



OutlookMovie

The Ultimate All-in-One
Film Production Platform

THE MANUAL

This manual will guide you through every feature and function of the platform.

Table of Contents

- 1) **General Information**
 - a. Introduction to OutlookMovie
 - b. Top Header Overview
 - c. Block Selection

- 2) **The Main Blue Menu**
 - a. Navigation Overview
 - b. Customizing the Interface
 - c. Quick Access Tools

- 3) **Calendar Functionalities**
 - a. Setting Up Events
 - b. Managing Tasks
 - c. Syncing with External Calendars

- 4) **The Script Section**
 - a. Uploading and Managing Scripts
 - b. Export and Printing Options

- 5) **The Breakdown Software**
 - a. Initial Settings
 - b. Import Scripts
 - c. Add Items in each Categories
 - d. Automatic Calculation of Extras
 - e. Edit and Communicate Breakdown
 - f. Create the Chosen Location Map

- 6) **The Scheduling Software**
 - a. Setting up the main parameters
 - b. Coding and Grouping Sets
 - c. Ordering Set units
 - d. Creating Shootings days
 - e. Assigning Working Hours
 - f. Adjusting for Changes and Conflicts
 - g. Edit and Communicate Schedule
 - h.

- 7) **The Production Section**
 - a. Creating Technician Contract Templates
 - b. Editing Technician Contracts
 - c. Assigning Tasks and Responsibilities
 - d. Tracking Progress and Deliverables
 - e. Creating and Edit the Call Sheet
 - f. Managing the Production Report
 - g. Uploading and Saving all types of Production documents

8) The Accounting Software

- a. Creating and Managing Multiple Production Companies Involved in the Project
- b. Importing and Managing Budgets
- c. Registering and Managing Fundings
- d. Creating Connected Templates
- e. Adding and Linking Currencies
- f. Processing and Track Costs
- g. Online Purchase Order Software
- h. Online Advances Software
- i. Produce Bank Payments Batches
- j. Managing Cash
- k. Generating Vendor report
- l. Generating Cost Reports in Multiple Formats
- m. Generating the Trial Balance

9) The Setting Functionalities

- a. Creating Users and Managing Levels and Permissions
- b. Customizing Preferences
- c. Checking and Controlling User Access
- d. Watermarking Functionality
- e. Email Notifications
- f. NDA Activation
- g. SMS History

General Informations

OutlookMovie is here to streamline your production process, providing a user-friendly platform for managing schedules, crew coordination, and cost reporting.

Designed for film and TV productions, it keeps the team in sync and ensures smooth operations throughout the production period.

Licensing

Production companies purchase one license per project, which includes:

- Unlimited users license
- Unlimited storage space
- Full access to all online software
- No time limitations for the project's duration

The license administrator creates user accounts and assigns access levels based on their roles and responsibilities within the project.

Hosting and Security

OutlookMovie ensures robust hosting and security standards to safeguard your projects:

- Hosting:
 - Hosted on a secure virtual cloud platform (Linux – vps1046.virtual) provided by [WebGlobe](https://www.webglobe.com/) (<https://www.webglobe.com/>)
- Security Certifications:
 - Certified by [NGSS](https://www.ngss.cz/o-nas) (<https://www.ngss.cz/o-nas>) for compliance with industry-leading security standards.
- Optional Security Features:
 - Double Authentication System: Available upon request to enhance user access control.
 - Comprehensive Log-Out History: Enables detailed tracking for improved transparency and monitoring.

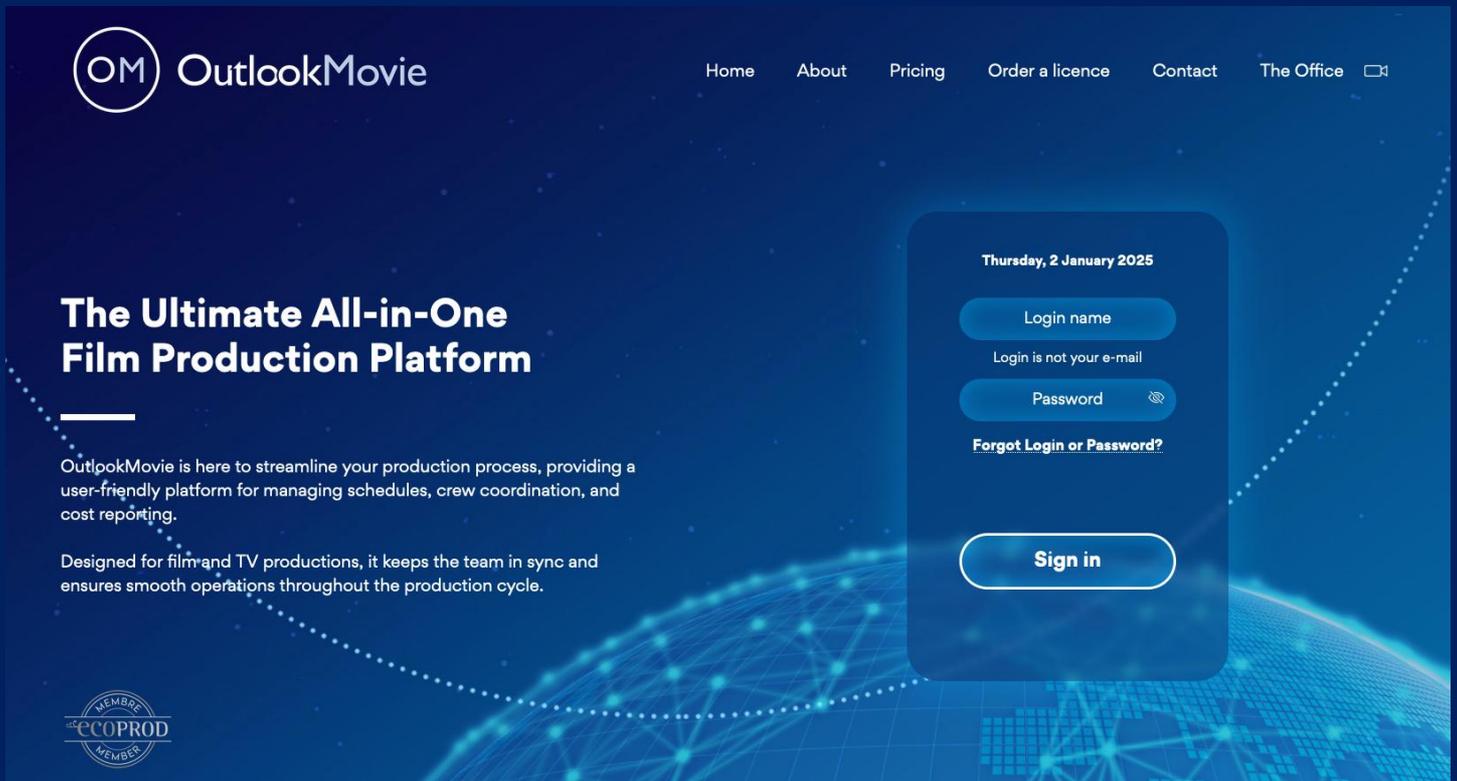
User Access

- Each user receives a unique **login** and **password** to access OutlookMovie.
- Access to OutlookMovie functionalities is determined by the user's role.

OutlookMovie Mobile App

- OutlookMovie offers a dedicated mobile application available on the Apple App Store and Google Play Store. Access all essential information and features right at your fingertips, anytime, anywhere.

Home Page Overview



OutlookMovie ensures a user-friendly experience

Key Features

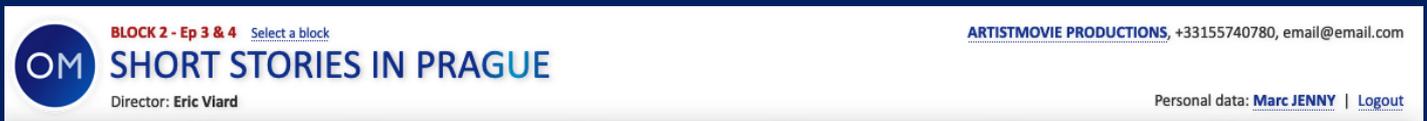
- **Pricing:** Check our competitive pricing.
- **Order a License:** Seamlessly place an order for a license to get started on your project.
- **Connect with Us:** Meet us at **The Office**, the easiest video conferencing tool to enhance communication.

Login to Your Project

1. Enter your **login and password** to access your project license.
2. Forgot your login or password? Simply click on **Forgot Login or Password** to reset your credentials.

OutlookMovie ensures a user-friendly experience while providing powerful tools to support your production needs

Top Header



The **Top Header** shows main Production details and personal information.

Modify Informations

- The **Film Title** can be modified in **Settings > Movie Info**.
- The **Production Company Name** can be modified in **Settings > Production Info**.
- The **Director's Name** can be modified in **Schedule > Create and Modify**.
- Click on your name to access your **personal data** page

If you are utilizing the **License in Block Version** (designed for episodic shows shot per blocks), you can easily navigate to the desired block for consultation.

- **Selecting a Block:**
On the Top Header, look for the section highlighted in **red**, which allows you to choose the specific block you want to view. This is particularly useful when working on multi-episodic projects segmented into several blocks.

Exit the License

Click **Logout** to leave the license of your project.

The Main Blue Menu

From the **Main Blue Menu**, each user can access all functionalities of **OutlookMovie** based on their **User Right Level**. User permissions and access levels are managed through the **Settings** and **User Management** sections.



Search and Communication Tabs

Quick Access

- Script : see the full script once it has been imported from Final Draft in the Breakdown or Script section
- Grid : Look at the Grid of the Shooting schedule
- One Liner : Look at the Grid of the Shooting schedule
- Day Out of Days : Look at the Grid of the Shooting schedule



Search

- Click on **Search** to locate any type of document uploaded under the project's license.
- Click on **New Documents and Images** to modify the search dates and refine your results.



Send E-mail / SMS Chat

The **Send E-mail / SMS Chat** feature enables effortless communication with users or any external recipients directly from **OutlookMovie**.

- **E-mail Integration:** Send e-mails to individuals or groups (Crew, Actors, Stunts, Vendors) without leaving the system.
- **SMS Messaging:** Instantly send SMS messages for quick and efficient communication.
- **Seamless Communication:** All messages are sent and tracked within the platform, eliminating the need to switch between tools.
- **E-mail History Tracking:** Activate history tracking to keep a record of all your sent e-mails, ensuring easy reference.

The screenshot displays the 'Send E-mail / SMS Chat' interface. At the top, there are tabs for 'Crew', 'Actors', 'Bit parts', 'Stunts / Doubles', 'Vendors', 'All', and 'My history'. Below these, there are radio buttons for 'E-mail' (selected) and 'SMS', and a 'My history: disabled' indicator. The 'From' field is set to 'mjenny@magic.fr' with a 'send copy to me' checkbox checked. The 'To' field is populated with a selection from user lists, showing 'JENNY Marc' with a mobile number '+33614112123' and email 'mjenny@magic.fr'. There are also fields for 'Copy:', 'Blind copy:', and 'Enter e-mails of non users (separated by comma)'. The 'Subject' field contains 'THE GREAT FORGOTTEN'. A 'Send' button is located at the bottom left.

To	Copy	Blind copy
<input type="checkbox"/> Name		
<input type="checkbox"/> JENNY Marc		

Name	Mobile	E-mail	Function
JENNY Marc	+33614112123	mjenny@magic.fr	

Enter e-mails of non users (separated by comma)

To:

Copy:

Blind copy:

Subject: THE GREAT FORGOTTEN

[Add breakdown history](#)

[Add attachment \(max 20MB\)](#)

Marc JENNY
+33 614 112 123



CALENDAR

Overview

The Production Coordinators and ADs Team can use the calendar to efficiently organize and notify the crew about all production events, such as:

- Production Meetings
- Scouting
- Fittings
- Travels

Key Features

- **Create Events with Periods:** Specify event durations (hours, days, or multiple days) and use the duration option to set up periods quickly.
- **Event Invitations:** Send invitations to a list of users or email addresses when an event is added to the agenda.
- **Print and Export:** Print or export calendars as PDF files for easy sharing and reference.
- **Event Filtering:** Display events by type to improve organization and accessibility.
- **Mobile Integration:**
 - Access calendar events via the mobile app.
 - Add events directly to your smartphone's agenda for seamless scheduling.

How to Create an Event

- Select the **type of event**, such as Production Meeting, Scouting, Fitting, etc.
- Enter the event details:
 - **Title**
 - **Location**
 - **Type of Event**
 - **Start**: Choose the starting date and time.
 - Use **Duration** to quickly define the event's timeframe.
 - Optionally, add a **Description**.
- Click **Create** to save or **Cancel** to discard.

< December 2024 >

MO	TU	WE	TH	FR	SA	SU
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Event

Title

Location

[Create type of event](#)

Type ▾

All day

Start / / :

Duration 60 minutes

End / / :

Description



SCRIPT

Overview

- These features enable seamless script management, ensuring everyone stays aligned and production processes run smoothly. Users can create **Public** and **Private Folders** within each category, offering flexibility and control over file organization and access.

Key Features

- **Folder Management:**
 - Create **public folders** to share script versions with the entire team.
 - Create **private folders** to restrict access and maintain confidentiality.
- **Script Version Control:**
 - Upload and organize multiple script versions for easy reference and tracking.
- **Scene Text Import:**
 - Import scene text directly into a completed breakdown.
 - This process imports only the text and dialogues of the scene without altering the existing breakdown details.
 - Note: This differs from importing the script in Final Draft into the Breakdown section, which automatically creates an initial breakdown.
- **Dynamic Script Editing:**
 - Edit the script on a day-by-day basis (slides).

Uploading Scripts

Go to : Breakdown > Script Management > Documents

Folder Organization

Easily create and manage folders to streamline script organization and collaboration.

Steps to Create a New Folder:

1. Create a new folder and click **OK**.
 2. Select whether it's a **Public** or **Private** folder.
-

Folder Types

- **Public Folder:**
 - Accessible to all collaborators or team members with the appropriate access rights.
 - Use **subfolders** for better organization.
 - **Private Folder:**
 - Accessible only to specific individuals selected from the list of users.
 - Ideal for storing:
 - Work-in-progress scripts
 - Confidential drafts
 - Internal-only versions
 - Use **subfolders** to organize projects or stages efficiently.
-

Version Management

- **File Naming Convention:**
 - Include version numbers, dates, or status in file names for clarity.
 - Use the **Slate icon** to move folders and improve organization.
 - Use the **Bin icon** next to an open folder name to send it to the bin (files are not deleted).
 - **Version History:**
 - Rename and maintain all versions clearly to ensure a complete and understandable history.
-

Upload Process

- Upload scripts to their respective folder (**Public** or **Private**).
- Follow a consistent **naming convention** for easy identification and tracking.

Document Tab

- Every category and section in **OutlookMovie** includes a **Document Tab**.
- Users can upload various types of documents, such as:
 - PDFs
 - Word files
 - Pictures
 - Videos

The screenshot displays the 'Script' interface in OutlookMovie. At the top, there are navigation tabs: 'Documents', 'Links', 'Import text', and 'Script day by day'. Below these is a 'Create new folder:' input field with an 'OK' button and a 'Show the bin' link. The left sidebar shows a file tree with folders like 'ÉPISODE 1 - V3 DIALOGUÉE - 020623 (3)', 'ARCHES 17 NOV (1)', 'ÉPISODE 2 - V2 DIALOGUÉE - 020623 (3)', 'ÉPISODE 3 - V2 DIALOGUÉE - 020623 (3)', 'ÉPISODE 4 - V2 DIALOGUÉ 030623 (2)', 'DIVERS - ANCIENS (2)', 'épisode 1 (11)', 'ÉPISODE 1 - V1 SEQUENCIER 161222 (1)', 'ÉPISODE 1 - V1BIS SEQUENCIER 160123 (1)', 'épisode 2 (4)', and 'ÉPISODE 2 - V2 SEQUENCIER 170323 (2)'. The main area shows a document titled 'ÉPISODE 1 - V3 DIALOGUÉE - 020623' with 'Public' permissions. It features an 'Upload' button and a 'Drag & Drop Files here' area. A green notification box states: 'You can select more files and load them at once. Max size of each file is 256 MB. To upload a video taken with an iPhone, please change the iPhone settings: Camera > Format > check the Most Compatible'. Below the upload area is a 'Select option' dropdown menu with 'All / none' selected and an 'OK' button. A table lists the uploaded files:

	file description	date	rename	delete
<input type="checkbox"/>	SH - M6 - EP1 V4 - 02.06.23 - clean.pdf (526 kB)	03.06.2023 15:07		
<input type="checkbox"/>	SH - M6 - EP1 V4 - 02.06.23 - modifs apparentes.pdf (527 kB)	03.06.2023 15:07		

Import Text

Go to : Script > Script Management > Import text

Prerequisite

Text refers to the body of the scene, excluding the scene headings and scene numbers.

- This option should only be used if a **Breakdown** is already available in the **Breakdown Menu** (see details in Breakdown manual below).
-

Two Systems Available for Script Import

You can import your script using one of the following systems:

System 1: Automatic Import (For Final Draft)

This system is designed for scripts written with **Final Draft** (.FDX).

1. **Check Script Numbering:**
 - Ensure that the numbering in your script matches exactly with the existing scenes numbers in the **Breakdown**.
 2. **Locate Your File:**
 - Browse your computer and find the Final Draft document with an .FDX extension.
 3. **Upload the Script:**
 - Copy the .FDX file to the website using the provided upload feature.
 4. **Conditions for Successful Import:**
 - The import will succeed only if there are no conflicting scene numbers between your uploaded file and the existing breakdown on the website.
 5. **Handling Additional Scene Numbering:**
 - If your script contains additional numbering (e.g., scenes labeled **1A, 1B, 1C**), use **System 2** to manually import these sequences.
-

System 2: Manual Import (For All Other Document Types)

This system allows you to import scripts from any document format, such as **PDF, Word**, etc.

1. **Open Your Script Document:**
 - Open the file containing your screenplay on your computer.
2. **Copy Each Sequence:**
 - Select the text of each sequence in your script.
 - Use the appropriate keyboard shortcuts:

- **Mac:** Command + C (copy) and Command + V (paste).
- **Windows/PC:** Ctrl + C (copy) and Ctrl + V (paste).

Important Notes

- Delete any existing script text before importing a new version of the script.
- Deleting the text in the **Script > Import Text** version will not affect the **Breakdown**.

Script

Documents
Links
Import text
Script day by day

TWO SYSTEMS ARE AT YOUR DISPOSAL TO IMPORT THE SCRIPT ON THE WEB SITE

System 1
From a screenplay written with Final Draft 8, it is possible to import automatically your script. First of all you have to check that the numbering if your script is exactly the same as your breakdown. Then all you have to do is to browse your computer, copy the Final Draft document of your screenplay under FDX extension and load it on the web site. Import will be succesfull, only if there will be no screenplay with same numbers like in imported file. Note: If, this import being done, you have some scenes with additional numbering like A.B.C etc. you will import them following system 2.

System 2
This system called Manual Mode will allow you to import the screenplay onto the web site from any type of document (PDF, Word etc.). To do so, open the document including your screenplay, copy the text of each sequence and with the function copy and paste , import it in the web site (Apple + V for Mac, Ctrl + V for Pc)

Import script from Final Draft (only FDX file)

Aucun fichier sélectionné.

	Set	Script	Backup
101	INT - DAY - CITÉ - RUE ENTRÉE IMMEUBLE	Dans l'obscurité é d'une allée, on voit passer une silhouette, puis deux, puis trois. À leurs	Print
101 A	INT - DAY - CITÉ - VOITURE BEAUMONT	Import text	Print
102	INT - DAY - MAISON BABEL - SALON	Dans une voiture de police banalis ée garée non loin, mais cachée dans l'obscurité d'une	Print
103	INT - DAY - STUDIO TÉLÉ - EMISSION SANS DETOUR	En alternance avec VOITURE BANALIS ÉE. Babeth Delcourt (53 ans, coquette, bijoux	Print

Script Day-by-Day (Sides)

Go to : Script > Script Management > Script day by day

The **Script Day-by-Day** function enables you to edit and publish **Sides** on a daily basis, tailored to each day's production schedule.

Key Features:

- **Daily Access:**
 - Click on any day to view all scenes scheduled for that shooting day.
- **Print or Export:**
 - Print or export a PDF containing the full text of all scenes for the selected day.

This tool ensures seamless organization and provides essential materials for the crew and cast each day.

Script

Documents Links Import text **Script day by day** Print

MAIN UNIT ▾

07 June - Day 1
08 June - Day 2
09 June - Day 3
10 June
11 June
12 June - Day 4
13 June - Day 5
14 June - Day 6
15 June - Day 7
16 June - Day 8
17 June
18 June
19 June - Day 9
20 June - Day 10
21 June - Day 11
22 June - Day 12
23 June - Day 13
24 June
25 June
26 June - Day 14

7 June - Day 1

Est. screen time: 05:00
Scenes: 125, 127, 124B, 126, 201A
Casting sides **New**: 2 - AMELIA DELCOURT, 1 - DANIEL HANSEN, 12 - MADAME DESOUSA, 13 - MONSIEUR DESOUSA, 48 - JOURNALISTE (DE SOUSA)

125 INT - DAY - MAISON FAMILLE DESOUSA - CHAMBRE JULIETTE

127 INT - DAY - MAISON FAMILLE DESOUSA - CHAMBRE JULIETTE

Chez Estelle, Daniel cuve en peignoir (rose et trop court, celui d'Estelle) sur un canapé. Estelle est hors d'elle !

ESTELLE
Ça fait 5 ans Daniel ! 5 ans que vous gobez des ansiolytiques comme des bonbons alors qu'avant vous hésitiez des heures avant même de toucher à un doliprane ! 5 ans que vous buvez comme une outre alors que ...

Elle est interrompue par Daniel qui a rigolé à "outre".

Continuity

Go to : Script > Script Management > Continuity

In the Continuity section, users with the appropriate access levels (Continuity, AD's, or Full Control) can:

- Assign estimated screen time for each scene.
- View continuity in **Scene Order** or **Set Order**.
- Add categories to scenes for better overview.
- Print or export the data to PDF or Excel for further use.
- Export in excel
- Print or export in Pdf
- Filter the continuity by coded sets
- View Estimation Screen time by effects, scenes, sets

Continuity						
Total Est. screen time: 264:51						
Export to Excel Print Print light version						
Save order Reset order Set script day Select categories Filter by set codes Hide empty scenes						
Scene ▲	Set (Code) - I/E - Effect	Location	Characters	Pages		
Est. screen time	Script day - Resume			E.S.T.		
101 0:35	FRANCE / CNES / FRANCIS' OFFICE (102) - INT - DAY J1 FRANCIS entend un klaxon d'un camion. / FRANCIS slyší klaxon nákladáku.	CZ - MOTOTECHNOU	Characters: FRANCIS MAREUIL	P 4/8 E 1:00		
101A 0:15	FRANCE / CNES / WAREHOUSE B (102) - EXT - DAY J1 Un camion sort d'un hangar. / Nakladak odjizdi z hangaru.	CZ - PRAGUE / STUDIO		P 3/8 E 0:45		
102 1:30	FRANCE / CNES / HALLWAY (102) - INT - DAY J1 FRANCIS demande d'assister au test. / Francis se chce zucastnit testu.	CZ - MOTOTECHNOU	Characters: FRANCIS MAREUIL, DIRECTEUR CNES	P 1 4/8 E 2:00		
104 0:35	FRANCE / CNES / WAREHOUSE B / OBSERVATION ROOM (102) - INT - DAY J1 Francis est hypnotisé par le test. / Francis je testem zhyponotizovan	CZ - BECHOVICE	Characters: FRANCIS MAREUIL, DIRECTEUR CNES	P 3/8 E 2:30		
105 5:10	BORDER GERMANY (208) - EXT - DAY J1 VIRGILE et REQUIEM passent la frontière / VIRGILE a REQUIEM prekracuji hranici	CZ - BUSOHRAD	Characters: VIRGILE, GARDE FRONTIERE RDA, LUDWIG REINHARD / REQUIEM	P 3 2/8 E 9:00		



BREAKDOWN

Overview

Access

The **Access Right Level: Assistant Director** is required to work with the Breakdown Software. These designated users are the only ones permitted to access and modify the schedule.

Breakdown Sharing

- The **Breakdown** serves as the shared reference for all crew members, accessible on both computers and the mobile app.
- **ADs** have the option to **hide** or **keep visible** the Breakdown, depending on the level of access needed.

Block Version

- In the **Block Version**, each AD team assigned to a block works exclusively within their designated block.
- AD teams can view all items in the Breakdown list and utilize them as needed in their own block.

Settings

Go to : Breakdown > Script Management > Settings

- Customize the **colors of the strips**.
- Modify the **categories with codes**.
- Adjust the **breakdown visibility** for the crew.
- Activate or deactivate the **sub-list creation system**.
- Select between **eighths (1/8)** or **decimals** for page counts.
- Configure or modify **categories** for both **automatic** and **manual mode** counting.

Importing a Final Draft Script format in Breakdown Management

Go to : Breakdown > Breakdown Management > Import Script

- Click "**Import Script**".
- Select the appropriate **Scene Heading Format**.
- Choose:
 - **Yes/No** to import roles with dialogues into scenes.
 - **Yes/No** to include the full text of the scenes.
- Locate and **select the Final Draft file** on your computer.
- Click "**Import**".

- If any **incompatibilities** appear in the results, you can:
 - **Modify** the **Final Draft file**.
 - Make necessary **adjustments** directly in **OutlookMovie**.

Once imported, all elements will be **automatically saved**.

Manually Entering a Script in Breakdown Management

If you do not have the script in **Final Draft format**, follow these steps:

1. **Manually enter the scene details**, including:
 - **Scene**
 - **Set** (Create a new set if it is not already in the drop-down list)
 - **Interior/Exterior (I/E)**
 - **Effect**
 - **Scene Summary (Resume)**
2. Click "**Create Breakdown Sheet**" to proceed.

Once created, the breakdown sheet will be **automatically saved**.

Completing the Breakdown Page

Once the **header** has been created, all **categories** are displayed automatically below it.

Registering Items in Categories

- Click on the **category name** to select an item from the existing list.
- **OR** manually add a new item:
 1. Click on the **empty field**.
 2. Enter the **name** of the item.
 3. Click "**Add**".

Saving

- The newly added item will appear as a **selected item** on the Breakdown Page.
- It will also be **added to the list** for that category for future use.

Breakdown Page Management Options

- **Go to** : Breakdown > Script Management > Sheet List

Managing Breakdown Sheets

- **Review a Sheet**: Click on the **set name** to review its content.
- **Print a Sheet**: Generate a **physical copy** for reference.
- **Set Aside a Sheet**: Temporarily **remove** it from active breakdown use.
- **Delete a Sheet**: Permanently remove it if it is **no longer needed**.
- **Make a Copy**: Duplicate the sheet for **further use or modifications**.

Navigating Back to Create Shooting Days

- Use the **shortcut in purple** to quickly return to the "**Create Shooting Days**" page.

Managing Scenes in Breakdown Management

1. Define Scenes to Be Set Aside

- Mark specific scenes to **temporarily remove** them from active use.
- These scenes will be stored in a **temporary bin** for easy retrieval or review.

2. Show Scenes in the Temporary Bin

- Access and **manage** the scenes that have been set aside.

3. Set the Script Day for Each Scene

- Specify the **script day** (chronology) for each scene to ensure proper alignment with the timeline and story progression.

4. Assign Episodes to Scenes (For Episodic Shows)

- For episodic productions, assign the appropriate **episode number** to each scene.
-

List Management Options

Go to : Breakdown > Script Management > [Select the Category]

For effective list management across all categories, the following features are available:

- **Automatic Recode:**
 - Sort items based on specific criteria, such as the number of scenes in descending order.
 - **Print the List:**
 - Generate a printable version of the list for offline use.
 - **Export as PDF:**
 - Export the list as a PDF for easy sharing and archiving.
 - **Send via Email:**
 - Share the list directly via email with team members or collaborators.
 - **Export Cast List for Movie Magic Budget (MMB):**
 - Export the cast list in a format compatible with **Movie Magic Budget (MMB)** for budgeting purposes.
-

Enhancing Categories with Sub-Lists

- Go to: Breakdown > [Category] > Manage Sublists

Creating and Organizing Sub-Lists

- Refine each **category** by creating **sub-lists** to better organize specific items.
- Example: For the **Vehicles** category, you could create sub-lists such as:
 - **Cars**
 - **Trucks**
 - **Trains**
 - **Aircraft**
- Once sub-lists are created, **insert each item** into its respective sub-list for better organization and accessibility.

Managing Sublists from the Breakdown Page

- You can also **manage sub-lists** directly from each **Breakdown Page** for easier editing and adjustments.

Automatic Calculation for Extras

When the automatic calculation system for extras is enabled:

1. **Define Extra Types**
 - Write the name of the type of extra (e.g., cops, passengers, clients).
2. **Assign Quantities**
 - Add the number of extras required for each type.
3. **Mark Reusability**
 - Indicate whether a type of extra can be reused across scenes.

Automatic Calculation Process

OutlookMovie will automatically calculate the total number of extras once you have a shooting schedule and will update the total each time you make modifications.

Equation for Automatic Calculation per Shooting Day

The total number of extras for a shooting day is calculated as follows:

Total Extras =

1. **Reusables**
 - The sum of the largest number of reusable extras for any scene.
 - **Example (Day 28):**
 - Scene 35: 20 bystanders (R) + 3 passengers (R) = **23**.
 - Scene 42: 10 bystanders (R) + 5 clients (R) = **15**.
 - **Total for Reusables = 23 (largest number).**
2. **Highest Non-Reusables**
 - The highest number of a single type of non-reusable extras in any scene.
 - **Example (Day 28):**
 - Scene 35: 5 waiters.
 - Scene 38: 3 waiters.
 - Scene 42: 1 server.
 - **Total for Non-Reusables = 5 (highest number).**
3. **Total Non-Reusable Counts**
 - The sum of all non-reusable extras across scenes.
 - **Example (Day 28):**
 - Scene 41: 1 sailor.
 - Scene 52: 2 dockers.
 - Scene 56: 1 officer.
 - **Total for Non-Reusable Counts = 4.**

Final Total for Shooting Day 28

23 (Reusables) + 5 (Highest Non-Reusables) + 4 (Total Non-Reusable Counts) = **32 Extras**.

Completion of the Breakdown

- Once you have completed the breakdown, all categories will display their respective lists of items.

Breakdown Sheets
Characters
Bit Parts / Picture Doubles
Extras
Stunts / Stunt Doubles
Physical Stunts
Mechanical Stunts
Technical Advisor
Shooting Locations
Sets
Art Department
Visual Documents
Props
Weapons
Animals
Vehicles
On Set SFX
Costumes
Make-up & Hair
Special Make-up Effects
Camera
Grips
Electricians
Sound / Music
Visual Effects
Production Notes
Assistant Director

Document Tab

Go to : Breakdown > Script Management > [Select the Category] > Documents

Each department team has exclusive access to its own category for uploading necessary documents, which can then be shared with other crew members. Below is the process :

1. Department-Specific Categories
 - Each department (e.g., Art Dept, Camera, Costume, Location, Grips etc.) is assigned a dedicated space.
 - Access permissions are tailored so only team members of the department can upload and manage files within their category.
2. Document Upload
 - Departments can upload pictures, videos, and documents relevant to their work, such as:
 - Art: Location sketches, set design references.
 - Camera: Equipment lists, camera tests.

- Costume: Wardrobe plans, costume references.

3. File Sharing

- Uploaded documents are automatically shared within the crew or specific teams based on predefined access rights.
- Use Public or Private folders to control the communication
- Files can be tagged or categorized for easier discovery by other departments.
- Departments can collaborate on shared files, ensuring everyone is aligned

List Management Features

Go to : Breakdown > Script Management > [Select the Category]

For effective list management across all categories, the following features are available:

- **Automatic Recode:**
 - Sort items based on specific criteria, such as the number of scenes in descending order.
- **Print the List:**
 - Generate a printable version of the list for offline use.
- **Export as PDF:**
 - Export the list as a PDF for easy sharing and archiving.
- **Send via Email:**
 - Share the list directly via email with team members or collaborators.
- **Export Cast List for Movie Magic Budget (MMB):**
 - Export the cast list in a format compatible with **Movie Magic Budget (MMB)** for budgeting purposes.

Print

Go to : Breakdown > Script Management > Print

1. **Order Selection:**
 - **Script Order:** Scenes are listed in the order they appear in the script.
 - **Shooting Order:** Scenes are listed based on the shooting schedule.
 - **Selection of Scenes:** Allows manual or filtered selection of specific scenes to include.
2. **Layout Selection:**
 - **Linear Layout:** Displays content in a sequential, vertical flow.
 - **Grid Layout:** Displays content in a grid-style format for visual clarity.
3. **Category Selection:**
 - Categories may include:
 - Scene Number
 - Scene Description
 - Characters
 - Location

- Time of Day
 - Notes
 - Users can choose which categories to include in the printed/exported document.
4. **Export/Print:**
- Click "Print" to:
 - **Export a PDF:** Save the selected options as a PDF file.
 - **Print Directly:** Send the formatted document to a connected printer.
-

Estimation E.S.T & Pages

Go to : Breakdown > Breakdown Management > Estimation E.S.T & Pages

- **□ Sets:**
 - Choose from a list of available sets or locations.
 - Multi-select enabled for choosing multiple sets (press command)
- **Effects:**
 - Select from Ext Int
 - Select from Effect.
- **Scenes (From/To):**
 - Specify a range of scenes by entering a start and end scene number.

□ Action Button:

- **Click "Count":**
 - Triggers a calculation based on the selected sets, effects, and scene range.

□ Estimation Results:

- **Shooting Time:**
 - Provides an estimated duration for shooting the selected scenes.
 - **Page Count:**
 - Calculates the total number of script pages for the selected scenes
-

Filter

Go to : Breakdown > Breakdown Management > Filter

□ Initial Action:

- **Click "Do Your Selection":**
 - Opens a dialog box where users can choose items in categories.

□ Result Buttons:

- Click "Show Your Selection":
 - Displays all scenes where the selected items appear together.
 - Click "Highlight Selection in Continuity":
 - Highlights scenes from the continuity where the selection of items appear together.
-

History

Go to : Breakdown > Breakdown Management > History

- **Action:**
 - Click "**Start History**" to begin logging all modifications made to the breakdown.
 - Each log entry will include:
 - **Date and Time** of the modification.
 - **Scene**
 - **Category** affected (e.g., Vehicles, Props, Locations, Weapons).
 - **Details of Change** (e.g., added, modified, deleted).
 - **Created by**

2. Log Levels:

- Logs can be filtered or selected by **Four levels**:
 1. **Level 0:**
 - Track modifications of scenes moved between units.
 2. **Level 1:**
 - Track changes like add a scene, set aside scene, delete scene, modify scene number
 3. **Level 2 :**
 - Track modifications of header of scene.
 4. **Level 3 :**
 - Select categories and track add item to scene, remove item from scene, modify item name in scene

3. Managing History:

- **Delete History.**
- **Stop History.**
-

4. Export and Notification:

- **Category-Specific Export:**

Users can select a specific category (e.g., **Vehicles**) and:

- Print a detailed log of all modifications made within that category.

- Include details such as:
 - Date and time of changes.
 - Specific changes (e.g., added a vehicle, updated a vehicle description).
 - Export the log as a **PDF** or send it directly to the **person in charge** of that category (e.g., the Picture Vehicles coordinator).
-

Search & Replace

Go to : Breakdown > Breakdown Management > Search & Replace

- **Action:**
 - Enter a **name** into the search field.
 - The system scans the breakdown for all instances where the name appears.
- **Result Display:**
 - A list of all occurrences is shown, including:
 - **Scene Numbers** where the name appears.
 - **Category** (e.g., Characters, Props, Locations).
- **Replace Functionality**
 - Enter a **new name** in the replacement field
 - Replace the old name with the new name in **all instances** across the breakdown

Detailing Characters and Shooting Locations Categories

Characters

Go to : Breakdown > Characters

For the Character category, as well as all other categories, lists are presented as shown below.

Documents
Pictures
Breakdown
Links

Alphabetic order
Script Order
Shooting Order
Agences artistiques ^{ct}

[Add a note](#)

[Show sets and locations](#) [Scenes: 220](#) [Pages: 189 1/8](#)

[Show sums of scenes in day](#)

<div style="text-align: center;"> </div>	<p>1 - DANIEL HANSEN</p> <p>ERIC CANTONA - FR</p> <p>Scenes & Script</p> <p>Pages: 113 7/8 (60 %)</p> <p>Episode: 1, EP 01, EP 02, EP 03, EP 04</p>	<p>Scenes: 111</p> <p>EQUIPE PRINCIPALE (111x) 103, 105, 114, 115, 118, 119, 120, 123, 124B, 126, 127, 128A, 128B, 128C, 129, 131, 132, 133, 134, 135, 136, 138, 139A, 139A/2, 139A/3, 139B, 142, 143A, 143C, 144, 145A, 145B, 145C, 145D, 201, 206, 207, 209, 211, 214, 216, 222, 223, 226A, 226B, 228, 229, 231, 233, 233A, 234, 234, 236, 238, 240, 248, 250, 302, 304B, 306, 308, 310, 312, 314, 315, 317, 319, 323, 324, 325, 334, 335, 337, 338, 339, 340, 344A, 344B, 346, 349, 351, 405, 411, 412, 412A, 412B, 413, 419B, 425, 426, 427, 429, 431, 432, 433, 434, 435, 436, 437, 438, 441, 442, 445, 447, 451, 453, 453A, 453B, 455, 455A, 456</p>	<p>Days: 31</p> <p>EQUIPE PRINCIPALE (31x) June: 7, 8, 9, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23, 26, 27, 28, 29 July: 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20 Actor is unavailable June 2023: 05, 06, 30 July 2023: 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 August 2023: 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 Actor is partially unavailable July 2023: 18</p>
<div style="text-align: center;"> </div>	<p>2 - AMELIA DELCOURT</p> <p>TIPHAINE DAVIOT - FR</p> <p>Scenes & Script</p> <p>Pages: 133 6/8 (71 %)</p> <p>Episode: 1, 4, EP 01, EP 02, EP 03, EP 04</p>	<p>Scenes: 129</p> <p>EQUIPE PRINCIPALE (129x) 101, 101A, 104, 106, 109, 110, 111, 112, 113, 116, 117, 121, 122, 124A, 124B, 125, 127, 129, 131, 132, 133, 134, 135, 136, 138, 139A, 139B, 141, 142, 143A, 143B, 143C, 144, 145A, 145B, 145C, 145D, 202, 203, 205, 206, 207, 210, 212, 213, 214, 215A, 217, 218, 220, 223, 224, 227, 228, 229, 230, 231, 233, 233A, 234, 234, 236, 238, 240, 243, 245, 247, 248, 249, 305, 307, 309, 311, 313, 316, 318, 321, 322, 327, 328, 329, 331, 332, 334, 335, 337, 338, 339, 340, 343, 344A, 344B, 346, 351, 402, 402A, 407, 408, 409, 410, 411, 412A, 413, 414, 419A, 419B, 425, 427, 429, 431, 432, 433, 434, 435, 436, 437, 438, 439, 443, 446, 446A, 448, 451, 453, 453A, 453B, 454, 455A, 456</p>	<p>Days: 33</p> <p>EQUIPE PRINCIPALE (33x) June: 7, 8, 12, 13, 14, 15, 19, 20, 21, 22, 23, 26, 28, 29, 30 July: 3, 4, 5, 6, 10, 11, 12, 13, 14, 18, 19, 20, 21, 24, 25, 26, 27, 28 Actor is unavailable July 2023: 07, 17 Actor is partially unavailable July 2023: 06, 26</p>
<div style="text-align: center;"> </div>	<p>3 - INSPECTEUR JULIEN FAUVEL</p> <p>VINNIE DARGAUD</p> <p>Scenes & Script</p> <p>Pages: 42 1/8 (22 %)</p> <p>Episode: EP 01, EP 02, EP 03, EP 04</p>	<p>Scenes: 42</p> <p>EQUIPE PRINCIPALE (42x) 106, 112, 205, 206, 215A, 217, 218, 221, 224, 227, 230, 231, 235, 237, 241A, 241B, 244, 246, 247, 248, 249, 304, 305, 307, 311, 313, 316, 318, 327, 328, 330, 336, 343/Bis, 347, 351, 404, 409, 414, 425, 440, 444, 456</p>	<p>Days: 14</p> <p>EQUIPE PRINCIPALE (14x) June: 12, 22, 30 July: 3, 5, 6, 11, 14, 20, 21, 24, 25, 26, 28 Actor is unavailable June 2023: 05, 07, 15, 19, 20, 21, 26, 27 July 2023: 04, 13, 17, 21, 27, 31 Actor is partially unavailable July 2023: 20, 26</p>

www.outlookmovie.com

28

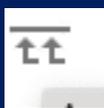
Assign Scenes, Moves Item or copy Item



Use this Icon

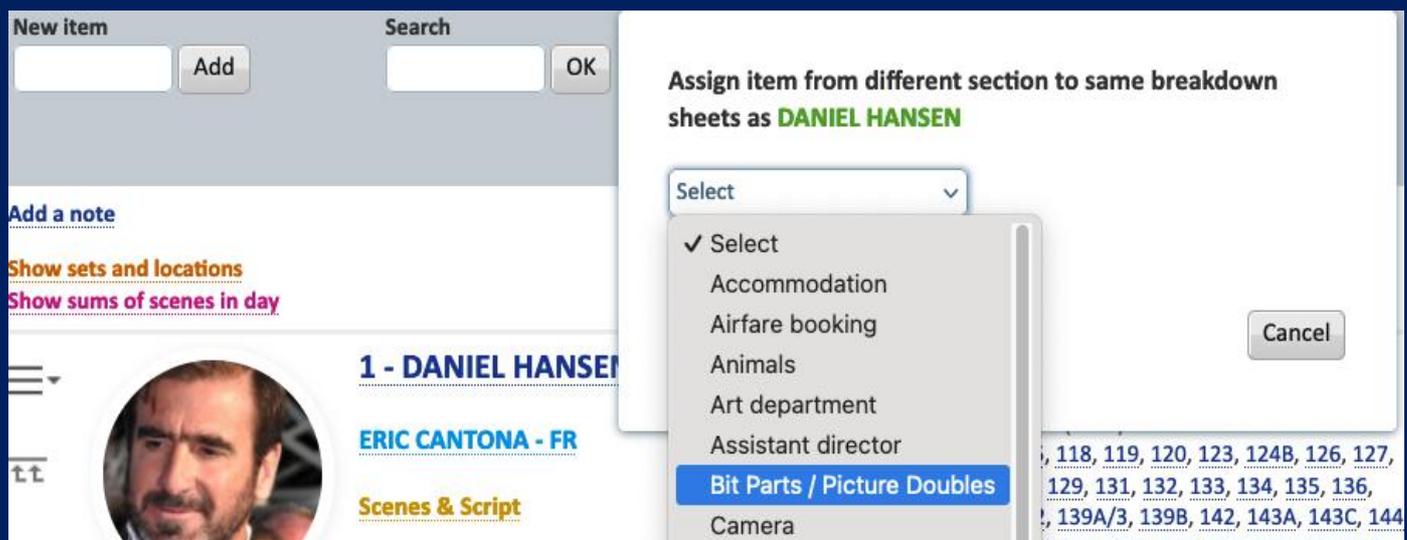


Assign an Item from a different category to another item. They will be linked and always appear together in the breakdown



Use this Icon

And select as the other category



Actor personal data, shooting dates and unavailability

In the Character list, click on the Actor's name displayed below the part's name and provide details such as:

- Personal data
- Agent contacts
- Unavailability

1 - DANIEL HANSEN: ERIC CANTONA - FR Save next

Actor [Show private data](#)

First name:

Family name:

Note:

Union:

Citizen:

Agency

Name:

Address:

Mobile:

E-mail:

Phone:

Agent [New contact](#)

Name:

Mobile:

E-mail:

Actor is unavailable
June 2023: 05, 06, 30
July 2023: 22, 23, 24, 25, 26, 27, 28, 29, 30, 31
August 2023: 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31

Actor is partially unavailable
July 2023: 18

Shooting days: 31

EQUIPE PRINCIPALE (31x)
June: 7, 8, 9, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23, 26, 27, 28, 29
July: 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20



[Delete picture](#)

previous month **December 2024** **next month**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Click on date to modify unavailability

- shooting day
- actor is shooting
- Actor is unavailable
- Actor is partially unavailable
- day off

Shooting Locations

Scouting

Go to: Breakdown > Shooting Locations > Scouting

Folder Management

Public and Private Folders

- **Public Folders:**
 - Accessible to all team members.
- **Private Folders:**
 - Access restricted to select users based on permissions.

Folder Creation:

- **Create New Picture Folder:**
 - Action: Add a standalone folder for storing pictures.
- **Create New Folder in Folder:**
 - Action: Nest folders within existing folders for better categorization.

Tree Structure:

- Folders and subfolders are displayed in a **hierarchical tree structure** for intuitive navigation and organization.
-

Scouting Tab

Upload Pictures:

- **How to Upload:**
 - Use the **Upload** button or **Drag and Drop** functionality.
 - Upload multiple pictures at once.
 - **File Requirements:**
 - Allowed extensions: **JPG, GIF, PNG.**
 - Maximum file size: **10 MB per file.**
-

Document Tab

Upload Videos:

- **How to Upload:**
 - Similar steps to the Scouting Tab.
 - Upload multiple video files at once.
 - **File Requirements:**
 - Allowed file size: **Up to 256 MB per file.**
 - For iPhone videos, set the format to **Most Compatible:**
Settings > Camera > Format > Most Compatible.
-

Folder Actions

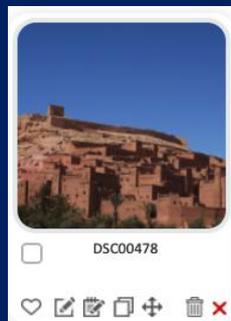
Options for Folders:

- **Print, Copy, Move, Download, Send by Mail, Throw in Bin, Delete.**

Actions for Each Picture

- **Like:**
 - **Purpose:** Highlight preferred or important images.
 - **How to Use:** Click the "Like" icon (e.g., heart or thumbs-up symbol).
- **Rename:**
 - **Purpose:** Rename images for clarity or standardization.
 - **How to Use:**
 - Right-click the image or select the "Rename" option.
 - Enter a new name and save.
- **New Description:**
 - **Purpose:** Add or update notes, such as location details or scouting observations.
 - **How to Use:**
 - Select the "Edit Description" icon or button.
 - Enter a description and confirm.
- **Copy:**
 - **Purpose:** Duplicate the image to another folder.
 - **How to Use:**
 - Choose "Copy" and select the destination folder.
- **Move:**
 - **Purpose:** Relocate the image to another folder without duplicating.
 - **How to Use:**
 - Select "Move" and browse to the desired folder.
- **Send to Bin:**
 - **Purpose:** Temporarily remove the image.
 - **How to Use:**
 - Click "Send to Bin." The image can be recovered later if needed.

- **Delete:**
 - **Purpose:** Permanently remove the image.
 - **How to Use:**
 - Select "Delete" and confirm (irreversible action).



Additional Feature: Accessing Location Information via Internet

For folders named under **Shooting locations > Scouting** , you can gather more information directly from the internet. This functionality provides context and additional resources for better planning and visualization.

Internet-Based Actions for Location Folders

- **See Web Info**
 - **Purpose:** Retrieve general details about the location, such as history, weather, or nearby amenities.
 - **How to Use:**
 - Select the folder representing the location.
 - Click the "See Web Info" option.
 - A web panel or link will display relevant articles, guides, or details about the location.
- **See Web Images Info**
 - **Purpose:** View publicly available images of the location for reference or inspiration.
 - **How to Use:**
 - Click on the "Web Images Info" option.
 - Browse through online photos to get a visual sense of the location.
 - Optionally, save or bookmark images for future reference (if the feature allows).
- **See Web Map**
 - **Purpose:** Access maps for navigation, terrain analysis, or nearby facilities.
 - **How to Use:**
 - Choose the "Web Map" feature.
 - It will redirect you to a map service centered on the folder's location name.
 - Explore directions, distances, or additional nearby points of interest.

Morocco Merzouga



Public

Web - Images - Maps

Chosen Locations

Go to: Breakdown > Shooting Locations > Chosen Locations

Overview

OutlookMovie enables users to manage filming locations efficiently. In selected locations, you can:

- **Add Locations:** Specify the names of locations where scenes will be shot, along with detailed information like scenes and pictures.
 1. Click on **New Location** to open a window with a map.
 2. Enter the address in the field labeled **New Location** or paste it directly into the map's **Search Box**.
- **Add Scenes and Pictures:**
 1. Click the three horizontal bars on the left of the frame to open the list of **Scenes**.
 2. **Select** the scenes to be shot at the chosen location.
 3. Use **Select Picture** to add an iconic image from the existing scouting folder for that location.
- **Mark Unavailable Days:** Specify any days when the location is unavailable.
- **Check the Itinerary:** View the route from the production address or your home to the selected location.
- **Delete Locations:**
 1. Click on the red cross to delete a selected location.
 2. Note: The red cross only appears if scenes are assigned to that location.

Locations map

Go to: Breakdown > Shooting Locations > Location map

Overview

The Location Map feature provides a global view of all your selected locations:

- **Global Map View:** See all your chosen locations displayed at once on an interactive map.
- **Detailed Information:**
 1. Hover over a location icon to view key details such as:
 - Distance from your home or production base.
 - Shooting schedule for that specific location.
 2. Use the color-coded legend to understand the status or type of each location.

Day maps

Go to: Breakdown > Shooting Locations > Day maps

Overview

Create detailed maps for all your locations, complete with essential details such as Base Camp, Sets, Parking for Technical Trucks, Parking for Provided Vehicles, and more.

- **Specify the Day:** Select the specific day for which the map is being created.
- **Add a General Description:** Enter an overview or description of the location.
- **Mark Specific Spots:**
 1. Click on the map to choose a spot for each, such as Base Camp, Sets, or Parking areas.
 2. Name the spot in the red-bordered field.
- **Finalize the Map:** Click **Create** to save your detailed map.
- **Repeat as Needed:** Follow the same steps to create detailed maps for all required locations.



SCHEDULE

Overview

Access

- The **Access Right Level: Assistant Director** is required to work with the Schedule Software.
- Users with this designation are the only ones allowed to access and modify the schedule.

Initial Breakdown

- A **first Breakdown** must be completed before starting the shooting schedule.
- The Breakdown must include at least **Sets** and **Characters**.

Schedule Creation

- A **first version of the schedule** must be created online.
- Subsequent versions can be created and worked on offline.

Official Version and Communication

- The **Official Version** of the schedule serves as the shared reference for all crew members, accessible on both computers and the mobile app.
- **ADs** have the option to **hide** or **keep visible** the Official Version.

Working Versions

- While the Official Version is shared with the crew, **ADs** can work on **working versions** that are visible only to the AD's team.
- Once a working version is validated by the **ADs** and **Producers**, it can be officialized.

Officializing a Working Version

- Officializing a validated working version will:
 - **Overwrite** the existing Official Version.
 - It is **recommended** to save the current Official Version as a **backup** in the working versions or export it as a **PDF** for future reference.
 - Allow **ADs** to send a **notification email** to the crew, informing them of the updated schedule.

Block Version

- In the **Block Version**, each AD team assigned to a block works exclusively on their specific block.
- AD teams can view schedules from other blocks but cannot edit them.

Main Settings and First Shooting Day Notification

Go to : Breakdown > Schedule > Create and Modify.

1. **Add Main Unit Information:**
 - Below **MAIN UNIT** (displayed in purple), provide the following details:
 - **Director:** Enter the director's name.
 - **First Assistant Director:** Enter the assistant director's name.
2. **Set the Version Information:**
 - Click on the link for the **version number** below **Official Version**.
 - Enter a **version number** and a **date** for tracking purposes.
3. **Choose the First Shooting Day:**
 - **Quick Schedule:**
 - Select **Yes** or **No** for the Quick Schedule option:
 - If **Yes**, this option will appear on the **Create Shooting** page to automatically generate a schedule based on page count or estimated shooting time.

Create New Units

You can create as many units as needed.

Steps to Create a New Unit

1. **Navigate to the Unit Creation Page:**
 - Go to **Breakdown > Schedule > Create and Modify > Create New Unit**.
2. **Set Up the Unit:**
 - In the pop-up window, provide the following details:
 - **Unit Name:** Give the unit a unique name.
 - **Description:** Add a brief description of the unit.
 - **Director and First Assistant Director:** Specify the names of the director and First Assistant Director for the unit.
 - **Quick Schedule:** Choose **Yes** or **No** for the Quick Schedule option:
 - If **Yes**, this option will appear on the **Create Shooting** page to automatically generate a schedule based on page count or estimated shooting time.
3. **Confirm and Create:**
 - Click **OK** to create the unit.
4. **Assign Scenes to the Unit:**
 - In the new frame for the unit, find the **Select Scenes for This Unit** section.
 - Tick the boxes next to the scenes to assign them to this unit.

5. Remove Scenes from a Unit:

- To remove scenes from a unit:
 - Click **Select Scenes** again and untick the scenes.
 - These scenes will automatically return to the **Main Unit**.
- Follow the same process to create and assign scenes to any additional units.

Green Highlight:

The version highlighted in **green** indicates the **version you are currently working on**.

Instructions:

- Click on the version's information to:
 1. Indicate the first shooting day.
 2. Identify the version (e.g., version name or code).



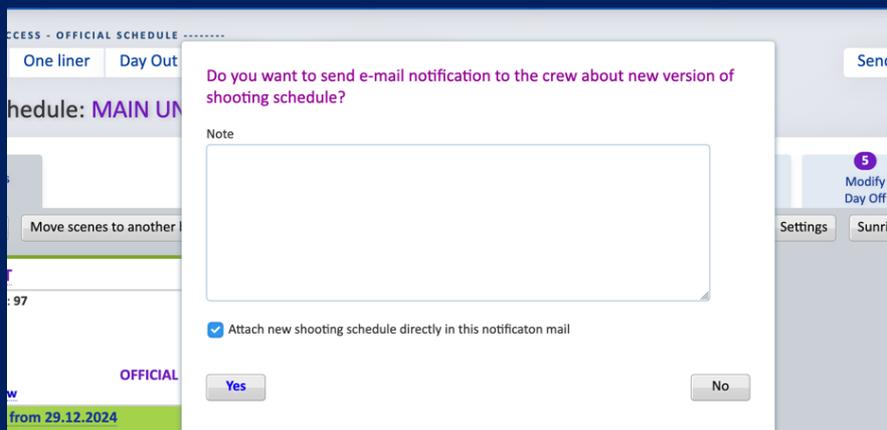
A green banner with a hand icon pointing to a version label. The label reads "v4.1 from 11.6.2023" in blue text. Below it, in black text, it says "Shooting from Wednesday 7.6.2023 till Friday 28.7.2023 (38 days)".

Working with Versions:

- **Official Version:**
 - The **Official Version** is the one visible to the crew if it is set to **Visible Mode**.
- **Working Versions:**
 - You can create up to **10 Working Versions**, which are accessible only by the AD's Team with the appropriate "Assistant Director" access level.
 - These versions allow the team to refine and make adjustments before sharing with the crew.

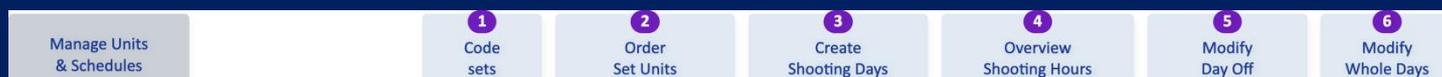
Officializing a Version:

- Once a **Working Version** has been validated, it can be **officialized** to replace the existing Official Version.
- Upon officializing, an email is sent automatically to notify the crew. You can also add a note, if needed.
- **Important:** Officializing a version will **overwrite the current Official Version**.



Step 1

Coding the Sets



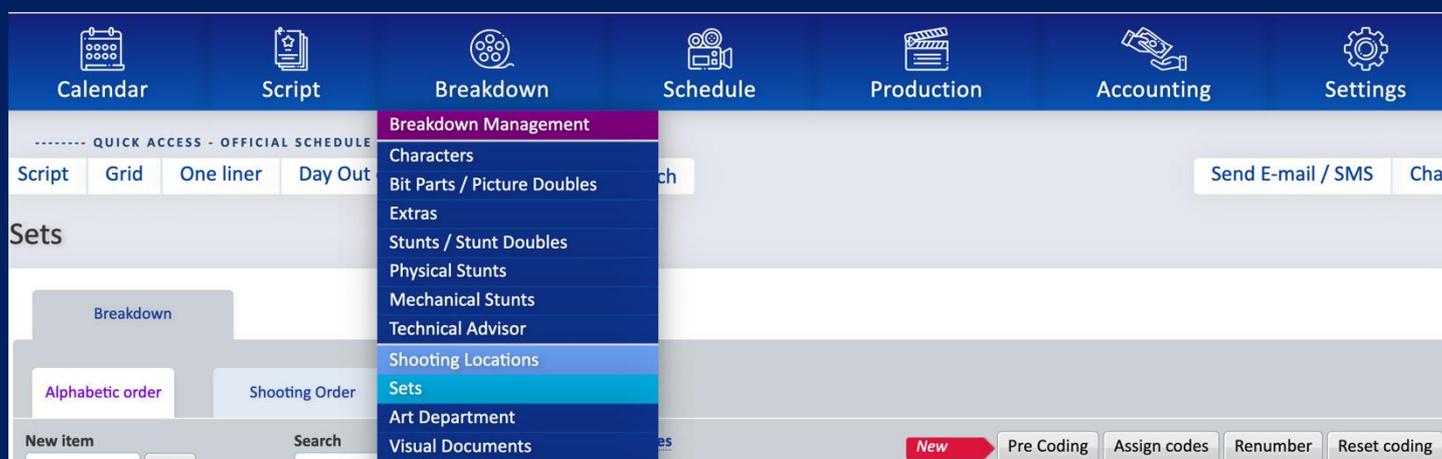
- **Purpose:** Coding the sets allows you to group all sets and subsets that can be filmed at the same location under a customizable code number.
- **Benefits:** This initial step is critical for organizing and streamlining the scheduling process.
 - It simplifies the grouping of sets into **Units** for subsequent ordering and scheduling.
 - Helps ensure efficient use of locations during the production.
- **How to Code:**
 - You can code sets from different method
 - The quickest method is to navigate to: **Breakdown > Sets > Pre-Coding**.

Automatic Pre Coding

This pre-coding feature automatically groups identically written sets under the same code. You can then refine the coding manually.

For best results, use the slash or dash between a set and a sub-set.

Warning: this pre-coding will erase any pre-existing coding.



By taking the time to code your sets in this phase, you'll establish a solid foundation for creating an effective shooting schedule.

Step 2

Ordering Sets by Set Units

- **Overview:** On this page, you'll find all the sets grouped under the codes assigned in **Step 2**.
- **Purpose:** This step allows you to organize and define a logical shooting order based on the set codes.
- **How to Order:**

1. Each Unit Set is displayed in a **light blue rectangle box** with general information such as Characters, Scenes, Pages and E.S.T.
 2. You can check the content of each Unit Set by clicking on the name of the main set in blue
 3. **Click and drag** each box to rearrange them.
 4. Organize the sets **from top left to right**, continuing **top to bottom**, to save the desired shooting order.
- **Output:** The sets will be saved in units that correspond to this arrangement, forming the base for the shooting schedule.

Do not forget to click Save !

Unit Name	Code	Location	Time	Scenes	Characters
MOROCCO	2000	EXT - EXTINT - INTEXT - DAY - DAWN - EVENING - NIGHT	P 23 5/8 E.S.T. 50:00	37	1, 2, 3, 5, 8, 17, 53
CZ / PARIS HOPITAL	104	EXTINT - INT - DAY - NIGHT	P 5 E.S.T. 5:00	3	4, 25, 65
CZ - FRANCFORT BUREAU / CZ - FRANKFURT KANCELAR	301	INT - NIGHT	P 2/8 E.S.T. 1:00	1	1, 7
FR / PARIS CONTIGNET'S HOUSE	1016	EXT - INTEXT - EXTINT - DAY	P 2 6/8 E.S.T. 9:45	5	4, 7, 10, 11, 12, 14, 21
BERLIN EST / HOTEL FABRIK / COULOIR - CHAMBRE - ASCENCEUR	209	INT - NIGHT - DAY	P 11 6/8 E.S.T. 27:00	18	1, 2, 3, 5, 8, 13, 16
CZ / BERLIN PLANETARIUM	210	INT - NIGHT - DAY	P 1 5/8 E.S.T. 4:00	4	2, 5, 8
CZ - EXT RUES BERLIN EST / CZ EXT ULICE VYCH BERLIN	601	EXT - INT - DAY - NIGHT	P 6 5/8 E.S.T. 14:00	8	1, 2, 3, 13, 16, 72, 104
CZ - EAST BERLIN / HOTEL FABRIK	203	EXT - INT - EXTINT - DAY	P 3 1/8 E.S.T. 10:30	9	1, 2, 3, 5, 8, 13, 16, 49, 62

Step 3

Create Shooting days

In Step 1, you selected a Unit and a Version to begin working on the schedule and determined the starting date for the first day of shooting.

In Step 2, you organized the written sets and subsets by grouping them under a designated code number.

In Step 3, you arranged the Unit Sets in a logical order based on your preferred shooting sequence.

This Step 4 is the final step before you can view the Shooting Schedule as a one-liner, a Dood, on a calendar, or in an Excel sheet.

16.1 Alex version (the best one)
Shooting from 15.2.2021 till 20.4.2021 Days: 36 Total Pages: 208 Total E.S.T.: 438:15

Schedule history SAVE

Full script Scenes set aside (83) Move to (1) Quick schedule Create days off Categories Schedule export

Scene Est. screen time	Set - I/E - Effect Script day - Resume	Categories Location	Pages	E.S.T.	Code
DAY 1 2:55 MONDAY 15 FEBRUARY 2021 08:00-17:00+OT WEEK 1 new note 2 4/8 6:00					
348 B 1:25	ALGERIA - ALKUSUF - EXT - DAY J11 In the tent, Boris and Lyudmila speak together	2, 5, 8, 17 SP TECISA BEDOUINS CAMP	1 4/8	3:00	2000 add day
336 1:30	ALGERIA / DESERT 1 / RACHID'S CAR - EXTINT - DAWN J11 Francis et Virgile ont atterri dans en plein désert, dans des * collines	1, 3, 53 TECISA PARACHUTE	1	3:00	2000 add day
DAY 2 1:25 TUESDAY 16 FEBRUARY 2021 09:30-18:30+OT WEEK 1 new note 1 7/8 3:30 cancel day add day					
310 0:25	ALGERIA - DESERT - HILLS - EXT - DAY J9 The probe lands on the floor	SP - TECISA - PROBE - DOWN	2/8	1:30	2000 add day
335 A 0:20	ALGERIA / DESERT 1 - EXT - DAWN J11 Depuis le sol, RACHID - algérien, 32 ans - conduit sa voiture. / Jiz na zemi,	53 TECISA PARACHUTE	6/8	0:30	2000 add day
340 0:40	PARIS / HOSPITAL / CORRIDOR - INT - DAY J11 ANNE cherche des informations sur l'opération de Martine. / ANNE hleda	4, 92 CZ - ZLICIN STUDIO	7/8	1:30	0 add day
DAY 3 2:20 WEDNESDAY 17 FEBRUARY 2021 09:00-18:00+OT WEEK 1 new note 1 1/8 0:45 cancel day add day					
341 1:15	PARIS - HOSPITAL ANNE - ACCOUNTING DEPARTMENT - INT - DAY J11 ANNE appelle le numéro du dossier de Martine. / ANNE vola na cislo ze slozky	4 CZ - ZLICIN STUDIO	5/8	0:45	104 add day
348 A/1 0:20	ALGERIA - ALKUSUF - EXTINT - DAY J11 Establishing on a bedouin's camp	SP TECISA BEDOUINS CAMP	3/8	0:00	2000 add day

You can enhance, modify, save, and maintain a history of your schedule using the following options:

- **Add Categories:** Click on a category to add it to your board.
- **Create Days Off:** Click "Create Day Off" to designate and lock specific days off.
- **Reorganize Scenes:** Drag and drop to move a single scene.
- **Move Multiple Scenes:** Hold Shift and click to select several consecutive scenes, then move them together.
- **Batch Move Strips:** Use the "Move To" option to move up to 15 strips at once.
- **Edit Set Details:** Click on any set name to access the breakdown page and make modifications.
- **View Scene Text:** Click the manuscript icon to view the scene's script text.
- **Add Notes:** Click "New Note" to include annotations, such as a production move within a day.
- **Manage Days:** On the right side of each strip, click "Add Day" to create a new day or "Cancel" to remove one.
- **Export Schedule:** Click "Schedule Export" to download a one-liner or Excel sheet of the schedule to your desktop.

Note: Each newly created day automatically recalculates the total page count and Estimated Shooting Time (E.S.T.).

Options

Manage Units & Schedules

1 Code sets

2 Order Set Units

3 Create Shooting Days

4 Overview Shooting Hours

5 Modify Day Off

6 Modify Whole Days

Create new unit Move scenes to another block Settings Sunrise & Sunset **New**

□ Settings Options:

- Choose to hide or display the schedule.

- Toggle the visibility of the Estimated Shooting Time (E.S.T.).
- Decide whether to print scenes that have been set aside.
- Optionally hide days off for schedules with extended breaks.

☐ **Sunrise and Sunset:** Click on "Sunrise and Sunset" and select your shooting location to retrieve sunrise and sunset times, which will be applied across the entire schedule.

☐ **Tab 4:** Use this tab to input shooting hours and overtime.

☐ **Tab 5:** View and modify days off directly on a calendar.

☐ **Tab 6:** Access a grid interface to easily adjust the schedule by moving an entire day at once

Shooting Schedule: Multiple Editing and Publishing Options

- **The One Liner**

- Available for All Categories
- Select and add Categories for a more detailed view of your scenes.
- Edit the **One Liner** by selecting the desired **dates** (from and to).
- Print the One Liner or export it as a **PDF**.
- Export the One Liner to Excel for further analysis or sharing.
- Print or export a light version of the One Liner as a **PDF**.
- Hide empty days to focus on relevant content.

DAY 1	WEDNESDAY 07 JUNE 2023 Week 1 Shooting hours: 10h-19h Location: MAISON DESOUSA // 15 Rue Karel Mertens 1083 Gansorhen	Est. screen time: 5:00 Pages: 5 2/8 Characters: 5
125 0:20	MAISON FAMILLE DESOUSA - CHAMBRE JULIETTE - INT - DAY 2 Amélia visite la chambre de Juliette...	2 - AMELIA DELCOURT P 3/8
127 1:20	MAISON FAMILLE DESOUSA - CHAMBRE JULIETTE - INT - DAY 2 Amélia surprise par les parents, a tout dérangé et a trouvé la plaquette de pilules.	1 - DANIEL HANSEN, 2 - AMELIA DELCOURT, 12 - MADAME DESOUSA, 13 - MONSIEUR DESOUSA P 1 2/8
124B 2:00	MAISON FAMILLE DESOUSA - SALON - INT - DAY 2 Amélia, face aux parents de Juliette, enquête. Hansen arrive...	1 - DANIEL HANSEN, 2 - AMELIA DELCOURT, 12 - MADAME DESOUSA, 13 - MONSIEUR DESOUSA P 2 2/8
126 1:20	MAISON FAMILLE DESOUSA - SALON - INT - DAY 2 Daniel a tout compris de la famille Desousa...	1 - DANIEL HANSEN, 12 - MADAME DESOUSA, 13 - MONSIEUR DESOUSA P 1 1/8
201A 0:00	MAISON FAMILLE DE SOUSA - FACADE - EXT - DAY 4 REPORTAGE : Interview Journaliste devant maison Desousa.	48 - JOURNALISTE (DE SOUSA) P 2/8
DAY 2	THURSDAY 08 JUNE 2023 Week 1 Shooting hours: 13h-22h OT 0-30 Location: MAISON ESTELLE // Rue d'Angoussart 155, 1300 Wavre	Est. screen time: 5:32 Pages: 5 2/8 Characters: 3
115 1:00	MAISON ESTELLE - CAMPING-CAR - INT - DAY 1 Hansen trouve le paquet - la basket rose... il est très choqué...	1 - DANIEL HANSEN P 4/8
201 0:45	MAISON ESTELLE - CAMPING-CAR - INT - DAY 4 Daniel vide les bouteilles de ses placards.	1 - DANIEL HANSEN P 1
222 0:12	MAISON ESTELLE - CAMPING-CAR - INTEXT - EVENING 4 Daniel essaie de remonter une piste...	1 - DANIEL HANSEN P 2/8
223 2:45	MAISON ESTELLE - JARDIN - EXT - EVENING 4 Amélia demande à Daniel ce qu'il cache sur le lien qu'il a avec le tueur.	1 - DANIEL HANSEN, 2 - AMELIA DELCOURT, 9 - ESTELLE P 3
250 0:30	MAISON ESTELLE - CAMPING-CAR - INTEXT - NIGHT 5 Daniel rentre, c'est lui qui a pris la K7.	1 - DANIEL HANSEN P 2/8
302 0:20	MAISON ESTELLE - CAMPING-CAR - INTEXT - NIGHT 5 Daniel finit de regarder, on voit la pierre bleue.	1 - DANIEL HANSEN P 2/8
DAY 3	FRIDAY 09 JUNE 2023 Week 1 Shooting hours: 11h-20h OT 0-30 Location: MAISON ESTELLE // Rue d'Angoussart 155, 1300 Wavre	Est. screen time: 5:20 Pages: 5 6/8 Characters: 5
114 1:10	MAISON ESTELLE - JARDIN - EXT - DAY 1 Hansen prévient Estelle qu'il va partir...	1 - DANIEL HANSEN, 9 - ESTELLE, 41 - DJIBRIL P 7/8
216 1:30	MAISON ESTELLE - SALON - INT - DAY 4 Daniel, furieux contre Amélia, déboule chez Estelle qui n'en peut plus et le rejette.	1 - DANIEL HANSEN, 9 - ESTELLE P 1 3/8
343B 0:00	MAISON ESTELLE - SALON - INT - DAY 7 Avenel, au téléphone, raconte ses découvertes.	5 - INSPECTRICE ADELINE AVENEL, 6 - INSPECTEUR HERVÉ FOREST, 9 - ESTELLE P 1
123 2:40	MAISON ESTELLE - SALON - INT - EVENING 1 Hansen fait irruption, vomit puis cherche des infos sur les baskets. Elle comprend qu'il est sur une enquête.	1 - DANIEL HANSEN, 9 - ESTELLE, 41 - DJIBRIL P 2 4/8

- Day Out of Days (DOOD) Export

- Available for All Categories.
- Export and Print as PDF: Easily generate and save DOOD reports in PDF format.

SERIAL HUNTER (4 X 52) - MAIN UNIT

Day Out of Days Report for CHARACTERS

Report created 26.12.2024

Date	06/07	06/08	06/09	06/10	06/11	06/12	06/13	06/14	06/15	06/16	06/17	06/18	06/19	06/20	06/21	06/22	06/23	06/24	06/25
Day of Week	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Shooting day	1	2	3			4	5	6	7	8			9	10	11	12	13		
1 - DANIEL HANSEN	SW	W	W			W	W	W	W	W			W	W	W	W	W		
2 - AMELIA DELCOURT	SW	W				W	W	W	W				W	W	W	W	W		
3 - INSPECTEUR JULIEN FAUVEL						SW										W			
4 - COMMISSAIRE DENISE BEAUMONT																			
5 - INSPECTRICE ADELINE AVENEL			SW														W		
6 - INSPECTEUR HERVÉ FOREST			SW														W		
7 - JUGE EDOUARD									SW	W							W		
8 - BABETH DELCOURT								SW					W	W					
9 - ESTELLE		SW	W																
10 - BRUNO CASTELLI																			
11 - COMMISSAIRE PRISEUR																			
12 - MADAME DESOUSA	SW						W												
13 - MONSIEUR DESOUSA	SW						W												
14 - JULIETTE DESOUSA							SW								W		W		
15 - INSPECTEUR LENOIR																			
16 - ALEXANDRA						SW	W												
17 - ADAM																			
19 - MARIE DORAN								SWF											
20 - PSYCHIATRE HOPITAL						SWF													
21 - DIRECTRICE MAISON DE RETRAITE									SW	WF									
22 - YUMI MASAKO																			
23 - KARINA RAKHIMOV-KLEIN																			
25 - PRÉSENTATEUR EMISSION																			
27 - CONCIERGE ADAM																			
28 - CAISSIÈRE CINÉMA LES PAPILLONS																			
29 - COPINE LYCEE 1 JULIETTE																			
30 - COPINE LYCEE 2 JULIETTE																			
31 - HILDA									SWF										
32 - MÉDECIN LÉGISTE																			
33 - CHRISTOPHE (Vidéo)																			
36 - JOUEUR MURDER 1																SW	WF		
37 - JOUEUR MURDER 2																SW	WF		
38 - JOUEUR MURDER 3																SW	WF		
40 - PÈRE VICTIME																			
41 - DJIBRIL			SWF																

• Calendar

July 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<p>26 12h-21h D 14</p> <p>ZONE INDUSTRIELLE // Rte Baccara 1w, 7090 Braine-le-Comte</p> <p>ZONE INDUSTRIELLE - ESCALIER TOUR (8ÈME ET.), ZONE INDUSTRIELLE - PALIER 7ÈME, ZONE INDUSTRIELLE - COULOIR DE CABLES (S-SOL - TOUR), ZONE INDUSTRIELLE - SALLE DES VÉRINS, ZONE INDUSTRIELLE - ROUTE ACCÈS (SOUS LES PLANS INCLINÉS), ZONE INDUSTRIELLE - PRÈS DES ÉCLUSES (BAS)</p> <p>145C, 145D, 145B, 145A, 143C, 144</p> <p>P 3 5/8</p>	<p>27 11h30-20h30 D 15</p> <p>ANCIENNE MAISON ÉDOUARD // Chaussée de la Hulpe 211; 1170 Watermael-Boitsfort</p> <p>ANCIENNE MAISON DANIEL/ÉDOUARD (5 ans + tôt) - ATELIER, ANCIENNE MAISON DANIEL /ÉDOUARD - COULOIRS + CHAMBRE DANIEL, ANCIENNE MAISON DANIEL/ÉDOUARD - ATELIER, ANCIENNE MAISON DANIEL/ÉDOUARD - JARDIN</p> <p>412, 412B, 310, 312, 308</p> <p>P 2 2/8</p>	<p>28 10h-19h OT 1:00 D 16</p> <p>CABINET PSY // Rue du relais 105; 1050 Ixelles</p> <p>CABINET PSY - FACADE, CABINET PSY - BUREAU</p> <p>434, 436, 435</p> <p>P 5 5/8</p>	<p>29 12h-21h OT 1:00 D 17</p> <p>MAISON DESOUSA // 15 Rue Karel Mertens 1083 Gansorhen, APPARTEMENT ADAM // 15 rue Schmitz - 1081 Koekelberg, CONFISERIE // Rue Montagne aux Anges 22, 1081 Koekelberg</p> <p>MAISON FAMILLE DE SOUSA - FACADE, APPARTEMENT ADAM - COULOIR ÉTAGE, APPARTEMENT ADAM - SALON-CHAMBRE, APPARTEMENT ADAM - SALLE DE BAIN, CONFISERIE - FACADE, CONFISERIE - TOIT CONFISERIE, CONFISERIE - PETITE TERRASSE</p> <p>124A, 133, 134, 135, 136, 438, 439, 443, 446</p> <p>P 5 4/8</p>	<p>30 11h30-20h30 D 18</p> <p>CITE // Avenue de l'Héliport 52; 1000 Bruxelles</p> <p>CITÉ - RUE ENTRÉE IMMEUBLE, CITÉ - VOITURE BEAUMONT</p> <p>101, 101A, 104, 106</p> <p>P 4 3/8</p>	1	2
<p>3 12h-21h OT 1:00 D 19</p> <p>BIBLI MURDERABILLIA EXT // Rue du Congrès 33, 1000 Bruxelles</p> <p>THÉÂTRE - FACADE, THÉÂTRE - CAMÉRA DE SURVEILLANCE, TOIT VOISIN THÉÂTRE - TOIT</p> <p>229, 303, 231, 235, 237, 232</p> <p>P 6</p>	<p>4 13h-20h30 D 20</p> <p>BIBLI MURDERABILLIA // Parvis de St Gilles, 18; 1060 Saint Gilles</p> <p>THÉÂTRE - SALLE DE SPECTACLE</p> <p>234, 236</p> <p>P 5 4/8</p>	<p>5 12h-19h30 OT 1:00 D 21</p> <p>BIBLI MURDERABILLIA // Parvis de St Gilles, 18; 1060 Saint Gilles</p> <p>THÉÂTRE - SALLE DE SPECTACLE, THÉÂTRE - GRAND ESCALIER, THÉÂTRE - SALLE DES MASQUES</p> <p>238, 240, 244, 234, 241A, 241B, 304B, 249</p> <p>P 3 5/8</p>	<p>6 10h-19h D 22</p> <p>BIBLI MURDERABILLIA // Parvis de St Gilles, 18; 1060 Saint Gilles</p> <p>THÉÂTRE - BALCON, THÉÂTRE - SALLE DES MASQUES, THÉÂTRE - GRAND ESCALIER, THÉÂTRE - SALLE DE SPECTACLE, THÉÂTRE - SALLE A DÉTERMINER</p> <p>248, 233, 304A, 233A, 304C, 243, 245, 246, 247</p> <p>P 3 1/8</p>	<p>7 9h30-18h30 D 23</p> <p>STUDIO // Blvd Auguste Reyers 80, 1030 Brussels</p> <p>STUDIO TÉLÉ - EMISSION SANS DETOUR, RUE / AUTOROUTE - CAMPING CAR</p> <p>103, 105, 306</p> <p>P 2 7/8</p>	8	9
<p>10 09h-18h D 24</p> <p>CINEMA // Bd Anspach 85, 1000 Bruxelles</p> <p>CINÉMA LES PAPILLONS - HALL, CINÉMA LES PAPILLONS - BAR EN FACE SALLE</p> <p>129, 132, 131</p> <p>P 5 2/8</p>	<p>11 10h30-19h30 OT 1:00 D 25</p> <p>CONFISERIE // Rue Montagne aux Anges 22, 1081 Koekelberg</p> <p>CONFISERIE - RDC COULOIR 1986, CONFISERIE - GRANDE SALLE 1er ÉTAGE, CONFISERIE - 2ème ÉTAGE COURSIVE,</p>	<p>12 10h-19h OT 1:00 D 26</p> <p>CONFISERIE // Rue Montagne aux Anges 22, 1081 Koekelberg</p> <p>CONFISERIE - GRANDE SALLE 1er ÉTAGE, CONFISERIE - RDC CHAMBRE BRUNO</p> <p>451, 452B, 453, 453A, 453B</p>	<p>13 9h30-18h30 OT 1:00 D 27</p> <p>CONFISERIE // Rue Montagne aux Anges 22, 1081 Koekelberg</p> <p>CONFISERIE - SALLE DU RDC, CONFISERIE - GRANDE SALLE 1er ÉTAGE</p> <p>454, 455A, 455</p>	<p>14 9h-18h OT 2:00 D 28</p> <p>Loueur de Trotinettes, CADAVRE ADAM</p> <p>LOCATION TROTTINETTES - FACADE, LOCATION TROTTINETTE - RUE CAMPING CAR, DÉCOR CADAVRE ADAM - PARKING, DÉCOR CADAVRE ADAM - ZONE PRÈS ÉTANG</p>	15	16



Production

PRODUCTION

Overview

Contracts

- Creating technician contract templates.
- Editing technician contracts.

Crew List

- View and manage the full crew list.
- Export the crew list to Excel.
- Create specialized crew lists for catering purposes.

Cast Lists

- View a detailed cast list with schedules.
- Edit the schedule and text for each role (script or shooting order).
- Filter the list by:
 - Nationality.
 - Episodes.
- Export the cast list to Excel.

Shooting Locations List

- View locations sorted by:
 - Alphabetical order.
 - Script order.
 - Shooting order.
- Export the list to Excel, print it, or save as a PDF.
- Copy and import data into **Movie Magic Budget** or send via email.

Vendor List

- View and manage the list of vendors.
- Export the vendor list to Excel, print it, or save as a PDF.

Casting Auditions

- Paste links to external casting platforms for easy access.
- Use the **Breakdown > Characters** section to:
 - Upload casting videos.
 - Stream and review casting footage.

Call Sheets

- Automatically generate call sheets from official breakdown data.
- Export daily call sheets to Excel for completion by ADs and production coordinators.

Production Reports

- Software for continuity personnel to:
 - Create daily production reports.

Days Go

- Track and record daily events like:
 - Rehearsals.
 - Shots.
 - Lunch breaks.

Document Management

- **Classify and save related documents for all the following section:**
 - Contracts.
 - Crew List.
 - Cast List.
 - Shooting Location List.
 - Call Sheet.
 - Production Report.
 - Days Go.
 - Publicity.
 - Safety guidelines.
 - Insurance.
 - Travel.
 - Accommodation.
 - Airfare booking.
 - Post-production.
 - Forms.
- **Available space per license:**
 - Unlimited space for document storage



ACCOUNTING

Overview

OutlookMovie provides a versatile and user-friendly accounting system tailored to meet the needs of the film industry.

Features and Capabilities

1. **Setup and Management of Production Companies**
 - Create and manage production companies to ensure seamless collaboration and efficient resource allocation.
2. **Budget Import**
 - Import budgets effortlessly from software like Movie Magic Budget or other tools using a comma-delimited format.
 - Allow manual budget input for added flexibility.
3. **Funding Transfers & VAT Monitoring**
 - Monitor funding sources and manage inter-company transfers.
 - Track VAT obligations to ensure comprehensive financial oversight.
4. **Accounted Cost Registration**
 - Register and process expenses in multiple currencies for all production companies.
 - Maintain a streamlined system to oversee all associated production costs.
5. **Online Purchase Orders**
 - Create, approve, and manage purchase orders digitally for an efficient procurement process.
6. **Online Advances**
 - Enable users to request advances online with approvals handled by production teams.
7. **Bank Payments**
 - Generate batch payments ready for import into e-banking systems for simplified transaction management.
 -
8. **Budget Re-Evaluation**
 - Reassess the Estimated Final Cost (EFC) at any point during the project.
 - Compare EFC against the locked budget to identify and address discrepancies.
9. **Comprehensive Reporting**

- Generate detailed cost and variance reports to monitor expenses and ensure adherence to financial plans.

10. Vendor Cost Reconciliation

- Edit and review vendor reports to reconcile costs with payments, ensuring accuracy and accountability.

11. Trial Balance Creation

- Produce trial balances for each production company, providing financial clarity and compliance.

12. Invoice Batch Editing

- Prepare and manage invoice batches for seamless import into e-banking systems.

13. Customizable Templates

- Create alternative templates linked to the master template.
- Customize budget and cost reports for audits or submissions to local authorities.

Create a Company Involved in the Project

Go to Accounting > Company Management > Create a Production Company.

- Fill in the required details for the production company:
 - Company Name
 - Address & Phone
 - VAT Number
 - Currency
 - Bank Account Details

The screenshot shows the 'Manage production companies' interface for 'ATLANTIQUE PRODUCTIONS'. The interface is divided into several sections:

- Company name:** A text input field containing 'ATLANTIQUE PRODUCTIONS'.
- Address & Phone:** A large text area for entering the company's address and phone number.
- VAT No:** A text input field for the VAT number.
- Currency:** A dropdown menu showing '€'. Below it, a warning message states: 'You will not be able to change default currency when you will have approved PO or registered costs'.
- Contractual exchange rates:** A section with a link 'Add new exchange rate' and a note: 'Add a new exchange rate will give you the option to register costs and create bank accounts in different currency than the default one.'
- Bank accounts:** A section with a link 'Add bank account'.

The interface also features a navigation bar with tabs for 'Production companies', 'Payment methods', 'Types of cost', 'Purchase orders', 'Advances', 'Cost report', 'Tax rebates', and 'Groups of Costs'.

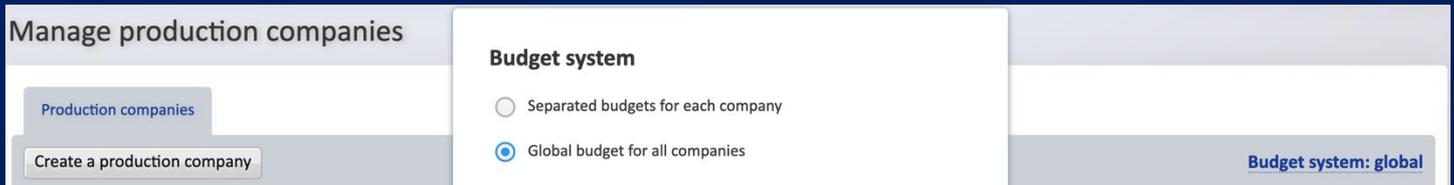
Add Multiple Production Companies

1. Repeat the process to create as many production companies as necessary:
 - Ensure that each company is accurately documented with its complete details.
 - Include both **local** and **international production partners** if they are part of the project.

Budget System

1. **Determine Budget Template Usage:**
 - If you have multiple production companies, decide whether to use the same budget templates or different ones.
2. **Choose the Budget System:**
 - **Global Budget System:**

- Use if all production companies share the same budget template.
- The **Cost Report** will:
 - Merge all company budgets and costs into a **Global Cost Report** in a chosen currency.
 - Provide the option to view **Cost Reports per production company** in their own currency.
- **Separated Budgets:**
 - Use if each production company has its own unique budget template.



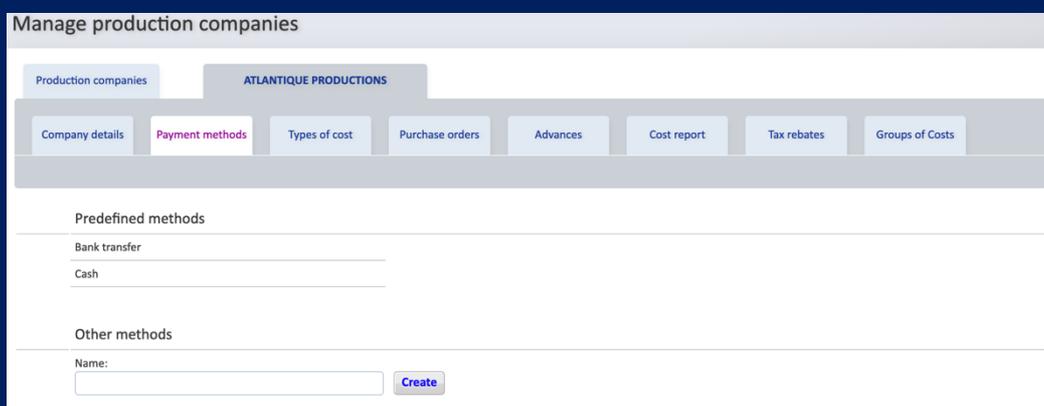
Set Up Accounting Functions for Each Production Company

Step 1: Select the Production Company

1. Navigate to Accounting > Company Management > [Select the Production Company].
 - Company details : Check or complete if not finished in the previous step

Step 2: Configure Payment Methods

1. By default, the payment methods **Bank Transfer** and **Cash** are available.
2. To add additional payment methods:
 - Navigate to Accounting > Payment Methods.
 - Click **Add Payment Method** and input details for:
 - **Credit Card**
 - **PayPal**
 - Any other payment method needed for your production company.
3. Click **Create** and save the settings.



Step 3: Define Types of Costs

1. Navigate to Accounting > Company Management > [Select the Production Company] > Types of Costs.

2. For each type of cost, configure the following:
 - **Name:** (e.g., Invoice, Salary)
 - **Shortcut:** (e.g., "Inv" for Invoice)
 - **Default Payment Method:** Choose one of the pre-configured payment methods (Bank Transfer, Cash, etc.).
 - Note: This can be changed manually during cost processing if needed.
 - **Numbering System:**
 - Select **Automatic** (recommended for consistency).
 - Alternatively, select **Manual** for customized numbering.
 - **Trial Balance Inclusion:**
 - If **Yes**, this type of cost will be included in the trial balance.
 - If **No**, it will be excluded from the trial balance and listed separately at the end (e.g., for costs like withholding taxes to be paid later).

3. Click **Create** and save the settings.

Manage production companies

Production companies **ATLANTIQUE PRODUCTIONS**

Company details | Payment methods | **Types of cost** | Purchase orders | Advances | Cost report | Tax rebates | Groups of Costs

Name: Shortcut: Color: Payment method: Numbering: Trial Balance (info):

FRINGES	FRI	Bank transfer	automatic
INVOICES	INV	Bank transfer	automatic

Step 4: Setting Up and Managing Purchase Orders

1. Navigate to Purchase Orders

- Go to Accounting > Company Management > [Select the Production Company] > Purchase Orders.

2. Configure Numbering

- Select the **Numbering Orders** method:
 - **Automatic (Recommended):** Ensures unique Purchase Order (P.O.) numbers.

3. Choose Language

- Select up to **two languages** for P.O. generation:
 - Options: English, French, Czech, Spanish, German.

. Upload Logo

- Add your company logo to be displayed on the P.O.

5. Add Footer Details

- Include additional details in the footer:
 - **Addresses**
 - **VAT Information**

6. Assign Approvers

- Select up to **four approvers** from the list of users.
- Fill in their **functions/roles** (e.g., Head of Department, Manager).
- **Note:** Approvers can be changed only if there are no pending Purchase Orders under the current approvers.

7. Set Approval Options

- **Email Approval:**
 - Enable the option to send approved P.O.s by email.
- **Automatic Approval Threshold:**
 - Define an amount below which P.O.s are automatically approved.

8. Configure Head of Department (HOD) Validation

- Choose between two validation options for HODs:
 - **Optional Validation:** HOD validation is not required.
 - **Obligatory Validation:** The creator of the P.O. must select their HOD for approval before it goes to the production approver.

9. Set Notifications

- Define notifications for P.O. events:
 - **Pending Approval**
 - **Approved P.O.**
- Enter the **email addresses** of individuals to be notified about approved P.O.s (e.g., the accountant).

10. Save and Update

- Don't forget to click **Update Information** (top left, in blue) to save changes.

Production companies **ATLANTIQUE PRODUCTIONS**

Company details | Payment methods | Types of cost | **Purchase orders** | Advances | Cost report | Tax rebates | Groups of Costs

Update information

Numbering of orders
 automatic
 manual

Language of print purchase orders
 Language 1

 Language 2

Logo
 Upload a logo:
 Aucun fichier sélectionné.

Foot

Purchase orders approvers
 Approver 1

 Function

 Send approved purchase order by mail
 Automatically approve purchase orders lower than amount: € **New**

Approver 2
 Approver 3
 Approver 4

Head of department
 Optional validation
 Obligatory validation

Notification - Purchase orders
 Send mail twice a day (8:30 and 13:30 CET) to approvers (HOD included) if there are some purchase orders to be approved
 Send mail to head of department when purchase order has been approved
 Send mail to creator of purchase order when purchase order has been approved
 Send sms to head of department when purchase order has been approved

Notification - Approved purchase orders
 Send every morning (8:45 CET) the detailed list of approved purchase orders.
 Enter e-mail addresses of recipients (more addresses separate with comma)

Step 5: Advances

1. Navigate to Advances

- Go to: Accounting > Company Management > [Select the Production Company] > Advances

2. Assign Approvers

- Select up to four approvers from the list of users.
- Specify their functions/roles (e.g., Head of Department (HOD), Manager).

3. Configure Head of Department (HOD) Validation

- Choose one of the following validation options for HODs:
 - **Optional Validation:** HOD approval is not required.
 - **Obligatory Validation:** The creator of the Advance must select their HOD for approval before sending it to the production approver.

4. Set Notifications

- Define notifications for Advances events:

- Pending Approval
- Approved Advance
- Add email addresses for individuals to notify about **approved Advances** (e.g., Accountant).

5. Configure Numbering

- Choose a numbering method for Advances:**Automatic (Recommended)**: Ensures unique Advance numbers.

The screenshot shows the 'Advances' configuration page for 'ATLANTIQUE PRODUCTIONS'. The page is divided into several sections:

- Navigation:** 'Production companies' (ATLANTIQUE PRODUCTIONS) and tabs for 'Company details', 'Payment methods', 'Types of cost', 'Purchase orders', 'Advances' (selected), 'Cost report', 'Tax rebates', and 'Groups of Costs'.
- Update information:** A button to update the configuration.
- Advance approvers:**
 - Approver 1:** Checked. Name: JENNY Marc. Function: Producteur exécutif. Send approved advance by mail.
 - Approver 2:** Not checked.
 - Approver 3:** Not checked.
 - Approver 4:** Not checked.
- Head of department:**
 - Optional validation
 - Obligatory validation
- Advance numbering:**
 - automatic
 - manual
- Notification:**
 - Send mail to approvers if there are some advances to be approved
 - Send mail to recipient of advance when advance has been approved

Send mail when advance has been approved.
Enter e-mail addresses of recipients (more addresses separate with comma).

Send the list of approved advances NOT DEFINED AS PAID each morning.
Enter e-mail addresses of recipients (more addresses separate with comma).

Step 6: Setting Up and Managing Cost Report

1. Navigate to Cost Report

- **Go to:** Accounting > Company Management > [Select the Production Company] > Cost Report

2. Configure Email Notifications

- Enter the email addresses of recipients who should receive:
 - **Cost Report Summary**
 - **Accounts Over Budget Notifications**
- Reports are sent daily at 11:15 CET.

3. Choose Estimate to Complete (ETC) Type

- Select one of the following options for Estimate to Complete (ETC):
 - **Spent + Commitment:** Includes spent amounts plus P.O.s yet to be invoiced.

- **Only Spent:** Includes only the spent amounts.

Production companies ATLANTIQUE PRODUCTIONS

Company details Payment methods Types of cost Purchase orders Advances **Cost report** Tax rebates Groups of Costs

Update information

Notification - Cost report

Send cost report summary and accounts over budget every morning (11:15 CET).

Enter e-mail addresses of recipients (more addresses separate with comma)

Estimate to Complete

Select the way you calculate the Estimate to Complete = Estimated Final Costs - (Spent + Commit v

Step 7: Setting Up and Managing Tax rebates

1. Navigate to Tax Rebates

- Go to: Accounting > Company Management > [Select the Production Company] > Tax Rebates

2. Configure a Tax Rebate

- Name the Tax Rebate (e.g., Belgium Tax Shelter).
- Assign a Shortcut (e.g., BTS).
- Specify the Percentage for the tax rebate.

3. Assign Costs

- Choose whether to assign all costs to this Tax Rebate:
 - Yes: Automatically assign all costs.
 - No: Do not assign costs automatically.

4. Finalize

- Click **Create** to save the configuration.

Production companies | ATLANTIQUE PRODUCTIONS

Company details | Payment methods | Types of cost | Purchase orders | Advances | Cost report | Tax rebates | Groups of Costs

Name: Shortcut: %: Default: No ▾ [Create](#)

Step 8: Setting Up and Managing Groups of Costs

1. Navigate to Groups of Costs

- **Go to:** Accounting > Company Management > [Select the Production Company] > Groups of Costs

2. Configure a Group of Costs

- Name the Cost Type (e.g., Post Production, Art Department, Accommodations).
- Assign a Shortcut (e.g., PP, Artdpt).
- Choose a Color for visual distinction and easier readability.

3. Finalize

- Click **Create** to save the configuration.

Production companies | ATLANTIQUE PRODUCTIONS

Company details | Payment methods | Types of cost | Purchase orders | Advances | Cost report | Tax rebates | Groups of Costs

Name: Shortcut: Color: ▾ [Create](#)

- **Budgets Import**

Import Budgets in Comma-Delimited Format

Step 1: Navigate to Budget Import Section

1. Go to Accounting > Budget > Budget by companies

Step 2: Select Import Option

1. Click on **Import TXT** or **Import XML** to begin the import process.

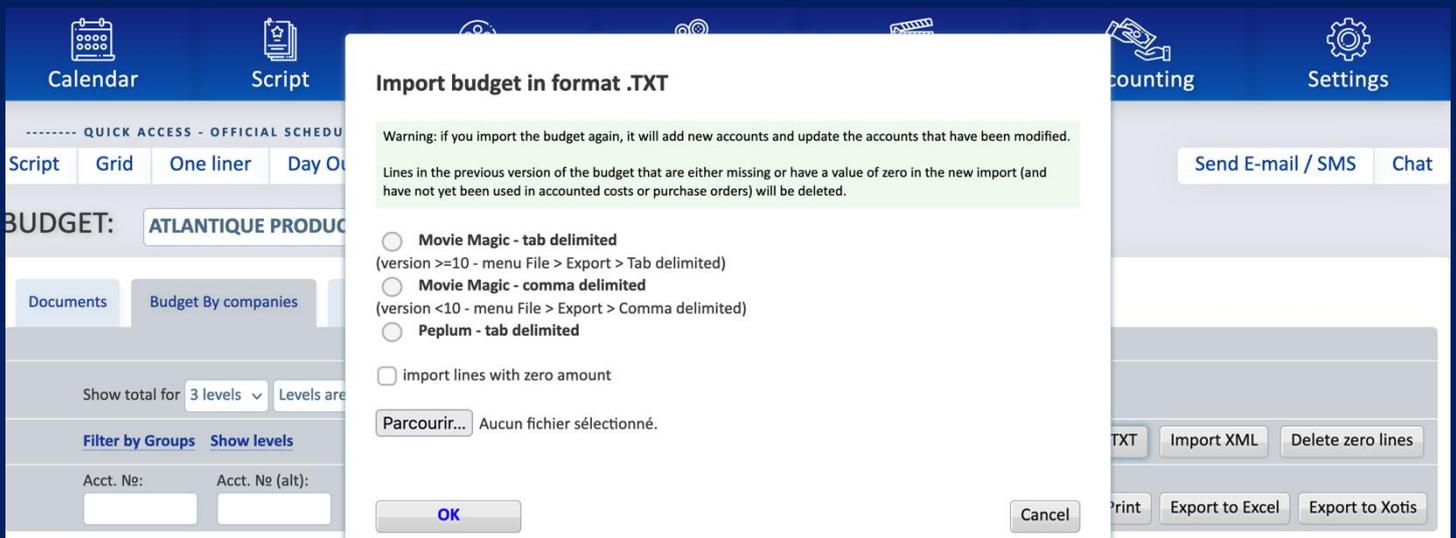


Step 3: Upload Budget File

1. Choose a budget file exported from Movie Magic or any other budgeting software.
 - o Ensure the file is in a **comma-delimited format** (TXT or XML).
2. Upload the file by selecting it from your computer.

Step 4: Confirm and Map Fields

1. Verify that the imported data matches the required budget in your software.



Manual Entry for Budgets Created in Spreadsheet Software (e.g., Excel)

If your budget was created using a spreadsheet software like Excel, the import functionality is not supported. You will need to enter the budget manually.

Steps for Manual Budget Entry:

1. **Navigate to the Budget Section:**
 - o Go to Accounting > Budget.
2. **Enter Budget Details:**
 - o For each line item in your budget, input the following:
 - **Account Code**
 - **Description**
 - **Amount**

- Click Register

Acct. №:	Acct. № (alt):	Description:	Amount:	Non budget:	Register
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> €	<input type="checkbox"/>	<input type="button" value="Register"/>

Create Groups and Export Budgets in Excel

Step 1: Create Groups

1. Navigate to Accounting > Budget > Groups.
2. Click on **Create Group**.
3. Create groups such as:
 - **Eligible Costs**
 - **Post Production Costs**
 - (Add other relevant groups as needed).
4. Save your groups.

GROUPS

Documents
Budget By companies
Budget Global
Connected Templates
Groups
History

Name:

Shortcut:

Color:

ART DEPT COSTS	DEC	✖
BELGIUM COSTS	BEL	✖

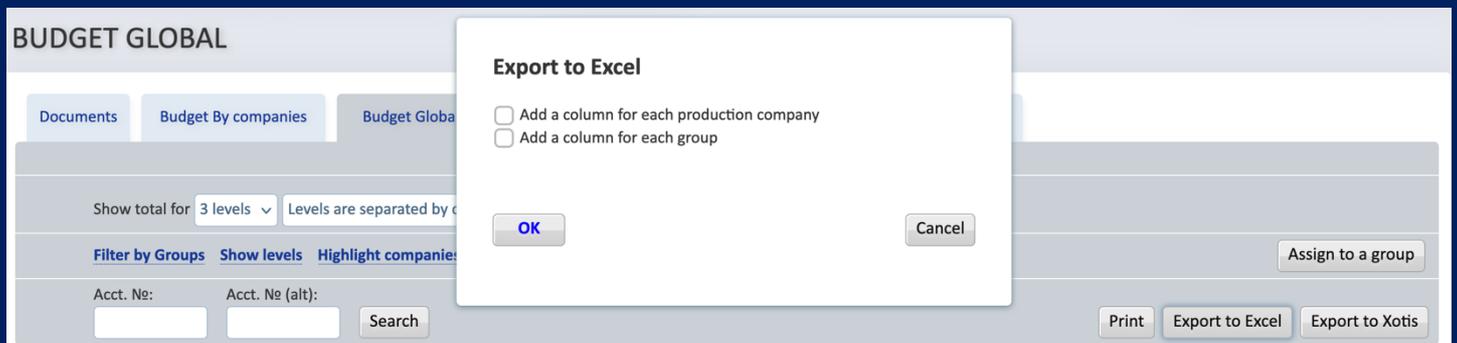
Step 2: Assign Groups

1. Go to either:
 - Accounting > Budget by Companies, OR
 - Accounting > Budget Global.
2. Locate the **Assign Groups** option.
3. Assign each account line to its corresponding group (e.g., assign account lines under "Eligible Costs" or "Post Production Costs").
4. Ensure all account lines are linked to their appropriate groups.



Step 3: Export Budget to Excel

1. Once groups are assigned, click on **Export to Excel**.
2. Ensure that the export includes columns for each group you've created.



Connected Templates

1. Navigate to Connected Templates

- Go to: Accounting > Budget > Connected Templates

2. Create a New Template

- Click "Create a New Template."
- Select "Insert New Items and connect to the global budget."

3. Configure Template Items

- In the pop-up window, do the following:
 - Enter an **Account Number** for the new template.
 - Provide a **Description**.
 - Assign budget lines by checking the white box for the accounted lines in the global budget you want to link to this account number.

4. Repeat for All Lines

- Continue adding items and assigning lines until all are linked.

5. Key Features

- Create as many connected templates as needed.
- Edit both the **Budget** and **Cost Report** in this new template format.

6. Use Case

- Particularly useful for:
 - **Government Tax Authorities** during audits.
 - **Tax Rebate Paperwork** and compliance.



History of Budget Movements

1. Navigate to Budget History

- **Go to:** Accounting > Budget > History

2. View Budget Modifications

- Select a specific day to review.
- View all modifications made to the **Global Budget** on the selected day.

HISTORY: ATLANTIQUE PRODUCTIONS

Documents Budget By companies Budget Global Connected Templates Groups History

31.8.2023 (2x)

Date	Acct. №	Description	Budget	History	Modified by
31.08.2023 14:42	62331	TAXES SUR VÉHICULES DE LOCATION	5 249	0 -> 5 249	Marc JENNY
31.08.2023 14:41	41	CHARGES SOCIALES FR	345 055	350 304 -> 345 055	Marc JENNY

- **Fundings, Transfers & V.A.T Monitoring**

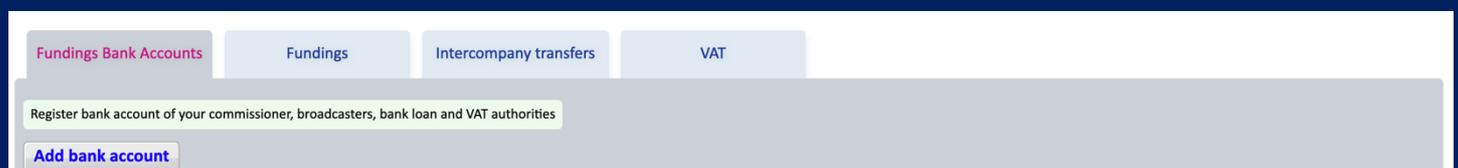
Step 1: Navigate to Budget Import Section

1. Access the Section

- **Go to:** Accounting > Fundings, Transfers & VAT

2. Add a Bank Account (if not already added)

- In the **Fundings Bank Account** section:
 - Add a bank account if it wasn't created when setting up the company.



3. Manage Financial Records

a. Register Funds Received

- Record all funds received from **financiers** and/or **broadcasters**.

Date	Description	From bank account	To bank account	Amount
1.12.2023	Fee 4	RADAR Films	Project account	35 000,00 €
1.12.2023	ADF 18	RADAR Films	Project account	28 378,77 €
10.8.2023	ADF ACTEURS 6	RADAR Films	Project account	237 187,50 €
10.8.2023	ADF ACTEURS 7 ET 8	RADAR Films	Project account	474 375,00 €

b. Track Internal Transfers

- Maintain detailed records of internal transfers, including:
 - Transfers between production companies.
 - Transfers to foreign executive companies or partners.

Funds sent by OKKO PRODUCTION EURO		Funds received by OKKO PRODUCTION EURO		
Date	Description	From bank account	To bank account	Amount
1.12.2023	Conversion	OKKO PRODUCTION EURO - Project account	OKKO PRODUCTION CZK - Projektový účet	8 378,77 €
25.9.2023	Conversion pour retenue source	OKKO PRODUCTION EURO - Project account	OKKO PRODUCTION CZK - Projektový účet	50 000,00 €
28.7.2023	Conversion	OKKO PRODUCTION EURO - Project account	OKKO PRODUCTION CZK - Projektový účet	150 000,00 €

c. Record VAT Refunds

- Keep accurate and transparent records of all **refunded VAT amounts** for compliance purposes.

VAT:

Month	Year	Amount	Comments
12	2023	10 636 Kč	Oct 2023
9	2023	196 379 Kč	VAT SEPTEMBER 2023
8	2023	331 781 Kč	VAT AUGUST 2023

4. Attach Supporting Documents

- For each registered funds movement, attach the relevant **PDF document** from:
 - The **bank**.
 - The **local authorities**.

- **Accounted Costs**

Navigate to Accounted costs

- **Go to:** Accounting > Accounted Cost **Overview**
- On this page, view a **list of all accounted costs** with key details and functionalities.

Features and Actions

1. Filter and Search

- Filter costs by **type of cost**.
- Use the **search engine** to quickly find specific costs.

2. Export and Print

- Export the list to **Excel**.
- Print or export as a **PDF**.

3. General Information

- View summary details, including:
 - **Total without VAT**
 - **Total VAT**
 - **Total including VAT**
 - **Estimate to Complete**
 - **Amount to Be Paid**

4. View Detailed Information

- Click the **Internal No.** column to view detailed invoice information.
- Click the **Vendor Name** to see all costs associated with that vendor.

5. Attachments and Actions

- **Grey Paperclip:** Indicates a related document has been loaded for this cost.
- **Red Cross:** Click to delete the cost if necessary.

6. View Full List

- At the bottom of the page, click **Show All** to display the complete list of accounted costs.

ACCOUNTED COSTS: ATLANTIQUE PRODUCTIONS

Documents | Process a cost | **Accounted costs** | Assets

Total of all without VAT: **532 389,50 €** | Total of all VAT: **12 248,78 €** | Total of all with VAT: **541 446,79 €** | Estimate to Complete: **1 192 726,74 €** | To be paid: without VAT: **532 389,50 €** | VAT: **12 248,78 €** | with VAT: **541 446,79 €** | Export to Excel | Print

Paid: [] Internal No: [] Vend.Inv.: [] from: [] to: [] Vendor: **SEGURANCA** | Description: [] Acct. No: [] with VAT: [] Equal value: [] Search

Created by: [] Documents: []

FRINGES | INVOICES | LIAISON | NDF | SALAIRES

Paid	Batch	Internal No	Vend.Inv.	Date	Vendor	Description	without VAT	VAT	with VAT	PO Link
<input type="checkbox"/>		FRI-17		6.1.2025			0,00 €	0,00 €	0,00 €	✗
<input type="checkbox"/>		INV-30		8.4.2024	SEGURANCA SOCIAL	TAXA PORTUGAL / ERIC	43 931,43 €	0,00 €	43 931,43 €	✗
<input type="checkbox"/>		INV-29		8.4.2024	SEGURANCA SOCIAL	TAXA PORTUGAL / ERIC	60 361,39 €	0,00 €	60 361,39 €	✗
<input type="checkbox"/>		INV-28	449/00832	8.4.2024	PWC	Assistance with the social	3 000,00 €	0,00 €	3 000,00 €	✗

Process a Cost

1. Navigate to Process a Cost

- **Go to:** Accounting > Accounted Cost > Process a Cost

2. Add a Vendor (if not already listed)

- If the vendor is not listed:
 - Click **New** next to the vendor field.
 - Fill in the required information.
 - Click **Save** to add the vendor.

3. Fill in Cost Details

- **Choose the Type of Cost:** Select the appropriate category.
- **Check the Default Payment Method:** Verify if the payment method is correct.
- **Review Dates:** Confirm:
 - **Registration Date.**
 - **Due Date** (when payment is to be made).
- **Enter the Vendor's Invoice Number:** Ensure accuracy.

4. Move to next step

- Click **Create**

PROCESS A COST: ATLANTIQUE PRODUCTIONS

Documents | Process a cost | Accounted costs | Assets

Vendor [New](#)

Type of cost

Payment method

Date of registration

Due to be paid

Number of vendor's invoice

Create

5. Assign Cost Details

- Scroll down and complete the following fields:
 - **Account Number:** Assign an appropriate account number for the cost.
 - **Description:** Write a clear and concise description of the cost.
 - **Asset Box (A in Blue):** Check this box if the applicable cost is an asset.
 - **Amount (Excluding VAT):** Enter the cost amount without VAT.
 - **VAT%:** Add the applicable VAT percentage (if any).
- Click **Add** to include the cost details.

Acct. No	Description	without VAT	VAT %	VAT	with VAT
11114 Bll ▾	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Assets

Navigate to Assets

- **Go to:** Accounting > Accounted Cost > Assets

Overview

- On this page, view a **list of all Assets**

ASSETS:

Documents | Process a cost | Accounted costs | **Assets** | [Print](#)

Internal No	Date	Vendor	Description	without VAT	VAT	with VAT
SML-005	3.2.2021	Benes Jan	Purchase fluorescent lamps	2 800,00 Kč	0,00 Kč	2 800,00 Kč
SML-006	3.2.2021	Rychta Martin	Russian encyclopedia	528,00 Kč	0,00 Kč	528,00 Kč
SML-007	3.2.2021	Mlejnek Dusan	Vintage Kettle	770,00 Kč	0,00 Kč	770,00 Kč
SML-009	9.2.2021	Rozkydal Ales	Geographical globe	800,00 Kč	0,00 Kč	800,00 Kč

Purchase Order

Overview

The Purchase Order (P.O.) software in OutlookMovie enables users with the appropriate access level to create and manage purchase orders efficiently.

Key Features:

1. **P.O. Creation:**
 - Users can create purchase orders for goods or services required during production.
 - Each P.O. can include detailed cost descriptions, account numbers, and VAT details.
2. **Approval Workflow:**
 - Purchase orders go through a structured approval process:
 - **Head of Department (H.O.D.) Approval:** If set as mandatory.
 - **Production Team Approval:** Final validation step.
3. **Mobile App Accessibility:**
 - The entire process, from creation to approval, is available on the mobile app for convenience.
 - Users can submit, review, and approve P.O.s on the go.

Create a Purchase Order

1. Navigate to Purchase Order

- **Go to:** Accounting > Accounted Cost > Purchase Order > Create PO

2. Add a Vendor (if not already listed)

- If the vendor is not listed:
 - Click **New** next to the vendor field.
 - Fill in the required vendor information.
 - Click **Save** to add the vendor.

3. Fill in Required Details

- Modify the **Date** if needed.
- Select the **Head of Department (HOD)** if it is set as obligatory.
- Write a **Comment**, such as the place of delivery or additional details.

4. Finalize

- Click **Create** to move to the next step.

CREATE PO: ATLANTIQUE PRODUCTIONS

Documents Create PO PO To be Approved PO Approved

Vendor New

Date 06 01 2025

Head of department

must approve it before other approvers

Comments

Create

Assign Purchase Orders details

- Scroll down and complete the following fields:
 - **Account Number:** Assign an appropriate account number for the cost.
 - **Description:** Write a clear and concise description of the cost.
 - **Amount (Excluding VAT):** Enter the cost amount without VAT.
 - **VAT%:** Add the applicable VAT percentage (if any).
- Click **Add** to include the cost details.
- Repeat the above steps for each additional item to include in the purchase order.
- When the Purchase Order is complete click Send for approval (in blue)
- The Purchase Order will move to the next section: **PO to Be Approved**.

Acct. №	Description	without VAT	VAT %	VAT	with VAT
<input type="text"/>					

Add

Send for approval

Purchase Order To Be Approved

1. Navigate to Purchase Orders

- **Go to:** Accounting > Purchase Orders > PO to Be Approved

2. Features and Actions

- **View Waiting List:**
 - This page displays a list of Purchase Orders (PO) waiting for approval.
 - You can also see the status of each approver.
- **Modify a PO:**
 - Click on the **Pen Icon** to allow the creator of the PO to make changes to their Purchase Order.
- **Delete a PO:**

- Click on the **Bin Icon** to send the PO to the bin. Note that the PO is not permanently lost.
- **Request Additional Information:**
 - Click on the **Yellow Envelope Icon** to send an email directly to the PO creator.
 - This feature allows you to request explanations or discuss details before validation.

3. Additional Functionalities

- **Mobile App Approval:**
 - Approve all POs directly using the mobile app.
- **Export to Excel:**
 - Export the list of POs waiting for approval to an Excel file for further analysis or sharing.
- **Search Functionality:**
 - Use the search engine to quickly explore the list of POs to find specific items.

PO TO BE APPROVED: ATLANTIQUE PRODUCTIONS (PO to a) v

Documents Create PO PO To be Approved PO Approved **Order is in the bin.**

Show the bin Export to Excel

No: No from-to: Vendor: Description: Acct. No:
 Created by Head of Dept Search

No	Date	Vendor	Description	Total	Created by	Head of Dept	M. JENNY
15	06.01.2025	A BETTER PROD		0 €	M. JENNY		Approve? Yes - No

Purchase Order Approved

1. Navigate to Purchase Orders

- **Go to:** Accounting > Purchase Orders > PO Approved

2. Features and Actions

- **Print or Export:**
 - Print the approved POs or save them as PDF documents.
 - Export the POs to Excel using various templates.
- **Search Functionality:**
 - Use the search engine to quickly explore the list of approved POs and locate specific items.
- **Review Approvers and Dates:**
 - Check the approval dates and the names of the approvers for each PO.
- **Edit a Purchase Order:**
 - Click on the **Pen Icon** to open and edit a PO.
 - **Reassign Account Number:** Update the account number if it is incorrect.
 - **Modify Description and Amount:** Update the description or amount if necessary.

- **Track Changes:** Each modification to the amount will automatically create a history log for the changes.
- **Verify Assignment:**
 - Browse over the **icon on the right side of the line** for each PO to confirm if it is assigned to an account number.
- **Estimate to Complete (ETC):**
 - Check the amount in the **Estimate to Complete** column:
 - This amount reflects the total value of the PO combined with any linked invoices.
 - If the PO is marked as **Closed**, the value will appear as **0**.

PO APPROVED: ATLANTIQUE PRODUCTIONS (PO to a) v

Documents Create PO PO To be Approved PO Approved

Total of all: **35 456 €** Print details Print list Export to Excel 1 Export to Excel 2 Export to Excel 3

No: No from-to: Vendor: Description: Acct. No:
 Created by Head of Dept Search

No	Date	Vendor	Description	Total	Estimate to Complete	Created by	Head of Dept	Approved	NA
14	19.1.2024	BLACKSHIP	PERRUQUE ERIC	10 200 €	10 200 €	M. JENNY		✓ MJ, 19.1.	W-C
13	8.12.2023	FAIRPLAY CLEARANCE	¼ journée (obtention des droits auprès de trois	450 €	450 €	M. JENNY		✓ MJ, 8.12.	N-C

Advances

Overview

The **Advances** system in OutlookMovie provides an efficient system for creating and managing advance requests.

Key Features:

1. **Advance Creation:**
 - Users can easily create advance requests for goods needed during production.
 - Each advance request includes:
 - **Requested Amount:** Clear specification of the amount required.
 - **Description:** Detailed justification for the advance to facilitate better communication and understanding.
2. **Approval Workflow:**
 - Advances follow a structured and transparent approval process:
 - **Head of Department (H.O.D.) Approval:** If configured as mandatory, advances must be approved by the H.O.D. before moving forward.
 - **Production Team Approval:** Final validation step to ensure compliance with production requirements.
 - This workflow ensures accountability and proper financial oversight.
3. **Mobile App Accessibility:**
 - The advance request process is fully supported on the mobile app for convenience.

- Users can:
 - Submit advance requests.
 - Review pending advances.
 - Approve or reject advances on the go.



1. Request Advances Online

- **Crew Members** can request advances online through the platform.
- These requests will be sent to **Validators** for approval.

2. Workflow

- The workflow for advances follows the same process as for **Purchase Orders**:
 1. **Request Submission**: Crew members submit their advance request.
 2. **Validation**: The request goes to the validators for review and approval.
 3. **Approval and Payment**: Once approved, the advance is processed and marked as paid.
 4. **Mobile App**: Advances can be also be requested, reviewed and approved directly on the Mobile App for convenience

Ask for an Advance

1. Navigate to the Advance Request Section

- **Go to**: Accounting > Advances > Ask for an Advance

2. Add Yourself as a User (First-Time Setup)

- For your first advance request, complete the following details:
 - **Name, Adress, Mobile Phone**
 - **Email** (mandatory)
 - **Bank Details** (mandatory)
 - Fill in any other required information.
- Click **Save** to store your information.

3. Fill in Required Details

- Modify the **Date** if necessary.

- Select the **Head of Department (HOD)** if it is mandatory for your request.
- Enter the **Requested Amount** for the advance.
- Provide a **Description** to justify the need for the advance.

4. Finalize the Request

- Click **Create** to submit your advance request.

ASK FOR AN ADVANCE ATLANTIQUE PRODUCTIONS

Documents Advance situation **Ask for an advance** Advances to be approved Advances approved Returns

User New

Name

Date 06 01 2025

Payment method Bank transfer

Head of department must approve it before other approvers
If you do not find Head of department, select Marc JENNY. If you are Head of department, select yourself.

Amount €

Description

Create

Advances to Be Approved

1. Navigate to Advances to Be Approved

- **Go to:** Accounting > Advances > Advances to Be Approved

2. Available Actions

- **Delete an Advance:**
 - Remove an advance request if it is no longer needed.
- **Modify an Advance:**
 - Make changes to the advance request if necessary.
- **Reopen for Modification:**
 - Reopen a submitted advance request for editing before approval.

3. Approvers

- **Approver Details:**
 - The list of approvers is displayed for each advance request.
 - Approvers can review and decide to approve or reject the advance.

ADVANCES TO BE APPROVED: OKKO PRODUCTION (To be approved: ▾)

Documents Advance situation Ask for an advance Advances to be approved Advances approved Returns

Search

	Date ▾	Vendor	Description	Amount	Head of Dept	A. TUZAR	
<input type="checkbox"/> 2	6.1.2025	Bank transfer	MARC JENNY	Gasoline	2 500,00 Kč	Approve? Yes - No	✗
				2 500,00 Kč			

Advances Approved

1. Navigate to Advances Approved

- **Go to:** Accounting > Advances > Advances Approved

2. Features and Actions

- **View Approved Advances:**
 - The page displays a list of all approved advances.
- **Mark Advances as Paid:**
 - Check the box in front of each advance to mark it as **Paid** once payment is made.
 - This step ensures the **Trial Balance** remains accurate.
- **Delete an Advance:**
 - Click on the **Right Cross Icon** to delete an approved advance.
- **View Vendor's Advances:**
 - Click on the **Vendor's Name** to see a detailed list of all approved advances for that vendor.

ADVANCES: ATLANTIQUE PRODUCTIONS ▾

Documents Advance situation Ask for an advance Advances to be approved Advances approved Returns

Search

The advance will be shown in Advances Situation only when is set as Paid (Check Box on the left)

Paid	Date ▾	Vendor	Description	Amount	Head of Dept	Approved	
<input type="checkbox"/> 3	6.6.2023	Cash	JMC TEAM	CAUTION	2 000,00 €	✓ MJ, 6.6.	✗
<input checked="" type="checkbox"/> 2	5.6.2023	Bank transfer	GUICHARD Sarah	demande d'avance supplémentaire car entre les encours et les validations, je n'ai pas encore eu le temps de rendre des frais, merci	5 000,00 €	✓ MJ, 7.6.	✗

Returns

1. Navigate to Returns

- **Go to:** Accounting > Advances > Returns

2. Register a New Reimbursement Record

- **Purpose:**
 - Register the reimbursement of users who did not spend or justify their advance with petty cash documents.
- **Steps to Register:**
- Click **New Record** (highlighted in blue) to create a new reimbursement entry.
 - Fill in the required details and save the record.

3. View Vendor and Advance Details

- **Vendor Situation:**
 - Click on the **Vendor's Name** to view their reimbursement situation.
- **Advance Details:**
 - Click on the **Description** of the advance to reopen and review the details of the advance.

4. Mark Return as Paid

- **Steps:**
 - Check the box in front of each reimbursement line to mark it as **Paid** once the reimbursement is processed.
 - This step ensures the **Trial Balance** remains accurate.

5. Delete a Return

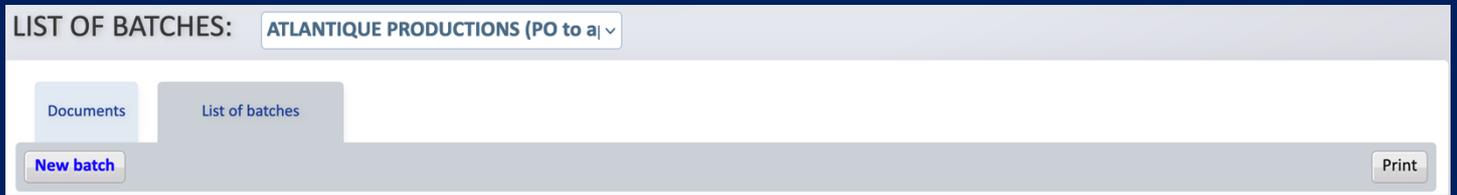
- **Steps:**
 - Click on the **Right Cross Icon** to delete a reimbursement record.

RETURNS: OKKO PRODUCTION CZK							
Documents Advance situation Ask for an advance Advances to be approved Advances approved Returns							
New record Search							
Paid		Date	Vendor	Description	Amount		
<input checked="" type="checkbox"/>		40	5.10.2023	Koutková Lenka	remboursement	26 655,00 Kč	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		39	29.8.2023	Město Výsluní	Deposit return	200 000,00 Kč	<input checked="" type="checkbox"/>

Bank Payments

Overview

With the OutlookMovie accounting software, you can create **Batches** for bank payments and export them in different formats (e.g., SEPA) for your e-banking platform.



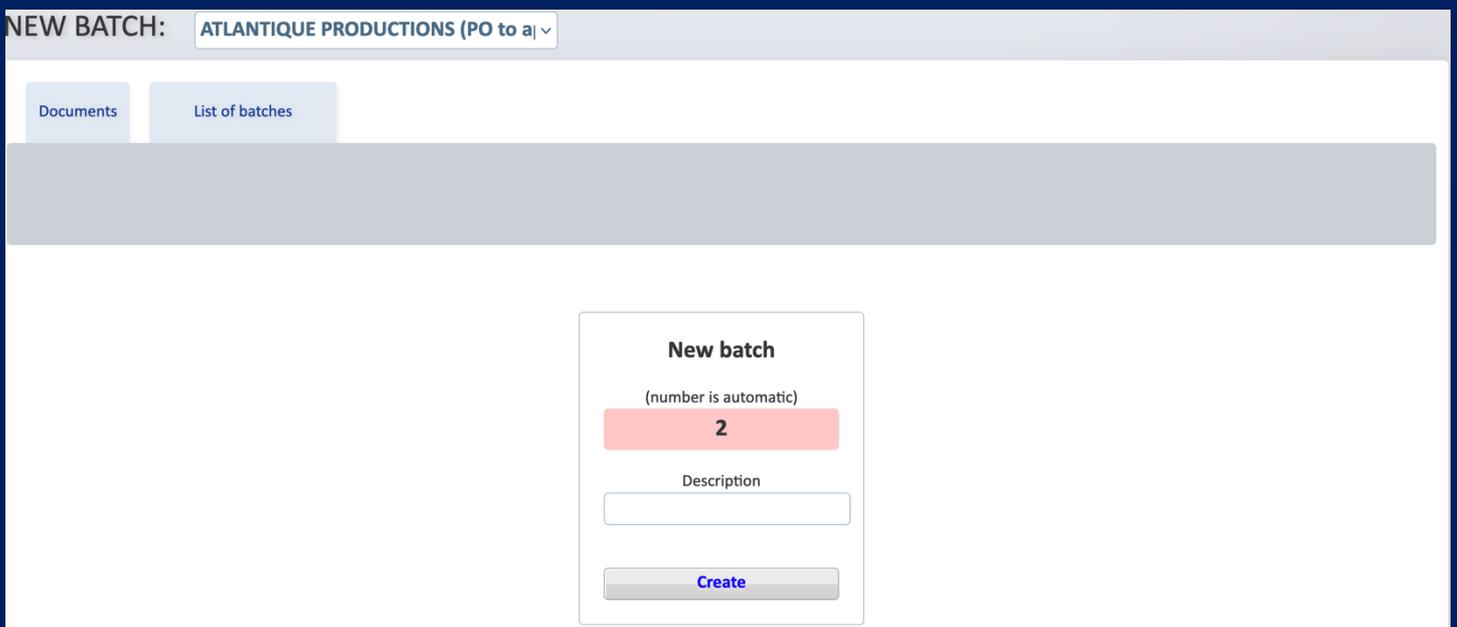
Steps to Manage Bank Payments

1. Navigate to Bank Payments

- **Go to:** Accounting > Bank Payments

2. Create a New Batch

1. Click **Create New Batch** (highlighted in blue).
 - Batch numbering is automatic.
2. Provide a **Brief Description** (e.g., "Salary for the week," "Vendor Invoices").
3. Click **Create** to proceed to the next step.



3. Select Costs for the Batch

1. From the **Unpaid Costs List**, select the costs you wish to pay with this batch.

SELECT COSTS TO THE BATCH

Documents | List of batches | **1** Select costs to the batch | **2** Create a bank order | **3** Set status of batch

Costs to be paid by bank transfer: 541 446,79 €

Batch № 1: 10 850,74 €

FRINGES | INVOICES | LIAISON | NDF | SALAIRES

Internal No: | Vend.Inv.: | Vendor: | Description: | Search

Internal No	Vend.Inv.	Date	Vendor	Description	with VAT
<input checked="" type="checkbox"/>	FRI-1	7.7.2023	CHARGES PATRONALES	Charges pat Renaud BERTRAND 11/05 au 30/06	10 811,02 €
<input checked="" type="checkbox"/>	FRI-2	7.7.2023	CHARGES PATRONALES	Charges pat Matthieu FRABOULET 19/05	39,72 €
<input type="checkbox"/>	FRI-3	7.7.2023	CHARGES PATRONALES	Charges pat Jean-Luc ROZE 11/04 au 30/06	10 582,20 €

Generate Bank Order

2. Click on **Create a Bank Order** (number 2 in purple above the list).
3. Click **Create a Bank Order** (highlighted in blue).

CREATE A BANK ORDER

Documents | List of batches | **1** Select costs to the batch | **2** Create a bank order | **3** Set status of batch

Costs to be paid by bank transfer: 541 446,79 € Print

Batch № 1: 10 850,74 €

Create a bank order

Internal No	Vend.Inv.	Date	Vendor	Description	with VAT
2 <input checked="" type="checkbox"/>	FRI-1	7.7.2023	CHARGES PATRONALES	Charges pat Renaud BERTRAND 11/05 au 30/06	10 811,02 €
1 <input checked="" type="checkbox"/>	FRI-2	7.7.2023	CHARGES PATRONALES	Charges pat Matthieu FRABOULET 19/05	39,72 €
					10 850,74 €

1. **Select the Account to Be Debited:**
 - o Choose the account from which the payment will be made.
2. **Choose File Format:**
 - o Select the file extension type supported by your e-banking platform.
 - o The system will export a file to your desktop for uploading to the e-banking platform.

Create a bank order

Bank account:

The file is saved on your desktop ready to be imported in your e-banking account.

5. Process the Batch Payment

1. Once the batch has been paid, export the **PDF document** from your e-banking platform.
2. Return to OutlookMovie and click **Set Status of Batch** (number 3 in purple).

SET STATUS OF BATCH

Documents | List of batches

Costs to be paid by bank transfer: 0,00 Kč

Batch № 1: 0,00 Kč

To be paid

Internal No	Vend. Inv.	Date	Vendor	Description	with VAT
-------------	------------	------	--------	-------------	----------

3. Select **To Be Paid** and complete the following:
 - o Fill in the necessary payment information.
 - o Upload the **PDF document** from the bank.
4. Click **Paid** to finalize the batch.
 - o All costs paid with this batch will be marked as **Paid** in the **Accounted Costs List**.
 - o The **Trial Balance** will be updated.
5. You can modify the batch status if needed.

Batch 1

Payment date: 07 / 01 / 2025

Bank account: Please choose the bank account

Bank statement:

Add attachment

Cash

Overview

The **Cash** section allows you to record and track all cash transactions, including withdrawals, payments, and movements.

LIST OF CASH MOVEMENTS: ATLANTIQUE PRODUCTIONS (PO to a) ▾

Documents Withdrawals from bank Returns to bank Create a cash payment List of cash movements Vendor situation Register a Cost List of Costs

Navigate to Cash

- Go to: Accounting > Cash

1. Record and Track Cash Transactions

Types of Cash Transactions:

1. Withdrawals & Returns

- Track withdrawals from the bank to cash or from cash to the bank.

WITHDRAWALS FROM BANK: OKKO PRODUCTION EURO ▾

Documents Withdrawals from bank Returns to bank Create a cash payment List of cash movements Vendor situation

New record

Withdrawals from bank

	24.5.2023	10 000,00 €	withdrawal	✘
		10 000,00 €		

Returns to bank

	9.10.2023	507,00 €	dernier euros dans la caisse	✘
	8.8.2023	6 000,00 €	return to bank	✘
		6 507,00 €		

2. Create a Cash Payment

Steps:

1. Record the cash payment in the **Cash** section.
2. Link the payment to a cash cost by processing it in the **Accounted Cost** menu.

CREATE A CASH PAYMENT: OKKO PRODUCTION EURO

Documents | Withdrawals from bank Returns to bank | **Create a cash payment** | List of cash movements | Vendor situation

Cash in hand: 0,00 €

No	Date	Vendor New	Description	Amount	
<input type="text"/>	07 ▾ 01 ▾ 2025 ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Register

3. View Cash Movements

- Access the Cash Movement List:
 - View a detailed list of all recorded cash transactions.

LIST OF CASH MOVEMENTS: OKKO PRODUCTION EURO

Documents | Withdrawals from bank Returns to bank | Create a cash payment | **List of cash movements** | Vendor situation

Cash in hand: 0,00 €

No	from	to	Vendor	Amount	Description	
<input type="text"/>	Search					

	Date ▾		Vendor	Description	Amount	
	9.10.2023	Return to bank	Bank	dernier euros dans la caisse	507,00	✗
	4.10.2023	Payment	Kasan Jiri	NDF 11	1 350,00	✗
	8.8.2023	Return to bank	Bank	return to bank	6 000,00	✗
	14.7.2023	Payment	Betaillole Charlotte	NDF 9	335,00	✗

4. Check Vendor Situation

- Vendor-Specific Cash Transactions:
 - To Review the financial situation of individual vendors, including their cash payments and balances click on their name.

VENDOR SITUATION: OKKO PRODUCTION EURO

Documents | Withdrawals from bank Returns to bank | Create a cash payment | List of cash movements | Vendor situation

Vendor	Accounted	To be paid	Payments	To be linked	
1. Betaillole Charlotte	335,00 €	0,00 €	335,00 €	0,00 €	Advance situation
2. Kasan Jiri	3 115,00 €	0,00 €	3 115,00 €	0,00 €	Advance situation
3. Valova Mirka	43,00 €	0,00 €	43,00 €	0,00 €	Advance situation

Vendor Report

Navigate to Vendor report

- **Go to:** Accounting > Vendor report

Overview

The **Vendor Report** provides a comprehensive view of all registered vendors, including details of their accounted costs and payment situations.

Features of the Vendor Report

List of Registered Vendors

- View the complete list of all vendors registered in the system.

VENDOR REPORT: ATLANTIQUE PRODUCTIONS (PO to a)

Documents | Vendor Report

Vendor	Accounted costs	Paid	To be paid	To be returned
1. A BETTER PROD	3 600,00 €	0,00 €	3 600,00 €	
2. AIO COMPANY	6 612,00 €	0,00 €	6 612,00 €	
3. AMT CGS groupe	50,00 €	0,00 €	50,00 €	
4. BERTRAND Renaud	29 209,40 €	0,00 €	29 209,40 €	
5. BOUTET Aurélie	1 897,94 €	0,00 €	1 897,94 €	

Details Provided for Each Vendor

- **Accounted Costs:**
 - View detailed records of all costs attributed to the vendor.
- **Payment Situation:**
 - Review the payment status for each cost, including pending and fully paid amounts.

VENDOR REPORT: ATLANTIQUE PRODUCTIONS (PO to a) ▾

Documents Vendor Report

A BETTER PROD: 3 600,00 €
production will pay to vendor

Date	N°	Description	Accounted	Paid	Advance deduction
INVOICES					
13.6.2023	INV-2	Acompte de 50% pour l'estimatif carbone	1 800,00 €	To be paid	
11.10.2023	INV-25	Solde 50 % sur le devis n°19	1 800,00 €	To be paid	
Total			3 600,00 €	0,00 €	
Balance = production will pay to vendor				3 600,00 €	
Advance situation			0,00 €		

Cost Report

Navigate to Cost report

- **Go to:** Accounting > Cost Report

Overview: Cost Report Options

OutlookMovie allows you to access both **summary and detailed global cost reports** as well as **cost reports by company**, tailored to their respective currencies.

1. Global Cost Report:

- Provides an overall view of costs across all production companies involved in the project.
- Ideal for assessing the financial performance of the entire production.

2. Cost Report by Company:

- Offers a detailed breakdown of costs for individual companies.
- Displays costs in the company's own currency for localized reporting and analysis.

Features of the Cost Report

Estimated Final Cost Column

• Actionable Updates:

- Click on the registered amount in the **Estimated Final Cost** column.
- Revise the value and provide a comment.
- Updates automatically reflect as **Overhead** or **Savings** for the account and the **Estimated Final Costs**.

Additional Tools

- **PO Report:**
 - View and analyze Purchase Orders associated with the costs.
- **Comparison of Estimated Final Costs:**
 - Compare current and previous estimated final costs for analysis.
- **History Tracking:**
 - Access the **History of Estimated Final Costs** and **History of Item Codes**.
- **Graphs:**
 - Use visual tools for a more user-friendly and comprehensive analysis.

3.3 Editing and Exporting

- **Editing Options:**
 - Look, print, and save reports as **PDF** or export to **Excel**.
 - Options include:
 - **General Ledger.**
 - **General Ledger in Excel.**
 - **Print Report.**
 - **Export to Excel.**
 - **Edit Variances Report** in three layouts.

3.4 Connected Templates

- **Template View:**
 - If connected templates are created, switch between templates to view the cost report in different formats.

3.5 Filtering and Grouping

- **Cost Report by Groups:**
 - View reports based on groups created in the **Budget Section**.
- **Filter by Account Numbers:**
 - Narrow down the cost report to specific



Trial Balance

Navigate to Trial Balance

- **Go to:** Accounting > Trial Balance

Overview

Global and Individual Trial Balance

OutlookMovie provides the capability to view a **Global Trial Balance** if multiple companies are involved in the production, or an **individual balance** for each company.

Steps to Finalize and Verify the Balance:

1. **Manually Enter Bank Account Credits:**
 - Input the credit amounts of the bank accounts you are managing.
 - This step is essential to finalize and balance the accounts accurately.
2. **Add Lines to Assets or Liabilities:**
 - If necessary, additional lines can be added under **Assets** or **Liabilities** to account for specific items.
3. **Change Currency:**
 - Adjust the currency for the trial balance to suit your reporting needs.
4. **Print and Export:**
 - **Print:** Generate a physical copy of the trial balance directly from the platform.
 - **Export:** Save the trial balance as a **PDF** for easy sharing or archival purposes.



SETTINGS

Overview

This section is accessible with three different access levels of rights, providing the following capabilities:

User Management Rights

1. Create new users.
2. Manage the list of users.
3. Deactivate users.
4. Create the crew list.
5. Manage personal data settings.
6. Create groups.
7. Activate NDAs (Non-Disclosure Agreements).
8. Access all Full Control rights (listed below).

Full Control Rights

1. Manage email notifications.
2. Activate the watermarking system.
3. Modify production and company information.
4. Modify movie information.
5. Control access rights.
6. Check SMS history.

General Access (All Access Levels)

1. Complete your personal data.
2. Change your password.
3. Check the list of accepted document extensions.
4. Use the QR code to upload the mobile application on your smartphone.

Create a New User

1. Access User Management:

- Go to Settings > User Management > Create New User.

2. Fill in Required Fields:

- Complete all the mandatory fields to add a new user.

3. Assign Rights:

- Scroll down to the "Level of Rights" section and assign the appropriate rights to the user.
- Default rights can be reviewed and modified in the next step if needed.

1. Credentials Delivery:

- The user will receive login and temporary password via email and SMS.
- They can use these credentials to access [OutlookMovie](http://www.outlookmovie.com). (www.outlookmovie.com)

2. Initial Security Steps:

- Upon first login, the user will be prompted to:
 - Change their password for security reasons.
 - Accept the NDA (if this action is enabled).

3. Optional: Enable Two-Factor Authentication (2FA) for enhanced security (e.g., SMS code).

Required fields			Optional fields
First name <input type="text"/>	Family name <input type="text"/>	Personal data template General <input type="text"/>	Function <input type="text"/>
Mobile (ex: +33600111222) <input type="text"/> <small>It is preferable to write manually and not copy and paste</small>	E-mail <input type="text"/>	Hide phone and e-mail from the crew No <input type="text"/>	Country of residence <input type="text"/>
Level of rights <input type="text"/> <small>Here under all functions accessible by default for the level of rights (green: accessible, red: unaccessible). You can modify the access by clicking on green and red circles, it will automatically be updated.</small>	Normal or specific user Normal user <input type="text"/> <small>The specific users (Producers, Broadcasters) will not receive e-mail warning to fill in their data to establish contracts. <input type="checkbox"/></small>	Access to production companies ATLANTIQUE PRODUCTIONS <input type="text"/> <small>Assign new user to a production company (if already created).</small>	

[ADD THIS PERSON AS A USER](#)

User Access

1. User Credentials:

- **Login and Password:**
 - Each user is assigned a unique **login** and **password**.
 - Credentials are sent via:
 - **Email** to the registered email address.
 - **SMS** to the user's mobile phone for added accessibility.
-

2. Role-Based Access:

- **Functionalities Access:**
-

3. Language Customization:

- **Language Options:**
 - Users can navigate the platform in one of the following languages:
 - **English**
 - **French**
 - **Czech**
 - **Spanish**
 - **German**
 - The users clicks on their name in the top-right corner to access their personal data page, where they can change the language settings.
-

4. Additional Features:

- **Password Management:**
 - Users can:
 - **Change Password:** Update their password after the first login for security.
 - **Forgot Password:** Reset their password via email or SMS verification.
 - **Profile Customization:**
 - Users can modify:
 - Contact information (e.g., phone number or email).
 - Preferred navigation language.
 - **Secure Logout:**
 - Option to log out securely, with an automatic timeout after inactivity.
-

Deactivate User(s)

Follow these steps to deactivate a user without permanently deleting them:

1. **Navigate to User Management:**

- Go to **Settings > User Management > List of Users**.
 - 2. **Select Users to Deactivate:**
 - Tick the **box symbol** next to the names of the users you want to deactivate from the user list.
 - 3. **Choose the Deactivate Option:**
 - At the top of the page, click on the **Select Option** dropdown (in blue).
 - Scroll down and select **Deactivate Users**.
 - 4. **Confirm Action:**
 - Click **OK** to deactivate the selected users.
 - 5. **What Happens Next:**
 - The users will be moved to the **Deactivated Users** section but will not be deleted.
 - You can **reactivate users** at any time.
-

Important Note:

If you have created a **Crew List**, the deactivated users will remain on the list unless you manually remove them by clicking **Remove from the List** on the **Create Crew List** page.

Handling Forgotten Credentials

- **Self-Reset Option:**

Users who have lost or forgotten their login and/or password can reset their credentials themselves.

 - On the home page (www.outlookmovie.com) click on "Forgot Login or Password. "
 - **Steps to Reset and Resend User Login and Password via Email:**
 1. **Access User Management:**
 - **Go to :** Settings > User Management.
 2. **Select the User:**
 - Locate the user whose login and password you want to resend.
 - Click the small white checkbox next to their name.
 3. **Send Login and Password:**
 - From the dropdown menu at the top of the page (highlighted in blue), select "**Send Login and Password by Mail.** "
 4. **Confirm Action:**
 - Click **OK** to finalize the process.
-

List of users

- **Go to :** Settings > User Management > List of users
 - **View Active Users:**
Click on the **List of User** tab to see the complete list of active users.
 - **Select Option Menu:**
Use the **Select Option** menu to access all available actions and options to manage the user list.
-

Important Note:

If you have created a **Crew List**, the deactivated users will remain on the list unless you manually remove them by clicking **Remove from the List** on the **Create Crew List** page.

Create crew list

- **Go to :** Settings > User Management > Create crewlist

1. Customization

- Create the crew list and tailor it to your preferences.
- Add **Production Company** details, including the **logo** in the header.
- Write and assign a name for each department.

2. Organizing Users

- Drag and drop users into their respective departments.
- Add or remove users at any time to keep the crew list up to date.

3. Exporting and Printing

- Save the crew list as a **PDF** or export it as an **Excel document**.
- Print the crew list if a physical copy is required.

4. Mobile Application Integration

- Once created, the crew list will appear the same on the mobile application for easy access.

5. Final Step: Save Your Work

- Always **save your Crew List** to avoid losing changes or updates.

Personal data settings

- **Go to :** Settings > User Management > Personal data setting

This page allows you to manage the personal data template for the users to fill on. You can adjust the visibility, designate mandatory fields, and specify which information will appear in the contract. Simply click the green or red dot to modify the default settings.

- **Visible Information:** Data that will be displayed.
- **Obligatory Information:** Data required for processing or compliance.
- **Contract Information:** Data that will be included in the contract.

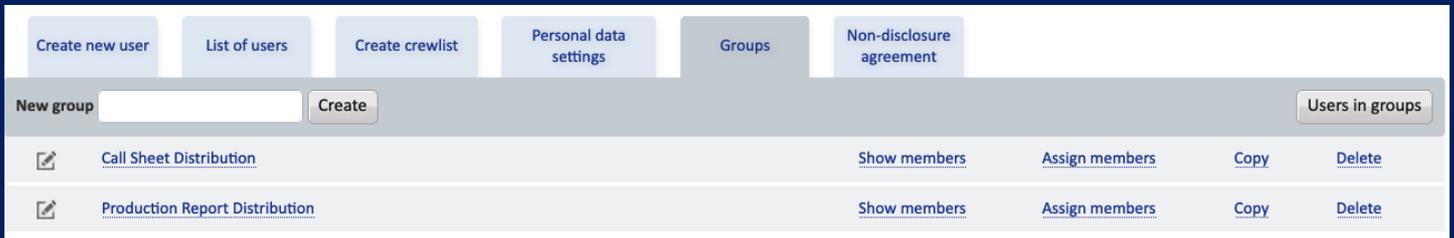
Click on the green or red dot next to each field to update its settings.

General Rename template 201 users			
	Visible information	Obligatory information	information in contract
Personal data			
Family name	✓	✓	✓
First name	✓	✓	✓
Civility	✓	✗	✗
Birth name	✓	✓	✗
Nickname	✓	✗	✗
Street address Ne	✓	✓	✓
Street address BIS/TER	✓	✗	✗
Street address	✓	✓	✓
Postal code	✓	✓	✓
City	✓	✓	✓

We hope these pages help you make the most of **OutlookMovie**. Our goal is to make it as easy and intuitive as possible for you to use. If you have any comments or suggestions for improvement, we'd love to hear from you. We listen carefully and respond quickly to ensure a better experience.

Groups

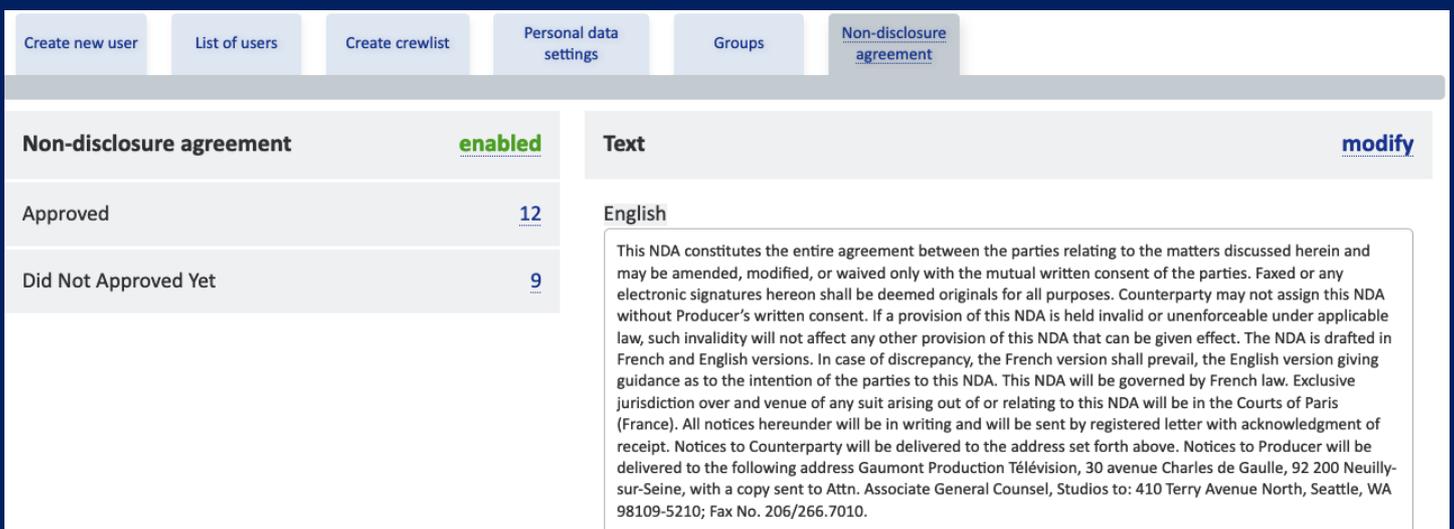
- **Go to :** Settings > User Management > Groups
- On this page, you can create groups for specific types of distribution, such as call sheets or production report.



Group Name	Show members	Assign members	Copy	Delete
Call Sheet Distribution	Show members	Assign members	Copy	Delete
Production Report Distribution	Show members	Assign members	Copy	Delete

Non-disclosure agreement

- **Go to :** Settings > User Management > Non-disclosure agreement
1. **On the right side of the page**, click **Modify** and paste the agreed Non-Disclosure Agreement (NDA). You can provide the NDA in two languages.
 2. **On the left side of the page**, click **Disabled** (in red) and then click **Enabled**.
 3. Each new user connecting to the OutlookMovie license will be required to accept the NDA before accessing the project.
 4. A list of users will display the NDA status, showing those who have **Approved** and those who have **Not Approved Yet**.



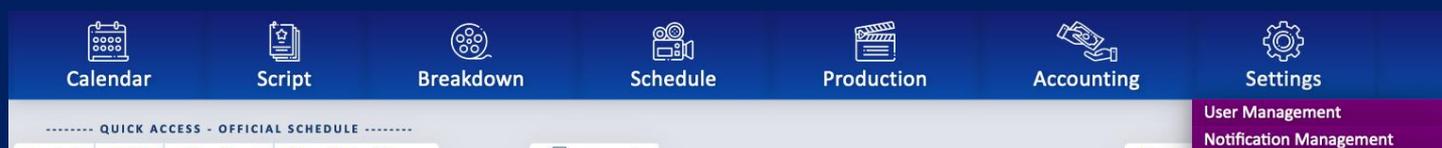
Non-disclosure agreement	enabled	Text	modify
Approved	12	English	
Did Not Approved Yet	9		

This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and may be amended, modified, or waived only with the mutual written consent of the parties. Faxed or any electronic signatures hereon shall be deemed originals for all purposes. Counterparty may not assign this NDA without Producer's written consent. If a provision of this NDA is held invalid or unenforceable under applicable law, such invalidity will not affect any other provision of this NDA that can be given effect. The NDA is drafted in French and English versions. In case of discrepancy, the French version shall prevail, the English version giving guidance as to the intention of the parties to this NDA. This NDA will be governed by French law. Exclusive jurisdiction over and venue of any suit arising out of or relating to this NDA will be in the Courts of Paris (France). All notices hereunder will be in writing and will be sent by registered letter with acknowledgment of receipt. Notices to Counterparty will be delivered to the address set forth above. Notices to Producer will be delivered to the following address Gaumont Production Télévision, 30 avenue Charles de Gaulle, 92 200 Neuilly-sur-Seine, with a copy sent to Attn. Associate General Counsel, Studios to: 410 Terry Avenue North, Seattle, WA 98109-5210; Fax No. 206/266.7010.

Notification Management

- Go to : Settings > Notification Management

OutlookMovie's **Notification Management** system empowers effective communication among **Crew, Cast, and Vendors**, offering a robust set of flexible options to tailor notifications to specific needs.



Features of the Daily Email Notification

- Navigate to **Settings > Notification Management > Daily e-mail**

1. Personalized Content Options

When enabled, recipients will receive a **Daily Newsletter** containing the following items based on your selections:

- **New Documents and Images:** Recently uploaded files.
- **Breakdown Changes:** Updates in production schedules or resource allocation.
- **Artistic List:** New actors in Artistic list.
- **Agenda Events:** Scheduled meetings or other calendar items.
- **New Crew Members:** Introductions to recently added team members.
- **Crew Birthdays.**
- **Actors' Birthdays.**

2. Flexible Selection

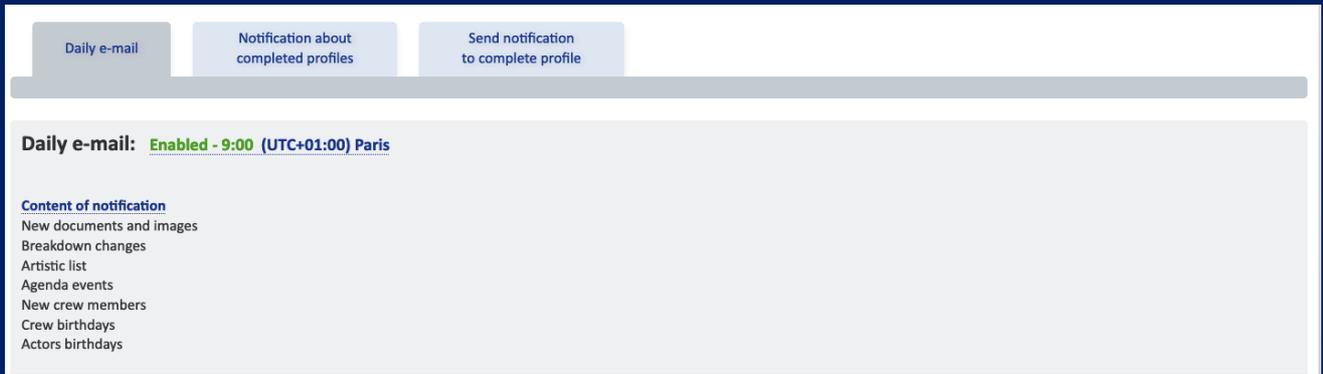
- You can **choose and customize** the type of news included in the Daily Newsletter from the list above.

3. Schedule Setup

- **Set a Specific Delivery Time:** Choose a time that works best for your team to receive the e-mail.

4. Weekend Controls

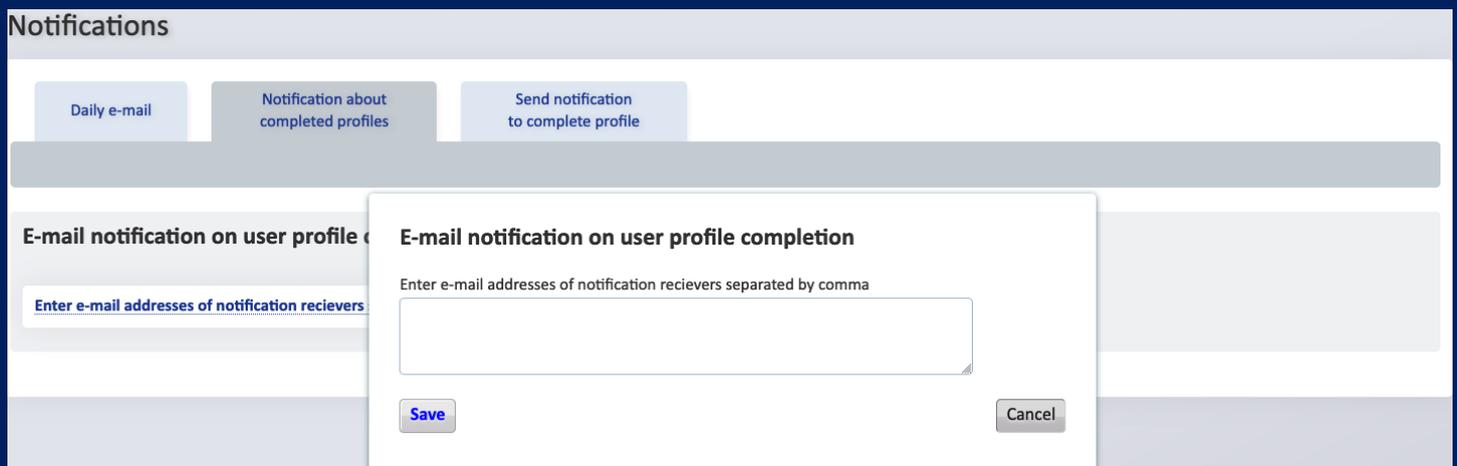
- **Deactivate Notifications on Weekends:** Pause the delivery of newsletters during weekends to respect work-life balance.



E-mail notification on user profile completion

- **Go to :** Settings > Notification Management > Notification about completed profiles

On this page, you can provide a list of email addresses for individuals such as production coordinators, to handle technician contracts, or accountants, to manage payroll details. They will be notified immediately when a new user completes their personal data.



Send notification to complete profile

- **Go to :** Settings > Notification Management > Send notification to complete profile

On this page, you can compose an email to all users who have not completed their personal data. These users are identified by a red dot on the user list.

Notifications

Daily e-mail Notification about completed profiles Send notification to complete profile

E-mail notification on user profile completion

Enter e-mail addresses of notification receivers separated by comma

Save Cancel

Watermarking

OutlookMovie features an integrated watermarking system for scripts, shooting schedules (oneliners), and PDF documents uploaded in the Scripts and Call Sheets sections.

Calendar Script Breakdown Schedule Production Accounting Settings

----- QUICK ACCESS - OFFICIAL SCHEDULE -----

Script Grid One liner Day Out of Days Search Send E

User Management
Notification Management
Watermarking

- Go to : Settings > Watermarking

WATERMARKING

Settings

Select section where you want to apply watermark. Watermark is name, surname and ID of user written diagonally on background.

Print

- enabled Script
- enabled Shooting Schedule - Oneliner

PDF documents

- enabled Script
- enabled Call Sheets

