



PURPOSE

This document provides information on how to use Screenwriter in conjunction with Producer once your theatre is connected to TrailerX. Step-by-step procedures are also demonstrated in [AMC All Access Knowledge Library Videos](#).

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THINGS TO KNOW

1. Producer must see a piece of content on the Library Server or Kencast of at least **one** site before it can be programmed.
 - Generally, this will happen once the content is published on a Kencast, but if it's a limited or early release, make sure to get it ingested quickly.
2. Arts Alliance is providing AMC with a Managed Service that is doing a lot of the work for us.
 - This includes linking the feature content to the correct playlists and setting the credit offset. In general, this should be done by the time you receive the Weekly Ingest Details report on Wednesday evening. If you don't see it at that time, please reach out to the TOC.
3. Changes to the pack attributes may take as long as 30 minutes before they are reflected on the schedule.
4. If a playlist is missing trailers, make sure:
 - The correct title is associated with the trailer pack. Check for multiple or old titles as well.
 - The correct attributes are selected (3D, SUB, DUB, etc.).
 - The correct date range is selected (this usually happens with early releases).



ACCESSING SCREENWRITER

Follow the steps below to log in to Screenwriter.

1. 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 into 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 (Ex: Sunnyland, unit #4251; Password = SU4251)
 - **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.
2. Enter the appropriate credentials (case sensitive); click **LOGIN**.



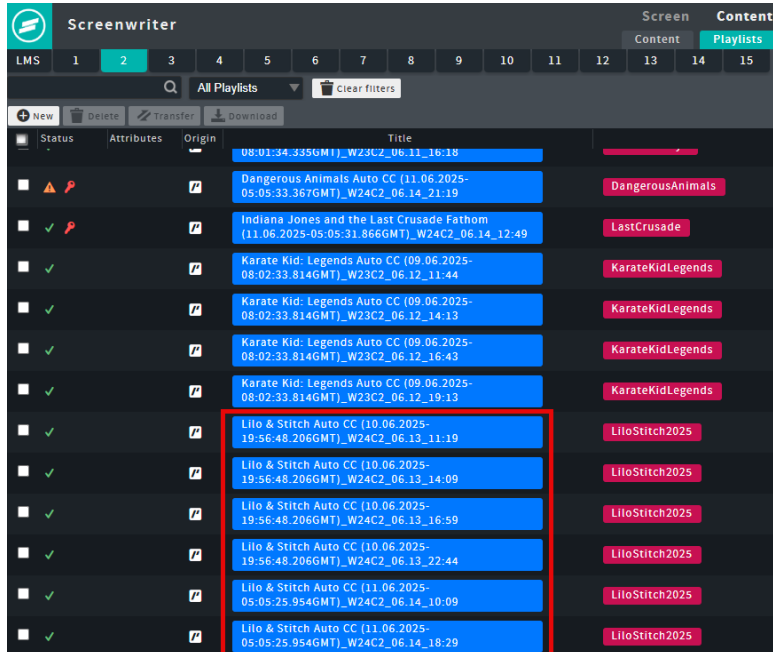
- **Username:** SHOWMGR – to be used by *fully-trained* associates
Password: tms4151
- **Username:** PROJ – provides basic insight with *limited editing* capabilities
Password: tms3141
- Default passwords **may not** be changed.



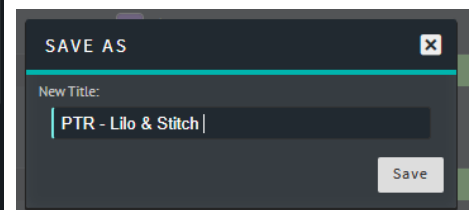
SCHEDULING EVENTS USING PRODUCER MADE PLAYLIST

Private Theatre Rentals will be scheduled using Producer made playlists. Please refer to the **Private Theatre Rentals Daily Report** and the Private Theatre Rentals Job Aidⁱ linked in the endnotes for house placement and feature selection. Use the below steps to schedule PTRs.

1. Log into Screenwriter.
2. Navigate to **Content** → **Playlists**.
3. Select an auditorium that is currently playing the needed feature. Ex. LILO & STITCH is booked for an upcoming PTR. House 2 is playing LILO & STITCH, navigate to house 2 under the playlists tab:



4. Select one of the applicable playlists. Any of the playlists will work if the playlist has preshow and trailers present.
5. Select **Save As** and rename the playlist “PTR – Film Title”





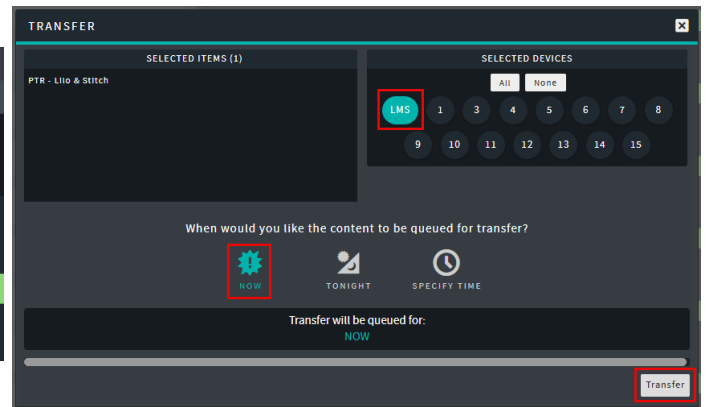
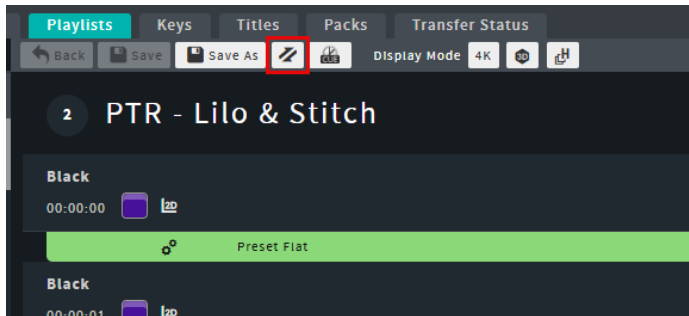
Screenwriter - Producer User Guide

AMC ☒

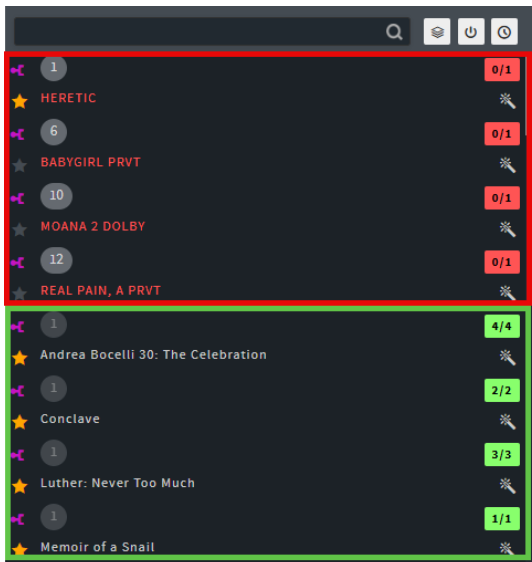
AMC Classic ☒

AMC Dine In ☒

6. The screen will refresh, and the newly created PTR playlist will be populated.
7. Select **Transfer** then **LMS, Now, Transfer**.

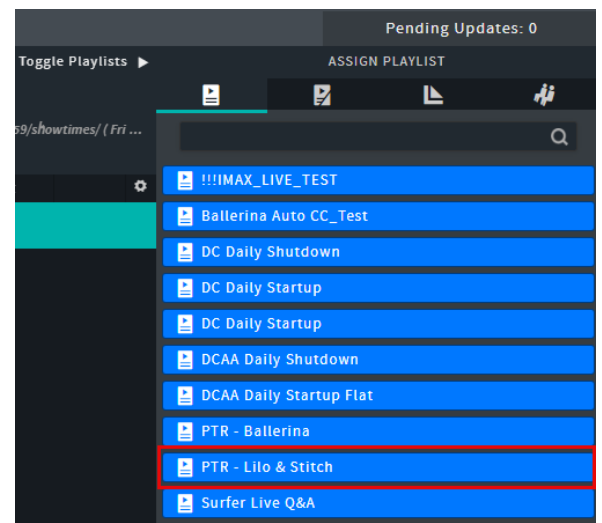


8. Once completed, navigate to **Schedule**→**POS** to assign the show. The PTR shows will be in all caps and the new PTR playlist will show up under the playlists sub tab on the right:



PTRs and Screenings

Producer assigned shows



9. Assign the playlist to the PTR according to the steps in the “Assigning Playlists” section of the Screenwriter SOP in the endnotesⁱⁱ.
10. Select **“Save.”**
 - a. When assigning a manually created playlist, missing content will not automatically drop from the playlist. Missing ads and trailers will need to be deleted from the playlist if they are not available in the LMS. Follow these instructions for deleting content from the playlist:

- i. Navigate to **Content**→**Playlists**→**LMS** and search for the needed playlist.
- ii. Select playlist, select the trash can icon on the content with an orange triangle warning.



- iii. Select **Save and Sync** to resync the playlist on the schedule.

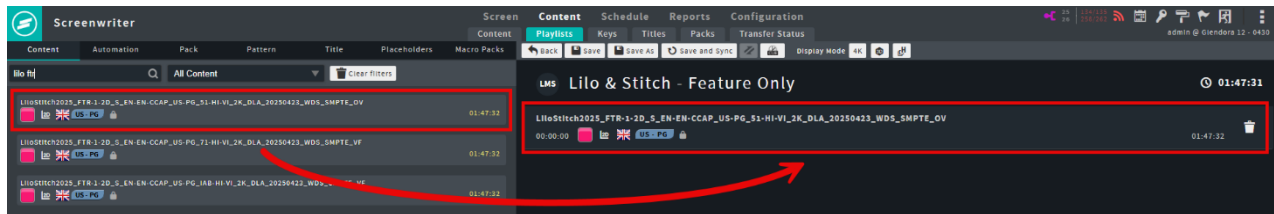
SCHEDULING EVENTS USING MANUALLY MADE PLAYLIST

When scheduling events using a manually created playlist:

- If the event does not have a Producer-made playlist—such as an independent rental, an older feature screening, or similar—preshow and trailers are not required.
- If the TOC sends an Action Required email for a specific event, be sure to follow the instructions provided in that email.

Use the below instructions for manually creating a *Feature Only* playlist in Screenwriter:

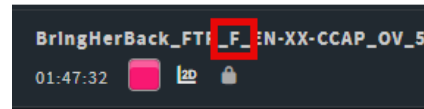
1. Log into Screenwriter.
2. Navigate to **Content** → **Playlists**.
3. Select 
4. Name the playlist **"Title – Feature Only,"** select **Create**.
5. Navigate to **Content**, drag and drop the feature content into the playlist. Note the aspect ratio of the feature.



Scope



Flat



6. Navigate to **Macro Packs**.
7. Drag and drop the following automation:
Before the feature:
 - a. **2D:F1 Flat or 2D:F2 Scope**, match the aspect ratio to the feature.
 - b. **Masking flat or scope**, if applicable.
 - c. **Audio Digital**
 - d. **Lights Down**
 - e. Add **Credit Offset** to the feature content. For credit offset information, access the ingest letter through the [Deluxe Portal](#).**After the feature:**
 - f. **2D:F1 Flat**
 - g. **Masking Flat**, if applicable.
 - h. **Lights Up**
8. Select **"Save."**
9. Assign the playlist to the PTR according to the steps in the "Assigning Playlists" section of the Screenwriter SOP in the endnotes.
10. Select **"Save."**





FAQs

1. ***What do Producer and TrailerX do? Is Producer replacing Screenwriter?***

Producer creates playlists, assigns features to those playlists, adds the credit offset, and associates the playlists to show times on the schedule according to the title and attributes of the show (3D, OCAP, DVis, IMAX, etc.). TrailerX uses the show IRNs to assign interstitials and trailers to the Producer created playlists. Producer, TrailerX, and Screenwriter work together to schedule your show times. Producer is not replacing Screenwriter.

2. ***I have completed all steps in this user guide. Do I need to do anything else?***

No. Completing your booth work is as simple as it seems. Do not perform any other steps or troubleshooting outside of the guidance of this guide.

3. ***What steps do I need to complete now that Producer and TrailerX are connected to Screenwriter?***

Create any PTR playlists and manage feature content.

4. ***My projectors are running out of hard drive space and all my features for the week won't ingest. What can I do?***

The POS range in your Screenwriter is set to 3 days meaning in the Screenwriter schedule there is today plus three more POS days. This is preventing all features for the week ingesting at once. If this doesn't work for your location, reach out to the TOC for other options.

5. ***My show isn't showing up on the Screenwriter schedule. What can I do?***

Check the Show Scheduler and ensure "Remote Ticketing" is checked on the show time. If this is unchecked, it will take the show time off the AMC website and off the Screenwriter schedule.

6. ***Will Fathom events be scheduled by Producer?***

DCP Fathom events will be scheduled by Producer. However, DVR and DCDC Live Streaming events will still be scheduled by the theatre.

7. ***Will Dolby be scheduled by Producer?***

Yes. If the Dolby has not been updated with simplified automation the theatre will need to schedule the morning startup manually depending on what feature aspect ratio they're playing that day. If you play a Scope feature, use the Scope morning startup. If you play Flat, use Flat morning startup.

8. ***Will PTRs be scheduled by Producer?***

No. Refer to the PTR section of this guide for exact instructions.

9. ***Will Sensory Friendly Shows be scheduled by Producer?***

Yes. Ensure the SSF show has the correct SFF attribute on the POS tab. If not, check that the correct IRN and Format is being used in the Show Scheduler.

10. ***What do I do if I have a two-part feature with or without an intermission?***

Nothing extra needs to be done. Producer will schedule both parts and include an intermission if applicable.

11. ***Do I need to add a credit offset macro to the feature content?***

No. Producer adds all automation to your playlists.

12. ***Will DCDC Streaming events (UFC, Live Q&As, etc.) be scheduled by Producer?***

No. Follow the Action Required emails sent by the TOC. The process for these events remains the same.

13. ***Will Producer or Screenwriter delete content?***

No. The process for this remains the same. Content will need to be deleted manually from each auditorium and the library.



14. *How do I modify trailers in my playlist?*

TrailerX handles all trailer placements, and these packs cannot be edited. Any changes that need to be made will be made by the Trailers team.

15. *Playlists aren't assigning to my alternative content event. How can I fix this?*

The "FATHOM" attribute needs to be deleted from the POS session. Follow these instructions:

- a. Navigate to Schedule→POS
- b. Search for the affected show and select the entry
- c. Hover over the Fathom attribute and click the X to remove it
- d. Select "OK"
- e. Repeat for each entry
- f. Select all affected shows and click "Unassign"
- g. Select 'Save.'





ATTRIBUTE LEGEND

	Open Caption
	Assisted Listening/Hearing Impaired
	2D
	3D, IMAX 3D, Prime 3D, Dolby Cinema 3D, BigD 3D, D-Box 3D
	Closed Captioning
	Dolby Vision
	With Subtitles
	Visually Impaired
	HFR, High Frame Rate
	IMAX, IMAX with Laser, IMAX 3D, IMAX at AMC
	Live, Live Q&A, Live Event, Live Football, Special Engagement, Livestream Q&A, No Trailers, Private Event, Private Theatre Rental
	Spoken language not-English, ex French, Italian, Portuguese, Tamil, Mandarin, etc.
	Includes Intermission
	Language Dubbed
	Fathom, Alternative Content
	Prime at AMC, Prime 3D at AMC
	Sing-Along
	Dolby ATMOS, DTS-X
	Sensory Friendly Films

ⁱ [SS-3-36 – Screenwriter Arts Alliance TMS User Guide](#)

ⁱⁱ [FP-1-05c -- Job Aid - Private Theatre Rentals at AMC](#)