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Guide to mit.MPO

MPO has developed the system mit.MPO, which makes it possible for all copyright holders to claim their repertoire, so that we can distribute and pay remuneration on that basis. The system is 'intelligent', which means it gets smarter every time you claim your repertoire.

This is your guide to how you, as a copyright holder, claim your repertoire so that it becomes as easy for you as possible.

First you will find a review of how to get started with user access, log in, update your information and create more users.

Then you will find a review of how to claim your repertoire in the system, when you have gained access to the platform.

Finally, you will find useful information about deadlines, so you know how to claim your repertoire in time.

Enjoy the reading and feel free to contact us if you have any questions or need a further explanation of the system.

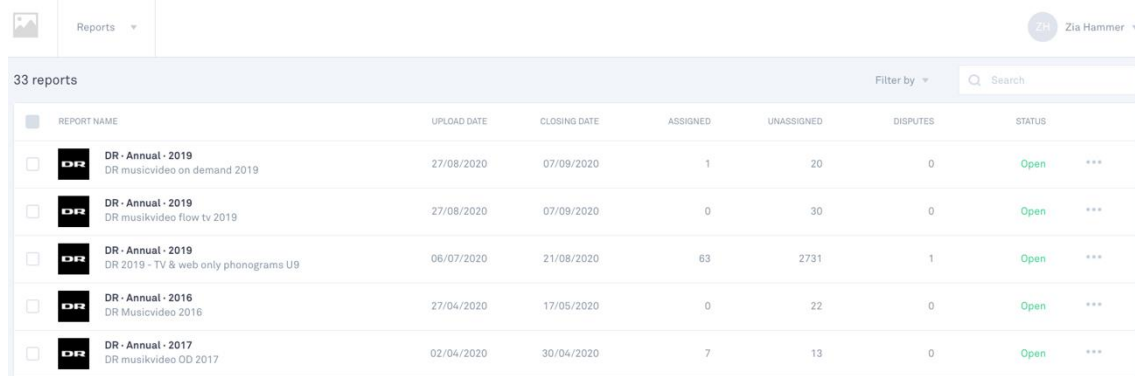
The best regards
The MPO team

Get started






Sign up and Login

If your company aren't registered in the system yet, you can create a user for mit.MPO by filling out [this](#) form on the MPO website. If the company already has a user, the person who are registered in the system can create a user for you. Otherwise, you can send an e-mail to Nanna who is our senior financial controller at nan@mpo.dk. Then we will make sure that you receive information about your login.

All information about login is sent through our system mit.MPO with Metafire Suite as sender. The picture below demonstrates how your site should look like, once you have logged in to mit.MPO, with the provided login information. (Your name is substituted with "Zia Hammer" and the current reports will be shown).



33 reports

REPORT NAME	UPLOAD DATE	CLOSING DATE	ASSIGNED	UNASSIGNED	DISPUTES	STATUS
 DR - Annual - 2019 DR musicvideo on demand 2019	27/08/2020	07/09/2020	1	20	0	Open ***
 DR - Annual - 2019 DR musicvideo flow tv 2019	27/08/2020	07/09/2020	0	30	0	Open ***
 DR - Annual - 2019 DR 2019 - TV & web only phonograms U9	06/07/2020	21/08/2020	63	2731	1	Open ***
 DR - Annual - 2016 DR Musicvideo 2016	27/04/2020	17/05/2020	0	22	0	Open ***
 DR - Annual - 2017 DR musicvideo OD 2017	02/04/2020	30/04/2020	7	13	0	Open ***

Change of Password


We recommend you to change your password. In order to do this, click on your name in the upper right corner and select 'Profile Settings'. When you enter this page, there is a tab on the left side called 'Password'. When you click on the "Password tab", you have the option to change your password.

Review of Information

We then recommend you to review and fill out any missing information under 'Profile Settings' to ensure that your information is correct and up to date. Pay special attention to your email address. This is also where you can choose to add your company logo. Under "Profile Settings" you can also change your email and your phone number.

Sign Up of New User

If you are the first registered user from your company in the system, you will be 'Label Admin'. This means that you are the administrator of your company at mit.MPO and the one able to create additional users if your company needs it.

You can add a new user by clicking on your company logo (or this image  if you have not added your company logo to the system yet) in the upper left corner and then click on 'User management'. In order to add a new user, click on the tap in the right corner under 'Invite user'. This tap will provide you with the option to either create the new user as a 'Label User', that can

only claim your repertoire or a 'Label Admin user' that can manage the same settings in the system as you.

When Claiming

Claim in Report

You are now able to claim your repertoire. On the home page you can see all reports – both the ones that are open and the ones that are closed. It is only possible to claim repertoire in the open reports. Note that you can always return to the home page by clicking on the arrow in the upper left corner in all the subpages.

In order to claim material in a report, click on the report name to enter the report. From here you can start claiming. You claim through five different categories, which you should consider differently. However, before reviewing these categories, we provide a suggestion to claim across all open reports.

Claim Across Reports

It can sometimes be easier for you to claim across the reports instead of going through them separately. If you want to claim across the reports, you can through the start page, click on the upper left corner on 'Reports' and then select 'Report Items'. You will then see an overview of all the tracks included in the open reports. You can now start claiming through the various categories, which are illustrated in the picture below.

The Five Different Categories

When you start to claim, you will see the following five categories at the top of the page (the numbers will deviate from this picture).

When entering the report(s), you are automatically directed to the 'Unassigned category', but it can often be more efficient to start in the category called 'Suggested'. However, you should please relate to all the categories, regardless of which category you choose to start with. The following sections entail explanations of the meanings to the different categories, how you should claim and relate to each category.

Assigned to Me

This is an overview of the tracks that you have claimed and confirmed belonging to your repertoire, hence this category will be empty the first time you log in to the system. When you start claiming repertoire through the other categories, the claimed tracks will appear in this overview. Through this category you can also see and double check if everything you have claimed is correct.

Suggested

This is an overview of the tracks that the system believes are part of your repertoire based on previously claimed tracks. In this category, it is important that you either confirm these rights or release them. In order to do this, click on the right side next to the suggested track and click on either 'Assign' (to assign the track to another company), 'Approve' (to assign to your own company) or 'Reject' (releasing the track). Then the track will be transferred to either the 'Assigned to me'- or 'Unassigned'- category.

Assigned to Others

This is a list of tracks that most likely belong to other labels. However, it is important that these tracks are reviewed to ensure that there are no misallocations.

If there is a track on the list, that you think your company owns the rights to, but allocated to another copyright holder, you can 'dispute' it, by clicking on the 'dispute tap' placed on the right side of the track. The other copyright holder will then be notified that you have disputed the track and we encourage you to contact the other part and start a dialogue about who owns the rights to the track. More information about disputes will be further explained below.

Unassigned

This is a list of tracks in which we do not have sufficient information to identify a copyright holder in the system. The unassigned list is very important for you to review and claim your repertoire. To claim a track, click on 'Assign' placed on the right side of the track. The track is then moved to the Assigned to me category.

It's beneficial to use the search function at the top of the page on the right corner in order to find your repertoire. You can search by artist, title, album, ISRC or UPC.

Disputed

This is a list of tracks that are assigned to you but that another copyright holder believes belongs to them, or a track that are assigned to another copyright holder but that you believe belongs to you. If you agree to a dispute, you can choose to resolve it directly in the system or contact the other copyright holder and resolve the dispute between you.

You will receive an email if another copyright holder has disputed one of the tracks you have claimed. The system states which licensee has been disputed. If you do not agree with the dispute, you should contact the other copyright holder to clarify who the rightful part is. Once you have agreed, you can resolve the dispute.


A dispute is resolved by one of the parties withdrawing from the system. This is done by clicking on the 'Withdraw' button next to the track. After this, the track will be assigned to the other part.

Use of aliases

If you notice that a track is allocated to your sublabel / childlabel or your own company but entail spelling errors, typographical errors or the like, you can suggest it as an alias for your company.

This will mean, that all tracks proposed for that company will then belong to your repertoire. However, MPO has to approve aliases before they can be assigned to a company. You can find the aliases assigned to your company in the system under 'Alias Management' once MPO has approved your request.

You request an alias by searching for a track assigned to the alias you want to allocate to your company (for instance by using the search function). Then click on 'Request alias' on the right side and MPO will review your request.

By clicking on your company logo or this image  in the upper left corner (go to the home page if it is not available), you can see which aliases you have already requested or which are already assigned to your company.

When to Claim

How to get notified

It is of course important for you to know when you have to claim, so that you have claimed your repertoire before the deadline and thus receive payment.

When we upload a new report at mit.MPO, you will always receive an email from the system stating that the report is open. You will also receive information about the deadline in the email. It is important that you claim your material before the deadline.

Please note that all messages from the system are sent to the email address registered by the user under Profile Settings. It is therefore important that you ensure that the email is correct and up to date.

Deadlines

We cannot send out an overview of all the deadlines during the year, hence the deadlines depend on several factors. Because of this, you need to check your email frequently for messages from the system.

However, the reports are usually open in the system from January to August.

Distribution of means

When we pull data out of the system to distribute and pay remuneration to the companies with repertoire within the reports, you will no longer be able to see what repertoire you have claimed under the report in the system. However, the system is intelligent, so when you need to claim a new report, it will make suggestions for you based on your previous claims.

Statistic module

Statistic menu

In the "Statistics" menu, you have the option of receiving a statistical overview of how your repertoire is distributed.

In the "Performance" tab, you can sort by label, year and reports. Depending on whether you have several distribution agreements, you will be able to choose between the different labels you represent under "Select Labels". Under "Select Reporting Year", select which years you want included in the statistics, as well as which specific reports you want statistics for under "Select Clients".

When the respective labels, years and reports have been selected, press "Update", after which you will be presented with a visual pie chart and corresponding percentages.

The percentages reflect how many percent the individual label accounts for, as well as the percentage of how much belongs to all the other labels together. In addition, "unclaimed" shows the percentage of repertoire that have not yet been claimed.

You can now choose between how the percentages are distributed at artists, album and track level respectively. This is done by clicking on the "Artists" category, after which you can select what you specifically want statistics for. You can get an overview of up to 100 artists, albums and tracks.

There is an additional option to have the respective statistics data exported in an Excel format. This is achieved by pressing "Export data", after which the Excel document shows in detail the underlying data linked to the label's repertoire.