

ISWCIA20-1111

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ISWC Agency Portal User Guide

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1 Introduction

The International Standard Musical Work Code (ISWC) is an ISO standard (ISO 157071¹), which defines unique identifiers for musical works on an international level, which eases the unambiguous identification of a work. For further information refer to the website www.iswc.org.

A musical work is characterized by its metadata, which contains essentially the title, the Creators and some other attributes, e.g. the roles of the Creators in the work.

2 Accessing the ISWC Portal

The ISWC Agency portal is accessed via CIS-Net or directly at: <https://iswcAgency.cisac.org/>. Access to the portal is granted to Society users by their CIS-Net Administrator. You will need to enter your CIS-Net login details to access the portal.

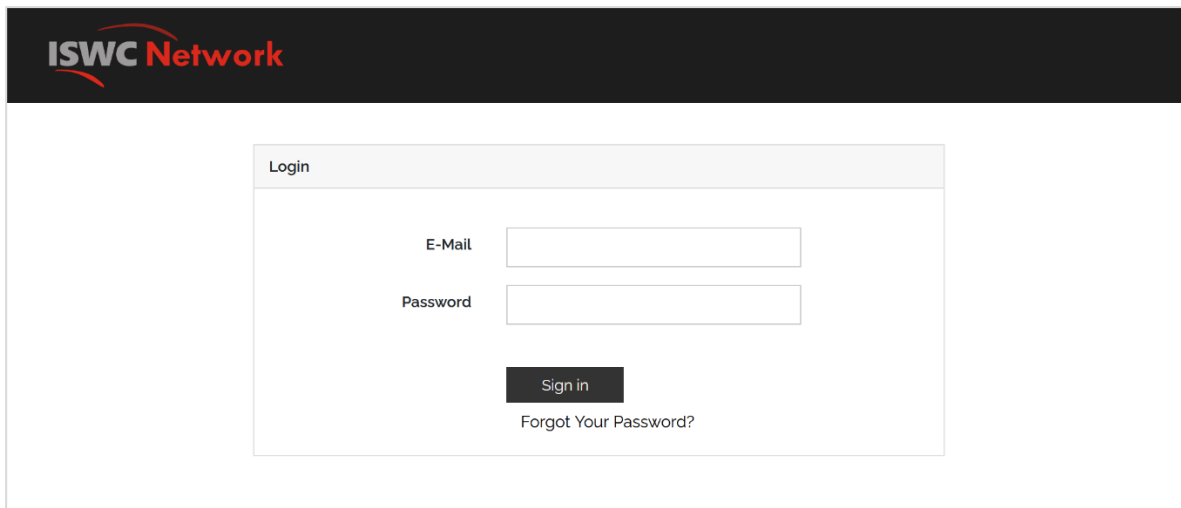


Figure 1 – Log In page

3 Global Navigation

Once you are inside the portal it will display the Global Navigation; the top menu bar present within all the pages on the site. It contains the following set of links:

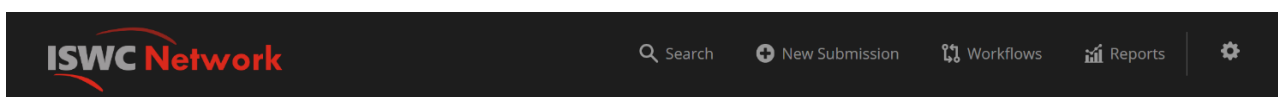


Figure 2 – Global Navigation

¹ The standard may be obtained from ISO at http://www.iso.org/iso/catalogue_detail?csnumber=28780

- **ISWC Network logo** – Takes you to the landing page of the site, the “Search” page.
- **Search** - Search for an existing ISWC or metadata.
- **New Submission** – Create a new ISWC Submission.
- **Workflows** – View and process the workflows generated by ISWC actions.
- **Reports** – Review and extract reports relating to ISWC submissions. (Reports will be deployed at a future date)
- **Settings** – Displays the “Log Out” button to abandon your session on the portal and “My Profile” button that displays users current and available permissions.

4 Search Page

This page will provide you with a set of search tools and options to initiate searches against the ISWC database. The “Search” page is divided into different sections, each of which is described below.

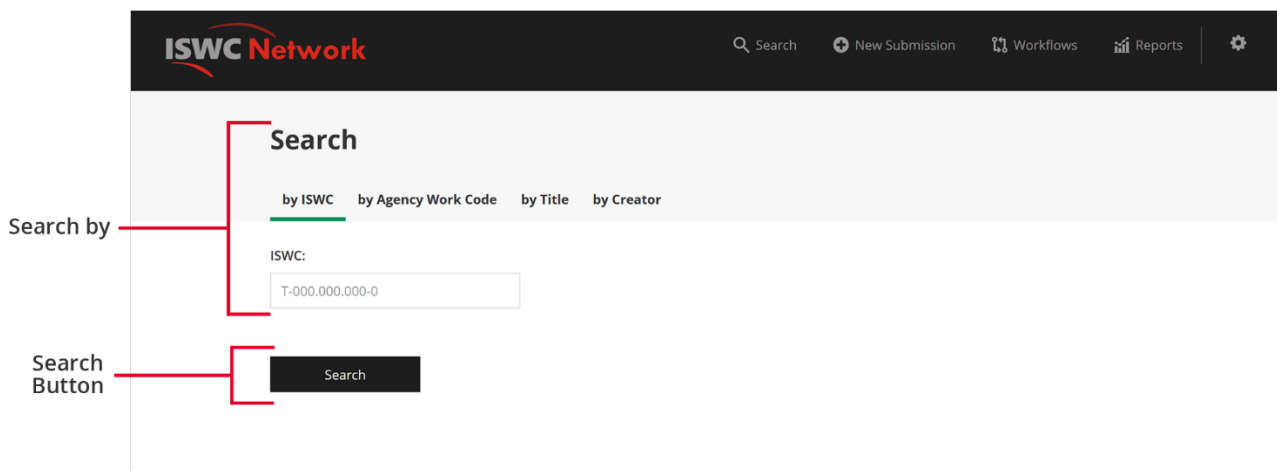


Figure 3 – Search page

4.1 “Search by” section

This section provides a set of tabs with 4 different options available to search and retrieve information from the ISWC database.

Each “Search by” option displays specific types of fields (search arguments) that can be used to initiate a search.

The options available in the “Search by” section are as follows:

4.1.1 Search By ISWC

Searches for ISWC metadata using the ISWC assigned to the work. The ISWC field allows the letter “T”, period, dash and numbers. The search engine will automatically add the formatting characters (periods and dashes) after you have input the full ISWC number into the field (if excluded).

Search

by ISWC **by Agency Work Code** **by Title**

ISWC:

Search

Figure 4 - Search by ISWC, where formatting has been excluded.

Search

by ISWC **by Agency Work Code** **by Title**

ISWC:

Search

Figure 5 - Search by ISWC, after the engine formats the ISWC.

4.1.2 Search by Agency Work Code

Searches for ISWC metadata using the Agency Work Code², the Agency name and Database (which can be the Agency itself or a hub such as WID).

4.1.3 Search by Title

Searches for ISWC metadata using the title of the work. In the Title field, the partial title of the work or words used within the title of the work can be entered.

Search

by ISWC **by Agency Work Code** **by Title** **by Creator**

1. Enter a partial title

Title:

2. Enter multiple creator surnames, IP Name Numbers, or IP Base Numbers separated by the ";" character.

Creator Surname(s): Or Creator IP Name Number(s): Or Creator IP Base Number(s):

Search

Title

Supplemental Options

Figure 6 – Search by Title

² Agency Work Code is an Agency's internal identifier for the work when it was submitted to the ISWC database.

Example:

Partial title. If you don't know the complete title of the song, you can search for partial titles and you will be returned all titles that contain some or all of those words. For a faster search, or if the desired result is not returned, use as complete a title as possible. E.G. search for THE WATCHTOWER will also retrieve the title ALL ALONG THE WATCHTOWER

Supplementing with optional search criteria yields more specific results. These fields include:

- a) A list of Creators Surname(s) (each of them separated by the character “;”)
- b) Or a list of Creator IP Name Number(s) (each of them separated by the character “;”)
- c) Or a list of Creator IP Base Number(s) (each of them separated by the character “;”)

4.1.4 Search by Creator

Searches for ISWC metadata using the Creator IP Name Number³ assigned to the Creators of the work or the Creator IP Base Number.

The fields and search criteria are as follows:

- a) A list of Creator IP Name Number(s) (each of them separated by the character “;”). The search criterion allows only numbers.
- b) Or a list of Creator IP Base Number(s) (each of them separated by the character “;”)

4.2 Search Button

The “Search” button initiates the search.

Alternatively, the ENTER key of the keyboard can be used.

4.3 Search Results

The “Search Results” section will be displayed below the “Search” button after this has been clicked and the search is initiated. It will show a list of all entries that matched the search criteria. A more detailed view for each work returned in the search results can be accessed by clicking the “View More” button.

The following information will be displayed in the Search Results section:

³ IP Name Number is the internationally standardized number which unambiguously identifies the name of the Interested party

Search

Search Results

Match Count → 160 Results

Pagination Show 20 per page < Prev 1 of 8 Next >

* ISWC with Provisional Status

ISWC	Original Title	Rank	Creator Name(s)	IP Name Number	Submitting Agencies	Original Submission	Last Update	
T-902.119.392-0	LA VIE EN ROSE	1	GUGLIELMI LUIS GUGLIELMO, GASSION EDITH GIOVANNA, LEONARDI PIERO	00012918698, 00011475025, 00017836279	GEMA, COMPASS, SADAIC, SAYCO, AGADU, LatinNet, SUIISA, SPA, APRA, BUMA, PRS, ECAD, SIAE, ASCAP, AKM, APDAYC, SAYCE, ARTISJUS, SABAM, SOCAN, SACM	Thu May 21 2009 23:40	Tue Apr 18 2023 9:18	View More
T-060.484.342-6	VIE EN ROSE	2	KELLY VICTORIA HELEN	00165514473	SGAE, APRA, COMPASS, SUIISA, PRS	Tue Mar 04 2008 17:20	Sun Feb 16 2020 4:50	View More
T-900.509.157-6	VIE EN ROSE	3	BERKENMAN PAUL, BONNE FRANS	00002844217, 00003661124	SABAM, PRS	Tue Mar 04 2008 17:20	Mon Jul 13 2020 16:01	View More
T-050.098.557-8	VIE EN ROSE	4	COTTIER EDMOND	00069810650	COMPASS, SUIISA	Tue Mar 04 2008 17:20	Mon Jan 07 2019 23:44	View More
T-070.789.120-0	VIE EN ROSE	5	MARTEL DENIS JEAN	00084039965	COMPASS, SOCAN	Tue Mar 04 2008 17:20	Mon Jan 07 2019 15:21	View More
T-070.427.039-2	VIE EN ROSE	6	TREPANIER GUY, DUBE NORMAND	00061638088, 00030534913	COMPASS, SOCAN	Tue Mar 04 2008 17:20	Mon Jan 07 2019 14:28	View More
T-070.417.396-5	VIE EN ROSE	7	LAVIGUEUR MARIE	00045580773	COMPASS, SOCAN	Tue Mar 04 2008 17:20	Mon Jan 07 2019 14:27	View More
T-071.160.164-7	VIE EN ROSE	8	BOISVERT CLAUDETTE	00288671903	COMPASS, SOCAN	Tue Mar 04 2008 17:20	Mon Jan 07 2019 16:37	View More

Figure 7 – Search Results

4.3.1 Match Count

When the requested search results are returned, this field indicates the total number of entries that matched for the search criteria entered by you.

4.3.2 Pagination

The Pagination section provides you with a set of options for the display of works and navigation between the pages available in the Search Results. The Pagination options available in the Search Results are as follows:

- **Works per page.** Select the number of works that should be displayed per page in the Search Results. The works per page options are available in increments of 10 works per page, from 20 to 100, with a default value of 20 works per page.
- **Navigation.** Navigate the pages available in the search results by using the following options:
 - **Next.** Clicking the “Next” button with the right-directional arrow symbol will take you to the next available page in the Search Results.
 - **Previous.** Clicking the “Prev” button with the left-directional arrow symbol will take you to the previous page in the Search Results.
 - **Current Page.** Entering the desired page number into this field will automatically load and display the Search Results from that page.


The Match Count and Pagination sections are available at the top and the bottom of the Results Grid.

4.3.3 Results Grid


The Results Grid displays the list of all the matches found. For each work line the following information is displayed:

- **ISWC.** The ISWC assigned to the work. The 'M' symbol beside a work indicates that the work submission has been merged into another work. The 'D' symbol beside a work indicates that it is a disambiguated work. A '*' symbol beside a work indicates that the ISWC has provisional status.
- **Original Title.** Original title for the ISWC.
- **Rank.** The search ranking of the ISWC i.e. 1 is the most similar match to your search query and 2 is the 2nd best match to the query, etc.
- **Creator Name(s).** Surname and first name of all Creators.
- **IP Name Number.** The Creator(s) IP Name Number.
- **Submitting Agencies.** List of agencies who have made submissions associated with the ISWC.
- **Original Submission.** Date and time of the original submission.
- **Last Update.** Date and time of the last "approved" submission for the ISWC.
- **View More Button.** When clicked, expands a more Detailed View of the work selected.

The title and IPs returned in the search results are from the consolidated view of the work, i.e. the title and IP information most recently submitted by ISWC-eligible Agencies. These may differ from the metadata submitted by various Agencies. The metadata submitted by Agencies can be viewed in the 'View Submission History' section of the work.

By default the grid is sorted by descending Rank but can instead be sorted by ascending ISWC or by descending or ascending Original Title, Rank, Original Submission and Last Update. The sorting of these columns can be done by clicking on the sorting arrow  at the heading of each column.

4.3.4 Detailed View

The Detailed View is an expandable section which provides you with a complete set of ISWC metadata and action tools available for the selected work. To expand this section, click on the  View More button placed in the last column of the ISWC.

The metadata and tools available in the Detailed View section are listed as follows:

Detailed View

Header

T-003.007.660-8	COMME UNE ETOILE	22	LOUIGUY , LARUE JACQUES, LOPEZ FRANCISCO JEAN	00018565671, 00017347000, 00018438679	SACEM, SIAE, ECAD	Tue Mar 04 2008 17:20	Mon Mar 23 2020 20:53	View More
T-900.755.676-5	COMPLAINTE DE GAUD	23	LOUIGUY , AZNAVOUR CHARLES	00018565671, 00001711935	SGAE, SACEM, SUISA, SABAM, SIAE	Tue Mar 04 2008 17:20	Tue Mar 31 2020 21:48	View Less

[Original Submission](#) Tue Mar 04 2008 17:20
 [Last Update](#) Tue Mar 31 2020 21:48
 [View Submission History](#)
 [Update Submission](#)
 ☐ [Add to Merge List](#)
 [View Merge List](#)

Titles:

All titles	Type
COMPLAINTE DE GAUD	OT
LA COMPLAINTE DE GAUD	TO

Creators:

Creator Name(s)	IP Name Number	Affiliation	IP Base Number	Role
LOUIGUY	00018565671	SACEM	I-000989026-8	C
AZNAVOUR CHARLES	00001711935	SUISA	I-001719577-4	C

Archived ISWCs

T-050.395.181-2

Performers:

Surname / Band Name	Name
GUGLIELMI	LOUIS GUILLAUME

Agency Work Codes:

Agency Code	Agency Name	Agency Work Code
072	SGAE	4364855
058	SACEM	6210501611 Delete
080	SUISA	355978016
055	SABAM	165731000
074	SIAE	99830025000


[View Less](#)

T-003.008.014-8	COUP DE GRISOU	24	LOUIGUY , CONTET HENRI ALEXANDRE	00018565671, 00006683291	APRA, SACEM, GEMA, SPA, SUISA, SIAE,	Tue Mar 04 2008 17:20	Fri Apr 03 2020 17:53	View More
-----------------	----------------	----	-------------------------------------	-----------------------------	--	--------------------------	-----------------------------	---------------------------

Figure 8 - Results Grid, Detailed View

- Header.** Provides you with information and a set of links and tools available for the work selected:
 - Original Submission.** Date and time of the original submission.
 - Last Update.** Date and time of the last “approved” submission for the ISWC.
 - View Submission History.** Link that opens a new tab on the browser with the Submission History for the ISWC.
 - Update Submission.** Link that takes you to a new page to update the submission of the ISWC (See section 6 for details).
 - Add to Merged List.** Checkbox to add or remove the ISWC from the “Merge List”.
 - View Merged List.** Link that takes you to the “Merge List” page. This page holds the list of the ISWC’s selected by you to merge (See section 7 for details).
- Titles.** Shows the list of all the titles associated with selected the work. For each Title listed on the work, the Title Name and the Title Type are displayed.

- **Creators.** Shows the list of all the Creators associated with the selected work. For each Creator listed on the work, the Creator Name(s), the Creator(s) IP Name Number, the Affiliation (List of agencies that the Creator has a current agreement with), the IP Base Number and Roles are displayed. The roles displayed are rolled-up roles and therefore may differ from the role submitted to the system:
 - C = C, A or CA.
 - MA = AR, SR.
 - TA = AD, SA, TR.
- **Archived ISWCs.** If another ISWC(s) has been linked to this ISWC, it will be listed in the Archived ISWC section.
- **Performers.** Shows the list of the Performers of the work. For each performer listed on the work, the Surname and Name of the Performer, or the Name of the Band is displayed.
- **Agency Work Codes.** Shows the list of all the Agency Work Codes associated with the selected work. For each Work Code listed, the Agency Code, the Agency Name and the Agency Work Code is displayed.

To close the Detailed View of the work, click on  [View Less](#) located at the bottom of the Detailed View section or in the last column of the opened ISWC.

5 New Submission

This page allows you to create a new ISWC submission:

New Submission

Titles:

Type	Title
OT	<input type="text"/>

+ Add New Title

Creators:

Name	IP Name Number	IP Base Number	Role
<input type="text"/>	<input type="text"/>	<input type="text"/>	CA <input type="button" value="Remove"/>

+ Add New Creator

Publishers:

Name	IP Name Number	IP Base Number	Role
<input type="text"/>	<input type="text"/>	<input type="text"/>	E <input type="button" value="Remove"/>

+ Add New Publisher

Agency Work Codes:

Agency Work Code	Agency Name
<input type="text"/>	IMRO

Derived from Work:

If this work is a derived work then select the type and add the ISWC or titles for the works it is derived from

Select Type:

Derived Work ISWC	Derived Work Title
<input type="text"/>	<input type="text"/>

+ Add New Derived Work

Performers:

Surname / Band Name	First Name
<input type="text"/>	<input type="text"/>

+ Add New Performer

Next

Figure 9 – New Submission

- **Titles.** Add the Original Title (OT) of the work. Add further titles (Alternate Titles etc.) by clicking the “Add New Title” button.

- **Creators.** Enter the IP Name Number of the Creator you wish to add. Alternatively, perform a Lookup using their Name or IP Base number and select the Creator from the results. Add further Creators by clicking the “Add New Creator” button.
- **Publishers.** Enter the IP Name Number of the Publisher you wish to add. Alternatively, perform a Lookup using their Name or IP Base number and select the Publisher from the results. Add further Publishers by clicking the “Add New Publisher” button. Note that Publishers do not display in the search results of the work, only Creators.
- **Agency Work Codes.** Add your Agency Work Code for this work.
- **Derived from Work.** If the work is derived from another work, you should select the Type of derived work and add the Derived Work ISWC or Derived Work Title for the works it is derived from. You can add a new row by clicking the “Add New Derived Work” button at the end of the list.
- **Performers.** Add the name of the Performers you wish to add. It can be a band name or the surname of the performer followed but it's first name. Add further Performers by clicking the “Add New Performer” button.

When you finish populating the details on this page, press the “Next” button at the end of the page to continue with the new submission. The application will process the submission and, depending on the information you have submitted, the system will tell you a new Preferred ISWC number has been assigned (see 5.1 below) or a match has been found to an existing ISWC(s) (see 5.2 below).

5.1 Preferred ISWC Assigned


If successful, a new ISWC will be assigned to this metadata submission.

You can create another submission with the same metadata by clicking on the button “Copy as a New Submission”. This will pre-populate the ‘New Submission’ page with the same metadata, allowing users to change the required information e.g. Title. Alternatively, click “Make another New Submission” which will take you to a blank “New Submission” page.

New Submission

Preferred ISWC Assigned

Your submission has been successfully submitted and an ISWC number has been assigned, see details below:

ISWC ▾	Title ▾	
T-980.165.612-2	Solid gold	 View More

[Make another New Submission](#)[Copy as a New Submission](#)

Figure 10 – New Submission, Preferred ISWC Assigned

5.2 Matches Found

In some cases, the newly submitted metadata will match to an existing ISWC. Users can review the metadata of this ISWC by selecting 'View more'. If it is the same work, users can submit their metadata submission to this existing Preferred ISWC (see 5.2.1) or, in the case where it is a unique work, choose 'Disambiguate all ISWCs' to assign a new ISWC (see 5.2.2).

5.2.1 Select Preferred ISWC

The screenshot shows a web form titled "New Submission". Under the heading "Matches Found", there is a instruction: "Please select the preferred ISWC to be attached to the submission OR disambiguate all the matching ISWCs". Below this are two tabs: "Select Preferred ISWC" (which is active and underlined in green) and "Disambiguate all ISWCs". A table displays the search results with columns for "ISWC" and "Title". One result is shown: a checked "Preferred" status, ISWC "T-980.165.612-2", and Title "Solid gold". To the right of the title is a "View More" link with a red exclamation mark icon. At the bottom right of the form are two buttons: "Go Back" and "Submit".

	ISWC	Title	
<input checked="" type="checkbox"/> Preferred	T-980.165.612-2	Solid gold	View More

Figure 11 – New Submission, Select Preferred ISWC

5.2.2 Disambiguate all ISWCs

If the submitted work has the same Title and Creator metadata as an existing work and ISWC, but it is a different work, you can choose to 'Disambiguate all ISWCs' and create a new ISWC for your submission. You must enter disambiguation data, such as the reason why it is a different work, and performer or instrument information:


New Submission

Matches Found

Please select the preferred ISWC to be attached to the submission OR disambiguate all the matching ISWCs

Select Preferred ISWC
Disambiguate all ISWCs

ISWCs to disambiguate from:

ISWC	Title	
T-980.165.612-2	Solid gold	 View More

Additional ISWCs to disambiguate from (optional and separate with ";")

Reasons for disambiguation*:


--

BVLTR:

--

[Find out more about Disambiguation Reason Codes](#)

Performers:

Surname / Band Name	First Name	
<div></div>	<div></div>	 Remove

+ Add New Performer

Standard Instrumentation:

--


Go Back

Submit

Figure 12 – New Submission, Disambiguate all ISWCs

6 Update a Submission

To update a submission of a preferred ISWC, first you need to find the work on the search page and open the “Detailed View” of the preferred ISWC. Within the “Detailed View”, click the link

 **Update Submission** which will take you to the “Update Submission” page of the preferred ISWC.

**Note that you will only be able to update submissions from previous submissions done by your society.*

Update Submission

Titles:

Type	Title
OT	LA VIE EN ROSE

+ Add New Title

Creators:

Name	IP Name Number	IP Base Number	Role
KENNEDY BRENDA MARY	00569276797	I-002766676-6	C Remove

+ Add New Creator

Publishers:

Name	IP Name Number	IP Base Number	Role
<input type="text"/> Or Lookup			E Remove

+ Add New Publisher

Agency Work Codes:

Agency Work Code	Agency Name
9889337871	IMRO

Derived from Work:

If this work is a derived work then select the type and add the ISWC or titles for the works it is derived from

Select Type:

Derived Work ISWC	Derived Work Title
<input type="text"/>	<input type="text"/> Remove

+ Add New Derived Work

Performers:

Surname / Band Name	First Name
MURPHY	JOHN Remove

+ Add New Performer

Cancel

Next

Figure 13 – Update Submission page

The Update Submission page will be pre-populated with the information from the previous submission by your society. You can edit the following information:

- Titles.** Update current titles and/or Title Type, or add a new title by clicking the “Add New Title” button at the end of the list, which will create a new row on the list for you to populate with details of the new title.

- **Creators.** Update the role of current Creators or remove Creators from the list. The system will display the rolled-up role once updated. Note: you can only remove IPs affiliated with your Agency. You can also add a new Creator by clicking the “Add New Creator” button at the end of the list, which will create a new row on the list for you to populate. To add the new Creator, enter their IP Name Number, or perform a Lookup using the Name or the IP Base number of the Creator and select the Creator from the results.

Name	IP Name Number	IP Base Number
SIEGEL RALPH MARIA	00028628764	I-001355594-5
RALPH MARIA SIEGEL	00075433964	I-001662634-7

Figure 14 – Update Submission, Creator Lookup

- **Publishers.** To add a new publisher, enter their IP Name Number, or perform a Lookup using their Publisher IP Name or their IP Base Number You can add a new row by clicking the “Add New Publisher” button at the end of the list. Note: Publishers are not currently displayed in the search results.
- **Derived from Work.** If the work is a derived work, you should select the Type of derived work and add the Derived Work ISWC or Derived Work Title for the work(s) it is derived from. You can add a new row by clicking the “Add New Derived Work” button at the end of the list.
- **Performers.** Update current Performers or add a new Performer by clicking the “Add New Performer” button at the end of the list, which will create a new row on the list for you to populate with details of the new performer.

When you finish updating the details on that page, press the “Next” button at the end of the page to continue with the update of the submission, or cancel the update by clicking the “Cancel” button, which will take you back to the Search page. A description of error messages can be found in the REST Based API specification.

6.1 Matches Found

After you press the “Next” button the system will process the metadata and make a match with one or more preferred ISWCs. The preferred ISWC you are updating will be marked as the default ISWC and will be updated. For information, other ISWCs with similar metadata will also be shown. Your Agency can review these afterwards and merge works if necessary.

Click on the “Submit” button to submit the update.

Update Submission

Matches Found

Please select an existing Preferred ISWC to be attached to the submission from the matches below.

Select Preferred ISWC

	ISWC	Title	
<input checked="" type="radio"/> Preferred	T-905.679.708-1	TAKE ME TO YOUR HEART AGAIN	View More
<input type="radio"/> Preferred	T-902.119.392-0	LA VIE EN ROSE	View More
<input type="radio"/> Preferred	T-702.434.377-1	LA VIE EN ROSE	View More
<input type="radio"/> Preferred	T-070.195.415-5	VIE EN ROSE LA	View More
<input type="radio"/> Preferred	T-003.018.091-6	LA VIE EN ROSE (ARRANGEMENT)	View More

Go BackCancelSubmit

Figure 15 – Update Submission, Matches found

6.2 Preferred ISWC Assigned

After submitting the update to the ISWC, the screen will display a successful message and details of the ISWC updated. You can see a summary view of the metadata by clicking on the [View More](#) button.

Update Submission

Preferred ISWC Assigned

Your updates have been submitted successfully to the existing Preferred ISWC T-900.755.676-5

ISWC ▾	Title ▾	
T-900.755.676-5	COMPLAINTE DE GAUD	View More

Make another New SubmissionCopy as a New Submission

Figure 16 – Update Submission, Preferred ISWC Assigned

From here, you can create another submission based on the metadata of the current ISWC by clicking on the button “Copy as a New Submission” which will send you to a page with pre-populated

details. Or you can make a new submission by clicking on “Make another New Submission” which will take you the “New Submission” page.

7 Merge Multiple ISWCs

You can merge multiple Preferred ISWCs by ticking the “Add to Merge List” checkbox on the “Detailed View” of the ISWC’s that you wish to merge.

Once selected, click the link “View Merge List” on any of the ISWC’s selected. This will open the “Merge List” page containing the list of the Preferred ISWC’s you selected to be merged.

Merge List

Please select the ISWC to merge into and then press the 'Submit Merge' button to merge the listed ISWCs into the selected one.

ISWC ▾	Original Title ▾	Creator Name(s)	Creation Date ▾		
<input checked="" type="radio"/> T-801.366.428-4	SCHAU MICH BITTE NICHT SO AN	GUGLIELMI LUIS GUGLIELMO, DOLL H, GASSION EDITH GIOVANNA, SIEGEL RALPH MARIA	Tue Mar 04 2008 17:20	View More	Remove
<input type="radio"/> T-801.404.836-4	SCHAU MICH BITTE NICHT SO AN	TAORMINA FRANCO, GUGLIELMI LUIS GUGLIELMO, DOLL H, GASSION EDITH GIOVANNA, SIEGEL RALPH MARIA	Tue Mar 04 2008 17:20	View More	Remove
<input type="radio"/> T-070.196.388-3	VIE EN ROSE LA	GUGLIELMI LUIS GUGLIELMO, GASSION EDITH GIOVANNA, DAVID MACK	Tue Mar 04 2008 17:20	View More	Remove
<input type="radio"/> T-801.399.443-0	SCHAU MICH BITTE NICHT SO AN	GUGLIELMI LUIS GUGLIELMO, DOLL H, PRAGER PAUL, GASSION EDITH GIOVANNA, SIEGEL RALPH MARIA	Tue Mar 04 2008 17:20	View More	Remove
<input type="radio"/> T-802.020.811-2	LA VIE EN ROSE	WENDT ULRICH KODJO	Tue Mar 04 2008 17:20	View More	Remove

Submit Merge

Figure 17 – Merge List page

On the “Merge List” page you can review the list of ISWC’s to be merged and you can perform the following actions:

- View the “Detailed View” of any of the ISWC’s by clicking on the [View More](#) button.
- Remove any of the ISWC’s from the list by clicking on the [Remove](#) button. (Note: All ISWCs on this page will be merged. Take care to only include correct ones).
- Change the default Preferred ISWC to be merge into.
- Submit the merge of the listed ISWC’s by clicking on the “Submit Merge” button.

8 Delete Submission

As part of the corrections process, users may wish to remove a submission they incorrectly attached to an ISWC. This will then allow them to either create a unique ISWC using the disambiguation feature or attach their metadata to the correct existing ISWC.

In the 'Detailed View' of an ISWC, a trashcan symbol with the word 'Delete' appears beside all submissions made by the logged in Agency (Agencies cannot delete other agencies submissions).

Detailed View

Header

Original Submission: Tue Mar 04 2008 17:20 | Last Update: Tue Mar 31 2020 21:48

View Submission History | Update Submission | Add to Merge List | View Merge List

Titles:

All titles	Type
COMPLAINTE DE GAUD	OT
LA COMPLAINTE DE GAUD	TO

Creators:


Creator Name(s)	IP Name Number	Affiliation	IP Base Number	Role
LOUIGUY	00018565671	SACEM	I-000989026-8	C
AZNAVOUR CHARLES	00001711935	SUISA	I-001719577-4	C

Archived ISWCs
T-050.395.181-2

Performers:

Surname / Band Name	Name
GUGLIELMI	LOUIS GUILLAUME

Agency Work Codes:

Agency Code	Agency Name	Agency Work Code
072	SGAE	4364855
058	SACEM	6210501611  Delete
080	SUISA	355978016
055	SABAM	165731000
074	SIAE	99830025000

[View Less](#)

Figure 18 – Delete Submission

The User then selects the submission they wish to remove and clicks 'Delete'. They must confirm this action before the submission is deleted.

Delete Work Submission?

This will delete your entire work submission and can not be undone. Press "Confirm Deletion" to proceed with this deletion.

Cancel
Confirm Deletion

Figure 19 – Delete Submission, Confirmation

9 Workflows

Workflow tasks for your Society are triggered when your Agency has ISWC metadata attached to an ISWC for a split-copyright work (where it is an eligible Agency with a submission to the ISWC) and another ISWC-eligible Agency submits a successful update, merge or demerge transaction for that ISWC. You can view your Workflow tasks in the 'Workflows' tab.

9.1 Workflow Results

Workflows

Filters

Show workflows: ☒ Assigned to me ☐ Created by me

Filter by status: ☒ Pending Approval ☐ Approved ☐ Rejected

From Date: 05 / 05 / 2021 To Date: 28 / 05 / 2021

Advanced Search

Advanced Search: ☒

Enter any of the following information. You can enter multiple Agency Work Codes separated by a ";" character.

ISWC: Or Agency Work Codes: Or Originating Agency: Or Workflow Type:

Match Count → 4 Results

Pagination: Show 20 per page < Prev 1 of 1 Next >

Actions Bar: 0 Items Selected

Results Grid

Workflow ID	ISWC	Workflow Type	Date	Originating Agency	Assigned to	Status
32724	T-980.346.048-2	UpdateApproval	Fri May 28 2021 15:01	BMI	IMRO	View More <input checked="" type="radio"/> Approve <input type="radio"/> Reject
32721	T-980.346.040-4	UpdateApproval	Fri May 28 2021 14:59	BMI	IMRO	View More <input checked="" type="radio"/> Approve <input type="radio"/> Reject
32719	T-980.346.024-4	UpdateApproval	Fri May 28 2021 14:57	BMI	IMRO	View More <input checked="" type="radio"/> Approve <input type="radio"/> Reject
32700	T-980.345.805-1	UpdateApproval	Fri May 28 2021 14:48	BMI	IMRO	View More <input checked="" type="radio"/> Approve <input type="radio"/> Reject

Figure 20 – Workflows

9.1.1 Filters

Here you can filter on workflow tasks which are assigned to your Agency, or workflow tasks created by your Agency (as a result of an update to ISWC metadata). You can also filter on tasks which are pending approval, have been approved, or have been rejected. You can refine the results using the date filters.

9.1.2 Advanced Search

You can search for a particular workflow task by inserting the ISWC or Agency work code in the advanced search. You can also refine the list of workflow tasks by originating Agency or by Workflow Type.

9.1.3 Match Count

This field indicates the total number of entries that matched the search criteria entered by you.

9.1.4 Pagination

The Pagination section provides you with a set of options for the display of workflow tasks and navigation between the pages.

When there is a large amount of workflow items to be loaded, instead of showing the number of pages available in the 'Pagination' section, it will display the word 'multiple' and whenever the last page of the results has been reached, the word 'multiple' will change to show the total number of pages.

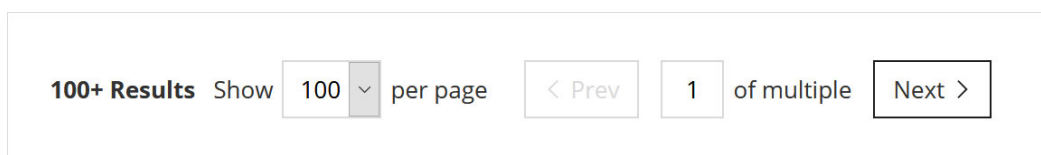


Figure 21 – Workflows, Pagination

The Match Count and Pagination sections are available at the top and the bottom of the Results Grid.

9.1.5 Actions Bar

The actions bar allows you to approve or reject all selected workflow tasks. This defaults to '0 items selected'.

9.1.6 Results Grid

The Results Grid displays the list of all workflow tasks found. For each task the following information is displayed:

- **Workflow ID.** The identifier assigned to the workflow task.
- **ISWC.** The ISWC assigned to the work.
- **Workflow Type.** Whether the task relates to a merge, demerge or update submission.
- **Date.** The date the workflow task was assigned to your Agency.
- **Originating Agency.** The Agency whose submission triggered the workflow task for your Agency.
- **Assigned to.** The Agency the workflow task is assigned to, i.e. your Agency.
- **View More Button.** When clicked, expands a more Detailed View of the work selected.
- **Status.** Indicates if the workflow task is approved, rejected or pending. If pending, your Agency can click on 'Approve' or 'Reject' to complete the task.
- **Select All.** Enables the user to select all tasks on the page and either approve or reject all at once.

10 Reports

Reporting capabilities are available to CISAC administrators and ISWC Agencies. These reports can be accessed via the Global Navigation.

The reports and extracts available to be retrieved are the following:

- Submission Audit
- Agency Interest Extract
- ISWC Full Extract
- Agency Statistics
- File Submission Audit
- Publisher ISWC Tracking
- Potential Duplicates

Figure 22 - Reports

10.1 Submission Audit

This enables a society to review all submissions made to the ISWC database. You can refine the report to show submissions made on a specific range of time using the date filters and select the submitting agency.

Submission can also be filtered by status and transaction source. Users can limit the transaction source to 'Publisher' if intending to view submissions made via the ISWC Allocation or Resolution service.

Once all the parameters needed for your report have been set up (Date, agency name, status, transaction source), you can choose between 3 different types of reports:

10.1.1 Display List View

Press "Display List View" button to view the report in an onscreen grid (limited to a max of 1000 rows).

Choose your preferred type of report

List View

350 Results Show 20 per page < Prev 1 of 18 Next >

Date	Type	Submitting Agency	Agency Work Code	Publisher IP Name Number	Publisher Work Number	ISWC	Creator Name(s)	IP Name Number	Status
Fri Nov 05 2021 16:02	CAR	IMRO	5hzszjylC1yS9vc			T9804491234	BOURKE CIARAN FRANCIS B... O BRIEN LIAM PATRICK O B... BAKER BILL BAKER BILL	00036303314, 00159837032, 00001856409	✓
Fri Nov 05 2021 16:02	CAR	IMRO	Fc6h993D1k			T9804491290	BOURKE CIARAN FRANCIS B... O BRIEN LIAM PATRICK O B...	00036303314, 00159837032	✓
Fri Nov 05 2021 16:03	MER	IMRO	TxdBo5Ox8T			T9804491074	BOURKE BOURKE CIARAN F... O BRIEN O BRIEN LIAM PAT...	00036303314, 00159837032	✓
Fri Nov 05 2021 16:03	CAR	IMRO	ousLGGXhii			T9804491836	BOURKE CIARAN FRANCIS B... O BRIEN LIAM PATRICK O B...	00036303314, 00159837032	✓
Fri Nov 05 2021 16:04	MER	IMRO	ousLGGXhii			T9804491836	BOURKE BOURKE CIARAN F... O BRIEN O BRIEN LIAM PAT...	00036303314, 00159837032	✓
Fri Nov 05	CAR	IMRO	22EXHK5xgxY6l04d			T9804492088	BOURKE CIARAN FRANCIS B...	00036303314,	✓

Figure 23 - Submission Audit, List View

The fields included on the grid are the following: Date, Type, Submitting Agency, Submitting Agency Work No., Submitting Publisher IP Name Number, Submitting Publisher Work Number, ISWC, Creator Names, Status (Succeeded or Error). (Error Code and Error Description appear in the status column once a user hovers on the red X)

10.1.2 Display Error/Success Graph

Press "Display Error/Success Graph" to view the error/success graph for the 1-month period within the time period selected.



Figure 24 - Submission Audit, Error/Success Graph

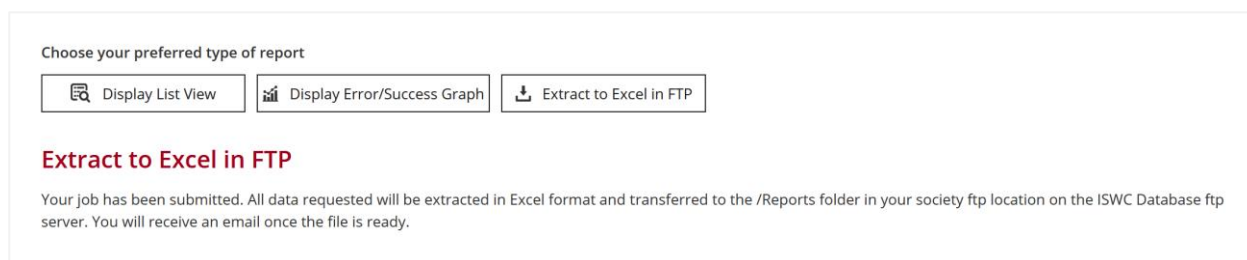
The graph will show a stacked bar chart. The Y axis represents the number of transactions that meet the criteria specified in the parameters above for each day in the month shown. The X axis represents each day within the month being shown (month is determined by "From" date). The

series is the number of transactions with status “Succeeded” or “Error”. The following totals for the month are shown at the bottom:

- Total Succeeded for month
- Total Error for month
- Error rate per month %

10.1.3 Extract to Excel in FTP

Press “Extract to Excel in FTP” button to generate an excel document with the full results set in the \reports folder of the society ftp location.



Choose your preferred type of report

Extract to Excel in FTP

Your job has been submitted. All data requested will be extracted in Excel format and transferred to the /Reports folder in your society ftp location on the ISWC Database ftp server. You will receive an email once the file is ready.

Figure 25 - Submission Audit, Extract to Excel in FTP

Once the file is ready all data requested will be extracted in Excel format and transferred to the /Reports folder in your society ftp location on the ISWC Database ftp server. An email will be sent once the file is ready.

The fields included on the extract are the following: Date, Type, Submitting Agency, Submitting Agency Work No., Submitting Publisher IP Name Number, Submitting Publisher Work Number, Creator Names, Status (Succeeded or Error), Error Code, Error Description.

10.2 Agency Interest Extract

The enables a society to trigger the generation of an extract of submissions made in a given time period, that link to ISWCs with a creator or publisher who is a current member of that Agency.

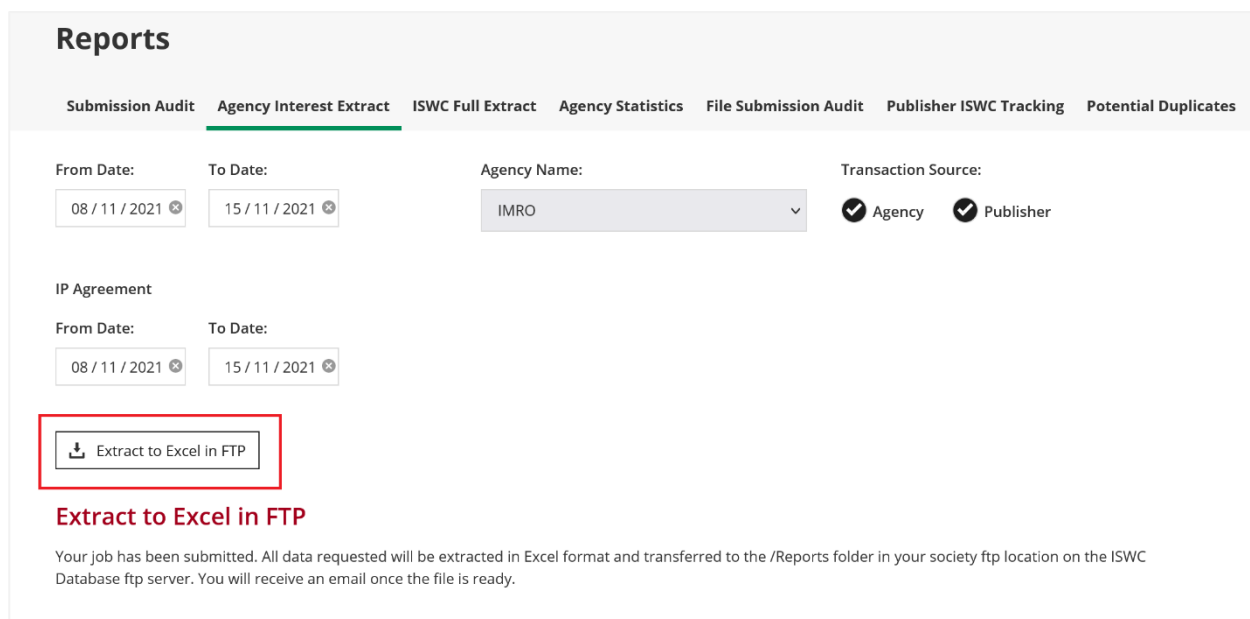
You can set up the parameters needed for your report extract which are: “From/to” date, Agency Name (Which defaults to the current agency, but any other agency can be selected), Transaction Source (Agency and Publisher) and IP Agreements “From/To” date.

IP Agreements “From / To” date:

Used to determine if the creators on a submission have a current relevant IPI agreement with the Agency selected.

“Current” is determined by checking if the agreement from or agreement to dates lie within the IP Agreement From / To date range selected.

“Relevant” is determined by only considering IPI Agreements associated with the Agency selected with the “MW” creation class. The following economic right types will be considered relevant: MP, OB, OD, PC, PR, PT, RB, RT, TB, TO, TP, TV, MA, MB, MD, MR, MT, MV, SY, DB, RL, BT, RP, ER, RG, RR.



Reports

Submission Audit **Agency Interest Extract** ISWC Full Extract Agency Statistics File Submission Audit Publisher ISWC Tracking Potential Duplicates

From Date: 08 / 11 / 2021 To Date: 15 / 11 / 2021 Agency Name: IMRO Transaction Source: ☒ Agency ☒ Publisher

IP Agreement

From Date: 08 / 11 / 2021 To Date: 15 / 11 / 2021

Extract to Excel in FTP

Your job has been submitted. All data requested will be extracted in Excel format and transferred to the /Reports folder in your society ftp location on the ISWC Database ftp server. You will receive an email once the file is ready.

Figure 26 – Agency Interest Extract

Pressing the “Extract to Excel in FTP” button will submit the data requested to be extracted in Excel format and transferred to the /Reports folder in your society location on the ISWC Database ftp server. An email will be sent once the file is ready.

The following information will be provided in the extract: Date, Type, Submitting Agency, Submitting Agency Work No., Submitting Publisher IP Name Number, Submitting Publisher Work Number, Preferred ISWC, Original Title, Creator Name Numbers.

10.3 ISWC Full Extract

This enables a society to trigger the generation of full extract of ISWC information (as per the current quarterly refresh file).

There are 2 options for the extract file that can be retrieved:

10.3.1 Extract Cached Version

This option is set up by default and will extract the most recent full extract file available in cache. The date of the latest version is shown on the screen.

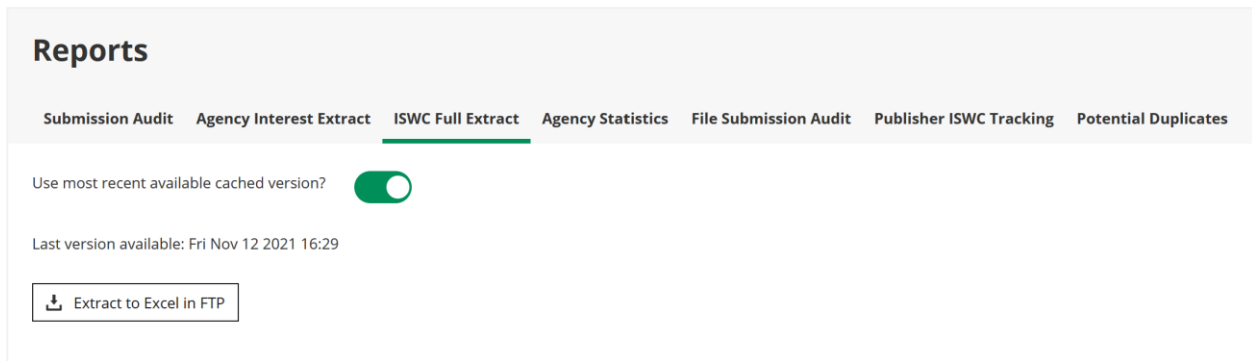


Figure 27 – ISWC Full Extract

10.3.2 Extract Non-Cached Version

This generates a new up-to-date extract of ISWC data. This option can be selected by deactivating the toggle in “Use most recent available cache version?”

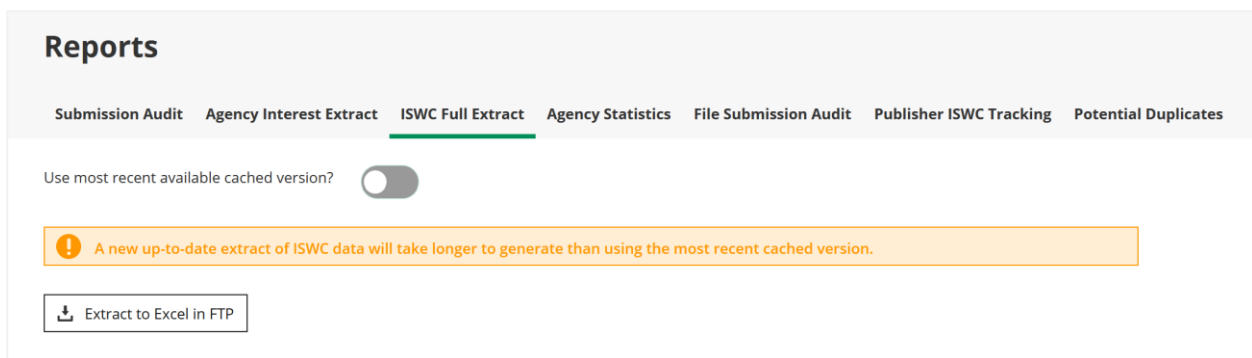


Figure 28 - ISWC Full Extract, Non-Cached Version

***Note** that generating this version of the extract will take longer than using the most recent cached version.

When pressing the “Extract to Excel in FTP” button, it will submit the data requested to be extracted in Excel format and transferred to the/Reports folder in your society location on the ISWC Database ftp server. An email will be sent once the file is ready.

10.4 Agency Statistics

This enables the generation of society statistics on a per month and per year basis.

You can set up the parameters needed for your report which are: Agency Name and Time Period.

Once the parameters needed for this report are set up, press the “Show Graphs” button. This will display the information as two doughnut charts. The first one shows the Total Submissions and the second one the Total of Workflows Assigned.

If the time period selected is “Per Month”, the selection of the preferred year and month is available.

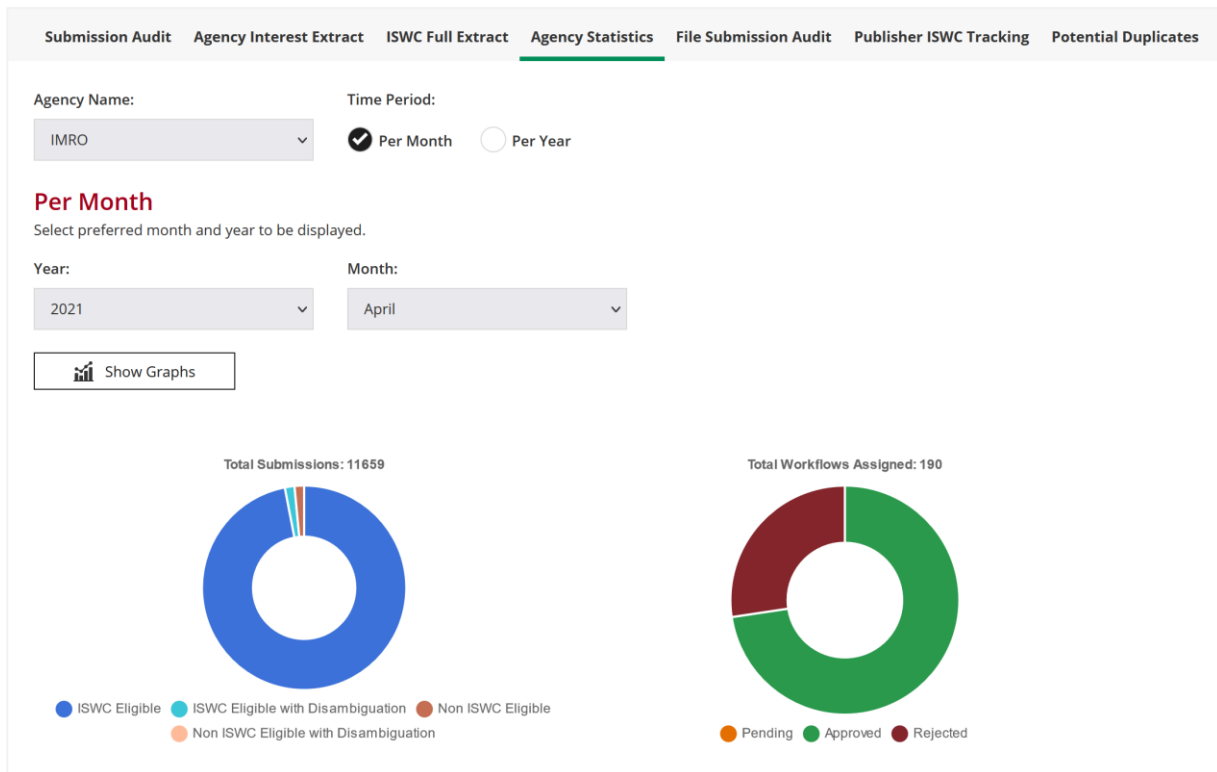


Figure 29 – Agency Statistics, Per Month

If the time period selected is “Per Year”. The selection on the preferred year is available.

Users can further refine results in the doughnut graphs by clicking on the relevant coloured references below e.g. in the above, clicking on ‘ISWC eligible’ by the blue circle, will remove those results from the graph. Clicking again will re-add them.

***Note** that anytime any of the parameters needed for the report changes, the “Show Graphs” button needs to be pressed again in order to generate the graph with the new parameters selected.

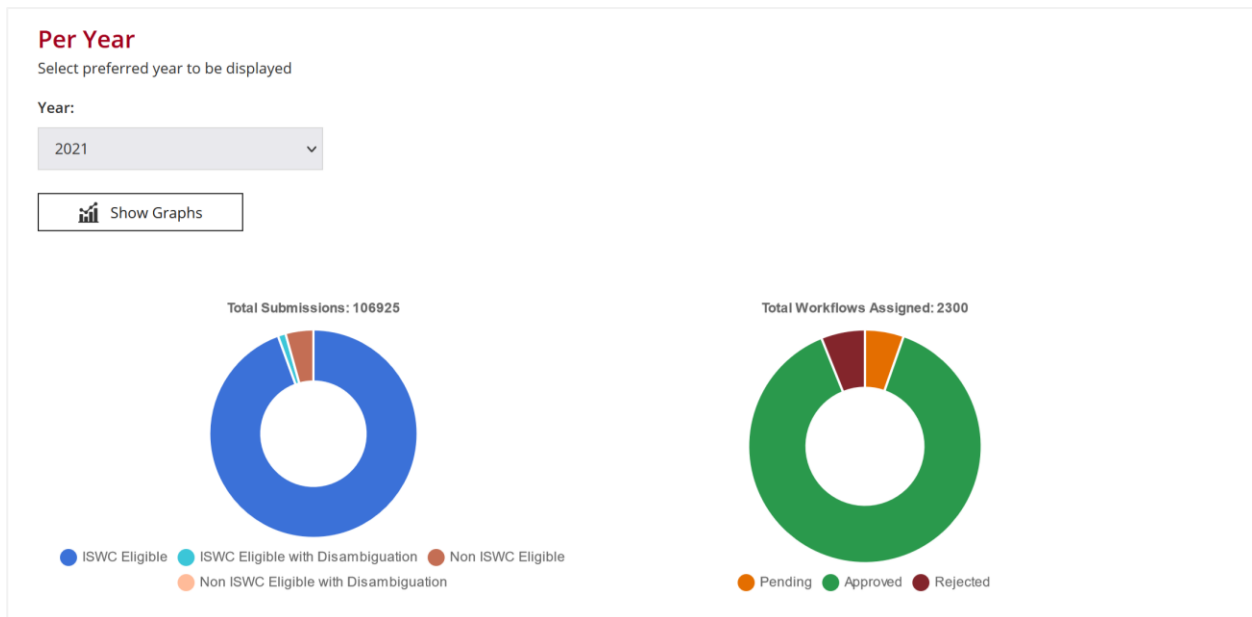


Figure 30 - Agency Statistics, Per Year

10.5 File Submission Audit

This report enables a society to review all file-based submissions made to the ISWC database within a specific set of selectable parameters.

The selectable parameters available are the following: "From" and "To" date range, Agency Name (Which is default to the current agency, but any other agency can be selected), and Transaction Source (Agency and Publisher).

Submission Audit
Agency Interest Extract
ISWC Full Extract
Agency Statistics
File Submission Audit
Publisher ISWC Tracking
Potential Duplicates

From Date: 01 / 08 / 2021
To Date: 15 / 11 / 2021
Agency Name: IMRO
Transaction Source:
☒ Agency
☒ Publisher

Display List View

List View

1000 Results
Show 20 per page
< Prev
1 of 50
Next >

Date	Submitting Agency	Submitting Publisher	Submitted File Name	Status	Ack File Name	Ack Generated On	Processing Duration
Tue Aug 03 2021 14:44	128	285606836	128/Allocation/SA/In /ISWCP_2021-07-17T06-01-55_052_WCM_315_3.txt	✓	ISWCP_2021-08-03T13-48-08_315_SA_052.txt	Tue Aug 03 2021 14:48	4m 2s
Wed Aug 04 2021 17:02	128		128/In /uMztnAgqXWEhXZKKdZfYPuR.json	✓	ISWC20210804160301128315.json	Wed Aug 04 2021 17:03	50s
Wed Aug 04 2021 17:02	128		128/In /KVcjmfFeYcLuqKGkirjLifXal.json	✓	ISWC20210804160334128315.json	Wed Aug 04 2021 17:03	45s
Wed Aug 04 2021 17:04	128		128/In /IObRhUiMwXHUBHTmMPou.json	✓	ISWC20210804160554128315.json	Wed Aug 04 2021 17:05	1m 36s
Wed Aug 04 2021 17:05	128		128/In /JmTgOsTLwMncKrAcFjsELMGhKcyjm.json	✓	ISWC20210804160529128315.json	Wed Aug 04 2021 17:05	17s

Figure 30 – File Submission Audit

Once the desirable parameters are selected, press the “Display List View” button to view the report in an onscreen grid (limited to a max of 1000 rows).

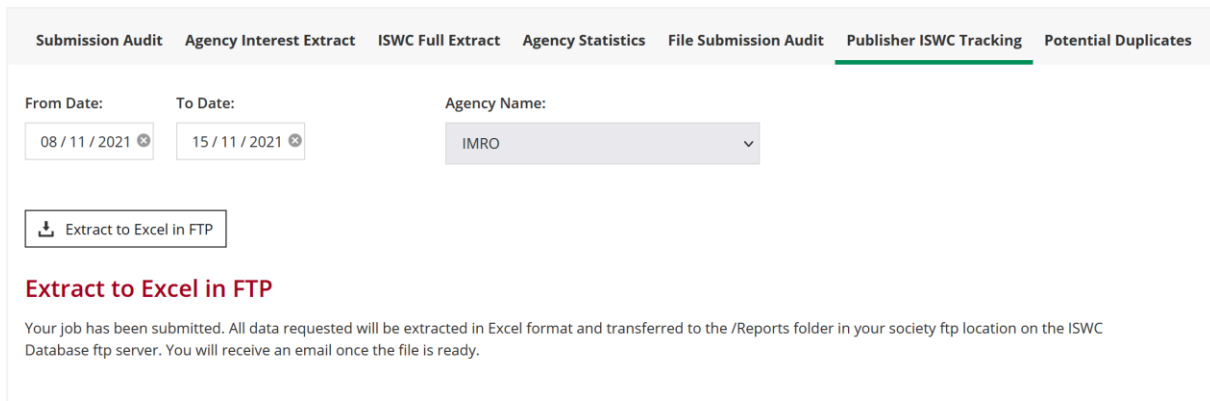
The fields included on the grid are the following: Date, Type, Submitting Agency, Submitting Publisher, Submitted File Name, Status, Ack File Name (Acknowledgement File Name), Ack Generated On (Date in which Acknowledgement file was generated) and Processing duration.

10.6 Publisher ISWC Tracking

This report enables a society to trigger the generation of an extract of ISWC allocation submissions made in the selected time period by publishers. For each ISWC allocated to a publisher, the extract will include the list of societies who made subsequent submissions and show whether or not their submission contained that ISWC number, indicated by either a ‘Yes’ or ‘No’ in the ‘Related Submission included ISWC’ field.


This report was set up to validate that the ISWC returned to a Publisher makes its way to the societies through their CWR ingestion process. For more simple analysis of ISWC Allocation Service submissions by publishers, the normal ‘Submission Audit’ report is recommended.

NOTE: When selecting an agency, the agency that is currently offering the IAS to the publisher in question must be selected. This may not necessarily be the agency running the report.



Submission Audit Agency Interest Extract ISWC Full Extract Agency Statistics File Submission Audit **Publisher ISWC Tracking** Potential Duplicates

From Date: 08 / 11 / 2021 To Date: 15 / 11 / 2021 Agency Name: IMRO

 Extract to Excel in FTP

Extract to Excel in FTP

Your job has been submitted. All data requested will be extracted in Excel format and transferred to the /Reports folder in your society ftp location on the ISWC Database ftp server. You will receive an email once the file is ready.

Figure 31 – Publisher ISWC Tracking

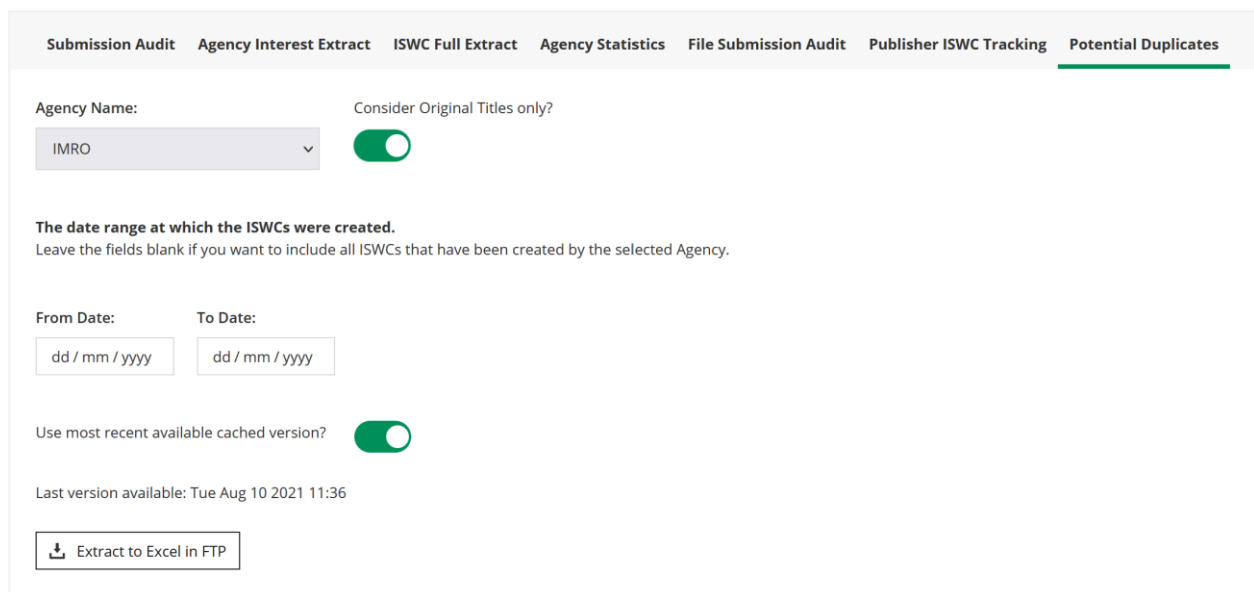
Pressing the “Extract to Excel in FTP” button will submit the data requested to be extracted in Excel format and transferred to the /Reports folder in your society location on the ISWC Database ftp server. An email will be sent once the file is ready.

10.7 Potential Duplicates

This report enables the generation of an extract with the list of potential duplicate submissions made to the ISWC database within a specific set of selectable parameters.

The selectable parameter available are the following: Agency Name (Which is default to the current agency, but any other agency can be selected), the option to consider only duplicated Original Titles and the date range at which the ISWCs were created.

***Note** that if you want to include all the ISWCs that have been created by the selected agency, just keep the date range fields blank.



Submission Audit Agency Interest Extract ISWC Full Extract Agency Statistics File Submission Audit Publisher ISWC Tracking **Potential Duplicates**

Agency Name: IMRO Consider Original Titles only? ☒

The date range at which the ISWCs were created.
Leave the fields blank if you want to include all ISWCs that have been created by the selected Agency.

From Date: dd / mm / yyyy To Date: dd / mm / yyyy

Use most recent available cached version? ☒

Last version available: Tue Aug 10 2021 11:36


 Extract to Excel in FTP

Figure 32 – Potential Duplicates

There are 2 options for the extract file that can be retrieved:

10.7.1 Extract Cached Version

This option is set up by default and will extract the most recent full extract file available in cached. The date of the latest version is shown on the screen.

10.7.2 Extract Non-Cached Version

This generates a new up-to-date extract of ISWC data. This option can be selected by deactivating the toggle in "Use most recent available cache version?"

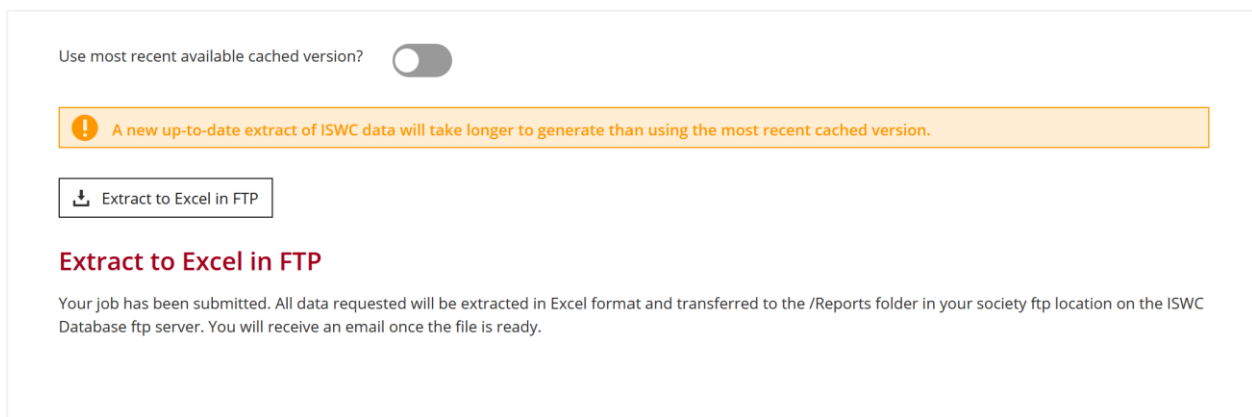


Figure 33 – Potential Duplicates, Non-Cached Version

***Note** that generating this version of the extract will take longer than using the most recent cached version.

When pressing the "Extract to Excel in FTP" button, it will submit the data requested to be extracted in Excel format and transferred to the /Reports folder in your society location on the ISWC Database ftp server. An email will be sent once the file is ready.

11 Portal Permissions

11.1 My Profile

Should a user be permitted access to further functionality, they can request permissions via the **My Profile** dropdown under the **Settings cog**.

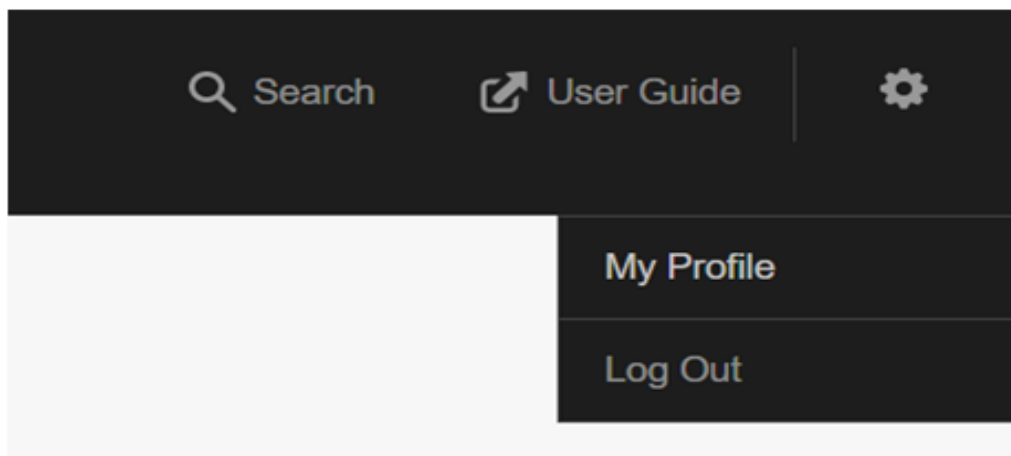


Figure 3 4- My Profile dropdown tab

Within **My Profile**, users can view their Username, Society Code/Name and all 'Assigned and Available Roles'. These include:

11.1.1 User Roles

- **SEARCH (Default Role):** Search menu is available with all sub options. Users who just have this role will have the New Submission, Workflows and Reports options hidden in the menu. "Update submission", "Add to merge list", "View Merge list", "Demerge here" and the "Agency Work Code" delete options will be hidden also.
- **UPDATE:** Makes the "New Submission" and "Workflows" options available in the menu. Also makes the "Update submission", "Add to merge list", "View Merge list", "Merge" / "Demerge" buttons and the "Agency Work Code" delete options available where applicable.
- **REPORT BASICS:** Makes the Reports option available in the menu. Users with just this role will have access to the following report options:
 - Submission Audit
 - Display List View
 - Display Error / Success
 - Agency Statistics
 - File Submission Audit
 - Other report options will be hidden.

**** Report Basics access must be granted to a user before they can apply for the advanced Report options.***

- **REPORT EXTRACTS:** This role will enable the following additional report options:
 - Submission Audit
 - Extract to Excel
 - ISWC Full Extract
 - Use most recent available (cached version cannot be switched)

- Extract to Excel
- Publisher ISWC Tracking
- **REPORT AGENCY INTEREST:** This role will enable the following additional report options:
 - Agency Interest Extract
- **REPORT ISWC FULL EXTRACT NOT CACHED:** This role will enable the user to switch off the "Use most recent available cached version" in the ISWC Full Extract report.
- **MANAGE ROLES:** This role will enable the user (CISAC or CISAC approved) to approve or reject new role requests or add/remove roles from users.

My Profile

Username:

Society Code / Name:

gema@ft.net

GEMA

Assigned and Available Roles:

Search

✓

Update	-	Request access
Report Basics	-	Request access
Report Extracts	-	(To assign this role the Report Basics role needs to be assigned first)
Report Agency Interest	-	(To assign this role the Report Basics role needs to be assigned first)
Report ISWC Full Extract Not Cached	-	(To assign this role the Report Basics role needs to be assigned first)
Manage Roles	-	Request access

Figure 35 - My Profile Assigned and Available roles

11.1.2 Request Permissions

Users request access for the desired role by selecting the relevant **Request Access** option. A text box will allow the user to include their **Reason for requesting access**.

Users should also email iswc.support@cisac.org to advise of the request.

The screenshot shows a modal window titled "Reason for requesting access:" with a close button (X) in the top right corner. Inside the modal, there is a text input field containing the text "I require the ability to make submissions to an ISWC...". Below the input field are two buttons: "Cancel" and "Submit Request".

In the background, the "Assigned and Available Roles:" dialog is visible. It has a search bar with a checkmark icon. Below the search bar is a table with the following rows:

Role	Assigned	Available
Search	✓	
Update	-	(Pending request)
Report Basics	-	Request access
Report Extracts	-	
Report Agency Interest	-	(To assign this role the Report Basics role needs to be assigned first)

Figure 36 - Example of Request Reason text

Once submitted, the desired request will display as **Pending Request**.

The screenshot shows the "Assigned and Available Roles:" dialog box. The table below shows the status of various roles:

Role	Assigned	Available
Search	✓	
Update	-	(Pending request)
Report Basics	-	Request access

Figure 37 – Pending Request view - User

11.2 Manage User Roles

The CISAC administrator can view all **Outstanding Access Requests** via the **Manage User Roles** dropdown under settings. Only CISAC, and society users granted the **Manage Roles** permission by CISAC, can access this option.

Within, they can view the following information relating to the user submitting the request: Username, Date, Role Requested, Reason.

The **Manage Roles** option allows them to **approve** or **decline** the request.

Manage User Roles

Outstanding Access Requests **Users in your Agency**

Below is the list of the current Outstanding Access Requests, you can Approve or Decline a request by clicking the "Manage Roles" button of each user.

Username	Date	Role Requested	Reason	
bmi@ft.net	Tue May 25 2021 12:40	Manage Roles		 Manage Roles
gema@ft.net	Mon May 31 2021 10:34	Update	I require the ability to make submissions to an ISWC...	 Manage Roles
sabam@ft.net	Fri May 21 2021 8:46	Report Basics	Please	 Manage Roles
sabam@ft.net	Fri May 21 2021 8:47	Manage Roles	Please	 Manage Roles

By clicking **Users in your Agency**, CISAC / Society Administrator can view the roles currently granted to all users affiliated with their agency (or in the case of CISAC, all users).

Example of IMRO UAT account:



Manage User Roles

Outstanding Access Requests **Users in your Agency**

Below is the list of all the existing users in your agency. You can manage the role of each user by clicking the "Manage roles" button which will take you to the users profile where you can assign or remove access for the different roles of that specific user.

Search by Username

2 Results Show 20 per page < Prev 1 of Next >

Username	Search	Update	Report Basics	Report Extracts	Report Agency Interest	Report ISWC Full Extract Not Cached	Manage Roles	
imro@ft.net	✓	✓	✓	✓	✓	✓	✓	 Manage Roles
rjimro@ft.net	✓	-	✓	✓	✓	-	-	 Manage Roles

2 Results Show 20 per page < Prev 1 of Next >