



# **GEMA SOUNDFILE UPLOAD MANUAL**

**Version: 7.3.0**

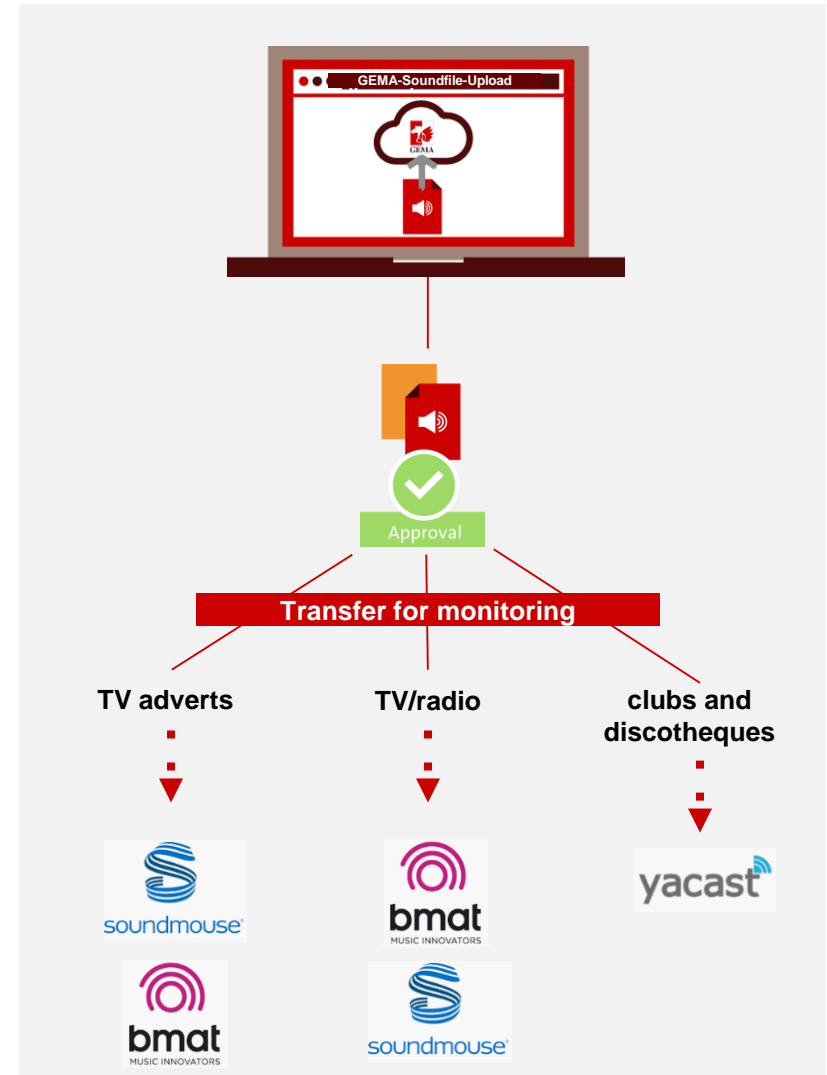
# GEMA SOUNDFILE UPLOAD

## OBJECTIVE OF THE GEMA SOUNDFILE UPLOAD

With the **GEMA soundfile upload**, you have the possibility to make soundfiles of works available to GEMA.

The soundfile upload portal acts as a central point of contact for our members with regards to the distribution of audio files of their works to all monitoring service providers in use.

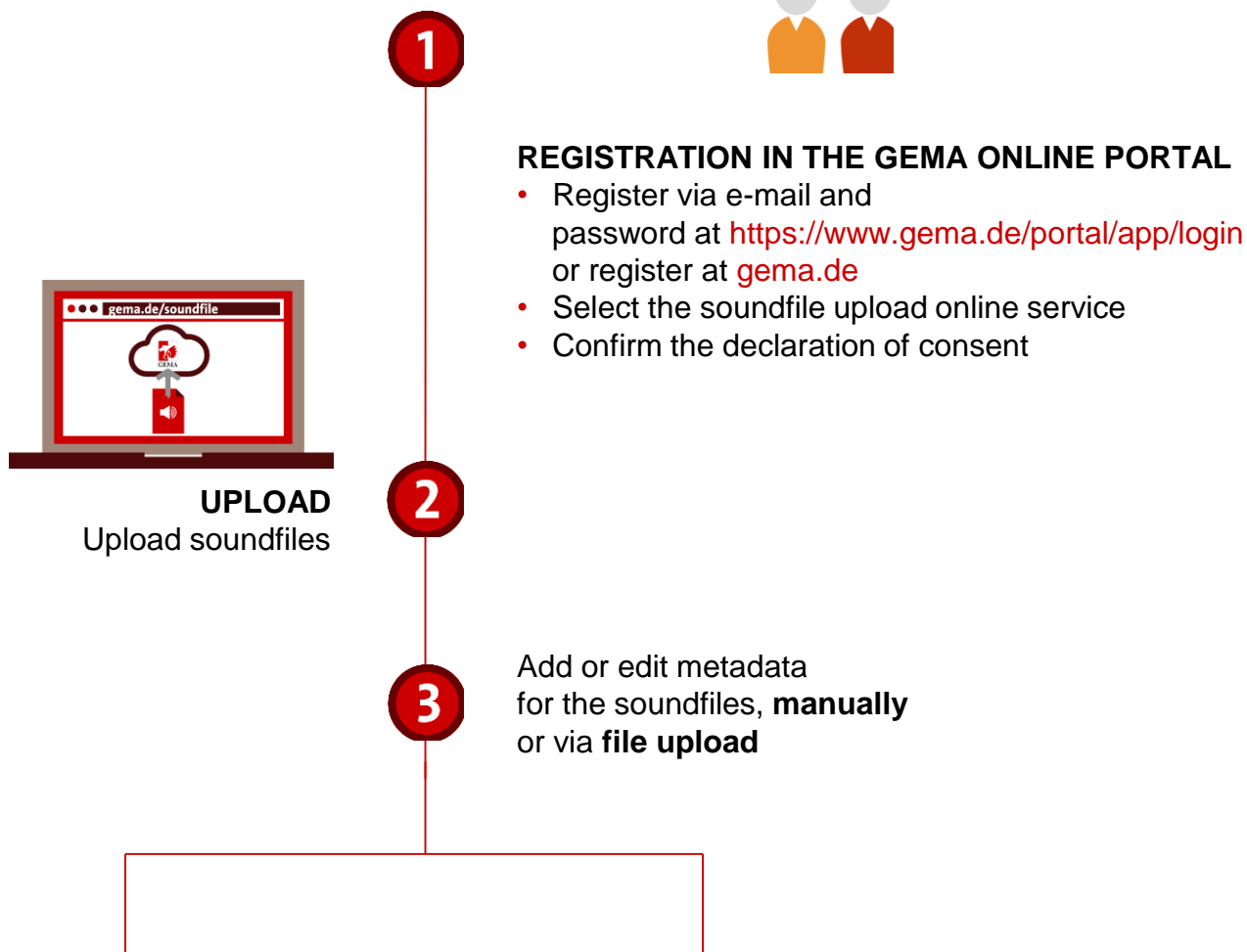
That way, a sustained provision of audio file and metadata transfers can be ensured in order to generate usage reports.



# GEMA SOUNDFILE UPLOAD

## PROCESS 1/2

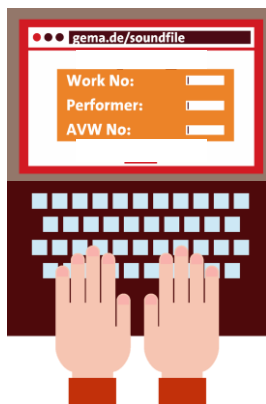
Step by step from the soundfile upload  
to the approval of audio files



# GEMA SOUNDFILE UPLOAD

## PROCESS 2/2

**EDIT**  
Manually search within the music-work-database and edit soundfile-data after



**A**

Add or amend metadata for the soundfiles, **manually** or via **metadata upload**

**B**

**EDIT**  
Metadata upload incl. Soundfile-Data

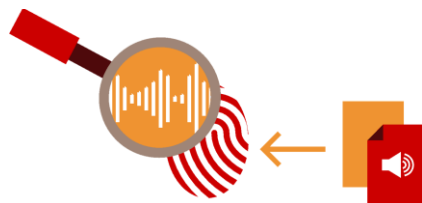


**System check**  
Have you completed all mandatory fields?



**4**

**APPROVAL**  
Release the soundfiles for monitoring use

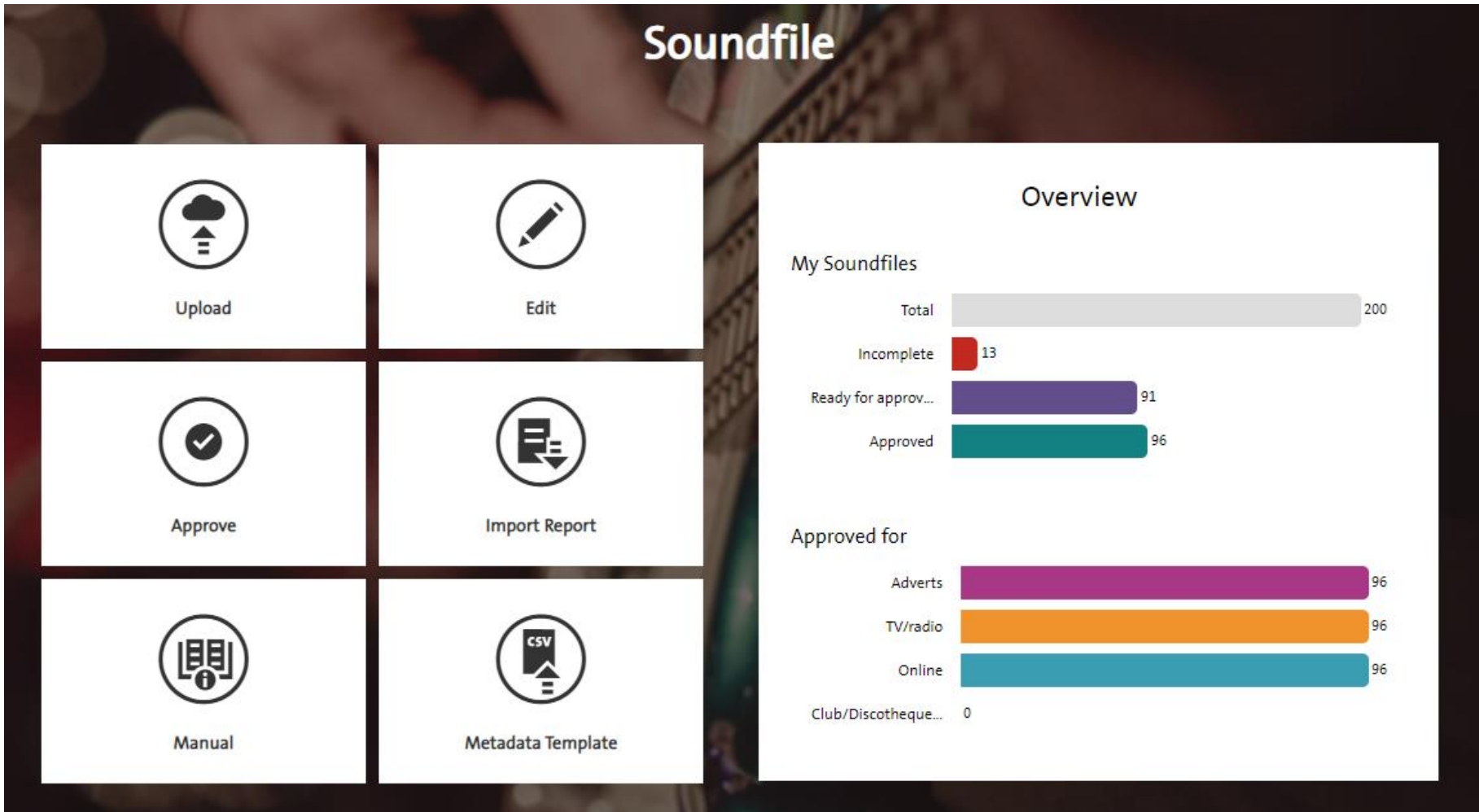


**5**

**DONE!**  
Soundfile and metadata are ready for audio fingerprinting

# GEMA SOUNDFILE-UPLOAD

## Overview of all functions of the soundfile upload service



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4. NOTES ON THE METADATA TEMPLATE
5. FEEDBACK

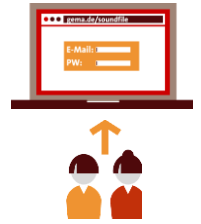
ANNEX: GLOSSARY

# 1. REGISTRATION AND SOUNDFILE UPLOAD PROCESS



# 1. REGISTRATION

## GEMA online portal login

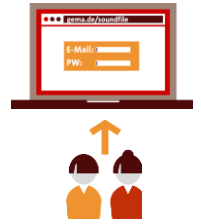


Go directly to the access  
resp. the login area via  
<https://www.gema.de/portal/app/login> or go to  
[www.gema.de](https://www.gema.de) and click  
on login

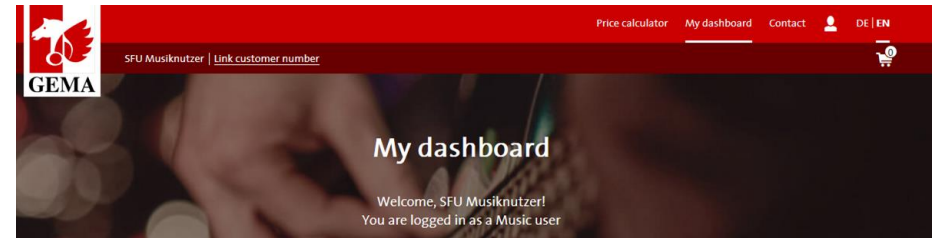
A screenshot of the GEMA online portal login page. The page has a red header bar with the GEMA logo on the left and navigation links (Price calculator, Register, Contact, LOGIN, DE, EN) on the right. The main content area has a dark background with a blurred image of hands playing a piano. In the center, there is a white login form with the title 'Login' and the instruction 'Please log in with your e-mail address and your password.' The form contains two input fields: 'E-mail address' and 'Password'. Below these fields is a red 'Login' button. At the bottom of the form, there are links for 'Not yet registered', 'or', 'Forgot password', and 'Forgot e-mail address'.



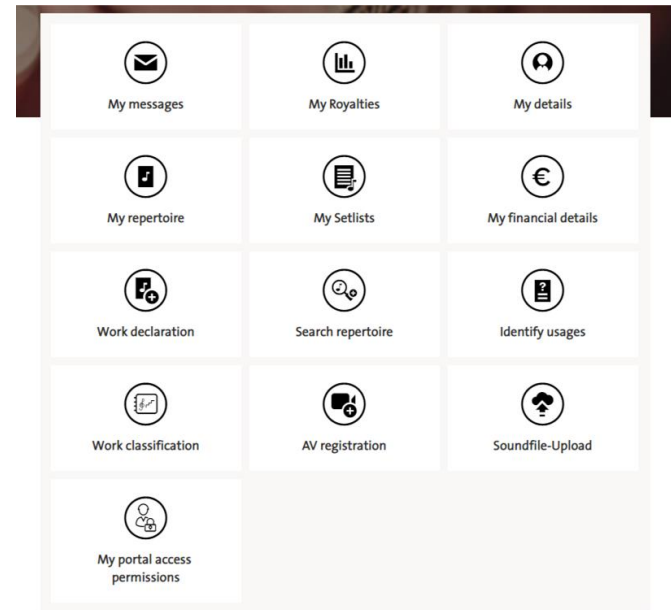
# 1. THE SOUNDFILE UPLOAD PROCESS



After logging in, you are in the **My Dashboard** area of the GEMA online portal

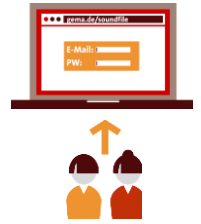


Navigate via the tile **soundfile upload** to the soundfile upload service



# 1. REGISTRATION

## Confirmation declaration wording



The GEMA wants to record more precisely the use of the works of its members. Thus, the GEMA offers its members the possibility to provide soundfiles of their works to GEMA by uploading the soundfiles via „Google Cloud Platform” and to store them in the Cloud provided by Google. For the purpose of the usage recording, GEMA is allowed transmit the soundfiles to a third-party provider.

The third-party provider will use the transmitted data to complete usage data, which are already available to GEMA, with missing information of the musical works (Audiofingerprinting-Monitoring) and to identify the uses of musical works, which have not yet been identified (Webcrawling).

## 2. UPLOAD OF SOUNDFILES



## 2. UPLOAD VON SOUNDFILES

### Soundfile quality requirements

#### Format

\***wav** (PCM, 16Bit/ 48 bzw.  
44,1 kHz)

or

\***mp3** (320 kbps)

#### Content

Only one work per audio  
file

Without voice-over


## 2. UPLOAD OF SOUNDFILES

### Upload of files via the folder structure



After clicking on **choose file**, the folder structure will open so that you can select and upload files.

### Upload



Drop files here

Choose a file

Next

Please click on "next" button once you have uploaded your files in order to amend your soundfiles via the manual edit function with the relevant mandatory details and to approve them.

You can automatically edit your soundfiles by uploading metadata (csv files) via the metadata upload.

| Player ▶ | File name | Status ⓘ | Delete |
|----------|-----------|----------|--------|
|----------|-----------|----------|--------|



## 2. UPLOAD OF SOUNDFILES

### Upload of files via drag and drop



You can also click on one or several files via the **drag and drop function** and move them across into the drag and drop field by keeping the left mouse button pressed down.

### Upload

  
**sample.mp3**  
Drop files here  
Choose a file

Next

Please click on "next" button once you have uploaded your files in order to amend your soundfiles via the manual edit function with the relevant mandatory details and to approve them.

You can automatically edit your soundfiles by uploading metadata (csv files) via the metadata upload.

| Player ▶ | File name | Status ⓘ | Delete |
|----------|-----------|----------|--------|
|          |           |          |        |


## 2. UPLOAD OF SOUNDFILES



The soundfile has been uploaded

By clicking the **next** button, you reach the **edit and approve** page where you can manually edit the metadata.

### Upload



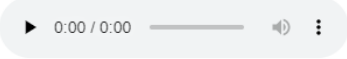

Drop files here

Choose a file

Next

Please click on "next" button once you have uploaded your files in order to amend your soundfiles via the manual edit function with the relevant mandatory details and to approve them.

You can automatically edit your soundfiles by uploading metadata (csv files) via the metadata upload.

| Player ▶   | File name   | Status ⓘ   | Delete   |
|--|-------------|------------|--|
|  | datei51.mp3 | Incomplete |  |

## 3.1 EDIT - MANUALLY









## 2.1 EDIT - MANUALLY




The status of the soundfile remains “incomplete” for as long as the mandatory fields of the soundfile have not been filled in.

**Edit and Approve**

Search Date field filter show all Status filter show all

| <input type="checkbox"/> | File name ↑ | Title | Author | Work Number | ISWC | Last Update      | Status     | Activity  |
|--------------------------|-------------|-------|--------|-------------|------|------------------|------------|---|
| <input type="checkbox"/> | datei50.mp3 |       |        |             |      | 23/02/2021 08:00 | Incomplete |   |
| <input type="checkbox"/> | datei51.mp3 |       |        |             |      | 23/02/2021 08:00 | Incomplete |   |

1 Work search — 2 Soundfile information — 3 Approval

- In order to complete a soundfile with metadata, the symbol edit  must be selected on the **edit and approve** page.
- During the process of adding the metadata and approving the file, a workflow in three steps supports you: Work allocation, soundfile information and approval

# 3.1 EDIT - MANUALLY

## Worksearch



☐ datei51.mp3 23/02/2021 08:00 Incomplete ✕ 🗑️

1 Work search

2 Soundfile information

3 Approval

+ Interested party

### Search the work to the soundfile with:

- work number (GEMA **Work number** + optional **Work version number**, example: **1234567890-001**)
- ISWC
- Title

### In order to limit the results, participants can be added

- composer
- author (lyricist)
- arranger
- performer

### Note:

- You can only search for values which have been documented at GEMA.
- **Newly registered** works usually become visible in the work assignment within a few days.

# 3.1 EDIT - MANUALLY

## Work search - Work found



When you have found your work, please select it by using the button on the left. Then continue with "Next"

Work number: 1234567890-001 ×

+ Interested party

Search suggestions of your data

Work number: 1234567890-001

Title: Bereits gemeldetes GEMA-Werk

Name Urheber

| Title  | Interested Parties           | Work number                 |
|--|------------------------------|-----------------------------|
| <div><div><input checked="" type="radio"/></div><div>Bereits gemeldetes GEMA-Werk</div><div><span>^</span></div></div> |                              |                             |
| Original title:  | BEREITS GEMELDETES GEMA-WERK | Work number: 1234567890-001 |
| Alternative title / Sentence specification:  |                              | Composers: NAME URHEBER     |
| Work status:   | -                            |                             |
| Work type:   | MANUAL INPUT                 |                             |
| Version indicator:   | -                            |                             |
| Remarks:   |                              |                             |

Cancel

Next

# 3.1 EDIT - MANUALLY

## Work search - Work not found



If you have **not found** your work, you have the possibility to submit your work data manually. To do this, please click the link "**Work not found / manual entry**", which is displayed below the search results.

Your search returned no results.

Reset search

Work not found / manual Input

The work data are **subsequently** checked internally, by the system.  
Important: For work registrations please use our service “work registration” in the online portal

# 3.1 EDIT - MANUALLY

## Work not found - manual entry

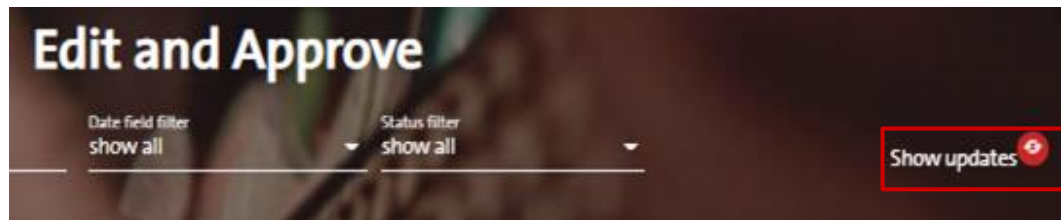
To submit a work that has already been registered with GEMA,  
please enter your **GEMA-Work number**,  
as well as **title** and **author**.

All other information is optional.

Please confirm with "Add".

In order to see the work in the sound file after successful input  
please select "Show updates" in the menu above.

See info update button



Add Workdata ⓘ

☐ Work of others / of no collecting society

Work number\*  
1234567890-001

ISWC

Title\*  
already registered GEMA-work

+ Alternative title

Author\*  
Name Author

Role  
Composer

+ Author

Publisher

Role

+ Publisher

Cancel

Add

# 3.1 EDIT - MANUALLY

## Work not found - manual entry



To submit a work from **another collecting society** please select the appropriate collecting society from the list of collecting societies and add at least **ISWC**, **title** and **author**.

To submit a work **without the participation of a collecting society**, please select the value "none" from the list of collecting societies and add at least **title** and **author**.

Add Workdata ⓘ

☒ Work of others / of no collecting society

Name of collecting society\*  
AKM

ISWC\*  
T1234567890

Title\*  
work of other collecting society

+ Alternative title

Author\*  
Name Urheber

Role  
Composer

Add Workdata ⓘ

☒ Work of others / of no collecting society

Name of collecting society\*  
none

Work number  
777777777-001

Title\*  
without the participation of a collecting society

+ Alternative title

Author\*  
Name Author

Role  
Composer

# 3.1 EDIT - MANUALLY

## Soundfile information



Apart from the mandatory details regarding commissioned compositions, it is optional to add further details on the track and **albums/releases** and/or **audiovisual productions**.

You can save your entries by using the button

| File name                | Title     | Author | Work number  | ISWC | Last Update      | Status     | Activity |
|--------------------------|-----------|--------|--------------|------|------------------|------------|----------|
| <input type="checkbox"/> | date1.mp3 |        | 00000001-001 |      | 11/03/2021 12:38 | Incomplete |          |

1 Work search

2 Soundfile information

3 Approval

Track

is the work part of a commissioned composition?\* ☐ Yes ☒ No

☐ Production Library Music

Title

Alternative title

Version

Performer name

Performer role

Performer

ISRC

Alternative ISRC

Track ID

Track duration

Genre

Mood

Release date

\*required fields

+ Add Album/Release

+ Add audiovisual production

Cancel

Next

# 3.1 EDIT - MANUALLY

## Give/ Edit approval



|                          |             |        |                       |              |                  |                    |  |  |  |
|--------------------------|-------------|--------|-----------------------|--------------|------------------|--------------------|--|--|--|
| <input type="checkbox"/> | datei51.mp3 | SUMMER | MUSTERMANN,<br>MAX... | 00000000-001 | 23/02/2021 21:37 | Ready for approval |  |  |  |
|--------------------------|-------------|--------|-----------------------|--------------|------------------|--------------------|--|--|--|

1 Work search ————— 2 Soundfile information ————— 3 Approval

With approval, I declare that I stated the information about the sound files correctly and that I checked the added work information. The sound files may be used for the monitoring of the following use of music:

- ☒ TV/radio programmes
- ☒ adverts
- ☒ online services
- ☐ clubs/discotheques

With regard to the uploaded sound files, the uploader indemnifies GEMA against all claims by third-parties. Uses beyond the named purposes, especially a commercial use, are not allowed and not covered by this indemnity.

Cancel

Approve

- The selection made will control the transfer of the soundfiles to the service provider in question (at least one function must be selected)
- Individual usages can be selected or deselected at any time
- With the button **save approval** the soundfile transfer is confirmed



# 3.1. APPROVAL

## Approval given



# Edit and Approve

Search

reset search

Date field filter  
show all

Status filter  
Approved

|                          |             |        |                       |              |      |                  |          |          |
|--------------------------|-------------|--------|-----------------------|--------------|------|------------------|----------|----------|
| <input type="checkbox"/> | File name   | Title  | Author                | Work Number  | ISWC | Last Update      | Status   | Activity |
| <input type="checkbox"/> | datei51.mp3 | SUMMER | MUSTERMANN,<br>MAX... | 00000000-001 |      | 23/02/2021 21:58 | Approved |          |

Items per page: 25

1 – 1 of 1

< >

- The approval is confirmed if the declaration of consent has been granted
- The soundfile status changes to **approve** and the symbol is now **red**
- GEMA now transfers the soundfile incl. metadata to the monitoring service provider and is ready for audio fingerprinting

## 3.2 EDIT - METADATA UPLOAD



## 3.2 EDIT - METADATA UPLOAD

### Process



With the metadata upload, different data for work, track, audiovisual production and album/ release can be added or changed for lots of sound files. During the import, a work search is executed.

#### Process:

1. Upload soundfiles under **upload** (Filenames of the soundfiles must be unique)
2. Complete and upload metadata template (csv file) under **upload**
3. Check the import report for the metadata upload under **import report**
4. Check work allocation after the metadata upload.
5. Approve successfully uploaded soundfiles under **edit and approve**

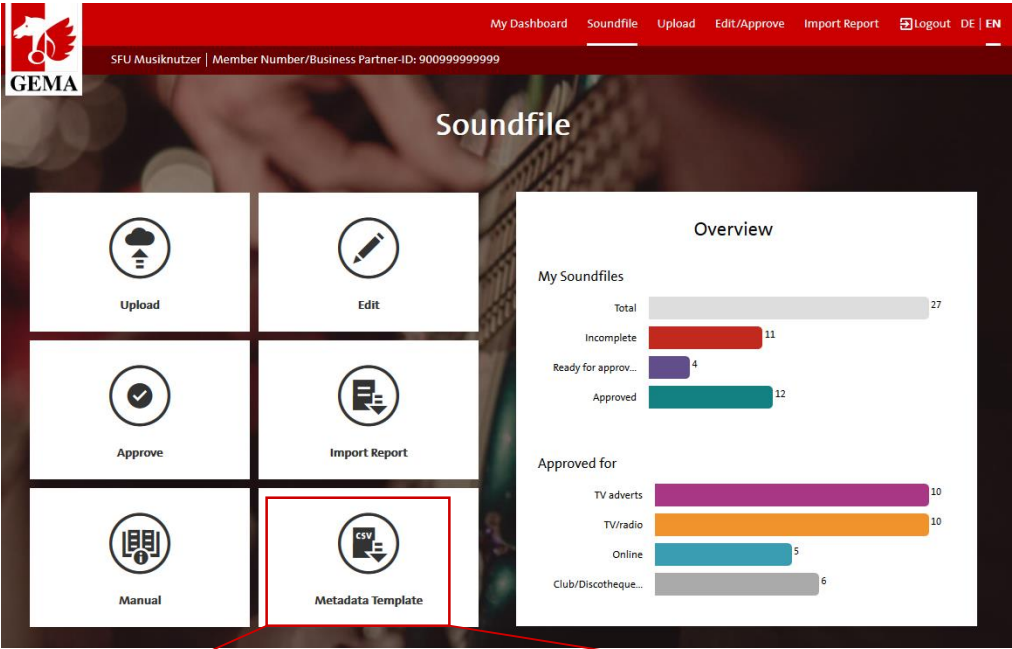
# 3.2 EDIT - METADATA UPLOAD

## Download metadata template



You can download the template for the metadata upload via the **metadata template** tile

As soon as you have filled the **metadata template** with the metadata of your soundfiles, you can upload them in the **upload** area.



|    | A            | B             | C            | D           | E             | F            | G              | H | I    |
|----|--------------|---------------|--------------|-------------|---------------|--------------|----------------|---|------|
| 1  | soundfile_na | library_folde | sublibrary_s | track_title | alternative_t | track_versio | gema_work_iswc |   | isrc |
| 2  |              |               |              |             |               |              |                |   |      |
| 3  |              |               |              |             |               |              |                |   |      |
| 4  |              |               |              |             |               |              |                |   |      |
| 5  |              |               |              |             |               |              |                |   |      |
| 6  |              |               |              |             |               |              |                |   |      |
| 7  |              |               |              |             |               |              |                |   |      |
| 8  |              |               |              |             |               |              |                |   |      |
| 9  |              |               |              |             |               |              |                |   |      |
| 10 |              |               |              |             |               |              |                |   |      |
| 11 |              |               |              |             |               |              |                |   |      |

## 3.2 EDIT - METADATA UPLOAD

### Complete the metadata template



- One row is completed per dataset (metadata of a soundfile) in the metadata template
- In order to add a work, the following work details are recommended:
  - **gema\_work\_number** (incl. Work version number) optional plus track\_title
  - or **iswc** optional plus track\_title
  - or **track\_title** and **work\_author** or **work\_publisher**
- Other mandatory field is:
  - **commissioned\_type**
- Optional fields are shown in 5. Notes on the metadata template

## 3.2 EDIT - METADATA UPLOAD

Complete the metadata template: examples minimum



Input csv file

| soundfile_name | library | sublibrary | track_title | alternat | track | gema_work_number | iswc         | isrc | track_id | track_du | track_first | commissioned_type | work_author      |
|----------------|---------|------------|-------------|----------|-------|------------------|--------------|------|----------|----------|-------------|-------------------|------------------|
| datei1.mp3     |         |            |             |          |       | 000001-001       |              |      |          |          |             | ard               |                  |
| datei2.mp3     |         |            | Musik 2     |          |       | 000002-001       |              |      |          |          |             | zdf               |                  |
| datei3.mp3     |         |            |             |          |       |                  | T00000000003 |      |          |          |             | commercial        |                  |
| datei4.mp3     |         |            | Musik 4     |          |       |                  | T00000000004 |      |          |          |             | none              |                  |
| datei5.mp3     |         |            | Musik 5     |          |       |                  |              |      |          |          |             | plm               | Mustermann, Maxi |

Our recommendation for an automatic match and a solid overview:

**track\_title** and **gema\_work\_number** (incl. Work version number)

## 3.2 EDIT - METADATA UPLOAD

### Upload order



Please check if the sound files are uploaded.

Wait until the data has been processed which is reflected by means of an info field with a link to the import report (this process may take a while longer depending on the data volume)

A screenshot of a web application's 'Upload' section. At the top, the word 'Upload' is in white on a dark background. Below it is a large dashed box containing a cloud upload icon and the text 'Drop files here'. To the right of this box is an orange tab labeled 'CSV'. Below the dashed box is a 'Choose a file' button. To the right of the dashed box is a 'Next' button. Below these elements is a paragraph of text: 'Please click on "next" button once you have uploaded your files in order to amend your soundfiles via the manual edit function with the relevant mandatory details and to approve them.' followed by 'You can automatically edit your soundfiles by uploading metadata (csv files) via the metadata upload.' At the bottom is a table with four columns: 'Player' with a play icon, 'File name', 'Status' with an info icon, and 'Delete'.

| Player ▶ | File name | Status ⓘ | Delete |
|----------|-----------|----------|--------|
|----------|-----------|----------|--------|

#### Caution:

Every time a metadata file is uploaded, existing metadata for a sound file is overwritten. This does not apply to work allocations that have already been done.

## 3.2 EDIT - METADATA UPLOAD

### Import report page



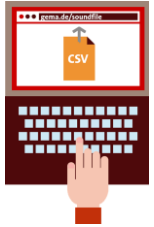
| Import Report |             |                  |            |                   |                          |  |
|---------------|-------------|------------------|------------|-------------------|--------------------------|--|
| Filter        |             |                  |            |                   |                          |  |
| File name     | Valid lines | Number of errors | Import     | Date ↑            | Import report            |  |
| manual.csv    | 5           | 0                | Successful | 23/02/2021 23:17  | <a href="#">download</a> |  |
| manual.csv    | 5           | 0                | Successful | 23/02/2021 23:18  | <a href="#">download</a> |  |
| R7work.csv    | 5           | 5                | Partial    | 24/02/2021 01:00  | <a href="#">download</a> |  |
| R7full_ok.csv | 0           | 1                | Rejected   | 24/02/2021 01:00  | <a href="#">download</a> |  |
| R7work.csv    | 5           | 5                | Partial    | 24/02/2021 01:01  | <a href="#">download</a> |  |
|               |             |                  |            | Items per page 25 | 51 – 55 of 55            |  |
|               |             |                  |            |                   | < >                      |  |

- On the **import report** page you can download and access your import reports
- The uploaded metadata templates (csv files) can be downloaded under **filename**
- The import column shows you whether your data set ingestion was **successful** (i.e. complete), **partial** or **rejected** (not ingested at all)



## 3.2 EDIT - METADATA UPLOAD

### Check the import report for the metadata



- The import report contains the following information:
  - Description of errors occurred during the use of the metadata upload format.
  - Info whether the work allocation based on the entered work details was successful.

Zeile/Row 2: Automatische Ergänzung Werkdaten: Die bereitgestellten Attribute führten zu einer automatischen Ergänzung der Werkdaten  
Bitte Überprüfen Sie die Ergänzungen vor der Freigabe. / The provided attributes enabled an automatic completion of the work data.  
Please check the additions before approval.

Zeile/Row 3: Pflichtfeldangabe Auftragskomposition (commissioned\_type) fehlt / Mandatory field entry commissioned composition  
(commissioned\_type) is missing

- Should any errors have occurred, please correct them and only place the edited template (csv file) in the folder area again (you do not need to re-upload your soundfiles).
- You can retrieve your import reports under **import report** at any time.

## 3.2 EDIT - METADATA UPLOAD

Check work allocation after the metadata upload



| Edit and Approve                 |             |         |                               |             |                           |                  |                    |          |
|----------------------------------|-------------|---------|-------------------------------|-------------|---------------------------|------------------|--------------------|----------|
| Search                           |             |         | Date field filter<br>show all |             | Status filter<br>show all |                  |                    |          |
| <input type="checkbox"/>         | File name ↑ | Title   | Author                        | Work Number | ISWC                      | Last Update      | Status             | Activity |
| <input type="checkbox"/>         | datei1.mp3  | MUSIK 1 | MUSTERMANN, MA...             | 000001-001  | T0000000001               | 23/02/2021 11:18 | Ready for approval |          |
| <input type="checkbox"/>         | datei2.mp3  | MUSIK 2 | MUSTERMANN, MA...             | 000002-002  | T0000000002               | 23/02/2021 11:18 | Ready for approval |          |
| <input type="checkbox"/>         | datei4.mp3  | MUSIK 4 | MUSTERMANN, MA...             | 000002-004  | T0000000004               | 23/02/2021 11:17 | Ready for approval |          |
| <input type="checkbox"/>         | datei5.mp3  | Musik 5 | Mustermann, Max...            |             |                           | 23/02/2021 11:15 | Incomplete         |          |
| Items per page 25 1 - 4 of 4 < > |             |         |                               |             |                           |                  |                    |          |

- If the work allocation was successful, the soundfiles in question will be shown with the status **ready for approval** with the enhanced GEMA work details.
- Work details that have been uploaded can be accessed after opening the detailed view under the step **work search** as a chip

## 2.2 EDIT - METADATA UPLOAD

### Check work allocation after the metadata upload



### Edit and Approve

Search Date field filter show all Status filter show all

| <input type="checkbox"/> | File name ↑ | Title   | Author             | Work Number | ISWC        | Last Update      | Status             | Activity |
|--------------------------|-------------|---------|--------------------|-------------|-------------|------------------|--------------------|----------|
| <input type="checkbox"/> | date1.mp3   | MUSIK 1 | MUSTERMANN, MA...  | 000001-001  | T0000000001 | 23/02/2021 11:18 | Ready for approval |          |
| <input type="checkbox"/> | date2.mp3   | MUSIK 2 | MUSTERMANN, MA...  | 000002-002  | T0000000002 | 23/02/2021 11:18 | Ready for approval |          |
| <input type="checkbox"/> | date4.mp3   | MUSIK 4 | MUSTERMANN, MA...  | 000002-004  | T0000000004 | 23/02/2021 11:17 | Ready for approval |          |
| <input type="checkbox"/> | date5.mp3   | Musik 5 | Mustermann, Max... |             |             | 23/02/2021 11:15 | Incomplete         |          |

1 Work search — 2 Soundfile information — 3 Approval

Title: Musik 5 Mustermann, Maxi + Interested party

Search suggestions of your data

Title: Musik 5 Mustermann, Maxi

- If no work or several works were found during the metadata upload with regards to the work details you provided, the status remains **incomplete** and you see your work details in the overview.
- You can repeat the metadata upload or carry out the search via the manual work allocation function.
- For the search, your work details are available to select or deselect as chips. It is also possible to search with additional or new details.

## 3.2 EDIT - METADATA UPLOAD

Ready for approval



# Edit and Approve

Search




Date field filter
















show all

Status filter

show all



Selected: 5



| <input checked="" type="checkbox"/> | File name ↑ | Title   | Author             | Work Number | ISWC        | Last Update      | Status             | Activity  |
|-------------------------------------|-------------|---------|--------------------|-------------|-------------|------------------|--------------------|---|
| <input checked="" type="checkbox"/> | datei1.mp3  | MUSIK 1 | MUSTERMANN, MA...  | 000001-001  | T0000000001 | 23/02/2021 11:18 | Ready for approval |    |
| <input checked="" type="checkbox"/> | datei2.mp3  | MUSIK 2 | MUSTERMANN, MA...  | 000002-002  | T0000000002 | 23/02/2021 11:18 | Ready for approval |    |
| <input checked="" type="checkbox"/> | datei3.mp3  | MUSIK 3 | MUSTERMANN, MA...  | 000002-003  | T0000000003 | 23/02/2021 11:17 | Ready for approval |    |
| <input checked="" type="checkbox"/> | datei4.mp3  | MUSIK 4 | MUSTERMANN, MA...  | 000002-004  | T0000000004 | 23/02/2021 11:17 | Ready for approval |    |
| <input checked="" type="checkbox"/> | datei5.mp3  | MUSIK 5 | MUSTERMANN; MAX... | 000005-001  | T0000000005 | 23/02/2021 11:15 | Ready for approval |    |

Items per page 25

1 – 5 of 5



Next: Multi-edit- Approval

## 3.2 EDIT - METADATA UPLOAD

### Metadata Refresh



# Edit and Approve

Search

Date field filter  
show all

Status filter  
Incomplete

Show updates

reset search

| <input type="checkbox"/> | File name     | Title        | Author | Work Number | ISWC | Last Update      | Status     | Activity |
|--------------------------|---------------|--------------|--------|-------------|------|------------------|------------|----------|
| <input type="checkbox"/> | musik (8).mp3 | neuer Titel2 |        |             |      | 19/01/2021 10:28 | Incomplete |          |
| <input type="checkbox"/> | musik (3).mp3 | neuer Titel2 |        |             |      | 19/01/2021 10:28 | Incomplete |          |
| <input type="checkbox"/> | musik (9).mp3 | neuer Titel2 |        |             |      | 19/01/2021 10:28 | Incomplete |          |

In the overview, you will only be shown the data you changed once you press the button **show updates**

## 3.3 Multi-Edit



# 3.3 MASSENAKTIONEN

## Choose several soundfiles



**Editieren und Freigeben**

Suche \_\_\_\_\_ Datumsfeld Filter alle anzeigen Status Filter alle anzeigen

Ausgewählt: 5 Alle meine Soundfiles auswählen

| <input checked="" type="checkbox"/> | Dateiname   | Titel | Urheber | Werknummer | ISWC | Letzte Änderung  | Status        | Aktion |
|-------------------------------------|-------------|-------|---------|------------|------|------------------|---------------|--------|
| <input checked="" type="checkbox"/> | datei17.mp3 |       |         |            |      | 23.02.2021 15:26 | Unvollständig |        |
| <input checked="" type="checkbox"/> | datei19.mp3 |       |         |            |      | 23.02.2021 15:26 | Unvollständig |        |
| <input checked="" type="checkbox"/> | datei16.mp3 |       |         |            |      | 23.02.2021 15:26 | Unvollständig |        |
| <input checked="" type="checkbox"/> | datei21.mp3 |       |         |            |      | 23.02.2021 15:26 | Unvollständig |        |
| <input checked="" type="checkbox"/> | datei11.mp3 |       |         |            |      | 23.02.2021 15:54 | Unvollständig |        |

Items pro Seite 5 26 – 30 of 39 < >

You can choose several files via checkbox.

## 3.3 MULTI-EDIT

### Choose all soundfiles



**Edit and Approve**

Search Date field filter show all Status filter show all

Selected: 39 Select all my soundfiles

| <input checked="" type="checkbox"/> | File name   | Title | Author | Work Number | ISWC | Last Update      | Status     | Activity |
|-------------------------------------|-------------|-------|--------|-------------|------|------------------|------------|----------|
| <input checked="" type="checkbox"/> | datei17.mp3 |       |        |             |      | 23/02/2021 15:26 | Incomplete |          |
| <input checked="" type="checkbox"/> | datei19.mp3 |       |        |             |      | 23/02/2021 15:26 | Incomplete |          |
| <input checked="" type="checkbox"/> | datei16.mp3 |       |        |             |      | 23/02/2021 15:26 | Incomplete |          |
| <input checked="" type="checkbox"/> | datei21.mp3 |       |        |             |      | 23/02/2021 15:26 | Incomplete |          |
| <input checked="" type="checkbox"/> | datei11.mp3 |       |        |             |      | 23/02/2021 15:54 | Incomplete |          |

Items per page 5 26 – 30 of 39

- Clicking on the **box** in the header selects all sound files of a page.
- By selecting **choose all my soundfiles**, the soundfiles of the remaining pages will be added. The number of the selected data sets is then updated immediately.
- Marked sound files can then be **edited**, **deleted** or **approved** at the same time.



# 3. MULTI-EDIT

## Edit



**Edit and Approve**

Search  Date field filter show all  Status filter show all

Selected: 5 Select all my soundfiles

| <input checked="" type="checkbox"/> | File name  | Title | Author | Work Number | ISWC | Last Update      | Status     | Action                 |
|-------------------------------------|------------|-------|--------|-------------|------|------------------|------------|------------------------|
| <input checked="" type="checkbox"/> | datei2.mp3 |       |        |             |      | 24/02/2021 07:57 | Incomplete | Track                  |
| <input checked="" type="checkbox"/> | datei8.mp3 |       |        |             |      | 24/02/2021 07:57 | Incomplete | Album/Release          |
| <input checked="" type="checkbox"/> | datei6.mp3 |       |        |             |      | 24/02/2021 07:57 | Incomplete | Audiovisual production |
| <input checked="" type="checkbox"/> | datei5.mp3 |       |        |             |      | 24/02/2021 07:57 | Incomplete |                        |
| <input checked="" type="checkbox"/> | datei7.mp3 |       |        |             |      | 24/02/2021 07:57 | Incomplete |                        |

Items per page 5  1 – 5 of 8

- When you edit several soundfiles at once, you must select the area where the edits should be carried out.

## 3.3 MULTI-EDIT Edit

This screenshot shows the 'Edit and Approve' interface. At the top, there's a search bar and two filters: 'Date field filter show all' and 'Status filter show all'. Below this, a table lists soundfiles with columns for File name, Title, Author, Work Number, ISWC, Last Update, Status, and Activity. A modal window titled 'Work search for 5 of 5 soundfiles' is open, featuring a search input field with a magnifying glass icon, a '+ Interested party' button, and 'Cancel' and 'Save 5 of 5 soundfiles' buttons at the bottom.This screenshot shows the 'Soundfile information / Track edit 5 of 5 soundfiles' modal. It contains several form fields: 'Is the work part of a commissioned composition?' with 'Yes' and 'No' radio buttons; 'Alternative title' with a plus icon; 'Version' with a dropdown arrow; 'Performer name' and 'Performer role' fields; 'ISRC' and 'Alternative ISRC' fields with plus icons; 'Track ID' with a plus icon; 'Track duration', 'Genre', 'Mood', and 'Release date' fields; and a 'Delete all existing track information' checkbox. At the bottom right, there's a 'required fields' note and an 'Edit 5 of 5 soundfiles' button. A 'Cancel' button is at the bottom left.

- You get a view of how many chosen files can be edited. The numbers differ in case where you have selected soundfiles there have already been approved.
- Work allocations can only be edited.
- For tracks, only the filled-in fields are saved for all soundfiles after confirming the edit button. If you want to delete or overwrite original fields in your sound files, please check the box in front of the edit button.

## 3.3 MULTI-EDIT Edit



**Edit and Approve**

Search Date field filter show all Status filter show all

Selected: 5

**Audiovisual productions edit for 5 of 5 soundfiles**

Audiovisual production

AVW-Number  Title  Alternative title  AV Producer-ID

☐ Delete all existing audiovisual production data

**Edit and Approve**

Search Date field filter Status filter

Selected: 5

**Album / Release edit for 5 of 5 Soundfiles**

Album/Release

Label  Album title  EAN  Genre

GVL label code  Alternative album title  UPC  Release date

GTIN14

Catalog number

GRid

Album track number

☐ Delete all existing album/release data

- Album/Releases and audiovisual productions can only be added to or deleted in full from a soundfile. To delete, please select the tick next to the edit button.

## 3.3 MULTI-EDIT Approval



The screenshot shows a web interface titled "Edit and Approve". At the top, there is a search bar and two filters: "Date field filter show all" and "Status filter show all". Below the filters, a table lists 5 selected soundfiles, each with a checkbox and a status of "Ready for approval". A modal dialog is open in the center, titled "Approval for 5 of 5 soundfiles:". The modal contains a list of purposes for which the soundfiles are being used, with checkboxes for "TV/radio programmes", "adverts", "online services", and "clubs/discotheques". Below this list, there is a paragraph of text regarding indemnification and a paragraph regarding data protection. At the bottom of the modal, there are two buttons: "Cancel" and "Save approval for 5 soundfiles".

Selected: 5

| File name  | Title |
|------------|-------|
| datei1.mp3 | MU    |
| datei2.mp3 | MU    |
| datei3.mp3 | MU    |
| datei4.mp3 | MU    |
| datei5.mp3 | MU    |

Approval for 5 of 5 soundfiles:

Die Verwendung von 5 von 5 ausgewählten Soundfiles für:

- ☒ TV/radio programmes
- ☒ adverts
- ☒ online services
- ☐ clubs/discotheques

With regard to the uploaded sound files, the uploader indemnifies GEMA against all claims by third-parties. Uses beyond the named purposes, especially a commercial use, are not allowed and not covered by this indemnity.

Moreover, I hereby agree that my personal data are transmitted for the purposes I have authorised to third-party provider. You will find further information at: [Data protection](#).

Cancel Save approval for 5 soundfiles

- Soundfiles in status **Ready for approval** can also be approved in bulk.

## 4. NOTES ON THE METADATA TEMPLATE



Back to “complete the  
metadata template”



# 4. NOTES ON THE METADATA TEMPLATE

## Mandatory details with example

| category    | column name              | mandatory | format   | format example          | description  |
|-------------|--------------------------|-----------|--|-------------------------|--|
| Soundfile   | <b>soundfile_name</b>    | J         | alphanumeric   | music.mp3               | Filename with file extension (e.g.: .mp3, .wav)                          |
|             | library_folder           | N         | alphanumeric, max. 100 characters                                    | /documents              | Name of the library, file folder directory or order key                  |
|             | sublibrary_subfolder     | N         | alphanumeric, max. 100 characters                                    | /documents/music        | Name of the library, file folder directory or order key on 2nd level.    |
|             |                          |           |  |                         |  |
| track/ work | <b>track_title</b>       | J *       | alphanumeric, max. 260 characters                                    | music track             | Title of the track/work  |
|             | alternative_track_titles | N         | alphanumeric, max. 260 characters                                    | alternative music track | alternative title of the track/work                                      |
|             | track_version            | N         | alphanumeric, max. 260 characters                                    | Full                    | Version of a track (e.g. Full, Mainversion)                              |
|             | <b>gema_work_number</b>  | J *       | GEMA work number 1-10 digits   | 4687888                 | GEMA work number<br>or GEMA work number with serial number               |
|             |                          |           | GEMA work number with serial number: 1-10 digits plus<br>"- 3 digits | 4687888-001             |  |
|             | iswc                     | N         | CNNNNNNNNNN oder   | T0000000010             | International Standard Musical Work Code                                 |
|             |                          |           | C-NNNNNNNNN-N oder   | T-000000001-0           |  |
|             |                          |           | C-NNN.NNN.NNN-N  | T-000.000.001-0         |  |
|             | isrc                     | N         | CCXXXYYNNNNN oder  | DEA239810012            | International Standard Recording Code                                    |
|             |                          |           | CC-XXX-YY-NNNNN  | DE-A23-98-10012         |  |
|             | track_id                 | N         | alphanumeric, max. 50 characters                                     | ABC-45781               | Unique ID of the recording (System/Internal)                             |
|             | track_duration           | N         | in seconds   | 253                     | duration of a track in seconds   |
|             | track_first_release_date | N         | JJJJ-MM-TT   | 2018-10-01              | Date of first publication of the recording                               |
|             | <b>commissioned_type</b> | J         | list   | zdf                     | Information as to whether the plant was composed in or without an order. |
|             | <b>work_author</b>       | J *       | Last name, first name max. 260 characters per column<br>(max. 6)     | Mustermann, Max         | Identifying originator (one originator per column)                       |
|             | work_publisher           | N         | name, max. 260 characters  | Mustermann, Max         | Publisher (one publisher per column)                                     |
|             | track_performer          | N         | Last name, first name, max. 260 characters                           | Mustermann, Max         | Artist of the recording (only one artist per column)                     |

[See Metadata Upload // work search](#)

Back to “complete the  
metadata template”



# 4. NOTES ON THE METADATA TEMPLATE

## Optional details with example

| category               | column name            | mandatory | format                            | format example     | description  |
|------------------------|------------------------|-----------|-----------------------------------|--------------------|--|
| audiovisual production |                        |           |                                   |                    |  |
|                        | av_title               | N         | alphanumeric, max. 260 characters | The music movie    | Title of an audiovisual production (feature film, series, commercial)    |
|                        | gema_avw_number        | N         | 1-10 digits                       | 45679925           | Audiovisual work number of GEMA  |
|                        | av_producer_product_id | N         | alphanumeric, max. 50 characters  | 1548966323         | ID for the audiovisual production of the producer                        |
| album/ release         |                        |           |                                   |                    |  |
|                        | album_title            | N         | alphanumeric, max. 260 characters | The album          | Album title  |
|                        | album_subtitle         | N         | alphanumeric, max. 260 characters | Second album title | Album sub title  |
|                        | album_catalog_number   | N         | alphanumeric, max. 20 characters  | FAC501             | Catalog number of the album  |
|                        | album_track_number     | N         | 1-3 digits                        | 23                 | Position number of a track on the named album                            |
|                        | upc                    | N         | 12 digits                         | 012345678905       | Universal Product Code   |
|                        | ean                    | N         | 13 digits                         | 7622200004607      | European Article Number  |
|                        | gtin14                 | N         | 14 digits                         | 23846183940586     | Global Trade Item Number   |
|                        | grid                   | N         | 18 characters                     | A12425GABC1234002M | Global Release Identifier, a unique identifier of a digital publication. |
|                        | album_release_date     | N         | JJJJ-MM-TT                        | 2018-10-01         | release date of the album  |
|                        | label_name             | N         | alphanumeric, max. 50 characters  | test label         | Name of the label under which the track/album was released               |
|                        | gvl_label_code         | N         | 3-8-digit                         | 13456              | Label code assigned by the GVL   |

## 4. NOTES ON THE METADATA TEMPLATE

- The list reflects the possible entries in the **commissioned\_type** field of the metadata template
- Each commissioned composition must correspond with one of the options shown below

| commissioned_type | description  |
|-------------------|--|
| none              | No own and commissioned production   |
| commercial        | Commissioned composition for product advertising   |
| cinema            | Commissioned compositions for cinema productions   |
| ard               | Commissioned compositions for all own and commissioned productions of programmes of the broadcasting organisations of the ARD, as well as commissioned/co-productions for KiKA, 3sat, arte, phoenix and the Funk service for which said broadcasting organisations are responsible. (exclusive Jingle for radio) |
| ard_jingle        | Jingle (commissioned compositions) for all ARD radio stations  |
| zdf               | Commissioned compositions for all own, commissioned and co-productions of the ZDF, ZDFneo, ZDFinfo, 3sat, KiKA, phoenix and arte as well as the Funk service.  |
| rtl               | Commissioned compositions for all own and commissioned productions of programmes of the RTL Germany media group: RTL, VOX, SRTL, among others.   |
| p7s1              | Commissioned compositions for all own and commissioned productions of programmes of the ProSiebenSat.1 SE: SAT.1, ProSieben, kabel eins, sixx, among others.   |
| rtl2              | Commissioned compositions for all own and commissioned productions of the RTL 2 Fernsehen GmbH & Co. KG  |
| disco             | Commissioned compositions for all own and commissioned productions of programmes of the Discovery Communications Deutschland GmbH & Co. KG: Animal Planet, Discovery Channel, DMAX, TLC, among others.   |
| dlf               | Commissioned compositions for all own and commissioned productions of the Deutschlandradio: DLF, DLFKULT, DLNOVA (exclusive Jingle for radio)  |
| dlf_jingle        | Jingle (Commissioned compositions) for all own and commissioned productions of the Deutschlandradio: DLF, DLFKULT, DLNOVA  |
| dw                | Commissioned compositions for all own and commissioned productions of programmes of: DW, DW Radio, DWDEU, DWENG, among others. (exclusive Jingle for radio)  |
| dw_jingle         | Jingle (commissioned compositions) for DW radio  |
| plm               | Production music (also referred to as library music or stock music) is music published in libraries which has been created specifically for the making of video and audio productions (documentaries, magazine programmes, feature films, games).  |

Back to “complete the metadata template”





## 4. NOTES ON THE METADATA TEMPLATE

### Multiple use of columns and structures

- The template provides up to three columns for **author**, **publisher** and **performer**. Additional columns are complemented by items 2 and 3: e.g. Work\_author2 and work\_author3. A column must be used for one person (only).
- The **audiovisual production** set consists of 3 columns. At the moment, 3 sets are available in the template. You can also expand a set individually, by continuing the number after the column name:  
e.g.: av\_title\_4; gema\_avw\_number4; av\_producer\_product\_id4
- Individual columns (IDs) can also be used several times e.g. for the gema\_avw\_number



## 5. FEEDBACK





## 5. FEEDBACK

**GEMA**

My Dashboard Soundfile Upload Edit/Approve Import Report Logout DE | EN

SFU Musiknutzer | Member Number/Business Partner-ID: 900999999999

### Soundfile

Upload

Edit

Approve

Import Report

Manual

Metadata Template

#### Overview

**My Soundfiles**

|                     |    |
|---------------------|----|
| Total               | 27 |
| Incomplete          | 11 |
| Ready for approv... | 4  |
| Approved            | 12 |

**Approved for**

|                     |    |
|---------------------|----|
| TV adverts          | 10 |
| TV/radio            | 10 |
| Online              | 5  |
| Club/Discotheque... | 6  |

Feedback

You can access the feedback questionnaire via the feedback banner on the right hand side of the soundfile upload

# CONTACTS/HOTLINE

## Contact

You can reach us by telephone.

Service hours:

Monday to Friday from 7–18 o'clock,  
weekends and holidays from 7–22 o'clock.

Phone: +49 (0) 30 58 9999 58

# **GEMA SOUNDFILE UPLOAD -GLOSSARY-**

# Glossary for the soundfile upload service

| Term                     | Explanation  |
|--------------------------|--|
| Commissioned composition | <p>A commissioned composition (also referred to as commissioned work) is a musical work which has been created based on the wishes and specifications of the commissioning party. The order may include cinema movies, feature films, series, documentaries, magazine programmes, commercials, radio plays or features, for example.</p> <p>The basis for commissioned compositions is always a contract which defines the product that is to be made. In most cases, the exploitation rights are assigned to the commissioning party.</p> |
| Audio fingerprint        | <p>Audio fingerprints are digital codes to characterise audio recordings and form the basis for music/work recognition. After the transfer to the monitoring service providers, it is created and linked to the relevant work and product details in their databases.</p>  |
| BMAT                     | <p>BMAT is a monitoring service provider from Barcelona which has been instructed by the public service broadcasters to help generate the usage reports for TV and radio via audio fingerprint monitoring.</p>   |
| CSV file                 | <p>CSV is the most widely used data format in order to exchange information (e.g. metadata on soundfiles) between two or more systems. With the help of our metadata template, metadata can be captured regarding already uploaded soundfiles and transferred to the upload area. The manual shows the exact procedure.</p>  |
| Drag & Drop              | <p>Soundfiles can be uploaded by way of the 'Drag &amp; Drop' function. Open the folder with your music works and drag them, while pressing down the left mouse button into the upload window provided for this purpose.</p>   |
| EAN                      | <p>European Article Number, 13 digits, (European version of the UPC).</p>  |

| Term                      | Explanation   |
|---------------------------|---|
| Release                   | <p>Uploaded files can only be used for monitoring once the relevant details on the work (e.g. author, work number, title) have been added. We refer to this process as 'approval'.</p> <p>As soon as all the mandatory fields for a soundfile have been completed, it can be approved for one of the following usage types:</p> <ul style="list-style-type: none"> <li>• Monitoring of music usage in TV adverts,</li> <li>• monitoring of music usage in TV/radio programmes or/and</li> <li>• monitoring of music usage in online services</li> </ul> |
| GEMA AVW Number (AVW No.) | A unique identifier assigned by GEMA for a specific audiovisual work (AVW) including all of the works used in it. AVWs are audiovisual productions such as films, episodes or commercials. The identifier is used, among other purposes, for the communication between broadcaster and GEMA in order to report usages.  |
| GEMA work code            | A unique identifier for a musical work registered with GEMA.  |
| GRID                      | Global Release Identifier, unique global ID for digital music releases.   |
| GTIN                      | Global Trade Item Number, extension of the EAN.   |
| Import report             | As soon as a metadata template (csv file) has been uploaded, a result report is generated for it which can be accessed in the online portal under the tab 'import report'. The result report shows which audio files of the csv file were amended successfully and which ones were not. In the case of errors, the row with the invalid fields will be indicated. In order to rectify errors, you must correct the respective rows of the csv file.   |
| ISRC                      | International Standard Recording Code - the globally used digital identifier for audio and video recordings. The ISRC is a 12-digit alphanumeric code.  |

| Term             | Explanation   |
|------------------|---|
| ISWC             | International Standard Musical Work Code -a unique international ID number for musical works.   |
| Catalogue number | The catalogue number is a unique ID which is assigned by record companies/labels for their physical releases.   |
| Label code (LC)  | The label code (LC) is a unique five to eight-digit number (Example: 12345) which is assigned upon request by GVL, the German society for the management of neighbouring rights, to members for the identification of sound recordings free of charge. Each registered record label has its own label code which has been introduced to accurately identify various record labels |
| Metadata         | Metadata, resp. meta-information is the term for structured data which contain details on other information sources. Metadata thus describe the actual data in a certain manner. Meta-information is necessary whenever larger data volumes need to be managed. GEMA requires metadata which are as correct as possible in order to allocate the usages from various categories.  |
| Metadata upload  | Via our metadata upload, you can upload previously completed metadata templates in order to add metadata to the soundfiles you have already uploaded. It is therefore not necessary to manually edit information on the individual audio files.   |
| Monitoring       | Monitoring is referred to as the identification of musical content within a monitored programme. This means that an entire programme of a TV broadcaster is listened to and monitored via audio fingerprint. The musical works thus identified are then transferred to GEMA and GVL in the form of usage reports.   |
| Soundfile        | A soundfile (SF) is a specific term of the soundfile upload service which refers to the entirety of audio files and the relevant metadata.  |



| Term             | Explanation  |
|------------------|--|
| soundfile upload | <p>GEMA offers its members/business partners an online option to upload their works with work details.</p> <p>Uploaded works can be used after consent has been given for the monitoring by various monitoring service providers and increase the likelihood of a successful identification and distribution.</p>  |
| Soundmouse       | <p>Soundmouse Ltd. Is a monitoring service provider from London which enhances information for GEMA advertising usage reports, among other services. Soundmouse Ltd. has also been commissioned by several private broadcasters to help generate the usage reports for TV and radio via audio fingerprint monitoring.</p>  |
| Status           | <p>A soundfile can have the following status types:</p> <ul style="list-style-type: none"> <li>• <b>Incomplete</b> - the soundfile was uploaded but not all required mandatory details have been added.</li> <li>• <b>Ready for approval</b> - all required mandatory details have been added and the soundfile can be released for monitoring.</li> <li>• <b>Approved</b> - the soundfile has been transferred to the service provider for monitoring.</li> </ul> |
| Yacast           | <p>YACAST is a technology company based in France. This company provides a monitoring box in selected clubs, discotheques and dance venues, which identifies the played audio signal via acoustic fingerprint to determine the total playing time via statistical calculation.</p>   |