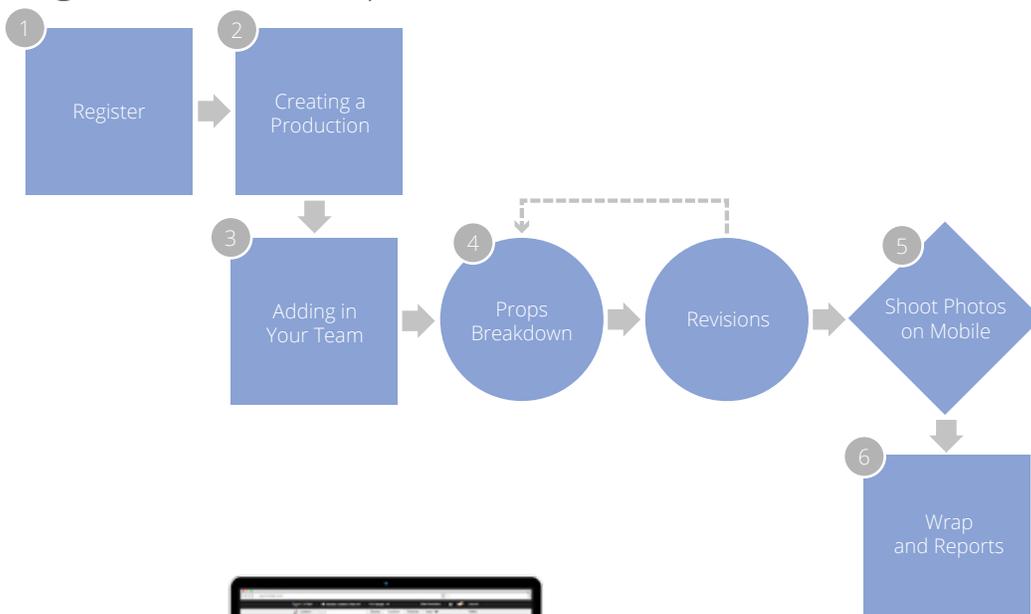# SyncOnSet

Props
Quickstart Guide

SyncOnSet

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

Designed for the Props Workflow

1 Register

To register for Sync OnSet go to www.syncconset.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).

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, you will find a button to create a production.

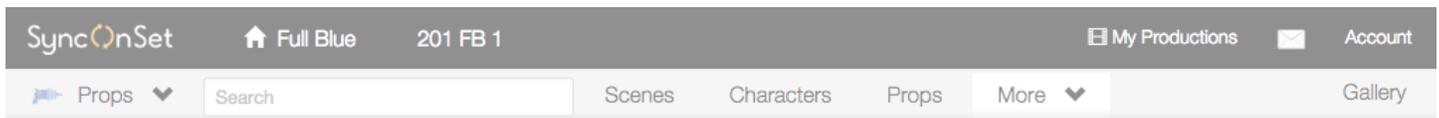   During the create Production process, you are able to leverage the auto-script breakdown feature. This allows you to securely import scenes and characters from an .FDX or .PDF shooting scripts. The auto-script breakdown will pull all of your Scenes, Characters and Script Locations automatically from your script. If you get the script emailed to you, just save the file to your computer and upload to begin the breakdown.

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

Props Masters: develop preliminary budget
Assistant Prop Masters: manage prop inventory
On Set Prop Assistants: track continuity during shoot
Prop Makers: reference and store research photos

Did you know that you can also collaborate with other departments like Set Dec and Costume teams?

How to Best Use Your Navigation

| SyncOnSet | 🏠 Full Blue | 201 FB 1 | | | | 🖥 My Productions | ✉ | Account |

| 🎬 Props ▾ | Search | | Scenes | Characters | Props | More ▾ | | Gallery |

From here you can search for Props and Scenes
—it is the quickest way around the app!

How to Best Use Your Scene Index

Your Scene Index is your main page of information. From here, you can add and update script days, script locations and shoot dates. Adding in your shoot dates from your shooting schedule is super easy with our bulk add button.

When you receive your shooting schedule, you can add all the scenes for each shoot date here.

Your Script Locations are automatically pulled out from the auto-script breakdown.

🎬 Scenes + Create New Scene

| Search by Scene # | 🔍 |

Sort A-Z ❓

+ Add/Update Shoot Dates   ✏ Edit All Scenes

Scene #: ▾	Script Day: ⇅	Script Location: ⇅	Description:	Cast:	Shoot Day: ⇅	Actions:
1	N 1	EXT	RIVERSIDE PARK	Allen takes a casual stroll through the park, finds dead body.	1, 2, 4	Thu, 04/02/15	✏ 🗑
2	D 2	INT	THE TOMBS	Lucien is reading the newspaper in his cell.	1, 2	Tue, 04/07/15	✏ 🗑
3	N 2	EXT	GINSBERG HOME	Radio announcement		TBD	✏ 🗑
4	N 2	INT	GINSBERG HOME	Allen is caught by his father cleaning the house.	1, 10	Wed, 04/08/15	✏ 🗑

Did you know you can click on a Scene to see and add detail about the Props in each Scene?

You can add your AD one-liners as the Scene Description.

Update an individual scene by clicking here.

4 Creating Custom Categories and Adding Props

After setting up the Production, you can start adding in Props to budget by custom categories. Navigate to the Prop tab in the Navigation bar and click Prop Categories to create your custom Prop Categories.

Prop Categories

Every prop you enter can be categorized accordingly for an easily generated budget.

Prop Categories

Prop Categories are customizable, allowing you to sort and budget your props easily. Check out the reports tab after you've assigned all your props to see an overall budget category by category.

We've provided you with some basic categories below, but feel free to create your own as well! This list is editable from the Props Index page, which you can get to by clicking Props in the bar at the top of the screen.

New Category	+ Add
Auto	✕ Delete
Expendables	✕ Delete
Food	✕ Delete
Graphics	✕ Delete
Weaponry	✕ Delete

Cancel   Save

▶ Props [+ Create New Prop] 📁 Import 📁 Import ISS Rental Sheet

Did you know you can automatically import props you've ordered from ISS Props?

Search by Prop Name or Brand 🔍   Prop Categories   ✏ Edit All Props

Name / Brand / Color / Description	Closet / Personal	Category / Source	Asset	Wrap Box	Price	Budget	
Candles Yankee Candle Company Multi Scented Candles	(1) COLE	Promo - Rent | ISS PROPS 918273645112 07/21/2014 - 07/25/2014		2	8.00	40.00	✏ ✕
Coffee Mug IKEA Blue Bright Blue cup	(1) COLE	Buy | IKEA 09660098348	Yes	3	2.9		
iPhone 5 Apple White iPhone in a case	(1) COLE	Promo | Apple timchef@apple.com	Yes	2	0.00		
Magazine Stand Up Journal	(1) COLE	Buy | Subscription 28735585098	Yes	2	2.99		

Did you know you can click on a Prop for more detail about the prop, including photos, notes and scenes the Prop appears in?

From the Prop Details, view galleries for Continuity and Inventory Photos.

▶ Coffee Mug
IKEA Blue   ✏ Edit

Description	Bright Blue cup		
Prop	(1) COLE	Category / Source	Buy | IKEA
Closet			09660098348
Personal?	No	Size/Dimension	5x4 in.
Established?	No	Quantity	1
Asset?	Yes	Prop	The Truck
Price	2.99	Storage	
Budget	2.00	Location	
Price			
Wrap Box	3		
Box	Wobum		
Storage			
Location			
Disposition	Given to actor		
Notes			

[Preview Inventory Gallery] [→ View Gallery (1)] [+ Photos]

Scenes   Remove Prop From All Scenes

Scene ▾	Script Day ⇕	Setting | Location	
1	DAWN 1	INT | SMALL OFFICE	✕

View in which Scenes this Prop appears.

5 Mobile App: Adding Photos

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 you logged in with on the web.

You can always access the Navigation Menu by swiping your finger from off screen left to right. The Navigation Menu allows you to manage all your Props and navigate to each scene for continuity.

Adding Photos

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 each Prop.

The camera icon next to the Prop in the Scene will automatically tag the photo to both the Character and Scene!

Did you know you can use the plus icon to add a new Scene or Character Prop?

The moble app is perfect for on set.

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.

Wrap and Reports

When it's time to wrap, generating Asset Sheets, Wrap Box labels and more is just a click away!

Navigate to Wrap Boxes under the More tab.

Select New Wrap Box to create a new Wrap Box.

Wrap Boxes + New Wrap Box   Generate Report

Once you've entered all your Wrap Boxes, assigned the Props and added a photo of the box, click generate report.

Search by Wrap Box, Storage Location or Prop

Photo	Name	Location	Props
Replace	1	Woburn	MacBook Pro, Office Lamp, Office Phone, Potted Plant, Water Bottle
Replace	2	Prop House	Candles, iPhone 5, Magazine, Remote Control, Xbox 360
Replace	3	Woburn	Coffee Mug, Notepad and Pen, Police Arm Patch, Police Badge, Rolex Watch, Wallet
+	4	NYC Warehouse	Key

The pencil icon allows you to to edit a details and add Props to a Wrap Box.

Click the plus button to add or assign a photo to the Wrap Box.

SyncOnSet

a simple solution for each department

costume

props

set dec

make up

hair

locations