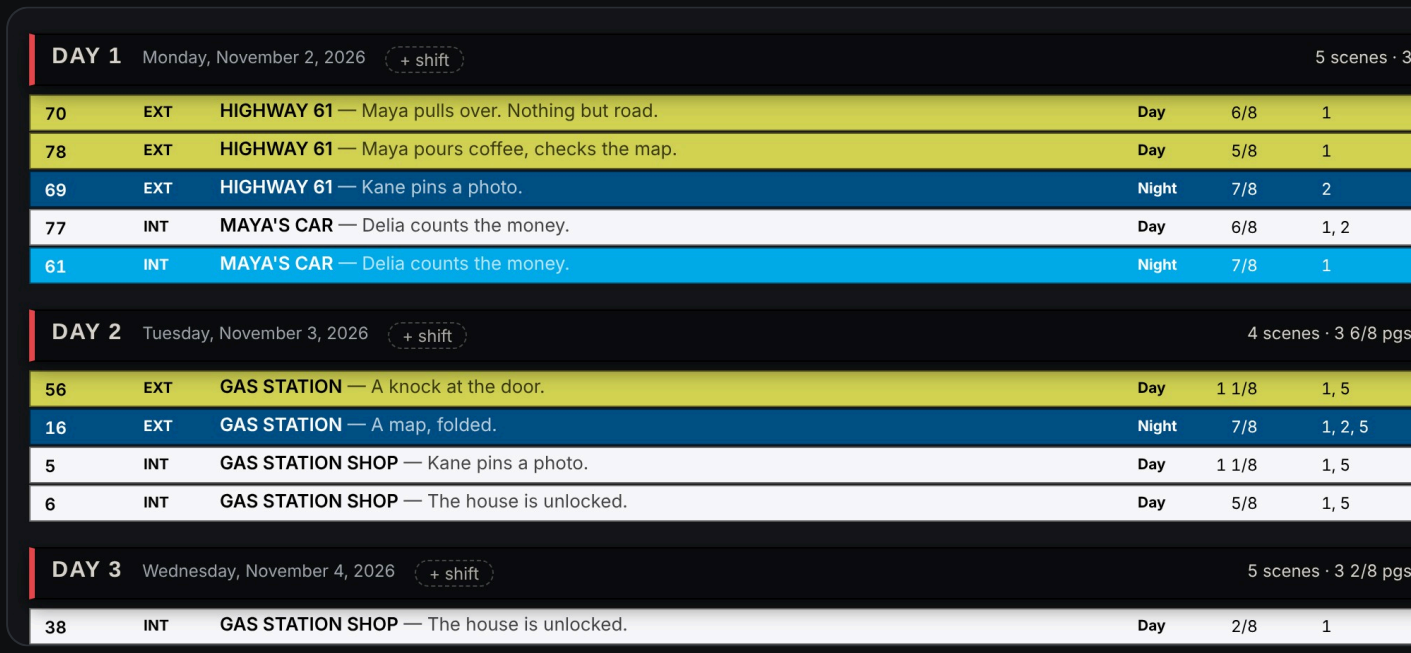
BLOCKSHOT

EARLY ACCESS GUIDE

Quick Start.

From an empty account to a shooting schedule your crew can follow. Seven short chapters.



1 Start a project

2 Breakdown

3 The stripboard

4 Calendar and shooting days

5 Reports and print

6 Share with your crew

7 Shortcuts and help

WELCOME

Scheduling software for AD departments, made by an AD.

A stripboard, breakdown sheets, a shooting calendar and reports: online, and shared with the people you choose.

Getting in

1. Open **blockshot.app/app**, or **Sign in** at the top right of blockshot.app.
2. Enter the email address your invitation went to. You get a one-time code by email. No password.
3. Keep it at hand: in Chrome or Edge click **Install** in the address bar and Blockshot opens as its own app. In Safari on a Mac use **File › Add to Dock**. Otherwise, bookmark it.

Blockshot is in early access. It changes every week, and so does this guide. If something here doesn't match what you see, tell us through **Help › Hotline**.

CHAPTER 1

Start a project.

On the Hub open **Scheduling › Film / series** and pick one of three ways in.

From the script (PDF)

1. **Create a new schedule**: name, first shooting day, public holidays › **From the script (PDF)** › **Create schedule**.
2. Drop in the PDF. Blockshot lists every scene with I/E, set and pages in eighths. Untick what you don't want.
3. One strip per scene, each with its breakdown sheet and speaking cast, waits in **Unscheduled**.

> The script stays on your computer unless you choose to keep it in the cloud.

From the schedule you already have (.msd)

1. **Open .blks / .msd...** and pick the file.
2. **Check .msd Import** counts what came in, says up front what Blockshot won't use, and tests the save: a copy saved without changes is identical to the original, byte for byte.
3. Your board opens as you left it. Reopen the check any time: **File › Check .msd Import...**



Check .msd Import: what came in, what stays in the file, and the save test.

From scratch or a template

- **Empty schedule**: build the scenes yourself (chapter 2).
- **Templates**: on the left of **New schedule**, or **File › New Schedule From Template...**

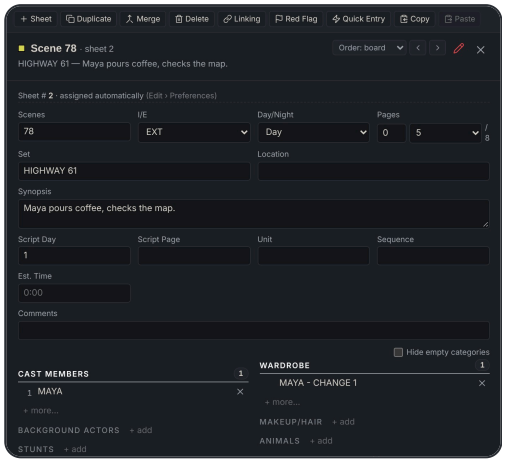
CHAPTER 2

Breakdown.

Every scene has a breakdown sheet: the facts of the scene and every element it needs, sorted by department.

1. **Open the scene sheet**: select a strip and press ⌘ Y, or double-click it.
2. **Edit the scene**: double-click the scene name or the pencil to change the scene number, I/E, set, day or night, pages (in eighths) and synopsis. Sheet numbers are assigned automatically.
3. **Add elements**: type into a category (Cast Members, Background Actors, Vehicles, Props, Wardrobe and more) and press Enter. Cast members can be numbered automatically.
4. **Many elements at once**: ⌘ E opens **Quick Entry**. Pick a category, type, Enter. The arrows move to the next scene in story or shooting order.
5. **Every element in the plan**: **Breakdown › Element Manager** shows in how many scenes each element appears, and its first and last day.

> Blockshot asks before it creates a new element, so a typo doesn't become one.



The breakdown sheet of scene 78 (⌘ Y).

CHAPTER 3

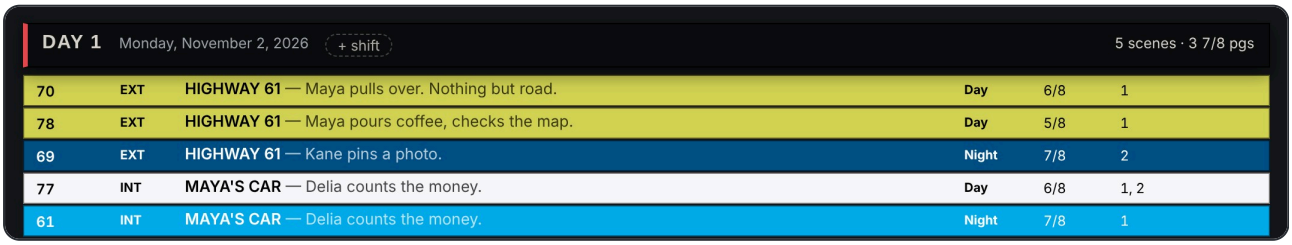
The stripboard.

One strip is one scene. Its colour tells you at a glance what kind of scene it is.

Yellow	White	Green	Blue
Exterior day	Interior day	Exterior night	Interior night

> The colours of a new schedule. Morning and evening scenes get their own, and a board brought from an .msd keeps its colours. Change them or make your own theme in **Design › Strip Designer**.

1. **Drag strips into a day** from **Unscheduled** on the right. Select several and move them together.
2. **Close the day**: select its last strip › **Day Break** or ⇧ ⌘ , . The next day starts below.
3. **Add a banner** for a company move or a meal. Give it an estimated time and it counts into the day.
4. **Hold ⌘ on a strip** and flick it to the **Boneyard**, back to **Unscheduled**, **Duplicate** or **Delete**.
5. **The Boneyard** keeps scenes you took out of the plan: the icon top right, or ⌥ ⌘ 3.
6. Every move is one ⌘ Z away.



Day 1 of a board brought in from an .msd, in its own colours.

CHAPTER 4

Calendar and shooting days.

The calendar turns day 1, day 2, day 3 into real dates, and checks the rest between them.

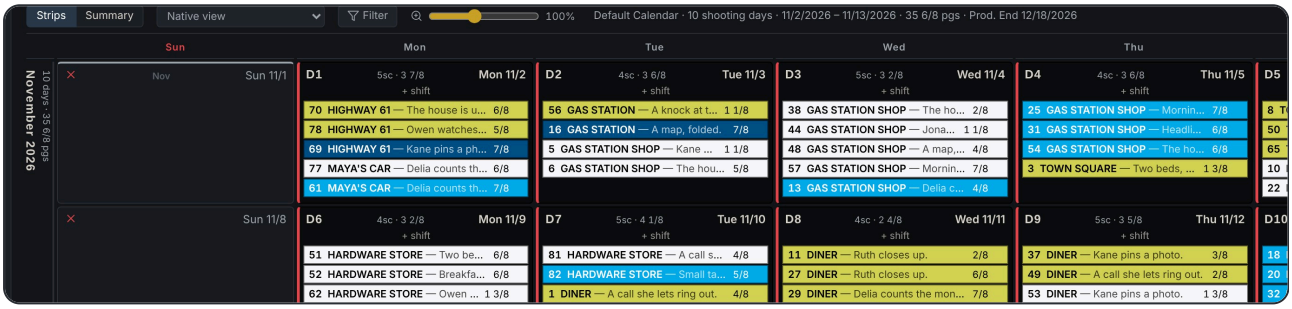
Set up the calendar

Schedule › Calendar Manager

- **Prep Start, Prod. Start, Prod. End**: your dates.
- **Public holidays**: pick the country and, where it matters, the region. Holidays are marked and skipped.
- **Turnaround**: the minimum rest in hours between one wrap and the next call. Blockshot checks every pair of days.

Work in the calendar view

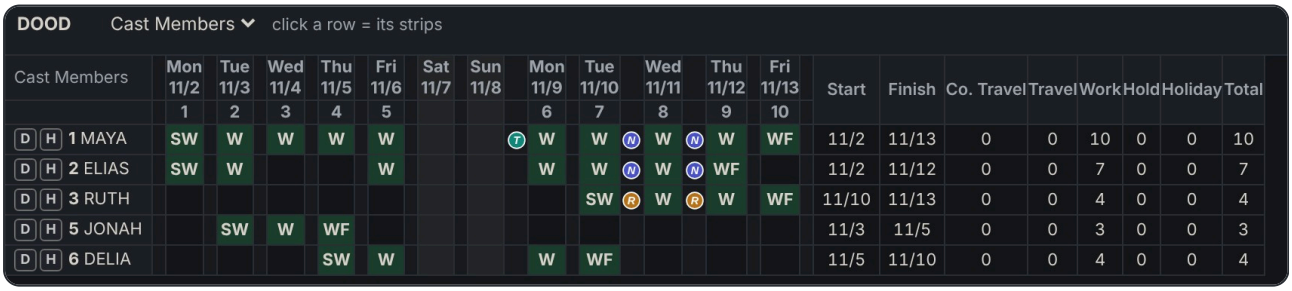
1. The calendar icon top right or ⌥ ⌘ 6. Next to the board: ⌥ ⌘ 4.
2. Drag strips between days right in the calendar.
3. Set the day's shift in its header: **+ shift**, then call and wrap.
4. Too little rest? The day header turns red and says so. Fix the call and it clears.



The calendar view: shooting days in real dates, each with its strips and shift.

What happens between days

Hotel nights and night travel used to live in a separate spreadsheet. Open the working DOOD with the **DOOD** icon top right, next to the stripboard icon. Drag across the nights between days in a person's row and pick **Overnight Stay**, **Night Travel**, **Evening Rehearsal**, **Morning Arrival** or your own type. They show as circles between the days, and the printed DOOD totals them in a **Between Days** column. The same grid also opens from **Breakdown › Between Days...**, for any category, not just cast.



Cast Members	Mon 11/2	Tue 11/3	Wed 11/4	Thu 11/5	Fri 11/6	Sat 11/7	Sun 11/8	Mon 11/9	Tue 11/10	Wed 11/11	Thu 11/12	Fri 11/13	Start	Finish	Co. Travel	Travel	Work	Hold	Holiday	Total
	1	2	3	4	5			6	7	8	9	10								
D H 1 MAYA	SW	W	W	W	W			(T) W	W (N)	W (N)	W	WF	11/2	11/13	0	0	10	0	0	10
D H 2 ELIAS	SW	W			W			W	W (N)	W (N)	WF		11/2	11/12	0	0	7	0	0	7
D H 3 RUTH									SW (R)	W (R)	W	WF	11/10	11/13	0	0	4	0	0	4
D H 5 JONAH		SW	W	WF									11/3	11/5	0	0	3	0	0	3
D H 6 DELIA				SW	W			W	WF				11/5	11/10	0	0	4	0	0	4

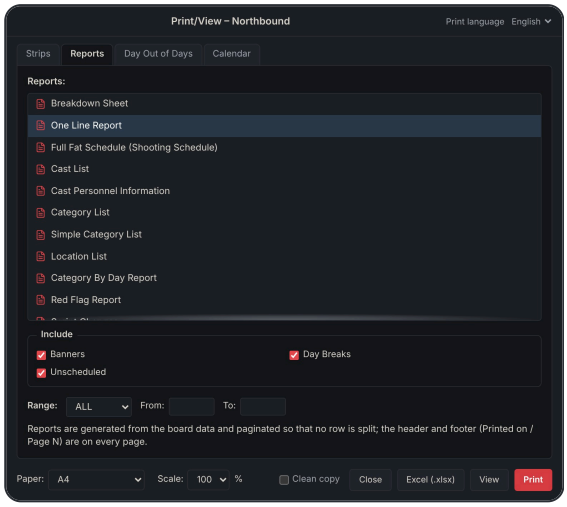
The working DOOD: overnight stays (N), night travel (T) and evening rehearsals (R).

CHAPTER 5

Reports and print.

Everything you print starts in **Print/View**, top right or ⇧ ⌘ P. Each tab gives you a PDF to download or print.

Strips	The stripboard in a layout of your choice: Standard, Detail, Compact or your own.
Reports	Breakdown Sheet, One Line Report, Full Fat Schedule (shooting schedule), Cast List, Cast Personnel Information and more. Reports also export to Excel.
Day Out of Days	Every cast member day by day: start, work, finish, holds.
Calendar	The month at a glance: summary, strips or your own template per day, in strip colours, with banners.



Print/View › Reports.

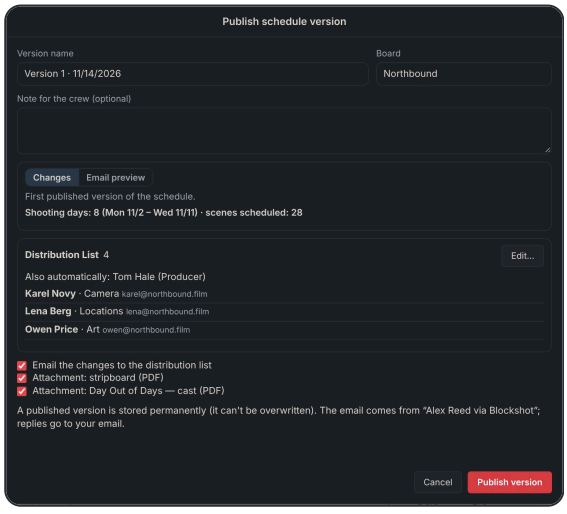
> Layouts from your old scheduler come in with the .msd file. Design your own in **Design › Strip Designer** and **Report Designer**.

CHAPTER 6

Share with your crew.

Invite the people who need the plan, publish a version, and everyone works from the same one.

1. **Invite**: **File › Project Members...** Enter an email address, a name and the categories the department manages (Camera, Locations, Art...). No categories means view and print only. They sign in with a code from the email.
2. **Publish a version**: **File › Publish Version...** shows what changed since the last one and who gets it. Producers on the project are added automatically.
3. **Everyone gets the same plan**: the email goes out with the stripboard and the DOOD as PDFs, numbered and dated.
4. **Talk right on the scene**: comments at the bottom of the breakdown sheet. Type @ to tell a colleague.
5. **See what colleagues changed**: **Changes** in the top bar.



File › Publish Version...

> A published version is fixed. You keep working on the plan; the crew sees the next one when you publish it.

CHAPTER 7

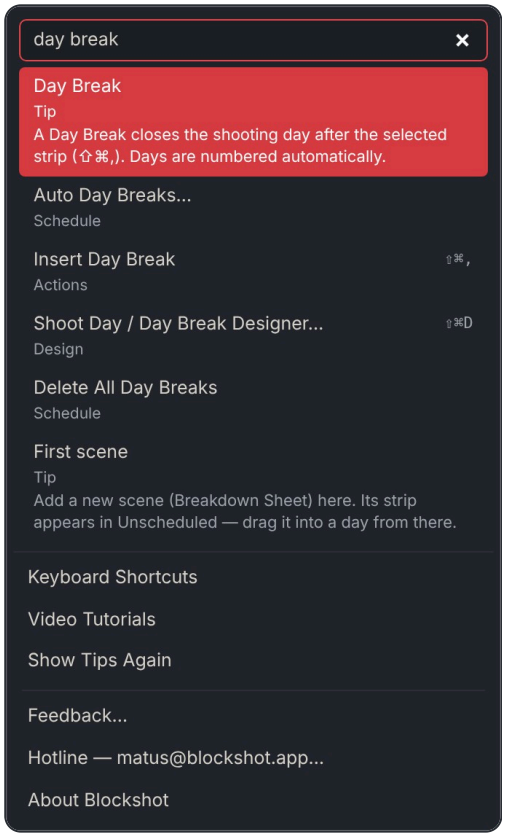
Shortcuts and help.

Shortcuts for Mac. On Windows, **Help › Keyboard Shortcuts** lists every shortcut for your computer.

Scene sheet of the selected strip	⌘ Y	Print/View	⇧ ⌘ P
Quick Entry (elements)	⌘ E	Select all strips	⌘ A
Insert Day Break	⇧ ⌘ ,	Undo / Redo	⌘ Z ⇧ ⌘ Z
Boneyard	⌥ ⌘ 3	Save	⌘ S
Board and calendar side by side	⌥ ⌘ 4	Close schedule	⌃ ⌘ W
Calendar view	⌥ ⌘ 6	Help search	F1

Where to get help

- **Help** (`F1`): type what you need. Every match shows its menu and shortcut.
- **Tips** appear as you discover each feature. **Help › Show Tips Again** replays them.
- **Help › Video Tutorials**: short videos for every chapter of this guide. Some are also on blockshot.app under Watch.
- **Help › Hotline** or **matus@blockshot.app**: something doesn't work, or you miss something. Every message is read personally.



Help search: "day break".