



**APRA
AMCOS**

Publisher CMS
user manual

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INTRODUCTION

Welcome to the CMS on-line system. The system has been created within the Windows environment, and as such will provide you with a fast and user friendly way to register your works with APRA.

Please note that CMS can only be installed on a PC running Windows. While CMS will not run on a Mac, some of our Apple users either install some Software required to operate Windows on a Mac such as Boot Camp or Parallels.

As well as registering works, CMS provides a wide range of sophisticated search engines to help you find information in APRA's database, including searches for specific works, writers, cue sheets or performers.

As a Windows application, CMS is centred around mouse-based point-and-click operations or keystroke alternatives. Most of the facilities you use are available from the window you have open, or from the drop down menus at the top of the screen. The system has been designed to recognise all standard Windows commands (see Appendix 1).

One of the features in CMS is the User Preferences Screen which allows you to adapt the system to your way of working.

We have created this manual to help you use CMS. If you require further assistance please contact Publisher Relations, by email at publisher@apra.com.au or your assigned Publisher Representative

GETTING STARTED...

Connecting to APRA's database is a two step process. Step one is connecting your computer to the APRA computer network through your APRA connect file. (see APRA connection instructions previously supplied), Once the connection has been made, the second step is to connect to the APRA database using the Copyright Management System (CMS) software. Both steps require their own username and password. For convenience the user names are made the same, however for the sake of security the passwords are different.

Connecting To The APRA Network

To use CMS you will need to run the apra-connect.bat file CMS\ssh first and ensure it says Connection Established. With that window open you will be able to run CMS.exe in CMS\executable.

If you are a new user, put your username into the relevant field and then **click on OK without touching the asterisks in the password field**. You will be taken to a new password screen where you can allocate your own password. This password expires on the first day of every month.

The connection window (Connected to APRAnet) may remain open underneath all the other windows, or may appear as a little icon (two computers joined with a blue cable, similar to the network neighbourhood icon) at the end of your Start Task Bar. When you have finished your work, and closed CMS, you must also disconnect connection to APRA. To do this simply click on the "Disconnect" button on this Connected to APRAnet window.

If your computer is not in use for an extended period you should disconnect from APRA, so as to avoid tying up lines unnecessarily.

STARTING CMS

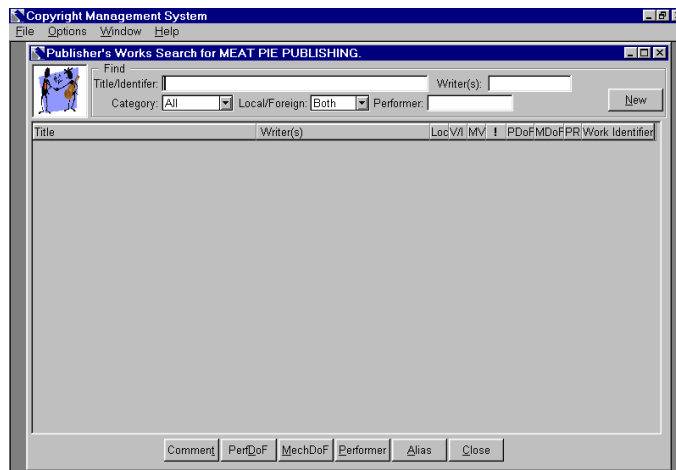
To start CMS, go to the Start menu – APRA – CMS. The computer will ask you for a second user name and password. The user name is the same as for the APRAnet connection earlier.

Note: Your username is in Lower Case: Ensure the Caps Lock key is off when you type it in.

You will be advised of the password for your first login when you get the installation instructions. As soon as you log in for the first time you will be asked to choose a new password. This password changing process will occur at the beginning of every month thereafter.

If you get an error message it may indicate that you have tried to open CMS before connecting to APRA network, or that your connection was unsuccessful, or has terminated. Attempt to reconnect or contact APRA Helpdesk.

Once you have logged into CMS successfully, the system will take you directly to the Publisher Works Search window. If you ever find yourself confronted by a blank grey window, either at startup, or when you have closed all the windows, you can bring up the Works Registration window by clicking on File, Application, Publisher Registration.



From here you may search for a work, or hit the “New” button to register a work. Other facilities available to you include an APRA Right Holder Search, a Performer Search, a cue sheet lookup and a IPI number search on the SUISA database.

If you do not use CMS for a half an hour, it will automatically log you out. Your connection will not be terminated, so you should be able to simply start CMS again.

Large numbers of works may be registered in batches, via Electronic Bulk Registration (EDI format) or Common Works Registration (CWR). This process requires registration data to be provided in a special format and may require you to get specialised software written to extract data from your system. For further information, please contact the APRA Helpdesk on 9935 7949, or by email at publisher@apra.com.au.

GENERAL POINTERS

Most commands can be executed either with mouse clicks or with keyboard strokes. The keyboard strokes are designed to conform to standard Windows conventions. For a full list of keyboard commands see Appendix 1.

Many of CMS's facilities are search engines, e.g. for Works, Right Holders or Performers. In general, you enter a name, or part of a name, and other optional criteria and hit <Enter> to start the search. CMS will then search, and provide you with a list of candidates matching the criteria you gave. You can view the detail screen of any of these by double clicking on it (or by moving to it with the arrow keys and hitting <Enter>). If only one item matches, then the detail screen for that item will be automatically displayed.

Usually only the name is mandatory, although the more information you can enter into the other fields the smaller the number of matches will be, and the quicker the search will be completed. If your criteria are not specific enough, you might return up to 20,000 works which would take quite some time, and the process cannot be stopped.

Many of the CMS screens include a New option, for adding new data to CMS. Clicking this button will invoke a screen with fields for the information to be entered into. Often, to save typing, these fields are already populated with data from previous screens. These fields should be carefully checked, and any incorrect or missing data entered before saving the new entry.

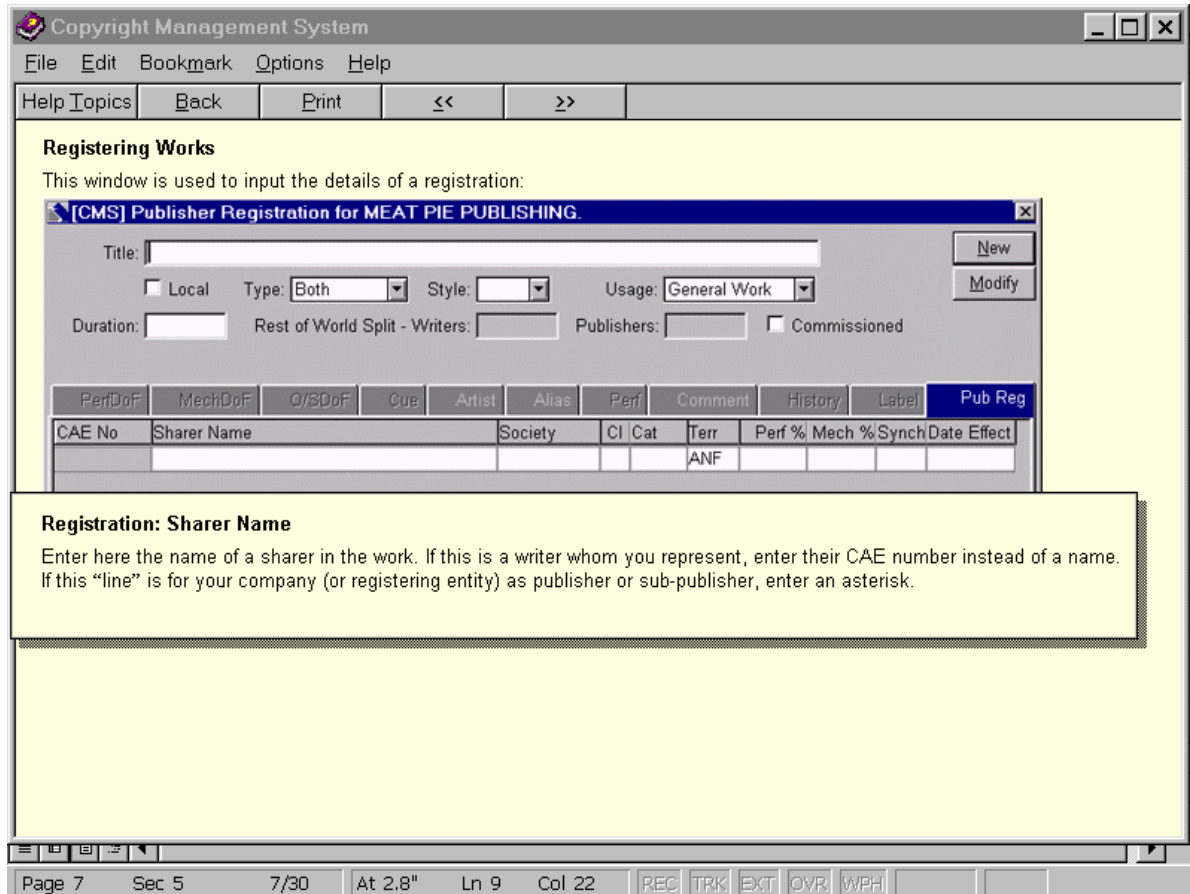
Once the fields have been filled in, you may choose from a number of buttons to finish the transaction. They are:

Save	This screen is saved, and remains on screen
OK	This screen is saved and the window is closed
Close	Close the window. You will be given the option to save the changes you have made
New	Open a new data entry window. You will be given the option to save the screen you have just been working on.

Note that new entries in the database can not be saved until certain mandatory data are entered.

ON-LINE HELP

CMS has a comprehensive online help facility to help answer your questions and solve any problems you may have. To access it, click on Help, Contents, or simply hit the F1 key. This will take you to the welcome screen, which has an overview of the system. From there, click on Help Topics, to display a Help Window similar to the usual Microsoft Windows Help Screen. From here you can click on the topic you want or click on the Index or Find tabs to locate a specific topic.



If you want detailed information on something shown on the Help screen you can click on the area you want to know more about. For example, the above screen shows the detail window which appears if you click on the Sharer Name area.

WORKS SEARCH

The Works Search window area is used to locate a work in which you're interested, and to display the properties window of that work. It can also be used to search for a performer (see below). It is the default screen when you log in, and can be brought up by clicking on File, Applications, Publisher Registration.

Enter a title and as much other information as you can about the work and hit <Enter>. CMS will now search the database for matching works. If your selection criteria uniquely identify a work, the work will be automatically selected and the Works Properties window displayed. When more than one work qualifies for the criteria entered, a selection list is shown from which individual works may be inspected, by either double clicking with the mouse, or using the up/down arrow and Enter keys.



The various fields of the Works Search window are:

Title/Identifier

Enter the identifying details of the work you wish to locate. This may be:

The Work Identifier, or

The full work name, or

A short name, constructed from the first two letters of the first four words, separated by spaces; if there are less words, or words of a single letter, the appropriate number of letter sets are used. If the work's title is a single word, there is no short name - use a leading-edge search instead.

An ISWC.

If you are not sure of the name, you may use an asterisk (*) as a "wild card": Enter as much of the start of the name as you're sure of, followed by an asterisk (*) - this is called a leading edge search. (You must supply at least five characters for such a search, any less than this could return far too many works).

Example for "BOHEMIAN RHAPSODY" enter BOHEM*

To further narrow down your search there are other fields in which you may specify more details about the work. These fields are:

Writers

You may enter the 1st four letters of a writers' surname; or the 1st four letters of two writers' surnames separated with a slash (/) to indicate that either writer must be a composer or author. (E.G. for either Paul McCartney OR John Lennon works enter "McCa/Lenn"). To choose works where both are composers, enter a plus-sign (+) ("MacC+Lenn").

OMIT Punctuation - if a writer name contains a hyphen or apostrophe, leave it out of the name filter: for instance, use OBRI for O'BRIEN.

Category

If you're only interested in a specific category of work, you can specify that one and so filter out all other categories. (eg. BG for background, JG for jingle, GW for general work etc).

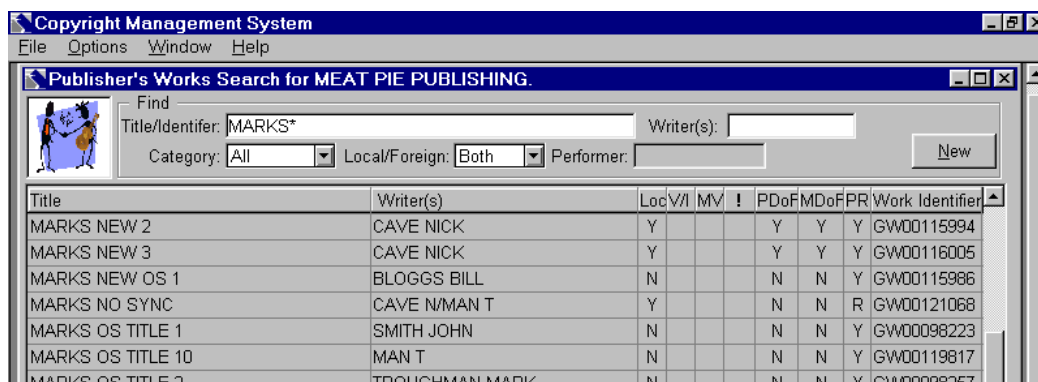
Local/Foreign

This determines if only local works, or only foreign works, or both, are returned.

Performer Search

The Performer field is not a filter, but will invoke a Performer search. This is separate from the Works Search mechanism, and so you may only enter text into the performer field if the Title field is blank. Enter the name of the Performer into the field and hit <Enter> to start the search. If you enter the name of the performer followed by an asterisk (*) you will get a list of works by that performer. If you don't enter an asterisk, you will be taken to the Performer search screen, which locates performers, rather than works.

Once you have typed in the information about the work you wish to locate, hit <Enter> to start the search. If more than one work matches your criteria, a list of likely candidates will be displayed, for you to choose



from.

To choose a work, double click on it, or move to it with the arrow keys and hit <Enter>. The Publisher Registration screen will then be displayed. To help you make your selection, a number of pieces of information about the work are displayed:

These fields are:

Loc	Is the work local?
V/I	Vocal or Instrumental version?
MV	Multiple Versions?
!	(APRA use only)
PDof	Is there a Performing DOF?
MDof	Is there a Mechanical DOF?
PR	Is there a Publisher Registration?
Work Identifier	APRA work's number.

WORKS DETAIL SCREEN

This screen displays the details of individual works. It is displayed when you select a specific work from a work search, either by double clicking on the work or moving to it with the arrow keys and hitting <Enter>. If your work search returns only one candidate, the detail screen for that work will be displayed automatically.

Publisher Registration for MEAT PIE PUBLISHING CO

Ident: GW00218768 Title: LOVE YOU Local Wri: New
 Loc Pub(E): Modify
 ISWC: T-060319993-4 Writers: KIBBLE B/WHITLAM G Mult. Vers:
 Voc/Ins: Style: UNC This Vers: Language: U.S Socy: N/A Arrange't: WID excl: 1st Licd:
 Dispute: P/Reg: R Created: 37B Paid: Perf: Dur'n: 0 Ret'n: D/C: Auto Alert: To Arev:

P/R DoF	M/R DoF	O/S DoF	Production	Performer	AKA	Comment	Performance	History	Label	Registration
Registering Publisher	Registered	Claim Right	Loc	Style	Title of the Work	WRoW %	PRoW%			
MEAT PIE PUBLISHING CO	03/11/1999	2 B Y	UNC	I LOVE YOU	50.0000	50.0000				
MEAT PIE PUBLISHING CO	24/11/1999	3 B Y	UNC	I LOVE YOU	50.0000	50.0000				

CAE No	Sharer Name	Society	Cl	Cat	Terr	Perf %	Mech %	Syn	Date Effect
075053780	WHITLAM GOUGH	APRA	1	CA	ANF	25.0000	0		
188228440	KIBBLE BRENDAN	APRA	1	CA	ANF	25.0000	0		
910000022	MEAT PIE PUBLISHING CO	APRA	1	E	ANF	50.0000	100.0000	Y	

Buttons: Add Group, Copy Properties, Modify, Insert Line, Delete Line, Print, Page Cancel, OK, Close, Save, Help

The window is divided into two parts. The upper part is the “Master” area and contains the main details of the work. This area is always displayed, while the lower half of the window displays one of 11 different detail screens, which are selected by clicking on the relevant tab.

MASTER AREA

The information displayed in the master area is:

Ident The APRA-assigned identifying number. The first two characters denote the usage of the work. The categories are:

- GW General Work
- BG Background
- JG Jingle
- PM Production library music
- EP Episode
- FM Feature

Title The main title of the work. Alternative titles are listed in tab 6 - AKA (Also known as)

ISWC International Standard Work Code. APRA assigns an ISWC to new local works. The ISWC of foreign works is displayed if known.

Writers Writers of the work are displayed in the standard form Surname Initial, with the writers separated by forward slashes (“/”).

New Click this button to enter a new registration.

Modify Only authorised APRA staff are permitted to modify existing registrations

CHECK BOXES

Local Wri	Are there any local writers or arrangers?
Local Pub(E)	This flag indicates that, although the writers of this work are not APRA members, a local publisher is acting as an original publisher.
Mult. Vers	Are there multiple versions of this work (e.g. instrumental)?
Alert	Indicates special circumstances regarding this work, detailed in the comment tab.
Comm'd	Was the work commissioned? The term commissioned music will generally refer to film music or music used in advertisements where a composer has been engaged to score music for a specific project in exchange for an agreed fee.
WID excl	This work has been excluded from the Works Information Database.
1st Licd	A tick indicates that the first mechanical reproduction has been licensed. Subsequent reproductions must be paid at the statutory rate.
To Arev	Pass the details of the work automatically to the Mechanical Rights Royalty System, Arev. The field below this check box contains the Arev song number, if appropriate.
Voc/Ins	Is the work vocal (V) or instrumental(I)?
Style	In line with international standards, the possible styles to choose from are JAZZ, SER (Serious), POP, or UNC (Unclassified).
This Vers	In line with international standards, the possibilities are Original Work, Excerpt, Pot-Pourri, Movement, Modified Version, Composite, Medley.
Language	The ISO code for the language of the lyrics of this work.
US Socy	For local works only. Shows the US collecting society through which the work is licensed in the US (ASCAP, BMI, Sesac, Split, or N/A)
Arrange't	A code used to scale down performance credit points for arrangements of an original work.
Dispute	Is there a dual claim for this work? Possibilities are P (performing), M (mechanical) or B (both). N or Blank mean there is no dispute.
P/Reg	Y denotes the existence of a publisher registration. R signifies that the work has become active and the registration has been reported to staff by an internal APRA report.
Created	The distribution period in which the work was created.
Paid	The distribution period in which the work last earned income.
Perf	The distribution period in which the work was last performed.
Dur'n	Duration of the work. Usually recorded for works in the Serious category.
Ret'n	Retention Date: The date until which the publisher retains rights in the work.
D/C	Dramatic Context licensing details. Options are:
Auto:	The work may be automatically licenced for dramatic context performance, without reference to the publisher.
Refer:	The publisher(s) must be consulted before a dramatic context licence can be granted
Special:	The work has split copyright and can be "partially" licenced for dramatic context. It has a special Division-of-Fee containing only that publisher share licenced by APRA and only dramatic context performances can be logged to it.

DETAIL AREA

The bottom half of the screen provides detailed information about the work. The detail tabs which you may access are written in white, while the tabs for APRA's use only are greyed out. Click on the appropriate tab to display the information. The tabs are:



1 **P/R DoF**

The Performing Right Division of Fees. Displays the writers and publishers with interest in this work. IPI numbers and percentages are only displayed for yourself and the writers you represent.

2 **M/R DoF**

The Mechanical Rights Division of Fees. Displays the writers and publishers with interest in this work. IPI numbers for sharers you do not represent are not displayed.

3 **O/S DoF**

The Overseas Division of Fees as it applies to foreign royalty income received by APRA from its affiliated societies.

4 **Production**

Any usage of the work in an audiovisual production. Provides a list of cue sheets in which the work appears. If you double click on one of the listed cue sheets or move to it with the arrow keys and hit <Enter>, the cue sheet details screen will be displayed

5 **Performer**

Any performers of the work. Often there will be a number of different forms listed in CMS for a Performer's name.

6 **AKA**

"Also Known As" – any other titles for the work. When searching for a work, any titles with matching AKAs will be returned, as well as those with matching titles. For example, a search for "Feelin Groovy" by Paul Simon will return "Fifty-Ninth Street Bridge Song".

7 **Comment**

The comments field is used for any comments regarding the work. For example, when a work is registered via the bulk or online registration process, a note is put in this field. APRA staff also record administrative notes or actions.

8 **Performance**

Public performances recorded to date for credit in the next periodic Performing Right distribution. For APRA staff only.

9 **History**

Historical details. For APRA staff only.

10 **Label**

Record label and track details. Label details are mandatory for registrations of Production Music.

11 **Registration**

Sharer and division of fee details as claimed by publishers in any online or bulk registration. Registrations made via cards do not appear here; when APRA staff add work details from a card registration, a Division of Fee (Tabs 1 & 2) is created straight away.

The registration detail area is split into two. The top of the detail area (in the middle of the screen) shows a list of the registrations made by publishers (if there are more than three you will need to use the scroll bar on the right hand side of the screen to access them all.) The details of the selected (highlighted) registration are displayed at the bottom of the screen. A registration is selected by clicking on it or moving to it with the arrow keys.

As with the DoF tabs, the registration detail tab shows the sharers, but only shows the IPI numbers and percentage splits for those writers you control.

REGISTERING A NEW CLAIM

Starting from the “Publisher Works Search” window, hit the “New” button and you will see the “Publisher Registration” window.

This window is used to enter all work registrations, both performance and mechanical, in which your company has an interest. The same window is used for registration of both local and foreign titles.

After registration, a work must have a division of fees (DoF) created for it before any royalties can be paid. This step, known as “completing” the work, is done by APRA. Under certain conditions which differ between performing and mechanical registrations, this happens automatically. Those registrations which do not complete automatically (e.g. if they do not supply a full division of fees, or if they are missing IPI numbers) will be completed by APRA staff once a performance of the work is logged.

Note that, for your registration to be processed, APRA must have received the Agreement Registration Form (ARF), informing us of the agreements involved in the registration. This is particularly vital if you are registering works which were previously published by another company.

The New Registration window is divided into two halves. The top half is the “Master” area and the bottom half is the “Detail” area. The detail area is comprised of a number of tabs, which you click on to display the different detail screens. You must first complete the fields in the master area before proceeding to the detail area.

[CMS] Publisher Registration for MEAT PIE PUBLISHING.

Arev Number: Circ List: Writers:
Title:
 Local Type: Style: Usage:
Duration: Rest of World Split - Writers: Publishers: Commissioned

1 2 3 4 5 6 7 8 9 10 11

P/R DoF M/R DoF O/S DoF Production Performer AKA Comment Performance History Label **Registration**

CAE No	Sharer Name	Society	Cl	Cat	Terr	Perf %	Mech %	Syn Date	Effect
					ANF				

MASTER AREA

Title

Enter the full title of the work; maximum 40 characters, and may be composed of letters, numbers, spaces and (if required) punctuation.

You should not include leading articles in the title ("THE", "A", or "AN") as they are not used in any title searches; it doesn't matter if you do, however, as the system will discard them. (ie: The Long And Winding Road would be registered as Long And Winding Road).

To aid with APRA's research, Production Music works have their label details listed in the title field in brackets after the title. Although previously you have been required to do this manually, from Version 2.6 of CMS, the label details are automatically inserted into the title from the label tab.

You do not need to insert label details into the title field from Version 2.6 onwards.

Local

If the work is of local origin, tick the box to indicate yes for local. For APRA's purposes, the work is considered local if any of the writers or arrangers are, or will be, members of APRA.

If you have a direct deal with a foreign writer, which means you are acting as the original publisher, you must nominate the work as foreign. The system will detect the original local publisher when the work is completed and set the local pub (E) flag accordingly.

Note: the Local indicator may default to yes or no, depending on your user preferences/

Type

This is a mandatory field used to indicate the type of registration. Select either "Performing", "Mechanical" or "Both". The default is set for "Both".

Style

Indicate the style of the work by selecting one of the four categories:

UNC Unclassified

SER Serious

POP Pop

JAZ Jazz

The default is set for "Unclassified".

Usage

Select the usage category by which the work will be classified. The following categories are available:

Theme	Written as a film or TV theme
Background	Written as film or TV background music
Theme & Background (as above)	
Production	Written as production library music
General Work	All works excluding the above

The default is set for “General Work”.

Duration

The approximate length or playing time should be shown in minutes and seconds, in the format mmm (minutes) and ss (seconds), with a period (“.”) separating the two (mmm.ss). The duration is mandatory only if you have selected “serious” as the style of work.

Rest of World Split (for Local Works only)

This is a mandatory field for local works.

If your control extends to territories beyond APRA, enter the split for the writer and publisher, regardless of whether the percentages are the same as the local split. These must total 100.0000 and the publisher share cannot exceed 50.0000.

If you control for APRA territory only, enter 100.0000 in the writer field and leave the publisher field blank.

In the unusual event that a variety of splits apply to different overseas territories, you should enter a 9 in the writer and publisher percentages, and ensure that the appropriate details are supplied to APRA's Publisher Services Department on the usual contract notification advice.

Commissioned

Tick if the work was commissioned. The term commissioned music will generally refer to film music or music used in advertisements where a composer has been engaged to score music for a specific project in exchange for an agreed fee.

DETAIL AREA

You will see a row of tabs, and within each highlighted tab you may add information. The sections which you may add information are:

5	Performer	The name of the performer of the work
6	AKA	“Also Known As” – another title for the work
7	Comment	Any additional relevant information, e.g. usage in film
10	Label	Record label details; mandatory for Production Music
11	Registration	Sharer details and division of fee



The only mandatory section is “Registration” (Production music must also include a label) However, all relevant sections should be completed where the information is available.

By default, CMS will open in the “Registration” tab, however you may set it to any other tab if you prefer, using the User Preferences.

Registration (tab 11)

This “Registration” section is mandatory for you to register a work. It comprises the following fields:

Sharer Name (Writers / Publishers)

It is important to ensure that all writer and publisher details for a work are entered, even though you may not represent all interested parties. The information you provide here is essential for the accurate matching of your registration to the correct title in the database.

Local Works - Writers:

Enter the IPI number(s) of the APRA writers you represent. All APRA writers you will be claiming must be entered via their IPI number, otherwise the system will not accept your claim. If you do not know the IPI number of any of your represented writers, please contact Publisher Services for advice.

For any co-writers whom you do not represent enter the surname first, followed by Christian names (if known - otherwise indicate initials). Do not include any punctuation in a writer’s name (Smith B not Smith, B.). Single name entries (eg: Diesel) are permissible, but will cause a message of "You should provide at least (surname <space> initial) for a writer". This is only a warning to ensure you have not omitted Christian names or initials should these be available.

It is important to note that the entry of composer, author and publisher names should be in a particular order (Composer, Authors, Publishers (Orig), sub-publishers. - Refer to section 4 – Category for more detail.

Local Works – Publisher:

Your own details will be automatically inserted here if you enter an asterisk (*) (this will automatically insert the IPI number of the company under which you have signed-on). If one (or more) of your administered

companies also has an interest in the work enter their IPI number(s). For any other publisher who has an interest in the work enter their name.

All sharers in the work must be shown.

Foreign Works - Writers:

If you have the IPI number for a foreign writer, enter it here. If you do not have the IPI number, enter their full names; surname first, followed by Christian names. Do not include any punctuation (“OShea P” not “O’Shea, P”)

Where you have signed direct agreements with overseas writers, their IPI numbers would have previously been advised to you. In such cases, enter the overseas writer's allocated IPI number.

All writers who have an interest in the work should be entered, not just the writers represented by you.

Foreign Works - Publisher.

The name of the original publisher represented by you should appear immediately after the last writer entry, followed by the overseas sub-publisher. Enter your company's interest on the final line, by typing an asterisk (*).

Any co-publisher information should then follow, and be entered in the same order as described in section 4 - ie: "E" before "SE".

Foreign works registrations should contain the original publisher IPI number, if available. If you try to save a work without a IPI for an original publisher, the system will prompt you to search for the number, and take you to the Right Holder screen. From here you may go to the Suisa Lookup screen if you cannot find the number in Right Holders Search. If you do not have the IPI number you may choose to not search for the number.

Foreign Works - Overseas Mechanical Societies & Mechanical Shares for O/S Publishers

European Societies are often entitled to receive a percentage of the mechanical rights shares on behalf of an o/s writer. If this is the case, enter the name of the o/s writer and the society he/she belongs to, and give the share to that writer. If an overseas publisher should receive a mechanical share directly, follow the same procedure.

Society

This field will be automatically populated when the work is “local”, when you enter a writer IPI for a writer, or your own IPI.

If the work is foreign, you should enter the society acronym for the writers and original publishers, if you know them.

A list of society acronyms can be found in Appendix 2.

CI (Contract Indicator) & Cat (Category)

CI (Contract Indicator)

The contract indicator is used to show the relationship between writers, publishers and sub-publishers. Entering the same value “links” the sharers together. If you represent a writer, enter (say) a “1” for both the writer’s and your CI. (Use 1-9). If you enter any writers by means of a IPI number, you must enter a corresponding Contract Indicator.

Cat (Category)

The category of the sharer's interest in the work. These must be entered in order, starting with C (composer), A (Author), CA (composer/author), SA (sub-author), TR (translator), AR (arranger), E (publisher), SE (sub-publisher – put overseas SE before local).

		<u>Cl</u>	<u>Cat</u>
Example (local)	BLOGGS JOE	1	CA
	HIT TUNES MUSIC PTY LTD	1	E

Where your company represents multiple writers for the one work, the same contract indicator is used for all claimed writers.

If you represent a writer through a sub-publishing deal, enter the same contract indicator in the CI column for the writer, the original publisher and for yourself.

Example	(O/S) CEMES JOSE	1	CA
	MEXICAN MUSIC INC	1	E
	HIT TUNES MUSIC PTY LTD	1	SE

Note that different writer and publisher relationship indicators should be used in works which are co-published. If the work is a split copyright and you represent more than one publisher, use consecutive figures (ie: 1, 2, 3 etc) when completing the relationship indicator fields.

Example (O/S)	SCHMIDT WILHELM	1	CA
	CEMES JOSE	2	CA
	BAVARIA MUSIC WERKS	1	E
	HIT TUNES MUSIC PTY LTD	1	SE
	MEXICAN MUSIC INC	2	E
	HIT TUNES MUSIC PTY LTD	2	SE

This example identifies that "Wilhelm Schmidt" is contracted to "Bavaria Music Werks", and that "Jose Cemes" is contracted to "Mexican Music Inc", and you (Hit Tunes) subpublish both these catalogues.

If you do not represent one of the co-writers, you should still include the writer and publisher(s) if you know them; this information can be vital to APRA ensuring that correct payments are made. If you do not know the publisher of a co-writer (or they are unpublished) you should still include the writer and leave the contract indicator column blank.

Example (O/S)	SCHMIDT WILHELM	1	CA
	CEMES JOSE	0	CA
	BAVARIA MUSIC WERKS	1	E
	HIT TUNES MUSIC PTY LTD	1	SE

In this example Hit Tunes publish Wilhelm Schmidt, but not Jose Cemes, who is either unpublished, or published by an unknown company.

Terr (Territory)

Refers to the APRA territory applicable to this share.

You may register any combination of "A", "N" and "F" (Australia, New Zealand and Fiji respectively) in that order. Use the drop-down list box, or type the values. If omitted, it defaults to "ANF". Note that if, for example, you only publish this work in Australia, you will still need to supply details for NZ and Fiji. If you do not know the publishing details, enter the writers as unpublished in those countries.

Perf % (Performing Percentage)

It is mandatory to enter percentage shares to the writers whom you represent, to any of your administered companies and to yourself. For local works you will also have to enter the remaining percentages against any co-writers (you cannot enter a percentage against another local publisher unless administered by you) so that shares total 100%. If omitted, an error of PERCENTAGE(S) NOT 100 (LOCAL WORK) is shown.

The total publisher share cannot exceed 50.0000 and your share cannot exceed the sum of the shares of your writers. For example, if you indicate 16.6666% against two of your writers, the maximum share you will be able to claim is 33.3332% (not 33.3333, which is greater than 2 x 16.6666).

The publishers' shares given should always be a percentage of the total share, not just the publisher share.

If known, you should enter percentages for foreign writers whom you do not represent. This information may be of assistance to APRA when "completing" the work for payment.

If you have indicated that you are registering a mechanical claim only the Perf Pcnt field will be skipped.

Mech % (Mechanical Percentage)

As with the performing percentages you must enter the division of fees for the mechanical royalties in this column. The field is skipped if you indicate you are only registering a performing claim.

You must enter the writers you control, even if they are not receiving any of the mechanical share directly. You must also enter any co-writers of the work, even if you do not represent them. If you omit any writers you will greatly reduce the chance of the work matching correctly in the database, and may jeopardise its correct payment. However, unlike performing percentages, you should not enter percentages against writers you do not control. Mechanical percentages do not have to total to 100%; If the publisher share is < 100% the system will allocate the balance to an "Unclaimed Publisher" share.

In some European Societies it is mandatory for the members to receive a percentage of the mechanical rights shares. If this is the case, enter the name of the writer and the society he/she belongs to, and give the share to that writer. If an overseas publisher should receive a mechanical share directly, follow the same procedure

Syn (Synchronisation Rights)

If you make a mechanical claim, it is mandatory to enter the synchronisation rights. Enter Y (Yes), N (No) or U (Unknown) in the field, for each mechanical claim.

Date Effect (Effective Control Date)

The effective date of your control is mandatory for each writer you have entered by means of a IPI number (these will usually be for local works).

Enter the date from which your agreement with the writer is effective as dd/mm/yyyy, or "R" (for retrospective) if the date is before the start date of the current APRA distribution period. If you enter a date prior to the previous distribution, it will be converted to R when the registration is saved.

The agreement start date must be consistent with contractual details provided to APRA on the Agreement Registration Form.

Once you have completed the details in the "Registration" section you should enter any information you have into the "Performer", "AKA", "Comment" and "Label" section tabs. If you have no further information to add you may save the work (<Save> button

Performer (tab 5)

To assist with identification, especially when the work is performed on radio, indicate the name of the artist who regularly performs the work, if applicable. If the work has been covered, provide the original performer as well as any new performers.

A performer name should be entered with the Christian name first.

Click on the "Performer" tab and type in the performer details. You may add more than one performer by hitting the Insert Line button. If you are unsure of the spelling enter the first few letters of the name, and a list of possible matches will be displayed for you to select from. If the performer is already on the APRA system, your performer details will be accepted. If, however, this is the first time the performer has been registered, you will be required to enter the performer on the system.

The system will tell you "There is no record in the database" which matches the performer. Click "OK" and then hit the "New" button. You will be taken to a new screen

(Actor/Prod.Co/Directors/ScreenWriter/Performer) – do not add anything here apart from the "Country" details for the performer, if you know them – simply hit "OK" to save the information. From there you may tab to another section or "Save" the work.

AKA (tab 6)

Include any alternative title, if applicable. This "other name" is listed as a cross-reference and can later be used to locate the work in the same way as the main title. To add more than one AKA use the Insert Line button.

Comment (tab 7)

Enter any additional information which may prove helpful. For instance, if the work is included in a film or television production, the title of the production should be shown. If more than one line of comment is necessary, hit the "Insert Line" button.

Label (tab 10)

If you have information regarding a record label on which the work has been included, please include the label details (particularly for first releases). If the work has been recorded on more than one label, provide them all, especially the original, if possible.

If the work is a Production Library track, a label denoting the Production Library and disk catalogue must be entered. This label is vital to the transfer of data from CMS to AREV (the AMCOS database) and consists of two parts: A prefix, usually text, denoting the library of origin, and a suffix, usually numerical, denoting the label number from which the track originates. These two parts must be separated by an @ ("at" sign). If there is not an @ in the label, AREV cannot register the work properly.

A couple of examples might be:

Right	Wrong
MUZAK-CD@114	MUZAK-CD114
PRODMUS@235	PRODMUS 235

If you are using Version 2.6 or later, the information you provide here will be automatically entered in the title field in brackets, as an aid for APRA's research department. Note that this supercedes earlier versions, which required label information to be entered into the title manually.

The track details should also be included in the field provided. The track information is used in an online licensing scheme for Production Music clients. In the case where a work appears on more than one track, add all the track numbers, separated by commas.

e.g. If a work appears as tracks 1, 3 to 5, and 15 to 18 on CD number 5 of the "prodmus" library, you should denote it thus.

Label	Track
prodmus@5	1,3,4,5,15,16,17,18

SAVING A WORK

When you have finished entering the relevant information, you have a number of options

Save	This screen is saved, but remains on screen
OK	This screen is saved and the window is closed
Close	Close the window. You will be given the option to save the changes you have made
New	Open a new data entry window. You will be given the option to save the screen you have just been working on.

The system will now check your registration and save it, displaying the APRA identifier (“GW”) number assigned to the work. The message will also include the words “Perf DoF” or “Mech DoF” respectively if the performing or mechanical registration autocompletes (ie automatically have a Division of Fee created for them).

The system will not save the work if:

You have not completed a mandatory field

You have entered information which is obviously incorrect, or

The title and writer information match an existing registration

If your new registration matches with an existing registration, you will be asked to check to see if the works are in fact the same, or simply have very similar titles and writers. In most cases they will in fact be the same, and you should link your new registration to the existing one, to avoid duplication. When a match occurs, the procedure is as follows:

You are asked if you wish to view the existing work/s. If you have any doubt about whether the works should be linked or not, hit “Yes” to view the existing works and select the work to view its details.

Once you have viewed the work, decide if the work still requires registration. If not, hit “No”.

If you still wish to register the work, hit “Yes”. You will be asked if you “wish to attach the registration to the existing work”. If you are sure it is a completely different title, hit “No”. If it is the same title, but you wish to register your interest, hit “Yes”. The system will display the GW number of the title to which your registration is attaching.

DELETING OR MODIFYING A REGISTRATION

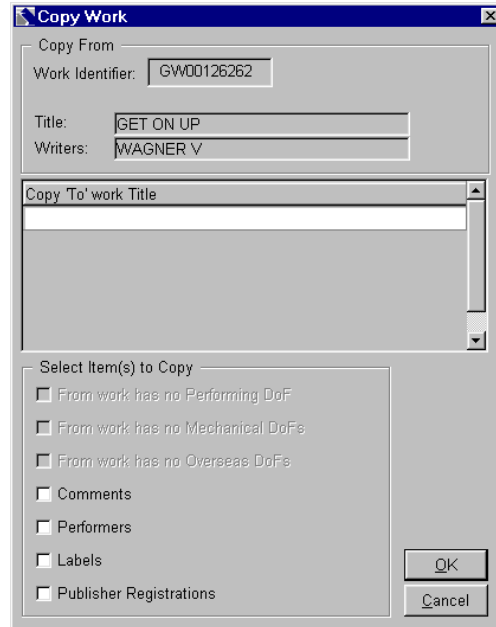
Once a work has been created, it cannot be modified. More information can be added, (e.g. additional performers, AKA’s or Label information), however information which is already in the system, such as ownership interests, copyright splits and comments cannot be changed.

If there is a mistake in the registration, the only way to correct it is to delete the registration, and re-enter it. You may only delete your own registrations, and if the work has been completed [i.e. has been given a Division of Fees (DoF)] or has a performance logged against it, then a registration cannot be deleted by a publisher, only by APRA staff. Contact your Publisher Representative for assistance in this case.

CLONING

There is a "cloning" facility which enables you to reproduce the sharer details from the most recent registration created, thereby reducing repetitive data entry for titles which have common sharer details.

After entering all of the relevant registration information for a work, and before saving the information, return to the "Registration" section, then do the following:



The image shows a "Copy Work" dialog box with the following fields and options:

- Copy From:**
 - Work Identifier: GWD0126262
 - Title: GET ON UP
 - Writers: WAGNER V
- Copy To:** A list box titled "Copy To work Title" which is currently empty.
- Select Item(s) to Copy:**
 - From work has no Performing DoF
 - From work has no Mechanical DoFs
 - From work has no Overseas DoFs
 - Comments
 - Performers
 - Labels
 - Publisher Registrations
- Buttons:** OK and Cancel.

Hit the <Copy Work> button

Hit <OK> – you have created the original registration

Enter the name of the additional titles (<tab> after each entry)

“Select Items to Copy” by ticking the appropriate items

You may copy any of the sections where you entered data eg. Comments, Performers, Labels, Publisher Registrations. It is mandatory to select Publisher Registrations.

Hit <Save>

You will be transferred to the first clone. You may modify the work (eg. add different comments), or save as is.

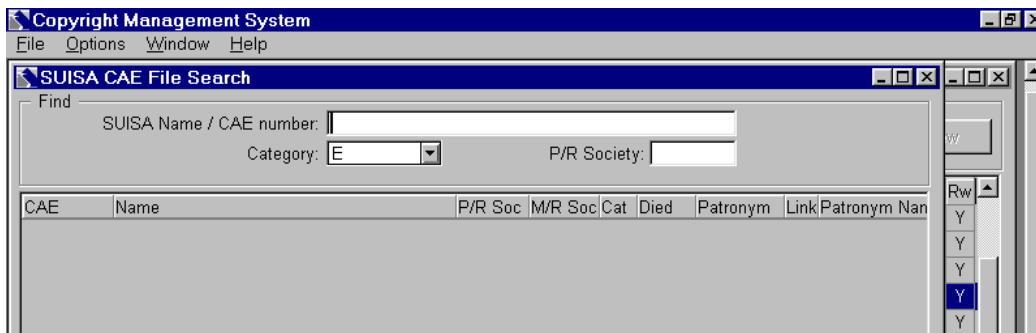
Repeat the above two points until all clones are saved.

SUISA IPI LOOKUP

If you need to find the IPI for a publisher, for example when you are registering an overseas work, you can use the IPI Suisa File Search. To access it click File/Suisa IPI Lookup. Enter the name of the publisher you require (using the same rules as for Works Search), and hit <OK> to start the search.

This facility will provide publisher IPI numbers only. If you require IPI numbers for writers with whom you have an agreement, please call your APRA Publisher Services Representative.

If a company has a number of different forms of their name (known as pseudonyms) then each form will have its own IPI number. However, one of these forms will be considered the main form – the Patronym – and this should be used for all registration in CMS. Contact your Publisher representative for further information.



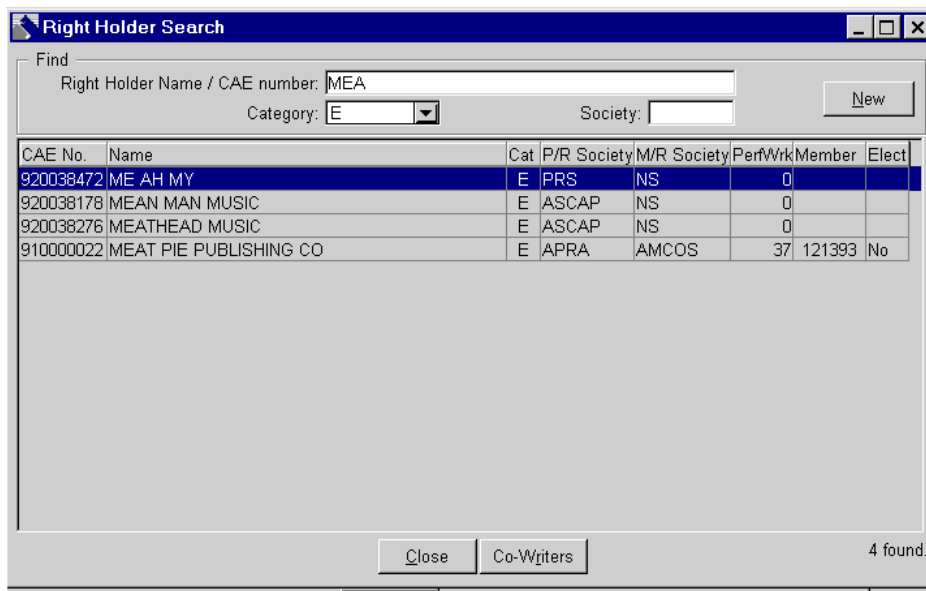
The search results have the following columns:

IPI number	Only the IPI numbers of publishers are displayed
Name	Writer or publisher name
P/R Soc	Performing Rights Society
M/R Soc	Mechanical Rights Society
Cat	Category. One of E (Publisher), C (Composer), A (Author) or CA (Composer/Author)
Died	The year the individual died (if applicable)
Patronym	The IPI number of the Patronym to which this name is linked
Link	A code denoting relationship between the Patronym entry and this entry. Possible
Link codes are:	
	PA Patronym
	PP Pseudonym
	ST Succeeded Title
	MO Change of name
	PS Pseudonym (Secret)
	DF Different Form
	TR Transferred
Patronym Name	The name of the Patronym to which this entry is linked.

RIGHT HOLDER SEARCH

You are able to search the CMS database for information about other Publishers, using the Right Holder Search Screen. This screen is reached by clicking File, Right Holders (you must first be in File, Application, Publisher Registration.)

Enter the name of the Publisher, or part of the name and hit <Enter> to start the search. Unlike the Works Search, the Right Holder Search does not need a "*" to search for partial words, and is not limited to 5 or more characters. However, care should still be exercised when choosing your search criteria, as too general a search could take a considerable amount of time and return a large number of matches.



CAE No.	Name	Cat	P/R Society	M/R Society	PerfWrk	Member	Elect
920038472	ME AH MY	E	PRS	NS	0		
920038178	MEAN MAN MUSIC	E	ASCAP	NS	0		
920038276	MEATHEAD MUSIC	E	ASCAP	NS	0		
910000022	MEAT PIE PUBLISHING CO	E	APRA	AMCOS	37	121393	No

To narrow down your search enter the society of the publisher, if you know it. Alternatively, if you have a particular publisher in mind and you know their IPI number, you may enter that.

The IPI numbers of writers are not displayed. To find out the IPI number of a Composer or Author, please call your Publisher Services Representative.

The search will return a list of matches to your criteria, and display a number of columns of information for each publisher. These columns are:

- IPI Number: The IPI number, as assigned by SUIISA.
- Cat: Category: As a publisher only other publishers (Cat E) will be visible.
- P/R Society: The Performing Rights Society of the Right Holder
- M/R Society: The Mechanical Rights Society of the Right Holder
- PerfWrk: The number of works associated with the Right Holder which have been performed.
- Member: The APRA membership number of the Right Holder
- Elect: Whether the Right Holder has been elected.

PERFORMER SEARCH

If you wish to locate a work, but you are unsure of the writers and the title, you can use the Performer Search to help you. The Performer Search is accessed by clicking on File, Performers (note that you must first be in File, Application, Publisher Registration), and will enable you to search for not only performers, but also actors, production companies, scriptwriters or directors, and to view the works associated with them. Each performer is assigned a six-digit number in CMS.

In the Name field enter:

all or part of the name of an individual (surname first),

a band name, or

A performer number

To help narrow down the search, fill in

The country of the performer, and

Select a type, from performer, actor, production company, script writer or director.

Often there will be a number of entries in CMS for a performer to cover different forms of the name e.g. "Bill Smith" , "Smith, Bill", "William Smith", "William Q. Smith", each with its own distinct performer number.

If your entry unambiguously identifies a performer, then a window showing the details of that performer will be displayed, plus a list of works performed by that performer. From here you can double-click on a given work to see the details of that work.

If your search is ambiguous, a list of matching performers will be displayed, from which you may select the desired performer, either by double clicking, or by moving to that work and hitting <Enter>. This list helps you to distinguish the performer you require by displaying tickboxes denoting whether the entry is a performer, actor etc, and whether it is the WID (Works Information Database) name. The WID is an international database of works, their writers and performers. To avoid duplication, APRA only submits one form of local performers' names to the WID.

From this screen you can also hit the New button to create a new performer entry in the database. Supply all the details you have, and hit OK. The performer is now entered into CMS, and has a performer number assigned to it.

A simpler version of the Performer Search (entering the name only, and no other criteria) can be accessed via the Works Search window. The Works search window can also be used to display a list of works with performers that match your search criteria.

CIRCULATION LISTS

Details of all recordings to be licensed by the Mechanical rights division, which include works where the ownership has not been identified or only partially identified, are circulated to AMCOS members on a continual basis.

AMCOS publishers are now required to register their interest in a work, identified from a circulation list, via the on-line system. The advantages are that the work will be immediately registered, and you will be able to register both mechanical and performing right interests in the work.

Note: you may need to reset your user preferences to access the “Arev Number” and “Circ List” fields.

Go to the “Works Registration” window.

Enter the “Arev Number”

Enter the “Circ List” number

Enter all other details as for a normal registration

[CMS] Publisher Registration for MEAT PIE PUBLISHING

Arev Number: Circ List: Writers:
Title:
 Local Type: Style: Usage:
Duration: Rest of World Split - Writers: Publishers: Commissioned

1 2 3 4 5 6 7 8 9 10 11

P/R DoF M/R DoF O/S DoF Production Performer AKA Comment Performance History Label **Registration**

CAE No	Sharer Name	Society	Cl	Cat	Terr	Perf %	Mech %	Syn Date	Effect
					ANF				

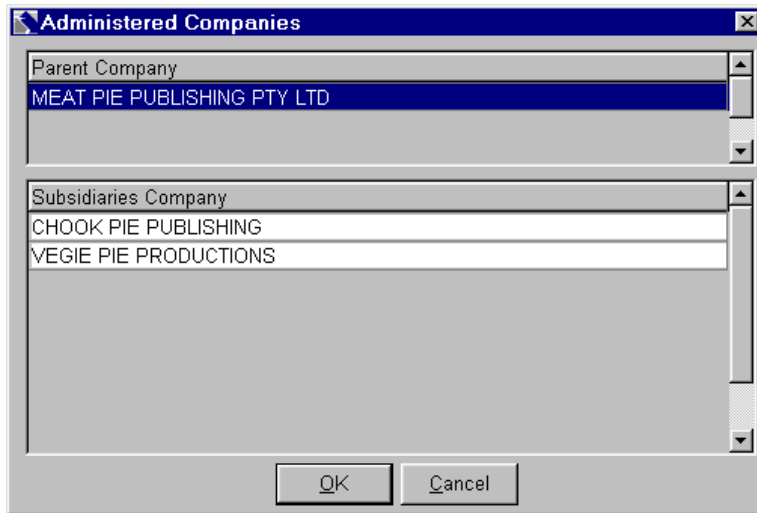
If you enter an “Arev number” beginning with 989, the details in the master area will be entered automatically, and you simply complete the detail area. (Unfortunately, this automated facility cannot be extended to all numbers).

CHANGING TO AN ADMINISTERED COMPANY

APRA maintains a company structure file linking together local administered companies and their principal companies.

If you are registering a work published solely by an administered company, it will be necessary to change to the name of the relevant administered company.

To do so, go File/Change To administered Company



Simply click on the company you require and then hit <OK>.

If you are registering a work jointly published by your principal company and an administered company, both names (ie: asterisk and IPI number) can be entered if you are "signed-on" under your principal company's name.

If you require information regarding a cue sheet you will need to access the Cue Sheet Search window. Go File/Cue Sheets.



Type in the name of the series or film you require and hit <Enter> to start the search. As with works, you may enter a short name, made up of the first two letters of the words in the title (for titles with more than four words in the title, only the first four), with the leading articles dropped. If the title is only one word long, there is no short name.

You can also enter a short name for an episode. This differs from the title search short name, as it consists of the first two letters of the first three words only, not separated by spaces. After the three words you must enter the episode number, separated by a slash (/). Some examples are:

TITLE	SHORT NAME
Beverly Hills 90210 (episode 6)	BEHI90/6
MASH (Episode 742)	MASH/742
MASH (the movie)	(no short name)

If you wish to hone your search, you may also select a category, from EP (episode), FM (Film), or TE (television). As with other CMS search windows, a list of matching cue sheet titles will be displayed, from which you may make a selection, either by double-clicking or moving to the work and hitting <Enter>.

The production field is not a filter, but allows a search via the Production number,(a reference number for ABC productions). Similar to the Performer search in the Works Search Window, the Production search can only be used if the Cue Sheet title field is blank.

When you select the title of the production, the Cue Sheet Details screen will be displayed. This window shows you the works used, the writer/s of the works, plus the following information:

The screenshot shows a software window titled "CueSheet Details". At the top, there are several input fields: "Ident" (AL), "Title" (HOME AND AWAY), "Added" (31B), "Perf" (empty), and "Amend" (16/06/1998). Below these are "Ep. Title" (empty), "Ep. No." (1000), and "Total Music" (11.30). Further down are "Series" (7), "Country" (AU), "Tx Date" (01/01/1998), "Prod No." (empty), "Topical" (checkbox), and "Composite" (checkbox). At the bottom of the form are "Prod. Yr" (1998), "Duration" (30.00), "Genre" (Soap Opera), "Station" (ATN), "AVindex" (checkbox), and "Comm'd" (checkbox). There are "New" and "Modify" buttons. Below the form is a tabbed interface with tabs for "1. Work", "2. Series", "3. Society Dispatch", "4. Publisher Dispatch", "5. Interested Party", "6. Alias", "7. Comment", and "8. Performance". The "1. Work" tab is active, showing a table with columns: Identifier, Title, Writers, B'grd, Feat., Thme, V/I, Loc, and Cm.

Identifier	Title	Writers	B'grd	Feat.	Thme	V/I	Loc	Cm
GW00095712	HOME AND AWAY	SUMMER	2.00	0.00	0.00	V	N	<input type="checkbox"/>
BG00088503	HOME AND AWAY	EDMUNDS MURIEL	5.00	2.00	2.00	V	N	<input type="checkbox"/>
BG00124618	HULLABALOO	S	0.00	0.00	0.30	I	N	<input type="checkbox"/>

- Tx Date Transmission date
- Genre One of Infomercial, Mini Series, Multimedia, News, Series, Soap Opera, or Sports event
- B'grd Duration of usage as background music
- Feat Duration of usage as featured music
- Thme Duration of usage as theme music
- V/I Vocal or instrumental – either V,I or X (for mixed)
- Loc Is it a local work? Yes or No.
- Cm Is the work Commissioned?

If you wish to look at the details of any the works listed in a cue sheet, simply double click on the work.

Only APRA staff enter new cue sheets into CMS.

All works which appear in a cue sheet should be registered. The cue sheets will then denote the duration of the usage in a given production.

Works should be denoted in the usage field (see above) as "Theme" or "Background", which will determine whether the identifying number assigned to them will have a GW or BG prefix. Works used in both capacities should be registered with the "Theme and Background" usage option, which will raise two separate titles, one with a BG number, and the other with a GW number.

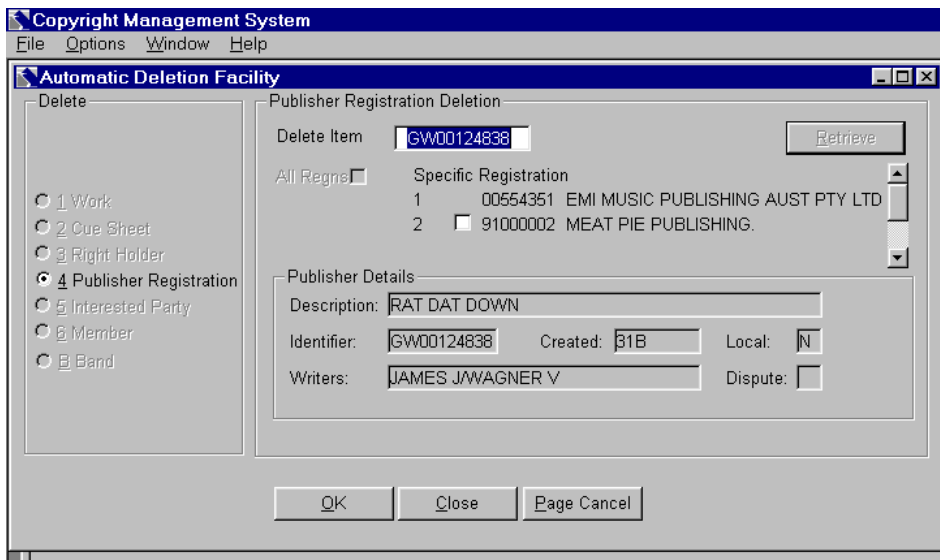
You are requested to register all local background pieces, however there is no requirement for you to register foreign works used as Background.

DELETING A REGISTRATION

CMS provides the facility to delete a previous registration that you have made. However, you cannot delete a registration once the work is “completed” (remember, a work is completed once it gets a performance or when you register a local work where you have a relationship with all of the parties).

Firstly, go into the Works Search and find the “Work Identifier” number for the work you wish to delete (make a note of that number).

Go: File/Delete Registrations



In “Delete Item”, enter the Work Identifier (GW) number for the work you wish to delete and hit “Retrieve”.

Under “Specific Registration” will be listed any publisher registrations for the work. You may select only those works which have been registered by you, or one of your administered companies.

After selecting the registration you wish to delete, hit “OK”.

Hit “Yes” to confirm your choice.

Your registration will be deleted.

Note: The work itself will only be deleted if your registration is the sole piece of information associated with the work. If there is any other information, such as a logged performance, or an AKA, the title will remain after your registration is deleted.

DELETED ITEM SEARCH

You may check to see if a work or registration was deleted, and the date of the deletion.

Go: File/Deleted Works Inquiry

Note: you will require the Works Identifier number.

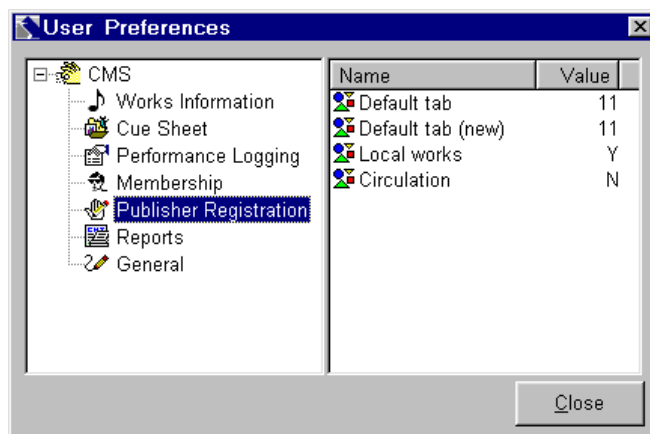
USER PREFERENCES

User Preferences are available to help you design a windows environment to suit the job you are doing.

For example, when you open the Works Registration window, you will notice that it probably defaults to “Local” every time. What if you are registering a large amount of foreign titles? Wouldn't it be better if the window defaulted to “Foreign” every time you went to register, rather than having to change the tick box for each title.

Well, that's what User Preferences are all about.

Go: Option/User Preferences/Publisher Registrations



There are four preferences currently available on the CMS On-Line System.

Note: the numerical values relate to the numbers listed above the tabs on the Works Search/Registration windows.

- | | |
|-------------------|---|
| Default tab | The tab that is selected when you search for an existing work. This would normally be set to Publisher Registration (11). |
| Default tab (new) | The tab that is selected when registering a new work. Once again, this would normally be Publisher Registration (11). |
| Local works | Do you wish the new Works Registration to open as “Local”? Yes or No. |
| Circulation | This should be activated when you are working from a circulation list. |

To change values, double click on a Name, enter the new value and hit <OK>.

As you become familiar with the User Preferences you will find the settings that best suit the task. They are easy to reset, so experiment and find out the best options for each application.

APPENDIX 1: KEYBOARD COMMANDS

Mouse or keyboard?

CMS is a Windows application, and most of the standard Windows features are available. To help speed data entry, we've designed the system so that it can be "driven" entirely by the keyboard – that is, without needing to constantly use the mouse. (There is one exception – the "drill-down" facility needs a mouse double-click).

The following keyboard short cuts will eventually become familiar:

Drop-down list boxes are activated by F4 (Windows function)

Check boxes are turned on/off by the Space Bar (Windows function)

When the focus is on a button, the Space bar activates the button (Windows function)

Buttons can be activated by <Alt>+underlined letter (Windows function)

<Tab> moves to the next editable input field (left to right, top to bottom)

At the end of a modifiable row, <tab> creates a new row

<Shift> <Tab> moves to the start of the previous input field (Windows standard)

<Ctrl> + F4 closes the current window (both sheet & response window)

<Alt> + F4 will close the application (Windows function).

<Ctrl> <Tab> moves forward one tab on a tabpage (Windows function)

<Shift> <Ctrl ><Tab> moves back one tab on a tabpage (Windows function)

<Ctrl> + a number 1 – 0 switches to the corresponding numbered tab on the tab page windows. Use <Shift>

<Ctrl> + a number if there are more than 10 tabs on the window. Don't use the numeric keypad.

<Ctrl> Z will reset a field to its original value

<Ctrl> <Delete> will 'clear' a field of any value. This should not need to be used often as Delete on its own will mostly work.

APPENDIX 2: SOCIETY ACRONYMS

The following list shows the standard acronyms for most Performing & Mechanical Rights Societies.

ALGIER	ONDA
ARGENTINA	SADAIC
AUSTRALIA	APRA
AUSTRALIA	AMCOS
AUSTRIA	AKM
BELGIUM	SABAM
BRAZIL	SBAT
BRAZIL	SICAM
BRAZIL	UBC
BULGARIA	MUSICAUTOR
CANADA	SOCAN
CHILE	SCD
CHINA	MCSC
COLOMBIA	SAYCO
CROATIA	HDS
CZECH	OSA
CZECH	SOZA
DENMARK	KODA
ENGLAND	PRS
ENGLAND	MCPS
TEOSTO	FINLAND
FRANCE	SACEM
GERMANY	GEMA
GREECE	AEPI
HONG KONG	CASH
HUNGARY	ARTISJUS
ICELAND	STEF
INDIA	IPRS
INDONESIA	KCI
IRELAND	IMRO
ISREAL	ACUM

ITALY	SIAE
JAPAN	JASRAC
KOREA	KOMCA
LITHUANIA	LATGA
MALAYSIA	MACP
MEXICO	SACM
NETHERLANDS	BUMA
NETHERLANDS	STEMRA
NIGERIA	MCSN
NORWAY	TONO
PERU	APDASPAC
PHILLIPINES	FILSCAP
POLAND	ZAIKS
PORTUGAL	SPA
RUSSIA	RAO
SCANDINAVIA	NCB
SERBIA	SOKOJ
SINGAPORE	COMPASS
SLOVENIA	SAZAS
SOUTH AFRICA	SAMRO
SPAIN	SGAE
SWEDEN	STIM
SWITZERLAND	SUISA
TAHITI	SPACEM
TAIWAN	CHA
URUGUAY	AGADU
USA	ASCAP
USA	BMI
USA	SESAC
VENEZUELA	SACVEN
ZIMBABWE	ZIM

APPENDIX 3: UPGRADING CMS

The CMS program has been written by APRA's Information Services Department. First released to publishers in mid 1998, it is an evolving beast, and so new versions are released as new services are incorporated into the software. You will be advised when a new version is available, and upgrades are mandatory in order for you to use CMS without any issues.

To upgrade your present software, you need to download new CMS version via weblink supplied by APRA notifications or via **<http://www.apra.com.au/cms/upgrade.htm>**

Once you have the file, you run it [see Section (iii)], by double-clicking it, and it will "unzip" the new version and install it for you, taking only a few minutes.

Note that if you have to re-install CMS on your PC, you will have rerun the CMS installation files.

If you have any problems with the upgrade procedure, please contact the APRA help desk, on (02) 9935 7949, or at publisher@apra.com.au.

Downloading New CMS Versions

Go to APRA's web site for the download:

<http://www.apra.com.au/cms/upgrade.htm>

There are no links to this page from the APRA home page, you will have to type the address.

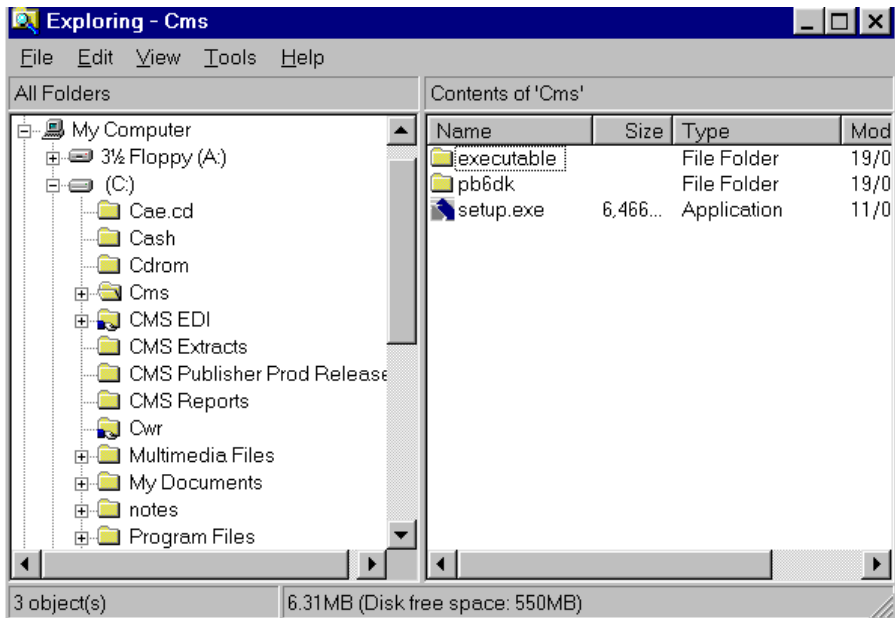
Click on the CMS Logo, and the setup.exe will be downloaded to your PC.

Once it completes the download, close your browser and go to (iii).

(iii) Unzipping the file

- The file has been transferred to your computer, and should be in the C:\CMS folder. Now we find it, using Windows Explorer, and run it:
- Click on Start
- Go to Programs

- Go to Windows Explorer



- Click on CMS folder in left window. The contents of the CMS folder should be displayed in the right hand window, including the setup.exe we have just copied. Check the date of the setup.exe file to ensure it is not an old upgrade file.
- Double click on setup.exe.
- Click OK to message that unzip is about to start.
- Click Unzip. The unzipping and installing process should take a couple of minutes.
- Click OK when unzip is finished
- Click Close
- Close down Explorer
- CMS is now ready to go. The CMS version number is displayed on the graphic screen as the program starts, or, if you miss that, you can ascertain the date of the release (“build date”) from the “About...” in the Help Menu of CMS.