Caption version handoff register

Record the picture once. Use a fresh row for every track or change of revision.

Picture ID and exact video filename

Playback duration

Package folder and screening location

Receiving operator and date

Give each row a state: Ready, Blocked, or Needs replay.

TRACK 1

Text filename and revision

Language, purpose and priority

Timing source and player selection

Replay positions and result

Reviewer initials, date and state

Next action or fallback

TRACK 2

Text filename and revision

Language, purpose and priority

Timing source and player selection

Replay positions and result

Reviewer initials, date and state

Next action or fallback

TRACK 3

Text filename and revision

Language, purpose and priority

Timing source and player selection

Replay positions and result

Reviewer initials, date and state

Next action or fallback

Save a copy with the delivered files. Keep prior results when a picture version changes.