

Quick Start Guide
label.gvl
Claiming Unallocated
Usages

Version as of March 7, 2023

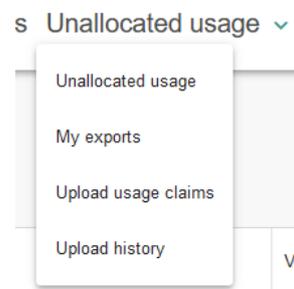
1 Introduction

Unallocated Usages are broadcast reports (airplay minutes) that could not be allocated. In accordance with the German law for CMOs (Verwertungsgesellschaftengesetz), GVL publishes unallocated usages to their member producers of sound and audiovisual recordings to review and claim in label.gvl.

2 Unallocated usages

Under the menu item "Unallocated usage" you will find four submenu items:

- Unallocated usage
- My exports
- Upload usage claims
- Upload history



Click on the submenu item "Unallocated usage" to view the usages that cannot be assigned by the GVL and are therefore open usages.

Important: It is possible that among the "unallocated usages" you will find recordings for which you hold a valid rights ownership, but which have not yet been reported and are not yet shown as processed. Please report the corresponding recordings so that the usage can be allocated via the GVL systems.

Under the submenu item "My exports" you have access to your downloads of unallocated usages at any time.

Important: Please note that, due to the amount of data, we only allow access to exports for a limited period, after which they will be deleted. It is therefore recommended that you save exports locally on your computer after they have been made available.

2.1 Search unallocated usages

If you have selected the submenu item "Unallocated usage", you will be taken to the overview of all open usages to be published pursuant to the German Collecting Societies Act and can view all usages with the relevant data.

label.gvl Home My repertoire ⁴⁰⁸²⁹² Add recordings Reports Mandates Unallocated usage My labels Help Feedback

Unallocated usage

Filter Audio Video 408292 Usages For selected usages (408292) Claim Unclaim Download

Usage year	Value	ISRC	LC	Gen claim	Other cl...	Type	Main artist	Title	Label	Broadcaster	From	To
	NIA	ATU271500067	22335				Nordwand	Ein Hoch dem Schläger	Upentertainment	ARD (mdr)	27-09-2019	17-06-2021
	NIA	DEGD11200294	29209				Purple Schulz	Ich hab Feuer gemacht	RAKETE MEDEN	MDR-Fernsehen	21-01-2019	17-12-2021
	NIA	DEUM71204621	19045				Faun	Mit dem Wind	WEL LOVE MUSIC	MDR-Fernsehen	12-01-2019	24-12-2021
	NIA	DEOV21400305	34595				Clueso	Stadtrandlichter	Text und Ton	MDR-Fernsehen	08-03-2019	16-12-2021
	NIA	DEUM71503208	00309				Semino Rossi	Schön ist der Morgen	Polydor	MDR-Fernsehen	03-01-2019	22-12-2021
	NIA	ATUM71500076	27075				Petra Frey	Im Himmel ist der Teufel los	Koch Universal Music Austria	MDR-Fernsehen	01-01-2019	16-12-2021
	NIA	DEX731601020	10565				Michy Renckle	Glücklich Glücklich	RINTNTRN MUSIK	NDR Fernsehen	07-01-2019	30-12-2021
	NIA	DEA340900392	00148				Pur	Igendwo	Capitol	SAT 1	07-01-2019	26-12-2021
	NIA	DEUM71500212	00193				Claudia Jung	Ailes, was ich brauche, bist du	Electrola	rbb Fernsehen	16-01-2019	26-12-2021
	NIA	DEHK51500008	09113				Christina Rommel	Nordwest	WANNSEE RECORDS	rbb Fernsehen	16-02-2019	14-10-2021
	NIA	DEQR41000407	24483				Dorffrocker	Ich glaub mein Glas hat ein Loch	STARWATCH ENTERTAINMENT	rbb Fernsehen	15-02-2019	16-12-2021
	NIA		10794				Anna-Maria Zimmermann	Hurra wir leben noch	EMM	GoldStarTV	28-01-2019	10-12-2021
	NIA		33302				Antonio	Gasch go räine	BLUEWINGS RIGHT MANAGEMENT	gute laune TV	16-01-2019	15-12-2021
	NIA		11650				Peter Schmedel	Hart am Wind	SMD records international	gute laune TV	04-02-2019	28-12-2021
	NIA	DEA811001295	00116				Ursprung Buam	Musikanten sind Zigeuner	Arcola	gute laune TV	02-01-2019	17-12-2021
	NIA		17721				Blackmore's Night	Heilig Nacht	SOULFOOD	gute laune TV	10-12-2019	21-12-2021

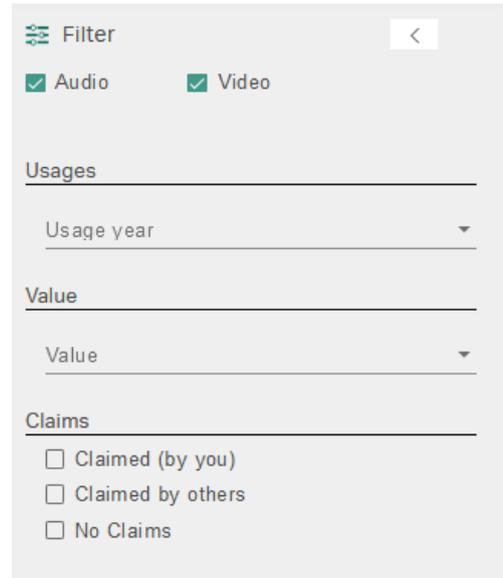
On the top left above the usage list, you can see at any time the current total amount of usages not yet allocated at the time of calling up this list.

The view offers different filter and search options on the left side, which you can use to search for individual or several usages.

2.2 Filter

The following options are available to you under “Usages” in order to apply filters:

- **Audio/Video:** filters all unallocated usages by media type
- **Usage year:** shows only the open usages for the selected usage year
- **Value:** shows the allocated sound recording usages (audio) for the selected category



The screenshot shows a 'Filter' dialog box with a back arrow in the top right. It has two checked checkboxes: 'Audio' and 'Video'. Below this are three sections: 'Usages' with a dropdown for 'Usage year'; 'Value' with a dropdown for 'Value'; and 'Claims' with three unchecked checkboxes: 'Claimed (by you)', 'Claimed by others', and 'No Claims'.

Under "Claims" you will find the following filters:

- **Claimed (by you):** shows the usages you have already claimed
- **Claimed by others:** shows all usages that have already been claimed by other producers being rights holders
- **No Claims:** shows all uses that are still open and have not been claimed by any producer so far

The filters can be combined under any which way.

Important: the filter “value” covers the categories **Small**, **Medium**, **Large**. These are defined as follows:

- **Small:** less than 10 broadcast minutes (unweighted)
- **Medium:** 10 to 99 broadcast minutes (unweighted)
- **Large:** 100 and more broadcast minutes (unweighted)

Please note that the usages shown can summarize several usages and might thus represent a higher amount of broadcast minutes even for one single broadcast day. Due to the channel-based remuneration, video clip usages do not show a category based on broadcast minutes. The value for video clip usages is thus N/A. Video clip usages on the channels “**gute laune TV**” and “**GoldStarTV**” have the lowest value.

2.3 Search options

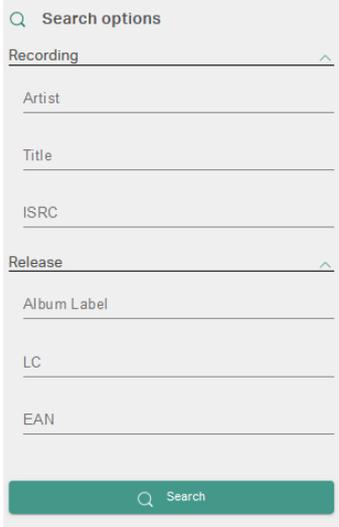
The following options are available for a search of all published open usages:

Recording:

- **Artist:** Artist of the reported usage
- **Title:** Title of a reported usage
- **ISRC:** ISRC of a reported usage

Release

- **Album Label:** Name of the label of the release under which one or more recordings were published provided that they have been reported by the broadcaster
- **LC:** Label Code of the release on which one or more recordings were published provided that they have been reported by the broadcaster
- **EAN:** EAN of the release under which one or more recordings were published provided that the EAN has been reported by the broadcaster



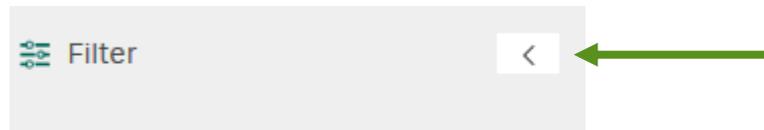
The screenshot shows a mobile application interface for search options. At the top, there is a search bar with a magnifying glass icon and the text "Search options". Below this, there are two main sections: "Recording" and "Release". Each section has a header with a small upward-pointing arrow. Under "Recording", there are three input fields labeled "Artist", "Title", and "ISRC". Under "Release", there are three input fields labeled "Album Label", "LC", and "EAN". At the bottom of the form, there is a green button with a magnifying glass icon and the text "Search".

Important: the search options can only provide a result if this information has been included in a broadcasters' report.

All filter and search options can be combined any which way. You can export your search and filter results at any time by clicking on the button "download" in the upper right corner above the list header.

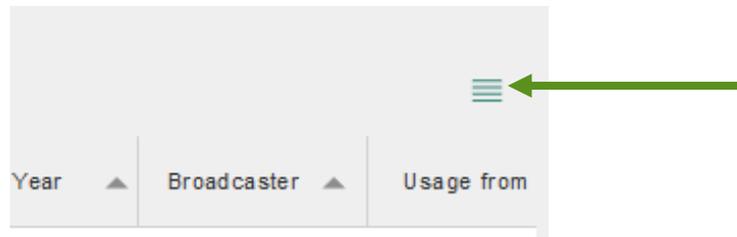
2.4 Show and hide filters and search options

Using the arrow next to the filter icon in the upper left corner you can hide and show filter and search options at any time. By showing and hiding the filter and search options you can expand the list view of the view.



2.5 Display information in the list view

You can change the displayed information (columns) in the list view "Open usages" at any time. If you change your view it will be saved even after you log out or change to another menu. To do this, click on the list icon on the right above the usage view.



A detailed list of all displayable information (columns) will open. Default information (greyed out) cannot be selected or deselected.

<p>Release</p> <p><input checked="" type="checkbox"/> ISRC</p> <p><input checked="" type="checkbox"/> LC</p> <p><input type="checkbox"/> Usage ID</p> <p><input type="checkbox"/> EAN</p> <p><input type="checkbox"/> Recording ID (Producer)</p>	<p>Product details</p> <p><input checked="" type="checkbox"/> Type</p> <p><input checked="" type="checkbox"/> Main artist</p> <p><input checked="" type="checkbox"/> Title</p> <p><input type="checkbox"/> Title supplement</p> <p><input checked="" type="checkbox"/> Label</p> <p><input type="checkbox"/> Album artist</p> <p><input checked="" type="checkbox"/> Album title</p> <p><input type="checkbox"/> Duration</p> <p><input type="checkbox"/> Composer</p> <p><input type="checkbox"/> Year</p> <p><input type="checkbox"/> Genre</p> <p><input type="checkbox"/> Catalogue number</p>	<p>Usage</p> <p><input checked="" type="checkbox"/> Value</p> <p><input checked="" type="checkbox"/> Broadcaster</p> <p><input checked="" type="checkbox"/> From</p> <p><input checked="" type="checkbox"/> To</p>
<p>Claim</p> <p><input checked="" type="checkbox"/> Own claim</p> <p><input checked="" type="checkbox"/> Other claim</p>		

Important: A maximum of ten columns can be displayed.

You can also use drag and drop to change the arrangement of the columns as required. Even this change to your view will be saved after you log out or change to another menu.

2.6 Detailed usage view

With one click on a usage, all relevant information on the usage can be viewed via a pop-up window.

Usage details		×
Main artist: !Deladap Title supplement: N/A Composer: Tibor Barkoczy GVL ID Usage: 2588657	Title: Zsa Manca ISRC: N/A Media type: Audio Duration: 00:03:33	
Album title: Gypsy Garden Vol. 2 Album label: N/A EAN: 4260036281804 Album year: N/A	Album artist: Various Artists Album labelcode (LC): N/A Catalogue number: N/A	
Usage from: 07-08-2016 Broadcaster: VOX	Usage to: 07-08-2016	

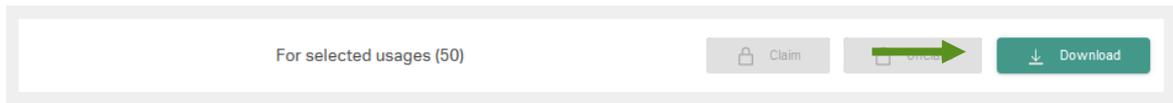
In addition to detailed information on the usage of the recording, you have an overview of when the recording was used on which channel, for example.

Important: The duration shown on the details of an unallocated usage does not equal the broadcast duration (airplay) of a track. The duration here means the length of a track if and as reported by a broadcast station. This can also result in a duration of 00:00:00 in case the information is missing in a broadcast report.

For a quantifiable insight into unallocated usages, please use the entry in the field “value” of an unallocated usage (see note “[value](#)”).

2.7 Download unallocated usages

By clicking on the "Download" button at the top right above the list view, you can download your filtered uses as an Excel export at any time.



Tip: To download all open usages, please remove all filters and search terms and do not select a usage.

Before downloading, select either individual usages or, by clicking on the empty checkbox in the bar of the column headers, all usages displayed on the current page.

Without selecting individual usages, you can also export entire filter and search results after performing a search or having set a filter.

You will find your downloads under "**Unallocated usages**" > "**My exports**".

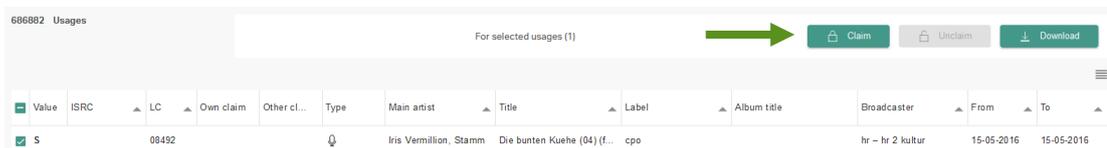
2.8 Claiming usages

To file a claim for a usage, you must claim that usage. Claiming means that you assign an open usage to a recording that you have already submitted and that has been processed by GVL's systems. You can claim usages for missing repertoire by submitting the missing repertoire.

It is recommended to create a repertoire export in label.gvl before claiming. Thus, you can search for a corresponding recording for which you want to claim a usage without leaving the page.

To claim a use, please proceed as follows:

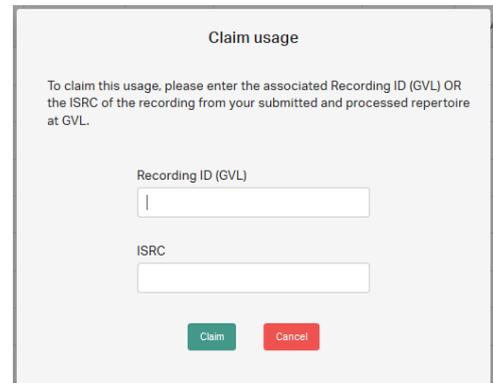
- Step 1:** Check the usage you want to claim.
- Step 2:** Compare the usage with recordings from your repertoire.
- Step 3:** If there is a match, select the usage you want to claim using the checkbox at the beginning of the line and click the claim button in the upper right corner.



Value	ISRC	LC	Own claim	Other cl...	Type	Main artist	Title	Label	Album title	Broadcaster	From	To
<input checked="" type="checkbox"/>	5					Iris Vermilion, Stamm	Die bunten Kuehe (04) (f... cpo			hr - hr 2 kultur	15-05-2016	15-05-2016

Step 4: You will now be prompted to enter either the Product ID (GVL) OR the corresponding ISRC of your recording.

Step 5: If the system finds the specified recording in your repertoire you will be asked to confirm the allocation of this recording.



Claim usage

To claim this usage, please enter the associated Recording ID (GVL) OR the ISRC of the recording from your submitted and processed repertoire at GVL.

Recording ID (GVL)

ISRC

Step 6: If you confirm the claim, the usage will be secured for you.

By selecting several unallocated usages via the respective checkboxes, you can also claim several similar usages for one of your recordings.

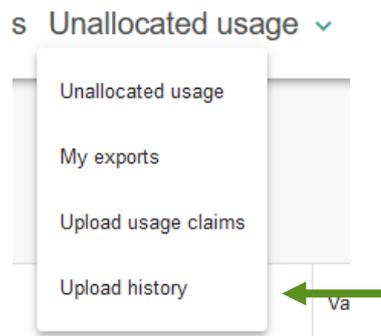
Important: Your claim will remain displayed until the claiming period expires. The claimed usage can still be claimed by other producers. Should another producer also claim the usage for itself, this will be indicated by a third-party claim and red claim icons.

The conflict resolution and final allocation of your claim will only take place after the communicated claim deadline has expired.

2.8.1 Claiming usages via Excel

You can also claim unallocated usages via Excel. To do so, download a selection of unallocated usages or all unallocated usages. The Excel download file contains an additional column “GVL Product ID” (column T). Enter the Recording ID (GVL) from your repertoire export of the recording, for which you wish to claim one or several unallocated usages.

You can upload your export list of unallocated usages including the respective Recording IDs (GVL) of your submitted recordings under the menu item “Unallocated usages > Upload usage claims”.



After successful upload of your usage claims and subsequent processing by our systems you can view all your uploads as well as respective processing results under “Unallocated usages > Upload history”.

label.gvl Home My repertoire ¹²³⁴ Add recordings ¹²³⁴ Reports ¹²³⁴ Mandates Unallocated usage ¹²³⁴ Help

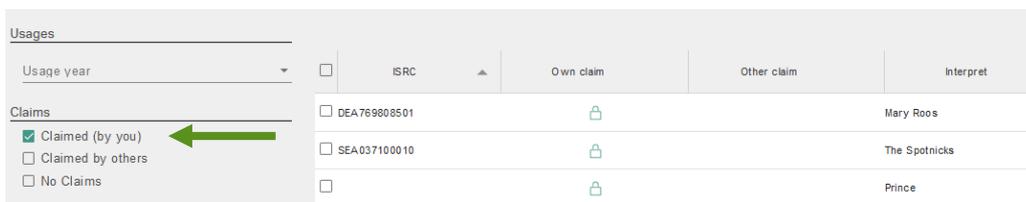
Date	Status	File	Error Report
22-07-2020 08:13	✓ Created	dcca5ac0-4ee8-4146-9690-9e1bbc0538f5(1).xlsx	dcca5ac0-4ee8-4146-9690-9e1bbc0538f5(1)_error.xlsx
22-07-2020 08:08	✓ Created	dcca5ac0-4ee8-4146-9690-9e1bbc0538f5.xlsx	

Important: Your submitted Excel uploads will in a first step be shown as „claimed by you” in the overview of unallocated usages in label.gvl. Depending on communicated deadlines, final processing of your claims will take place only in specifically aligned timeframes.

2.9 Unclaim usage

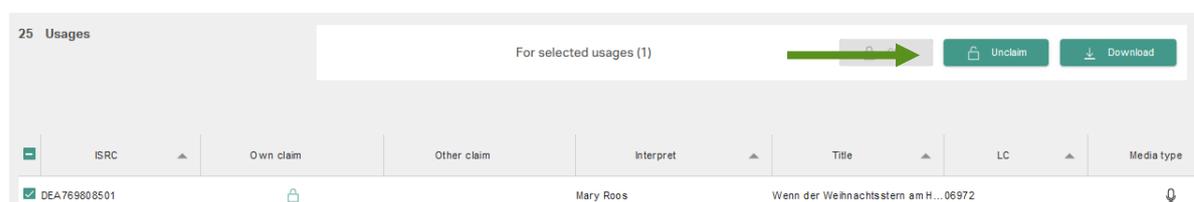
If you wish to rescind your usage claims, proceed as follows:

Step 1: Select the "Claimed (by you)" box in the filter. Now you will be shown all usages you have claimed so far.



Step 2: Search for the appropriate usage and mark it.

Step 3: Withdraw your claim by clicking on the "Unclaim" button and confirm this action.



Step 4: The claim for the selected usage has been removed.

3 Contact

If you have any questions regarding our manufacturer portal [label.gvl](https://label.gvl.de), our support team will be happy to assist you by e-mail at label@gvl.de or by phone at +49 (0)30 48483-650 Monday to Thursday from 9.00am to 5.00pm and Friday from 9.00am to 2.00pm.

Once you are logged in to [label.gvl](https://label.gvl.de), you can also use our chat to ask questions directly. To do so, click the chat icon on the right-hand bottom of [label.gvl](https://label.gvl.de).

