

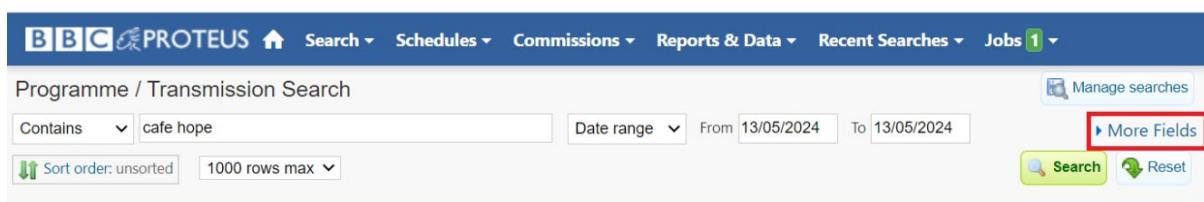
Proteus Presentation Details – Top Tips

1. Finding the Right Transmission on the Right Network

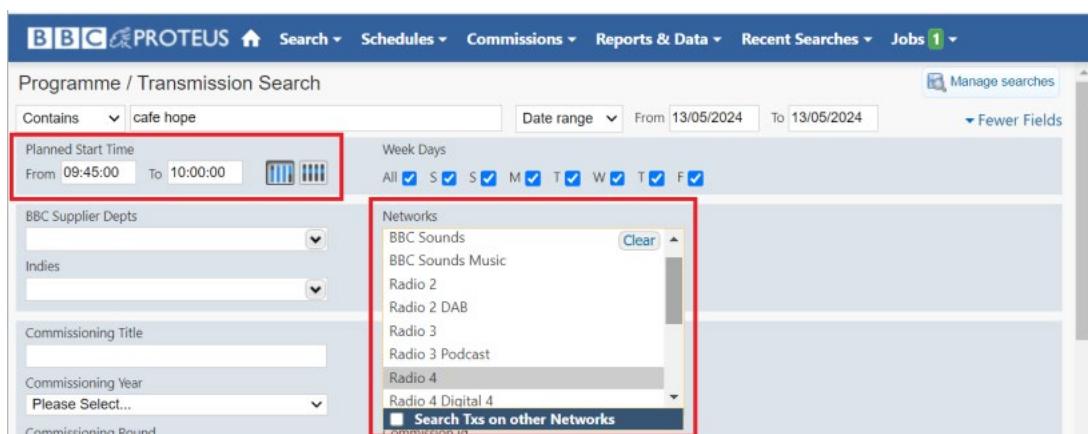
Many programmes on Radio 4 have more than one transmission, including transmissions on other networks or Podcast transmissions. To find the right transmission at the right date and time on Radio 4, you can refine your search criteria.

Click 'Programme/Transmission Search' and enter the title and date of your transmission into both the 'From' and 'To' fields.

Click on 'More fields':



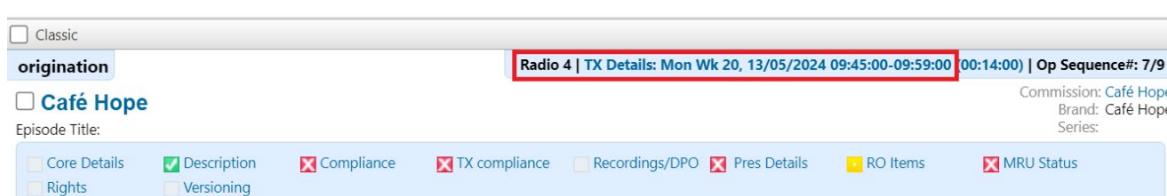
In the Planned Start Time 'From' and 'To' fields, enter the window of time at which the transmission you want is airing. If you leave these fields blank, and there is more than one transmission on the same date, all of them will be returned in your search results. In the 'Networks' field, choose 'Radio 4' from the dropdown options:



Click 'Fewer Fields' to reduce the search options screen and click 'Search'.

You should now only see the transmission which happens within your specified timeframe on Radio 4 in your search results.

As confirmation, the transmission network is displayed alongside the day, date and time details in the banner at the top of any record in your results:



You can now click the 'Pres Details' link for the transmission to open the form.

2. Repeat Transmissions

Presentation Details must be completed for each transmission on the network.

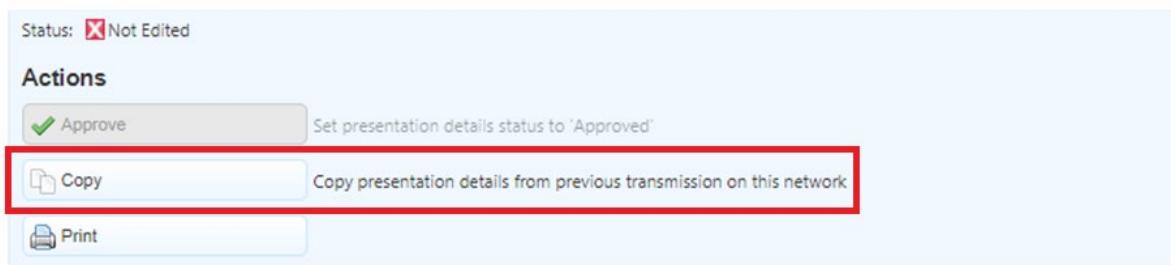
Presentation Details for repeats (if the tx dates are already known) should be completed at the same time as those for the first transmission.

Completing them for the first transmission doesn't mean they're automatically copied and submitted for any subsequent txs. However, there is a quick copy option available.

Please note: the copy functionality is only active on repeat transmissions, therefore the following process applies.

Once you've completed the Presentation Details for the first tx, run a new search to find the next tx and click the 'Pres Details' link to open the new form.

Scroll to the bottom of the form of the new transmission and click 'Copy':



You will now see that all of the details from the first tx have been copied across.

You can edit the details at this stage if required/desired.

Click 'Save', then click 'Complete' to submit the details for the repeat to the network.

Ideally, the Pres Details for all transmissions should be completed and submitted at the same time. The exception to this rule is when the original tx is live, in which case more information (audio in, out and duration) will be available for inclusion in the repeat details.

Note:

This copy functionality is not available if a repeat transmission is on a different network to the previous tx, or if the repeat is a different version (eg: for a different slot duration, or the audio is revised in any way for editorial reasons).

3. Archive Repeats

Many programmes are now being scheduled for repeat which were first broadcast before the adoption of Proteus Pres Details. Please ensure that you find the right transmission for the repeat (using the method described at the start of the guide) and complete the Pres Details accordingly. As details will not have been entered previously in Proteus, there won't be anything available to copy from the earlier tx. Please do not retrospectively complete and submit Pres Details for the original tx as this generates unwanted traffic to the Radio 4 Presentation email account.

4. Audio In, Out, EOS & Duration Fields

Please ensure that the details provided for the Audio In and Out are sufficient to uniquely identify your programme – especially the Audio In details. This is most important for programmes in a series which may start and end in the same way each time. In this example, the details given apply to all episodes of a series:

Audio In: 00'00: "Welcome to Just a Minute" 00'02: [MUSIC/AUDIENCE ATMOS] 00'15: "Hello there, Sue Perkins here and as the Minute Waltz fades away what an absolute delight it is to welcome you again to Just a Minute..."

Audio Out: 27'22 "...and do please join us again next time we play, Just a Minute!" [MUSIC/AUDIENCE ATMOS FADES TO END]

This example shows how information unique to a particular episode should be provided:

Audio In: 00'00: "Welcome to Just a Minute" 00'02: [MUSIC/AUDIENCE ATMOS] 00'15: "Hello there, Sue Perkins here and as the Minute Waltz fades...
Unique In: ...they are: Paul Merton, Eshaan Akbar, Lucy Porter and Angela Barnes

Audio Out: 27'22 "...and do please join us again next time we play, Just a Minutel" [MUSIC/AUDIENCE ATMOS FADES TO END]

The EOS (end of speech) field only needs to be completed if the programme does not end with speech.

If this is the case, the EOS field should be used to indicate the timecode at which the last speech in the programme ends, if it is followed by music, applause or fx.

The Duration field should be completed with the total audio duration including any music, applause or fx, eg:

Audio In: "December 1939, St James's London ..."

Audio Out: "... was her intelligence." + music [48"]

EOS 00:26:50

Duration 00:27:38

If the programme ends on speech, you should complete only the 'Duration' field with the audio duration. Please do not enter anything in the EOS field in this instance, eg:

Audio In: "Is there a city anywhere in the world ..."

Audio Out: "... his biographer, Gijs Van Hensbergen. Goodbye."

Duration 00:27:23

Please note: the Duration field defaults to the planned slot duration.

This must be overwritten with the actual total audio duration.

5. Audio Delivery Notification

The completion and submission of Pres Details via Proteus is not taken as notification that programme audio has been delivered to the network and is ready for scheduling. Please notify the Radio 4 Presentation team of audio delivery separately by email to: r4.presentation-operational@bbc.co.uk

6. Troubleshooting

Some users have experienced problems with the Pres Details form, seeing an 'Approve' button, rather than a 'Complete' button.

Other users have been unable to access the Pres Details form at all.

This is an issue with the Proteus rights which have been assigned to the user.

If you experience any such problems, please contact Proteus Support at:

proteus.support@bbc.co.uk