



PURPOSE

This document provides an overview of Arts Alliance TMS, also known as Screenwriter. This software is used to perform day-to-day projection activities including content management and SPL creation/scheduling.

Screenwriter also provides an overview of the current state of all projectors and associated errors, along with the capability to perform basic manual functions on each projector. Screenwriter resides on the Library Server (LS) and can be accessed through a web page as outlined below.

VIDEO

Feel free to check out this [recorded overview](#) of Screenwriter training.

CONTENTS

ACCESSING SCREENWRITER	2
INGESTING CONTENT - KENCAST TO LMS	3
INGESTING CONTENT - HDD TO LMS.....	4
UPLOADING KDMS	5
ASSIGNING PLAYLISTS	6
ASSIGNING A UNIQUE SPL TO A GENERIC IRN	8
MANUALLY CREATING SPLS.....	9
SCHEDULING A MOVIE MARATHON.....	10
MANUALLY CREATING DOLBY SPLS	11
MANUALLY CREATING IMAX SPLs	12
LOCKING CONTENT.....	13



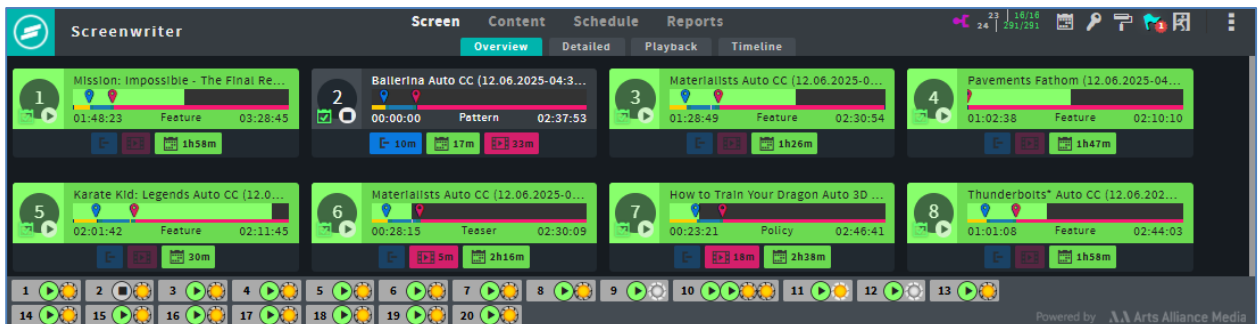
ACCESSING SCREENWRITER

Follow the steps below to log in to Screenwriter:

1. Confirm screen resolution (1280x1024) to fully view the TMS application.
 - If necessary, verify and/or change the screen resolution by right clicking on the desktop and selecting "Properties," then navigating to the "Settings" tab.
 - If the PC is not set to the required screen resolution, the TMS application may not be fully visible unless the web page is zoomed in. To zoom, click the "Change zoom level" button (lower right corner) once to set it to 125%.
2. Navigate to the appropriate web address, or access from a previously saved shortcut/Favorite.
 - URL will be in the format <http://10.XXX.XXX.201:8080/>
 - To log in to the Library Server (LS) and/or Command Center (CC) (if applicable), use the following credentials:
 - **Username:** projection
 - **Password:** **XXXX where ** = the first 2 letters of the theatre name and XXXX = unit number
 - **Example:** Sunnyland, unit #4251; Password = SU4251
 - **Example:** New Ulm 3, unit #4283; Password = NE4283
 - **Domain:** [unit#]-DC-LS or [unit#]-DC-CC (if applicable); if this does not work enter **.\projection** in the Username space (and your correct password). This will automatically update the domain.
 - Default passwords **may not** be changed. Contact the TOC to receive credentials, if needed.
3. Enter the appropriate credentials (case sensitive); click "LOGIN."

Screenwriter Username Password LOGIN Privacy Policy

- **Username:** SHOWMGR – to be used by **fully-trained** associates
Password: tms4151
- **Username:** PROJ – provides basic insight with **limited editing** capabilities
Password: tms3141
- Default passwords **may not** be changed.

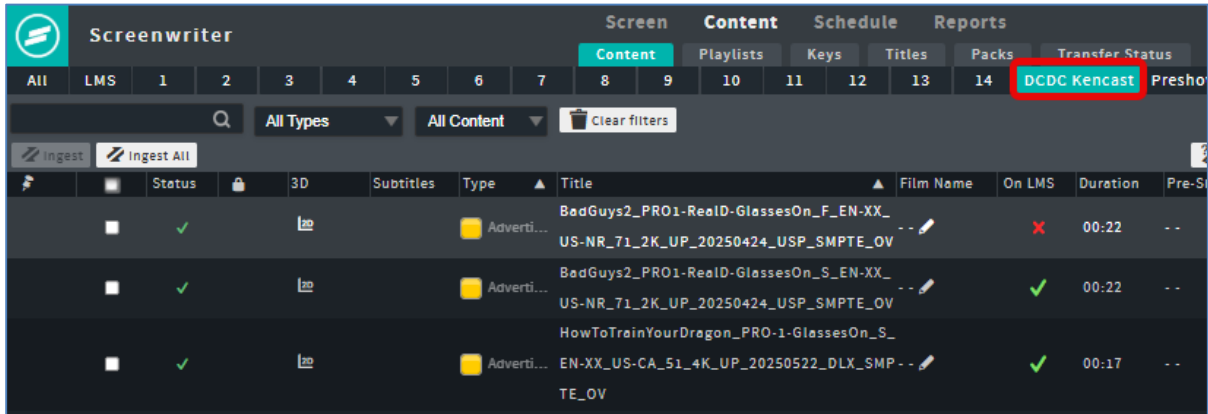
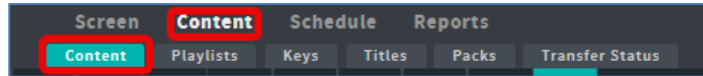




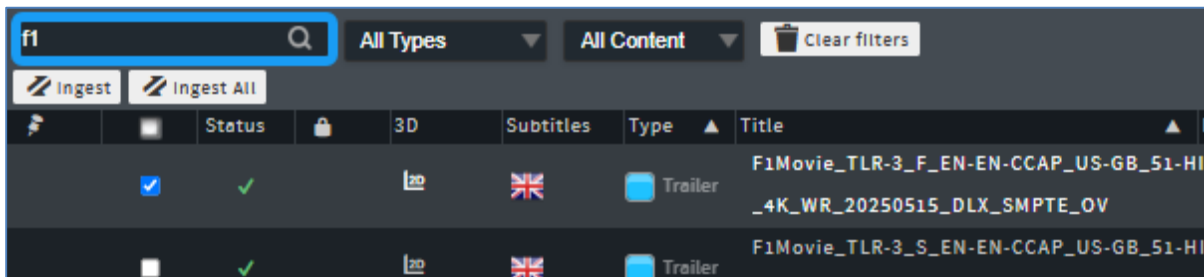
INGESTING CONTENT - KENCAST TO LMS

Content must always be ingested from the Kencast to the LMS first. Screenwriter will automatically ingest to the LMS first if an SPL is assigned with content that is on the Kencast. Content will transfer automatically to individual auditoriums once the playlist is mapped/assigned.

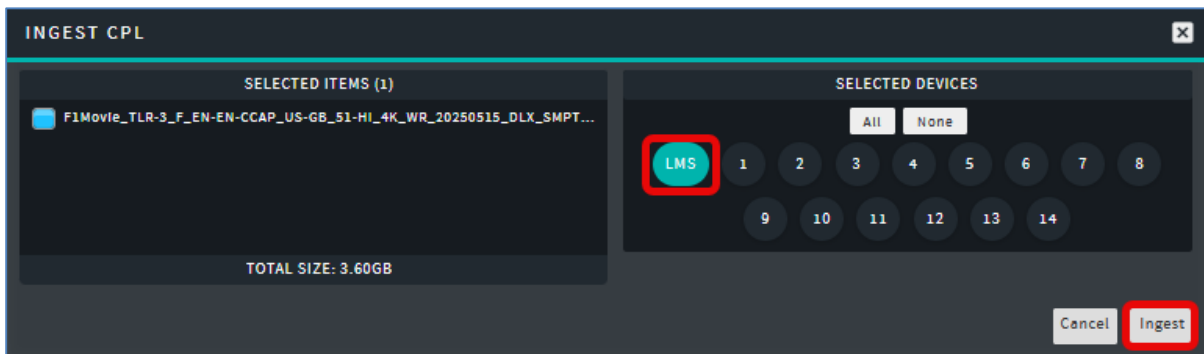
1. Log in to Screenwriter.
2. Select “Content,” and then “Content.”
3. Select the Kencast as the device; this displays all the available content currently on the Kencast.



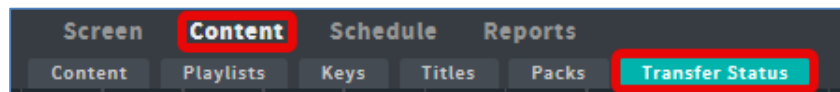
4. Type the title into the search bar (circled in blue).
5. Click the check box next to the content that needs to be ingested; click “Ingest.”



6. In the pop-up window, select LMS > Ingest to start the ingest.



7. To monitor the ingest, select Content > Transfer Status.

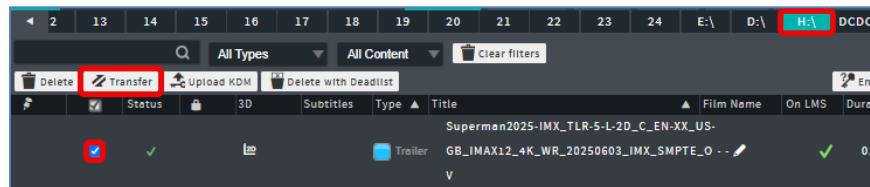
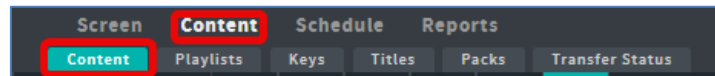
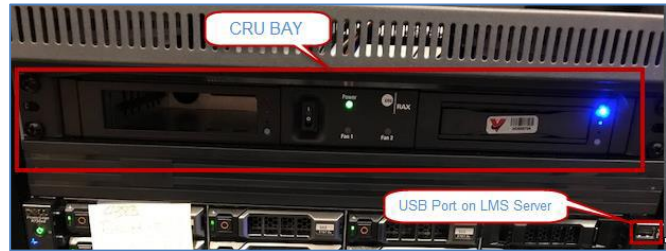




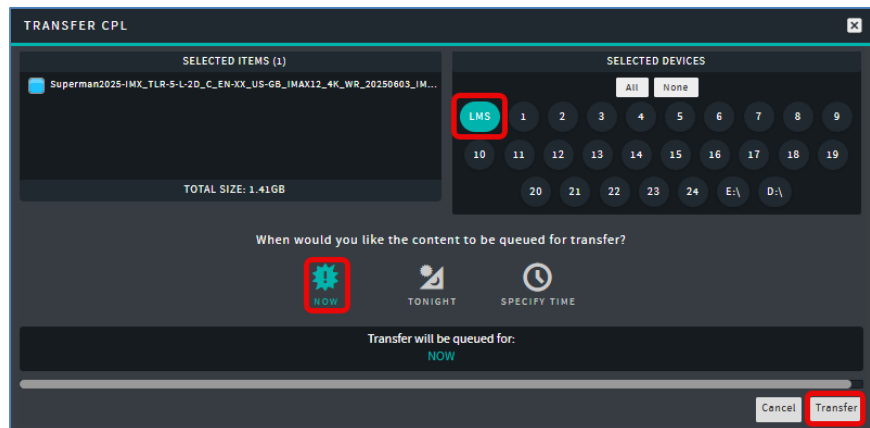
INGESTING CONTENT - HDD TO LMS

To ingest content from a Hard Disk Drive, or HDD, to the LMS, follow these steps.

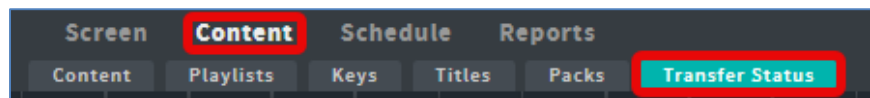
1. Insert the hard drive into a CRU bay or plug in the hard drive in the USB port located on the library server rack. The CRU bay is usually the top piece of equipment in the rack. The USB port can be used for thumb drives or passport-sized drives.
2. Ensure the CRU bay is powered on. The power button is located between the two CRU bays and to the left of the power LED light (a blue LED light indicates it is powered on).
3. Log on to the Server using "Projection" account credentials.
4. Your Library Server will automatically assign a drive letter for you using Paragon "Linux File Systems."
5. Log in to Screenwriter.
6. Select **Content** > **Content**.
7. From the list of LMS/Auditoriums, select the letter assigned to the drive (H:\ in the example below).
8. From the list of content available in the drive, click the check box next to the content to be ingested.
9. Click "Transfer."



10. In the pop-up window, select **LMS** > **Now** > **Transfer** to start ingest.



11. To monitor the ingest, select **Content** > **Transfer Status**.



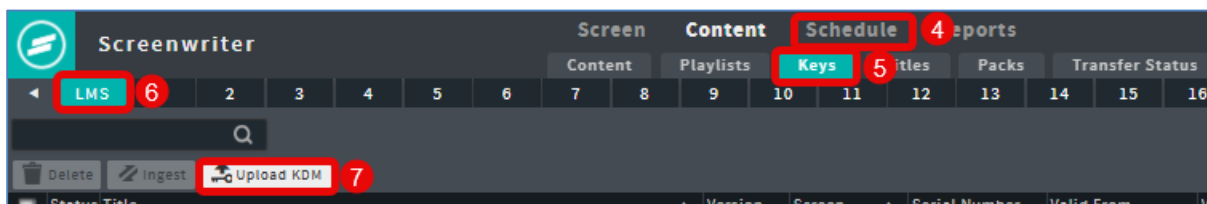
12. Once the transfer is complete, remove the drive from the CRU bay or unplug the hard drive from the USB port.



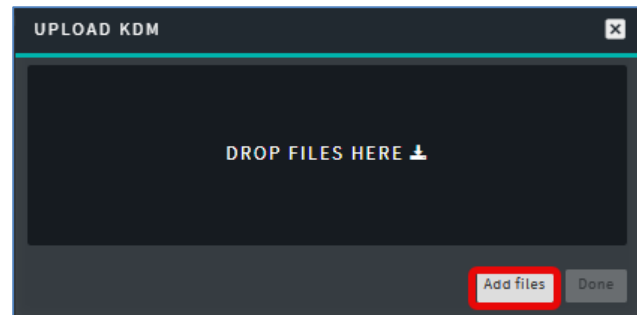
UPLOADING KDMs

Follow the steps below to upload KDMs to Screenwriter once they are received via email.

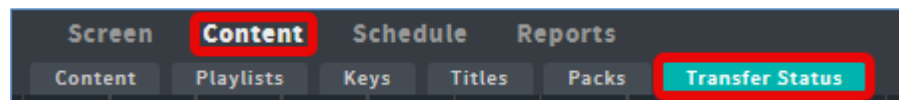
1. Create a file folder in the LMS Desktop labeled “KDMs.”
2. Open the email, **unzip** the folder, and copy the KDM files to the new KDMs folder.
3. Navigate to Screenwriter.
4. Select the Content tab in the top bar.
5. Select “Keys” below the Content bar.
6. Select “LMS” to ensure the KDMs are uploaded directly to the LMS.
7. Click on “Upload KDM.”



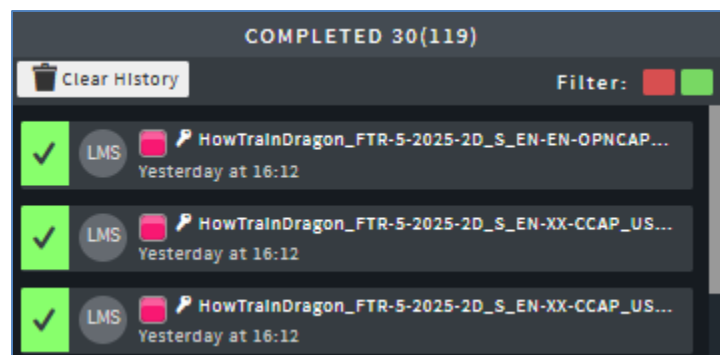
8. The **Upload KDM** window will pop up.
9. Click “Add files.”



10. Double-click the new KDMs folder that was created on the LMS Desktop.
11. KDMs that were added will populate to the **Upload KDM** pop up window. Click “Done” to import them.
12. To check the status of the KDMs, click on **Content > Transfer Status**.



13. Successful ingestion will yield a window like the one below:

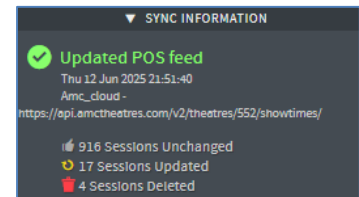
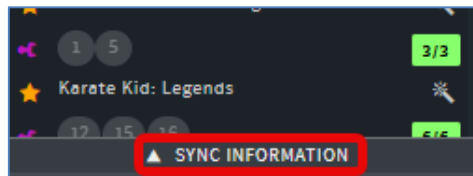
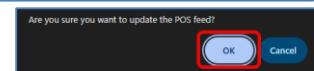
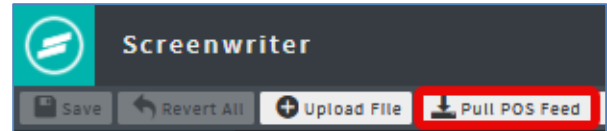
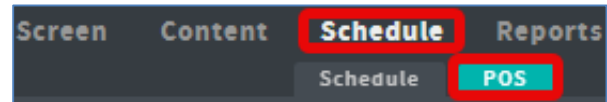




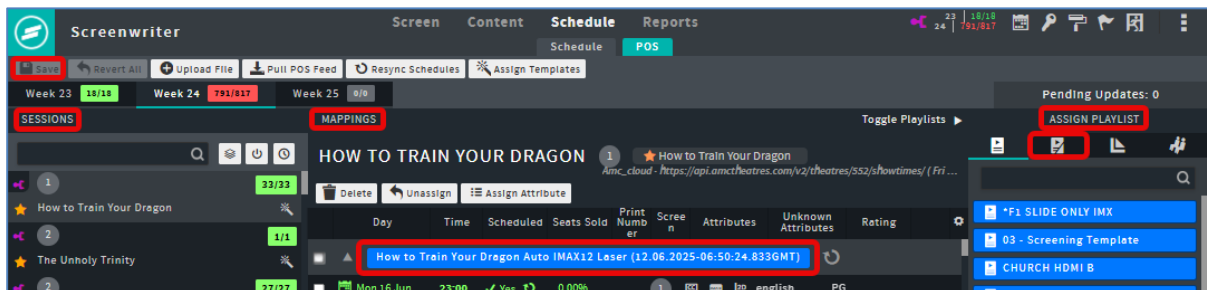
ASSIGNING PLAYLISTS

Producer and Trailer Xⁱ work together with Screenwriter to centrally schedule most titles. In the event that shows do not schedule, use the steps below to assign playlists (mapped from SPS) to the schedule in Screenwriter **after** entering the weekly schedule in Showtime Performance Schedulerⁱⁱ and manually creating SPLs.

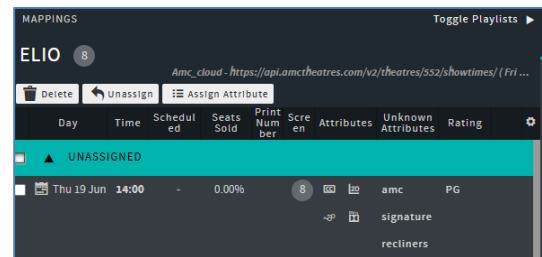
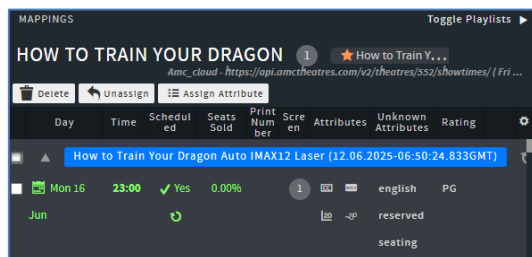
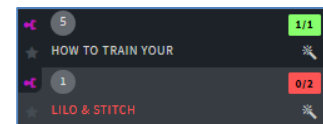
1. Log in to Screenwriter.
2. Select “Schedule” in the top bar.
3. Select “POS” below the Schedule bar.
4. Click “Pull POS Feed” to sync SPS to Screenwriter.
5. Click “OK” on the pop up.
6. Click “Sync Information” reveal/hide button located at the bottom left to verify success.



7. Review the **Schedule / POS** tab, using the details below.



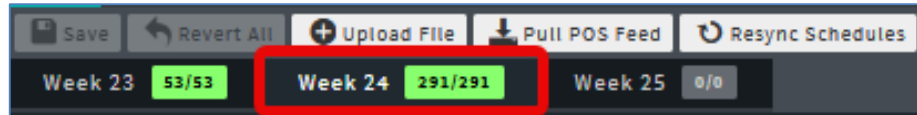
- **SESSIONS Column:** Lists all features as scheduled in SPS.
 - **Green:** Means all POS sessions are mapped.
 - **Red:** Indicates at least one session remains unmapped.
- **MAPPINGS Column:** Shows the details for each session.



- **ASSIGN PLAYLIST Column:** Contains all playlists including imported, manually created, Morning Startup and Closing Shutdown.



8. Click on the desired week to access the schedule information.



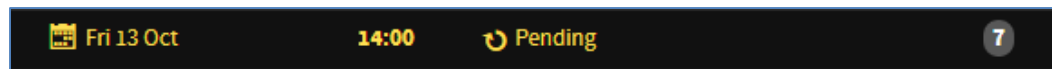
9. Beneath the selected week, under **SESSIONS**, select the POS session to which you want to map an SPL.

- Enter the title in the search box if looking for a specific session.

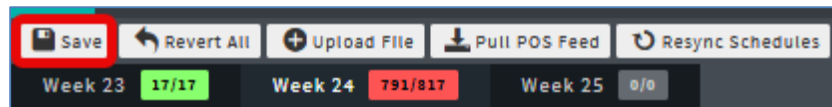
10. Under **MAPPINGS**, check one or more POS session mappings to assign the playlist.

11. Under **ASSIGN PLAYLIST**, select the appropriate playlist to assign.

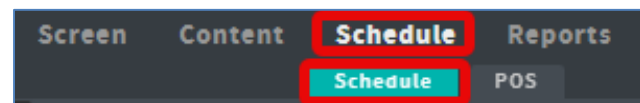
12. The selected sessions will turn yellow and show as Pending while syncing with the assigned playlist.



13. In the top left on the page, above the selected week being working on, click "Save."



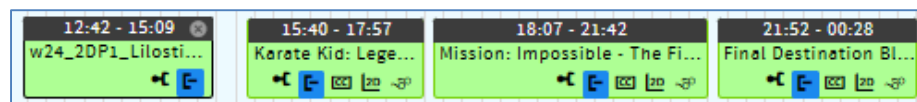
14. Navigate to **Schedule / Schedule** to verify POS session has been mapped to the schedule.



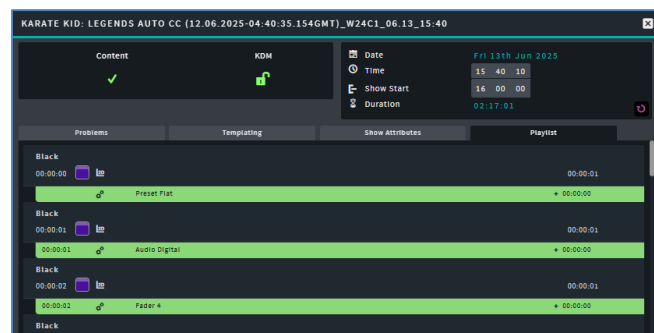
- **Before** playlists have been mapped:



- **After** playlists have been mapped:



15. Optional: Click on a title; select the "Playlist" tab to view details (shown below).



16. Once all playlists have been mapped to the schedule, content will populate and begin ingestion.

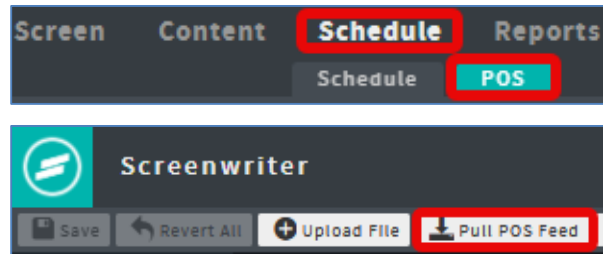
17. To verify ingestion begins, navigate to **Content / Transfer Status** and view the **Queued** column.



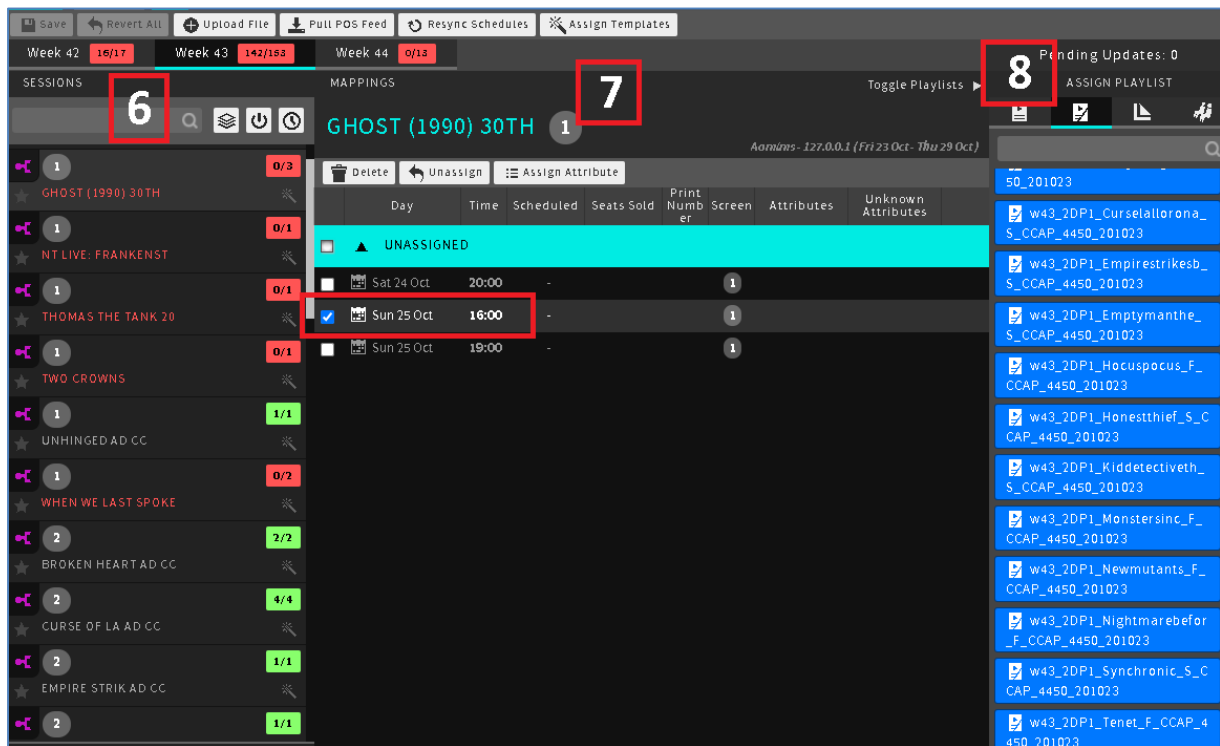
ASSIGNING A UNIQUE SPL TO A GENERIC IRN

Use the steps below when one IRN is being used in Showtime Performance Scheduler to represent different features in Screenwriter's schedule. Use care in applying one show playlist (SPL) to the generic IRN so as to not affect different playlists applied to the same generic IRN. *(Example: Using one IRN to represent all Private Theatre Rentals for different features.)*

1. Log into Screenwriter.
2. Select "Schedule" in the top bar.
3. Select "POS" below the schedule bar.
4. Click "Pull POS Feed" to sync SPS to Screenwriter.
5. Click "OK" on the pop up.
6. From the left **Sessions** column, locate and select the generic show entry in the expected auditorium. Shows without a playlist allocated are shown in **red**.
7. From the middle, **Mappings** column, only click the checkbox for the showtime you intend to apply a playlist to.
8. From the right Assign Playlist column, click the 2nd icon for "Template Playlists." Then, click the playlist you want to apply.



Numbered in the
screenshot below



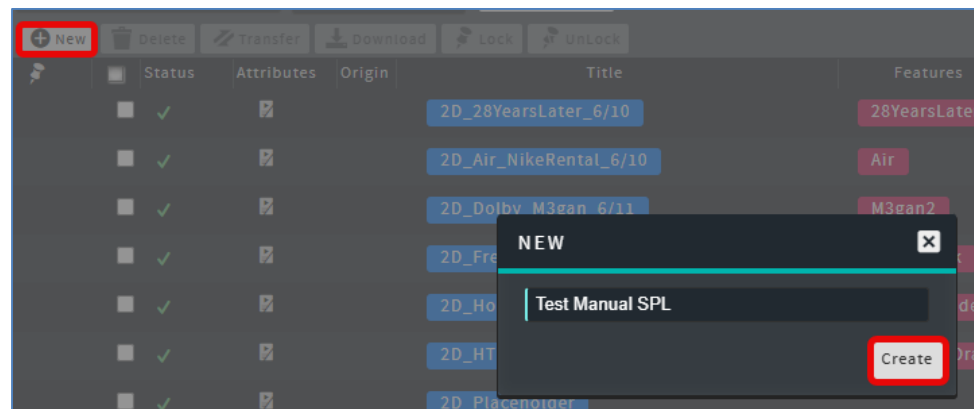
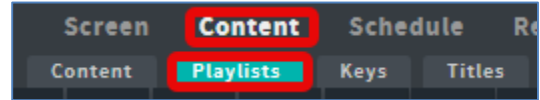
9. Click the "Save" button on the top left.



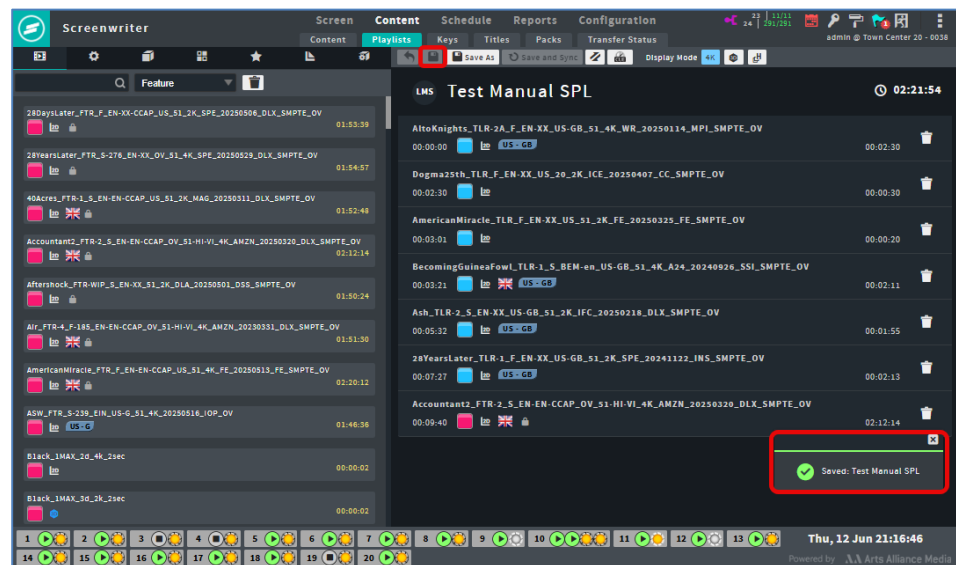
MANUALLY CREATING SPLS

Use these steps to manually create a show playlist (SPL) in Screenwriter.

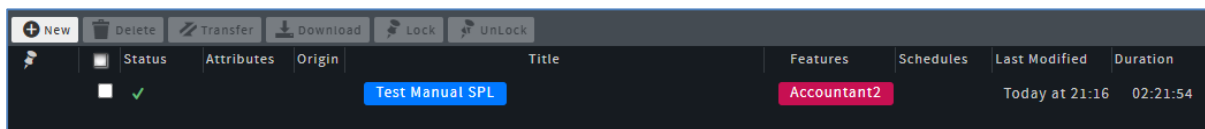
1. Log in to Screenwriter.
2. Select **"Content"** in the top bar.
3. Select **"Playlists"** below the Content bar.
4. Click **"+New"** on the left-hand side.
5. In the popup window, enter the title (*Test Manual SPL*, shown below) of the SPL and click **"Create."**



6. Available content is listed on the left side of the screen; filter as needed to search.
7. Drag and drop content needed from the left of the screen to the right.



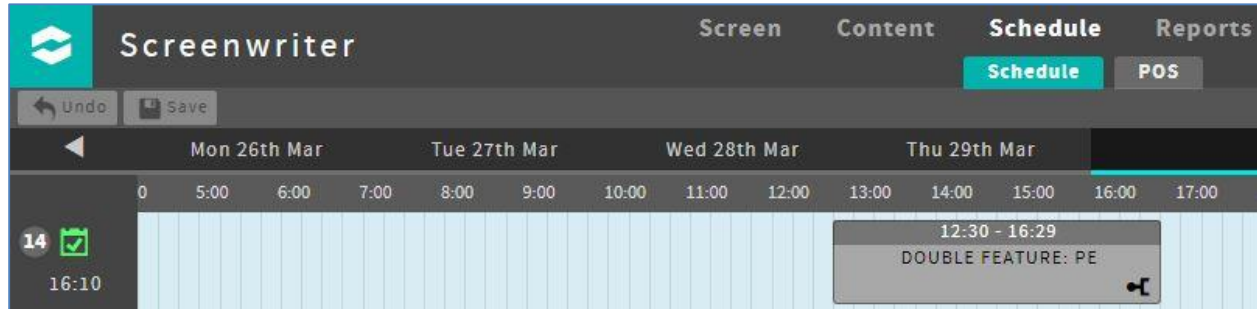
8. After dragging and loading the necessary content, click **"Save"** and verify the corner message.
9. To verify SPL creation, click **Content > Playlists**. Search for the title of the newly created playlist.



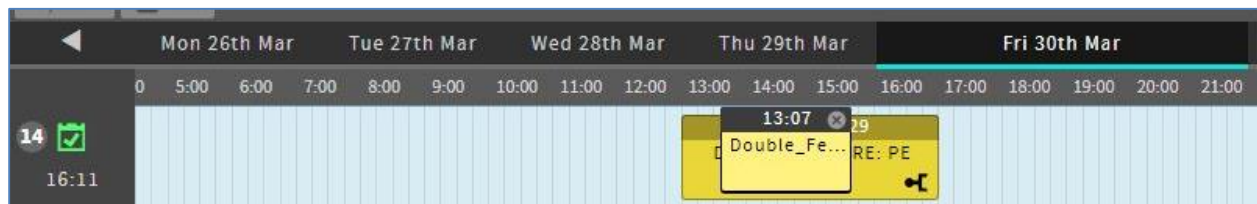


SCHEDULING A MOVIE MARATHON

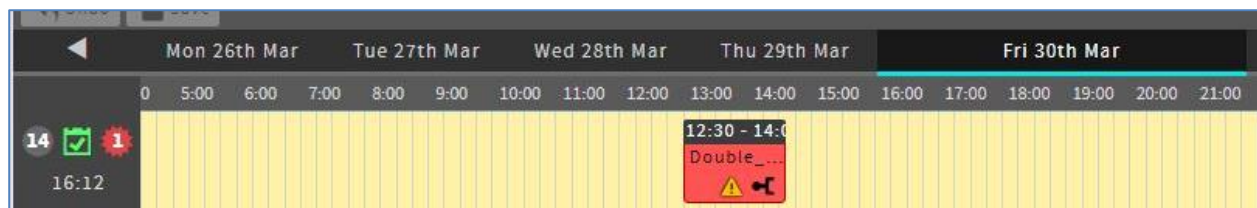
Use these steps to schedule a movie marathon in Screenwriter. A marathon that has been uploaded from SPS will be listed in Screenwriter as a single event spanning the length of the marathon.



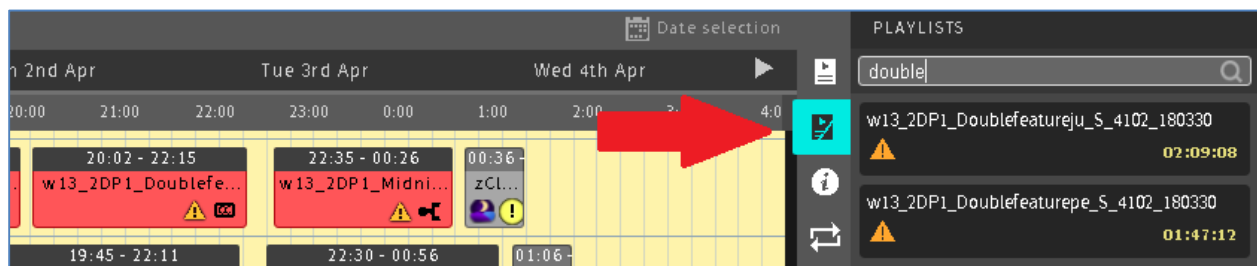
1. Allocate the SPL for the first show of the marathon only.



2. The allocated time will shrink from the full marathon length and appear as only the first show of the marathon. With the first individual feature now scheduled, Screenwriter will be able to ingest the content to the projector and start each film at the appropriate time. This example has SPLs for "Double_Feature_1" and "Double_Feature_2."



3. Click on the Templates icon and search for the 2nd SPL for the double feature.

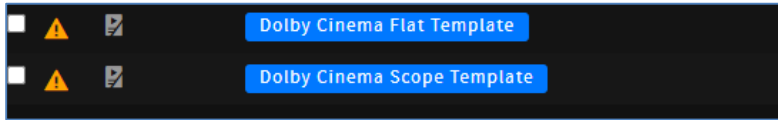


4. Drag the SPL onto the schedule after the first SPL with the appropriate time gap and click save in the top left.

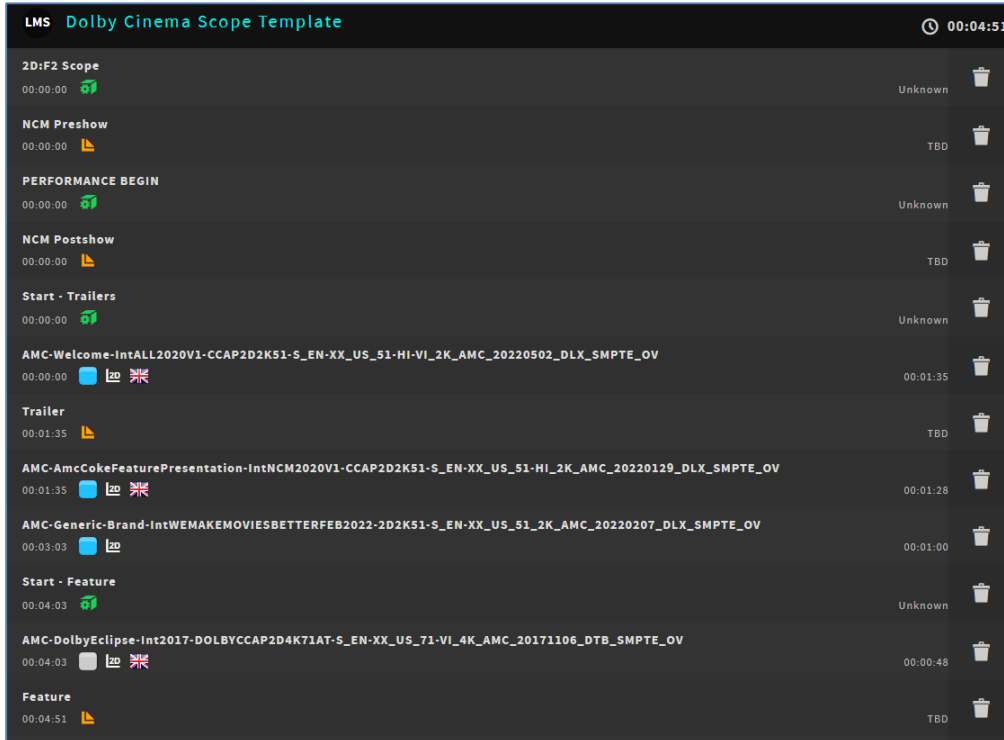


MANUALLY CREATING DOLBY SPLS

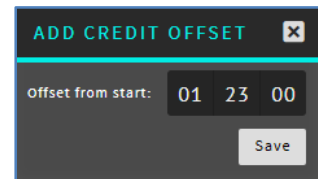
1. Select the matching Dolby Cinema Template (Scope or Flat).



2. Select the trailers and drag and drop the below the trailer place holder.



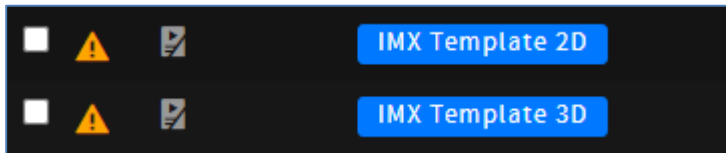
3. Delete the trailer placeholder.
4. Drag and drop the feature content.
5. Delete the feature placeholder.
6. Drag and drop the Credit Offset Macro Pack from the macro tab to the feature and set the time to the credit offset.
7. Use the Save As function and rename to “Dolby” and the movie title.



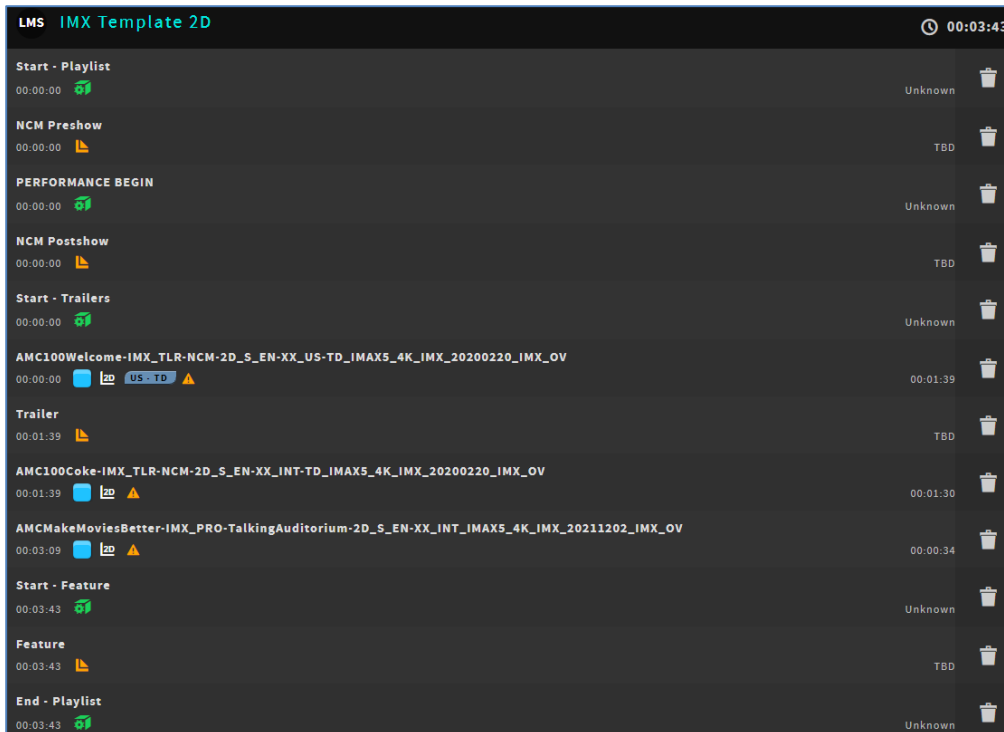


MANUALLY CREATING IMAX SPLs

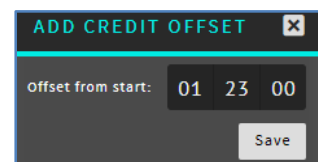
1. Select the correct generic **IMX Template** SPL (2D or 3D).



2. Select the trailers and drag and drop the below the trailer place holder.



3. Delete the trailer placeholder.
4. Drag and drop the feature content.
5. Delete the feature placeholder.
6. Drag and drop the Credit Offset Macro Pack from the macro tab to the feature and set the time to the credit offset.
7. Use the **Save As** function and rename to **"IMX"** and the movie title. Using **"IMAX"** causes playback issues.





LOCKING CONTENT

Follow the steps below to lock content on a projector and/or in the Library Server so that it is not inadvertently deleted (such as test content, interstitials, etc.).

Do not lock feature content or trailers unless by exception to avoid retaining unnecessary content and filling the server (like that app on your phone you downloaded and no longer use).

Recommended content to lock in Screenwriter (on the LMS and projector):

IMAX:

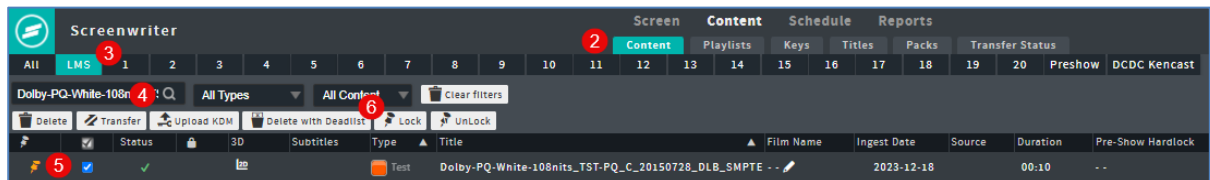
- **All IMAX** - NON-IMAX-CARD_XSN_F_EN-XX_INT-TD_51_4K_20120202_IMX_OV
- **Laser IMAX** - IMAX2DBlack_XSN_4K_1sec_20120720
- **Xenon IMAX** - B1ack_1MAX_2d_4k_2sec

Dolby Cinema:

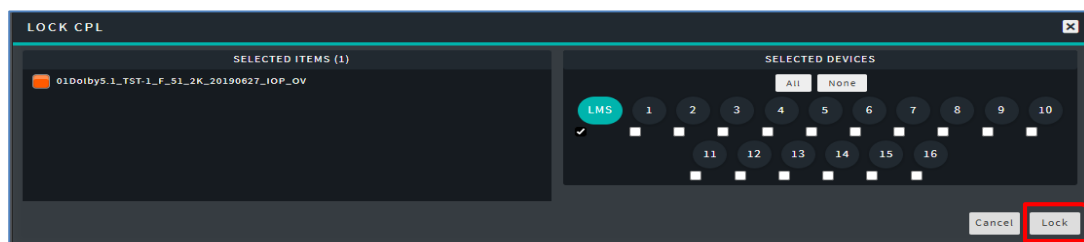
- Black1Sec_XSN-2D-DVis_C_MOS_71-Atmos_2K_DLB_20231004_DLB_SMPTE_OV
- Black1Sec_XSN-2D-DVis_C_MOS_71-Atmos_4K_DLB_20231004_DLB_SMPTE_OV
- Dolby-PQ-White-108nits_TST-PQ_C_20150728_DLB_SMPTE
- Dolby-PQ-White-48nits_TST-PQ-3D_C_20150901_DLB_SMPTE-3D

PROCESS

1. Log in to Screenwriter.



2. Select the “Content” tab.
3. Select the “LMS” tab.
4. Search for the piece of content to be locked using the search bar in the top left.
5. Click the check box to the left of the content.
6. Click .
7. A pop-up box will appear. Select the LMS and/or auditorium(s) into which you want to lock the content.
8. Click .

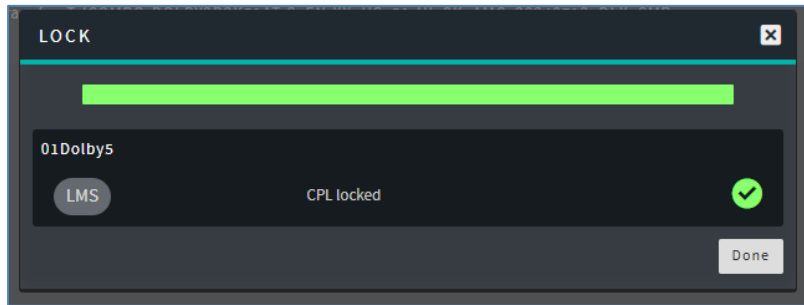




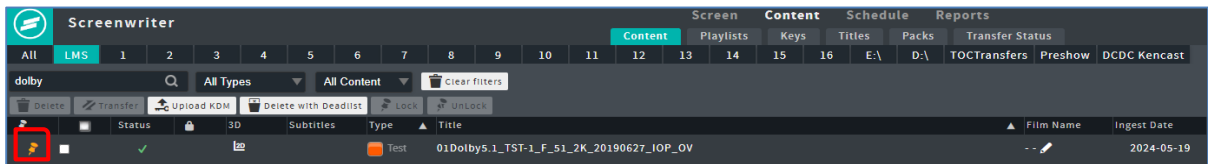
Screenwriter - Arts Alliance TMS User Guide

AMC ☒ AMC Classic ☒ AMC Dine In ☒

9. Another pop-up: click **“Done.”**



10. The content will now have a thumb tack on the far left to indicate it is locked.



ⁱ [SS-3-39, Screenwriter - Producer User Guide](#)

ⁱⁱ [FP-1-11, Showtime Performance Scheduler](#)