

Proc 14114_Creating NEW VIDEO PROJECTS (Facil)

1. In Facil, click on Projects.
2. Click on the button with a triangle and a star (located near the bottom of the Projects window) to create a new project.
3. Enter the following information in the fields indicated:
Title field: Name of Project (Facil will auto generate a number for the project. After you finish creating the Project go back to the Title field and add the number so the title will be something like Gene TV 1169_).
Status: Active.
Budget: Leave at \$0.00.
Funding: Leave blank.
Start: Enter today's date.
Planned End: Enter December 31 of the current year.
Close: Leave blank.
Organization: Choose Organization from dropdown if applicable.
Web Site Address: Enter the Organization's web site if applicable.
Producer: From the dropdown, choose the executive producer.
Description: Enter program description to be used in program listings, if available.
Notes: Enter any additional information about the Project.
Notice Text: Information entered in this field will appear in a pop up window whenever a reservation is made for this project.
Subject: Choose the appropriate Project topic from the dropdown menu.
Length: Enter the normal program length for this project.(e.g.: 0:29:30, 0:14:30)
Variable Length, Adult Content, Filler: Click any appropriate items.
Prod Type: Choose the appropriate Prod Type from the dropdown.
Signal Source: Choose the appropriate Signal Source. (Choose Computer for recorded programs to be played out from the 3400.)
Origin: Choose the appropriate Origin. CTV Assist for Non-profit and live programs, CTV Staff for Government Meetings and staff produced specials, Outside will never be used, Resident for programs produced by local residents.
Owner: Choose the appropriate Owner. CTV for programs produced with CTV equipment, Licensed will never be used, Producer for programs produced with equipment other than from CTV.
Primary Audio: Leave as English.
Secondary Audio: Leave blank.
Close Captioned: Leave blank.
Rating (TV-): Leave blank.
Distribution Rights: Leave blank.
PROD Schedule: If this project has a recurring production time, enter that information here.
Public CONTACT: Enter the phone number in this field that can be given out to the public.
4. X out of that window and you will be prompted to save the data. Click OK to save data.