Works

- List of works
- Editing a work
- Creating new works

List of works

content

Two options here :

- **searching** bar
- **create** a work

The searching bar function is having an **advanced (detailed) mode** to target a specific kind of work :

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If you start the search with **no content** (empty field), you will find the **list of all the works** from the database :

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Here you find :

- The **Title** of the work
- The **Favorite Code** (ISWC) of the work
- The **creation date** of the work in LeSage
- The **Registration Date**
- The **Company** representing the work
- The **Actors** within the work's copyright
- The SACEM code : CoCv ?

And with the bottom left tool bar (or right click anywhere on the list) you can do some actions about :

- Add/create a new work with **+**
- Delete a work with the green bin
- Modify a work (you can also double click on a work to open an edit work) with the pencil
- Refresh the list two cycled arrows
- Duplicate a work
- Save the column size settings with the small disk
- Maximize the columns double blue arrow

If you **right click on the work list** you can access to a scroll menu with **secondary options of actions** :

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- **Merge works** : after selecting 2 works, merging will only keep the 1st one and delete the 2nd one. All the 2nd work's information not yet present will be transferred on the 1st one at the same time. The remaining work (1st one) will keep and obtain all the missing rights, and royalties copyrights information as group, tags, and movie songbook links. You could decide to swap, to change the work remaining and the one deleted. You could also decide (ticking the proper box) to not copy the royalties and/or copyright information.

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IMPORTANT : **This action could generate duplication (for example copyrights information of the 2 merged works). In this way, we highly recommend to check remaining work's information /!**

- **Use work as template** : allows you to copy a work's information to other works within a group. After picking the template work and right click on it, choose "**use work as a template**" and then select a group **(1)** and the information you would to copy **(2)**.

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- **Create a static work with the selected work(s)** : creation of a **temporary group** with selected works
- **Search for lost works** : search and/or recreate works which CoCv exists already in the sales imports but not yet in the works' list (database?)
- **Check payouts** : ?
- **List templates** : allows you to **customize the header columns** you would like to see inside this list :

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If you double-click on one work you open its edit in a new tab to consult and/or modify it.

Editing a work

General

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You find here **3 different but important zones** :

- a small window (1) with **general information** :

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- ☐ **Subtitle** : to dissociate/distinguish 2 similar works
- ☐ **Company** : the publisher, you or the one you represent on a specific territory. This field is important for the statement export to be clear and the actors paid on the correct company behalf. The company concept inside a contract or royalties (« controlled by ») settings will be priority over this field information.
- ☐ **Performer** : (optional) You can add one (or several) actor (s) in the copyright zone with this specific role.
- ☐ **Author** : optional here because it is already filled in the copyright section. This field could be used to force the auhtor’s name appearing in the statement
- ☐ **Territories** : the territory in which you represent the work.
- ☐ **ISWC** : international standard work code (add/modify in the “code” tab).
- ☐ **idimport** : allows you to know through which import this work was created in your database.
- ☐ **Protected** : protected work from the massive changes in the workshop.
- ☐ **Do not export** : this work will be not exported in the catalog (CR / Chrono).
- ☐ **Already submitted** : meaning this work was already submitted to a PRO through a catalog.
- ☐ **Submit comment** : if the works was accepted or rejected
- ☐ **Genre** : type of music
- ☐ **duration** : work duration

In the same window, you can also **check the chain of right (= hierarchy)** to check the copyright according to a third party in order to export the work :

content

Still in the same section, you can click on **menu button** to :

- ☐ Verify payouts of this work
- ☐ Generate documents (contract in english)
- ☐ Export the work

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- another window (2) with **copyright information** about this work and its actors :
- ☐ **Actor** : click on the eye to open an edit actor
- ☐ **IPI code :** standard unique code for copyright actor
- ☐ **Role :** A = author, C = composer, AC = author & composer, E = original publisher, SE = sub-publisher, CE = co-publisher, ADM = administrator,
- ☐ Chain : to separate rights' chains according to publishers/sub-publishers representations
- ☐ which publisher or sub-publisher is **managing the co-publishing**
- ☐ **the performance & mechanic shares** (owned & collectable), **IMPORTANT : the shares total must be 100%**
- ☐ **the Third party** (who provides you the work and its information)
- ☐ if the actor is **controlled**

content

You can **customize the header columns** (so information) you would like to see **clicking on the settings button**.

content

You can also open/generate a **copyright preview** according to the third party you would to export this work to, clicking on **the yellow file button**.

This preview will be **visible in another tab** :

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You find here the same information as in the copyright section but in the way it will appear within the CWR/Chrono export according to the PRO you are sending to.

- a last window (3) with **royalties/contract information** attached to this work :

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You can read this section according two ways :

- **horizontally**
- **vertically** : this way could be hidden clicking on the blue arrow situated on the top right of the royalties zone.

This section is proposing two ways of setting royalties up :

- **the contract mode**
- **the work mode**

In both mode, you must define one (or several) actor(s) and the payout shares (%) according to the type of rights (mech or perf).

Within **the contract mode**, you must create a contract with the payouts conditions (royalties) beside.

Then you attach the contract to a group so to all the works in the group.

This mode is highly recommended because :

- it’s working efficiently whether there is one ore a thousand work in the group
- if there is a payout mistake, you just need to change the contract and all the works are impacted
- if you create new works, you just need to add them in the group and they will be automatically attached to the contract thanks to the dynamic group concept

Within **the work mode**, royalties are set directly in the edit work (this section).

IMPORTANT : this mode and this way to inform royalties will always be priority over the contract mode to calculate the statements. This mode is recommended only to deal with specific situations.

Codes

You find here **all the codes attached to this work**.

Those codes could be attached to a work automatically with catalogue and/or rights import or even manually.

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- ☐ # : internal number automatically generated by LeSage when creation
- ☐ Code type : ISWC, CoCv, etc…
- ☐ Main : tick this box to determine which code is the favorite, main attached to this work
- ☐ Code : the code in itself
- ☐ Third Party : the entity providing the information
- ☐ Title : work title
- ☐ Author : author/composer present in the work copyright
- ☐ Album ref : commercial reference of album where the work is attached
- ☐ Album title :

- ☐ Track num :
- ☐ Duration :
- ☐ Label :
- ☐ Release :
- ☐ Artist : performer present in the work copyright
- ☐ Created : creation date in LeSage
- ☐ Import # : Import number generating/providing the work code

A work could have several but same type code attached.

If so, LeSage will consider a code as main one according to its creation date (the oldest, the first created).

To define a correct work code as main and avoid a sale to be assign to a wrong one, you must tick this correct code as main.

Notes

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Those notes are for your own personal use in LeSage and will have NO impact/effect on statements.

Those useful and complementary information are recommended to organize your database management.

Rights

You find here all the rights imported attached to this work.

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- ☐ **Rights #** : internal number automatically generated by LeSage after importing rights
- ☐ **amountpaid** : amount to pay in the rights' file imported
- ☐ **amountpaidincurrency** : amount to pay converted in the correct currency
- ☐ **% collected** : from the total copyright shares
- ☐ **TypeOfRights** : type of rights from the rights' file imported
- ☐ **Title** : of the work imported
- ☐ **Authors** : present in the copyright from the rights' file imported

- ☐ **date_paid** :
- ☐ **typeofrights_text** : way to broadcast the work, provenance from the rights' file imported
- ☐ **Source** : way to broadcast the work, provenance translated for LeSage

Groups and tags

This tab shows **all the groups and tags attached to this work**.

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Exports

You find here **all the exports where this work is present**.

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- ☐ idExport
- ☐ Date
- ☐ Format
- ☐ File name
- ☐ Description

Subtitles

Creating new works

Once your catalog has already been placed in the system, you will maybe want to manually add new works. Several solutions are possible, depending on the diversity of the copyright that you will want to integrate.

From the list of works

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- Create a new work

The option to create a new work appears directly when opening the list of works. By clicking on **create** a work file will open and you can add your copyright.

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National shares (with statutory shares) and international shares have been indicated. The statutory parts will come out if you edit your contract as original publisher using Le Sage and the international parts if you send your catalog to your foreign sub-publisher (CWR). In order to deposit the works in a blank bulletin, or to take out the contracts to have them signed by the artists, certain information must be added in the detail of the work.

content

From an existing work

If you wish to use the copyright of a work already present in the database, after having searched for this work in the list of works, right-click on the work concerned, and click on clone this work or use the "Clone this work" button at the bottom of the screen. You will be able to create one or more works (by putting the titles on the line) having the same characteristics.

content

content

The works will be put in a group.

Be careful with this solution all the data in details will be duplicated in addition to the copyright.

From an Excel file

If you are more comfortable filling out an Excel file and importing it into the system as your catalog of deposited works, we provide a template in **c:\LeSage12\Examples** to import a catalog of new works. Just follow the steps of the catalog import using the "Excel All on one line" filter to import it.