

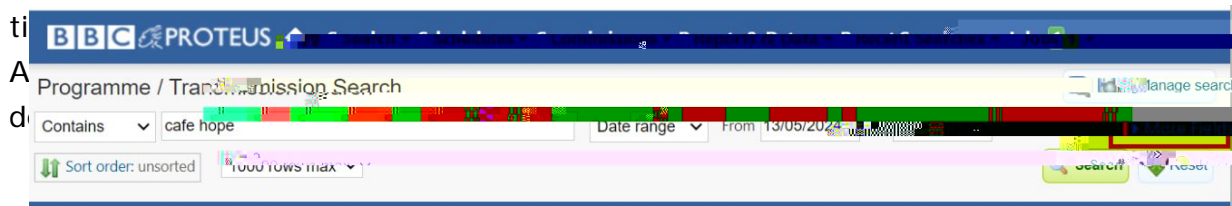
# Proteus Presentation Details – Top Tips

## 1. Finding the Right Transmission on the Right Network

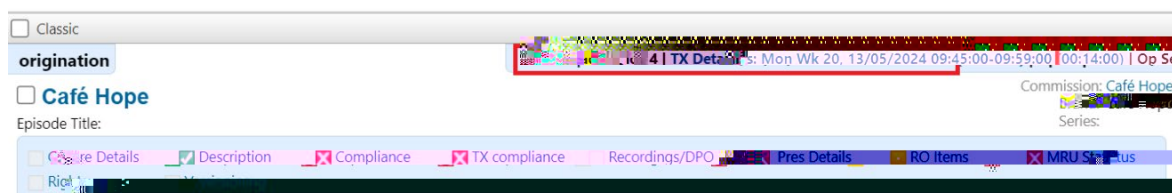
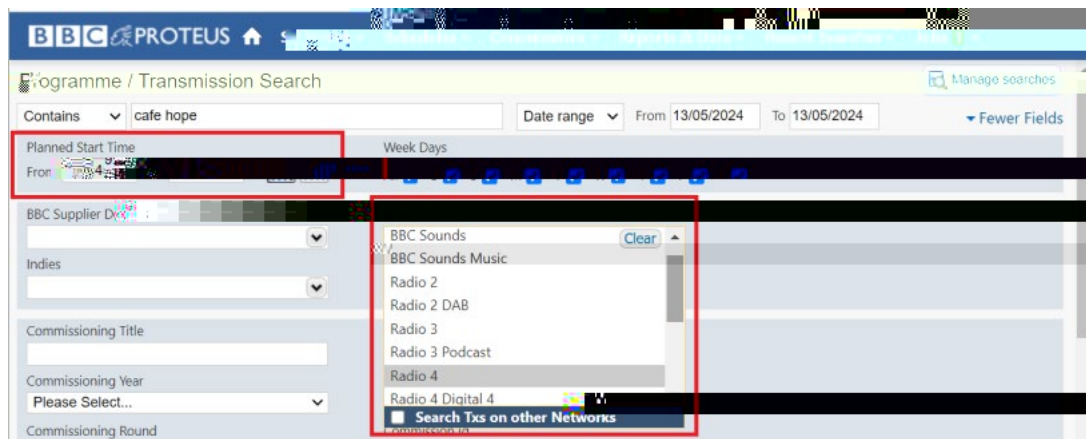
Many programmes on Radio 4 have more than one transmission, including transmissions on other networks or Podcast transmissions. To find the right transmission at the right date and time on Radio 4, you can refine your search criteria.

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

Click on 'in the Programme/Transmission Search' and enter the title and date of your transmission into both the 'From' and 'To' fields. You should now only see the transmission which happens within your specified



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





#### **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.

## **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](mailto:proteus.support@bbc.co.uk)