

IBS Rightsmaster

Product Management User Guide

Release 1.0

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1. Preface

1.1 Who should use this Guide

Product Management User Guide is intended for users of IBS Rightsmaster system who have some working knowledge of the following:

- Rightsmaster User Interface. If you are not familiar with Rightsmaster User Interface then please refer to *Rightsmaster Navigation Guide*.
- Principles and business practices of your business.
- An understanding of the business use for Rightsmaster System.

2. Product Management - Overview

Product Management module within Rightsmaster holds all the product attributes necessary to facilitate contract management for all works linked to the contract.

Products are distinct from works in that they are a commercial representation of a work or works. Works are primarily the link between a product, the copyright owners and a contract. The Product Management module provides the facility to link works to products.

The association between the contract works and the product allow the financial processes within Rightsmaster to make assessments of financial transactions that are reported by product only. The Transaction Analyser within Rightsmaster identifies the product in the transactions, retrieves the associated works and then interrogates the contract clauses within the system to find these works and the conditions under which either the collections or payment transaction process will be initiated.

When an ERP system is integrated to Rightsmaster; a new product created or changed in the ERP system will be automatically reflected in the product in the Rightsmaster system. A product in the ERP system may hold all the product related attributes but only a subset of these are required for Rightsmaster. There are some additional attributes specific to Rightsmaster only (*Third Party, Royalty Free* and linking of works item to the product) and these can only be maintained from within Rightsmaster, all other attributes must be maintained via ERP.

Therefore whenever new products are created in ERP the additional attributes in Rightsmaster must be manually updated.

The data queues between ERP system and Rightsmaster must be turned on to facilitate changes to Rightsmaster from ERP.

3. Products Manager

You can access the *Products Manager* home page by clicking on Product tile on the Rightsmaster introduction screen or by invoking the auto hide menu and clicking the Products menu item. The Products Manager module will be displayed as a new tab. The home page presents a list of products that can be filtered, sorted or grouped by column headers:

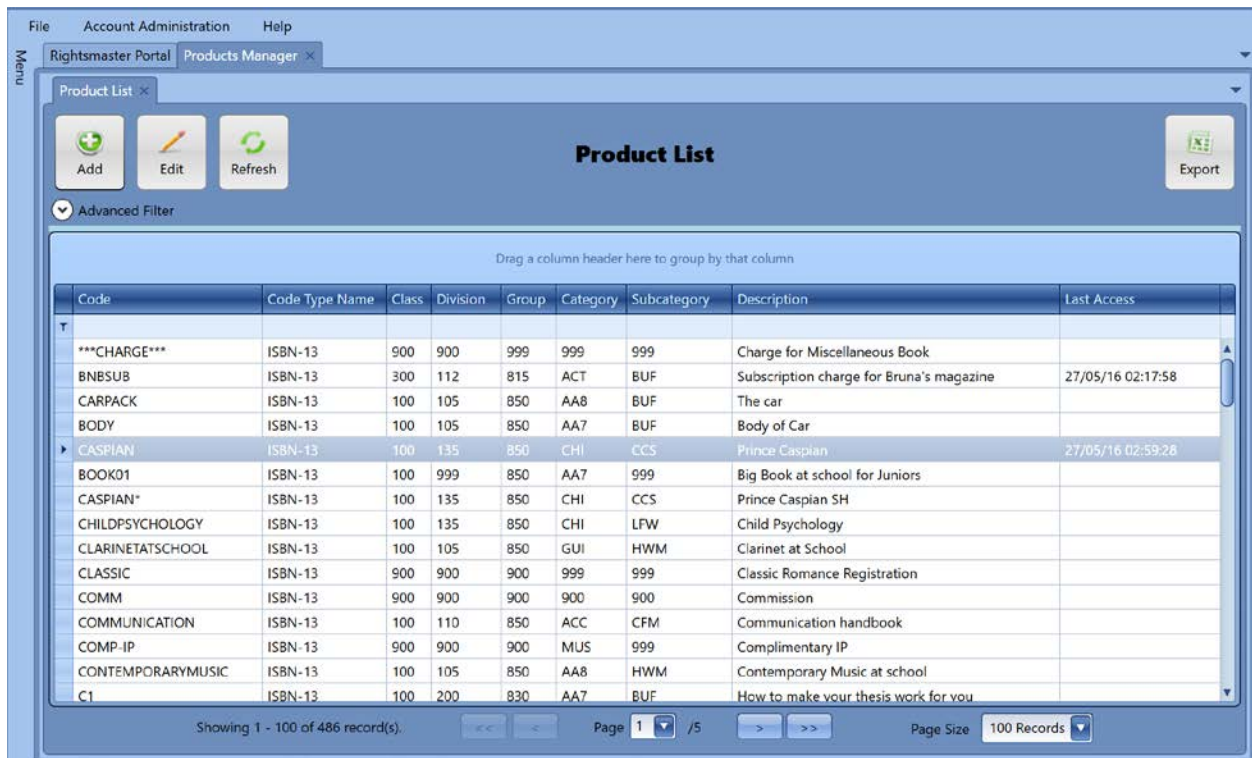


Figure 1

3.1 Add a new Product

Products can be imported from an integrated ERP system or created directly in Rightsmaster. To create a product in Rightsmaster, follow the steps outlined in this section. From the Product Management home page click the **Add** function to enter the new product.

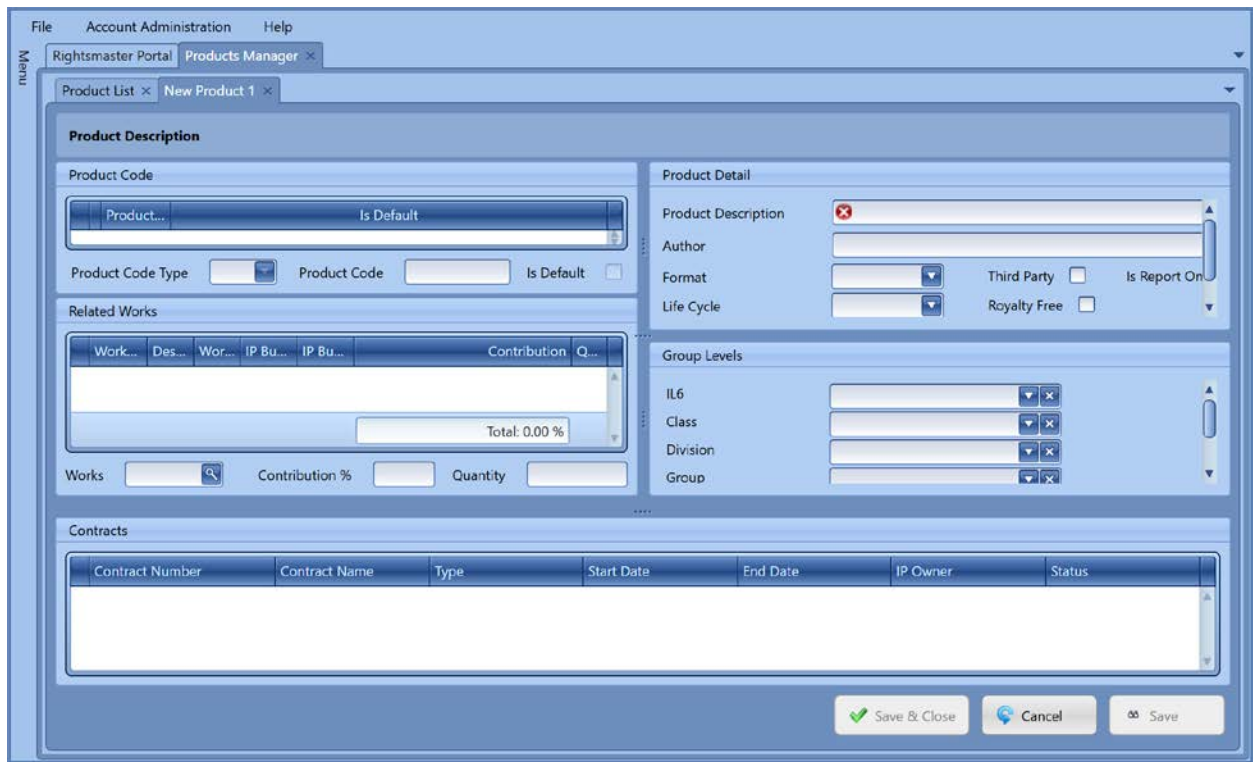


Figure 2

Right click on the *Product Codes* panel and click **Add** to enter the product code type and product code.

Product Codes

- **Product Code Type**
Product code type determines the different types of code that applies to the product e.g. 13 digit ISBN, LCCN etc. Refer to drop down list for a list of possible product code types.
- **Product Code**
This is the code for the respective product type. If the product type is ISBN13 then enter the 13 digit ISBN code for the product code.
- **Is Default**
Check the product code type that is the default; the default code will display on the Product Listing page.

Enter the product details:

Product Details

- **Product Description**
Enter a mandatory description identifying the product being created.
- **Author**
Enter the name of the author of the product.
- **Format**
Format indicates the product format type; refer to the dropdown list for the list of possible product format types.
- **Life Cycle**

Product Life cycle is indicated by whether a product is on the back list or front list.

➤ **Packaging Type**

Packaging Type indicates the type of packaging used for the product e.g. pack, normal etc. Select one of the various types of the packaging from the dropdown list.

➤ **Third Party**

A product flagged as third party is available for subsidiary rights to third parties i.e. collections contracts can be created for works linked to this product. This field is not in the Bookmaster ERP system and can only be updated from within Rightsmaster.

➤ **Royalty Free**

A product can be flagged as royalty free if no royalty payments are to be paid on any works linked to the product. This field is not in the Bookmaster ERP system and can only be updated from within Rightsmaster.

➤ **ERP Product**

A product can be flagged as an ERP product if it is linked to an ERP system like Bookmaster.

Right click on the Related Works panel and click **Link Works** to link the works item to this product. Related Works is not imported from ERP system it will have to be updated/linked in Rightsmaster.

Related Works

Related Works is not imported from ERP system it will have to be linked in Rightsmaster.

➤ **Works Number**

Works number is a unique user defined number identifying the Works item linked to the product. You can link and unlink works with the right click action.

➤ **Description**

Description identifying the works item. Description of the Works item will display when the works item is linked.

➤ **Works Type**

Works Type identifies the work as primary work (main work) or a sub work which is derived from a primary work. Works type will display when the Works item is linked to the product.

➤ **Contribution Percentage**

The proportion of the work that this product contributes to must be entered in this field as a percentage. This is mandatory for every linked works item.

➤ **Quantity**

The number of related work items for the product.

Group Levels

These are product hierarchy levels used for inquires and reporting and/or Sales analysis etc. Currently there are 5 hierarchy levels setup for products. Select the required levels from the dropdown list for each of the 5 levels listed below.

➤ **Class**

➤ **Division**

➤ **Group**

- **Category**
- **Subcategory**

Contracts

Contracts panel on the Product screen is a display only panel. It displays the contract details of all contracts that are assigned to works linked to this product. It is for information only.

- **Contract Number**
Contract number for all the payments and collections contracts that are currently assigned to works linked to this product.
- **Contract Name**
This is the name of the respective contract.
- **Type**
Type will indicate if the linked contract is a payment contract or a collection contract.
- **Start Date**
Start date refers to the date from when the transactions for the contract are to be included in royalty calculations.
- **End Date**
End date is the expiry date of the contract. Any sales and other applicable transactions after this date will not be included in Royalty calculations.
- **IP Owner**
The trading entity on the contract that has transferred the rights and permissions of their work to the publisher.
- **Status**
Current status of the respective contract.

3.2 Work with existing Products

From the Product Management home page you can select a product from the list and the selected record will become active. Use the **Edit** function or double click the selected record to view or change the details.

You can also right click on a product on the home page to display various functions that are available to that record. Functions available are dependent on Trading Partner entity and user permissions and restrictions.

Note: Products imported from an integrated ERP system (e.g. Bookmaster) must be maintained via the ERP system. Only Rightsmaster attributes (*Third Party, Royalty Free & Works Items*) can be maintained in Rightsmaster.

4. Appendix - Glossary

Back list

Back-list means a book that has been in print for at least a year and it is still selling well enough to be stocked in bookstores.

Contract

A contract is legal agreement between the entity seeking the rights and permissions and the entity who owns the rights.

Copyright

Copyright is a legal term that gives the creator of an original work exclusive rights to it. The term of the copyright for works created after 1977 is the author's lifetime plus 70 years, after which the work goes into the public domain, meaning it no longer has copyright protection.

Copyright Owner

Copyright owner is a person or organisation who has the rights to a copyright work. Copyright owners have the right to be credited for the work and they have the right to determine who may adapt the work and may financially benefit from it.

Front-list

Front-list usually refers to a title that has just been published or less than one year old.

LCCN

LCCN is the Library of Congress Control Number, which comprises of 12 alphanumeric characters.

Product

A product is a commercial representation of a work or works.

Work

Work is the intellectual property that a contract is associated with. Works can't be sold or commercially exploited by themselves; they must be associated to a product. Any finished work (published or unpublished) is protected by copyright and therefore considered a copyright work.