

**REPORT**

**FILMEU SMARTMEDIA MANUAL**

WP 8 Digital Learning Services

Date: October 2023



filmeu

European Universities Alliance  
for Film and Media Arts

Co-funded by the  
Erasmus+ Programme  
of the European Union



filmeu

## **8.8 FilmEU REPORT SmartMedia Manual**

### **BRIEF INTRODUCTION**

The FILMEU SmartMedia Manual is intended to students and teachers in subjects related with audiovisual production .

Introduction to WP8 Digital Learning Services work package	3
SmartMedia System	3
SmartMedia Login options	4
SmartMedia user roles	5
SmartMedia modules	5
Budgeting module	5
Resources module	5
Production module	6
Script-breakdown and production notes module	6
Soft-Sponsoring module	6
Post-production module	6
Communication module	6
Reporting module	6
Copyright contents module	6
Notifications and alerts module	7
SmartMedia Projects	7
Continuity options	10
Planning options	13
The Editing option	15
Reports option	17
Administration menu	20
Types	20
User profiles	21
Roles option	21
Roles group	22
Help option	23
Users	23
Skillset	24
Budget	25
Currency	25

## Smartmedia Manual

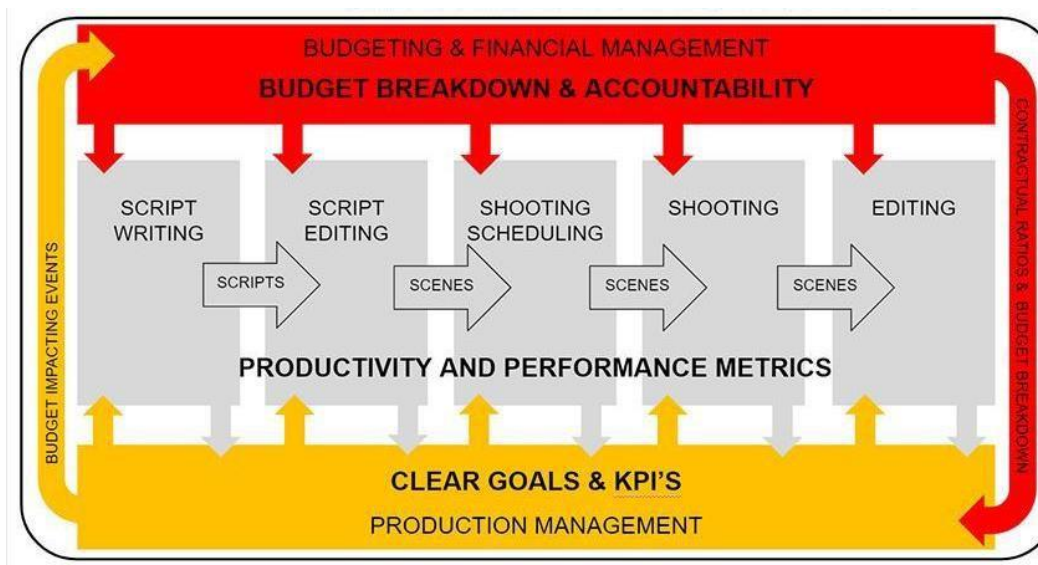
### Introduction to WP8 Digital Learning Services work package

In this Work Package, the FILMEU Alliance will define, design, and implement the Digital Learning Ecosystem that will be used by FILMEU students, teachers, staff, and partners across the knowledge triangle to implement all of the activities of the Alliance and support the future activity of the European University.

This WP is highly complementary to WP5 where the infrastructures are implemented that will support the proposed services. One of the core services in this WP is the federation of all users in the Alliance that, almost from the start of the project, will allow FILMEU to give equal and transparent access for all users to all services and applications (i.e. libraries; mobility management, online tools) across all campuses of the Alliance.

### SmartMedia System

SmartMedia was designed as an innovative technological platform, specifically aimed at supporting the integrated market-oriented management of the long-term fiction production process, making it highly efficient, integrated, and economically and environmentally sustainable. The research method resulted in the actual version available for the Alliance students and staff and SMARTMEDIA is an academic output designed from inside the media industry. It's the output of a 2-year work built from inside an Audiovisual production company - SP Televisão. SmartMedia software is licensed for academic use and can evolve based on training needs that come from the course classes and pedagogical approaches defined within the Alliance under the SAMSARA pedagogical model.



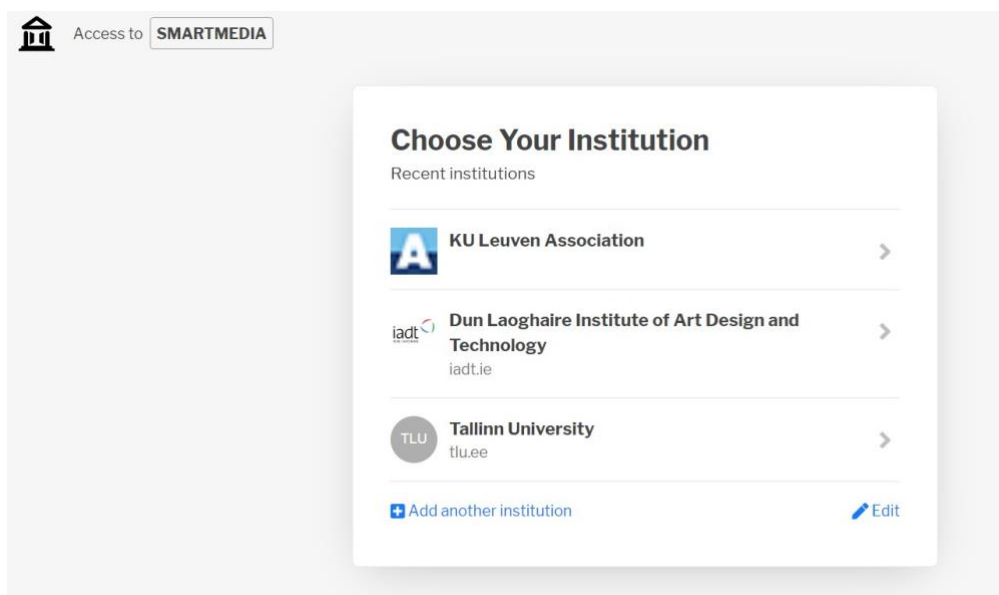
*SmartMedia production cycle*

## SmartMedia Login options

The SmartMedia login page allows users to log in locally or through the federated login. The Federated login was built using the Seamless Access approach allowing students and staff from FILMEU partner institutions to login using their own home credentials.



*SmartMedia Login Page*



*Seamless access log in using eduGain*

## SmartMedia user roles

The academic version of SmartMedia has only two profiles. The Administrator profile has access to all the features in SmartMedia and the Project Administrator has full access to all features within each project. For academic purposes, the students enrolled in each project can manage the production process and change all the settings. This pedagogical decision was taken after a 2-year pilot with Film degree students.

## SmartMedia modules

SmartMedia is composed of 10 different modules. All the modules are available in the Academic version.

### Budgeting module

The budget control module aims at the structuring, management, and financial supervision of student production projects.

### Resources module

The Resources module allows the management of diverse production resources, namely actors, extras, technicians, producers, recording locations, and others.

## Production module

The production module, together with the post-production module, constitutes the core of the SMART MEDIA solution. This module will allow users to create a project and manage its execution in the stages that begin with the provision of a script and end with the delivery of media with the corresponding recorded scenes.

## Script-breakdown and production notes module

The Script-breakdown and production notes module aims to ensure the consistency and coherence of all elements of production, artistic and technical. The Annotations module allows users to manage annotations at any stage of an audiovisual production project.

## Soft-Sponsoring module

The Soft-sponsoring content module aims to facilitate the management and execution of obligations arising from soft-sponsorship contracts, product placement, and other forms of project-sponsored content.

## Post-production module

The post-production module, together with the production module, constitutes the core of the SMART MEDIA solution. Despite post-production tasks being eminently technical and artistic, only the correct monitoring of the editing, editing, sound, color correction, quality control, approval, and delivery of finals, from a process management perspective, will ensure compliance with the operational and financial objectives defined for each project.

## Communication module

The Communication module is the central repository of information sent to and collected from the media.

## Reporting module

The Reporting module allows the production of analytical outputs with key metrics for each sector throughout the production process.

## Copyright contents module

The copyright contents module aims to facilitate the management of content (sound, image, and others) subject to copyright and its use in long-term audiovisual productions.

## Notifications and alerts module

The Notifications and Alerts module aims to formalize and facilitate the exchange and sharing of relevant information by sending notifications and system alerts between users and between the system and its users.

## SmartMedia Projects

SmartMedia projects page is where students can see the projects that they are associated with. The association of students with projects is done by the SmartMedia Administrator. It is done through the import of an Excel list or by copying and past a CSV format file into SmartMedia.

On the projects page users have access to their projects and the options for each one. From the list it's possible to know the status of the project, the producer, the client (for education purposes), and the type of project (short, video clip, etc..).

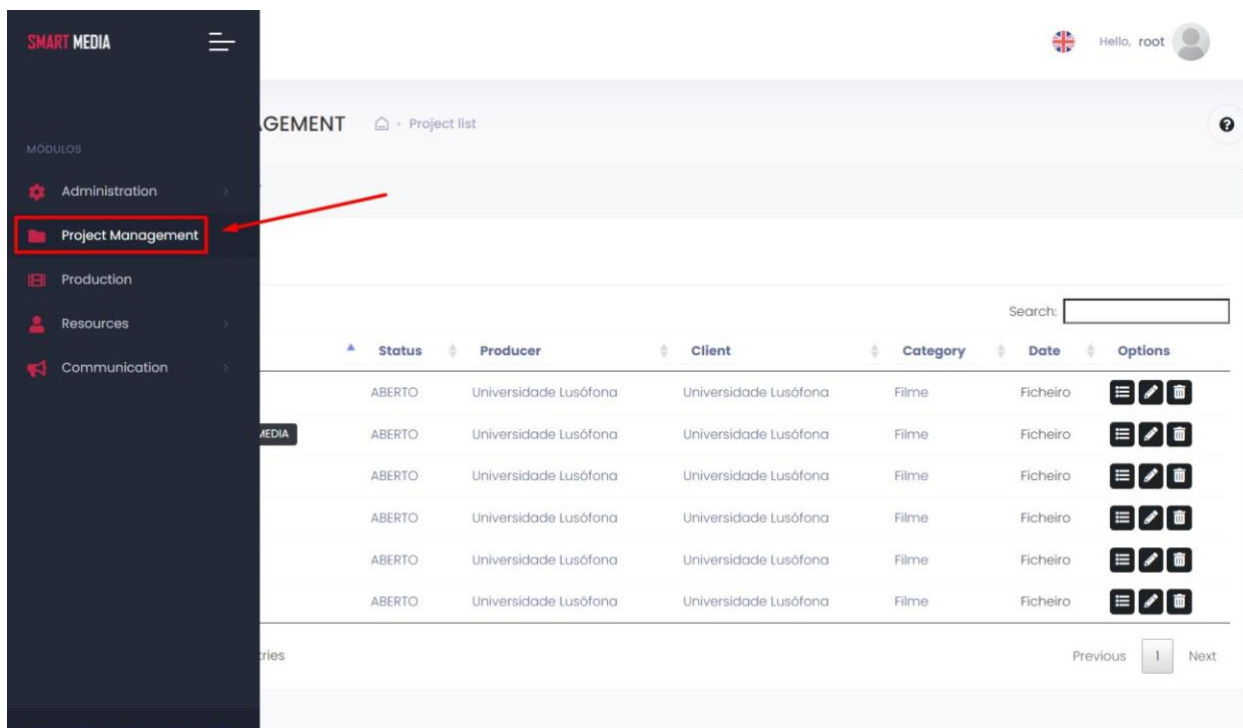
The screenshot shows the 'PROJECT MANAGEMENT' interface with a 'PROJECT LIST' table. The table has columns for Project, Status, Producer, Client, Category, Date, and Options. The 'Options' column contains icons for edit, delete, and other actions. The table lists six entries, all with a status of 'ABERTO' and a producer of 'Universidade Lusófona'.

Project	Status	Producer	Client	Category	Date	Options
FILMEU Demo	ABERTO	Universidade Lusófona	Universidade Lusófona	Filme	Ficheiro	[Icons]
MAPA 2ºANO / SMARTMEDIA	ABERTO	Universidade Lusófona	Universidade Lusófona	Filme	Ficheiro	[Icons]
Shorts 20/21	ABERTO	Universidade Lusófona	Universidade Lusófona	Filme	Ficheiro	[Icons]
Shorts 2022-23	ABERTO	Universidade Lusófona	Universidade Lusófona	Filme	Ficheiro	[Icons]
Shorts 21/22	ABERTO	Universidade Lusófona	Universidade Lusófona	Filme	Ficheiro	[Icons]
Teste	ABERTO	Universidade Lusófona	Universidade Lusófona	Filme	Ficheiro	[Icons]

Smartmedia Projects page

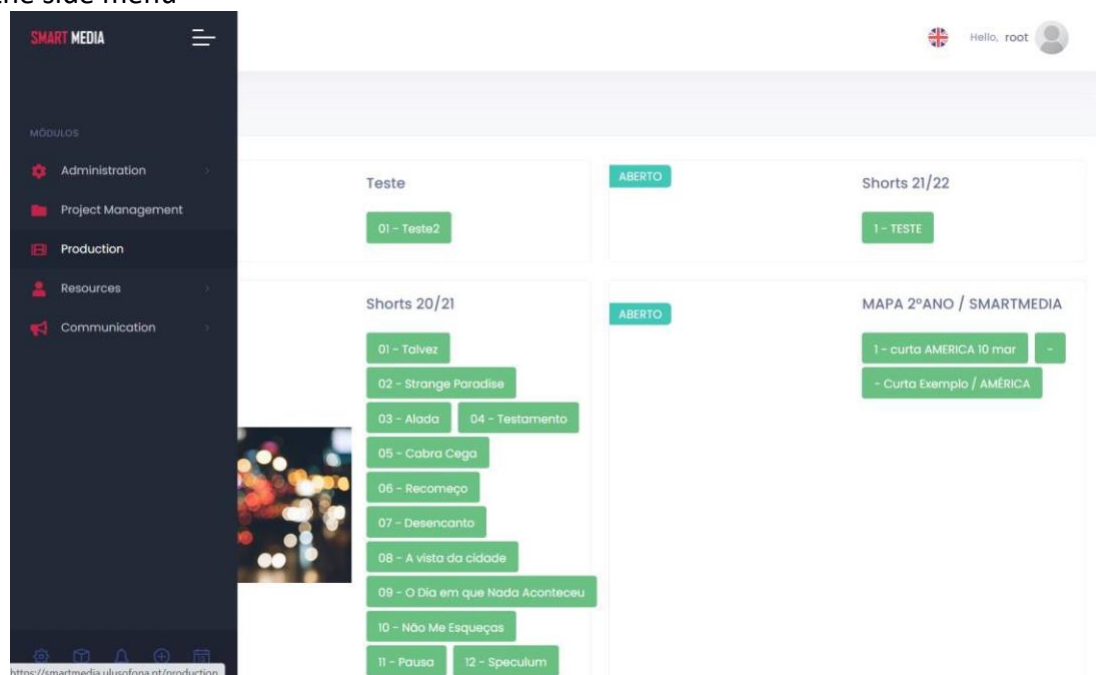
Each main project is composed of at least one sub-project or more (they can be viewed as seasons). Each sub-project is managed by the users that were associated with. All the users (students) have the same permissions.





Project management option

To access the production module, users have to choose the option **Production** from the side menu

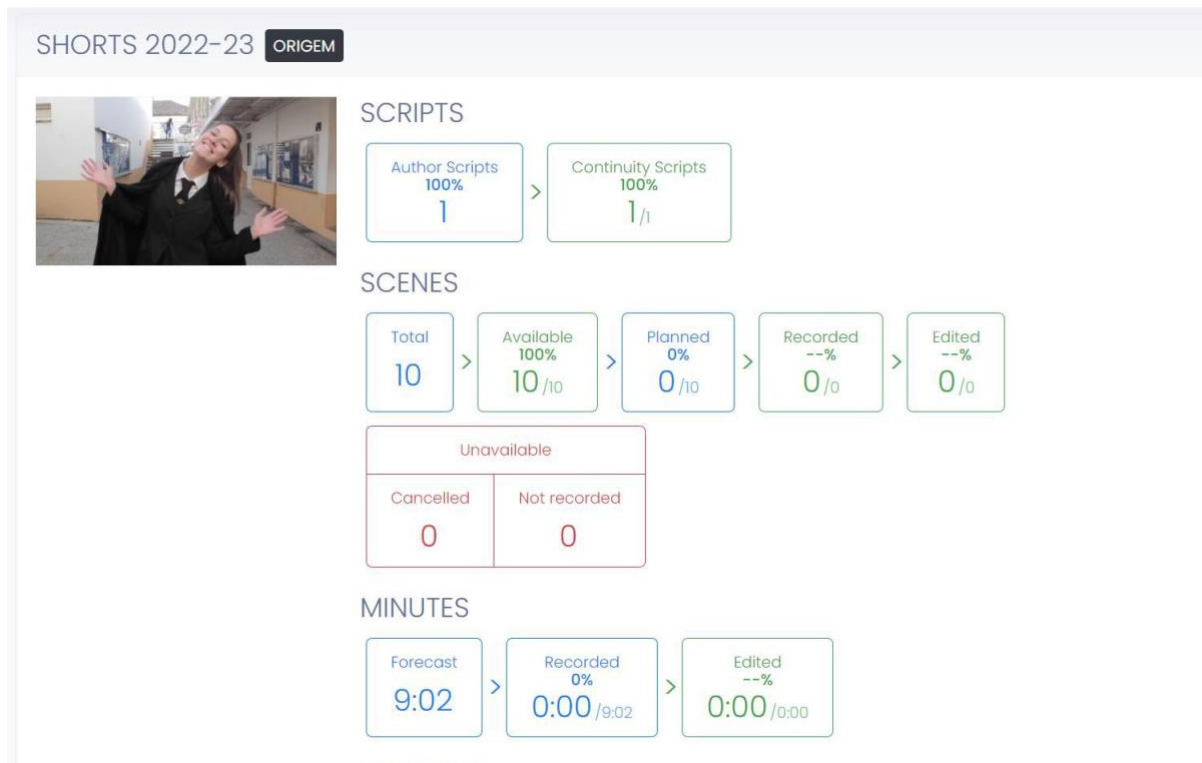


Production management option

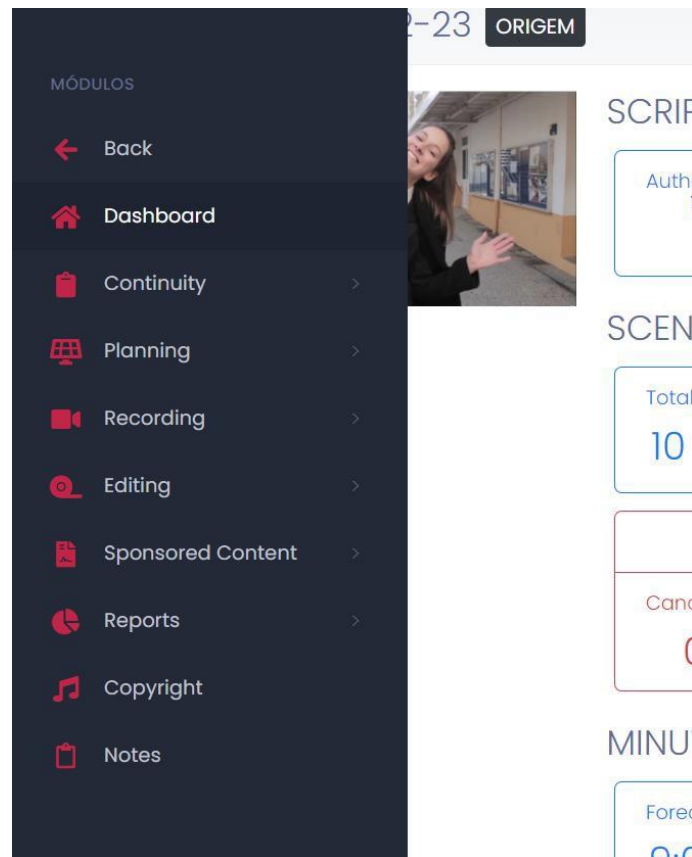
From the list of projects, students can access the data about their projects. Students can only see their own projects.



Project dashboard is the homepage of each project



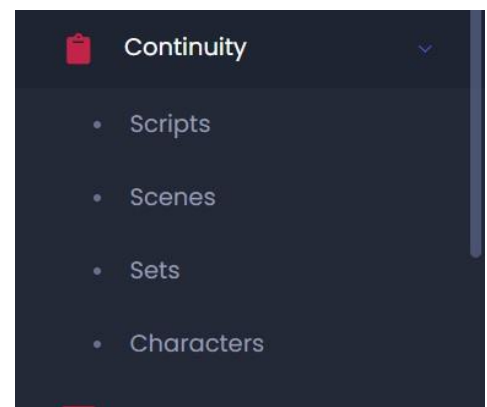
From the project homepage users can access the different modules that are part of SmartMedia and are available for the management of the overall student project

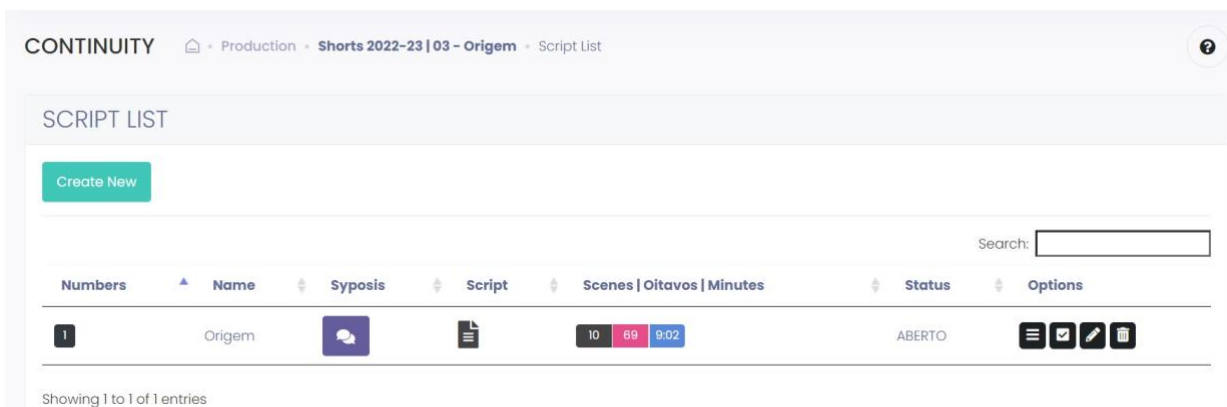


*SmartMedia options menu for projects*

## Continuity options

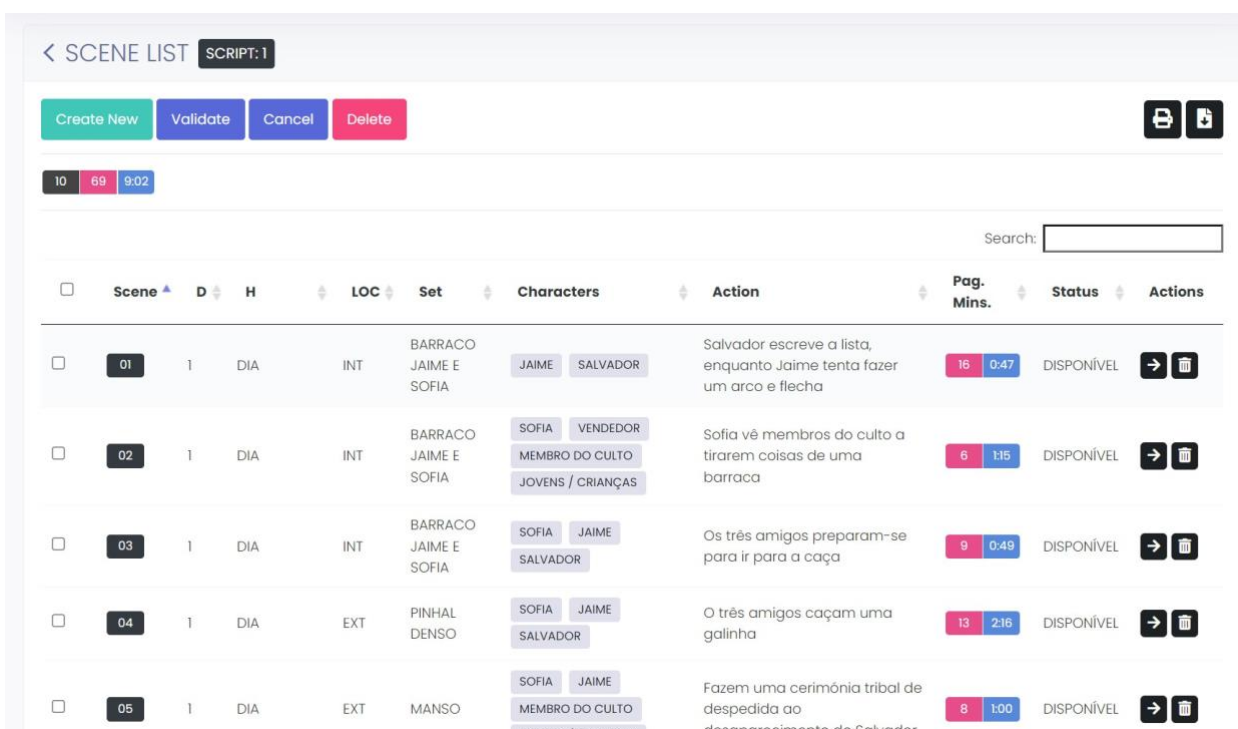
The continuity option is divided into 4 options: Scripts, Scenes, Sets, and Characters. Each option gives students the possibility to define each of the options available that correspond to the initial set for a production project.





*The script management screen*

Each script is composed of several scenes. Each scene is composed of several elements, like the associated set, characters, resume of action, status, and the previewed minutes.



Each scene has several data associated with it, like characters, set, duration, etc

*Scene break out screen*

The set list for the project can be accessed from the same menu option. The screen is similar to the one below.

SET LIST

Create New

Search:

Set	Name	Type	Location	Writing C O M	Available C O M	Planned C O M	Recorded C O M	Actions
	ALIMENTAÇÃO	INT		0 0 0:00	0 0 0:00	0 0 0:00	0 0 0:00	→ ☰ ✎ 🗑️
	ARMAZEM	INT		1 4 1:14	1 4 1:14	0 0 0:00	0 0 0:00	→ ☰ ✎ 🗑️
	ARMAZÉM	EXT		1 2 0:28	1 2 0:28	0 0 0:00	0 0 0:00	→ ☰ ✎ 🗑️
	BARRACO JAIME E SOFIA	INT		3 31 2:51	3 31 2:51	0 0 0:00	0 0 0:00	→ ☰ ✎ 🗑️

The character page gives users access to the list of characters defined for a particular project. Users can reuse characters from a different project if they have access to it.

Characters Character Groups

### CHARACTER LIST

Create New

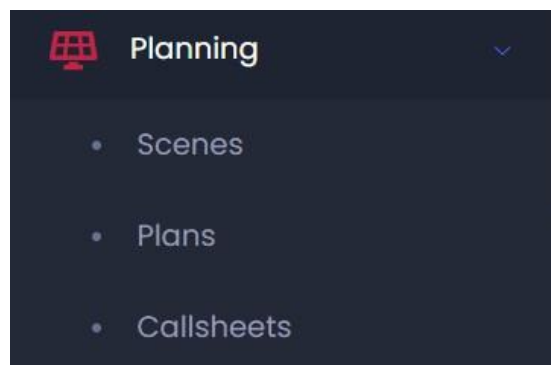
Search:

Characters	Name	Age	Description	Type	Type	Writing C O M	Available C O M	Planned C O M	Recorded C O M	Acti
	ANDREIA			Personagem secundária		1 3 0:00	1 3 0:00	0 0 0:00	0 0 0:00	→
	JAIME			Personagem principal		6 56 6:33	6 56 6:33	0 0 0:00	0 0 0:00	→
	JOVENS / CRIANÇAS			Figuração geral		4 20 3:57	4 20 3:57	0 0 0:00	0 0 0:00	→
	MEMBRO DO CULTO			Figuração geral		4 20 3:57	4 20 3:57	0 0 0:00	0 0 0:00	→

## Planning options

The planning options are organized in 3 different options: scenes, plans and callsheets.

The scenes option allows users to list all the scenes that are available to be recorded. These scenes are the ones that were already validated by the continuity team. From the list, user can choose from the available scenes or the already planned ones.



The scenes list includes data about each scene so it's easy to have a first sense of the type of scene that needs to be included in a recording plan. Data about the period of the day (day / night), the associated recording set and type of set, if interior or exterior are all important data that needs to be taken into account when planning.

PLANNING [Production](#) [Shorts 2022-23 | 03 - Origem](#) [Planning](#) [Scene List](#)

Available Planned

SCENE LIST

Filter Assign to Plan

Search:

<input type="checkbox"/>	Script/Scene	D	H	LOC	Set	Characters	Action	Pag. Mins.
<input type="checkbox"/>	1 01	1	DIA	INT	BARRACO JAIME E SOFIA	JAIME SALVADOR		16 0:47
<input type="checkbox"/>	1 02	1	DIA	INT	BARRACO JAIME E SOFIA	SOFIA VENDEDOR MEMBRO DO CULTO JOVENS / CRIANÇAS		6 1:15
<input type="checkbox"/>	1 03	1	DIA	INT	BARRACO JAIME E SOFIA	SOFIA JAIME SALVADOR		9 0:49
<input type="checkbox"/>	1 04	1	DIA	EXT	PINHAL DENSO	SOFIA JAIME SALVADOR		13 2:16
<input type="checkbox"/>	1 05	1	DIA	EXT	MANSO	SOFIA JAIME MEMBRO DO CULTO JOVENS / CRIANÇAS		8 1:00

List of scenes available and planned to be recorded

The plans list is where users can find the different recording plans scheduled. Scenes should be grouped in a optimal way to reduce cost and availability of resources.

PLANIFICAÇÃO [Produção](#) [Alma e Coração T.TI](#) [Lista de Planos](#)

Lista Calendário

LISTA DE PLANOS

Criar Novo

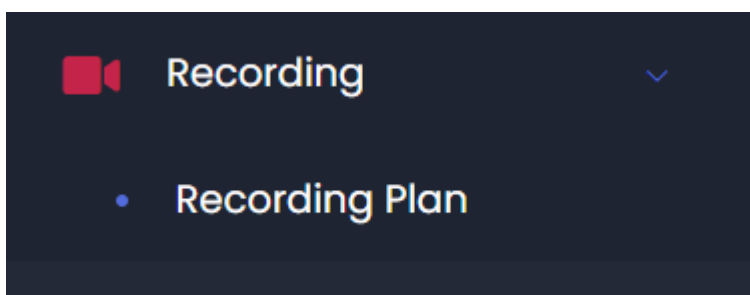
Search:

Plano	Dia	Semana	Observações	CIPIM	Opções
2020-07-28 EQ. GRAV. A	3ª Feira	3ª semana		9 8 800	
2020-07-29 EQ. GRAV. A	4ª Feira	3ª semana		12 11.2 1192	
2020-07-30 EQ. GRAV. A	5ª Feira	3ª semana		7 10.9 1012	
2020-07-31 EQ. GRAV. A	6ª Feira	3ª semana		10 9.2 992	

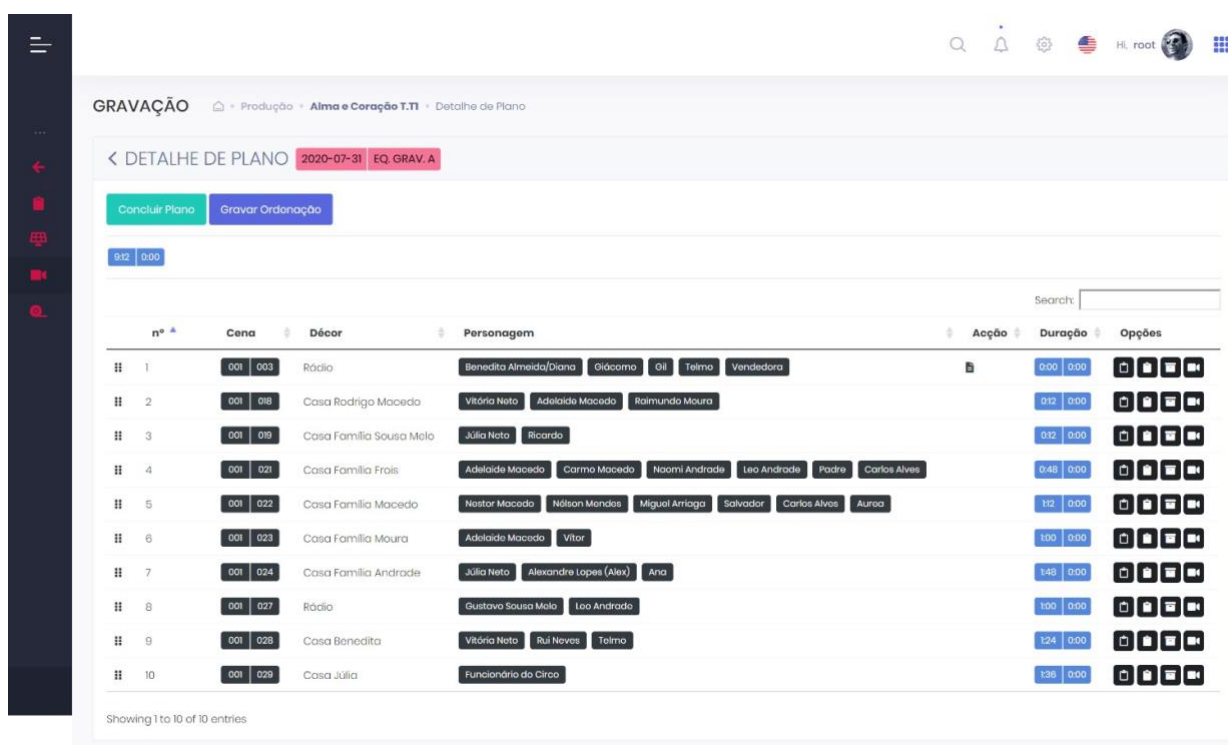
Showing 1 to 4 of 4 entries

The callsheets option is where users can create callsheets for each planned day of recordings. Callsheets include all the necessary data for each scene or group of scenes that will be recorded in a recording plan.

The recording plan is a list with details about each recording plan, including the scenes and all the annotations associated with each scene. These data is also available in the callsheets

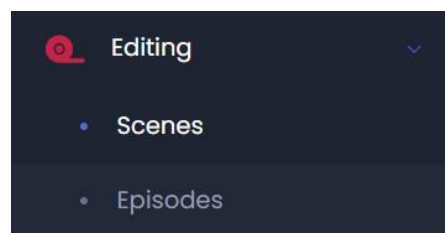


The planned scenes inside a plan can be seen in the plan details option

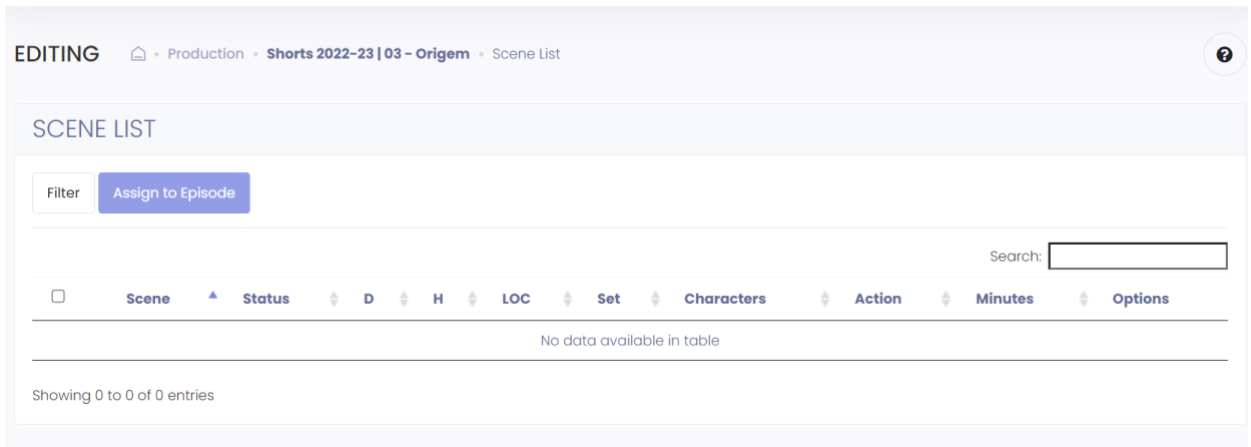


The Editing option

The editing menu gives access to users to the scenes available for editing. The episodes option is not included in the present manual because the option is not suitable for students projects at the time of writing of this manual.





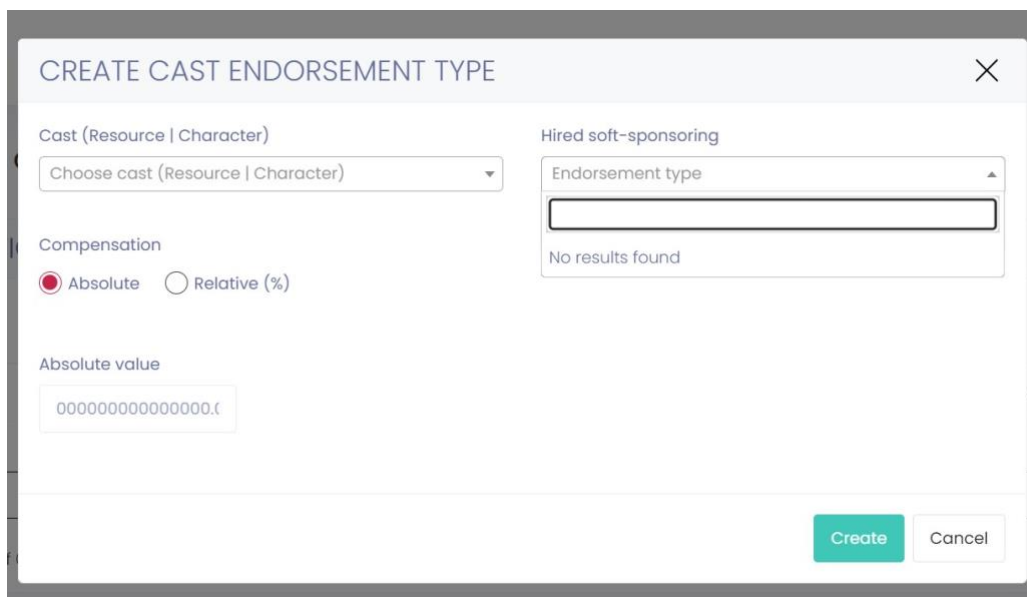


*The scenes available for editing*

### Sponsored content option

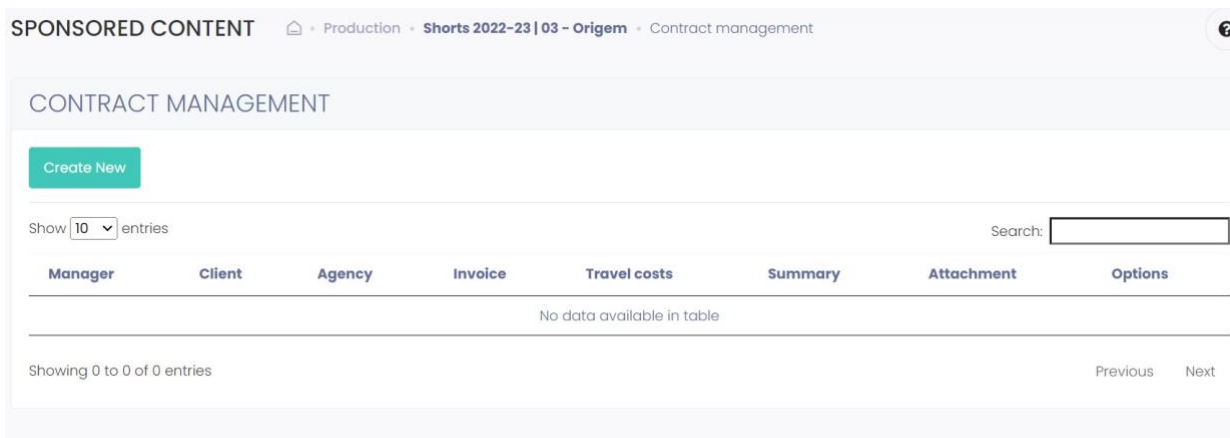
The menu option is composed of 3 options: cast, contracts, and scenes.

The cast option allows users to associate the available cast on SmartMedia with a specific contract so it can be planned later. See image below to check the data that is needed to do the association.

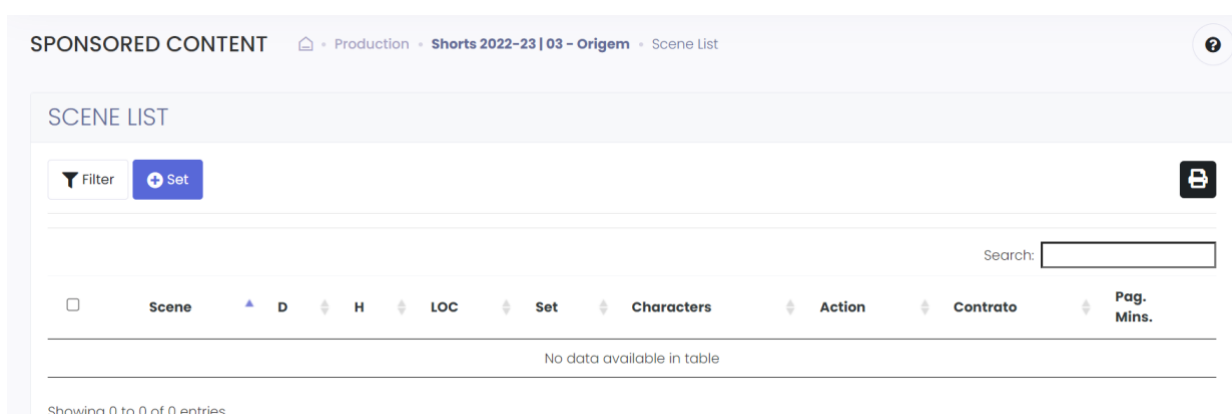


*Cast screen options*

The contracts option allows users to define new soft-sponsoring contracts that will later be associated with scenes and cast for recording.

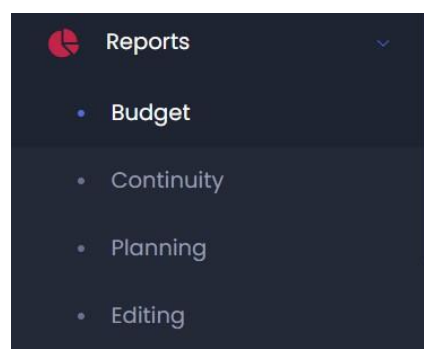


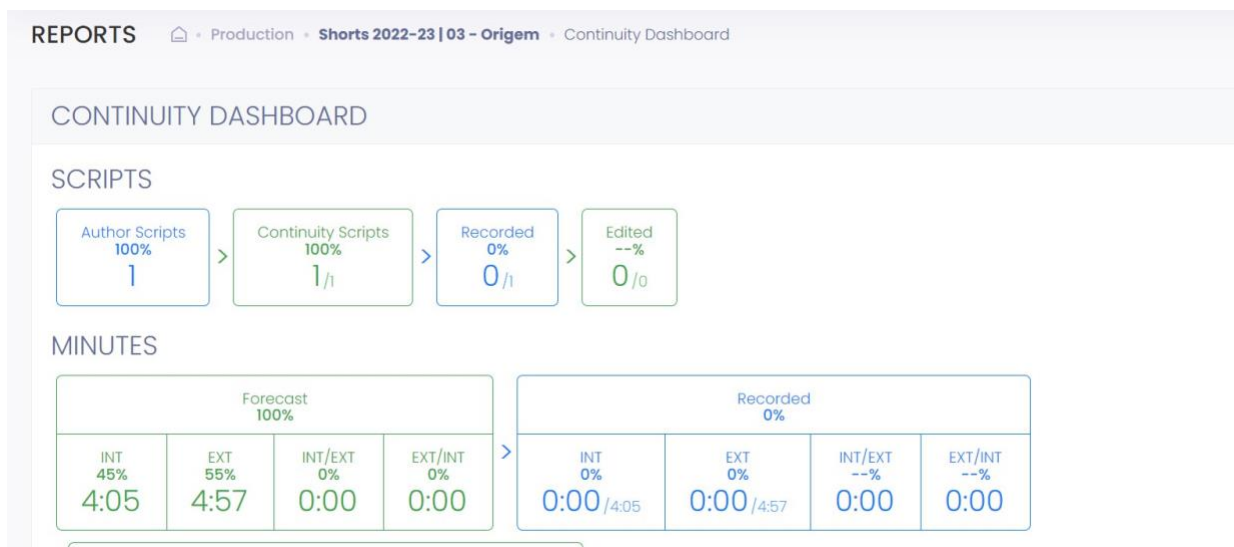
The scenes option allows users to list all the scenes that include sponsoring content.



## Reports option

The reports option is divided into 4 options: Budget, Continuity, Planning and Editing. Together the available reports allow users to have an overview about the state of each production stage and to prevent deviations or bottlenecks in the production chain.

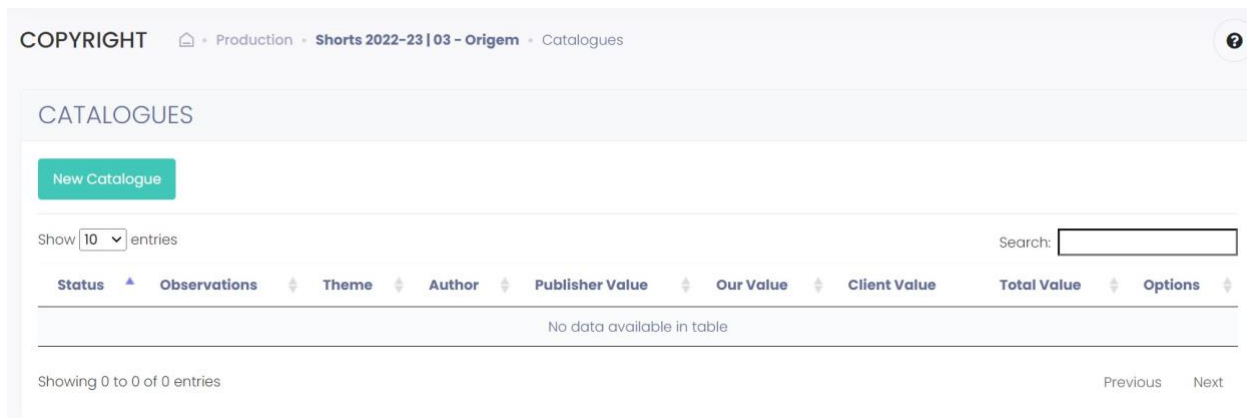
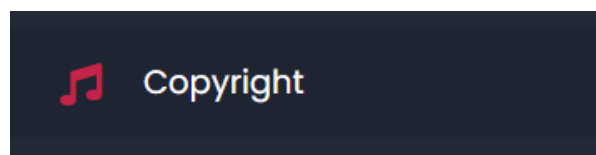




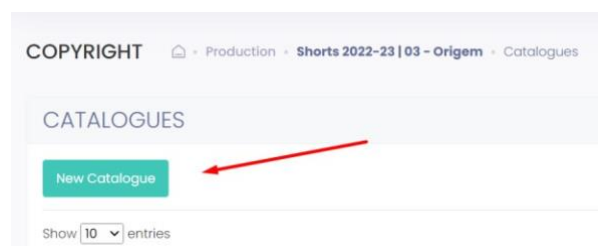
Continuity report

### Copyright option

The copyright option gives users access to the copyright catalog list



A new catalog can be created from the copyright page.



To create a new copyright catalog the user has to fill some data in the new catalog page.

COPYRIGHT Production Shorts 2022-23 | 03 - Origem New Catalogue

< NEW CATALOGUE

Base Information

Theme:  Author:  Status:

State notes:  Copyright date:  Copyright value:

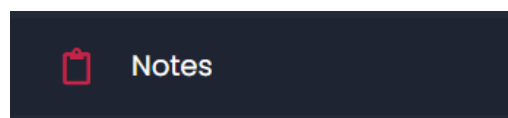
Notes:

- Base Information
- Authors
- Publisher
- Client Relation
- Restrictions
- Audio Post-Production
- Credits

*New copyright catalogue window*

### Annotation option

The notes option gives users the possibility to see all the created annotations. Annotation can be assigned to scenes, sets, characters, or plans.



ANNOTATIONS Production Shorts 2022-23 | 03 - Origem Annotations

ANNOTATIONS

Filter

Show  entries Search:

Annotations	Other data
Apply a filter	

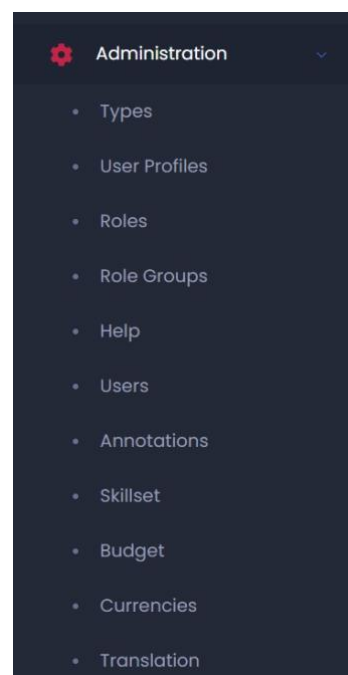
Showing 1 to 1 of 1 entries Previous  Next

*The annotations window*

## Administration menu

The administrator menu gives users with the administrator role (usually faculty or degree staff ) access to a large role of options. The options included are:

- Types,
- User profiles,
- Roles,
- Role Groups,
- Help,
- Users,
- Annotations,
- Skillset,
- Budget,
- Currencies
- Translation.



## Types

All the high-level configurations of SmartMedia

TYPES Administration - Project Types

Project Scene Character Matchcut Broadcast Marketing Transaction Document Promotion Location Annotation

### PROJECT TYPES

Create

Search:

Project Type	Default	Options
Filme	<input checked="" type="radio"/>	
NOVELA 1ª LINHA	<input type="radio"/>	
NOVELA 2ª LINHA	<input type="radio"/>	
SÉRIE COMÉDIA	<input type="radio"/>	
SÉRIE HISTÓRICA	<input type="radio"/>	
SÉRIE POLICIAL	<input type="radio"/>	

## User profiles

The option allows to define user profiles for SmartMedia, like Administrator or production manager that were referred in the beginning of this manual.

PROFILES Administration Profiles

PROFILES

Create New

Search:

Description	Notes	Options
Produção	Permissões genéricas para os alunos.	
root	Root user profile. Should have access to everything.	

Showing 1 to 2 of 2 entries

## Roles option

The roles option allows users to create roles by defining the name for it and associate the role with user groups and user profiles. A user can have different roles in different projects. This

ROLES Administration Roles

ROLES

Create

Show 10 entries

Search:

Role	Description	User profile	Role Groups	Options
Produção	Função genérica para os alunos	Produção	Produção	

Showing 1 to 1 of 1 entries

Previous 1 Next

**CREATE ROLE** [X]

Role name  
Add Name

Role description  
Add Description

Role Groups  
Role Groups

User Profile  
User Profile

Create Cancel

## Roles group

The role group allows user to create roles that can be used later

**ROLE GROUPS** Administration > Role Groups

**ROLE GROUPS**

Create

Search: [ ]

Role Groups	Options
Produção	[edit] [delete]

Showing 1 to 1 of 1 entries

## Help option

The help option is where the help menus and labels can be created

HELP Administration Help

HELP

MAIN

Label	Can See	Can Edit	Can Create
<b>administration</b>			
administration_types	This is Help *Can...	This is Help *Can...	This is Help *Can...
administration_project	This is Help *Can...	This is Help *Can...	This is Help *Can...
administration_project_type			
administration_project_type_edit			
administration_scene			
administration_scene_type			

## Users

The users option allows the creation of new users and to define the authentication method and the initial role.

USERS Administration User list

USER LIST

Create

Search:

Login Name	Full name	Resource	Profile	Access to all companies?	Options
a21803103	Marcos Mendes Ribeiro	Marcos Mendes Ribeiro	Produção	Não Permitido	
a22000024	Lucca Pereira Corsino	Lucca Pereira Corsino	Produção	Não Permitido	
a22000405	Julia Cury Ribeiro	Julia Cury Ribeiro	Produção	Não Permitido	
a22000494	Tiago Fallen Mendes	Tiago Fallen Mendes	Produção	Não Permitido	
a22000862	Pedro Silva	Pedro Silva	Produção	Não Permitido	
a22000881	Alvaro Alipio Cunha	Alvaro Alipio Cunha	Produção	Não Permitido	
a22001571	Vasco Romão Patricio Caras-Altas	Vasco Romão Patricio Caras-Altas	Produção	Não Permitido	



## Annotations

The annotations option allows the definition of the different permissions and contexts where the notes can be created.

ANNOTATIONS Administration Annotation Schema Management

ANNOTATION SCHEMA MANAGEMENT

Role Group/Context	Scenes	Set	Characters	Plan	Recording	Editing
Produção	✓	✗	✗	✗	✗	✗

## Skillset

The skillset option allows users to define an attribute (skillset) that can be associated with a resource.

SKILLSET Administration Skills

SKILLS

Menu	Options
Edit Person	☰
Edit Location	☰

## Budget

The setting of the production budget are defined in this section of SmartMedia

**BUDGET** Administration > Budget Items

Budget Formulas Calculation objects

**BUDGET ITEMS**

Create New Expand/Collapse

Search:

Code	Name	Account	Options
No data available in table			

Showing 0 to 0 of 0 entries

## Currency



The general setting for currency to be used within a project

**CURRENCY** Administration > Currency

CURRENCY

Create

Search:

Currency	Description	Number of decimal places	Options
EUR	Euro	2	 

Showing 1 to 1 of 1 entries

## Translation

The different languages available in SmartMedia can be defined here.

The screenshot shows the 'TRANSLATION MANAGEMENT' interface. At the top, there is a breadcrumb trail: 'Administration > Translation Management'. Below this, the section is titled 'TRANSLATION MANAGEMENT'. Underneath, there is a section for 'Available Languages' with five language flags: UK, France, Japan, Spain, and Russia, each with an unchecked checkbox. Below the flags are two buttons: 'Show Translations' (green) and 'Apply' (blue). To the right of these buttons is a download icon. Below the buttons is a search bar with the text 'Search:'. Below the search bar is a section titled 'Choose Language' with a dropdown arrow. Below this section is a message: 'No data available in table'. At the bottom of the interface, it says 'Showing 0 to 0 of 0 entries'.

Follow us on social media  
[@filmeu.university](#)

[www.filmeu.eu](http://www.filmeu.eu)

Co-funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or Erasmus Plus. Neither the European Union nor the granting authority can be held responsible for them.