LightSPEED eps

Entertainment Production Software

Quick Start Guide

Ver: 2.2c

Contents

Helpful Hints when using Lightspeed eps

1. You can go directly to the Lightspeed login page using this URL (no "www" required!):

   app.lightspeedeps.com

2. **Reports** are displayed in .pdf format in a new popup window. If your reports do not display, check your browser settings to ensure that popup windows aren't blocked.

3. Crew members need to have a **Start Form** in order to use mobile timecards. If a crew member does not see any timecards on their screen, make sure a Start Form exists for that person!

4. "**Production Elements**" are the people, places, or things that appear in front of the camera and play the part of things called for in the script. If a scene calls for a TRUCKER driving a TRACTOR TRAILER down a FREEWAY, the production elements are the actor playing the trucker, the actual truck rented for the scene, and the physical location used for the freeway.

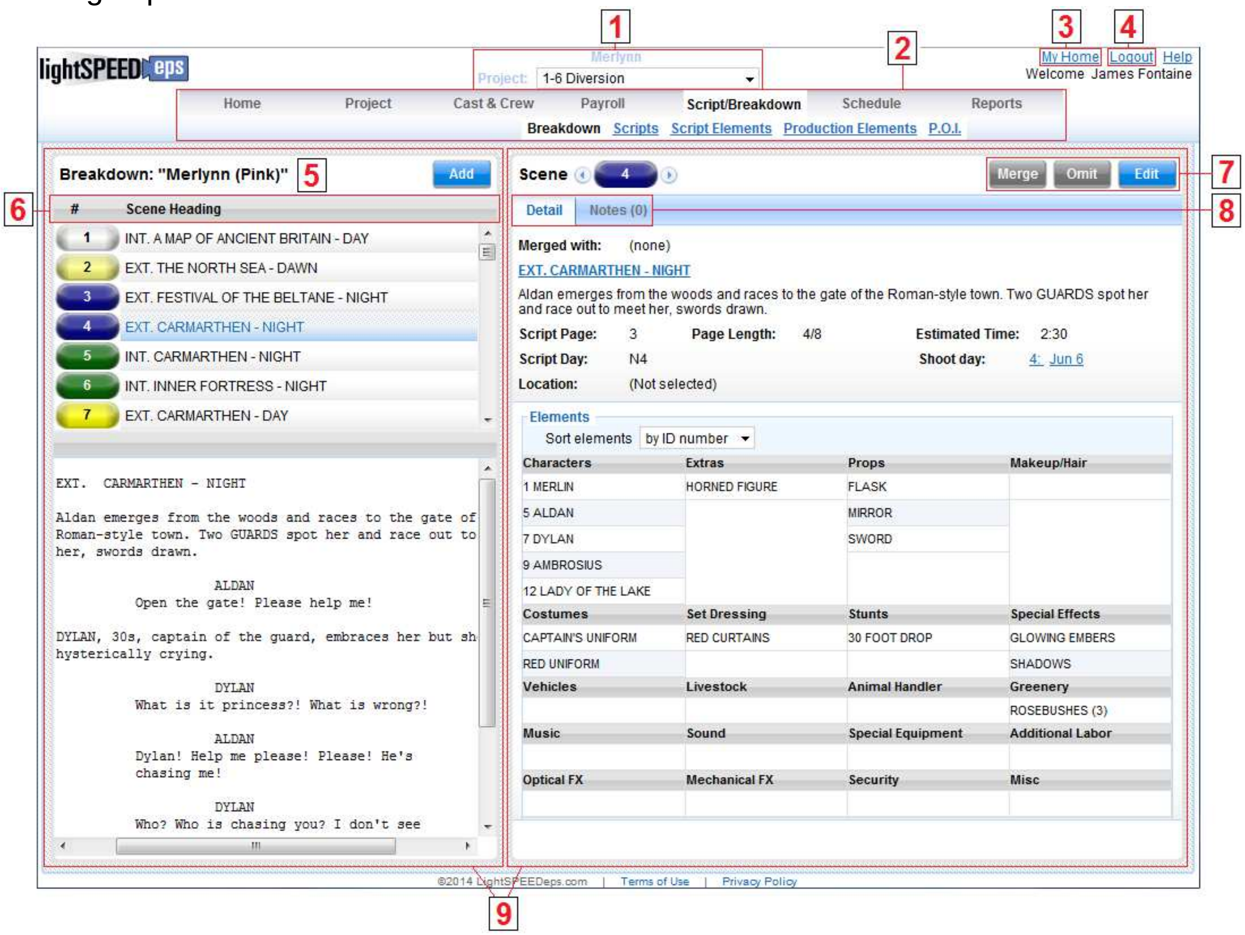
5. The **Production Calendar** has lots of helpful links. For a given day of production you'll find links to the Call Sheet, the strip board, and the various scenes for that day.

6. **Editing & Saving**. When making changes to data in Lightspeed, click on the Edit button in the upper right corner of the screen. When done, select the Save button in the lower right corner. <u>If you don't select the Save button, your changes will not be saved</u>!

How to Use Lightspeed eps

Thank you for choosing Lightspeed. The following guide is intended to help you navigate through the many screens of Lightspeed.

The Lightspeed screen:



1. Production Name/Project Dropdown
2. Navigation Menu
3. Link to My Productions Home Page
4. Logout Button
5. Pane Title
6. Column Header
7. Screen Buttons
8. Mini-Tab Menu
9. Screen Panes

Each of these components is described below.

1. **Production Name/Project Dropdown**
   At the center top of the screen you'll find the name of your Production. If your Production contains multiple episodes or projects, as with a TV series, a project dropdown menu is displayed below the Production name.

   When you wish to switch to a different project or episode, use the Project dropdown menu to select a different project.

2. **Navigation Menu**
   The Navigation Menu is located above the main screen just below the Production and Project name. A link to your Home page is at the left side of the menu. Hover your mouse over the menu to view selections or click on a selection to go to that page.

3. **Link to the My Productions Home Page**
   Click this link to return to your main My Productions Home Page .

4. **Logout Button**
   Click this link to log out of the application.

5. **Pane Title**
   At the top of each pane is a title in large bold. The title describes the contents of the pane. For example, the title of the left pane is “Breakdown” and the title of the right pane is “Scene 4”.

6. **Column Header**
   Column headers appear at the top of lists and tables. Most column headers allow you to sort data by clicking on the fields in the column header.

7. **Screen Buttons**
   Screen buttons populate each screen of Lightspeed. Each button contains a self explanatory title. For more information on what a specific screen button does, please see the help section for that screen.

8. **Mini-Tab Menu**
   Some panes contain mini-tabs. Mini-tabs are menu selections that allow you to switch between several pages of detail in a single pane. Click on a mini-tab to view its data.

9. **Screen Panes**
   Each screen in Lightspeed is divided into one or more panes, or “containers”. In a two paned screen, the left pane will typically contain a list of items and the right pane will display the detailed information of whichever item has been selected from the list. In the sample screenshot above, the left pane contains a list of scenes and the right pane displays the breakdown for the selected scene.

   Some screens, such as the strip board viewer, only contain a single pane. Others, such as your Home welcome page, contain no lists at all.

Quick Start Guide

The following quick start guide will lead you through the key steps necessary to get your production up and running. Follow these steps to prepare your production for the first day of shooting.

The very first step is to create your first production. After logging into Lightspeed for the first time you are presented with the **My Productions** page. Look for the blue **Create** button near the top of this page.

Create Your First Production

1. Select the **Create** button at the top of the My Productions list.

2. Select a production from the list of available production types, such as a Free Trial.

3. Give your new production a title and follow the steps necessary to begin your trial or subscription.

Note: The person who creates a production is considered the **Production Owner** of the production and is given, by default, the roles of Production Data Administrator and Financial Data Administrator.

Production Data Administrators

Each production must have at least one Production Data Administrator, and may add up to a total of five Production Data Administrators. Production Data Administrators have a great deal of control within the production and may invite others, edit production data, and archive the production entirely. When a production's subscription expires, only Production Data Administrators are able to access the production.

Financial Data Administrators

Each production must have at least one Financial Data Administrator. Financial Data Administrators are responsible for the financial and payroll data in the system and may grant other users access to this financial information. Financial information includes timecards, start forms, and payroll reports.

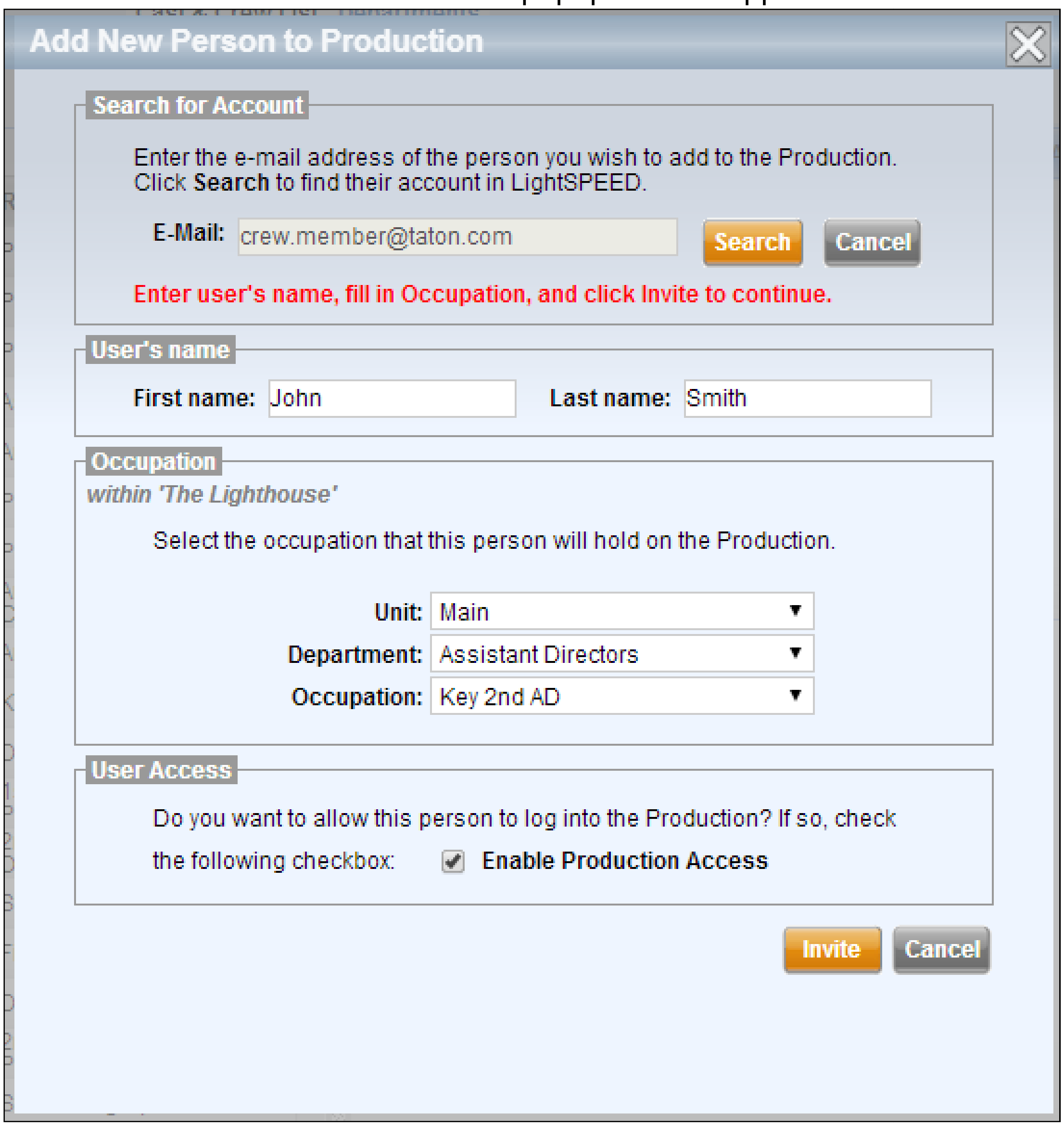
Now that you've created your first production, click on the Production Name on the left side of the screen and follow these next steps to get it up and running.

1 Invite People to the Production

As people are hired onto the production, invite them to Lightspeed and assign their roles and positions. Invite people using the Cast & Crew tab.

1. Select the **Cast & Crew** Tab.

2. Select the **Add** button above the Cast & Crew List.
   The **Add New Person to Production** popup window appears.



3. Enter the person's e-mail address to search for them in the Lightspeed directory.

   If the person is found in the directory, then their **first** and **last** names will be displayed onscreen.

a. Select a production role for the person using the **Department** and **Position** dropdown menus.
If the person's position is a part of a specific unit (such as a 2nd Unit) then select the unit.

Note: If you don't see the occupation you need, you can create a custom occupation by selecting **(Create New Role)** for the person's Position.

b. If you want the person to be able to log into your production, check the Enable Production Access checkbox at the bottom of the screen.
c. Select **Save**.
The person is added and displayed in the right pane as *Invited*.

If the person is not found in the directory you may search again for a different e-mail address, or you may create an account for the person who was not found, which will allow you to invite them to your production. To create the person's account:

a. Select the **New Account** button.
b. Enter the person's **first** and **last** names.
c. Select a production role for the person using the **Department** and **Position** dropdown menus.
If the person's position is a part of a specific unit (such as a 2nd Unit) then select the unit.

Note: If you don't see the occupation you need, you can create a custom occupation by selecting **(Create New Role)** for the person's Position.

d. If you want the person to be able to log into your production, check the Enable Production Access checkbox at the bottom of the screen.
e. Select **Save**.
The person is added and displayed in the right pane as *Invited*.

4. Enter any other information for the new person such as address, phone number, or images.

5. If the person prefers to receive automatic notifications to their cell, e-mail, or both, make those selections under the **Preferences** mini-tab.

6. Select the **Save** button when you have completed entering the person's information.
An invitation e-mail is sent to the user. If the crew member loses their first invitation you may use the **Re-Invite** button to invite them again.

2 Prepare Electronic Timecards

In order to use electronic timecards there are three steps you are required to complete. They are:

- Grant payroll view & edit permissions to the Payroll, Accounting, and Management staff.
- Create start forms for your crew.
- Decide who will review and approve timecards for each department, and for the production as a whole.

Each of these steps is detailed below.

1. Grant Accountants, Management, and other applicable office staff the permission to review and edit timecards and start forms.
    a. Go to the Project **Permissions** page (Click on Project, then Permissions) and select the members of the accounting and management staff who will review and process timecards.
    b. Give each of these people the permissions to **Edit Crew Start Forms** and **Edit Timecard Gross**.

2. Input **Start Forms** for each crew member.

   Note: One must have **Edit Crew Start Forms** permission to access the Start Form mini-tab.

    a. Go to the **Cast & Crew** list.
    b. Select the crew member and then select the **Occupations** mini-tab.
    c. Click on the **View Starts** button, above the list of occupations, to view and edit the start form for the employee.
    d. Complete and save the start form.

3. Select who will review and approve timecards.

   Note: One must have the **View Timecard Gross** or **Edit Timecard Gross** permission to access the Approver Hierarchy screen.

    a. Click on Payroll, then Preferences, and then the Approver Hierarchy mini-tab.
    b. Select *** Production Approvers** from the left hand list.
    c. Select the timecard production approvers (people who are responsible for approving timecards for the entire production) from the right hand list and use the arrow buttons to place them into the Production Approvers hierarchy.
    d. Select individual departments from the left hand list and for each, select Department Approvers.

   e. If you wish to give an employee permission to fill out timecards for members of a department, select that employee in the **Dept. Time Entry** dropdown.

You are ready to use electronic timecards!

3 Import Your Script

There are two ways to input a script into Lightspeed - via manual data entry or via automatic import. We highly recommend using the automatic import feature as this will save many hours of time. Lightspeed can import from the following file types: Adobe .pdf, Final Draft 7 Tagger .xml, Final Draft 8 .fdx, and .sex. Pdf is recommended.

The following instructions pertain to an <u>automatic import</u> of the first script of a project.

1. Hover your mouse over the **Script** Tab. Select the **Script Revisions** option when it appears below the **Script** Tab.
   The Script Revisions screen appears.

2. Select the **Add** button at the top of the left pane.
   The **Add New Script Revision** popup window appears.

3. Enter the following information for the script:
   a. The Title
   b. The revision page color
      If you are not yet tracking page revisions you may select White.
   c. Select Automatic import

4. Use the screen controls to select the script file and upload it to Lightspeed.

5. Once the file is uploaded, select whether or not you want the import process to include Script Elements or Script Page Text.

6. Select the **Continue** button when you are ready to import the script.

   The Import Process parses the script and breaks it down into individual scenes. When the import completes successfully, an import review screen is displayed showing the number of scenes, pages, and sets in the script. Additional information, such as if any scenes are missing scene header information, is shown in a text box.

7. Select the **Next** button to proceed.
   A scene list is displayed.

8. Review the scene list. You may edit the slug line, page count, or script day for each scene.

Note: If you are importing a script into a project that already contains one or more script revisions, you will be presented with a script comparison screen during this import process. For additional instructions please see the section "Adding a New Script Revision" > "Automatic Import When Prior Revisions Exist" in the **Script Revisions** section of this help document.

9. Select the **Finish** button when complete.

4 Review and Edit the Script Breakdown

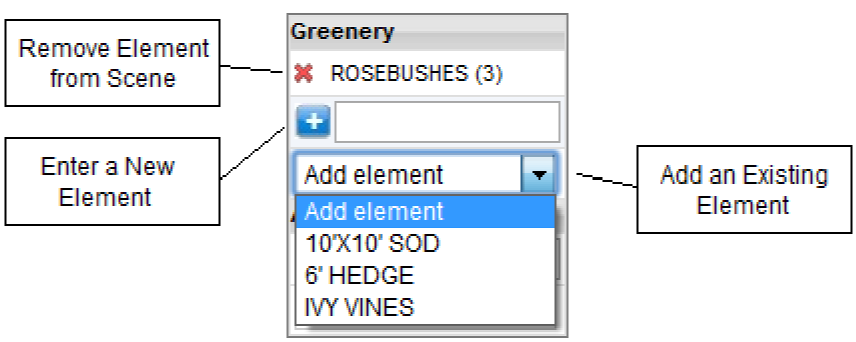
After importing the script you can view its pages on the Script Revisions screen. You can view and edit the breakdown on the Script Breakdown screen. For each scene you can change the scene details, add or remove elements, and create scene notes.

1. Select the **Script** Tab.
   The Breakdown page appears with a scene list and script pages on the left hand side.

2. Select a scene to edit. Click on the **Edit** button at the upper right.

3. In the Details mini-tab, edit information about the scene such as the scene header, synopsis, page number or page length.

4. Edit the **Element Table**.



   a. Locate an element category such as Character or Props.
   b. To input a brand new element, type the element name into the blank field next to the plus symbol and click on the plus symbol, or press Enter or Tab.
      You may also copy and paste an element name from the script text on the left hand side.
   c. To add an element already in the element database, select it from the **Add Element** dropdown menu.
   d. Remove a script element from the scene by clicking on the red "x" to the left of the element name.

Note: Removing a script element from a scene does not delete the element from the element list.

5. Select the **Save Now** button to save your changes.

5 Create a Strip Board

The strip board is a large table of strips with each strip representing one or more scenes from the production. Scenes are placed on the strip board in the chronological order in which they will be shot. "End of Day" strips are placed throughout the strip board delineating the scenes for each workday. Strip boards are created using the Strip board Editor. In multi-unit productions, each unit may have its own strip board.

1. Hover your mouse over the **Schedule** Tab. Select the **Strip Board** option when it appears below the **Schedule** Tab.
   The Strip board screen appears.

Note: When viewing the strip board you are actually viewing a "set" of various boards that make up your overall schedule. Each "set" of strip boards consists of a board for main unit Scheduled strips, Unscheduled strips, Boneyard strips, and a separate board for each additional Unit. Scheduled and Unit boards determine the production schedule. Unscheduled strips are not placed on the production schedule. The Boneyard contains strips for scenes that have been omitted from the script.

Initially the strip board contains no scheduled strips. All strips from script scenes are placed on the Unscheduled board.

2. Select the board you wish to edit, such as the Scheduled board or an additional Unit board.

3. Select the **Edit** button in the upper right.
   The **Strip Board Editor** displays. By default, the list of Unscheduled strips appears on the right and Scheduled strips appear in a list on the left.

4. Drag and drop strips from the Unscheduled list to the Scheduled list. Select multiple strips by holding down either the Shift or Ctrl key as you click on strips. Selected strips are outlined in red.

5. Add "End of Day" and "Banner" strips by dragging them from above the Scheduled list and dropping them into the strip board.

Note: Alternatively you can use the **Auto-Schedule** feature. The strip board Auto-Scheduler allows you to automatically schedule all of your unscheduled strips by ordering them by up to three criteria - sets, INT/EXT, and Day/Night. **Day breaks** can be inserted after a certain number of strips or pages, or you can distribute the entire schedule over a fixed number of days.

Warning: The Auto-Scheduler will overwrite the existing strip board.

6. When you have finished editing the strip board, click the **Return** button.

   The strip boards automatically merges with the Calendar to populate production days with the chronological ordering of scenes.

6 Edit the Production Calendar

The basics of the production calendar consist of setting the production start date and deciding which days of the week will be work days versus off days. These settings are found on the Calendar screen.

1. Select the **Schedule** Tab.
   The Calendar screen is displayed.

2. Click on the **Edit** button at the upper right.

3. Select a production start date using the **Start Date** field in the upper left. This date represents the first day of shooting.

4. Select which days of the week will be regular non-working days using the **Days Off** checkboxes along the top of the Calendar.

5. Make further changes to the Calendar by dragging and dropping various day type icons from the left hand list onto the Calendar.

Note: You can navigate to different calendar months using the arrow buttons above the calendar.

6. Select **Save** to save your changes.

Note: If you have created multiple Units, each Unit will have its own calendar. Use the Unit dropdown at the top of the Calendar screen to select the calendar to edit.

7 Cast Roles, Scout Locations, Locate all other Production Elements

Once the script has been broken down and all Script Elements have been identified, you can go about finding "Production Elements" to play the roles of the Script Elements. Production Elements are actors, locations, and things such as props and vehicles that are used in production.

Selecting a Production Element to play a Script Element is a very simple two step process. 1) Create the Production Element. 2) Associate the Production Element with the Script Element. Done.

When you associate a Production Element with a Script Element, you are associating cast members with character roles, and locations with the script's sets. If you have multiple candidates under consideration to play a location or character, you can associate multiple Production Elements to a single Script Element and then review all of the candidates before selecting one to play the part.

For example, a Location Scout can create and associate several Location Elements with a scene's set. The Director can then review the locations and determine which will be used to play the set. The same is true for characters, vehicles, or any other element in the script.

1. Hover your mouse over the **Script/Breakdown** Tab. Select the **Production Elements** option when it appears below the Tab.
   The Production Element list appears.

2. Select the **Add** button above the left pane.
   The **Add Production Element** popup window appears.

3. Select an element category from the dropdown list and click the **Add** button.

Note: Cast members cannot be created on the Production Element screen. If you need to create a new Cast Production Element, do the following:
Add the cast member to your Cast & Crew list and assign the person a role of Cast member. The person will automatically be added to the Production Element list as Cast.

   A new element is created.

4. Edit the fields of the new element such as the **Name** and **Description**.

5. Optionally, you can assign a Manager or, in the case of a location, a Site Rep using the Manager dropdown field.
   If the record for the Manager does not yet exist, create it using the **Create** button.

6. Add **Images** or **Blackout Dates** for the Element.

Next, associate the Production Element with a Script Element. This is the action used to cast roles, assign locations, and decide what other Production Elements are used to play roles from the script.

7. Select the **Associate** button.
   The **Associate with Script Element** popup window appears. It displays a list of Script Elements in the same category of your Production Element.

   a. Click on the + symbol next to any Script Elements you want to associate with your Production Element.

b. Select **Close** when done.

8. **Save** the Element.

8 Create the First Call Sheet

Congratulations, you're ready for your first day of production! Create a call sheet for Day 1.

1. Select the **Reports** Tab.
   The Reports screen is displayed.

2. Select **Call Sheet** from the list of reports in the left pane.

   If you have multiple Units, use the Unit dropdown field on the right side to select the Unit for which you want to create the call sheet.

3. Click on the **Create** button in the upper right part of the screen.

4. Select the date for your call sheet and click on **Save**.
   The call sheet screen is displayed.

5. Edit the fields of the call sheet if any changes are necessary.

6. Select **Save** when you are done.

Note: Newly created call sheets are given a status of "Preliminary". Changes made to preliminary call sheets do not result in people being notified of the changes. When the call sheet is ready for publication and distribution it can be finalized using the **Make Final** button on the call sheet screen. Changes made to a call sheet in "Final" status result in Lightspeed notifying users of the changes.

7. Finalize the call sheet by clicking on the **Make Final** button.
   The **Make Call Sheet Final** popup window appears.

8. Select **OK** to publish the call sheet and deliver notifications.