

Matching rights

The import of the rights at this stage is not complete. You cannot analyze them, output your statements, or simply view them as they are. It is necessary to establish the correspondences between the imported rights and ILe Sage database. To do so, you have to go to the list of imports.

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1/ The import we just made is **red**. It indicates that the rights collected are not usable by the system for the moment. The system does not know yet how to read the information from the file.

2/ The status indicated summarizes the matching lines that are to be made for this file in order to be able to payout, analyze and extract the rights collected.

In the example: 2/2/2/2 should be read as follows: 2 types of rights / 2 families of rights / 2 lines of rights concerning territories / 2lines of rights concerning works without correspondence. In order to get a precise information on how many works and territories have to matches you can click on "Detailed status".

To start the matching, double click on the import line.

The matches are always made as follows:

- The 1st column being the information from the file
- the 2nd: the application of the new correspondence column. It materializes the effectiveness of the correspondence once you press apply.
- New match : choice in Le Sage of the how the system has to read the file information.
- The act of applying transforms the choice of a new match into a match found, remembering it for the newt file coming from that third party.

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The tabs "types of rights", "Matched works" and "Songbooks" must be matched in order to use the information from the file. The "families of rights" and "territories" tabs allow you to give a more precise information to your beneficiaries on their statement but are not mandatory.

The Matched Works Tab

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In this example there is only one work in the distribution file.

Start by establishing the already known correspondences : Le Sage will analyze the codes linked to the works: if the codes in the file match with the codes in Le Sage, the rights will be automatically associated with the works.

If works did not find matches after the first analysis, you will :

- "Create all unknown works" if you know that they are only works not present in your database
- "Start the match » : If you think you have these works but the codes present in the system are different from the ones in the file you are importing (or maybe the file doesn't give any codes). This phase allows you to match, create new works or postpone the match until later while waiting for more information from your supplier on the title on which it is perceived.

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The information in the first box-1- is the information contained in the file. Depending on the files you will have more or less details.

Box 2 is your database. It will be a question of identifying if the work which arrives via the file is to be compared or not to a work within your database.

If it is :

- a new work: Create the work
- a new work that you want to complete immediately with copyright: Create and modify the work. This can be done in a second step. It is not necessary to modify this new work at the time of matching.
- a work that you do not know and that you want to ask your provider before incorporating it into your system: Skip. The work will remain as unmatched, and the import line will remain red.
- the same work as the one selected in box 2. OK. This will match the incoming work with a work in your database, associating it with codes if the file had any, and the rights associated with it.
- Cancel: you can cancel the matching session if you want to resume later. The works created or already matched will be kept in memory, and you will finish matching later.

All works matched manually will be listed in the "Matched works" tab. If you made a mistake in a match, all you have to do is select the line with the wrong match and click "Delete" (trash can icon). It will be necessary to start again "Start works match" to match it with the good work or to create new one. All created works will be listed in "Created works". This will allow you to create a group to process them.

The songbook tab

The songbooks must be created within the Sage in "Songbooks" to then establish the matching.

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