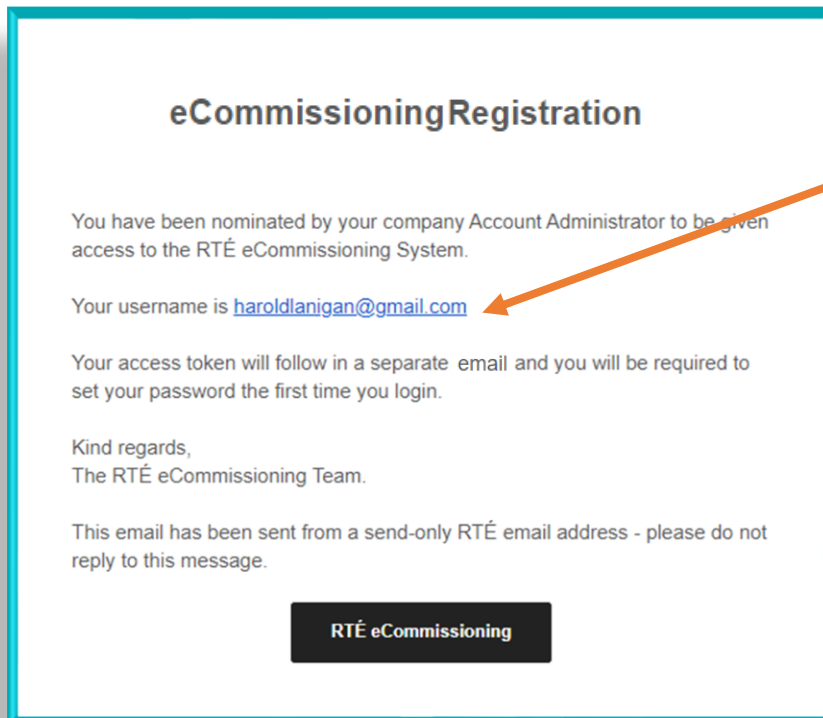


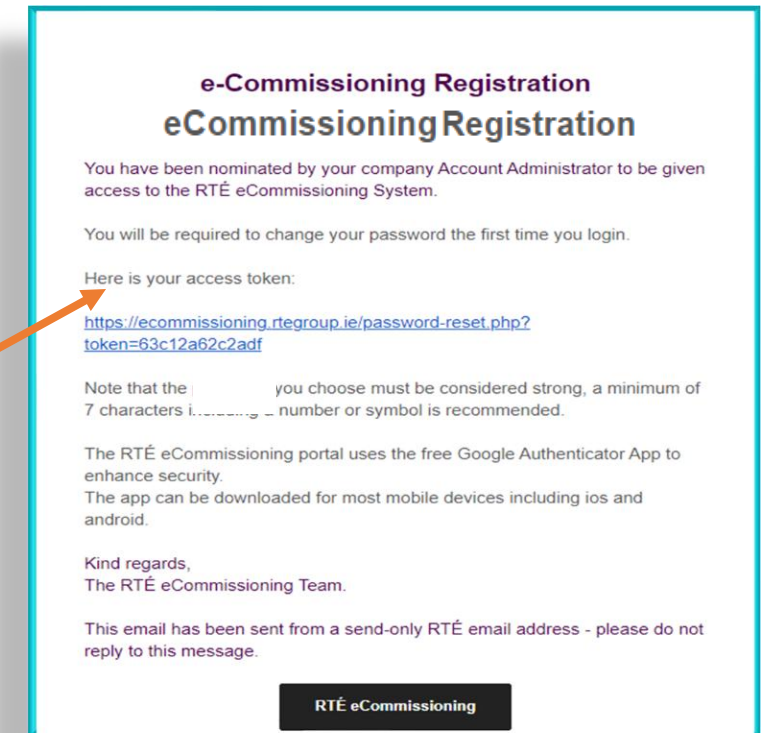
Welcome!

When your company administrator creates an account for you in RTÉ's eCommissioning system you will, for security purposes, receive **two separate emails**.



The first email will confirm your username.

The second email will contain your access token - **click on the link.** You will be required to set your password the first time you login and setup the Google Authenticator App.



System Access - First time logging on to RTÉ eCommissioning

You must set your password. Note that the password you choose must be considered strong, a minimum of 7 characters including a number or symbol is recommended.

The RTÉ eCommissioning portal uses the free **Google Authenticator** App to enhance security.

Head to the App Store on iOS devices or Google Play on Android to get the Google Authenticator App.

Once installed simply open the App and use the in App camera to scan your personal QR code from your browser. (process is explained on next page).

Once the password and Google Authenticator App are setup, select **Update my account**.

The screenshot shows the RTÉ eCommissioning user setup interface. It includes a teal sidebar with the RTÉ logo and 'RTÉ eCommissioning' text. The main content area has a welcome message for 'Harold Lanigan' and three input fields: 'New Password', 'Retype Password', and a 'Google Authenticator QRCode' section. The QR code is a standard black and white square code. Below the QR code is a blue button labeled 'Update my account'. At the bottom, there are links for 'Guidelines', 'eCommissioning', and 'Contact Us'. Orange arrows point from the text instructions on the left to the 'New Password' field, the QR code, and the 'Update my account' button.

RTÉ eCommissioning

Welcome Harold Lanigan

New Password

Retype Password

Google Authenticator QRCode

Scan the QR code with your phone

Google Authenticator App: Backup Codes:

621462

420746

527858

515694


244083

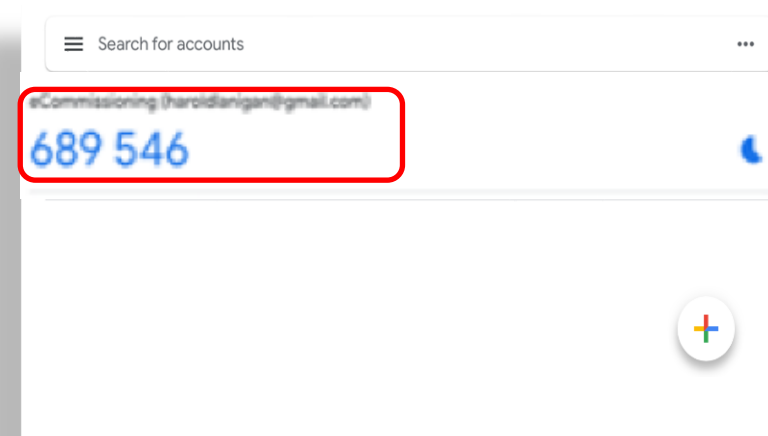
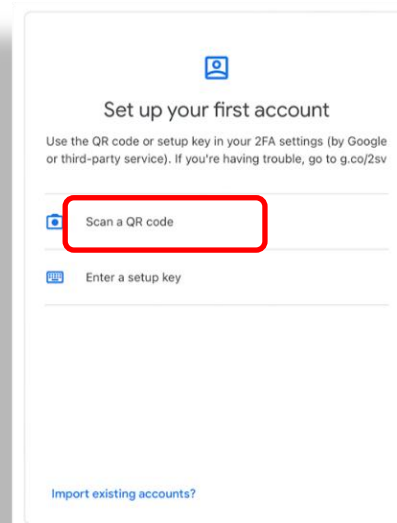
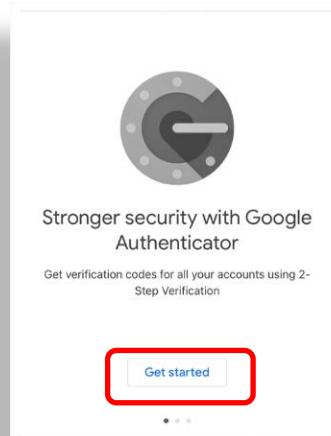
Update my account

Guidelines eCommissioning Contact Us

System Access - Setting up Google Authenticator

RTÉ have enabled 2-Step Verification, which adds an extra layer of security to your account. This means you sign in with something you know (your password) and something you have (a code sent to your phone). Each user of the system will need to download and set up the Google Authenticator App on their mobile device.

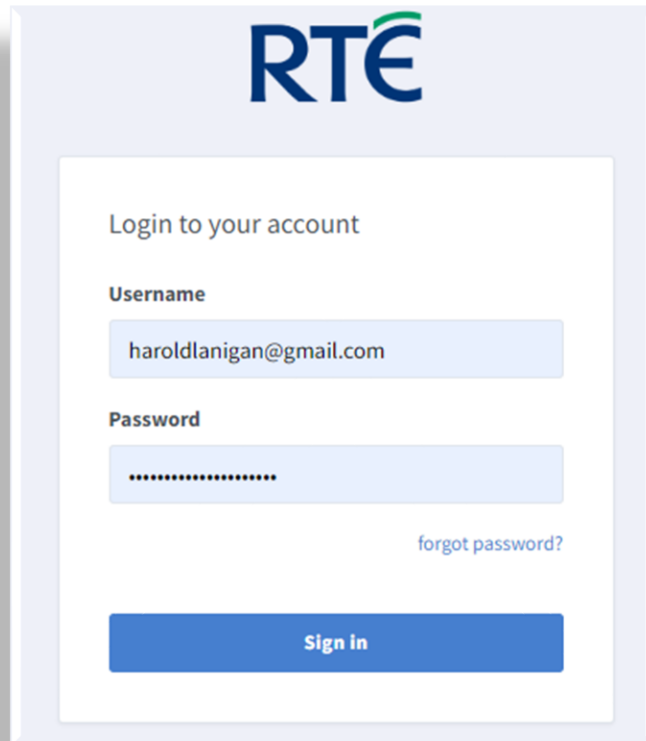
- In the Google Authenticator App select **Scan a QR code** (or click on the  icon) and point your camera at the QR code presented in your browser. A 6 digit code will now be available for your eCommissioning account – this code changes every 30 seconds.
- You will need to enter a new code each time you login to RTÉ's eCommissioning system.



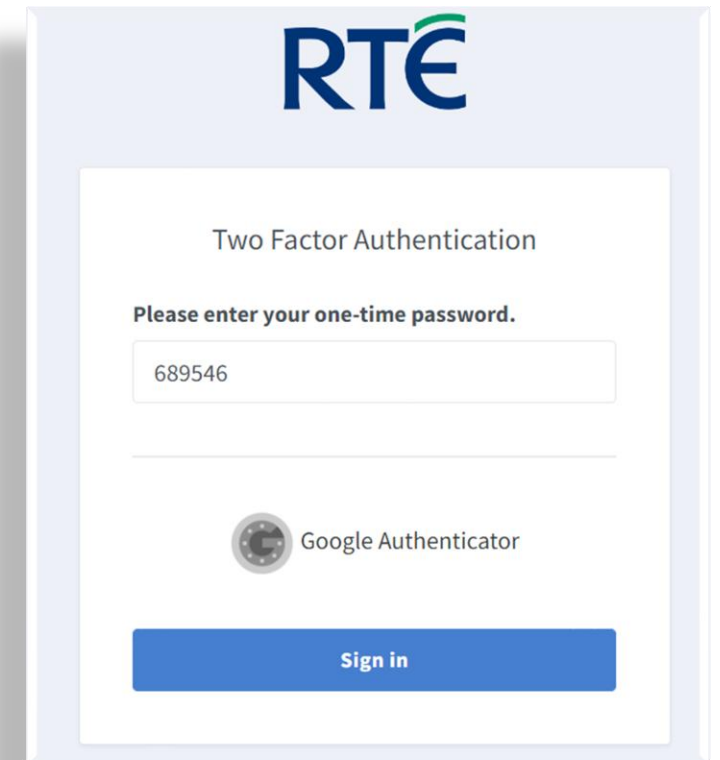
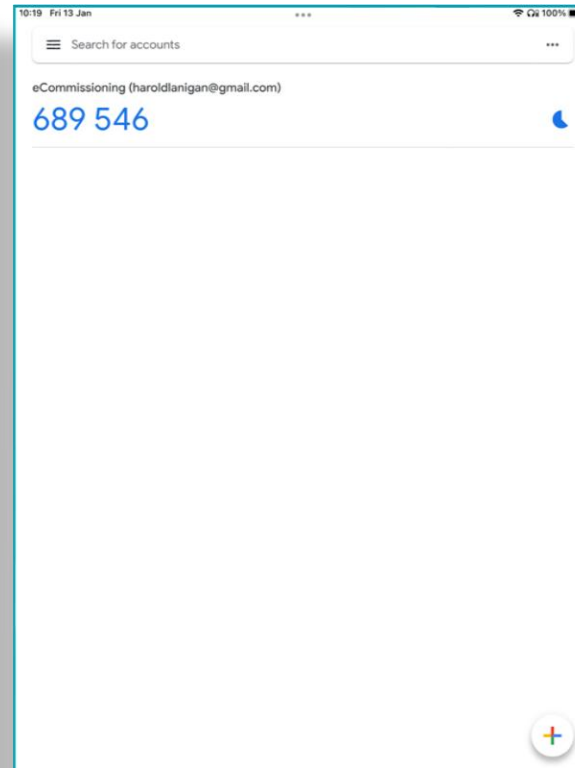
System Access - RTE eCommissioning login

<https://ecommissioning.rtegroup.ie/>

1. Enter your username and password and press **Sign in**.
2. Obtain the 6 digit code from your **Google Authenticator** App.
3. Enter the 6 digit code and press **Sign in**.



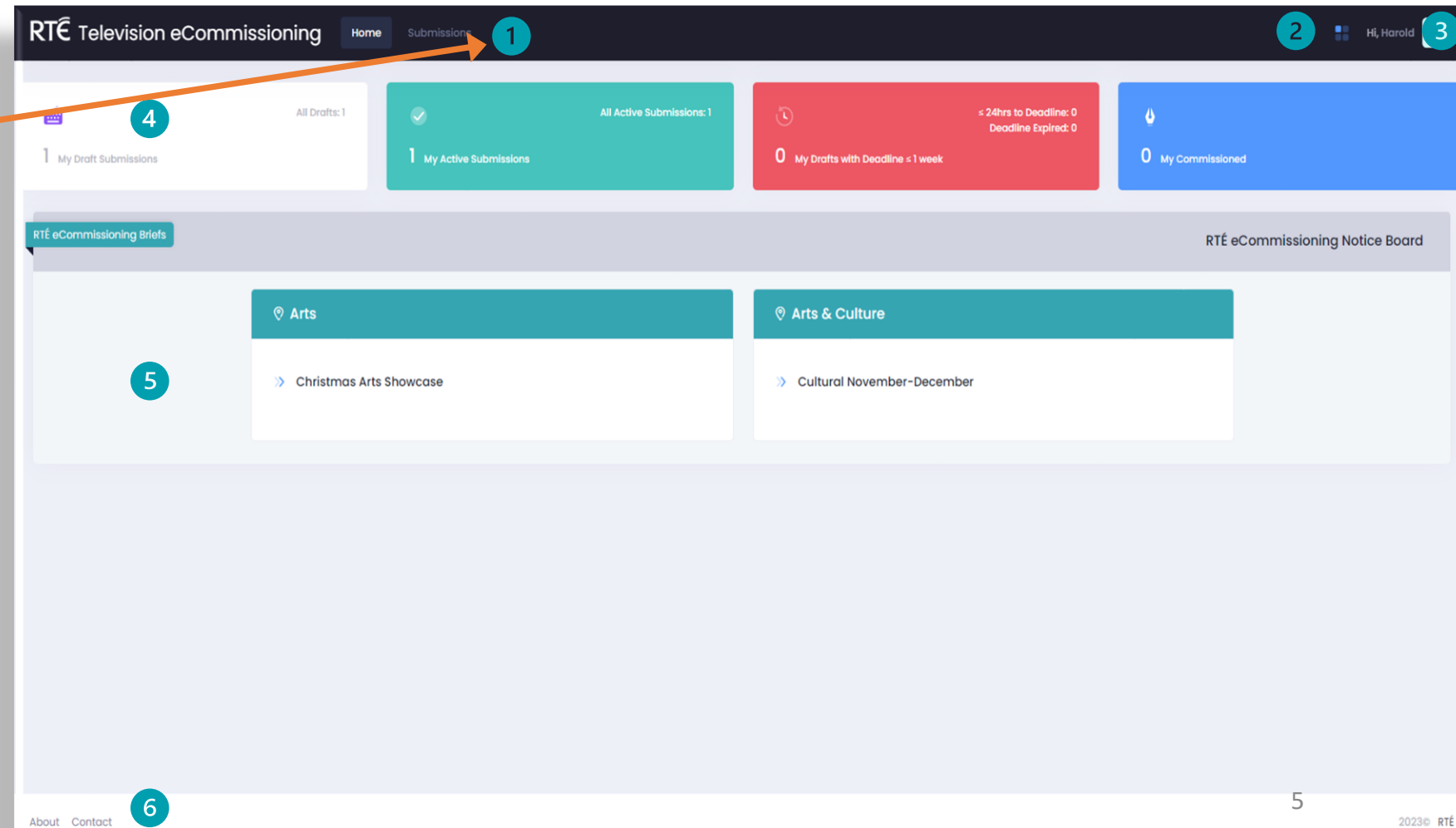
The login page features the RTE logo at the top. Below it, the text "Login to your account" is displayed. There are two input fields: "Username" with the value "haroldlanigan@gmail.com" and "Password" with masked characters. A "forgot password?" link is located below the password field. A blue "Sign in" button is at the bottom.



The Two Factor Authentication page features the RTE logo at the top. Below it, the text "Two Factor Authentication" is displayed. A prompt says "Please enter your one-time password." followed by an input field containing the code "689546". Below this is a Google Authenticator logo and a blue "Sign in" button.

System Navigation - what you see when you login

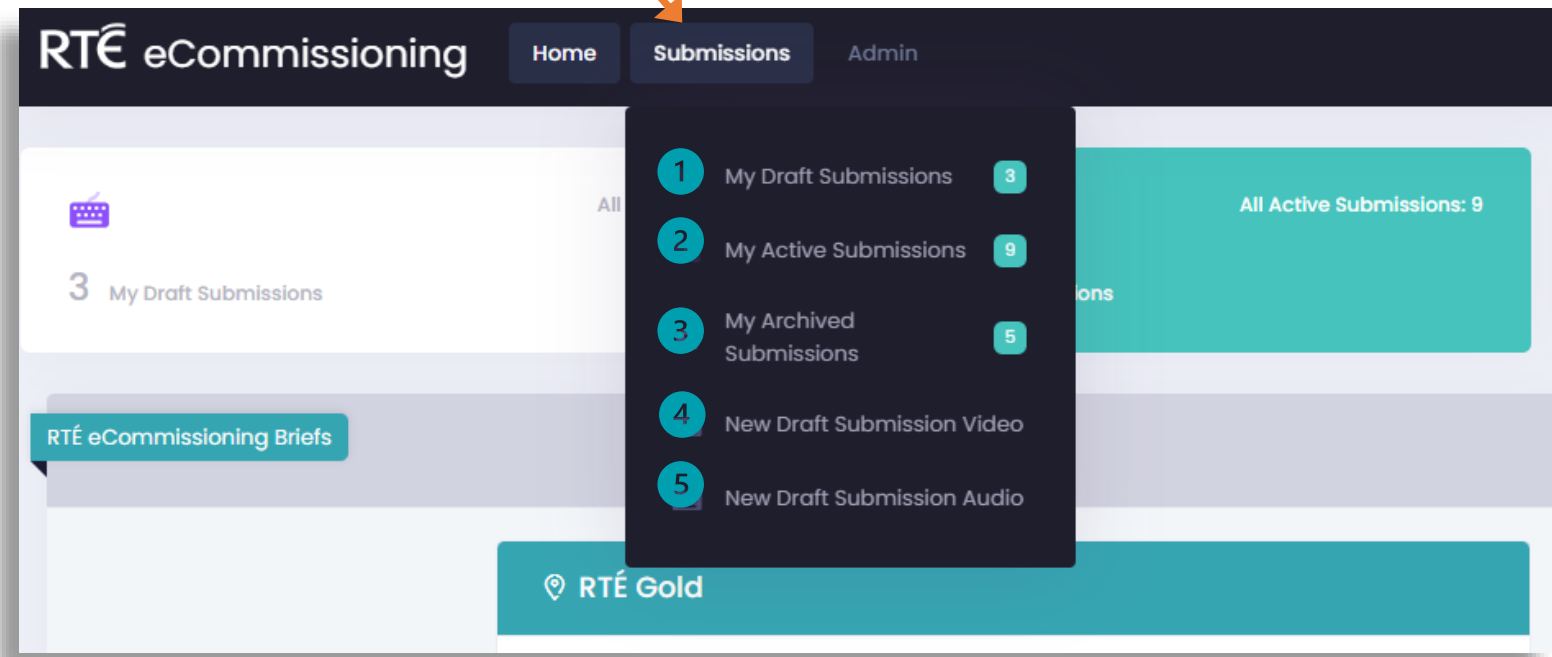
- 1 Menu bar
- 2 Quick menu
- 3 User profile
- 4 Dashboard view
- 5 Notice board
- 6 Contact



System Navigation - Submissions Menu

You will see five functions under the **Submissions** menu.

- 1 My Draft Submissions
- 2 My Active Submissions
- 3 My Archived Submissions.
- 4 New Draft Submission **Video**
- 5 New Draft Submission **Audio**



VIDEO - Creating a Draft Proposal

From the **Submissions** menu
select: **New Draft Submission Video**

- Select **Programme Genre** and **Programme Category** here. The category list will be updated based on the genre you pick.
- Enter the **Programme Title**.
- In **Programme Description** enter a short snappy summary.
- The **Project Outline** is where you explain your full programme proposal (one A4 page max).

Create a Draft Proposal

+ Save Draft

Clear Form

Programme Genre

Arts

Programme Genre will filter the available categories

Programme Category

Christmas Arts Showcase

Details Of Your Proposal

Programme Title (maximum 50 characters)

The meaning of Christmas

Programme Description / Logline

Do you really know what is behind the meaning of Christmas?

(e.g.TV Guide Billing)

Project Outline (summary pitch, incl. content and style details plus format, if any)

This programme will explore the common beliefs the general population hold about Christmas - we will delve into the history of the Church and its roles in shaping Christmas and how much it has changed down through the years.

N.B. Not more than one page to be used - larger submissions may be rejected without assessment.

VIDEO - Creating a Draft Proposal

- Specific **timing** or events e.g. Christmas, Anniversary, Event.
- Include details of **proposed talent** and **production staff** where known.
- If a series has previously been commissioned please indicate the series number of this proposal.
- Include details of **number of episodes** and **duration**.
- Enter **total budget**, **proposed RTÉ funding** and **other sources of funding**, if applicable.
- Where the proposal exceeds the advertised amount explain here.
- Please tick if suitable for CnaM funding.
- Please tick if idea has been previously submitted in its current or similar form to RTÉ.

Create a Draft Proposal

+ Save Draft Clear Form

Project Outline (summary pitch, incl. content and style details plus format, if any)

This programme will explore the common beliefs the general population hold about Christmas - we will delve into the history of the Church and its roles in shaping Christmas and how much it has changed down through the years.

N.B. Not more than one page to be used - larger submissions may be rejected without assessment.

Time Sensitive / Themed or Related Event

Christmas time

On-screen Talent Proposed or Confirmed

Fr. D. McGuire - proposed

Key Production Personnel

Exec Producer: Jane Dempsey
Director: Harold Lanigan

Number of Episodes

3

Episode Duration

26

Series Number

1

Total Estimated Budget

€ 110000

Proposed RTÉ funding

€ 100000

Other Sources of Funding

None

N.B. Where the proposal exceeds the advertised amount, explain here, indicating added value.

Additional funding is required in order to pay for hire of venue's. Additional costs required 10k for the series.

☐ Tick if this idea is suitable for BAI funding. For further details on BAI funding click [here](#).

☐ Tick if this idea has been previously submitted in its current or similar form to RTÉ

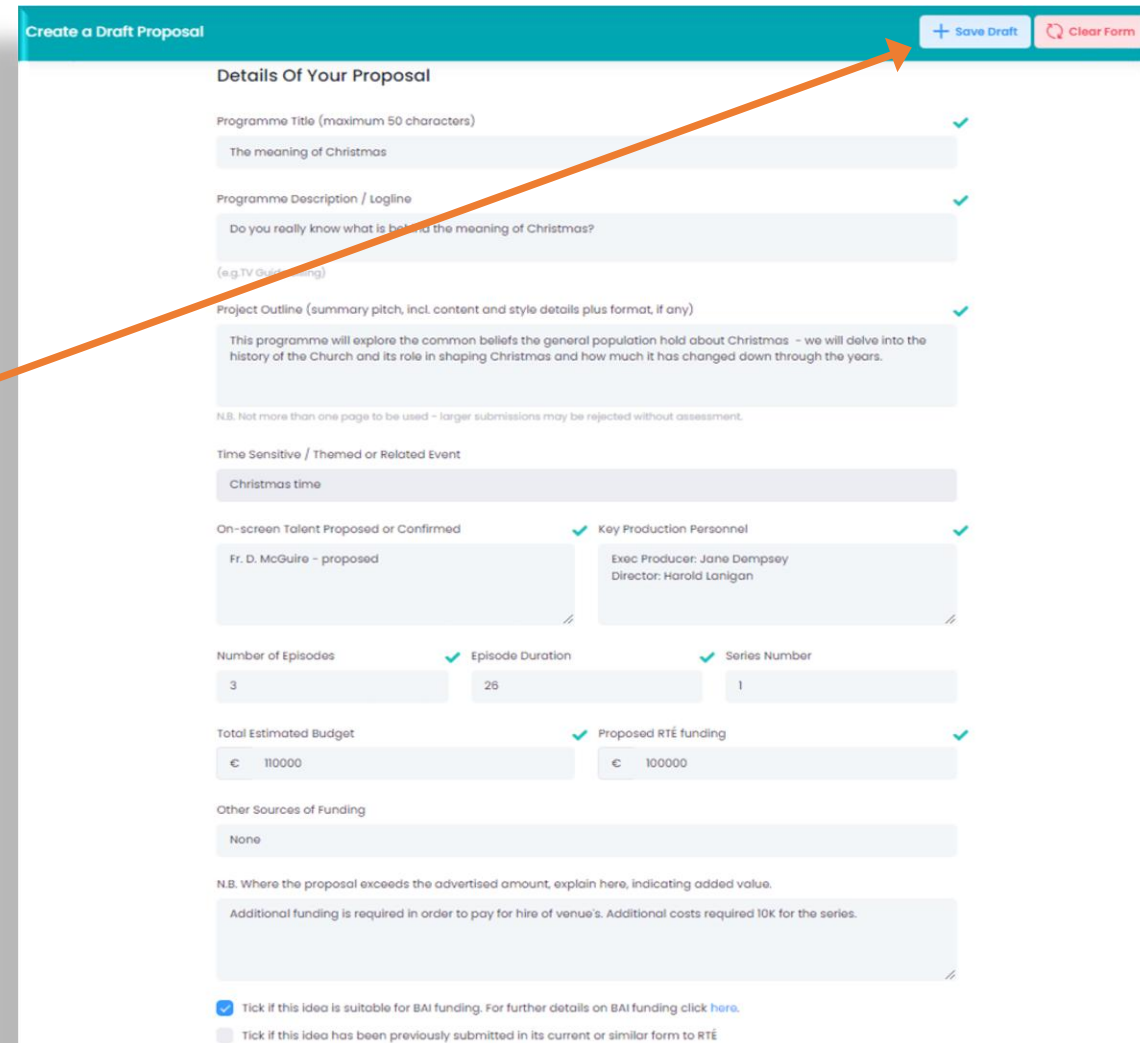
VIDEO - Save your Draft Proposal

Important!

Remember, it is important that you save your work before moving away from this page, otherwise the data you entered will not be saved.

You can save your draft proposal at any time by selecting **+ SAVE DRAFT**.


You can revisit the draft at a later stage and continue to update the proposal before submitting it to RTÉ for consideration.



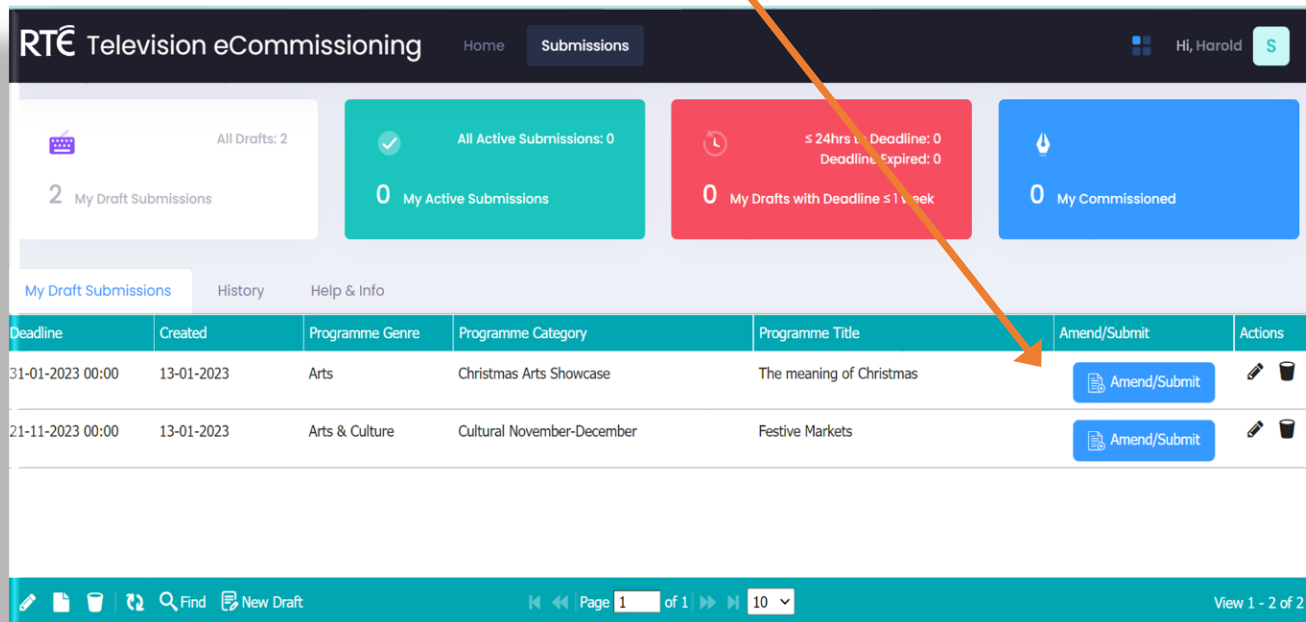
The screenshot shows the 'Create a Draft Proposal' form. At the top right, there are two buttons: '+ Save Draft' (highlighted by an orange arrow) and 'Clear Form'. The form is titled 'Details Of Your Proposal' and contains several sections:

- Programme Title (maximum 50 characters)**: The meaning of Christmas ✓
- Programme Description / Logline**: Do you really know what is behind the meaning of Christmas? ✓
(e.g. TV (television))
- Project Outline (summary pitch, incl. content and style details plus format, if any)**: This programme will explore the common beliefs the general population hold about Christmas - we will delve into the history of the Church and its role in shaping Christmas and how much it has changed down through the years. ✓
N.B. Not more than one page to be used - larger submissions may be rejected without assessment.
- Time Sensitive / Themed or Related Event**: Christmas time
- On-screen Talent Proposed or Confirmed**: Fr. D. McGuire - proposed ✓
- Key Production Personnel**: Exec Producer: Jane Dempsey
Director: Harold Langan ✓
- Number of Episodes**: 3 ✓
- Episode Duration**: 25 ✓
- Series Number**: 1 ✓
- Total Estimated Budget**: € 110000 ✓
- Proposed RTÉ funding**: € 100000 ✓
- Other Sources of Funding**: None
- N.B. Where the proposal exceeds the advertised amount, explain here, indicating added value.**: Additional funding is required in order to pay for hire of venue's. Additional costs required 10K for the series.
- Checkboxes**:
 - ☒ Tick if this idea is suitable for BAI funding. For further details on BAI funding click [here](#).
 - ☐ Tick if this idea has been previously submitted in its current or similar form to RTÉ

VIDEO - Amend / Submit your draft proposal to RTÉ

From the **My Draft Submissions Video** form, select the draft proposal you would like to amend/submit and press the  **Amend/Submit** button to open the draft.

Please take note of the message presented and press 



RTÉ Television eCommissioning

Home Submissions Hi, Harold S







All Drafts: 2
2 My Draft Submissions

All Active Submissions: 0
0 My Active Submissions

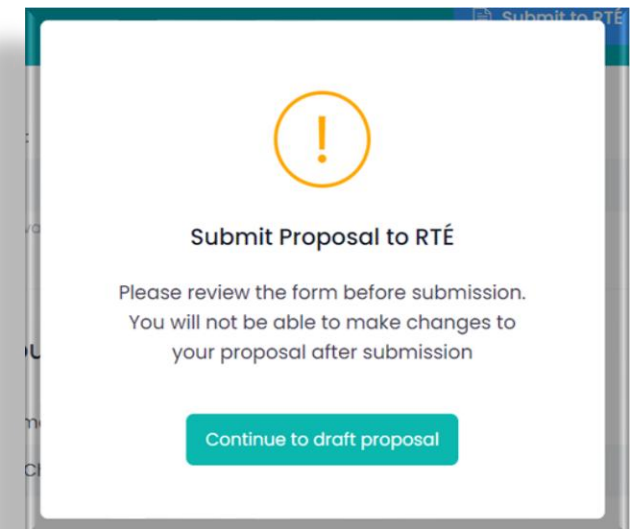
≤ 24hrs Deadline: 0
Deadline Expired: 0
0 My Drafts with Deadline ≤ 1 week

0 My Commissioned

My Draft Submissions History Help & Info

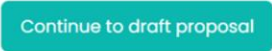
Deadline	Created	Programme Genre	Programme Category	Programme Title	Amend/Submit	Actions
31-01-2023 00:00	13-01-2023	Arts	Christmas Arts Showcase	The meaning of Christmas	 Amend/Submit	 
21-11-2023 00:00	13-01-2023	Arts & Culture	Cultural November-December	Festive Markets	 Amend/Submit	 

Page 1 of 1 10 View 1 - 2 of 2




Submit Proposal to RTÉ

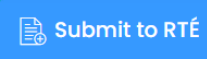
Please review the form before submission.
You will not be able to make changes to
your proposal after submission



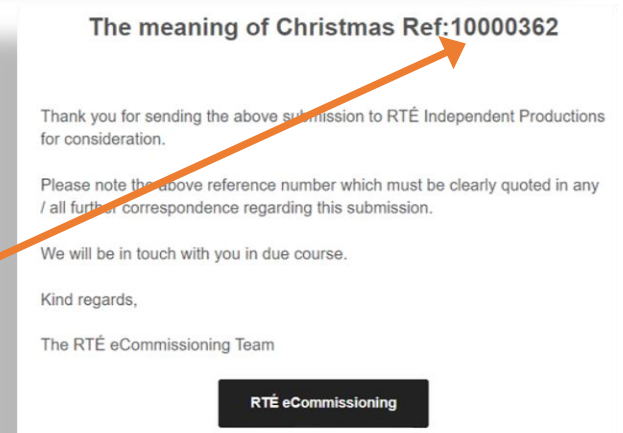
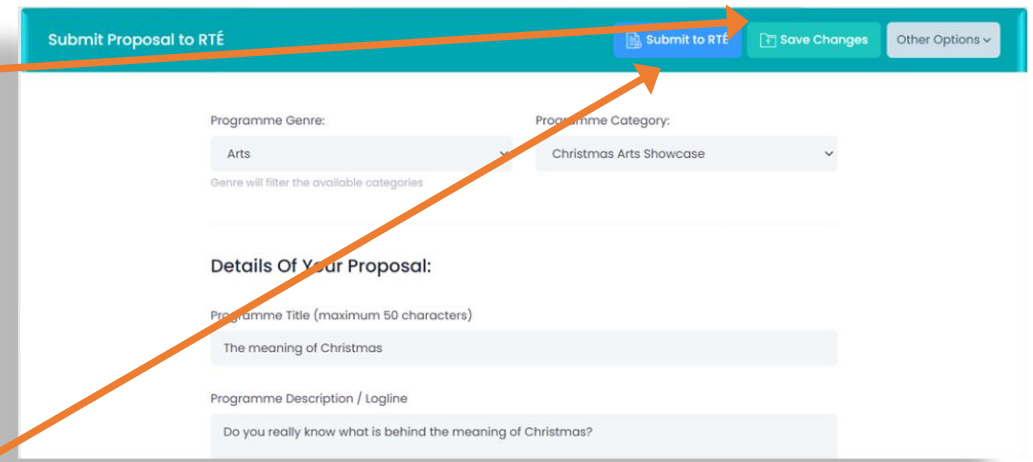
VIDEO - Amend / Submit your draft proposal to RTÉ

To amend your draft, simply update the relevant details and press  button. Your draft proposal will remain in the **My Draft Submissions Video** section - it has not been sent to RTÉ.

IMPORTANT – YOU WILL NOT BE ABLE TO MAKE ANY CHANGES TO YOUR PROPOSAL AFTER IT IS SENT TO RTÉ.

To submit your proposal to RTÉ press the  button.

After submitting your proposal to RTÉ for consideration, you will receive a confirmation email with your unique reference number.



AUDIO - Creating a Draft Proposal

From the **Submissions** menu
select: **New Draft Submission Audio**

- Select **Station** and **Station Category** here.
The category list will be updated based on the station you pick.
- Enter the **Programme Title**.
- In **Programme Description** enter a short summary.
- The **Project Outline** is where you explain your full programme proposal (one A4 page max).

Draft Audio Proposal + Save Draft

Station ✓ Station Category ✓

RTÉ Radio 1 ▼ RTÉ Radio 1 ▼

Station will filter the available categories

Details Of Your Proposal

Programme Title (maximum 50 characters) ✓

Ireland's Best Radio Moments

Programme Description / Logline ✓

Favourite radio moments from 100 years of Irish radio

Project Outline (pitch, format, content of programme, cross platform potential, social media strategy, how programme appeals to stations target audience) ✓

Outline what this radio programme will be – include sufficient information to make it clear to the assessors what this programme will be and include summary information of any supplementary content that will be generated

N.B. Not more than one page to be used – larger submissions may be rejected without assessment.

AUDIO - Creating a Draft Proposal

Include outline details of the **Audio Approach** to be taken in the proposed programme (max of 1,000 characters)

1. **Overall Sound Design** *Tone and mood, Pacing, Atmosphere*
2. **Voice and Talent** *Narration style, On-air talent, Dialogue balance*
3. **Music and Effects** *Theme music, Background scoring, Sound effects*
4. **Structure and Transitions** *Segment flow, Audio cues, Consistency*
5. **Technical Quality** *Recording standards, Mixing and mastering, Broadcast readiness*
6. **Audience Experience** *Engagement, Accessibility, Distinctiveness*

Draft Audio Proposal

+ Save Draft

N.B. Not more than one page to be used - larger submissions may be rejected without assessment.

Audio Approach

How the programme sounds ✓

Include detail here that will clearly explain how the programme proposal will sound

Is it live or pre-recorded or does it have elements of both? ✓

Provide details of where the radio programme will be broadcast or recorded from

Will it have insert/tape elements, archive, clips and use of music? ✓

Provide details of source, ownership, duration and exploitation terms where known

Is the show coming from a studio? ✓ Where is it based? ✓

Yes/No - provide details Provide location names

Who is recording and editing? ✓ Is there any post production? ✓

Provide names of programme production resources Provide details and duration of required post production

On-air Talent Proposed or Confirmed ✓ Key Production Personnel ✓

List the names and roles of the on-air talent, indicating whether each is confirmed or proposed List the names and roles of the key production personnel involved in delivering the programme, specifying whether each individual is confirmed or provisional

Number of Episodes ✓ Episode Duration ✓ Series Number ✓

2 55 minutes 1

AUDIO - Creating a Draft Proposal

- Include details of whether the programme is **Live** and/or **pre-recorded**.
- Provide details of any inserts, use of archive or recorded music to be used in the programme.
- Include details of **where the show is coming from** and **where programme will be based**.
- Include details of **who is recording/editing** and **what post-production is required**.
- Include details of **on-air talent/key contributions** and **Key Production Personnel**.
- Provide proposed number of episodes, duration and what the series number of this proposed programme is.

Draft Audio Proposal

+ Save Draft

N.B. Not more than one page to be used - larger submissions may be rejected without assessment.

Audio Approach

How the programme sounds ✓

Include detail here that will clearly explain how the programme proposal will sound

Is it live or pre-recorded or does it have elements of both? ✓

Provide details of where the radio programme will be broadcast or recorded from

Will it have insert/tape elements, archive, clips and use of music? ✓

Provide details of source, ownership, duration and exploitation terms where known

Is the show coming from a studio? ✓ Where is it based? ✓

Yes/No - provide details

Provide location names

Who is recording and editing? ✓ Is there any post production? ✓

Provide names of programme production resources

Provide details and duration of required post production

On-air Talent Proposed or Confirmed ✓ Key Production Personnel ✓

List the names and roles of the on-air talent, indicating whether each is confirmed or proposed

List the names and roles of the key production personnel involved in delivering the programme, specifying whether each individual is confirmed or provisional

Number of Episodes ✓ Episode Duration ✓ Series Number ✓

2

55 minutes

1

AUDIO - Creating a Draft Proposal

- Provide the overall **total estimated budget** of the programme along with the level of **proposed RTÉ funding**.
- If **other sources of funding** are secured, list the contributing bodies and the amounts provided.
- Supply a detailed breakdown of any exceptional budgetary items where the overall budget exceeds the advertised parameters, including clear justifications.

Draft Audio Proposal + Save Draft

On-air Talent Proposed or Confirmed ✓ **Key Production Personnel** ✓

List the names and roles of the on-air talent, indicating whether each is confirmed or proposed

List the names and roles of the key production personnel involved in delivering the programme, specifying whether each individual is confirmed or provisional

Number of Episodes ✓ **Episode Duration** ✓ **Series Number** ✓

2 55 minutes 1

Funding

Total Estimated Budget ✓ **Proposed RTÉ funding** ✓

€ 6500 € 6500

Other Sources of Funding

Not applicable

N.B. Where the proposal exceeds the advertised amount, explain here, indicating added value.

Provide details of any exceptional budgetary items where costs exceed the advertised parameters, with clear justification. Examples may include engagement of high-profile international artists, overseas travel, programme archive clearance, or specialist production resources.

☐ Tick if this idea is suitable for Coimisiún na Meán funding. For further details on funding click [here](#).

☐ Tick if this idea has been previously submitted in its current or similar form to RTÉ

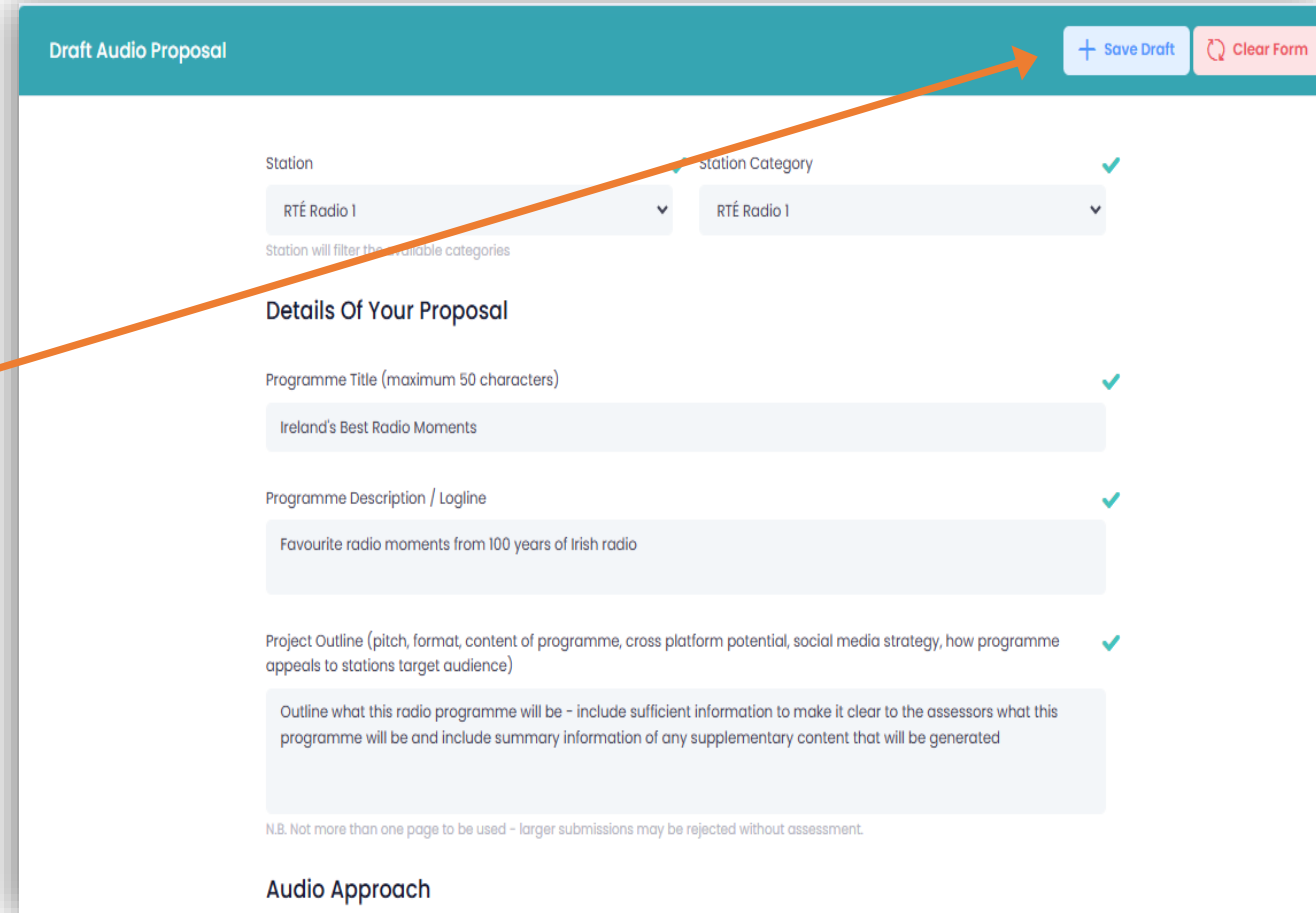
AUDIO - Save your Draft Proposal

Important!

Remember, it is important that you save your work before moving away from this page, otherwise the data you entered will not be saved.

You can save your draft proposal at any time by selecting **+ SAVE DRAFT**.

You can revisit the draft at a later stage **My Draft Submissions Audio** and continue to update the proposal to amend or submit to RTÉ for consideration.



The screenshot shows the 'Draft Audio Proposal' form. At the top right, there are two buttons: '+ Save Draft' (blue) and 'Clear Form' (red). An orange arrow points from the text 'You can save your draft proposal at any time by selecting + SAVE DRAFT.' to the '+ Save Draft' button. The form contains several sections, each with a green checkmark indicating completion:

- Station**: RTÉ Radio 1 (dropdown menu)
- Station Category**: RTÉ Radio 1 (dropdown menu)
- Details Of Your Proposal**
 - Programme Title (maximum 50 characters)**: Ireland's Best Radio Moments
 - Programme Description / Logline**: Favourite radio moments from 100 years of Irish radio
 - Project Outline (pitch, format, content of programme, cross platform potential, social media strategy, how programme appeals to stations target audience)**: Outline what this radio programme will be - include sufficient information to make it clear to the assessors what this programme will be and include summary information of any supplementary content that will be generated

N.B. Not more than one page to be used - larger submissions may be rejected without assessment.

Audio Approach

AUDIO – Create / Amend a Draft Proposal Programme Budget

All **Audio** programme proposals **MUST** include the submission of a production budget.


To access select **Submissions** on top menu bar, and then **My Draft Submissions** from drop down menu.

From the **My Draft Submissions Audio**, select the draft proposal you would like to prepare a budget for and press the **Edit Budget** button to create the draft.

The screenshot shows the RTÉ eCommissioning interface. The top navigation bar includes 'Home', 'Submissions' (circled in orange), and 'Admin'. Below this, there are four summary cards: 'My Draft Submissions' (4), 'My Active Submissions' (9), 'My Drafts with Deadline ≤ 1 week' (0), and 'My Commissioned' (1). Below the cards, there are links for 'My Draft Submissions Video', 'My Draft Submissions Audio' (circled in orange), 'History', and 'Help & Info'. At the bottom, there is a table of draft submissions with columns: Deadline, Created, Station, Station Category, Programme Title, Budget, Amend/Submit, and Actions. The first row shows a draft for 'Ireland's Best Radio Moments' with a deadline of 26-12-2025 09:16. In the 'Budget' column of this row, there is an 'Edit Budget' button (circled in orange). An orange arrow points from the 'Edit Budget' button mentioned in the text to this button in the table.

Deadline	Created	Station	Station Category	Programme Title	Budget	Amend/Submit	Actions
26-12-2025 09:16	16-12-2025	RTÉ Radio 1	RTÉ Radio 1	Ireland's Best Radio Moments	Edit Budget	Amend/Submit	

AUDIO – Create Amend a Budget

- Complete budget fields as required.
- Ensure accuracy by including detail of names, units, quantities and rates.
- Automatic calculations are included for budget lines and sections to auto-sum.
- Required fields are highlighted and marked with an asterisk (*).
- Extra fields can be inserted under each section using the  button.
- Production fee and production overhead % rates can be selected to calculate fees.
- You can save draft budget at any time by selecting **+ SAVE BUDGET**.
- Drafts can be accessed later under **My Draft Submissions Audio** and updated before final submission to RTÉ for consideration.

Audio Budget | Coimisiún na Meán

+ Save Budget

↺ Clear Changes

⚠ Required fields are highlighted and marked with an asterisk (*)

Personnel

Personnel	Name/Supplier/Detail	Unit Description	Number	Rate	Total
Development		day/hour/week	0	0	0
Producer			0	0	0
Researcher			0	0	0
Director			0	0	0
Presenter			0	0	0
Cost/Contributors/Artists			0	0	0
* Writer			0	0	0
Other			0	0	0

+

Total Personnel Costs: € 0


Production

Production Item	Name/Supplier/Detail	Unit Description	Number	Rate	Total
Studio Hire			0	0	0
Editing			0	0	0
Sound Design			0	0	0
Travel & Subsistence			0	0	0
Archive Costs			0	0	0
Music/Music Composition			0	0	0

+

Total Production Costs: € 0

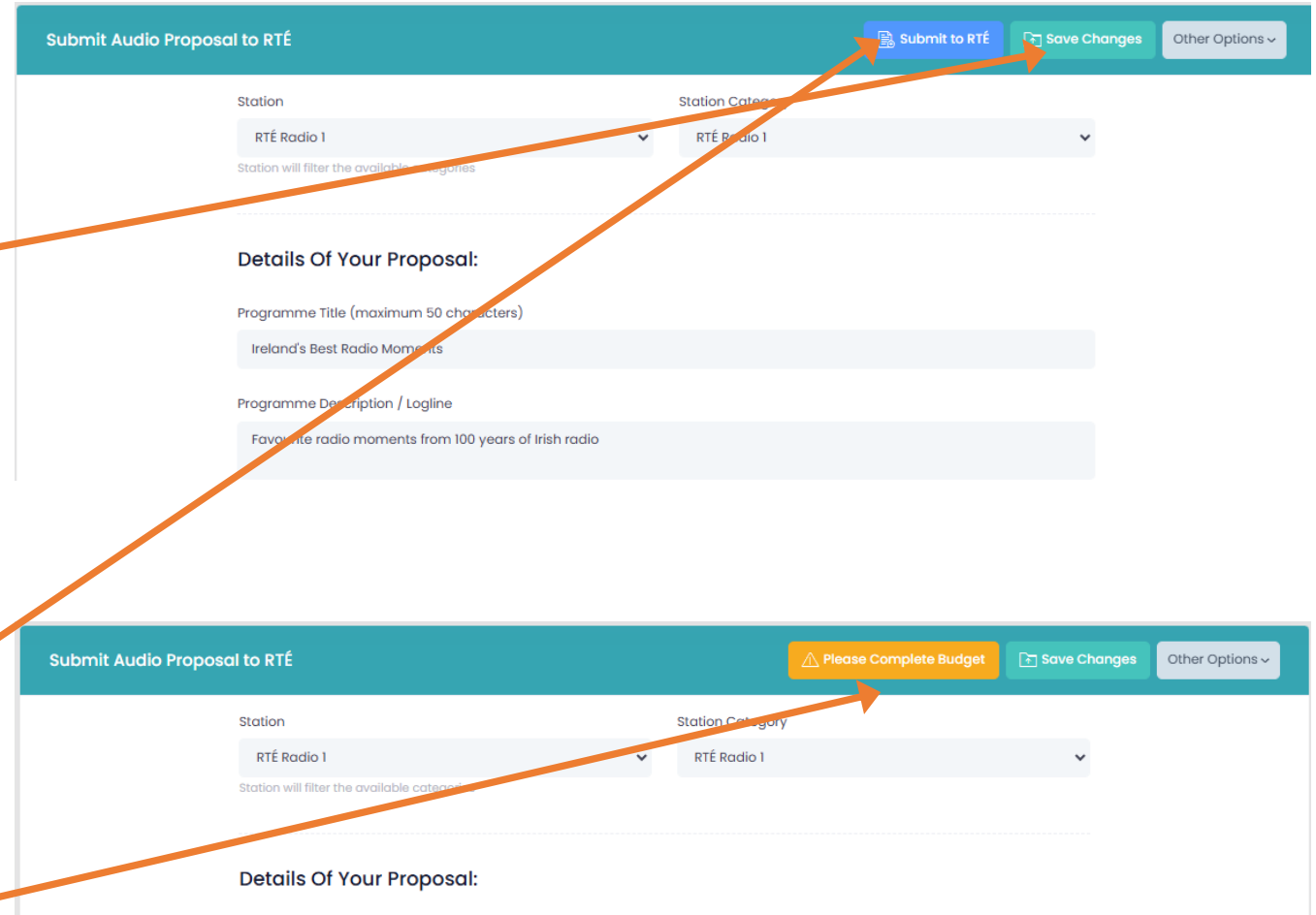
AUDIO - Amend / Submit your draft proposal to RTÉ

To amend your draft, simply update the relevant details and press  button. Your draft proposal will remain in the [My Draft Submissions Audio](#) section until it is submitted to RTÉ.

IMPORTANT – Once submitted, no further changes can be made to your programme proposal or production budget.

To submit your proposal to RTÉ press the blue submit to RTÉ button 

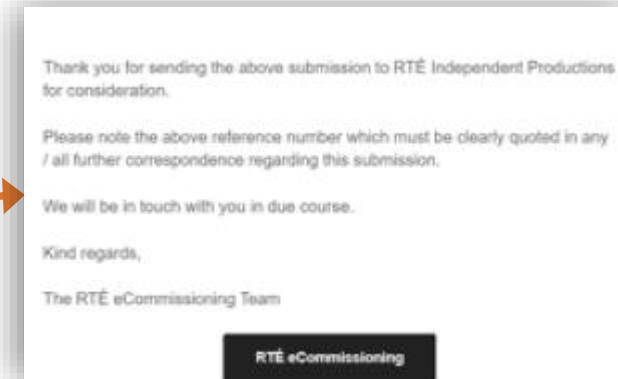
IMPORTANT – You will not be able to submit your programme proposal unless the budget has been fully completed. See Previous slides on how to create / amend your budget



The image displays two screenshots of the 'Submit Audio Proposal to RTÉ' form. The top screenshot shows the form with the 'Save Changes' button highlighted by an orange arrow. The bottom screenshot shows the form with a 'Please Complete Budget' warning message and the 'Submit to RTÉ' button highlighted by orange arrows. The form includes fields for 'Station' (RTÉ Radio 1), 'Station Category' (RTÉ Radio 1), 'Programme Title' (Ireland's Best Radio Moments), and 'Programme Description / Logline' (Favourite radio moments from 100 years of Irish radio).

AUDIO - Submit your draft proposal to RTÉ

After submitting your programme proposal and production budget to RTÉ for consideration, you will receive a confirmation email with your unique programme reference number.



System Navigation - My Active Programme Submissions

IMPORTANT – YOU CANNOT AMEND YOUR PROPOSAL AFTER IT HAS BEEN SUBMITTED TO RTÉ.

You can view the status of all your active proposals under the [My Active Submissions Video](#) or [My Active Submissions Audio](#) tabs.

You can access your active submissions by selecting [My Active Submissions](#) under [Submissions](#) on the **menu bar** or by clicking on the number on the [My Active Submissions](#) on the **dashboard**.

You can view your active submission and/or the production budget (Audio only) by clicking on the relevant blue button

The screenshot displays the RTÉ eCommissioning dashboard. At the top, the 'Submissions' menu item is circled in orange. Below the menu bar, the dashboard features several status tiles: 'My Draft Submissions' (3), 'My Active Submissions' (10, circled in orange), 'My Drafts with Deadline ≤ 1 week' (0), and 'My Commissioned' (1). Below these tiles are two tabs: 'My Active Submissions Video' and 'My Active Submissions Audio', both circled in orange. At the bottom, a table lists submissions with columns for Deadline, Created, Programme Genre, Programme Category, Programme Title, Budget, and Status. The first row shows a submission for 'RTÉ Radio 1' titled 'Ireland's Best Radio Moments'. To the right of the table, there are two blue buttons: 'View Budget' and 'Under Consideration'. An orange arrow points from the 'Under Consideration' button in the top right to the 'Under Consideration' button in the bottom right.

Deadline	Created	Programme Genre	Programme Category	Programme Title	Budget	Status
26-12-2025 09:16	16-12-2025	RTÉ Radio 1	RTÉ Radio 1	Ireland's Best Radio Moments		

System Navigation - My Archive Programme Submissions

IMPORTANT – YOU CANNOT AMEND YOUR PROPOSAL AFTER IT HAS BEEN SUBMITTED TO RTÉ.

You can view the status of all your active proposals under the [My Archive Submissions Video](#) or [My Archive Submissions Audio](#) menu.


You can access your archived submissions by selecting [My Archive Submissions](#) under [Submissions](#) on the **menu bar**.

You can view your archived submissions and/or the production budget (Audio only) by clicking on the relevant blue button

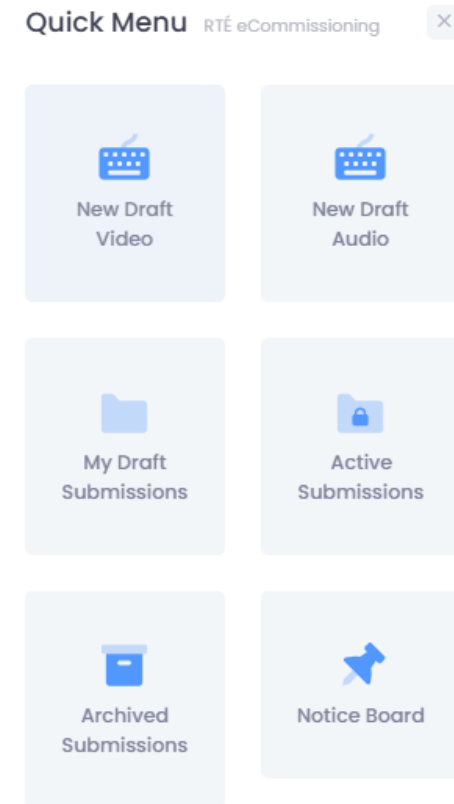
The screenshot displays the RTÉ eCommissioning dashboard. At the top, the 'Submissions' menu item is circled in orange. Below the menu bar, there are four summary cards: 'My Draft Submissions' (3), 'My Active Submissions' (10), 'My Drafts with Deadline ≤ 1 week' (0), and 'My Commissioned' (1). Below these cards, two more menu items are circled in orange: 'My Active Submissions Video' and 'My Active Submissions Audio'. At the bottom, a table lists submissions with columns for Deadline, Created, Programme Genre, Programme Category, Programme Title, Budget, and Status. The first row shows a submission for 'RTÉ Radio 1' with the title 'Ireland's Best Radio Moments'. To the right of the table, there are two blue buttons: 'View Budget' and 'Under Consideration'. An orange arrow points from the 'Under Consideration' button in the top right to the 'Under Consideration' button in the bottom right.

Deadline	Created	Programme Genre	Programme Category	Programme Title	Budget	Status
26-12-2025 09:16	16-12-2025	RTÉ Radio 1	RTÉ Radio 1	Ireland's Best Radio Moments		

System Navigation - Quick Menu

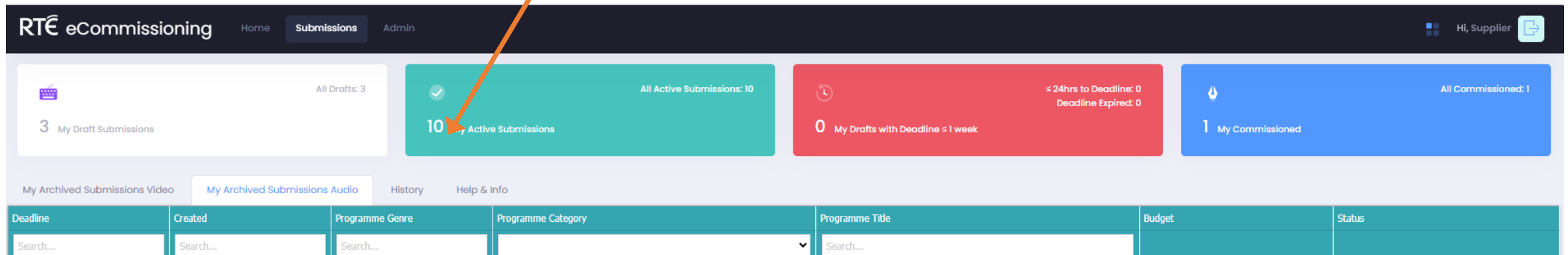
A **Quick Menu** is available by pressing on the  icon, located in the top right hand corner of the screen.

This menu allows you convenient and quick access to the main functions of RTÉ's eCommissioning system.



System Navigation - Dashboard

The dashboard provides a quick overview of your proposals. Clicking on the number will bring you to that section of the system.



The dashboard interface includes a top navigation bar with 'RTE eCommissioning', 'Home', 'Submissions', and 'Admin' links. On the right, it shows the user 'Hi, Supplier' and a profile icon. The main content area features four summary tiles: '3 My Draft Submissions' (All Drafts: 3), '10 My Active Submissions' (All Active Submissions: 10), '0 My Drafts with Deadline ≤ 1 week' (≤ 24hrs to Deadline: 0, Deadline Expired: 0), and '1 My Commissioned' (All Commissioned: 1). Below these tiles are tabs for 'My Archived Submissions Video', 'My Archived Submissions Audio', 'History', and 'Help & Info'. At the bottom is a table with search filters for Deadline, Created, Programme Genre, Programme Category, Programme Title, Budget, and Status.

Deadline	Created	Programme Genre	Programme Category	Programme Title	Budget	Status
Search...	Search...	Search...		Search...		

System Navigation - About & Contact

For your convenience you will find the **About** and **Contact** information links located in the bottom left hand corner of the system. Clicking on these links will present the relevant information.

