REGISTER REPERTOIRE

myPPL User Guide

Register Repertoire allows you to register and manage your recordings and releases with PPL.

Once registered, your releases and recordings will be included in the PPL repertoire database.

To begin the process of registering repertoire click the ‘Register Repertoire’ tile in your myPPL screen.

There are also guides and videos available from the PPL website at:
http://www.ppluk.com/I-Make-Music/Registering-Repertoire-User-Guides/

Need help?

Contact the Member Services team by email at **memberservices@ppluk.com** or by phone on 020 7534 1234.

Please note that all terms can be found in the Repertoire Data Policy located on the PPL website or on the Register Repertoire landing page.

Contents

Before you start

Optimise your experience

In order to get the best experience from myPPL, we recommend that you use the latest version of **Chrome** or **Firefox** as your browser.

Register Repertoire via myPPL is not optimised for mobile use (including tablets and phones). We recommend that you access it via a web browser on a laptop or a computer.

Check that you have all the information you need

Recordings must comply with PPL's Repertoire Data Policy in order to be submitted to the Repertoire Database. For each recording, the information that you will need to register repertoire is:

- ISRC
- Recording Title
- Band/Artist name
- Content type
- Primary Country of recording
- Country of commissioning
- (P)Date
- (P)Name
- Performer line-up information

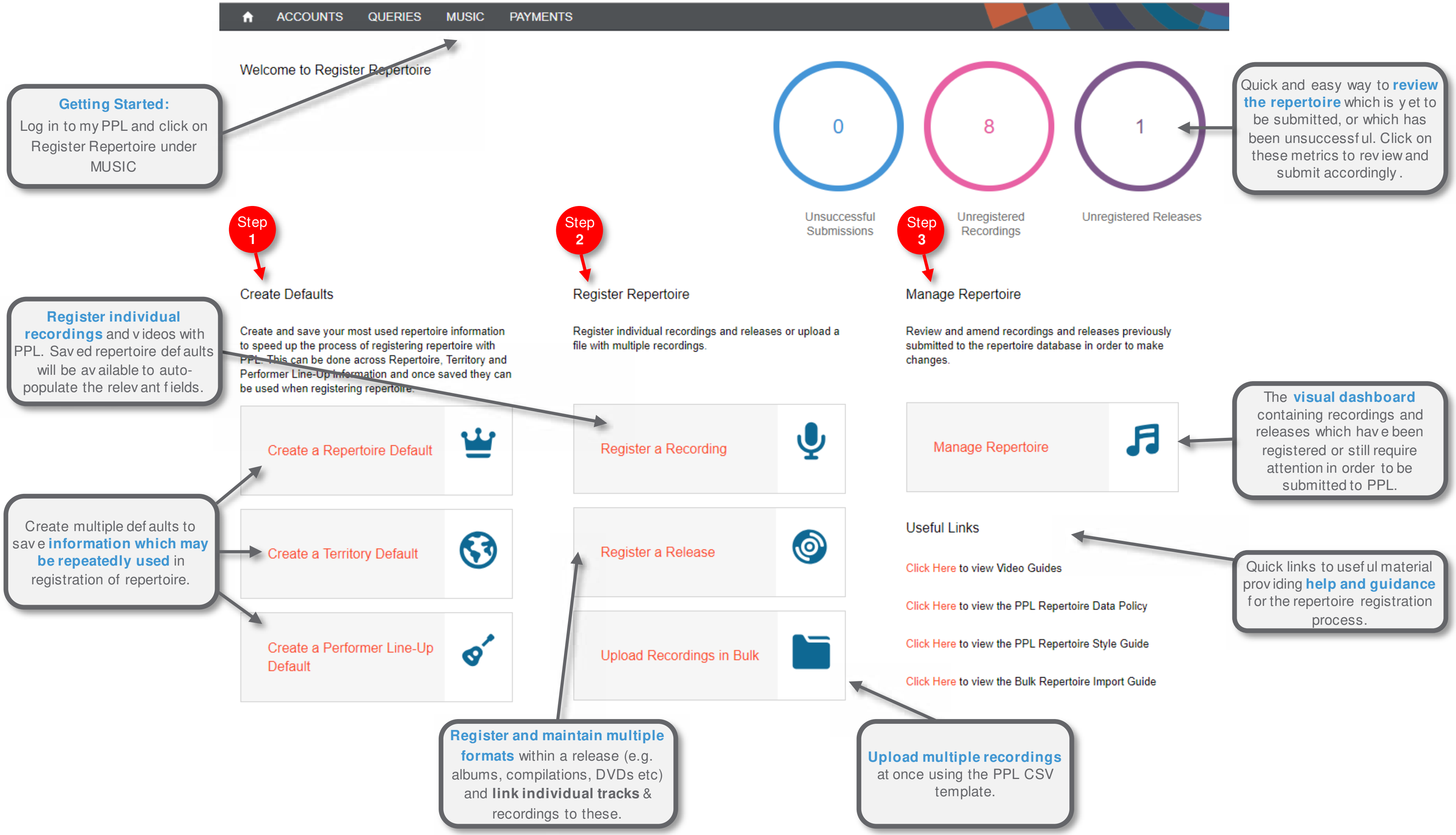
Recording Rightsholder members must also ensure they have entered their Rightsholder name, ownership type, the date they acquired the rights, their rights percentage (if applicable) and the territories where they control the rights. Recording Rightsholders must also supply a full performer line-up for their recordings.

Security

myPPL has a number of security features to help maintain the security and integrity of your data. One of these features is the auto-logout function, which will log you out of our system automatically after a period of 15 minutes.

Overview – Register Repertoire Landing Page

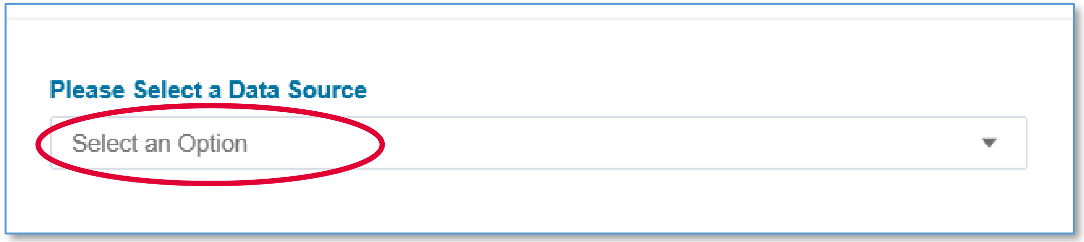
A single location where you are able to perform all your necessary tasks.



Do you register recordings for more than one Recording Rightsholder?

If your account is set up to register recordings for more than one Recording Rightsholder, when you begin a registration process for recordings or releases a new window will pop up to select the Data Source. To continue, select the Data Source for the Recording Rightsholder on whose behalf you wish to register during this session.

Note: A Recording Rightsholder is the company / party that holds the rights to the sound recording – this is distinct from the label. One Recording Rightsholder may administer multiple labels.



Step 1: Defaults

To speed up the process of registering repertoire with PPL, you can create defaults which allow you to save information in the system to be used in registering repertoire later on.

The 3 different types of defaults available in Register Repertoire are:

- Repertoire defaults (covering all aspects of recording or release data)
- Territory defaults (to specify where in the world you hold recording rights)
- Performer Line-Up defaults (covering featured, non-featured and supporting personnel)

You can set up as many variations of each of these defaults as you require to help in speeding up the registration of your repertoire.

Creating and using defaults should save you a lot of time when registering your repertoire as these will then pre-populate fields as part of the registration of recordings and releases.

It is *always* recommended that you complete repertoire, territory and line-up defaults before registering recordings or releases, or before bulk uploading repertoire, as this should greatly speed up the repertoire registration process. Completing the territory and line-up defaults are particularly important for bulk uploading repertoire as it is not possible to populate the bulk upload spreadsheet with line-level territorial rights or performer line-up information.

Create a Repertoire Default

Repertoire Defaults are intended to save you time when completing a number of repertoire registrations that have similar or the same details.

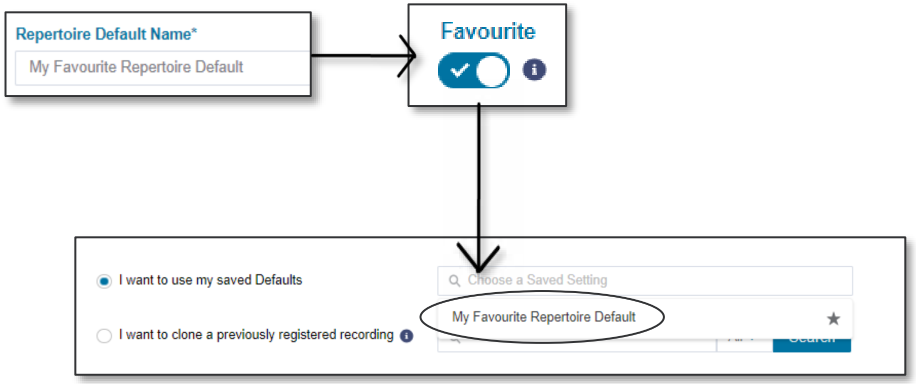
Repertoire Defaults relate to all the fields associated with individual recording and release information. There is no restriction to how many defaults can be saved.

Use an appropriate or memorable title, relevant to the repertoire that is being defaulted, to make it easier to find and manage later on. You cannot use the same title for more than one Repertoire Default. For more information on completing this, see the PPL Repertoire Style Guide.

When selecting a saved Repertoire Default during registration of a new recording or release, the fields will be automatically populated for you. These can be changed if necessary within the registration journey.

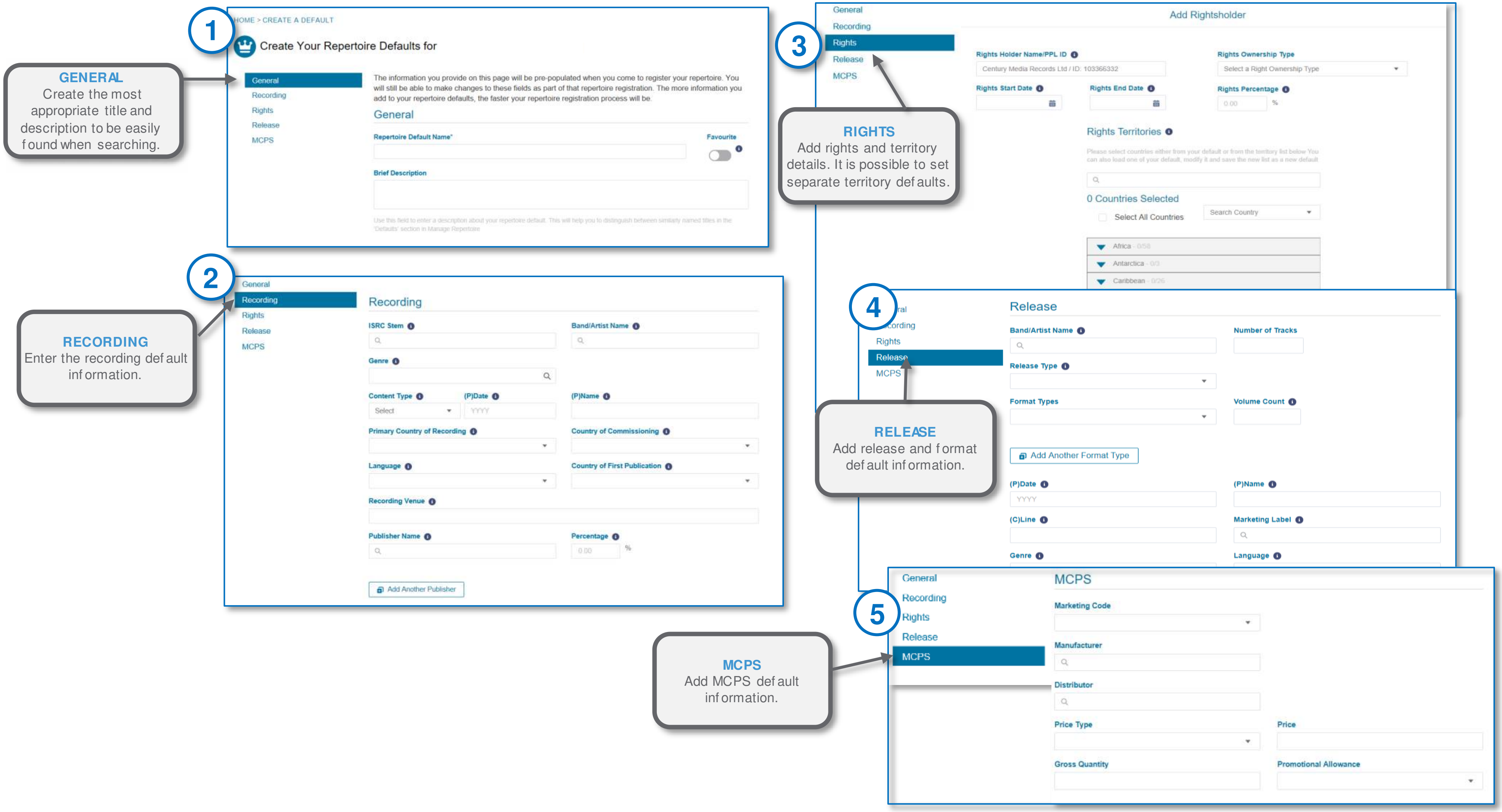
Favourites: By selecting a Default as a Favourite, it will automatically appear in the list when searching for a Default to apply to your new recording or release.

Repertoire and Line-Up defaults are unique to Data Source, so if you register on behalf of more than one Recording Rightsholder make sure you have selected the correct Data Source when beginning the registration of a new recording/release before applying particular defaults. Territory Defaults, however, are not unique to a Data Source.

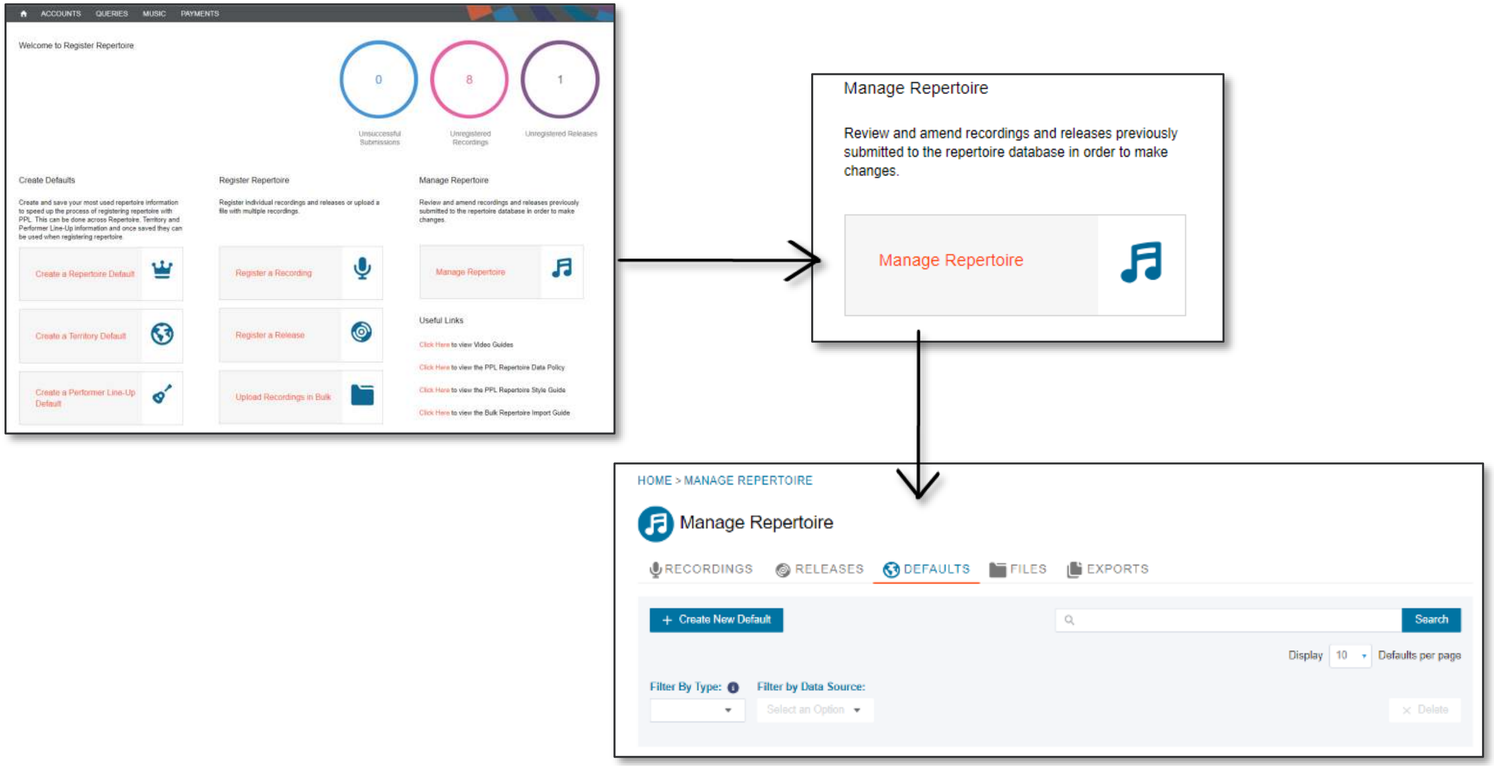


The 5 main sections within the Repertoire default include:

- General
- Recording
- Rights
- Release
- MCPS


1
HOME > CREATE A DEFAULT
Create Your Repertoire Defaults for
General
Recording
Rights
Release
MCPS
The information you provide on this page will be pre-populated when you come to register your repertoire. You will still be able to make changes to these fields as part of that repertoire registration. The more information you add to your repertoire defaults, the faster your repertoire registration process will be.
General
Repertoire Default Name*
Favourite
Brief Description
GENERAL
Create the most appropriate title and description to be easily found when searching.
2
Recording
ISRC Stem
Band/Artist Name
Genre
Content Type
(P)Date
(P)Name
Primary Country of Recording
Country of Commissioning
Language
Country of First Publication
Recording Venue
Publisher Name
Percentage
Add Another Publisher
RECORDING
Enter the recording default information.
3
Add Rightsholder
Rights Holder Name/PPL ID
Rights Ownership Type
Century Media Records Ltd / ID: 103366332
Select a Right Ownership Type
Rights Start Date
Rights End Date
Rights Percentage
Rights Territories
0 Countries Selected
Select All Countries
Search Country
Africa
Antarctica
Caribbean
RIGHTS
Add rights and territory details. It is possible to set separate territory defaults.
4
Release
Band/Artist Name
Number of Tracks
Release Type
Format Types
Volume Count
Add Another Format Type
(P)Date
(P)Name
(C)Line
Marketing Label
Genre
Language
RELEASE
Add release and format default information.
5
MCPS
Marketing Code
Manufacturer
Distributor
Price Type
Price
Gross Quantity
Promotional Allowance
MCPS
Add MCPS default information.

Managing defaults: This can be done by navigating to the “Defaults” screen within the “Manage Repertoire” journey.



Create a Territory Default

Territory Defaults are intended to save you time when completing a number of repertoire registrations that have similar or the same details.

Territory Defaults can be used to specify those countries where you most regularly control rights to your recordings. There is no restriction to how many defaults can be saved.

Use an appropriate or memorable title for the Default to make it easier to find and manage later on and provide rights information in the Bulk Upload Template. You cannot use the same title for more than one Territory Default. For more information on suitable Default Titles, see the PPL Repertoire Style Guide.

You can select a Territory Default on the Rights screen within the recording registration journey.

When selecting a saved Territory Default during registration of a new recording, the relevant countries will be automatically populated for you. These can be added to or removed if necessary within the Rights screen.

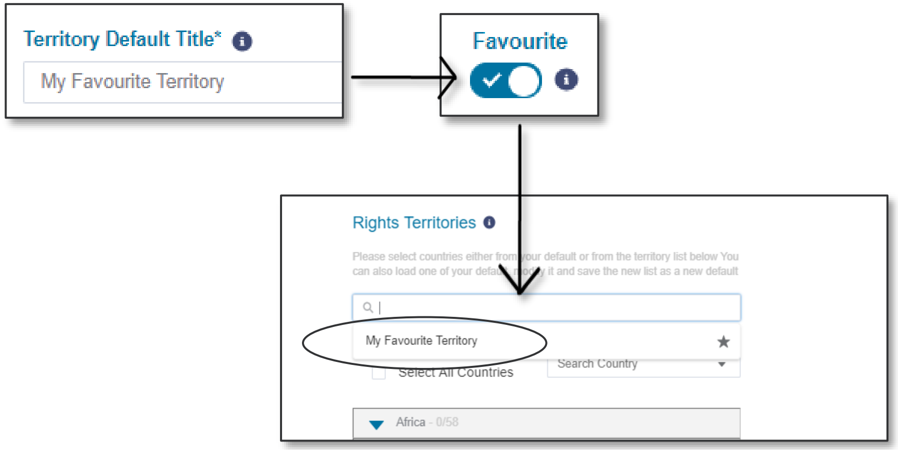
When using the Bulk Upload Template, the name of the Territory Default is required to import the rights information successfully.

By selecting a Default as a Favourite, it will automatically show in the list when searching for a Default to apply to your new recording.

When you amend a Territory Default the recordings you previously added by using that default will not be altered. If you need to amend those recordings too, you will need to go to them individually.

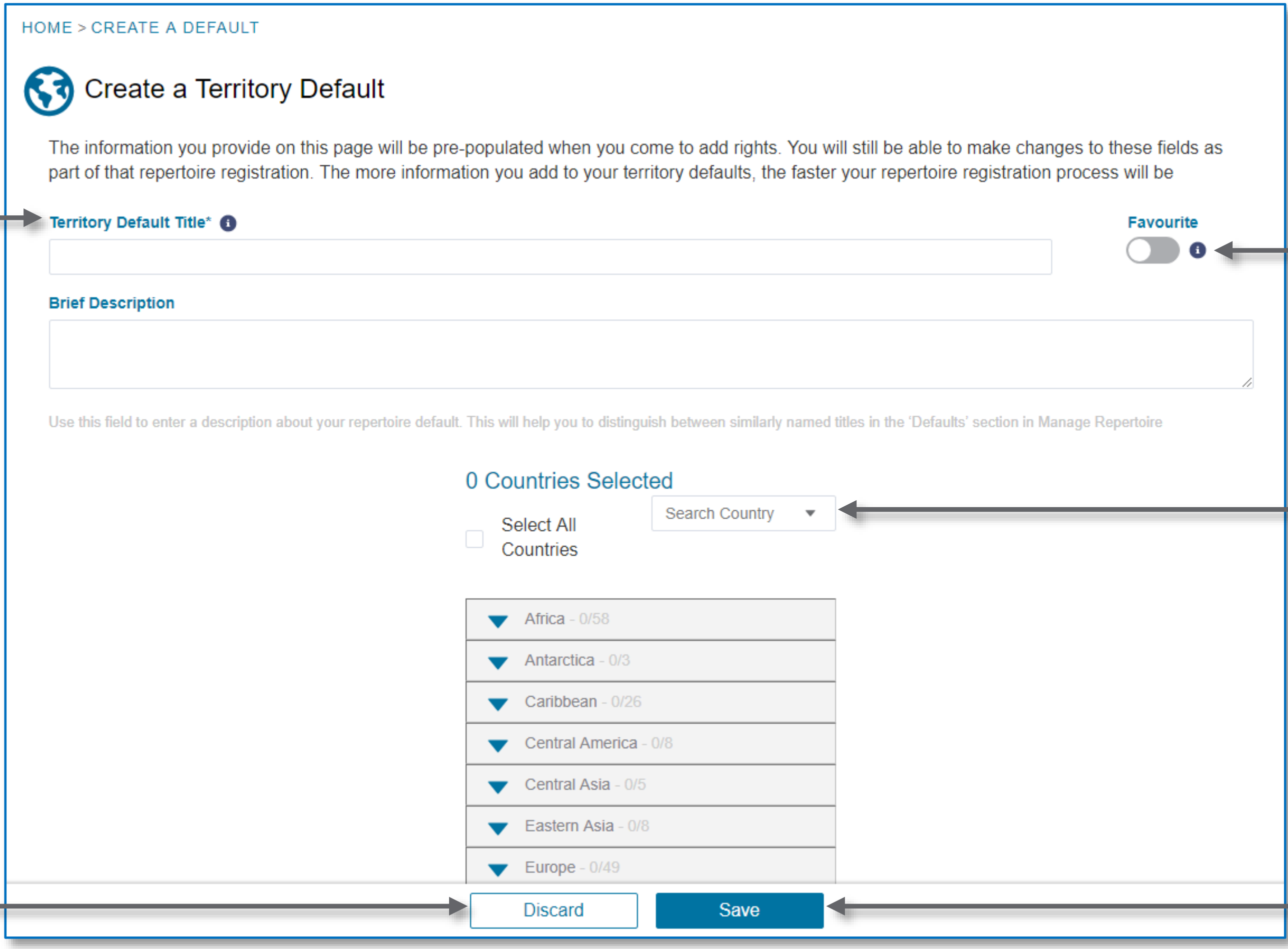
For those Recording Rightsholders who manage more than one Data Source, Territory Defaults are not unique to Data Source.

Note: PPL automatically provides all Recording Rightsholders with the following popular defaults (so you don't have to set these up):
Europe only, UK & Ireland, UK only, Worldwide excluding Northern America, Worldwide



Create the most appropriate title and description to be easily found when searching.

Discarding will exit without saving the default.



Toggling as a favourite will ensure this default is at the top of the list of defaults

Search and select countries to be included in the territory default.

Save default for it to be available when next registering repertoire.

Create a Performer Line-Up Default

Performer Line-Up Defaults are intended to save you time when completing a number of repertoire registrations that have similar or the same details.

Line-Up Defaults can be used to specify those performers that commonly appear on your recordings. There is no restriction to how many Line-Up Defaults can be saved.

Use an appropriate or memorable title for the Default to make it easier to find and manage later on and provide line-up information in the Bulk Upload Template. You cannot use the same title for more than one Line-Up Default. For more information on suitable Default Titles, see the PPL Repertoire Style Guide.

You can select a Line-Up Default on the Performer Line-Ups screen within the recording registration journey.

When selecting a saved Line-Up Default during registration of a new recording, the relevant performers will be automatically added to the recording. These can be added to or removed if necessary within the Performer Line-Ups screen.

When using the Bulk Upload Template, the name of the Line-Up Default is required to import the performer line-up information successfully.

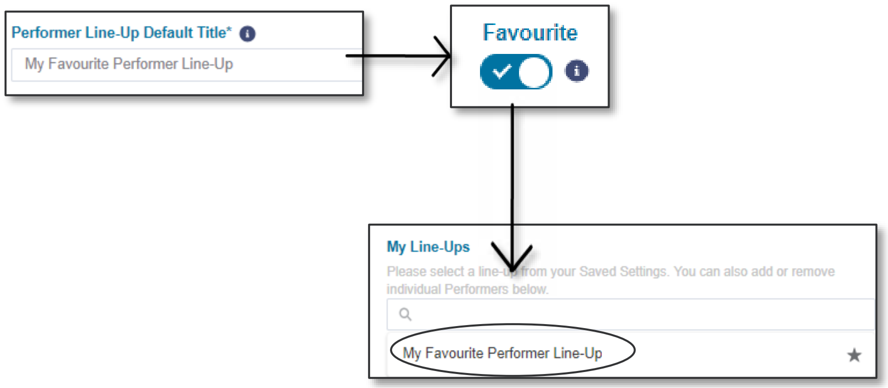
By selecting a Default as a Favourite, it will automatically at the top of the list when searching for a Default to apply to your new recording.

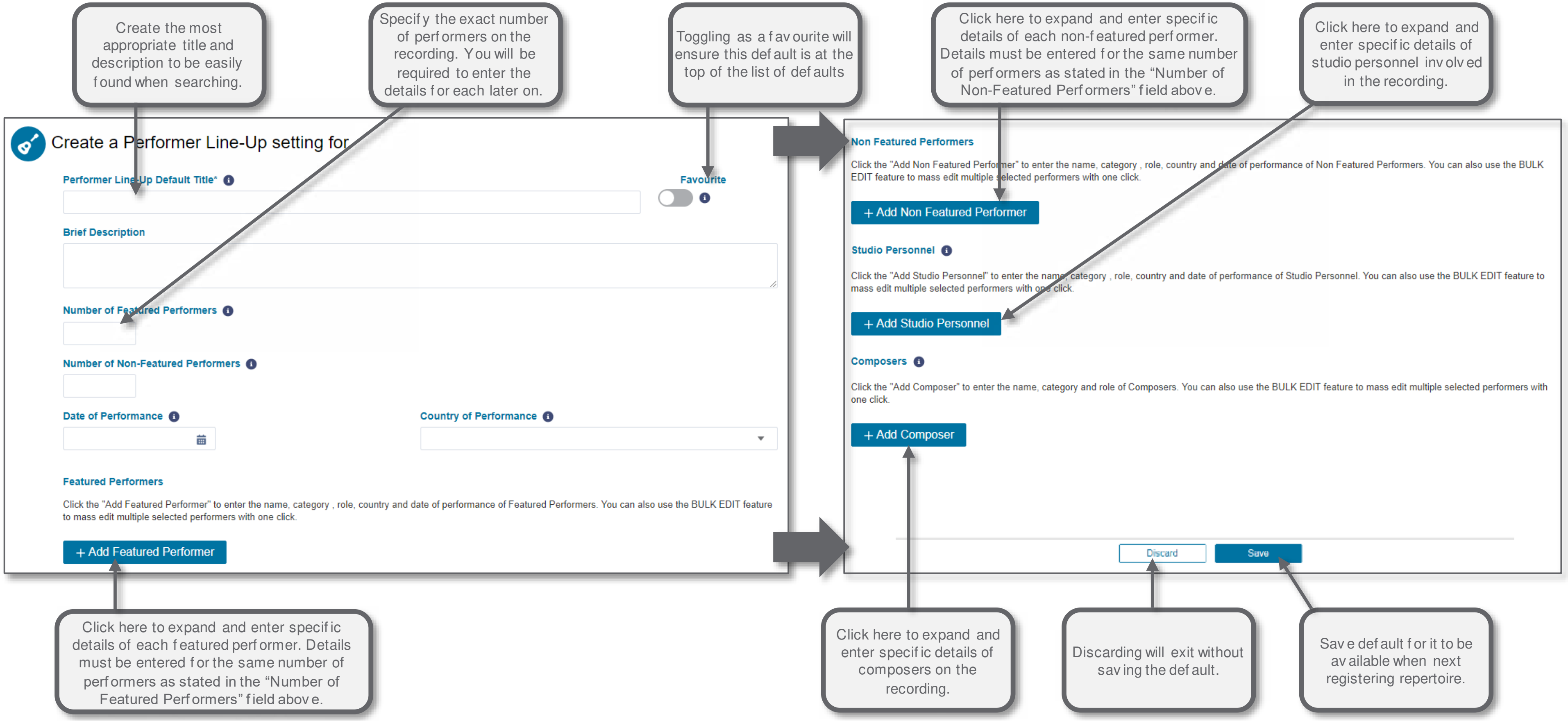
When you amend a Line-Up Default the recordings you previously added by using that default will not be altered. If you need to amend those recordings too, you will need to go to them individually.

Line-Up Defaults are unique to Data Source, so make sure you have selected the correct Data Source when beginning the registration of a new recording before applying a particular Line-Up Default.

If you can't find a performer in our database you will be given the option to add them.

Once all performers have been added, remember to save your new Line-Up Default.





Also refer to the [PPL Repertoire Style Guide] for more guidance on completing your repertoire fields.

Step 2: Repertoire Registration

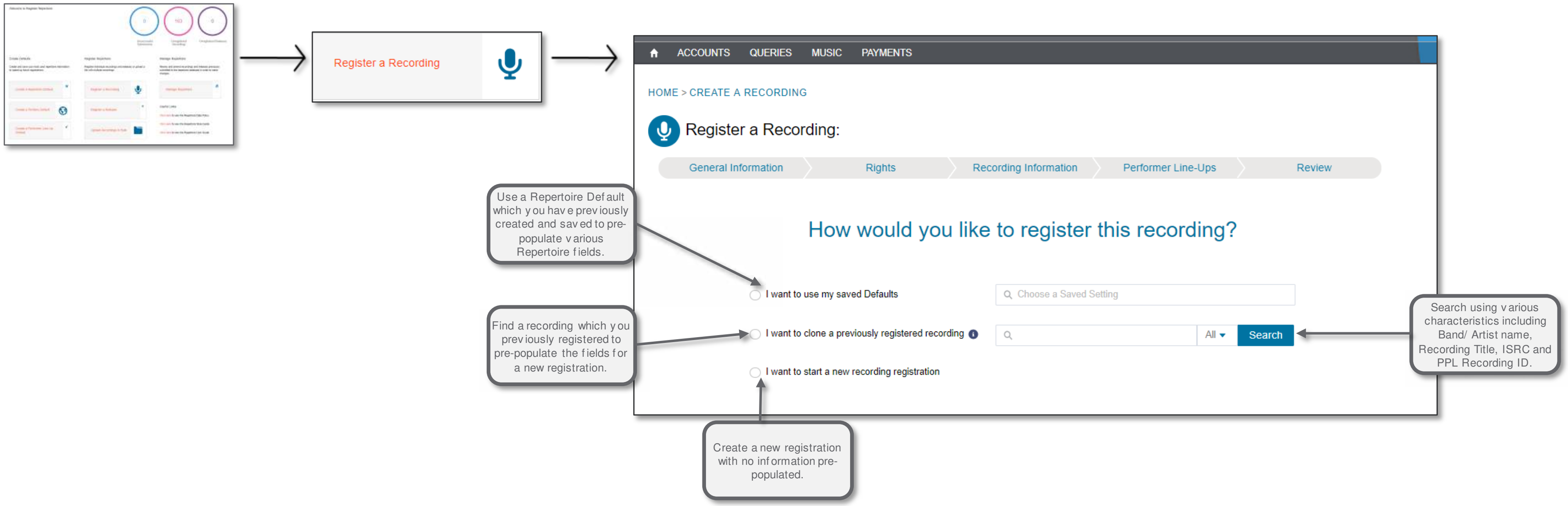
Register a Recording

This journey enables you to register individual recordings.

It is recommended that you create and save Repertoire Defaults before you begin in order to pre-populate many fields within the Register a Recording journey which will speed up the registration process.

Alternatively you can clone a previously registered recording if much of the information is the same.

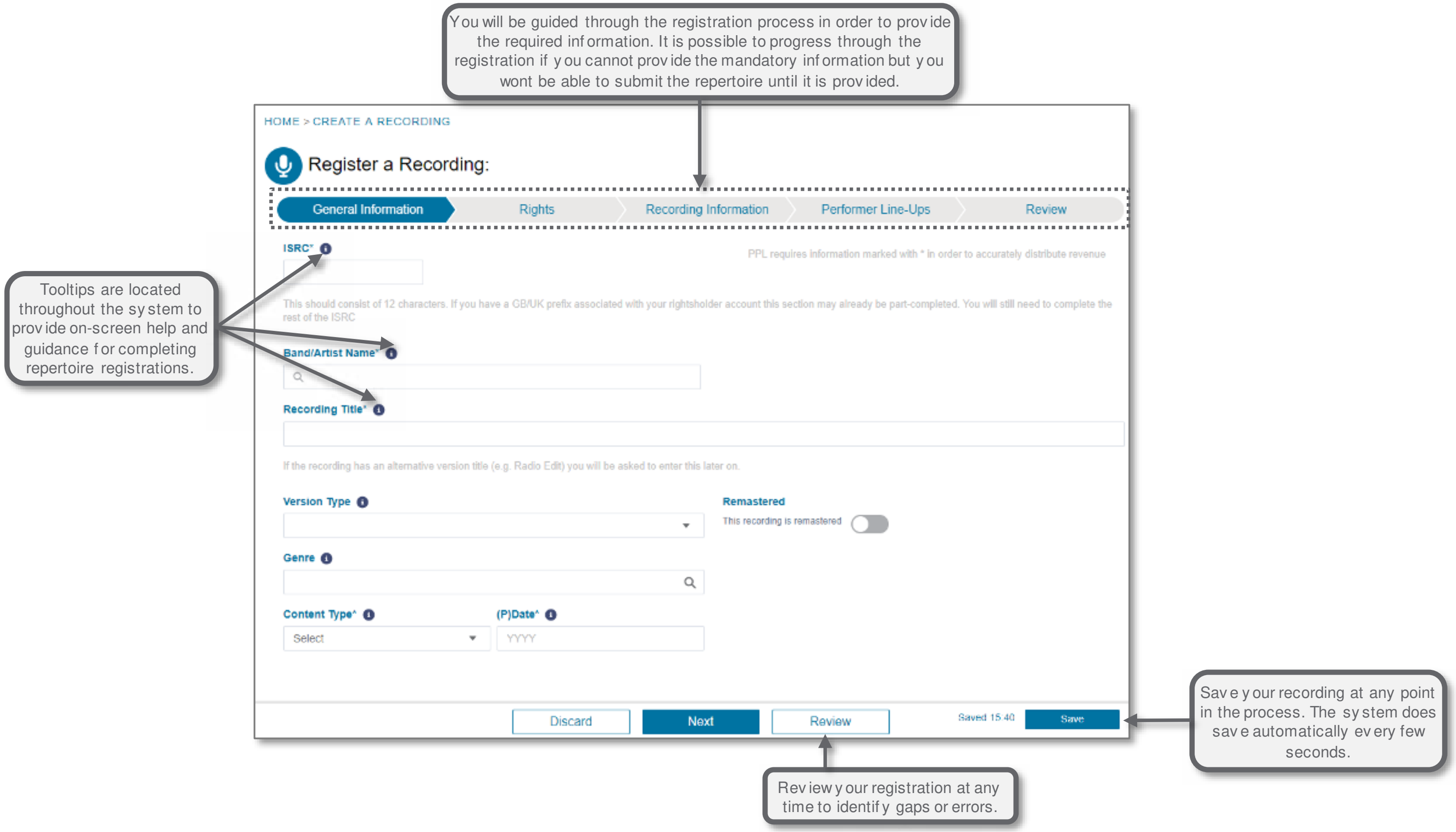
Lastly you can start a new recording registration from scratch.



Register a Recording – General Information

Ensure that all mandatory fields are completed in the registration process (indicated with a *). You will be guided through several screens including:

- General Information
- Rights (if applicable to you)
- Recording Information
- MCPS (if this is flagged)
- Performer Line-Ups
- Review



On-screen tooltips (helpful hints) provide further information on specific fields when the cursor hovers over it.

It is recommended that you provide as much information as possible in addition to the mandatory fields.

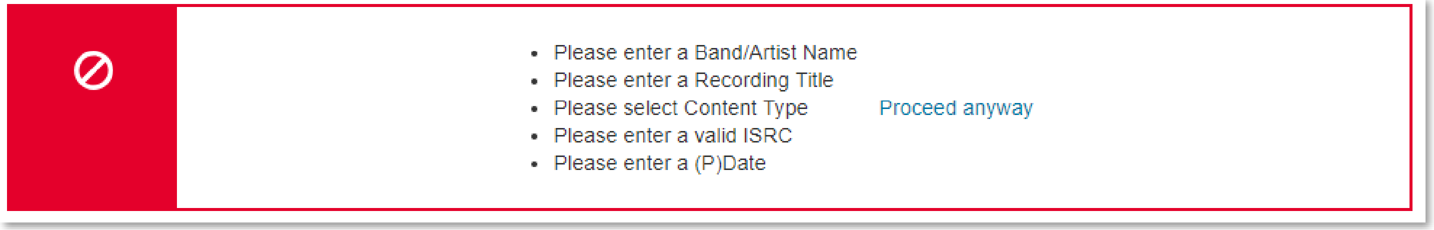
Your recording registration is automatically saved but you can also save manually using the Save button at the bottom of the screen.

Please refer to the PPL Repertoire Data Policy for more guidance on the PPL repertoire data requirements.

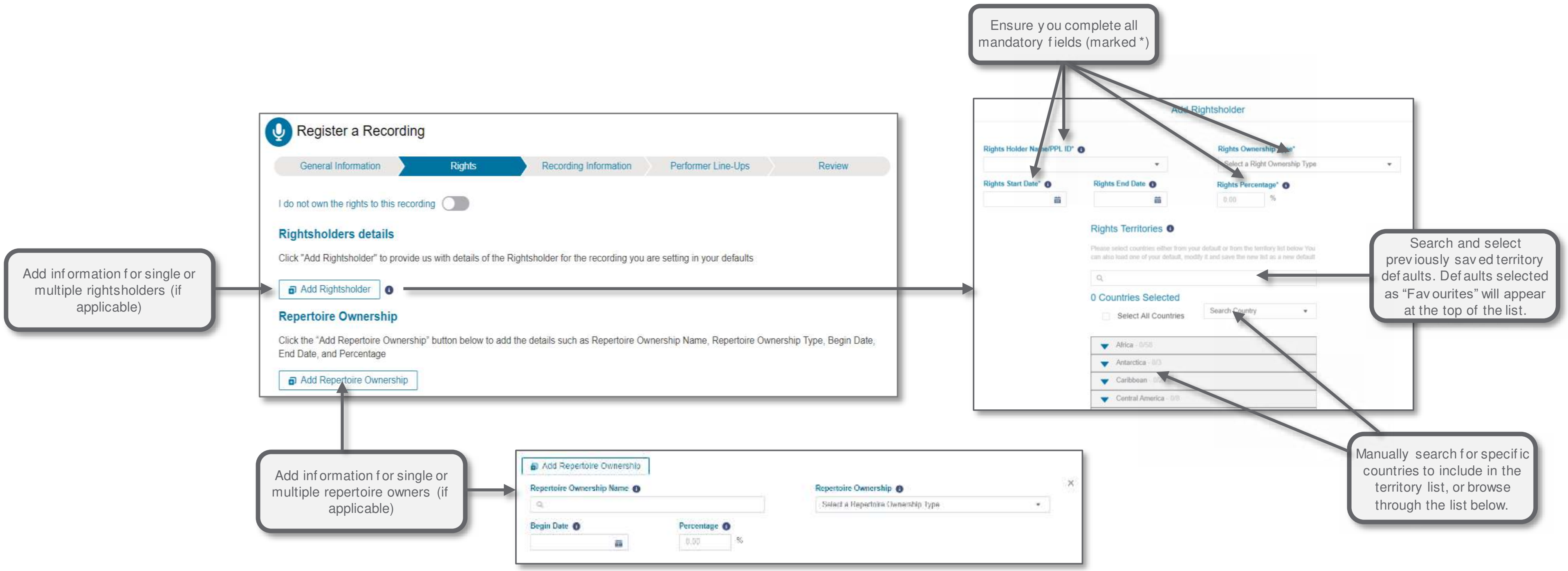
Please refer to the PPL Repertoire Style Guide for help when completing the “free text” fields when registering repertoire with PPL.

Validation errors (like the one below) will be displayed if there are issues with the information you provide during the registration process.

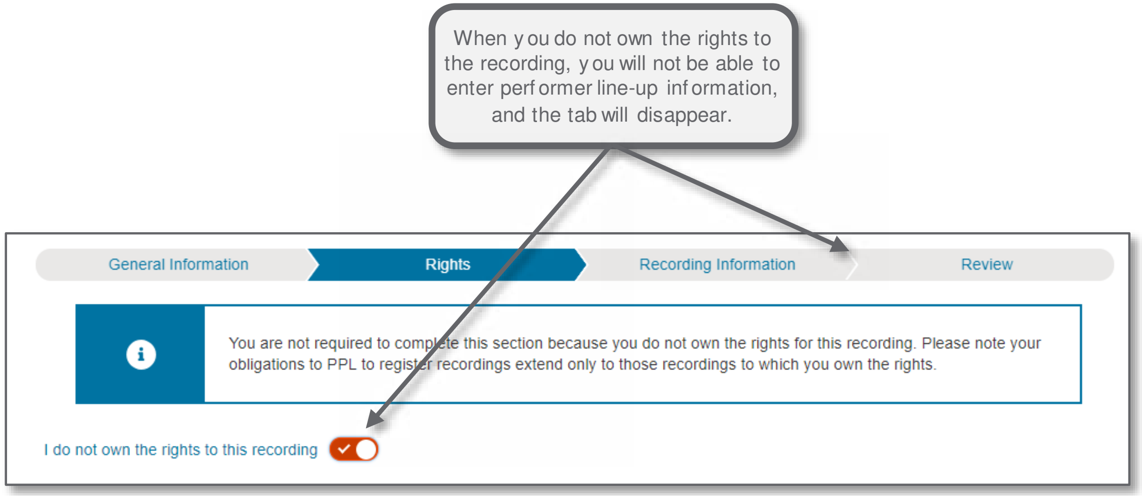
It is possible to **"Proceed anyway"** and continue through the registration process however you will not be able to submit the repertoire until you have provided the mandatory information required.



Register a Recording – Rights



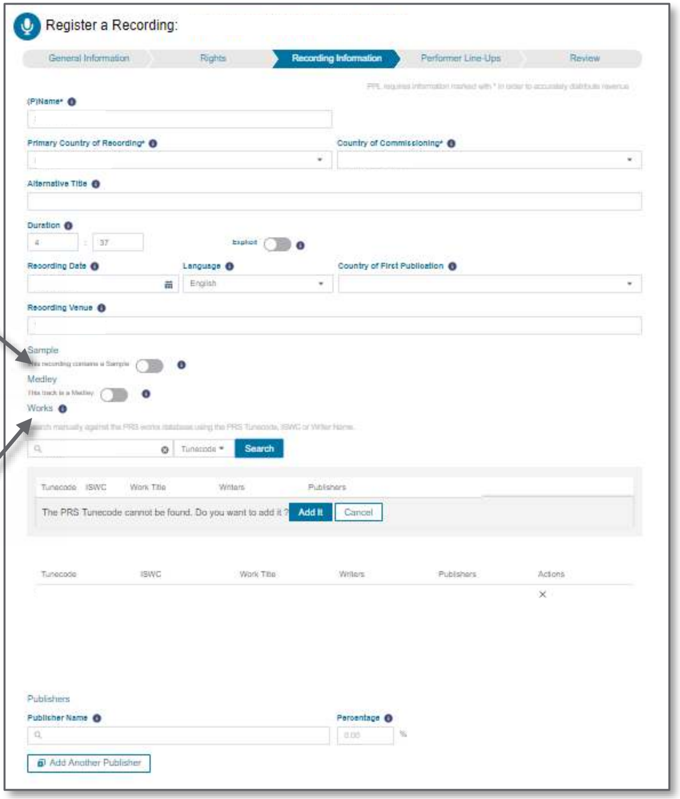
Recording rights: If you do not own the rights to the recording, indicate this by toggling this button on. By doing this the Performer Line-Up screen will disappear and you will not be able to provide this information.



Register a Recording – Recording Information

If the recording is a sample or contains a medley, please toggle these buttons on and provide the additional details.

The system identifies any linkage between PRS work using Tunecodes and if the link exists, the work will be listed in a table- accept or reject the links as desired (this will not be sent to PRS)



PRS Work Tunecode

You will notice a section called “Works”. This is a new feature where we provide an opportunity for you to link your recording to the underlying musical work in the PRS for Music database. You can search for the musical work manually or, if the system has automatically suggested a match, they will appear in a list in the table below. Accept or reject the suggested work as appropriate. Confirming the link between your recording and the musical work will help PPL and PRS for Music work together to seek to improve the quality of data about copyright, across the industry. If you have any queries in relation to PRS for Music’s database, please contact PRS for Music.

Register a Recording – Performer Line-Up

Note: This screen will not be displayed if you do not own the rights to the recording (and you have selected this on the Rights screen)

It is important that we capture the performers who played on the recording you are registering. We would always encourage you to provide as much performer line-up data as possible, and certain performer data in relation to all new recordings commissioned in the UK from 1st January 2016 is mandatory (as set out in PPL's Repertoire Data Policy). On joining PPL, and in accordance with PPL's published rules and policies from time to time, recording rightsholders agree to regularly provide details of all recording artists (performers) named on sound recordings issued by the member. This is to ensure that performers, who have a legal right to receive equitable remuneration from the owner of the copyright in the sound recording, can be fairly remunerated for their work.

The first thing to note about this page is that you have the opportunity to use a previously saved performer line-up.

The first thing to do is to tell us how many unique featured and non-featured performers played on the recording. Please note that a performer who plays more than one instrument should only be counted once. You will then need to provide the individual details of each performer in the table below. If you input, for example, 12 featured performers here, you will be asked to provide the names and details for each of these performers. You can add to the table by clicking Add Featured Performer. The same process applies to Non Featured Performers, Studio Personnel (such as engineers or a performing ensemble name) and Composers. Please refer to the Style Guide for more information.

To help speed things up, you can bulk apply information by selecting the appropriate performers, and then updating them with the dropdown options such as making the flagged performers "Contracted Featured Artists".

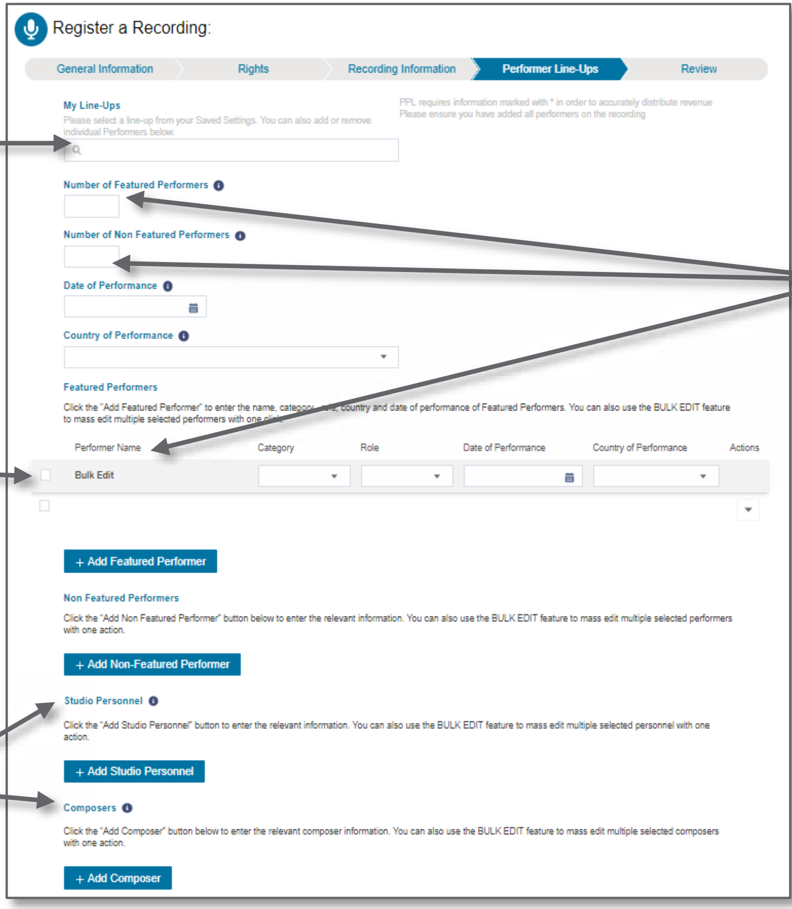
Note that your performer line-ups are linked to your Data Source and so searches will only bring back those defaults associated with the current Data Source on behalf of whom you are registering.

Defaults
Search for a Performer Line-Up default to pre-populate the performer information.

Performer Line-Up defaults are associated with Data Sources.

Bulk editing
It is possible to edit multiple performers at the same time using the check box to select more than one and subsequently edit the Category, Role, Date of Performance or Country of Performance.

Non payable information
Studio Personnel and Composer information is not mandatory for payment. See the PPL Repertoire data policy for more information.



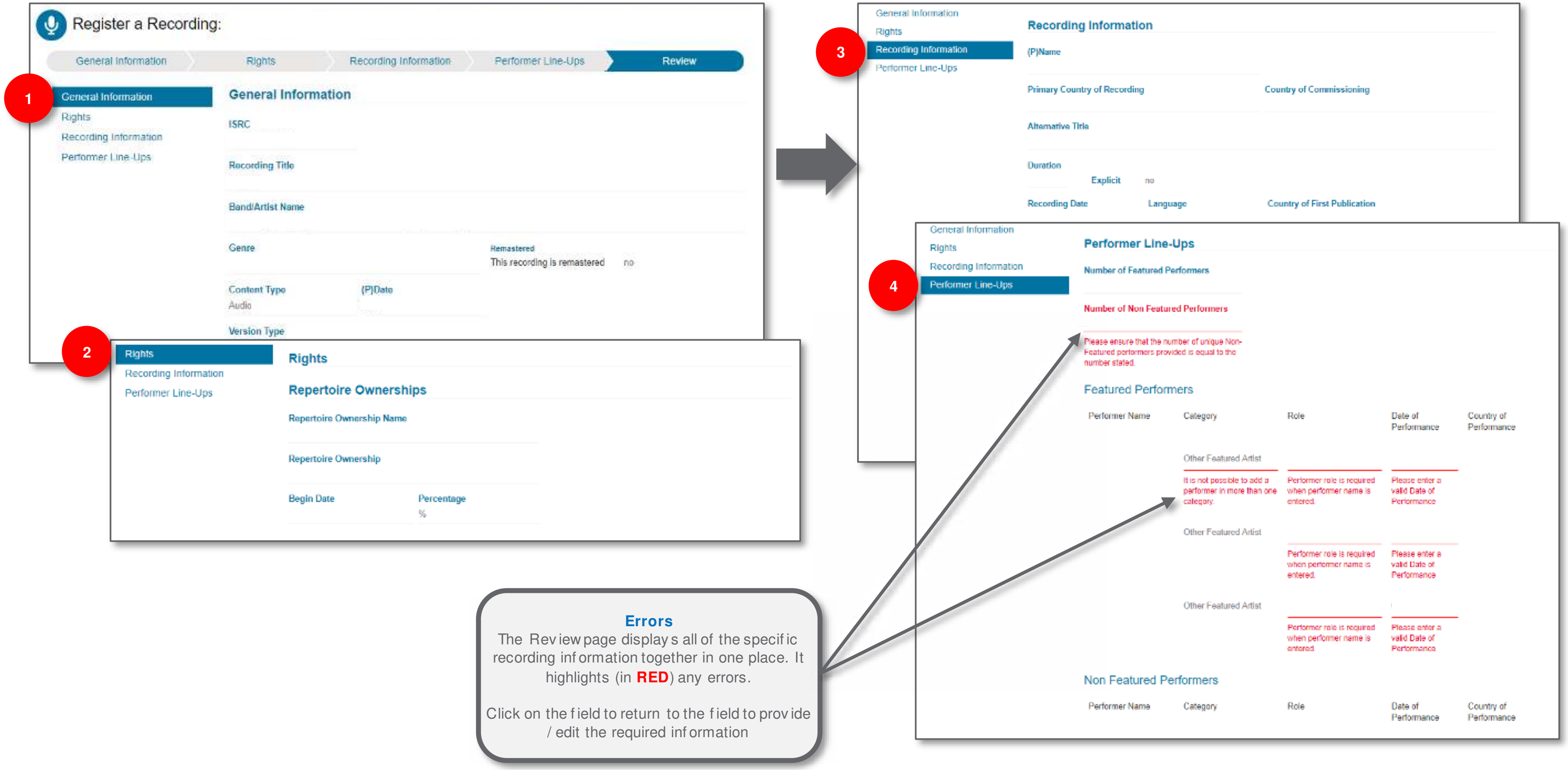
Ensure that the number of performers provided here is the same as the amount listed below (e.g. if you enter 3 here, then 3 performers should be listed below).

Register a Recording – Review

This page summarises all the information you have provided for the individual recording and indicates where there are still gaps against the mandatory fields. You can edit directly from the Review page by clicking on the relevant section and it will take you back to the appropriate step in the journey.

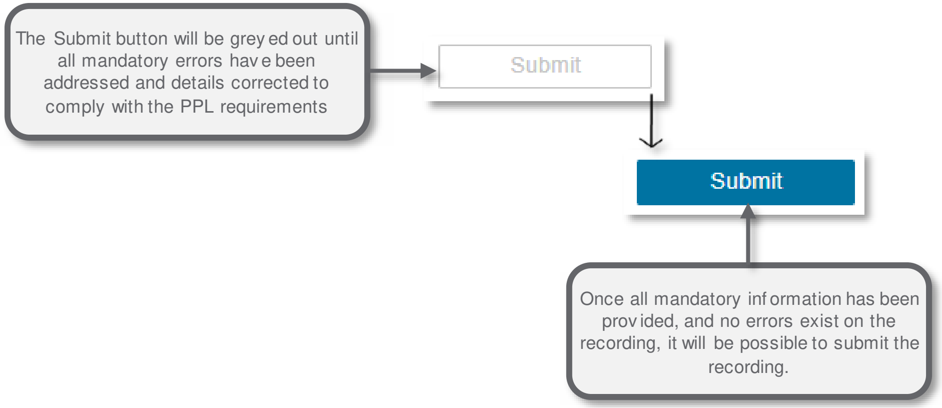
The “Submit” button will become available to you when all mandatory information has been provided. Click submit to send the recordings to PPL. Once you have submitted the recording, it is not possible to edit it again until it has been registered successfully in the PPL repertoire database.

If you would like to review your recording at a later stage, you may do so by navigating to ‘Manage Repertoire’ from the ‘Register Repertoire’ landing page.



Submitting your recording

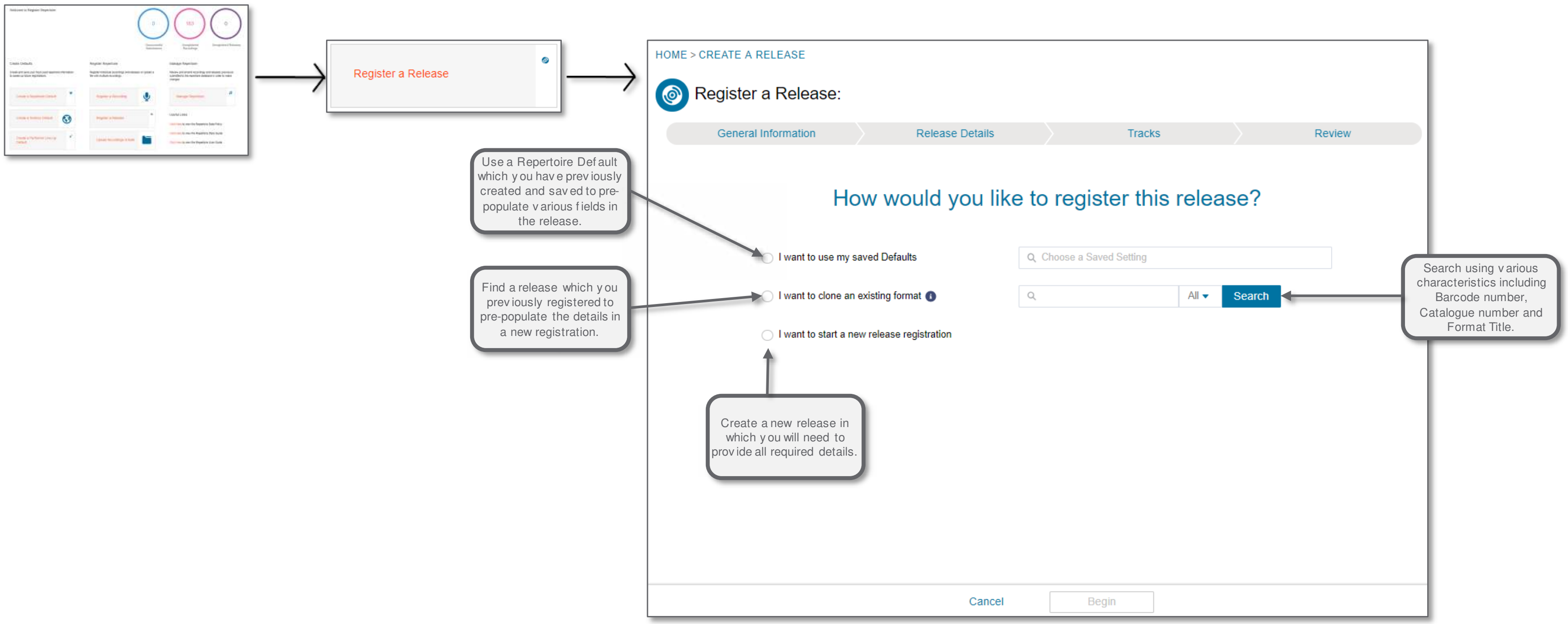
Remember that once you have provided all the mandatory and additional information in the recording, that you then need to submit it to the repertoire database by clicking on the ***blue*** button (as per the graphic below). This will only be ***blue*** once errors have been removed and the mandatory information has been completed.



Registering a Release

This journey enables you to register multiple formats of the same release (e.g. download and CD formats of an album) in a single registration.

If you're set up to register repertoire for more than once account, you will need to select a data source (from a pop up window), and then you are able to begin the registration. You will be presented with 3 options to begin the registration (using a saved Default, cloning an existing product, or starting a new release registration).



Register a Release – General Information

Upon selecting how you want to begin the registration, you will be moved to the release registration journey.

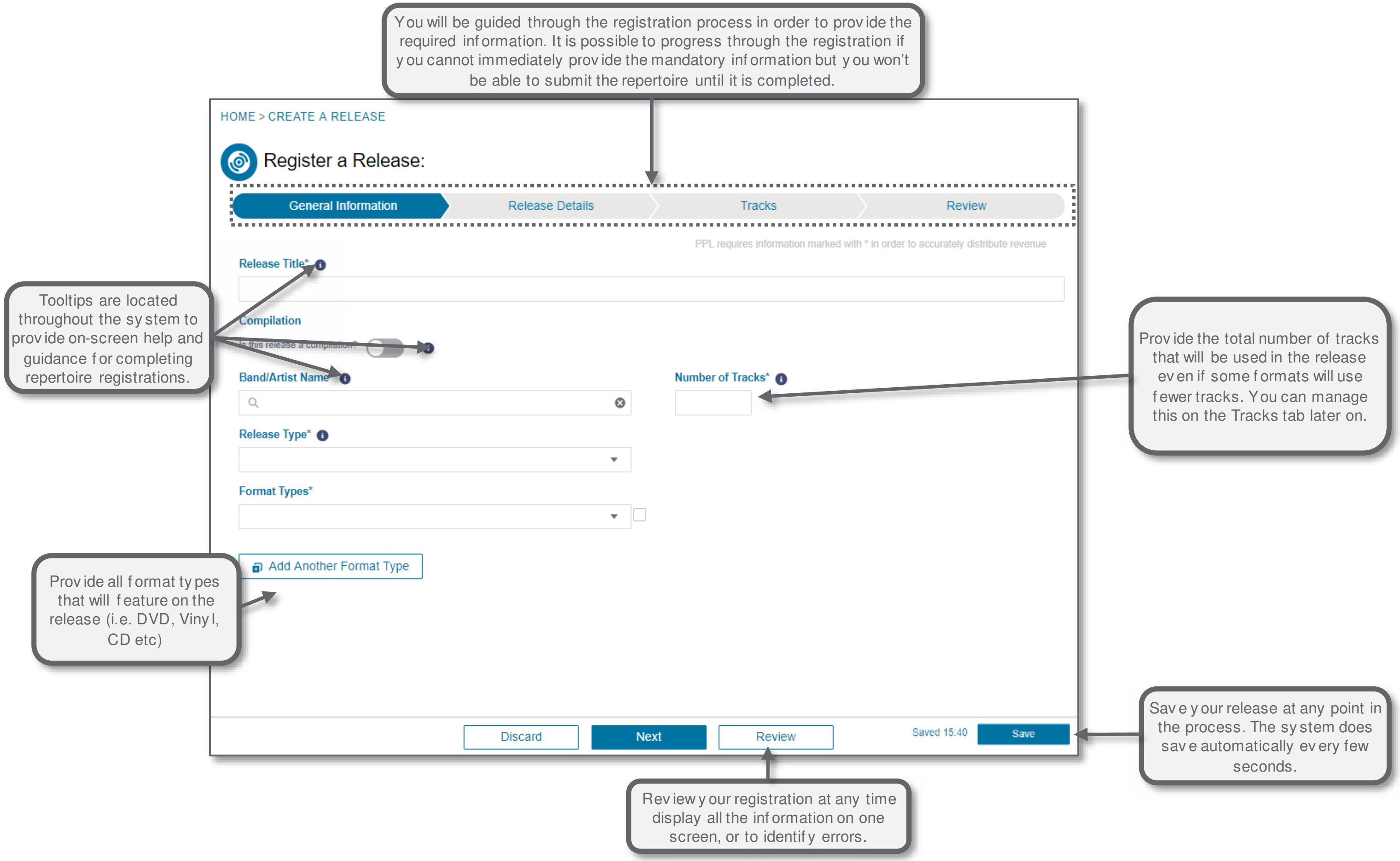
Points to note:

Multiple formats:

Note that on this screen you are required to enter all format types that will be linked with this particular release.

Number of tracks:

Enter the number that reflects the highest number of tracks that will be associated to the formats on the release (e.g. if you have two formats and one format has 5 tracks and the other will have 10 tracks, then enter 10 here)



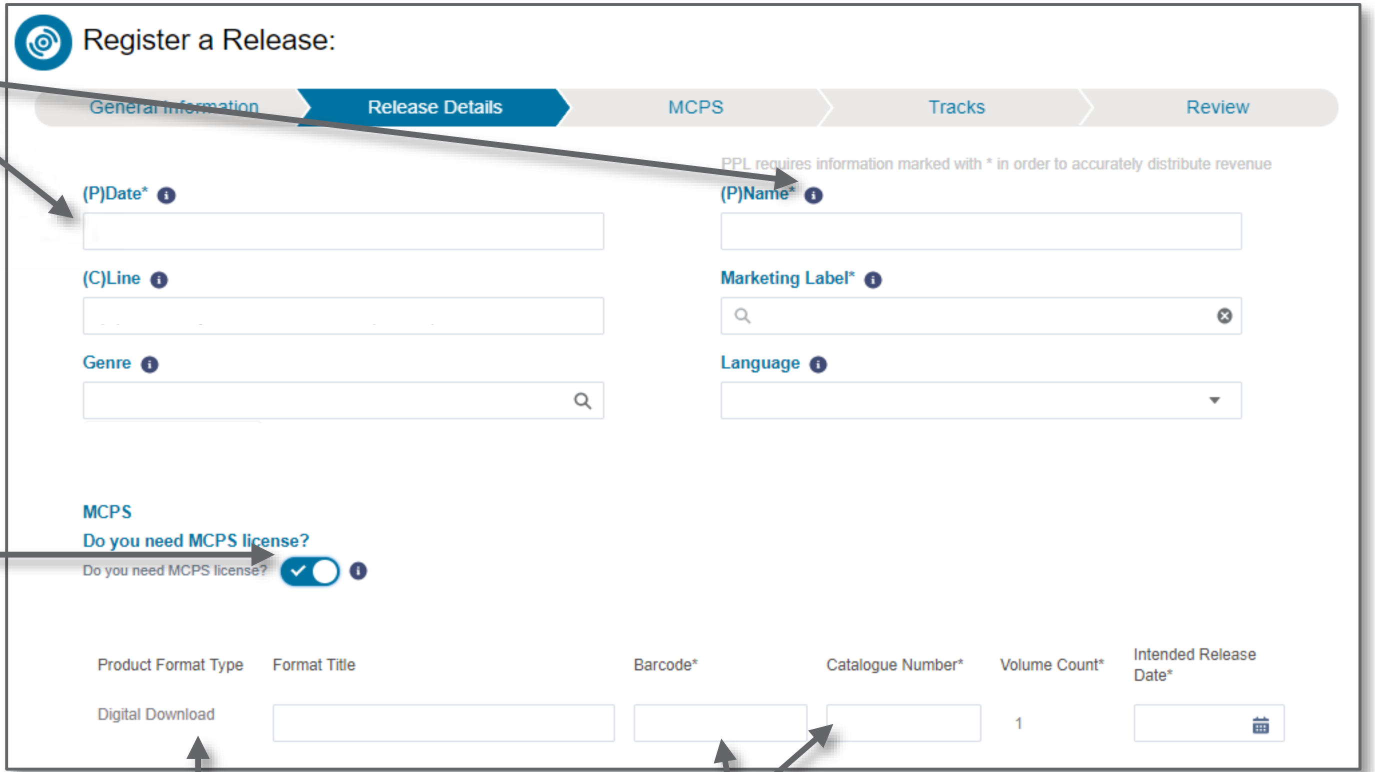
Validation errors (like the one below) will be displayed if there are issues with the mandatory information you provide during the registration process.

It is possible to **"Proceed anyway"** and continue through the registration process, however, you will not be able to submit the repertoire until you have provided the mandatory information required.

Register a Release – Release Details

Mandatory Information
Provide the mandatory information (marked with a *) where required. Add as much additional information as possible to improve the quality of information stored

MCPS
If you need an MCPS licence, then toggle this and an additional tab will appear above for you to enter this information.



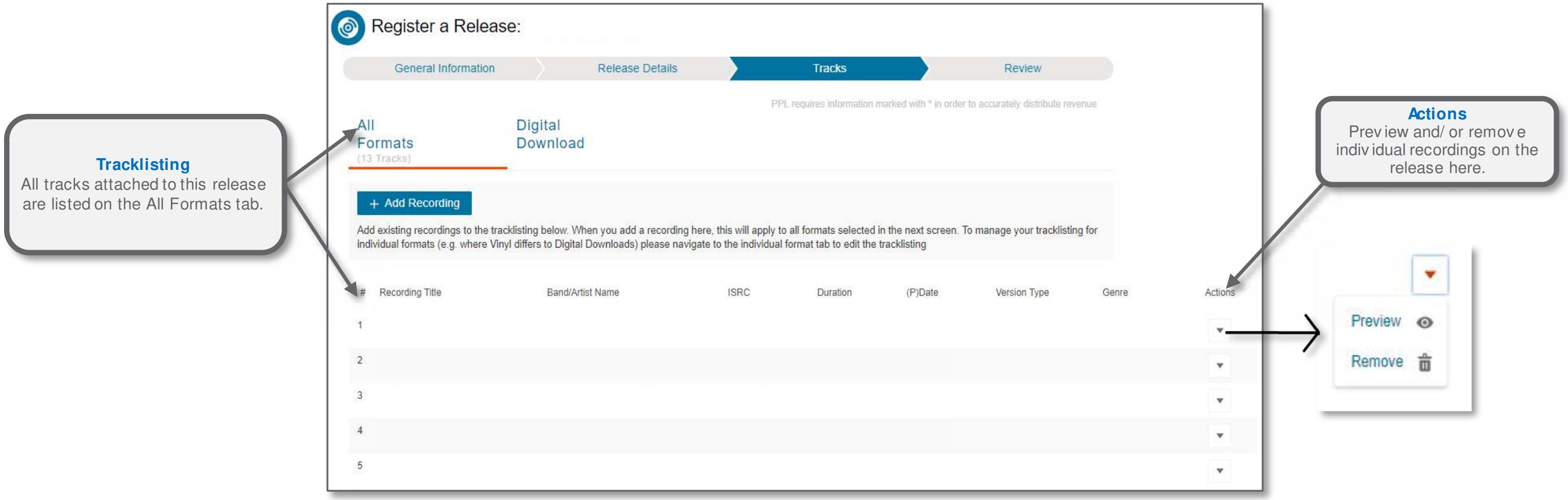
Format information
Provide information for each format type you included on the General Information tab.

Barcode and Catalogue information
Ensure that the barcode is 13 digits and that both the Barcode and Catalogue number are unique for each format.

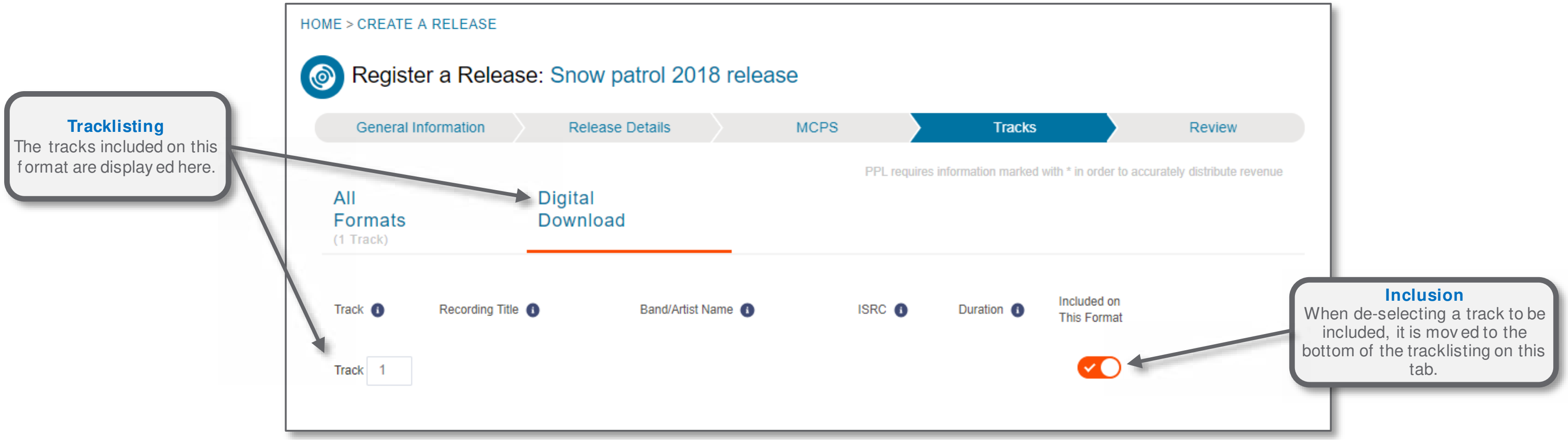
Register a Release – MCPS

A mechanical licence is required from MCPS whenever music is reproduced on any physical product. The form shown below can be used to provide the data needed by MCPS to issue a licence to reproduce music onto audio-only products (e.g. CDs). Alternatively you can choose to supply this information to MCPS directly. Once MCPS are informed of the production of physical music products they will be in touch to confirm your licence application.

Register a Release – Tracks



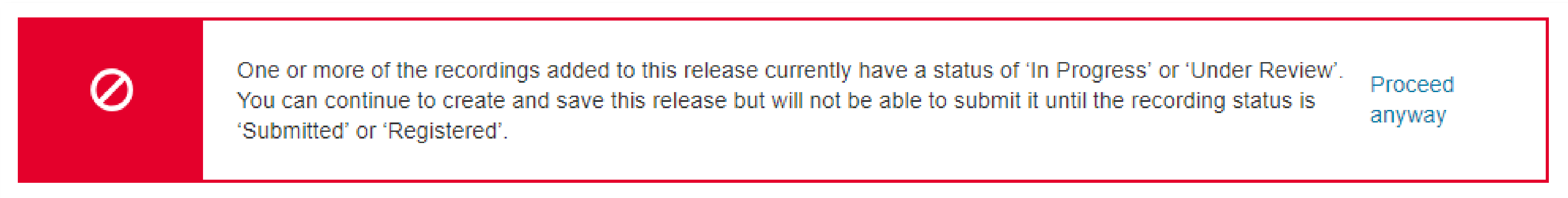
Add new recordings to the release by clicking **“+ Add Recording”**. The new window will display a summary of your repertoire, whether registered or still in progress. Click Finish when you have added the new recordings. These will be listed on the Tracks screen.



Unsubmitted or “Under Review” recordings in a release

It is possible to add recordings which are in progress (have not yet been submitted) to a release, but in order to successfully submit the release, these recordings will need to have been submitted. Return to the recording in Manage Repertoire and submit these.

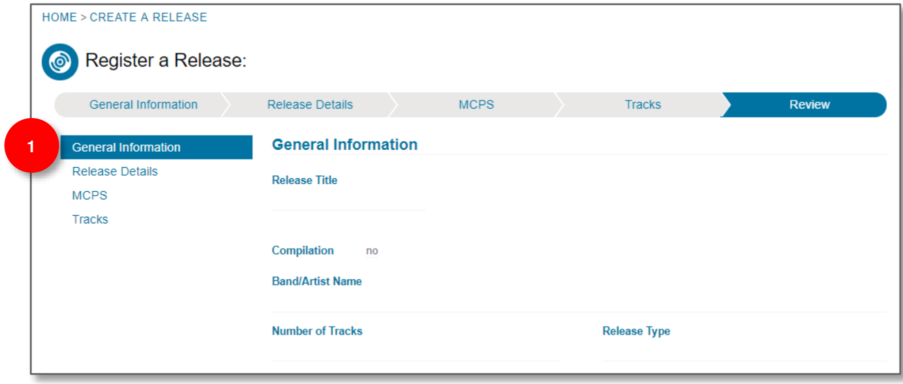
In some cases, PPL will review certain recordings and will place the recordings “Under Review”. In this situation, please refer to the metrics on your Repertoire landing page.

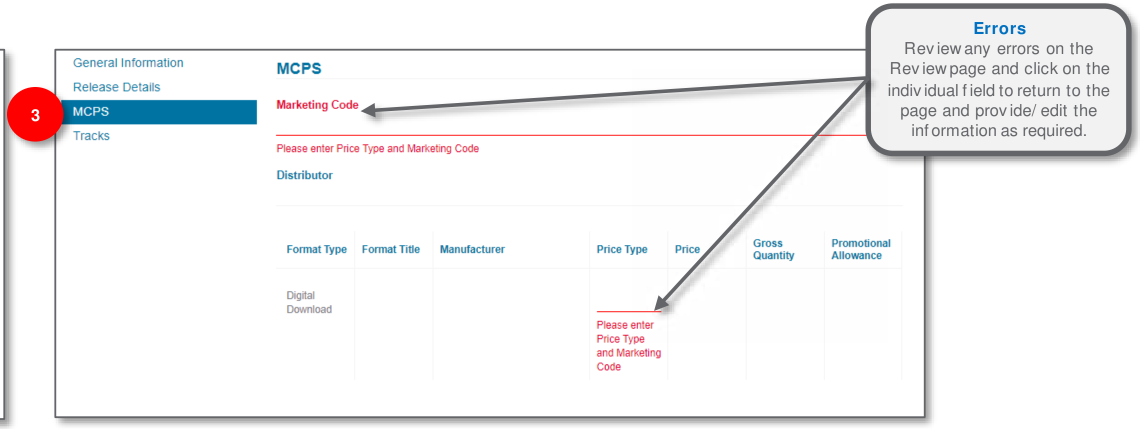


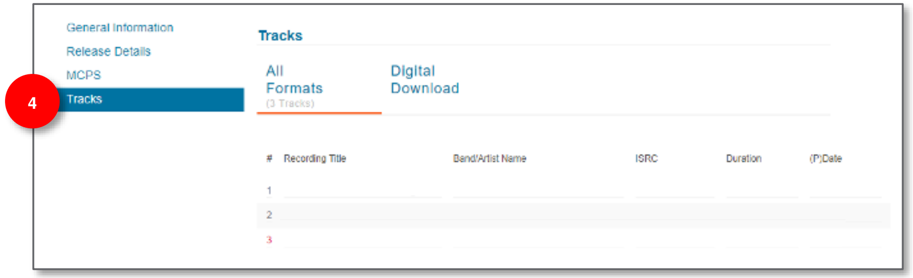
Register a Release – Review

The Review screen makes it easy to view all release details in one place, including to review all errors that may be affecting the release.

Errors: Any errors on the release will be highlighted in red, with the associated error message. Review these and click on the respective field to return directly to the release where you can amend or provide the required information.



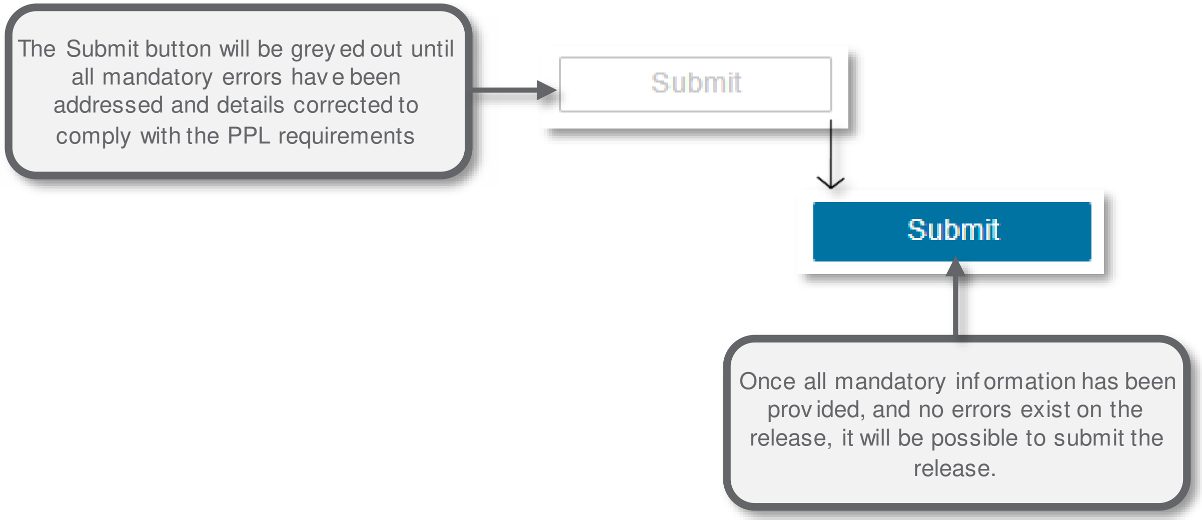




Submitting your release

Remember that once you have provided all the mandatory and additional information in the release, that you then need to submit it to the repertoire database by clicking on the ***blue*** button (as per the graphic below). This will only be ***blue*** once errors have been removed and the mandatory information has been completed.

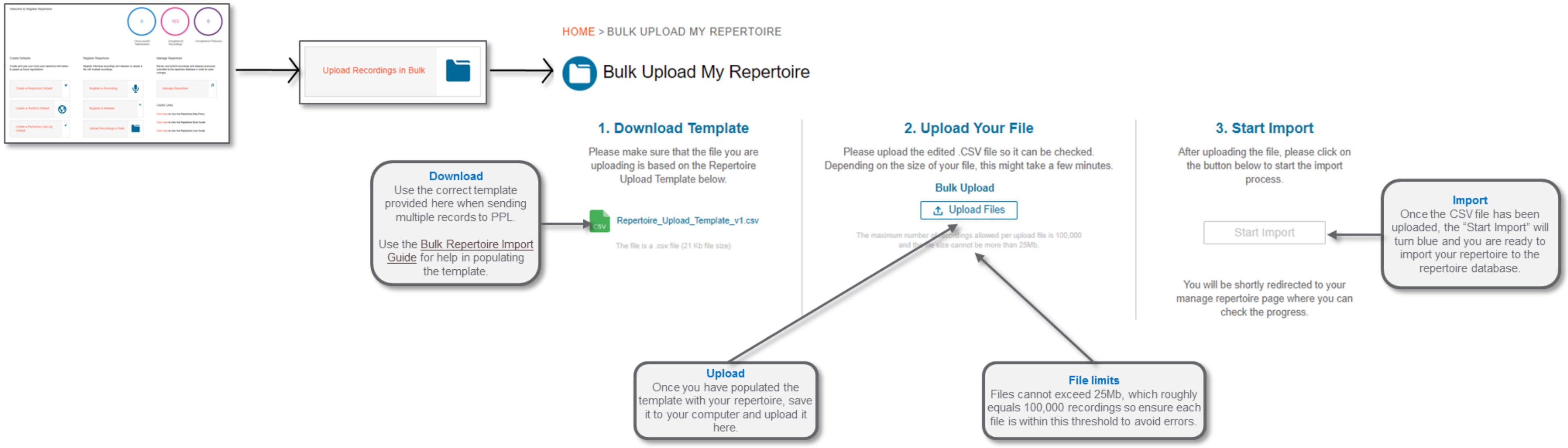
Note: You will not be able to submit a release until all recordings linked to the release have been submitted successfully to the repertoire database.



Uploading repertoire in bulk

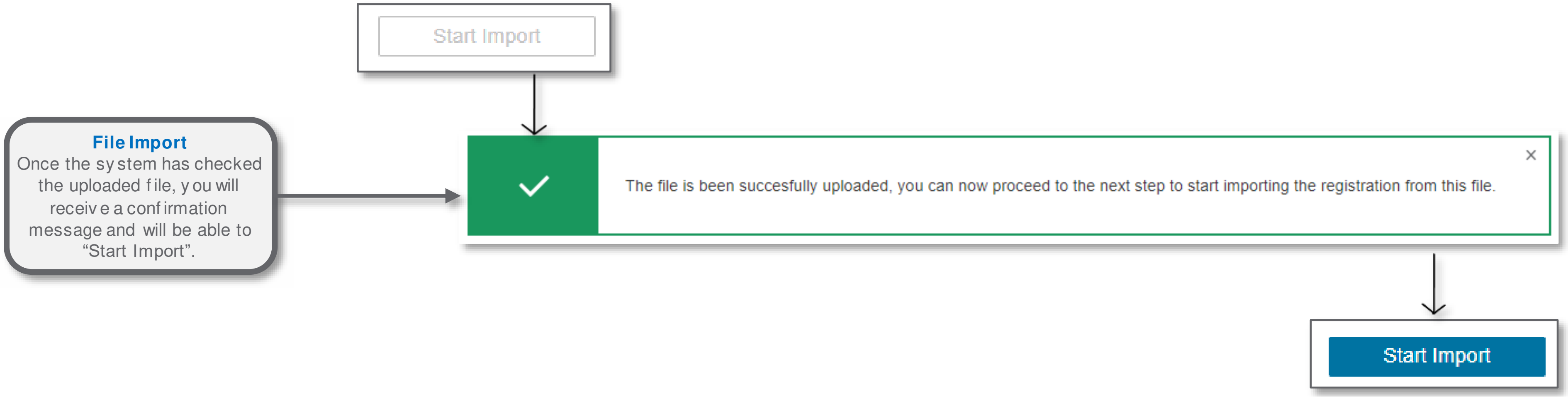
Providing repertoire to PPL in bulk requires the repertoire to be populated into a PPL template (.CSV format). This is available on the web page and must be used for a successful upload of repertoire.

File size should not be more than 25Mb which is equivalent to approximately 100,000 records. Multiple files will need to be uploaded if your volume of recordings exceeds this.



Warning: Create Territory and Line-Up defaults **before** uploading in bulk to enable successful submission of valid Rights Territory and Performer Line-Up information.

Ensure you always use the correct PPL template as this can change from time to time so it is advised to always download the template from the system before performing the bulk upload.


Start Import
File Import
Once the system has checked the uploaded file, you will receive a confirmation message and will be able to "Start Import".
The file is been succesfully uploaded, you can now proceed to the next step to start importing the registration from this file.
Start Import

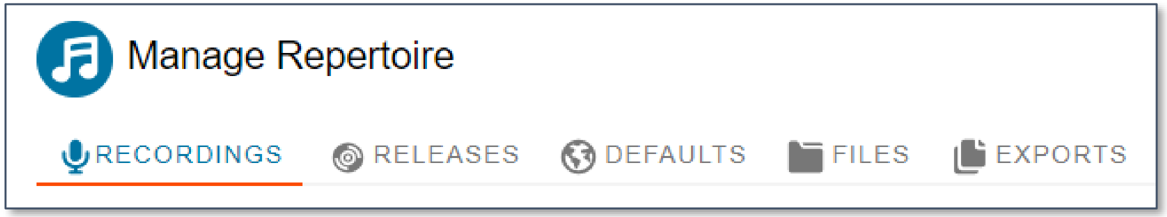
Avoid the following to make sure your repertoire data is imported successfully.

What has happened…	The system will…	What you need to do now…
A recording in the file does not have an ISRC	Fail the particular recording which does not have a valid ISRC associated to it. The details of the recording can be viewed in the summary view of Files screen on Manage Repertoire, by clicking on the number in the Failed Recordings section.	Identify which row has failed, and re-upload this recording only with a valid ISRC. Alternatively, you can remove the whole file, fix the missing data, then import the file again.
Recordings have duplicate details (such as Recording title, ISRC)	Reject the particular recordings which are considered to be duplicates.	Re-upload the rejected recordings after reviewing them by using the filters in Manage Repertoire. Navigate to to the File screen in Manage Repertoire - click on the file name and then go to “Rejected Recordings”.
Recording has invalid Rightsholder details	Reject the particular recordings which have invalid Rightsholder details (the system performs a validation of Rightsholder details during the import).	Re-upload the rejected recordings after reviewing them by using the filters in Manage Repertoire. Navigate to to the File screen in Manage Repertoire - click on the file name and then go to “Rejected Recordings”.
Recording has an ISRC which is already linked to a previously registered recording	Reject the particular recordings which have an ISRC which is already linked to another registered recording (the system performs a validation of ISRC during the import).	Re-upload the rejected recordings after reviewing the rejected recordings by using the filters in Manage Repertoire. Navigate to to the File screen in Manage Repertoire - click on the file name and then go to “Rejected Recordings”.
Recording has a Local recording ID which is already linked to a previously registered recording	Reject the particular recordings which have a Local recording ID which is already linked to another registered recording (the system performs a validation of Local recording ID during the import).	Re-upload the rejected recordings after reviewing the rejected recordings by using the filters in Manage Repertoire. Navigate to to the File screen in Manage Repertoire - click on the file name and then go to “Rejected Recordings”.

Step 3: Managing Repertoire

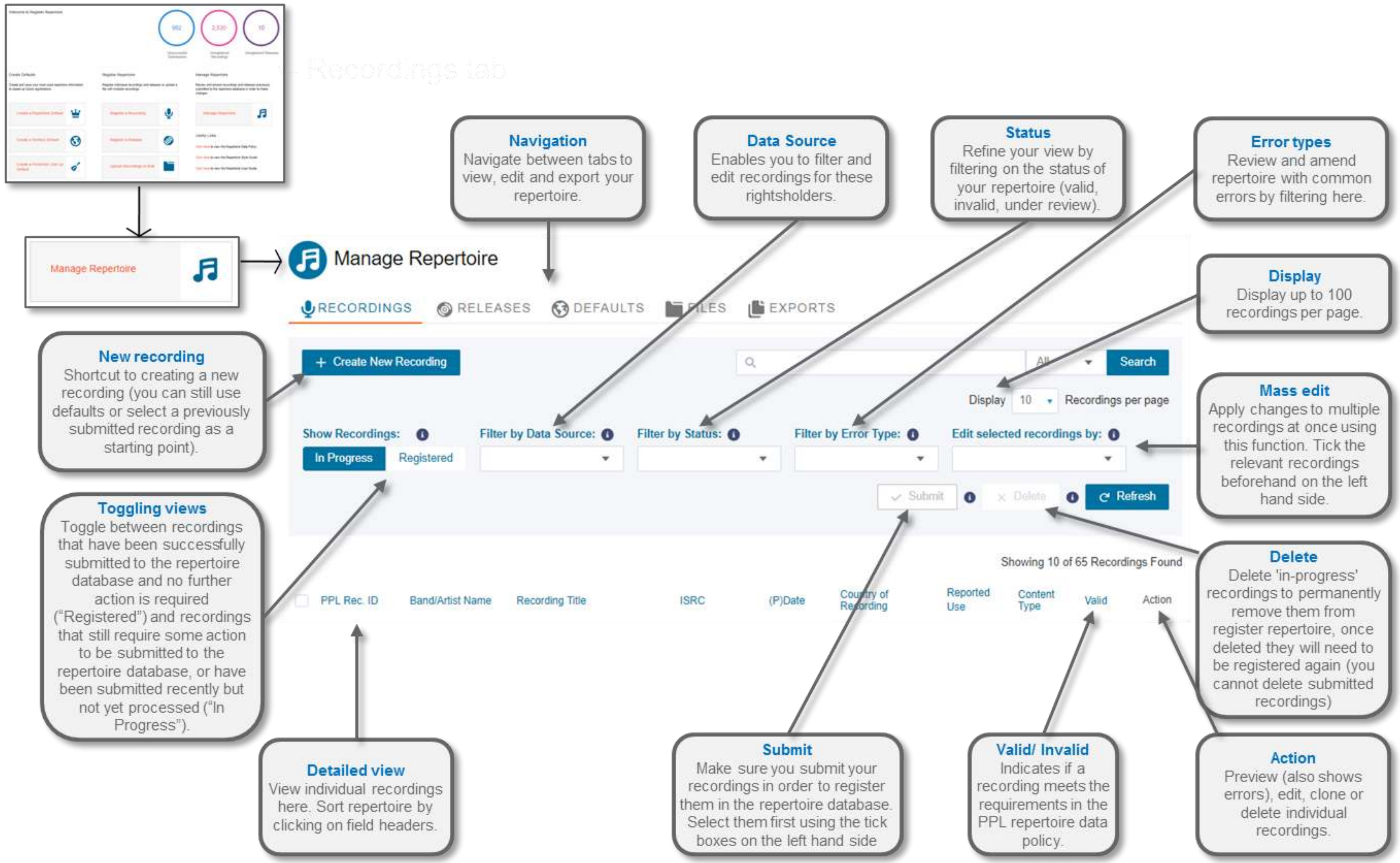
The Manage Repertoire section provides a “one stop shop” view of recordings and releases where you can review, edit, submit and delete repertoire that you have previously supplied.

The views have been split into 5 screens for easier navigation to perform different actions on the repertoire.

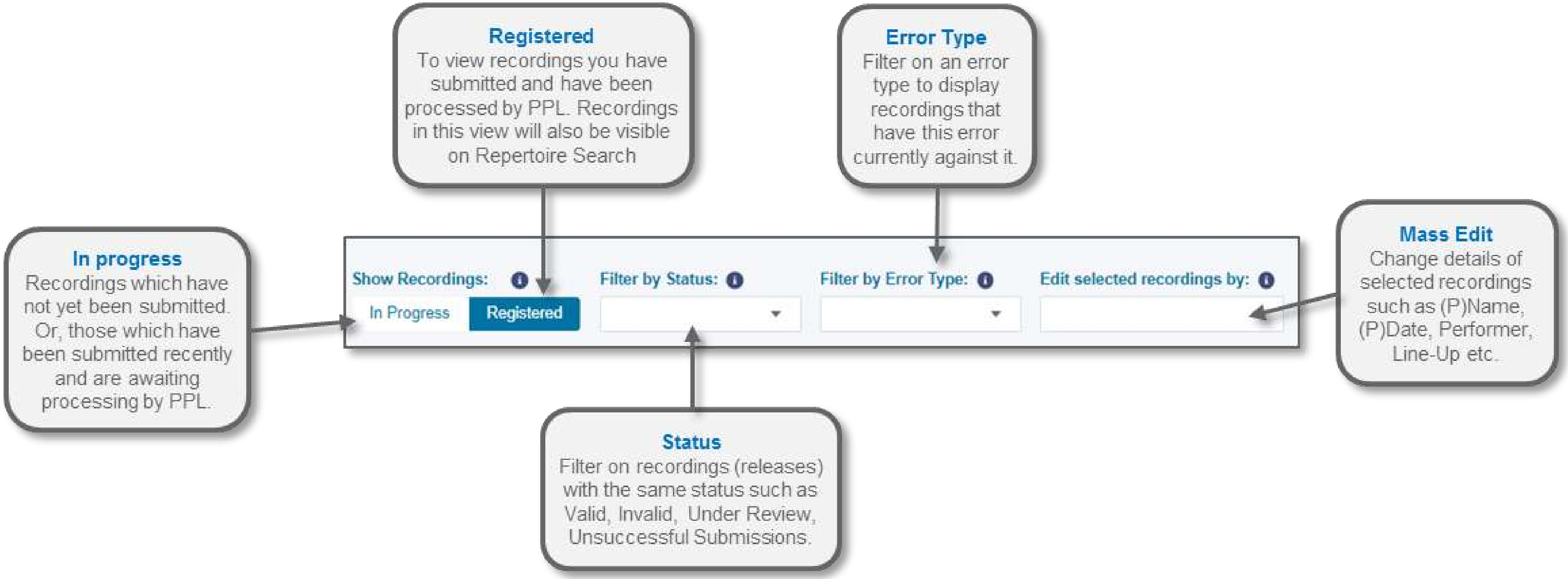


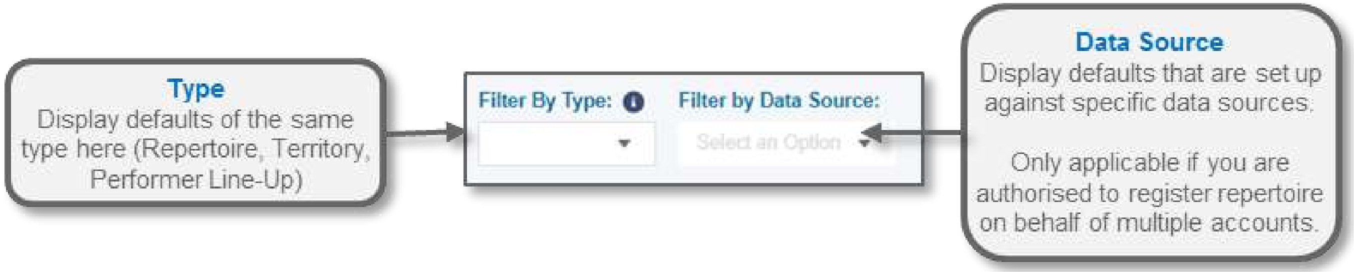
Recordings – a dashboard displaying all of the recordings you have previously imported or created individually.
Releases – a dashboard displaying all of the releases you have created.
Defaults – a dashboard displaying all defaults you have previously created and saved.
Files – a dashboard displaying all previously imported files and status of the recordings within each file.
Exports – a dashboard displaying a list of CSV files that have been created using the Export functionality in the Recordings or Releases screens.

Manage Repertoire – Recordings



Filters: Several filters are available on each screen to help display the most appropriate repertoire for your purposes.

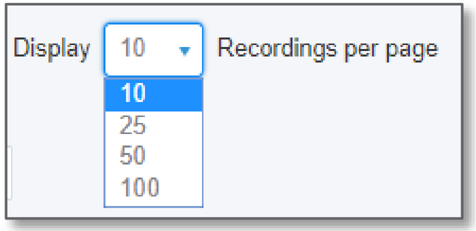




Understanding Repertoire Statuses

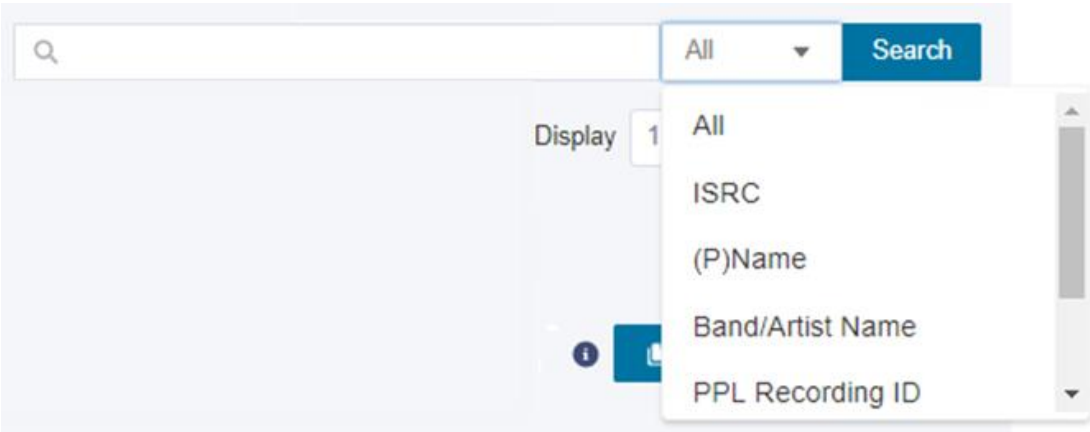
Status	Description	What is needed to make it valid for Submission
In Progress	Displays recordings which have not yet been submitted to the repertoire database, or recordings that you have submitted and are currently being processed, or those which are under review.	1. Use the “Filter by Error Type” to identify which errors exist for the specific recording. 2. Amend the recording to resolve the errors. 3. The recording should appear with a tick (✓) before you can select and submit it.
Submitted	The recording has been submitted to the repertoire database.	No action. Once the system has performed the necessary checks, the recording will be “Registered”.
Under Review	The recording has been submitted to the repertoire database and is currently being reviewed by PPL.	No action. PPL occassionally perform reviews on repertoire. If the repertoire is returned to you for further amendments, filter for “Unsuccessful Submissions” to review the repertoire.
Unsuccessful Submissions	Recordings that have been submitted to the repertoire database that have been unsuccessful due to possible data quality issues.	Re-upload the individual recordings that have been unsuccessful.
Valid	**In Progress** recordings contain all mandatory information and are ready to be submitted, or have been submitted and are awaiting processing by PPL. **Registered** recordings contain all mandatory information and have been successfully submitted.	**In Progress** recordings: Select the valid recordings and click “Submit”. If they have already been submitted no action is required and they will be processed by PPL. **Registered** recordings: No action.
Invalid	**In Progress** recordings are missing certain mandatory information and are not yet ready to be submitted. **Registered** recordings are missing certain mandatory information and will need to be edited and re-submitted.	**In Progress** recordings: 1. Use the “Filter by Error Type” to identify which errors exist for the specific recording. 2. Amend the recording to resolve the errors. 3. The recording should appear with a tick (✓) before you can select and submit it. **Registered** recordings: 1. Click “Edit” under the Actions column and progress through the registration to Submit the recording 2. **OR** Use the “Filter by Error type” to identify which errors exist for the specific recording. 3. Amend the recording to resolve the errors. 4. The recording should appear with a tick (✓) before you can select and submit it. 5. Select the recording and click “Submit”.

Warning: The maximum display per page is 100 recordings (or releases) – any changes you make to recordings (releases) will apply to those selected on the screen only. Therefore, it is advised to use the available fitlers where possible to refine your display to view only the appropriate recordings.



Using the Search function

Use the search function at the top of each dashboard in manage repertoire to easily find the data (recordings/releases/defaults etc.) you are intersted in. You can search on specific fields such as Band/Artist Name, or ISRC using the drop down options, or you can search across all fields. This is useful if you have lots of recordings. The screens can only display a maximum of 10,000 items, so you will need to use this function to view a subset of your recordings or releases.

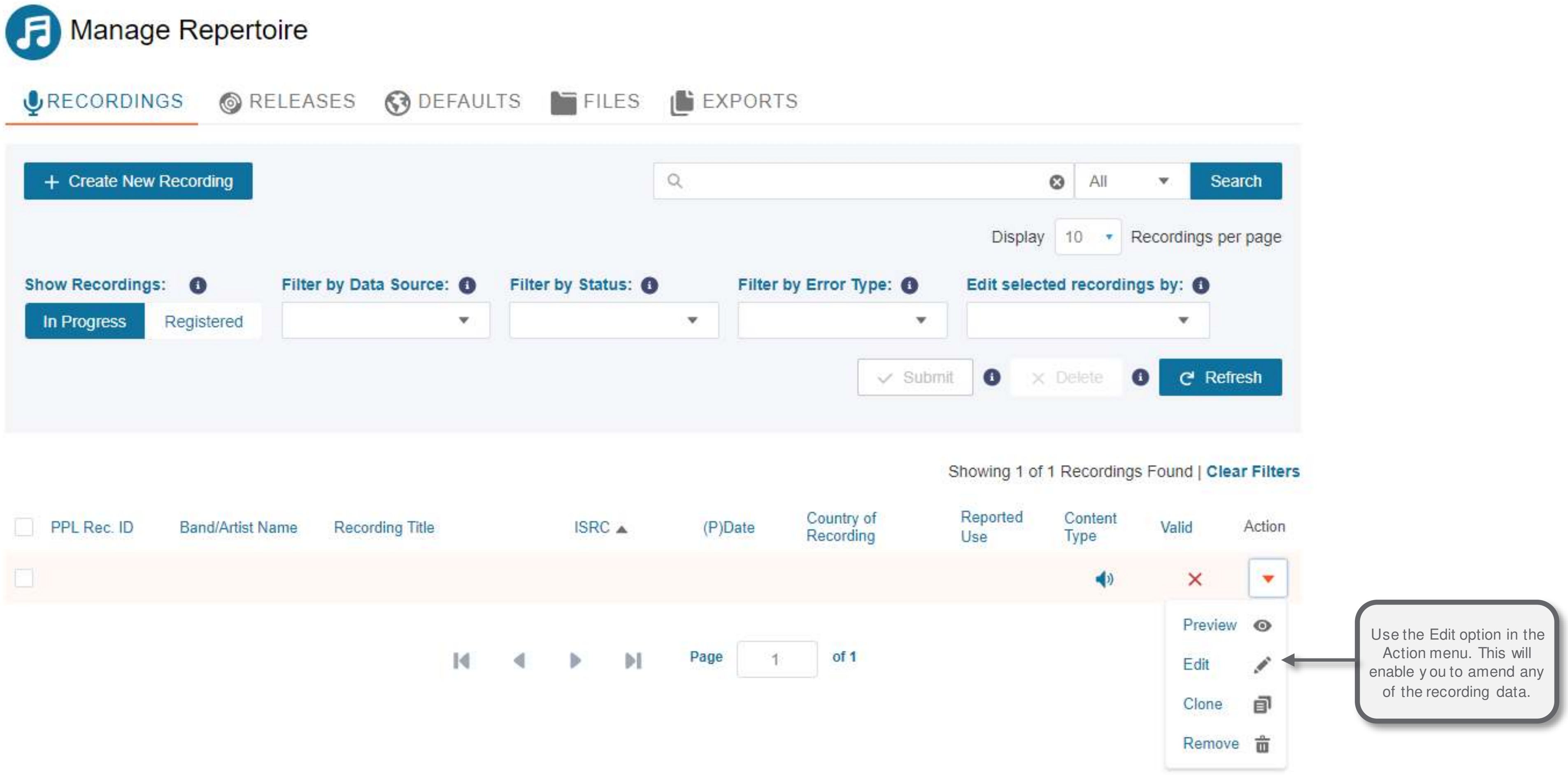


Tip: once you have applied a search to registered recordings or registered releases you can export all the search results as a CSV report, using the Export button.

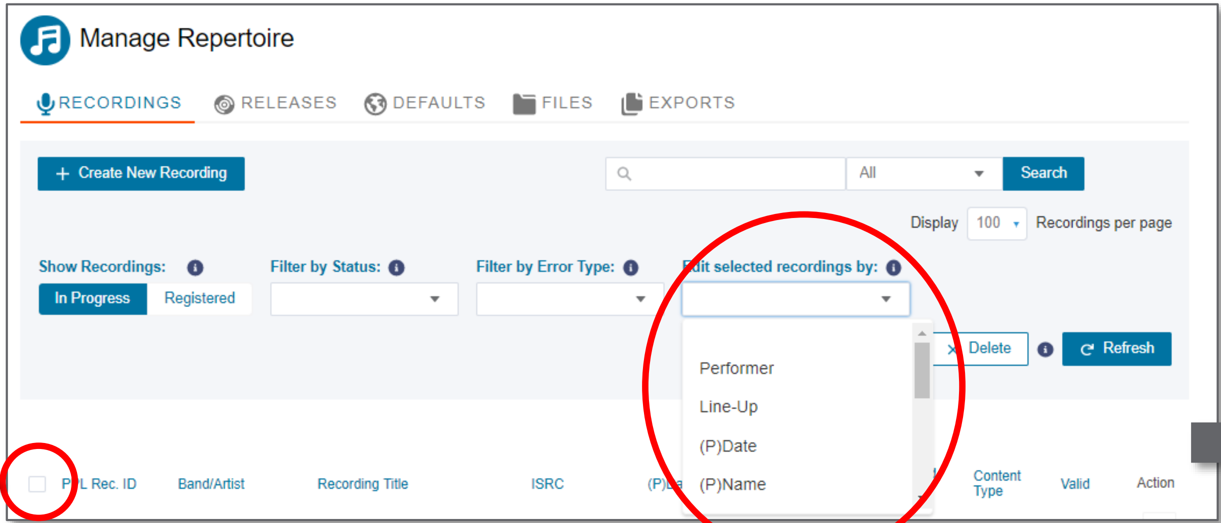
Amending Existing Registrations

Editing recordings in the PPL Repertoire Database can be done in two ways.

1. To edit recordings that have not yet been submitted (In Progress) to the repertoire database use the action button and select Edit:



2. Edit multiple recordings in bulk:

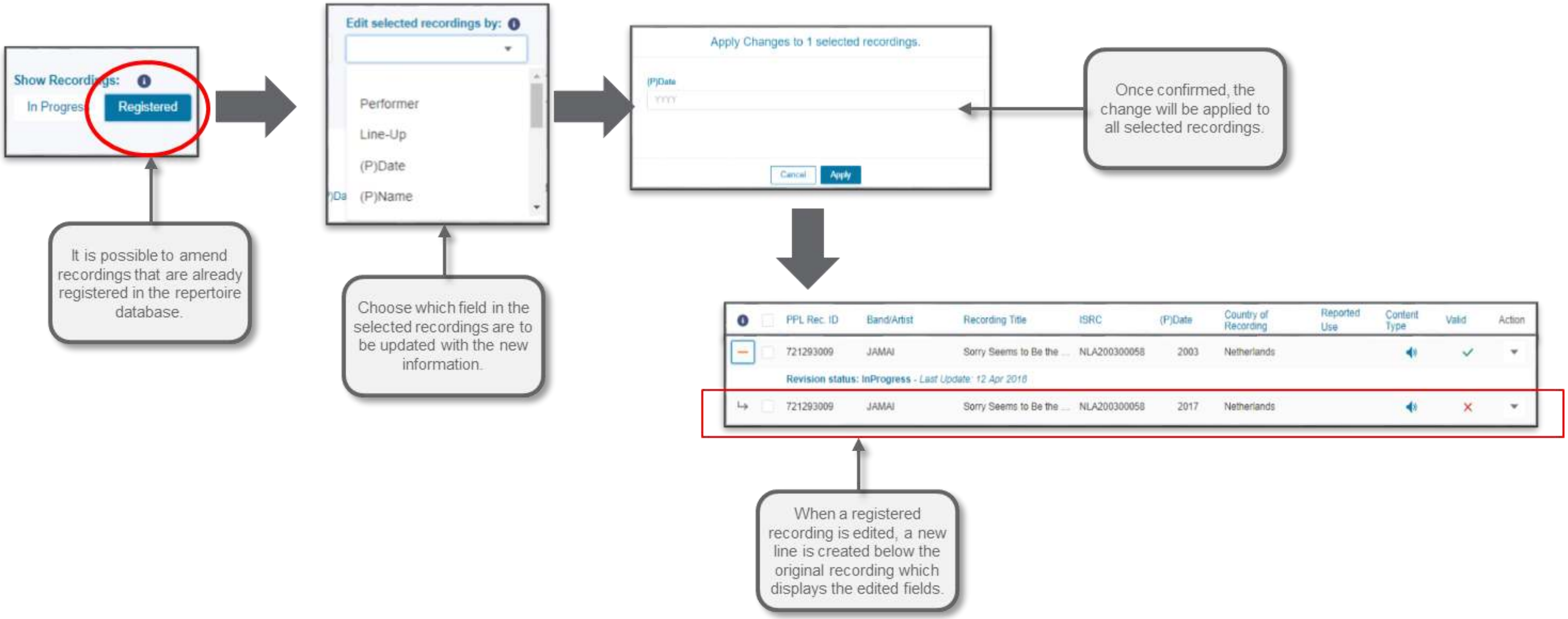


Select the recordings you wish to amend using the check boxes. It is possible to select all recordings, or individually on each recording line.

Choose which field in the selected recordings are to be updated with the new information.

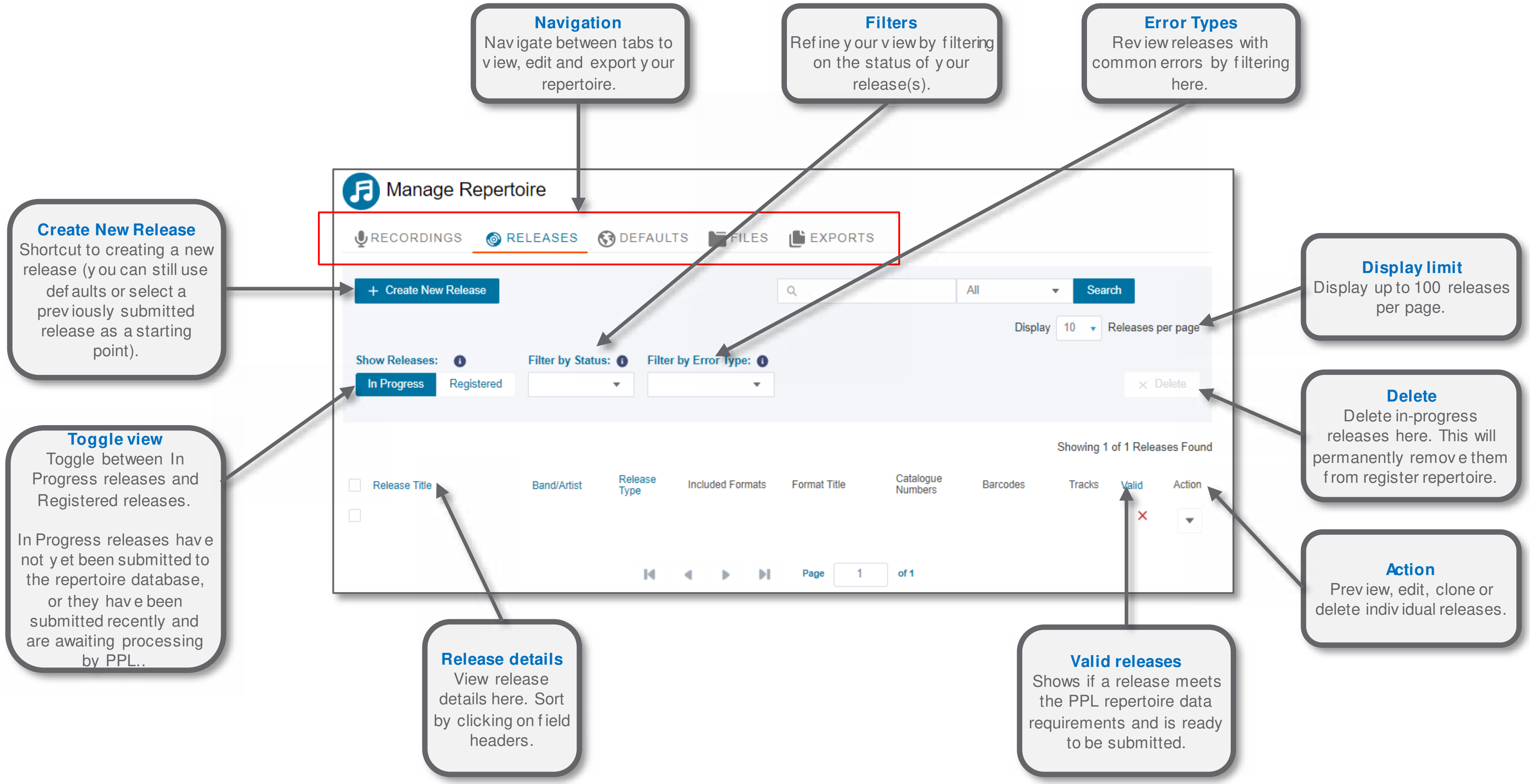
Once confirmed, the changes will be applied to all selected recordings.

3. To edit recordings that are already registered in the PPL repertoire database you can use either of the above two methods:



Once a change is applied to a registered recording, this will be sent to the PPL repertoire database. The system will validate this and the original recording updated accordingly. In the interim, a Revision will be displayed in Manage Repertoire which displays both the original recording and the newly edited recording. Once the change has been processed the recording will be udpated and the revision line will disappear.

Manage Repertoire – Releases

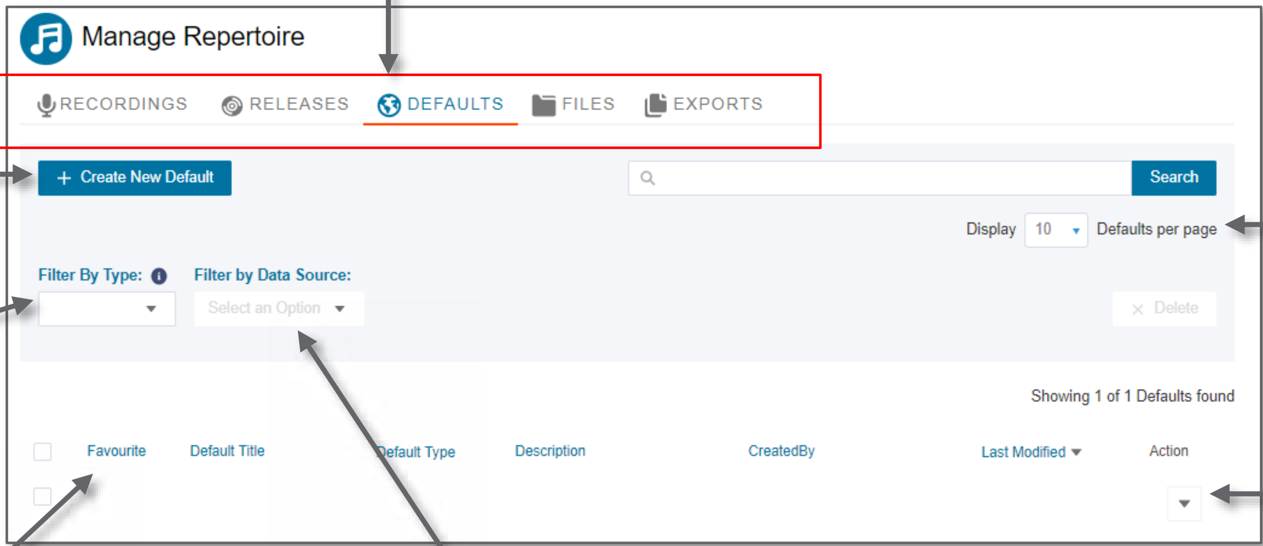


Manage Repertoire – Defaults

Navigation
Navigate between tabs to view, edit and export your repertoire.

Create New Default
Shortcut to creating a new default

Default Type filter
Refine your view by filtering on the type of default (Repertoire, Territory or Line-up).



Display limit
Display up to 100 defaults per page.

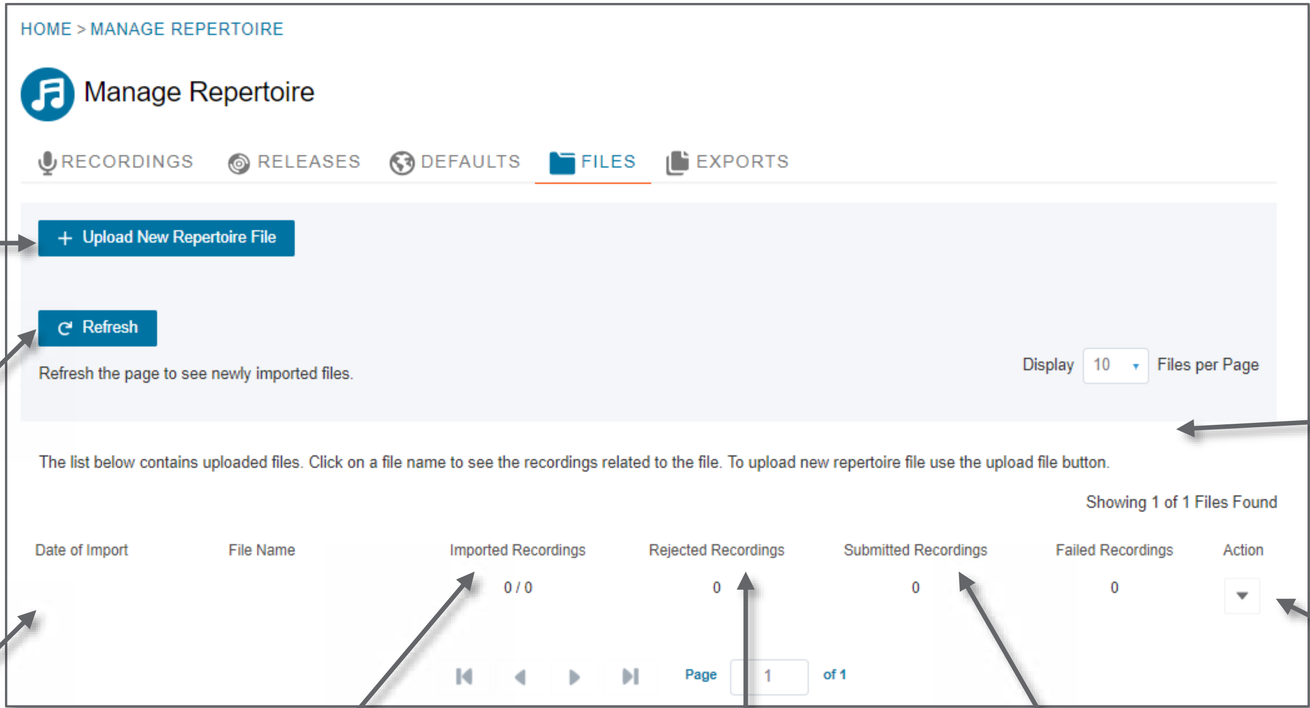
Action
Preview, edit, clone or delete individual defaults.

Default details
View the details of the defaults you have previously created.

Data Source filter
Filter for defaults that are associated to specific data sources.

Only applicable if you are set up to register repertoire for multiple accounts.

Manage Repertoire – Files



Upload New Repertoire File
Shortcut to upload new repertoire files.

Refresh
Refresh the page here if your files are taking longer than usual to upload (usually due to large file sizes)

File details
List of all files imported into the system as well as file details (date of import, name etc).

Imported Recordings
Displays the number of recordings in the respective file which have been successfully imported and are ready to be submitted in Manage Repertoire.

Rejected Recordings
Displays the number of recordings in the respective file which have been imported but rejected due to data issues. Review these in Manage Repertoire.

Submitted Recordings
Displays the number of recordings in the respective file which have been imported successfully and have subsequently been submitted to the repertoire database in Manage Repertoire.

Failed Recordings
Displays the number of recordings in the respective file which were not imported due to lack of valid ISRC.

Action Button
Allows you to completely remove the file. This can only be done once a file has finished importing and if none of the recordings have been submitted.

Manage Repertoire – Exports