**GUIDELINES FOR SOFTWARE DOCUMENTATION FOR COPYRIGHT REGISTRATION**

Software (computer programs/Apps/websites and related programs) are registered under the copyright category 'Literary work'. One requirements to have the software registered is software documentation.

The following is the minimum contents of software documentation;
1. **Title of the computer program/App/website and related programs.** The first page of the software documentation manual should have the title of the software. It's also important to include the software version number (e.g version 1.0) and the names of software authors and or current software owners.
2. **Abstract section**-This section is a summary that describe;
   a) The purpose of the software (what is it for?)
   b) What technologies is it built from?
   c) What platforms does it run from e.g cloud, android e.t.c
3. **Introduction**- Provide more information regarding the software; the key functionalities, how does the software work e.t.c in such a way that it leads to the actual documentation of the software.
4. **The Actual documentation of the software**

   Provide a sequenced description of key areas/functionalities of the software and support the description with relevant screenshots of the developed software that you intend to register.
   a) Begin with how the computer program/app/website can be accessed/logged-in/loaded. Demonstrate this with inclusion of appropriate screen shots. The login page and home pages of the computer applications and related programs, for instance, would illustrate how the software can be accessed/logged-in/loaded
   b) Then in a progressive manner, describe the key interfaces of the computer program/app/website so that at the end of the description, key functionalities of the software are well described in the documentation

**NB:**
1. For one to apply for registration of software, the software must have been developed.
2. The software documentation should be done as a single pdf document.
3. Screen shots of the developed software are mandatory along textual description.
4. In addition, other content or material deemed important to provide a comprehensive description of your software, for example source code, may be provided as part of documentation or a link specified in the documentation to the source code.

# SAMPLE DOCUMENTATION

**Copyright Work Title:** The Kenya National Rights Registry Portal

**Software Developers:** Liberty Afrika Technologies Ltd

**Software Owners:** Kenya Copyright Board

## Abstract

The Kenya National Rights Registry(NRR) portal is part of the Kenya Copyright Board's(KECOBO) & Collective Management Organizations(CMOs) Information and Communication Technology(ICT) systems. Built around web technologies such as Python, JS, NodeJS, APIs, web services and databases, NRR enables interested parties to undertake new applications for registration as well as check previously registered copyright works. Through NRR, copyright owners can upload their works virtually, view and manage all their registered copyright works, make payment against the application where applicable and receive and print their copyright registration certificates from the comfort of their homes. The portal is accessible through the URL; *https://nrr.copyright.go.ke* or via a link on KECOBO's website(www.copyright.go.ke).

**1.0 Introduction**

The NRR portal is part of the KECOBO & CMO ICT systems that enables interested parties to undertake new applications for copyright registration and to check previously registered copyright works. Through NRR portal, copyright owners can upload their works virtually, view and manage all their registered copyright works, make payment against the application where applicable and receive and print their copyright registration certificates from the comfort of their homes.

To access these services, copyright owners (individuals or corporates) are required to create accounts in the NRR portal. Individual artists are encouraged to create an individual account in the portal and register all their works while an organization is required to create a corporate account.

Interested persons are able to search for an artist works by title, or author's name among other search criteria. This search capability enables artists to file complaints for exclusion or unwarranted registration by other applicants. While registration of copyright works remains voluntary under Kenyan law, the registration into the NRR database offers an opportunity for data on usage of works to be obtained by the Media Monitoring module, which is part of the integrated KECOBO & CMO ICT systems. All Copyright works registered by KECOBO prior to the development of this system will form part of this database and shall appear in a searchable database. However, applicants may be requested to supply additional details.

The reminder of this documentation is a sequenced description of key areas/pages of the NRR portal and is supported by relevant screenshots.

## 2.0 Description of the NRR portal

1. **Accessing NRR Portal**

NRR portal is accessible through the link "https://nrr.copyright.go.ke/" or via KECOBO website(www.copyright.go.ke) through the link "**e-copyright Registration**". A screen shot of the NRR home page is as below.



*; The NRR home page screen shot*

2. **Creating an NRR account**

There are two types of accounts; Individual Account and Corporate Account. Click on either of the two depending on the type of account required. Ensure that the phone number entered is one that can receive the Verification Code text.

   i.**Individual Account**

This is for those who want to register copyright works that are done by individual(s). A screenshot of an individual account creation page is illustrated next.



*; Screen shot on creating NRR individual account*

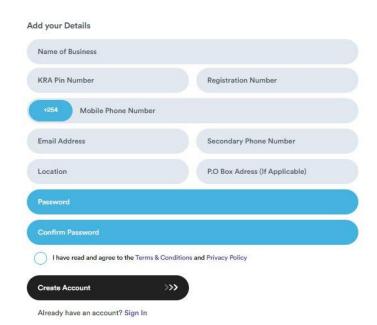### ii.Corporate Account

This is for organizations or corporations that want to register their copyright works. A screenshot on corporate account creation page is illustrated below.
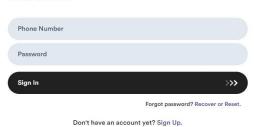


*; Screen shot on creating NRR corporate account*

3. **Login in to the System.**

For new applicants, once you complete the account creation process, a verification code will be sent to your mobile phone. Input the code to proceed to the dashboard. For existing applicants, after selecting the "Sign In" button on the NRR home page, this should take you to a screen shot as follows;
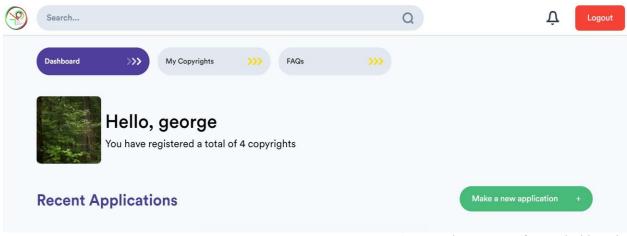


*; NRR portal login screen shot*

Please follow the steps below:

    i.      Click on the sign in button

    ii.     Fill in the phone number and the password and then

    iii.    Click sign in button to proceed to the dashboard.

The dashboard is illustrated by the screen shot that follows and you may begin the registration process at this point.
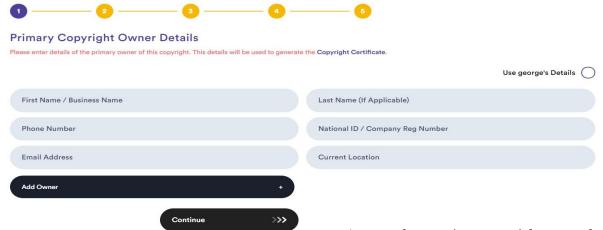


*; A screenshot on part of NRR dashboard*

### 4. Making a new Copyright application

    i.      Click on the "Make a New Application" button from the dashboard

    ii.     Fill in the details of the Primary Copyright Owner

If the details are the same as the ones entered during registration, click on the "Use [User's Details]" option to fill in the details automatically. In case of more than one primary copyright owner(s), click on "Add Owner" button to provide additional copyright owners. These are the names that will appear in the copyright registration certificate

At this point your screenshot should look something like this;



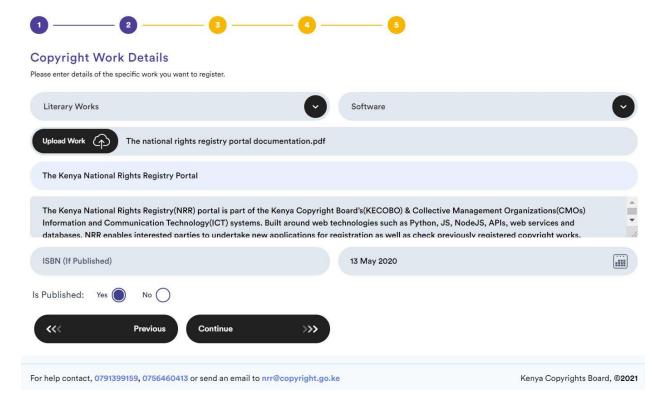*; A screen shot on primary copyright owners details*

iii.    Click continue and this should land you in the page similar to the screen shot below;



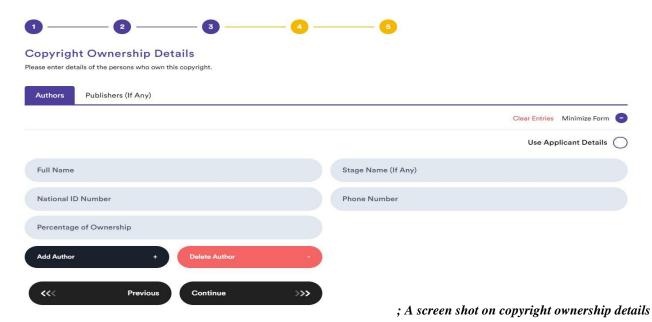; *A screen shot on copyright work details*

iv.    Enter the copyright work details.

**Subsequent NRR portal screen/pages and information to be filled varies depending on the copyright category selected and the subcategory chosen.** For our case, Literary works category is selected and the subcategory chosen is Software.
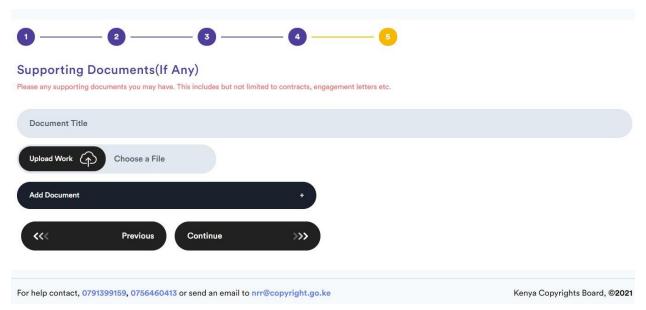
v.    Upload the PDF work. For software works, this should be documentation of your copyright work. For our case, the resultant screen shot should be as follows;

vi.     After filling in the required details, click on Continue. This takes you to the Copyright Ownership details page. Fill in the Authors and Publishers details, ensuring to distribute the percentages among them in such a way that the total sums up to 100%. For our case the resultant screen shots is as follows
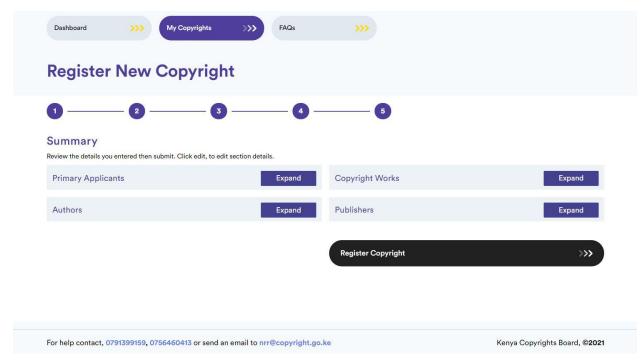


*; A screen shot on copyright ownership details*

vii.    Add any supporting documents (if any) is done from the screen shot that follows



*; A screen shot on attaching supporting documents*

viii.   You may review your application and then click on Register Copyright button to complete the process. At this point the screen shot look like;⬜

*; A screen shot on reviewing copyright application before submission for registrations*

### 5. Processing of copyright applications

Copyright application are processed through a back office operation. The application submitted by applicant/copyright owner may be approved or declined. Where the application is approved, the copyright owner/applicant is issued with a copyright certificate through the email used to create NRR account. Where the application is rejected, the copyright applicant/owner is informed of the reason of rejection. The rejected application will be accessible through the applicant's /copyright owner dash board where he/she is required to make changes as advised and then resubmit the revised application for processing.

### 6. Other key functionalities provided by the NRR portal

i.   Copyright work search functionality
ii.  Copyright statistics based on number of copyright registered at a given period of time, by category of copyright categories and subcategories and right holder details.
iii. Application for change/amendment of copyright register e.g change of title, copyright owner details (such as physical location, email address e.t.c) and change of copyright ownership.
iv.  Application regarding copyright disputes of entries in the copyright register (copyright data base).
v.   Similarity checks of copyright works.

**7.   NRR Portal software source code**

Submission of software source code is optional though important for software registration. They may be provided as part of the documentation or as a link specified in the documentation.