GETTING STARTED

Tabs will navigate the user through the entire process.

Glass Carbide

File

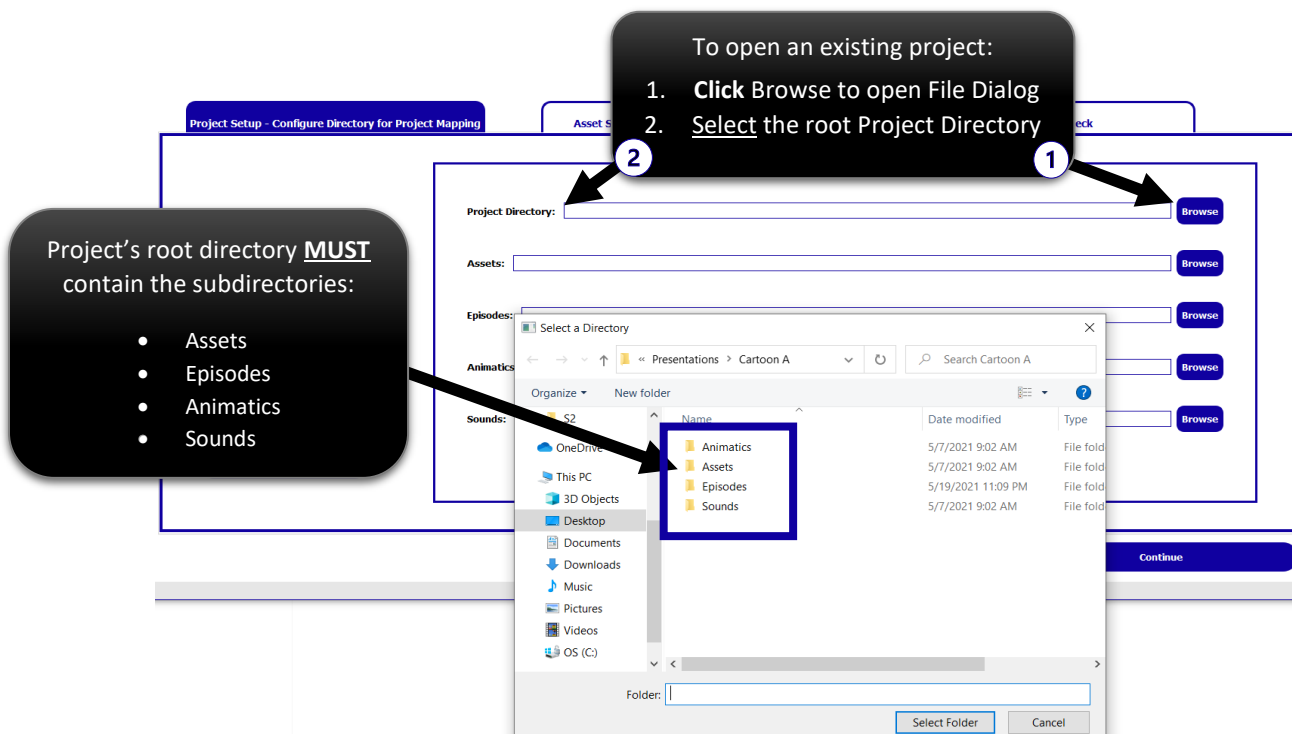| Project Setup - Configure Directory for Project Mapping | Asset Selection - Load CSV and Select Assets | Review and Check |

Setup mapping of Project directories to get started. **Cannot continue to next step without configuring directories.**

...tructions

Art
L I G H T

Continue navigates forward to next step. Back navigates to previous steps, for changes & error correction.

Setup Project

Exit
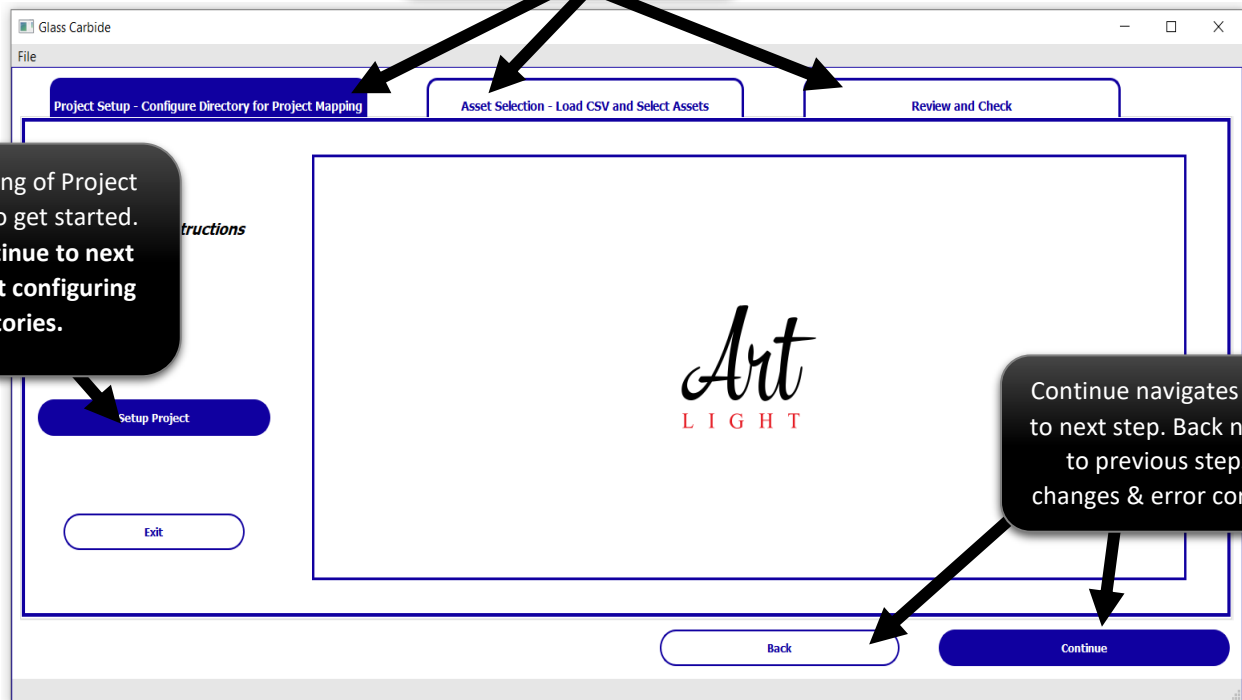
Back

Continue

Each tab represents a step in the process. The steps entail Directory Configuration, CSV Selection & Asset Handling. Continue & Back buttons are used to navigate steps. Each step has requirements to be met before proceeding to the next step.
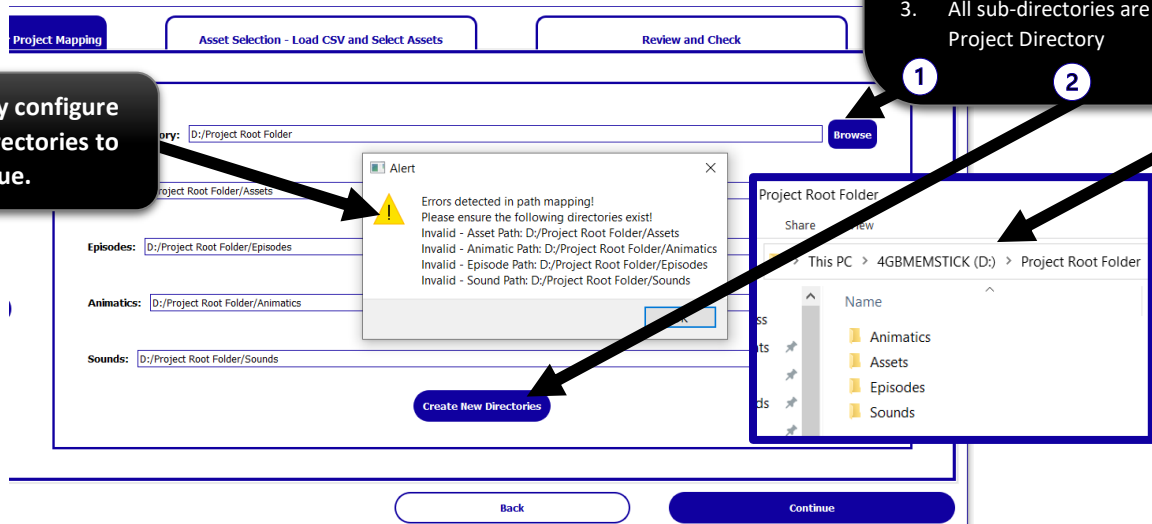
PROJECT DIRECTORY MAPPING & STRUCTURE

To open an existing project:
1. **Click** Browse to open File Dialog
2. <u>Select</u> the root Project Directory

Project's root directory <u>**MUST**</u> contain the subdirectories:

- Assets
- Episodes
- Animatics
- Sounds

Project Setup - Configure Directory for Project Mapping

Project Directory:
Assets:
Episodes:
Animatics:
Sounds:

Browse

Continue

Select a Directory

Presentations > Cartoon A

Search Cartoon A

Organize ▾   New folder

S2
OneDrive
This PC
3D Objects
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)

Name	Date modified	Type
Animatics	5/7/2021 9:02 AM	File fold
Assets	5/7/2021 9:02 AM	File fold
Episodes	5/19/2021 11:09 PM	File fold
Sounds	5/7/2021 9:02 AM	File fold

Folder:

Select Folder   Cancel

Open an existing project by clicking browse button and selecting the root project directory from the Open File dialogue. Project's root directory must contain the named subdirectories Assets, Episodes, Animatics & Sounds. To proceed to next step, directory and sub-directories **MUST** be configured.
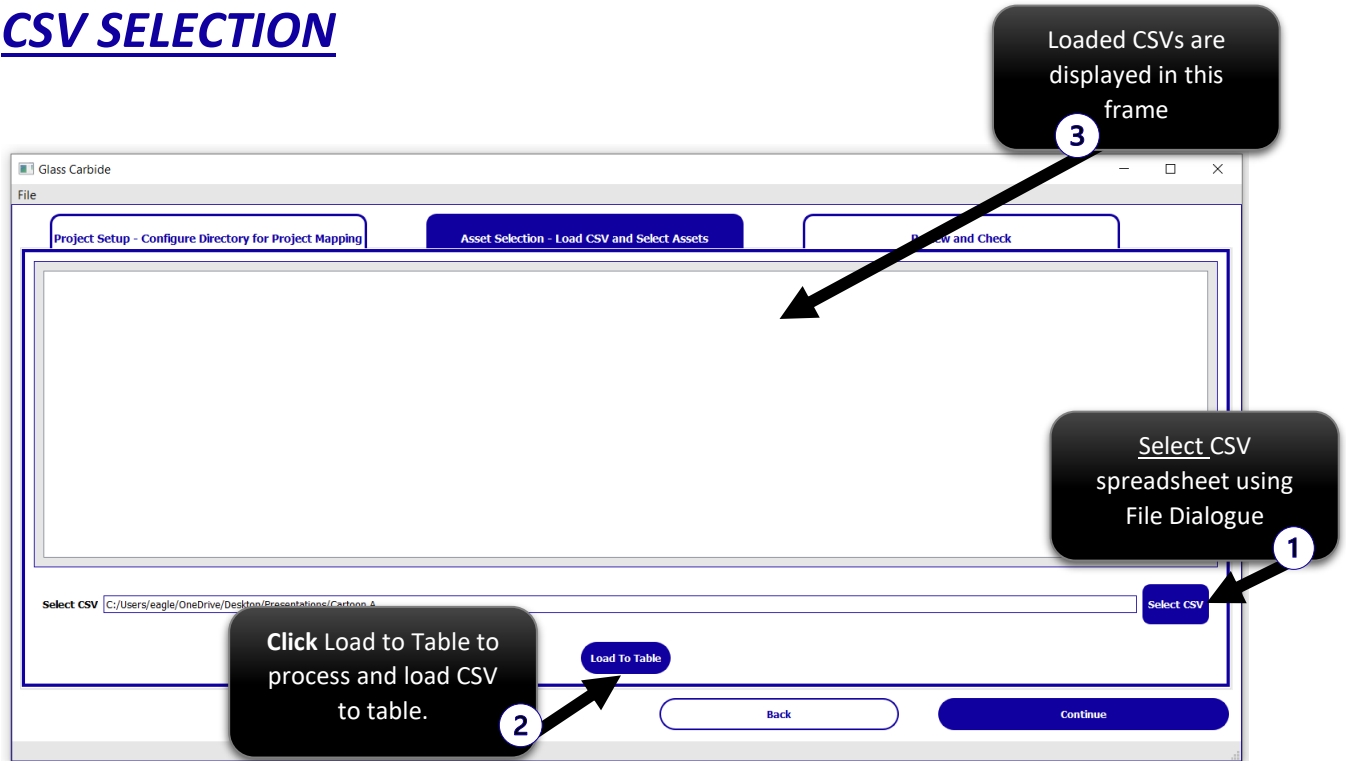
CREATING NEW DIRECTORIES

For **new projects or missing select subfolders**, new directories can be auto created.

1. **Click** Browse & Select root Project Directory
2. **Click** Create New Directories Button
3. All sub-directories are created in the Project Directory

(1) (2) (3)

MUST correctly configure mapping of directories to continue.

| Project Mapping | Asset Selection - Load CSV and Select Assets | Review and Check |

Directory: D:/Project Root Folder [Browse]

Project Root Folder/Assets

Alert ✕

⚠ Errors detected in path mapping!
Please ensure the following directories exist!
Invalid - Asset Path: D:/Project Root Folder/Assets
Invalid - Animatic Path: D:/Project Root Folder/Animatics
Invalid - Episode Path: D:/Project Root Folder/Episodes
Invalid - Sound Path: D:/Project Root Folder/Sounds

Episodes: D:/Project Root Folder/Episodes

Animatics: D:/Project Root Folder/Animatics

Sounds: D:/Project Root Folder/Sounds

[Create New Directories]

Project Root Folder

Share   New

This PC > 4GBMEMSTICK (D:) > Project Root Folder

Name
📁 Animatics
📁 Assets
📁 Episodes
📁 Sounds

[Back]   [Continue]

Create a new project by clicking Browse button next to the Project Directory input. Use the File Dialogue to select the root Project Directory. Click Create New button and all subdirectories will be auto created. To proceed to next step, directory and sub-directories **MUST** be configured.

CSV SELECTION

Loaded CSVs are displayed in this frame

3

Select CSV spreadsheet using File Dialogue

1

Click Load to Table to process and load CSV to table.

2

This step entails loading CSV to the table and selecting rows and columns to proceed with. Click Select CSV button to open File Dialogue and select CSV of Assets. Click Load To Table button and CSV will be loaded in frame.

HEADER TAGS & ROW/COLUMN SELECTION

Asset & ShotCode header tags **MUST** be added to Asset column to proceed

1 Select rows with a check mark

2

Select column by adding a header tag. **None** tags will cause columns to be ignored. Header tags are added by:

- Select preset from drop-down list
  OR
- **Double click** header tag of selected column & input custom tag name

Select rows by adding check mark. Columns are selected by adding a header tag. Add a header tag by selecting a preset from the drop-down list or double-click the header tag & manually input a custom tag name. Columns with **None** header tags will be ignored and not selected to proceed to the next step. Columns & rows **MUST** be selected and Asset header tag **MUST** be added to asset column to proceed to next step.

PCLOUD PROCESSING & PUBLINKS

Full list of selected files displayed here

Full listing of selected rows & columns shown here

ShotCode	Duration	Assets
ep025seq01sh01	61	sets_home_ext_008, CUSTOM_FILENAME
ep025seq01sh02	74	chars_trisha, sets_home_090
ep025seq01sh03	85	chars_lex, chars_plu, props_candies_001, sets_home_085

Filenames

CUSTOM_FILENAME
chars_lex
chars_plu
chars_trisha
ep025seq01sh01
ep025seq01sh02
ep025seq01sh03
props_candies_001
sets_home_085
sets_home_090
sets_home_ext_008

Update Filenames ---->

Publinks

https://u.pcloud.link/publink/show?code=
https://u.pcloud.link/publink/show?code=

pCloud Publink: https://u.pcloud.link/publink/show?code=   Add Link

Repos
Download Scanned Files
Cancel Download

Continue

0%

Multiple PCloud Publinks can be added for simultaneous scanning. To add a Publink:

1. Input Publink & **Click** Add Link button
2. Added Publinks are displayed in Publinks list

Full listing of selected rows & columns is displayed on the left. List of selected assets is displayed on right. Add multiple publinks for scanning of assets by inputting pCloud link and click Add Link. Added publinks are displayed in publinks list on bottom left.

FILENAMES (PCLOUD)

Add or edit a filename by double-clicking asset & manually input new name. Click Update Filename & new name will be added.

PCLOUD SCANNING

- Green rows mean file is ready to download
- Yellow rows mean multiple files found...{}
- Red rows mean file is not found in Publinks
- Hover over filename to see color reason

| Project Setup - Configure Directory for Project Mapping | | Asset Selection - Load CSV and Select Assets | PCloud Processing - Edit, Scan Download Files |

ShotCode	Duration	Assets
ep025seq01sh01	61	sets_home_ext_008, CUSTOM_FILENAME
ep025seq01sh02	74	chars_trisha, sets_home_090
ep025seq01sh03	85	chars_lex, chars_plu, props_candies_001

File Selection & File Details Viewing:
- **Double-click** filename to view matches in popup file details window
- Default will select only most recent version of file when multiple files exist

Filenames
- CUSTOM_FILENAME
- chars_lex
- chars_plu
- chars_trisha — Multiple files found!
- ep025seq01sh01
- ep025seq01sh02
- ep025seq01sh03
- props_candies_001
- sets_home_065
- sets_home_090
- sets_home_ext_008

Update Filenames ---->

With Publinks and filenames ready:
- **Click** Scan button to search Publinks for selected files
- Results will be returned as color coding.

Publinks
- https://u.pcloud.link/publink/show?code=
- https://u.pcloud.link/publink/show?code=

Add Link

Scan Linked Repos
Download Scanned Files
Cancel Download

Back | Continue | 0%

Once all publinks are added & filenames are configured, click Scan Linked Repo button to search for assets on pCloud. Results are returned as color coding of filenames. Hover over filename to see reasoning for color. Double-click a filename from filename list to view matches in file details popup window. This can be done for all filenames in list. Default will select only most recent version for download.

PCLOUD MATCHES
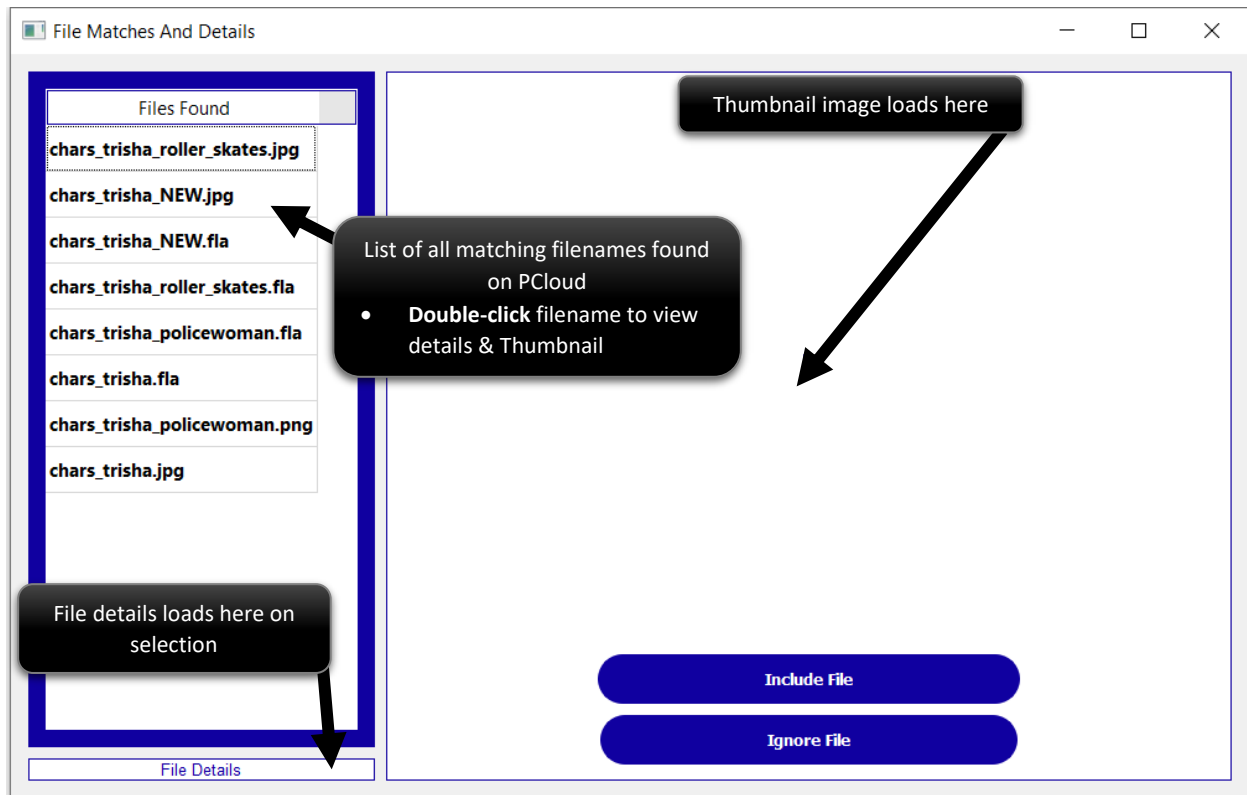
List of matching filenames found on PCloud displayed on left table. Double-click a filename to view details, including thumbnail. File details are displayed on bottom left & thumbnail will display in center.

SELECTING FILES FOR DOWNLOADING
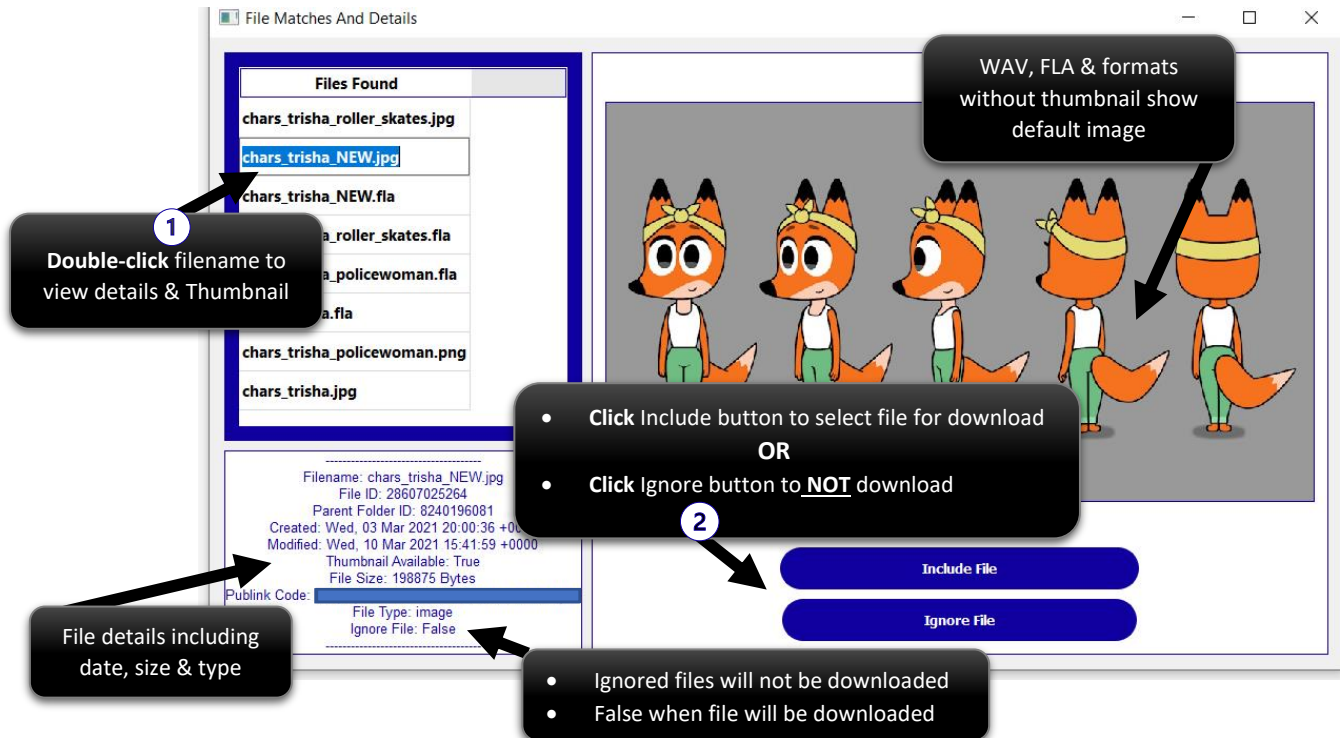
Upon file selection, thumbnail & file details are displayed. To select a file for download, click Include button. This will change Ignore File status to False. To NOT download file, click Ignore button to change Ignore File status to True. Default is to include all files so must manually ignore each ignorable file. Close window on completion.

DOWNLOADING FILES

ShotCode	Duration	Assets
ep025seq01sh01	61	sets_home_ext_008, CUSTOM_FILENAME
ep025seq01sh02	74	chars_trisha, sets_home_090
ep025seq01sh03	85	chars_lex, chars_plu, props_candies_001, sets_home_085

Filenames
- CUSTOM_FILENAME
- chars_lex
- chars_plu
- chars_trisha
- ep025seq01sh01
- ep025seq01sh02

Update Filenames ---->

Publink: /u.pcloud.link/publink/show?code=

Add Link

Scan Linked Repos

Download Scanned Files

Cancel Download

- **Click** Download button to download selected files
  OR
- **Click** Cancel Download button to stop download & make changes

Download progress is displayed here

Back

Continue

28%

Once all files are correctly selected, click Download button to download files to respective directories. Click Cancel button to stop download and make selection changes. Download progress displayed on bottom right.

DOWNLOADED FILES IN DIRECTORIES

MEMSTICK (D:) > Project Root Folder

Name

📁 Animatics
📁 Assets
📁 Episodes
📁 Sounds

Selected files will be saved in their respective sub-directories within root Project Directory

MEMSTICK (D:) > Project Root Folder > Animatics

Type	Name
MOV File	ep025seq01sh01.mov
MOV File	ep025seq01sh02.mov
MOV File	ep025seq01sh03.mov

MEMSTICK (D:) > Project Root Folder > Assets

Type	Name
PSD File	sets_home_090.psd
PSD File	sets_home_085.psd
JPEG File	props_candies_001.jpeg
Animate Do…	props_candies_001.fla
PNG File	ep018seq01sh01.png
JPG File	chars_trisha_roller_skates.jpg

MEMSTICK (D:) > Project Root Folder > Sounds

Type	Name
WAV File	ep018seq01sh01.wav
WAV File	ep025seq01sh01.wav
WAV File	ep025seq01sh02.wav

Selected files are saved in their respective subdirectories within the root Project Directory.