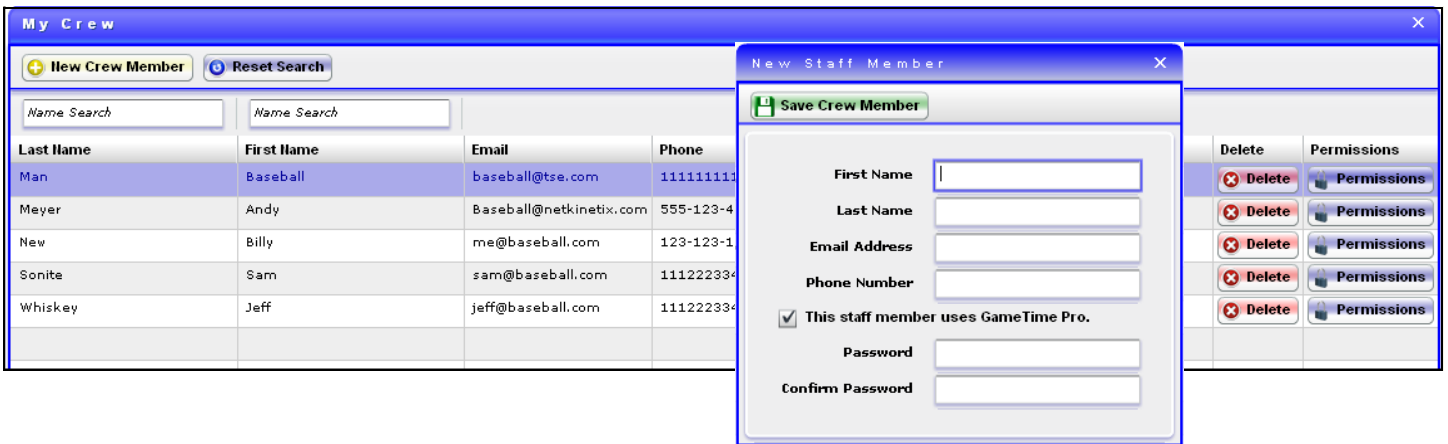
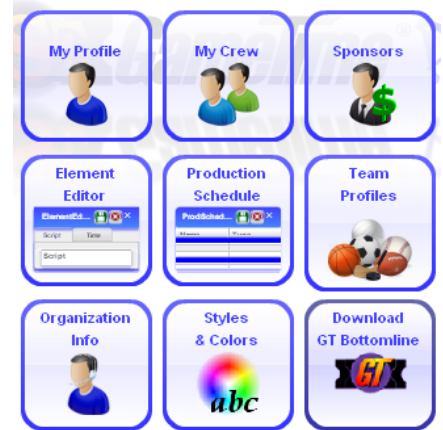


Production Task List

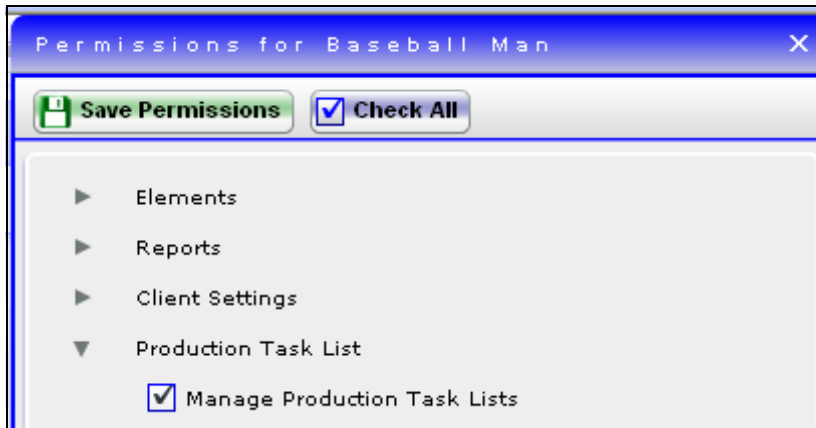
The Production Task List is an add-on feature to GameTime ScriptPRO. The Production Task List allows users to assign tasks to crew members. Each field in a game element can be assigned to a crew member if desired.

The Production Task List Manager and all crew members that get assignments must be set up in the user settings.

- Click on Settings
- Click on the My Crew button
- A list of crew members will display
- To add a new crew member, click the yellow “New Crew Member” button
- Fill in all desired information
- Click on the Permissions button and assign desired permissions to each crew member



- Select the Manage Production Task List box for the desired crew member



Hint: Each crew member will see a task list button after logging into GameTime ScriptPRO. Clicking on the button will bring up each crew member’s task list. The Production Task List Manager will see a collaborative task list. To get back to the task list button, click the ScriptPRO logo at the top left of the screen. (Button and logo shown below.)



Production Task List



The Production Task List Manager has the option to view ALL crew members or an individual crew member whereas a crew member that does not have manager permissions only views his or her individual list. The Element Name, Field Name, Memo, Due Date and Assignee are shown on the Production Task List. This list can be sorted by clicking on the column heading. The list can be printed by clicking on the Print button.

- Double click on the task to open the element editor
- If a field is assigned to a crew member, the “Assign ” button is highlighted

ALL Tasks Number of Tasks:10

Print ALL

Element Name	Field Name	Memo	Due Date	Assigned To
7th Inning Stretch	PA Script	finish script	07/31/09	Man, Baseball
7th Inning Stretch	Main Video Board		07/31/09	New, Billy
Around the Horn Visits	PA Script			
Bernie the Brewer	Video Overlay			
Build a Burger	Video Overlay			
Community Night	PA Script			
Community Night	Main Video Board			
Community Night	Audio1			
Animal Riders	Audio1			
Bad Language 2	PA Script			

Element Name: Animal Riders Type: PA Read

PA Script Audio Video Staffing Notes Sponsor Timing

Audio 1

Audio FX1

- Click the Assign button
- The Assign Task window displays
- View task
- When task is complete, check the Complete checkbox
- Click OK on the top right

Hint: If the Assign button is not highlighted there has been no tasks created for that element field.

Assign Task OK

Assigned To
Meyer, Andy ▼ clear

Due Date
06/30/2009 📅 clear

Notes Complete

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