Scene to Master
User's Manual

Contents

Prerequisites

The program require:
1. Windows 7 or later versions
2. Must has Microsoft Excel installed

Installation

1. Download the 'Scene to Master Setup.exe' file.
2. Double click on the setup file icon.
3. Follow the instructions on the installer.
   - 3.1. Make sure you have administrator rights to install software on your computer.
   - 3.2. Click OK when prompted by Windows.
   - 3.3. Accept the license agreement (which is a standard MIT open-source license).
   - 3.4. It is recommended that you use the default installation path. If desired, you can change your installation path.
   - 3.5. Choose if you want a desktop icon or not.
   - 3.6. After installation, you can opt to launch the program immediately.
4. Please note it will take between 40 seconds to 1 minute to launch the program. The Antivirus software requires this time to scan the .exe file.
5. The program will ask where you want to set your default directory for the first time.
6. Launch the program.

By-passing the Antivirus software's scan

Most commercial software would be exempted from the scanning process by the antivirus software. This is because the company would have purchased a certificate and their software would have been officially verified and registered. This program does not have a certificate.

Do not switch off your Antivirus completely or switch off all file's scans. You will lose protection from all sorts of attacks.

Depending on the Antivirus software you use, search on the vendor's website to check how to exclude the "Scene to Master.exe" from scanning and put it as trusted application.

If you are not comfortable or do not know how to do this, please be patient and wait for the one-minute launch to finish.

Usage
Conversion

From the [+] button, import the Scene-by-Scene files.

   1.1. You can select multiple files in one go.

   1.2. Click on the files you want to delete from list and click the [-] button.

   1.3. If you want to update an old master, please import the master file from:
       Menu > File > Open

   1.4. NOTE: If the master rundown with the same name exists in the default directory, the new information will over-write it.

2. Click on [Start Converting]

   2.1. The program will launch an invisible Excel application as shown on the status bar. Please wait for it to complete.

   2.2. The new master file name will appear on the Master File box and be saved in your default directory.

   2.3. An accompanying template file with similar name will be saved together at the same directory. This is unique to the master file you are generating.

3. If there is a new Set, Area or Cast that does not appear in the template, A dialog window will prompt for your action.
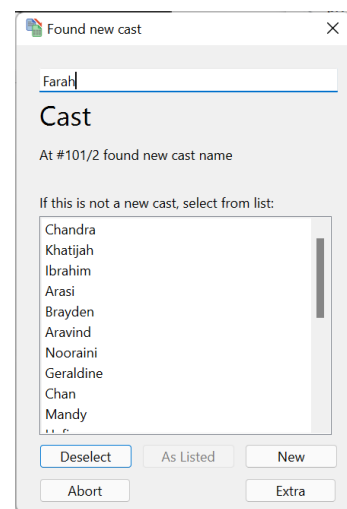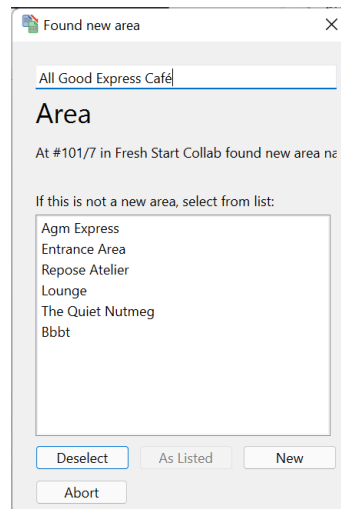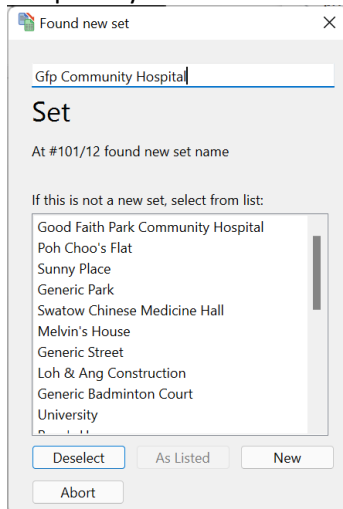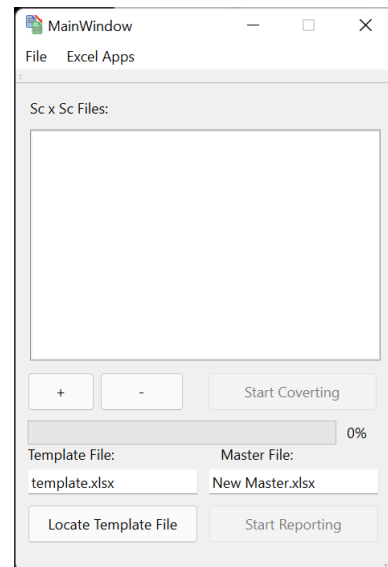
   3.1. If this item should be in the list, double click on the item in the list.

   3.2. If this is a new item, click on [New]

   3.3. NOTE: For Casts, all part timers will appear as new.

   3.4. If the Cast is an Nse (Non Speaking Extra) or if you are sure this is extra, click on [Extra]

   3.5. If you un-intentionally click on an item in the list, click [Deselect] to deselect it.

   3.6. If something wrong appears in the prompt field of the dialog box, click [Abort] to go back to the main window.

4. If any errors occur in the dialog box or in the status bar in the main window, do mark down where (i.e. which eps/sc #) it happens for your own reference.

5. If anything goes wrong, abort the dialog box, and exit the program by choosing:
    Menu > File > Close

Or click on the X on the right top corner.

6. You can check your Scene-by-Scene file if you can change anything to make it work. Also check your master file up to where you have done.

7. You can continue to work on by opening your master file:
   Menu > File > Open

   Then add in those Scene-by-Scene files that have not been done and continue the conversion.

8. If there are episodes that require revisions, you can update the master in similar way. Re-open the master and add in the new revised Scene-by-Scene file.
   NOTE: The new entries will overwrite the old ones.

9. After all is done, the progress bar will show 100% and the status bar below the main window will show "All episodes converted."

10. You can stop here and get the "xxx to xxx master.xlsx" at your default directory. Or you could go straight to the next part: Reporting.

Making Reports

1. You can either continue from the previous section or open a new master rundown from the Menu > File > Open. You can start to do the reporting by clicking the "Start Reporting" button.

2. The program will combine the available episodes' rundowns into Team masters and sort them by Sets, based on the information listed in the template file.

3. The program will further make a "Set Report" listing down each team's usage of the Sets. At the end there is a summary of the usage like:
   Statistic:

	Descriptions	Count	Percentage
ST	Studio Sets	182	76.79%
RC	Recurrent OB Sets	31	13.08%
OB	Outside Broadcast	24	10.13%

4. There is one more "Cast Report" on the usage of the Casts. Detailing how each Cast will be involved in how many scenes and in how many Sets.

5. At the end the progress bar will show 100% and the status bar below the main window will show "Done reporting". Please give the program a few seconds to quit Excel and close all files before manually closing it.

Output files

The output file "xxx to xxx master.xlsx" can be found at your default directory. You'll also find a corresponding "xxx to xxx template.xlsx" there. This is a specific file used by the master file. Whenever you do any updates to the master, the program requires this file for reference. Do not delete it unless you do not require any further updates.

Menu Items

The File menu

NOTE: This menu refers to master rundown file only.

New	Reset the program for new input
Open	Open a master file
Save As	Save the master file to different folder together with the accompanying template file.
Close	Close the application
Change Default Directory…	If you want to change your default directory

The Excel Apps menu

The program will automatically open the Excel application in the background. In case of system crashes, the Excel application might be left open in the background and lead to some files being locked up. It is a good practice to check if this has happened after crashes.

Checking	Will show if any Excel application is open or running
Clearing	Will close all sessions of Excel

Template File

The template file is an Excel file with 5 worksheets:

1. [Eps]   Master rundown template
2. [Sets]   Default sets
3. [Casts] Main casts
4. [Time]   Estimated time required to shoot the scene based on number of casts involved.
5. [Teams]Blocks and Teams Schedule

This can be amended from time to time as required.

NOTE: DO NOT leave blank entries in between items. The program might skip from the blank onward and cause errors to happen.

For the current version of this software, please do not update new part-timers on the base template. The program can only handle 40 part-timers per block.

Base Template File (template.xlsx)

When you specify your default directory the first time, this template file will be loaded to your default directory automatically. If you change your default directory, this file will automatically be moved there as well.

There should be one template.xlsx at all times, to avoid confusion due to multiple files.

NOTE: if there are any updates on this file, please make a new copy of the file. In case of file corruption or accidental deletion, a copy from the original installation will replace this file upon reboot. If this happens without a backup copy, your updates will be lost.

Accompanying Template Files

There is a template file accompanying each specific master file.

> E.g.
> "10 to 20 template.xlsx" is always with
> "10 to 20 master.xlsx"

This file will contain all specific information about the master file. For example, the part-timer Casts, new OB sets, etc.

When there are additions or revisions to the master, you need to upload the new (updated) Scene-by-Scene file. The program will get info from this template file to update the master.

If for some reason this template file is corrupted or lost, you must redo the master file. A new accompanying template file then will be generated.

Error Messages

Message	Action
No base template file in default installation directory.	Cannot find the template.xlsx in the installed directory[1] you may need to get the file from the production manager.

Cannot find Template File	Find and copy the base template.xlsx into this directory.
This does not seem like a master file.	The master file you open is not a master file, try again.
Cannot find the master file at: <Path>	You want to use Save As to change the directory of your master file, but the program cannot find the master you want to change.
Cannot find the template file at: <Path>	Cannot find the accompanying template file with your master. It is recommended that you redo your master to generate the template file.
Cannot open the template file Please abort	Most likely your Excel file is locked.
Cannot find the template file Please abort	Cannot find the accompanying template file with your master. It is recommended that you redo your master to generate the template file.
Cannot find Sc 1	Try re-numbering all the scenes in the sc x sc file and try again
Cannot find the separator '-'	The time of the scene and/or the separator is missing in the heading. This will hang the software, so please exit and edit the sc x sc file accordingly.
No cast in ###/##	Either there is an extra blank line or there is no entry for Cast. This will hang the software, so please exit and change the sc x sc file. You can add an NSE dummy if there are really no Cast.
Too many areas for this set	There are only 10 areas for each set. In this case, mark down this scene and manually make changes after.
It seems Episode ## is not in the team schedule	The episode is not listed in the Team Excel worksheet of the template. Update the template Excel worksheet and redo.