

Spotify Catalogue Manager

v3.3

Change Log

Table 1: Document History

Version	Comment
3.3	Updated the CMS Request form link to https://content-ops.atspotify.com/hc/en-us/requests/new?ticket_form_id=360001180751
3.2	Changed advice for requesting OTP resets to submit CMS Request Form (https://docs.google.com/forms/d/e/1FAIpQLSfGKJSerskzk88clmrzMs5O47RG1WbrOV3ocZxtLUVQC4HTKA/viewform).
3.1	Added change log, amended Content Ops email address to content-ops+ingestion@spotify.com .
3.0	Reformatting of document.

Introduction

The Spotify Catalogue Manager is a content management system that is available to our content providers. The CMS provides visibility over what has been ingested, where and when the content will be made available, as well as a view of ingested metadata, artist page location, asset transcoding, etc. This tool also allows users to pull full catalogue reports, access URIs to submit for marketing purposes before the release date and much more.

1. Account Set Up

1.1 Set Up One Time Password (OTP)

1.1.1 Install Google Authenticator

Start by installing Google Authenticator on your mobile device. Google Authenticator is available for Android, iOS and Windows Phone. If you do not have a smartphone you will currently not be able to access the CMS.

1.1.2 Confirm Device Time Zone

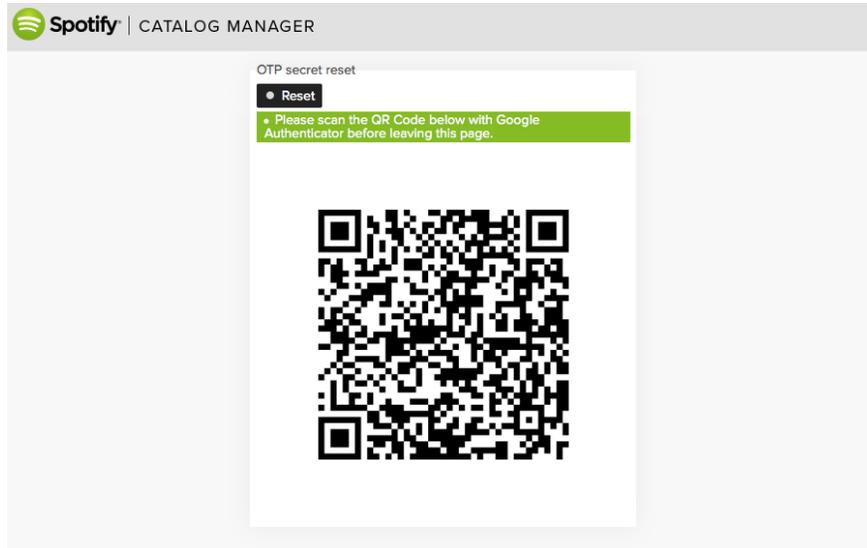
In order for the Authenticator app and OTP to synchronise, the time on your mobile device **must** be set exactly to your local timezone. If not, the OTP will not work when attempting to access your account. You can view the exact time for your location at <https://time.is/>

1.1.3 Confirm Email Received

You should receive an email from “Spotify Catalogue Manager” with the subject “OTP Secret Reset Request”. Follow the link in this email and click **Reset**.

1.1.4 Scan The QR Code

You’ll see a message on screen together with a QR code as depicted below. Start Google Authenticator on your mobile device and click “+” to add a new account. Choose the “Scan barcode” option and hold the camera up in front of the QR code.



Note: This step is not repeatable. If your QR code is lost before you have saved it to your mobile device, you will need to complete the [CMS Request Form](#) to request a new one. This also applies if you switch to a new mobile device. Please ensure any previous CMS QR codes are deleted before adding a new one.

1.1.5 Confirm Your QR Code

Your mobile device should notify you when the QR code has been successfully scanned. An entry should appear named “Spotify Catalogue Manager” with a 6-digit code that updates every 30 seconds in the Google Authenticator app.

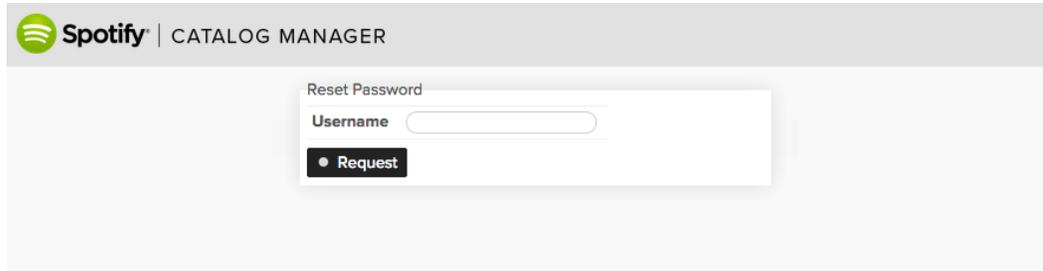
1.2 Set A User-Defined Password

1.2.1 CMS Start Page

Click the Spotify logo in the upper-left corner; this will bring you back to the login page.

1.2.2 Reset Your Password

Click **Reset Password** to open up the next page:

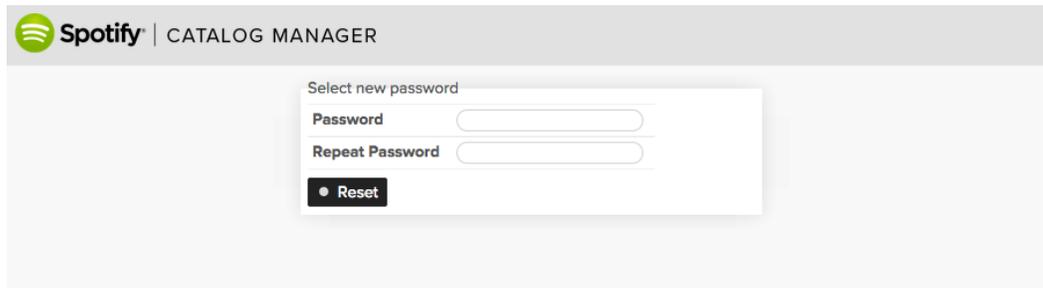


The screenshot shows the Spotify Catalog Manager interface. At the top left is the Spotify logo and the text 'Spotify | CATALOG MANAGER'. Below this is a 'Reset Password' form. The form has a title 'Reset Password' and a single input field labeled 'Username'. Below the input field is a button labeled 'Request'.

Your **Username** is the email address used when you applied for the account, all in lower-case. Enter this into the field and click **Request**.

1.2.3 Enter A Password

You should receive an email from “Spotify Catalogue Manager” with the subject “Password Reset Request”. Follow the link in the email to bring up the page below:



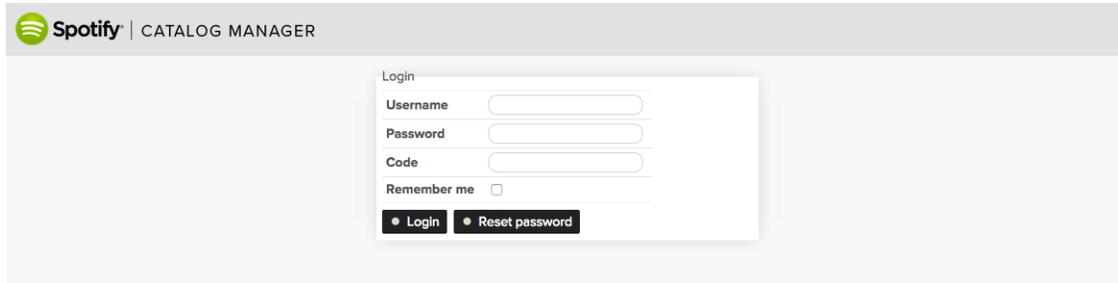
The screenshot shows the Spotify Catalog Manager interface. At the top left is the Spotify logo and the text 'Spotify | CATALOG MANAGER'. Below this is a 'Select new password' form. The form has a title 'Select new password' and two input fields: 'Password' and 'Repeat Password'. Below the input fields is a button labeled 'Reset'.

Enter a password (and repeat in the second box) then click **Reset**. Click the Spotify logo in the upper-left to return to the login page.

1.3 Login

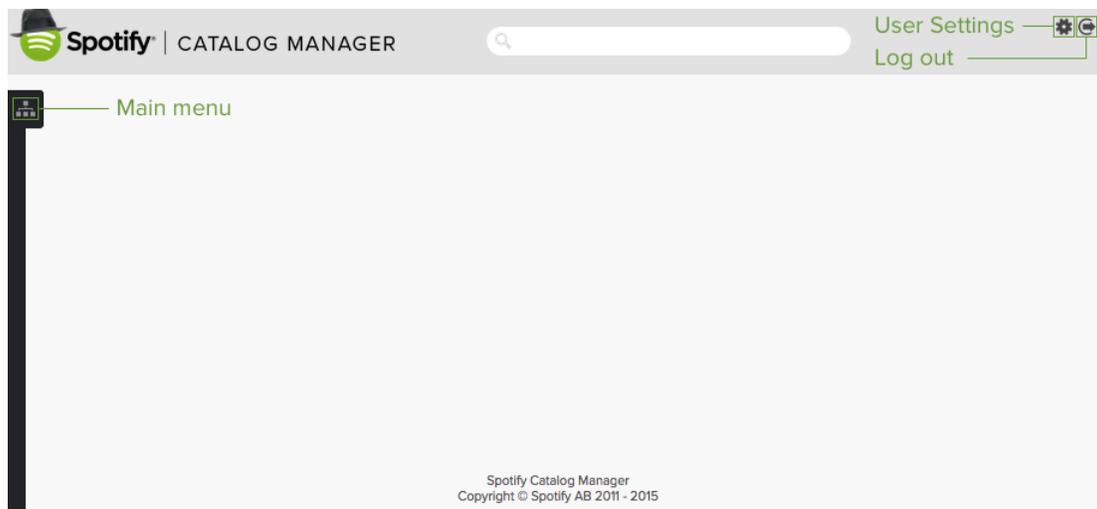
1.3.1 Enter User Credentials

Enter your **Username** (email address, all lower case), **Password** and the **6-digit code** from Google Authenticator, then click **Login**. The checkbox **Remember Me** can be used to avoid having to enter all credentials the next time you log in. This option should not be used on public computers.



1.3.2 Welcome Screen

You can search for content in the search field in the top-middle of the screen. The main menu is found to the left side of the screen. User settings and logout icons are found in the top-right corner of the screen.



1.4 FAQ

Q: What is my username?

A: Your username is always the same as the email address used when applying for your account. The letters of your username should always be lower case.

Q: I've forgotten my password, how do I reset it?

A: Reset your password according to step **1.2.2 Reset Your Password**

Q: I can't login

A: Please check the following:

- Are you using the correct username for your account? It should be the same as your email address and in lower case.

- Are you seeing more than one Google Authenticator code on your mobile device (the code that updates every 30 seconds)? If so, are you sure you are using the correct one?
- Is your device time configured correctly for your current time zone? Please note that if your device's time zone is incorrect you won't be able to log in.
- Your network connection may be firewalled. Please check from another connection.

If all of the above has been checked and you're still having problems logging in, please contact Content Delivery & Ingestion Team (@content-ops+ingestion@spotify.com).

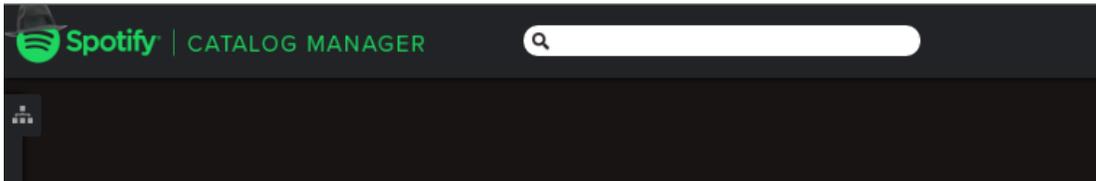
Q: I have a new / reset my mobile device

A: If you are still logged in, please go to the settings page (<https://cms.spotify.com/UserProfile.php#otpSecret>) to request a new barcode. If not, please complete the [CMS Request Form](#) in order to request a new OTP. Once you have received it you can set up a new OTP secret according to **1.1 Set Up One Time Password (OTP)**.

2. Using The CMS

2.1 Finding A Product

Products can be found in the CMS by using the search bar at the top of the screen:



You can search for products in the following ways:

- **UPC:** this will display products that we have successfully ingested under the specific UPC.
- **Artist Name:** this will show all content ingested under that artist name.
- **Release Title:** this will display all content ingested under that title.
- **Keyword (eg. Remix):** this will display all content ingested with the keyword in the title or artist name.
- **Spotify URI:** this will take you directly to the specific product.

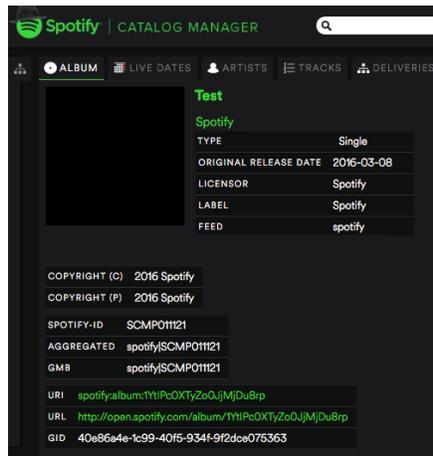
2.2 Useful Product Information

Once you have found your product click the release title highlighted in green and you will be taken to the relevant product overview page.

2.2.1 Album-Level Information

The first section of the product page is the **Album** tab. This is the primary level metadata view where you will be able to view artwork, product URIs and album-level metadata. You can also view the original release date and product type. For

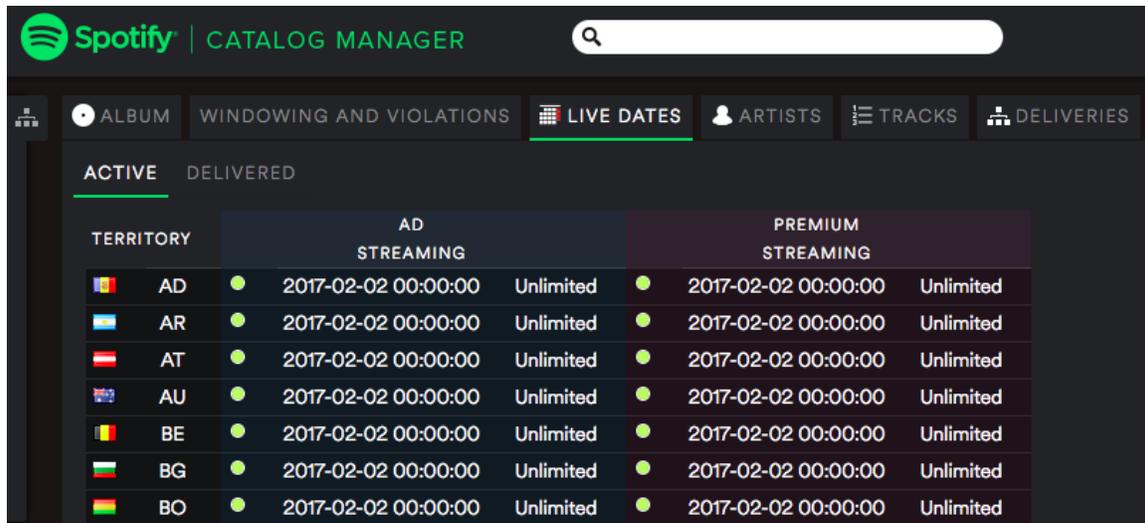
more information on this please consult the Spotify Metadata Style Guide.



Note: the Original Release Date value does not determine when a product will go live. It is used only to determine the placement of your product within the discography on the artist page.

2.2.2 Live Dates

The next section is the **Live Dates** tab. The dates per territory listed in the **Live Dates - Active** tab is the date the product will be released in the relevant territory.



The screenshot shows the Spotify Catalog Manager interface with the 'LIVE DATES' tab selected. The 'ACTIVE' sub-tab is active, displaying a table of release dates for various territories. The table has columns for Territory, AD Streaming, and Premium Streaming, each with a status indicator (green dot) and a date/time stamp.

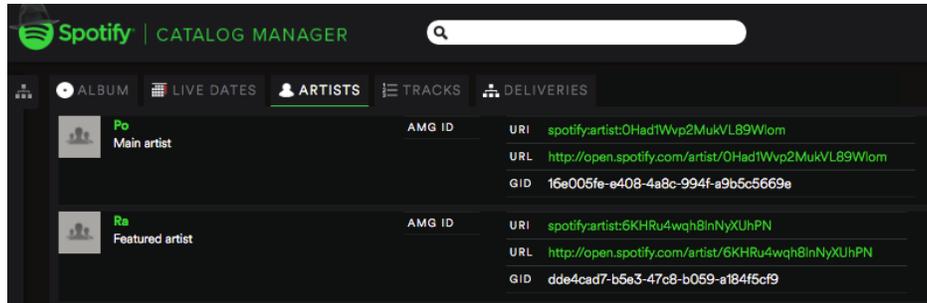
TERRITORY	AD STREAMING	PREMIUM STREAMING
 AD	2017-02-02 00:00:00 Unlimited	2017-02-02 00:00:00 Unlimited
 AR	2017-02-02 00:00:00 Unlimited	2017-02-02 00:00:00 Unlimited
 AT	2017-02-02 00:00:00 Unlimited	2017-02-02 00:00:00 Unlimited
 AU	2017-02-02 00:00:00 Unlimited	2017-02-02 00:00:00 Unlimited
 BE	2017-02-02 00:00:00 Unlimited	2017-02-02 00:00:00 Unlimited
 BG	2017-02-02 00:00:00 Unlimited	2017-02-02 00:00:00 Unlimited
 BO	2017-02-02 00:00:00 Unlimited	2017-02-02 00:00:00 Unlimited

The flag and ISO code signify the country of release. The first timestamp in each section signifies the time and date the product is set to go live in that country on the service, while the second timestamp in each section signifies the date and time the product is set to be takedown from service in that country.

Note: all live dates are subject to the delivery terms specified in the Spotify Service Level Guideline (SLG). All content must be delivered with Ad and Premium streaming rights.

2.2.3 Artists

The Artist tab is where you can view the product-level artist information. This includes main artist, featuring artist, remixer, composer and other contributor data delivered in the XML.



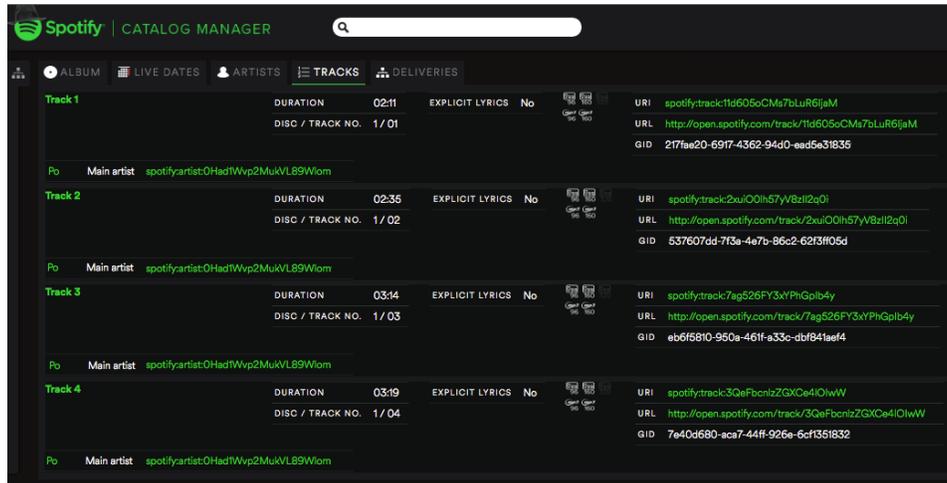
This section is very useful for checking artist page allocation before content goes live. Artists with very generic names run the risk of ending up on the wrong artist pages. If you have an artist with a generic name you can come to this section and check the assigned artist URIs in the client to see if the product has been assigned to the correct artist page before the release date. If there is an error please contact Content Delivery & Ingestion Team (@content-ops+ingestion@spotify.com).

2.2.4 Tracks

The **Tracks** tab will show you all the track-level information for the product that was delivered in the XML. It will allow you to get track URIs and URLs for marketing purposes before the release date and also allow you to check the 5 transcode confirmations.

You will see the transcode confirmation between the **Explicit Lyrics** section and the URIs in 5 format types. Each of these will be white if transcode has been successful. If any, or all, are grey the track will not be playable on specific or all versions of the client respectively. If this is the case, please check the delivered audio adheres to our specification and redeliver a full asset update.

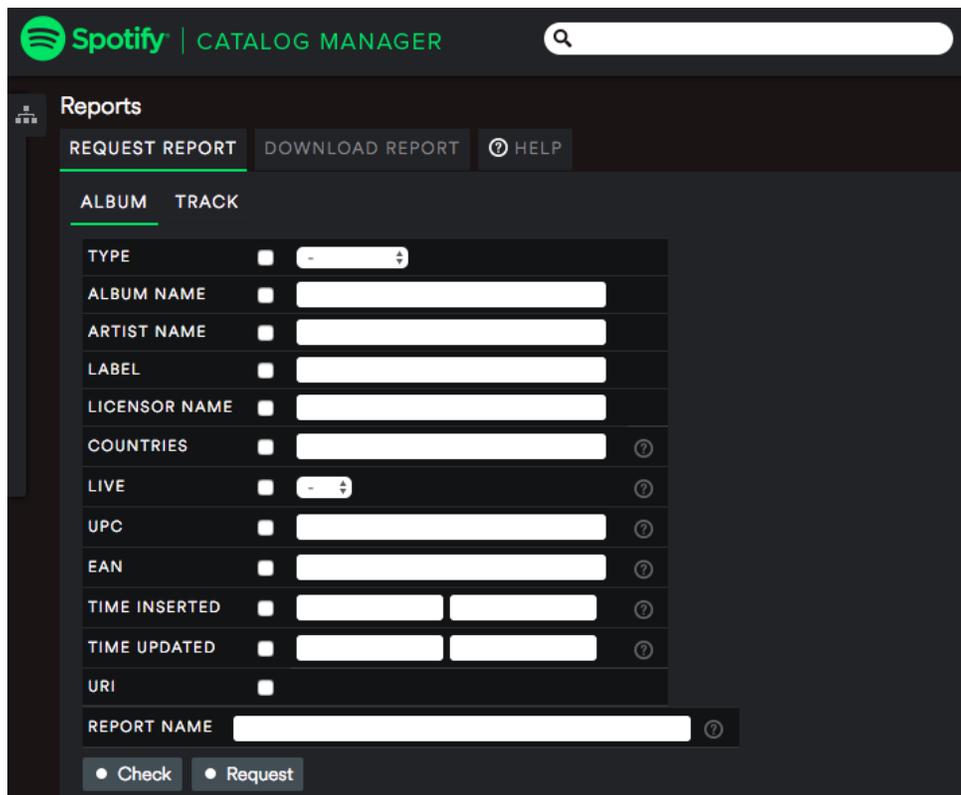
The example below shows that one of the five transcodes has not been successful and will therefore not be playable on certain versions of the client:



Track	DURATION	EXPLICIT LYRICS	DISC / TRACK NO.	URI	URL	GID
Track 1	02:11	No	1 / 01	spotify:track:1fd505oCMa7bLuR6ljaM	http://open.spotify.com/track/1fd505oCMa7bLuR6ljaM	217fae20-6917-4362-94d0-eed5e31835
Po Main artist spotify:artist:0Had1Wyp2MukVL89Wlom						
Track 2	02:35	No	1 / 02	spotify:track:2uu00h57YBzll2q0l	http://open.spotify.com/track/2uu00h57YBzll2q0l	537607dd-7f3a-4a7b-86c2-62f3f05d
Po Main artist spotify:artist:0Had1Wyp2MukVL89Wlom						
Track 3	03:14	No	1 / 03	spotify:track:7ag526FY3xYPhGplb4y	http://open.spotify.com/track/7ag526FY3xYPhGplb4y	eb6f5810-950a-461f-a33c-dbf841ae4
Po Main artist spotify:artist:0Had1Wyp2MukVL89Wlom						
Track 4	03:19	No	1 / 04	spotify:track:3QeFbnizZGXCe4lOlwW	http://open.spotify.com/track/3QeFbnizZGXCe4lOlwW	7e40d680-aca7-44ff-926e-6cf35f832
Po Main artist spotify:artist:0Had1Wyp2MukVL89Wlom						

2.3 Catalogue Reports

Reports can be generated by clicking **Reports** (beneath **Tools**) within the side menu. You are able to generate reports for both Albums and Tracks.



Spotify | CATALOG MANAGER

Reports

REQUEST REPORT | DOWNLOAD REPORT | HELP

ALBUM | TRACK

TYPE -

ALBUM NAME

ARTIST NAME

LABEL

LICENSOR NAME

COUNTRIES ?

LIVE - ?

UPC ?

EAN ?

TIME INSERTED ?

TIME UPDATED ?

URI

REPORT NAME ?

Check Request

First, select the fields you wish to include by clicking the relevant tick boxes. If you wish to query specific information then enter the value in the field. For example, if

you want the report to return all albums or tracks (depending on the report) that you have delivered by the artist 'Spotify', then you would need to select all the tick-boxes and enter 'Spotify' in the **Artist Name** field.

Once you have selected the report fields and set any criteria, enter a name in the **Report Name** field, click **Check** to validate, and then click **Request**.

Note: please use the **Help** tab for more detail. Larger reports will take longer to generate, but you will be emailed when the report is ready. Reports can be downloaded from the email or from the **Download Report** tab on the **Reports** page of the CMS.