
TSM Royalty Portal

User Guide





Contents

Introduction	3
Prerequisites	3
Login details	3
Computer / device requirements	3
High-level overview	4
Login Page	5
Account area	6
Download statements	6
Analysis area	7
Royalties section	8
Periods selector	8
Songs selector	9
Graph and chart – dropdown menus	9
Graph and chart – analysis tools	10
Royalty analysis table	11
Royalty analysis table tools	11
Financials section	12
Periods selector	12
Transactions	12
Table tools	12
Songs section	13
Periods selector	13
Songs selector	13
Table tools	13
Song copyright area	14
Search	14
Interested parties	14
Song analysis	15
Filters	16
Accessing filters	16
Resetting filters	16



Introduction

TSM Royalty Portal is a cloud-based platform that enables you to view, download and analyse your royalty information.

Prerequisites

Login details

To access the portal, you will be provided with your own user account.

You will receive an activation email to complete the creation of your account, which will provide details of your username and will allow you to set your own password. If you haven't received your credentials, contact royalties@thirdsidemusic.com

Computer / device requirements

Desktop:

A PC or Mac running an up-to-date and modern browser (such as Chrome or Firefox); however, for an optimal experience we recommend using Chrome.

Tablet:

A modern device running iOS or Android

Smartphone:

A modern device running iOS or Android

Note: Functionality on Smartphone is currently limited due to the screen size of such a device. Therefore, if you wish to access all the available functionality, we recommend using either Desktop or Tablet.



High-level overview

The portal is divided into 3 main areas:

1. Account

This area allows you to:

- View your royalties this period and current balance at a glance
- Download your statements

2. Analysis

This area allows you to:

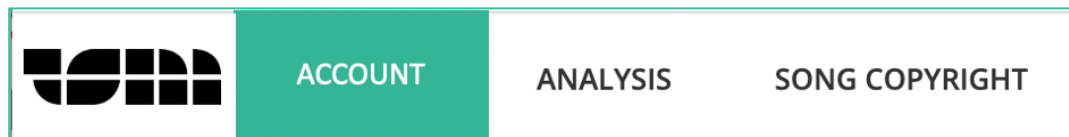
- Analyse your earnings and financial data
- Interact with charts & graphs

3. Song Copyright

This area allows you to:

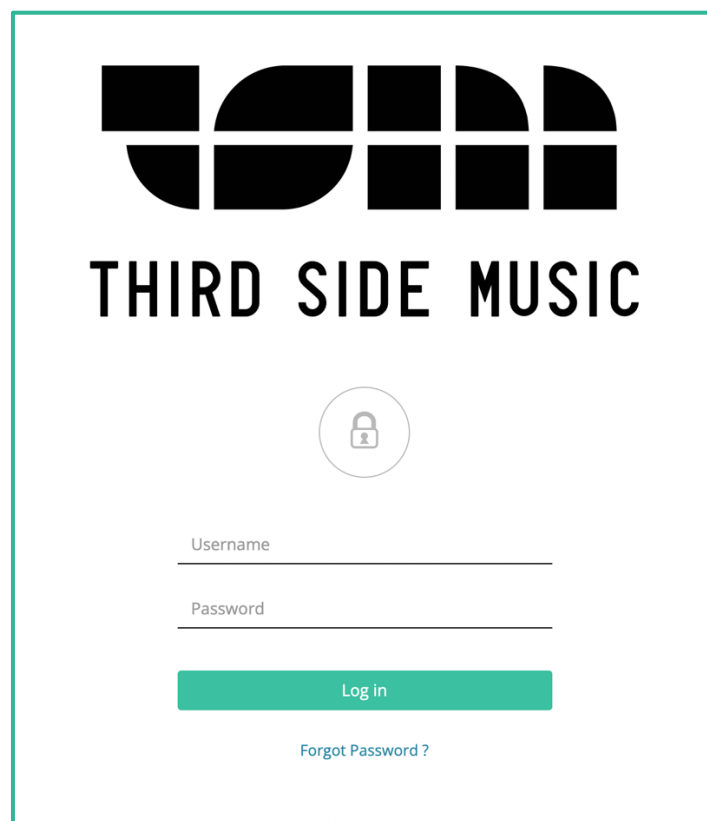
- View Copyright and Interested Parties information
- View song registration history
- Analyse song royalties

These areas are navigated to using the buttons within the top bar of the page



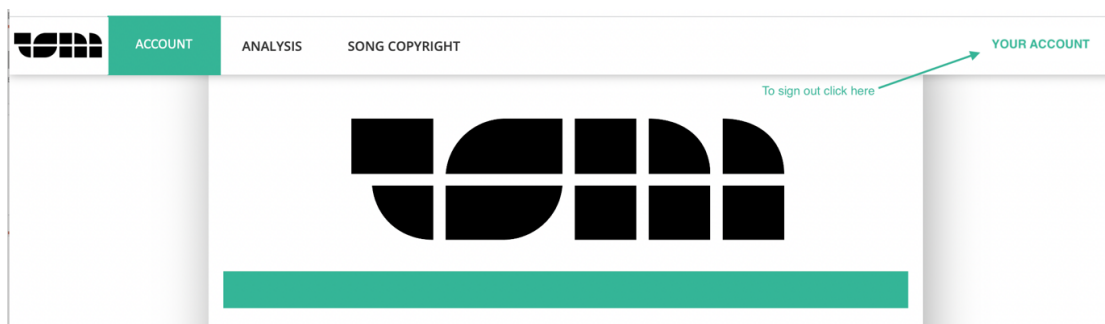
Login page

- Use this page to gain access to the system.
- Enter the username that you have been provided and the password that you created.
- Also, within this page is a 'Forgot Password' link which you can use to reset your password.



The login page features the TSM logo at the top, followed by the text "THIRD SIDE MUSIC". Below this is a circular icon containing a padlock. Underneath the icon are two input fields labeled "Username" and "Password". A green "Log in" button is positioned below the password field. At the bottom of the form is a blue link labeled "Forgot Password ?".

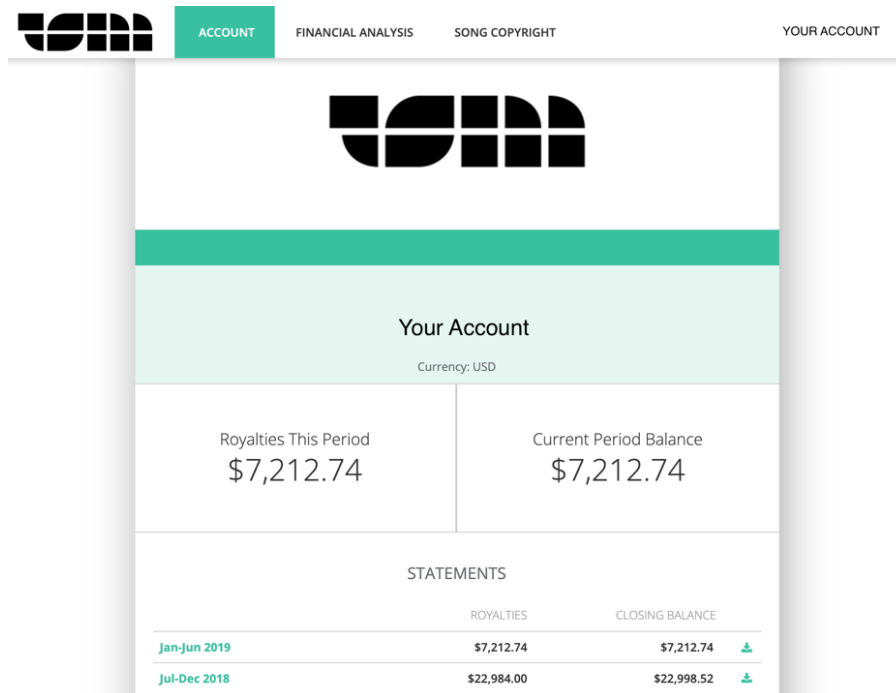
To sign out, select the account name at the **top right** of the screen and press the Sign Out button.





Account area

This area allows you to:

- View your royalties this period and current balance at a glance
- Download your statements




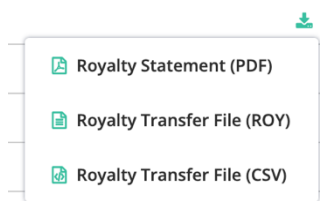
The screenshot shows the 'Your Account' section of the TSM Royalty Portal. At the top, there is a navigation bar with the TSM logo and tabs for 'ACCOUNT', 'FINANCIAL ANALYSIS', 'SONG COPYRIGHT', and 'YOUR ACCOUNT'. The 'ACCOUNT' tab is active. Below the navigation bar, the 'Your Account' section displays the currency as USD. It shows two key figures: 'Royalties This Period' and 'Current Period Balance', both at \$7,212.74. Below this, there is a 'STATEMENTS' section with a table showing the last two periods.

	ROYALTIES	CLOSING BALANCE	
Jan-Jun 2019	\$7,212.74	\$7,212.74	
Jul-Dec 2018	\$22,984.00	\$22,998.52	

Download statements

To download statements:

1. Press the download icon  next to the period you wish to download.
2. Select the statement format which you would like to download.



This will either open the statement in your browser or will download it to your PC, Tablet or Smartphone.



Analysis area

The Analysis area is divided into 3 distinct sections:

1. Royalties

This section allows you to:

- Analyse your royalties and interact with charts and graphs

2. Financials

This section allows you to:

- View transactions for individual periods

3. Songs

This section allows you to:

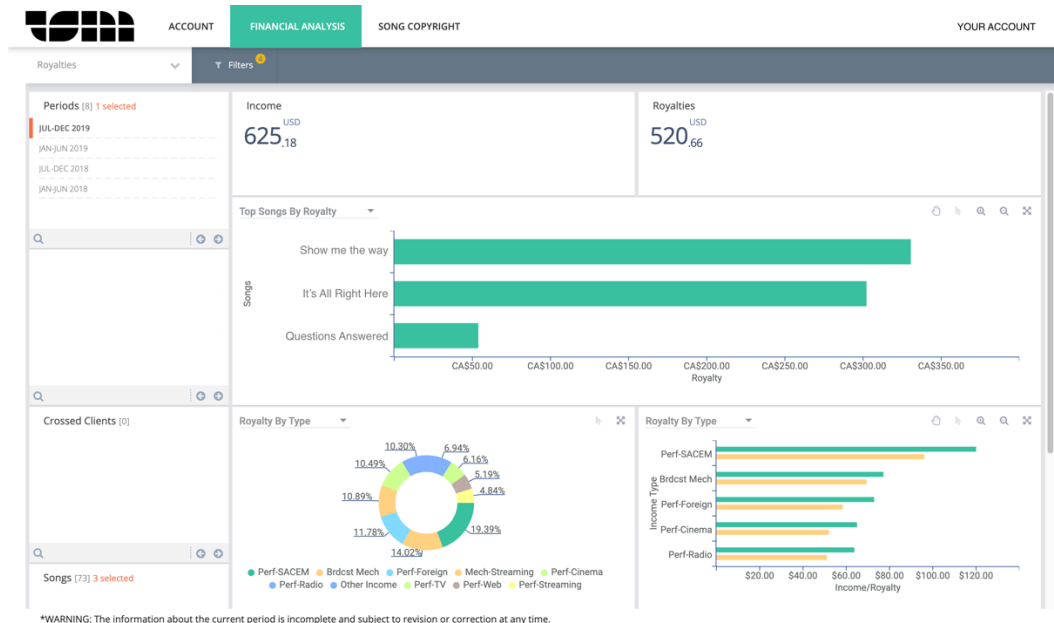
- View song specific information such as Composer, Publisher and Song Share
- View multiple songs within a single table

You can navigate to these sections using the dropdown menu located in the top righthand part of the screen:



The information presented within each section can be filtered according to various criteria. More information about filters is explained within the Filters part of this document.

Royalties section



Periods selector

Use the periods selector to select the period(s) you are interested in analysing:

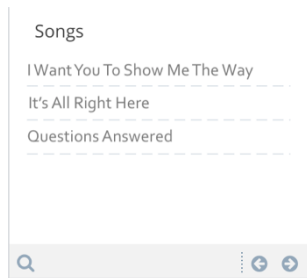
Periods [6] 1 selected

- JUL-DEC 2018
- JAN-JUN 2018
- JUL-DEC 2017
- JAN-JUN 2017

- If no period(s) are selected, then all periods will be displayed.
- Press on selected periods to deselect them.
- Use the arrow buttons to page through the list (this is only relevant when there are lots of periods available).
- Use the search box to directly search for a period (this is useful when there are lots of periods to choose from).

Songs selector

Use the songs selector to select the song(s) you are interested in analysing:



The image shows a screenshot of the 'Songs' selector interface. It features a search bar at the top with the text 'Songs'. Below the search bar, there is a list of song titles: 'I Want You To Show Me The Way', 'It's All Right Here', and 'Questions Answered'. At the bottom of the list, there is a search icon (magnifying glass) and two circular icons with plus and minus signs.

- The same methods to select/deselect and search as described for the Periods selector are available for the Song selector.

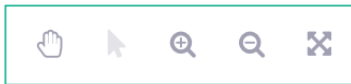
Graph and chart – dropdown menus

Use the dropdown menu above each of the charts and graphs to choose which information you wish to analyse:

Top Songs By Royalty ▼

- ✓ Top Songs By Royalty
- Top Sources By Royalty
- Top Territories By Royalty
- Top Songs By Income
- Top Sources By Income
- Top Territories By Income
- Total Income & Royalty
- Royalty By Source
- Royalty By Territory
- Royalty By Type
- Income By Type
- Income By Source
- Income By Territory

Graph and chart – analysis tools



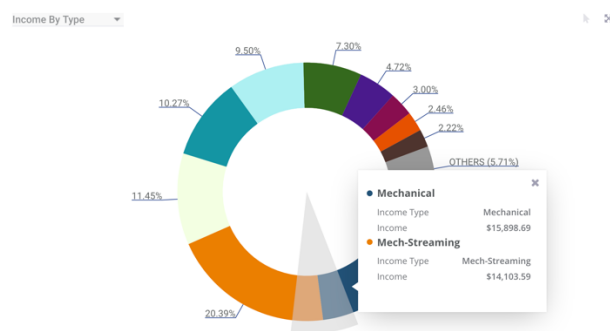
Select tool

This tool is selected by default. To use this tool, click and drag to select a portion of the graph/chart to bring up information about it.

Selecting part of a bar chart:



Selecting part of a doughnut chart:



Zoom to area tool

Select this tool and click and drag to select the area to zoom into.



Zoom pan tool

Once zoomed in, select this tool to pan out.



Show all tool

Select this tool and the graph/chart will return its original/initial state.



Maximize tool

Select this tool to expand the graph/chart to the full screen.

Royalty analysis table

Royalty Analysis				
Type	Source	Territory	Income	Royalty
Mech-Streaming	SACM - Google Play	Mexico	\$3.76	\$3.43
Mech-Streaming	PRS/MCP5 - ImageSound	UK	\$127.33	\$108.25
Mech-Streaming	AMCOS - Inertia	Australia	\$1,783.29	\$1,605.04
Mech-Streaming	STIM - PlayNetwork	Sweden	\$0.96	\$0.88
Mech-Streaming	HFA - Rhapsody International	USA	\$45.24	\$40.77
Mech-Streaming	UBEM	Brazil	\$15.14	\$13.61
Mech-Streaming	STEMRA	Netherlands	\$110.69	\$99.67

Royalty analysis table tools



Filter the table by selecting the search icon and typing in search criteria



Download the table in CSV format. Note that the CSV output will be affected by your search criteria and column sorting of the table.



This tool enables the table to be sorted by more than one column.

Sort multiple columns

sort by

↑

Type

✕

then sort by

↑

Territory

✕

+ADD COLUMN

SORT

CANCEL

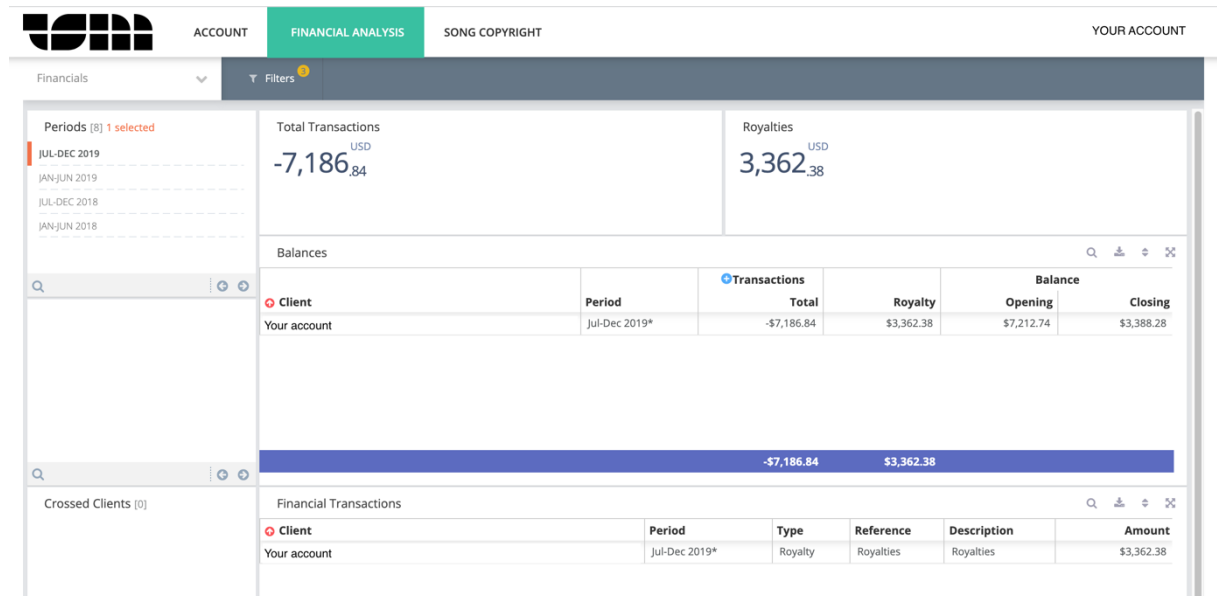


Select this tool to expand the table to the full screen.

Financials section

This section allows you to:

- View transactions for individual periods



Client	Period	Transactions Total	Royalty	Balance Opening	Closing
Your account	Jul-Dec 2019*	-\$7,186.84	\$3,362.38	\$7,212.74	\$3,388.28

Client	Period	Type	Reference	Description	Amount
Your account	Jul-Dec 2019*	Royalty	Royalties	Royalties	\$3,362.38

Periods selector

This selector operates in the same way as the Periods selector in the Royalties section.

Transactions

The transactions column can be expanded to show more details:

Collapsed:

Transactions
Total

Expanded:

Advances	Payments	Transfers	Adjustments	Total

Table tools

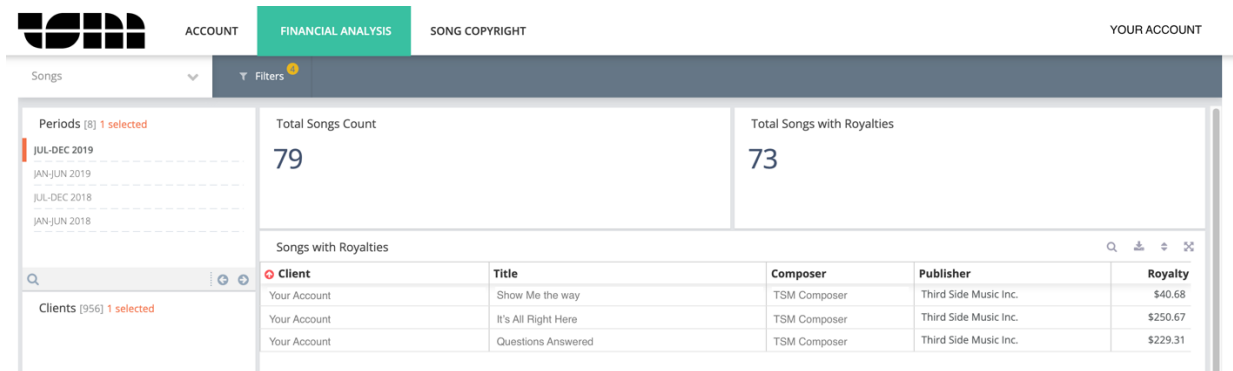


These tools operate in the same way as the tools in the royalty analysis table (in the Royalties Section).

Songs section

This section allows you to:

- View song specific information such as Composer, Publisher and Song Share
- View multiple songs within a single table



The screenshot shows the 'Songs' section of the TSM Royalty Portal. The top navigation bar includes 'ACCOUNT', 'FINANCIAL ANALYSIS' (highlighted), 'SONG COPYRIGHT', and 'YOUR ACCOUNT'. The 'Songs' section has a 'Filters' button and a 'Periods' selector on the left. The 'Periods' selector shows 'JUL-DEC 2019' as the selected period. The main content area displays two summary cards: 'Total Songs Count' with a value of 79, and 'Total Songs with Royalties' with a value of 73. Below these cards is a table titled 'Songs with Royalties' with columns: Client, Title, Composer, Publisher, and Royalty. The table contains three rows of data.

Client	Title	Composer	Publisher	Royalty
Your Account	Show Me the way	TSM Composer	Third Side Music Inc.	\$40.68
Your Account	It's All Right Here	TSM Composer	Third Side Music Inc.	\$250.67
Your Account	Questions Answered	TSM Composer	Third Side Music Inc.	\$229.31

Periods selector

This selector operates in the same way as the Periods selector in the Royalties section.

Songs selector

This selector operates in the same way as the Songs selector in the Royalties section.

Table tools



These tools operate in the same way as the tools in the royalty analysis table (in the Royalties Section).



Song copyright area

The Song Copyright area allows you to view Copyright and Interested Parties information as well as song registration history. In addition, analysis of song royalties can be performed here.

Search

- Search for an individual song by Title, Composer or ISWC.
- Select a song to display its copyright information.

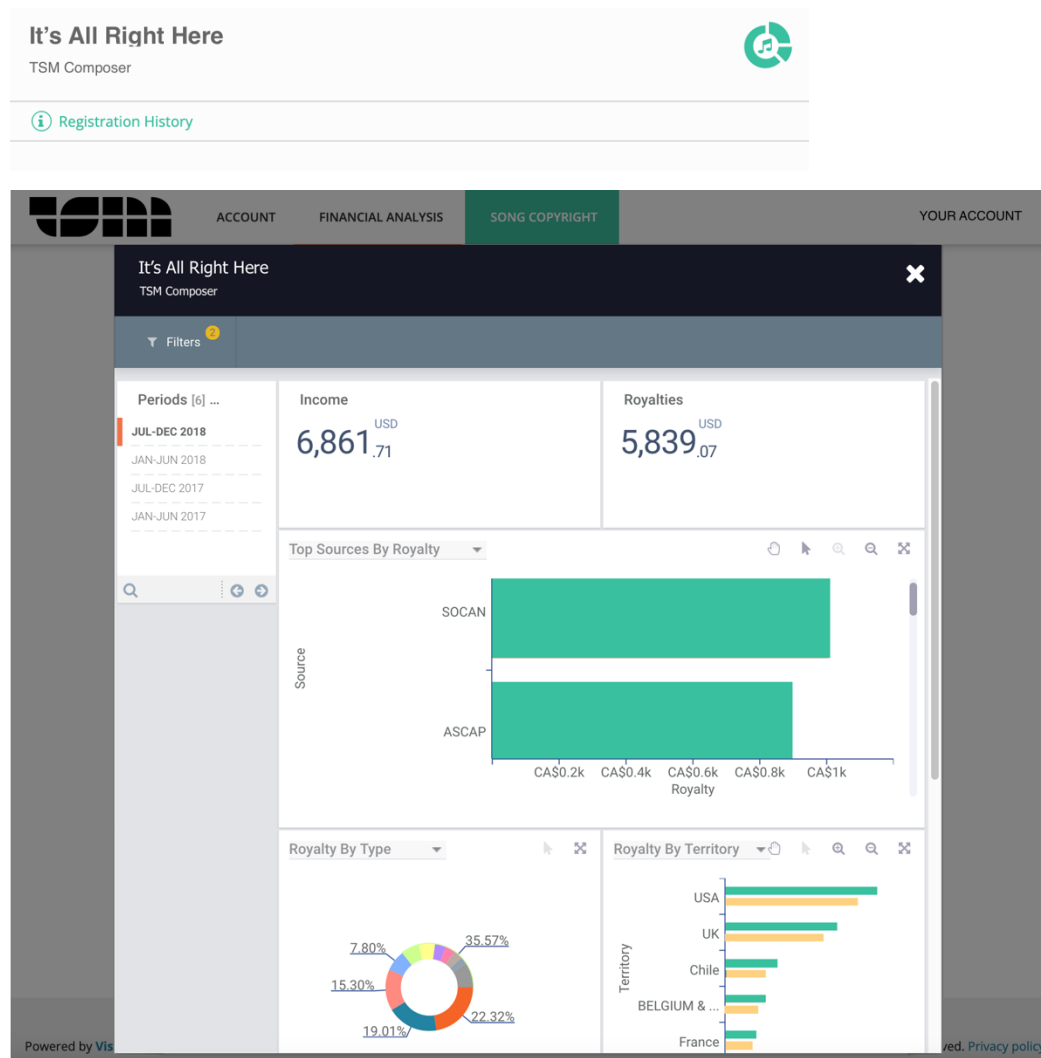
Interested parties

Select **Ownership** and **Collection** tabs to display Interested Parties information.

Interested Parties			OWNERSHIP	COLLECTION	
	IPI	ROLE	CONT.	M	P
01 ▼ Third Side Music	00487842108	OP	Y	100 %	50 %
👤 TSM Composer	00501047508	CA	Y	0 %	50 %

Song analysis

Click on the Song Analysis button  to analyse the selected song.



This screen provides a very similar view and functionality as the Royalties section of the Analysis area. It is the equivalent of filtering by song within the Royalties section. As such, please refer to the Royalties section for information about functionality.

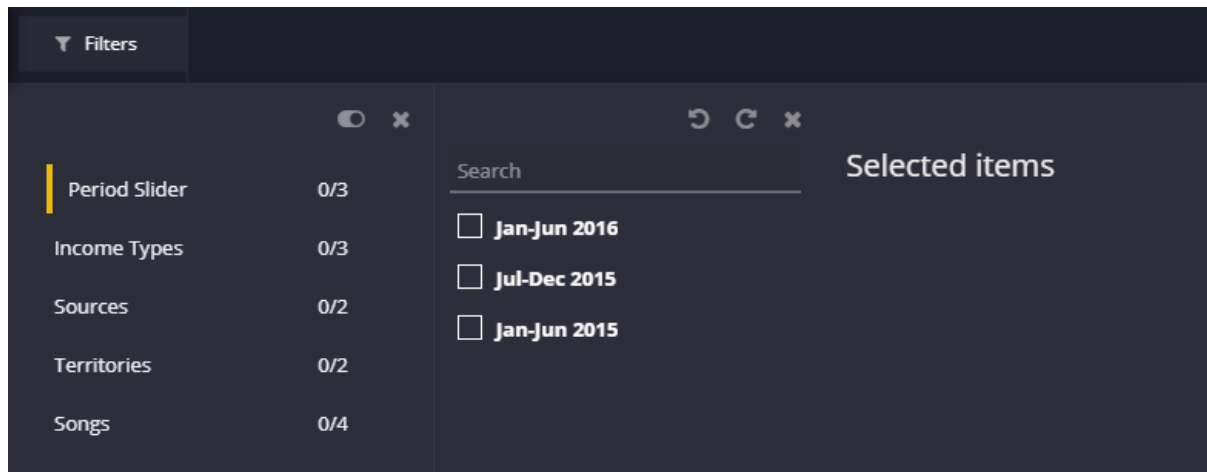
Also, the information presented can be filtered according to various criteria. More information about filters is explained within the Filters section of this document.

Filters

The behaviour and functionality of filters is the same across different areas and sections of the portal.

Accessing filters

The Filters dialog can be accessed by pressing the Filters button



Resetting filters

Filters can be reset by pressing the reset button

