

# Using the ShotGrid website

Guides on using the more production-oriented ShotGrid tools for supervisors and coordinators.

- [ShotGrid - Creating a playlist](#)

# ShotGrid - Creating a playlist

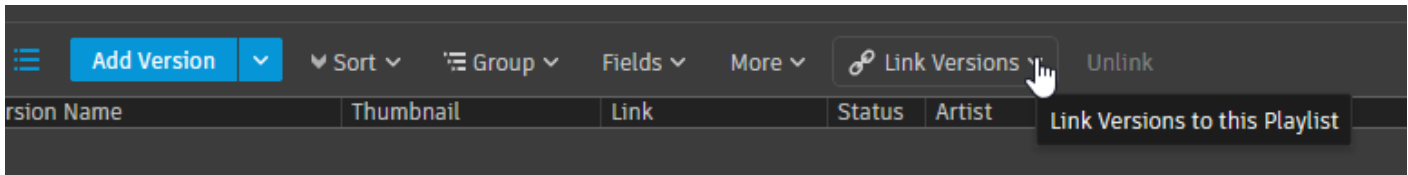
Playlists are a handy way of grouping together versions (the preview videos in ShotGrid) so you can easily review them. To get started, go over to the *Review* tab on your ShotGrid project page.

The screenshot shows the 'Create a new Playlist' form in ShotGrid. The form is titled 'Create a new Playlist - Global Form'. It has the following fields and controls:

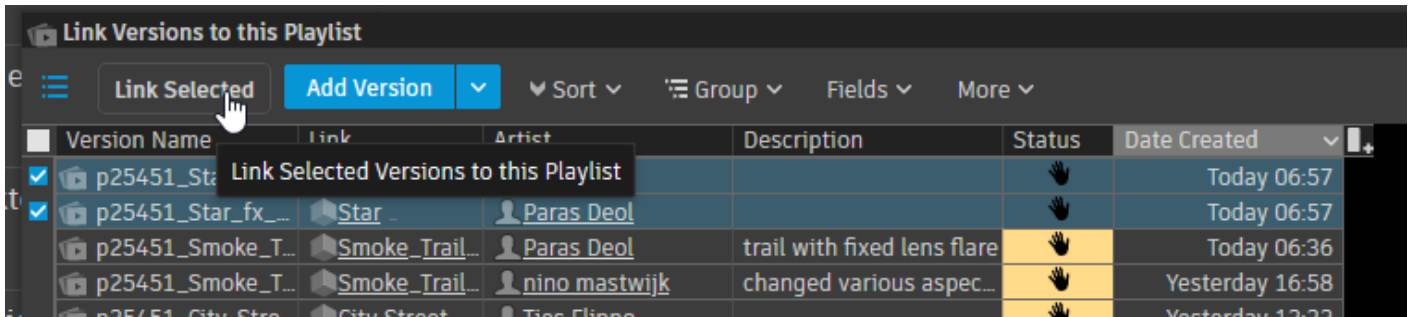
- Playlist Name:** A text input field containing 'Documentation demo playlist'.
- Description:** A text input field.
- Date and Time:** A text input field.
- Project:** A text input field containing 'x\_project\_sterrendokter'.
- More fields:** A dropdown menu with a downward arrow.
- Buttons:** 'Open Bulk Import', 'Cancel', and 'Create Playlist'.

To add a version to your playlist you should play the *Link Versions* button.

The *Add Version* button is used to create a *new* version, not to add an *existing* version to the playlist. The name is very confusing.



A small menu will pop up, click on the blue *advanced* text. A new window will appear:



This is where you actually need to select the versions that you want to add to the playlist. It might be useful to click on the *Date Created* column so newer versions show up first. Select the version you want to add and click on *Link Selected*. This will add the versions to the playlist.