

What are the Best Search Strategies?

- If you search for an Interested Party (either a creator or a publisher) try to search by its IPI Name Number (IPN#): the IPN# is unambiguous and the search results will be displayed faster.
- If you need to search for a name there are several options. Before selecting one of the options, be aware there are some advantages and disadvantages whatever the options:
 - The 'Begins' option is the preferred option if you search for one creator for which you don't know the exact spelling at the end of his/her name. But you must be aware that using the 'Begins' option is the most time-consuming search option in terms of performance.

Let's take an example: you search for IP Name – IPI begins with LADINSKY but you don't know is the correct spelling is LADINSKY or LADINSKI.

The screenshot shows the CIS-Net search interface. The search criteria are: Search For: IP Name - IPI, Begins, LADINSK. The results table is as follows:

Name Type	IP Name	IP Name Number	Class	Role	Society
<input type="checkbox"/> PA	LADINSKY KEITH HOLLIS	00454806641	MW	LY	BMI (021)
<input type="checkbox"/> PP	HOLLIS KEITH	00454806739	MW	LY	BMI (021)
<input type="checkbox"/> PP	LADINSKY KEITH	00454806935	MW	LY	BMI (021)
<input type="checkbox"/> PP	LADINSKY KEITH H	00454806837	MW	LY	BMI (021)

- If you use the 'Contains' option you must of course provide complete words in the search field. Try to avoid using non-significant words (single letters, articles, prepositions etc.) when you perform a search in the title. The same applies to the publisher's name (e.g. MUSIC, COMPANY). Using such words would slow down the search process.

Let's now take an example: you search for Title contains BALLAD DOG (FOR and A are non-significant words)

The screenshot shows the CIS-Net FASTTRACK search interface. The search query is 'BALLAD DOG'. The results are displayed in a table with columns for IP Name, Role, AP, LP, P-Society, P-Share, M-Society, M-Share, and US-SecLic. The results are as follows:

IP Name	Role	AP	LP	P-Society	P-Share	M-Society	M-Share	US-SecLic
SZABO (HU 2) SANDOR	C			ARTISJUS	100.00%	ARTISJUS	100.00%	
BUCKRIDGE ROBERT	CA			ASCAP	50.00%	ASCAP	50.00%	
GANTOON MUSIC	E			ASCAP	50.00%			

- If you use the Exact option, you must first make sure a different spelling is not possible. You must also be aware the wildcard option (see T&T # 2) is not working when you perform a search using the Exact search option.

Concretely speaking if you look at the previous example you can have a doubt concerning the word BALLAD (one or two L?)

Warnings and Notes

- There is no distinction between lowercase and uppercase characters.
- The search field always allows until 60 characters. If your request contains more characters your request will be truncated without any notice.
- There are some search rules to be applied:
 - An IP Name Number must consist in digits only
 - Diacritic characters in Titles and IP Names (e.g. ä, ö, ñ etc.) must be replaced by the corresponding Latin characters (e.g. ae, ae, oe, n etc.). If you don't apply this rule you will get an error message back

Now concerning the search results selection criteria there are also a few things you need to know before performing a search....

What's the Difference between Domestic and International Works?

As you know, CIS-Net contains both domestic and international works.

- A **domestic work** is any work where the posting society represents at least one composer or author (including sub-authors and arrangers) or original publisher.

- An **international work** is any work where the posting society does not have a composer or author (including sub-authors* and arrangers) or original publisher's interest.

* A *sub-author* is an author of text which substitutes or modifies an existing text of musical work.

That's the general rule. If you wish to know more details on societies' policy concerning the posting of their own Domestic and International Works, please refer to the 'Musical Works Posted by Contributing Societies' document available from CIS-Net Home Page > Latest News:

Latest News

[Defining User Profile](#)

The User Profile option allows you to display results based on your preferences. Tips & Tricks 16...

[Social Networking](#)

FastTrack is now connected to LinkedIn and to Facebook... Facebook page here: <https://www.facebook.com/pages/Fasttrack-the-Digital-Copyright-Network/647946745243861> Get connected!

[Breaking News on Common Cache](#)

Breaking News! We are currently proceeding to the warming-up of the so-called 'Common Cache', our partially cloud-based solution to bulk all data on musical works and to drastically improve & upload to the cache...

[Musical Works Posted by Contributing Societies](#)

Click on the link to the document to know musical works posting policies by societies contributing to CIS-Net nodes (update December 2012) Musical Works Posted by Societies...

[Generic Terms for Interested Party](#)

Please click on the link to access the document on Generic terms for Interested Party (Copyright Control or similar) used by CIS-Net Contributors (update october 2011) IP Generic Terms...

[Subscription to CIS-Net 'Tips & Tricks'](#)

The 'T&T' will help you get the most out of the various tools that are available on CIS-Net. Each month we send all subscribers a new 'T&T' telling you about some of those search options you've aware of somebody...

[Business Experts Directory](#)

The Business Experts Directory is now available in FastTools, General Information, Address Books. This specific directory can be used when requiring advice from one colleague on one of the f (Administration), AVI, AGM...

Some Useful Tips on Results Selection Criteria

- ⇒ Always search for ALL to get both Domestic and International works.
- ⇒ Domestic works are more authoritative. If you have a choice, use the Domestic work rather than an International work, as work information is considered authoritative if the work information is provided by a society that has an original interest in the work (creator and/or original publisher) and the work information meets the minimum mandatory data requirements. If the work is not available

from a society with original interest in the work, the work information can be taken from a society's International repertoire. Taking into consideration that the sub-publishing information may not be valid for the territory of your own society.

- ⇒ In the event you notice a conflict between work information from authoritative sources (e.g. about splits), you must follow your society's usual conflict procedure.
- ⇒ Information regarding original shareholders should be the same, information about sub publishing can be different.
- ⇒ Performers are not included on all databases, be aware that searching with performer may not yield the most complete results.
- ⇒ Some societies contribute to both WID Centre and their own node (e.g. PRS for music, ASCAP, BMI etc.). Both are equally up-to-date but their own node can contain more works (that don't qualify for the WID Centre, e.g. International works).

For more information on this feature please consult the MWI User Manual (available from MWI, Help tab), § 2.2.4.2