

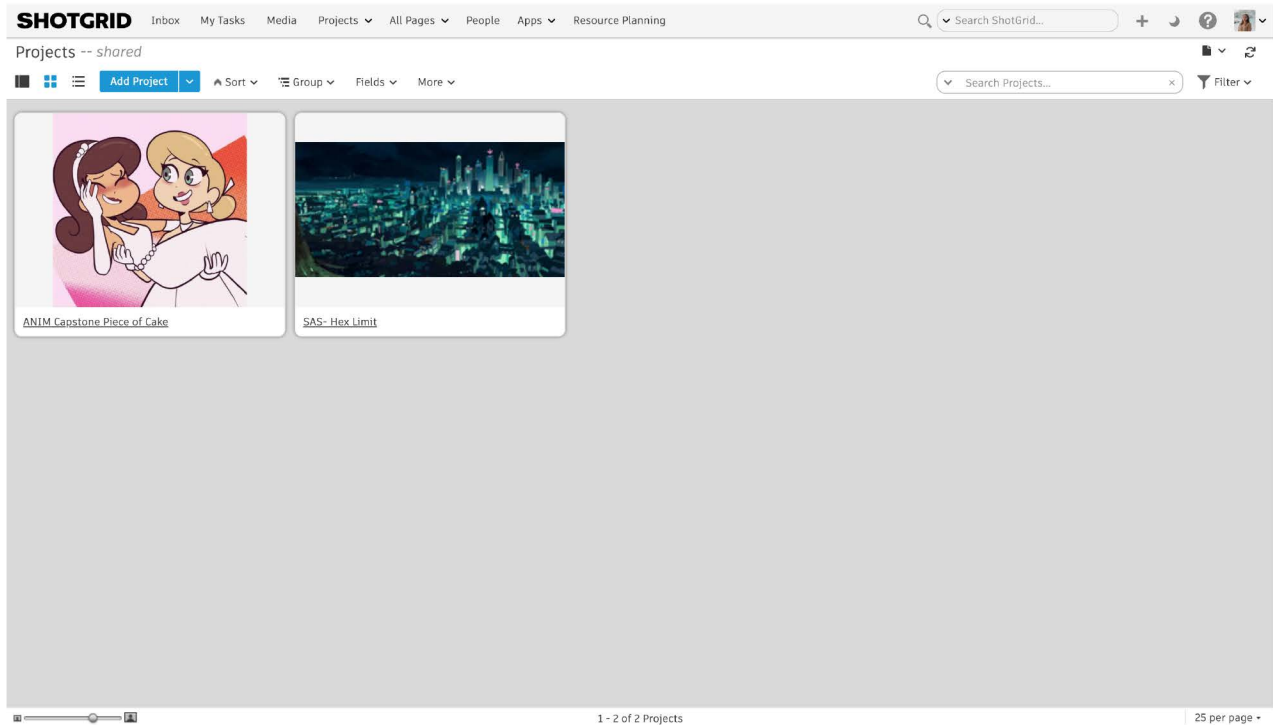
ShotGrid Introduction Guide



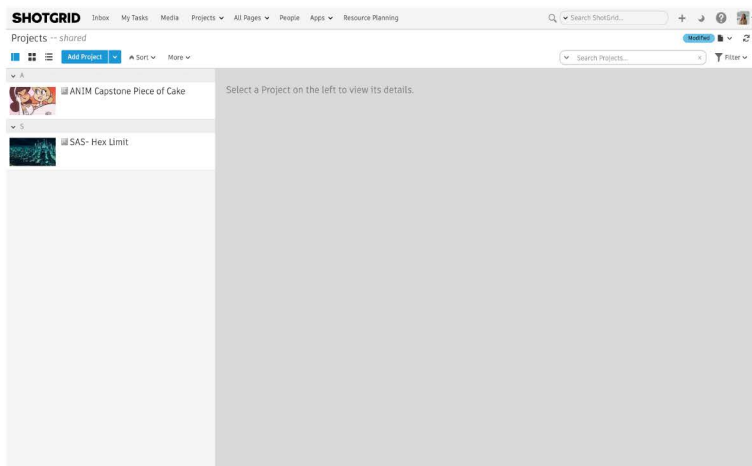
— How to Navigate ShotGrid and Post Updates —

Getting Started

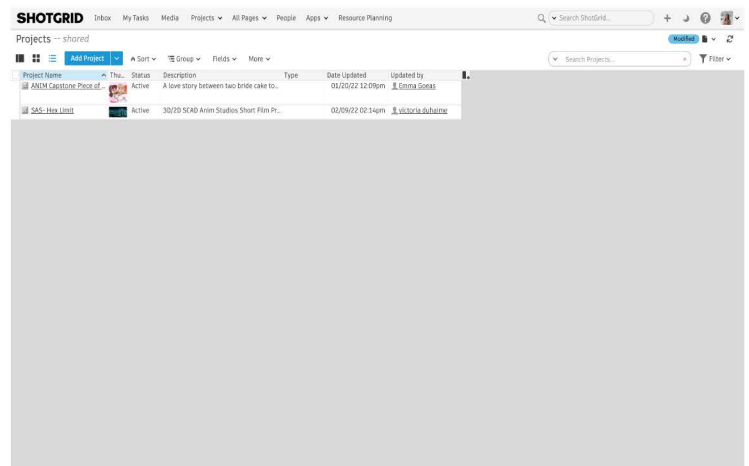
Start by logging into your ShotGrid account!



When you first log into ShotGrid you should see a page similar to the one above. This is the main page for ShotGrid that displays your current projects as well as the place where you can create new ones. The display should appear in thumbnail view, but could also be changed to detail view or list view as with many other pages. You can also change your page between day mode and night mode by clicking on the moon or sun icon in the upper right corner.



Detail view



List view



Day mode



Night mode

Getting Started

SHOTGRID

Inbox

My Tasks

Media

Projects ▾

All Pages ▾

People

Apps ▾

Resource Planning

At the top of the main page you will see the main navigation bar. This will stay at the top of your screen while working on specific projects. The bar includes:

Inbox: Displays messages and updates on tracked tasks

My Tasks: Tracks assigned tasks

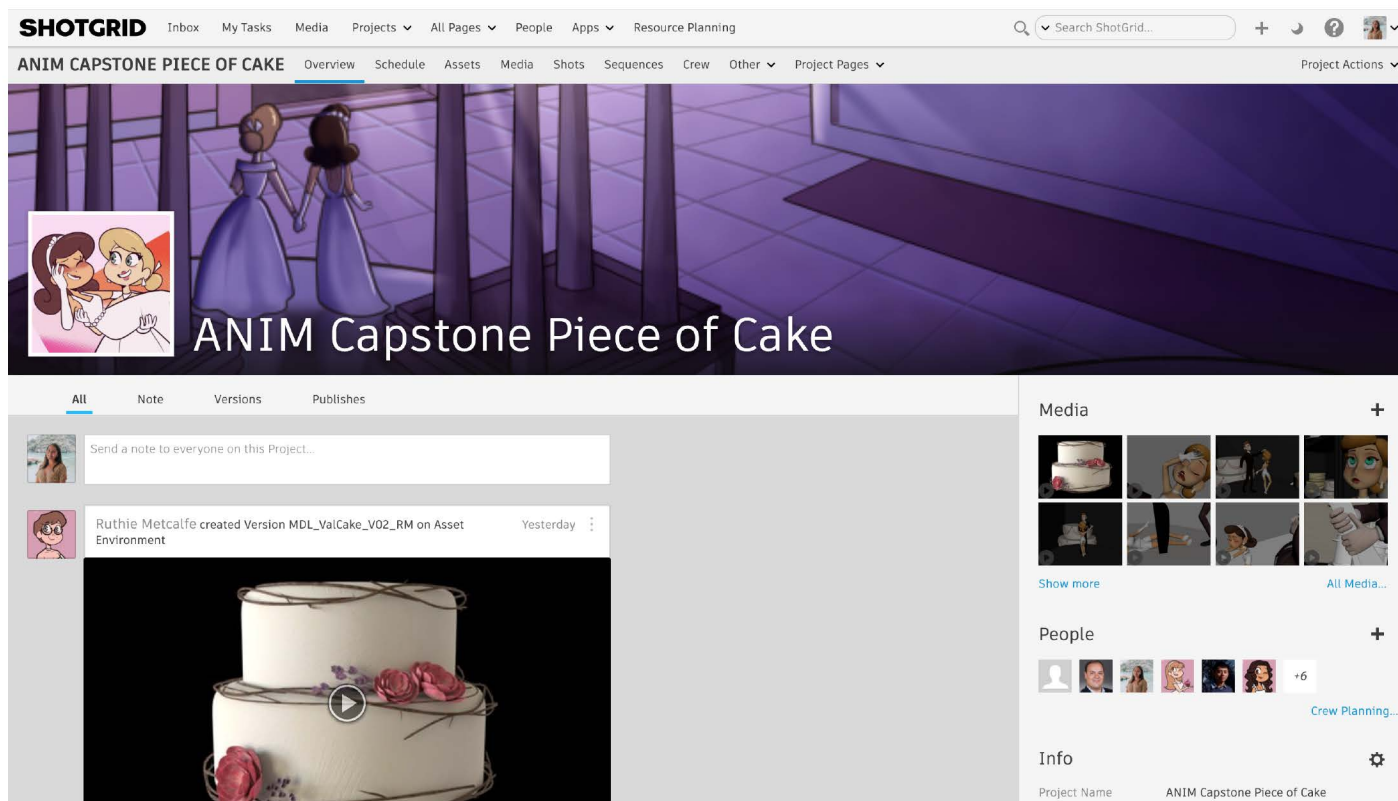
Media: Enters the media center to browse uploaded material

Projects: Provides a dropdown to toggle between projects

All Pages: Also provides a dropdown to see recently viewed or favorited pages

People: Shows a view of individuals linked to your ShotGrid account

Apps: Displays programs that can also be used with ShotGrid such as RV Desktop Media player



Next comes the specific project page. Once you click on a project, it will take you to the overview page like you see above.

This also comes with a navigation bar that is specific to the film and includes:

ANIM CAPSTONE PIECE OF CAKE Overview Schedule Assets Media Shots Sequences Crew Other ▾ Project Pages ▾

Overview: Home page with a feed displaying most recent uploads

Schedule: Shows a list view and visual display of specific tasks including name, step, status, and dates

Assets: Display of organized assets such as characters, environment, FX, etc.

Media: Just like the main navigation media button

Shots: Organized view of individual shots

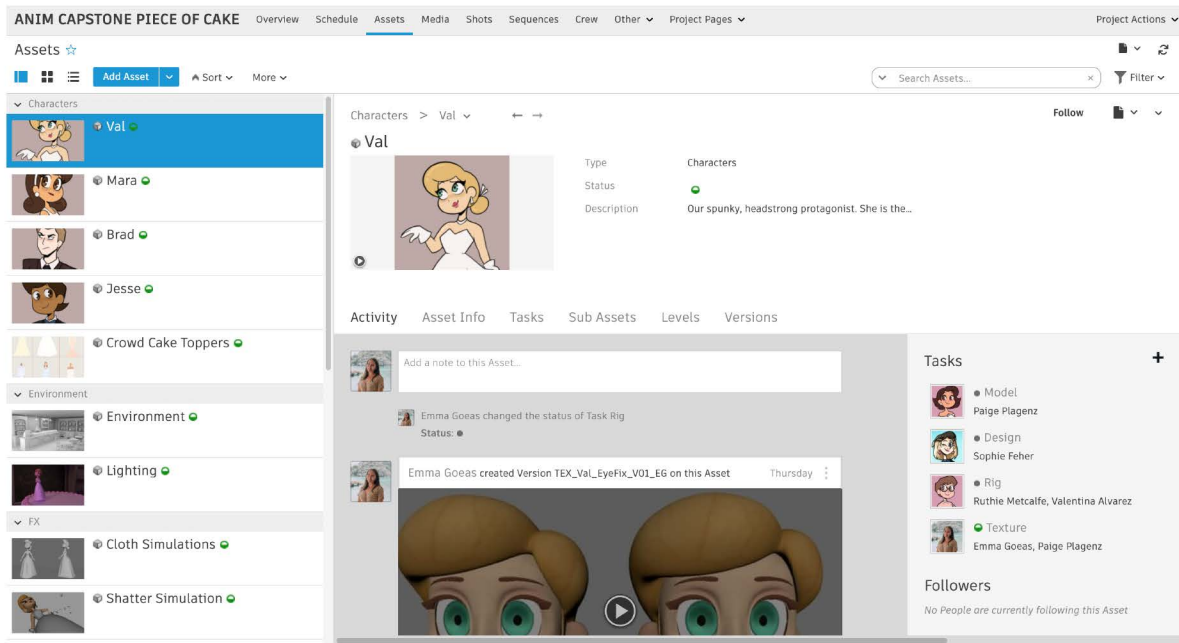
Sequences: Organized view of overall sequences

Crew: Shows the individuals working on that specific project

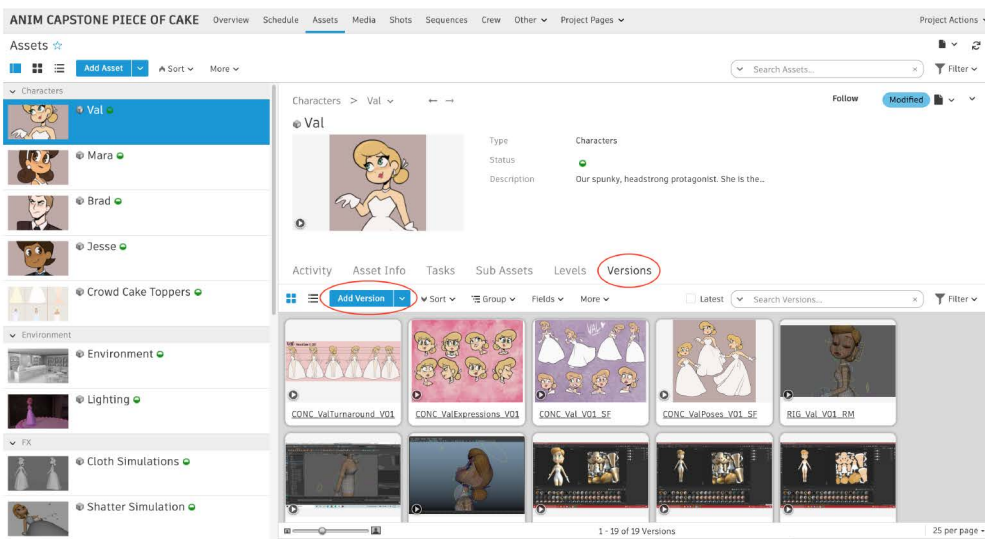
Uploading Material

Now after clicking around the different tabs and familiarizing yourself with the various pages, let's get into how to make an actual post. There are two main ways to do this whether it's an animation shot or another type of media.

Let's start with the overall media way first:



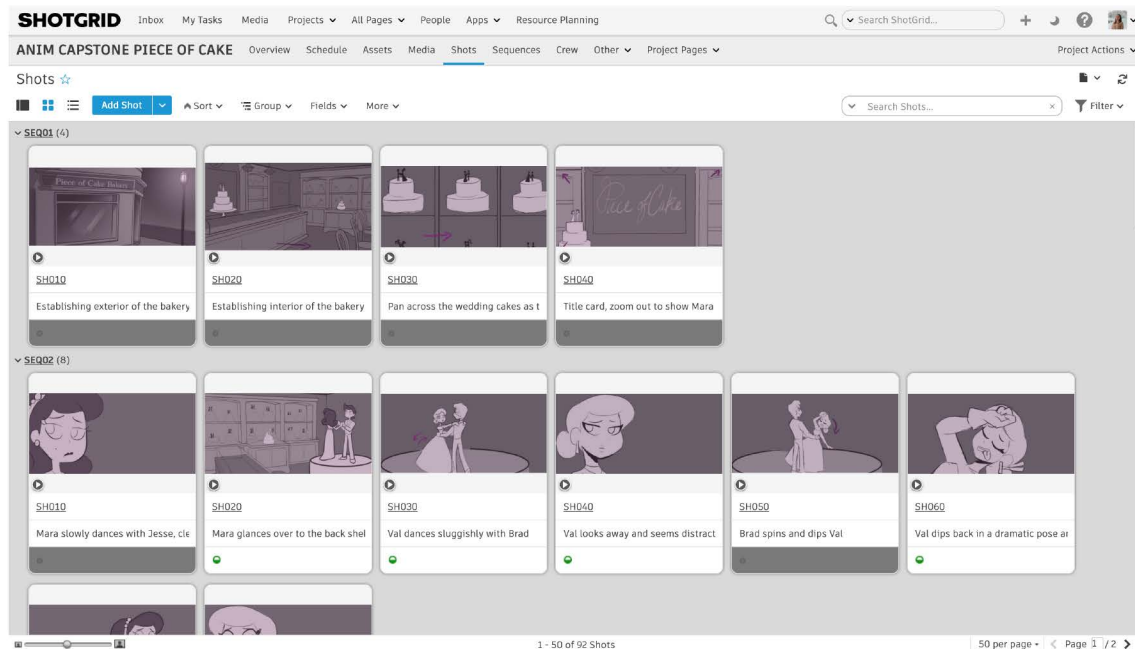
Using the project navigation bar, click on the assets tab to bring up the assets page like the one above. Then, you will look at the categories appearing on the left hand side of the screen to see what your media will fall under. For this example we'll use this character Val.



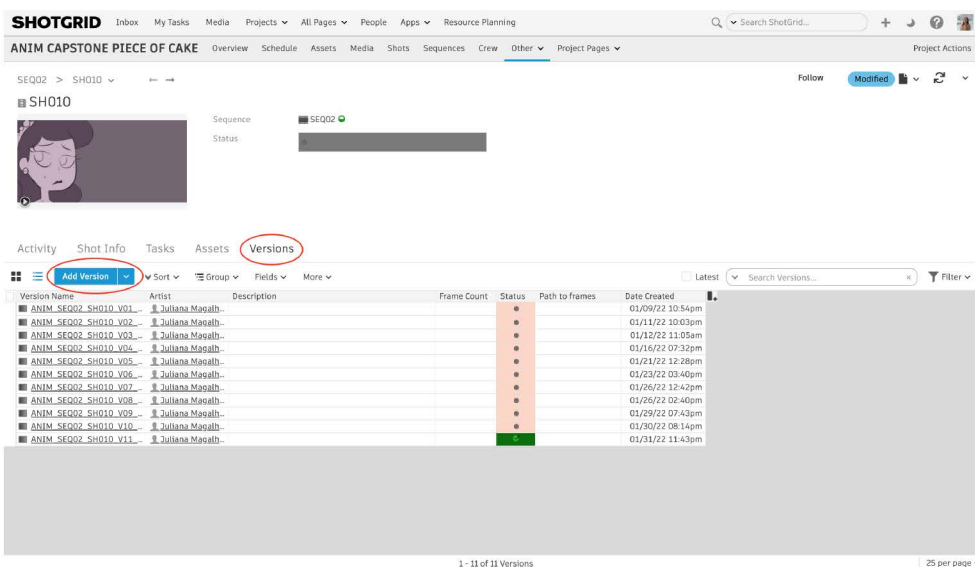
Within the Val asset you will see another small bar allowing you to view the asset in various ways, we want to focus on the **Versions** tab. Once you click on versions, you will see a blue box appear that says “add version.” You will want to click on this, which will then bring you to an upload box where you can attach your desired file. Always check with a member of your team such as a producer to see if there is a set naming convention you should follow for your posts.

Uploading Material

For an animation upload we will follow the same idea, but will first start out by clicking the shots tab in the project navigation bar instead of the assets tab. You will see one or multiple pages displaying the individual shots on the project, and you should navigate to the specific shot you want to post an update for.



The same smaller bar will appear under the specific shot you enter, and again you will want to click on versions, then the blue box saying “add versions.” You will see the upload box again where you can attach your animation update along with any comments and possible naming conventions.



Once you finalize the upload by clicking create version, you will be able to see the new version under the specific asset or shot, as well as back on the overview page in a feed format with other recent uploads.