



Applications Portal – User Guide

Classifiable Time Worksheet and Contentious Material

November 2022 (V1.0)

Contents

Introduction	1
CTW – Directly enter into the Portal	2
CTW – Use the provided spreadsheet	4
Contentious Material statement	6

Introduction

You can now create a full Classifiable Time Worksheet (CTW) via the Portal in two ways:

- 1) Directly into the Portal
- 2) For when you have lots of information, you can enter all details into a spreadsheet and then upload this into the Portal.

Context:

You are progressing an application and have indicated that your “application is for a new version of something that has been submitted before”.

CTW – Directly enter into the Portal

Step 1

- For each Classifiable Time Item you would like to enter directly into the Portal, click on the “Add Classifiable Time Item” button as shown below:

The screenshot shows the 'Classifiable Time Worksheet' form. On the left, there is a navigation menu with the following items: 'Done Basic Details' (checked), 'Doing Additional Information' (selected), 'To do Upload Media', 'To do Payment', and 'To do Declare and Submit'. The main form area is titled 'Classifiable Time Worksheet*' and contains the following sections:

- Embargo Information*** (dropdown menu)
- What is the genre(s) of the film*** (dropdown menu)
- What formats will this film be distributed in?*** (dropdown menu)
- Classifiable Time Worksheet*** (dropdown menu)
- Classifiable Time Worksheet** section containing:
 - An 'Upload Classifiable Time Worksheet' button.
 - An 'Add Classifiable Time Item' button, which is highlighted with a red box.
 - A table with the following columns: 'Content name/type ↑', 'Current Minutes', 'Current Seconds', 'Previous Classification Number', 'Previous Minutes', and 'Previous Seconds'.
 - A message box with a warning icon and the text 'There are no records to display.'
 - A 'Media Content' section with a table:

Content Type ↑	No. Of Occurance	
No of interactive activities with supporting material	0	▼
No of interactive activities without supporting material	0	▼
Number of pages of text	0	▼
Number of simple activities	0	▼
Number of still images	0	▼
 - 'To be classified running time *' with a text input field.
 - 'Previously Classified Running Time' with a text input field.

Step 2

Enter details for Content name/type, Running time and Previous Classification details as required:

Create

Content name/type *

Running time

Minutes *

Seconds *

Previous classification details

Previous Classification Number

Minutes

Seconds

Cancel Add Classifiable Worksheet >

When finished, click on “Add Classifiable Worksheet”

You can keep adding additional Classifiable Time Items until all items are entered.

Step 3

You can also direct enter details for each of “Media Content types” – click on the downward facing chevron in the blue circle next to each Content type and choose “edit”:

Media Content	
Content Type ↑	No. Of Occurance
No of interactive activities with supporting material	0
No of interactive activities without supporting material	0

Note: In the original image, a red box highlights a blue circle with a downward chevron next to the first row, and a dropdown menu with the word 'Edit' is shown below it.

Fill in the “No of Occurrence” for your selected Media Content Type into the following edit screen and press “Update”:

CTW – Use the provided spreadsheet

Step 1

Click on the “Upload Classifiable Time Worksheet” button”

If you haven’t created a CTW worksheet before, click on “CTW Upload Template” text in the informational box:

The “CTWTemplate.csv” file will be downloaded from within your browser. This comes pre-loaded with some dummy data and looks like this once opened in Excel:

A	B	C	D	E	F	G
Name	Minutes	Seconds	Previous Classification Number	Previous Minutes	Previous Seconds	
Content 1	10	30	T16/1355	10	30	
Label 2	12	12	T16/1355	10	22	

Fill in all of the details required:

- For “Previous Classification Number” please use the File Number (as shown) if possible.

If there are no previous classification details to enter – Leave “Previous Classification Number” blank and put 0’s (zeros) into Previous Minutes and Previous Seconds. If you don’t do this, the upload will fail.

- It is a good idea to save the file with the title of the content you are submitting but this is not mandatory.

NOTE: Do not save the file as Excel format – it needs to remain in CSV file format.

Now press “Choose File” back in the browser and select the CTW file you just created.

Once Selected, press “Upload”.

The data you entered into the CTW template will appear in the Content area. Note that if you have previously directly entered a Classifiable Time Item, it will not be removed.

Once uploaded, you can still edit or remove individual Time items from the system – just choose the relevant option after pressing the downward facing blue chevron to the right of the time item details:

Classifiable Time Worksheet*

Classifiable Time Worksheet

Upload Classifiable Time Worksheet Add Classifiable Time Item >

Content name/type ↑	Current Minutes	Current Seconds	Previous Classification Number	Previous Minutes	Previous Seconds	
	120	5				⌵
	10	30		10	30	⌵
	12	13		10	22	⌵
	12	14		10	22	⌵
	12	15		10	22	⌵
	12	16		10	22	⌵
	12	12		10	22	⌵
	12	17		10	22	⌵
	12	18		10	22	⌵
	12	19		10	22	⌵

Contentious Material statement

If you have a Contentious Material statement to provide, you can enter a statement for any of the elements (Themes, Violence, Sex, Language, Drug use, Nudity).

Under the Contentious Material header, click on the “Yes” radio button, then “Add Contentious Materials”.

Contentious Material*


Contentious Material *

No Yes

Contentious Material Statement

Add Contentious Materials >

Content name/type ↑	Minutes	Seconds	Element	Description
<div style="border: 1px solid orange; padding: 5px; display: flex; align-items: center;"> There are no records to display. </div>				

 **Create** x

General

Content name/type *

Element *

- Themes
- Violence
- Sex
- Language
- Drug Use
- Nudity

Time Code

Minutes *

Seconds

Enter the details as prompted and then press “Add Contentious Material”.