



SOP - Licencing & Monitoring Work Usage

Iptor IP1

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1. Introduction

Royalty payment contracts can be generated in Rightsmaster when commitments for licensing contracts (for photos, charts etc.) is created in Book Production. The cost type on commitment entry would determine if it's a rights specific commitment and thus enable capture of permissions purchased from the supplier. All the necessary data for the creation of payment contract and the appropriate clauses for monitoring works usage must be captured in Bookmaster.

New functionality in Bookmaster would generate the one-off payment contract in Rightsmaster with the captured permissions.

This document outlines the setup & configuration required to handle the licensing of the work and managing the count of the work. It describes the process for entering licensing contract data and the generation of the contract in Rightsmaster.

2. Setup

Business rules for Licencing & Monitoring Works Usage must be setup with support from IBS consultants.

It is critical to understand the setting of control files and how it works. Control files must be setup correctly for the system to operate as intended. Any changes to the control files setup should be addressed cautiously and in consultation with IBS Bookmaster consultants.

The following business rules have to be created/changed to handle licencing and monitoring of works usage. This document does not cover customised setup tasks of specific companies. The purpose of this document is to assist IBS consultants setup appropriate business rules at a customer site for the specified process.

Note: Deviations from this setup should be covered by setup tasks written by individual companies.

Setup Business Rules

1. TMSBP/CST-TYPE – Licence flag in this control file must be on for the Licence specific cost type. Entry of licence details for the works is dependent on this flag.

XAW005G Control File Maintenance 25/02/16 16:43:01

Application : TMSBP Book Production (WIP)
Key : CST-TYPE Cost type
Maximum rec : 500 Last change . . : 2/02/16 AUMADPED
Allow Dup . : 2 1-Yes/2-No

Position to . . .

Cost type	Description	Inventory/Budget	Licence	Cost Chge	grp	grp	EFJG	HHH	IIIIII	WIP	Sts
AAA	bbbbbbbbbbbbbbbbbbbbbbbbbbbbbb	CCC	DDD	EFJG	HHH	IIIIII					
008	WIP-FINISHING(3361)	PRT	000	2N	1	PJ1	3361				
009	WIP-LABELS(3362)	PRT	000	2N	1	PJ1	3362				
010	WIP-CORRECTION(3363)	PRT	000	2N	1	PJ1	3363				
011	WIP-OTHERS WIP COSTS(3364)	PRT	000	1N	1	PJ1	3364				
012	WIP-FILMING(3365)	PRT	000	2N	1	PJ1	3365				
013	WIP-PROOFING(3366)	PRT	000	2N	1	PJ1	3366				
014	WIP-COURIER(3367)	PRT	000	2N	1	PJ1	3367				
015	WIP-P&B(3370)	PRT	000	2N	1	PJ1	3370				
016	License	PRT	000	2N11	PJ1	3533					
024	TEXT CORRECTIONS	PAP	000	2N	1	PJ1	6400				

F2=Column F3=Exit F4=Search F5=Refresh F7=Text F10=Print F12=Cancel
Press Enter to confirm.

More...

2. TMSPUB/RP-CNTT - add the different Rightsmaster content types for the commitment.

XAW005G		Control File Maintenance	25/02/16 15:34:54
Application : TMSPUB Publishing Master Key : RP-CNTT Content type Maximum rec : 100 Last change . . : 16/12/15 AUMADPED Allow Dup . : 2 1-Yes/2-No			
Position to . . . _____			
Code	Description	Sts	
AAA	bbbbbbbbbbbbbbbbbbbb		
CHR	Charts		
PHO	Photo		
TXT	Text		
F2=Column F3=Exit F4=Search F5=Refresh F7=Text F10=Print F12=Cancel		Top	

3. TMSPUB/RP-RSTU – Enter the use types for the licence payment contract. When Rightsmaster contract is created it will be restricted to the use type entered.

XAW005G		Control File Maintenance	25/02/16 15:42:53
Application : TMSPUB Publishing Master Key : RP-RSTU Restricted use Maximum rec : 100 Last change . . : 16/12/15 AUMADPED Allow Dup . : 2 1-Yes/2-No			
Position to . . . _____			
Code	Description	Sts	
A	bbbbbbbbbbbbbbbbbbbb		
1	Specific ISBN		
2	Pack ISBN		
3	Works		
F2=Column F3=Exit F4=Search F5=Refresh F7=Text F10=Print F12=Cancel		Top	

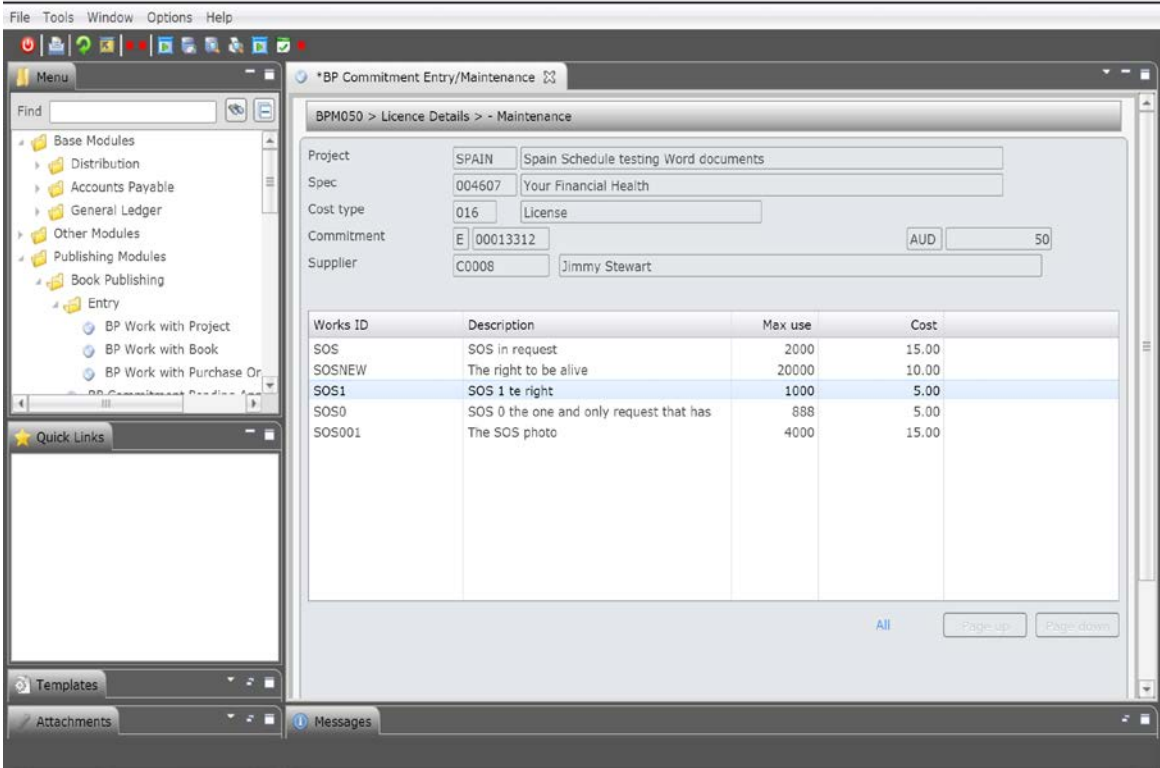
3. Procedure

It is your responsibility to ensure that you understand this procedure before performing the following tasks. This document does not cover individual operation procedures of specific companies.

Note: Deviations from this procedure should be covered by procedures written by your company. Before performing any tasks please ensure all the business rules are set-up accordingly.

3.1 Capture Licence Details

Licence option in Commitment Entry/Maintenance enables you to add or maintain licence data for the commitment.

Step	Action
1	<p><u>Menu:</u> Book Publishing > Project Maintenance> Work with Book Spec >Work with Commitment.</p> <p>Add Licence details for the Works.</p> <p>Select the required commitment and click option Licence. BPM050 Licence Details – Maintenance panel is displayed.</p>  <p>Click Add to add works and the related details for the payment contract.</p>

Refer to **BPM050 Licence Details** document in BP User Guide for detailed information on licence data entry.

Note: Licence option is only available if the commitment cost type is set for licence in control file **TMSBP/CST-TYPE**.

The licence information captured on this panel would be used to create the one-off payment contract to record the permission in rights management for each work.

3.2 Generate Contract in Rightsmaster

Generate the XML necessary to create the contract in the Rightsmaster system.

Step	Action
1	Once the licence data for the works usage is entered the outbound contract can be generated. From BPM050 Licence Details panel click function GenContract .
2	Interface programs within Bookmaster can automatically update Rightsmaster. Interfaces for Rightsmaster file updates are defined in the Interface Maintenance program (DIM500). Refer to Data Interfaces User Guide for information on interface programs. The interface in Bookmaster to create the outbound payment contract is PBMCOMO - Pubmaster upfront contract outbound . It will use the template provided to create the payment contract in Rightsmaster. The contract would be created with the following details.

1. Owner = Supplier in commitment
2. Publisher = Supplier in commitment
3. Company would be the company of the project
4. Contract sub type = Upfront
5. Contract Status = Pending
6. Reference = 'COM'+CommitmentNumber+LineNumber e.g. COM:00013313:2)
7. Works = as supplied with the licence details
8. Contributor = Trading partner for supplier in commitment
9. Creditor = Supplier in commitment with 100% share

This would be a one off payment contract. It would copy from a template based payment contract that would hold any main right.

A typical example would be the following ONEOFF template with a reference of ONEOFF. This would then have the work attached to it.

Number	Name	Works Number	Reference	Product Code	Stat...	Company	Type	Sub...	Contrac...	Next Revi...	Site	Publ...	Editor/...	Product...	Group
0000001414	MTI Royalty	SKTH, SKTL	MTIPAY	SKTH, SKTL	Pen...	IBS Australia Pt...	Pay...	Roy...	1/01/20...		MTI	*****	*****	*****	*****
0000001415	MTI commission	SKTL, SKTH	MTICOM	SKTL, SKTH	Pen...	IBS Australia Pt...	Pay...	Roy...	1/01/20...		MTI	*****	*****	*****	*****
0000001416	MTI box office	SKTH	MTICOL	SKTH	Pen...	IBS Australia Pt...	Colle...	Sub...	1/01/20...		MTI	*****	*****	*****	*****
0000001432	Upfront Payment	888		978616270755...	Pen...	IBS Australia Pt...	Pay...	Upfr...	12/02/2...						
0000001344	Beauty and the Beast sydney	902	100859-005592	124, 125	Pen...	IBS Australia Pt...	Colle...	Sub...	1/10/20...		AUCKLA...	Terti...	Childrens	Medical	Rom...
0000001429	Payment for Photos	888-P1			Pen...	IBS Australia Pt...	Pay...	Upfr...	15/12/2...						
0000001100	Politics (名)	890	合同参考	9781904339627	Pen...	IBS Australia Pt...	Pay...	Roy...	1/01/20...		AGENCY	Educ...	Fred Bl...		Horror
0000001433	OneOffTemplate		ONEOFF		Pen...	IBS Australia Pt...	Pay...	Upfr...	12/02/2...						
0000001301	Description field	8888bundle	NEW AMP800	9355668006477	Pen...	IBS EUROPE	Colle...	Roy...	14/03/2...		CAMBE...	HarC...	Licensing	Computer	
0000001417	2 Songs	2SONG2, 2SON...		2SONG5, 2SO...	Acti...	IBS Australia Pt...	Pay...	Roy...	1/01/20...		FRENCHS	Peng...	Adults...	Drama	Rom...
0000001361	BroadWay Jr Royalty(SR)	906	Royalty-SR		Pen...	IBS Australia Pt...	Pay...	Roy...	1/01/20...		AGENCY	Educ...	Graphics	Finance	Horror
0000001400	Carlise Contract Disney Jungle	269 Disney Jun...	MUS0002	MLH3JUNGLE...	Pen...	IBS Australia Pt...	Colle...	Sub...	14/06/2...		AGENCY	Educ...	Graphics	Finance	Horror
0000001317	Lion Hudson	888.1	LH	9355668006477	Pen...	IBS Australia Pt...	Colle...	Sub...	14/03/2...		CAMBE...	HarC...	Licensing	Computer	
0000001302	Custom Publication	888.1, 889.1	1302	935566800647...	Pen...	IBS Australia Pt...	Colle...	Sub...	20/01/2...		AGENCY	Educ...	Graphics	Finance	Horror
0000001428	Payment for the Maps	888-M1			Pen...	IBS Australia Pt...	Pay...	Roy...	15/12/2...						
0000001013	888-1013 Gratis	888	Gratis	978616270755...	Pen...	IBS Australia Pt...	Pay...	Roy...	4/04/20...	28/12/2012	AUCKLA...	Terti...	Childrens	Medical	Rom...
0000001048	1048-Prevailing	889		978344763040...	Pen...	IBS Australia Pt...	Pay...	Roy...	29/05/2...		AGENCY	Terti...	Agency...	Computer	
0000001044	0000001044	7067660621	1044	978207673786	Pen...	IBS Australia Pt...	Pay...	Roy...	16/05/2...		FRENCHS	Educ...	Illustrat...	Manage	

The following assumptions would be made on the creation of the one off payment contract in Rightsmaster.

1. The work would be created in Rightsmaster if does not exist already.
2. All the necessary attributes of the work would have to be entered in Bookmaster.
3. The Grant of rights would incorporate new fields to hold the maximum allowed occurrences of the work e.g. number of times the photo can be used.
4. The template of the contracts should hold all the necessary counters for the management of the permissions. An example would be a clause to track the incoming stock receipts received into the warehouse. And another clause to handle the e-books that are sold on-line.

The RM system would hold these one off payment contracts for purposes of documentation of permissions for usage of photos, lyrics, tables, histograms that have been purchased for use.

The use of these have to be specified for the following conditions.

1. Territory
2. Type
3. Effective Data
4. Expiry Date
5. Language
6. License
7. Notes
8. ISBN / None

The main right(s) would be held at the Grant of rights with all the details. This would then be used to update the Rights payment contract. Once done all the details of rights owned would be captured in the RM system.

The restrictions could be based on restrictions for any of the following.

1. Count (for the use of photos) used anywhere
2. Count and only for this one print. In this case the ISBN would be included.
3. Count and for any of its variations (i.e. the main book, teachers edition, and allow re-print)
4. Usage allowed for a period (start and end period)

The following screen has holds the occurrences of the work in a product in the related works box. The quantity shows the number of occurrences of the work within the product. This would be used in the unit count of the contract that holds clauses that are related to it. Thus it would affect that specific clause. Therefore the clauses that are effective would be a clause that affects the stock receipt (when the stock is receipted in the warehouse) or the case when e-books are sold. Thus rendering a clause to mark the e-sales would ensure that all purchases and e-sales are taken care of.

Work quantity per product.

Rightsmaster - RM Test R78 Environment

File Account Administration Help

Rightsmaster Portal Products Manager

Product List Product - 1008

Product Description 1008 which uses work 100A

Product Code

Product Code Type	Product Code	Is Default
ISBN-13	1008	<input checked="" type="checkbox"/>

Product Code Type: Product Code: Is Default: ☐

Related Works

Works Number	Description	Works Type	IP Bundle Code	IP Bundle Name	Contribution	Quantity
100A	100A	Main Work			100.000000 %	4

Total: 100.00 %

Works: Contribution %: Quantity:

Product Detail

Product Description: 1008 which uses work 100A

Author: Raja 4 photos used

Format: Third Party: ☐ Is Report Only: ☐

Life Cycle: Royalty Free: ☐

Packaging Type: ERP Product: ☐

Group Levels

Class:

Division:

Group:

Category:

Subcategory:

Contracts

Contract Number	Contract Name	Type	Start Date	End Date	IP Owner	Status
0000001435	Sales Contract	Payment	1/01/2014	31/12/9999	Raja (A) Arul	Pending
0000001436	Upfront	Payment	18/03/2015	31/12/9999	Raja (A) Arul	Pending
0000001438	MCE Advance	Payment	1/01/2014	31/12/9999	Raja (A) Arul	Pending

Save & Close Cancel Save

4. Reference

- BPM050 – Licence Details in BP User Guide