Importing a catalogue

If you are affiliated with an author's society, which will be called later PRO, you can request or download your catalog of deposited works on its platform.

Steps of a first catalog import

> content

The import takes place in 4 phases:

- File and filter selection
- Pre-import
- Choice of validation options
- Import validation

Only the last step really does anything to your database. You can therefore use the pre-import at any time (to check the content of a catalog that has been sent to you).

File / filter selection

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Choose the file to import by clicking on the yellow folder button on the right.

Choose the filter to use. The choice of filter will depend on the source of the file. In the case of a PRO, the filter bears the name of the latter. If it is a foreign publisher, either the filter will be named after the publisher or the tool he uses. Do not hesitate to send the file by email with the name of the publisher to emily@improvize.eu if you do not know which filter to choose, or simply because the filter does not yet exist.

Click on "Next" to proceed to the second step.

Pre-import

During the pre-import, Le Sage informs you of the progress of his work. If it stops along the way, it will give you an error message. Usually this will be "Headers Not Found". This means that your supplier has changed its format and it is necessary to adapt the filter accordingly. Send the file to technical support, remembering to specify the name of the filter used.

At the end of the pre-import, Le Sage presents a screen divided into four areas:

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- (1) contains the work titles, codes, duration, etc.
- (2) contains the beneficiaries, their owned shares, roles, affiliation, etc.
- (3) contains phonographic data
- (4) contains additional information for rights holders: the collection shares.

The data will depend on the file sent by the supplier (with more or less detail). Le Sage's filters automatically adjust to the richness (or poverty) of the information provided and it is absolutely normal that you do not see all of these columns filled in. In addition, the areas containing codes (workcode or code) do not always contain the same type of information: for SACEM, we will generally have a CoCv (or IDE12) and an ISWC. Some files have no code at all (that is a problem, but we just do with what we have). The area (3) is only very rarely present (mainly in files for musical illustration). When you browse the works (zone (1)), zones (2), (3) and (4) are updated accordingly. Likewise, when you navigate in the actors, the zone (4) is updated.

If the data you see looks correct, click next to choose the validation options.

Validation options

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Company

Choose to which society the works will be attached. The system will suggest the companies you created in "Settings".

Provider

Indicate where the catalog you are importing came from. If you had not yet created this provider, do not close the window, open the settings of Sage, create a data provider, validate the configuration and, on the validation options screen, press the button with the 2 blue arrows: your new supplier will appear.

Place the works in a group

The Sage places *new works* in a group so that you can easily view / rework them. You can choose to place all the works of the imported file in this group (*not just the new ones).* By leaving the group name empty, Le Sage will automatically assign one.

Add a tag to the works

Likewise, Le Sage can automatically add a tag to imported works in order to constitute / complete catalogs. If the tag is empty, Le Sage will not add a tag. If the tag is unknown, Le Sage will ask you to create it.

Choose the fields to keep

By clicking on this button you will see the available information appear, which may or may not be of interest to you. You choose to keep only the data that is important to you.

Press Next

Matching options

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When Le Sage analyzes a work to import, it seeks to know if this work is already present in your database or if it is new. If the import file contains a primary key (for example a PRScode) or a unique key (for example an ISWC code), Le Sage scans the database to find out whether or not this code is already present. If it is present, the work is unambiguously identified and will match automatically without creating a duplicate.

If this code is not found or if the import file does not contain any key, Le Sage offers to search by title, but the question of disambiguation arises. It is therefore necessary to give it a matching strategy in case of absence of common codes between the file and the data base.

For the import of your **first** catalog there is no question to ask. The database is empty so you will not want to match. All you have to do is select "NO" and click next.

But here are some explanations for your future imports.

Try to match on titles

The Sage offers 5 choices:

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- ☐ Yes, with all the works

Le Sage searches for an identical title throughout your database.

- ☐ Yes, with the works of a particular company

You have to choose a company. Le Sage then searches for an identical title in all the works related to this company.

- ☐ Yes, with the works of the group

You must choose a group. The Sage then searches for an identical title in all the works that are members of this group.

- ☐ Yes, with the works bearing the tag

You must choose an artwork tag. The Sage then searches for an identical title in all the works with this tag.

- ☐ No Le Sage does not search by title and considers all the works to be unknown (therefore new).

Manual Matching

But this search by title may not be enough: nothing says that you do not have, in a given catalog, two homonym works. The Sage then offers you to manually control these homonymies.

Always

Le Sage will always ask you to establish the matching manually (even if he has not found a homonym). Use if you know that some works already exist in the database but there is a good chance that the titles do not match perfectly.

Only if title match

This is the best choice: Le Sage will only ask you questions if he is about to establish a match. If he does not find an identical title, he will treat the work as new.

Never

You consider that there is no homonymy and that in the event that a work is presented with a title already known to the Sage, it is the same work. This is very dangereous.

Works

This option determines what Le Sage will do on the "general" part of the works when it meets existing works:

Leave the identified works as they are : Le Sage will do nothing.

Fill in only empty fields : If the import has, for example, the filing date and this date is missing from the work in Le Sage, the latter will inform it; the work will be completed, no data will be overwritten.

Overwrite pre-existing data : All the information contained in the import file will replace any information that may have been in Le Sage previously: if a filing date is present in the imported file, it will be entered in Le Sage, the title contained in the imported file will replace the one that was there until then.

Actors

Do not touch the beneficiaries : the system won't take under account the copyright information in the file.

Replace the data coming from this third party : If data from this third party is already attached to this work, Le Sage erases them to replace them with the imported info. Other copyright data (from third parties or entered manually) will not be affected.

Replace all copyright data : Any copyright data that may have existed on the work is erased (even those entered manually or from other third parties) and the data contained in the imported file will be added.

Add if the work does not yet have any actors : When the work was created following an import of a statement /direct rights, it has no related rights holder. In this case, Le Sage completes the form. On the contrary, if the work already contains any copyright line, the work is ignored (as in the first choice).

If no match was found

Do not create new works: by checking this box you prohibit the creation of all new works, present in the file absent in your database.

Tap Next.

Territories and sharing keys

Ignore the territories

Theoretically, the collective shares (perfcoll and mechcoll) of the rights holders are linked to a territory (since they are likely to be different from one territory to another, depending on what each PRO allows.). We will therefore have several lines for each actor: one with its shares owned and one or more with its collectable shares by territory, which can turn out to be relatively illegible. Today, only files in CWR format sometimes offer to import "international" data. Checking the “ignore territories” box allows you to place the collectable and owned shares on the same line, which makes the worksheets much more readable.

Split keys

Share keys define the copyright columns that will be populated with the information contained in the file. For example: The Performing and Mechanical shares owned by the actors are equal. If your file only contains Performing shares, you can copy them here in Mechanical owned.

Click on Next.

Your catalog import is complete.

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