

Silvermouse for production paperwork

Copy content

This helpcard will show you the various ways to copy content in Silvermouse to reduce manual data entry and improve your efficiency.

Please note: The data in this helpcard is for training purposes only. Please click in the Table of Contents below to navigate to a specific section quickly.

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There are multiple ways to copy content across Silvermouse which will save you time and effort. The term PAC is the Silvermouse term for all the forms that were issued for the content.

- Copy all the forms in one PAC to other PACs.
Useful when the initial PAC is set up as a template, for example to copy your regular contributors, music, and copyright items to other programmes or content in the series, so all the forms are copied to simultaneously
- Copy a form to other PACs
Useful, for example, if your programme or content has similar contributors, but the music is different
- Copy form items to form(s) in other PAC(s)
Useful, for example, to copy an individual presenter or the title music to other programmes or content in a series, but all other contributors or music is different
- Duplicate cues in the Cue Sheet
Useful when the same music is used multiple times in your programme or content

Irrespective of what you want to copy, the process is:



Essential information to read before copying content

It is important to note the following before you begin copying content:

- There is no Undo option
- Copying paperwork from one PAC to other PACs can only be done from within the Inbox
- Destination forms that have the **All information entered** check box selected, will not display in the search results of the copy process. To proceed with the copy, de-select the **All information entered** check box and try again
- During the copy process, you may be asked if the copy process is for a Reversion of the original programme or content. **THIS IS AN IMPORTANT STEP**, as it determines whether the DSF forms will be resent to the people listed in the Contributors and Diversity Actual forms
- For most forms the copy process APPENDS the content from the source form to the existing content of the destination form during the copy process. However, there are two key points to note:
 - When empty fields from a Billings or Front Page form are copied, they will overwrite any content in the relevant destination form, which could lead to data being erased in the form you are copying to
 - A destination form can only accept as many entries as its limits allow. For example, the Front Page form only allows 12 Co-Funders and 3 Directors. Any further entries from the source form will not be copied
- Timecode information associated with the source form will not transfer to the destination form except where the timecodes are mandatory, for example in the Copyrights form
- It is not possible to copy content across broadcasters
- All destination forms will have an In Progress state once content is copied into them

When **copying items from one form to another, regardless of which method is used, entries** in the Contributors and music Cue Sheet forms can be added, deleted or amended (including rights for the Contributors form) without the original form being updated.

However, there is an EXCEPTION in the Copyrights form

Copyright items that have been copied from one form to another can be deleted and the rights and timecodes can be changed without the original copyright item entry being updated. However, the following key information fields relating to that piece of copyright are **ALWAYS** linked to the copyright item:

Type	Title
Type of Material	Rights holder
Other Material	Creator
Copyright ID	Description

ANY changes made to these fields will not just affect the item in the current form you are working on, but also **ANY** form where this item has been used in other programmes or content, including where someone has chosen this item from the Silvermouse database.

Therefore, if you discover you need to change any of the key information for a copyright item that you have copied, apart from the rights or the timecodes, you **MUST** delete it and add it as a new item. By doing this, there will be no risk of changing the data if it has been used in forms for other programmes or content.

The Copy Log

The Copy Log tracks all the copying you have performed within Silvermouse. You can search it at any time.

- ➔ From the top menu, select **Copy Log**
- ➔ Apply your search criteria for the copy action, and click on **Search**

Created DateTime	Type ID	Form Type	Element Title	Element ID	Source SM - UID	Destination SM - UID	Source Series Title	Source Episode Title	Destination Series Title
02-Dec-2025 15:28:26	Full PAC 33	N/A	N/A	N/A	25330309	25330313	Trial by Laughter with...	John Finnemore	Trial by Laughter with...
02-Dec-2025 15:28:26	Full PAC 33	N/A	N/A	N/A	25330309	25330311	Trial by Laughter with...	John Finnemore	Trial by Laughter with...
02-Dec-2025 15:28:26	Full PAC 33	N/A	N/A	N/A	25330309	25330312	Trial by Laughter with...	John Finnemore	Trial by Laughter with...

The following search criteria can be applied in the Copy Log:

- By **Copy Type** (the type of copy that was performed); the full PAC paperwork, a Form, or an Individual Item

Copy Type

- All
- Full PAC
- Form
- Individual Item

- By the **Source** or **Destination Series** or **Episode Title**
- By the **Source** or **Destination Silvermouse UID**
- Using the **Job Date From** and **To** fields to select the dates when a copy was performed

Copy paperwork in one PAC to other PACs

Use this method to copy the paperwork of one programme or piece of content to paperwork for other programmes or content when there is consistency in the form's data. For example, the Contributors form contains the same presenters or actors, or the Cue Sheet contains the same music for the episodes in multiple series.

- ➔ In the Inbox, search for and locate the paperwork you wish to copy by typing some relevant text in the Search box, for example, the programme's unique ID, or part of the series or episode name

➔ Next to the programme or content you wish to copy the paperwork for, select the checkbox on the right

➔ From the Process drop down menu, select **Copy PAC** and click on **Process**

Advanced Search | All Search Criteria | All Items | Search

Inbox | All | Issued | In Progress | To Be Submitted | Rejected | **Copy PAC** | Process

Displaying 1 - 21 of at least 200 (count) programmes Next

Series Name Episode Name (Episode No.)	Contributors	In Progress	26-Nov-2025	BBC [BBC Two]	Contract No: 1 Prod No: BBCC124A/02 SM - UID: 25330309 SM - GUID: b78534e2-98e0-458e-8437-110f847b4635	<input checked="" type="checkbox"/>
Trial by Laughter with... John Finnemore (1)	Cue Sheet	In Progress	26-Nov-2025	BBC Comedy (BBC Comedy) Commissioned [Series]		
Active (1/9)	Copyrights	In Progress	26-Nov-2025			
	Diversity Actual	In Progress	26-Nov-2025			
	Diversity Perceived	In Progress	26-Nov-2025			
	On-screen Sustainability	In Progress	26-Nov-2025			
	Front Page	In Progress	26-Nov-2025			
	Sign Off	Issued	26-Nov-2025			

Two Doors Down S6 | Billings | Issued | 27-Nov-2025 | BBC | Contract No: 6

➔ In the Select Destinations window, search for, locate and select the check box for the programme(s) or content you wish to copy the PAC to, and click on **Add Selected**. Multiple destinations can be selected. The chosen destinations will display in the bottom section of the window

Inbox > Copy PAC | silvermouse

Select Destinations (Search Productions)

Search: trial | Type: All Search Criteria | First TX Date From: Day Month Year | First TX Date To: Day Month Year | Search

Series Name Episode Name (Episode No.)	Broadcaster Production Company	Contract No. Production No.	Source Type	First TX Date	Version No. SM - UID	Status Last Edited	All <input type="checkbox"/>
Trial by Laughter with... Ash Atalla	BBC BBC Comedy	BBCC128A/01	Commissioned Series		25330313	Active 26-Nov-2025	<input checked="" type="checkbox"/>
Trial by Laughter with... Atlanta Green	BBC BBC Comedy	BBCC126A/01	Commissioned Series		25330311	Active 26-Nov-2025	<input type="checkbox"/>
Trial by Laughter with... Michael McIntyre	BBC BBC Comedy	BBCC123A/01	Commissioned Series		25330308	Active 26-Nov-2025	<input type="checkbox"/>
Trial by Laughter with... Ria Lina	BBC BBC Comedy	BBCC127A/01	Commissioned Series		25330312	Active 26-Nov-2025	<input checked="" type="checkbox"/>

Add Selected

Selected Destinations

Series Name Episode Name (Episode No.)	Broadcaster Production Company	Contract No. Production No.	Source Type	First TX Date	Version No. SM - UID	Status Last Edited	Remove all
Please select at least one Production							

Continue

Quicker search results can be obtained by restricting the search criteria. For example, in the search box, type the programme's unique ID, and in the 'All Search Criteria' drop down box, select 'Production No.'

Inbox > Copy PAC | silvermouse

Select Destinations (Search Productions)

Search: BBCC127A/01 | Type: All Search Criteria | First TX Date From: Day Month Year | First TX Date To: Day Month Year | Search

Series Name Episode Name (Episode No.)	Broadcaster Production Company	Contract No. Production No.	Source Type	First TX Date	Version No. SM - UID	Status Last Edited	All <input type="checkbox"/>
Please enter some search criteria							

The 'TX date from' and 'TX date to' entries are limited to one year ahead and use the first transmission date from the TX log.

➔ Continue to search for and add as many destinations as required; different search criteria can be applied

[Inbox](#) > Copy PACsilvermouse

Select Destinations (Search Productions)

Search
BBCC126A/01

Type
All Search Criteria

First TX Date From
Day Month Year

First TX Date To
Day Month Year

Search

Series Name Episode Name (Episode No.)	Broadcaster Production Company	Contract No. Production No.	Source Type	First TX Date	Version No. SM - UID	Status Last Edited	All
Trial by Laughter with... Atlanta Green	BBC BBC Comedy	BBCC126A/01	Commissioned Series		25330311	Active 26-Nov-2025	<input checked="" type="checkbox"/>

Add Selected

Selected Destinations

Series Name Episode Name (Episode No.)	Broadcaster Production Company	Contract No. Production No.	Source Type	First TX Date	Version No. SM - UID	Status Last Edited	Remove all
Trial by Laughter with... Ash Atalla	BBC BBC Comedy	BBCC128A/01	Commissioned Series		25330313	Active 26-Nov-2025	Remove
Trial by Laughter with... Ria Lina	BBC BBC Comedy	BBCC127A/01	Commissioned Series		25330312	Active 26-Nov-2025	Remove

Continue

- ➔ Click on **Remove** or **Remove All** to remove any destinations that were accidentally added to the Selected Destinations area
- ➔ When all the required destinations have been added, click on **Continue**
- ➔ In the Confirm Copy Details window, the paperwork being copied is displayed, with the destinations it will be copied to
- ➔ In the Further Details section (you may need to scroll down or resize the window), in Form Elements, select which forms need to be copied, as well the relevant Licences, Tags, and Timecodes. For the linked Diversity Perceived form, select whether you require the **Roles only**, or if you require the **Roles and Diversity Data**

In the Confirm Copy Details window, the second column identifies how the data will be copied, for example, whether the content in the source form will be overwritten by the content in the destination form, or whether it will be appended.

The Billings and Front Page 'Mixed' statuses means data is handled differently during the copying process. Text fields are overwritten completely by the source form, while data for drop-down lists is appended to the existing list, provided it does not exceed any field-specific limits (e.g., a maximum of three directors).

Further Details

☒ Billings

☒ Contributors

☒ Cue Sheet

☒ Copyrights

☒ Diversity Actual

☒ Diversity Perceived

☒ On-screen Sustainability

☒ Front Page

Mixed

Append

Append

Append

Append

Append

Overwrite

Mixed

Re-A
18:29
In Pr
19:53
In Pr
20:02
In Pr
18:22
In Pr
18:03
In Pr
18:07
In Pr
18:08
In Pr
18:22

- ➡ Scroll further down the **Further Details** section and select whether the destination forms are for a **Reversion Copy** or not.

THIS IS AN IMPORTANT STEP, as it determines whether the DSF forms will be resent to the people listed in the Contributors and Diversity Actual forms

Select **Yes** if the programme or content is a different version of the same production; this will ensure the DSF emails are not resent to the contributors

Select **No** if the forms are being copied to a new programme, or episode in a series; this will ensure new DSF emails are sent to the contributors

Production Company: BBC Comedy Broadcaster: BBC

Further Details

Item	Action	Status	Yes	No	Yes	No	Yes	No
Billings	Mixed	Re-Approved (26/11/2025 18:29:11)	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Contributors	Append	In Progress (26/11/2025 19:53:59)	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Cue Sheet	Append	In Progress (26/11/2025 20:02:22)	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Copyrights	Append	In Progress (26/11/2025 18:22:47)	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Diversity Actual	Append	In Progress (26/11/2025 18:03:13)	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Diversity Perceived	Append	In Progress (26/11/2025 18:07:08)	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
On-screen Sustainability	Overwrite	In Progress (26/11/2025 18:08:32)	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Front Page	Mixed	In Progress (26/11/2025 18:27:38)	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Roles Only ☐ Roles & Diversity Data ☒

Reversion Copy

Is this a new version of the same programme?

☐ Yes

☒ No

Select 'Yes' if you are copying to create a different version of the same production (e.g. creating a BBC Worldwide version from a Public Service original). This will prevent new Diamond (DSF) emails from being sent to the contributors.

Select 'No' if you are copying to a completely different programme or a new episode in a series. This is the standard action and will trigger new DSF emails as required.

Search again Confirm

- ➡ Click on **Confirm** to confirm, or **Search again** to return to the **Destination Management** window. If you search again, any previously selected programmes or content will remain selected until they are removed.

Copy a form to other PACs

To copy between forms:

- ➡ Open the form you wish to copy
- ➡ At the top of the form and beneath the list of forms, click on **Copy**

Total number of episodes: 8 TX Date: 26-Feb-2025

Production Source: Commissioned TX Time: 19:30:00

Commissioning Department: Comedy Transmission Channel: BBC Two Network

Ofcom Super Genre: Comedy Live Transmission: ☐

Ofcom Genre: Comedy - other

Form Notes: Edit Form Notes Approved by Sam Peacock on 26-Nov-2025. Approved by Sam Peacock on 26-Nov-2025. more Edit Header Expand

Information in the BBC Forms (Excluding Diamond Diversity forms) may be provided to 3rd parties as required for licensing and/or royalty payments and/or research reasons. As such NO sensitive data (e.g. personal data or commercially sensitive) should be included in these forms.

Billings

Add to work in progress | Approve | **Copy** | PDF Version

All Billings Information Entered ☒ Select

Fields marked with an * are mandatory

Sign Off

Query Contact Name: * Sam Peacock Query Contact Telephone Number: * 07123 456890

Billing Authorised By: Nia Owusu-Jameson Please provide name of BBC Production Executive/Editor who authorized this billing.

Update

EPG Details

Programme Category:

Level 1: * Comedy Level 2: * General

- ➔ In the Select Destinations window, search for, locate and select the check box for the programme(s) or content you wish to copy the form to, and click on **Add Selected**. Multiple destinations can be selected. The chosen destinations will display in the bottom section of the window

Select Destinations (Search Productions)

Search Type First TX Date From Day Month Year First TX Date To Day Month Year

Series Name Episode Name (Episode No.)	Broadcaster Production Company	Contract No. Production No.	Source Type	First TX Date	Version No. SM - UID	Status Last Edited	All <input type="checkbox"/>
<div>Add Selected</div>							

Selected Destinations

Series Name Episode Name (Episode No.)	Broadcaster Production Company	Contract No. Production No.	Source Type	First TX Date	Version No. SM - UID	Status Last Edited	Remove all
Trial by Laughter with... Ria Lina	BBC BBC Comedy	BBCC127A/01	Commissioned Series		25330312	Active 02-Dec-2025	Remove
Trial by Laughter with... Roisin Conaty	BBC BBC Comedy	BBCC125A/01	Commissioned Series		25330310	Active 26-Nov-2025	Remove

Continue

- ➔ Click on **Remove** or **Remove All** to remove any destinations that were accidentally added to the Selected Destinations area
- ➔ When all the required destinations have been added, click on **Continue**
- ➔ In the Confirm Copy Details window, the form being copied is displayed with the destinations it will be copied to. Click on **Confirm**; you may need to scroll down the window

Contract No: 1
Production Company: BBC Comedy

Production No: BBCC124A/01
Broadcaster: BBC

SM - UID: 25330309

Status: Active (02-Dec-2025)

Copy To (Destination Productions)

Trial by Laughter with... : Ria Lina

Contract No: BBCC127A/01
Production Company: BBC Comedy

ConProduction No: BBCC127A/01
Broadcaster: BBC

SM - UID: 25330312

Status: Active (02-Dec-2025)

Trial by Laughter with... : Roisin Conaty

Contract No: BBCC125A/01
Production Company: BBC Comedy

ConProduction No: BBCC125A/01
Broadcaster: BBC

SM - UID: 25330310

Status: Active (26-Nov-2025)

Further Details

Form Elements

Form Name ☒ Billings

Copy Mode

Status (Date Last Edited)
Re-Approved (02-Dec-2025)

Search again

Confirm

If you've accidentally selected an incorrect destination, in **Selected Destinations**, in the lower half of the window, click on **Remove**.

Copy form items

There may be occasions where it would be helpful to copy items within a form, rather than the entire form. However, only specific users will be given the permission to copy Billings form synopses.

- ➡ Open the form you wish to copy items from
- ➡ Select the items in the form that you wish to copy
- ➡ For the BILLINGS, CONTRIBUTORS and DIVERSITY ACTUAL forms: From the Process drop down list, select **Copy Selected** and click on **Process**

For the COPYRIGHTS form: From the Process drop down list, select **Copy Selected Items** and click on **Process**

For the CUE SHEET form: Click on **Copy Selected Items**

- ➡ In the Select Destinations window, search for, locate and select the check box for the programme(s) or content you wish to copy the contributors to, and click on **Add Selected**. Multiple destinations can be selected. The chosen destinations will display in the bottom section of the window
- ➡ Click on **Continue**

[Contributors Form](#) > Copy Selected silvermouse*

Select Destinations (Search Productions)

TypeAll Search Criteria

First TX Date FromDayMonthYear

First TX Date ToDayMonthYear

Search

Series Name Episode Name (Episode No.)	Broadcaster Production Company	Contract No. Production No.	Source Type	First TX Date	Version No. SM - UID	Status Last Edited	All <input type="checkbox"/>
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Add Selected

Selected Destinations

Series Name Episode Name (Episode No.)	Broadcaster Production Company	Contract No. Production No.	Source Type	First TX Date	Version No. SM - UID	Status Last Edited	Remove all
Trial by Laughter with... Michael McIntyre	BBC BBC Comedy	BBCC123A/02	Commissioned Series		25330308	Active 26-Nov-2025	Remove
Trial by Laughter with... Michael McIntyre	BBC BBC Comedy	1 BBCC123A/01	Commissioned Series		25330307	Active 26-Nov-2025	Remove

Continue

- ➔ For the CONTRIBUTORS form: In the Confirm Copy Details window, in Further Details and in Form Elements, select whether to include the **Licence**, and **Tags**. For the linked Diversity Perceived form, select whether you require the **Roles only**, or if you require the **Roles and Diversity Data**

Copy To (Destination Productions)

Trial by Laugher with... : Michael McIntyre

Contract No: ConProduction No: BBCC123A/02 SM - UID: 25330308 Status: Active (26-Nov-2025)
 Production Company: BBC Comedy Broadcaster: BBC

Further Details

Form Elements

Form Name	Copy Mode	Status (Date Last Edited)	Include Licence?	Copy Type	Include Tags?
<input checked="" type="checkbox"/> Contributors	Append	In Progress (02/12/2025 16:57:37)	Yes <input checked="" type="radio"/> No <input type="radio"/>	Roles Only <input type="radio"/> Roles & Diversity Data <input checked="" type="radio"/>	Yes <input checked="" type="radio"/> No <input type="radio"/>
<input checked="" type="checkbox"/> Diversity Actual	Append	In Progress (02/12/2025 15:28:43)			
<input checked="" type="checkbox"/> Diversity Perceived	Append	In Progress (02/12/2025 15:28:43)			

Reversion Copy

Is this a new version of the same programme?

☐ Yes

☐ No

Select 'Yes' if you are copying to create a different version of the same production (e.g. creating a BBC Worldwide version from a Public Service original). This will prevent new Diamond (DSF) emails from being sent to the contributors.

Select 'No' if you are copying to a completely different programme or a new episode in a series. This is the standard option and will trigger new DSF emails as required.

Search again Confirm

- ➔ In the Confirm Copy Details window, click on **Confirm**; you may need to scroll down the window
- ➔ For the BILLINGS form, a warning message will display explaining that some data will be overwritten. If you are confident, click on **Proceed** to confirm the copy, or **Cancel** if you are unsure; as this process cannot be undone, you might wish to review the destination Billing Form content before continuing

Warning!

This action will overwrite existing data in the selected destination(s). This includes overwriting fields with empty values if the source is empty. This action cannot be undone. Do you wish to proceed?

Proceed Cancel

Duplicate cues in the Cue Sheet

In the Cue Sheet, you can duplicate cues quickly and easily to record each instance of music in your programme or content, for example when a piece of music is played, faded down and then back up again.

To duplicate cues:

- ➔ Open the Cue Sheet that contains the cues you wish to duplicate


- ➔ For the cue you wish to duplicate, click on **Duplicate**

used in this programme: ☐

Copy Selected Items | Delete Selected Cues | Delete All Cues | Order By Timecode

Title	Composer	Publisher	Arranger	Performer	Record Label/ Video Label	Music Origin	Cat no/ ISRC (Tunecode)	Use	Timecode/ Duration	<input type="checkbox"/> All
Punchlines e music	Harbridge, Eleanor	Northcliff Audio Works				Specially Composed Music	GX9AB2410375 (74298163)	Signature	s:00:00:00 e:00:00:27 d:00:00:27	<input type="checkbox"/> Edit <input checked="" type="checkbox"/> Duplicate <input type="checkbox"/> Delete
Embrace	Farnon, Thomas Alexander	bbc production music		Farnon, Thomas Alexander	BBC Production Music	Commercial	BBCPM188-5 GB-781-25-00072	Background	s:00:13:16 e:00:13:49	<input type="checkbox"/> Edit <input type="checkbox"/> Duplicate <input type="checkbox"/>

- ➔ In the Copy Cue window, type how many copies you wish to create for the same piece of music (an Exact Copy)

 **Copy Cue**

Copy details

Copies*

Copy type
☒ Exact copy
☐ Editable copy

*Editable copy is limited to 1 only

- ➔ Select **Exact copy** to edit the Timecodes and Usage only, for example, the same piece of music has been used multiple times throughout the programme or content. Alternatively, select **Editable copy** if the some of the data needs to be changed, for example, the score is the same, but it had a different performer or arranger
- ➔ Make the required changes and click on **Add**

Troubleshooting

Unable to select a form

Situation: When using the ‘Copy PAC’ process, one or more forms cannot be selected in the ‘Select Destinations’ window

Copy From (Source Production)

Trial by Laughter with... : John Finnmore (1)

Contract No: 1
Production Company: BBC Comedy

Production No: BBCC124A/01
Broadcaster: BBC

SM - UID: 25330309

Status: Active (02-Dec-2025)

Copy To (Destination Productions)

Trial by Laughter with... : Ria Lina

Contract No:
Production Company: BBC Comedy

ConProduction No: BBCC127A/01
Broadcaster: BBC

SM - UID: 25330312

Status: Active (26-Nov-2025)

Further Details

Form Elements

Form Name	Copy Mode	Status (Date Last Edited)	Include Licence?	Copy Type	Include Tags?	Include Timecodes?
<input type="checkbox"/> Billings	Mixed	In Progress (02/12/2025 15:43:23)				
<input checked="" type="checkbox"/> Contributors	Append	In Progress (26/11/2025 19:53:59)	Yes <input checked="" type="radio"/> No <input type="radio"/>		Yes <input checked="" type="radio"/> No <input type="radio"/>	Yes <input checked="" type="radio"/> No <input type="radio"/>
<input checked="" type="checkbox"/> Cue Sheet	Append	In Progress (26/11/2025 20:02:22)				Yes <input checked="" type="radio"/> No <input type="radio"/>
<input checked="" type="checkbox"/> Copyrights	Append	In Progress (26/11/2025 18:22:47)	Yes <input checked="" type="radio"/> No <input type="radio"/>		Yes <input checked="" type="radio"/> No <input type="radio"/>	Yes <input checked="" type="radio"/> No <input type="radio"/>
<input checked="" type="checkbox"/> Diversity Actual	Append	In Progress (26/11/2025 18:03:13)				
<input checked="" type="checkbox"/> Diversity Perceived	Append	In Progress (26/11/2025 18:07:08)		Roles Only <input type="radio"/> Roles & Diversity Data <input checked="" type="radio"/>		
<input checked="" type="checkbox"/> On-screen Sustainability	Overwrite	In Progress (26/11/2025 18:08:32)				
<input checked="" type="checkbox"/> Front Page	Mixed	In Progress (26/11/2025 18:27:38)				

Warning

Forms are disabled if they are locked (e.g. 'All Information Entered' is checked) or unavailable on any of the selected destination productions.

Search again

Confirm

Reason: The relevant form in the destination paperwork has the ‘All information has been entered’ checkbox selected.

‘No productions found’ message when copying a form

Situation: When copying a form and selecting a destination, the search results show ‘No productions found’, even though it can be viewed in the Inbox and Library.

Select Destinations (Search Productions)

Search
ria lina

Type
All Search Criteria

First TX Date From
Day Month Year

First TX Date To
Day Month Year

Search

Series Name Episode Name (Episode No.)	Broadcaster Production Company	Contract No. Production No.	Source Type	First TX Date	Version No. SM - UID	Status Last Edited	All <input type="checkbox"/>
No productions found							

Add Selected

Selected Destinations

Series Name Episode Name (Episode No.)	Broadcaster Production Company	Contract No. Production No.	Source Type	First TX Date	Version No. SM - UID	Status Last Edited	Remove all
Please select at least one Production							

Form List

AC Status: Active (0/11)

Billings

Non-Linear

Contributors

Cue Sheet

Copyrights

Diversity Actual

ability

Front Page

Sign Off

Displaying Forms 1-10 of

Reason: The relevant form in the destination paperwork either has the 'All information has been entered' checkbox selected, or the destination form has been submitted or approved.