

Nguyen Trong Hoan

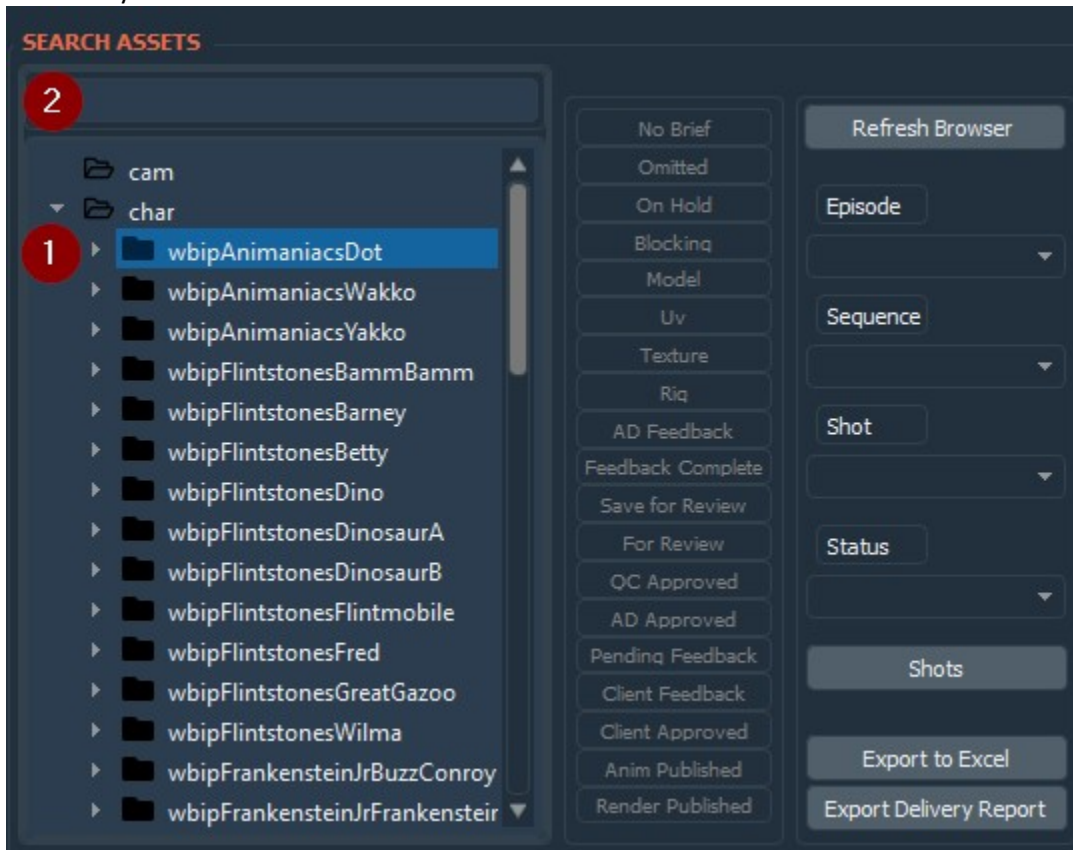
From: Kristian Pedlow
Sent: Monday, June 8, 2020 5:43 PM
To: Nguyen Thien Vinh; Nguyen Thi Thien Van; Le Tran Thuy Duong; Do Thi Thao Nhung
Cc: Nguyen Trong Hoan
Subject: RE: [SJ2] Hunter Work for artists.

Looping in Hoan, Nhung can you please translate ☺ and send to all the artists.

Ok so there are just a number of things that concern you as the artist assigned to create an asset\

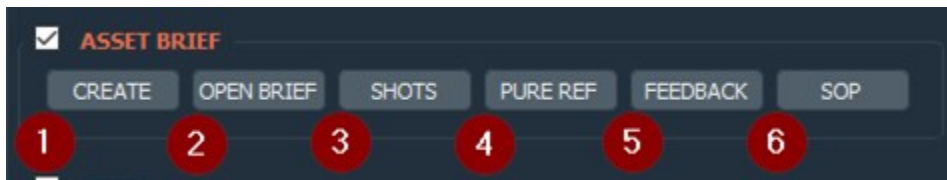
Fins your asset:

1. Search in the list
2. Or keyword search



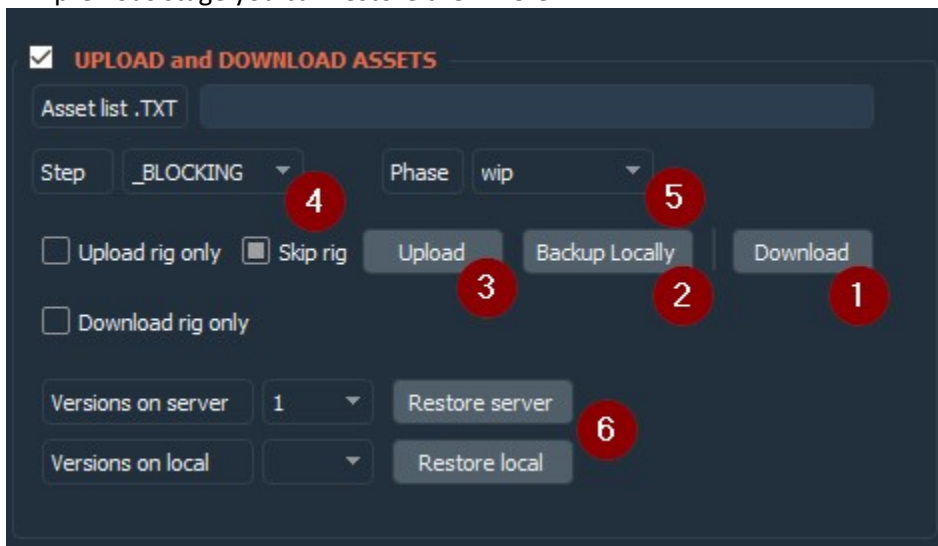
Here is the brief section:

1. Create Brief, - this is done by the TL or AD
2. Open Brief will simply open the brief location on the server
3. Shots is part of our internal animation pipeline, it's not for you, ignore it.
4. PureRef – this will open the brief document. If this is orange the brief has been updated since you last opened hunter.
5. Feedback – this will open a link to the clients feedback
6. SOP – this will open a link to the clients technical requirements.



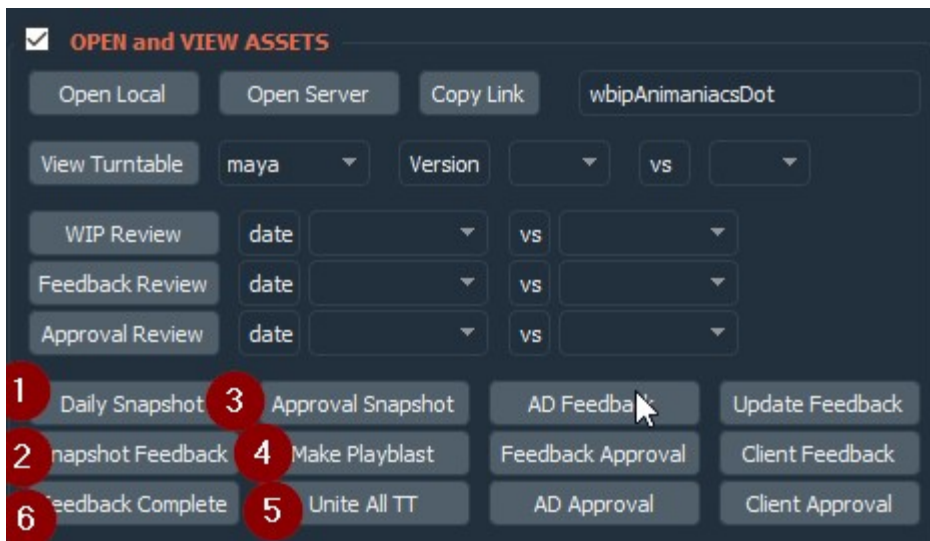
Then you have the area where you upload and download files to the server. Only these 6 buttons concern you

1. When you first start your work you will need to download the asset
2. If you want to incrementally save your work hit Backup Locally.
3. To upload a file for WIP Daily or for AD/Client Review choose Upload
4. And then choose the stage of work – BLOCKING/MODEL/UV etc [NOTE: You must do WIP Daily each day and include a few snapshots of your work and your hansoft completion for the day)
5. Choose the phase of work, WIP, FINAL
6. If for any reason you loose some work due to a corrupt file or myself of the client ask you to back track to a previous stage you can restore them here.

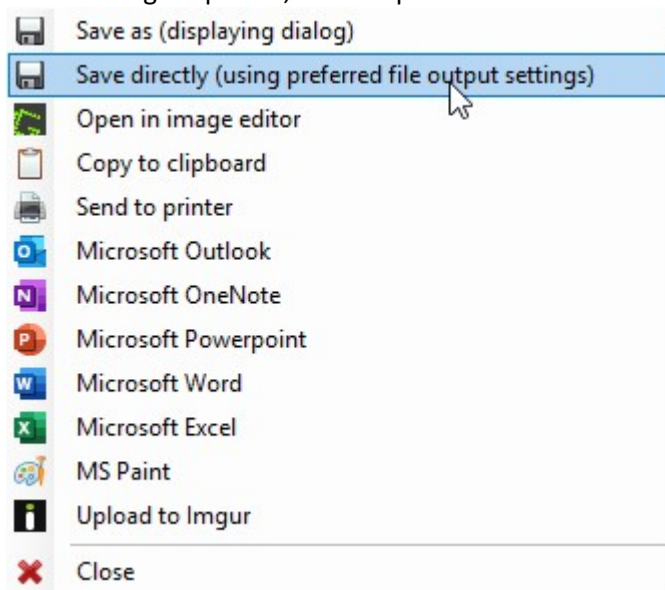


Then we have the approval process (this part is too complicated, we are improving it)

1. Daily Snapshot – this is for you WIP Daily email. (Steps 3/4/5 above)
2. Snapshot Feedback – If you receive feedback from the client or myself take some snapshots with this tool
3. Approval Snap Shot – For approvals take some close up images nice angles of you asset (the nicer they are the more likelihood they will be approved)
4. Before submitting "For Review" (step 3/4/5 above) hit this button to run a playblast
5. UNITE TT (Turntable) This will make a movie of all the latest versions of your snapshots and various turntables
6. This is Feedback Complete – hit this to send me an email requesting to approve feedback



When taking snapshots, use this preference when saving – it will automatically save it with the right name



Make an email rule for your asset

1. [project][assetname]
2. The folder in you inbox you want it to go to – match the assetname.

Create Rule✕

When I get email with all of the selected conditions

☐ From Nguyen Dieu Anh Thu

☒ Subject contains [SJ2]wipanimaniacsdot **1**

☐ Sent to _sparx_rd4

Do the following

☐ Display in the New Item Alert window

☐ Play a selected sound: Windows Notify Em ▶ ■ Browse...

☒ Move the item to folder wipanimaniacsdot **2** Select Folder...

OK

Cancel

Advanced Options...