

USER MANUAL - ENGLISH



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INTRODUCTION.

RACCORDER is an application aimed at professional world of film and television. It is a specific tool for Script Supervisor in the shootings.

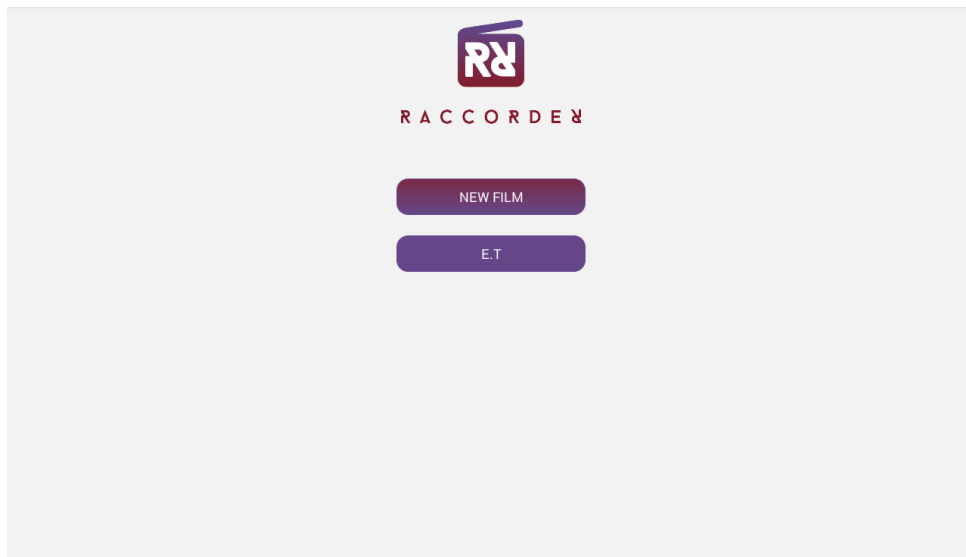
Its mission is to simplify the tasks of the scripts and minimize search times and collection of information. RACCORDER essentially develops a digital platform that brings together within the same environment all the features used by the script supervisor during filming.

RACCORDER solves an important gap in information seek times (days, phrases dialog, photos and even videos) which is crucial during shootings.

RACCORDER maintains film projects continuity and information in an organized state of the art practice and, more relevant, have the ability to distribute, at the end of each day of shooting, the daily reports (with or without photos) to various departments.

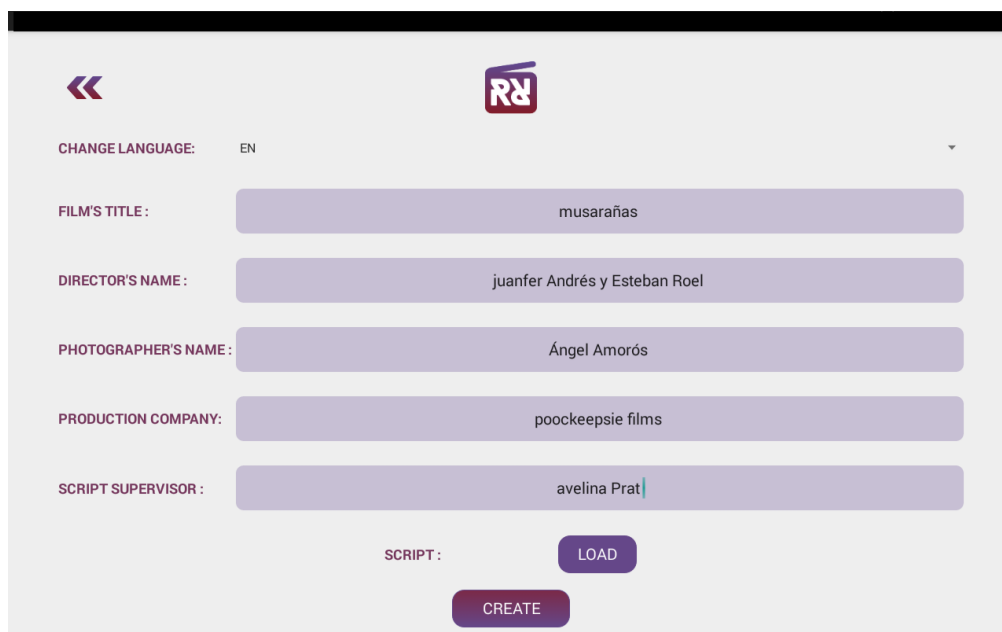
Create a new movie or TV show.

When users launch the application for the first time, have the option to select from the home page of either create films / TV shows created appears as the home page and can select any of them to continue the work, or create a new one.



[Figure 1](#) .- Create new movie / TV show

Clicking on the "new film" button will show the following window:



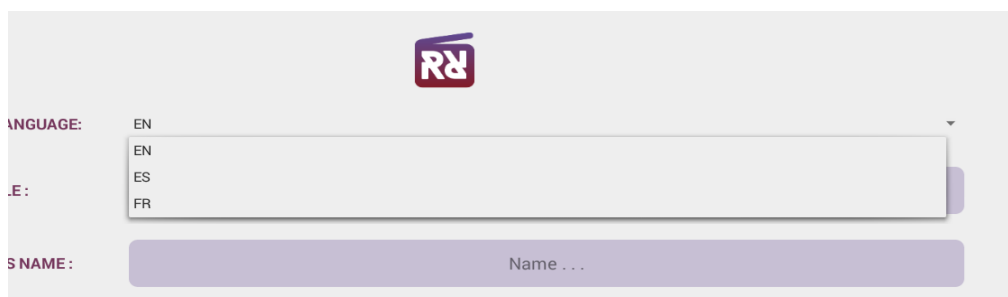
The screenshot shows a web form for entering film or show data. At the top left is a double arrow icon, and at the top right is the RACCORDER logo. Below the logo is a language selection dropdown currently set to 'EN'. The form contains several input fields: 'FILM'S TITLE:' with the value 'musarañas', 'DIRECTOR'S NAME:' with 'juanfer Andrés y Esteban Roel', 'PHOTOGRAPHER'S NAME:' with 'Ángel Amorós', 'PRODUCTION COMPANY:' with 'poockeepsie films', and 'SCRIPT SUPERVISOR:' with 'avelina Prat'. At the bottom, there is a 'SCRIPT:' label, a 'LOAD' button, and a 'CREATE' button.

Figure 2.- film/show data

It will be necessary to write the title of the film or show and the director's name. The other fields are optional and can be refilled or changed at any time from the settings page.

The data filled in this section will be displayed in the header of the different daily reports.

One option that allows RACCORDER is modifying language for every production in which you work, can be selected in the "Language" drop-down list from English, French or Spanish.



This screenshot shows a close-up of the language selection dropdown menu. The menu is open, displaying three options: 'EN', 'ES', and 'FR'. The 'EN' option is currently selected. Below the dropdown is a text input field labeled 'NAME:' with the placeholder text 'Name ...'.

Figure 3.- Language selection

In this page will also be possible to load the script for later reference.

NOTE: In the IOS version will need to download the script (from email, dropbox, google drive ...) with the "Open With ..." selecting from among all the options Raccorder. Once this is done you can attach the script from the "LOAD" button on the home page or settings and select the script previously sent.

GOTO

This page appears when you create a new movie / TV show. At the top is the button "New Page" that you need to press if we have no previously created page.

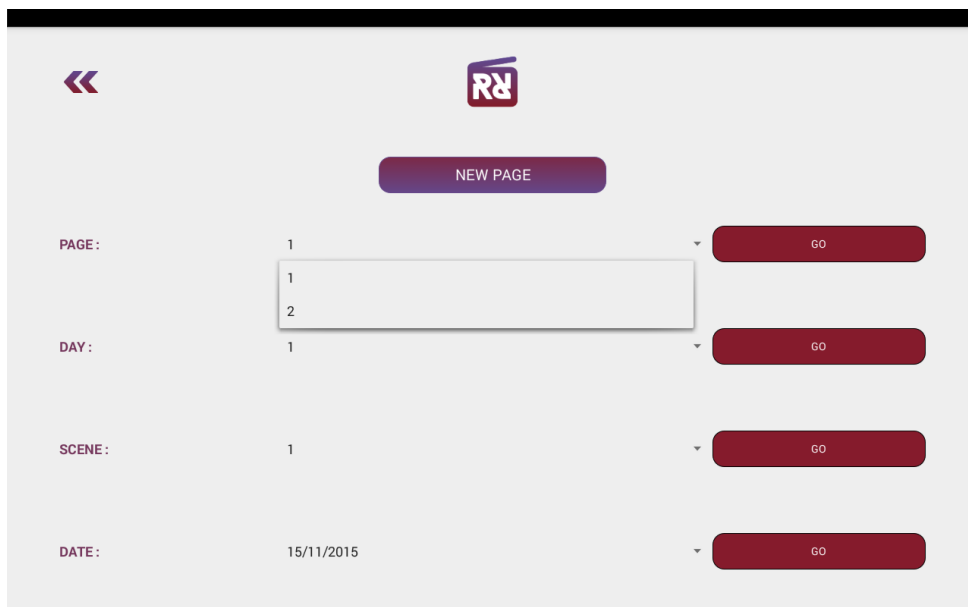


Figure 4.- Goto

This page allows you to go quickly and efficiently to any day of recording, date, page created or scene. In this way the search will be instant if you want to find information on other days or sequences.

It will only be necessary to select the desired search option, deploy associated with that option list and show all pages, scenes, dates or days created so far, select one and click on the "GO" button to the right of the list ..

In the case of a new production will press the "New Page" button that will take us to the main screen of our application.

Main page.

The main page has three tabs labeled Page, Gallery and Script. Below follows each one.

Page

This tab has the core functionality of the application, will be where the information from each day of shooting, separated by scenes in which each new page created by the app, a new scene will be displayed.

The screenshot displays the 'PAGE' tab of the RACCORDEX application. At the top, there are three tabs: 'PAGE' (selected), 'MEDIA', and 'SCRIPT'. Below the tabs is a header section with several input fields: 'DATE: 15/11/2015' and 'DAY: 1' on the left; 'SCENE: LOC:' in the center; 'INT / EXT DAY / NIGHT' on the right; and 'SCRIPT PAGES:' on the far right. A table with the following columns is visible: 'CARD', 'SC', 'SHOT', 'TAKE', 'LEN', 'DESCRIPTION', 'TIME', 'CAM', 'AUDIORE...', and 'OBSERVATION'. The table body is currently empty. At the bottom of the screen, there is a navigation bar with buttons for 'NEW PAGE', 'ADD ROW', 'GOTO', 'SETTINGS', 'SHARE', 'DELETE PAGE', and 'CLOSE'. To the right of these buttons is a camera icon, a search bar with the text 'Search Here', and navigation arrows labeled 'PAGE 1'.

Figure 5.- New page

The first thing to be set on each page will be the header of the same, showing the date, day of shooting scene, decorated and Interior / Exterior Night / day.

The header data can be changed by clicking on each of the boxes.

Where they appear the following dialog boxes.

Figure 6.- date header

Figure 7.-scene header

Figure 8.- INT/EXT header

A final header to indicate the script pages belong to the current scene, that when clicking in the "script" tab will lead you directly to the sheet indicated.

Figure 9.- script pages header

When you insert the name of the scene automatically first row with the name indicated in the SC column and take 1 will be created.

Figure 10 .- First take automatic

The scene name will be added to each corresponding row created in the same page. This information may be modified.

To create new rows or takes, it is necessary to press "Add Row" button, when pressed a new line that displays the name of the SC previously inserted in the header, the correlative number to the previous take if any, and the card inserted into the previous row if any.

CARD	SC	SHOT	TAKE	LEN	DESCRIPTION	TIME	CAMERA	SOUND	OBSERVATION
A001	1	1	1	55mm	Pm girl in bath Wrong phrase "jvguyuv" Good first part	02:00	Ok	Aeroplane noise	Cut
A001	1		2						

Figure 11.- Add row

The selected row is distinguished by its light blue. A row is selected by clicking on it once.

At the top right of the page is a timer, which will keep time while making moves freely through the application. Pressing the button "save" time is copied to the selected row when saving.

Figure 12 .- Timer

Double-clicking on a row a dialog box appears with extended shooting information. Also in this dialog, a timer will appear to time the take or to manually adjust the same.

From this dialog box you can make a take as best take, add photos, video or audio and / or select more than one camera.

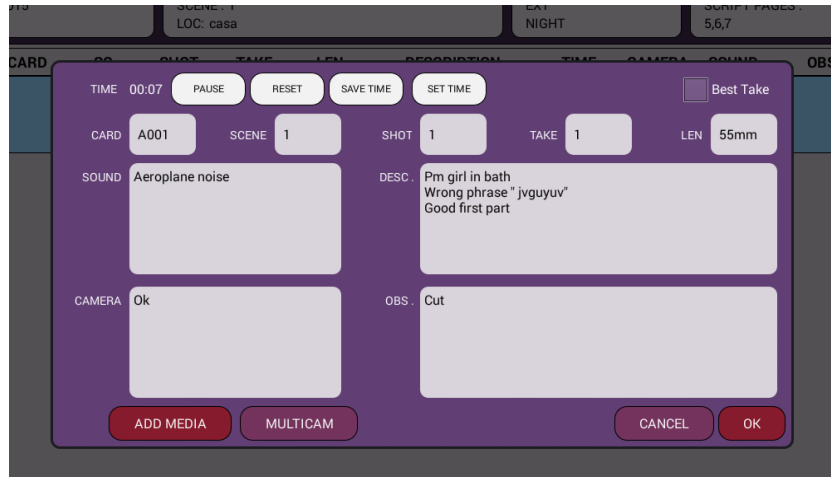


Figure 13.- row info dialog

The takes also can be mark as best take from the homepage by clicking the icon at the beginning of the row.



Figure 14.- best take

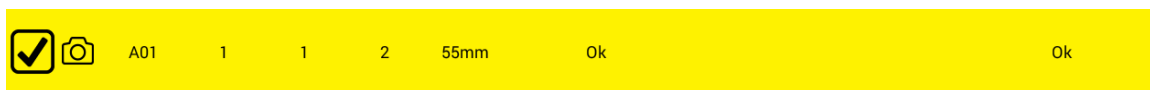


Figure 15.- change color best take rows

When selecting a row/take as Best Take, row background color will change to the color selected in the settings page.

By long pressing on a row **for a few seconds** a menu will pop up, where you can select the following options:

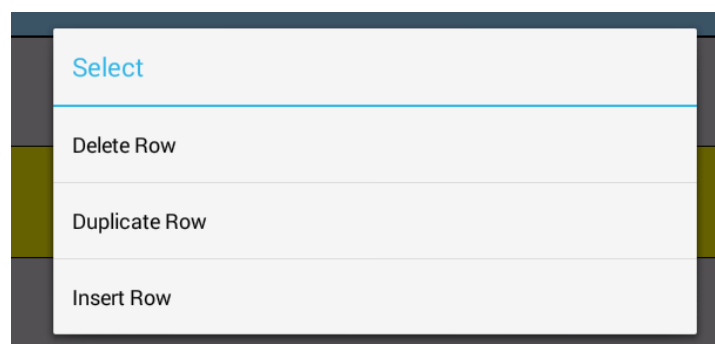


Figure 16.- row options

Delete Row

Deletes the selected take. Displays a warning message before deleting it completely.

Insert Row

It provides the ability to insert a new row below the selected. Either to create a gap in the daily report or note or simply include a new take.

Duplicate Row

Duplicate all content except the selected photos / videos / audios associated with the same row.

Add Gallery

Since this button we can go directly to the photo, videos and audio gallery associated with that take. In this section you can be accessed from both the button and from the home page by clicking on the "Gallery" tab with the take that we selected.

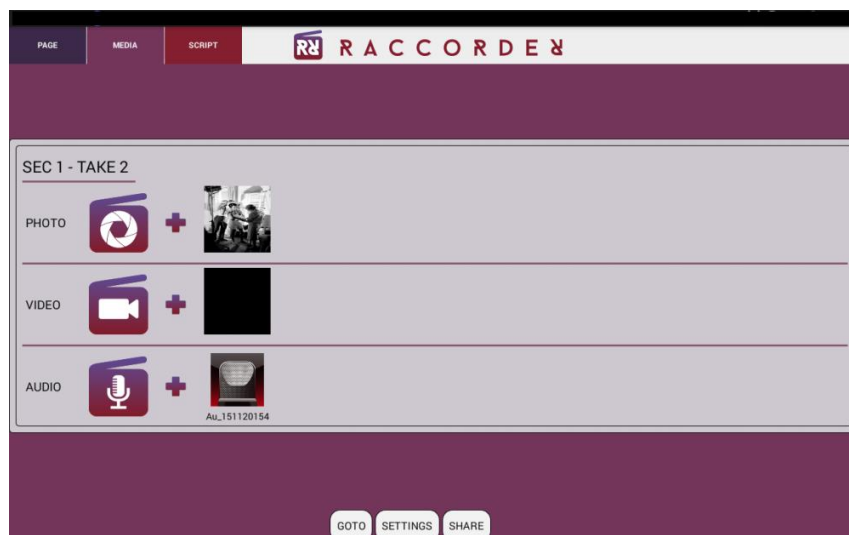


Figure 17 .- Gallery tab

This tab will show us the entire gallery associated with the take named above and that correspond to the selected row (blue).

If you click on any of the icons we will display a message indicating if we want to select pictures / videos gallery we already have or if we take a picture / video at that time.

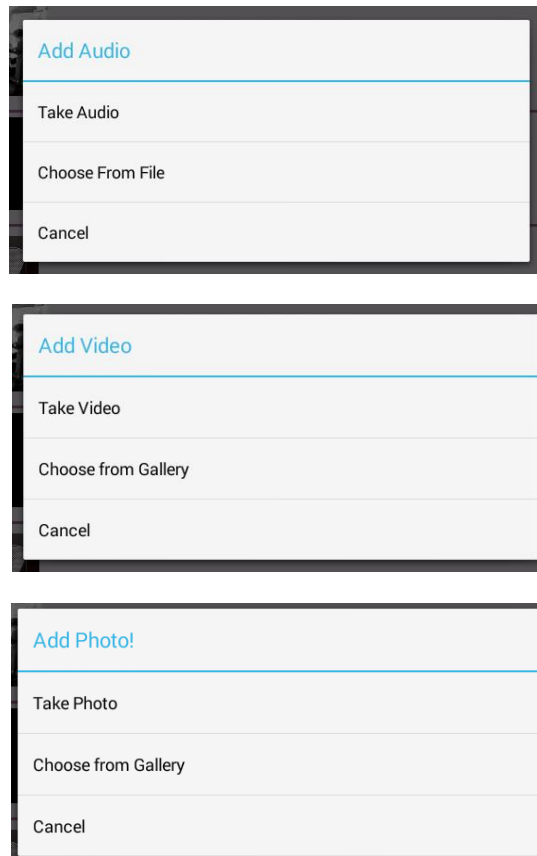


Figure 18 .- Insert media associate to a take

In case you want to select from the gallery we will open a file browser that will show us the pictures of the existing gallery. If you want to take photo / video we will open the device camera.

Clicking on the pictures are enlarged allowing move within them, zooming in / out.

Clicking on a video allow us to play it. The same will happen with audio.

To delete a file associated with the selected take, just always **long press** on the file in question, then one message warning of its elimination will appear.

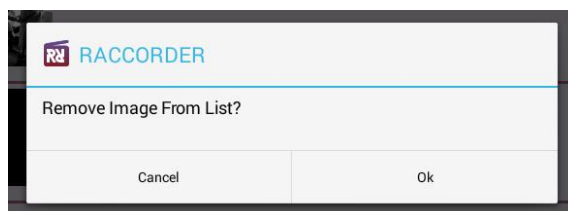


Figure 19 .- delete media attached

When any file is added to gallery it will be marked with an icon in the take selected that will allow easy identification within the main page.



Figure 20 .- media attached to row

From the home page you can also access the device's camera to quickly take snapshots and associate to the selected row upon them.

MULTICAM

The "Multicam" button will allow us to quickly identify the shots that were filmed with multiple cameras. When you click Multicam a window that will allow us to select between 2 and 4 cameras will appear. For each camera selected one new row with the same information contained in the original but changing correlatively card will be created s.

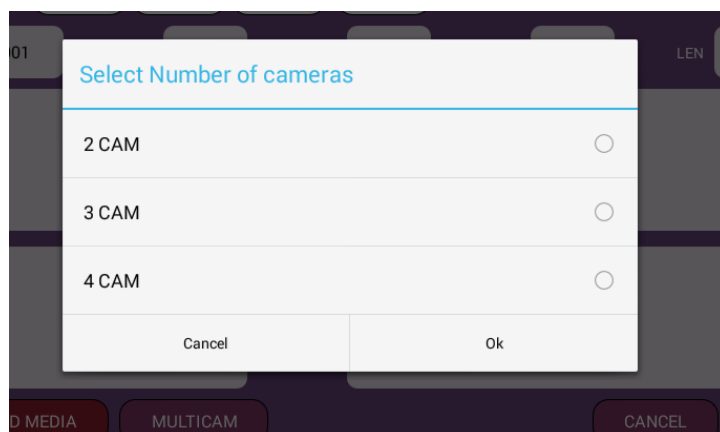


Figure 21 .- Multicam

So if a take is on the A01 card and added two cameras, a row is created for each camera naming each of the cards as B01, C01 and so on ...

Besides the change in the card name an icon is displayed on the indicative multi-row.



Figure 22 .- Without and With photos / videos associated

PAGE

MEDIA

SCRIPT

R A C C O R D E X

01:27

START

RESET

SAVE

DATE : 15/11/2015

DAY : 1

SCENE : 1

LOC: casa

EXT

NIGHT

SCRIPT PAGES : 5,6,7

NEW PAGE

ADD ROW

GOTO

SETTINGS

SHARE

DELETE PAGE

CLOSE

Search Here

X

PAGE 1

Figure 23 .- Identifying icon Multicam

OPTIONS

New page

It will create a new blank page with which you can start to include information about the new scene.

Delete Page

Delete the page on which the user is at the time you press the button.

GOTO

We take you to the page [GO TO](#) detailed earlier in this document, allowing us to move them easily by all pages created..

Close

We take you to the home page where are listed all the movies or TV shows created

Camera icon



It automatically displays the device's camera to take photos instantly. It associates the photo to the row that was selected at the time of pressing the button.

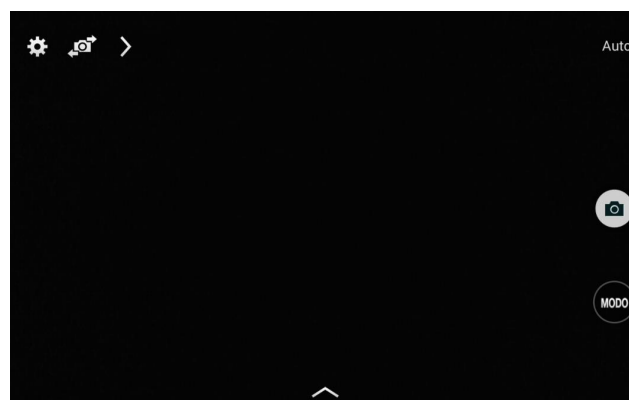


Figure 24 .- Take pictures instantlyBúsquedas

This function allows for instant text searches, immediately, being helpful to consult specific topics, localized words. The search will be performed throughout the production created and must move with the arrows between the pages found.

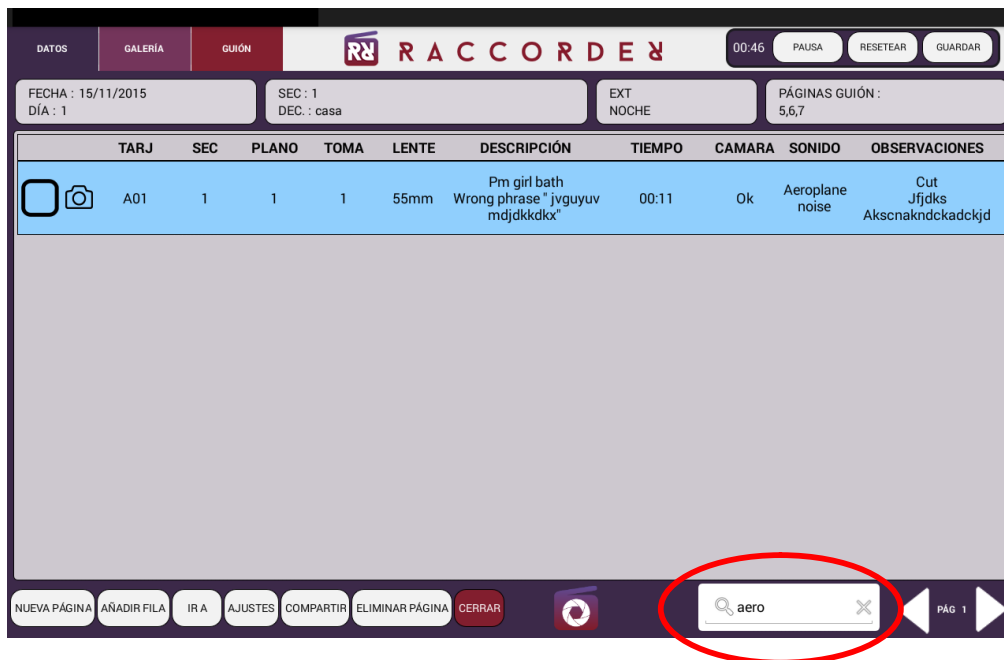


Figure 25.- text search

Arrows

The arrows allow us to scroll among the different pages created in the film or TV show.

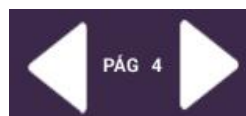


Figure 26.- arrows

SCRIPT TAB

From the script tab it is possible to quickly consult the script during the recording of a shot. When you click on the tab automatically will show the page defined in the PAGE tab script pages header.

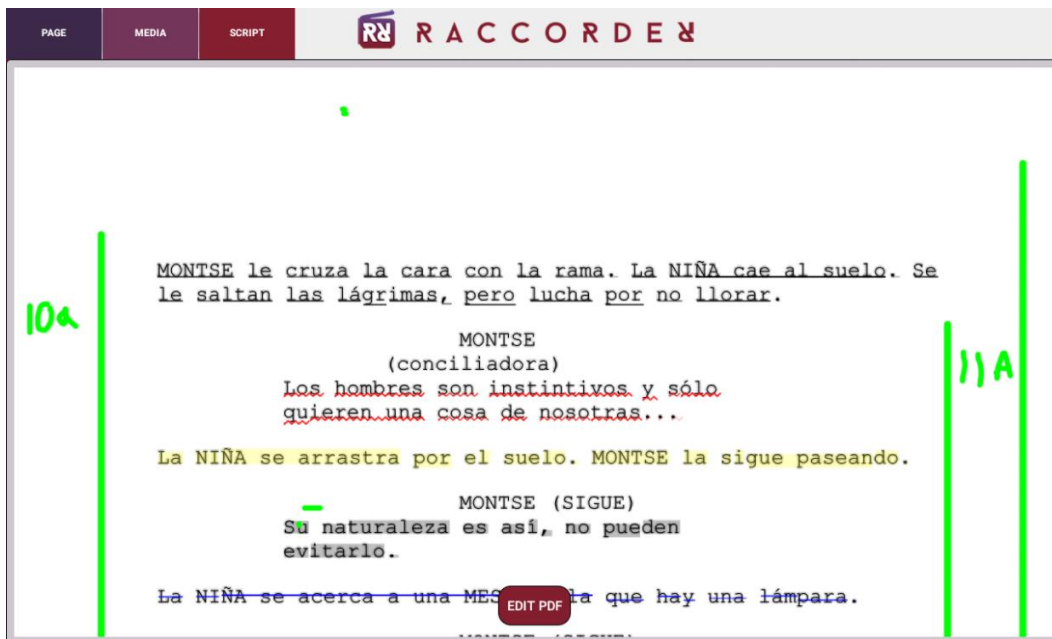


Figure 27 .- script tab

Clicking the "EDIT PDF" button will display a new toolbar that will allow you to cross out, underline, highlight, take notes and lined the script for later sending.

To display the options that each tool allows, need to press and hold the icon of the selected tool for a few seconds.

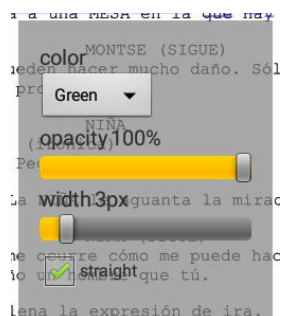


Figure 28 .- Pencil Tool option. Line straight.

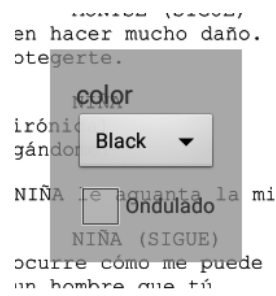


Figure 29 .- Highlight tool option.

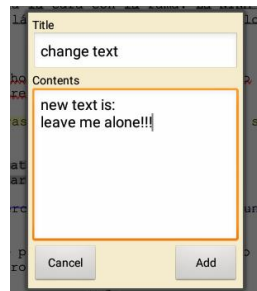


Figure 30 .- Notes

To delete, you must select the eraser tool and then select the annotation.

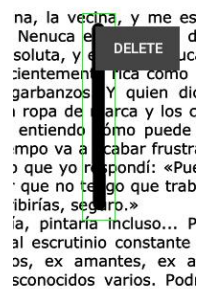


Figure 31 .- Delete edit.

Settings

1.-Column Names

It is recommended to visit this page before starting production for report design options as best suits us.

SETTINGS

CAHU ☒ Modify Column Name

SC ☒

SHOT ☒ Modify Column Name

TAKE ☒

LEN ☒ Modify Column Name

DESCRIPTION ☒

TIME ☒

CHANGE LANGUAGE: EN

COLOR BEST TAKE:

EDITOR LOG COLUMNS OPTIONS

SETUP PRODUCTION REPORT SECTIONS OPTIONS PROD.

SCRIPT: LOAD 2003 - El baile de la victoria, de Antonio Skarmeta.pdf

FILM TITLE: musarañas

DIRECTOR: juanfer Andrés y Esteban Roel

CINEMATOGRAPHER: Ángel Amorós

PRODUCTION COMPANY: pokeepsie Films

SCRIPT SUPERVISOR : avelina prat

Figure 30 .- settings page

The first thing in this section is a list of all possible columns, with a maximum of 10.

Each column name is preceded with a check box that lets you configure columns that want to work in reports.

If the column is marked indicating that will be displayed on the homepage, if it is not checked it will be hidden.

There are 5 columns which are fixed and cannot be hidden:

Scene
Take
Description
Time
Observations

The remaining columns will be renamed two ways:

1. Clicking on the right arrow next to the name by default, which will list a TV show of predefined columns names. In this case a new column is created and the previous one is hidden.
2. Changing the default name for an alias. With this option, the column will remain but the name will change to show.

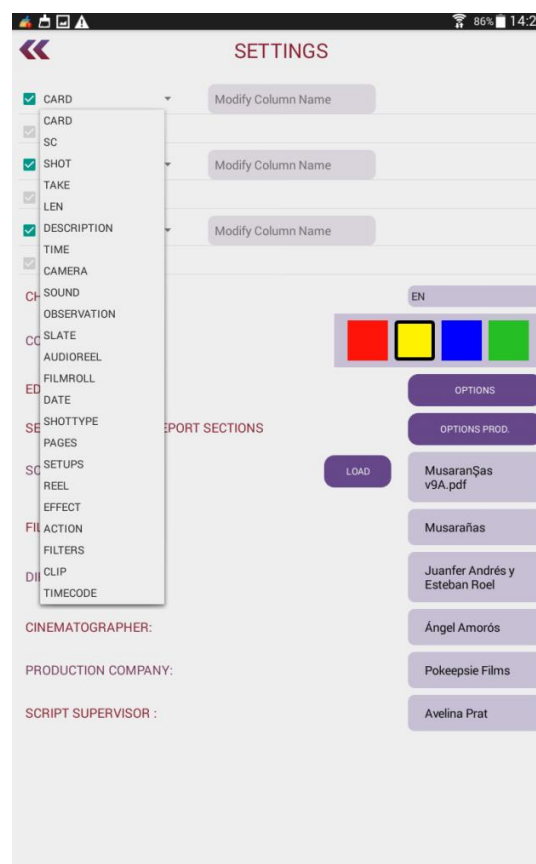


Figure 31 .- predefined columns names

2.-LANGUAGE

It can change the language in which you work in production, with the possibility of English (EN), Spanish (ES), French (FR).



Figure 32.- Change language

3.-COLOR BEST TAKE

A choice between 4 different colors to mark the rows considered best take will be taken. That color is also displayed in the generated daily reports.

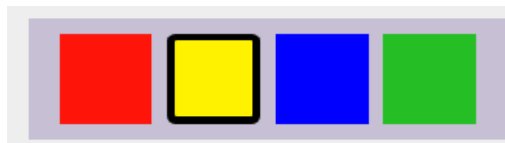


Figure 33 .- Selecting best take color

4.-SELECTING COLUMN IN DAILY EDITOR REPORT

With this option you can select columns to be shown in the editor report, which lists all the sequences and the corresponding takes on the selected day.

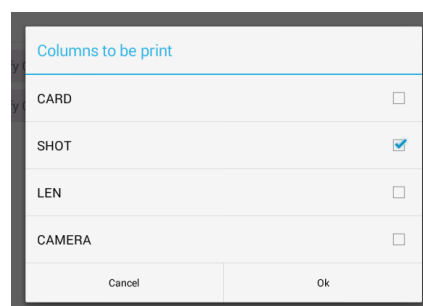


Figure 34.- Selecting columns to be shown in editor report

5.- SECTIONS TO HIDE IN THE PRODUCTION REPORT

There are three sections that can be hidden in the production report and therefore will not be need to fill in the reports:

Section ART/ERT
Section Extras
Section Character/Actor
Diary

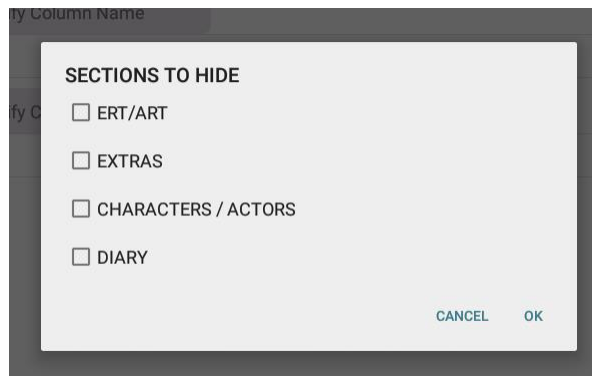


Figure 35 .- Hide sections in production report

5.- SCRIPT

You can change the script to another version of the same or load one first.

5.-FILM DATA

These data will be filled by clicking on the "New Movie" button on the homepage. They may be modifying from settings.

Title

Title of production. Will come at the head of all reports.

Director

Name of director of production. Will come at the head of all reports.

Cinematographer

Name cinematographer. Will come at the head of all reports.

Production Company

Name of the producer. On the production side.

Script Supervisor Name

Script Supervisor name. On the editor log report and the editorial notes.

6.-BACKUP AND RESTORE DATA

Backup

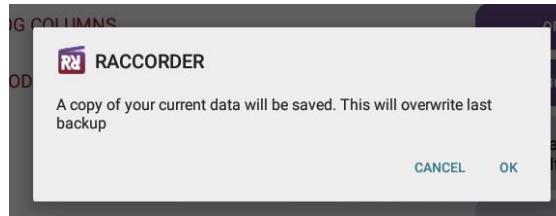


Figure 36 .- Backup of current data.

It will allow you to make a copy of the current data, it will save a copy of the database in the folder RACCORDER / DBBackup with the name "backup_DB_Raccorder.sqlite" (this path is for Android systems, for IOS use itunes), this file is which will be imported from the restore button.

It is recommended to make periodic copies of the data and store them in a safe place, so that so that in case of breakage or loss of the tablet or ipad data can be restored easily and quickly.

This backup file will not contain the media files or the pdfs generated, for this you must make a separate copy of this data from the folder RACCORDER

NOTE: This file will be overwritten each time RESTORE button is pressed.

Import

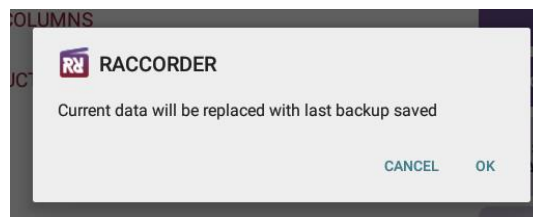


Figure 37 .- Restore of last backup

Restores data saved since the last time a copy was made This will erase **ALL** the current data.

Restore has to be done from a previously created movie.

It is convenient to close the application completely to see the changes in the next restart of the application.

SHARE

Pressing the button "Share" accesses the page generation and sending of daily reports.

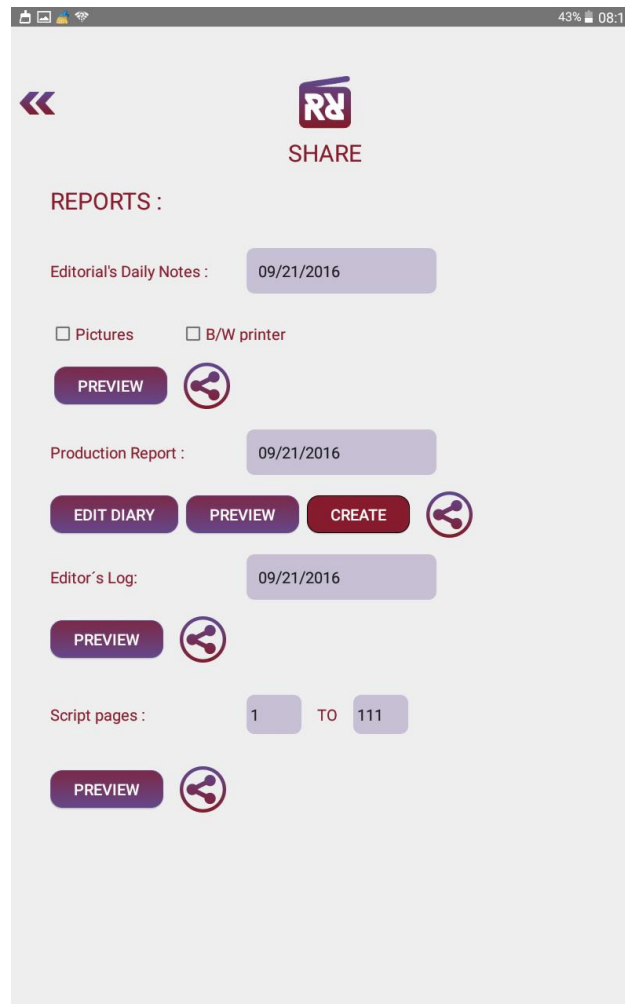


Figure 38 .- share

Editorial daily Notes.

Report with all the information on the home page of the app for the selected date is sent. You can select the shipping report with the photos linked to best takes.






Close

MUSARAÑAS

DIRECTOR : Juanfer Andrés y Esteban Roel

Avelina Prat

DATE : 29/11/2015	SEC : 1	INT	PAGE: 1
DAY : 1	LOC: house	DAY	SCRIPT PAGES : 10,11,12

MC	CARD	SC	SHOT	TAKE	LEN	DESCRIPTION	TIME	OBSERVATION
								
	A001	1	1	1	55m	PP GIBU WRONG TEXT "HOME" *	00:08	Cut
	A001	1	1	2	55mm	 KILL	03:00	
	A001	1	2	1		Girl in class	00:12	
	B001	1	2	1		Girl in class	00:13	
	C001	1	2	1		Girl in class	00:15	

R&R RACCORDER

Figure 39 .- Editorial Daily Notes

Checking the "B / W Printer" check box allows the report for non-color printers to be black and white.

CLOSE

401 GETTING NEKKID

DIRECTOR : Mario Van Peebles
Robin Meyers (404) 693-7907

DATE : 09/21/2016	SEC : 401-19	PAGE: 1
DAY : 5	LOC: Patterson House	SCRIPT PAGES : 18,19

MC	CARD	SC	SHOT	TAKE	LEN	TIME	CAMERA	SOUND	DESCRIPTION	OBSERVATION
		401-19		1	P	01:09	A9-B10	9	A Dolly CR to reveal in wide Pan & Helen-Tonyon, exit. Nancy enter. Patrick enter-Nancy & kids exit. B Mock 2 Paul/Helen	Bonus 40' end on A 40M T2.8 1/3 28m T2.8
				2	P	01:09				
		401-19A		1	P	01:17	A9-B10	9	A Dolly CR to reveal in and Paul & Helen-Tonyon, exit. Nancy enter. Patrick enter-Nancy & kids exit. B Close 2 Paul/Helen	Good 75M T2.8 1/3 28m T2.8
				2	P	01:09				
		401-19B		1	P	01:05	A9-B10	9	A Wide of Patrick walking on laptop in to dolly CU on X to fig in and Nancy & kids exit from him. B CU on laptop tilt up to CU profile Patrick	Good 50m T2.8 1/3 28m T2.8
				2	P	01:02				Good
		401-19C		1	P	01:01	A9-B10	9	A Pull frame of Patrick walking on laptop in to dolly CU on X to fig in Close-Nancy & kids exit from him. B CU on laptop tilt up to CU profile Patrick	2X 100m T2.8 1/3 28m T2.8
		401-V19D		1	P	00:24	MOS	B11	Insert of TV	Good 75M T2.8




Figure 42 .- Daily Notes B/W

Production Report

Report containing the information necessary for the production team, can hide a section from the Settings page. In this report the calculation of the scenes pending, shot and to do as well as time and number of script pages will be performed.

Close

MUSARANAS
DIRECTOR: Juanfer Andrés y Esteban Roel

INFORME DE PRODUCCIÓN
pokerpie Films

DÍA DE RODAJE: 3

FECHA: 15/11/2015

DECORADO	CASA	HORA LLEGADA		
LOCALIZACIÓN		1er PLANO:	14:04	
SECUENCIA	1	BOCATA		30min
ACUMULADO		COMIDA		30min
AÑADIR		2da COMIDA:		30min
WT		FIN DÍA		

HOY			
SECUENCIA	PLANOS	MINUTOS	PÁGINAS
1	2	02:03	2

ACUMULADO				
	SECUENCIA	PLANOS	MINUTOS	PÁGINAS
ANTERIOR	3.0	6.0	06:00	8 4/8
HOY	1	2	02:03	2
HASTA FECHA	4.0	8.0	08:03	10 4/8
PROMEDIO	4.0	8.0	08:03	10.0
POR HACER				
TOTAL	4.0			8 4/8

ERT / ART			
	ERT	ART	DIF
ANTERIOR	03:03	06:00	+02:57
HOY			+00:00
HASTA FECHA	03:03	06:00	+02:57
POR HACER			
TOTAL	03:03	06:00	+02:57

ACTOR	PERSONAJE

FIGURANTES	
FIG. ESPECIALES	
TRANSPORTES / VEHÍCULOS	
ESPECIALISTAS	
EFFECTOS	
SEMOVIENTES	
OTROS	
OBS.	

Figure 40 .- Production Report

The next sheet of the production report can be hidden from settings so it does not appear in the resulting PDF.

It is the daily sheet, which will serve to write the observations of each day of shooting. It can be consulted and edited independently without the need to create the report.

«

R&V

PRODUCTION REPORT

DIARY

THIS IS THE DIARY/NOTES

er ghilh

kb jhiv

FINISH

CLOSE

401 GETTING NEKKID
DIRECTOR: Marie Van Peebles
Ruhin Meyers (404 403-7907)

PRODUCTION SCRIPT REPORT
Ruhin Mary Jane

DAY OF SHOOTING :5

DATE :09/21/2016

DIARY

THIS IS THE DIARY/NOTES

er ghilh

kb jhiv

Figure 44 .- Dairy page

Editor's Log

Report used by the assistant editor, is detailed in a simple and effective way the number of sequences, takes and shots that were filmed in the day, for monitoring and accounting quickly and easily.

401 GETTING NEKKID			
DIRECTOR :Mario Van Peebles Robin Meyers (404) 693-7907			
SC	TAKE	TIME	DESCRIPTION
401-19	1	01:09	A Dolly CR to reveal in wide Paul & Helen-Treyvon, Isabel, Nicely enter- Patrick enter-Nicely & kids exit B Med 2 Paul/Helen
401-19A	1	01:17	A Dolly CR to reveal in med Paul & Helen-Treyvon, Isabel, Nicely enter- Patrick enter-Nicely & kids exit B Close 2 Paul/Helen
401-19B	1	01:05	A Wide of Patrick working on laptop in hg-dolly CL on X to lg in med-Nicely & kids exit from lens B CU on laptop tilt up to CU profile Patrick
401-19C	1	01:01	A Pull frame of Patrick working on laptop in hg-dolly CL on X to lg in Close-Nicely & kids exit from lens B CU on laptop tilt up to CU profile Patrick
401-VTRD	1	00:24	Insert of TV
401-32	1	02:48	A Wide master Helen, Paul, Patrick @ table-Nicely enter sit @ table B Med Helen, Paul, Patrick-dolly X them for reactions
401-32A	1	02:45	A Med over on Helen dolly a bar for over B Close over Patrick to Nicely-CU long dolly CL for Paul reactions
401-32B	1	03:00	A Med Nicely enter Dolly X Close over Patrick & Nicely-Close on hug B Med to close on Patrick
401-32C	1	03:14	A Med Nicely enter becomes med clean/cut on Nery B Med on Paul pan CR ECU on Patrick-Paul & Helen
401-1B	1	00:06	Steadicam lens follows close on shoes-kick off-here foot

Figure 41 .- Editor's log

Lined Script.

Allows you to share the lined script by selecting the start and end page that you want to send. A new pdf will be created with those selected pages.

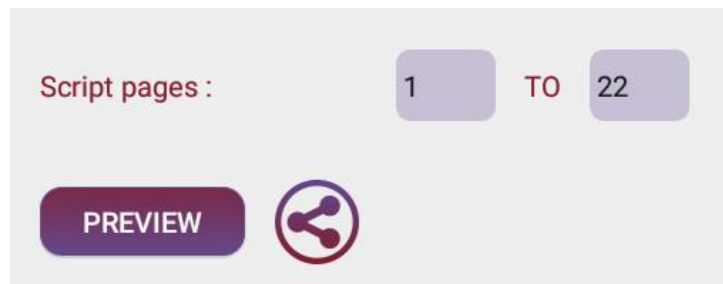


Figure 46 .- Lined script share

Save button: Creates and saves the report but does not show it.

Preview button: Creates the report (if non existing) and displays.

Create Button: Create different sections of production report.

Share button: share via email, drive, Dropbox, Bluetooth, Skype or Wi-Fi Direct each of the reports.

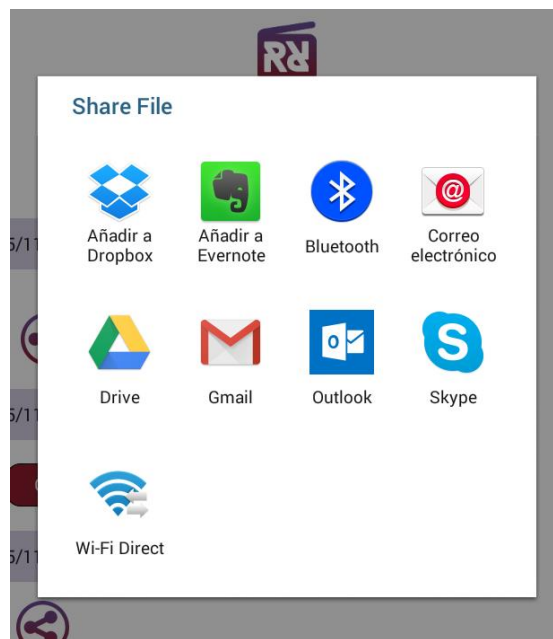


Figure 42 .- share daily reports