The Gorilla Guide™

Reference Guide for Gorilla™ 5

Gorilla
Take Total Control Of Your Film

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1. General

Thank you for purchasing Gorilla, film and video scheduling and budgeting software that will help you produce your film, video, commercial, short, webisode, television series, documentary, industrial, or just about any media project that needs to be scheduled and budgeted . We at Jungle Software are very excited about this new release. We have added hundreds of new features to Version 5, plus redesigned the user interface to make Gorilla even easier to use.

Just as your story has a beginning, middle, and end, so does the creation of your project. Our software, and this reference guide, will help to guide you through the various steps as you write, produce, and eventually distribute your project.

We would like to thank the innumerable independent filmmakers who helped us make Gorilla what it is today. Your suggestions and advice continue to make us strive to improve this system for producing movies. We created Gorilla for you, and we sincerely hope that Gorilla helps to bring your story to the big screen.

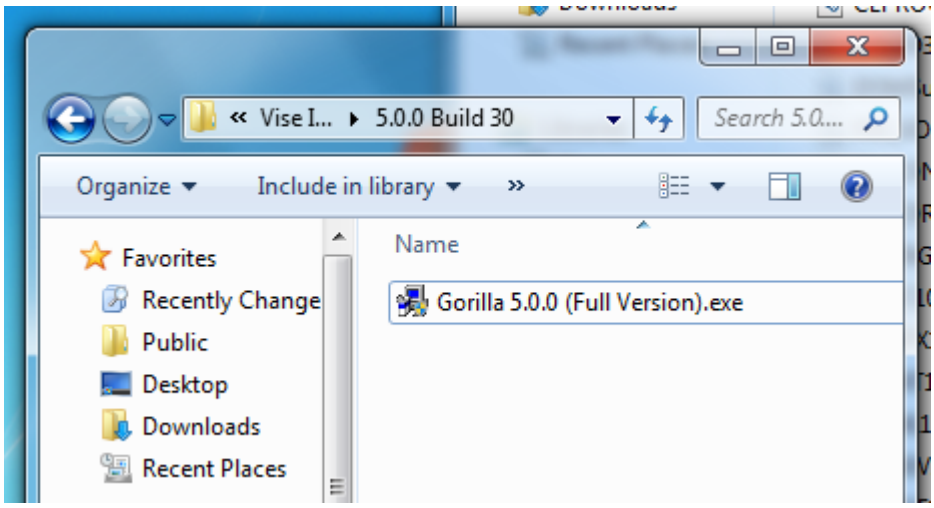
1.1 Installation

Windows Installation

To install Gorilla for Windows, do the following:

Download the latest installer for the version you purchased. You can download all installers from:

http://www.junglesoftware.com/support/downloads.php

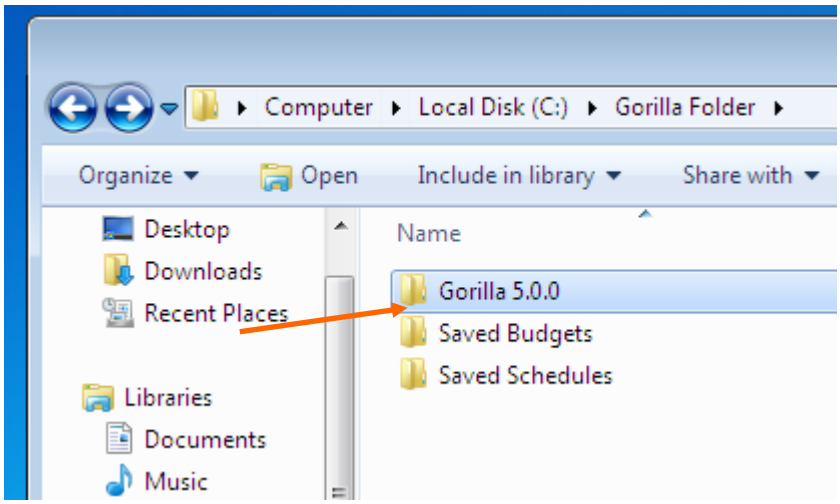


Double-click the Gorilla 5.0.0.exe file, as shown above.

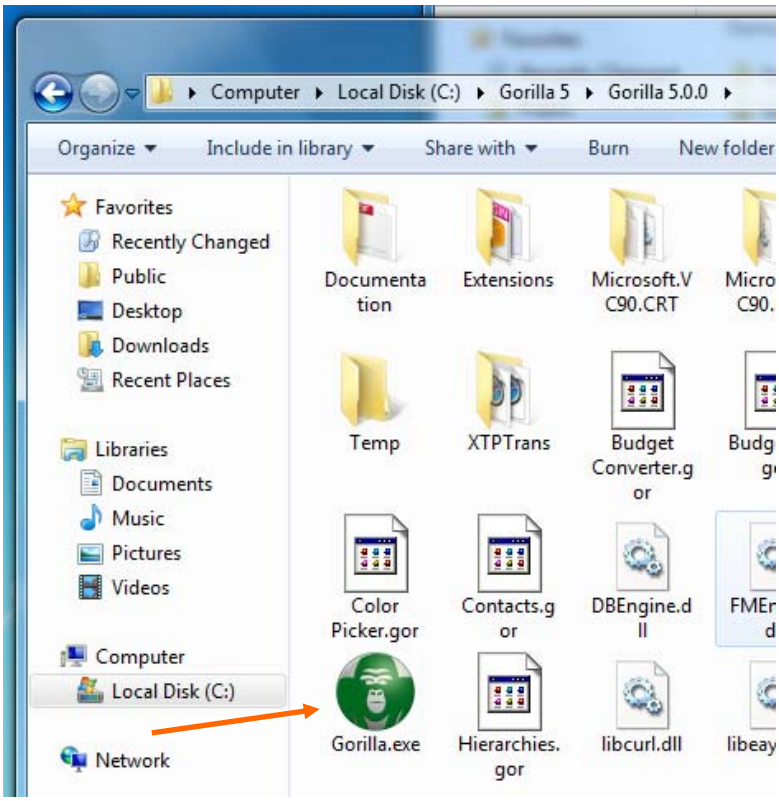
Follow the instructions in the installer.

When the installer finishes, a folder named Gorilla Folder will be placed where you designated the program to install.

Inside the Gorilla 5 Folder you will find a Gorilla 5.0.0 folder along with some other folders:



Launch the application by double-clicking the Gorilla.exe icon in the Gorilla 5.0.0 folder.



Continue with Registration below.

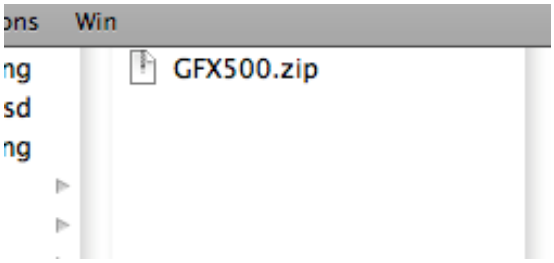
Macintosh Installation

To install Gorilla on Macintosh OS X, do the following:

Download the latest installer for the version you purchased. You can download all installers from:

http://www.junglesoftware.com/support/downloads.php

You will download a .zip file, as shown below:



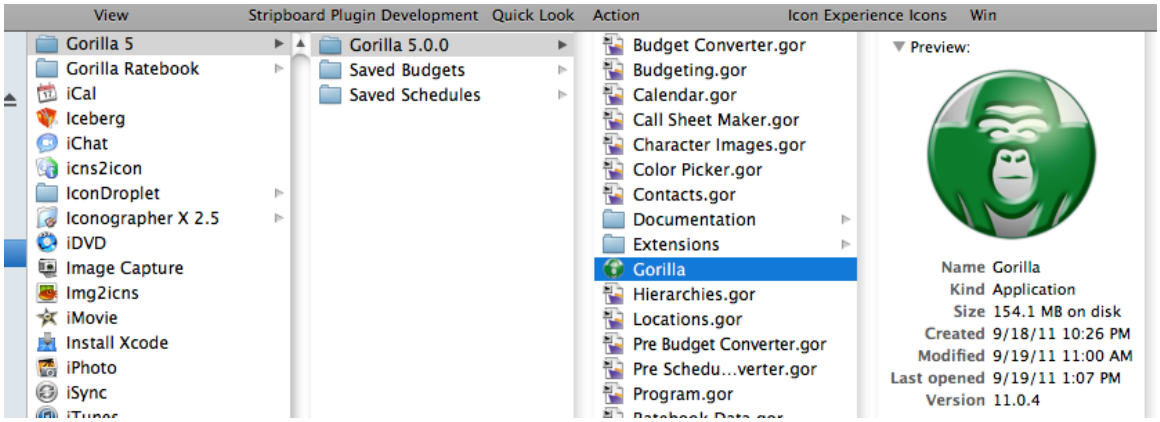
Double-click the file to unzip it:

Then double-click the Install Gorilla 5 installer which should appear on your desktop.

Follow the instructions in the installer.

When the installer finishes, a folder named Gorilla Folder will be placed in the Applications directory.

Inside this folder you will find a Gorilla icon.



Launch the application by double-clicking the Gorilla icon in the Gorilla 5.0.0 folder.

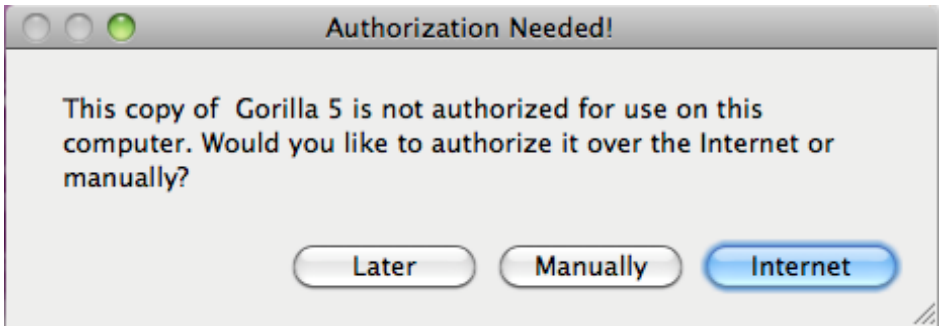
If you wish, drag this icon to your dock.

Enter your name and company name as it appears in your registration confirmation e-mail.

In the activation screen, enter your serial number. This number begins with a GR50.

The next step is to authorize Gorilla.

Internet Authorization



If your computer is connected to the internet, click `Internet`. Gorilla will authorize in a few seconds. If your computer is not connected to the internet, either authorize Gorilla at a later time or authorize Gorilla manually.

Manual Authorization

To manually authorize Gorilla, contact Jungle Software with your Machine ID and your Challenge Code. We will give you a Response Code. Enter the Response Code to authorize Gorilla.

Problems Authorizing

If you have problems authorizing via the Internet, before calling Jungle Software, try disabling any Anti-Virus software (for example Norton Anti-Virus). When authorizing, the Gorilla program needs to receive information from our server and any Anti-Virus software or firewalls may prevent the software from receiving this information.

1.1-1 Registering Gorilla

Gorilla is registered by entering a unique serial number.

If you purchased the box (versus the downloadable version), you still need to download the Gorilla installer from our website. We do not package CD's in our boxes anymore because the Internet is a faster and more efficient way to distribute updates to our software. However, if you have a box, a Box Code is included on a yellow card. This box code is not the serial number. In order to receive the serial number, do the following:

Via Internet: Go to www.junglesoftware.com and click `Register`. Enter your name (minimum of 8 characters), company name (minimum of 8 characters), and a valid email address. A serial number will be emailed within minutes.

Via E-Mail: Send an e-mail to support@junglsoftware.com with your box code, Name and Company Name. We will generate a serial number for you and e-mail it to you.

To register Gorilla, enter your name and company name exactly as you entered them when you requested the serial number.

1.1-2 Authorizing Gorilla

Gorilla must be authorized within five days of being registered. If Gorilla is not authorized within 5 days of being registered, the program will not launch.

With every single-user copy of Gorilla purchased, the software owner is allowed to authorize Gorilla on two (2) computers.

Both of these computers must be owned by the owner of the software. You are not allowed to give a friend (whether they are your producer or not!) a copy of Gorilla to use on their computer while you are using a copy of Gorilla on your computer. For multiple users, you can upgrade to a Director Pack, Producer Pack, or a Crew Pack.

A Director Pack allows Gorilla to be installed on up to three (3) computers. A Producer Pack allows Gorilla to be installed on up to four (4) computers. A Crew-Pack allows Gorilla to be installed on up to five (5) computers.

Authorizing Gorilla can be accomplished via the internet or by phone.

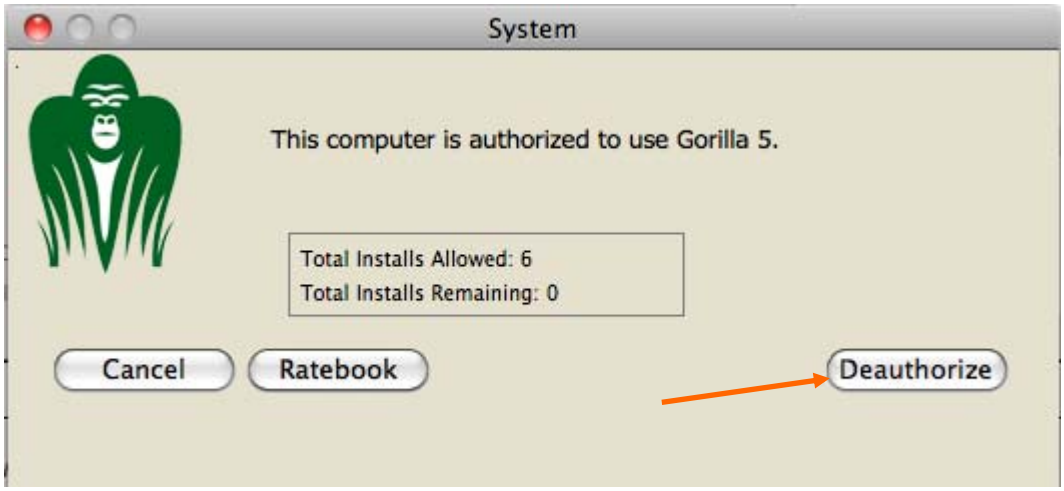
Gorilla will prompt you to authorize each time it is launched until you do so.

For special pricing on multi-user licenses, please contact Jungle Software.

Important Note: Gorilla must be registered before it can be authorized.

1.1-3 Deauthorizing Gorilla

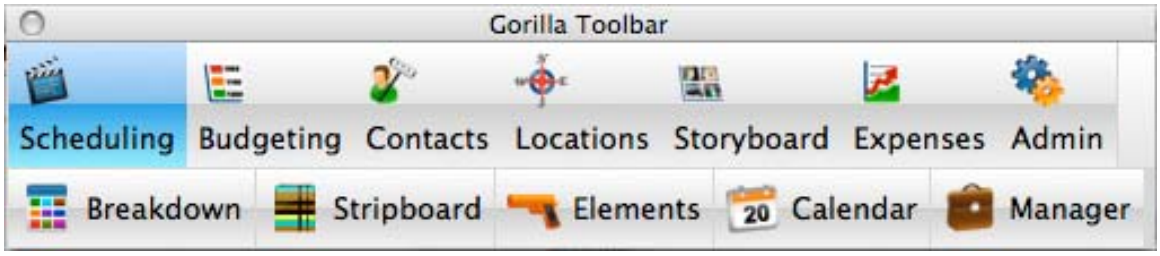
If you are replacing your computer, you may wish to deauthorize Gorilla. To do so, launch Gorilla and from the Authorize menu, select `Authorize`. You will see the following screen. Click `Deauthorize`.



1.2 Interface

1.2-1 The Toolbar

Use Gorilla's Toolbar to navigate throughout the different modules.



The buttons on top display the category and the buttons below display the modules for the highlighted category.

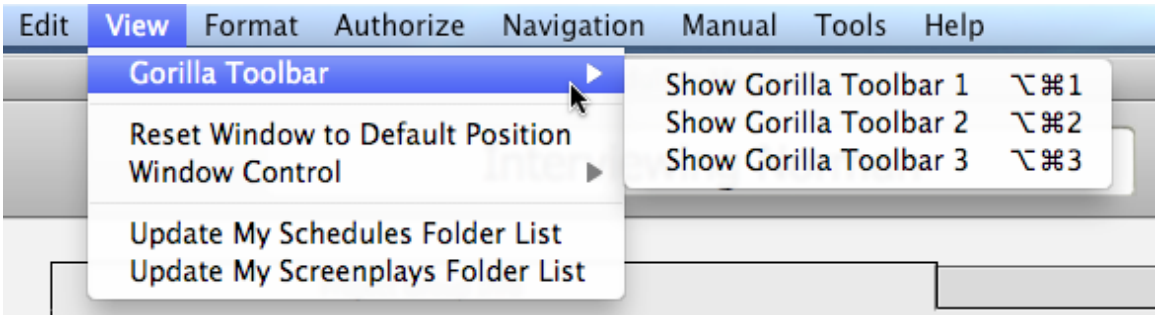
Gorilla is divided into two major components – a scheduling component and a budgeting component. Each project can have multiple schedules and multiple budgets. So for example:

Project:	My Video Project
Schedules:	My Video Schedule #1 My Video Schedule #2
Budgets:	My Video Budget #1 My Video Budget #2 My Video Budget #3

The above example shows one project called: My Video Project. This project has two schedules and three budgets.

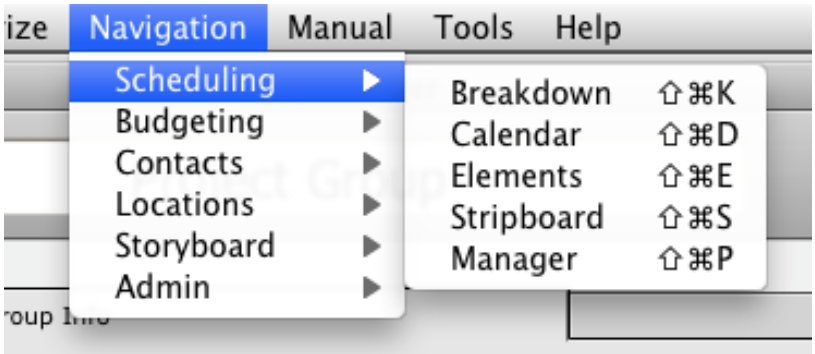
When you first launch Gorilla you are always taken to the Scheduling/Manager window. This is where you can create projects and schedules.

If you close the Gorilla Toolbar, you can always bring it back by selecting:



1.2-2 Menu Navigation and Keyboard Shortcuts

You can also navigate around Gorilla using the Navigation menu.



Printing

To print a report, select `Print` from the `File` menu and click the desired report. Gorilla can print over 50 industry standard reports.

1.3 Saving Gorilla

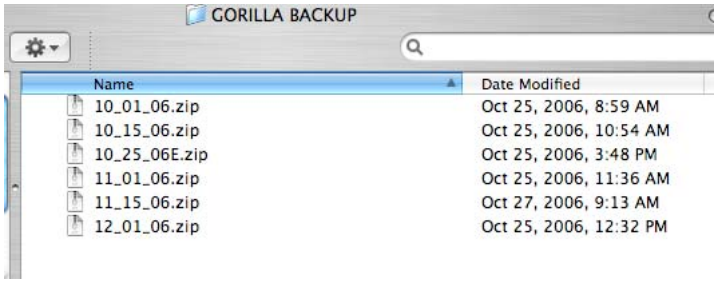
Gorilla saves itself every time the user makes a change. The data is automatically merged with the application in the .gor files.

Budgets and Schedules can be saved to external files that can be emailed to other Gorilla Users. More information about this is available is Section 2.

It is, however, very important to always keep a recent backup of the Gorilla folder in case of a system or hard drive crash.

Important Note: Do not copy any .GOR files from one Gorilla Folder to another! This is not how you copy characters, for example, from one Gorilla Folder to another.

To create a backup of a Gorilla folder on a hard drive, we recommend using the OS's built-in compression utility. Compress the entire Gorilla folder and name it with the current date.



In this way, multiple copies of the compressed Gorilla folder can be saved on the same hard drive. It is also a good idea to periodically copy these archives to an external media source, such as a CD, Zip drive, or a network drive.

Important Note: *Exit Gorilla before making a backup. Gorilla files can be damaged if a backup is attempted while Gorilla is open.*

1.4 Extensions Folder

In the Gorilla 5.0.0 folder, there is an Extensions Folder. Inside this folder are plug-ins and dictionary files that are required to run Gorilla.

Do not move or delete this folder or the contents inside the folder.

1.5 Recovering Corrupted Files

If your computer crashes for any reason while Gorilla files are open, Gorilla might get corrupted. Gorilla can usually repair a corrupted file on its own. Gorilla will display the message `This file was not closed properly.` If in the rare case the file cannot open, the file needs to be recovered. You can contact us at support@junglesoftware.com and we can attempt to recover any damaged files.

If your file cannot be recovered, reinstall Gorilla from a backup or from the installer. This is why it is imperative to periodically save your schedules and budgets outside Gorilla. See Section 2 on how to do this. You can load your saved schedules and budgets into the new file.

2. Projects

2.1 Overview

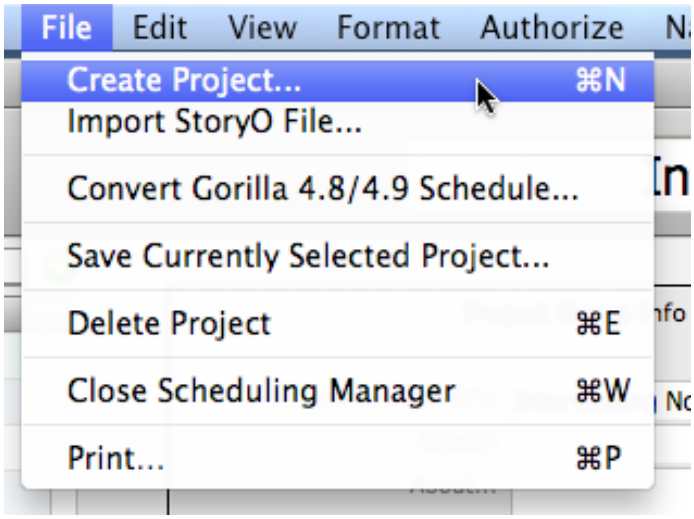
A project is a distinct film, video, short, or any project that has its own story and production schedule and/or budget.

2.1-1 Creating a Project

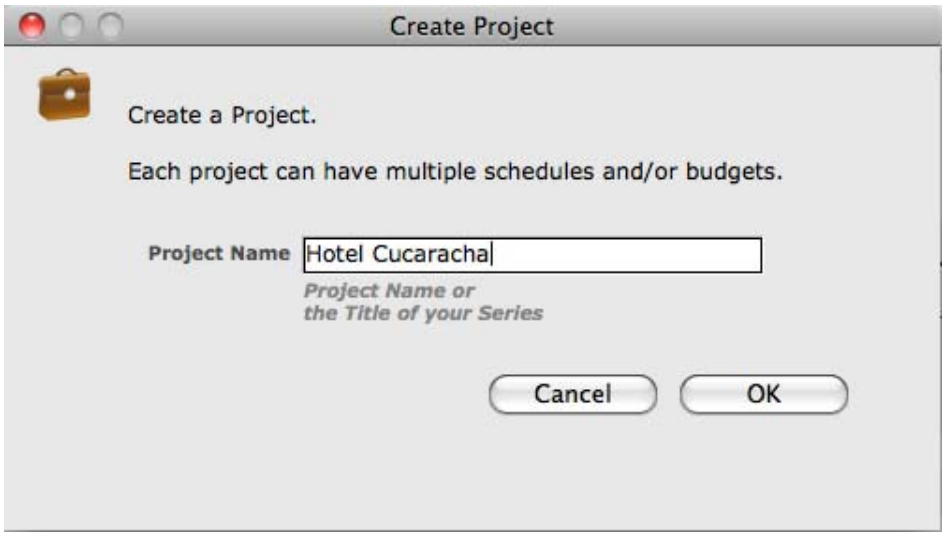
There are many ways to create a project. You can create a project from scratch, load a schedule (.grs) file, or import a screenplay.

To create a new project, do the following:

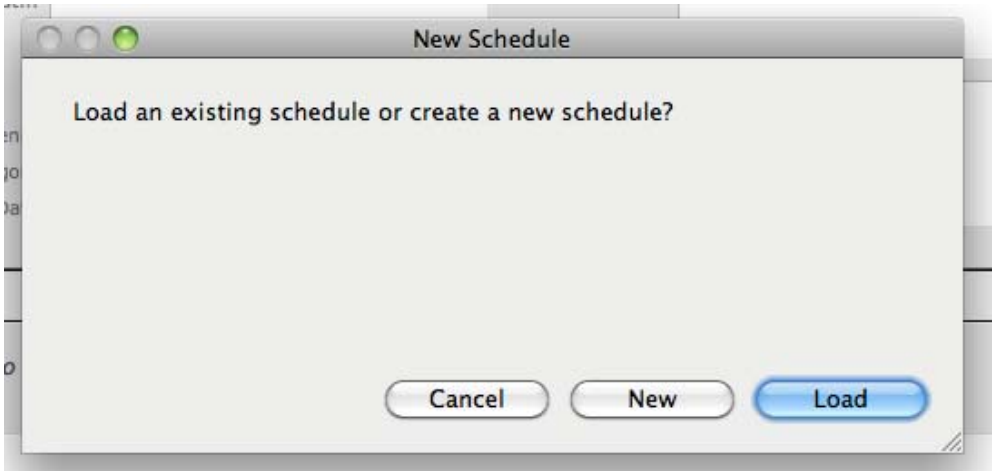
From the File menu, select `Create Project`.



Enter a name for the project in the Project Name Field.

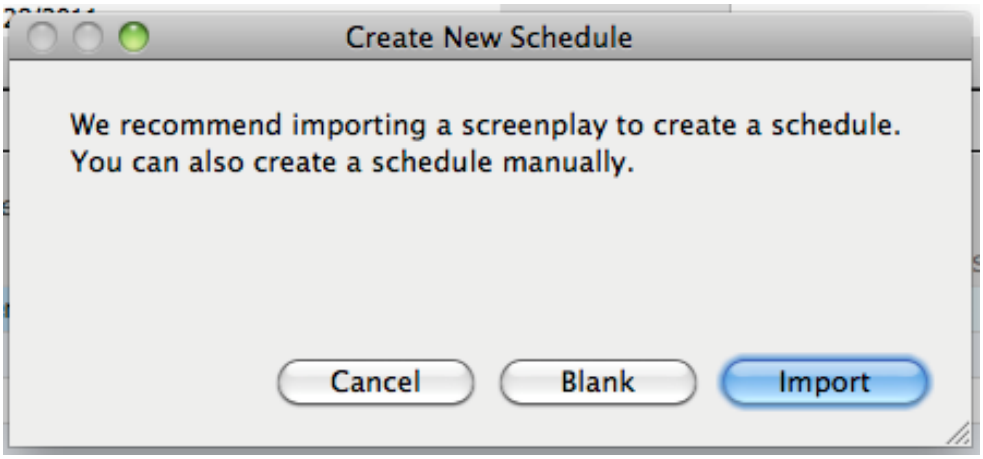


Click OK. You will then go to the following screen where you can choose an option:

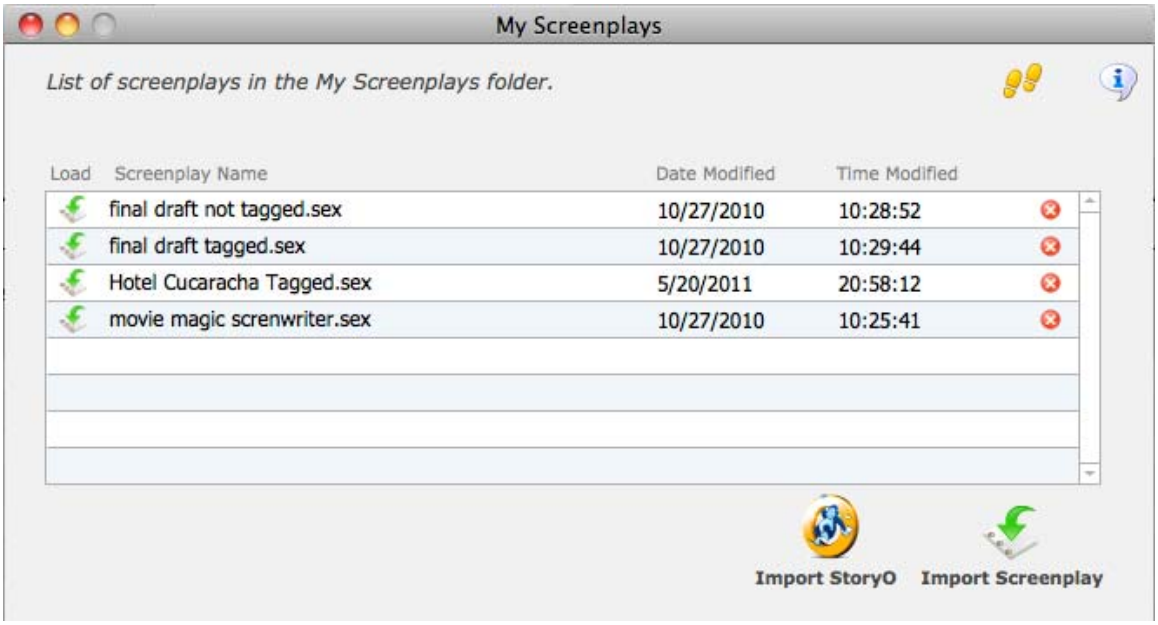


To create a New schedule click on the New button.

Next you will be prompted to either Import a screenplay, or to create a Blank schedule.

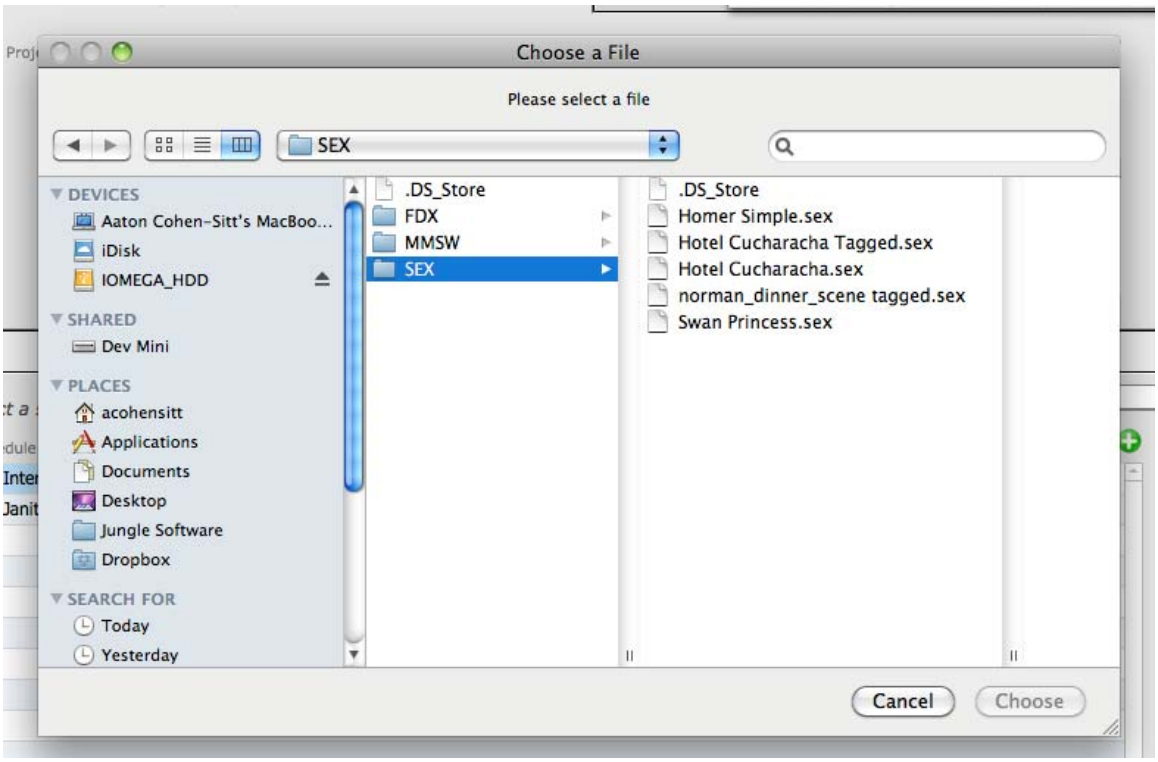


If you click Import a screenplay, you will be taken to the My Screenplays folder, as shown below.



This will allow you to select a screenplay file (in the .sex file format) that is located in the My Screenplay folder in your Gorilla folder.

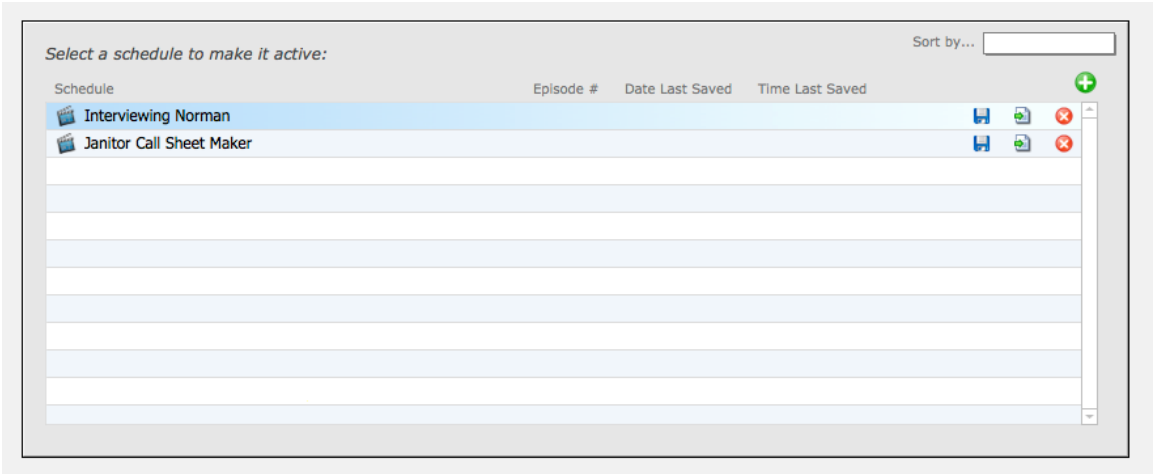
You can select a screenplay file from this list, or select the Import Screenplay button to choose another screenplay file on your hard drive.



Once selected, the screenplay will be imported into Gorilla.

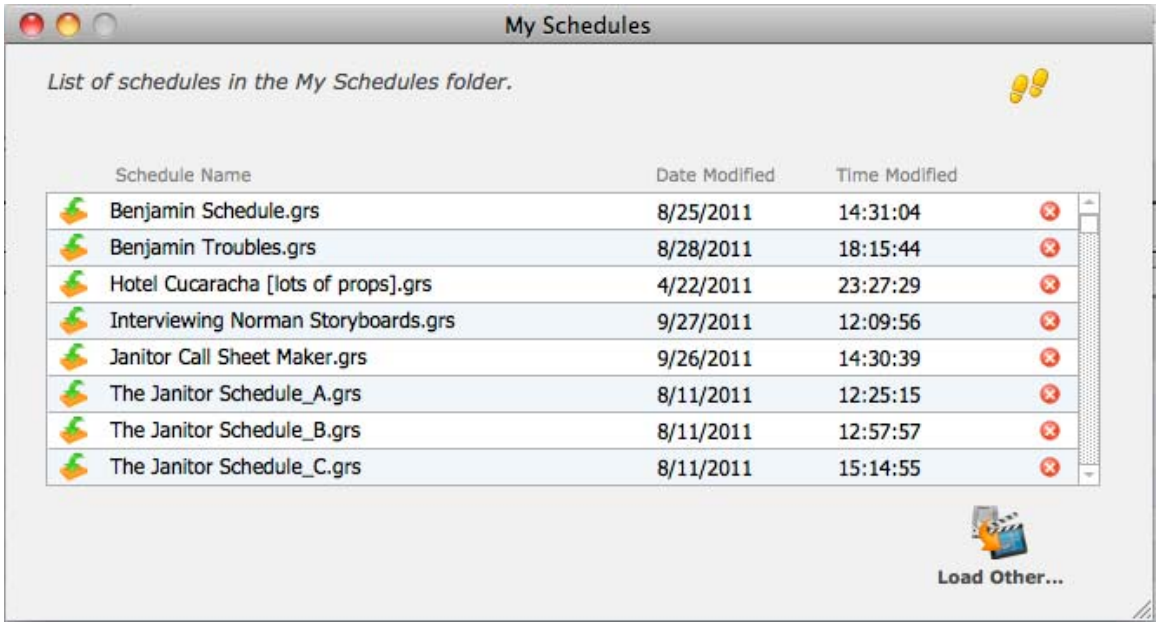
2.1-2 Loaded Schedules

On the bottom half of the Scheduling Manager screen you will see the following:



This shows you all schedules that are loaded into Gorilla. To make one active, select it.

To load a schedule that is not visible in the list, select the green add button. Then select the Load button:

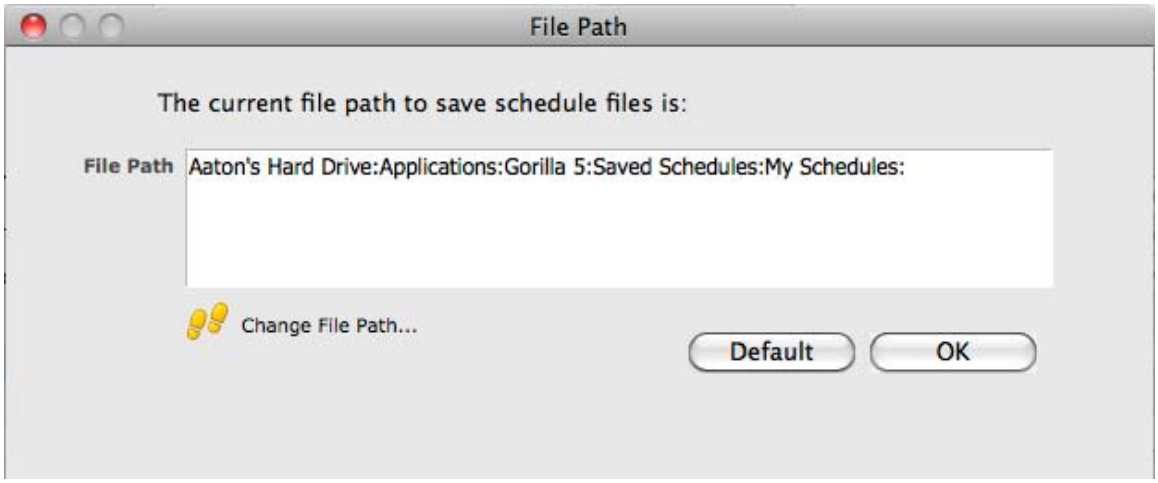


This will show you all schedule files that are located in the My Schedules folder which is inside your Gorilla Folder (path below):

Gorilla 5/Saved Schedules/My Schedules

Any schedule file you place in this folder will appear in this list in Gorilla. This makes it easy to quickly locate and load any Gorilla schedule.

You can change this path so that you can save your schedule files anywhere on your hard drive. To do this, select the `File Path to My Schedules` button, and then select the `Change File Path` button.

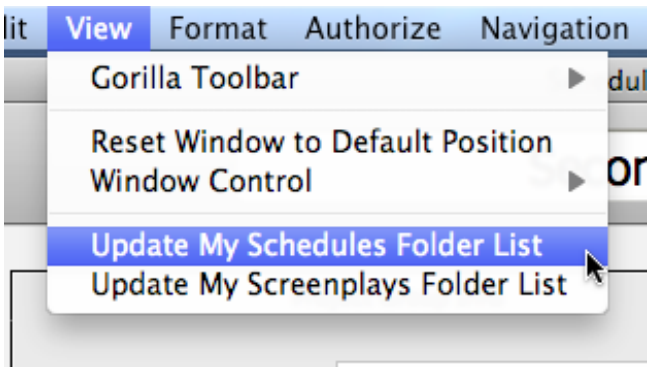


If you change the file path and want to change it back to the default setting, click the `Default` button.

If you want to load a schedule file that is not in this list, select the `Load Other…` button.

2.1-3 Updating My Schedules and My Screenplays tab

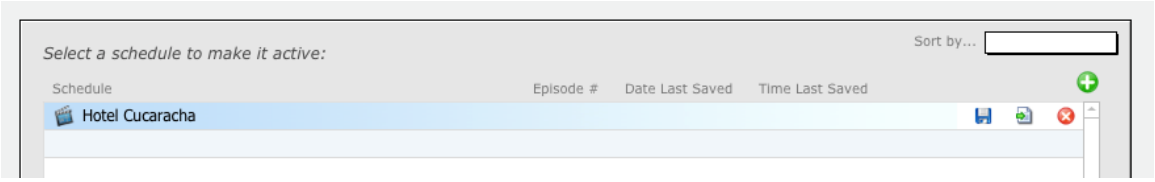
If you add a file or files to the My Schedules or the My Screenplays folder and the files in the list do not update, you can manually update the list by selecting `Update My Schedules Tab` or `Update My Screeplays Tab` from the `View` menu.



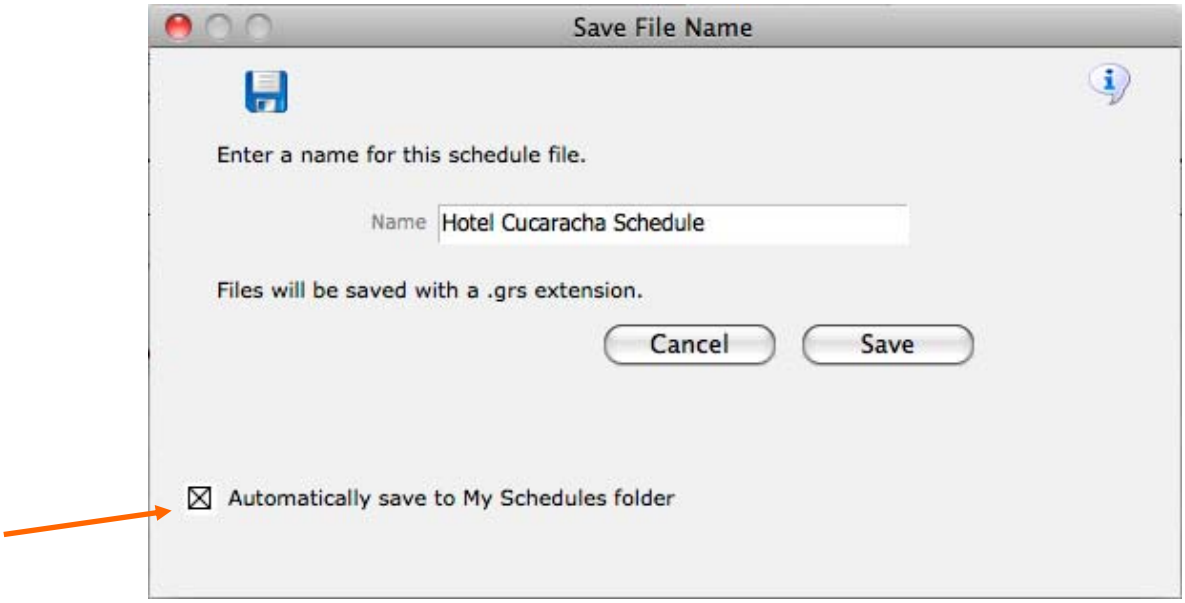
Relaunching Gorilla will also automatically update the lists to correspond what files are placed in those folders on your hard drive.

2.1-4 Saving a Schedule

Gorilla saves your work as you go. It is always a good idea to save your schedule outside of Gorilla for backup purposes, revision control, computer, program, or hard drive crashes, or if you want to move a schedule to another computer with Gorilla installed on it.



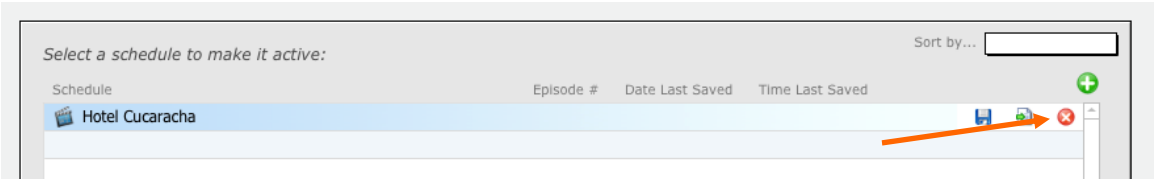
A dialog box appears as seen below:



If the checkbox `Automatically save to My Schedules folder` is selected, the file will be saved in your My Schedules Folder. This makes it easy for you to load in case you delete the schedule from Gorilla.

2.1-5 Deleting a Schedule

To delete a schedule from Gorilla, select the `Delete` button to the right of the schedule name.



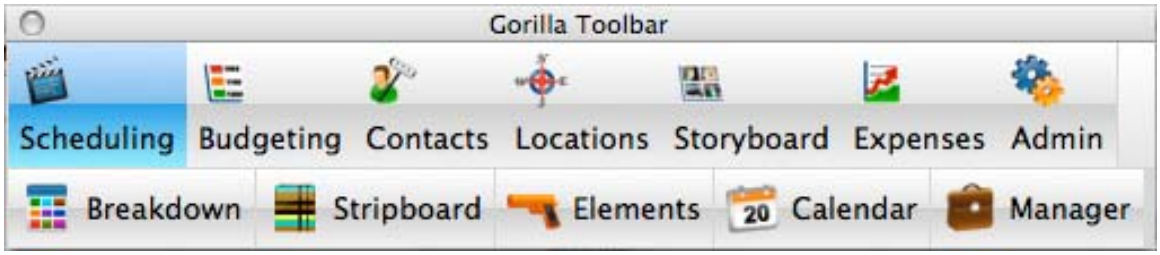
This will remove the schedule from Gorilla.

2.1-6 What is saved in a Schedule file?

The following components are saved in a schedule file:

Everything under the following Toolbar folders:

Scheduling, Contacts, Locations, and Storyboard



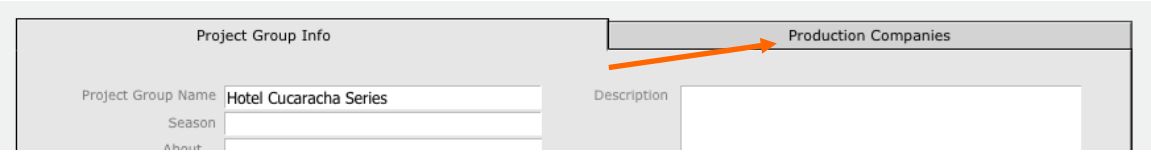
This includes:

Breakdown Sheets
Calendar (Shoot Days, Call Times, etc.)
Elements
Stripboard
Contacts (Actors, Crew)
Locations
Storyboard and Shots

Because all the above information is integrated within one schedule, it is saved as a whole for that schedule.

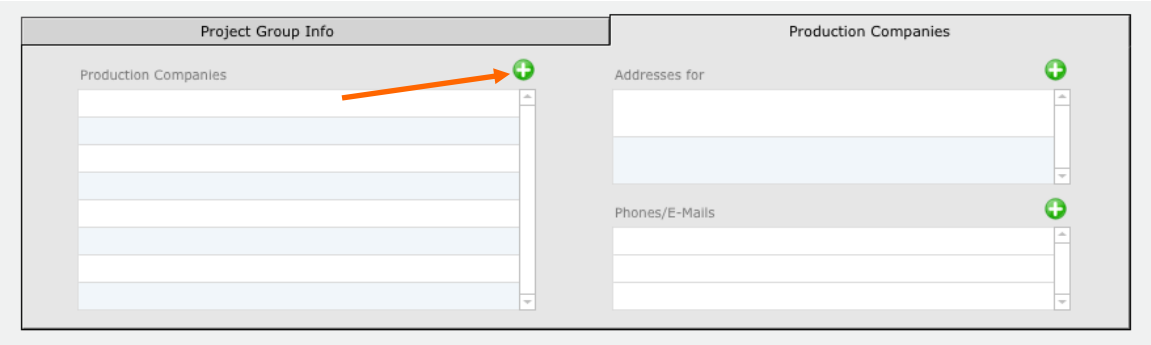
2.2 Production Company

Under the Production Company tab, you can enter one or more production companies, including addresses, phones, e-mails, and logos to appear on the header of many reports.



2.2-1 Creating a Production Company

Click on the green add button to select an existing or to create a new company.

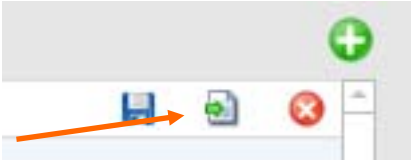


Companies are attached to schedules, however they can be shared within the same project. In the example above, the company My Production Company is attached to the schedule: Hotel Cucaracha, but can be attached to any schedule created within the project: Hotel Cucaracha Series.

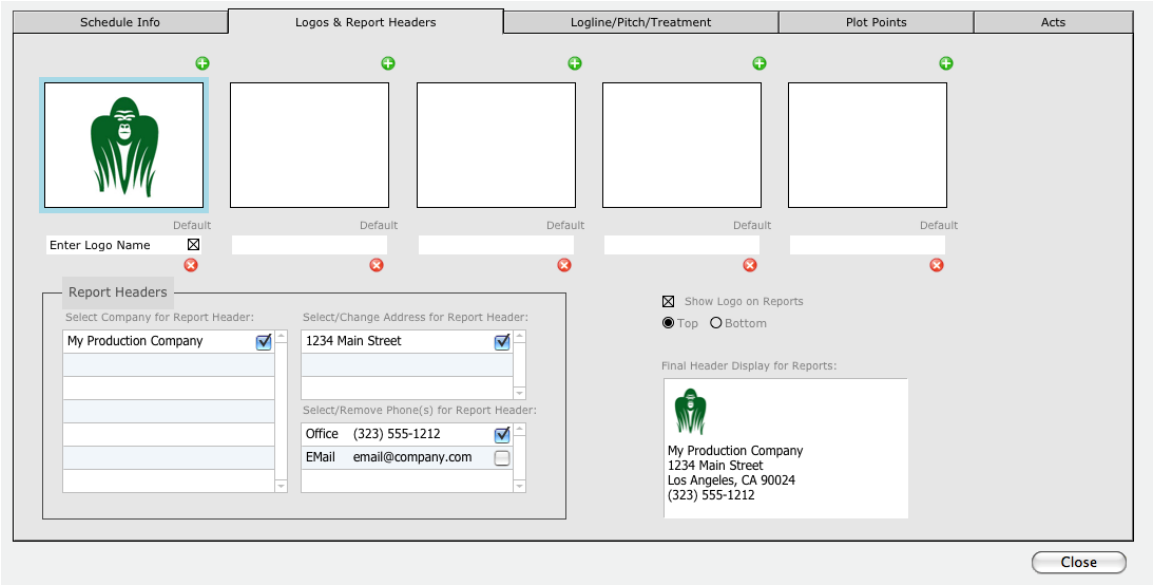
By attaching a company to a project, you can then attach that company (and related address and phone) to your header for reports (Scene/Cast Call Sheet, Crew Call Sheet, etc.).

2.2-2 Attaching a Logo to a Schedule

To go to the Logo screen, click on the button (shown below) for that schedule.



Click on the Logo & Report Headers tab and you will be taken to the following screen:

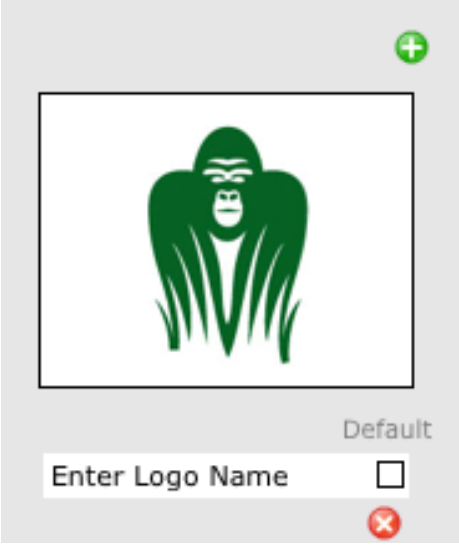


This screen is the: Logos & Report Headers tab.

If you created and attached a company to a project, this is where you can specify that company to display on your report headers.

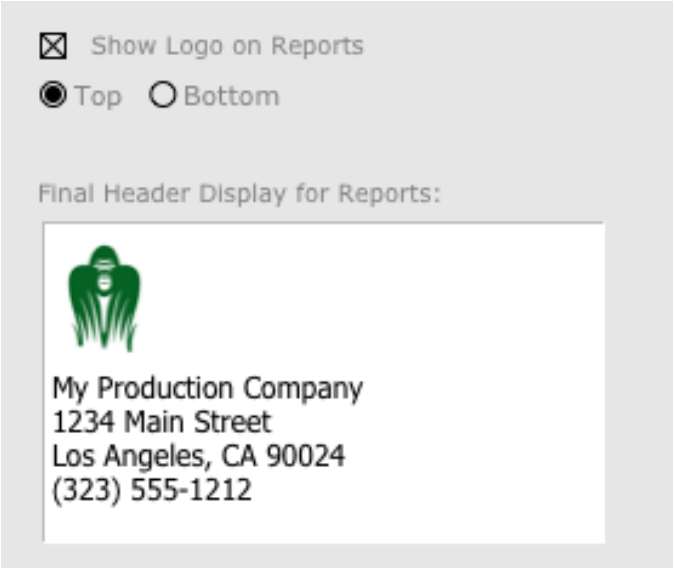
To select a company, select it in the Report Headers box.

To import a logo, select an empty box. You can then select a .png or a .jpg image file to import.



The smaller the file size, the better. To make this logo active, select the Default checkbox next to the logo name.

You can then customize how you want your headers to appear on your reports by selecting the appropriate checkboxes as shown below.



2.3 Importing from a Screenplay Program

Gorilla can import characters and breakdown sheet information from Final Draft, Movie Magic Screenwriter, or Montage. The following screenplay formats are accepted:

Format	Explanation
.sex	This is the original screenplay export format. Final Draft versions 6, 7, and 8 and Movie Magic Screenwriter and Montage are all known programs that can export into this file format.
.xml	Final Draft version 7 can export into this file format.

2.3-1 Preparing the Screenplay

Video Tutorial Available for this lesson! Visit:

http://www.youtube.com/user/junglesoftwaretv

Lesson 1 – Preparing a Screenplay

Before importing from a screenplay program, the screenplay must be properly formatted. Make sure that:

**All scene headings are numbered with a unique number.

**Action line items are not designated as scene headings.

The slug line must be formatted properly in the screenplay to adhere to production standards.

Example of Proper Slug Line:

INT. HOUSE – DAY

Use a period after the INT./EXT. field.

Use a single dash (-) after the SET NAME and before the DAY/NIGHT field.

The Set should be only the Set. Do not enter a time in this section, which includes "MOMENTS LATER" or "CONTINUED".

The DAY/NIGHT field should be written with any of the following acceptable times of day: Afternoon, Day, Dusk, Evening, Midnight, Morning, Night, Sunrise, Sunset, Twilight.

Examples of Improper Slug Lines:

INT. – HOUSE – (MOMENTS LATER) – DAY

INT. HOUSE. DAY.

INT. HOUSE – MOMENTS LATER – DAY

In the above examples, "Moments Later" is in the SET field. This is not proper screenplay formatting for prodution.

Importing Elements

Gorilla can import elements from either Movie Magic Screenwriter, Final Draft 7 with Tagger or Final Draft 8 with Tagger 2.

Important Note: Movie Magic Screenwriter's "auto-entry" option for DAY/NIGHT is not compatible with Gorilla. These Day/Night fields will NOT be imported into the breakdown sheets.

2.3-2 Exporting the Data

Next, export the information from the screenplay.

Final Draft

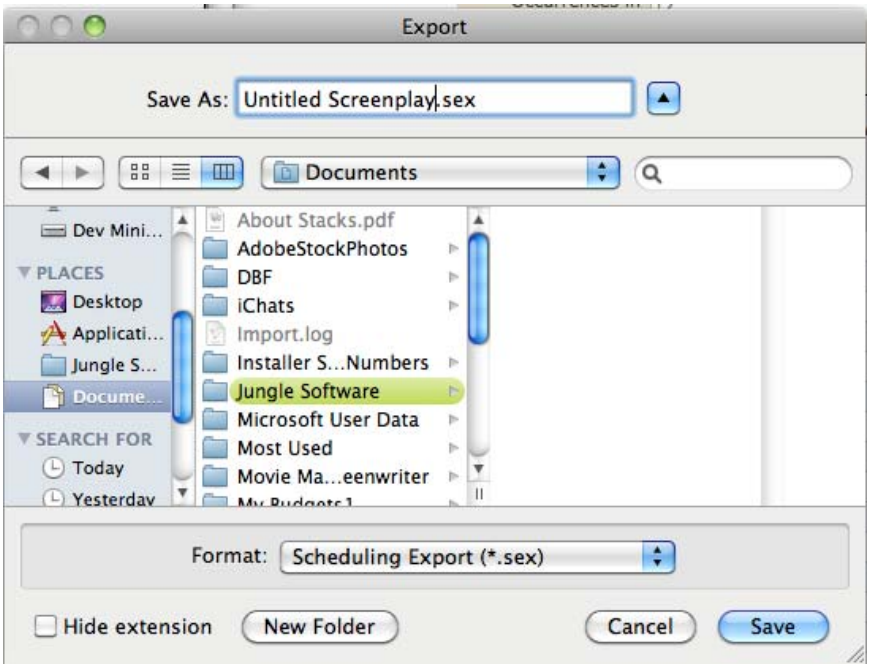
Final Draft has two ways it can export a screenplay into a format Gorilla can read.

Final Draft Without Tagger (version 7 and 8)

Open the screenplay and make sure that all the scenes are numbered. To do this, click `Production` on the Command Bar, and select `Scene Numbers…` Select the `Number/Renumber` checkbox and click `OK`.

Version 7: To Export, Click `File` in the Command Bar, and select `Save As`. In the format dialog box, select `Movie Magic`.

Version 8: To Export, Click `File` in the Command Bar, and select `Export`. In the format dialog box, select `Scheduling Export (*.sex)`.

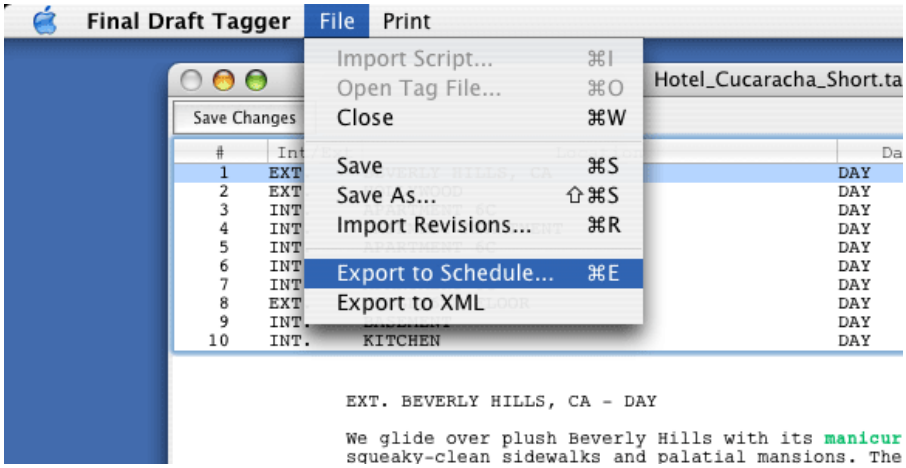


This will save a file with the .sex extension.

Final Draft 7 or 8 With Tagger

Open Tagger. Click `File` on the Command Bar and select `Import Script`. Tag the elements using the preset category names.

Select `Export to Schedule` from the File menu. This will save a file with the .sex extension.



Movie Magic Screenwriter

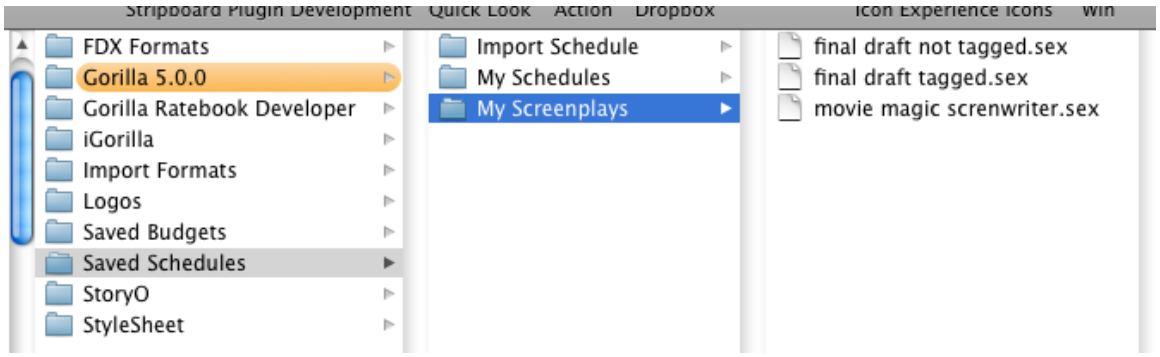
Open the screenplay and select `Breakdowns` from the `Production` menu and then `Export to Scheduling`.

This will save a file with the .sex extension.

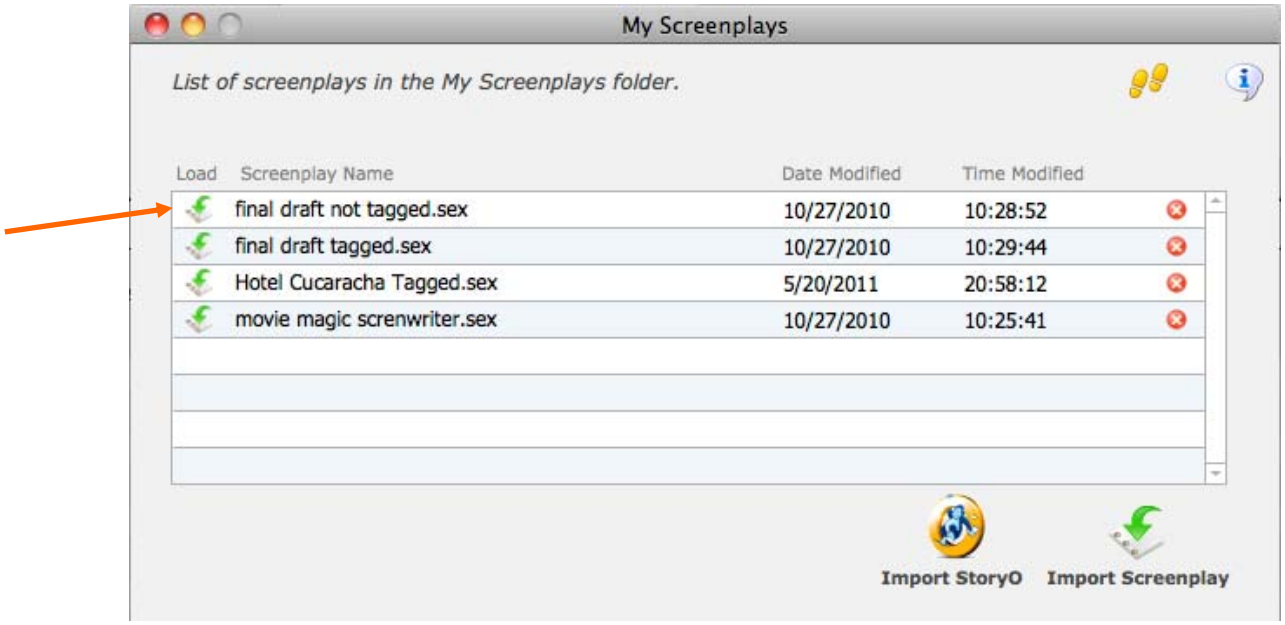
The export file is now ready for import into Gorilla.

2.3-3 The My Screenplays Folder

Upon installation a folder called My Screenplays is created in your Saved Schedules folder:



You do not have to use this folder, but if you place your screenplay files in this folder you can automatically load them into Gorilla by selecting the green add button and then selecting the New button.

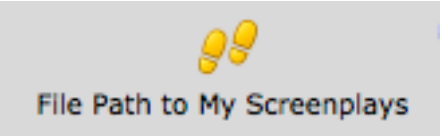


Any screenplay file in the My Screenplays folder will appear in the above list. To create a new schedule and automatically import a screenplay simply select the screenplay in this list. Upon clicking the screenplay, you will be prompted with the following dialog:

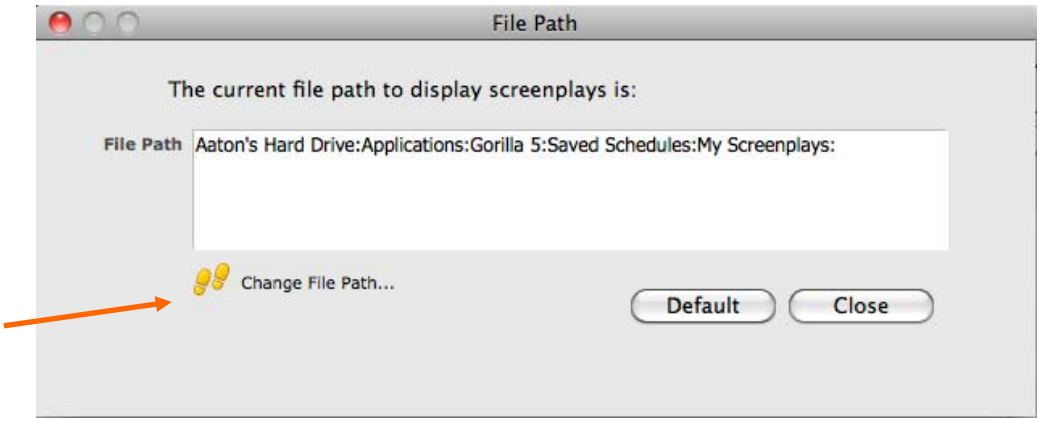
When importing a screenplay, a new schedule is always created.

2.3-4 Changing the File Path to the My Screenplays Folder

If you want you can change the file path of the My Screenplays folder. If you already have a folder where you like to keep all you screenplay files, you can tell Gorilla to change the path of the My Screenplays list to display screenplays from that folder. To do this, click on the `File Path to My Screenplays` button:



This will display the following screen displaying the current path to the My Screenplays folder:



Click on the `Change File Path` button to navigate to the folder where you would like to display your screenplays.

2.3-5 Importing Screenplay Tips

Character Formatting

If imported separately, there can be up to three characters in the Characters Module that stand for that character. For example, if a character named BILL has (O.S.) and/or (V.O.), then the following will be imported into the Characters Module:

BILL
BILL (O.S.)
BILL (V.O.)

In this example, Bill will be broken down on the breakdown sheets following that naming convention. This might make it clear when Bill is actually needed for that shoot day, or if Bill is only needed for voice over work, which usually is done in post-production.

All character names with the (CONTD) tag will be merged with the character name unless the "Do not parse the characters…" has been selected.

Checking for Errors

Please check the breakdown sheets after importing is complete as some corrections may be required. For example, if the last word in a screenplay's description line does not read: DAY, NIGHT or another time of day, this field will have to be manually fixed. Some writers will write:

EXT – BUILDING – MOMENTS LATER

Gorilla will read this as:

EXT	I/E Field
BUILDING	Set Field
MOMENTS LATER	D/N Field (this is where DAY or NIGHT should be)

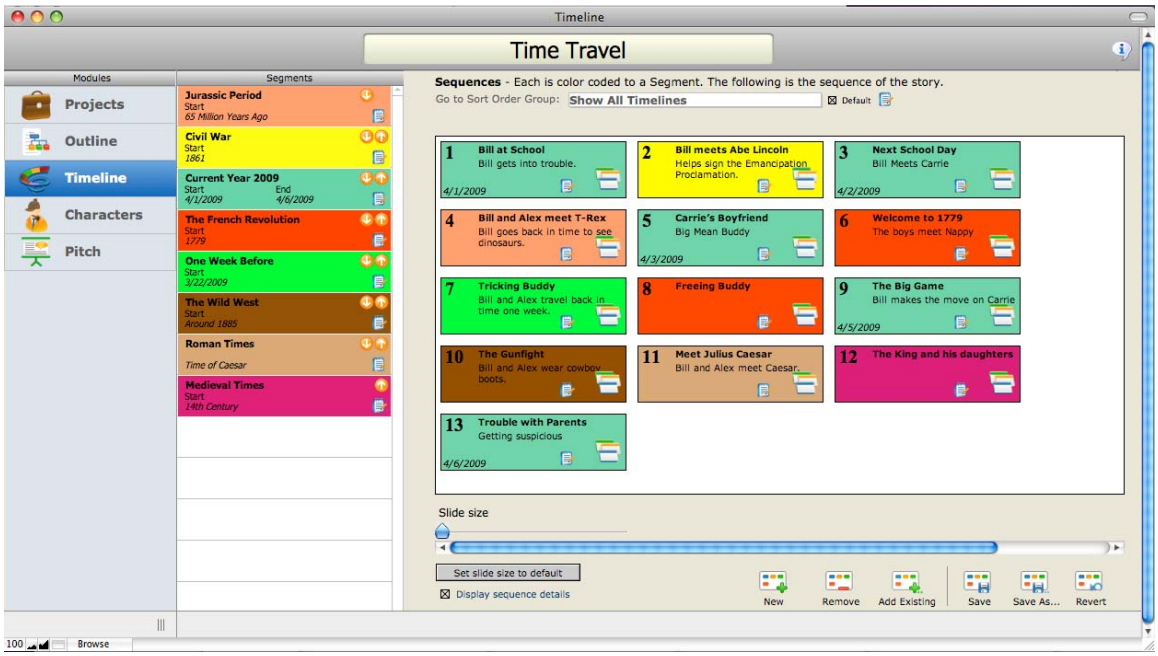
To fix this problem, "Moments Later" will have to be manually changed to a time of day.

2.4 Importing a StoryO File into Gorilla

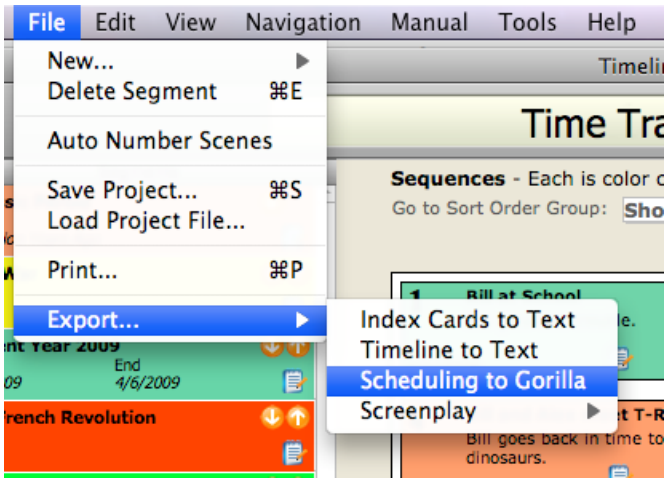
Upon creating a new project you also have the option of importing a StoryO file. To export a file from StoryO in order for import into Gorilla, follow the following steps:

1. Open StoryO and open the project you want to export.

2. Go to the Timeline module.



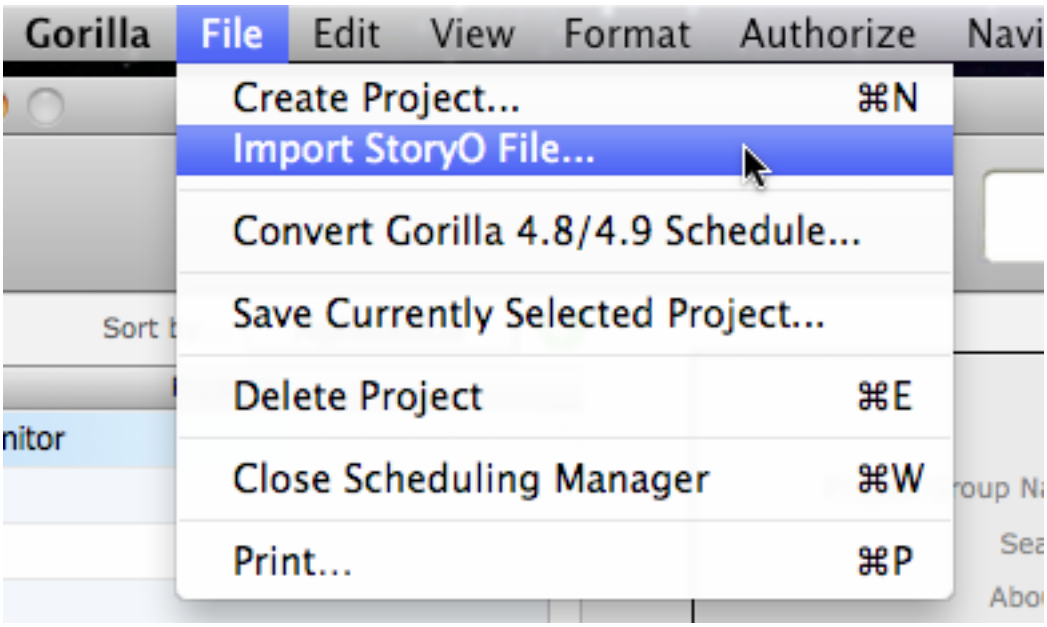
3. From the `File` menu select `Export` and select the `Scheduling to Gorilla` option.



4. This will export a .tab file.

5. Open Gorilla and create a new project.

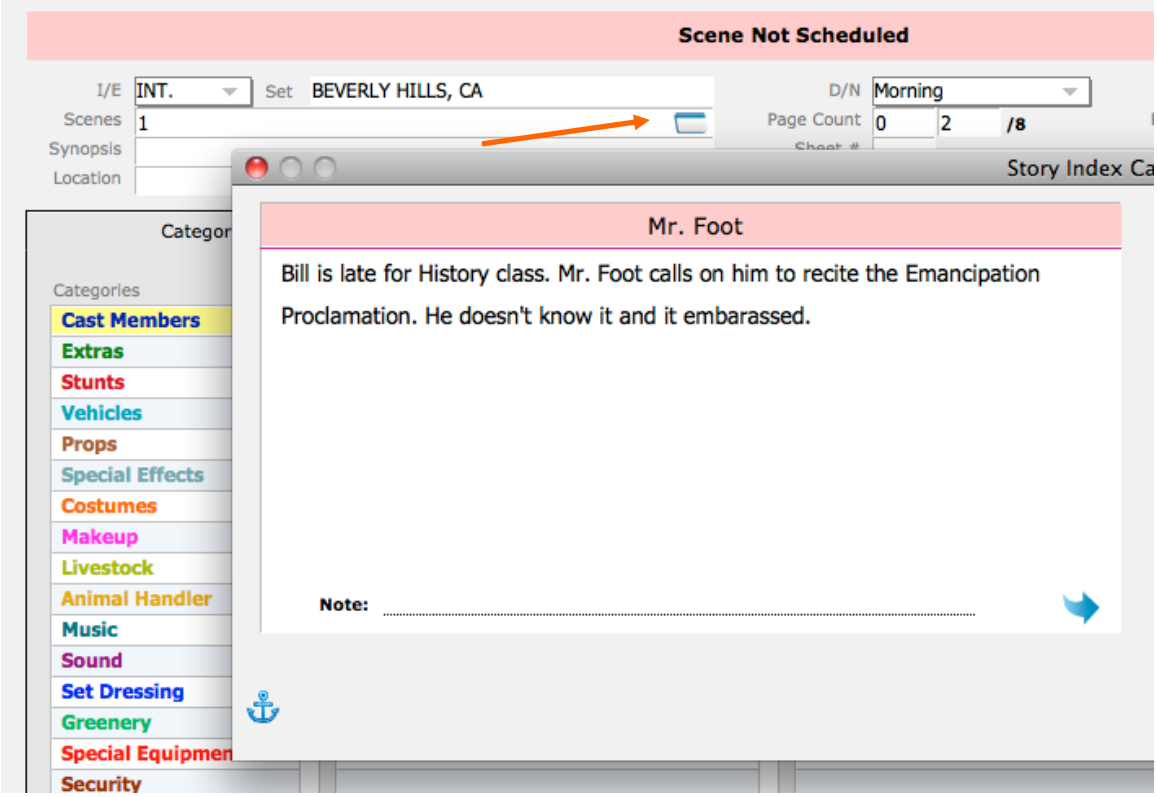
6. From the File menu, select the `Import StoryO File…` option.



7. Find the .tab file and open it.

8. When finished, go to the Breakdown module and you will see your StoryO project converted to breakdown sheets. You can then create a Production Phase and create Shoot Days.

In order to view your index cards that were imported from StoryO, select the small Index Card button next to the Synopsis line:



For more information, see the chapter on Index Cards in Chapter 8, Scheduling.

3. Breakdown

3.1 Overview

The Scheduling Module is used to create shoot days, breakdown a script, schedule scenes to shoot, and run call time, scene, and other related scheduling reports.

3.2 Breakdown Sheets

Breakdown Sheets are scenes converted from your screenplay. Each scene is imported from your screenplay and a corresponding breakdown sheet is created with or without attached elements for that scene.

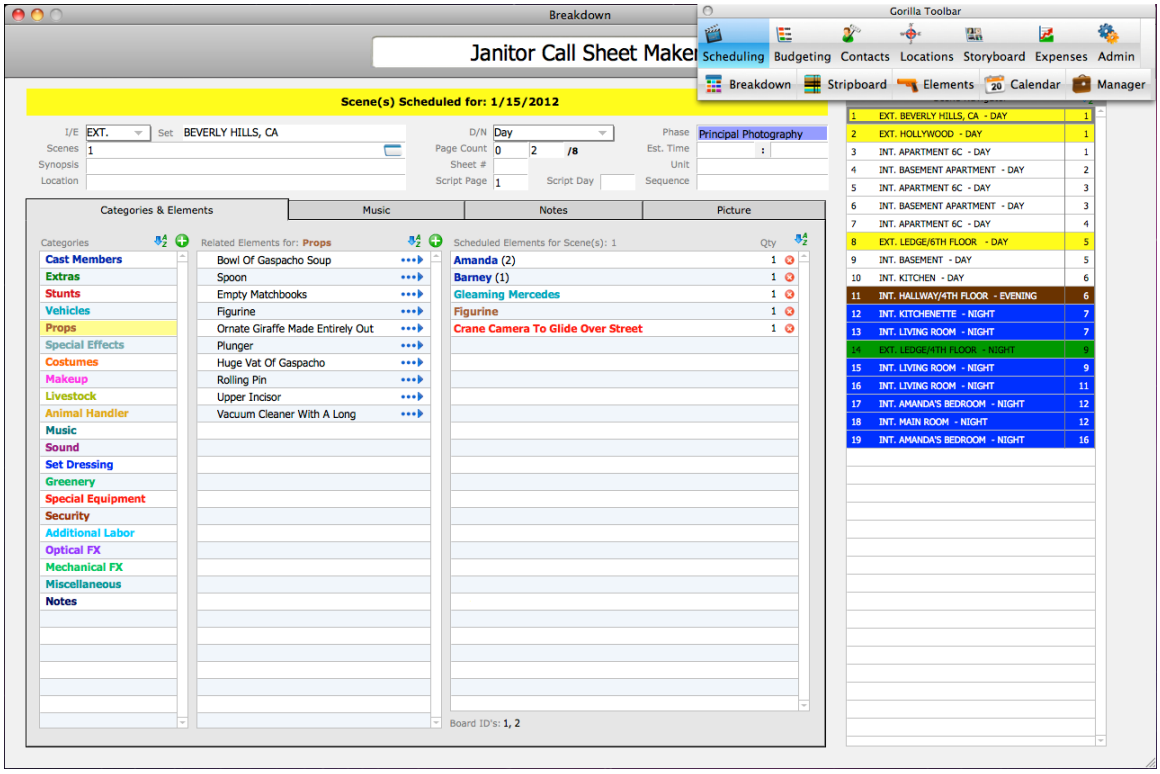
Video Tutorial Available for this lesson! Visit:

http://www.youtube.com/user/junglesoftwaretv

Lesson 3 – Breakdown Sheets, Part 1

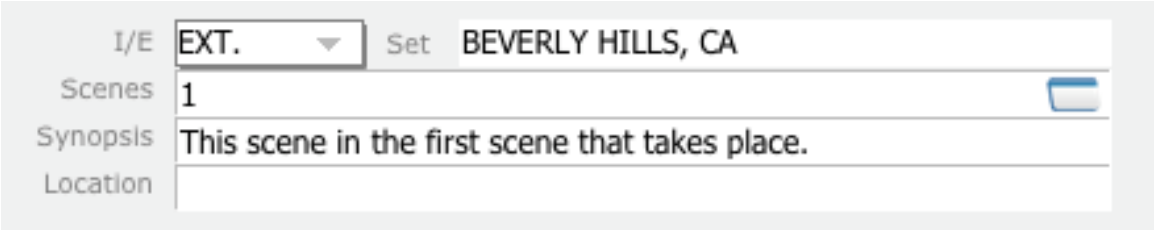
To access the Breakdown module, select `Breakdown` in the Toolbar.

This will take you to the Breakdown screen. If you imported a screenplay, you will see breakdown sheets on this screen.



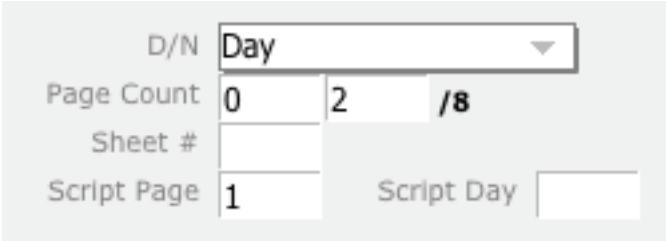
3.2-1 Explanation of Breakdown Sheet Components

The following is an explanation of all the components of a breakdown sheet.

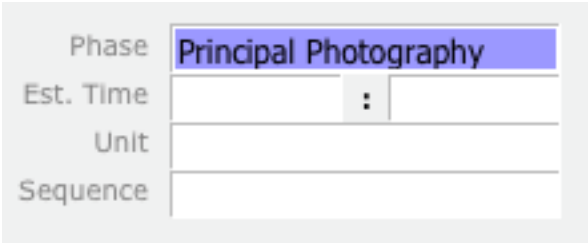


On the top left you will see the following fields.

I/E	This is the INT./EXT. field. This can be imported from your screenplay.
Set	This is the Set field. This can be imported from your screenplay.
Synopsis	You can enter a short synopsis of the scene here. It will appear on certain reports, including the Scene/Cast Call Sheet report.
Location	You can enter the location where the scene will be shot. All locations are stored in the Locations module.



D/N	This is the Day/Night field. This can be imported from your screenplay.
Page Count	This is the Page Count field. This can be imported from your screenplay. Page Counts are measured in whole pages and eighths of pages.
Sheet #	The Sheet number is a way you can number your breakdown sheets.
Script Day	Need description here.



Phase	This is the phase that this breakdown sheet is attached to.
Est. Time	If you want you can enter the estimated time it will take to shoot this scene.
Unit	You can enter which production unit will be shooting this scene.
Sequence	You can enter a sequence name for this scene.

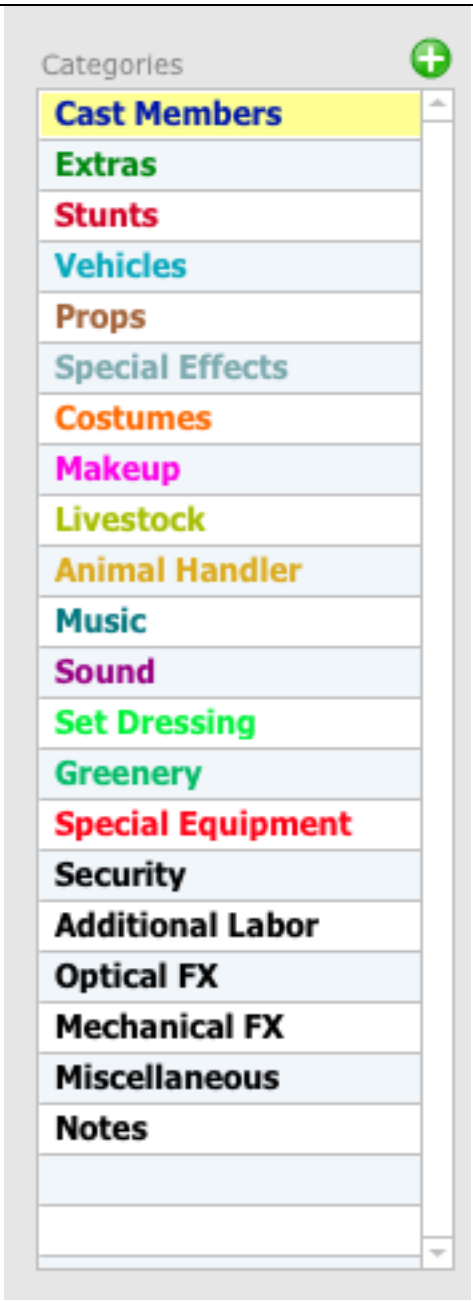
On the left hand side of the screen, you will see a list of Categories.

Each time a new schedule is created, a default list of Categories is created.

You can create as many categories as you want. You can also modify the existing categories. To manage categories, select `Manage Categories` from the Edit menu.

Each Category can have its own color and text formatting options.

To create a new category, select the green add button.



3.2-2 Creating Breakdown Sheets

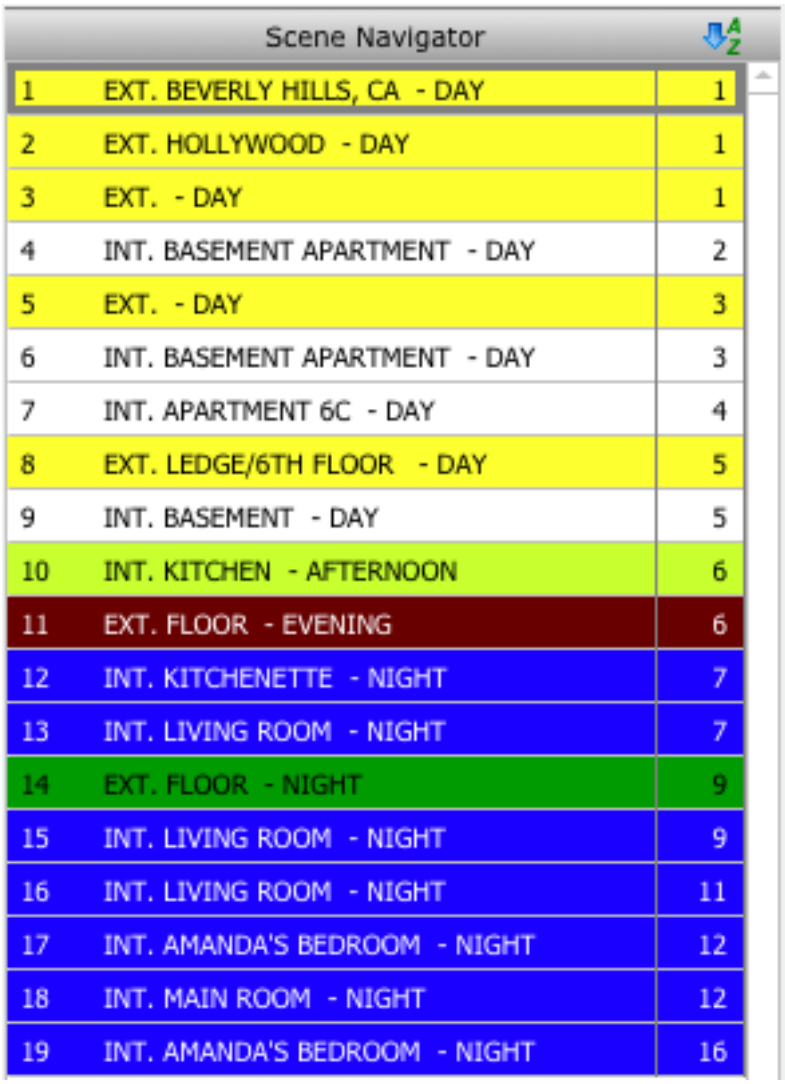
As mentioned earlier, usually breakdown sheets are imported from a screenplay, however, you can create breakdown sheets manually. To create a breakdown sheet, select `New Breakdown Sheet` from the File menu.

Fields that should be filled are: I/E, Set, D/N, Page Count, Scenes.

This is because these are also the fields that display on the stripboard and Scene/Cast Call Sheets.

3.2-3 Navigating to Breakdown Sheets

A full-length screenplay can have over a hundred breakdown sheets. To help navigate to them, you can use the Scene Navigator on the right-hand side of the screen.

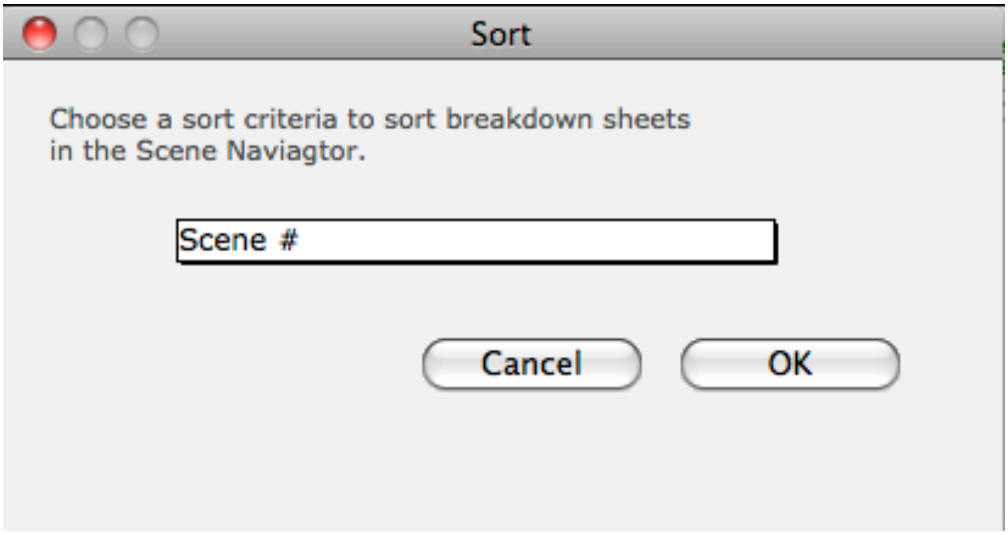


Scene Navigator

1	EXT. BEVERLY HILLS, CA - DAY	1
2	EXT. HOLLYWOOD - DAY	1
3	EXT. - DAY	1
4	INT. BASEMENT APARTMENT - DAY	2
5	EXT. - DAY	3
6	INT. BASEMENT APARTMENT - DAY	3
7	INT. APARTMENT 6C - DAY	4
8	EXT. LEDGE/6TH FLOOR - DAY	5
9	INT. BASEMENT - DAY	5
10	INT. KITCHEN - AFTERNOON	6
11	EXT. FLOOR - EVENING	6
12	INT. KITCHENETTE - NIGHT	7
13	INT. LIVING ROOM - NIGHT	7
14	EXT. FLOOR - NIGHT	9
15	INT. LIVING ROOM - NIGHT	9
16	INT. LIVING ROOM - NIGHT	11
17	INT. AMANDA'S BEDROOM - NIGHT	12
18	INT. MAIN ROOM - NIGHT	12
19	INT. AMANDA'S BEDROOM - NIGHT	16

To go to a specific breakdown sheet, select the breakdown sheet in this list. The grey box around the breakdown sheet indicates that this is the currently displayed breakdown sheet.

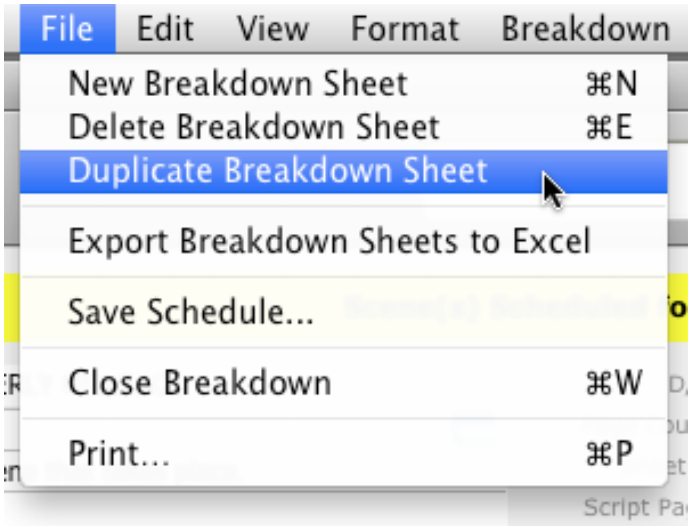
You can change the sorting of this list by clicking on the Sort button in the top left-hand side of this window.



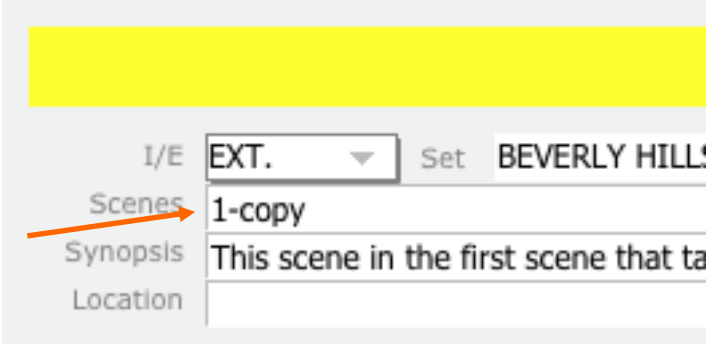
3.2-4 Duplicating Breakdown Sheets

Sometimes you will need to duplicate a breakdown sheet. This is because you might want to schedule a scene to be shot over a 2-day or more period. If you have two breakdown sheets for the same scene (i.e.: Scene 1, Sheet 1 and Scene 1, Sheet 2), you can schedule them on different days on the Stripboard.

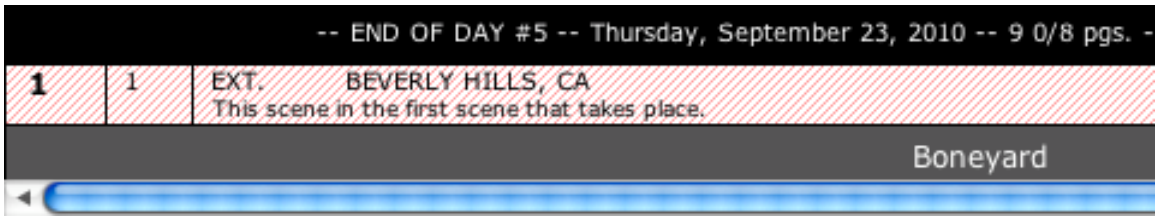
In order to duplicate a breakdown sheet, select `Duplicate Breakdown Sheet` from the `File` menu.



Notice below that the duplicate breakdown sheet duplicates the Scene # (Scene 1-copy).



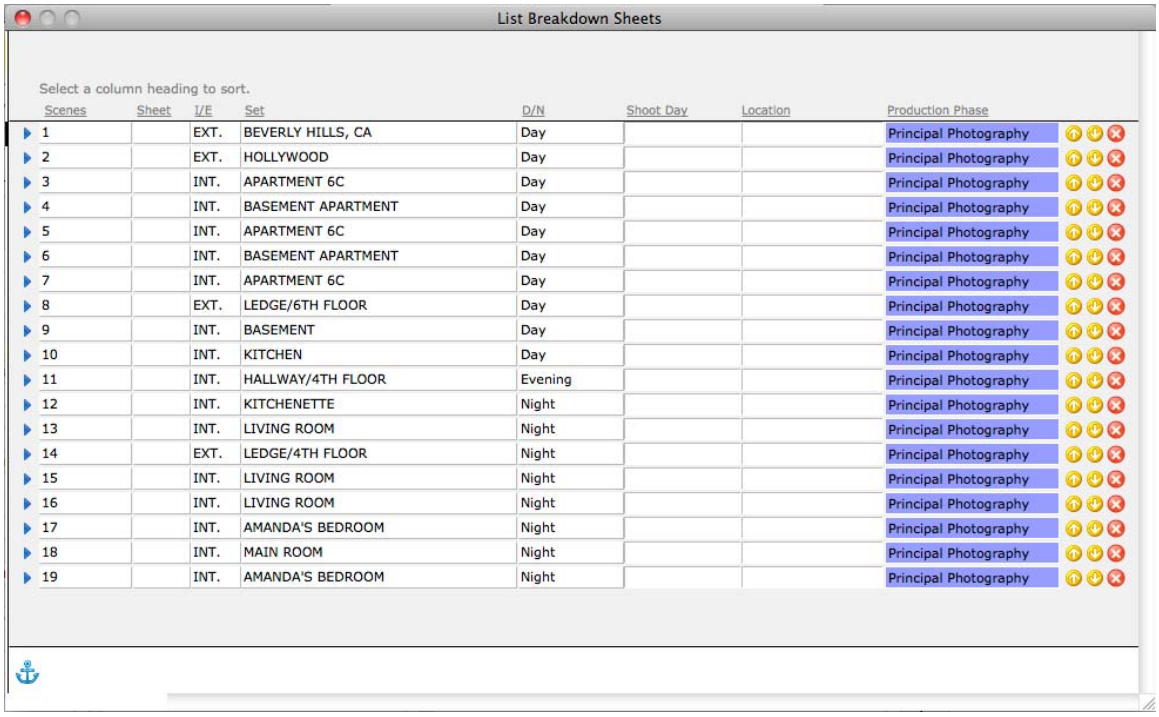
If you go to the Stripboard you will see the new sheet in the stripboard in the Unscheduled area (above the Boneyard strip).



You can now move the strip out of the Unscheduled Area onto the Stripboard for Scheduling. In this way it can be scheduled across two days. You might want to change the page count for the scene which you can do on the breakdown sheet for each scene.

3.2-5 List Breakdown Sheets

Another way to view and navigate to breakdown sheets is to use the `List Breakdown Sheets` command on the Breakdown menu.



Scenes	Sheet	I/E	Set	D/N	Shoot Day	Location	Production Phase
1		EXT.	BEVERLY HILLS, CA	Day			Principal Photography
2		EXT.	HOLLYWOOD	Day			Principal Photography
3		INT.	APARTMENT 6C	Day			Principal Photography
4		INT.	BASEMENT APARTMENT	Day			Principal Photography
5		INT.	APARTMENT 6C	Day			Principal Photography
6		INT.	BASEMENT APARTMENT	Day			Principal Photography
7		INT.	APARTMENT 6C	Day			Principal Photography
8		EXT.	LEDGE/6TH FLOOR	Day			Principal Photography
9		INT.	BASEMENT	Day			Principal Photography
10		INT.	KITCHEN	Day			Principal Photography
11		INT.	HALLWAY/4TH FLOOR	Evening			Principal Photography
12		INT.	KITCHENETTE	Night			Principal Photography
13		INT.	LIVING ROOM	Night			Principal Photography
14		EXT.	LEDGE/4TH FLOOR	Night			Principal Photography
15		INT.	LIVING ROOM	Night			Principal Photography
16		INT.	LIVING ROOM	Night			Principal Photography
17		INT.	AMANDA'S BEDROOM	Night			Principal Photography
18		INT.	MAIN ROOM	Night			Principal Photography
19		INT.	AMANDA'S BEDROOM	Night			Principal Photography

This will display all your breakdown sheets in an Excel-like display. To navigate to a specific breakdown sheet, select the blue triangle next to the breakdown sheet.

To sort the list click on a column header, i.e.: Set.

You can delete a breakdown sheet or multiple breakdown sheets by clicking on the red "X". Warning! Deleting breakdown sheets on this screen does not give you any warning. They delete instantly and cannot be retrieved!

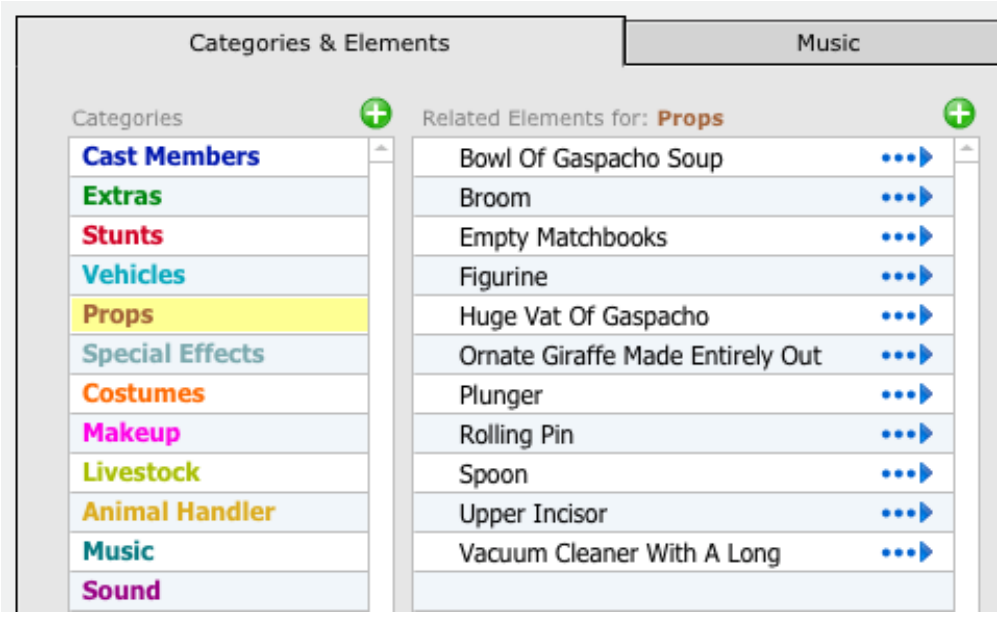
3.2-6 Merging Breakdown Sheets

If you want to merge or combine breakdown sheets, select the `Merge Breakdown Sheets` command on the Breakdown menu.

By selecting a breakdown sheet from the new window, you will merge the existing breakdown sheet with the newly selected breakdown sheet. This will merge all elements to the primary breakdown sheet and delete the secondary breakdown sheet.

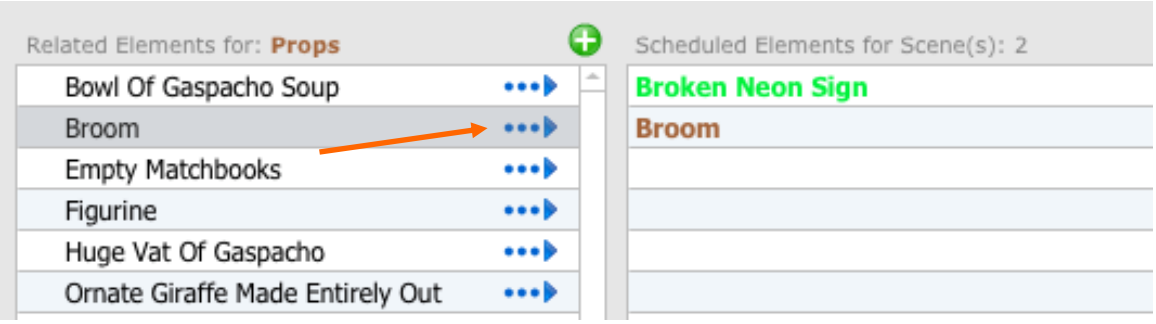
3.2-7 Attaching Elements to Breakdown Sheets

To attach an element to a breakdown sheet, go to the breakdown sheet you want to attach elements to. Select a Category:



In the example above, the Props category is selected. All props will be displayed in the window next to the Category window.

To attach the element "Broom" to the current breakdown sheet, select it the arrow next to the prop: Broom.

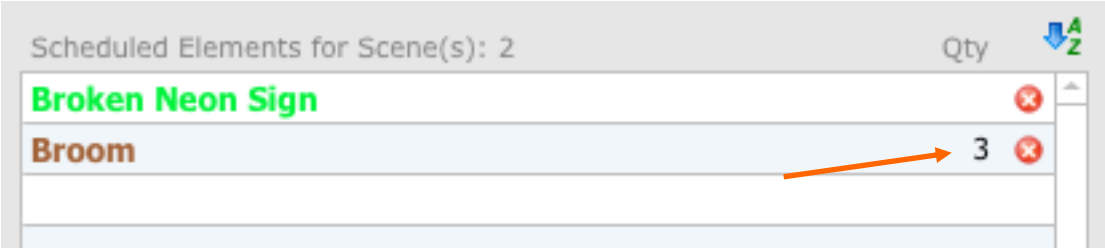


This will add the element "Broom" to the breakdown sheet, as shown above.

3.2-8 Modifying Quantity of Elements on Breakdown Sheets

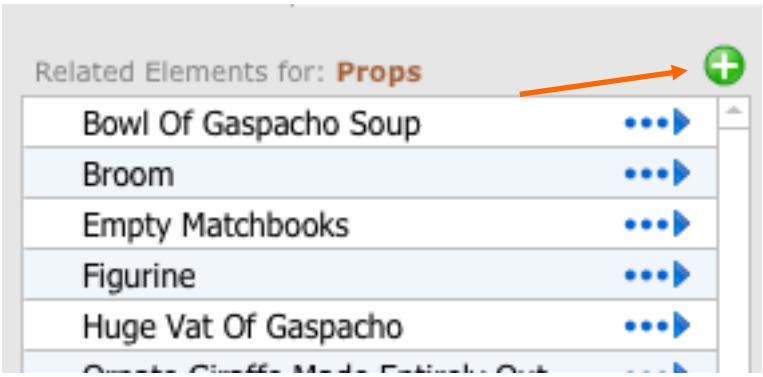
If you want to add more than one of the same element, you can change the Quantity of that element on each breakdown sheet.

Notice below the quantity is changed to "3". This can prevent displaying the element "Broom" three times on the breakdown sheet.

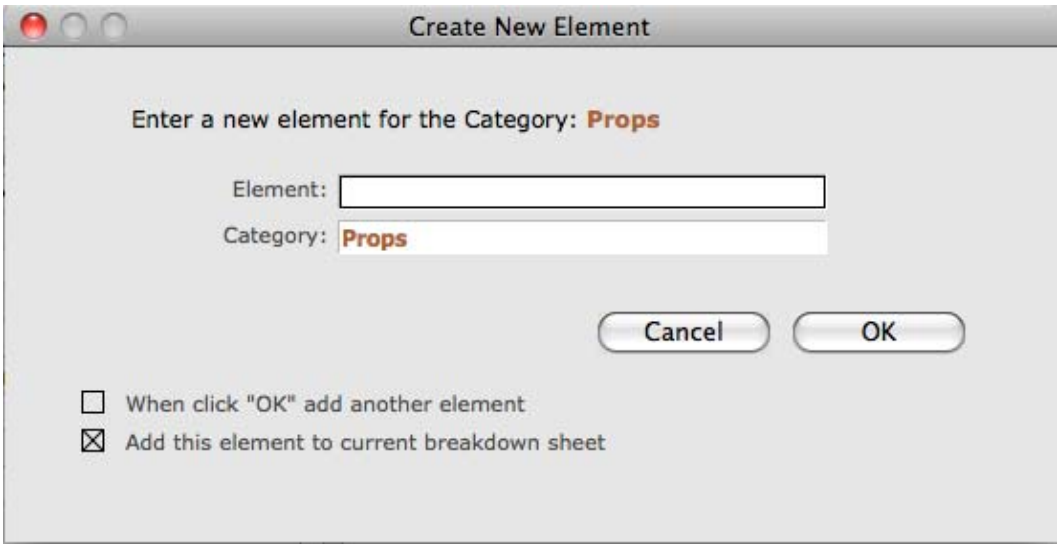


3.2-9 Creating New Elements on Breakdown Sheets

To create a new element, select the green add button on the breakdown sheet.



This will display the following screen:



By default the Category shown will be the category that is selected on the current breakdown sheet. Enter a name for this element and specify a Category.

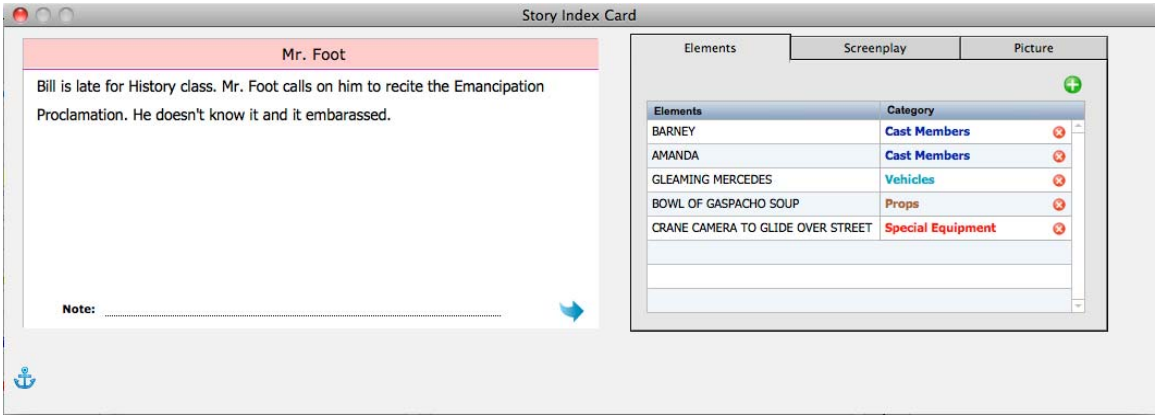
*Every element must be attached to a Category.

If the checkbox “Add this element to current breakdown sheet”, the element will also be added to the current breakdown sheet.

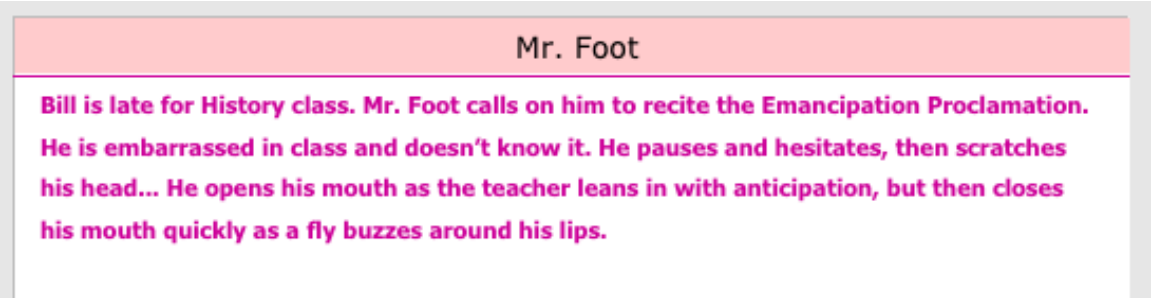
If you want to continue to add elements, select the checkbox: “When click OK add another element”.

3.2-10 Index Cards

On each breakdown sheet, you can enter more information about the story or the scene on index cards. By selecting the Index Card button (see below), an index card will appear for that breakdown sheet.



You can also change the text size and the text formatting of an index card by selecting appropriate options from the Format menu:



You have the option of entering information on the back of an index card by clicking on the blue arrow.

To print the index cards select `Print` from the File menu and select the Index Cards report.

Time Travel 7/27/2009

INDEX CARDS

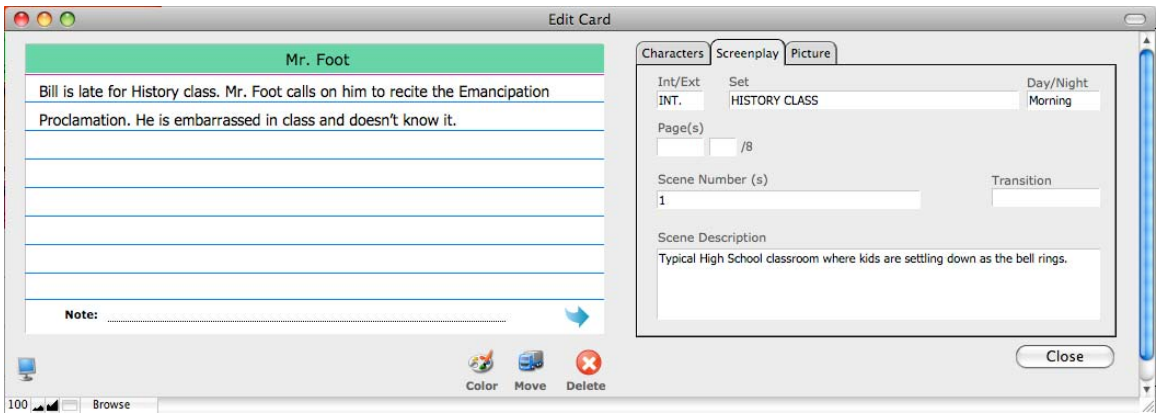
Mr. Foot	Back of Card
Bill is late for History class. Mr. Foot calls on him to recite the Emancipation Proclamation. He is embarrassed in class and doesn't know it.	

Alex	Back of Card
Bill and Alex have lunch in the school cafeteria. Alex is his best friend and is getting straight's A's. He is a genius and tells him that he is working on a Time Machine.	

After School	Back of Card
Bill goes over to Alex's house and Alex shows him the Time Machine. Bill tells him not to touch it. He does though and Bill is sent back into time!	

Abraham Lincoln	Back of Card
Bill finds himself on the steps of The White House. He knocks on the door and someone opens it: "May I help you, sir?". Bill responds that he needs to speak with the president immediately.	

If you are importing index cards from StoryO, the following information will be imported: (below in a screenshot from StoryO).



1) Title of Index Card
2) Front of Index Card
3) Back of Index Card
4) I/E field
5) Set field
6) D/N field
7) Characters attached to Index Cards
8) Scene Number
9) Scene Description

3.2-11 Viewing/Printing Breakdown Sheets

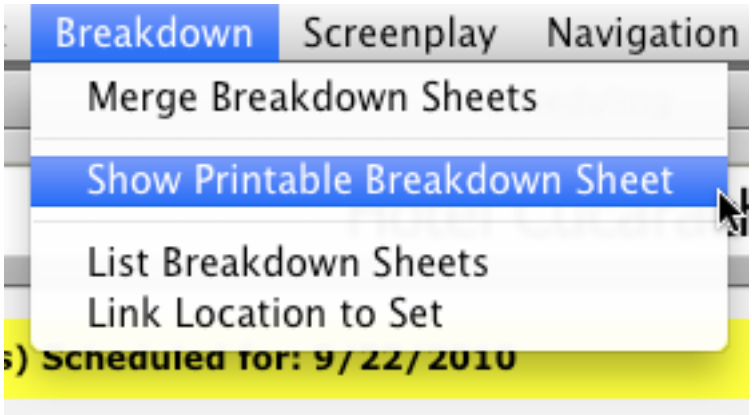
Video Tutorial Available for this lesson! Visit:

http://www.youtube.com/user/junglesoftwaretv

Lesson 5 – Printing Breakdown Sheets

Breakdown Sheets can be printed in a variety of formats.

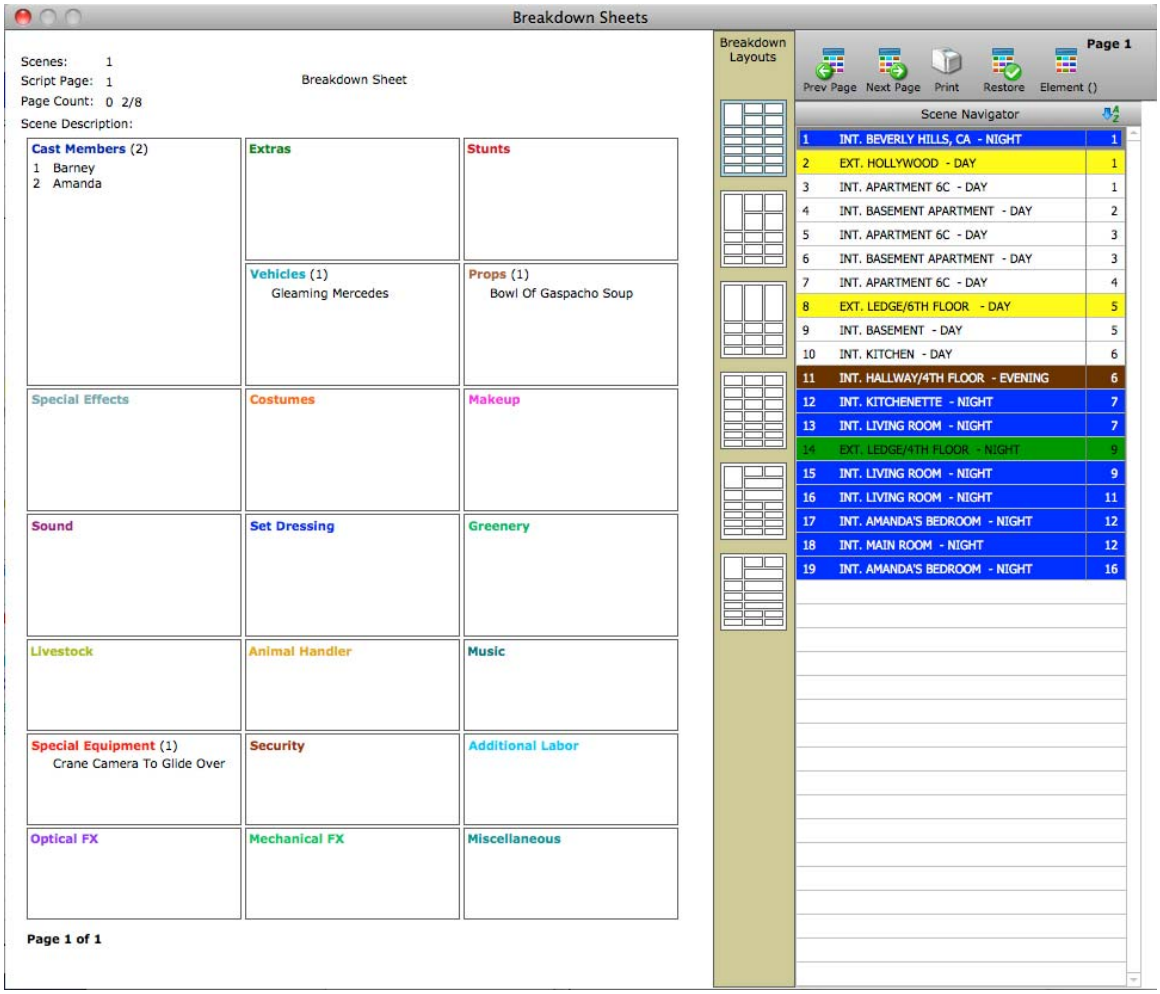
One of them is the industry-standard "boxed" breakdown sheet form. To view and customize this form, select `Show Printable Breakdown Sheets` from the Breakdown menu.



This will take you to a screen that will show you your breakdown sheet categories separated by boxes.

This is the industry-standard way of printing breakdown sheets. It is used because it is a simple and easy to quickly look at the sheet for a scene and see what elements are needed.

Gorilla allows you to print your breakdown sheets in this manner, however, there are limitations to this print method which will be explained below.



You can select any one of 6 different layouts to print your breakdown sheets.

Each layout allows for a different amount of space for each category.

So for example, if you have elements that are longer than the allowed space for that box, you can select a different layout to display that breakdown sheet.

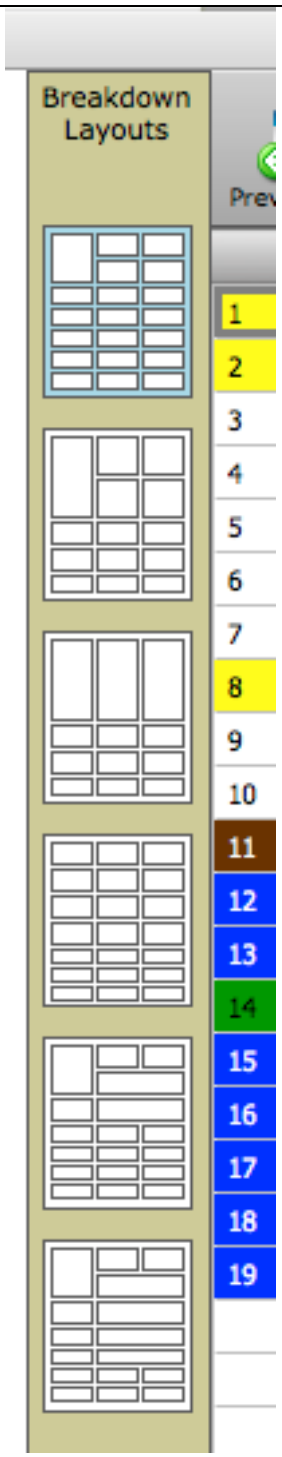
By selecting a layout, you will be able to print that breakdown sheet in that layout.

To view a different breakdown sheet, select the scene in the Scene Navigator.

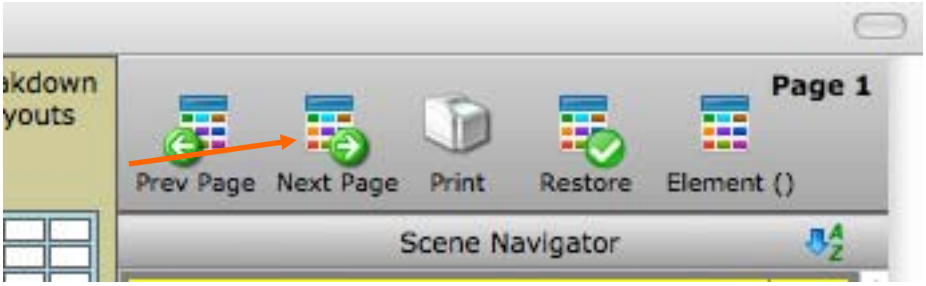
Only the first box on each layout has the ability to display the Board ID for Cast Members.

You can print breakdown sheets in this format as long as there are no more than 21 categories. You can change a category for a box by simply clicking on the box. This will allow you to select a different category for that box.

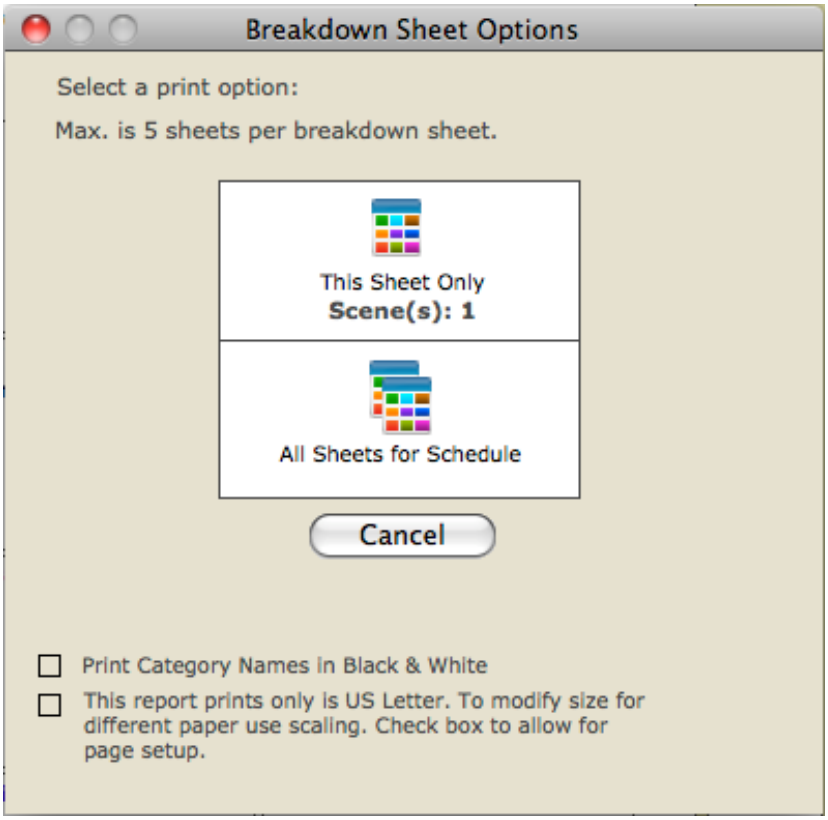
If you have more than 21 categories, you need to print breakdown sheets using the Breakdown Sheet Summary report.



In order to print breakdown sheets, select the Print button.



This will display the following screen:



These are the limitations for printing breakdown sheet boxes:

1. You can only print up to 5 pages for each breakdown sheet. If you have more elements than this allows, you need to either select a different breakdown sheet layout that allows for more room for that category, or print the Breakdown Sheet Summary report.

2. You can customize a breakdown sheet to print for a specific layout then select "This Sheet Only", which will only print the sheet you are currently viewing.

Another way to print breakdown sheets without any limitations on (a) how many elements, or (b) how long an element is, or (c) how many categories a

schedule has, is to print the Breakdown Sheet Summary report, which is a report-like view, as seen below:

To print this report, select `Print` from the File menu.

Hotel Cucaracha, The Return

Breakdown Sheets

Jungle Software
1792 Erringer Road
Simi Valley, CA 93065
(818) 456-0719

Scene: 23

INT. ENTER SET HERE... - DAY
Script Page:
Synopsis:
Page Count: /8

Cast Members
NORMAN
BILL

Scene: 1

EXT. NORMAN'S PARENTS' HOUSE - NIGHT
Script Page: 1
Synopsis: This what happens in this scene.
Page Count: 2/8

Cast Members
MARTHA
BILL
NORMAN

Livestock
HORSE

Sound
SOUND OVER OF CRICKETS

Vehicles
GLEAMING MERCEDES
FLINTSTONE CAR

Props
BOWL OF GASPACHO SOUP
EMPTY MATCHBOOKS
FIGURINE
HUGE VAT OF GASPACHO
ORNATE GIRAFFE MADE ENTIRELY OUT OF PAPER
ROLLING PIN
SPOON
UPPER INCISOR
VACUUM CLEANER WITH A LONG FLIMSY SNORKEL-
PLUNGER
APPLE

Page 1

4. Elements

4.1 Elements

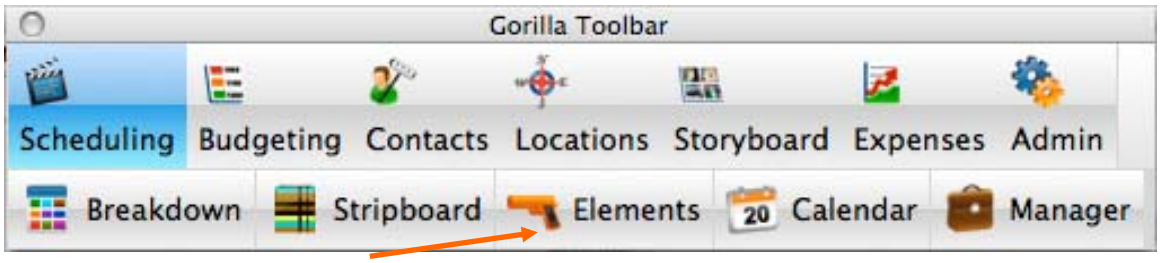
Elements are items that need to be scheduled onto breakdown sheets. You can add elements to breakdown sheets from the Breakdown screen. However, if you want to manage your elements, you should go to the Elements module.

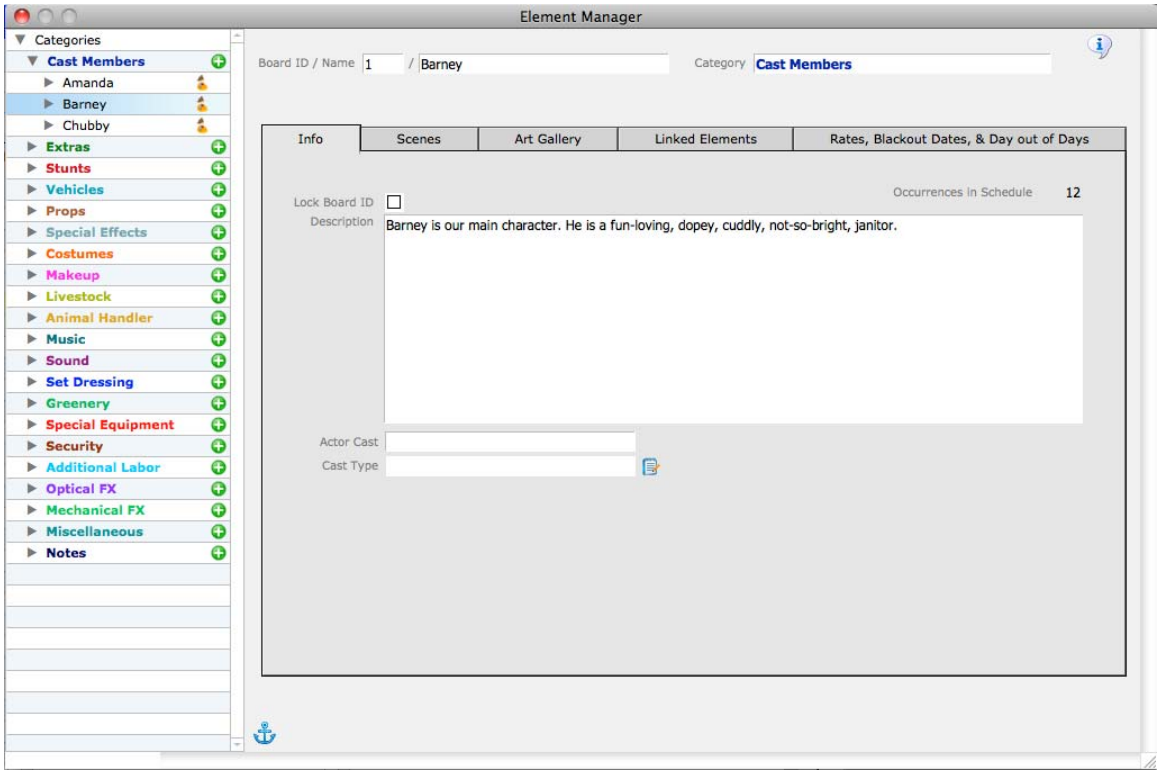
Video Tutorial Available for this lesson! Visit:

http://www.youtube.com/user/junglesoftwaretv

Lesson 6 – Managing Elements, Part 1

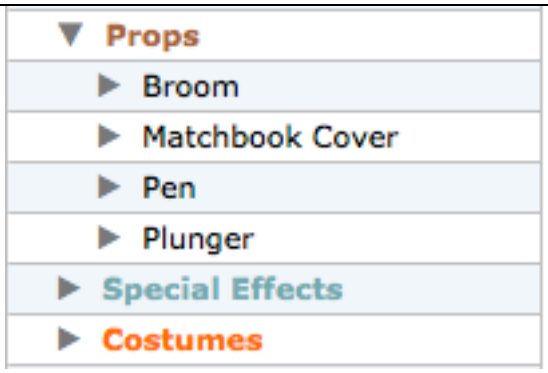
To access the Element Manager, select the Elements button on the Gorilla Toolbar:



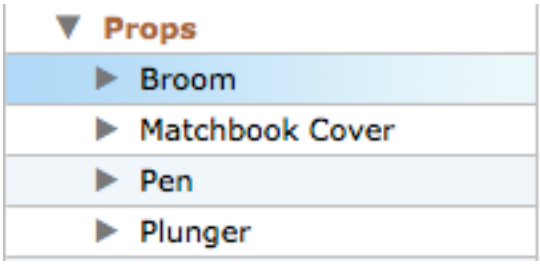


On the left-hand side of the screen, you will see all your Categories and related Elements. To expand the Category to display all its related Elements, select the Category:

If you click on the Props category, it will expand to display all its related Elements →

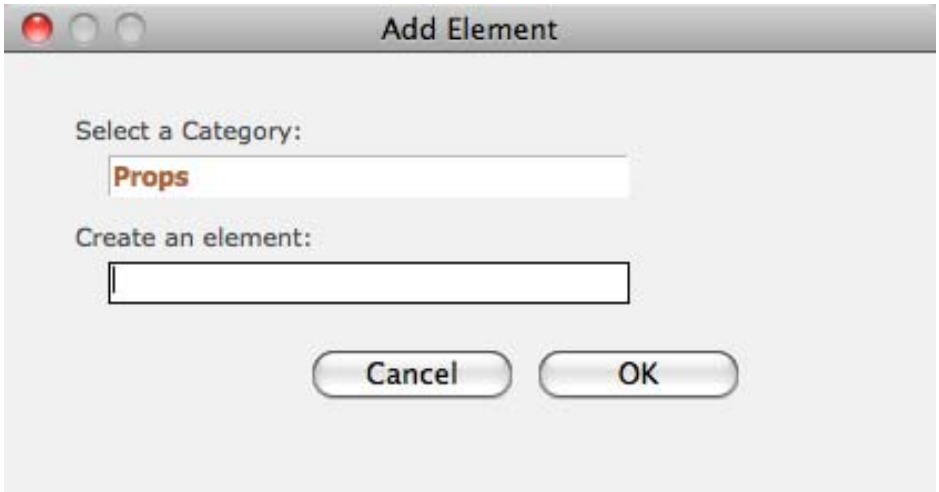


Select an element to display details about that element on the screen:



4.1-1 Creating a New Element

To create a new element, select `New Element` from the `File` menu or select the green add button next to the Category you want to add the element to.



You can select a Category from the list, and then enter the element name.

4.1-2 Deleting an Element

To delete an element, select the element, then select `Delete Element` from the `File` menu.

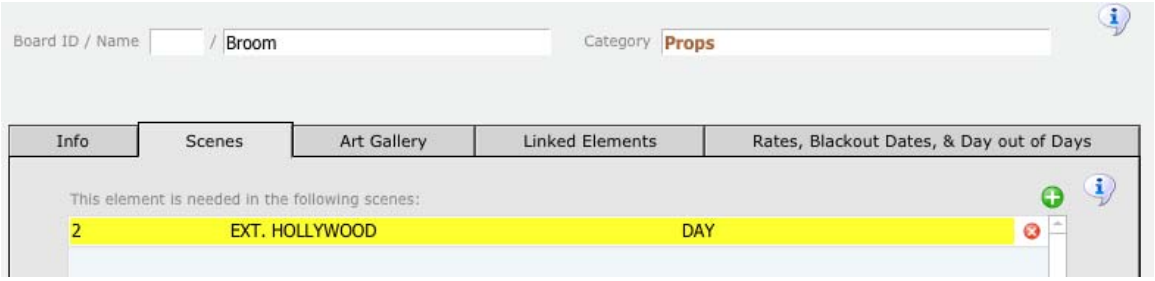
When you delete an element, it will remove all instances of that element on all breakdown sheets for the current schedule.

4.2 Element Tabs

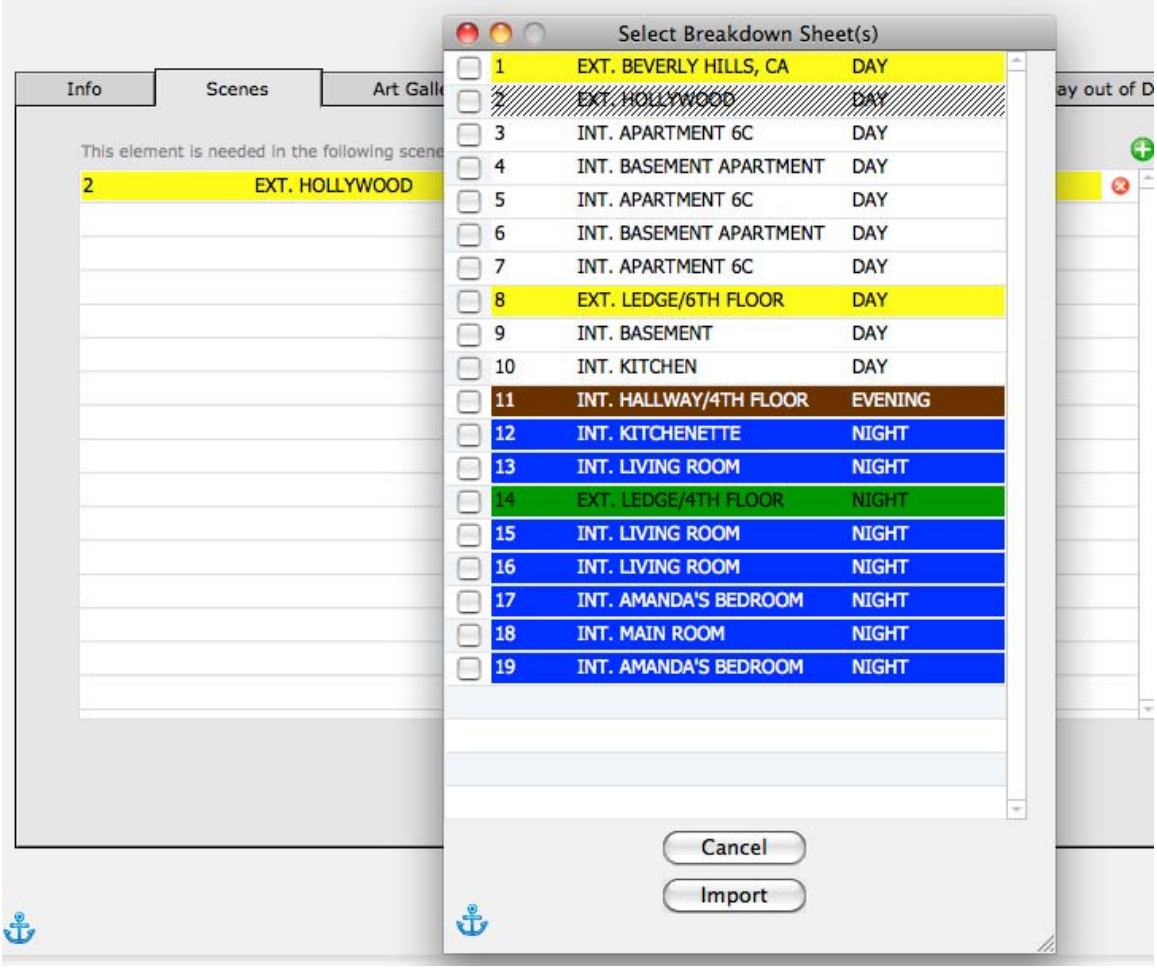
By selecting one of the Element tabs, you can navigate to different parts of the element.

4.2-1 Breakdown Sheets Attached to Elements

To view or add breakdown sheets to an element, select the green add button in the Scenes tab:

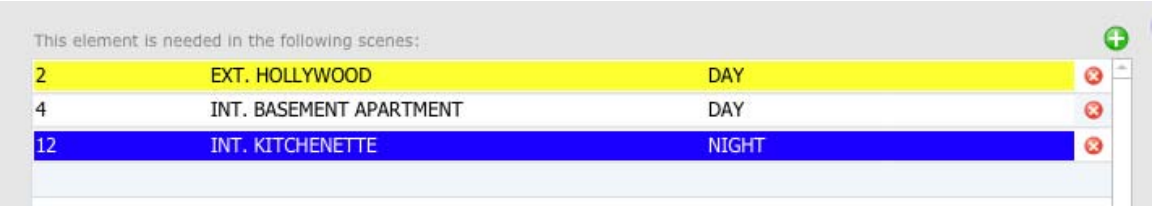


In the example above, the element "Broom" is attached to one scene, Scene 2. To add this element to more breakdown sheets, click on the green add button.



This will show a window with all existing breakdown sheets. Select one or more breakdown sheets to add them to this element, then click the `Import` button.

When finished, your screen might look like this:



In the above example, the element "Broom" is attached to the Scenes 2, 4, and 12.

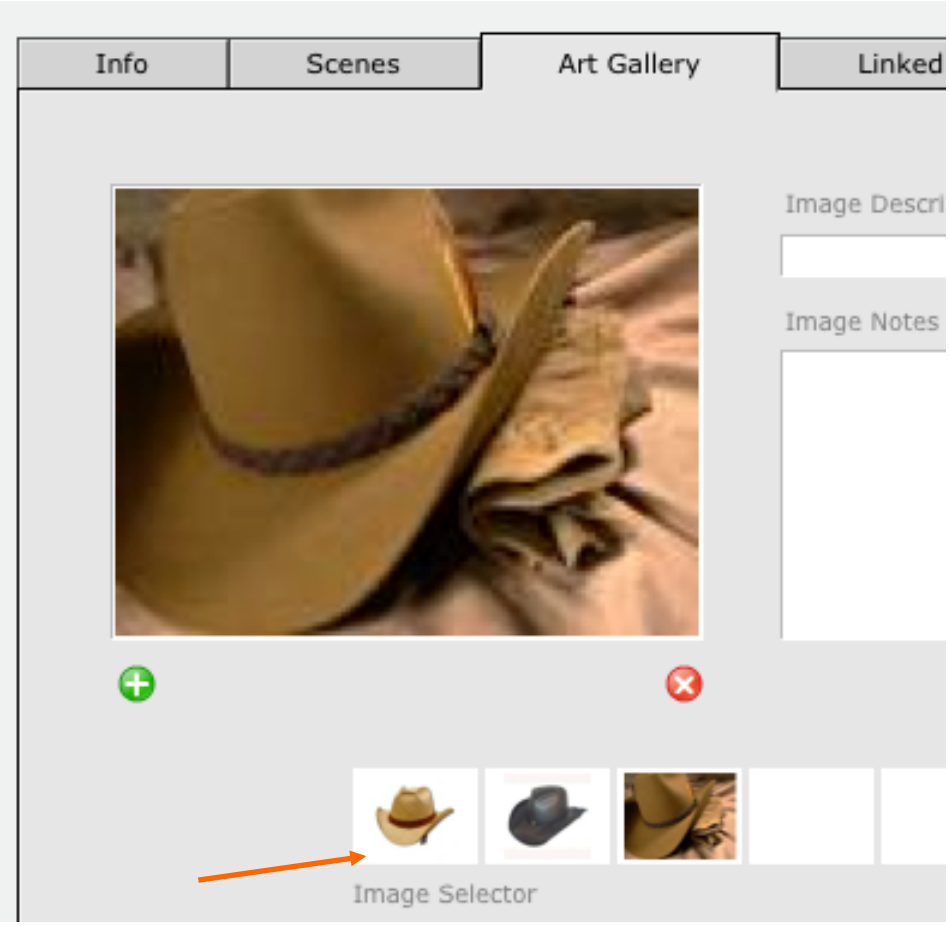
4.2-2 Art Gallery

The Art Gallery tab is where you can attach pictures to your elements. Pictures can be in the .jpg or .png format. You should also make sure the image size is not too large. The larger the size the more room it will take up in Gorilla.

To attach a picture to an element, select the Camera button and choose a graphic from your hard drive.

You can attach up to 10 pictures for each element.

To navigate to a different picture, select the thumbnail of that picture.



4.2-3 Linking Elements

Element Linking allows you to link one element to multiple elements. This allows you to create a group of elements that you can attach to a breakdown sheet all at once.

Video Tutorial Available for this lesson! Visit:

http://www.youtube.com/user/junglesoftwaretv

Lesson 7 – Managing Elements, Part 2

For example, let's say you have a Cast Member that always wears a certain uniform or carries the same tool. You can link all these elements together to create a Link Group.

To do this, go to the Linked Elements tab.

Select a Cast Member, in the example below, we selected, “Barney”. Every time we see Barney, he is always wearing a Janitor Uniform and carrying a plunger by his side. Let’s create a Link Group for these elements.

Select the green add button in the Linked Groups window:

Enter a name for the Link Group:

To attach elements to this group, select the green add button in the Linked Elements window:

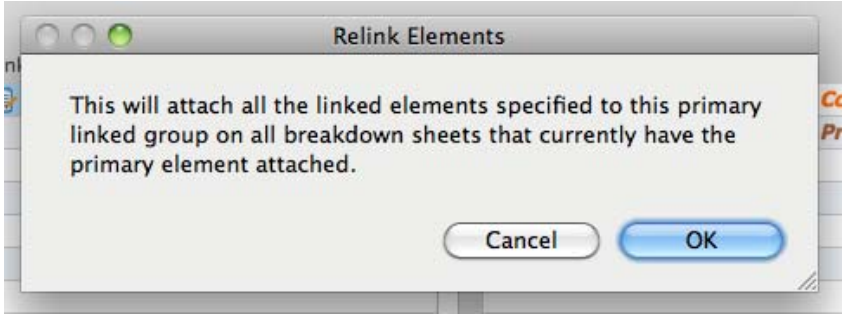
You can now “link” elements to this group. In the example below, the Barney Group is linked to the elements: Janitor Uniform and Plunger.

This means, that when the element: BARNEY is added to a Breakdown Sheet, the elements Plunger and Fool Spattered T-shirt will also be added to that Breakdown Sheet.

4.2-4 Relinking Elements

The Relink button allows you to attach linked elements to existing elements already on breakdown sheets. So for example, let's say the element BARNEY is already on many breakdown sheets. Later on, you decide that this element also needs the Janitor Uniform and the Plunger every time this element is scheduled onto a breakdown sheet. After creating the Link Group and attaching these elements to that group, you can select the Relink button:

This will allow you to attach the linked elements in the Link Group to all instances of BARNEY on all breakdown sheets:



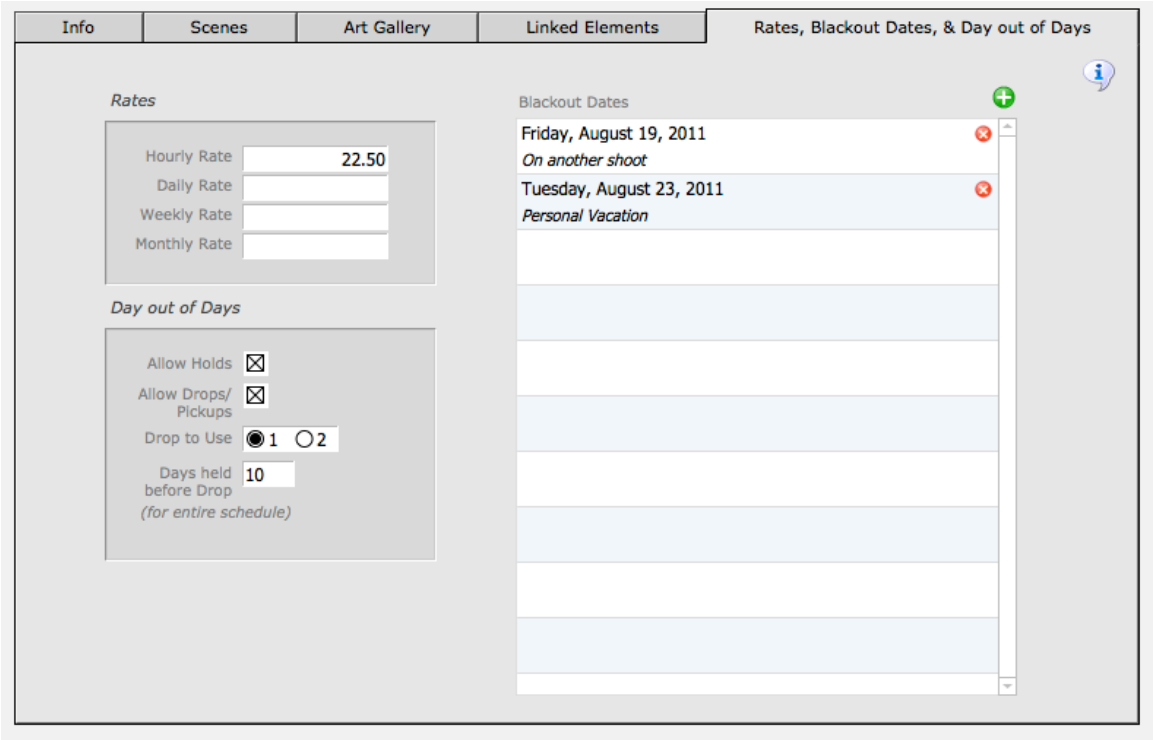
4.2-5 Rates & Blackout Dates

The Rates, Blackout Dates, and Day out of Days tab allows you to enter rates for elements, enter blackout dates for elements, and enter Day out of Days preferences for elements.

Rates entered here for an element will also allow that rate to be imported into the budgeting module if you import the element into budgeting.

Day out of Days preferences can be entered here for each element which affects how the element will appear on the Day out of Days report. (See next section for an explanation of the DOOD report).

You can enter blackout dates for an element here. You can then print out a Blackout Dates report.



4.2-6 Day out of Days (DOOD)

To modify Day out of Days preferences for a particular element, do the following:

Select the DOOD tab.

The Element Day out of Days Screen will appear, where the following preferences can be set:

Preferences for Elements	
Preference	**Description**
Allow Holds	If checkmarked, when running a Day out of Days Report, this element will hold for the number of days indicated in `Days Held before Drop`.
Allow Drops/Pickups	If checkmarked, this element will drop and then pickup in the number of days indicated in `Days Held before Drop`.
Drop to Use	Specify a number (by default set to 1) which will indicate which drop to use if the element is eligible to be dropped more than once.
Days Held before Drop	Specify a number (SAG rules dictate 10-14) which specify how many days an element is held before dropped.

Day out of Days Example

If the character MARY is scheduled to shoot on the following days:

04/01
04/02
04/05
04/11
04/24

And her element preferences are set to the following:

Allow Holds = x
Allow Drops/Pickups = x
Drop to use = 1
Days Held before Drop = 10

After running a Day out of Days Report, her report would like this:

4/1	4/2	4/3	4/4	4/5	4/6	4/7	4/8	4/9	4/10
SW	W	H	H	W	H	H	H	H	H

4/11	4/12	4/13	4/14	4/15	4/16	4/17	4/18	4/19	4/20
WD									

4/21	4/22	4/23	4/24
			PWF

Explanation of above matrix:

On 4/1 Mary begins shooting, so her legend is *SW* which stands for START WORK. She returns the next day, which is 4/2 so that box is tagged with *W,* which stands for WORK. She does not return until 4/5, which is three (3) days later. Since we are allowing HOLDS for Mary, we need to hold these days, which are signified with an *H*. The next day she works is 4/11, which is 6 days later. Since we do not attempt to drop her unless she is not working for 10 days, these days are also held. After 4/11, Mary does not work again until 4/24, which is also her last day of work. Since this span is more than 10 days, we drop her on 4/11, signified with a *WD (WORK DROP)*, and then have her picked-up on 4/24, signified with a *PWF (Pickup/Work/Finish).*

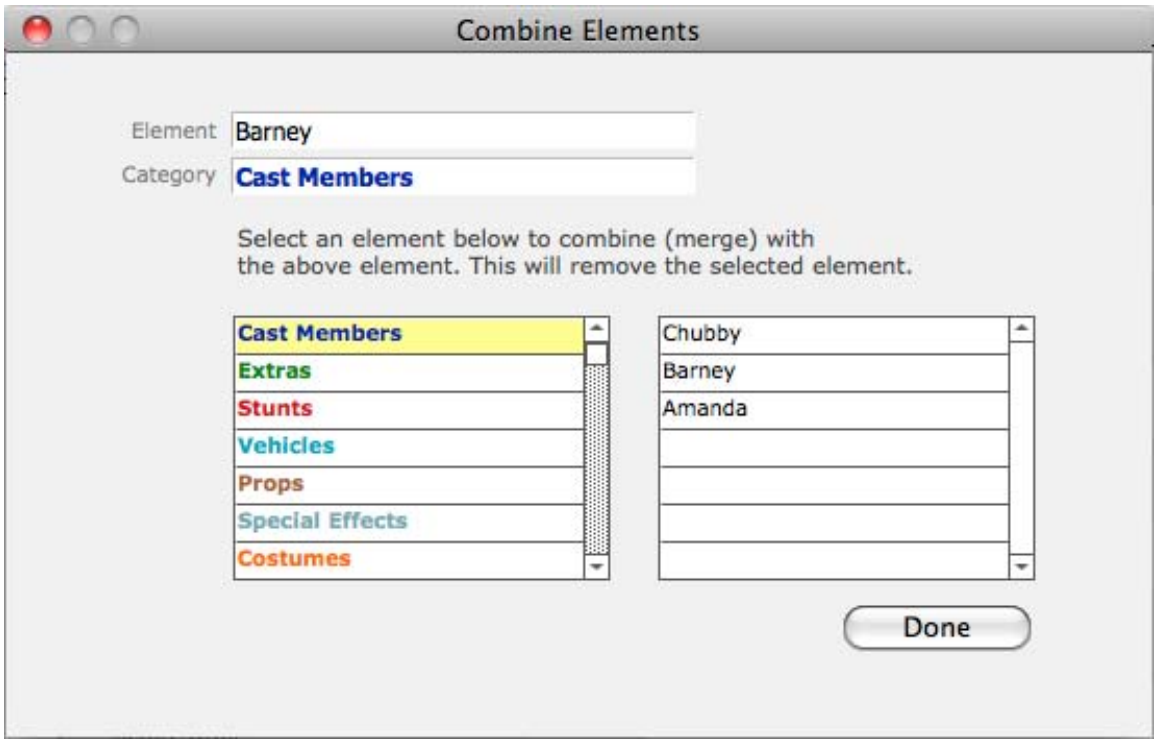
4.2-7 Combining Elements

You have the ability to combine two elements together. This can be two Cast Members, or any other elements from any other category.

Sometimes when importing a screenplay, a single character will come into the schedule with multiple character names. This is because the writer might have written different names for the same character throughout the screenplay. For example, a character that is mostly named: BOB, can be written as ROBERT or BOBBY in some scenes. If this occurs, then multiple Gorilla will read each as a different character and import them as 3 different characters.

Also, a misspelled character (shown in the example below), can be fixed by merging, or combining the misspelled character with the correctly-spelled character.

To remedy this, you can use the Combine Element feature. Go to the Elements module and find the primary element, for example: BARNEY and then select `Combine Elements…` from the `Schedule` pull-down menu.



Select the secondary character, for example: BLARNEY. This will combine the two characters together, eliminating the secondary character, but moving all the secondary character's breakdown sheets to the primary character.

4.2-8 Locked Board ID's

Every element can have a Board ID. This is used for multiple purposes. A Cast Member Board ID is used to display that Cast Member on the Stripboard and Scene/Cast Call Sheet reports.

An element in a non-Cast Member category (i.e.: Props), can be used on a Day out of Days report to see which elements are scheduled for each day.

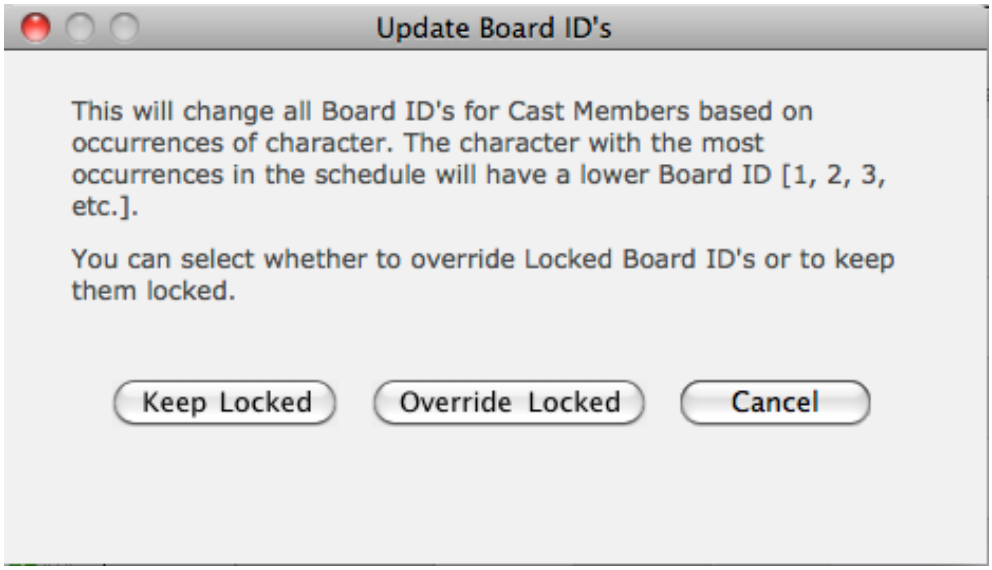
In any case, when Cast Members (Characters) are imported from a screenplay or created within Gorilla, they are assigned a Board ID. All other elements are not. You can manually enter a Board ID for an element or use the Repopulate Board ID command (see below for an explanation).

You can lock a Board ID, by selecting the Lock Board ID checkbox for that element.

4.2-9 Changing Board ID's

Gorilla imports your screenplay and numbers the Board ID's for your Cast Members in alphabetical order. You can renumber your Board ID's based on occurrence of the character. So, for example, a lead character (the one who has the most scenes), will automatically be given the ID: 1.

To automatically change Board ID's based on of occurrence, select `Update Cast Member Board ID's…` from the `Schedule` menu.



You have an option to keep the elements whose Board ID's are locked unchanged during this process, or to override locked Board ID's and change all Board ID's for the selected Category.

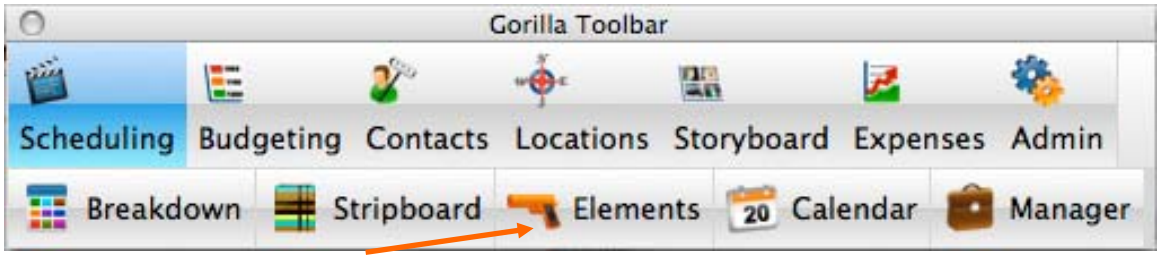
4.2-10 Repopulating Board ID's

You might want to enter a Board ID for elements other than Cast Members. Gorilla gives you the option to manually enter a Board ID for each element, or to automatically number your Board ID's within each category starting from 1.

4.3 Attaching Characters to Actors

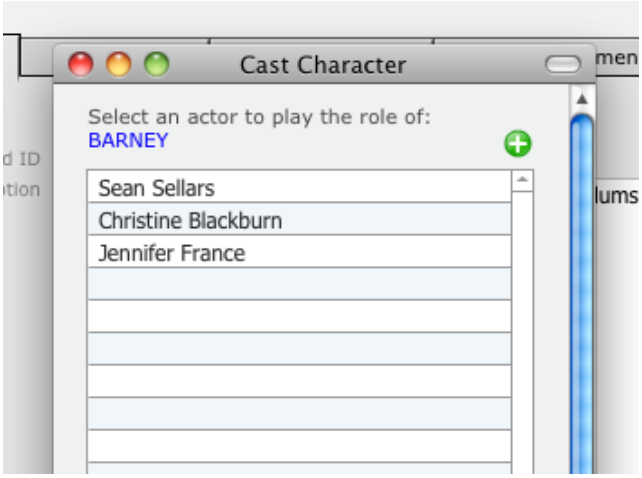
Characters can be attached to actors, transforming the actors into Cast Members. To attach a character to an actor, do the following:

Go to the Elements module.



Select the Cast Member you want to attach an actor to, and then click on the Actor Cast field on the Info tab:

Either select an actor from the list, or create a new actor.



4.3-1 Removing Actors From Characters

If an actor is no longer playing a role, it is necessary to remove them from the character.

Select the Actor Cast field:

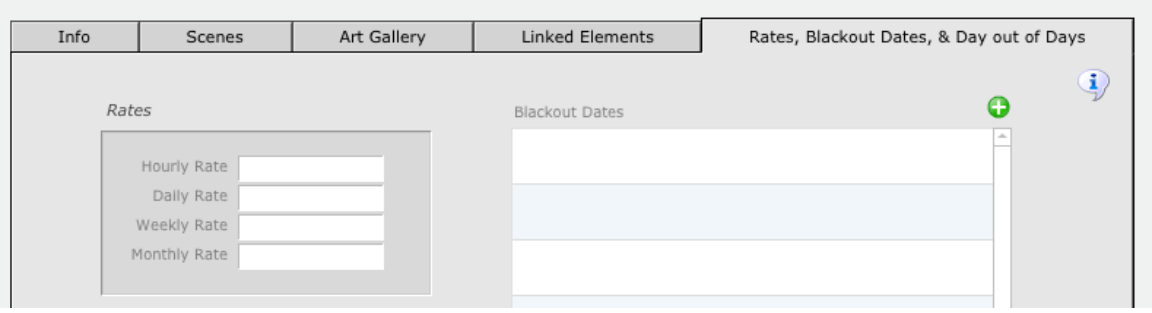
You will see the following screen:

Select `Yes`. You can then recast the role, or click `Cancel` to leave this Cast Member uncast.

4.4 Attaching Rates to Elements

To assist with budgeting, it may be helpful to enter a daily or weekly rate associated with an element. To attach a rate to an element, do the following:

Go to the Elements module, and select the Rates, Blackout Dates, & Day out of Days tab.



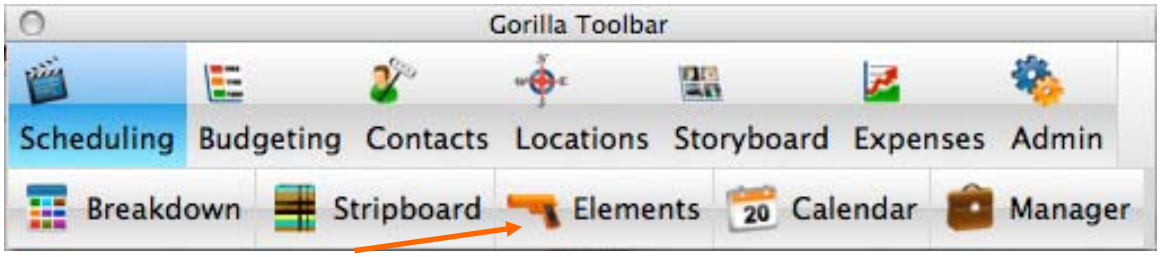
You can enter up to 4 different rates for any element.

4.5 Categories

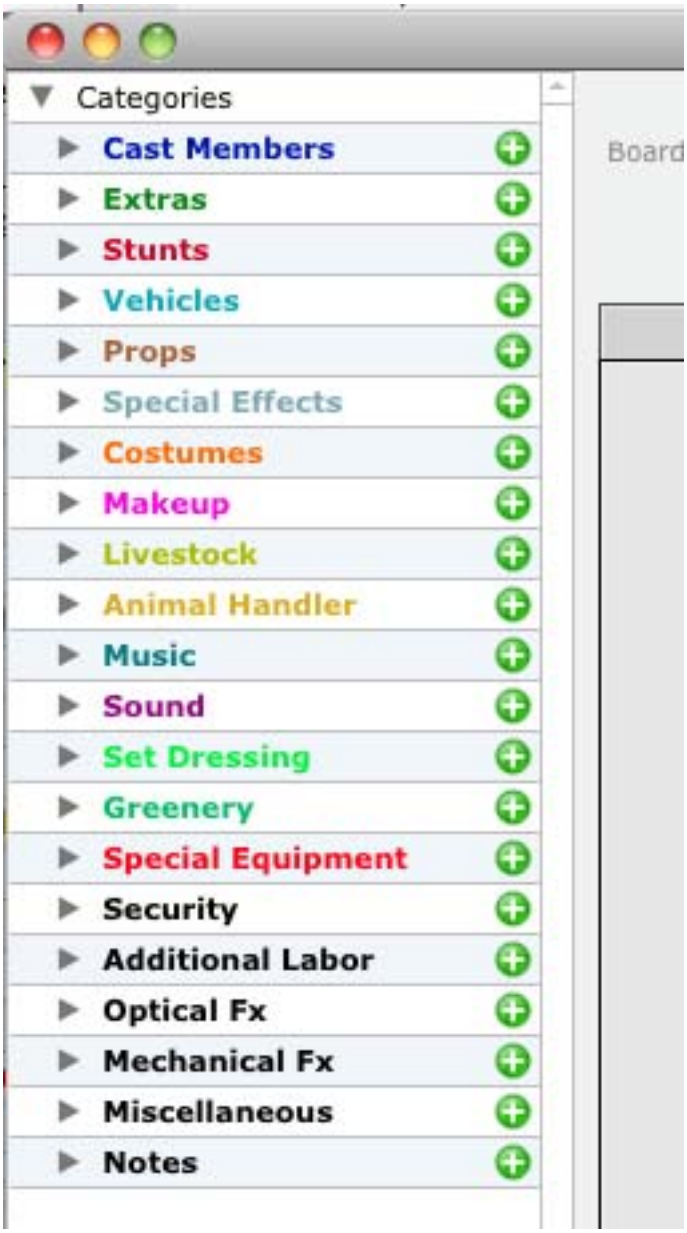
Every element must be attached to a Category. By default, Gorilla creates a set of Categories that will suffice for most productions. However, you can add or modify categories and attach elements to those categories.

4.5-1 Navigating through Elements

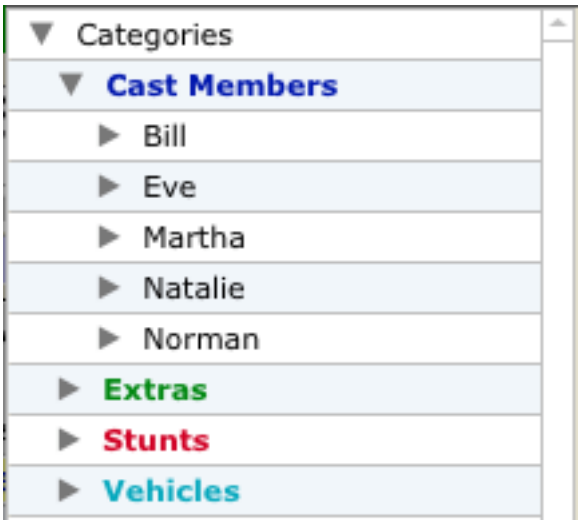
To view a list of Categories, select the Elements button on the Toolbar.



On the left-hand side of the screen, you will see all the Categories created for the current schedule.



To see all the elements attached to a category, select the category. It will open to see all the related elements for this category:

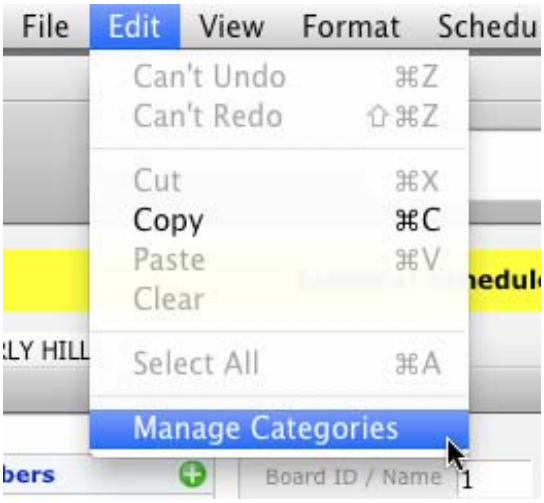


You can then select an element by clicking on it:

When you select an element, all detailed information will be available for that element.

4.5-2 Modifying a Category

To modify a Category name, select `Manage Categories` from the `Edit` menu.



A list of Categories will appear in a new window.

To modify a Category name, select the edit button. The only two category names that cannot be changed are; Cast Members and Extras, because they are used for Scene/Cast Call Sheets and other reports.

To delete a category, select the red delete button next to that category name.

The numbers in the brackets display how many elements are attached to that category.

To reset all categories for the current schedule to the default set, select the Default Colors button.

To add a new category, select the green add button.

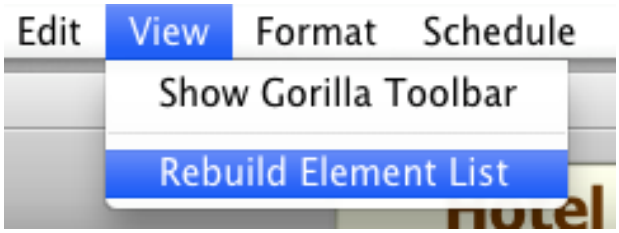
To edit the color and text formatting of the category name, select the edit button next to that category.

4.5-3 Rebuilding the Category List

Sometimes the list of categories that appear on the left-hand side of the screen need to be rebuilt. This will occur on occasion when you add or remove elements or categories. All this does is recompile the list of categories and elements to display properly.

If you select the Categories label below, and you do not see any categories or elements below it, or the list of elements are incorrect, you need to rebuild you elements list.

To rebuild the element list, select `Rebuild Element List` from the `View` menu.



When rebuilding the element list, you have two options:

The first option should be attempted first. This will attempt to rebuild the element list for the current schedule only.

If this option does not work, rebuild the element list again using the Full Rebuild option.

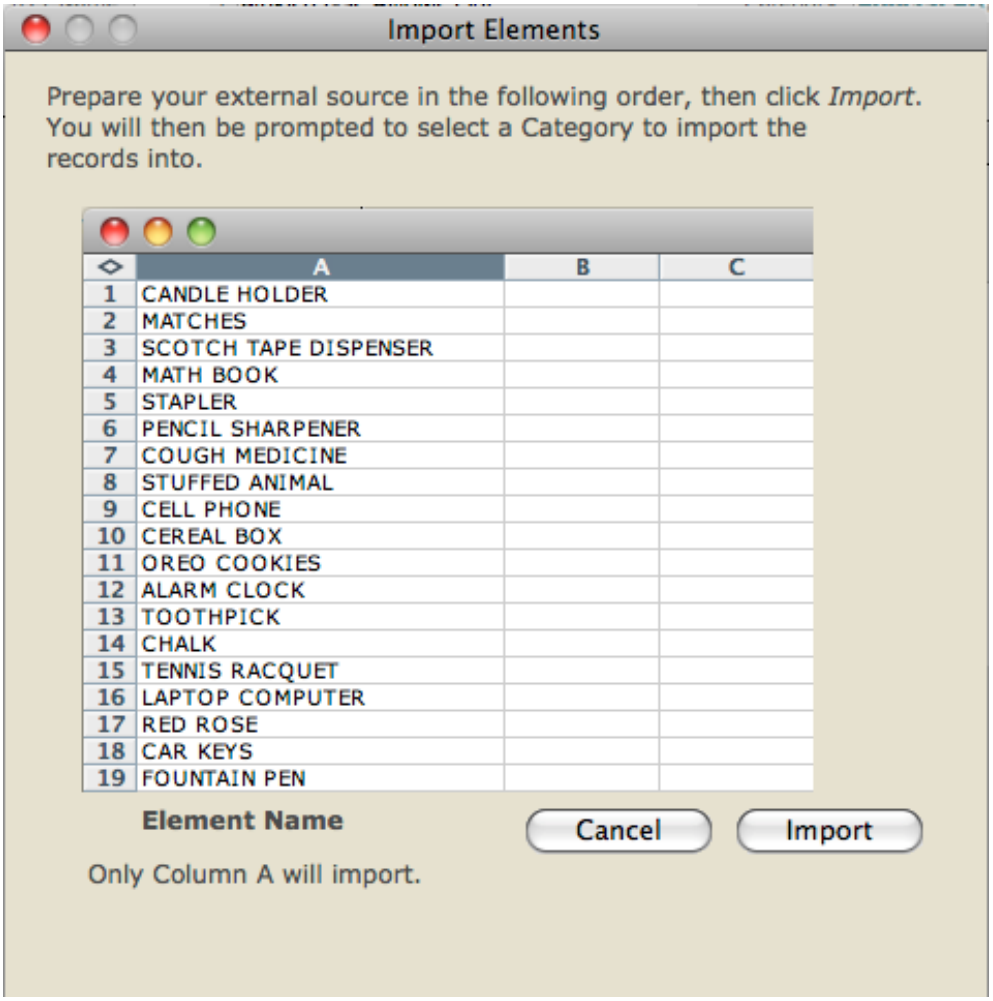
4.5-4 Importing Elements from Another Source

Gorilla can import elements from a Word list, an Excel spreadsheet, or a FileMaker Pro database.

Preparing the File

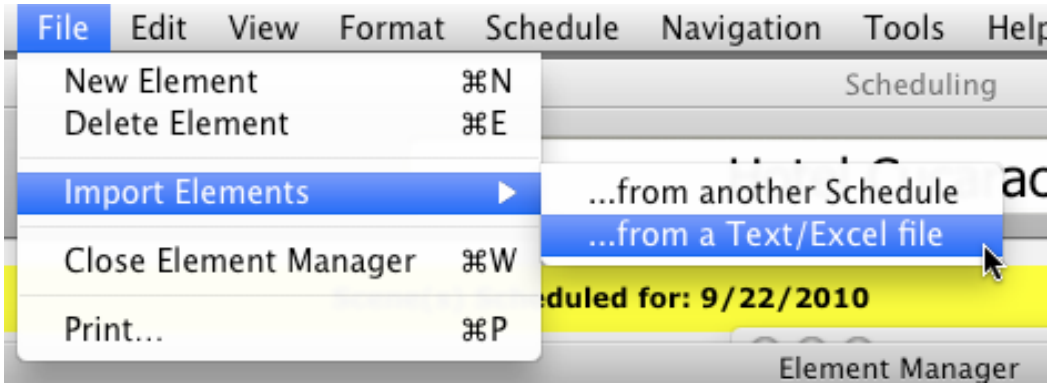
To import the elements properly, go to the source application where the elements reside and prepare the data as follows:

In the figure below, a list of PROPS is being imported from an Excel spreadsheet running on a Macintosh.



Prepare the elements in a single column. Each element should be on its own row. Close the source application and return to the Elements Screen.

Select `Import Elements …from a Text/Excel file` from the File menu:

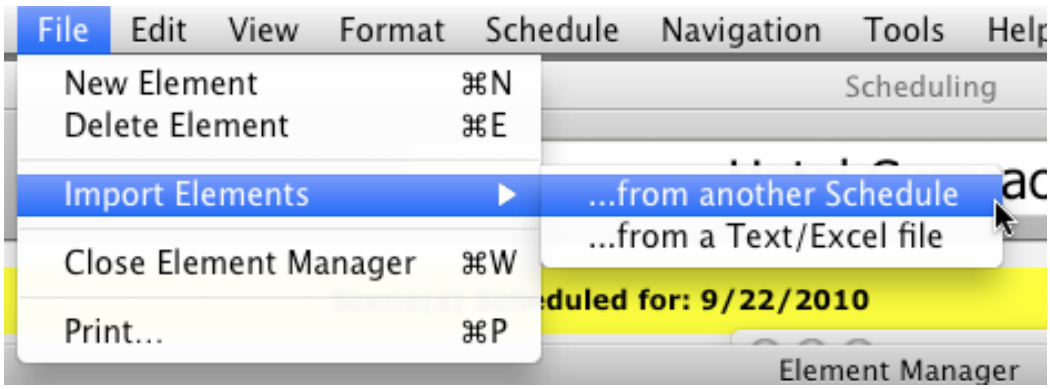


Select the appropriate Category to import the elements into.

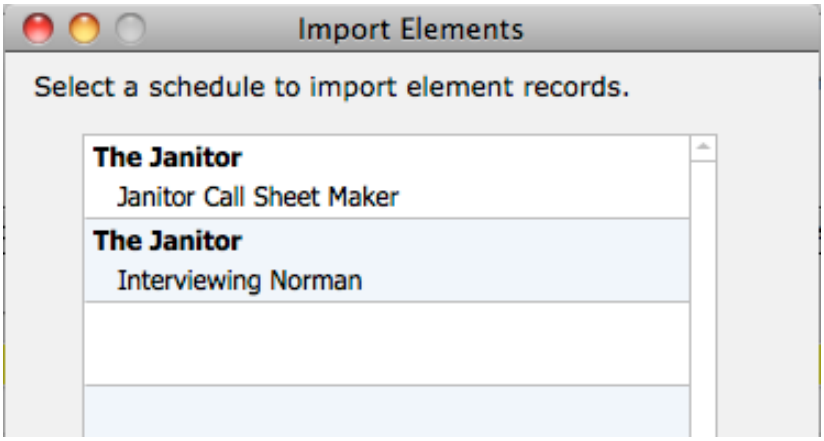
4.5-5 Importing Elements from Another Gorilla Schedule

Gorilla can import elements from another loaded Gorilla schedule.

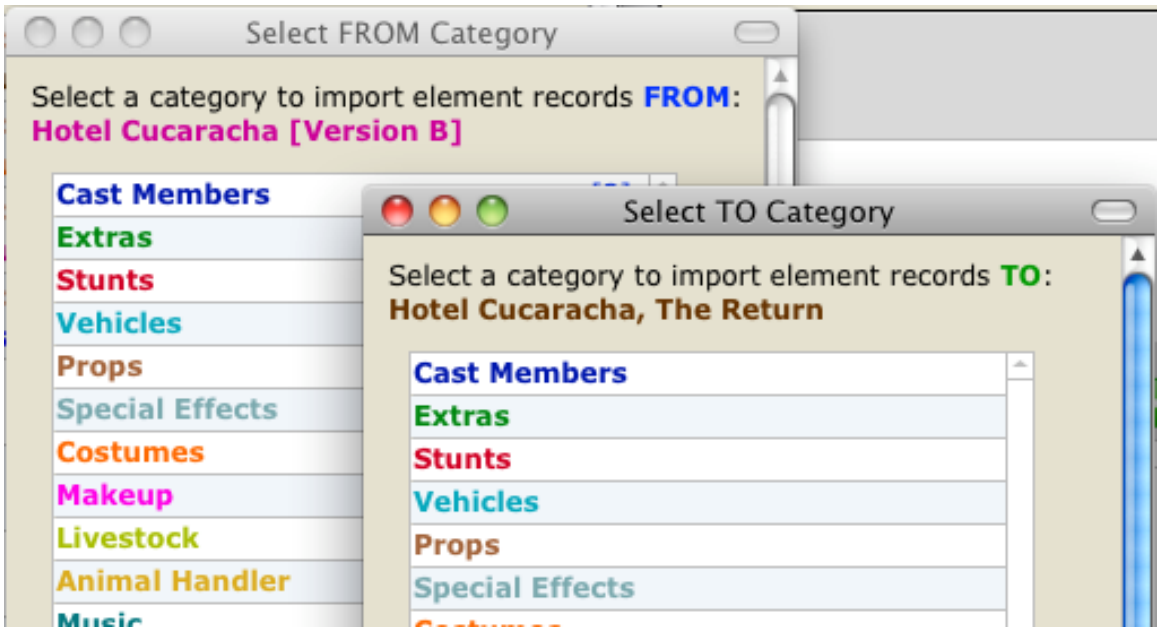
Select `Import Elements …from another Schedule` from the File menu.



Select a schedule to import elements from:



You will then be prompted to select a FROM and a TO category, as shown below:



5. Calendar

5.1 Overview

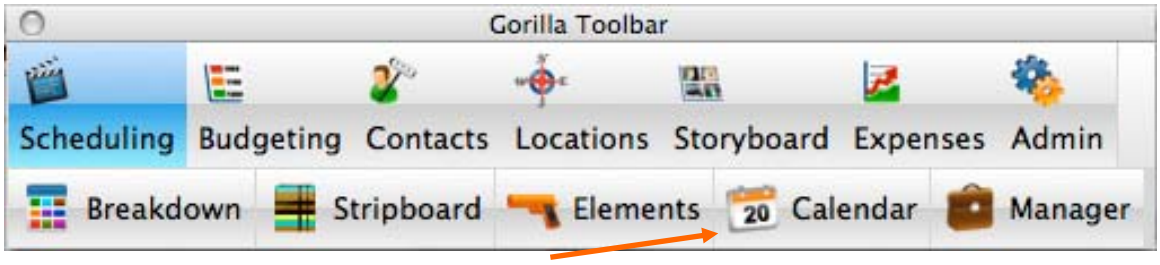
The Calendar Module is used to create production phases, shoot days, set call times for cast and crew, and create meetings and post notes and important dates on the calendar.

Video Tutorial Available for this lesson! Visit:

http://www.youtube.com/user/junglesoftwaretv

Lesson 9 – Shoot Days & Production Phases

To go to the Calendar module, select Calendar from the Gorilla Toolbar:

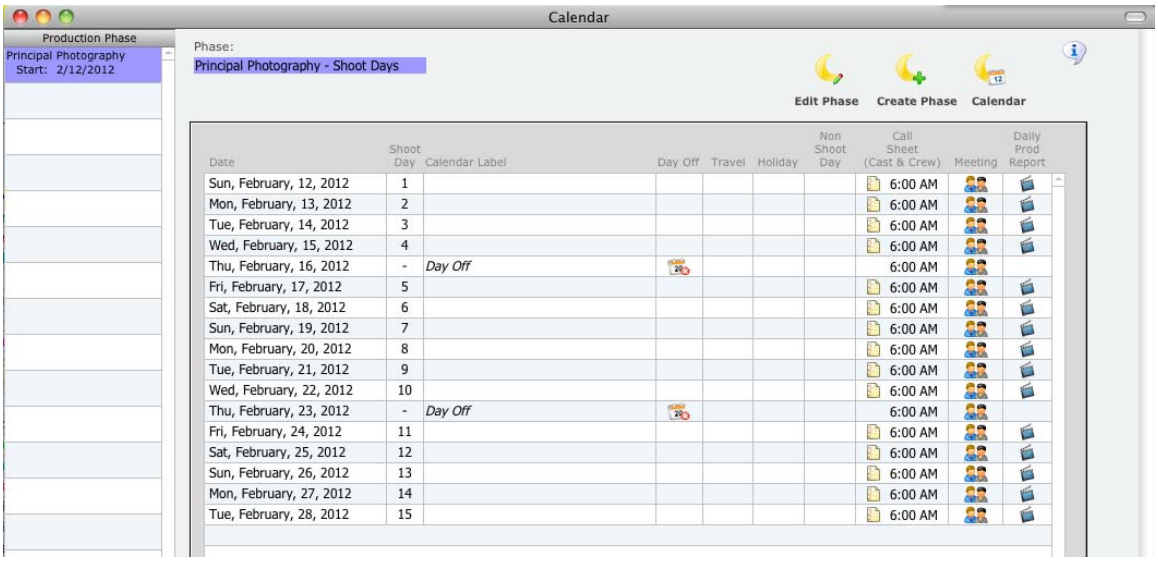


5.2 Production Phases

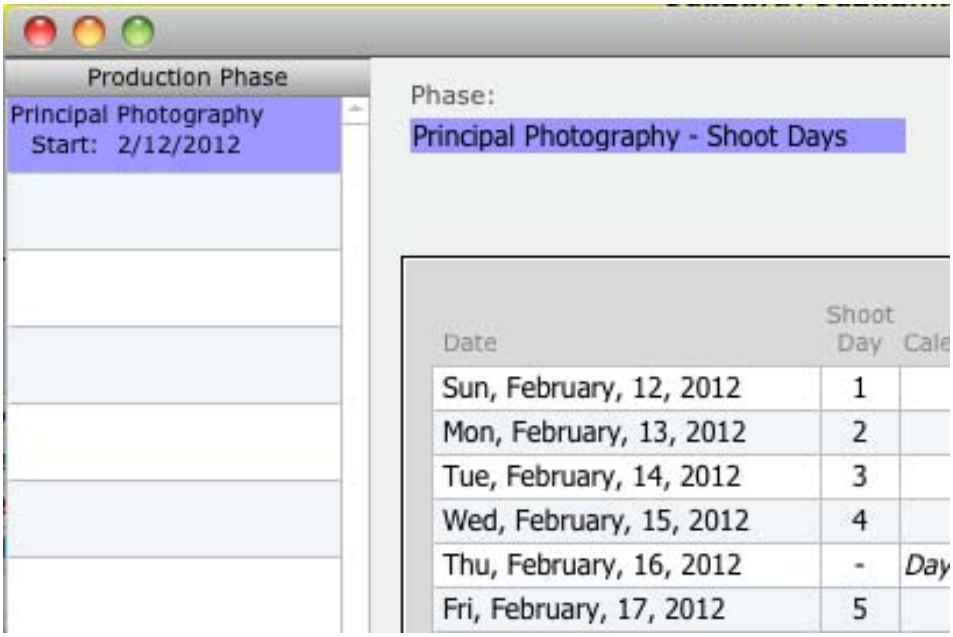
Production Phases can help spread a shoot across multiple weeks or months with breaks between them. A separate production phase can be created for each shoot even though that shoot is tied to the entire production. Production Phases have the following additional benefits:

- Ability to run many of the scheduling reports by production phase or by project.
- Ability to attach breakdown sheets to different production phases.
- Ability to run a Day out of Days separately for each phase.

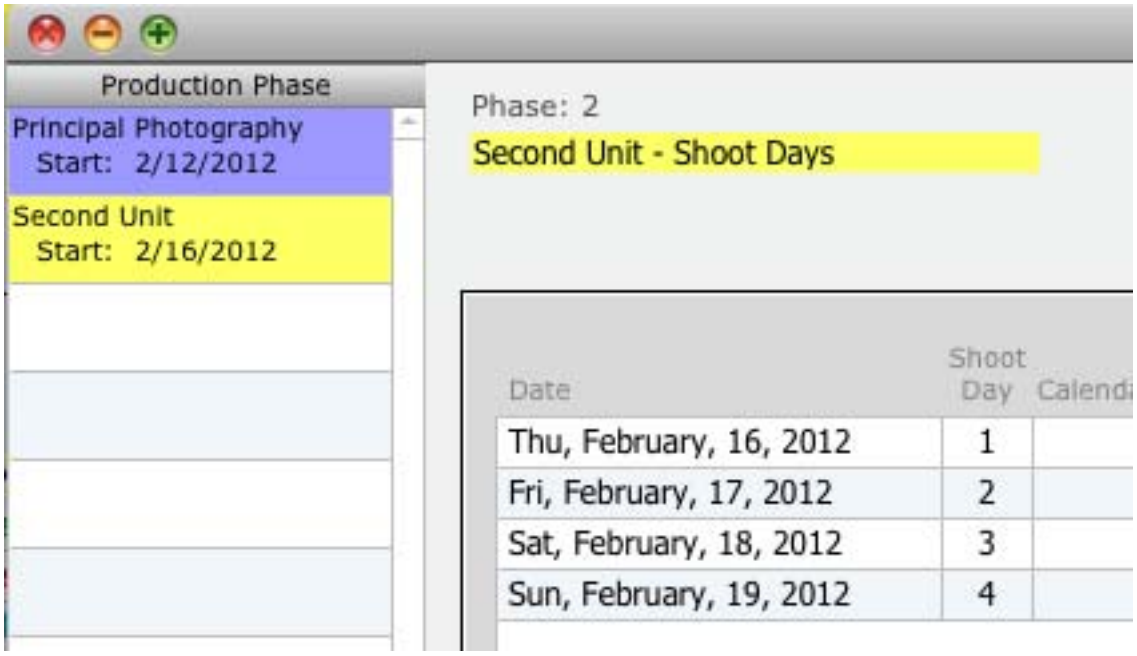
Important Notes There must be at least one production phase per schedule. A production phase must have days attached.



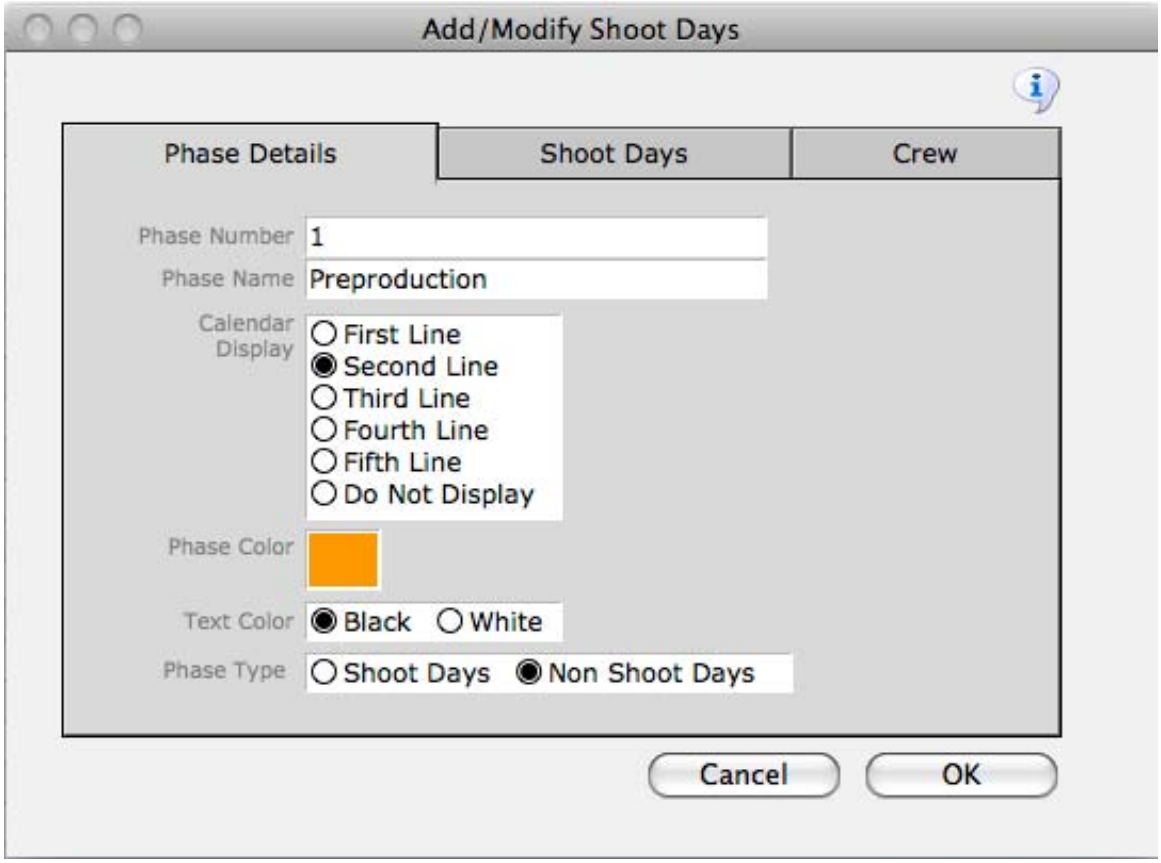
One Phase:



On the left-hand side you will see Production Phases. In the example above there is only one Production Phase. In the example below, there are two Production Phases:



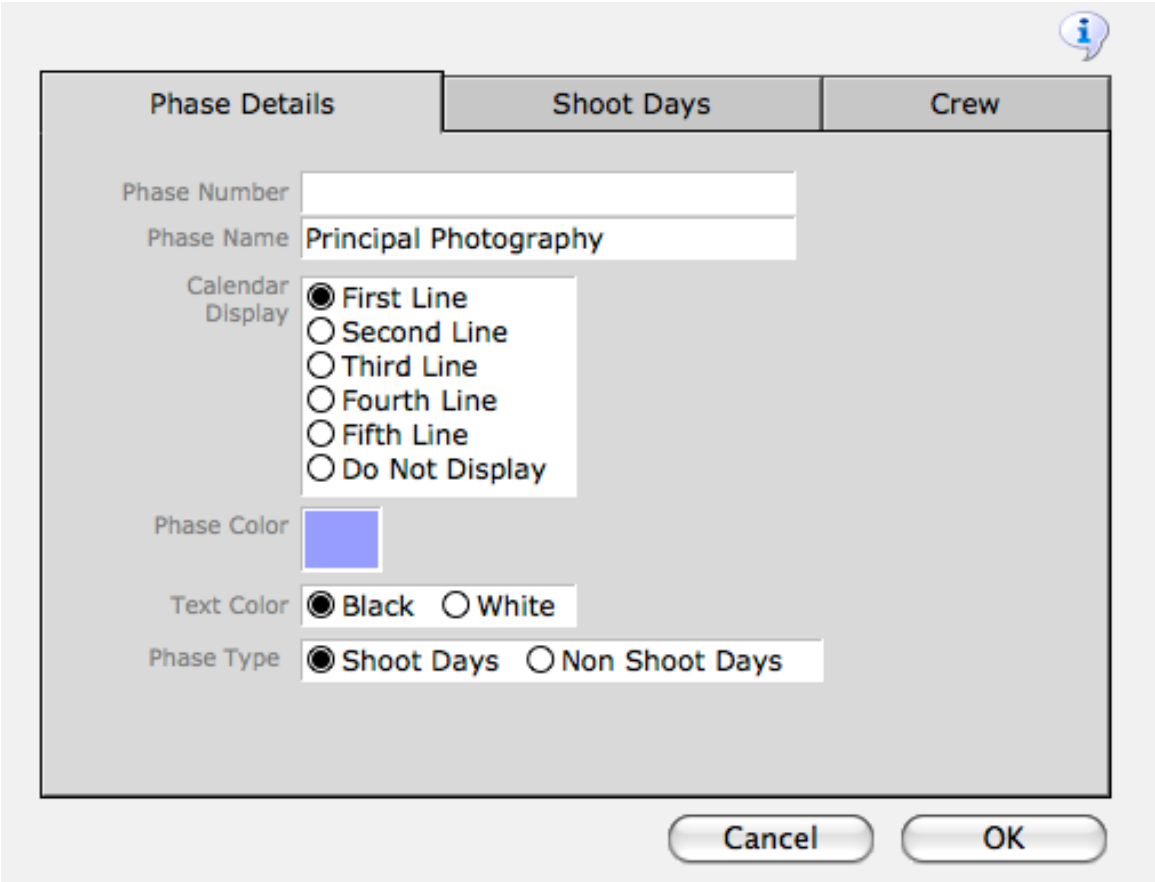
Phases can be defined as Shoot Days or Non Shoot Days. If a Phase is defined as Non Shoot Days, then none of the days attached to that phase can be a shoot day. This is used for example, if you want to create a phase for Preproduction, as shown in example below:



In this example, notice the Phase Type is set to: Non Shoot Days. This means that the dates 8/16/2010 through 8/31/2010 for this phase are designated as Non Shoot Days.

You can use this phase to setup meetings, rehearsals, location scouts, etc.

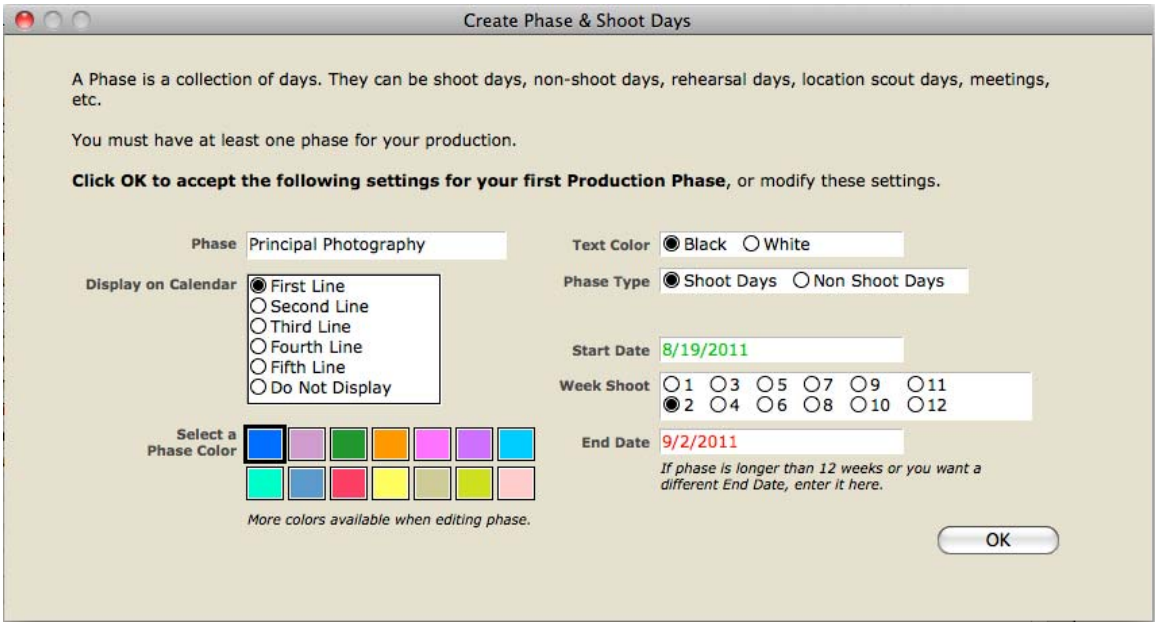
In the example below, the phase: Principal Photography is flagged as: Shoot Days.



In this phase, the days are Shoot Days and you can schedule breakdown sheets to be attached to any of these days.

5.2-1 Creating Production Phases

In order to create a production phase select `Create New Phase` from the `File` menu.



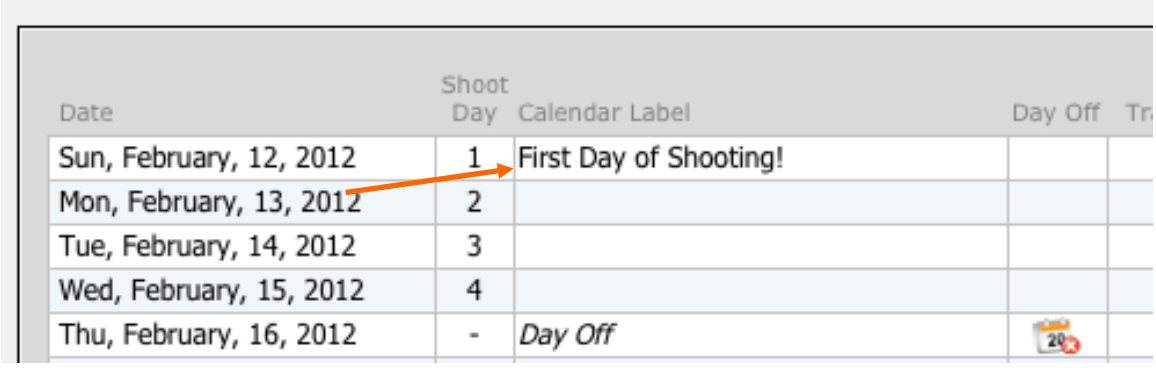
You can name the phase anything you want.

Up to 5 phases can be displayed on the Monthly Calendar at a time, so you can select which line (First, Second, Third, etc.) you want the phase to display. You can also select a phase color and a text color (either black or white), and lastly you must specify whether the days for this phase are Shoot Days or Non Shoot Days.

Important Notes Although you are limited to only display 5 phases on a monthly calendar view (see below for more info), you can create an unlimited number of phases for any schedule.

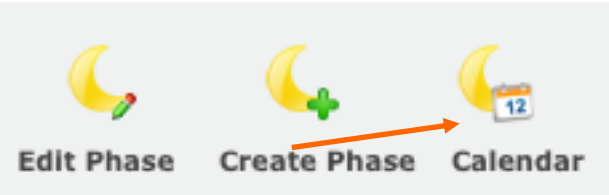
5.2-2 Labels for Shoot Days/Non Shoot Days

Each day attached to a Production Phase can have many attributes. Each day can have its own label (see below).

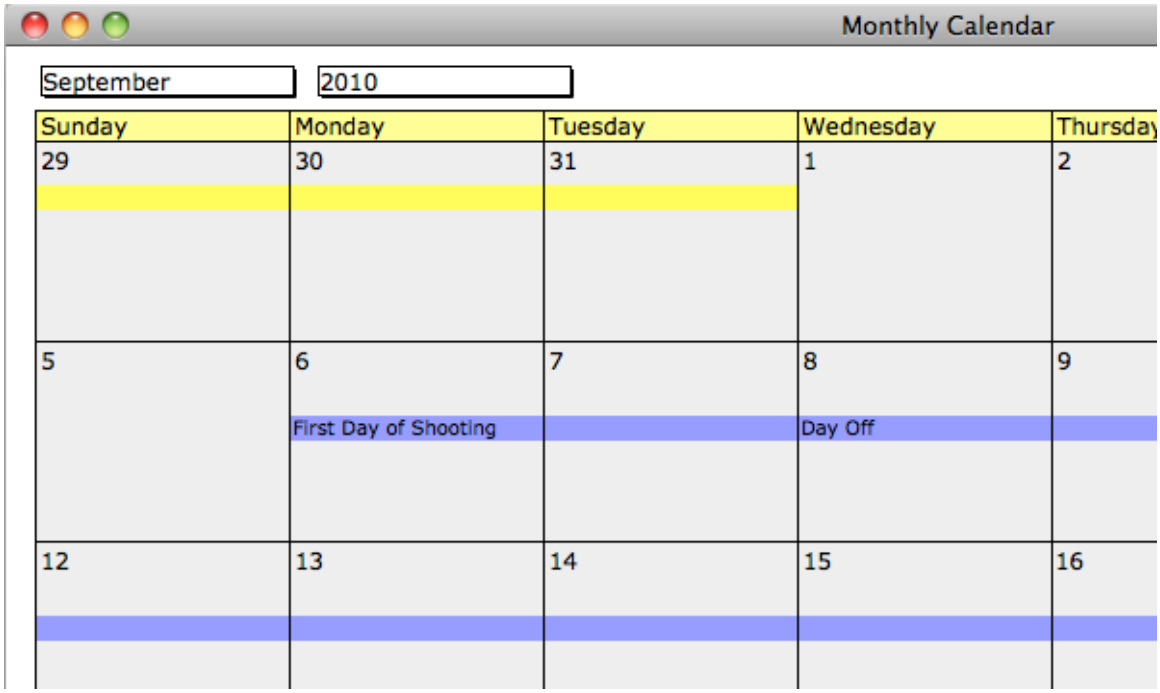


Date	Shoot Day	Calendar Label	Day Off	Tr
Sun, February, 12, 2012	1	First Day of Shooting!		
Mon, February, 13, 2012	2			
Tue, February, 14, 2012	3			
Wed, February, 15, 2012	4			
Thu, February, 16, 2012	-	*Day Off*		

To insert a label to a shoot day, select the field in the Calendar Label column for that day. When you click on the Calendar button on the top right-hand side of the screen:



You will go to the following monthly view of the calendar:

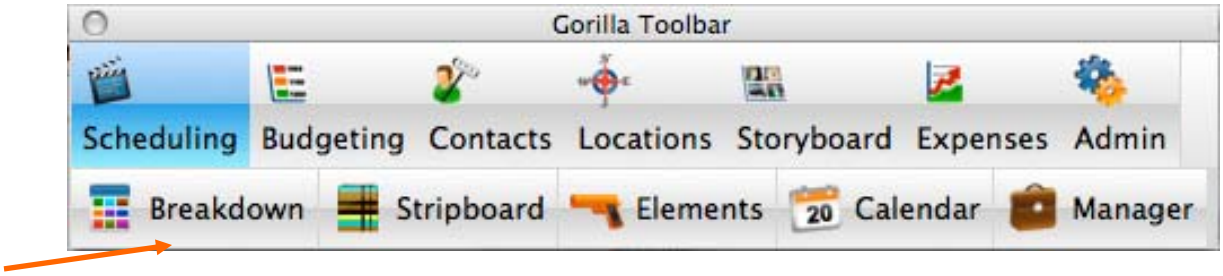


Where you will see the labels and the start and end dates for your phases.

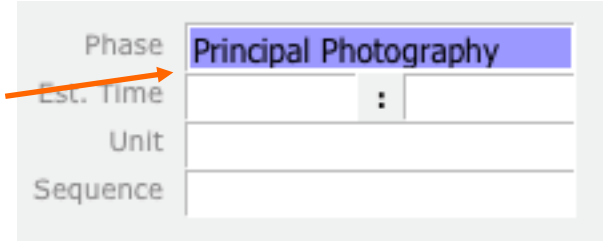
To print this calendar, select the Print button on the bottom of the screen.

5.2-3 Attaching a Phase to a Breakdown Sheet

In order for a breakdown sheet to be scheduled on the stripboard, it must be attached to a Production Phase. To attach a breakdown sheet to a phase, go to the breakdown sheet by selecting the Breakdown button on the Toolbar:



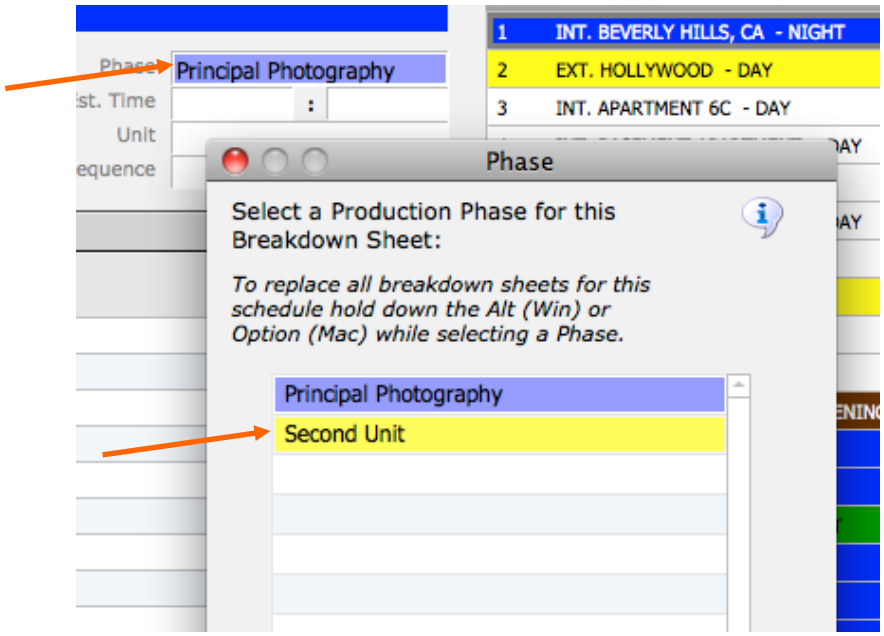
On the Breakdown Sheet select the Phase field:



You can attach the breakdown sheet to any phase that is flagged with the type: Shoot Days. A Non Shoot Day phase cannot be used for breakdown sheets.

5.2-4 Moving Breakdown Sheets From One Phase to Another

You can use the same method described above to move a breakdown sheet from one phase to another.



First select the Phase field on the breakdown sheet.

Then in the pop-up window, select the phase you want to attach to the breakdown sheet. In the example above, we are moving the phase for the selected breakdown sheet from Principal Photography to Second Unit.

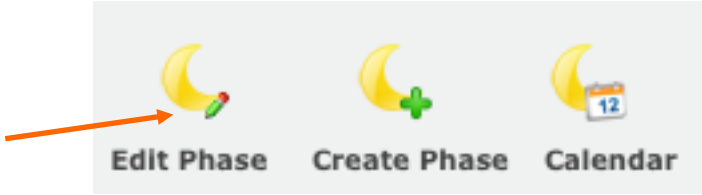
This will allow scheduling on that breakdown sheet on the stripboard for the Second Unit Phase.

5.3 Shoot Days and Non Shoot Days

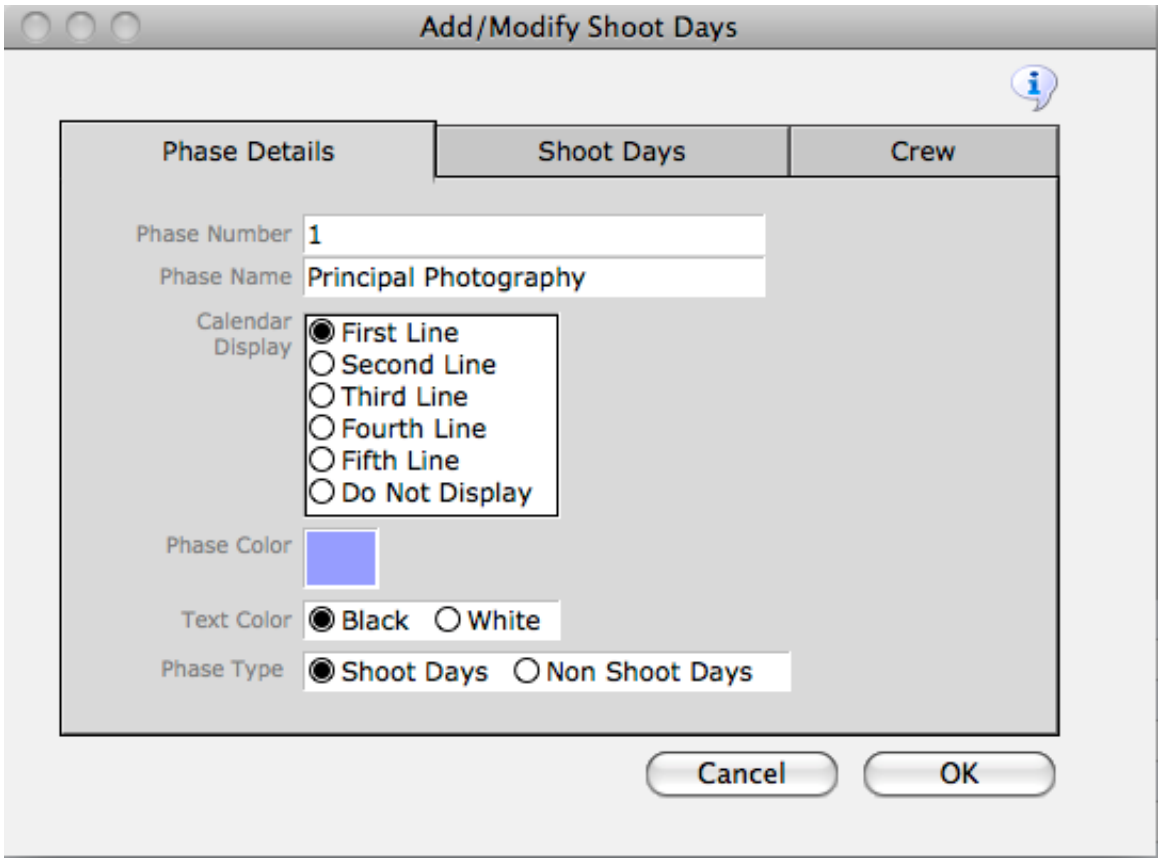
Each Production Phase can have days (either Shoot Days or Non Shoot Days) attached to it. When a new phase is created, you are prompted to create days for that phase including a start and an end date.

5.3-1 Modifying Days

You can modify the days attached to an existing phase, by clicking on the Note button next to the name of the phase:

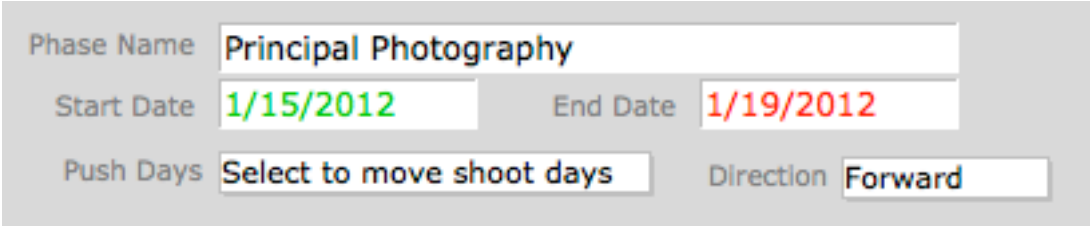


This will display the following screen:



To modify the start and/or end dates for this phase, select the Shoot Days tab and enter a different Start Date and/or End Date.

You can also push shoot days forward or backwards 1 day at a time or many weeks at a time.



For example, if you want to move the entire shoot schedule out two weeks to begin on 1/29/2012 instead of 1/15/2012, the best way to do this is to select the Push Days pull-down and select 2 Weeks:

This will ensure that all your off days, crew call times, cast call times, etc. will remain intact and the entire schedule will move 2 weeks forwards or backwards depending on the Direction selected.

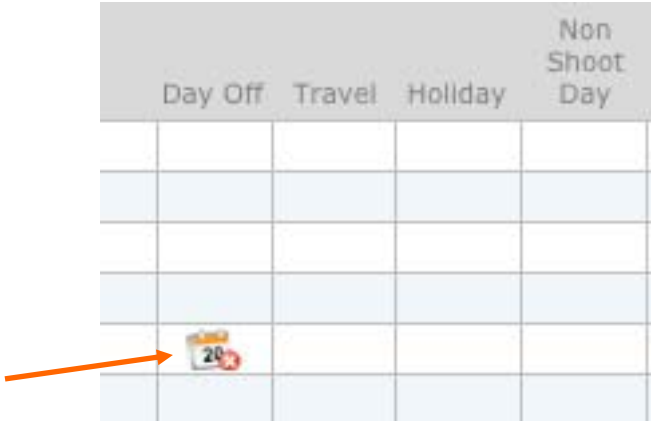
If you enter new dates in the Start Date and End Date fields, this will also change your shoot days, however, off days and other crucial information entered will be cleared since you are creating new dates.

Using the Push Days option is a much better way to move shoot days forward or backwards while keeping your schedule intact.

5.3-2 Days Off, Travel Days, & Holidays

You can specify days off, travel days, and holidays on for any day.

To set a Day Off, select the Day Off field for that day on the Production Phase tab view of the Calendar.



A Day Off will not be able to be scheduled for a production day. In other words, breakdown sheets will not be able to be attached to that shoot day on the Stripboard.

A day marked as a Travel Day can either be a Shoot Day or a Non Shoot Day. In the example below the Travel Day is not specified as a Day Off.

Shoot Day	Calendar Label	Day Off	Travel	Ho
1	First Day of Shooting!			
2	*Travel*			
3				
4				

In the example below, however, the Travel Day is also specified as a Non Shoot Day.

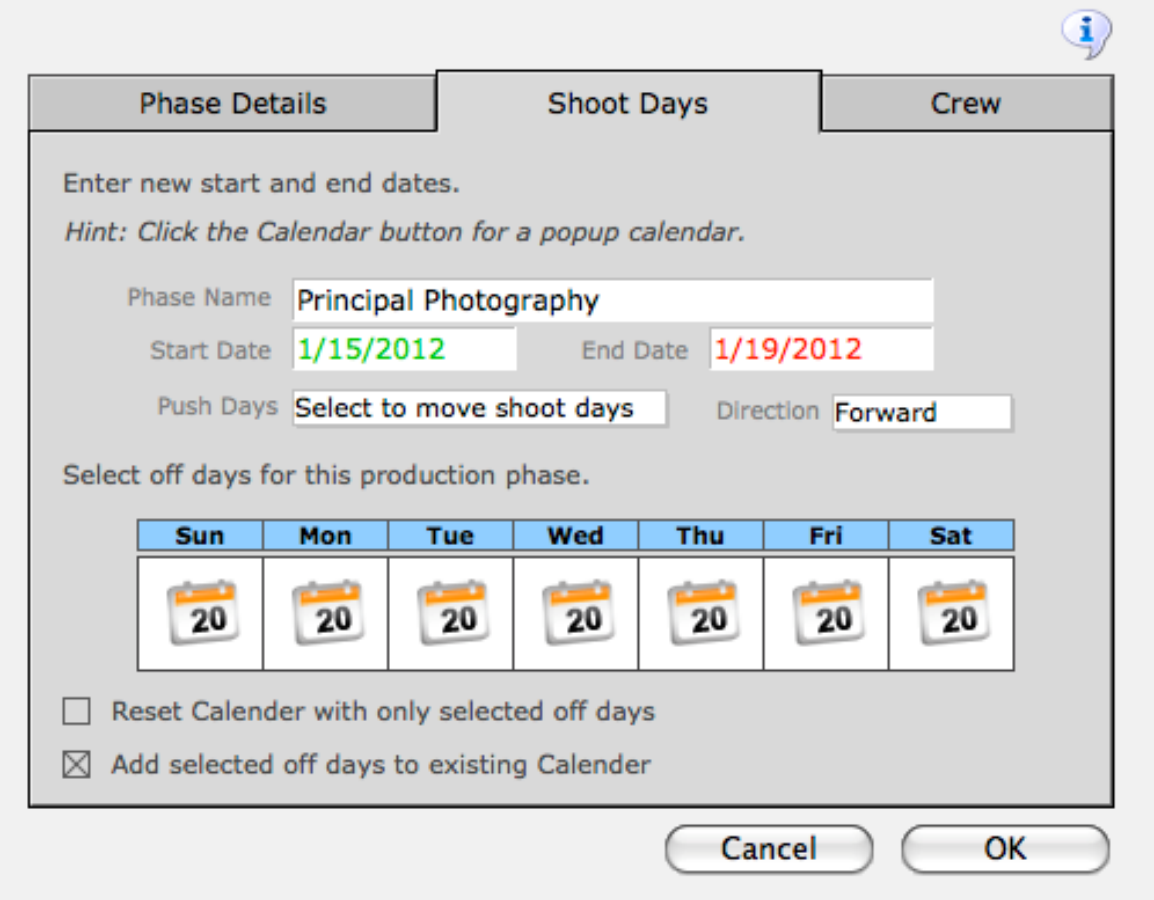
Shoot Day	Calendar Label	Day Off	Travel	Holiday	Non Shoot Day
1	First Day of Shooting!				
2	*Travel*				
3					
4					
-	*Day Off*				
5					
-	*Not a Shoot Day*				
6					

Holidays are treated just like Days Off. They are not considered a Shoot Day.

Shoot Day	Calendar Label	Day Off	Travel	Holiday
1	First Day of Shooting!			
2	*Travel*			
-	*Holiday*			
3				
-	*Day Off*			

5.3-3 Automatically Set Off Days

You can globally set off days for your entire schedule by selecting `Set Off Days…` from the Edit menu.



The above example will go through the entire phase and set Saturdays and Sundays as off days.

5.3-4 Setting Crew and Cast Call Times, Notes, Call Sheet Info, and Daily Production Report Info

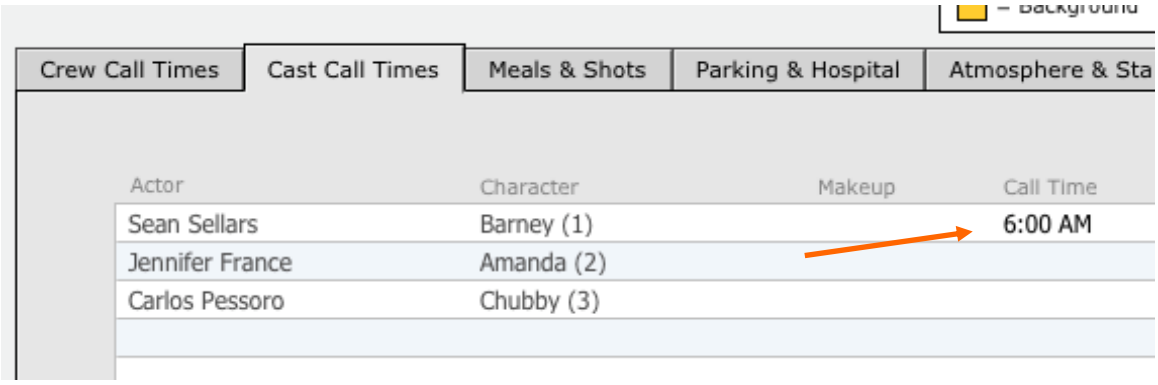
Crew and cast call times, notes, call sheet info, and daily production report info can be set for each day by clicking the appropriate column for the desired shoot day.

Cast Call Times

To set cast call times, do the following:

Arrange the stripboard, and make sure that there is an end-of-day break at the end of the stripboard.

On the Calendar, select the Call Sheet button for the Shoot Day you want to enter Call Times for. Select the Cast Call Times tab:

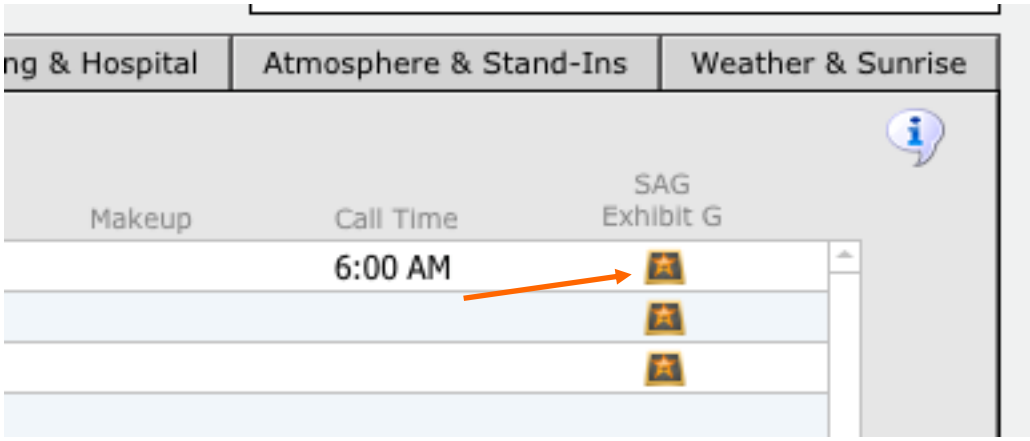


Set individual call for Makeup and Call Time.

Call Times will be printed on Scene/Cast Call Sheets only if they are entered here.

Exhibit G

The Screen Actors Guild may require an Exhibit G for each day of shooting. To enter information in the Exhibit G from the Cast Call Times Screen, select the SAG button for that Shoot Day.



Select that Exhibit G button for the Actor you want to enter Exhibit G information for.

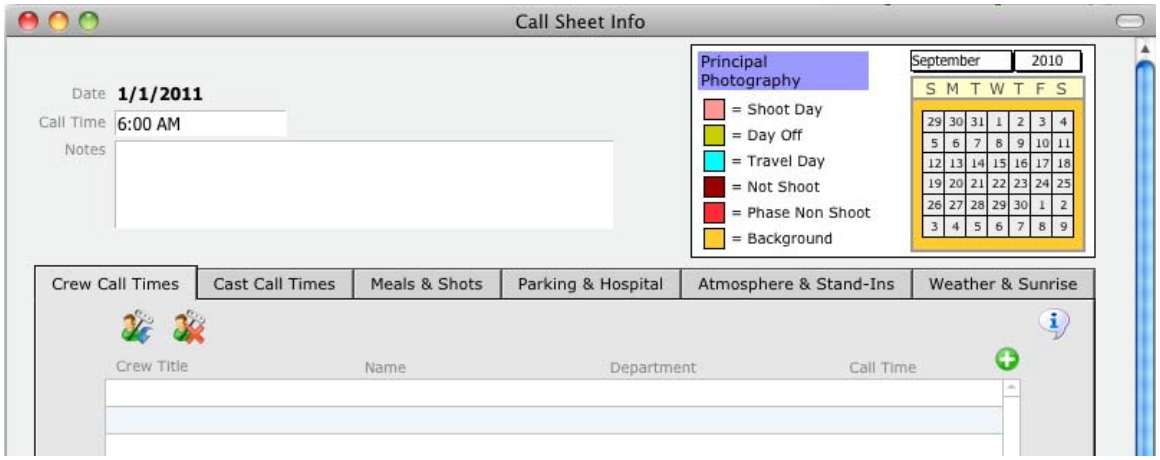
This is where you can enter specific Call Times, such as Makeup, Report On Set, Dismiss On Set, Dismiss Makeup/Wardrobe, Meal Times, Travel Times and Other Remarks.

Crew Call Times

Crew Call Times can also be entered in the Calendar. However, unlike Cast Call Times which is dependent on the shooting schedule, scheduling crew must be done manually. Gorilla makes it easy to create crew members and attach them to shoot days. Crew members are created in the Contacts module. You can attach them to Shoot Days from either the Contacts module or the Calendar. This section will cover attaching them from the Calendar.

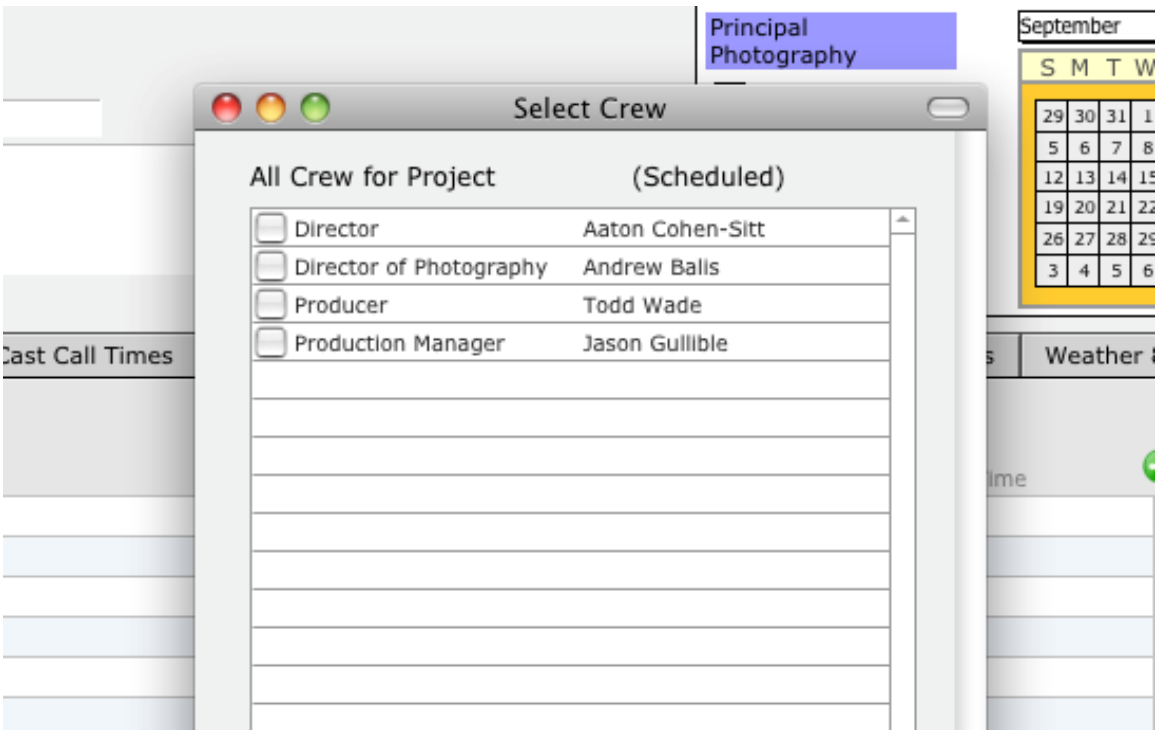
To attach crew to a Shoot Day, select the crew button for the Shoot Day you want to create crew for.

You will see the following screen:



The mini-calendar on the top allows you to navigate to different shoot days.

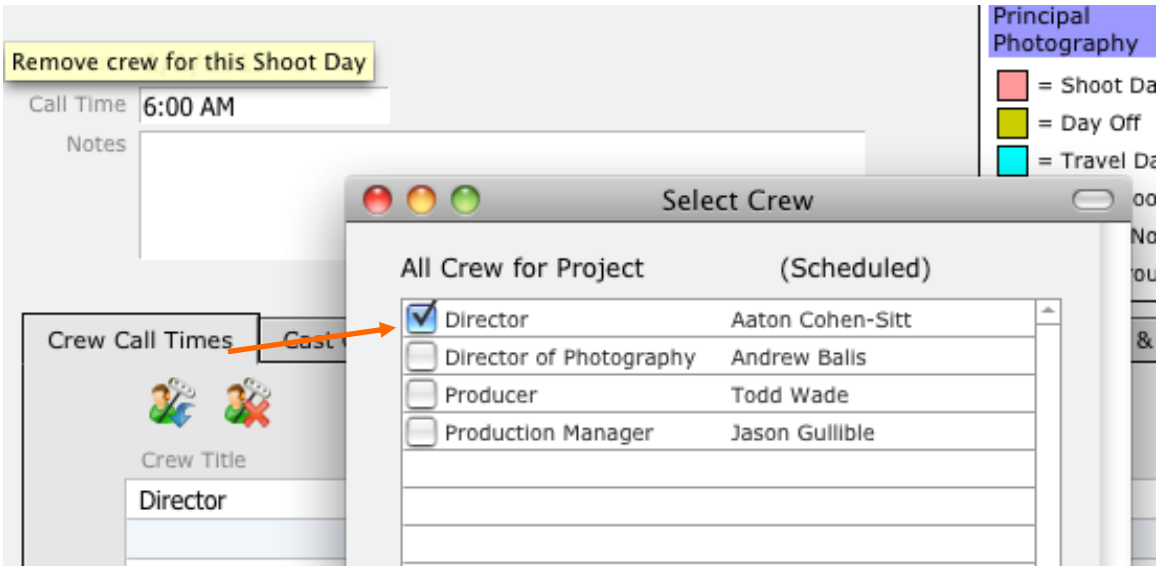
To attach a single crew member to a shoot day, click on the add button.



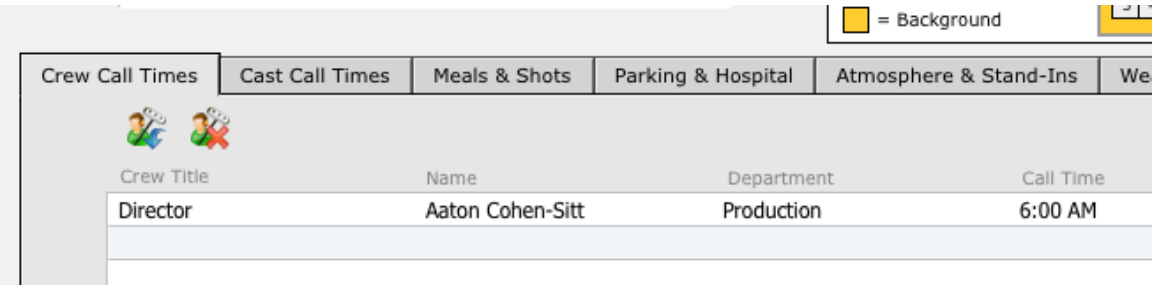
You will see a list of all crew available for this schedule.

** If a crew member is not in this list, you need to add the crew member to the Contacts module for this schedule. See Crew in the Contacts module for more information on how to do this.

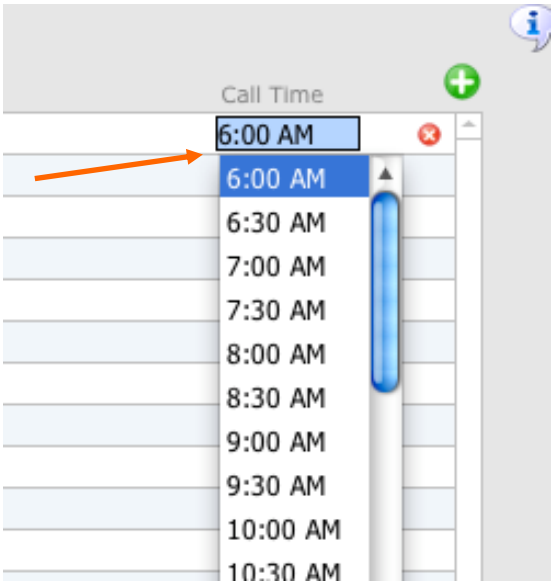
To add a crew member to this shoot day, select the checkbox next to the Title and Name of the crew member.



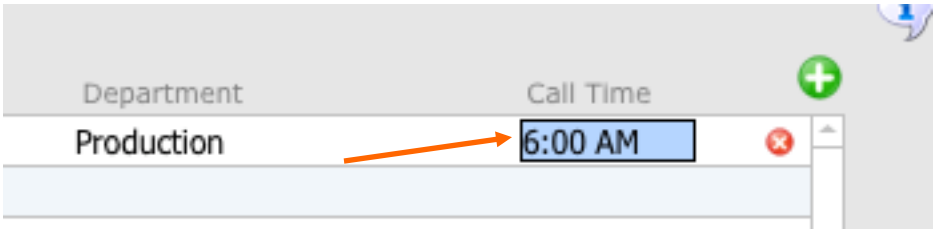
When you close this window, you will see the selected crew member(s) listed in the Crew Call Times tab:



The Call Time assigned to the crew member will be the default Crew Call Time for that Shoot Day. You can change individual crew call times, by selecting that call time for that crew member.



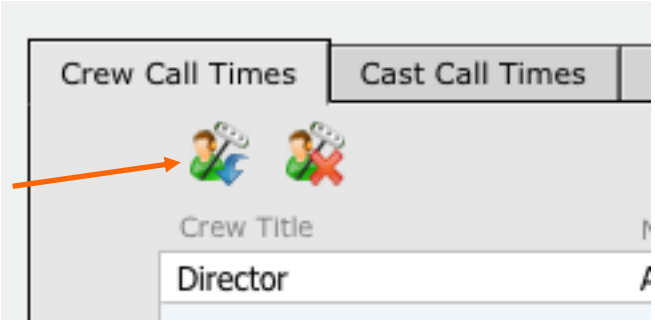
To remove a crew member from a shoot day, select the delete button next to that crew member.



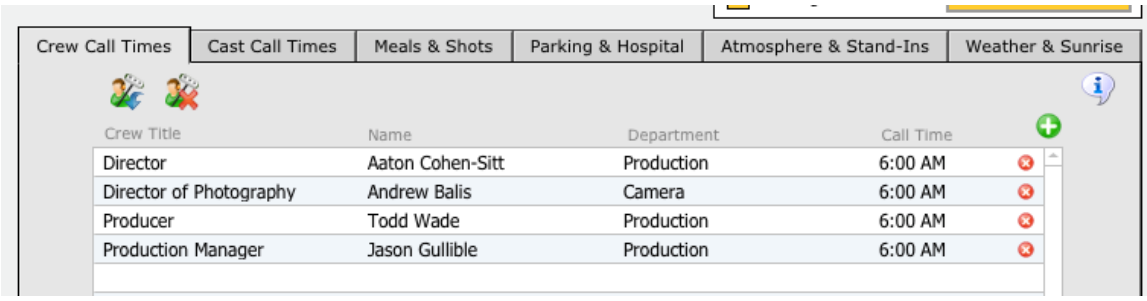
This DOES NOT delete the crew member from the Contacts module!

It only removes the assigned crew member from the selected shoot day.

You can also attach multiple crew to a shoot day by clicking on the Import Crew button.

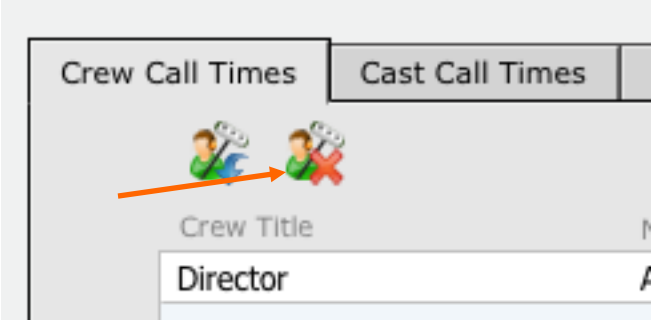


This will import all crew from the Contacts module for this schedule and attach them to the selected shoot day.



You can them customize the day by removing any crew members you do not want to schedule for that shoot day.

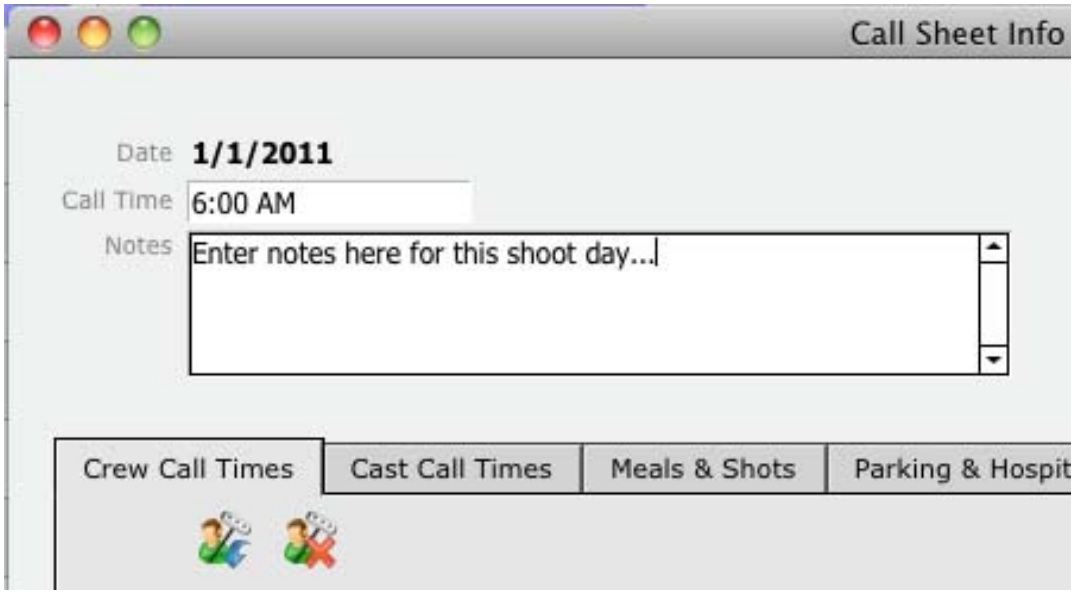
To remove all scheduled crew for the selected shoot day, click on the Remove Crew button.



Notes

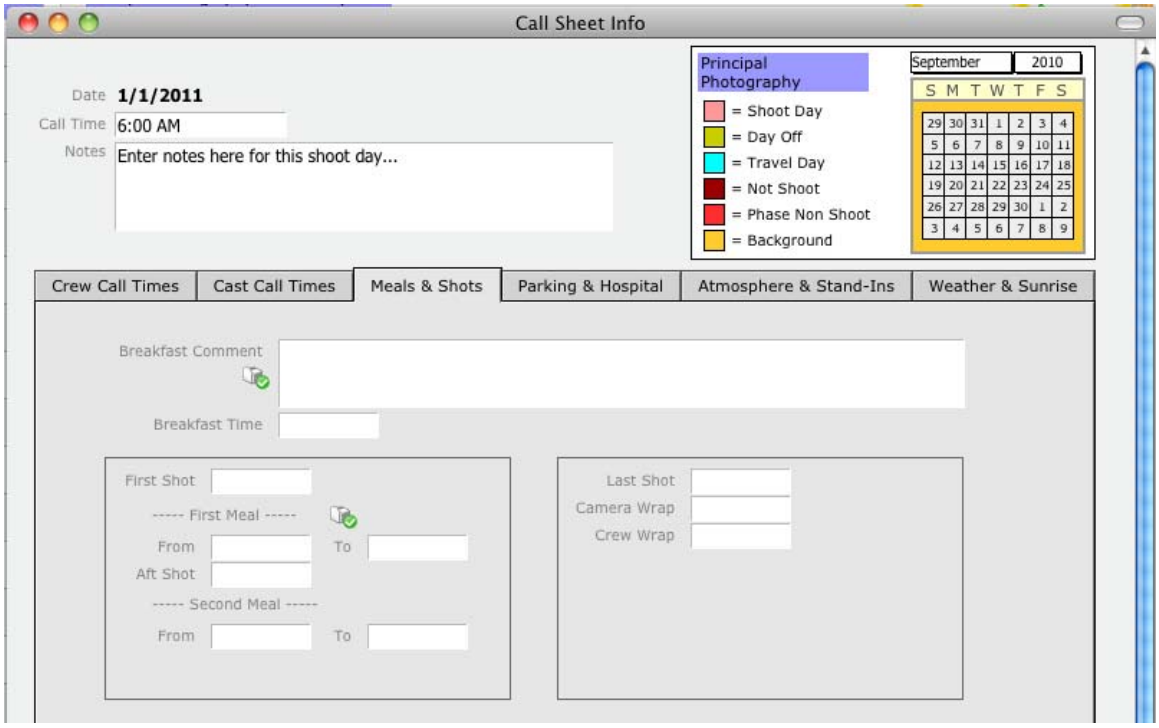
Notes can be entered for each shoot day.

Notes will be printed on a variety of reports, one of which is the Scene/Cast Call Sheet.



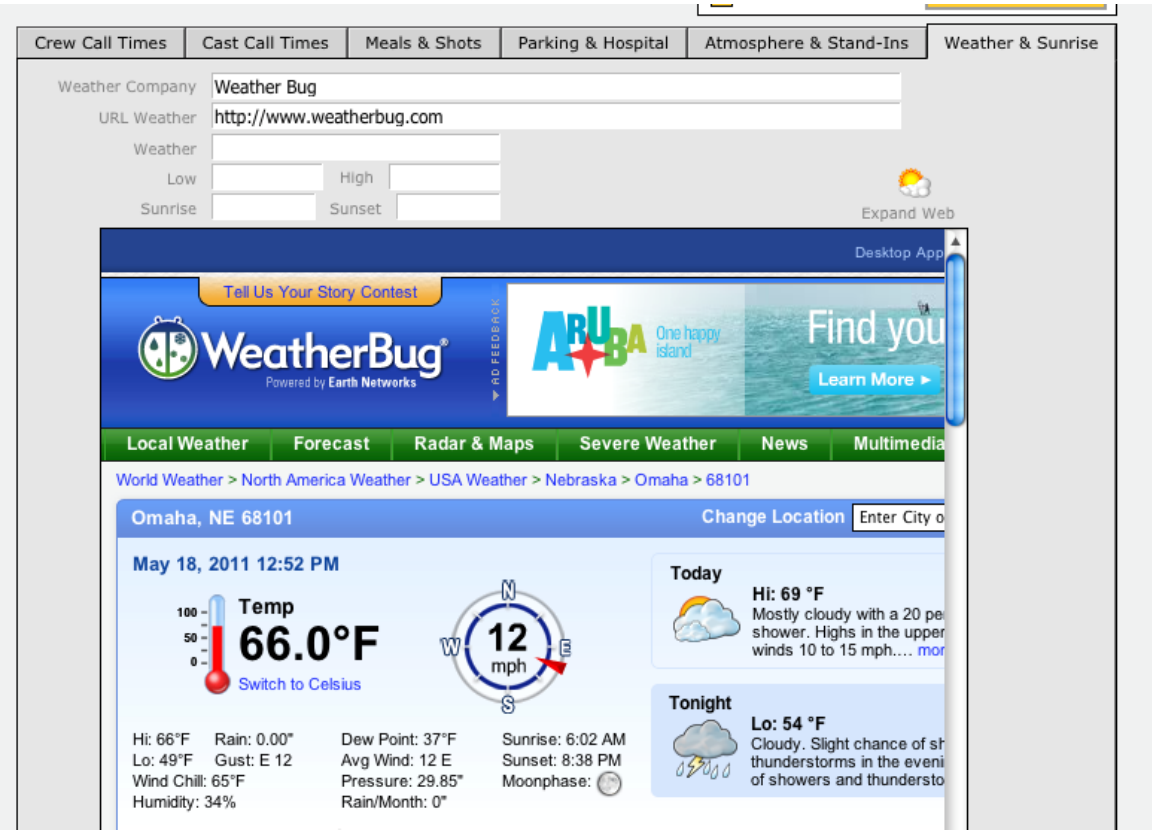
Call Sheet Info

If you click on the Call Sheet button next to a shoot day, you can enter various information for the shoot day that will appear on your Scene/Cast Call Sheet.



You can enter weather information, crew parking, nearest hospital, atmosphere, stand-ins and special instructions on this screen.

In the Get Weather field, you can enter a URL that goes to a web page to display the current day's weather for your location. There are many such web pages. You can find one that suits your specific location and needs.



Daily Production Report

The Daily Production Report (DPR) is an industry standard post-shoot-day report. Enter figures from the last day of shooting here.

Daily Production Report

Date **2/12/2012**

Call Time 6:00 AM

Principal Photography

= Shoot Day
= Day Off
= Travel Day
= Not Shoot
= Background

August 2011

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Production Days & Takes | Script, Picture & Sound | Vehicles & Equipment

Production Days

	SCHED.	ACTUAL	DESCRIPTION	LOCATION
Rehearsal				
Camera Days				
Retakes/Added				
Holidays	0			
Days Off	0			
Totals				
Ahead/Behind Schedule				

Takes

	SET-UPS	WILD TKS	ADDED SC.	RETAKES	STILLS	ROLLS
Previous						
Today						
Total						

Scene Nos.

Sound Nos.

Added/Retake

6. Stripboard

6.1 Overview

The stripboard is used to rearrange scenes into shooting order.

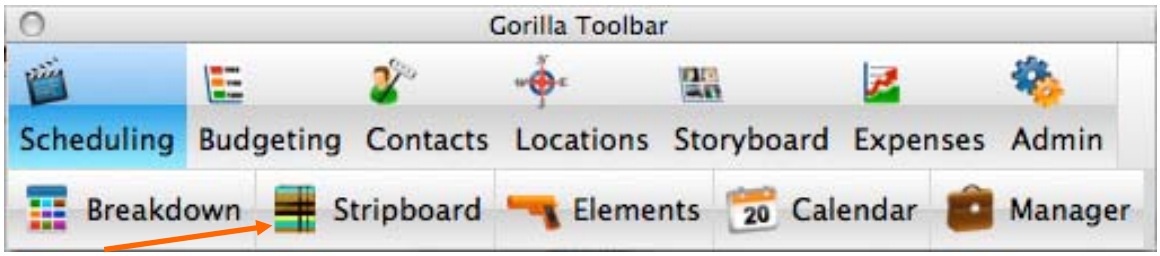
Important Note: Before rearranging strips on the stripboard, complete the following: a) Create a production phase, b) Enter all breakdown sheets, c) Create shoot days, including days off and holidays.

Video Tutorial Available for this lesson! Visit:

http://www.youtube.com/user/junglesoftwaretv

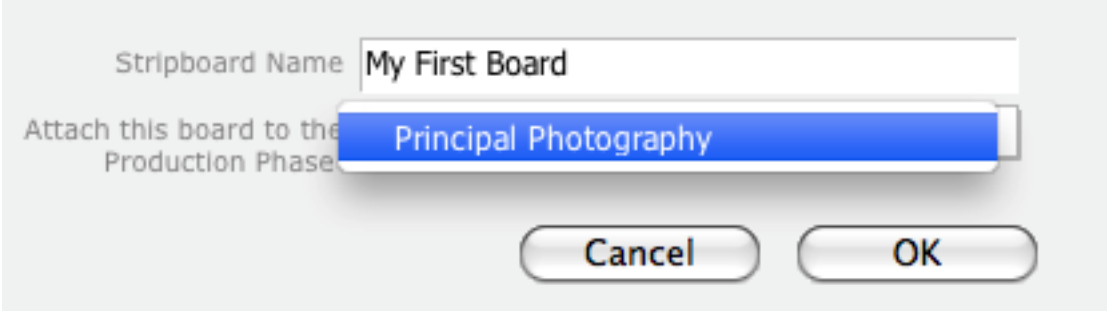
Lesson 11 – Stripboard, Part 1

To access the Stripboard, click the `Stripboard` on The Gorilla Toolbar.



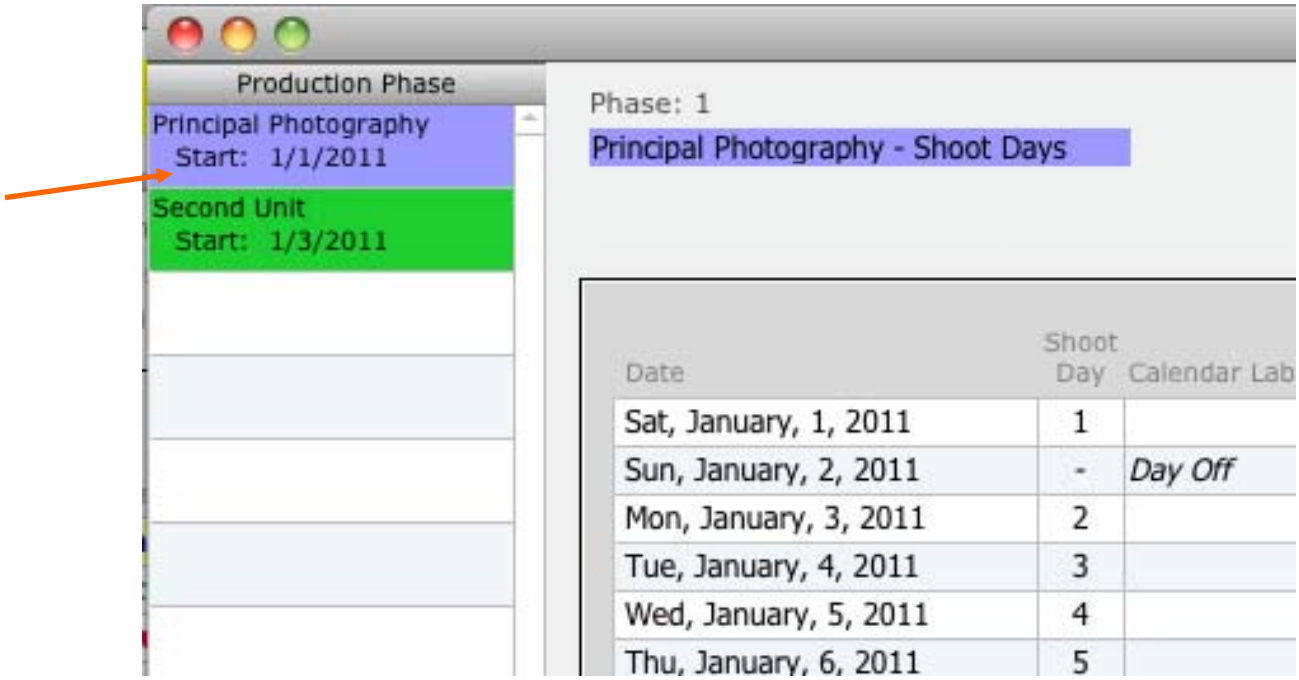
Upon entering the Stripboard for the first time, you will be prompted to create a board:

Gorilla requires that board have a name and be attached to a Production Phase.



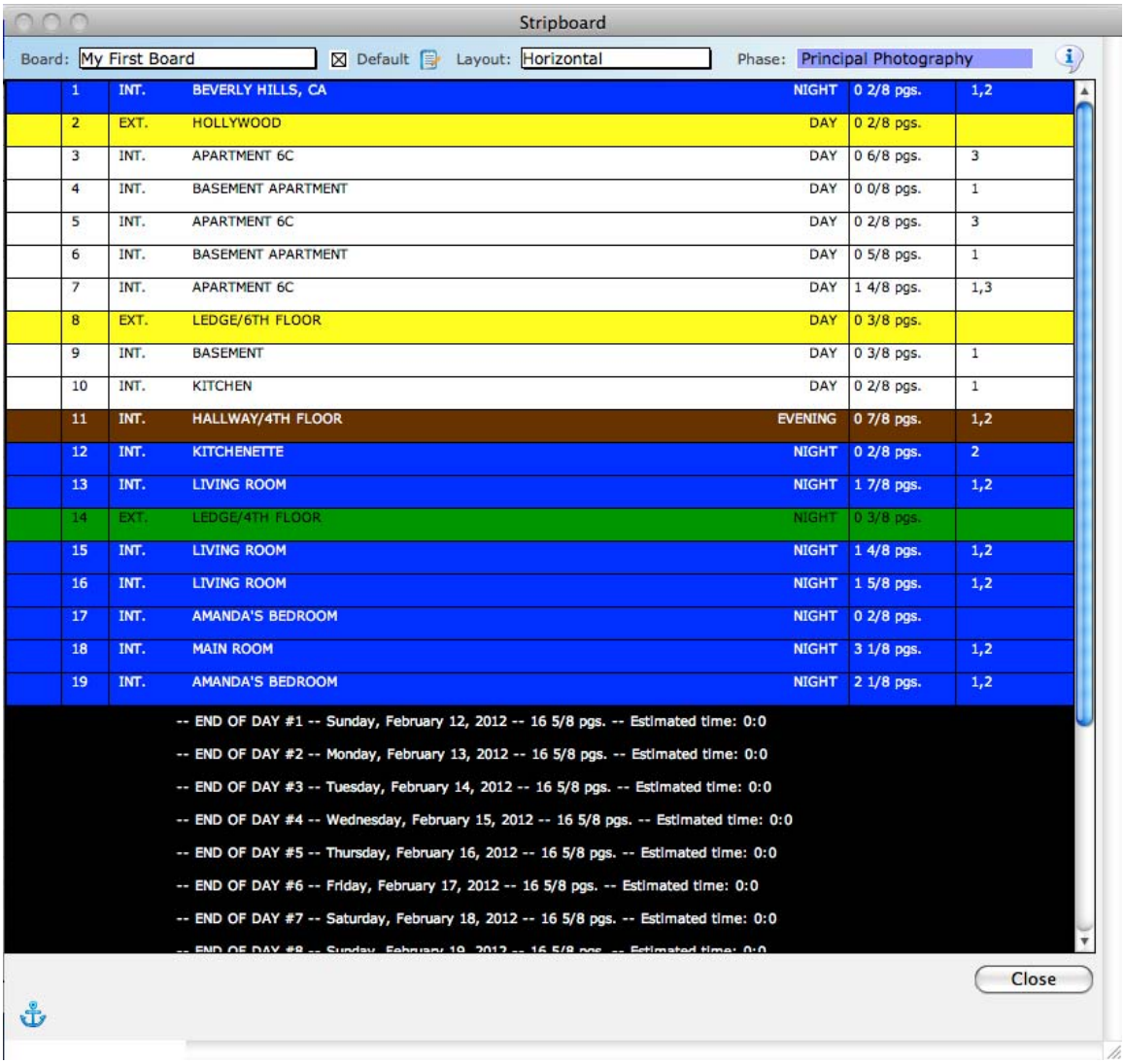
When you select a production phase to be attached to a board, only shoot days that are attached to that phase will be available to be scheduled on that board.

To see which shoot days are attached to a phase, go to the Calendar and select a phase:



When you create a board, all breakdown sheets attached to the production phase will appear as colored strips.

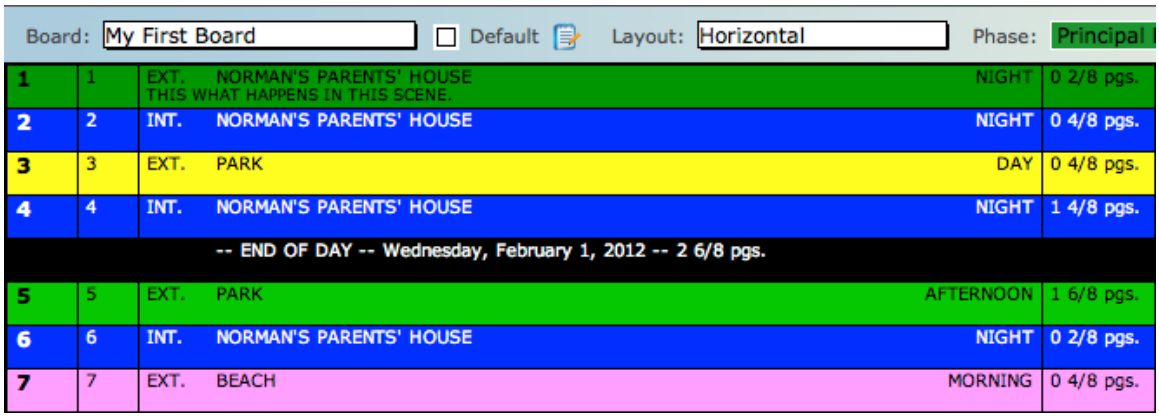
The Shoot Days associated with the Production Phase will appear at the bottom of the board.



6.1-1 Drag and Drop Strips

To move a strip, click on it and drag it up or down the board.

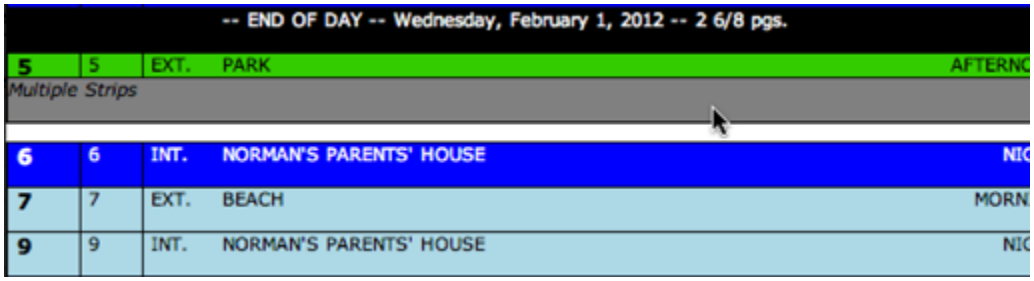
The way the Stripboard works is any strip or strips above a day break strip is scheduled for that day. So if you were to drag the first day break to above Scene 4 (see below), this would indicate that Scenes 1, 2, 3, and 4 are scheduled to be shot on February 1, 2012.



Notice that the total page count totals the page count of the strips above it.

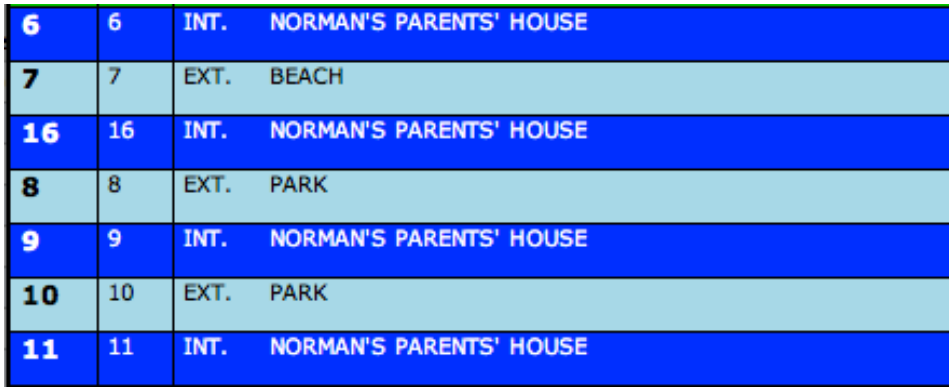
6.1-2 Moving Multiple Strips

To move multiple strips, select the strips holding down the SHIFT key, then move the strips. An indicator will show that you are moving *Multiple Strips*:



6.1-3 Moving Non-Contiguous Strips

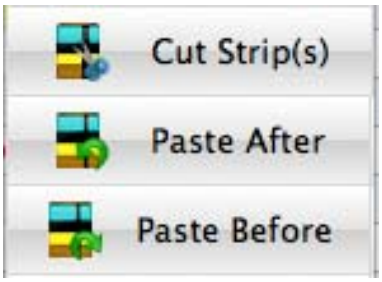
To move multiple strips that are not contiguous on the board, select the Apple key (Macintosh) or Control key (Windows) while selecting the strips, then move them to the desired location.



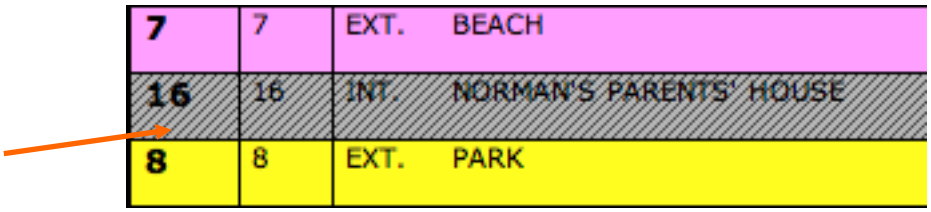
The highlighted strips above (Scene 7, 8 and 11) were all selected holding down the modifier keys (Apple for Macintosh, Control for Windows).

6.1-4 Cutting & Pasting Strips

You can also cut and paste strips using the buttons on the Stripboard Toolbar.



To cut a strip, (or strips), select them and select the Cut Strip(s) button.

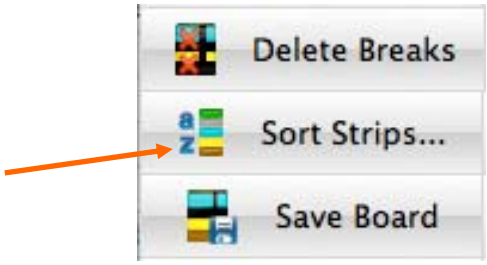


The strip(s) selected will grey-out with a diagonal line through it, indicating that this strip is waiting to be pasted somewhere on the board.

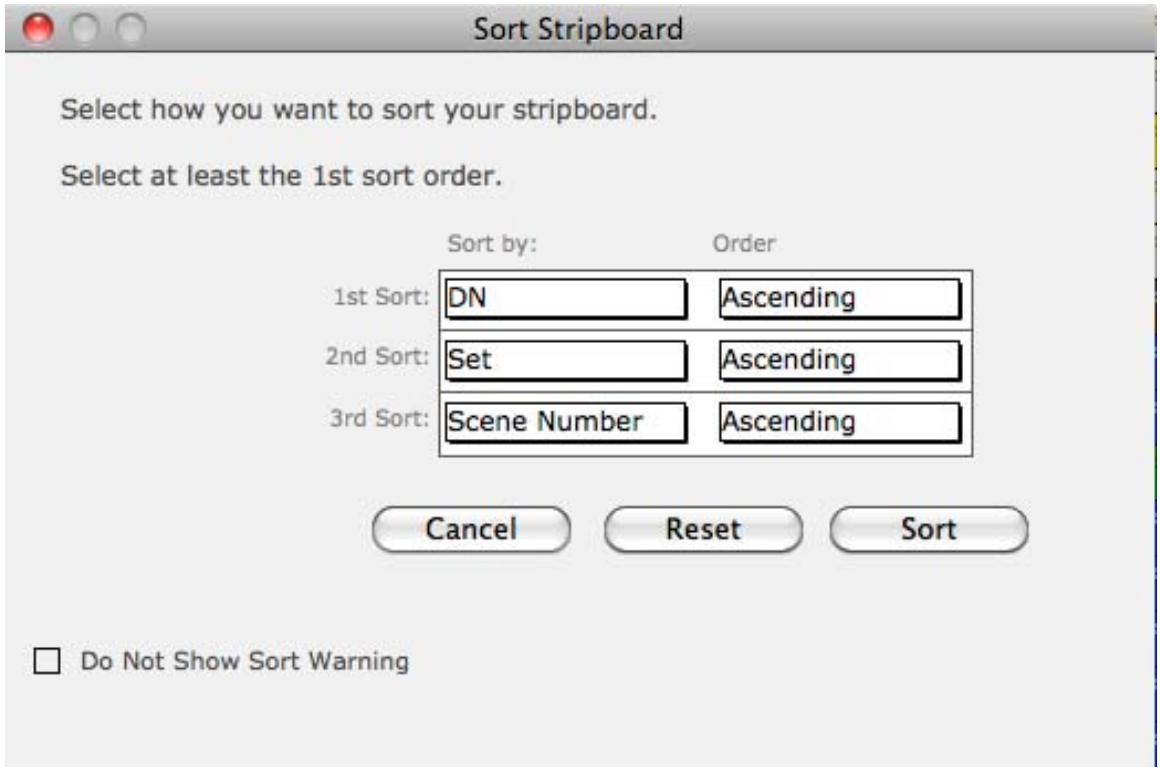
Move up or down the board to the desired location, and select either the Paste After or the Paste Before button to move the Cut Strip(s) to the new location.

6.1-5 Sorting Strips

To sort the board automatically, select the Sort Strips… button on the Stripboard Toolbar.



This will allow you to sort the board by up to three different sort criteria.



Select the sort options you desire, then click on the Sort button.

The new sort will overwrite your existing board and unless you saved your board before sorting, there is no way to retrieve your board.

Explanation of the Default Sort Orders	
Order	**Description**
Estimated Time	Sorts by the field Estimated Time on the breakdown sheet.
I/E	Interior or Exterior field on the breakdown sheet
D/N	Time of Day (Day/Night/Morning/Afternoon, etc.)
Location Name	This will sort by the physical location of the scene. This feature works in conjunction with the Locations Module. Locations must be attached to each breakdown sheet for this to work.
Page Count	The page count on the breakdown sheet
Set	This is the set description entered or imported on the breakdown sheet.
Scene No.	Scene Number entered or imported onto the breakdown sheet.
Sheet No.	Sheet Number entered or imported onto the breakdown sheet.

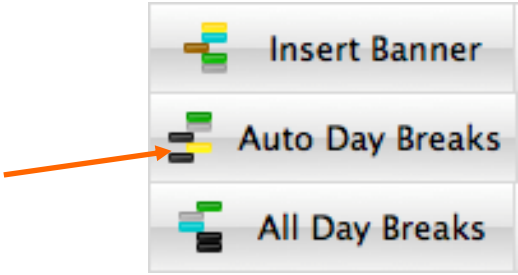
The default sort orders help to start ordering strips in a way that will make sense for a particular project. For example, to shoot all the scenes together which are going to take place at one location (i.e STEVE'S HOUSE), sort by location first. On the other hand, to shoot in screenplay order, sort by the SCENE NO., and then begin to custom sort the strips.

6.1-6 Auto Day Breaks

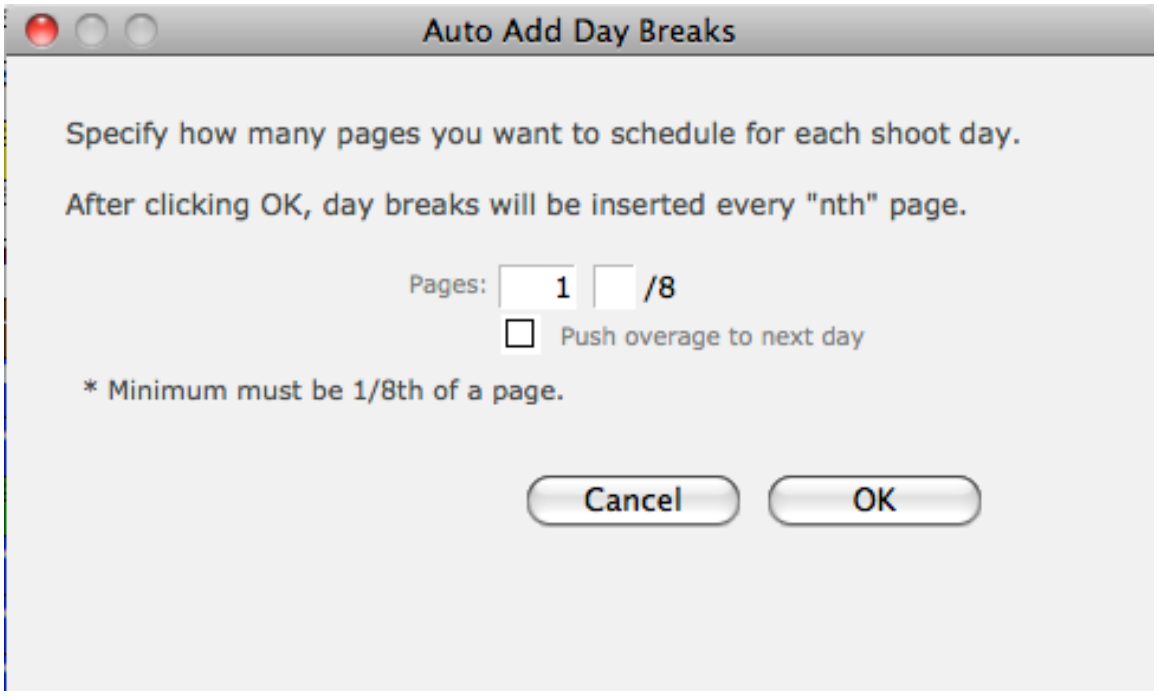
When you create a board, all the day breaks (or Shoot Days) automatically appear at the bottom of the board.

You can automatically populate you board with day breaks based on a per page ratio. In other words, if you want to schedule your board by shooting 5 pages per day, you can use the Auto Day Breaks feature to insert a day break after every 5 pages of breakdown sheets.

Select the Auto Day Breaks button on the Stripboard Toolbar to access this feature.



You will be presented with the following screen:



Here you can specify how many pages (including /8) you want to schedule for each shoot day. If you deselect the Push overage to next day, this will maximize each day with any overage of the page count specified.

By using the Sort Strips feature in conjunction with the Auto Day Breaks feature, you can quickly have a workable board.

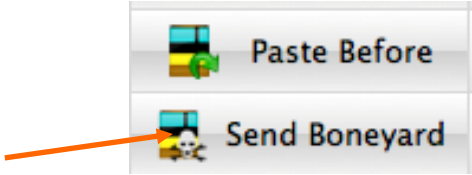
6.1-7 Boneyard

The Boneyard is where you place strips and day breaks you are not sure what to do with. It is a “holding area” where you can temporarily place strips.

The Boneyard is positioned at the very end of the board.

-- END OF DAY -- Thursday, February 9, 2012 -- 1 2/8 pgs.				
			Boneyard	
10	10	EXT.	PARK	DAY
14	14	EXT.	PARK	DAY
18	18	EXT.	PARK	DAY
15	15	INT.	STUDIO	DAY

Any strip positioned below the grey Boneyard strip is not scheduled. You can move a strip to the Boneyard by dragging it there, or by selecting a strip (or strips) and then selecting the Send Boneyard button on the Stripboard Toolbar:

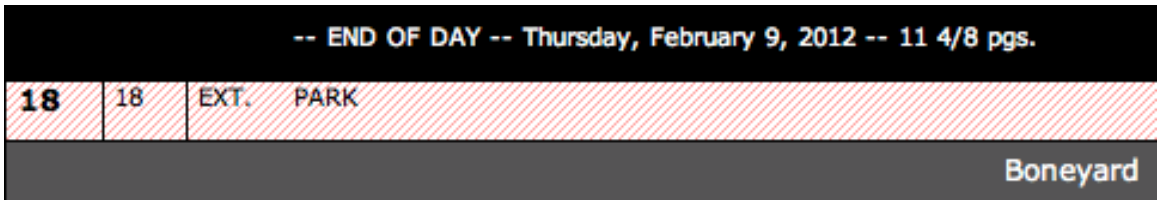


To move a strip or strips out of the Boneyard back onto the board, simply drag it to the board above the Boneyard strip.

You can also move the Boneyard strip. If you move it up, any strip or strips below it will not be scheduled.

6.1-8 Unscheduled Area

As explained earlier, every strip above a day break strip is scheduled. If a strip is in the Boneyard it is not scheduled, but in a holding area. If you position a strip below the last day break and above the boneyard, it is considered: Unscheduled, and will appear as shown below:



In this scenario, Scene 18 is not attached to a day break strip. It is also not in the Boneyard. It will not appear on any scheduling reports.

6.1-9 Banners

A banner is a note that can be placed on the Stripboard. This is useful for labeling a set of strips.

Adding a Banner

To insert a banner on the Stripboard, do the following:

Select a strip and click on the `Insert Banner` button on the Stripboard toolbar.

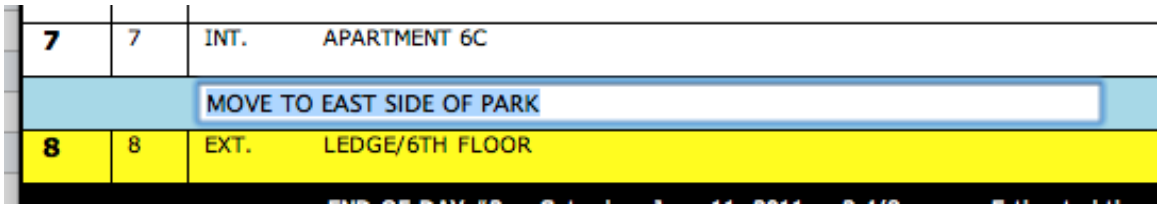
Enter text for the banner.

The banner will appear on the stripboard with a brown color, as shown below:

Modifying a banner

To modify the text of a banner, do the following:

Double-click the text field in the banner strip and enter the new text.



Moving a Banner

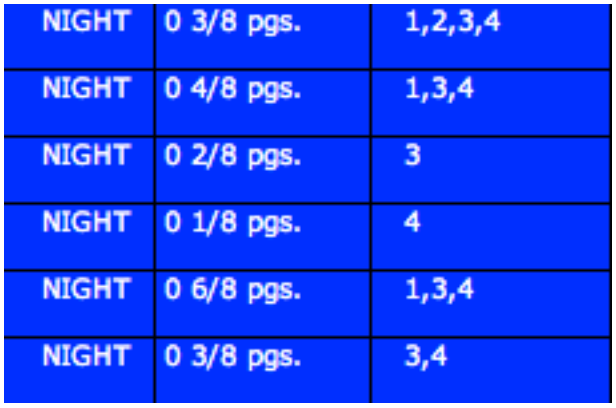
To move a banner strip, move it just as if you would move any other strip.

Removing a Banner

To remove a banner, click the desired banner and select `Delete Banner` from the Stripboard pull-down menu.

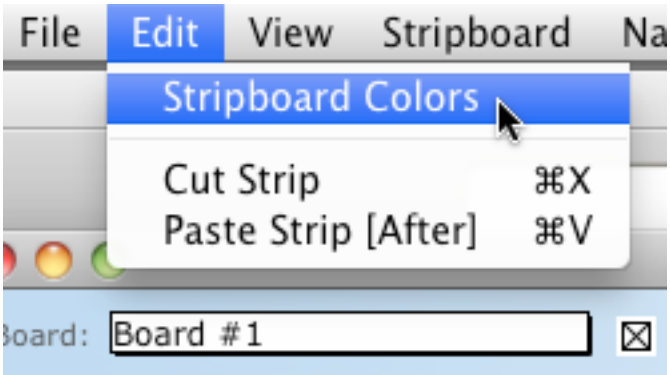
6.1-10 Schedule ID's on the Stripboard

When viewing and printing stripboards, Board ID's for cast members are displayed for each strip indicating that the cast member related to that Board ID is in that scene or scenes.

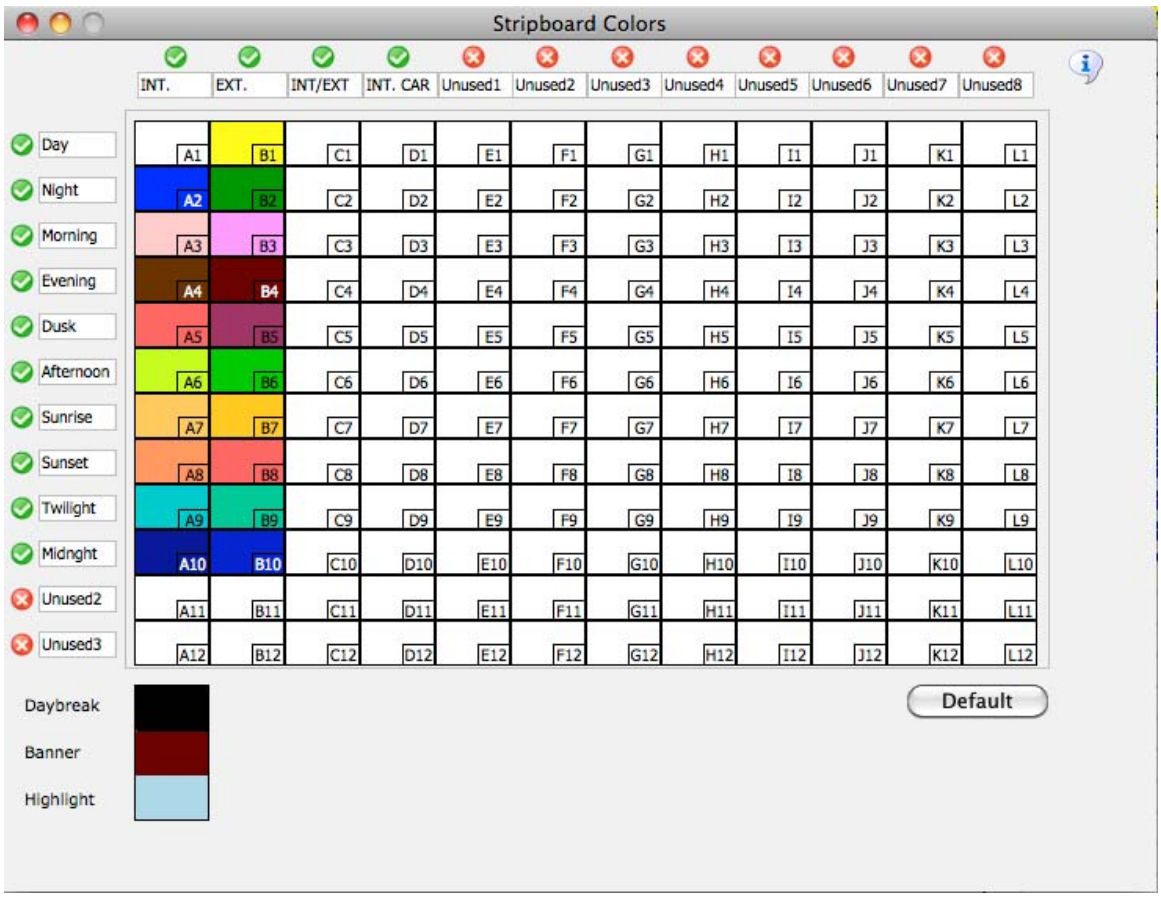


6.1-11 Selecting Colors for the Stripboard

To modify the colors for the strips, select `Stripboard Colors` from the Edit menu.

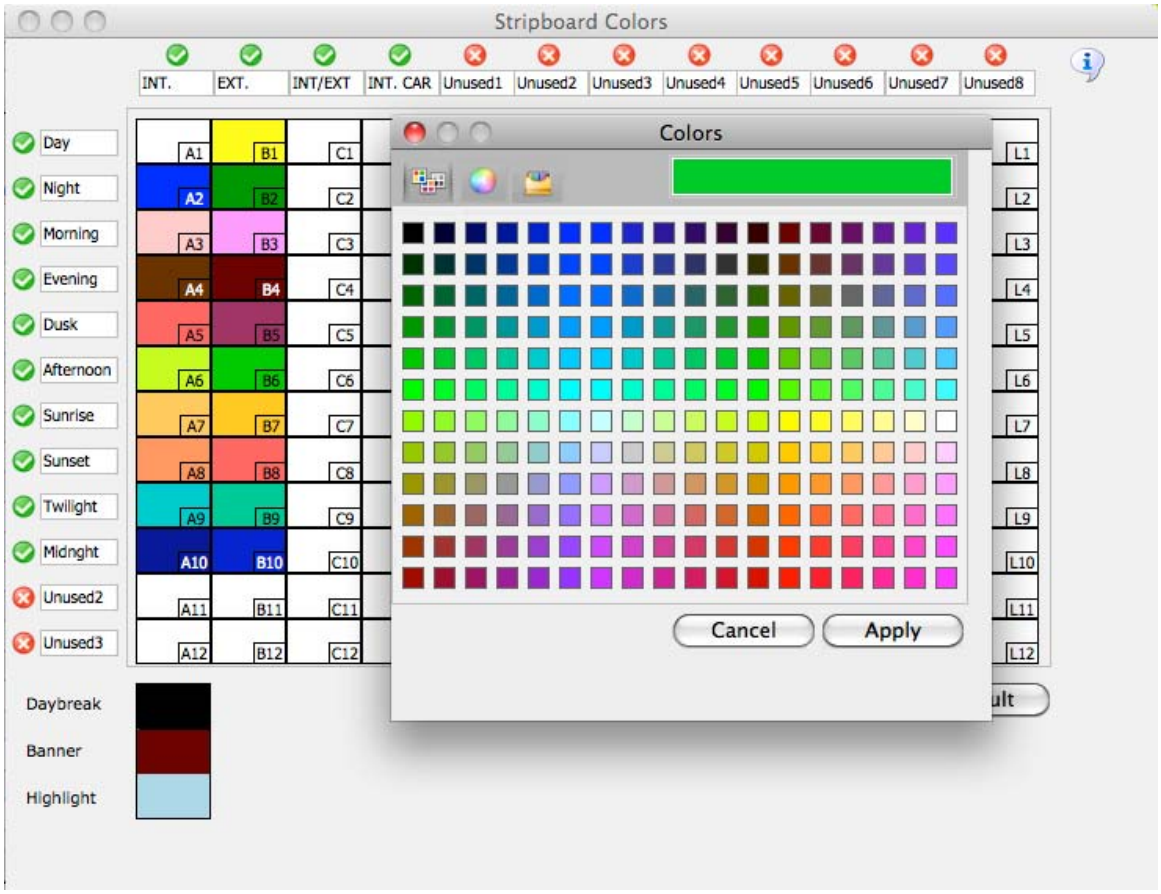


The stripboard is preset with the following color scheme:

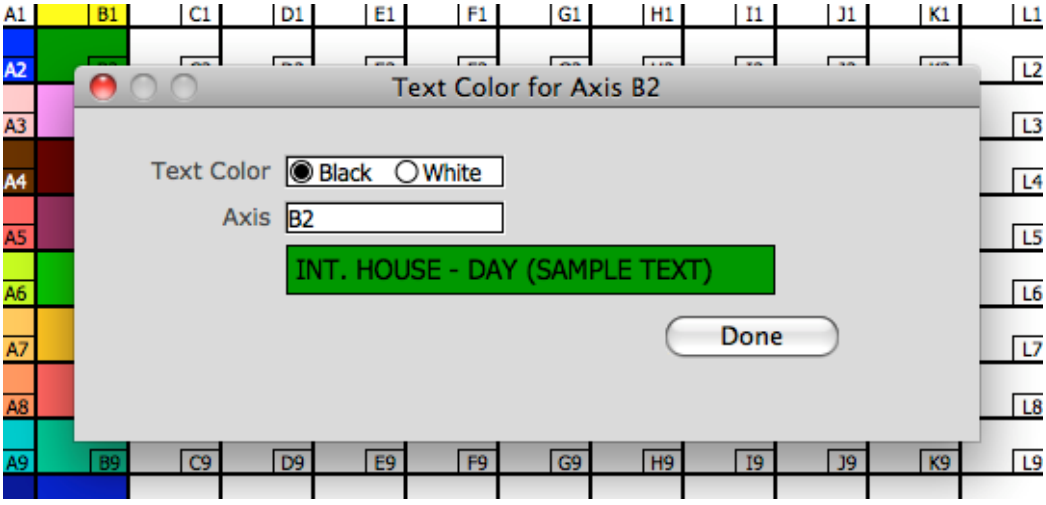


Strip colors are determined by the combination of the time of day the scene takes place and whether the scene is interior or exterior.

To change a color for a strip, select the box from the grid. A color palette window will appear. Select a color from the selection of colors and select the Apply button.



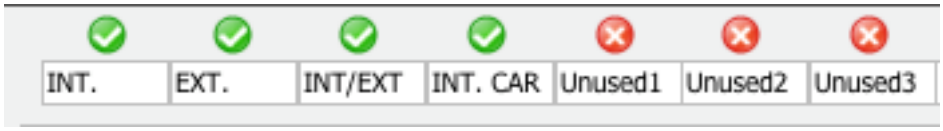
To change the text color for a color, select the small box with the letter and number inside the colored box:



This allows you to change the text color for the strip color to either black or white. A white text color against a dark color makes it easier to view the text on the strip.

To restore the default colors, click the Default Colors button.

To customize the name of the label, click on the label and then modify the name:



You can do this for the INT/EXT labels or the DAY/NIGHT labels.

6.1-12 Printing the Stripboard

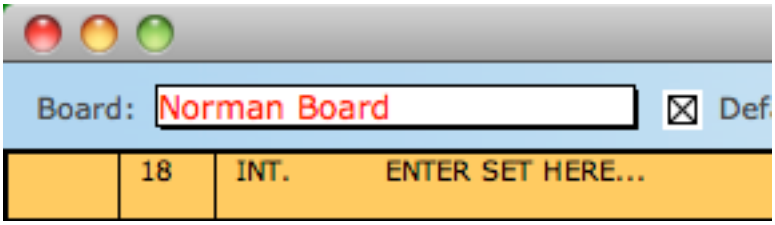
To print your stripboard, select `Print` from the File menu and select Production Reports from the Select a Module window and then Stripboard from the Select a Report window.

6.1-13 Saving the Stripboard

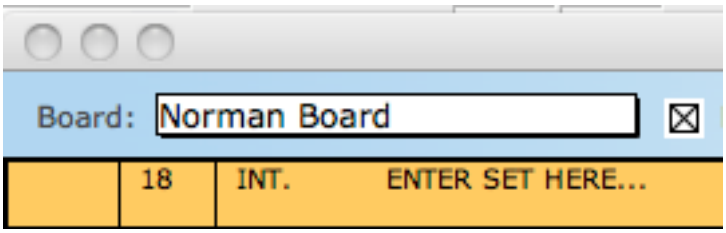
To save your stripboard, select `Save Board` from the Stripboard toolbar.

If you close the Stripboard without saving, you will see the following message.

Further, if the name of the board is in red (as shown below), the current board has not been saved.



If the name of the board is in black, then the current board is saved.


Board:
Norman Board
18
INT.
ENTER SET HERE...

7. Contacts

7.1 Overview

Gorilla's Contact module allows you to create all your contacts for your projects. This includes actors, crew, agents/managers, other contacts and companies.

Video Tutorial Available for this lesson! Visit:

http://www.youtube.com/user/junglesoftwaretv

Lesson 17 – Contact Manager Basics

To access the Contact module, select Contacts from the Toolbar.

The options within the Contacts module are:

All Contacts – This is where you manage all your contacts and attach them to categories.

Actors – This is where you can manage actors.

Crew – This is where you manage crew.

Agents/Mgrs – This is where you manage agents and managers.

Companies – This is where you can create and manage companies and other contacts.

7.2 All Contacts

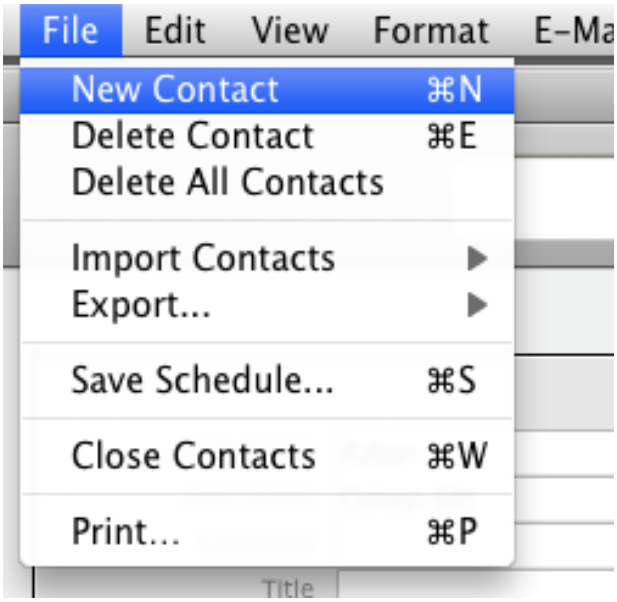
A contact record is created here. Once created you can attach the contact to one or more of three categories: Actors, Crew, Agents/Managers.

You can also enter multiple addresses and phones/e-mails for each contact

7.2-1 Creating a Contact Record

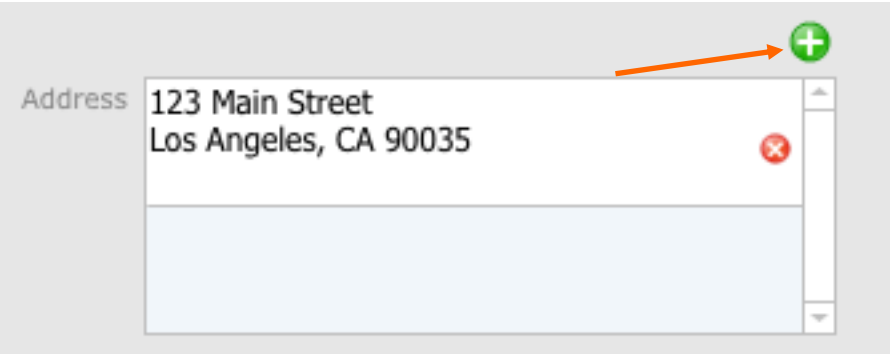
To create a contact record, select the All Contacts button on the Toolbar to go to the Contact Manager.

Select `New Contact` from the File menu:

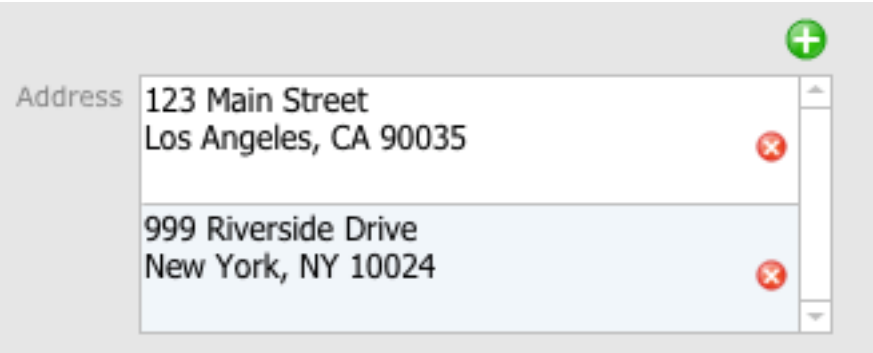


This will create an empty contact record.

After you enter a name for this contact, you can create an address by clicking on the green add button above the Address window:

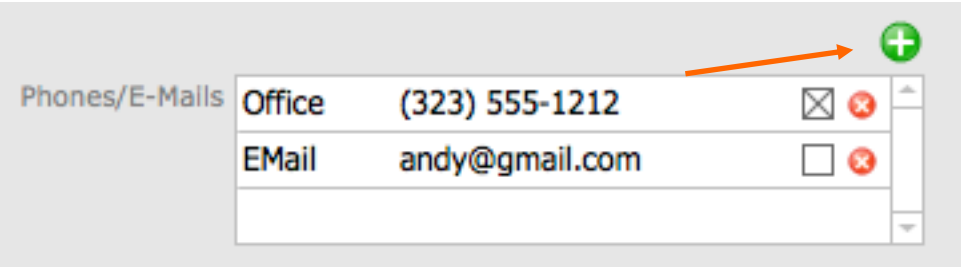


Gorilla allows you to enter multiple addresses for each contact. If you want to add a second address to this contact, select the green add button again:

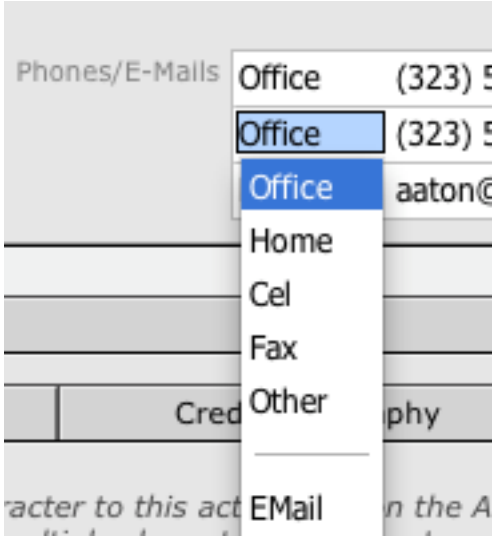


To delete an address from a contact record, select the red delete button.

To add a phone/fax/e-mail to a contact record, click on the green add button above the Phones window:

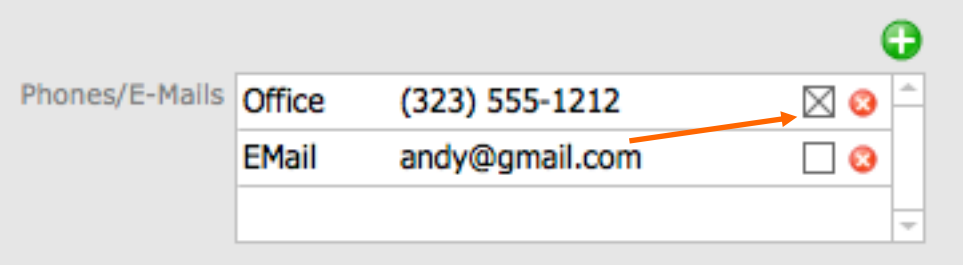


Select a phone type in the pop-up list that appears:



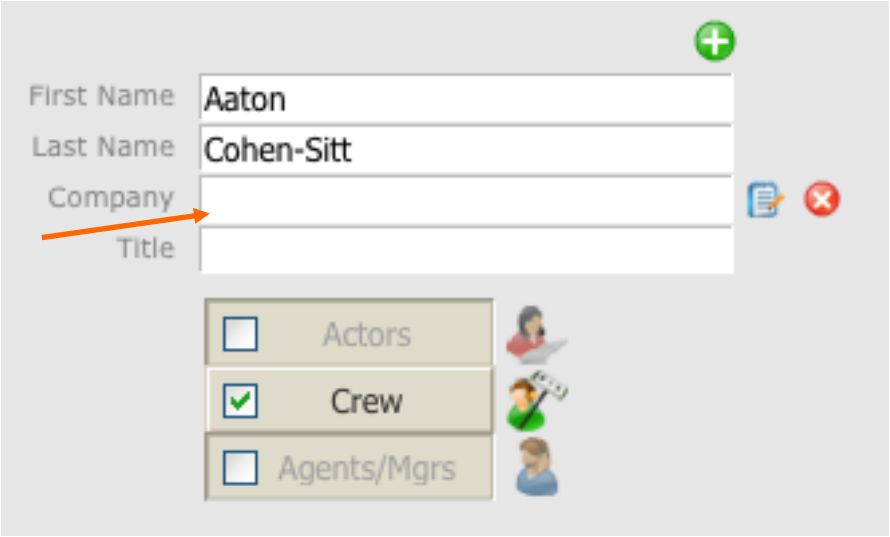
For phones, you do not have to enter dashes. Gorilla will enter them for you. Similar to addresses, a contact records can have multiple phones and e-mail addresses attached to it.

If you select the checkbox next to a phone or e-mail, that will identity that entry as the default entry which will appear on reports for that contact record.

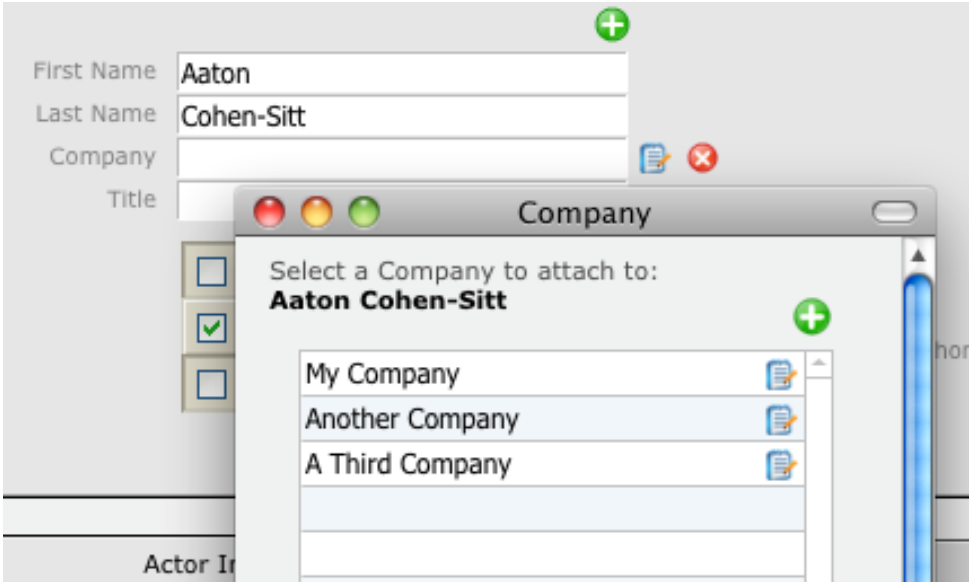


7.2-2 Attaching a Company to a Contact Record

In order to attach a Company to a contact record, click in the Company field:



A pop-up window will appear displaying all created companies:

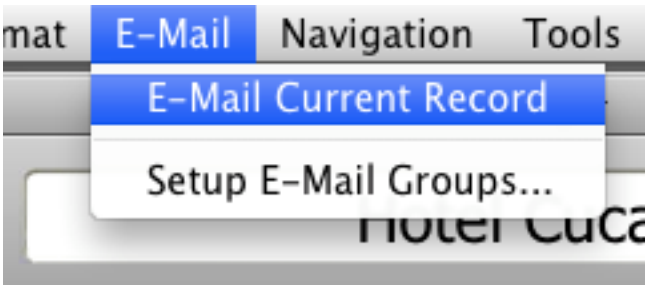


To attach an existing company to the contact record, select the company name.

To create a new company, select the green add button.

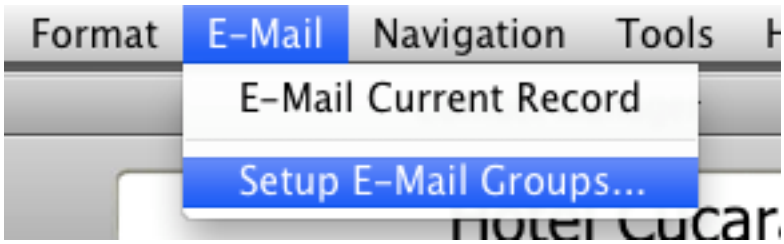
7.2-3 E-Mail Current Record & Groups

To send an e-mail to the currently selected contact, select `E-Mail Current Record` from the E-Mail menu:

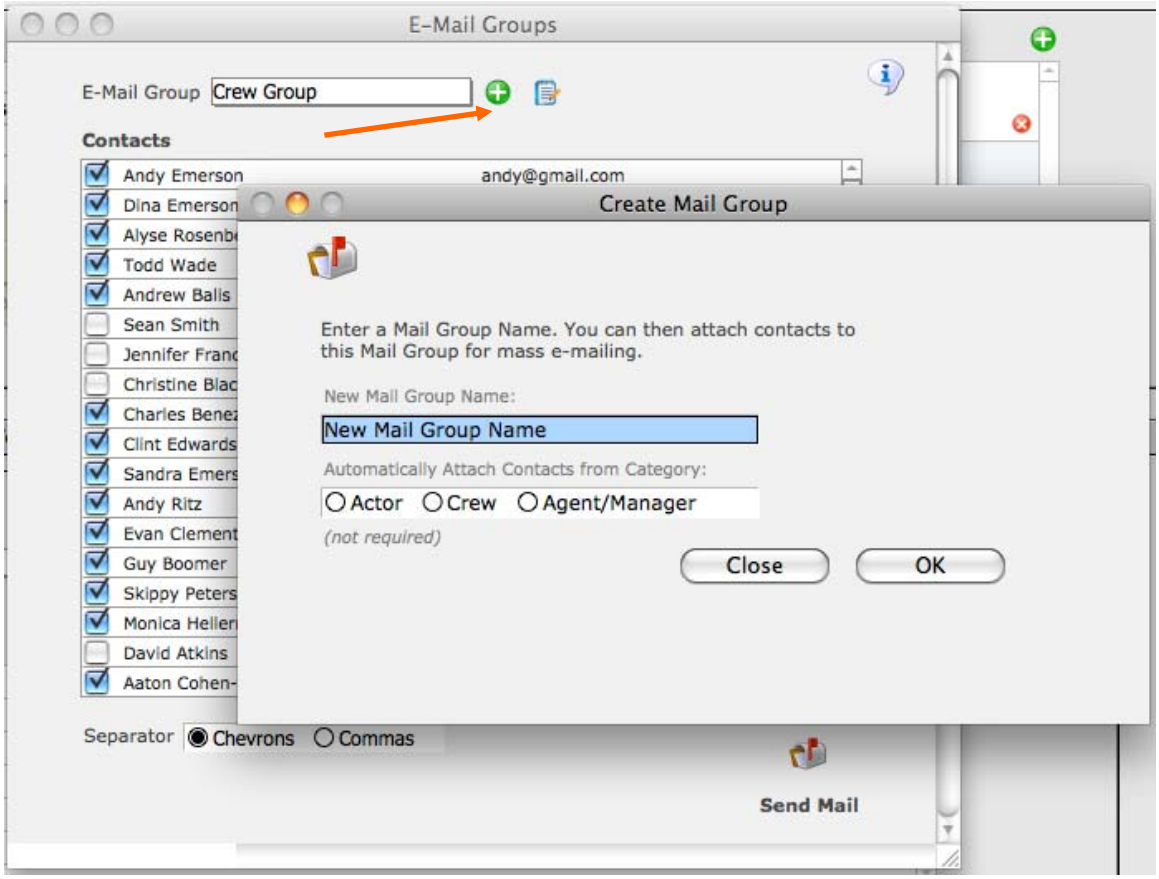


This will open your default E-mail application (Outlook, Entourage, etc.) and place the e-mail address of the current contact record in the Send To: field. Make sure that your contact record has an e-mail addresses attached to their record.

To e-mail a group of contacts at the same time, select `Setup E-Mail Groups` from the E-Mail menu:



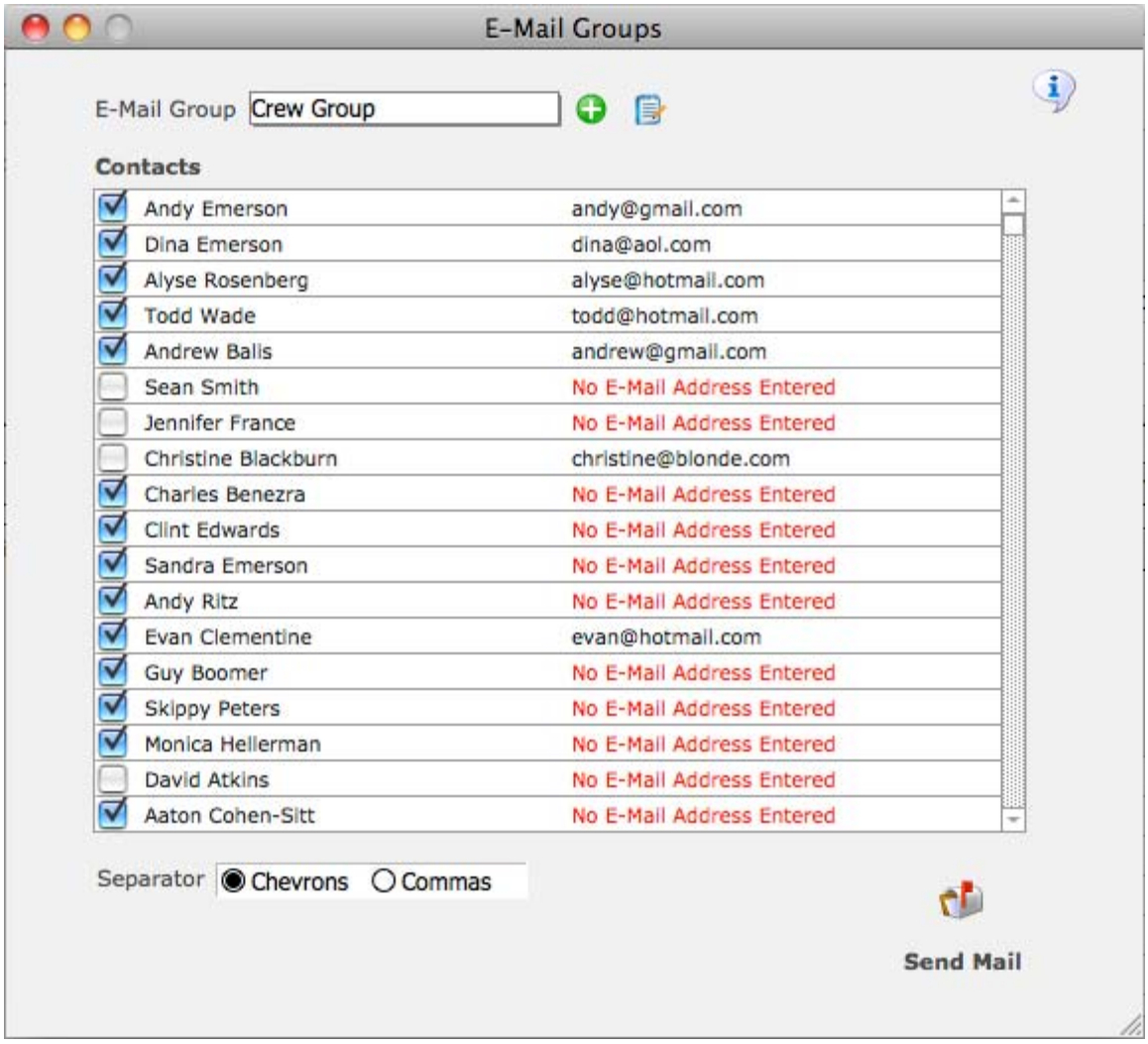
In the E-Mail Groups screen, create a new group by selecting the green add button.



In the New Mail Group Name, enter a unique name for the group of contacts you want to create.

If you select the Actor, Crew, or Agent/Manager button, then all contact records from that category will automatically be attached to the newly created mail group.

When you return to the E-Mail Groups screen (see below), you can add or remove a contact from the e-mail group by selecting the checkbox next to their name:



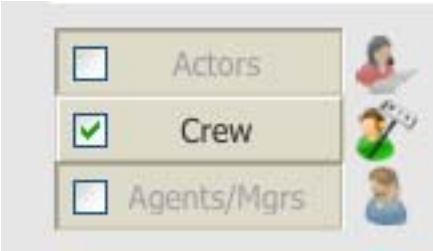
At the bottom of the screen, select either Chevrons or Commas for the separator required for your e-mail application.

Once all contacts are checkmarked, select the Send Mail button.

This will open your default E-mail application (Outlook, Entourage, etc.) and place the e-mail addresses of the e-mail group in the Send To: field. Make sure that your contact records all have an e-mail addresses attached to their record.

7.2-4 Attaching a Contact Record to a Category

Every contact record can be attached to one or more of the three categories shown below:



7.3 Actors

In order to attach a contact record to the Actor category, select the Actors button for the contact, as shown above.

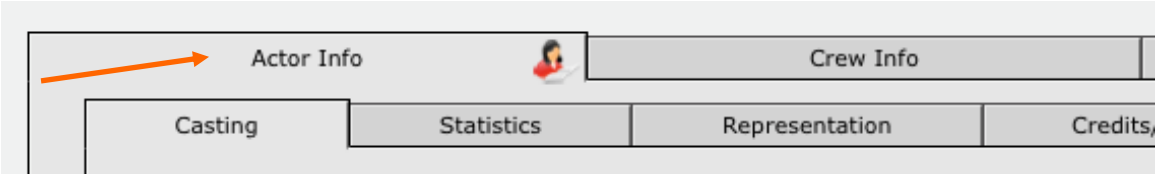
You will see the following pop-up window. To disable this message, select the checkbox: Do Not Show category message.

7.3-1 Casting

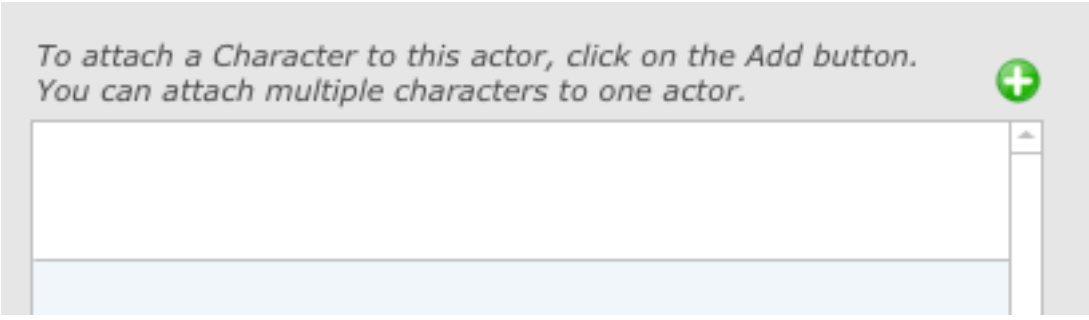
When an actor is created and basic information is entered for that actor, that actor is stored. This is a great way to store information about all actors that have been interviewed, auditioned, or have sent in a resume and headshot.

However, that actor is not yet attached to a project. When an actor is attached to a project and then a Character, he or she becomes a Cast Member.

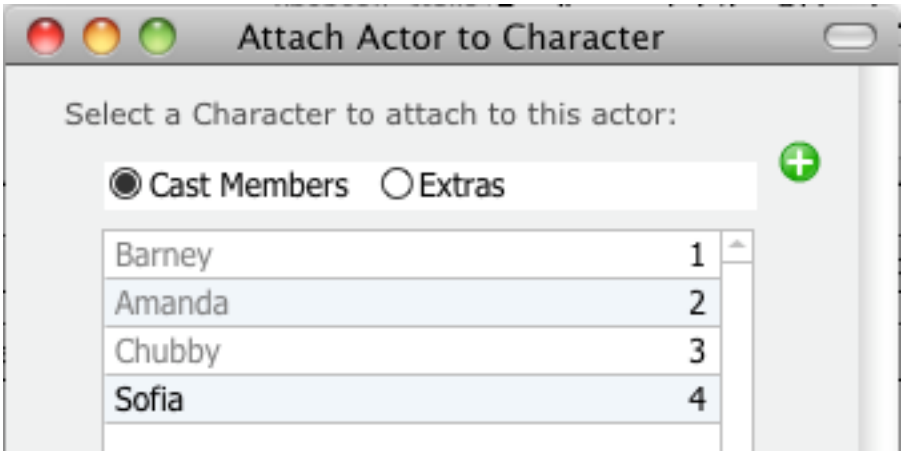
To cast an actor in a project, click the Actor tab.



Select the green add button:



Then select a Character to attach to the actor, by selecting the green add button:

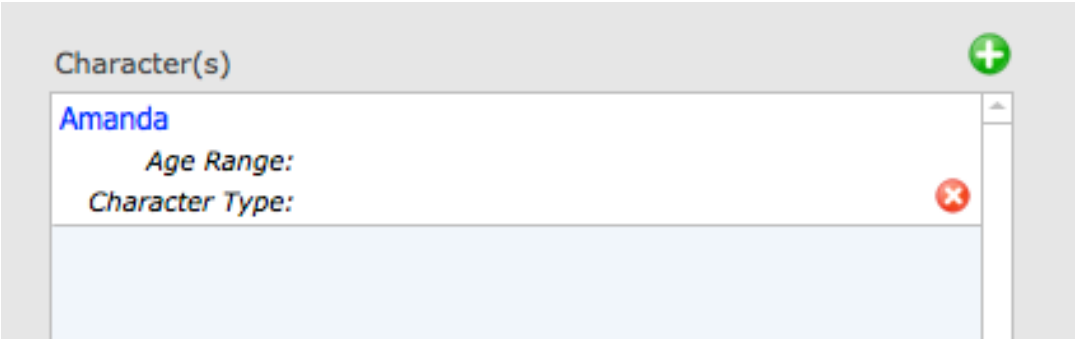


Notice that only elements that are in the Cast Members or Extras category can be cast.

Characters that are greyed out are not available to be selected because they are already cast.

You can create a new element (Character) by selecting the green plus button in this window.

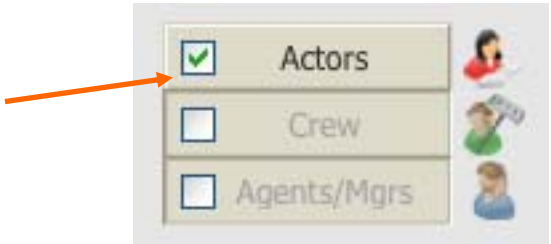
Once selected, the Character will appear on the Actor's record:



To remove this Character from the Actor record, select the red delete button. This will not delete the Character from the Elements table, but only remove it from the selected Actor record.

7.3-2 Removing Actor Records

To remove a contact from the Actor category, select the Actor button on the Contact record.

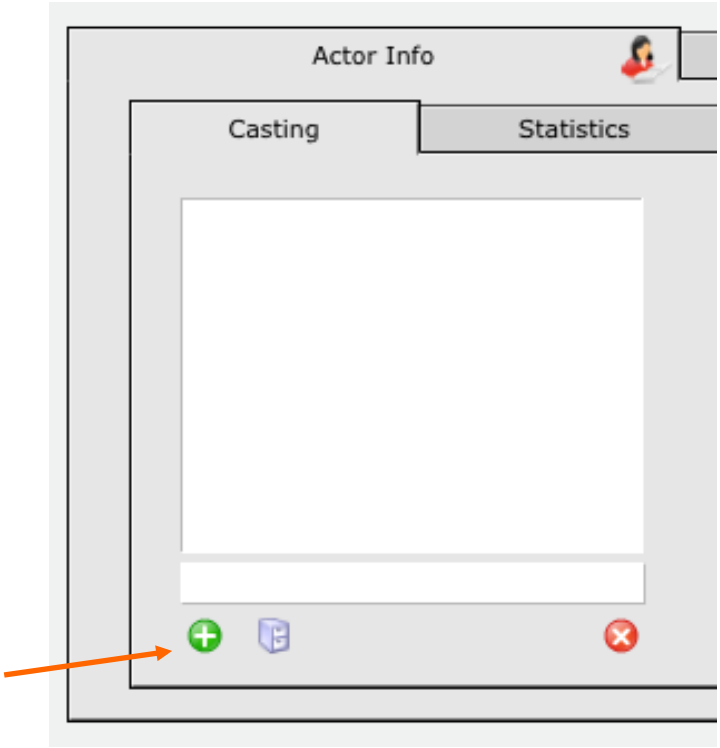


This will remove the contact from the Actor category and will delete all actor information from this record. It does not delete the Contact record.

Important Note: Gorilla will display a warning if the actor is attached to a project.

7.3-3 Actor's Headshot

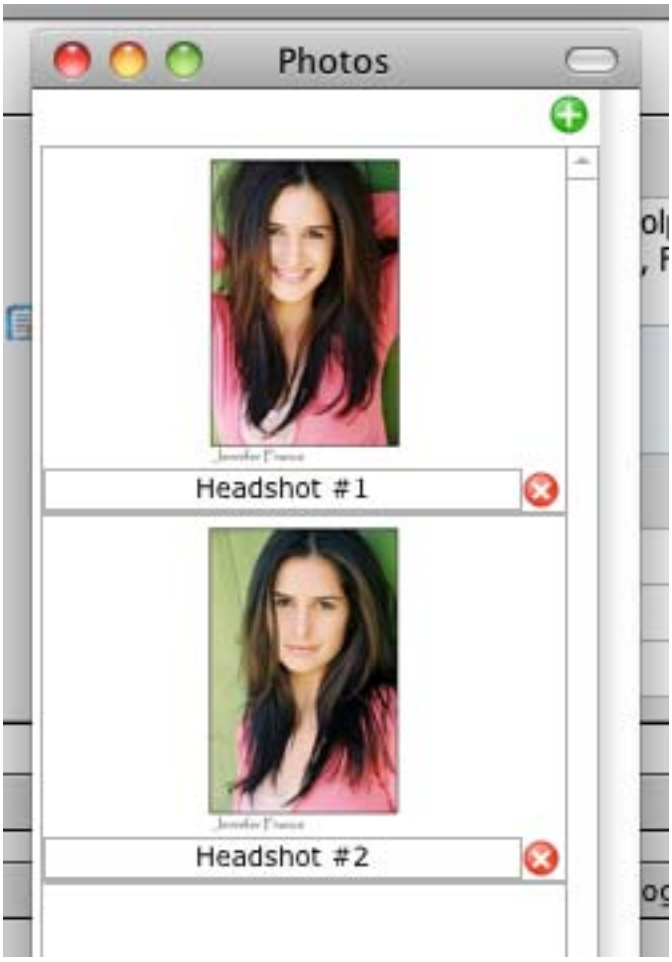
To attach a headshot/photo to an actor record, select the Camera button on the Casting tab:



A new Photo window appears prompting you to create or select an image:

Select the green add button to import an image from an external source (your hard drive or network drive).

You can add as many photos as you want to this area:



To select one to appear on the actor record, select it.

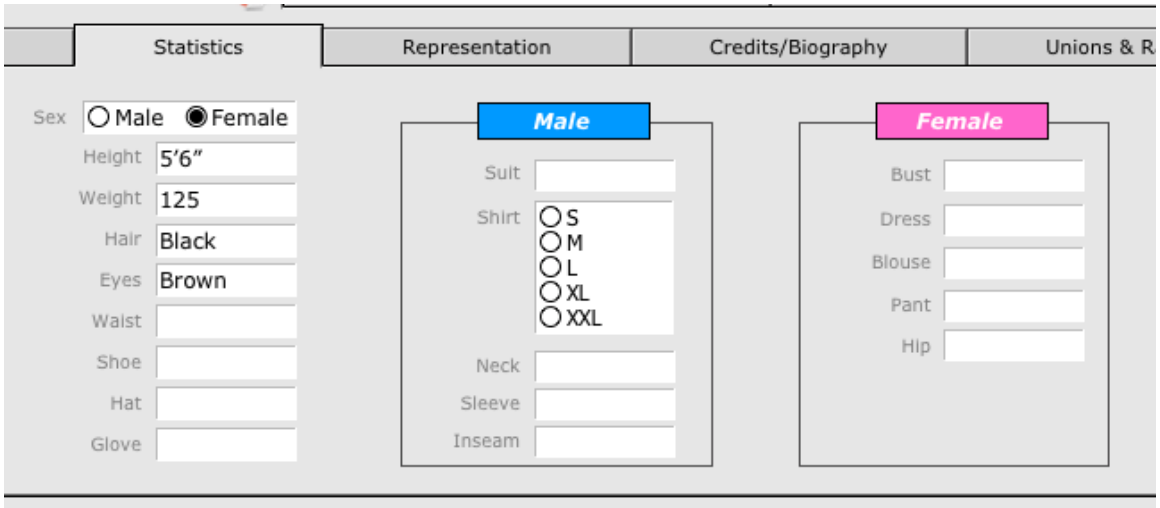
You can also enter a label for the image (Headshot #1, Headshot #2, etc.)

To remove the image from the current actor record, select the red delete button.

To permanently delete the image, select the red delete button from the list of images, not on the actor record.

7.3-4 Actor Statistics

To enter actor statistics for each actor, select the Actor Statistics tab:



7.3-5 Actor Representation

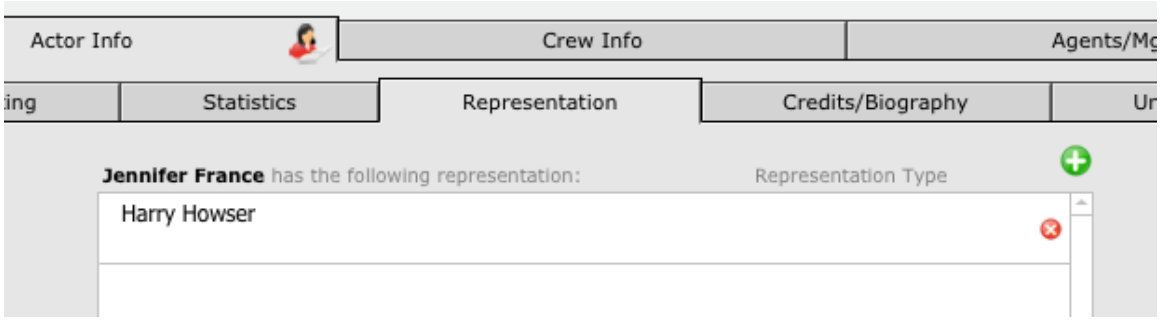
You can attach representation to actor records. Representation assigns contact records from the Agent/Manager category.

Select the Representation tab and then the green add button.

A pop-up window will appear displaying all contact records that are attached to the Agent/Manager category.

Select the Agent/Manager contact record.

That Agent/Manager will pop into the Representation window:



You can attach multiple Agent/Manager contact records to a single Actor record.

To remove the Agent/Manager record from the Actor record, select the red delete button.

7.3-6 Credits & Biography

You can enter Credits & Biography information for the Actor in the Credits/Biography tab:

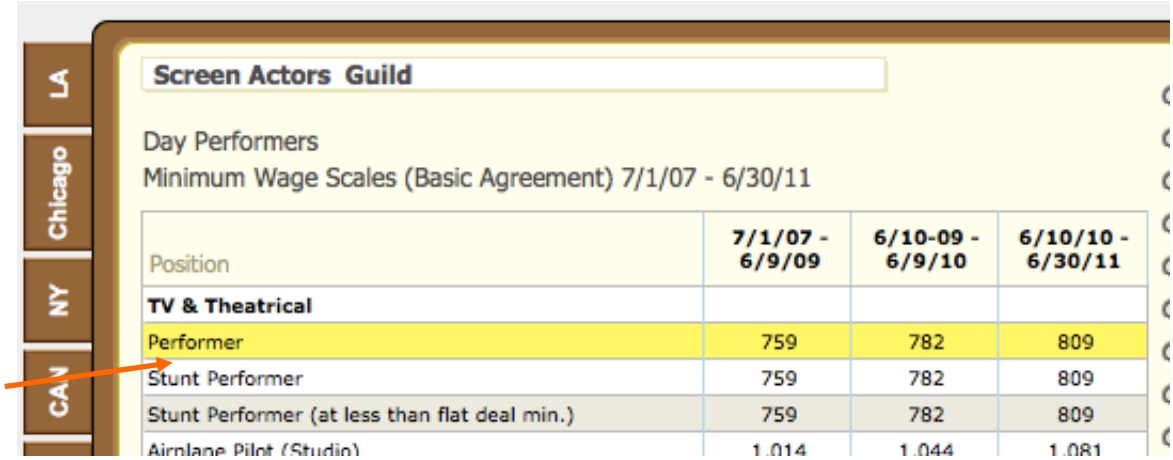
7.3-7 Unions & Rates

If you purchased Gorilla's Ratebook, you can attach a recent rate from any one of 80 plus unions and nearly 9,000 labor rates.

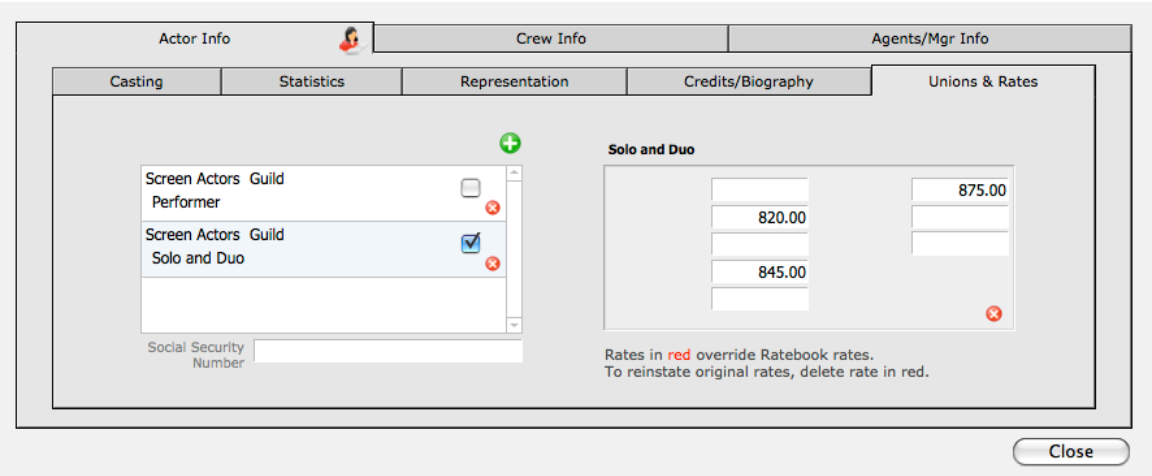
Select the Union & Rates tab and select the green add button.

This will take you to The Gorilla Ratebook.

Select a union and then a position:

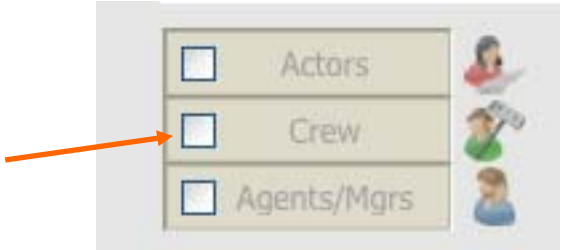


The Ratebook window will close, and the union and associated rates for the selected position will appear in the Union & Rates tab for the Actor record:



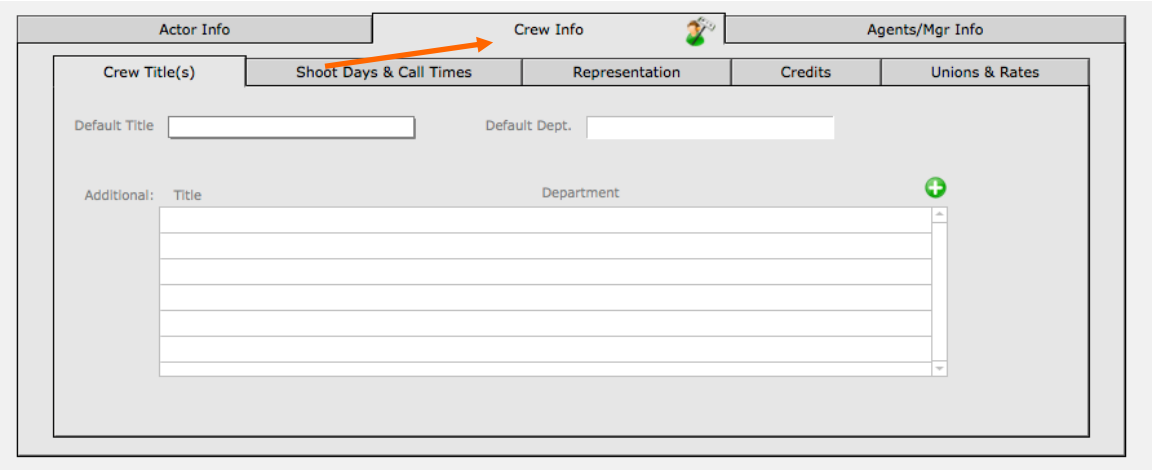
7.4 Crew

To create a crew record, from the Contact Manager select a contact record and then click the Crew category button:

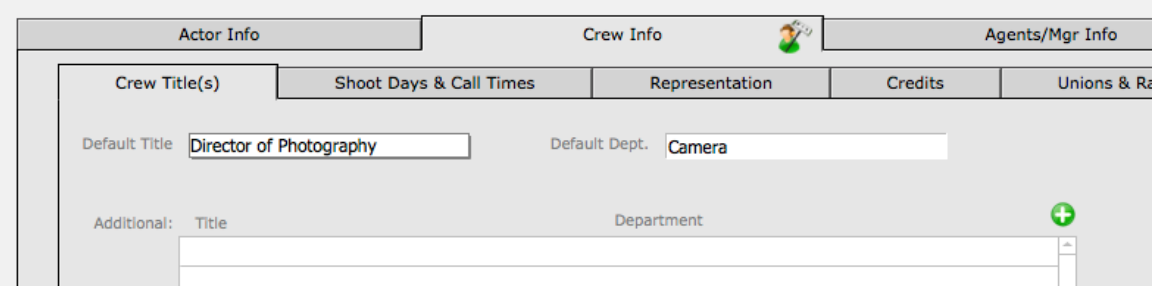


When you select a contact record to the Crew category, you will see the following pop-up window. To disable this message, select the checkbox: Do Not Show category message.

To add crew information, such as titles and shoot days, select the Crew tab:



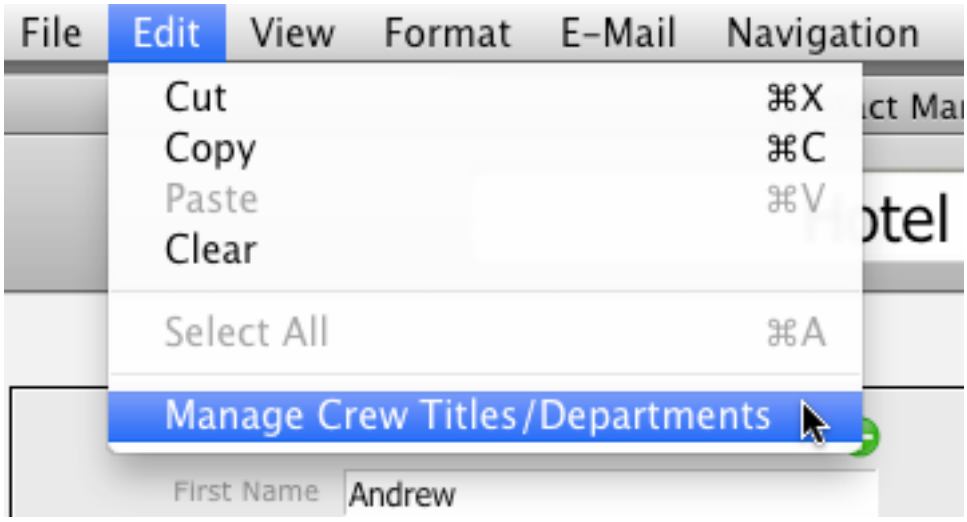
This is where you can attach a Title to this Crew member:



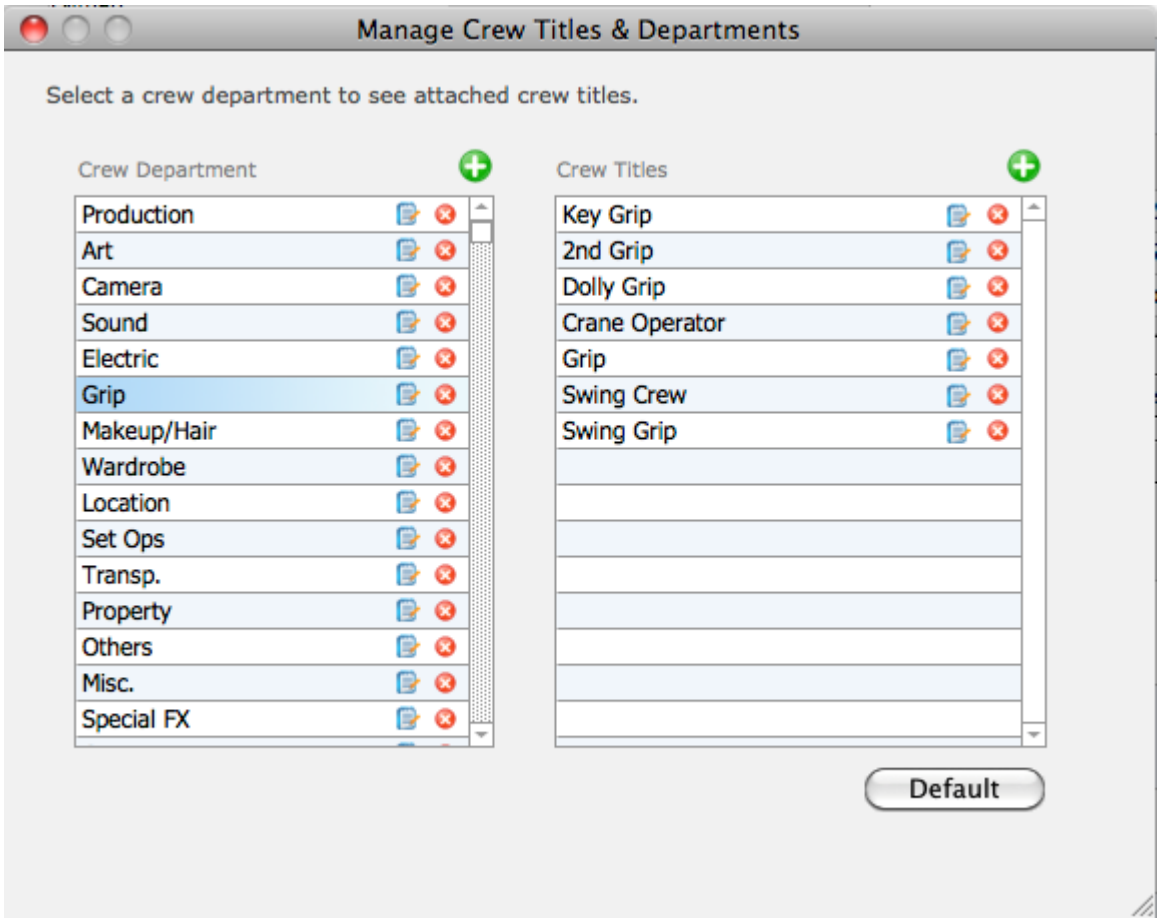
When you select a Title, an associated Department will also attach itself to the Crew record.

7.4-1 Managing Crew Titles & Departments

To manage Crew Titles and Departments, select `Manage Crew Titles/Departments` from the Edit menu.



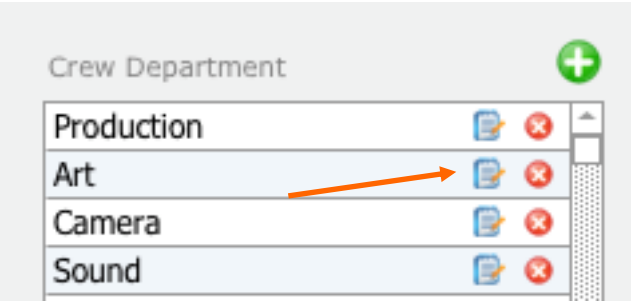
This is where you can add or modify crew titles and departments:



Selecting a Crew Department on the left-side of the screen will display all related Crew Titles on the right.

Selecting the green add button above the Crew Department window will allow you to create a new Crew Department.

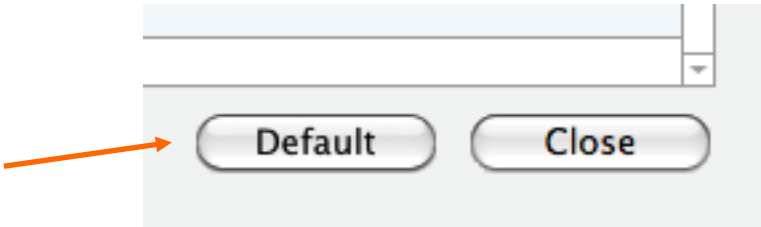
You can then attach Crew Titles to that Department by selecting the green add button above the Crew Titles window.



To modify the name of a Crew Department or a Crew Title, select the edit button next to the name you want to modify.

To permanently delete a Crew Department or a Crew Title, select the red delete button next to the department name or title name.

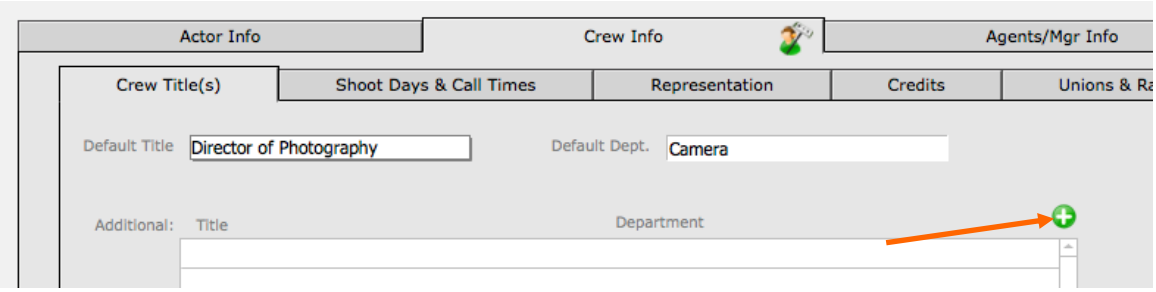
To restore all default departments and crew titles, select the Default button.



Every contact record that is attached to the Crew category can have multiple crew departments and crew titles.

There is always a “default” title and department attached to each Crew record. You can also attach other titles and even different departments to a crew record.

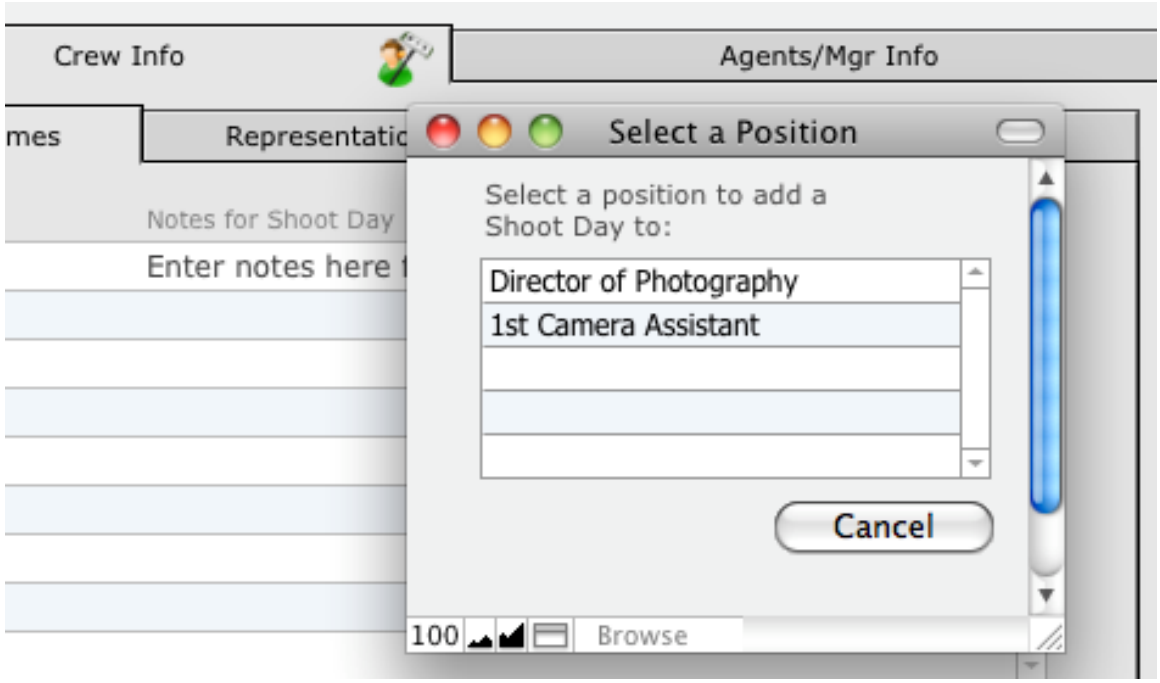
To attach a second, third, or fourth (or more!) title and department to a crew record, select green add button on this tab:



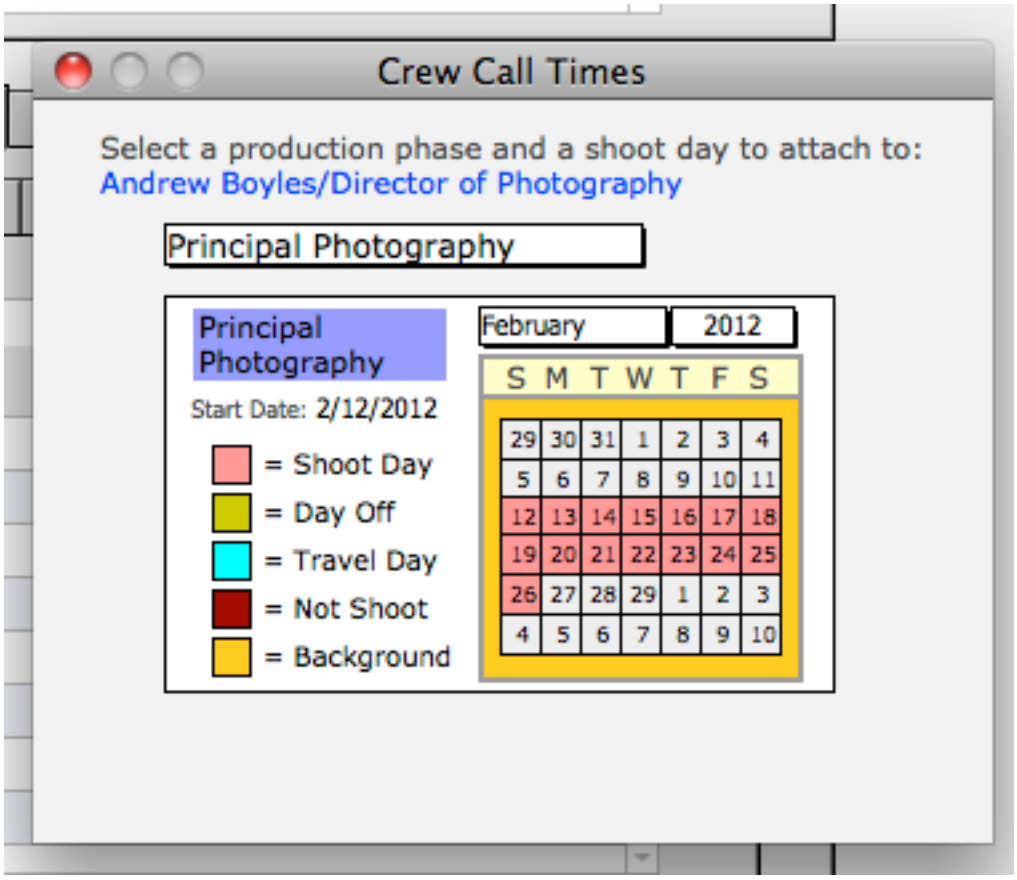
7.4-2 Attaching Shoot Days to Crew

To attach a Shoot Day to a crew record, select the Shoot Days & Crew Call Times tab.

If you have more than one crew title attached to the crew record, you will be asked to select the Position you want to attach a Shoot Day to:



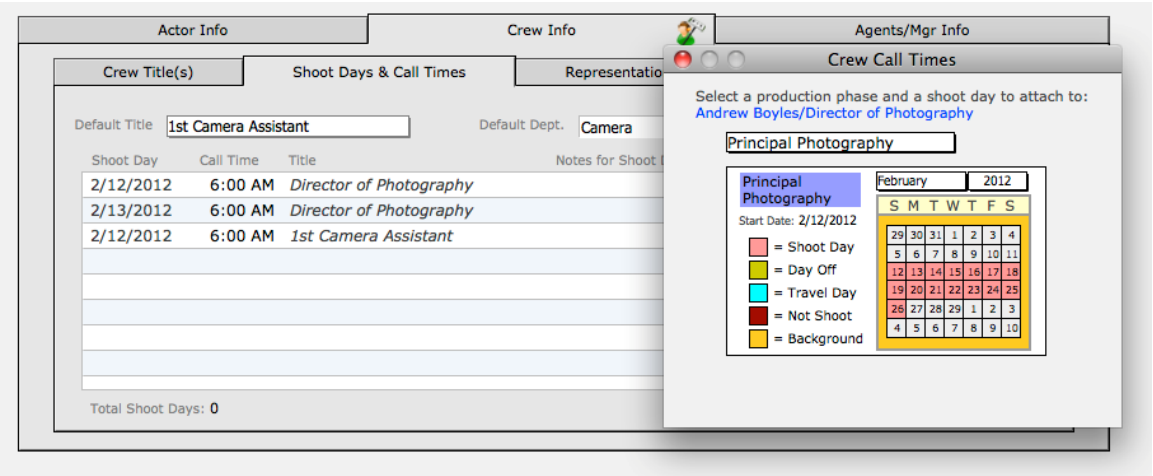
Select the position.



A pop-calendar will appear.

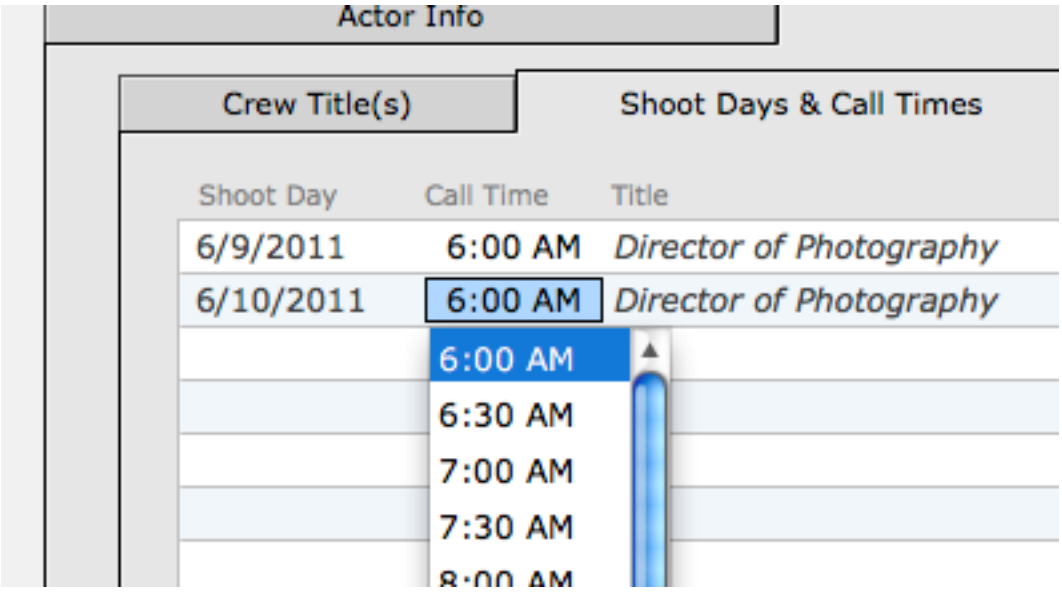
You will only be able to attach a calendar day that is designated as a Shoot Day for the current schedule to the crew record's position.

Select a day on the calendar designated as a Shoot Day:



On the Shoot Days & Crew Call Times tab, the shoot days that you select will appear with the name of the title/position you selected earlier.

You can change the Call Time for each individual day by selecting the Call Time field for that Shoot Day:



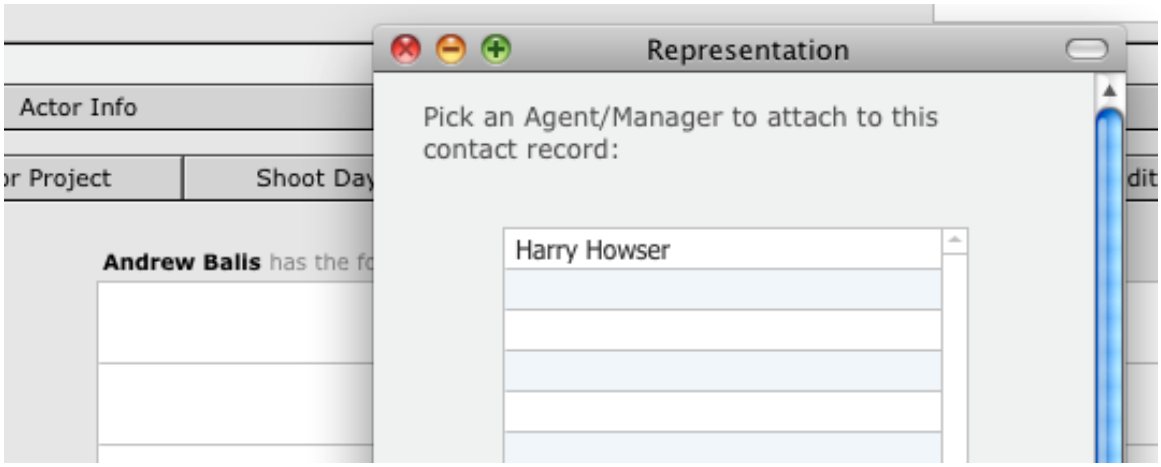
The Total Number of Shoot Days appears on the bottom of the tab

7.4-3 Crew Representation

You can attach representation to crew records. Representation assigns contact records from the Agent/Manager category.

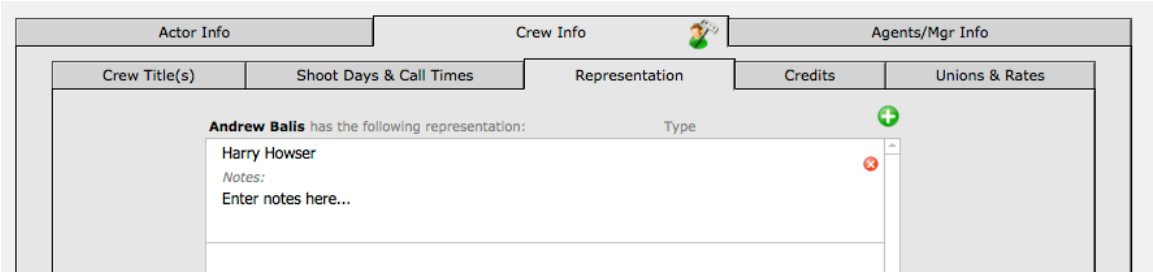
Select the Representation tab and then the green add button.

A pop-up window will appear displaying all contact records that are attached to the Agent/Manager category.



Select the Agent/Manager contact record.

That Agent/Manager will pop into the Representation window:

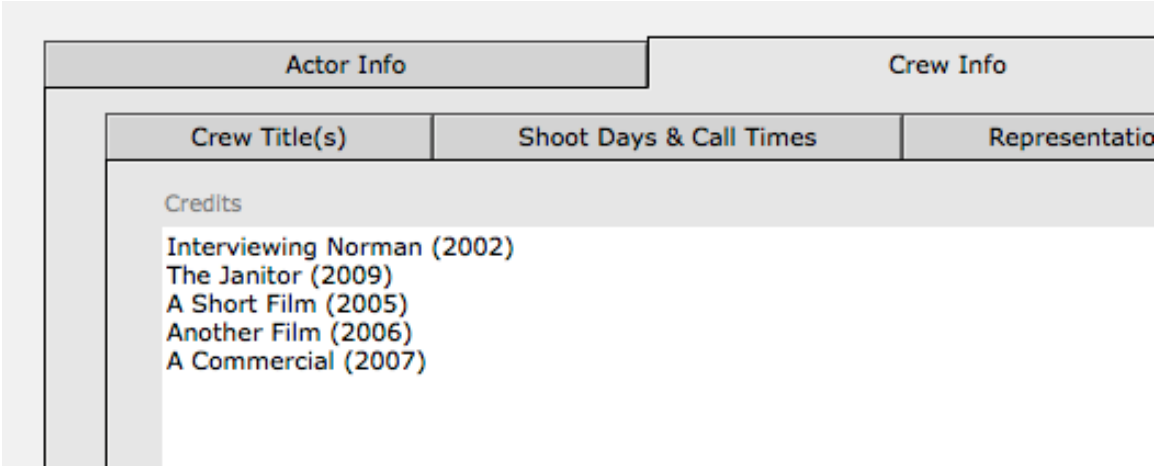


You can attach multiple Agent/Manager contact records to a single Crew record.

To remove the Agent/Manager record from the Crew record, select the red delete button.

7.4-4 Credits

You can enter Credits for the Crew member in the Credits tab:



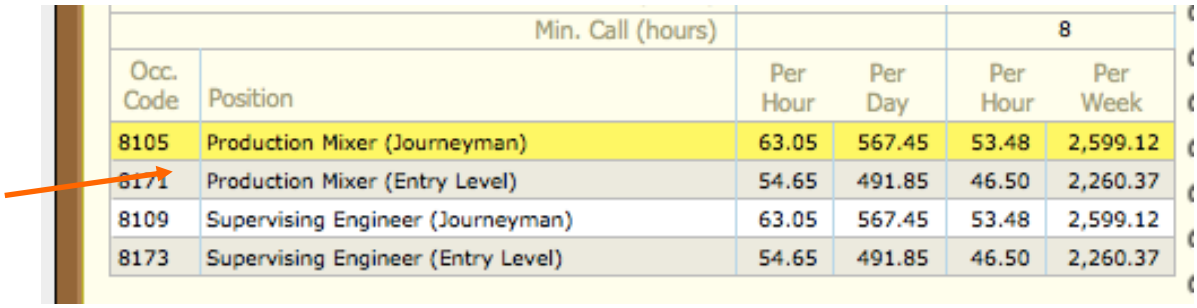
7.4-5 Unions & Rates

If you purchased Gorilla's Ratebook, you can attach a recent rate from any one of 80 plus unions and nearly 9,000 labor rates.

Select the Union & Rates tab and select the green add button.

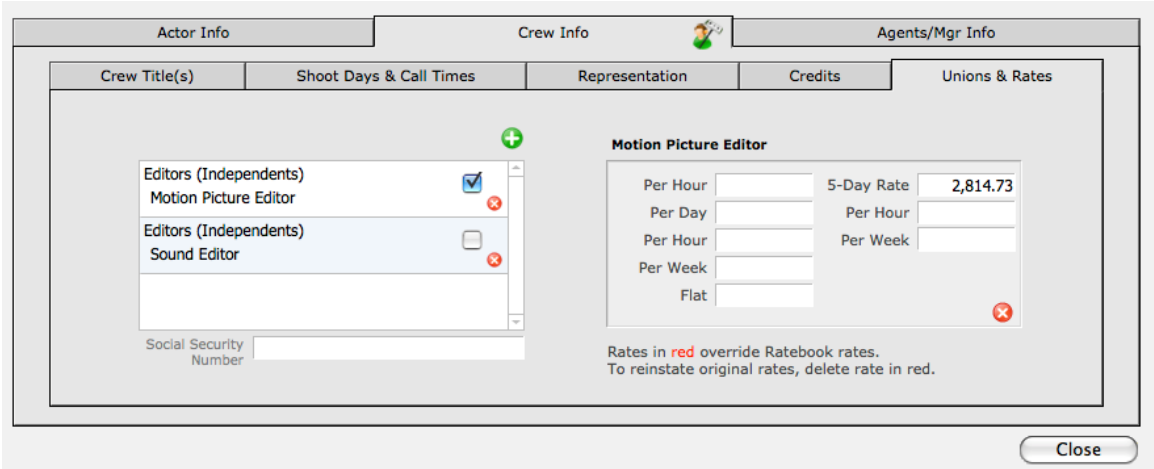
This will take you to The Gorilla Ratebook.

Select a union and then a position:



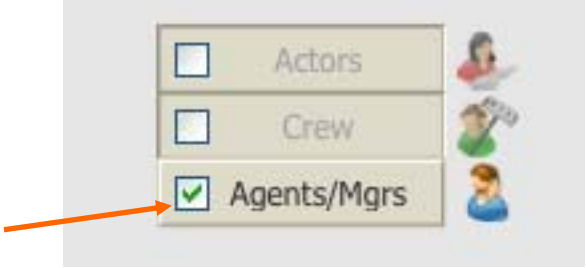
	Min. Call (hours)			8	
Occ. Code	Position	Per Hour	Per Day	Per Hour	Per Week
8105	Production Mixer (Journeyman)	63.05	567.45	53.48	2,599.12
8171	Production Mixer (Entry Level)	54.65	491.85	46.50	2,260.37
8109	Supervising Engineer (Journeyman)	63.05	567.45	53.48	2,599.12
8173	Supervising Engineer (Entry Level)	54.65	491.85	46.50	2,260.37

The Ratebook window will close, and the union and associated rates for the selected position will appear in the Union & Rates tab for the Actor record:



7.5 Agents/Managers

To create an agent/manager record, from the Contact Manager select a contact record and then click the Agent/Manager category button:

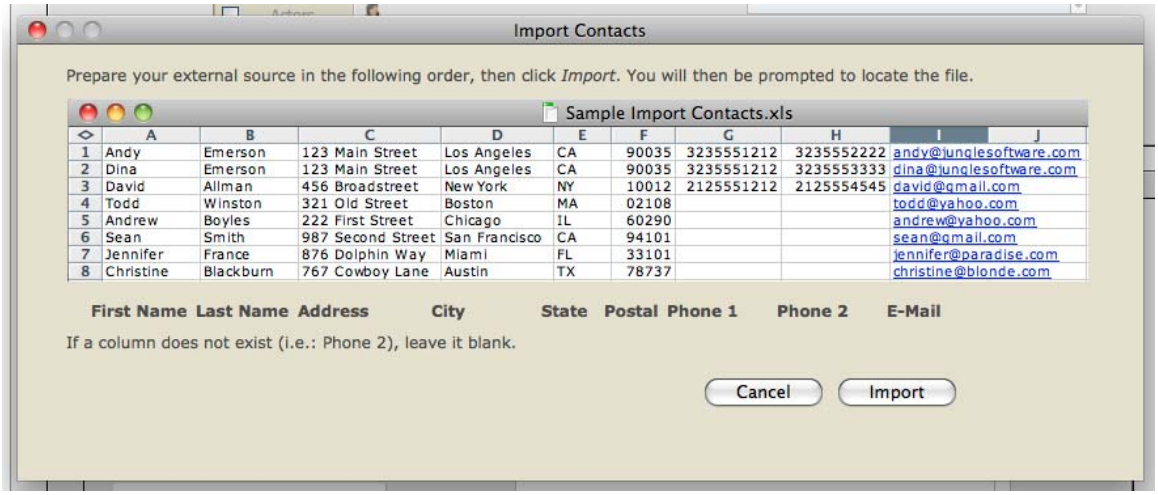


When you select a contact record to the Agent/Manager category, you will see the following pop-up window:

To add agent/manager information, such as company and agency information, select the Agent/Manager tab. To disable this message, select the checkbox: Do Not Show category message.

7.5-1 Importing Crew Members

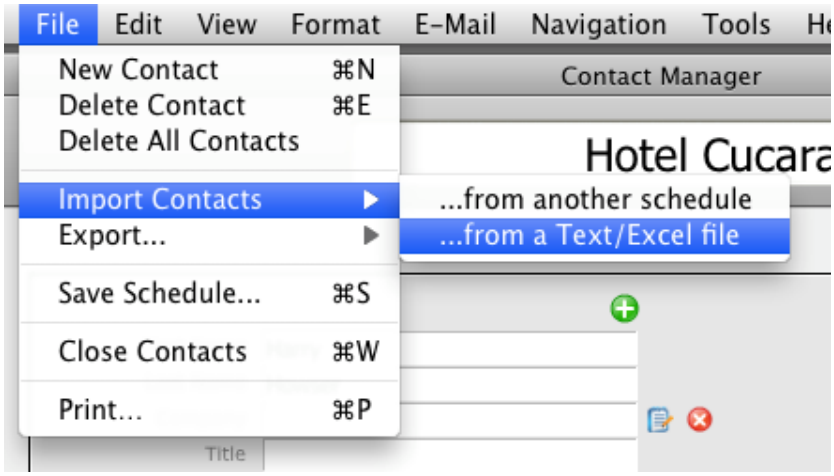
Gorilla can import a list of crew members from Word® or Excel®. For this to work properly, each record must be separated by a paragraph return in Word or be in a different row in Excel. Prepare the data in the following order:



If an entry does not exist for a certain category, leave that field empty with a tab (Word) or an empty cell (Excel).

After preparing the data, do the following:

Select `Import Contacts` from the `File` Menu.



Select the type of file from the `Show Available` pop-down menu.

Locate the file to import.

Click `Import`.

Attach the new crew members the appropriate projects.

7.5-2 Exporting Crew Members

To export crew members, click `Export Contacts`.

Gorilla can export the crew data the following ways:

- Tab-Separated Text
- Comma-Separated Text
- SYLK
- DBF
- DIF
- WKS
- BASIC
- Merge
- HTML Table
- FileMaker Pro
- XML

8. Locations

8.1 Overview

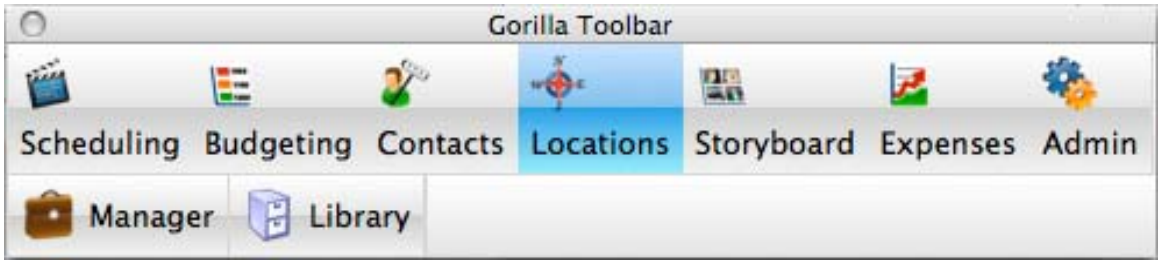
Gorilla's Location module allows you to create locations for your projects.

Video Tutorial Available for this lesson! Visit:

http://www.youtube.com/user/junglesoftwaretv

Lesson 21 – Locations

To access the Locations module, select Locations from the Gorilla Toolbar and then select the Manager button.



If you imported a screenplay, you imported SETS into your breakdown sheets. For example:

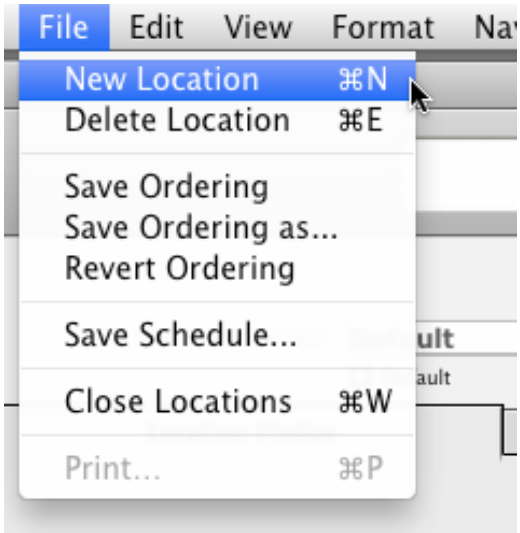
INT. NORMAN'S LIVING ROOM – DAY

In the slug line above, "NORMAN'S LIVING ROOM" is the Set. It is not the Location. The location is where you are going to shoot the scene. This could be a sound stage at a studio, or an actual residence thousands of miles from where the writer specified where the scene is supposed to take place.

Therefore, it is important to create physical locations which are places the scenes are to be shot.

8.2 Creating a Location

To create a location, select `New Location` from the File menu:

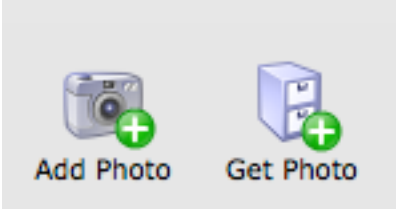


Enter a location name and all pertinent information for that location in the fields specied.

When finished, click OK.

The next step is to assign/import/get photos for that location. This is not required, but Gorilla allows you to attach as many photos you want for each location.

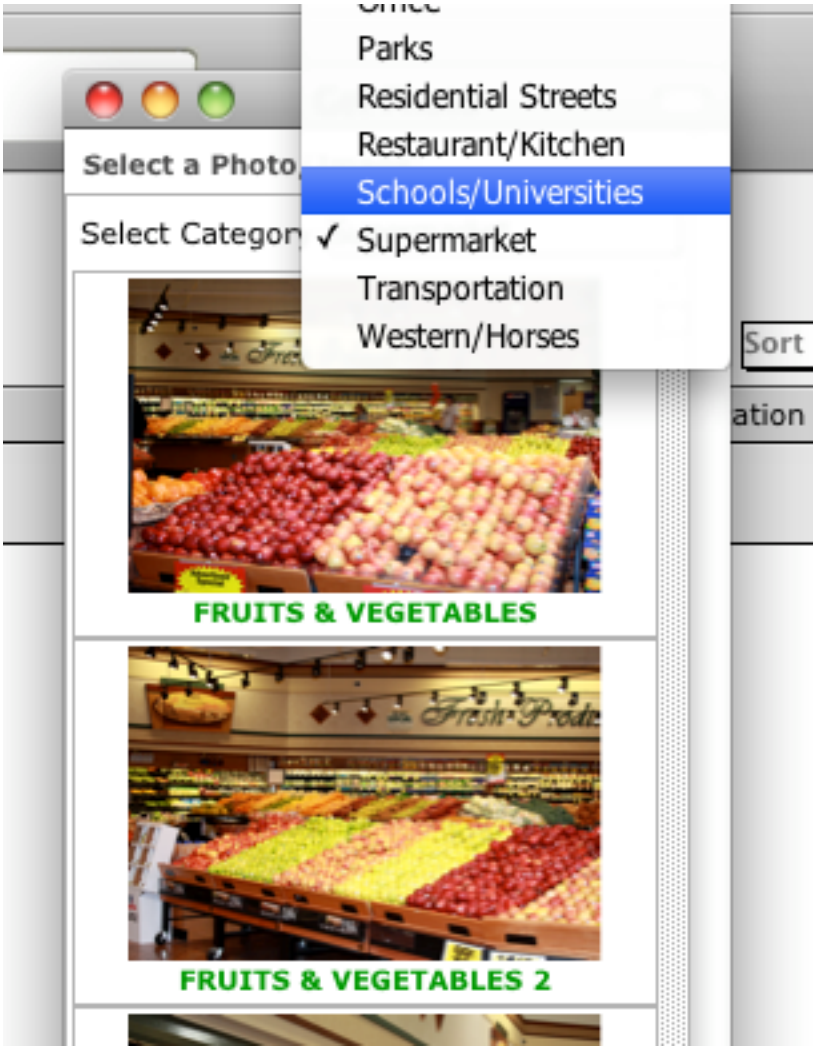
You have a choice to "Add Photo" which allows you to import an image from an external source (your hard drive, the web, a network drive), or to "Get Photo" which opens up Gorilla's Photo Library to select an existing image.



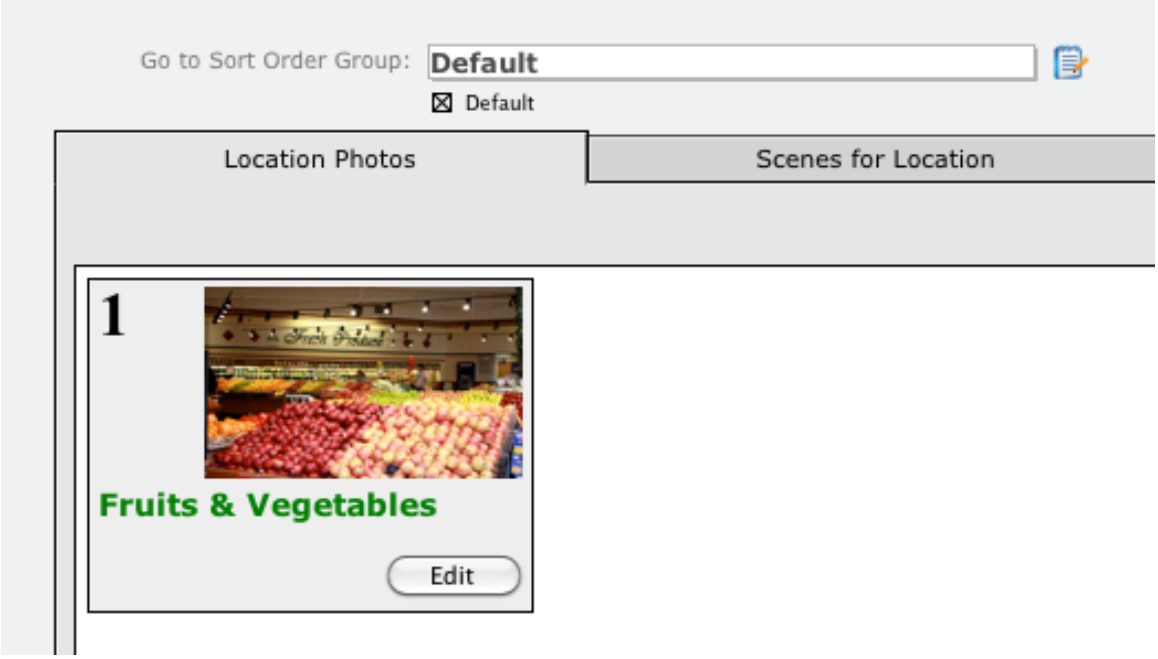
8.3 Accessing the Photo Library

To access the Photo Library, select the Get Photo button.

From the Category list, select a category and then select a image.



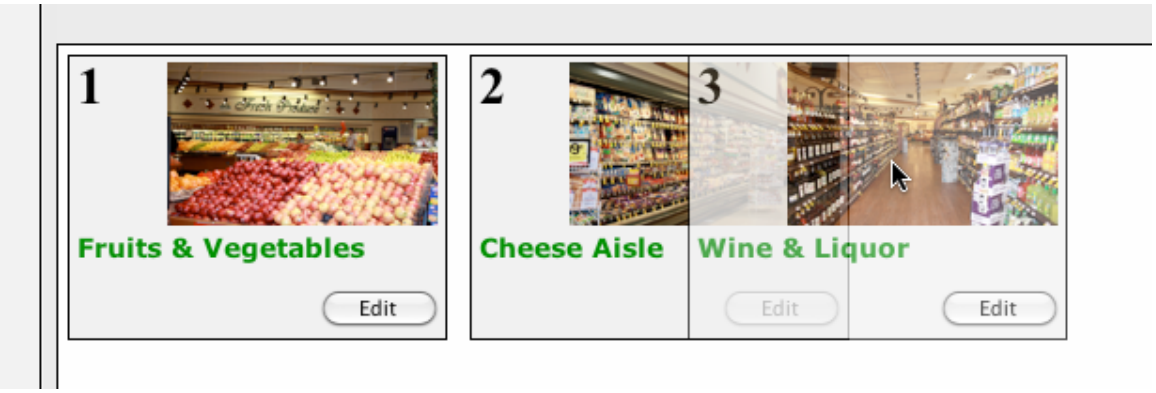
After an image is selected, it will appear on the canvas for the current location.



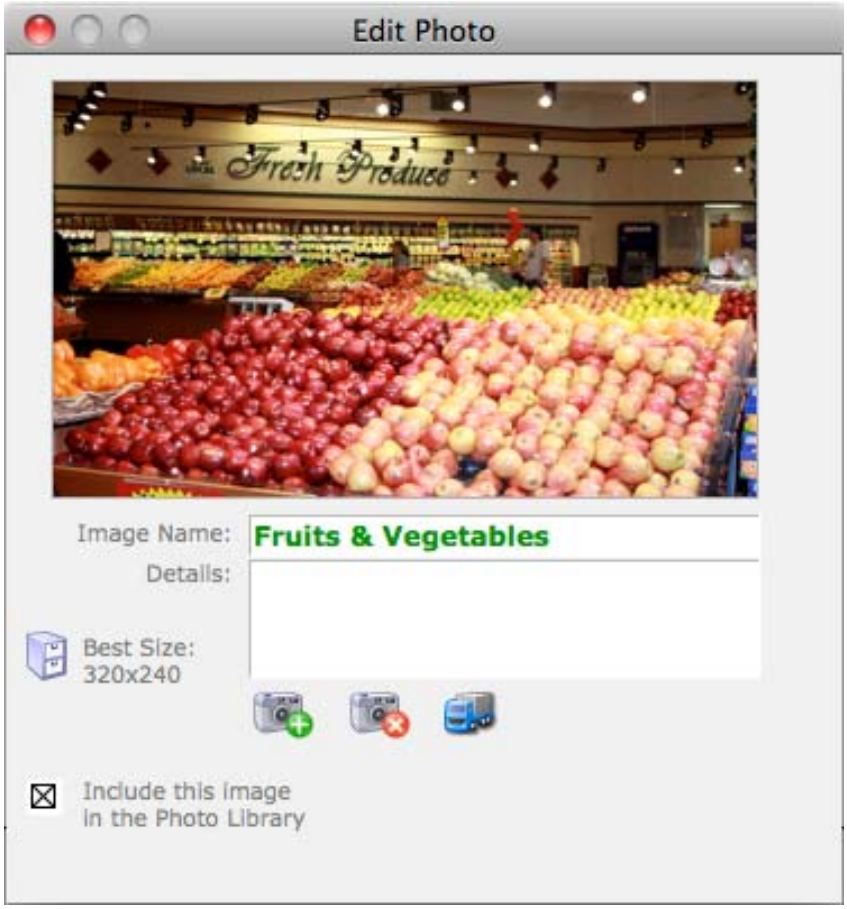
To add a second image, select either the Add Photo or the Get Photo button on the bottom of the canvas screen.

Select a category and then an image from within that category. The second image will appear on the location canvas, as shown below:

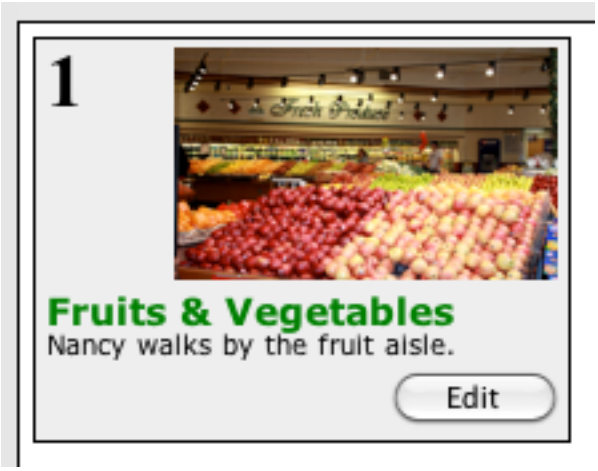
To rearrange the order of the photos, drag and drop them to the desired location:



To edit the image or the image details, select the Edit button on the image.



You can enter details for the image in the Details field. When you close the window, the details will be seen on the image in the location canvas:



However, the amount of room allowed for this field is limited, as shown above.

8.3-1 Edit Existing Image

To change the image of an existing location photo on the canvas, select the Edit button on the image and then select the Add Camera button.

Select an image from your hard drive. This image will replace the existing image.

Note: When sizing an image for the Locations module, it is best to resize the image to approximately 320 x 420 pixels. Images can be saved in .png or .jpg file format.

8.3-2 Delete Existing Image

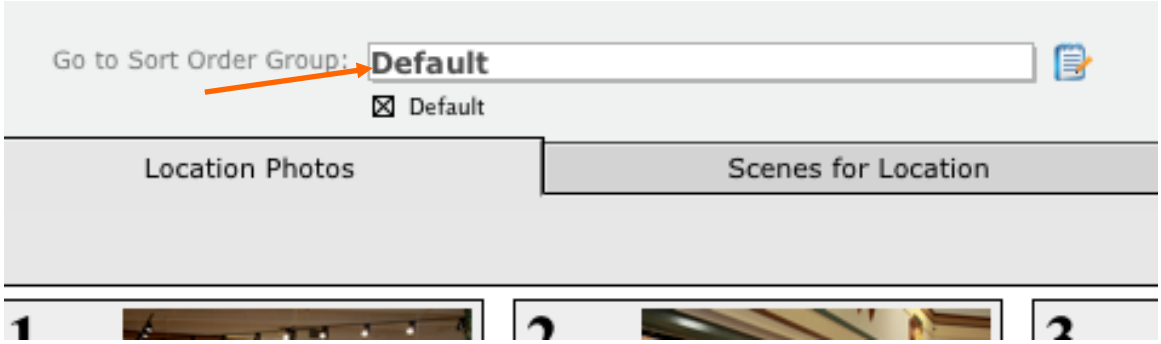
To remove an image from the location canvas, select the Edit button on the image and then select the Delete Camera button.

You will be presented the following warning, as shown below:

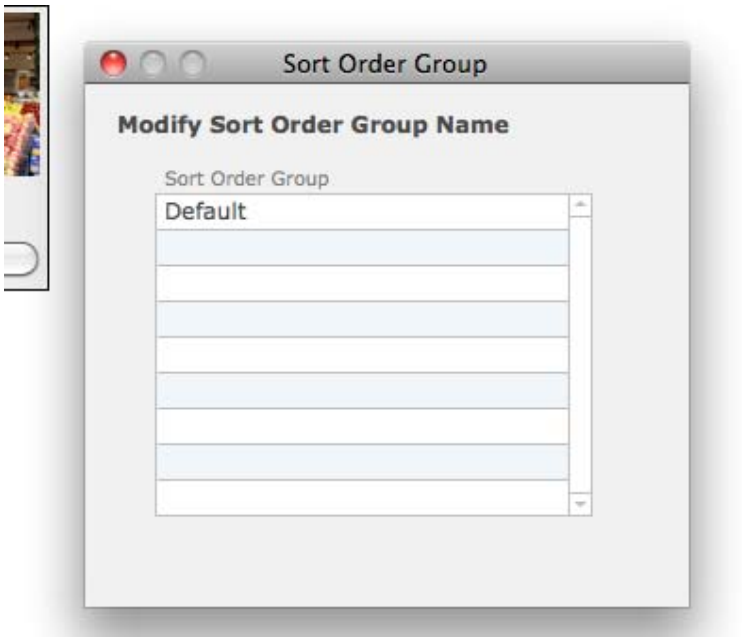
To remove this image permanently, select “Delete”.

8.4 Location Orderings

The Location canvas allows you to create images for your location and sort them in any order. When you create a Location Group a default ordering for the sort will also be created. It will be named: Default.



You can change the name of this sort order group, by selecting the Edit button to the right of the name.

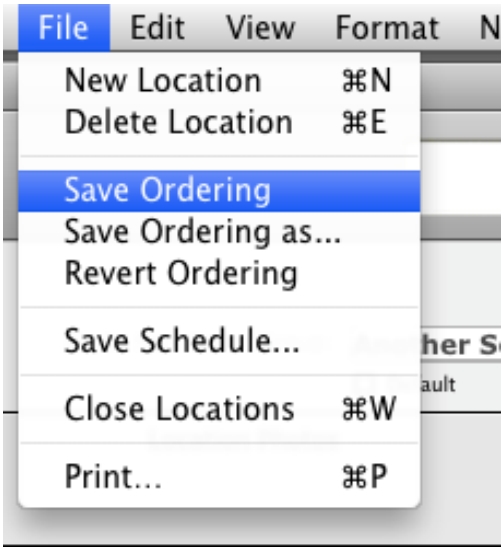


Select the name: Default, and modify the name. Select the Close button.

The new sort order name will appear in the Pop-up menu:

8.4-1 Creating a Second Sort Group

To create a second sort order group, select Save Ordering As… from the File menu, or select the Save As… button on the bottom right-hand side of the location canvas:

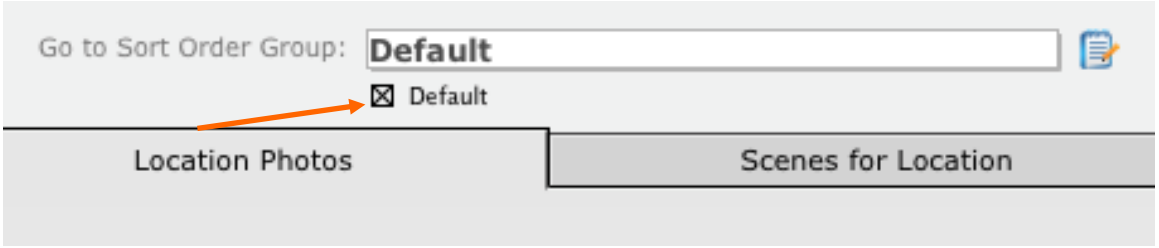


You will see the following dialog. Enter a name for the new sort order group and click OK.

Once a new sort order group is created, you can rearrange the order of the images and then save them. This sort order group will not affect the first sort order group. So it is possible to create multiple sorts for a single location.

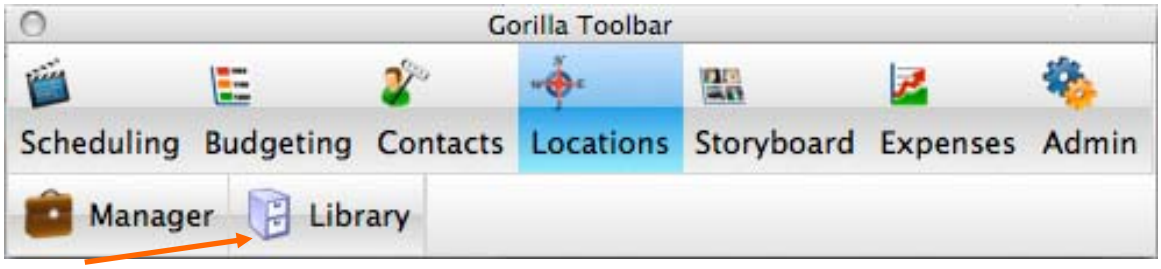
8.4-2 Default Sort Order

Every Location Group can have a Default sort order group. Select the Default checkbox below the sort order group name to make that sort order the default group.

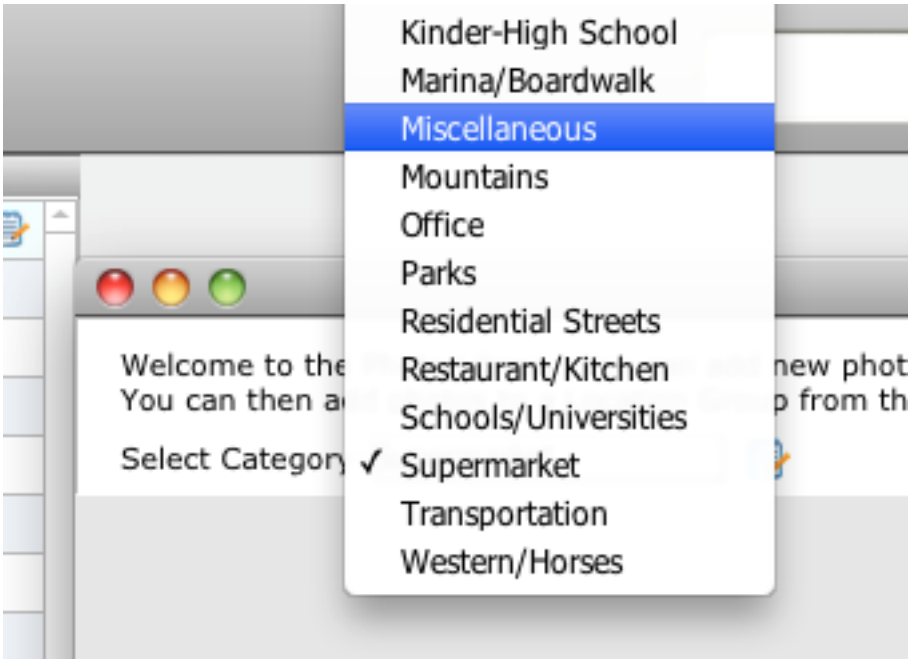


8.5 Flipping Through the Photo Library

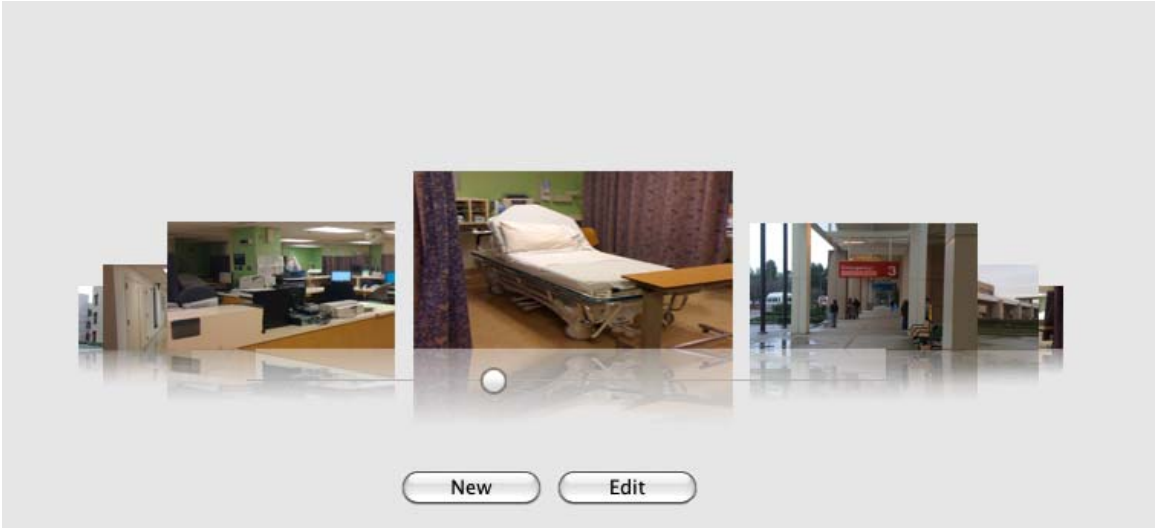
To see all the images in the Photo Library, select the Photo Library button on the location canvas or select the Library button on the Gorilla Toolbar.



Select a category from the category pull-down list:



The related images for the selected category will appear in a flow-style record browsing manner:

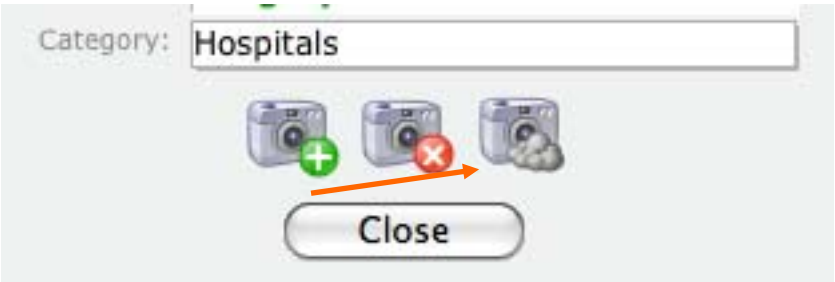


To flip through the images, select the image you want to view.

8.5-1 Hiding Photo Library Image

You cannot delete or remove photos in the Gorilla Photo Library that come pre-loaded into Gorilla. You can however, hide them so that they do not appear in the Get Photo list of photos when you select an image for the location.

To hide a photo, select the image from the Photo Library and select the Camera button with the dark cloud over it:



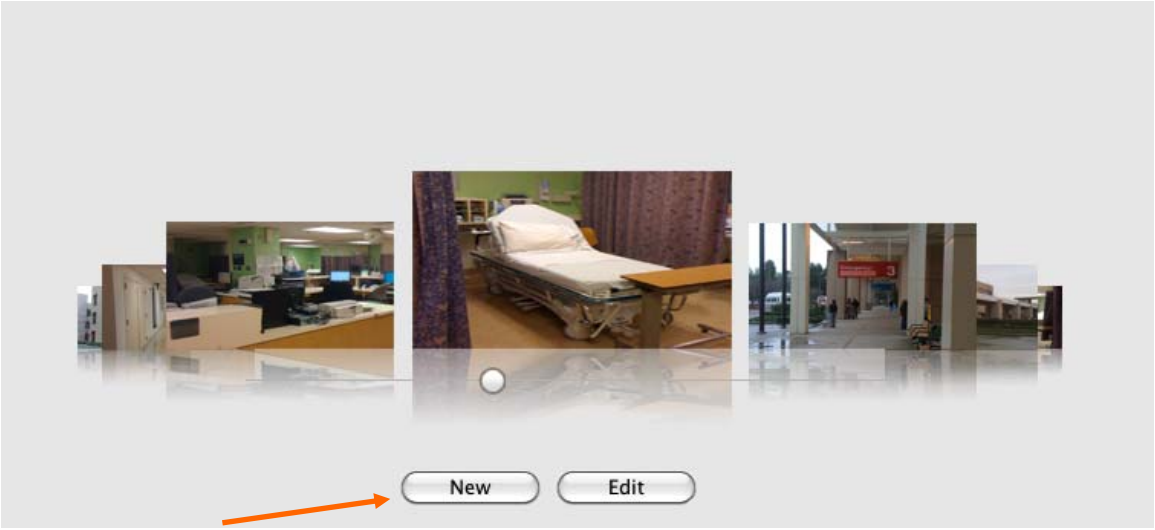
Similarly, to unhide a photo, select the same button again.

8.6 Modifying the Photo Library

You can store your own photos/images in the Gorilla Photo Library and access them for any project.

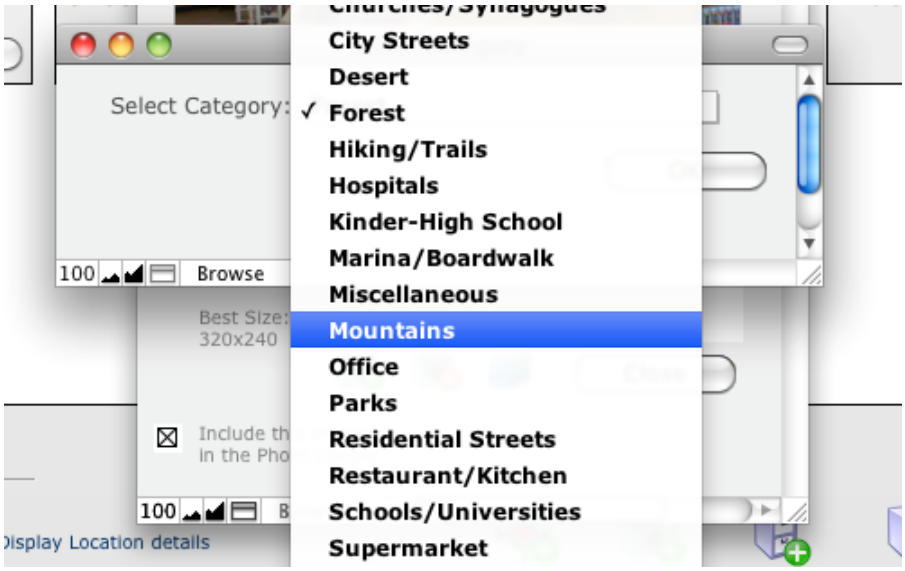
Select the Photo Library button:

And then select the Edit button on the Photo Library screen:



You will be prompted to import a new image from your hard drive. Enter a name for the image in the Image Name field:

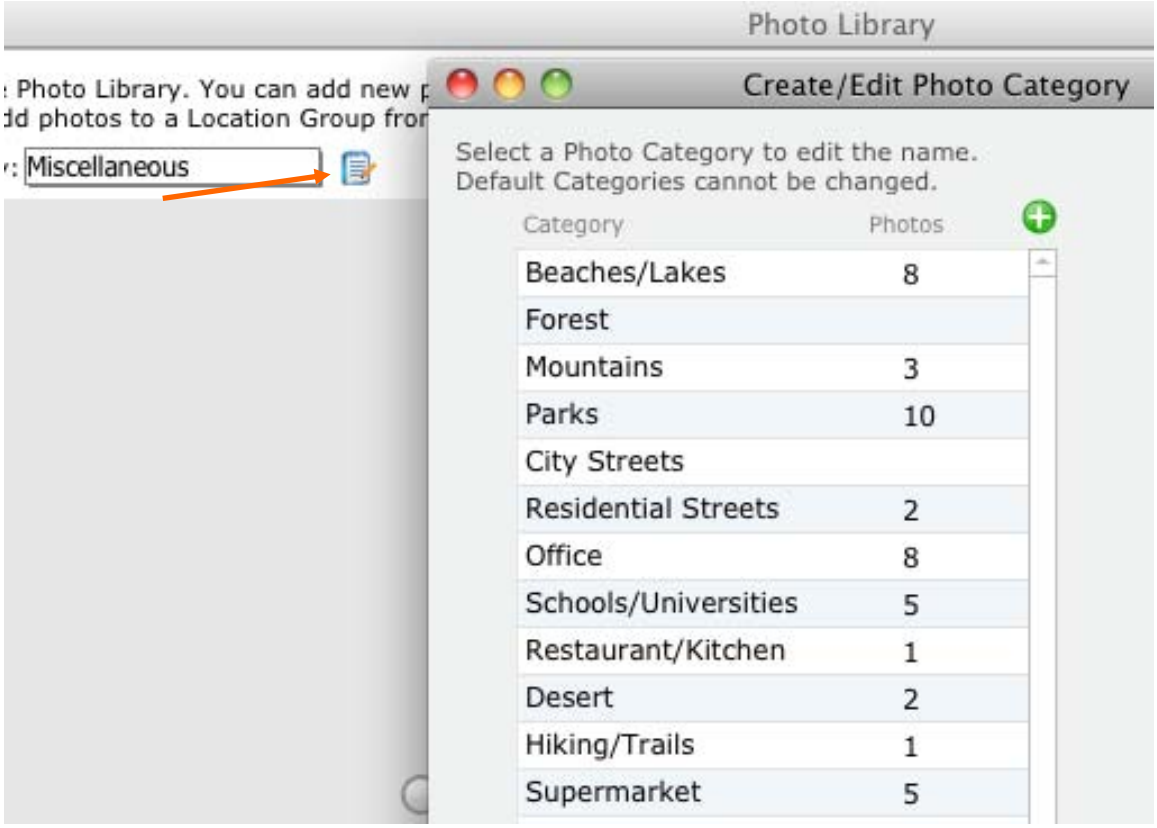
If you select the "Include this image in the Photo Library" checkbox, you will be prompted to attach the image to a Photo Category.



The image will now be stored in the Photo Library.

8.7 Photo Library Categories

You can create custom Photo Library Categories for your photos. Select the edit button next to the Select Category field.



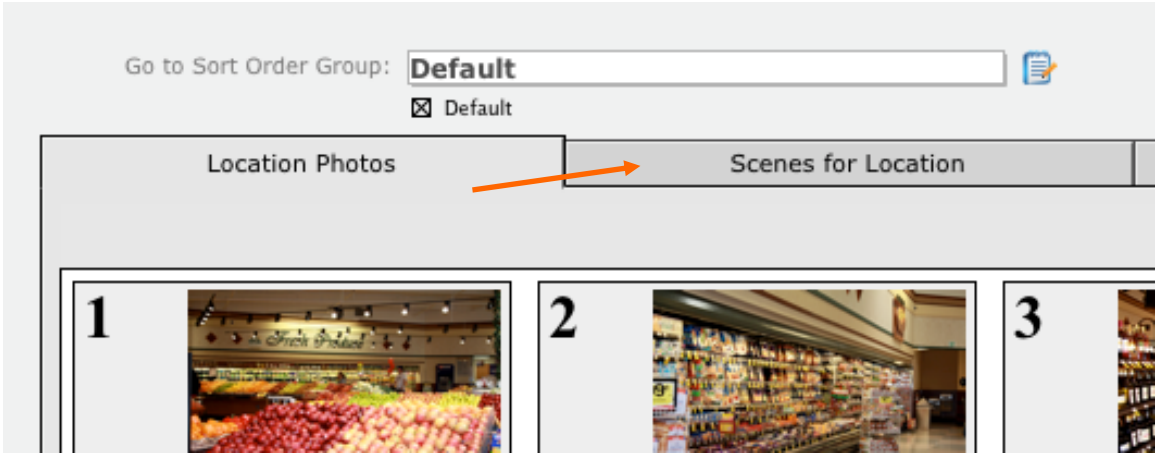
To create a new category, select the green add button.

After the category is created, you can attach photos to this category.

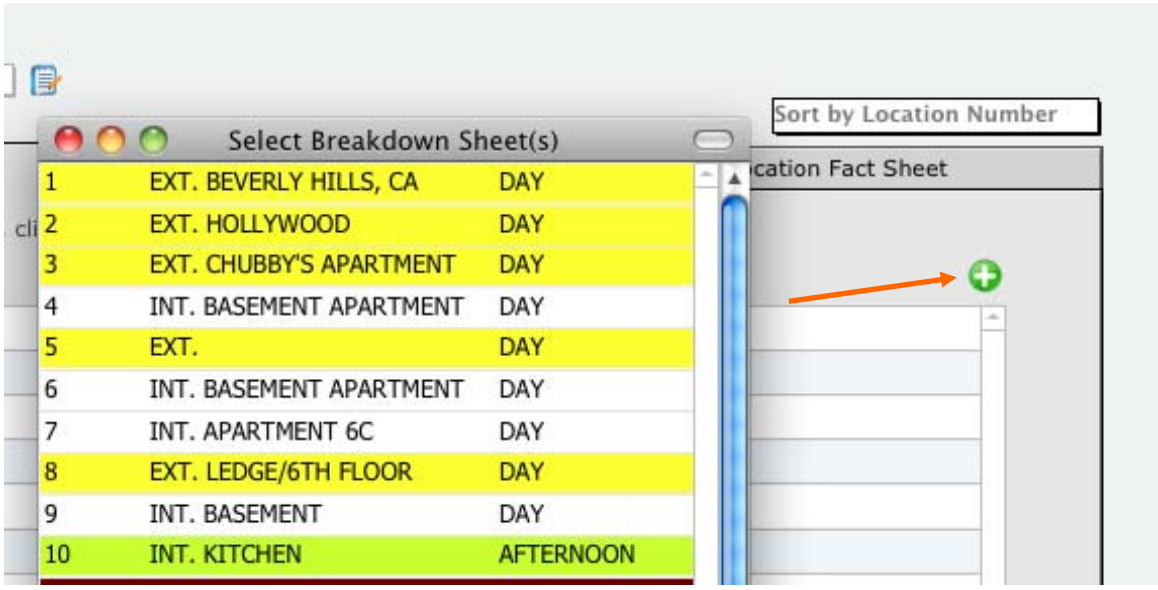
8.8 Scenes for Location

After you create a location, you can attach scenes from the Breakdown Sheets module to the location.

Select the Scenes for Location tab:

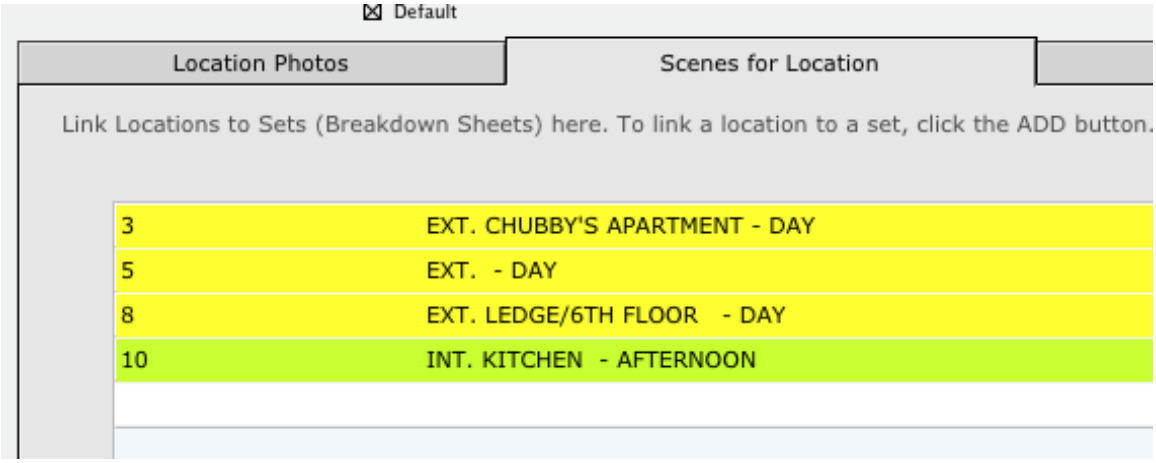


To access the list of breakdown sheets for the current schedule, select the green add button.



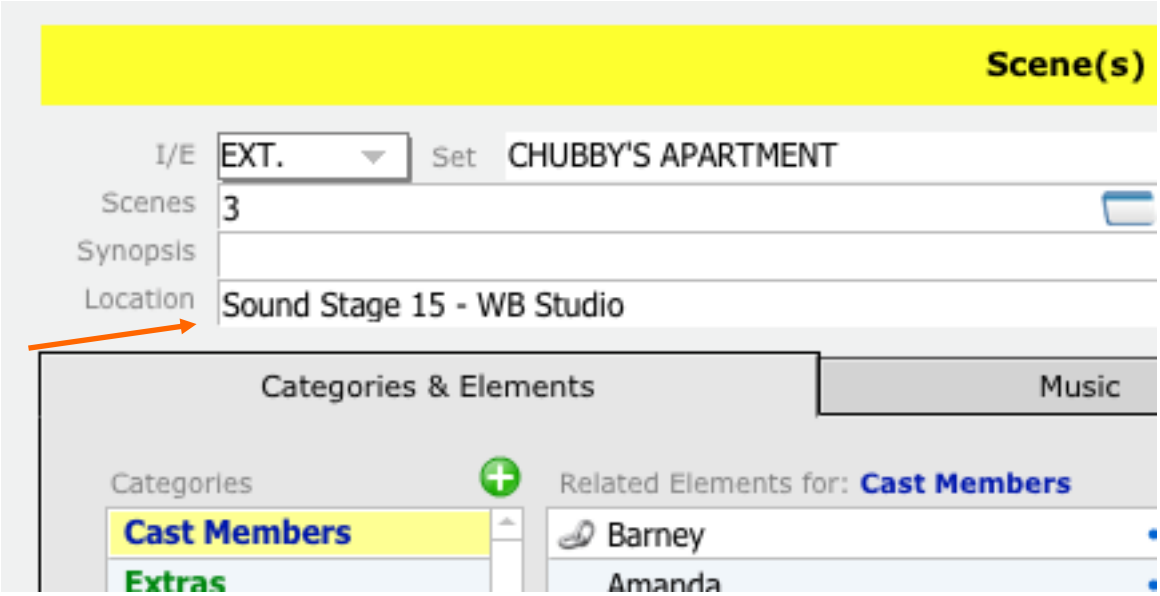
Select one or more breakdown sheets to attach to the currently selected location.

When you click the Close button, you will see all the scenes selected attached to the current location.



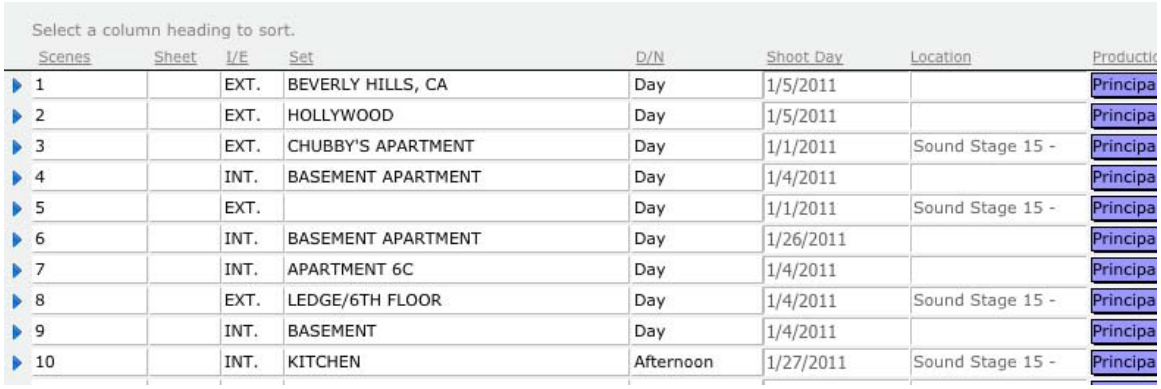
In the example above, Scenes 3, 5, 8, and 10 are all attached to the location record.

If you click the Scene (for example, Scene 3), you will be taken to the corresponding breakdown sheet.



Notice that the location name is populating the Location field on the breakdown sheet.

If you select `List Breakdown Sheets` from the Breakdown pull-down menu, you will see a list of all the breakdown sheets:



Select a column heading to sort.

Scenes	Sheet	I/E	Set	D/N	Shoot Day	Location	Productio
1		EXT.	BEVERLY HILLS, CA	Day	1/5/2011		Principa
2		EXT.	HOLLYWOOD	Day	1/5/2011		Principa
3		EXT.	CHUBBY'S APARTMENT	Day	1/1/2011	Sound Stage 15 -	Principa
4		INT.	BASEMENT APARTMENT	Day	1/4/2011		Principa
5		EXT.		Day	1/1/2011	Sound Stage 15 -	Principa
6		INT.	BASEMENT APARTMENT	Day	1/26/2011		Principa
7		INT.	APARTMENT 6C	Day	1/4/2011		Principa
8		EXT.	LEDGE/6TH FLOOR	Day	1/4/2011	Sound Stage 15 -	Principa
9		INT.	BASEMENT	Day	1/4/2011		Principa
10		INT.	KITCHEN	Afternoon	1/27/2011	Sound Stage 15 -	Principa

Notice that the field Location is populated with Locations from the Locations module.

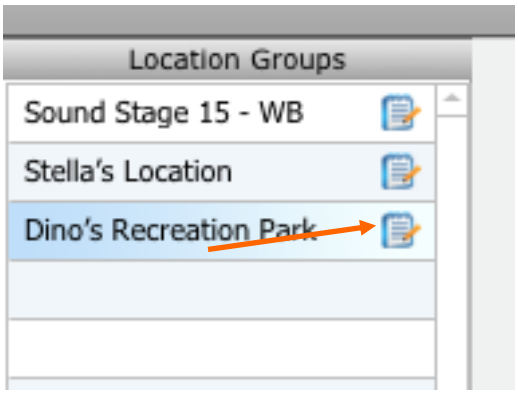
Each scene (breakdown sheet) should be attached to a location.

This will ensure proper reporting on Scene/Cast Call Sheet reports and easier sorting on the Stripboard.

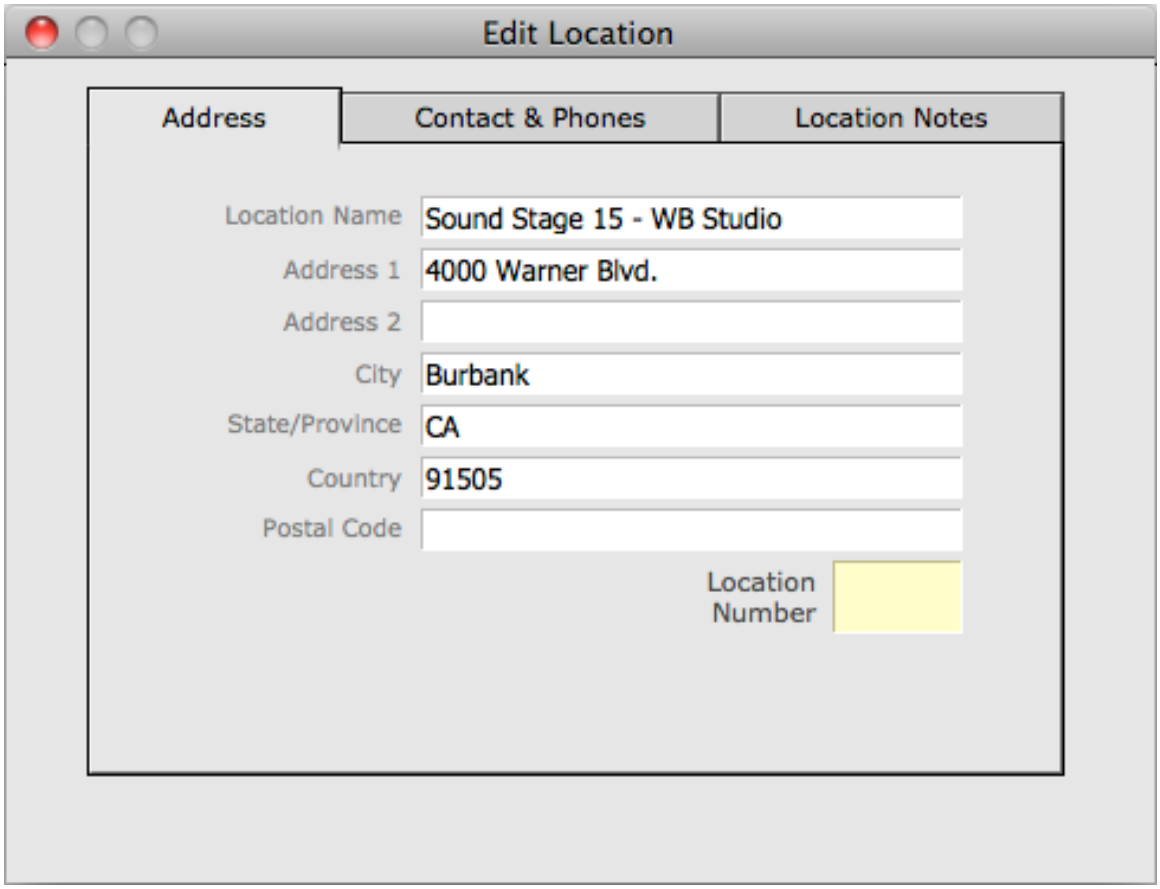
8.9 Address & Map for Location

If you enter a valid address for your location, you can see a live Google Map of that location.

To make sure you have an address entered for your location, select the edit button next to the name of the location in the location navigator.



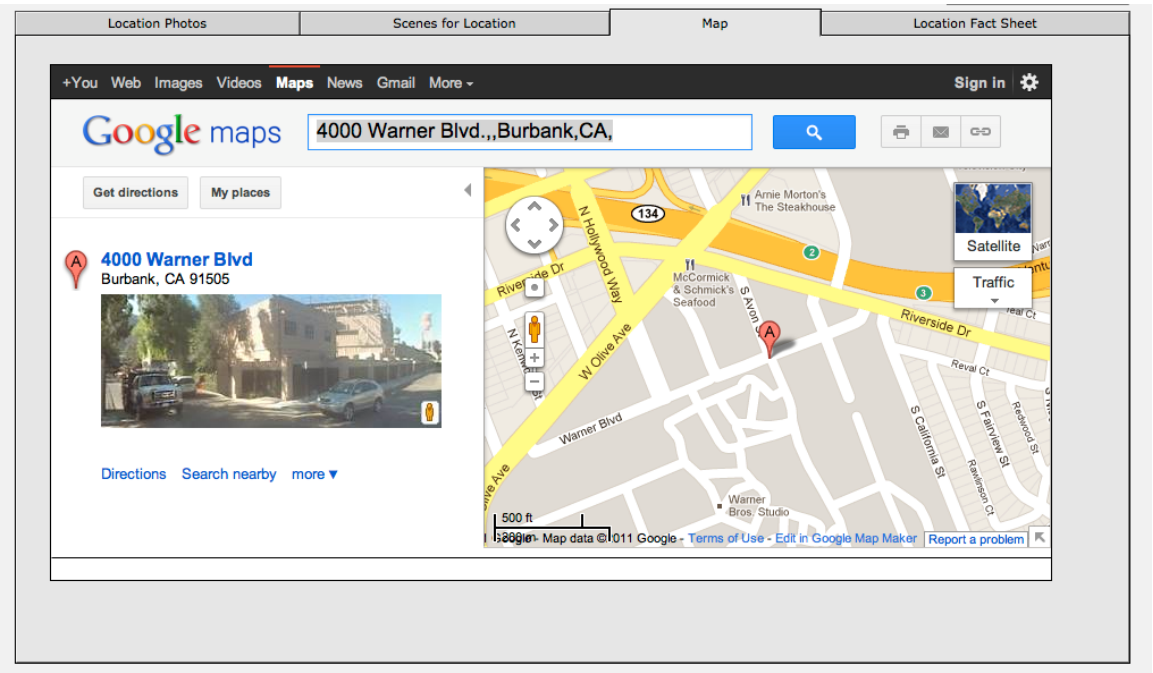
In the pop-up dialog box, make sure you have a valid street address.



Click the Close button, and then select the Google Map tab:

You must be connected to the Internet to receive data from the web.

The map information from Google Maps will appear on the tab.



In essence you are opening a web page within Gorilla. You can enter a new address in the map search field and widen the window to see more information on the screen.

Note: Changing the address here in Google Maps, does not modify the address entered in Gorilla for your location.

8.10 Location Fact Sheet

For every location, it is imperative to know what facilities the location has for your cast and crew.

The Location Fact Sheet tab allows you to enter electrical access, parking, restrooms, light information, storage, makeup and wardrobe area and much, much more for each location.

9. Storyboard

9.1 Overview

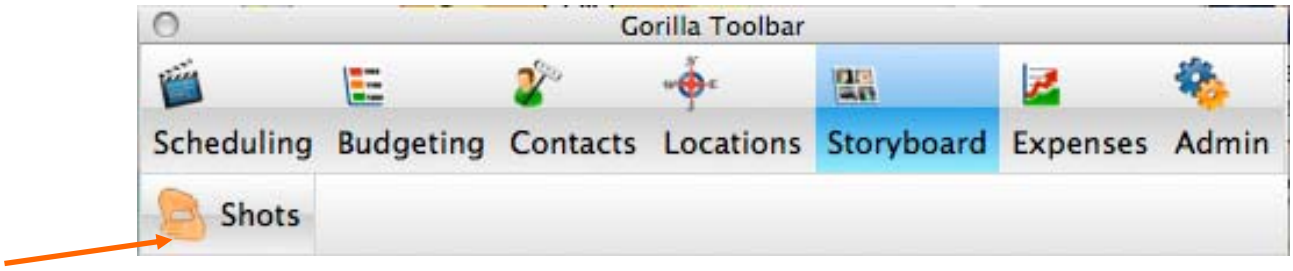
The storyboard can help keep track of each shot needed to cover a scene. This can be used for planning purposes, or to make sure that every shot has been captured during production.

Video Tutorial Available for this lesson! Visit:

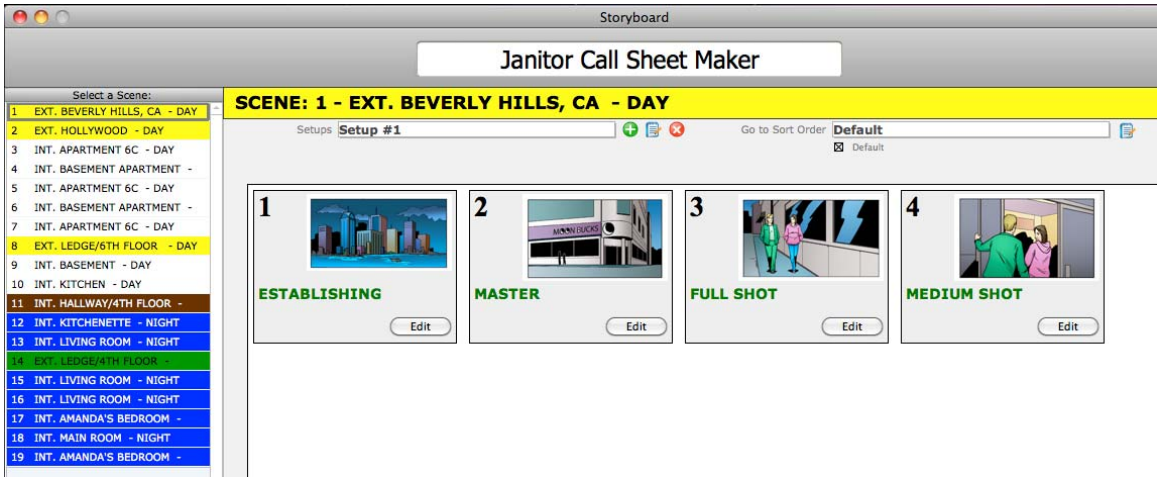
http://www.youtube.com/user/junglesoftwaretv

Lesson 22 – Storyboard, Part 1

To view the storyboard, click the `Storyboard` button on the Gorilla Toolbar and select the Shots button.



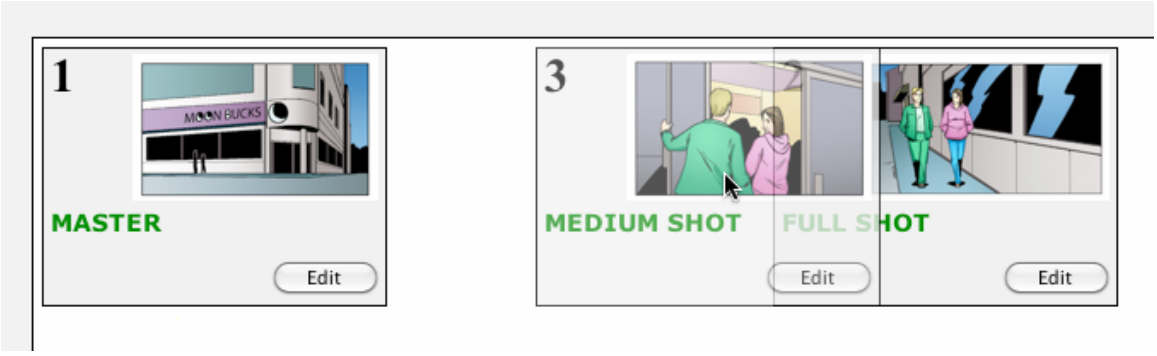
The Storyboard screen allows you to select a scene from the Scene Navigator and then attach shots to that scene.



In the example above, Scene 1 is selected in the Scene Navigator.

The shots attached to this Scene are shown in the Storyboard canvas.

To rearrange the order of the shots, drag and drop a shot to the desired location.



9.2 Shot Setups

When you first create a shot for a scene, Gorilla automatically creates a Shot Setup record for that scene.

Every scene must have at least one Shot Setup. To edit the details of the setup, select the edit button as shown above.

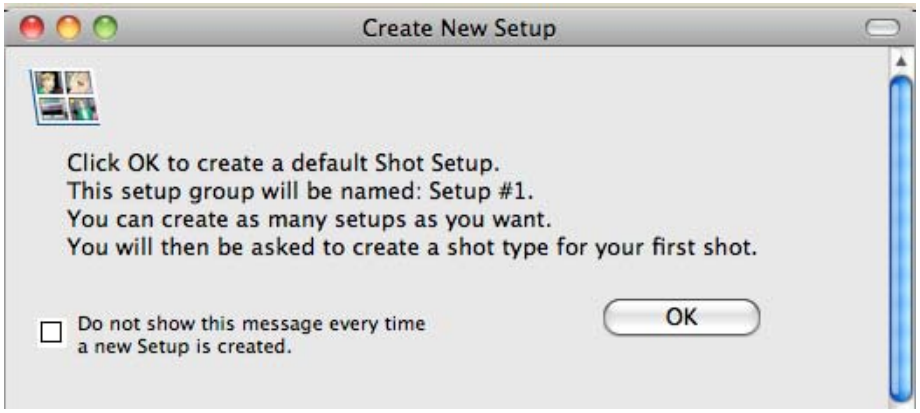
You can enter setup notes and import a layout of the setup. This can include camera positions and objects to be framed for the setup.

Once a Setup Group has been created, you can begin adding shots to the scene.

9.2-1 Adding Shots

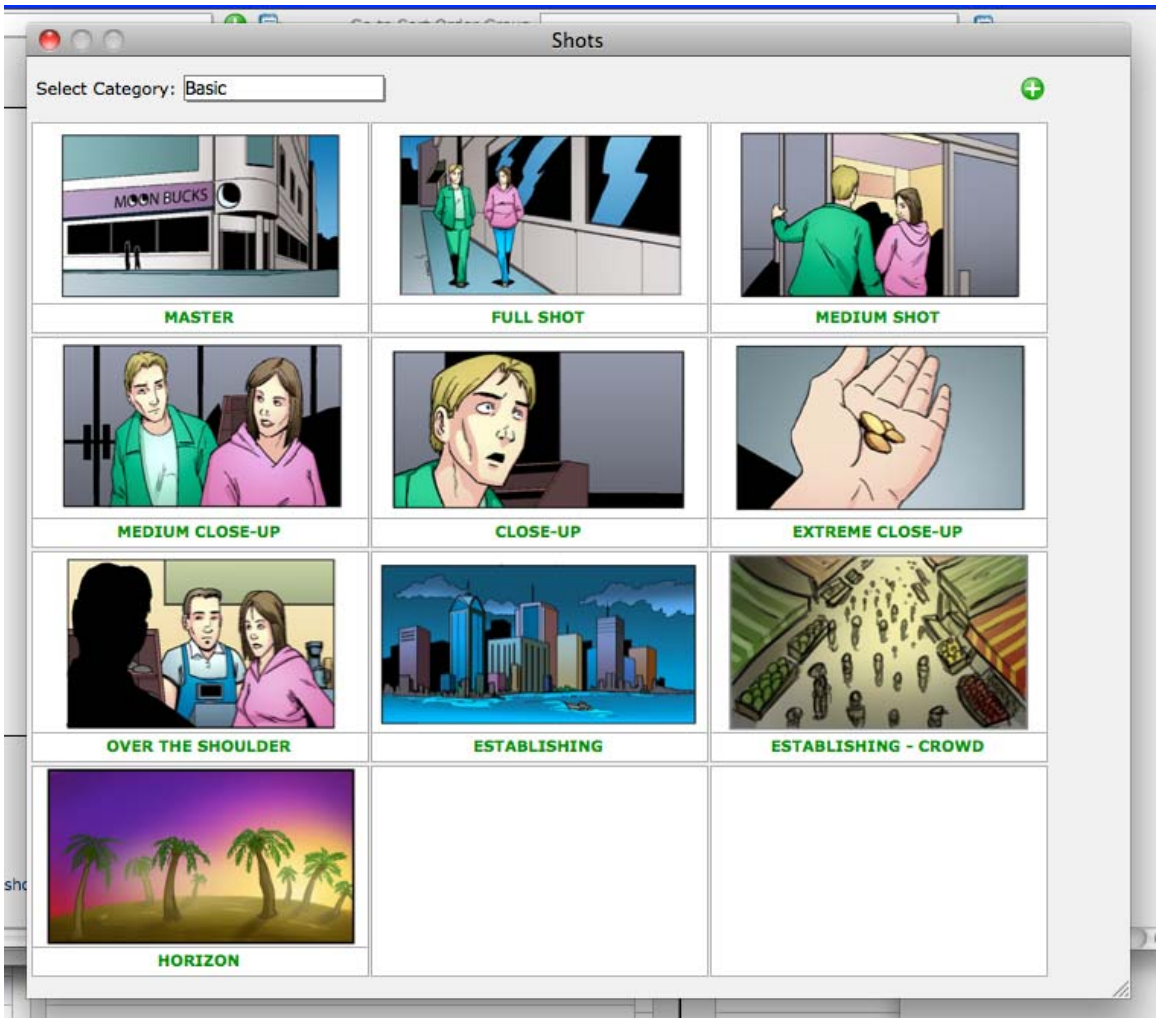
To add a shot to the current setup, select the Add New Shot button.

If a Shot Setup is not created for the selected scene, you will be prompted to create one:



Click OK and a new Shot Setup will be created.

You will be prompted to select a Shot Category.



All shots are categorized in categories.

Select a Shot Type. The shot types that are pre-set into Gorilla are as follows:

Category	Shot Type
Basic	Master Full Shot Medium Shot Medium Close-Up Close-Up Extreme Close-Up Over the Shoulder Establishing Establishing Crowd

Camera Techniques	Pan Pull Focus Sleep Over Pass Out
Composition	Action – Combat Hand-Held Interview Tilted Master Social
Crane	Rise Up Crane Down Crane Up Search Up High Angle Crane Up Entrance
Editing	Split Screen Montage Superimposition
Moving/Tracking	Dolly Down Dolly Up Fly Over Pull Back Retraction Pull Back Reveal Spin Around Action – Chase Dolly Tracking Shot Zoom Push In Draw Out Open Up/Reveal
Perspective	P.O.V. P.O.V. Object Bird's-Eye View Shadow Voyeur Object POV Screen POV – Bug Dark Voyeur Portal Underwater POV

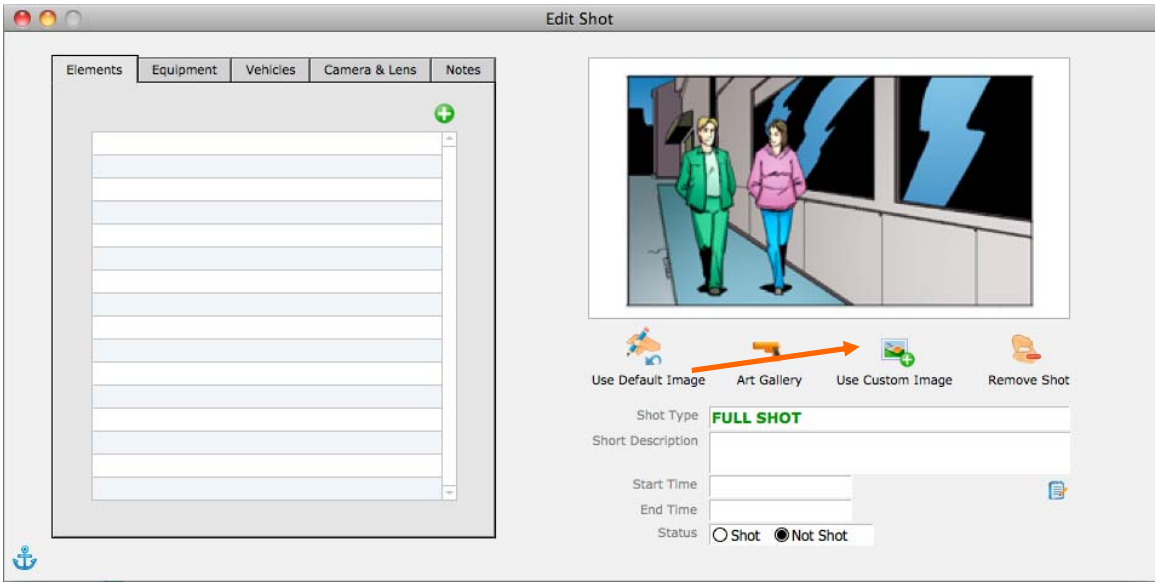
Special FX	Slow Motion Animation Rear Projection Green Screen

Gorilla will create the shot type and place a frame on the Storyboard canvas:

9.2-2 Editing the Shot Type Picture

The image entered for the shot type is an image from the Gorilla Storyboard Library. You can use this image to represent the shot type, or import your own image from an external source.

Select the Edit button on the shot to see details for this shot.



To import a custom image, select the `Use Custom Image` button. You will be prompted to import an image from your hard drive.

The image you select will replace the default shot type image for the scene and will appear on the Storyboard canvas.

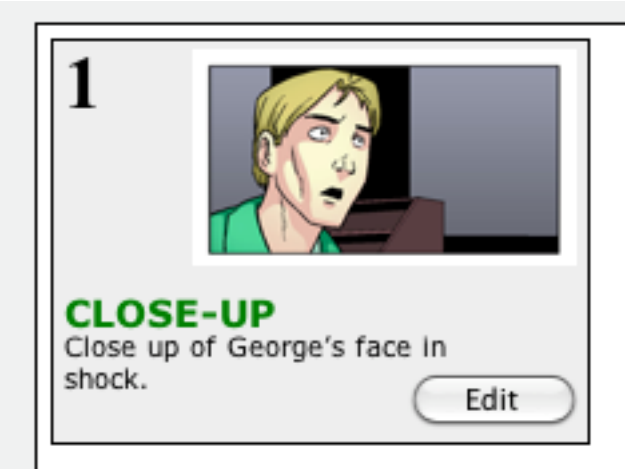
9.2-3 Detail Information for Shot

You can enter information for the shot in the Edit Shot screen.

Select the Edit button on the shot:

On the Edit Shot screen, you can enter a short description in the following field:

The information you enter in this field can appear on the shot in the Storyboard canvas if you select the "Display short description" checkbox on the bottom of the previous screen.



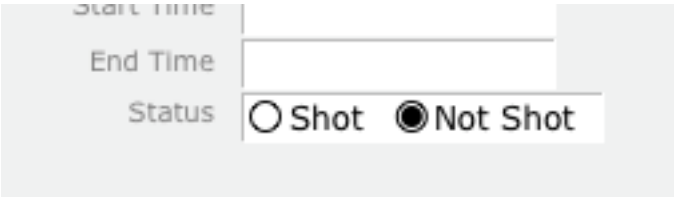
The information entered in the short description field is limited on the shot to two short lines, as shown above.

If you want to enter detailed information for the shot, select the edit button on the Edit Shot screen:

On the screen that appears, you can enter detailed information for that shot. If detailed information is entered, it will print out on Storyboard reports.

9.2-4 Start and End Times for Shot

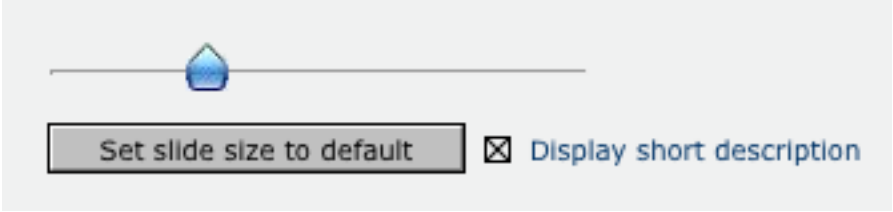
You can enter Start and End times for each shot. This is for scheduling purposes if you want to organize your days' shots.



At the end of the day, you can log the status of the shot with either Shot or Not Shot.

9.2-5 Resizing the Storyboard Canvas

By selecting and moving the slider at the bottom of the Storyboard canvas, you can change the size of the shots to take more or less room on your screen.



9.2-6 Add Existing Shot to Setup

Many times when shooting a scene, you need to shoot a shot and then shoot a different shot, then perhaps shoot the first shot type again. For example, it is not uncommon to have a shot list as follows:

1. CU: Gun
2. FULL SHOT: People walking in alley
3. CU: Hand Loading Gun

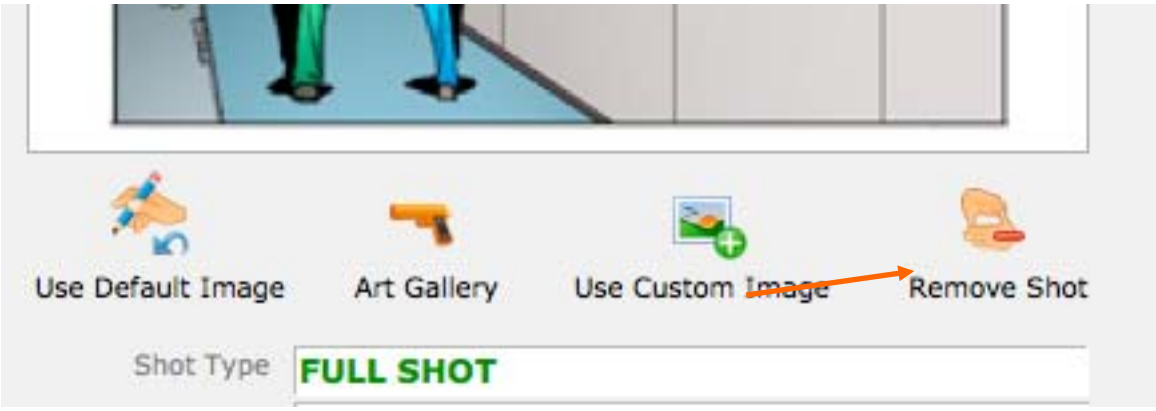
The first and the third shots are both CLOSE-UPS.

By selecting the Add Existing button, you can quickly insert an existing shot type on the Storyboard canvas.

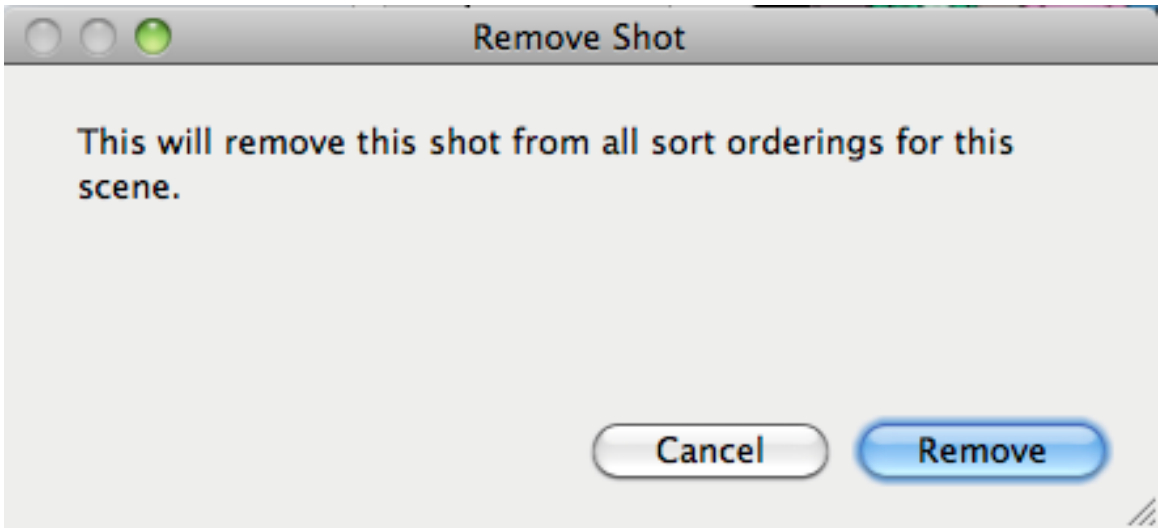
9.2-7 Removing a Shot from the Setup

To remove a shot from the Storyboard canvas, select the Edit button on the shot.

Select the Remove Shot button.

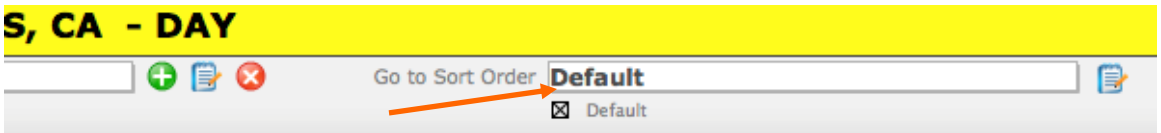


You will be presented with a dialog that warns you that this shot will be removed from all orderings for this scene.

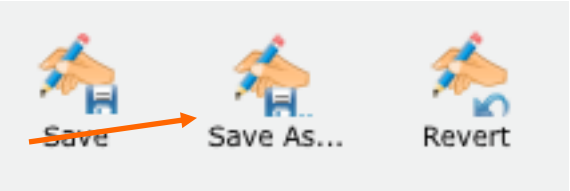


9.3 Sort Orderings for Setups

You can also save different sort orderings for each setup.

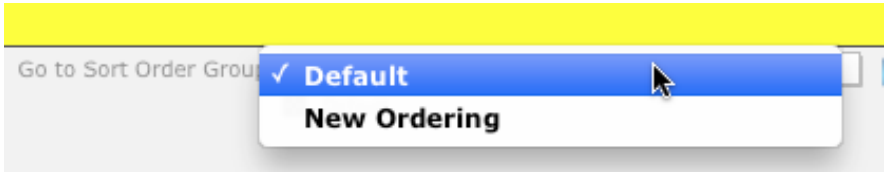


To create a new sort order group, select the Save As… button.



You will be prompted to enter a name for the new sort order group.

After it is created, you can toggle back and forth between the sort order groups:



If you rearrange shots on one sort group, it will not affect the sort for the second or more sort order groups.

9.4 Attaching Elements to Shots

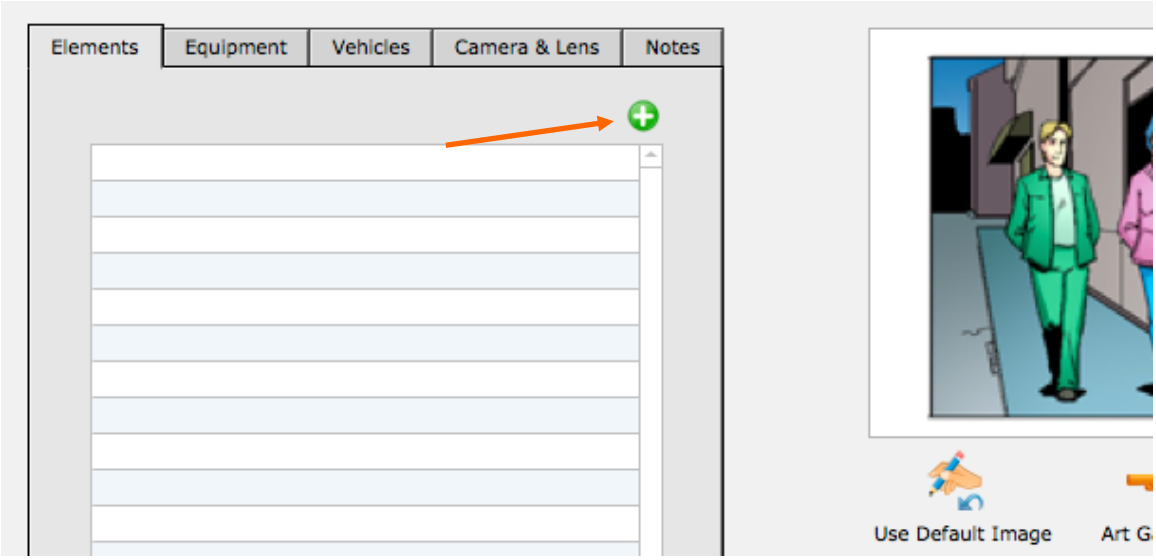
Since the Storyboard module is linked to the Scheduling module, you can attach elements to your shots.

If you scheduled your breakdown sheets and attached elements to scenes (Cast Members, Props, Set Dressing, etc.), you can then attach those elements to specific shots.

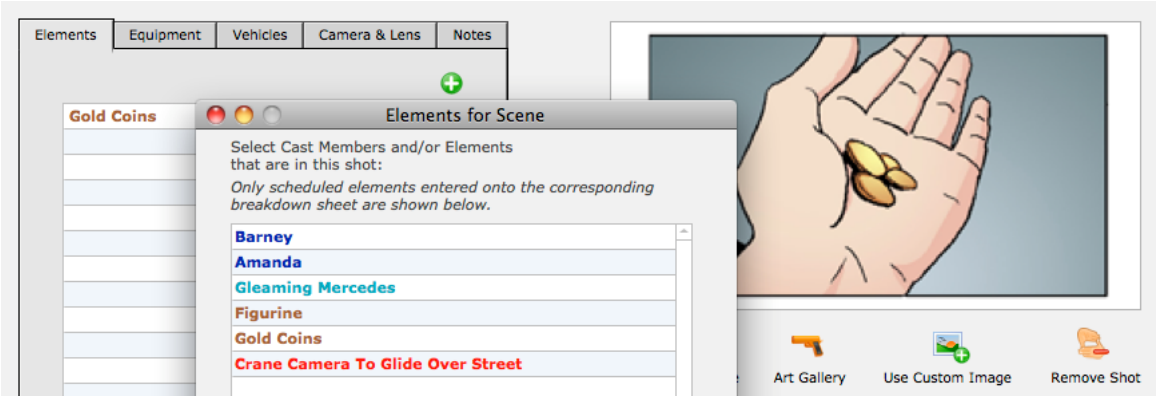
So for example, if you attached Cast Members, Set Dressing and other elements to a scene, but in one shot you only need a CLOSE-UP of an object, you can specify that in the Edit Shot screen.

Select the Edit button on the shot:

You will see the following screen. Select the green add button on the Elements tab:



All elements that are attached to the scene in the Scheduling module (on the Breakdown Sheets screen) will appear.



Select the element you want to attach to this shot.

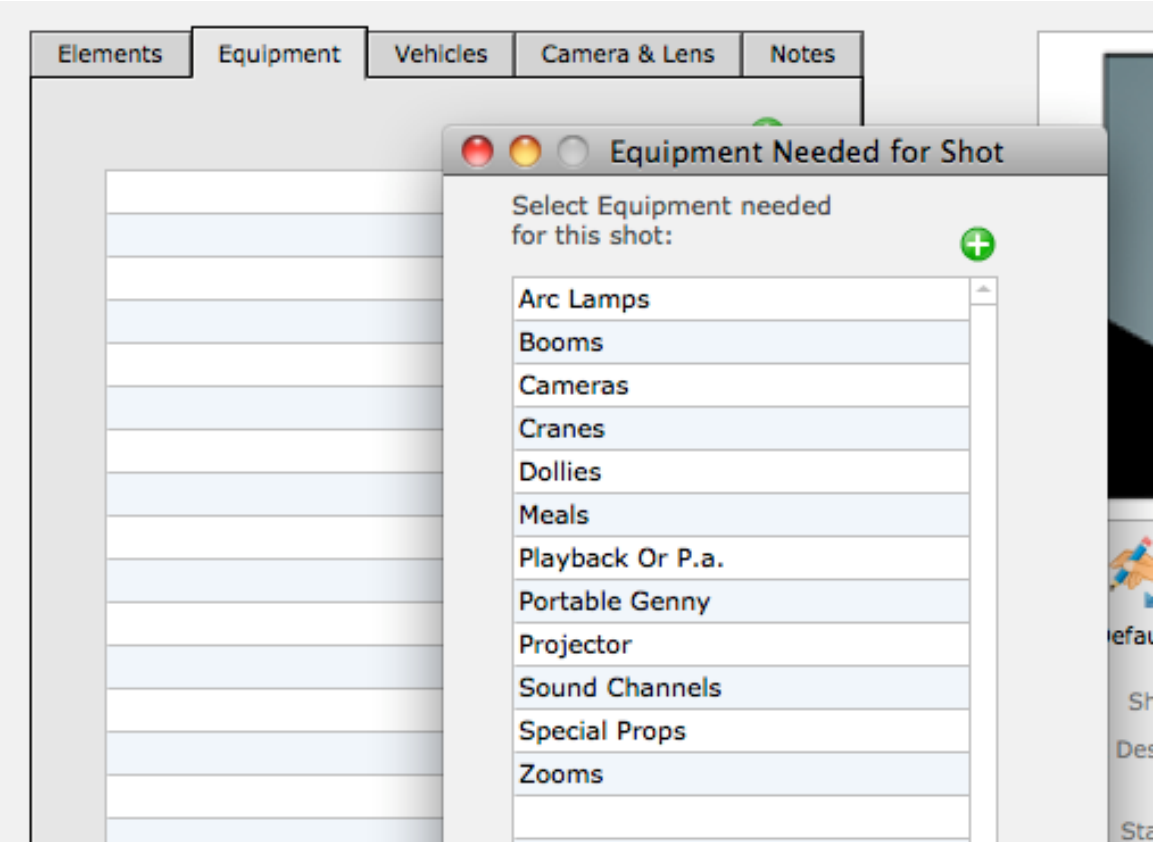
In the example above, there is a prop: GOLD COINS.

After you select Close, the element will appear in the list of elements for the selected shot.

Note: If the element you want to add to the selected shot does not appear in the list of elements for the scene, you need to go to the breakdown sheets module and add the element there before you add it to the shot.

9.5 Adding Equipment & Vehicles to Shots

To add Equipment and/or Vehicles to a shot, select the appropriate tab and select the green add button.



Select the equipment line item or the vehicle line item from the list to add it to the shot.

You can also select the green add button on this screen to add a new piece of equipment or a new vehicle to the list.

10. Budget

Gorilla comes preinstalled with sample budgets which can be customized. The Budgeting Module also has some powerful features like globals, fringes, groups and much more.

Video Tutorial Available for this lesson! Visit:

http://www.youtube.com/user/junglesoftwaretv

Lesson 24 – Loading a Budget Sample/Template

To launch the Budget module, select the Manager button from the Gorilla Toolbar.

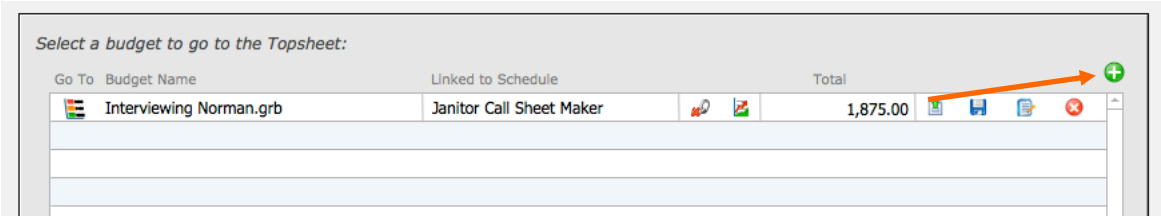
10.1 The Budget Manager

10.1-1 The Budget Window

Below you will see the bottom half of the Budget Manager screen.

All budgets shown in this list are loaded budgets. Just click on the Go To button to go to the Topsheet of the selected budget.

To load a new budget into Gorilla, select the green add button:



You will be presented with the following dialog box:

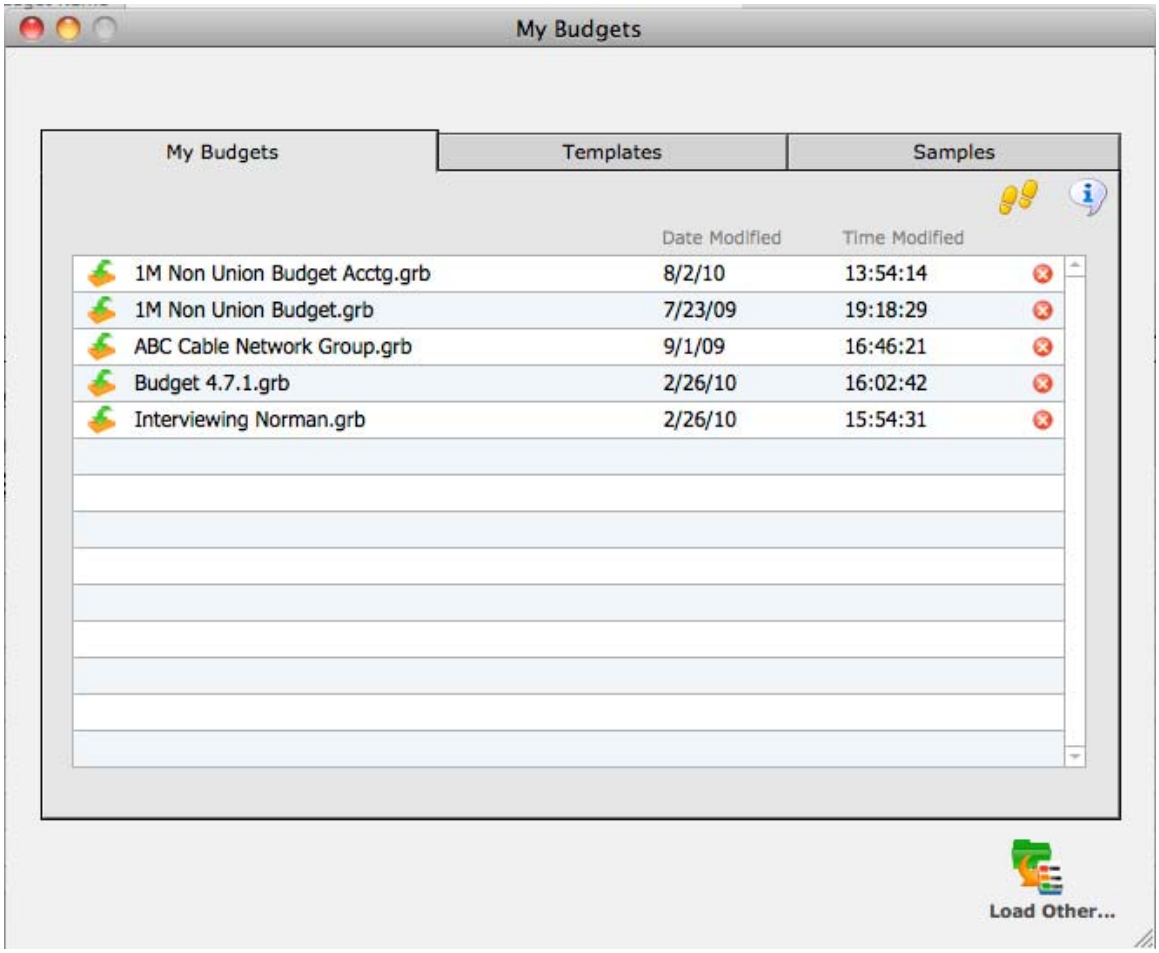
To a create a New budget from scratch, select the `New` button.

To load an existing budget that is already saved on your hard drive or load a sample or template, select the `Load` button.

10.1-2 The Load Button

Selecting the Load button will show the following screen:

Notice there are three tabs: My Budgets, Templates, and Samples.



My Budgets: The budgets in this window are located in the My Budgets folder. The default path for this folder is: Gorilla 5/Gorilla Version/Saved Budgets/My Budgets. If you move a budget to this folder and launch Gorilla, you will see the budget on this tab.

To load a budget from the My Budgets folder into Gorilla, select it. It will load and then appear in the Budget Manager window.

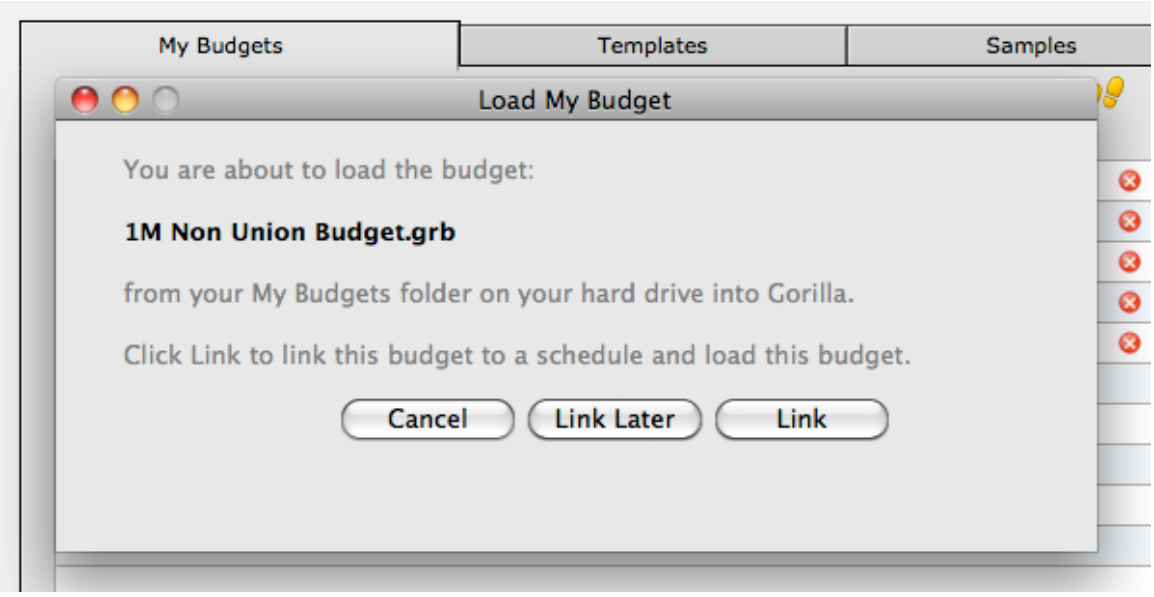
Templates: The budgets shown on this tab are template Independent and Studio budgets that you can load into Gorilla. All template Studio budgets do not have expense line items (numbers/rates).

Samples: The budgets in this window are Independent and Studio samples that you can load into Gorilla. All sample budgets have Category and Account line items and Detail line items (numbers/rates).

To load a budget that is not in any of these lists, select the `Load Other…` button.

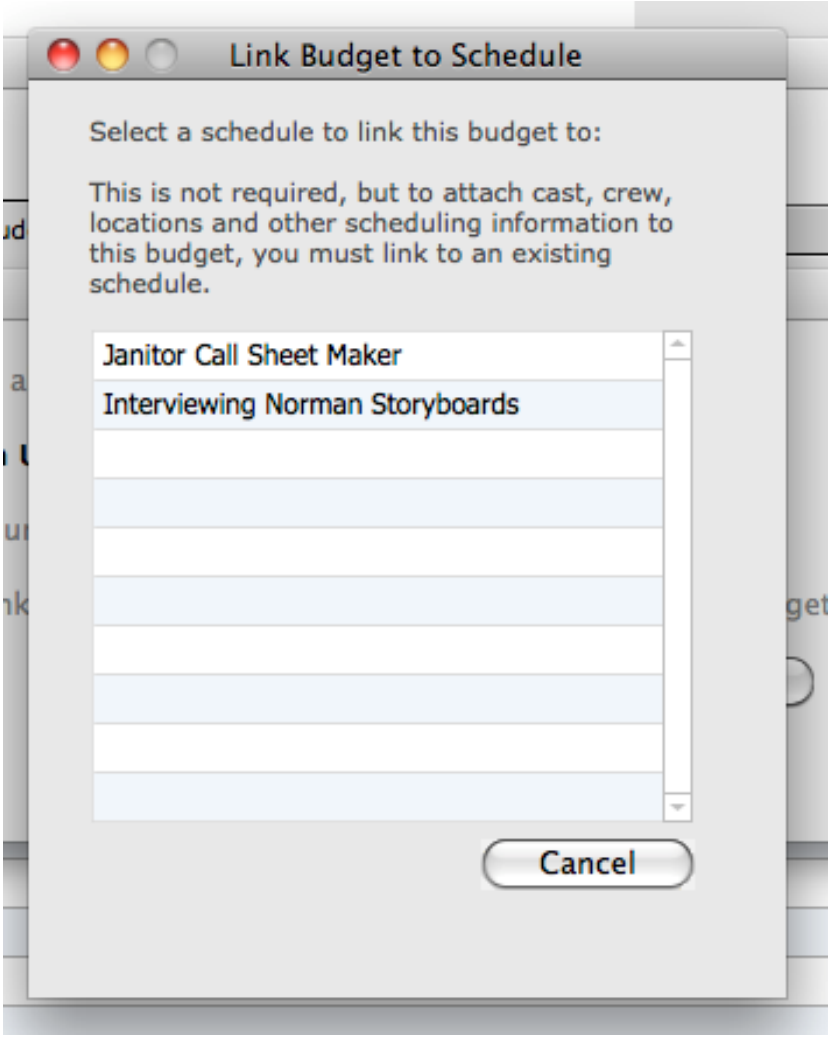
10.1-3 Linking a Budget to a Schedule

You can link a budget to an existing schedule. When you load a budget, you will be prompted with the following dialog:

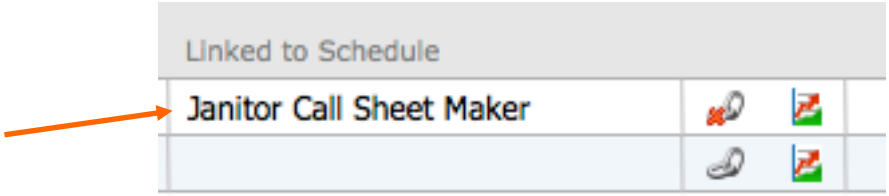


Linking a budget to a schedule will allow you to import items from Scheduling, such as Props, Crew, and more into detail line items of your budget.

Selecting the `Link` button, will display the following screen:



If desired, select a schedule from the list of schedules. If you do not want to link the budget to a schedule or want to do it later, select `Cancel`.



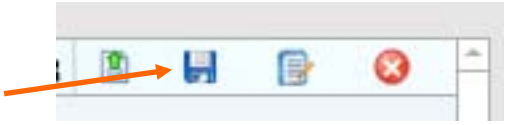
The name of the schedule will appear in the Budget Manager if the budget is linked to a schedule.

What this means is that items from the linked schedule can be imported into the budget. This is explained in detail in Linking Scheduled Items on the detail level of the budget.

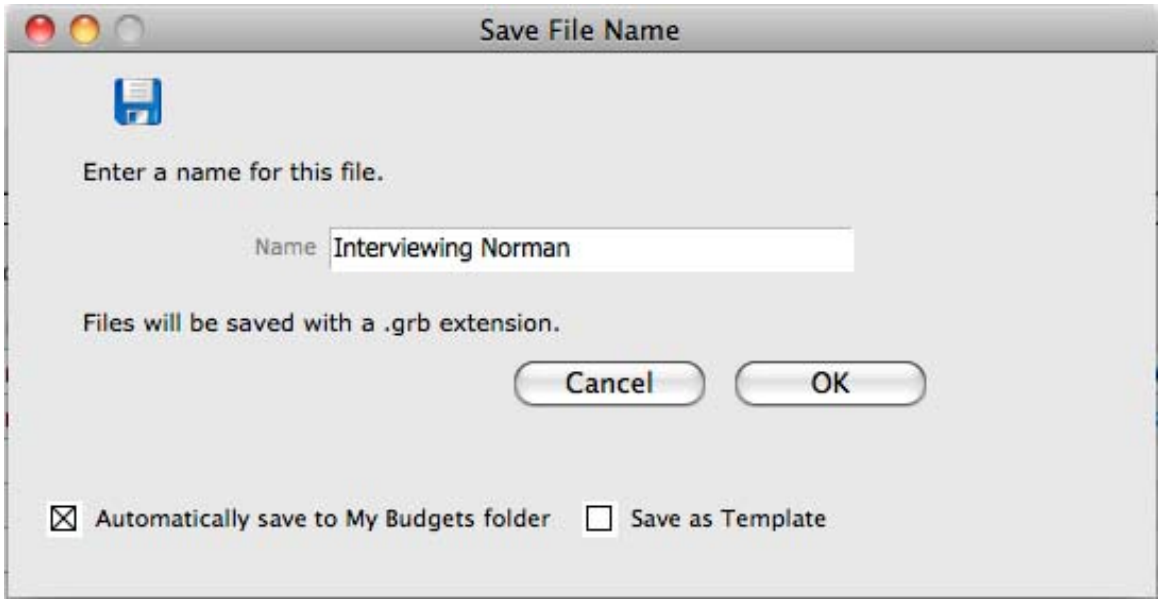
10.1-4 Saving a Budget

Gorilla saves your work as you go. If you quit Gorilla and do not save your budget, when you open Gorilla the next day you budget remains intact. However, it is a good idea to save your budgets outside of Gorilla for backup purposes and in case of a software or hardware problem.

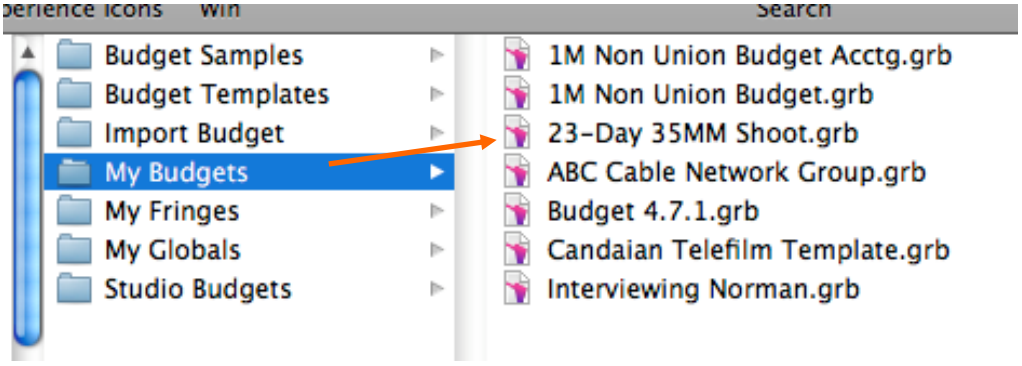
To save a budget, select the Save button on the budget line, as shown below:



You will see the following dialog:



If the *Automatically save to My Budgets folder* checkbox is selected, when you select OK to save the budget, it will automatically be saved in you're my Budgets folder which is by default, located in your Saved Budgets folder.



Budgets are saved with the .grb file extension and are FileMaker 11 data files.

Although they can be opened with FileMaker 11, the proper way to load a budget back into Gorilla is to use the Load Budget command explained earlier.

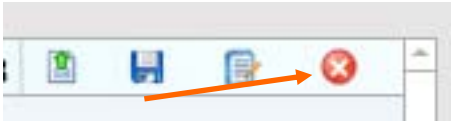
If you de-select the *Automatically save to My Budgets folder* checkbox, you will be prompted to save the budget somewhere on your hard drive.

If you select the *Save as Template* checkbox, this will save your 1st and 2nd level budget items (category and accounts), but not your detail or 4th level line items, so you can use the saved file as a template for other projects.

Any changes you make to the budget after you save it in this manner, will not be saved to the budget file on your hard drive unless you save it again.

10.1-5 Deleting a Budget

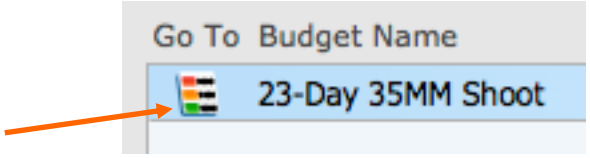
To remove a loaded budget from the Loaded Budgets tab, select the red delete button on the budget line:



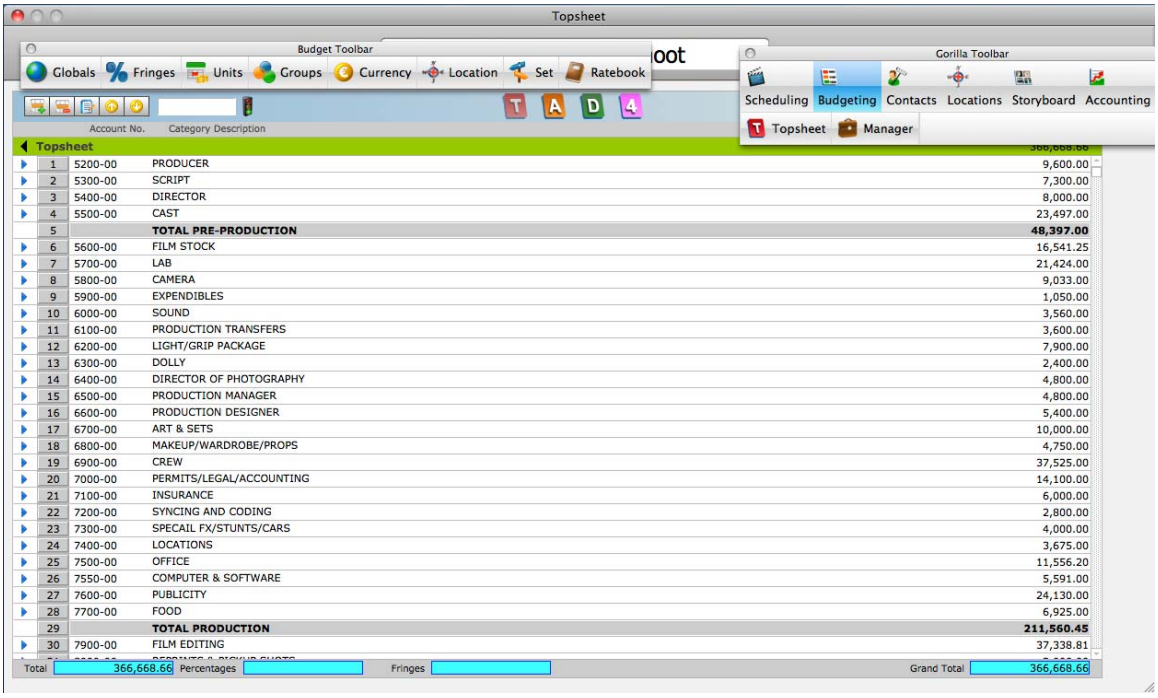
This will remove the budget permanently from Gorilla. You can load it again only if you have saved it previously in your My Budgets folder or from another location where it is saved.

10.2 The Topsheet

To load a budget, click on the Go To budget button:



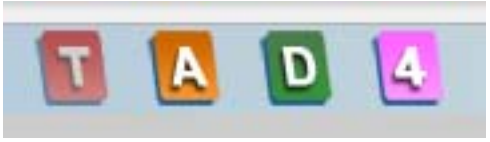
This will take you to the Topsheet.



The Topsheet is a summary of your budget. In the above example, this is a budget sample with numbers.

10.2-1 Navigating the Topsheet

The Budget Toolbar is used to navigate to different areas of the budget.



The greyed out button tells you where you are.

To navigate to the Accounts level, do one of the following:

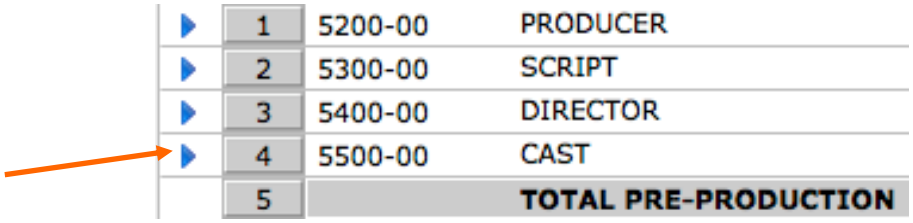
Method A:

Click on the Accounts button on the Budget Toolbar.

From the list of accounts, select an Account to go to.

METHOD B:

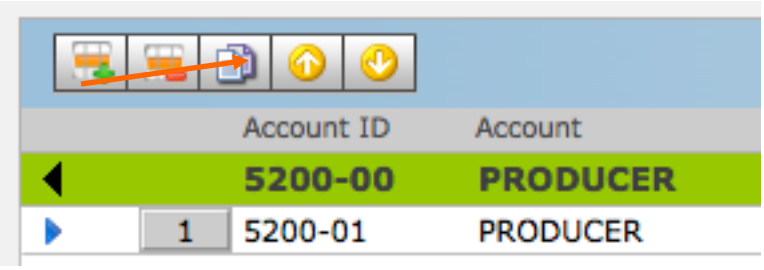
Click on a blue arrow next to the Category you want to see Accounts for.



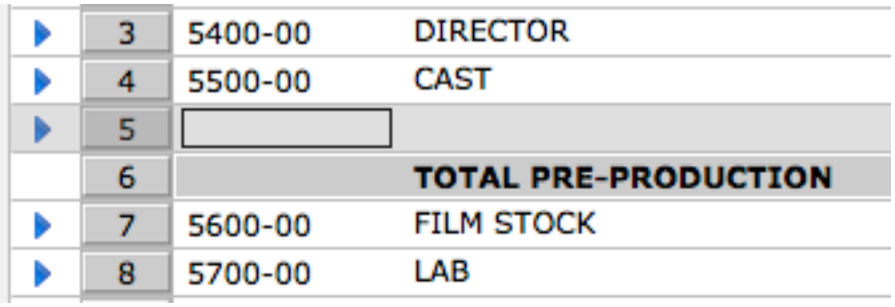
Selecting the Command key and clicking on the blue will open a new window for the Account level. See below how the 5500-00 Account window is open on top of the Topsheet window so you can view both windows at the same time.

Adding a Category on the Topsheet

To add a category to the Topsheet, select the Insert Row button. If you want to insert a row below an existing row, select the row BEFORE you select the Insert Row button.



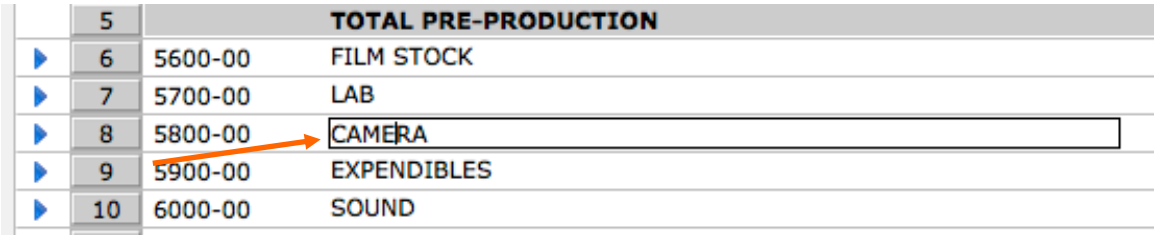
A new category line will be inserted BELOW the line you select.



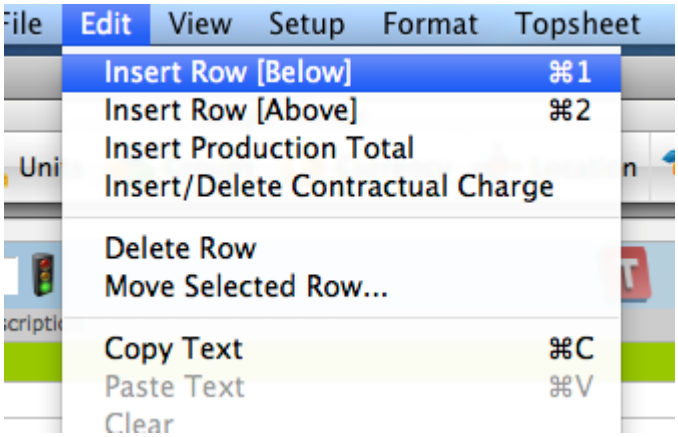
Enter an Account Number for the new line item. Tab to enter a description for the category.

The total on the right side of the screen will be empty because we have not yet added any detail or expense line items for the category.

You can also insert a line on the topsheet, by selecting a category line item:

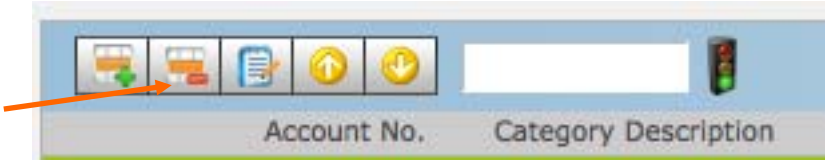


And from the Edit menu select either `Insert Row [Below]` or `Insert Row [Above]`.



10.2-2 Deleting a Category from the Topsheet

To delete a category from the Topsheet, select the row you want to delete then select the Delete Row button:



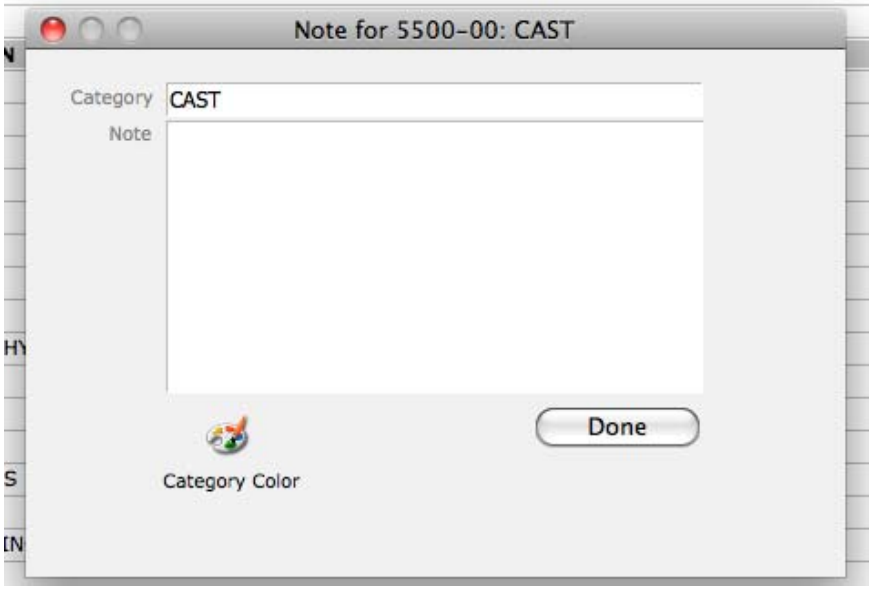
If there are related accounts or detail line items for this category, you will be warned before the category is deleted.

10.2-3 Adding Category Notes

To add a note to a category, select row you want to add or edit a note for, then select the Note button:

Enter a note in the field provided.

You can also change the color of the text by selecting the Category Color button.



You can also enter notes for the Section by selecting the edit button for the section.

10.2-4 Sections or Production Totals

You can create a section break or a Production Total for a group of categories.

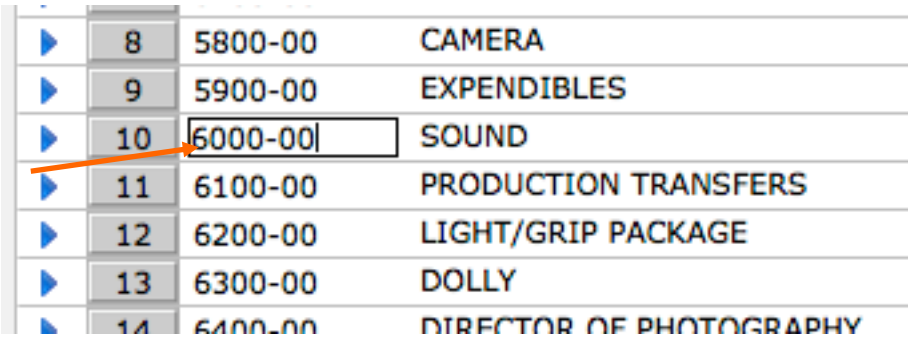
In the example below, the Section Name: TOTAL PRE-PRODUCTION sums up the categories above it.

1	5200-00	PRODUCER
2	5300-00	SCRIPT
3	5400-00	DIRECTOR
4	5500-00	CAST
5		**TOTAL PRE-PRODUCTION**

The totals appear on the right side of the screen:

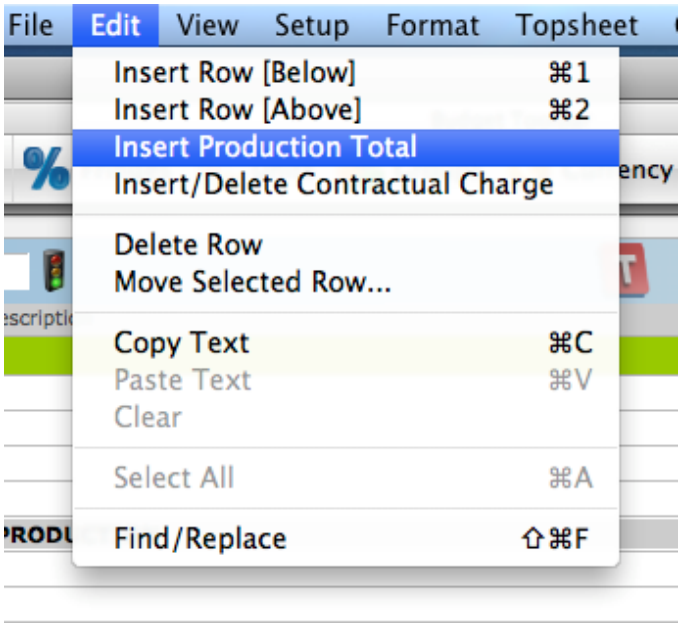
Category Total
366,668.66
9,600.00
7,300.00
8,000.00
23,497.00
48,397.00

To insert a production total, select the category number where you want the break to occur:



In the example above the SOUND category, or Line 10 was selected on the Topsheet.

From the Edit menu, select `Insert Production Total`.



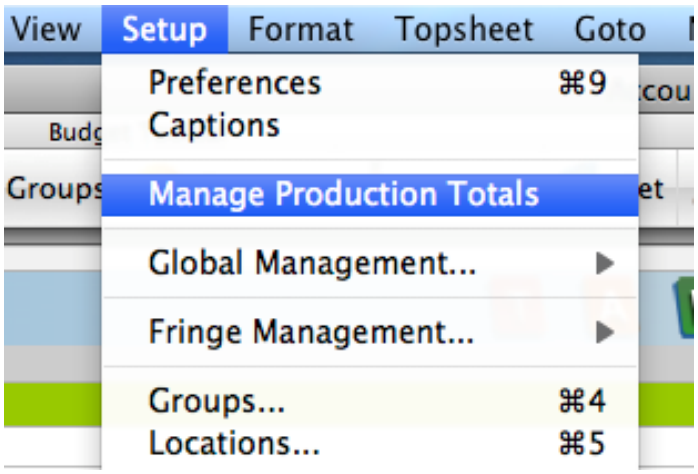
A new production total line will appear on the Topsheet named: UNTITLED PRODUCTION TOTAL.

▶	9	5900-00	EXPENDIBLES
▶	10	6000-00	SOUND
	11		**UNTITLED PRODUCTION TOTAL**
▶	12	6100-00	PRODUCTION TRANSFERS
▶	13	6200-00	LIGHT/GRIP PACKAGE

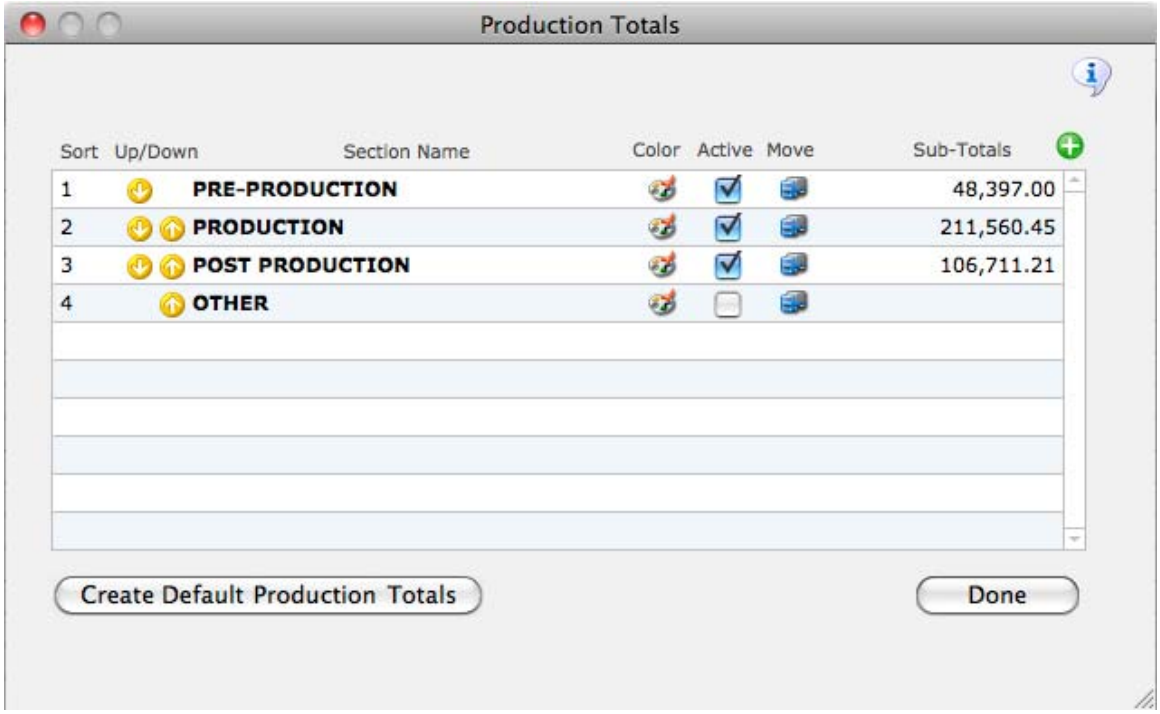
At the end of the new production total, the sum of all categories above it will be totaled.

To name the new production total line, enter the field and type a new name. To commit the name, tab our exit out of the field.

To manage your production totals, select `Manage Production Totals` from the Setup menu.



This will take you to a screen where you can manage your production totals.

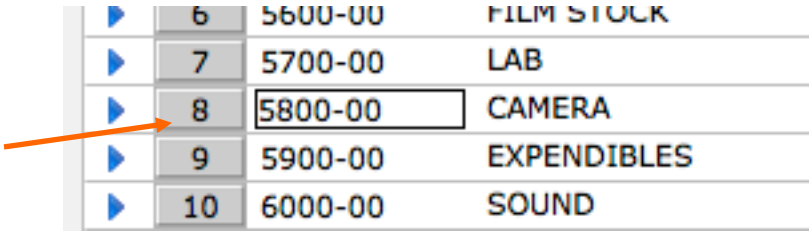


Here you can rearrange the order of the sections, remove them entirely, or insert new sections.

If you delete a section here it will delete all accounts and expense line items associated with that section.

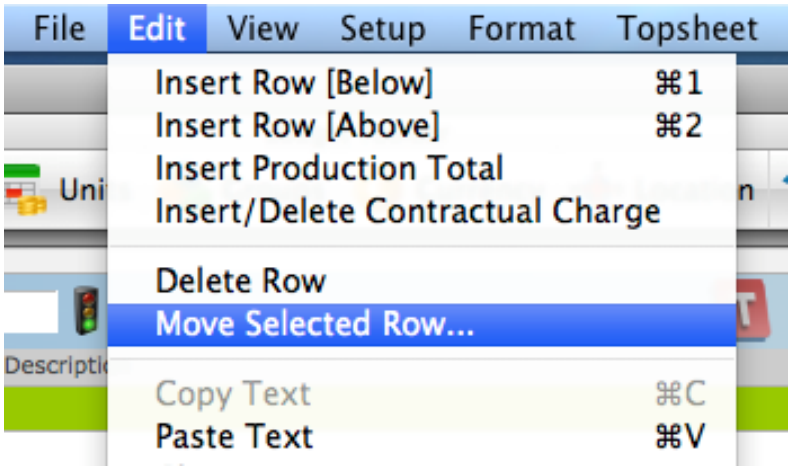
10.2-5 Moving a Category

To move a category to a different position on the topsheet, select the category number:

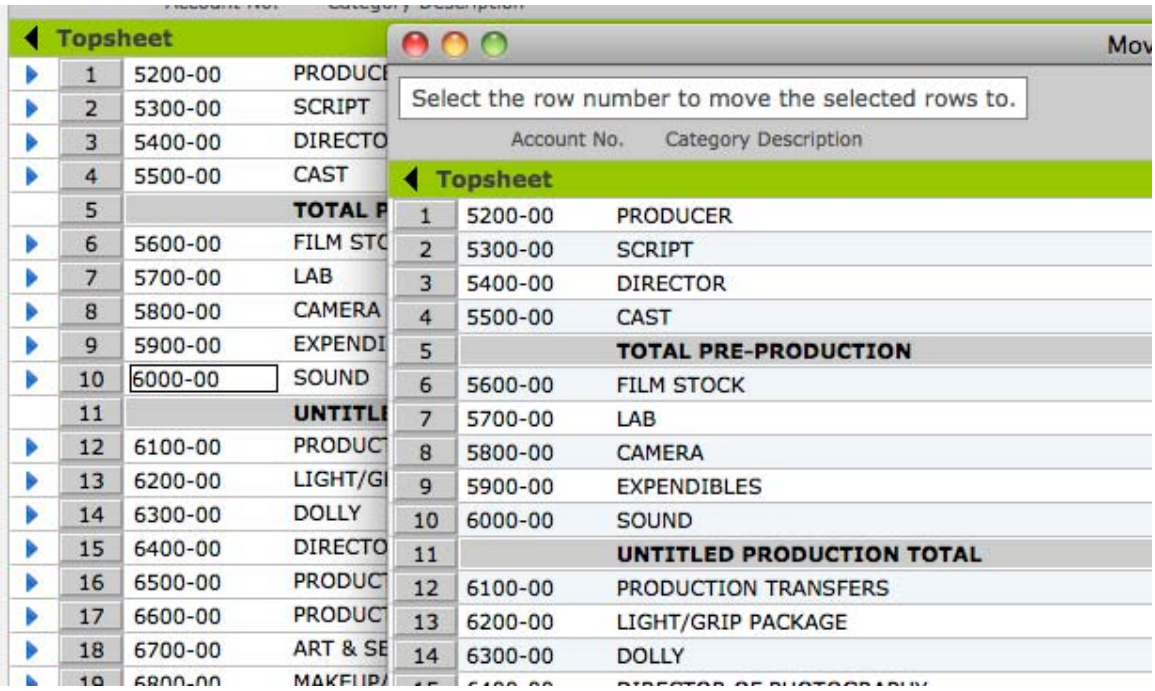


From the Edit menu, select `Move Selected Row`

…



A new topsheet window will appear prompting you to select the category line where you want to move the selected category to:



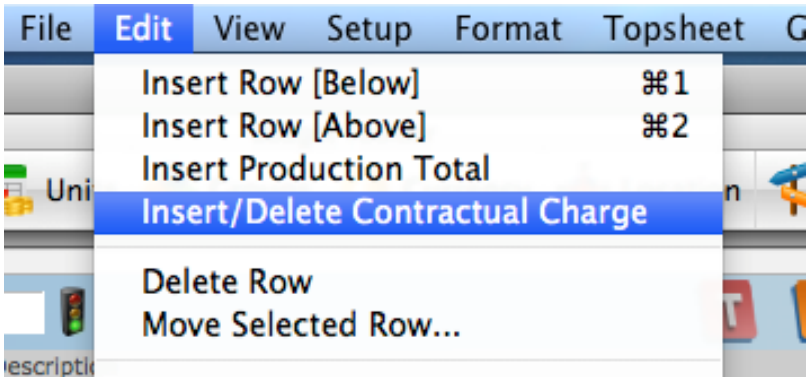
Select an account to move the selected account to.

When you return to the topsheet, the CAMERA category will be moved below the selected category.

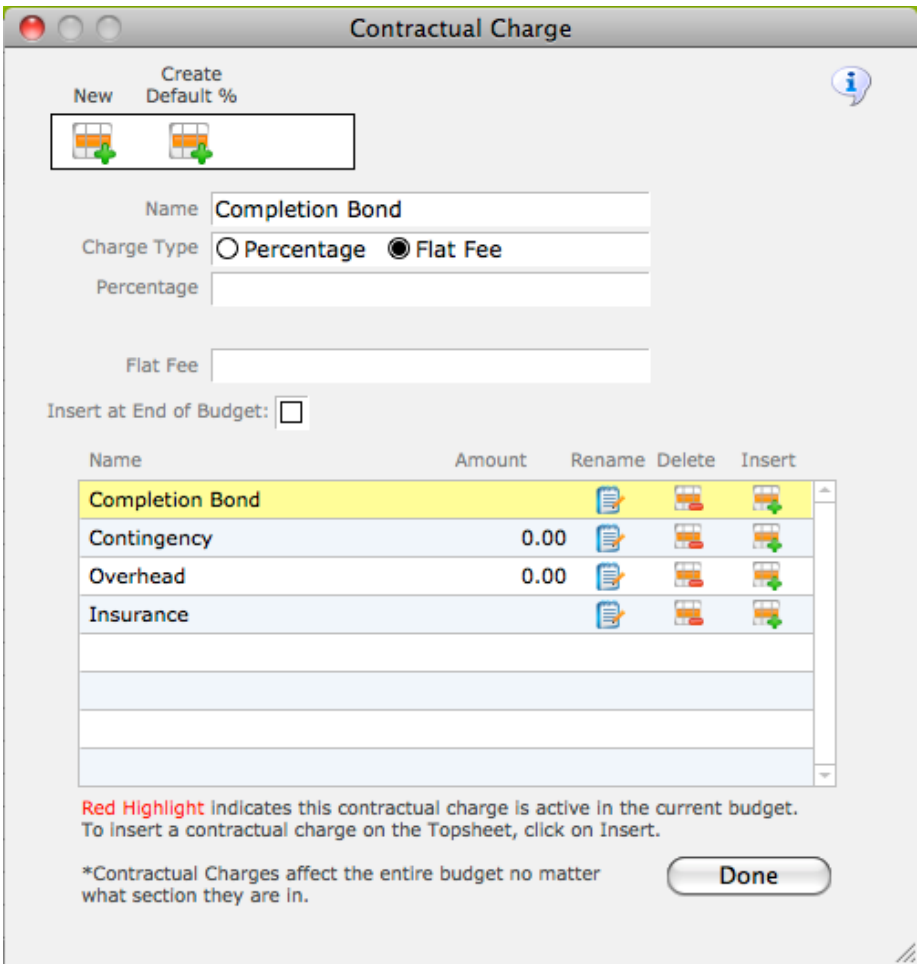
10.2-6 Contractual Charges or Percentages

A contractual charge is a percentage or a fixed amount that you can add to your budget.

To create or insert a contractual charge, select `Insert/Delete Contractual Charge` from the Edit menu.

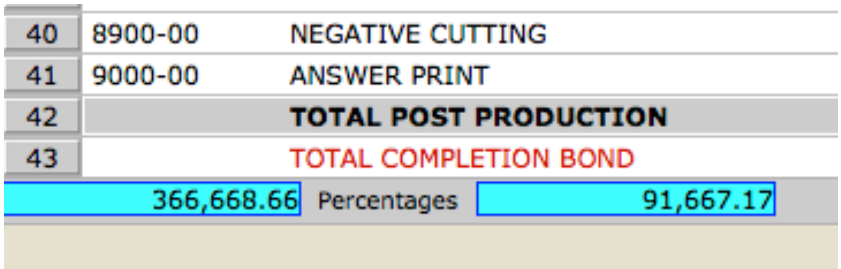


You will see the following screen:



To enter a percentage or a flat fee for an existing contractual charge, enter the percentage in the percentage field or a monetary amount in the flat fee field. Select the Insert at End of Budget checkbox to display the contractual charge at the bottom of the topsheet.

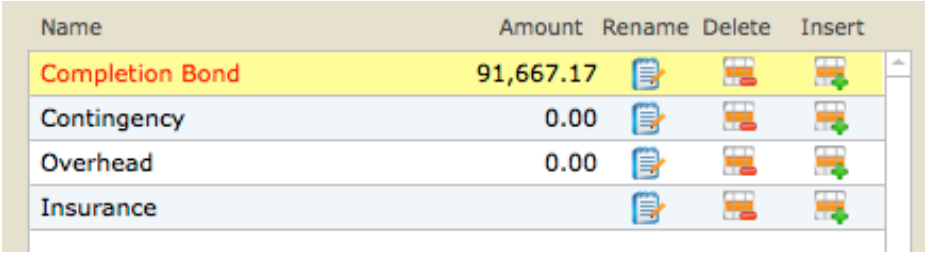
Select the Insert button for the contractual charge to insert it on to the topsheet.



40	8900-00	NEGATIVE CUTTING	
41	9000-00	ANSWER PRINT	
42		**TOTAL POST PRODUCTION**	
43		TOTAL COMPLETION BOND	
	366,668.66	Percentages	91,667.17

In the example above, the contractual charge Completion Bond has been inserted on the bottom of the topsheet.

If you return to the Insert/Delete Contractual Charge screen, a red contractual charge indicated that it is on the topsheet:

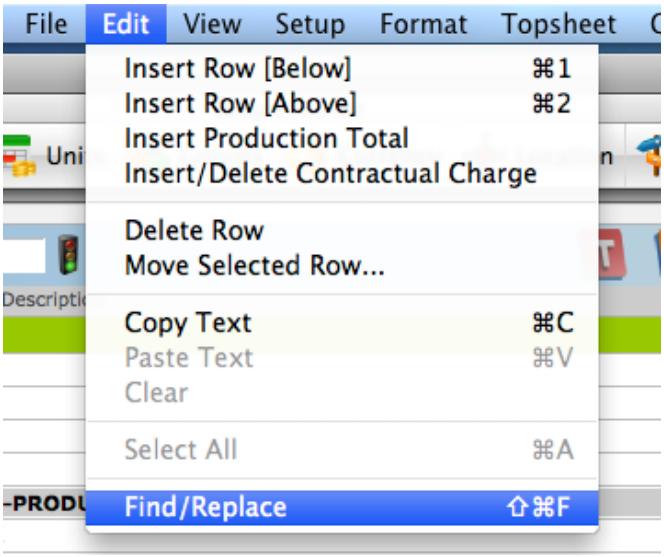


Name	Amount	Rename	Delete	Insert
Completion Bond	91,667.17			
Contingency	0.00			
Overhead	0.00			
Insurance				

10.2-7 Find/Replace

Using the Find/Replace command you can search for a text string and replace it throughout the budget.

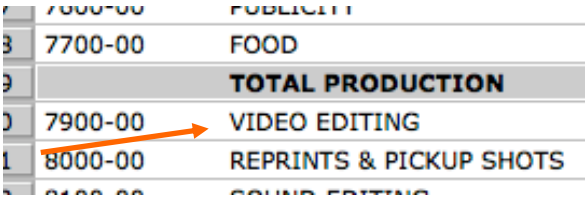
To access the feature, select `Find/Replace` from the Edit menu.



You will see the Find/Replace dialog:

Enter a search string in the Find field, then enter a Replace string in the Replace field.

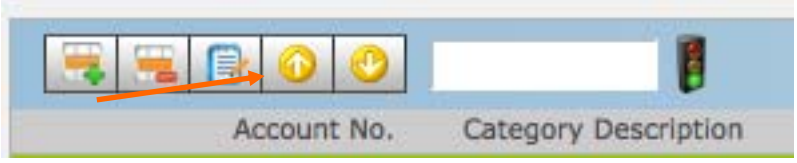
Select the Replace All button.



The Find/Replace command will find and replace the text string in the Topsheet, Account, Detail and 4th Level fields in the budget.

10.2-8 Move Items Up/Down on the Topsheet

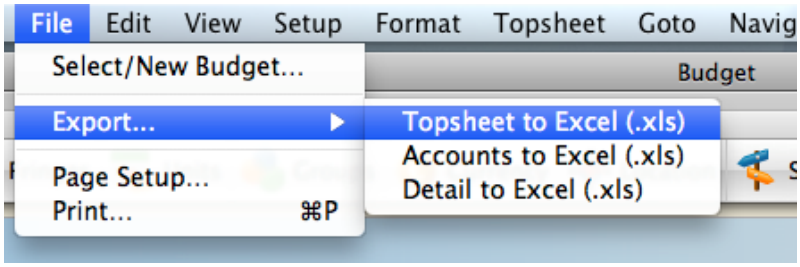
To move a category line item up or down on the topsheet, select the line item and then select the Move Up or the Move Down button.



If you attempt to move a line up or down to a different section, that line item will move to that new section.

10.2-9 Export Budget

To export a budget, select the `Export…` command from the File menu.



You can select one of three options. Export the Topsheet, Accounts, or Detail level.

The file output will be an Export (.xls) file.

10.3 The Account Level

The budget is divided into three tiers. They are:

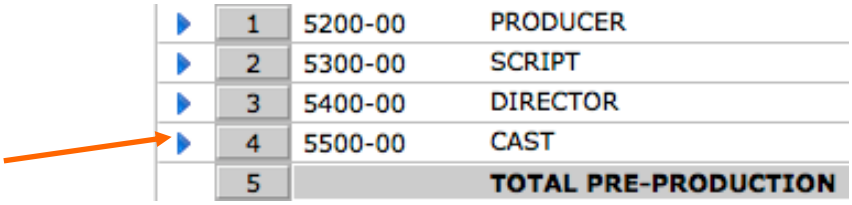
Categories (Top Sheet)

Account Level (2nd Tier)

Detail Line Items (3rd Tier)

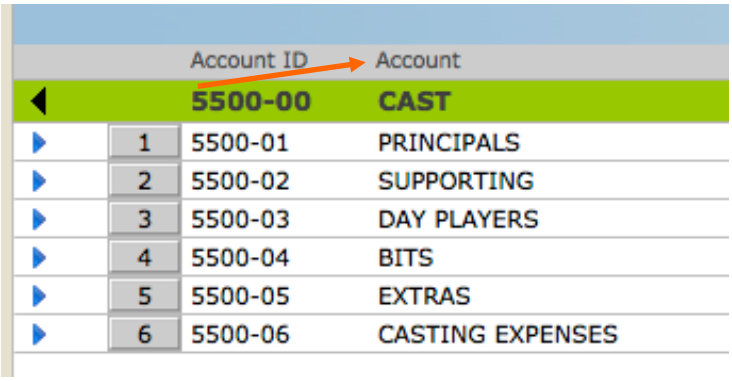
4th Level (4th Tier) – optional

Each topsheet category line item can have multiple account level items. So for example, if you click on the blue arrow on a category line item it will take you to the account level of the corresponding accounts attached to that category.



When you are in the Account level, the Budget Toolbar will grey out the Account level, as shown below:

You can also tell you are in the Account level because the list of items that appear will have the "Account" label.

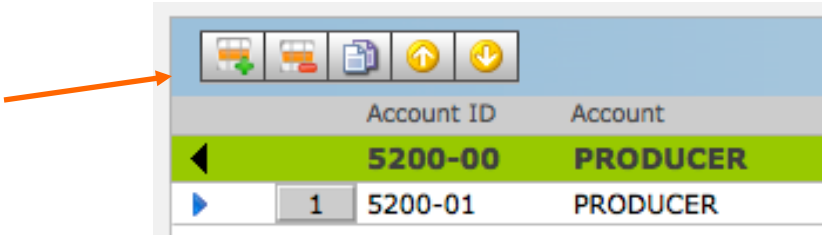


	Account ID	Account
	5500-00	CAST
1	5500-01	PRINCIPALS
2	5500-02	SUPPORTING
3	5500-03	DAY PLAYERS
4	5500-04	BITS
5	5500-05	EXTRAS
6	5500-06	CASTING EXPENSES

Each of the displayed accounts below to the topsheet category: CAST.

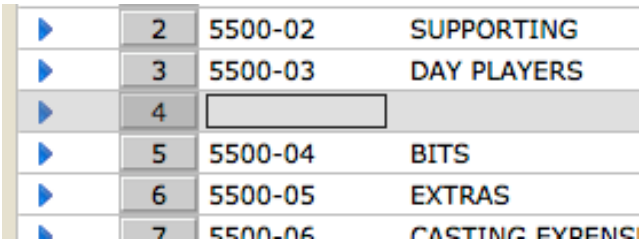
10.3-1 Adding a New Account

To add a new account to this category, select the row you want to insert the row under and then select the Insert Row button.



	Account ID	Account
	5200-00	PRODUCER
1	5200-01	PRODUCER

A blank account line item will appear BELOW that selected row.



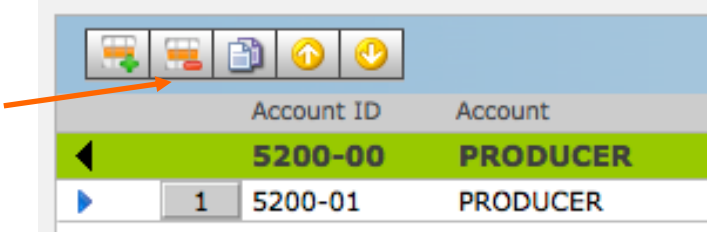
2	5500-02	SUPPORTING
3	5500-03	DAY PLAYERS
4		
5	5500-04	BITS
6	5500-05	EXTRAS

If you have a naming convention, enter the proper Account ID and the name of the account on the new line.

The Total for Account on the right-hand side of the screen will be empty, because this is a new account.

10.3-2 Deleting an Account

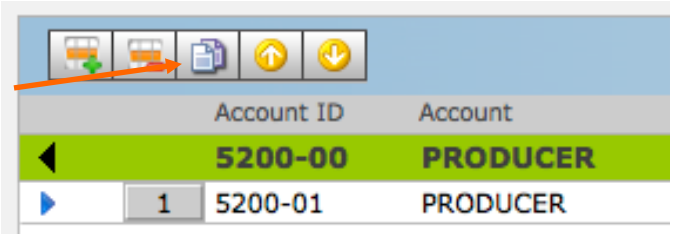
To delete an account, select the row you want to delete, and then select the Delete Row button.



When deleting an account, all related detail line items will also be deleted. This cannot be undone!

10.3-3 Duplicating an Account

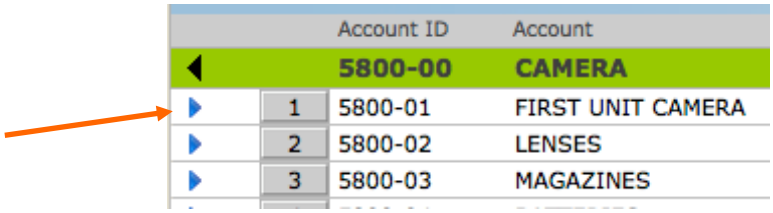
To duplicate an account and all its related detail line items, select the row you want to duplicate, then select the Duplicate button.



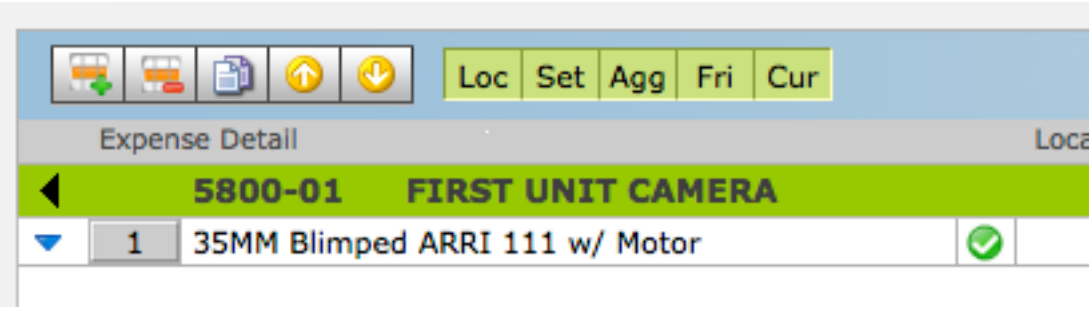
10.4 The Detail Level

The Detail level of the budget is where you enter rates and amounts for the accounts.

To go to the detail level for an account, select the blue arrow for that account:



This will take you to the detail screen:

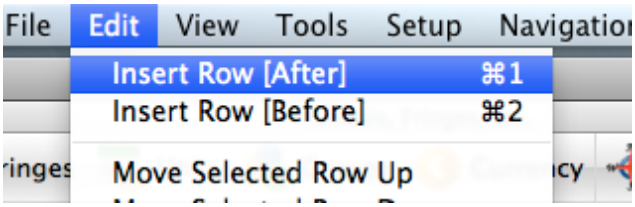


10.4-1 Inserting a Detail Row

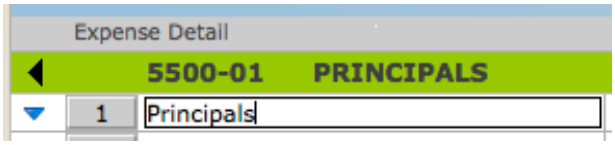
To add a detail line item to an account, do the following:

a. Select the Insert Row button.

b. Select the `Insert Row [After]` from the Edit menu:



Enter a description for the detail line item:



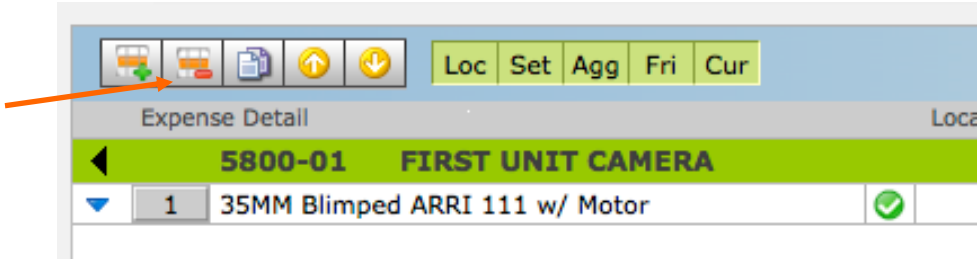
Required fields to be entered are: Amount, X, and Rate, as shown below:

The calculation is: *Amount* multiplied by *X* multiplied by *Rate* = *Subtotal*.

In the example above: 3 x 1 x 1,500 = 4,500.

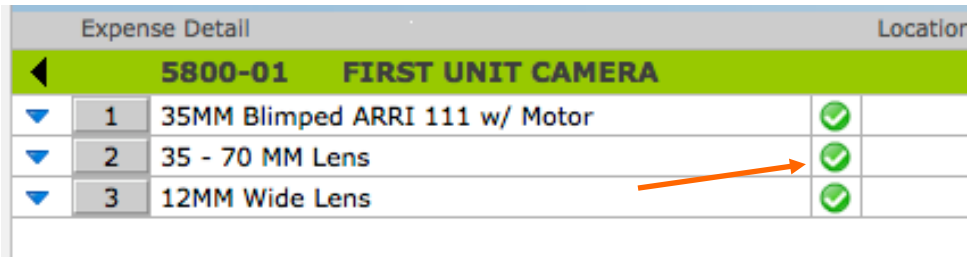
10.4-2 Deleting a Detail Row

To delete a detail line, select the row you want to delete, then select the Delete Row button.

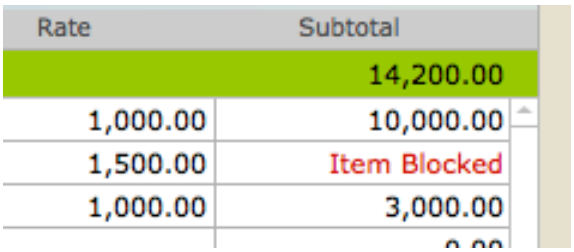


10.4-3 Blocking a Detail Row

To block a detail line, select the green checkbox next to that line item:

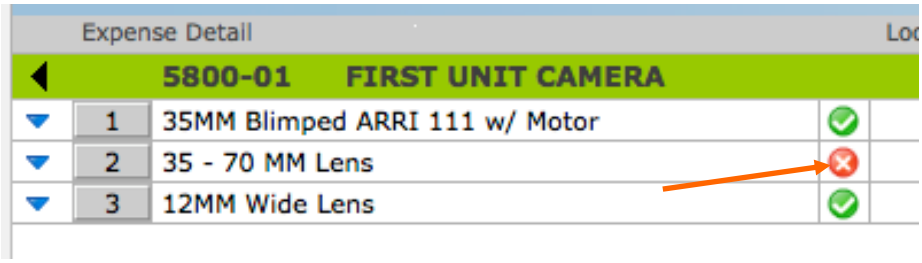


This will block the subtotal for this detail row in all reports.



This allows you to keep the row and all items attached to it, but temporarily block it.

To unblock a detail row, click the red x for the detail row:



10.4-4 Showing/Hiding Columns

To maximize screen space, you can show or hide different columns on the detail level, allowing you to work with only the columns you need and avoid clutter.

The show or hide a column, select the appropriate button as shown below:

You can show or hide the following columns:

Location, Set, Agg %, Fringes, Currency.

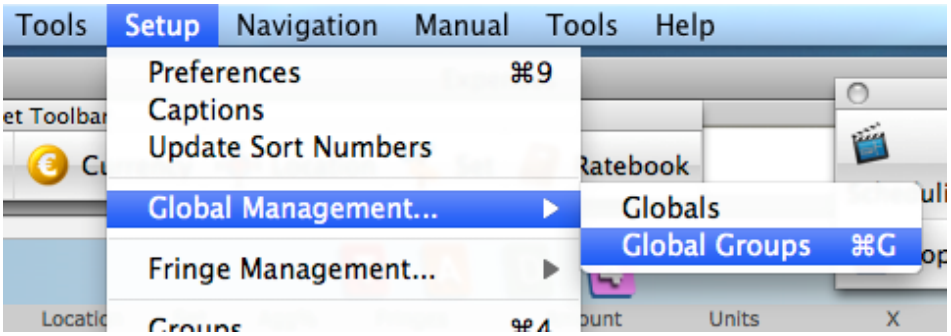
10.5 Globals

A global is a name value attached to a numerical value that you can use throughout your budget.

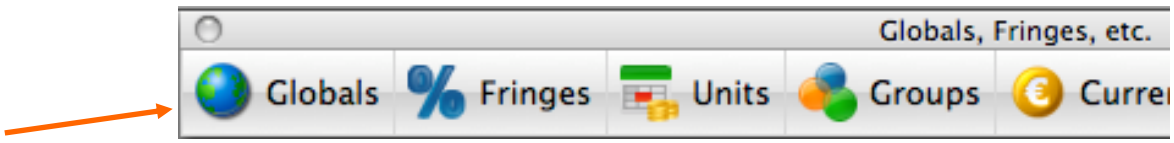
If you set up your globals properly, you can quickly modify that value everywhere the global has been entered in your budget by modifying the global.

10.5-1 Setting up Globals

To setup globals from the Setup menu, select `Global Management`.



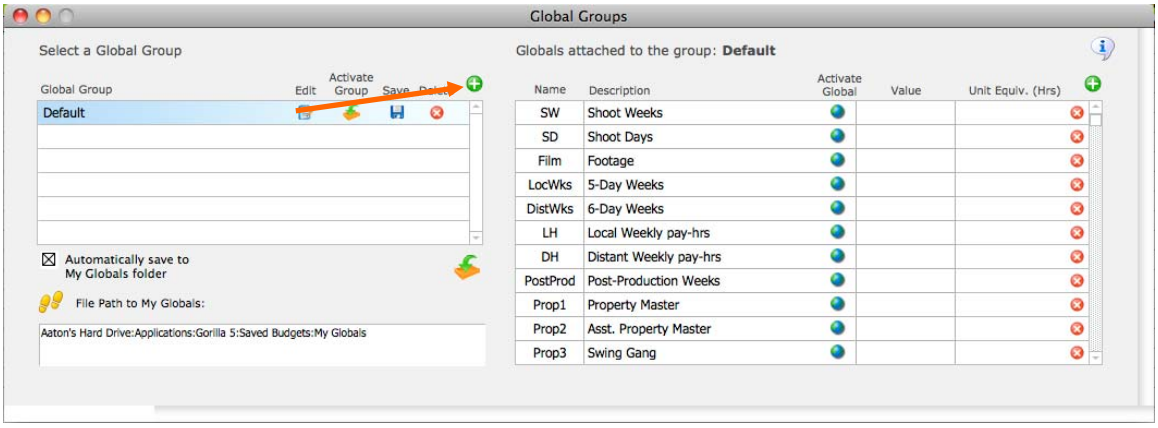
Or select Globals from the Globals, Fringes, etc. Toolbar.



Global Groups allow you to group a number of globals into a single group for easy management. Global Groups can also be saved and loaded into other Gorilla budgets.

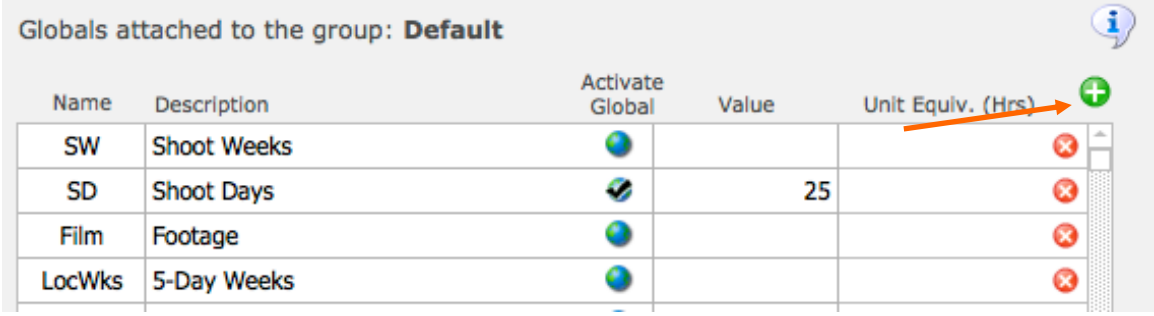
When you first enter Global Groups a Default Global Group will be created, but no globals are attached to that group.

To create a global for the selected Global Group, select the green add button above the Globals window:



Creating globals here will attach them to the selected Global Group above.

Select the green add button and create a global.



Enter a short name for the globals (2 or 3 characters), a description, and a value for the global.

In the examples above, we created a global called: SD, which stands for Shoot Days. The value for this global is 25.

This means that if you enter SD in a global field on the detail level for a line item, the corresponding value: 25 will appear for that unit.*

* The global must be activated into the budget to become active (see next topic).

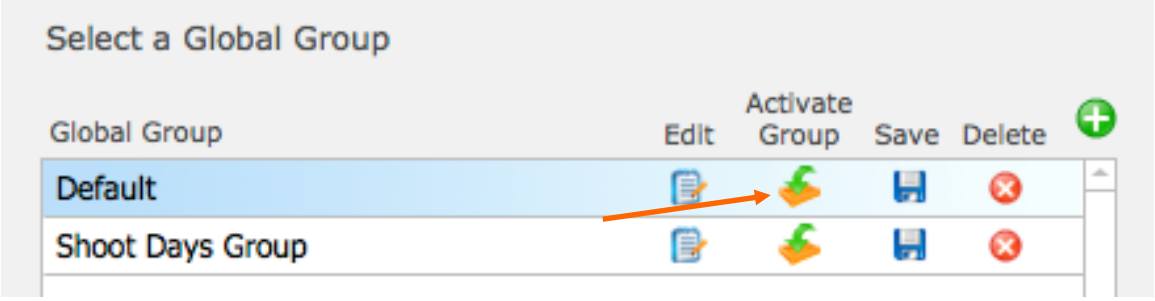
10.5-2 Activating Globals into the Budget

When you first create a global it is not automatically active into the budget. A checkmark over the globe indicates that the global is active into the current budget.

To activate a global into the budget and make it available for use, select the globe under the Activate Global column.

10.5-3 Loading a Global Group into the Budget

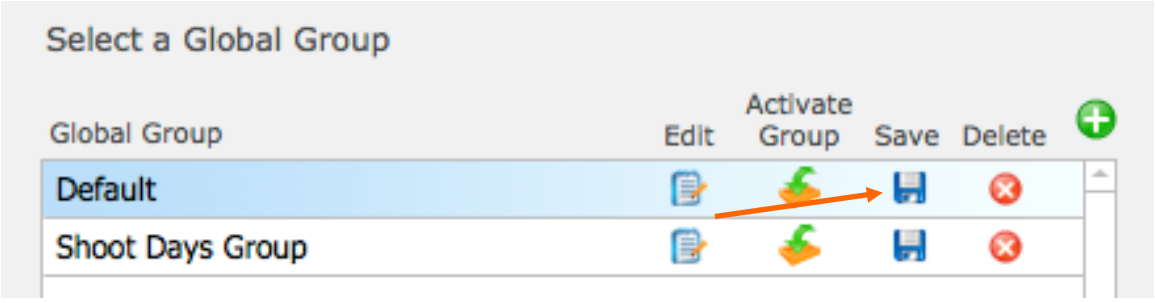
You can also load an entire Global Group into the budget. From the Global Groups list, select the Load button for the Global Group you want to load:



All globals that are in that Global Group will be loaded into the current budget.

10.5-4 Saving a Global Group

You can also save a Global Group to your hard drive and use it for other budgets. To save a Global Group, select the Save button:



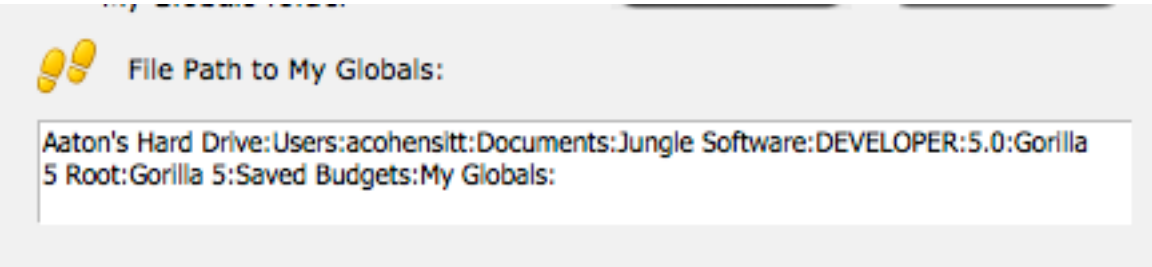
By default the Global Group will be saved in the *My Globals* folder in your Saved Budgets Folder.

Global Groups are saved with a .glo extension.

10.5-5 Changing File Path for My Globals

By default, all saved Global Group files are saved in the My Globals folder which is located in the Saved Budgets folder.

You can change where you want this folder to reside, or you can deselect the checkbox and save your Global Group save files anywhere on your hard drive.

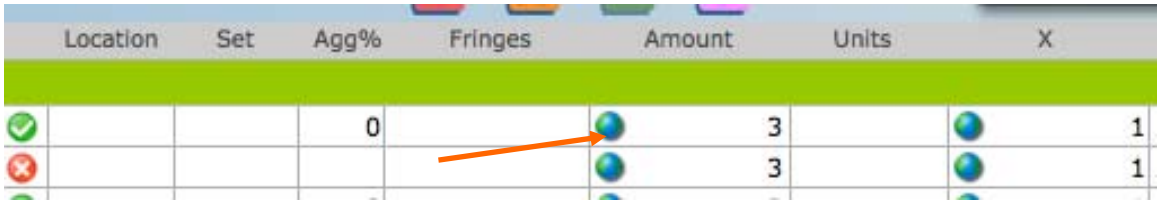


If you deselect the Automatically save to My Globals folder checkbox, you will be prompted to choose a location to save your Global Group save files.

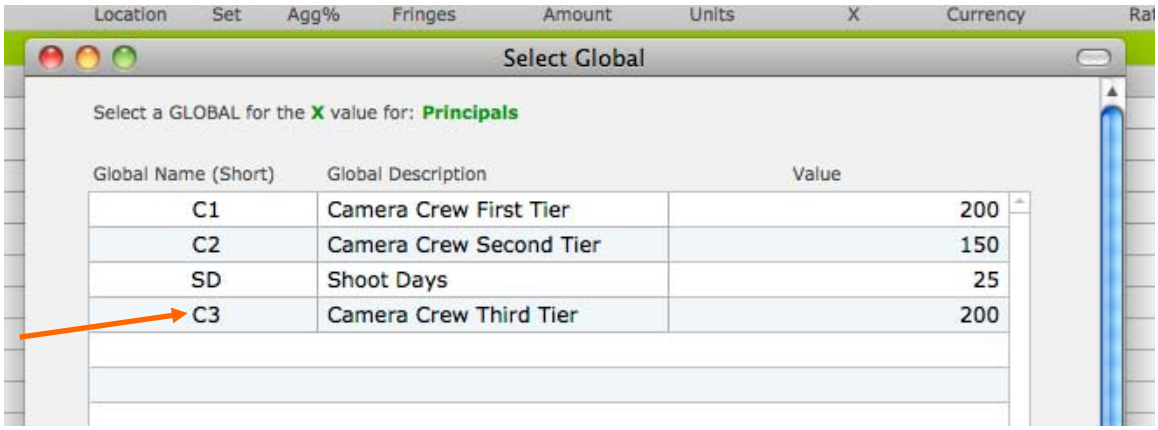
To change the file path of the My Globals folder, select the footprint button.

10.5-6 Using a Global

To use an existing global, go to the detail line item:



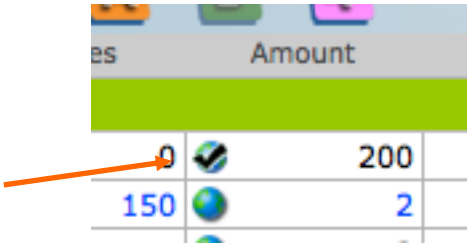
Select the globe button on the Amount, X, or Rate columns, depending on where you want to use the global.



From the above screen, select an existing global.

Notice how the description indicates that you are going to attach a global for the AMOUNT field for the line item: Principals.

After you select a global, the Globals screen will close and you will be taken back to the detail screen.



Notice the the value 200 pops into the Amount field replacing the value that was in there previously. Also, notice that the globe button now has a checkmark over it indicating that this value is a global value.

If you manually change this amount to a different value, it will override the global value.

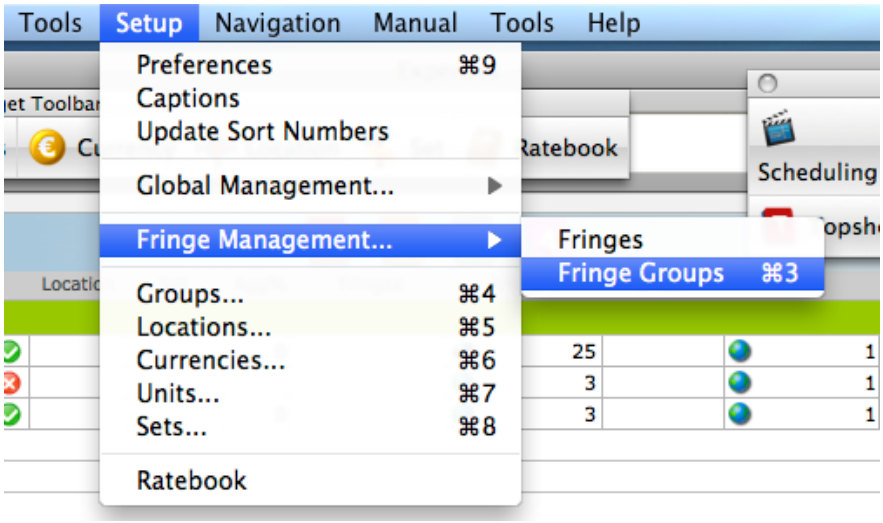
If you go to the Globals set-up and change the value of the SD global from 25 to 30, it will change the value throughout the budget of the SD global to the new value of 30.

10.6 Fringes

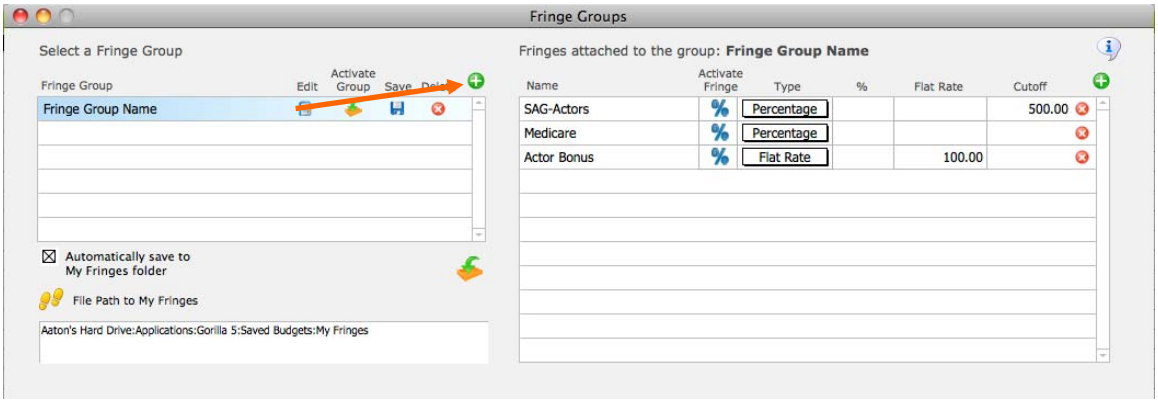
A fringe is a percentage or a flat fee that you can attach to a detail line item.

10.6-1 Setting up a Fringe

To set up a fringe, select `Fringe Groups` from the Setup menu:



You will be taken to the Fringe Groups screen:

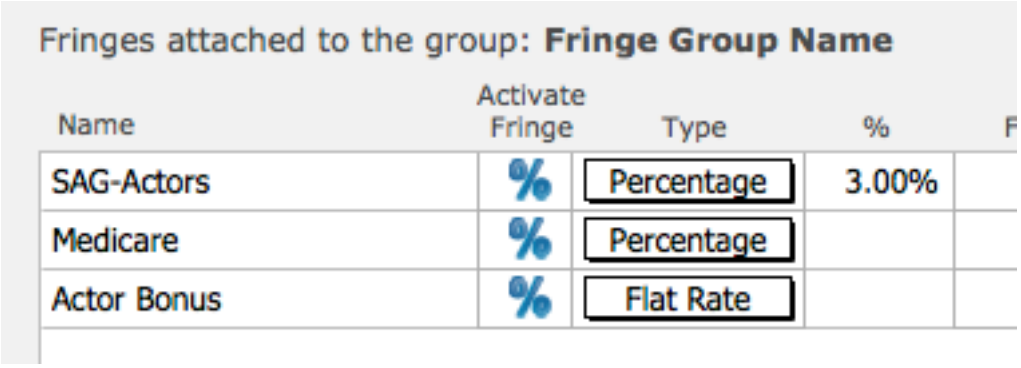


When you create a fringe, it is automatically attached to a Fringe Group. You can attach multiple fringes to a Fringe Group.

Fringe Groups can be saved and imported into any budget.

To create a fringe, select an existing Fringe Group. Select the green add button as shown above.

Enter a fringe name.



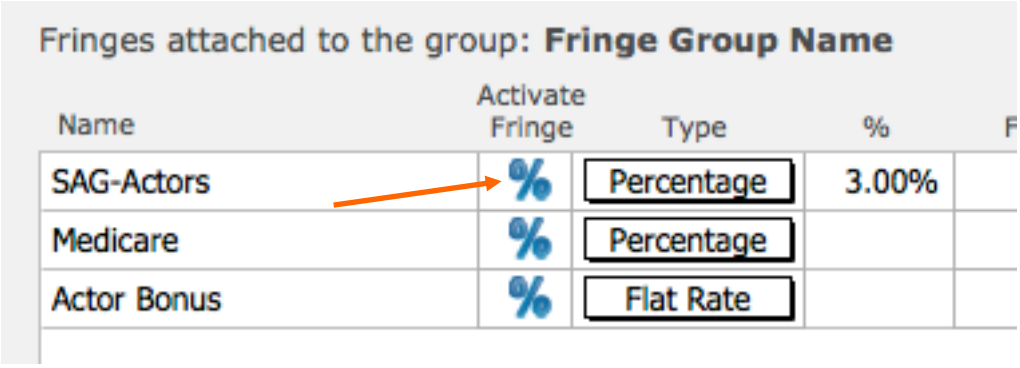
A fringe can be a percentage or a flat rate.

If the fringe is a percentage, select Percentage in the Type column and enter a percentage (in decimals) in the % column.

If the fringe is a flat rate, select Flat Rate in the Type column and enter a value in the Flat Rate column.

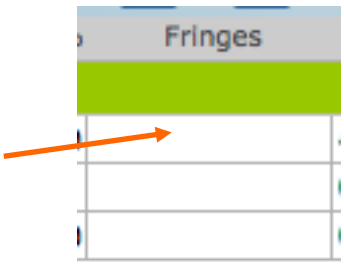
10.6-2 Activating a Fringe

To activate a fringe, select the globe button under the Active column. The selected fringe will now be active in the current budget.

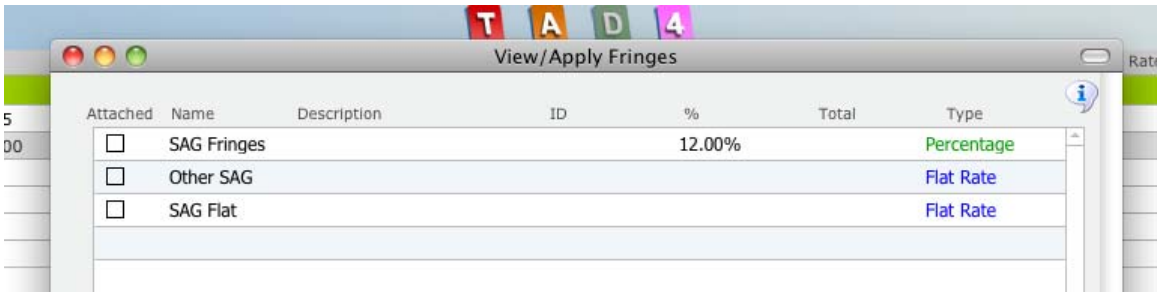


10.6-3 Adding a Fringe to a Detail Line Item

To attach a fringe to a detail line item, select the percent button in the Fringe column:



The View/Apply Fringes screen will appear:

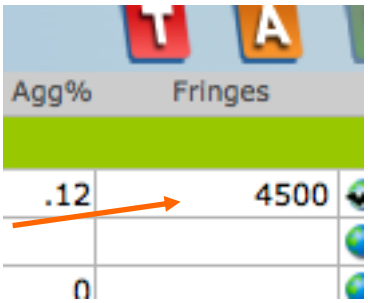


Only fringes that have been activated in the Fringe Groups screen will be displayed here.

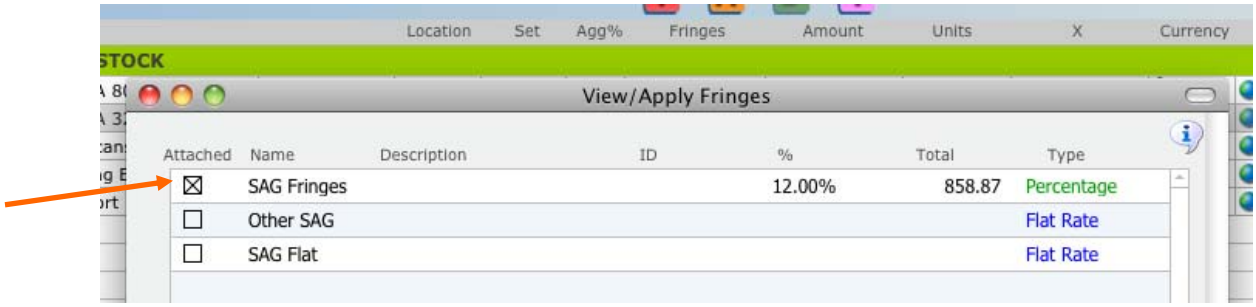
To attach a fringe to the line item, select the checkbox “Attached”.

The total amount of the fringe will appear in the Total column.

To attach another fringe to the same detail line item, select the fringe button for the detail line item:



In the View/Apply Fringes screen, select the fringe to attach to the detail line item:



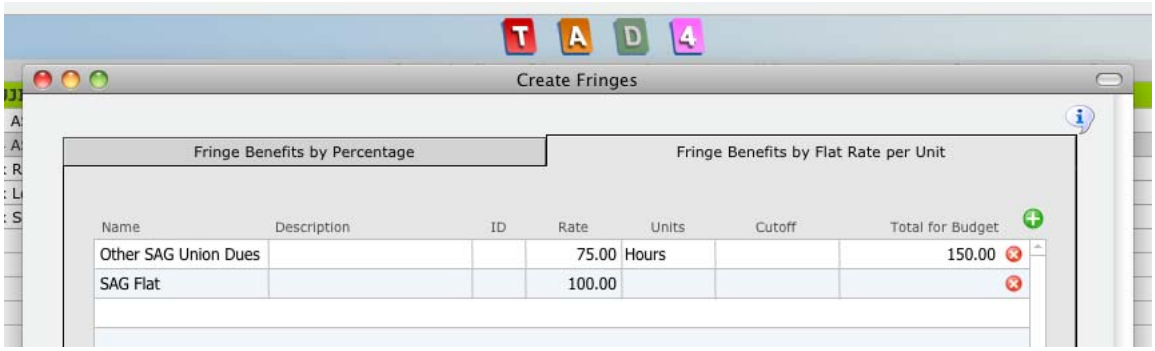
You can attach any combination of fringe to a detail line item: Percentage or Flat Rate.

10.6-4 Fringe Benefits by Flat Rate per Unit

To create a flat rate fringe, you must enter the Unit for the fringe. Units are explained later in the Units section.

In short, a Unit is defined as a value attached to a key. For example, the Key "H" stands for the unit Hour and is given the value: 1.0.

Below is an example of a flat rate, *Other SAG Union Dues*, given the flat rate of 75.00 with a Units entered in Hours.



This means that if the amount entered is 1, the fringe will result in 75.00. If the amount entered is 2, the fringe result will be 150.00, and so on.

If the Units entered were DAYS, and the value in Units for Days = 12 (defined in Units) and the Amount entered = 2, then the result for the fringe would be different:

Result: 2 (Amount = 2) x 75.00 (Flat Rate) x Days (12) = 1,800.00.

In the example below, this would be the result if the flat rate fringe = 75.00 and the Units entered is H = Hours and the value in Units for Hours = 1.0.

Agg%	Fringes	Amount	Units	X
.12	4500	25		1
0	150	2	Hours	1
0		3		1

In order for Fringe Benefits by Flat Rate per Unit to work you must enter a Unit for the fringe and the same Unit must be entered on the Detail line item.

10.6-5 Fringe Cutoffs

When you create a fringe percentage the percentage you enter will be multiplied by the Subtotal for that line item giving you the result for that fringe.

For example, if you enter 12% for a Fringe Benefit by Percentage and the Subtotal for that line is 10,000, the fringe result displayed would be:

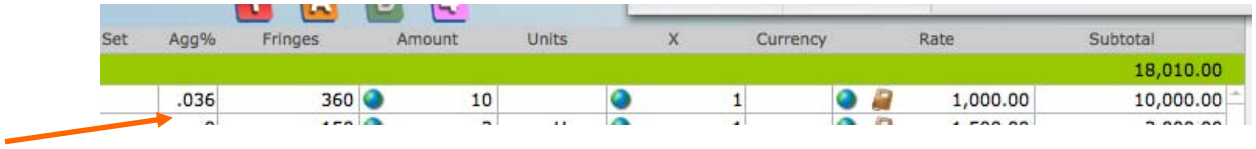
12% of 10,000 = 1,200 (as shown below):

Set	Agg%	Fringes	Amount	Units	X	Currency	Rate	Subtotal
								18,850.00
	.12	1200	10		1		1,000.00	10,000.00
	0	150	2	Hours	1		1,500.00	3,000.00

If you enter a Cutoff amount for the fringe, then the calculation would override as follows:

%	Cutoff	Total for Budget
12.00%	3,000	1,200.00

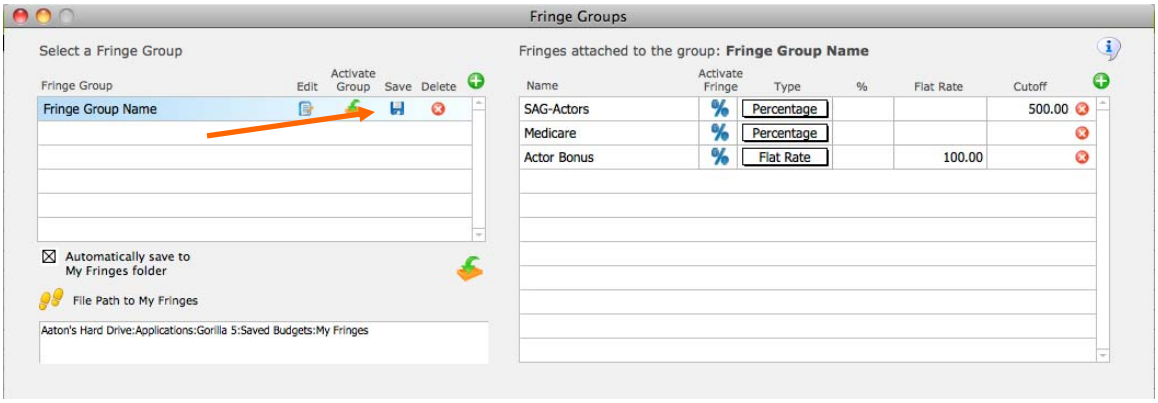
12% of 3,000 = 360 (as shown below):



10.6-6 Saving and Importing Fringe Groups

You can save and import fringe groups (groups of fringes) and import them into other Gorilla budgets, saving you the time of recreating them again.

To save a Fringe Group, select `Fringe Management` from the Setup menu.



Select the Save button for the Fringe Group you want to save.

If the "Automatically save to My Fringes folder" is checkmarked, the saved fringe file will save in the My Fringes folder in your Saved Budgets folder.

If you delete this fringe group, you can later import it by selecting Import Group and finding the saved fringe file.

Fringe Group files are saved with a .fri extension.

To import a Fringe Group file, select the Import Group button.

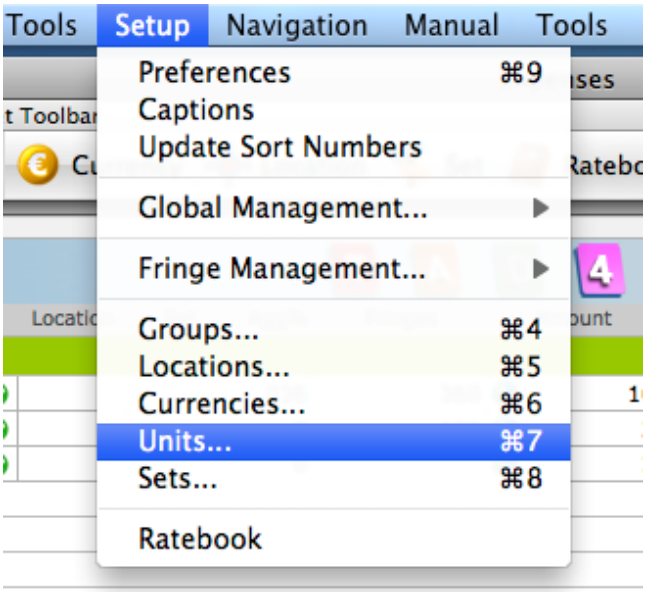
Locate the Fringe Group saved file. By default all Fringe Group saved files are saved in the My Fringes folder in your Saved Budgets folder.

The Fringe Group file will import into the current budget.

10.7 Units

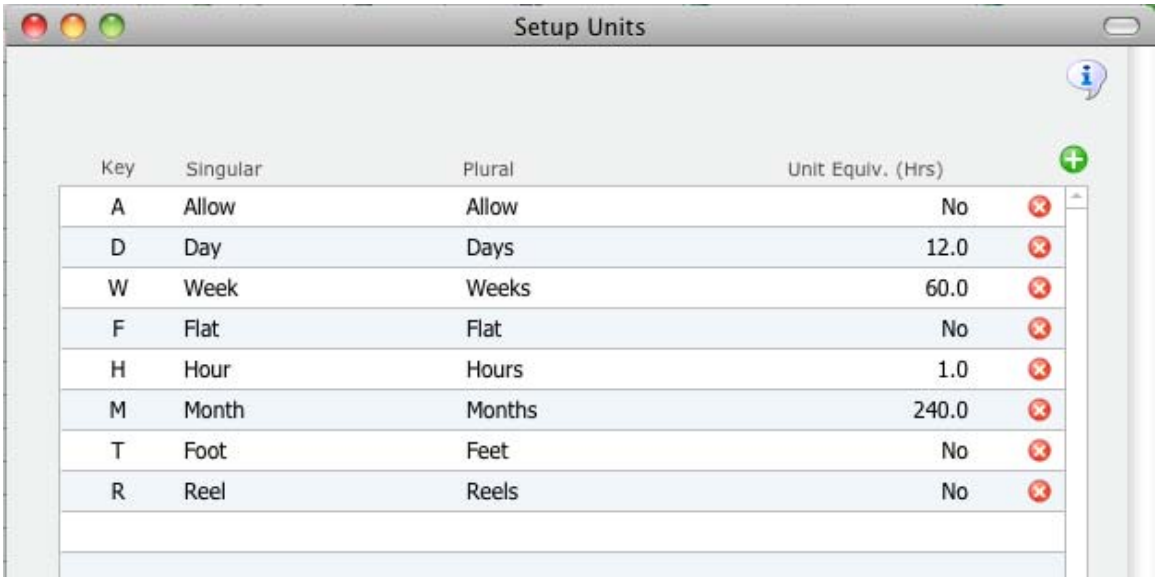
A unit is a measurement label used for a detail line item.

To create, modify, or delete a Unit, select `Units…` from the Setup menu:



Or select Units from the Globals, Fringes, etc. Toolbar:

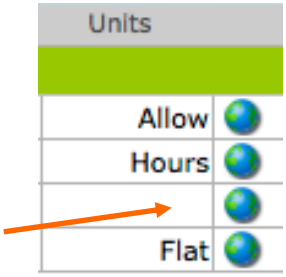
You will be taken to the Setup Units screen, as shown below:



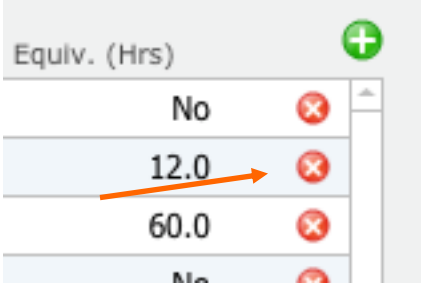
All Units, unless flagged as “No”, are values measured in hours.

Here you can create a unit for Day and assign it a value of 8.0 (for an 8-hour day) or 12.0 (for a 12-hour day).

The Key field is a shortcut that you can use to enter into the Unit field on the detail line to enter that Unit.



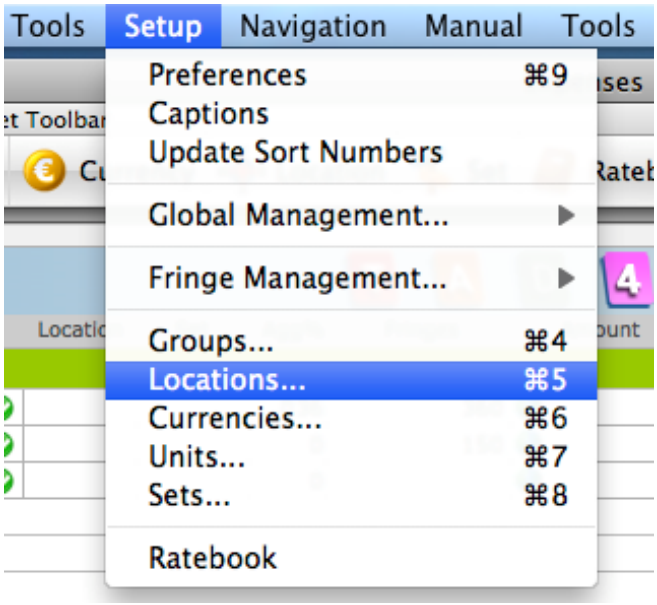
To permanently delete a Unit select the red delete button for the unit in Setup Units:



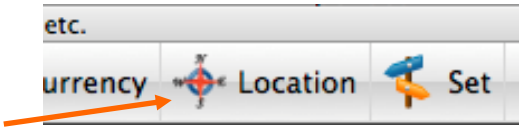
10.8 Locations

You can enter a location for each detail line item.

To set-up locations, select `Locations` from the Setup menu:



Or select the Locations button on the Toolbar:



This will take you to the Locations screen:

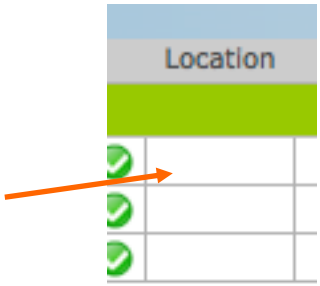
To add a new location, select the green add button.

Enter a short name for the location and a description.

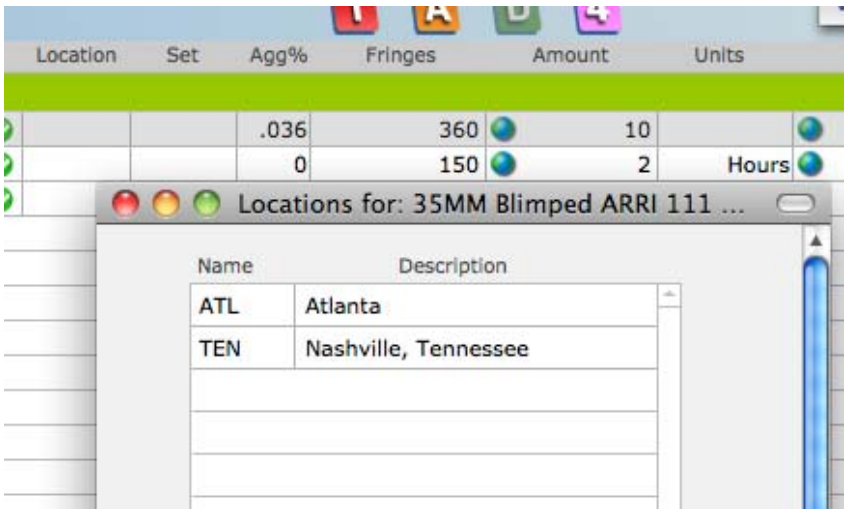
By default the checkbox for Include in Budget is selected, which indicates that any detail line item that is flagged with the location will be included in the budget for reports.

The Total for Budget allows you to quickly see how much is will cost for all detail line items flagged for that location.

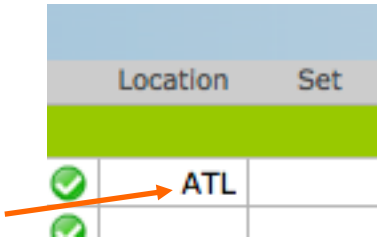
To attach a location to a detail line item, select the Location column for the detail row:



A list of locations will display in a pop-up window:



Select a location.



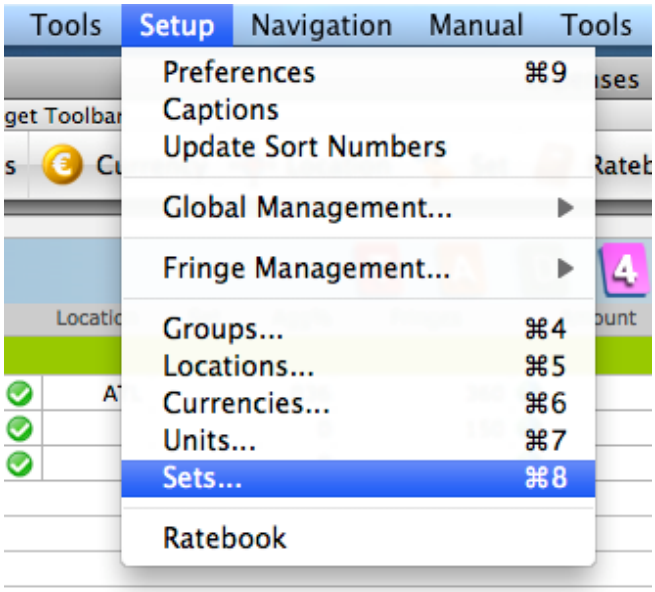
The short name of the location will appear in the Location column.

If you return to the Location screen, by selecting Locations on the Toolbar, you will see the total for that location.

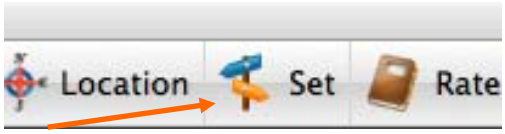
10.9 Sets

You can enter a set for each detail line item.

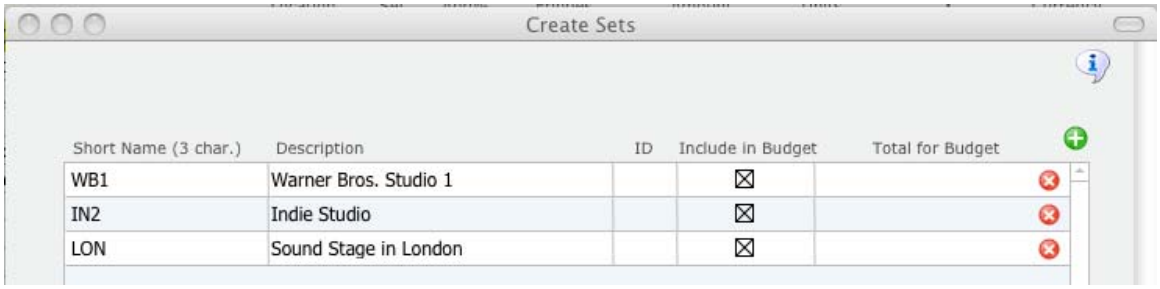
To set-up locations, select Sets from the Setup menu:



Or select the Set button on the Toolbar:



This will take you to the Sets screen:



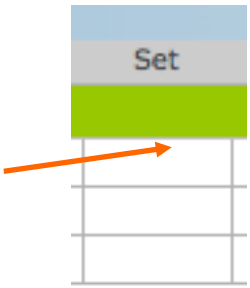
To add a new set, select the green add button.

Enter a name for the set and a description, if desired.
Only the first 3 letters of the set name will appear on the detail level for reference.

By default the checkbox for Include in Budget is selected, which indicates that any detail line item that is flagged with the set will be included in the budget for reports.

The Total for Budget allows you to quickly see how much is will cost for all detail line items flagged for that set.

To attach a set to a detail line item, select the Set column for the detail row:

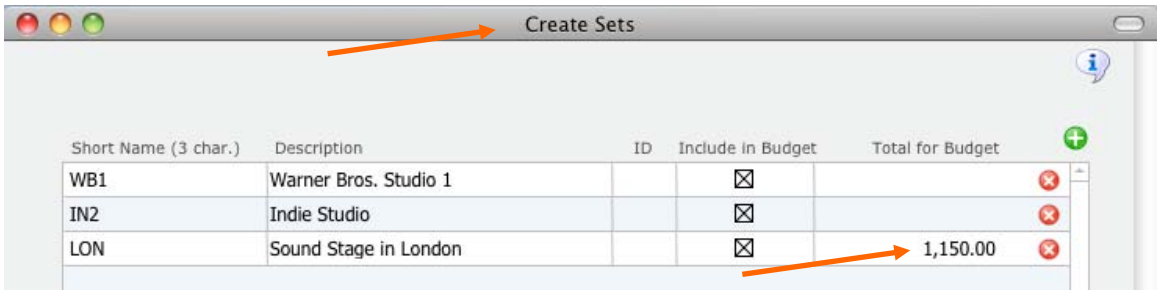


A list of sets will display in a pop-up window:

Select a set.

The abbreviated name of the set will appear in the Set column.

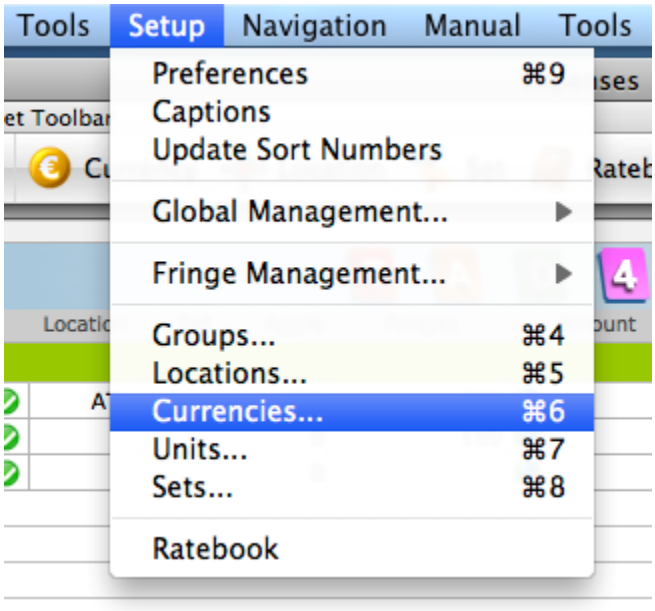
If you return to the Sets screen, by selecting Set on the Toolbar, you will see the total for that set.



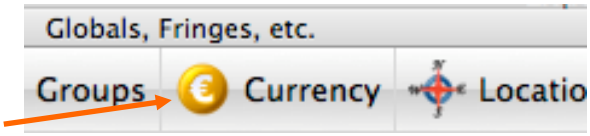
10.10 Currency

The currency feature allows you to add different currencies to the budget. This is useful if you are doing a multi-national production where monies are being funded from different countries.

To access the Currency feature, select Currency from the Setup menu:



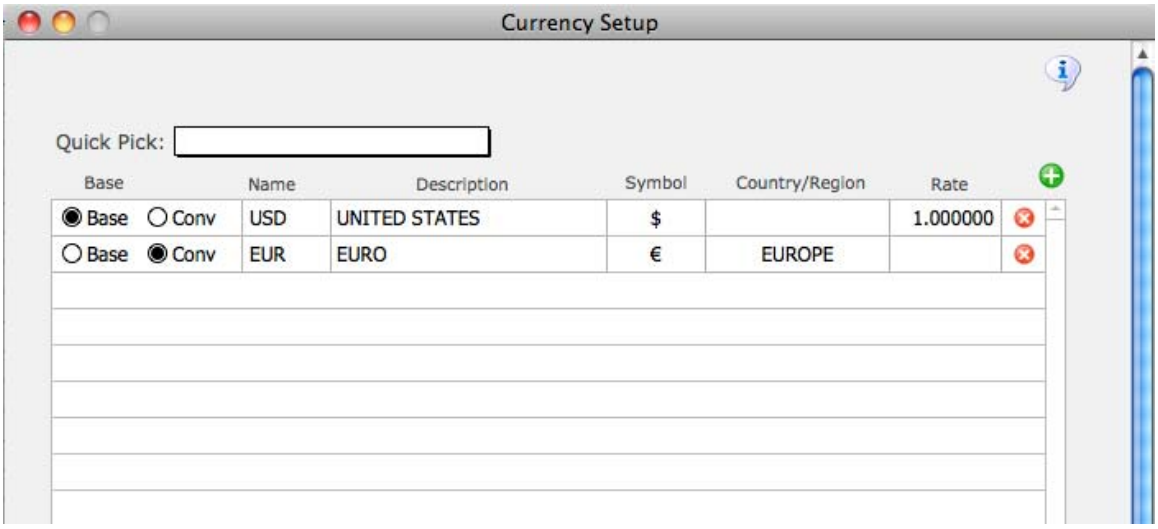
Or select Currency from the Toolbar:



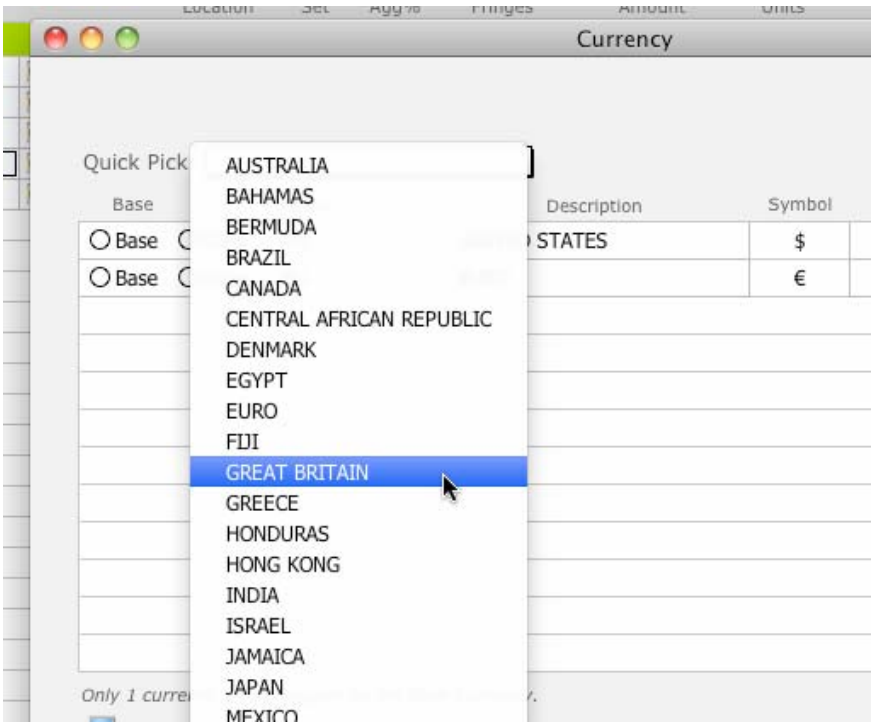
When you create currencies for your budget, only 1 currency can be the base currency.

In the example below, the US$ is the only currency shown and is the base currency.

Notice the rate in the Rate field is: 1.000000.

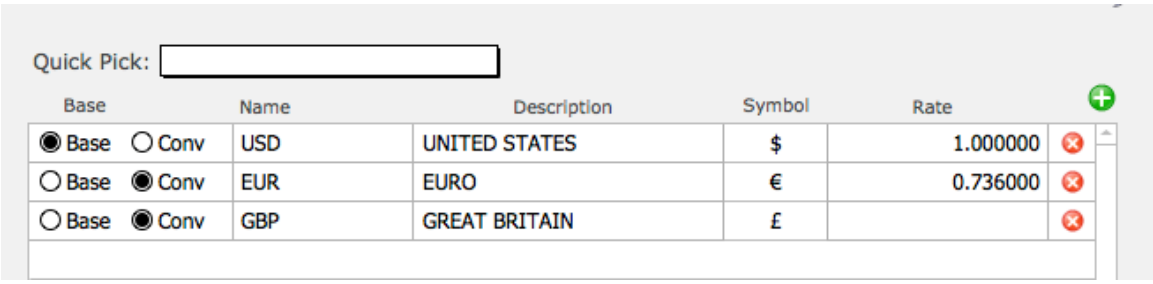


To create a new currency, first see if the currency you desire is in the Quick Pick pull-down menu:



If it is, select it.

A new currency will be created.

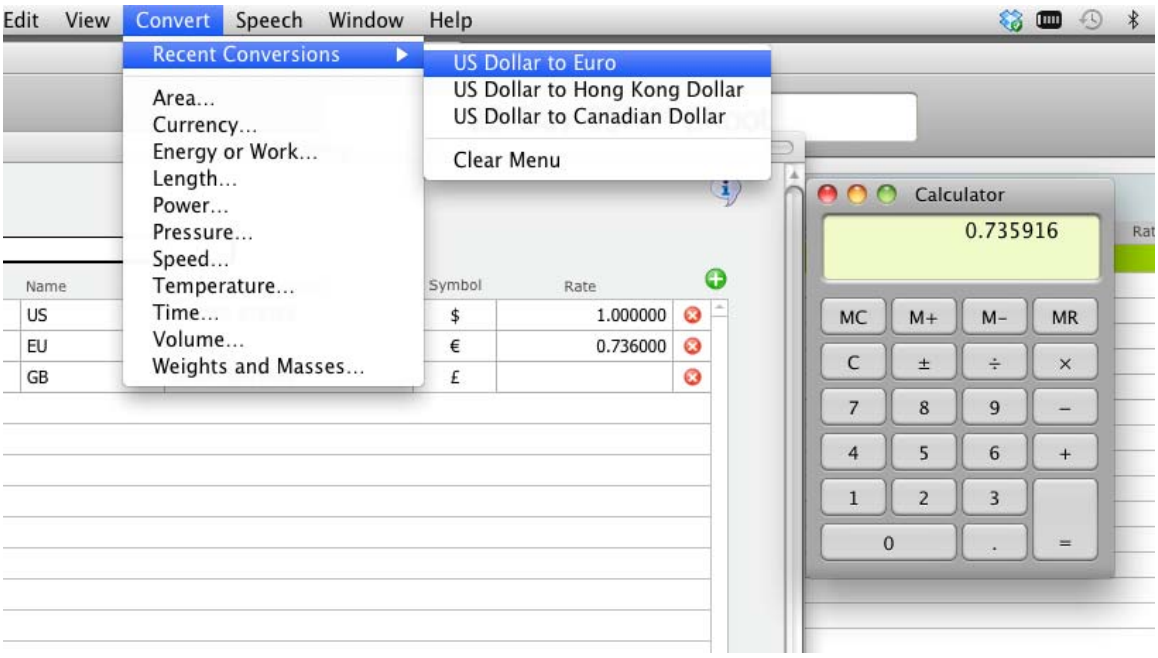


Notice that the Base value is set to: *Conv*, which stands for Converted.

The Rate field is empty.

Using your Macintosh or your Windows computer, use the built-in conversion calculator to determine the conversion rate from the base currency to the converted currency:

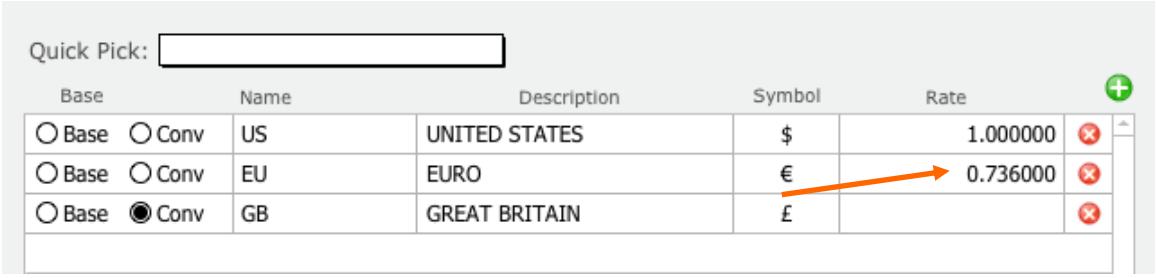
Macintosh Conversion (using Calculator):



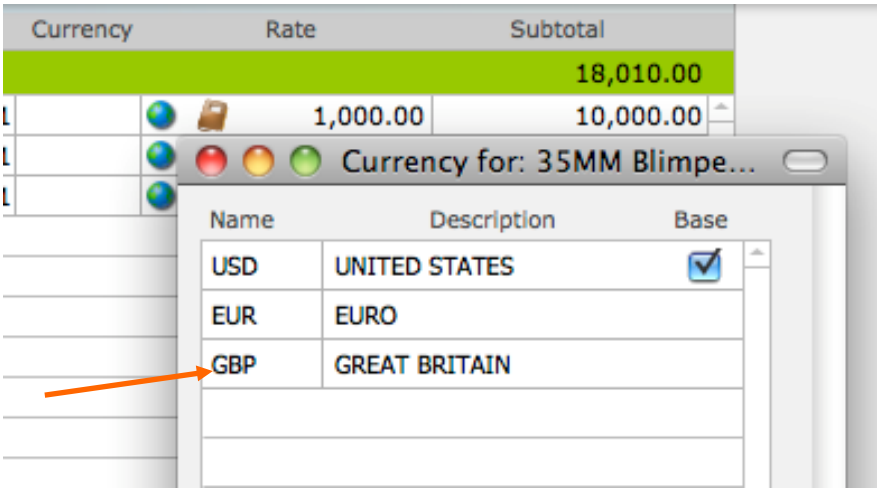
Windows Conversion (using Gadgets)

In the examples above, the current conversion rate from the US dollar to the EURO is: .736.

Enter this rate into the Rate field:



To attach a specific currency for a detail line item, go to the detail row and select the Currency button:



From the list of currencies, select the currency.

Two things will occur. The short name of the currency will appear in the Currency column. Also the subtotal value will change based on the conversion rate of that currency:

In the example above the third line of the budget is flagged with a EU currency symbol. The subtotal should be:

3 (Amount) x 1,000 (Rate) = 3,000 for the base currency.

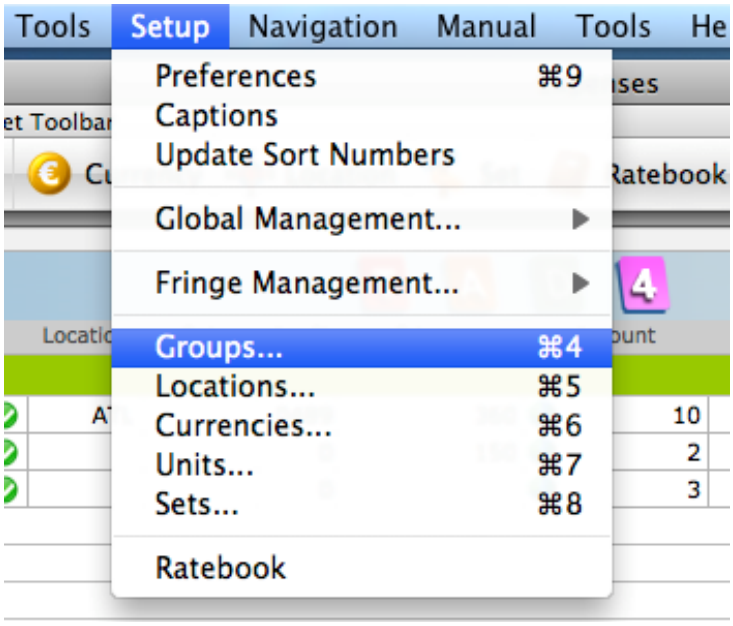
However, because is flagged with the Euro currency which is converted to .736, the final result is:

3,000 x .736 = 2,208.

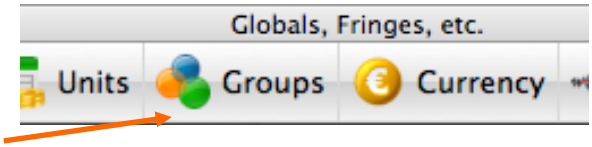
10.11 Groups

Groups allow you to create a group and attach detail line items to that group. You can then run a budget report including or excluding detail line items that are attached to a certain group.

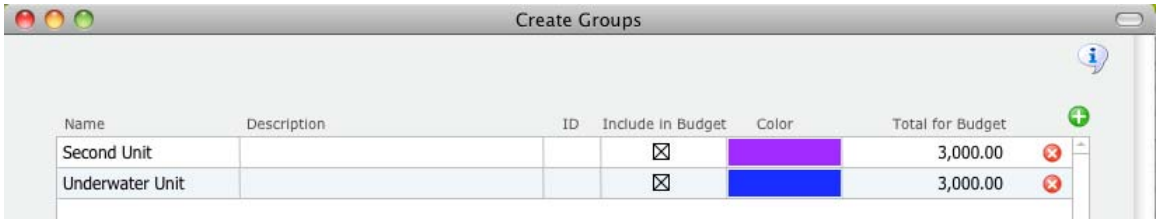
To setup the Groups feature, select `Groups` from the Setup menu:



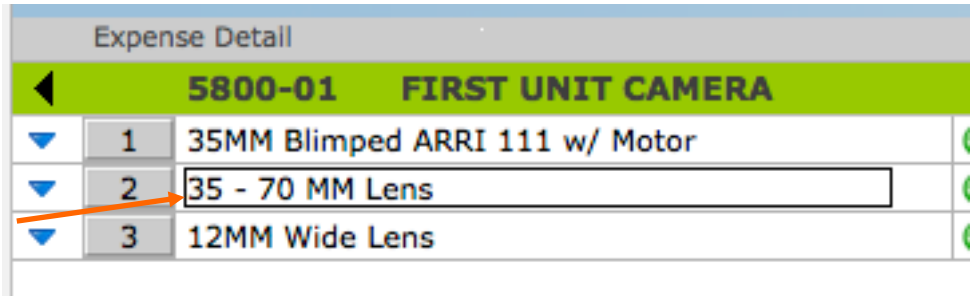
Or select Groups from the Toolbar:



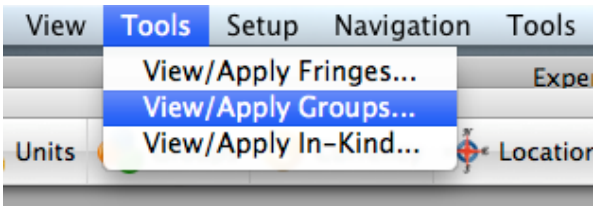
Upon first entry to the Create Groups screen, an empty group will be created. Rename the group and select a color for that group.



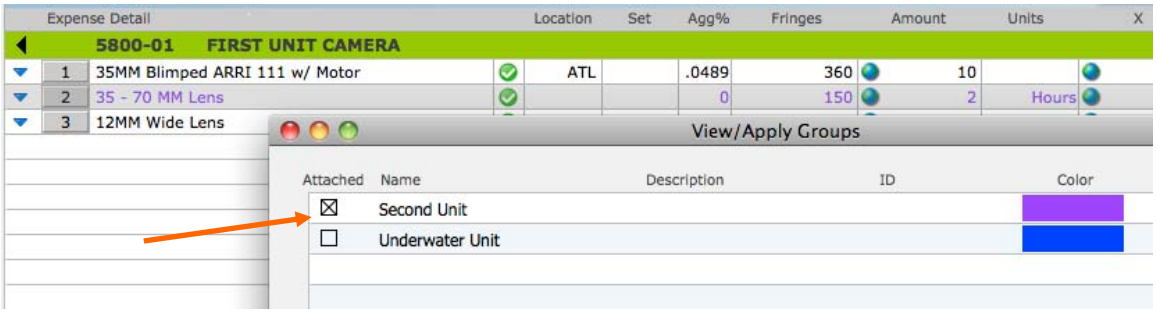
To attach a group to a detail line item, select the detail row:



Then from the Tools menu, select `View/Apply Groups`:



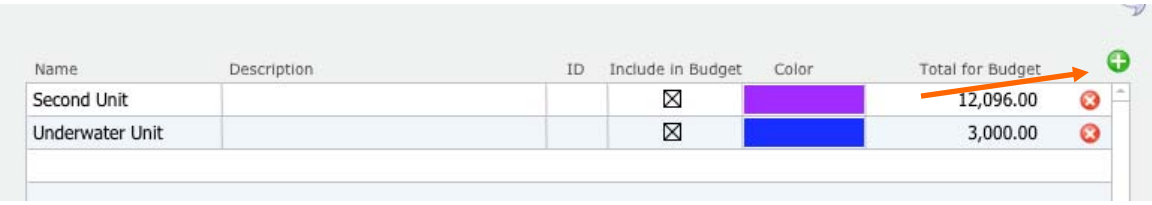
On the View/Apply Groups screen, select the group you want to attach to the detail line item:



Once selected, the detail row will be attached to the group. The text color of that line will also change to reflect the color of the group.

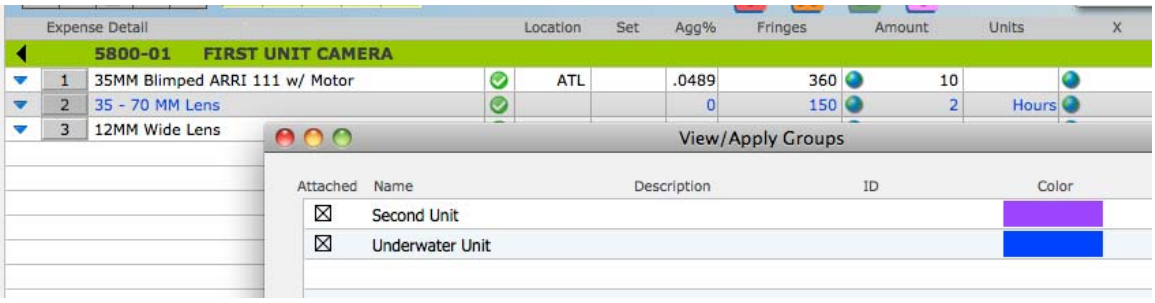
You can attach more than one group to a detail line item.

To attach a second group, return to the View/Apply Groups screen, and select a new group to attach to the selected detail line item by selecting the green add button:



Once again, enter a name and select a color for the group.

Then return to the detail level of the budget, select the detail row, and select `View/Apply Groups` from the Tools menu:



Select the group you want to attach.

The color will always reflect the last group attached, even though the detail line is attached to both groups.

10.12 4th Level

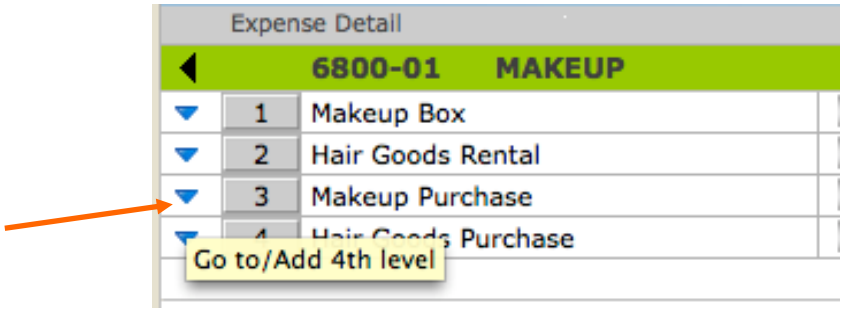
The budget levels are divided as follows:

Topsheet (Category Level)	1st Level
Account Level	2nd Level
Detail Level	3rd Level

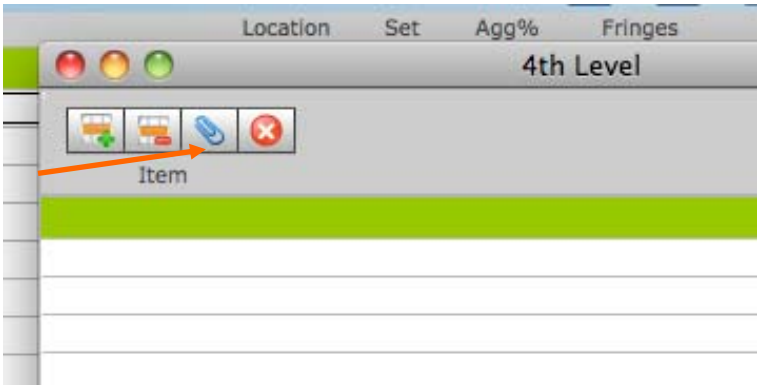
You have the option of creating a 4th level for any detail line item (3rd level). This is not required.

Reason to create a 4th Level: One reason to create a 4th level is to import items from an Excel spreadsheet to that level. This is useful if you have, for example, a Makeup Artist or a Prop Master who created a list of everything they need with prices in an Excel spreadsheet. The Makeup Artist or Prop Master can then send you the file and you can simply attach it to a detail line item called: Makeup Purchases in the proper account in your budget.

To access the 4th level, select the down blue arrow on a detail row:

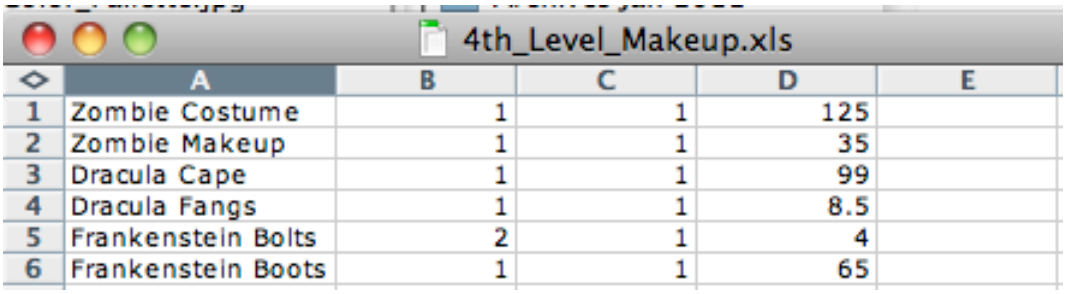


Select the Import button on the 4th level screen:



The Excel spreadsheet can be a .csv or a .xls file.

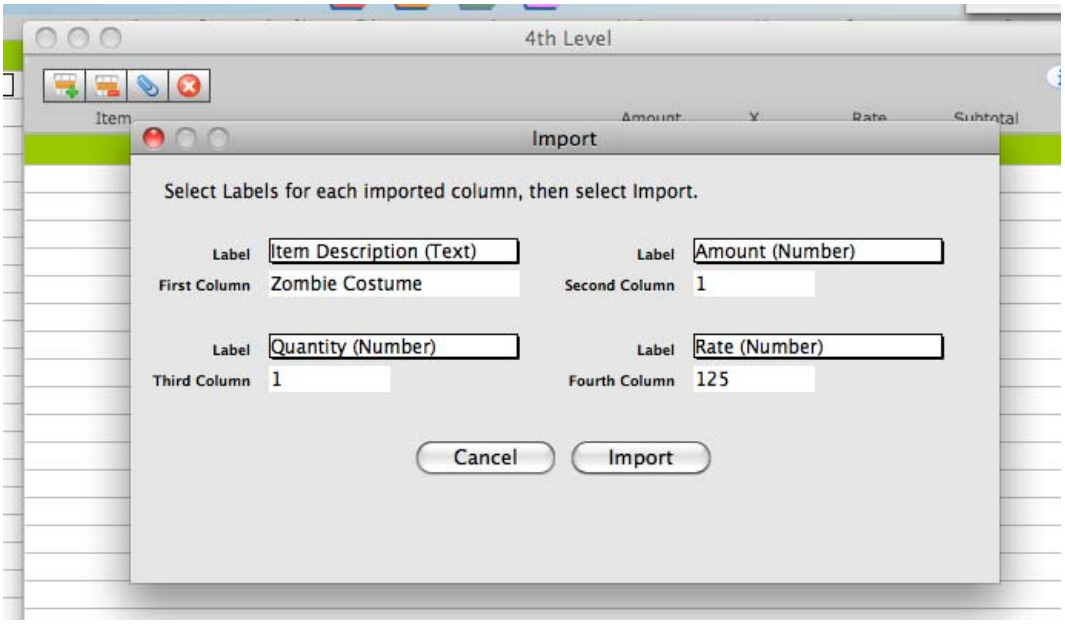
It should be formatted as follows:



	A	B	C	D	E
1	Zombie Costume	1	1	125	
2	Zombie Makeup	1	1	35	
3	Dracula Cape	1	1	99	
4	Dracula Fangs	1	1	8.5	
5	Frankenstein Bolts	2	1	4	
6	Frankenstein Boots	1	1	65	

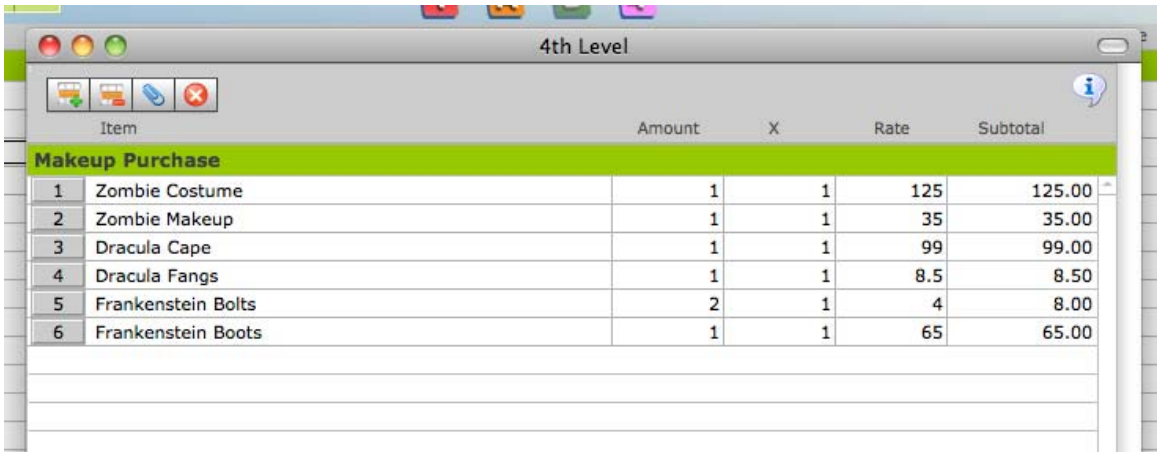
Column A	Item Description
Column B	Amount (Number)
Column C	Quantity (Number)
Column D	Rate (Number)

Select the Excel file when prompted, and you will see the following import matching screen:



If all the columns are not correctly filled, then mark a column as empty.

Then select the Import button.



The subtotal will reflect the total amount entered in Column D of the Excel spreadsheet.

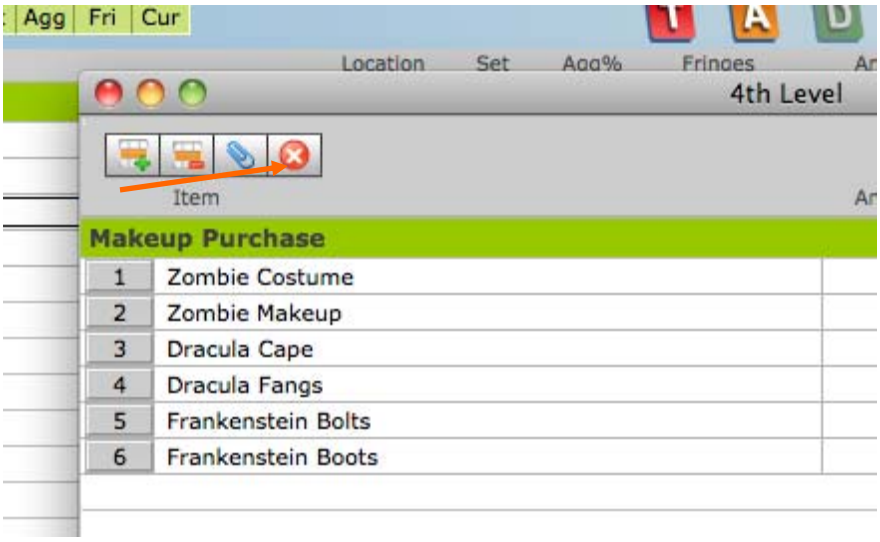
To add, modify, or delete a line item, select either the add row or delete row button, or simply change the name, amount, X, or rate fields for any entry.

When finished, select the Close button on the bottom of the screen.

When you return to the detail level, a paperclip next to the detail name indicates that this row has a 4th level.

The subtotal for the row will be summed in the 4th level and will override any entry on the detail level.

To remove the 4th level, go back to the 4th level screen and select the red delete button on the top of the screen:



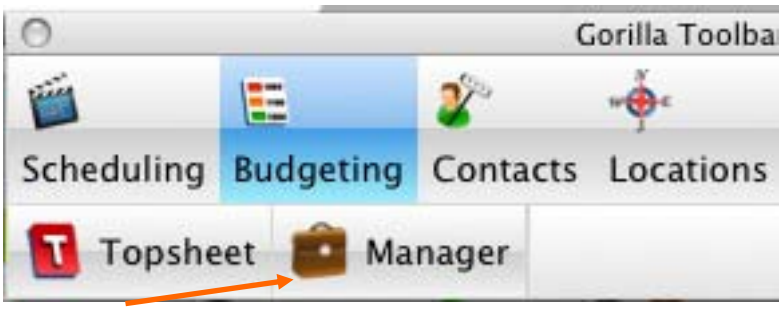
10.13 Import from Scheduling

Gorilla's Budgeting module can import selected items from Gorilla's Scheduling module.

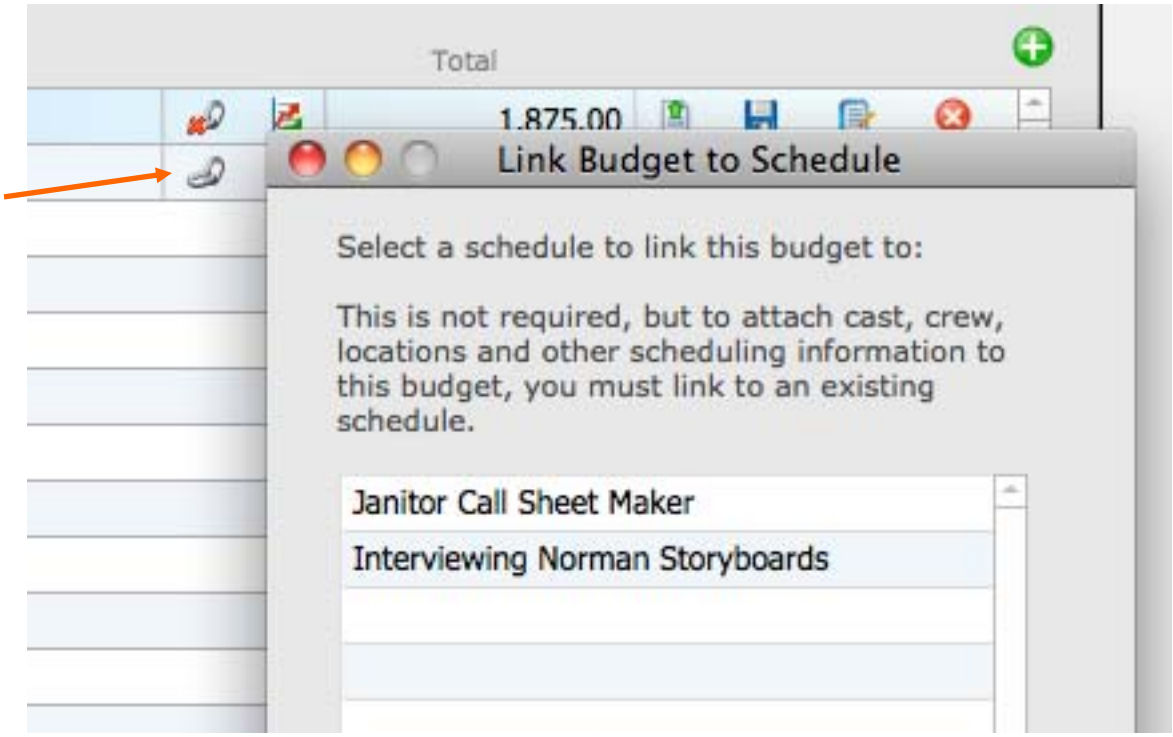
Before you access this feature, you must make sure that your budget is linked to an existing schedule.

10.13-1 Linking a Schedule to a Budget

To link a schedule to a budget, select the Select Budget button on the Budget Toolbar to return to the Budget Manager.



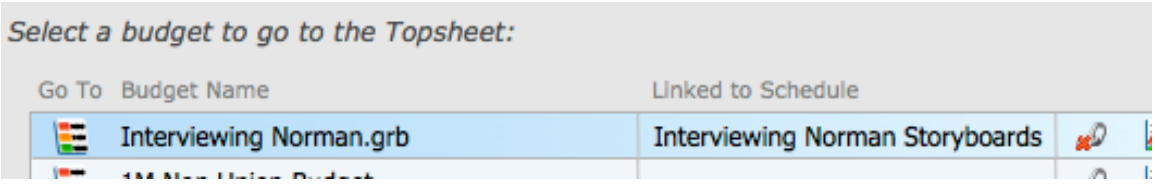
From the Budget Manager, select the Link button for the budget you want to link a schedule to:



You will be prompted to select an existing schedule. Only schedules are attached to the Project will be displayed:

Select a schedule from this list.

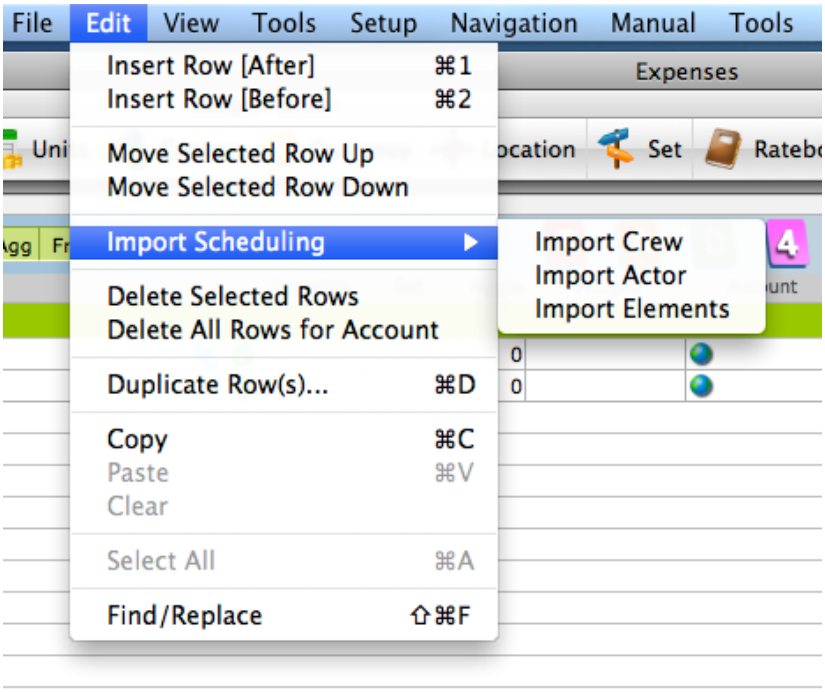
When you return to the Budget Manager, the Linked to Schedule field will display the schedule selected.



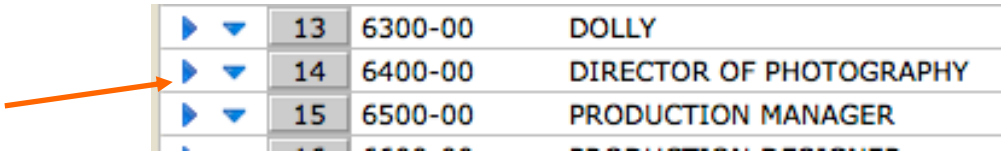
10.13-2 Import Crew from a Linked Schedule

To import items from a linked schedule, you must be in the detail level of the budget.

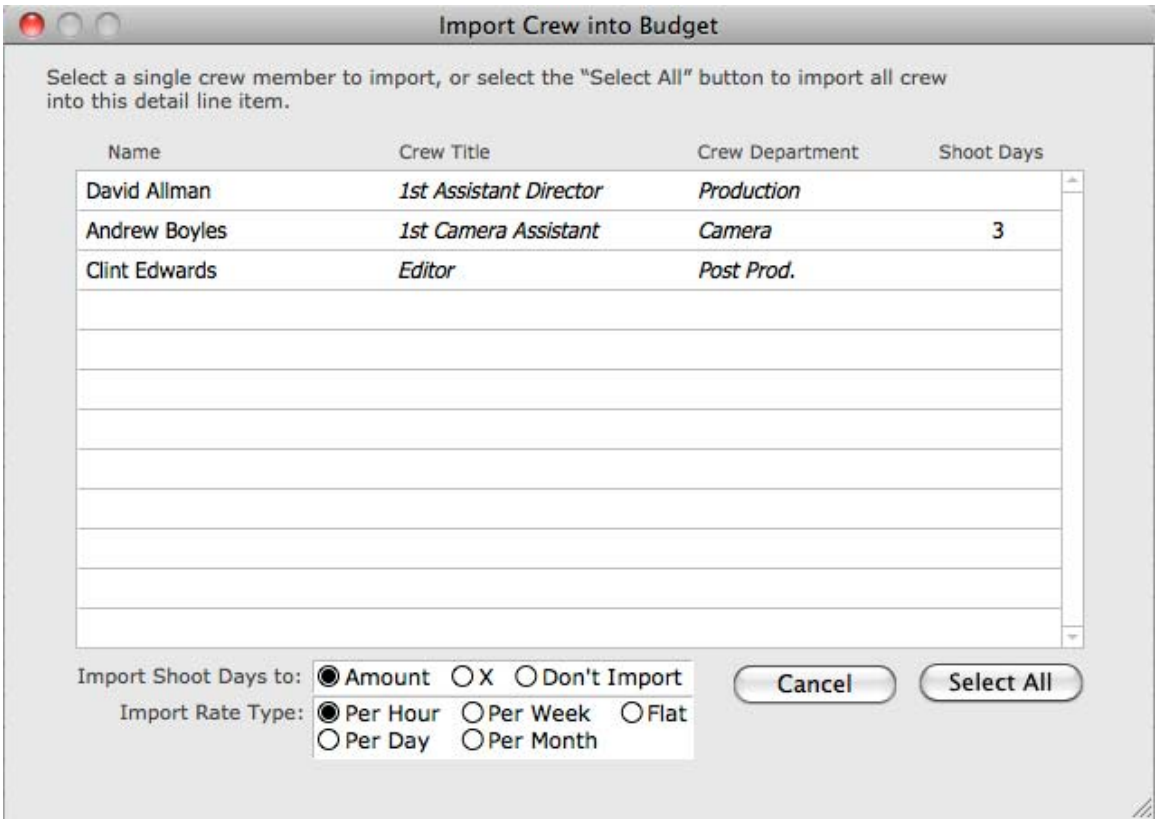
From the detail level of the proper account you want to import scheduling items to, select `Import Scheduling` from the Edit menu, then select one of the options displayed:



So for example, if you want to import crew from a linked schedule, first select the account in your budget where you want to attach crew to. Every budget is different and has different account numbers. In the example below, we are selecting the account: 6400-00 DIRECTOR OF PHOTOGRAPHY to import a crew member from the crew module in our linked schedule.



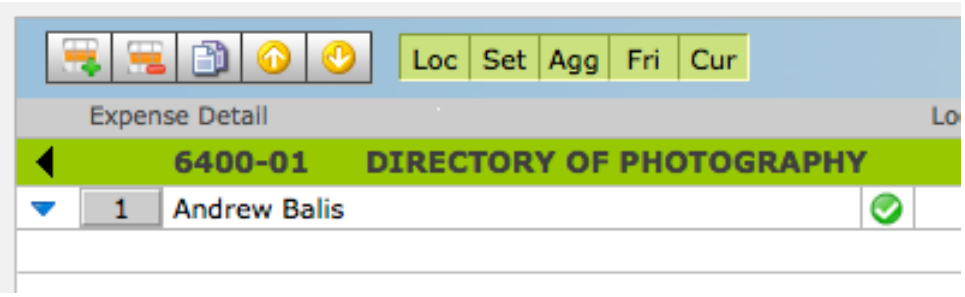
Once in the proper detail screen, selecting Import Crew will result in the following screen:



Again, only crew created in the linked schedule will appear.

You can select a single crew member, or select the Select All button to import all crew members from this list.

In the example below, we selected just the Director of Photography.

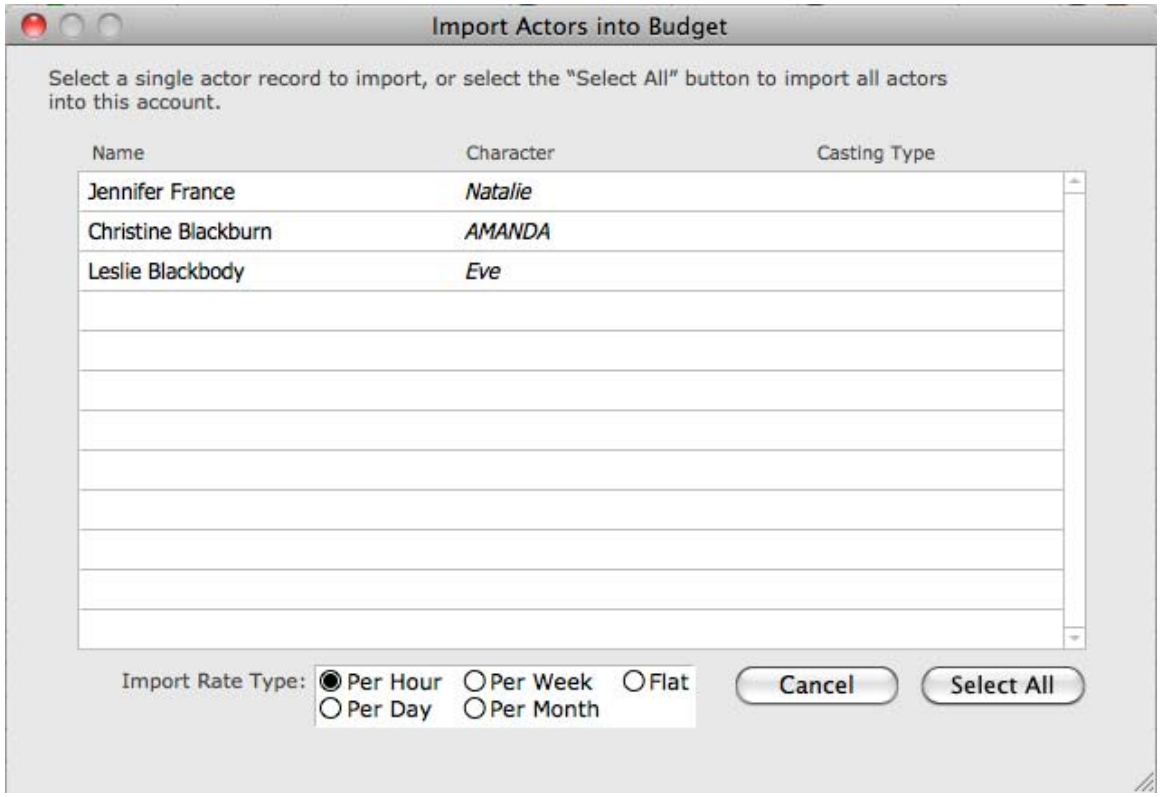


If shoot days are attached the crew member and a rate, these items will also import into the detail line for this crew member.

10.13-3 Import Actors from a Linked Schedule

To import an actor or a group of actors from a linked schedule, go to the account where you want to import the actor or list of actors on the budget and enter the detail level.

Select `Import Scheduling` from the Edit menu on the detail level, and then select the sub-menu, `Import Actors`.



Only actors that are entered for the schedule will appear on this screen. They do not have to be cast to a character. Notice in the example above, only three of the five actors have been cast to a Character.

Select a single actor, or select the Select All button to import all actors to the detail level of the budget. If a rate is entered for the actor in the Contacts module, then the appropriate rate will import into the detail level.

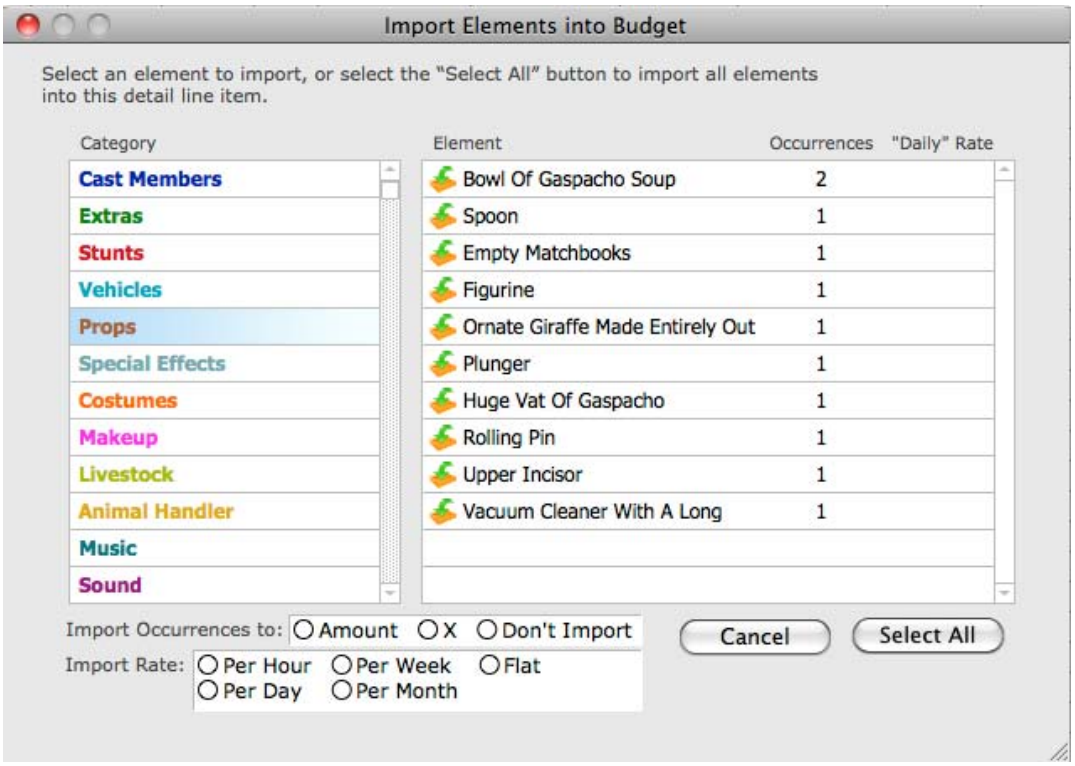
10.13-4 Import Element from a Linked Schedule

To import an element or a group of elements from a linked schedule, go to the account where you want to import the element or list of elements on the budget and enter the detail level.

Select `Import Scheduling` from the Edit menu on the detail level, and then select the sub-menu, `Import Elements`.

In the example below, we selected the account: 6800-03 PROPS.

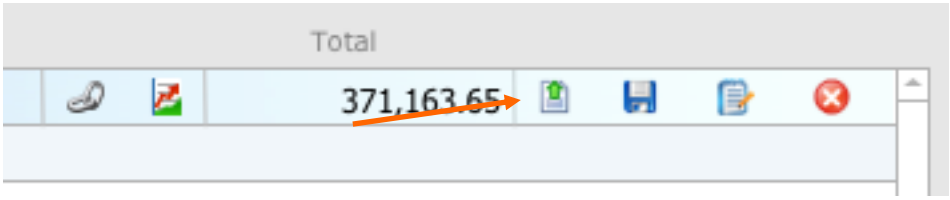
From the Import Elements into Budget screen, select the appropriate category your want to import an element or a group of elements from:



Select the element you want to import, or select the Select All button to import all the elements for the selected category.

10.13-5 Captions

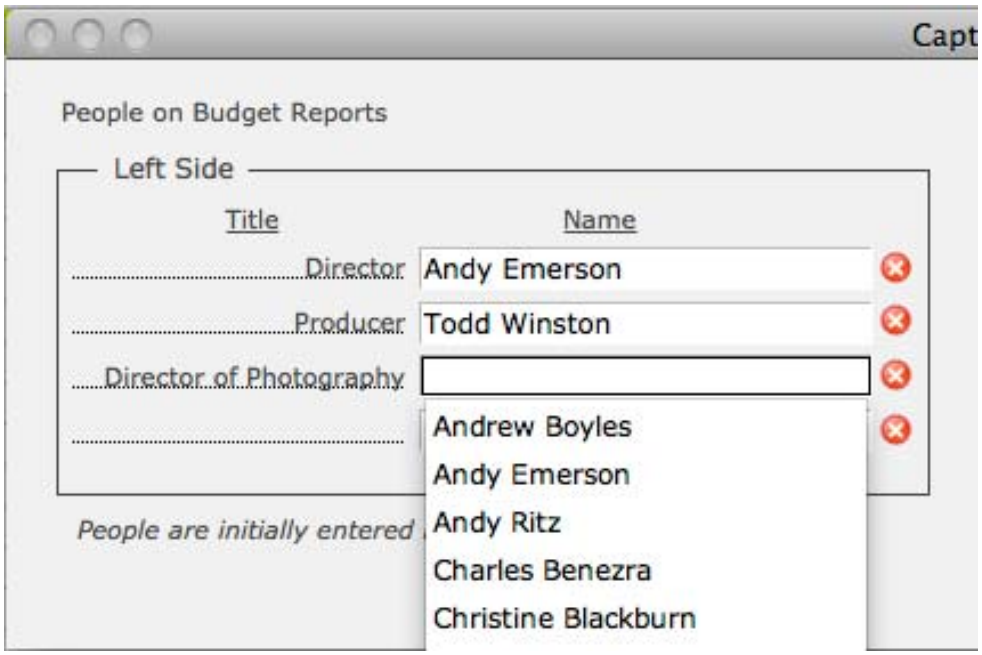
When you print a budget report, you can specify caption names to display on the top of the reports. To access this feature, select the Caption button on the Budget Manager screen:



You can enter names to appear on the left side or the right side of the report.

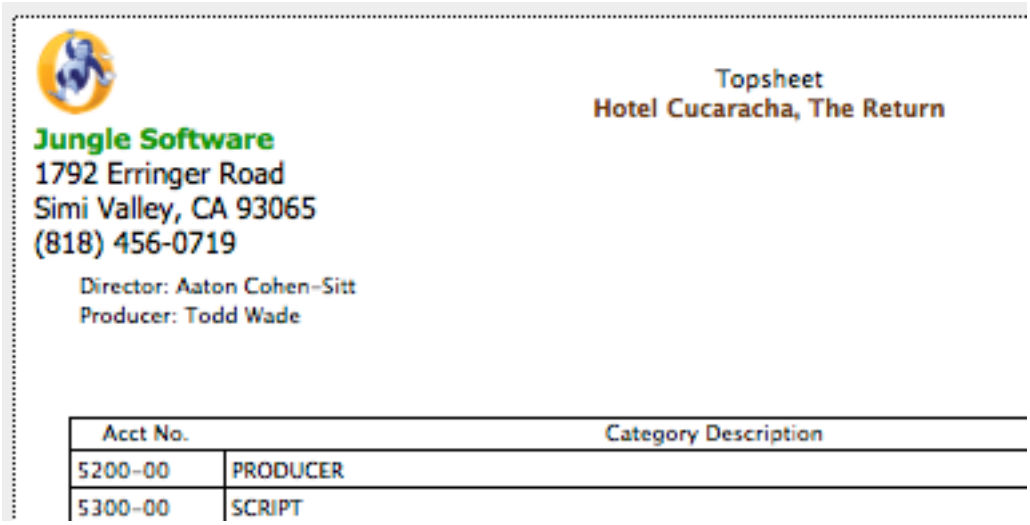
Select a title from the Title pull-down menu.

From the Name field, select a name from the Contacts module to correspond with the title.



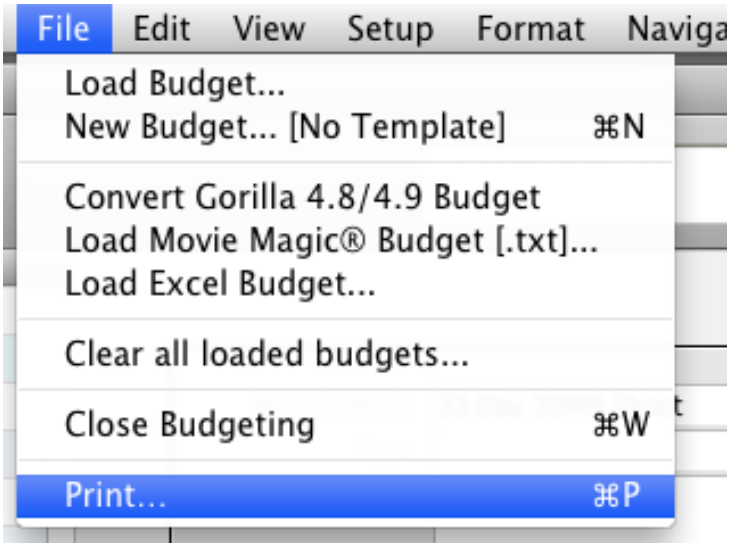
You can also manually type in a title or a name if it is not in the list.

When you print a budget report, the titles and names entered will appear on the left and/or the right side of the report:

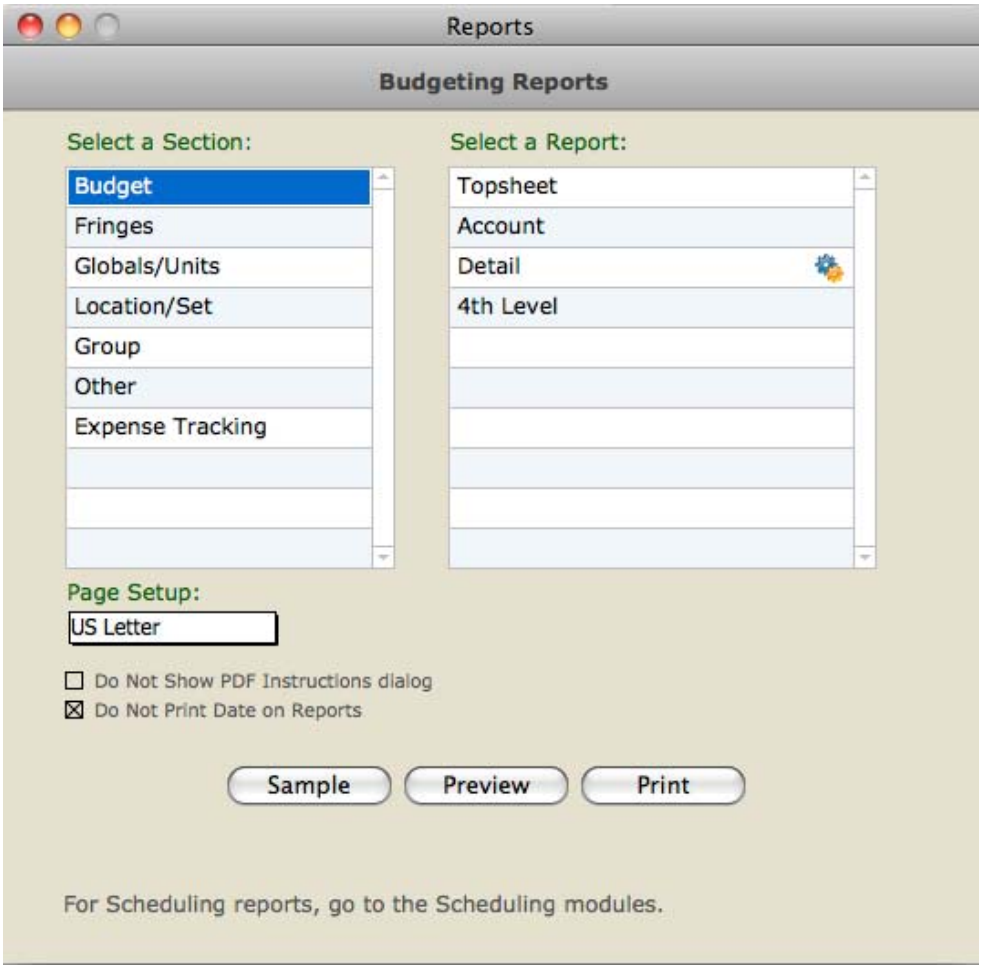


10.14 Printing Budgets

To print a budget, select `Print` from the File menu.



The Budget reports screen will appear:



Select a section from the Select a Section window, then select a Report from the right window.

If you select Sample, a sample of the report will display with sample data.

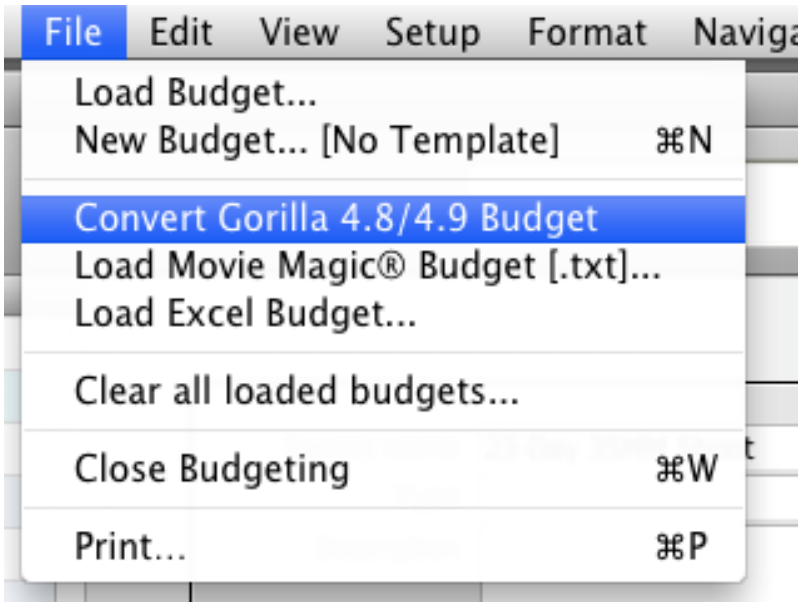
If you select Preview, your data will be gathered for the selected report and a preview window will appear. You can choose to print from the preview window, if desired.

10.15 Converting a Gorilla 4.8 or 4.9 Budget

You can convert a Gorilla 4.8 or 4.9 budget into Gorilla 5.

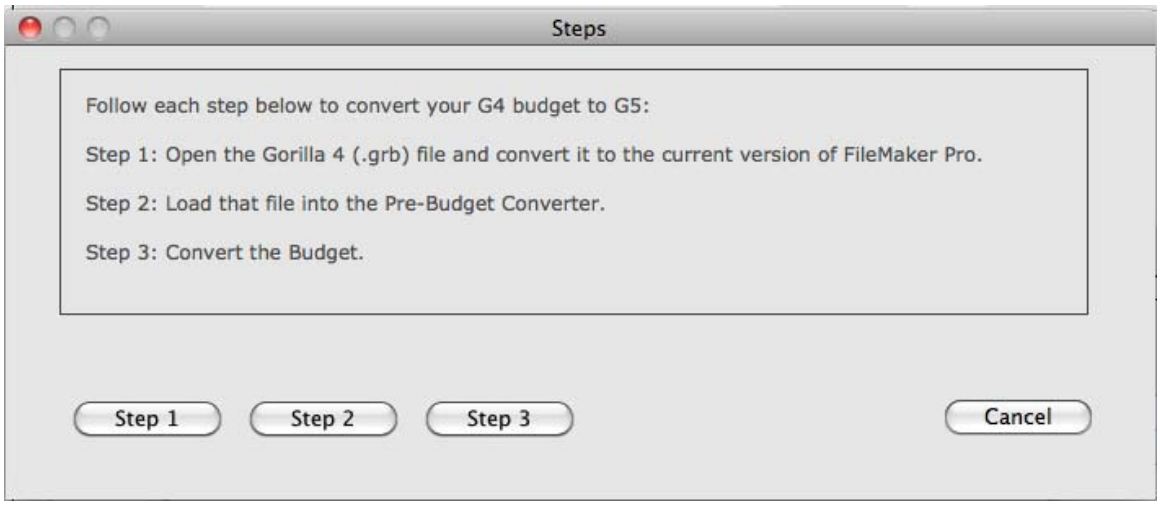
To prepare your Gorilla 4.8 or 4.9 budget file, launch Gorilla 4.8/4.9 and save the budget to a .grb file. Place the file on your desktop or hard drive somewhere.

Then launch Gorilla 5, and select Convert `Gorilla 4.8/4.9 Budget` from the File menu.



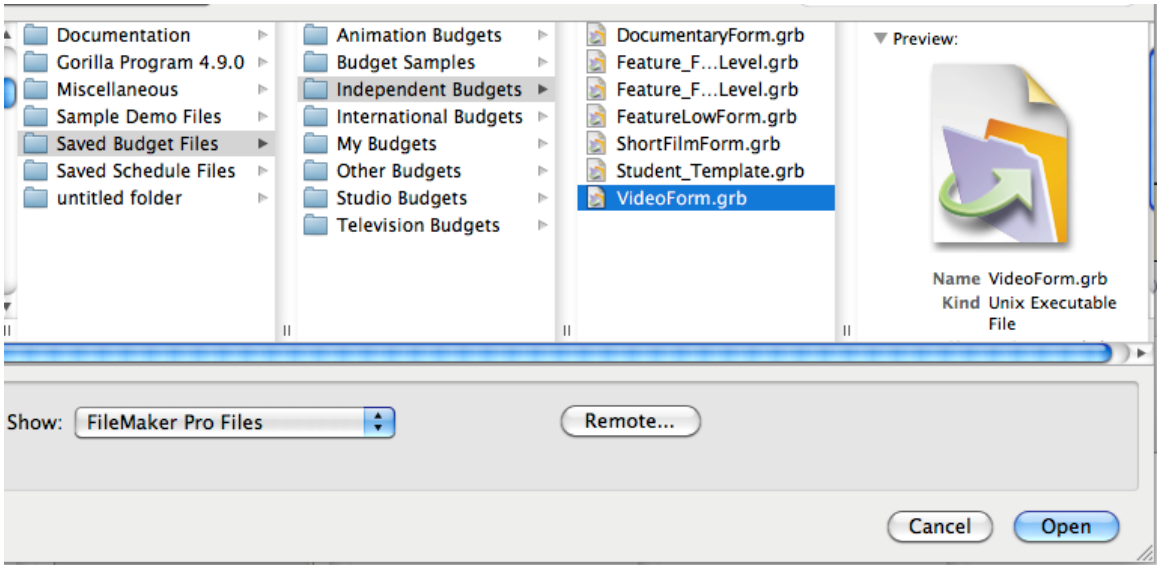
Select the *Import .grb* button, and locate the saved Gorilla 4.8/4.9 budget file.

Follow the steps indicated on the screen:



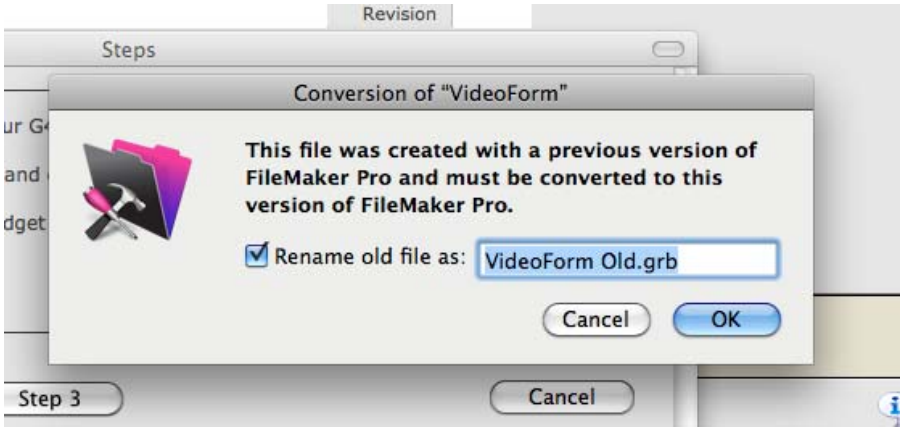
Step 1

Select the Step 1 button. Locate the Gorilla 4.8/4.9 budget file and select Open (as shown below):



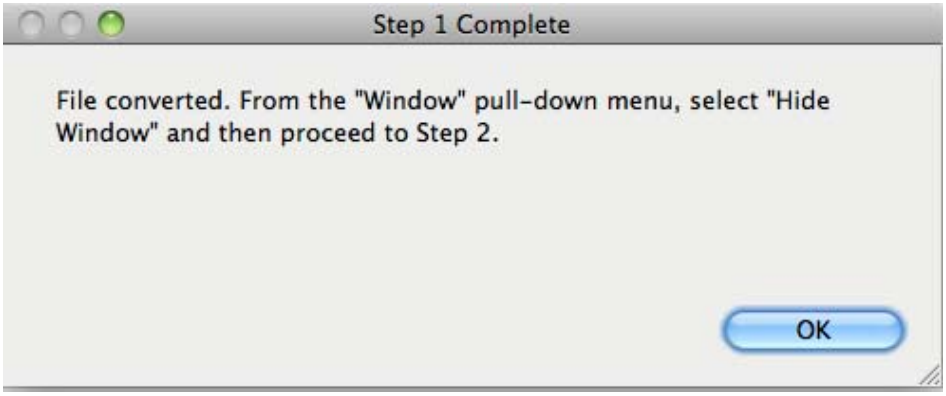
The next screen will prompt you to rename the old Gorilla file.

You do not need to do this, but renaming it with Old at the end of the name will let you know that it is an old Gorilla budget file.

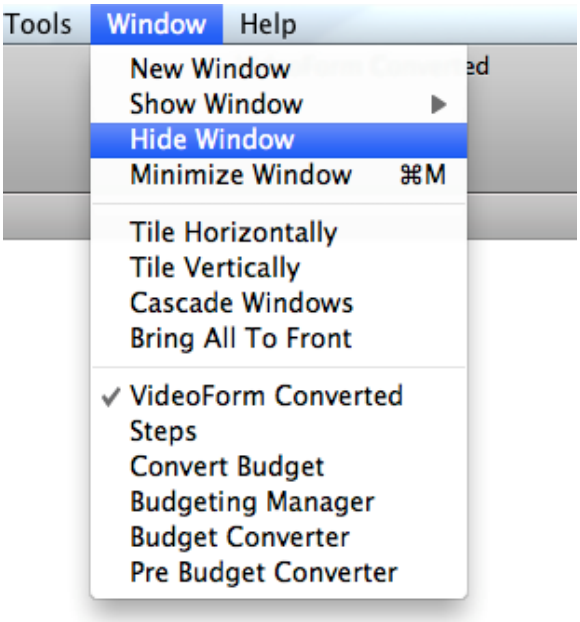


The next window prompts you to save the new file. If you save the new budget file in the same location as the Old file, then you do need to rename the old budget file. Otherwise, save the new converted budget file somewhere else on your hard drive.

After the file is converted, it will open as a FileMaker 11 data file. You will see the following dialog box:

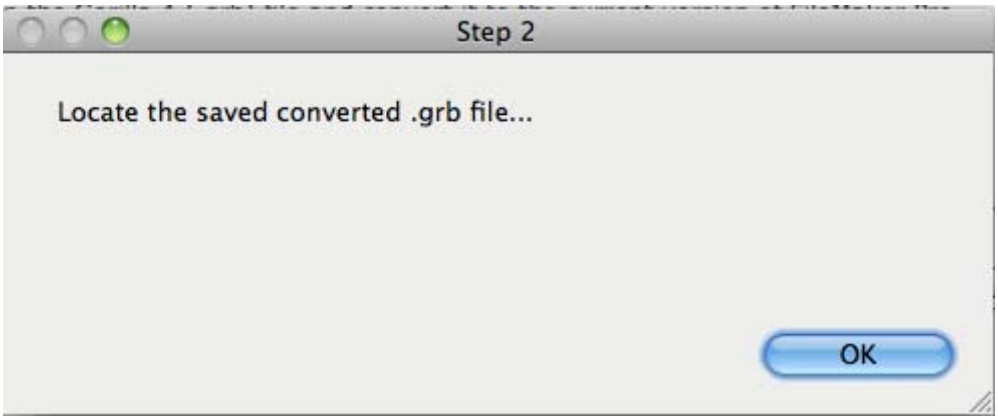


When you see this message, select OK, and then select `Hide Window` from the Window menu:

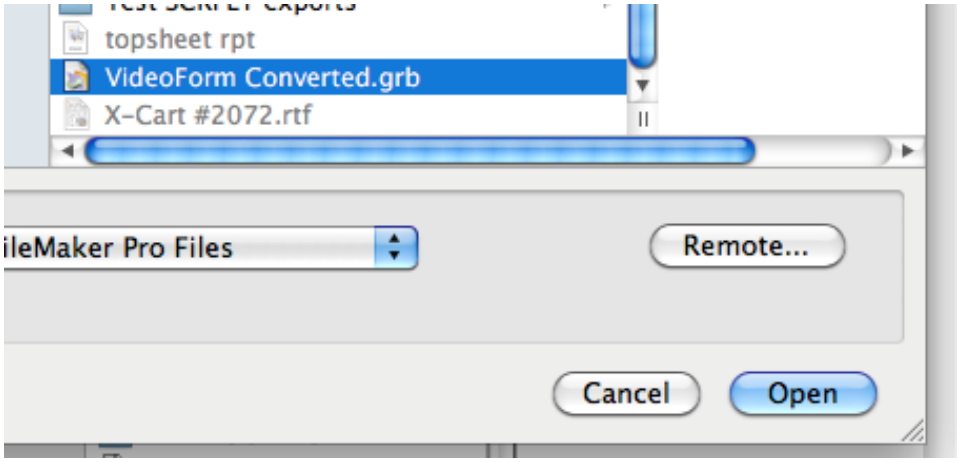


Step 2:

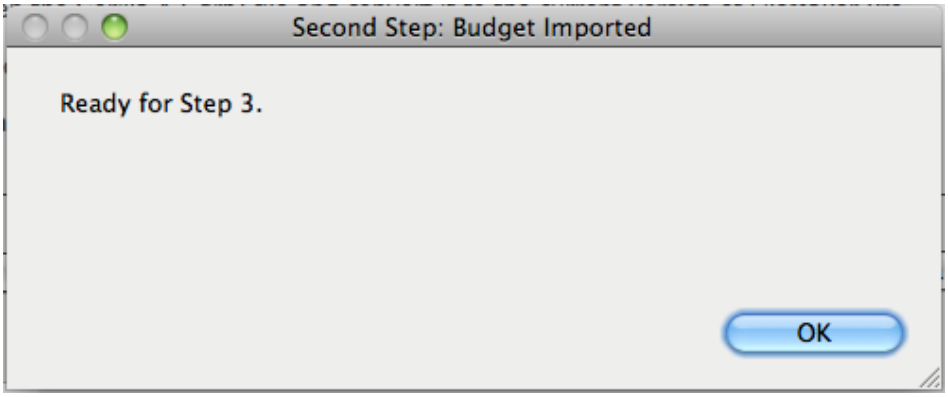
Select the Step 2 button. Locate the converted budget file saved in Step 1:



Locate the file and select Open.



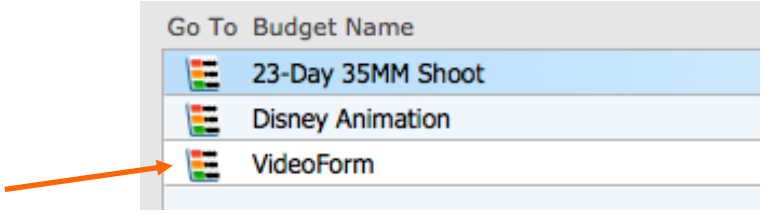
The next dialog box will appear:



Select OK.

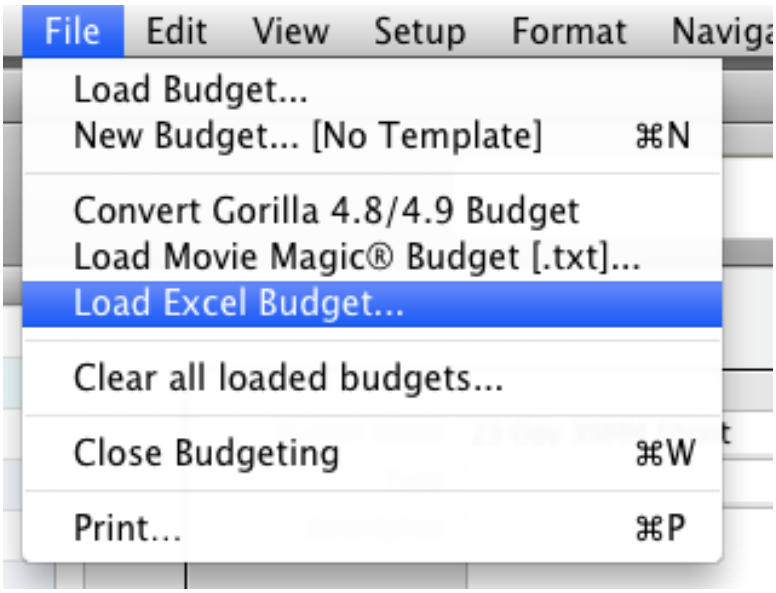
Step 3:
Select the Step 3 button.

The budget will be loaded into Gorilla 5, automatically creating 4 default percentages. When finished, the budget will appear in the Loaded Budgets tab.



10.16 Load Excel Budget

To import a budget created in Excel into Gorilla, select `Load Excel Budget` from the File menu.



A budget created or exported into Microsoft Excel must be formatted properly in order to be imported into Gorilla 5.

See accompanying file: Gorilla Excel Import.xls for a sample file.

Gorilla Excel Import.xls

	A	B	C	D	E	F
1	ABOVE-THE-LINE					
2		1100	STORY & SCREENPLAY			
3				1101	Writer(s)	
4						Chris Schrieber
5						Todd Mespar
6				1102	Script Clearance	
7						Title Search
8						Clearance
9						Copyright
10				1104	Script Copying	
11				1150	Hotel & Living	
12		1200	PRODUCER			
13				1201	Producers	
14				1201	Exec. Producers	

Above is a sample screenshot from this file.

Column A	Production Total Name
Column B	Account Number (or Category Number on Topsheet of Budget)
Column C	Account Name
Column D	Sub-Account Name. These are sub-accounts related to the primary account.

Column E	Sub Account Name
Column F	Detail Name

F	G	H	I	J
Chris Schrieber	1	Fee		164,612.32
Todd Mespar	1	Fee		164,612.32
Title Search		Allow		3,500.00
Clearance		Allow		4,000.00
Copyright		Allow		2,500.00
		Allow		2,763.54
		Allow		3,454.43

Column G	Amount (number)
Column H	Units (Text)
Column I	X (number)
Column J	Rate (number)

Some additional rules:

Percentages must be entered in decimal format.

Example: 62% should be entered as .62

6.2% should be entered as .062

The Total for a line is calculated as such:

Column G x Column I x Column J = Total

Therefore:

If the Column G field is NULL, Gorilla will enter the value “1” in this field.

If the Column I field is NULL, Gorilla will enter the value “1” in this field.

If a value is entered in Column J (the Rate field) and the value in Column F is NULL (see below), the value in Column E will be copied to Column F so that this detail line item has a name.

D	E	F	G	H	I	J
2210	Storyboard			Allow		2,097.00
2215	Purchases					
		Expendable Supplies		Allow		4,812.65
		Photography		Allow		2,406.32
		Craft Services		Allow		1,804.74
		Graphics		Allow		3,609.49
		Picture Cars		Allow		1,203.16

Using the same example above, the rows with Column F that are valid will, naturally, use that field in Column F for the Detail Name field.

Production Total breaks will be determined by the position of a value in Column A. In the example below, after the Account 1600, there will be a TOTAL for all the accounts above and including 1600. The next section break will occur with the Account 2000, PRODUCTION and end when there is a value in Column A, for example: POST PRODUCTION on line 200.

42		1600	A-T-L FRINGES			
43				1699	WGA	
44					DGA	
45					SAG	
46					Payroll	
47	PRODUCTION					
48		2000	PRODUCTION STAFF			
49				2001	Unit Production Manager	
50						Prep
51						Shoot
52						Wrap
53				2002	1st AD	

11. Expenses

The Expenses Module allows you to set up money accounts and track expenses against the budget. Use it much like a check register, entering all payments to cast, crew, and vendors.

Gorilla can then compare expenses to the budget to see if the budget is on track.

11.1 Creating an account

To create an account, do the following:

From the Gorilla Toolbar, select the Expenses button and then the Register button:

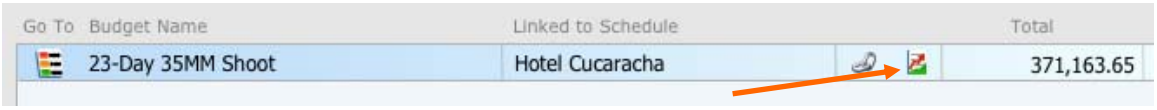
Create a new account:

Enter a name for the account and link it to an existing budget.

Now that an account has been created, you can attach budget account line items to this account either from the Register screen, or directly from the budget.

11.2 Accounting Mode

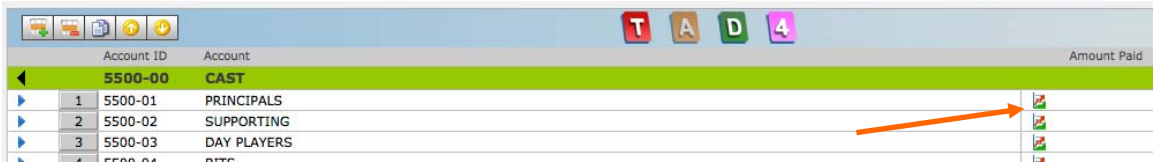
You can turn on accounting mode for a budget in the Budget Manager.



Select the accounting button to turn on or off accounting mode.

If Accounting Mode is turned on, you will be able to attach an account to a money account.

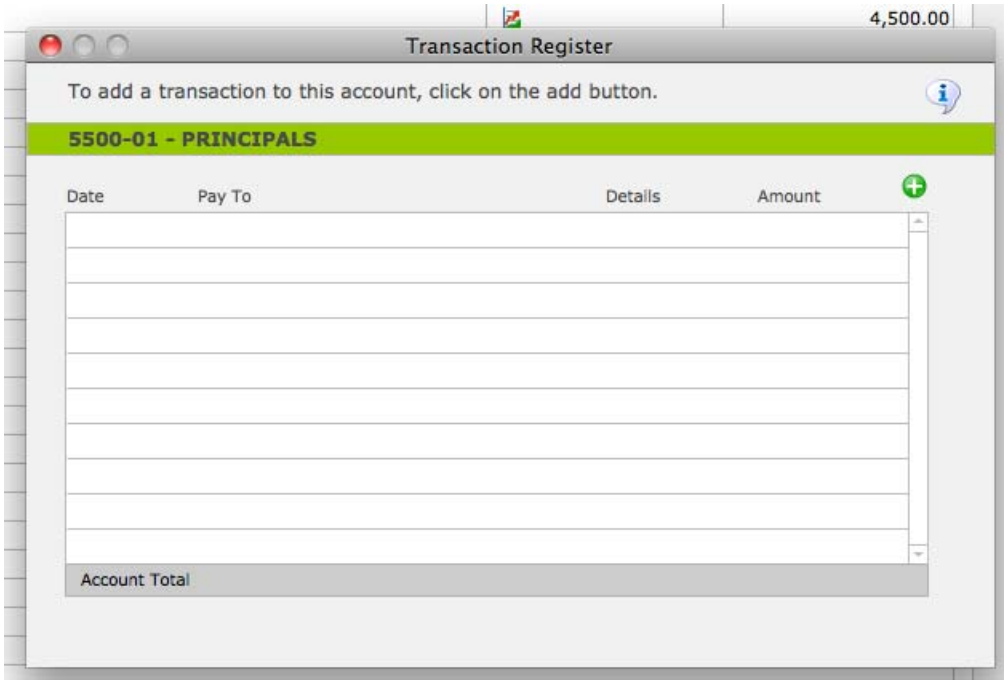
Turn accounting mode on, and go to the Account Level (2nd level) of the budget.



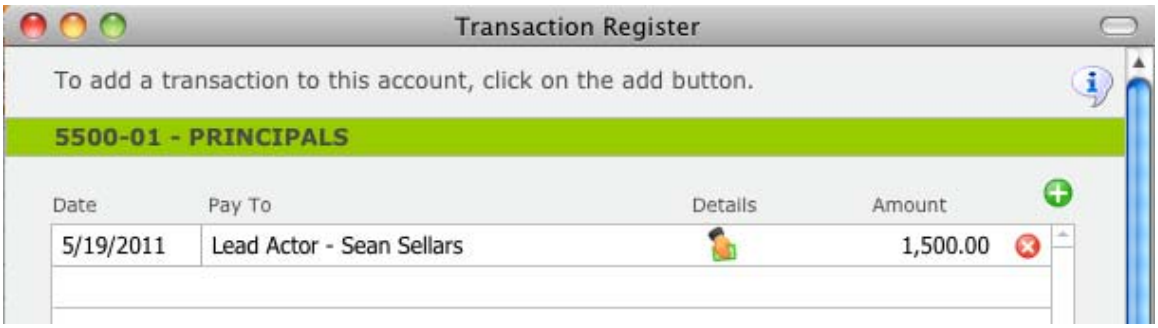
Notice that the accounting button is displayed on every account level line item.

11.3 Attaching an Account to a Money Account

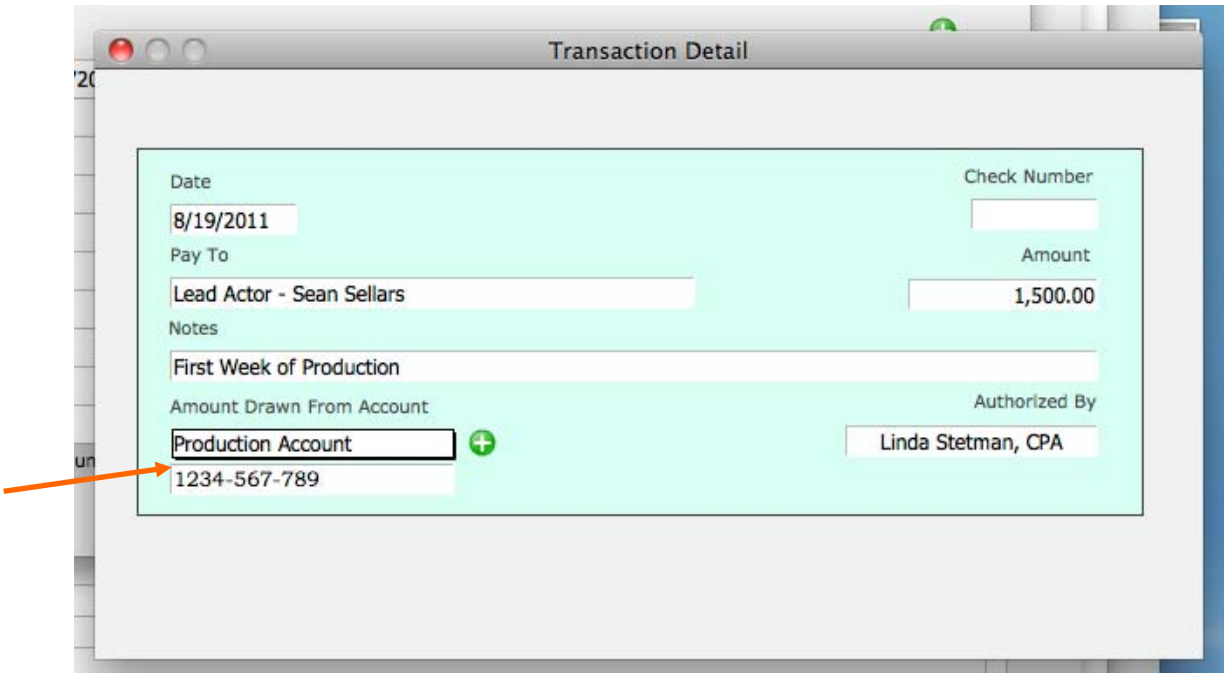
To track an expense against an account, select the accounting button for the account you want to add a transaction for to go to the Transaction Register screen:



By selecting the green add button, you can enter a transaction for this account:



Clicking on the Detail button allows you to specify which money account to use for this transaction:

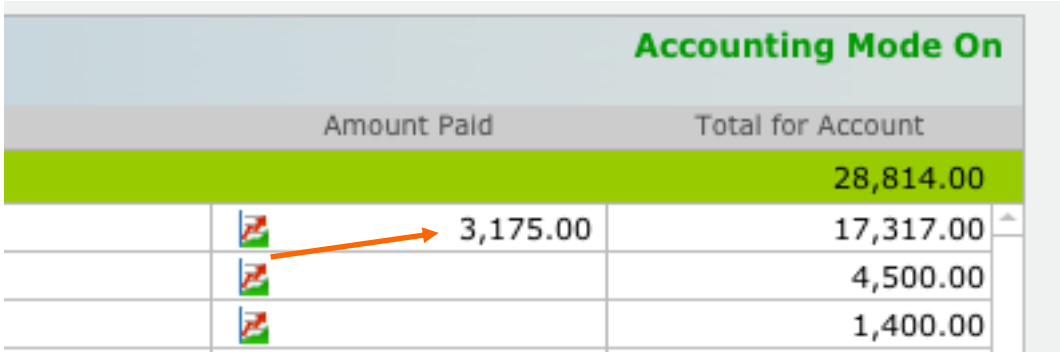


In order to track the expense against a specific account, select an account from the *Amount Drawn from Account* field.

In this way you can apply payments against this account. To enter a second payment, select the green add button again on the Transaction Register screen.

Enter a new transaction, and click Detail to enter a money account for this transaction.

When you return to the Account level of the budget, you will see the Amount Paid for the account.

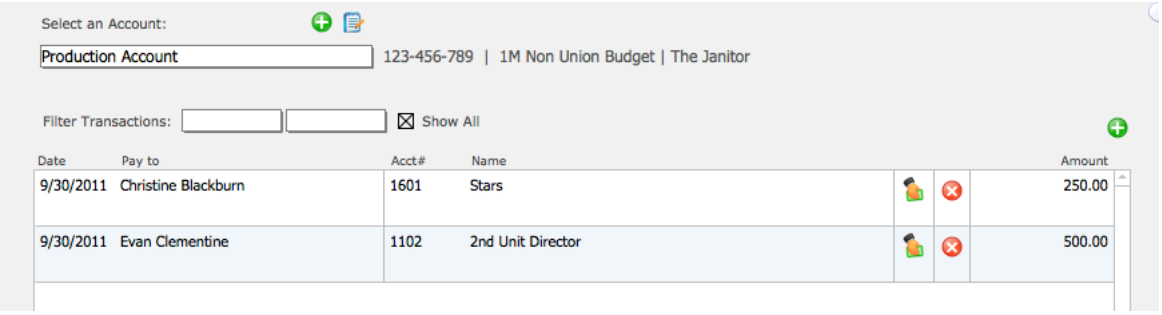


To hide this column, turn off Accounting Mode in the Budget Manager for this budget.

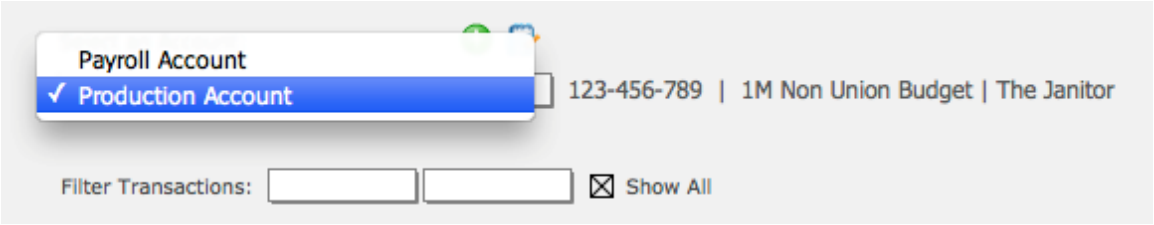
11.4 Adding Transactions from the Money Account

To add a transaction from the Accounting Module, select the Accounting button on the Toolbar:

You will see the Manage Money Accounts screen:

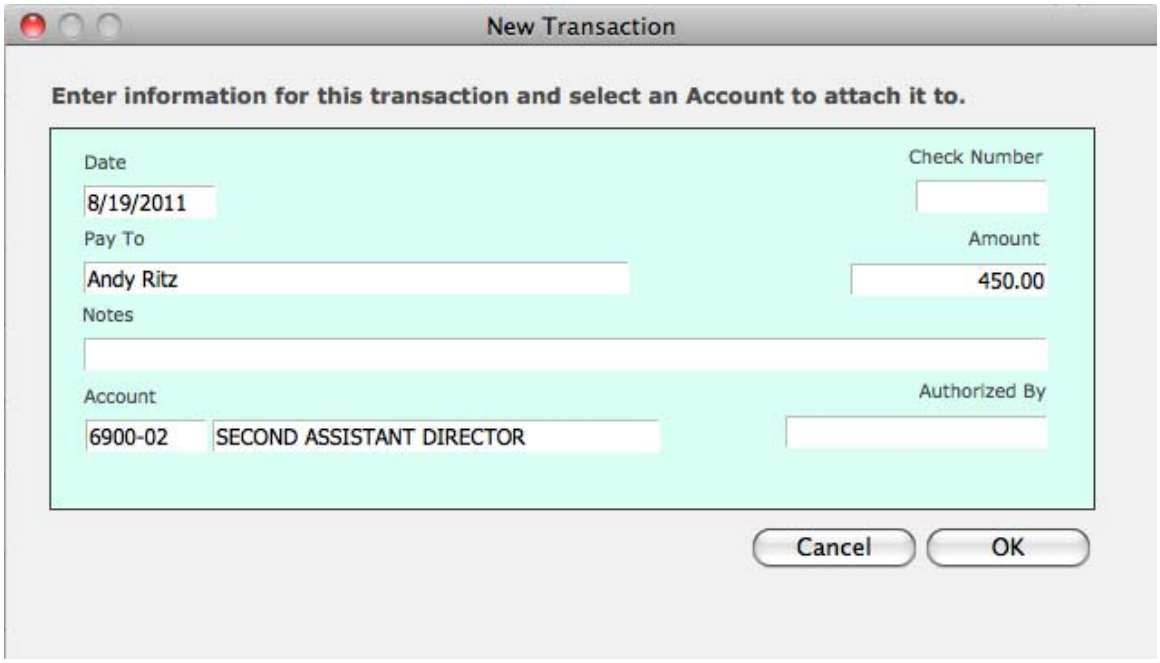


To select an Account to view or add transactions for, select the account from the pull-down menu:



To add a transaction to a money account, select the green add button or select `New Transaction` from the File menu. Enter the Pay To and the Amount field.

It is also required to enter the Account to track this expenses against in the budget.



12. Contact Info

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debbie@thedatabasefactory.com

We welcome all suggestions to improve Gorilla.