



# **Quick Start Guide**

07/10/2015

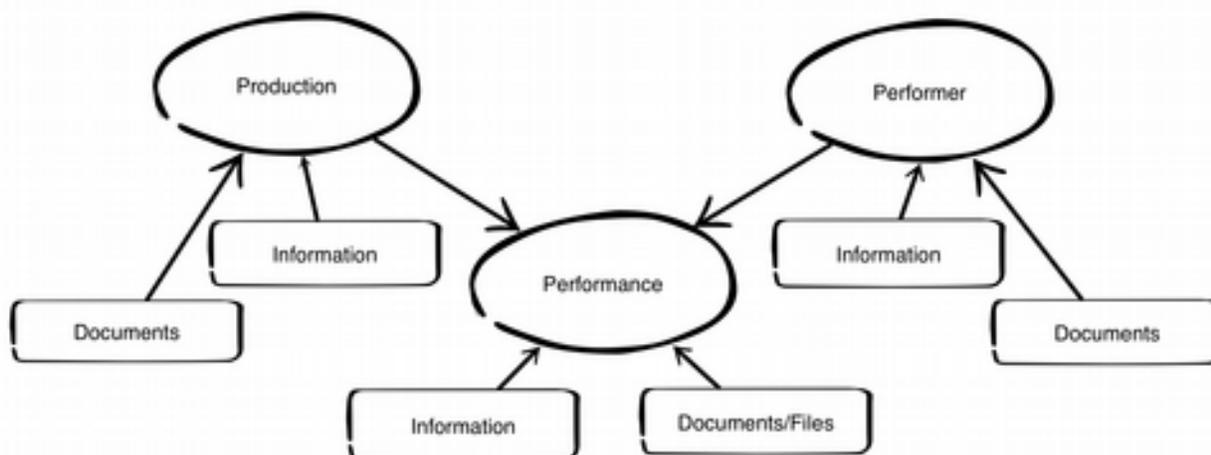
## Introduction

Thank you for your interest in Comply2257.com. This service provides a way for content creators and producers to manage information and documents that is required by 18 US Code, Section 225. Please take a moment and read through this guide, as the method of storing these records is unique in Comply2257.com and it will be helpful to understand the basic principles of how our system works.

Unlike a typical file system, our database is set up as a group of related items – we call them entities – which creates a method of quick indexing, reduced storage capacity requirements, and better integrity as information changes. The main entities of the database are:

- Productions – These are records of either a video that is shot, a photo shoot, or whatever you define in your business as a unique project. A production can have information and documents attached to it, which are specific to the project as a whole. Also, a production may have several performances and performers.
- Performers – A performer is a person. The person can have multiple aliases, notes and other information, and various documents and records attached, which are specific to the person, regardless of what performances they are involved with.
- Performances – A performance is basically what ties a performer to a production. Think of a performance as a depiction of a performer within a specific production. The performance may have information and documents, such as depiction samples, attached to it.

The purpose of setting up the database in a relational manner, such as this, is that information for a specific record can be shared across other records. For instance, if a performer has a new alias entered in their record, that alias will be available when the performer record is viewed as related to any performance they have been involved with. There is not a need to go through each performance and update the alias record there, as the change will simply be propagated through all related records.

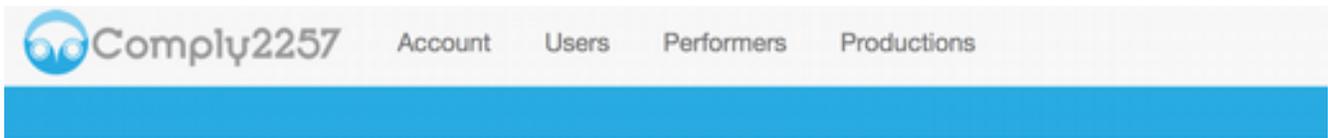


## Getting Started

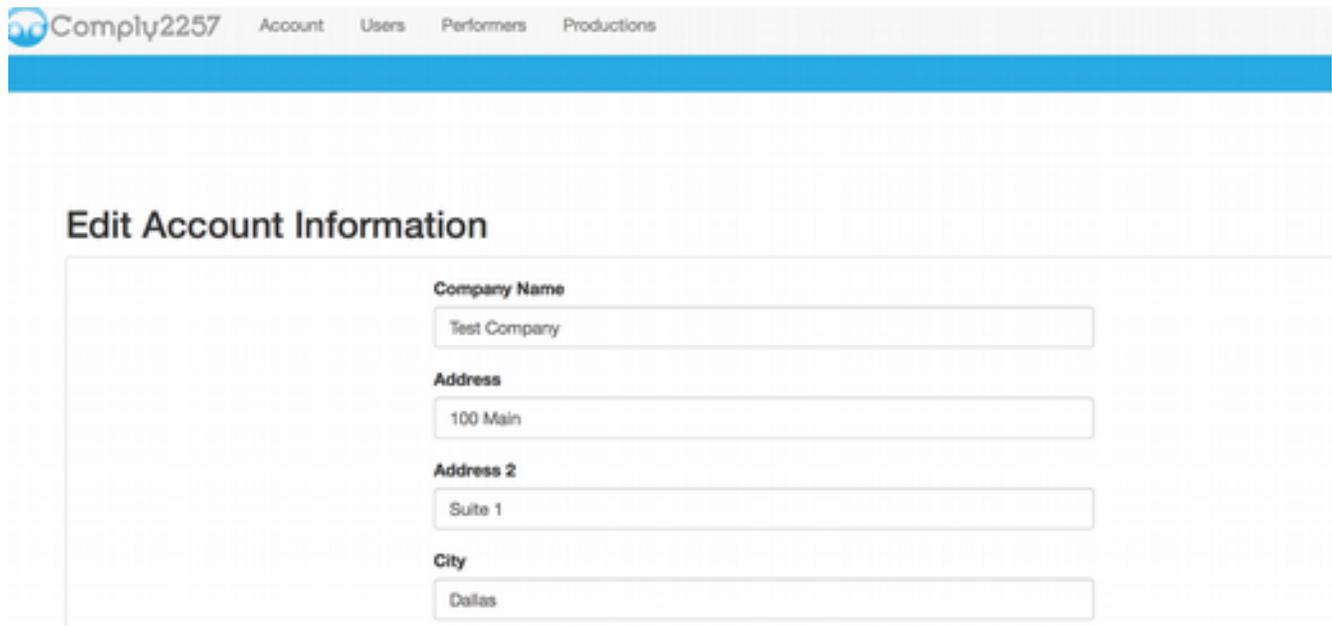
After signing up for your account and verifying your email address, you may log into Comply2257.com and start right away. To begin, it is best to finish a few housekeeping issues, such as setting up your business information and adding any other users you wish to have on your account.

## Business Information

To set up your business information, click the “Account” link in the top menu:

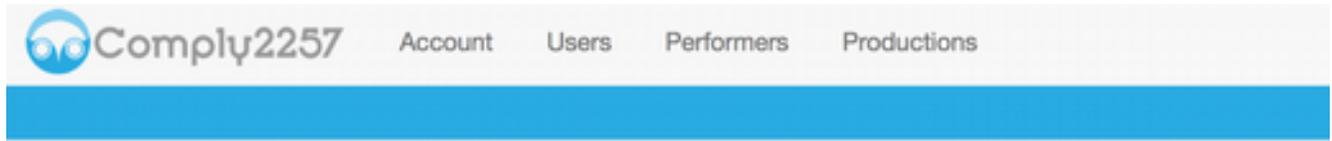


Edit the information for your business in the form that's shown, and submit:

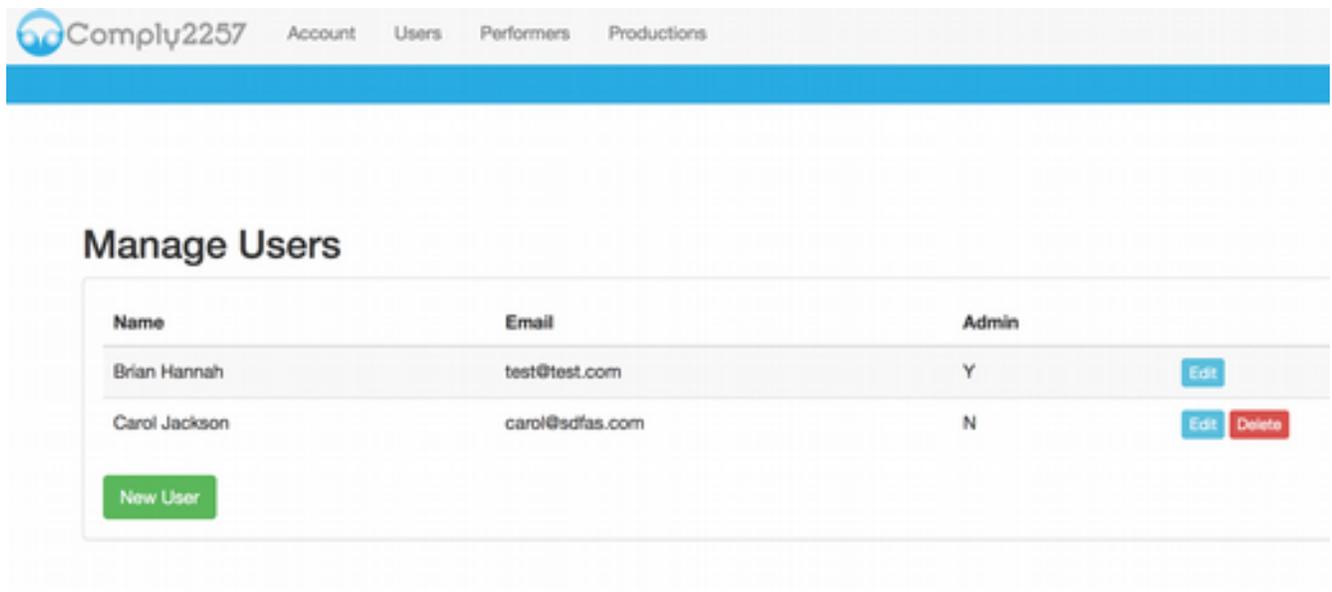
A screenshot of the "Edit Account Information" form. The form is titled "Edit Account Information" and is located below the navigation bar. It contains four input fields, each with a label above it: "Company Name" (containing "Test Company"), "Address" (containing "100 Main"), "Address 2" (containing "Suite 1"), and "City" (containing "Dallas"). The form is enclosed in a light gray border.

## Managing Users

To manage users on your account, click “Users” in the top menu:



You will see a list of all users on the account with the option to add, edit, or remove the users:

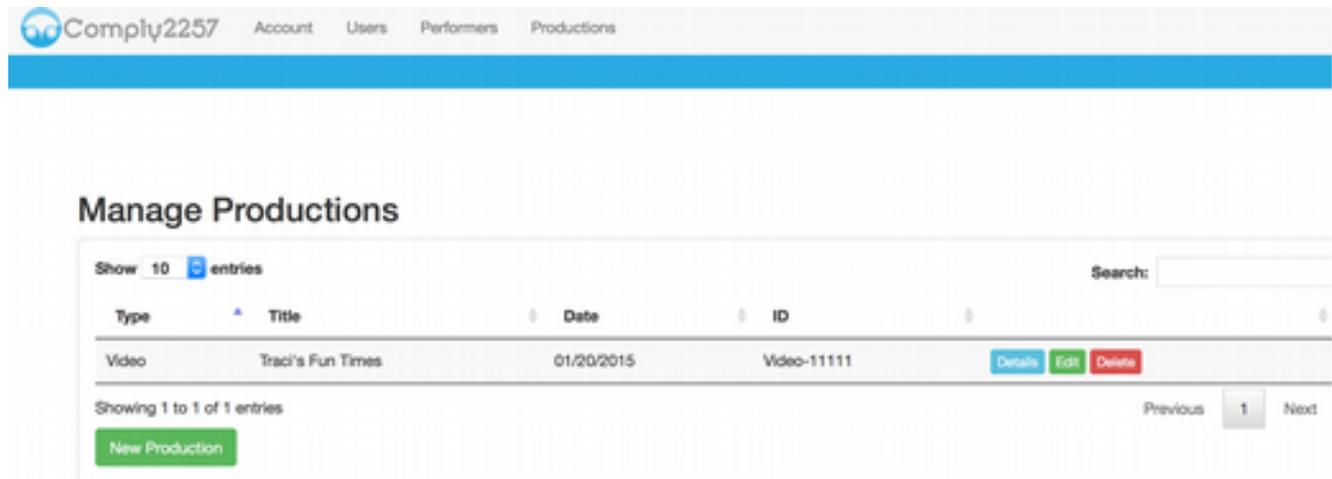


When adding or editing users, please note that a user can be an “Administrator” or “Non-Administrator.” The difference is that Administrators can add, edit, and remove other users, and update the account information. Non-administrators will not have access to these functions.



## Managing Productions

As mentioned previously, a production is basically a single project in your business, which may have several performers. To manage productions, click “Productions” in the top menu and the following screen will appear:



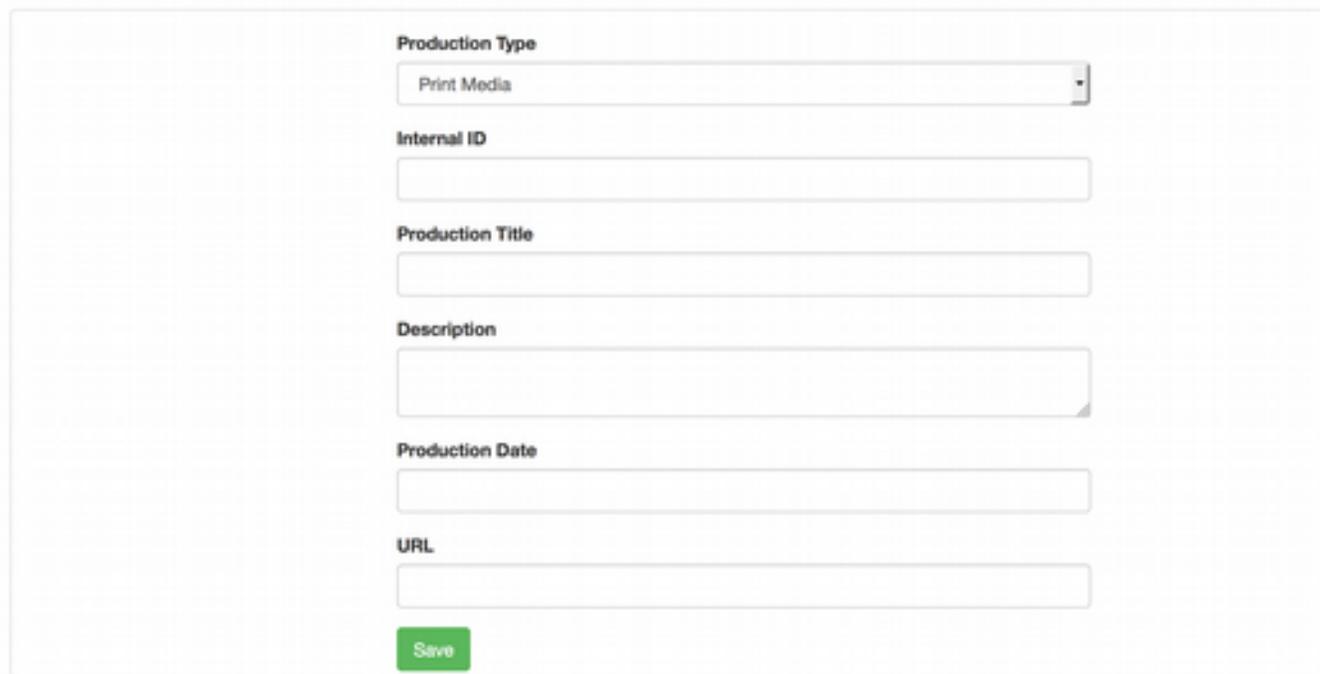
The screenshot shows the 'Manage Productions' page in the Comply2257 application. At the top, there is a navigation bar with the logo and menu items: Account, Users, Performers, and Productions. The main heading is 'Manage Productions'. Below this, there is a search bar and a 'Show 10 entries' dropdown. A table lists the production details:

Type	Title	Date	ID	
Video	Traci's Fun Times	01/20/2015	Video-11111	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>

Below the table, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation links. A green 'New Production' button is located at the bottom left of the table area.

This screen lists all of your productions. Finding a production can be done by using the “Search” field in the top, right corner of the table, which will filter the list by any matching term. You add a production by clicking “New Production.”

## Add/Edit Production



The 'Add/Edit Production' form contains the following fields:

- Production Type:** A dropdown menu currently set to 'Print Media'.
- Internal ID:** A text input field.
- Production Title:** A text input field.
- Description:** A larger text input area.
- Production Date:** A text input field.
- URL:** A text input field.

A green 'Save' button is located at the bottom of the form.

Once the information is entered and the form saved, you will be taken to the details page for that production, so you may continue adding other information and documents to the record:

## Production Details

General Info | Notes | Documents | Depiction Files | Performances

### General Information

Type	Video	Internal ID	Video-11111
Title	Traci's Fun Times	Description	This is a film with Traci and others.
Production Date	01/20/2015		

[Edit Information](#)

In the Production Details screen, you will notice the information is organized in a tabbed interface. The first tab is the basic information you entered in the form to create the record. The next tab allows you to add general notes about the production. These notes are for informational purposes only, and can basically be anything you want to enter.

## Production Details

General Info | Notes | Documents | Depiction Files | Performances

### Notes

Show 10 entries Search:

Entered	By	Notes	
07/10/2015 16:56	Brian Hannah	A general note here	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries Previous 1 Next

[Add Note](#)

The third tab will display a list of documents that you've uploaded for the production. These should be documents for the production as a whole, rather than tied to specific performers, etc.

## Production Details

General Info | Notes | Documents | Depiction Files | Performances

### Documents

Show 10 entries Search:

Date	By	Type	Title	
07/10/2015 16:57	Brian Hannah	Other	Production contract	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries Previous 1 Next

[Add Document](#)

To view or download a document that you previously uploaded, click the “Details” button beside that document record, and you should see a screen similar to this:

## Document Details

<b>Production</b>	
<b>Date Uploaded</b>	07/10/2015
<b>Type</b>	Other
<b>Title</b>	Production contract
<b>Description/Notes</b>	The contract with the production company
<a href="#">Download</a> <a href="#">Go Back</a>	

Please note that the “Download” button may be disabled immediately after the file was uploaded, as it takes a few minutes for the uploaded document to be processed and made available for download. The files are stored in a storage system that allows them to persist, even in the event of a server failure, yet they are not accessible outside of your account for security.

The fourth tab will display a list of depiction files for the production. These can be used across multiple performances to reduce redundancy in the file storage. For instance, if you have two performers in a performance of this production, you can upload a depiction file of the two performers together and attach it to both of their performances.

## Production Details

General Info Notes Documents **Depiction Files** Performances

### Depiction Files

Show 10 entries

Date	By	Type	Title	
05/29/2015 01:51	Brian Hannah	Video	Ken and Traci	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

[Add File](#)

Again, clicking “Details” allows you to view and download the files. And, as with the documents, the download button may be disabled for a few minutes while the file is processed, especially if it's a video. Video files are reduced to a reasonable resolution and compressed to reduce the storage requirements.

The final tab on the Production Details screen shows a list of performances for this production:

**Production Details**

General Info Notes Documents Depiction Files **Performances**

**Performances**

Show 10 entries Search:

Performer	Depiction Title	Depiction ID	File(s)
Traci Jones	Scene 1	TFT_SCENE_1	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries Previous 1 Next

[Add Performance](#)

As discussed, a performance is what ties a performer to the production. You can add a performance from this screen, by clicking “Add Performance,” or you can add a performance from the Performer Details screen, as we’ll see later.

## Add/Edit Performance

**Performer**

<-- SELECT PERFORMER -->

**Title of Depiction**

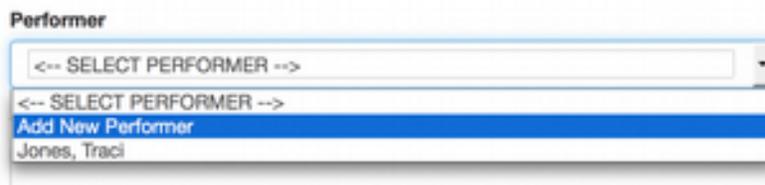
**ID of Depiction**

**Depiction Sample File**

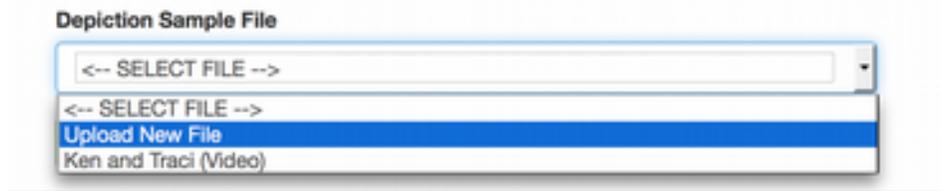
<-- SELECT FILE -->

[Save](#)

You’ll notice when adding a performance from the Production Details screen, you will need to select a performer. You can also click “Add New Performer” in this dropdown, which will route you to the screen to add that performer and then bring you back to the Add/Edit Performance screen.



Similarly, you be asked to select a depiction file for this performance. This can be a file that you uploaded in the Performance Details screen, Depiction Files tab, or you can select the option to add a new file.



Uploading a new file will attach that file to this performance, as well as make the file available to be attached to other performances.

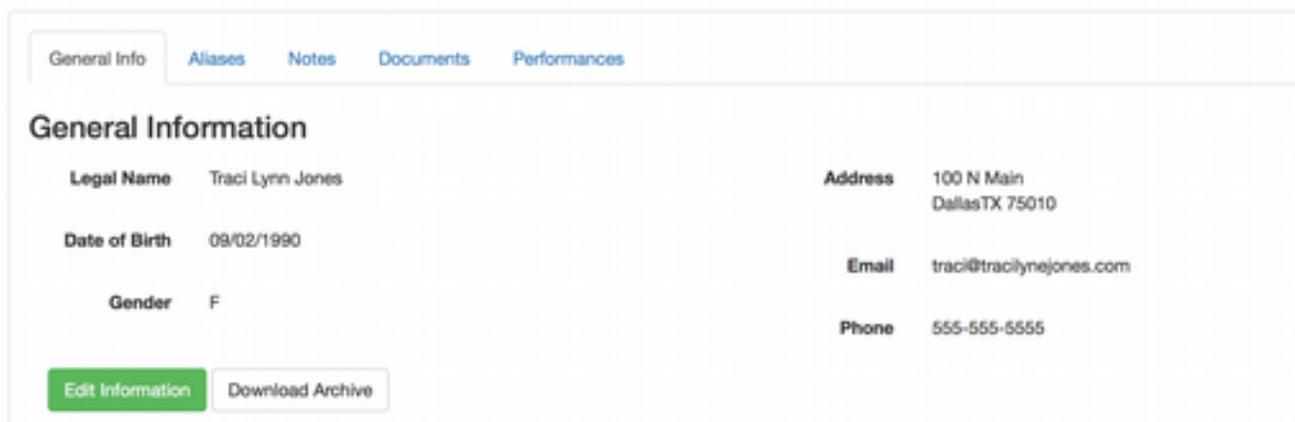
## Managing Performers

You've already seen that you can add performers in the Add/Edit Performance process. However, you can also manage them all in one location by clicking “Performers” in the top menu. The following screen should appear:



Clicking “New Performer” will open the Add/Edit Performer screen, where general information about the performer can entered. Once added, you'll be directed to the Performer Details screen.

## Performer Details



You'll notice a familiar interface with the information being broken up by tabs. The first tab is the general information about the performer that you entered when adding them. The second tab allows you to manage aliases that this performer has used.

## Performer Details

The screenshot shows the 'Aliases' tab selected. At the top, there are navigation tabs: 'General Info', 'Aliases', 'Notes', 'Documents', and 'Performances'. Below the tabs, the title 'Aliases' is displayed. There is a 'Show 10 entries' dropdown and a search box. A table lists one alias: 'Traci Lynn Smith'. To the right of the name are 'Edit' and 'Delete' buttons. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons. An 'Add Alias' button is at the bottom left.

This should be very straight forward, and the aliases are accessible for the performer from any performance record they are attached to, eliminating the need to make sure all records are up to date.

The third tab are notes about the performer, and this function operates exactly like the notes for the productions.

Likewise, the documents tab will allow you to upload documents that pertain to this performer. These can be age verification records, affidavits, contracts, etc.

## Performer Details

The screenshot shows the 'Documents' tab selected. At the top, there are navigation tabs: 'General Info', 'Aliases', 'Notes', 'Documents', and 'Performances'. Below the tabs, the title 'Documents' is displayed. There is a 'Show 10 entries' dropdown and a search box. A table lists one document: '05/28/2015 23:37' by 'Brian Hannah' of type 'Identification' with title 'Driver License'. To the right of the title are 'Details', 'Edit', and 'Delete' buttons. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons. An 'Add Document' button is at the bottom left.

Click "Details" beside a record to view more information and download the document. As mentioned earlier, recently uploaded documents may take a few minutes to be available for download.

The last tab on the Performer Details screen is “Performances.”

## Performer Details



The screenshot shows the 'Performer Details' screen with the 'Performances' tab selected. At the top, there are navigation tabs: 'General Info', 'Aliases', 'Notes', 'Documents', and 'Performances'. Below the tabs, the 'Performances' section is titled 'Performances' and includes a 'Show 10 entries' dropdown and a search box. A table lists performance records with columns for 'Production', 'Date', 'Depiction Title', 'Depiction ID', and 'File(s)'. One record is visible: 'Traci's Fun Times' on '01/20/2015' for 'Scene 1' with 'Depiction ID' 'TFT\_SCENE\_1'. Action buttons 'Details', 'Edit', and 'Delete' are shown for this record. At the bottom, there is a green 'Add Performance' button and pagination controls showing 'Showing 1 to 1 of 1 entries' with 'Previous', '1', and 'Next' buttons.

You'll notice that the records correspond to the performance records in productions which this performer was a part of. This method of tying entities together allows you to ensure that your information is accurate, easily maintained, and duplicate information is reduced or eliminated.

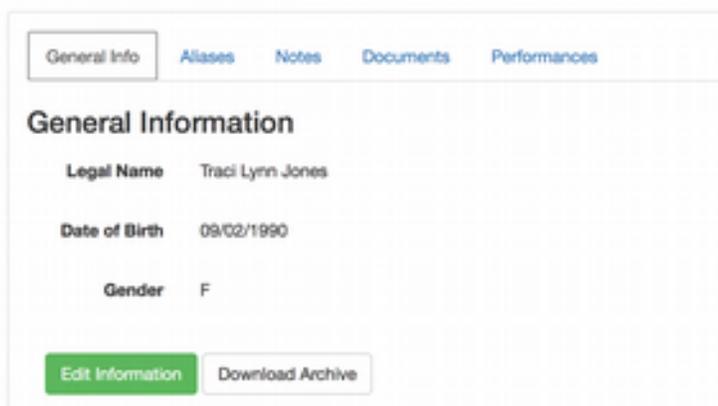
But, now that you have all of your information and records in the system, how do you retrieve it without having to switch back and forth between all of these screen? It's much easier than you may think.

## Retrieving Records

As you've seen, you can view information about performers and productions, and download documents and files that you've uploaded. However, the most convenient method of retrieving information about a particular performer is using our archive-based retrieval system.

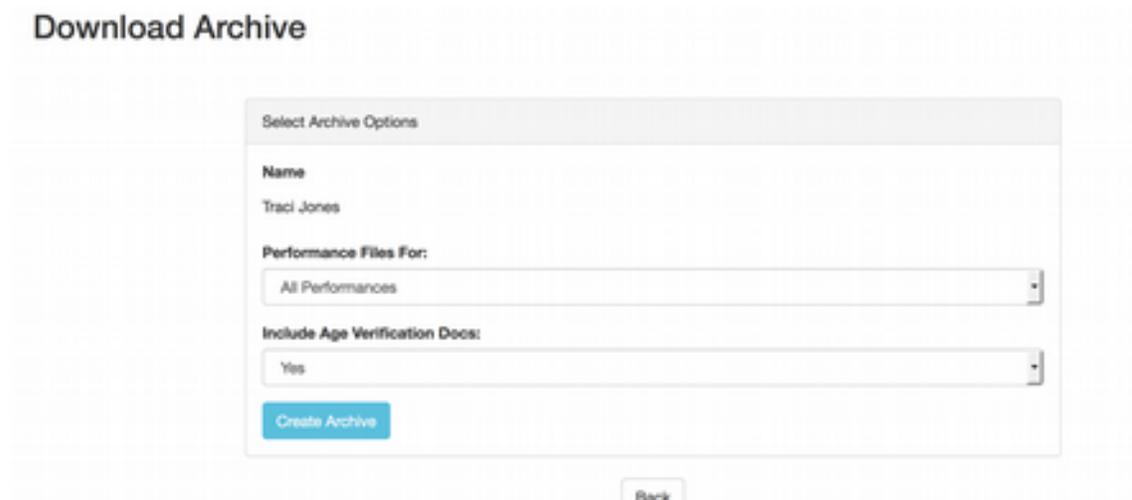
On the Performer Details screen, you should notice a button at the bottom of the screen labeled “Download Archive.”

## Performer Details



The screenshot shows the 'Performer Details' screen with the 'General Information' tab selected. At the top, there are navigation tabs: 'General Info', 'Aliases', 'Notes', 'Documents', and 'Performances'. Below the tabs, the 'General Information' section is titled 'General Information' and displays the following details: 'Legal Name' Traci Lynn Jones, 'Date of Birth' 09/02/1990, and 'Gender' F. At the bottom, there are two buttons: 'Edit Information' and 'Download Archive'.

Clicking that button opens the following screen:



The screenshot shows a web form titled "Download Archive". At the top, it says "Select Archive Options". Below this, there is a "Name" field with the value "Traci Jones". There are two dropdown menus: "Performance Files For:" with the value "All Performances", and "Include Age Verification Docs:" with the value "Yes". At the bottom of the form is a blue button labeled "Create Archive". Below the form is a "Back" button.

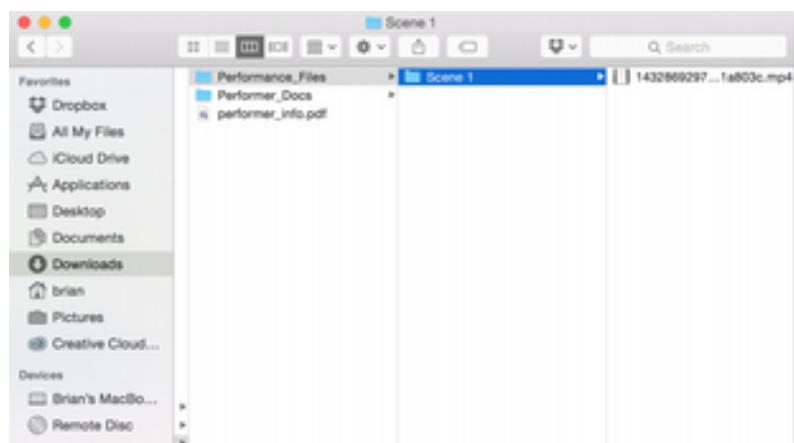
When creating the archive, you may select if you want to download files and information about all of this performer's work, or only a single performance. You may also select if you want to download age verification records, as you may or may not want to include these records, depending on the purpose of the archive.

Click "Create Archive" and after a few seconds, a green button will appear, allowing you to download the archive that was built for the performer.



This screenshot shows the same form as above, but now it has a green button labeled "Download Now" at the bottom right. The "Create Archive" button is still present on the left.

The download will be a Zip archive, which will contain text documents with the information about the performer, as well as folders and files for each of the documents and depiction files you have attached to them and their performances.



## **More Help?**

If you run into any problems or have questions related to how the system works, please don't hesitate to contact us at [info@comply2257.com](mailto:info@comply2257.com). We'll be happy to help you get started, or correct any problems that may be occurring on our end. Also, we will be reaching out to you soon help in making the product better, so please help us by contributing any information you feel will make Comply2257.com the best solution for managing your data.