

User Guide for MyCopyright



Let's do the right thing

www.mycopyright.co.nz

Dashboard tab

Your *Dashboard* contains a list of open notifications of copied works. You'll receive an email when new notifications are available. Receiving distributions from us requires that you first complete processing of the notification. Click on the *pencil icon* at the left of a notification to process it or click on the *Distributions & Notifications* tab at the top of the page to see all open notifications.

Dashboard

Work on My Open Notifications

	NOTIFICATION ID	DISTRIBUTION	TOTAL	STATUS
	41176	Test Distribution Year 1	870.86	In Process
	41181	Test Distribution Year 2	1,868.69	In Process
	41186	Test Distribution Year 3	6,185.69	In Process

My Distribution History

Below the list of *Open Notifications* is a report on your *Distribution History* from 2015 onwards.

Distributions & Notifications tab

A new notification is our way of informing you that we have new funds available for you to claim. *Distributions* are now organised by works, rather than by individual instances of uses of works. Here we ask you to confirm or decline individual works. Note: that you must provide a tax invoice of the amount showing before you complete this process.

148594 Test Rightsholder 2

TITLE: Test Work 4
ARTICLE:
AUTHOR: Richard Hadlee
VOLUME: ISSUE: PUBLISHER: Test Publisher
PERIOD: PUB YEAR: 1989

200.29

← PREV 1 NEXT →

Confirmed Amount	757.27
GST	113.59
Confirmed Total	870.86

NOTIFICATION BREAKDOWN

Source Year	Pool Name	Pool Vol	Page Rate	Amount
2016	Primary / Intermediate Schools	1,368	0.1872	217.62
2016	Secondary Schools	198	0.9162	154.18
2016	University	198	2.2904	385.47

SUBMIT CLOSE

Once each work is ticked or crossed, please click the orange *Submit* button.

← Return to Notification Listing

Distribution: 2016 Blanket

Notification ID: 41176 Download Distribution Data [excel](#) | [pdf](#)

GST Registered: Yes

Tax Invoice: [Upload Tax Invoice](#)

Total for Confirmed Works: 870.86

You can also download your *Distribution Data* in an Excel spreadsheet or PDF report (the spreadsheet is particularly useful, as you can generate your own reports based on this data).

My Works tab

Here you can manage your list of works including confirming works we've identified, submit new works, and view a full list of works registered with us. This page shows three groups of works: draft items that have been entered by you but not finished, works where we need your confirmation that you hold the rights to the work, and confirmed works.

Confirmed works tab: this contains details of all the works that you've previously processed through the confirmation stage. Here you can change the status and edit the details of the works. The listing can also be exported. It would be unusual for any changes to need to be made here.

Confirmation required tab: use the drop-down menu on the left to edit the details of the work, to confirm and include the work, to confirm but permit free copying, to confirm but exclude from our licence, or to decline ownership in a work. All the works listed here will have been processed by our research staff so it's unlikely that you'll need to edit details or decline ownership in a work.

Add works tab: you can also add new works here, and we encourage publishers to add new works as they are published: this allows us to side-step the rights researching process for new works, so publishers get remunerated faster. If you need to upload large quantities of new works you can do so via the downloadable Excel template.

Confirmed Works (2) Confirmation Required (0) Add Works (0)

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	WORK ID	ISBN / ISSN	TITLE	CREATORS	PUBLISHER / (IMPRINT)	RIGHTSHOLDERS	EDITION	PUB. DATE	WORK TYPE	STATUS
	148593		Test Work 3	John Doe		Test Rightsholder 2		2005	Book	Included in Licensing
	148594		Test Work 4	Richard Hadlee	Test Publisher	Test Rightsholder 2		1989	Book	Included in Licensing

My Account tab

Remember that contact details and address details are the details we use to communicate with you—so please take care to keep them accurate and up to date.

Bank details tab: allows permitted user types to change bank transfer details. Changes are subject to manual verification including providing third party proof.

Login details tab: this is for changing the password on your user account.

User accounts tab: if other individuals within your organisation need access to **MyCopyright**, the *Main Account User "Manager"* can do this here. You might wish to allow another staff member to process distributions and notifications, while you retain management of works and bank details. If a new user is added, they are automatically sent their own login details.