

User Guide – Tindio

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1. Registration – Process

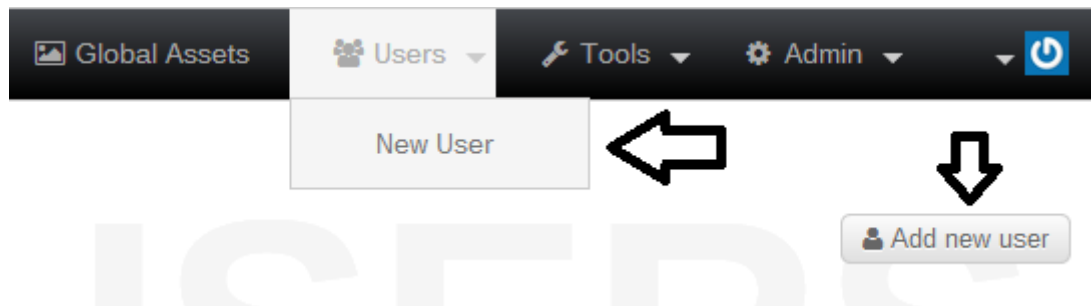
1.1 Creating a new account

First thing to know is, that you are not allowed to create an account on your own. Please contact your teacher or project leader to invite you to Tindio.

To create a new user account, the following information are required: first name, last name, username (unless you want your admin to give you a stupid one) and your email address.

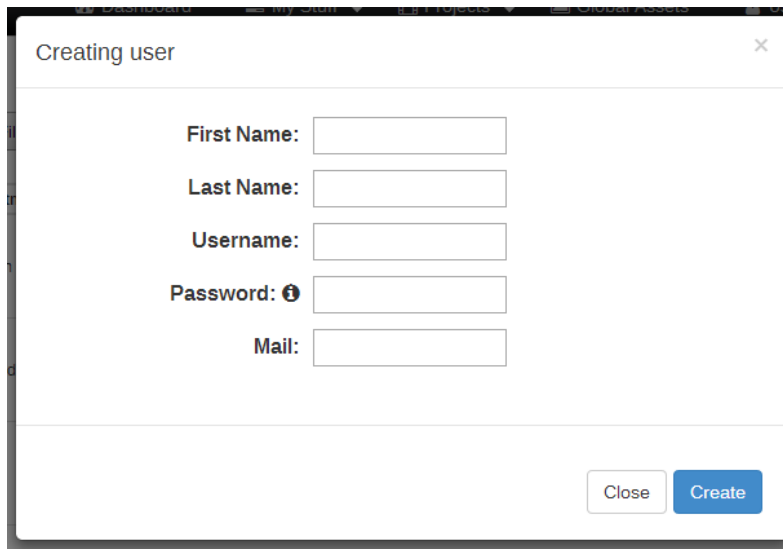
The administrator will create an account for you and automatically send you an email with all important information.

If you are an administrator, there are two ways how you can create a new user:



From every page you can go to the Users tab and click on the “New User” field. If you look at the “All-Users” Page you will also find the “Add new User”- button top right.

In both cases a modal will be opened in which you can insert the required data:

A modal window titled "Creating user" with a close button (X) in the top right corner. The form contains five input fields: "First Name:", "Last Name:", "Username:", "Password: ⓘ", and "Mail:". At the bottom right, there are two buttons: "Close" and "Create".

Creating user

First Name:

Last Name:

Username:

Password: ⓘ

Mail:

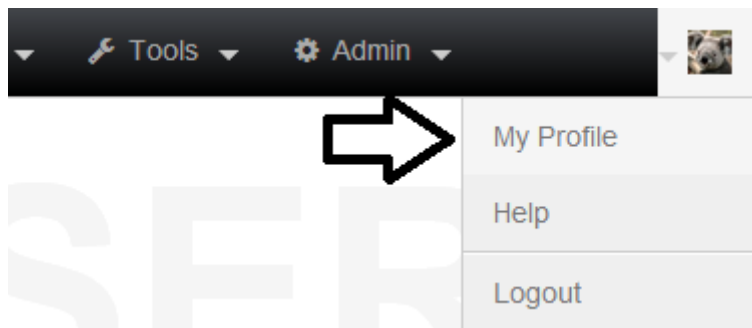
Close Create

1.2 Change your password

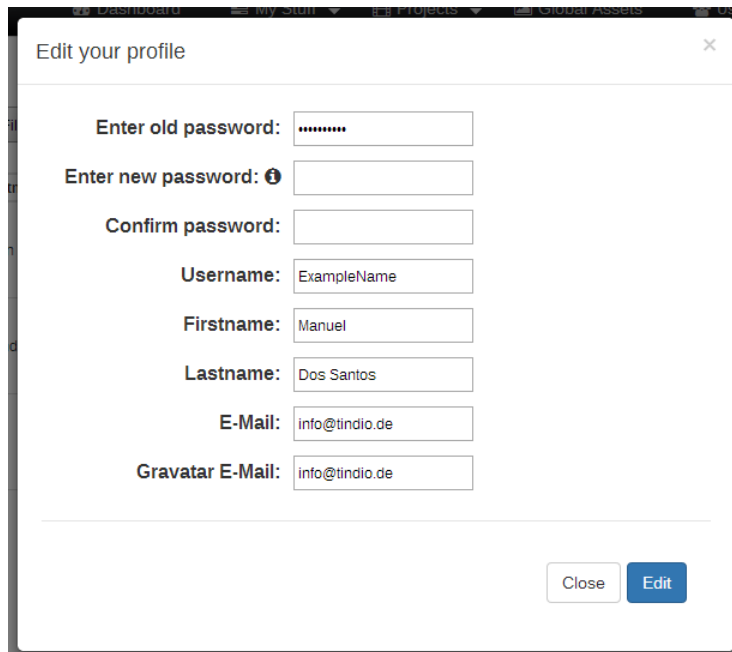
After receiving the mail, you are part of Tindio. The mail contains a default password, which is generated by Tindio or set by your admin. In both cases it is unsecure to leave it like that. Please follow our advice to change the password immediately after receiving the mail.

For your own protection, the password must have a minimal length of 6 characters and must contain at least one capital letter and one number.

You can change your password on the "My -Profile" - Page:



By clicking on "MyProfile" a modal will be opened, in which you can change your data:



Dialog box titled "Edit your profile" with a close button (X) in the top right corner. The form contains the following fields:

- Enter old password: [password field]
- Enter new password: [password field]
- Confirm password: [password field]
- Username: [ExampleName]
- Firstname: [Manuel]
- Lastname: [Dos Santos]
- E-Mail: [info@tindio.de]
- Gravatar E-Mail: [info@tindio.de]

At the bottom right, there are two buttons: "Close" and "Edit".

The important parts are “Enter new password” and “Confirm password”. Remember the security requirements of the password - at least one capital letter, one number and a length of six characters. You have to confirm every change with your current password.

While we are on it, if your Admin gave you a bad username or the Gravatar-Email (to show your avatar) is not the mail you are registered with, you can also change it here.

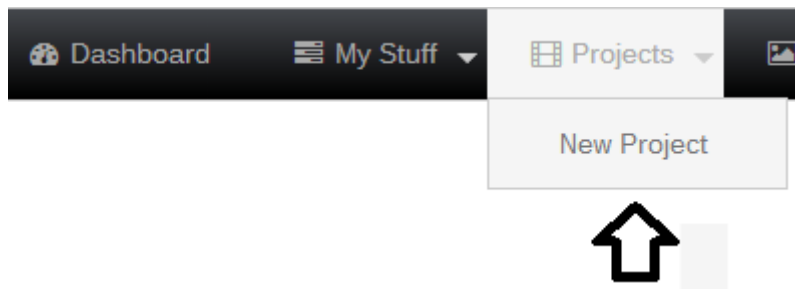
2. Creation Process – How to create?

2.1 ... a new project?

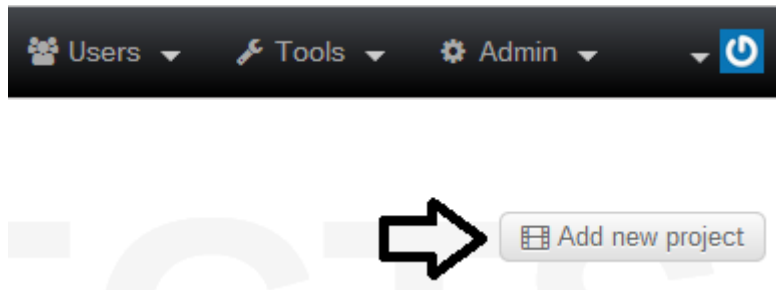
You are allowed to create a new project, if you are an **administrator**. Else you have to contact the current one and ask for a new project.

If you have admin-permission, you will find an “Add new project”-Button in the top navigation and on the “All Projects”/”My Projects” -Pages.

In the top navigation:



Or on the “All Projects”/”My Projects” – Page top right:



By clicking on the “New Project”-/ or “Add new project”-Button a modal will be opened in which you will be asked to fill in the following fields:

Creating Project

Title:

Shortcode:

Director:

Guy

Category:

3D animation

Deadline:

March 2014

Mo	Tu	We	Th	Fr	Sa	Su
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Close

Create

1. **Title:**
is required, maximal length of 20 characters, have to be unique
2. **Shortcode:**
not required, will be generated if left blank, exact length of five characters
3. **Director:**

- dropdown menu of all users in Tindio
- 4. **Category:**
dropdown menu with a list of all possible categories
- 5. **Deadline:** the date, when the project have to be done (not confuse with end date, which is the date, on which the project actually has been finished), select date and time with the popued datetimepicker


After filling in all required fields, click the “Create”-Button. You will now see the created project on the “All Projects”-Page.

2.2 ... a new scene?

You are allowed to create a new scene, if you are an administrator or you are the director of the project, you want to create a scene in. Else all buttons are invisible and you have to contact the mentioned users.

A Scene is project-specific and cannot exist without a corresponding project. So it is obvious to create a scene on the project-page. Therefore you have to select your project from the “All-Project”/”My-Project” - Page and click on the “Add new Scene”-Button on the “Project”- page top right of the scene-table as depicted below:

Crew - 1 person

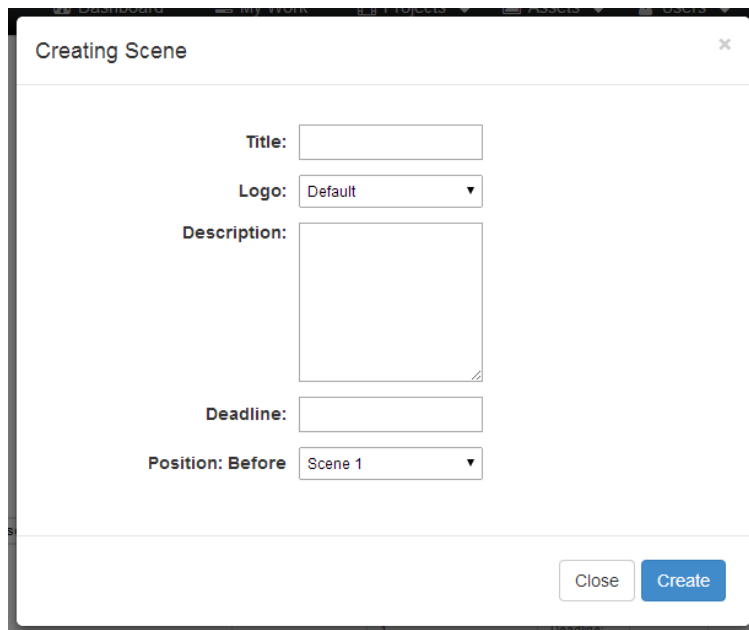


Description	Status	Shots	Details	Actions
			Started:	

By clicking on the “Add new Scene”-Button you will be forwarded to the Creation-Page, which will ask you about the following fields:

1. **Title:**
is required, maximal length of 20 characters, have to be unique within the project
2. **Logo:**
choose a logo from the dropdown menu, you can edit it later – the dropdown only shows the project files (not global files!)
3. **Description:**
not required, you can edit it later
4. **Deadline:**
date, when the scene have to be finished (do not confuse with enddate, which is the date, on which the scene actually has been finished), select day, hour and minute with the datetimepicker.
5. **Position:**

defines, where the Scene is shown in the scene table and thus defines the order of the scene in the project.



The 'Creating Scene' modal form contains the following fields:

- Title:** A text input field.
- Logo:** A dropdown menu with 'Default' selected.
- Description:** A large text area.
- Deadline:** A text input field.
- Position:** A dropdown menu with 'Before' selected and 'Scene 1' as the target.

At the bottom right, there are 'Close' and 'Create' buttons.

After filling in all required fields, click the “Create”-Button. You will be forwarded to the project-page of the project in which you created the scene. There you will find the scene in the scene table.

2.3 ... a new shot?

You are allowed to create a new shot, if you are an administrator or you are the director of the project, in which you want to create a shot. Else all buttons are invisible and you have to contact the mentioned users.

A shot is scene-specific and cannot exist without a corresponding scene. So it is obvious to create a shot on the scene-page. Therefore you have to select your scene from the Project - page and click on the “Add new Shot”-button top right of the shot-table on the scene page as depicted below:

SHOTS

		Shot	Code	Description	Status	Tasks	Details	Actions
							Started in:	

By clicking on the “Add new Shot”-Button a modal will be opened in which you will be asked to fill in the following fields:

1. **Title:**
is required, maximal length of 20 characters, have to be unique within the project
2. **Logo:**
choose a logo from the dropdown menu, you can edit it later – the dropdown only shows the project files (not global files!)
3. **Description:**

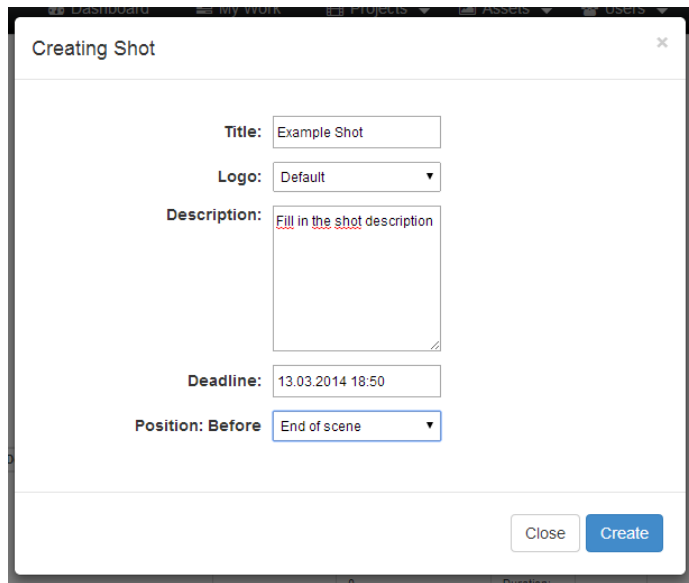
not required, you can edit it later

4. **Deadline:**

date, when the scene have to be finished (do not confuse with enddate, which is the date, on which the scene actually has been finished), select day, hour and minute with the datetimepicker.

5. **Position:**

defines, where the Scene is shown in the scene table and thus defines the order of the scene in the project.




After filling in all required fields, click the “Create”-Button. You will be forwarded to the scene-page of the scene in which you created the shot. There you will find the shot in the shot table.

2.4 ... a new task?

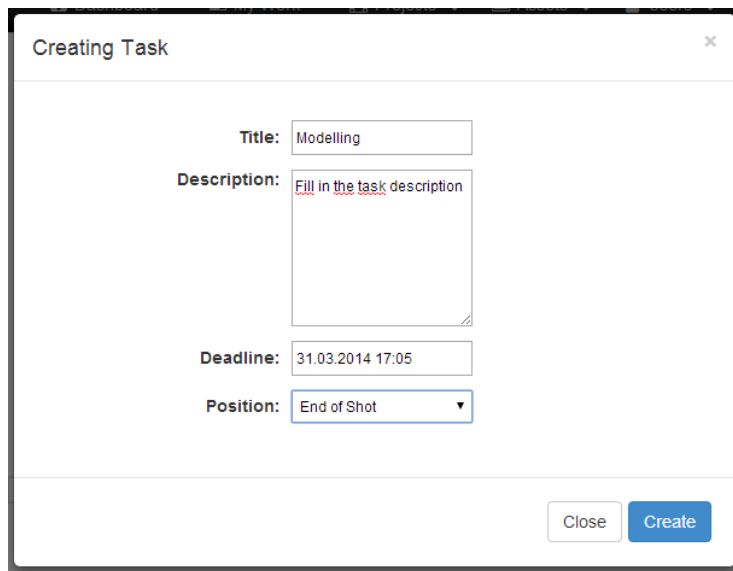
You are allowed to create a new task, if you are an administrator, the director of the project or a supervisor in the project, you want to create a task in. Else all buttons are invisible and you have to contact the mentioned users.

A task is shot-specific and cannot exist without a corresponding shot. So it is obvious to create a task on the shot-page. Therefore you have to select your shot from the scene - page and click on the “Add new Task”-Button top right of the task-table on the shot-page of the selected shot or the “Add workflow”-Button to add a predefined bunch of tasks.

TASKS							Add workflow	Add new Task
Task	Description	Assigned to	Status	Details	Files	Actions		

2.4.1 Add new Task – Button

By clicking on the “Add new Task”-Button a modal will be opened in which you will be asked to fill in the following fields:

A screenshot of a web application modal titled "Creating Task". The modal contains several input fields: a "Title" field with the text "Modelling", a "Description" field with a placeholder text "Fill in the task description", a "Deadline" field with the text "31.03.2014 17:05", and a "Position" dropdown menu with the selected option "End of Shot". At the bottom right of the modal, there are two buttons: "Close" and "Create".

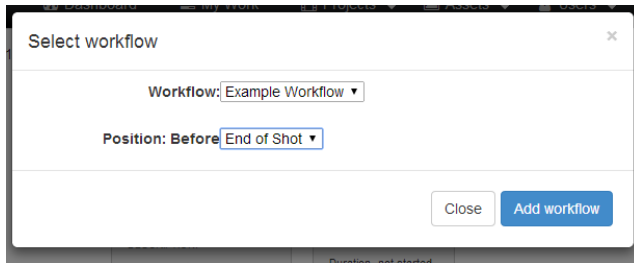
1. **Title:**
is required, maximal length of 20 characters, have to be unique within the scene
2. **Logo:**
choose a logo from the dropdown menu, you can edit it later
3. **Description:**
not required, you can edit it later
4. **Deadline:**
date, when the shot have to be finished (do not confuse with end date, which is the date, on which the shot actually has been finished), select day, hour and minute with the datetimepicker
5. **Position:**
defines, where the task is shown in the task-table and thus defines the order of the task.

After filling in all required fields, click the “Create”-Button. You will be forwarded to the shot-page of the shot in which you created the task. There you will find the task in the task-table.

2.4.2 Add workflow – Button

If you have recurrent sequences of tasks, we recommend to define a new workflow. A workflow is a predefined bunch of task, you you can add together to a shot.

By clicking on the “Add Workflow”-Button you a modal will be opened in which you can select your workflow.



Here you can select a workflow from the set of workflow templates, which are already created in your Tindio instance.

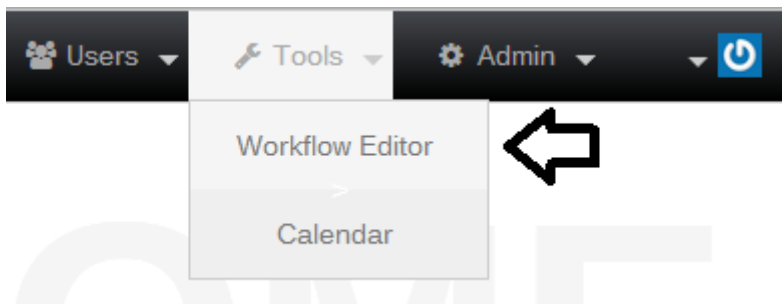
With the position-dropdown you can select where the workflow-tasks should be included.

After clicking the “Add workflow”-button you will be forwarded to the shot page where you wanted to create new tasks. All tasks in the workflow template are now added to the shot.

2.5 ... a new workflow?

If you have recurrent sequences of tasks, a workflow template will simplify your work. So we will now describe how to add a new workflow template.

First you have to navigate to the workflow-editor:



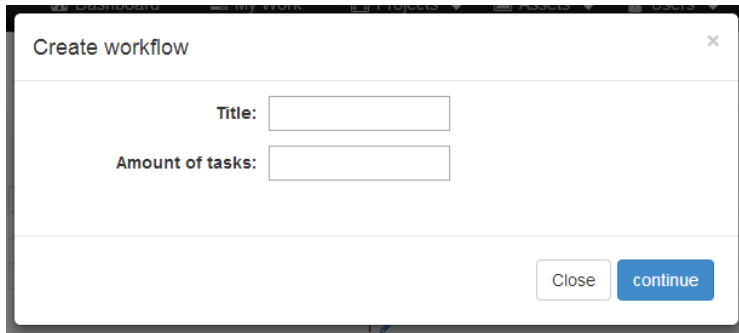
You will now see all existing workflow templates in Tindio together with the contained task templates.

If there is no workflow template which suits your task sequence you are able to create a new workflow, which will afterwards be available to all other users of Tindio.

To open the creation process click on the “Add new Workflow”-button top right:



After clicking on the button a new modal will be opened in which you can choose a name of the workflow and define the number of tasks:



Create workflow

Title:

Amount of tasks:

Close continue

With the “Continue”-button the next modal will be displayed:



Example

Title of Task 1:	<input type="text" value="TaskTitle 1"/>	<input type="text" value="Description of Task 1"/>
Title of Task 2:	<input type="text" value="TaskTitle 2"/>	<input type="text" value="Description of Task 2"/>
Title of Task 3:	<input type="text" value="TaskTitle 3"/>	<input type="text" value="Description of Task 3"/>
Title of Task 4:	<input type="text" value="TaskTitle 4"/>	<input type="text" value="Description of Task 4"/>
Title of Task 5:	<input type="text" value="TaskTitle 5"/>	<input type="text" value="Description of Task 5"/>

Close Create

Here you can define the titles of the task and add a short description. All others details have to be changed after adding the tasks of the workflow to a specific shot.

By clicking on “Create” the new workflow-template will be created and is shown in the overview.

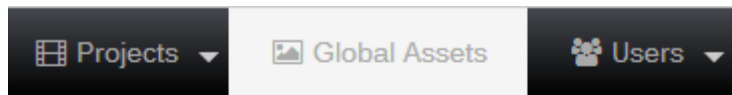
You will find additional information about the workflows in the workflow chapter.

3. Assets

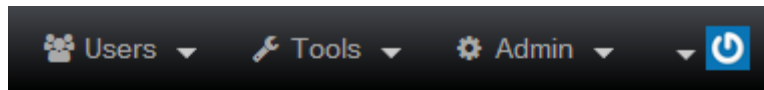
Assets are all files which are uploaded or linked to Tindio. They are split into global and local files. Every hierarchie layer has got its own local files. Thus there are project-files, scene-files, shot-files and task-files. You can link global files to a hierarchie layer, if you are planning to use it more often and do not want to select it from the asset library every time

3.1 How to upload a new global asset?

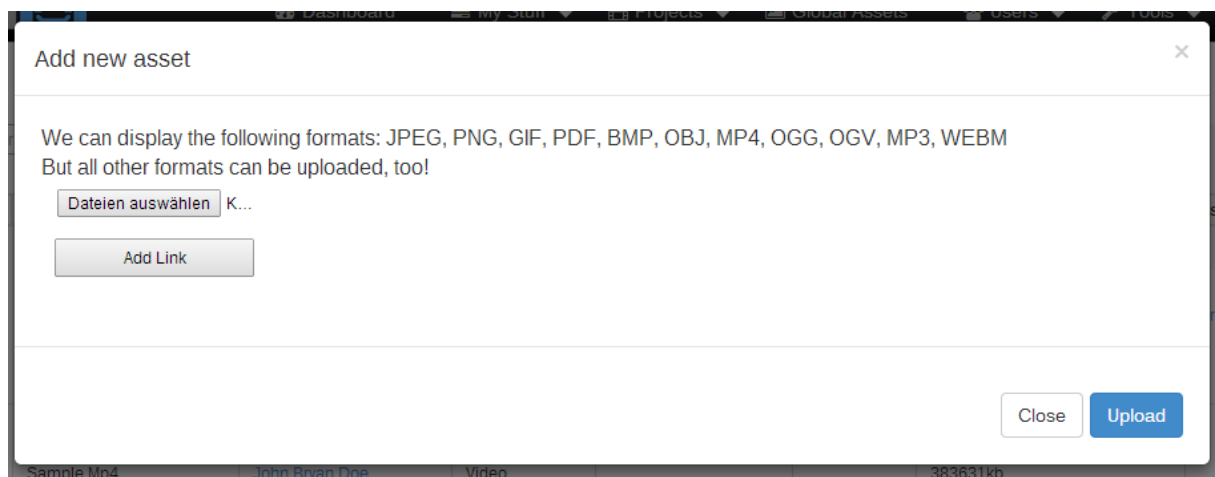
If you want to upload a new global file, you have to go to the asset library by clicking on “Global Assets” in the top navigation.



Top right of the asset library you will find a Button “Add new Asset”:



After clicking on the button, a modal will be opened in which you can choose a file from your local file system and upload it to the server or link an existing file from the web. In the case, you want to link an file, the file will only be stored on the remote filter. The file not be reuploaded to Tindio.



If you want to upload a new asset from your local storage, click on the “Dateien auswählen”-button and select the file from you local storage.

Add new asset

We can display the following formats: JPEG, PNG, GIF, PDF, BMP, OBJ, MP4, OGG, OGV, MP3, WEBM
But all other formats can be uploaded, too!

[Dateien auswählen](#) c...

[Add Link](#)

Title/Type		
CherryPicture	Details	cherry.jpg (image/jpeg) - 48351 bytes
Image	Description	a picture of a tasteful cherry
	Tags	fruit, cherry, nature

[Close](#) [Upload](#)

In the dialog you now have to fill in some details about the file:

1. **Title:**
is required, maximal length of 20 characters, choose meaningful names
2. **Type:**
choose the type of your file, the assumed type is preselected
3. **Details:**
show you the filename, the recommended type, file type and file size
4. **Description:**
not required but highly recommended for later use
5. **Tags:**
short notes to find the asset in the library more easily
6. **Delete-Cross:**
deletes your file from the uploadlist

If you want to link an existing file from the web to tindio, click on the “Add Link”-button.

Add new asset

[Dateien auswählen](#) Keine ausgewählt

[Add Link](#)

Title/Type		
Old filmscript	Description	The script of the old movie
http://example.org/script	Tags	script, moviescript, examplemovie

[Close](#) [Upload](#)

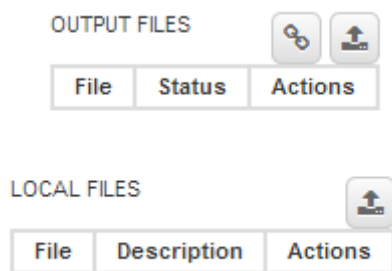
In the dialog you now have to fill in some details about the link:


1. **Title:**
is required, maximal length of 20 characters, choose meaningful names
2. **Link:**
Is required, the link to the file you want to link
3. **Description:**
not required but highly recommended for later use
4. **Tags:**
short notes to find the link in the library more easily


3.2 What about local assets?

As mentioned above, there are global assets and local assets in Tindio. We now want to explain, how you can upload an local assets. First we will describe it by uploading an asset to a task.

You will find to tables, headlined with “Output files” and “Local files” on the task-page.



With the -Button you can link other files from the library or the project-assets (local assets on the project layer) to your task.

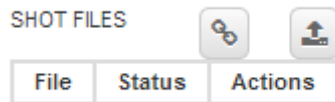
With the -Buttons you can upload new files to a task as described above for global assets.


3.3 How to link assets from the asset library?



As mentioned above you are able to link assets from the asset library to a project, scene, shot or task. In this manner you do not need to search for the assets every time you want to access it.

We will describe the process by linking a picture of a cherry to a shot. The picture has already been upload to the assets library and is in this way a global asset.

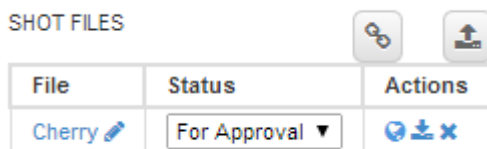
You will find an asset-table on every page of the hierarchy-layers (project, scene, shot, task). For example you will find the shot-files on the shot-page:






To link a file, you have to click on the  -button. You will be forwarded to the asset library, where you can select the cherry-picture:

	Title	Author	Type	Description	Tags	Details	Used in	Actions
	Cherry	Admin	Image	A picture of a cherry heart	heart, romantic, cherry, fruit, nature, valentine	.jpg 48351kb 2014-03-13 19:20:19		


By clicking on the Check-Sign you can link the cherry-picture to the shot. Now you will see, that the cherry picture is accessible through the shot-files:



As you the shot-files can be approved by directors. Else you see the Actions-icons in the last column.

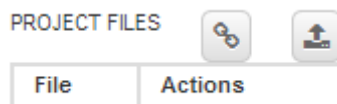
By clicking the  you can make a local asset global (the cherry was not a local asset, because it was selected from the library). The  will download the asset to your local storage and the  will destroy the asset globally.


3.4 How to upload an local asset?

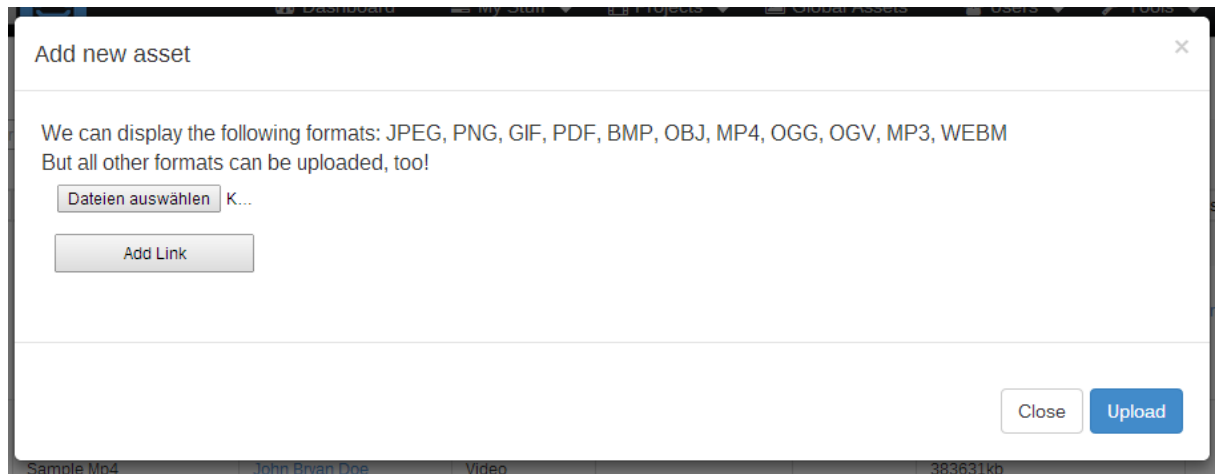
You may have noticed the  -icon above the file tables of project, scene, shot and task. There you can upload local files to the corresponding hierarchy-layer. We will explain the procedure by upload an movie script to the project-files. Uploading files to scenes, shots, and tasks is pretty much the same:

To upload a local file to the project you have to select the project from the “All-Projects”-page, so that see the project-page of the selected project.

Top right the table of the project-files is placed:



By clicking on the -icon you will see the upload-modal which you may recognize from the upload of global assets to the asset library:



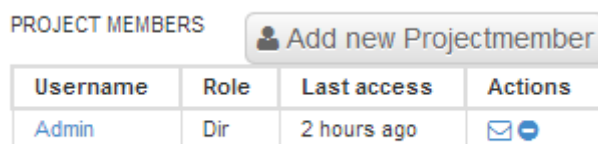
For further information about the upload-process, take a look at chapter 3.1 “How to upload a global asset?”

4. How to assign an user to ...

4.1 ... a project?




The following steps are only allowed if you are an administrator or direct of the project.

The first thing to do, if you want to assign a user to anything in the project, is to make him a project member. Therefor you have to select the project from the “All Projects”-page. Then you will find the table of the project members button right on the project-page.








As you see, by now only the Admin is a director of the project. To add new projectmember click on the “Add new Projectmember”-button.

You will be forwarded to the user-overview:

	Username	Firstname	Lastname	Skills	Roles	Projects	Last access	Actions
	Admin	John Bryan	Doe		Dir Admin	Project Y	41 min ago	
	Guy	Random	Guy				not yet set	

If you want to recruit “Guy” to your project, you have to click the Check-Sign in its row.

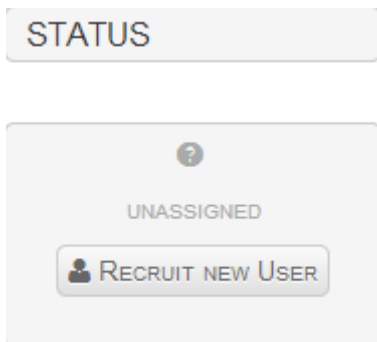
PROJECT MEMBERS				 Add new Projectmember
Username	Role	Last access	Actions	
Admin	Dir	43 min ago	 	
Guy	Obs	not yet set	 	

As you see, “Guy” has become an observer of the project. Every member, who isn’t director, supervisor or artist is an neutral observer without any permission. You can promote observers to be an artist or supervisor.


4.2 ... a task?

Instanting an example for promoting an observer, we will make EltonJohn an artist of the “Modelling” – task. First we have to select the task by navigating through the scenes and shots to the task page.

There you find the “Recruit new User”-Button in the status box:



By clicking on the “Recruit new user”-button you will be also forwarded to a user-overview-page. In opposite to the “Add new projectmembers” this page only contains project members of the project the task belongs to.

	Username	Firstname	Lastname	Skills	Roles	Projects	Last access	Actions
	Admin	John Bryan	Doe		Dir Admin	Project Y	41 min ago	
	Guy	Random	Guy				not yet set	

Again you have to click on the Plus-sign to recruit “Guy” for working on the task. You will now see, that the project is in “Pre-Production” and ready to get started:

INFO

DETAILS

STATUS

ExampleTask

CODE: PROJE_sc1_sh1_t1_examletask

DESCRIPTION:

ASSIGNED TO: Guy

Recruit new User

DEADLINE - 2014/03/28

START DATE -

END DATE -

DURATION - not started

PRE PRODUCTION

START TASK

5. Workflows

Workflows are a tool which will help you, to create the structure of your project faster and easier. They contain a predefined sequence of tasks which will be added to a shot all at once. Tindio provide you four common workflows:

- VFX chroma key shot
- VFX Tracking shot
- 2D animation shot
- 3D animation shot

Early we have described, how to add a new workflow to tindio. Now we will edit existing ones.

5.1 Edit workflow

We will describe it, by editing the workflow “Example Workflow”, which will be displayed like this in the workflow editor:

Exampel Workflow

	Task	Description	Actions
0	TaskTitle 1	Description of Task 1	
1	TaskTitle 2	Description of Task 2	
2	TaskTitle 3	Description of Task 3	

As you see, the workflow contains 3 Tasks. But now you notice, that “Exampel” isn’t the right spelling, so we have to edit the title. Obviously the Pencil right next to the title, is a good guess to edit the title. By clicking on it, an modal will you all details:

Editing Workflow ✕

Workflow title:

Exampel Workflow

Task:

TaskTitle 1

Description of Task 1

Task:

TaskTitle 2

Description of Task 2

Task:

TaskTitle 3

Description of Task 3

Close

Edit

Here we can edit all details and correct the spelling.

5.2 Add new Task

Maybe you have forgotten one task. It is also possible to add a new task to a workflow. The Plus-Sign next to the title will add the Task with a default title:

Example Workflow ✎ + ✕

	Task	Description	Actions
0	TaskTitle 1	Description of Task 1	✎ ✕
1	TaskTitle 2	Description of Task 2	✎ ✕
2	TaskTitle 3	Description of Task 3	✎ ✕

5.3 Add new Task

If you want to get rid of a workflow, you can delete it with you Cross-sign:

Example Workflow



	Task	Description	Actions
0	TaskTitle 1	Description of Task 1	 
1	TaskTitle 2	Description of Task 2	 
2	TaskTitle 3	Description of Task 3	 

Only directors and administrators can delete every workflow. Supervisors are able to delete workflows which they have created.

Deleting a workflow will not delete the tasks of shots, where you have added a workflow. The tasks are equal to tasks which are created separately.

5.4 Edit a task

You can also edit only a specific task. Therefore you have to click on the pencil in the row of this task:

Editing Workflow ×

Workflow title: Exampel Workflow

Task:



Close

Edit

5.5 Delete Task

The last icon left is the Cross-Icon in the task-row. This will delete the task from the workflow:

Example Workflow

	Task	Description	Actions
0	TaskTitle 1	Description of Task 1	  
1	TaskTitle 2	Description of Task 2	 
2	TaskTitle 3	Description of Task 3	 
3	New Task		 