View your Royalty Reports

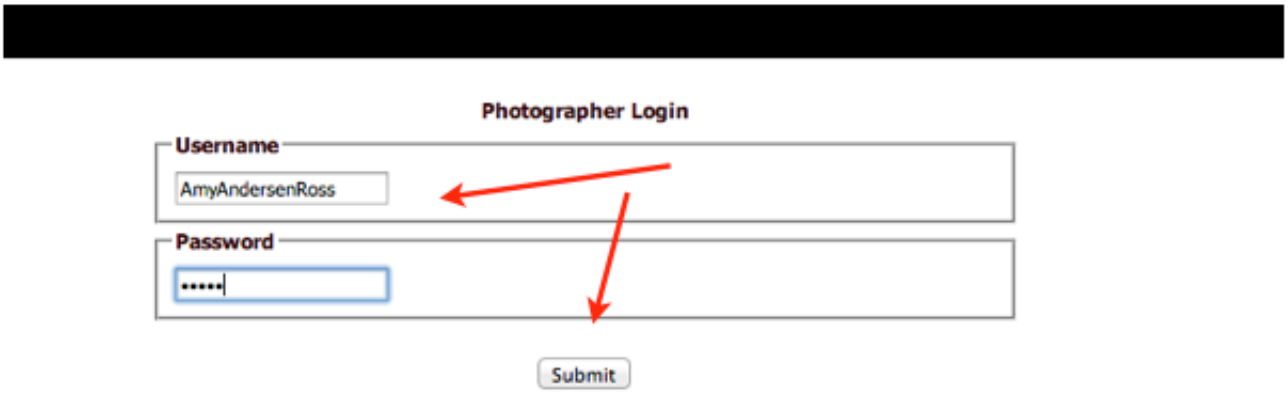
Good news Spaces photographers. You are now able to view you Royalty Reports online. This includes your previous sales from past years as well. You will also be able to see your reports for each quarter going forward. Not only will you be able to see your sales reports, but you will also be able to see your sales numbers per image. If you have an image that has sold multiple times, you will be able to see that online. Below are the instructions on how you can view that information.

*** WE ARE CURRENTLY WORKING OUT SOME KINKS WITH THE REPORTING SYSTEM. SOME SALES MAY NOT BE SHOWING IN YOUR REPORT. WE HOPE TO HAVE THIS ISSUE RESOLVED ASAP. THANK YOU FOR YOUR PATIENCE ***

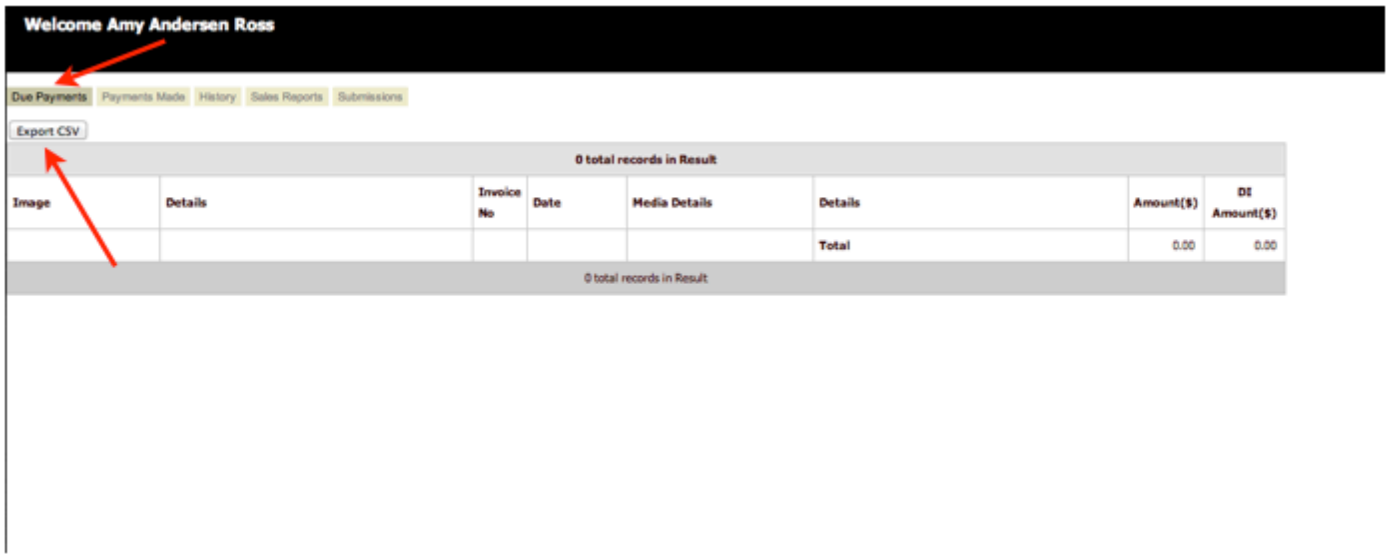
The first thing to do is to log into the COO website at:

http://www.spaces.captureweb.co.uk/coo/contributor/login.php

Log in with your username and password

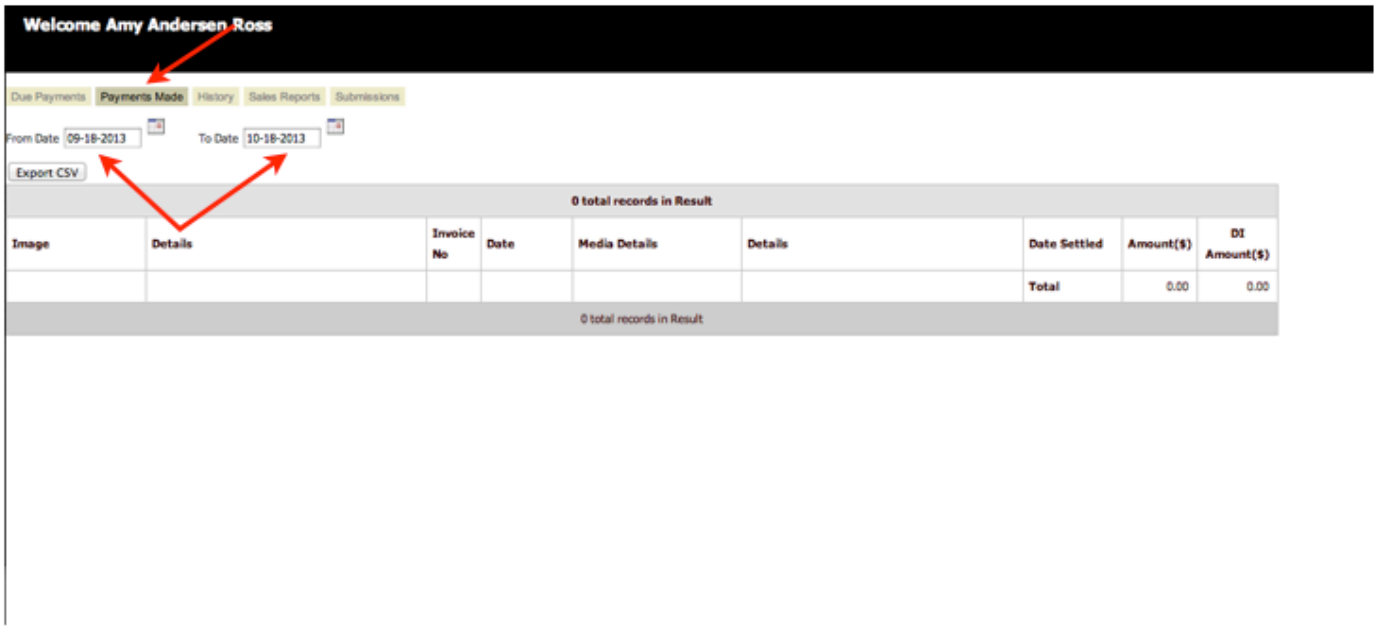


Once you have logged in, you will be taken to the Due Payments screen.

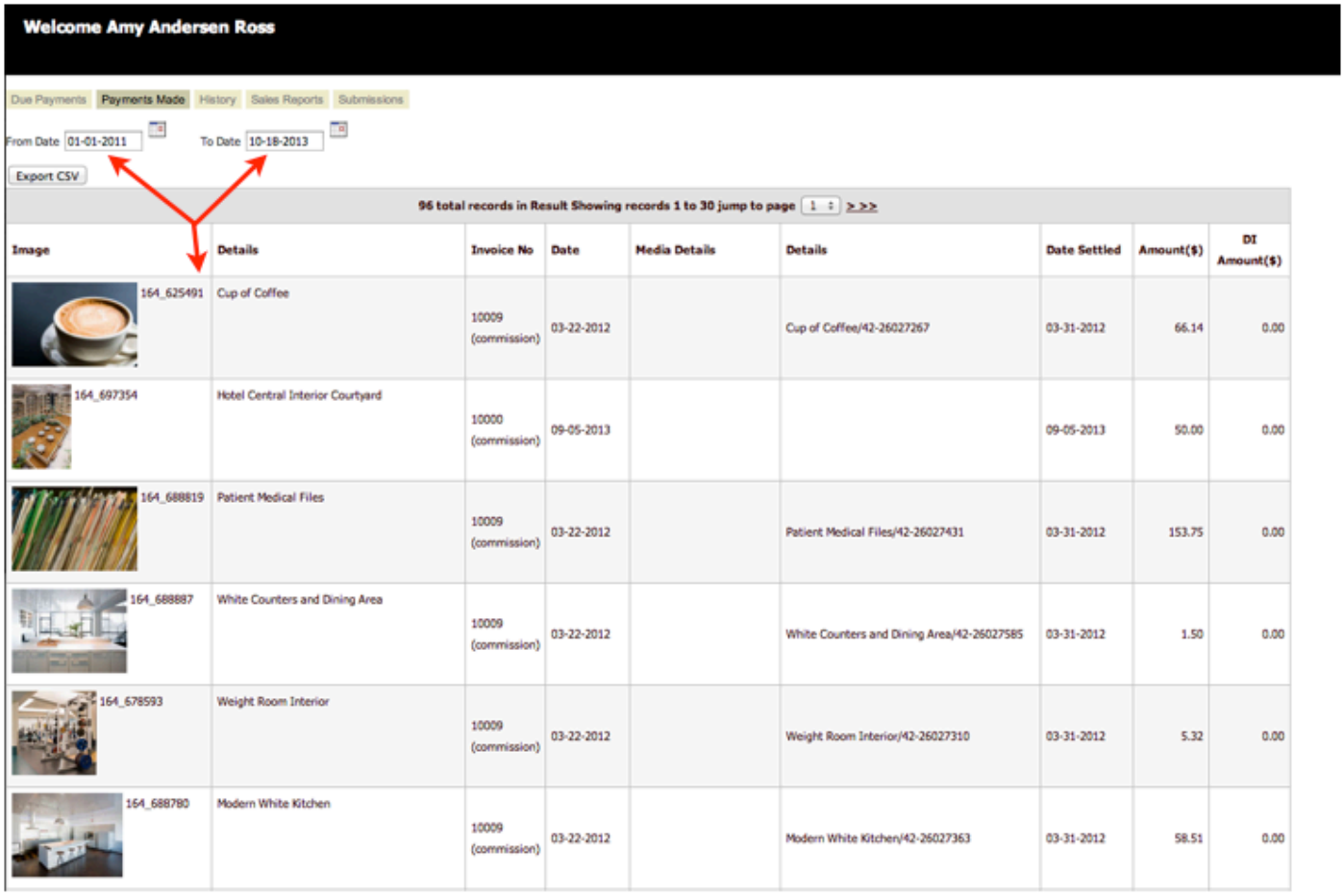


If you have payments due for the quarter, you will see them listed here. If there are items listed in this area you may also export them into CSV format and download it to your computer.

The next tab is the Payments Made tab. When you first click on the tab the screen will not have any information listed. That is because this section is reliant on a date range being input.



Once you have entered a date range you will see the list of payments made.



Welcome Amy Andersen Ross

Due Payments | Payments Made | History | Sales Reports | Submissions

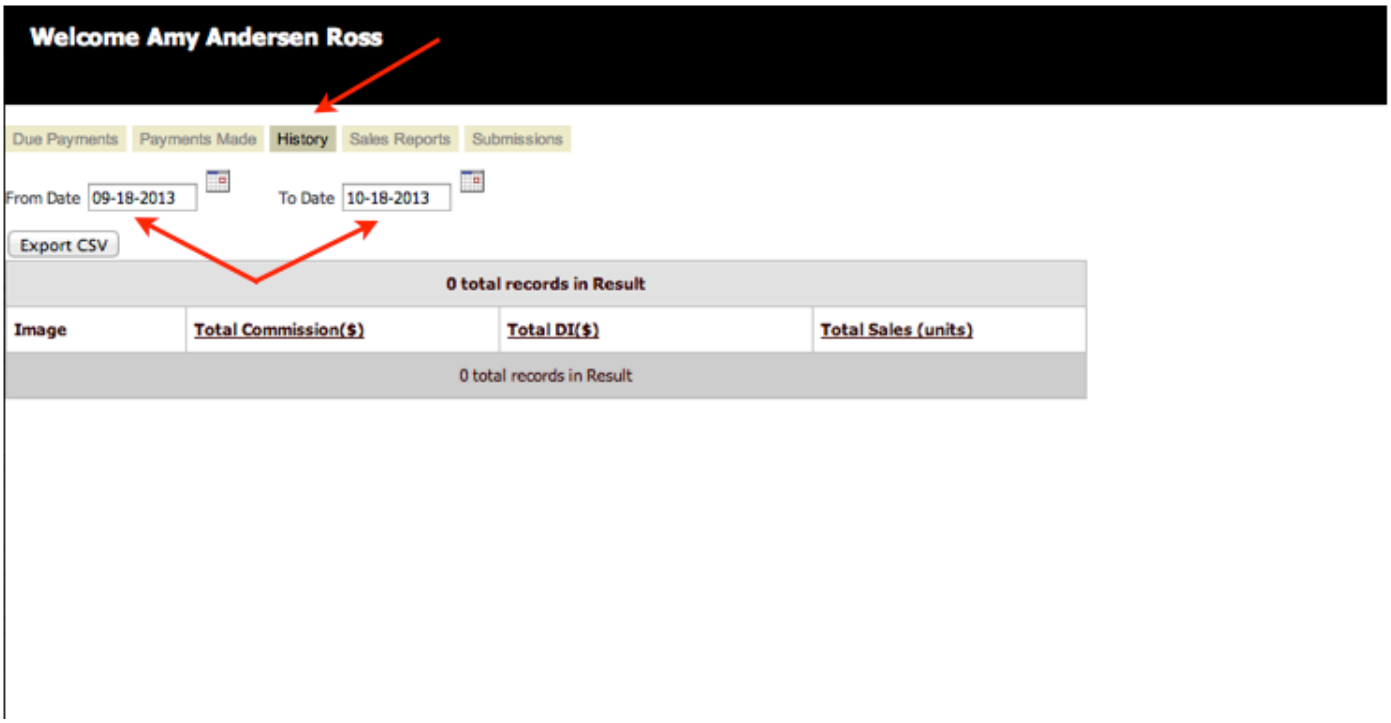
From Date 01-01-2011 To Date 10-18-2013

Export CSV

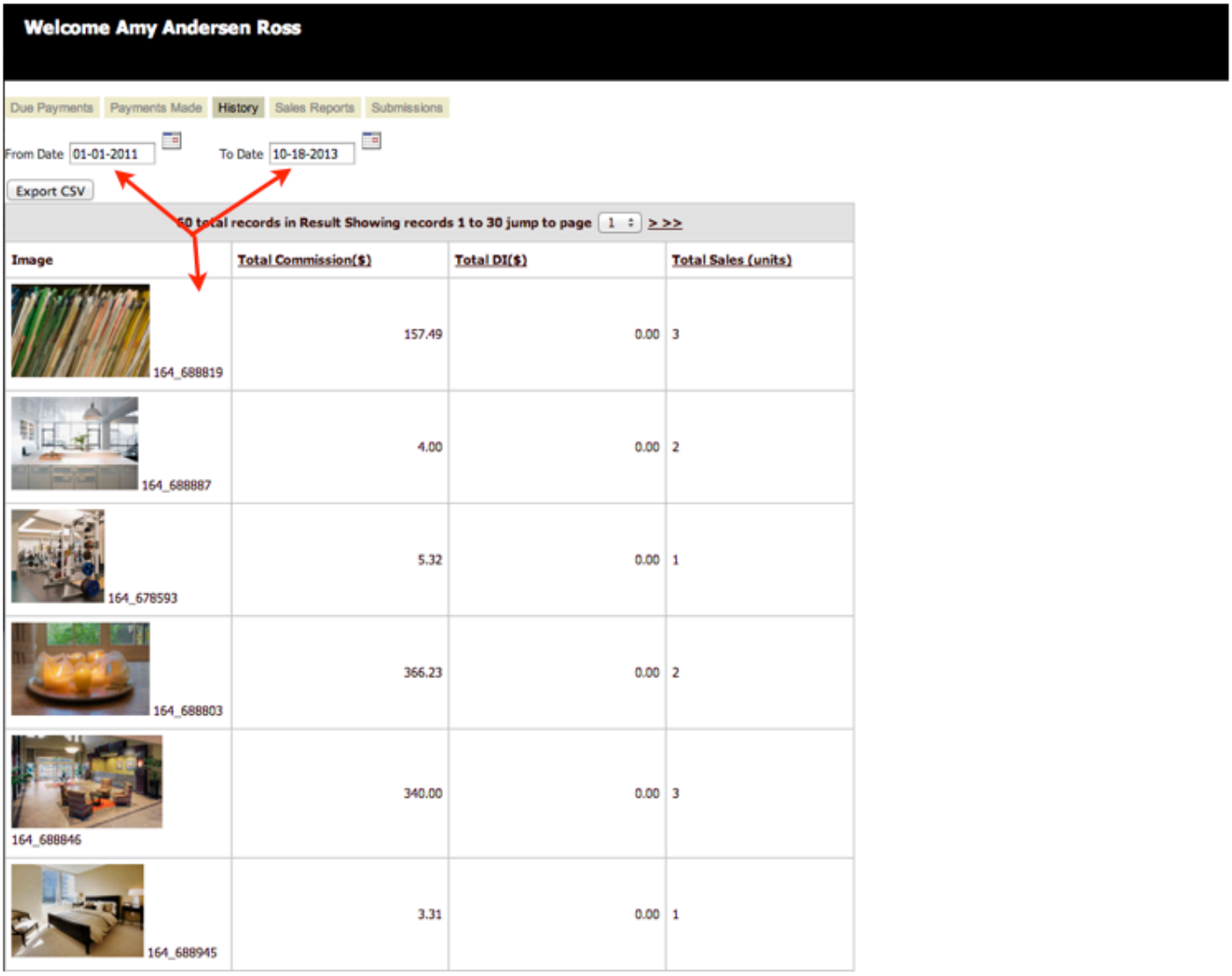
96 total records in Result Showing records 1 to 30 jump to page 1 > >>

Image	Details	Invoice No	Date	Media Details	Details	Date Settled	Amount($)	DI Amount($)
164_625491	Cup of Coffee	10009 (commission)	03-22-2012		Cup of Coffee/42-26027267	03-31-2012	66.14	0.00
164_697354	Hotel Central Interior Courtyard	10000 (commission)	09-05-2013			09-05-2013	50.00	0.00
164_688819	Patient Medical Files	10009 (commission)	03-22-2012		Patient Medical Files/42-26027431	03-31-2012	153.75	0.00
164_688887	White Counters and Dining Area	10009 (commission)	03-22-2012		White Counters and Dining Area/42-26027585	03-31-2012	1.50	0.00
164_678593	Weight Room Interior	10009 (commission)	03-22-2012		Weight Room Interior/42-26027310	03-31-2012	5.32	0.00
164_688780	Modern White Kitchen	10009 (commission)	03-22-2012		Modern White Kitchen/42-26027363	03-31-2012	58.51	0.00

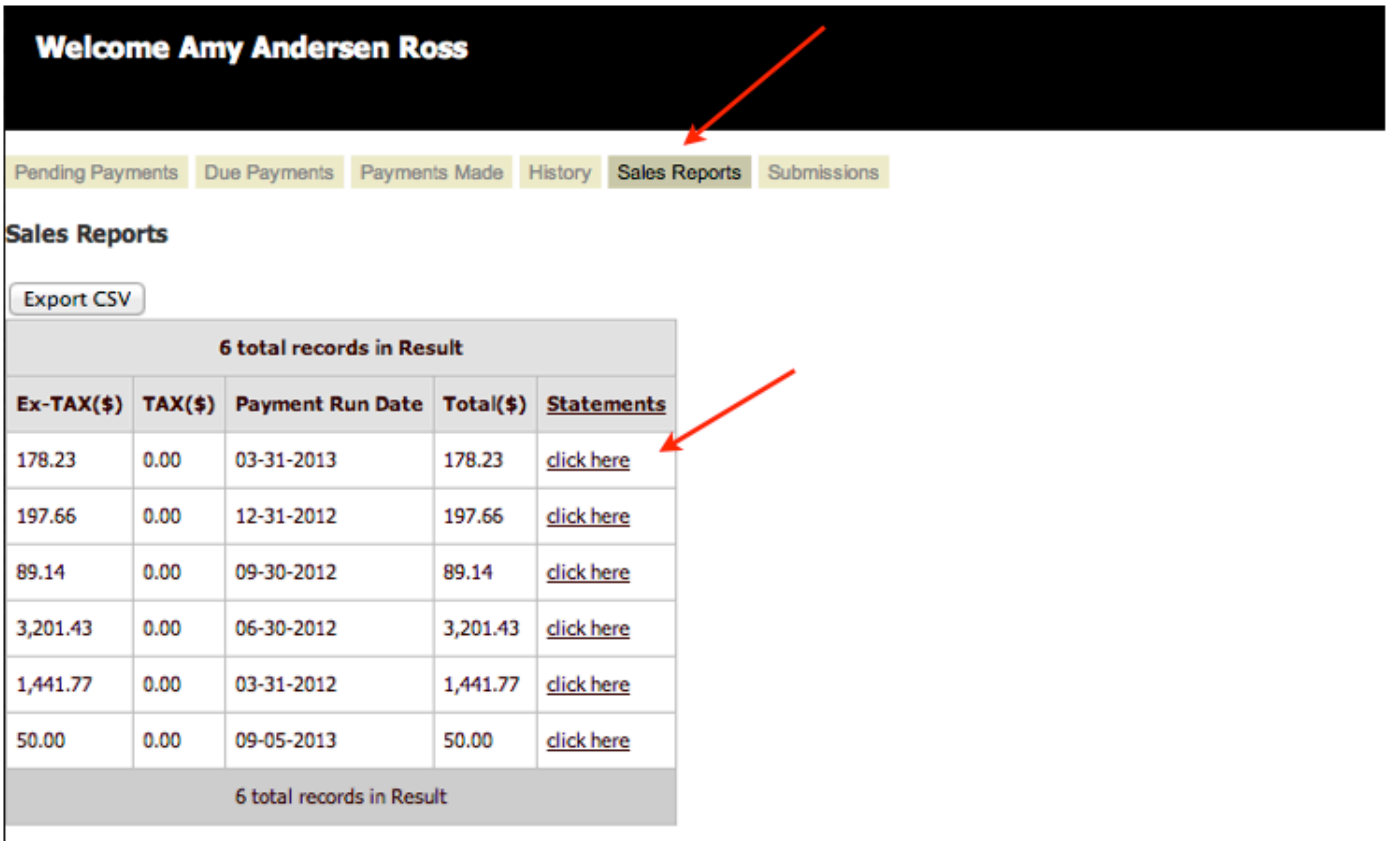
The next tab is the History tab. This is where you can see a history of your image sales. Again, this requires you to put in a date range.



Once you have entered a date range, you will see a list of your sales for that period. You will see each image listed and the number of times that image has sold as well as how much the image sold for.



The next tab is the Sales Report tab. Here you can see a list of your sales reports.



If you click on the "click here" you will get an additional window that opens that will show you your sales report.

Spaces Images
[redacted]
[redacted]
[redacted]
Email: accounting@spacesimages.com
www.spacesimages.com

ROYALTY STATEMENT

Photographer Name	Amy Andersen Ross	**Report Date**	03-31-2013 Q1 2013 01-01-2013 To 03-31-2013
Photographer Address	[redacted]	**For Sales Period Ending**	
		Report Currency	USD

Image	Reference	Usage	Invoice	Client	Fee%	Amount
	4073		10190	Spaces Legacy	50	7.03
	3948		10190	Spaces Legacy	50	67.60
	3774		10190	Spaces Legacy	50	15.23
	3969		10190	Spaces Legacy	50	88.37

Sub-Total:	178.23
Sales Tax:	0.00
Total:	178.23