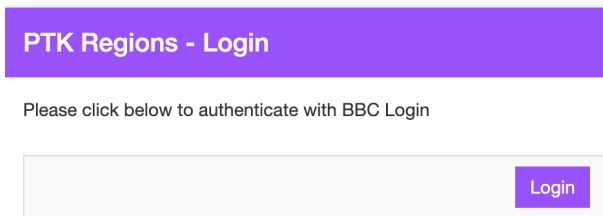
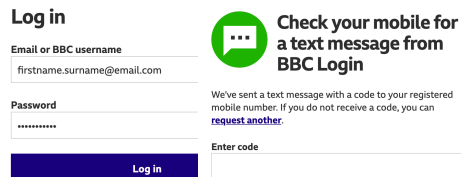


## Login to PTK Regions

- ➔ Navigate to <https://ptk-regions.tools.bbc.co.uk/pp/login#/submissions>
- ➔ Click on the **Login** button to login



- ➔ Enter in your BBC Login credentials and complete your two-factor authentication method, this will either be a code that is sent via text or through the app.





- ➔ You will then automatically be sent redirected to the landing page where you will be able to see all the forms you have created.



## Filters

- ➔ To filter the submission list, click **Filters** 

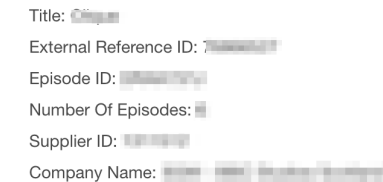
## Filters for Submissions

- **Series Name** – Allows you to filter by the series name to find forms for a specific programme  Series Name
  - **Status** – Allows you to filter for a form using a pre-set status: In Progress, Submitted, Approved, Rejected.  Status
- Status  Approved  Rejected  In Progress  Submitted

## Add a new form

- ➔ Click on the **+New** button on the listing page 
- ➔ Enter in any valid UID from the commission e.g. ABCD12E/01 in the UID field and click **Search** 
- ➔ If the UID exists it will search for the UID and show the following fields

- Title
- Series ID
- Episode ID
- Number of Episodes
- Supplier ID
- Company Name



➔ Check the information is correct and click **Create**

- *Please note this information is non-editable and is pulled in from our commissioning system, sometimes there may be differences in the title name you are expecting to see.*

➔ In order to fill in information you must click the **Edit** button for each section which is found on the right of the screen in each purple bar.



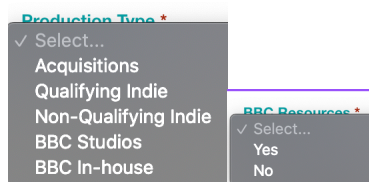
■ The form is split into 4 difference sections

○ **Section 1: General Information**

- This information is pre-populated by pulling information from our commissioning site and is non-editable.

○ **Section 2: Independent Quota Qualification:**

- Production Type, Production Company Name, Production Company Address, Production Company Postcode, BBC Resources are all mandatory fields.
- Production Type and BBC Resources are both dropdown fields, click on the down arrow to see the options.



- Production Company Name, Production Company Address and Production Company Postcode are all free text fields, please use these to type in the relevant information
- If the substantive base address is different to the producer address, please tick the box and fill out the appropriate fields

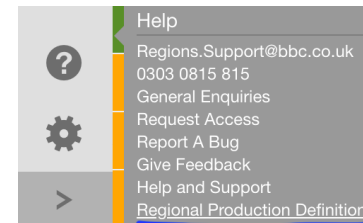
that are shown when this is ticked, please note that these fields are also mandatory.

- Is the substantive base address different to the production address?

➔ Once all fields have been filled out, click Save on that section



*If you need any help filling out the form you will find a 'Regional Production Definitions' guide stored under the help icon at the bottom.*



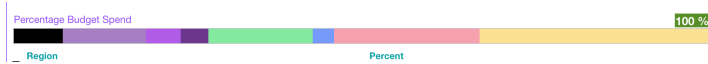
*You will also find guidance on the right of the screen when completing a form, this contains:*

- *Ofcom Guidance*
- *Substantive Base*
- *Percentage Budget Spend*
- *Percentage Talent Cost*

○ **Section 3: Regional Quota Qualification**

- Is this a UK Production? and Substantive Base are both mandatory dropdown options. Please select an option for each field.
- Percentage budget spend: This must add up to 100 and can go up to 3 decimal points.

- The bar below the Percentage Budget Spend heading is a visual representation to show when you are at 100%. Each colour represents a region. There is also one for Percentage Talent Cost



- Once you have entered in all of the percentages and clicked **Save**, the system will calculate the substantive base, region of at least 70% budget spend, region of at least 50% talent cost and the Ofcom qualifying region. This information can be found in the bottom bar and on the right side of the screen.

Substantive Base Midlands & East Anglia	Region of 70% Budget Spend Midlands & East Anglia	Region of 50% Talent Cost Midlands & East Anglia	Ofcom Qualifying Region Midlands & East Anglia	Form Status In Progress
--	--	---	---	----------------------------

Substantive Base	Wales
Region of at least 70% Budget Spend	n/a
Region of at least 50% Talent Cost	n/a
Ofcom Qualifying Region	Non-UK
Form Status	In Progress

If you have submitted your form by mistake, please contact your Delivery Contact who will be able to reject the form back to you to carry on working on.

#### ○ Section 4: Your details

- This is where you need to enter details about yourself on behalf of the production or company in the following fields:
  - ➔ Name: Should be prepopulated with your own name  
*(Current this may display as your email address as it is a pre-populated field this is envisaged to be resolved in the near future)*
  - ➔ Position: Enter your job role i.e Production Exec

- ➔ Contact Email: Email you would like to be contacted on (this may be a repeat of the email entered in the name section)
- ➔ Contact Number: Enter the number you would like to be contacted on in the event of any problems
- ➔ Authorised By: Enter the name of the person who has approved you to submit this form (i.e. possibly a senior business person on the production, or it could in fact be yourself if you hold that role in the company/ production)
- ➔ Once completed click **Save**

### Submitting a Form

- ➔ Check all the fields are correct and accurate
- ➔ On the right of the screen read the statement and tick the **Confirm**

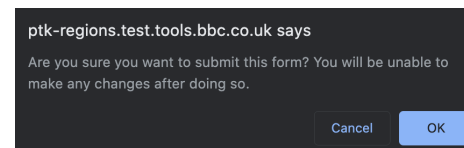
*I confirm that the information on this form has been authorised by a senior business person on the production.*

#### Submission

Confirm Submission

- ➔ Once you're happy the form is correct click **Submit**

*A notification will pop up explaining you will not be able to make any changes once you submit. Please use this as your final chance to check all the information*



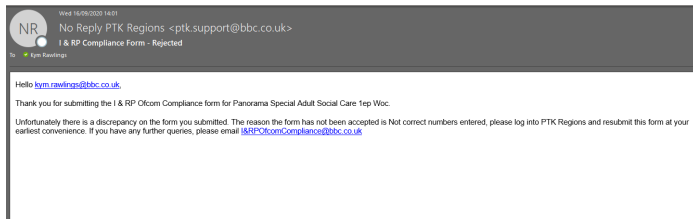
- ➔ Click **OK**

Finally, a confirmation message will then appear in the bottom left, informing you the submission has been successfully submitted.



## If your form is rejected

If your form has been rejected by the BBC Business Information Team you will receive an email notification:



- ➔ Login to the PTK Regions application
- ➔ Open the form from the submission screen
- ➔ A rejected form can then be made editable by clicking the **Edit** button,

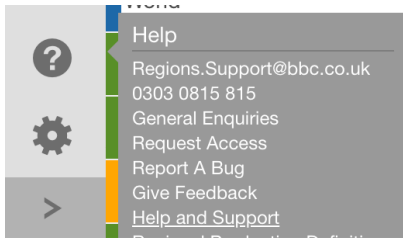
**Reason**  
Incorrect information entered

**Edit**

updating the form and resubmitting.

## Help & Support

- ➔ Hover over the **Question Mark** icon and click **Help and Support**



- ➔ The **Help and Support** page will contain the following information
  - ➔ Approver, user and read only helpcards
  - ➔ FAQs
  - ➔ Support information