Fox Entertainment Studios/Neshama



Workflow

VERSION 2.0

May 1ST, 2025

Frame.io Workflow

First Steps

To ensure the fewest uses of collaborator roles possible, please adhere to these general principles of the Frame.io system.

The first step is to have your project team created by the Fox Entertainment Studios Post team. Ideally, your new team will be created as soon as your title has been greenlit. To get you started, please complete the following form: **https://www.forms.fox/frameio**



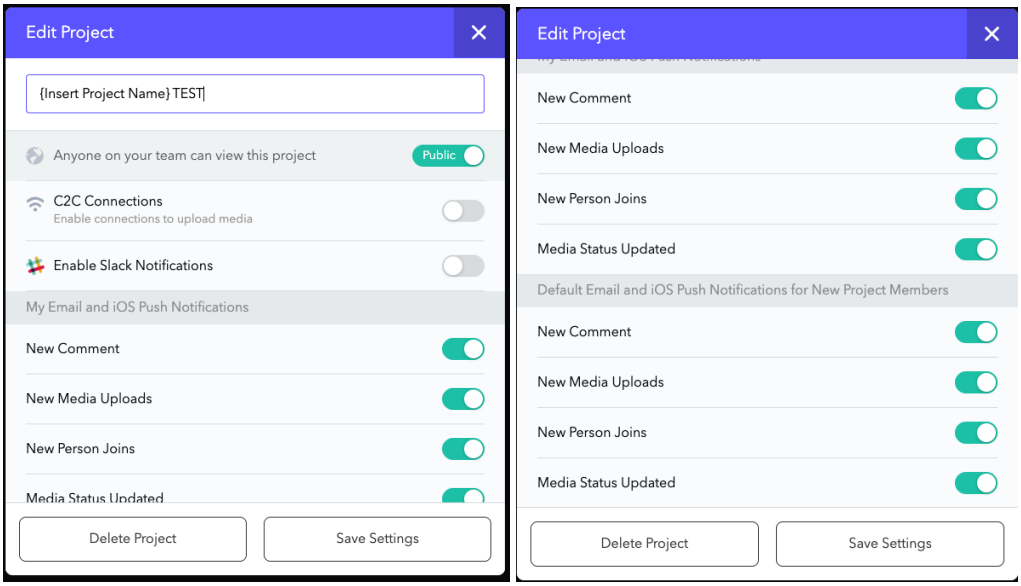
If you still have not received a team project by hard prep, please email StudioPost@fox.com.

Managing your Team & Projects

Now that the team for your title has been created, it's time to start managing the team and creating projects. Click on the plus sign next to your team's name to create a project within that team.

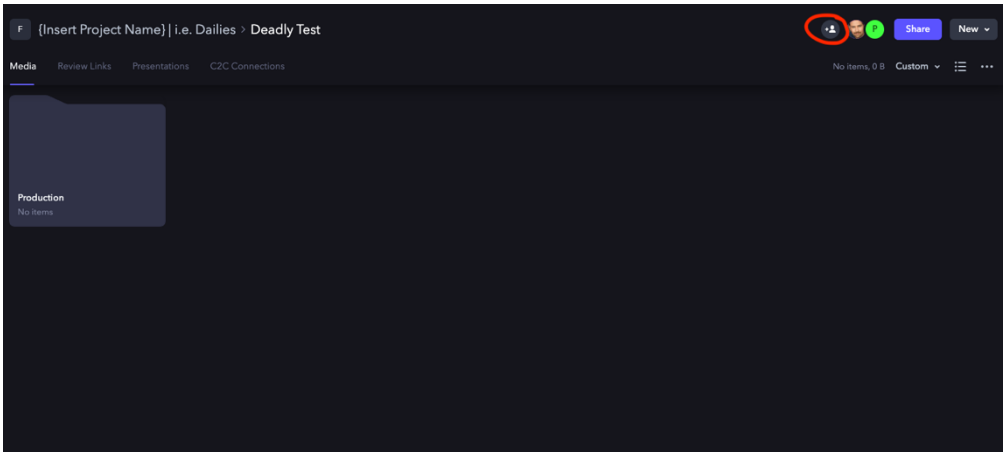


The following screen will appear.



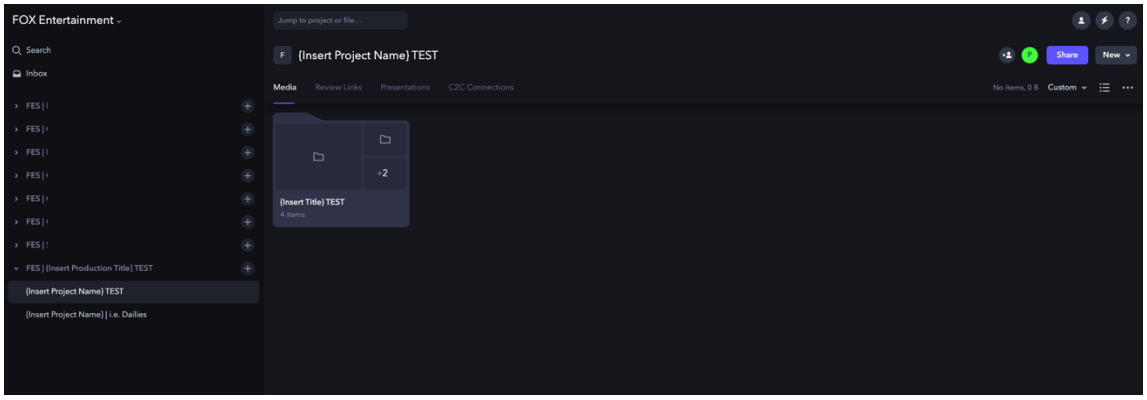
From this screen you can name your new project and set the privacy and notification settings. It's important to make sure all projects are set to public. Once you've adjusted the settings, you can create your project. Your new project will show up within your team, pictured below.

Now that you have your project created, you can go ahead and invite the members that need to be invited. You do so by clicking the button circled below.

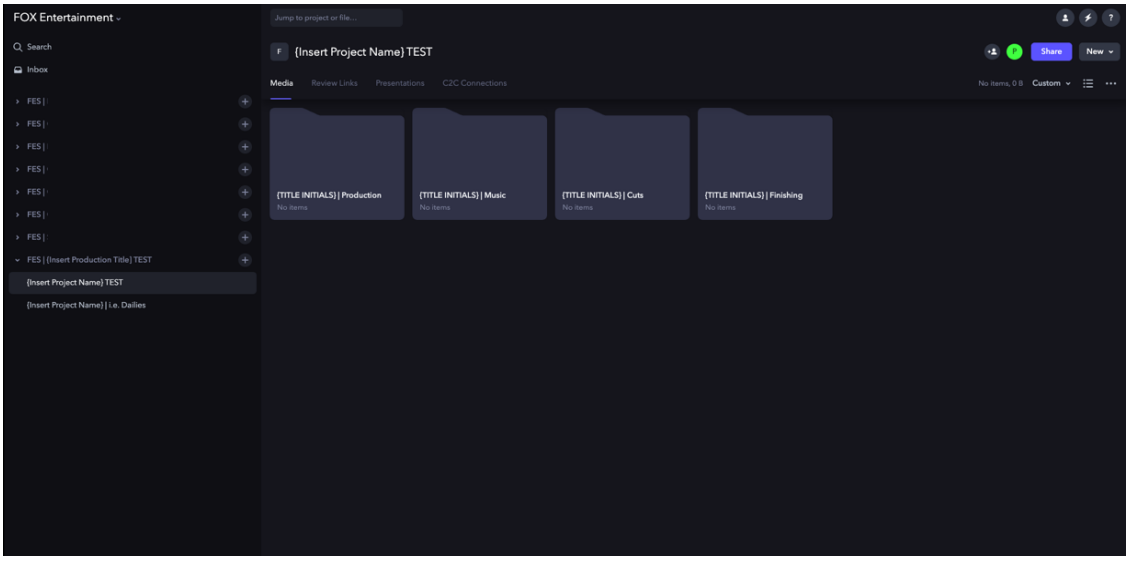


The list of external invited members should only be comprised of people who need to upload media to the project like editors, composers, and Dailies technicians. All Fox Entertainment Studios (FES) and Neshama staff can be invited without concern of increasing the license numbers, as all FES and Neshama staff will have permanent licenses. However, the Post team should have no more than 6 "Team Members" and anyone else invited should be collaborators. The FES Schedule A team should always be invited to every project, bunny.zhao@fox.com & paige.newman@fox.com. Additionally, the Fox Entertainment Music team should also be invited to every project and their emails are brett.engwall@fox.com & selena.arizanovic@fox.com. These emails can be invited without concern of increasing the license count. For more information on Account Management Roles, please see this link **https://support.frame.io/en/articles/8517-enterprise-account-management-roles**.

Now you've invited the required team members and before going any further, ensure you create a master folder within your project. This master folder will contain all other folders for the project and should look something like what is pictured below. It's required to create this master folder first, so the review link system works as intended.



Now that you have your master folder created, you can begin creating all your subfolders for the various media and information that will be uploaded to the project. The inside of your master folder should look something like below.

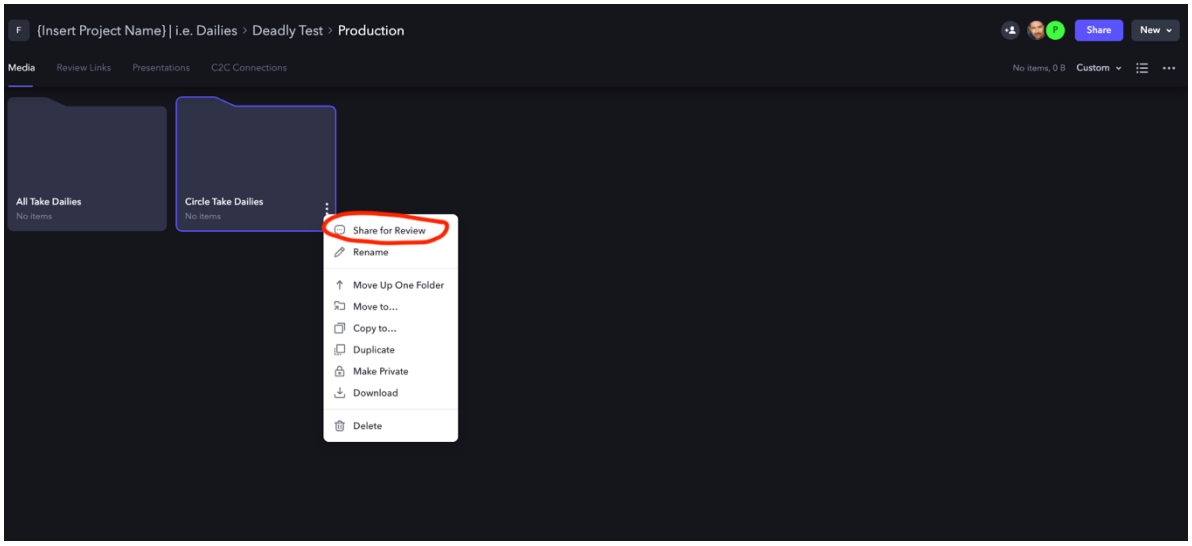


Now that you have your project with the correct members invited and a master/sub folder structure in place, we can move onto learning about sharing and review links.

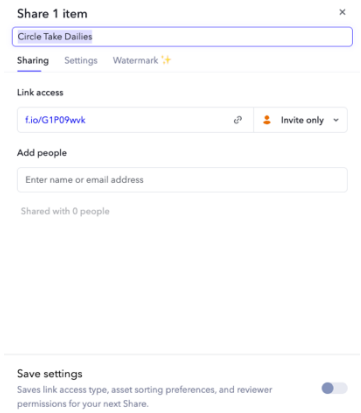
Sharing & Review Links

The purpose of the new Frame.io process is to reduce the amount of team member and collaborator licenses used by FES/Neshama while maintaining the same functionality as before. To that end, it's important that the production creates a centralized email that all departments have access to. This email will be given frame.io permissions so they can create and send out review links. The most common content that will be shared via review links are production content for approvals like location photos, hair & makeup photos, and wardrobe photos. Also, post-production content such as the Dailies and Network Cuts. I'll illustrate the review link system with an example scenario.

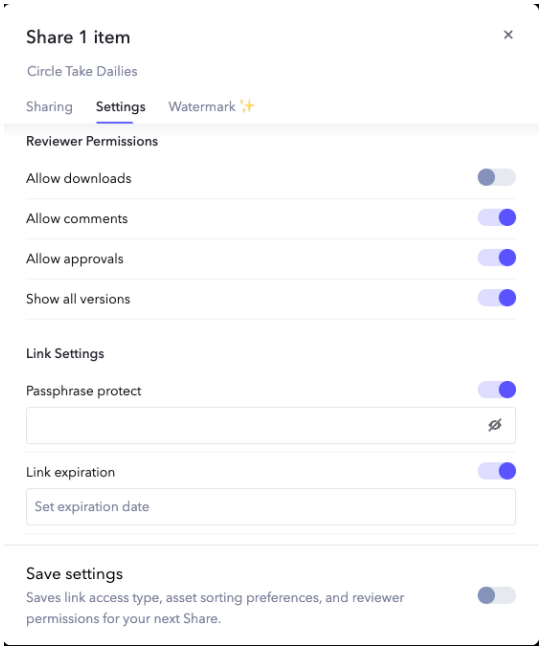
In this scenario, we want to share the dailies of our test project with the external creative producers from the Network. First, it's important that the Dailies folder includes the title in the folder name. Under the previous system, we would create a separate project for the Dailies and invite the external producers as collaborators/team members. Under the new system, we simply select the Dailies folder that is in our master project folder, right click and select 'Share for Review".



This will open the review link screen.

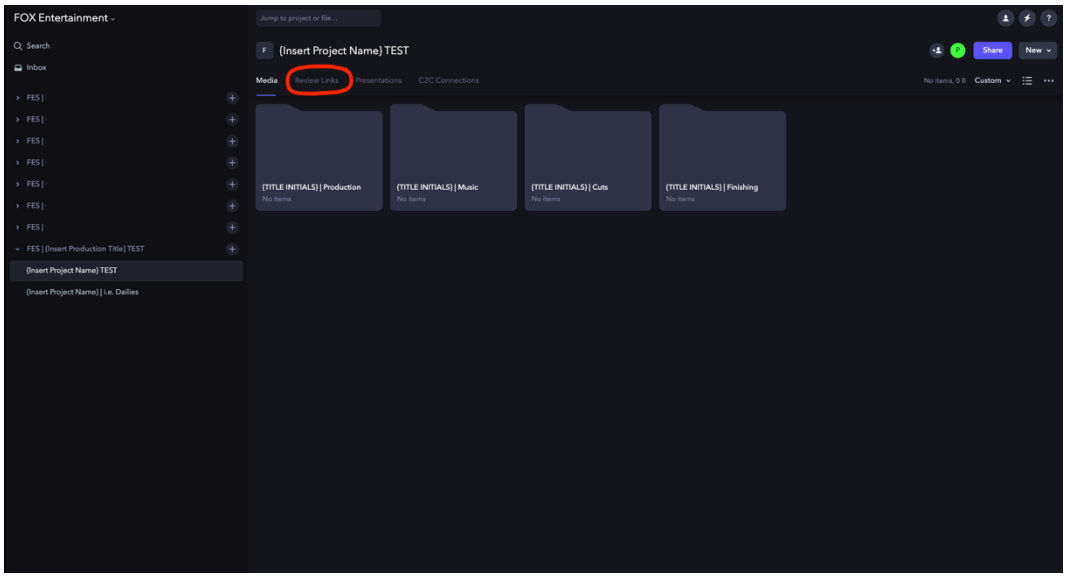


From this screen we can create a link for the external producers to view the Dailies folder. We can set the access type of the link, which should generally be set to private, as well as the permissions of the people viewing the link. We can decide whether we want the reviewers to be able to download the media, whether they can comment, approve, or see multiple versions. We can password protect the link or set an expiry timer for it or add a Watermark on the media in the folder. Generally, review links should not be downloadable, be password protected with an expiration date.

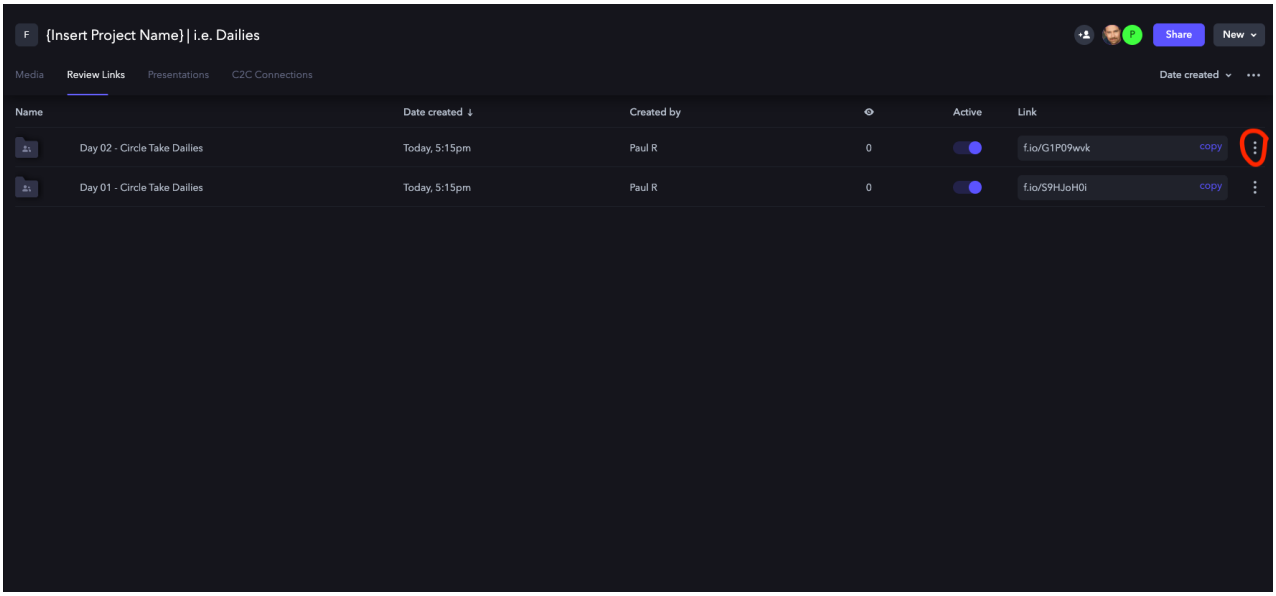


Once you send the link, whoever receives it will be able to view the contents of the Dailies folder and use the review features as allowed by the set permissions.

You don't have to create a new link every time you want to share that same folder in the future, instead you can manage all review links ever created by selecting "Review Links" anywhere inside the project.



The Review Links management screen will open. From this screen you can view all the review links that have ever been created for this project. You can see what folder was shared by the link, when the link was created, who created it, and how many people have viewed it. You can deactivate the link, copy the link, and by clicking on the three dots on the right side of the screen you can alter the settings of the link.



It's with these review links that we will now be sharing content on Frame.io with anyone external to Fox Entertainment Studios or Neshama. It allows the same functionality as previous without increasing the number of paid licenses needed by Fox Entertainment Studios.