


Guide

NCB's WebCover

Hammerichsgade 14
1611 Copenhagen V
Denmark

tel. +45 33 36 87 00
fax. +45 33 36 46 90
ncb@ncb.dk
www.ncb.dk

ncb

nordisk
copyright
bureau

Content

- CONTENT..... 1
- ACCESS & LOGIN..... 2
 - Main menu..... 3
 - Useful tips..... 3
- CREATE A NEW FILE..... 4
- CREATE COVER..... 5
- CREATE TRACKS 7
- CREATE MEDLEY 8
- REUSE OF REGISTERED COVER..... 10
 - Edit cover..... 12
- REUSE OF REGISTERED TRACKS 15
- CREATE BOX..... 18
 - Procedure..... 18
- DELETION 20
 - Delete File..... 20
 - Delete Cover..... 20
 - Delete Track..... 21
- SEND FILE TO NCB..... 23
- SEARCH FOR INFORMATION USING WEBCOVER..... 24
 - Track search..... 24
 - Cover search..... 25

Access & login

<http://www.ncb.dk/english/>

The screenshot shows the NCB website homepage. At the top left, there are links for "Contact NCB", "About NCB", and "Danish". At the top right is the "ncb Nordisk Copyright Bureau" logo. A callout box points to the "NCB Direct" link in the top navigation menu. Below the navigation menu, there are three main content blocks: "News" (with a film strip image), "Quick links" (with a chain image), and "Do you release your own music?" (with a classical statue image). The "Quick links" block lists several services like "Download NCB's logo", "Audio products - online application", and "NCB DIRECT online services for members & customers". At the bottom, there is a search bar and contact information: "NCB - NORDISK COPYRIGHT BUREAU - Tel: (+45) 33 36 87 00".

This screenshot shows the "NCB DIRECT" section of the website. The top navigation menu is visible, with "NCB Direct" highlighted. A callout box points to the "Standard producers - 'WebCover'" link in the left sidebar. The main content area features the heading "NCB DIRECT - online services for members and customers" and a sub-heading "Standard producers - 'WebCover' - guide". Below this, there is a paragraph: "NCB has developed some new online applications which give members and customers swift access to many useful NCB facilities over the Internet. At present the following applications are available at NCB DIRECT - with more in the pipeline:". To the right, there is a search bar and a "Links" section with a link to "NCB's profile".

Please enter your userid and password which you have received from NCB. The WebCover system does not support any changes of password by the user!

ncb DIRECT - web facilities for customers and members.

NCB's website Customer **Member** Diverse Contact NCB

Main menu

Login

Login.

Please enter userid and password

Login (userid):

Password:

Login

Forgot your password? [Contact customer support](#)

Have you forgotten your login or password?

Login here if you have been logged out from WebCover

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

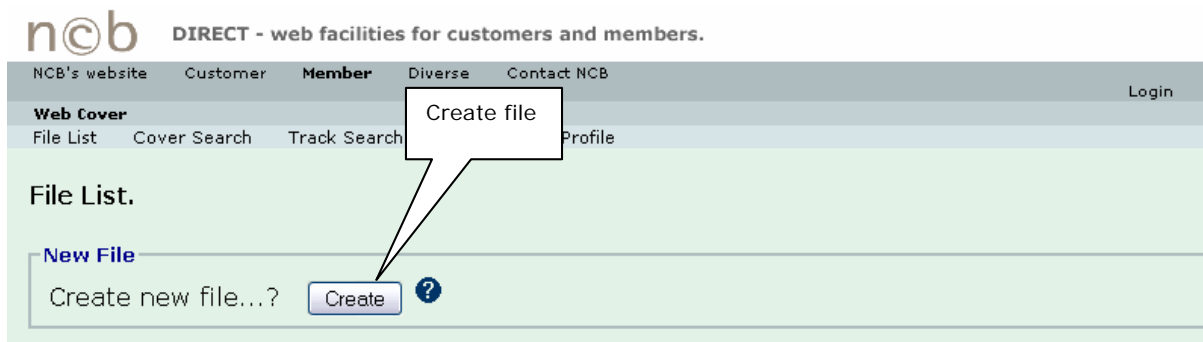
..... before you start working in WebCover

- 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

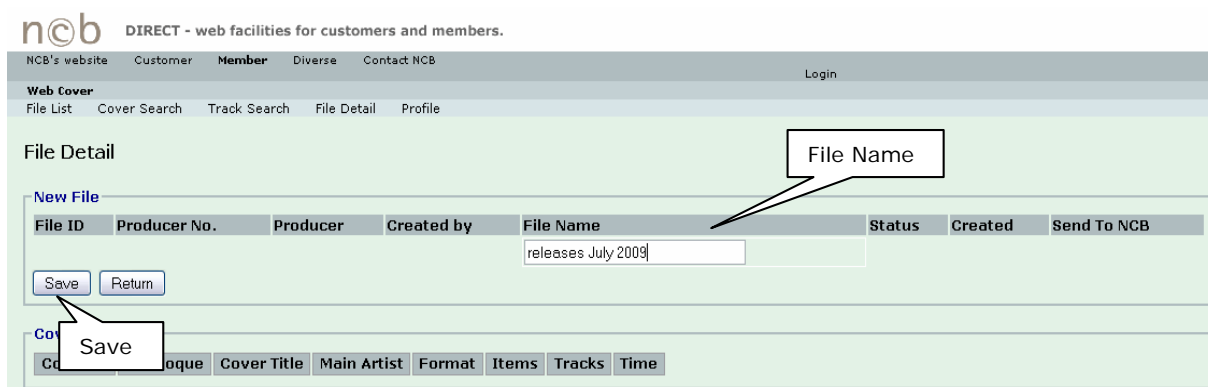
Create a new File

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"

ncb DIRECT - web facilities for customers and members.

NCB's website Customer **Member** Diverse Contact NCB Login

Web Cover
File List Cover Search Track Search File Detail Profile

File Detail

New File

File ID	Producer No	Created by	File Name	Status	Created	Send To NCB
16096	210588	CBPRD01	RELEASES JULY 2009	Open	2009-05-05	

Save New Cover Create Box Return

Covers

Cover ID	Catalogue	Cover Title	Main Artist	Format	Items	Tracks	Time
----------	-----------	-------------	-------------	--------	-------	--------	------

Enter cover data...

ncb DIRECT - web facilities for customers and members.

NCB's website Customer **Member** Diverse Contact NCB Login

Web Cover
File List Cover Search Track Search File Detail Profile

Cover

Cover title

Artist

Label

Reuse of artist on tracks

Cover Detail

FileId/CoverId	Cover Title	Main Artist	Reuse	Label	Time	Tracks
16096 / 1	My Songs	The Others	<input checked="" type="checkbox"/>	Xlabel	0:00	

Releaselist

Producer	Catalogue	Format	Release date	Barcode	Alt. Title
210588	xcd1234	CD	050509	987654321	

Save New Release Delete

Navigation

Save Return New Track Create Medley New Cover Create Box

...enter release data

ncb DIRECT - web facilities for customers and members.

NCB's website Customer **Member** Diverse Contact NCB Login

Web Cover
File List Cover Search Track Search File Detail Profile

Cover

Catalogue number without spaces or any special characters

Date of release ddmmyy (today's date is default)

Select Sound Carrier Format

Cover Detail

FileId/CoverId	Cover Title	Main Artist	Reuse	Label	Time	Tracks
16096 / 1	My Songs	The Others	<input checked="" type="checkbox"/>	Xlabel	0:00	

Releaselist

Producer	Catalogue	Format	Release date	Barcode	Alt. Title
210588	xcd1234	CD	050509	987654321	

Save New Release Delete

Navigation

Save Return New Track Create Medley New Cover Create Box

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

ncb DIRECT - web facilities for customers and members.

NCB's website Customer Member Diverse Contact NCB Login

Web Cover File List Cover Search Track Search File Detail Profile

Cover

Cover Detail

FileId/CoverId	Cover Title	Main Artist	Reuse	Label	Time	Tracks
16096 / 1	My Songs	The Others	<input checked="" type="checkbox"/>	X label	00:00	

Releaselist

Producer	Catalogue	Format	Release date	Barcode	Alt. Title	
210588	xcd1234	CD	050509	987654321		<input type="checkbox"/> Delete

Save New Release ?

Save New Track Create Medley New Cover Create Box ?

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.

Cover

Cover Detail

FileId/CoverId	Cover Title	Main Artist	Reuse	Label	Time	Tracks
16096 / 5	MY SONGS	THE OTHERS	<input type="checkbox"/>	X LABEL	00:00	

Releaselist

Producer	Catalogue	Format	Release date	Barcode	Alt. Title	
210588	Please complete	? Please complete	190509			<input type="checkbox"/> Delete

Save New Release ?

Create Tracks

Select "New Track" in the navigation menu.

Cover

Cover Detail

FileId/CoverId	Cover Title	Main Artist	Reuse	Label	Time	Tracks
16096 / 5	MY SONGS	THE OTHERS	<input type="checkbox"/>	X LABEL	00:00	

Release list

Producer	Catalogue	Format	Release date	Barcode	Alt. Title	--
210588	XCD1234	CD		987654321		<input type="checkbox"/> Delete

Navigation

Save Return **New Track** Create Medley New Cover Create Box ?

Enter track data...

Tracklist

Trackno	Title	Artist	Time	ISRC code
1	The first song	THE OTHERS	2:45	

Alt. Title:

CAE:

Origin: OTHER Non Music Non Protected

Artist: John

Country of origin of new track:

Tick here, if it is "non protected" music or "non-music"

Save track New Track Delete Track Cancel

...more track data

Tracklist

CAE	First Name	Last Name	Reuse
CA - Composer/Author	John	Smith	<input type="checkbox"/>

CAE = composer, author, subauthor, arranger etc.

Reuse of CAE data on next tracks

Copy CAE data from other tracks by entering the relevant tracknumber

Copy IP More Ip Lines

+ Save

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

Create Medley

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

Cover

Cover Detail

FileId/CoverId	Cover Title	Main Artist	Reuse	Label	Time	Tracks
16096 / 1	MY SONGS	THE OTHERS	<input type="checkbox"/>	X LABEL	02:45	1

Releaselist

Producer	Catalogue	Format	Release date	Barcode	Alt. Title
210588	XCD1234	CD	050509	987654321	

Buttons: Save, New Release, Delete

Tracklist

Trackno	Time	Origin	Title	Artist	Rightowners	Contents
1	02:45		THE FIRST SONG	THE OTHERS	JOHN SMITH	

Callout: Create Medley-track

Navigation

Buttons: Save, Return, New Track, Create Medley, New Cover, Create Box

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

Medley

Track No	Title	Artist	Time	Origin
4	My Medley	The Others		OTHER

Alt title:

ISRC:

Buttons: Save, Delete

Callouts: Title of Medley, Artist, Country of origin

Callout: Press "Add Medley Part"

Navigation

Buttons: Add Medley Part, Return, Save and Return to Cover

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

Medley

Track No	Title	Artist	Time	Origin
4	MY MEDLEY	THE OTHERS	00:00	OTHER

Alt title:

ISRC:

Buttons: Save, Delete

Content of Medley

Part No	Title	Time
1	First melody	0:45

Buttons: Search, Delete

CAE	First Name	Last Name	Reuse
CA	John	Smith	<input type="checkbox"/>
*			<input type="checkbox"/>

Buttons: More Ip Lines

Callouts: Title of this medley-part, Playing-time of this medley-part, CAE-data of this medley-part, Register the next medley-part

Navigation

Buttons: Add Medley Part, Return, Save and Return to Cover

When all parts of the Medley have been added, finish by pressing "Save and Return to Cover".

Medley

Track No	Title	Artist	Time	Origin	
4	MY MEDLEY	THE OTHERS	01:15	OTHER	<input type="button" value="Delete"/>

Alt title:

ISRC

Content of Medley

Part no	Time	Title	Rightowner
1	00:45	FIRST MELODY	JOHN SMITH
2	00:30	SECOND MELODY	WILLY JOHNSON

Navigation

Registered content of Medley

Save and Return to Cover

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"

File Detail

New File

File ID	Producer	Created by	File Name	Status	Created	
16096	210588	Dacapo	NCBPRD01	RELEASES JULY 2009	Open	2009-05-05

Save New Cover Create Box Return

Enter title and/or artist and select "Search"

Cover

Cover Detail

FileId/CoverId	Cover Title	Main Artist	Reuse Label	Time	Tracks
16096 / 2	Fear of Music	Talking Heads	<input type="checkbox"/>		0:00

Search for NCB - registered sound carrier

ReleaseList

Producer	Catalogue	Format	Release date	Barcode	Alt. Title	
210588		?	050509			<input type="checkbox"/> Delete

Search criteria

Navigation

Save Return New Track Create Medley New Cover Create Box

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

Cover

Cover Search criterias

Title: FEAR OF MUSIC

Artist: TALKING*

Catalogue: *

Compressed search:

Search in Producer Grp.:

Search for Producer's own releases, only

Search for catalogue number is also possible

+ Search

only one cover can be

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")


Cover

Cover Search criterias

Title Compressed search

Artist Search in Producer Grp.





Catalogue



Selected Cover - only one cover can be selected!

Covers

025 [4] Covers found. Pages: | 1 |

Select	Title	Artist	Catalogue	Format	Tracks	Playingtime	Reg. Date
	FEAR OF MUSIC	TALKING HEADS	X123456	CD	3	04:00	2009-05-01
	FEAR OF MUSIC	TALKING HEADS	+ more	+ More	11	40:25	2000-03-08
	FEAR OF MUSIC	TALKING HEADS	8122732992	CD	15	57:46	2006-09-07
	FEAR OF MUSIC	TALKING HEADS	8122732992	+ More	13	49:44	2006-09-07

025 [4] Covers found. Pages: | 1 |

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

Cover

Cover Search criterias

Title Compressed search

Artist Search in Producer Grp.



Catalogue

Selected Cover - only one cover can be selected!

Title	Artist	Catalogue	Format	Items	Tracks	Total playing time	Reg. Date
FEAR OF MUSIC	TALKING HEADS	+ more	+ More		11	40:25	2000-03-08

Covers

025 [4] Covers found. Pages: | 1 |

Select	Title	Artist	Catalogue	Format	Tracks	Playingtime	Reg. Date
	FEAR OF MUSIC	TALKING HEADS	+ more	+ More	11	40:25	2000-03-08
	FEAR OF MUSIC	TALKING HEADS	8122732992	CD	15	57:46	2006-09-07

The content is now transferred to webcover

Cover

Cover Detail

FileId/CoverId	Cover Title	Main Artist	Reuse	Label	Time	Tracks
16096 / 2	FEAR OF MUSIC	TALKING HEADS	<input type="checkbox"/>	RHINO	57:46	15

Releaselist

Producer	Catalogue	Format	Release date	Barcode	Alt. Title	
210588		? [v]	050509			<input type="checkbox"/> Delete

Save New Release ?

Tracklist

Trackno	Time	Origin Title	Artist	Rightowners
1	03:06	I ZIMBRA	TALKING HEADS BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC	
2	04:12	MIND	TALKING HEADS BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC	
3	02:36	PAPER	TALKING HEADS BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC	
4	04:05	CITIES	TALKING HEADS BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC	
5	03:41	LIFE DURING WARTIME	TALKING HEADS BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC	
6	03:30	MEMORIES (CAN'T WAIT)	TALKING HEADS BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC	
7	03:33	AIR	TALKING HEADS BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC	
8	04:01	HEAVEN	TALKING HEADS BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC	
9	04:05	ANIMALS	TALKING HEADS BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC	
10	02:59	ELECTRIC GUITAR	TALKING HEADS BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC	
11	05:13	DRUGS	TALKING HEADS BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC	

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

Cover

Cover Detail

FileId/CoverId	Cover Title	Main Artist	Reuse	Label	Time	Tracks
16096 / 2	FEAR OF MUSIC	TALKING HEADS	<input type="checkbox"/>	RHINO	57:46	15

Releaselist

Producer	Catalogue	Format	Release date	Barcode	Alt. Title	
210588	ycd5678	CD	050509	7654210987		<input type="checkbox"/> Delete

Save New Release ?

Tracklist

Trackno	Time	Origin Title	Artist	Rightowners
1	03:06	I ZIMBRA	TALKING HEADS BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC	
2	04:12	MIND	TALKING HEADS BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC	

Release data

Label

Edit cover

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

Cover

Cover Detail

FileId/CoverId	Cover Title	Main Artist	Reuse	Label	Time	Tracks
16096 / 2	FEAR OF MUSIC	TALKING HEADS	<input type="checkbox"/>	RHINO	01:00:23	16

Releaselist

Producer	Catalogue	Format	Release date	Barcode	Alt. Title	
210588	YCD5678			43210987		<input type="checkbox"/> Delete

Save New Release ?

Choose Track to edit or delete

Tracklist

Trackno	Time	Origin Title	Artist	Rightowners
1	03:06	I ZIMBRA	TALKING HEADS BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC	
2	04:12	MIND	TALKING HEADS BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC	
3	02:36	PAPER	TALKING HEADS BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC	

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

Tracklist

Trackno	Title	Artist	Time	ISRC.
1	I ZIMBRA	TALKING HEADS	03:06	USWB19900866

Alt. Title: Origin: OTHER Non Music Non Protect

CAE	First Name	Last Name	Reuse
C - Composer		BYRNE DAVID	<input type="checkbox"/>
C - Composer		ENO BRIAN	<input type="checkbox"/>
C - Composer			<input type="checkbox"/>
*			<input type="checkbox"/>
*			<input type="checkbox"/>
*			<input type="checkbox"/>

Buttons: Save track, New Track, Delete Track, Return to Tracklist, Copy IP, More IP

Annotations: "New track data" points to the Title and Artist fields. "Delete Track" points to the Delete Track button. "Return to Track list" points to the Return to Tracklist button.

It is also possible to change the order in the existing track list

Tracklist

Trackno	Time	Origin	Title	Artist	Rightowners
1	03:06		I ZIMBRA	TALKING HEADS	BYRNE DAVID , ENO BRIAN , BALL HUGO
2	04:12		MIND	TALKING HEADS	BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC
3	02:36		PAPER	TALKING HEADS	BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC
4	04:05		CITIES	TALKING HEADS	BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC
5	03:41		LIFE DURING WARTIME	TALKING HEADS	BYRNE DAVID , FRANTZ CHRIS , HARRISON JERRY , WEYMOUTH TINA , INDEX
6	03:30		MEMORIES CAN'T WAIT	TALKING HEADS	BYRNE DAVID , HARRISON JERRY
7	03:33			TALKING HEADS	BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC
8	04:01			TALKING HEADS	BYRNE DAVID , HARRISON JERRY
9	03:29		ANIMALS	TALKING HEADS	BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC
10	03:39		ELECTRIC GUITAR	TALKING HEADS	BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC
11	05:13		DRUGS	TALKING HEADS	BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC

Annotation: "Choose Track" points to the track number 10 in the list.

Enter the new track-number – (e.g. 1) and press "Save Track"

Tracklist

Trackno	Title	Artist	Time	ISRC.
1	DRUGS	TALKING HEADS	05:13	

Alt. Title: Origin: OTHER Non Music Non Prote

CAE	First Name	Last Name	Reuse
CA - Com		BYRNE, DAVID	<input type="checkbox"/>
E - Editor (publisher)		INDEX MUSIC	<input type="checkbox"/>
E - Editor (publisher)		BLEU DISQUE MUSIC	<input type="checkbox"/>
*			<input type="checkbox"/>
*			<input type="checkbox"/>
*			<input type="checkbox"/>

Buttons: Save track, New Track, Delete Track, Return to Tracklist, Copy IP, More

Annotations: "Edit track-number here" points to the Trackno field. "Save track" points to the Save track button.

The order of the track-list is now changed

Tracklist					
Trackno	Time	Origin	Title	Artist	Rightowners
1	05:13		DRUGS	TALKING HEADS	BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC
2	03:06		I ZIMBRA	TALKING HEADS	BYRNE DAVID , ENO BRIAN , BALL HUGO
3	04:12		MIND	TALKING HEADS	BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC
4	02:36		PAPER	TALKING HEADS	BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC
5	04:05		CITIES	TALKING HEADS	BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC
6	03:41		LIFE DURING WARTIME	TALKING HEADS	BYRNE DAVID , FRANTZ CHRIS , HARRISON JERRY , WEYMOUTH TINA , INDE
7	03:30		MEMORIES CAN'T WAIT	TALKING HEADS	BYRNE DAVID , HARRISON JERRY
8	03:33		AIR	TALKING HEADS	BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC
9	04:01		HEAVEN	TALKING HEADS	BYRNE DAVID , HARRISON JERRY
10	03:29		ANIMALS	TALKING HEADS	BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC
11	02:59		ELECTRIC GUITAR	TALKING HEADS	BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC

Reuse of registered Tracks

Similarly, you can reuse tracks already registered

Select "New Track" in the navigation bar

14	05:31	CITIES	TALKING HEADS	BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC
15	04:27	MIND	TALKING HEADS	BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC

New Track

Navigation

Enter track data and press "Search Track":

13	04:08	LIFE DURING WARTIME	TALKING HEADS	BYRNE, DAVID , INDEX MUSIC
14	05:31	CITIES	TALKING HEADS	BYRNE, DAVID , INDEX MUSIC
15	04:27	MIND	TALKING HEADS	BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC

Search for registered Track

Trackno	Title	Artist	Time	ISRC.:
16	Creatures of love	Talking Heads		

Alt. Title:

Origin: OTHER Non Music Non Protected

CAE	First Name	Last Name	Reuse
*	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
*	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
*	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

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

Track

Track Search

Title:
 Compressed search

Name:
 Artist Only search

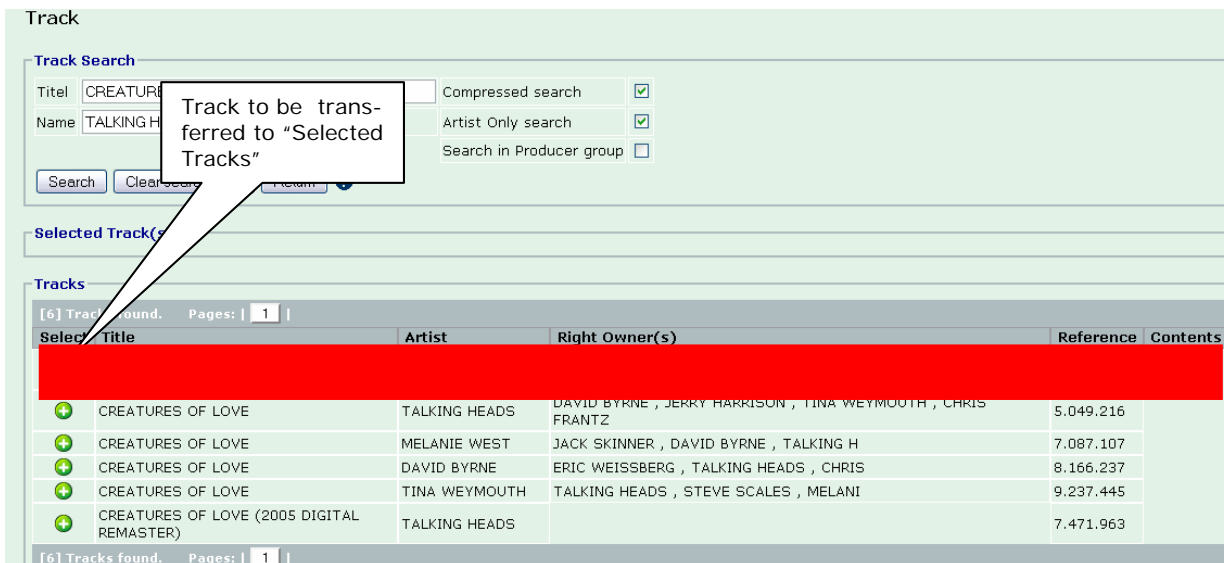
Search in Producer group

Search criteria

If producer's own tracks, only

+ Search

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



Track Search

Titel: CREATURES OF LOVE
 Name: TALKING HEADS
 Compressed search:
 Artist Only search:
 Search in Producer group:

Buttons: Search, Clear search fields, Return

Selected Track(s)

Tracks

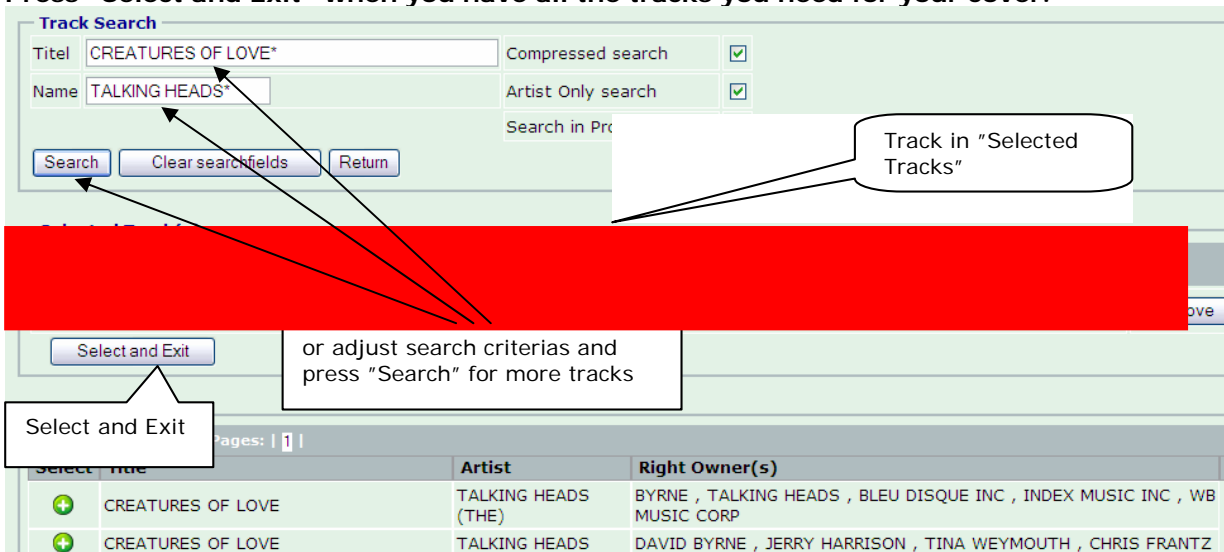
[6] Tracks found. Pages: | 1 |

Select	Title	Artist	Right Owner(s)	Reference	Contents
	CREATURES OF LOVE	TALKING HEADS	DAVID BYRNE , JERRY HARRISON , TINA WEYMOUTH , CHRIS FRANTZ	5.049.216	
	CREATURES OF LOVE	MELANIE WEST	JACK SKINNER , DAVID BYRNE , TALKING H	7.087.107	
	CREATURES OF LOVE	DAVID BYRNE	ERIC WEISSBERG , TALKING HEADS , CHRIS	8.166.237	
	CREATURES OF LOVE	TINA WEYMOUTH	TALKING HEADS , STEVE SCALES , MELANI	9.237.445	
	CREATURES OF LOVE (2005 DIGITAL REMASTER)	TALKING HEADS		7.471.963	

[6] Tracks found. Pages: | 1 |

Note: A callout box points to the first track in the table with the text: "Track to be transferred to 'Selected Tracks'"

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.



Track Search

Titel: CREATURES OF LOVE*
 Name: TALKING HEADS*
 Compressed search:
 Artist Only search:
 Search in Producer group:

Buttons: Search, Clear search fields, Return

Selected Track(s)

Tracks

[6] Tracks found. Pages: | 1 |

Select	Title	Artist	Right Owner(s)	Reference	Contents
	CREATURES OF LOVE	TALKING HEADS (THE)	BYRNE , TALKING HEADS , BLEU DISQUE INC , INDEX MUSIC INC , WB MUSIC CORP		
	CREATURES OF LOVE	TALKING HEADS	DAVID BYRNE , JERRY HARRISON , TINA WEYMOUTH , CHRIS FRANTZ		

Note: A callout box points to the 'Select and Exit' button with the text: "Select and Exit"

Note: A callout box points to the first track in the table with the text: "Track in 'Selected Tracks'"

Note: A callout box points to the search fields with the text: "or adjust search criterias and press 'Search' for more tracks"

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

The screenshot shows a form for adding a new track. At the top, there are fields for 'Track No', 'Title', 'Artist', and 'Time'. A callout 'New Track number' points to the 'Track No' field containing '9999'. Another callout 'Enter Playing time' points to the 'Time' field. Below these are fields for 'Alt. Title' and 'Origin'. A table for 'CAE' (Composer/Author/Engineer) data is shown with columns for 'CAE', 'First Name', 'Last Name', and 'Reuse'. The table contains four rows of data for David Byrne, Jerry Harrison, Tina Weymouth, and Chris Frantz. A callout 'If more lines for CAE data is needed' points to the 'More Ip Lines' button. At the bottom, there are buttons for 'Save track', 'New Track', 'Delete Track', and 'Cancel'. A red error message says 'Please enter playing time with 2 decimals i.e 3:45'.

Track No	Title	Artist	Time
9999	CREATURES OF LOVE	TALKING HEADS	

CAE	First Name	Last Name	Reuse
CA - Composer/Author		DAVID BYRNE	<input type="checkbox"/>
CA - Composer/Author		JERRY HARRISON	<input type="checkbox"/>
CA - Composer/Author		TINA WEYMOUTH	<input type="checkbox"/>
CA - Composer/Author		CHRIS FRANTZ	<input type="checkbox"/>

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

The screenshot shows a list of tracks with columns for track number, playing time, title, artist, and origin. A callout 'Save' points to the 'Save' button in the 'Navigation' bar at the bottom. The 'Navigation' bar also contains buttons for 'Return', 'New Track', 'Create Medley', 'New Cover', and 'Create Box'.

Track No	Time	Title	Artist	Origin
14	05:31	CITIES	TALKING HEADS	BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC
15	04:27	MIND	TALKING HEADS	BYRNE, DAVID , INDEX MUSIC , BLEU DISQUE MUSIC
16	03:11	CREATURES OF LOVE	TALKING HEADS (THE)	BYRNE , TALKING HEADS , BLEU DISQUE INC , INDEX MUS

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"

ncb DIRECT - web facilities for customers and members.

NCB's website Customer Member Diverse Contact NCB Login

Web Cover
File List Cover Search Track Search File Detail Profile **Create Box**

File Detail

New File

File ID	Producer No.	Producer	Created by	File Name	Status	Created	Send To NCB
16096	210588	Dapelo	NCBPRD01	RELEASES JULY 2009	Open	2009-05-05	

Save New Cover **Create Box** Return

Covers

025 [3] Covers found. Pages: | 1 |

Cover ID	Catalogue	Cover Title	Main Artist	Format	Items	Tracks	Time	
3	YCD5678	ONCE IN A LIFETIME	TALKING HEADS	DVA		21	01:19:36	<input type="checkbox"/> Delete
2	YCD5678	FEAR OF MUSIC	TALKING HEADS	CD		16	01:00:23	<input type="checkbox"/> Delete
1	XCD1234	MY SONGS	THE OTHERS	CD		1	02:45	<input type="checkbox"/> Delete

025 [3] Covers found. Pages: | 1 |

Enter Box data...

Box

Box Info

FileID/BoxID	Box Title	Artist	Label
16096 / 4	Best of Talking Heads	Talking Heads	Rion

Box Release

Box Producer	Catalogue No	Format	Release Date (ddMMyy)	
210588	ycd5678	BOX	050509	<input type="checkbox"/> Delete

Get Units From File ?

Navigation

Return Save New Cover

Previous covers on file (max. 5 shown)

Coverid	Catalogue No.	Title	Artist	Format	Items	Tracks	Time
3	YCD5678	ONCE IN A LIFETIME	TALKING HEADS	DVA		21	01:19:36
2	YCD5678	FEAR OF MUSIC	TALKING HEADS	CD		16	01:00:23
1	XCD1234	MY SONGS	THE OTHERS	CD		1	02:45

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

Box

Box Info

FileID/BoxID: 16096 / 4

Artist: Talking Heads

Label: Rion

Box Release

Box Producer: 210588

Catalogue No: ycd5678

Format: BOX

Release Date (ddMMyy): 050509

Get Units From File

Navigation: Return Save New Cover

Previous covers on file (max. 5 shown)

Coverid	Catalogue No.	Title	Artist	Format	Items	Tracks	Time
3	YCD5678	ONCE IN A LIFETIME	TALKING HEADS	DVA		21	01:19:36
2	YCD5678	FEAR OF MUSIC	TALKING HEADS	CD		16	01:00:23
1	XCD1234	MY SONGS	THE OTHERS	CD		1	02:45

Annotations: Catalogue numbers must be identical to the catalogue number of the box. Release: Date of today is default. + "Get units from file"

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

Box

Box Info

FileID/BoxID: 16096 / 4

Box Title: BEST OF TALKING HEADS

Artist: TALKING HEADS

Label: RION

Box Release

Box Producer: 210588

Catalogue No: YCD5678

Format: BOX

Release Date (ddMMyy): 050509

Get Units From File Created

Unit List

Cover ID	Unit No	Catalogue No	Format	Unit Title	Artist	Time	Tracks
2	1	YCD5678	CD	FEAR OF MUSIC	TALKING HEADS	01:00:23	16
3	2	YCD5678	DVA	ONCE IN A LIFETIME	TALKING HEADS	01:19:36	21

Navigation: Return Save New Cover Box Created

You can check your box registration under "File Detail"

File Detail

New File

File ID	Producer No.	Producer	Created by	File Name	Status	Created	Send To NCB
16096	210588	Dacapo	NCBPRD01	RELEASES JULY 2009	Open	2009-05-05	

Save New Cover Create Box Return

Covers

025 [4] Covers found. Pages: | 1 |

Cover ID	Catalogue	Cover Title	Main Artist	Format	Items	Tracks	Time
						2	02:17:22
						21	01:19:36
						15	57:46
1	XCD1234	MY SONGS	THE OTHERS	CD		2	02:45

Annotations: Box. 2 units in the box

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".

ncb DIRECT - web facilities for customers and members.

NCB's website Customer Member File List Contact NCB Login

Web Cover
File List Cover Search Track Search File Detail Profile

File List.

New File
Create new file...? ?

Files
[12] Files found Pages: | 1 |

FileId	Producer	File Name	Created	Items	Sent	User	Status	Action	Delete
16096	210588	RELEASES JULY 2009	2009-05-05	4		NCBPRD01	Open	<input type="button" value="Close"/>	<input checked="" type="checkbox"/> <input type="button" value="Delete File"/>
16073	210588	RELEASES JUNE 2009	2009-05-01	1		NCBPRD01	Waiting		<input type="button" value="Delete File"/>

Delete Cover

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

ncb DIRECT - web facilities for customers and members.

NCB's website Customer Member File List Contact NCB Login

Web Cover
File List Cover Search Track Search File Detail Profile

File List.

New File
Create new file...? ?

Files
[12] Files found Pages: | 1 |

FileId	Producer	File Name	Created	Items	Sent	User	Status	Action	Delete
16096	210588	RELEASES JULY 2009	2009-05-05	4		NCBPRD01	Open	<input type="button" value="Close"/>	<input type="checkbox"/> <input type="button" value="Delete File"/>
16073	210588	RELEASES JUNE 2009	2009-05-01	1		NCBPRD01	Waiting		<input type="button" value="Delete File"/>

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

File Detail

New File

File ID	Producer No.	Producer	Created by	File Name	Status	Created
16096	210588	Dacapo	NCBPRD01	RELEASES JULY 2009	Open	2009-05-05

Save New Cover Create Box Return

Covers

025 [4] Covers found. Pages: | 1 |

Cover ID	Catalogue	Cover Title	Main Artist	Format	Items	Tracks	Time	
4	YCD5678	BEST OF TALKING HEADS	TALKING HEADS	BOX	<input checked="" type="checkbox"/>	2	02:20:33	<input type="checkbox"/> Delete
3	YCD5678	ONCE IN A LIFETIME	TALKING HEADS	DVA		21	01:19:36	<input type="checkbox"/> Delete
2	YCD5678	FEAR OF MUSIC	TALKING HEADS	CD		16	01:00:57	<input type="checkbox"/> Delete
1	XCD1234	MY SONGS	THE OTHERS	CD		2	02:45	<input type="checkbox"/> Delete

Delete Track

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

File Detail

New File

File ID	Producer No.	Producer	Created by	File Name	Status	Created
16096	210588	Dacapo	NCBPRD01	RELEASES JULY 2009	Open	2009-05-05

Save New Cover Create Box Return

Covers

025 [4] Covers found. Pages: | 1 |

Cover ID	Catalogue	Cover Title	Main Artist	Format	Items	Tracks	Time	
4	YCD5678	BEST OF TALKING HEADS	TALKING HEADS	BOX		2	02:20:33	<input type="checkbox"/> Delete
3	YCD5678	ONCE IN A LIFETIME	TALKING HEADS	DVA		21	01:19:36	<input type="checkbox"/> Delete
2	YCD5678	FEAR OF MUSIC	TALKING HEADS	CD		16	01:00:57	<input type="checkbox"/> Delete
1	XCD1234	MY SONGS	THE OTHERS	CD		2	02:45	<input type="checkbox"/> Delete

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

Cover

Cover Detail

FileId/CoverId	Cover Title	Main Artist	Reuse	Label	Time	Tracks
16096 / 1	MY SONGS	THE OTHERS	<input type="checkbox"/>	X LABEL	02:45	2

Search

Releaselist

Producer	Catalogue	Format	Release date	Barcode	Alt. Title	
210588	XCD1234	CD	050509	987654321		<input type="checkbox"/> Delete

Save New Release

Tracklist

Tracks	Time	Origin	Title	Artist	Rightowners	Contents
1	02:45		THE FIRST SONG	THE OTHERS	JOHN SMITH	
2	01:19		MY MEDLEY	THE OTHERS	Medley	

“TrackDetail” window is opened... Press “Delete Track”

Tracklist

Trackno	Title	Artist	Time	ISRC.:
1	THE FIRST SONG	THE OTHERS	02:45	

Alt. Title: Origin: OTHER Non Music Non Protect

CAE	First Name	Last Name	Reuse
CA - Composer/Author	JOHN	SMITH	<input type="checkbox"/>
*			<input type="checkbox"/>
*			<input type="checkbox"/>
*			<input type="checkbox"/>

Buttons: Save track, New Track, Delete Track, Cancel, Copy IP, More Ip L

Callout: Delete Track

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

Cover

Cover Detail

FileId/CoverId	Cover Title	Main Artist	Reuse Label	Time	Tracks
16096 / 1	MY SONGS	THE OTHERS	X LABEL	01:19	1

Releaselist

Producer	Catalogue	Format	Release date	Barcode	Alt. Title	Reuse
210588	XCD123		050509	987654321		<input type="checkbox"/>

Buttons: Save, New Re, Delete

Callout: New Track 1

Tracklist

Trackno	Time	Origin Title	Artist	Rightowners	Contents
1	01:19	MY MEDLEY	THE OTHERS		Medley

Send File to NCB

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

ncb DIRECT - web facilities for customers and members.

NCB's website Customer Member Diverse Contact NCB Login

Web Cover
File List **File list** Coverage Detail Profile

File List.

New File
Create new file...? ?

Files

[12] Files found Pages: | 1 |

FileId	Producer	File Name	Created	Items	Sent	User	Status	Action	Delete
16096	210588	RELEASES JULY 2009	2009-05-05	4		NCBPRD01	Open	<input type="button" value="Close"/>	<input type="checkbox"/> <input type="button" value="Delete File"/>
16073	210588	RELEASES JUNE 2009	2009-05-01	1		NCBPRD01	Waiting		

Close

Press "Send to NCB"...

File List.

New File
Create new file...? ?

Files

[12] Files found Pages: | 1 |

FileId	Producer	File Name	Created	Items	Sent	User	Status	Action	Delete
16096	210588	RELEASES JULY 2009	2009-05-05	4		NCBPRD01	Ready to send	<input type="button" value="Open"/> <input type="button" value="Send to Ncb"/>	

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.

File List.

New File
Create new file...? ?

Files

[12] Files found Pages: | 1 |

FileId	Producer	File Name	Created	Items	Sent	User	Status	Action	Delete
16096	210588	RELEASES JULY 2009	2009-05-05	4		NCBPRD01	Waiting		

Waiting

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

Search for information using WebCover

Track search

Select "Track Search" from main menu.

Enter search criteria....using asterisk (*) and press "Search"

ncb DIRECT - web facilities for customers and members.

NCB's website Customer Member Diverse **Track Search** Login

Web Cover
File List Cover Search Track Search File Detail Profile

Track

Track Search

Titel * Compressed search **Compressed search (consonants only)**

Name * Artist Only search **If artist only**

Search in Producer group **The producer's own tracks, only**

Search Clear searchfields ?

+ Search

Please enter search criterias

Search result

Track

Track Search

Titel MY WAY* Compressed search

Name FRANK SINATRA* Artist Only search **Artist**

Search in Producer group

Searchfields ?

[16] tracks found, more exists Pages: 1

Title	Artist	Right Owner(s)
MIN EGEN VÆG	FRANK SINATRA	HIMMELSTRAND PETER , REVAUX/THIBAUT
MY WAY	FRANK SINATRA	CAHN SAMMY , SINATRA FRANK , VAN HEUSEN JIMMY
MY WAY	FRANK PLAYER	FRANCOIS , THIBAUT , REVAUX
MY WAY	FRANK SINATRA JR.	ANKA/FRANCOIS/REVAUX/THI , CHRYSALIS STANDARDS/ , WARNER CHAPPELL FRANCE/ , JEUNE MUSIQUE
MY WAY	FRANK SINATRA JNR	REVAUX, JACQUES , FRANCOIS, CLAUDE , THIBAUT, GILLES , ANKA, PAUL , MCPS/WARNER CHAPPELL MUS
MY WAY	RINGSIGNAL	REVAUX, JACQUES , FRANCOIS, CLAUDE , FRANK SINATRA
MY WAY	ORCHESTRA	FRANK SINATRA , LUCIANO PAVAROTTI , BILL MILLER
MY WAY	FRANK SAMMY DEAN - THE RAT PAC	
MY WAY	FRANKLIN ARETHA	ANKA, PAUL , FRANCOIS, CLAUDE , REVAUX, JACQUES , THIBAUT, GILLES , CHRYSALIS MUSIC

Track title

Copyright holders

Cover search

Select "Cover Search" from main menu.

Enter search criterias using asterisk (*) and press "Search"

The screenshot shows the 'Cover Search' page on the NCB website. The page has a navigation bar with 'Cover Search' highlighted. Below the navigation bar, there are several callout boxes pointing to specific elements:

- Cover Search**: Points to the main page title.
- Cover title**: Points to the 'Title' search field.
- Artist**: Points to the 'Artist' search field.
- Compressed search – consonants only**: Points to the 'Compressed search' checkbox, which is checked.
- The producer's own releases only**: Points to the 'Search in Producer Grp.' checkbox, which is unchecked.
- Catalogue number is possible as search criterion**: Points to the 'Catalogue' search field.
- + Search**: Points to the 'Search' button.

The search criteria form includes fields for Title, Artist, and Catalogue, each with an asterisk (*) indicating wildcard search. There are also checkboxes for 'Compressed search' and 'Search in Producer Grp.', and buttons for 'Search' and 'Clear search fields'.

Search result

Cover

Cover Search criterias

Title: MY WAY* Compressed search:

Artist: * Search in Producer Grp.:

Catalogue: *

Search Clear search fields ?

Covers

024 [20] Covers found, more exists Pages: | 1 | NEXT

Title	Artist	Catalogue	Format	Tracks	Playingtime	Reg. Date
MY WAY	USHER	+ more	CD	10	42:05	1998-08-20
MY WAY	TOM JONES	115222	CD	16	41:34	1999-11-16
MY WAY	MIKAEL WRETHOLM	MWCD98	CD	12	45:22	1998-05-27
MY WAY	FRANK SINATRA	CD93624	SMC	1	04:40	1998-07-01
MY WAY		TUSENFRYD2698	CDS	1	04:43	1999-03-16
MY WAY	RAY CONNIFF	73145592362	CD	12	36:45	2000-02-28
MY WAY	SINATRA, FRANK	+ more	+ More	10	32:54	2000-02-28
MY WAY	PAUL JONES	724385657023	CD	12	33:04	2000-02-28
MY WAY	MACGOWAN, SHANE	630147072	CD5	4	14:42	2000-03-08
MY WAY		+ more	+ More	16	50:30	2000-04-06
MY WAY	SINATRA, FRANK	9362408132	CD5	3	09:54	2000-04-06
MY WAY	FRANK SINATRA	7599270492	CD	10	32:54	2000-04-06

Press [MY WAY](#) for more information

More details.....

Cover

Cover Detail

FileId/CoverId	Cover Title	Main Artist	Label	Time	Tracks
86308	MY WAY	TOM JONES	A PLAY	41:34	16

Releaselist

Producer	Catalogue	Format	Release date	Barcode	Alt. Title
12475	115222	CD	010599	5703976124316	MY WAY
11665	115222	CD	190509		

Tracklist

Trackno	Time	Origin	Title	Artist	Rightowners	Contents
1	02:19		WHAT'S NEW PUSSYCAT	TOM JONES	BACHARACH BURT , DAVID , EMI UNITED PARTNERSHIP	
2	02:01		DAUGHTER OF DAKRNESS	TOM JONES	STEPHEN , REED , CARLIN MUSIC , TIC TOC MUSIC TIC	
3	02:44		DELILAH	TOM JONES	MASON BARRY (GB) , REED LES (GB) , DONNA MUSIC LT	
4	02:46		I (WHO HAVE NOTHING)	TOM JONES	DONIDA LABATI CARLO , LEIBER JERRY , STOLLER MIKE	
5	02:34		LOVE ME TONIGHT	TOM JONES	PANZERI MARIO (I 1) , PILAT LORENZO , MASON BARRY	
6	01:57	DK	SHE'S A LADY	TOM JONES	ANKA PAUL , SPANKA-MUSIC CORP	
7	03:47	DK	MY WAY	TOM JONES	REVAUX , FRANCOIS , THIBAUT , ANKA , WARNER CHAPP	
8	02:05	DK	SPANISH EYES	TOM JONES	KAEMPFERT , SNYDER , SINGLETON , EMI MUSIC	
9	03:23		I CAN'T STOP LOVING YOU	TOM JONES	GIBSON , ACUFF ROSE MUSIC	
10	03:06		BRIDGE OVER TROUBLED WATER	JONES, TOM	SIMON , PATTERN MUSIC LTD.	
11	02:57	DK	YESTERDAY	TOM JONES	LENNON JOHN , MCCARTNEY PAUL , NORTHERN SONGS	
12	02:44		YOU DON'T HAVE TO SAY YOU LOVE ME	TOM JONES	DONNAGIO , PALLAVICIN , NAPIER , BELL , WICKHAM ,	
13	01:44		I CAN'T GET NO. (SATISFACTION)	TOM JONES	JAGGER MICK , RICHARD KEITH , ARNCO MUSIC WESTMIN	

Faerdig