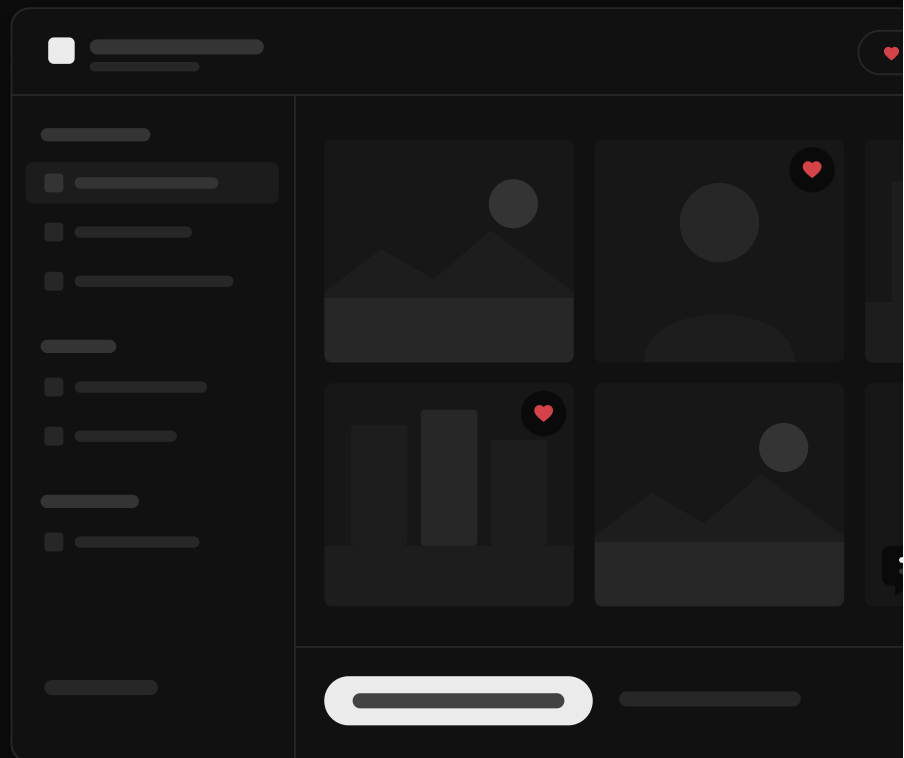


Location scouting, end to end

From the scout's phone in the car to a selection report the brand can sign off. The workflow, the cards, the rounds and the models.



GUIDE 03 · WORKFLOW

Location scouting, end to end

A scout comes back as four hundred photos and an email that says "the third house, the one with the blue door". This guide is the workflow that replaces it: the photos land in the right folder from the field, the client votes on a phone, and the answer comes back as a report with the frames attached.

DAY 0 · BEFORE THE SCOUT

Project, sections, folders, cards. A field upload link per scout day.

DAY 1 · IN THE FIELD

Photos go from the phone into the folder. The office watches them arrive.

DAY 2 · DECIDE

Client logins, a round with a deadline, votes, notes, the report.

CONTENTS

1	The model: areas, locations, frames	3
2	Day 0: set the project up	3
3	Day 1: photos from the field	6
4	Day 2: the decision	7
5	What the client does	11
6	Read the answer	12
7	Models	14

1 The model: areas, locations, frames

A **project** is one job. Inside it, a **section is an area** and a **folder is a location**. Every photo in a folder is a **frame** with a short reference code, so "CALA-03" means the same picture to the scout, the client and the DoP.

FOLDER STRUCTURE FOR A SCOUT

```
Alba Coffee — Recce Barcelona
  Coast                ← section = area
    Cala Fosca         ← folder = location  (frames CALA-01 ... CALA-08)
    Casa Lidia          (LIDIA-01 ... LIDIA-06)
    Port Vell
  City
    Bar Mariola
    Nave Poblenou
  Inland
    Masia Can Roure
```

Three to five areas, three to six locations per area. More than that and the client stops comparing and starts scrolling.

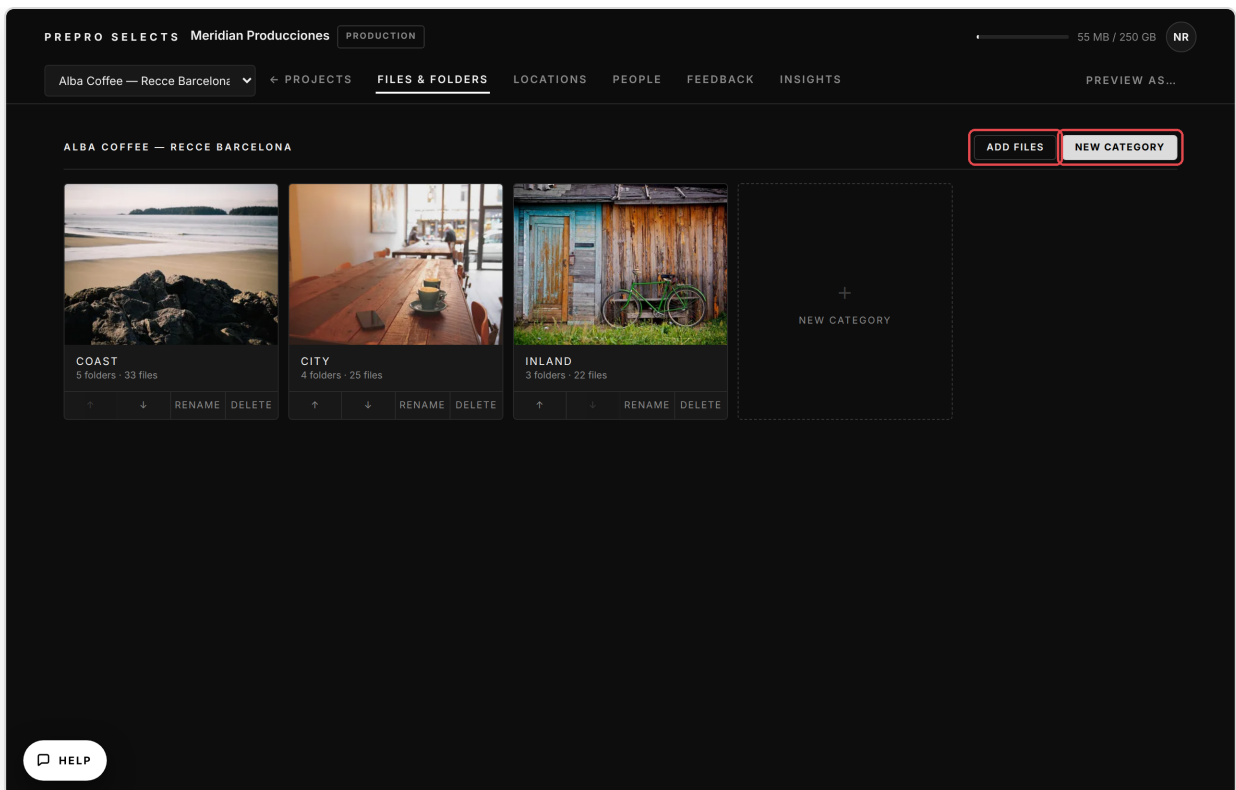
NAMING

Name locations the way the crew will say them on the radio: **Casa Lidia, Nave Poblenou**, not "Option 3 (white house near Montgat)". The card holds the detail.

2 Day 0: set the project up

1 **New project → Location scout.** Name, client, wrap date. The wrap date is only a label on a scout; nothing is deleted automatically.

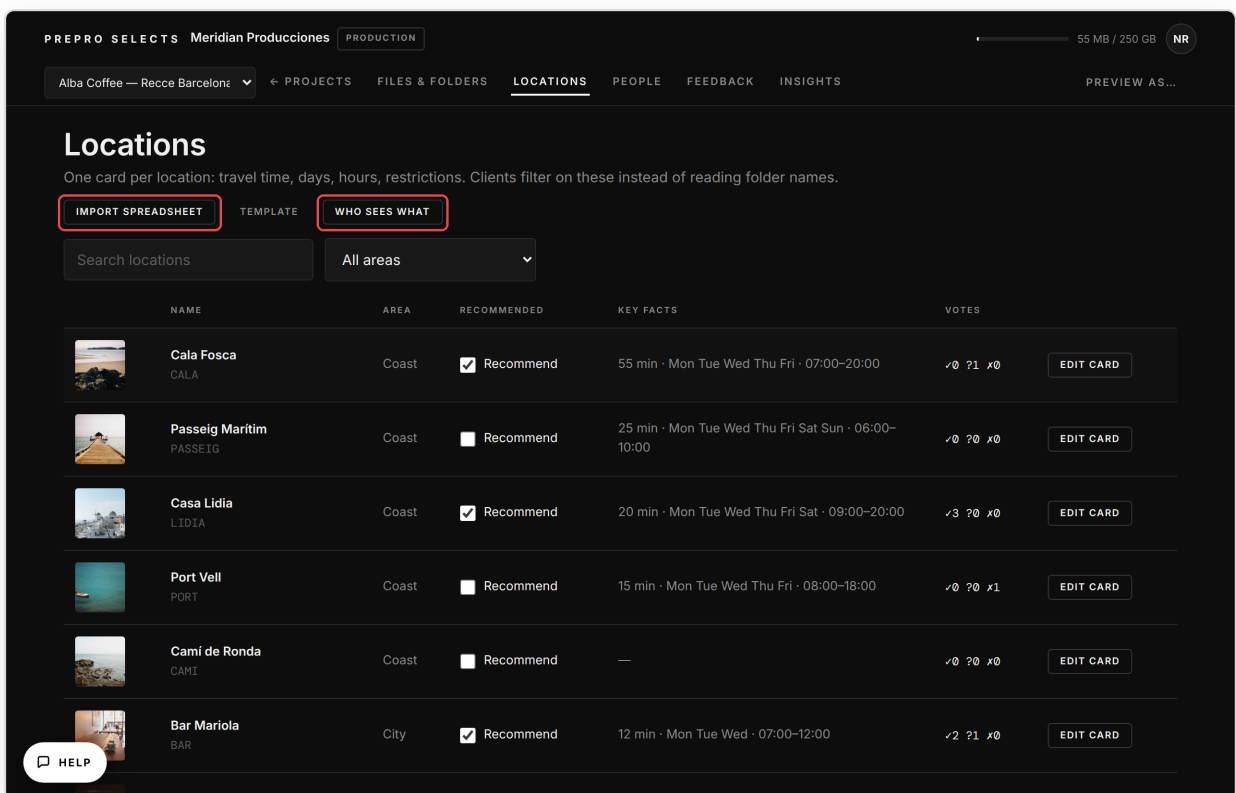
2 **Create the areas as sections.** Files & Folders → New category. Coast, City, Inland.



Sections are areas. The counts update as the field links deliver.

3

Create the locations from a spreadsheet. Locations → Template downloads a CSV with one row per location. Fill it from your recce notes and **Import spreadsheet**: folders and cards are created in one go, with the area, the hours, the restrictions, the permit status, the fee and a map pin.



Locations, after the import: one card per location, the Recommend tick and Edit card.

4

One field upload link per scout day. People → Create an upload link. Label it with the scout's name and the day, point it at the section or folder, give it a few days to live. Send the link, or let the scout point a phone camera at the QR code.

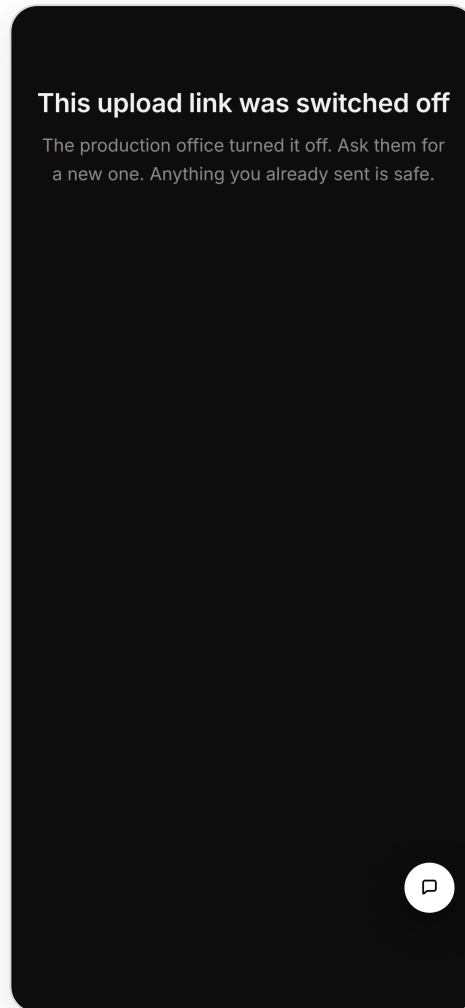
THE LOCATIONS SPREADSHEET

COLUMN	EXAMPLE	WHO SEES IT
area	Coast	everyone
location	Casa Lidia	everyone
travel_time_min · base_label	20 · Plaça Catalunya	everyone
available_days	mon,tue,wed,thu,fri,sat	everyone
hours	09:00–20:00	everyone
restrictions	Owner on site.	everyone
permit	not needed · needed · applied · granted	everyone
parking	Private drive, 1 truck	everyone
fee	€1,800/day	agency, producer
producer_note	White modern house, terrace with sea view.	everyone
address · contact	Carrer de Lídia 8 · Lidia 600 000 000	producer only
lat · lng	41.401 · 2.151	schematic map for everyone; exact position for producers
recommended	yes	shows the green tag

Save as CSV (UTF-8). Rows whose location does not exist yet create the folder. Re-importing updates the cards and leaves the photos alone.

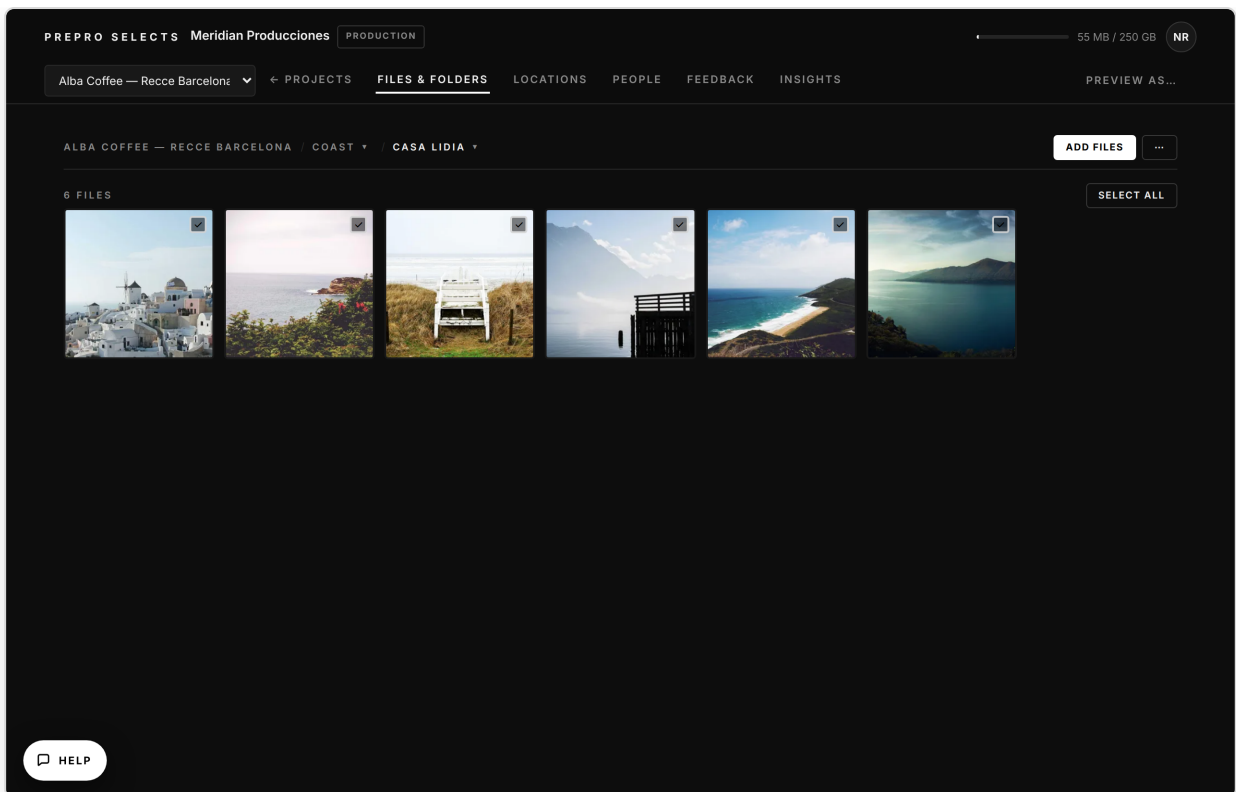
3 Day 1: photos from the field

- 1 **The scout opens the link on the phone.** No account, no app. The page shows which folder the photos will land in; if you allowed it, the scout can name a new folder for a location you did not plan.



The field upload page on a phone. Photos and videos, resumable on 4G.

- 2 **Upload from the car, not from the hotel.** Uploads resume after a dropped signal. Twelve files at once. The office sees thumbnails within seconds of each file arriving.
- 3 **Tidy at the end of the day.** In **Files & Folders**, move a stray frame to the right location, set a cover on each folder, delete the blurred ones. Manual order is there when the light matters.



Inside a location: covers, reorder, move, delete.

- 4 **Revoke the link.** When the day is done, **Revoke**. Anyone holding a live link can upload into that folder until it expires.

FIELD LINKS ARE PER DAY, NOT PER JOB

A link that lives three days and points at one section is easy to revoke and easy to trace. One link for the whole job is neither.

4 Day 2: the decision

- 1 **Tick Recommend on your shortlist.** Two or three per area. The client sees a green **Recommended** tag and a one-tap filter for it.
- 2 **Check Who sees what.** The brand client reads hours and restrictions and never the fee or the owner's phone number. The agency sees fees. The producer sees everything. Change a cell for this project if the job needs it.

Who sees what on this project

Unticked fields never leave the server for that audience. You and your team always see everything. Use Preview as... to check.

	CASTING	PRODUCER	DIRECTOR	AGENCY
Travel time from base (min)	☒	☒	☒	☒
Measured from	☒	☒	☒	☒
Available days	☒	☒	☒	☒
Shooting hours	☒	☒	☒	☒
Restrictions	☒	☒	☒	☒
Permit status	☒	☒	☒	☒
Parking / unit base	☒	☒	☒	☒

CANCEL SAVE

Who sees what: one matrix per project, decided on the server.

3

Add the client logins. One per company: **brand client, agency, director**. Mark the one whose vote decides as **decision-maker**. Limit a DoP to the Coast section if that is all they need to see.

PREPRO SELECTS Meridian Producciones PRODUCTION 55 MB / 250 GB NR

Alba Coffee — Recce Barcelona PROJECTS FILES & FOLDERS LOCATIONS PEOPLE FEEDBACK INSIGHTS PREVIEW AS...

SECTION ONE

Client logins

4 on this project. Your plan does not cap them.

[ADD A CLIENT LOGIN](#)

CLIENT	USERNAME	LAST LOGIN	LIKES	SEES	STATUS
Marta Vives · Alba Coffee · Brand client · decision-maker	alba	10 h ago	12	Whole project	UNTIL NOV 01, 2026 EDIT
Carla Ruiz · Agencia Norte · Agency · decision-maker	agency	22 h ago	12	Whole project	UNTIL NOV 01, 2026 EDIT
Joan Reig · director · Director	director	22 h ago	12	Whole project	UNTIL NOV 01, 2026 EDIT
Pau Miró · DoP · Director	dop	never	0	1 section	UNTIL NOV 01, 2026 EDIT

SECTION TWO

Field upload links

A link that takes photos straight into one folder of this project. No account, no app, no WeTransfer.

[CREATE AN UPLOAD LINK](#)

LABEL	UPLOADS INTO	EXPIRES	RECEIVED	STATUS
Pere — scout day 2	Coast / Camí de Ronda	Oct 01, 2026	0 B	ACTIVE REVOKE
Pere — scout day 2 (video)	Coast / Camí de Ronda	Oct 01, 2026	9.2 MB	ACTIVE REVOKE

[HELP](#) 9 EXPIRED AND REVOKED

Client logins on the project: who, username, last login, what they see, expiry.

4

Open a round. Feedback → **Open a round:** a title (“Pick two houses for the recce”), a message, a deadline. The gallery shows it as a banner with a **Send selection** button.

Open a round

TITLE

Pick two houses for the recce

AREA

Whole project

DEADLINE (OPTIONAL)

mm/dd/yyyy, --:-- --

MESSAGE TO CLIENTS (OPTIONAL)

Message shown to clients (optional)

☐ Blind — votes stay hidden until each person sends

☐ Email everyone (email is not switched on yet)

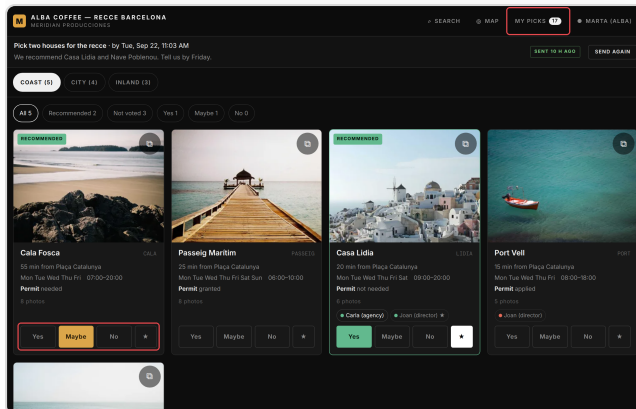
[CANCEL](#) [OPEN ROUND](#)

Open a round: title, message, deadline. Blind hides everyone's votes until each person has sent theirs.

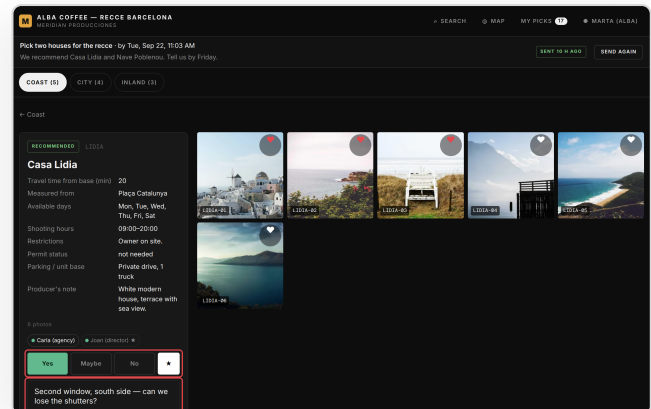
5

Send the logins. Copy the message on each login, paste into WhatsApp or email. Then **Preview as... brand client** once, on your phone.

5 What the client does

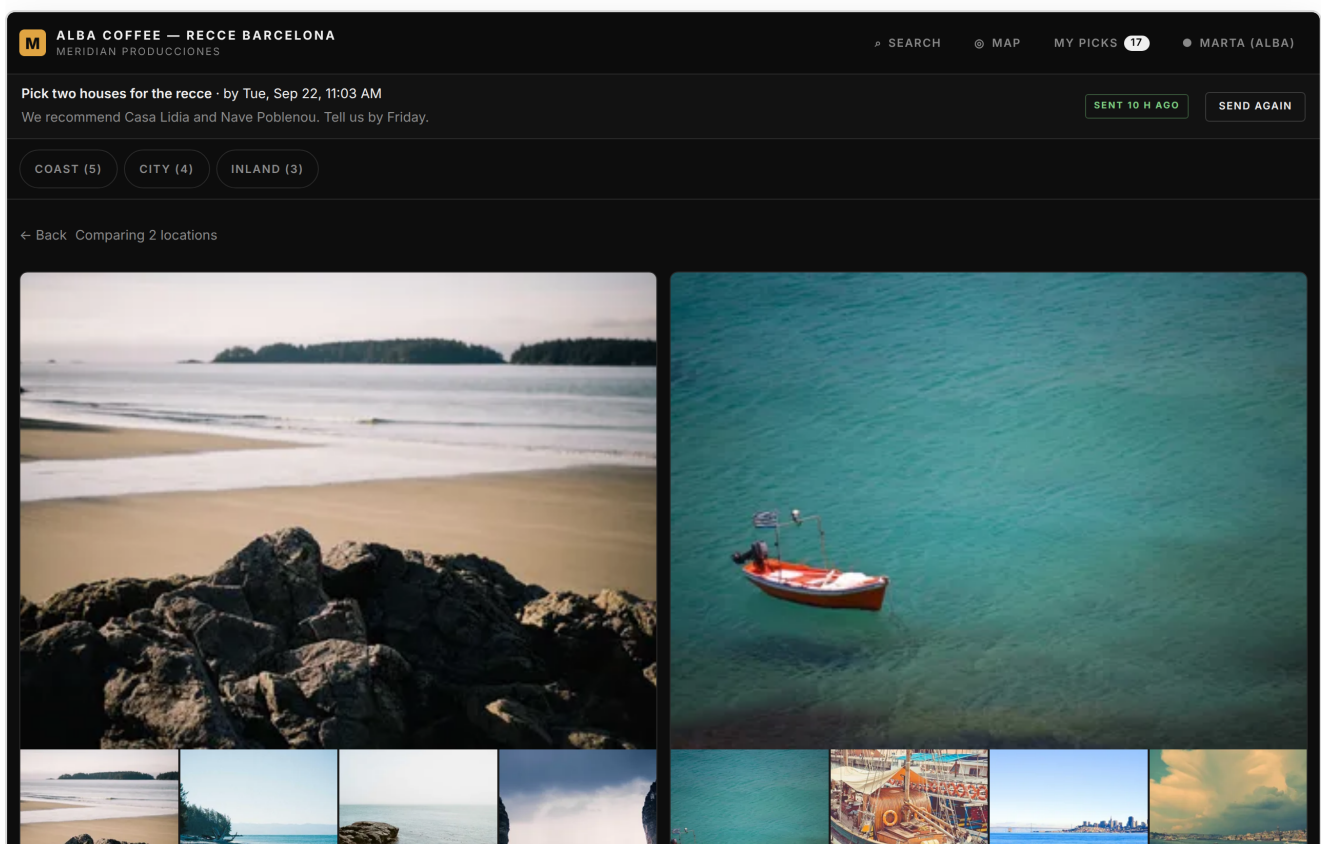


Yes / Maybe / No and a star for first choice, on every location.



Inside a location: the card, the frames with hearts, the note to the production team.

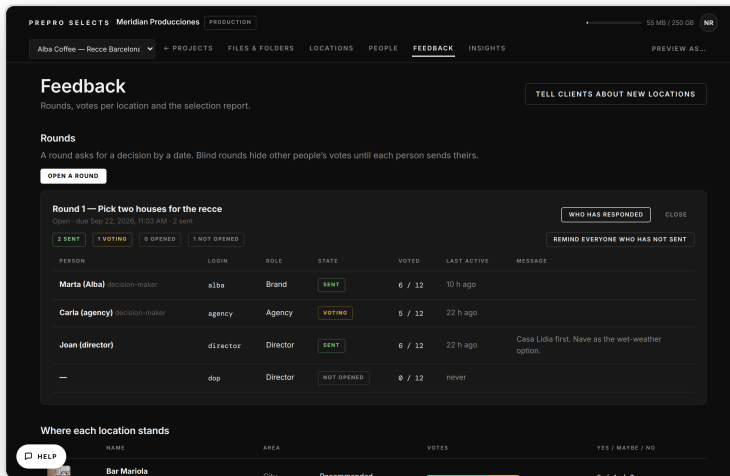
- Filters at the top: **All**, **Recommended**, **Not voted**, **Yes**, **Maybe**, **No**.
- **Compare** up to four locations side by side. **Map** shows the options relative to each other, never an address.
- A **note on the location** and a **heart on a frame** both reach you the moment they are made.
- **My picks** → **Send selection** answers the round. They can send again if they change something.



Compare: up to four options, cards and covers side by side.

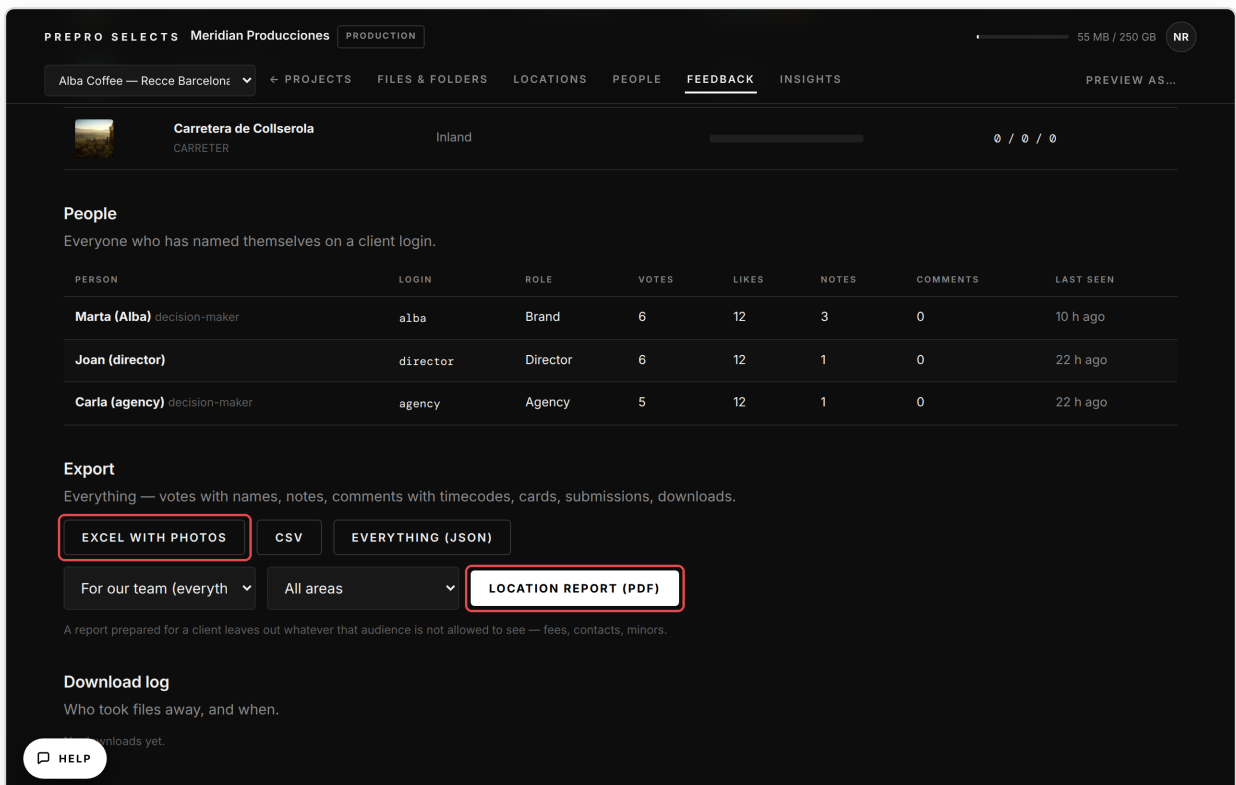
6 Read the answer

- 1 **Where each location stands. Feedback** shows votes per location and who cast them. **Who has responded** is the tracker: not opened, voting, sent. **Remind everyone who has not sent** when the deadline is near.



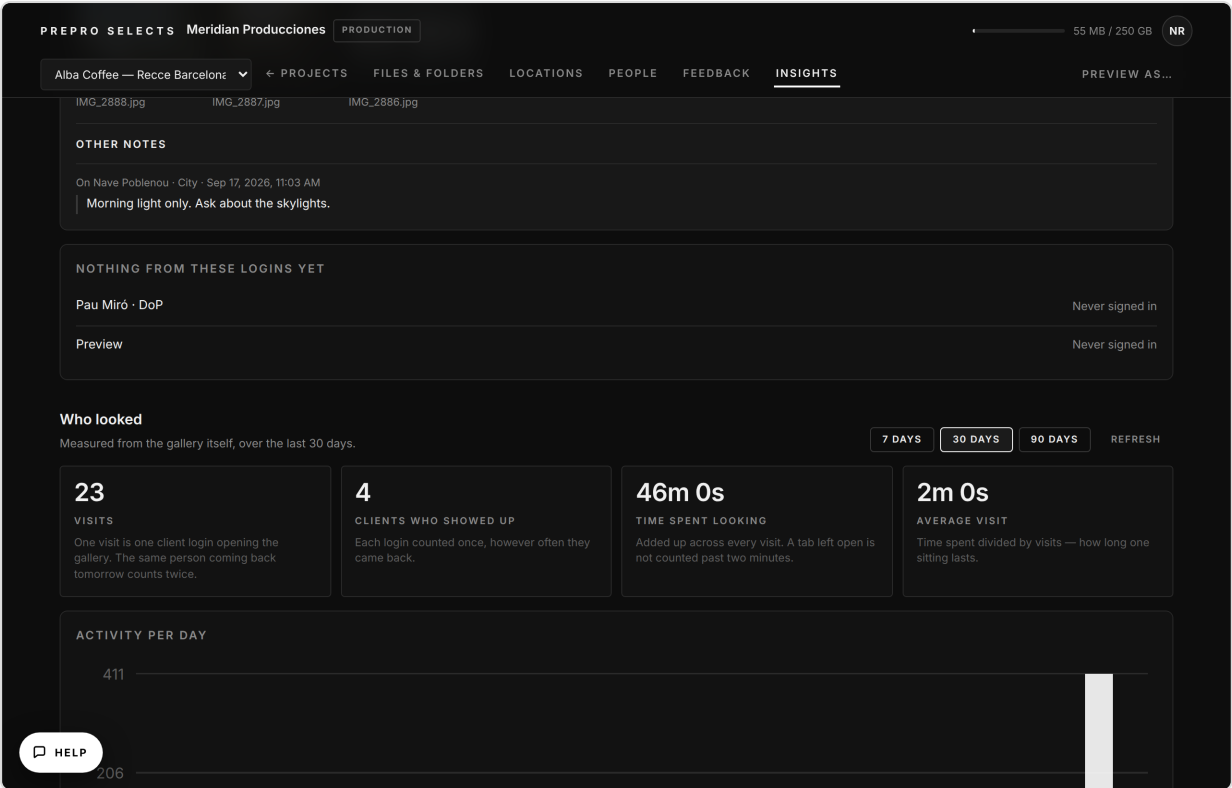
The tracker: who has opened, who is voting, who has sent.

- 2 **The selection, frame by frame. Insights** lists each login's votes, the frames they hearted and their notes. **Download these** gives you that client's picks as originals; **Download every pick** gives one ZIP, folder structure intact, for the DoP.
- 3 **The report. Location report (PDF)**, prepared for the brand, the agency or the director: each audience gets the fields it is allowed to see, so the brand's copy carries no fees. **Excel with photos** is the working file for the office.



Export: Excel with photos, CSV, JSON, and the PDF report prepared for one audience.

4 Who looked, before the call. Who looked: visits, time in the gallery, device, the frames opened most. Useful before the call, not after it.



Who looked: activity per day, device, client by client, looked at most.

7 Models

THE ROUND MESSAGE

Pick two houses for the recce

We recommend Casa Lidia and Nave Poblenou. Tell us by Friday.
Yes / Maybe / No on each, star your first choice, and add a note
where something needs changing. Send selection when you are done.

THE LOGIN MESSAGE

Hi Marta – the Barcelona scout is up.

Open: <https://preproselects.com/g/meridian/alba-coffee-recce-barcelona>
Username: alba
Password: (as generated)

Yes / Maybe / No on each location, star your first choice. A note on a
location comes straight to us. Nothing to install; it works on your phone.

THE REMINDER

Two locations still have no vote from Alba: Port Vell and Masia Can Roure.
The round closes Friday at 18:00. Open the gallery, vote, and Send selection.

Checklist: before the scout leaves

- ☐ Project created, areas as sections
- ☐ Locations imported from the spreadsheet, or folders created by hand
- ☐ One field upload link per scout day, sent or shown as QR
- ☐ Scout has tried the link once on their own phone, on 4G

Checklist: before the client gets the login

- ☐ Every location has a cover frame and a card with hours, restrictions and permit status
- ☐ Recommended ticked on the shortlist
- ☐ Who sees what checked for the brand client (no fees, no addresses)
- ☐ Round opened with a deadline
- ☐ Preview as... brand client opened on a phone
- ☐ Login expiry set to wrap date plus a week

PrePro Selects · preproselects.com · hello@scout-lane.com. Screens show a demonstration workspace; companies, people and locations are fictional, photography is stock. Guide 03 · v1.0 · September 2026.