

TOON BOOM ANIMATION INC. 455, avenue Mont-Royal Ouest, suite 1000 Montréal, Quebec, Canada H2T 2S6 +1 514 278 8666 contact@toonboom.com toonboom.com

Legal Notices

Toon Boom Animation Inc. 55 avenue du Mont-Royal Ouest Montreal, Quebec, Canada H2T 2S6

Tel: +1 514 278 8666 Fax: +1 514 278 2666

toonboom.com

Disclaimer

The content of this document is the property of Toon Boom Animation Inc. and is copyrighted. Any reproduction in whole or in part is strictly prohibited.

The content of this document is covered by a specific limited warranty and exclusions and limit of liability under the applicable License Agreement as supplemented by the special terms and conditions for Adobe[®]Flash[®] File Format (SWF). For details, refer to the License Agreement and to those special terms and conditions.

Some icons in this document were provided with Font Awesome Free 5.6.1 by Font Awesome. These icons are provided under the CC BY 4.0 license. For more information on Font Awesome, visit <u>https://fontawesome.com</u>. For information on the license of Font Awesome Free, see <u>https://fontawesome.com/license/free</u>.

Some icons in this document were provided with the Glyphicons Halflings font by Glyphicons. For more information on Glyphicons, visit <u>https://www.glyphicons.com/</u>.

Trademarks

Toon Boom® is a registered trademark. Producer[™] and the Toon Boom logo are trademarks of Toon Boom Animation Inc. All other trademarks of the property of their respective owners.

Publication Date

11-01-2024

Copyright $\ensuremath{\mathbb{C}}$ 2024 Toon Boom Animation Inc. All rights reserved.

Contents

Contents	
About Producer	
Benefits	
Features	
User Guide	
Chapter 1: Producer Interface	
Top Level Navigation	
Production Toolbar	
Search and Filtering Tools	
View Tools	
List button	
Tiles button	
Column Selector	
Toggle Bottom and Side Panels	
Additional Options for Selected Items	
Adding and Removing Columns	
Creating Views	
Managing Views	23
Login	
Logout	25
Downloads and Resources	
About	
General Settings (Administrator)	
Harmony Integration	
Authentication / Single Sign-On	
Producer Built-In Login	
OpenID Connect (OIDC)	
SAML	
Ноw-То	

Privacy & Confidentiality	
Notification Feed	
Actions	
Harmony Scene Export Request	
Harmony Scene Import Request	
Harmony Assembly	
Chapter 2: Users and Permissions	
Creating Users	
Editing and Adding Users to Groups	
Groups	
Edit User	
Chapter 3: Workflows	
Task Status Workflows	
Included Workflows	
Episodes	
Basic	
Complete	
Double Approval	
Single Approval	
BG	
Character	
Prop	
Basic Task Workflow	
Simple Task Workflow	
Approval	
Duplicating Workflows	
Creating Workflows	
Processes	
Manual	61
Approval	

Asset Progress	
Adding Processes to Workflows	64
Configuring Processes	66
Moving Processes	69
Deleting Processes	
Behaviours	71
Adding Overview Processes to Job Workflows	75
Chapter 4: Production	
Creating Projects	
Creating Environments	82
Creating Jobs	84
Creating Scenes	
Editing Tasks	
Writing Notes	
Gantt Charts	
Scene Focus View	
Chapter 5: Assets	
Interface	
Creating Assets	
Searching for Assets	
Navigating Assets	
Editing an Asset	
Deleting an Asset	
Adding a Preview Image for an Asset	
Downloading an Asset Movie Clip	
Viewing Preview Image Versions	
Replacing Asset Tasks	
Adding Tasks	
Removing Tasks	
Retiring Assets	

Viewing Retired Assets	
Activating Retired Assets	
Chapter 6: Monitoring the Workload	
Assigning Tasks	
Checking Open Tasks for Work and Notes	
Open Tasks Focus View	
Updating Status Manually	
Logging Work Hours	
Uploading and Updating Snapshots	
Verifying a User's Workload	
Creating Custom Fields	
Searching in Producer	
Chapter 7: CSV Import and Export	
Creating a CSV File	
Exporting CSV File	
Displaying the Environment and Job Codes	
Uploading a CSV File and Copy/Pasting Data	
Chapter 8: Assembly	
Navigating and Searching the Production List	
Browsing and Finding Assets	
Assembling	
Disassembling	
Checking the Asset Progress in a Scene Workflow	
Chapter 9: Harmony Integration	
Working with Harmony Database	
Topology	
Configuring WebCC	
Harmony Synchronization	
Assembly and Baking	
Working Remotely	

Configuration	
Exporting Scenes Offline	
Opening Offline Scenes	
Harmony Scripts	
Interface	
How Tos	
Chapter 10: Reviewing	
Creating a Temporary Review Session	
Creating a Permanent Review Session	
Sharing Review Session	
Sending Scenes for Review	
Filtering a Review Session	
Editing a Review Session	
Opening a Review Session	
Returning to the Session List and Switching Sessions	
Removing Scenes from a Review Session	
Deleting a Review Session	
Playing Preview Movies	
Adding a Note to a Scene in a Review Session	
Drawing Annotations While Reviewing Scenes	
Sending a Scene in a Session for Revision	
Approving a Scene in a Session	
Viewing Notes in a Review Session	
Moderating Notes	
Closing and Reopening Notes in the Review Session	
Downloading Reviews	
Chapter 11: Importing from Storyboard Pro	
Importing from Storyboard Pro	
Chapter 12: Reports	
General Interface	

Workload Manager	
User Interface	
Chapter 13: Producer Link	
Producer Link	
Installing Producer Link	
Logging into Producer Link	
Producer Link Interface	
Configuring Producer Link	
Creating Workspaces	
Uploading Assets	
Uploading Assets from CSV	
Uploading Scene Snapshot	
Uploading External Assets	
Opening an Asset from Producer	
Uploading a Storyboard Pro Scene List	
Open Offline Scenes	
Command Line Interface	

About Producer

With increasing global demand for original animated content, and productions being produced from different sites worldwide with more and more work from home, there is a growing need for tools that ensure efficient production development. Studios everywhere have relied on spreadsheets and DIY solutions to help keep teams aligned, and move productions forward along timelines and within budgets.

Producer 22 provides real-time access to the progress of your animated features and series, making it easier to manage global production processes. Track tasks, assets, scenes, production progress, team management, efficiencies across departments, reporting and more. Plus, Producer seamlessly integrates with the software your team needs to get the job done including Storyboard Pro and Harmony.

Our all-in-one production management and tracking tool provides global visibility of your studio's activities, giving you access to up-to-date information and enabling you to make the best decisions at the right time.

Benefits

- Measurable increases in studio production efficiency
- On-time and on-budget feature and series delivery, enabling massive savings
- Real-time visibility of full production pipeline for quick and efficient decision making
- Reporting for all levels of studio management
- User-friendly interface makes learning easy
- Backed by the industry's leading 2D animation software company who understands the needs of global studios
- We are accessible, with support and our community being our focus a leader in 2D animation for over 25 years
- Seamless integration with industry-leading 2D animation production (Harmony) and storyboard software (Storyboard Pro)
- Multi-production environment in one global platform
- Advanced potential for team collaboration, effective communications and task delegation

Features

- Customizable workflows, user profiles and roles
- User-friendly interface
- Dashboards and detailed reporting
- Job task reports
- Progress report
- Team productivity reports
- Access to in-app analytics and graphs
- Graphical scene status dashboard
- Customizable & Automated triggers
- Advanced filtering of projects, tasks, scenes, searches and more
- Versioning
- Potential for multi-production tracking
- Scheduling & gantt charts
- Central Hub for connectivity of every team member
- Notes and annotations
- Task, scene and asset assignment
- Asset categorization, labeling and tags for simplified search
- Thumbnails and preview videos for easy access
- Assets assembly and scene set up in Harmony
- Third-party software integration
- Batch import and export to CVS
- Advanced reporting: task reports, progress reports, team productivity, and more
- Multi-language interface (English, French, Spanish, Japanese, Standard Chinese)
- Available for deployment on premises or on the cloud

User Guide

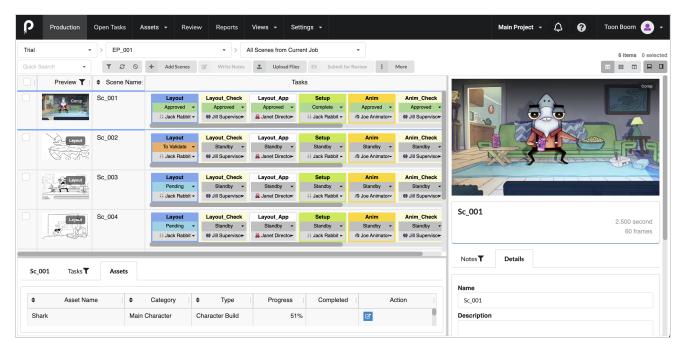
The following guide explains how to use all the core functionalities of Producer. It is addressed to all kinds of project contributors, depending on the task they wish to accomplish.

Chapter 1: Producer Interface

Overview

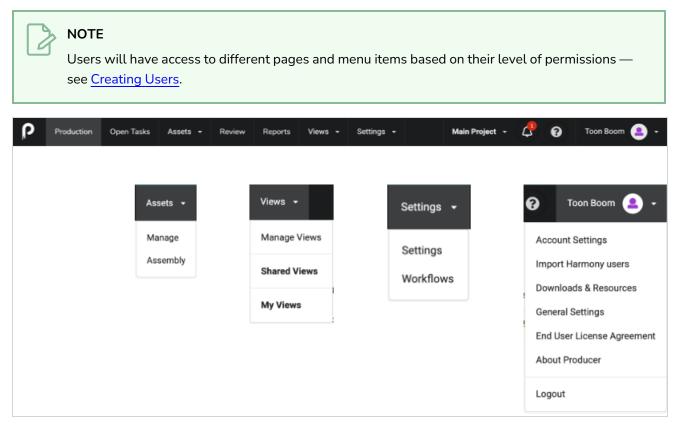
Producer aims to help studios manage their productions from start to end, and offers functionalities for managers, supervisors and artists alike.

Access to Producer is protected by a <u>login screen</u>. After logging in, its main interface consists of a main navigation bar at the top, and a contents section underneath.



Top Level Navigation

You can navigate the main sections and features available in Producer through its top navigation bar.



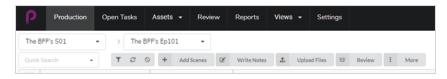
Page	Description
P	Displays the list of Producer Projects. Different projects can have specific permissions, workflows, and connect to separate Harmony servers.
Production	Allows supervisors and directors to manage workloads and track the progress of episodes, scenes,and tasks.
Open Tasks	Allows a user to see the work assigned to them, update their tasks, and log work hours.
Assets > Manage	Allows supervisors and directors to track asset tasks and manage assets.
<u>Assets ></u> <u>Assembly</u>	Allows supervisors to associate assets to different environments, jobs, or scenes, and to actually assemble those assets into Harmony Server Scenes.
Review	Allows supervisors and directors to review submitted scenes and assets, approve tasks, add

Page	Description
	notes, and send work for retake.
<u>Reports</u>	Allows supervisors, directors, and producers to analyze data and progress through a variety of customizable reports.
Views	Allows users to create and share custom views with custom columns.
Settings	Allows administrators to configure Producer by creating users, <u>setting permissions and</u> groups, and managing projects.
<u>Settings ></u> Workflows	Allows administrators to configure the current project's workflows.
Project Selector	Allows users to quickly switch between projects.
¢	User <u>Notification Feed</u> .
0	Link to Producer Documentation
Toon Boom 🙎 🔸	Allows users to access standard options (Personal Settings, <u>Logout</u> , About, Downloads & Resources) as well as administrator specific settings (<u>General Settings</u> , Importing Users from Harmony)

Users will have access to different pages and menu items based on their level of permissions—see <u>Creating Users</u>.

Production Toolbar

A lot of the operations in the Production and Asset pages are performed through the Production toolbar.



Search and Filtering Tools

You can use the Search field and filtering tools to only display scenes and assets matching specific criteria.



View Tools

You can change the display style of the Production and Asset tables to include more or less information. For example, you can open the detail side panel or change the view style to thumbnails.



List button



	Ne BFF's Ep101	•													ms 0 selecte
Scene Name	♥ # A00 NO	enes 12 Viniti	e Notres 🚨 Og	Tasks	ieview I M	tore	τ.	Completio	Priority	Preview	Frames	Duration	Workflow Code		
First Contact 001	Layout 2 Standby • Unassigned •	Layout_Check 5 Standby - Unassigned -	Setup 0.2 Standby - Unassigned -	Anim 2 Standby • Unassigned •	Anim_Check 8 Standby • Unassigned •	Comp 0.5 Standby • Unassigned •	Comp_Check 5 Standby • Unassigned •	0%	4 - Medium	NO PREVIEW	60	2 sec 12 fr	the_bffs/single_ap	TBA_SCENE000	Add a not
First Contact 002	Layout 2 Standby • Unassigned •	Layout_Check Standby + Unassigned +	Settup 0.2 Standby + Unassigned +	Anim 2 Standby • Unassigned •	Anim_Check Standby · Unassigned ·	Comp 0.5 Standby - Unassigned -	Comp_Check 8 Standby + Unassigned +	0%	4 - Medium	NO PREVIEW	60	2 sec 12 fr	the_bffs/single_ap	TBA_SCENE000	Add a note
First Contact 003	Layout 2 Standby • Unassigned •	Layout_Check Standby · Unassigned ·	Setup 0.2 Standby • Unassigned •	Anim 2 Standby • Unassigned •	Anim_Check 5 Standby • Unassigned •	Comp 0.5 Standby • Unassigned •	Comp_Check 5 Standby • Unassigned •	0%	4 - Medium	NO PREVIEW	60	2 sec 12 fr	the_bffs/single_ap	TBA_SCENE000	Add a note
First Contact 004	Layout 2 Standby • Urassigned •	Layout_Check 8 Standby · Unassigned ·	Setup 0.2 Standby • Unassigned •	Anim 2 Standby • Unassigned •	Anim_Check 5 Standby • Unassigned •	Comp 0.5 Standby • Unassigned •	Comp_Check 5 Standby • Unassigned •	0%	4 - Medium	NO PREVIEW	60	2 sec 12 fr	the_bffs/single_ap	TBA_SCENE000	Add a note
First Contact 005	Layout 2 Standby • Unassigned •	Layout_Check 8 Standby • Unassigned •	Setup 0.2 Standby • Unassigned •	Anim 2 Standby • Unassigned •	Anim_Check 8 Standby • Unassigned •	Comp 0.5 Standby · Unassigned ·	Comp_Check 5 Standby · Unassigned ·	0%	4 - Medium	NO PREVIEW	60	2 sec 12 fr	the_bffs/single_ap	TBA_SCENE000	Add a note
First Contact 006	Layout 2 Standby • Urassigned •	Layout_Check Standby • Unassigned •	Setup 0.2 Standby • Unassigned •	Anim 2 Standby • Unassigned •	Anim_Check 8 Standby • Unassigned •	Comp 0.5 Standby • Unassigned •	Comp_Check 8 Standby + Unassigned +	0%	4 - Medium	NO PREVIEW	60	2 sec 12 fr	the_bffs/single_ap	TBA_SCENE000	Add a note

Tiles button



te BFF's S01 ● >	The BFF's Ep101 •						Tile View
ikk Search • T	NO T Addiscenes IS	Write Notes & Upload Files	C Review I More	K			
First Contact 001	First Contact 002	First Contact 003	First Contact 004	First Contact 005	First Contact 006	First Contact 007	First Contact 006
NO PREVIEW	NO PREVIEW	NO PREVIEW	NO PREVIEW	NO PREVIEW	NO PREVIEW	NO PREVIEW	NO PREVIEW
Layout : Standby	Layout : Standby	Layout : Standby	Layout : Standby	Layout : Standby	Layout : Standby	Layout : Standby	Layout : Standby
First Contact 009	First Contact 010			₩101 + 1 3×3₩14×01 + ++1 + ¥ 32 0 ¥ atoms 2 stress 8, 1			change th size of th
NO PREVIEW	NO PREVIEW			net in <u>Y 2 6</u> <u>K allow</u> <u>X</u> stress <u>k</u> s	and the in the second s		tiles
Layout : Standby	Layout : Standby				+		
				1607 Settly		1 and Sandy	

Column Selector

With the Column Selector you can choose how many columns are displayed in your main list. Uncheck the boxes on the ones you wish to hide.

Selector
 Preview
 Tasks Completion
✓ Job Name
✓ Job Tasks
 Description
 Workflow Code
✓ Job Code
✓ Start Date
 End Date
✓ Notes
✓ Harmony Status

Toggle Bottom and Side Panels

You can display additional information for each selected job, scene or asset using the side and bottom panel.

The SFP's S01 > The SFP's Ep131 Outdo Search Y > + Addisere Y With Nutrick 1 More First Contact 000 NO FREVIEW NO FREVIEW NO FREVIEW NO FREVIEW NO FREVIEW NO FREVIEW Layout: Standby Layout: Standby Layout: Standby Layout: Standby Layout: Standby Layout: Standby Layout: Standby Layout: Standby Layout: Standby Layout: Standby Layout: Standby Layout: Standby
Tasks Tab with Assets Tab shows assets Filter Assets Tab shows assets associated with this scene
Layout Layout Married, Christ Setup Anne Anne, Christ Comp Comp Comp Comp Comp Comp Comp Comp Comp Comp

2 2	Till Competitio P Proview I Pranes Duration Bitting Competitio P Proview I Pranes Duration No No No No No No No No No Practice No No Practice No Practice No No Practice No Practice No Practice No Practice
Noncomposition Stellar Unansport	Barrier Barrier Op MO
Bit Open Description Open	State Book MO MO PERVICE spect Duasguet - 00 PERVICE First Contact 002 2.500 sec 50 sau spect Duasguet - 00 4 - Medum MO 2 sec 9 sau 9 sau 60 2 sec 9 sau
Bitsday Bitsday <t< td=""><td>Cong. Cleak Op 4 - Medum NO 60 2 see 60 har Notes Cong. Cleak Op 4 - Medum NO 60 2 see 60 har Standay - i standay - i standay - i standay - i standay - i standay - i Op 4 - Medum HO 60 2 see Notes T Details Manuel Op PhiLVIDW 60 2 see PhiLVIDW PhiLVID</td></t<>	Cong. Cleak Op 4 - Medum NO 60 2 see 60 har Notes Cong. Cleak Op 4 - Medum NO 60 2 see 60 har Standay - i standay - i standay - i standay - i standay - i standay - i Op 4 - Medum HO 60 2 see Notes T Details Manuel Op PhiLVIDW 60 2 see PhiLVIDW PhiLVID
3 8 92 2 8 Bandy - Lussigned - Luss	State Book HO HO Name oper Dessigned - Marce Rest Contract 0002 reg Comp_Check - - Marce Rest Contract 0002
2 8 92 2 6 Sandty - i Sand	
	dty : Sandty - 0% PREVIEW Code
	mp Comp Check 4 - Medium 2 2 5e TBA_SCENE00013
First Contact 002 Tasks T Assets	View Notes. Also can be filtered according to status.
Land Land Land Land Land Company	60 I Job Code TBA_SOB00002 Job Name The BFPS Ept01

Additional Options for Selected Items

When you enable the checkbox on a Job, more options are available to edit your selection.

The BF	F's S01	> All Jobs	•			
Quick S	earch -	▼ 2 ⊙	+ Add Jobs 🗷 Write N	otes 🏦 Upload Fi	les 🛛	i More
:	Preview	Job Name :	Description	Job Code :	St	Save New View
<u>ر</u>	NO PREVIEW	The BFF's Ep101		TBA_JOE00002	88/0	Shift Jobs Delete jobs
	NO	The BFF's Ep102		TBA_JOB00003	08/'	Retire jobs Show retired jobs
	PREVIEW					Edit Tasks Add Custom Fields
	NO PREVIEW	The BFF's Ep103		TBA_JOB00004	08/1	Synchronize with Harmony

Adding and Removing Columns

Depending on your workflow needs, you can add and remove columns from the production or asset list.

How to add and remove columns

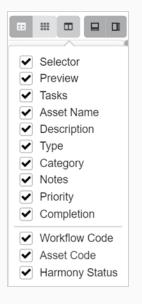
1. In the top menu, click **Production** or **Assets > Manage**.

P	Production	Оре	n Tasks	Assets 👻
All Envi	ronments	•	>	Manage
Quick Se	earch -		₽ 0	Assembly

The assets list opens.

2. In the toolbar in the top-right corner above the assets list, click on the Manage Columns 💷 icon.

A menu appears with all the available column options for the asset list. Columns that are currently displayed in the list are checked, and those that are hidden are unchecked.



3. Check each column box that you wish to add, and uncheck each column box that you wish to remove.

When adding columns, the newest column added will by default appear on the right.

NOTE

You should always keep the Selector column enabled. This column contains a checkbox for each asset, allowing you to perform certain actions and select several assets simultaneously.

Creating Views

You can create custom views and share them with users to display the Production or Asset list using a specific set of columns and filtering options. You can create as many views as needed.

How to save a custom view

- 1. Select Production or Assets > Manage.
- 2. From the page toolbar, click on the Column Selector 💷 icon.
- 3. Check or uncheck any boxes of columns you wish to display or hide.

> NOTE

The order of the tabs will be displayed from left to right as you check the boxes in that order. You can edit this later by grabbing the name in the column header and sliding it left or right to switch the order.

More custom fields can be entered using the Toggle Search Panel.

ck Search	- T	Add Jobs 🕑	Write Notes	Upload Files	More	
istom Fields Custom Fields	•	+	ways	e are a number o to customize th		
			See	Custom Fields.		
Task Exclude	Anim ×	• In Prop	ress ×	Add Assignee	is •	×

4. When finished, in the page toolbar, go to More > Save New View.

The Save New View window opens.

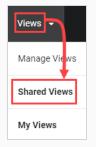
- 5. In the Name field, type in a name for the new view.
- 6. Check or uncheck the following options:
 - Save Current View Settings Only: saves the columns and ordering of columns in the view.
 - Save Current Environment or Job: save the current location of the view.
 - Save Search Data: saves the search data.
- 7. In the drop-down menu, select one of the following:

- Add Link to Views: adds the link to views that you can only see.
- Add Link to Shared Views: adds a link that everyone in the production can see and use.

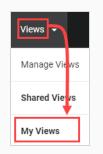
View Name Save Current View Settings only	
 Save Current Environment or Job 	
Save Search Data	
Add Link to Views	-

8. Click Save View.

Under Shared Views in the Views tab you will see the shared views from the current production.



Under My Views from the Views tab you will see your personal saved views from the current production.

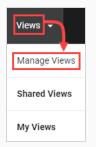


Managing Views

Once you have created custom views, you can manage them to remove them or manage the sharing settings.

How to manage views

1. Select Views > Manage Views.



My Saved Views and Shared Views appears.

My Saved Vews	Shared Views	<i>:</i> ^
Asim Check Panding Table		

2. In the Saved Views section, right-click on a saved view.

The option menu opens. If you click directly on a saved view, it will open immediately.



3. You can drag and drop saved views into the Shared Views section for everyone in the production to see and use.

My Saved Views	.* A Shared Views	2.5
Anim Check Pending	Anim Check Pending	
1000	1000	
	Drag and Drop	

Login

Access to Producer main interface is protected by a login screen, which allows logging in directly using Producer credentials, or using Single Sign-On service.

1. When entering Producer, user is asked to enter their username.

Producer Every production — on time and on budget	
Username	
	Next
Producer Version 22.2.0-build.2592 (en)	te•n b•em

2. The next screen will either prompt the user for their password, or redirect them to a Single Sign On service. Press tab or click on the "password" field and enter your password, then hit the Login" button.

Password	
••••••	
< Change user	Login

3. Upon first successful login, user will be asked to change their Producer password.

•••••	••••	
		Wea
Confirm New	v Password	
	••••	

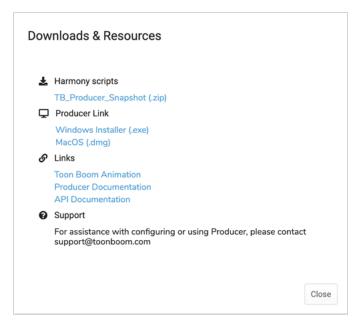
Logout

After a certain time of inactivity, users will be logged out automatically.

To logout manually, go to the main navigation Top Right Dropdown and select Logout.

User will be brought back to the login screen.

Downloads and Resources



About

This screen displays information about Producer:

- Current Version
- License Type and expiration

About	
Version	
22.2.0-build.2499	
License	
Cloud Premium+/Studio	
Number of projects : Unlimited	
Expiration: Fri, Nov 1, 2024	
	Close

General Settings (Administrator)

Privileged users (administrators) may view and configure a certain number of site or project wide settings from the main navigation bar > Top Right dropdown > **General Settings**.

😯 🛛 Toon Boom 💄 🗸			
Acco	ount Settings		
Impo	ort Harmony users		
Dow	nloads & Resources		
Gene	eral Settings		
End	User License Agreement		
Abou	ut Producer		
Logo	out		

These settings are not available to normal users.

General Settir	ngs		
Harmony Integration	WebCC Queue 0 Multi-layer Image 0	amqps://webcc:kds934!h@dstudio-webcc.producercloud.io	Sedit
	Alignment 0	Project Resolution	
	Offline Scenes 0	Shared Exchange	
	WebCC Url 0	-	
	Offline Export Options 0	Audio, Element, Timing, Stage, Palette, Scene Palette, Other	
Authentication / Single Sign-On	Enable Producer Login 0		J Edit
	Enable Single Sign-On 0		
Privacy & Confidentiality	Analytics 0		

Harmony Integration

Harmony Integration allows configuring preferences when interacting with Harmony.

These settings may be configured per Producer project.

This allows Producer to interact with different Harmony servers, should the need arise.

Option	Description
WebCC Queue	This is the communication channel between Producer and Harmony, and is used as WebCC startup parameter. Refer to <u>Chapter 9.1 - Working with Harmony Database</u> for more information on configuring WebCC.
Multi-layer Image	This option is used when assembling multi-layer image assets (such as .psd files) in Harmony. Depending on the chosen option, Harmony will either create a single image, or multiple images based on layer names when copying or pasting the asset in Harmony scenes. Refer to <u>Chapter</u> <u>8 - Assembly</u> for more information.
Alignment	This option is used when assembling assets in Harmony. Available options: project resolution, fit, pan. Refer to <u>Chapter 8 - Assembly</u> for more information.
Offline Scenes	 This option is used for exporting or importing offline scenes when working remotely. It specifies how files will be synchronized between remote users and Harmony server (WebCC). Options: Shared Exchange: choose this option if files are synchronized via a file sharing mechanism (like a network file system, or Cloud storage solution (Google Drive, Dropbox). Direct WebCC Connection: choose this option if a direct communication with WebCC is enabled. Refer to Chapter 9.2. Harmony Integration - Working Remotely.
WebCC Url	When Offline Scenes Exchange mode is set to Direct WebCC Connection, specify the url address of WebCC. This address must be accessible to the users working remotely, and it is highly recommended that it is used through a Virtual Private Network. If Shared Exchange option is chosen, this field may be left empty. Refer to <u>Chapter 9.2. Harmony Integration - Working Remotely</u> .
Offline Export Options	This specifies the default options used when exporting a scene while working remotely.

Option	Description
	These options will be used when clicking on the "Open In Harmony" button from the Production, Assets or Open Tasks pages, or when exporting from Producer Link. These options can be overridden from the More > Export Offline dialog. To export scripts or master controllers, make sure "Other" option is selected.

Authentication / Single Sign-On

Authentication settings are set globally, and are the same for all projects and users.

Three authentication modes are supported in Producer:

- Producer Built-In Login/Password
- OpenID Connect (OIDC)
- Security Assertion Markup Language (SAML)

OIDC and SAML are two widely used protocols which allow authorizing users to use an application (in this case: Producer) via an external authentication and identity provider service.



NOTE

OIDC is usually much simpler and straightforward to configure. If available, we recommend using it. SAML, although also widely used, is more complex and not as well standardized. Setting up an OIDC or SAML Identity provider is not covered in this document.

Producer Built-In Login

To enable Producer Login, simply ensure that the option is selected.

Authentication /	Enable Producer Login 🟮	J Edit
Single Sign-On	Enable Single Sign-On 😗	



NOTE

Producer Login cannot be disabled if no Single Sign-On method is specified. Even if disabled, Producer login and password will still be used in Producer Link and Harmony Scripts.

OpenID Connect (OIDC)

Before proceeding, verify with Producer's Customer Service and your own IT department that the chosen provider is supported.

Authentication /	Enable Producer Login 0		Cancel 🖬 Save Changes
Single Sign-On	Enable Single Sign-On 0		
	Protocol 0	OpenID Connect -	
	Issuer URL 0	https://my-oidc-provider.com Well-known configuration	
	Client ID 0	<oidc client="" id=""></oidc>	
	Client Secret 0	<oidc client="" secret=""></oidc>	
	Callback URL 🕚	https://my-studio.producercloud.io/api/bridge/sso/callback	

Option	Description
Protocol	Single Sign-On protocol: OIDC or SAML
Issuer URL	OIDC provider issued. This URL is the base address of the OIDC service provider (and should be retrieved from this service). If properly configured, the Well-known configuration link underneath should open a valid file containing addresses (endpoints) to perform various operations.
Client ID	OIDC provider issued. Copy this option from your OIDC provider configuration.
Client Secret	OIDC provider issued. Copy this option from your OIDC provider configuration.
Callback URL	Producer issued. Add this url to the list of authorized callback urls in your OIDC provider configuration. Once authenticated by the OIDC service, clients will be redirected to this Producer url, and authenticated in Producer.

IMPORTANT

The same email address must be set in Producer and in the OIDC service provider to allow authentication.

SAML

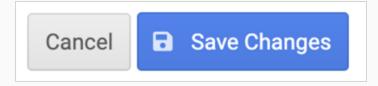
Authentication /	Enable Producer Login 0	Cancel Save Changes
Single Sign-On	Enable Single Sign-On 🜖	
	Protocol ()	SAML -
	IdP Entrypoint ()	https://my-provider.com/saml/8d0cd7e0-27a2-4222-b6dd-919d
	IdP Certificate 0	MIID4jCCAsagAwIBAgIUbL5BKZBGV4iUxXPK9UpXV1dm/i4w DQYJKoZIhvcNAQEFBQAwRzESMBAGA1UECgwJVG9vbiBC b29tMRI IwEwYDVOOL DAvPbmV/Mb2dpbiB IZEAvGiAVBoNV/B
	Issuer ()	https://my-provider.com/saml/metadata/8d0cd7e0-27a2-4222-bf
	Callback URL 0	https://my-studio.producercloud.io/api/bridge/sso/callback 📙

Option	Description
Protocol	Single Sign-On protocol: SAML
IdP Entrypoint	SAML provider issued. Identity Provider (IdP) entrypoint URL.
IdP Certificate	SAML provider issued. Identity Provider (IdP) base 64 encoded certificate. Must be entered on a single line.
lssuer	A unique identifier shared between Producer and SAML Identity Provider (IdP). It may be issued by IdP, or you may choose your own.
Callback URL	Producer issued. Add this url to the list of authorized callback urls in your SAML provider configuration. Once authenticated by the SAML service, users will be redirected to this Producer url, and authenticated in Producer.

How-To

Enable OIDC in Producer

- 1. Click on the "Edit" button
- 2. Enable Single Sign-On
- 3. Protocol: Select OpenID Connect.
- 4. Fill-in OIDC provider issued settings: Issuer URL, Client ID, Client Secret
- 5. Copy Producer Callback URL and add it to your OIDC provider administration interface list of callback URLs
- 6. Click on "Save Changes" button



(To cancel, click "Cancel"...)

- 7. Click on "Save Changes" button.
- 8. Upon successfully saving, administrator will be asked to verify the new login settings. See Validating Single Sign-On configuration.

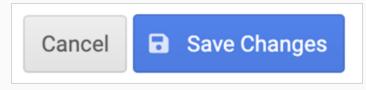
Authentication / Single Sign-On		ed successfully in to test the new configuration.	
	Enable Producer Login 0		
	Enable Single Sign-On 0		
	Protocol 0	OpenID Connect	

If an error is encountered, an error will be displayed instead:

Authentication / Single Sign-On	Check details be	low.
	Enable Producer Login 0	
	Enable Single Sign-On 0	
	Protocol 0	OpenID Connect -
	Issuer URL 1	https://oidc.my-studio.com
		Could not retrieve well-known configuration

Enable SAML in Producer

- 1. Click on the "Edit" button.
- 2. Enable Single Sign-On.
- 3. Protocol: Select SAML.
- 4. Fill-in SAML provider issued settings: Entrypoint, Certificate (and potentially: Issuer).
- 5. Copy Producer Callback URL and add it to your SAML provider administration interface list of callback URLs
- 6. Click on "Save Changes" button



(To cancel, click "Cancel"...)

- 7. Click on "Save Changes" button.
- 8. Upon successfully saving, user will be asked to verify the new login settings. See Validating Single Sign-On configuration.

Any error filling in or saving settings will be displayed on screen.

Validate Single Sign-On Configuration

1. Upon clicking on the login link, the administrator will be redirected to Producer Login page. After filling-in their username, they will be prompted for their Producer password, or given the option to use Single Sign-On.

Password		
Password		
< Change user		Login
	OR	
	Single Sign-On	

- 2. Click on "Single Sign-On" button. User should be redirected to the chosen Single Sign-On Service. If successful, user will be automatically logged in Producer.
- 3. After a successful login, the administrator may go back to the General Settings page and disable Producer Login.

1 a	NOTE The same login options apply to all users, except administrators.

Privacy & Confidentiality

A single setting is currently available.

Option	Description
Analytics	Authorizes tracking of users actions in Producer Web Interface and Producer Link. This option is enabled by default. No personal information is recorded. Refer to Toon Boom End User License Agreement and general policies for more information.

Notification Feed

A Notification Feed is accessible from the main navigation bar and identified by a bell icon . Whenever

new notification events occur, a badge will appear on the bell

Clicking on the bell will clear that badge and display a list of notifications.

	Main Project 👻 🗘
Mark all read	Show unread only
Scene import to Harmony server requested	Oct 20, 2023 12:00 PM 🌘
Scene Export requested Export completed successfully The_Doll_102 / C08 Open in Harmony	Oct 20, 2023 11:56 AM 🌑
Scene import to Harmony server requested Harmony has imported scene Roger_Humain / 109_0	Sep 22, 2023 4:30 PM 🔹
Scene Export requested Export completed successfully The-Doll-000 / 000-Sc Open in Harmony	Sep 21, 2023 4:03 PM 🔹

Load more...

Option	Description
Show Read-Only	Allows users to filter between read and unread notifications.
Mark All Read	Marks all notifications as read. Should an entry receive an update, it will be marked as

Option	Description
	updated.
Load More	Located at the bottom left corner, allows retrieving additional (older) updates beyond the initial view.

Individual Feed Entry:

The feed will be dynamically updated with new information as it becomes available during the course of an export or import operation.

Option	Description
Read Status	Clicking on the circle icon will toggle the status between read (plain) and unread (blank/outline). When an update is received, the circle will appear half-filled.
Log	If a log is available for the operation, it will be accessible by clicking on the plain "file" icon.
File	When requesting an export, hovering this icon will display the name of the exported file.
Progress bar	 The progress bar indicates, when appropriate, which stage the operation is at. For instance: when assembling assets into scenes, how many scenes have been processed (out of the total)

Actions

The Notification Feed is currently focused on providing Harmony integration related status updates:

- Offline scene export and import
- Assembly
- Harmony users import

Harmony Scene Export Request

After issuing an export request, the feed will follow the progress of the request. An "Open in Harmony" button is generated once WebCC has finished processing the export (although, in some cases, the file may not be available yet to the remote user). Hovering the file icon will display the file name and clicking on the log will pop up the export log, including WebCC response.



Harmony Scene Import Request

Similarly, when an import request is made, the Notification Feed provides updates details of the import process.

Harmony Assembly

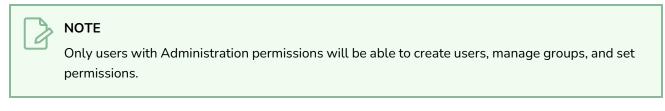
Each time an assembly request is sent, that request will be tracked and updated whenever a new update is received. The log will display a detailed status for each asset.

Assembly requested Assembly in progress 4 / 6 🖹	Apr 5, 2024 2:47 AM	• updated

Chapter 2: Users and Permissions

Anyone using Producer on a regular basis should have their own login credentials. This allows permissions control as well as task assignment and effective communication within Producer. Note that the permissions are handled through groups, for better efficiency. A user can be part of many groups and has all the rights permitted to these groups.

A group has two primary functions. First, it serves to assign permissions to its members, within the context of a project. Second, groups can be used to facilitate task assignments. For example, if you specify that the Animators group are the usual assignees for the task "animation" then the animation supervisor will only have to choose among users that are part of the Animators group when assigning an animation task.



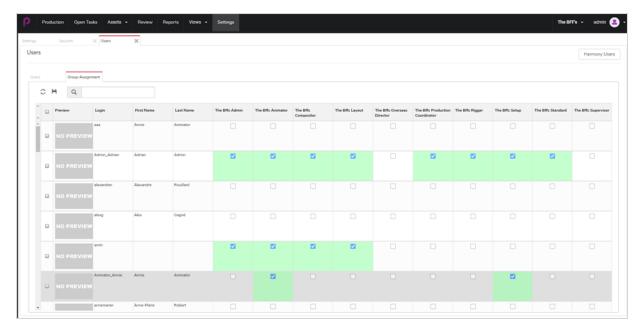
Users, groups, and permissions can be accessed via the Settings page.

9	Production	Open Tasks	Assets 🝷	Review	Reports	Views 🝷	Settings 🝷
Project	Settings						
-	Proje	cts					
	Manage	or delete projects.					
	Users	3					
1	Create	and manage users.					
S	Secur	rity					
V	Manage	views user groups	have access to.				

The Security section allows the Admin user to set permissions for groups, page access, project access, task access, and menu item access such as creating, deleting, or archiving.

	Security X											
ity												
						Secur	ity					
		☆ 🖂										
				-								
			Project Security		Security	Gear Menu Securit	Y	sType Security	Process Sec			
			6					8				
		Proje	ect security determin	es Link securi	ty determines	Gear Menu securit	N SType I	ecurity provides low	Process security p	rovides low Tas	***	
			project each group	can which side ba	ar links are visible	determines which gear	menu level s	ecurity for all items.	level security for a		visil	
			544	to ea	ch group.	items each group can	566					
p List	Link Security	×									3	
	н		The Bffs Admin	The Bffs Animator	The Bffs Compositor	The Offs Layout	The Bffs Overseas Director	The Bffs Production Coordinator	The Bffs Rigger	The Dffs Setup	> The Bffs Standard	The Bffs Superviso
с •	н		The Bffs Admin				Director	Coordinator	The Bffs Rigger		> The Bffs Standard	
0	Title	Name		The Bffs Animator	The Bffs Compositor	The Bffs Layout				The Bifs Setup		The Bffs Superviso
0	H Title ALL LINKS	Name -	~				Director	Coordinator				
0 0 0	H Title ALL LINKS My Preference	Name • my_preference	* *				Director	Coordinator				
0 0 0	H Title ALL LINKS My Preference Manage My Views	Name msy_preference manage_my_views	> > > > > > >				Director	Coordinator				
000	H Title ALL LINKS My Preference Manage My Views Rill Production Production Production Production Production	Name * rsy_preference manage_my_views producer/home_fast	> > > >				Director	Coordinator				
	H Title ALL LINKS My Preference Manage My Views Rill Production Production Production Production Production	Name * * ms_preference producer/home_fast producer/home_fast	> > > > > > > >				Director	Coordinator			2 2 2 2 2 2	
	H Title ALL LINKS MV, Preference Manage My Views BI ProducetMy TaskaDefault Cal Views Manage Views	Name - my_preference manage_my_views producer/home_fast producer/my_tasks/default producer_my_views_j/s	> > > > >				Director	Coordinator				
	H Title ALL LINKS MV, Preference Manage My Views BI ProducetMy TaskaDefault Cal Views Manage Views	Name * mnape_mr_views producerhme_task producer.mr_views_ls producer.mr_views_ls producertmy_views.han	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5				Director	Coordinator				
	Tate Tate ALL Dents My Preference Message My Views Producershy Producershy Producershy Views Wiews Wiews Manage Views Status Setting Anage Views	Name * * * * * * * * * * * * * * * * * *	* * * * * * *				Director	Coordinator				

The Users section allows the Admin user to create new users and assign them to groups.

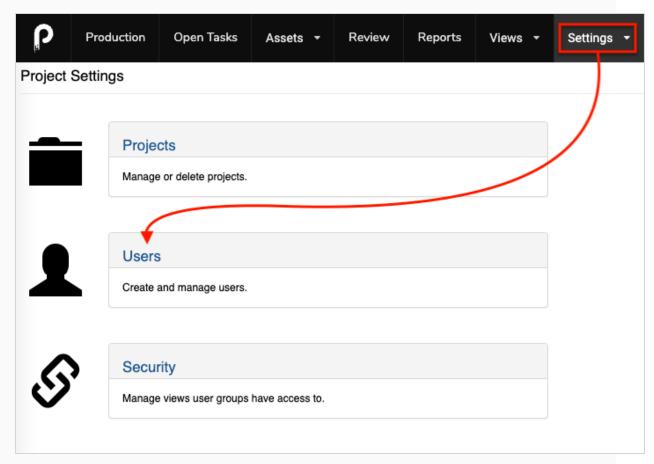


Creating Users

You can assign certain users permission to access part of Producer, while restricting the use of certain features for others.

How to add a user

- 1. In the main menu, click on **Settings**.
- 2. In the Settings tab, select Users.



The Users tab opens.

3. In the second User tab, click on the **Add** button.

Settings Users 🗶	
Users	
Users Group Assignment	
Add Users 42	
first_name, ♥ C Ø 💾	42 items found 🔻
Preview	Login
NO PREVIEW	Admin_Adrian

The Create New User window opens.

4. Enter all the information for the new user.

Create New User		-	×
	NO PREVIEW		
Preview	Browse		l
Login			
User Principal Name	The email format version of a login. This can be changed after creation		l
Authentication			
Password			
Password Re-Enter			l
Information			
First Name			l
Last Name			l
Email			I
Department			
	Add Cancel		

5. When finished, click the **Add** button.

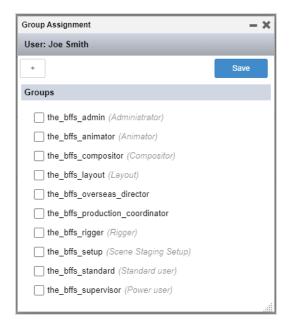
Editing and Adding Users to Groups

Once a new user is created, they can have their preferences created or changed. They can be found on the same user page. Within that you can change or view preferences/groups as well as view metadata.

Preview	Login	First Name	Last Name	Display Name	Activity	Groups	Security	Edit User
NO PREVIEW	Joe_Smith	Joe	Smith	Joe Smith	Change or	ه View prefer also view n	ि rences/grou netadata	ips here,

Groups

Add the user to specific groups within the production. Each group has a different set of restrictions.



Edit User

Allows you to edit the user profile and login credentials.

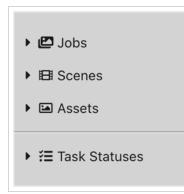
dit User	-	×
	Save changes to Users (Joe_Smith)	
	NO PREVIEW	
Preview	Browse	l
Login	Joe_Smith	l
User Principal Name	jsmith	
Authentication		
Password		
Re-enter Password		
Information		
First Name	Joe	
Last Name	Smith	
Display Name	Joe Smith	

Chapter 3: Workflows

In Producer, production tracking is based on workflows. It is a multi-stage process usually involving several different software. While there are commonalities, most animation studios will develop their own pipelines. These custom pipelines can easily be reproduced with Producer's workflow editor. When talking about the process of a studio, the terms "workflow" and "pipeline" are often used interchangeably; however, we always use "workflow" when referring to the actual node structure in Producer. Each "node" represents a process to be completed. These processes will become individual production tasks that will be assigned to artists and supervisors.

Layout	Layout_check	Layout_App	Setup	Rough_Anim	RoughAnim_App	Cleanup_Anim	Cleanup_Check
Approved 👻	Approved 👻	Approved 👻	Approved -	Approved 👻	Approved 👻	Revise 👻	Retake -
Joe Grey 👻	Frank Banner 👻	Kelly Parker 👻	Jade Jonah 👻	Lea Luthor 👻	Kelly Parker 👻	Lea Luthor 👻	Carina Allen 👻

There are four types of workflows: Job workflows, Scenes workflows, Asset workflows and Task Status workflows.



For example, you may use a job workflow to track an episode's development from script to delivery however you would use a scene workflow to track the production of shots from layout to compositing while the asset workflow is designed to handle the evolution of various assets such as backgrounds, characters, props, etc. The task status workflow is somewhat special because it allows the user to customize the task statuses for the processes of the other workflows.

Producer comes with some ready-made workflows, however it is recommended that you use these as templates to create your own. Workflows are specific to projects, however they can be exported and imported from one project to another.

Workflows are blueprints to eventually create actual tasks that can then be assigned and tracked.

Task Status Workflows

A task status workflow has a particular property. It's a workflow that can be applied to the task of another workflow. It provides different statuses for that task, letting users know the progress of that task.

NOTE

To find out how to link a task status workflow to a task—see Configuring Processes.

In the Basic Task Status workflow (a workflow that comes with Producer), there are seven possible options: Standby, Pending, Need Assistance, In Progress, To Validate, Revise, Approved.

Search Workflows	e wa	orkflow Editor > 🚝 Task Statuses > Bas	sic Task Status			
Add Workflow	Name ()*	Basic Task Status Colour				
▶ 🗗 Jobs ▶ 🖽 Scenes	:	Standby	1 🛇	0%		Θ
 Assets 		Pending	S 2 S	5%	Ľ	$\overline{}$
 ✓ Ξ Task Statuses □ Approval 	:	Need Assistance	S 3	30%	ľ	Θ
Basic Task Status		In Progress	♦ 4	30%	ľ	Θ
	I	To Validate	5 🛇	70%	ľ	Θ
	I	Revise	6 🛇	80%	ľ	Θ
	•	Approved	7	100%		Θ

In the Production or Assets > Manage tab, when a user clicks on a task status, a drop-down menu lets them choose or update the status of that task.

Layout	Layout_Check 8 Standby	Layout_App	Setup	Anim
2		8	0.2	2
Standby		Standby	Standby	Standby
Bob BG 🔻	Unassigned 🔸	Sal Supervisor -	 ✓ Standby Pending Need Assistance In Progress To Validate Revise Approved 	Annie Animator •

Included Workflows

Here is the list of workflows that are included with Producer, along with a brief description for each.

Episodes

Workflow to track jobs such as episodes of a TV series.



Basic

Workflow to track scenes in a simple manner.

•	Layout	:	Setup		:	Anim	:	Comp	
	Standby		Standby	•		Standby		Standby	•
	Unassigned		Unassigned	•		Unassigned		Unassigned	

Complete

Workflow to track 2D paperless scenes, where the animation is hand-drawn digitally.



Double Approval

Workflow to track scenes, where the two approval stages are required for each necessary step in the process.



Single Approval

Workflow to track scenes, where a single approval stage is required for each step in the process.



BG

Workflow to track the creation of bitmap backgrounds.

BG_Lay	BG_Lay	BG_Colo	BG_Fina		Library	
Standby	Standby	Standby	Standby	٠	Standby	
Unassigned	Unassigned	Unassigned	Unassigned		Unassigned	

Character

Workflow to track the building of digital puppets (also known as character rigs).

Charact		Char_De	Mouth	Breakdo	Rigging		÷	Library	
Standby	•	Standby •	Standby •	Standby •	Standby	•		Standby	•
Unassigned	•	Unassigned •	Unassigned •	Unassigned •	Unassigned	•		Unassigned	•

Prop

Workflow to track the building of digital props.

Prop_De		Prop_De		Prop_Co		Prop_Fi		Library	
Standby	٠	Standby	٠	Standby	•	Standby	٠	Standby	
Unassigned	•	Unassigned		Unassigned		Unassigned		Unassigned	

Basic Task Workflow

Basic Workflow providing statuses for the tasks of the other workflows.

•	Standby
•	Pending
:	Need Assistance
•	In Progress
:	To Validate
•	Revise
:	Approved

Simple Task Workflow

Simple Workflow providing statuses for the tasks of the other workflows. It is meant to track something that is completed without any type of revision or approval (ie: task done).

:	Standby
:	Pending
:	Complete

Approval

This workflow provides typical statuses for approval processes.

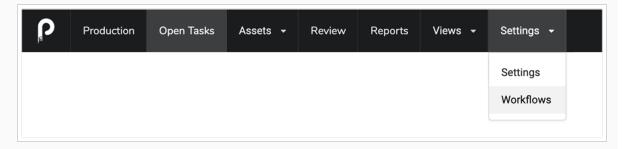
•	Standby
:	Pending
:	Retake
I	Approved

Duplicating Workflows

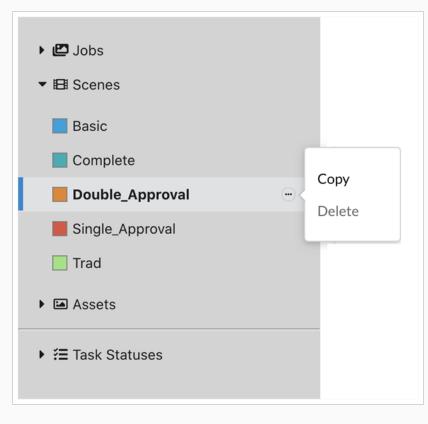
The workflows that are provided with Producer are useful templates to create your own. It is NOT recommended to use them directly as they may be updated and modified in future versions. Instead, duplicate and modify them to match your own pipeline.

How to duplicate workflows

1. In the main menu, select **Settings** and then **Workflows**.



2. In the **Project Workflows** list on the left, click on the workflow you wish to duplicate and select **Copy** from the ellipsis menu ("...").



The Copy Workflow Details dialog box opens.

Name 🕕*	Double_Approval_copy	
Туре 🕕*	Scenes	
Colour 🚯		
Copy From 🚯	Double_Approval	3
The new workfl	ow will be a copy of Double_Approval.	

- 3. In the Name field, enter the name of the new workflow.
- 4. In the Colour field, use the colour picker widget to select an identification colour.
- 5. Click Create.

Creating Workflows

How to create a workflow

1. In the main menu, select **Settings > Workflows**

The Workflows tab opens.

NOTE

If the **Settings** or the **Settings** > **Workflow** options are not available, an admin user may have to grant these privileges to a group that you are a member of. This can be done in **Security**, under **Global Rules**, by enabling **Manage Workflows**.

2. Click on the Add Workflows button.

Add Workflow Add Workflow		
Туре 🕕*	Select Scene, Asset or Job	
Colour 📵		
Copy From 📵		

The Add Workflows dialog opens.

- 3. In the Name field, enter the name of the new workflow.
- 4. In the Type drop-down menu, select the type of item to which this workflow applies. For workflow of episodes, select **Job**. For a workflow tracking shots, select **Scene**. For a workflow of backgrounds, characters or props, select **Asset**. If you would rather create a Task Statuses workflow, refer yourself to the section How to create a task statuses workflow.
- 5. In the Colour field, use the colour picker widget to select an identification colour. Note that you can use the colour picker icon to pick a colour from anywhere on your desktop. After your colour selection simply click outside the widget to proceed.



NOTE

It can be a good idea to create a workflow based on an existing one. To do so, use the Copy From field (or simply leave it blank to create a workflow from scratch.)

6. Click **Create** to create the workflow.

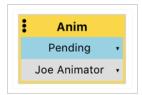
Next, you will want to add Processes to your workflow. Check out the section on Creating Processes.

Processes

A workflow is made of processes. When creating an asset or a scene using a specific workflow, each process of this workflow represents a task that can be assigned to users. Processes are ordered in a linear fashion. There are 2 main types of processes: Manual and Approval. There is also a special one called Asset Progress.

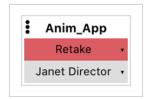
Manual

The Manual Process is used when the work is done by a person (ie not an automated task or a simple approval). This process can have different statuses which are defined in a Task Statuses workflow. The task status is manually changed by the user executing the work.



Approval

The Approval Process is used when work created during a manual process needs to be reviewed by a supervisor. The supervisor will then update the status to Approved or Retake. Several approval processes can follow one another.



You can attach triggers and notifications to both Manual and Approval processes so that when a specific action is performed, such as assigning a task or status change, another action can be performed, such as sending a notification to a user.

Asset Progress

The Asset Progress special process is used to follow the advancements of assets related to a scene, such as backgrounds or characters. The Asset Progress will display a circular graph indicating how many associated assets have reached a specific process in their own workflow.



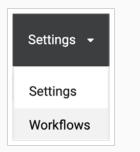
Adding Processes to Workflows

Workflows are made up of nodes, representing processes, which will eventually turn into tasks.

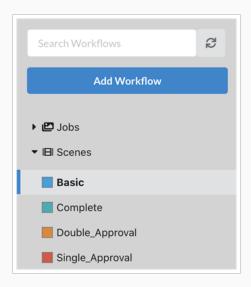
How to add processes to workflows

Whether you want to add processes to a brand new workflow or modify an existing one, the process is the same. You must first select the workflow from the workflow editor.

1. In the main menu, select **Settings** > **Workflows**.



2. From the left pane, select the workflow for which you would like to add a process.



3. To create a new Process in a workflow, simply click on the Add Process button.



Name 🕕*	Enter process name (e	eg: Layout)	
Process Type 🕻	Manual		•
Colour 🚯		Position ()	5

The Add Process dialog opens.

4. Type the name of the process.

NOTE

Choose the name carefully as process names cannot be changed (to avoid corruption). To rename a process, you would have to duplicate it and delete the original.

- 5. Select a Process Type from the drop-down list. Check the tooltip for more information on the various types of Processes.
- 6. Select a unique colour that will help identify this process.
- 7. You can set the Position to modify where this new process will appear in the workflow. By default, it appears at the end. Note that you can always change this position later.
- 8. Press Add.

Check <u>Configuring Processes</u> to learn how to further configure the process you just created.

Configuring Processes

Different types of processes can be configured in different ways. However some configuration options are available for several types of processes. Here is a descriptions of all the options available:

In the Basic Information area:

Option	Description	
Name	The name of the process is grayed out as it cannot be changed after the creation. To rename a process, you would have to duplicate it and delete the original.	
Process Type	 You can change the type of process. There are four types of process available: Manual process is the most basic. It corresponds to typical assignable artists' tasks. Manual tasks may have target durations or completion dates. Approval process acts as milestones for a supervisor to validate work from previous tasks. Approval tasks do not have a set duration. Asset progress reports when workflows of assets used in a scene are completed. They are used in conjunction with Asset Assembly. Overview processes are available only for job workflow. They provide a cumulative overview of the task statuses for all scenes within a job. 	
Colour	You can set the colour used everywhere to identify this process. The colour selector is simple to use. Note that you can click on the dropper icon to pick a colour from anywhere on the desktop. You also have the possibility to specify a colour using a numerical value. Three modes are available: RGB, HSL and HEX. Simply click outside the colour widget area to confirm your choice. The task (which you can view in Production and Asset > Manage tabs) associated with the node takes on the same colour.	
Position	You can set the Position to determine where this process will appear in the workflow, the number one position being the leftmost.	

In the Task Information area:

Option	Description
Task Status (Available for Manual and Approval Processes)	Select a Task Status workflow from the drop-down menu to link it to this Process.

Option	Description		
	Task information		
	Task Status 🚯	Basic Task Status 👻	
		Basic Task Status	
		Simple Task Status	
		Approval	
	The Task Status options o in the sample task above. Anim Standby Standby Pending Need Assistance In Progress To Validate Revise Approved	f that workflow become instantly avail	able as a drop-down menu
Assignee Group	group. This is especially u	restrict the assignment of these tasks seful if there are many users. Layout	to members of a specific
Completion	once this manual task is co	00 to represent the overall progress of to mpleted. For example, if a scene is cond, set the "Completion" value of the ma	nsidered 20% completed
Duration	for the whole job. This wil	w many days are needed to complete l set the default value to calculate the in the GANTT chart. Note that the due	due date for the production
Effort		ow many hours a task should typically t I track costs when compared to worked	

Option	Description
	can later be adjusted for specific tasks.
Take/Retake	This field will determine whether to keep a track of "Takes" or "Retakes". For example, a task process will typically track a Take number whereas an approval process will typically track a Retake number. You can also set the initial Take or Retake value. To determine when the Take or Retake number will increment, you will set behaviours. To view the current Take or Retake number in the Production page, you will have to edit the column options.

The Asset Progress have different configuration options:

Option	Description
Tracked Workflow	Select the workflow of the assets (associated with the current scene) that you would like to track. For example, if you would like this "Asset Progress" to report on background completion, you should select the asset workflow that you use to build the background assets.
Tracked Process	Select the process that the asset should reach to be considered "complete" for the purpose of this "Asset Progress" report display. For example, If you would like that an asset be considered complete when the Process "BG_Final_Approuval" has been set to "Approved", then select "BG_Final_Approval" as the "tracked process".

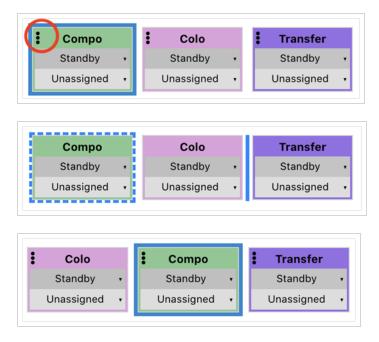
Moving Processes

There are two ways to change the order of processes.

You can do it by changing the value of position:

- 1. In the Workflow Editor, after selecting a workflow in the left pane, select a process that you would like to move.
- 2. In the Basic Information area, lower the value of position to move the process towards the beginning of the workflow (left) or increase the value of position to move the process towards the end of the workflow (right).

You can also drag a Process to its new position from its vertical ellipsis:



Both methods require that you save the changes.





NOTE

Changing the position of a process may affect behaviours that are referring to relative processes (Next or Previous process) but will not affect behaviours that are referring to processes by their specific names. Be sure to test the various behaviours after changing the position of one or multiple processes.

Deleting Processes

You can easily delete nodes from a workflow by following this procedure.

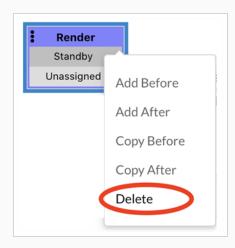
How to delete processes

Deleting a process from a workflow is a simple operation. You must first select the workflow from the workflow editor and then follow these steps:

- 1. Select the process you would like to delete.
- 2. Click on the ellipsis icon ("...") on the top right of the process node.



3. Select "Delete".



4. Press the blue "Save" button to confirm.

Deleting a process from a workflow will be reflected in future instantiation. However, it does not delete currently existing tasks of this process. If you would like to do that, it is recommended that you use the "Edit Tasks" feature prior to deleting the process in the workflow.

Behaviours

A behaviour determines how a process reacts to certain conditions such as being assigned to a user or being set to a certain status. This reaction can be many things and there can be multiple different actions taken as a result of one condition being met. In essence, behaviours allow you to automate operations. They are a very important part of setting up an effective workflow.

Typical behaviours for a manual process would look like this:

If this process is set to status "To Validate" then set the status of the next (approval) process to "Pending" (ready for review).

Before creating a behaviour, you must first create a custom workflow—see <u>Creating Workflows</u> or <u>Duplicating</u> Workflows. It is interesting to note that duplicating a workflow will also duplicate its behaviours.

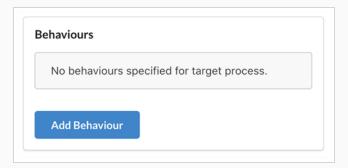


How to create a behaviour

1. In your Workflow, select the process for which you would like to add a behaviour.



2. In the panel below, click on "Add Behaviour".



- 3. Set up a condition by using the drop-down after "When". Three possible actions are listed:
 - a. Task Status is changed...
 - b. Task Status is set to...

c. Task is assigned...

Add behaviour		
\rm When	Task status is set to 👻	
Then	Task status is changed	
	Task status is set to	
	Task is assigned	

4. If the condition requires further setting, another drop down appears next to the first one. For example, if you set "When" to "Task Status is set to...", you now have to set the "Source Status", to end up with a condition that sounds like "When Task Status is set to *To Validate*"...

\rm When	Task Status is set to 🝷	To Validate
		Standby
		Pending
		Need Assistance
		In Progress
		To Validate
		Revise

- 5. You can now set the Action resulting from the condition being met. Next to "Then", use the drop down to pick one of 3 possible actions:
 - a. Set Task Status of Process
 - b. Increment (Re)Take
 - c. Send Notification to

Then	Set Task Status of process 👻
	Set Task Status of process
	Increment (Re)Take
	Send Notification to

- 6. Whichever choice you made in the previous step, you now need to further configure that action.
 - a. In the case of "Set Task Status of Process", you now need to specify which process will be set to which status. For example, you could specify that the action is to Set Task Status of Process Layout_approval to Pending.

Then	Set Task Sta	tus	of proc	cess 🔻	
Layout_A	op	•	to	Pending	•

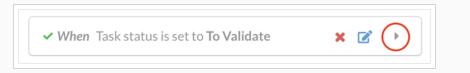
ΝΟΤΕ

When selecting a process, you can either pick a specific process by name or you can use a relative process such as *Next* or *Previous* process. While relative processes can be useful in that they are easier to copy and reuse later with minimal maintenance, it is important to remember that moving the process around could affect the result of the behaviour.

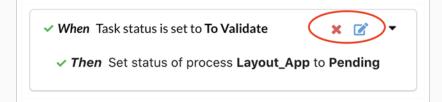
- b. In the case of "Increment (Re)Take", you nneed to select which process will increment the value of "Take" or "Retake", depending on which value this process is tracking.
- c. In the case of "Send Notification to", you can select one or multiple contacts to be notified. They can be users or groups of users. The notification can also be sent to the task assignee directly.
- 7. Now that a first action has been specified, you can either confirm the behaviour with the "Done" button or specify more actions to be executed when the above condition is met. To do so, simply use the dropdown next to the last "Then" and redo step 5 and 6.

Add behav	iour							
When	Task Status	s is se	t to	•	To Validate		•	
Then	Set Task St	atus d	of pro	cess 🔻				0
Layout_	Арр	•	to	Pene	ding	•		
Then	Choose an	actior	n	$\overline{}$		Or	Cancel	Done

8. After confirming a behaviour, you can review it by clicking on the right triangle next to the Condition.



The behaviour will expand to display all actions resulting from the condition being met. You can then use the blue edit button to make changes or red "x" icon to delete the behaviour.



After reviewing your behaviour, you can add more behaviours to the same process if you want.

NOTE

Changing the conditions (Status, Assignee) of a process in the upper preview display of the workflow editor WILL NOT trigger the actions programmed through the behaviours. It is highly recommended that you test your behaviours by creating actual items (scenes, assets) using that workflow and changing the conditions to verify that the appropriate actions are happening as expected.

To help you get started, here are some typical behaviours for manual and approval processes:

Common behaviours for manual processes:

• When a task is set to *To Validate*, then set the status of the next approval task to *Pending and Increment* the value of *Take* for this process.

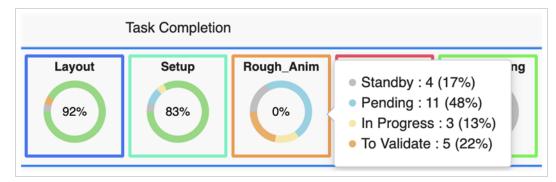
Common behaviours for approval processes:

- When a task is set to *Retake*, then set the status of the previous manual task to *Revise* and increment the value of *Retake* for this process.
- When a task is set to *Approved*, then set the status of the next task to *Pending* and set the status of the previous manual task to *Approved*.

Adding Overview Processes to Job Workflows

While a Job workflow is keeping track of tasks that are relevant to the whole job (such as writing the script or generating the storyboard), it is also possible to be informed of the cumulative statuses of scene tasks contained within a job by adding "Overview" processes. An overview process will look for scene processes with the same name and will summarize the amount of each statuses for convenient display right at the job level, providing an overview of the progress in the Task Completion Column of the Production Page.

Task Completion Overview

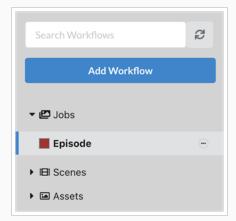


How to add an Overview Process to a Job workflow

1. In the Workflow Editor, open up the Scene Workflows containing the Processes you are interested in tracking. Identify these processes, noting the exact spelling of their names, the values of completion and duration. The colour can also be useful.

Layout	Setup		Anim		Com
Standby 🔹	Standby	•	Standby	•	Stand
Unassigned 🔹	Unassigned	•	Unassigned	·	Unassig
Basic information	I				
Name 1 Layou					
Process Type	Manual		•	Colou	Ir
Task information					
Task Status 🚯		Basic	Task Status		•
Assignee Group 🕻		Layout	t	:	×
		\frown			

2. Open the Job Workflow in which you would like to include Overview processes.



3. Click on the Add Process button



(The Add Process dialog appears)

- 4. Enter the exact same name as the scene process you want to track.
- 5. Select the "Overview" process type.

Process Type 🚯*	Overview
	Manual
	Approval
	Overview
	Asset Progress

- 6. It is a good idea to use the same colour as the process you are tracking.
- 7. Click Add to create the overview process.

NOTE

The new process has two configuration options in the Task Information panel: Completion and Duration.

About Completion:

You should try to adapt the completion value to the context of the whole Job. For example, a Layout represents 25% of a scene's workflow. However, completion of all the episode's layouts could represent 60% completion if it contains lengthy processes such as scripting and storyboarding.

About Duration:

You can reuse the same value as was entered in the scene process. This will help to calculate the Gantt chart.

Chapter 4: Production

The Producer structure is divided as follows:

- Project
 - Environments
 - Jobs
 - Scenes

Environments are a collection of jobs. Typically, environments are used to separate the seasons of an animated series, or to separate animation series themselves.

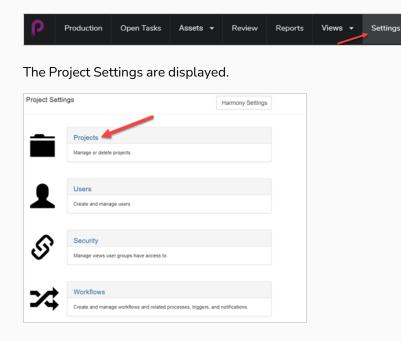
Jobs are a collection of scenes. Typically, jobs are used to separate the episodes of an animated series.

Creating Projects

Creating a project is the first step to creating and housing environments, jobs and scenes.

How to create a project

1. In the main menu, select **Settings**.



2. In the Project Settings tab, select Project.

The Projects tab opens.

3. In the Projects tab, click on the **New Project** button.

The Create a new project window appears.

Settings Projects		
	Create a new project	- ×
Search Criteria Select filters to refine your search	- Title	
Keyword code, description, title	Project Code	
	Description	
Preview		li)
	Create	al.

- 4. In the Title field, enter the title of the project.
- 5. In the Project Code field, enter the project code.

IMPORTANT

The project code is a very important key that will tie many components of the project together. The project code must contain only alphanumeric characters [A-Z]/[0-9] and only an '_' as a separator.

6. Click on the **Create** button.

A status bar appears. When it reaches 100% the Go to New Project and Close buttons appear.

7. Click on the Go to New Project button.

The project appears.

Creating Environments

Environments are a collection of jobs, each of which is a collection of scenes. Typically, environments are used to separate the seasons of an animated series, or to separate animation series themselves. Special environments can also be created to store scenes containing character models and assets for a series.

A new project does not have any environments. To start creating the structure of a project, environments must be manually created by a user with administrative privileges. A project can have as many environments as needed.

Users with the appropriate privileges can add, edit, retire, and delete environments.

How to create an environment

- 1. In the main menu, select **Production**.
- 2. In the Environments drop-down menu, select All Environments.

թ	Production	oen Tasks	Assets 👻	Review	Reports	Views	✓ Setti	ngs
All Envir	onments	> All Jo	obs	*				
Quick Sea	arca	<i>a</i> 🔹	+ Add Enviro	nment 🗹	Write Notes	<u>±</u> (Upload File	1 More
	Preview : 🕈	Environm	ent Name: 🏮	Enviro	nment Code	: \$		

- 3. Click on the Add Environment + Add Environment button.
- 4. The Create Environment dialog opens.

	Name *		
~	Shojo_No_Piero		
Drop Files Here	Description		
	A demo environment fe	aturing Harmony integration.	
Add a default thumbnail			
	Create in Harmony	Server	
	Environment	Harmony Version Alias	
	Shojo_No_Piero		

- Name: Type in the name of the new environment.
- [Optional] Description: Optionally, add a description of the new environment.
- Add a default thumbnail box: you can optionally drag and drop a file that will be used at the environment's Preview image. This can also be done at a later time.
- [OPTIONAL] Check the Create in Harmony Server checkbox.
 - The Harmony **Environment** is automatically generated from the **Name** field but can be overridden. If there are spaces in the name, they will automatically be replaced by underscores. Harmony doesn't allow spaces in names.
 - Harmony Version Alias: You can optionally enter a label identifying a version of Harmony (See Producer Link Settings page)



NOTE

Check the **Create in Harmony Server** option box if you are using Harmony Server and want to create or register the environment in Harmony database. Do NOT check this option if not using Harmony Server.

Refer to Harmony Synchronization section for more information.

5. Click on the Create Environment button.

The environment appears in your project.

Creating Jobs

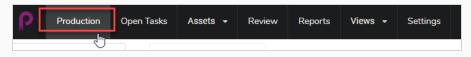
Jobs are a collection of scenes. Typically, jobs are used to separate the episodes or other segments of an animated series.

A new job does not have any scenes by default. To start creating the structure of a job, scenes must be manually created by a user with administrative privileges. A job can have as many scenes as needed.

Users with the appropriate privileges can add, edit, retire, and delete jobs, and all users may search, open, and view jobs.

How to create a job

1. In the main menu, select **Production**.



The Production tab opens.

2. In the All Environments drop-down menu, select the environment you are looking for.

	Sel	ect 1	st											
All Environments	.*	>	All J	lobs		-								
All Environments		22	\otimes	+	Add Environm	ent (Ľ	WriteN	Notes	Ì.	Upload File	:	More	
The BFF's S01	-	Envi	ironm	ent N	\$ D	escripti	ion	÷	\$					
T «default» BFFS Season 1		e Br Th envii	en ti	ne					тва <u>.</u>	_ENVI	IRONMENT0	0002		

3. Once in the environment, click on the Add Jobs button.



4. The Create Job window appears.

	Number of jobs	Start Date	Days between jobs
	10	2023-04-25	5
	Name *		
Drop Files Here	The BFF's Ep101		
dd a default umbnail	Description		
	Job Workflow	Scene Workflow	
	Episode	- Basic	•
	Create in Harmon	y Server	
	Environment	Job	Harmony Version Alias
	The_BFFs_S01	The_BFFs_Ep101	22

- Number of jobs: enter the number of jobs you wish to create.
- Start Date: click on the calendar icon to select a start date for the first job.
- **Days between jobs:** If you entered a value greater than one for Number of jobs, enter the number of days you would like in the production schedule between jobs. This will affect the production schedule Gantt chart.
- Name: type in the name of the first job.

NOTE

If you create more than one job, it is important to add a number to the end of the name, as the other jobs will use the same name plus subsequent number.

- [Optional] Description: Add a description of the job.
- Job Workflow and Scene Workflow drop-down menus: find the job and scene workflows that you would like to associate with the new jobs

- **[Optional]** Check the **Create in Harmony Server** checkbox if you want to create Harmony files directly to the Harmony Server (if connected).
 - The **Environment** field is automatically set from the parent Harmony environment. It can be overridden here to point to an alternate Harmony environment, but the environment will **not** be created in Harmony.
 - The **Job** field is automatically set from the one entered into the Name field. Spaces will be replaced by underscores.
 - Harmony Version Alias: You can optionally enter a label identifying a version of Harmony (See Producer Link Settings page)



Check the Create in Harmony option box if you want to create Harmony files directly to the Harmony Server (if connected). Do NOT check this option if your scenes will be created in Harmony Standalone.

5. Click on the Create Job button.

Create Job >

Your job page will look something like this:

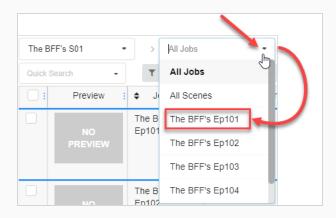
The l	3FF's S01 •	All Jobs	-							Sitems 0 selected
Quick	Darich Granch • T 27 (2) • Add Julies 12 Write Notes 12 Upload Files 1 Mare									
0	Preview	Job Name (Description	Job Code	Start Date	Tasks Comp	Job Tasks	Workflow Code	End Date	Notes
	NO PREVIEW	The BFF's Ep101		TBA_JO600002	06/04/2020	Origit Origi	Script Bookbard Production (931-937) Production (931-937) Standy - Unassgned - Standy - Unassgned - Bookgr + Unassgned - Bookgr + Unassgned -	the_bffs/episode	08/31/2020	Add a note
	NO PREVIEW	The BFP's Ep102		TBA_JOB00003	08/11/2020	Script (75)	Brender Sitt 1: Bild 1: Bindlay - (Unanspred -) Bondbart Sitt 1: Bild 1: Bindlay - (Unanspred -) Prod Another Sitt 1: Bild 1: Bindlay - (Unanspred -) Bindlay - (Unanspred -) Bindlay - (Unanspred -) Bindlay - (Unanspred -)	the_bffs/episode	09/07/2020	Add a note
	NO PREVIEW	The BFF's Ep103		TBA_JC600004	06/18/2020	Script 0%	Script (0111) Stopphart (022) Production (022) Production (023) Standy - Unarsignet - Standy - Unarsignet - Standy - Unarsignet - Standy - Unarsignet -	the_bffs/episode	09/14/2020	Add a note
	NO PREVIEW	The BFP's Ep104		TBA_JOB00005	08/25/2020	Ors.	Stand Bandpoint Production (981 - 1987) Production (981 - 1987) Standy - Unassigned - Standy - Unassigned - Bandly - Unassigned - Bandly - Unassigned -	the_bffs/episode	09/21/2020	Add a note
	NO PREVIEW	The BFP's Ep105		TBA_JOB00006	09/01/2020	Ors.	Brender Seint La Bard, Biosphareit Seint La Bard, Production Seint La Bard, Production Seint La Bard, Brender + Unassigned + Brender + Unassigned + Brender + Unassigned + Brender + Unassigned +	the_bffs/episode	09/28/2020	Add a note

Creating Scenes

Once you've created an environment and jobs for your project, you can start to populate your job with scenes.

How to create a scene

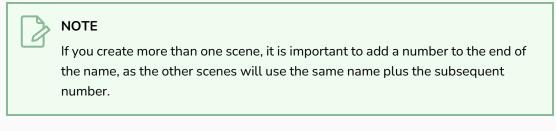
1. In the Production page, from the list of jobs, double-click on the job you would like to create scenes for. Alternatively, go to the Jobs drop-down menu and select a job from the list.



- 2. Once inside the job, click on the Add Scenes button.
 - + Add Scenes
- 3. The Create Scene window appears.

	Number of scenes			
	10			
	Name *			
Drop Files Here	Scene_001			
Add a default	Workflow	Number of frames	Priority	
thumbnail	Single_Approval	- 60	4 - Medium	-
	Environment Harmony Version Alias	dof	Scene_001	
	Description			

- Number of scenes: Enter the number of scenes you wish to create.
- Name: Type in the name of the first scene.



• **Workflow** drop-down: select the workflow you would like to associate with the new scenes.

Workflow	
Single_Approval	(\cdot)
Basic	
Complete	42
Double_Approval	
Single_Approval	

- Number of frames: enter a numerical value for the number of frames that you would like automatically created for each scene.
- **Priority** drop-down: select the priority (No priority, 1 Critical to 5 Low) for the new scenes.
- [Optional] Description: optionally add a description for the scene
- 4. **OPTIONAL:** Link the scene to an actual file by selecting one of the three proposed options:
 - a. Create in Harmony Server: Link a Harmony Scene asset by checking the box.

Fill in the Environment name, Job name, Scene name and Harmony Version Alias, if applicable.

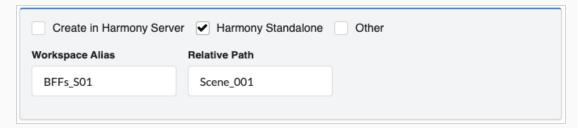
Create in Harmony Server Harmony Standalone Other						
Environment	Job	Scene				
Environment	Job	Scene				
Harmony Version Alias						

NOTE

This will create the scene on the Harmony Server, but the Environment and Job must already exist in Harmony. If the scene already exists in Harmony, this will simply link to that scene.

OR

b. **Harmony Standalone**: Links to a scene from a standalone version of Harmony. Fill in a Workspace Alias and Relative Path.



c. **Other:** Links to another type of scene from a third party software.

Create in Harmony Server Harmony Standalone 🗸 Other						
Workspace Alias	Relative Path					
3D_Software	Scene_001					

5. Click the Create Scene button.

The scene(s) are added to your job.

Editing Tasks

Once a task is created for a given scene or asset, it can easily be modified.

How to edit a task

- 1. In the main menu, select either **Production** or **Asset > Manage**.
- 2. In the Environment, Jobs or Scene drop-downs, select an environment, scene or job or a combination.

The tab is populated.

- 3. From the list, select the assets to edit by checking their checkboxes.
- 4. In the tab toolbar, select **More** > **Edit Tasks**.

The	3FF's S01 · >	The BFF's Ep101	•				
Quick	Search • T	2 0 + Add S	cenes 🗷 Write	Notes 🛓 Up	oad Files	More	
	Scene Name	1				Save New View	
	First Contact 001	Layout 2 Standby • Unassigned •	Layout_Check 8 Standby • Unassigned •	Setup 0.2 Standby • Unassigned •	Anim 2 Standby • Jnassigned •	Anim Shift Scenes Star Unass Delete scenes	mp_Chec 8 Standby Inassigned
	First Contact 002	Layout 2 Standby • Unassigned •	Layout_Check 8 Standby • Unassigned •	Setup 0.2 Standby • Unassigned •	Anim 2 Stat dby • Unassigner •	Anim Star Unass	mp_Chec 8 Standby Inassigned
•	First Contact 003	Layout 2 Standby • Unassigned •	Layout Check 8 Standby • Unassigned •	Setup 0.2 Standby • Unassigned •	Anim 2 Standby • Unassigned •	Anim Star Unass Export CSV	mp_Chec 8 Standby Inassigned
	First Contact 004	Layout 2 Standby • Unassigned •	Layout_Check 8 Standby • Unassigned •	Setup 0.2 Standby • Unassigned •	Anim 2 Standby • Unassigned •	Anim Star Unass Synchronize with Harmon	Standby Jnassigned
•	First Contact 005	Layout 2 Standby • Unassigned •	Layout_Check 8 Standby • Unassigned •	Setup 0.2 Standby • Unassigned •	Anim 2 Standby • Unassigned •	Anim_Check 8 Standby • Unassigned • Unassigned •	Comp_Chec 8 Standby Unassigned

The Edit Tasks window appears.

dit Tasks			Add	1
<u>^</u>		Selected	Delete	
Task Operation Add		Single_Appro	Replace	
and openation and	-	Select All	Shift	
Selected		6	Selected	
Single_Approval	·		Single_Approval •	
Select All			Basic	
Layout Layout_Check	Select the		Complete	
Setup	preferred		Double_Approval	
Anim_Check	processes		Single_Approval	
Comp_Check				

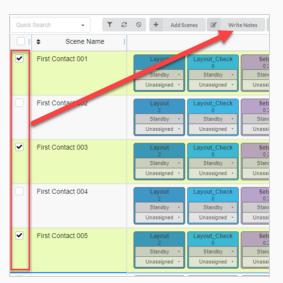
- 5. In the Task Operation drop-down menu, select one of the following:
 - Add To add missing tasks to selection
 - Delete To delete existing tasks from selection
 - Replace To replace some or all tasks for the selection
 - Shift
- 6. In the Selected drop-down menu, change the Workflow type.
- 7. In Processes list, check the tasks you wish to include in the Workflow.
- 8. Click the **Submit** button.

Writing Notes

The Write Notes feature allows you to create notes on one or multiple scenes that have been selected.

How to create a note

- 1. In the top menu, select either **Production** or **Assets > Manage**.
- 2. From the drop-down menus, located under the main menu, bring up a list of environments, jobs or scenes.
- 3. From this list, select which you would like to add notes to by checking their corresponding check box.
- 4. In the tab toolbar, click on the Write Notes button.



The Create New Note dialog box appears.

✔ Linke	d notes				
Process	Layout	Retake Type	1 F		
Note Cont	ent*				
			Unker	Inotes	
			Process	Layout	•
			Note Cont	Layout	
				Layout_Check	
Attachme	ents			Setup	
				Anim	
			Attachm	Anim_Check	
+ Add	d attachments			Comp	The second secon
Cance					✓ Create

- 5. Check the Link notes option if you want changes in one note to automatically update in the other notes for all the assets you selected.
- 6. In the Process drop-down menu, select the task/process in the worklfow that you would like to add the note to.
- 7. Select the retake type (ie: artistic, technical, or both).
- 8. In the Note Content field, type in your note.
- 9. Click on the Add attachments button if you would like to add an attachment.
- 10. Click the **Create** button.

The note is added to the selected assets.

Gantt Charts

A Gantt chart is available from the Production page under All jobs of any environment. It can be displayed by switching layout type along List and Tiles views.

The BFF's S01 - All Jobs		•					Gantt 1 selected
Quick Search - T & O	+ Add Job	s 🗷 Wi	ite Notes	1 Upload Files	* More		
- + Q Q							
Name	Start	End	Durati	>		Quarter 3 2020	
Name	Start	Enu	Durau	July		August	September
The BFF's S01	2020-08-04	2020-10-04	62			5%	
+ The BFF's Ep101	2020-08-04	2020-09-13	41			7%	The BFF's Ep10
+ The BFF's Ep102	2020-08-11	2020-09-20	41				The BF
+ The BFF's Ep103	2020-08-18	2020-09-27	41				
+ The BFF's Ep104	2020-08-25	2020-10-04	41				
+ The BFF's Ep105	2020-09-01	2020-09-22	22				The

The Gantt chart lists all current jobs and their tasks for the selected environment. It can be collapsed to have an overview of when jobs should start and end over time or it can be fully expanded to display all tasks for every job. Every row displays the name, duration (in days), start and end dates for the environment, it's jobs and all tasks from their workflow.

On the right side, there is a timeline and progress bar for each row, it will turn from grey to green when tasks start getting approved or completed. There is also a completion % that indicates the progress for each task, every job and the environment itself.



If a job needs to be shifted over in time, simply highlight the desired job and click on More in the menu above the table, then select Shift Jobs. In the Shift Jobs window, simply select the number of days it will be shifted over (jobs can be shifted in the future or in the past, using positive or negative values).

Shift jobs	
1 Selected	
Shift jobs by -2	days
Cancel	Accept

Scene Focus View

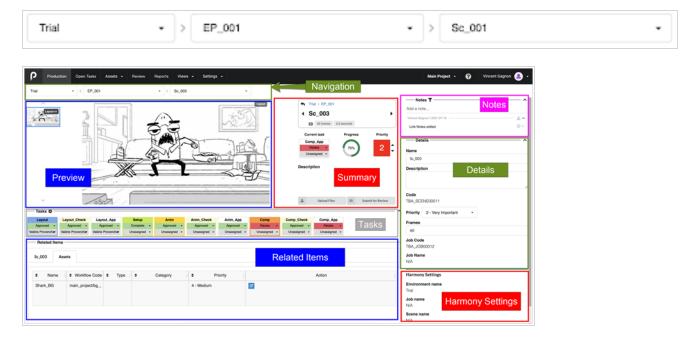
This section provides the details related to a scene (Status, Assignee, Notes, Associated Assets) so that one can focus on that given scene without being distracted by the information of other scenes, as may be the case when viewing multiple scenes in the production page.

How to access Scene Focus View

Do one of the following:

- Double click on a scene row on the Production Page.
- Select a Scene from the drop-down list in the navigation section.

In order to exit the scene focus view, select "All Scenes from Current Job" from the drop-down list.



The Scene Focus view is divided in multiple sections:

Option	Description
Navigation	Allows you to select a specific scene to focus. You can also exit the focus view, by selecting a Job/Episode in the second drop-down list. Refer to Focus View Navigation Section for more information.
Summary	Displays the name of the scene and provides information on the current process, its Status and Assignee. It also displays useful information such as the overall progress of the scene, the completion of the Assets associated

Option	Description
	with this scene, the current priority and the description. You can perform the following two actions here: • Upload Files • Submit for Review
Preview	The Preview of the latest snapshot is prominently displayed and can be played back.
Tasks	Below the Preview section, the Tasks section shows all the tasks related to the selected scene. It is possible, if you have the rights, to edit the status and assignee directly from here.
Related Items	This section is located at the bottom left. It will list any assets associated with the current scene. Double-clicking on a line or clicking on the con will bring forth the Focus View for that associated asset. Refer to the <u>Associated Asset Focus View</u> section.
Notes	This section is similar to the one you would find in the side panel of any Production Page. It will list all the Notes related to the current scene and allows you to enter new Notes.
Details	This section is similar to the one you would find in the side panel of any Production Page. It will list all the Details of the current scene and allows you to edit them.
Harmony Settings	This section provides the environment, job and scene name details used for the Harmony server integration. The names can be modified using the "Edit External Reference" button.

Focus View Navigation

In the example below, the associated asset Wizard_BG was selected from the Production page's Daredev_ 01_001 scene.

+	Daredevil > Daredv_01 > Daredv_01_001	
	Wizard_BG	►
	Image Bg	

Clicking on Daredv_01_001 will bring the user back to the scene's focus view.

Clicking on Daredv_01 will bring the user back to the scene list for that job

Clicking on Daredevil will bring the user back to the job list for that environment

Clicking on the back arrow will bring the previous level (same as clicking Daredv_01_001)

Selecting the right/left arrows will bring the next/previous asset in the scene's associated assets.

Associated Asset Focus View

In a Scene Focus View, double-clicking on an associated asset (or clicking on the open icon) brings that asset's Focus View.

Sections below to add to Asset and Open Tasks

In an Asset Focus View, double-clicking on an associated scene (or clicking on the open icon) brings that scene's Focus View.

In an Open Tasks Focus View, double-clicking on an associated scene or asset (or clicking on the open icon) brings that item's Focus View.



NOTE

It is not possible to access another level of recursion (ie: double clicking on a scene in an asset focus view does not navigate to a Scene Focus View etc).

Chapter 5: Assets

Assets are typically any component of a production use to produce scenes and track in Producer. This can include character sheets, model references, character rigs, backgrounds, music, and more.

Producer can track the progress and location of all your assets.

Assets can be sorted one of two ways:

- **Categories**: Asset categories are a way of classifying assets based on the purpose of an asset within a production, such as characters, backgrounds, props, and more.
- **Types**: Types can be used to categorize the type of file, such as a PNG, JPEG, MOV, MP4, GIF, PSD, or PDF.

The following image types are supported for assets: PNG, JPEG, GIF, BMP, TGA, TIFF, PSD, AI, PDF, MP4, MOV.

Interface

An asset has many properties and attributes. By default, the Asset page only displays some information about each asset in the asset list.

Production Open Tasks Assets -	Review Reports Views - Settings			The BFF's - admin ≗
Quick Search • T & O + Create	te Asset 💇 Write Notes 💄 Upload File 🗉 Review	I More		11 items 1 selecte
I Preview I	i 🌢 Asset Name i	Tasks	T I Notes	S.A.A.S.A.A.
	Approved • Approved •	endown (1992 - 1994) General - Assened - Norlig - Norlig - Norlig - Norlig - Chartypet -	Add a note	
	Cert9 - Cert9	Carlowing BBC/Fund Cherk Utray Davely, • •	Add a note	Leif Turnaround Notes T Details Name Leif Turnaround
	OB/11 - OB/17 OB/18 - OB/18 Standby Standby	Column () DD_3*Poil Chem Larry Davely • <t< td=""><td>Add a note</td><td>Description Priority 4 - Medium Asset Code ASSETCODC2</td></t<>	Add a note	Description Priority 4 - Medium Asset Code ASSETCODC2
	Background_00: B0_Layout B0_Layout_Check B0	Colouring BG_Final_Check Library Comp_App DV24 - DV24 - DV24 - DV27 - D	Add a note	Artist comments
Bart 2020-06-06 Date 2020-06-13 Bart 2020-06-14 Bart 2020-06-12 Bart 2020-06-13 Bart 2020-06-20 Approved Approved Approved Approved Approved	Jobs Scenes			Harmony Settings env jeb
Unassigned • Unassigned • Unassigned •	Joe Rig			scene

To display more information on an asset, depending on the type of information you want to see, you may have to:

- Add a column containing this information to the asset list.
- Select a specific asset, then open either the side panel or the bottom panel to view more information about it.

Columns in the asset list can display the following information:

- Selector
- Preview
- Tasks
- Asset Name
- Description
- Type
- Category
- Notes
- Priority
- Completion

- Workflow Code
- Asset Code
- Harmony Status

The side panel displays the following information:

- Preview thumbnail
- Name
- Description
- Priority
- Asset Code
- Notes
- Harmony Settings: environment/job/scene/harmony version

The bottom panel displays the following information:

- Tasks
- Environments
- Jobs
- Scenes

The following table lists each type of information about an asset, and which method will display it:

Information	Description	Asset List	Side Panel	Bottom Panel
Preview	The preview thumbnail for the asset.	Preview column	Side panel	N/A
Tasks	A step in a workflow.	Tasks column	N/A	Tasks tab
Asset Name	The display name of the asset.	Name column	Details tab	N/A
Description	The description of the asset.	Description column	Details tab	N/A
Asset Type	Categories can be used to identify the purpose of an asset.	Asset type column	N/A	N/A

Asset Category	Types can be used to categorize the file type.	Category column	N/A	N/A
Notes	All the notes that were added to the asset.	Notes column	Notes tab	N/A
Priority	A rank indicating the importance of a given asset.	Priority column	N/A	N/A
Open Harmony	If Producer has been configured to synchronize with Harmony, you can click this button to open the asset directly in Harmony.	Open Harmony column	N/A	N/A
Completion	A progress wheel tracking the percentage of the asset that has been completed.	Completion column	N/A	N/A
Workflow Code	The type of workflow being used for the asset.	Workflow Code column	N/A	N/A
Asset Code		Asset Code column	N/A	N/A
Scene Asset Code	If a scene has been converted to an asset, this is the code of the asset it is linked to.	Scene Asset Code column	Side panel	N/A

Creating Assets

Upload scripts, characters, backgrounds and 3D models to help visually assist your task workflow.

Users with administrative privileges can create one or more assets at a time.

How to create assets

1. In the top menu, click **Assets > Manage**.

Ŋ	Production	Open 1	Tasks	Assets 👻
All Envi	ronments	• >	All Jo	Manage
Quick Se	earch -	C2	\otimes	Assembly

The assets list opens.

0	ick Search •	T B 🛇 🕇 Create Asset 🗹 Write	e Notes 🛃 Upload File 🛛 Review 1 More	
	Preview I	Asset Name	Tasks T :	Notes T Completion :
	XXXXX	Character Design 01	Character: Desi: Char. Design C	Add a note
	1 second	BG 101	BG_Layout, M07-58r3 BG_Layout, 4004-6014 BG_Colouring B01-6021 BG_Final_Check Library 0003-0021 Comp. App 0003-0021 Approved - Unansigned - Unansigned - Approved - Unansigned - Unansigned - Approved - Unansigned - Unansigned - Approved - Unansigned - Unansigned - Approved - Unansigned - Unansigned -	Add a note

2. In the toolbar above the asset list, select Create Asset.

The Create Asset dialog box appears.

	Name *			
•	Shark_BG ×			
Drop Files Here	Create in Harmony	Server Harmony Stand	dalone Other	
Add a default thumbnail	Description			
	External Asset / Water E	Background with friendly Sha	ırks	
	Туре 🚯	Category	Workflow ()*	
	Image	✓ Bg	- Background	•
	Tags 🚯			
	psd X external X			
	Assembly			
	Environment	Jobs		
	Shojo_No_Piero	x The_Doll ≭	×	

- 3. Upload a thumbnail for your asset by clicking and dragging your file into the Drop Files Here box.
- 4. In the Name field, type in a name for your new asset. It must be unique or else an error will occur.

NOTE

It is possible to create multiple assets at once. Press enter after typing an asset name and continue entering asset names for all the assets you wish to create with the same parameters.

- 5. OPTIONAL: Link the asset to an actual file by selecting one of the three proposed options:
 - a. **Create in Harmony Server**: Fill in the Environment, Job, Scene and Harmony Version Alias fields to link the asset from an existing Harmony scene.

vironment	Job	Scene	
Assets	Asset_Job	Shark_BG	
armony Version Alias			

NOTE

This will create the scene on the Harmony Server, but the Environment and Job must already exist in Harmony. If the scene already exists in Harmony, this will simply link to that scene

b. Harmony Standalone: Links to an asset from a standalone version of Harmony.

Create in Harmony Serve	r 🖌 Harmony Standalone	Other
Workspace Alias	Relative Path	
HarmonySTA	Shark_BG	
		,

c. Other: Links to another type of asset from a third party software.

Create in Harmony Serve	r 📃 Harmony Standalone	✔ Other
Workspace Alias	Relative Path	_
PSD	BG/\$hark_BG	

- TIP

An external asset is an asset which is not a Harmony Scene. It can be any type of file, such as an image (psd or other), a sound file. Producer only needs to know where that file is located. **Producer Link** may be used to <u>upload snapshots</u> for these assets.

- 6. In the Description field, type in a description for the asset.
- 7. In the Type drop-down menu, select what type (3D Model, Image, etc.) of asset you intend to upload.
- 8. In the Category drop-down menu, select a category (Bg, Main Character, etc.) for the asset type .
- 9. In the **Workflow** drop-down menu, select your workflow (background, character or prop).



- 10. In the Tags field, type any words you would like to associate with the asset that can later be used in searches. Hit **Enter** after typing each tag to validate it.
- 11. In the Assembly section, from the Environment drop-down menu, select an environment.

The Jobs drop-down menu is enabled.

- 12. In the Assembly section, from the Jobs drop-down menu, select a job.
- 13. To save your new assets, click the Add Asset button.



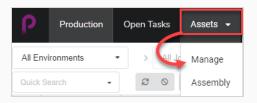
Your assets are now available in the asset list.

Searching for Assets

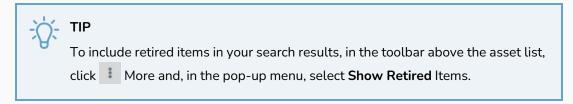
If you have a lot of assets and you need to find a specific asset, you can filter the assets in the list using keywords from their descriptions. You can also choose to only view assets associated with specific environments, jobs or based on the specific process, status or user they are assigned to.

How to search for assets using keywords

1. In the top menu, select Assets > Manage.



The asset list opens.



2. In the toolbar above the asset list, click in the Quick Search field and type in all or part of the name of the asset you would like to find. Hit the **Enter** key to initiate the search.

	with the ass	set (tags)—see	the creator had the <u>Creating Assets</u> . T ne in handy when o	hese tags are u doing a search.		
Pr	eview : +	Asset Name		Tasks		T
	Character De	sign 01	Character_Desi 08/05 - 08/12 00/13 - 08/ Approved • Unassigned •	C Breakdown 08/14 - 08/20 Approved + App	Library -08/24 08/25 - 08/31 roved • signed • Unassigned •	•
	BG 101		BG_Layout 06/07 - 06/13 Approved - Unassigned -	14 08/17 - 08/21 08/24 • Approved • App	al_Check - 08/24 roved • signed • Library 08/25 - 08/31 Approved • Unassigned •	Comp_App 09/01 - 09/07 Approved • Unassigned •

Assets containing your search term appear.

3. You can repeat this step to add several search terms. Only assets containing all of your search terms in their name will appear in the list.

÷Q÷		estrict your electing suc				•		ments or
P	Production	Open Tasks	Assets 👻	Review	Reports	Views 🝷	Settings	
Environ	ment_Project_A	✓ > Job_02		•				
LINIO								

How to filter assets by their tasks, statuses and assignees

1. In the top menu, click **Assets > Manage**.

P	Production	Open Ta	asks	Assets 🗕
All Envi	ronments	• >	All JC	Manage
Quick Se	earch -	C2	\odot	Assembly

The assets list opens.

Preview	 Asset Name 	Tasks	1
XIII	Leif Turnaround	Character: Dest. Char_Oesgin_C Breakdown Rigging Library 8665-6872: 8513-6873 8514-6824 8627-6824 8627-6824 Apprete - Apprete - Apprete - Unassigned - Unassigned - Unassigned - Unassigned - Unassigned -	
1 and 1	BG 101	06/12 - 00-18 06/19 - 00/19 08/20 - 00/26 06/27 - 00/27 08/28 - 09/03 09/0 Standby *	mp_App N4 - 09/10 tandby - assigned -
BG Layed, Check	Background_001	68/11 - 66/17 68/18 - 66/18 68/19 - 66/25 66/26 - 66/26 66/27 - 69/82 66/82 66/27 - 69/82 66/82	mp_App 13 - 09/09 tandby - assigned -
NO PREVIEW	Background_002	88/11 - 68/17 08/18 - 68/18 88/19 - 68/25 08/29 - 66/28 08/27 - 69/02 05/00 Standby S	mp_App 13 - 09/09 tandby - assigned -

2. In the toolbar above the asset list, click on **T** Toggle Search Panel.

Jobs Custom Fields Custom Fields	vironments •		Toggle button opens all this	
Custom Fields -				
	F7. 1.1	-		

The search panel appears.

3. From the All Environments drop-down list, select an environment as an asset search filter.

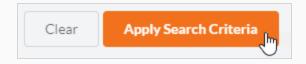
The Jobs drop-down menu is enabled.

4. Use the Jobs drop-down menu and Custom Fields fields to continue refining your search. If you need more filters or a different set, click on the Add button to bring up the Add Processes, Add Statuses and Add Assignees drop-down menus. You can use this second set of filters to exclude, rather than include, additional information by clicking on the Exclude button.

Use some or all of these filters at your discretion.

You can add several items from any of these categories by clicking on the Add button to create another row of the same filters. An example of where this might be useful is when you need to search for 2 different processes assigned to the same person.

5. Click Apply Search Criteria at the bottom of the search panel.

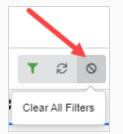


The assets that match your search appear in the asset list.

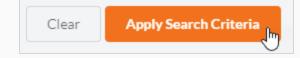
How to clear search terms and filters

Do one of the following:

- Click the x on all search terms in the Quick Search text box.
- Hit the Backspace key to remove the last search term until all the search terms have been erased.
- In the toolbar at the top of the assets list, use the Clear All Filters button



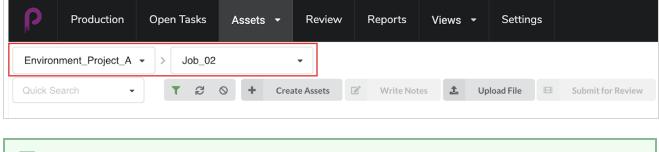
• At the bottom of the Search Panel, click on the Clear button.



All of the assets within the job are displayed in the asset list again.

Navigating Assets

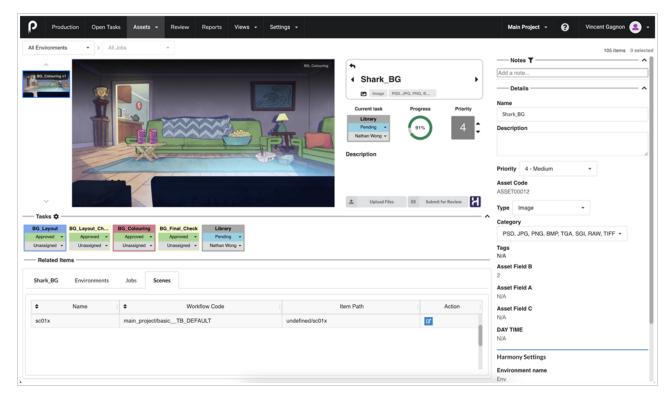
The navigation dropdowns (top left of the Asset Manage page) will let you focus on the assets associated with a specific environment or job. These associations are done either at creation time or through the Asset Assembly page. Select the desired environment and job to restrict the display to these assets.



NOTE If you leave the environment to the default "All Environments", no restriction will apply.

Asset Focus View

To access the asset focus view, simply double click any asset from the list.



Associated Scene Focus View

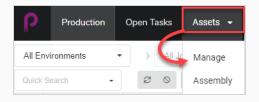
In an Asset Focus View, double-clicking on a Related Items (or clicking on the open icon) brings that scene's Focus View.

Editing an Asset

Once an asset has been created, you can edit its description, workflow, and other information at any time.

How to edit the name and description of an asset

1. In the top menu, click **Assets > Manage**.



The assets list opens.

- 2. In the asset list, click on the check box of the asset you wish to edit.
- 3. If the side panel is not visible, in the toolbar at the top-right corner of the asset list, click the Toggle Side Panel button to display it.
- 4. In the side panel, select the Details tab.

		Select the Asset first	Its Notes J. Upland File ED Review I More	Then select side toolbar
	Preview	Asset Name	Tasks	TI Notes T completion
	XX XXX	Character Design 01	Character, Desil. Cher, Design, Co Breakdown Rogang Litrary 650-1.0502 051-0513 050-0525 050-0525 050-0525 Approved Approved Approved Approved Approved Approved Approved Approved Approved Unssigned + Unssigned + Uns	
	X	BG 101	Bit Colouring Dig Convertion Loreny Bit Colouring Dig Convertion Loreny Approval Approval Approval Approval Approval Unastroati Unastroati Unastroati Approval Approval Approval Unastroati Unastroati Unastroati Unastroati Unastroati Unastroati	Access Ac
	NO PREVIEW	Background_001	Bit Column Bit Bit Column Bit	Come Ado Basedy - University - On Notes T Details Last select details
	NO PREVIEW	Background_002	Big Layout Dig Layout Dig Layout Big Colouring Dig Final Check Littery Big Link Big Colouring Big Col	Comp Age Stress State Stress State Stress St
	NO PREVIEW	Background_003	Big Layout Dig Layout Dig Layout Big Colouring (005-0005) Big Colouring (005-0005) Big Colouring (005-0005) Littery (005-0005) Staudy + Unassigned + Staudy + Unassigned + Staudy + Unassigned + Unassigned + Unassigned + Unassigned + Unassigned +	Come And States 1990 Bandy - Discovery 4-Medium
	NO PREVIEW	Background_004	Big: Layout Big: Colouring (001 - 0001) Big: Colouring (000 - 0002) Big: Colouring (000 - 0002) Big: Colouring (000 - 0002) Litrary (000 - 0002) Standby / Unassigned Standby / Unassigned Standby / Unassigned Standby / Unassigned Unassigned Unassigne	Comp. App Stadia and a note
	NO PREVIEW	Background_005	Big_Layout Dig_Layout_Chu Big_Colouring Distribution Big_Colouring Distribution Big_Colouring Distribution Big_Colouring Distribution Big_Colouring Distribution Big_Colouring Distribution Litrary Distribution Standay Unassigned Unassigned Unassigned Unassigned Unassigned Standay St	Comp. App 1980 - 19900 - 19900 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 199
	NO PREVIEW	Background_005A		Comp. App Bandary - Unassigned -
0.1		Leif 350	Character DesL2] Char Desion C.2 Breakdown Ricoina Library	Add a cole

1			
Character	Design 01		<u>.</u>
Notes T	Details		
Name			
Character D	Design 01		
Description			
			h
Priority 4 -	Medium	•	
Asset Code			

- 5. To rename the selected asset, in the Name field, type in a new name.
- 6. To update the description of the asset, in the Description field, type in a new description.
- 7. To change the priority of the selected asset, from the Priority drop-down menu, select a new priority.
- 8. To save your changes, click anywhere outside the side panel.

A toaster notification (pop-up) appears in the bottom-right corner of the page, indicating that the asset is being updated. When the toaster notification disappears, the asset changes are saved.

Deleting an Asset

Assets can be permanently deleted.

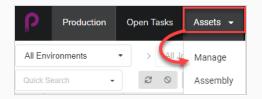


NOTE

Deleting an asset will delete all of its tasks, previews(uploads) and assembly data. Deleted items will be permanently lost, and cannot be restored.

How to delete assets

1. In the top menu, select **Assets > Manage**.



The Asset list opens.

2. In the Asset list, enable the checkbox on the far left column of the item you wish to delete.

Quick :	Search -	▼ 2 ○ + Create Asset	🗭 Write Notes 🤱 Upload File 🗉 Review 🗄 More	
	Preview :	Asset Name	Tasks	
	¥¥#	Lelf Turnaround	Character_Desi Char_Design_C Breakdown Rigging Library 08/06 - 08/12 08/13 - 08/13 08/14 - 08/20 08/21 - 08/24 08/25 - 08/31 Approved • Approved • Approved • Approved • Approved • Approved • Unassigned • Unassigned • Unassigned • Unassigned • Unassigned •	
	- Colemb	BG 101	BG_Layout 00/12 - 00/18 BG_Layout_Ch 00/19 - 00/19 BG_Colouring 00/20 - 00/28 BG_Final_Check 00/27 - 00/27 Library 00/28 - 09/03 Standby · Unassigned · Standby · Unassigned · Unassigned · Unassigned · Unassigned ·	Comp_App 09/04 - 09/10 Standby • Unassigned •
~ 1	NO PREVIEW	Background_001	BG_Layout BG_Layout_Ch BG_Colouring BG_Final_Check Library 80113 - 08175 0818 - 0819 0819 - 0825 0826 - 0826 0827 - 0902 Standby + Standby + Standby - Standby - Standby - Standby - Unassigned + Unassigned + Unassigned + Unassigned - Unassigned - Unassigned -	Comp_App 09/03 - 09/09 Standby - Unassigned -

3. In the toolbar above the asset list, select **More > Delete Assets**.

: More
Save New View
Shift assets
Delete assets
Retire assets
Show Retired Items
Edit Tasks
Import CSV
Add Custom Fields
Synchronize with Harmony

The Delete Assets dialog box opens.

Delete assets	
This will delete 1 asset	
• Task: 6	
Cancel	Delete

4. In the confirmation prompt, click **Delete**.

The asset has now been deleted.

Adding a Preview Image for an Asset

You can add or change a preview image of any asset that appears in the Preview column in the asset list. This can be done from either the Assest > Manage tab or the Production tab.

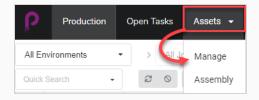
The following image types are supported for preview images: PNG, JPEG, GIF, BMP, TGA, TIFF, PSD, AI and PDF.

If you upload a movie clip (MP4 or MOV) as a preview, the first frame of the movie will automatically be set as the image. You will be able to play the clip from the Preview column.

For an animated GIF or video file, the first frame will automatically be set as the preview image. You will NOT be able to play these files.

How to add or change a preview image

1. In the top menu, click **Assets > Manage**.



The assets list opens.

OR

In the top menu, click on the **Production** tab.

- 2. Use the All Enviroments and/or All Jobs drop-down menu filters to bring up the desired asset(s).
- 3. Click the check box of the asset whose thumbnail you wish to change.
- 4. In the toolbar above the asset list, click on the **Upload File** button.

T	C2	\odot	+	Create Asset	Ľ	Write Notes	1.		8	Review	:	More
			1.00	at Nama				- m				Taalu

The Upload File dialog box appears.

	 This is a default thumbnail 		
6	 This is a preview for the following the follo	wing process	
Click to browse	Process		
or drop files		~	

5. Select one of the following options:

- This is a default thumbnail to upload an image or movie clip (MP4 or MOV) that will be a visual reference for all the tasks in the selected row.
- This is a preview for the following process to associate an image or movie clip (MP4 or MOV) with a specific task in the selected row.

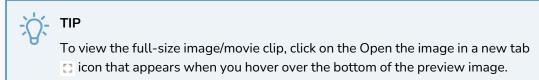
When selecting this option, the Process drop-down menu is enabled. Select the task you want to associate with the preview image from this list. After the file is uploaded, the name of the task will appear near the corner of the thumbnail.

6. To upload an image, either click on the Click to browse button or drag and drop the file over it.



7. Click the **Upload File** button.

The selected image/movie clip appears in the Preview column.



Downloading an Asset Movie Clip

Scene preview movie clips can be downloaded for viewing outside of Producer web interface.

How to download an asset movie clip

1. In the top menu, click **Assets > Manage**.

The assets list opens.

- 2. If the Preview column is not displayed, in the toolbar above the assets list, enable it from the Column selector 🚥 button.
- 3. Hover your mouse cursor over the Preview thumbnail and click on the gear icon.

	Preview
File Name Process Version	Leif2.png sign Character_Design v1 -
Date	2020-08-11 13:55:00 Delete Download
XX	

A black dialog box appears.

4. Click on the **Download** option.

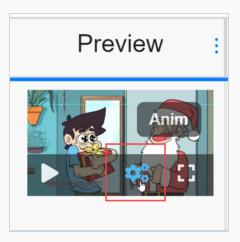
The movie file is downloaded to your computer.

Viewing Preview Image Versions

Producer gives you the ability to view different Preview images and movie clips associated with a certain Environment/Job/Scene/Task.

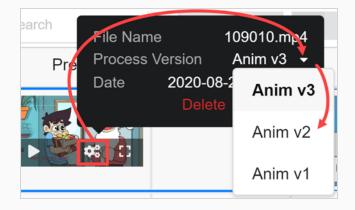
How to view different versions of Preview images and movie clips

1. Hover your mouse over a Preview image.



A menu bar appears.

2. Click on the gear icon.



An information and dialog box appears.

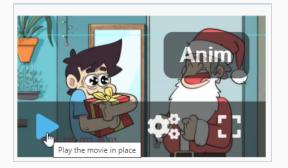
3. In Process Version, click on the down arrow.

If different image or movie clip options exist, they appear in the drop-down list. Select the one you wish to view.

If a Preview images or movie clip was uploaded for the global environment, it has the naming convention <default> + version number. If an image or movie clip was associated with a specific task during the upload process, it has the naming convention "task name" + version number—see

Adding a Preview Image for an Asset. In this example, the movie clip is associated with the Anim task and has 3 versions available.

4. If the image is a still frame from a movie clip, click on the play button to preview the movie clip.



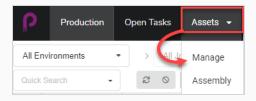
5. If you would like to see a full-size version of the image or movie clip, click on the Open the image in a new tab 🖸 icon.

Replacing Asset Tasks

If your Producer database has several asset workflows, you can change an asset's workflow by replacing all of the asset tasks with the tasks of a different workflow.

How to replace asset tasks

1. In the top menu, select Assets > Manage.



The asset list opens.

- 2. Ensure the Tasks are visible by doing one of the following:
 - In the toolbar in the top-right corner, click on the Manage Columns
 icon, and ensure the checkbox next to the Tasks column option is checked.



- Select the asset in the asset list and, in the toolbar in the top-right corner, ensure the Toggle Bottom Panel
 button is clicked and the bottom panel is visible. Then, in the bottom panel, select the Tasks tab.
- 3. Click the checkbox of each asset whose workflow you wish to change.



4. In the toolbar above the asset list, click on the **More** button.

Quick Sea	arch -	▼ 2 ⊙ + Create Asset	🕑 Write Notes 🛃 Upk	oad File 🗉 Review 🚺 Mor	e		
	Preview :	Asset Name	1	Та	ISKS		
	XXHA	Leif Turnaround	Character_Desi 08/06 - 06/12 Approved - Unassigned -	Breakdown 08/13 - 08/13 Approved Unassigned Unassigned	Rigging 08/21 - 08/24 Approved • Unassigned •	Library 08/25 - 08/31 Approved • Unassigned •	
	sdelault	BG 101	BG_Layout 08/07 - 08/13 Approved - Unassigned -	BG_Layout_Ch BG_Colouring 08/14 - 08/14 Approved • Approved • Unassigned • Unassigned •	BG_Final_Check 08/24 - 08/24 Approved • Unassigned •	Library 08/25 - 08/31 Approved • Unassigned •	Comp_App 09/01 - 09/07 Approved - Unassigned -

5. From the More drop-down menu, select Edit Tasks.

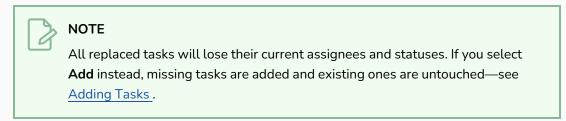
: More	
Save New View	
Shift assets	
Delete assets	
Retire assets	
Show Retired Items	
Edit Tasks	
Import CSV	
Add Custom Fields	
Synchronize with Harmony	

The Edit Tasks dialog box appears.

Edit Tasks	×
Task Operation Add •	
Selected Background	
Select All	
BG_Layout BG_Layout_Check BG_Colouring BG_Final_Check Library Comp_App	
	Submit

6. In the Task Operation drop-down menu, select **Replace**.

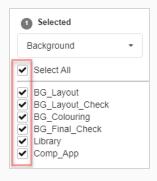
Task Operation	Replace	•



7. In the drop-down just below, select the workflow you wish to use.

Task Operation	Replace	
Current Workflows		ted.
New Workflows		
Selected		
Background	-	
Background		
Character		
Prop US_T mar_C	HELK	

8. By default, all the tasks in the selected workflow will be checked. If you want the selected asset(s) to only take some of the tasks in the selected workflow, uncheck the tasks that you wish to exclude.



9. Click the Confirm button.



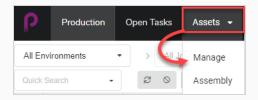
A toaster (pop-up) notification appears, indicating that the tasks for the selected items are being replaced. When the toaster notification disappears, tasks from old workflows have been removed from all the selected assets, and tasks from new workflow have been added.

Adding Tasks

When an asset is created with a workflow, all of that workflow's tasks are added to it by default. It is possible to remove specific tasks from an asset's workflow, as well as to add back tasks that were previously removed.

How to add asset tasks

1. In the top menu, select **Assets > Manage**.



The asset list opens.

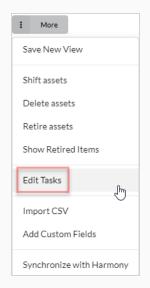
2. Click the checkbox of each asset whose workflow you wish to change.

	Approved +	Comp_App 09/01 - 09/07 Approved = Unassigned =	Add a note					
--	------------	------------	------------	------------	------------	---	------------	--

3. In the toolbar above the asset list, click on the More button.

Quick Search	-	▼ 2 0	+ Create Asset	8 Write Not	tes 🛓 Upl	oad File 🛛 Re	view I Mon	e Itm		
	Preview :	¢	Asset Name	8			Та	ISKS		
X	THY	Leif Turnaround			haracter_Desi 08/06 - 08/12 Approved • Unassigned •	Char_Design_C 08/13 - 08/13 Approved - Unassigned -	Breakdown 08/14 - 08/20 Approved • Unassigned •	Rigging 08/21 - 08/24 Approved • Unassigned •	Library 08/25 - 08/31 Approved • Unassigned •	
	sdelauit	BG 101			BG_Layout 08/07 - 08/13 Approved • Unassigned •	BG_Layout_Ch 08/14 - 08/14 Approved • Unassigned •	BG_Colouring 08/17 - 08/21 Approved • Unassigned •	BG_Final_Check 08/24 - 08/24 Approved • Unassigned •	Library 08/25 - 08/31 Approved + Unassigned +	Comp_App 09/01 - 09/07 Approved - Unassigned -

4. From the More drop-down menu, select Edit Tasks.



The Edit Tasks dialog box appears.

dit Tasks			3
Task Operation Add	•		
Selected Background -			
BG_Layout BG_Layout_Check BG_Colouring BG_Final_Check Library Comp_App			
			Submit

5. In the Task Operation drop-down menu, select Add.

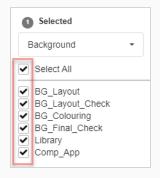
Edit Tasks	×
Task Operation Add	
Selected Background Select All	
BG_Layout BG_Colouring BG_Colouring BG_Final_Check UBrany Comp_App	
	Submit

6. In the Selected drop-down menu, select the workflow you wish to use.

NOTE

An asset can only have one workflow, and can only have tasks from its assigned workflow. If you select a different workflow than the one that is currently assigned to the asset, tasks from the asset's old workflow will be removed, unless a task with the same name exists in the new workflow.

7. Check the checkbox for each task you wish to add. If you want to add all of the selected workflow's tasks, check **Select All**.



8. Click the Confirm button.

Confirm

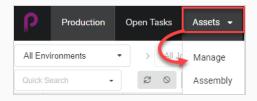
A toaster (pop-up) notification appears, indicating that the tasks for the selected items are being replaced. When the toaster notification disappears, tasks from old workflows have been removed from all the selected assets, and tasks from new workflow have been added.

Removing Tasks

When an asset is created with a workflow, all of that workflow's tasks are added to it by default. It is possible to remove specific tasks from an asset's workflow, as well as to add back tasks that were previously removed.

How to remove asset tasks

1. In the top menu, select **Assets > Manage**.



The asset list opens.

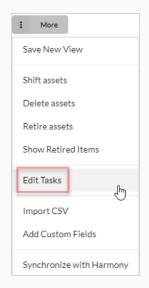
2. Click the checkbox of each asset whose workflow you wish to change.

*	BG 101	Approved +	Comp_App 09/01 - 09/07 Approved = Unassigned =	Add a note					
---	--------	------------	------------	------------	------------	------------	---	------------	--

3. In the toolbar above the asset list, click on the More button.

Quick Search	-	▼ 2 0	+ Create Asset	8 Write Not	tes 🛓 Upl	oad File 🛛 Re	view I Mon	e Itm		
	Preview :	¢	Asset Name	8			Та	ISKS		
X	THY	Leif Turnaround			haracter_Desi 08/06 - 08/12 Approved • Unassigned •	Char_Design_C 08/13 - 08/13 Approved - Unassigned -	Breakdown 08/14 - 08/20 Approved • Unassigned •	Rigging 08/21 - 08/24 Approved • Unassigned •	Library 08/25 - 08/31 Approved • Unassigned •	
	sdelauit	BG 101			BG_Layout 08/07 - 08/13 Approved • Unassigned •	BG_Layout_Ch 08/14 - 08/14 Approved • Unassigned •	BG_Colouring 08/17 - 08/21 Approved • Unassigned •	BG_Final_Check 08/24 - 08/24 Approved • Unassigned •	Library 08/25 - 08/31 Approved + Unassigned +	Comp_App 09/01 - 09/07 Approved - Unassigned -

4. From the More drop-down menu, select Edit Tasks.



The Edit Tasks dialog box appears.

5. In the Task Operation drop-down menu, select **Delete**.

Edit Tasks	×
Task Operation Delete •	
Selected	
Background Select All	
 ✓ BG_Layout ✓ BG_Layout_Check ✓ BG_Colouring ✓ BG_Final_Check ✓ Library ✓ Comp_App 	-
Confirm	

- 6. By default, all the tasks in the asset's workflow will be checked and marked for deletion. If you only want to delete some of the selected asset's tasks, uncheck all the tasks that you want to keep.
- 7. Click the Confirm button.

Confirm

A toaster (pop-up) notification appears, indicating that the tasks for the selected items are being replaced. When the toaster notification disappears, tasks from old workflows have been removed from all the selected assets, and tasks from new workflow have been added.



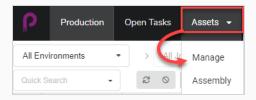
You can add back the tasks that were removed from an assets workflow—see Adding Tasks .

Retiring Assets

When an asset is no longer needed, retiring it will hide it from view without deleting it. Retired assets can still be viewed and reactivated if needed—see Activating Retired Assets.

How to retire assets

1. In the top menu, select **Assets > Manage**.



The Asset list opens.

- 2. Click on the asset whose information you would like to view.
- 3. Enable the checkbox on the far left column of each asset for which you want to retire.



4. In the toolbar above the asset list, select More > Retire Assets.

Leif ×	E •	▼ 2 0	+ Create Asset	🕑 Write	Notes 🛓	Upload File	IEI Revi	iew	i More
	Preview :	¢	Asset Name	1					Save New View
•	XX	Leif Turnaround			Character_De 08/06 - 08/1 Approved Unassigned	2 08/13 • App	sign_C - 08/13 roved - signed -	Bre 08/1 Ap Una	Shift assets Delete assets
	NO PREVIEW	Leif 360			Character_De 08/11 - 08/1 Standby Unassigned	7 08/18	sign_C • 08/18 ndby •	Bre 08/1 S	Retire assets
									Edit Tasks
									Import CSV
									Add Custom Fields
									Synchronize with Harmony

The Confirm dialog box opens.

5. Select Confirm.

×	
This will retire 1 asset	
Confirm	

The retired assets is now hidden from view.

Viewing Retired Assets

Assets that have been retired are hidden from the Production page, but can be viewed if needed.



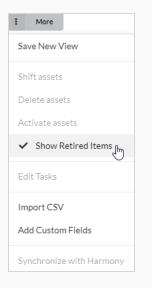
How to view retired assets

1. In the top menu, select **Assets > Manage**.

P	Production	Open T	asks	Assets 👻
All Envi	ronments	• >	All Jo	Manage
Quick Se	earch -	Q	\odot	Assembly

The Asset list opens.

2. In the toolbar above the asset list, select **More > Show Retired Items**.



Retired items appear.

:	Preview :	As	sset Name	Tasks					
		Leif Turnaround		Character_Desi 08/06 - 08/12 Approved • Unassigned •	Char_Design_C 08/13 - 08/13 Approved • Unassigned •	Breakdown 08/14 - 08/20 Approved • Unassigned •	Rigging 08/21 - 08/24 Approved • Unassigned •	Library 08/25 - 08/31 Approved • Unassigned •	
	NO PREVIEW	Leif 360		Character_Desi 08/11 - 08/17 Standby • Unassigned •	Char_Design_C 08/18 - 08/18 Standby • Unassigned •	Breakdown 08/19 - 08/25 Standby • Unassigned •	Rigging 08/26 - 08/27 Standby • Unassigned •	Library 08/28 - 09/03 Standby • Unassigned •	

NOTE

To hide retired assets, in the toolbar above the asset list, select **More**. A checkmark will be visible beside Show Retired Items. Select **Show Retired Items** to disable it.

The retired elements are now hidden from view.

Activating Retired Assets

Assets that have been retired and hidden from view can be restored so they will appear in the asset list. This is referred to as activating assets.

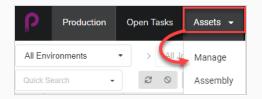


NOTE

To retire assets, see <u>Retiring Assets</u>.

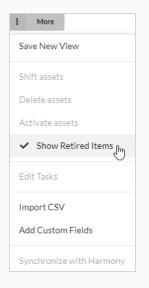
How to restore retired assets

1. In the top menu, select **Assets > Manage**.



The Asset list opens.

2. In the toolbar above the asset list, select More > Show Retired Items.



Retired items appear.

: .	Preview :	Asset Name		Tas	sks	
	**	Leif Turnaround	Character_Desi 08/06 - 08/12 Approved • Unassigned • Char_Design_C. 06/13 - 08/13 Approved • Unassigned •	Breakdown 08/14 - 08/20 Approved • Unassigned •	Rigging 08/21 - 08/24 Approved • Unassigned •	Library 08/25 - 08/31 Approved • Unassigned •
		Leif 360	Character_Desi 08/11 - 08/17 Standby • Unassigned • Char_Design_C. 06/18 - 08/18 Standby • Unassigned •	Breakdown 08/19 - 08/25 Standby • Unassigned •	Rigging 08/26 - 08/27 Standby • Unassigned •	Library 08/28 - 09/03 Standby • Unassigned •

- 3. Select the Assets you wish to Activate by using the check box to the far left of the screen.
- 4. Select More > Activate Assets.

1	Preview	¢	Asset Name			Save New View
	XX	Leif Turnaround		Character_Desi Char_Design_C 08/06 - 08/12 08/13 - 08/13 Approved - Approved - Unassigned - Unassigned -	Bre 08/1 Ap	Shift assets Delete assets
	NO PREVIEW	Leif 360		Character_Desi 08/11 - 08/13 - 08/13 - 08/13 - 08/13 Standby - Unassigned - Unassigned -	Bre 08/1 S	Activate assets
				Unassigned -	On	Edit Tasks
	ct assets Activate					Import CSV
	Activate					Add Custom Fields

5. In the confirmation prompt, click **Confirm**.

×	
This will activate 2 assets	
Confirm	

The retired assets are now visible in the asset list.

Chapter 6: Monitoring the Workload

Tasks are at the heart of tracking your production with Producer. They can can be automatically created when new scenes are added or they can be created manually. Tasks are the practical form of the processes that make up workflows.

Tasks have different possible statuses and can be assigned to different users.

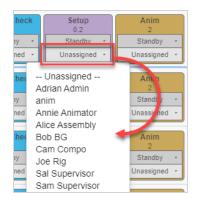
Tasks are usually created automatically because workflows have a default setting to automatically create tasks. When you create an item, such as a scene or an asset, and you select a workflow using the auto-create setting, all the processes of this workflow will be converted into actual tasks for this item.

		Tasks	
Layout 2	Setup 0.2	Anim 2	Comp 0.5
Standby •	Standby •	Revise +	Standby +
Unassigned 🔸	anim •	Annie Animator•	Unassigned 🔸

Assigning Tasks

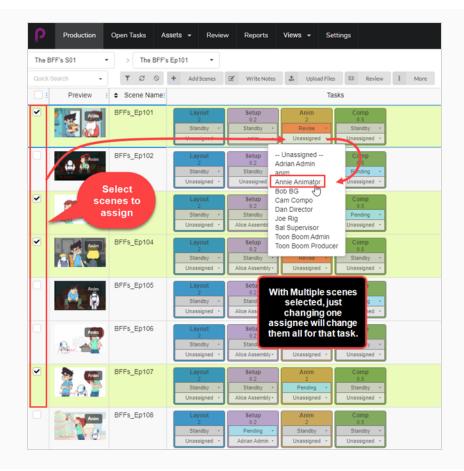
Each Task in any Workflow can be assigned to a specific user.

To assign multiple tasks to a particular user you can select one scene at a time and change to the required user or use the check boxes on the side of the screen and select the box of the designated scenes to be assigned. and in the Task in the Unassigned drop down menu select the appropriate user.



How to assign a task

- 1. In the top menu, select **Production** or **Assets > Manage**.
- 2. Select the environment and job containing the scenes to assign.
- 3. In the column corresponding to the task, in the Assigned drop-down menu (bottom), set the asset/task owner.
 - To assign multiple tasks at the same time, in the left-most column, enable the check box for all the scenes to assign and then assign the task owner.

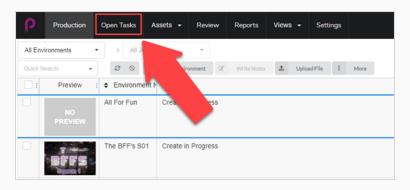


Checking Open Tasks for Work and Notes

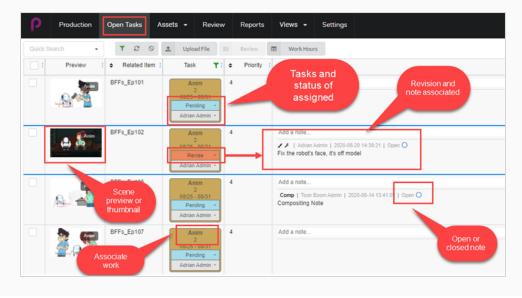
In Producer, every user receives their own unique login credentials. The individual users will have a predetermined limit of access to Producer depending on their duties within the animation pipeline. Every user will have the ability to check for Tasks and Notes that have been specifically assigned to them in the Open Tasks page.

How to check Open Tasks for work and notes

1. In the top menu, select **Open Tasks**.

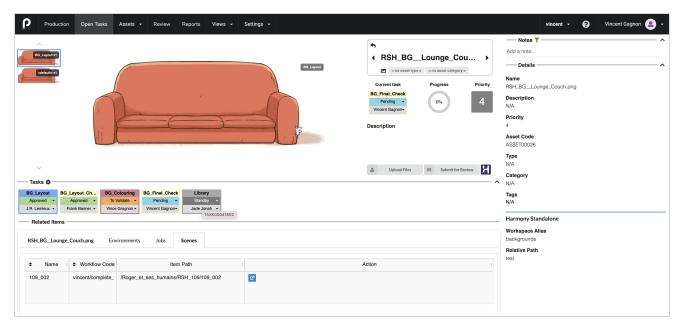


2. In the Open Tasks view, use the search toolbar to filter work and update tasks.



Open Tasks Focus View

This section provides the details related to any scene or asset so that one can focus on that given task without being distracted by the information of other open tasks.



To access the asset focus view, simply double click any asset from the list.

Associated Scene or Asset Focus View

In a Scene or Asset Focus View, double-clicking on a Related Items (or clicking on the open icon) brings that scene or asset Focus View.

Updating Status Manually

In the Production, Open Tasks, and Assets views, you can set the status for various tasks.

How to update a status

- 1. In the top menu, select **Production**, **Open Tasks** or **Assets > Manage**.
- 2. Select the environment and job containing the status to update.
- 3. In the column corresponding to the task, in the Status drop-down menu (top), set the asset/task status.
 - To set multiple statuses at the same time, in the left-most column, enable the check box for all the scenes to update and then set the new status.

NOTE

You can change it depending on the workflow of the production and your need within that workflow. Depending on how the workflow is set up there could be some triggers involved with other statuses.

Production	Open Tasks Assets - Review Reports Views - Settings
The BFF's S01	The BFF's Ep101
Preview	Tasks T + Harmony Status
	Layout 2 Setup 0.2 Anim 2 Comp 0.5 N/A Standby - Unassigned - Standby - anim Annie Animator- Annie Animator- Unassigned - Unassigned - N/A
Anim	Layout 2 Standby · Unassigned · Unassigned · Altice Assembly·
	Layout 2 2 Standby - Unassigned - Layout 2 Standby - Alice Assembly - Standby - Standby - Standby - Alice Assembly - Standby - Standby - Standby - Alice Assembly - Standby
	Layout rup Sta Status Choices Unastegredo ending Vervise Approved

Logging Work Hours

Producer allows users to track work by hours. In the Open Tasks view, a user can log the hours worked on each task on specific dates.

How to log work hours

1. In Open Tasks, click on the Work Hours tab at the top of the task window.

The Work Hours window opens.

Hours Work Hours

- 2. Here you can select a number of options.
 - In the Date Range field, select the date range.
 - Use the Search toolbar to search for a particular task.
 - Enable or disable the Hide Approved option to hide all approved work.
 - For each task, enter the number of hours worked in the corresponding day field.

Selectto vie 'ork Hours @ #/16/2020 - #/22/2020			Enter your searc	h			Hide Appro	Show/Hide A Scene	
Created For	Process	Logged	16 SU	17 MO	18 TU	19 WE	20 TH	21 FR	22 SA
The BFF's S01 / The BFF's Ep101 / BFFs_Ep101 Scene)	Anim	5					5		
The BFF's S01 / The BFF's Ep101 / BFFs_Ep102 Scene)	Anim	0	0	Manual	ly enter your wo	17	0		
The BFF's S01 / The BFF's Ep101 / BFF's_Ep106 Scene)	Anim	0		hours	for each task o responding da	n			
The BFF's S01 / The BFF's Ep101 / BFFs_Ep107 Scene)	Anim	0							
fotal		5	٥	0	٥	0	5	0	0

3. When finished, select **Done**.

Uploading and Updating Snapshots

If Producer is not integrated with Harmony or any other option updating the task snapshot automatically, a user can manually upload a snapshot.

If Producer is integrated with Harmony, you can push the asset snapshot automatically from Harmony using a script.

How to upload a snapshot manually

- 1. In Open Tasks, check the box on the far left for the scene(s) you wish to upload a image or video.
- 2. Select Upload File.

Quick S	Search -	▼ 2 ⊘ ;	L Upload File	Review E	Work Hours
	Preview :	 Related Item : 	Task Task	Priority	
	kan kan genti	BFF9_20101	Anim 2 08/25 - 08/31 Pending - Adrian Admin -		Add a note
-	a San	BFFs_Ep102	Anim 2 08/25 - 08/31 Revise Adrian Admin -		Add a note Addia note Addian Admin 2020-08-20 14/39/21 Open O Fix the robot's face, it's off model
	A. 4	BFFs_Ep106	Anim 2 08/25 - 08/31 Pending • Adrian Admin •		Add a note Comp Toon Boom Admin 2020-08-14 13:41:05 Open O Compositing Note
	2.5	BFFs_Ep107	Anim 2 08/25 - 08/31 Pending • Adrian Admin •		Add a note

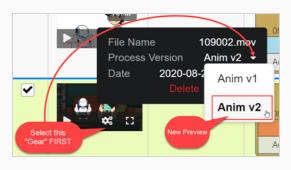
The Upload Preview window opens.

Upload Preview	Drag and Drop your preview OR
Click to or dro	for process Anim
Cancel	Then Upload Upload file >

- 3. In the Upload Preview window, you can either drag and drop your new preview or click and upload it.
- 4. Select Upload.
- 5. In the Image area, select the Gear icon that appears when you hover your mouse over the window.

A new window opens.

6. Here you can view the old preview and the new one. Producer automatically makes the latest upload the default preview.

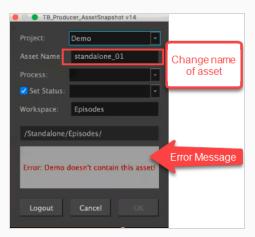


How to upload an Asset snapshot from a Harmony scene

1. In Harmony, select the Asset Snapshot script within the asset scene you wish to upload.

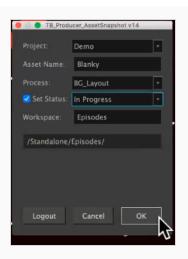
A new window opens.

2. The window may display an error at first because it associates the scene name as an asset. Enter in proper asset name.

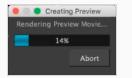


Harmony then communicates with Producer to recognize the Process you have in place.

- 3. Set your Process and set your Status (keep the box to the left checked).
- 4. Click OK.

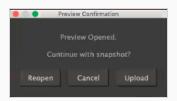


A new window will open showing the progress in Rendering Preview.

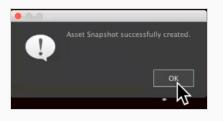


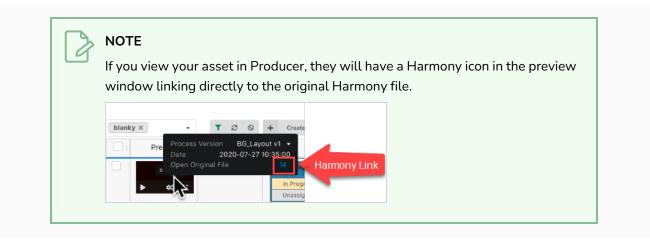
The Preview Confirmation dialog box opens.

5. Select Upload.



A confirmation window opens.



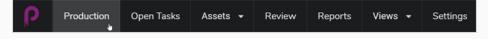


Verifying a User's Workload

You can filter the Production and Asset lists to see tasks assigned to a user.

How to filter the production table

1. In the top menu, select **Production** or **Assets > Manage**.



The Production page opens.

- 2. Select the Environment for which you want to see the workload and assignments.
- 3. Click on the Toggle Search Panel button at the top.

Toggle	earch	Panel	•						
T 2	\otimes	+	Add Jobs	Ľ	Write Notes	<u>1</u> .	Upload Files	:	More

The Custom Fields window opens.

Custom Fields Custom Fields	•			
Task Exclude	Add Processes	Add Statuses	 Add Assignees 	• ×
+ Add				

4. Click the Add + option to add more custom fields as well as use the existing fields to Exclude any of the selections.



• In the Add Processes menu, depending on the workflow you selected you get a drop down window similar to this:

Add Processes	•
Anim	
Comp	
Layout	
Setup	

• In the Add Statues, depending on the workflow you selected you get a drop down window similar to this:

Add Statuses -
Approved
In Progress
Need Assistance
Pending
Revise
Standby

- And in the final drop-down, Add Assignees, it is limited to the users assigned for this particular production.
- 5. When ready, select **Apply Search Criteria** in the bottom right corner of the window.

ùust	om Fields					
Cı	stom Fields 🔹					
Ta -		<u> </u>	Standby ¥	- Annie Animator ×	* X	
	Process		Statues	Assignee		
			1	1		
) :	Scene Name	: 🗢 Job Code	: Preview :			Tasks
]	BFFs_Ep101	TBA_JOB00002	<u>.</u>	Layout Setup 2 0.2 Standby Standby Unassigned Unassigned -	Anim Comp 0.5 Standby • Annie Animator • Unassigned •	
)	BFFs_Ep102	TBA_JOB00002	a Snim	Layout 2 Standby - Unassigned - Standby - Unassigned -	Anim 2 0.5 Standby • Annie Animator • Unassigned •	Search Result
	BFFs_Ep106	TBA_JOB00002	s. 2	Layout 2 Standby • Unassigned • Standby • Alice Assembly •	Anim 2 Standby • Annie Animator • Comp 0.5 Standby • Unassigned •	
	BFFs_Ep107	TBA_JOB00002	2 🥷	Layout Setup 2 0.2 Standby • Standby •	Anim 2 Standby · Standby ·	



aara ia na limitta t

There is no limit to the amount of filters you can Add or Exclude from your search criteria.

Task	Exclude	Anim × Layout ×	•	In Progress 🕷	Stand	dby ≍ -	Adrian Admin	X Cam Compo X	Alice Assembly ≭	•	×
Task	Exclude	Layout 🛪	-	Revise 🛪	•	Toon Boom Adr	nin × •	×			
+ Ad	d										

This search is not limited to just one episode. You can put your search criteria to include across all episodes within this production.

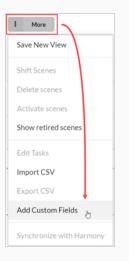
All Jobs	2 Write Notes	1 Upload Fil	les 🗉 Review	I More
0				
The BFF's Ep101				
The BFF's Ep102				
The BFF's Ep103				
The BFF's Ep104				
nim ×	Add Statuses	 Annie 	Animator ≍	- ×
	The BFF's Ep103 The BFF's Ep104	The BFF's Ep103 The BFF's Ep104	The BFF's Ep103 The BFF's Ep104	The BFF's Ep103 The BFF's Ep104

Creating Custom Fields

Custom Fields are fields or columns that can be added by user profile to match something they want to track that Producer isn't tracking by default, ie: Difficulty of a scene.

How to create custom fields

1. To add a custom field click on the More tab and select Add Custom Fields.



The Add a Custom Field window opens.

Add a custom field	
Name	
Field name	
Description	
Field description	
	h
Cancel	Create

- 2. In the Name field, enter the name of the new custom field.
- 3. In the Description field, you can add an optional Description.
- 4. Click Create.
- 5. Open the Field Selector, and check the new custom field.

- • Selector ~ Preview Tasks ≎ Scene Nam ~ Description Frames Duration Workflow Code Scene Code Notes Completion Priority Harmony Status b Code Job Name Difficulty ≎ Ռ
- 6. To modify the new custom field, select the scene or asset for which you wish to edit the custom field value.
- 7. Open a side panel and select **Details > your custom field**.

The BFF		• > The BFFs T ລ ⊙		🗹 Write Notes 🤱 Upload File	s II Review 1 14	*			Open Side panel 20 terrs T
	Preview	Scene Name:		T,	isks	T	Diffculty	e Job Name	
	Select the scene/asset	RFFs_Ep101	Cayout 2 Standby + Unassigned +	Setup Anim 0.2 2 Standby • anim • Adrian Admin •	Comp 0.5 Standby = Unassigned =			The BFF's Ep101	Notes T Details
~	4.57	BFFs_Ep102	Layout 2 Standby + Unassigned +	Setup 0.2 Standby + Unassigned + Adrian Admin +	Comp 0.5 Standby - Unassigned -			The BFF's Ep101	BFFs_Ep102 Description
	.	BFFs_Ep103	Layout 2 Standby + Unassigned +	Setup 0.2 Standby - Aice Assembly- Unassigned +	Comp 0.5 Standby - Unassigned -			The BFF's Ep101	Code TBA_SCENEC0023 Priority 4 - Medium *
	1 7	BFFs_Ep104	Layout 2 Standby + Unassigned +	Setup 0.2 Anim 2 Standby * Revice * Alice Assembly* Unassigned *	Comp 0.5 Standby = Unassigned =			The BFF's Ep101	Frames 60 Job Code
	A 🖗	BFFs_Ep105	Layout 2 Standby + Unassigned +	Setup 0.2 Standby • Alce Assembly • Adrian Admin •	Comp 0.5 Pending - Unassigned -			The BFF's Ep101	TBA_JOB00002 Job Name The BFFS Ept01 Enter Custom Field
	. 3	BFFs_Ep106	Layout 2 Standby + Unassigned +	Setup 0.2 Anim 2 Standby * Pending * Alice Assembly- Adrian Admin *	Comp 0.5 Standby = Unassigned =			The BFF's Ep101	Difficulty
	2.5	BFFs_Ep107	Layout 2 Standby + Unassigned +	Setup 0.2 Standby - Alce Assembly- Adrian Admin +	Comp 0.5 Standby - Unassigned -			The BFF's Ep101	env NA Job
	17	BFFs_Ep108	Layout 2 Standby + Unassigned +	Setup 0.2 Anim 2 Pending Standby Adrian Admin Unassigned	Comp 0.5 Standby + Unassigned -			The BFF's Ep101	N/A scene
	. 7	BFFs_Ep109	Layout 2 Standby •	Setup Anim 2 0.2 2 Standby - Standby -	Comp 0.5 Pending -			The BFF's Ep101	harmonyVersion

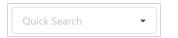
Your entry now appears in the custom field.

NOTE

Everyone in the production will be able to view the custom field. Only certain users will have the ability to add them.

Searching in Producer

In Producer there is a Quick Search located in the Production, Open Task, Assets and Review views. This can be used to quickly find a environment, scene, asset, or numerous other items.



How to search in Producer

- 1. In the Quick Search field, type a keyword to filter the production table.
- 2. When done, beside the search field, click the Clear Filter $\, \otimes \,$ button.

Searc	:h		
Production Open Tasks	Assets - Review	Reports Views -	Settings
The BFF's S01 • The	→ BFF's Ep101 +	Use this to	clear the filter
Ep108 × 📕 🗸 🦉	Add Scenes 🕑	Write Notes 🕹 Uplo	ad Files 🗉 Review 🚦 More
🗌 : Preview 🗧 🖨 Scene N	ame		
BFFs_Ep10	8 Layout	Setup Anim 0.2 2	Comp 0.5
Searc		Pending · Standby	- Standby -
Resu	It Unassigned -	Adrian Admin • Unassigne	ed - Unassigned -

Chapter 7: CSV Import and Export

Import CSV files in Toon Boom Producer to automatically create empty assets, scenes, jobs, and environments and populate additional fields such as Description, Name, and, Note.

Export CSV files from Toon Boom Producer to gather information such as asset lists and details.

Creating a CSV File

Before creating your CSV file, review the notes below:

• When creating the data in the spreadsheet application, set numbers with padding as Text format to preserve the preceding zeros.

≣	File Edit View I	nsert Format		d-ons Help La:	st edit was 6 days ago	This colun deleted or	
		▼ \$ % .0	.00 123 - Defa	ault (Ari 👻 10	- B I S A	�. ⊞ EE +	≡ • ± • H
fx							
	A	В	С	D	E	F	G
1	Scene to create or update This is a required identifier Name or code can be used			fline stage file _001","relativePath":"(066","type":"harmonyStandalone")		
2	Scene Name	Frames	Workspace Id	Relative Path	ExternalRef Type	Note Anim	Note Compo
3	SQ01_01		offline_001	001	harmonyStandalone	Note Anim 01	Note Compo (
4	SQ01_02		offline_001	002	harmonyStandalone	Note Anim 02	Note Compo
5	SQ01_03		offline_001	003	harmonyStandalone	Note Anim 03	Note Compo
6	SQ01_04		offline_001	004	harmonyStandalone	Note Anim 04	Note Compo
7	SQ01_05		offline_001	005	harmonyStandalone	Note Anim 05	Note Compo
8	SQ01_06	50	offline_001	006	harmonyStandalone	Note Anim 06	Note Compo
9	SQ01_07	20	offline_001	007	harmonyStandalone	Note Anim 07	Note Compo
	SQ01_08	500	offline_001	008	harmonyStandalone	Note Anim 08	Note Compo
10		10	offline 001	009	harmonyStandalone	Note Anim 09	Note Compo (
10 11	SQ01_09	40	omine_001	008	narmonystandalone	14010 / 01111 03	Note Compo

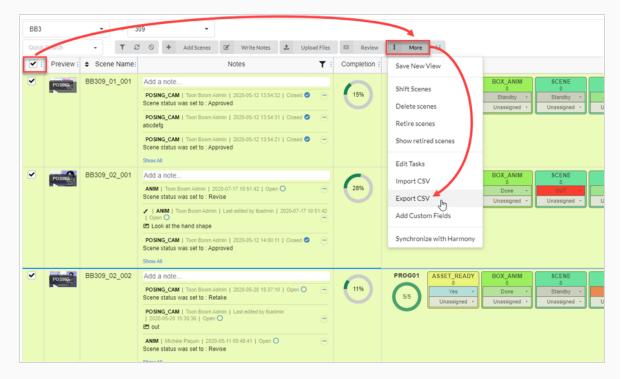
- You are responsible to avoid doubling the asset and scene names in your spreadsheet. Producer will not accept duplicate names and will suggest skipping the problematic entries.
- 2-bit characters and special characters can be imported via CSV file upload only. It will not work by copying and pasting data directly in the Producer Import CSV dialog box.
- Create your CSV file as a UTF-8 format (8-bit Unicode Transformation Format) to support special characters.
- When creating a sample header row for your columns, use the exact Producer column name to automatically match the data. You will be able to reassign the columns directly in Producer before completing the import process. Use name in lowercase for the scene or job name to be assigned to the Name column.
- To create scenes, you need to add a column containing the matching Job code. For more information, see Displaying the Environment and Job Codes.
- To create jobs, you need to add a column containing the matching Environment code. For more information, see Displaying the Environment and Job Codes.

Exporting CSV File

Producer allows you to export/import data through CSV files.

How to export a csv file

- 1. In the main menu, select **Production**.
- 2. From the Environment and Job drop-down menus, select an environment and job.
- 3. In the list of scenes, select one or several scenes from which you would like to export notes by checking their respective checkbox.
- 4. In the Production tab toolbar, select **More > Export CSV**.



The Export CSV window appears.

Scenes will be	e exported with the follow	ing properties				
🖌 type	code	✓ name	្រ job_code	 completion 	✓ frames	v work
tba/scene	TBA_SCENE00359	BB309_01_001	TBA_JOB00045	15.3	1297	PIPELIN
tba/scene	TBA_SCENE00360	BB309_02_001	TBA_JOB00045	27.8	70	PIPELINE
tba/scene	TBA_SCENE00361	BB309_02_002	TBA_JOB00045	10.5	132	PIPELINE
tba/scene	TBA_SCENE00362	BB309_02_003	TBA_JOB00045	15.3	99	PIPELINE
tba/scene	TBA_SCENE00363	BB309_02_004	TBA_JOB00045	17.8	13	PIPELINE
tba/scene	TBA_SCENE00364	BB309_02_005	TBA_JOB00045	15.3	15	PIPELINE
tba/scene	TBA_SCENE00365	BB309_02_006	TBA_JOB00045	15.3	11	PIPELINE
tba/scene	TBA_SCENE00366	BB309_02_007	TBA_JOB00045	15.3	60	PIPELINE
tba/scene	TBA_SCENE00367	BB309_02_008	TBA_JOB00045	15.3	47	PIPELINE

- 5. Check or uncheck the column checkboxes to select which categories you would like to appear in your exported CSV file.
- 6. Click Export CSV.

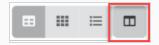
A CSV file automatically downloads.

Displaying the Environment and Job Codes

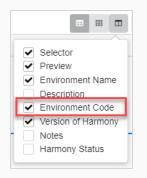
When creating a CSV file to create scenes or jobs, you need to include the job code, in which these scenes will be created or the environment code, in which the new jobs will be.

How to display the Environment code:

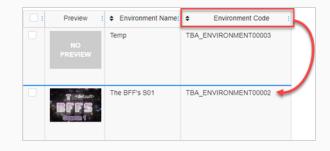
- 1. In the main menu, select Production.
 - Production Open Tasks Assets Review Reports Views Settings
- 2. Use the Environments drop-down menu, under the main menu, to navigate to an environment list.
- 3. In the Production toolbar, click on the Column Manager icon.



4. In the Column Manager, enable the Environment Code column.



The Environment Code column appears in the list of environments.



How to display the Job code:

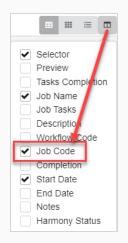
1. In the main menu, select **Production**.

ဂ	Production	Open Tasks	Assets 👻	Review	Reports	Views 👻	Settings
	J.						

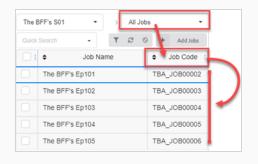
- 2. Use the Job drop-down menu, under the main menu, to navigate to a job list.
- 3. In the Production toolbar, click on the Column Manager icon.



4. In the Column Manager, enable the Job Code column.



The Job Code column appears in the list of jobs.



Uploading a CSV File and Copy/Pasting Data

When your data is ready, you can import it in Producer. You can also copy and paste your data directly from your spreadsheet to the Producer Import CSV dialog box without creating a CSV.

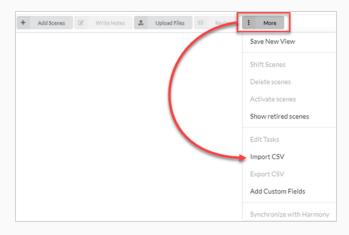
How to upload a CSV file or copy data from a CSV file:

1. Go either to Assets > Manage.

9	Production	Open Tasks	Assets - Review	Reports	Views 🔻	Settings
			Manage Assembly			
			Categories Types			

Or navigate to the Environment, then to the Job where you want to create items from your CSV data.

2. Click on the More tab and select Import CSV.



The Import CSV dialog box opens.

Import CSV		
File/Data Selection Choose the dataset to be imported	Data Magping Associate such room from the dataset to its proper destination	Summary Summary for extra ling of possive
OR Select a CSV file to parse	Copy and Paste from a Spreadsheet	
Parse options Character encoding Browser default +	String delimiter Auto detect +	
Cancel		Next: Data Mapping

3. In the Import CSV dialog box (if a CSV is already created), click on the Select a CSV file to parse button and browse for your CSV file. Alternatively, you can paste it into the Copy and Paste from a Spreadsheet area.

Select a CSV file to parse

4. Set up your String Delimiter to Auto detect.

String delimiter	Auto detect 🔹
	Auto detect
	,
	;
	tab
	Ι

5. Click on the Next: Data Mapping button.

Import CSV	CSV Data
File/Data Selection Choose the dataset to be imported	Child Mapping Announce and actions the a parametric is program description Section by the adult insult result is and an operation of the adult insult
C8 Select a CSV file to parse	Assat name MorkFlow name Path Background, Bott Background Environment, name: tob, name: Scene, name Background, Bott Background Environment, name: tob, name: Scene, name Background, Bott Background Environment, name: Scene, name
Parse options Character encoding Browser default •	String delimiter to Select Data
Cancel	Set your String Mapping

6. Click on the **Next: Verify** button.

	File/Data Selection Choose the dataset to t	h be imported	Associate each column		immary of the actual import procedure
s wi	Il add or update scenes				
	Asset name Unmapped •	^P ✓ Workflow name Workflow • Name •	ą	Path Unmapped	به Status
9	Background_001	Background		Environment_name:Job_name:Scene_name	
9	Background_002	Background		Environment_name:Job_name:Scene_name	
5	Background_003	Background		Environment_name:Job_name:Scene_name	
9	Background_004	Background		Environment_name:Job_name:Scene_name	
9	Background_005	Background		Environment_name:Job_name:Scene_name	
	Background_005A	Background		Environment_name:Job_name:Scene_name	
entr	ries read from data source 26 selected 🔽	Dis anale 🖊 Dis updale 🛛 X D will be shipped 🚺 Derrors 🚺 Dwarning	e e solat	If everything is correct, select Verify	 Enable Trig

Wa	arning.			
Imp	port CSV			
	Choose the dataset to be imported	Data Mapping Associate each column from the d	statet to its proper destination	ary v of the actual import procedure
This	will add or update scenes			
		Verifi		1
	Scene Name Scene • Name •	Frames Frames	^p Status	
	SQ01_01	10	co 📬 🖽 🔁 🚥	
	SQ01_02	100	co 📬 🗰 🔁 📼	
•	SQ01_03	200		
-	5001.04	300		

Chapter 8: Assembly

Assembly is the process of associating assets with environments, jobs and scenes that require those assets so as to track which assets must be completed before work on these environments, jobs and scenes can begin. An asset can be assembled with as many environments, scenes and jobs as needed, and environments, jobs and scenes can be assembled to as many assets as needed.

Whether you associate an asset with a scene, job or environment can depend on how much it is used. For example:

- If an asset will only be used in one or a couple scenes in an episode, it makes sense to assemble it with each scene in which it is used.
- If an asset is to be used throughout one or a few episodes, it makes sense to assemble it with each job representing each episode in which it is used.
- If an asset will be used throughout an entire season or an entire series, it makes sense to assemble it with each environment in which it is used.

Assets that have been assigned to scenes can be viewed from the Production page. In the Job Tasks column for a given scene, the progress process wheel will display the number of assets assigned to it in the centre, and the completion percentage in the wheel.

The Assembly page also allows you to search and filter assets.

Navigating and Searching the Production List

The left area of the Assembly page is where you can navigate your production to locate the right environment, job or scene, and the right area of the page is where you can browse through and search for assets.

Production List Select items to which assets will be assigned	Assets List Select assets to be assigned. + Ad	id Aasets List 🗶 Clear Aasets List			
All Environments	ж	4	issets List 1		
Guid: Search • Ø 🛇 🕅	Name		Workflow		
I Preview I C Env Name I Asset Drop	Name		Select WorldTow		•
Temp Leif 360 x	Environment		Job		
NO PREVIEW	All Environments		All Jobs		•
	Processes		Statuses		
The BFF's S01 Basil_QF_FR ×	Add Processes		Add Statuses		
Bosil ×	Categories Add Categories		Types Add Types		
	Tags				
	Add Tags (10 max)				
T	<				
	+ Add				
				Clear	Apply Search Criteria
					-
	BG 101	Background_001 Background_002	Background_003	Background_004	
•					
		NO PREVIEW NO PREVIEW	NO PREVIEW	NO PREVIEW	
	BG Layout : Standby				
	bo_cayout : standby	BG_Layout : Standby BG_Layout : Stan	BG_Layout : Standby	BG_Layout : Standby	
	Background 005	Background_005A Basil	Basil_QF_FR	Leif 360	
	NO PREVIEW	NO PREVIEW NO PREVIEW		NO PREVIEW	

The first step to assembling is browsing through the Production List panel to find the item you want to associate assets with.

How to search the production list

1. In the top menu, select **Assets > Assembly**.

The Assembly page opens and the Production List panel appears to the left.

- 2. In the Production List panel, navigate to the production item with which you want to assemble assets:
- 3. To assemble assets to an environment, in the environments drop-down in the Production List panel, select **All Environments**.

All Environments
All Environments
Temp
The BFF's S01

4. To assemble assets to a job, in the environments drop-down menu, select the environment containing the job you want to assemble assets with.

- 5. To assemble assets to a scene:
 - in the environments drop-down menu, select the environment containing the scene you want to assemble assets with.

'he BF	F's \$01	 All Jobs 	-			
uick Se	earch -	Z O H	2 0 H			
	Preview	😫 🗢 Job Name 🗄	Asset Drop			
	NO PREVIEW	The BFF's Ep101				
	NO PREVIEW	The BFF's Ep102				
		The BFF's Ep103				
		The BFF's Ep104				
		The BFF's Ep105				

• In the Job drop-down menu, select the job containing the scene you want to assemble assets with.

The BF	F's S01	The BFF's Ep1	01 -
Quick S	earch 🔹	2 O H	
	Preview :	Scene Name:	Asset Drop
	NO PREVIEW	BFFs_Ep101	
	NO PREVIEW	BFFs_Ep102	
	NO PREVIEW	BFFs_Ep103	
	NO PREVIEW	BFFs_Ep104	
	NO PREVIEW	BFFs_Ep105	
	NO PREVIEW	BFFs_Ep106	
	NO PREVIEW	BFFs_Ep107	

6. To filter the listed items based on keywords, in the Quick Search text box, type in all or part of the name of the environment, job or scene you want to find. Then hit the Enter key to add what you typed to your search terms.



Only items containing your search term appear in the list.

NOTE
You can repeat this step to add several search terms. Only items containing all of
your search terms in their name will appear in the list.
You can remove a search term by clicking on the Close 🐹 icon in the search
terms box. You can also press Backspace to delete the last search term.

- 7. To list all items again, do one of the following:
 - Click the Remove icon on all search terms in the text box or hit the Clear all filters button.
 - Press the Backspace key to remove the last search term until all the search terms have been erased.

Browsing and Finding Assets

The second step to assembling assets with environments, jobs or scenes in your production is to find the assets you want to associate to the items in the Production List.

When you open the Assembly page, the list of all the assets for your project is displayed in the right area, in a panel labelled Assets List. If you don't have a lot of assets, you can simply scroll through your assets and find the assets you want to assemble. Otherwise, you can use the extensive set of search and display options to find the right assets.

Assets List Select assets to be assigned.	+ Add Assets List X Clear Assets Li	ist			
×		Assets List	1		III II T
BG 101	Background_001	Background_002	Background_003	Background_004	
	NO PREVIEW	NO PREVIEW	NO PREVIEW	NO PREVIEW	
BG_Layout : Standby	BG_Layout : Standby	BG_Layout : Standby	BG_Layout : Standby	BG_Layout : Standby	
Background_005	Background_005A	Basil	Basil_QF_FR	Leif 360	
NO PREVIEW BG_Layout : Standby	NO PREVIEW BG_Layout : Standby	NO PREVIEW Character_Design : Standby	Character_Design : Standby	NO PREVIEW Character_Design : Standby	
Leif Turnaround					

It is also possible to have several lists of assets in the Assembly page, each one taking a part of the space reserved to the assets list. Each list can have its own unique search filters and display settings.

elect ass	list sets to be assigned	+ Add Assets List	X Clear Assets	List	7					
×	Ass	sets List 1	■ II T	×	Assets List 2	T	×	As	sets List 3	■ ■ 1
	Preview	Asset	Name :		a <u> </u>	• •		Preview	• /	Asset Name
		BG 101		BG 101				PREVIEW		
	NO PREVIEW	Background_001		BG_Layout	: Standby				Background_00	4
	NO PREVIEW	Background_002		Background	I_001			NO PREVIEW	Background_00	5
	NO PREVIEW	Background_003		NO PRE BG_Layout				NO PREVIEW	Background_00	5A
	NO PREVIEW	Background_004		Background				NO PREVIEW	Basil	
	NO PREVIEW	Background_005		NO PRE BG_Layout					Basil_QF_FR	
	NO	Background_005A		Background	L_003				1.11000	
	PREVIEW	Decil		NO PRE	EVIEW				Leif 360	
		Basil		BG Lavout	' Standby					

How to change the size of thumbnails in the assets list

1. In the top menu, select **Assets > Assembly**.

The Assembly page opens. The Asset List panel appears to the right.

2. Ensure the Asset List is in tile mode by clicking the Tiles icon.



- 3. To change the size of the assets:
- 4. Click and hold the icon in the middle of the slider, then drag it to the left to make the icons smaller, or right to make the icons larger.



How to change the display mode of the assets list

1. In the top menu, select **Assets > Assembly**.

The Assembly page opens. The Asset List panel appears to the right.

- 2. Do one of the following:
 - To view the Asset List in tile mode, click **Tiles**.



• To view the Asset List in list mode, click List.



How to filter assets in the assets list

1. In the top menu, select **Assets > Assembly**.

The Assembly page opens. The Asset List panel appears to the right.

Assets L Select ass	L ist sets to be assigned.	+ Add Assets List X Clear Assets List			
×			Assets List 1		т
	Preview i d		A	isset Name	
	1 second	IG 101			
	NO PREVIEW	lackground_001			
	NO PREVIEW	lackground_002			
	NO PREVIEW	lackground_003			
	NO PREVIEW	lackground_004			
	NO PREVIEW	lackground_005			

2. In the top-right corner of the Assets List panel click the Toggle Search Panel 🝸 icon.

The search panel appears below the toolbar.

Assets List + Add Assets List × Cles	ar Assets List	
×	Assets List 1	
Name	Workflow	
Name	Select Workflow	
Environment	dol	
All Environments	 All Jobs 	-
Processes	Statuses	
	Add Statuses	-
Categories	Types	
Add Categories	 Add Types 	
Tags		
Add Tags (10 max)		-
+ Add		
		Clear Apply Search Criteria

- 3. Do one or several of the following to filter the list of assets to the assets you want to assemble:
 - In the Name field, type in the name, or part of the name, of the asset you are searching for.
 - In the Workflow drop-down menu, select the workflow associated with the asset you are searching for.
 - If the asset you are searching for was already assembled with an environment, in the Environments drop-down menu, select the environment the asset you are searching for is associated with.
 - If the asset you are searching for was already assembled with a job, in the Jobs drop-down menu, select the job for the asset you want to search for.
 - If the asset you are searching for was assigned a specific process, in the Process field, select the process assigned to the asset you are searching for.
 - In the Statuses field, select the status for the asset you want to search for.
 - In the Categories field, select the category for the asset you are searching for.
 - In the Types field, select the type for the asset you want to search for.
- 4. Click Apply Search Criteria at the bottom of the search toolbar.

The assets that match your criteria appear in the list of jobs.

5. To display all assets again, click the **Clear** button at the bottom of the search panel.

All of the assets are now displayed in the asset list.

How to add an assets list

1. In the top menu, select **Assets > Assembly**.

The Assembly page opens. The Asset List panel appears to the right.

2. At the top of the Asset List, select Add Assets List.

An additional asset list appears on the right.

	sets Lis ect asset		+ Add Assets List	× Clear	Assets List	
Assets I Select as:	L ist sets to be assigne	+ Add Assets List × Clear Ass			🛰 New List	
×		Assets List 1		×	Assets List 2	
	Preview		Name :			
-	NO PREVIEW	BG 101 Background_001		BG 101	Background_001 Background_001	
		Background_002		Background_002	Background_003	
		Background_003		BG_Layout : Stand		
		Background_004		Background_004	Background_005	
01		Background_005				

- To rename an asset list, click anywhere at the top of the list around the current name.
 The text box can now be edited.
- Type in a new name for the asset list in the text box, then click anywhere outside of the text box.
 The asset list has now been renamed.

How to remove an assets list

1. In the top menu, select **Assets > Assembly**.

The Assembly page opens. The Asset List panel appears to the right.

2. If there is more than one asset list, click on the Remove **x** icon to the top left of the asset list you wish to remove.

The asset list has now been removed.

How to remove all extra assets list and reset the first assets list

1. In the top menu, select **Assets > Assembly**.

The Assembly page opens. The Asset List panel appears to the right.

If there is more than one asset list, select Clear Assets Lists at the top of the Asset List page.
 All but the original asset list are removed.

× Clear Assets List

Assembling

You can assemble assets by associating assets with the environments, jobs, and scenes in which they are used. If an asset is only used in a few scenes, it can be assembled to those scenes; if it is only used in a few episodes, it can be assembled to said jobs; if it will be used throughout an entire series season, it can be assembled to an environment.

How to assemble one asset at a time

1. In the top menu, select **Assets > Assembly**.

The Asset List opens.

- 2. Locate the environment/s, job/s, or scene/s you want to associate the asset to from the production List—see Searching Production List.
- 3. Locate the asset you want to associate to an environment, scene or job from the Assets List.
- 4. Click the asset you wish to assign, and drag it over to the Asset Drop column to the item you wish to assign it to.

	tion List	ts will be assigned			Assets List Select assets to be assigned.	Add Assets List 🗶 Clear Assets	List		
		 The BFF's Ep101 	•		ж		Assets List	2	
Backgr	ound_001 ×	- 20 н							
2	N0 PREVIEW	Scene Name: BFFs_Ep101	Asset Drop		BG 101	Background_001	Background_002	Background_003	Background_004
	NO PREVIEW	BFFs_Ep102		Drag and Drop	BG_Layout : Standby BG_Layout : Standby Background_005	BG_Layout : Standby Background_005A	BG_Layout : Standby Basil	BG_Layout : Standby Basit_QF_FR	BG_Layout : Standby
	NO PREVIEW	BFFs_Ep103		÷	NO PREVIEW BG. Layout : Standby	NO PREVIEW BG. Lavout : Standby	NO PREVIEW Character_Design : Standby	Character_Design : Standby	NO PREVIEW Character Design ; Standby
	NO PREVIEW	BFFs_Ep104			Lef Turnaround	US_CUJOA: Stansey	Granedia_Strain (Grano)		Granden Gesegn (Gesegn (Gesegn))
	NO PREVIEW	BFFs_Ep105			Library : Approved				

The asset is now listed in the Asset Drop column.

:	Preview	Scene Name:	Asset Drop		BG 101
✓	NO PREVIEW	BFFs_Ep101	BG 101	×	BG Layout : Standby
		BFFs_Ep102			

How to assemble multiple assets at once

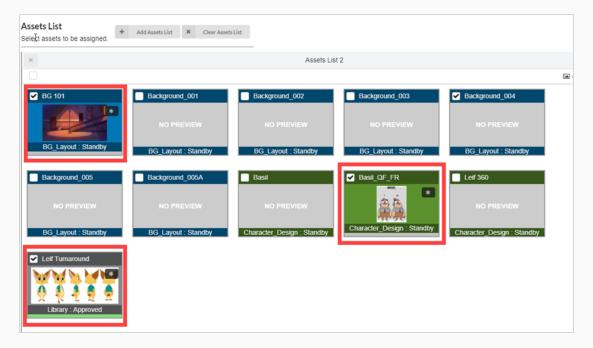
1. In the top menu, select **Assets > Assembly**.

The Asset List opens.

- 2. Locate the environment/s, job/s, or scene/s you want to associate the asset to from the production List—see Searching Production List.
- 3. Select the item by checking the checkbox on the far left column of each item you wish to associate the asset to.

The BF	F's S01	 The BFF's E 	p101 -	
Quick Se	earch -	20		
	Preview	Scene Name	Asset Drop	
•	NO PREVIEW	BFFs_Ep101	BG 101	×
	NO PREVIEW	BFFs_Ep102		
•		BFFs_Ep103		
•		BFFs_Ep104		
		BFFs_Ep105		

- 4. Locate the asset you want to associate to an environment, scene or job from the Assets List.
- 5. Select the asset by enabling the checkbox on the far left column of each asset you want to associate to an item.



6. Click the **Move** button to associate the assets to the items.

Production Lis Select items to whi	t ch assets will be assigned			Assets List Select assets to be assigned.	+ Add Assets List X Clear Asset	a tist		
The BFF's S01	The BFF's Ep101	•		ж		Assets Lis	12	
Quick Search	• ¤ ⊙ н			0				
I Previ	ew i O Scene Name	Asset Drop		✓ BG 101	Background_001	Background_002	Background_003	Background_004
NO PREV					NO PREVIEW	NO PREVIEW	NO PREVIEW	NO PREVIEW
			Move	BG_Layout : Standby Background_005	BG_Layout : Standby Background_005A	BG_Layout : Standby	BG_Layout : Standby	BG_Layout : Standby
				NO PREVIEW	NO PREVIEW	NO PREVIEW	Character Design : Standby	NO PREVIEW
			F	BG_Layout : Standby	BG_Layout : Standby	Character_Design : Standby	Chardele_Cosgin Coando	Character_Design : Standb
PREV.			1	Library : Approved				
					-			
	REEs En107							

The assets are now listed in the Asset Drop column.

Production List elect items to which assets will be assigned									
The BF	The BFF's S01 The BFF's Ep101								
Quick Search - 2 O H									
	Preview :	Scene Name:	Asset Drop)					
•	NO PREVIEW	BFFs_Ep101	BG 101 Background_004 Basil_QF_FR	× × ×					
	NO PREVIEW	BFFs_Ep102							
•	NO PREVIEW	BFFs_Ep103	BG 101 Background_004 Basil_QF_FR	× × ×					
•	NO PREVIEW	BFFs_Ep104	BG 101 Background_004 Basil_QF_FR	× × ×					
	NO PREVIEW	BFFs_Ep105							

Disassembling

Assets that have been associated with environments, jobs and scenes can be disassociated at any time by disassembling them.

How to disassemble assets

1. In the top menu, select **Assets > Assembly**.

The Asset list opens.

- 2. In the Assets list, locate the environment, scene or job you want to disassemble.
- 3. In the Asset Drop column, click the Remove 🗶 icon on the asset you want to disassemble.

The asset is removed from the Asset Drop column.

Checking the Asset Progress in a Scene Workflow

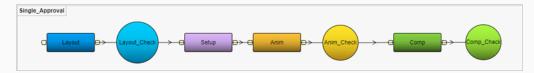
From a scene workflow, you can check the asset creation progress by adding a Progress process. This node will track the percentage of completion of the assets assigned to the scene.

How to add a Progress node to a workflow 1. In the top menu, select **Settings**. Settings Production Open Tasks Review Reports Views 👻 Assets -The Project Settings are displayed. 2. Select Workflows. Project Settings Harmony Settings Projects Manage or del Users Security 8

The Workflow tab opens.

3. In the Workflow list, select the desired workflow you would like to add the Progress node to.

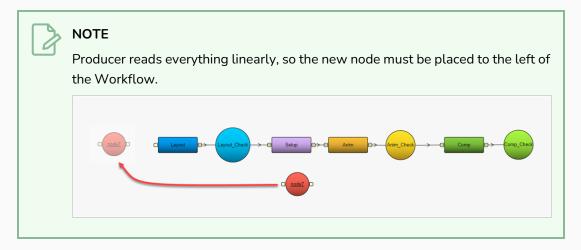
The workflow appears in the editor.



- 4. Click on the drop-down arrow **BESIDE** the Add Process button.
- 5. Select Add Progress.

Click Here		_
H +	🗶 👘 🗶 🖉 🦉	2
Single_Ap	Add Progress	
Single_Ap	Add Action	
	Add Condition	
a	Add Approval	

The new node is added to the workspace.



6. Rename your node to reflect the purpose, In this case, **Asset Check**.



- 8. Select the Asset Check progress node.
- 9. In the Properties view's Listen to events from field, select the Asset or any type of element you would like this to track in your workflow. You can track multiple items.

Zoom 🗸	Asset Check Progress V
	Listen to events from: Asset (vfb/asset) This process tracks the progress of the lems of the selected search type. Scope by which items to track: Only Related Items All Items in List Listen to Workflow Character (vfb/asset) Determines which workflow to track.
Listen to Workflow X - 207	Listen to Process
Background (Mt/asset) Characker (vf/asset) Prop (vf/asset) Asset Check to listen to.	Determines which process to track. If left empty, it uses the same process name.
Determines which process to track. If left empty, it uses the same process name.	Listen to Workflow 🕂 🗙
Listen to Process	Determines which workflow to track.
- Asset Check - BG_Colouring BG_Final_Check BG_Laryot BG_LAS	Listen to Processe to - Asset Check listen to
ex_Loyout_Creck Comp_Apo Library	Determines which process to track. If left empty, it uses the same process name.
	Don't forget to Save

10. To save the changes to the process, click the Save button.



11. To save the Workflow, click the Save Workflow 🗎 button.

Chapter 9: Harmony Integration

Producer can be used independently from other Toon Boom software. However, there is a high level of integration possible for a studio using Harmony as an animation software and even more so when using Harmony database.

This chapter will cover the aspects of Producer integration with Harmony, with a special focus on synchronization between Producer and Harmony database, assembling assets into Harmony scenes (aka Baking) as well as the increasingly popular setup to work remotely. A specific section is dedicated to Producer Harmony Scripts, covering their general interface and usage scenarios (Working with Database, offline or standalone scenes).

Working with Harmony Database

NOTE

This section is intended for more advanced users (administrators and power users) who can configure Harmony Server and have advanced permissions in Producer.

This section describes how Producer inter-operates with Harmony Database, and the various integrations available to the users.

The following topics will be discussed:

- How Producer and its components interact with Harmony.
- How to configure Harmony (WebCC) to work with Producer.
- Harmony-Producer synchronization features
- assembling (baking) assets into Harmony scenes

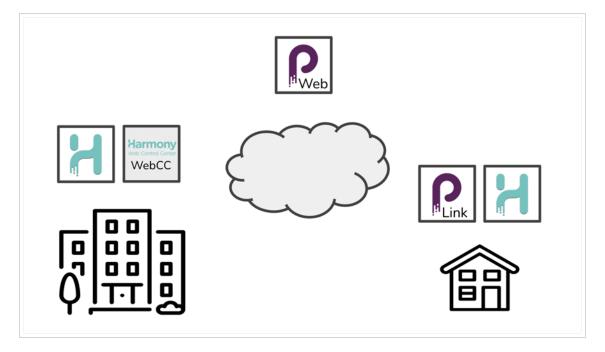
You may also have a look at the following topics:

- Working from Home
- Harmony Scripts

Topology

For Producer to inter-operate smoothly with Harmony Server and its users, we will need to configure the following applications.

- Producer (in the cloud)
- Harmony Server (at the studio)
- WebCC (at the studio)
- Producer Link (on the users' machines, at the studio or at home)
- Harmony Client (on the users' machines, at the studio or at home)



The applications involved in the exchange process are the following:

Producer: A web based application usually hosted in the cloud. It acts as a one-stop interface to keep track of the production while at the same time synchronizing with Harmony Server. Users are typically making requests through Producer web interface. Producer then handles requests and communicates with Harmony Server.

Producer Link: Installed on the users' machines, this desktop application is a complement of the Producer web application. It is used to perform operations that are not permitted by a web application (any tasks requiring direct access to edit local files, such as decompressing a file). We also use Producer Link to <u>configure</u> workspaces (used by <u>Harmony Scripts</u> as well as for <u>uploading assets to Producer</u>), or set up exchange folders when <u>working remotely</u>.

Harmony Server: Located at the studio, Harmony server hosts the Harmony Database. It communicates with Producer via a communication queue between Producer and Web Control Center (WebCC).

WebCC: Installed at the studio, WebCC handles all communications between Producer and Harmony. Communication with Producer is handled via a dedicated message queue. Messages are posted to this queue and processed asynchronously, so that no operation becomes blocking. WebCC needs to be started with <u>specific configuration options</u> to communicate with Producer, for <u>synchronization operations</u>, <u>assembly</u>, as well as for remote (Working From Home) setups.

Harmony (Client): Installed on the users' machines, Harmony is used to work on scenes. <u>Harmony Scripts</u> bundled with Producer can be installed to update a scene state in Producer directly from Harmony. When <u>working remotely</u>, Harmony Scripts also take care of uploading the scene changes back to the server.

Configuring WebCC

In order to perform operations in Harmony, Producer needs to establish a communication channel with Harmony Web Control Center (WebCC).

Communication between Producer and WebCC is done through a **message queue** which is configured in Producer. In short:

- Producer sends a message (such as creating a scene) to its outgoing queue to WebCC.
- WebCC, which monitors that queue, reads the message, and proceeds with the command. Once completed, it sends the result of the operation to a response queue, which is monitored by Producer.
- Producer reads and processes that response (for instance, it may send an update to Producer Web interface to inform the user that the requested operation has completed)

In addition, WebCC will require workspaces to be configured in order to assemble assets into scenes.

When Working Remotely.

Please note that when Working from Home, an **Exchange Folder** will also need to be configured.

WebCC startup options

NOTE

This section only describes WebCC configuration options related to Producer.

For information about how to configure and start WebCC, refer to Harmony Documentation WebCC Installation Guide.

Option	Description
-producerAMQP <webcc queue=""></webcc>	Address of Producer message queue (can be found in Producer top right menu > <u>General Settings</u> > WebCC Queue a. Copy the "WebCC Queue" address (use the "Copy to clipboard" icon). b. Add this to WebCC startup options, e.g: - producerAMQP amqs://xyz:abcd@mystudio.producercloud.io
- producerCodes <list codes="" of="" producer="" project=""></list>	When working with multiple Harmony Databases, add - producerCodes parameter followed by the list of Producer project codes to be associated with the selected Harmony instance.

Option	Description
	This is a more advanced (and optional) setting which requires configuring multiple projects in Producer, where each Producer project will write to a specific message queue, and each WebCC instance will point to one or more Producer projects. For instance: • Harmony Server 1 => -amqpUrl
	 Harmony Server 1 => -amqpOrt xyz:abcd@mystudio.producercloud.io - producerCodes main_project,project_2 Harmony Server 2 => -amqpUrl
	xyz:abcd@mystudio.producercloud.io - producerCodes main_project,project_2
	The "Exchange" folder is a folder where WebCC will deposit exported scenes, and users will upload scenes to be updated.
	If not specified, the default location (/USA_DB/exchange) will be used.
<pre>-exchange <path exchange="" folder="" to=""></path></pre>	It can be useful to change it:
	 when packages are transferred via a shared folder (synchronized between the server and the remote users) and Producer Offline Scenes setting is set to "Exchange Folder".
	 when space in /USA_DB/ is an issue.
	The "Export" folder is a temporary location where exported scenes are compressed, and uploaded packages are uncompressed before importing the scenes.
-exportFolder <path folder="" to="" zip=""></path>	If not specified, the default location (/USA_DB/zip_folder) will be used.
	This option location may be changed if space in /USA_ DB/ is an issue.
-jwtExpiry	When Producer Offline Scenes setting is set to "Direct WebCC connection", determines the time



NOTE

When working remotely, WebCC cannot be started with the -noAuth option.

Workspaces

Producer makes use of **workspaces** to keep track of production resources locations. WebCC uses those workspaces when assembling assets into scenes.

A workspace is typically defined by an **alias**, associated to a real path on the filesystem.

WebCC reads the list of workspaces from /USA_DB/workspaces.json file, which can be generated manually or using Producer Link.

Harmony Synchronization

How to view Harmony Synchronization status

NOTE Harmony Status is available in the <u>Production Page</u> for Environments, Jobs and Scenes, as well as in the <u>Assets > Manage</u> page.

In the **Table view**, go to the **Column Selector and** check the **Harmony Status** box.

This activates the Harmony Status column in the table.



How to create environments in Producer and Harmony Server

- Follow the instructions in Production > <u>Creating Environments</u>, and select the "Create in Harmony Server" checkbox:
 - a. The Harmony **Environment** is automatically generated from the **Name** field but can be overridden. If there are spaces in the name, they will automatically be replaced by underscores. Harmony doesn't allow spaces in names.
 - b. Harmony Version Alias: You can optionally enter a label identifying a version of Harmony (See Producer Link Settings page).

	Name*					
	Shojo_No_Piero					
•	Description					
Drop Files Here	A demo environment fea	turing Harmony integration.				
Add a default						
thumbnail						
	Create in Harmony	Server				
	Environment	Harmony Version Alias				
	Shojo_No_Piero					

2. Click on the **Create Environment** button.

The new environment will be sent to the WebCC queue for creation.

- 3. Go back to the **Production** > **All Environments**.
- 4. The Harmony Status indicates "Create in Progress".
- 5. Hit the **Refresh** button or wait for the status to update on its own.

After a while the Harmony Status is updated to **VALID**. Clicking on the link will display information regarding the operation. The new environment now appears in the Harmony Server or will remain in the queue until there is a proper connection to the Harmony Server.

:	Preview	-	Environment N	Description	Environment G	Harmony Status
	NO PREVIEW		Shojo_No_Piero	A demo environment featuring Harmony integration.	TBA_ENVIRON№	 ✓ VALID ✓ VALID Last Updated: 2023-04-20 13:51:24
						Item is present in Harmony.

How to add jobs from Producer into Harmony Server

- 1. Follow the instructions in <u>Creating Jobs</u>, and select the "Create in Harmony Server" checkbox:
 - a. The **Environment** field is automatically set from the parent Harmony environment. It can be overridden here to point to an alternate Harmony environment, but the environment will **not** be created in Harmony.
 - b. The **Job** field is automatically set from the one entered into the **Name** field. Spaces will be replaced by underscores.
 - c. **Harmony Version Alias:** You can optionally enter a label identifying a version of Harmony (See Producer Link Settings page).

	Number of jobs	Start Date	Days between jobs	
	4	€ 2023-04-20	7	
	Name *			
Drop Files Here	Training_01			
dd a default	Description			
numbnail				
	Job Workflow	Scene Workflow		
	Episode	- Basic	•	
	Create in Harmor	ny Server		
	Environment	Job	Harmony Version Alias	
	All_for_fun	Training_01		

- 2. Click the Create Job button.
- 3. The list of jobs is quickly updated (hit the Refresh button if isn't) while the new job creation request is sent to the **WebCC queue**. All the jobs have a sequential numerical order.

The **Harmony Status** indicates "**Create in Progress**" and should quickly change to "VALID", and appear in Harmony Control Center.

:	Job Name	Start Date	Harmony Status
	Training_01	04/20/2023	✓ <u>VALID</u>
	Training_02	04/20/2023	VALID
	Training_03	04/20/2023	Last Updated: 2023-04-20 14:14:53
	Training_04	04/20/2023	
			Refresh

NOTE

- Harmony Status will stay in "Create in Progress" until the request has been processed by WebCC. The job creation request will remain in WebCC queue until a proper connection is established and until processed.
- In Harmony, Job names are **unique**.
- If an error occurs, **Harmony Status** will change to "FAIL_TO_CREATE" and display the reason provided by WebCC.

^
FAIL_TO_CREATE Last Updated: 2023-04-20 14:03:40
There was an error in the operation. Verify that WebCC is correctly configured, that it can communicate with Producer and retry operation. If the problem persists contact support.
Could not create job as environment All_for_fun does not exist.

How to add scenes from Producer into Harmony Server

1. Follow the instructions for <u>Creating a Scene</u>.

Production	Open Tasks	Assets 👻	Review	Reports	Views 🗸	Settings			
All For Fun		ning_01	-						
Quick Search -	T 2		Scenes 🗹	Write Notes	🍰 Uplo	ad Files	Review	:	More
			0						

- Check the Create in Harmony Server checkbox.
 - The **Environment** and **Job** fields are automatically populated from the parent job information. They can be overridden manually, but the environment and job will **not** be created in Harmony.
 - The Harmony **Scene** name is automatically generated from the one entered into the Name field. Spaces will be replaced by underscores.
 - Harmony Version Alias: You can optionally enter a label identifying a version of Harmony (See Producer Link Settings page)
- 2. Click Create Scene.
- 3. The list of scenes is quickly updated (hit the Refresh button if it isn't) while the new scene creation request is sent to the **WebCC queue**. All the scenes have a sequential numerical order.

The Harmony Status indicates "Create in Progress" and should quickly change to "VALID". The scenes should also appear in Harmony Control Center.

How to create scenes/jobs in Harmony and synchronize with Producer

NOTE

Environment and job names must match in both Harmony and Producer for this process to work.

- Exercise
 Jobs

 Training 0;
 Training 0;

 Assess
 Training 0;

 Training 0;
 Training 0;

 USADATA
 0;
 S admin admin

 USADATA
 0;
 S admin admin
- 1. In your Harmony (Control Center or WebCC), create your scenes.

- 2. Once the scenes are created in Harmony, go back to Producer and in the main menu, select **Production**.
- 3. In the Environment and Job drop-down menus, select the environment and job you would like to populate with scenes created in Harmony.

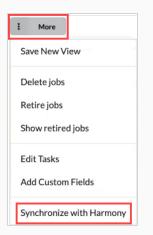
					_								-	
Quick Search	•	T	ø	0	k +	Add Scenes	Ľ.	Write Notes	<u>+</u>	Upload Files	B	Review	:	More

No scenes will be visible yet.

- 4. In the Jobs drop-down menu, select All Jobs.
- 5. From the list of jobs that appear, select the jobs for which created scenes in Harmony by checking their checkboxes.

Harmony_training	All Jobs	•		
Quick Search	TZO	+ Add Jobs	Write Notes	1 Upload Files
🗌 🗄 🗢 Job Name 🗄	Start Date 🗄 🖨	Job Code 🗄	¢ ۷	Vorkflow Code
✓ Training_01	07/22/2020 TE	A_JOB00068	main_project/epi	sode

6. In the Production tab toolbar, select **More** > **Synchronize with Harmony**.



The Synchronize with Harmony dialog box opens.

Synchronize with Harmony	
This will synchronize the selected jobs and their scenes with Harmony	
Scenes present in Producer but not in Harmony will be created in Harmony. Scenes present in Harmony but not in Producer will be created in Producer.	
Cancel	Synchronize
Cancel	Synchronize

7. Click on the **Synchronize** button.

The scenes appear in Producer.

Harm	iony_training	 Training_01 	•				
Quick	Search	• T 2 0 +	Add Scenes	Write Notes	Upload Files	Review 1	More 🖁
	Job Name:	Scene Name	Frames :			Tasks	
	Training_01	001	0	Comp 0.5	Layout 2	Setup 0.2	Anim 2
				Standby • Unassigned •	Standby v Unassigned v	Standby • Unassigned •	Standby • Unassigned •
	Training_01	002	0	Comp 0.5	Layout 2	Setup 0.2	Anim 2
				Standby v Unassigned v	Standby v Unassigned v	Standby v Unassigned v	Standby • Unassigned •
	Training_01	003	0	Comp 0.5	Layout	Setup 0.2	Anim 2
				Standby v Unassigned v	Standby - Unassigned -	Standby ¥ Unassigned ¥	Standby - Unassigned -
	Training_01	004	0	Comp 0.5	Layout	Setup 0.2	Anim 2
				Standby v Unassigned v	Standby - Unassigned -	Standby v Unassigned v	Standby - Unassigned -



NOTE

Syncing with Harmony will also update the frame counts to those set in Harmony.

How to sync Harmony with scenes deleted in Producer

- 1. Select an environment and job
- 2. Check the box on the left column for each scene you wish to delete. Then go to the More tab and select Delete Scenes.

Harn	nony_training	Tra	ining_01								
Quick	Search	• т <i>с</i>	♦ Add Scen	s 🕑	Write Notes	±	Upload Files	Θ	Review	i More H	
	Job Name;	scene t	Name : 🗢 F	ames					Tasks	Save New View	
	Training_01	002	0		Comp 0.5 Standby Unassigned	* *	otaniaoy	•	Setup 0.2 Standby Onassigned	Delete scenes	
	Training_01	003	0		Comp 0 5 standby Unassigned	•	Layout 2 Standby Unassigned	•	Setup 0.2 Standby Unassigned	Show retired scenes Edit Tasks	
	Taining_01	004	0		Comp 0.5 Standby		Layout 2		Setup 0.2 Standby	Import CSV Export CSV	
-	Training_01	005	0		Unassigned Comp 0.5	•	Unassigned Layout 2	JL	Unassigned Setup 0.2	Add Custom Fields Synchronize with Harmony	
					Standby Unassigned	v v		-	Standby Unassigned		

3. The Delete scenes dialog box opens.

Delete scenes	
This will delete the 3 selected scenes	
• Task: 12	
✓ Also delete Harmony Server items in Harmony	
The following will be forever deleted in Harmony Server!	
Harmony Scene: 005	
Harmony Scene: 006	
Harmony Scene: 007	
Cancel	Delete

Click on the **Delete** button.

4. The **Delete** request is sent to WebCC's message queue.

Until it's completed, the scene list will keep on displaying the scenes with a Harmony Status to "DELETE_IN_PROGRESS". Once deleted from Harmony, the scenes will be deleted from the scene list in Producer as well.

Assembly and Baking

Assembly refers to the process of associating assets to scenes, and then pushing those assets into their target Harmony scenes in a process referred to as "baking".

The **first step** in Assembly is to build a list of assets and associate those assets with scenes. This is done in the <u>Assets > Assembly</u> page.

Then, asset **snapshots** containing references to the actual asset files on the filesystem shall be uploaded to Producer, using <u>Harmony Asset Snapshot Script</u>, or Producer Link's <u>Upload External Asset</u> or <u>Upload Assets</u> CSV.



NOTE

Producer never keeps the actual asset files on its filesystem. Instead, it takes "snapshots" made up of a **preview** and a **reference** to these files on the Studio's filesystem.

Finally, assets may be copied to their associated scenes directly from <u>Assets > Assembly</u> page by opening the Harmony Bake dialog (button with the Harmony Logo).

In order to properly assemble assets into scenes, communication with WebCC needs to be enabled, and the list of workspaces needs to be defined in /USA_DB/workspaces.json.

Requirements for Baking

WebCC	WebCC is a Harmony application that is able to communicate with Producer. For the baking to work, you have to use WebCC version 17.0.3 or higher.
workspaces.json	Setup manually, the file /USA_DB/workspaces.json specifies which folders can be used to store templates and must also specify the folders containing assets so that Harmony can find these assets and paste them to the scenes.

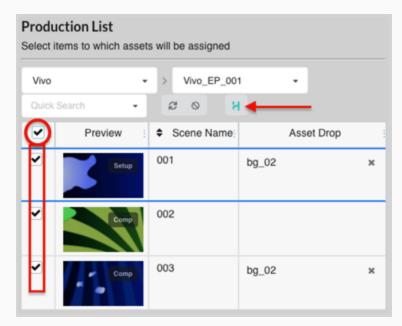
How to bake assets into scenes

- 1. Create an external asset see <u>Creating Assets</u>.
- 2. Upload a snapshot of that asset see <u>Uploading External Assets</u> in Producer Link or <u>Harmony</u> <u>Scripts</u>.

MPORTANT

A snapshot uploaded directly from Producer's "Upload File" dialog will not contain the information necessary to later assemble that asset.

- 3. Open the Assembly page and navigate to an environment and job's scene list from the Assembly Production list (left pane)
- 4. Associate the created asset with one or more scenes see Assembling.
- 5. Select one or multiple scenes to bake.



6. Press the Bake button



7. The Bake Assets in Harmony dialog box appears, showing a list of assets to be assembled and running a preliminary verification of the assets to be baked.

Cop	y assets to their associa	ated scenes's local library only	
Asse	mbly entries (1 entry	y selected)	
◄	Scene	Asset	Version
◄	baking_sc_002	CH_Brain_A_CI	Character_Design v1
	baking_sc_002	ALICE'S BEDROOM (MORE DISORGANIZED)	Snapshot not found
	baking_sc_002	ALICE'S WIZARD COSTUME	Snapshot not found
	baking_sc_001	008	B Rigging v2
	baking_sc_001	ALICE'S BEDROOM	<pre>default> v1</pre>
Err	ors detected in asse	mbly entries	
	ne errors were detected formed for those items.	d in selected entries, hover the cursor on the rows to view more	e information. Bake operation cannot be

Only assets with valid snapshots may be submitted for baking. Pre-flight errors will be clearly highlighted. Hovering over the warning icon will provide more contextual information regarding the problem.



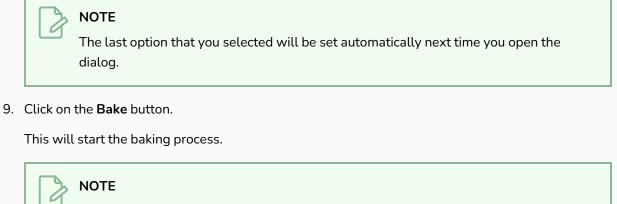
- 8. Click on the drop-down menu to select how you want the asset to be baked.
 - Copy assets to their associated scene's local library only (Default)

This option makes the asset available within the scene without adding it to the timeline and Node view.

• Always paste assets into the scene itself

This option puts a copy of the asset in the local library of the scene and will add the asset directly to the timeline and the Node view. To protect the work that was done and to avoid

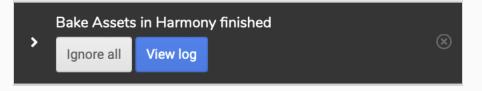
confusion, this option creates a new version of the scene that will be called "producer paste" and this version will become the current version.



BAKING CAN TAKE TIME!

Baking consists of two separate operations:

- Copying asset files into the scenes' respective libraries
- Pasting those assets into the Harmony Scene itself
- 10. Open the Assembly Logs from the notification Toast.



- 11. Click on "View Log" to check the status of the operation.
- 12. Follow the progress and status of the operation from the Notification Feed.

Hovering over the status should provide more information about the nature of the error.

Working Remotely

Working from home is an increasingly popular trend that has advantages as well as challenges. Smooth data transfer and proper versioning will go a long way to help maintain efficiency.

When working with a Harmony Database in a studio, the scenes and assets are located on the server and the users can edit them directly. With Internet connections varying in quality, this is not practical when working remotely and it is best to transfer the scenes or assets locally to work on them with Harmony Standalone.

Producer - along with Producer Link and bundled Harmony Scripts - will play a key role in simplifying the process of retrieving a scene to work offline and sending it back to the Harmony Server.

In a remote configuration:

- Harmony Server handles user requests for exporting/importing scenes and checking scenes in and out via WebCC.
- WebCC handles all communication between Producer and Harmony Server. It responds to export requests from Producer by exporting compressed scenes to the users' outbound Exchange folder. It responds to import requests from Producer by monitoring the users' inbound exchange folder and importing the scene back to Harmony once received.
- <u>Producer Link</u> handles all operations that need to be performed on the users local machines. It responds to Open Scene requests from Producer and maintains a list of already exported scenes. It takes care of monitoring incoming exported scenes, uncompressing and opening them in Harmony. It is also used to configure workspaces used by Producer <u>Harmony Scripts</u>.
- Producer acts as a proxy between the remote user machine (via Producer Link and <u>Harmony Scripts</u>) and Harmony WebCC.
- Harmony Client: when working remotely, Harmony will open exported scenes in offline mode, but those scenes will still be recognized as "offline database scenes". Producer's <u>Harmony Scripts</u> will offer additional options to upload the modified scene back to Harmony.

In addition, when working with assets, an assets library folder must also be shared between the studio and the user's machine, so that templates (.tpl) may be saved and later retrieved.

Configuration

When exporting or importing scenes between Harmony and remote users, two modes are available:

- Using an Exchange Folder shared between Harmony server and the remote users
- Using a Direct connection to WebCC

These are configured in Producer General Settings > Harmony Integration.

Using a shared Exchange Folder

In this configuration, all scenes export and import packages are saved to a folder (the "Exchange" folder) which is synchronized between Harmony server and the remote users.

This exchange folder can be a shared network drive (using a standard network protocol such as smb, preferably over a Virtual Private Network), or using a Cloud storage and synchronization solution (such as Google Drive, DropBox...).

NOTE In this configuration, the responsibility of transferring / synchronizing the files is delegated to an external service.

Harmony Server Exchange Folder: This folder contains all files being exported from or imported into Harmony Database. It contains subfolders with the Harmony usernames of the people exporting and importing scenes (username/exported/ and username/importing). These subfolders will need to be shared and mounted locally for each remote user. This folder exists by default in /USA_DB/exchange, but can be changed to any other folder <u>by setting the -</u> <u>exchange option in WebCC</u>. It may be shared directly with the remote users, or synchronized to a Cloud storage.

Cloud Exchange Folder: When working with an external Cloud storage, this folder contains all imported and exported scenes. It is mounted by both the studio and the remote users (any user need only mount their own dedicated folder).

Local Offline Folder: This is where exported database scenes are decompressed and stored on the remote user's machine.

To use this configuration set Offline Scenes to Shared Exchange in General Settings > Harmony Integration.

Direct File Sharing

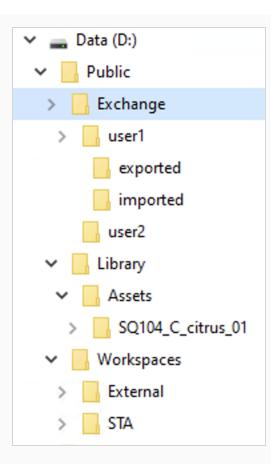
In this configuration, folders are shared directly from the Studio's filesystem, using standard file sharing mechanisms (such as smb).

- The Scene Exchange folder for exported/imported scenes is by default located under /USA_ DB/exchange. You may consider changing it to a location outside of the /USA_DB folder. Remote users shall then mount this remote folder on their machine.
- Harmony assets library is located by default under /USA_DB/library/assets. Likewise, you may consider creating an alternate assets library folder in order to share it with remote users. A workspace shall be added in WebCC's workspaces.json file. Remote users shall mount that folder on their machine and add a workspace pointing to that folder in Producer Link Settings. This is only necessary when working with Asset Snapshot Scripts.

How to share folders on Windows (an example)

There are many ways to organize and share folders over a network. See <u>File sharing over a network in</u> <u>Windows</u> from Microsoft support for detailed instructions.

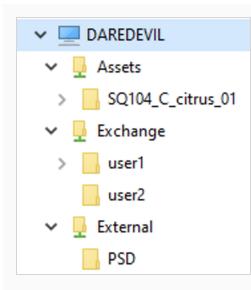
Consider the following, where administrators decided to locate all shared folders on the D:\Public drive.



You should minimally:

- Share the D:\Public\Exchange folder. The Exchange folder is initially empty and Harmony will create user folders as it receives export requests.
- If working remotely with Harmony assets, share the D:\Public\Library\Assets to store asset templates.
- If working with external assets, you may share additional folders (Workspaces)

The shared folders will become available in the network drives:



Cloud File Sharing

Shared cloud storage solutions can be leveraged to implement the exchange mechanism between the studio and the remote users. This setup is suitable for organizations which cannot share their internal filesystems, or who are already using a Cloud storage solution as part of their pipeline.

We use Google Drive as an example of how Cloud File sharing may be configured. Other Cloud solutions such as Dropbox or Microsoft suite may be used.

A Google Drive application is installed on both WebCC's side and remote users.

The Harmony server exchange folder needs to be prepared and configured so that remote users can synchronize their exported scenes and files via a cloud service. By default, this exchange folder is located on the Harmony file system under /USA_DB/exchange. This is where all exported and imported scenes will be temporarily stored for every Harmony user.

The default location of the exchange folder can be customized when launching the WebCC service with the option -exchange "/path/to/exchange folder".

Once the Harmony server and WebCC are up and running, it is now time to synchronize the content of the exchange folder with a cloud service.

How to share the Harmony Server Exchange Folder on the Cloud

As a studio system administrator, you need to share the Harmony server exchange folder through a cloud storage service.

1. <u>Download</u> and install the Google Drive application on the host of the Harmony server exchange folder.

2. Using the Google Drive interface, add your Harmony Server Exchange Folder (/USA_DB/exchange) to the list of folders to be synchronized with Google Drive.



The exchange folder can either be created within the Google drive file structure or individually added to it for synchronization.

Sharing cloud exchange access with individual remote users

When everything is configured server side, a system administrator will need to share access with all remote users. It is recommended to specifically and individually share the Harmony user exchange subfolder (Cloud Exchange Folder/userName/) and not the full access to the exchange folder itself. This will ensure each user only downloads and synchronizes their own files and scenes.

- 1. First, the exchange subfolder for every home user needs to be created. This can be done in one of two ways:
 - a. Manually: You can find the list of Harmony users on the Harmony server in /USA_DB/users/. Create these user folders directly under the Cloud Exchange Folder. You should end up with a structure similar to this:

Cloud Exchange Folder/

- L Andres/
- L Barbara/
- L Jonathan/
- b. Automatically: When users are exporting a Harmony Database Scene, either through WebCC, Harmony Control Center or Producer, the Harmony user exchange folder will be created.
- 2. From the Google Drive web Interface, select each Harmony user exchange folder (Cloud Exchange Folder/userName/) and share it with the appropriate user's email.

How to mount my Harmony user exchange sub-folder

As a remote Harmony user, you need to mount the Harmony user exchange subfolder that was shared with you. You have likely received an email informing you that a system administrator has shared a folder with you.

- <u>Download</u> and install the Google Drive application on your home computer.
- Using the Google Drive web interface, find the Harmony user exchange subfolder that your system administrator has shared with you (under: "Shared with me").
- Right-click on the folder and select "Add a shortcut to My Drive".
- Right-click on the folder and select "specify that this folder needs to be accessible offline".

Once the above is completed, you should look into configuring <u>Producer Link to work remotely on a Harmony</u> <u>Database</u>.

- Exchange Cloud Folder/ for exchanging scene contents
- Cloud Assets folder for asset templates upload

Using Direct WebCC Connection

In this configuration, scenes are exported and imported by downloading or uploading directly from or to WebCC.

To use this configuration set Offline Scenes to Direct WebCC Connection along WebCC Url in <u>General</u> <u>Settings > Harmony Integration</u>.

Offline Scenes	Direct WebCC Connection
WebCC Url	Specify the url address of WebCC. This address must be accessible to the users working remotely, and it is highly recommended that it is used through a Virtual Private Network.

WebCC must be accessible to the remote users through a secure channel (VPN).

As the responsibility of transferring the files is WebCC's, it may require a more robust configuration to handle the additional load.

Exporting Scenes Offline

Once the setup for working remotely has been completed, the user has the possibility to initiate the exporting and opening of scenes directly from the Producer web interface. If needed, the local desktop application Producer Link will open automatically to assist the user in completing the appropriate operations.

The operation of exporting scenes from the Harmony Database can be combined with the actions of checking out the scene and opening it remotely. However, you may simply export scenes to prepare them for a later usage.

Scenes may be exported **explicitly**, by opening the **Export Offline dialog** from the **More** toolbar button of the Production, Assets, or Open Tasks page or from Producer Link. They may also be exported after clicking on the **Open In Harmony** button **a** after selecting a scene, if no up to date version of that scene is already present on the user's machine.

> NOTE

Before attempting to export a scene, please be sure that Producer Link is set up correctly. - See <u>Setting up the cloud exchange</u> and <u>Setting up Producer Link</u>.

Default Export Options

When exporting a scene offline from the Harmony database, some default options are used to select which elements should be exported. These options can be changed for the project from <u>General Settings > Harmony</u> <u>Integration > Offline Export Options</u> dropdown. These will be used when exporting a scene from the Open In Harmony button or from Producer Link.

By default, the following options are set:

- Stage
- Element
- Audio
- Timing
- Palette
- Scene Palette
- Other

Here is a detailed description of each of the options:

Option	Description
Annotation	The different drawings created while drawing in the Annotation columns.

Audio	The content of the Audio directory.
Element	The contents of the Element directories. (tvg drawings or other file format imported as Elements in Harmony)
Timing	The contents of the Timing directories.
	The *.xstage, *.aux and other files that are necessary to open the scene.
Stage	IMPORTANT This option should always be selected!
Palette	The PALETTE_List file. The Palette list is a file listing every palette used for the scene and their location on the browser.
Scene Palette	The palette-library of the scene level.
Job Palette	The palette-library from the job level. When you select the job level, the palette-library in lower-level directories will also be exported. Every exported job palette will be placed within the folder named palette-library available under sceneName > jobs > Digital.
	The palette-library from the environment level. When you select the environment level, the palette-library in lower-level directories will also be exported.
Env Palette	Every exported environment palette will be placed within the folder named palette-library available under sceneName > environments > Digital.
Library	Templates created at the selected levels.
Scene Library	Templates created at the scene level.
Job Library	Templates created at the job level.
Env Library	Templates created at the environment level.
Other	All other directories and files in the scene's data structure. For example, some studios will place within the scene folder their After Effect, Photoshop or Premiere project used for the scene.
	This also includes the scene's scripts folder, which contains assets' master controllers.

Outside Drawings If the Stage option is selected, it is possible to select the **Get Outside Drawings** option to copy drawings into the scene folder that is referred to by the Timing columns and their Element (Drawing) nodes.



IMPORTANT

Do not remove the Stage option as it would not be possible to open the scene afterwards.

These options may be overridden on a case by case basis from the Export Offline dialog (see below).

How to Export a Scene Offline from the Scene List

- 1. From the Production page, enter an environment by doing one of the following:
 - Select it from the Environment drop-down list
 - Double click on an Environment
- 2. Enter a job by doing one of the following:
 - Select it from the Job drop-down list
 - Double click on a Job
- 3. Highlight a scene (by clicking on it)

B	NOTE			
	At the	e moment, it is o	only possible to export	one scene at a time.
			ne (the one surrounded selected via their check	by blue lines) will be exported, regardless boxes.
		110_001	Cleanup Anim	
		110_002	Cleanup Anim	
		110_003	Rough Anim	

4. Click on the More button and select Export Offline.

Kure-En	vMain01 -	> KureJob01		• > .	All Scenes from Current	Job 👻		
Quick Sea	arch 🗸	▼ 2 0	+ Add Scenes	🕑 Write Notes	1 Upload Files	B Submit for Review	:	More 🛃
	Preview T			Tas	sks		/ 🖻	Save New View
		Layout	Setup	Anim	Comp		0	Show retired scenes
	NO	Standby -	Standby 👻	Standby 👻	Standby 👻	/	9	Show retired scenes
	PREVIEW	Unassigned 👻	Unassigned 👻	Unassigned 👻	Unassigned 👻	/		Activate scenes
		Layout	Setup	Anim	Comp			Shift Scenes
		Standby 👻	Standby 👻	Standby 👻	Standby 👻			
	PREVIEW	Unassigned 👻	Unassigned 👻	Unassigned 👻	Unassigned 👻		1	Import CSV
		Layout	Setup	Anim	Comp		1	Export CSV
	Layout	Standby -	Standby -	Standby -	Standby -		÷.	Delete scenes
		Unassigned -	Unassigned -	Unassigned -	Unassigned -		-	Delete scenes
		Layout	Setup	Anim	Comp		Ľ	Edit Tasks
	NO	Standby -	Standby -	Standby -	Standby -			
		Unassigned 👻	Unassigned -	Unassigned -	Unassigned -		0	Add Custom Fields
		Layout	Setup	Anim	Comp		ß	Synchronize with Harmo
	NO	Standby -	Standby -	Standby 👻	Standby -			
		Unassigned -	Unassigned 👻	Unassigned -	Unassigned -			Show synchronization log
								Export Offline

- 5. (Optional) Modify the export options to suit your needs.
- 6. Click on the Export button.

roducer Name	SceneName		
armony Name	Env: EnvironmentName	Job: JobName	Scene: SceneName
ptions			
Audio × Element ×	Timing × Stage × Palett	te × Scene Palette ×	•
Export Scene The selected scene will	be sent to Harmony for processing.		

How to Export a Scene Offline from the Asset List

1. From the Asset Manage page, Highlight an asset (by clicking on it).

NOTE

The asset must be synchronized with a Harmony Server.

At the moment, it is only possible to export one asset at a time.

The highlighted asset (the one surrounded by blue lines) will be exported, regardless of which assets are selected via their checkboxes.

- 2. Click on the More button and select Export Offline.
- 3. (Optional) Modify the export options to suit your needs.
- 4. Click on the Export button.

How to Export a Scene Offline from the Open Task

1. From the Open Tasks page, Highlight a scene by clicking on it.

If the scene is synchronized with Harmony, the "Export Offline" button will appear.

2. Click on the "Export Offline" button.

The Export Offline dialog appears.

- 3. (Optional) Modify the export options to suit your needs.
- 4. Click on the Export button.

Producer Name	SceneName		
larmony Name	Env: EnvironmentName	Job: JobName	Scene: SceneName
Options			
Audio × Elemen	t × Timing × Stage × Palet	te × Scene Palette ×	-
Export Scene			
The selected scene	will be sent to Harmony for processing.		

How to Modify the Export Options

When exporting a scene offline from the Harmony database, the user can select what should be exported along with the scene. The user can choose to add elements that may be exterior to the scene itself, such as an Environment Palette. Similarly, the user may decide that he does not need everything and choose to remove elements from the export.

By default, the export options set in <u>General Settings > Harmony Integration > Offline Export Options</u> will be used.

To add export options, click on the downward arrow at the end of the option lists to expand the dropdown and select all the options you want to add.

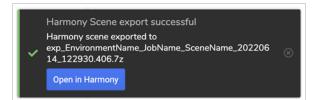
roducer Name	SceneName		
larmony Name	Env: EnvironmentName	Job: JobName	Scene: SceneName
ptions			
Audio × Element	X Timing X Stage X Palet	te X Scene Palette X	(
Export Scene			
-	ill be sent to Harmony for processing.		

To remove export options, click on the "x" next to it.

Producer Name	SceneName		
Harmony Name	Env: EnvironmentName	Job: JobName	Scene: SceneName
Options			
Audio × Eleme	ent X Timing X Stage X Palet	Scene Palette ×	•
Export Scene			
The selected scen	e will be sent to Harmony for processing.		

Analyzing the Outcome of an Export

A Successful export will result is this pop-up message, offering you to open the scene with Harmony:



More importantly, the **Notification Feed** will be updated.

Scene Export requested		Oct 20, 2023 11:56 AM	•
Export completed successfully The_Doll_102 / C08	Ľ	=	
Open in Harmony			

For an export to be successful, the following conditions must be met:

- WebCC service is running (in the studio).
- Scene, Job and Environment are synchronized.
- Producer Link's settings are properly set.
- The user is connected to the cloud storage application or can access WebCC directly.

Here is a list of the most common issues that could occur following the export of a scene.

1. Unfinished export

Until the export is completed, the export will show as "In Progress".

Scene Export requested	_	Oct 20, 2023 11:56 AM	•
Export completed successfully The_Doll_102 / C08	Ľ		
Open in Harmony			

It is normal that an export request takes time to be processed, especially for bigger scenes and if Harmony server is loaded.

Likely causes:

- a. Server is slow and takes time to process the request.
- b. Too many requests are being processed at the same time.
- c. WebCC service is not running
- d. WebCC service is not connected to the Producer queue

2. Failed Export

A failed export will show up as an error in the notification feed.

Close

Scene Export requested	Apr 5, 2024 6:49 AM	
Scene export error: AMQP_01 / AMQP_005	Unable to connect to the	
database 🖹		

Clicking on the (log) icon will display a log of the operation, including WebCC log:

og
E 14:49:45.191 DATABASE ERROR:
The database directory specified by \$USADB (/USA_DB)
is not accessible or is invalid.
(Unable to access /USA_DB/jobs)
Please contact the system/database administrator.
E 14:49:45.191 Could not connect to the database.

Likely causes:

- a. Scene, Job or Environment does not exist in Harmony Database
- b. Harmony Database not available
- c. Database Server (system) error: Disk full, Write permission error, ...

3. Successful Export, but the scene never opens

Likely causes:

- a. While using "Exchange Folder" synchronization mode: WebCC completed the export successfully, but the synchronization (uploading file to the cloud or downloading it to the remote) takes time or is stalled.
- b. The location of the exchange folder is not properly set on the server or user side.

Opening Offline Scenes

NOTE

Opening an offline scene requires installing and configuring <u>Producer Link</u>. Please refer to <u>Configuring Producer Link</u> and <u>Open Offline Scenes</u> sections.

There are multiple ways to open a Scene remotely.

- Open directly with the "Open in Harmony" button.
- Open a scene right after an export via the pop-up message.
- Open a scene later, using **Producer Link**. We describe a few scenarios here, please refer to <u>Producer</u> Link (Offline Scene) for more complete information.

All these methods will be discussed in detailed How-tos below. Whichever method you use, the <u>"Open</u> Offline Scene" dialog of Producer Link will be displayed.

How to open a Scene Directly with the "Open in Harmony" button

 If you have <u>configured your Producer Link</u> to "Open Scenes in Offline Mode", the "Open in Harmony" button will behave accordingly. If the scene has already been exported, it will open the default version of the latest export. If the scene has not yet been exported, it will proceed to export it right away and then, when it becomes available, it will unzip it and open the current version.

How to open a scene right after an export via the pop-up message.

As long as the pop-up message of a successful export is not closed, it is possible to open a scene from the Open in Harmony button available within the pop-up.

- 1. Export a scene offline.
- 2. Click on the Open in Harmony button available on the pop-up message or in the Notification Feed:

~	Harmony Scene export successful Harmony scene exported to exp_EnvironmentName_JobName_SceneName01_2022 021_133946.762.7z	\otimes
	Open in Harmony	



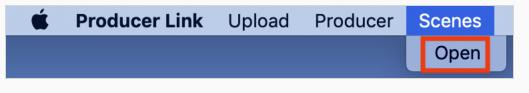
WARNING
 Producer displays this message when Harmony informs it that the export request has been processed. However, it might take a little while until the exported package is actually received in the user's exported Exchange folder.
 Clicking on this button before the export has been received will instruct Producer Link to wait for this export before opening the scene.

3. Open the scene from the Open Offline Scene dialog.

How to open a scene later, using Producer Link

At any time, the user can have access to his exported scenes within the Open Offline Scene dialog of Producer Link.

- 1. Launch Producer Link.
- 2. From the Top Menu, go to Scenes > Open.



The Producer Link Open Offline Scene dialog opens.

3. Open the scene from the Open Offline Scene dialog.

How to open a scene from the Open Offline Scene dialog

1. In the top section, click on the scene you want to open.

P Open Offline Scene				
Environment	Job	Scene	Ø	
Daredevil	Daredv_01	Daredv_01_001		
Daredevil	DDV_301	301_0010		
Environment: Daredevil Job: Daredv_01	Scene: Daredv_01_001 Current Version: 2 🔒 Checked	out by: sleroy		
i Export Date	Scene Path	Version Action	Delete	
✓ 2023/04/15 12:35:20	20230415_123520.851/Daredv_01/Daredv_01_001	2 - Daredv 01 001.v2 * V	≡*	
		Province to band in 114 Ch	and and Francisco at	
		Request checkin H Ch	eckout and Export *	

Once the scene is selected, the information regarding the export will be displayed in the lower section, allowing various possible actions depending on the status of the scene.

NOTE

If more than one export has been done for the selected scene, there will be multiple rows available in the lower section, the most recent export being listed at the top of the list.

2. Click on the button to unzip and open the file.

Environment	Job	Scene	
Daredevil	Daredv_01	Daredv_01_001	
Daredevil	DDV_301	301_0010	
Environment Daredevil Job: Daredv_01	Scene: Daredv_01_001 Current Version: 2 🔒 Checks	id out by: sleroy	
i Export Date	Scene Path	Version	Action Delete
			Action Delete
i Export Date	Scene Path	Version	
i Export Date	Scene Path	Version	
i Export Date	Scene Path	Version	
i Export Date	Scene Path	Version	

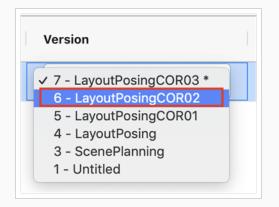
How to select a particular scene version

Just like Harmony, Producer Link will always show the current version by default. If you would like to open a different version, here is the procedure:

1. Click on the version drop-down.

Version	Action	Delete
7 - LayoutPosingCOR03 * 🛟	۵ 🖻	* * X

2. Select the scene version you would like to open.



NOTE

The current database version is indicated by an asterisk (*). The current version will be updated when the scene is uploaded back to the database.

How to check out a scene

There are 2 situations in which a user may want to check out a scene.

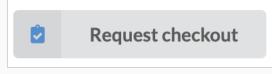
- A scene has already been exported but has not been checked out yet.
- The user is about to request a scene export and would like to check out the scene at the same time.

Both situations are handled in the "Open Offline Scene" dialog of Producer Link.

1. In the top section, click on the scene you want to check out.

Environment	Job	Scene		
Daredevil	Daredv_01	Daredv_01_001		
Daredevil	DDV_301	301_0010		
ivironment: Daredevil Job: Dare	dv_01 Scene: Daredv_01_001 Current Version: 2			
i Export Date	Scene Path	Version	Action	Delete
2 2xport bate				😑 🖬 🗙
 2023/04/15 12:35:20 	20230415_123520.851/Daredv_01/Daredv_01_001	2 - Daredv 01 001.v2 * ~ ~	2 🖻	

- 2. Choose one of 2 options:
 - Click on the "**Request checkout**" button to simply checkout the scene:



• Select "Checkout and Export" from the right-most dropdown button:

Export only		Export only	•
	Checkout and Export		
1	Export only		
1	H	Export only	•

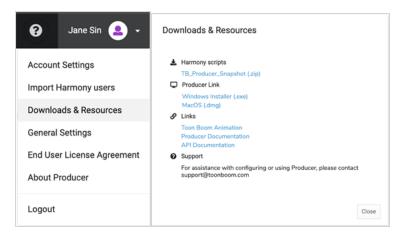
12	NOTE				
٢	lf an error occurs whil	e trying to check out the	scene, a warni	ng icon 🧕 will ar	opear
		ne. Hover over the icon to			-
	•••	Producer L	ink		
		Open Offline	e Scene		
	Environment	Job	Scene	lame01	Ø
	EnvironmentName	JobName	Scene		
	Environment: EnvironmentName	Job: JobName Scene: SceneName0			
	Exported Date Sc	ene Path	Version	Action Delete	
	2022/06/21 13:39:46 20	220621_133946.762/JobName/Scene	1 - Untitled *	+ 🕜 🖿 🖿	

If the scene was exported more than once, ev section. It will be important to look closely at the right one.		
Environment: EnvironmentName Job: JobName Scene: SceneName01 Exported Date Scene Path	0 Version	Action Delete
2022/06/22 16:39:35 20220622_163935.830/JobName/Scene	7 - LayoutPosingCOR03	C 🖴 🛋
	8 - Anim * 🔶	

Harmony Scripts

Producer offers a set of Harmony scripts which can be used to upload previews and update tasks status in Producer, as well as communicate with Harmony Database.

Those scripts can be downloaded from Producer's User Guide > Downloads & Resources top right menu.



The same scripts are used when working in Harmony Standalone or Database mode (both on site and remotely), with a few variations depending on the usage.

Once uncompressed	the downloader	t nackado containc	the following files
Unce uncompressed	, the downloaded	i packaye contains	ine following files.

README.md	A simple text file that shortly explains the package contents.
TB_Producer_SceneSnapshot.js	The main script to use when dealing with a Producer scene .
Scene_Snapshot_Light_Icon.png	A default (light) icon when setting a shortcut in Harmony for the scene snapshot script.
Scene_Snapshot_Dark_Icon.png	A default (dark) icon when setting a shortcut in Harmony for the scene snapshot script.
TB_Producer_AssetSnapshot.js	The main script to use when dealing with a Producer asset .
Asset_Snapshot_Light_Icon.png	A default (light) icon when setting a shortcut in Harmony for the asset snapshot script.
Asset_Snapshot_Dark_lcon.png	A default (dark) icon when setting a shortcut in Harmony for the asset snapshot script.
TB_Producer_Snapshot.ui	Defines the script layout (required by both Scene and Asset scripts).

TB_Producer_ BatchRenderSnapshot.js	A script used only on Harmony Database side when delegating the rendering and uploading the preview to Harmony render farm.
TB_Producer_SnapshotUtilities.js	A utility script (required by both Scene, Asset and Batch render scripts).
TB_Producer_NodeSnapshot.js	A utility script (required by both Scene, Asset and Batch render scripts).



NOTE

Producer Harmony scripts use Harmony's Scripting API whose documentation can be found in <u>Harmony User Guide</u> > <u>Scripting</u> section.

Harmony scripts locations can be found in <u>Harmony User Guide</u> > <u>Scripting</u> > <u>Creating Scripts</u> section.

Interface

Login

🔴 🌒 🌒 🛛 TB_Prodເ	ucer_AssetSnapshot v39
Producer Location	https://anim.producercloud.io/
Producer Username	slin
Producer Password	•••••
Ignore SSL Errors	
	Cancel OK

Producer Location	The main address of Producer website
Producer Username	Same username as in Producer Login
Producer Password	Same password as used in Producer
lgnore SSL Errors	Check only if connecting to an on-premise version of Producer, using self-signed certificates. Do not check if connecting to Producer Cloud.

NOTE

In order to successfully login to Producer from Harmony scripts, you'll need to first log into Producer's Web Interface from the same machine.

Main Dialog

The general layout of the main dialog is the same, whether we deal with a Producer **scene** or **asset**, or work on a Harmony **Standalone** or Harmony **Database** scene (connected directly to the Harmony Server or working remotely).

The following shows the general (and most complex) structure of the main dialog.

NOTE

Although Harmony only deals with **scenes**, one major difference between "scenes" and "assets" is that assets are bundled into **Harmony templates** placed in an **asset library** to be later imported into scenes.

Producer makes a clear distinction between **scenes** and **assets**, to facilitate this association via the assembly process.

TB_Producer_AssetSnapshot v39	Script Name and Version	🗧 🖶 🗧 👘 TB_Producer_SceneSnapshot v36
Upload Scene Project:	Producer Information	Upload Offline Scene Project: Main Project 💌
Asset Name: Daredv_01_001]	Environment: Daredevil Job: Daredv_01
Workspace: Asset Library Workspace Path: larmonySTA_Templates	Harmony Asset Template Information	Scene: Daredv_01_001
Upload Preview to Producer		Select Process: Layout
Select Process:	Producer Task Information	Hours Worked Today (optional)
Hours Worked Today (optional)		Hours:
Upload Scene to Harmony Database]	Upload and Update Database Scene Database Scene Partial Update
Upload and Update Database Scene Database Scene Partial Update Scene is checked out by sleroy Keep the scene checked out Checkin scene	— Harmony Database Working From Home Options —	Scene is checked out by sleroy Keep the scene checked out Checkin scene Exchange: monyExchange Change
Exchange: change/Daredevil Change	● Errors and Messages ●	Logout Cancel OK
Logout Cancel OK	• Submit	ogout Cancel and Close Submit
Logout Cancel and Close		-

- 1. Script name and version: identifies the script being run, and the version of that script:
 - TB_Producer_SceneSnapshot.js for Producer scenes
 - TB_Producer_AssetSnapshot.js for Producer assets
- 2. Producer Information

a. When dealing with Producer **scenes**, this section will show three separate fields for **Producer** environment, job and scene corresponding to the opened Harmony scene.

Harmony Database environment, job and scene must match Producer's to automatically match Harmony scene in Producer.

When dealing with a **Harmony Standalone** scene, the user will be required to enter Producer's environment, job and scene. These entries will be remembered next time the script is launched.

b. When dealing with Producer **assets**, this section will expose one field, prompting the user to enter Producer's corresponding **asset name**. The script will remember that asset name for the next time it is launched.

3. Harmony Template Information

This section is present when uploading assets using TB_Producer_AssetSnapshot script.

The user will be prompted to select a **workspace**, where the Harmony template (.tpl file) shall be saved.

NOTES

The list of workspaces is configured in <u>Producer Link Settings</u> screen. A location to a template library is expected to be present in all configurations, whether you're working with a Standalone, Server or Offline scene.

- 4. Producer Task Information: This section deals more specifically with updating Producer.
 - "Select Process" prompts the user for their assigned task process. A preview (snapshot) of the scene/asset will be generated and uploaded to Producer for that process.
 - (Optional) "Set status to" allows updating the task's status directly from the script
 - (Optional) "Render half resolution" allows generating the preview at half resolution, for faster rendering and previewing (as well as saving space) in Producer
 - (Optional) Work hours: Allows updating hours worked on that task. Work hours will be recorded for the current day.
- 5. Harmony Database Working From Home options will only be displayed when opening an offline (remote) Harmony Database scene.

- Upload and Update database scene: Check this option if you wish to upload your work to Harmony server. If left unchecked, only Producer will be updated with the preview snapshot and task status update.
- **Database scene partial update**: When selecting this option Harmony will compare local Harmony files to those that were downloaded offline, and only upload the changes to Harmony, resulting in a much faster upload.

IMPORTANT

This option is only available with Harmony \geq 22.0.3

Scene is checked out by: Will only be displayed if a scene is currently checked out. The two following options are only available if the scene is currently checked out by the current user.

- Keep the scene checked out
- Checkin scene

Exchange: This is the location to the Exchange folder (same as Producer Link > Settings > Cloud Exchange Folder). Harmony will create a compressed archive containing all scene artifacts to be updated in Harmony Database in a user specific folder, which WebCC will grab at the other end.

How Tos

Locating Harmony Scripts

For Harmony Standalone/Offline:

- Windows: C:\Users\[username]\AppData\Roaming\Toon Boom Animation\Toon Boom Harmony Premium\[version]-scripts
- macOS: /Users/[username]/Library/Preferences/Toon Boom Animation/Toon Boom Harmony Premium/[version]-scripts
- GNU/Linux: /home/[username]/Toon Boom Animation/Toon Boom Harmony Premium/[version]scripts

For Harmony Server, under the following hierarchy:

- User: /USA_DB/users/[username]/Harmony Premium/[version]-scripts
- Job: /USA_DB/jobs/[job_name]
- Environment: /USA_DB/environments/[environment name]
- Global: /USA_DB/scripts

יד דוף

Harmony Scripts locations can be found in Harmony User Guide > Scripting > Creating Scripts section .

Installing Producer Harmony Scripts

The following procedure applies to Harmony Standalone or Database modes alike.

In **Database mode**, it is possible to install the scripts at different levels (Global, environment, job, scene or user level). Installing the scripts at a global level will save Harmony users the trouble of installing the scripts themselves.

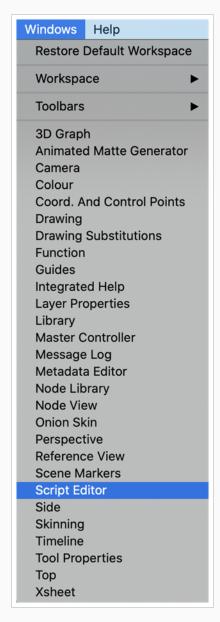
After downloading and uncompressing the scripts from Producer:

3

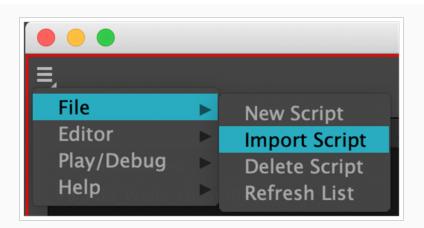
NOTE

An alternative method is to copy the scripts directly into their destination script folder as described in the <u>Updating Scripts</u> section below.

- 1. Open a scene in Harmony
- 2. In Harmony, under "Windows", open the "Script Editor".



3. In the Script Editor menu (top left), go to File > Import Script:



4. Browse to the decompressed scripts and import the six files.

💿 Down	loads 🗘	Q Search	
Name		Size	Kind
T	FB_Producer_Snapshot		Folder
	TB_Producer_AssetSnapshot.js	38 KB	JavaScsource
	TB_Producer_BatchRenderSnapshe	ot.js 8 KB	JavaScsource
	TB_Producer_NodeSnapshot.js	10 KB	JavaScsource
	TB_Producer_SceneSnapshot.js	40 KB	JavaScsource
	TB_Producer_Snapshot.ui	13 KB	Document
	TB_Producer_SnapshotUtilities.js	25 KB	JavaScsource
	🖻 README.md	757 bytes	Markdown
	🖻 Asset_Snapshot_Dark_Icon.png	726 bytes	PNG image
	Asset_Snapshot_Light_Icon.png	605 bytes	PNG image
	🗗 Scene_Snapshot_Dark_Icon.png	844 bytes	PNG image
	🖻 Scene_Snapshot_Light_lcon.png	769 bytes	PNG image
		Ca	ncel Open

NOTE

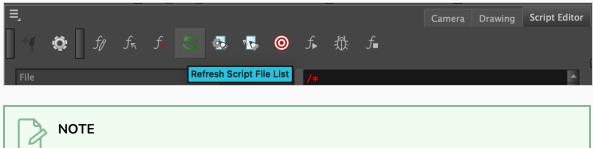
TB_Producer_BatchRenderSnapshot.js needs only be installed on Harmony server side.

You should answer "User" six times to the question "Where would you like to save ..."

Updating Scripts

If the Harmony scripts have to be updated, you can simply replace the old scripts with the updated ones.

- 1. Locate the scripts for your Harmony configuration (see Locating Harmony scripts)
- 2. Uncompress and copy the updated scripts to their destination folder in Harmony.
- 3. Click on the "Refresh Script File List" in the Script Editor tab.



Although Harmony offers an interface to delete scripts , it is not possible to delete all files, and it is therefore simpler to replace them directly and refresh.

Configuring Shortcuts

After installing Producer scripts, we can set up shortcuts for quick access using Harmony Scripting Toolbar.

1. Add the script toolbar

WindowsHelpRestore Default WorkspaceWorkspace	mony Scene: Funan FU_EP02
Toolbars 3D Graph Animated Matte Generator Camera Colour Coord. And Control Points Drawing Drawing Substitutions Function Guides Integrated Help Layer Properties Library Master Controller Message Log Metadata Editor Model Node Library Node View Onion Skin	Advanced Animation Art Layer Control Point Coordinate Deformation Display Easy Flipping Edit File Flip Game Game Skinning Mark Drawing Master Controller Mini Playback Node Caching Onion Skin Pen Settings Playback Scripting Shift and Trace

2. Add the TB_Producer_SceneSnapshot & TB_Producer_AssetSnapshot scripts.

Ś	Harmony Premium File Edit View Play Insert Scene Drawing Animation Windows Help
	Toon Boom Harmony Scene
1	- 🔚 🖆 🔄 - 🕆 🖻 🖆 🛛 Default 💽 📼 🔤 💠 💽 🗗 🎜 🏂 🤴 👘 🗢 🌫 📴
$f_{\mathbf{v}}$	∫f∎
	E 🔍 🔍 Kanager awa
×	Files Functions In Toolbar
1	MiniPlayback/configure.js TB_Producer_AssetSnapshot TB_Producer_SceneSnapshot in TE RigCacheToolbar/configure.js RigCacheToolbar/configure.js
ø	TB_NodeProducerSnapshot.js
2	TB_Producer_NodeSnapshot.js (TB_Producer_SceneSnapshot.js
1	TB_PushSnapshot.js TB_WebCC_Paste.js
T	TB_WebCC_Render.js TB_Add_Prefix_Or_Suffix.js
<u>.</u>	Execute TB_Producer_AssetSnapshot
^	Customize Icon
•	Customize Tooltip
%	
٩,	Cancel Apply OK
$\hat{\mathcal{Q}}_{\mathcal{P}}^{\mathcal{Q}}$	

3. Using the "Customize Icon" feature, upload the provided icons to easily distinguish the two scripts.

	Scripts Ma	inager	Opera	tions
Files	Q Functions	In Toolbar		
TB_Producer_Asset TB_Producer_Batchl TB_Producer_NodeS TB_Producer_Scene TB_Producer_Snaps	RenderSnapsho ^l Snapshot.js Snapshot.js	hot TB_Producer_SceneSnapsho TB_Producer_AssetSnapsho	ot in TB_Pro	≤ 🖄 🗣 🦓 ≤ <u>0</u> = 🕂 100
TB_Add_Prefix_Or_S TB_AlignAnyNodes	5u < > =	Downloads	Q Search	
TB_ColourOverride		Name	Size	Kind
TB_CompositionBui	ld producer_shared_demo	▼ 🛅 TB_Producer_Snapshot		Folder
TB_ConvertLegacyD	lei	README.md		
1	irlemieux	Asset_Snapshot_Dark_Icon.	png 726 bytes	PNG image
	H17 Demo V02	Asset_Snapshot_Light_Icon.		PNG image
Execute	Documents	Scene_Snapshot_Dark_Icon.		PNG image
	📕 Macintosh HD	Scene_Snapshot_Light_Icon		PNG image
Customize Icon		TB_Producer_Snapshot.zip		
	Ownloads 0	E producerLink (2).dmg		
Customize Tooltip	🛄 Desktop	IMG_9047.HEIC		
customize roomp	Recents		1,7 MB	
		Images (*.png *.xpm *.jpg *.svg)		
	New Folder Options		Ca	ncel Open

4. The scripts can now be launched from any scene by clicking on the appropriate icons.



After you have completed the work you had to do on a scene, it is now time to render it, submit it for approval, log the hours you spent on it and to push the result back to the server (when working with

Harmony Database). Fortunately, all of these operations can be combined in one, using the Harmony snapshot scripts.

After a standard login procedure, the user will be shown an upload dialog, whose options vary depending on the configuration (scene or asset, Harmony Standalone, Database or Remote), while still remaining very similar.

However, each scenario here will be addressed independently, so that you may refer to the specific case.

Logging In

When starting either TB_Producer_SceneSnapshot.js or TB_Producer_AssetSnapshot.js script, you will first need to login.

1. Log in to Producer **Web** interface.

This step is necessary to "register" your machine and allow Harmony Scripts to communicate with Producer.

- 2. Launch either TB_Producer_SceneSnapshot.js or TB_Producer_AssetSnapshot.js script.
- 3. When prompted, enter the address of Producer (eg: https://your-studio.producercloud.io), your Producer username and password, then click "OK"

You should now be logged in.



You will not be prompted again next time you open the scripts.

Uploading a Standalone Scene



NOTE

Ensure that a valid workspace has been set in Producer Link > Settings page to locate the standalone scene's path relative to that workspace.

1. Launch the TB_Producer_SceneSnapshot.js script, using the SceneSnapshot icon.



 In "Upload Standalone Scene" section, enter the Producer scene information (Project > Environment > Job > Scene), starting with the Project.

TB_Producer_SceneSnapshot v36	TB_Producer_SceneSnapshot v36
Upload Standalone Scene	Upload Standalone Scene
Project: Main Project 💌	Project: Main Project 👻
Environment:	Environment: Shojo
Job:	Job: The_Doll_102
Scene: 002	Scene: 002
Upload Preview to Producer Select Process: Select Process: Render Preview Movie at Half Resolution Hours Worked Today (optional)	Upload Preview to Producer Select Process: Anim • Set Status to: In Progress • Render Preview Movie at Half Resolution Hours Worked Today (optional) Hours: 4
Logout Cancel OK	Logout Cancel OK

NOTE

An error message will be displayed at the bottom of the dialog if the scene cannot be found at the project, environment, job or scene level, and every other field will be grayed out, e.g.:

Error: Main Project doesn't contain this scene!

Check the correct information in Producer.

These choices will be remembered the next time you open the scripts (after a successful upload).

3. "Upload Preview to Producer":

- a. Select the task process and (optionally) the new task status.
- b. (Optional) Select whether to render the preview at full or half resolution.
- 4. (Optional) Enter the number of hours worked on that scene (that day).

5. Click on the **OK** button.

The Create Preview progress bar appears.

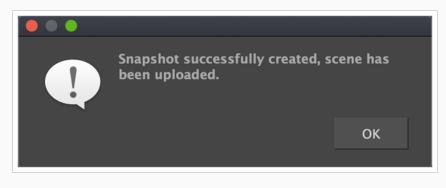
🛑 🌒 🌖 Creating	g Preview			
Rendering Preview Movie				
80%				
	Abort			

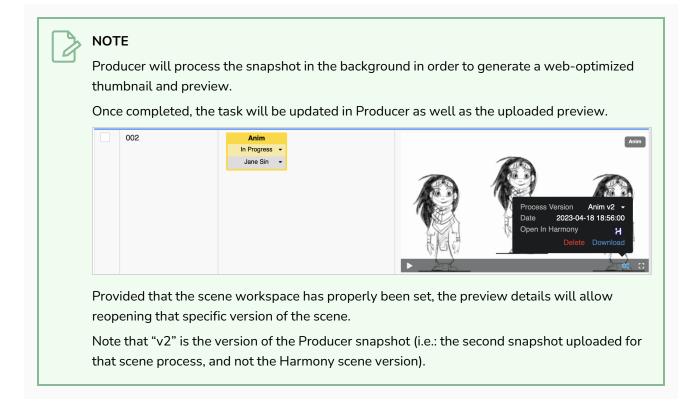
Once the render is completed, a movie preview opens and a dialog appears.

6. Click on **Upload** to send the snapshot (preview) to Producer.

Preview Confirmation							
Preview Opened.							
Continue with snapshot?							
Reopen Cancel Upload							

If the upload was successful, you will get a confirmation.



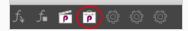


Uploading a Standalone Asset

NOTE

Ensure that a valid **workspace** has been set in Producer Link > Settings page to locate the path to the **standalone scene** relative to that workspace, as well as the path to the output **template library**.

1. Launch the TB_Producer_AssetSnapshot.js script, using the AssetSnapshot icon.



- 2. Login if necessary
- 3. In "**Upload Scene**" section, enter the Producer **asset** information (Project > Asset Name), starting with the Project.

Upload Scene	
Project: M	lain Project <
Asset Name: S	hark_BG
Generate Asset Te	mplate
Workspace:	assetLibrary 🔻
Workspace Path	es/Producer/library/assets
Select Process:	BG_Layout To Validate w Movie at Half Resolution
Hours Worked Too Hours: 3	
Logout	Cancel OK

NOTES

An error message will be displayed at the bottom of the dialog if the scene cannot be found at the project, environment, job or scene level, and every other field will be grayed out, e.g.: "Error: Main Project doesn't contain this asset!"

Check the correct information in Producer (Open Tasks or Assets page).

These choices will be remembered the next time you open the scripts (after a successful upload).

4. "Generate Asset Template": Select a workspace in the "Workspace" dropdown (The path to that workspace is indicated underneath.

- 5. Select the Task process and optional status, choose whether to render the preview at full or half resolution.
- 6. (optional) Enter the number of hours worked on that scene (that day).
- 7. Click on the **OK** button.

The Create Preview progress bar appears.

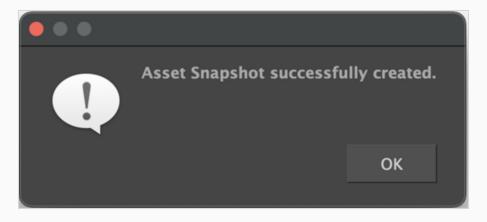
🛑 🌑 🌔 Creating Preview				
Rendering Preview Movie				
80%				
Abort				

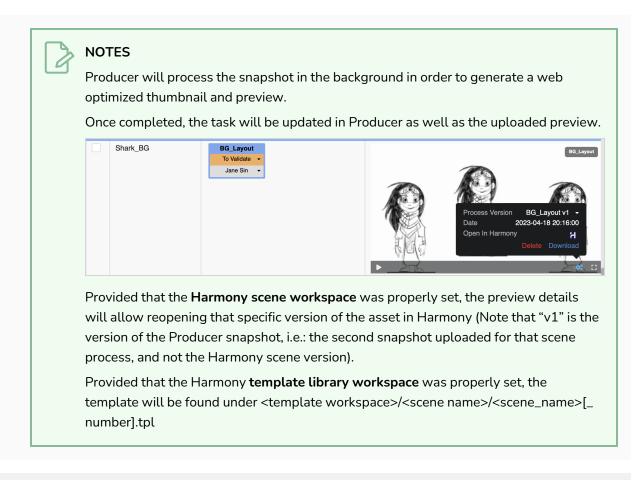
Once the render is completed, a movie preview opens and a dialog appears.

8. Click on **Upload** to send the snapshot (preview) to Producer.

Preview Confirmation							
Preview Opened.							
Continue with snapshot?							
Reopen Cancel Upload							

If the upload was successful, you will get a confirmation.





Uploading a Harmony Database Scene

IMPORTANT

When working directly with Harmony Database, scripts may be installed at a global level by an administrator. In such cases, users need to configure the shortcut icon directly. Ensure that a valid workspace has been set in the Producer Link > Settings page to locate the path to the **standalone scene** relative to that workspace, as well as the path to the output **template library**.

NOTE

When working directly with Harmony Database, scripts may be installed at a global level by an administrator, or at the user level by the users themselves..An error message will be displayed at the bottom of the dialog if the scene cannot be found at the project, environment, job or scene level, and every other field will be grayed out, e.g.: "Error: Main Project doesn't contain this asset!"

Check the correct information in Producer (Open Tasks or Assets page).

These choices will be remembered the next time you open the scripts (after a successful upload).

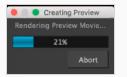
1. Launch the TB_Producer_SceneSnapshot.js script, using the SceneSnapshot icon.



2. In "**Upload Harmony Database Scene**" section, the Environment, Job and Scene should be automatically populated based on Harmony environment, job and scene

	nony Database Scene
Project:	Main Project
Environme	nt: Shojo
Job:	The_Doll_102
Scene:	C03
Render	Preview using Harmony Server
	Preview using Harmony Server Preview Movie at Half Resolution
🗹 Render	
🗹 Render	Preview Movie at Half Resolution
♥ Render Hours Worke	Preview Movie at Half Resolution

- 3. Set the Process and Status, as well as work hours
- 4. Choose whether to Render at full or half resolution
- 5. Click OK.
- 6. The Create Preview progress bar appears.

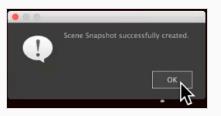


Once finished, the Preview Confirmation window opens.

7. Click Upload to send the snapshot (preview) to Producer.

Preview Confirmation							
Preview Opened.							
Continue with snapshot?							
Reopen Cancel Upload							

8. Harmony lets you know that your preview has been successfully created.



About "Render Preview using Harmony Server"

When this option is selected, a confirmation message will be displayed immediately after clicking OK (step 5).

Harmony will take care of rendering the scene preview, uploading the snapshot to Producer and updating the task's status and work hours.

This operation will be performed according to Harmony render queue priority and the user will not be notified of its completion.

Uploading a Harmony Database asset

1. In Harmony, make sure your Harmony snapshot scripts are installed and launch the TB_Producer_ AssetSnapshot script by clicking on its icon.



The TB_Producer_AssetSnapshot dialog box appears and you may be prompted to login to Producer if you are not already.

- 2. Complete the login to Producer if necessary.
- 3. In the TB_Producer_AssetSnapshot dialog box, from the Project drop-down menu, select the project in which you would like to create the template file.

Upload Harmony	/ Database	Asset	
Project:	Main Proje	ct	-
Asset Name:	Shark_BG		
Generate Asset ⁻	Template		
Workspace:	assetL	ibrary	-
Workspace Pat	h: om/US	SA_DB/libra	ry/assets
Select Process Set Status t Render Prev Kanner Prev Kanner Prev	o: To Valio	date Harmony Se	
Hours Worked T Hours:	oday (optic	onal)	
Logout		Cancel	ок

- 4. In the Asset Name field, type in the name of the asset.
- 5. In the Process drop-down, select the task/process for which you want to upload this preview of the template.
- 6. Click on the Set Status checkbox if you would like to set the status of the task/process. If you check this box, from the Set Status drop-down menu, select the status that you would like to update the status of the task/ process to.
- 7. In the Workspace field, select a workspace where the template (.tpl) for the current scene will be generated and stored. The workspace is defined in /USA_DB/workspace.json.

If no Workspace is specified, the template will be placed in /USA_DB/library/assets/env_name/job_ name/asset_name.

8. Click OK.

A template of the whole scene is generated in Harmony AND preview of the asset is pushed to Producer.

Uploading an Offline Scene

- 1. Follow steps 1 through 4 of Uploading an Harmony Database scene
- 2. Choose Harmony Upload Options
 - a. If the scene was checked out by the current user, choose whether to check it in
 - b. Choose whether to perform a full or partial scene upload.



NOTE

Partial upload will greatly improve the speed of the update, especially for bigger scenes. It is only available with Harmony 22.0.2 and over.

c. (Only the first time) Set up the exchange folder path by clicking on the Change button.



The exchange path is the same as the one setup within the Settings page of Producer Link.

3. Click OK

Uploading an Offline Asset

1. Follow steps for Uploading an Harmony Database asset



NOTE

Make sure that the workspace for the template is shared with Harmony Server..

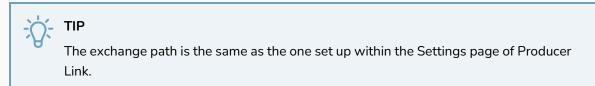
- 2. Choose Harmony Upload Options
 - a. If the scene was checked out by the current user, choose whether to check it in
 - b. Choose whether to perform a full or partial scene upload.



NOTE

Partial upload will greatly improve the speed of the update, especially for bigger scenes. It is only available with Harmony 22.0.2 and over.

c. (Only the first time) Set up the exchange folder path by clicking on the Change button.



3. Click OK

Chapter 10: Reviewing

Reviewing is the process of watching, reviewing, approving, and providing retakes to preview movies for scenes submitted by project collaborators after they have completed a task.

Project collaborators are able upload movie previews of the scenes they have worked on in Producer. By loading these movie previews into Producer's review tool, directors, supervisors, and other project administrators are able to do the following:

- Stitch the movie previews of several consecutive scenes into a sequence.
- Play these movie previews
- Stop at, or seek specific frames to examine them
- Add notes to the scene
- Draw annotations over frames in the scene, and add them as attachments to a note
- Approve a scene's task
- Send a scene's task for revisions (retakes)

To use the Review tool, you must create a review session. A session is essentially a container in which you can store a sequence of scenes. Opening the session will load the scenes into the Review tool and allow you to review and annotate them.

There are two types of session:

- **Temporary**: A review session that is created on the go as you send scenes to the review tool from the Production page. Each user can only have one temporary review session. If you already have a temporary review session, creating a new one will overwrite the old one.
- **Permanent**: A review session that is created in the Review tool before sending scenes to it from the Production page. These sessions typically have a specific purpose, such as reviewing the same segment of an episode as its completion progresses. You can create as many permanent review sessions as needed.

NOTE

Reviewing allows you to preview one or several scenes together and is typically used to approve the work of project collaborators on tasks or to send them for revisions. If you only wish to watch the preview movie for a single scene without actually reviewing it, you can play the preview movies for scenes from within the Production page.

Creating a Temporary Review Session

Temporary review sessions can be created directly from the Production page. Each user can have only one temporary review session at a time, and creating a new one will overwrite the previous one.

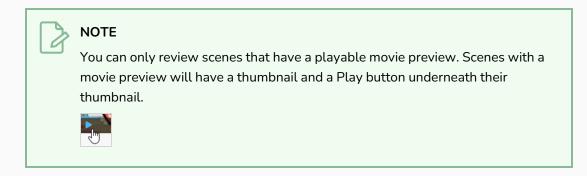
How to create a temporary session

1. Open the job in which you want to review one or more scenes.

The Scene list opens.

The BF	F's S01 •	The BFF's Ep101	-				
Quick Se	earch - T á	🗧 🛇 🕇 Add Scen	es 🛛 🖉 🔹 Write Notes	1 Upload Files	Review	I More	
•	 Scene Name 	Job Code	Preview :				
	BFFs_Ep103	TBA_JOB00002	Anim	Layout 2 Standby • Unassigned •	Setup 0.2 Standby • Unassigned •	Anim 2 Standby • Unassigned •	Comp 0.5 Standby Unassigned
	BFFs_Ep104	TBA_JOB00002		Layout 2 Standby · Unassigned ·	Setup 0.2 Standby • Unassigned •	Anim 2 Standby • Unassigned •	Comp 0.5 Standby Unassigned
	BFFs_Ep105	TBA_JOB00002	A. (7)	Layout 2 Standby • Unassigned •	Setup 0.2 Standby • Unassigned •	Anim 2 Standby - Unassigned -	Comp 0.5 Standby Unassigned

2. In the far-left column, enable the checkbox for each scene that you want to review.



3. In the toolbar above the scene list, select **Review**.



The Review dialog box opens.

6 objects selected			
Select Review Process :	ANIM	•	
Use Temporary Review Session	<temporary_session_ti< td=""><td>badmin></td><td></td></temporary_session_ti<>	badmin>	
Use Review Session :	test	•	

- 4. In the Select Review Process drop-down menu, select the process (task) that you wish to review. This list will change according to the type of workflow that was created.
- 5. Select the Use Temporary Review Session option.
- 6. Click Review Now.

A notification will appear in the bottom-right corner of the interface indicating that the session is ready.

7. Click on Open Review.



Creating a Permanent Review Session

You can create a review session from the Review page, then populate it with scenes from the Production page. You can create as many permanent review sessions as needed.

How to crea	ate a sess	ion						
1. In the t	op menu, se	elect Revie v	N.					
9	Production	Open Tasks	Assets 👻	Review	Reports	Views 👻	Settings	
2 In the t	oolbar at th	e top of the	Review n	age sele	ect Creat	e a Reviev	N	I

+ Create a review

The Create a Review dialog box opens.

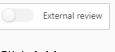
• Create a review	
Name*	
Name of the review	
Assignee	
Assignee	•
Restriction 0	
Unrestricted	•
Date*	
2020-08-14	ii
External review	
Cancel	✓ Add

- 3. In the Name field, name the review session.
- 4. In the Date field, select the pop-up calendar and the date at which you want the review session to take place.
- 5. In Assignee field, you can assign the review to a particular user.
- 6. In the Restriction field, select the type of restriction needed to limits the elements that can be added to this review.

Restriction ()	
Unrestricted	•
Unrestricted	
Scenes of a specific job	
Assets	

There are three options:

- Unrestricted: Anything can be added to the session.
- Scenes of a Specific Job: It can be limited to scenes of a specific job which opens more options (Job and Process).
- Assets: It can be limited to assets which opens one additional option (Process).
- 7. To allow external review, enable the **External Review** option. This is added as flag as there is no limitations while using it. It is useful for a client to easily search for reviews meant for them externally.



8. Click Add.



The session has now been created.

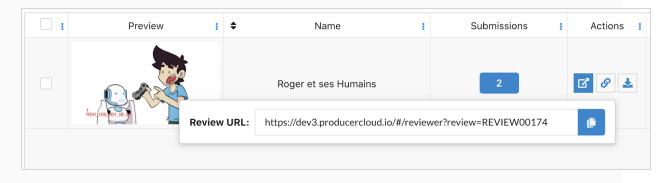
NOTE
Once your session is created, you must add scenes to it.

Sharing Review Session

After a review session has been created, you may want someone else to access it specifically. To do this, you will need to make sure the recipient has access to Producer. Please see section on Creating Users.

How to share a review session

- 1. In the Review List, under the of the Actions column, click *S* icon to generate a Review URL for the corresponding review session.
- 2. Click on the blue Copy icon to copy the displayed URL to the clipboard.
- 3. Send that URL to the remote user whom you would like to review this session.



Sending Scenes for Review

Once you have created a session, you can add scenes to be reviewed in it from the Production page. You can add scenes to new sessions, empty sessions, or to sessions that already have scenes in them.

How to add scenes to a session

1. Open the job in which you want to review one or more scenes.

The Scene list opens.

The BFF's S01	• >	The BFF's Ep101	•				
uick Search	- T	₽ 🛇 🕇 Add Scen	es 🛛 🖉 Write Notes	1 Upload File	s 🗉 Review	1 More	
: •	Scene Name	i 🗢 Job Code i	Preview :				
BFFs_E	p101	TBA_JOB00002		Layout 2 Standby • Unassigned •	Setup 0.2 Standby • Unassigned •	Anim 2 Standby • Unassigned •	Comp 0.5 Standby Unassigne
BFFs_E	p102	TBA_JOB00002	A S ^{him}	Layout 2 Standby • Unassigned •	Setup 0.2 Standby • Unassigned •	Anim 2 Standby • Unassigned •	Comp 0.5 Standby Unassigne
BFFs_E	p103	TBA_JOB00002		Layout 2 Standby - Unassigned -	Setup 0.2 Standby • Unassigned •	Anim 2 Standby - Unassigned -	Comp 0.5 Standby Unassigne
BFFs_E	p104	TBA_JOB00002		Layout 2 Standby • Unassigned •	Setup 0.2 Standby • Unassigned •	Anim 2 Standby • Unassigned •	Comp 0.5 Standby Unassigne

- 2. Enable the checkboxes on the far left column of the scenes you wish to review.
- 3. In the toolbar above the scene list, click **Review**.

The Review dialogue box opens.

1 object selected		
Select Review Process	Anim	•
Snapshot Option 🕚	Latest s	snapshot of selected process -
Override Temporary Revi	iew Session	<temporary_session_nwong></temporary_session_nwong>
Append to Temporary Re	view Session	<temporary_session_nwong></temporary_session_nwong>
O Use Review Session :		Review - Ep1 -

4. In the Select Review Process drop-down menu, select the process (task) that you want to review.

For example, if you want to review the work of a project collaborator on a scene's animation, select the process for "Animation".

- 5. In the Snapshot Option, choose whether you want to have the latest general snapshot or for the specific process that was selected.
 - Latest snapshot: Sends the most recent snapshot, regardless of the process.
 - Latest snapshot of selected process: Sends the most recent snapshot if available. Otherwise, it will use the latest snapshot regardless of process.
 - Latest snapshot of selected process exclusively: Sends only the most recent snapshot of the selected process and ignores all other snapshots.
- 6. You can then select where the snapshots will be added.
 - **Override Temporary Review Session**: The current user's temporary session will be deleted and the current selection will become the new content of the Temporary Session.
 - Append to Temporary Review Session: Add the snapshots to the end of the current user's temporary session.
 - Use Review Session: Choose an existing review session to send the snapshots to.

7. Click **Submit** to send the snapshots and stay on the current page or **Review Now** to go straight to the Review Tool.

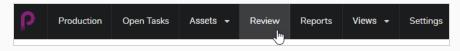
A notification appears in the bottom-right corner of the page indicating that the session is being updated. When the notification disappears, the session is ready for review.

Filtering a Review Session

If you have a lot of review sessions and you need to find a specific one, you can filter the sessions in the list using keywords from their descriptions. You can also choose to only view sessions of a certain type, or sessions within a specific range of dates.

How to filter sessions

1. In the top menu, click Review.



2. In the Review page, click the Toggle Search Panel **T** button at the top right of the page.

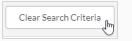
The Search Criteria panel opens.

Search Criteria Select filters to refine your search		
Restrictions	Environment	Job
Aof dot	Select an Environment •	Select a Job ·
Process	Assignee	
Select a Process	Select an Assignee •	
Is External? Is Locked? Is Closed?		
Date		
Start Date - End Date		
Clear Search Criteria		

3. Select one or many of the search criteria listed. The reviews will automatically populate at the bottom as you enter your criteria.

Quick Search • T 27 © + Create a review 1 More			
Search Criteria Select filters to refine your search			
Restrictions	Environment	Job	
Job	x The BFF's 501	x The BFF's Ep101	×
Process	Assignee 🚄		
Anim	× Toon Boom Admin	×	
Is External? Is Locked? Is Closed?			
Date # 2020-08-14+	- \		
Clear Search Criberia			
I Preview I V Name I Submis I Actions I	Et. I		
8FFs_101_Review 10> ☑ ▲			

4. To remove all of your search filters, click Clear Search Criteria at the bottom of the search panel.



All of the sessions are be displayed in the session list.

Editing a Review Session

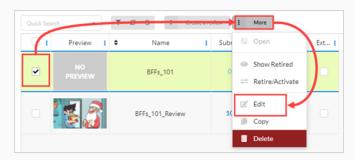
Once a session is created, you can edit its name, assignee, restriction, date and if the review is external.

How to edit a review session

1. In the top menu, click **Review**.



- 2. In the Review page, check the box on the far left for the review you wish to edit.
- 3. Select More > Edit.



The Edit Review window opens. You can change the name of the review, set or change an assignee, create a restriction, set a date as well as label External/Locked/Closed reviews.

	NOTE The External Review is a simple flag and is only used to help with s	search results.
ì		

Name*	
BFFs_101	
Assignee	
Assignee	
Restriction 0	
Unrestricted	
Date *	
2020-08-14	î
External review	
Locked review	
Closed review	

4. Click the **Edit** button at the bottom to save your changes.

A notification appears in the center of the page indicating that the changes are saved.



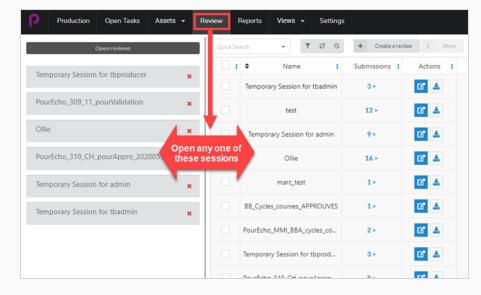
Opening a Review Session

Once a session has been created and filled with scenes, you can open it and play the preview movies for each scene in the session in a single video player. From the Review interface, you can add notes to scenes, draw annotations, approve scenes or send them for revision.

You can open multiple review sessions at once. Each session you open will appear in the Open reviews panel at the far left of the page.

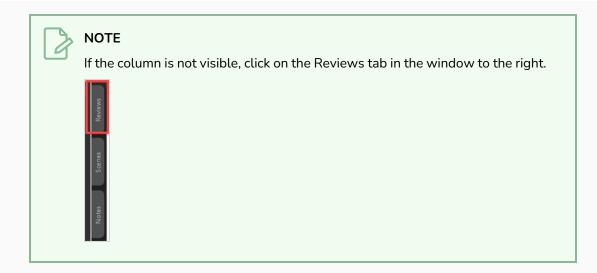
How to open and play a review session

- 1. In the top menu, click **Review**.
- 2. In the Review page, select a review session to open.



Once in a review session, a list of one or more reviews opens in the far left column. From here you can return to the All Reviews page.





3. Click on the video player to the right to start playing the movie. The movie will include all the scenes in the review session, stitched together in a single sequence.

c	
L	ろ
L	9
	_

NOTE

Movies can only be stitched together if their options/parameters all match (see Delivery section below).

- 4. While reviewing scenes, you can do the following:
 - To pause, resume, mute or adjust the volume of the video, or to skip to a specific part of the video, use the controls inside the video player. Space bar will also work to pause or resume your video.
 - If you want to instantly skip to the beginning of a specific scene, select that scene in the Scenes panel to the left.
 - To skip to the previous scene, click Show Previous Scene
 - To skip to the next scene, click Show Next Scene or press the Down key.
 - To go to a specific frame, pause the movie near the frame you want to see, then click Show Previous Frame or press the Left key to go back one frame, or click Show Next Frame or press the Right key to go forward one frame.
 - To hide or display the controls in the video player, click Video 💿 controls.
 - Click Maximize 🖸 to hide the Scenes and the Notes panel and expand the video player.
 - To enable or disable looping, click the Looping 5 button. When looping is enabled, the player will play the first scene from the beginning after reaching the end of the last scene.

Returning to the Session List and Switching Sessions

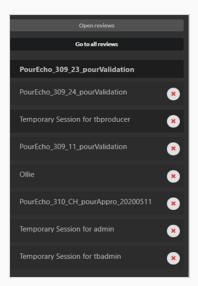
Once you have already opened a session, you can return to the session list using a number of ways.

How to return to the session list

- 1. Do one of the following:
 - From any page, in the top menu, click **Review**.
 - From the Review Session page, select any open review or any review that was created

Production Oper	n Tasks Assets 🗕	Review	Reports	views 👻	Settings		
Open rev	iews	Quick Se	sarch	• •	₽ 0	+ Create a rev	iew I More
Temporary Session for tbp	oroducer 🗙		¢	Name	I.	Submissions	Actions
			Temporary	Session for tb	admin	3 >	6 🛓
PourEcho_309_11_pourVa	lidation 🗙			test		12 >	6
Ollie	×			Session for a	admin	9>	6 7
PourEcho_310_CH_pourA		any one o sessions		Ollie		16 >	6 7
Temporary Session for ad	min ×			marc_test		1>	6 😤
Temporary Session for the	admin 🗙		BB_Cycles_c	ourses_APPR	OUVES	1>	6
			PourEcho_M	IMI_BBA_cycle	25_CO	2>	6
			Temporary S	ession for tbp	prod	3>	2 🕹
			DourEsho 2	10 CH naura		0.5	17 A

• Once in a review session, you can easily switch from one open review to another. On the far left of the page there should be a list of Open Reviews.



• If the list isn't visible, select the Reviews tab in the window to the right.



2. From here you can easily switch reviews by selecting the next open review in the column.

Removing Scenes from a Review Session

If you accidentally added extra scenes to a review session, you have the ability to remove them.

How to remove scenes from a review session

- 1. Make sure you are in the review session list to edit.
- 2. Select Go To All Reviews.
- 3. In the Column Selector on the far right, make sure that the Submission column is checked.

Go to all reviews

In the column, the number of Scenes/Snapshots that have been submitted appears.

4. Click on the Submission number.

The Submission window opens.

9	Production	Open Tasks	Assets	Review	Rep	orts Views - Settings				The BFF's	• admin 😩 •
	Open revi	iews		ck Search	*	Ψ Ø ⊗ + Create ar	eview I b	lore			
Те	mporary Session	n for		I Previ	ew I	Name	Submis I	Actions	Ext I	1	 Selector Preview
	in_Director	1	•	ه .	Ş.,	Director_Notes	3>	₫ 🛓	D		Code Name Date
			C	. ھ	\$	Temporary Session for Dan	3>	€ ₹			Assignee Restriction Job Process
			C			Temporary Session for tbad	1>	6 7			Locked Closed External Submissions
			C		2	Bffs_Director_Review	10 >	₫ ±			Actions
			C	8-1		BFFs_Anim_Rev	6>	6 7			

In the Submission window, all the snapshots/scenes for the current review are displayed.

5. Select one or more you wish to delete and then click Delete Submissions.

ick Se	arch •		0	≛ Do	vnload	a Delete Subr	hissions					
-	Preview	-	C	ode	¢	Snapshot Code	For	1	Act	Process	1	Date
2		5	SUBMISS	ION0002	5 SN	APSHOT0000257	BFFs_Ep101		₹	Anim		2020-08-1 12:58:59
	<u>ب</u> ر ب					APSHOT0000257	BFFs_Ep102		Ł	Anim		2020-08-1 12:58:59
	Sel			or mo	_	IAPSHOT00002577	BFFs_Ep103			Anim		2020-08-1 12:58:59
•			SUBMISS	ION0002	9 SN	IAPSHOT00002578	BFFs_Ep104		Ł	Anim		2020-08-1 12:58:59
	A.		SUBMISS	ION0003) SN	APSHOT00002579	BFFs_Ep105		Ł	Anim		2020-08-1 12:58:59
												Close

This will not delete the scene from Producer.

262

Deleting a Review Session

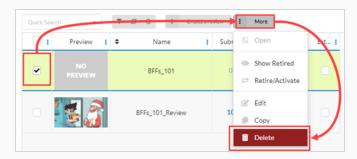
Deleting a session will permanently erase it and it will not be accessible again.

NOTE

Deleting a review session will not delete any of its scenes, nor will it delete any of the attachments or notes created within the session or undo any of the task status changes done within the session.

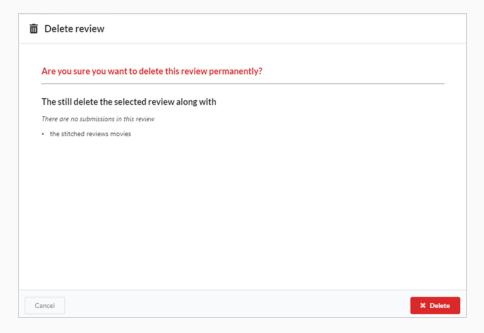
How to delete review sessions

- 1. In the top menu, click **Review**.
- 2. In the Review page, check the box on the far left for the review you wish to edit.
- 3. Select More > Delete.



A confirmation prompt opens.

4. In the confirmation prompt, click **Delete**.



A notification appears indicating that the item is being removed from the session.

> Review deleted successfully

Playing Preview Movies

You can view the preview movie for any environment, job, scene, or asset in the preview column for that item.

How to play a preview movie

- 1. Open the job containing the scene you want to preview.
- 2. Do one of the following:
 - To play the scene's preview movie within its thumbnail in the Production page, click on the Play button below its thumbnail.
 - To pause the movie within the thumbnail, click on the Stop 🔳 button.
 - To watch the preview for an item, click on the Play button, or click in the video player to play the movie.
 - Press the Stop button or the spacebar to start the movie from the beginning.
 - To open the preview movie for a scene in high resolution, click on the Expand 🖸 button below its thumbnail. The preview movie will open in a new tab.

Adding a Note to a Scene in a Review Session

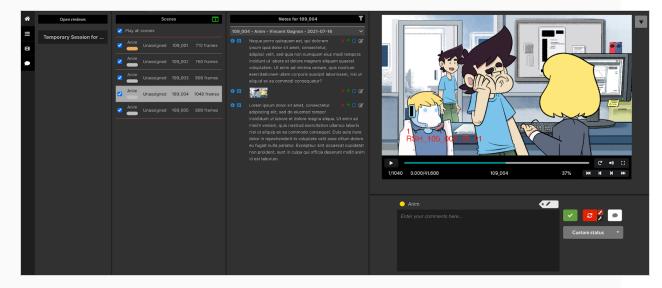
Notes can be added to scenes in a review session to make comments and suggestions, request corrections, point out details or otherwise communicate important information about a scene to project collaborators.

NOTE

- Scene notes can also be added and viewed in both the Production page and in the My Tasks page.
- It is also possible to draw annotations over a frame in a scene and attach it to a note.

How to add notes to a scene in a review session

1. Open the review session containing the scene you wish to review. There can be 4 different columns open.



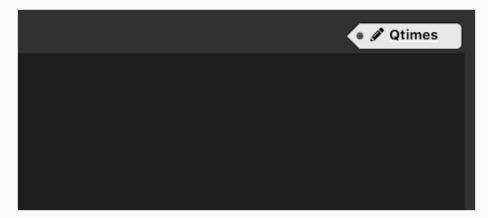
2. In the Scenes column, select the scene to which you want to add a note or scroll horizontally in the Timeline below the preview area, select the exact frame where you want to add a comment.

		Scenes		Π
✓	Play all scenes			
✓	BFFs_Ep103		900 frames	36.000 sec
	BFFs_Ep104		1040 frames	41.704 sec
✓	BFFs_Ep105	1 a a a a a a a a a a a a a a a a a a a	900 frames	36.131 sec
✓	BFFs_Ep106	<u>.</u>	600 frames	24.103 sec

3. If you want to leave a note for a different process than the pre-selected process of this review, select a new process by clicking on the coloured pill, above the comment box, on the left.

NOTE This step	p is OPTIONAL.		
 Layout Setup Anim Comp 	ents here		

4. On the top right of the comment box, you may want to edit the "Note Tag". This tag allows you to later arrange notes per review session. For example, all of today's review sessions notes can be tagged with "Retake 1".



5. Type your note in the comment box.

😑 Anim	• 🖋 RTK 1		
Enter your comments he	ere	 Ø 	,
		Custom status	Ţ

There are 4 options to register your comment:

- Approve Scene: Sets the scene review process to Approved in Producer and logs your comment with the approval.
- Save Note as a Comment: Your note will appear as a comment in the context of the current process.
- **Revise Note**: This will set the scene review process to Retake (or Revise) and will save your note as the explanation.
 - Optional: You can check the brush to mark an "Artistic Retake" or the wrench to mark a "Technical Retake" (or both).

• **Custom status** • Set a Custom Status: Select a custom status using the down arrow. Once the desired status is displayed, click on it to set the review process of the scene to this status and save your comment along.

Drawing Annotations While Reviewing Scenes

The Review tool allows you to freeze on a specific frame in the preview movie, draw annotations over it using a variety of drawing tools, then add this annotation to the scene, as a note.

An annotation is added to a scene as an attachment to a note. They can be viewed from the Review page as well as Production and My Task pages by opening the note attachment.

How to draw annotations

- 1. Open the review session containing the scene you wish to review.
- 2. In the Scenes column, select the scene to which you want to add a note.
- 3. Go to the exact frame to which you want to add an annotation by doing one or several of the following:
 - Play the video up until it is at the right frame, then pause it.
 - To fast forward to the frame you want to annotate, click and drag on the play head and release it when it is at the right frame.
 - To go back one frame, click the Show Previous Frame 🚺 button under the video player or press the Left key.
 - To go forward one frame or click the Show Next Frame ► button under the video player or press the Right key.

NOTE

For the keyboard shortcuts to work with the video player, you must click inside the Review tool, but outside of the video player.

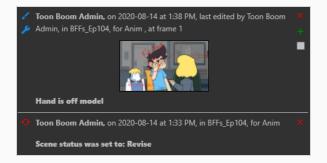
4. In the top right, click the Display drawing toolbar 🔻 button.

The drawing toolbar appears.

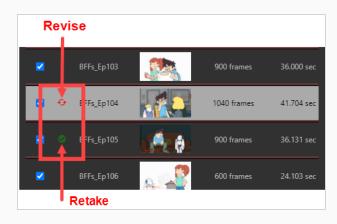
- 5. You can use the following tools in the drawing toolbar to draw over the frame:
 - Use the Pen 🖍 tool to draw on the frame.
 - Use the Arrow 🦻 tool to draw arrows.
 - Use the Box D tool to draw rectangles and boxes.
 - Use the Straight Line tool to draw straight lines.
 - Use the Erase 🛷 tool to erase any drawings..
 - Set the Set Drawing Colour 🔹 tool to change the colour of your drawing tool.

- Use the Undo Last Drawing 🛌 tool to undo the last drawing stroke.
- Use the Redo Last Drawing 🗢 tool to redo the last stroke you undid.
- Use the Clear All Strokes × tool to clear all drawings
- 6. In the Review process drop-down below the preview area, ensure the process for which you want to add an annotation to is selected.
- 7. Do one of the following:
 - To only add your annotation to the scene without approving it or sending it for revision, click the Save Note
 button.
 - To add the annotation to the scene and send it for revision, click the Revise Scene
 button.
 - To add the annotation to the scene and approve it, click the Approve Scene
 button.

The note and its annotation will appear in the Notes column in the middle, near the top.



If you approved the scene or sent it for revisions, an extra note will appear in the Notes column indicating so. The icon next to the scene in the Scenes list will also change to represent its current status.



Sending a Scene in a Session for Revision

When reviewing a scene in a review session, you can send it back to the project collaborator who worked on it to request revisions. You can add a note to specify which revisions are requested, draw annotations over a specific frame in the scene to visually indicate what kind of revisions are needed, or both. You can also indicate whether the requested revisions are technical or artistic.



NOTE: Adding a note or an annotation is required to send a scene for revisions.

How to send a scene for revisions with a text note

- 1. Open the review session containing the scene you wish to review.
- 2. In the Scenes column, select the scene that you want to send back for revisions.
- 3. In the Enter your comments here text box, type in the content of your note.

NOTE You must include a note or annotation drawing when sending sessions for revision.

- 4. Click Revise scene 6 to send the scene for revisions.
- 5. In the Select the type of revision dialog, choose whether the note is Regular, Artistic, Technical, or Both.

The status of the scene's current process is set to Retake. The note appears in the Notes column. In the Scenes column, two curved red arrows appear on the left of the scene.

Approving a Scene in a Session

Once a scene has been reviewed and any notes have been implemented, it can be approved.

How to approve scenes

- 1. Open the review session containing the scene you wish to review.
- 2. In the Scenes column, select the scene that you want to approve.
- 3. If you want to add a note while approving the scene, type in the content of your note in the Enter your comments here text box.
- 4. Click Approve Scene **v** to approve the scene.

The approval note appears in the Notes column. In the Scenes column, a green checkmark appears on the left of the scene.

Viewing Notes in a Review Session

In the Review page, you can choose whether to view all notes for the items in a session at once, or to only see the notes for the scene currently highlighted in the Scenes list. Notes are listed from newest to oldest.

How to view notes for all the scenes in a review session
 View the session whose notes you wish to view
 Demonstration of the set of the se

- 2. Do one of the following:
 - In the Notes column, click the Filter button. In the drop-down menu, click For all scenes.

Notes for all scenes	۲
Toon Boom Admin, on 2020-08-14 at BFFs_Ep104, for Anim	 ✓ To Moderate ✓ Contested ✓ Open
Scene status was set to: Revise	Closed
Toon Boom Admin, on 2020-08-14 at BFFs_Ep104, for Anim	For current scene For all scenes

• Click the title of the Notes list.

Only notes for all session items will be visible.

How to view only notes for the current scene in a review session

- 1. To return to only viewing notes for one item at a time, do one of the following:
 - In the Notes column, click the Filter button. In the drop-down menu, click For current scene.



• Click the title of the Notes list.

Only the notes for the current item will be visible again.

Moderating Notes

For this to work, a user must be tagged as a Moderator and another as a Moderated Person by the administrator. As a Moderated Person, their notes will not reach the general public in the production immediately. They will have to go through a Moderator(s) in order for their notes to get to the rest of the production. This is a safeguard for all involved.

Once the Moderators and the Moderated are in place, notes from the moderated will have to be screened by the moderators of the production.

How to moderate directors notes

- 1. To add a user as a Moderator or Moderated Person, in the main menu, select **Settings**.
- 2. In the Settings tab, select **Security**.

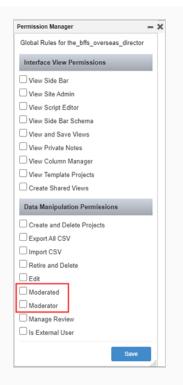
Secur	ity						
				Security			
		Project Security	Link Security	Gear Menu Security	sType Secur	ity Process Securit	
		61			8	1 2	Global Rules is where the
		Project security determines which project each group can see.	Link security determines which side bar links are visibl to each group.	Gear Menu security determines which gear me items each group can see	sType security pro- level security for a	vides low Il items. Process security prov level security for processes.	proforonoon are not
		x.					
		+ Q. Al heres found *	₩.			Dan Director will be	
Ĵ	Project Code	Name	Description	Access Level	User Assign	the Moderated Person, You can	Global Rules
^						have more than one in this group.	×
6		the_bfb_layout	Layout	min	â	BG_Bob Rg_Joe anim ttadmin ttadmin ttarred	× × × × × ×
6	the_bffs	the_bffs_overseas_director			-	Dan_Director	≥ ≮
	tw_bfs	the_bffs_production_coordinator		These users will be selected as the Moderators		Admin, Adrian Supervisor_Sal Supervisor_Sam admin athenin	× × × ×
*	the_bffs	the_bffs_rigger	Rigger	min	۵.	admin_Adrian	×

- 3. Find the group in the production you wish to be the Moderator or the Moderated.
- 4. If you need to add or subtract names from those groups, in the User Assign tab, select the User 🚴 icon .

The Assign Users to Group dialog box opens.

- 5. Use the check box to add or remove users from the associated group, the click Save.
- 6. In the Global Rules column, select the Edit \geqslant icon.

The Permissions Manager dialog box opens.



- 7. In the Data Manipulation Permissions section, check the Moderator and Moderated checkboxes.
- 8. Click Save.

Now whenever a Moderated person writes a note—see <u>Writing Notes</u>, the status To Moderate is added within the note. The Moderated has the ability to edit their notes.

Somes Paged scene ● B/L (p.01) ● B/L (p.02) ●	Deriversite, on 2020 of 24 at 2120 Mg, tair addret by Gan Derector, on 120 of 24 at 2120 Mg, tair addret by Gan Derector, on 120 of 24 at 2120 Mg, tair addret by Gan Derector, on 120 of 24 at 2121 Mg, et BFL, [p102; for Anno. 4 a	The test	Notes can also be edited
	A defaux defaux, ao 2020 50 do 21 do 21 30 MJ, en 1977; fight22	1/100 EFFs.19402	X Canda Candian

The To Moderate Status also appears in the Notes column of the Open Tasks tab for any user designated as a Moderator.

9	Production	Open Tasks	ssets - Review	w Reports	Views - Settings		The BFF's - Adrian Admin 🖭 -
	learch -	▼ 2 0	± uploation	0 800	Work Hours		Moderator
	Preview	Related Item	Task T	Priority		Notes	Mour
	1	BFFs_Ep101	Anim 2 05/25 - 05/31 Pending = Adrian Admin =	4	Add a nole I Dee Line Director Lest ested by Cae_Director 2005-05-24 1250: Fix Eye Director	To Moderate	•
		BFFs_Ep102	Anim 2 08/25 - 08/31 Revise	4	Add a note Anim Dan Director 2020-00-24 (2:51:04 To Moderate Lipsync is off 1/2 way through, please fix.	will appear in Open Tasks of the moderator	8
			Adrian Admin +		 Adrian Admin 2020-06-20 14:39:21 Open O Fix the robot's face, it's off model 		0

How to view and moderate notes

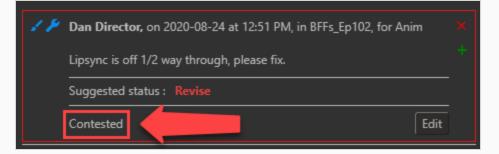
- 1. In the main menu, select **Review**.
- 2. In the Review tab, in the Open Reviews section, select a review.

In the Notes for [scene name] section, the notes to moderate are displayed. The notes are marked in Orange.

By default you will be able to see one scene at a time. To see all scenes to moderate in this review session, click on the green **Filter notes displayed** icon and select **For all scenes**.

Notes for all scenes	
Confirm suggestions	
Dan Director, on 2020-08-24 at 12:50 PM, last edited by Dan Director, in BFFs_Ep101, for Anim, at frame 63	
Fix Eye Direction 	
To Moderate Contest Edit Confirm	
Dan Director, on 2020-08-24 at 12:51 PM, in BFFs_Ep102, for Anim	
Lipsync is off 1/2 way through, please fix.	
Suggested status : Revise	
To Moderate Contest Edit Confirm	

- 3. Select one of 3 options:
 - **Contest**, if a note is contested, it will NOT appear in Open Tasks of the Moderated person, but will appear in the Notes in the review session.
 - Edit, if a note is contested, click on Edit to place a note as to why.



• **Confirm**, if a note is approved it will appear in full view of the production.

Alternatively, if you as the Moderator agree with all notes, click on the Confirm Suggestions button to confirm all.

If there is a contested note, the Confirm Uncontested Suggestions Confirm uncontested suggestions button appears.

Anyone who is not a moderator will not see any notes from the Moderated UNTIL they are approved by the Moderators.

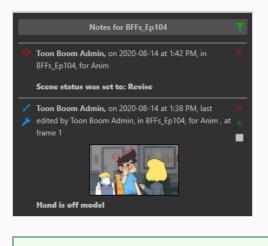
Closing and Reopening Notes in the Review Session

When a note is created, its status is set to Open. Notes can be closed to indicate that they have been acknowledged or tended to, and they can be reopened to indicate that they need further attention.

To avoid cluttering the Notes column, notes that have been closed are hidden by default. It is possible to display them so that they can be viewed reopened if needed.

How to close a note

- 1. Open the review session containing the scenes for which you want to close or reopen notes.
- 2. Do one of the following to display the note you want to close:
- 3. In the Scenes column, select the scene containing the note you want to close.
- 4. Make the Notes column display the notes for all the scenes in the review session.
- 5. In the Notes column, find the note you wish to close.



NOTE All new notes are Open by default.

6. To close an open note, check the checkbox in its bottom-right corner.

The status of the note is be set to Closed. Unless you enabled displaying closed notes in the Notes column, it will disappear from the Notes column.

How to reopen a note

- 1. Open the review session containing the scene for which you want to reopen a note.
- 2. In the Notes column, click the **Search** button.

3. In the drop-down menu, make sure **Closed** is checked.



Closed notes appear in the notes list.

- 4. Do one of the following to display the note you want to reopen:
 - In the Scenes column, select the scene containing the note you want to close.
 - Make the Notes column display the notes for all the scenes in the review session.
- 5. Find the note you wish to reopen.
- 6. To open a closed note, check the checkbox in its bottom-right corner.

The note will now be 🔲 Open.

- 7. To hide the other closed notes, click the Filter **button** again.
- 8. In the drop-down menu, uncheck the checkbox next to Closed.



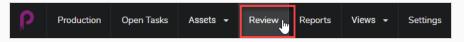
All closed notes will now be hidden from view.

Downloading Reviews

Producer gives you the ability to download the reviews on your local machine.

How to download reviews

1. In the top menu, select **Review**.



You will then see Open Reviews, Names of the Reviews and Open Submissions.

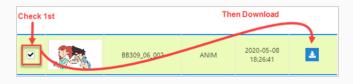
Names of	the re	eviews				Ор	en Submissio	^m 1		
Open reviews		Quick Search	- T D S + Create a review	More						1
Sweet AJ			Name	Restriction	ø Job	Process	Assignee 1	Submissions	Actions I	
	×		BBA - Corentin	Job	683 > 309	POSING	Corentin Hunter	5>	64 🔺	
B8_Cycles_courses_APPROUVES	*		BB_CH_APPROUVES_20200430	Asset		RIGG		42 >	64	
PourEcho_309_10_pourValidation	*		88_Cycles_courses_APPROUVES					1)	64	
PourEcho_309_02_pourValidation			B8_Cycles_marches_APPROUVES_20200430					35	61 🔺	
PourEcho_309_03_pourValidation	×		Olie	doL				23.>	64 🔺	
<u>†</u>			PourEcho_309_02_pourValidation					21 >	64 🔺	
List of Open Reviews			PourEcho_309_03_pourValidation					10	64 🔺	
			PourEcho_309_04_pourValidation					13.5	61 🔺	

2. To view a submission, click on the number in the submission column.

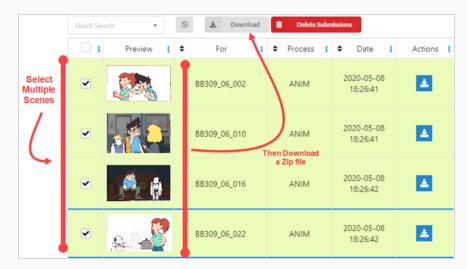
The Submission window opens.

Quick Sea	arch -	S 🛓 Download	📋 🛛 Delete Subn	nissions		C
	Preview 🚦 🕈	For I	Process	♦ Date I	Act I	
		BB309_06_002	ANIM	2020-05-08 18:26:41		
		BB309_06_010	ANIM	2020-05-08 18:26:41	Ł	
		BB309_06_016	ANIM	2020-05-08 18:26:42	Ł	
		BB309_06_022	ANIM	2020-05-08	*	

3. You can now download individual reviews by clicking on the check box on the far left and then on the blue button in the Actions column. You may select as many check boxes as you like but you must select each download button to download individually.



4. You can also download multiple scenes at the same time into a Zip folder. Select all the scenes you wish to download and then click on the Download button above the entries.



5. If you wish to download a full review with all the videos stitched together, select the review you wish to open from either the Open Reviews area or by selecting the Open Review 🗹 button from the Actions column.

A new window opens.

6. In the Scenes area, check the select all boxes or select the individual videos you wish to have stitched together.

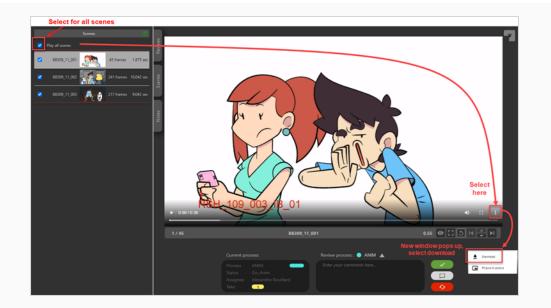


7. In the Play window, select the more options button to the bottom right of the screen.



A new window opens.

8. Select Download.



NOTE

X

If there are red lines separating the videos, there was a problem stitching the videos together. It could have be cause by a number problems, ie: video codec, audio codec, fps, timebase, aspect ratio.



Chapter 11: Importing from Storyboard Pro

This procedure will allow you to create all the scenes in Producer and import the animatic and meta-data directly from Storyboard Pro.

Importing from Storyboard Pro

This section explains how to export data from Storyboard Pro and import it in Producer.

This is a 2-step procedure:

- Exporting scenes metadata and animatic from a Storyboard Pro project
- Importing these scenes and animatics into Producer using Producer Link (see Installing Producer Link)

How to export data from Storyboard Pro

There are 3 steps to export your data:

- Add leading Zeros
- Export CSV from Storyboard Pro
- Export Movie files from Storyboard Pro

Add leading Zeros

- 1. Go to Preferences > Naming tab, select Automatically Add leading Zeros.
 - In Storyboard Pro, make sure your scenes are named with leading zeros (for example: 01, 02, 03 or 001, 002, 003 and not simply 1, 2, 3)
 - Enter the Minimum Number of Characters.

		S Preferences									
Preference	set: Set:	tandard			Load Save						
General	Project	Settings	Naming	Colours	Global UI	Camera	Tools	Import/Export	Pitch Mode	Playback	yback Advanced
Sce	ne Name										
	🗹 Auto	matically A	dd Leading	g Zeros				Minimum Numb	er of Characte	rs 3	2
	Incre	ment name	e by 10	A V				Resolution Suffi	×	Auto	•
				ж							

• In the Top menu, click Storyboard and select Rename Scene.

New name: 001		c	
Renaming Rule fo	or Subsequent	Scene	
Renumber Scen	es		-
🗌 Reset Panel N	lame		
Renumbered Scei	ne Names		
Current Name	New Name	Locked	- 61
RR_SC_01 RR_SC_02	001 002		- 11
RR_SC_02 RR_SC_03			
RR_SC_04	004		
RR_SC_05	005		
Do not show this	is dialog auton	natically	
		Cancel	ОК
		Cancer	UK

• Save your SBP project.

Export CSV from Storyboard Pro

- 1. From Storyboard Pro, choose File / Export / CSV
- 2. Uncheck the "Transitions" option
- 3. Click Export

CSV Export Optic					
Encoding:	UTF-8				•
Field Separator	Comma				•
Include Pan Include Cap Include Cap Include Can Include Can	el Names Isitions Ie Frame Number el Frame Number tions ich Text Formattin Iera Information	g			
o All					
Selected Sce	enes				
Current Sce					

Export Movie files from Storyboard Pro

- 1. From Storyboard Pro, choose File / Export / Movie
- 2. Fill in the Destination Path
- 3. Leave the File Pattern field blank
- 4. In One Clip field, select per Scene from the drop-down list
- 5. Click Export

	S Export to Movie		
Destination Path			
/Users/toonbo	om/SBP_Movie_Export	1	
File Pattern			1
Export Movie Forr	nat		
Movie Format:	H.264/MPEG-4 (*.mov)	•	
Transparent		Movie Options	
Resolution:	Half Size (960 x 540)	•	
Colour Space:			
One Clip:	per Scene	•	
🔲 include T	ransitions		
Export Range	Burn-In Camera Grids Caption		
Selected			
Current S			
Open document	t/folder after export		
		Close Export	
			_

How to import Storyboard Pro data in Producer

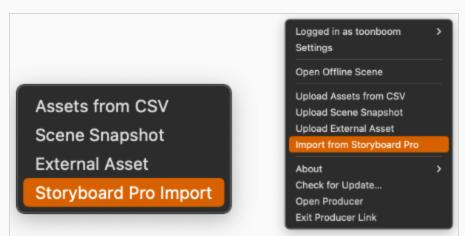
1. Determine which workflow process will be used.

We recommend that you create a process "Animatic" in your scene workflow.

Animatic	Layout	Setup	Anim	Comp
Standby -	Standby 👻	Standby 👻	Standby 👻	Standby 👻
Unassigned 👻				

2. Open Producer Link application.

3. From Producer Link main menu or tray, select "Import from Storyboard Pro" ("Storyboard Pro Import")





NOTE

If you are not logged in, this menu option will not be available.

4. Fill all the fields.



NOTE

If you have created an animatic process, select "Animatic" from the drop-down list.

5. Click "Import CSV".

		ard Pro Import
Project		
Main Project		•
Environment		Job
Shojo_No_Piero	~	The_Doll_101 ~
Workflow		Process
Basic	~	Layout ~
Source		
Choose or drop csv file		
Choisir un fichier Rocket_partial.csv		
Custom Media Folder		

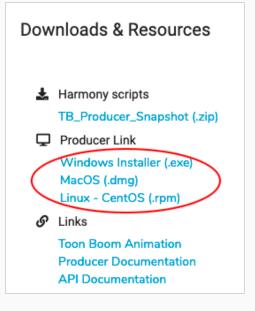
You can monitor the import process by scrolling down. In Producer, refresh your Production page to see the new scenes.

How to download Producer Link

To download the Producer Link, you can follow the steps below.

1. Select "Downloads & Resources" from the menu.

Main P	Project 👻 🧆 J.R. 💄 🕶			
	Account Settings Import Harmony users			
<	Downloads & Resources			
	General Settings			
	End User License Agreement About Producer			
	Logout			



2. Click the Producer Link file for your platform.

Chapter 12: Reports

Report Categories

There are four categories for reports:

Category	Description
Workload	View how much work everyone has and reassign tasks as needed.
Summary	Show an overview of a project along with a pie chart.
Productivity	Track the amount of work that has been done over time along with a bar graph.
Other	Miscellaneous reports that include progress reports and job tasks reports.

General Interface

Reports allow supervisors, directors, and producers to analyze data and progress through a variety of customizable tables.

You can navigate to this section by selecting "Reports" in the top menu.



By default, the page will bring you to the "Add Report" section. You can choose to select an existing report from the sidebar or continue creating a new one.

Indicates whether the report is a Refresh rep	Show or hide sidebar	
+ Add Report	Add Report Hover over too	Itip for more information about the report type
My Reports		
+	🖴 Workload 💿	C Summary 💿
Image: Productivity Report Apr 20, 2023 Productivity > Scenes Productivity	Select Type 👻	Select Type 👻
Summary Report Apr 20, 2023 Summary > Assets		Select a type to start a report
Workload Report Apr 18, 2023 Workload > Scenes	List of saved reports available to the current user	
Shared with me		
Collapse or expand reports list		
Assets Progress Apr 20, 2023 Other > Assets Progress Nathan Wong	J	
Indicates the owner of the report		
-		

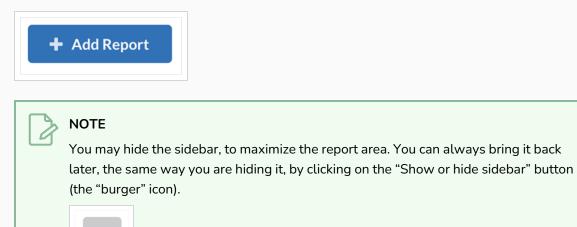
Once a report is generated, it is possible to save it for later and share it with other people.

You may also choose to display only the data table and graphs for the current report, a mode known as the "Distraction Free Mode", by pressing on the four-arrows button.

	E	Enter "Distraction Free" or "Zen" mode to focus on report data and graphs
■ Summary > Assets > Summary Report		Enter or Exit Distraction Free Mode
Name *	Creation Date	Enter of Exit Distraction Free Mode
Summary Report	Apr 20, 2023 8:57 AM	Delete Save
Give a name to the report so that it can be saved		Reports can be saved for later use or deleted once they are no longer relevent

How to generate a report

1. From the left panel, click on the "+ Add Report" button, to clear any previous reports that may be displayed.



Ξ

2. From one of the drop-down boxes, select the type of report you are interested in. For example, in the workload reports, you can choose from "Scenes" or "Assets".

•	🖀 Workload 🛛 🕕	
	Select Type	-
Na	⊟ Scenes	
	Assets	-

3. From the "Search Criteria" section, restrict the search to your liking. You can choose to focus on a specific criteria or a combination of them. Press the "Search" button when you are ready to proceed.

Environments 🕕		Jobs 🕕	
Select environments	•	Select Jobs	•
Processes (1)		Task Statuses 🚯	
Select Processes	-	Select Task Statuses	-
Assignees			
Select Assignees	•		
		Clear	Search

How to filter data in the reports

Once a report is generated, it is possible to filter its data without using the Search Criteria (which would fetch new data from the database). This can be done using the gear icon next to any of the headers.

Rej	port Data								
	pen Save	Export							
	SSIGNEE AII 🌣 ┥		Headers for ta	able customiz	ation				
	1		3	4	5	6	7	8	9
1		PROCESS 🌣							
2	STATUS 🌼	Layout	Layout_Check	Setup	Anim	Anim_Check	Comp	Comp_Check	Total Count of Process
3	Standby	0	3	5	1	6	8	8	31
4	Pending	1	1	0	5	1	0	0	8
5	In Progress	2	0	0	0	0	0	0	2
6	To Validate	2	0	1	1	0	1	0	5
7	Approved	5	5	4	3	2	1	1	21
8	Retake	0	1	0	0	1	0	1	3
9	Grand Total	10	10	10	10	10	10	10	70

These headers can be dragged and dropped within the table to customize its navigation.

1. For example, you can choose to display data for specific assignees in Summary and Productivity reports. To do this, click on the gear icon for "Assignee"

ASSIGNEE	All	۵
----------	-----	---

2. From the list of assignees, select the ones whose numbers you would like to see. For example, let's look at the data for Carina Allen and Charlie Simmons. Click "Apply" to confirm the filtering.

Assignee	CANCEL	APPLY
Filter by: LABELS		
Select All	2 of 8 selected	Search Q
✓ Carina Allen		
✓ Charlie Simmons		
Frank Banner		
Jade Jonah		
Jane Sin		

3. Note how the "Assignee" header now has a funnel icon to indicate that it is being filtered.



4. Now, drag the "Assignee" header to the top of the first column. An arrow icon appears and can be expanded to view the custom data.

In this example, each assignee can be expanded to view the number of processes in each status. You can see that "Carina Allen" currently has two "Layout" tasks in progress and one to be validated.

	1	2	3	4
1	ASSIGNEE 🛛 🔻 🌣	PROCESS 🌣		
2	STATUS 🌣	Layout	Comp	Total Count of Process
3	Carina Allen	6	0	6
4	Pending	1	0	1
5	In Progress	2	0	2
6	To Validate	1	0	1
7	Approved	2	0	2
8	Charlie Simmons	0	3	3
9	Grand Total	6	3	9

How to customize your reports

All Producer reports can be customized. As an example of customization in the Workload reports, we will choose to add the number of frames to the number of tasks and we will use conditional formatting to highlight higher tasks numbers. We will then save this report so it can easily be reused at a later time.

1. After generating a report, click on the "Fields" icon at the top right of the Report data section. (Note that this icon does not appear in the "Distraction Free mode")

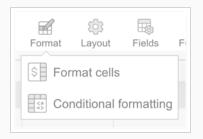


2. From the All Fields list on the left, drag the "#Frames" into the "Values" box at the bottom right. Click Apply.

Fields			CANCEL APPL
All Fields Q	Report Filters		Columns
Custom Fields			Process Group
✓ #Frames ∑ ≡			Process
Actual Draw >			Status
Assignee	Drop field her	e	Σ Values
Assignee Group	Rows		Values
Assignee Login	Key Assignee		distinct scene 🥒
Bid Duration Σ	Job		Sum of #Frames $\Sigma \sim$
Completion Σ	Scene		
Env Code	Drop field her	е	Drop field here

The Report data now shows the number of frames next to the number of tasks.

3. Now, click on "Format" and then "Conditional Formatting".



4. Click on the "+" icon to add a condition.



5. On the first line, for "Value", select "Distinct scene". Then select "Greater than or equal to" and enter the number "5".

Cond	itional form	attin	g + CANCEL APP	LY
Value:	distinct scene	\sim	Greater than or > 5	
Format:	Arial	\sim	12px V 🗛 73,93)

6. Next, click on the letter "A" to configure the format. For this example, click on Highlight, select the colour orange and click Apply.

TEXT	HIGHLIGHT
#FF9800	
	Ø
CANCEL	APPLY

7. Click Apply to confirm the conditional Formatting. Number of tasks greater than or equal to 5 are now highlighted, making it easy to spot a heavy workload.

4	▶ (Unassigned)	1	520
5	Jade Jonah	4	700
6	Jonathan Lemon	5	1 780
7	► Toon Boom Admin	2	1 770

How to save a report

1. To save this report for usage at a later time, simple fill in the report name and press the "Save" button at the top.

Name *	ame * Rough Anim Workload						
Rough Anim Workloa	d		Save				
Share this report	Shared Globally	~					

The report will now appear in your list of reports in the sidebar. It has been saved with your customization.

How to share a report

- 1. After creating or selecting a report, select the option "Share this Report".
- 2. Click the "Save" button.

The report can be shared globally, to a specific user or group of users.

Shared reports will be displayed in the left panel under the section "Shared with me"

How to export reports

This procedure will allow you to export the data locally so that you may use it in another software, such as a spreadsheet editor.

- 1. After having created a report, scroll to the "Report Data" section.
- 2. In this section, hover over the "Export" button to display a list of export options.
- 3. Click on one of the options to download the report data.

For example, clicking on "To CSV" will download a .csv document containing all the data currently displayed.

lep	oort Data		
	nnect Open	Save	Export
	SSIGNEE AII 🌣	Save	Print
	1		To HTML
1		PROC	IO CSV
2	STATUS CRECeived	CLEAN	To Excel
11	REDRESS		To Image
12	REUSE		To PDF
13	Revise		

Workload Manager

Keeping track of how much work everyone has on their plate is an important part of a supervisor's duties. An artist can get overwhelmed or late when tasked with too big of a workload. On the other hand, artists can end up waiting for work if too little has been assigned to them.

The Workload Manager is a tool specifically designed to address this need.

User Interface

Report Data

By default, Workload Reports will show a list of key assignees and their number of processes by their status of completion. Job and Scene details can be shown by expanding the rows. These headers can be reorganized to customize the way the data is displayed.



With this table, it is simple for managers to see how much work is remaining for specific people and whether tasks should be reassigned.

			Additional headers	for intering			
P		All 🏟	PROCESS BY	ASSIGNEE AII 🌼	STATUS All 🏟	Percentag that have	e of the processes been completed
	1		2	3	4	5	6
1	KEY ASSIGNEE	۵	PROCESS 🌣				
2	JOB	۵	Layout				
3	SCENE	۵	Distinct Scene	Completed	Started	Remaining	Completion Rate
4	Carina Allen		6	2	4	4	33%
5	Charlie Simmon	s	0	0	0	0	0%
6	Frank Banner		0	0	0	0	0%
7	▶ Jane Sin		4	3	1	1	75%
8	▶ Wayne Wood		0	0	0	0	0%
C	Grand Total	_	10	5	5	5	50%

Reassign Selection

Unlike other types of reports, Workload Reports do not have a visual graph to display data.

Instead, there is a "Reassign Selection" section. This allows managers to reassign tasks in the case where assignees have too much or too little work on their plate.

Reassign Selection	on				
Reassign to ()		▼ R	eassign Cancel C	hanges Ap	bly Changes
Assignee	Environment	Job	Scene	#Frames	Actual Drawi
Carina Allen	Environment	Job	Scene_04	167	0
Carina Allen	Environment	Job	Scene_07	60	0
Carina Allen	Environment	Job	Scene_08	60	0
Carina Allen	Environment	Job	Scene_09	60	0
Carina Allen	Environment	Job	Scene_10	60	0
Carina Allen	Environment	Job	Scene_06	57	0

		Toggle sp	ecific columns on or off
	Click to sort		E
Process	Status	Status Date	Status By
Layout	Approved	2023-04-18	
Layout	Approved	2023-04-18	
Layout	In Progress	2023-04-18	
Layout	In Progress	2023-04-18	
Layout	Pending	2023-04-18	
Layout	To Validate	2023-04-18	

How to analyze a Workload Report

First, create or select a Workload Report. Here is a sample and description of the various areas.

PF		ai 🌣	PROCESS BY	ASSIGNEE All 🌼	STATUS All 🌣		
	1		2	3	4	5	6
1	KEY ASSIGNEE	\$	PROCESS 🌣				
2	JOB	\$	Layout				
3	SCENE	\$	Distinct Scene	Completed	Started	Remaining	Completion Rate
4	Carina Allen		6	2	4	4	33%
5	Charlie Simmons	s	0	0	0	0	0%
6	Frank Banner		0	0	0	0	0%
7	▶ Jane Sin		4	3	1	1	75%
8	▶ Wayne Wood		0	0	0	0	0%
9	Grand Total		10	5	5	5	50%

NOTE

All headers with a gear icon can be reorganized and be used to filter data. See <u>How to filter</u> <u>data in the reports</u> for more information.

Vertical headers description:

- **Key assignee**: This first column lists the assignees of the various manual (non-approval) tasks.
- **Job**: Clicking on the triangle icon preceding an assignee will expand to show the names of the jobs containing tasks assigned to that user.
- **Scene**: Clicking on the triangle icon preceding a job name will expand to show the names of scenes within that job that are assigned to that user.

• Horizontal headers description:

- **Process**: This header lists the processes present in the scenes' or assets' workflows.
- **Process group**: Adding this header to the table will show processes by group rather than individually.
- **Process by Assignee**: This header lists the processes present in the scenes' or assets' workflows while also allowing the display approval processes by assignee.
- **Status**: Display the statuses of the various tasks.

Key concepts:

• **Key assignee:** Key assignee varies from regular assignee in that they refer to the assignees of manual tasks (ie not approval tasks). Consider the example below:

	1		2	3	4	
1	KEY ASSIGNEE	۵	PROCESS GROU	IP 🌣 PROCESS	🜣 STATUS 🌣	
2	JOB	٠	Layout			
3	SCENE	۵		▶ Layout	Layout_check	
6	 Charlie Simmons 		1	1		1
7	RSH_110		1	1		1
8	110_002		1	1		

The first column on the left lists Charlie Simmons as the key assignee. Because Charlie's information has been expanded to display which scenes are assigned to him (line 8), we know that the process Layout of scene 110_002 is assigned to Charlie. However, the Layout_check (an approval process) of the same scene is most likely assigned to someone else (a supervisor). Still it is listed on the same row since the key of that list is key assignee, the assignee of the manual task.

• **Process group:** A process group is generated automatically and comprises a manual process and all the approval processes immediately following it in its workflow. The group is named after its manual process. Consider a workflow made up of the following seven processes (where the processes in italic are approval processes).

Layout, Layout_check, Layout_app, Setup, Anim, Anim_check and Anim_app

This workflow would be divided in 3 process groups:

- Layout: Layout, Layout_check, Layout_app
- Setup: Setup
- Anim: Anim, Anim_check and Anim_app

A process group can be expanded into its constituent processes simply by clicking on the triangle icon preceding it.

Process by Assignee: To simplify the data shown to supervisors, it is possible to view processes by approval assignees. Consider the example below:

PF	PROCESS GROUP AIL C STATUS AIL C PROCESS AIL C										
	1		2		3	4	5	6			
1	1 KEY ASSIGNEE 🌣 PROCESS BY ASSIGNEE 🔻 🌣										
2	JOB 🗱	¢: La	ayout_Check: Jade Jonah								
3	SCENE #	¢: D	listinct Scene	(Completed	Started	Remaining	Completion Rate			
4	Carina Allen			3	1	1	2	33%			
5	▶ Jane Sin			4	3	1	1	75%			
6	Grand Total			7	4	2	3	57%			

This table shows the data for Carina Allen and Jane Sin, who are both working on tasks to be checked by Jade Jonah. With this report, Jade Jonah can easily track the workload of each member of their team.

How to reassign tasks using the Workload Manager

Once you generated a workload report and analyzed its data, you can now proceed to make adjustments to the workload by reassigning tasks.

1. For this example, let's have a single process and a single status as search criteria. Say "Rough_ Anim" and "Pending"

Environments 🕕		Jobs 🚯		
Roger_et_ses_humains X	•	Select Jobs	-	
Processes ()		Task Statuses 🚯		
Rough_Anim ×	-	Pending ×	-	
Assignees ()				
Select Assignees	•			

2. Looking at the Report Data, you can tell that Jade has 8 scenes to do while Jonathan has only 1.

	1		2		3	4
1	KEY ASSIGNEE	۵				
2	JOB	٠	PROCESS GROU	P 🌣 PR	ocess 🌣	STATUS 🌣
3	SCENE	۵	▶ Rough_Anim			
4	► (Unassigned)		1			
5	Jade Jonah		8			
6	Jonathan Lemon		1			

3. Clicking on the 8 scenes of Jade will bring up the details of these scenes in the "Reassign Selection" section below.

Reassign Selection										
eassign to 🕚		•	Reassign	Cancel Ch						E
Ass	Environ	Job	Scene	#Frames	Actual D	Planned	Process	Status	Status D	Status By
Jade Jonah	Roger_et_se	RSH_109	109_009	520	0	0	Rough_Anim	Pending	2021-12-15	jrl
Jade Jonah	Roger_et_se	RSH_109	109_010	609	0	0	Rough_Anim	Pending	2021-12-15	jrl
Jade Jonah	Roger_et_se	RSH_109	109_011	60	0	0	Rough_Anim	Pending	2021-12-15	jrl
Jade Jonah	Roger_et_se	RSH_109	109_012	60	0	0	Rough_Anim	Pending	2021-12-15	jrl
Jade Jonah	Roger_et_se	RSH_109	109_017	60	0	0	Rough_Anim	Pending	2021-12-15	jrl
Jade Jonah	Roger_et_se	RSH_109	109_018	60	0	0	Rough_Anim	Pending	2021-12-15	jrl
Jade Jonah	Roger_et_se	RSH_109	109_019	60	0	0	Rough_Anim	Pending	2021-12-15	jrl
Jade Jonah	Roger_et_se	RSH_109	109_020	60	0	0	Rough_Anim	Pending	2021-12-15	jrl

4. Clicking on the scenes you would like to reassign. Note that you can use Control-click (Commandclick on Mac) to select multiple entries.

Ass	Environ	Job	Scene	#Frames
Jade Jonah	Roger_et_se	RSH_109	109_009	520
Jade Jonah	Roger_et_se	RSH_109	109_010	609
Jade Jonah	Roger_et_se	RSH_109	109_011	60
Jade Jonah	Roger_et_se	RSH_109	109_012	60
Jade Jonah	Roger_et_se	RSH_109	109_017	60
Jade Jonah	Roger_et_se	RSH_109	109_018	60
Jade Jonah	Roger_et_se	RSH_109	109_019	60
Jade Jonah	Roger_et_se	RSH_109	109_020	60

5. From the drop-down menu, pick the name of the user to whom you would like to reassign these scenes and click the Reassign button.

Decesion to O	llenethen Lemen		Description
Reassign to 🕕	Jonathan Lemon	•	Reassign

The changes are immediately reflected in the Report data, showing that 5 scenes would now be assigned to Jonathan, if you were to go ahead and commit these changes.

5	▶ Jade Jonah	4
6	Jonathan Lemon	5

6. You could now continue to reassign various tasks to balance the workload of everyone. Once you are happy with the changes, click on "Apply Changes".

Apply Changes	4 uncommitted reassignments

Chapter 13: Producer Link

Producer Link is a desktop application allowing you to upload preview files as well as link assets to Producer from your computer. The desktop application can be downloaded from the Downloads and Resources section of Producer and installed locally for each user who will need to use Producer Link.

Producer Link

Web applications such as Producer cannot access files on a computer, unless a specific file is uploaded. Producer Link bridges the communication between Producer and local files.

The Producer Link desktop application can be used directly with Producer without the need of Harmony or Harmony Server. It can be used to link files such as PSDs as well as open the linked PSD files directly from Producer. It can also be used to create scenes generated in Storyboard Pro as well as uploading the matching preview movies. Finally, it can also be used to link scene snapshots such as Maya projects.



NOTE

Assets are linked to Producer from your external centralized repository. Only preview files such as thumbnails and movie preview are uploaded to Producer.

In addition to handling uploading assets from CSV, external Assets, scene snapshots, or StoryboardPro import, the user can manage, open and export offline scenes. Please refer to the following sections in the documentation for more information on each topic:

Installing

Logging in

Interface

Configuration

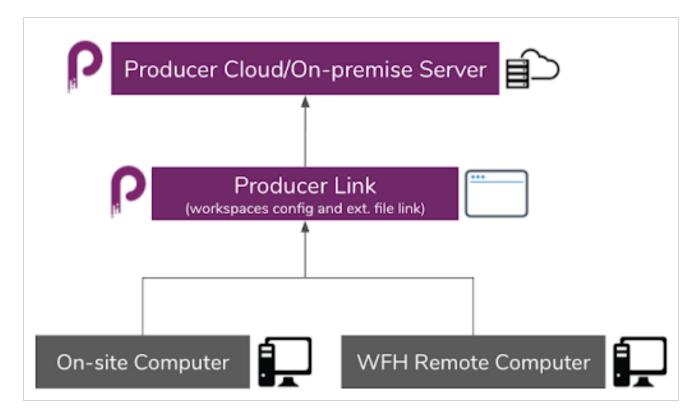
Uploading Assets

Offline Scenes

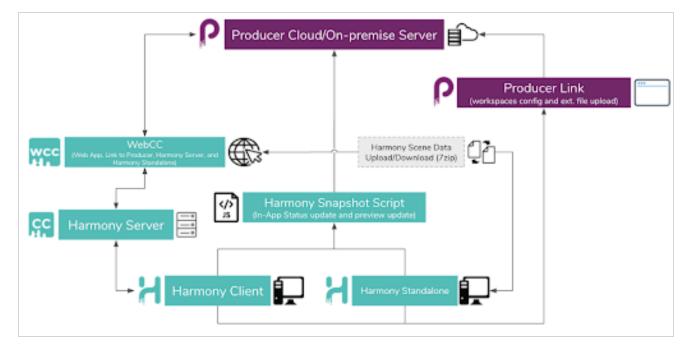
Command Line

Setup Overview

Producer and Producer Link without Harmony Setup



Producer and Producer Link with Harmony Setup



Installing Producer Link

Producer Link installer can be downloaded from the Downloads and Resources section of Producer. It can be installed on Mac (Universal Build) and Windows.

How to install Producer Link

- 1. Log into your Producer instance.
- 2. In the user profile drop-down menu, select Downloads & Resources.

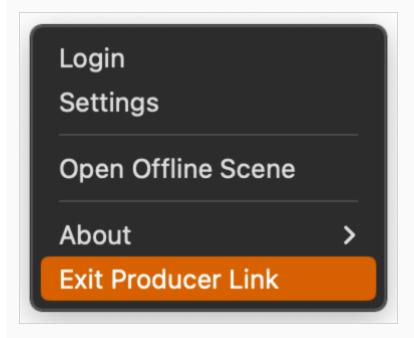
Main P	project - admin 💄 -
	Account Settings Administrator Panel Import Harmony users
NO P	Downloads & Resources General Settings End User License Agreement
Details	About Producer Logout

3. In the <u>Downloads & Resources</u> window, click on the Producer Link installer matching your operating system.

ᆂ	Harmony scripts
	TB_Producer_Snapshot (.zip)
Ţ	Producer Link
	Windows Installer (.exe) MacOS (.dmg)
S	Links
	Toon Boom Animation Producer Documentation API Documentation
0	Support
	For assistance with configuring or using Producer, please contact support@toonboom.com
	Close

- 4. Once downloaded, click the Close button.
- 5. Launch the installer and follow the on-screen instruction to install the application.
- 6. The application can be found here:
 - macOS: /Applications/Producer Link
 - Windows: C:\Program Files\Producer Link

Even when closing the Producer Link interface, the application is still running in the background. To completely stop the application, you must either quit the background process or from the top menu, select Exit.



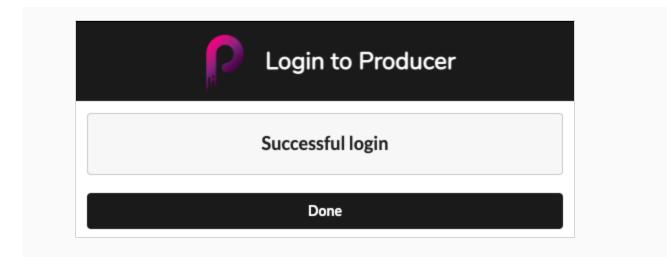
Logging into Producer Link

To access the Producer Link user interface, you must first log into the application using your Producer username.

How to log into Producer Link

- 1. In the URL field, type the address to your Producer instance.
- 2. In the Username field, type your Producer username.
- 3. In the Password field, type your Producer password.
- 4. Click Login.
- 5. Once the login is successful, click Done.

Login to Producer
https://HOSTNAME.producercloud.io
Le Username
A Password
Login



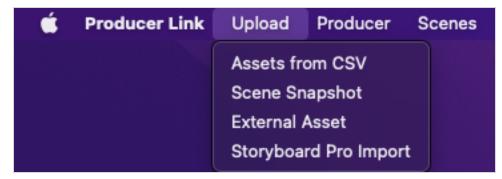
Producer Link Interface

Once logged into Producer Link, you can access various functions via the top menu. You can configure your workspaces using the Settings in Producer Link menu and upload files using the Upload menu.

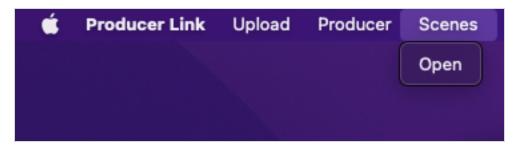


To set up your workspaces, you can click on Settings under the Producer Link menu. For more details, refer to <u>How to create a workspace from the user interface</u> and <u>How to create a workspace using the command line</u>.

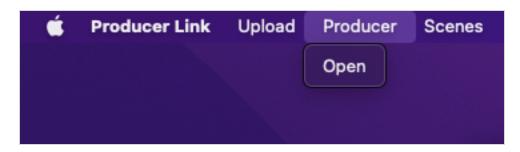
For the Upload menu, you can upload multiple assets from a CSV file, scene snapshots, external assets such as PSDs, and import a scene list and the matching movie previews from Storyboard Pro, see <u>Uploading</u><u>Assets</u>.



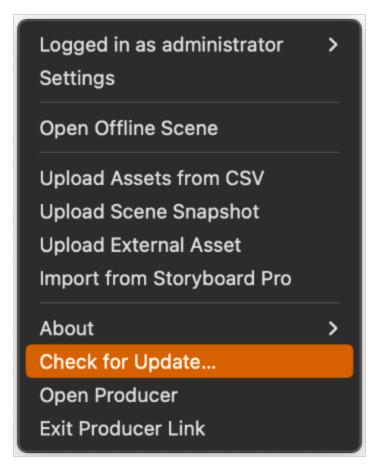
To open Offline Scene page, you can choose "Open" under Scenes. You can use it to manage the opening, exporting and deleting of scenes in the local offline folder. For more details, see <u>Open Offline Scene</u>.



To open Producer web, you can access the Producer menu and choose "Open".



macOS has a Producer Link tray icon allowing you to exit the application, access the version number, and so on.



Configuring Producer Link

Interface

The user can configure many settings in the Settings page.

				Settings						
Gene	ral Settings									
,	Working Project	Main Project *								
	nony Offline Mod		hould be	e retrieved and extracted to when working offline.						
	 Open Scenes 		10010	e reuterea ana carrentea la viner ma king annile.						
	Checkout bef									
	Cloud Exchange Fo	older								
	 /Users/blai/ 	/Documents/harmony/cloudEx	change				-			
	Local Offline Folde	r								
	 /Users/blai. 	/Documents/harmony/offlineL	ocal				-			
	iony Versions ify the location of	Harmony and an alias so that	Produc	er may open scenes with the correct version of Harmony.						
	Alias		ŀ	larmony Path		Default	Action			
	h21 stable	đ	1	 /Applications/Toon Boom Harmony 21 Premium/Harmony 21 Premium.app 	5	•	0			
	h22	ø	/	 /Applications/Toon Boom Harmony 22 Premium/Harmony 22 Premium.app 	-		0			
						0	Add			
	Workspaces Workspaces are a way of specifying locations for your resources or assets on your local computer, so that Producer may record their location and find them automatically.									
	Alias			Workspace Folder		Default	Action			
	PSDs		1	/Users/blai/Documents/Producer_Workspace/PSDs	۵	•	0			
	Characters		/	/Users/blai/Documents/Producer_Workspace/Characters	5		0			
						0	Add			

Settings

Below is a description of each configuration option in the Setting page.

Options	Description		
General Settings			

Options	Description					
Working Project	This project will determine where Producer Link will look for Environments, Jobs and Scenes.					
Harmony Offline Mode						
Open Scenes in Offline Mode	If enabled, clicking on the button from the Production page will export the highlighted scene and launch the Open Offline Scene dialog from Producer Link. If disabled, clicking on the button from the Production page will attempt to open the scene in database mode. (This is only preferable for machines located in the studio.) By default, the Open Scenes in Offline Mode option is enabled.					
Checkout before Export	If enabled, the default value of the Export button will be "Check out and Export" (instead of "Export only").					
Cloud Exchange Folder	The Cloud Exchange Folder is a locally mounted folder shared from the cloud which is synchronized with the Harmony Server Exchange Folder. For this option to work, the user will need to install a cloud storage application connected to the studio server, in which every user will have their own subfolder used for exporting their scenes offline. The user folders will act as an intermediate between the studio' server and the Local Offline Folder described in the next option below. Each user subfolder will contains two subfolders: Exported: The Exported subfolder contains the *.7z and *.7z.props file. Imported: The Imported subfolder contains the *.7z file. NOTE Just to name a few, Google Drive and Dropbox can be used as cloud storage applications. The Cloud Exchange Folder option lets the user define where the user cloud storage subfolder is mounted locally. The checkmark icon of confirms that the path entered in the textfield is valid and recognized by Producer link.					
Local Offline Folder	Lets the user define where on his computer the unzipped scene files will be stored to allow him to work in Harmony Standalone.					

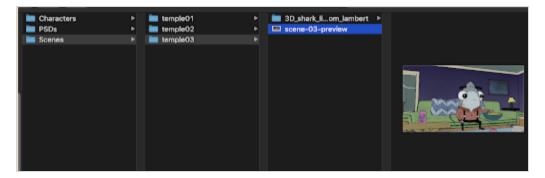
Options	Description						
	The checkmark \checkmark and warning \bigtriangleup icons are used to confirm the validity of the path entered in the textfield.						
Harmony Versions							
Alias	Lets the user write an alias for his Harmony version path. The ID provided within this field does not have any other purpose other than providing a name to differentiate each Harmony Version listed within the Harmony Versions section.						
Harmony Path	Here, the user defines the Harmony Premium.app location. The checkmark Mand warning A icons are used to confirm the validity of the path entered in the textfield.						
Add	Allows the user to add another Harmony version to the Harmony version list.						
Default	Lets the user define which Harmony version will be defined as the default one.						
Action	Lets the user remove the Harmony version, by clicking on the Remove Harmony Version 😢 button .						
Workspaces							
Alias	This field lets the user write an alias for his Workspace Folder path. The ID provided within this field does not have any other purpose other than providing a name to differentiate each workspace listed within the Workspaces section.						
Workspace Folder	The Workspace Folder defines the path for a single resource or asset type folder. The more resources or assets that a user will have to play with, the more workspaces will be needed to be defined in Producer Link. The checkmark and warning and warning icons are used to confirm the validity of the path entered in the textfield.						
Default	Lets the user define which workspace will be defined as the default one.						
Action	Lets the user remove the workspace, by clicking on the Remove Workspace 😢 button.						
Add	Lets the user add another workspace to the workspace list.						

As users will be accessing files from various locations and various computers, the path to those files will be different for most users. For example, files could be stored on a centralized cloud location such as DropBox or a centralized server in the studio. Each computer will have a different path to access these files.

Workspaces

To allow everyone on your team to access and open files, your data such as backgrounds, library assets, Maya projects and so on must be located in a centralized repository accessible by everyone who needs access to it to work. Each computer must be able to access the location via an absolute path that will be configured in Producer Link.

You can have one or multiple repositories. These shared locations are called workspaces. Each location will be identified in Producer with a Workspace alias. The Workspace Alias will then be linked to the absolute path from each computer who will need to access the location.



Everyone will be using the same Workspace aliases, but everyone will most likely be using a different absolute path to access these shared locations from their computers.

Workspaces Workspaces are a way of specifying locations for your resources or assets on your local computer, so that Producer may record their location and find them automatically.							
Alias Workspace Folder			Default	Action			
backgrounds	IUsers/vgagnon/Producer/assets/backgrounds/	5		0			
props	/Users/vgagnon/Producer/assets/prop_templates	*		0			
characters	P //Users/vgagnon/Producer/assets/characters	5		•			

Therefore, the first step will be to create this shared space and give access to the users. This is done outside of Producer and Producer Link. This is an internal operation to your organization.

How-Tos

How to create workspaces or Harmony version aliases

To create a new workspace or new Harmony version alias, you can click the Add button and fill in the information for the row. It should auto-save once you click anywhere else in the page. Ensure you have selected a default by checking the checkbox if you have multiple rows.

To configure workspaces using the command line, you can refer to Producer Link Command Line.

How to configure Producer Link to work remotely on a Harmony Database

To simplify working from home on a Harmony database, a studio using Producer can choose to set up and use the Harmony Offline Mode. See Harmony Integration > Working Remotely. Once the above is completed by a studio system administrator, the user may now configure Producer Link as detailed below.

Once the above is completed by a studio system administrator, the user may now configure Producer Link as detailed below.

1. In Producer Link, make sure you are connected to your Producer instance. If you are not, you should "Login".



2. In Producer Link, open "Settings"

Ś	Producer Link	Upload	Producer	Scenes	Tools
	Logged in as jrl				
	Logout				
	Settings				
	About				
	Exit	ЖQ			
	and the second sec				

- 3. Under General Settings, choose the Working Project from the drop-down list.
- 4. Under Harmony Offline Mode, make sure the "Open Scenes in Offline Mode" option is checked (this is the default value).

- 5. Enable the "Check out before Export" option if you would like the default value of the Export button to be "Check out and Export" (instead of "Export only").
- 6. Still under Harmony Offline Mode, click on the folder icon at the end of the "Cloud Exchange Folder" line and browse to where the cloud folder that was shared with you is mounted on your machine. This should be a subfolder named after your Harmony username.



NOTE

The path may appear slightly different from the sequence of folders you have just browsed since some cloud storage services may use "shortcuts". This is no cause for concern.

7. Under Harmony Offline Mode, click on the folder icon at the end of the "Local Offline Folder" line and browse a folder of your choosing where offline scene files will be stored and uncompressed on this remote computer to work in Harmony Standalone.

Creating Workspaces

How to create workspace from the user interface

- 1. Launch Producer Link.
- 2. In the top menu, select Producer Link > Settings.
- 3. Click the Add button.
- 4. In the alias field, type the alias of the new workspace and click on the folder icon to pick the corresponding folder path.
- 5. It should auto-save once you click anywhere else in the page. Ensure you have selected a default by checking the checkbox.

How to delete a workspace

Launch Producer Link.

In the top menu, select Workspaces > Edit.

Beside the workspace to delete, click the Delete Workspace button.

How to create a workspace using the terminal or command prompt

You can set up your workspaces directly with command lines instead of using the user interface. Use the following command to configure workspaces:

- macOS: ./Producer\Link config --set-workspace WorkspaceName --root/path/to/my/workspace
- Windows: "Producer Link.exe" config --set-workspace WorkspaceName --root /path/to/my/workspace

where you replace WorkspaceName with the name of the location where your assets will be located and /path/to/my/workspace with the root path to that folder.

Configuring Harmony Server to Recognize Workspaces

Once your workspaces are created, you can export the configuration from Producer Link as a json file. That json file needs to be copied on the Harmony Server in the USA_DB directory. The paths in the json file must be paths that can be accessed from the Harmony Server so that assets can be baked into Harmony scenes during the Assembly (Scene Setup) process.

Note that if you create new workspaces, you will need to reexport a new json file.

To learn more about assembly, see <u>About Assembly</u> and to learn more about baking, see <u>About Sending</u> <u>Assets to Harmony (Baking)</u>.

How to configure Harmony server for baking

- 1. Completely close Producer Link, including the back-end process.
- 2. On the Harmony Server, in the Terminal or Command Prompt, browse to Producer Link.
- 3. Use the following command to export the workspaces as a json file:
 - Mac OS: ./Producer\ Link config --export-workspaces
 - Windows: "Producer Link.exe" config --export-workspaces
- 4. Once the json file is exported, a message is displayed indicating the path where the file has been saved. Browse to that path to find the file.
 - Example: Your WebCC workspaces have been written to /Users/username/workspaces.json
- 5. Copy and paste the workspaces.json file to /USA_DB. The file has to be located on the Harmony Server at the root of USA_DB.
- 6. You can open the json file to verify that the paths are accessible from this location. If the paths are not accessible, the baking process will fail.

Uploading Assets

Using Producer Link, you can upload assets directly to Producer from your local computer. Harmony is only required if you are uploading assets created with Harmony. WebCC is not required for the upload. Producer Link communicates directly with Producer.

In order to link assets and upload previews, workspaces need to be configured. See Configuring Producer Link.

Uploading Assets from CSV

Upload Assets from CSV can be used to provide Producer with a list of assets to create and previews to upload. This process is very useful when you have a series of existing assets, such as hundreds of backgrounds and would like to load them in Producer in a single operation.

- The actual source file, specified by the \"Relative Path\", will not be uploaded but its path will be registered for later access.
- The Thumbnail will be uploaded.

How to upload CSV files with thumbnails

- 1. In the top menu, select Upload > Assets from CSV.
- 2. In the Project field, select the Producer Project. This is not the environment. Assets are global to the Producer project.
- 3. In the Source field, browse or drag and drop the CSV file containing the list of assets to be uploaded.
- 4. Select the Harmony version alias you have set up in the Settings page.
- 5. Click Upload Assets.

Upload Assets from CSV							
Project							
Main Project			-				
Select Harmony ver	on for rendering scene preview						
h22			*				
Source							
Choose or drop	SV file						
Browse	assets_demo.csv						
·							
		0	Upload assets				

CSV Format Specifications

The CSV field delimiter is a semicolon (or comma). The first line of the CSV must contain the various field names.

The following fields are recognized (case insensitive):

Field	Description
Asset Name	It is a mandatory field, unless an asset code is specified.
Asset Code	It is used to update an existing asset.
Workflow Code	To determine which workflow will be used with this asset. NOTE This cannot be used to update existing assets.
Туре	Must match an existing asset type - Optional.
Category	Must match an existing asset category - Optional.
Workspace Id	Workspaces are predefined using Producer Link.
Relative Path	Path of the source file for the asset, relative to the Workspace. In the case of a Harmony Standalone template, must point to the .xstage file.
Thumbnail Path	Absolute Path of a file to be uploaded and used as thumbnail in Producer.
Process Name	Specify the process for the uploaded asset and note.
ExternalRef Type	Use one of these two ExternalRef Types: • Harmony Standalone (Standalone scene used to build a template) • ref (any other type, such as third party software images)
Note	Note for the asset. Quote your note e.g. \"Your note,;\" so that , or ; are not recognized as separators.
Note Attachment Path	Absolute path of a note attachment.

Sample CSV

Sample CSV

Asset Name;Workflow Code;Workspace Id;Relative Path;Thumbnail Path;Process Name;ExternalRef Type;Note;Process;Note Attachment Path

bg_ep_002_324;main_project/bg__TB_DEFAULT;Workspace_name;Subdirectory/source Note;Breakdown;/full/path/noteAttachment.ext

Uploading Scene Snapshot

Scenes are any files that are used to build your scenes such as Harmony standalone files, Maya projects, movie files, and so on. You can use the Upload Scene Snapshot to link Producer to the scene files on your centralized repository as well as uploading the matching preview. Once the Scene file is linked, you can open the file directly from Producer, regardless if the application is Harmony, Maya, Photoshop, or any other tool you are using in production.

To upload scene snapshots, a workspace must be defined in the centralized repository. See <u>How to create a</u> workspace from the user interface.

How to upload a scene snapshot

- 1. In the top menu, select Upload > Scene Snapshot.
- 2. In the Project field, select the Producer project containing the Environment you are uploading to.
- 3. In the Environment field, select the corresponding environment.
- 4. In the Job field, select the corresponding job (episode, sequence, etc.).
- 5. In the Scene field, select the scene you are linking an asset to. As you start typing the name, existing scenes will be populated. Note that the scene must already exist in Producer.
- 6. In the Process field, select the Process (task) you are linking your scene asset to.
- 7. In the Source field, click Choose File and browse to the location of the file you are linking. If it is a Harmony file, select the *.xstage file. If it is a Maya file, select the *.ma file. The executable file must be selected in order for Producer to launch the application and open the file later on. See Opening an Asset from Producer.

NOTE

The file you are looking for must be located within the workspace (shared location). If not, an error message will be displayed.

Characters PSDs Characters Scenes Characters Character				
	PSDs	temple02	scene-03-preview	

- 8. In the Preview section, browse for a flattened image, such as a PNG or JPG, to preview what the file is in Producer.
- 9. Click Create Snapshot.

Example with a Harmony File

Project					
Main Project					:
Environment		dol		Scene	
Not_Linked	¢	NL_ep_001	¢	sc02	Q
Process					
Comp					4
Source		Prev	lew		
Choose or drop scene	asset file) (a	hoose or drop p	review file	
Choose File Temp	le_007_IntLig	hting.xstage	Choose File	preview-sc02	

Example with a Maya File

roject					
Main Project					
invironment		dol		Scene	
Not_Linked	¢	NL_ep_001	¢	sc03	Q
rocess					
Anim					\$
ource		Previ	ew		
Choose or drop scene as	set file	Ch	oose or drop	preview file	、
Choose File 3D_sha	irk_livinLiv	ing_Room.ma	Choose File	scene-03-preview	

Uploading External Assets

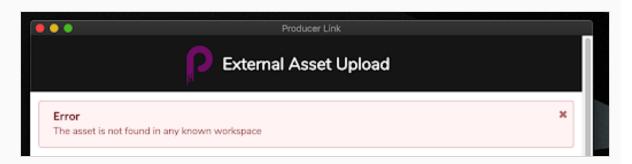
You can link external assets such as background PSDs or Harmony templates to Producer and upload a preview for it. These assets can then be directly opened from Producer or baked in a Harmony scene. To upload an external asset to, the asset must first exist in Producer. To learn how to create assets, see <u>Creating</u> <u>Assets</u>.

How to upload an external asset

- 1. In the top menu, select Upload > External Asset.
- 2. In the Project field, select the Producer project. This is not the environment. Most of the time, you will select Main Project unless a different Producer project has been created.

External Asset Upload							
Project Main Project		•					
Asset Name Safety Pin Source Choose or drop external asset file Choose File 00P_SafetyPin.v1.xstage	Q	Process Character_Design Preview Choose or drop preview file Choose File thumbnail.png					
		Create Snapshot					

- 3. In the Asset Name field, start typing the name of an existing asset (already in Producer). As you type the name, existing assets will be displayed in the drop-down menu. Select the matching asset.
- 4. Once the asset name is selected, in the Process field, the matching workflow tasks appear. Select the task matching your upload.
- 5. In the Source section, click the Choose File button to browse for the file to upload. Note that the asset has to be located within the set workspace. If you select a file outside of the workspace, the upload will result in an error.



- 6. In the Preview section, click the Choose File to select a flattened image such as a PNG or a JPG to display the preview in Producer.
- 7. Click Create Snapshot.

Once the process is complete, a success message appears.

	Producer Link	
	External Asset Upload	
Success Successful upload	l of campsite.jpg	×
Project		
Main Project		\$

In Producer, the file is linked and the preview file is uploaded and updated.

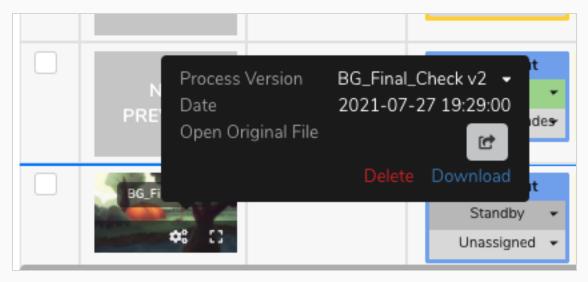
Gamping_BG	BG_Layout BG_Layout_Check	BG_Colouring	BG_Final_Check	Library
	Standby - Standby -	Standby 🔻	Standby +	Standby +
	Unassigned • Unassigned •	Unassigned 💌	Unassigned -	Unassigned +

Opening an Asset from Producer

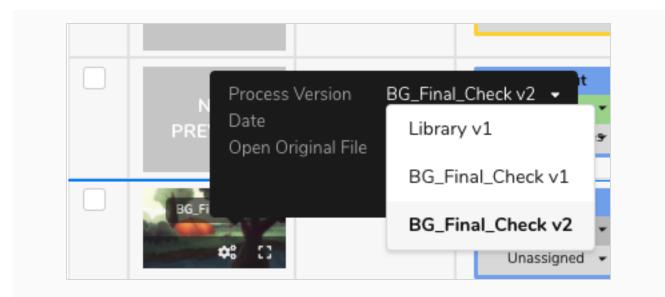
Once a file is linked via Producer Link, it can be opened directly from Producer by opening the Settings window of that asset. It can also be downloaded and deleted. From that same settings section, previously uploaded versions can be accessed.

How to open an external asset

- 1. In the Asset list, hover over the asset preview.
- 2. Click the Settings Gear icon.
- 3. In the pop-up window, click the Open File icon. If you would like to download the asset, click **Download**.
- 4. Once you click Open File, you will be prompted to open Producer Link. Confirm the request to open Producer Link.



5. To access previous versions, click the Process Version drop-down arrow.



Uploading a Storyboard Pro Scene List

When creating a project in Storyboard Pro, the scene list is already created and an animatic movie preview for each one of these scenes can easily be exported. You can use Producer Link to automatically create scenes in Producer and upload the matching movie preview. This process is very handy if you are working on a project using Storyboard Pro but are not using Harmony Server.

How to export your data from Storyboard Pro

 In Storyboard Pro, make sure your scenes are named with leading zeros (example: 01, 02, 03 or 001, 002, 003 and not simply 1, 2, 3). You can use the Preferences > Naming Automatically Add leading Zeros and Minimum number of characters as well as the function Storyboard > Rename.

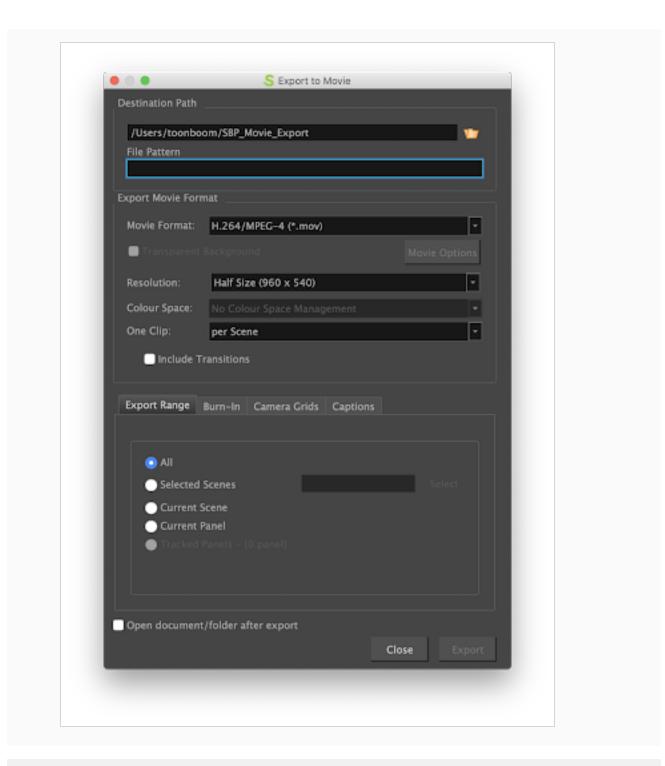
•••		S Preferences									
Preference	e Set: St	tandard					• L	oad Sa	ve		
General	Project 5	Settings	Naming	Colours	Global UI	Camera	Tools	Import/Export	Pitch Mode	Playback	Advanced
Sce	ne Name										
	🗹 Auton	natically A	vdd Leading	Zeros				Minimum Numb	er of Characte	rs 3	-
	🗌 Incren	nent nam	e by 10	÷.				Resolution Suffi	×	Auto	-
	Increa	nental Na	ming on Co	юy							

New name: 001			
Renaming Rule fo	or Subsequent S	cene	
Renumber Scen	es		•
🔲 Reset Panel N	lame		
Renumbered Sce	ne Names		
Current Name	New Name	Locked	
	001	Госкеа	
RR_SC_01 RR_SC_02			- 0
RR_SC_03			
RR_SC_04			
RR_SC_05	005		
Do not show th	is dialog autom	atically	
	(Cancel	ОК

- 2. Save your SBP Project.
- 3. From Storyboard Pro, select File > Export > CSV.
- 4. In the Export to CSV dialog box, in the CSV Export Options section, disable the Include Transitions option.
- 5. Click Export.

/Users/jrlemie	us loutout cos				
/osers/jnenne	ax/outputiesv				_
CSV Export Optio	ns				
Encoding:	UTF-8				•
Field Separator	Comma				•
🕑 Include Colu	ımn Names				
🕑 Include Scer	ie Names				
🗌 Include Pan	el Names				
🗌 Include Trar	sitions				
	ie Frame Numbei				
_	el Frame Number				
Include Cap					
	ich Text Formatti	ng			
	era Information				
Include Laye					
Include Trac	king Information				
Export Range					
💿 All					
Selected Sci	nes				
Current Sce	ne				
Current Pan					
-					
U Hacked Par					

- 6. From Storyboard Pro, choose File > Export > Movie.
- 7. Select a Destination Path.
- 8. Leave the File Pattern field empty.
- 9. In the One Clip field, select Per Scene.
- 10. Click Export.



How to import Storyboard Pro data in Producer

- 1. In Producer Link, select Upload > Storyboard Pro Import.
- 2. In the Project field, select the Producer project containing the environment you will be creating scenes for.

- 3. In the Environment field, select the corresponding environment.
- 4. In the Job field, select the corresponding job (episode, sequence, etc.).
- 5. In the Scene field, select the scene you are linking an asset to. As you start typing the name, existing scenes will be populated. Note that the scene must already exist in Producer.
- 6. In the Workflow field, select the scene workflow that will be associated to the scenes.
- 7. In the Process field, select the Process (task) you are linking your scenes to, most likely Layout or Animatic.

Animatic	Layout	Setup	Anim	Comp
Standby 👻				
Unassigned 👻				

- 8. In the Customer Media Folder field, browse to the folder containing the rendered movie files.
- 9. Click Import CSV.

Project Main Project Environment Job irl irl Workflow Process My Workflow My Workflow Choose or drop csv file Choose or drop csv file Choisir un fichier output.csv Custom Media Folder /Users/irlemieus/SBP Export	ا ا	storyboard	l Pro Import	
Environment Job jrl Ep_03 Workflow Process My Workflow animatic Source Choose or drop csv file Choisir un fichier output.csv Custom Media Folder	Project			
jrl	Main Project			
Workflow Process My Workflow Source Choose or drop csv file Choisir un fichier output.csv Custom Media Folder	Environment		dol	
My Workflow animatic Source Choose or drop csv file Choisir un fichier output.csv Custom Media Folder	jrl	\$	Ep_03	
Source Choose or drop csv file Choisir un fichier output.csv Custom Media Folder	Workflow		Process	
Choose or drop csv file Choisir un fichier output.csv Custom Media Folder	My Workflow	\$	animatic	
Choisir un fichier output.csv Custom Media Folder	Source			
Custom Media Folder	Choose or drop csv file			
Custom Media Felder				
/Users/irlemieux/SBP Export				
	/Users/jrlemieux/SBP_Export			5 ×
Import CSV				Import CSV

- 10. You can monitor the import process by scrolling down.
- 11. In your Producer, refresh your Production Page to see the new scenes.

Open Offline Scenes

Producer Link's **Open Offline Scene** dialog helps remote users export and manage their offline scenes, and verify that they are up to date with their counterparts on the remote Harmony Database.

NOTE

To be able to access this page, the user is required to check the "Open Scenes in Offline mode" in the <u>Settings</u> page.

When opening a scene from Producer Web Interface's "Open in Harmony" button, Producer Link will take care of comparing any local version with the server version, requesting an export and opening exported scene in Harmony.

It can also be used on its own to open and manage any offline scenes.



NOTE

Some specific usage scenarios are described in Harmony Integration > Working Remotely section.

Command Line Interface

Using a Terminal or a Command Prompt, Producer Link can be modified.

You can navigate to the Producer Link application using the following command:

- macOS cd /Applications/Producer\ Link.app/Contents/MacOS
- Windows: cd "C:\Program Files\Producer Link"

You can access the list of commands using the following command:

- macOS: ./Producer\ Link config --help
- Windows: "Producer Link.exe" config --help"

Usage: config [options]				
Saves common settings in Producer Link configuration file				
Options:				
set-user <user></user>	Producer username			
set-url <url></url>	Producer url			
set-ticket <ticket></ticket>	Login ticket			
set-access-token <access_token></access_token>	Access token			
set-project <project></project>	Default Project Name			
set-process <process></process>	Default Process			
set-workspace <id></id>	Defines a new workspace			
root <path></path>	Sets the absolute path to a workspace			
clear-config	Clears Producer Link main configuration			
	file			
clear-workspaces	Clears all workspaces			
export-workspaces	Writes WebCC workspaces to a file			
get-default-assets-lib-path	Returns the current value of WebCC			
	default path for assets			
set-default-assets-lib-path <path></path>	Sets a new value of WebCC default path			
	for assets			
-h,help	output usage information			

Use the following command to configure a project for Producer Link:

- Mac OS: ./Producer\ Link config --set-project project_name
- Windows: "Producer Link.exe" config --set-project project_name

Most of the time, the project name will be main_project. If you created a different project (not the environment, but Producer project), use that project name.

How to create a workspace in command line

You can set up your workspaces directly with command lines instead of using the user interface. Use the following command to configure workspaces:

- macOS: ./Producer\Link config --set-workspace WorkspaceName --root/path/to/my/workspace
- Windows: "Producer Link.exe" config --set-workspace WorkspaceName --root /path/to/my/workspace

How to export workspaces in command line

- Use the following command to export the workspaces as a json file:
 - Mac OS: ./Producer\ Link config --export-workspaces
 - Windows: "Producer Link.exe" config --export-workspaces
- Once the json file is exported, a message is displayed indicating the path where the file has been saved. Browse to that path to find the file.
 - Example: Your WebCC workspaces have been written to /Users/username/workspaces.json
- Copy and paste the workspaces.json file to /USA_DB. The file has to be located on the Harmony Server at the root of USA_DB.