Silvermouse for production paperwork

Independent production companies: The header

This helpcard will show you how to update the header which contains business and programme information about the programme or content.

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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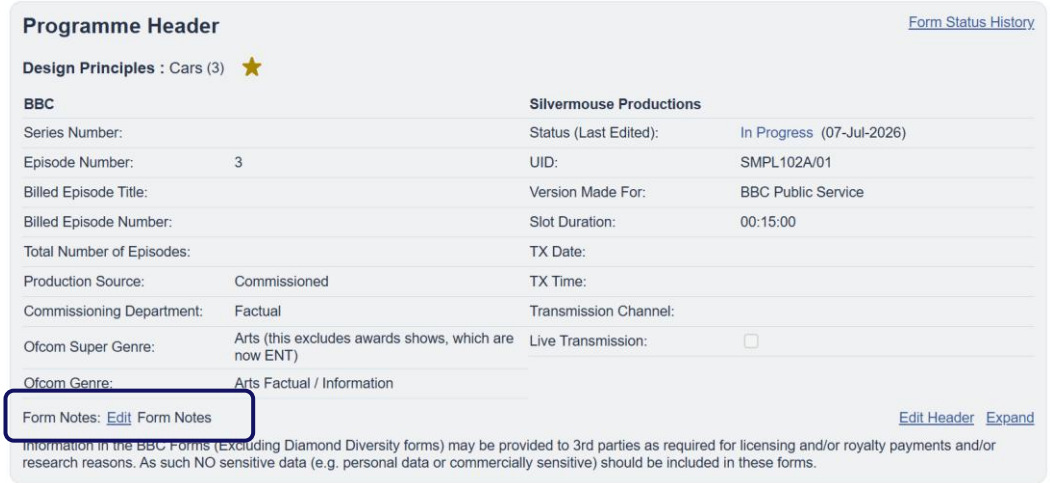
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What is a header?

A header is displayed at the top of all forms and contains information relating to the content, including the Series Name, Episode Name, programme UID (if your content has a UID), and Transmission Dates, Times and Channels. It also contains important business information such as the Commissioning Department and BBC Contact. By default, only some of the header data is displayed; further fields can be viewed when the header is Expanded.

The header MUST ALWAYS be edited and updated as soon as possible.

The only information in the header which is form-specific is the **Form Notes**:



When content or a one off programme or series is commissioned in the BBC's commissioning and scheduling system with key data, such as a supplier code, contract and **U**nique **ID** (UID), the associated forms are issued in Silvermouse. Alternatively, the forms might be manually created by your BBC contact.

If information is changed in the commissioning system, it will update in Silvermouse within 15 minutes.

Forms for your Production Company will be in the Inbox with an Issued status ready to be completed. As soon as anyone starts to edit a form, its status will change to In Progress.

When and how do I update the header?

Update the header with as much information as possible before doing anything else.

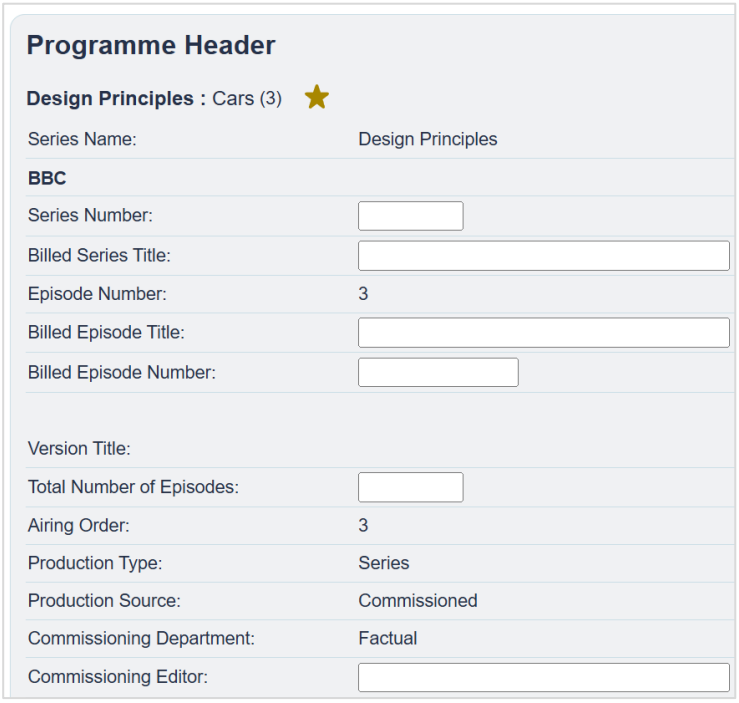
To edit the header:

- Click on **Edit Header**

Several fields in the Header are not applicable for non-linear content; please enter as much detail as possible.

Some data in the header will be populated and will show as read only.

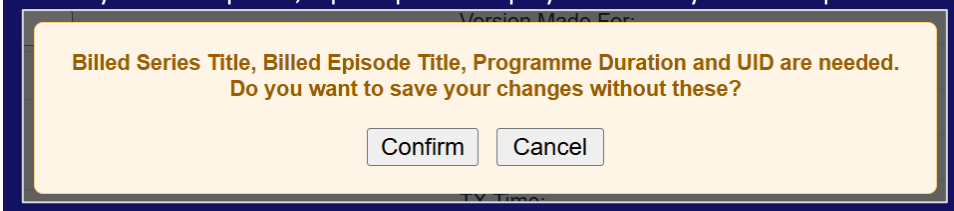
- The **Series Name** is the name of the series as it was entered into the commissioning system, and may well be a working title for a series
- The **Broadcaster Name** will be displayed as BBC
- In **Series Number**, type the number that identifies the series within its overarching "brand", if relevant
- In the **Billed Series Title** box, type the name of the series as it will be billed in magazine listings and on BBC iPlayer and BBC Sounds; if this is left empty, the system will display a prompt to remind you to complete it
- The **Episode Number** displays the episode number of the programme as it was entered into the commissioning system



- In **Billed Episode Title**, type the published name of the programme or content as it should be billed in magazine listings and on BBC iPlayer and BBC Sounds if appropriate.

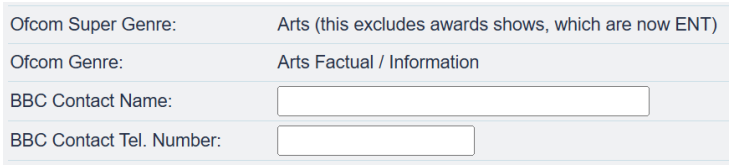
The Billed Series Title and Billed Episode Title are required so that contracts can be reconciled to the programme either by the original working title or the final billed title; please update where possible.

When you click Update, a prompt will display to remind you to complete them if they are left blank:



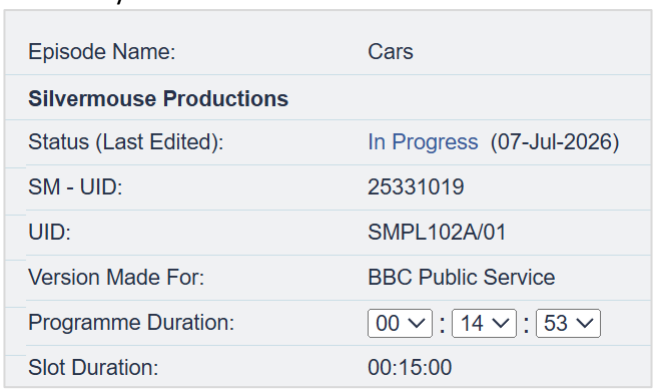
If you need to record any programme working titles that may have been used when contracts were raised, use the Programme Notes; please refer to the BBC: **Get Started** Indies: **Get Started** helpcard for further details.

- In **Billed Episode Number**, type the number that reflects the order the programme or content is aired if different to the Airing Order
- The **Version Title** will show the reason the version was created if it is not an original; for example, an explanation for editorial sensitivity
- In **Total Number of Episodes**, type the number of episodes in the series
- The **Airing Order** shows the number that represents the order of transmission or publication for the content as it was entered into the commissioning system. This can be different to the commissioned order
- The **Production Type** identifies whether the content is a Series or a One-off
- The **Production Source** shows who is creating the content, for example, an independent production company might be Commissioned or be part of a Co-Production
- The **Commissioning Department** shows the BBC internal commissioning department for the content
- In **Commissioning Editor**, type the name of the BBC Commissioning Editor
- The **Ofcom Super Genre** denotes the Ofcom super genre for the programme or content for reporting purposes
- The **Ofcom Genre** denotes the Ofcom genre sub-code for the programme or content for reporting purposes

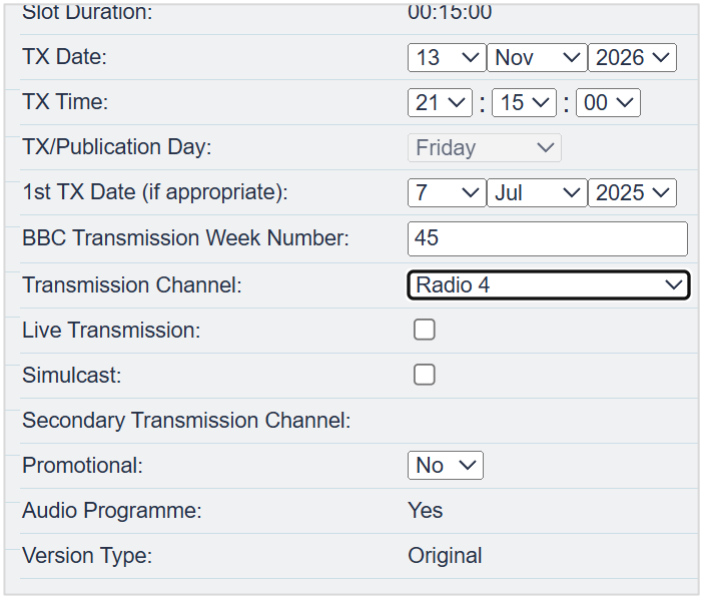


- In **BBC Contact Name**, type the name of your BBC contact who is responsible for the delivery of the produced content
- In **BBC Contact Tel Number**, type your BBC contact's telephone number
- In **Form Notes**, type any notes specific to the form being viewed; the data entered here is NOT published across all forms
- The **Episode Name** displays the title of the episode as it was entered into the commissioning system
- The **Production Company Name** is displayed to the right of the Broadcaster Name
- The **Status (Last Edited)** shows the current status of the form and the date it was last edited
- The **SM UID** shows the Silvermouse unique identifier allocated by Silvermouse when the content's forms are issued; this is entirely unrelated to the BBC's UID or programme number
- The **UID** is the BBC's **U**nique **Id**entifier for the content or programme version, for example, **LDXB404Y/01**. Please refer to **The programme or content's UID Suffix** section of this helpcard for more information about suffixes. The UID is also sometimes known as the programme number.

A UID may not be available for some non-linear content



- The **Version Made For** shows which party has commissioned the version to be produced and is required for all programmes and content. For example, BBC Public Service, BBC World News (GNL), BBC Studios Distribution, Co-Production, Non-Linear, Open University or UKTV. If the content is non-linear, it must ALWAYS show as Non-Linear
- In **Programme Duration**, type the actual length of the programme or content being delivered, for example 00:59:20
- The **Slot Duration** is the billed duration of the programme, not the programme duration. For example, a programme's duration might be 59'20" but it will fit in a slot duration of 60'00". The remaining 40" could be used for trails and promos. Slot Duration is not relevant for most non-linear content and can be ignored.
- From the **TX Date** and **TX Time** drop down lists, select the date and time the programme will air or the date the non-linear content is to be published. BBC: This is essential so the production paperwork can be viewed by others in the Library once the forms are approved. Once a date is selected, the time fields will appear, and the **TX/Publication Day** will automatically update
- If the **1st TX Date (if appropriate)** is populated, this indicates when the programme was first aired and the TX/Publication Date and TX/Publication Time will denote the latest transmission
- The **BBC Transmission Week Number** will automatically update to show the relevant BBC production week number according to the TX/Publication Date selected.
- From the **Transmission Channel** drop down list, select the channel the programme is expected to air on; this should be left blank for non-linear content. If BBC One or BBC Two is selected, a further drop down list will appear so you can select if the transmission is across the entire Network or is specific to Northern Ireland, Scotland, Wales or the English Regions



- Select **Live Transmission** if the programme is to be transmitted live
- Select **Simulcast** to indicate that there is an intention to simulcast the programme on more than just the original channel
- If the Simulcast check box is selected, from the **Secondary Transmission Channel** drop down list, select the secondary channel the programme is also being transmitted on
- From the **Promotional** drop down list ALWAYS select **No**
- The Audio Programme depicts if the content is audio-only, for example a radio programme or podcast
- The **Version Type** will show whether the content is a Version or an Original
- When all the information has been added, click on **Update** to save

The programme or content's UID suffix

In general, the suffix assigned to the UID denotes how many times the programme or content (if it has a UID) has been edited for transmission, indicating which version of the programme or content is being used. For example an initial transmission would end with /01, but if a signed version were made this might be issued with the suffix /02. This process may be different to data migrated from other legacy systems.

If the production then needs to make a change to the programme before the next transmission, you must refer back to the BBC contact so a new programme number can be issued.

The suffix must be appropriate for the **Version Made For** that is assigned:

UID last 2 digits Range	Made for Values
01 - 39	• BBC Public Service • BBC World Service • Non-Linear
40 - 49	• BBC World News (GNL)
50 - 59	• BBC Studios Distribution (historically Worldwide) • Co-Production • Open University (legacy)
60 - 64	• BBC Store; this no longer exists

UID last 2 digits Range	Made for Values
65 - 69	• BBC Public Service • BBC World Service • Non-Linear
70 - 79	• BBC Public Service • Non-Linear
80 - 95	• UK TV
96 - 99	• Any of the above values