Guide
NCB/NMP WebCover

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copyright
bureau

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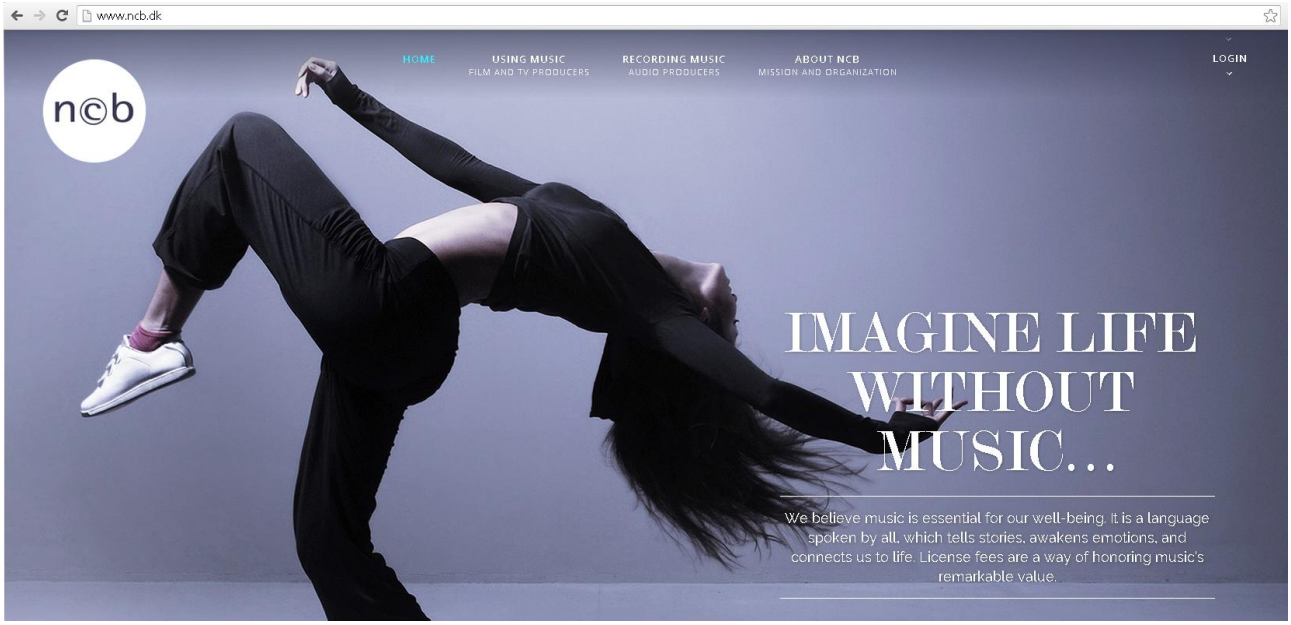
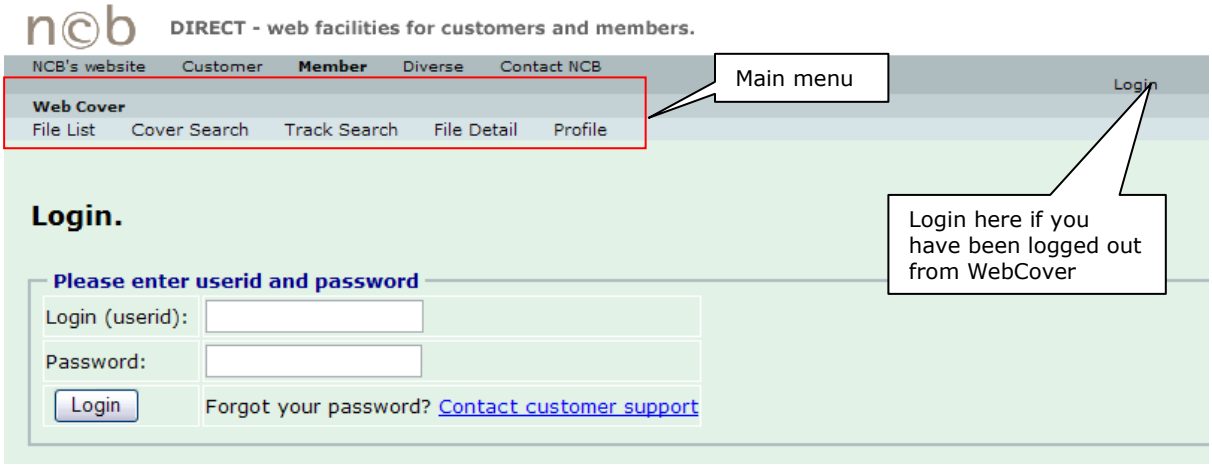
Access & login

https://www.ncb.dk/



Click on Login in the right corner of the webside – and choose Webcover (StandardAgreements)

Please enter your userid and password. The WebCover system does not support any changes of password by the user!



Main menu

"File List" shows all the registrations you have done in WebCover. You can always use "File list" to return to your registrations.
"**Cover Search"** and "**Track Search**" are the entrances for information search NCB's database.
"File Detail" shows the details of the content in a file (cannot be used for searching)
"Profile" shows the details of your user profile

"Login" to be used if you have been logged out from WebCover (you have probably been inactive for too long)

Useful tips

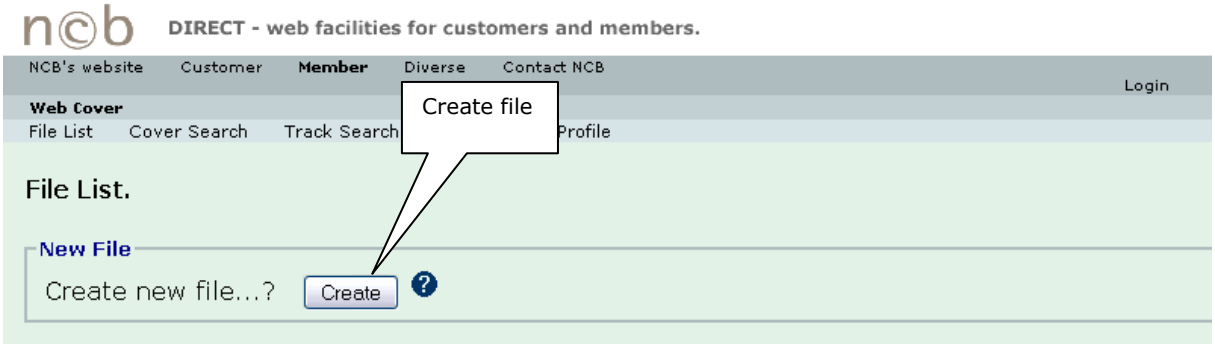
….. before you start working in WebCover

- do not use the arrow keys, but use the navigation " WebCover"
- do not use the Enter key, but the save button or use alt + s
- all fields which are open (= white) can be edited
- use "File List" if you want to go back to the overview of your releases
- please check the section about registration of AV and light entertainment products

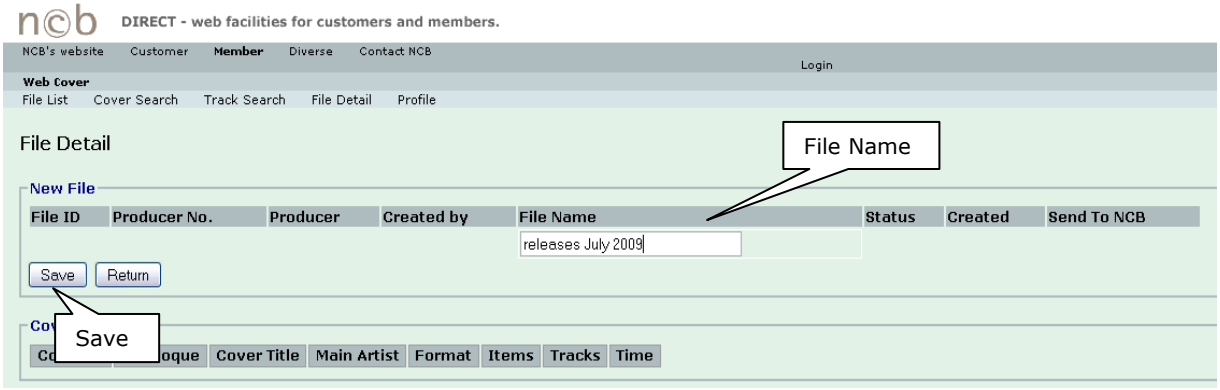
Create a new File

A file is where you put your covers (= sound carriers). It is up to you whether you will use one file for each cover or if you collect several covers in the same file.

Press "Create"



Enter the "File Name" of your own choice – (e.g. 'releases July 2009') – and press "Save".

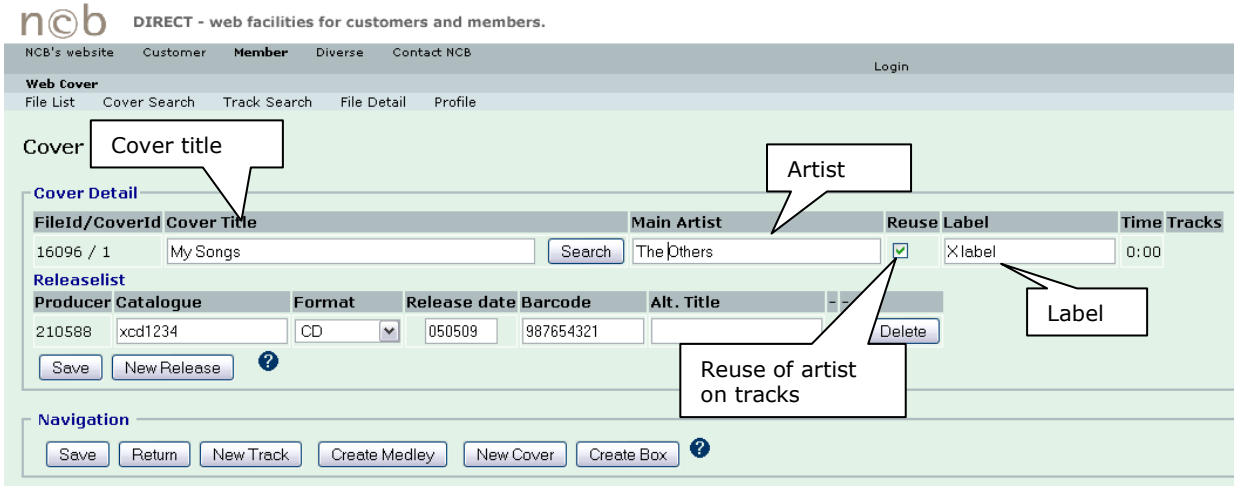


The file is now created and you can continue to next step and create a "Cover"(= Sound carrier)

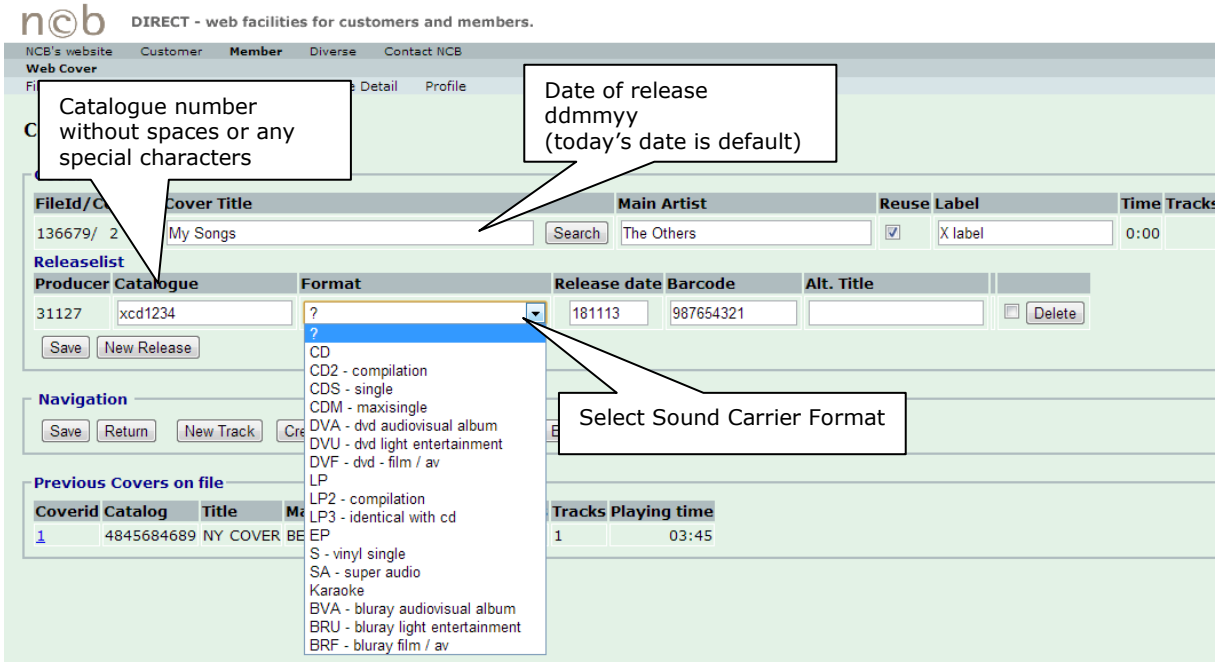
Create Cover

Select "New Cover"

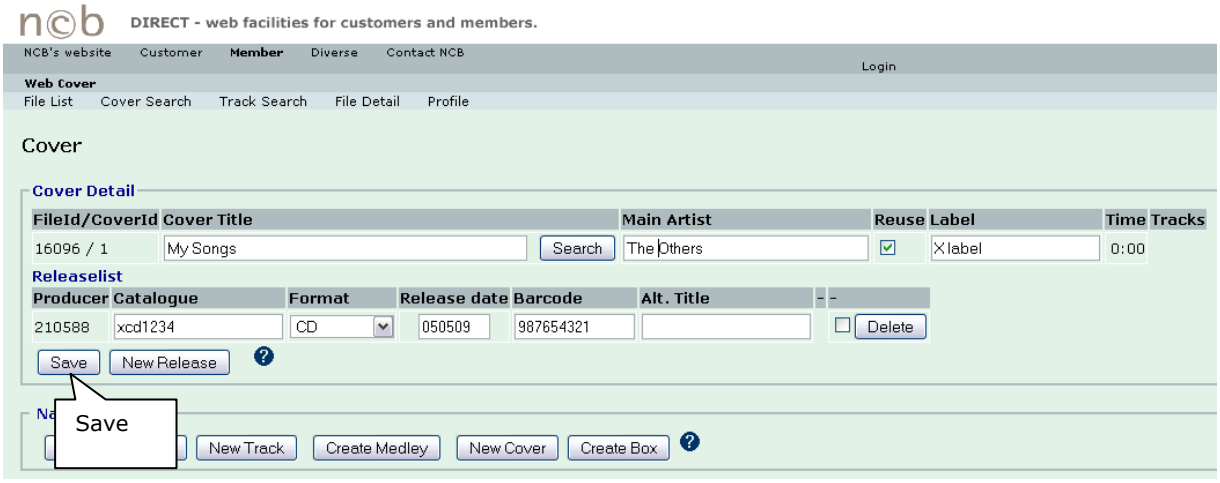
Enter cover data...



....enter release data



...when all cover data have been added finish this procedure by pressing "Save".

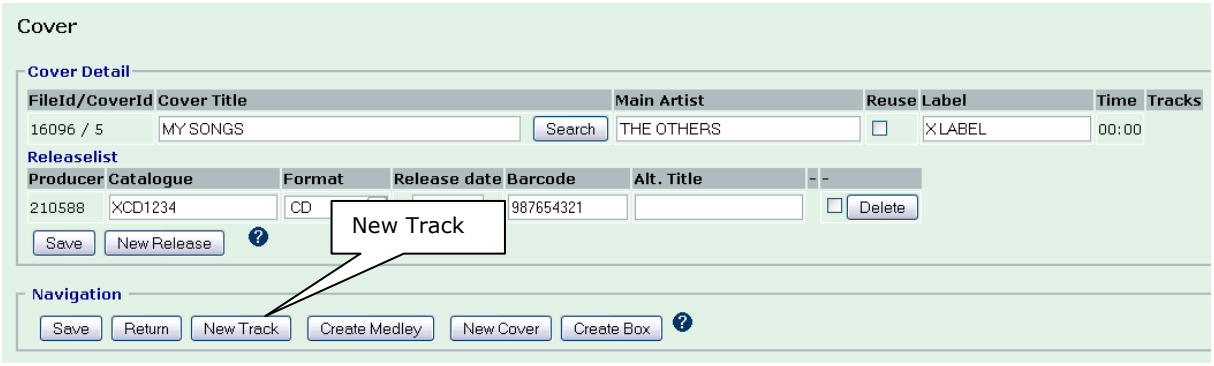


The Cover is now saved and you can continue and register the content (= tracks) or you can create a new cover.

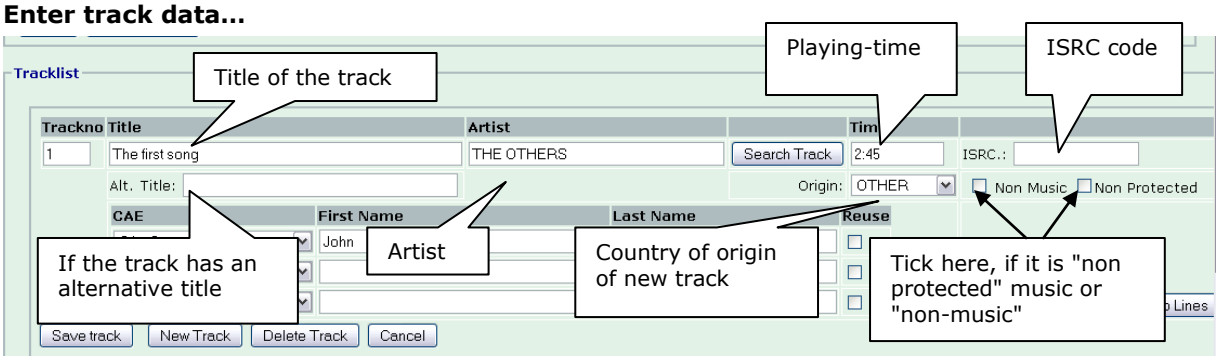
If data still is missing or not registered correctly you will receive with an error message.

Create Tracks

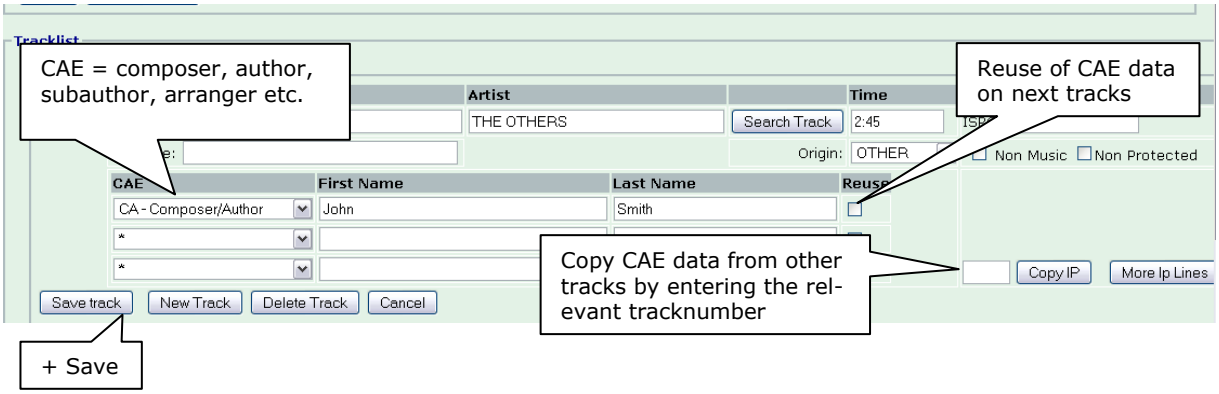
Select "New Track" in the navigation menu.



Enter track data...



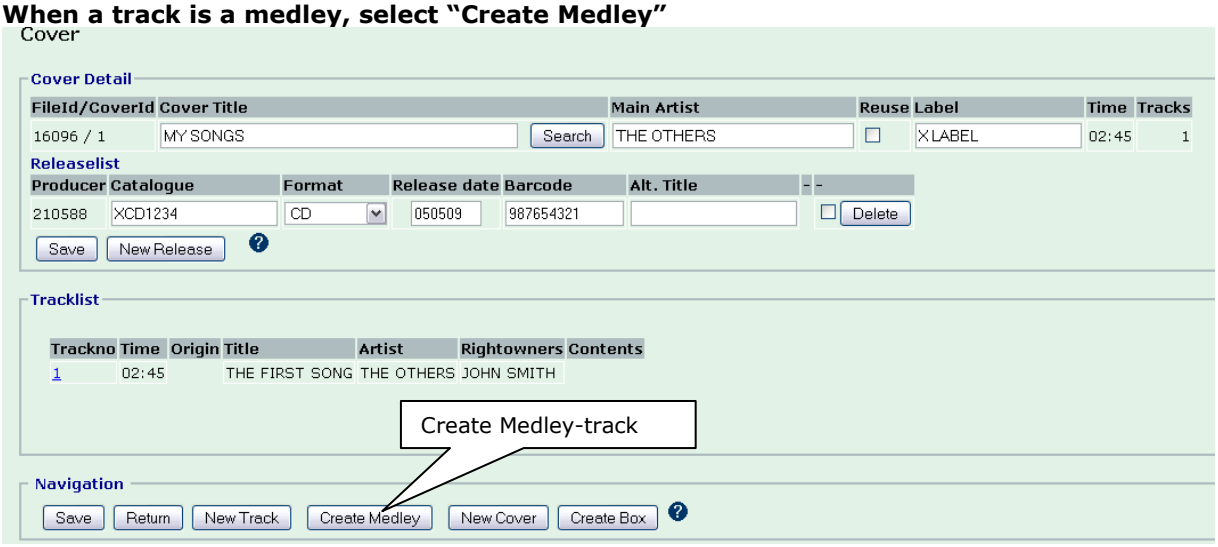
...more track data



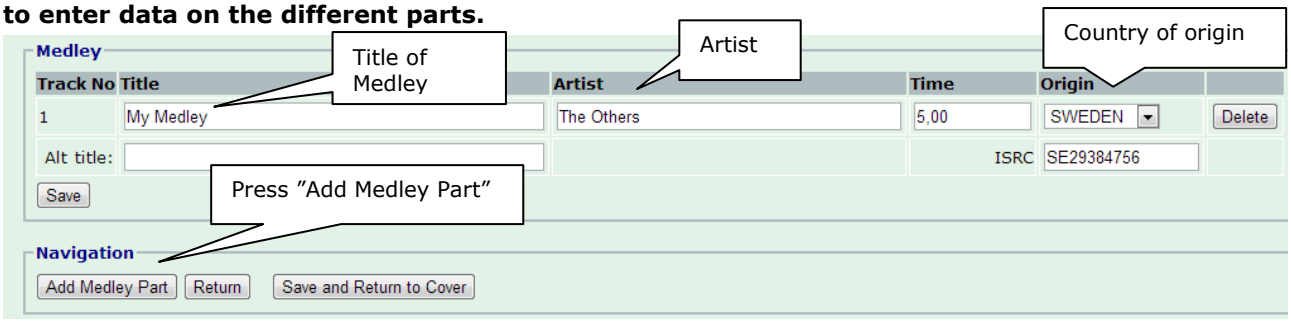
You can continue and register more tracks or finish the cover and create a new cover when all data is completed. Wrong input eg. in playing-time will show an error.

Create Medley

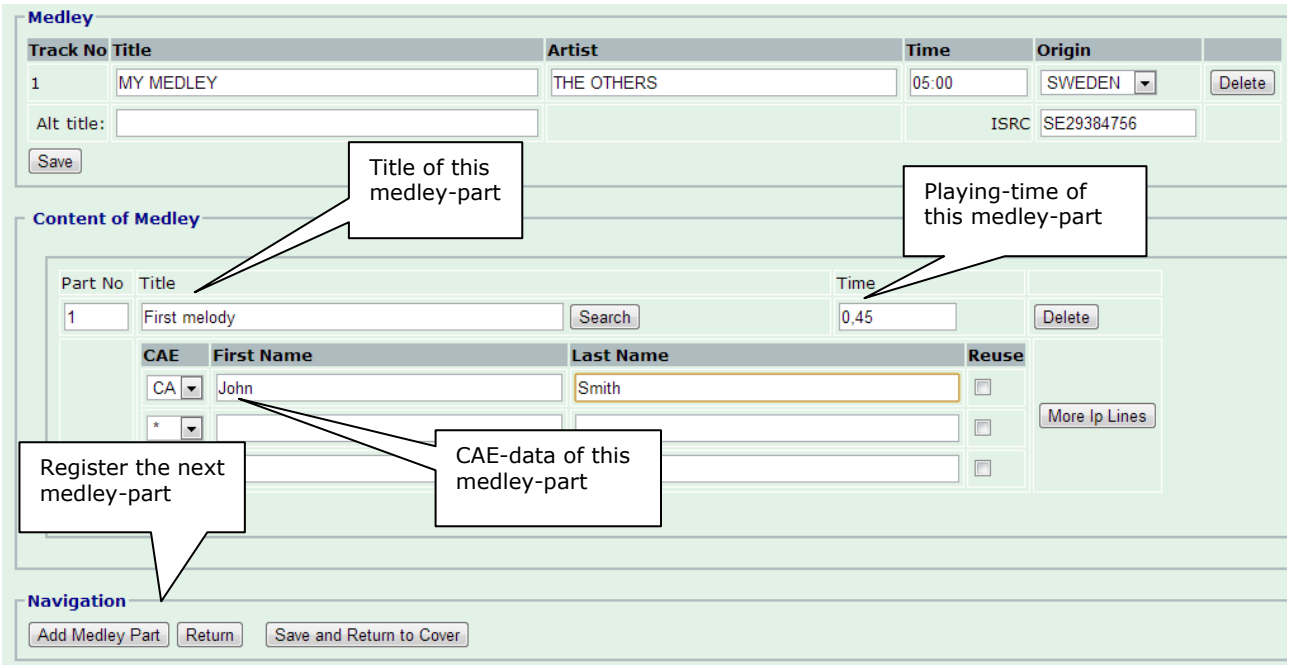
When a track is a medley, select "Create Medley"



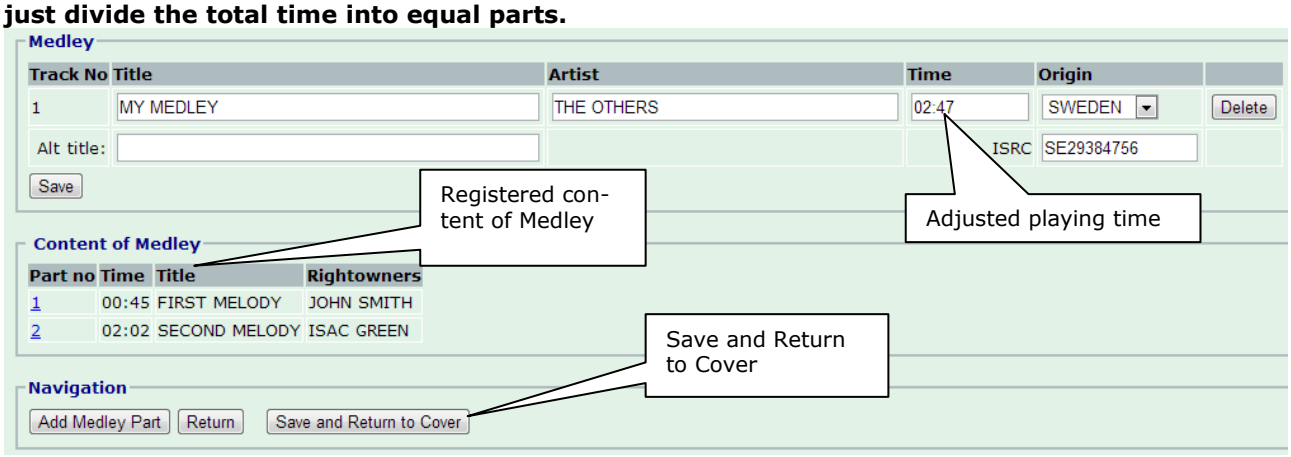
Enter title, artist, total time and country of origin of the medley. Press "Add Medley Part" to enter data on the different parts.



Enter title, time & CAE data and playing time of the first medley part and press again "Add Medley Part".

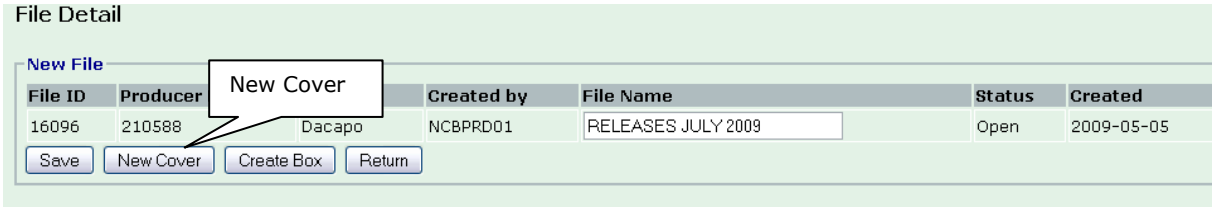


When all parts of the Medley have been added, finish by pressing "Save and Return to Cover". NB The total playing time of the medley will automatically be adjusted after adding time for each medley part. If you don't know the exact time of each part you might just divide the total time into equal parts.

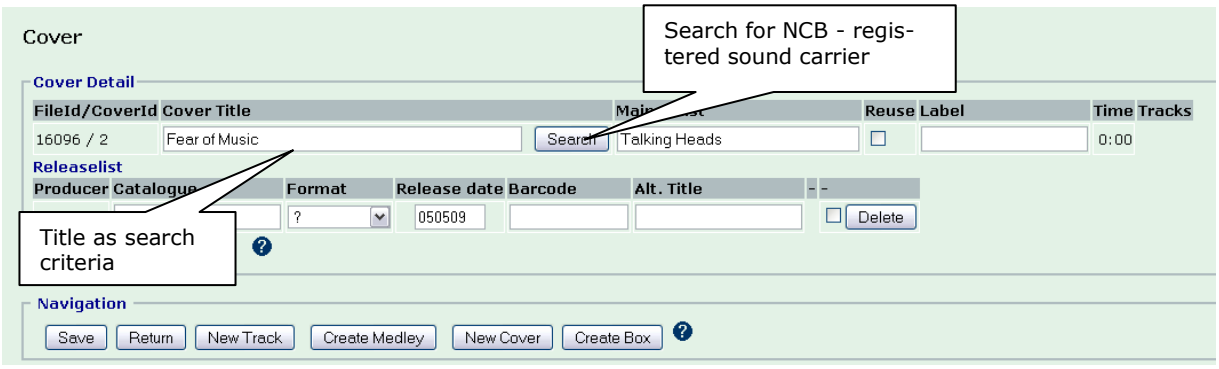


Reuse of registered cover

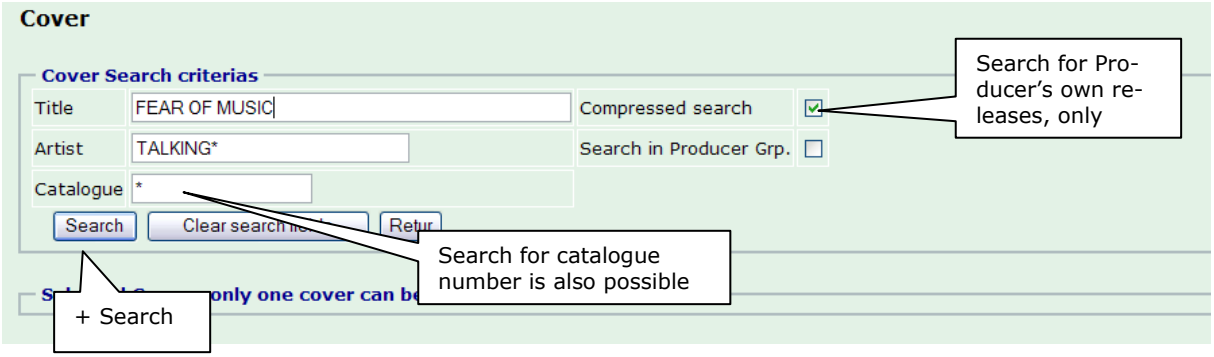
Reuse makes your job easier and faster if it is f.i. a compilation or a re-release
Select "New Cover"



Enter title and/or artist and select "Search"

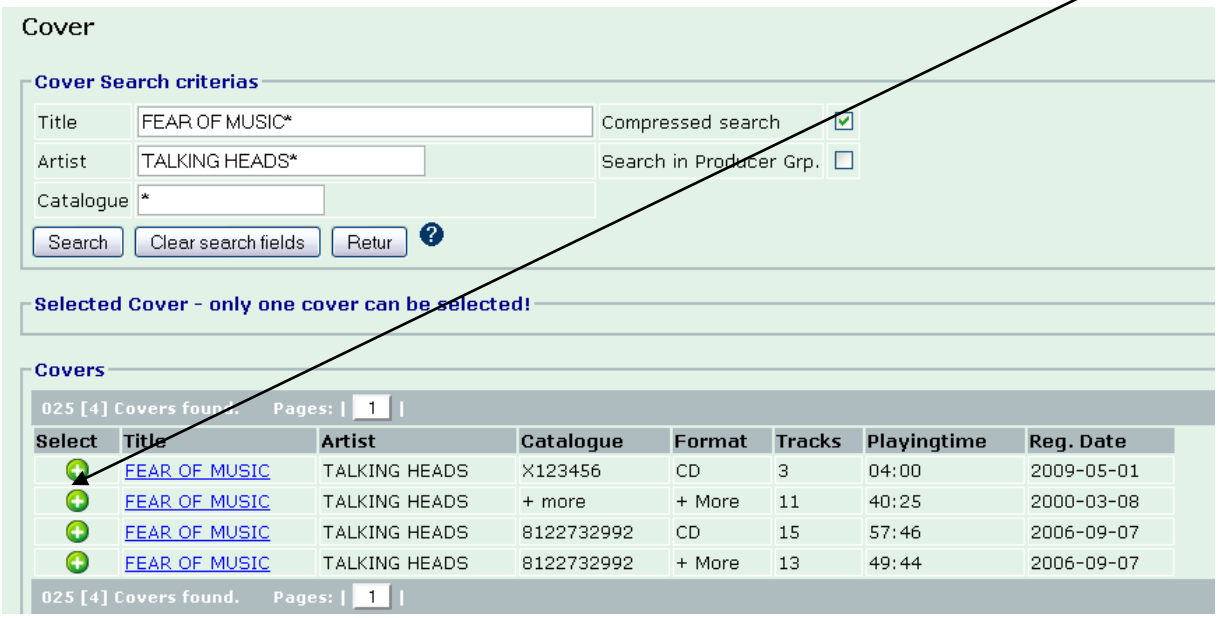


...adjust album data using asterisk (*) and press "Search" again.

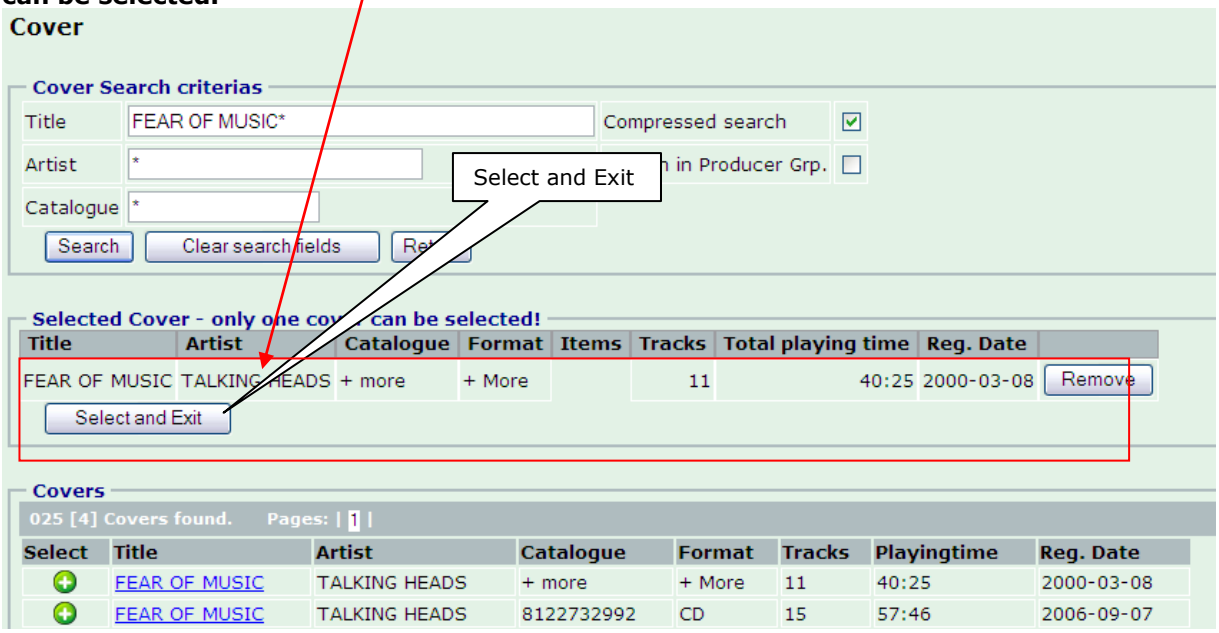


A search is now performed in NCB's database

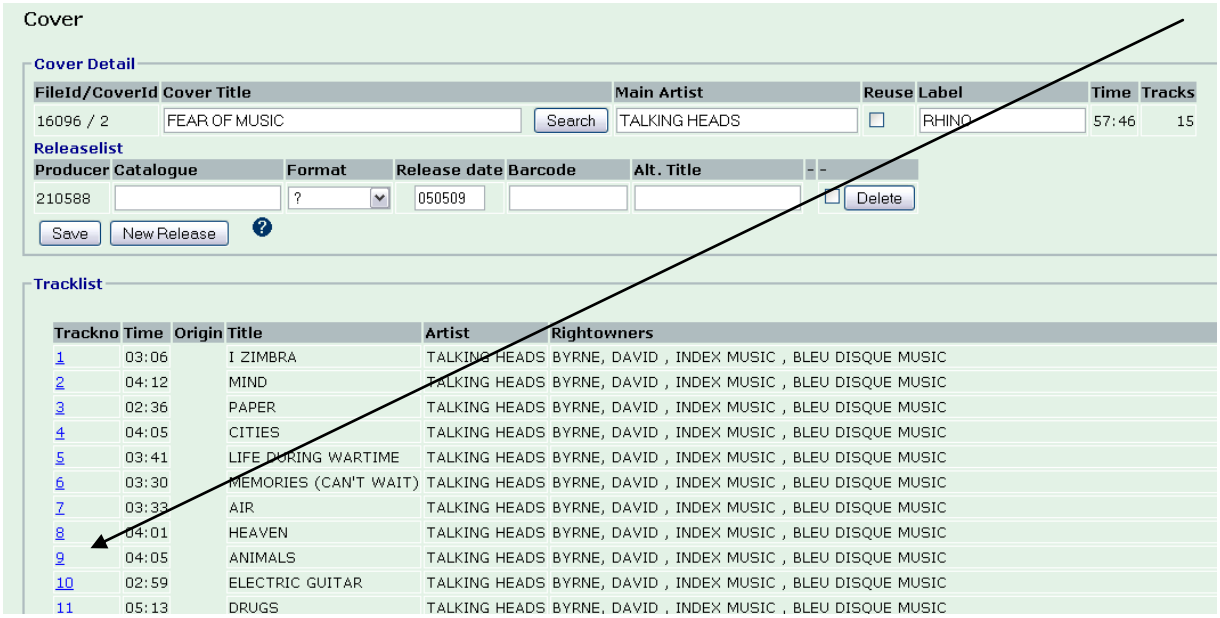
Select the sound carrier to be used as template of new release by pressing green plus (=send to the "Selected Cover")



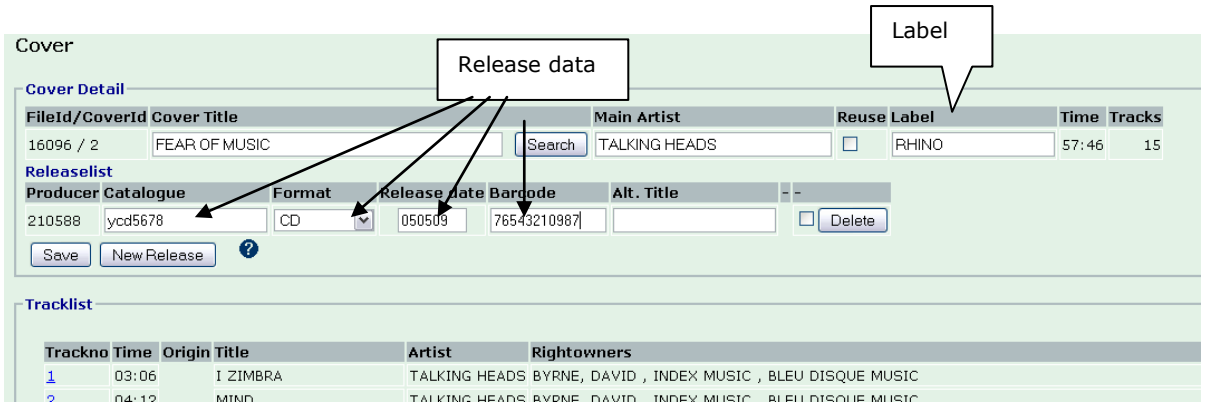
Select the content of "Selected Cover" by pressing "Select and Exit"NB. Only one cover can be selected.



The content is now transferred to webcover



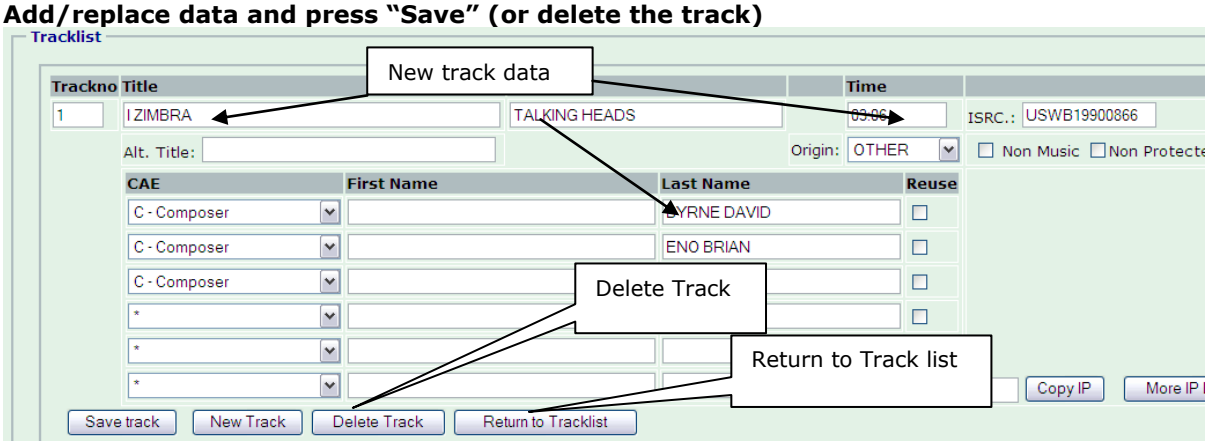
Enter label and enter release data (catalogue number, format and date). Press "Save"



Edit cover

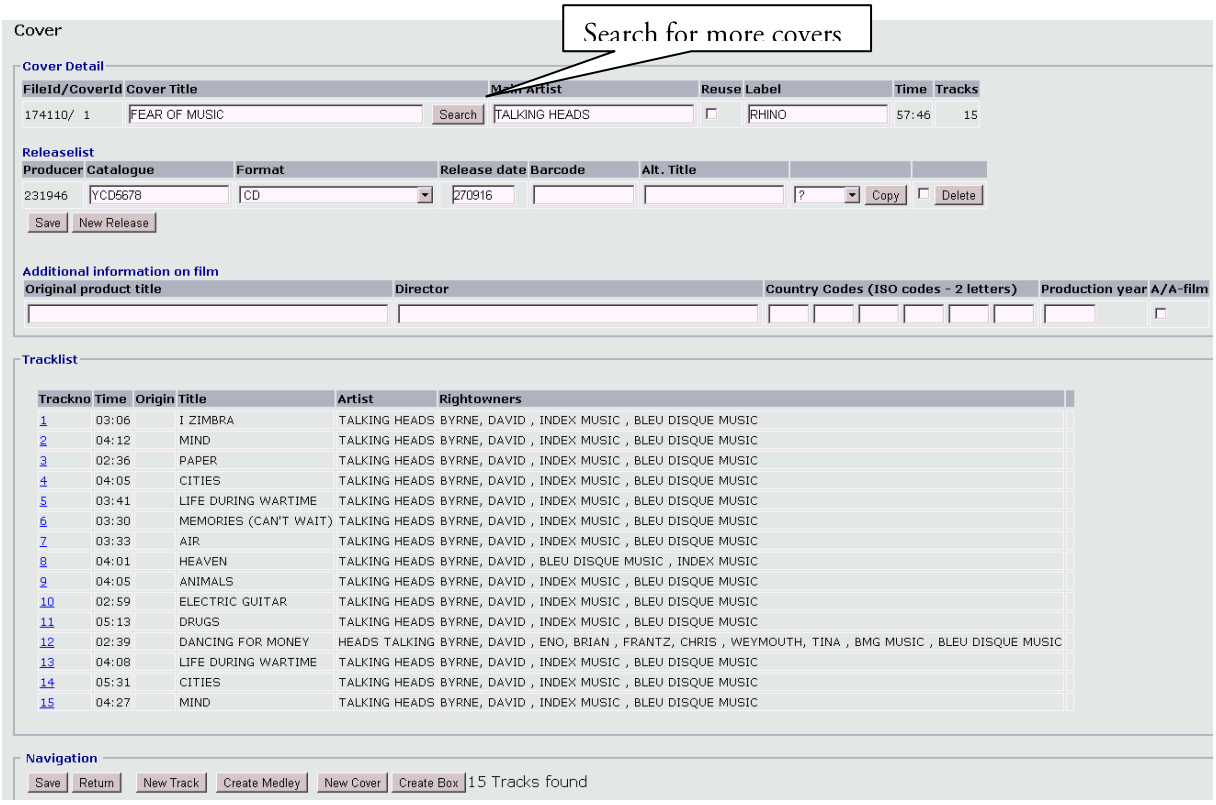
If you want to change or delete a track the new cover is editable.

Add/replace data and press "Save" (or delete the track)

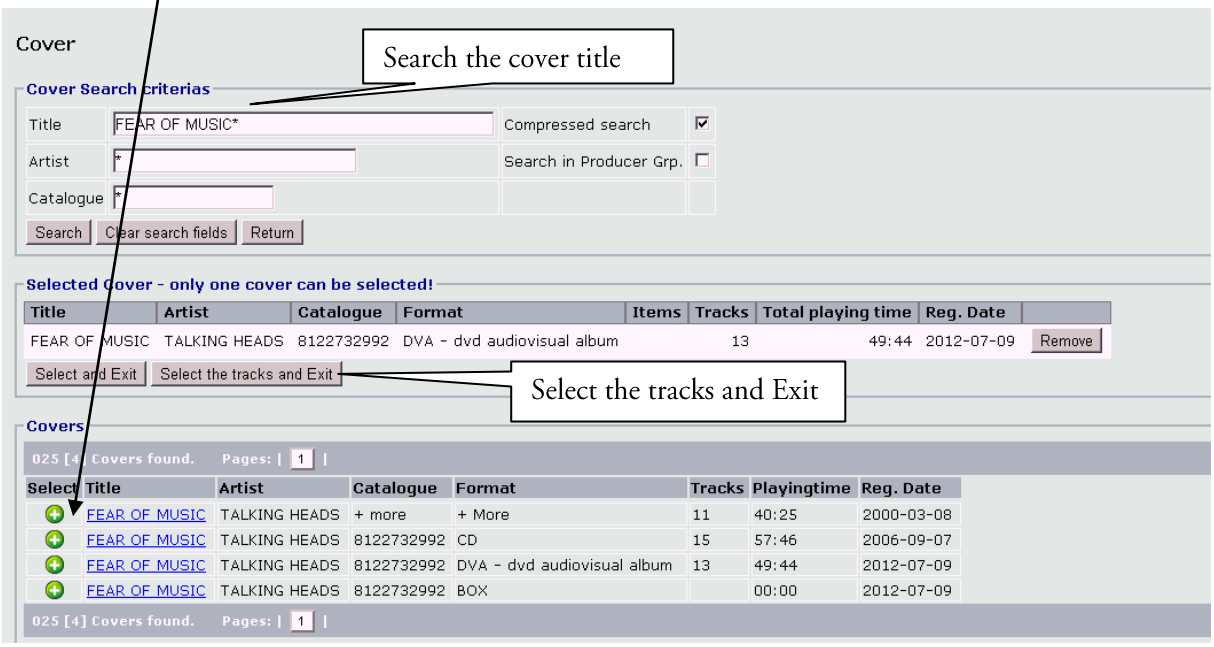


Reuse of more tracks from other covers

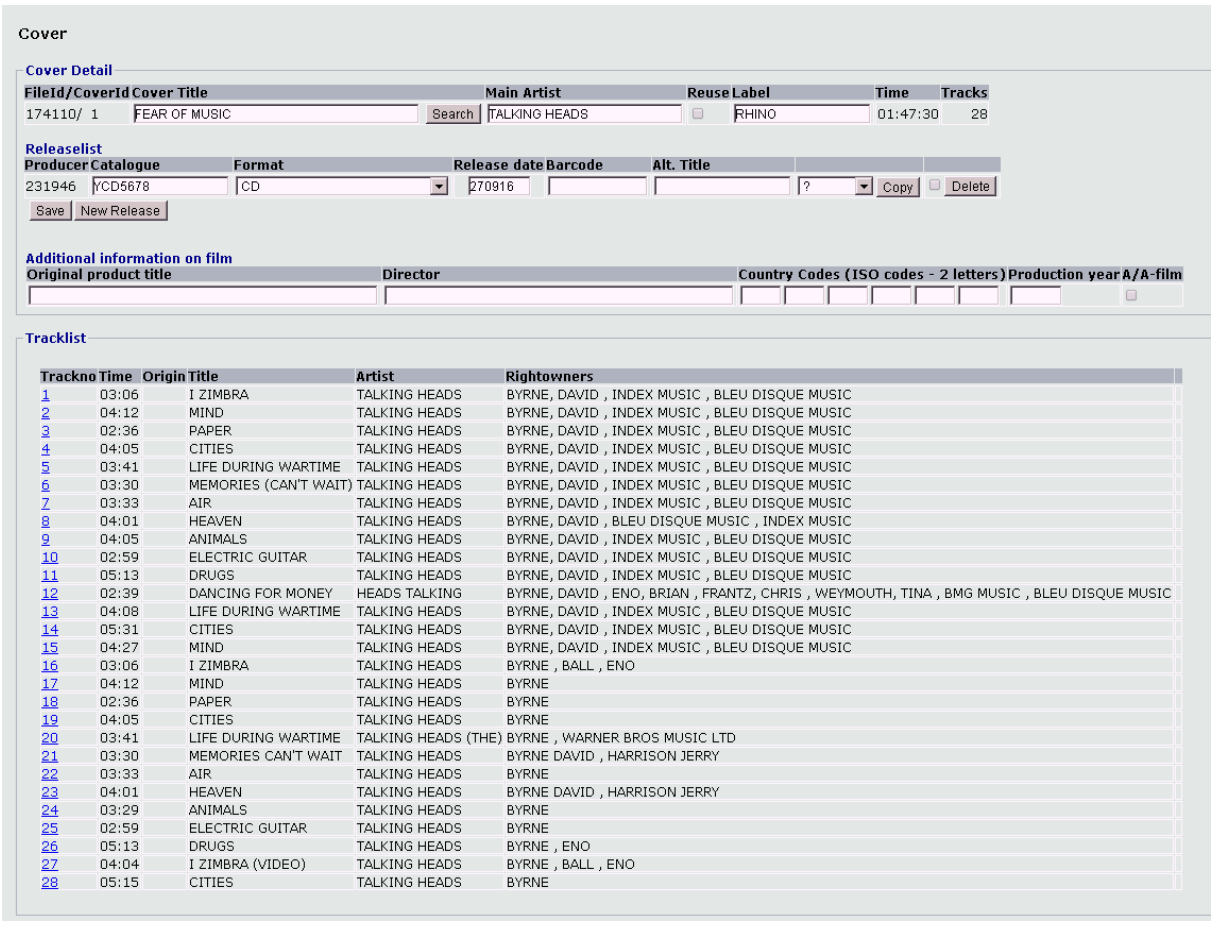
It is possible to add all tracks from other covers into your cover, when you have selected the first cover, you can click the search button again, right next to the Cover title:



Search for cover title and select the sound carrier, where you need the tracks by pressing the green plus - press the button and select all tracks and Exit.



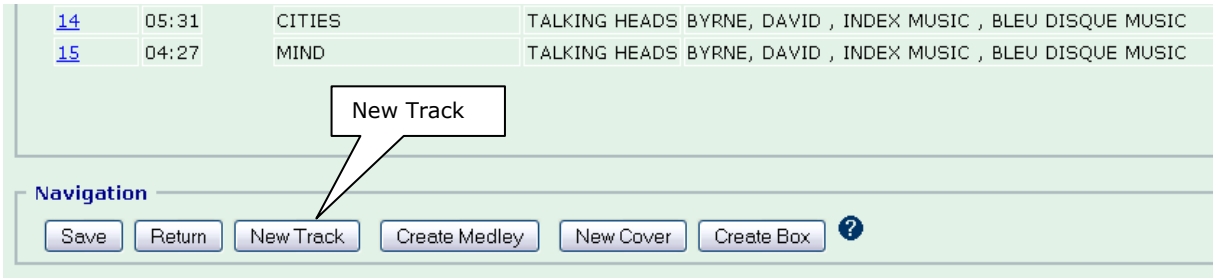
Now you have 28 tracks, the first cover you chose had 15 tracks, and the second cover had 13 tracks. If you want to change, delete or add a track the new cover is editable and you can also add more tracks from other covers if needed.



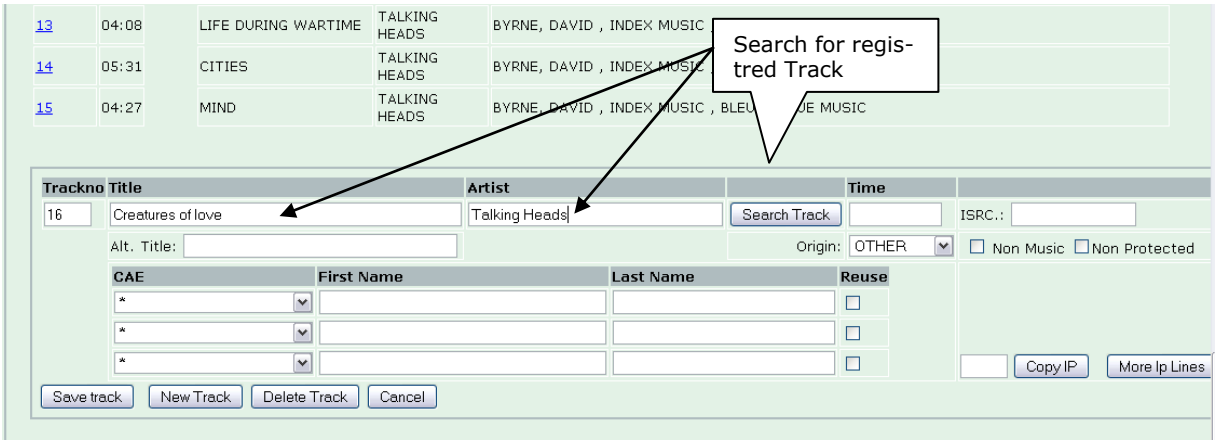
Reuse of registered Tracks

Similarly, you can reuse tracks already registered

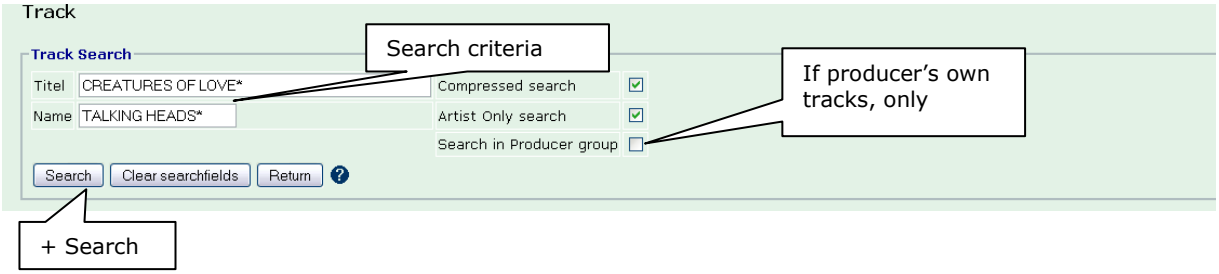
Select "New Track" in the navigation bar



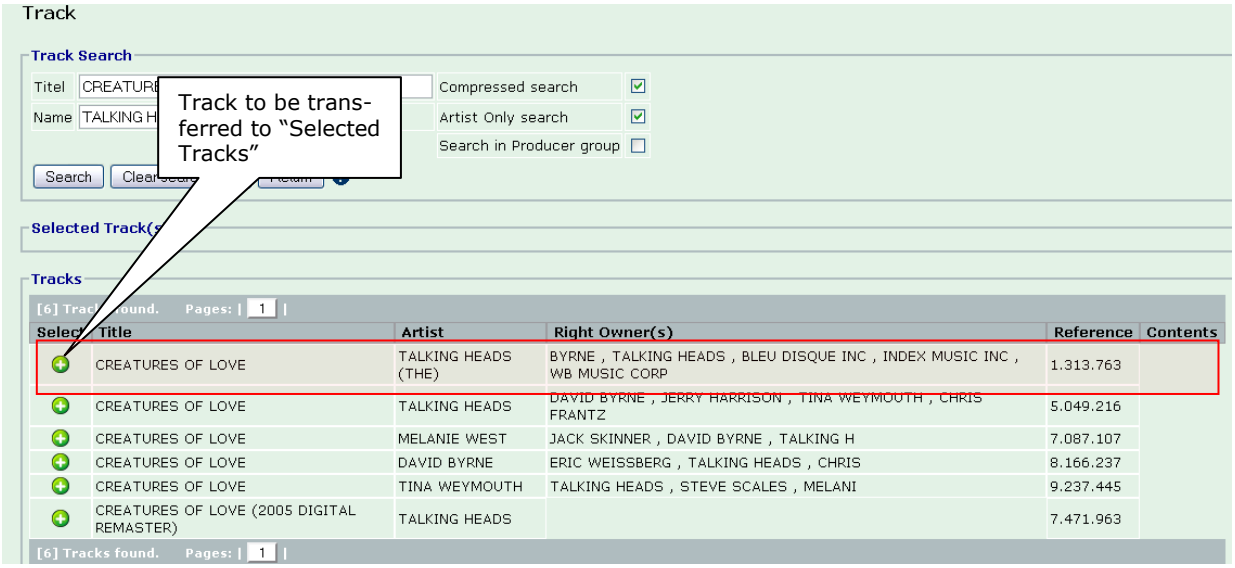
Enter track data and press "Search Track":



Press "Search" again.... or adjust search criteria if necessary (use asterisk*)

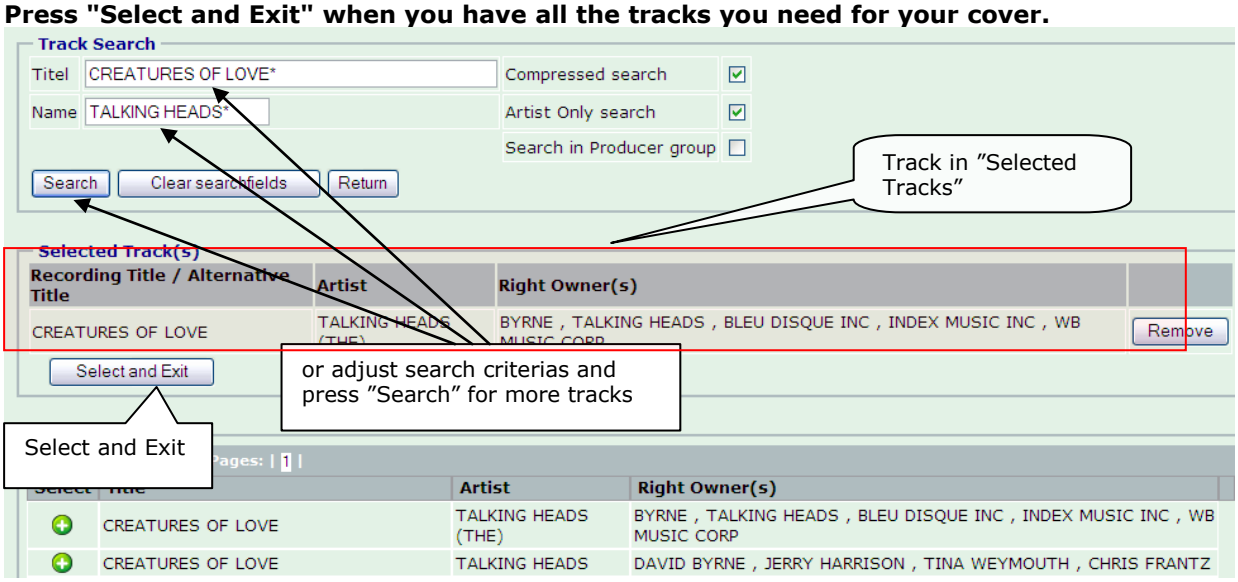


Select the track to be used in your cover by pressing green plus

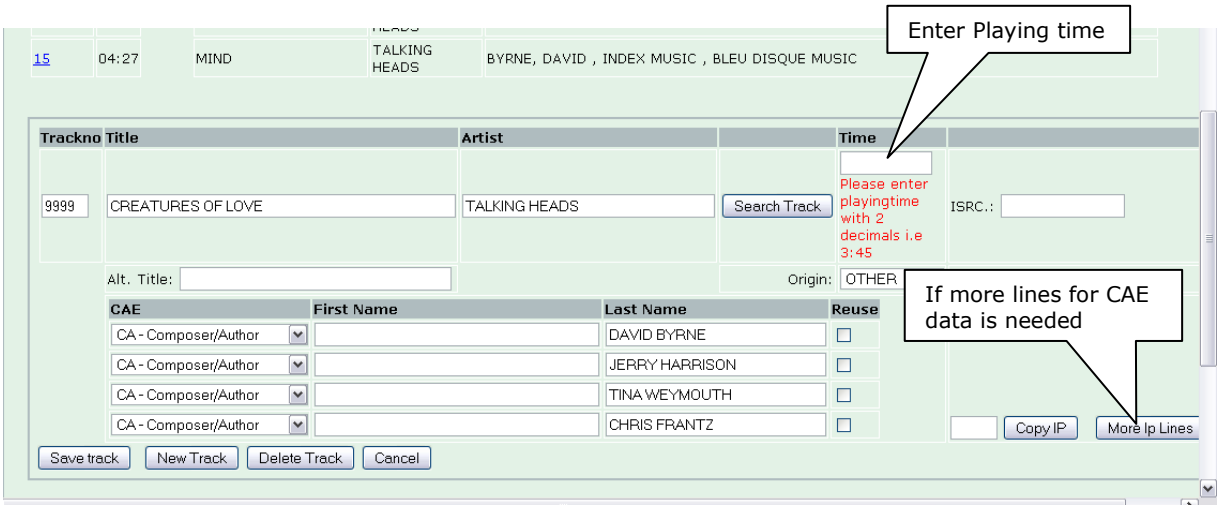


You can find more tracks to "Selected Tracks" by using the search function again

Press "Select and Exit" when you have all the tracks you need for your cover.



Enter track number, playing time, country of origin, and, if needed, adjust other information. Press ”New Track” or ”Save Track”



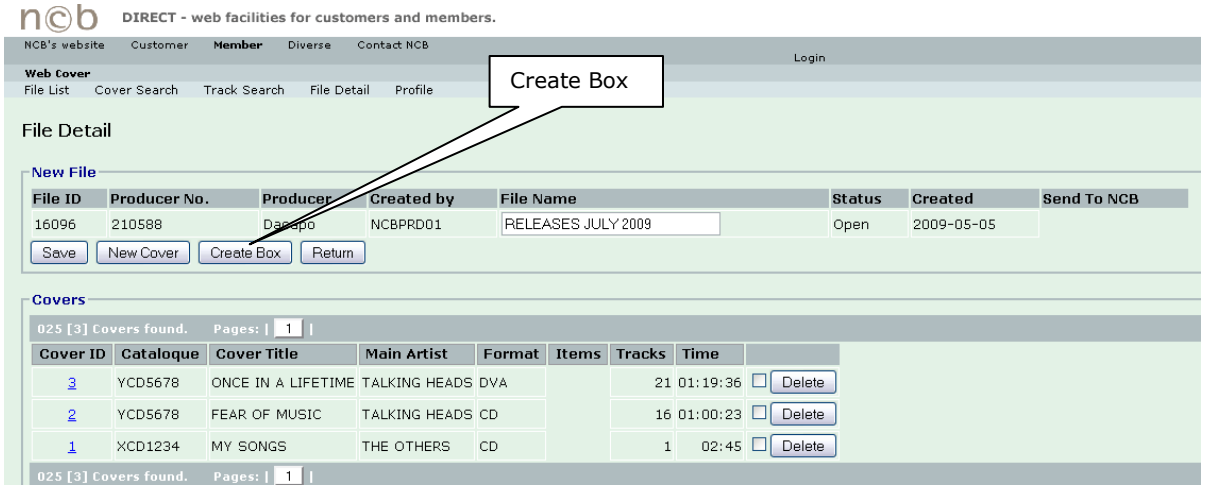
When all Tracks are added, press ”Save” to finish cover registration.

Create Box

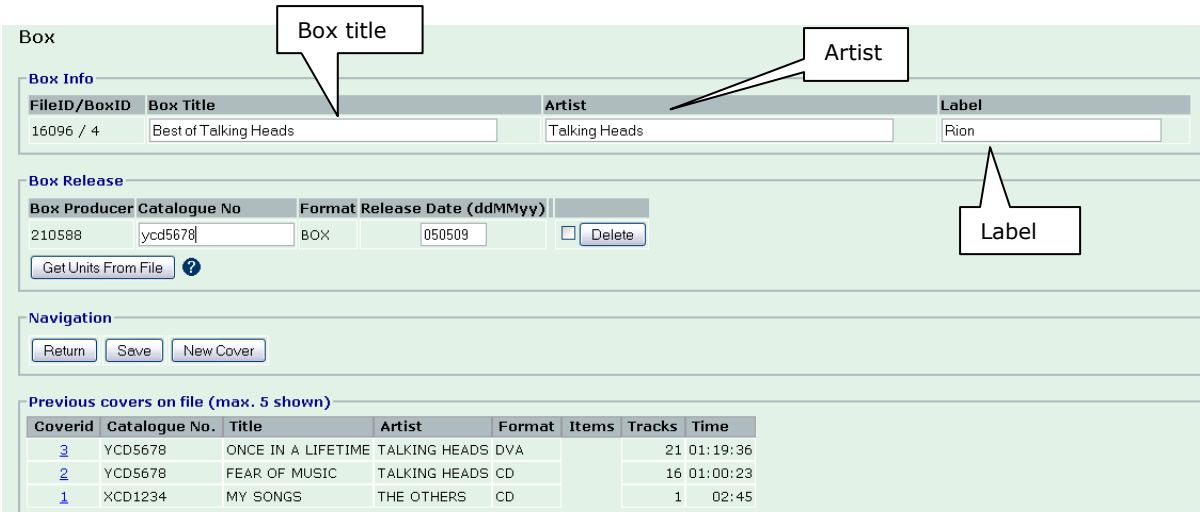
Procedure

All units you want to be included in the box have to be registered first. The catalogue numbers must be identical to the catalogue number of the box.

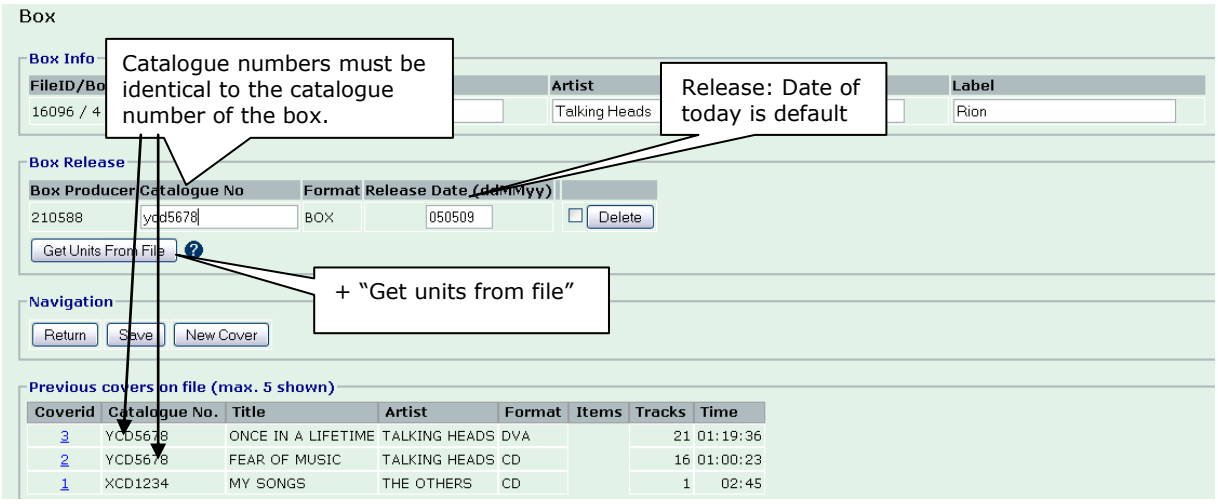
Press "Create Box"



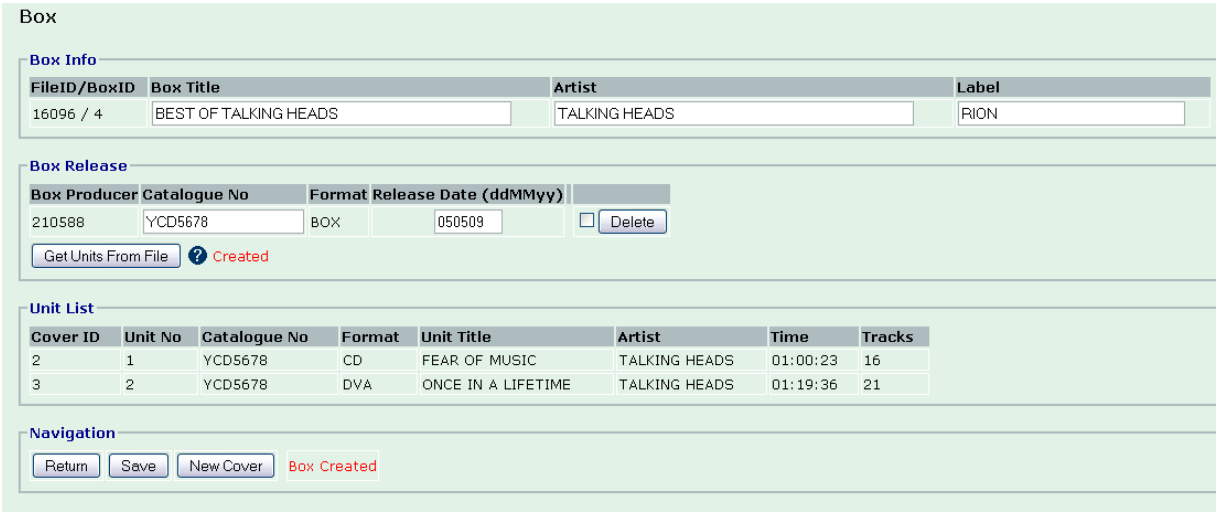
Enter Box data...



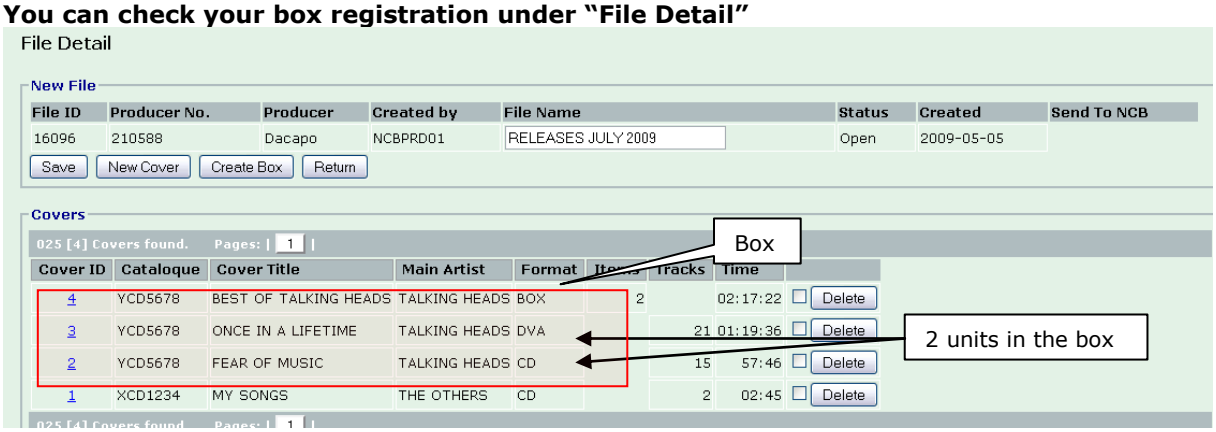
More Box data....finally press "Get Units From File" to pick up the covers



Units (with same catalogue number as the box) have been found... and the box is created.



You can check your box registration under "File Detail"

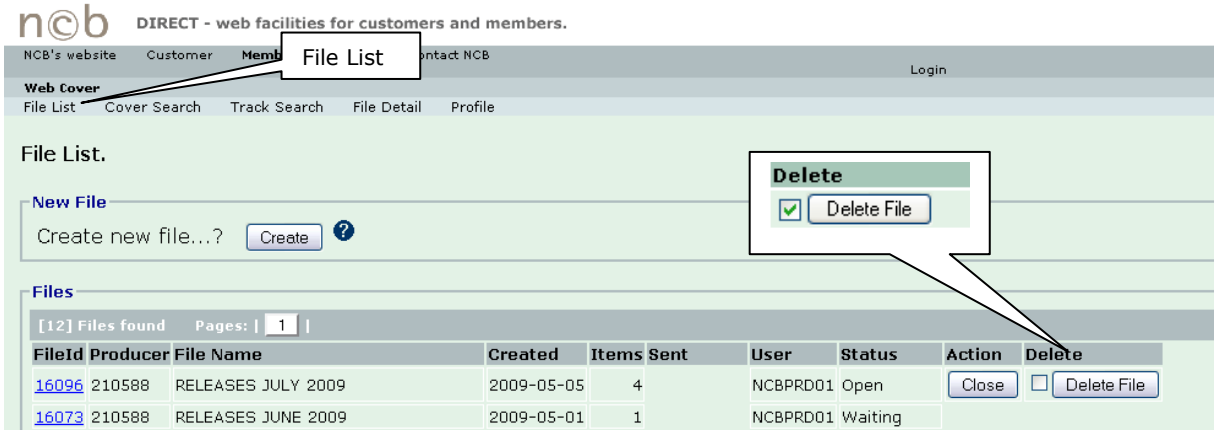


Deletion

Delete File

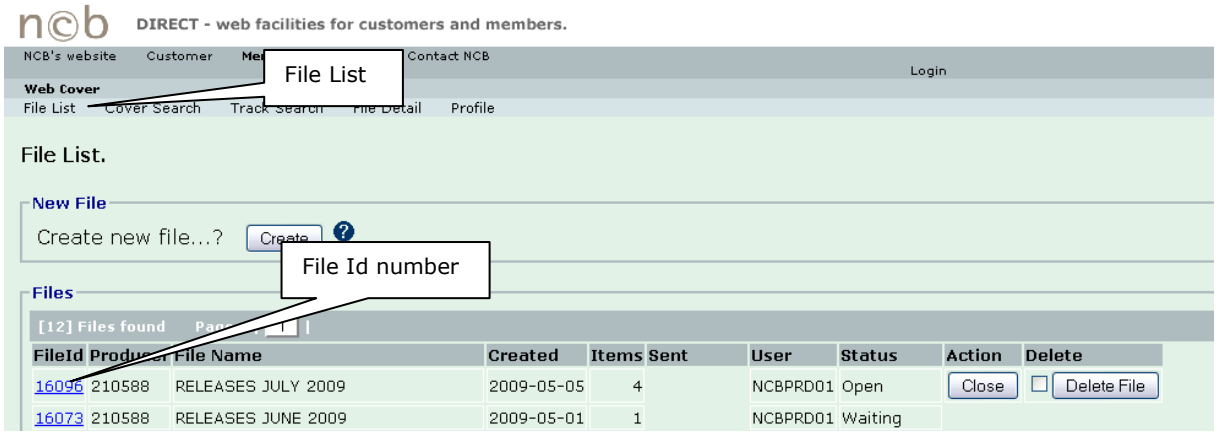
Delete a file with content:

Select ”File List” in the main menu. Tick in the delete-field the file that is to be deleted and press ”Delete File”.

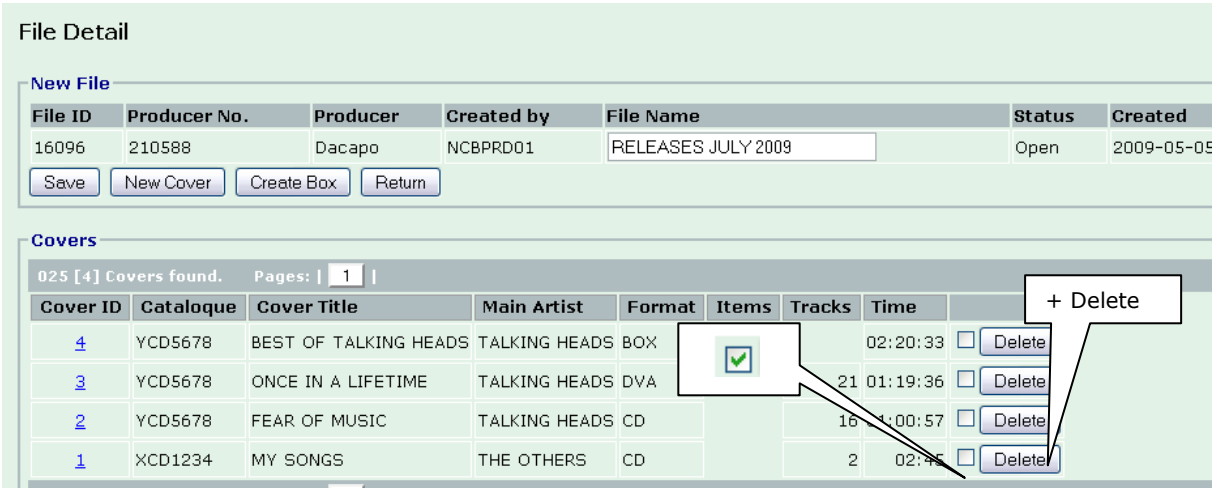


Delete Cover

To delete one or more covers in a file: Select ”File List”, press the “FileId” number and the file opens.



Tick in delete-field ☑ the cover, that is to be deleted and press "Delete"
The cover is now deleted

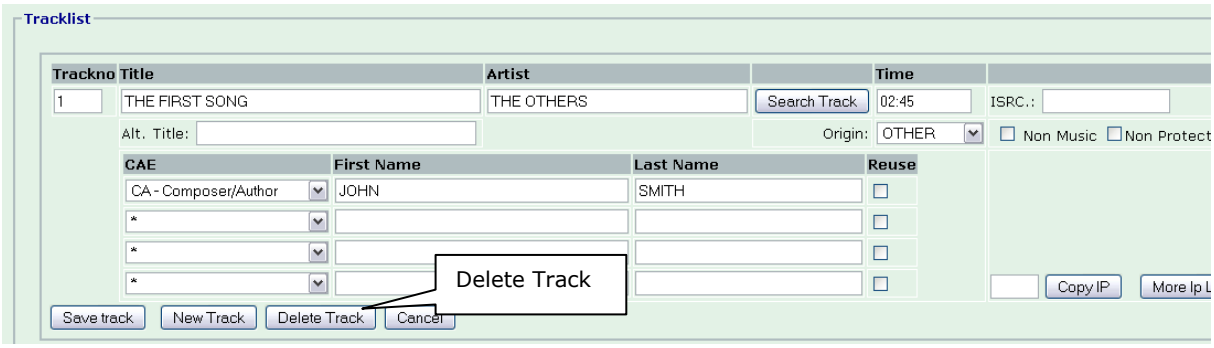


Delete Track

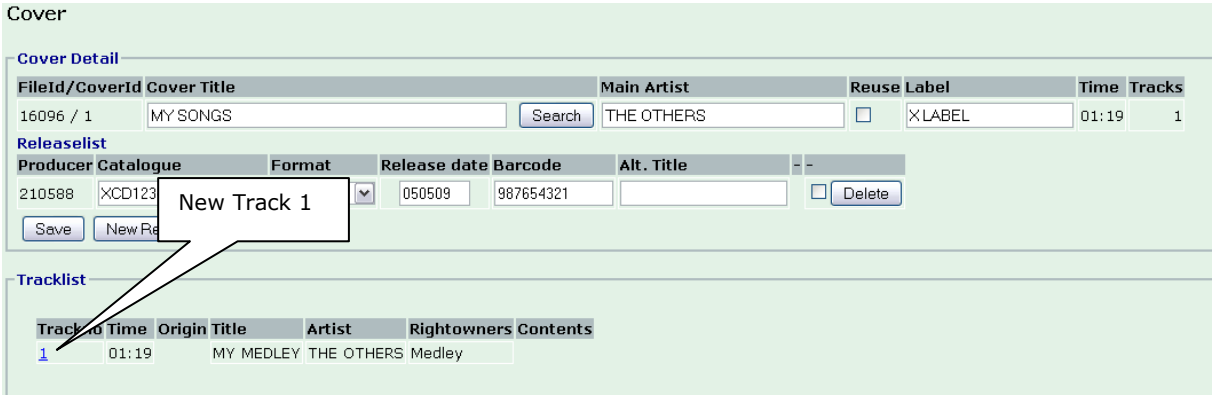
Select "CoverID" number (f.i. 1) the cover containing the track to be deleted.

Select the trackno (f.i. 1) to be deleted

"TrackDetail" window is opened... Press "Delete Track"

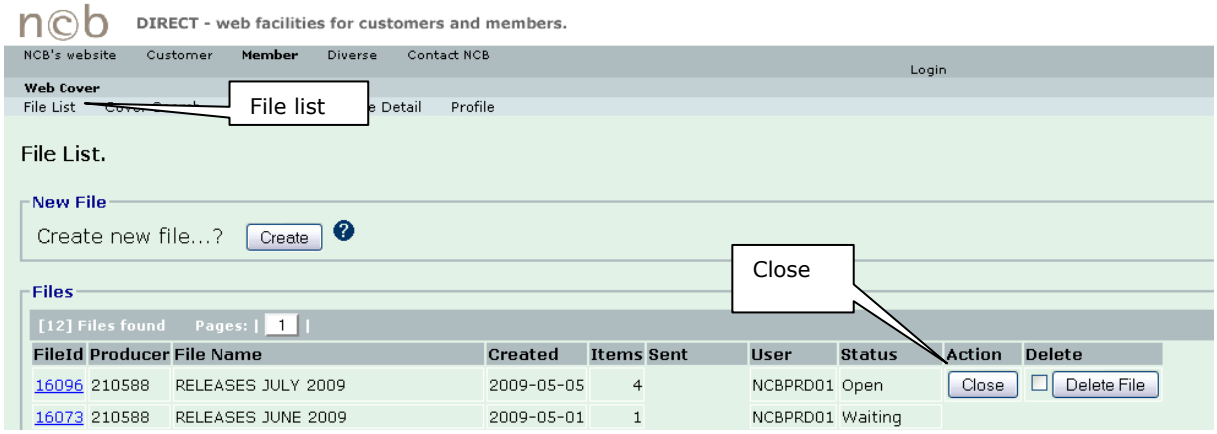


The former Track 2 has now become Track 1....

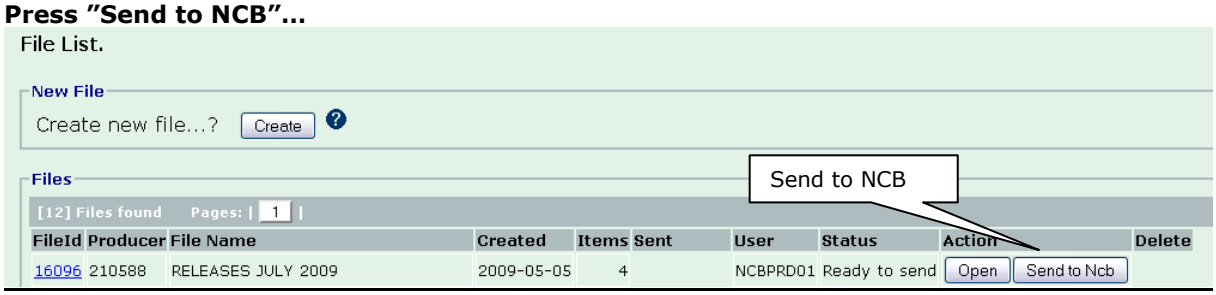


Send File to NCB

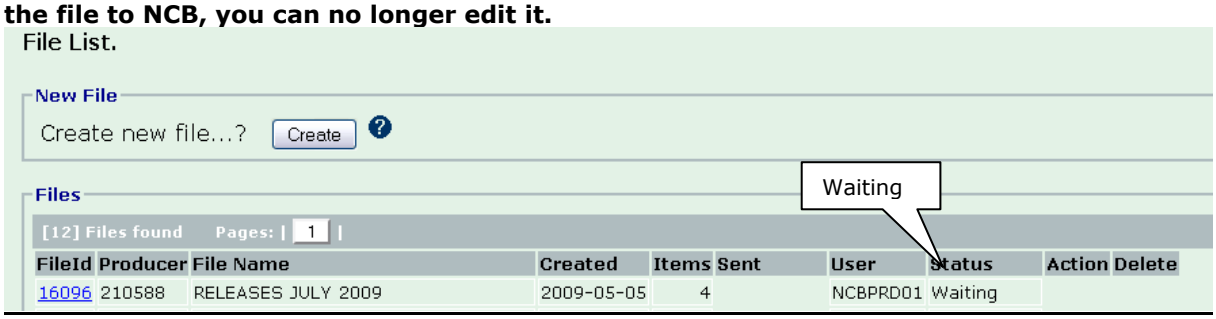
Select "File List" - press "Close" for the file to be closed



Press "Send to NCB"...



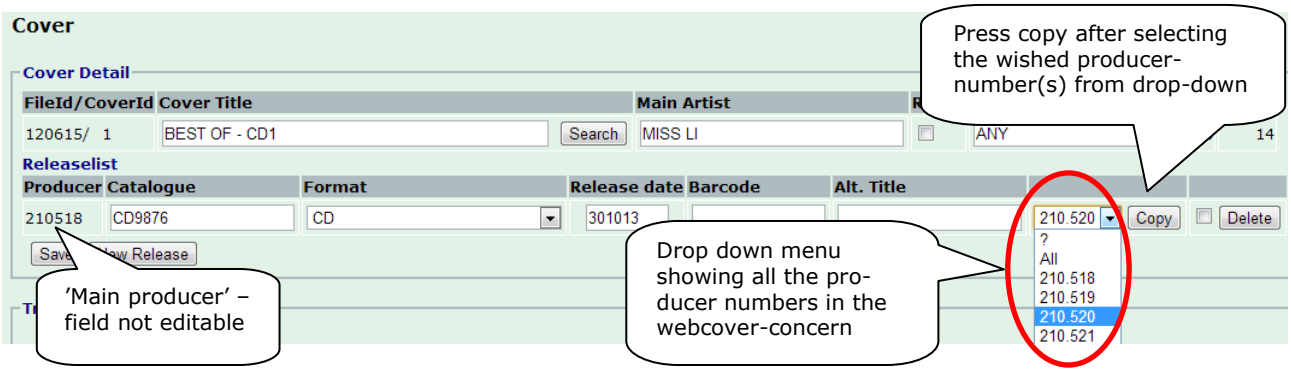
You have now finished your registration and NCB processes the file. Once you have sent the file to NCB, you can no longer edit it.

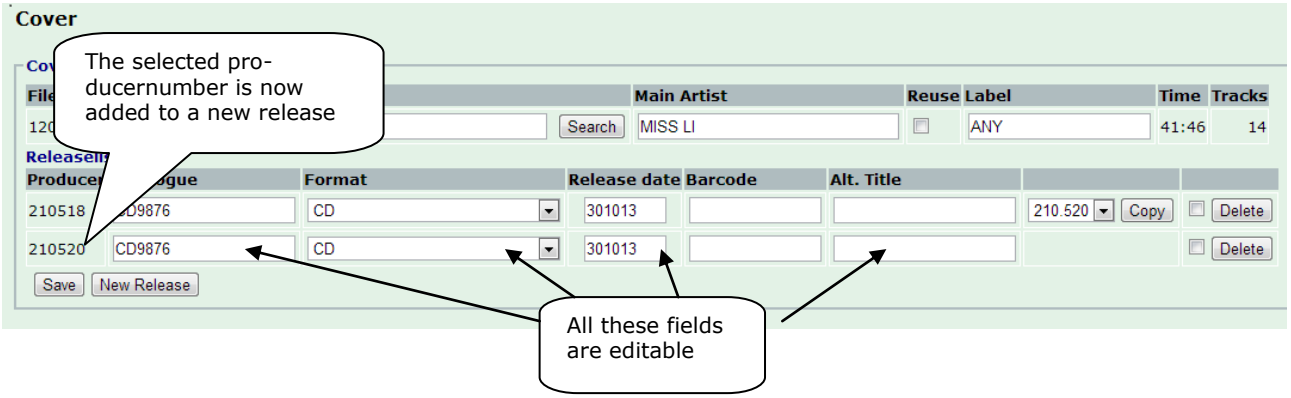


NCB will automatically be notified by email when you sent a file, and NCB processes the file.

WebCover groups – cooperation on registrations

It is possible to simplify the registration work if your products are released under more than one producer number. NCB will for this purpose establish a "web-concern" with the parties involved. When creating a new release a drop down menu will make it possible to copy the release to the other producer numbers.





NB. So far it is not possible to do box-registrations for more than one producer at the time.

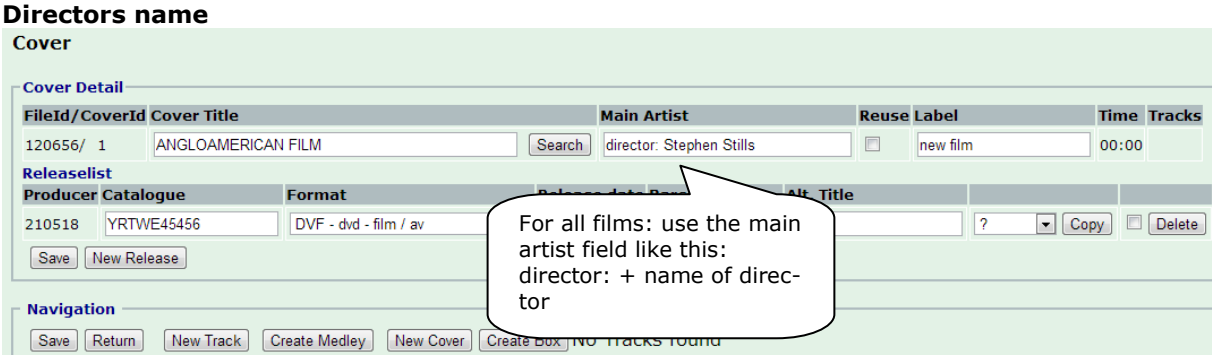
AV and light entertainment products

There are some aspects you need to consider when registering AV and light entertainment products.

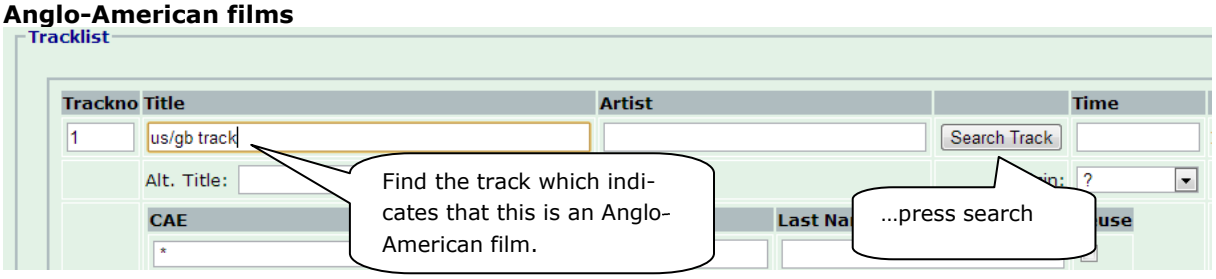
AV/Film

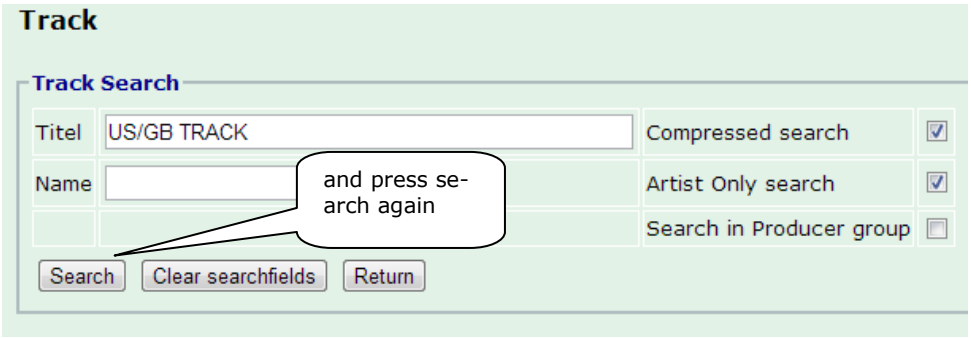
- Director's name as main artist: Please use the field for main artist to the director's name indicating this with 'director:.'
- Anglo- American films: When you register an Anglo-American film, please re-use the special 'us-gb-track' as shown below.
- Score-music: You can merge the score music into one track only with a total playing time – score-music is defined as (instrumental) music composed for the film, and not music or songs, which could also published separately.

Directors name

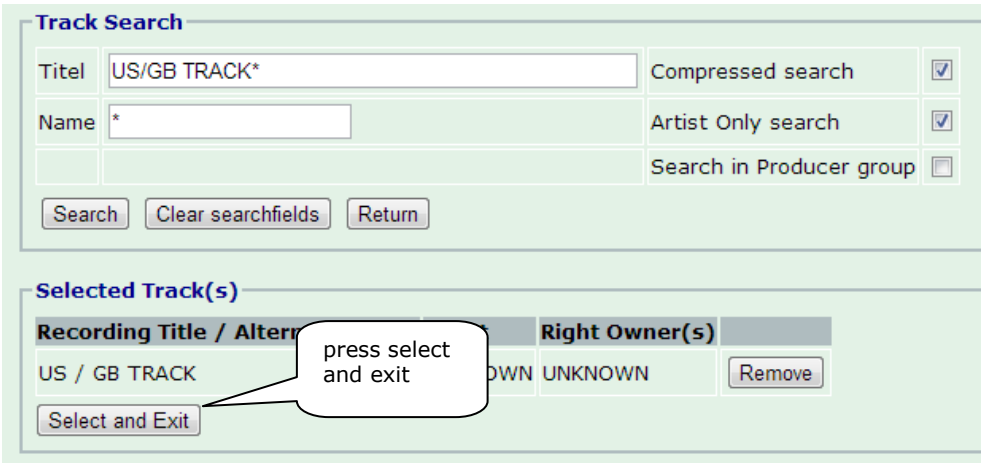


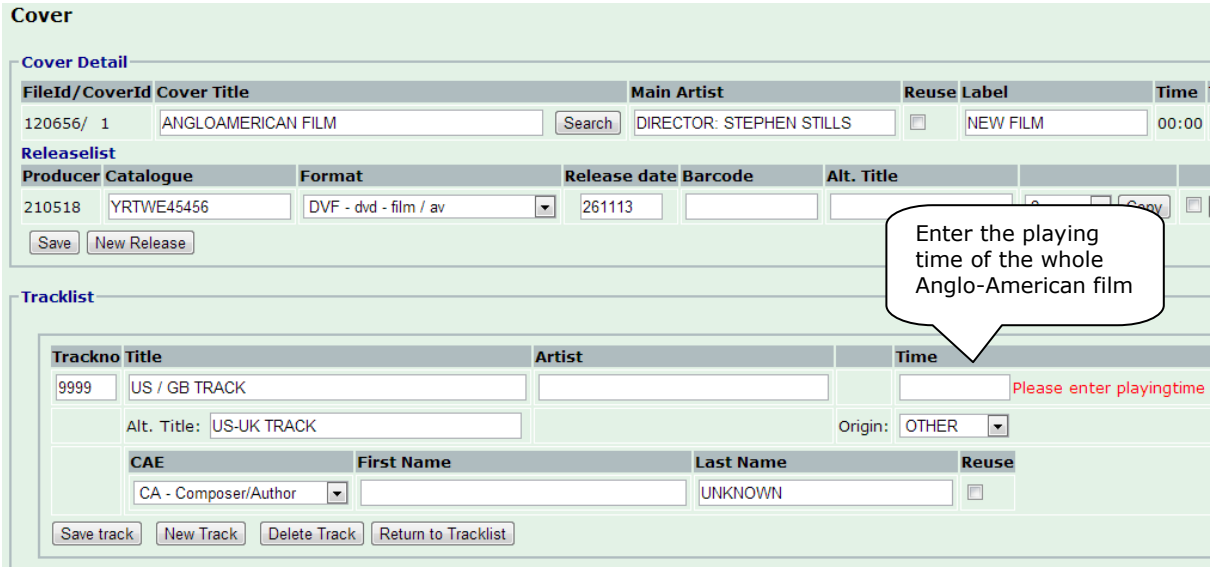
Anglo-American films

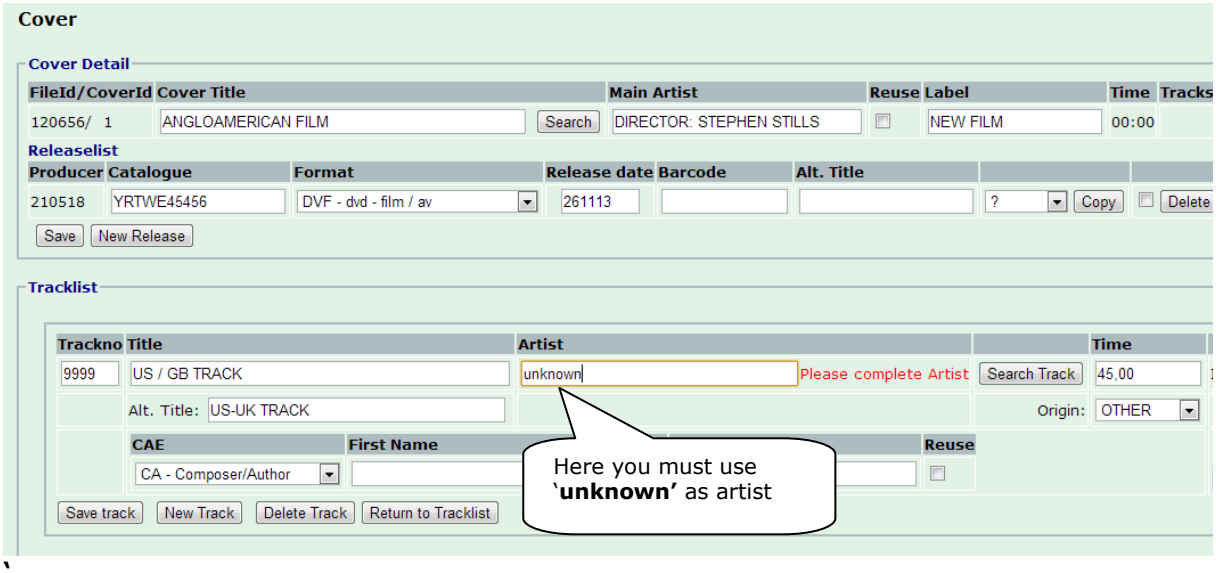




Track
Track Search
Titel
US / GB TRACK*
Compressed search
Name
*
Artist Only search
Search in Producer group
Search
Clear searchfields
Return
This is the track we ask you to re-use.
Press the green plus
Pages:
1
Title
Artist
Right Owner(s)
US / GB TRACK
UNKNOWN
UNKNOWN


Track Search
Titel
US/GB TRACK*
Compressed search
Name
*
Artist Only search
Search in Producer group
Search
Clear searchfields
Return
Selected Track(s)
Recording Title / Alter
Right Owner(s)
US / GB TRACK
UNKNOWN
Remove
press select and exit
Select and Exit


Cover
Cover Detail
FileId/CoverId
Cover Title
Main Artist
Reuse
Label
Time
120656/ 1
ANGLOAMERICAN FILM
Search
DIRECTOR: STEPHEN STILLS
NEW FILM
00:00
Releaselist
Producer
Catalogue
Format
Release date
Barcode
Alt. Title
210518
YRTWE45456
DVF - dvd - film / av
261113
Save
New Release
Enter the playing time of the whole Anglo-American film
Tracklist
Trackno
Title
Artist
Time
9999
US / GB TRACK
Please enter playingtime
Alt. Title:
US-UK TRACK
Origin:
OTHER
CAE
First Name
Last Name
Reuse
CA - Composer/Author
UNKNOWN
Save track
New Track
Delete Track
Return to Tracklist



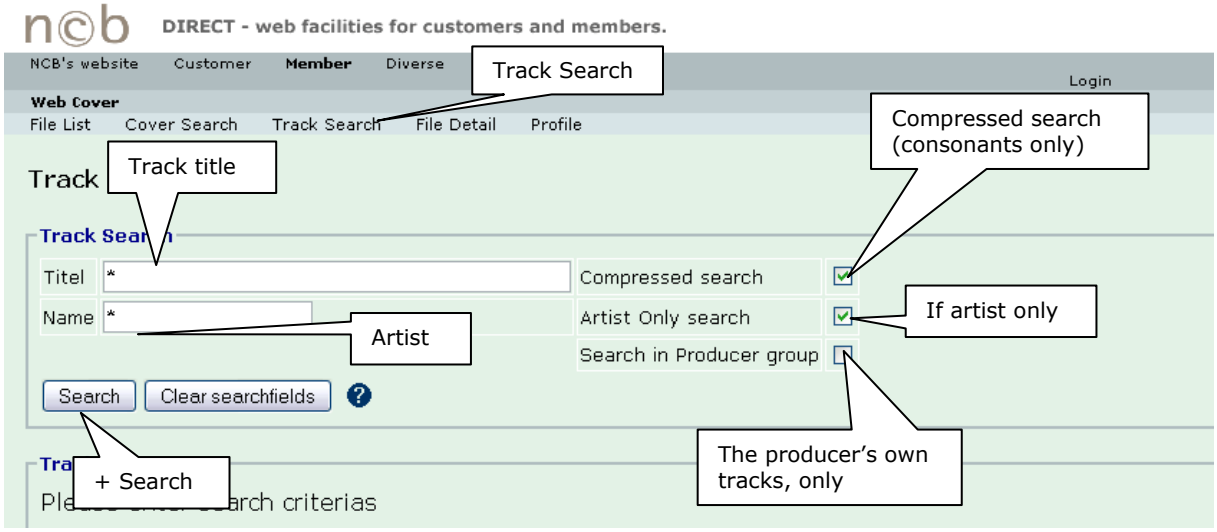
Light Entertainment

- Non-music tracks: It's important that you register also the spoken words/ non-music tracks as the light entertainment are charged pro-rata-temporis (meaning: in proportion).
You can name or re-use the track e.g. as "*spoken words*"
In most occasions you can merge *the spoken-words tracks* into one track
Be careful though, while NCB charges royalties for some of the literary works

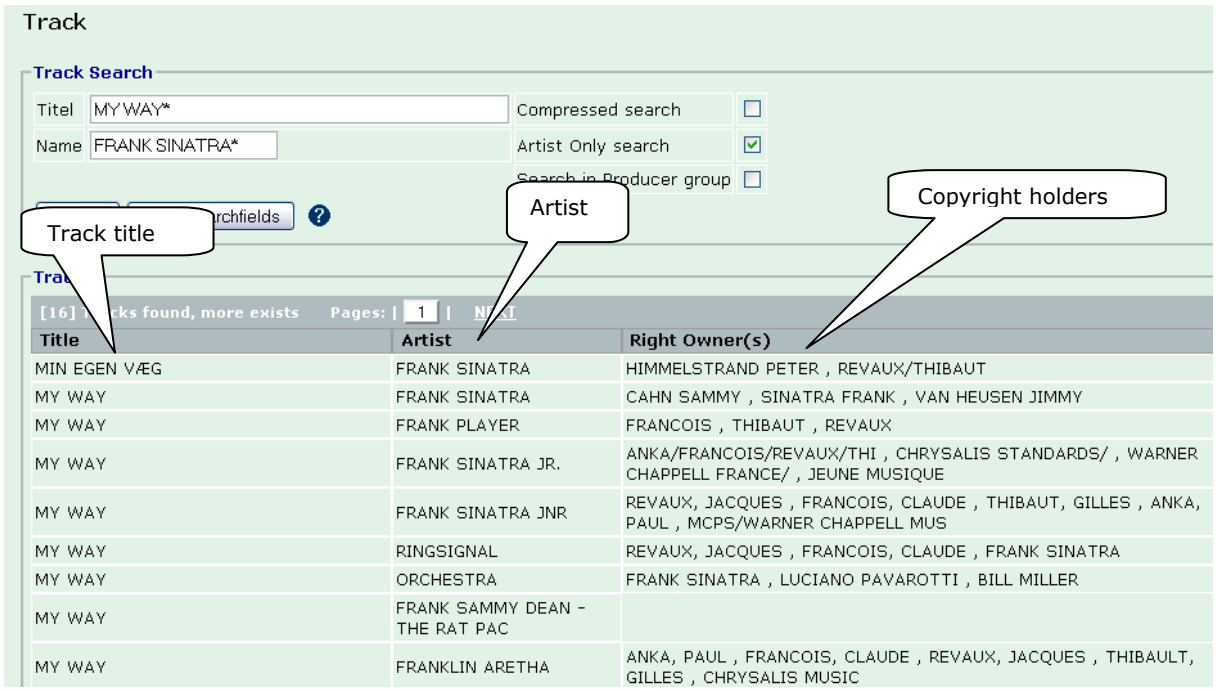
Search for information using WebCover

Track search

Select ”Track Search” from main menu.
Enter search criteria….using asterisk (*) and press ”Search”

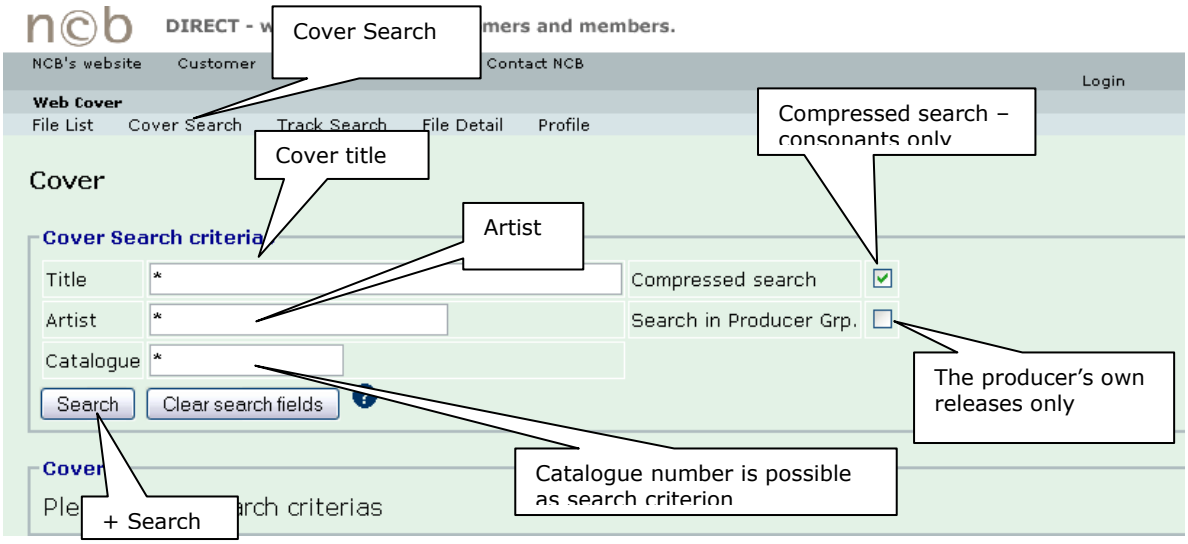


Search result

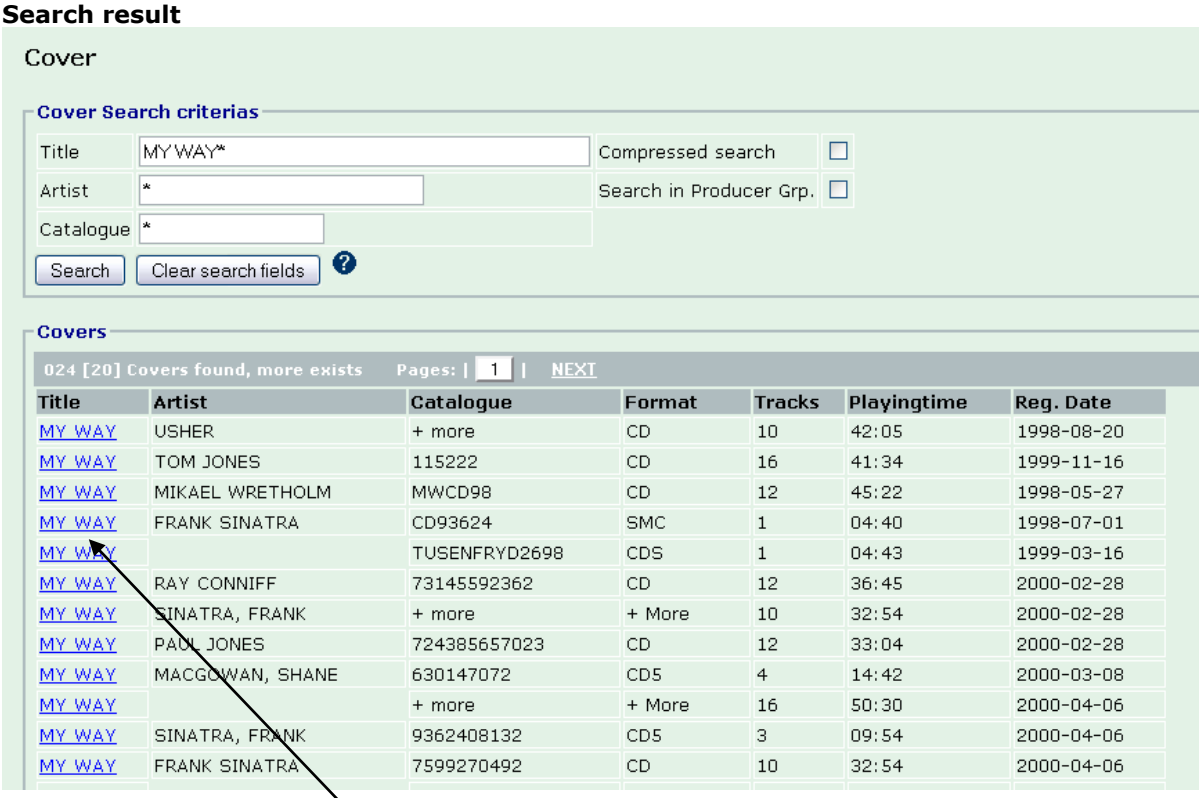


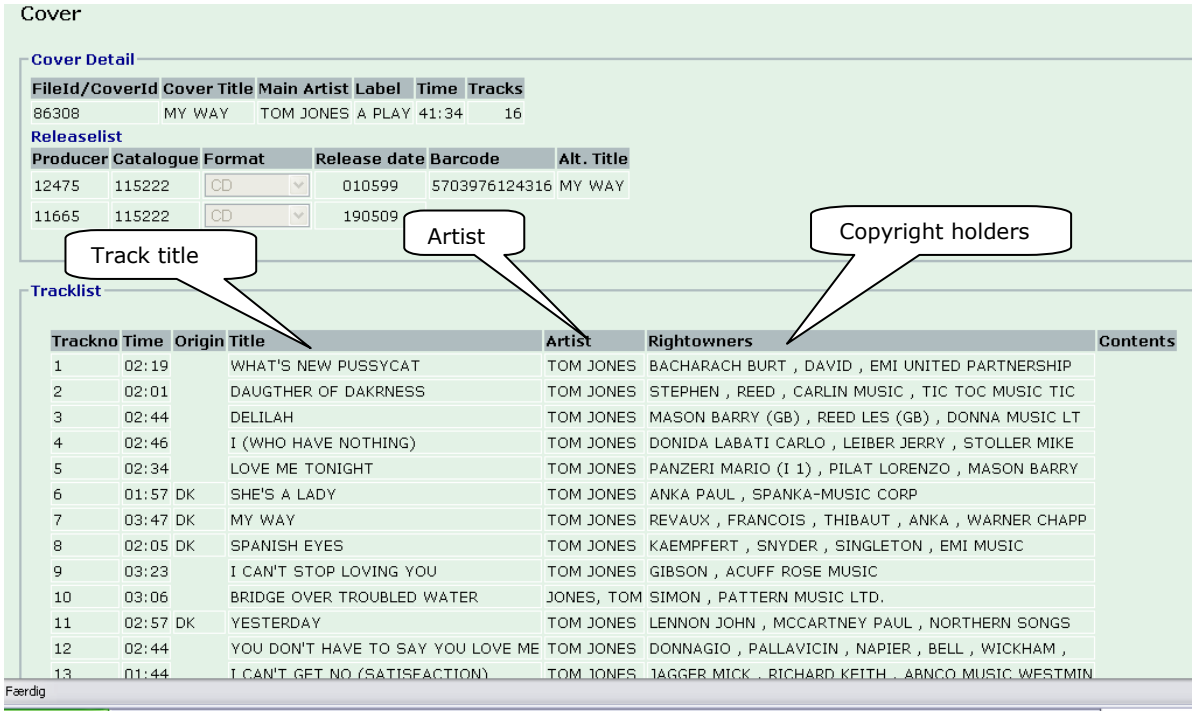
Cover search

Select ”Cover Search” from main menu.
Enter search criterias using asterisk (*) and press ”Search”



Search result



Press MY WAY **..... for more information**

More details……