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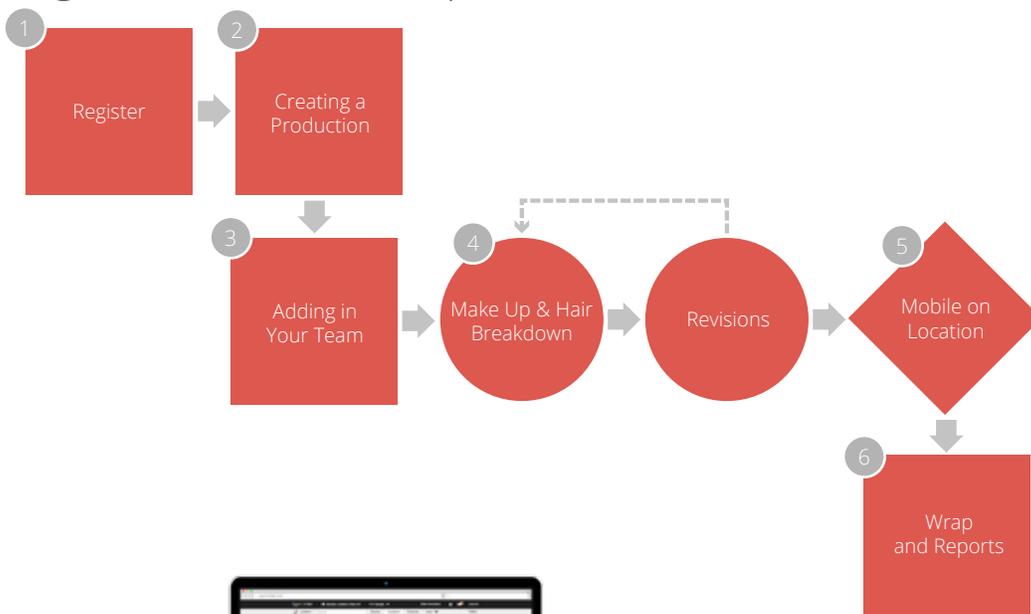
SYNC  NSET

Make Up & Hair
Quickstart Guide

SYNC ON SET

is a software program and app designed for TV and Film productions. With Sync OnSet, your production team can digitally manage continuity, photos and notes. Features include: an automatic script breakdown, continuity photo albums, production dashboard, multiple users, a mobile app and more.

Designed for the Make-Up & Hair Workflow



1 Register

To register for Sync OnSet go to www.synconset.com and click the **Register** tab in the upper right hand corner.

The web-application runs in your web browser and does not require any software to be downloaded. The web-application is designed for use on any laptop and desktop computer (PC & Mac). You must use the web-application to first set up the **Production**.



2

Creating a Production

My Productions

New Production

To create a **Production**, navigate to the **My Productions** page located in the top black **Navigation** bar. From there, select the **New Production** button.

When creating a **Production**, you are able to leverage the auto-script breakdown feature. This allows you to securely import Scenes and Characters from an **.FDX** or **.PDF** shooting script. The auto-script breakdown feature will pull **Scenes**, **Characters**, and **Script Locations** automatically from the script.

3

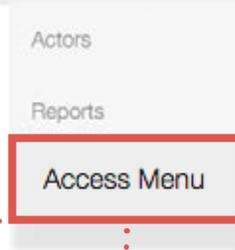
Adding in Your Team

Sync OnSet was designed as a collaborative tool, so it's time to add in the rest of your team.

When adding in your team, if the person you are inviting has an account with Sync OnSet, be sure to invite them using the same email address they registered with!

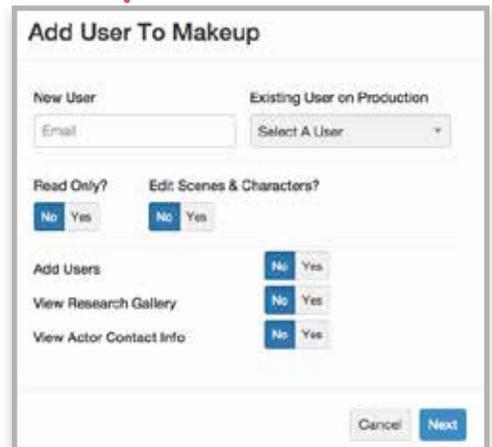


Did you know that each team member can be given varying levels of permissions via the Access Menu?

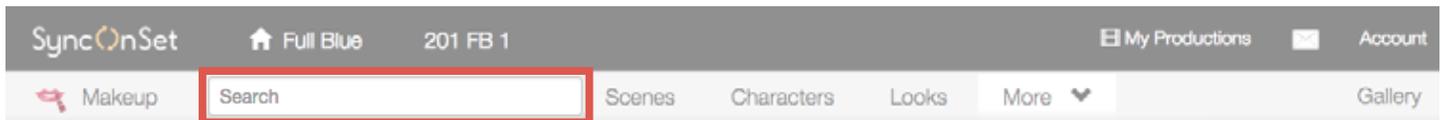


Something for Everyone

Share photos and notes with other departments, including Costumes and Set Dec. Eliminate the need to manage the script breakdown and revision by collaborating with other departments!



How to Best Use Your Navigation on the Web Application

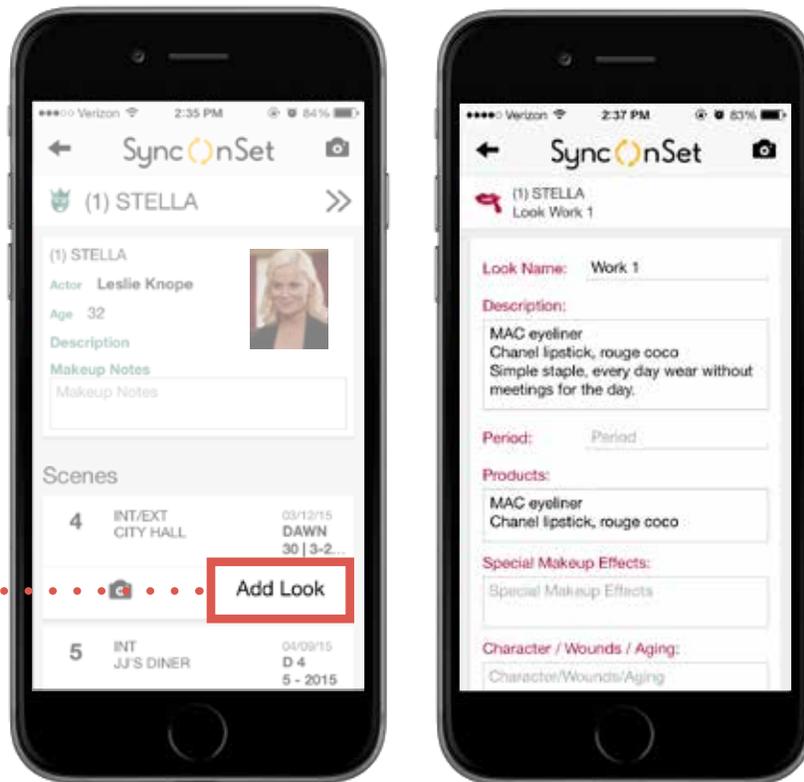


- From here you can search for your Make Up or Hair
- Looks and Notes—it is the quickest way around the app!

4 Department Breakdown, from Mobile

The Sync OnSet mobile app is available on both iOS and Android—simply search for it in either the App or Play Store. Once downloaded, you can log in using the same username and password logged in with on the web.

Once the Production is set up from the web application, working from your iPad or iPhone is a breeze.



- To add Looks, go
- to the Characters
- tab from the side
- navigation bar and
- select the character
- for which you'd like to
- start adding looks.

Once created, you can tap on a Look to add more details, including photos, products and any notes you may have!

Note: Managing script revisions—editing Scenes and Characters—must be done from the web application.

5 Mobile App: Adding Photos

Using your mobile device is the easiest and most convenient way to add photos to Sync OnSet. You can use pre-existing photos on your camera roll or take a photo directly through the application.



You can always access the Navigation Menu by swiping your finger from off screen left to right. The Navigation Menu allows you to navigate to your list of Scenes, Characters and Looks.

Adding Photos to Characters or Looks

Find the **Scene** you are working on for the day by tapping on **Scenes** in the side **Navigation Menu**.

Once you find the **Scene** you are working on, you can easily add a photo to a **Character** and/or the Character's **Look**. If you don't have any **Looks** yet, you can simply **Tag** photos to a **Character**.

The camera icon next to the Character's **Look** in the Scene will automatically tag the photo to both the Character and Scene!

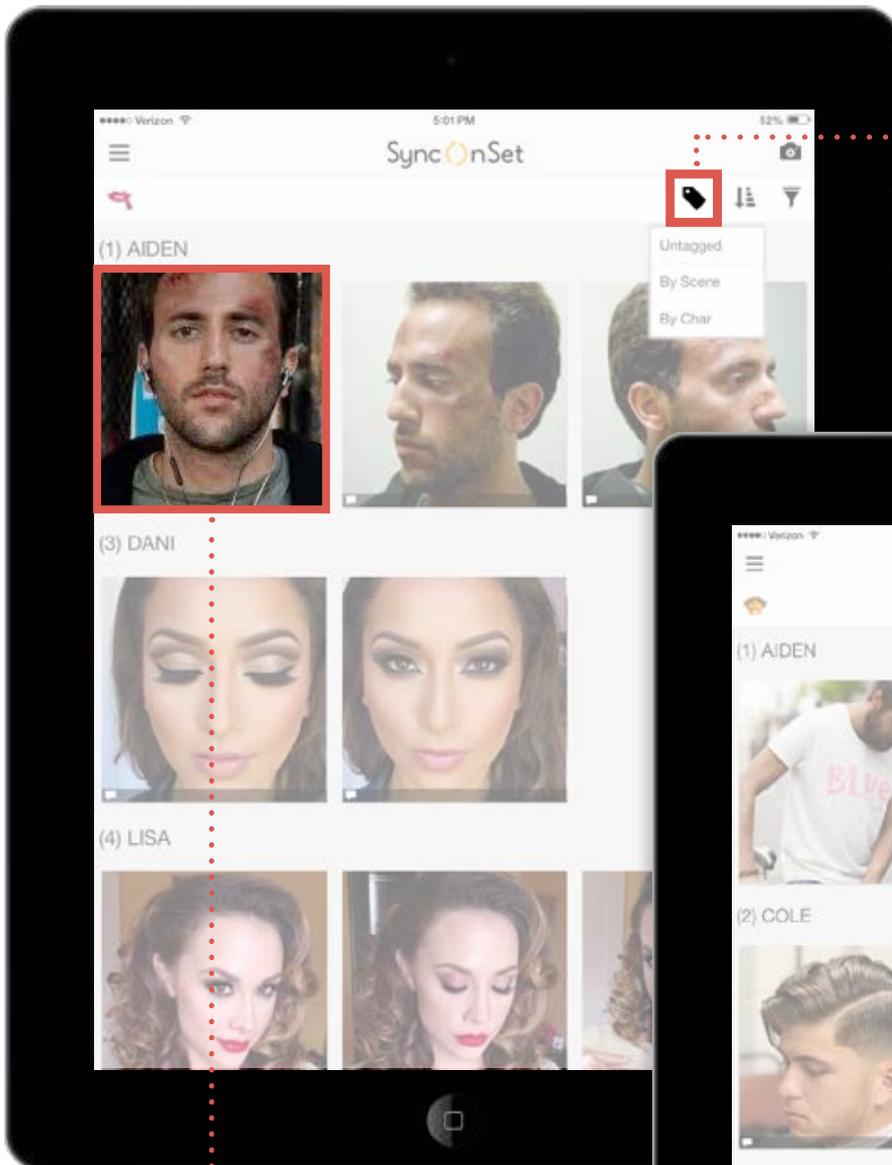
The mobile app is perfect for on-site use.

Offline Access

A big advantage of the mobile app is the ability to use it offline. Once you download the app, you can access your productions, add photos and notes all without cell data or Wi-Fi. Once you have access to Internet again, you can sync your notes and photos with the rest of your team simply by going to **Sync Status** in the **Navigation Menu**.

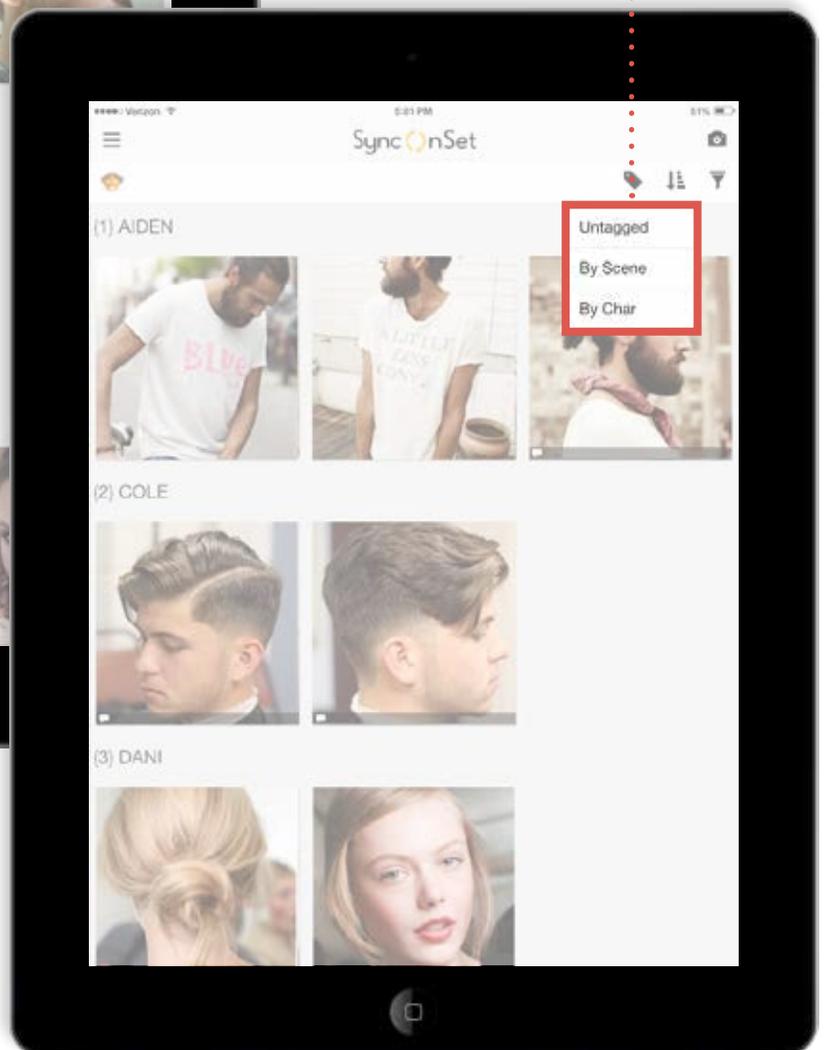
Using the Photo Gallery on Mobile

In the **Navigation Menu**, you can access the Photo Gallery to view all of your photos from the **Production** or **Episode**.



You can Tag multiple photos at once to Scenes, Characters or Looks by selecting the photos after clicking the Tag button.

Did you know you can sort the gallery by Scene or Character?

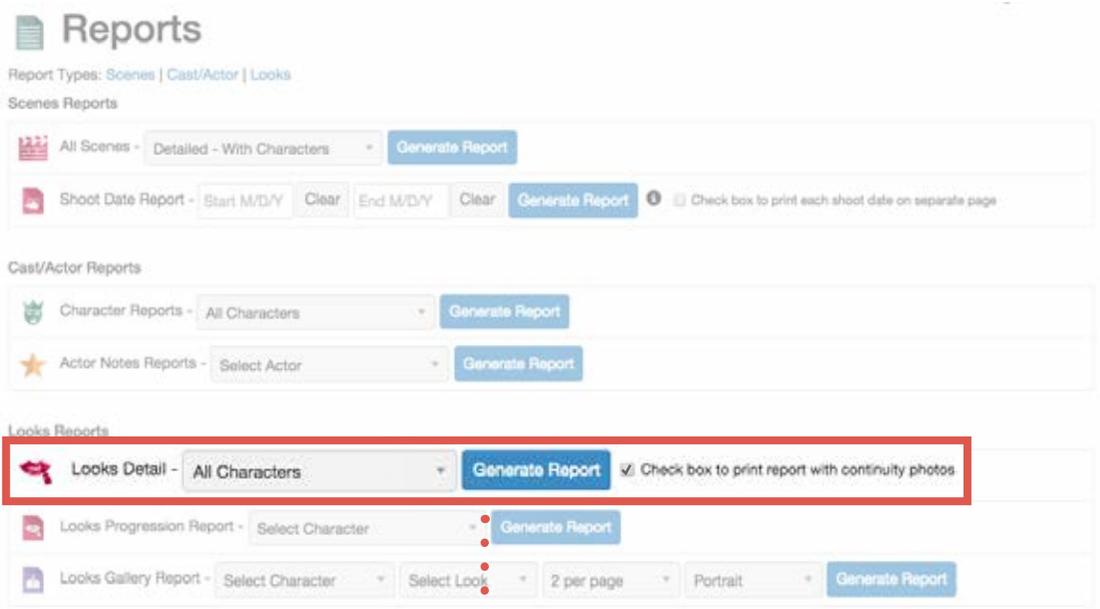


Click on the Photo to view the photo in full screen and any notes or details.

6 Wrap and Reports

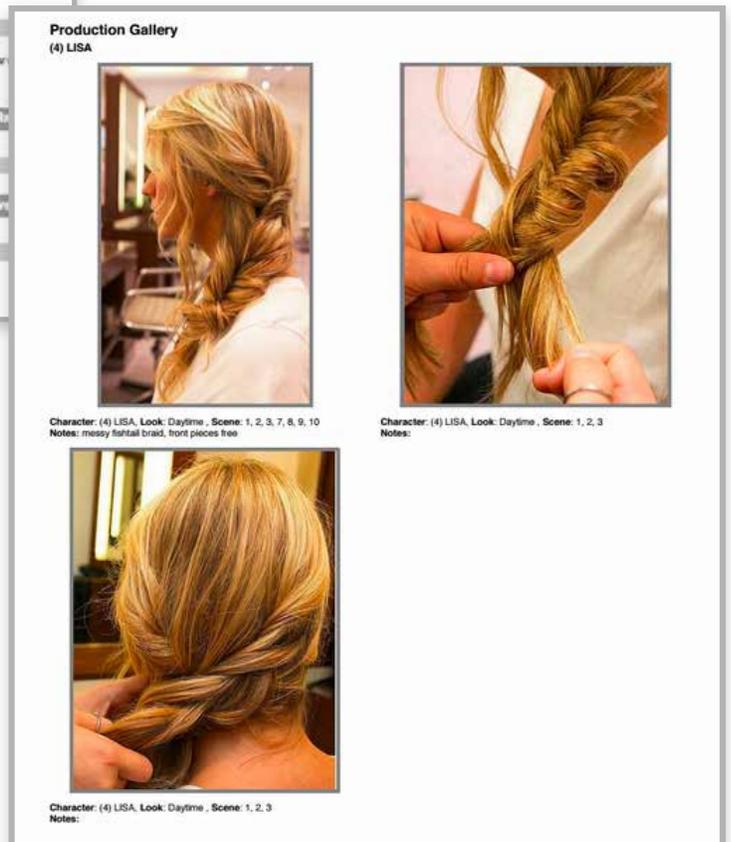
When it's time to wrap, all the information you need to generate a final wrap binder and look book report is just a click away.

On the web-application, navigate to the grey navigation bar, go to **Reports** in the **More** dropdown to find every report for your final wrap binder.



- Did you know that the most commonly used report is the Looks
- Detail report with continuity photos? It's located right here.

(1) STELLA		Leslie Knope	
Look Work 1			
Scene	Day	Location / Description	Char. Scene Notes
4		DAVING INT/EXT: CITY HALL 013- 2015	Interior of Office
*****PAGE BREAK*****			
(3) RALPH		Jean R	
Look Stylin night out			
Scene	Day	Location / Description	Char. Scene Notes
*****PAGE BREAK*****			
(8) WILLIAM		Tom Havn	
Look Club Opening Night			
Scene	Day	Location / Description	Char. Scene Notes
*****PAGE BREAK*****			



SYNC ONSET

SyncOnSet.com

1.800.470.7962

contact@synconset.com

a simple solution for each department



costume



props



set dec



make up



hair



locations