CIS-Net CIS-RHA-01 Rights Holders Access User Guide for Rights Holders

History of revisions

Date of revision	N° of version	Description	Authors(s)
2018-02-07	00.00	Creation	Roisin Jones Niamh McGarry
2018-07-27	00.01	Updated to include additional functionality: publisher grouping, show only my works, collapsed results view, download functionality, updates to work comparison function	Roisin Jones Niamh McGarry
2018-07-27	00.01	FT revision	Hanna Mazur
2018-08-30	00.01	Updated to reflect functionality available in Release II	Roisin Jones Niamh McGarry
2019-04-24	00.02	Updated to reflect functionality available in Release III	Roisin Jones Niamh McGarry
2019-11-18	00.03	Update to Section 6.6 'Publisher Grouping – Publishers) re: confirmation email Minor updates, e.g. Addition of Search Tips under FAQ tab	Roisin Jones Niamh McGarry

Table of Contents

1/ Introduction

CIS-Net Rights Holders Access is a dedicated interface for Creators and Publishers to search and view certain Musical Works Information and Interested Party Information which is stored on participating Societies' CIS-Net databases around the world.

> **ⓘ**
>
> *Only music Creators and Publishers with a current affiliation with a CISAC CMO are eligible to sign up.*

The purpose of this document is to provide guidelines to Creators and Publishers in relation to:

- Accessing CIS-Net Rights Holders Access (RHA)
- Searching and Viewing Musical Works Information
- Searching and Viewing Interested Party Information
- Managing User Access and Editing User Profiles
- Uploading Publisher Grouping files (Publisher Members)

Throughout this document CIS-Net Rights Holders Access is referred to as RHA.

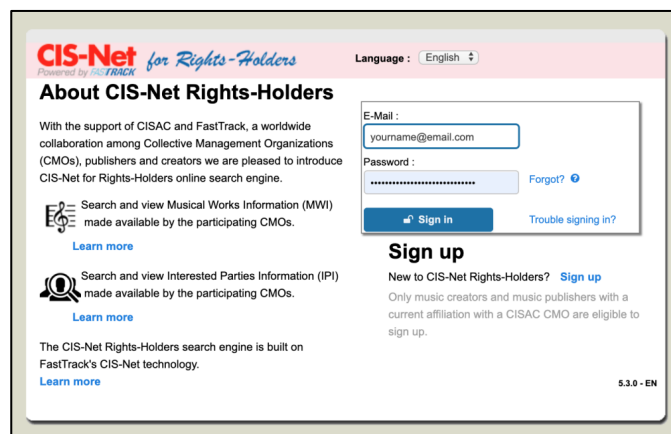# 2/ Accessing CIS-Net RHA

2.1/ Requirements for Access to RHA

1. To access RHA, you need to set up your RHA account. To do this you will need the following:

   a. A valid email address
   b. Your IPI Number
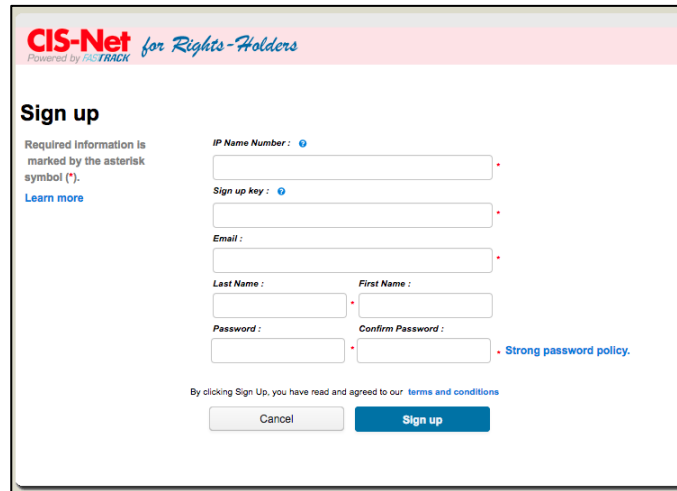   c. Your specific Sign-up key (which you should request from your Society).

2.2/ Setting Up Your RHA User Account

1. Access RHA via the RHA website: http://cisnetrha.cisac.org.

2. Click on **Sign up** to create a new account. You will be presented with the below screen and must enter all required information.

3. Once all required information is entered, click **Sign up**. You will receive a success message and confirmation that a validation email has been sent to you.

4. Within your email click the **Account Activation** link:
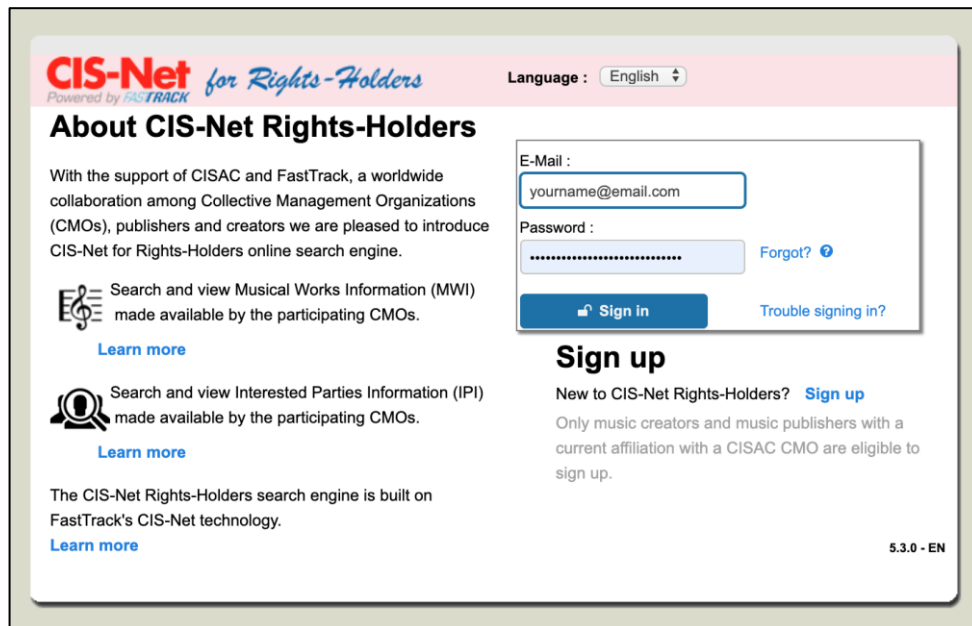
5. A RHA User Activation tab will open. Click on the **RHA Application Login Page** link.
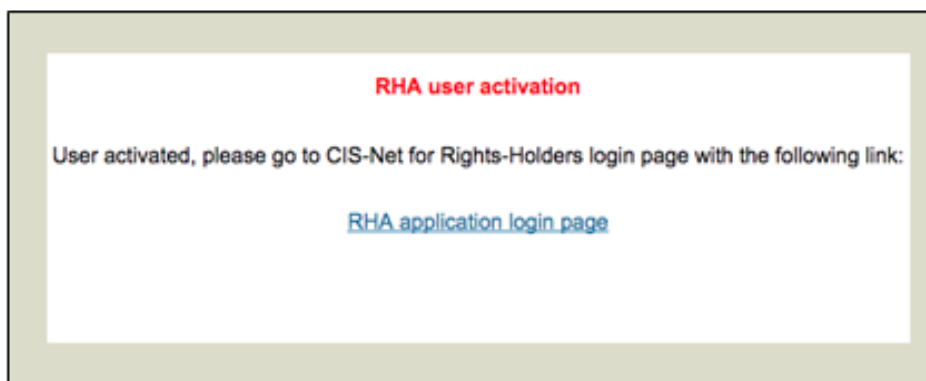
6. This link will bring you to the RHA home page where you can now sign in to your new User account.

2.3/ Signing in to RHA

1. Access RHA via the RHA website: http://cisnetrha.cisac.org.

2. Enter your credentials.

3. If you cannot remember your sign-in details, click on **Forgot?**

4. In order to access the Service you need to accept the Terms & Conditions of use.

2.4/ Terminating your RHA Account

To terminate your RHA account you need to contact your society with your IP Name Number. Your Society will terminate your RHA account.

3/ RHA Application Overview

When you sign in to RHA, you will land on the Musical Works Information (MWI) or Interested Party Information (IPI) page (depending on which applications are assigned to your User account).

3.1/ Navigation banner

The available applications assigned to your account will be displayed in the navigation banner. The active tab will be denoted in a darker shade of blue. Navigate between the applications by clicking on the tabs.

3.2/ Tooltips

To assist you when using RHA, tooltips have been placed throughout the application. These are denoted by either light blue **Learn more** text, hover messages or blue question marks ❓

The majority of tooltips generate a pop-up box containing assistive text. These pop-up boxes can be closed by either clicking the **X** in the top right corner or clicking anywhere outside of the box.

Search tips are also available under the 'FAQ' tab.

4/ Profile Information

4.1/ Managing Your Profile – Creators and Publishers

Your profile information can be viewed and edited via the **My Profile** drop-down in the **Profile Information** menu.

If you have multiple IP Name Numbers, click on the'+' icon to expand a box displaying all numbers associated with your account.

Note: The default IP cannot be changed and is for informative purposes only. It is the IP which was used when signing up to the tool.
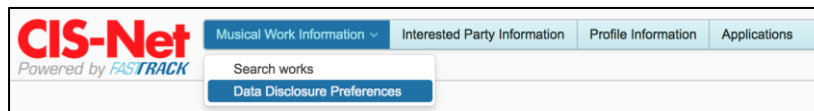
Here you can edit the following details:

- Your Language preference
- Your First Name
- Your Last Name
- Your Password

If you are signed in as a **Publisher**, you will have access to the **RHA Notifications Address** box. Notifications relating to Publisher Grouping will be sent to the email address you enter here. Only one email address can be entered. See Section 6.6 for more information on Publisher Grouping
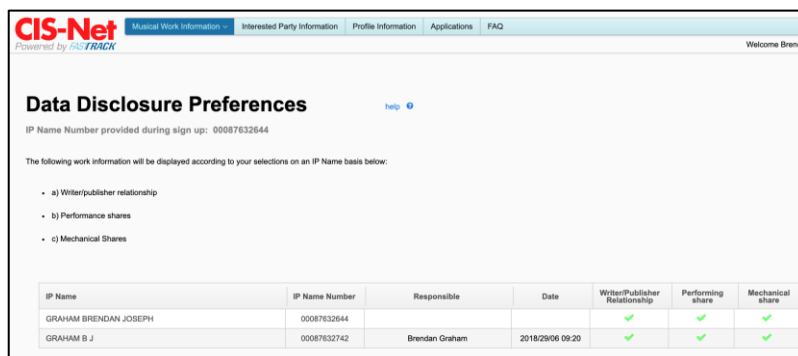
4.2/   Managing your Data Disclosure Preferences – Creators

If you are signed in as a **Creator**, you will have access to the **Data Disclosure Preferences** drop-down in the **Musical Works Information** menu.

Your shares and Writer/Publisher relationship link(s) are **only** displayed to other Creators and Publishers who have a **registered interest in the work.** These details are **not** displayed to Creators and Publishers who **do not** have a registered interest in the work. You can choose to not display these details to Creators and Publishers who have a **registered interest in the work** by selecting the appropriate option in your **Data Disclosure Preferences**.

Click on the **green** √ to choose **not to display** your shares and/or writer/Publisher relationship link(s). The **green** √ will change to a **blue X.** A **blue X** indicates that the data **will not** be displayed, whereas a **green** √ indicates that the data **will** be displayed to Creators and Publishers who have a **registered interest in the work.**

IP Name	IP Name Number	Responsible	Date	Writer/Publisher Relationship	Performing share	Mechanical share
GRAHAM BRENDAN JOSEPH	00087632644	Graham Brendan	2019/09/05 10:31	✓	✗	✓
GRAHAM B J	00087632742	Brendan Graham	2018/29/06 09:20	✓	✓	✓
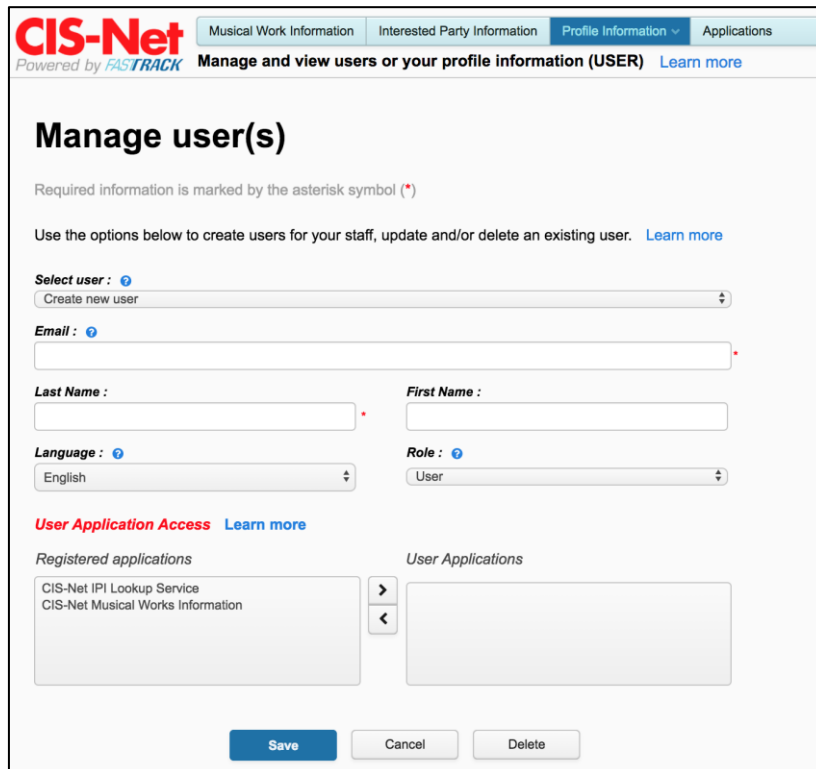
Note: You will still be able to see this information when you sign in. It will simply be hidden from Creators and Publishers who have a **registered interest in the relevant work(s)**.

4.3/ Managing User(s) - Publishers

If you are signed in as an **administrator** of a Publisher account, you will have access to the **Manage User(s)** drop-down in the **Profile Information** menu.

Here, you can create a **new User** linked to your Publisher account.

You can also view and edit the details of **current Users** linked to your Publisher account. This includes managing their access to applications on RHA.

4.3.1/ Create New User

This option is only available for a **Publisher** account. Only a User with the role of **Administrator** can create a new User. To create a new User, choose **Create new User** under the **Select User** field.

> ⓘ
>
> *A valid email address for the new User will be required. Please note that this email address cannot be associated with another account for RHA.*

1. Enter the new User's details; email, last name, first name, language. Note that all fields are mandatory except for first name.

2. Assign the appropriate role to the new User:
   a. **Administrator**: has full use of the RHA application and <u>can</u> create, manage and delete Users linked to the Publisher's account.
      i. To change the Administrator, you must promote another user to Administrator, then change the Administrator account to 'User'.
   b. **User**: has full use of the RHA application but <u>cannot</u> create, manage and delete Users linked to the Publisher's account.

3. Select the applications which the new User should have access to. At least one of the two applications, Musical Works Information or IPI Lookup Service, must be assigned to the User.

4. Click **SAVE** and confirm your intent to set up the new account. A validation email will be sent to the email address you provided for the new User.

4.3.2/ Edit or Delete an Existing User

Only Administrators can delete a user. To edit or delete an existing User's account, select the relevant User in the **Select User** field of the **Manage User(s)** section. Enter the updated details and click **SAVE**. Alternatively click **DELETE** to delete the User. User lists are in alphabetical order by user surname.

5/ Applications

The **Manage Applications** page displays the applications which <u>you</u> can and cannot access through <u>your</u> RHA account.

Active Registrations: This section displays the applications which you currently have access to. The option to **CANCEL** your access to Musical Works Information or IPI Lookup Service is available (note: at least one of these applications must be active at all times).

Cancelled Registrations: This section displays the applications which you currently do not have access to. You can reactivate your access to these applications by clicking the **ACTIVATE** button.
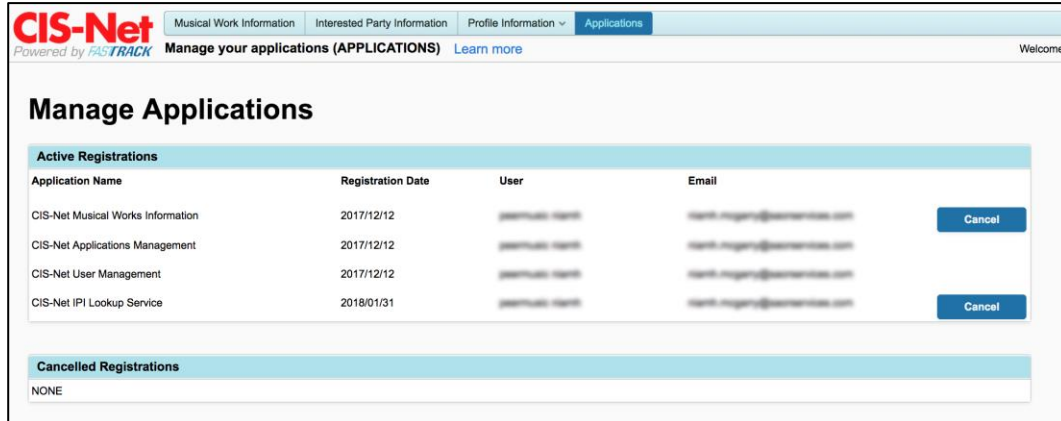
Note: you can only view and edit access to <u>your own</u> applications under the Manage Applications tab. If you are a Publisher, please refer to Section 5 for editing access to applications for of other Users.
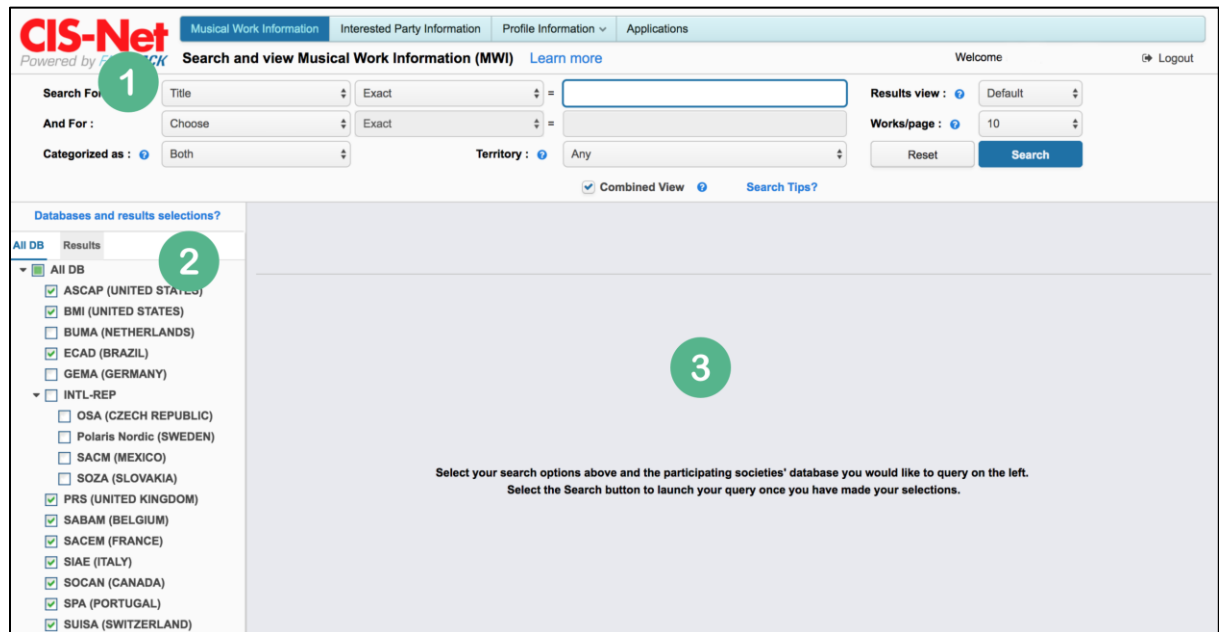
6/ Musical Work Information

6.1/ Overview

The Musical Work Information (MWI) tab allows you to search and view certain musical work information stored on Societies' CIS-Net databases around the world.

You can view certain musical work information such as: Title, Work Numbers, Creator and Publisher information (where such information is made available by the Society).

If you have a **registered interest in the work**, you can also view shares and the relationship link between a Writer and Publisher or a Publisher and another Publisher (where such information is made available by the Society).
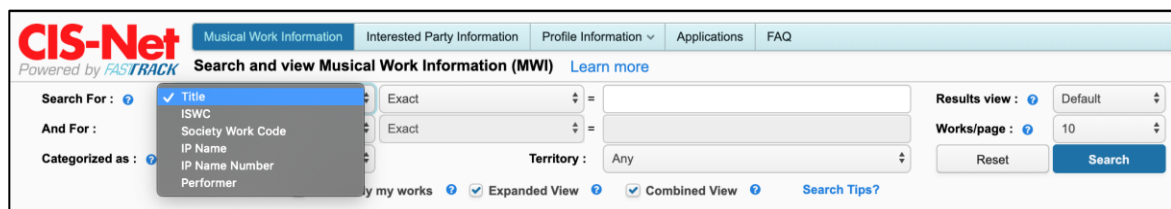
The above screenshot illustrates the Musical Work Information home page:
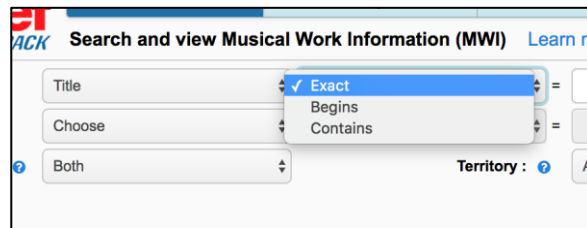
1. **Main search banner:** This section allows you to input your desired search criteria and select your display options for the results, e.g. how many works should be displayed per page.

2. **Databases and results selections:** A list of participating Society databases is provided on the left of the page under **All DB.** You can choose to search all databases or narrow your search by selecting particular Societies.

3. **Results:** This section is greyed out until the initial search is complete. Once a search is complete, this area will display all available results. See section 7.5 for further information.

6.2/ Basic Work Search

You can choose to perform a **Basic Work Search** on MWI using the **Search For** field by entering information for one of the following criteria: Title, ISWC, Society Work Code, IP Name, IP Name Number or Performer.
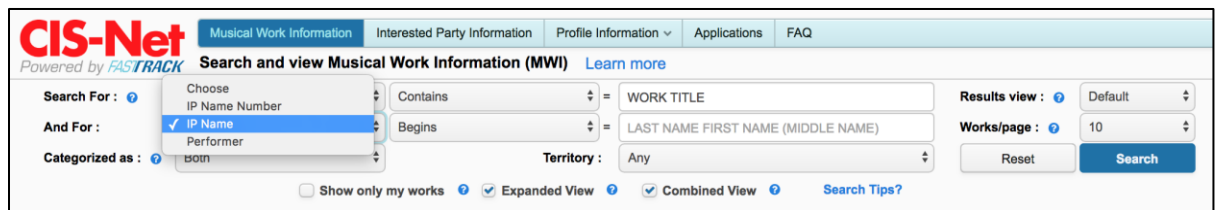
You can search for an **EXACT** match against the information you enter or choose the **BEGINS** or **CONTAINS** option to perform a broader search.
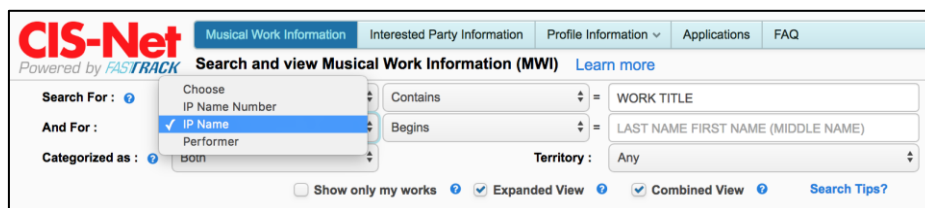
See *Search Tips* for help on the various ways to search for work information.

6.3/ Advanced Work Search
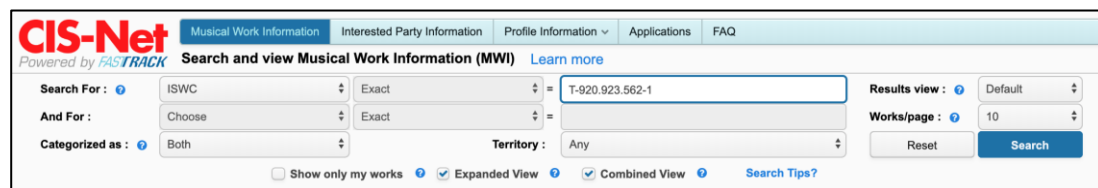
If you want to refine your search you can perform an **Advanced Work Search** by using the **And for** search field alongside the **Search For** field.

Depending on the criteria you choose to search by in the **Search For** field, various options will be offered as search criteria for the **And for** search field. For example, when you search by **TITLE** in the **Search For** field, you are given the option to search by **IP Name Number**, **IP Name** or **Performer** in the **And for** search field.

Note: If you search by **ISWC** or **Society Work Code i**n the **Search For** field, you cannot enter further search criteria in the **And for** search field.
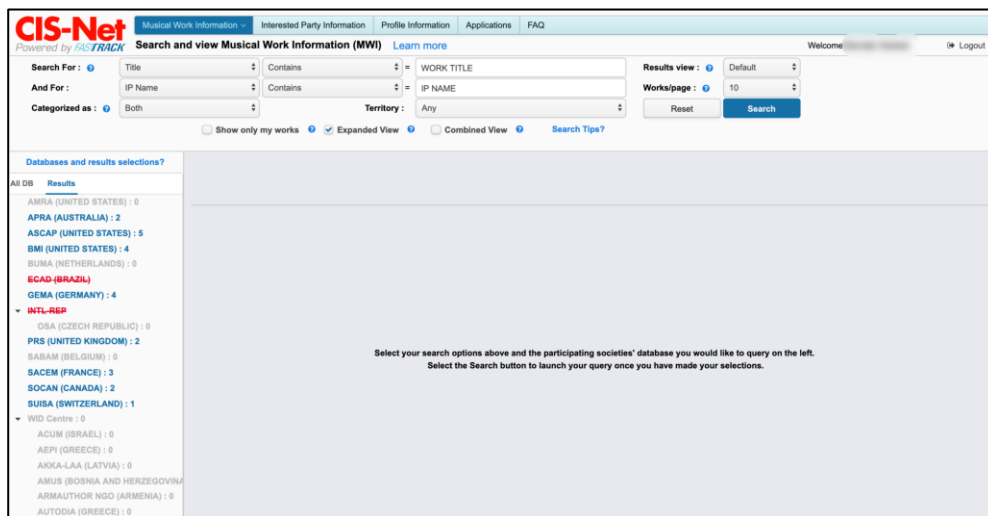
6.4/ Search Results

When RHA has performed your search, the **Results** panel on the left of the page will display each Society database you selected to search accompanied by the following search result information:

DATABASE RESULT	MEANING
Blue (with number)	Society responded to the search and a number of results were found in its database
Dark Blue (Underlined)	Society whose results you are currently viewing
Red (with clock icon)	Society database did not respond within the search time
~~**Red (Strikethrough)**~~	Society database did not respond to the search
Grey	Society responded to the search but there were no results in its database

6.4.1/ Results View and Database Selections

If you <u>do not select</u> **Combined View** in the search panel, the main results panel will remain blank until you select a database from the results list on the left hand side of the screen:

If you <u>select</u> **Combined View** in the search panel, the results from all databases will be combined and automatically populate in alphabetical order in the main search panel:

Even if you select **Combined View** in the search panel you can choose to view the results of a single Society's database by clicking on the Society database name in the **Results** panel.

Clicking on **Print** allows you to print the work information for each work displayed on the current page you are viewing. If you wish to print the details of a single work, search by the specific work code so that only that work is returned in your search results. Depending on the Internet browser you are using, you may be required to download a PDF of the result(s) before printing.

Clicking on **Download** allows you to download the work information for each work displayed on the current page you are viewing. If you wish to download the details of a single work, search by the specific work code so that only that work is returned in your search results. Downloads are available in PDF and EXCEL formats.

6.4.2/ 'Show only My Works'

Select the 'Show only my works' checkbox to return only works in which you have a registered interest in the search results.

6.4.3/ Collapsed View

By default, all results are displayed in expanded view. By unchecking the 'Expanded View' option, the work contributor information will be returned in a collapsed view.

6.4.4/ Alphabet Filter

The alphabet filter allows you to navigate the search results based on the first letter (or number) of the **work title**. Where there are works beginning with a particular letter returned in the search results, the filter letter will appear in in **black**. Where there are no works beginning with a particular letter returned in the search results, the filter letter will appear in **grey**.

You can select a specific **black** letter, a number or special character (?123), or revert to ALL.

The number of pages of results will vary depending on the availability of Society databases as you navigate through your search results.

6.4.5/ Display of Work Information

You will be able to view certain work information such as: Title, Work Numbers, Creator and Publisher information (where such information is made available by the Society).

If you have a **registered interest in the work**, you will also be able to view shares and the relationship link between a writer and a Publisher or a Publisher and another Publisher (where such information is made available by the Society).

Below is an example of your view of a work in which you have **no registered interest**; shares, writer/Publisher agreement links and Publisher/Publisher agreement links are not displayed.

| 26 ⊕ **WORK** | | | | | | | | ⊼ |
| ISWC: T-920.923.562-1 | Work Code: 00000891943486 | Duration: | | Language: | | ASCAP (DOM) | | |

Creator(s)	IP Name Number	Role ❓	Links ❓	Performing Rights Current Affiliation	Performing Rights Shares	Mechanical Rights Current Affiliation	Mechanical Rights Shares
		CA	*	ASCAP	*		*

Publisher(s) (Ownership Share Information)	IP Name Number	Role ❓	Links ❓	Performing Rights Current Affiliation	Performing Rights Shares	Mechanical Rights Current Affiliation	Mechanical Rights Shares
		E	*	ASCAP	*		*

Performer(s) Learn more

Date information posted to CIS-Net: 2017/03/12
*Some information may not be available for display as you do not have an interest in the work or due to permission settings.

Below is an example of your view of a work in which you have a **registered interest**.; shares, writer/Publisher agreement links and Publisher/Publisher agreement links are displayed (where made available by the Society).

| 18 ⊕ **WORK** | | | | | | | | ⊼ |
| ISWC: No ISWC? | Work Code: 2222650-001 | Duration: | | Language: | | GEMA (INT) Territory: GERMANY | | |

Creator(s)	IP Name Number	Role ❓	Links ❓	Performing Rights Current Affiliation	Performing Rights Shares	Mechanical Rights Current Affiliation	Mechanical Rights Shares
		C	01	BMI	25.00 %	UNKNOWN SOCIETY	0.00 %
		A	02	BMI	25.00 %	UNKNOWN SOCIETY	0.00 %

Publisher(s)	IP Name Number	Role ❓	Links ❓	Performing Rights Current Affiliation	Performing Rights Shares	Mechanical Rights Current Affiliation	Mechanical Rights Shares
		E	03	UNKNOWN SOCIETY	0.00 %	UNKNOWN SOCIETY	0.00 %
		SE	GA03	BMI	0.00 %	UNKNOWN SOCIETY	0.00 %
		SE	GA03	PRS	0.00 %	MCPS	0.00 %
		SE	GA03	GEMA	50.00 %	GEMA	100.00 %

6.5/ Comparing Works

RHA allows you to compare up to four works from your search results in a pop-out window.

To the right of the **Work Title**, there is a **Pin** icon.

| 4 | **WORK NAME** | ⊼ |

To compare **Work Name One** to **Work Name Two**, select the **Pin** on **Work Name One**. The banner will turn green and the **Pin** will change to become an **Undo** icon - which you can click to cancel the comparison function.

| 1 | **WORK NAME** | ↺ |

Navigate to **Work Name Two**. The banner for **Work Name Two** will be blue and have a **double document icon** next to the **Pin**. You can select up to four works. Once all are selected, click the **double document icon**.

A pop out window will appear with details of all works; **Work Name One, Work Name Two** etc; allowing you to easily compare, print or download them.
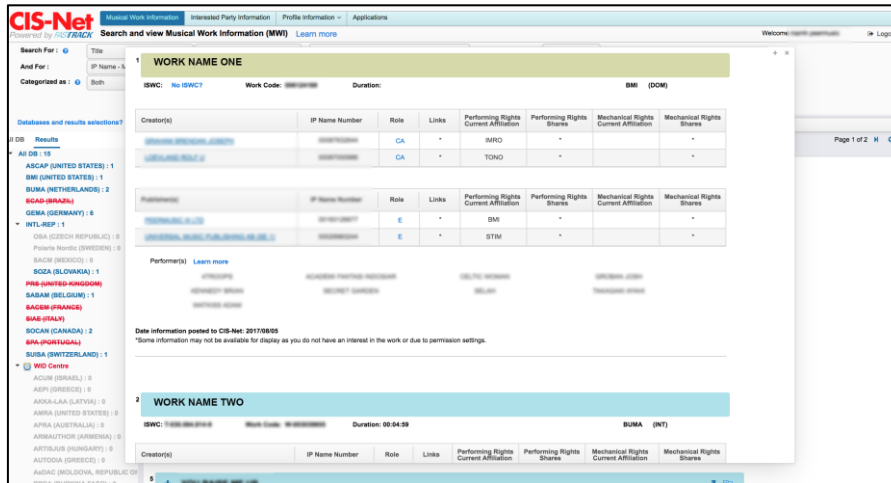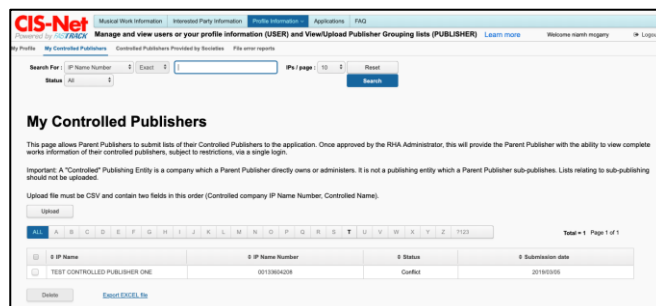

6.6/ Publisher Grouping - Publishers

Publisher grouping is grouping of lists of publishing companies controlled by a Parent Publisher. A controlled publishing entity is a company which a Parent Publisher **directly owns or administers** (not a publishing entity which a Parent Publisher sub-publishes).

RHA allows a Publisher to upload a list of controlled Publisher entities which should be linked to its RHA 'Parent' Publisher account. Once the link is approved by the RHA Administrator, the 'Parent' Publisher (via a single login) is able to view the shares and relationships (Writer/Publisher and Publisher/Publisher) on works associated with the controlled Publisher. Confirmation of the status of the Publisher grouping will be sent to the email address in the 'RHA Notifications Address' field in your profile following action by the RHA Administrator.

To upload a list of controlled Publishers or view those already submitted, choose the **My Profile** drop-down in the **Profile Information** menu. Click on the **My Controlled Publishers** tab or the **Controlled Publishers Provided by Societies** tab to view the list of controlled Publishers submitted by you or a Society on your behalf.

CISAC
SERVING AUTHORS WORLDWIDE
AU SERVICE DES AUTEURS DANS LE MONDE
AL SERVICIO DE LOS AUTORES EN EL MUNDO
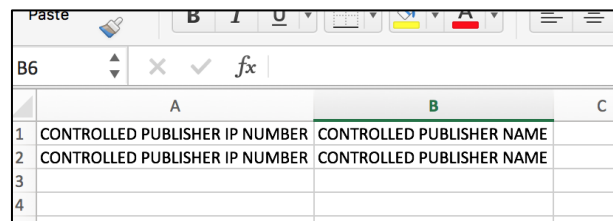
FASTTRACK
The Digital Copyright Network

6.6.1/ My Controlled Publishers

This section displays the IP Name and IP Name Number of all controlled Publishers submitted by the 'Parent' Publisher. Where the status is 'approved' the Publisher will be able to see shares and relationships (Writer/Publisher and Publisher/Publisher) on works associated with that controlled entity.

To submit a Publisher grouping list to RHA:

1. Click 'Upload' to select the Publisher Grouping information file. It may take up to 48 hours for the RHA Administrator to process the submission.
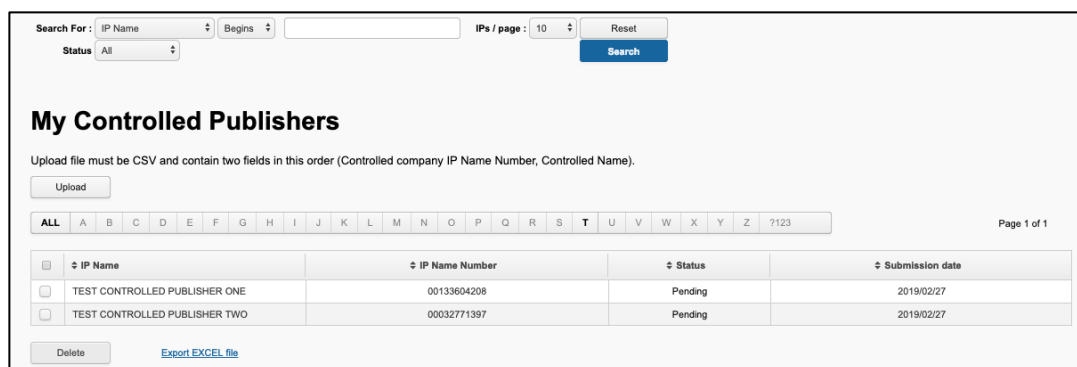
   Note: The file must contain two tabs in this order: Controlled Company IP Name Number, Controlled Company Name. The file must be in ASCII encoded CSV format.

(View before save as CSV)

2. The file status will be 'Pending' until the RHA Administrator reviews the file and either approves or rejects the submission or places it into conflict. Where necessary the RHA Administrator will liaise with the Publisher and/or Society. Once the RHA Administrator processes the submission, the submission date and updated status will be visible to the Publisher.

3. Publishers can view previously submitted lists of controlled Publishers via the table in the 'Controlled Publisher' tab. Results can be ordered and refined using the additional search options or the Alphabet ribbon, which defaults to ALL. The information can also be downloaded by clicking on the 'Export EXCEL file' button.

4. Publishers can delete specific data, i.e. lines of IP information, following upload. The deletion request must be approved by the RHA Administrator. If the data has already been approved by the RHA Administrator, it is necessary for a

reason for deletion to be included with the delete request. This reason will be attached to the Publisher entity and forwarded to the RHA Administrator.

	⇕ IP Name	⇕ IP Name Number	⇕ Status
☑	TEST CONTROLLED PUBLISHER TWO	00032771397	Pending Delete

5. In cases where Publisher Grouping files fail to upload, an error message explaining the reason for failure will appear on screen. A copy of this is also saved in the tab 'File error reports'. These error files can be viewed, downloaded or deleted.

	Log File Name	Submission Date	Source	Email	IPName	IPName Number	Download error log file	View error log file
☐	testsocietyrupload.csv	2019/02/15	SACEM	sacem@ft.net			Download	🔍

6.6.2/ Controlled Publishers provided by Societies

Societies have functionality to upload a list of Controlled Publisher entities on behalf of the Parent Publishing company. Society submissions will be processed by the RHA Administrator in the same manner as Publisher submissions.

Publishers can search for and view the submissions, filter the list by Society and request deletion of particular links.
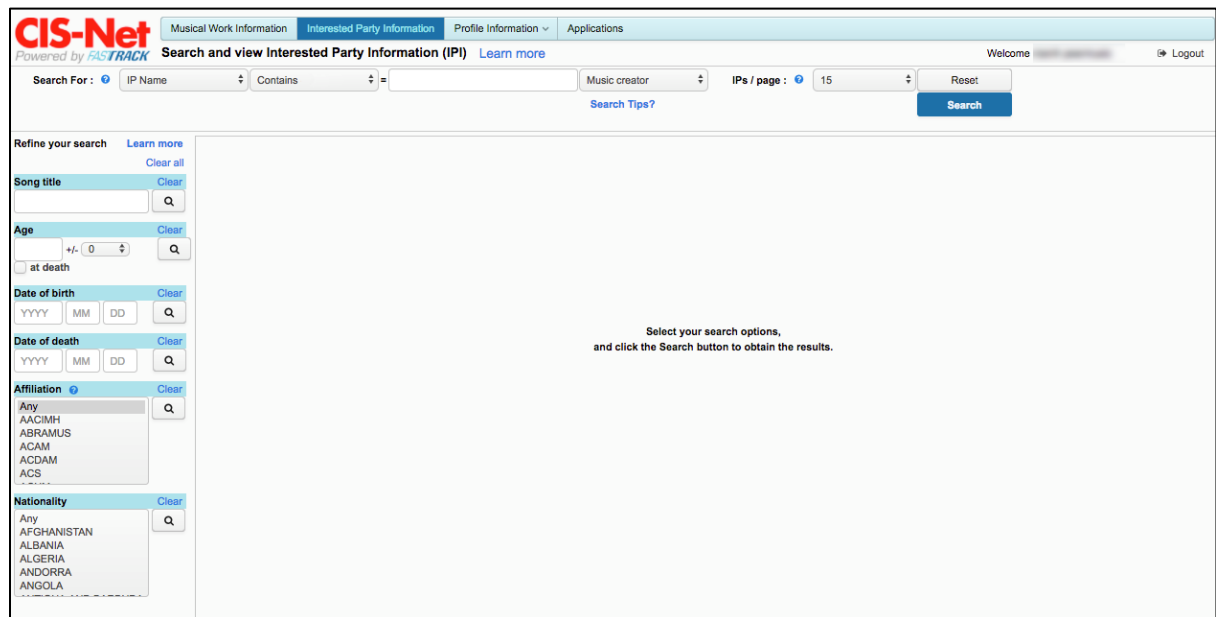
Controlled Publishers Provided by Societies

	⇕ IP Name	⇕ IP Name Number	⇕ Society	⇕ Status
☑	TEST CONTROLLED PUBLISHER ONE	00615435560	SACEM	Approved
☐	TEST CONTROLLED PUBLISHER TWO	00269501846	SACEM	Approved

Delete

7/ Interested Party Information

7.1/ Overview

The Interested Party Information tab consists of a main search banner, results panel and secondary filter options (similar to MWI).
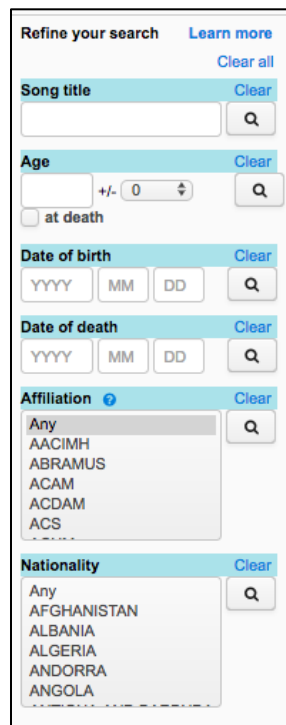

7.2/ Search for Creator

You can search for Creator IP information by IP Name or IP Name Number.

- You can search by IP Name using a **BEGINS**, **EXACT** or **CONTAINS** search
- You can only use an **EXACT** search when performing a search by IP Name Number

7.2.1/ Secondary Search Filters – Creator Search

Searches for Creators are likely to yield a high number of similar results, particularly for Creators with common names. To refine your search results, the following **secondary search filters** can be applied to your search; **Song title, Age, Date of birth, Date of death, Affiliation, Nationality.**

Use the **Clear** button when performing a new search to ensure that previous search filters are not applied to a new search. Alternatively use the **Clear all** button at the top of the secondary search filter section.

7.2.2/ Results View

Your initial search results will be populated in the **Results** panel. When you apply secondary filters, the initial results will reduce accordingly.

Results appear in alphabetical order and display the interested party name and interested party name number in the main banner. Where relevant a **list of works** associated with the interested party will be returned. Similar to the MWI tab, the **alphabet filter** allows you to navigate the results based on the first letter, number or special character of a work title.

> *'Posting Societies' should not automatically be assumed to be the interested party's Society of membership. The posting Society is the Society that has uploaded the work which you are viewing to CIS-Net.*

7.3/ Search for Publisher

To search for a Publisher, select **Music Publisher** in the drop-down in the main search banner.
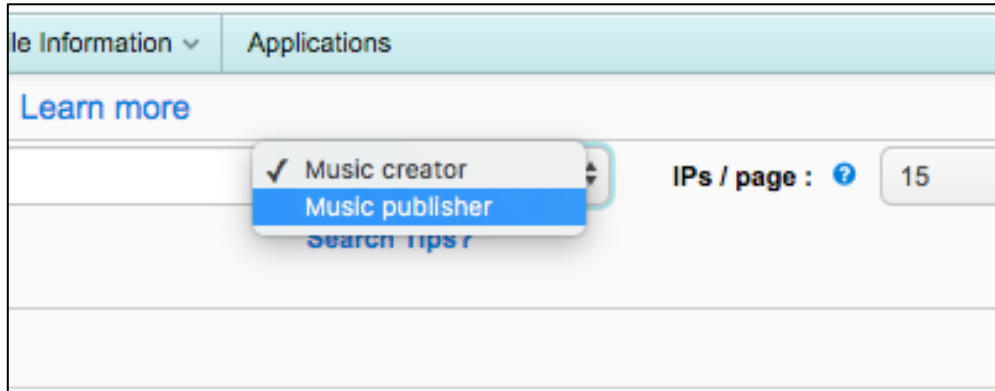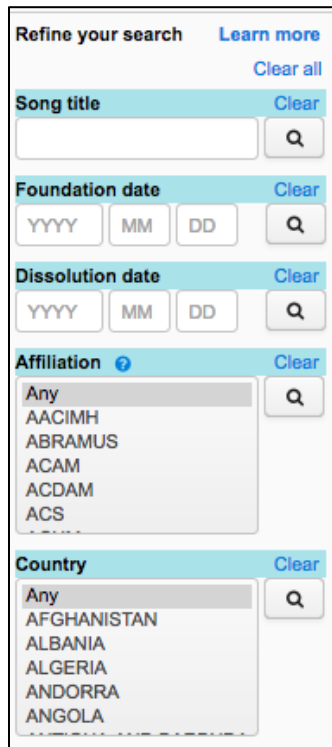

You can search for Publisher IPI information by IP Name or IP Name Number.

- You can search by IP Name using a **BEGINS**, **EXACT** or **CONTAINS** search
- You can only use an **EXACT** search when performing a search by IP Name Number

7.3.1/ Secondary Search Filters – Publisher Search

To refine your search results, the following **secondary search filters** can be applied to your search; **Song title, Foundation Date, Dissolution Date, Affiliation, Country.**

7.3.2/ Results View

Your initial search results will be populated in the **Results** panel. When you apply secondary filters, the initial results will reduce accordingly.

Results appear in alphabetical order and display the interested party name and interested party name number in the main banner. Where relevant a **list of works** associated with the interested party will be returned. Similar to the MWI tab, the **alphabet filter** allows you to navigate the results based on the first letter, number or special character of a work title.

> *i*
>
> *'Posting Societies' should not automatically be assumed to be the interested party's Society of membership. The posting Society is the Society that has uploaded the work which you are viewing to CIS-Net.*

8/ Questions?

A Creator FAQ and Publisher FAQ document is available in the tool under the FAQ tab.