Silvermouse for production paperwork

Independent production companies: 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

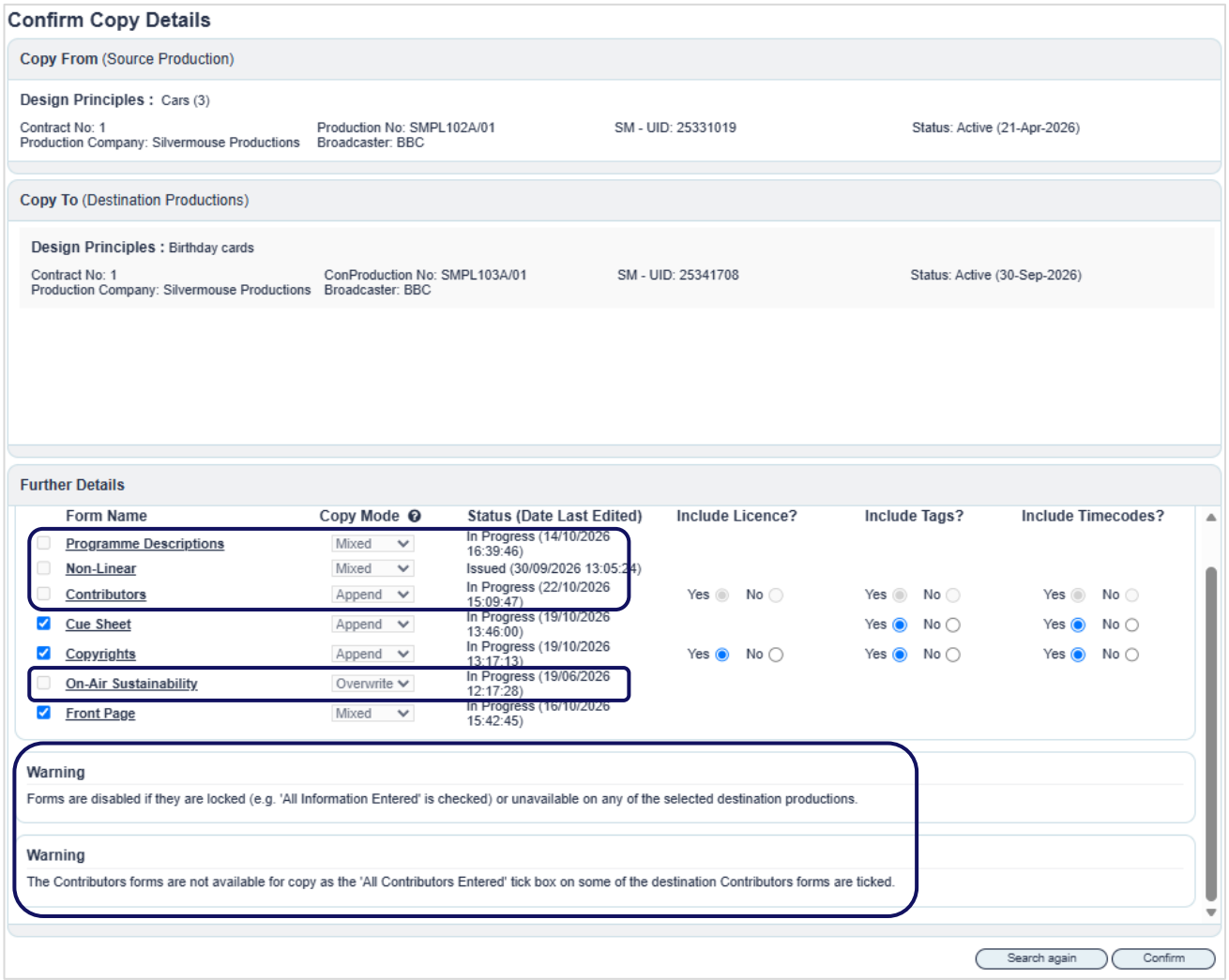
Irrespective of what you want to copy, the process is:



Essential information to read before copying content

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

- There is no Undo option
- Copying paperwork between PACs can only be done from the Inbox
- Content cannot be copied across broadcasters
- Destination forms with **All information entered** selected will not appear in the copy search results. De-select the check box and try again



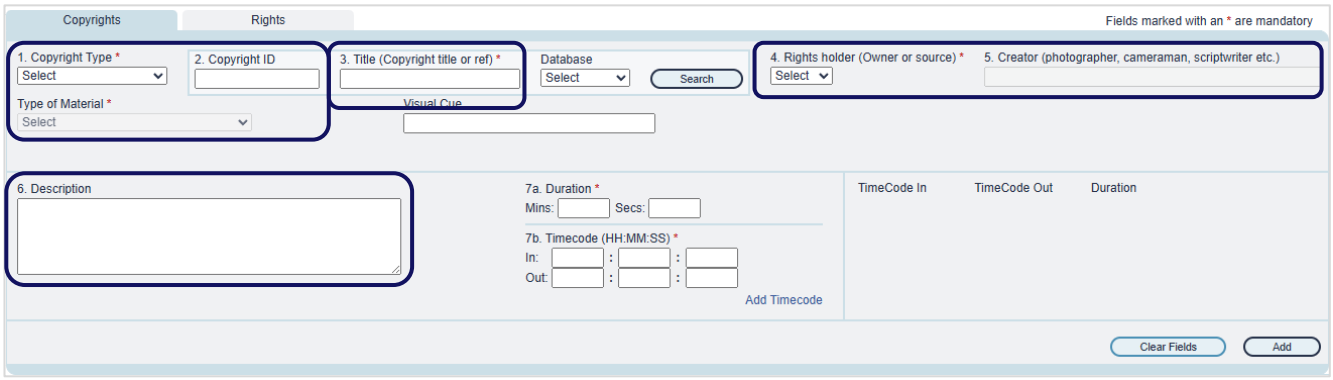
- Timecodes do not transfer to the destination form except where they are mandatory, such as in the Copyrights form

- Destination forms are set to In Progress once content is copied into them
- For most forms the copy process appends the source content to what is already in the destination form, with two exceptions:
  - Empty fields from a Programme Descriptions or Front Page form overwrite the matching fields in the destination form, which can erase existing data
  - A destination form will only accept as many entries as its limits allow. The Front Page form, for example, only allows 12 Co-Funders and 3 Directors; any further entries will not be copied

Warning: Copying copyright data

A copied copyright item can be deleted, and its rights and timecodes changed, without affecting the original. However, eight key fields stay permanently linked to the item itself:

- Copyright Type
- Type of Material
- Other Material
- Copyright ID
- Title
- Rights holder (Owner or source)
- Creator
- Description



Changing any of these changes the item everywhere it appears; in other programmes, in other content, and in any form where someone has selected it from the Silvermouse database.

So, if an item copied from the Silvermouse database needs any of its key information changed, delete it from your form and add it as a new item instead.

Items taken from the Getty database follow the same rules. You must never change any of the key fields listed above, as this changes every instance of that item wherever it has been used.

Copy paperwork from one PAC to other PACs

Use this method to copy all the paperwork from one programme or piece of content to others where the data is consistent, such as the same presenters across a series or the same signature music.

Copy before you add anything unique to the source content. For example, contributors, cues or copyright items that apply to just one programme should be entered afterwards, so they are not copied across to the others.

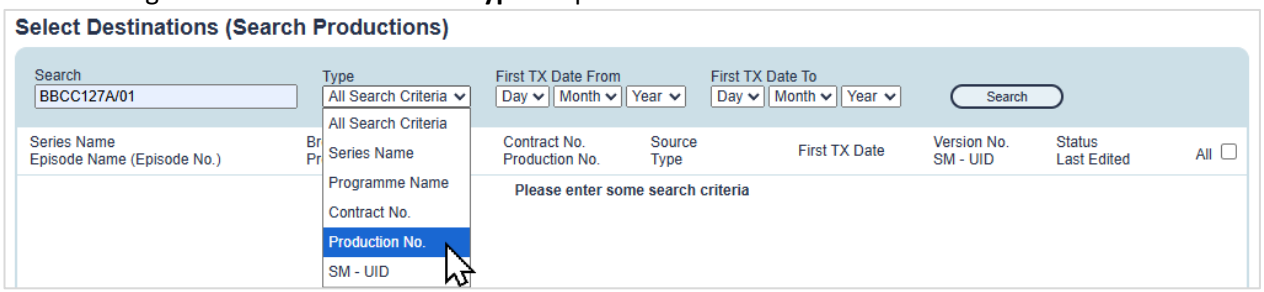
- In the **Inbox**, search for and locate the source paperwork, for example, by the programme's unique ID, or part of the series or episode name
- Select the checkbox for the source programme or content

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



- In the **Select Destinations** window, search for the destination programme(s) or content

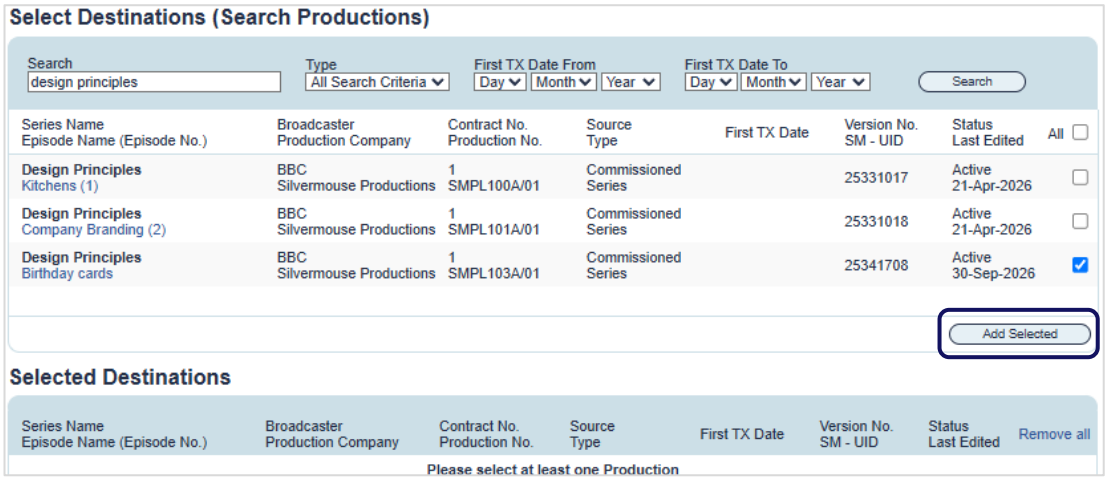
Specific search criteria return results more quickly; for example, typing the programme's unique ID in **Search** and selecting **Production No.** from the **Type** drop down list



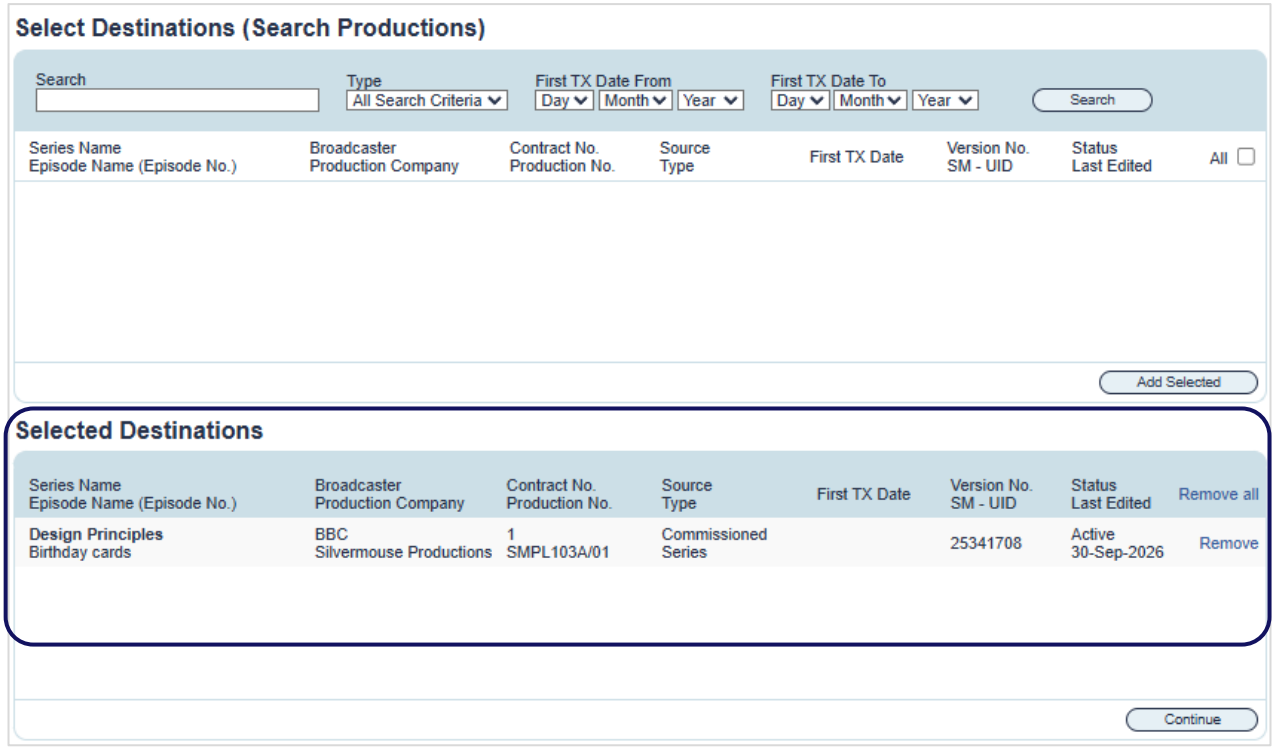
The **First TX Date From** and **First TX Date To** use the first transmission date from the TX log; both are limited to one year ahead

- Click on **All**, or additional checkboxes, to select multiple destinations

- Click on **Add Selected**

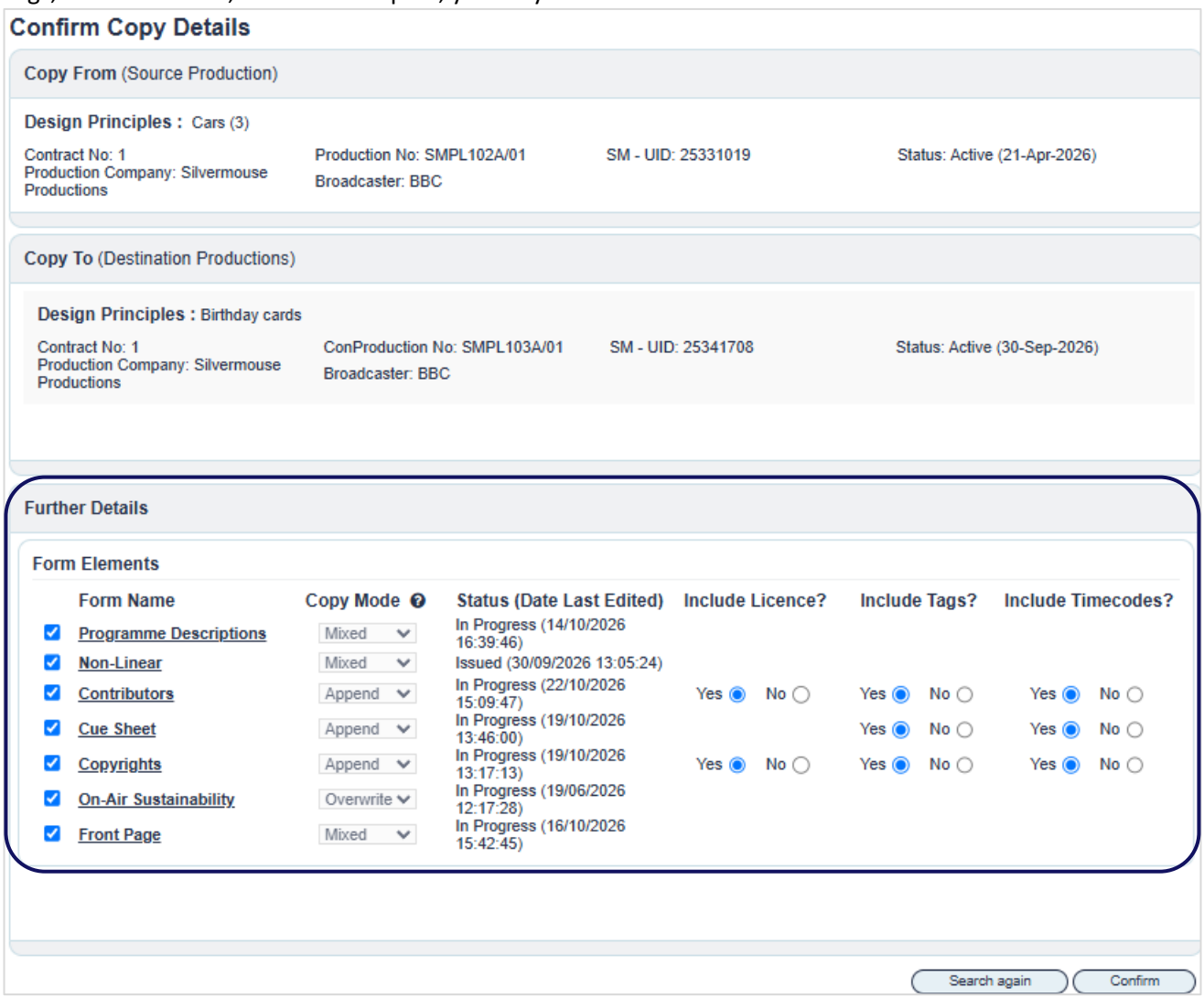


- The destination(s) will display in the lower part of the window



- Search for additional destinations as required; different search criteria can be applied
- 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 source production and the destination production(s) will be shown

- In **Further Details**, in **Form Elements**, select which forms, and their associated Licences (rights information), Tags, and Timecodes, need to be copied; you may need to scroll down or resize the window



- Click on **Confirm** to confirm

or

- Click on **Search again** to return to the Destination Management window; previously selected programmes or content will remain selected until removed

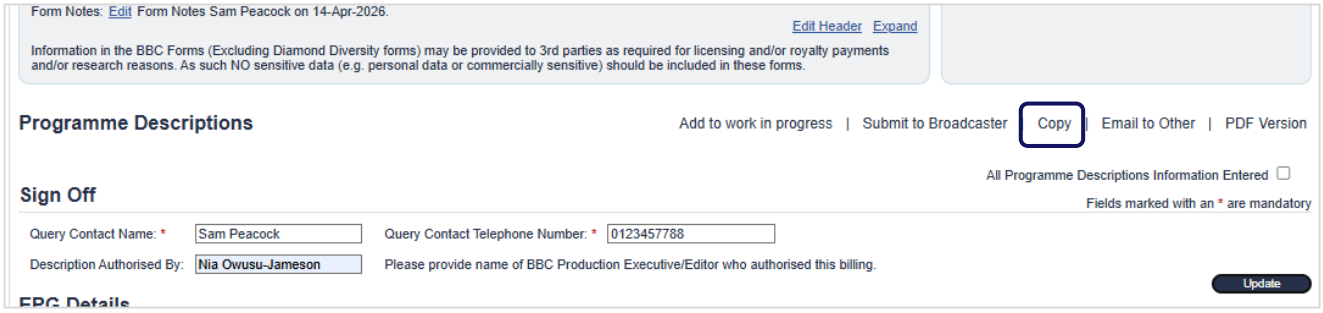
The **Copy Mode** column shows how data will be copied from the source to the destination form.

- **Append** adds the source data to the existing content
- **Overwrite** replaces the existing content with the source data
- **Mixed** applies both within the same form; text fields are overwritten, while drop down list entries are appended up to any field-specific limit such as three directors

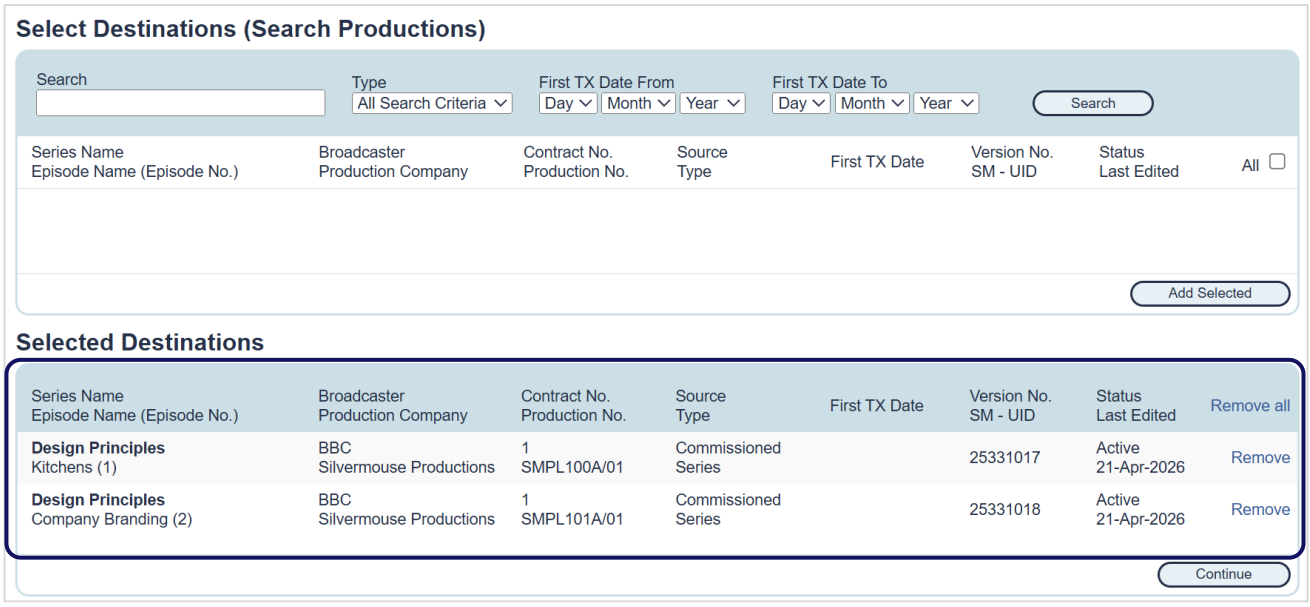
Copy a form to other PACs

To copy a form to another production:

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

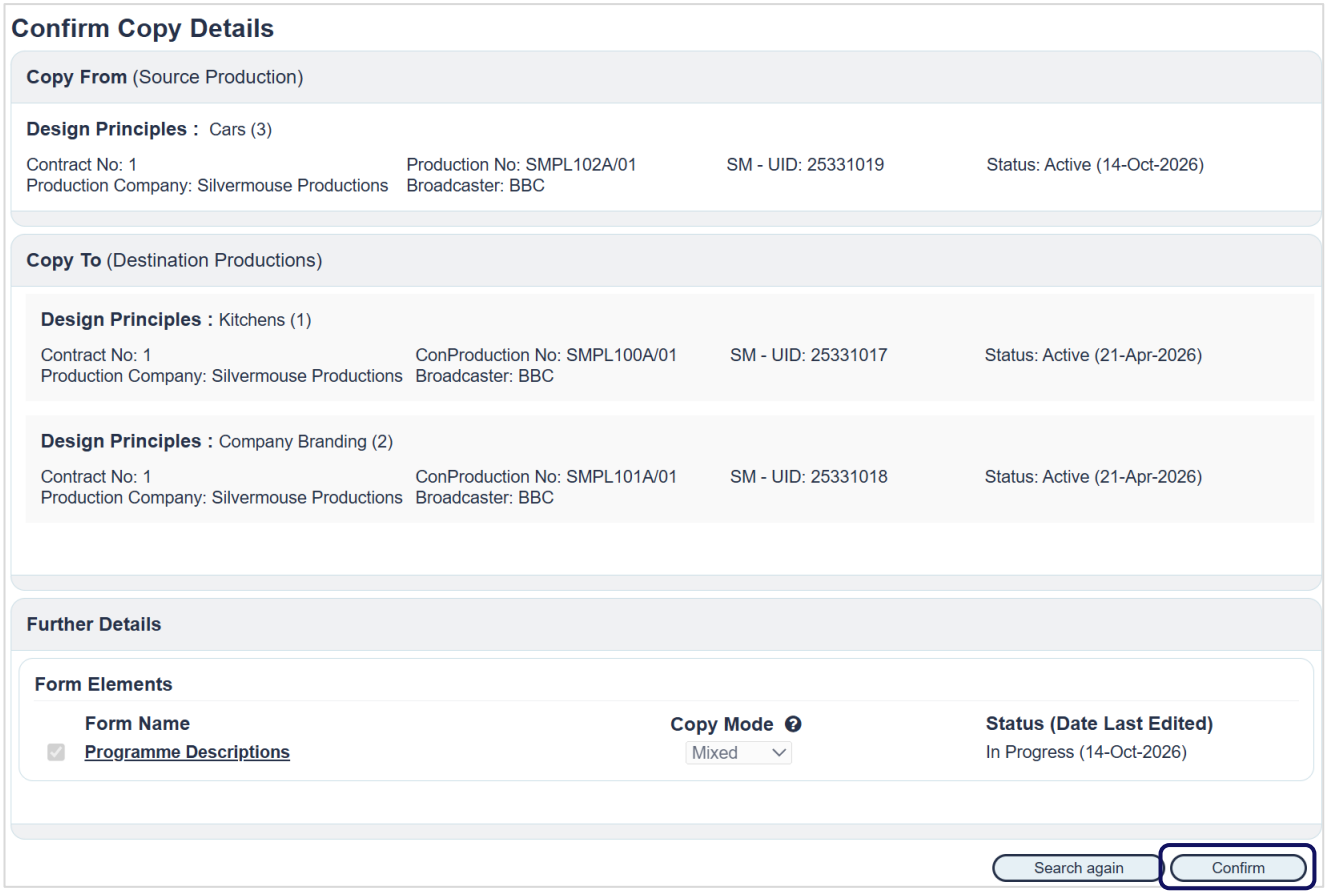


- In the **Select Destinations** window, search for and select the checkbox for the destination programme(s) or content
- Click on **Add Selected**
- The chosen destinations will display in the bottom section of the window. To add more, select further results from the same or a new search



- Click on **Remove** or **Remove All** to remove any destinations that were accidentally added
- When all the required destinations have been added, click on **Continue**
- In the **Confirm Copy Details** window, the source form details are shown with the destinations the form will be copied to

- Click on **Confirm**

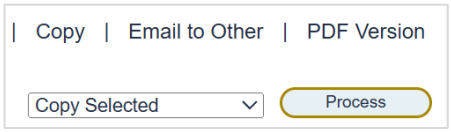


To remove an incorrect destination, click on **Search again** to return to the previous window and click on Remove.

Copy Contributor, Copyrights and Cue Sheet items to another form

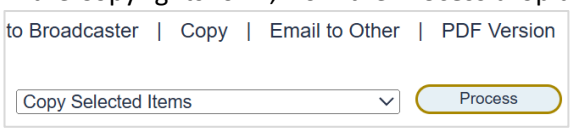
For the Contributors, Copyrights and Cue Sheet, it can be helpful to copy individual items from a form to another production, rather than copying the entire form.

- Open the source form , and select the times you wish to copy items
- In the Contributors form, from the **Process** drop down list, select **Copy Selected** and click on **Process**



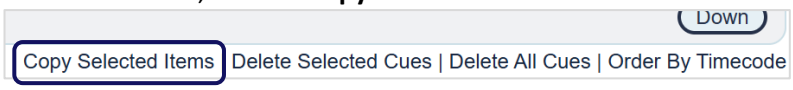
or

- In the Copyrights form, from the **Process** drop down list, select **Copy Selected Items** and click on **Process**

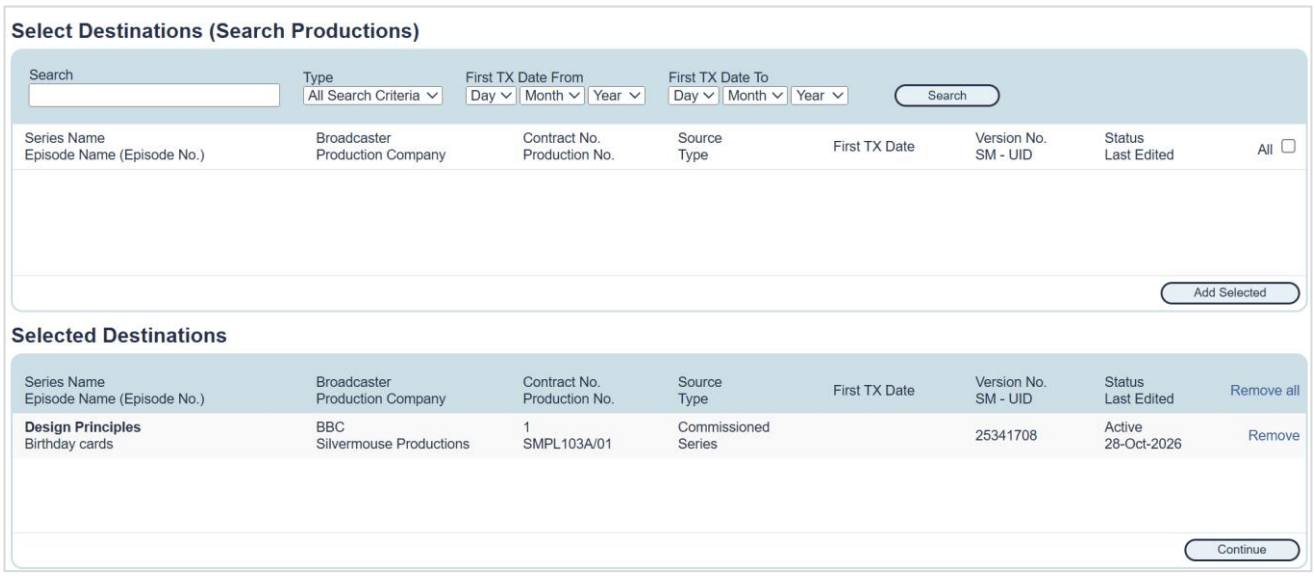


or

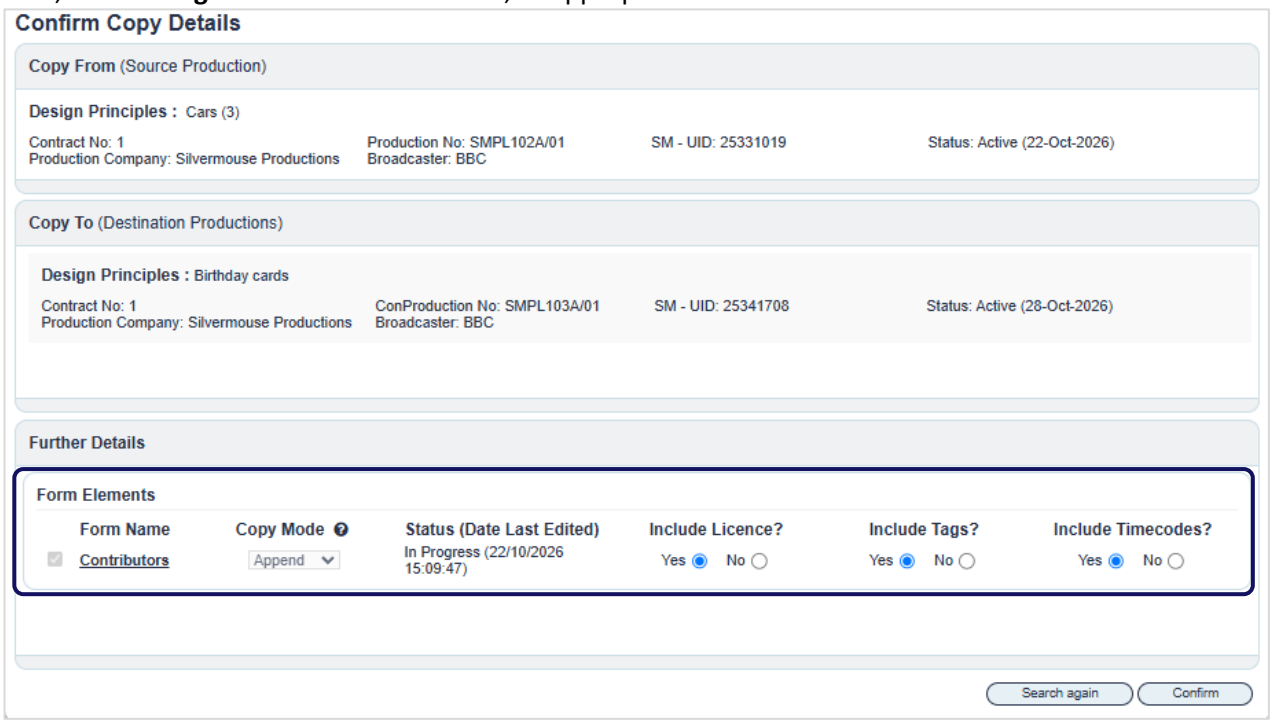
- In the Cue Sheet, click on **Copy Selected Items**



- The **Select Destinations** window will open. Search for and select the checkbox for the destination programme(s) or content and follow the process as if copying an entire form.
- Click on **Add Selected**
- The chosen destinations will display in the bottom section of the window. To add more, select further results from the same or a new search

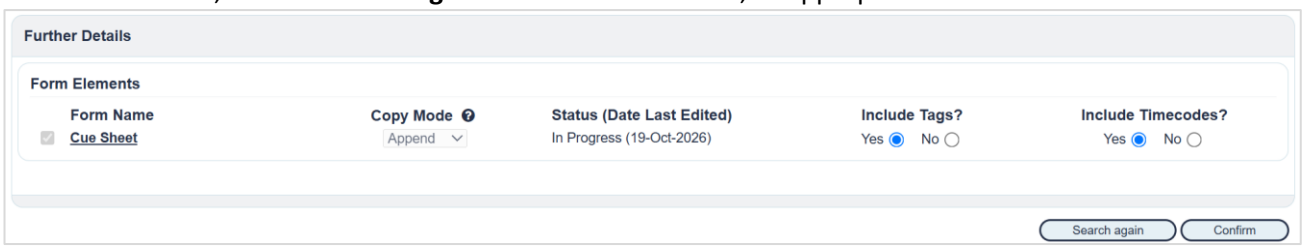


- Click on **Remove** or **Remove All** to remove any destinations that were accidentally added
- When all the required destinations have been added, click on **Continue**
- In the **Confirm Copy Details** window, the source form details are shown with the destinations the form will be copied to
- For the Contributors and Copyrights forms, select **Include Licence** to include the associated rights clearance data, **Include Tags** and **Include Timecodes**, as appropriate



or

- For the Cue Sheet, select **Include Tags** and **Include Timecodes**, as appropriate



- Click on **Confirm**; you may need to scroll down the window

Essential information with Include Tags?

Tag copying behaves in specific ways:

- Copied tags keep the order they had in the source form, but are appended after any tags already in the destination form
- Copied tags are not checked against those already in the destination form; if a tag with the same name exists, it will show twice
- Copied tags are not linked to the source; changing one does not affect the other
- The copy cannot be reversed, but items or tags copied by mistake can be deleted
- All tags in the source form will be copied, even if none were applied to the item
- The tag Names and Notes are copied but the tag Timecodes are not

Example

Tags in the source form prior to copy process:

#▲	Type	Name	Time In	Time Out	Duration	Played Duration	End Of Speech	Time Offset	Notes	
1	Studio	Studio intro	00:00:01	00:02:36	2m 35s					Edit | Delete
2	Archive	Design through the decades	00:02:37	00:05:12	2m 35s				how design has changed over the last 50 years	Edit | Delete
2	Segment	Design crimes	00:10:02	00:11:43	1m 41s				Horrendous design decisions	Edit | Delete
3	Pre-Rec Item	Interview with designer	00:06:23	00:09:14	2m 51s					Edit | Delete
5	Segment	Design of tomorrow	00:12:01	00:13:43	1m 42s				Where key contributor explores futuristic conc…	Edit | Delete
6	Pre-Rec Item	Next programme trail	00:14:50	00:14:59	0m 09s					Edit | Delete

Tags in the destination form prior to copy process

#▲	Type	Name	Time In	Time Out	Duration	Played Duration	End Of Speech	Time Offset	Notes	
1	Segment	Glitter production	00:09:02	00:12:31	3m 29s				How glitter is produced in the Silsden factory	Edit | Delete

The tags in the destination form after two untagged cues have been copied from the source form:

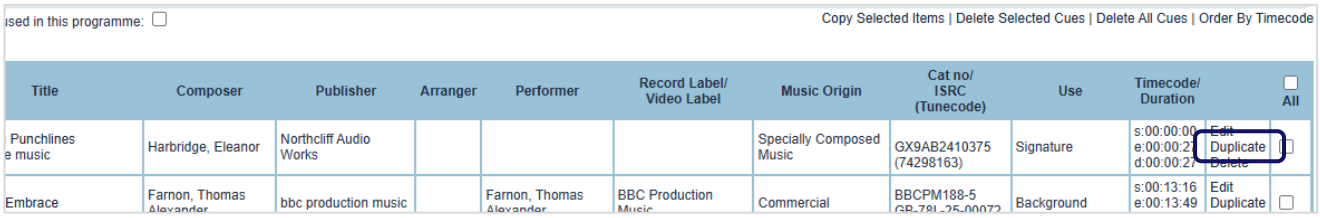
#▲	Type	Name	Time In	Time Out	Duration	Played Duration	End Of Speech	Time Offset	Notes	
1	Segment	Glitter production	00:09:02	00:12:31	3m 29s				How glitter is produced in the Silsden factory	Edit | Delete
2	Studio	Studio intro								Edit | Delete
3	Archive	Design through the decades							how design has changed over the last 50 years	Edit | Delete
4	Segment	Design crimes							Horrendous design decisions	Edit | Delete
5	Pre-Rec Item	Interview with designer								Edit | Delete
6	Segment	Design of tomorrow							Where key contributor explores futuristic conc…	Edit | Delete
7	Pre-Rec Item	Next programme trail								Edit | Delete

Duplicate cues in the Cue Sheet

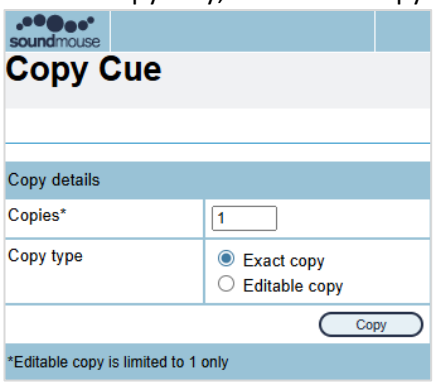
Every instance of music must be recorded in the Cue Sheet, so where a piece is played, faded down and brought back up, each use needs its own cue. Duplicating a cue is the quickest way to do this.

To duplicate cues:

- Click on **Duplicate** next to the cue you wish to duplicate



- In the **Copy Cue** window, in Copies, type how many copies you need of the same piece of music; this applies to Exact copy only, as Editable copy always creates a single copy



- Select **Exact copy** if only the Timecodes and Usage need to change, for example where the same piece of music is used several times throughout the programme or content

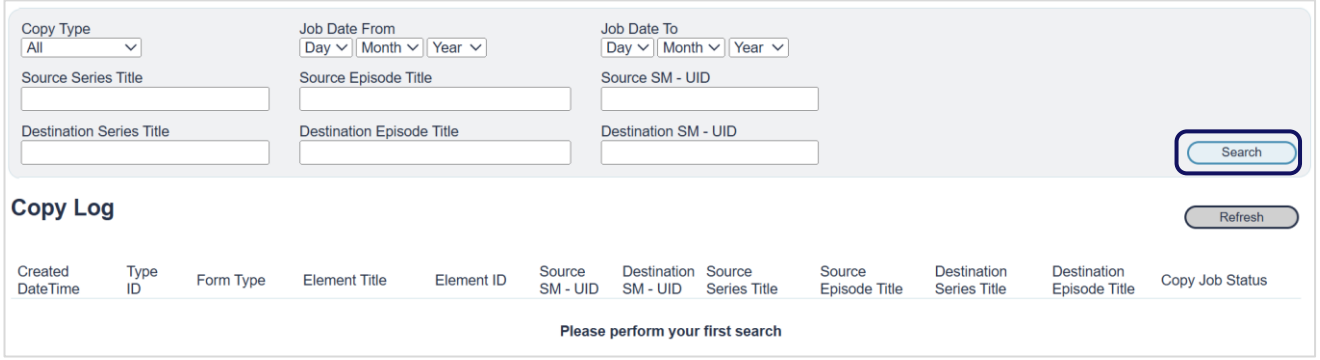
or

- Select **Editable copy** if any other details need to change, for example the score is the same but has a different performer or arranger
- Make the required changes and click on **Add**

The Copy Log

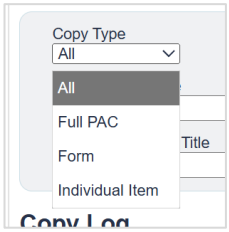
The Copy Log records every copy you have made in Silvermouse. You can search it at any time.

- From the top menu, select **Copy Log**
- Apply your search criteria for the copy action, and click on **Search**; initially no results will be shown until search criteria is applied



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

- By **Copy Type**. The options in the drop down list are to search for the **Full PAC** paperwork, a **Form**, or an **Individual Item**



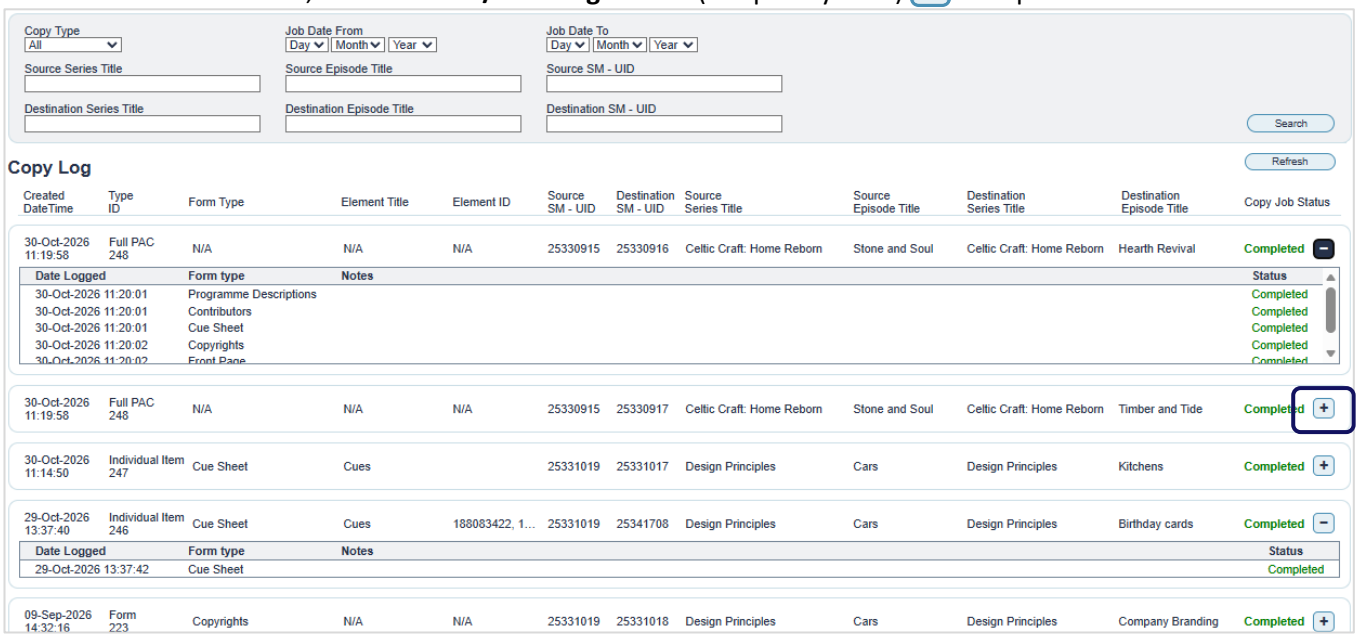
- Using the **Job Date From** and **To** drop down lists to select the dates when a copy was performed
- By the **Source Series, Source Episode Title or Source SM – UID** text boxes
- By the **Destination Series, Destination Episode Title or Destination SM – UID** text boxes

It is not possible to search the Copy Log by UID or programme ID.

Once a search has been performed, the Copy Log will display the details and status of the copy.

For full PAC or form copies, you can expand the row to view the copy log results for each form:

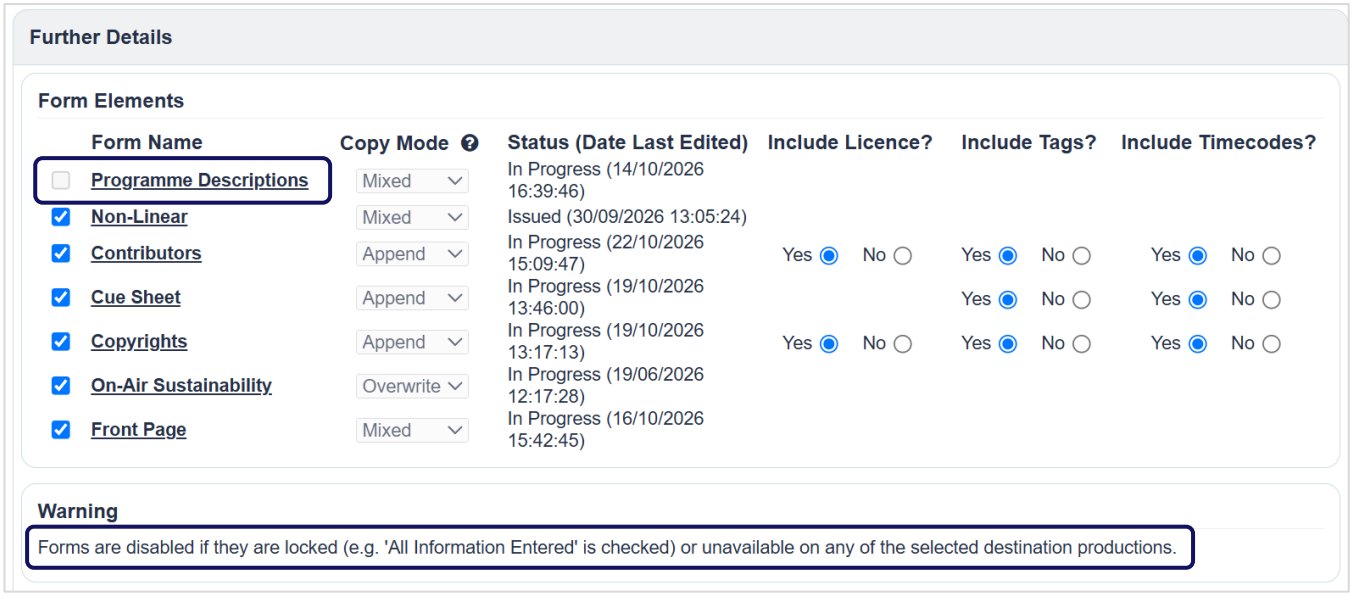
➡ At the end of the row, click on **Show/Hide Log Details** (the plus symbol) [+] to expand the search result



Troubleshooting

Unable to select a form

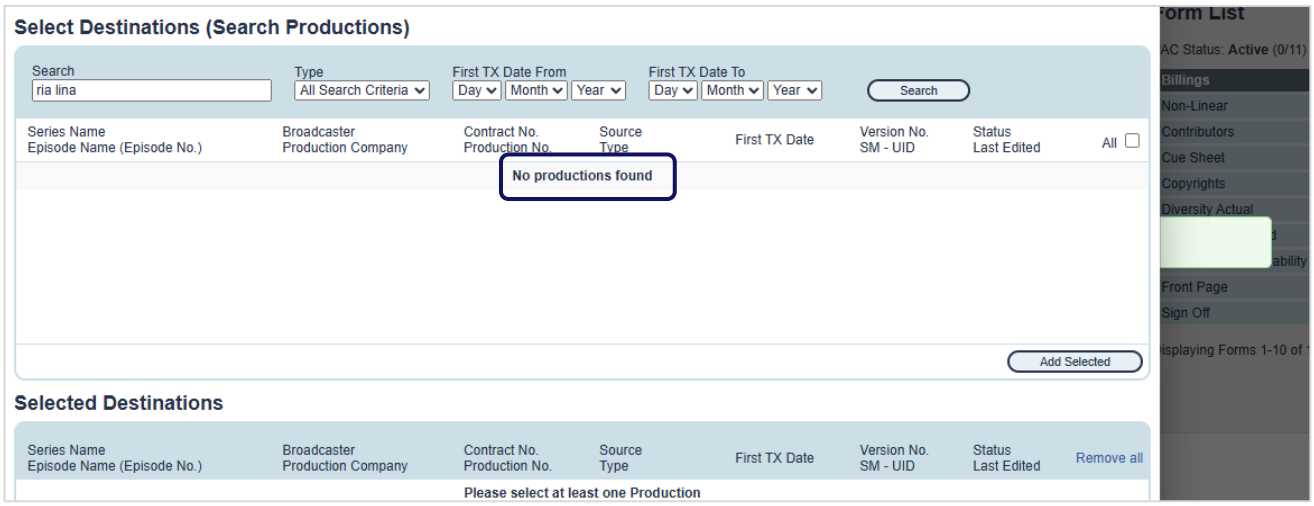
Situation: When using the 'Copy PAC' process, one or more forms cannot be selected in the 'Select Destinations' window:



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: The destination search returns 'No productions found', even though the form appears in the Inbox and/or Library:



Reason: The destination form either has the 'All information has been entered' checkbox selected or has a Submitted or Approved status.

There may be other reasons why you are unable to locate a production, such as permission levels; in these circumstances, please contact your BBC contact.