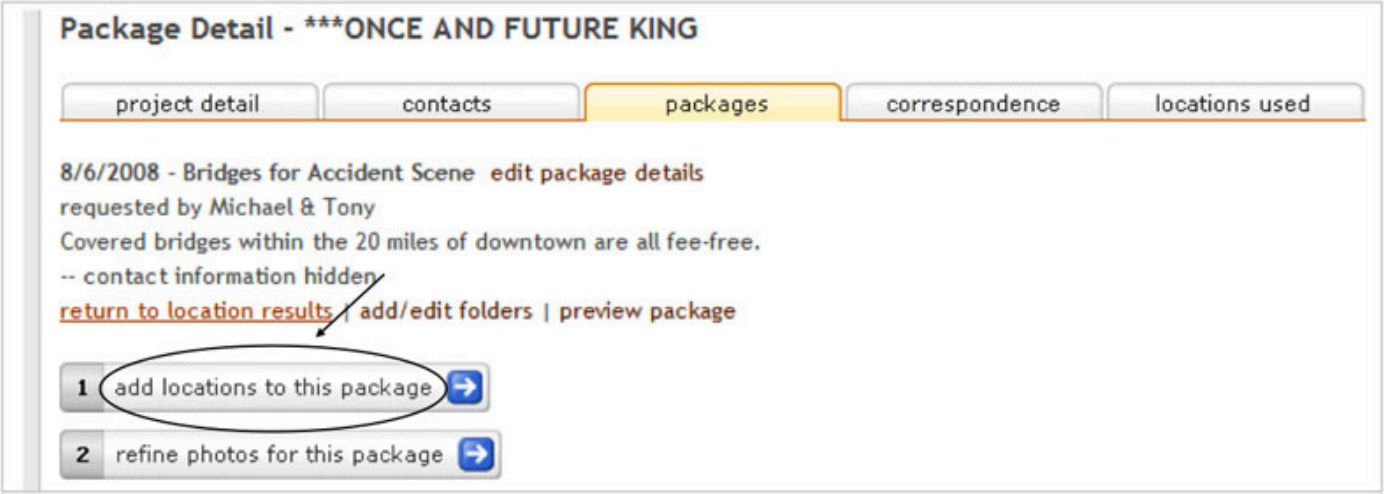
NOTE: This information will be viewable by the client and stay with the package as the introductory text to the locations.

d. The Create Package Button

Once you've completed the information, click the create package button.

4. Add Locations to This Package

The system will automatically move you to the package detail page listing the data that you just entered. Click the link to add a location to this package.



a. Location Component

You are now moved to the location component of Reel-Scout™, where you can begin your search to add the appropriate locations to this package.

NOTE: 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.

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b. Begin Search

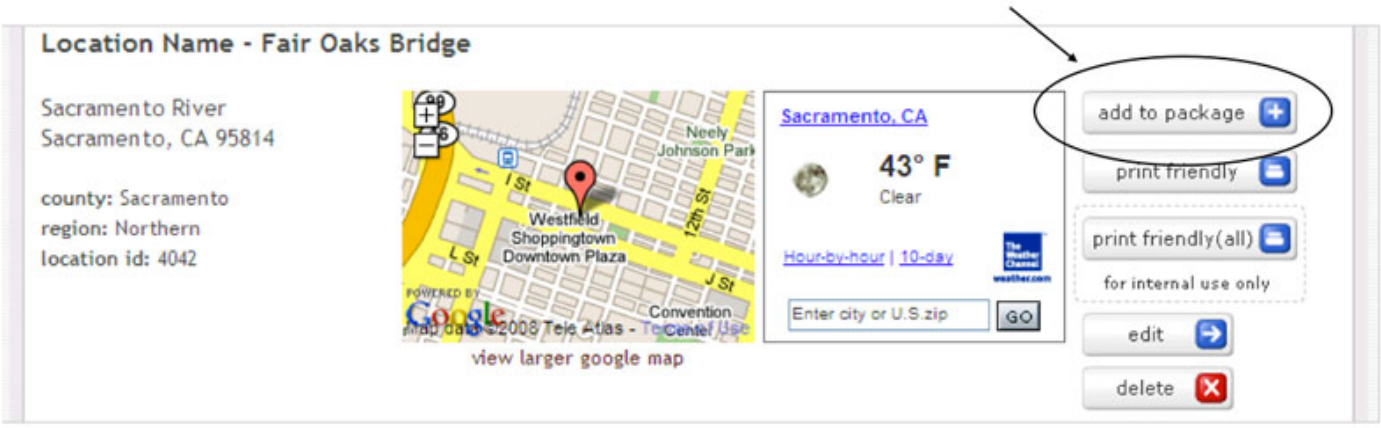
Now begin your search for the appropriate locations to send to the client. If you need reminders on various search options for locations, go to the Finding a Specific Location of this manual.

c. Location Package

Once you've identified a specific location(s) that you want to send to the client, click into the location record. You will notice that new button appears in the location record – add to package. It's that simple.

d. Add Location to Package

Click the ADD TO PACKAGE button. You will be returned to the package detail page with the location listed, indicating the location is now part of the package.



You can continue to add locations to the package by clicking on add location to this package button or the return to location results link. The first action takes you back to the location component to browse for more

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locations. The second takes you to the search results from your last location search request.

4. Add Note

You can add a customized “yellow sticky note” to each location to assist your client in understanding your thoughts of each location. To do so, click on the add note button next to the location in the package listing.

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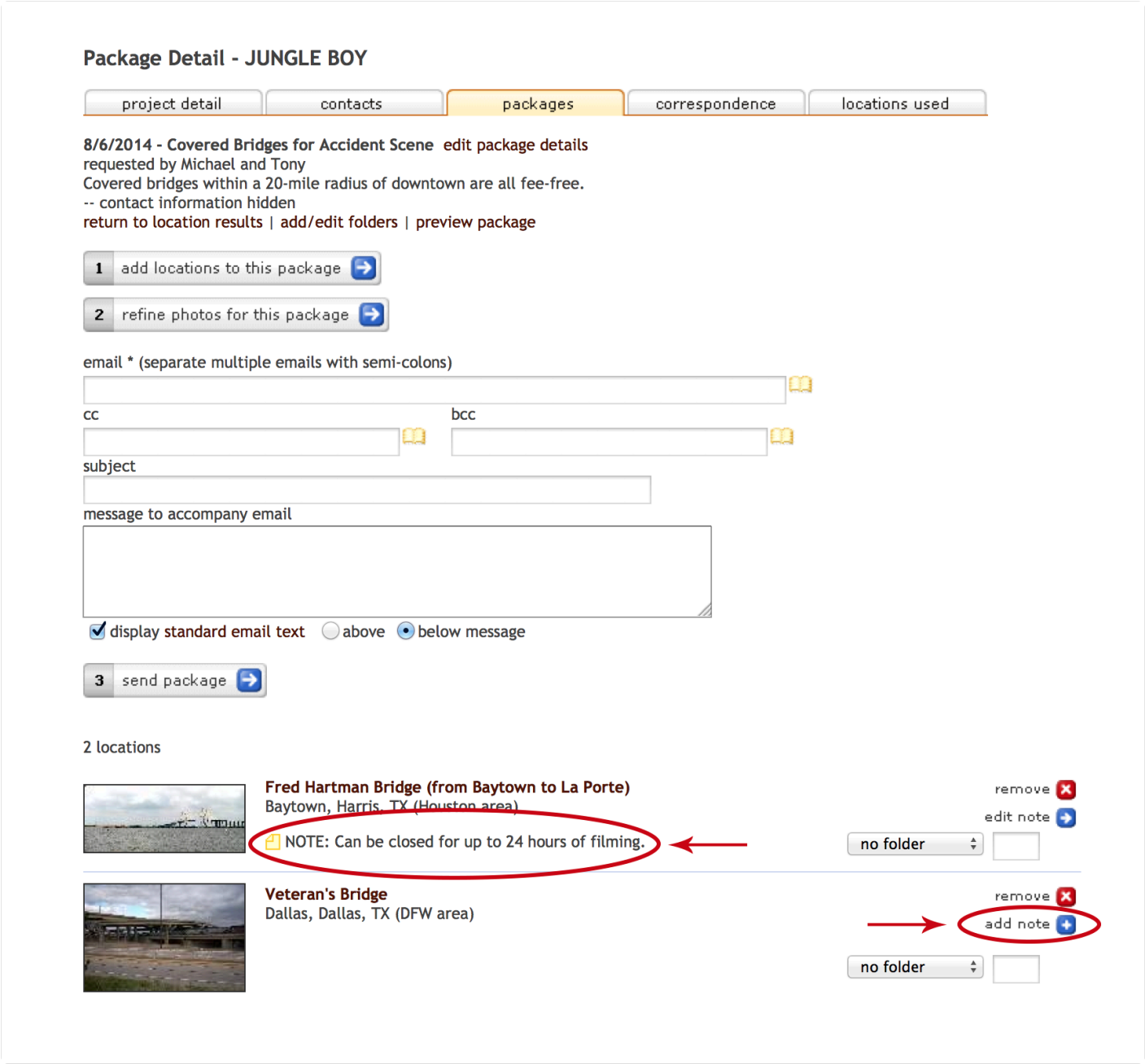

a. The Note Field

A pop-up window will appear to allow you to enter the desired customized “yellow sticky note”. There will be a single free-form text field labeled ‘note’ for you to enter your message. Once completed, click save to store the note with the location package. Click cancel, if you don’t want your note saved.

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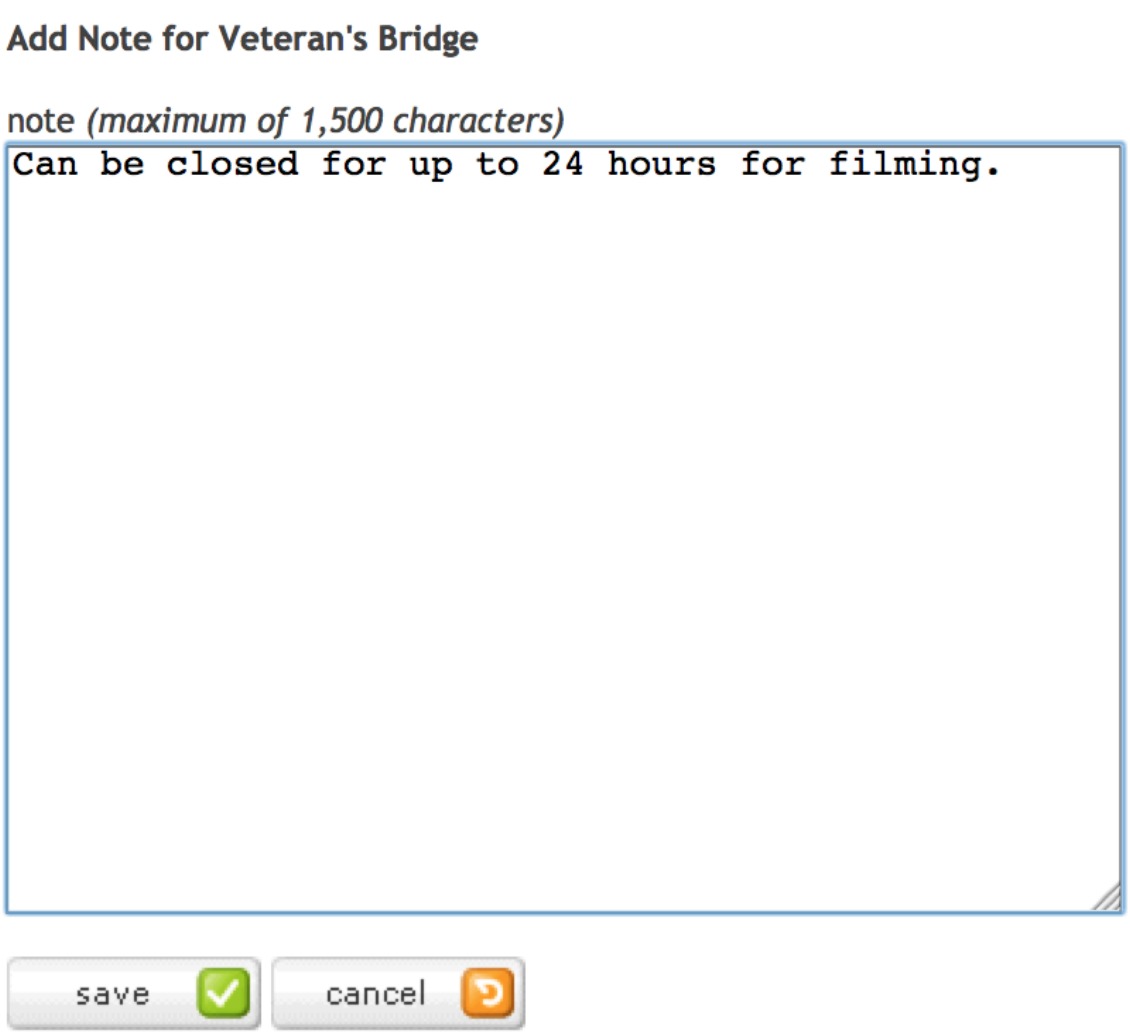

5. Refine Photos For This Package

At any given time during package creation, you can choose to refine the photos to be displayed to the client specifically within this package.

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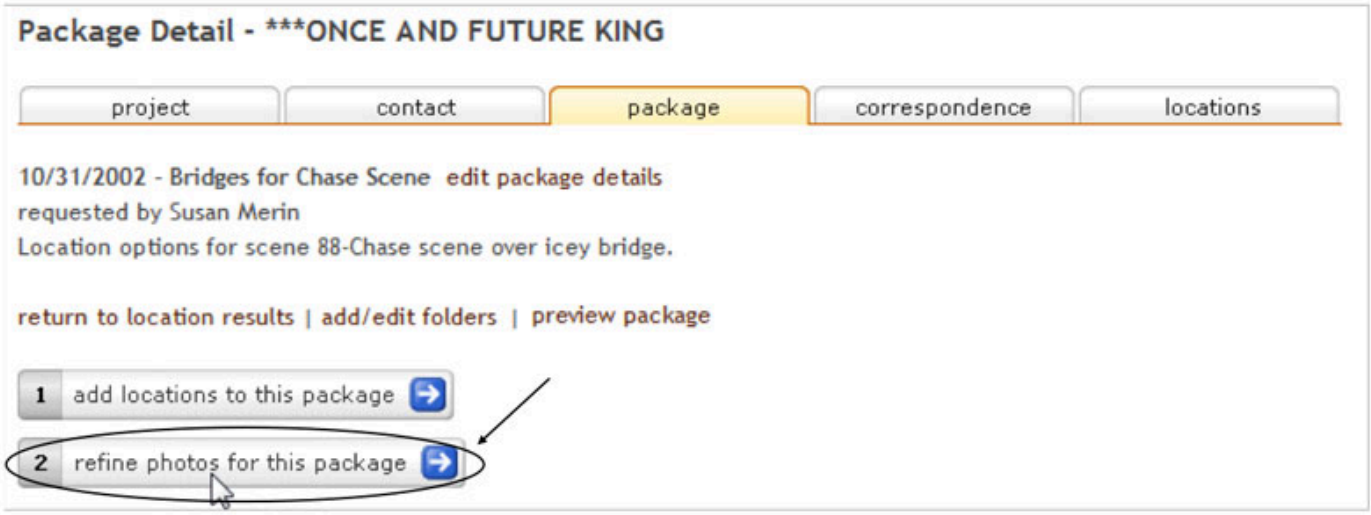

Show Option

When you click the refine photos for this package link, ALL photo images from the package from ALL locations will be displayed in thumbnail format. You will then have the option to click the check-box to show or not show a specific image.

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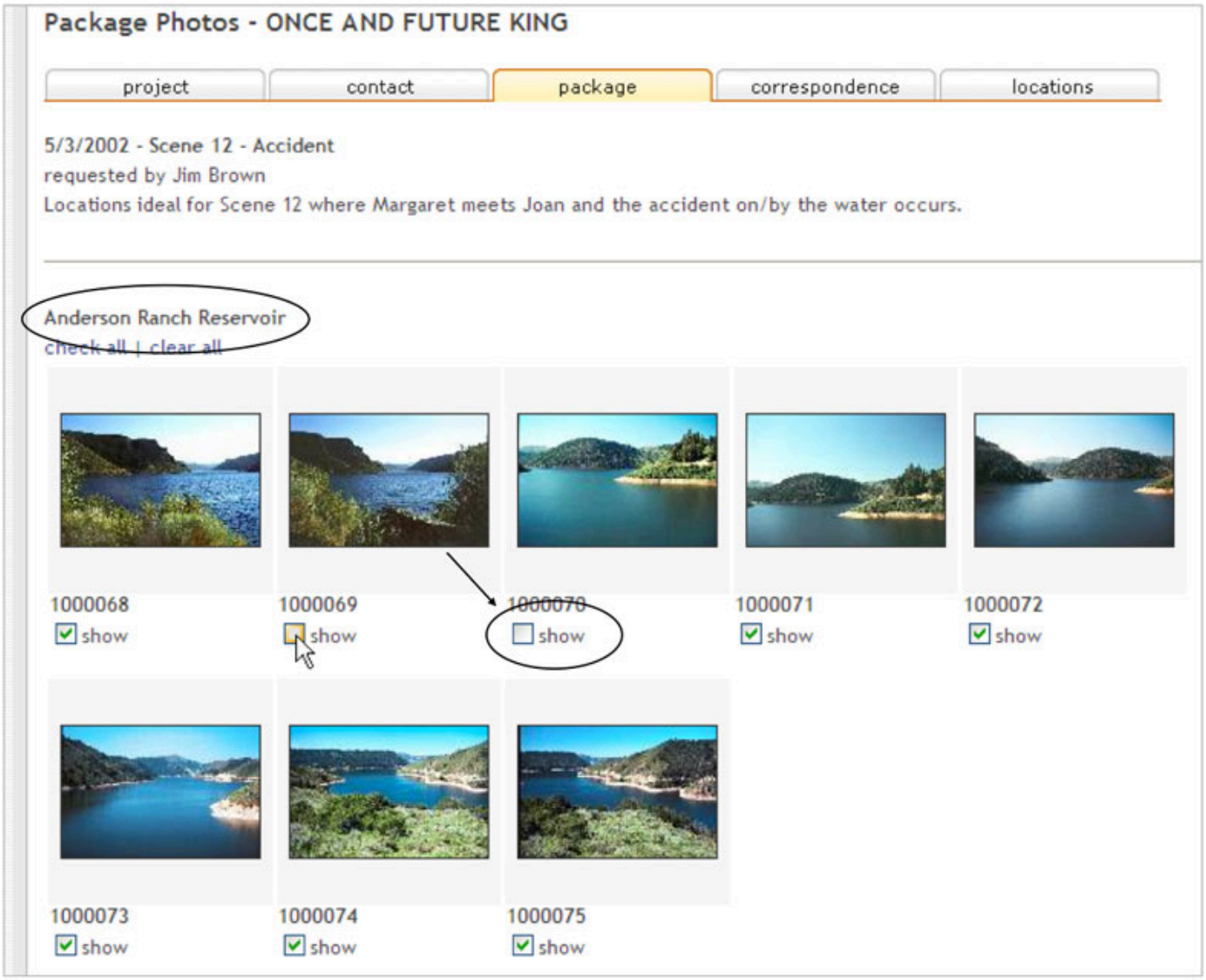

6. Preview Package

You can preview the package prior to sending it by clicking the **preview package** link. Clicking the link will open a new browser window and display the package exactly as seen by your client.

7. Edit Package Details

If you need to change any of the package text information, click the **edit package details** link at the top of the package page.

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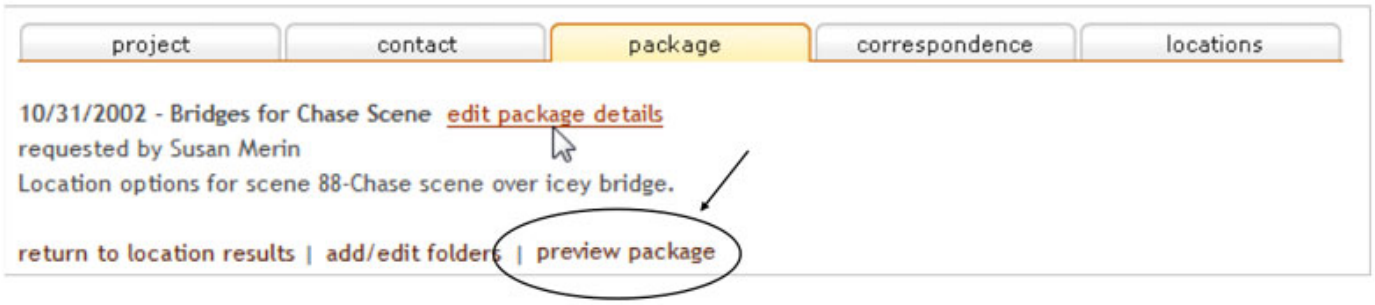
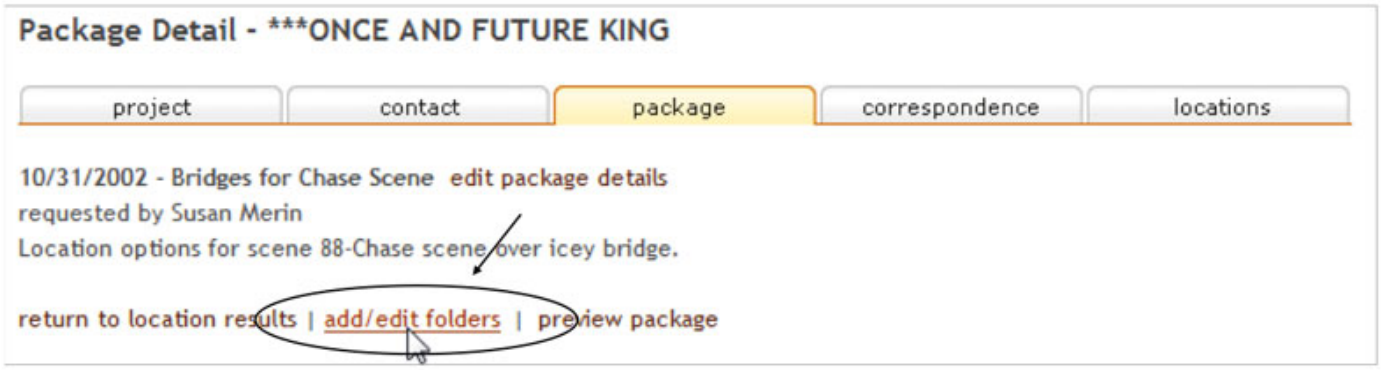


8. Create Folders for a Package

There may be cases where a package requires grouping of locations for ease of review by your end client. In such cases, you can create folders, organize locations within those folders, and sort the final listing. To create new folders, click on the add/edit folders link within a package.



a. Folder Title

A window will be opened that will allow you to add new folders as needed. It is recommended that the folder titles be brief yet intuitive to aid the viewer on the grouping intended. (See example below.)

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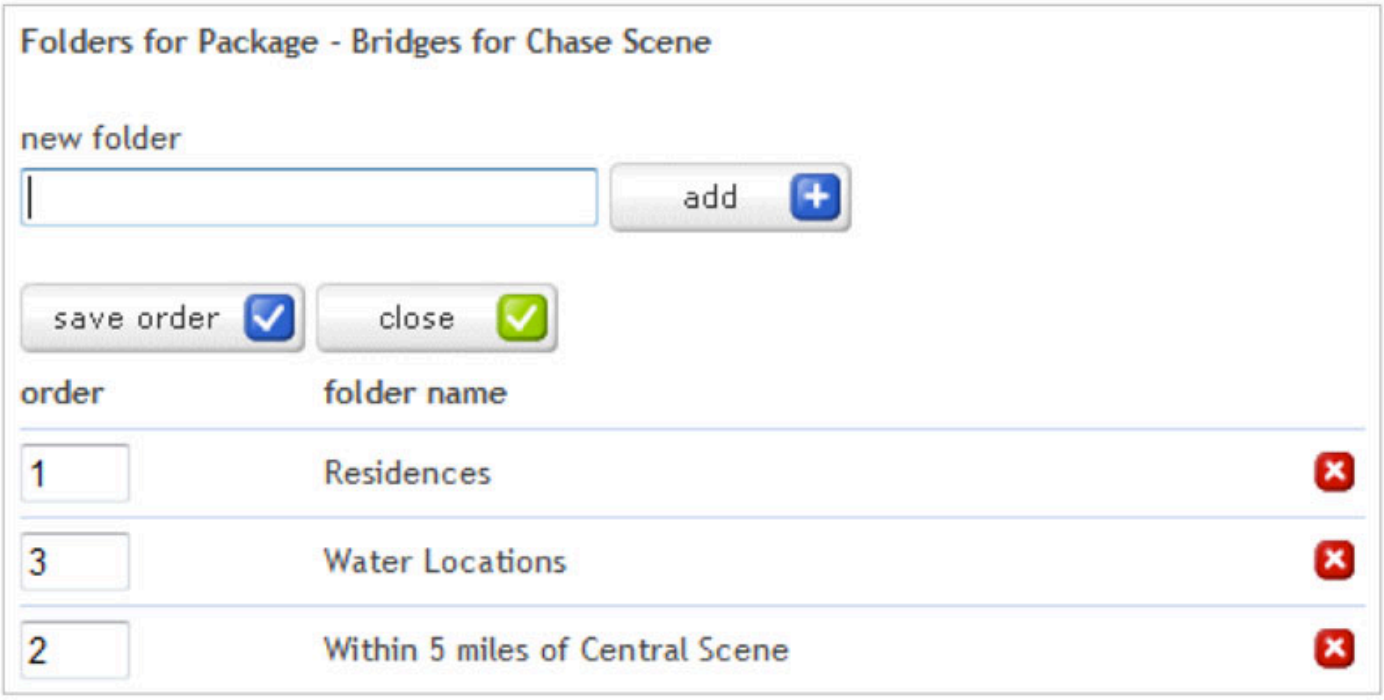

b. Organize Sorting Order of Folders

Once folders are added, be sure to organize the sorting order of the folders by entering whole numbers in the boxes to the left of the folder titles. Click **save order** and then **close**. Failing to click save order prior to closing the window results in folder titles that are created but not yet sorted.

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c. Save Order

Once folders are created, they will appear in a drop-down field beside each location added to the package. A location can only be allocated to a single folder grouping. Within folders, locations can also be sorted in a particular order as well.

> Be sure to click **save order** when any folder or sort order changes/updates are made.

9. Add Specific Notes & Preview Package

Once you have completed adding all the locations that you want sent for this package, adding specific notes (if desired), and previewed the package, you should now be ready to send the location package.

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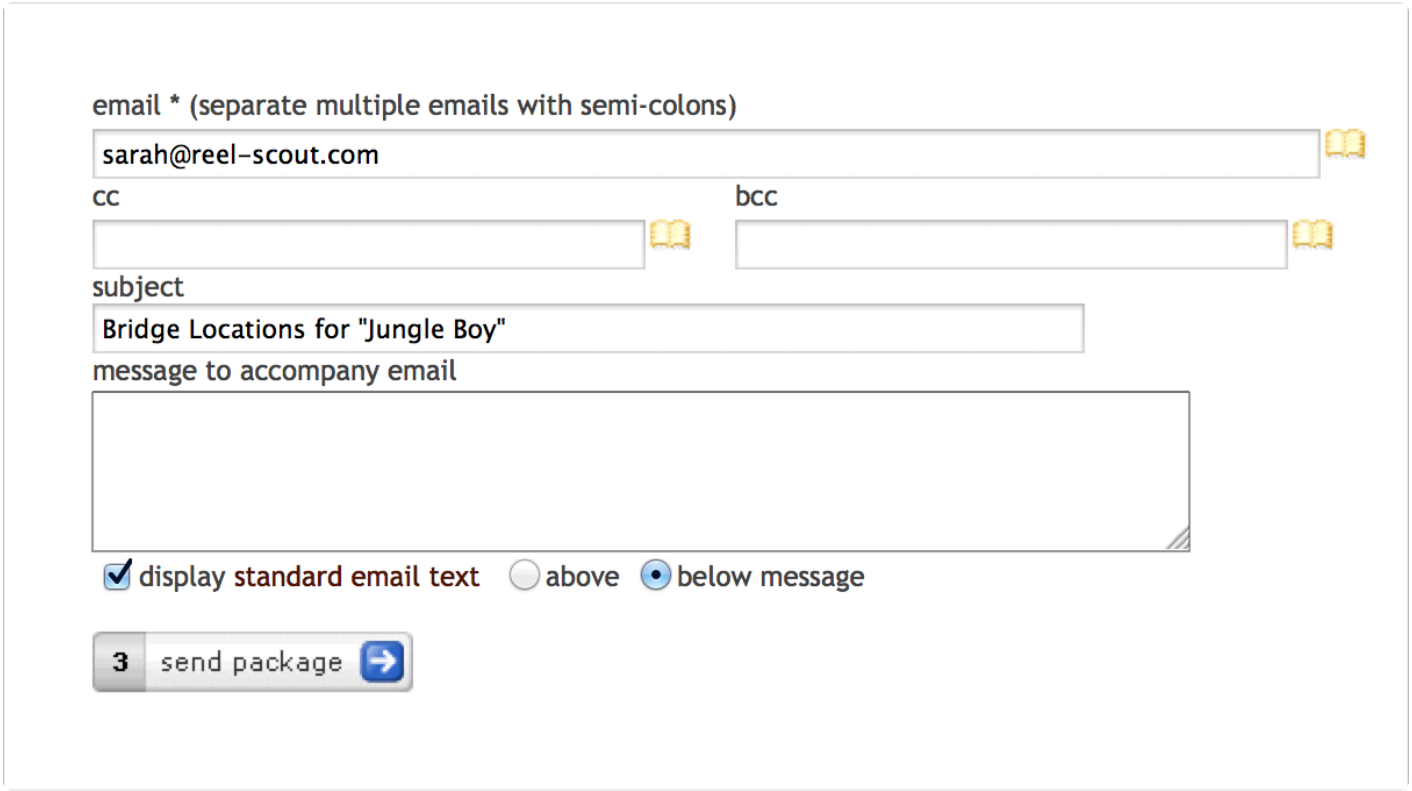
10. Send Package

To send your location package, enter the email address of the recipient. You can also include a personalized message with the email in the message to accompany package field.

> ✻ An email can be entered manually or by clicking on the yellow address book next to the email field. Multiple email addresses may be entered but must be separated by semi-colons.



11. The “cc” & “bcc” Fields

The ‘cc’ and ‘bcc’ fields work similarly – using the yellow address book icon will ensure the most accurate and current email addresses are applied.

12. Standard Email Text Option

You can also elect to include the **standard email text** (simply by clicking the check-box). If you prefer not to write a personal message with the email and/or to include the standard text if it is the first time a location package is sent and the recipient will need some directional assistance.

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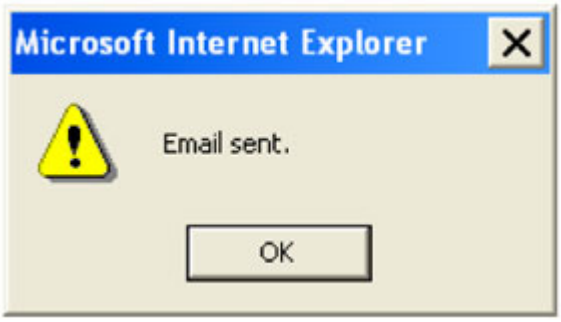
13. Send Package

Click the SEND PACKAGE button. Congratulations! You have just created and sent to your client a customized on-line locations package.



14. Confirmation

A message box will prompt with ‘OK’ to inform you that your email package has been sent. Click the ‘OK’ button to proceed. The package detail page will blink once to show that it’s been processed and will return you to the package detail page.

15. View All Packages in Project

Click the yellow package tab to view all the packages sent for this project. The client’s most recent request will be displayed with date and time stamp of the emails sent. You can verify the listing to ensure that that

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package was sent.

NOTE: In the scenario below, there are two packages that have been created for this project. The first package contains two (2) locations and the second contains five (5) locations. Remember, these are locations and not images. Each location can have multiple photos.

16. Delete Package

Clicking the delete button with the red ‘X’ (see above image) will delete the package of locations. However, the actual location record in the Reel-Scout™ system will not be affected. This delete button will delete the entire package upon confirming the message.

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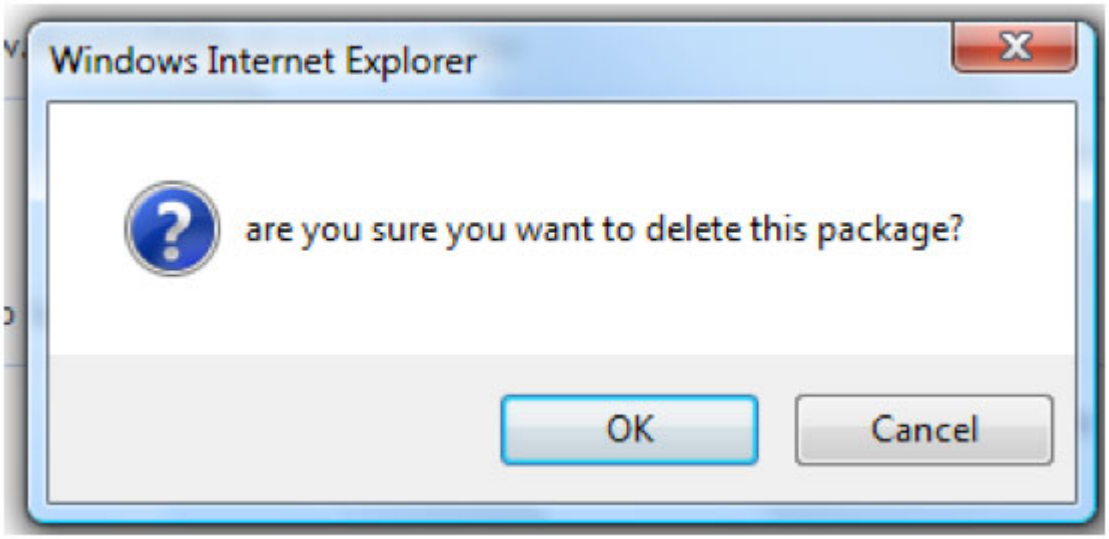

Viewing a Package as Seen by Client

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.

1. Email Subject Line

A typical email message subject line will read: **Locations from [Your Film Office]**. However, you can customize the subject line as it would be best when received by your client.

2. Email Content

The email content has standard text that typically reads:

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> Welcome to your customized location package from [Your Film Office]. Just click the link below for instant access to location photos that have been custom-selected for your project.
>
> Please allow a few seconds for the images to load. Should you have any questions, please email or call. Thanks for thinking of our state/region.

Here's a sample Package.

3. What Your Client Sees

Upon clicking the link, the client's Internet browser window will automatically open to display the complete location package custom-created for the client. The package is enveloped in the Film Office's logo and branding to reinforce the locality of film locations selected.

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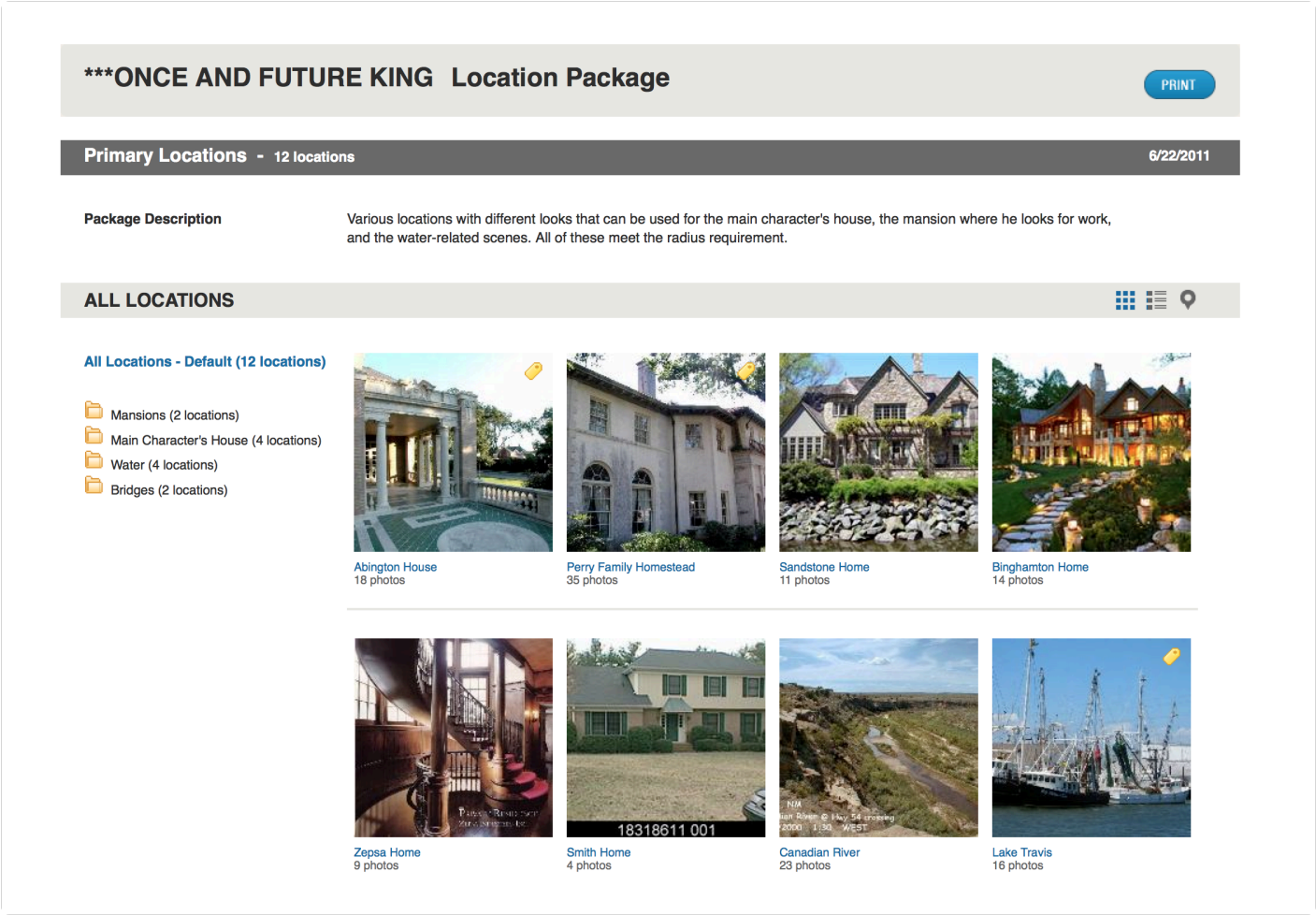

4. How the Page is Organized

The page was designed with thumbnail pictures for ease and performance and to allow the client to quickly scan the locations recommended. If folders were used to organize the package, the folders would be listed to the left of the page.

5. Quick View

The recipient can hover over each location to get a “Quick View” of the location without having to click through. The first eight photos of the location are displayed along with the location description and general location. Notes specific to each location are also clearly marked by a yellow sticky note and is displayed when the user hovers over the note.

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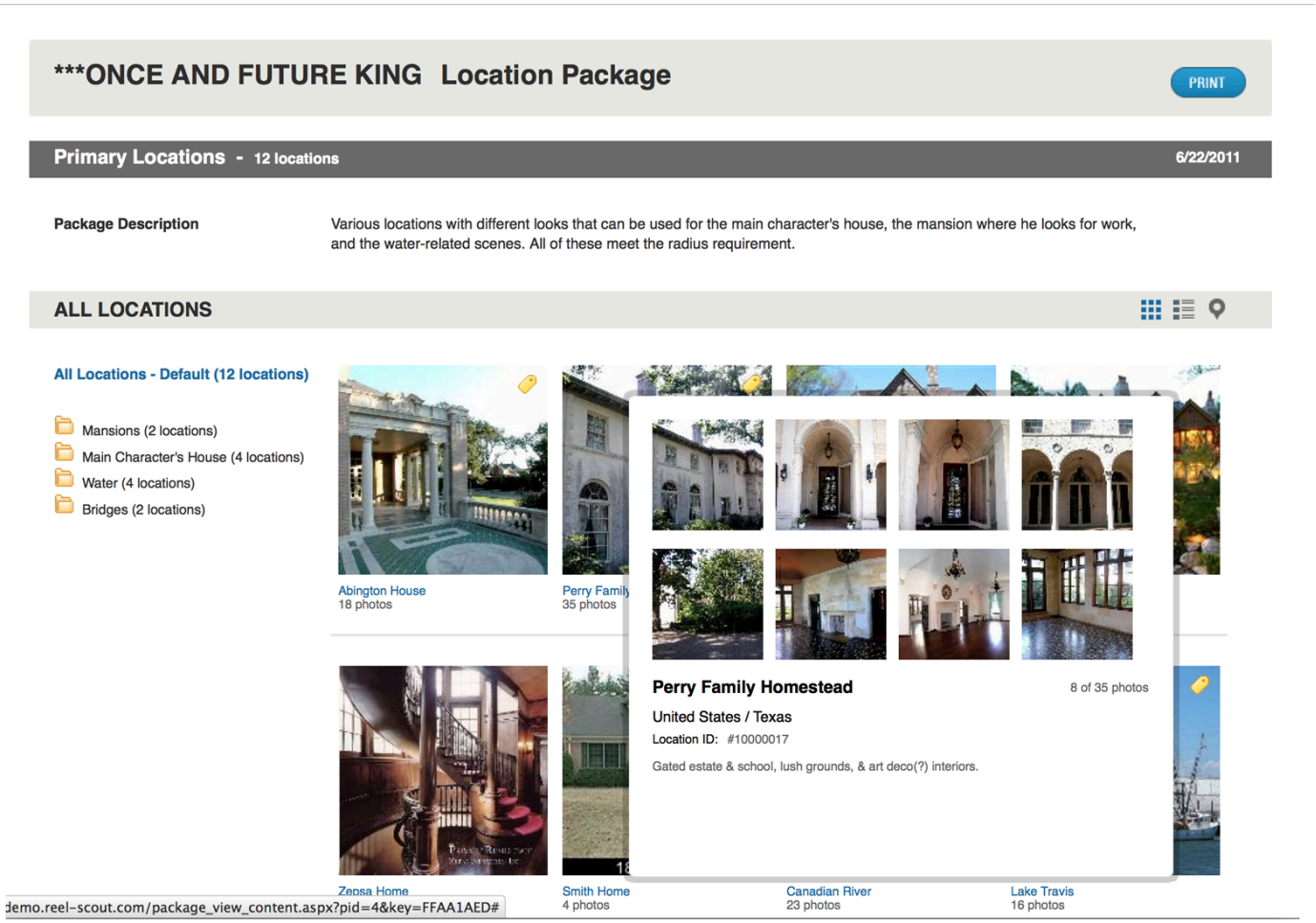

6. View Location

If the client is interested in a particular location, he or she can click into the title of the location and view data and all the images for the location.

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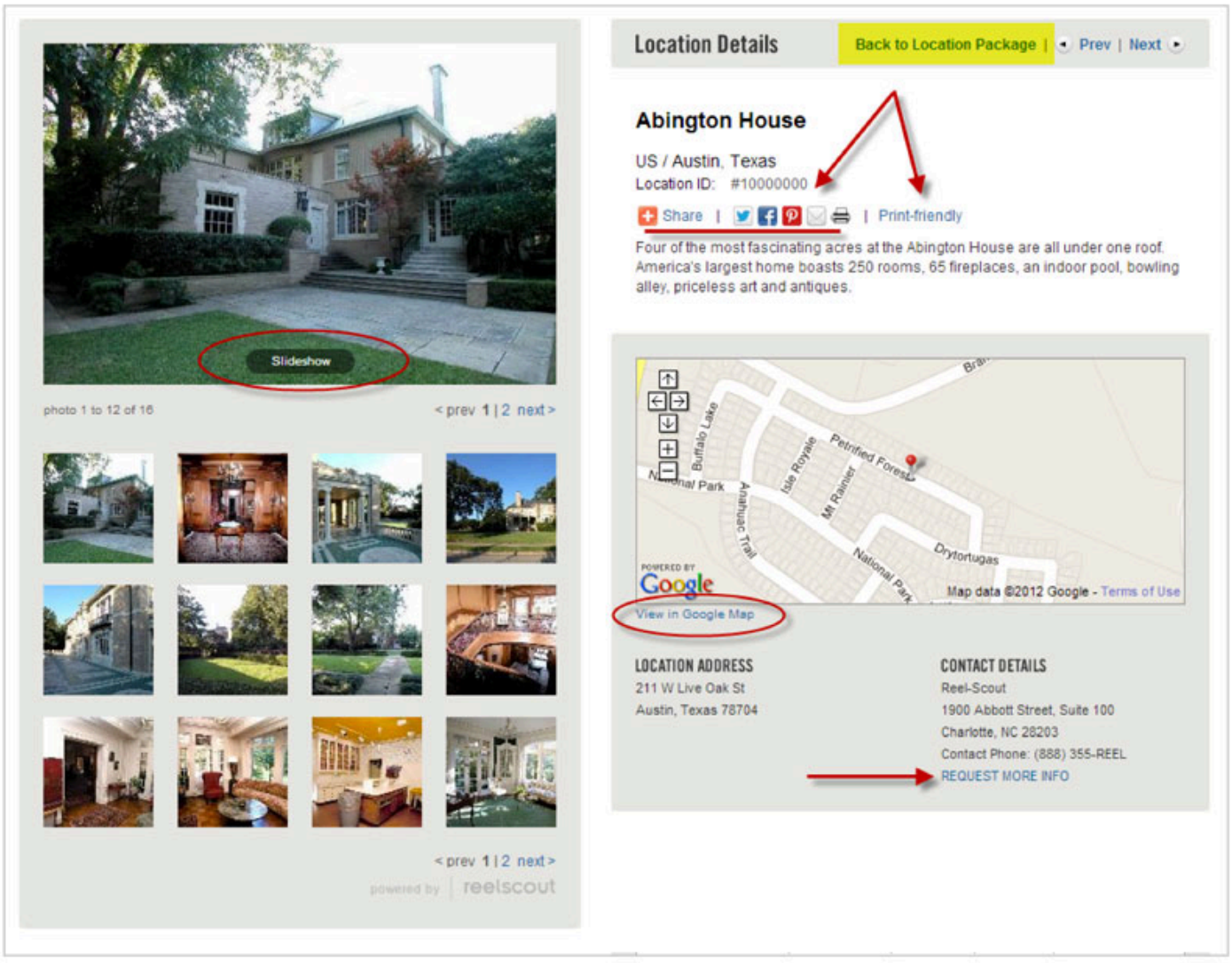

7. View a Specific Image

The detailed view of the location initially displays all images in a thumbnail version to allow the client to peruse the location as a whole. If he/she would like to view a specific image in more detail, there are three options:

a. Click a Specific Thumbnail

The client can click a specific thumbnail in the set to have it display as a **medium** image in the preview window. This allows the user to have the location data on the right and peruse photos on the left.

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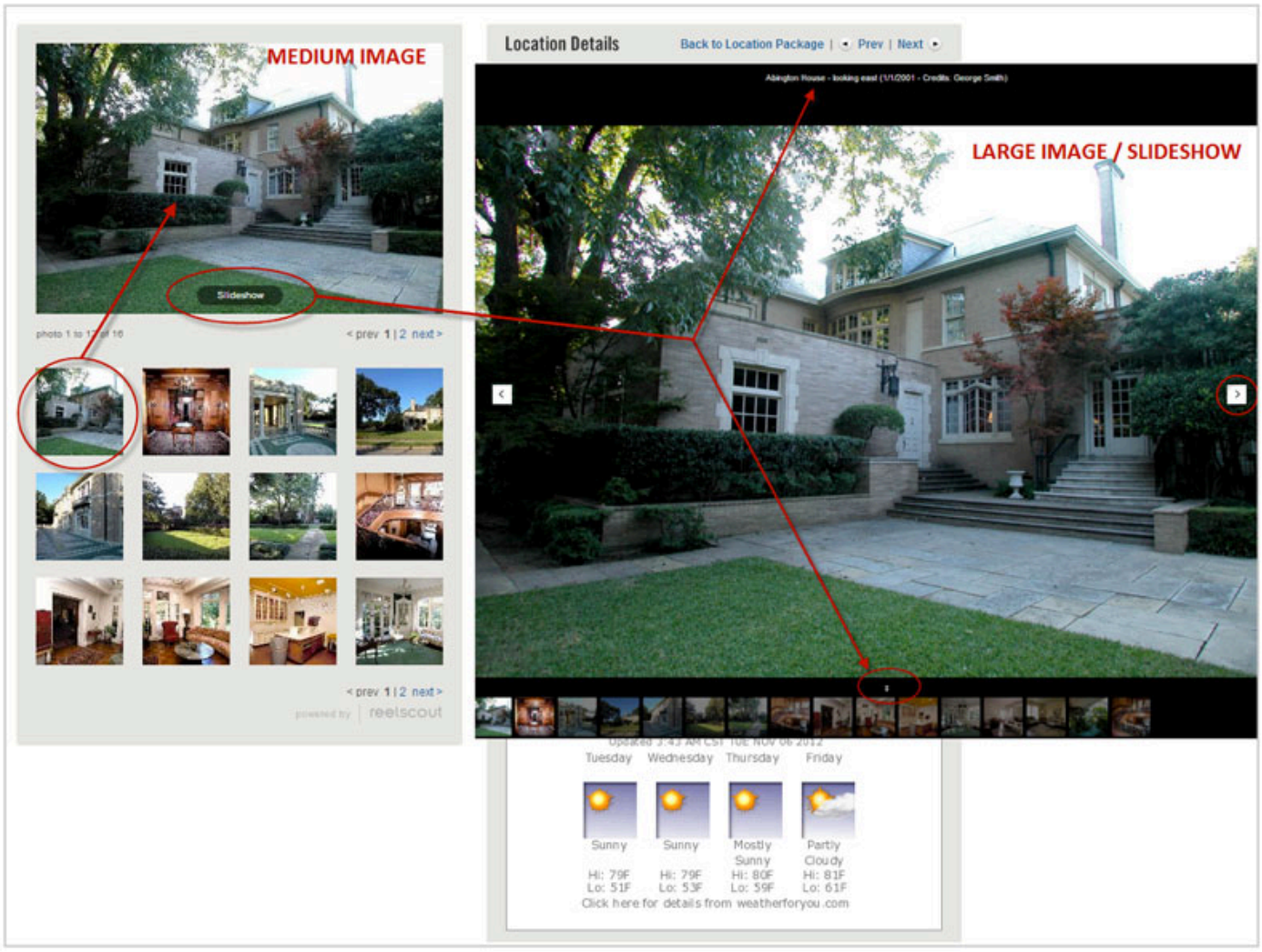
b. View Large Image

The client also has the option to view the image in its largest resolution and size provided by the Film Commission. To do this the client can click the ‘slideshow’ option under the medium image. This opens a new window with the large image and arrows to move forward to the next photo and backward.

c. View All Images on One Page

Clicking the ‘print friendly’ link or button option will open a new window with ALL images displayed on a single web page. This page is great for printing or quick viewing.



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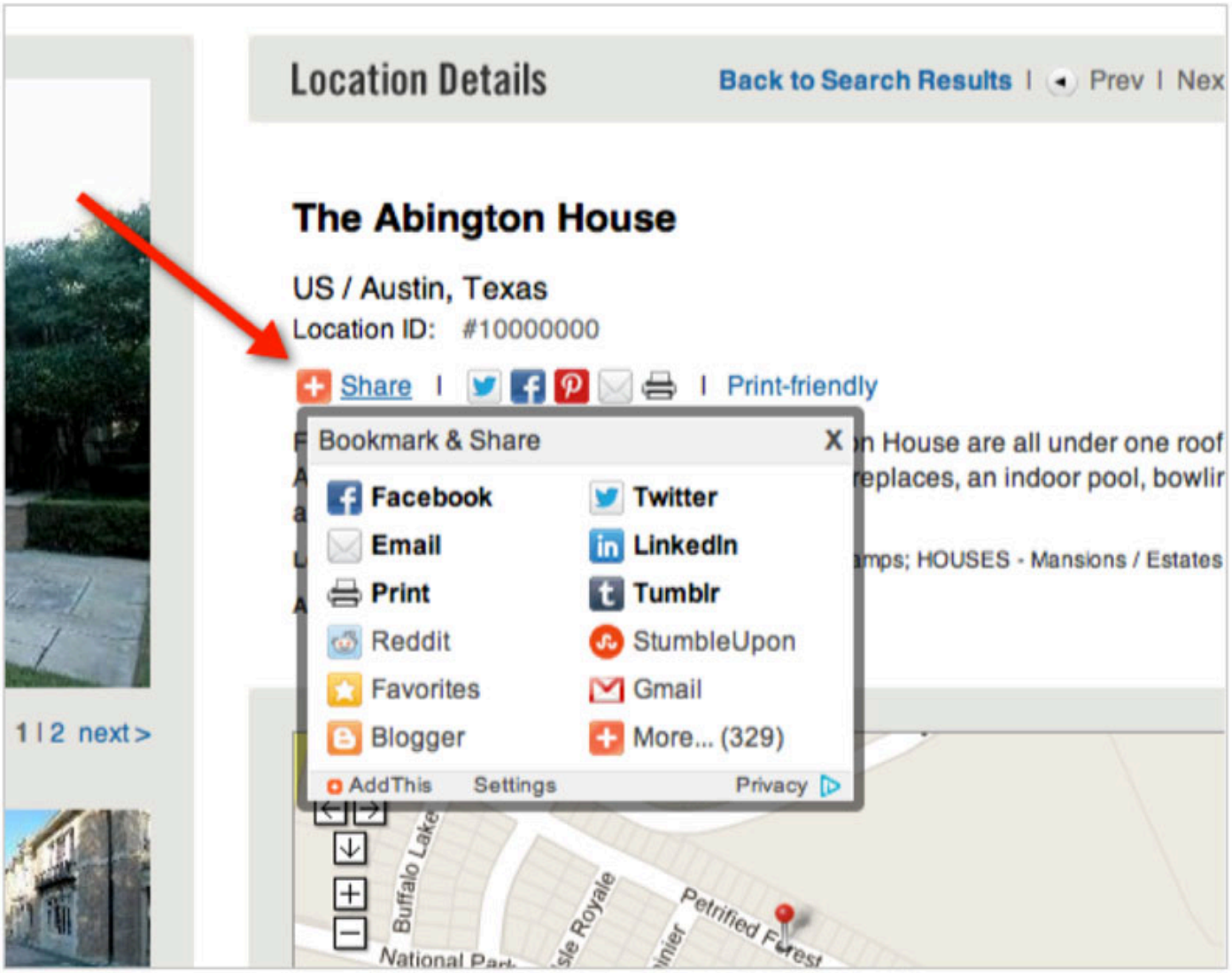
8. Sharing Locations Package

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 over 300 social media options to share a location (including Facebook, Twitter, Pinterest, and Email).



9. Preview Photos

Clients can quickly preview the photos provided by noting that the listing provides a total number of photos sent by location.

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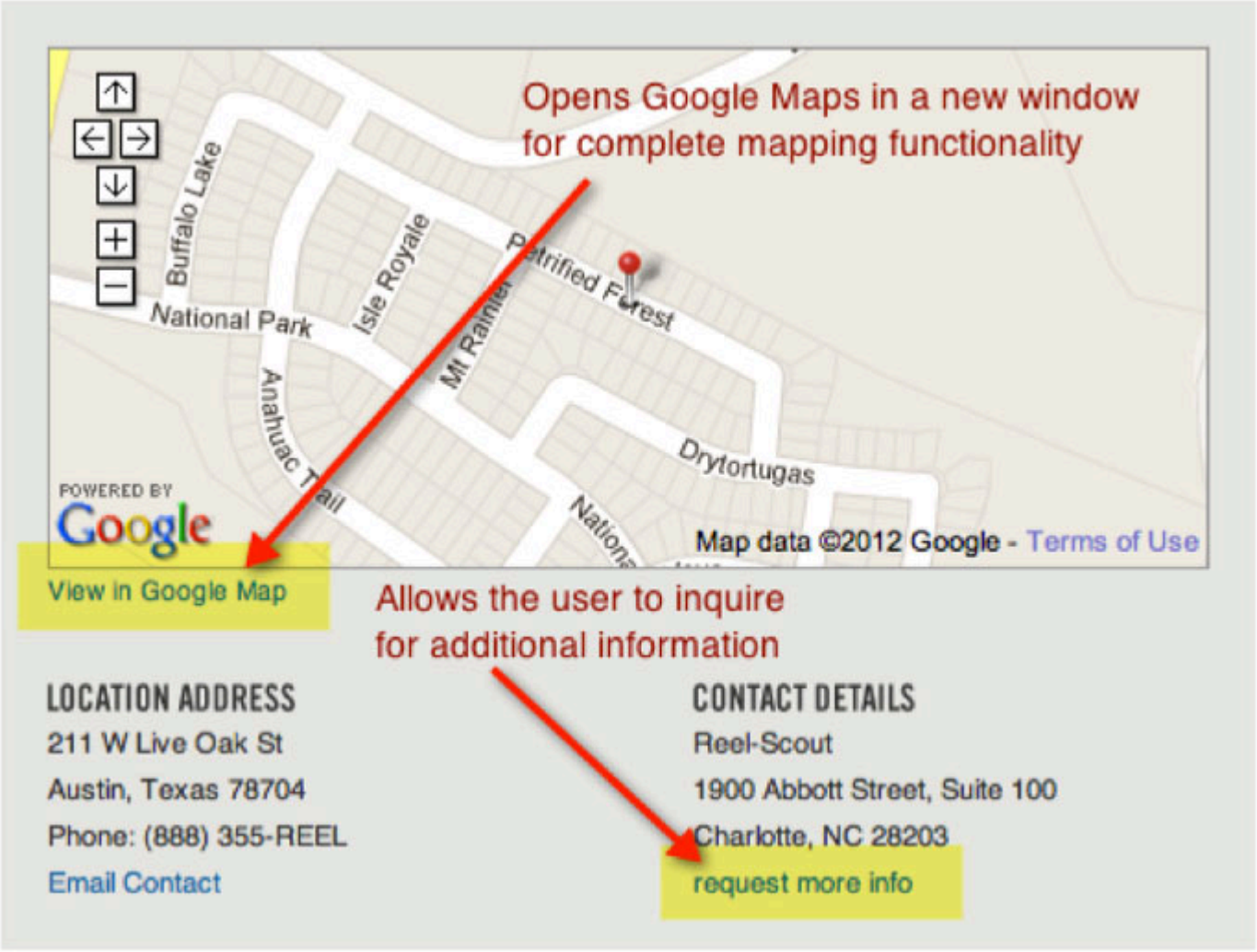
10. View in Google Map & Weather Forecast

Be sure to remind your clients that they are a click away from a variety of useful links available at the top of the package. Also, a live **View in Google Map** link is available for each location based on the data provided. Four-day and hour-by-hour weather forecasting is available for the location as well.

11. Print-Friendly

Lastly, the client can always take the entire location profile with them at any time. They can do this by clicking the Print Friendly link on each individual location to print or blue Print button on the general location listing page.



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Copying an Existing Package

There are often times when a location package has been created for one project that would meet the needs of another project. In those cases, Reel-Scout™ offers a simple and easy way to copy the existing package with all the specifics (including individual location notes as well as specified images selected during the ‘Refine Photos’ process.

To copy an existing package, follow the steps below:

1. View List of Client Projects

Click project to view the list of client projects.

2. Search For & Choose Project

Go to the project which you want to copy from. You can do this by searching for the project or just clicking into the alphabetical letters to locate the project in browse mode.

3. Choose Package Tab

In the project to copy from, click the package tab.

a. Select Package

Select the specific package to be copied. In many cases there may be only one package in the listing or there may be several for a particular project.

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b. Add Locations to Package

Once in ‘edit mode’ for the package to copy from, click the add locations to this package button. This action immediately sends the user to the location view with the hotlink to the ‘copy from’ package at the top left hand corner of the screen. The user has in essence placed the ‘copy from’ package into system memory.

4. Locate Project to Be Copied To

Repeat Steps 1-3 to locate the project to be copied to.

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5. Add Package Information

Once in the package tab, complete the title, date prepared, requested by, and package description fields as if creating a new package.

6. Copy Package

There is now a new button in addition to the standard create package button — copy package. If this button is clicked, all the locations from the identified package will be placed in the newly created package for this project.

VOILA! You have now copied the entire package from one project to another.

> NOTE: Please note that the copy function includes ALL location notes as well as selected images from the '**refine photos**' process. You can freely change these or keep them exactly as the original package created.

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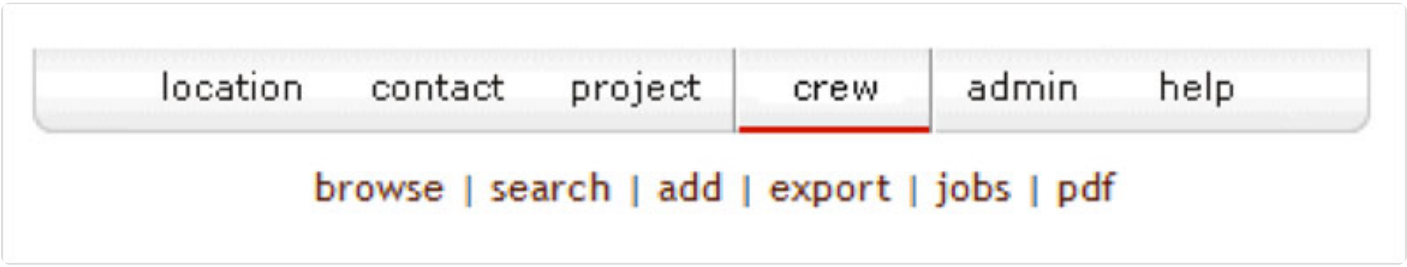
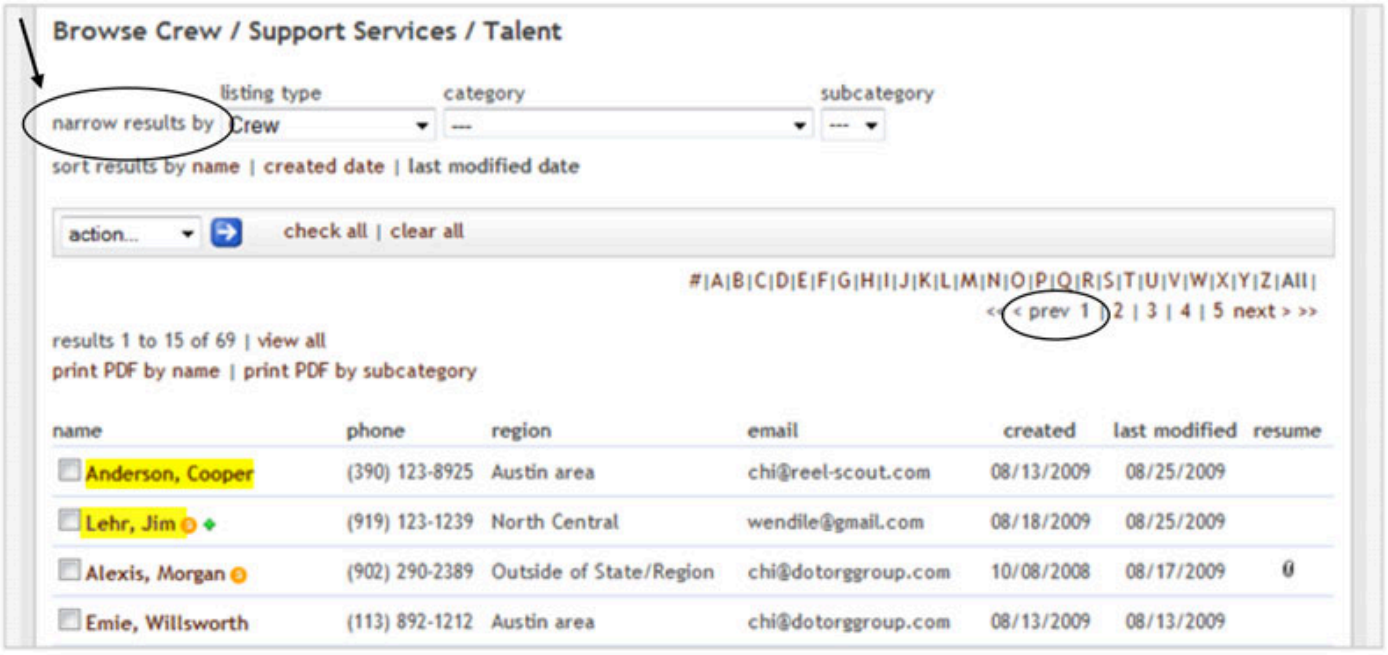
Crew

The crew component is the latest add-in module of Reel-Scout™ created to integrate the “production guide” functionality to provide a comprehensive view of the film office business. To access the crew component, click on the **crew** option in the main navigation.



Navigating the Crew Screen

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



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1. Narrow Results By

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

a. Listing Type

The listing type values can be: crew, support services, and talent.

b. Category

The film industry’s standard classifications assigned to each crew registration. Each crew record can have more than one category assigned to it, thus it may be listed more than once.

c. Subcategory

Depending on the category selected the appropriate subcategories available will be displayed. Each crew record can have multiple subcategories assigned to is as well.

2. Sort Results By

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

Open Registration

You can now open registration to your crew and support services companies. To do this, simply provide access to this link – http://demo.reel-scout.com/crew_login.aspx – from your film office website.

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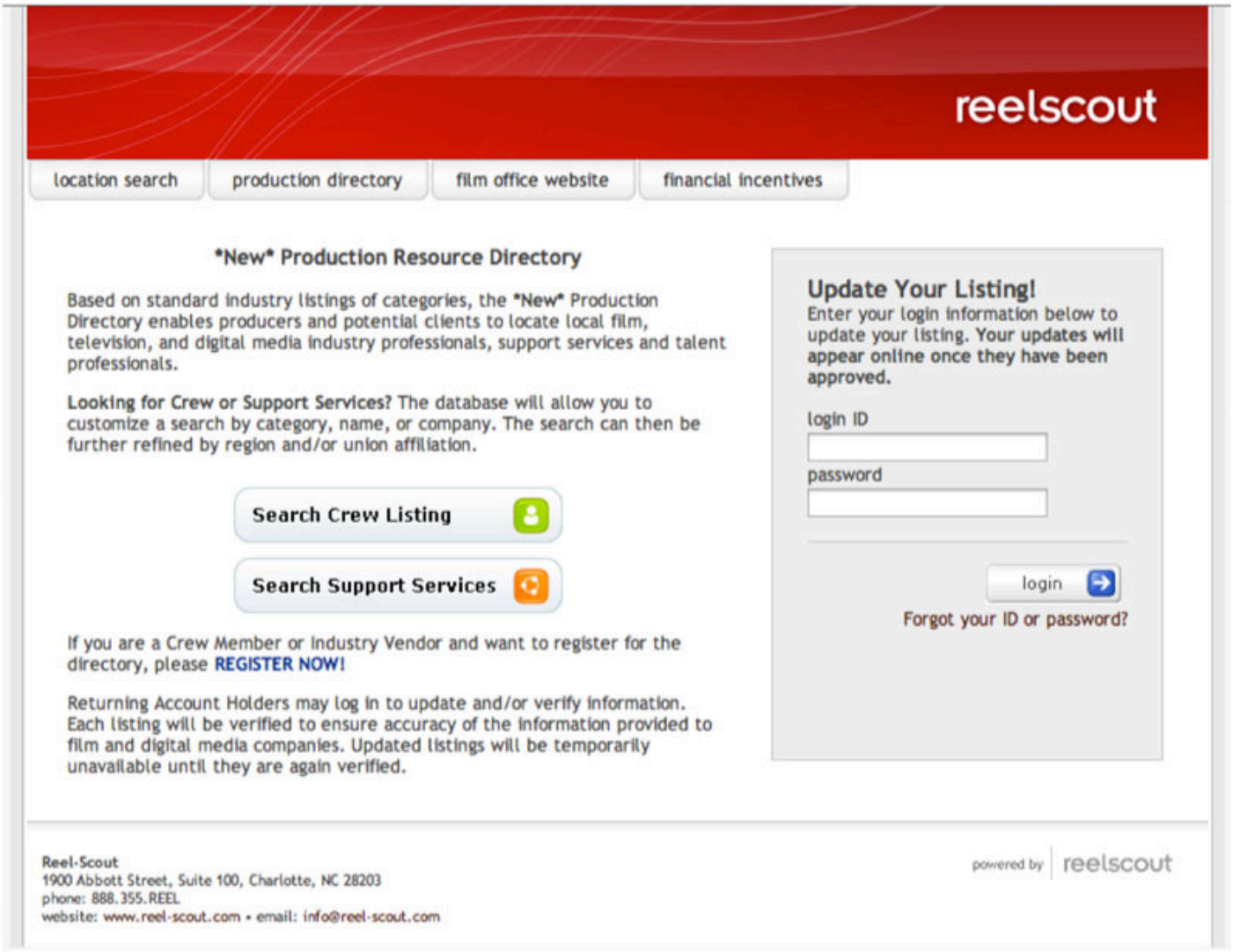

Open registration can be set for any period of time to collect the appropriate quantity of qualified crew and support services records. Once the film office is ready and has vetted the listings as needed, the landing page will display search functionality.

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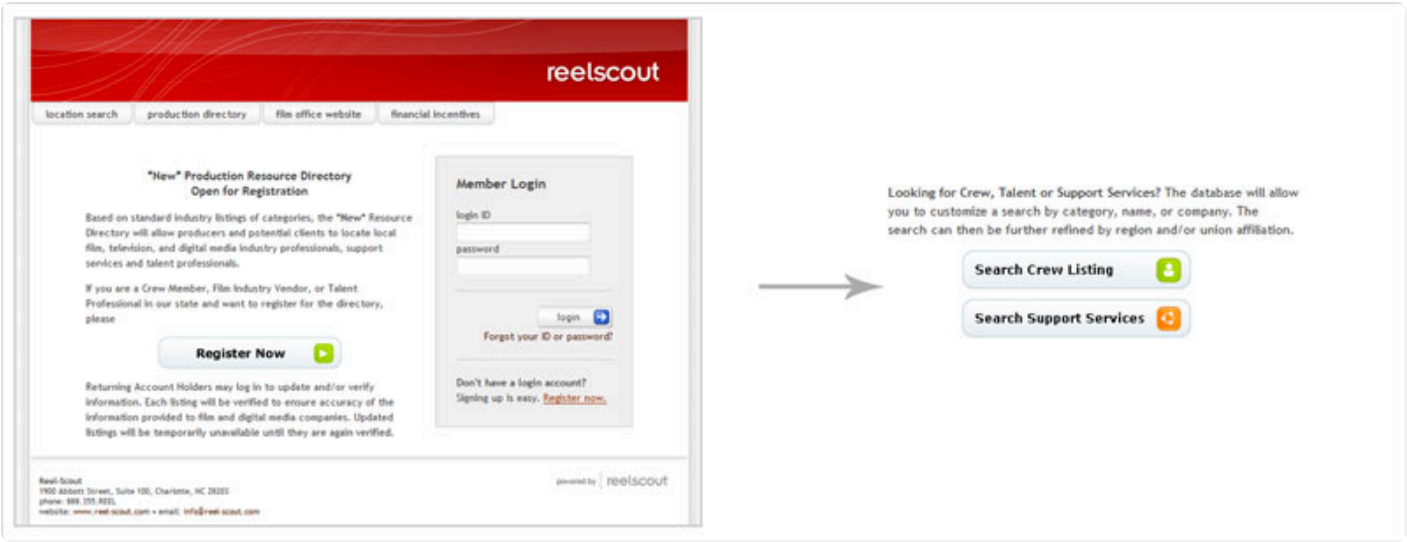

Register Now

When the user clicks the “Register Now” link, he/she will be taken to **Crew Registration** page. The Film Office can also direct link to this page as well from your own **Registration Introduction** on your website. Registration is a simple 4-step process.

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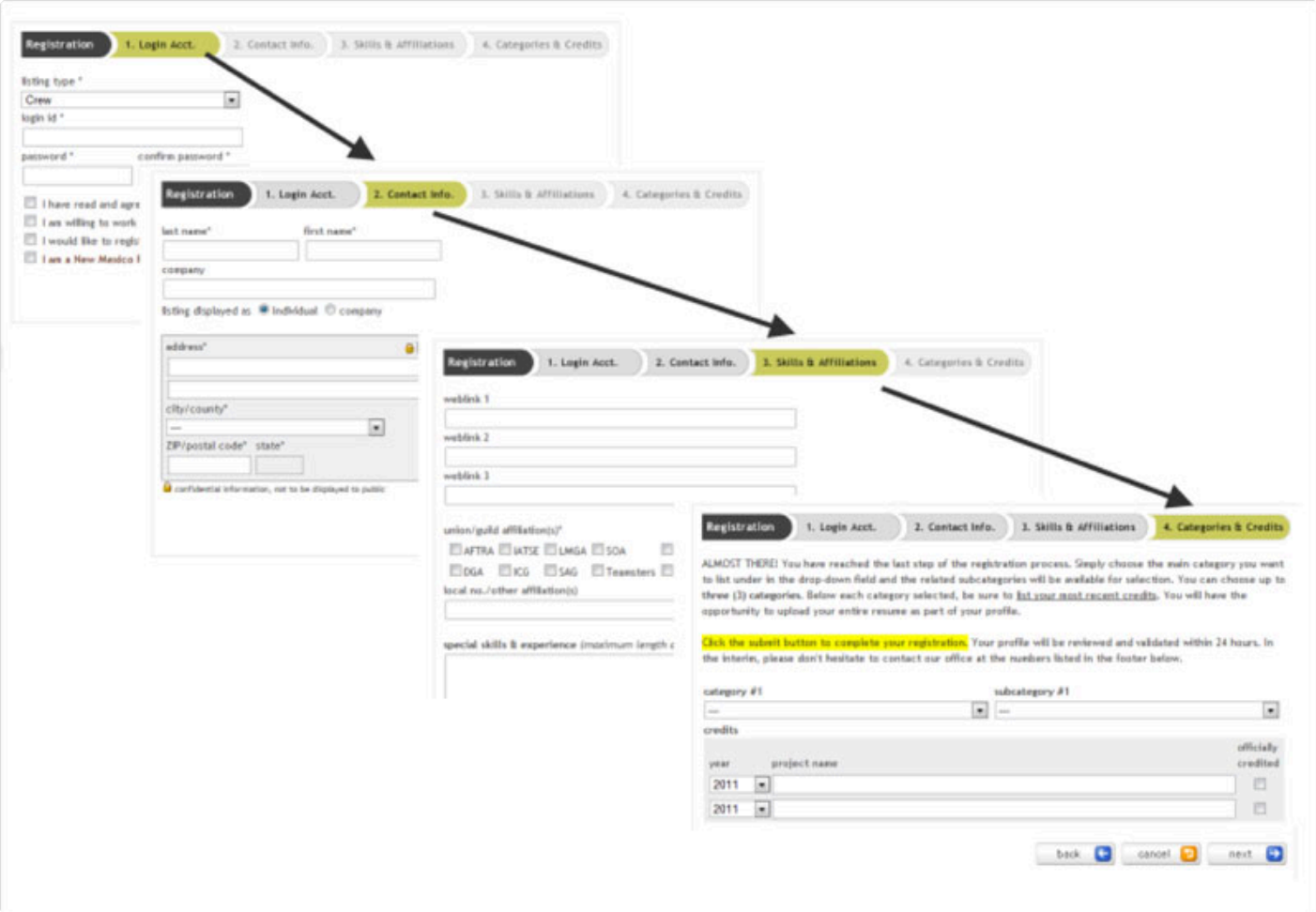

NOTE: Registrations by crew members, support services companies, and talent are only available for searching by the general public when the record is approved. However, the registrant can log into the account at any time to update, edit, and delete any aspect of their profile without having to directly contact the film office. This allows the Film Office staff to concentrate efforts on approval as opposed to having to be concerned with the details of specific edits or changes to each record.

Step 1: Login Account

The registrant can select his/her own login id and password which will allow the user to return to update the profile at anytime on-line. The Terms of Service and Privacy Policy are legal agreements that will protect the rights of both the film office and the registrant and clearly define the usability of the data provided.

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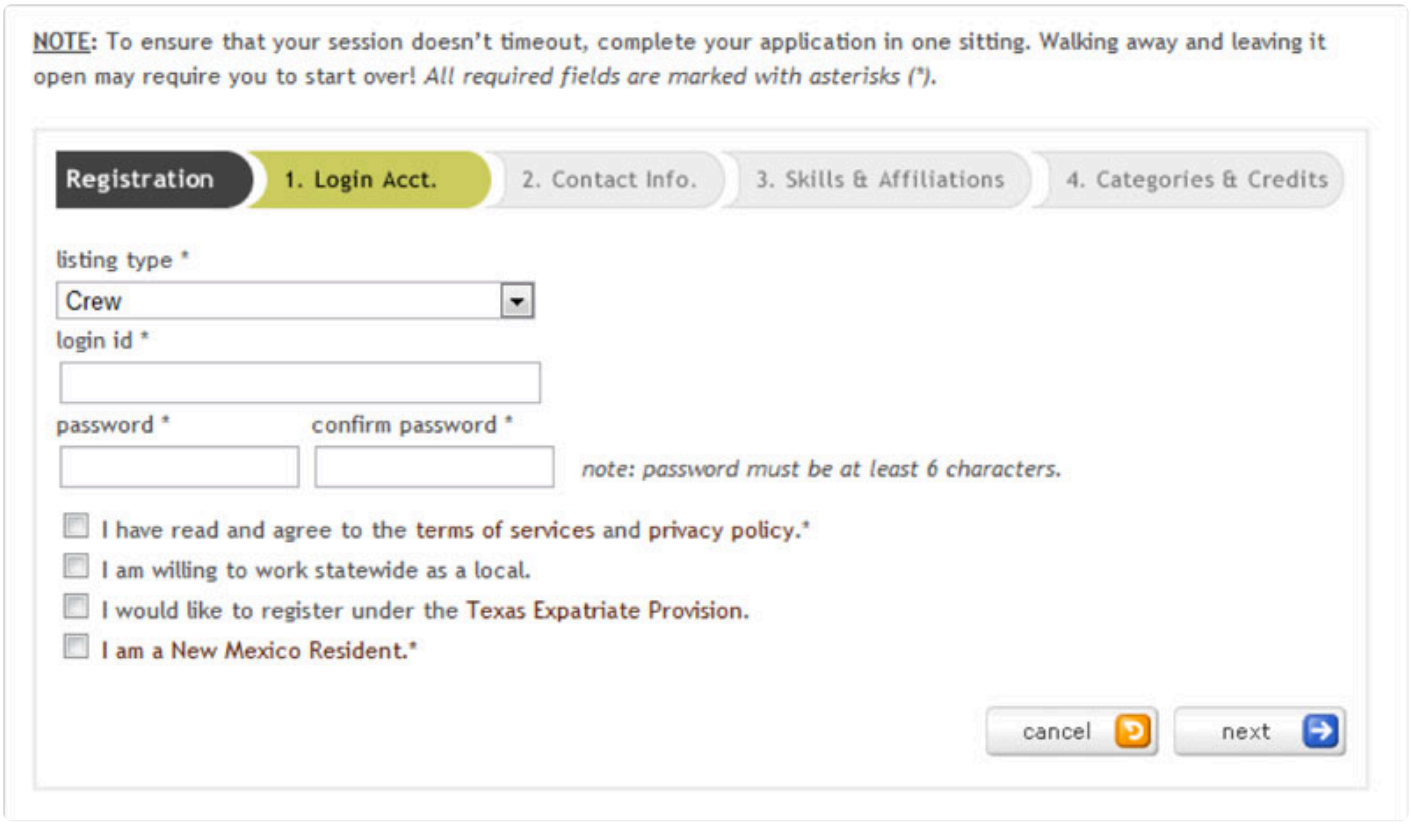

Step 2: Contact Info

Crew registration requires the following fields to be completed:

- First Name
- Last Name
- Phone 1 (primary)
- Street Address
- City
- Zip / Postal Code
- Email Address 1 (primary)
- Category/SubCat (min 1)
- Credits (min 1)

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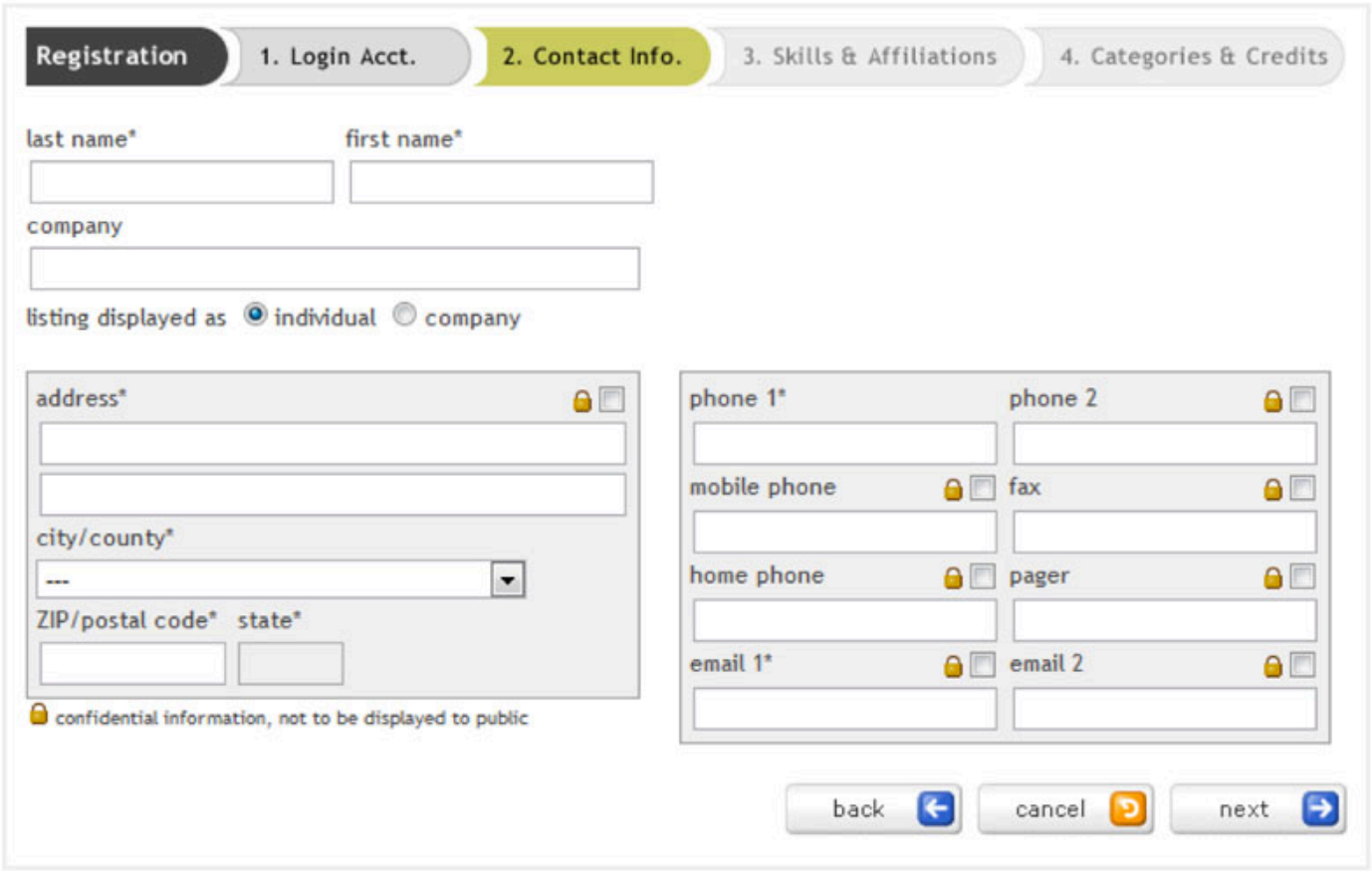

Step 3: Skills & Affiliations

Although various other data points are collected (e.g., IMDb link, union/guild affiliations, etc.), these are the only mandatory fields required for the crew member to register and have a completed record with the Film Office.

There is a free-form text field where you will be able to enter your special skills and experience. This free-form field is fully searchable by the user so if there is a specific skill set or equipment or technology that he/she is looking for, it can be entered in the search form and any values from your special skills & experience field will return your record.

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Step 4: Categories & Credits

Based on the business requirements of the Film Office, a **minimum of one** category/subcat selection is required with a **customized maximum** category/subcat selections allowed (based on the business requirements of the Film Office). The category/subcat values currently available are listed here:

When a selection is made in the category drop-down field, the related subcategories will be made available in the subcategory drop-down field. Again, a minimum of one selection in each field will allow the record to be saved.

✻ NOTE: Credits can only be entered for categories selected. In other words, if you have a credit as a *Dimmer Board Operator* but do not select that as one of your listing categories, you will not be able to enter that credit. Said conversely, we will verify that only categories with credits will be listed in the production guide.

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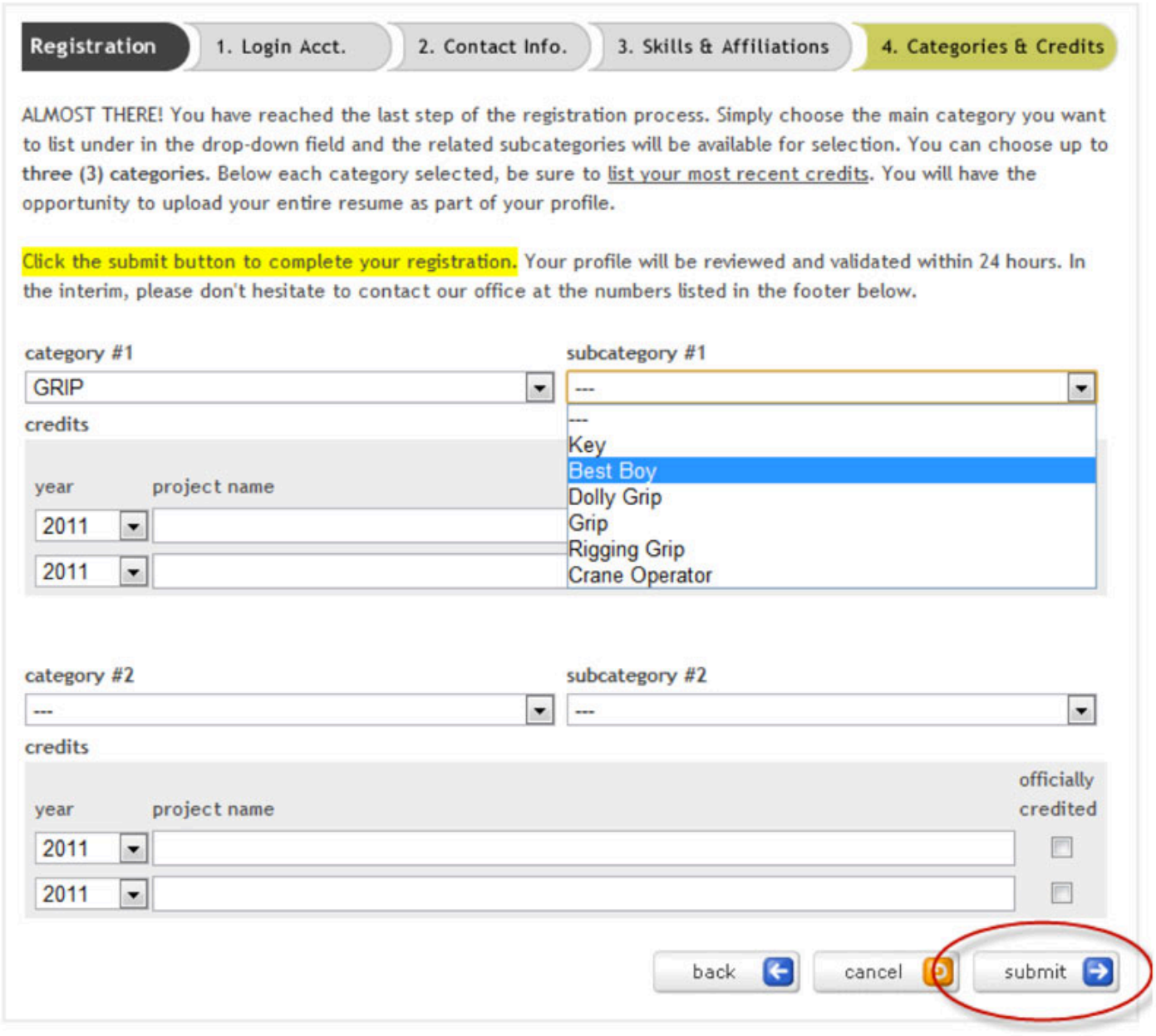

Enter Credits or Review Profile

Once the registration is saved, the user will be directed to either: 1) enter credits info if they are a crew registration, or 2) review their profile.

Credit listings are easy to add – the user simply selects the year in which the project was completed, type in the Project Name, and selects from the drop-down list the appropriate title/role for that project. **Only the production category/subcategory(ies) selected from the profile page will be available title choices.** This ensures that only relevant credits are provided:

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- Minimum credits: 1
- Maximum credits: 10 per category/subcategory

1. Enter Project Info

The user is prompted to enter a project name and to select the appropriate production title/role. The year is a drop-down field with current year as the default value. As stated in the text above the credits, a minimum of one credit is required in order to complete the registration.

2. Submit Registration

To complete the registration, **the user must click the blue submit profile button**. A confirmation email will be automatically sent to the registrant notifying him/her of the entry.

3. Modify Contact Info, Upload Logo/Resume & Review Posting

Upon completing the credits page, the crew registrant is returned to the main menu to access the other areas available including modifying contact information, uploading a logo or resume, and viewing postings.

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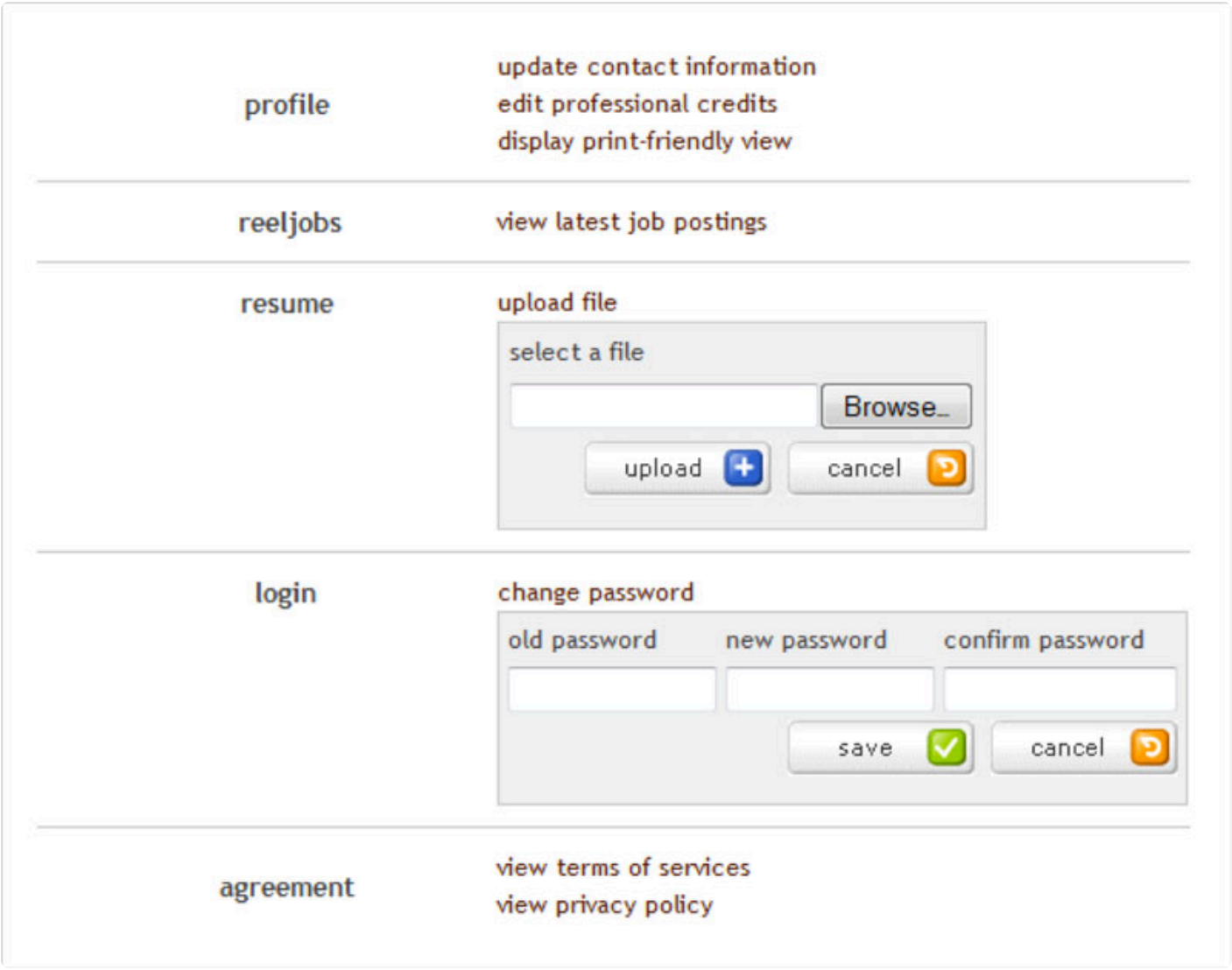


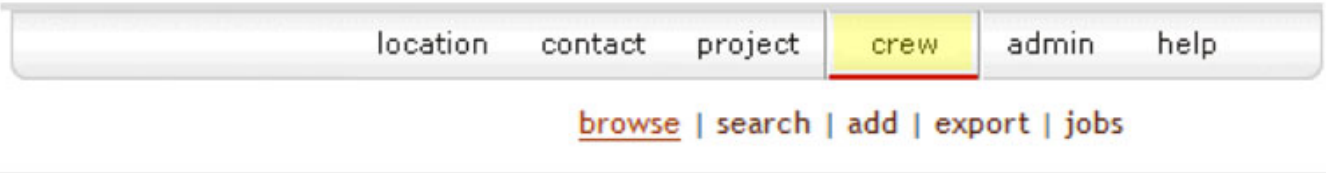
The registering Support Services Company is returned to the main menu immediately after entering contact information and no professional credits would be entered. During the “Open Registration” process, technical support issues for all registrations should be directed to Reel-Scout by phone (**888-355-REEL**) or email (**registration@reel-scout.com**).

Approving Crew 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 CREW 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.

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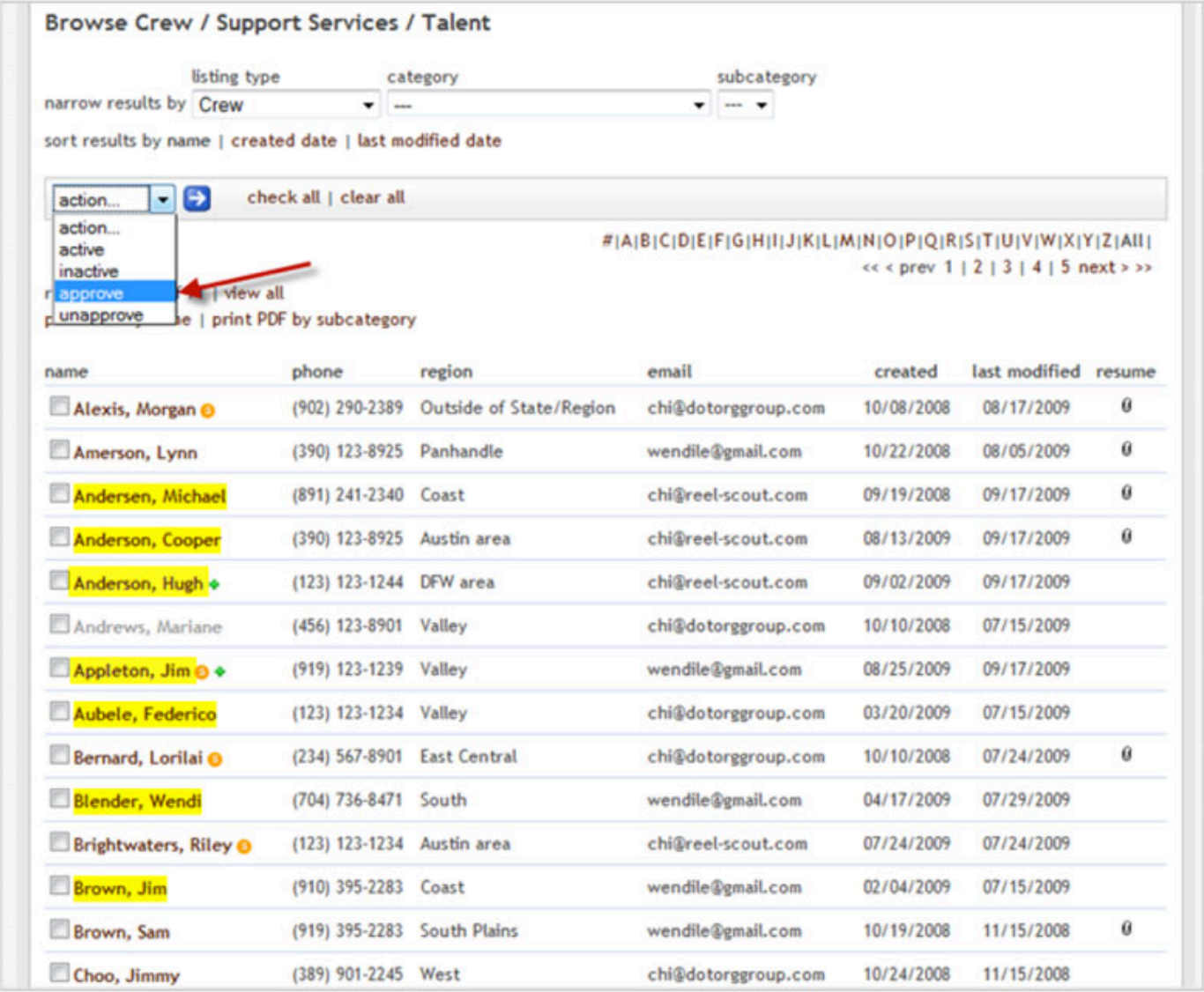

2. The Password Field

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.

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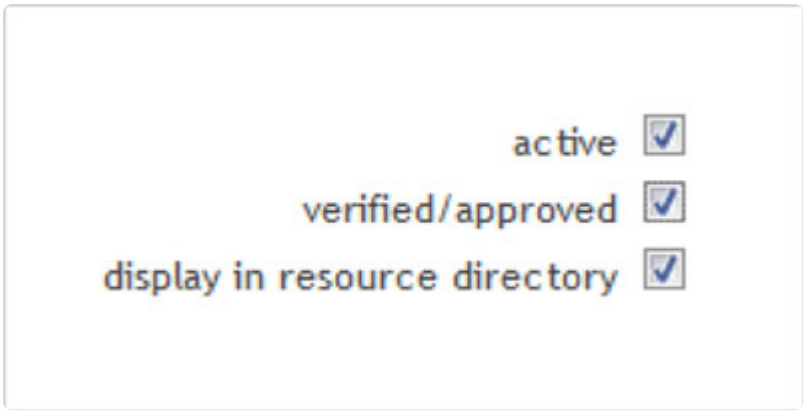

3. Add New Registrations to Resource Directory

New registrations can be added to the Resource Directory by the Film Office staff at any time simply by clicking ADD under the CREW 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 CREW

The JOBS function of CREW 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 CREW work in the same fashion as the remaining areas of the Reel-Scout suite of applications.

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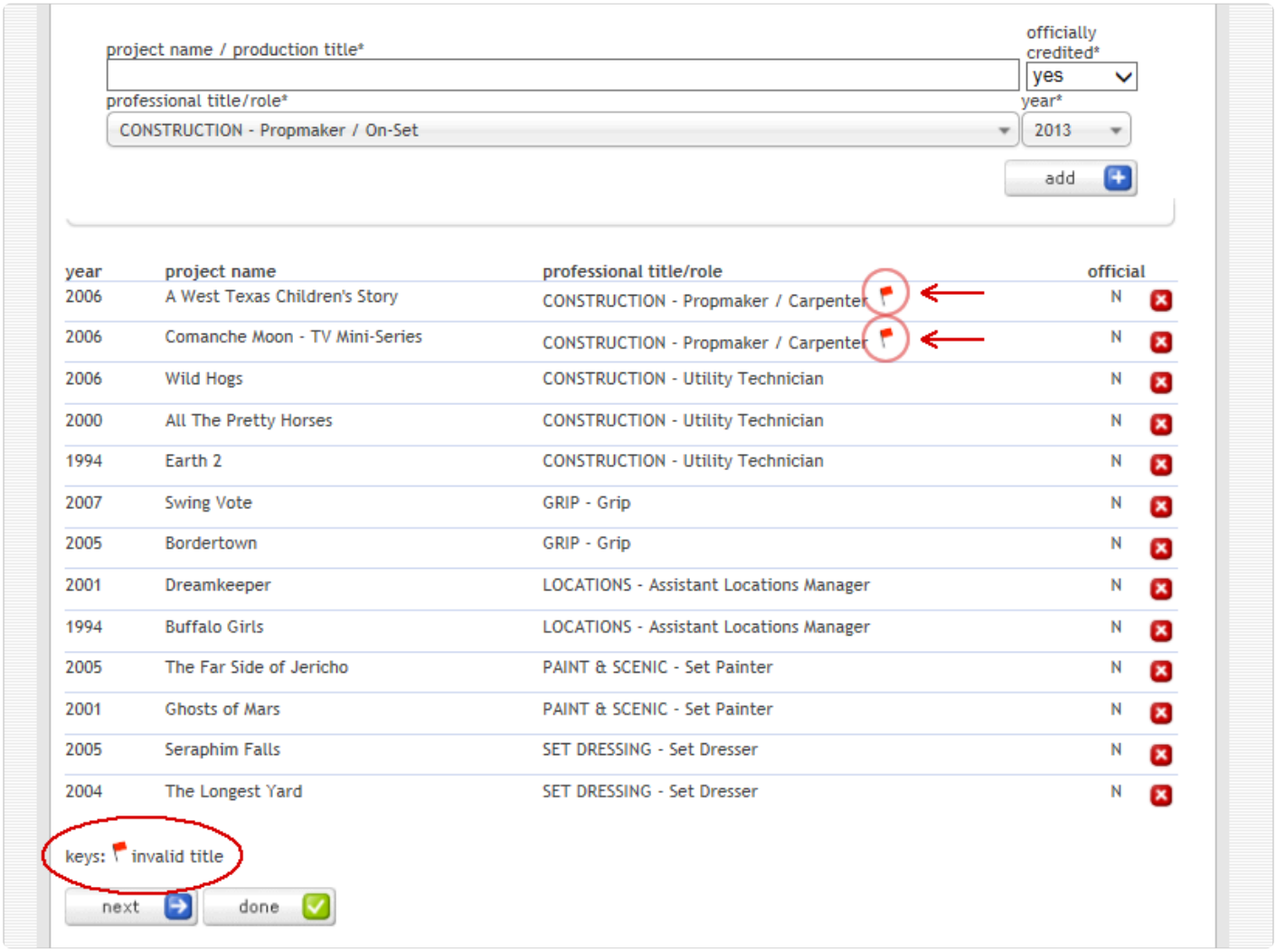
“Red Flag” or “Invalid Title” Warning

When Do You See the “Red Flag” or “Invalid Title” Warning?



A “Red Flag” or “Invalid Title” warning occurs when the crew member:

1. Selects his/her category options (*e.g.*, *Acting – Coach & Construction – Foreman*);
2. Adds credits under those categories; and
3. Returns into his/her record to change the categories.

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 crew member or support services listing:

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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.

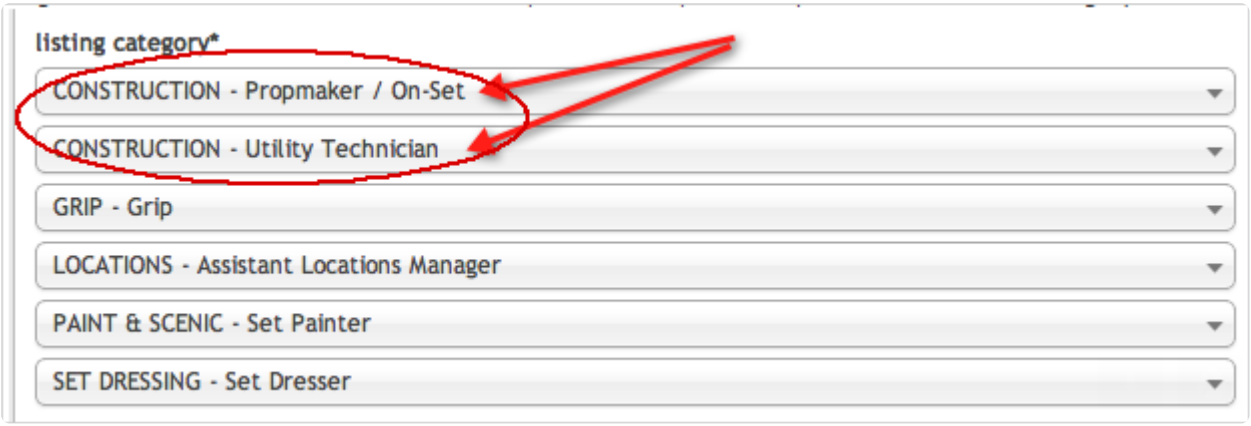
In the Case of One Crew Member's Profile

In the specific case of Skip Whitson's record, we assume that Skip had:

1. Modified his record,
2. Changed his category selections after having entered in *'CONSTRUCTION – Propmaker / Carpenter'* credit, but
3. Failed to delete/remove that credit.

So when you are logged in as 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 Skip's record.

You can see he now has *'CONSTRUCTION – Prop Maker / On-Set'* chosen as his category.



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.

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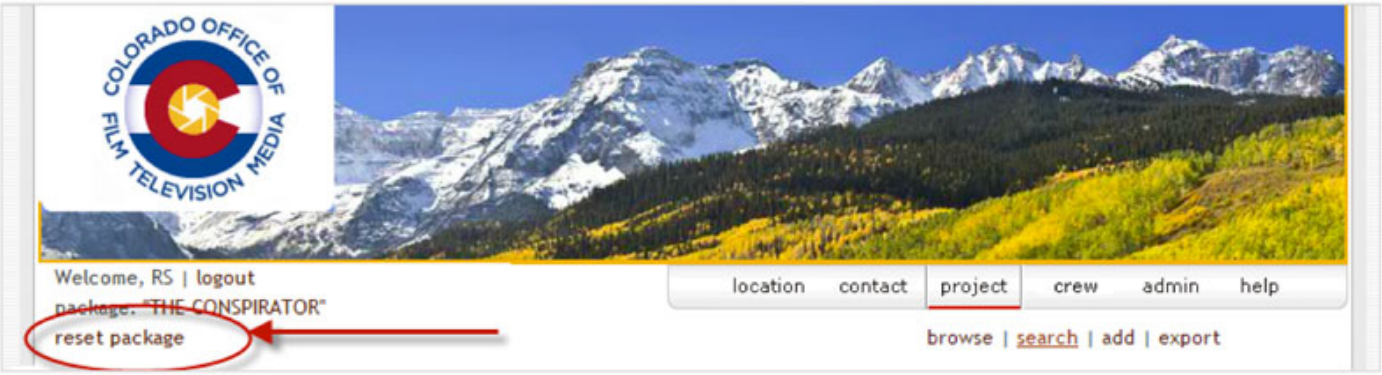
Logging Off

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™.

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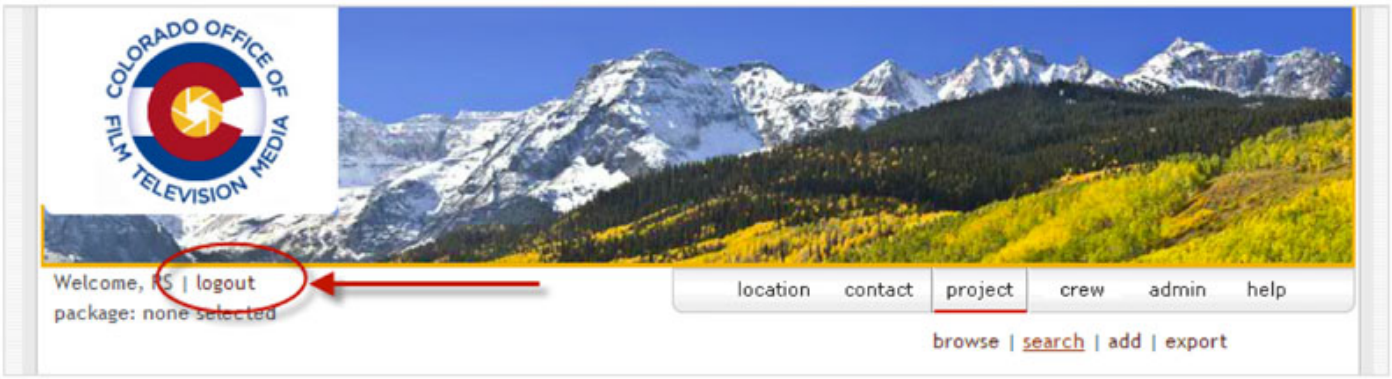
COLORADO OFFICE OF FILM TELEVISION MEDIA
Welcome, RS | logout
package: none selected
location
contact
project
crew
admin
help
browse | search | add | export

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?

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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

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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/Edit	X	X	Y	Y	Y	Y	Y	Y	Y
Stats	X	X	X	Y	Y	Y	Y	Y	Y
Add / Upload Images	X	X	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	X	X	Y	Y	Y	Y	Y
Search	Y	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	Y	Y	Y	Y	Y	Y
Approve Locations	X	X	X	X	X	X	Y	Y	Y
CONTACTS / CREW									
View	X	X	Y	Y	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	Y	Y	Y	Y	Y	Y	Y
Delete	X	X	X	X	X	X	X	Y	Y

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Copy / Duplicate	X	X	X	X	Y	Y	Y	Y	Y
Export	X	X	X	X	Y	Y	Y	Y	Y
Approve Crew / SS Listings	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
Project Contacts	X	X	X	X	X	Y	Y	Y	Y
Project Correspondence	X	X	X	Y	Y	Y	Y	Y	Y
Edit Project Correspondence	X	X	X	X	Y	Y	Y	Y	Y
Add Project Correspondence	X	X	X	Y	Y	Y	Y	Y	Y
Export Project Correspondence	X	X	X	X	Y	Y	Y	Y	Y
Add / Edit Project Packages	X	Y	Y	Y	Y	Y	Y	Y	Y
Project Locations	X	X	X	X	X	Y	Y	Y	Y
Delete Packages	X	X	X	X	X	X	X	Y	Y
Delete Correspondences	X	X	X	X	X	X	X	Y	Y
Remove Locations From Packages	X	X	X	X	X	X	X	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
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

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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
ADMIN									
Add / Edit Users	X	X	X	X	X	X	X	X	Y
Add / Edit Categories	X	X	X	X	X	X	X	X	Y
Configure Locations	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 / Edit Groups	X	X	X	X	X	X	X	X	Y

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.

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	LOW	MEDIUM	HIGH
TYPE OF PRODUCTION	**Low-End Budget Minimal Crew**	**Average Budget Full Crew, Union Scale**	**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.

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

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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

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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

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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

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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

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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

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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

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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

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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]

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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

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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

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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

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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

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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]

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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

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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

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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

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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]

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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

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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	

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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	

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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

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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

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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

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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	

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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

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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

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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

Project Type

*Please enter in the daily dollar values (in USD) for each of the project ranges.
**The values from AFCI have been defaulted where available.

Estimated Daily Economic Impact by Project Type

ProjectTypeID	ProjectTypeName	NEW 2008 Range		
		Low	Medium	High

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1	Commercial	25,000	100,000	150,000
2	Digital / Animation	35,000	85,000	95,000
3	Documentary	15,000	25,000	35,000
4	Feature (Independent)	30,000	50,000	110,000
5	Feature (Studio)		125,000	260,000
6	Industrial	15,000	25,000	45,000
9	Infomercial	25,000	50,000	75,000
10	Music Video	30,000	65,000	110,000
11	PSA	25,000	50,000	75,000
12	Short	25,000	50,000	75,000
13	Still Photo Shoot	15,000	25,000	35,000
14	Student Project	0	0	0
15	TV Episode	25,000	50,000	75,000
16	TV Miniseries	25,000	50,000	75,000
17	TV Movie / MOW	35,000	75,000	125,000
18	TV News	25,000	50,000	75,000
19	TV Pilot	25,000	50,000	75,000
20	TV Reality	7,500	25,000	80,000
21	TV Segment	25,000	50,000	75,000
22	TV Series		165,000	300,000
23	TV Sports	35,000	60,000	100,000
24	Webisodes	25,000	50,000	75,000
25	Other*	15,000	25,000	35,000

*Other – 2nd Unit, Travel, Educational, Satellite, Foreign Broadcasts, Exercise, etc.

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Production Revenue Tracking Guidelines

Direct Spending for On-Location Production – US Dollars

Determining the direct location spending a film or media project brings to an area is an important task. In a perfect world, a commission can ask the producer or production accountant on a project to arrive at an accurate assessment of the actual dollars spent in a given area using the AFCI. 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 production spending 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.

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 or reports from AFCI members using this system, the Task Force will periodically refine the formulas to increase the acuracy and flexibility for all jurisdictions.

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