

Post Haste 2.1



User Manual

Simplify your creative workflows by organizing your assets before you start. Post Haste makes it easy to create customized folder structures for each project.

Set up filename parameters such as project name, client and date to enforce a common naming convention. Use folder breaks to create a folder hierarchy from your parameters.

Modify the included templates to meet your needs or create your own from scratch using the built-in template editor.

Post Haste is ideal for shared environments. Set the template location on each computer to a shared storage area and assign a default template for each department.

With unlimited templates and customization options, Post Haste is flexible enough to accommodate the needs of every facility.

What's new in this version (2.1)

- Kiosk Mode can hide the template editor and preferences to prevent users from modifying settings
- General bug fixes, tweaks and optimizations

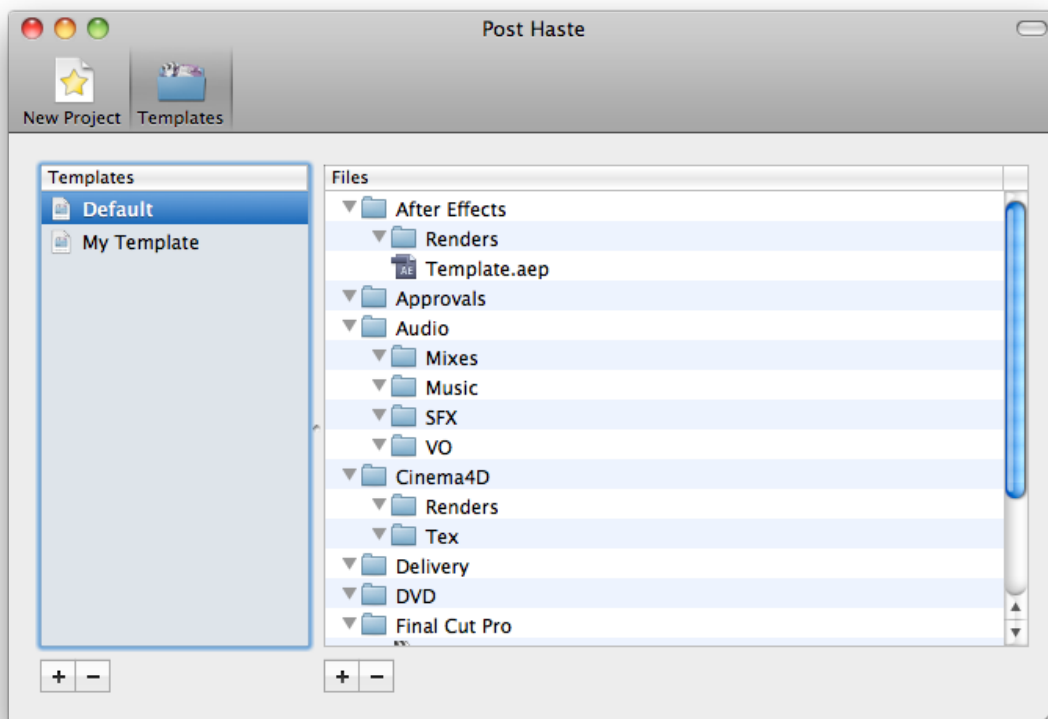
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Template View

The first thing you should do when using Post Haste for the first time is customize the default template to meet your needs.

Click on **Templates** to switch to the template editor.



Templates are listed in the left-hand pane and the files inside the currently selected template are listed in the right-hand pane. If you had Post Haste 1.x installed on your system, your old template will have been automatically imported.

You can either click the + button to add your own blank template or modify one of the existing templates.

Drag files and folders from the Finder or Windows Explorer to build your template or click the Add button to add new files and folders.

Tip: Any file or folder named “Template” will be automatically renamed to the same name as the project.

A template can be assigned as the default template by right-clicking it and selecting **Set as Default**. This will cause the template to be selected whenever you launch Post Haste, otherwise the last used template will be selected. This is set on a per-user basis and can be useful as a way of recommending a particular template to a certain group of users.

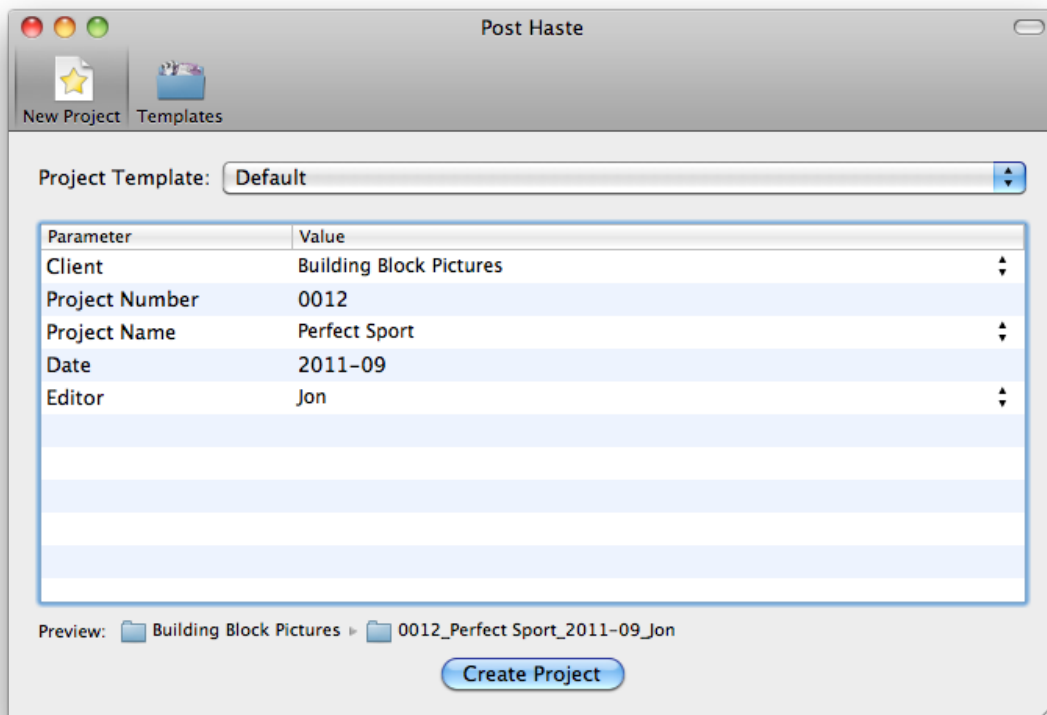
To unassign a template as the default, right-click it and select **Unset as Default**. Only one template can be the default at a time.

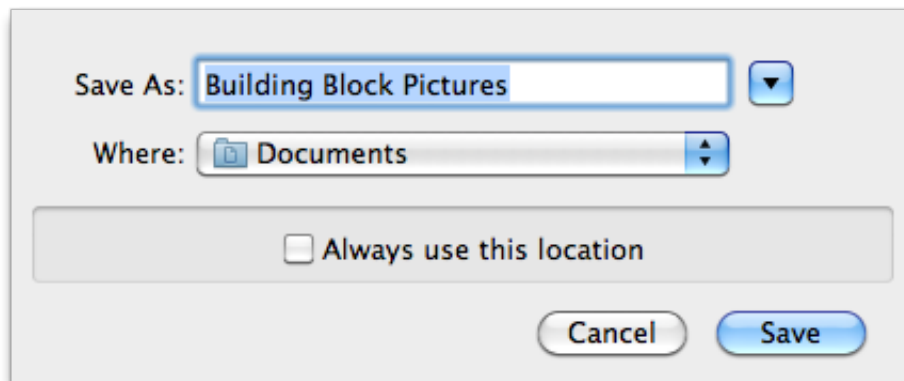
Project View

The project view allows you to specify parameters such as project name, client and editor that will make up the project folder's name. Any field left blank will not be included in the filename.

As you modify parameters, the preview field at the bottom of the window will update to show what the filename will look like.

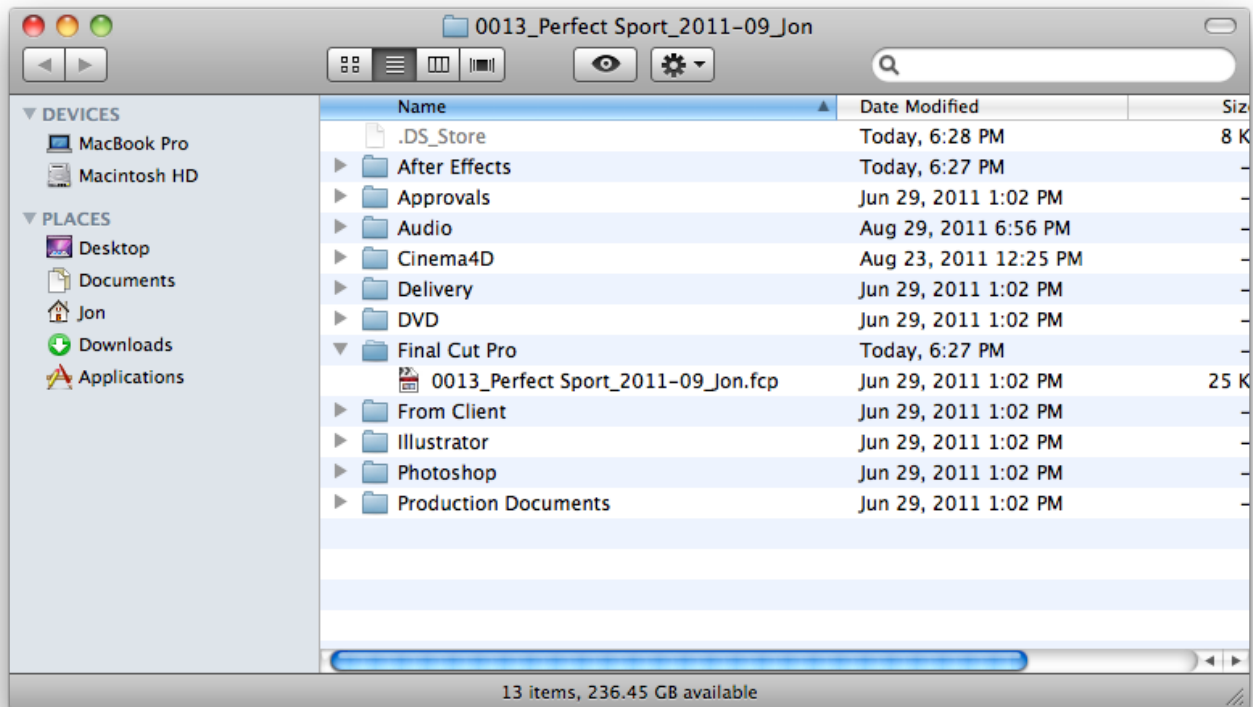
Once you have set up the parameters for the project, select the desired template and click **Create Project**.





Post Haste will ask you where to create the new project folder.

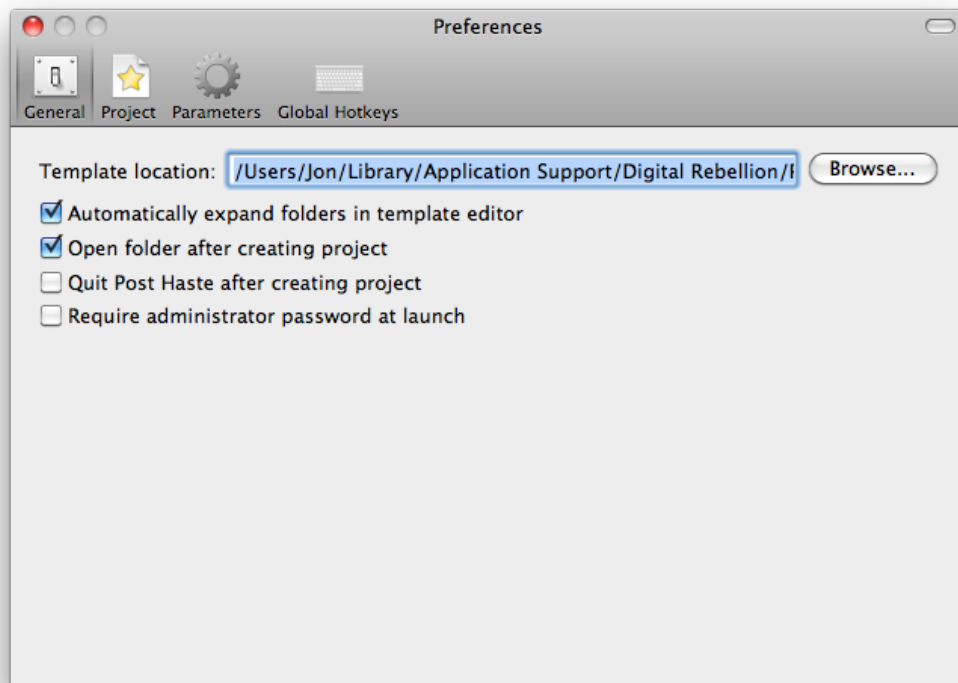
The Mac version has an option marked **Always use this location** - if ticked, the software will create future projects at this location without asking. For Windows users the location can be set in Preferences.



Once the project is created, a new Finder or Windows Explorer window will appear showing the contents of the folder. You can now begin work on your new project.

Preferences

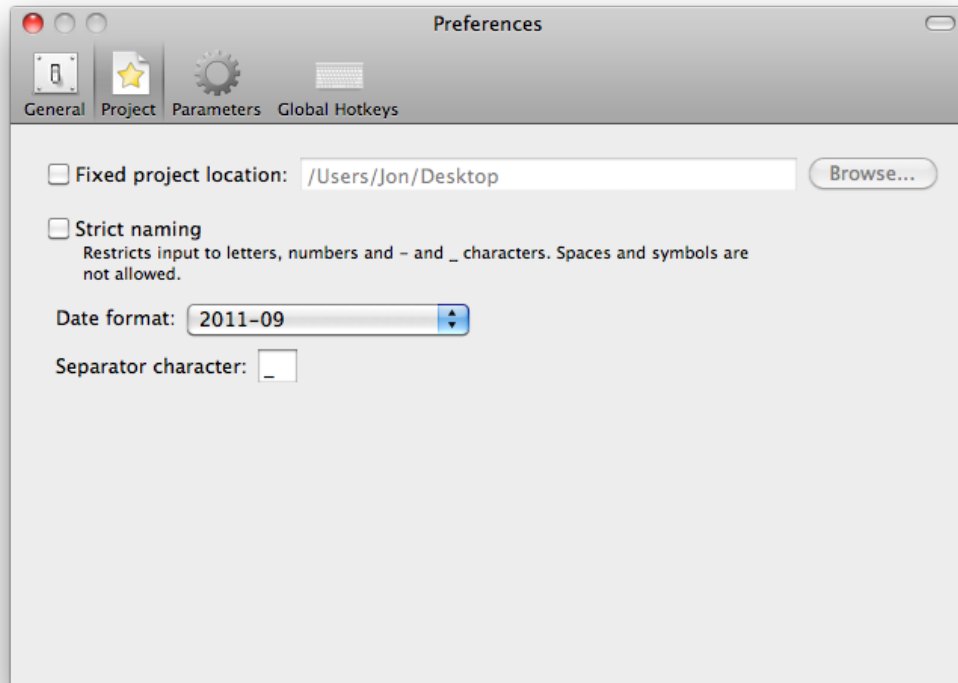
General



Template Location - Allows you to specify where template files will be stored. If you are in a networked environment, you may find it useful to store the templates in a shared storage area so that everyone can access the same templates.

Require administrator password at launch (not supported in Mac App Store or Windows versions) - Asks you for an administrator password when launching the application. This can help prevent abuse in a shared environment.

Project



Fixed project location - If this setting is enabled, Post Haste will automatically create new projects at the specified location and will not prompt you to choose a destination.

Strict naming - Restricts input to letters, numbers and - and _ characters. Spaces and symbols are not allowed.

Date format - Allows you to choose the format that date parameters will use. If none of the default options meet your needs, select Custom and type a custom format into the box.

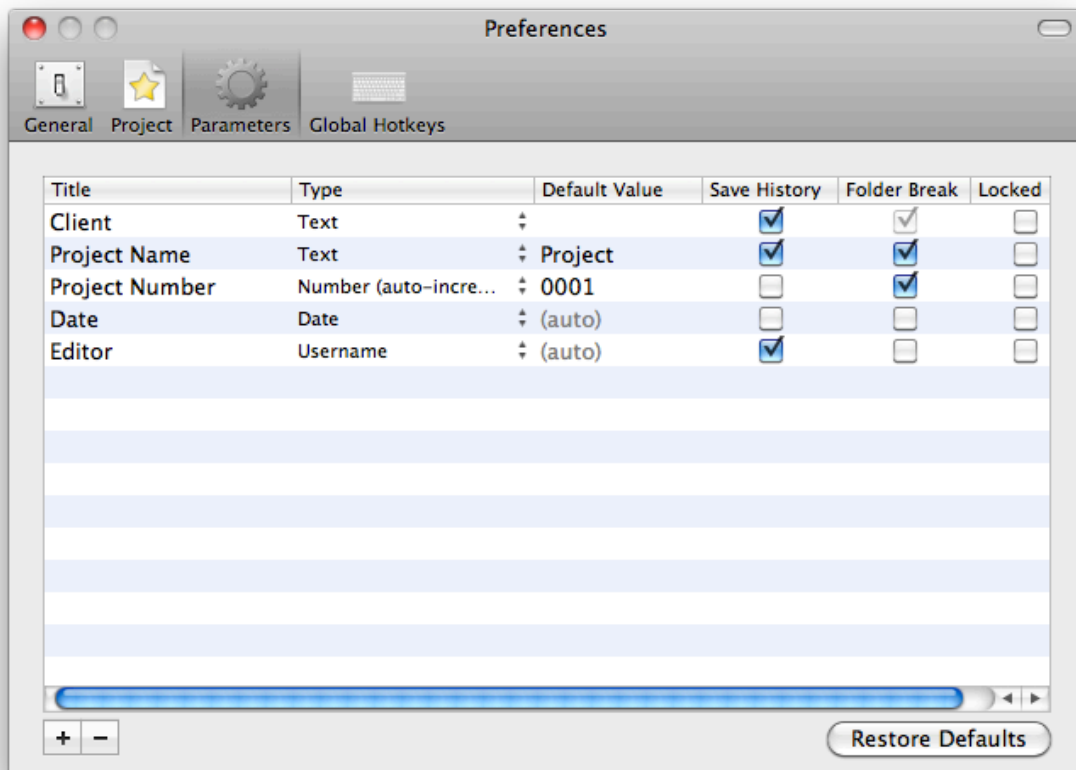
The following variables can be used to create custom dates:

- %a Abbreviated weekday name
- %A Full weekday name
- %b Abbreviated month name
- %B Full month name
- %d Day of month as a decimal number (01-31)
- %e Day of month as a decimal number without leading zeros

%F	Milliseconds as a decimal number (000-999)
%H	Hour as a decimal number (00-23)
%I	Hour as a decimal number (01-12)
%j	Day of the year as a decimal number (001-366)
%m	Month as a decimal number (01-12)
%M	Minute as a decimal number (00-59)
%p	AM / PM
%S	Second as a decimal number (00-59)
%w	Weekday as a decimal number (0-6), where Sunday is 0
%y	Year without century (00-99)

Separator character - This is the character that will separate each filename parameter.

Parameters



This pane allows you to specify parameters that will appear in the main project pane. As you adjust these parameters, the project view and preview will automatically update, so you may find it useful to position the main window so that you can see it alongside the preference window.

In the Mac version, drag the items to change their ordering and use the + and - buttons to add and remove them. In the Windows version, use the Up and Down arrow buttons to change the parameter order and start typing in a new row to add a parameter.

Type - The following parameter types are available:

- **Text** - Regular text
- **Number** - A number
- **Number (auto-increment)** - A number that will automatically increment by 1 after a

new project is created. This is useful if you need a unique number such as a project ID.

- **Date** - The current date. If you wish to manually specify a date, change the type to Text.
- **User** - The username of the currently logged in user. If you wish to manually specify this, change the type to Text.
- **List** - A dropdown list of fixed values that is uneditable.

Default Value - The value to revert to when pressing the Backspace or Delete key over a field in the project view. For List type parameters, use this field to specify the items in the list, separated with commas.

Save History - This saves every value that you enter into the field and presents it in a dropdown menu. This saves time when you need to frequently enter particular values, such as the name of a regular client.

Folder Break - Creates a new folder at the start of the selected parameter, allowing you to create a folder hierarchy such as Client > Project Name > Date. Ticking no boxes creates a single folder. Ticking all boxes creates a new folder for every parameter.

The easiest way to understand this feature is to tick the boxes and watch what happens in the preview box in the main window. As an example, the settings in the screenshot above created the following hierarchy:

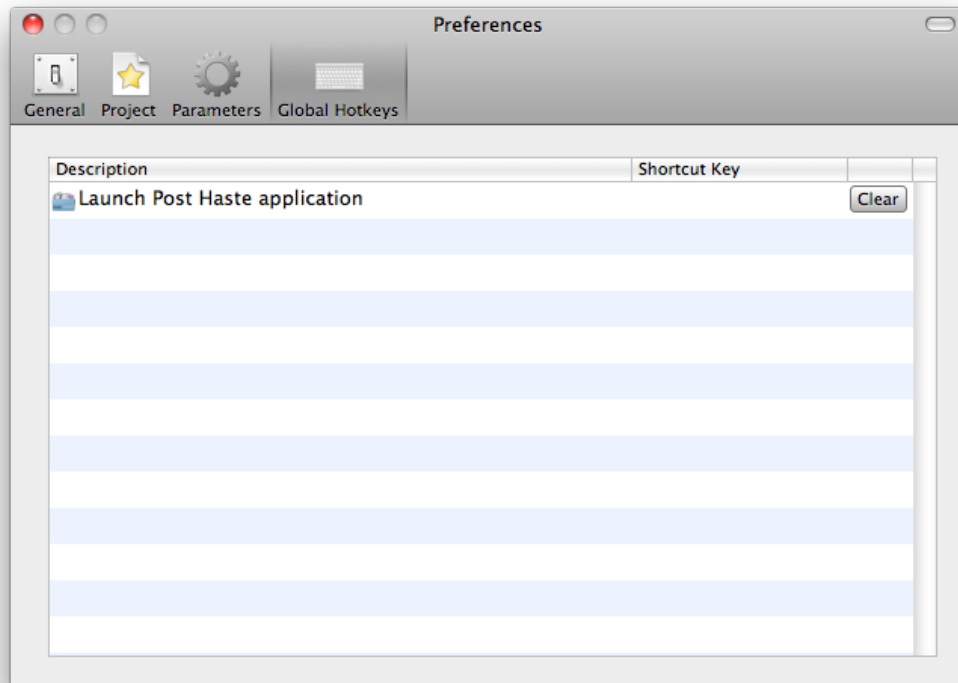


Preview:  Building Block Pictures >  0014_Perfect Sport_2011-09_Jon

Locked - Prevents users from modifying the default or auto-generated value for the parameter.

Cannot be Empty - Forces the user to fill in a value for this field before they can create a new project.

Global Hotkeys



This pane allows you to set hotkeys to speed up your workflow. This function requires you to have [Pro Maintenance Tools](#) or [FCS Maintenance Pack](#) installed on your system and is only supported by the Mac version of Post Haste.

Support

Email support can be accessed directly within the application.

- To report a bug or any other issue, go to **Help > Report a Bug**.
- To request a new feature, go to **Help > Suggest a Feature**.

When emailing customer support, it is helpful to include log files from the application. To access the logs, go to **Help > Troubleshooting > View Log**.