Feature Guide: Catalogs

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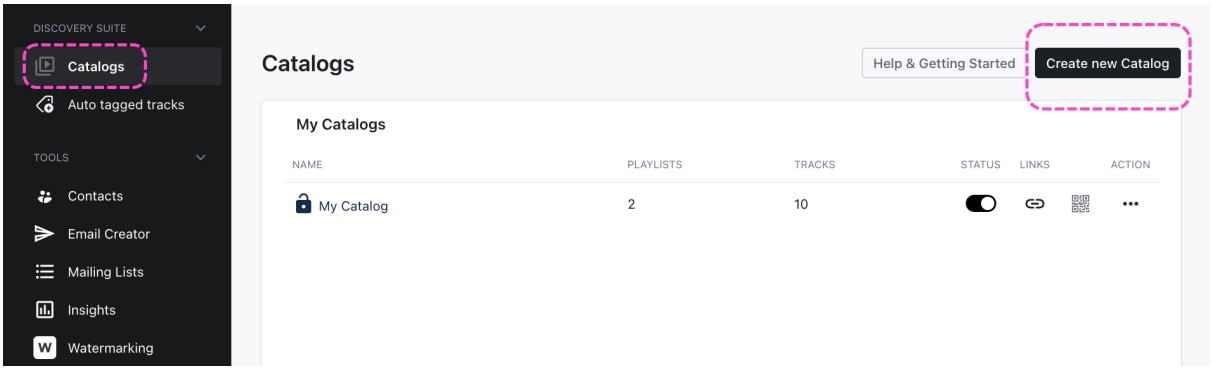
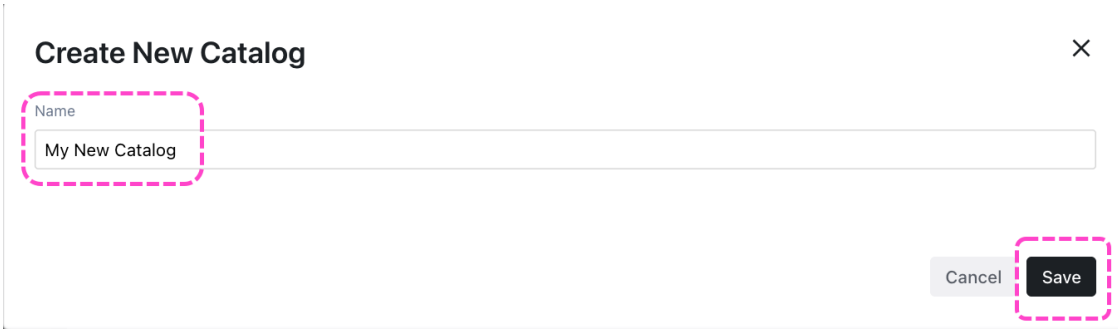
You can have multiple Catalogs in your DISCO.

Creating a new Catalog

1. On the left sidebar of your DISCO, under **Discovery Suite**, select **Catalogs**.
2. From the **Catalogs** page, click the **Create new catalog** button in the top-right.



3. Add a **Name** for your Catalog and click the **Save** button.



> ***Note:*** *This **Name** is for your internal reference. You can change the name that appears on the Catalog (view the Design section of this article for more info).*

4. Directly after creating your Catalog, you'll be taken to **Catalog Settings** page with the **Content** section open.

Adding content to your Catalog

Adding Tracks to your Catalog

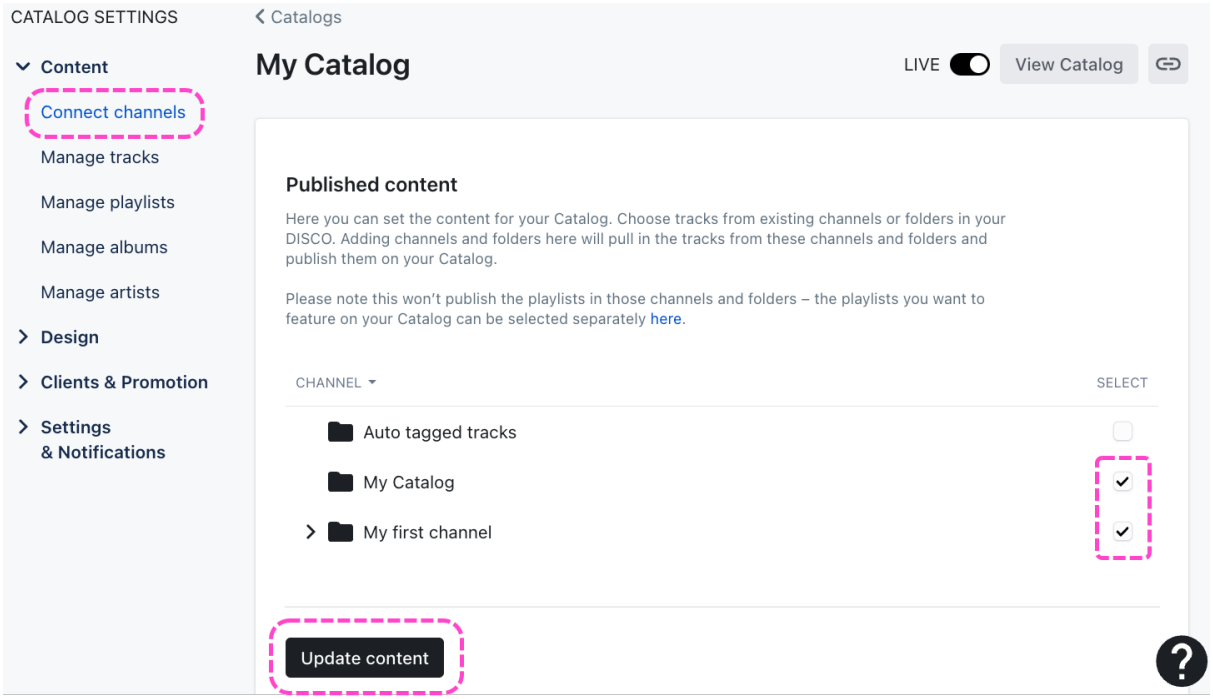
Tracks are added and published to your Catalog in two ways:

- from being contained in a Channel that you've linked in your **Catalog Settings** (under **Content > Connect channels**), as outlined in the steps below
- from being contained in a Playlist or Album that has been published to your Catalog (see the next section of this article for details)

To add Tracks to your Catalog from Channels:

> ***Tip:*** *We recommend creating dedicated Channels and Folders for your Catalog content. This makes it easier to manage the content in your Catalog without having to change the existing structure of your content in other Channels.*

1. From the **Catalog Settings** page, under **Content**, select **Connect channels**.
2. Check the box(es) next to the desired Channel(s) and Folder(s) to add the content from them to your Catalog.
3. Click the **Update content** button.



4. All Tracks contained in the Channel(s) you selected will now be published on your Catalog.

> ***Note:***
>
> ***Playlists*** *and* ***Albums*** *contained within the Channel(s) you select here will* ***not*** *be published on your Catalog just yet, as there are additional steps to take. See the next section of this article for details.*
>
> *However, any* ***Tracks*** *contained within published Channels, regardless of whether or not they are contained within any Playlists/Albums,* ***will*** *be published to your Catalog. They'll be immediately visible from searches, the* ***Artists*** *section, and any of the applicable tag sections (****Tempo****,* ***Mood/feel****,* ***Instrument****,* ***Vocals****,* ***Genre****,* ***Lyric themes****,* ***Duration****) on the left sidebar of your Catalog.*

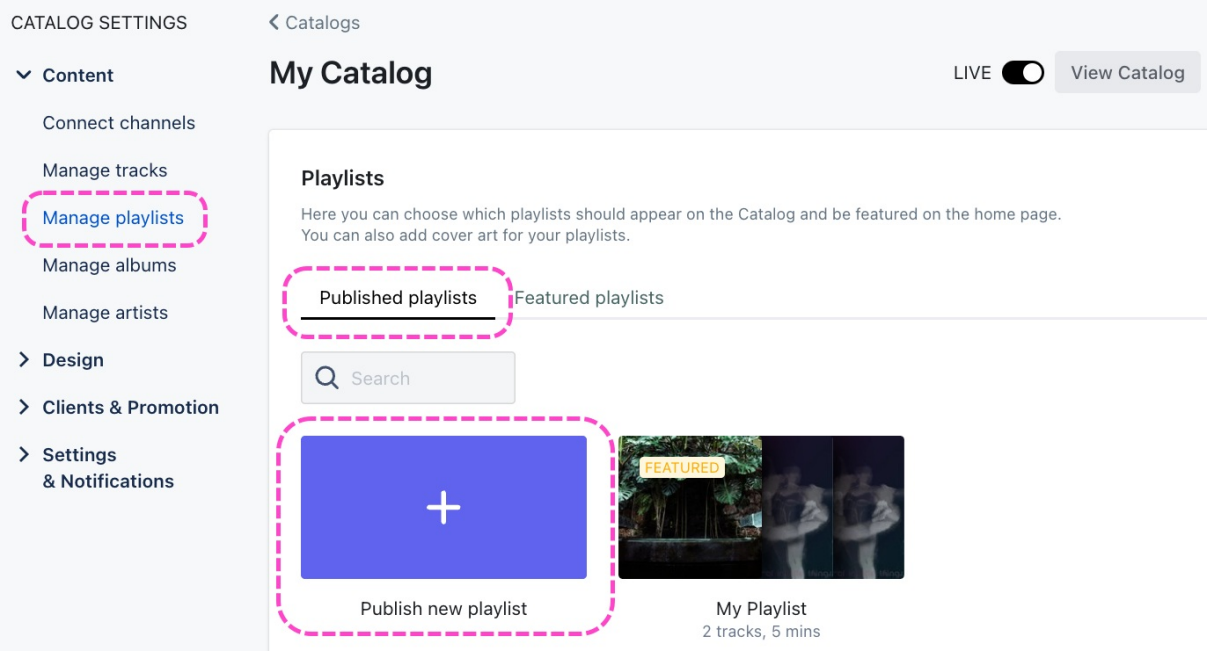
Adding Playlists/Albums to your Catalog

Adding and publishing Playlists/Albums to Catalogs works differently than adding and publishing Tracks via Channels. Even if you previously published Tracks to your Catalog via Channels, and those Tracks were within Playlists/Albums, those Playlists/Albums wouldn't have been published to

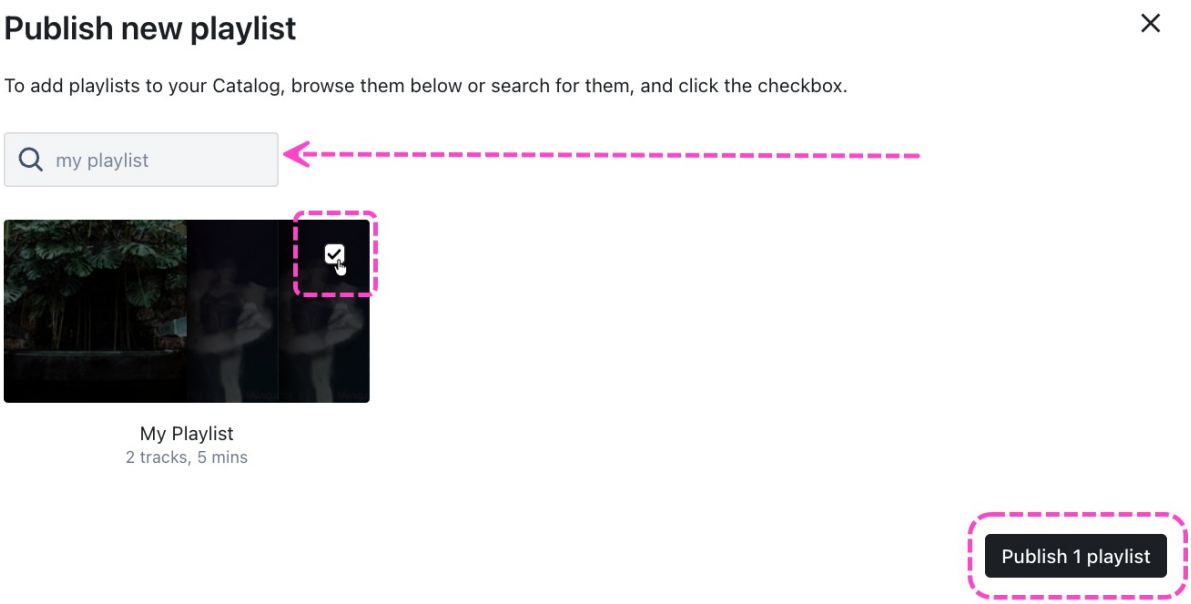
your Catalog.

To add Playlists/Albums to your Catalog:

1. From the **Catalog Settings** page, under **Content**, select **Manage playlists** or **Manage albums**.
2. From the **Published playlists** or **Published albums** tab, click the **+ plus** to **Publish new playlist** or **Publish new album**.



3. Use the search box or browse the page to find your Playlists/Albums.
4. Hover over the Playlist/Album and check the box. You can select multiple Playlist/Albums at once.
5. Click the **Publish playlist(s)** or **Publish album(s)** button.



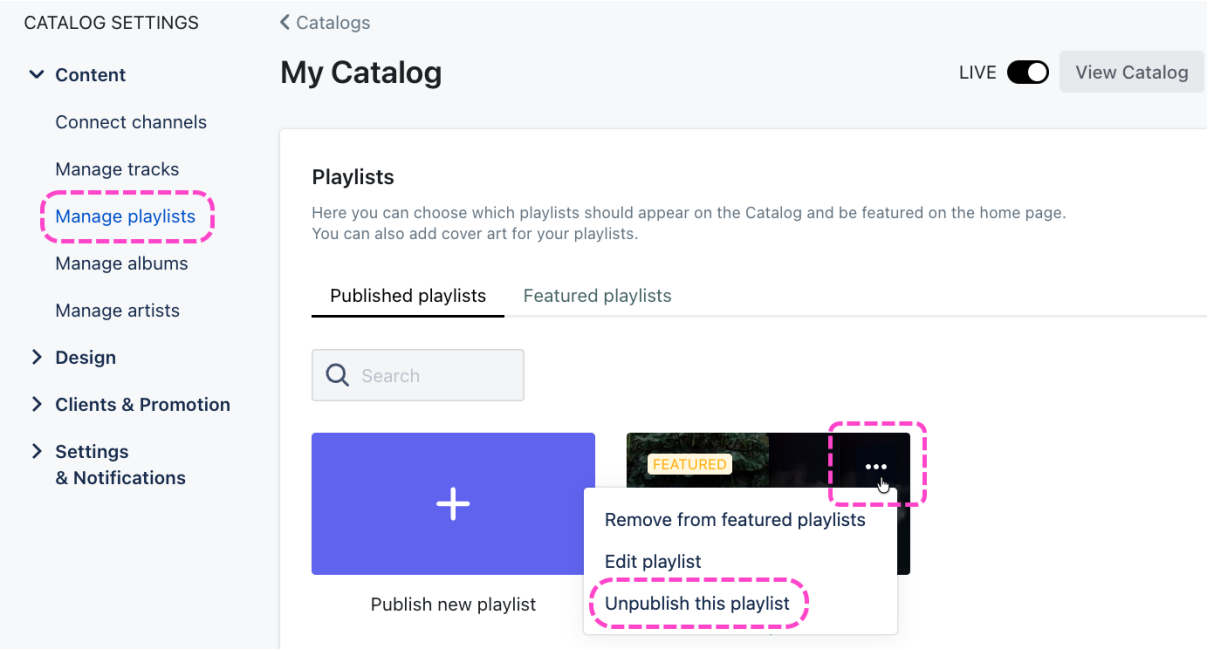
Adding Featured content to your Catalog

In addition to adding and publishing content, you can also **Feature** selected Tracks, Playlists, and Albums on the home page of your Catalog. Visit this article for more information on Featured content.

Removing Content from your Catalog

Removing Playlists/Albums

1. From the **Catalog Settings** page, under **Content**, select **Manage playlists** or **Manage albums**.
2. Select the **Published playlists** or **Published albums** tab.
3. Hover over the Playlist or Album.
4. Open the **ellipses menu** (···) and select **Unpublish this playlist** or **Unpublish this album**.



Removing Tracks

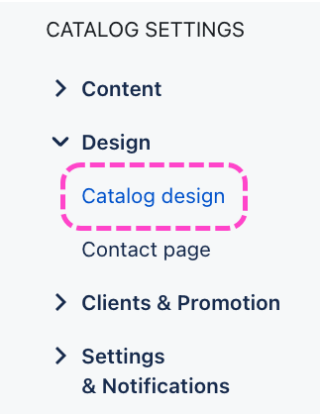
To remove individual Tracks from your Catalog, you can either:

- remove them from the published Playlist(s) they're contained in
- remove them from the published Channel(s) or Folder(s) they're contained in
- unpublish the Playlist(s) they're contained in

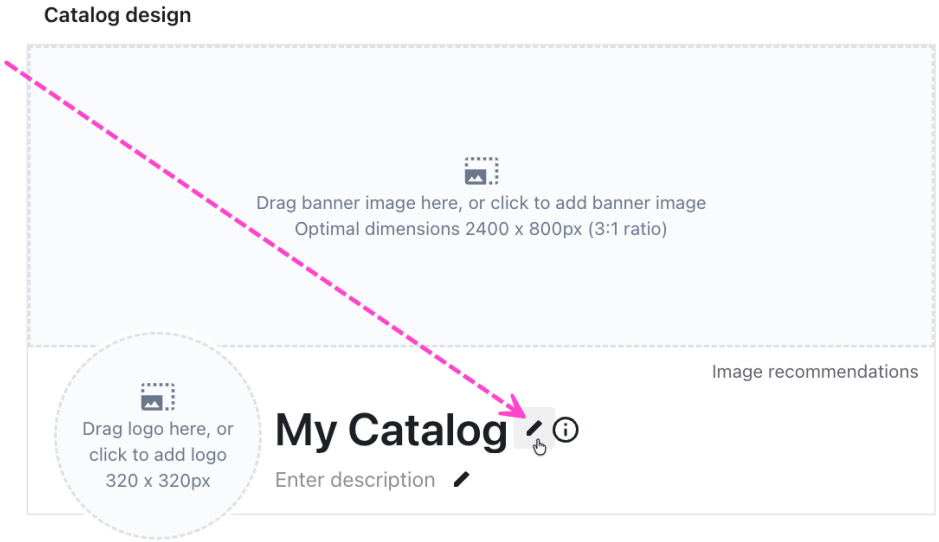
Designing your Catalog

Designing your Catalog home page

1. From the **Catalog Settings** page, under **Design**, select **Catalog design**.

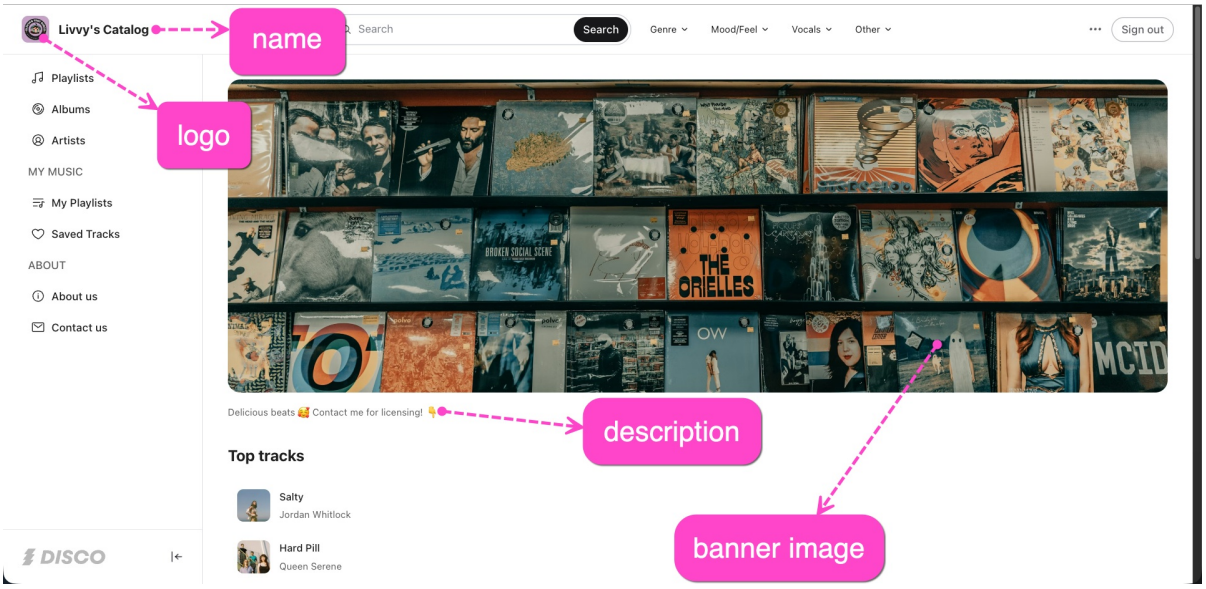


2. Here you can add:
    - **banner image -** optimal dimensions 2400 x 1000 px (3:1 ratio)
    - **logo -** dimensions 320 x 320 px
    - **name -** the title that appears on the home page of your Catalog
    - **description** - a short description for your Catalog home page
3. You can also update your Catalog title by clicking the edit pencil:



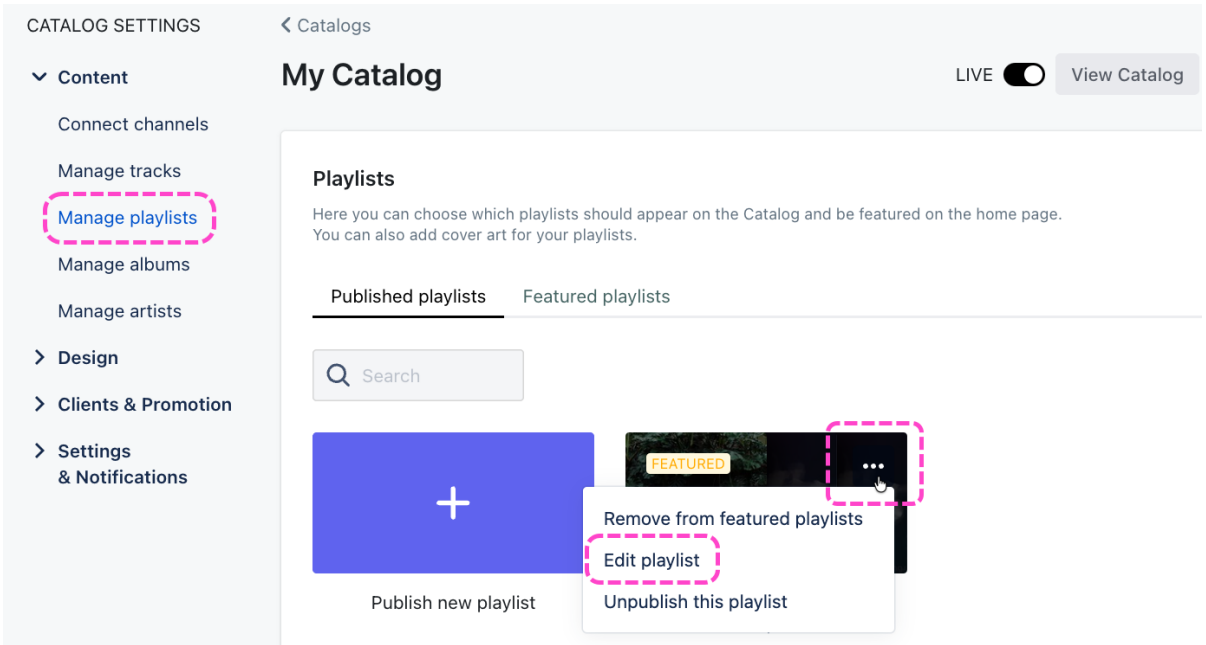
4. Click the **Save** button.

Example Catalog home page:

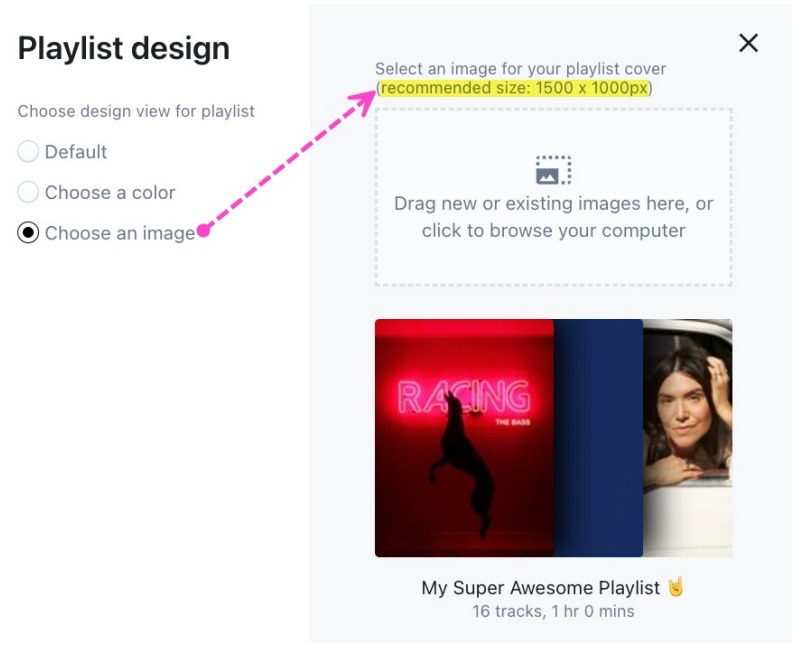


Editing Playlist and Album designs

1. From the **Catalog Settings** page, under **Content**, select **Manage playlists** or **Manage albums**.
2. Select the **Published playlists** or **Published albums** tab.
3. Hover over the Playlist(s), open the **ellipses menu (···)**, and select **Edit playlist** or **Edit album**.



4. In the **Playlist design** or **Album options** window, choose a design view for your Playlist (which will update the Playlist cover):
    - **Default -** This is a cover generated by DISCO using various artwork from the Playlist.
    - **Choose a color -** This allows you to choose a single color for the cover using a color picker.
    - **Choose an image -** This allows you to upload a custom cover image for the Playlist. *The recommended size is 1500 x 1000 px.*



> ***Note:*** *Albums have one additional option: You can select a* ***Release date****.*

5. Click the **Confirm** button.

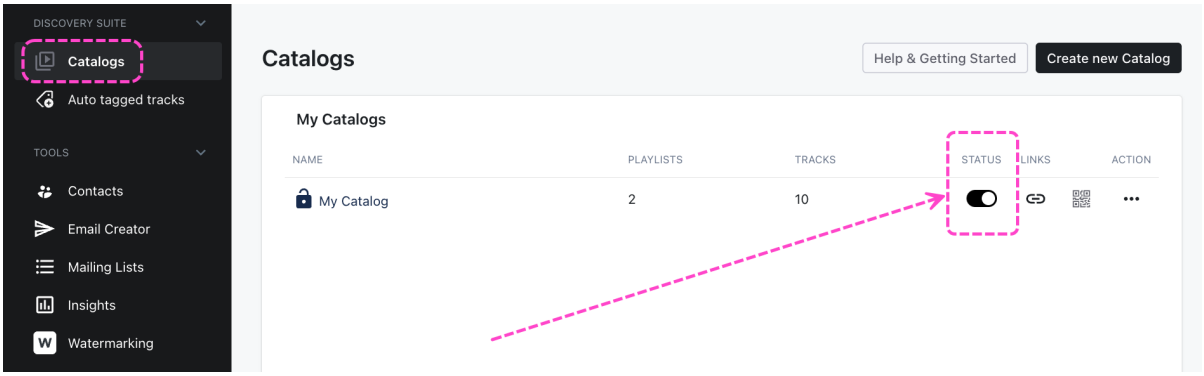
Publishing, viewing, and sharing your Catalog

Publishing your Catalog

There are two ways to do this:

Method 1

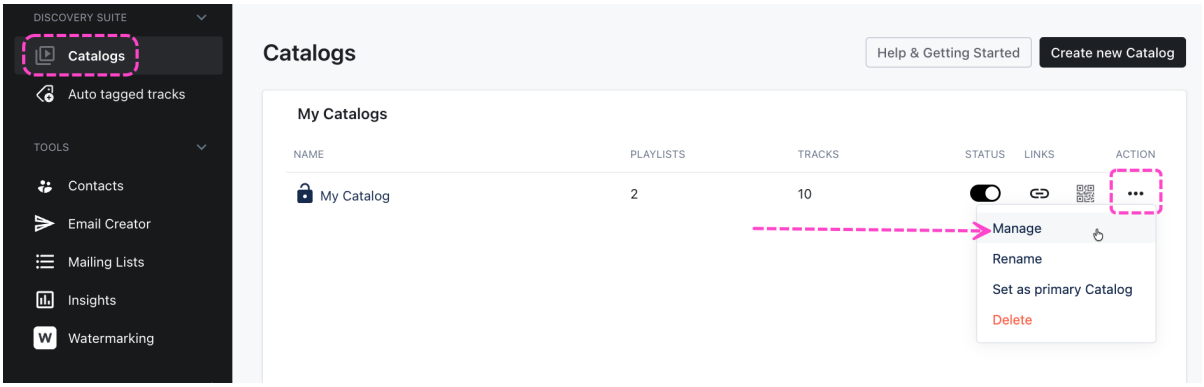
1. On the left sidebar of your DISCO, under **Discovery Suite**, select **Catalogs**.
2. From the **Catalogs** page, set the **STATUS** toggle for the desired Catalog to **ON**.



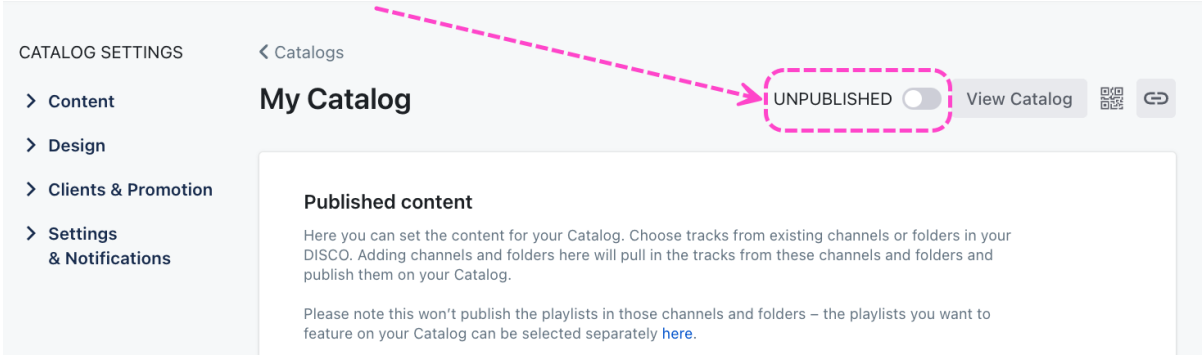
Method 2

1. On the left sidebar of your DISCO, under **Discovery Suite**, select **Catalogs**.

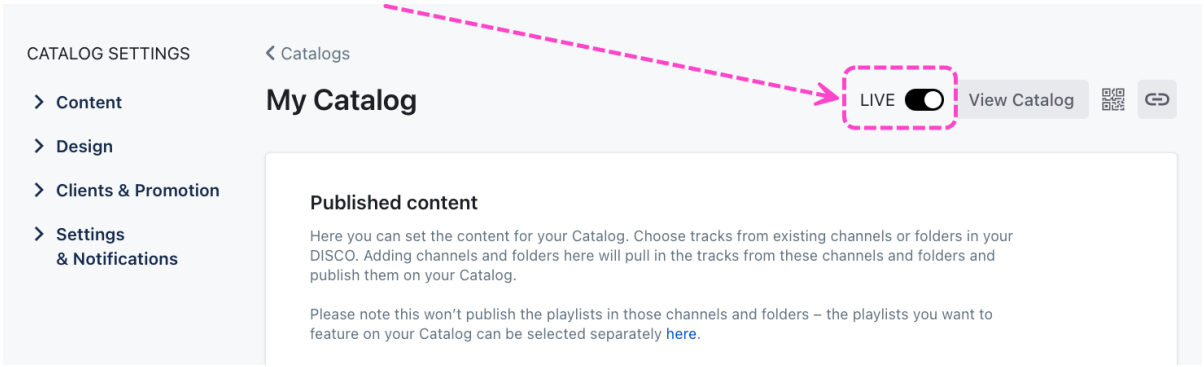
2. From the **Catalogs** page, open the **Action menu (···)** to the right of the desired Catalog and select **Manage**.



3. From the **Catalog Settings** page, in the top-right corner, set the **UNPUBLISHED** toggle to ON.

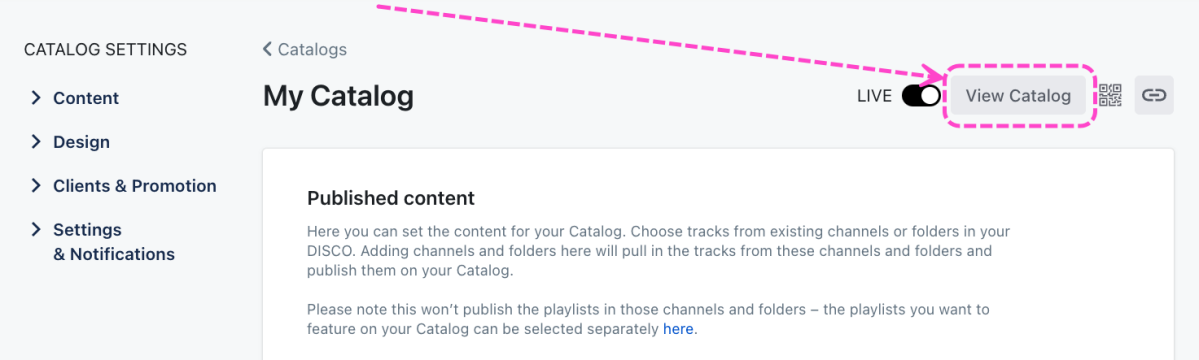


It should now show as **LIVE**.



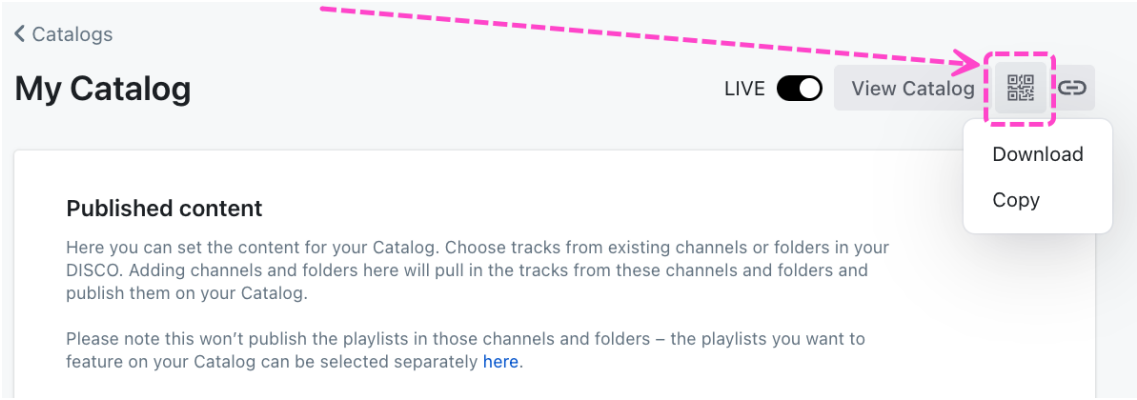
Viewing your Catalog

1. On the left sidebar of your DISCO, under **Discovery Suite**, select **Catalogs**.
2. From the **Catalogs** page, open the **Action menu (···)** to the right of the desired Catalog and select **Manage**.
3. From the **Catalog Settings** page, in the top-right corner, click the **View Catalog** button.

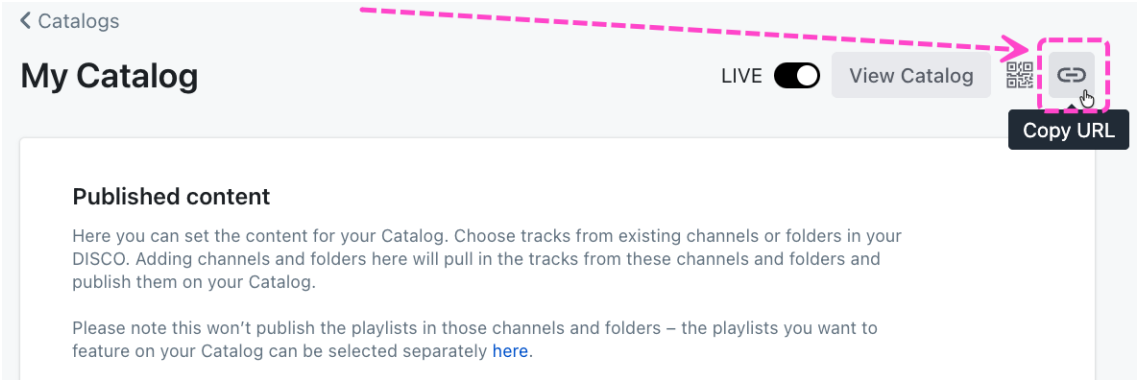


Sharing your Catalog

1. On the left sidebar of your DISCO, under **Discovery Suite**, select **Catalogs**.
2. From the **Catalogs** page, open the **Action menu (···)** to the right of the desired Catalog and select **Manage**.
3. From the **Catalog Settings** page, in the top-right corner, choose one of the following options:
   a. Click the QR code and select **Download** or **Copy**.



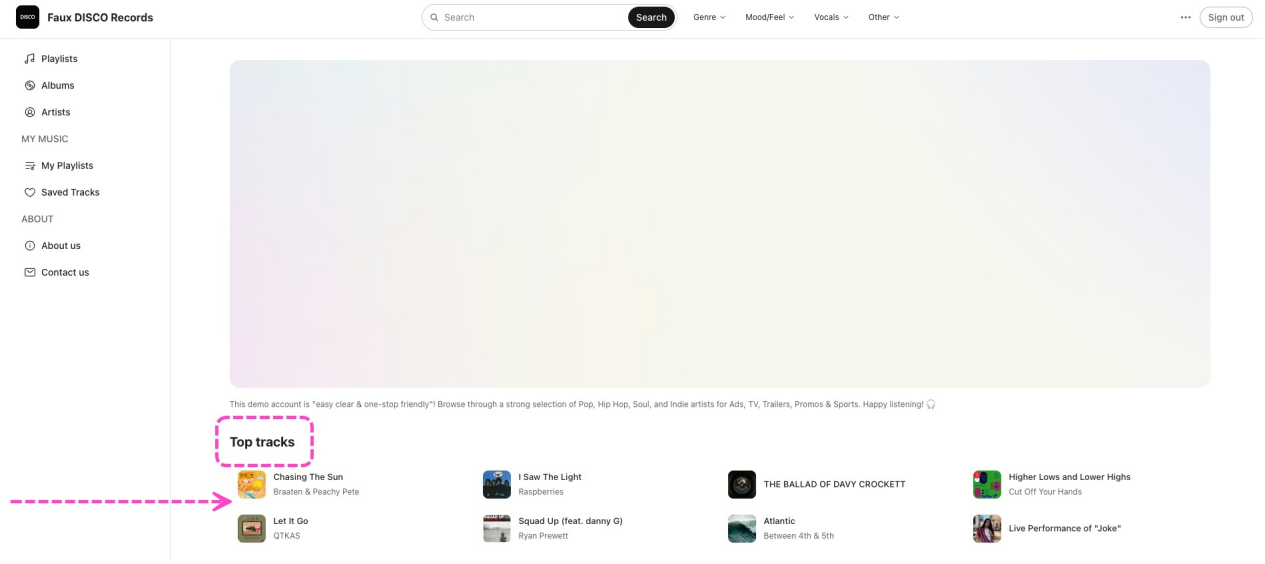
   b. Click the **Copy URL** button.



4. Once you share this QR code or URL, your recipients can log in (if you've invited them), or request access via the Catalog. Refer to this section of this article for more information on managing Catalog access requests.

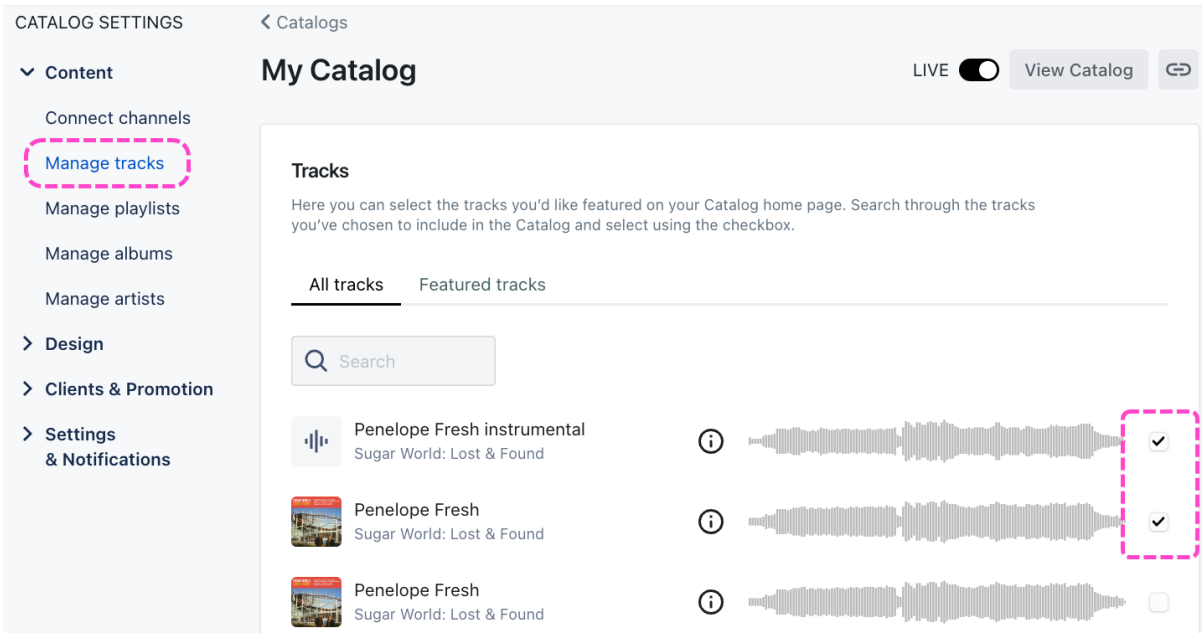
Managing Featured content

After adding and publishing content in your Catalog, you can then add **Featured tracks**, **Featured playlists**, and **Featured albums** to the home page.

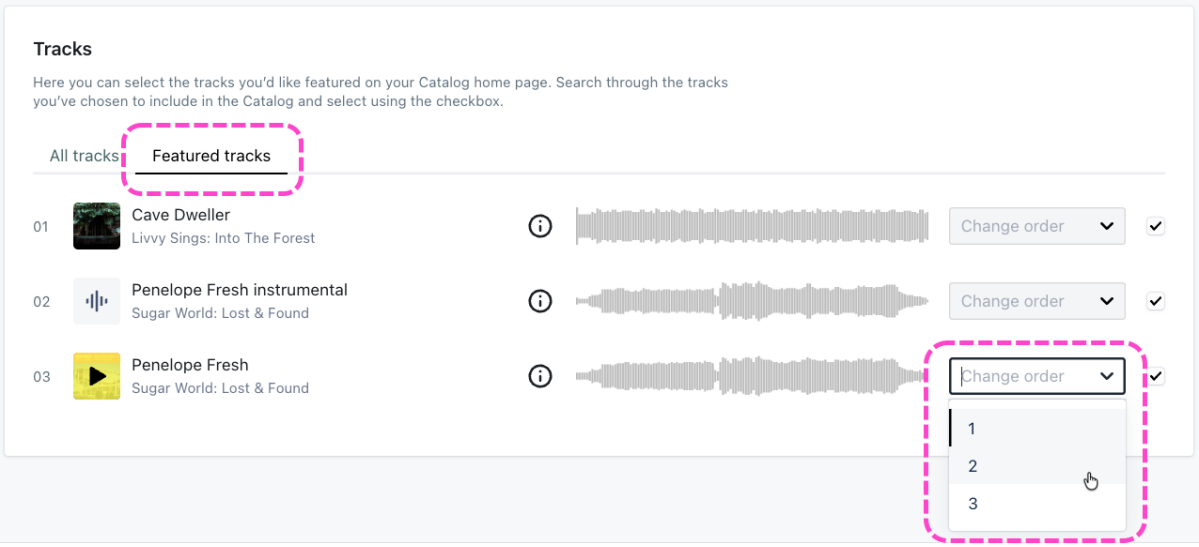


Adding Featured Tracks

1. From the **Catalog Settings** page, under **Content**, select **Manage tracks**.
2. You'll see a list of all the Tracks published in your Catalog. Check the box(es) next to the Track(s) you'd like to feature.

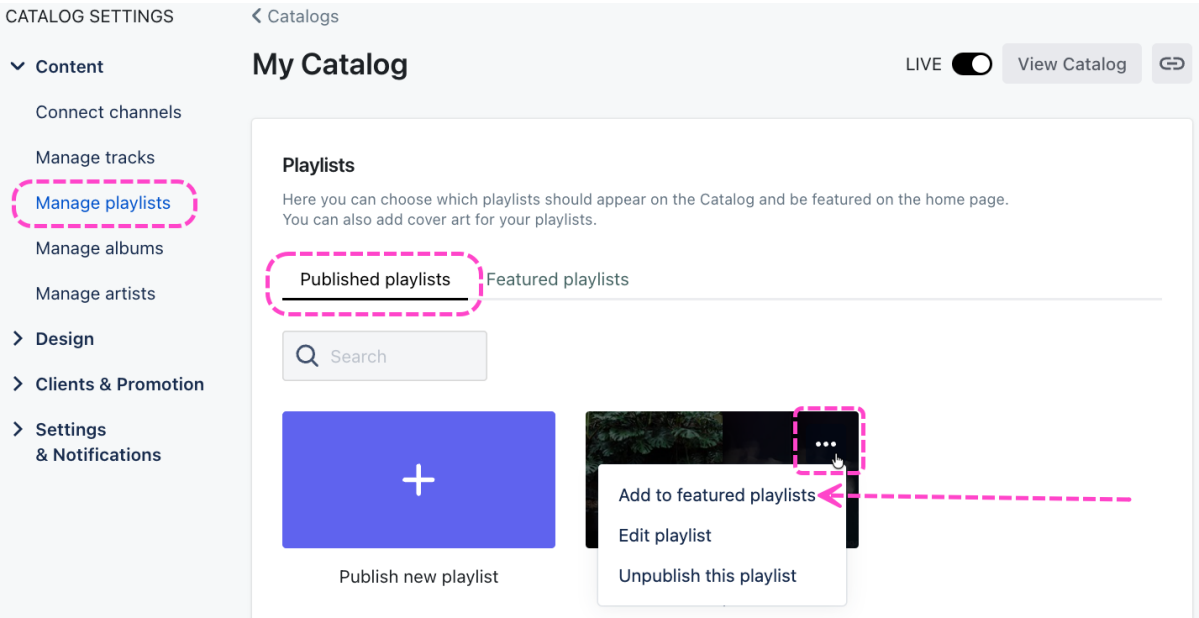


3. These will be added to the **Featured tracks** tab. You can open the **Change order** drop-down to change the order in which they'll appear on the home page if you like.

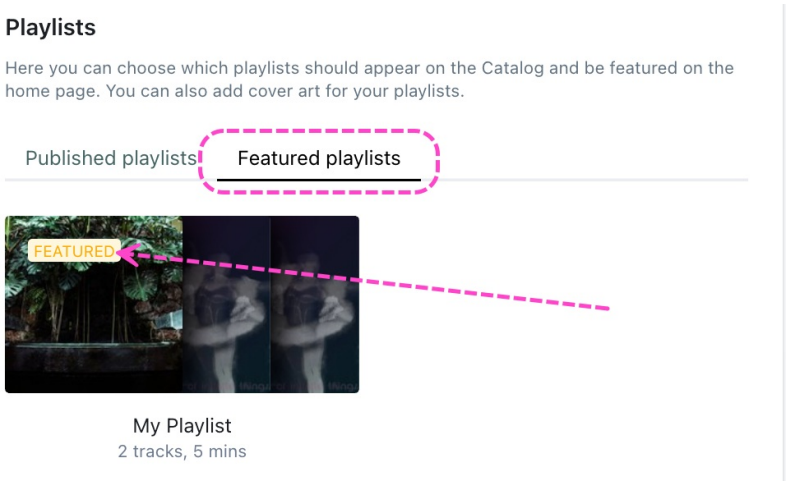


Adding Featured Playlists and Albums

1. From the **Catalog Settings** page, under **Content**, select **Manage playlists** or **Manage albums**.
2. From the **Published playlists** or **Published albums** tab, hover over the Playlist or Album.
3. Open the **ellipses menu (···)**, and select **Add to featured playlists** or **Add to featured albums**.

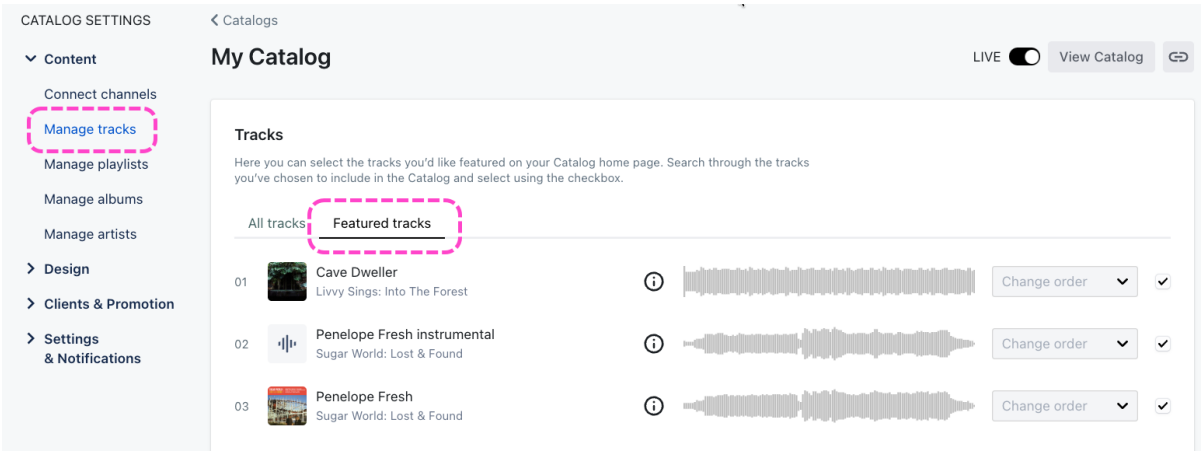


4. These will be added to the **Featured playlists** or **Featured albums** tab and will have a **FEATURED** label.

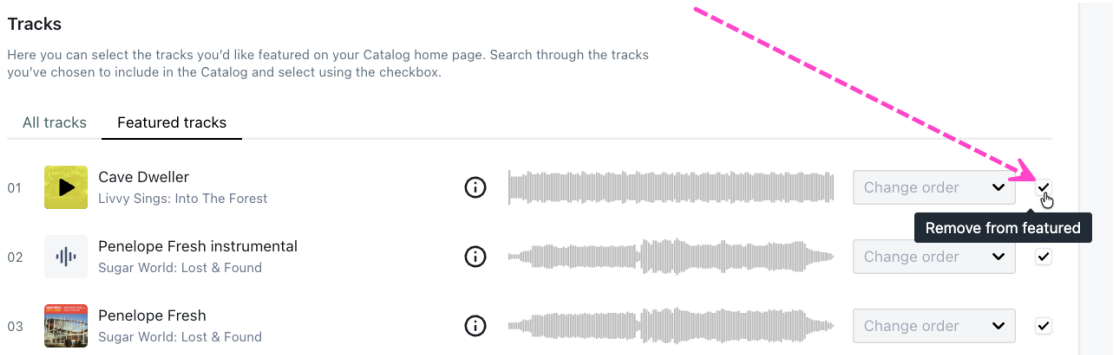


Removing Featured Tracks, Playlists, and Albums

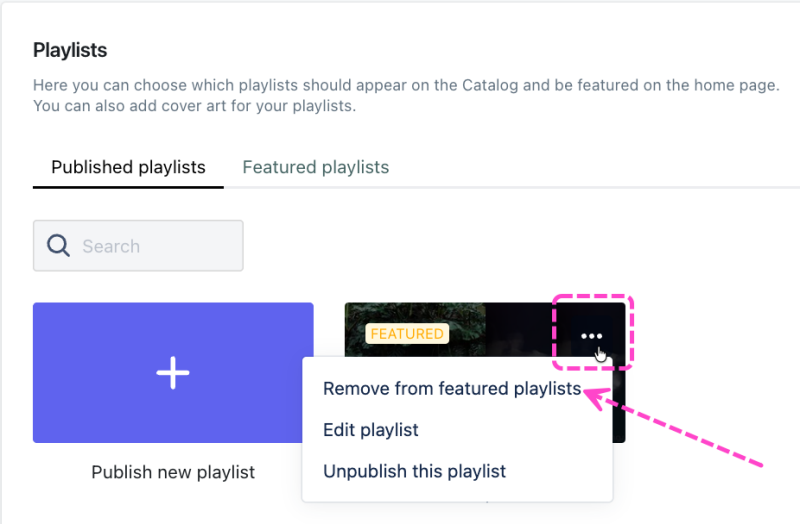
1. From the **Catalog Settings** page, under **Content**, select **Manage tracks**, **Manage playlists**, or **Manage albums**.
2. Select the **Featured tracks**, **Featured playlists**, or **Featured albums** tab.



3. **For Tracks:** Uncheck the box(es) next to the Track(s) to **Remove from featured**.



For Playlists and Albums: Hover over the Playlist(s) or Album(s), open the **ellipses menu (···)**, and select **Remove from featured playlists** or **Remove from featured albums**.

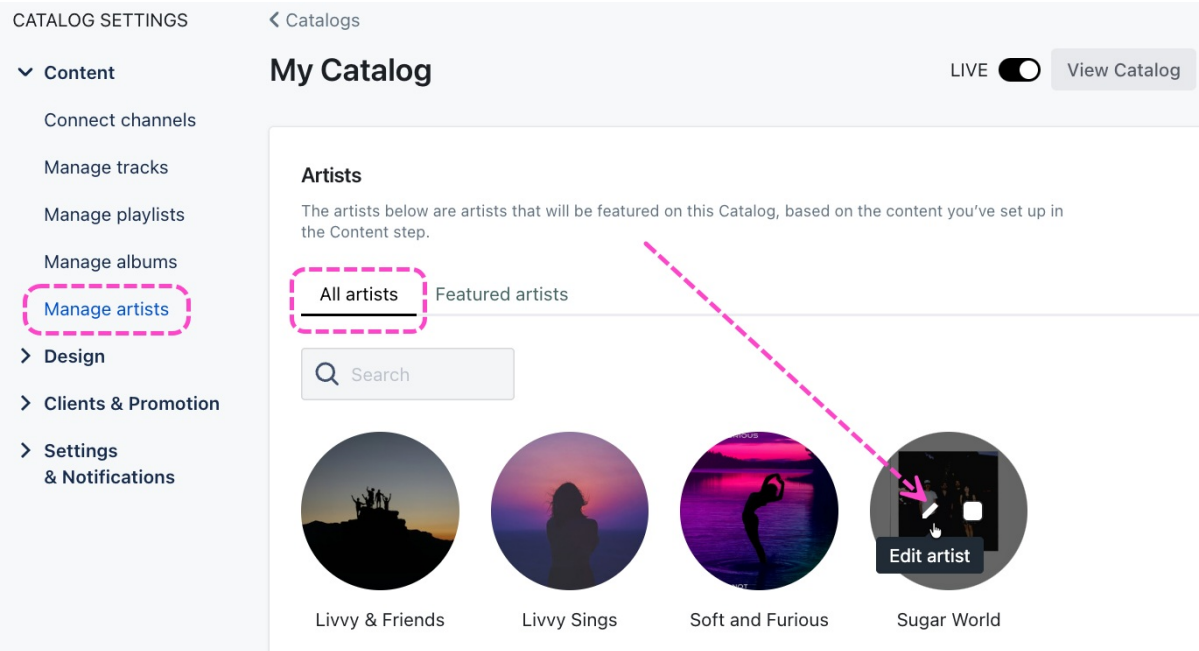


4. The Track(s), Playlist(s), and Album(s) will still exist in your Catalog, they'll just no longer be featured on the home page.

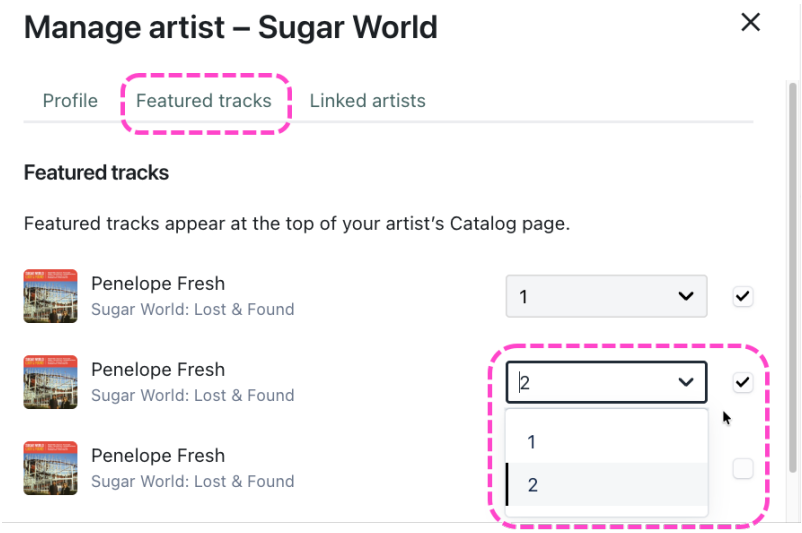
Managing Artists in Catalogs

Editing Artists

1. From the **Catalog Settings** page, under **Content**, select **Manage artists**.
2. From the **All artists** tab, you'll see a list of all the Artists from the Tracks in your Catalog.
3. Hover over the artist thumbnail, and click the pencil to **Edit artist**.



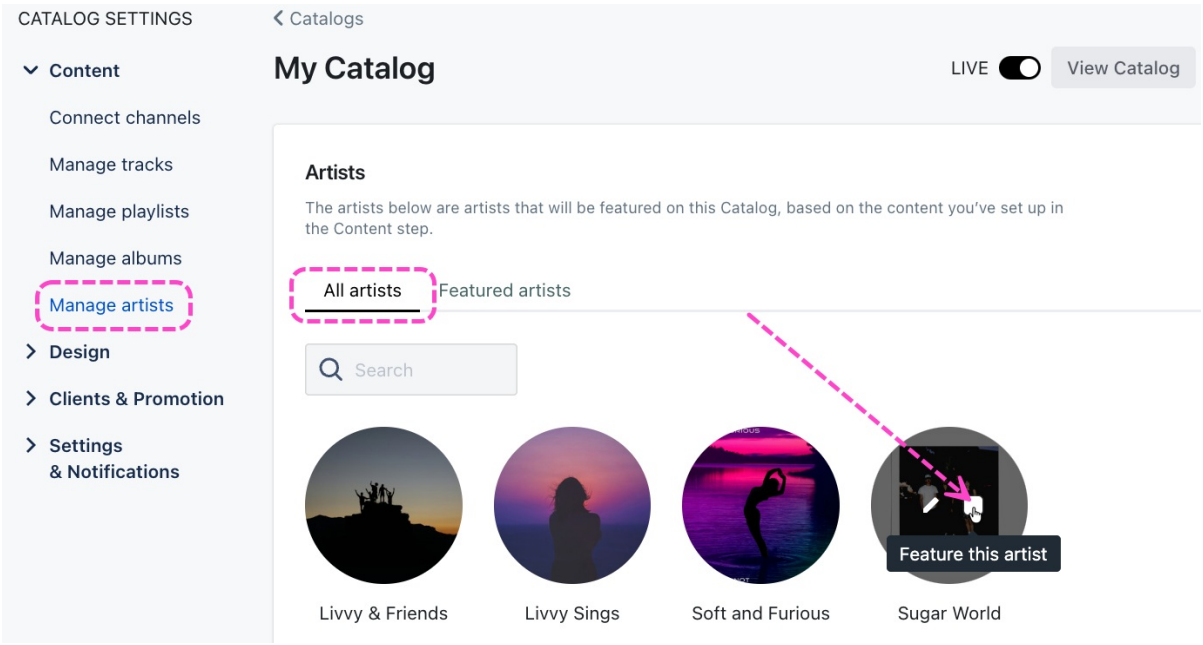
4. Here you can:
   - Edit the **Artist Profile**.
   - Manage **Featured Tracks** and their order on the Catalog home page:



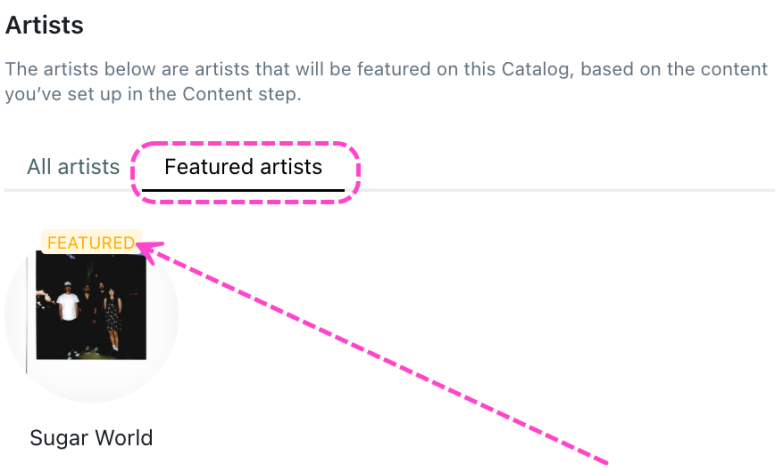
- Manage **Linked artists**.

Adding Featured Artists

1. From the **Catalog Settings** page, under **Content**, select **Manage artists**.
2. From the **All artists** tab, you'll see a list of all the Artists from the Tracks in your Catalog.
3. Hover over the artist thumbnail, and check the box that appears to **Feature this artist**.

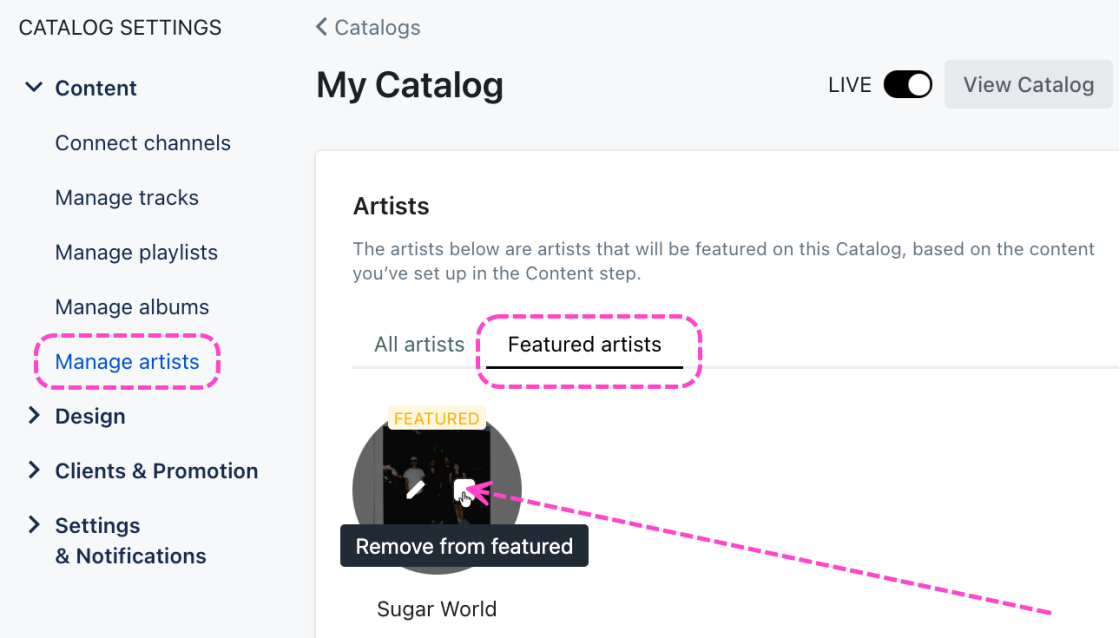


4. They will be added to the **Featured artists** tab and will have a **FEATURED** label.



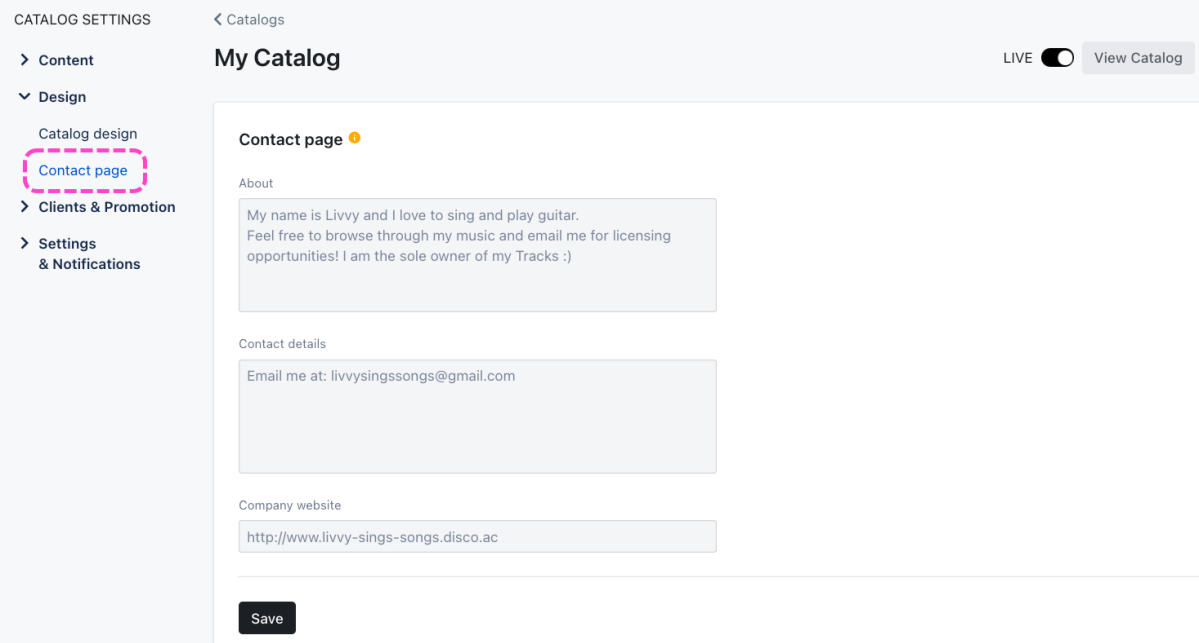
Removing Featured Artists

1. From the **Catalog Settings** page, under **Content**, select **Manage artists**.
2. Select the **Featured artists** tab.
3. Hover over the artist thumbnail, and uncheck the box that appears to **Remove from featured**.



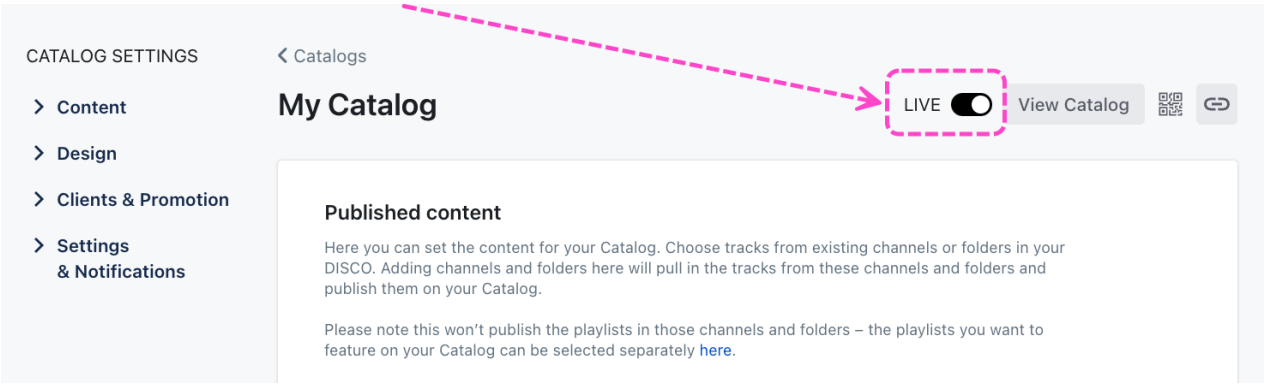
Adding Contact Details to your Catalog

1. From the **Catalog Settings** page, under **Design**, select **Contact page**.
2. You can add information about you or your company in the **About** section.
3. You can also add your **Contact details** and **Company website**.
4. Click the **Save** button.



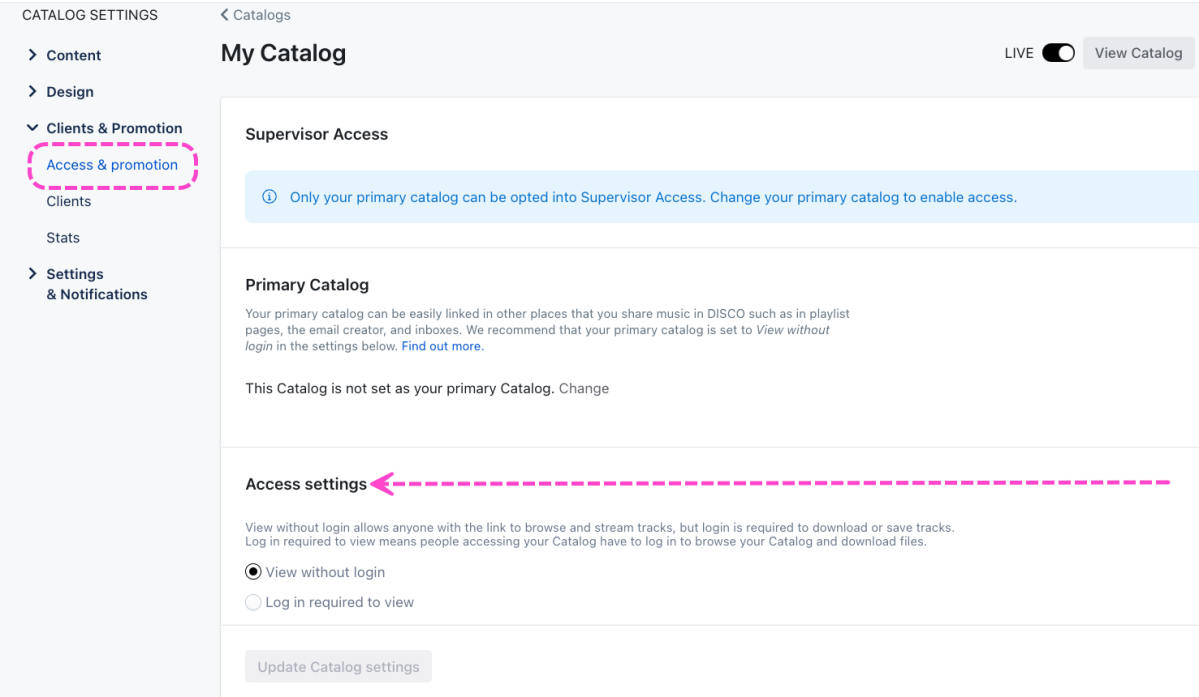
Managing access to your Catalog

Your Catalog must be **published** (with the status set to **LIVE**) to manage access.



General access settings

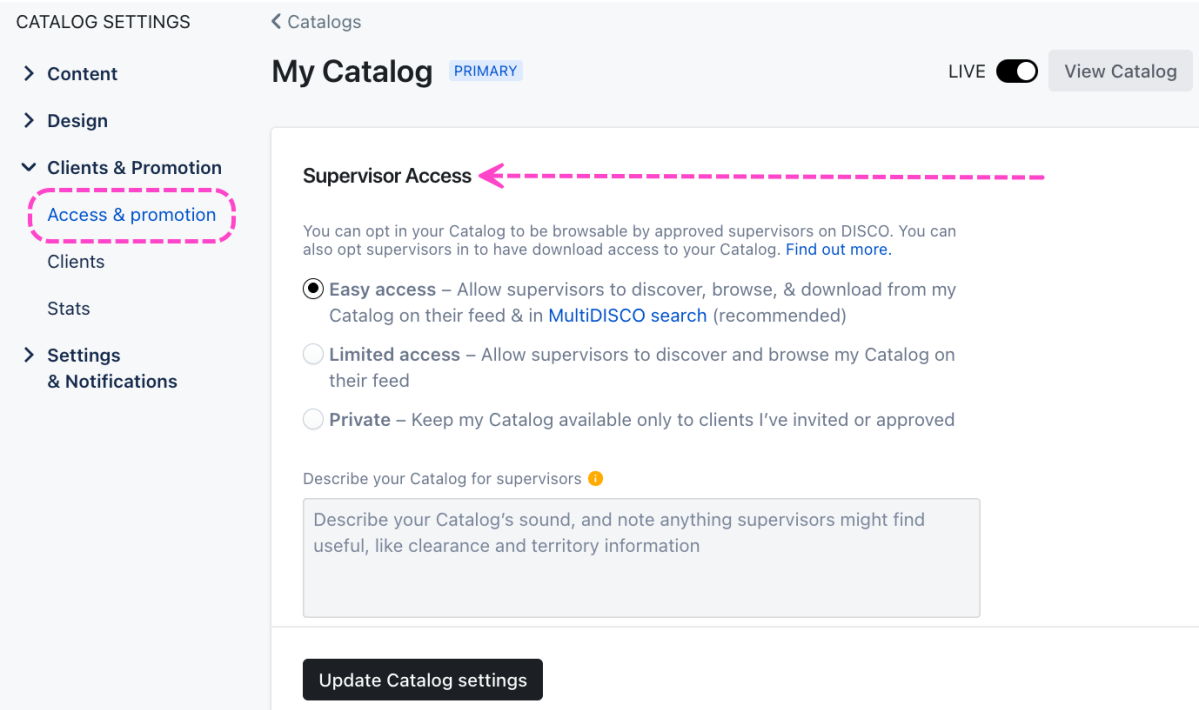
1. From the **Catalog Settings** page, under **Clients & Promotion**, select **Access & promotion**.
2. Under **Access settings**, choose an option:
    - **View without login -** Anyone can browse your Catalog and stream Tracks, but a DISCO login is required to download Tracks, save Tracks to DISCO, and create Playlists.
    - **Log in required to view -** A DISCO login is required to browse your Catalog.
3. Click the **Update Catalog settings** button.



Access for supervisors

> ***Note:** Only your **Primary Catalog** can be opted in for Supervisor Access.*

1. From the **Catalog Settings** page, under **Clients & Promotion**, select **Access & promotion**.
2. Under **Supervisor Access**, choose an option:
   - **Private -** Only clients you've invited and approved can view your Catalog.
   - **Limited access -** Supervisors can find and browse your Catalog from their **Discover Music** feed.
   - **Easy access -** Supervisors can find, browse, and download content from your **Primary Catalog** from their **Discover Music** feed and their MultiDISCO Search results.
     Recommended for making your Primary Catalog more discoverable by music supervisors.
3. Click the **Update Catalog settings** button.



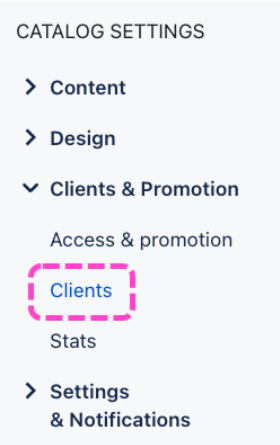
Access for clients

Check out this article for information on inviting clients to your Catalog.

Inviting Clients and managing Catalog access requests

At a glance

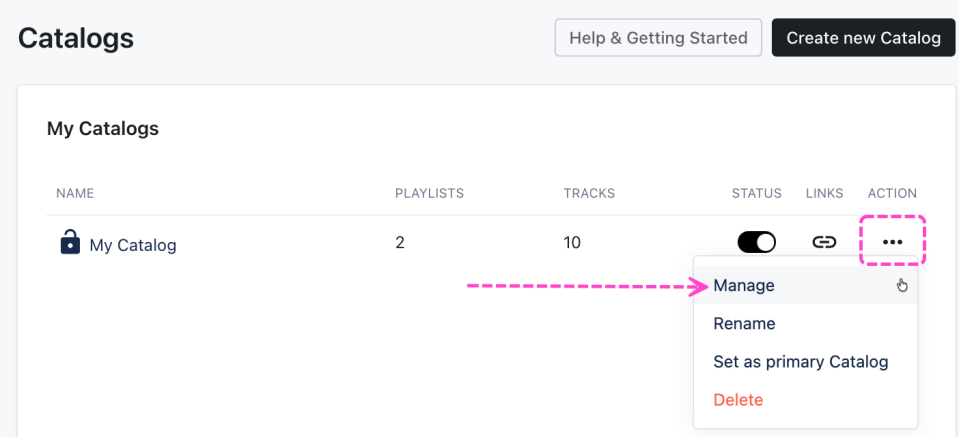
This is done from within the **Catalog Settings**.



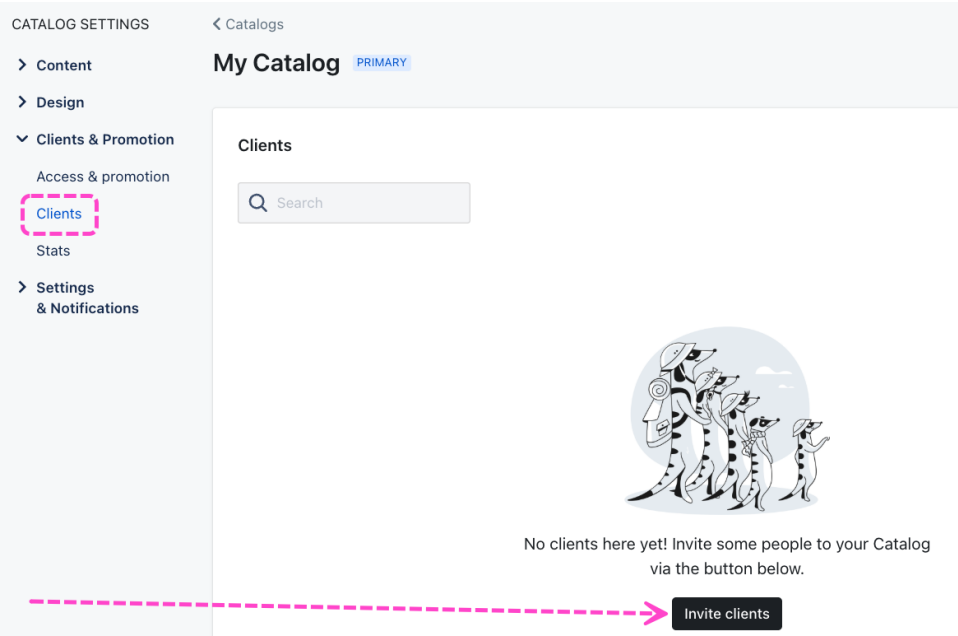
Before you can invite Clients to your Catalog, it must be published.

Inviting Clients to your Catalog

1. On the left sidebar of your DISCO, under **Discovery Suite**, select **Catalogs**.
2. From the **Catalogs** page, open the **Actions menu (···)** to the right of the desired Catalog and select **Manage**.

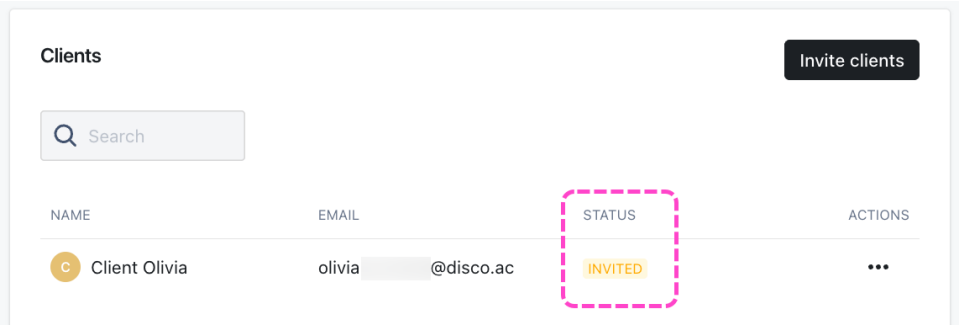


3. From the **Catalog Settings** page, under **Clients & Promotion**, select **Clients**.
4. Click the **Invite clients** button.

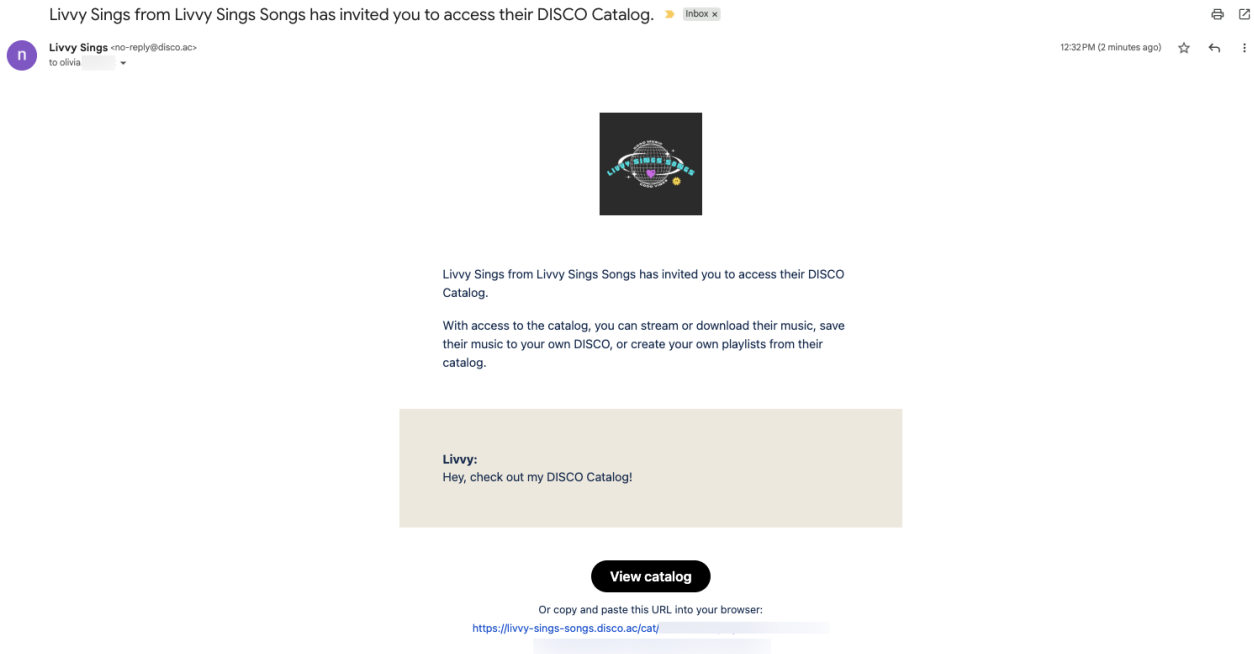


5. In the **Invite clients to Catalog** window, enter their **Email Address**, **First name**, and **Last name**.
6. Add a **Custom Message** (optional), and click the **Invite** button.

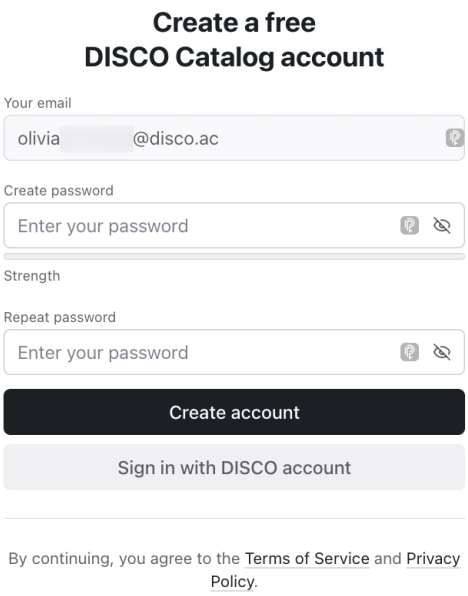
7. Their name will appear on the **Clients** list with the **Status** showing **Invited** until they accept the invite.



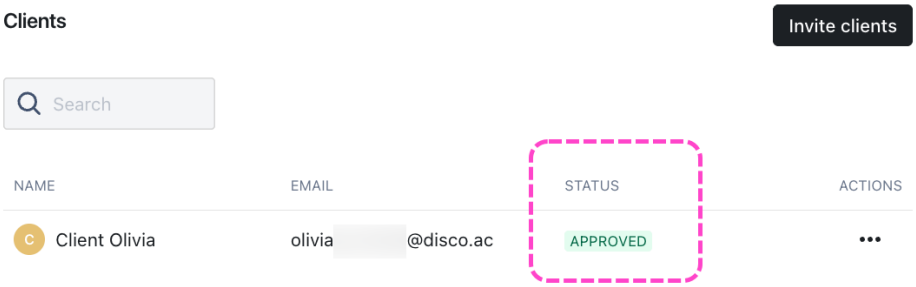
Once invited, Clients will receive an email with a link to your Catalog.



If they have a DISCO account, they can use that sign in. If they don't have a DISCO account, they can create a free DISCO Catalog account to access your Catalog.



Once they log in to your Catalog, they can browse and search for content, and their status in your Catalog Settings Clients list will change from **Invited** to **Approved**:



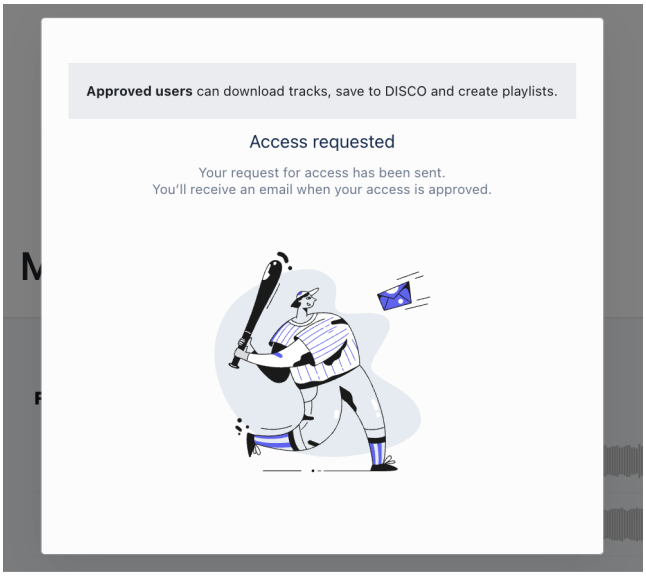
Managing Catalog access requests

When you share your Catalog, recipients can log in if you've invited them, or they can request access via the Catalog.

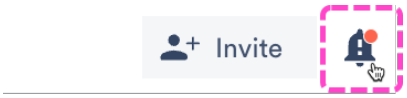
Viewing access requests

When someone requests access to your Catalog, a few things will happen:

- the requester will see this message



- the user in your DISCO who created the Catalog will get a notification in-app

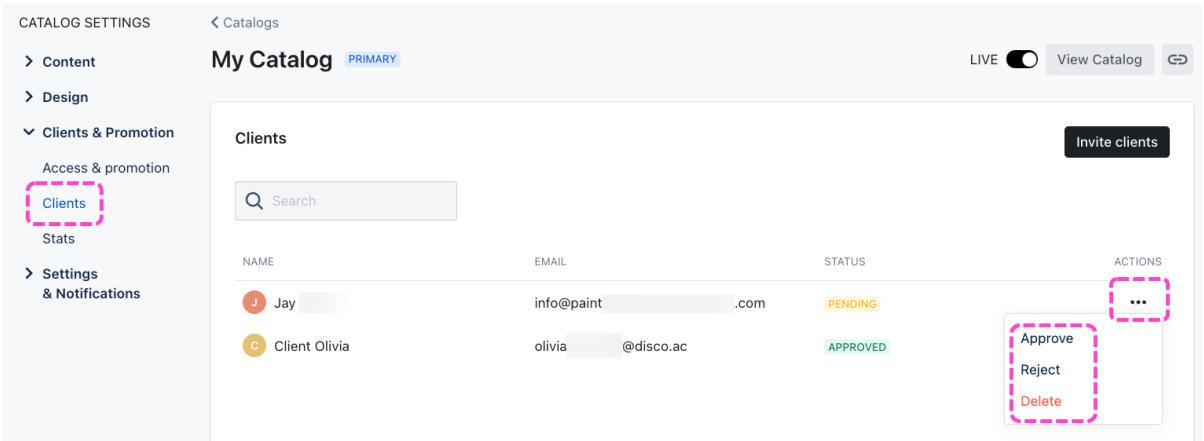


- the requester's name will appear in your **Clients** list in your **Catalog Settings** with the status **Pending**

Approving, rejecting, and removing access

To approve or reject access:

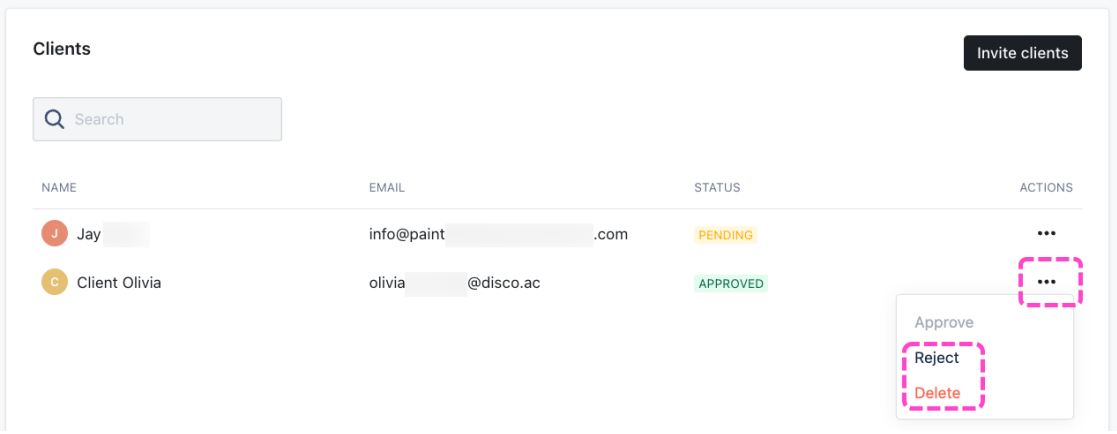
1. From the **Catalog Settings** page, under **Clients & Promotion**, select **Clients**.
2. From the **Clients** list, locate the Client with the **Pending** status.
3. Open the **Actions menu (···)** and select the appropriate option: **Approve**, **Reject**, **or Delete**.



4. The **Status** for that Client will change from **Pending** to either **Approved** or **Rejected**.

To remove previously approved access:

Open the **Actions menu (···)** and select **Reject** or **Delete**.



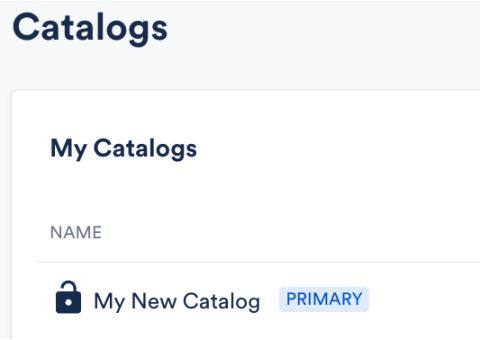
Primary Catalogs

With **Primary Catalogs**, clients and supervisors can find your music more easily. While you may need multiple Catalogs, your Primary Catalog is designed to be the best holistic representation of your music.

At a glance

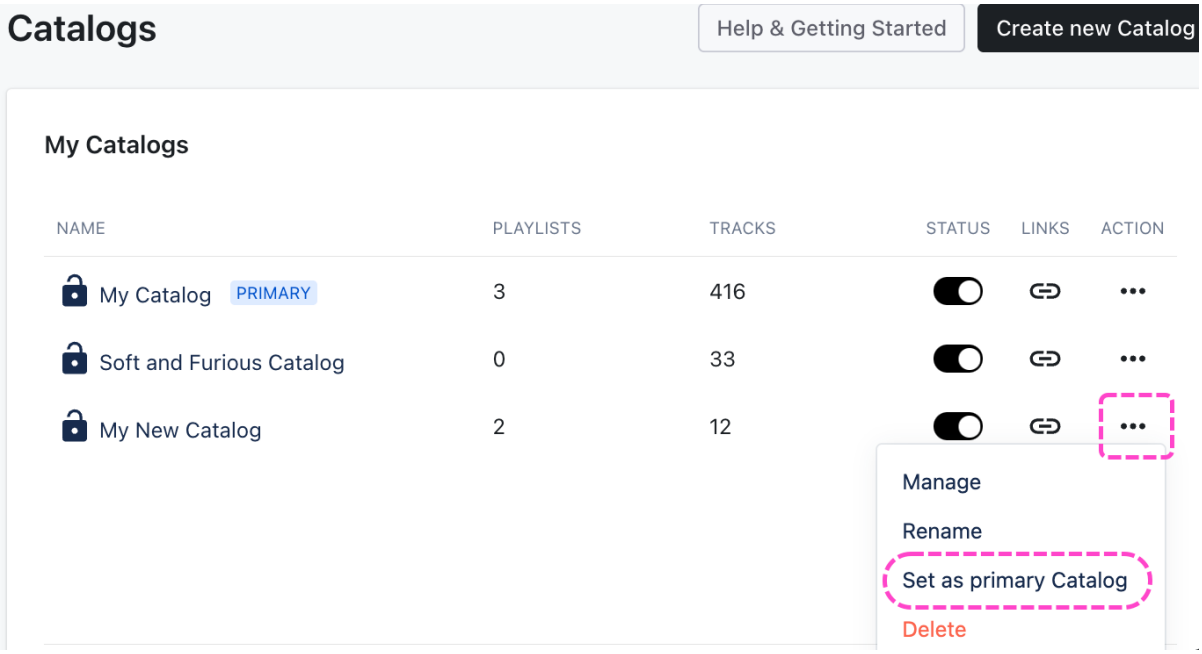
In order for your Catalog to be visible to music supervisors in DISCO, it must be set as the Primary Catalog and opted in for **Easy access**.

DISCO automatically assigns a Primary Catalog for you, but you can change this if you like.

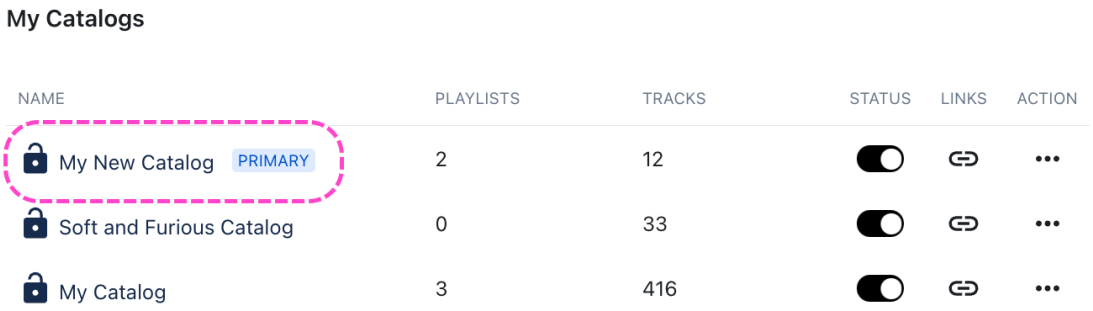


Setting a Primary Catalog

1. From the left sidebar of your DISCO, select **Catalogs**.
2. From the **Catalogs** page, open the **Actions menu (···)** for the desired Catalog and select **Set as primary Catalog**.



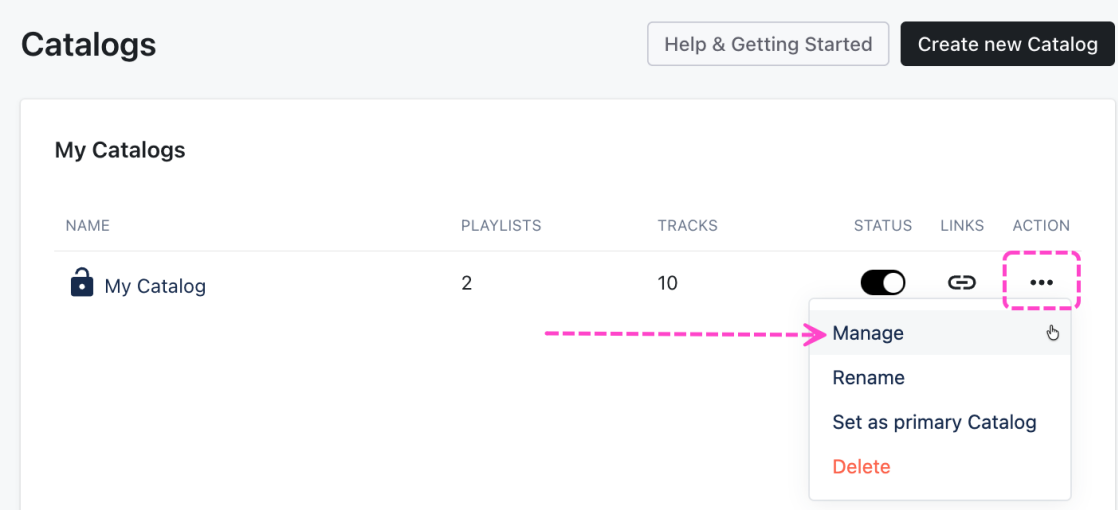
3. Your Primary Catalog will move to the top of the list and have a **PRIMARY** label.



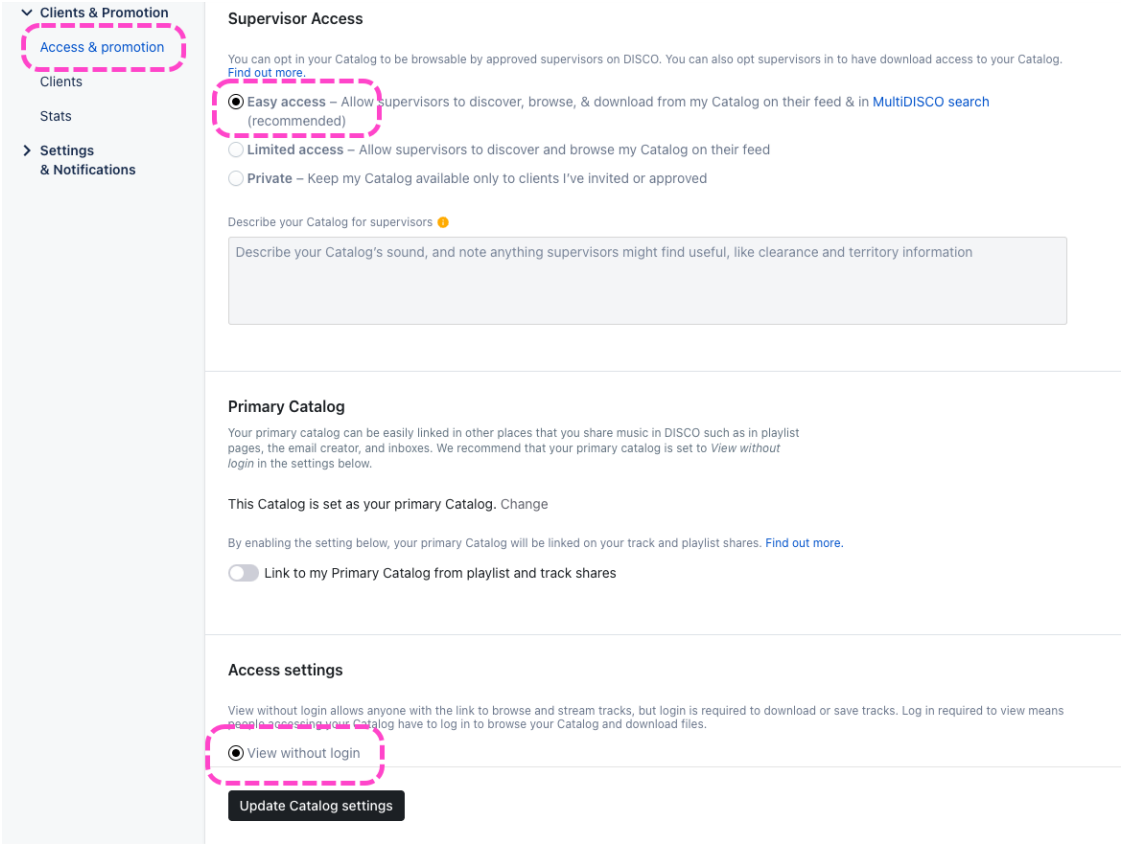
Best Practices

First, we recommend opting in your Primary Catalog for easy access, and allowing your Primary Catalog to be viewed without requiring a login.
You can set both of these from the **Catalog Settings**:

1. From the left sidebar, select **Catalogs**.
2. From the **Catalogs** page, open the **Actions menu (···)** for your Primary Catalog and select **Manage**.



3. On the **Catalog Settings** page, under **Access & promotion**, select these radio buttons:
    - **Easy access** (under **Supervisor Access**)
    - **View without login** (under **Access settings**)



4. Click the **Update Catalog Settings** button.

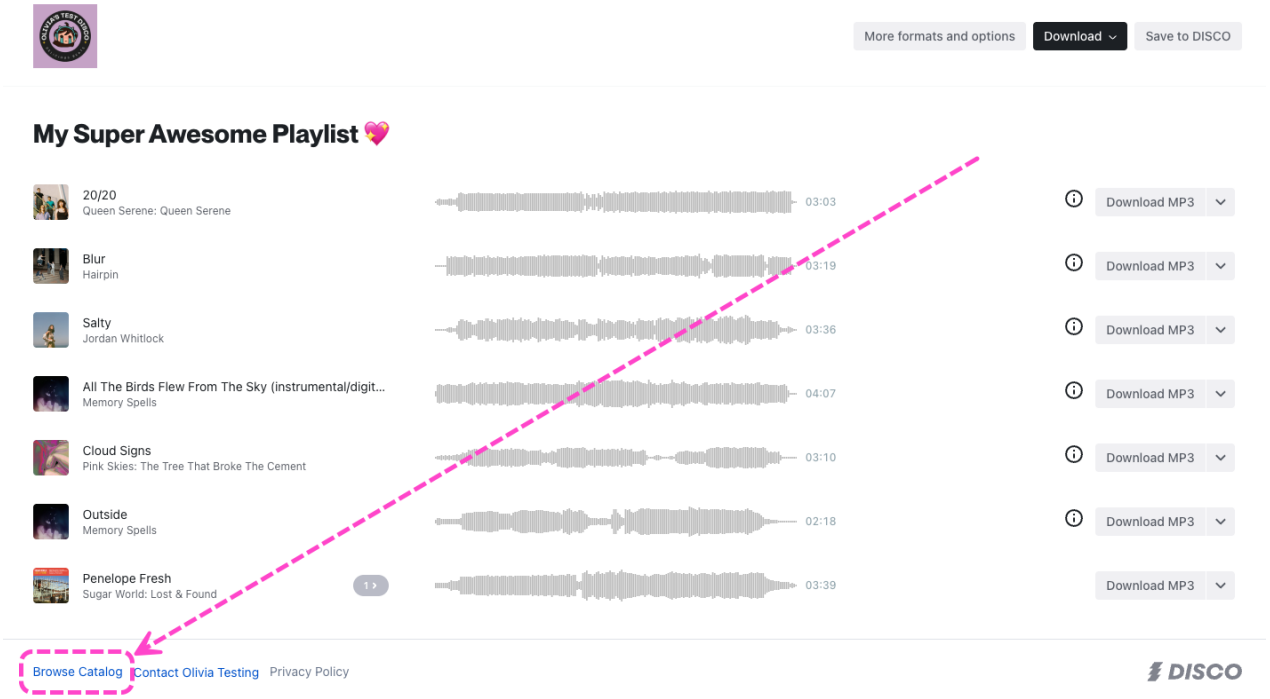
Next, we recommend linking your Primary Catalog to your business.

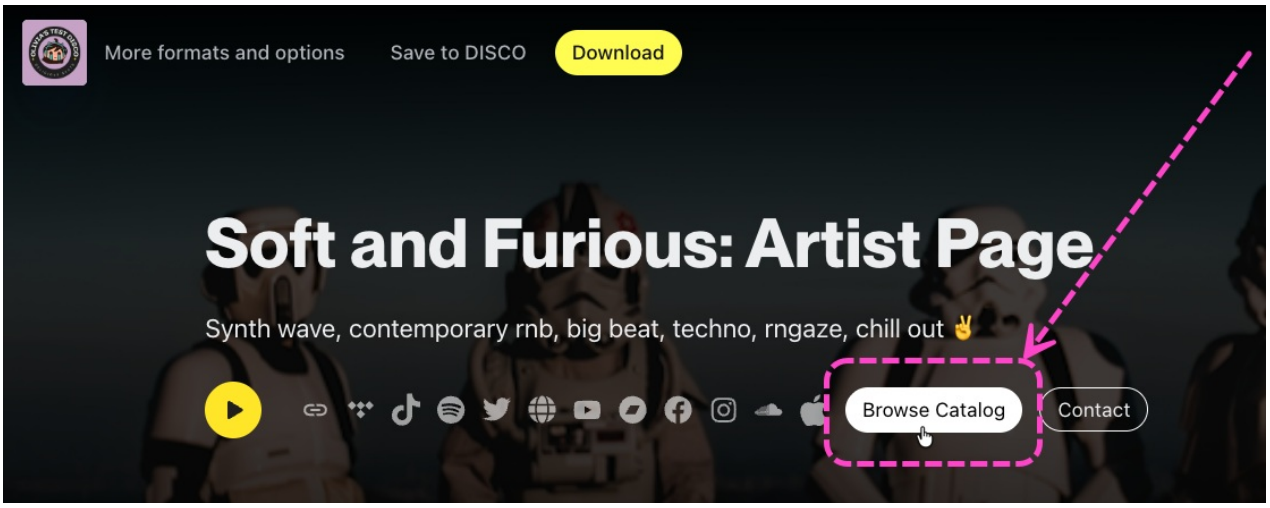
Linking your Primary Catalog to your business

Once your Primary Catalog has been set you'll have the option to link it to your business across DISCO.

At a glance

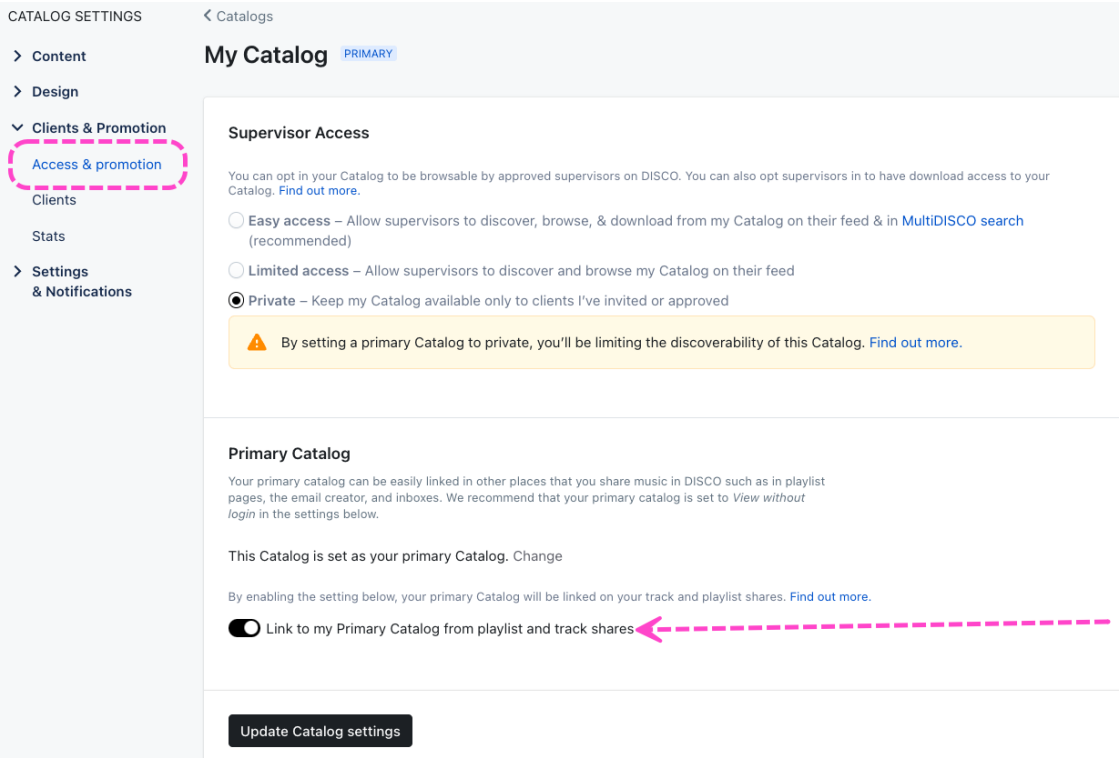
Once linked, the Playlists (including Artist and Album Pages) and Tracks that you share from DISCO will include a clickable link to your Primary Catalog, making it more easily accessible:





Linking your Primary Catalog

1. From the left sidebar, select **Catalogs**.
2. Open the **Actions** menu for your Primary Catalog and select **Manage**.
3. Under **Clients & Promotion > Access & promotion**, set the **Link to my Primary Catalog from playlist and track shares** toggle to **ON**.



4. Click the **Update Catalog settings** button.

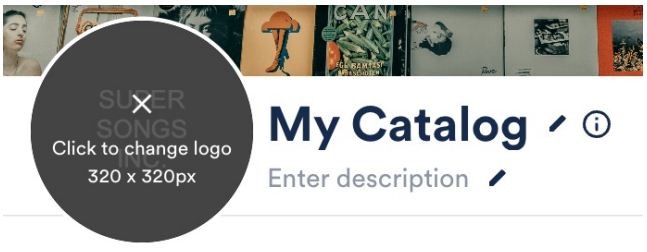
Recommended image specifications across DISCO

For Track artwork

Your Track artwork should be square. We recommend saving a JPG or PNG file at high image quality, with a size of 1400px x 1400px.

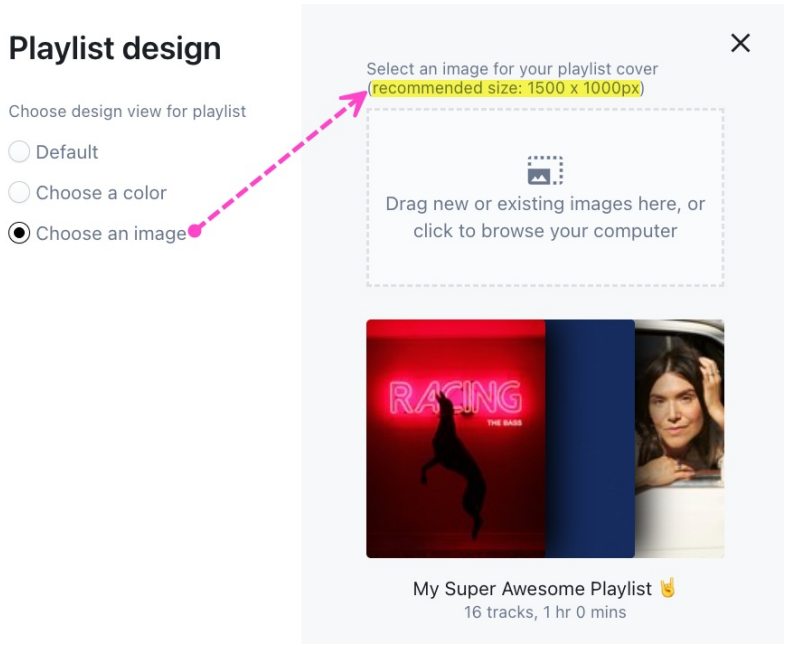
For DISCO Catalogs

- **Home page logo**: 320 by 320 pixels

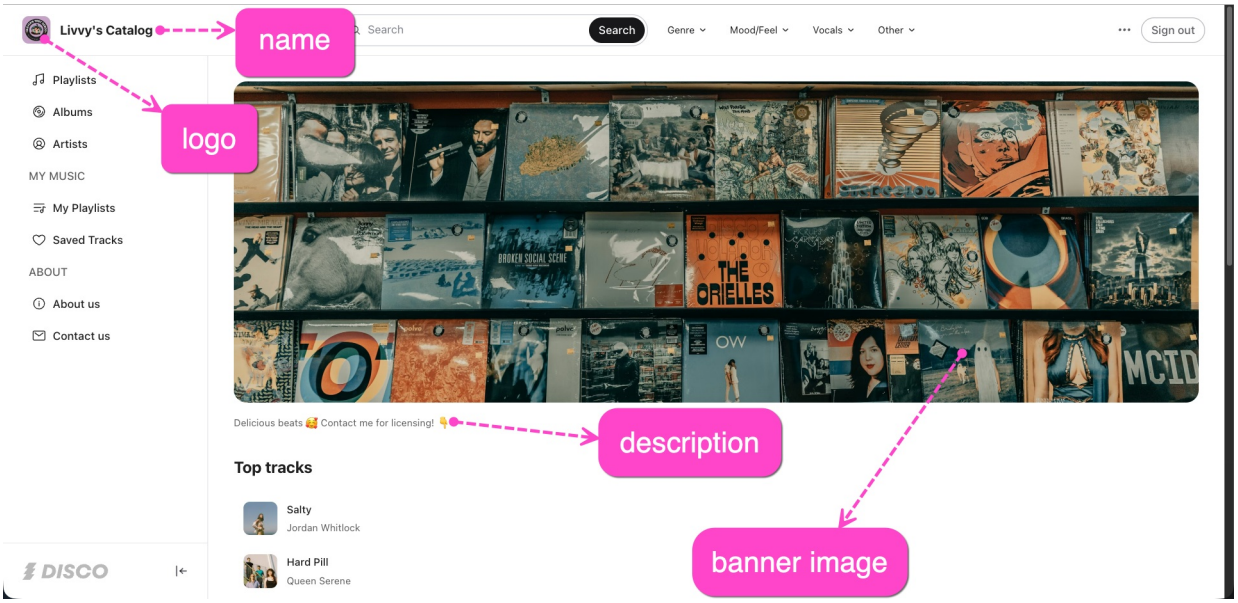


- **Home page main banner image**: 2400 by 800 pixels

- **Playlist cover image**: 1500 by 1000 pixels

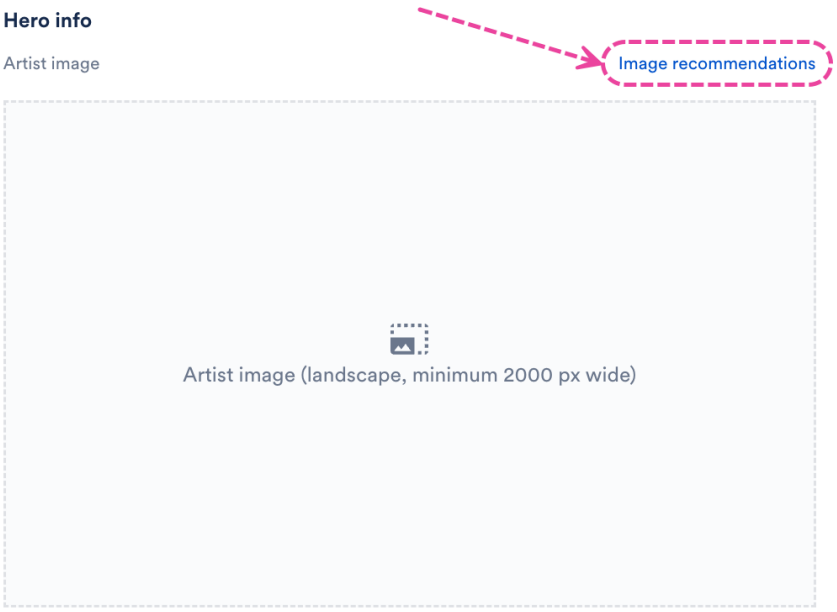


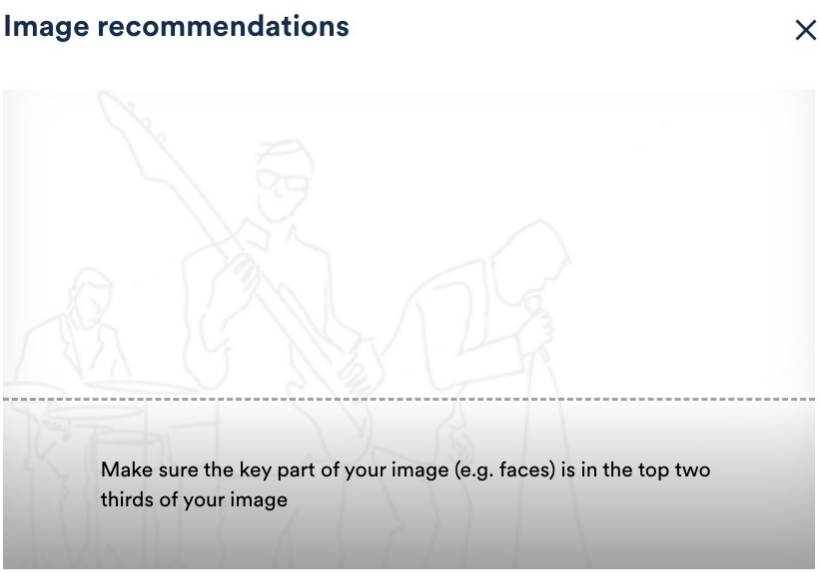
Example Catalog home page:



For Artist and Album Pages

Click on the **Image recommendations** link:



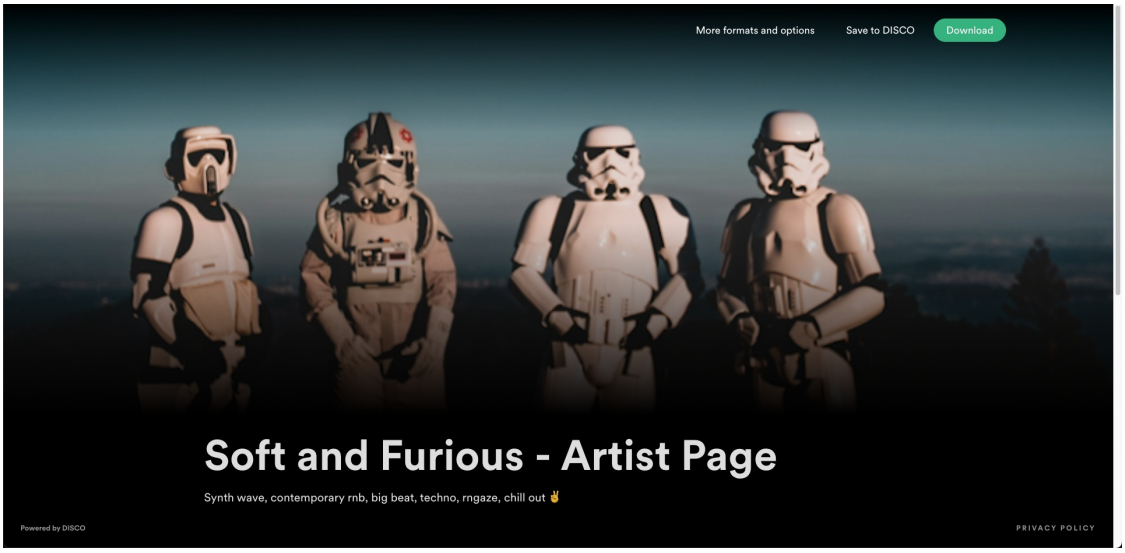


- File format: jpeg or png

When uploading an image for an Artist or Album Page, use the following specifications:

- **Image Orientation:** Landscape
- **File Formats:** jpeg, png
- **Resolution:** minimum of 2000px wide
- **Positioning:** Keep the primary part of your image in the top 2/3 of the image

Example:



Logging in to a Catalog using Single sign-on (SSO)

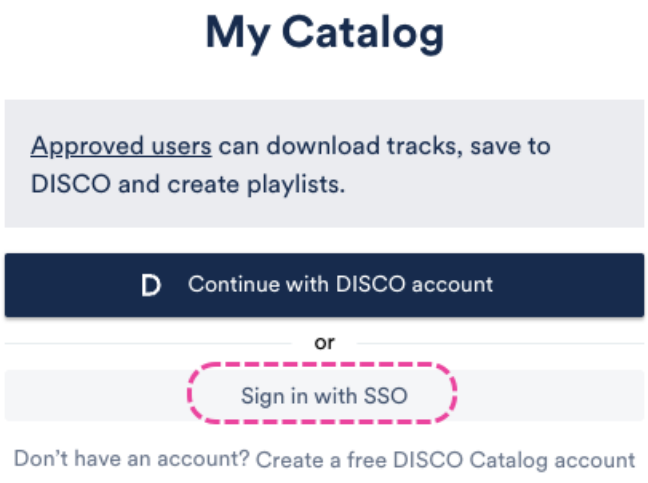
If **Single sign-on (SSO)** is enabled on your DISCO, you can use it when logging in to your DISCO, *and* when logging in to a **DISCO Catalog**!

At a glance

Not all Catalogs will require a login to be viewed. This is dependent on the settings of each individual Catalog. But, you may be required to log in at some point to either view the Catalog or to save and download Tracks from the Catalog.

When logging in to a Catalog, you will see two options:

- **Continue with DISCO account**
- **Sign in with SSO**



In this article, we will cover the **Sign in with SSO** option.

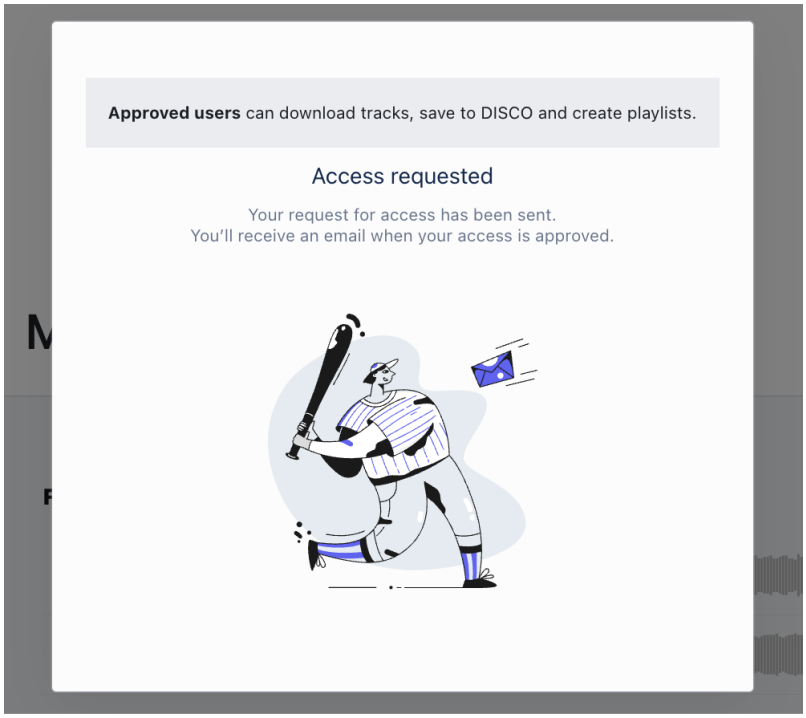
> ***Note:*** *If you don't have a DISCO account, you can choose this option:* ***Don't have an account? Create a free DISCO Catalog account***

Logging in using Single sign-on (SSO)

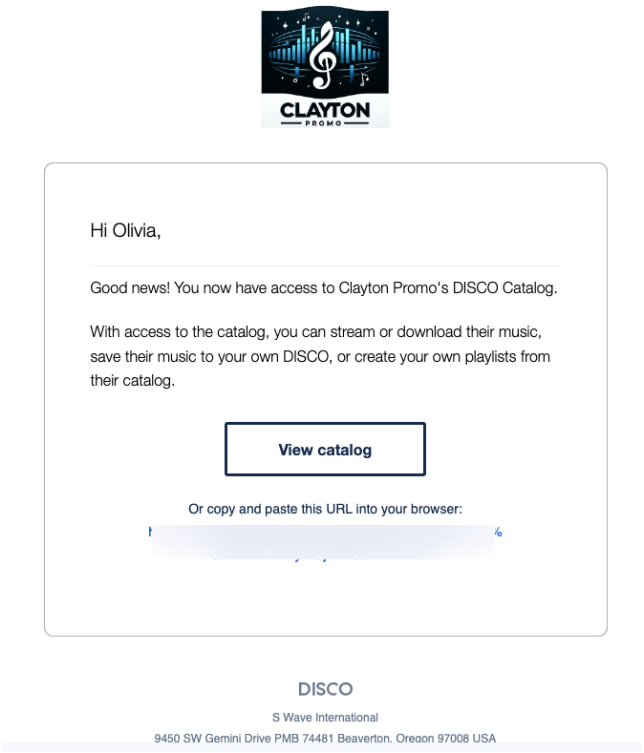
1. Open the link to the Catalog you would like to view.
2. Click the **Sign in with SSO** button.

   > ***Note:*** *SSO must be enabled on your DISCO to use this option.*

3. Enter your email address (that you use to log in to your DISCO using SSO).
4. Click the **Continue** button.
5. You will be redirected to a login page for your SAML identity provider (e.g. Okta, Auth0, etc).
6. Enter your credentials for that provider and complete the login.
7. You will be redirected back to the Catalog.
   - If you haven't been approved by the Catalog owner previously, you may see this **Access requested** message:



   - Once you are approved by the Catalog owner, you will receive an email confirmation from support@disco.ac:

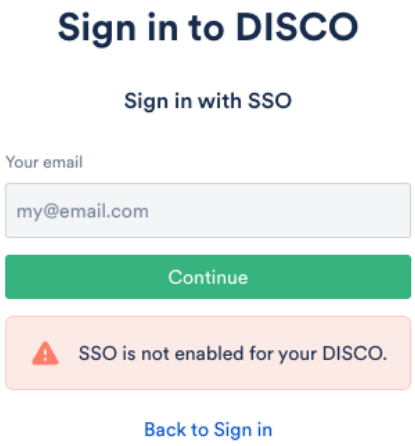


- You can now access the Catalog by clicking **View catalog** in the email, or pasting the URL into your browser.

Error Message: "SSO is not enabled for your DISCO."

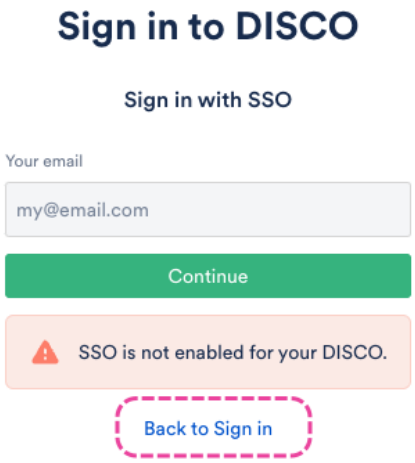
SSO must be enabled on your DISCO before you can use the **Sign in with SSO** option.

If SSO is not enabled, and you attempt to use the **Sign in with SSO** option when logging in to a Catalog, this error message will appear:



If you would like to start using SSO, you can send a request to our Support team.

In the meantime, you can click **Back to Sign in** and choose another option.



Requesting SSO to be enabled on your DISCO

Contact our Support team to request that SSO be enabled on your DISCO.

Once enabled, you will have the option to use SSO both when logging in to your DISCO, and when logging in to any Catalogs when necessary.

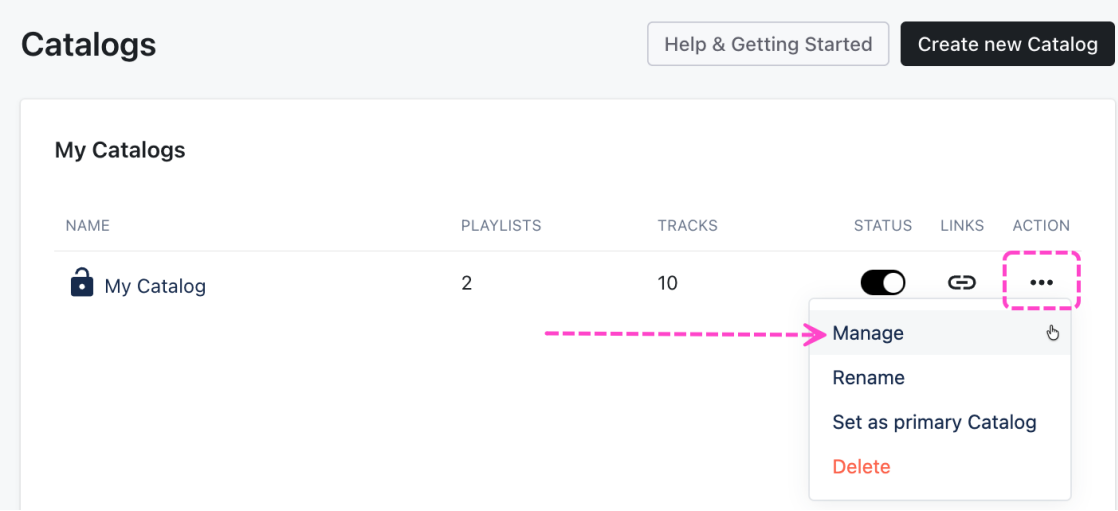
Enabling license request forms on your Catalog

You can enable a **licensing request form** on your DISCO Catalog to directly source inquiries from potential licensors of your music in a quick, streamlined format.

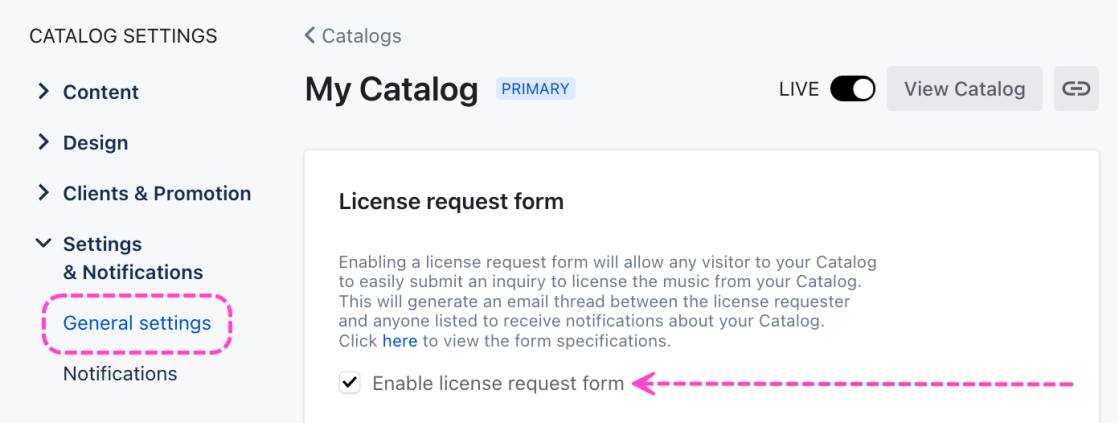
At a glance

The license request form can be enabled from the **Catalog Settings** page.

1. On the left sidebar of your DISCO, under **Discovery Suite**, select **Catalogs**.
2. From the **Catalogs** page, open the **Actions menu (···)** to the right of the desired Catalog and select **Manage**.

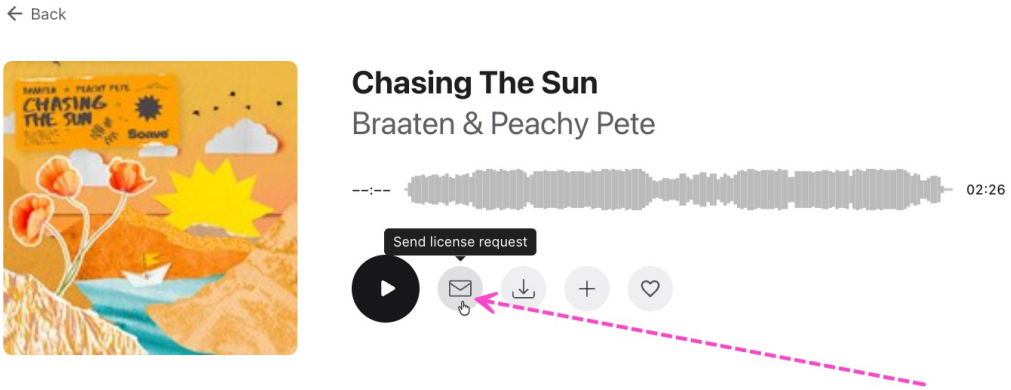


3. From the **Catalog Settings** page, under **Settings & Notifications**, select **General settings**.
4. Check the box to **Enable licensing request form**.



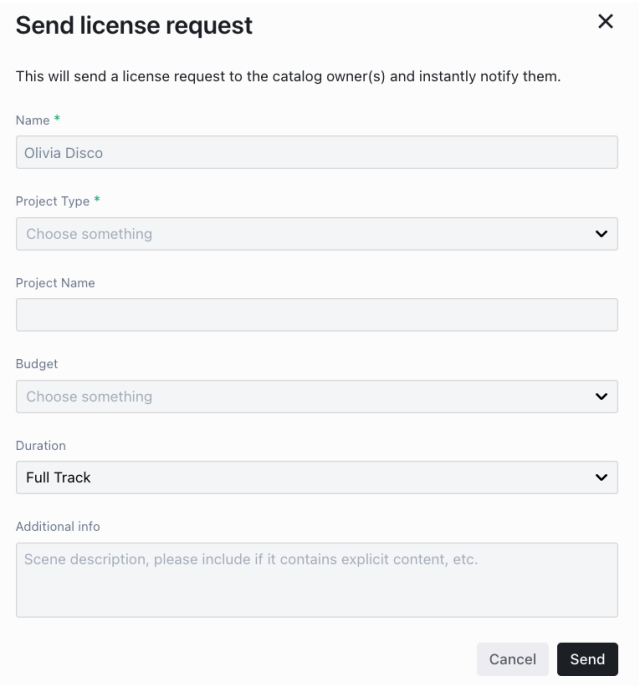
How the form appears on your Catalog

Once enabled, the form will be present next to every Track, Playlist, and Album in your Catalog:



Licensing form fields and options

The form looks like this:



The fields and options include:

- **Name* -** The requester's name. Will be auto-populated if the requester has a DISCO account.
- **Project Type* -** To specify what the requester plans to use this content for. Drop-down options include: **Feature Film**, **TV Show**, **Commercial**, **Other content**
- **Project Name -** Optional.
- **Budget -** Optional. Drop-down options include: **<1k**, **1-5k**, **5-10k**, **10k+**
- **Duration -** Optional. The duration of the Track the requester is asking to license. Drop-down options include: **0-:30**, **:30-1:00**, **1:00-1:30**, **1:30-2:00**, **Full Track**
- **Additional Info -** Optional. Sample text: scene description, please include if it contains explicit content, etc.

**Indicates a required field.*

Managing licensing form submissions

After a form is submitted, depending on your Catalog Notification Settings, you may receive in-app notifications and email notifications with the licensing requests.

You can use the **Reply** button in email notifications to start a conversation with the requester.

Licensing Request from Olivia Disco - olivia @disco.ac

You have received a licensing request from **Olivia Disco** (olivia @disco.ac) via your DISCO Catalog '**My Catalog**'.

Project Type: Commercial

Project Title: Sneaker Commercial

Budget: 1k-5k

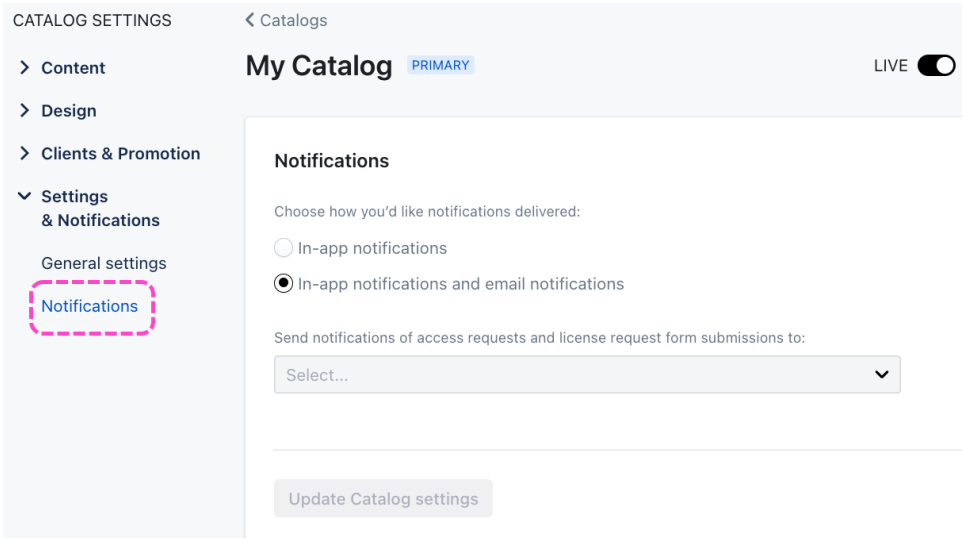
Duration: 1:00 - 1:30

Additional info: I'd like to use a portion of this track for a sneaker commercial, specifically the part where the actor is running through a field and we zoom in on the sneakers.

Managing Catalog Notification Settings

You can change how you'd like Catalog access request and licensing form submission notifications to be delivered, and who in your DISCO should receive them.

1. From the **Catalog Settings** page, under **Settings & Notifications**, select **Notifications**.
2. Choose one of the radio buttons: **In-app notifications**, or **In-app notifications and email notifications**.
3. *Optional:* Select users from your DISCO in the drop-down to determine who should receive notifications.
4. Click the **Update Catalog settings button**.



Setting up a custom domain for your Catalog

Users who have our **Discovery Suite** added to their base plan and use DISCO Catalogs have the option to set up a custom domain for their Catalog.

At a glance

Each DISCO can have up to three custom domains configured for their Catalog.

This is a three-part process that involves adding CNAME records that we provide to your domain's DNS (Domain Name Service) configuration.

- Part 1: Requesting CNAME Records
- Part 2: Adding CNAME Records
- Part 3: Contacting DISCO Support and waiting for confirmation

> ***Note:*** *This process is quite technical and requires that you have access to your DNS (Domain Name Service) provider's control panel. Your DNS provider may be your webhost, domain registrar, or a third party (such as CloudFlare).*
>
> *If you're unsure, we suggest reaching out to your webhost directly. If you don't have access to your DNS provider's control panel or you're not sure if you have access, contact your webmaster or a member of your IT team.*
>
> *If you have any questions about this process, don't hesitate to* contact our Support team*.*

Step-by-step guide

Part 1: Requesting CNAME Records

1. Fill out this form to request the necessary CNAME records.
2. You can either set up your DISCO Catalog as a subdomain (e.g. catalog.great-music.com) or you can setup your DISCO Catalog URL as your primary domain (e.g. www.great-music.com).

   > ***Notes:***
   > - *If you set up your DISCO Catalog as your primary domain, you will not be able to use the domain for anything else.*
   > - *Subdirectories like great-music.com/catalog are not currently supported.*

3. Once you've submitted the form and our Support team has received the request, we will generate the necessary records and email them to you along with this guide. Requests are added to a queue, so please note it might take some time before your domain is processed.

Part 2: Adding CNAME Records

The process for adding CNAME records varies depending on which DNS provider you use. We suggest checking your DNS provider's documentation or contacting their support team for specific instructions. You can also find links to the relevant documentation for a few common DNS providers at the bottom of this page.

1. Log into your DNS provider's control panel.
2. Locate the area of where you update DNS records. The name of the area varies by provider; it may be called DNS Manager, Zone Editor, Domain Manager, or something similar.
3. Create two CNAME records using the "Names" and "Values" provided to you. You can find examples of CNAME records for your reference below.

Example CNAME records:

NAME	Value
_214j14833d54d8a.catalog.great-music.com	_ea23351814889.3asdjiiu.acm-validations.net
catalog.great-music.com	cat3315.cat.disco.ac

> ***Note for Cloudflare users:*** *When adding CNAME records, make sure that you turn off the "Cloudflare Proxy" setting and/or switch it to a "DNS-only" setting for the CNAME records that you're adding. Refer to their documentation for more information.*

Part 3: Contact DISCO Support & Wait For Confirmation

After adding your CNAME records, contact our Support team so that we can initiate the final steps. Once complete, we will reach out and let you know when your custom domain is live.

After your custom domain has gone live, the original DISCO domain (e.g. https://great-music.disco.ac/lib/123456789) will still work. This also means that while you are waiting for your custom domain, you can continue to send invites to your Catalog using the link to the original DISCO domain

DNS Provider-Specific Documentation

Here is a list of documentation on adding DNS records for a few of the more popular DNS providers:

- CloudFlare
- HostGator
- Amazon Web Services
- Namecheap
- Dreamhost
- GoDaddy

- Google Domains
- Hover
- Squarespace

Enabling Easy access to make your Catalog discoverable by music supervisors on DISCO

The Easy access setting for **DISCO Catalogs** helps to simplify the experience for music supervisors to discover and utilize your Tracks!

At a glance

This setting is only applicable to your **Primary Catalog.**

How do music supervisors find my Primary Catalog?

Music supervisors find Catalogs using special features we developed specifically for them: **Discover Music** and MultiDISCO Search.

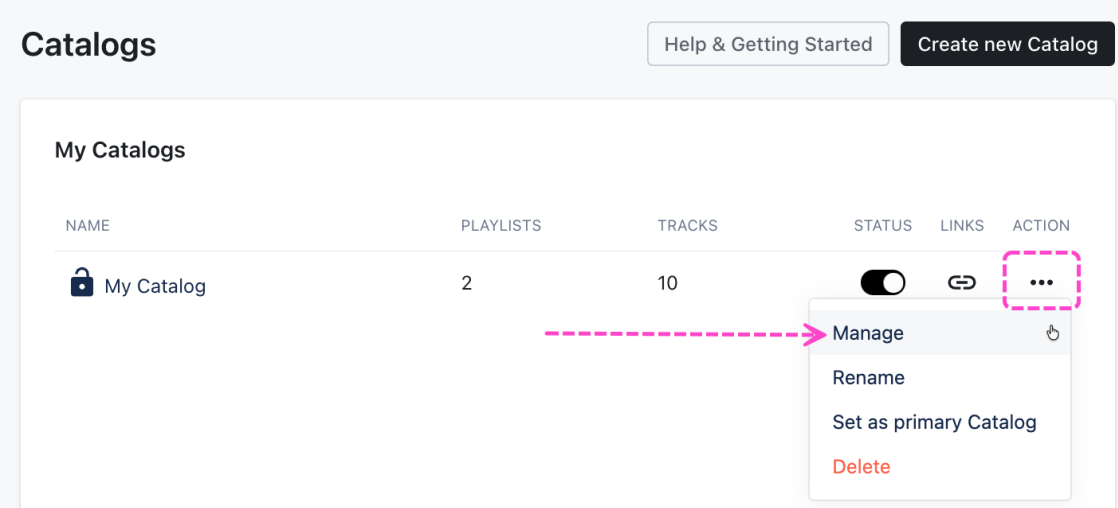
More specifically, they use these special features to browse and search for Catalogs (and the Tracks within them) across DISCO.

How do I make my Primary Catalog visible to music supervisors on DISCO?

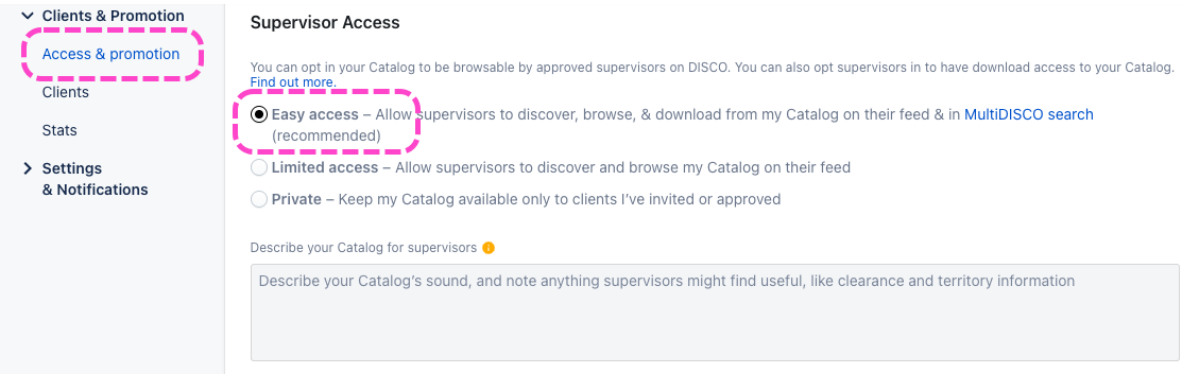
First, your Catalog must be published and set as your Primary Catalog. Next, you'll need to **opt in** your Primary Catalog by enabling the **Easy access** setting.

Enabling Easy access to opt in your Primary Catalog

1. On the left sidebar of your DISCO, under **Discovery Suite**, select **Catalogs**.
2. From the **Catalogs** page, open the **Actions menu (···)** to the right of the your Primary Catalog and select **Manage**.



3. From the **Catalog Settings** page, under **Clients & Promotion**, select **Access & promotion**.
4. Under **Supervisor Access**, select **Easy access**.

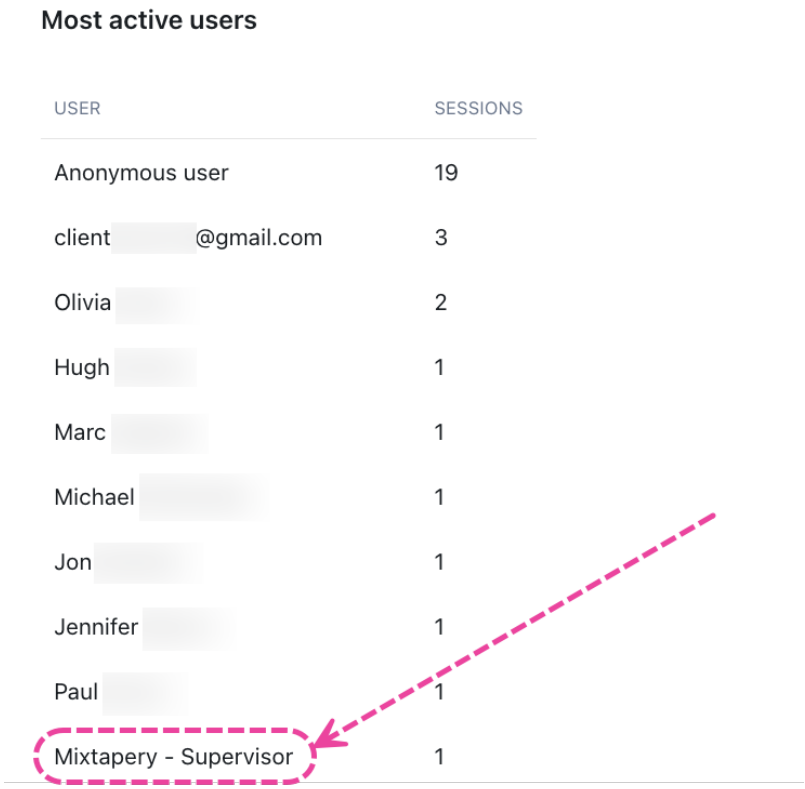


Stats for opted-in Easy access Catalogs

How it works

You'll receive stats when a supervisor opens, streams, or saves a track from your Primary Catalog that has appeared in their search.

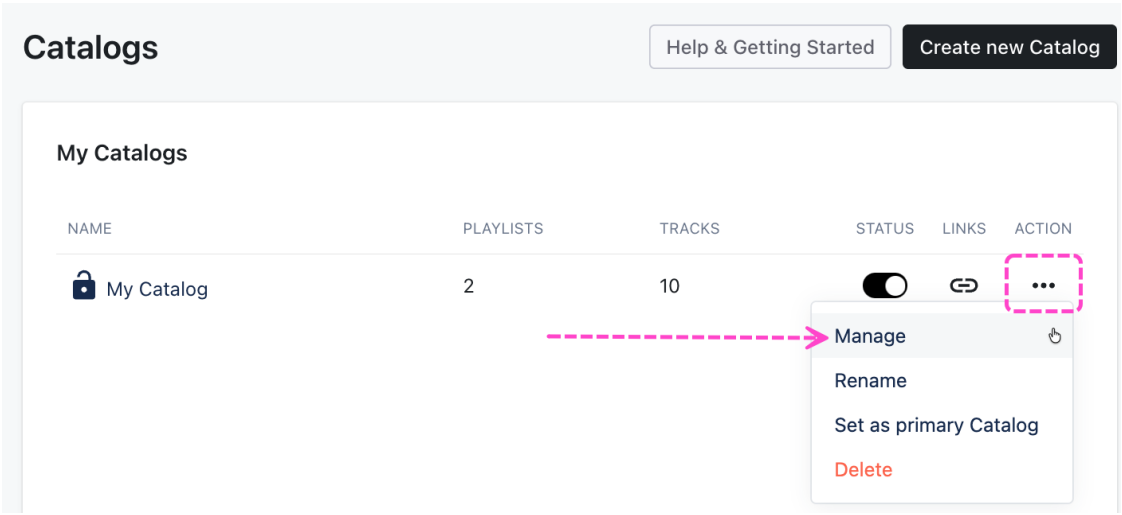
However, to protect their privacy, their activity in the **Stats** will remain anonymous, so you'll only see which company they are accessing your Primary Catalog from, not their name or email. It will look something like this: `[Company Name] - Supervisor` .



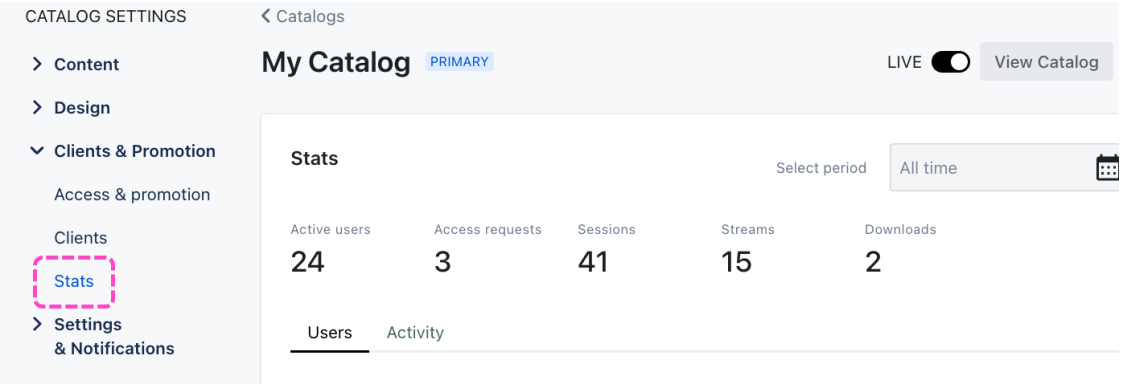
> ***Note:*** *If a supervisor has already accepted an invitation to your Primary Catalog, or is later invited to it, their regular contact info will be displayed here.*

Viewing your Catalog Stats

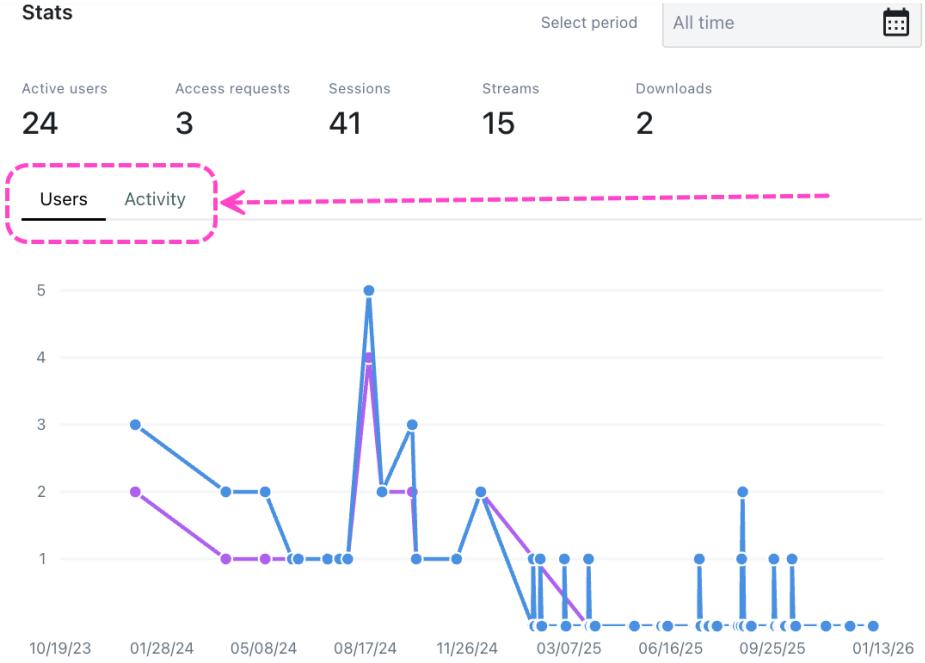
1. On the left sidebar of your DISCO, under **Discovery Suite**, select **Catalogs**.
2. From the **Catalogs** page, open the **Actions menu (···)** to the right of the desired Catalog and select **Manage**.



3. From the **Catalog Settings** page, under **Clients & Promotion**, select **Stats**.



4. Here you can see a breakdown of **Users** and **Activity**.

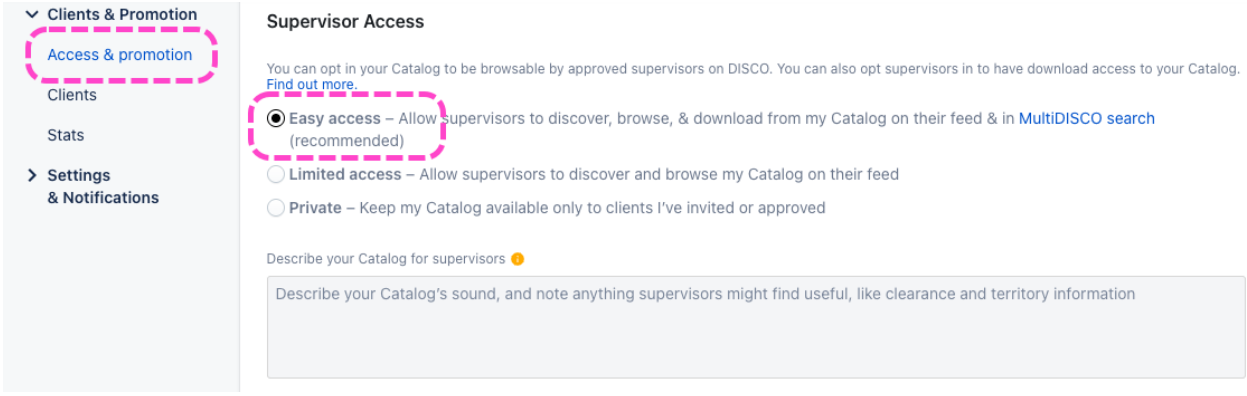


Easy access Catalogs (for music supervisors)

With the **Easy access** setting, users with a Primary DISCO Catalog can set their Primary Catalogs to allow login/download access to any vetted music supervisor on DISCO with no invite or approval process needed!

At a glance

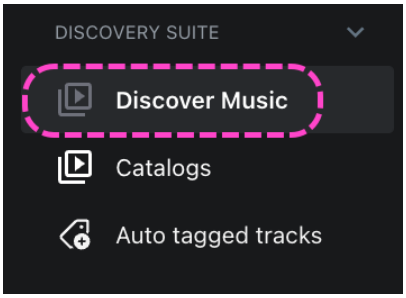
We built this feature to make it easier for supervisors to find great music through Catalogs and download Tracks or save them to their DISCO (using the Save to DISCO button). This helps speed up the process of pitching and using Tracks when on a tight timeline.



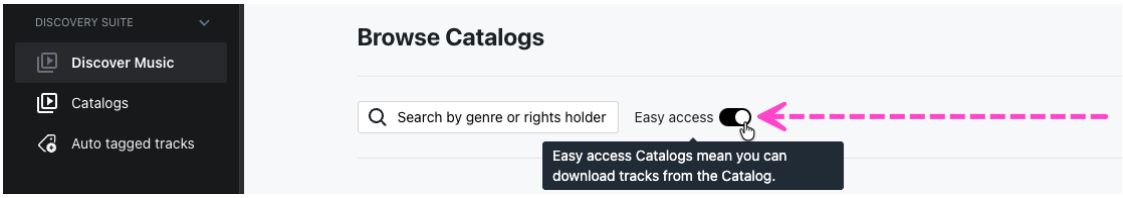
By default, Catalogs are *not* set to Easy access. New Catalogs will still be set to 'Private' by default and existing Catalogs will retain their current settings. Catalog owners must enable the Easy access setting manually.

Using Discover Music to browse Easy access Catalogs

Supervisors on DISCO have access to a tool in their Discovery Suite called **Discover Music**.



On the Discover Music page, there is a section to **Browse Catalogs** which includes an **Easy access** toggle. Set this toggle to **ON** to browse through a feed of all Primary Catalogs on DISCO that have **Easy access** enabled, plus any others that you've been invited to or been approved to access.



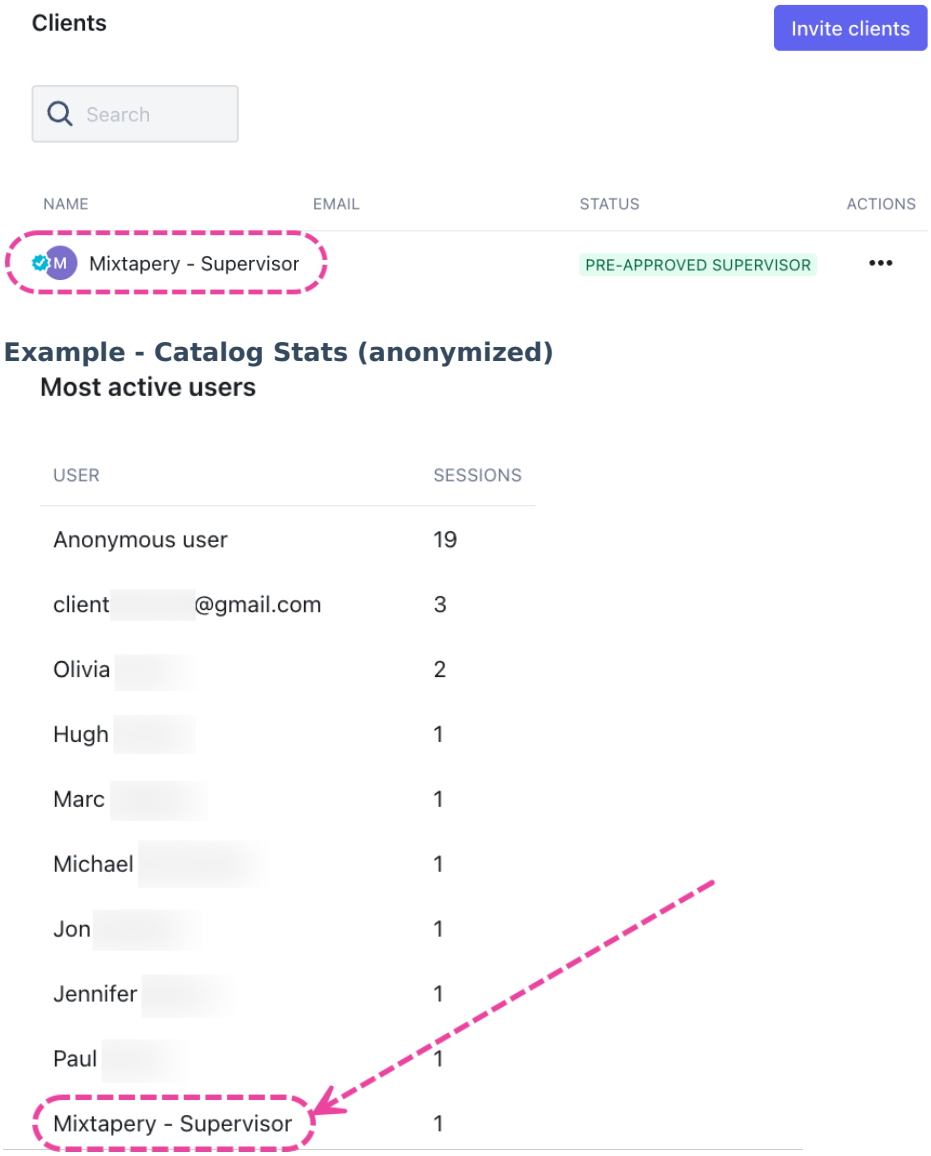
Privacy and security

To protect supervisor privacy, supervisors accessing Catalogs under **Easy access** permissions will *not** be listed by name or email in the Catalog owner's **Clients** list or **Stats** in their **Catalog Settings**. Instead, they'll appear as `[Company Name] - Supervisor`.

However, if the supervisor was already invited to the Catalog previously or has requested access to a Catalog, they'll appear as normal with their name and email.

> ***Important:*** *This means that previous activity within the Catalog will be associated back to the supervisor's real identity as a Client of the Catalog.*

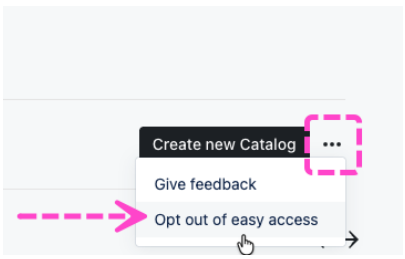
Example - Catalog Clients list (anonymized)



Opting out of the easy access group

Supervisors can opt out of being in the easy access group. To do this:

1. Go to your **Discover Music** page.
2. On the top-right corner of the page (next to the **Create new Catalog** button), open the **ellipses menu (···)**.
3. Select **Opt out of easy access**.



FAQ