

***PPL APP V4.2***  
***Full Help Text***

***Last Updated: 2<sup>nd</sup> February 2009***

***PPL Repertoire Services***

***repertoire@ppluk.com***

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# 1. Introduction

This document is a detailed manual explaining the functionality of App V4.2. Please note that there is also a much briefer introduction guide (which will have been e-mailed to you with your login details when you were first given access to the database) and a FAQ guide – these can be downloaded from the Repertoire Database website by logging in and clicking on the Download Application button. There is also a video tutorial on the main PPL website ([www.ppluk.com/repertoire](http://www.ppluk.com/repertoire)).

If you require any further information, please do not hesitate to contact a member of the Repertoire Services Operations Team by e-mailing us at [repertoire@ppluk.com](mailto:repertoire@ppluk.com).

## 1.1 About App V4.2 & Installation

App V4.2 is the software that enables a record company to register new recordings and products with PPL, as well as amend existing registrations. It can be downloaded free from the members area of the website ([www.ppluk.com/repertoire](http://www.ppluk.com/repertoire)) and should be installed onto your computer. The software is compatible with Windows Vista or XP and Apple Mac OS/X 10.2 and above.

You should by now already have your username and password with which you can download the required software and begin registering your releases. To download, please login to the database by clicking on the red login banner on [www.ppluk.com/repertoire](http://www.ppluk.com/repertoire). Once you have logged in, please click on DOWNLOAD APPLICATION and select the link most appropriate for your computer. Follow the on-screen prompts to download.

NB – If you are using **Microsoft Windows Vista**, you will need to install the program to a different directory than normal. There is a document that explains this process on the DOWNLOAD APPLICATION page once you have logged into [www.ppluk.com/repertoire](http://www.ppluk.com/repertoire). For further information, please do not hesitate to contact the Helpdesk on 020 7534 1331.

# 2. Menu, Setting Up Defaults and General Information

## 2.1 Menu Bar

At the top of the page are a series of menu options:

**Tools Set up Defaults Update Status Help**

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### 2.1.1 Tools

#### Modify User Details

This form allows you to complete your name, contact and record company information. It is only used when you print your product registrations out, at which point the details you put in here are displayed at the top. It is not a mandatory requirement to complete this section.

#### Modify Contributors

Selecting this option will bring up a new tab called Contributors. This will display a list of all the entities that you have created whilst registering recordings or products. This page will allow you to modify the spellings and ID numbers for an entity name (i.e. performer or company). Please note that amending a name here will amend the entry on each of the recordings/products it appears on. You will have to resend the items to PPL to ensure this change is updated on the database.

#### Purge

This option will delete all registrations on your software that have a status of 'Live' (i.e. any recording or product that has been successfully sent to the PPL Repertoire Database). Please note that once you use this option, you will not be able to get the deleted information back to your App V4.2 without retrieving each registration one by one (though retrieving a product will retrieve all associated recordings).

#### Exit

This will close the software down.

### **2.1.2 Set-Up Defaults**

The Set-Up Defaults option will allow you to specify particular fields that you would like automatically completed for you whenever you begin registering a brand new recording or product.

Enter Default values

Recordings Tab

Recordings Details

\*PDate

(yyyy)

\*PName

Create

\*Content

\*Recording Territory

\*Commissioning Territory

Final Mix Territory

Rights Holders

\*Name

Create

\*Category

Ownership

Rights

Begin Date

(dd/mm/yy)

\*Percentage(%)

Products Tab

Products Details

\*Label

Create

CLine

Create

\*PLine

Create

\*PDate

(yyyy)

MCPS Licence Required

Save
Cancel
Reset

For more information about what each of these fields mean, please refer to the sections further down this document on registering a recording and registering a product.

You can choose to complete as many or as few of the above fields as you wish on the Set Up Defaults page – anything that you do enter on the Set Up Defaults page will automatically be completed when you then go to register a new recording or product. The benefit of this system is that it stops a record company having to complete the same fields each time a new registration is needed.

### 2.1.3 Update Status

This function will update the status column held to the left of your list of recordings and products.

Status	Name	ISRC	Artist
Ready	Example Recording	GB-PPL-08-0...	Peter Cook

5

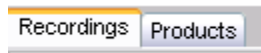
If the status is **INCOMPLETE**, it means you have not completed all the mandatory fields on that recording or product. **READY** means that the registrations has met the standard data requirements and is now ready to be sent to the PPL Repertoire Database – once it has been sent, the status will then update to **SENT**.

Once you have sent the registration, it will load onto the database within 24 hours. The Update Status function can then be used to track its progress in loading onto the PPL Repertoire Database. **LIVE** means that it has successfully loaded, whilst **IN EXCEPTION** means that we have identified the registration as a potential duplicate of something we already have and are investigating it. If you ever have anything **IN EXCEPTION** and would like a further explanation of it, please call the Helpdesk by e-mailing repertoire@ppluk.com.

## 2.1.4 Help

Clicking here will refer you to our website, where you can login to obtain further help documents (on the Download Application page).

## 2.2 Recordings/Products Tabs



### 2.2.1 Recordings

This tab is where a record company can register and maintain sound recording information with PPL. A sound recording is any recorded piece of music as defined in the Copyright, Designs and Patents Act 1988. For more information, please see the main Recordings section of this document.

### 2.2.2 Products

This tab is where a record company can register and maintain product information with PPL. A product is a single unit of goods made available by a company. This could be an album, a single, a compilation DVD of music videos etc. A product must contain at least one recording and may be available on multiple formats (CD, download, vinyl etc). For more information, please see the main Products section of this document.

## 2.3 Action Buttons



### 2.3.1 Create

Click this button to begin registering a new recording or product.

### 2.3.2 Modify

Click this button to modify a recording or product already saved in your App V4.2. You will need to highlight the item you want to modify before clicking this button.

### 2.3.3 Delete

Click this button to delete a highlighted recording or product from your local software. Deleting an item here does not delete it from PPL's database. **Please note that you should not delete anything that you have not yet sent to PPL – if you do, you will lose this information.**

### **2.3.4 Send**

Click this button to send a highlighted recording or product. You can only send an item that has a status of READY. For more information, please see the Sending Your Registrations section of this document.

### **2.3.5 Retrieve**

Click this button to retrieve a recording or product that your record company owns but that is not already on your App V4.2. This option should only be used if you need to amend an existing registration. Please note that you will only be able to retrieve the information if your record company has originally registered it with PPL using App V4.2 or a previous online registration system (e.g. App V4).

Retrieving a product will also retrieve all the recordings that are on that product.

### **2.3.6 Print (Products tab only)**

Click this button to print a highlighted product. Please note that this will import the data to either an Excel spreadsheet (CSV) or an Internet browser (HTML) for you to then print in the normal way.

## **3. Registering Recordings & Videos**

To begin registering a Recording or Video, you will need to click on the Create button at the bottom of the Recordings tab. This will open up the following screen:

**Recording Wizard** - For any queries, contact PPL Repertoire Services on 02075341331 or repertoire@ppluk.com

## RECORDING DETAILS

Recording Details | Contributors | Rights Holders

**\*Recording Title:**  (required)

**\*Main Artistic Name:**

**\*ISRC:**  **\*Content:**

Duration:  :   (mmm:s... **\*Recording Territory:**

Alternative Title:  **\*Commissioning Territory:**

**\*PDate:**  (yyyy) Final Mix Territory:

**\*PName:**

Genres:

Is Remaster?:

Is Medley?:

Is Sample?:

**\* Mandatory Fields**  
Defaults items in Orange

--   --

You will see that there are 3 tabs – Recording Details, Contributors and Rights Holders. You should work through them in order, clicking on the NEXT action button at the bottom of the screen to navigate through the screens. Once you have completed all the tabs, click on the SAVE button. Please note that you can save an incomplete recording if you wish but you will be warned that the recording is not finished – you cannot send any recordings to the PPL database that are incomplete.

Those fields highlighted in bold white with an asterisk beside them are mandatory fields – i.e. you cannot finish the registration without these fields being complete.

Please note that we do not require you to attach the actual audio file.

### 3.1 Defaults

The fields highlighted in orange are those fields that can be set up as defaults on the SET UP DEFAULTS menu. If your company is likely to be registering multiple recordings, it is highly recommended that you use the defaults system. This will automatically complete the highlighted fields for you, saving you from starting each recording from scratch. Please see section 2.1.2 above for more information.

## 3.2 Recording Details

This is the screen where you tell us the main details about the recording itself.

### 3.2.1 Recording Title

This is the full title by which the recording/video is known. If there is a mix name, please put this in brackets after the main title, e.g. 'Angels (Radio Edit)'.

### 3.2.2 Main Artistic Name

This will be the group, individual or collaboration that is known to the music-buying public, e.g. Madonna; The Beatles; Elton John feat Kiki Dee; London Symphony Orchestra etc. Click on 'Create' to enter a name for the first time, or select the entry from the drop down list. When clicking on 'Create', you should enter the performer's 10 digit PPL ID if known in the PPL ID box.

### 3.2.3 ISRC

ISRC is the International Standard Recording Code. For more information on the ISRC, please see [www.ppluk.com/isrc](http://www.ppluk.com/isrc) or call 020 7534 1331.

### 3.2.4 Duration

This will be the duration of the recording/video in minutes and seconds.

### 3.2.5 Alternative Title

This will be any alternative title that the recording/video may have, e.g. 'Theme from The Deerhunter'

### 3.2.6 (P) Date

The (P) date is the year in which this version of the recording/video was first released

### 3.2.7 (P) Name

This will be the name of the original copyright owner of the sound recording. Click on 'Create' to enter a name for the first time, or select the entry from the drop down list.

### 3.2.8 Genre

This will be the genre of the recording/video (e.g. folk, pop etc). Click edit to add as many genres as you wish. Please note that this is not a mandatory requirement

### 3.2.9 Is Remaster?

Tick this box if your recording is a remastered version of a recording we already have on our database. Please note that you will then have to add the original recording to the registration too for this to work correctly. Click on add to retrieve it from our database or add it from your recording list.

### **3.2.10 Is Medley?**

Tick this box if your recording is a medley (i.e. has more than one component work). Please note that you will have to add each medley component to the registration on the MEDLEY tab (this only appears once the box is ticked).

### **3.2.11 Is Sample?**

Tick this box if your recording contains a sample. Please note that you will have to add each sample component to the registration on the SAMPLE tab (this only appears once the box is ticked).

### **3.2.12 Content**

Please select audio, video or multimedia.

### **3.2.13 Recording Territory**

This will be the country in which the performance was recorded. If the recording was performed in multiple countries, please indicate the country in which the majority of recording took place. Select the appropriate country from the drop-down list.

### **3.2.14 Commissioning Territory**

This will be the country in which the company that has paid for the recording is based. Select the appropriate country from the drop-down list.

### **3.2.15 Final Mix Territory**

This will be the country in which the final mix was completed. Select the appropriate country from the drop-down list.

## **3.3 Contributors (registering performer information)**

PPL pay royalties to both the record company that are registering the sound recording and the performers that appear on the sound recording. Registering the correct performer line up for each song is therefore vital. It is the record company's responsibility to ensure that complete performer line ups are supplied with each recording that is sent to the Repertoire Database. Please note that performer royalties are currently not paid out for video airplay but this could change in the short-term. If you have a full performer line-up for the sound recording content of a video, please include it here.

The Contributors tab is the place on App V4.2 to supply this information. You will need to select a category and a role for each performer. Please note that every performing artist should be listed individually – for example, if the recording was by The Beatles, we would expect to see all Paul McCartney, Ringo Starr, George Harrison and John Lennon each listed by name with a category and a role.

### 3.3.1 Artist

This will be the name of the performer. If the main artist is a solo artist, you will need to credit their performance here. If the main artist is a band name, you should specify each band member individually. Click on 'Create' to enter a name for the first time, or select the entry from the drop down list. When clicking on 'Create', you should enter the performer's 10 digit PPL ID if known in the PPL ID box. Please note that you can amend the spelling/PPL ID information for an entity by clicking on Tools and Modify Contributors from App V4.2's main menu – you should save your recording before doing this.

### 3.3.2 Category

This defines the category of the contribution. For performers, this determines the share of the royalty allocation. The composer/author fields are not payable PPL roles but are required if you would like us to send the registration on to MCPS. Please note that if a contributor performs *and* is the composer, that contributor would need to be entered more than once (i.e. once for each role).

#### Contracted Featured Artist

A Contracted Featured Performer is a performer who is bound by an exclusive agreement with the relevant record company, to perform on the sound recording. This does not include agreements to do session work, or producer/remixer agreements.

#### Other Featured Artist

An Other Featured Performer is a performer who contributes an audible performance to the sound recording and is:

- A lead vocalist not exclusively contracted to the commissioning record company;
- A performer not exclusively contracted to the commissioning record company but whose personal or professional name appears with or is linked to the name of the Contracted Featured Performer on the track; or
- A performer who is entitled under the terms of a contract with the Contracted Featured Performer to receive royalties from sales of the recording.

#### Non-Featured Artist

A Non-Featured Performer is a performer who is not a Contracted Featured Performer or an Other Featured Performer. Examples of Non-Featured Performers include session musicians and backing singers.

#### Non-Performing Studio Personnel

Please note this is a non-payable role. Examples of non-performing studio personnel are producers, engineers, mixers etc

Composer (musical content)

This is the writer of the musical content. This automatically includes the author and arranger unless otherwise specified.

Author (lyrical content)

This is the author of the lyrical content.

Arranger

This is the arranger of the work.

### **3.3.3 Role**

This defines a performer's contribution to the recording, whether instrumental, vocal or as studio personnel. Please select the appropriate option from the drop-down list (e.g. piano).

### **3.3.4 Session**

You can choose to add specific session information to the contribution if you wish – please note that this is not mandatory.

## **3.4 Rights Holders**

This is the section where a record company can specify the PPL member that owns the sound recording rights. This determines which company PPL pays Public Performance and Broadcast royalties to. Please note that you should put your **exact** company membership name in to ensure the recording can be registered against your account.

### 3.4.1 Name

This will be the company/party name. Click on CREATE to enter a new company name, or select a company from the drop-down list. If clicking on CREATE, please enter the 10 digit PPL ID for the company if known. Please note that you can amend the spelling/PPL ID information for an entity by clicking on Tools and Modify Contributors from App V4.2's main menu – you should save your recording before doing this.

### 3.4.2 Category

This defines the category of the company.

#### Repertoire Owner

This is the original copyright owner of the sound recording (normally the same as the (P) name). This is a mandatory requirement – please ensure that the name you credit is the exact PPL member (if applicable).

#### Rights Holder

This is the company that PPL will pay for any sound recording royalties. Please note that the name inserted here should be the exact PPL membership name. If the Rights Holder is the same as the Repertoire Owner, you do not need to add a separate Rights Holder - if a Rights Holder is not specified, PPL will automatically take the Repertoire Owner name as the Rights Holder.

#### Publisher

This will be the name of the publisher for the work. Please note that this is not mandatory for PPL purposes but will be necessary if you require us to send your release information to MCPS.

### 3.4.3 Ownership

#### Exclusive Licensee

If your company have exclusively licensed the PPL rights to this recording, please select this option. If this is the case, you will need to ensure you name the company that you have licensed the recordings from as the

Repertoire Owner (see Category above). You will also need to supply a begin and end date for the license period.

#### Original Copyright Owner

If your company/party has paid for the sound recording to be made, you should select Original Copyright Owner.

#### Successor In Title

If the original copyright to the sound recording has been passed to your company as a successor in title, please select this option.

### **3.4.4 Rights**

You can only select All Mandated Rights from this section. For more information on which mandates your company has signed with PPL, please contact Record Company Services on [recordcompany@ppluk.com](mailto:recordcompany@ppluk.com). Please note that you will not yet have signed any rights mandates if you are registering your first recordings/products on App V4.2.

### **3.4.5 Begin Date**

This is the date that you begun owning the rights to this sound recording. Please note that you do not have to put in a begin-date if your company is the Repertoire Owner.

### **3.4.6 End Date**

This is the date that your exclusive license agreement ends – please note that you do not have to put an end-date in if your company is the Repertoire Owner.

### **3.4.7 Percentage**

The percentage is defaulted to 100%. Each category must total 100% - if you need to split a category, please give each entry 50% (or whatever the correct percentage is). PPL normally account to one company, paying that entity all 100% of the record company royalties – any further splits are usually carried out in-house by the record label.

Please note that if you do need to split the percentage for any reason, you must put whole numbers in. For example, if you are dividing 100% between 3 people, you will need to round numbers up or down to make the total 100% (e.g. 34%, 33% and 33%). PPL will not send percentage numbers to MCPS – they will contact you separately to confirm how much of the publishing rights each party owns.

## **3.5 Saving Your Recording**

Once you have completed inputting all the information required, please press save. You can now either send your recording to PPL or continue inputting more recordings and products. If you have saved your recording without completing all the mandatory information, a pop up box will come up to tell you what you need to do to complete the recording – click on YES to save the recording incomplete. Please note that you can not send it to PPL without the status being READY.

## **4. Registering Products**

A product is a single unit of goods made available by a company. It will contain at least one sound recording – e.g. an album, a single, a compilation DVD of music videos etc. A product must contain at least one recording,

so you cannot complete this section without having already created all of the recordings that are on the product. Please note that you will not need to complete this section if you are registering a one-track download single or a promotional video.

To begin registering a product, you will need to click on the Products tab at the top of the main App V4.2 page. To start entering the details for your product, click on the Create action button at the bottom of the Recordings tab. This will open up the following screen:

**Product Wizard - For any queries, contact PPL Repertoire Services on 02075341331 or repertoire@ppluk.com**

## PRODUCT DETAILS

Product Details | Tracks

**\*Title:**

Genres:

**\*Main Artistic Name:**

**\*Release Type:**

**\*Format Type:**

Number of Items:  (number)

**\*Catalogue Number:**

**\*Label:**

CLine:

**\*PLine:**

PDate:  (yyyy)

**\*Intended Release Date:**  (dd/mm/yyyy)

**\*Barcode:**  (13 digits required)

MCPS Licence Required

**\* Mandatory Fields**

Default items in Orange

You will see that there are 2 tabs – Product Details and Tracks. You should work through them in order, clicking on the NEXT action button at the bottom of the screen to navigate through the screens. Once you have completed all the tabs, click on the SAVE button. Please note that you can save an incomplete product if you wish but you will be warned that the product is not finished – you cannot send any products to the PPL Repertoire Database that are incomplete.

Those fields highlighted in bold white with an asterisk beside them are mandatory fields – i.e. you cannot finish the registration without these fields being complete.

## 4.1 Defaults

The fields highlighted in orange are those fields that can be set up as defaults on the SET UP DEFAULTS menu. If your company is likely to be registering multiple products, it is highly recommended that you use the defaults system. This will automatically complete the highlighted fields for you, saving you from starting each recording from scratch. Please see section 2.1.2 above for more information.

## 4.2 Product Details

This is where you input the main details for this product.

### 4.2.1 Product Title

This is the release title for the product.

### 4.2.2 Genre

This will be the genre of the product (e.g. folk, pop etc). Click edit to add as many genres as you wish. Please note that this is not a mandatory requirement.

### 4.2.3 Main Artistic Name

This will be the group, individual or collaboration that is known to the music-buying public, e.g. Madonna; The Beatles; Elton John feat Kiki Dee; London Symphony Orchestra etc. Click on 'Create' to enter a name for the first time, or select the entry from the drop down list. When clicking on 'Create', you should enter the performer's 10 digit PPL ID if known in the PPL ID box.

### 4.2.4 Release Type

Please select the correct option from the drop-down list - album, single, box set or video.

### 4.2.5 Format Type

Please select the correct option from the drop-down list – e.g. CD. Please note that if your release is available on more than one format, you should create a new product for each format (each one with a new catalogue number and barcode).

### 4.2.6 Number of Items

The number of items refers to the number of parts to the release. A normal CD would be 1 item; a double album would be 2; a triple album would be 3, etc. Please note that all digital download formats will only have 1 item.

### 4.2.7 Catalogue Number

The catalogue number is allocated by the releasing record company and is different for each of the formats the product is released on. It normally includes the record company name (or an abbreviation of that name) in the catalogue number itself. For example, if you are ABC Records and releasing your first CD single, the catalogue number could be ABC01CD (a digital version of the same release could then be ABC01D and the vinyl could

be ABC01V...etc). Please note the format of the catalogue number is entirely up to the record company, but should not include hyphens, spaces or punctuation and should not exceed 50 characters.

#### **4.2.8 Label**

Click on the create button to type in a name or select a name from the drop down list. The label is the name of the marketing label releasing the product – this will normally be the PPL Record Company Member name.

#### **4.2.9 © Line**

Click on the create button to type in a new entry or select a name from the drop down list. This refers to the copyright notice for the product and is the text that appears after the © on the artwork for your product. This will be the year of first release followed by the name of the company/party that owns the copyright for the product (e.g 2009 PPL Records). The copyright itself refers to the product itself (i.e. manufacturing, artwork etc) *not* the copyright in the sound recording.

#### **4.2.10 (P) Line**

Click on the create button to type in a new entry or select a name from the drop down list. This refers to the protection notice for the product and is the text that appears after the (P) symbol on the artwork for your product. This will be the year of first release followed by the name of the company/party that owns the copyright for the sound recording compilation on the product (e.g. 2009 PPL Records).

#### **4.2.11 (P) Date**

The (P) date is the year in which this product was first released. You will only need to type in the year (i.e. 4 digits) – we do not need the full date.

#### **4.2.12 Intended Release Date**

This will be the date that the record company intends to release the product – this date can be in the past if the release is already commercially available. If the release date is unknown, you should make an approximate guess that is as accurate as possible.

#### **4.2.13 Barcode**

A barcode is a unique 13 digit number specific to this product. If your barcode is only 12 digits long, please add a zero to the front of it. To obtain a barcode, you will need to contact either the BPI or your distributor. It is not possible for PPL to allocate your release a barcode. All formats should have a different barcode - please note that all digital products that contain more than one sound recording need a barcode to be chart eligible. Please note that PPL App V4.2 will not accept an invalid barcode – if you do not have a barcode, you can enter 13 zeros (i.e. 0000000000000).

#### **4.2.14 MCPS Registration Required**

Please tick this box if you require PPL to forward your release information to MCPS. Please see section 4.4. on MCPS for more information.

### **4.3 Tracks**

The tracks tab is the final part of registering a product (unless you need to fill in the MCPS tab). The screen looks like this:

Product Wizard - For any queries, contact PPL Repertoire Services on 02075341331 or repertoire@ppluk.com

## PRODUCT DETAILS

Product Details **Tracks**

Move Up Move Down

Volume	Side	Track No.	Title	ISRC	Duration
1	1				

Add Modify Remove

Clear changes -- Back Next -- Save

You will need to add a tracklisting to complete the product. Please note that this will not work if the individual tracks have not already been created in the Recordings section of App V4.2 or registered with the Repertoire Database at a different time.

To add a track to your product, click on ADD – this will bring up a new window containing a list of all the recordings held on App V4.2. You can choose to add as many recordings as you wish to your tracklisting by highlighting the recordings and clicking on OK – alternatively, you can retrieve any recording already registered to the PPL Repertoire Database by clicking on RETRIEVE and inputting a song title or ISRC (please note you can only retrieve one recording at a time from this screen).

Once you have added your tracks, you can alter the running order by clicking on the MOVE UP and MOVE DOWN action buttons – please note that all tracks are automatically added onto Volume One Side One, so you will need to manually move some tracks to Side Two etc if you are registering a vinyl format or to a different volume number in the case of a box set etc).

## 4.4 MCPS Registration

You can use PPL App V4.2. to apply for your Mechanical License – PPL will forward the release information onto MCPS, who will then send you an invoice for the release (or contact you for further information). In order to apply for an MCPS license, you will need to tick the MCPS License Required box on the main Product Details page. Ticking this box will bring up a new Mechanical License tab:

The screenshot shows the 'Product Wizard' interface for the 'Mechanical Licence' tab. At the top, it says 'Product Wizard - For any queries, contact PPL Repertoire Services on 02075341331 or repertoire@ppluk.com'. Below this is the 'PRODUCT DETAILS' header with three tabs: 'Product Details', 'Tracks', and 'Mechanical Licence'. A grey box contains the following text: 'A mechanical licence is required from MCPS whenever music is reproduced onto any physical product - the form below can be used to apply for a licence to reproduce music onto audio-only physical products (eg CDs). If you are applying for a mechanical licence for the first time or are an existing customer (under our AP2 scheme) please ensure that you complete all the fields below. Once we have all the required information MCPS will be in touch to confirm your licence application.'

The form fields are as follows:

- \*Marketing Code: [Dropdown menu]
- \*Price Type: [Dropdown menu]
- Manufacturer: [Dropdown menu] [Create button]
- Address: [Text input field]
- Distributor: [Dropdown menu] [Create button]
- Price: [Text input field] (nnn.nn)
- Gross Quantity: [Text input field] (number)
- Promotional Allowance: [Dropdown menu] (no)

On the right side, there are two labels: '\* Mandatory Fields' and 'Optional Fields'. At the bottom of the form, there are three buttons: 'Back', 'Next', and 'Save'.

If you are applying for an MCPS license for the first time, your release will be processed under the AP2 Agreement. Please note that you will need to complete all the fields on the page. For more information on what information you should be entering here (or for any further MCPS related queries related to the AP2/AP1 license etc), please contact MCPS directly by calling 020 7580 5544 or going to [www.mcps.co.uk](http://www.mcps.co.uk)

**Please note that you will need to ensure your recordings have composer and publisher information to ensure this process is efficient – but also note that by asking PPL to send your release information to**

**MCPS for a license, you are NOT registering your works with PRS. You will need to do this separately by contacting PRS directly.**

## 5. Sending the registration to PPL

### 5.1 How to send

Once you have completed the recordings section (and the products section should you need to register release information), you will then need to send the data. You can do this by highlighting the relevant recordings or products and clicking on the SEND button. Please note that sending a product will also send all associated recordings (i.e. you won't have to send the products and the recordings on them separately).

You can only send a registration if the status of that item is READY. An INCOMPLETE status means that there is mandatory information missing from your recording or product. To find out what you need to do in order to make an item READY, please double click on it to open the details and then click on SAVE. This will tell you what is missing. Please note that a product cannot be READY without all the attached recordings also being READY.

If your status is LIVE or SENT, you should open the details and click on SAVE again to get the status back to READY.

**Please note that your computer needs to be connected to the Internet in order to send the data. If you experience problems sending and you are connected to the Internet, please check your firewall settings to ensure you are not blocking data from being sent from your computer. For more information, please see the Troubleshooting section of this document.**

### 5.2 What happens next?

Once you have clicked on the SEND button, the information you have inputted will take approximately 24 hours to load onto the PPL Repertoire Database. To check the status of your registration, please click on UPDATE STATUS and enter your login details. Once your registration has successfully loaded, the status will change from SENT to LIVE. Please note that you will not get an e-mail to show confirmation that the database has received your registration.

You can also check the registration by logging into [www.ppluk.com/repertoire](http://www.ppluk.com/repertoire) and using the search screens to find your release.

**Those record companies registering their first releases with PPL will receive their full application forms within 10 days of registering their data. You must complete these forms to become a full PPL member.**

## 6. The Official Charts Company

In September 2004 the Official Charts Company (OCC) launched the first digital download chart. From launch to the present day, the PPL Repertoire Database has been the official supplier of digital track and bundle data to OCC. Digital music sales are now firmly embedded in the Official Singles and Album charts and the market analysis that sits behind the charts. It is therefore more important than ever that labels register their digital tracks and digital bundle data with PPL Repertoire Database prior to release.

Once the data is received by PPL, it is sent on to Millward Brown who produce the chart on behalf of the Official Charts Company.

## 6.1 Mandatory requirements

It is advised that all releases are registered with PPL at least 3 weeks before the release date to ensure inclusion in the Official Singles and Album charts. It is the record company's responsibility to check the status of their registrations before the release date to ensure the release is set up as expected.

Each format should be registered with a unique barcode to qualify for the Official Combined Album/Singles charts – to obtain a barcode, please contact your distributor or the BPI.

All recordings need to have a unique ISRC to qualify for the Official Singles chart – to obtain an ISRC, please e-mail [recordcompany@ppluk.com](mailto:recordcompany@ppluk.com)

## 6.2 What should I register with PPL?

Normally, **all** release formats should be registered with PPL (i.e. both physical and digital). Each format should have a unique barcode (including digital bundles). If you have a physical release, you should also register this with Millward Brown (please contact the Official Charts Company on 020 7478 8500 for more information on this).

## 6.3 One track download releases and videos

If you have a one-track download release or a video, you should only complete the Recordings section of App V4.2.

## 6.4 Linking songs

If you are releasing multiple versions of the same song and need them to link towards the same chart position, please ensure that the main recording title and artist name is **exactly** the same for each recording you register. You should then put the version title IN BRACKETS after the main recording title - for example:

RECORDING TITLE	MAIN ARTISTIC NAME
Angels	Robbie Williams
Angels (Radio Edit)	Robbie Williams
Angels (12" mix)	Robbie Williams

This will ensure the recordings automatically link during our internal chart processes. If you have any queries about this, please contact us.

# 7. Troubleshooting

## 7.1 Error messages

### 7.1.1 Errors saving a registration

An error message will come up here if you do not have full read-write access to the drive that you have installed the application to. This is most likely to occur on a shared or networked computer. You should arrange for an administrator to give you full read and write access to the drive.

If your PPL App V4.2. software contains vast amounts of information, there is a chance that your files may have corrupted. This will also cause the error message to come up when you try to save new data. Please note that your software should ideally only be used to register new releases (or amend existing registrations) – once your registrations are live, you can delete them from App V4.2. If you need to amend them at a later date, you can use the Retrieve function to get the information back to your program.

If further problems persist, please e-mail [repertoire@ppluk.com](mailto:repertoire@ppluk.com) outlining the problem. Please attach the following 4 files to your e-mail (which will be found in the PPL App V4.2 folder in the directory that you have installed the software):

ProductList.xml  
MyRecordingList.xml  
EntityList.xml  
PPLApp.log

### 7.1.2 Errors sending a registration

An error message is mostly likely to pop up during the sending of a registration if you are not connected to the internet, or if your internet connection has a firewall preventing the data from flowing through. Please firstly double-check that your internet connection is working.

If the error message persists, you should then check your firewall settings – it is likely that the settings are too high. The best thing to do is to disable the firewall entirely and then try sending the registration. If it works with the firewall turned off, then we then know that the firewall is the problem. To rectify it, you should specify the following details to allow your firewall to pass data through to us:

IP Address - 213.225.132.40  
Port – 8090

If further problems persist, please e-mail [repertoire@ppluk.com](mailto:repertoire@ppluk.com) outlining the problem. Please attach the following 4 files to your e-mail (which will be found in the PPL App V4.2 folder in the directory that you have installed the software):

ProductList.xml  
MyRecordingList.xml  
EntityList.xml  
PPLApp.log

## 7.2 Changing computers

The data held in App V4.2 is stored locally on your own computer. It is only loaded on to PPL's Repertoire Database once you have clicked on the SEND button on the main Recording or Product page. Please do not delete any registrations that you have not yet sent to PPL because you will not be able to get them back.

Please note that if for any reason you need to use a different computer to the one you normally use, you will need to download the software again and install it to that new computer. If you need to do this, the program will not automatically store the same data to what was held on your original computer. If you need to move to a new computer and want to retain the same list of registrations, please contact our Helpdesk on 020 7534 1331.