

gvl

Gesellschaft zur
Verwertung von
Leistungsschutzrechten

Quick Start Guide

label.gvl

Edit Rights Ownerships

Version as of March 7, 2023

1 Introduction

This quick start guide describes how to edit rights ownerships of submitted and processed recordings of your repertoire at GVL.

2 Prerequisite

In order to submit repertoire to GVL, access to our producer portal label.gvl required. You get access with concluding a representation agreement for producers of sound recordings with GVL. After logging in to label.gvl, please follow the below steps to edit rights ownerships.

3 Edit rights ownerships

label.gvl offers you the opportunity to change submitted rights ownerships at any time - regardless of whether a recording is involved in a rights ownership conflict or not.

In most cases, rights ownership conflicts arise due to incorrect start and end dates of a rights ownership, a not yet filed or incorrectly submitted share of a rights ownership below 100% or an out-of-date or incorrect region for which a rights ownership has been submitted.

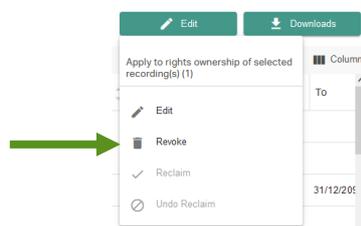
Furthermore, recordings that have been submitted incorrectly can, of course, also lead to conflicts with other producers of sound or audiovisual recordings who have submitted identical repertoire. Apart from editing a rights ownership, you can also completely revoke submitted rights ownerships at any time.

3.1 Revoke rights ownership

To completely revoke the ownership of a submitted recording and thus remove the recording from your repertoire, please proceed as follows. It is irrelevant in this case whether a recording is in conflict or not.

Step 1 Select the recording or several recordings for which you want to revoke the rights ownership using the checkbox at the beginning of the row. If you would like to revoke all rights ownerships that you have determined via a filter or search options, no additional selection via the checkboxes on the recordings is necessary.

Step 2 Click the button "**Edit**" above the repertoire view and select "Revoke".



Step 3 You will now be asked to confirm your action.

Step 4 Confirm your action to complete the revocation of a rights ownership and remove it from your repertoire submitted to GVL.

Please note that a larger number of edited rights ownerships may not always result in an immediately updated view under "My repertoire", or in a conflict resolution. If necessary, you can accelerate the update of the displayed information by using the refresh button of your browser.

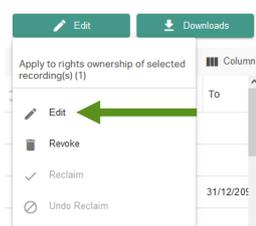
3.2 Modify rights ownership

You can also modify your rights ownerships you submitted to GVL with regards to all relevant properties.

These comprise the areas "**period**", "**share**" and "**countries**" (**region**). Please proceed as follows:

Step 1 Select the recording or several recordings for which you want to change the rights ownership using the checkbox at the beginning of the row. If you would like to change all rights ownerships that you have determined via a filter or search options, no additional selection via the checkboxes on the recordings is necessary.

Step 2 Click the **"Edit"** button above the repertoire view and select "Edit".



Step 3 Make the desired change. You can either change just one aspect of your rights ownership, or two or all three aspects in one step.

Change right ownership

Period From DD/MM/YYYY To DD/MM/YYYY

Open End

Shares Shares in %

Countries

worldwide

worldwide except

in the countries

The 1 selected rights ownerships will be updated with your data.

ISRC	Title	From	To	Share	Countries
DEN061901013	Small Steps	01/01/2019		100 %	Germany

Items per page

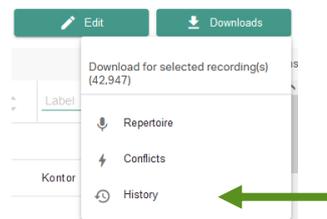
Step 4 You will now be asked to confirm your change

Step 5 Confirm your action to complete the change of one or more rights ownerships.

Please note that a larger number of edited rights ownerships may not result in an immediately updated view under "My repertoire", or in a conflict resolution. If necessary, you can accelerate the update of the displayed information by using the refresh button of your browser.

3.3 Create and download change history

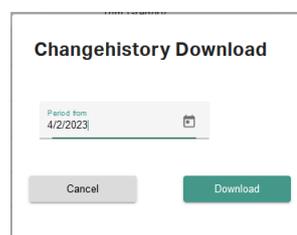
Using the button "Download" and selecting "History" on the right top side of the list view of "My repertoire", you can generate a change history any time. The change history lists all modifications to rights ownerships you carried out.



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

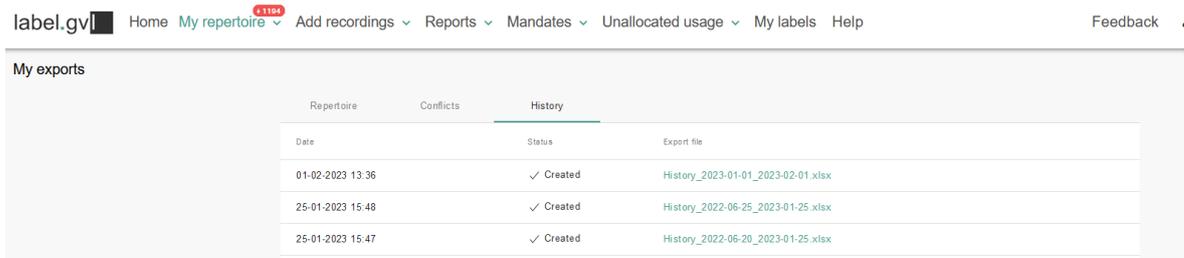
Without selecting individual recordings, you can also export entire filter and search results after performing a search or having set a filter.

Before generating a change history, you can limit the period the change history covers.

A dialog box titled 'Changehistory Download'. It features a text input field labeled 'Period from' containing the date '4/2/2023' and a calendar icon to its right. Below the input field are two buttons: a grey 'Cancel' button and a green 'Download' button.

The default period is one month.

Under the menu item "My repertoire" > "My exports" you can find all your created downloads at any time. The page shows three tabs under which the generated history downloads are grouped.



label.gvl Home My repertoire ⁴¹¹⁸⁴ Add recordings Reports Mandates Unallocated usage My labels Help Feedback

My exports

Repertoire	Conflicts	History
Date	Status	Export file
01-02-2023 13:36	✓ Created	History_2023-01-01_2023-02-01.xlsx
25-01-2023 15:48	✓ Created	History_2022-06-25_2023-01-25.xlsx
25-01-2023 15:47	✓ Created	History_2022-06-20_2023-01-25.xlsx

On the tab "History" you will find the change histories you have downloaded. The change history provides detailed information on all rights ownership changes you have made.

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

4 Contact

If you have any questions regarding our manufacturer portal label.gvl, 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, 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.

