OutlookMovie

USER MANUAL

English version

September 2026

The all-in-one platform for film and audiovisual production

About this manual

This manual presents OutlookMovie's main features and explains how they are used in a film or audiovisual production environment.

Multilingual interface

Each user can choose their display language independently of the other members of the project. OutlookMovie is available in English, German, French, Spanish and Czech.

Navigation principles

Navigation paths are shown in English, in line with the English OutlookMovie interface. Example: Settings > User Management > List of Users. Screenshots may come from an earlier version or another language configuration of the interface and may occasionally show different labels.

Table of Contents

1. General Information

OutlookMovie is an all-in-one platform dedicated to managing film and television productions. It centralizes preparation, breakdowns, shooting schedules, crew coordination, production documents and cost tracking.

Licensing

Production companies purchase one license per project. Each license includes:

- unlimited users;
- unlimited storage;
- access to the OutlookMovie modules included in the license;
- no time limit for the project.

The License Administrator creates user accounts and assigns access rights according to each person's role and responsibilities.

Hosting and Security

OutlookMovie is hosted on Google Cloud Platform (GCP) using a secure and scalable cloud architecture.

- The application runs on Google Cloud Run.
- Structured data is hosted in Cloud SQL (MySQL 8.0), with no direct public exposure of the database.
- Files are stored in private Google Cloud Storage with Public Access Prevention enabled.
- Web connections use HTTPS with TLS 1.2 or higher and HSTS.
- Google Cloud Armor protects the internet-facing application against malicious traffic and contributes to DDoS protection.
- Technical and security logs are centralized in Google Cloud Logging and monitored through Google Cloud Monitoring.

OutlookMovie also commissions independent security testing from NGSS (Next Generation Security Solutions).

User Access

- Each user has an individual login and password.
- Available functions depend on the role and access rights assigned to the user.
- Two-factor authentication (2FA) can be enabled to strengthen access security.

OutlookMovie Mobile App

OutlookMovie offers a dedicated mobile application on the Apple App Store and Google Play. It provides access to essential project information and functions from a smartphone or tablet.

Home Page Overview

OutlookMovie provides straightforward access to the essential functions of your project.

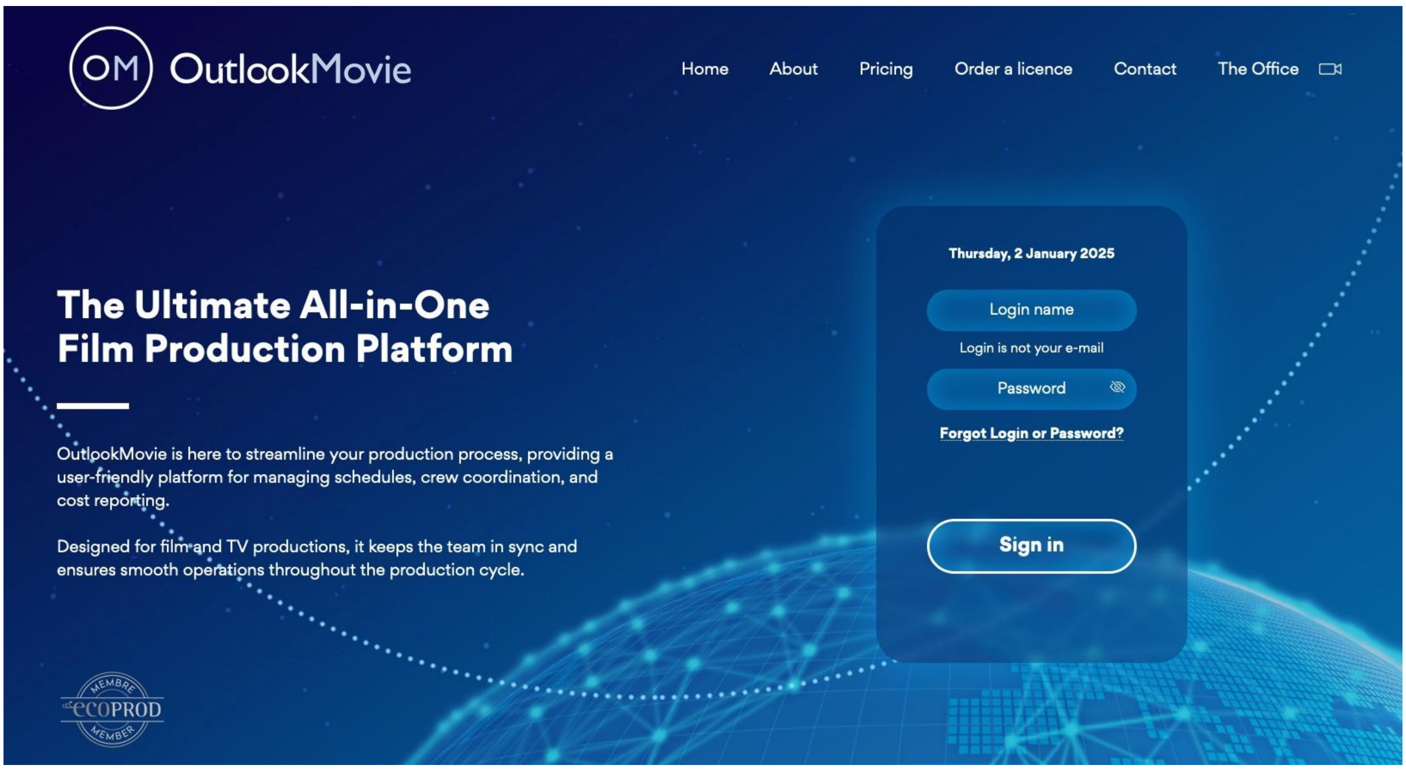
Key Features

- Pricing: view the current pricing terms.
- Order a License: start creating a license for a new project.
- The Office: access OutlookMovie's video-conferencing tool to communicate with the team.

Project Login

1. Enter your login and password to access your project license.
2. If you have forgotten them, click "Forgot Login or Password" to start the recovery process.

The home page provides the main access points to your license and OutlookMovie tools.



Top Header

The top header displays the main project information and provides access to the user's personal data.

Edit Information

- The film title can be changed in Settings > Movie Info.
- The production company name can be changed in Settings > Production Info.
- The director's name can be changed in Schedule > Create and Modify.
- Click your name to access your personal data.

If you use a Block Version license, designed for episodic series or productions shot in blocks, you can quickly move from one block to another.

- Block selection: use the selector in the top header to display the required block. This is particularly useful for multi-episode projects organized into several blocks.

Click "Logout" to leave the project license.

Main Menu

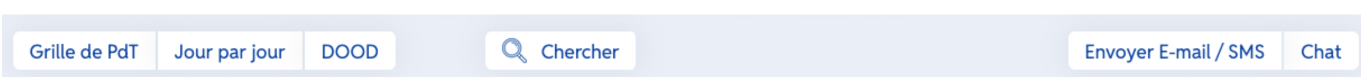
The main menu gives each user access to the functions permitted by their access level. Rights are managed in Settings > User Management.

Quick Access, Search and Communication

- Script: displays the full script after it has been imported into the Script or Breakdown sections.
- Grid: displays the shooting schedule in grid format.
- One Liner: displays the shooting schedule as a One Liner.
- DOOD / Day Out of Days: displays character or category presence across the shooting days.

Search

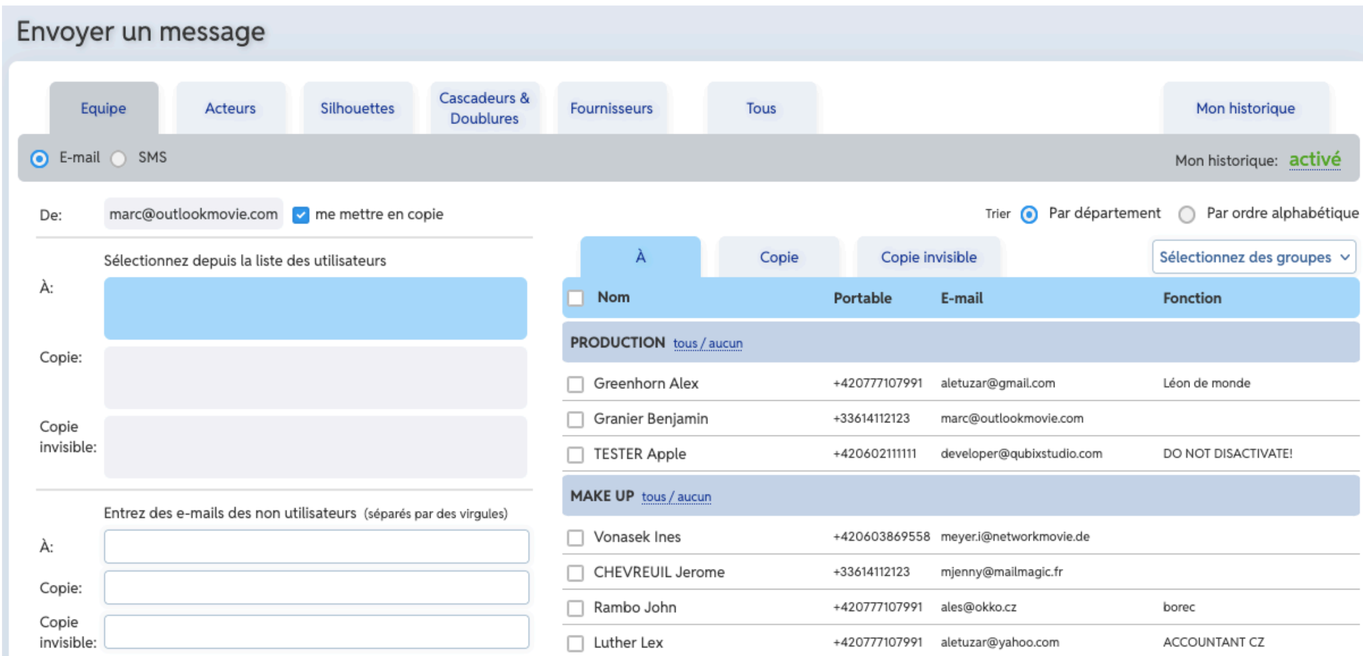
- Click Search to locate any type of document uploaded under the project license.
- Click New Documents and Images to adjust the search dates and refine the results.



Send Email / SMS / Chat

The email and SMS functions allow you to communicate directly from OutlookMovie with project users or external recipients.

- Email: send messages to an individual or a group (crew, cast, stunts, vendors) without leaving OutlookMovie.
- SMS Messaging: send SMS messages instantly for fast and efficient communication.
- Communication tracking: sent messages can be tracked within the platform according to the enabled functions.
- Email history: keep a record of sent emails for later reference.



2. Calendar

Overview

The Production Coordinators and ADs Team can use the calendar to efficiently organize and notify the crew about all production events, such as:

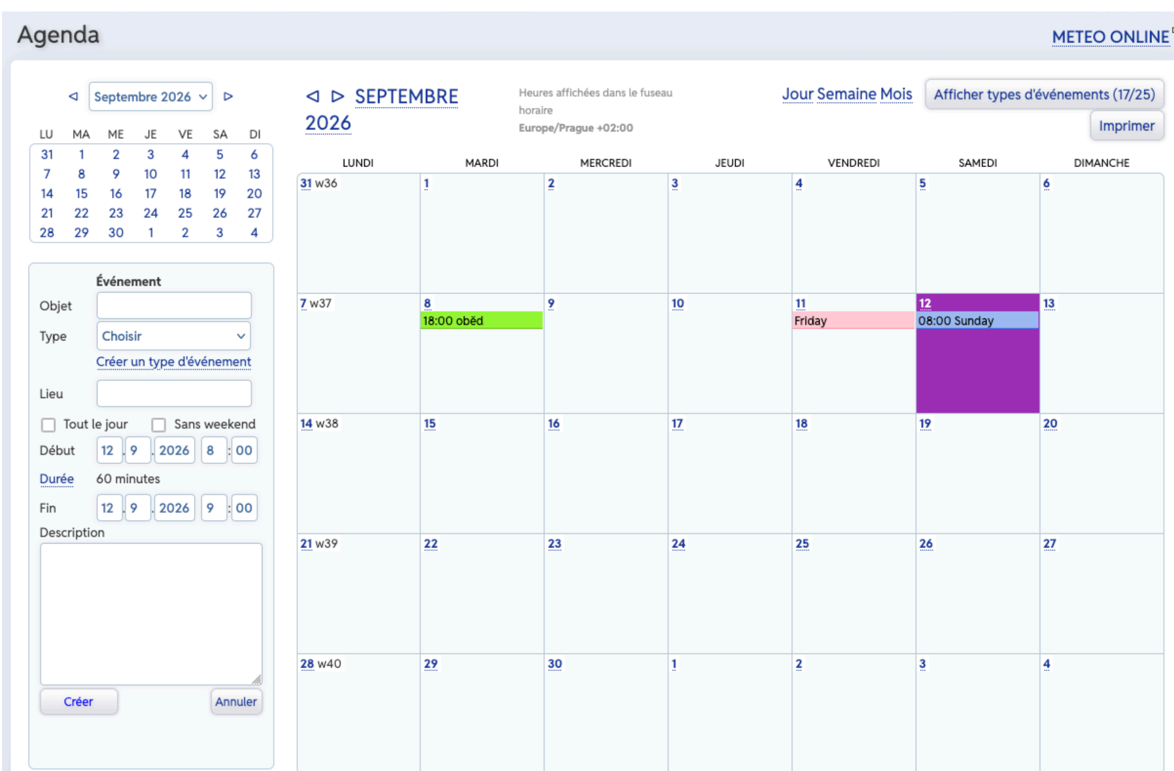
- Production Meetings
- Scouting
- Fittings
- Travels

Key Features

- Create Events with Periods: Specify event durations (hours, days, or multiple days) and use the duration option to set up periods quickly.
- Event Invitations: Send invitations to a list of users or email addresses when an event is added to the agenda.
- Print and Export: Print or export calendars as PDF files for easy sharing and reference.
- Event Filtering: Display events by type to improve organization and accessibility.
- Mobile Integration:
    - Access calendar events via the mobile app.
    - Add events directly to your smartphone's agenda for seamless scheduling.

How to Create an Event

- Select the type of event, such as Production Meeting, Scouting, Fitting, etc.
- Enter the event details:
    - Type of Event
    - Start: Choose the starting date and time.
    - Use Duration to quickly define the event's timeframe.
    - Optionally, add a Description.
- Click Create to save or Cancel to discard.



3. Scripts and Continuity

Overview

- This section centralizes script versions, controls access and makes the relevant text available to the teams. Public or private folders can be created according to the required level of confidentiality.

Key Features

- Folder Management:
  - Create public folders to share script versions with the entire team.
  - Create private folders to restrict access and maintain confidentiality.
- Script Version Control:
  - Upload and organize multiple script versions for easy reference and tracking.
- Scene Text Import:
  - Import scene text into an existing breakdown. Only the scene text and dialogue are imported; information already present in the breakdown is not changed. This function differs from the Final Draft import in the Breakdown module, which can create an initial breakdown.
- Dynamic Script Editing:
  - Edit and publish sides day by day.

Uploading Scripts

Go to: Script > Script Management > Documents.

Folder Organization

Easily create and manage folders to streamline script organization and collaboration.

Steps to Create a New Folder:

1. Create a new folder and click OK.
2. Select whether it's a Public or Private folder.

Folder Types

- Public Folder:
  - Accessible to all collaborators or team members with the appropriate access rights.
  - Use subfolders for better organization.
- Private Folder:
  - Accessible only to specific individuals selected from the list of users.
  - Ideal for storing:
  - Work-in-progress scripts
  - Confidential drafts
  - Internal-only versions
  - Use subfolders to organize projects or stages efficiently.

Version Management

- File Naming Convention:
  - Include version numbers, dates, or status in file names for clarity.
  - Use the Slate icon to move folders and improve organization.
  - Use the Bin icon next to an open folder name to send it to the bin (files are not deleted).

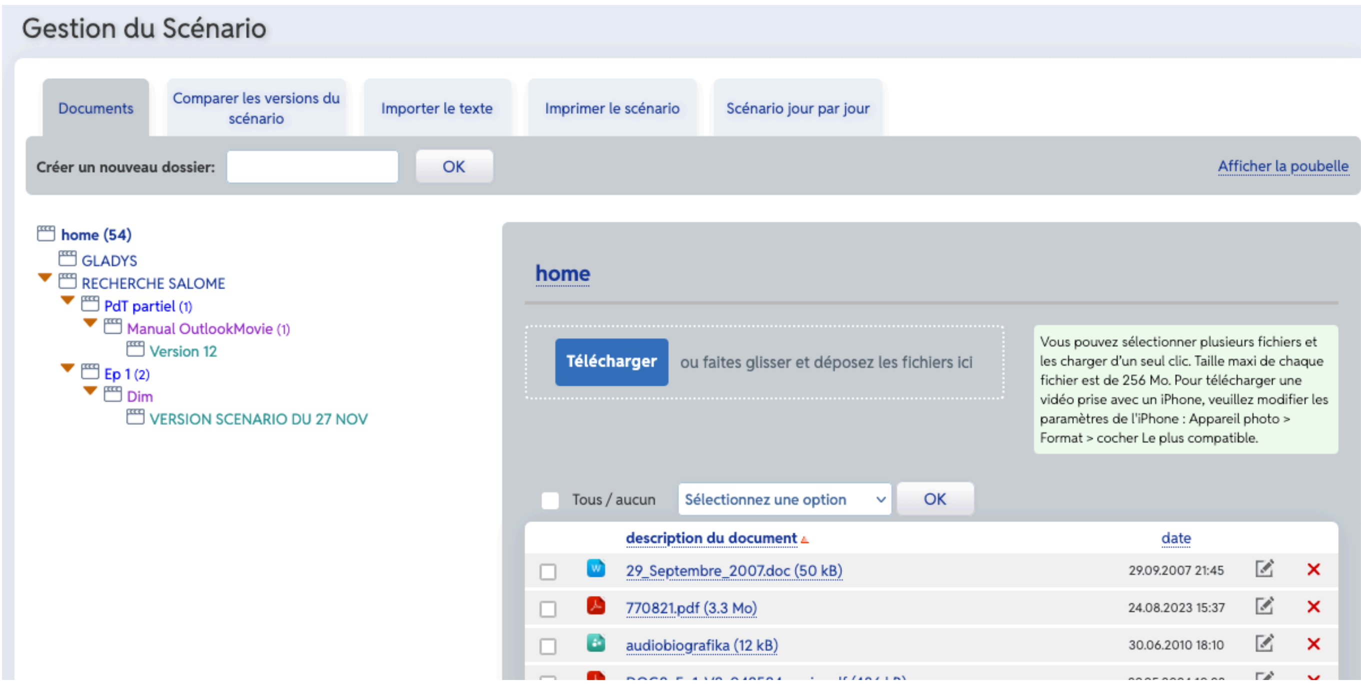
- Version History:
  - Rename and retain all versions clearly to maintain a complete and understandable version history.

Upload Process

- Upload scripts to their respective folder (Public or Private).
- Follow a consistent naming convention for easy identification and tracking.

Document Tab

- Every category and section in OutlookMovie includes a Document Tab.
- Users can upload various types of documents, such as:
  - PDFs
  - Word files
  - Pictures
  - Videos



Import Text
Go to: Script > Script Management > Import Text.

Prerequisite

Text refers to the body of the scene, excluding the scene headings and scene numbers.

- Use this function when a breakdown already exists in OutlookMovie.

Two Systems Available for Script Import
You can import your script using one of the following systems:
System 1: Automatic Import (For Final Draft)
This system is designed for scripts written with Final Draft (.FDX).

1. Check Script Numbering:
   - Make sure the scene numbering in your script exactly matches the existing scene numbers in the breakdown.
2. Locate Your File:
   - Browse your computer and find the Final Draft document with an .FDX extension.
3. Upload the Script:
   - Copy the .FDX file to the website using the provided upload feature.
4. Conditions for Successful Import:
   - The import can proceed if the scene numbers in the file match the existing breakdown.

5. Handling Additional Scene Numbering:

- If the script uses additional numbering (for example 1A, 1B, 1C), use the manual method where necessary.

2 to manually import these sequences.

This system allows you to import scripts from any document format, such as PDF, Word, etc.

1. Open Your Script Document:
   - Open the file containing your screenplay on your computer.
2. Copy Each Sequence:
   - Select the text of each sequence in your script.
   - Use the appropriate keyboard shortcuts:

   - Mac: Command + C (copy) and Command + V (paste).
   - Windows/PC: Ctrl + C (copy) and Ctrl + V (paste).

Important Notes

- Delete any existing script text before importing a new version of the script.
- Deleting the text in the Script > Import Text version will not affect the Breakdown.

Script Day-by-Day (Sides)

Go to: Script > Script Management > Script Day-by-Day.

The Script Day-by-Day function enables you to edit and publish Sides on a daily basis, tailored to each day's production schedule.

Key Features:

- Daily Access:
  - Click on any day to view all scenes scheduled for that shooting day.
- Print or Export:
  - Print or export a PDF containing the full text of all scenes for the selected day.

This tool ensures seamless organization and provides essential materials for the crew and cast each day.

Continuity

Go to: Script > Script Management > Continuity.

In the Continuity section, users with the appropriate access levels (Continuity, ADs, or Full Control) can:

- Assign estimated screen time for each scene.
- View continuity in Scene Order or Set Order.
- Add categories to scenes for better overview.
- Print or export the data to PDF or Excel for further use.
- Export to Excel
- Print or export in PDF
- Filter the continuity by coded sets
- Display estimated screen time by effect, scene or set.

4. Breakdown

Overview

Breakdown Sharing

The Breakdown serves as a shared reference for authorized teams and is accessible on desktop and in the mobile app.

- Assistant Directors can choose whether the Breakdown is visible according to project needs and access rights.
- ADs have the option to hide or keep visible the Breakdown, depending on the level of access needed.

Block Version

- In the Block Version, each AD team assigned to a block works exclusively within their designated block.
- AD teams can view all items in the Breakdown list and utilize them as needed in their own block.

Settings

Go to: Breakdown > Breakdown Management > Settings.

- Customize the colors of the strips.
- Modify the categories with codes.
- Adjust the breakdown visibility for the crew.
- Activate or deactivate the sub-list creation system.
- Select between eighths (1/8) or decimals for page counts.
- Configure or modify categories for both automatic and manual mode counting.
- Specify the script/text language

Importing a Final Draft Script format in Breakdown Management

Go to: Breakdown > Breakdown Management > Import Script.

- Click "Import Script".
- Select the appropriate Scene Heading Format.
    - Choose whether you want to import characters with dialogue.
    - Yes/No to import roles with dialogues into scenes.
    - Yes/No to include the full text of the scenes.
- Locate and select the Final Draft file on your computer.
- Click "Import".
- If any incompatibilities appear in the results, you can:
    - Modify the Final Draft file.
    - Make necessary adjustments directly in OutlookMovie.

Once imported, all elements will be automatically saved.

Manually Entering a Script in Breakdown Management

If you do not have the script in Final Draft format, follow these steps:

1. Manually enter the scene details, including:
    - Scene
    - Set (Create a new set if it is not already in the drop-down list)
    - Interior/Exterior (I/E)
    - Effect / time of day (day, night, etc.), according to the project settings.
    - Scene Summary (Resume)
2. Click "Create Breakdown Sheet" to proceed.

Once created, the breakdown sheet will be automatically saved.

Completing the Breakdown Page

Once the header has been created, all categories are displayed automatically below it.

Registering Items in Categories

- Click on the category name to select an item from the existing list.
- OR manually add a new item:

1. Click on the empty field.
2. Enter the name of the item.
3. Click "Add".

Saving

- The newly added item will appear as a selected item on the Breakdown Page.
- It will also be added to the list for that category for future use.

Breakdown Page Management Options

- Go to: Breakdown > Breakdown Management > Sheet List.

Managing Breakdown Sheets

- Review a Sheet: Click on the set name to review its content.
- Print a Sheet: Generate a physical copy for reference.
- Set Aside a Sheet: Temporarily remove it from active breakdown use.
- Delete a Sheet: Permanently remove it if it is no longer needed.
- Make a Copy: Duplicate the sheet for further use or modifications.

Navigating Back to Create Shooting Days

- Use the shortcut in purple to quickly return to the "Create Shooting Days" page.

Managing Scenes in Breakdown Management

1. Define Scenes to Be Set Aside
   - Mark specific scenes to temporarily remove them from active use.
   - These scenes will be stored in a temporary bin for easy retrieval or review.
2. Show Scenes in the Temporary Bin
   - Access and manage the scenes that have been set aside.
3. Set the Script Day for Each Scene

Enter the chronology for each scene to follow the story timeline.

4. Assign Episodes to Scenes (For Episodic Shows)
   - For episodic productions, assign the appropriate episode number to each scene.

List Management

Go to: Breakdown > Script Management > [Select the Category]

For effective list management across all categories, the following features are available:

- Automatic Recode:
  - Sort items based on specific criteria, such as the number of scenes in descending order.
- Print the List:
  - Generate a printable version of the list for offline use.
- Export as PDF:
  - Export the list as a PDF for easy sharing and archiving.
- Send via Email:
  - Share the list directly via email with team members or collaborators.
- Export Cast List for Movie Magic Budget (MMB):
  - Export the cast list in a format compatible with Movie Magic Budget (MMB) for budgeting purposes.

Sublists

- Go to: Breakdown > [Category] > Manage Sublists.

Creating and Organizing Sub-Lists

- Refine each category by creating sub-lists to better organize specific items.
- Example: For the Vehicles category, you could create sub-lists such as:
  - Cars
  - Trucks
  - Trains
  - Aircraft

- Once sub-lists are created, insert each item into its respective sub-list for better organization and accessibility.

Managing Sublists from the Breakdown Page

- You can also manage sub-lists directly from each Breakdown Page for easier editing and adjustments.

Automatic Calculation for Extras

When this function is enabled, OutlookMovie calculates the number of extras required for each shooting day and automatically updates the total whenever the shooting schedule changes.

1. Define Extra Types

- Write the name of the type of extra (e.g., cops, passengers, clients).

2. Assign Quantities

- Add the number of extras required for each type.

3. Mark Reusability

- Indicate whether the same extras can be reused from one scene to another during the day.

Calculation principle

For a given day, OutlookMovie combines the maximum requirement for reusable extras with the requirements for non-reusable extras to determine the total number needed.

Example - Day 28:

scene 35 = 20 reusable passers-by + 3 non-reusable police officers

Example - Day 28: Scene 35 = 20 reusable bystanders + 3 reusable passengers; Scene 42 = 10 reusable bystanders + 5 reusable customers. The maximum reusable requirement is therefore 23 extras.

The non-reusable extra requirements are then added. In the example from the original manual, the final total for Day 28 is 32 extras.

Complete the Breakdown

- Once you have completed the breakdown, all categories will display their respective lists of items.

Document Tab

Go to: Breakdown > Breakdown Management > [Category] > Documents.

Each department team has exclusive access to its own category for uploading necessary documents, which can then be shared with other crew members. Below is the process :

1. Department-Specific Categories
    - Each department (art department, camera, costumes, locations, grips, etc.) can have its own dedicated document area.
    - Access rights can be configured so that only authorized department users can upload and manage files.
2. Document Upload
    - Departments can upload photos, videos and documents related to their work, for example:
    - Departments can upload photos, videos and documents related to their work, for example:
    - Art: Location sketches, set design references.
    - Camera: Equipment lists, camera tests.
    - Costume: Wardrobe plans, costume references.
    -
3. File Sharing
    - Documents are shared with authorized users or groups according to the project access rights.
    - Use public or private folders to control file distribution.
    - Files can be tagged or categorized for easier discovery by other departments.
    - Teams can therefore work from shared documents while respecting access rights.

List Management Functions

Go to: Breakdown > Script Management > [Select the Category]

For effective list management across all categories, the following features are available:

- Automatic Recode:
  - Sort items based on specific criteria, such as the number of scenes in descending order.
- Print the List:
  - Generate a printable version of the list for offline use.
- Export as PDF:
  - Export the list as a PDF for easy sharing and archiving.
- Send via Email:
  - Share the list directly via email with team members or collaborators.
- Export Cast List for Movie Magic Budget (MMB):
  - Export the cast list in a format compatible with Movie Magic Budget (MMB) for budgeting purposes.

Print and Export

Go to: Breakdown > Breakdown Management > Print.

1. Order Selection:
   - Script Order: Scenes are listed in the order they appear in the script.
   - Shooting Order: Scenes are listed based on the shooting schedule.
   - Selection of Scenes: Allows manual or filtered selection of specific scenes to include.
2. Layout Selection:
   - Linear Layout: Displays content in a sequential, vertical flow.
   - Grid Layout: Displays content in a grid-style format for visual clarity.
3. Category Selection:
   - Categories may include:
   - Scene Number
   - Scene Description
   - Characters
   - Location
   - Time of Day
   - Notes
   - Users can choose which categories to include in the printed/exported document.
4. Export/Print:
   - Click "Print" to:
   - Export a PDF: Save the selected options as a PDF file.
   - Print Directly: Send the formatted document to a connected printer.

Estimation E.S.T & Pages

Go to: Breakdown > Breakdown Management > E.S.T. & Pages.

  - Choose from a list of available sets or locations.
  - Multi-select enabled for choosing multiple sets (press command)
- Effects:
  - Select the Int. / Ext. type, then the relevant effect or time of day.
- Scenes (From/To):
  - Specify a range of scenes by entering a start and end scene number.

Action Button:

- Click "Count":
  - Triggers a calculation based on the selected sets, effects, and scene range.

Results

- Shooting Time:
  - Provides an estimated duration for shooting the selected scenes.
- Page Count:
  - calculates the total number of script pages for the selected scenes.

Filter

Go to: Breakdown > Breakdown Management > Filter.

- Click "Do Your Selection":
  - Opens a dialog box where users can choose items in categories.

Result Buttons:

- Click "Show Your Selection":
  - Displays all scenes where the selected items appear together.
- Click "Highlight Selection in Continuity":
  - Highlights scenes from the continuity where the selection of items appear together.

Change History

Go to: Breakdown > Breakdown Management > History.

- Action:
  - Click "Start History" to begin logging all modifications made to the breakdown.
  - Each log entry will include:
  - the date and time of the change and the scene concerned;
  - the category concerned (vehicles, props, locations, weapons, etc.);
  - details of the change and the user who performed the action.

Recording Levels

- The history can be filtered using four levels:

1. Level 0:
    - Track modifications of scenes moved between units.
2. Level 1:
    - Tracks actions such as adding, setting aside or deleting a scene, as well as changes to scene numbers.

Level 2

- Tracks changes to the scene heading.
- Level 3: tracks additions, removals and renaming of items within a scene's categories.

History Management

- Delete History.
- Stop History.

Export and Notification

- Category-Specific Export:

Users can select a specific category (e.g., Vehicles) and:

- print a detailed log of the changes;

- include the date and time of the changes;
- display the recorded changes;
- document additions, deletions or description changes;

export the log as a PDF or send it to the person responsible for the category, for example the Picture Vehicles Coordinator.

Search & Replace

Go to: Breakdown > Breakdown Management > Search & Replace.

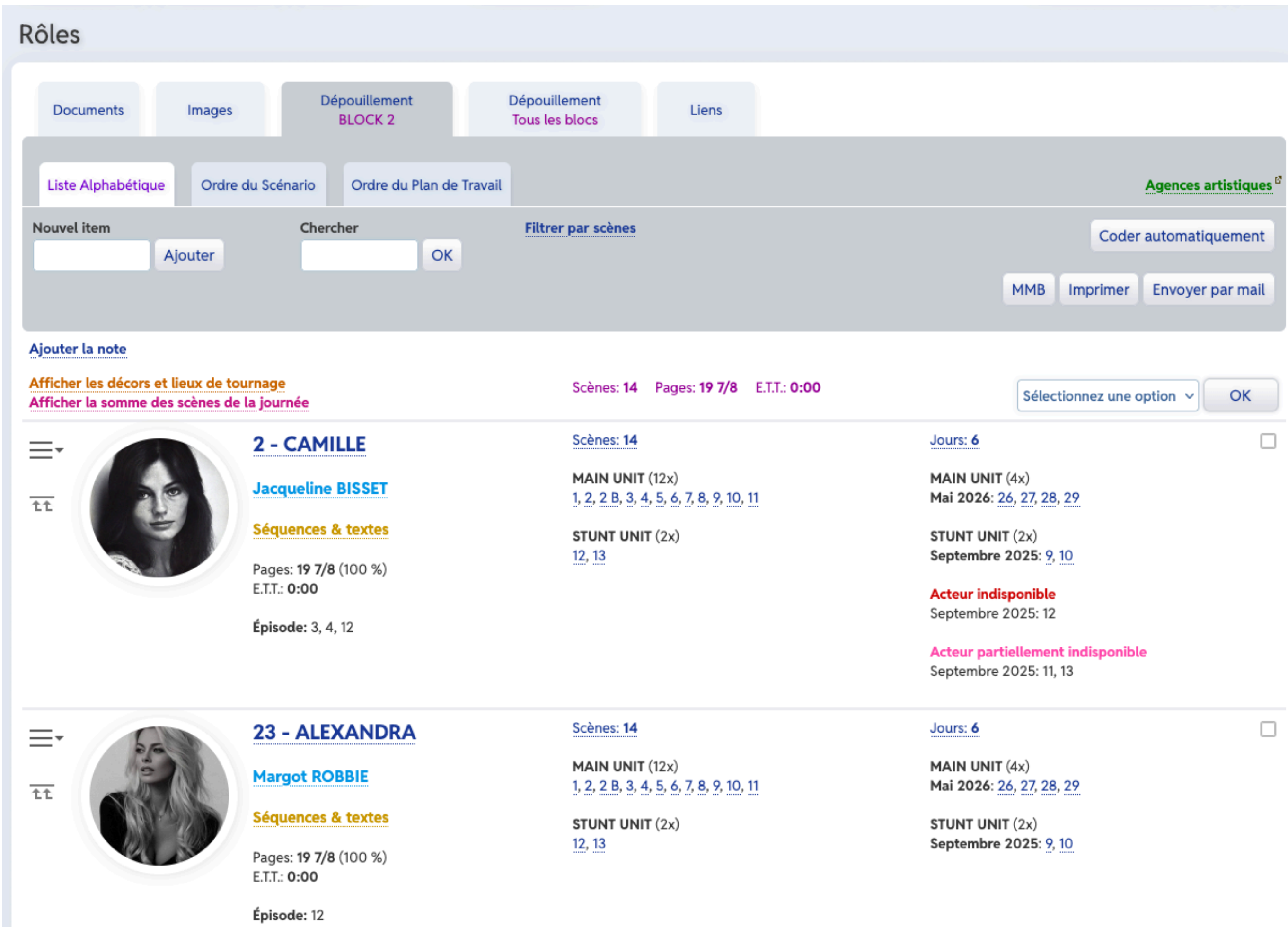
- Search
  - Enter a name into the search field.
  - The system scans the breakdown for all instances where the name appears.
  - Result Display:
  - A list of all occurrences is shown, including:
  - the category concerned (character, prop, location, etc.).
  - Replace: enter the new name or term.
  - Confirm to replace the old term in the relevant occurrences throughout the breakdown.

Detailing Characters and Shooting Locations Categories Characters

Characters

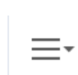
Go to: Breakdown > Characters.

For the Character category, as well as all other categories, lists are presented as shown below.



Assign Scenes, Moves Item ot copy Item

Use this Icon



You can link an item from one category to an item in another category; linked items will always appear together in the breakdown.

Use this Icon

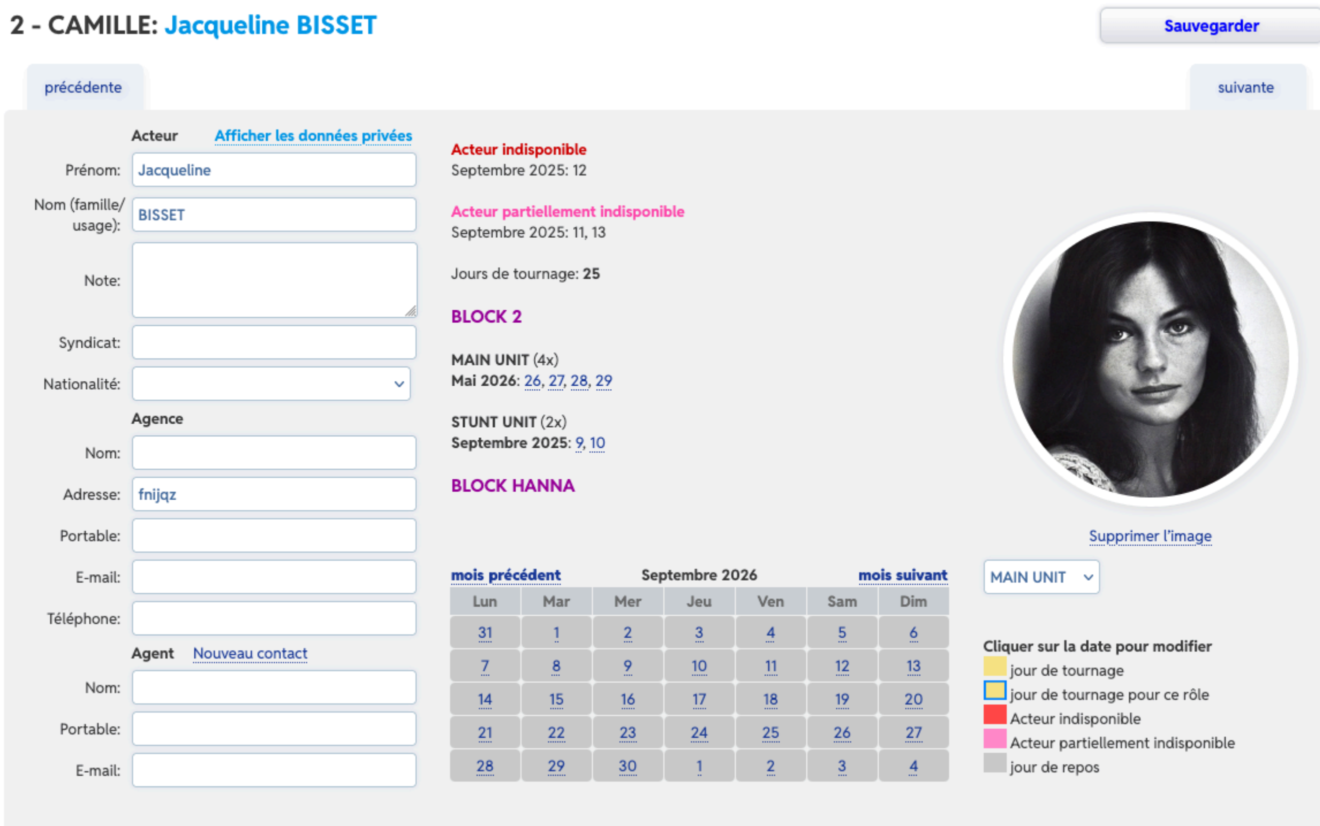
And select as the other category

.

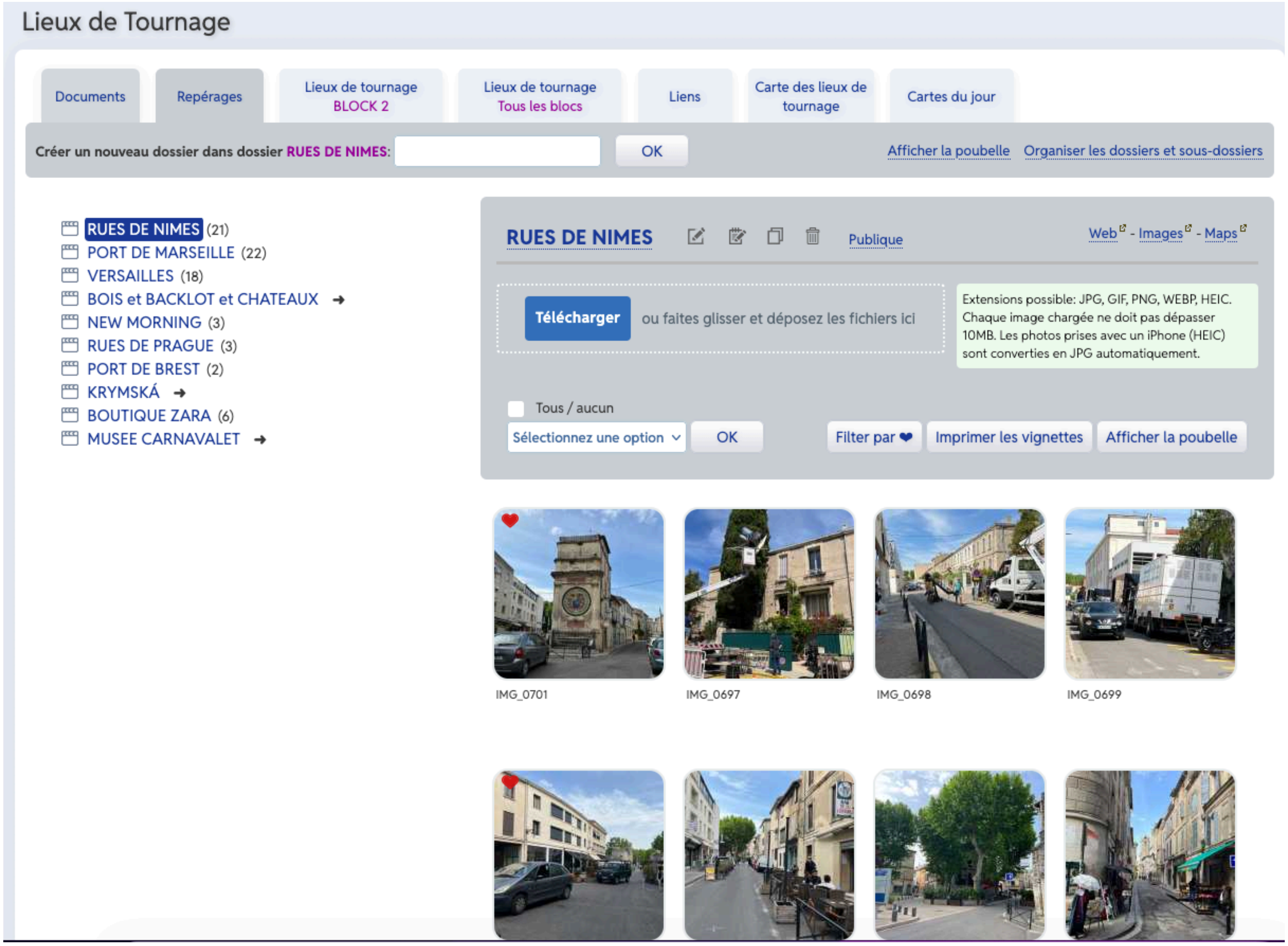
Actor personal data, shooting dates and unavailability

In the Character list, click on the Actor's name displayed below the part's name and provide details such as:

- Personal data
- Agent contacts
- Unavailability
- Private data (accessible only with a specific access right)



Shooting Locations



Go to: Breakdown > Shooting Locations > Scouting.

Folder Management

Public and Private Folders

- Public Folders:
  - Accessible to all team members.
- Private Folders:
  - Access restricted to select users based on permissions.

Folder Creation:

- Create New Picture Folder:
  - Action: Add a standalone folder for storing pictures.
  - Create New Folder in Folder:

Folder Tree

- Folders and subfolders are displayed in a hierarchical tree structure for intuitive navigation and organization.

Scouting Tab

Upload Images

- How to Upload:
  - Use the Upload button or Drag and Drop functionality.
  - Upload multiple pictures at once.
- File Requirements:
  - Allowed extensions: JPG, GIF, PNG.

    - Maximum file size: 10 MB per file.

Document Tab

Upload Videos

- How to Upload:
    - Similar steps to the Scouting Tab.
    - Upload multiple video files at once.
- File Requirements:
    - Allowed file size: Up to 256 MB per file.
    - For iPhone videos, set the format to Most Compatible:

Settings > Camera > Format > Most Compatible.

Folder Actions

Available actions for a folder may include:

- Print, Copy, Move, Download, Send by Mail, Throw in Bin, Delete.

Actions for Each Picture

- Like:
    - Purpose: Highlight preferred or important images.
    - How to Use: Click the "Like" icon (e.g., heart or thumbs-up symbol).
    - Purpose: Rename images for clarity or standardization.
    - Right-click the image or select the "Rename" option. Enter a new name and save.
    - Description: add or update notes associated with the image.
    - Purpose: Add or update notes, such as location details or scouting observations.
    - Select the "Edit Description" icon or button. Enter a description and confirm.
- Copy:
    - Purpose: Duplicate the image to another folder.
    - Choose "Copy" and select the destination folder.
- Move:
    - Purpose: Relocate the image to another folder without duplicating.
    - Select "Move" and browse to the desired folder.
    - Purpose: Temporarily remove the image.
    - Click "Send to Bin." The image can be recovered later if needed.
- Delete:
    - Purpose: Permanently remove the image.
    - Select "Delete" and confirm (irreversible action).

Additional Feature: Accessing Location Information via Internet

For folders named under Shooting locations > Scouting , you can gather more information directly from the internet. This functionality provides context and additional resources for better planning and visualization.

Available Functions

- See Web Info
    - view general information about the location, such as its history, weather or nearby services.
    - How to Use:
    - Select the location folder, then choose "See Web Info" to open the corresponding information.
    - See Web Images Info
    - Purpose: View publicly available images of the location for reference or inspiration.
    - How to Use:
    - Depending on the available functions, some images can be saved or added to favorites.

See Web Map

    - Purpose: Access maps for navigation, terrain analysis, or nearby facilities.
    - How to Use:
    - Choose "Web Map" to open a map centered on the location.

- View routes, distances and nearby points of interest.

Choosen Locations

Go to: Breakdown > Shooting Locations > Selected Locations.

OutlookMovie enables users to manage filming locations efficiently. In selected locations, you can:

- Add Locations: Specify the names of locations where scenes will be shot, along with detailed information like scenes and pictures.

Click "New Location", then type or paste the address into the map search field.

- Add Scenes and Pictures:

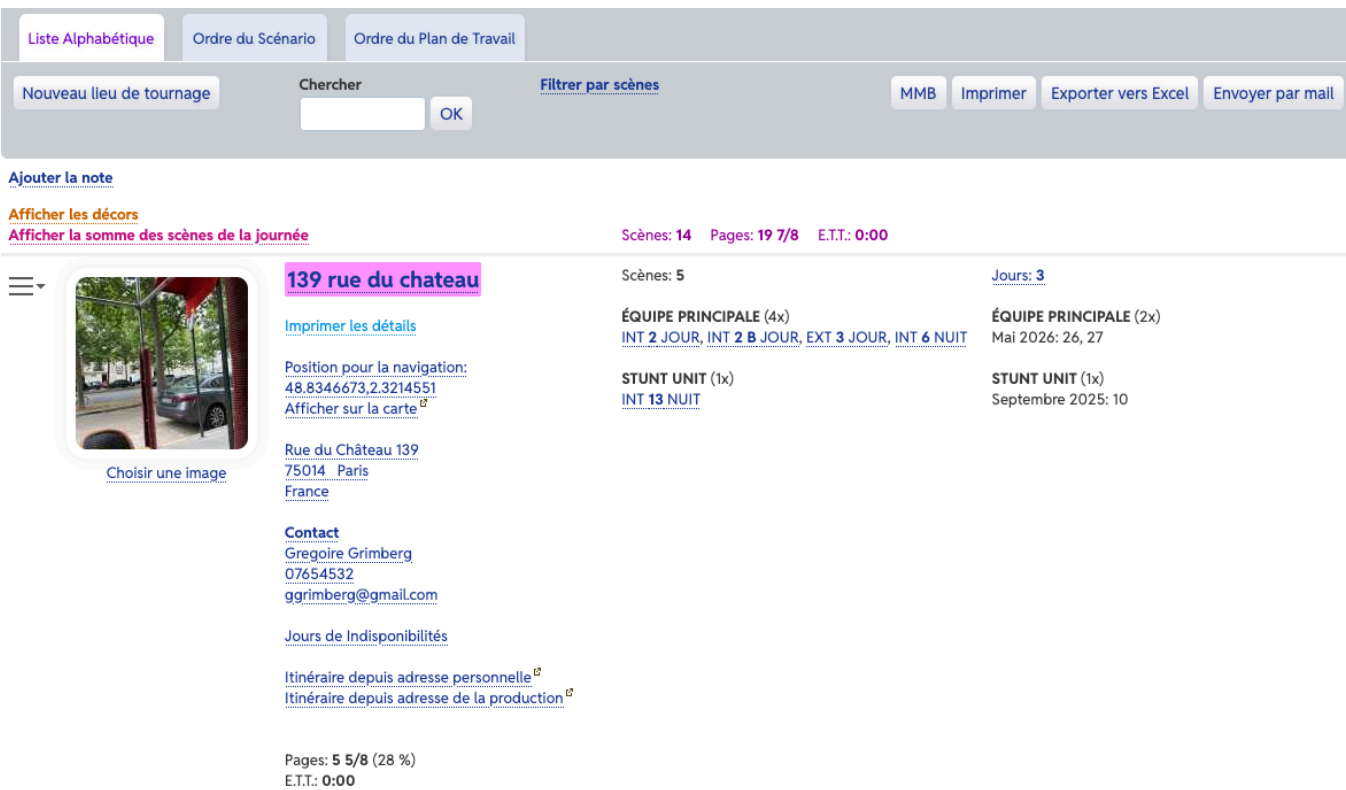
Open the scene list using the corresponding button.

select the relevant scenes and, if necessary, choose a representative image from the location scouting folder.

- Unavailability: indicate the days when the location is unavailable.
- Check the Itinerary: View the route from the production address or your home to the selected location.
- Delete a location:

click the red cross to remove a selected location.

The red cross appears only when the conditions required by the interface are met, particularly depending on scene assignments.



General Location Map

Go to: Breakdown > Shooting Locations > Location Map.

The map displays all selected locations in a single view.

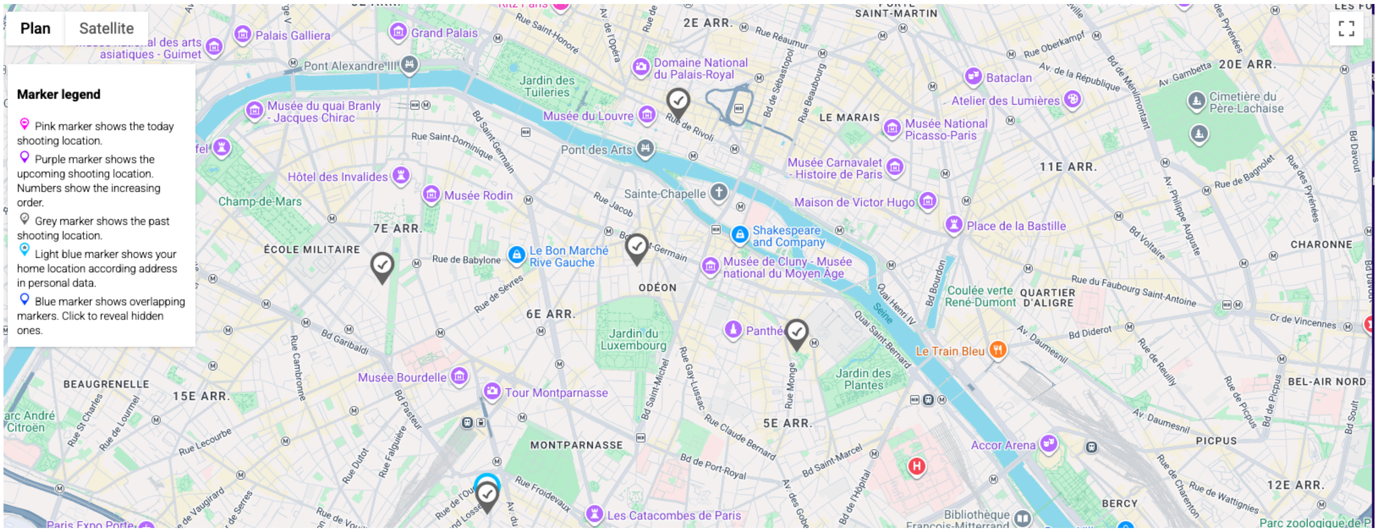
- Global Map View: See all your chosen locations displayed at once on an interactive map.
- Detailed Information:

hover over a location to display the associated information, including:

- Distance from your home or production base.

- the shooting days or shooting information associated with the location.

Use the color legend to identify the status or type of each location.



Daily Maps

Go to: Breakdown > Shooting Locations > Daily Maps.

Create detailed maps for all your locations, complete with essential details such as Base Camp, Sets, Parking for Technical Trucks, Parking for Provided Vehicles, and more.

- Day: select the relevant shooting day.
- Add a General Description: Enter an overview or description of the location.
- Mark Specific Spots:

click the map to position the base camp, sets, parking areas or any other useful point.

Give each point a name.

- Finalize the Map: Click Create to save your detailed map.
- Repeat as Needed: Follow the same steps to create detailed maps for all required locations.

5. Shooting Schedule

Access

- The Access Right Level: Assistant Director is required to work with the Schedule Software.
- Users with this designation are the only ones allowed to access and modify the schedule.

Initial Breakdown

- A first Breakdown must be completed before starting the shooting schedule.
- The Breakdown must include at least Sets and Characters.

Schedule Creation

- A first version of the schedule must be created online.
- Subsequent versions can be created and worked on offline.

Official Version and Communication

- The Official Version of the schedule serves as the shared reference for all crew members, accessible on both computers and the mobile app.
- ADs have the option to hide or keep visible the Official Version.

Working Versions

- While the Official Version is shared with the crew, ADs can work on working versions that are visible only to the AD's team.
- Once a working version is validated by the ADs and Producers, it can be officialized.

Make a Version Official

- It is recommended to save the current Official Version as a backup in the working
- It is recommended that you archive the previous version in Working Versions or export it as a PDF for future reference.
- Allow ADs to send a notification email to the crew, informing them of the updated

Block Version

In the Block Version, each AD team assigned to a block works exclusively on their specific block.

Shooting Schedule Setup

Go to: Breakdown > Schedule > Create and Modify.

1. Add Main Unit Information:
    - In the Main Unit, enter:
    - Director: Enter the director's name.
    - First Assistant Director: enter the name of the First Assistant Director.
2. Set the Version Information:
    - Click on the link for the version number below Official Version.
    - Enter a version number or name and a date to make tracking easier.
3. Choose the First Shooting Day:
    - Quick Schedule:
    - Select Yes or No for the Quick Schedule option:
    - When enabled, Quick Schedule can propose an initial scene arrangement based on page count or estimated shooting time.

Create New Units

You can create as many units as needed.

Steps to Create a New Unit

1. Navigate to the Unit Creation Page:
    - Breakdown > Schedule > Create and Modify > Create New Unit.
2. Set Up the Unit:

    - In the pop-up window, provide the following details:
    - Unit Name: Give the unit a unique name.
    - Director and First Assistant Director: Specify the names of the director and First Assistant Director for the unit.
    - Quick Schedule: Choose Yes or No for the Quick Schedule option:
    - When enabled, OutlookMovie can propose an initial scene arrangement based on page count or estimated shooting time.

3. Confirm and Create:
    - Click OK to create the unit.
4. Assign Scenes to the Unit:
    - In the new frame for the unit, find the Select Scenes for This Unit section.
    - Tick the boxes next to the scenes to assign them to this unit.

5. Remove Scenes from a Unit:
    - To remove scenes from a unit:
    - Click Select Scenes again and untick the scenes.
    - These scenes will automatically return to the Main Unit.
    - Follow the same process to create and assign scenes to any additional units.

Active Version

Green Highlight: The version highlighted in green indicates the version you are currently working on.

Instructions:

- Click on the version's information to:

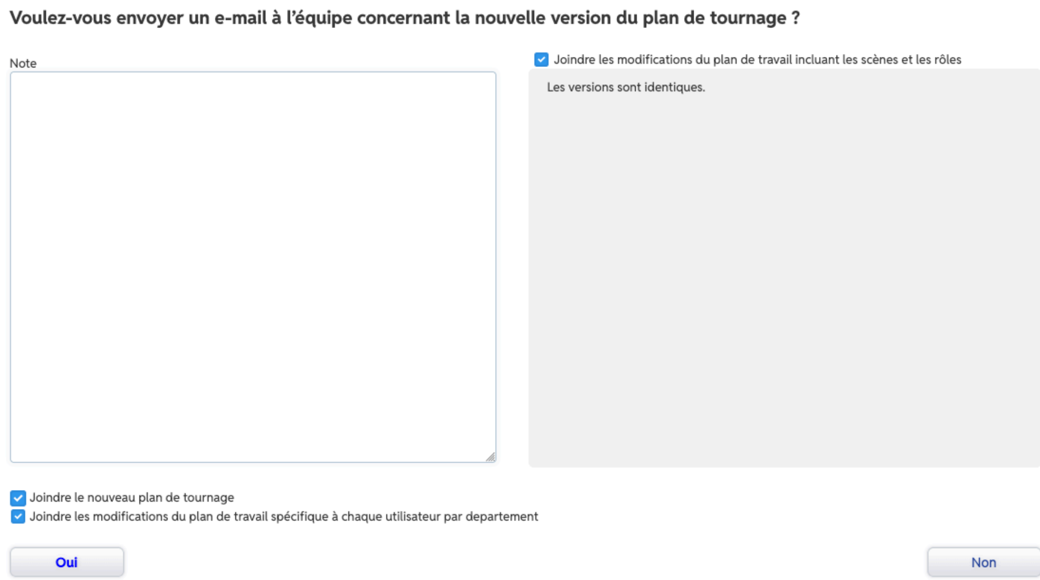
1. Indicate the first shooting day.
2. Identify the version (e.g., version name or code).

Version Management

- Official Version:
    - The Official Version is the one visible to the crew if it is set to Visible Mode.
- Working Versions:
    - You can create up to 10 Working Versions, accessible to users with the appropriate Assistant Director access level.
    - These versions allow you to test and refine the shooting schedule before publication.

Make a Version Official

- Once a Working Version has been validated, it can be officialized to replace the existing Official Version.
- Upon officializing, an email is sent automatically to notify the crew. You can also add a note, if needed.
- Important: Officializing a version will overwrite the current Official Version.
- Important: making a version official replaces and overwrites the current official version. Remember to keep the previous version if you want to archive it.



Step 1 - Code the Sets

Coding lets you group under a single code all sets and subsets that can be handled together. It helps organize the shooting schedule and optimize moves.

- Coding can be performed manually or with automatic pre-coding.
- Go to: Breakdown > Sets > Pre-Coding.

Automatic Pre-Coding

Pre-coding automatically groups sets with identical names. The result can then be adjusted manually.

To make grouping easier, use a slash or hyphen between a main set and a subset. Note: pre-coding may replace existing coding.

Step 2 - Organize the Sets

Sets grouped under the same code are displayed as blocks. Arrange them in the order that matches your shooting strategy.

Each block displays the main information: characters, scenes, page count and estimated shooting time (E.S.T.).

1. Click the main set name to check the contents of the group.
2. Drag the blocks to change their order.

3. Arrange them from top to bottom and left to right to define the desired shooting order.

Click "Save". The selected order will be used as the basis for creating shooting days.

Step 3 - Create Shooting Days

After selecting the unit, version and first shooting day, and after coding and organizing the sets, distribute the scenes across the shooting days.

The shooting schedule can then be viewed or exported in several formats: One Liner, DOOD, calendar and Excel.

You can enhance, modify, save, and maintain a history of your schedule using the following options:

- Add Categories: Click on a category to add it to your board.
- Create Days Off: Click "Create Day Off" to designate and lock specific days off.
- Reorganize Scenes: Drag and drop to move a single scene.
- Move Multiple Scenes: Hold Shift and click to select several consecutive scenes, then move them together.
- Move Multiple Strips: use "Move To" to move a group of strips in a single operation.
- Edit Set Details: Click on any set name to access the breakdown page and make modifications.

- View Scene Text: Click the manuscript icon to view the scene's script text.
- Add Notes: Click "New Note" to include annotations, such as a production move within a day.

- Manage Days: use "Add Day" to create a day, or the relevant interface command to remove it.
- Export Schedule: Click "Schedule Export" to download a one-liner or Excel sheet of the schedule to your desktop.

Note: Each newly created day automatically recalculates the total page count and Estimated Shooting Time (E.S.T.).

Options

Depending on the project configuration, you can:

Depending on the project settings, you can:

- Choose to hide or display the schedule.
- Toggle the visibility of the Estimated Shooting Time (E.S.T.).
- Decide whether to print scenes that have been set aside.
- Optionally hide days off for schedules with extended breaks.

Sunrise and Sunset: Click on "Sunrise and Sunset" and select your shooting location to retrieve sunrise and sunset times, which will be applied across the entire schedule.

Tab 4: Use this tab to input shooting hours and overtime.

Overview of Shooting Hours: enter shooting times and overtime.

Tab 5: View and modify days off directly on a calendar.

Edit Rest Days: view and edit rest days in a calendar view.

Tab 6 - Grid: use this view to move an entire day and quickly adjust the shooting schedule.

Edit by Full Day: use this view to move an entire day and quickly adjust the shooting schedule.

Viewing and Publication Formats

One Liner

- The One Liner can be generated for all available categories.
- Select and add Categories for a more detailed view of your scenes.

- Edit the One Liner by selecting the desired dates (from and to).
- Print the One Liner or export it as a PDF.
- Export the One Liner to Excel for further analysis or sharing.
- Print or export a light version of the One Liner as a PDF.
- Hide empty days to focus on relevant content.

Day Out of Days (DOOD) Export

- The DOOD (Day Out of Days) shows, across the entire shooting period, the presence days for characters or other selected categories.
- Export and Print as PDF: Easily generate and save DOOD reports in PDF format.

SERIAL HUNTER (4 X 52) - MAIN UNIT

Page 1

Day Out of Days Report for CHARACTERS

Report created 26.12.2024

Date	06/07	06/08	06/09	06/10	06/11	06/12	06/13	06/14	06/15	06/16	06/17	06/18	06/19	06/20	06/21	06/22	06/23	06/24	06/25
Day of Week	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Shooting day	1	2	3			4	5	6	7	8			9	10	11	12	13		
1 - DANIEL HANSEN	SW	W	W			W	W	W	W	W			W	W	W	W	W		
2 - AMELIA DELCOURT	SW	W				W	W	W	W				W	W	W	W	W		
3 - INSPECTEUR JULIEN FAUVEL						SW										W			
4 - COMMISSAIRE DENISE BEAUMONT																			
5 - INSPECTRICE ADELINE AVENEL			SW														W		
6 - INSPECTEUR HERVÉ FOREST			SW														W		
7 - JUGE EDOUARD									SW	W							W		
8 - BABETH DELCOURT								SW					W	W					
9 - ESTELLE		SW	W																
10 - BRUNO CASTELLI																			
11 - COMMISSAIRE PRISEUR																			
12 - MADAME DESOUSA	SW						W												
13 - MONSIEUR DESOUSA	SW						W												
14 - JULIETTE DESOUSA							SW								W		W		
15 - INSPECTEUR LENOIR																			
16 - ALEXANDRA						SW	W												
17 - ADAM																			
19 - MARIE DORAN								SWF											
20 - PSYCHIATRE HOPITAL						SWF													
21 - DIRECTRICE MAISON DE RETRAITE									SW	WF									
22 - YUMI MASAKO																			
23 - KARINA RAKHIMOV-KLEIN																			
25 - PRÉSENTATEUR EMISSION																			
27 - CONCIERGE ADAM																			
28 - CAISSIÈRE CINÉMA LES PAPILLONS																			
29 - COPINE LYCEE 1 JULIETTE																			
30 - COPINE LYCEE 2 JULIETTE																			
31 - HILDA									SWF										
32 - MÉDECIN LÉGISTE																			
33 - CHRISTOPHE (Vidéo)																			
36 - JOUEUR MURDER 1																SW	WF		
37 - JOUEUR MURDER 2																SW	WF		
38 - JOUEUR MURDER 3																SW	WF		
40 - PÈRE VICTIME																			
41 - DJIBRIL			SWF																

Grid

- The grid can be generated for the available categories.
- Character unavailability is highlighted automatically in the grid.

MAIN UNIT

OFFICIAL VERSION

Version: 4.1 from 11.6.2023
Shooting from 7.6.2023 till 28.7.2023
38 shooting days
Over a period of 8 weeks

Created by Outlookmovie 30.12.2024 14:08
www.outlookmovie.com

			SETS	MAISON FAMILLE DESOUSA - CHAMBRE JULIETTE, ...SALON, MAISON FAMILLE DE SOUSA - FACADE	MAISON ESTELLE - CAMPING-CAR, ...JARDIN	MAISON ESTELLE - JARDIN, ...SALON			HÔPITAL - CHAMBRE ALEXANDRA, ...COULOIRS, ...CHAMBRE VIDE, ...RUE ARRIERE	HÔPITAL - CHAMBRE ALEXANDRA, HOPITAL - CHAMBRE JULIETTE, HÔPITAL - PARKING CAMPING CAR, ...SORTIE ARRIÈRE	MAISON MARIE DORAN - SALON, ...FACADE, ...FACADE, CABINET PSY - FACADE / INT VOITURE BABETH	MAISON DE RETRAITE - COULOIR VITRÉ, ...ACCUEIL, ...CHAMBRE EDOUARD	MAISON DE RETRAITE - PARKING, ...ENTRÉE, ...CHAMBRE EDOUARD, CAMIONNETTE BRUNO			MAISON BABETH - CHAMBRE AMÉLIA, ...FACADE, ...SALON	MAISON BABETH - SALON, ...CHAMBRE AMÉLIA, ...CUISINE	MAISON MURDER PARTY - SALON, ...SALLE À MANGER, ...PARC	MAISON MURDER PARTY - SALON, ...SALLE À MANGER, ...ESCALIER RDC, ...PARC	ANCIENNE MAISON DANIEL - CAVE SECRETE + CHAMBRE MORTUA, MAISON MURDER PARTY - PARC, ...RUE, ...FACADE, ...COULOIR GRENIER, ...CACHETTE JULIETTE, MURDER PARTY - GRENIER, MAISON MURDER PARTY - SALLE DE BAIN			ZONE INDUSTRIELLE - ESCALIER TOUR (3EME ET.), ...PALIER 7EME, ...COULOIR DE CABLES (S-SOL - TOUR), ...SALLE DES VÉRINS, ...ROUTE ACCÈS (SOUS LES PLANS INCLIN, ...PRÈS DES ÉCLUSES (BAS)	ANCIENNE MAISON DANIEL/ÉDOUARD (5 ans + tôt) - ATELIE, ...DANIEL/ÉDOUARD - COULOIRS + CHAMBRE D, ...DANIEL/ÉDOUARD - ATELIER, ...DANIEL/ÉDOUARD - JARDIN
			Sh. days	1	2	3			4	5	6	7	8			9	10	11	12	13			14	15
			Weeks			Week 1						Week 2							Week 3					
			Date	07-juin	08-juin	09-juin	10-juin	11-juin	12-juin	13-juin	14-juin	15-juin	16-juin	17-juin	18-juin	19-juin	20-juin	21-juin	22-juin	23-juin	24-juin	25-juin	26-juin	27-juin
			Day	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
			Shooting hours	10h-19h	13h-22h OT 0:30	11h-20h OT 0:30			10h-19h	10h-19h	11h-20h OT 1:00	11h-20h	9h30-18h30			10h-19h OT 1:00	10h-19h OT 1:00	11h-20h OT 2:00	11h-20h OT 2:00	11h-20h OT 1:00			12h-21h	11h30-20h30
ACTORS	**ROLES**	**Total**	**Code**	(5x)	(3x)	(5x)			(5x)	(6x)	(4x)	(5x)	(4x)			(3x)	(3x)	(3x)	(6x)	(9x)			(3x)	(2x)
ERIC CANTONA - FR	DANIEL HANSEN	31	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1
TIPHAINE DAVIOT - FR	AMELIA DELCOURT	33	2	2	2				2	2	2	2				2	2	2	2	2			2	
VINNIE DARGAUD	INSPECTEUR JULIEN FAUVEL	14	3						3										3					
CATHY MIN JUNG - BEL BXL	BEAUMO..	13	4																					
Sarah ESPOUR - BEL BXL	INSPECTRICE ADELINE AVENE..	13	5			5														5				
Frederic LUBANSU - BEL B..	INSPECTEUR HERVE FOREST	12	6			6														6				
DIDIER DE NECK - BEL BXL	JUGE EDOUARD	7	7									7	7							7				7
CATHERINE HOSMALIN	BABETH DELCOURT	7	8								8					8	8							
CHRISTELLE CORNIL - BEL ..	ESTELLE	3	9		9	9																		
Laurent CAPELLUTO - BEL B..	BRUNO CASTELLI	3	10																					
Herve PIRON - BEL BXL	COMMISSAIRE PRISEUR	3	11																					
Elena PEREZ - BEL BXL	MADAME DESOUSA	3	12	12						12														
Francois PROD'HOMME - BEL..	MONSIEUR DESOUSA	3	13	13						13														
Eva HUERTA - BEL VL	JULIETTE DESOUSA	4	14							14								14		14				
Benoit VERHAERT - BEL BXL	INSPECTEUR LENOIR	5	15																					
Shakira CHE - BEL BXL	ALEXANDRA	4	16						16	16													16	

Calendar

July 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26 12h-21h **D 14** **ZONE INDUSTRIELLE // Rte Baccara 1w, 7090 Braine-le-Comte** ZONE INDUSTRIELLE - ESCALIER TOUR (8ÈME ET.), ZONE INDUSTRIELLE - PALIER 7ÈME, ZONE INDUSTRIELLE - COULOIR DE CABLES (S-SOL - TOUR), ZONE INDUSTRIELLE - SALLE DES VÉRINS, ZONE INDUSTRIELLE - ROUTE ACCÈS (SOUS LES PLANS INCLINÉS), ZONE INDUSTRIELLE - PRÈS DES ÉCLUSES (BAS) 145C, 145D, 145B, 145A, 143C, 144 P **3 5/8**	**27** 11h30-20h30 **D 15** **ANCIENNE MAISON EDOUARD // Chaussée de la Hulpe 211; 1170 Watermael-Boitsfort** ANCIENNE MAISON DANIEL/ÉDOUARD (5 ans + tôt) - ATELIER, ANCIENNE MAISON DANIEL /ÉDOUARD - COULOIRS + CHAMBRE DANIEL, ANCIENNE MAISON DANIEL/ÉDOUARD- ATELIER, ANCIENNE MAISON DANIEL/ÉDOUARD - JARDIN 412, 412B, 310, 312, 308 P **2 2/8**	**28** 10h-19h OT 1:00 **D 16** **CABINET PSY // Rue du relais 105; 1050 Ixelles** CABINET PSY - FACADE, CABINET PSY - BUREAU 434, 436, 435 P **5 5/8**	**29** 12h-21h OT 1:00 **D 17** **MAISON DESOUSA // 15 Rue Karel Mertens 1083 Gansorhen, APPARTEMENT ADAM // 15 rue Schmitz - 1081 Koekelberg, CONFISERIE // Rue Montagne aux Anges 22, 1081 Koekelberg** MAISON FAMILLE DE SOUSA - FACADE, APPARTEMENT ADAM - COULOIR ÉTAGE, APPARTEMENT ADAM - SALON-CHAMBRE, APPARTEMENT ADAM - SALLE DE BAIN, CONFISERIE - FACADE, CONFISERIE - TOIT CONFISERIE, CONFISERIE - PETITE TERRASSE 124A, 133, 134, 135, 136, 438, 439, 443, 446 P **5 4/8**	**30** 11h30-20h30 **D 18** **CITE // Avenue de l'Héliport 52 ; 1000 Bruxelles** CITÉ - RUE ENTRÉE IMMEUBLE, CITÉ - VOITURE BEAUMONT 101, 101A, 104, 106 P **4 3/8**	**1**	**2**
3 12h-21h OT 1:00 **D 19** **BIBLI MURDERABILLIA EXT // Rue du Congrès 33, 1000 Bruxelles** THÉATRE - FACADE, THÉATRE - CAMÉRA DE SURVEILLANCE, TOIT VOISIN THÉATRE - TOIT 229, 303, 231, 235, 237, 232 P **6**	**4** 13h-20h30 **D 20** **BIBLI MURDERABILLIA // Parvis de St Gilles, 18; 1060 Saint Gilles** THÉATRE - SALLE DE SPECTACLE 234, 236 P **5 4/8**	**5** 12h-19h30 OT 1:00 **D 21** **BIBLI MURDERABILLIA // Parvis de St Gilles, 18; 1060 Saint Gilles** THÉATRE - SALLE DE SPECTACLE, THÉATRE - GRAND ESCALIER, THÉATRE - SALLE DES MASQUES 238, 240, 244, 234, 241A, 241B, 304B, 249 P **3 5/8**	**6** 10h-19h **D 22** **BIBLI MURDERABILLIA // Parvis de St Gilles, 18; 1060 Saint Gilles** THÉATRE - BALCON, THÉATRE - SALLE DES MASQUES, THÉATRE - GRAND ESCALIER, THÉATRE - SALLE DE SPECTACLE, THÉATRE - SALLE A DÉTERMINER 248, 233, 304A, 233A, 304C, 243, 245, 246, 247 P **3 1/8**	**7** 9h30-18h30 **D 23** **STUDIO // Blvd Auguste Reyers 80, 1030 Brussels** STUDIO TÉLÉ - EMISSION SANS DETOUR, RUE / AUTOROUTE - CAMPING CAR 103, 105, 306 P **2 7/8**	**8**	**9**
10 09h-18h **D 24** **CINEMA // Bd Anspach 85, 1000 Bruxelles** CINÉMA LES PAPILLONS - HALL, CINÉMA LES PAPILLONS -BAR EN FACE SALLE 129, 132, 131 P **5 2/8**	**11** 10h30-19h30 OT 1:00 **D 25** **CONFISERIE // Rue Montagne aux Anges 22, 1081 Koekelberg** CONFISERIE - RDC COULOIR 1986, CONFISERIE - GRANDE SALLE 1er ÉTAGE, CONFISERIE - 2ème ÉTAGE COURSIVE,	**12** 10h-19h OT 1:00 **D 26** **CONFISERIE // Rue Montagne aux Anges 22, 1081 Koekelberg** CONFISERIE - GRANDE SALLE 1er ÉTAGE, CONFISERIE - RDC CHAMBRE BRUNO 451, 452B, 453, 453A, 453B	**13** 9h30-18h30 OT 1:00 **D 27** **CONFISERIE // Rue Montagne aux Anges 22, 1081 Koekelberg** CONFISERIE - SALLE DU RDC, CONFISERIE - GRANDE SALLE 1er ÉTAGE 454, 455A, 455	**14** 9h-18h OT 2:00 **D 28** **Loueur de Trotinettes, CADAVRE ADAM** LOCATION TROTTINETTES - FACADE, LOCATION TROTTINETTE - RUE CAMPING CAR, DÉCOR CADAVRE ADAM - PARKING, DÉCOR CADAVRE ADAM - ZONE PRÈS ÉTANG	**15**	**16**

6. Production

Overview

Contracts

- Create technician contract templates.
- Edit technician contracts.

Crew List

- View and manage the complete crew list.
- Export the list to Excel.
- Create specific lists, for example for catering requirements.

Cast List

- View the detailed cast list, including availability and shooting days.
- Display the text associated with each role in script order or shooting order.
- Filter the list by nationality or episode.
- Export the cast list to Excel.

Shooting Locations List

- Display locations in alphabetical order, script order or shooting order.
- Export the list to Excel or PDF, print it or send it by email.
- Copy or export selected data in a format that can be used with Movie Magic Budget.

Vendor List

- View and manage vendors.
- Export the list to Excel or PDF, or print it.

Auditions and Casting

- Add links to external casting platforms for quick access.
- In Breakdown > Characters, you can upload and view casting videos.

Call Sheets

- Generate call sheets from the Breakdown and Shooting Schedule data.
- Export daily call sheets to Excel so that Assistant Directors and Production Coordinators can complete them.

Production Reports

- Create daily production reports used by continuity and production teams.

Canteen

Using a QR code available in the OutlookMovie mobile app, crew members, cast and guests can be checked in when they visit the canteen.

One or more people are designated to perform this check-in, most often a member of the locations or production team.

On the OutlookMovie website, go to Production > Canteen. There you can view, day by day, all recorded check-ins in table form.

This data can then be exported to Excel.

Daily Tracking (Days Go)

- Record the main events of the day, for example rehearsals, shooting and the lunch break.

Document Management

Organize and retain production documents: contracts, crew and cast lists, locations, call sheets, production reports, publicity, safety, insurance, travel, accommodation, airline tickets, post-production and forms.

- Storage associated with the project license is unlimited.

7. Accounting

Overview

OutlookMovie's Accounting module is designed for production budgeting and cost tracking.

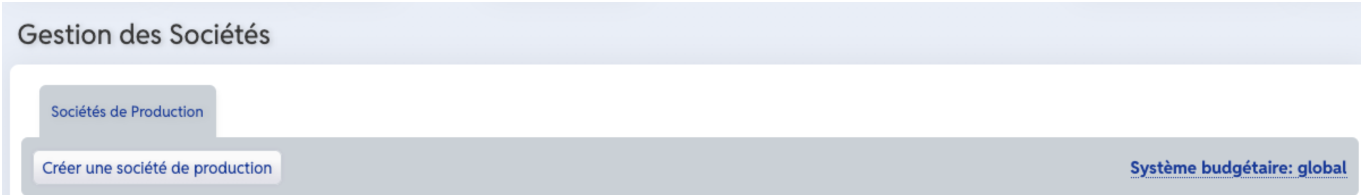
It can manage one or more companies involved in the project, as well as multiple currencies.

The module centralizes budget management, funding, posted costs, purchase orders, advances, bank payments, cash, vendors, cost reports and trial balances.

Main Features

1. Production Companies
    - Create and manage the different production companies involved in the project, including their financial settings.
2. Budgets
    - Import budgets from Movie Magic Budget and other compatible tools.
    - Budgets can also be entered manually.
3. Funding, Transfers and VAT
    - Track funding sources and transfers between companies.
    - Record the VAT movements required for the project's financial tracking.
4. Posted Costs
    - Record and process costs in the currencies used by the different production companies.
    - Centralize production expense tracking.
5. Online Purchase Orders
    - Create, approve and track purchase orders directly in OutlookMovie.
6. Online Advances
    - Users can request advances online; validation follows the approval workflow defined by the production.
7. Bank Payments
    - Create payment batches and export the files required for import into compatible online banking systems.
8. Budget Re-Evaluation
    - Reassess the Estimated Final Cost (EFC) at any time during the project.
    - Compare the EFC with the reference budget to identify variances.
9. Reporting
    - Generate cost and variance reports to monitor the financial position of the production.
10. Vendor Tracking
    - Review costs and payments by vendor to facilitate reconciliation.
11. Trial Balance
    - Generate a trial balance for each production company and, where applicable, a consolidated view.
12. Invoice Batches
    - Prepare and manage invoice batches for payment processing.
13. Customizable Reporting Templates
    - Create alternative templates linked to the main budget.
    - Adapt budget and cost-report presentations to the requirements of audits, financiers or local authorities.

Create a production company participating in the project



Create a Company Involved in the Project

Go to Accounting > Company Management > Create a Production Company.

- Fill in the required details for the production company:
  - Company Name
  - Address & Phone
  - VAT Number
  - Currency
  - Bank Account Details

Add Multiple Production Companies

Repeat the process to create all production companies required for the project.

  - Ensure that each company is accurately documented with its complete details.
    Include both local and international production partners if they are part of the project.

Budget System

Go to: Accounting > Company Management > Budget System

1. Determine whether the companies use the same budget template or different templates.
2. Choose the budget management mode:

Separate budgets for each company:

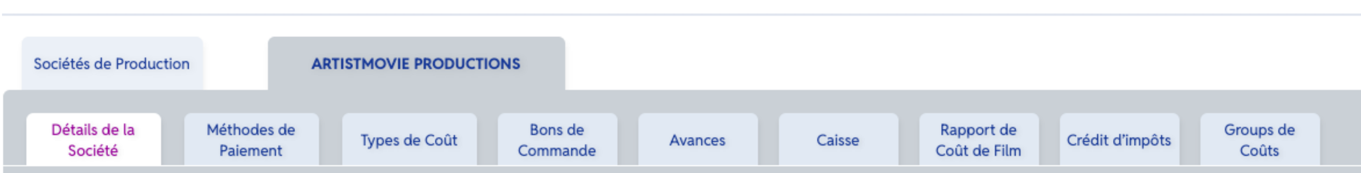
use when the companies share the same budget structure.
The Cost Report can then:

consolidate budgets and costs in a selected currency while retaining a company-by-company view in each company's own currency.
Separated Budgets:
use when each company has its own budget structure.

Set Up Accounting Functions for Each Production Company

Step 1: Select the Production Company

1. Navigate to Accounting > Company Management > [Select the Production Company].



  - Company details : Check or complete if not finished in the previous step

Step 2: Configure Payment Methods

Go to: Accounting > Company Management > [Production Company] > Payment Methods

Bank Transfer and Cash payment methods are available by default.

To add another payment method:

- Navigate to Accounting > Payment Methods.
- Click Add Payment Method and input details for:
- Credit Card
- PayPal
- Any other payment method required by your production company.

Click “Create” to save.

Step 3: Define Types of Costs

1. Navigate to Accounting > Company Management > [Select the Production Company] > Types of Costs.

For each cost type, enter:

- Name: (e.g., Invoice, Salary)
- Shortcut: for example "FAC".
- Default Payment Method: Choose one of the pre-configured payment methods (Bank
- This choice can be changed when processing a cost.

- Numbering System:
- Automatic, recommended to maintain consistent numbering.
- Manual, if you want to apply your own numbering.
- Trial Balance Inclusion:
- Yes: this type of cost is included in the Trial Balance. No: it is shown separately, according to the configured reporting method.

Click “Create” to save.

Step 4: Setting Up and Managing Purchase Orders

1. Navigate to Purchase Orders

- Go to Accounting > Company Management > [Select the Production Company] > Purchase Orders.

2. Configure Numbering

- Select the Numbering Orders method:
  - Automatic (Recommended): Ensures unique Purchase Order (P.O.) numbers.

3. Choose Language

- Select up to two languages for P.O. generation:
  - Options: English, French, Czech, Spanish, German.

4. Add the logo

- Add your company logo to be displayed on the P.O.

5. Add Footer Details

- Include additional details in the footer:
  - Addresses
  - VAT Information

6. Assign Approvers

- Select up to four approvers from the user list.
- Select up to four approvers from the list of users.
- Fill in their functions/roles (e.g., Head of Department, Manager).
- Note: Approvers can be changed only if there are no pending Purchase Orders under the current approvers.

7. Set Approval Options

- Email Approval:
  - Enable the option to send approved P.O.s by email.
  - Define an amount below which P.O.s are automatically approved.

8. Configure Head of Department (HOD) Validation

- Choose between two validation options for HODs:

    - Optional Validation: HOD validation is not required.
    - Mandatory validation: the Purchase Order creator must select their Head of Department for approval before submission.

9. Set Notifications

- Enter the email addresses of individuals to be notified about approved P.O.s (e.g., the accountant).

Step 5: Advances

1. Navigate to Advances

- Go to: Accounting > Company Management > [Select the Production Company] > Advances

2. Assign Approvers

- Select up to four approvers from the list of users.
- Specify their functions/roles (e.g., Head of Department (HOD), Manager).

3. Configure Head of Department (HOD) Validation

- Choose one of the following validation options for HODs:

    - Optional Validation: HOD approval is not required.
    - Mandatory validation: the requester must select their Head of Department before submitting the advance.

4. Set Notifications

- Define notifications for Advances events:

    - Pending Approval
    - Approved Advance

- Add email addresses for individuals to notify about approved Advances (e.g., Accountant).

5. Configure Numbering

- Choose a numbering method for Advances:Automatic (Recommended): Ensures unique Advance numbers.

Step 6: Setting Up and Managing Cost Report

1. Navigate to Cost Report

- Go to: Accounting > Company Management > [Select the Production Company] > Cost Report

2. Configure Email Notifications

- Enter the email addresses of recipients who should receive:
    - Cost Report Summary
    - Accounts Over Budget Notifications
- Reports are sent daily at the time configured by the system.

3. Choose Estimate to Complete (ETC) Type

- Select one of the following options for Estimate to Complete (ETC):
    - Spent + Commitment: Includes spent amounts plus P.O.s yet to be invoiced.
    - Only Spent: Includes only the spent amounts.

Step 7: Setting Up and Managing Tax rebates

1. Navigate to Tax Rebates

- Go to: Accounting > Company Management > [Select the Production Company] > Tax Rebates

2. Configure a Tax Rebate

- Name the Tax Rebate (e.g., Belgium Tax Shelter).
- Assign a Shortcut (e.g., BTS).
- Specify the Percentage for the tax rebate.

3. Assign Costs

- Choose whether to assign all costs to this Tax Rebate:
  - Yes: Automatically assign all costs.
  - No: Do not assign costs automatically.

4. Finalize

- Click Create to save the configuration.

Step 8: Setting Up and Managing Groups of Costs

1. Navigate to Groups of Costs

- Go to: Accounting > Company Management > [Select the Production Company] > Groups of Costs

2. Configure a Group of Costs

- Name the Cost Type (e.g., Post Production, Art Department, Accommodations).
- Assign a Shortcut (e.g., PP, Artdpt).
- Choose a Color for visual distinction and easier readability.

3. Finalize

- Click Create to save the configuration.

Budgets Import

Step 1: Navigate to Budget Import Section

1. Go to Accounting > Budget > Budget by companies

Step 2: Select Import Option

1. Click on Import TXT or Import XML to begin the import process.

Step 3: Upload Budget File

1. Choose a budget file exported from Movie Magic or any other budgeting software.
   - Check that the file matches one of the import formats supported by OutlookMovie.

     1. Movie Magic - tab delimited
        (version >=10 - File > Export > Tab Delimited)
     2. Movie Magic - comma delimited
        (version <10 - File > Export > Comma Delimited)
     3. Peplum - tab delimited

Select the file on your computer, then click OK.

Step 4: Confirm and Map Fields

1. Verify that the imported data matches the required budget in your software.

Alternative Budget Entry

If your budget was created using a spreadsheet software like Excel, the import functionality is not supported. You will need to enter the budget manually.

Steps for Manual Budget Entry:

1. Navigate to the Budget Section:
    - Go to Accounting > Budget.
2. Enter Budget Details:
    - Account Code
    - account code, description and amount.
    - Click Register

Create Groups and Export Budgets in Excel

Step 1: Create Groups

1. Navigate to Accounting > Budget > Groups.
2. Click on Create Group.
3. Create groups such as:
    - Eligible Costs
    - Post Production Costs
    - (Add other relevant groups as needed).
4. Save your groups.

Step 2: Assign Groups

Go to one of the following views:

- Accounting > Budget by Companies, or
- Accounting > Budget Global.

2. Use "Assign Groups" to assign each budget line to the appropriate group.

Check that all relevant lines are correctly assigned.

Step 3: Export Budget to Excel

1. Once groups are assigned, click on Export to Excel.

The export can include one column for each group created.

Connected Templates

1. Navigate to Connected Templates

- Go to: Accounting > Budget > Connected Templates

2. Create a New Template

- Click “Create a New Template.”

3. Configure Template Items

1. enter the account number to appear in the new template
2. Enter an Account Number for the new template.
3. Provide a Description.

Select the entire production company
Warning: all lines for the selected production company will automatically be included. This action will overwrite any existing links already saved.

4. Repeat for All Lines

- Continue adding items and assigning lines until all are linked.

5. Key Features

- Create as many connected templates as needed.

- Edit both the Budget and Cost Report in this new template format.
- Particularly useful for:
    - Government Tax Authorities during audits.
    - Tax Rebate Paperwork and compliance.

History of Budget Movements

1. Navigate to Budget History

- Go to: Accounting > Budget > History

2. View Budget Modifications

- Select a specific day to review.
- View all modifications made to the Global Budget on the selected day.

Fundings, Transferts & V.A.T Monitoring

1. Access the Section

- Go to: Accounting > Fundings, Transfers & VAT

2. Add a Bank Account (if not already added)

- In the Fundings Bank Account section:
    - Add a bank account if it wasn't created when setting up the company.

3. Manage Financial Records

a. Register Funds Received

- Record all funds received from financiers and/or broadcasters.

b. Track Internal Transfers

- Maintain detailed records of internal transfers, including:
    - Transfers to foreign executive companies or partners.

c. Record VAT Refunds

- Keep accurate and transparent records of all refunded VAT amounts for compliance purposes.

4. Attach Supporting Documents

- For each registered funds movement, attach the relevant PDF document from:
    - The bank.
    - The local authorities.

Accounted Costs

Navigate to Accounted costs

- Go to: Accounting > Accounted Cost Overview
- On this page, view a list of all accounted costs with key details and functionalities.

Available Functions

1. Filter and Search

- Filter costs by type of cost.
- Use the search engine to quickly find specific costs.

2. Export and Print

- Export the list to Excel.
- Print or export as a PDF.

3. General Information

- Total VAT
- total excluding VAT, VAT, total including VAT and Estimated Final Cost;

4. View Detailed Information

- Click the Internal No. column to view detailed invoice information.
- Click the Vendor Name to see all costs associated with that vendor.

5. Attachments and Actions

- Grey Paperclip: Indicates a related document has been loaded for this cost.
- Red Cross: Click to delete the cost if necessary.

6. View Full List

- Click “Show All” at the bottom of the page.

7. Exports

- At the bottom of the page, click Show All to display the complete list of accounted

Post a Cost

1. Navigate to Process a Cost

- Go to: Accounting > Accounted Cost > Process a Cost

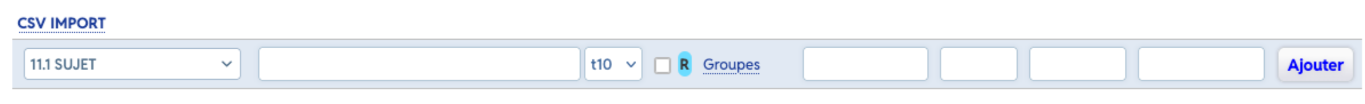
2. Add a Vendor (if not already listed)

- If the vendor is not listed:
  - Click New next to the vendor field.
  - Fill in the required information.
  - Click Save to add the vendor.

3. Fill in Cost Details

- Choose the Type of Cost: Select the appropriate category.
- Check the Default Payment Method: Verify if the payment method is correct.
- Review Dates: Confirm:
  - Registration Date.
  - Due Date (when payment is to be made).
- Vendor invoice number: enter the reference shown on the invoice.
- Enter the Vendor’s Invoice Number: Ensure accuracy.

4. Move to next step



Enter the following information:

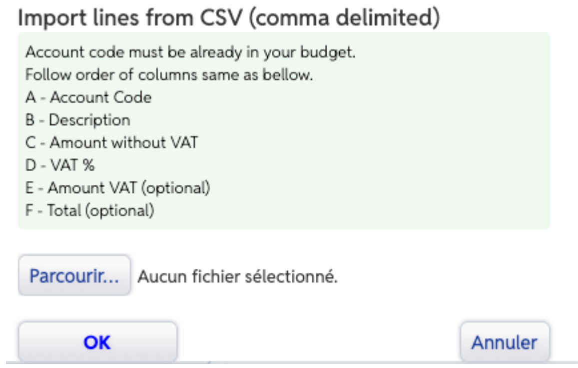
- Account number: select the budget account to which the cost should be assigned. The budget must already have been entered in OutlookMovie (see Step 1).
- Description: describe the nature of the expense as accurately as possible.
- Amount excluding VAT: enter the net amount of the expense.
- VAT %: enter the applicable VAT rate, where relevant.
- Recoverable / resalable: tick the blue R box if the expense can be recovered or resold.

Cost Group

If you want to assign this cost to an expense group previously created in Accounting > Production Companies > Cost Groups, click “Group”.

You can also import a CSV file from another software application to record several costs in a single operation.

Please follow these instructions:



Click Add to include the cost details.

Invoice
Expense Report
Go to: Accounting > Accounted Cost > Assets
Contracts

Recoverables

- On this page, view a list of all Assets

Overview

- This page displays the list of costs identified as recoverable.

Overview

The Purchase Order (P.O.) software in OutlookMovie enables users with the appropriate access level to create and manage purchase orders efficiently.

Main Features

1. P.O. Creation:

- Users can create purchase orders for goods or services required during production.
- Each P.O. can include detailed cost descriptions, account numbers, and VAT details.

2. Approval Workflow:

- Purchase orders go through a structured approval process:
- Head of Department (H.O.D.) Approval: If set as mandatory.
- Production Team Approval: Final validation step.

3. Mobile App Accessibility:

- Purchase Orders can also be created and approved from the mobile app.
- Users can submit, review, and approve P.O.s on the go.
-

Create a Purchase Order

1. Navigate to Purchase Order

- Go to: Accounting > Accounted Cost > Purchase Order > Create PO

2. Add a Vendor (if not already listed)

- If the vendor is not listed:
  - Click New next to the vendor field.
  - Fill in the required vendor information.
  - Click Save to add the vendor.

3. Fill in Required Details

- Modify the Date if needed.
- Select the Head of Department (HOD) if it is set as obligatory.
- Write a Comment, such as the place of delivery or additional details.

4. Finalize

- Click Create to move to the next step.

Assign Purchase Orders details

- Scroll down and complete the following fields:
  - Account Number: Assign an appropriate account number for the cost.
  - Description: Write a clear and concise description of the cost.
  - Amount (Excluding VAT): Enter the cost amount without VAT.
  - VAT%: Add the applicable VAT percentage (if any).
- Click Add to include the cost details.
- Repeat the operation for each additional line.
- When the PO is complete, click "Send for Approval".
- The Purchase Order will move to the next section: PO to Be Approved.

Purchase Order To Be Approved

1. Navigate to Purchase Orders

- Go to: Accounting > Purchase Orders > PO to Be Approved

2. Features and Actions

- View Waiting List:
  - This page displays a list of Purchase Orders (PO) waiting for approval.
  - You can also see the status of each approver.
- Modify a PO:
  - Click on the Pen Icon to allow the creator of the PO to make changes to their Purchase
- Delete a PO:
  - Click on the Bin Icon to send the PO to the bin. Note that the PO is not permanently
- Request Additional Information:
  - Click on the Yellow Envelope Icon to send an email directly to the PO creator.
  - This feature allows you to request explanations or discuss details before validation.

3. Additional Functionalities

- Mobile App Approval:
  - Approve all POs directly using the mobile app.
- Export to Excel:
  - Export the list of POs waiting for approval to an Excel file for further analysis or sharing.
- Search Functionality:
  - Use the search engine to quickly explore the list of POs to find specific items.

Purchase Order Approved

1. Navigate to Purchase Orders

- Go to: Accounting > Purchase Orders > PO Approved

2. Features and Actions

- Print or Export:
  - Print the approved POs or save them as PDF documents.
  - Export the POs to Excel using various templates.
- Search Functionality:
  - quickly locate an approved PO.
- Review Approvers and Dates:
  - Check the approval dates and the names of the approvers for each PO.
- Edit a Purchase Order:
  - Click on the Pen Icon to open and edit a PO.
  - Reassign Account Number: Update the account number if it is incorrect.
  - Modify Description and Amount: Update the description or amount if necessary.
  - Track Changes: Each modification to the amount will automatically create a history log for the changes.
- Verify Assignment:
  - Browse over the icon on the right side of the line for each PO to confirm if it is assigned
- Estimate to Complete (ETC):
  - Check the amount in the Estimate to Complete column:
  - This amount reflects the total value of the PO combined with any linked invoices.
  - If the PO is marked as Closed, the value will appear as 0.

Advances

The Advances system in OutlookMovie provides an efficient system for creating and managing advance requests.

Main Features

1. Advance Creation:

- Users can easily create advance requests for goods needed during production.
- Each advance request includes:
- Description: Detailed justification for the advance to facilitate better communication and understanding.

2. Approval Workflow:

- Advances follow a structured and transparent approval process:
- Production Team Approval: Final validation step to ensure compliance with production requirements.
- This workflow ensures accountability and proper financial oversight.

3. Mobile App Accessibility:

- The advance request process is fully supported on the mobile app for convenience.
- Users can:
- Submit advance requests.
- Review pending advances.
- Approve or reject advances on the go.

Online Advance Request

- Crew Members can request advances online through the platform.
- These requests will be sent to Validators for approval.

Processing Workflow

- The workflow for advances follows the same process as for Purchase Orders:

1. Request Submission: Crew members submit their advance request.
2. Validation: The request goes to the validators for review and approval.

3. Payment: once approved and paid, the advance can be marked as paid. 4. Mobile App: advances can also be requested, reviewed and approved from the mobile app.

Ask for an Advance

1. Navigate to the Advance Request Section

- Go to: Accounting > Advances > Ask for an Advance

2. Add Yourself as a User (First-Time Setup)

- For your first advance request, complete the following details:
    - Name, Adress, Mobile Phone
    - Email (mandatory)
    - Bank Details (mandatory)
    - Fill in any other required information.
- Click Save to store your information.

3. Fill in Required Details

- Modify the Date if necessary.

- Select the Head of Department (HOD) if it is mandatory for your request.
- Enter the Requested Amount for the advance.
- Provide a Description to justify the need for the advance.

4. Finalize the Request

- Click Create to submit your advance request.

Advances to Be Approved

1. Navigate to Advances to Be Approved

- Go to: Accounting > Advances > Advances to Be Approved

2. Available Actions

- Delete an Advance:
    - Remove an advance request if it is no longer needed.
- Modify an Advance:
    - Make changes to the advance request if necessary.
- Reopen for Modification:
    - Reopen a submitted advance request for editing before approval.

3. Approvers

- The list of approvers is displayed for each advance request.
    - Approvers can review and decide to approve or reject the advance.

Advances Approved

1. Navigate to Advances Approved

- Go to: Accounting > Advances > Advances Approved

2. Features and Actions

- View Approved Advances:
    - The page displays a list of all approved advances.
- Mark Advances as Paid:
    - tick the corresponding box once the payment has been made.
    - This step ensures the Trial Balance remains accurate.
- Delete an Advance:

    - Click on the Right Cross Icon to delete an approved advance.
- View Vendor's Advances:
    - Click on the Vendor's Name to see a detailed list of all approved advances for that

Advance Returns / Adjustments

1. Navigate to Returns

- Go to: Accounting > Advances > Returns

2. Register a New Reimbursement Record

- Purpose:
    - Register the reimbursement of users who did not spend or justify their advance with
- petty cash documents.
- Click "New Record" to create an entry.
- Fill in the required details and save the record.

3. View Vendor and Advance Details

- Vendor Situation:
    - Click on the Vendor's Name to view their reimbursement situation.
- Advance Details:
    - Click on the Description of the advance to reopen and review the details of the advance.

4. Mark Return as Paid

- Steps:
    - Check the box in front of each reimbursement line to mark it as Paid once the
    - This step ensures the Trial Balance remains accurate.

5. Delete a Return

- Steps:
    - Click on the Right Cross Icon to delete a reimbursement record.

Bank Payments

With the OutlookMovie accounting software, you can create Batches for bank payments and export them in different formats (e.g., SEPA) for your e-banking platform.

Steps to Manage Bank Payments

1. Navigate to Bank Payments

- Go to: Accounting > Bank Payments

2. Create a New Batch

Click "Create New Batch".

- Batch numbering is automatic.

Add a description, for example "Vendor invoices - week 12" or "Vendor payments".

Click "Create".

3. Select Costs for the Batch

From the list of unpaid costs, select those to include in the batch.

4. Generate the Bank Order

Click "Create a Bank Order".

Confirm creation of the bank order.

Select the account to be debited.

- Choose the account from which the payment will be made.

Choose the file format.

- Select the file extension type supported by your e-banking platform.
- The system will export a file to your desktop for uploading to the e-banking platform.

5. Process the Batch Payment

1. Once the batch has been paid, export the PDF document from your e-banking platform.

Return to OutlookMovie and open "Set Batch Status".

Select the status corresponding to the batch, then complete the requested information.

- Fill in the necessary payment information.
- Upload the PDF document from the bank.

Click “Paid” to finalize the batch.

- All costs paid with this batch will be marked as Paid in the Accounted Costs List.
- The Trial Balance will be updated.

The batch status can be changed if necessary.

Overview

The Cash section allows you to record and track all cash transactions, including withdrawals, payments, and movements.

Navigate to Cash

- Go to: Accounting > Cash

1. Record and Track Cash Transactions

Types of Cash Transactions:

Withdrawals and Deposits

- Track withdrawals from the bank to cash or from cash to the bank.

2.Create a Cash Payment

Steps:

1. Record the cash payment in the Cash section.
2. Link the payment to a cash cost by processing it in the Accounted Cost menu.

3. View Cash Movements

- Access the Cash Movement List:
    - View a detailed list of all recorded cash transactions.

4. Check Vendor Situation

- Cash payments by vendor:
    - click the vendor name to view their payments and balance.

Vendor Report

The Vendor Report shows registered vendors, the costs assigned to them and payment status.

Navigate to Vendor report

- Go to: Accounting > Vendor report

Features of the Vendor Report

List of Registered Vendors

- View the complete list of all vendors registered in the system.

Details Provided for Each Vendor

- Accounted Costs:
    - View detailed records of all costs attributed to the vendor.
- Payment Situation:

- Review the payment status for each cost, including pending and fully paid amounts.

Cost Report

OutlookMovie provides a global cost report for the project as well as detailed reports for each company in its respective currency.

Navigate to Cost report

- Go to: Accounting > Cost Report

1. Global Cost Report:

  - Provides an overall view of costs across all production companies involved in the
  - provides a consolidated view of the production's financial position.

2. Cost Report by Company:

  - Offers a detailed breakdown of costs for individual companies.
  - Displays costs in the company's own currency for localized reporting and analysis.

Features of the Cost Report

Estimated Final Cost Column

- Actionable Updates:
  - Click on the registered amount in the Estimated Final Cost column.
  - Revise the value and provide a comment.
  - the change is incorporated into the final-cost calculation and the corresponding variance.

Additional Tools

- PO Report:
  - View and analyze Purchase Orders associated with the costs.
- Comparison of Estimated Final Costs:
  - Compare current and previous estimated final costs for analysis.
- History Tracking:
  - Access the History of Estimated Final Costs and History of Item Codes.
- Graphs:
  - Use visual tools for a more user-friendly and comprehensive analysis.

Editing and Export

- Editing Options:
  - Look, print, and save reports as PDF or export to Excel.
  - Depending on the view, available options include:
  - General Ledger in Excel.
  - Export to Excel.
  - Edit Variances Report in three layouts.

Connected Templates

- Template View:
  - If connected templates are created, switch between templates to view the cost report in

Filters and Grouping

- Cost Report by Groups:
  - View reports based on groups created in the Budget Section.
- Filter by Account Numbers:
  - Narrow down the cost report to specific

Trial Balance

OutlookMovie can display a global trial balance when several companies are involved in the project, as well as a separate trial balance for each company.

Navigate to Trial Balance

- Go to: Accounting > Trial Balance

OutlookMovie provides the capability to view a Global Trial Balance if multiple companies are involved in the production, or an individual balance for each company.

Steps to Finalize and Verify the Balance:

1. Manually Enter Bank Account Credits:
    - Input the credit amounts of the bank accounts you are managing.
    - This step is essential to finalize and balance the accounts accurately.
2. Add Lines to Assets or Liabilities:
    - If necessary, additional lines can be added under Assets or Liabilities to account for
3. Change Currency:
    - select the desired display currency.
4. Print and Export:
    - print the Trial Balance directly from OutlookMovie;
    - Export: Save the trial balance as a PDF for easy sharing or archival purposes.

8. Settings

The Settings section brings together user management, access rights, personal data, groups, NDA, notifications and watermarking functions.

User Management Rights

1. Create new users.
2. Manage the list of users.
3. Deactivate users.
4. Create the crew list.
5. Manage personal data settings.
6. Create groups.
7. Activate NDAs (Non-Disclosure Agreements).
8. Access all Full Control rights (listed below).
9. Configure the Information Form

Full Control Rights

1. Manage email notifications.
2. Activate the watermarking system.
3. Modify production and company information.
4. Modify movie information.
5. Control access rights.
6. Check SMS history.

General Access

1. Complete your personal data.
2. Change your password.
3. Check the list of accepted document extensions.
4. Use the QR code to download the mobile application to your smartphone.

Create a New User

1. Go to user creation:
    - Settings > User Management > Create New User.
2. Fill in Required Fields:
    - Complete the requested information to create the account.
3. Assign Rights:
    - Scroll down to the "Level of Rights" section and assign the appropriate rights to the
    - Default rights can be reviewed and modified in the next step if needed.

Sending Login Credentials

- The user receives their login and temporary password according to the configured account-creation process, by email and/or SMS.
- These credentials allow the user to access OutlookMovie.

First Login

- On first login, the user may be asked to:
- transfer their personal data from another project that used OutlookMovie;

- change their password;
- accept the Non-Disclosure Agreement (NDA) when enabled.

Two-factor authentication (2FA) can be enabled to strengthen account security using an SMS code.

User Access

User Credentials

User Access

Login and Password

- Each user has a unique login and password.
- Login information is communicated according to the configured account-creation process.

Role-Based Access

Available functions depend on the rights assigned to each user.

Interface Language

Each user can individually choose the OutlookMovie display language:

- English
- German
- French
- Spanish
- Czech

Password Management

- Users can change their password after their first login.
- If forgotten, they can start a password-reset process by email or SMS, according to the available options.

Profile Customization

- Change contact information and display language.

Secure Logout

- Users can log out manually. The platform also provides an automatic timeout after inactivity.

Deactivate User(s)

Follow these steps to deactivate a user without permanently deleting them:

- Go to Settings > User Management > List of Users.

2. Select Users to Deactivate:
   - Tick the box symbol next to the names of the users you want to deactivate from the
3. Choose the Deactivate Option:
   - At the top of the page, click on the Select Option dropdown (in blue).
   - Scroll down and select Deactivate Users.
4. Confirm Action:
   - Click OK to deactivate the selected users.
5. What Happens Next:
   - The users will be moved to the Deactivated Users section but will not be deleted.
   - You can reactivate users at any time.

Note

If you have created a Crew List, the deactivated users will remain on the list unless you manually remove them by clicking Remove from the List on the Create Crew List page.

Forgot Login or Password

- Handling Forgotten Credentials

Self-Reset Option: Users who have lost or forgotten their login and/or password can reset their credentials themselves.

  - On the home page (www.outlookmovie.com) click on "Forgot Login or Password. "

- Steps to Reset and Resend User Login and Password via Email:

1. Access User Management:
    - Go to: Settings > User Management.
2. Select the User:
    - Locate the user whose login and password you want to resend.
    - Click the small white checkbox next to their name.
3. Send Login and Password:
    - From the Actions menu, choose the option to send the login information by email.

4. Confirm Action:
    - Click OK to finalize the process.

List of Users

- Go to: Settings > User Management > List of users
- Active Users:

View Active Users: Click on the List of User tab to see the complete list of active users.

- Actions Menu:

Select Option Menu: Use the Select Option menu to access all available actions and options to manage the user list.

Note

If you have created a Crew List, the deactivated users will remain on the list unless you manually remove them by clicking Remove from the List on the Create Crew List page.

Create the Crew List

- Go to: Settings > User Management > Create Crew List.

1. Customization
    - Create the crew list and tailor it to your preferences.
    - Add Production Company details, including the logo in the header.
    - Create and name the departments.
2. Organizing Users
    - Drag and drop users into their respective departments.
    - Add or remove users at any time to keep the crew list up to date.
3. Exporting and Printing
    - Save the crew list as a PDF or export it as an Excel document.
    - Print the crew list if a physical copy is required.
4. Mobile Application Integration
    - Once created, the crew list will appear the same on the mobile application for easy access.
5. Final Step: Save Your Work
    - Always save your Crew List to avoid losing changes or updates.

Personal Data Settings

- Go to: Settings > User Management > Personal Data Settings.

This page defines the personal information requested from users: field visibility, whether the field is mandatory and whether it may be used in contracts.

- Visible: the field is displayed to the user.

- Mandatory: the field must be completed.
- Contract: the information may be used in the contract according to the configured template.

Click on the green or red dot next to each field to update its settings.

Distribution Groups

- Go to: Settings > User Management > Groups.
- Create recipient groups, for example for distributing call sheets or production reports.

Non-Disclosure Agreement (NDA)

- Go to: Settings > User Management > Non-Disclosure Agreement (NDA).

1. Click "Modify" and paste the text of the Non-Disclosure Agreement. Two languages can be provided.
2. Enable the NDA. 3. Every new user must accept it before accessing the project. 4. The user list shows the acceptance status.

Notification Management

- Go to: Settings > Notification Management.

Notifications keep the crew, cast and vendors informed of relevant project updates.

Daily Summary Email

- Go to: Settings > Notification Management > Daily Email.

1. Personalized Content Options

When enabled, recipients receive a daily summary containing the selected items:

- New Documents and Images: Recently uploaded files.
- Breakdown Changes: updates recorded in production data.
- Cast List: new cast members or changes, according to the enabled functions.
- Agenda Events: Scheduled meetings or other calendar items.
- New Crew Members: Introductions to recently added team members.
- Crew Birthdays.
- Actors' Birthdays.

2. Flexible Selection

- Choose the information categories to include in the daily summary.

3. Delivery Time Settings

- Set the desired delivery time.

4. Weekend Controls

- Disable weekend delivery if you do not want to receive the summary on those days.

Notification When a User Profile Is Completed

- Go to: Settings > Notification Management > Completed Profile Notification.

Add the email addresses of the people to notify when a new user completes their personal data, for example Production Coordination or Accounting.

Remind Users to Complete Their Profiles

- Go to: Settings > Notification Management > Send Notification to Complete Profile.

Write an email to users who have not yet completed their personal data. They are identified by a red indicator in the user list.

Watermarking

OutlookMovie includes a watermarking system for scripts, One Liners / shooting schedules and PDF documents uploaded in the Script and Call Sheets sections.

- Go to: Settings > Watermarking

End of Manual

We hope this manual helps you make full use of OutlookMovie. For any questions, comments or suggestions, contact the OutlookMovie team at info@outlookmovie.com.

A demo is also available at www.outlookmovie.com.

Login: demo

Password: demo