

# Producer's Portal Step-by-Step

Discovery Producer's Portal

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Project Details Production Schedule Status **In Draft**

Deliverables Schedule Accepted Changes Draft Changes Comments

Schedule iCal Actions Export Show List Schedule Both

**Pre-Production Start Date** 23 Apr 2020

| Wk   | Delivery / Start Date | End Date | Ep # | Program - Ep | Deliverable / Production Phase | EP Notes Due |
|--|-----------------------|----------|------|--------------|--------------------------------|--------------|
| <b>All Programs &amp; Episodes</b>             |                       |          |      |              |                                |              |
| <b>Deliverables</b>                            |                       |          |      |              |                                |              |
| <b>Delivery Date</b>                           |                       |          |      |              |                                |              |
| <b>EP Notes Due Days</b>                       |                       |          |      |              |                                |              |
| <b>Randy Schedule Test - Episode 1 - Ep# 1</b> |                       |          |      |              |                                |              |
| <b>Deliverables</b>                            |                       |          |      |              |                                |              |
| <b>Delivery Date</b>                           |                       |          |      |              |                                |              |
| <b>EP Notes Due Days</b>                       |                       |          |      |              |                                |              |
|  |                       |          |      |              | Program cut - Rough            | 5            |
|  |                       |          |      |              | Program cut - Fine             | 5            |
|  |                       |          |      |              | Program Master                 |              |
| <b>Randy Schedule Test - Episode 2 - Ep# 2</b> |                       |          |      |              |                                |              |
| <b>Deliverables</b>                            |                       |          |      |              |                                |              |
| <b>Delivery Date</b>                           |                       |          |      |              |                                |              |
| <b>EP Notes Due Days</b>                       |                       |          |      |              |                                |              |
|  |                       |          |      |              | Program cut - Rough            | 5            |
|  |                       |          |      |              | Program cut - Fine             | 5            |
|  |                       |          |      |              | Program Master                 |              |

## PRODUCTION SCHEDULE

### A. Changing the View

There are three views available for viewing the Schedule during editing: **List**, **Schedule** and **Both**.

**List** displays the Schedule Data Entry Side

**Schedule** displays the Production Schedule with the delivery dates that have been entered and **Both** will display the Data Entry Side on the left side and the Schedule on the right

To select the view, do the following:

1. Display the Production Schedule.
2. Click **List**, **Schedule** or **Both** located on the far right side.
3. You can also place your cursor between the 2 sides and drag the center divider to the left or right.

### B. Starting a new Production Schedule

Once a deal is created on the Discovery side, the Schedule will be available in the project (tab on left side under Deliverables). It will initially contain default deliverables based on the deal type (commission, coproduction, etc.) and the specific Discovery Network. The Schedule can be edited by Basic users at your company or by Super Users.


1. Log on to the Producer's Portal.
2. Select **Projects**.
3. Search for the project or scroll through list of projects and select the project. Click on the name of the project.
4. Click **Schedule** in the left side menu.
5. Select **Edit** from the "Actions" drop down menu.
6. When the schedule is **New**, the **Pre-Production Start Date is required**. Enter the date using the calendar or type it in. The pre-production start date calculates the weeks in the schedule grid.
7. Click **Save as Draft**.
8. The schedule status is changed to **In Draft**.

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## **C. Entering Delivery Dates**

Delivery dates are the actual dates Discovery will receive the deliverable (not the beginning of the week that it will be delivered).

1. Display the **Schedule**.
2. Click **List** or **Both** under the **Actions** menu to make sure the data entry side is displayed.
3. **Click the arrow**  **or click on an episode title** to expand & display the data entry section for that episode. A deliverable that applies across episodes can be entered in the first section labeled "All Episodes".
4. There are 3 deliverables automatically listed for each episode – **Rough Cut, Fine Cut, and Master**. These are the **key deliverables** typically called out on a production schedule. You do have the ability to add other deliverables that you would like to call out (see section below for adding other deliverables).
5. **Enter delivery dates** for the key deliverables by typing MM/D/YY or click the calendar and select the date. You may use the Tab key to tab to the next field. As you enter dates, the right side schedule grid will be populated.
6. Enter the "**EP Notes Due**" days for each deliverable, as agreed upon with your Discovery Production Team. This is the number of days that the Discovery Network producer has for turning around notes on cuts.
7. Use the double green or red arrows to remove or add any date to the right side grid.
8. You can continue to make edits, cancel the changes, save the schedule as a draft, or submit the schedule to Discovery. Refer to **Schedule Actions** below for more information.

## **D. Adding & Editing Production Phases (shooting, voice-over narration, offline edit dates, etc.)**

1. Display the **Schedule**.
2. Click **List** or **Both** under the **Actions** menu to make sure the data entry side is displayed.
3. **Click the arrow**  **or click on an episode title** to expand & display the data entry section for that episode. A production phase that applies across episodes can be entered in the first section labeled "All Episodes".
4. Click "**Add**" next to the "Production Phases" title. Complete the required fields noted by asterisks (\*).
  - a. Locations
    - i. Country is required. State/Region is not.
    - ii. You may add multiple locations. Click  after selecting each location.
5. Click . The Production Phase is added to the grid on the right.
6. After creating a Production Phase, at any time you may click **Edit** next to it in order to edit any of the information. Use the double green or red arrows   to remove or add any date to the right side grid.
7. After contract execution, you may add/edit production phases and submit to Discovery without going through the acceptance process.
8. You can now continue to make edits, cancel the changes, save the schedule as a draft, or submit the schedule to Discovery. Refer to **Schedule Actions** below for more information.

***You can now continue to make edits, cancel the changes, save the schedule as a draft, or submit the schedule to Discovery.***

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## ***G. Schedule Actions (make selection from Actions menu)***

**Edit** – Creates a new schedule

**Save as Draft** – Allows you to save the schedule and come back to it later.

**Discard Draft** – Allows you to completely discard the draft you created.

**Cancel Changes** – Removes any changes you have made since the last time you saved.

**Submit for Review** – Submits the schedule to Discovery for review.

**Recall** – Recalls the schedule from Discovery for further editing. You cannot recall the schedule if Discovery has actually started editing, if Discovery has finalized the schedule, or if your Production Agreement has been executed.

**Request Date Changes** – After your Production Agreement with Discovery has been executed, this action opens the schedule up for editing delivery dates. Then you may submit the date changes for review to Discovery.

**Edit Production Phases** - After your Production Agreement with Discovery has been executed, this action opens the schedule up for editing production phases. Production Phase edits are not subject to Discovery approval.

## ***H. Other tabs - Accepted Changes, Draft Changes & Comments***

### ***1. Accepted Changes***

Displays any date changes that have been accepted by Discovery.

### ***2. Draft Changes***

Displays any changes that are currently in draft. You must click Save periodically for the draft changes to appear on this tab.

### ***3. Comments***

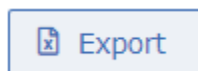
Displays the actions & comments by each party as the schedule passes between the external producer and Discovery.

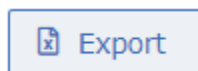
## ***I. Exporting the Schedule into Excel***

You can Export the Schedule into Excel any time while editing and after it is finalized.

**Note:** Pop up blockers must be turned off.

To export the schedule into Excel, do the following:



1. Click  button on the right side.
2. Click **Open**.
3. You can save the document to your hard drive, print, or close.