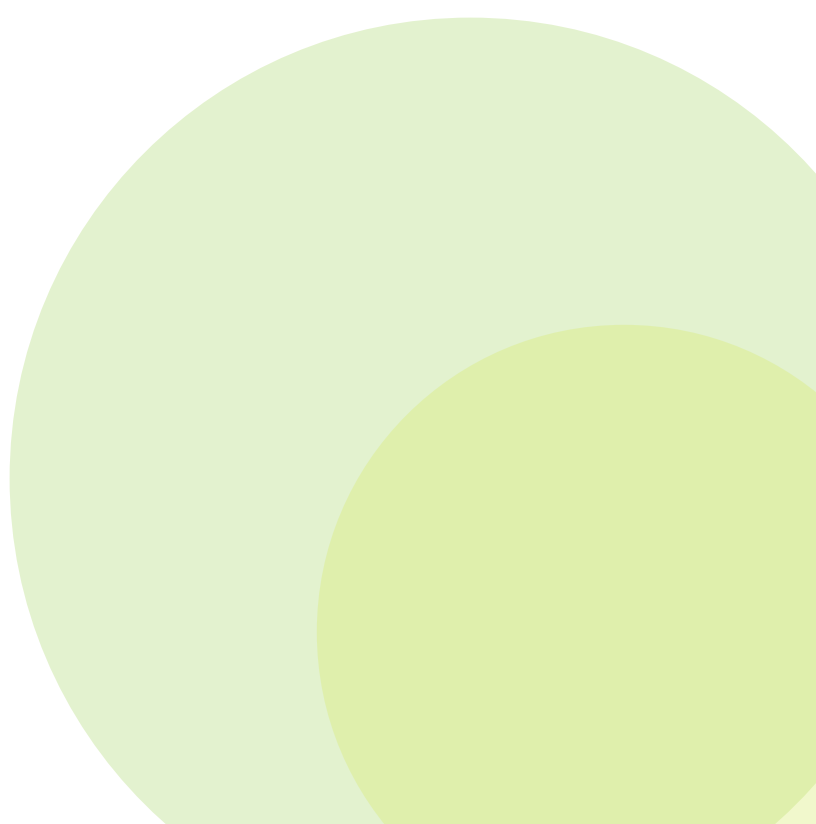


REPORTS REFERENCE

dzjinius at-hand

Reports — User Manual

dzjinius at-hand — Natural Language Query Agent
Dzjinius Brand Edition · 4 Reports



CONTENTS

- Chapter 01.** Call Sheet
- Chapter 02.** Contact List
- Chapter 03.** Contact Details
- Chapter 04.** Resource Scheduling

Call Sheet

CALL SHEET		6728-6730 ELLIE BRENT		
Scene	Set	I/E	Pg	Cast
6728.2	OSBORNES - BEDROOM	INT	0	
6728.1A	OSBORNES - LIV-KIT	INT	3	1,2,5
6728.4A	OSBORNES - LIV-KIT	INT	1	
6728.10	OSBORNES - LIV-KIT	INT	3	

CAST		CREW	
BETH KEANE	R. RYAN	Director	E. Brent
DARREN OSBORNE	A.T. DAWSON	1st AD	C. Melia
NANCY OSBORNE	J. FOX	Script Sup.	M. Fitzsimmons

DAILY CALL SHEET · MERGED FROM PRODUCTION DATA

WHAT IT IS

A complete daily call sheet generated from the production database — scenes, cast call times, crew assignments and schedule information merged into a branded Word document ready for distribution. One call sheet is produced per unit per shoot day.

WHEN TO USE IT

Generate call sheets at the start of each day or week of production. Useful when the official call sheet system is unavailable, for quick ad-hoc previews, or for archival exports.

Daily — every shoot day, per unit

TRY ASKING CUE

Q Generate call sheets for this week

Generated 8 call sheets:

- 6728-6730 ELLIE BRENT — Mon, 14 Apr 2026
https://.../dl/callsheet_6728-6730_ELLIE_BRENT_2026-04-14_abc123.docx
- 6731-6733 ADE BEAN — Mon, 14 Apr 2026
https://.../dl/callsheet_6731-6733_ADE_BEAN_2026-04-14_def456.docx
- ...

Q Generate a call sheet for unit 6728-6730 ELLIE BRENT on 8 April

Generated 1 call sheet:

- 6728-6730 ELLIE BRENT — Wed, 8 Apr 2026
https://.../dl/callsheet_6728-6730_ELLIE_BRENT_2026-04-08_a1b2c3.docx

Q Produce call sheets for next week

Generated 10 call sheets:

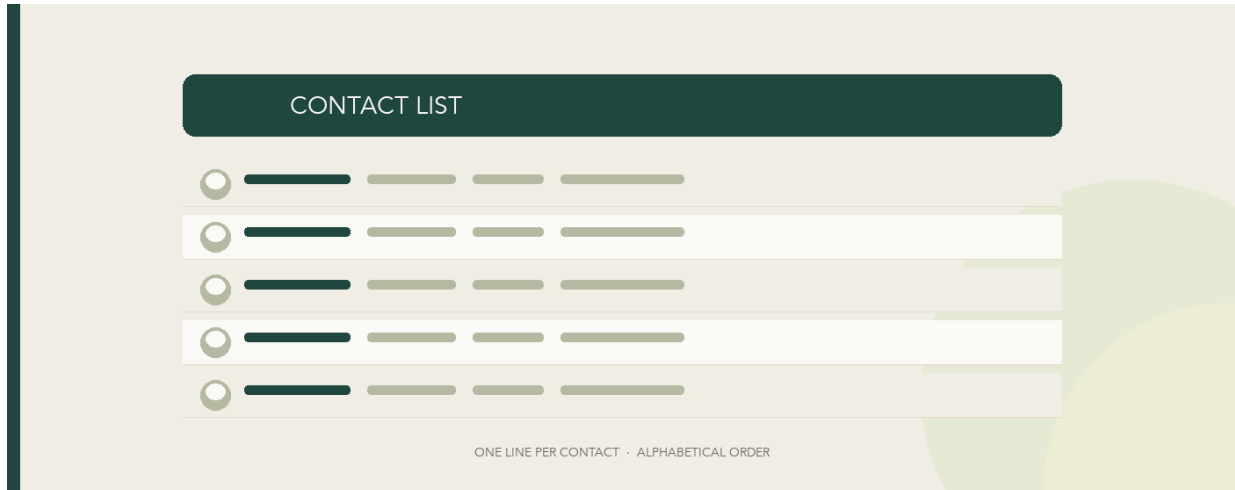
- 6728-6730 ELLIE BRENT — Mon, 21 Apr 2026
- 6731-6733 ADE BEAN — Mon, 21 Apr 2026
- ...

Q Create call sheets for last Wednesday

Generated 2 call sheets:

- 6728-6730 ELLIE BRENT — Wed, 9 Apr 2026
 - 6731-6733 ADE BEAN — Wed, 9 Apr 2026
-

Contact List



WHAT IT IS

A compact one-page-per-batch overview of every contact in the production — one line per person, sorted alphabetically by first name then last name. Each row shows a small avatar placeholder, full name, function/role, mobile number, email and city. Candidates (CONTACT_TYPE = 5) are excluded.

WHEN TO USE IT

Print as a quick reference sheet for the production office, or export as a crew directory to share with department heads at the start of a new block.

Weekly — updated at the start of each production block

TRY ASKING CUE

Q Generate a contact list

Generated contact list with 509 contacts:
https://.../dl/contact_list_abc123.docx

Q Create a contacts overview report

Generated contact list with 509 contacts:
https://.../dl/contact_list_def456.docx

Q Export the crew list

Generated contact list with 509 contacts:

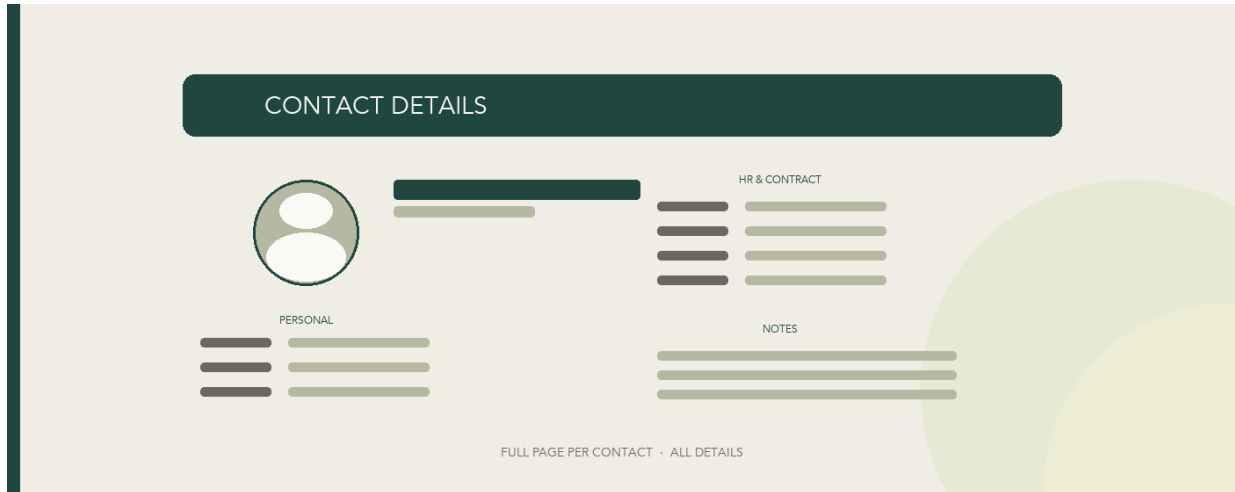
https://.../dl/contact_list_789abc.docx

Q Produce a people list report

Generated contact list with 509 contacts:

https://.../dl/contact_list_fedcba.docx

Contact Details



WHAT IT IS

A comprehensive multi-page profile for a single named contact. Covers all tabs from the dzjinius contact screen: Contact Info, Personal Info (HR Social), Contract, Salary & Costs, Place of Employment, Working Hours (Nominal Grid), Planning Groups, Holiday Transactions, and Notes/Biography. Candidates (CONTACT_TYPE = 5) are excluded. You must specify the person's first and last name in your question.

WHEN TO USE IT

Generate before an onboarding meeting, a contract review, or when HR needs a printable dossier for a specific crew member or artiste.

On demand — per individual, as needed

TRY ASKING CUE

Q Generate contact details for Charlie Behan

Generated contact details for Charlie Behan:
https://.../dl/contact_Charlie_Behan_abc123.docx

Q Create contact details for Ashley Taylor Dawson

Generated contact details for Ashley Taylor Dawson:
https://.../dl/contact_Ashley_Taylor_Dawson_def456.docx

Q Export contact report for Jessica Fox

Generated contact details for Jessica Fox:

https://.../dl/contact_Jessica_Fox_789abc.docx

Q Generate full contact details for Nadine Mulkerrin

Generated contact details for Nadine Mulkerrin:

https://.../dl/contact_Nadine_Mulkerrin_fedcba.docx

Resource Scheduling



WHAT IT IS

A Gantt-style planning grid showing resource bookings over a date range. Each row is a person (crew member or artiste), each column is a day, and each cell shows the booking with colour-coded background: cyan for shooting/prep, green for holiday, salmon for not-available, purple for float, lime for other bookings. A thick left-border accent stripe reinforces the colour category. Empty cells alternate white/beige for readability.

WHEN TO USE IT

Use at the start of each week to review crew deployment, check for gaps or clashes, and share a visual overview with department heads. Also useful for production meetings and schedule reviews.

Weekly — or on demand when planning changes

TRY ASKING CUE

Q Generate resource scheduling for Hollyoaks CAST for this week

Generated resource scheduling report for Department: Hollyoaks CAST (Mon 14 Apr — Sun 20 Apr), 56 resources:

https://.../dl/resource_schedule_Hollyoaks_CAST_abc123.docx

Q Show me the scheduling for group 1st AD Staff this week

Generated resource scheduling report for Group: 1st AD Staff (Mon 14 Apr — Sun 20 Apr), 7 resources:

https://.../dl/resource_schedule_1st_AD_Staff_def456.docx

Q Generate resource scheduling for Hollyoak's Crew for next week

Generated resource scheduling report for Department: Hollyoak's Crew (Mon 21 Apr — Sun 27 Apr), 433 resources:

https://.../dl/resource_schedule_Hollyoaks_Crew_789abc.docx

Q Give me the crew schedule for DOP Staff from 1 March to 14 March

Generated resource scheduling report for Group: DOP Staff (Sat 1 Mar — Fri 14 Mar), 3 resources:

https://.../dl/resource_schedule_DOP_Staff_fedcba.docx

Q Show me the resource schedule for Hollyoaks CAST from 10 March to 23 March

Generated resource scheduling report for Department: Hollyoaks CAST (Mon 10 Mar — Sun 23 Mar), 56 resources:

https://.../dl/resource_schedule_Hollyoaks_CAST_111222.docx

Q Generate scheduling for group Camera Operator Staff from April 1 to April 30

Generated resource scheduling report for Group: Camera Operator Staff (Tue 1 Apr — Wed 30 Apr), 5 resources:

https://.../dl/resource_schedule_Camera_Operator_Staff_333444.docx
