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Single Work Dashboard User Manual

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Summary

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1/ Introduction

With the release of CIS-Net 5.0 users will notice positive changes such as a fresh modern user interface. One of the most significant changes is the addition of the Single Work Dashboard; a tool that refactors the way information is presented on CIS-Net.

The Single Work Dashboard (SWD) caters to the changing music landscape such as the fragmentation of rights, and the increasingly complex picture of how music royalties are distributed around the world. Before CIS-Net 5.0, if a user wanted to see a global "picture" of a musical work, they had to select the nodes they wanted to search and then, sift through numerous results to find the pertinent information.

This user guide serves to assist the user in this paradigm shift in the way the data is presented, and the dynamics behind shaping the available views.



2/ Login Page

The Login Page will validate and allow you, as an authorized user of the system, to access the Musical Works Search Engine.

Follow the instructions below to login and access the CIS-Net search engine:

- Enter your email address in the 'E-mail' field (case sensitive).
- Enter your password in the 'Password' field (case sensitive).
    - Click 'Forgot Password?' if you need a new password. The new password will be sent to your email address (for more details please refer to MWI User Manual).
- Click on the 'OK' button to enter the CIS-Net application.

As a result of this action the Home Page will be displayed. On the uppermost level a system selection line is provided for

- Home Page (currently displayed as default setting) including Scheduled Maintenance Facility
- MWI (Musical Works Information)
- IPI (Interested Party Information)
- CSI (Common Search Index)
- AVI (Audio-Visual Index)
- AGM (Agreements)
- DCI (Data Clean-up and Integrity
- NLP (Notification of Live Performance
- Logout at the end of the line

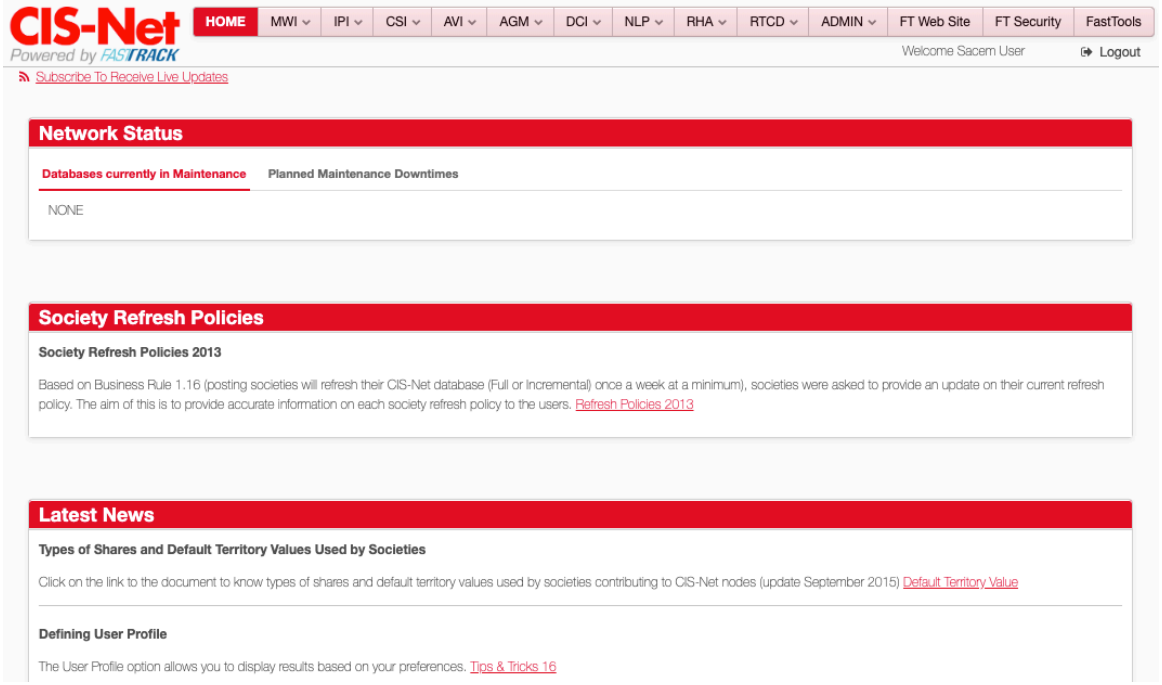
The number of Application available will depend on your User setup which will be managed by your CIS-Net Administrator.

Depending on each Society Profile and tools access policy:

- FT web site: link with FastTrack corporate website (http://www.fasttrackdcn.net)
- FastTrack Security with access to FastTrack Security System Administration (FSSA) (for your personal maintenance of your user profile, e.g. password, default language etc.)
- FastTools: link with FastTools (http://fasttools.fasttrackdcn.net), the FastTrack tool providing access to support, project management and documentation applications
- CISAC Forum

The Home Page contains a Welcome frame with latest news for the user, e.g. currently unavailable nodes or scheduled maintenance periods. (For an example see following screenshot)

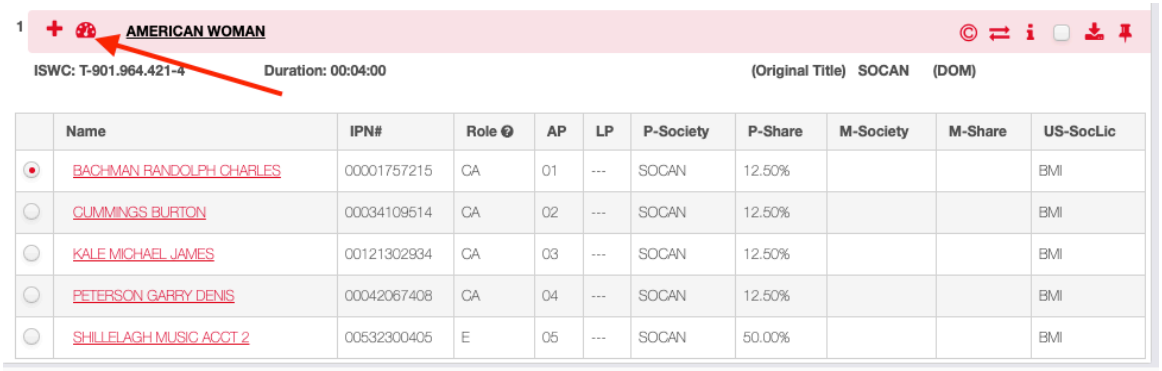
Home page



Note: Please note that Single Work Dashboard is a part of MWI. For more details on this section please refer to MWI User Manual (CIS-Net_MusicalWorksUserManual_12.00_en.docx)

3/ Accessing Single Work Dashboard

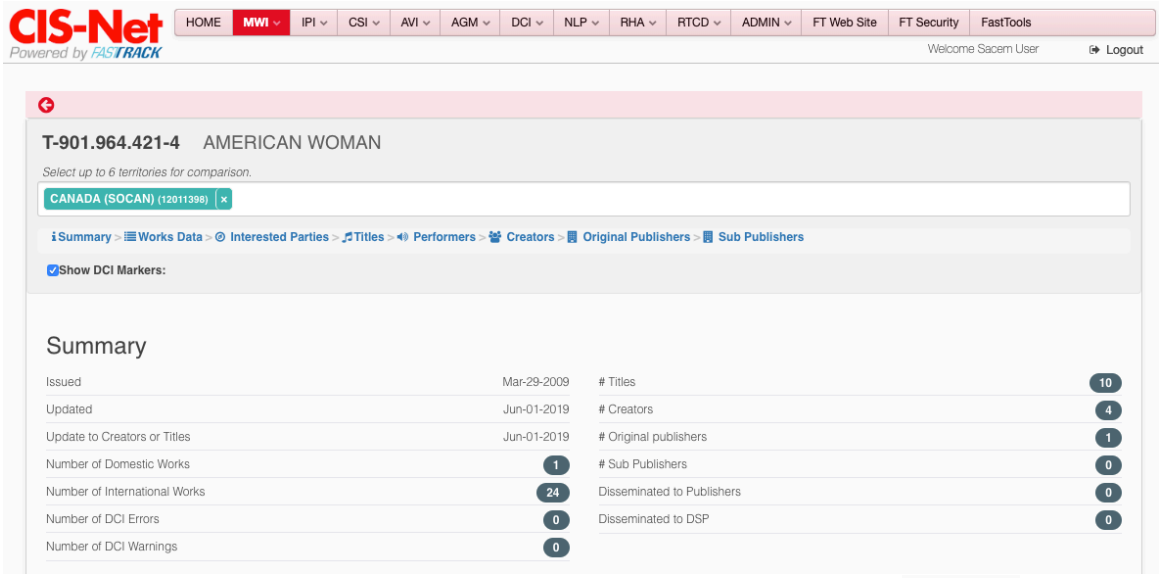
To navigate to the dashboard, first you must search for a work on the MWI screens. From the search results:



Click on the SWD Icon  to go to the SWD panel on the title bar.

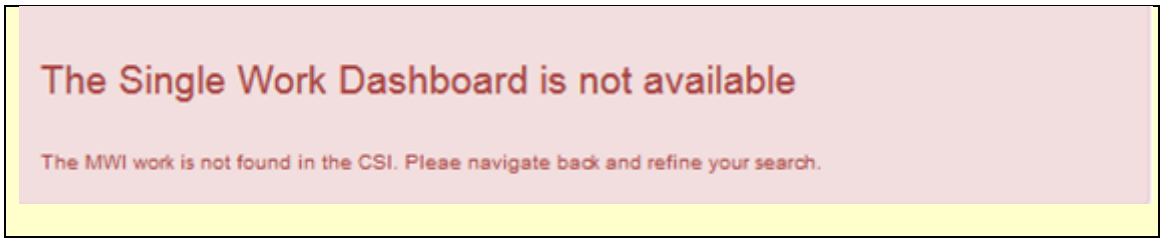


The search screen will be overlaid with the SWD as shown:



To go return to the MWI search screen click on the MWI menu option  or click on the return arrow:  located on the top left of the SWD panel.

NOTE: ONLY Works that are registered on the CSI and on the MWI node are available for viewing on the SWD. Otherwise, an error message will be displayed indicating this status.



4/ Basic Structure of the SWD

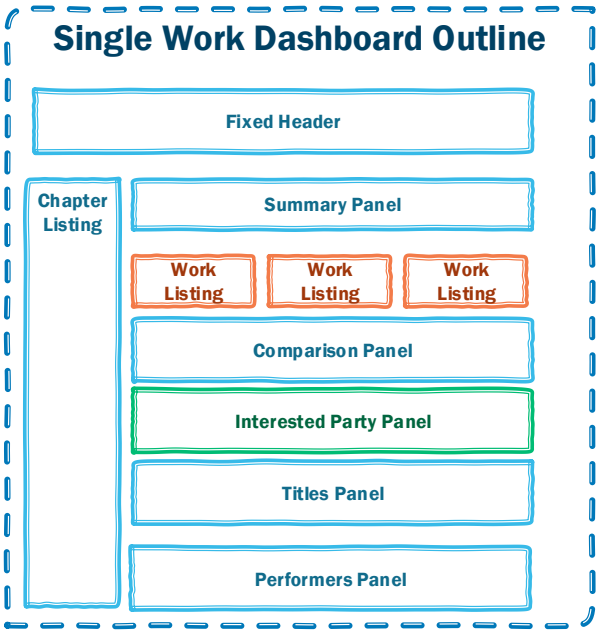
The SWD organizes the data elements into logical units or panels. This helps the user establish the relationships between the data elements and presents a self-contained unit for the structure. The panels are organized in the SWD as follows:

- **Fixed Header** – this contains some basic details on the work grouped by the ISWC.
- **Chapter Listing** – the logical grouping of the data elements from CIS-NET.
- **Summary** – key indicators pertaining to the works group by the ISWC.
- **Works Data** – the traditional listing for the works based on the current CIS-Net listing.

Comparison tables – side by side view of selected work information to highlight similarities or differences, it concerns the items presented below:

- **Interested Parties**- displaying IPs registered on this work
- **Title** – following on from the Comparison above, showing the registered titles.
- **Performer** - following on from the Comparison above, showing logged performers.

- **Creators**- shows detailed view concerning creator, affiliation, creation classes, membership agreements
- Original Publishers – detailed view of registered original publishers, affiliation, creation classes, membership agreements
- Sub Publishers – detailed view of registered sub-publishers, affiliation, creation classes, membership agreements

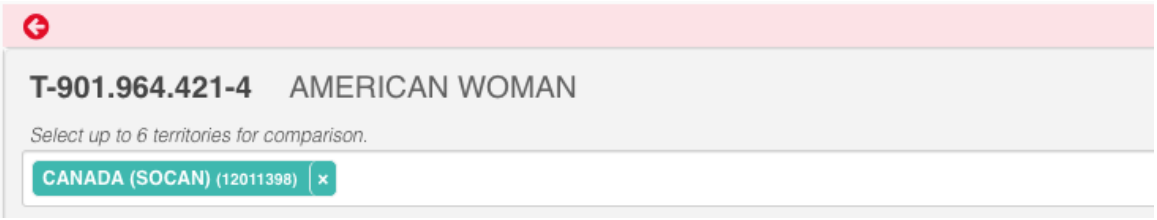


5/ Using the Fixed Header for adding and removing Territorial views

The Fixed Header stays at the top of the SWD at all times. It displays:

a. ISWC – the ISWC for the group of works
b. Original title – the original title from the first work registered in the CSI
c. Territory (Society) drop down – this will be based on the works registered at the CSI by the Societies. The Territory will be based on general territory administered by the Society

For our example, the fixed header displays since we select the CANADA view from SOCAN:



NOTES:

- **The first work displayed on the SWD will be the selected work from MWI and it will be the first listing in the header.**
- **Domestic works are displayed with the colour** ■
- **International works will be displayed with the colour** ■

- **Six (6) territorial views can be displayed at a time.**

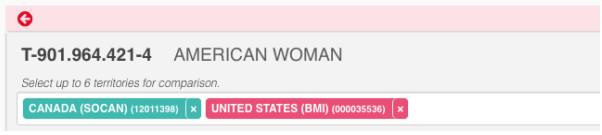
- **Once a Territorial view is selected, it will not be available in the list.**

5.1/ Adding a Territorial view (i.e. a work from a Society)

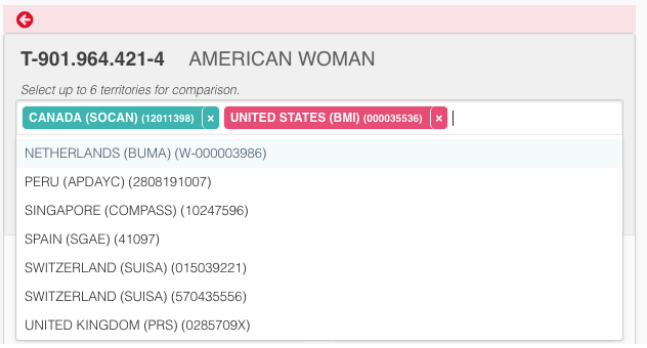
To select from the drop down list, click your cursor next to the work selected:



This field will filter the results based on your text. Start typing the Territory or the Submitter for example "UNI" or "BMI" for the UNITED STATES or BMI submission of the work, then press ENTER or click on the entry you see on the screen. **The field will autocomplete your text**. The work information will now be displayed on the Territory Line as follows:

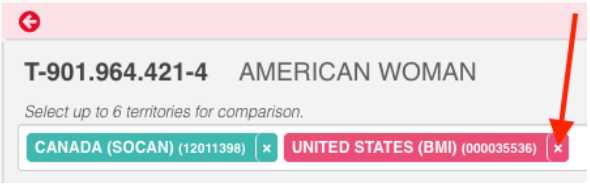


Alternatively, you can use the scroll bars to look at the list, then click on the one you want to display:



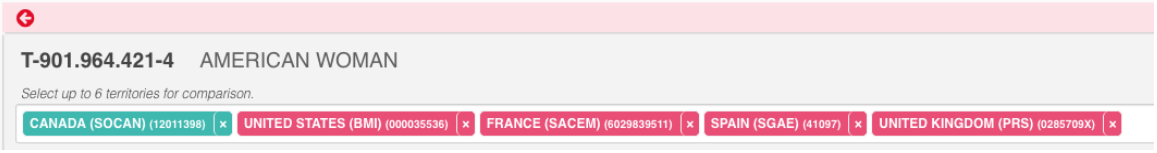
5.2/ To remove a Territorial View.

To remove a Territorial View, click on the  on the right of the listing as shown:

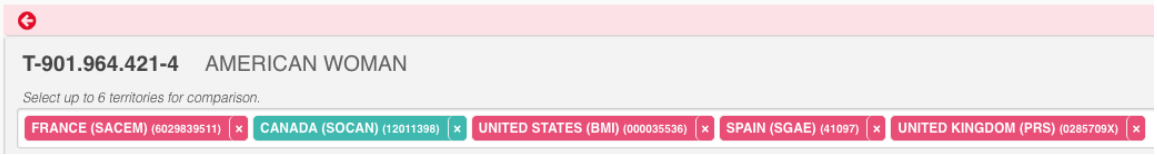


5.3/ Changing the order of the works in the SWD

It is possible to change the order of the listings. Simply change drag and drop the items in the header.



Changed to:

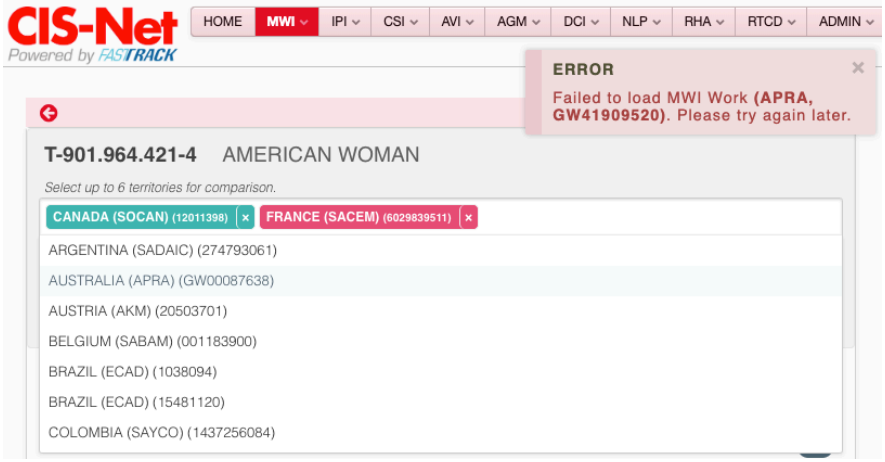


NOTE:

- **All the works listing will be synchronized with order in the header throughout the SWD**
- **The order can be changed at any time and any place in the SWD**

5.4/ Works not Available for the SWD

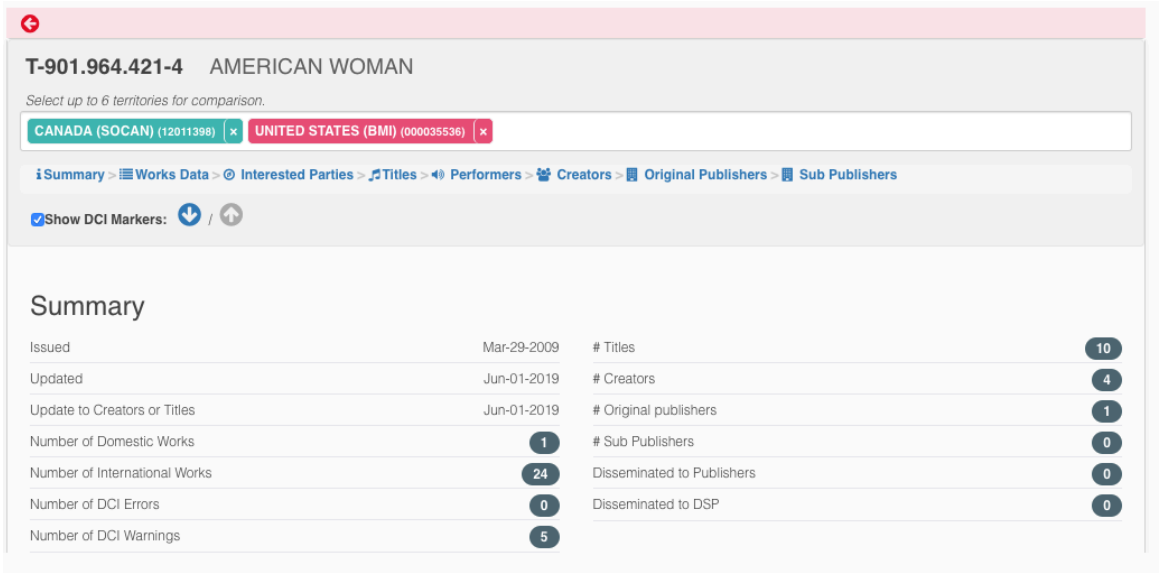
Occasionally, the work is not available on CIS-Net and, therefore, it is not accessible by the SWD. In this case, the SWD displays a message on the top right as follows:



This message lasts for 10 seconds, then fades automatically. However, users may click on the  to dismiss the message.

6/ Using the Chapter listing

A **Chapter Listing Panel** on the left side of your screen allows you to navigate quickly to any part of the SWD. It shows the subject areas available as part of the dashboard.



In this release, the current subject areas are as follows:

Summary	Key indicators pertaining to the works group by the ISWC.
Works Data	The traditional listing for the works based on the current CIS-Net listing.
Interested Parties	IPI information.
Title	Side by side view of selected work information to highlight similarities or differences, showing the registered titles.
Performers	Side by side view of selected work information to highlight similarities or differences, showing logged performers.

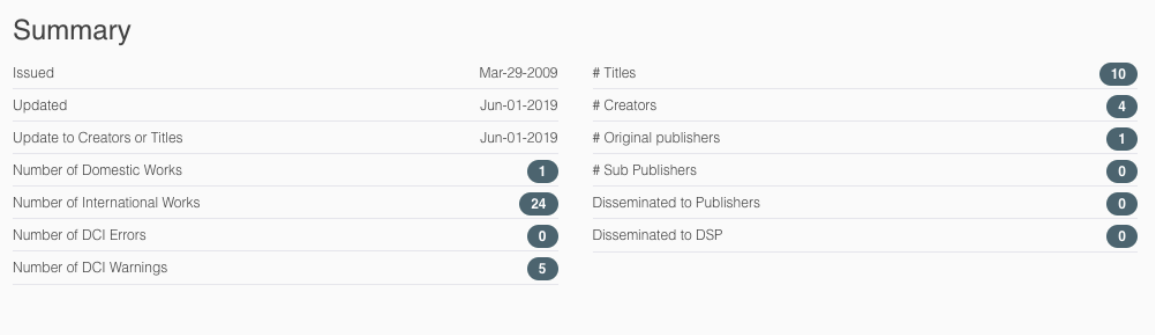
Clicking on a chapter takes you to that section.

NOTE:

- **The chapter listing Panel is fixed.**
- **The Listing has a scroll bar that indicates where in the SWD you are.**
- **All the subject areas are hyperlinks and you may click on them to jump to the corresponding subject area.**

7/ Information on the Summary View Panel

The **Summary View** of the work presents a high-level overview of the results. The information you see here leverages the data that exists in the CIS-Net suite of applications. For instance, you can see the number of times the ISWC for the corresponding ISWC has been sent to a music publisher through the ISWC resolution service.



For this release, the data are as follows.

Name	Description
Issued	Date the ISWC was assigned
Updated	Date the ISWC was last updated
Update to Creators or Title	Date the Creators/Title was last updated
Number of Domestic Works	The number of Domestic works linked to the ISWC
Number of International Works	The number of International works linked to the ISWC
Number of DCI Errors	The number of DCI errors within works which are evaluated
Number of DCI Warnings	The number of DCI warnings within works which are evaluated
Number of Titles	Count on the number of titles
Number of Creators	Count on the number of creators
Number of Original Publishers	Count on the number of publishers
Number of Sub Publishers	Count on the number of sub publishers
Publisher Dissemination Count	A statistic that describes the number of times the ISWC was sent to Publishers
Dissemination to DSP	A statistic that describes the number of times the ISWC was sent to Partners

8/ NEW! CIS-Net DCI Online Assessment in Single Work Dashboard

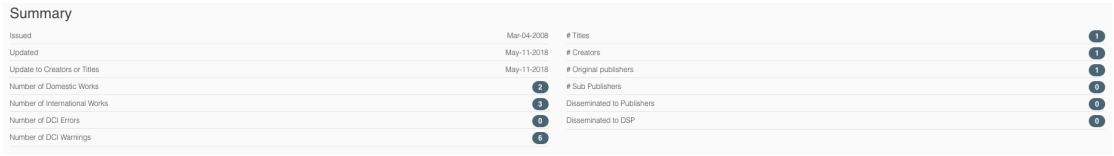
8.1/ Processing DCI comparison

New version of CIS-Net enables the display of Documentation Clean-up and Integrity (DCI) errors represented across various nodes. Single Work Dashboard (SWD) platform is helping with its clear representation.

In order to access the SWD view one needs to process the MWI search and then to click on the icon placed on the left-hand side of the title .
(Please note that in case where SWD view is not available for the given work the icon becomes gray and is disabled ).

8.2/ DCI Summary in SWD work view

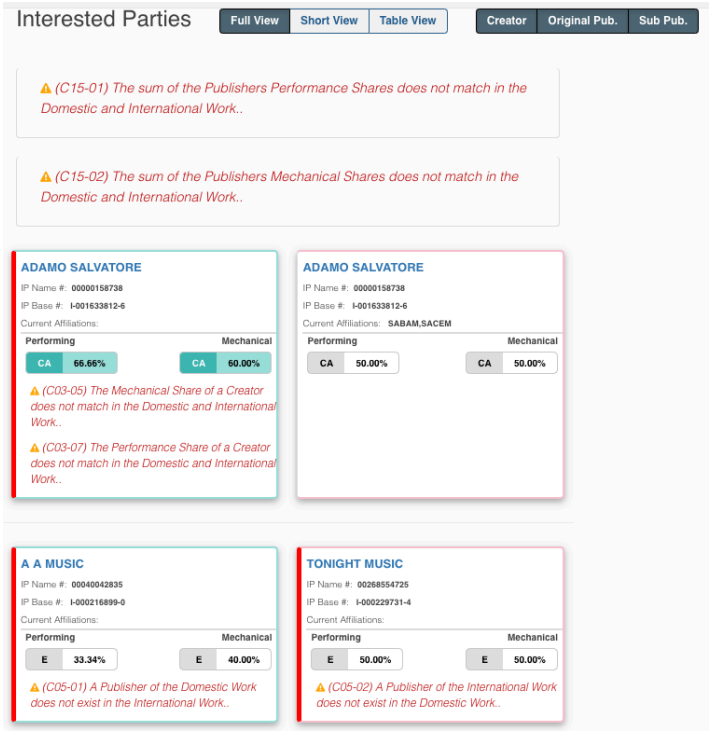
After choosing the other nodes to compare work is display right next to view from previously selected node- to enable side-by-side comparison (it is possible to compare up to 6 works at the same time).
Firstly, the summary is presented displaying the amount of DCI errors/warnings which has been detected for chosen works:



8.3/ Navigating within errors/warnings

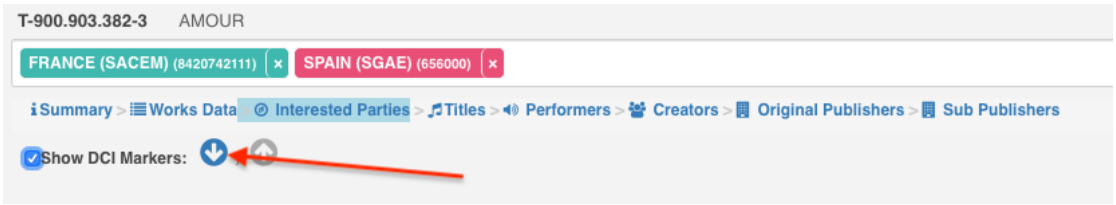
8.3.1/ Scrolling

Below, by scrolling, it is possible to discover detailed view of the errors/warnings with its number and description (written in red, displayed with ‘warning’ sign icon):



8.3.2/ Fast navigation ('next')

Fast navigation between DCI errors within SWD is possible using the arrows on top of the screen. Clicking on the arrow icon focuses the screen directly in the error/warning detected enhanced the direct analysis of the errors one by one.

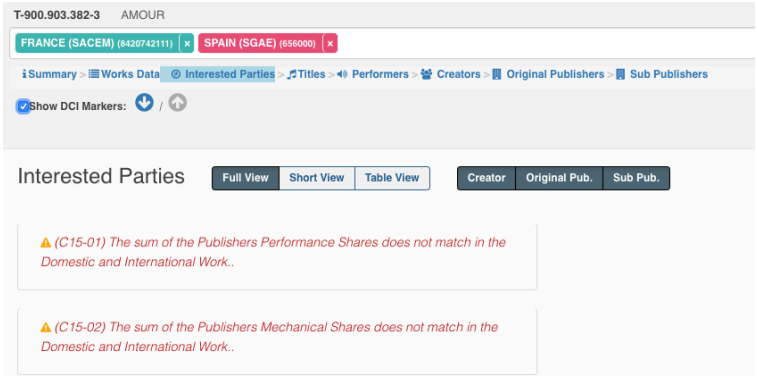


8.4/ Showing/hiding DCI markers

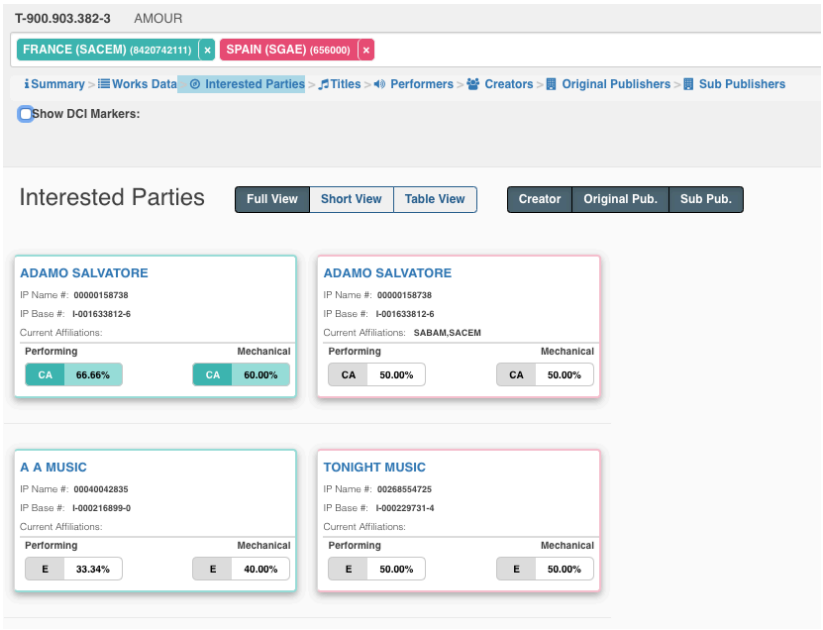
User is capable of hiding/showing DCI quality assessment markers within processing the SWD search on the chosen Musical Work. Checking/unchecking checkbox 'Show DCI Markers' is an easy way to hide/display the markers on the works.

Example of the works with DCI markers displayed:

(Please note that errors will be displayed with red icon and warnings with yellow)



The same works with DCI markers hidden:

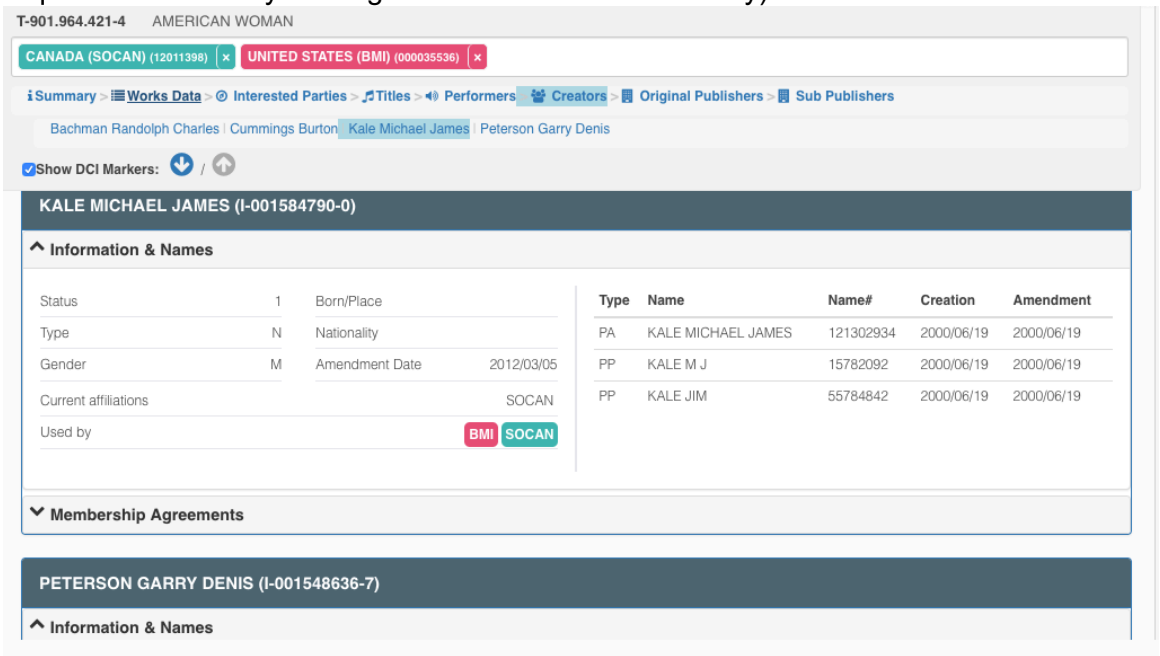


9/ Using the Interested Parties Panel

The **Creators, Original Publisher, and Sub Publishers View** displays the IP information associated with each of these role types. The information for this section is derived from the IPI.

9.1/ Navigating to the Interested Parties Panel

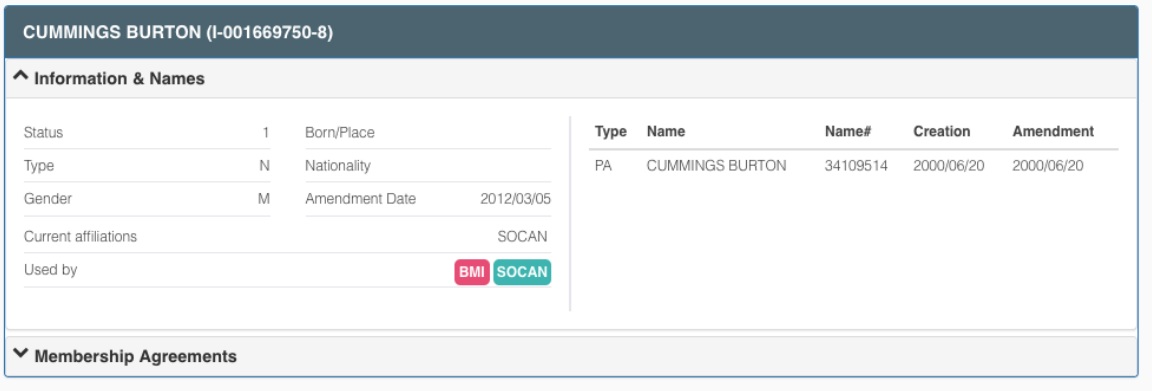
To navigate to the any of the interested Parties Panels (i.e. either Creators, Publishers or Sub Publishers), click on the appropriate section in the Chapters panel as show. The example below shows clicking on the Creators panel (it is possible to choose the requested Creator by clicking on the chosen name directly).



NOTE: Clicking on a particular panel will show all the Interested Parties grouped for that Role Type.

9.2/ Understanding the Interested Party Panel

Much like in the existing IPI screens, the data is arranged in three groups: general Information & Names, and Membership Agreements. By default, the General Information screen is containing Information & Names. Membership Agreements are closed.

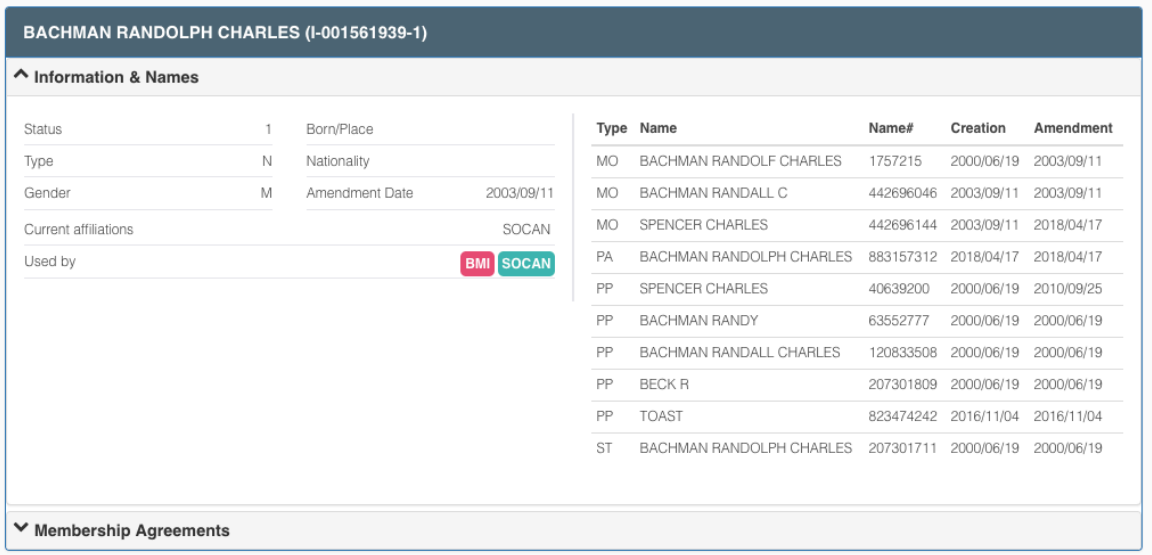


9.3/ To open and close Interested Party sub-Panels.

Each grouping may be opened independently depending on the user's need for information.

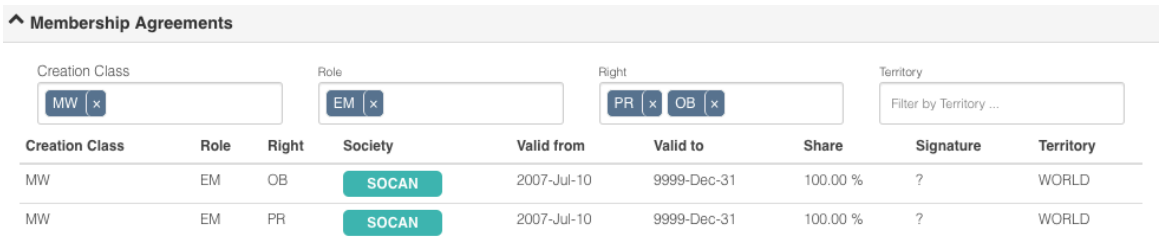
To open a panel, click on the desired panel.

The following shows the **Information and Names** Panels open:

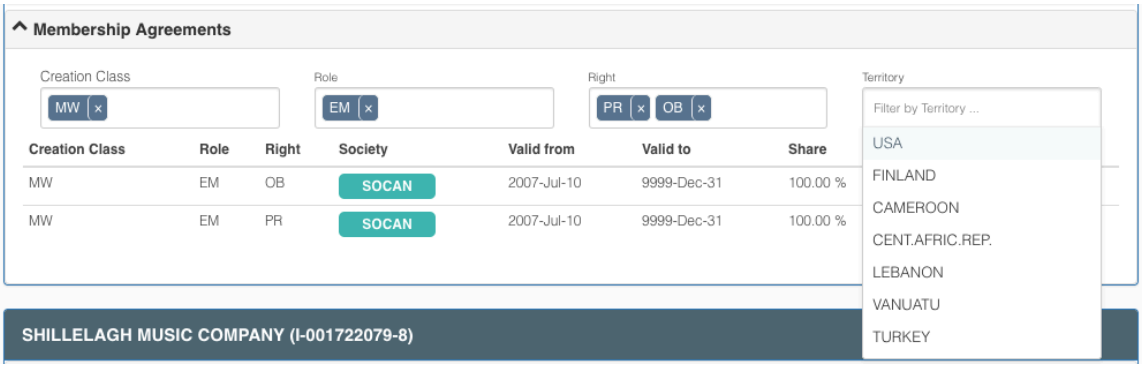


9.4/ Using the Memberships Agreements Panel

The **Membership Agreements** is an interactive panel. Here, users can filter based on Creation Classes, Rights and Roles. The following panel shows the default settings for the Membership Agreements: Creation class: MW ×, Roles: LY × MC × for all Territories.

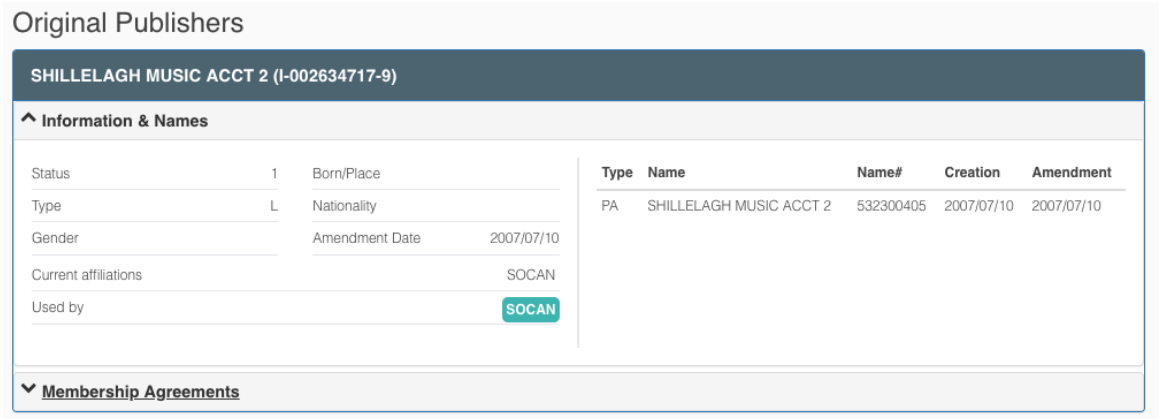


Each one of these fields is equipped with autocomplete. Users have the choice of typing the information or selecting from the dropdown list. In this example, selecting “CANADA” by just typing the first few characters. If no Territory is found, the “WORLD” is displayed.



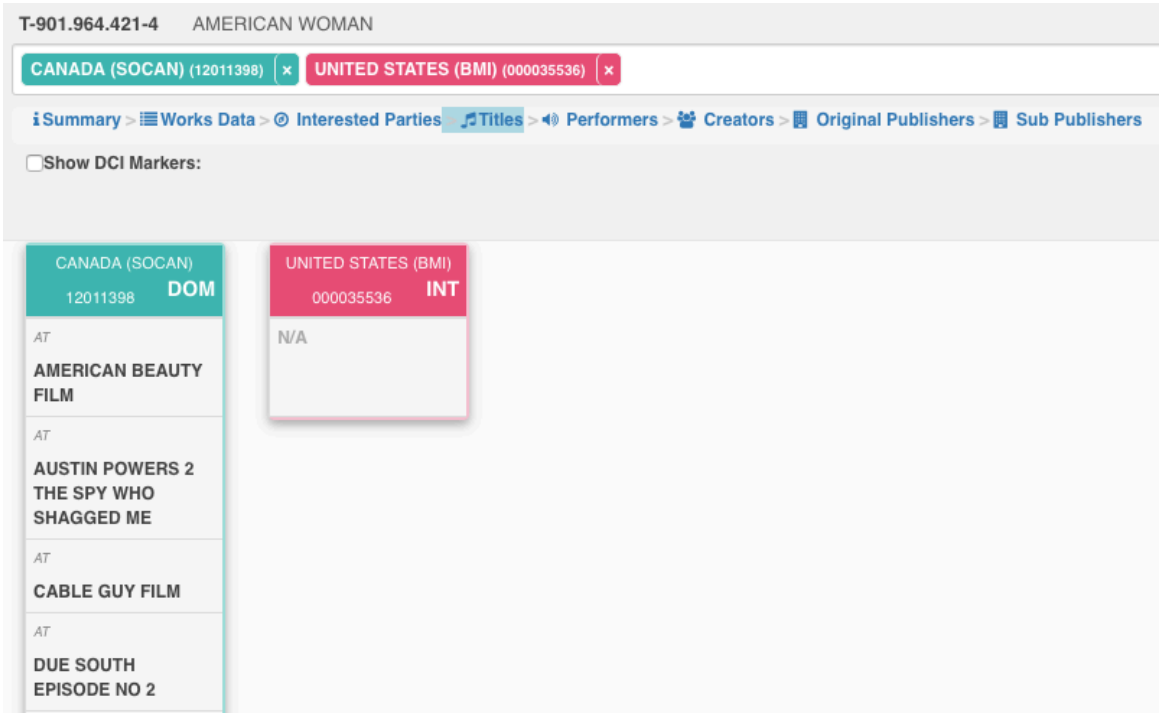
To remove a filter, click on the 

Note that all the Interested Parties panels are the same in structure. You can navigate to them by using the Chapter Panel.



10/ Information on the Titles Panel

The **Titles Panel** displays only the Original and Alternate titles (OT, AT) submitted by the contributing societies. Titles are listed in alphabetical order, and display the title type. The Original title is listed first.



11/ Information on the Performers Panel

The **Performers View** displays all the performers submitted. Performers are listed in alphabetical order.

