Nucleus Glossary

This guide details and defines all of the administration functions of Nucleus. The guide is split into several sections detailed below.

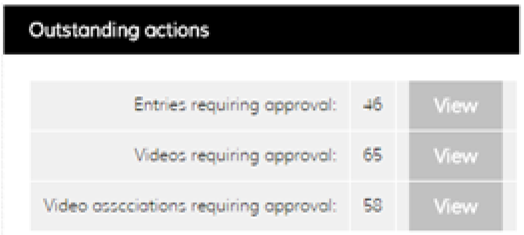
Please note: this guide does not attempt to provide either a user journey or to detail the entrant's functions as this is detailed in other guides.

Contents

Dashboard

The dashboard details entry submission, video and payment activity. The dashboard is split per project and will only display information relating to the currently selected. To view an alternative project, use the dropdown menu at the top of the screen.

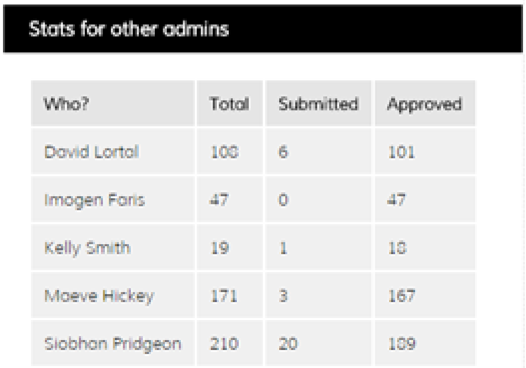
Outstanding actions


Outstanding actions

Entries requiring approval:	46	View
Videos requiring approval:	65	View
Video associations requiring approval:	58	View

In order to publish an entry and video (if applicable) on the viewing website admin users must ensure that the entry, video association and video have all been approved (see section 6.0). If there are outstanding actions that have not been completed they will be listed in the above table. Click View to see the entries/videos/associations that require approving.

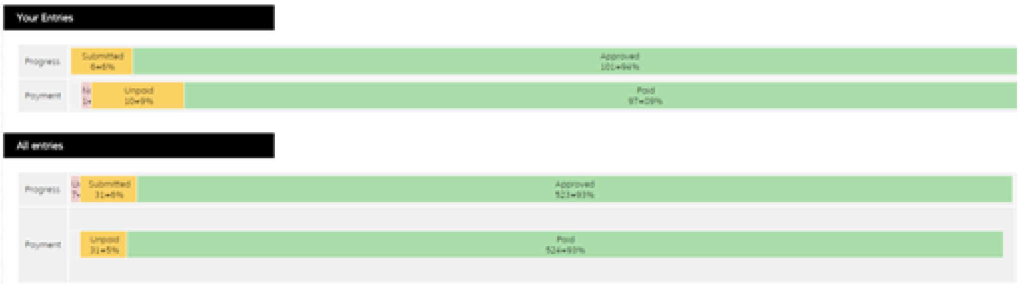
Stats for admin users


Stats for other admins

Who?	Total	Submitted	Approved
David Lortal	108	6	101
Imogen Faris	47	0	47
Kelly Smith	19	1	18
Maeve Hickey	171	3	167
Siobhan Pridgeon	210	20	189

The system assigns entries to an admin user when the user first checks them. The table above displays the amount of entries each user has checked. This feature allows users to identify which entries are still to be checked when multiple users are managing the entry process. Entries can be reassigned to different users if required (see section 6.3.2).

Entries



The top part of the section displays entries that belong to the admin user who is currently logged in. The lower part applies to all entries that have been created within the project.

This section displays the number of entries, payments and their respective status:

- **Unsubmitted** – entry has been created but is not completed and ready to check
- **Submitted** – entrant has confirmed that the entry is completed and ready to check. Entrants can no longer edit the entry
- **Approved** – entry has been checked and approved by an admin user. The entry will appear on the viewing website

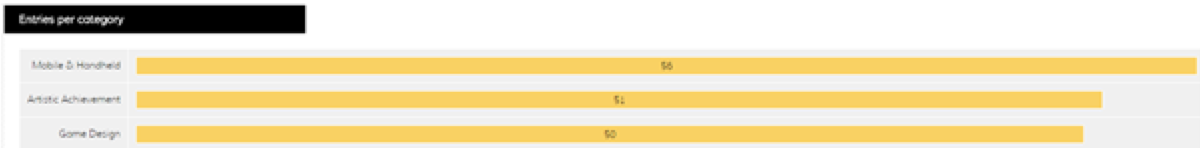
To view entries by submission or payment status click on the relevant section of the progress bar.

For Awards that require payment there is an additional progress bar that details the current payment status of payments. These will be in three states:

- **Not Closed Down** - the invoice has not been generated by the entrant
- **Unpaid** – the invoice has been generated but not paid
- **Paid** – payment is complete

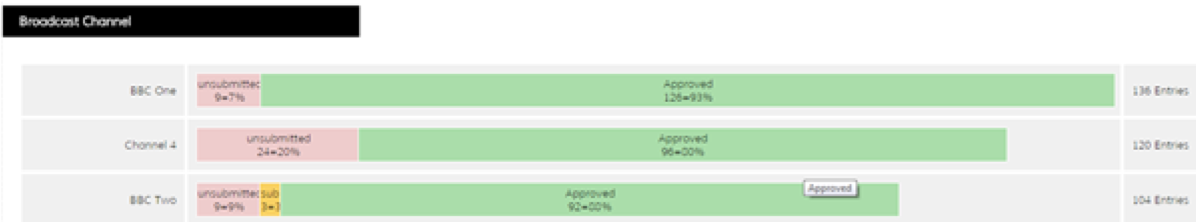
Note that for an entry to be exported to the voting website it must be marked as paid (assuming payment is required).

Entries per category



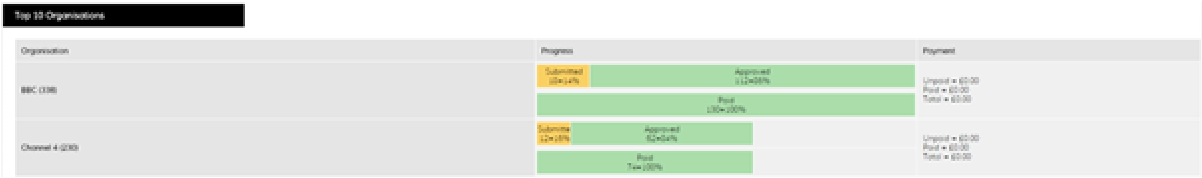
This section lists the number of entries placed in each category - split between those that are Unsubmitted, Submitted and Approved. Categories are listed in order of those with the most entries. To view the entries per category, click on the relevant progress bar.

Custom fields



Any question on the entry for can be set to be reported on the dashboard. In the example above you can see a report on television channels breaking down the number of entries per channel. This works best with questions that ask for specific data such as dropdowns. (See sections 9.3.3.3 and 12.5.3).

Top 10 Organisations



This section lists the 10 organisations that have created the most entries for this award along with their entry status and payment status.

Awards List

All award projects are listed on this page. From here users can manage settings that pertain to the whole award, view entries on the viewing website, copy, delete and export awards.

Award projects are listed in alphabetical order. Each one is available to view as soon as you have begun creating it (although you can also manage this - as required - by the Awards List Filtering functionality, below).

Due to the amount of time it takes to generate an award from scratch when beginning a new Awards season recurring awards can be cloned from the previous year. The cloned award from the previous season will have their Display Name changed to include the prefix ‘Copy of’, the Internal Name will be preserved by default but can easily be edited.

Awards List Filtering

If you have created a number of different Awards, you can filter them via the dropdown marked **Show:**

From here, you can choose to display:

Only Active - Awards which are currently open for entry. (This is the default setting).

Only Inactive - Awards which have now closed for entry

Both - All of the above - Active and Inactive Awards.

Actions Menu

This is located to the right of each project. From this menu, admin users can view and select the functions set out below.

Edit

Clicking edit on the actions menu takes the user to the awards preferences page. This section contains functions that control the whole project.

Internal Name

This is used to define the name of the project that will only appear to admin users.

Display Name

This is used to define the name of the project that will be displayed to front end user of the site.

Active

If set to Yes, then the Award will appear in the Award List on the Create Entry page enabling entrants to enter. If set to No, the Award will not appear in this list. Admin users can still manage the Award even when set to not active and entrants will still be able to see entries that they have created for the Award.

Show entries on entrant dashboard

If set to Yes, entries will appear to entrants on the entrant dashboard. If set to No, entrants will not see their entries on the entrant dashboard. This function gives admin users scope to make previous year’s entries unavailable to entrants, while remaining accessible to admin users. The entries are not deleted.

Show entries for …. Months after creation

This setting enables you to set a maximum timeframe which entries for this award will be displayed for on an Entrant’s dashboard. Beyond this timeframe the entries will no longer appear on their dashboard regardless of the status of the award. This functionality helps to de-clutter the dashboards of frequent and prolific entrants who otherwise may have lots of historic entries listed, when their priority is to access those from current, live awards. Our recommendation is 9 months and each entry will be removed 9 months after the date it was created. There is no upper limit to how many months you set this to.

Award Order Number

This controls the positioning of the award to entrants on the Create entry page. Awards that are open for entry can be moved to the top of the list using this function.

Voting site award ID (Applies only to BAFTA)

In the voting website an ID is issued to each Award. This number needs to be entered here so that voters can view videos when they log into the voting website. When the two websites communicate this number identifies the project on both websites.

Opens on data and time

This is used to set the exact date and time that an award will open for entry.

Last create date and time

This is used to set the last date that entrants can generate an entry form. Forms that have been created may still be submitted providing that the Last Submit Date has not passed. Once this date is reached entrants can no longer create new entries for the award and the Closed message will be displayed in its place (see 3.2.15.3).

Last submit date and time

This is used to set the last date and time entrants can submit their entries. After this time has elapsed entrants are unable to submit their entries. This date works independently of the last create date so admin can restrict entrants from creating new entries but still submit those they are working on.

Last pay date and time

This is used to set the last date and time entrants can close down and pay for their entries. For companies where credit is extended there is a setting on the Organisation page which permits organisations to pay after the payment deadline (see 10.5).

It is important to note that unless the entries are marked as paid they will not appear on the voting download (see 13.5) unless the organisation has been set up to bypass this date. This does not apply if an award is not set up to take payment.

If you are not taking payment, leave this blank.

Show closed message until

This is used to determine the final date that the Entry closed message is displayed to entrants. After this date the Entry not open message is displayed. This function allows the user to change the message when entries are due to open with updates of the entry dates.

Delete personal data on

This is a mandatory setting that will trigger the automatic deletion of personal details entered into the award's entry forms. The date must be at least two weeks in the future. Data deleted may include all uploaded files, phone numbers, email addresses and dates of birth. Fields can be marked as containing personal data when editing the question (see 9.3.3.1).

In accordance with the date set, all Admin Users with permissions to see that Award will receive email notification of the impending deletions i) 7 Days prior and then ii) 2 Days prior to the deletion taking place.

NB:
Nucleus runs several automated tidy up rules in order to prevent the data stored on the server becoming too large and crashing the server.

1. Front end users who have not logged in for 18 months will be deleted. The user will be sent an email to inform them, providing this has been set up by system admin users, to log into their account. Upon login the time will be reset. If the user fails to log in then their entry account will be deleted and any corresponding entries will also be deleted, along with the organisation if the user was the only user within the organisation at the time of account deletion. The 18 month period for account deletion can be extended or reduced at any time - BAFTA Tech will discuss this with you in the scoping calls and in future this request can be made via the support site.
2. There are also automated scripts to delete videos uploaded via video management which is 9 months from the point of a successful video file uploaded. This period for video deletion can be extended or reduced at any time - BAFTA Tech will discuss this with you in the scoping calls and in future this request can be made via the support site. For Video Questions videos will be deleted when the entry is deleted, either by the user, an admin user or by the automated scripts. There are no automated deletion scripts for Video Questions.

3. Assets will remain in Nucleus for 12 months after the entry has been deleted fully by the system - this includes all documents uploaded by the entrant and the entry submission summary pdf and approval summary pdf.
4. The Audit Log and Actions log records all actions for the past 5 years. Any actions performed over 5 years ago will not be retained in the system.

If customers wish to, we can change the time on the deletion rules in points 1 and 2.

Options

This section contains more advanced options that may or may not be required by the project.

Open to

This function restricts the type of organisation to which is able to access the award. This is used by the support site. For example, if Broadcaster is selected, then only Organisations registered as Broadcasters will be able to view the project.

Allow mass actions for entries

Provides an option for users to perform mass actions to selected or all entries. A dropdown menu will appear at the top of the first column of the Entry List if this function is set to Yes.

Award has categories?

Users can decide whether an Award has Categories, by selecting ‘Yes’ or ‘No’. While most Awards will have categories, the ‘No’ answer to this functionality is useful for Admin users who want to run an Award scheme with a single prize, selling event tickets or general data collection exercises where categories are not needed.

Allow video association

Setting this to Yes will permit entrants to associate videos with the Award. Videos need to be defined within the Category section (see 4.1.10). Setting to No means videos cannot be associated with any categories for that Award.

Show approval status on entrant dashboard

Setting this to Yes will add a column to an entrant’s dashboard for this project that displays the approval status of each of their entries.

Only one video per entry

If the entry process dictates that only one video should be associated with each entry and that entrants will not wish to associate the video with other entries, then select Yes. In this instance the video record is created automatically for the user upon submission and the user is prompted to upload the video on the submission screen.

Show ineligible categories on submission

Upon submission entrants are presented with a list of categories in which they will be placed. Setting this function to Yes will also display all of the categories for which they are not eligible.

Dashboard warning time

This defines how many days before the cut-off date you set that warnings are shown for entries in this award on the entrant dashboard.

Email naming conventions

These fields are used to define the from email address and from name which the email communications, for this particular award, are sent. This includes all payment, submission, approval emails etc. If left blank or default email templates are sent, then the default from address and name will be used (see 13.16.4 & 13.16.5).

Send emails on entry approval

If set to Yes, an email will be sent to entrants when an entry is approved/progressed by admin users. If set to No, emails will not be sent on approval/progression. Text for this email can be edited in the email management section (see 13.7).

Entries require approval/progression

If set to Yes entries will require admin user approval to be accepted to progress to another stage of the awards process and the Progress to (3.2.11.11) option will appear. Set to No if no approval or additional stage is required.

Progress to

This function allows entry forms to be copied from one project into another. This function is used when admin users wish to have multiple stage entries. For example, a form can be created which collects simple eligibility metadata. When this form is submitted and the admin user has checked the data, instead of approving the entry (which is not available when this function is in use), it is progressed. Upon progression the entry form is copied to a second project and deleted from the original. All data inputted by the entrant is copied across to the second project providing that the questions and default names are identical in the second question list. The second project may contain additional complex questions which require more detailed answers.

To set up progression select the name of the project that you wish to progress to from the drop down menu. There is no limit to the amount of projects to which entries can be progressed.

Progression state

When a project is set up for progression an option will appear which allows the entries to either be progressed in a submitted or unsubmitted state. If an entry is progressed in an unsubmitted state entrants will be able to edit the form and resubmit. If progressed in a submitted state, entrants will not be able to amend the form.

Require approval reason

This will show if Progress to (3.2.13.11) is set to 'No progress – single stage entry' If set to Yes admin users are required to supply text which is included in the approval email. To include this text in the approval email you must include @@approvalReason@@ within the body of the email in email management (see 13.10).

Submit dependent question

This function allows you to select an existing question from the project's Question List that will trigger the visibility of the Submit button to an entrant when filling in the form. The question you select must be visible on the form for the Submit button to become visible.

Leave this as None if you don't wish to use the feature.

Allow user to delete entries

Prevents users from deleting any entries they have created regardless of submission status. However, if the entry has already been invoiced they will be prevented from doing so directly and advised by a pop up to speak to an administrator.

Allow entrant to copy entries

Control whether entrants can copy their entries when making multiple entries in the same Awards.

Entrant notes field

This function permits the notes field to be switched on/off on the entry form. The notes field is only ever visible to entrants.

Allow instant entries

This function enables the form to be accessed by users without them having to log into the system. If this function is switched to Yes a unique URL is generated whereby users can access the form. Note that this does not stop the form appearing on the Create entry list. It will still appear in the same location unless it is set to not active (see 3.2.3). Due to entrants not existing as a registered user you need to select an organisation in which to house all of the entry forms. This organisation should be created separately by admin users and the organisation number should be specified in the Instant entry organisation ID.

The key thing to remember when using this function is that user data will not be stored, unless the questions are included on the form. This is because the users are not creating accounts in the BAFTA Nucleus system and all entries are stored within the same organisation defined above.

Viewing

This section provides options for whether the entries can be viewed and how they are displayed.

Viewing enabled

This permits the award to be visible even if 'Active' is set to No and any of the dates have already occurred.

Viewing site entry order default

This controls the default option in which entries are displayed on the viewing site. They can either be ordered alphabetically by Title or by the date they were approved by selecting Last approved.

Viewing site allow order switch

Selecting Yes enables judges to switch between viewing entries alphabetically and those most recently published.

Require scores & comments to be submitted

Select Yes to oblige judges to provide scores and comments in order for an entry to be submitted. The scales of the scoring and the max length of the comments will be set at each category level.

If Require scores & comments to be submitted is selected, a series scoring-related Message must also be supplied. These are:

Not started scoring message

This displays to remind the judge that they have not entered any scores for questions that require them.

Please finish scoring message

This displays to remind the judge to remind them that they have entered scores for some, but not all, questions that require them.

Please submit scores message

This displays to remind the judge to submit each of their scores.

Thanks for scoring message

This displays once a judge has submitted all of the scores that are required for questions in that category.

Alphabetical Navigation

If set to Yes, this will enable the Viewer to navigate their assigned entries quicker via an Alphabetical index at the top of the screen. Index is divided in the following clusters:

ABC | DEF | GHI | JKL | MNO | PQRS | TUV | WXYZ | ALL ENTRIES

Viewing site entry title override

This setting alters the title that appears for the entries in the viewing site. If set to Use ID then the entry ID will be displayed as the title in the viewing portal, you may wish to do this so entries can be viewed anonymously. If another question is chosen, then use the answer from this field will be displayed as the title.

Allow viewers to download videos

This setting allows the admin user to decide whether judges can download videos submitted with the entry, or not. This choice applies across the whole Award for all entrants.

Allow voting viewing site

If set to Yes switches on voting for judges in the viewing site (see 14.0).

Voting pop-up message

Any text entered in this section will appear in the form of a pop to users when they enter the voting section of the viewing site. If line breaks are used, then the first sentence will act as a header for the pop-up.

Show video titles in viewing site

If set to Yes the title of the video set by the entrant when creating the video record will be displayed next to the watch/download buttons in the viewing site.

Allow videos to be date restricted on the viewing site

If set to Yes this will allow entrants, when making their submission, to select a window of dates during which their video can be viewed. These dates will then appear alongside the video association on the Entry List. The video will be embargoed from viewing outside of these dates.

Number of viewer licenses per entry

This sets the maximum number of licenses available to download per entry. For example, a limited number of download codes for a game entry.

Messages

This section contains messages required by the project. The messages are all fully editable and controlled by admin users.

Entry not yet open message

This is displayed to entrants on the Create entry page when the award is closed. The message is designed to be used when the award is being prepared and is due to open. This message will stop being displayed when the opens on date/time is reached.

Entry open message

This is displayed to entrants on the Create entry page when the award is open for entry. This message is displayed after entry opens and before the last create date passes.

Entry closed message

This is displayed to entrants on the Create entry page when the award is closed for entry. This message is shown after the closed date has been reached and before the Entry not yet open message is displayed.

Entry submissions message

This is displayed to entrants once they have submitted their entry (see 6.1.1.2). In this section admin users can provide information that will only be shown for the project in question allowing users to provide award specific information to entrants.

Pricing

This section can only be edited by finance admin users (see 12.5.5.3).

Requires payment?

If the award requires no payment then set to No. Even if payment structures are defined, setting this to no means that the system will bypass the payment rules.

If the award does require payment, then you have the option of allowing Online or Offline payments, Force Online payments only or Force Offline payments only.

Show only paid entries in viewing portal

If set to Yes, only entries that have been paid for will appear in the viewing portal.

Payment currency

Set the payment currency to GBP or USD

Maximum online payment

Set the maximum amount for an online payment.

Tax acronym

Set to the relevant tax acronym. The default setting can be changed in the Configuration values (see 13.16).

Per-country tax overrides

Set specific tax rates for specific countries. Select the country and the acronym and rate percentage. To add multiple, save the award and add another override.

Allow Reverse Charge VAT

This function - which is available upon request - if set to Yes exempts entrants from outside the UK from being charged UK VAT for their entries in this award. When they register their account, if they select their Country of residence as being one from outside the UK they will be asked if they are ‘VAT Registered’ and to enter their own domestic VAT number. This will then exempt them from paying UK VAT in any award where this Allow Reverse Charge VAT has been enabled by the Admin.

If Allow Reverse Charge VAT is selected, you should ensure that the default Tax Rate field above it is still set to 20% for UK registered entrants.

Payment gateway account ID

This refers to the World Pay accounts ID, so is only required if you are using World Pay to take payments. For external clients this ID will be defined as part of the setup. Note that when creating a new project, the Payment gateway account ID will be empty, unless the project has been cloned. If your project requires payment, then you must enter the relevant ID into this field.

If you are using Stripe to take payments, then you can leave this blank.

Payment gateway merchant code

The system has been set up to handle payments for BAFTA, BAFTA Scotland and BAFTA Cymru. Using these fields defines which account the money will be paid. For external clients these codes will be defined as part of the setup.

If you are using Stripe to take payments, then you can leave this blank.

Payment structures

Payment structures can be set up using per batch, per entry or per category functions. Admin users can also set an individual category override price, give an individual entry discount or increase. VAT is added to the entries automatically when prices are calculated. The default VAT price can be set in the Misc section (see 13.0).

Discounts cannot be applied to entries across multiple invoices. Entrants effectively close down their entries as they complete the payment process. Neither the system nor admin users know how many entries an entrant will submit. Therefore, once the entrant has submitted all of their entries they go through the payment process and an invoice is generated. It is not possible to add entries to the invoice after it has been generated so all subsequent entries are calculated separately.

Per batch

In this price structure a flat fee is paid regardless of the amount of entries submitted. The prices will be applied to all submitted entries at point of closedown. If an entrant were to submit more entries after the closedown process, then these would be charged separately.

For example, the per batch fee is £100 + VAT.

The entrant submits 3 entry forms and closes down their entries. They will be charged £100 + VAT.

The entrant decides to submit 2 further entries and closes down. They will be charged a further £100 + VAT. £200 + VAT in total.

Per entry

In this price structure a fee is set based upon the number of entries submitted at closedown. The entry fee can be set to either be a flat fee per entry or to increase or decrease depending on the number of entries submitted.

For example, if you wanted to charge £100 each for the first three entries, £50 each for the fourth and fifth entry and any entries over six would be free you would set up as follows:

> 0 entries = £100 per entry

> 3 entries = £50 per entry
> 5 entries = £0 per entry

It is possible to edit the per entry price bands while the submission phase is in live - for example to introduce/end Early Bird type promotions - by clicking the Edit link alongside it. You will be reminded that the submission phase is live. If you click OK to this, you will be able to update the price band.

Per category

In this price structure a fee is set based upon the number of categories submitted at closedown. The entry fee can be set to either be flat fee per entry or to increase or decrease depending on the number of categories submitted.

For example, if you wanted to charge £0 each for the first category, £50 for the second to fifth and then £100 per entry above 5 entries you would set up as follows:

> 0 entries = £0 per entry
> 1 entries = £50 per entry
> 2 entries = £0 per entry
> 6 entries = £100 per entry

It is possible to edit the per category price bands while the submission phase is in live - for example to introduce/end Early Bird type promotions - by clicking the Edit link alongside it. You will be reminded that the submission phase is live. If you click OK to this, you will be able to update the price band.

Automatic Discounts

The Automatic Discounts functionality enables you to create one or more different blanket discount (or premium sur-charge) pricing schemes across your entire award, at different stages - provided they do not overlap. So, this can be used for Early Bird discounts off the standard pricing as well as Late Entry price increases. These can be applied as either Fixed Amount or Percentage discounts/increases.

Where indicated, type in the Name you want to give to this Discount (this will appear as a line item on the invoice), select the Start/End Dates and the Reason for the Discount.

- IF YOU ARE OFFERING A DISCOUNT eg. reduced fee for an Early Bird scenario or similar – type in the amount of money being taken off in the Discount field
- IF YOU ARE CHARGING AN INCREASED AMOUNT eg. a Late Entry fee just before Submissions close – type on the additional amount to be added, AS A NEGATIVE, in the Discount field. So, if your regular entry fee is £100 but your Late Entry fee is £150, you should enter -50.00

Select whether this new discount Type is either a Fixed Amount eg. £50 OR a Percentage.

Select whether this new discount applies to ALL Categories by selecting Any OR whether it applies to specific Categories from the drop-down.

Click Save.

The discount will then be applied henceforth to all entries that are made between the specified Start/End dates. It will NOT appear on the qualifying entry forms in the Discount section, but in line with other discounts it WILL appear on the invoice related to that entry. any other discounts that were applied to that entry.

You can set up as many different Automatic Discounts over the life cycle of your Award as you like PROVIDED THAT none of them overlap concurrently. If you attempt to add a new discount that overlaps, the new overlapping discount will not be set and an error message will be flagged.

Each Automatic Discount applies from the date that an Entry was initially Submitted. It is not removed if an entrant subsequently Unsubmits their entry and then ReSubmits after the Discount End Date has passed.

Automatic Discounts will continue to apply in conjunction with other exceptions you may have to the regular pricing bands – such per Category Price Overrides, including those for certain users like Members.

You can Delete an Automatic Discount at any time, by clicking the Delete button alongside it. You can amend or updated an Automatic Discount at any time, by clicking the Edit button alongside it

Default and broadcaster tariffs

Admin users also are able to apply two different price ranges per batch, entry and category using the Default and Broadcaster tariffs. This is used for example in the British Academy Scotland Awards where broadcasters are charged a higher fee of £150 per entry and non-broadcaster entrants are charged £100 per entry. Upon signup all entrants are put into the default tariff. Admin users can move organisations into the broadcaster tariff on the Organisation page (see 10.7.2.4). In addition, admin users can set how and when an organisation pays.

Invoices

This section is used by admin finance users to define which invoice template is used. There are three invoice templates, Default, used for the London based awards, Scotland and Cymru.

Finance users will need to enter the Invoice number prefix and the system will automatically issue a number to the invoice proceed with a /.

For example, the first invoice generated will be issued with the number /00001 and this will increase by one as each invoice is generated.

If set, the following appear on the finance download report.

Nominal code – is the same as GL code – a key field for allocating costs in accounting systems.

Department code – If the finance team issue department codes then this can be set here and will appear on the finance download. Finance will then use this to track the income generated by each department. If you are unsure then speak to your finance team.

Company Code - The finance team can set their company-wide code here. This will appear on the finance download.

Classification Code - If the finance team issues particular classification codes, this can be set here and will appear on the finance download.

The Invoice preview header and Invoice preview footer appear to the user when they have submitted an entry and click the Preview Invoice button on their dashboard. Any text typed in these sections will appear in the Invoice Preview page online.

The Online Invoice Footer, Online Receipt Footer, Offline Invoice Footer, Offline Receipt Footer and Credit Note Footer are sections of the invoice and receipt where award specific text can be set to appear. Any text typed in these sections will appear in the respective document. So far this option has not been used as BAFTAs contact details stay the same across awards and are controlled in the CMS (see 13.14).

You can then generate test paperwork for the Invoice, Credit Note and Receipt to review how any added text will look.

Other payment controls

In addition to the payment structures detailed previously there are more payment controls throughout the site which can be applied:

Category override price

This is set in the Categories section (see 4.1.9). The user can add a price to the category which overrides the price structures above.

For example, in the Television Awards the performance categories are free. In order to differentiate these categories from the main calculation a price of £0 needs to be placed in the category. This means that when calculating the prices at closedown the entry system will remove any entries placed in this category from the total tally and charge for them separately. If the cost is £0 this tally will still appear on the invoice however the entrant will not be charged.

Individual entry discount

At the bottom of each entry form there is a section where admin users can give each individual entry a discount or price increase should they wish (see 6.3.3). This discount/increase is applied after the price structures detailed above are worked out.

Therefore, if the batch fee is £100 and a £20 discount has been added to one entry, the entrant will be charged £100, £20 will then be subtracted and the subtotal will be £80. VAT should not be included on any costs in this section as it is calculated automatically.

The function is primarily set up for discounts; however, it is possible to increase the price. Admin users will need to enter a number with a – sign. For example, to charge an additional £20 users will need to enter -£20 in the field. This will be added to the invoice after the above price structures have been applied the same as the discount.

Price per question override

On the question list (see 9.0) there is an option to set a price on integer and select questions. The system uses the answer provided the entrant provides to calculate the total price.

For example, I am selling tickets through the system at £100 each. I create an integer question where users can specify the number of tickets they wish to purchase. If the answer provided by the entrant was 5 then the system would multiply £100 by 5 on the invoice resulting at £500.

Viewing Portal

Clicking on this link takes the admin user to the viewing page where users can see all of the categories and entries. Categories will appear providing at least one entry is published. Note that this is not what the Viewers see; it is an internal list of all categories for an award where an entry has been approved. See example:

Copy

The Copy function in this menu makes an exact clone of the award, which appears in the award list with the same name as the award that has been copied preceded by Copy of. Everything relating to the award including Question List (see 9.0), Categories (see 4.0) and Category eligibilty (see 5.0) is copied across to the new award. Entries and emails from the email management system are not copied across.

Delete

Selecting Delete will delete the award and all information relating to the award including Question List (see 9.0), Categories (see 4.0) and Category eligibility (see 5.0). After selecting delete a pop up box will appear asking the admin user to confirm deletion. Users are then presented with a second query so the project is not deleted accidently. Deleted awards cannot be retrieved.

Question List

This is a link to the Question List page. There is also a link to this page in the actions menu (see the section on the Question List for full details).

Export

The export function creates an xml file that can be imported into another instance of the system.

Assign to me/Unassign

Unassigning an award from your Admin User will mean it doesn't appear in your lists or menus, you can still edit an unassigned award and you can assign an award to yourself using Assign to me. The same function can be achieved in the Admin User view by selecting the awards for an admin (see 12.5.4).

Download, Add, Import

The buttons can be found at the top and bottom of the Awards page:

- **Download** – Downloads an excel report of the award list above.
- **Add** – Used to begin a new project
- **Import** – Used to import a project that has been exported as an xml file (see 3.7). Find the xml file on your hard drive and select upload. The project will appear in the award list with an import date. The date can be deleted as necessary.

Categories

ID	Voting site ID	Name	Price Override	Show Nominations?	Show On Viewing Portal?	Video Types	Actions
237	201	Breakthrough Talent	0.00	yes	yes	Programme	Edit | Delete | Unapprove Associations
238	0	Costume Design	0.00	yes	yes	Programme	Edit | Delete | Unapprove Associations
299	191	Costume Design Jury Stage	0.00	yes	yes	Costume Design	Edit | Delete | Unapprove Associations
239	202	Digital Creativity	0.00	yes	yes	Programme	Edit | Delete | Unapprove Associations

The category list page is where categories are created for each project. For a newly generated project there will be no categories listed.

The page will default to the last award that was accessed. Admin users can change the project they wish to view by clicking on the drop down menu next to the Actions button in the top right hand corner. This will drop down to all projects that the user has permissions to edit. Permissions for awards are detailed in the Admin Users section (see 12.0).

Download

Downloads an excel spreadsheet of the category table.

Add

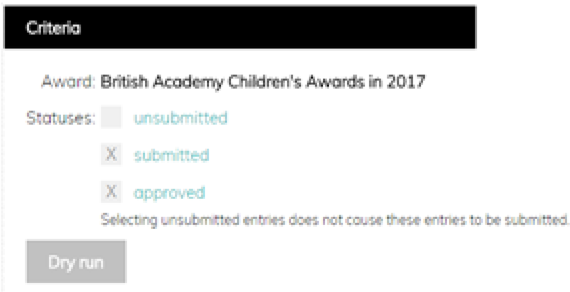
Click on the Add button at the bottom or right hand side of the page to create a new category.

Update Existing Entries

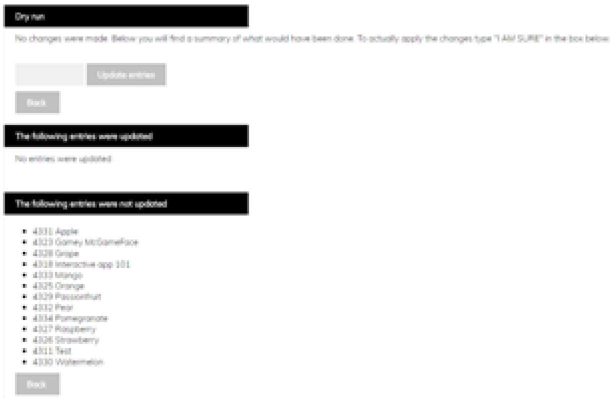
This function updates the category status of entries without having to run the submission process. When this action is performed the system examines all entries in an award and checks them against the current category eligibility. Should either the entry data or category eligibility have changed the system will update the categories in which the entries are placed. This function will not send a communication to entrants informing them of any changes. This will not change any invoices that have been generated by adding additional charges or offering refunds.

For example, this action should be completed when all of the entries have been approved before the data is exported to the voting website.

Select which entries you wish to perform the action on by selecting Unsubmitted, Submitted or Approved or a combination and click on the Dry run button.



This will take you to a new page where any entries that will be updated are listed along with those entries that will not be updated. To update any entries type I AM SURE in the text box located next to the Update entries button



Delete

To delete a category, select the delete option next to the category. A pop up will appear asking you to confirm the deletion.

Unapprove Associations

In order to make a video appear on the viewing website, both the entry and video need to have been approved along with the individual association. This function permits users to unapprove all videos that are associated with a category as opposed to having to complete the process on a per entry basis. You will be taken to a second screen pictured above where you will be prompted to type I AM SURE into the text box. Below this a list of video associations will be presented. Reasons for this process will be detailed in the Entries (6.0) and Video List (7.0) sections.

Edit

Click on the Edit link next to a category to edit the category properties.

The category properties are detailed below:

Name

Enter the category name as you wish it to appear on the entry and voting site to users.

Internal Name

Enter the category name as you wish it to appear on the Admin site. This may be the same as or different from the entry site Name.

Assignment

This determines how the Category was created.

Automatic = The Category was typically created prior to the Award being open for submission and will see entries be automatically placed into a category on the basis of certain answers that the entrant will make or select on their form - such as the Category Select question.
Manual = The Category was typically created after the Award had opened for submission, and also possibly after it had closed. It will have been created by an Admin using the Category Assign action on the Entry List to manually place existing entries into a new Category at their discretion, typically for judging purposes.

NOTE: It is not recommended that Admins toggle between the two Assignment types, as the Categories may not work correctly if re-assigned by any process other than those described above.

Type

The type of category defines how the nominees will be treated both on the entry and viewing websites and in the vote data download (see 13.5). There are two types of category:

Production: Applies to all categories where members are voting for the programme/game/film/craft rather than the performance of an individual.
Performance: Applies to categories where members are voting on the performance of an individual.

When can entrants see this category

When entrants submit their entry the system performs a set of calculations which includes placing the entry into categories. This tool enables admin users to define what is shown to entrants at the point of submission.

Hide this category from the user at all times

Categories need to be created for every form so that it can be submitted however the user does not always need to know they are being placed into a category. If this option is selected the category will never be seen by the user, so it is used as a ‘placeholder’ category in order to submit the form. There are a number of scenarios that this may be applied for example ticketing submissions or membership applications.

Hide this on submission, but show it elsewhere

The category will not be listed when the entrant submits their entry, but it will be visible to them in other places in the system like the entrant dashboard and exported files.

Show category and include eligible nominations on submission

This option will display to the user both the categories and the nomination data as defined in the Category Eligibility section (see 5.0). This may be used for performance categories where performers are listed separately or for craft categories where names are listed therefore it is beneficial to display this information to entrants.

Show the category but don’t show nominations on submission

The names of the categories in which entrants’ forms have been placed are displayed. This may be used for production categories that are based on the programmes/film/game itself for example best film where you would not need to show the nominee data.

Voting Site Integration

This section only applies to BAFTA.

Voting site ID

In the voting website each category is issued a unique ID. You will need to enter the ID in the field below. This enables the voting site to display the category to members.

Include in vote data download

This will include the Voting site ID in voting data downloads.

Eligibility

The Eligibility section is where you set the rules that determine if entries are able to be placed into this Category or not.

Category Specific Questions

Category Specific Questions relate to Viewing, and are questions which you wish your Viewers to see the answers to in the Viewing Portal. Ordinarily, you can determine this via the Title For Viewing Portal setting on each Question - and won’t need to set any Category Specific Questions at all.

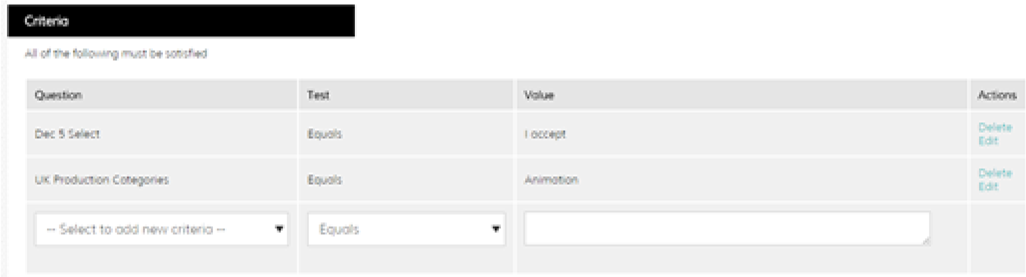
The only time you will need to set Category Specific Questions are when you don’t want your Viewers to see the same answer that may have also been submitted to a different Category eg. a different Category that the Viewer themselves may have an entry in, and therefore causing a potential conflict of interest. (This is a possible scenario if you Viewers include people who have also entered the awards, even if in a different Category). If this is the case, then you should leave Title For Viewing Portal blank and instead select the relevant questions to show your Viewers in the Category Specific Questions here.

To do this, select the required Question from the drop-down, and in the Label field enter the title that you want the answer to appear alongside on the Viewing portal. Click Save. You can select as many Category Specific Questions as you require. Once you have created more than one, you can select which order they appear in on the Viewing Portal via the Order dropdown that appears alongside them.

Criteria (Automatic Categories only)

In order to put the entries into categories, rules must be set in a similar way to Outlook. Each category placement can be based upon singular or multiple rules (see below for an example).

- **Question** – select the question against which you wish to set the category eligibility.
- **Test** – this is the test the entry system applies to the question to ensure it meets the category eligibility criteria. For example, is the TX date between 01/01/2015 and 31/12/2015?
- **Value** – this is the value that the system is applying the test to. In some circumstances this field can be left bank, for example when the Not Empty test is applied.



For example, to set the eligibility test for the Television Awards Drama Series Category:

- **Question** - Category select drop down
- **Test** - Equals
- **Value** - Drama Series

Upon submission the system would look for the selection of Drama Series and then place the entry into the Drama Series category. Category eligibility can be set up to be as simple or as complex as you wish. It is advisable to ensure that this section is detailed enough to ensure the forms are submitted and placed into categories effectively.

To ensure the entrant has provided answers to all of the questions on the entry form it is important to set the last question to be part of the category eligibility. That way the entrant cannot submit the form unless they have also provided a satisfactory answer to the final question.

Note: Setting Criteria is only essential for Automatic Categories. It does not apply to Manual Categories, where the act of manually selecting which entries are placed into a new Category overrides these eligibility requirements.

Nomination data (Automatic Categories only)

The final information set that needs to be defined is the nomination data that is exported in the Vote data download and imported into the voting website. This again needs to be set per category and differs for performers.

Performers are listed differently on the voting site and should follow this pattern:

- Performer name as character name in production
- Brad Pitt as Tyler Durden in Fight Club

The fields where the information is present are selected using the dropdown menus. The additional wording, including spaces, is written in the adjoining text boxes.

Programmes/Films/Games for production categories are often listed as just the title:

- Title
- Fight Club

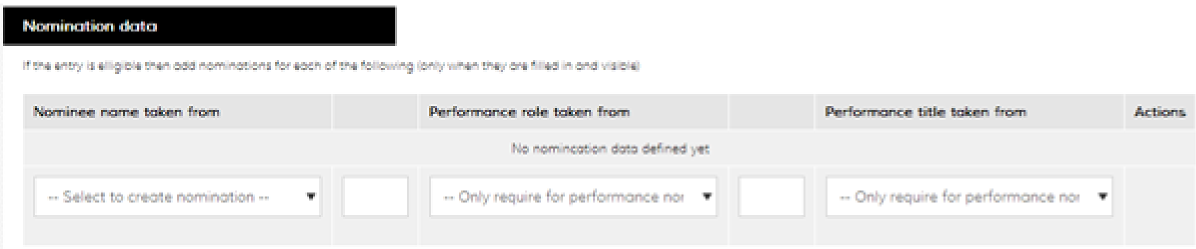
In this instance admin users only need to select the title field in the first dropdown menu.

For the Craft Awards the crafts people are listed followed by the programme:

- Nomination Candidates for Title
- David Fincher for Fight Club

If you wish to export data in different ways, it is possible using this setup.

Note that if you Delete any nomination data fields it will mean that any videos associations (see 6.2.4) are deleted. It is best to Edit these fields once entry had opened, rather than delete.



Setting Nomination Data is only essential for Automatic Categories. It does not apply to Manual Categories, as it is already assumed that the Nomination Data for each entry has already been determined by their original (Automatic) category and will be carried across unchanged.

Viewing Portal

Show on Viewing Portal

Although user viewing rights are defined and administered in the voting website it is possible to prevent a category from appearing by selecting No. To make a category appear on the viewing website Yes must be selected.

Requires Video

If this option is set to Yes then approved entries will not appear on the viewing website unless both the video association and video have also been approved. If it is set to No then approved entries will appear on the viewing website as soon as they are approved, any associated videos will not appear until they have also been approved separately. [BR2]

Note that this option only appears if Video Management is enabled for your instance.

Viewing portal intro

This will only appear if the ‘Show on viewing portal’ is switched to Yes (see 4.1.6). It is a block of CMS that is listed at the top of each category page in the viewing website. It is useful to include any essential instructions (such as for Commenting and Scoring) here.

(Full)
You should enter the full instructions in this panel. As the Viewer scrolls down the Viewing page, priority on their screen will be given to viewing the actual entries and the intro will be pushed up - although they can return to it by simply scrolling back up to the top of the page.

(Floated Summary)
While the full intro will be pushed up as the Viewer scrolls through the entries, it is possible to keep any essential, must-see intro text viewable at all times at the top of the screen. It is advisable to keep this to a minimum, as lengthy text will prioritise and impinge on the Entries viewing content - inconveniencing the Viewer by limiting the amount of Viewing content they can see on screen at any one time.

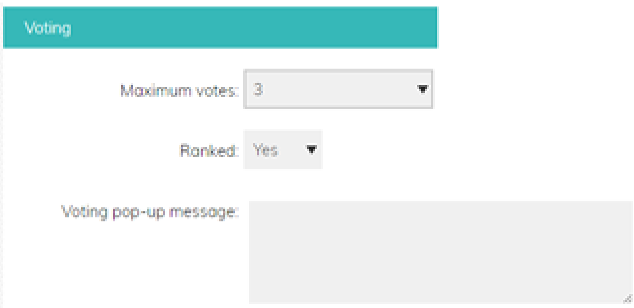
You should enter your must-see intro text in the Floated Summary panel.

Viewing portal ‘No video or supporting material submitted’ text
This is the default text that appears on the viewing website when an entry has been published but the supporting video has not been provided. Admin users can define different text to overwrite this message in the text area.

Voting

This section defines the number of votes that can be cast in each category, if any, and whether the judges need to rank their votes.

Note that this section will only appear if voting is enabled for the award (see 3.2.13.15).



Maximum Votes

To set the number of votes a user can cast in this specific category click on the drop down and select the corresponding number. If this category should not be voted on and is for viewing only select Voting not allowed.

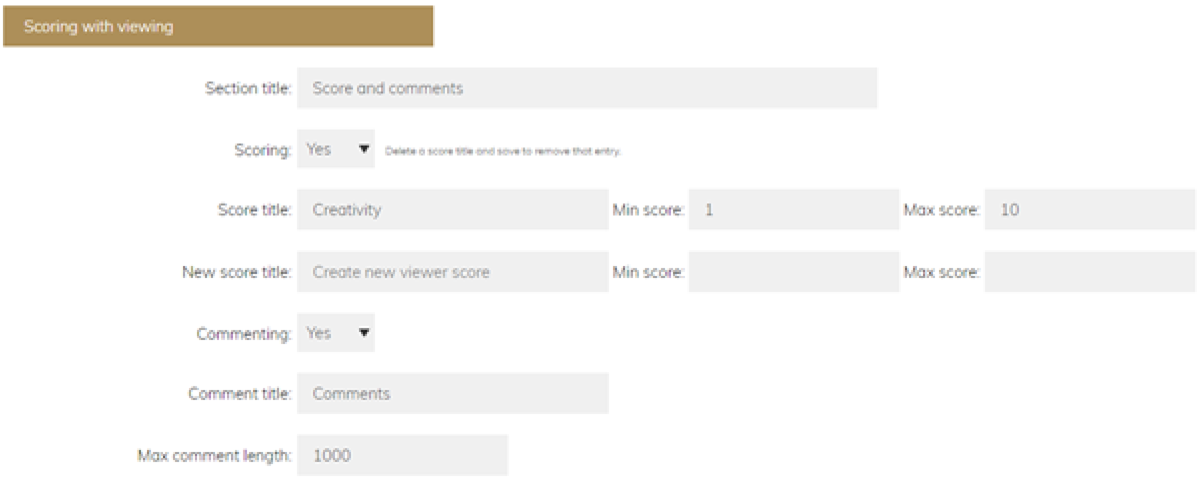
Ranked

If set to Yes, the votes cast by the user will need to be ranked meaning that a weighting is applied to the results of the votes. If all votes have the same value set this to No.

Voting pop-up message

This is used to set a pop up message when a user clicks on a category within the voting area of the site. If there is more than one sentence the first sentence will be displayed as the title. Note that this pop-up is different to the global one set in the Projects setting page (see 3.2.13.16).

Scoring with viewing



This section is used to set up scoring and/or comments if this is how the judging is to be conducted

Section title

Set the title that will appear on the viewer’s site.

Scoring

This setting will enable scoring for the category.

Score title/New score title

This is where you set a title for a scoring criteria and give it a minimum and maximum value, this will create a dropdown in the viewer’s page for a viewer to assign a score. A category can have multiple scoring criteria.

Commenting

This setting will enable viewers to add comments to an entry

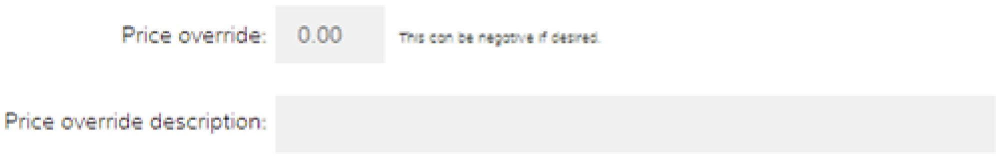
Comment title

Set the title for Comments section, if enabled. The value will default to ‘Comments’

Max comment length

Set the maximum number of characters for a viewer’s comment

Pricing



In this section a category price override can be entered along with a description. Note the Price override description must be provided for the override to function properly. The entered price will override any calculations entered on the Project settings page when generating an invoice. This is used in the Television Awards to ensure the performance categories are free and not charged with the other submitted categories (see 3.2.18 for more detailed payment information).

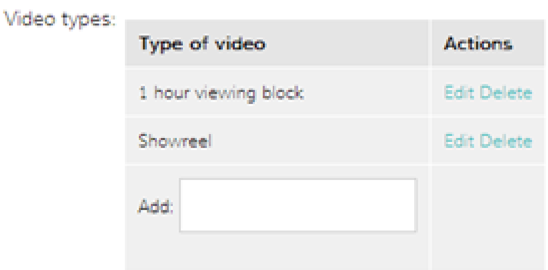
Simply type in the actual amount you want this specific Category to be billed at (it is NOT a discount)

So if your regular pricing is £100.00 per category, and you want this category to be free you should enter the override as 0.00.

If you want this category fee to be higher eg. £150.00 enter 150.00.

If you want it to be lower, eg. £75.00 enter 75.00.

Video Types



If a category requires supporting videos this is where it is defined. If there are no video types defined for all the categories in a project the option to associate videos will not appear.

There is no limit to the number of video types that can be defined per category. To generate a new video type, enter the name in the text box and click Save. You can edit or delete video types as necessary. Please note, to generate your first video type you must use the ‘Add’ box and Save the page.

This is the last function on the category preferences page.

Entries

Entries for each project are found on the entry list page. You can only view the entries for one project at a time so to switch projects quickly, use the drop down at the top of the page (on the left of the Actions menu). Admin users will only be able to see entries for the projects that they have permission to view as defined in the Admin Users section (see 12.0).

The columns shown are either filterable or searchable. The page defaults to displaying 50 entries but this can be changed using the Show column on the far right.

The entry list is populated with the most recently submitted entries the top. The submission date will be listed below the entry ID. If an entry is resubmitted for any reason the date will change to the most recent submission date.

Upon entry creation each form is issued with a unique ID which starts on 1 and cycles upwards. These numbers are issued as entries are created and do not pertain to an individual award, meaning each entry ID is unique.

Note that the video IDs are issued using the same method so there will be entries and videos issued the same IDs.

Mass Actions

This dropdown column will only appear on the far left hand column of the Entry List if an award has selected Yes to the ‘Allow Mass Actions for Entries’ question in the Award set-up page.

Approve

If selected, check boxes will appear in the far left column alongside each entry that has not already been Approved. To mass approve multiple entries in one action, click in the check boxes of each required entry and then click the OK button at the top of the column. A pop-up will appear, listing all those entries selected. You must type I AM SURE where indicated and click Continue to proceed.

To mass approve ALL entries listed in one action, click the Select All link. Each entry’s check box will be selected. Click the OK button and complete the pop-up as above.

Unapprove

If selected, check boxes will appear in the far left column alongside each entry that has currently been Approved. To mass Unapprove multiple entries in one action, click in the check boxes of each required entry and then click the OK button at the top of the column. A pop-up will appear, listing all those entries selected. You must type I AM SURE where indicated and click Continue to proceed.

To mass Unapprove ALL Approved entries in one action, click the Select All link. Each entry's check box will be selected. Click the OK button and complete the pop-up as above.

Unsubmit

If selected, check boxes will appear in the far left column alongside each entry that has currently been Submitted. To mass Unsubmit multiple entries in one action, click in the check boxes of each required entry and then click the OK button at the top of the column. A pop-up will appear, listing all those entries selected. You must type I AM SURE where indicated and click Continue to proceed.

To mass Unsubmit ALL Submitted entries in one action, click the Select All link. Each entry's check box will be selected. Click the OK button and complete the pop-up as above.

Delete

If selected, check boxes will appear in the far left column alongside each entry, regardless of Status. To mass Delete multiple entries in one action, click in the check boxes of each required entry and then click the OK button at the top of the column. A pop-up will appear, listing all those entries selected. You must type I AM SURE where indicated and click Continue to proceed.

To mass Delete ALL entries in one action, click the Select All link. Each entry's check box will be selected. Click the OK button and complete the pop-up as above.

Copy

This enables you to mass Copy selected entries to a different award. If selected, check boxes will appear in the far left column alongside each entry. To mass Copy multiple entries in one action, click in the check boxes of each required entry and then click the OK button at the top of the column. A pop-up will appear, listing all those entries selected. You must select which award to Copy the listed entries to, from the dropdown. You must also select which Status you want the entries to have in the new award - Unsubmitted, Submitted, Approved or As Existing (which will be a mixture of the above). You must type I AM SURE where indicated and click Continue to proceed.

To mass Copy ALL entries in one action, click the Select All link. Each entry's check box will be selected. Click the OK button and complete the pop-up as above.

Assign To Admin

You can mass Assign entries to one of your team's fellow Admin Users. If selected, check boxes will appear in the far left column alongside each entry. To mass Assign multiple entries in one action, click in the check boxes of each required entry and then click the OK button at the top of the column. A pop-up will appear, listing all those entries selected. You must select which Admin User to Assign the listed entries to, from the dropdown. You must type I AM SURE where indicated and click Continue to proceed.

To mass Assign ALL entries in one action, click the Select All link. Each entry's check box will be selected. Click the OK button and complete the pop-up as above.

Category Assign

You can create new, instant (or 'manual') categories at any time. This is useful for a number of scenarios, including:

- Creating a tie-breaker or run-off category
- Creating a second (and beyond) round of judging – so long as the questions haven't changed between rounds
- Splitting a category with a higher than normal volume of entries into sub-categories, to spread viewing duties across different Viewers
- Creating a splinter category upon realising that many of the entries do not reflect the original category (but merit consideration nonetheless)

Entrants cannot enter these categories themselves – they can only enter the categories that are specified on the entry form. The instant categories are created and allocated purely at the Admin's discretion.

This is done via the Category Assign Mass Action. If selected, check boxes will appear in the far left column alongside each entry. To mass Assign multiple entries to a new Category in one action, click in the check boxes of each required entry and then click the OK button at the top of the column. A pop-up will appear, listing all those entries selected. In the field 'Name' type the name you want to give the new Category. You must type I AM SURE where indicated and click Continue to proceed.
The entries will now be placed in the new Category, in addition to their existing original one. This will be listed in the Category column.

The new Category will now be added to the Categories section in the Categories list. You will need to go here to Edit the new Category and set it's Viewing metrics as per existing Categories when you are setting your Viewing rules.

Static columns

The following columns are always present on the entry list: entry title, entry status, admin owner, category. Any other columns that appear on this page are either related to your video management configuration (video type, associated video) or are set on the Question List (see 9.0).

Entry Title

The Status drop-down in this column enables you to filter the entries according to their current payment status: Paid; Paid Online; Paid Offline; Unpaid; Uninvoiced.

Entry Status

Entries can occupy three different statuses as follows.

Unsubmitted

An entry will be in this state if it has been created by the entrant and not yet submitted i.e. they have begun filling in the form but it is not finished; or if it has been unsubmitted by admin users. In this state entrants can edit their entries (see 6.3.7.6).

Submitted

Once an entrant has completed their form they will submit it which locks the entry so that it can no longer be amended by the entrant. Submission also triggers an (editable) email to the entrant containing a PDF version of the entry form. Admin controls are only available in the submitted status so it is at this stage the entry is checked. Entrants will only be able to associate their videos with submitted entries and will only be able to generate invoices for entries in the submitted state.

Approved

Entries that have been checked by admin users will be approved and therefore moved into the approved state. Entrants are sent an additional confirmation email and are no longer able to associate videos with the entry.

Colours

Entry status can also be filtered by colour. The colour is dependent on the checks that have taken place on the form itself (see 6.2.1):

- **Red** - Admin users have flagged a Problem with the entry. Red overrules all other colours
- **Orange** - Admin users have flagged that they are querying this entry. Orange overrules green & blue
- **Green –** Entry has been approved by admin users and there are no problems
- **Blue** - Entry is in the process of being checked by admin user
- **Grey** - Entry has not yet been checked

Admin Owner

Each entry is assigned to the admin user who first checks the entry (see 6.3.2). Entries that are assigned to admin users will appear in their section on the Dashboard (see 2.2 & 2.3). They can also be filtered on the entry list by using the Admin Owner filter.

Category

Shows the admin user quickly which category the entry has been placed into. This can be filtered to only see one category at a time.

Video columns

These columns will appear if your instance is configured to use Video Management

Video type

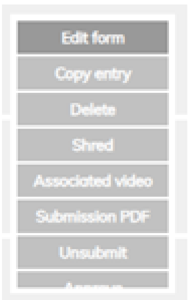
The video associations are listed in this column by the name defined in the category setup (see Ref). Note that there may be more than one video associated with each category. Unapproved video associations are orange, approved video associations are green and the box will be grey if no video association had been made. After clicking on one of these options you must refresh the page to click on the option again.

Associated Videos (ref to below video section)

This column displays the name of the video file that has been associated. Unapproved videos are orange, approved videos are green and the box will be grey if no video association had been made. Admin users can approve videos by clicking on Approve and watch the video by clicking Watch.

Entry Form

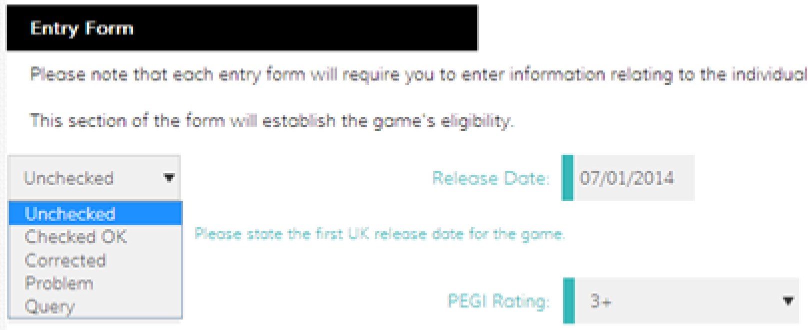
To view an entry, go to the Actions menu and select Edit form. You will then see the full entry form in its current state.



Entry Summary

This will display a summary of the entries current details.

Entry Status

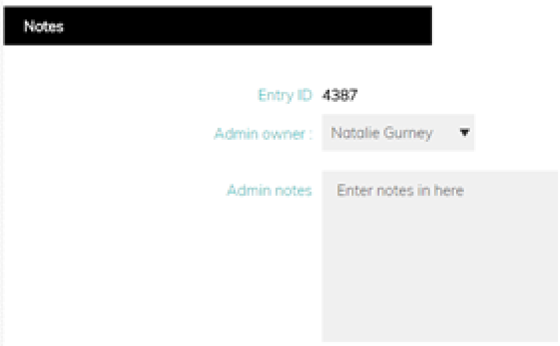


If the entry form is submitted or approved, a drop down menu will appear to the left of each question. Admin users use this menu to confirm the status of each question. The status affects the colouring of the entries on the entry list. It is preferable that all questions will be set to Checked OK before the entry is approved. The colours do not prevent an entry from being approved; they are there simply for visualisation.

The statuses are as follows (see 6.1.1.4):

- **Unchecked** – question remains grey as has not been checked.
- **Checked OK** – question turns green. The admin user has deemed to have been checked. This can also be achieved by double clicking on the question.
- **Corrected** – question turns a lighter green. Admin user has corrected information on behalf of the entrant.
- **Problem** – question turns red. There is a problem with the answer provided.
- **Query** – question turns orange. The admin user wishes to query something about the answer.

Notes



Entry ID

The unique entry ID number is also listed in this section above the note text area.

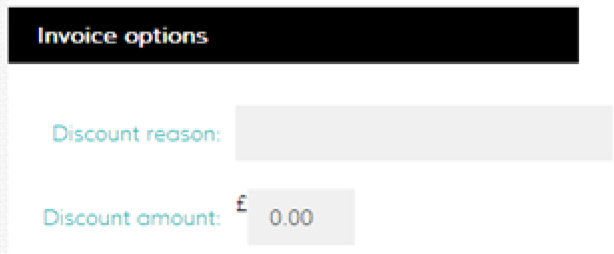
Admin owner

The admin owner of the entry can be changed using the dropdown menu. The menu lists all admin users who have been given access to the project. This can be amended in the admin users section (see 12.5.5).

Admin notes

This is a text area where admin users can create notes relating to the entry. The notes can be seen by other admin users but not by the entrants. It is general practice that when editing data on the form that a note is made followed by the initials of the user who makes the amendment. If parts of the entry form such as synopsis or supporting statements are removed, they should be pasted here for future reference. It will also automatically show any progressions that have been made and by whom (see 6.2.6.9).

Invoice Options



This will only appear if payment has been set up for this project (see 3.2.18).

In this section admin users can apply a discount or price increase. This will be applied as a new line item to the whole invoice after the entry price structure has been applied (see 3.2.18).

Discount Reason

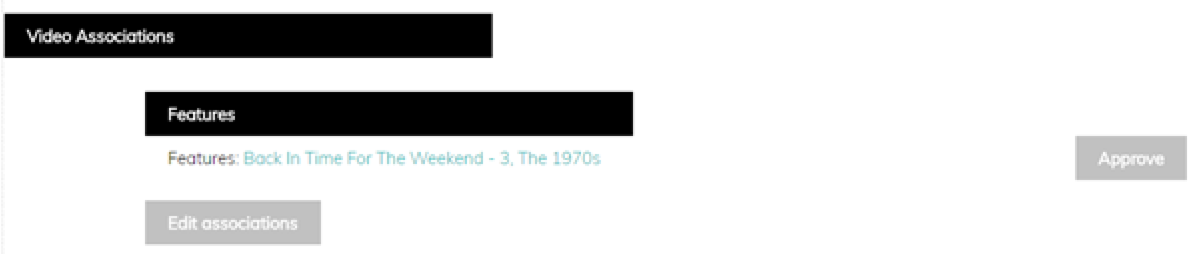
For the discount to apply a reason must be specified. Note that this reason will appear on the final invoice sent to the entrant.

Discount Amount

Enter the amount you wish to discount. Note that this function is set up to apply discounts so to give a £10 discount you will need to enter 10.00. To add a £10 price increase you must write -10.00.

If the discount is larger than or equal to the gross; the total invoice will be for £0 and automatically marked as paid when the user closes down (see 10.7.3.1) their entries.

Video Associations



This will only appear if Video Management is set up for your account

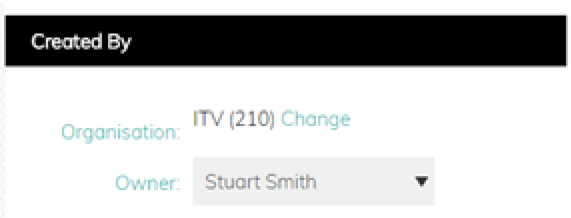
When a video has been associated with an entry it will appear as the image displays above. The video can be viewed by clicking on the video file name. This will open in a new window.

Each category association needs to be approved individually because a video can be associated with multiple entry forms and these entries may be at different stages of the process (approved, submitted, unsubmitted).

Use the Approve button shown in the image above to approve the association and select Save at the bottom of the form.

To change the associations, click on the Edit Associations button and this will take you to the Video Associations page (see 6.3.2.1). Note you will need to save before you do this or any changes to the entry form will be lost.

Created By



This displays the organisation and entrant who currently ‘owns’ the entry. Ownership can be moved between organisations and the different users within it.

Organisation

To change the organisation that owns an entry, click on the Change link next to Organisation. A drop down menu will appear with a list of all organisations. Select a new organisation and Save to move the entry from one organisation to another. The original organisation will no longer be able to view/edit the entry and it will appear on the dashboard of the new organisation.

Owner

To change the user within an organisation, select a different user from the Owner drop down menu. This option will move the entry form one entrant to another within an organisation. The original owner may no longer be able to view the entry depending on if they are an admin user or not. Entrants admin rights can be changed on the user preferences page (see 11.7).

Buttons

At the top and bottom of the page are options which are available to admin users and entrants.

Notes

Jumps the user down the page to view the notes field.

Create pdf of entry

Creates a pdf document of the entry as it currently stands, note a pdf of the entry is automatically emailed to entrants at point of submission and approval. It is possible to redact certain answers on the PDF, by selecting the option Hide Answer on Redacted PDFs when creating the questions. (See Questions section).

Save

Saves the entry as it currently stands and stays on the page.

Save and close

Saves the entry as it currently stands and closes the page. This will take the admin user back to the entry list.

Review and submit

Shows the user the eligible categories before asking if the user wishes to proceed. Once the user proceeds the entry is placed into the relevant categories. This is offered to admin users as entries can change categories during the entry process. If you wish to change the categories without sending an email confirmation, then use the functions on the Category eligibility page (see 5.0).

Unsubmit

This moves the entry from a submitted status to an unsubmitted status. The entrant is sent an email to confirm and admin users are required to provide a reason which is inserted into the email. Users are able to edit an entry in the unsubmitted status.

Approve

Places the entry into an approved state and generates an email to the entrant confirming this. Entries must be approved to appear on the viewing website and in the voting data download. Entries are not considered complete until they have been approved.

Unapprove

Button will replace ‘Approve’ once entry has been approved. This changes the entry from an approved status back to a submitted status. No email is sent to a user and the entry will no longer appear on the viewing website.

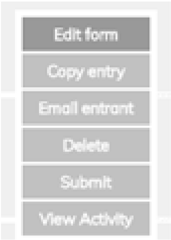
Progress

If the project is set up to have a secondary form, there will be a progress button in the place of Approve. To progress the entry will trigger an email to the user (see 13.8) and copy the entry to the secondary project. The entry will be deleted from the current project.

Actions Menu

There are slightly different actions menus depending on the status of the entry. These are detailed below:

Unsubmitted Actions Menu



Edit form

Takes the user to the entry form.

Copy entry

Allows the admin user to copy the entry. The entry can be copied into any award. If copying into a different award note that data will only copy across if the award has the same questions as in the current award. The names of the questions are set in the Question List section

Email entrant

Here you can email the entrant directly from the system in the case that there is an issue with their specific entry. This is done by clicking the entrant's email address, which will bring up a page to edit the email for this entrant.

Note that this option will only appear if a specific 'entryissue/GLOBAL' email template exists in the system (see 13.8.5). This email should have a subject similar to the following:

- @@award_name@@ Entry Issue: @@entryName@@ (@@entry_id@@)

Delete

Deletes the entry. A warning is presented and the admin user must type I AM SURE to delete the entry. This is further emphasised if an invoice has been issued against the entry.

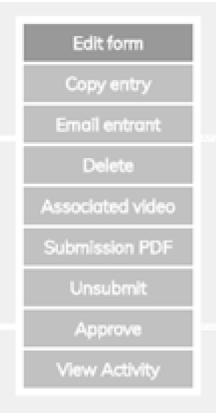
Shred

Shredding an entry will delete all data associated with the entry, such as uploaded videos. If you click shred a warning is presented and the admin user must type I AM REALLY SURE to shred the entry.

Submit
Submits the entry. Entrant can no longer edit.

View Activity
Displays a list of the user’s actions in reference to the entry.

Submitted Actions Menu



Associated video
Clicking on this directs the admin user to a page where they can set the video associations for the entry. There are two methods to do this: the correct video can be selected from the dropdown menu which lists all of the videos that the entrant has uploaded; or you can enter the unique video ID. Admin users are able to associate any video that has been uploaded by any user. This action can only be performed by admin users.

Submission PDF
This is the PDF of the entry as it was submitted.

Unsubmit
This moves the entry from a submitted status to an unsubmitted status. The entrant is sent an email confirming this and admin users are required to provide a reason which is inserted into the email.

Admins can re-submit an unsubmitted entry. To do this, they must find the entry on the Entry List. Under Actions, click Submit. The process is then the same as a regular submission. Once they have checked the details, click Review and Submit. As this is an Admin-only function, the Admin user will be asked whether they would like the Submission confirmation email to be re-sent to the entrant. This is set by default to ‘No’.

Approve

Changes the entry status from submitted to approved. Entries must be approved to appear on the viewing website and in the voting data download. Entries are not considered complete until they have been approved.

Approved Actions Menu

Approval PDF

PDF of the entry as it was approved.

UnApprove

Changes the entry from approved status back to submitted status. The entry will no longer appear on the viewing website. No email is sent to a user.

Video type and associated videos

This will only appear if Video Management is set up for your account[BR2]
Admin users can approve video associations and publish videos directly from the entry list.

Video type

This refers to the video association. This box appears orange until the video association is approved. Note there will be one video association per category entered so there may be more than one video association to approve. Click on the Approve hyperlink to approve the association. The box will turn green when the associations have been approved.

It is possible to Sort entries according to video association type, title or status (ie. whether Approved or Not Approved). To do this, click on the Sort By drop-down, select the criteria for sorting and whether by ascending (ASC) or descending (DESC) order.

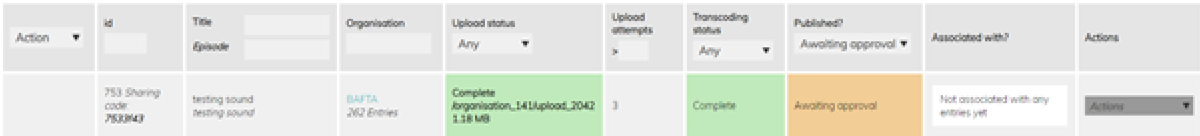
Associated Videos

The video is associated with an entry. This box appears orange until the video has been approved where it will turn green. Users can view the video by clicking on the Watch hyperlink and publish the video by clicking Approve. Note that the video will be approved for all associations, not just the entry.

This section to be re-titled just as Media Items once the Videos section is removed. And the Videos content here to be removed, with the ensuing Media Items content to be pushed up

Videos

On this page the admin user can view and manage all videos that have been uploaded by entrants. Videos will be deleted automatically by BAFTA Electron after a period of 18 months and these videos will no longer appear on this screen or be playable.



Video list

ID

The video ID is issued to each video record as it is created by entrants. The number begins at 1 and increases by 1 for each video record created. The number only refers to the video record placeholder, not the upload attempt (see 7.2.3). The video ID will not be the same number as the entry ID as the entry ID is generated in a separate process. To search for a video using the video ID type the number in the textbox under the ID column.

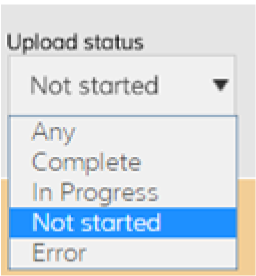
Title & Episode

Upon creating a video record, the entrant must give the record a title. The site requests that entrants name the video record after the film/programme and episode that they are uploading so that it can be easily identified. The vast majority of entrants follow this naming convention, although it should be noted there is nothing in the system to prevent entrants calling the video record what they wish. To find a video record by name, type into the text field under Title. To find a video by episode, type into the text field un Episode.

Organisation

This is the organisation that has uploaded the video file. Type the name of the organisation into the textbox under Organisation to see all the videos they have uploaded. Click on the Organisation name to view more general details (see 10.0).

Upload status



Upload status details the current status of the video upload. Users can filter all upload statuses by using the dropdown menu:

Any

Displays all video records

Complete

Displays all video records where the upload has completed. The box will turn green and the entrant will be sent an email when the upload has completed.

In Progress

Displays all video records where the upload is currently in progress. A percentage detailing the status will be displayed and the box will turn orange.

Not started

Displays all video records where the upload has not yet begun. The box will be orange as default.

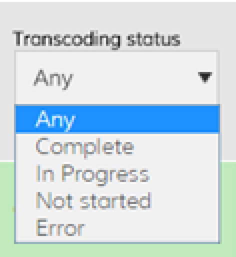
Upload attempts

Displays the number of upload attempts made by an entrant. Each time an entrant tries to upload a video into the same video record this number will increase by an increment of 1. A high number will indicate that an entrant is having issues uploading the video file (see 7.2.3).

Transcoding status

If you have selected Video Association as part of your submission form, the form cannot be submitted until the transcoding of that video is complete. If you click to Submit your entry while transcoding is still in progress, the following error message will appear:

You must wait for uploaded videos to finish transcoding. This may take some time - possibly hours - depending on the file size, and our transcoding queue. Please recheck the entry when the status message above indicates that transcoding is complete.



Transcoding status illustrates the current transcode status of a video file. This can be used to flag problems with the transcode and advise entrants when their file will be ready to view. Users can filter all transcoding statuses by using the dropdown menu:

Any

Displays all video records

Complete

Displays all video records where the transcode has fully completed. The box will turn green and the entrant will be sent an email upon completion.

In Progress

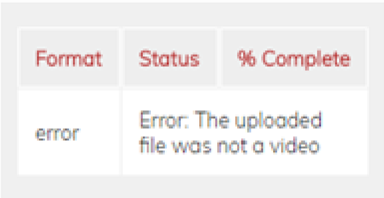
Displays when the video file is still being transcoded. The box will be orange and displays the exact progress of each transcode.

Not started

Displays all video records where the transcode has not yet started. The box will be grey.

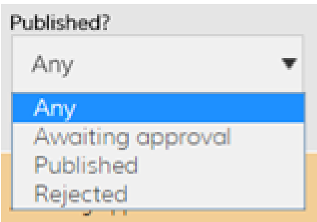
Error

Displays video records where the system has reported a transcode error. Both the entrant and admin are sent a video error email.



Format	Status	% Complete
error	Error: The uploaded file was not a video	

Published?



This function is only relevant to instances with Video Management enabled.

To fully publish a video to the viewing site both the video and the video association must be approved (see 7.2.1.3). Entrants upload their videos into a Video record which does not belong to a project or entry. This permits videos to be associated across different awards and entries to prevent entrants uploading the same video multiple times. To link the video with an entry the entrant uses the video association function. In some cases, there can be multiple videos per category so each category requires an association.

Any

Displays all video records

Awaiting approval

The video has finished transcoding this box will turn orange meaning the video is ready to approve.

Published

The video has been published the box and the box will turn green.

Rejected

Rejected videos will turn this box back to grey.

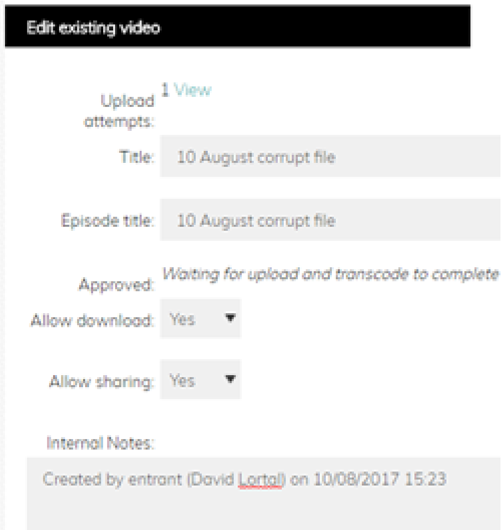
Associated with?

This column is only relevant to instances with Video Management enabled.
The entries that the video is associated with are listed here. In order to be published to the viewing website a video must be associated with a minimum of one entry.

Actions Menu

Located to the right of each video record is an actions menu which gives admin users the option to manage each video record.

Edit



In this section admin users can edit the following video record settings:

Upload attempts

Details the number of times that an entrant has attempted to upload the video file.

Title

Edits the video record title.

Approved

Changes the approval status of the video.

Allow download

Changes the download status of a video. If this equals Yes, then members will see a download button appear in the viewing website that will allow them to download an mp4 file.

Allow sharing

Creates a sharing code for the entrant who uploaded the video. If they decide to pass this code on to an entrant who has created an entry in a different account then the second entry can use it to associate with their entry. This is used for some individual users who often do not have access to the programme. Switching this to Yes displays a code to the entrant on the Video management screen.

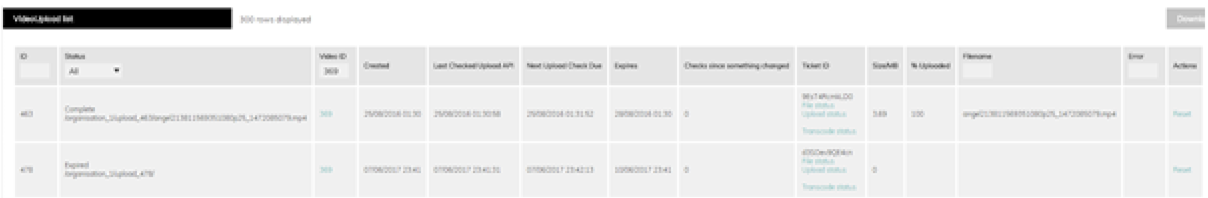
Internal notes

Is used by admins to write notes about the video and the system will add in data, for example, when the video record was created.

Upload

This will generate an upload window for this video record. If an admin user clicks on this option a warning will be displayed. Note that if you proceed past the warning the current video file will become unlinked as the system will be expecting a new file. The new uploaded file automatically overrides the current one.

View upload attempts



This page details the current upload and transcode status of a video file. If there is a problem, then it can be useful to send a screenshot to the support team as this page contains a wealth of detailed information they can use to diagnose the issue.

ID

This is the ID for each individual upload. This ID is different to that of the entry ID and the video record ID. You will note that in the above screen grab there are two different upload ids which relate to two different uploads. These are important for the developers when resolving issues.

Status

In this column a status will be displayed. The file name below allows developers to identify the file on BAFTA Electron servers. Admin users can also use this information if they login directly to BAFTA Electron.

Video ID

ID for the video record (not upload attempt).

Created

This is the date and time when the upload screen was generated by the entrant. Note this does not relate to the creation of the video record but when the entrant opens the upload window – i.e. first ‘upload attempt’ on that video record.

Last Checked Upload API

This the date and time the entry system last checked the API.

Next Upload Check Due

This is the date and time the entry system will next check the API for any updates.

Expires

The system sets a limit of two days between the video upload process beginning and its expiry. If the video has not finished transcoding by this time, then an error email will be sent to the entrant and admin user.

Checks since something changed

Each time the entry site checks the BAFTA Electron API and something has changed the number will remain at 0. Each time a check is made and there are no changes then the number will increase by 1. The number may increase and then return to 0 if after a few checks the file progress has changed. Generally, if the number is greater than 1 then it is likely there is a problem.

Ticket ID

This section is split into four parts:

Ticket ID

This is the long string of numbers and letters at the top of the box. This is used by the developers to track the files progress.

File status

This will open a new window which displays code detailing the status of the file. If there is a problem with the upload it is a good idea to open this and include it on the screenshot that is sent to the developers.

Upload status

This will open a new window which displays code. If there is a problem with the upload it is a good idea to open this and include it on the screenshot that is sent to the developers.

View transcode status

This will open a new window which displays code. If there is a problem with the transcode it is a good idea to open this and include it on the screenshot that is sent to the developers.

Size/MB

The size of the uploaded file.

% Uploaded

The amount of the file that has been uploaded.

Filename

The actual name of the video file being uploaded before it has been renamed for the entry site.

Error

If there is an error with the upload the reason will be reported in this column.

Actions

Reset

This is used to force the entry site to call the BAFTA Electron API and update the video status accordingly. This is used occasionally when the two systems fail to update one another. This will usually happen if the upload/transcode takes longer than 2 days or if an error has been resolved on BAFTA Electron and the entry site has stopped checking the API.

Delete

You can delete individual upload attempts, meaning that a Not Started upload can be deleted and the job will not proceed. There will not be an option to delete Complete or Cancelled upload statuses.

Publish

This approves the video file and triggers an email to the entrant stating the video has been accepted. The video will only appear on the viewing website if the video association and the associated entry have been approved.

This option only appears in instances with Video Management enabled.

Reject

This function generates an email to the entrant stating that the video has been rejected. A box will appear for Admin users to enter a reason. The reason only should be entered here as the rest of the email text is managed in the email management system (see 13.8.1).

This option only appears in instances with Video Management enabled.

Watch

Opens a new window where the video can be viewed.

This option only appears in instances with Video Management enabled.

Download

Saves a copy of the video file to the admin users' downloads. Note that this option will only appear if the entrant has allowed the video download option. Admin users can override this by going to the Video preferences page by selecting Edit from the actions menu (see 7.2.1.4).

This option only appears in instances with Video Management enabled.

Delete

This deletes the video record from the video list and the video management page from the entrant's login. Note that this does not remove the video from BAFTA Electron, so if a video is deleted by mistake it can be retrieved. All videos on BAFTA Electron are automatically deleted 18 months after upload.

This option only appears in instances with Video Management enabled.

Video Visibility Check Page

In case of any reports of a video unexpectedly not appearing on the viewing site, this page gives Admins a check list of various criteria and possible reasons why. The check list outlines each of the stages of successfully uploading a video, and marks them with a tick or cross - empowering the Admin to determine whether a video has passed all the necessary checks, or whether it has failed for technical reasons.

You can access this page via:
-**Actions** > **Videos**
-Alongside each video, go to the **Actions** drop-down in the far right column and select **Visibility Check**.

Associating a video via the Screener Hub (For BAFTA Film Awards Only)

An alternative method of video association is available to BAFTA Film Awards entrants. This is via BAFTA's Screener Hub, which gives access to the video via API.

Once the entrant has created an API from their source, linking their video to BAFTA's Screener Hub, they can create the association from the Screener Hub to Nucleus as follows:

Select Hub from the dropdown containing Electron or Hub.

In the Content ID box, remove 'Upload Now' link.

In the Validate Content ID box, enter the Content ID supplied by the Screener Hub.

The association will now be made between the entrant's Nucleus entry and the video's API on Screener Hub.

A note on Automatic Deletion of Videos

There are automated scripts to delete videos uploaded via video management which is 9 months from the point of a successful video file uploaded. This period for video deletion can be extended or reduced at any time - BAFTA Tech will discuss this with you in the scoping calls and in future this request can be made via the support site.

For Video Questions videos will be deleted when the entry is deleted, either by the user, an admin user or by the automated scripts. There are no automated deletion scripts for Video Questions.

Media Items

On this page the admin user can view and manage all media assets - Videos, Images, Documents and Audio - that have been uploaded by entrants.

ID

The ID is issued to each Media Item record as it is created by entrants. The number begins at 1 and increases by 1 for each Media Item record created. The Media Item ID will not be the same number as the entry ID as the entry ID is generated in a separate process. To search for a Media Item using the ID type the number in the textbox under the ID column.

Created / Last Saved

These dates refer to when each Media items was first created, and also the most recent occasion it was saved as these dates may differ or be the same.

Type

This dropdown enables the Admin to filter the Media Items list according to the different media uploaded:

Any Type

Will display ALL uploaded Media Items.

Image

Will display only Image uploads, such as JPGs and PNGs.

Video

Will display only Video uploads.

Audio

Will display only Audio uploads.

Document

Will display only Document uploads.

Title

Enables the Admin to search for a particular Media Item by typing its title in the field provided. This may be the actual Title given to the Item when it was uploaded to the media library, or the Filename of the file itself.

Status

This column enables the Admin to filter the Media Items according to their status. These are:

Any Status

Will display ALL Media Items, regardless of their status.

Not Started

Will display Media Items that have not begun being uploaded yet, typically where only a Placeholder title has been provided.

Uploading

Will display Media Items that are in the process of being uploaded.

Transcoding

Will display Media Items that have completed uploading and are now in the process of transcoding (if applicable).

Complete

Will display Media Items that have successfully completed all upload and transcode stages and are available to Preview. Complete Items are highlighted in Green.

Error

Will display - in red text - Media Items that have failed to either upload or transcode and are not available to Preview.

Organisation

Type the name of an Organisation in the field and the Media Items List will filter to only display Media Items uploaded by that organisation.

Entries

This column enables the Admin to filter the Media Items List, based on how many entries it has been associated with.

Either

Will display ALL Media Items, regardless of whether they have been associated to any entries or not.

None

Will only display those Media Items that have not been associated with any entries.

Some

Will only display those Media Items that have been associated with at least one entry. The column will display exactly how many entries each Item has been associated with.

Actions

Edit

Clicking this opens a pop-up window that enables the Admin to edit the same properties of the Media Item as the entrant would.

Replace

Clicking this enables the Admin to upload a new Media asset in place of the current one.

Preview

Clicking this will display or play the current Media items in the preview areas provided.

Delete

Clicking this will delete the current Media item.

File Type

Is an uneditable field, as it is determined by the type of asset uploaded.

Title

Edit the main title of the Media Item.

Episode Title

Edit the specific Episode or Sub Title of the Media Item, which may help distinguish it from other similar items in a series or sequence.

Allow Download

Check if you want the Media Item to be downloadable by Viewers.

Allow Sharing

Check if you want the Media Item to be made available to Share with other entrants by generating a code so that they may use it on their own entry form.

Sharing Code

An automatically-generated code for use when a Media Item owner decides to allow sharing their asset with other entrants.

Entries

Where a Media Item has been associated with one or more entries, this table will list all of those entries.

Entry ID

The ID of the actual entry form it is associated with (different from Media Item ID). Admins can search for particular Entries by typing their Entry ID (if known) in the field.

Entry Name

The title of the actual entry form it is associated with (different from Media Item title). Admins can search for particular Entries by typing their Entry Name (if known) in the field.

Media Item ID

The ID is issued to each Media Item record as it is created by entrants. To search for a Media Item using the ID type the number in the textbox under the Media Item ID column.

Type

This dropdown enables the Admin to filter the Entries list according to the different media uploaded:

Any Type

Will display ALL Entries with associated Media Items.

Image

Will display only Entries with Image uploads, such as JPGs and PNGs.

Video

Will display only Entries with Video uploads.

Audio

Will display only Entries with Audio uploads.

Document

Will display only Entries with Document uploads.

Status

This column enables the Admin to filter the Entries according to the status of their Media Items. These are:

Any Status

Will display ALL Entries, regardless of their Media Items' status.

Not Started

Will display Entries that have Media Items which have not begun being uploaded yet, typically where only a Placeholder title has been provided.

Uploading

Will display Entries with Media Items that are in the process of being uploaded.

Transcoding

Will display Entries with Media Items that have completed uploading and are now in the process of transcoding (if applicable).

Complete

Will display Entries with Media Items that have successfully completed all upload and transcode stages and are available to Preview. Complete Items are highlighted in Green.

Error

Will display Entries with Media Items that have failed to either upload or transcode and are not available to Preview.

Actions

Edit Media

Enables the same Edit Media options as shown above from the main Media Items > Edit command.

Edit Entry

Takes you to the Entry List, filtered exclusively to the Entry in question, where you can carry out all of the regular Admin Entry editing and checking actions.

Invoices

An invoice is generated by entrants when they close down their entries during the payment process. All invoices will appear in chronological order, as created, on the invoice screen. Awards that do not require payment will not feature on the invoice page. Note that entries that have not been closed down will not appear on this list. To find un-invoiced entries refer to the Dashboard for the award (see 2.0).

Invoice List

Detailed below are the functions available to filter each column:

Invoice ID

As each invoice is created it is issued with an ID number in the same method as video and entry forms. This number only pertains to invoices. Number 1 is issued to the first invoice that was created and this increases by 1 for each invoice generated regardless of project.

Invoice number

Finance teams generally issue their own code for each invoice which allows them to track the invoice over several systems. This number is entered on the Projects preference page (see 3.2.17). Searching using this number will permit users to locate the invoice on this page. You can use the drop down below to switch between invoices and credit notes, or both.

PO number

A PO number is added by entrants during the payment process. It is not mandatory for them to add this to their invoice. Once the invoice has been generated only Finance admin users can amend the PO number (see 8.2.3.2).

If selected, and the entrant is submitting multiple entries, the pop-up will ask if they would like to include the full list of entries on the invoice.

Organisation

This is the organisation that created the invoice. You can filter by organisation.

Created by

You can search for a user’s name.

Invoice date

This is the date that the invoice was generated. You have the option to filter between two dates.

Award

This is the award for which the invoice has been generated.

Status

This is the status of the invoice.

Unpaid

All unpaid invoices are yet to be paid or may have paid offline but have not been marked as paid by a finance user.

Paid online

Invoices that are paid by credit/debit card are automatically marked as paid online. When an invoice has been marked as paid the systems emails a receipt to the entrant.

Paid offline

Invoices marked paid offline have been marked as paid by finance users. When an invoice has been marked as paid the systems emails a receipt to the entrant.

Net total

The total amount of revenue of all invoices present on screen excluding VAT.

Gross total

The total amount of revenue of all invoices present on screen including VAT.

Posted?

Used by finance users to indicate if the invoice has been posted to their systems.

Actions Menu

Archive matching

This is a process whereby multiple invoices can be marked as archived. There is a dropdown above named Show where by admin users can switch between active and archived invoices.

Resend receipt

This function will send an email to the admin and finances users within the organisation and contains an up to date version of the receipt in pdf form.

Details

A page with more detailed information about the invoice including payment history. Note, only finance admin users have rights to edit information on this page.

Invoice number

A repeat of the invoice number.

PO Number

The PO number can be edited in this section by clicking on Change. Only finance admin users have the rights to edit this. When the PO number section is amended a new copy of the invoice is generated and emailed to the entrant. Keying in a space in the PO number box, regardless of whether or not there is a number in there, will generate an up to date invoice (i.e. if Organisation name or address needs to be changed).

Amount

The balance that needs to be settled by the entrant

Status

This is the payment status which will be either unpaid or Paid

Organisation

If users request information needs to be changed on the invoice then use this link which will take you to be updated in the Organisation section (see 10.0).

Award

This is the project in which the invoice has been generated

No. Entries

Number of entries within the invoice.

Created

The time and date that the invoice was generated

Archived

Archives this current invoice, moving it from the active list to the archived list. There is a dropdown above named Show where by admin users can switch between active and archived invoices.

Notes

Internal notes section

Online Payment History

This is the number of attempts that the entrant has made to pay the invoice. If multiple attempts have been made then they have failed. This enables the admin user to have visualisation of the attempts made.

View invoice

Opens the invoice in a new window which can then be saved as a pdf file.

Mark as paid

Online invoices are automatically marked as paid, however, offline invoices need to be manually marked as paid as the funds are not processed by the entry system. Marking an invoice as paid will trigger an email to the entrant. This function is only visible to finance admin users.

The above process enables you to mark individual invoices as paid. Alternatively, you can also mark multiple invoices as paid in one action. To do this:

- Click the tab ‘Bulk Mark Paid’ above the Invoice List

- On the new page that opens, type or paste the Invoice numbers and the corresponding amounts to be paid. One invoice per line.

- Click ‘Preview’.

- On the ‘Preview’ page, you have the option to add a note alongside these invoices on the Invoices List. If required, type this in the field ‘Optional Payment Note’.

- Click ‘Update Invoices’

These invoices will all then be marked as paid on the Invoices List.

Archive

The Archive option is used together with Show dropdown at the top of the list to hide invoices which are no longer active. This does not affect the invoice in any way other than to suppress its display on the archive list page (unless show archived invoices is selected).

Revoke invoice

This function would be used in the event that an invoice was generated too early and an entrant wanted to add more entries to their invoice. It creates a full credit note against the invoice marking it as paid in the process and removes the entries from the invoice. It is only possible to revoke invoices that have not been marked as paid. Only finance users will have access to this function.

Issue credit note

Admin users can refund or reduce entry fees after the invoice has been generated. This works differently depending on whether the invoice has been paid or not. The system will not permit credit notes that equal more than the total invoice amount. The amount credited back to the invoice should not include VAT. This will be calculated automatically.

- Paid invoice – A credit note is created and emailed to the entrant. The finance team will need to refund the amount issued on the credit note.
- Unpaid invoice – A credit note is created and emailed to the entrant. The amount will be deducted from the invoice and the entrant is only required to pay the balance. If the amount is equal to the invoice total then it will automatically be marked as paid and the entrant will be sent a receipt.

To create a credit note, click on Issue credit note. Enter the amount and reason and click on Create. You will be taken to the invoice details screen. Click on Save to confirm.

Once created, the user can view the credit note by clicking the View Refund button on the Actions menu alongside the invoice. This opens up the credit note as a PDF.

Question List

Each project has a question list which is used to construct the entry form. Admin users will only be able to see projects they have permission to view as defined in the Admin Users section (see 12.0). Users can only view the question list for one award at a time. To change the current project, use the drop down menu at the top of the page.

Using the question list admin users construct the form one question at a time using predefined templates.

Question List Table

This table displays all of the questions in the order admin users wish them to appear on the entry form. The table headings are explained below:

Position

This details the question’s position in the list and the order that it will appear on the entry form.

Name

This is the name issued to the question for admin purposes.

Question

This is the question that is asked to entrants on the entry form.

Type

This refers to the actual type of question that is asked e.g. upload, select, textbox (see 9.3.2).

Display on

When editing the question preferences admin users are able to set which questions are displayed to entrants on the dashboard and to admin users on the entries list. If a question is set on either of these lists, then a number will appear in the corresponding column here. The number relates to the position of the question on these lists.

Depends on

This displays dependencies for the question to appear to entrants, as set when editing the question preferences (see 9.3.5).

Actions

When questions are added the following actions will appear in the table.

Edit

This takes the admin user to the question preferences page for that question. This is the same page as the Add (see 9.3).

Copy

This makes a clone of the question, excluding dependencies, and takes the user to the new cloned question preferences page.

Delete

To delete an individual question, click on the delete button, a prompt will pop up with the name of the question to be deleted to allow for admin users to check before deleting.

To delete multiple questions there is a tool at the bottom of the page called Bulk Delete. Enter the question numbers which you wish to delete. Then enter the code into the box and click on the Go button.

Add

To create a new question, use the Add button at the top right of the page. This will open up a blank question preference screen.

The question will not be created until the admin user selects Save or Save & close at the bottom of the screen. There are 14 different types of questions that can be asked by type, with multiple variants in how they can be used. The options that are available on this screen are detailed below.

Standard question details

The first section pertains to the standard information required of every question.

Name

This is the internal admin name for the question which allows it to be identified on the question list. It is important that the name for each question is unique as this can cause errors when copying entries.

If your project requires progression to a second project, the names in this text area must match exactly for the information entered on form one to be copied to form two.

Type

There are 14 different types of questions that can be asked. These will all be listed below with the different question parameters they offer (see 9.3.2).

Position

This dropdown is used to select the exact positioning of the question in the question list and as a result where the question appears on the entry form.

Internal use

Questions can be set to be available for admin users only. This means they will not appear on the entry form for entrants but they will appear when admin users view the entry. The answer defaults to No. Set the answer to Yes to set the question for internal use only.

A colour indicator will allow you to easily see and identify the Questions that are for Internal Use only on the Questions List.

Question Parameters

There are 14 different types of question that can be asked. Selecting each type creates a different set of parameters. These are detailed below:

Commentary

Title

Text entered into the Title field will appear in your secondary colour.

Text

This question type allows informative text, written in the Text field, to be printed on the entry form.

Date

Question

Entrants can then select one date and is displayed in the field. To display a question that is printed on the entry form enter text into the Question field. The date questions are displayed in the form of a calendar which opens when an entrant clicks on the question text box.

Optional

Questions that require an answer can be set to be Optional - Yes or Optional - No. If a question is set to No then the entrant must provide an answer before the entry form can be submitted. The default is set so that the question is mandatory Optional - No. Set the dropdown to Yes to enable an optional question.

Read only

This field determines if an entrant can edit the question answer or if it is set to read only. This is used on a secondary entry form where admin users will have checked fields and do not wish entrants to amend the data. Set this answer to Yes to make the question read only.

A colour indicator will allow you to easily see and identify the Questions that are Read Only on the Questions List.

Earliest date/ Latest date

The calendar dates can be fixed by entering dates in the Earliest date and Latest date fields (these are optional). Note that dates can also be restricted by using Dependent Questions (see 9.3.5).

Divider

Dividers perform a similar function to the commentary question (see 9.3.2.1). The text entered into the text box is printed to the entry form. Dividers act as main headings and text entered into the Title field is printed on the entry form as your primary header colour. This screenshot demonstrates a black divider.

Under the ‘Divider Type’ question, you can choose whether your Divider acts as a ‘Normal’ divider (as described above). Alternatively if you find your form is quite long and want to minimise the size for the entrant, there are two other options under ‘Divider Type’ which can help you:

‘Collapsible’ - the form will collapse all questions under each Divider heading until it reaches the next Divider question.

‘Pagination’ - the Divider will divide your form into multiple pages, with a new page created each time you select this option as the Divider type.

NB: If you would like to use the Pagination option there is one exception: assuming your 1st question is a Divider (as we recommend), then for that one you should select ‘Normal’ as the Divider Type, because as the 1st question on your form it is already the start of a new page.

Duration

Question

Enter text into the Question field to appear in the form of a question on the entry form. This is an integer only field used for entering time measured in minutes and seconds.

Optional and Read Only as before (see 9.3.2.2.2 & 9.3.2.2.3).

Min value/ Max value

To restrict the times that can be inputted use the Min. value and Max. value fields.

Email Address

Question

Enter text into the Question field to appear in the form of a question on the entry form. Any answer provided by the entrant must correspond to the format of an email address

Hint

Text entered into this field will appear in the answer of the corresponding question in the form of lighter text. When the entrant enters text into the box the hint will be overridden. This field is only applicable to certain questions.

Display width

This is only used when the question is part of a multipart. It defines the size of the column on screen so that the questions do not take up too much space on screen

Optional and Read Only as before (see 9.3.2.2.2 & 9.3.2.2.3).

Max length/ Min length

To restrict the length of what can be inputted use the Max. length and Min. length fields.

Default

Text entered into this field will appear as the default answer of the corresponding question. The entrant will need to edit this text to amend it. If the text is not amended, it will be submitted as part of the entry. This field is only applicable to certain questions.

Use for correspondence

If set to Yes, any emails provided by the entrant will also be included on emails relating to this entry such as submission, approval and progression

Export

This can be used to enter excel formulas for inclusion in the generated Excel file when the data is exported. This is designed to remove the need to go in and edit the excel file to add formulas (if formulas are required) every time the data is exported.

Integer

An integer is a text box where only numbers are permitted as the answer. Similar to duration (ref) but differs in that duration only refers to time (minutes and seconds). A Min and Max value can be set using the appropriate fields.

License

This question is used to distribute codes to judges/ jurors.

Entrants enter codes into the Default text area. The first line of the text area should read ‘No further code available’ and only one code should be entered on each subsequent line forming a list.

In the viewing website judges can claim a code for their account by clicking a button. The system deletes a code from the bottom of the list described above and associates it with the judges’ account. If there are more judges than code, the message on the last line will be displayed to judges when all of the available codes have been claimed.

The Columns and Rows options control the size of the text area on the entry form and the Min and Max length define how many characters can be entered.

Media Library Items

The Media Library Items question type covers a range of different asset upload options.

Required?

This setting is the equivalent of the Optional? Setting in other question types. There are 3 settings to choose from:

Yes - require Upload

If selected, this setting means that the entrant MUST complete the Upload stage of adding their required media asset before they are allowed to Submit their form.

Yes - allow placeholders

This allows entrants to simply enter a Title in the specified field - without uploading the actual media asset - in order to Submit their form. They will be able to return to their Media Library later to replace the Title placeholder with the actual asset, and it will automatically be added to their Submitted form.

No

This is the equivalent of answering Optional - Yes in other questions, allowing the entrant to submit their form without uploading any assets at all in answer to this question.

Restrict To Types

Here the Admin can decide which media types will be accepted in answer to this question. It can be one or a combination of several of the following, dependent on the Admin's preference:

Image

If selected, the entrant can submit an image file in answer to this question.

Video

If selected, the entrant can submit a video file in answer to this question.

Audio

If selected, the entrant can submit an Audio file in answer to this question.

Document

If selected, the entrant can submit a Document in answer to this question.

Multipart

Multipart questions are used to place subsequent questions on the same line. Without multipart questions each new question will appear below the previous. To the entrant, the questions would appear as in the screenshot below:

Question

To set the main question text must be entered into the multipart Question field. All text entered into the fields for the subsequent questions that form the multipart will appear above the field as illustrated above - 'Candidate for nomination' is the multipart question. To enter Help text (see REF) this must be entered into the multipart question and will sit below the multipart not the subsequent individual questions.

How many subsequent questions

Enter the number of subsequent questions that you wish to display on the horizontal line. On the question list this number of questions beneath will either turn blue or red to indicate whether the multipart will work on the form. Blue indicates that a question will be correctly displayed as above. If a question turns red it means it a question that cannot form part of a multipart – for example Commentaries, Dividers and Uploads.

Note that the dependencies (see 9.3.5) for a multipart question work differently. The dependency need only be set on the multipart question itself and all subsequent questions will follow the dependencies set. You cannot set a dependency from an individual part of the multipart.

Phone Number

You can set questions requiring phone numbers for the answer. Pre-set international dialling code options are available for the entrant to select and prefix to their number.

Select

Display rows

This is the number of rows visible on screen.

Min selected/ Max selected

Enter the amount of rows you wish to display (this only applies to drop down and combos). Enter the Minimum and Maximum answers you want the entrant to select for this question. There are four types of select mechanisms that can be created depending on the max. number entered.

Max. selected: 1

- Dropdown menu
- Radio buttons

Max. selected: 2+

- Checkboxes
- PickList

Checkboxes displays the options as a list with boxes alongside each where the entrant can select an ‘x’ in one or more. PickLists displays the options in two columns. In the left ‘Available’ column are all the available options. The entrant must click on their chosen options and they are then transferred to the right ‘Selected’ column. To deselect an option they simply click on the relevant entry in the right column.

Is a tag?

If set to Yes this enables any of the possible answers in a Select question to be searchable as a Tag in the viewing site.

Options

In the options box enter each select option on a new line. For drop downs the first answer must be preceded with an underscore, for example _Select… and this will be used by the system to prompt the entrants to select an option. You can also Indicate default(s) with '*' at line start. This will prevent the user from selecting any other option.

Textarea

This is an area of text that the entrant can enter long form text. This is best used for synopsis, supporting statements, long addresses and instances where entrants have to enter more than one line of information.

It is possible to set the Min and Max length to restrict the amount of text an entrant can enter - and whether these limits are set in either Characters or Words. Note that the length of the text is not checked by the system until the entrant clicks on Review and submit.

To alter the width and height of the input of the input area on the form, change in the numbers in the Columns and Rows settings respectively.

Textbox

A text box field where text can be entered and are best used where a small amount of information is required, for example email, name etc.

It is possible to set the Min and Max length restricting the amount of text an entrant can enter - and whether these limits are set in either Characters or Words. Note that the length of the text is not checked by the system until the entrant clicks on Review and submit.

To edit the width of the input area on the form, change the number in the Display width setting.

URL

The URL question enables entrants to include a link to required video content that may not be hosted on BAFTA’s in-house Electron storage solution.

Options

In the options section there are a selection of tools that determine where else across the system information entered into the question will appear.

Answer includes personal data

If set to Yes, this option will indicate to the system that anything entered into the given question on the form should be treated as personal data and automatically deleted at the time scheduled in the award settings (see 3.2.12).

Hide answer on redacted PDFs?

You can choose to hide Questions on the entry PDF. For example, you can choose to omit personal details or certain fields that might not be relevant for judges who like to review paper submissions. To the question "Hide answer on redacted PDFs?", which you can select Yes or No. Once one question is set to "Yes", you will see the second PDF download option against entries.

Include on entry list for entrant

Admin users can specify questions to appear in the entry table on the entrant dashboard. One question must be set as the main question, for example Title. The number selected from the dropdown will define the order that the questions appear in the table.

Include on entry list for admin

Admin users can specify questions that appear in the entry table on the admin entry checking table. One question must be set as the main question, for example Title. The number selected from the dropdown will define the order that the questions appear in the table.

Sortable

By selecting a question to be visible on the entry list for admin, Users can also choose to make that question sortable on the entry list for admin too.

Include on admin dashboard

This will display the answers to the question as bar graphs on the dashboard so that admin users can have a visual representation of the data entered. This works well with questions that have pre-determinate answers as opposed to free text fields.

Title for Viewing Portal

Admin users can make questions appear on the Viewing Portal by setting a title in this text box. If this is set, then the answer for each entry provided by the entrant will be displayed to judges. If the question is not shown on the entry form due to the dependent questions or if there is no answer provided by the entrant, then this question will not appear in the list.

Title for Viewing Score Download

You can customise the Viewer Score Download report to include the answer to any question on your form. To add a question (and its answers) simply type the column heading you want it to appear under here.

Worksheet for export

Setting this field defines which worksheets the answers will appear on in the All entry data download. If this field is not set all questions appear on the same tab which can makes the spreadsheet very big. For instance, you might set this field to actor details for all questions relating to actors - so if you asked for name, stage name, address and nationality for actors and set the 'worksheet for export' on all these questions to 'actor details' then when the entry data is exported you would have a separate worksheet called 'actor details' which contained 4 columns (name, stage name, address and nationality). The entry data download (see 13.1) has a limit of 256 columns per worksheet. The functionality can also be used to overcome this limit by spreading the questions across multiple worksheets.

Price

This option only appears for questions which require a number in the answer (Integer and Selects) it is possible to set a price which is then multiplied by the number that the entrant types into the field. For example, this is used when selling tickets. If the price is set at £100 and the entrant enters/selects the number 6 on the entry form then when the invoice is calculated £100 will be multiplied by, 6 printing £600 on the invoice. In order for the price structure to be applied an Invoice Description will need to be provided.

Column Width

This only applies to questions that are part of a multi-part as the parts are all displayed on the same row. This will adjust how wide the input field is.

Help

Help text can be displayed for any question excluding Dividers and Commentaries. The text is displayed below the question in a different colour and size to provide simple instructions to guide entrants to answer the question correctly. There are two help text fields in each question:

Short Help

This is displayed on the screen directly below the question. Short simple instructions should be entered here.

Long Help

When more detailed instructions are required they should be entered into the long help. A simple introductory line should still be entered into the short help and this will be followed by a link …more. When the entrant clicks on …more the long help will display. When the entrant selects …less help the long help will be hidden again.

Dependencies

Dependencies allow admin users to create forms based upon a set of predefined rules. This means that the questions presented to the user change depending on the answers provided. A multitude of dependencies can be provided but there are limitations to what can be achieved which required careful planning of the construction of the form:

Multiple dependencies can be created, meaning you can set a question to appear based upon multiple values. Dependencies are always set as ORs it is not possible to have an AND dependency.

To set a dependency you must enter three pieces of information:

1. Select the question which you wish this question to be contingent on from the dropdown list
2. Select the dependency criteria that you wish to use from 9.3.5.1
3. Select the value, of which you wish to test against.

For more information on dependencies read the BAFTA Nucleus User Guide which details how to build a basic form with dependencies.

List of all potential dependency criteria:

- **Equals** - answer provided must match the value set here
- **Contains all of** - if all of the answers provided match all of the values set here
- **Contains any of** - if any of the answers provided match any of the values set here
- **Greater than**
- **Less than**
- **Between** (inclusive)
- **Starts with**
- **Ends with**

- **Is empty**
- **Not empty**
- **Exactly not equals** - In a dropdown select the first answer that begins with a _ still counts as an answer in dependency terms so using this dependency means that the question will appear unless the value set is selected. For example, if I had a list of countries in a dropdown and wanted the question to appear if the entrant selects any answer, except the United Kingdom, then the question will appear
- **Doesn't contain all of**
- **Doesn't contains any of**
- **Less than or equal to**
- **Greater than or equal to**
- **Outside**
- **Doesn't start with**
- **Doesn't end with**
- **Is visible** - if the question that this dependency is set is currently visible on the entry from then this question will also appear
- **Is not visible** - if the question that this dependency is set is not currently visible on the entry from then this question will appear
- **Item selected**
- **Item not selected**
- **Not equals** - the opposite of equals
- **ITSELF -** requires a Default answer (by the Admin) to be entered for the Question to appear to the entrant. If the Default answer does not appear or is deleted, the Question will not appear

Organisations

When a user creates an account they can sign up as an organisation and the user that created the account will become the main account holder admin user. This admin user can create multiple users within the organisation. Entry and payment information is held at the organisation level and will be detailed in this section.

ID

Upon account creation each organisation is issued with an ID. This begins at 1 and increases by 1 each time an account is created.

Name

This is the name of the organisation.

Type

Users select their organisation type upon signup. If an entrant selects Individual, then their first name and last name become the name of the organisation e.g. David Lortal would become Organisation called Individual: D Lortal.

Payment mechanism

Displays how the organisation is set to pay invoices. Set on the organisation settings page (see 10.7.1).

Must pay by due date

Displays whether the organisation is not liable to pay by normal entry deadlines. Set on the organisation settings page (see 10.7.1).

Number of users

Displays the number of user accounts that have been created in the organisation.

Edit

This takes the admin user to the organisation settings page.

Edit existing Organisation

In this section admin users can view/edit the company name, type and address details.

Billing details

These are the billing details that will appear on invoices. It is not mandatory for an entrant to complete these fields. If the fields are left blank, the company address above will automatically be used as the billing address.

The message shown to users in this section can be edited by the admin user.

Organisation details

This section will display a link to view the videos submitted by user in the organisation (if applicable), the number of users in the organisation and list the Admin users.

Finance details

Debtor code

Debtor code is the account code for a customer – allows the grouping of all transactions pertaining to a particular customer in one place in the finance report

Payment mechanism

All organisations are set up as default to pay using the online credit or debit card payment. To change the payment mechanism, use the dropdown.

Must pay by due date?

Entry fees must be paid in full in order for the data to be exported in the Voting Data Download. To extend the deadline set the answer to No. The default is set to Yes. Is also shown in the organisation list

Applicable Price Structures

Admin users can set two price structures for an award and charge different companies accordingly. This is used by the British Academy Scotland Awards as Broadcasters are charged at a higher entry rate. Upon signing up, all organisations are placed into the normal rate. Admin users must add them to the Broadcaster or Developer rate. The rates are set in the Projects set up preferences (see 3.2.18.1.4).

Numbers of invoices

These three options detail the number of users, video and invoices attributed to the account. Clicking on the View invoices button will bring up a screen with the relevant information listed.

Entry Summary

This details the status of all entries created by the organisation. Entries are listed per award. Click on the number to view the entries.

Closedown

Admin users can closedown the organisation entries for this award by clicking on the link. This will take the admin user through the same process as the entrants see. An invoice will be generated and sent to the entrant.

Existing entry Tokens

This is a link sent via email which enables entrants to create a new entry form after the Create entry deadline has passed. Each link can only be used once and the form must be saved once it has been created.

Create new entry token

To generate a new entry token, select the relevant award and a date that the link should expire on and select the recipient who the token should be sent to and Issue token.

Important: The expiry date on the token overrides and extends the Last Create Date for an entry only. Once you have issued the token, you must also go back to the Awards set-up page and manually extend:
-Last Submit Date - otherwise the token holder will be able to create their entry but not actually submit it.
-Last Pay Date - if your award takes payment for entries, otherwise the token holder will not be charged for their entry.

Archive

Click on Archive to remove an organisation from the database.

View Users

This shows you a list of users within the selected organisation.

Users

This page lists all users who have registered for an account.

User ID

Each user is issued with a unique ID at point of creation. The first ID issued is 1 and goes up by an increment of 1 each time a new user is generated.

User Name

This is the first and last name of the person who owns the account. Names can be searched using the text field in the column.

User Email

Clicking on the link here will open an outlook email to the recipient. Emails can be searched using the text box in the column.

User Phone

Displays the user's telephone number.

Organisation

This is the name of the organisation to which the user belongs. Clicking on the name of the organisation will open the organisation preference page (see 10.0). To search for users belonging to an organisation type in the text box in this column.

User Type

This column displays the entrant as either Normal user or an Admin user. You can filter using the dropdown menu.

Admin user

Entrants who can see all of the videos uploaded and entries created within an organisation.

Normal user

Entrants who can only see the videos they have uploaded and created within the organisation.

Last Login

In this column the date and time of the last login is recorded.

Actions Menu

Edit

Clicking on edit will take the admin user to the user’s preferences page. From here you can view and edit the user’s address, contact details, password, user type, and change their organisation.

Delete

This will permanently delete the user and remove them from this user list. A notification is displayed to check the correct user has been selected.

Show deleted users function

This is displayed above the users list. If this box is checked then deleted users will appear in the search, providing that the organisation has not also been deleted.

Shred

Shredding a User will delete all data associated with the User, such as entries. If you click shred a warning is presented.

Activity Log

Clicking on this option will open a new page and display a list of activity conducted by the user. The columns can be filtered and searched to find exact actions.

The Actions log records all actions for the past 5 years. Any actions performed over 5 years ago will not be retained in the system.

Login as

This permits admin users to have full access to an entrants account. Note any actions will be recorded as being completed by the entrant and there is no restriction to the actions that admin users can perform. Ensure that you log out once you finish.

A note on Automatic Deletion of Users:

Front end users who have not logged in for 18 months will be deleted. The user will be sent an email to inform them, providing this has been set up by system admin users, to log into their account. Upon login the time will be reset. If the user fails to log in then their entry account will be deleted and any corresponding entries will also be deleted, along with the organisation if the user was the only user within the organisation at the time of account deletion. The 18 month period for account deletion can be extended or reduced at any time - BAFTA Tech will discuss this with you in the scoping calls and in future this request can be made via the support site.

Admin Users

In this section admin users can be created and managed.

User ID

As each admin user is created they are issued with a unique ID. The first ID issued is 1 and each time a new account is created it increases by an increment of 1.

Names and email

These are the name and email of the admin users as entered on the admin edit preferences page. These columns are searchable using the text fields.

Roles

The rights issued to each user are listed. This column can be filtered using the dropdown menu. Can be amended using Edit (see 12.5[BR1]).

Last login / Last password change

This details the time, date and IP address of the last successful login and password change beneath.

Edit

Opens a preferences screen where the settings can be edited.

Edit name, email and password

The admin user's name, email and passwords can be amended in the above boxes. Note that the password will always appear blank for security reasons.

Voting site username

This function is only applicable to BAFTA. If a user requires admin access to the voting site then their username should be entered here. They can then access the voting site via the actions menu.

Extra dashboard statistics

This function allows you to display the answers to questions and their totals on the dashboard for this admin user. To do this, add a question name from a question list into this field (separated by commas if multiple) and this will display the number of entries for each response and the status when the admin is in the dashboard and has the award selected.

For example, there is an account with a few BAFTA awards active. In this admin user, add 'Programme title' and 'Genre' as Extra Dashboard Statistics (these are both internal question names, not what is displayed to the user filling out the form).

On the admin user's dashboard, the statistics now appear.

To set globally and for more information (see 9.3.3.2 & 9.3.3.3).

Awards access

The box next to the project must be checked in order for the user to be able to access it. If you want to give your Admin User access to all Awards in this instance, you can click Select All. Click Reset to clear access to existing awards for the Admin User.

Roles

There are three roles that users can be issued:

Normal users

All users by default are created as normal users by selecting none of the above. This gives access to basic privileges: to view/edit entries, videos, users, organisations, viewing website.

Super admin users

These users can only be created by other Super Admin users. This gives users additional rights to create and edit awards, question list, categories, category eligibility, email management and all functions that are involved in the setup of an award.

Finance users

Finance users can only be created by other Super Admin or Finance users giving additional permissions to set the awards entry fees, change PO numbers, generate credit notes etc.

Jury Results View

The "Global JuryResults View" permission allows the user to get to the "Generate jury voting pass code" page listed on Actions->Misc. This page generates a time-limited code which can be entered into the jury voting system to allow a BAFTA Jury admin user to see the nominee list for the final results round during Jury Voting.

12.5.6 Google Authenticator

Google Authenticator is a two-step verification process that can be activated by admin users to securely log into the system. This works by users having an app installed on the admins phone. The app generates a 6-digit number which must be entered along with the admin users' password when they log in. For more detailed information including how to install the app read the google documentation:
https://support.google.com/accounts/answer/1066447?hl=en

To setup click on the Setup button and the system will generate a QR code. If the admin user has the application installed on their phone scan the QR code, this will generate a code to be used alongside the login.

If the user does not have the app installed, then you can specify IP addresses that will bypass the Google Authenticator. The IP of the current location will appear below the text box. This can be copied into the box. If the user then logs in from this location again they will not be required to enter the Authentication code. It makes sense to use the main office IP address so that when users login from the office they just need to enter their password.

Delete

This deletes the users profile and removes them from the list.

Actions

Details the actions made by the user.

Add

Creates a new admin user.

Download

Downloads the list of users to an excel file.

Misc

Reports

- Entry Data Download
- Entry Attachments Download
- Invoice Data Export
- Check for invoice discrepancies
- BAFTA View stats
- Voting site test voter login
- Video viewing/Download Logs
- Viewer Score Download
- Bulk Entry (Re)Submit Tool
- Custom Reports

Email Management

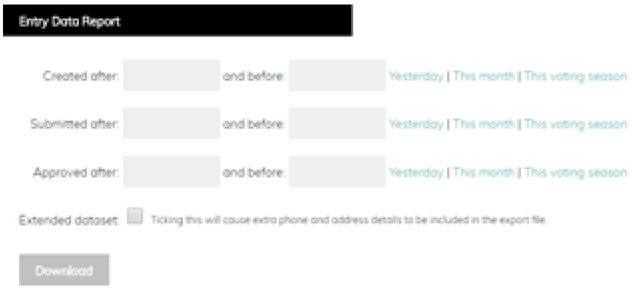
- Email Templates
- Email Log/Queue
- Voting Site Mailout
- Entrant Mailout

System Administration

- Per-country Tax Settings
- Salesforce Member Upload
- Entry tokens
- CMS
- Action Log
- Audit Log
- Configuration Values
- Fix orphaned uploads (may take a minute to load)
- Documentation

Functions are listed under three headings, Reports, Email Management and System Administration. Each part is vital to run the system efficiently but as they are not part of the entry checking process and do not need to be checked daily, they are separated from the essential daily functions that form the main actions menu.

Entry Data Download



This report exports all of the entry data for a project. To generate an export, use the dropdown menu on the top right of the page to select the relevant award. You can only generate a report for one project at a time. Choose to filter by one of the following: Created after, Submitted after, or Approved after. Enter the relevant dates and click Download. If you would like everything to be included you can leave the dates blank. This will generate an Excel file containing all information entered for the selected award. The entrant name, entry ID, contact details, organisation, entry status, video association and payment details are exported along with answers to each question that appears in the question list, in the order they are listed on the Question list (see 9.0).

The download document will only support 256 columns on each sheet. If your question list consists of more than 256 questions, then you need to add some questions to a new sheet in order to download all of the data (see 9.3.3.5).

Extended dataset

The export includes some standard information such as entrant email and name. To export an extended data set including phone number and address then check this box when running the report.

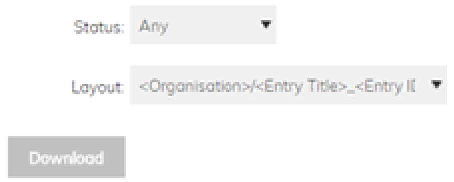
Include Full Finance Information

Checking this box will add the following extra information to your report:

- Net Amount
- VAT Amount
- Total amount
- Date paid
- Time Paid
- Entry discount (taken from the entry page)
- Number of Entries in Invoice

Entry Attachments Download

This allows admin users to download all additional materials that have been uploaded by entrants as a single zip file to save downloading each file individually. To download the files, select the award from the dropdown menu at the top and enter the relevant dates in the Created after, Submitted after, or Approved after field as above. You will also see the following:



Status

Select the status of the entry from for which you wish to download entry attachments.

Layout

The zip file can be downloaded with two ‘layouts’ or file structures:

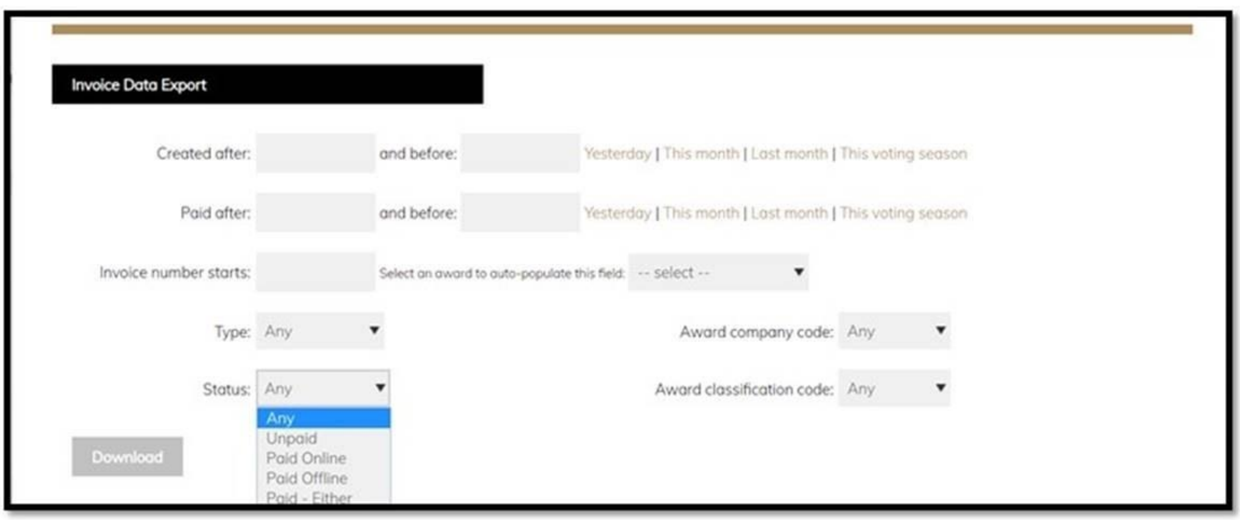
1. Organisation – Entry title – Question name/Question ID/Filename
2. Question name/Question ID – Organisation/Entry Title/Entry ID/Filename

Select the one you wish and click on Download.

Questions to include

The admin users can also select additional supporting media that may form part of the entrant’s submission - such as logo, supporting documents, artwork etc.

Invoice Data Export



This is used by the finance team to reconcile payments with their other systems. To create the report, select the relevant Award from the dropdown and fill in the required date fields. To filter these reports further, select from the following fields:

- Type (Invoice / Credit Note / Any)
- Status (Unpaid / Paid – Online / Paid – Offline / Paid – Either / Any)
- Award Company Code

- Award Classification Code

You can also select which Export Format it is in - with the Columns to be shown varying dependent on which out of the four variants you choose. Toggling between the four variants will show which columns would display, under the Export Columns header. You can edit these four variants (named Variant A / B / C / D by default) in the CMS, to reflect your in-house system.

Click on Download when ready.

Check for invoice discrepancies

When an invoice is created the costs are worked out based on the pricing logic active at that time. This function examines the current finance logic, checks it against the invoices generated and alerts the admin users if there has been a price change whilst the project had been open.

Vote Data Download

This applies to BAFTA only. This is the voting data report which is uploaded to the voting site. To set which information appears in this report see the Category eligibility section (see 5.3.7). The information is checked and then uploaded to the Voting Website.

Note that entries will ONLY appear on this list if they have been approved and marked as paid (organisations whose entries do not have to paid for by the deadline will appear on the download).

Video viewing/ Download Logs

Date & time	User name (ID)	User type Member	Entity -- All --	Action -- All --	Entity ID	Title	Actions Filter
30/09/2014 13:53:40	jrch181	Member	video	watch	1790	Three Little Pigs	view
30/09/2014 13:50:16	jrsc136	Member	video	watch	2165	Shetland S2 Ep2: Raven Black part 2	view

This table is a record of what every admin and entrant user has watched and downloaded since their account was created. Use the dropdown menus/search boxes to filter the table.

Voting site test voter login

This function applies to BAFTA only. It is a link where test users can login to the voting site.

Viewer score download

To download and save the current Viewer scores, click Viewer Score Download. From the Viewer Score Report page, select the required Award from the drop-down. Then check which status of entries to download: In Progress; Awaiting Submission; Submitted. Click Download and the scores will be presented and tallied in an .xls file.

Custom Reports

Custom Reports, which contain only specific data fields from your entries, can be requested as an additional piece of development. This will be subject to an additional cost, which will be quoted once you have specified the exact fields you require in the report.

To find out more, please contact your BAFTA Nucleus account team or raise a Support Ticket.

You can request as many different Custom Reports as you require. The total cost and development timeline will be quoted accordingly.

Once your own Custom Reports criteria have been developed and added to your instance, to use them just click on the Run link alongside the relevant Custom Report and select the required Award, Filters and Output Data where prompted. Then click Run.

The following page will enable you to choose which award/s to run the report from. You can choose as many awards as you require, or just one. If you choose just one award, then you will be able to select the relevant fields of Output Data to include. If you choose multiple awards however, you will not be able to select the Output Data fields as there will be variation across the awards and you will only be able to select Fixed Output Data i.e key personal data.

Email Templates

Emails can be sent to entrants at key stages during the entry process. Emails can be sent on a per project basis or a per function basis. In this section admin users are able to manage the content of the emails and define where emails are sent.

Email Name

In the 'Name' column you will see different email types that can be sent to entrants during different stages of the entry process:

admin/misc/attachmentDownloadReady – Is triggered once the Attachments Download you have requested is ready. Is sent to you, as the Admin, and a link to the Download is included in the email.
batch/amend – Triggered once an invoice has been updated, and is sent to the entrant. Contains as PDF invoice.
batch/create – Triggered when a new invoice has been raised, and is sent to the entrant. Contains a PDF invoice.
batch/createZero – Triggered when an invoiced has been raised for which the amount owing is £0, and is sent to the entrant. Contains a PDF invoice.
batch/creditNote– Triggered when a credit note has been raised against an invoice, and is sent to the entrant. Contains a PDF Credit Note.

batch/paid – Triggered when an invoice has been paid in full, and is sent to the entrant. Contains a PDF receipt.
email/failedWarning – Triggered when a bulk mailout fails to send when scheduled, and is sent to you as the Admin.
email/jobProcessedNotification – Triggered when a bulk mailout has been scheduled and added to the Email Queue, ahead of sending on your selected date/time. Is sent to you as the Admin.
email/mailgunFailedWarning – Triggered when an email or mailout has failed to send due to error outside of Nucleus at our external Mailgun supplier. Is sent to you as the Admin.
entrant/deletenotify – Sent to a user who has failed to log back in to their account in the past 18 months (or similar agreed period) despite the warnings issued in the *entrant/delete/warn* and *entrant/delete/warnFinal* templates below. This is sent to the entrant and confirms their account has now been deleted.
entrant/delete/warn – Sent to a user who has not logged into their account in the past 18 months (or similar agreed period), and warns the account will be deleted if they do not log in within the next 30 days. Sent to the entrant.
entrant/delete/warnFinal – Sent to a user who has not logged into their account in the past 18 months (or similar agreed period), and warns the account will be deleted if they do not log in within the next 7 days. Sent to the entrant.
entrant/forgottenPassword – Sent to a user who has clicked on a Request new password link on the site. Includes a link to reset their password within a limited timeframe. Sent to the entrant.
entrant/welcome – Sent to a user when they register with your entry site for the first time. Includes confirmation of their user name and optional link to reset their password. Sent to the entrant.
entry/adminOwnerChange – When you re-assign an entry to a different member of your Admin team for checking/Approvals etc, this email is sent to the new Admin owner notifying them of this.
entry/approve – When an entry is Approved, this email is sent to the entrant.
entry/progress – If your award has Progression to further rounds, this email is sent to the entrant if their entry has been progressed.
entry/submit – Is triggered once an entry has been Submitted and passed all of the tests to allow submission. Is sent to the entrant.
entry/unsubmit – Is triggered once an entry has been unsubmitted – with a reason given – by you the Admin. Is sent to the entrant.
entryissue/GLOBAL – Is used whenever you, as the Admin, use the Email Entrant functionality on the Entry List to contact a specific entrant directly. Is sent to the entrant.
mailout/test – A generic example of the bulk mailout email used by the Entrant Mailout functionality. You can use this to contact Entrants via Bulk Mailout and edit the body copy as you require, or set up your own specific mailout templates for each scenario. Is sent to the entrant.
mailout/ViewerReminder – A version of the bulk mailout email used specifically for contacting your Viewers via the Entrant Mailout functionality eg. reminding them of the deadline by which to complete their duties/scoring. Is sent to the Viewers.
organisation/entryToken – Is sent whenever you, as the Admin, grant an Entry Token to a user to give them exclusive, one-use permission to enter your award outside of the set Entry dates. Contains a link that overrides the 'Last Entry Create' deadline and is sent to the entrant (or anyone else you choose, for example, you may send it to yourself for purposes of testing an Award prior to entry open).
video/approve – If your Nucleus is optimised to handle video content, this email is triggered when you, as the Admin, approve a submitted video. Is sent to the entrant.
video/reject – If your Nucleus is optimised to handle video content, this email is triggered when you, as the Admin, reject a submitted video. Includes a reason for that rejection and is sent to the entrant.

video/transcode – If your Nucleus is optimised to handle video content, this email is sent to the entrant once a video they have uploaded has completed the transcode process and is ready to view. Includes an instruction to associate the transcoded video their corresponding entry/ies, if Video Association is being used.
video/transcodeError – If your Nucleus is optimised to handle video content, this email is sent to the entrant if a video they have uploaded has failed to transcode.
video/transcodeErrorAdmin – If your Nucleus is optimised to handle video content, this email is sent to you as the Admin if a video that one of your customers has uploaded has failed to transcode. It is BCC'd into the Nucleus support team by default, to ensure we are aware of it too.
video/upload – If your Nucleus is optimised to handle video content, this email is sent to the entrant once their video has completed the initial upload process. Note: It must still complete the subsequent transcode process to be available for Viewing.
viewer/forgottenPassword – Is triggered when one of your Viewers click the Reset Password link. Contains a link to reset their password and is sent to the Viewer.
viewer/unsubmitScoresComments – Is triggered if a Viewer clicks the link to Unsubmit their Scores and/or Comments, so they may edit them. Is sent to the Viewer.
viewer/welcome – Is sent to the Viewer when you initially create their account for the Viewing Portal. Contains their user name and a randomly-generated password which they are welcome to update once they have logged in.

Email types will only appear on the list when the system has tried to generate it for the first time. For example, if you cannot see the Submission email on the above list, submit an entry form and then return to the email template list.

Default Template

A default template is created automatically for each email type. This email will be sent in all cases unless a template is defined for an award. To stop any email being sent out, remove the subject from the email template.

Configure

Take the user to a new page where the name of the email can be changed - note that this will affect when/where the email is sent out. It is also possible to change whether the email is Awards specific or global. It is best practice not to change these settings.

Delete

This deletes the email template. For emails sent as part of the system i.e. entry/submit, the default template will be regenerated the next time the system attempts to send it out.

Add

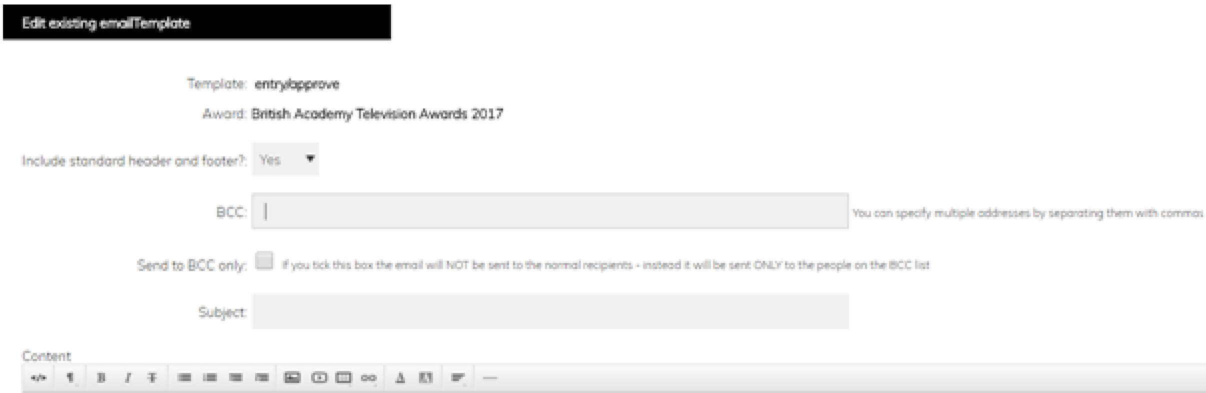
To manually add an email type, use the Add button at the bottom of the page or the top right hand side of the screen. If you know the name of the template but are unable to generate by getting the system to attempt sending the email, then you can add manually using this function. Note email template names are listed above (see 13.8.1).

Define new template

This is used to create a project specific email, for example sending a submission email for one project only. Select the email type to create, then select the project and click add.

Editing emails

Click on the email you wish to edit and you will be taken to the email preferences screen.



Enabled

Each email template is triggered automatically by a specific action, but there may be cases where you don't want this to happen. You can toggle the Enabled field to No if you wish to disable a particular template at any time.

Include standard header and footer

If set to Yes then this email will include the standard email logos that have been set for your instance. To turn these off set to No.

BCC:

Enter email addresses of recipients who need to receive the email i.e. the person managing the awards or a general awards inbox. Ticking the send to BCC only box underneath means that the email will NOT be sent to the normal recipients - instead it will be sent ONLY to the people on the BCC list.

Subject

Text should be entered that will appear in the subject field.

Content

Text should be entered that will appear in the body of the email.

CMS: Text from the CMS can be added to the email content and subject fields using %% either side of the CMS Label. For example, each email can have a default sign off as follows:

- %%Email: Default signoff%%

Question answers: Answers to questions on the entry form can be included on entry specific emails by using the $$ function either side of the internal question name:

- $$Question name 1$$

Special values: values entered by the entrant or generated by the system that are helpful to reference. For example, entry ID, entry title, entrant name etc. Special Values that are available to use are listed below the content box. Note, these will only appear once the email has been generated by the system for the first time.

Values are added to the email content and subject fields using @@ either side of the special value.

To add the username to an email:

- @@user_name@@

Email Log/Queue

This section records all emails that have been sent or are queued to be sent by the system.

ID

The unique ID issued to each email.

Status

This is the status of each email in the table:

- **Any** - will filter for all emails regardless of status
- **New** - any emails that have recently been added to the queue that the system has not attempted to send and are not in an On hold state
- **Oh hold** - emails that have been generated and added to the queue but will not be sent by the system until they are released. On hold is often used during testing.
- **Retry** - emails that the system will try to send again
- **Failed** - emails that the system has been unable to send
- **Mailgun failed** - a general failure caused by the external Mailgun system, please contact the BMT Support Team if you see this
- **Sent** - emails that the system has successfully sent

Template

Filter the table by the name of the email template.

Batch name

When sending mail outs a batch name can be set. The table can be filtered by this.

Award

Filter the table by emails that belong to a particular project.

Recipients

Search the table for emails sent to a specific user's email address.

Priority

Each email when added to the queue is issued a priority level which determines the order in which emails are sent by the system. The hard limit is to only send 60 emails a minute and if a mail out is going to thousands of users then it can take some time to send to all users. In this instance Entrant/forgottenpassword emails are issued a higher priority to that users receive them quickly.

Sent after / Sent at

Filters the table by the time and date emails were sent.

Hold matching

To stop a group of emails from sending select the Hold matching button, read the pop-up and click OK. A message will then appear detailing how many emails will be placed on hold. Click Continue to change the status of all the emails to on hold meaning they will not be sent by the system until released.

Release matching

To release a group of emails from on hold select the Release matching button, read the pop-up and click OK. A message will then appear detailing how many emails will be released. Click Continue to change the status of all the emails to new meaning they will now be sent by the system.

Delete matching

To delete a group of emails, select the Delete matching button, read the pop-up and click OK. A message will then appear detailing how many emails will be released. Click Continue to delete the emails.

Details

Displays a page which has some email options and shows the content of the email as sent.

Resend

This will resend the email to the recipient. When clicking on this function you will be asked to select the priority of the email and then click Save to add it to the queue.

History

This details the admin history of the email job.

Edit

You can Edit any scheduled email jobs that have not yet progressed to the Email Queue, which enables you to adjust any of its selected settings (such as recipients, relevant categories, date/time, BCCs etc). All scheduled jobs that have not progressed to the Email Queue (which appear ABOVE the main Queue) have an Edit button beneath their Delete button). Click on this and you will be taken through the set up pages of that job which you can amend as you require.

NB: This Edit function is available any time up until **1 HOUR BEFORE** the scheduled release time, at which point the job is added to the Email Queue whereupon Deletion is the only option available.

Voting Site Mailout

This applies to entry.bafta.org only. In this section it is possible to email members who have been imported into the voting site. Reminders may be set up in advance but remember that jobs are generated based upon current users within the voting site so it is advisable not to generate the jobs before the final members import from Salesforce has been completed.

Mode

There are two methods for sending emails:

- **Live** - will send emails to the group of users specified in the settings
- **Test** - will send emails to the group of users specified in the emails text area

Emails

This section only appears if Test has been selected as the mode. Type each email that you wish to send the test email to on a new line. All emails will receive the email once the job has been set up.

Award

Select the relevant award.

Chapter

If the award has been set up for chapter voting then the chapters will appear here. To send the email to specific chapters only check the relevant boxes.

Round

If the award has been set up with multiple rounds then you can select which round to email users. Select the relevant round or Any.

Vote Status

Users may be emailed depending on their current vote statue within a round:

- **Voted**
- **Abstained**
- **Yet to Vote**

To email all users within a round check all boxes.

Location

Users may be emailed by location, UK, EC or LA. To email by location check the relevant box next to the users you wish to email.

Preview

When all the correct preferences have been selected, click on the Preferences button to set the email preferences.

Preview Mailout (Voting)

On this page information about the group of users who will be emailed based upon the options selected on the previous page is displayed at the top. If these are incorrect then go back and check the correct group of users has been selected.

Start sending

Select the date and time that you wish to send the email. Note if this is left blank then the email will be sent straight away. If set more than 60mins in the future the job will be created but the emails will not be added to the email queue until 60mins before the job was set to send.

Batch name

If you wish to enter a name for the job so that the emails can be grouped and located later do so here. If not then leave this blank.

Template

Select the email template that you wish to send to users. This is set up in the Email Templates section (see 13.8) - only Mailout templates can be selected.

From address / From name

Set the email address and name that you wish to appear in the email that is sent.

Send notification to

Add in email addresses, separated by a comma, who you wish to receive a notification when jobs are added to the queue. If a job is set to be added immediately then this email will be sent straight away otherwise this notification will be sent when the emails are added to the queue 60min ahead of them starting sending.

Send

Create the email job.

Add emails without delivering

To send the emails without any further manual intervention uncheck this box. If left checked then the emails will be added to the queue On Hold (see 13.9.2).

Entrant mailout

In this section it is possible to email groups of users that exist within BAFTA nucleus.

Mode

There are two methods for sending emails

- **Live** - will send emails to the group of users specified in the settings
- **Test** - will send emails to the group of users whose emails have been specified in the emails text area

Emails

This section only appears if Test has been selected as the mode. Type each email address that you wish to send the test email to on a new line. All email addresses will receive the email once the job has been set up.

Which type of user?

Select the group of users you wish to email.

Viewers

The users who have access to the judging website. Select the projects that you wish to email by selecting the relevant boxes, decide which categories you wish to contact and decide if you wish to email viewers that have Logged in/Not logged in/Both. You can also choose to exclude viewers who may have been sent the email in the past - over a scale of periods ranging from the past week to the past 5 years.

Click Preview.

Entrants

All users who have created an entry/invoice/video record.

Selection based on?

By Entry
This option will email users based on whether they have created entries. Decide if you wish to send multiple emails to entrants if they have multiple entries, select the projects where you wish to email entrants, the entry status Unsubmitted/Submitted/Approved, the invoice payment status and if you wish to cc any other users into the email. Click Preview.

By Invoice
This option will email users based on whether they have created invoices. Decide if you wish to send multiple emails to entrants if they have multiple invoices, select the projects where you wish to email entrants, the invoice payment status and if you wish to cc any other users into the email. Click Preview.

By Video
This option will email users based on whether they have created videos. Decide if you wish to send multiple emails to entrants if they have multiple videos, select the video creation dates, the upload and association status and if you wish to cc any other users into the email. Click Preview.

By Category
This option will email users based on which category they have entered. To select this, you must first select which Award this relates to from the drop-down. A new drop-down will then open beneath this, enabling you to choose which Category from which to contact the entrants. Leaving this Category drop-down unticked will result in contacting all entrants from that Awards, across all categories.

Preview Mailout (Voting)

On this page information about the group of users who will be emailed based upon the options selected on the previous page is displayed at the top. If these are incorrect then go back and check the correct group of users has been selected.

Start sending

Select the date and time that you wish to send the email. Note if this is left blank then the email will be sent straight away. If set more than 60 mins in the future the job will be created but the emails will not be added to the email queue until 60 mins before the job was set to send.

Repeat every

To set up a recurrence in the emails select the option from the dropdown. It is important to set an end date or the system will send the email indefinitely.

Batch name

If you wish to enter a name for the job so that the emails can be grouped and located later do so here. If not, then leave this blank.

Template

Select the email template that you wish to send to users. This is set up in the Email Templates section (see 13.8) and only Mailout templates can be selected.

From address / From name

Set the email address and name that you wish to appear in the email that is sent.

Send notification to

Add in email addresses, separated by a comma, who you wish to receive a notification when jobs are added to the queue. If a job is set to be added immediately then this email will be sent straight away otherwise this notification will be sent when the emails are added to the queue 60min ahead of them starting sending.

Send

Create the email job.

Add emails without delivering

To send the emails without any further manual intervention uncheck this box. If left checked then the emails will be added to the queue On Hold (see 13.9.2).

Per-country tax settings

In this section Per-country tax can be set on a global level. Search for the relevant country and select Edit to amend. The tax rate and acronym can be set on the following page.

Entry tokens

On the main actions menu there is a list of all the entry tokens that have been issued to entrants. This list displays basic information about issued tokens and an option to Void them.

CMS

CMS refers to the onscreen text outside of the entry forms. The majority of text can be edited and instantly updated using the edit function on this page, including buttons. Each time a new award is generated more content is added to the CMS so admin can edit content per award – therefore it will only be available to edit once the award has been created. For example, the information on the invoice preview screen will be created anew for every award, however you would only edit this after the award has been generated by a user.

Label

Any text that is able to be edited in the CMS has been issued a label. This label remains the same even if the content is edited. Admin users can use this to search for a particular CMS area using the text box at the top of the screen.

Content

Listed in this column is the existing text printed on the entry site. This is helpful for admin users as they are able to copy the text from the entry site into the search box to edit. The same text may appear for multiple projects – the project title will be listed in the label. See example below.

WYSIWYG

This refers to the type of CMS box that has been put in place. Where text areas have a Y in the column it means the format can be edited. Where there is an N in the column this means that the text style cannot be edited. These ‘N’ CMS boxes tend to be in the buttons and other areas where changed the text would interfere with the design.

Actions - Edit

Click on edit to amend the text using the text box that opens on the next page.

Delete

Clicking the delete button will delete the CMS from this CMS list but not delete the CMS box on the entry website. This function is largely here to remove CMS from the list where the box no longer exists.

Add

As mentioned above CMS will only appear in this list once it has been generated, so the text has to be viewed on screen by one user before it will appear. If an admin user knows the CMS label then it can be added here manually without having to find the webpage where it is due to appear.

Action log & Audit log

The action log provides a log of important actions which affect data. The audit log contains a more comprehensive log of every single page request. The Action log is generally more useful for day-to-day use. The audit log provides more granular details in exceptional circumstances - normally when investigating some sort of unusual incident or suspicious activity.

The Audit Log and Actions log records all actions for the past 5 years. Any actions performed over 5 years ago will not be retained in the system.

Configuration Values

In this section there are functions that affect the site globally. Here you are able to amend VAT. This is calculated outside of the entry price and added at the end. If there is a change to the rate of VAT then it must be changed in this section.

Admin Password Minimum Age

Use this to make admin users update their password after a set amount of time.

Admin password Minimum Length

Enter a number to define the minimum password length for admin users.

All email bcc

Set an email address in this section to be bcc'd on all emails sent via the site.

Billing address on registration

To remove the billing address fields from the entrant registration from set this to No.

Billing email BCC

Set an email address in this section to be bcc'd on all finance emails sent via the site.

Default from address

This will be used to send emails where an address has not been specified in the project or in the entrant mailout.

Default from name

This will be used in emails where a name has not been specified in the project or in the entrant mailout.

Default organisation payment mechanism

The default payment mechanism can be set at a global level, although this can be overridden in the project or organisation settings.

Disable caps-lock prevention

Entrants are prevented from using the caps-lock on the entry forms. This can be changed by using this setting.

Entrant Dashboard Warning Days for Entries

The Admin can set a Warning to appear on an Entrant's Dashboard to indicate how many days there is until a submission deadline for one of the Awards they have created an entry for. The Admin sets how many days ahead of this deadline the warning appears, or they can enter 0 for the warning to not appear at all.

Entrant Dashboard Warning Days for Invoices

The Admin can set a Warning to appear on an Entrant's Dashboard to indicate how many days there is until a payment deadline for one of the Awards they have created an entry for. The Admin sets how many days ahead of this deadline the warning appears, or they can enter 0 for the warning to not appear at all.

Extra Style sheets

The Admin/Entrant/Viewer CSS stylesheets can be overridden by adding the URL to the newly created stylesheet in this section. The new stylesheet must be hosted on a server.

Header logo link URL

A URL can be added to the logo, meaning that if an entrant clicks on the logo they are taken to the specified webpage.

Hide entrant registration fields

This function can be used to remove fields from the entrant registration page.

New Sign-up Email Alert

Add an email address in this section to be notified when a new user registers for an account.

Payment Gateway Error Email

Use this to specify an email address where the payment error messages will be sent.

Shortcut icon

Used to define the Favicon for the site.

Transcode Error Email

Use this to specify an email address where the payment error messages will be sent.

VAT Acronym

Globally set the tax acronym.

VAT rate

Globally set the tax rate which is applied to all invoices.

Video email bcc

Set an email address in this section to be bcc'd on all video emails sent via the site.

Video viewing error email

Use this to specify an email address where the video error messages will be sent.

Fix orphaned uploads

When entries with associated uploads are copied from one award to another, the original uploaded file can become detached from the copied entry. This process identifies entries where this has occurred and then attempts to re-connect the uploaded items to the appropriate entries. You should not generally use this unless you have been asked to do so by BAFTA support.

Viewers

In this section admin users can create logins for users who need to view entered videos and additional material without seeing the full entry data. Viewing users can log in here: http://*your_site_domain*/viewer/

Viewer list

This is a list of the users who have viewing access to the website. Note that viewers may be registered using the same email address as entrant and/or admin users. The accounts are not linked.

Assign

This functionality enables you to assign Categories to existing Viewer accounts (who may already have some Categories assigned to them). This column features a checkbox alongside each existing Viewer. Click on those existing Viewers to whom you wish to assign a new Category. Then click on the Assign button.

A new page will open, prompting you to Select which Award, Category and Batch (if applicable) to assign these Viewers to.

This process works in conjunction with the Bulk Create functionality - which is intended for assigning categories to NEW Viewers.

Viewer ID

Each user is issued a unique number as they are generated. The ID begins at 1 and cycles upwards each time a new user is created.

Viewer First Name

This is the first name of viewer as entered by admins users.

Viewer Last Name

This is the last name of viewer as entered by admins users.

Viewer Email

This is the email of viewer as entered by admins users.

Phone set

This indicates if there is a phone number set for the viewer. If a value has been set, this will trigger two-factor authentication for the Viewer to login to the viewing site.

Accepted Terms?

This indicates whether or not each Viewer has signed a required NDA or Terms and Conditions document ahead of viewing any submission. Whether this is in itself a requirement is something you will have decided when we first set up your instance. If you decided not to, this will not appear on your Viewers List. If you decided to make this a requirement, it will indicate either Yes or No in this column as to whether each of your viewers has accepted. On the Viewer's end they will have to tick a box to accept the NDA/Terms when they first log in to the Viewing site.

The NDA/Terms content itself is editable in the CMS.

Batch(es)

Users can be created in groups called batches. Each batch is issued a name by admin users and the batch name is listed in this column.

Awards

This is the name of the project in which the user has access to view. You can filter here - including the option to be able view all categories, or just those that are assigned to them. When you filter to a particular Award, the list displays just that Award and includes columns for the Status of the user's scoring as well as a percentage completion.

Last Login

This is the date and time when the viewer last logged into the system.

Edit

Takes the admin user to the view preferences page (see 14.2).

Delete

Use this to delete the user from the system. When clicking on this link a popup appears to check you are sure you wish to delete the user.

Activity Log

This details the activity of the viewing user within the website.

View/Download log

This opens a page of all the views and downloads the viewing user has done.

Login as

Permits the admin user to log into the users account and view as the user.

Add

To add a single viewer, click Add, which opens the viewer preferences screen. Admin users will need to complete the fields below in order to create a new user.

Add new viewer

This is to create single users. Admin users will need to enter the viewing users Email, First name, Last name and password in this section. Bar password, these fields must not be left blank or it will not be possible to create the user – if you leave the password field blank and save the page, a password will automatically be generated and sent to the viewer. To create multiple users who will be emailed a username and password use Bulk create (see 14.3).

Batches

Users can be added to groups, which are referred to as batches. The batches can be filtered on the user list page which makes them easier to identify and also delete full batches once you have finished with them. This is not mandatory so if you do not wish to use batches leave this field blank.

Voting

This displays the awards the viewer is voting in and the status of their votes. This is only applicable if voting has been enabled for an award. A viewer is able to view their submitted votes - up until the point that nominations are announced - by clicking the View button. Where Submitted is indicated, the Admin User is able to click to Unsubmit Votes if required.

Permissions

In this section admin users can control what each viewing user can see by project and by category. Select the project, choose from the categories that appear below and click Save. Users can be added to multiple projects and categories.

14.3 Bulk Create

This function is used for multiple users; however, there is nothing to stop you using this for a single user. When users are created, the system sends them an email with an automatically generated password. Therefore, it is not necessary to define them in this section.

Add a Batch name (see 14.2.2) and select the permissions (see 14.2.4).

Viewer data

To add users, you will need to type the Email, First name and Last name into the View data text area, separated with commas. Each user should be created on a new line and follow this structure:

Email, First name, Last name

Bobsmith@emailaddress.com, Bob, Smith

Enter as many names as you wish but note they will all be issued with the same viewing rights. You can go in and amend individuals viewing rights after you have created their users by clicking on Create viewers.

Bulk delete

It is possible to delete all the users in the same batch at the same time. Click on the Bulk delete button and select the batch to delete.

You will be prompted to confirm the deletion by entering a code before the users are finally deleted.

Search

The final section of the entry action menu is called Search because it enables admin users to skip straight to Entries, Organisations, Users and Invoices regardless of project.

Enter the relevant ID into the box and click Go.