

# New Works Research user guide



## 1. Introduction

### **What is the New Works Research system (NWR)?**

NWR is an online application, accessed from our website, displaying both new and newly active unnotified works on which you may have a claim. You can submit a formal registration if you have a claim on any of the works displayed.

Where a work has been used on an audio or audiovisual product you can link through to the details of the product.

### **What does NWR do?**

- Displays new works featured on audio and audiovisual products or in broadcast, online or live usage that we think you may have an interest in
- Provides immediate access to the basic work information associated with that usage
- Allows you to submit a registration via the Online Registration form (OLR) if you have a claim on the work or you can tell us you have no claim on it
- Identifies which of these works have subsequently been registered either via the OLR or Common Works Registration (CWR)
- Sends you regular emails identifying the number of works added to NWR that we believe you may have an interest in
- Enables you to download CSV files of all new works added to the system each week, regardless of whether you have a potential interest. Files are available for six months before they are archived
- Gives you the option to report duplicate works that might have been created, so they can be investigated and merged with the correct registration

### **Which works are displayed in NWR?**

- New unnotified works from audio and audiovisual product licence applications
- New unnotified works created from live, broadcast and online usage
- Older unnotified works now due for usage, on which we still have not received a claim

### **Which works can a member see?**

NWR presents a customised view for each member, displaying only those works we think you may have a claim on. This is based on agreements data we hold for each member in our copyright system. The system only identifies you as a potential owner. If you do not have an interest in the work you should advise us that you have no claim.

Where you, or an associated member if you are part of a publisher group, are identified as a potential owner of a work, it will be displayed in your NWR view.

A work will be displayed in NWR for three months from the last date that work was updated within the system.

### How can you access NWR?

Go to the *PRS for Music* website and click **Log in** in the options bar at the top of the screen. If you do not have access to the system, please contact [onlineservices@prsformusic.com](mailto:onlineservices@prsformusic.com)

## 2. Home screen

This screen summaries the works in your NWR account that are awaiting registration

Online Services > New Works Research

PRS for Music

Home Search Claim History Download Reports

New Works Research

FAQ

Welcome to the New Works Research Service

There are a total of 56938 Claim(s) in the System

There are **37338 Claim(s)** which are still Waiting Reply

There are **4815 Work(s)** which require identification of Potential Owners

What do these figures represent?

**Total Claims** - This shows the total number of claims each member has in the New Works Research (NWR) System.

**Claims still Waiting Reply** - This figure shows the number of claims that still require a member response. PRS for Music will send you works/claims via the NWR System which we believe you may wish to register a mechanical share in. This figure shows how many claims are still outstanding and awaiting response from you, e.g. making a provisional claim or informing us that you do not make any claim to the work.

Who can I contact for further information or queries?

On each page there is a help facility and / or a link to frequently asked questions which should hopefully answer any enquiries you may have. However if you require further assistance, writers please [click here](#) and publishers please [click here](#)

It displays the number of works relevant to you:

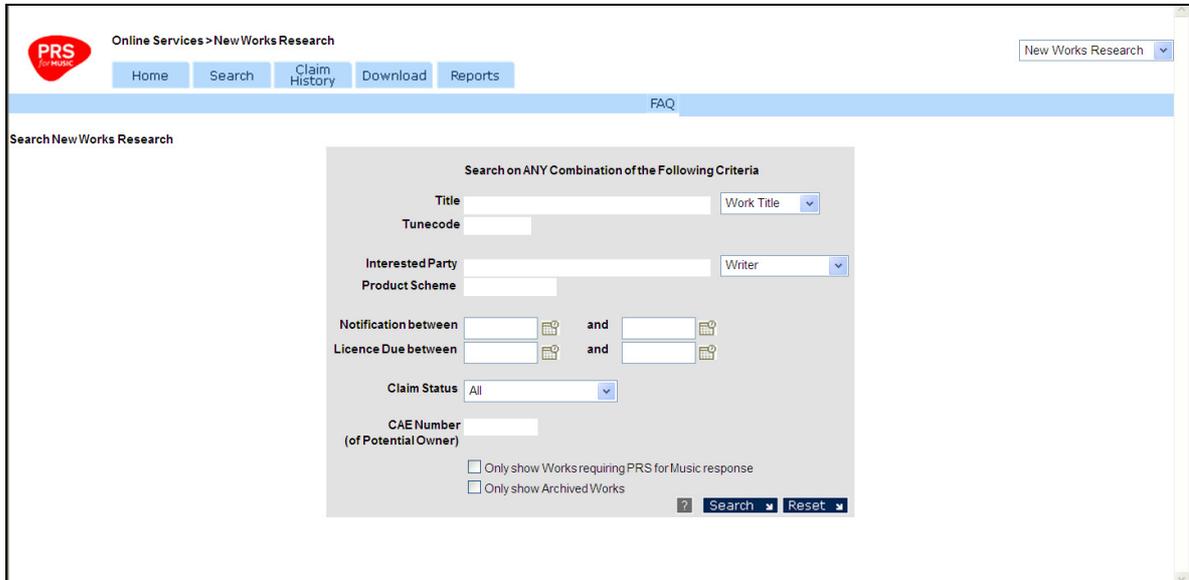
- presently in NWR
- requiring full registration (via OLR or CWR) or no claim

Click on the bold **Summary total figure** to immediately display those works.

Click on the **Search** or **Claim history** tabs to move to these sections.

### 3. Searching for works

This screen allows you to find and display works relevant to you as a potential owner, using one or more criteria.



The screenshot shows the 'New Works Research' search page. At the top left is the PRS for Music logo and the text 'Online Services > New Works Research'. A navigation bar contains 'Home', 'Search', 'Claim History', 'Download', and 'Reports'. A dropdown menu on the top right is set to 'New Works Research'. Below the navigation bar is a blue bar with 'FAQ'. The main content area is titled 'Search New Works Research' and contains a search form titled 'Search on ANY Combination of the Following Criteria'. The form includes the following fields and options:

- Title**: Text input field with a dropdown menu set to 'Work Title'.
- Tunecode**: Text input field.
- Interested Party**: Text input field with a dropdown menu set to 'Writer'.
- Product Scheme**: Text input field.
- Notification between**: Two date pickers with 'and' between them.
- Licence Due between**: Two date pickers with 'and' between them.
- Claim Status**: Dropdown menu set to 'All'.
- CAE Number (of Potential Owner)**: Text input field.
- Two checkboxes:  Only show Works requiring PRS for Music response and  Only show Archived Works.
- Buttons: Search and Reset.

You can select a variety of search parameters to refine the list of works displayed. The initial search criterion is by default, claim status – all.

### 4. Using search parameters

You can use the following search parameters to look for works:

#### Title

- May be left blank, or
- Input either the full work title, the first few words of the title or a single keyword
- The field is not case sensitive
- The title must be qualified as work or product from the dropdown selection list. The default qualification is work
- Product title search is available when the work has been linked to an audio or audiovisual product only, and will display all products to which the work is linked at the time of its transfer to NWR

#### Interested party

- May be left blank, or
- If more than one keyword is used, names must be entered in full or in part as they are held on the work, recording or product. For example, in the case of Tom Jones Music Publishing, the following are all acceptable: Tom; Jones; Tom Jones; Jones Music; Jones Music Publishing. The following are not acceptable: Tom Music; Jones Publishing Music

- In the case of a writer, the surname is generally held first, for example Smith John. Therefore, searching for John Smith will return nothing
- The field is not case sensitive
- The interested party must be qualified as a writer, publisher, artist (on the linked product) or label (on the linked product) from the dropdown selection list. The default qualification is writer

#### **Work created between**

- The work's creation date in the works file
- Either or both fields may be left blank, or
- Input a start date and/or end date in the format DD/MM/YYYY
- Dates may also be selected from a dropdown calendar by clicking on the right hand icon

#### **Claim status**

- The status found on the potential owner record for a work
- One of the following must be selected from the dropdown selection list: all; waiting reply; no claim; closed; registration accepted;
- The default selection is all
- For a detailed explanation see claim statuses

#### **CAE number**

- The CAE number for which a potential owner record exists
- May be left blank, or
- Accepts your CAE number or, where you are part of a publishing group, that of an associated member
- The CAE number of an unrelated party cannot be used to search
- Use the **Search** button to initiate a search and return a list of works
- Use the **Reset** button to clear the current search criteria and reset the default, claim status - all

Remember to check that the claim status is set to the search parameter you want. Where the search screen has been accessed via the bold **Summary totals figures** link in the home screen, the claim status will already have been set to waiting reply or registration accepted respectively.

Use the **Reset** button to clear the current search criteria and reset the default, claim status - all.

Click on the **?** icon to open a pop-up help window explaining how to submit a full registration or no claim.

## 5. Displaying and sorting works

CAE Number   
 (of Potential Owner)

Only show Works requiring PRS for Music response

Displaying results 1 to 20, from a total of 43 matched records

Tunecode	Title(s)	Writer(s)	Publisher(s)	Work Creation Date	Licence Due Date	Usage Information	Claim Information
9116856T	PITY	GIBB BARRY ALAN GIBB ROBIN HUGH GIBB MAURICE ERNEST	COPYRIGHT CONTROL WARNER CHAPPELL MUSIC LTD	11/12/2008	19/12/2008	Odessa - The BEE GEES (ECL1)	WARNER CHAPPELL MUSIC LTD - Registration Accepted 33.34% <a href="#">[Add Potential Owner]</a>
9055927R	NEVER	DIOGUARDI KARA E LEWIS DARREN EMILIO BABALOLA IYIOLA BABATUNDE SIMS GERALD MARVIN DAVIS CARL H	COPYRIGHT CONTROL BUG MUSIC LTD (GB) UNIVERSAL MUSIC PUBLISHING LIM WARNER CHAPPELL MUSIC LTD	21/11/2008	01/12/2008	24 Hours - Tom JONES (AP1)	WARNER CHAPPELL MUSIC LTD - Registration Accepted 47.51% BUG MUSIC LTD (GB) - Registration Accepted 40% UNIVERSAL MUSIC PUBLISHING LIMITED (GB) - Registration Accepted 8.34% <a href="#">[Add Potential Owner]</a>
9033608V	PASSING BY	STANFIELD J	COPYRIGHT CONTROL PROGRESSIVE MUSIC CARLIN MUSIC CORP ANNE-RACHEL-MUSIC CORP WARNER CHAPPELL MUSIC LTD	11/11/2008	13/11/2008	Finbarr Golden Treasury Of Doo Wop Vol 5 (AP2)	WARNER CHAPPELL MUSIC LTD - Closed UNIVERSAL/MCA MUSIC LIMITED - No Claim CARLIN MUSIC CORP - Registration Accepted 100%

- MCPS tunecode
- Title and alternative titles
- Writers
- Publishers: those indicated on usage information or identified as potential owners
- Work creation date
- Associated product information: available when there are products linked to the work as it is transferred to NWR
- Claim information: potential members with an interest, claim status and, where applicable, the share % claimed
- Actions: the report duplicate work action is available for all claims. If you are the only identified potential owner for this work then the following actions will also be available: print, no claim, submit full registration. If there are other potential owners, these actions are only available when you click on the relevant potential owner in the claim information column

Please note, you will be able to view the potential owner records of other interested parties. However, no actions will be available from these.

### Sorting the list of works

Works are initially displayed in the order of their creation date, with the newest first. Click on the **Work creation date** label within the column header to switch between newest first and oldest first.

Click on the **Work title(s)** label within the column header to sort in alphabetical order, A-to-Z or Z-to-A.

Where more than one screen of works is found, click on the number sequence in red, above or below the displayed list, to move to further screens.

#### **Viewing details of an individual work within online enquiry services**

Click on the icon against the work tunecode to display the work as currently held in the works file. A new window will open.

#### **Viewing associated product information within online enquiry services**

Click on the icon against the relevant product in the product information column. A new window will open.

#### **Accessing the potential owner record to submit a full registration or no claim**

Click on the relevant potential owner in the claim information column to display the potential owner record. A new window will open.

You may view the potential owner records of other unrelated members but you won't be able to take any actions on them.

## **6. Claim statuses**

This section explains the claim statuses found on the potential owner record and the search and claim history summary screens:

### **Waiting reply**

- A full registration (OLR or CWR) or no claim needs to be submitted

### **No claim**

- A no claim has been submitted via the potential owner record

### **Closed**

- A potential owner record has been replaced by a new potential owner record for an associated member via an online registration. The former potential owner record will be reset to closed
- The CAE number has been removed from the work in the works file. The relevant potential owner record will be reset to closed if it previously existed in NWR and was previously not at status no claim. This will normally occur when all shares on the work have been assigned to other parties that have made full work registrations
- Two works have been merged. The potential owner records in respect of the 'merged' work will be set to closed
- When a potential owner record is set to closed no further actions are available

### **Registration accepted**

- A full registration, submitted via OLR or CWR, has been successfully processed to the work

- This status will only be set where the work is (i) already held in NWR, and (ii) a potential owner record already exists for the submitter of the registration or an associated member (and was not previously at claim status - no claim or closed)
- This status will be set on the day after the processing of the full registration in the works file

## 7. Displaying claim history

### Claim history screen

This screen shows all works currently in NWR for which a potential owner record exists for yourself or an associated member.

Displays

- Date/time modified: showing the last time the claim status was updated
- Tunecode
- Title
- CAE number of potential member claimant
- CAE name of potential member claimant
- Share percentage claimed by that UK owner
- Comment: identifies the reason for any registration error (see registration errors below)
- Claim status (see claim status section below)

### Sorting the list of works

Works are initially displayed in the order of their last modified date, with the newest first.

Click on the **Date/time modified** label within the column header to change between the newest or oldest first.

Click on the appropriate label within the following column headers to sort by:

- Title
- CAE number
- Percentage claimed
- Claim status
- Viewing details of an individual work within the online enquiry services

Click on the icon against the work tunecode to display the work as currently held in the works file. A new window will open.

### Accessing the potential owner record to submit a full registration or no claim

Click on **View claim** in the actions column to display the potential owner record. A new window will open. You may view the potential owner records of other unrelated members but you won't be able to take any actions on them.

## 8. Displaying a potential owner record

This record displays details relating to the potential UK owner and status of their claim, and allows members to submit a full registration or no claim.

The potential owner record will open in a second window, from the **Search** or **Claim history** screens.

PRS for MUSIC			
<b>New Works Research Claim Detail</b>			
Tunecode	9152841N	CAE Number	534290267
Work Title(s)	KARAOGIAN ALMANYADA KARAOGIAN ALMANYADA	CAE Name	UNIVERSAL MUSIC PUBLISHING MGB LIMITED
Date Created	07/01/2009	Response Status	No Claim
Date Modified	28/01/2009	Usage Activity	Mechanical
Licence Due Date	19/12/2008	Percentage Claimed (%)	0.00
Actions	*This IS a System User*  [Submit Full Registration] (A Provisional Claim will be automatically submitted) [Reset to Waiting Reply]	Comments	
Claim History	28/01/2009 16:30:28 : No Claim set by natasha.chainey@umusic.com 07/01/2009 17:11:39 : Potential Owner created automatically		

### Core details:

- Date modified: showing the last time the claim status was updated
- CAE number and name of potential member claimant
- Licence due date: the date when a mechanical licence or initial invoice will be dispatched to the licensee
- Claim status (response status)
- Percentage claimed
- Actions: either submit a full registration or no claim
- Claim history: this is an audit of that potential owner record, identifying when the claim status has been reset and by whom
- Comments: primarily identifies the reason for the claim status being set to closed

Please note, you may view the potential owner records of other unrelated members, but you won't be able to take any actions on them.

## 9. Submitting a claim

PRS for music			
<b>New Works Research Claim Detail</b>			
Tunecode	3594677R	CAE Number	87019563
Work Title(s)	MAENNER MADE IN GERMANY MANNER MADE IN GERMANY	CAE Name	EMI MUSIC PUBLISHING LTD
Date Created	08/01/2009	Response Status	Waiting Reply
Date Modified	08/01/2009	Usage Activity	Mechanical
Licence Due Date	19/12/2008	Percentage Claimed (%)	<p>Please note that the claim information submitted here will be provisionally registered:</p> <p>a) under the CAE Number and Name you choose from the drop down list below (i.e. these are the details that will be included on the MCPS licence) and b) against the mechanical rights only.</p> <p>If you wish to make a claim on behalf of an alternative CAE you can complete an <a href="#">Online Registration Form</a> or email us <a href="#">here</a></p> <p>EMI MUSIC PUBLISHING LTD (87019563) ▼</p> <p>Please input the % you wish to claim <input type="text" value="0.00"/></p> <p><input type="button" value="Claim"/></p>
Actions	<p>**This IS a System User*</p> <p>[Submit Full Registration] (A Provisional Claim will be automatically submitted)</p> <p>[Reset to Waiting Reply]</p>	Comments	
Claim History	08/01/2009 15:10:14 : Potential Owner created automatically		

### To submit a no claim

Click on **No claim** in the actions box. The claim status in the response status box will be changed to no claim. Please note that the window will remain open.

In response, the identified CAE number or the CAE number held on the work - shown in the publisher column in the summary overview - will be automatically removed from the work overnight.

The newly set claim status will not be reflected within the search and/or claim history summary screens until the list of works is refreshed, either by recompiling the search results or by moving to another screen and then back again.

## 10. Downloads

Online Services > New Works Research

Home Search Claim History Download Reports

New Works Research

FAQ

**Download Files**

This facility will enable you to download files of unnotified works. The files have been provided as another means for you to check whether any of your works need to be registered with us so that we can collect royalties on your behalf.

The files are produced at the start of each week and contain all new unnotified works that were created in the previous week.

The files are a snapshot of data from our system and therefore some works may have already been claimed. Obviously the data will be at its most accurate immediately following the creation of the download file.

The files have been primarily designed for members who wish to automatically match data to their own systems although the information can be manipulated in MS Office software such as MS Excel.

To download a file, please click on a link below.

Download File	Size
PRS for Music New Works Research information file 16/04/2012	666.49 mb
PRS for Music New Works Research information file 09/04/2012	900.74 mb
PRS for Music New Works Research information file 02/04/2012	820.67 mb
PRS for Music New Works Research information file 26/03/2012	604.46 mb
PRS for Music New Works Research information file 19/03/2012	721.11 mb
PRS for Music New Works Research information file 12/03/2012	895.45 mb
PRS for Music New Works Research information file 05/03/2012	708.92 mb
PRS for Music New Works Research information file 27/02/2012	1099.94 mb
PRS for Music New Works Research information file 20/02/2012	1061.84 mb
PRS for Music New Works Research information file 13/02/2012	880.79 mb

Files of all works created in the previous week can be downloaded in CSV format. These files are in the same format as files from the search unclaimed royalties function. Files are available for six months after first being made available.

Please click on the required file to download and save.

## 11. NWR and submitting full registrations

Works displayed in NWR for which a full registration has been received and processed will be reset to claim status - closed or registration accepted.

In this way, NWR can be used to find works that we have identified you might have a claim on, which have not been registered and remain at claim status - waiting reply. Please bear in mind these works are only displayed in NWR for approximately three months.

### **NWR and the submission of an online registration or common works registration**

By submitting an online registration or common works registration;

- The registration identifies that work using the tunecode, and
- The work is currently held in NWR, and
- There is currently a potential owner record at claim status - waiting reply for the submitter of the registration

Please note, if you are submitting an OLR relating to a work currently in your NWR view1, you should quote the relevant tunecode as this will enable the work to be immediately updated to reflect your claim. Registrations submitted via CWR will be loaded automatically by ICE and go through the standard activity process according to the particular usage category.

### **Accessing the online registration form (OLR)**

There are three ways to access the OLR from NWR:

- Click on the **Submit full registration** link in the actions column of the search screen and/or the actions section of the claim details screen
- Click on the icon against the work tunecode to display the work as currently held in the works file. A new window will open. From this window, if there are remaining unclaimed shares, you can click on **Register/amend this work** field within the work type box. You will then go to the work registration form
- Alternatively, select the **Work registration** option from the dropdown list in the top right hand corner of the NWR screen