

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