

**VRVirtual.Com Pvt. Ltd.**

**E-mail: info@vrvirtual.com**

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**Change History**

| **Date** | **Name** | **Description** |
| --- | --- | --- |
| 8th Oct 2015 | Shraddha Tripathi | Document Creation |
| 20th Nov2015 | Shraddha Tripathi | Add Product License, Rights Selling, Permission, Impressions, Alerts, Dashboard process. |
| 23th Nov 2015 | Shraddha Tripathi | Add report formats |
| 7th Dec 2015 | Shraddha Tripathi | Add feedback points received by OUP Team. |
| 16th Feb 2016 | Shraddha Tripathi | Add feedback points received by OUP Team. |
| 17th March 2016 | Shraddha Tripathi | Add system admin profile in application profiling section and update functionality in Author Contract, Product License, Addendum, Other Contract, Permissions Inbound, Permissions outbound and Right selling module |

# Introduction

Rights management system (RMS) will simplify and improve the way OUP manage contracts, from request to completion. By using this application, OUP rights team can manage contracts more efficiently.

The RMS Software captures details of various types of contracts signed for different kinds of books / media. The RMS software is used by various departments of OUP India.

The goal of the RMS application would be: -

* Organize contract and agreement supporting documents and reduce manual errors with a single point of data entry
* Maintain Meta Tag and record all contracts signed for product.
* Record Permissions taken to use various images / text for any product publishing
* Generate Alerts on contract expiry
* Record Rights and selling for a product
* Record Other Contracts (e.g. Contract With Image Bank/ Freelancers etc.)
* Quick Search on header of the application – Search can be made on Product, Author, ISBN, Series etc. Quick action tab will be provided, using this user can perform required action.

This is an internal application, accessible to OUP India executives of Editorial, Rights, Production and Marketing departments. Each user will have a unique username and password so application can be accessed only by the authorized User.

***Note:***

* Data fields marked with [M] will have associated masters.
* Data fields marked with [E] are entry fields and will allow the user to enter a value.
* Data fields marked with [C] are checkboxes and User will be allowed to select any number of options.
* Data fields marked with [S] will allow the user to select a record from a set of records.
* Data fields marked with [F] will have fixed value.
* Data fields marked with [MS] will allow the user to select multiple records or all records from a set of records.
* Data fields with [\*] are mandatory.

# Application Profiling

* Department: The following departments will access this application:
  + Rights
  + Editorial
  + Production
  + Marketing
  + Finance

Each department can have multiple users.

* One Administrative login – Admin will have rights to create users. For user following details will be captured
  + Name \*
  + Employee code \*
  + Email \* - will be used as username.
  + Mobile
  + Phone No \*
  + Password \*
  + Department \*
  + Division [M] [MS]\* - Provision to select multiple division.
  + Role – Executive/ Manager
  + Reporting [M] [MS] \* - Will be mandatory for Executive. List of Executive will be populated having manager role in application.

User will be able to access application based on the department and division. Duplicity check will be added on email id so for each user email id will be unique.

At the time of deactivation, system will ask to select an executive to which accountability needs to be transferred. All the process (contracts, License etc.) will be transferred to selected executive.

* One System Admin login – Admin will have rights to update contract information i.e. can be able to update author contract, License details, addendum, other contract, Permissions Inbound, Permissions Outbound and Right selling process details.

**Access Rights**

Department wise, access rights will be given to executives. For each department, following access rights will be given:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Module** | **Rights** | **Editorial** | **Production** | **Marketing** | **Finance** |
| **Product** |  |  |  |  |  |
| Product Entry/ Update - Original | Y | Y | N | N | N |
| Product Entry/ Update – Reprint, EPZ, Adaptation, Translation, Custom | Y | N | N | N | N |
| Custom Title Entry/ Update | Y | N | N | N | N |
| Product Search | Y | Y | Y | Y | N |
| **Contract and Product License** |  |  |  |  |  |
| Author Contract Request | Y | Y | N | N | N |
| Author Contract Update | Y | N | N | N | N |
| Author Contract View | Y | Y | Y | Y | Y |
| Series Contract Request | Y | Y | N | N | N |
| Series Contract Update | Y | N | N | N | N |
| Series Contract View | Y | Y | Y | Y | Y |
| Product License Request | Y | N | N | N | N |
| Product License Update | Y | N | N | N | N |
| Product License View | Y | Y | Y | Y | Y |
| Product License Addendum | Y | N | N | N | N |
| Multiple Product Linking | Y | N | N | N | N |
| ISBN Assignment | Y | N | N | N | N |
| SAP Agreement no, Author code Entry | Y | N | N | N | N |
| Final Working Product, Publishing date Entry | Y | N | Y | N | N |
| Impression | Y | N | Y | N | N |
| **Permissions Inbound** | Y | Y | N | N | N |
| **Rights Selling** | Y | N | N | N | N |
| **Permissions Outbound** | Y | N | N | N | N |
| **Vendor/Other Contract** |  |  |  |  |  |
| Vendor/Other Contract Request | Y | Y | N | N | N |
| Vendor/Other Contract Update | Y | N | N | N | N |
| Vendor/Other Contract View | Y | Y | Y | Y | Y |
| **Master** |  |  |  |  |  |
| Author Master - insert | Y | Y | N | N | N |
| Author Master – Update | Y | N | N | N | N |
| Country Master | Y | N | N | N | N |
| State Master | Y | N | N | N | N |
| City Master | Y | N | N | N | N |
| Division Master | Y | N | N | N | N |
| Sub Division Master | Y | N | N | N | N |
| Sub Product Type Master | Y | N | N | N | N |
| Series Master | Y | N | N | N | N |
| Publishing Company Master | Y | N | N | N | N |
| Pub Center Master | Y | N | N | N | N |
| Imprint Master | Y | N | N | N | N |
| Language Master | Y | N | N | N | N |
| Territory Rights Master | Y | N | N | N | N |
| Manuscript Delivery format Master | Y | N | N | N | N |
| Supply Material Master | Y | N | N | N | N |
| Licensee Master | Y | N | N | N | N |
| ISBN Bin | Y | N | N | N | N |
| Copy Right Holder Master | Y | N | N | N | N |
| Subsidiary Rights Master | Y | N | N | N | N |
| **Reports** |  |  |  |  |  |
| Author Contract Report | Y | Y | Y | Y | Y |
| Product License Report | Y | Y | Y | Y | Y |
| Other Contract | Y | Y | Y | Y | Y |
| Permission Inbound Report | Y | Y | N | N | N |
| Permission Outbound Report | Y | N | N | N | N |
| Rights Selling Report | Y | N | N | N | N |
| Invoice Report | Y | N | N | Y | Y |
| Author Statement | Y | N | N | Y | Y |
| Product List | Y | Y | Y | Y | Y |
| Author List | Y | Y | N | Y | Y |
| Series List | Y | N | N | N | N |
| Publishing Company List | Y | N | N | N | N |
| Pub Center List | Y | N | N | N | N |
| Licensee List | Y | N | N | N | N |
| Copyright Holder List | Y | N | N | N | N |
| ISBN List | Y | Y | N | N | N |

# Product Masters

##### **Product Master – Entry/Update**

The product entry will be made by either Rights OR Editorial departments based on the Product Category –

Rights department will have rights to enter products for Reprint, EPZ, Adaptation, Translation, Custom product category. Editorial department will enter Original product details in application.

Following information will be captured for product entry:

* Division [M] [S]\*
  1. Academic
  2. School Education
  3. HE
* Sub Division [M] [S] – will be non-mandatory. For example “Trade” and “Adult ELT” will be sub division of HE.
* Product Category [F] [S]\* - Will be fixed data field, will have following options
  1. Original – Entered by editorial department
  2. Reprint – Entered by rights department
  3. EPZ – Entered by rights department
  4. Adaptation – Entered by rights department
  5. Translation – Entered by rights department
  6. Custom – Entered by rights department
* Product Type [F] [S]\*
  1. Print – For print books
  2. Digital – For digital products
* Sub Product Type/ Format [M] [S] - Further Digital product type would be categorizing as e-book, mobile apps, web, CD etc. For Print product type options would be Hardback and Paperback.

For each product, ISBN will be maintained in application. In such cases where product is same and their product types are different, separate product entry needs to be made in application.

For example, if a product is launched in Print as well as digital segments, for this case two products needs to be entered in application one is for Print and other is for digital.

Proprietor Details – To be filled for following product category Reprint, EPZ, Adaptation, Translation, Custom product category. Proprietor’s details will be disabled in case of “Indian Original". Multiple proprietor details can be captured in case product category is “Custom”.

* Proprietor ISBN [E] \*– 13 digit
* Proprietor Product [E] \*
* Proprietor Edition [E] \*
* Proprietor Copyright year [E] \*
* Publishing Company [M] [S] \*
* Pub Center [M] [S] \*– will be populates based on the selected publishing company
* Imprint [M] [S] \*– will be populates based on the selected publishing company
* Proprietor Author Name [MS] \*- Provision to select multiple authors from Master or enter new author in author master.

OUP Details

* Project Code [E] \* - Project code would be maintained for each product. Project code are defined in ACE. Once project is approved and contract is required then editorial team will enter product in RMS
* OUP ISBN [E] – 13 digit ISBN. ISBN will be unique. Will be entered at Later Stage by Rights Team.

While assigning ISBN’s, ISBN bin option will be provided to right team. Two ISBN bin will be maintained for Print and Digital. By using this bag chance of manual error will very minimal. Only those ISBN will be available which will not be linked to any product. ISBN bin will be maintained by Rights department itself.

* Working Product [E] \*
* Working Sub product [E] \*
* OUP Edition [E] \*
* Volume [E]
* Copyright year [E] \*
* Imprint [M] [S] \*
* Language [M] [S]\* – Language will be selected for each product category.
* Series [M] [S]
* Derivatives (CIF’s – used for revised/versioned edition) \*–Yes/No, if selected as “Yes”, one entry field will be given where ISBN of Original titles needs to be enter. Contract details of entered ISBN will be displayed to user. System will ask would you link to link this product with existing one or want to create new contract.
* Projected Publishing Date [E] – It will be current or future date.
* Projected Price [E]
* Projected Currency [M] [S] – By default INR will be selected.
* Pub Center [M] [S]
* Author Name(s) [MS] \*– provision to select multiple authors from Master or enter new.

Multiple authors can be linked with product. In complete application, all author name will be display (separated with comma) with product.

Author selection will disable in case of “Reprint” product category.

* Linking With Product

1. New Product – If the product will not be linked to any product.
2. Link to Previous Product – If Product will be linked to any previous Product. Linking can be multiple as some products are same but their product type are different. Contract for all linked product will be able to view in one screen.

**NOTE:**

* Provision to be built so that Author contract OR Product license entry will be done from product entry page itself.
* Application will generate unique product code for each Product. Format of the code would be P<first character of product type><4 digit running number>

##### **Custom Product Entry**

For Custom Product, more than one product entry can be made. For that, product search will be available, which will showcase all products for which product category will mark as Custom.  
Product basic details will be display at the top of the page. View linked product option will be available so that already linked product can be viewed.  
Following details will be capture for custom product:

* Proprietor ISBN [E] \*– 13 digit
* Proprietor Product [E] \*
* Proprietor Edition [E] \*
* Proprietor Copyright year [E] \*
* Publishing Company [M] [S]\*
* Pub Center [M] [S]\*– populates based on publishing company
* Imprint [M] [S]\*– Linked to Publishing Company
* Proprietor Author Name(s) [MS]\* - Provision to select multiple authors from Master or enter new.

Provision to add more Products in one go, add more option will be provided.

##### **Product Search**

Product Search will be provided on following fields.

* Division [M] [S]
* Sub Division [M] [S]
* Product Category [F] [S]
* Product Type [M] [S]
* Sub Product Type [M] [S]
* Project Code [E]
* SAP agreement number [E]
* SAP author code [E]
* OUP ISBN [E] – auto suggestion will be provided
* Working Product [E]– auto suggestion will be provided
* Working Sub product [E]
* OUP Edition [E]
* Volume [E]
* Copyright year [E]
* Imprint [M] [S]
* Language [M] [S]
* Series [E] – auto suggestion will be provided
* Derivatives –Yes/No
* Projected Publishing Date [E]
* Projected Price [E] – Greater Than/ Less Than/ Exactly/ Enter Value
* Projected Currency [M]
* Final Product Entered –Yes/No
* Final Product [E]
* Final Publishing Date [E]
* Type [F][S]– Individual/ Institute
* Author Name [E] – auto suggestion will be provided.
* Proprietor ISBN [E]
* Proprietor Product [E]
* Proprietor Edition [E]
* Proprietor Copyright year [E]
* Publishing Company – auto suggestion will be provided
* Pub Center – auto suggestion will be provided
* Imprint [M] [S]
* Proprietor Author Name(s) [MS]
* Status
  1. Author Contract entered
  2. Author Contract not entered
  3. Product License entered
  4. Product License not entered
  5. ISBN entered
  6. ISBN not entered
  7. SAP agreement number entered
  8. SAP agreement number not entered
  9. Addendum expires in 2 months
  10. Addendum for which balance quantity is less than 25%
  11. License expires in 2 months
  12. License for which balance quantity is less than 25%
  13. Sub licensing contract entered
  14. Sub licensing contract not entered
  15. Permission Inbound entered
  16. Permission Inbound not entered
  17. Permission Outbound entered
  18. Permission Outbound not entered

Based on the search parameter, list of products will be displayed. In product listing following details will be shown; Product code, SAP Agreement no, Project Code, Working Title, ISBN, Authors, Product Category, Product Type, Product Sub Type. Product code, Status will be displayed as a hyperlink, which will redirect user to product detail page from where user can view complete product details.

Rights department will have rights to download product details in excel sheet.

# Contracts and Product License

##### **Author/Editor/Institute Contract**

Author Contract is signed between OUP and author(s). Author contract will be made for “Original” Products. There can be multiple author contracts for a product and one contract can have multiple authors.

**ACE Application**

Create project in ACE which will undergo different stages of APF, NPF and PPF.

**RMS Application**

**SAP**

Enter product in RMS.

Process contract for print.

**Editorial Dept.**

**Editorial Dept.**

**Rights Dept.**

Upload signed contract.

System generated mail sent to the editor who initiated the request.

Update ISBN in ACE

Agreement number created in SAP.

Upload Agreement number in RMS.

Enter request for author contract.

ISBN assignment.

**Rights Dept.**

Given below are the process steps:

* First project will be created in ACE by editorial department. This project will undergo multiple stages of APF, NPF and PPF in ACE.
* When the project is cleared for publishing, product can be created in RMS by editorial department.
* Editorial department will enter request for author contract.
* Rights department will process contract for print. This processing is not captured in application.
* Rights department will upload signed contract.
* Assigned ISBN is entered in RMS by rights department.
* System generated mail containing ISBN information is sent to editor who initiated author contract request.
* Editor will then update the ISBN in ACE.
* After ISBN is entered in ACE, ISBN will flow from ACE to SAP and an SAP agreement will be generated from SAP. This processing is not a part of application
* This agreement number will then be updated in RMS by rights department.

Request for Author/Editor/Institute Contract – Editorial Login

Editorial department will enter request for an Author contract.

* Author contract can be made for a single product or it can be made for entire series also.
* A single author contract can be made for all authors in a product/ series
* Multiple author contracts can be made for multiple authors in a product/ series.

For author contract entry, product search will be provided. Based on the searched parameter, list of products will be displayed. Product name will serve as a link, which will redirect user to request entry form.

Following product details will be displayed: Project Code, Product Code, Product Name, Sub Product Name, Product Category, Product Type, Product Sub Type, Authors

Following details will be captured at the time of author contract request:

* Project handled by [M] [S]\*– Name of the executive currently logged in

Contract Information

* Entry date [E]\* – Current date will be populated. No provision to change entry date.
* Contract type [F] [S] \*
  + Royalty
  + Onetime payment
  + Revenue sharing
* Number of authors [E]\*
* Terms of Copyright [F] [S]\* - Periodic/ Perpetual. If periodic, details captured are:
  + Period of agreement (In months) [E]
  + Expiry Date [E]\*– System will calculate expiry date on the basis of Contract date + Period of agreement
* Buyback – Yes/No
* Nature of work [E] – Product related information will be stored i.e. Product is specific for library etc.
* Copyright Owner [F] [S]\* – Publisher/ Author/ Joint
* Territory Rights [M] [S]\*
* Third party permissions [F]\* – Yes/No
* Contributor [F]\* – Yes/No. For a contract, more than one contributor can be entered. Following details will be capture if Contributor will tag as “Yes”
  + Contributor Name – Only name will be stored. No royalty will be maintained.
* Amendment [F]\* – Yes/No.
  + Amendment Remarks – will be mandatory for Amendment “Yes”
* Restrictions [E]

Product Information

* Subject Matter & Treatment [E]
* Min. number of words [E]
* Max. number of words [E]
* Material to be supplied by Author [M] [MS] – User can select multiple options from the list provided.
* Date of submission of Material [E] – Entry of dates will be mandatory for all material type selected from “Material to be supplied by Author” option.
* Min. number of pages [E]
* Max. number of pages [E]
* Price type [F]– List Price/ Net Price
* Price[E]
* Currency [M] [S] - By default INR will be selected.
* Medium of delivery [F] [S] – Options will be hard copy/ soft copy/both
* Manuscript Delivery format [M] [S]
* Delivery Schedule [E]
* Remarks [E]

Following information will be captured for author (based on the no of authors entered):

* Author basic details
  + Author Type [F] [S]\*– Author/ Editorial/Translator/Adaptor.
  + Name [M] [S]\*– Author name will be selected from Dropdown. All details will be populated (in edit mode) from the author master and modification will allowed for Rights department only. Editor can view author details, for updation he needs to be contact to rights department.

Updated details will be overwritten in author master. For example, at the time of contract entry, address of an author was “Noida Sector 67”. And now address is updated as “CR Park”, then application will show new address with contract. Old address will be available in physical contract document only.

Provision to add new author from this screen itself.

* + Address [E] \*
  + Residency Status [F] [S] \* – Resident/ Non Resident
  + Country [M] [S] \*
  + State [M] [S] \*– Masters will be available for country “India” only. For other country entry field will be provided.
  + City [M] [S] \*– Masters will be available for country “India” only. For other country entry field will be provided.
  + Pin code [E] \*– will be mandatory for country “India” only.
  + Email [E] \*
  + Phone [E] \*
  + Mobile [E]
  + Fax [E]
  + PAN No. [E] – Will be mandatory for resident author
  + Aadhar Card No. [E]
  + Date of Birth [E]
  + Death Date [E]
  + Account Detail
    - Account No [E]
    - Bank Name [E]
    - Branch Name [E]
    - IFSC Code [E]
* Author affiliation details
  + Institute/ Company [E]
  + Designation [E]
  + Department [E]
  + Address [E]
  + Country [M] [S]
  + State [M] [S] – Masters will be available for country “India” only. For other country entry field will be provided.
  + City [M] [S] – Masters will be available for country “India” only. For other country entry field will be provided.
  + Pin code [E] – will be mandatory for country “India” only.
  + Phone [E]
  + Email [E]
  + Website[E]
* Author beneficiary details – When contract type “Royalty” is selected
  + Royalty assignment – Y/N. If Royalty assignment will be selected as “Yes”, beneficiary details will be populated from the author master and beneficiary details can be updated from this form itself.

Beneficiary details will be updated for this contract only. Details will not updated in author master. If required, beneficiary details need to be updated in Author Master.

* + Beneficiary [E]
  + Address [E] \*
  + Email id [E]\*
  + Country [M] [S]\*
  + State [M] [S]\* – Masters will be available for country “India” only. For other country entry field will be provided.
  + City [M] [S] \*– Masters will be available for country “India” only. For other country entry field will be provided.
  + Pin code [E] – will be mandatory for country “India” only.
  + Phone [E]
  + PAN No. [E] – will be mandatory for resident author.
  + Account Detail
    - Account No [E]
    - Bank Name [E]
    - Branch Name [E]
    - IFSC Code [E]
* Author contract details
  + Payment period [F] [S]\* - Monthly/ Quarterly/ Bi-annually/ Annually
  + Author copies [E] – Will be mandatory for Original Product.
  + Seed money [E]
  + One-time payment [E]
  + Advance royalty [E]
  + Royalty slabs [E]

One contract can have multiple royalty slabs. Royalty terms will be capture based on the Product type and sub product type. For example if following sub product type (Hardback, e-books, web etc.) will be maintained in system then entry of Royalty Slab would be:

**Royalty Slab for Paperback**

|  |  |  |
| --- | --- | --- |
| Copies From | Copies To | Percentage |
|  |  |  |
|  |  |  |

**Royalty Slab for Hardback**

|  |  |  |
| --- | --- | --- |
| Copies From | Copies To | Percentage |
|  |  |  |
|  |  |  |

**Royalty Slab for e-book**

|  |  |  |
| --- | --- | --- |
| Copies From | Copies To | Percentage |
|  |  |  |
|  |  |  |

**Royalty Slab for Web**

|  |  |  |
| --- | --- | --- |
| Copies From | Copies To | Percentage |
|  |  |  |
|  |  |  |

For fixed royalty, only one slab entry will be done. Last slab will always be greater than x quantity.

* + Subsidiary Rights[M]\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subsidiary Rights for | OUP Share (%) | Total (%) for author 1 and 2 | Author 1 (%) | Author 2 (%) |
| Translation Rights | 70 | 30 | 10 | 20 |
| Electronic Publishing Rights | 60 | 40 | 20 | 20 |
| First serialization/print | 55 | 45 | 20 | 25 |

“Subsidiary Rights for” values will be fetch from master. Author columns would be generated based on the “Number of authors”

* + Remarks [E]

**Note:**

* Unique author contract code will be generated for each author contract. Format of author contract code would be <AC><ProductCode><Running Number>
* Provision to be built so that at any time a new product can be added in existing contract

Author Contract Search

Author contract can be search on the basis of following search parameters.

Product details:

* SAP Agreement No. [E]
* SAP
* Project Code [E]
* Product Code [E]
* Product Name [E] – Auto suggestion will be given
* Sub Product Name [E] – Auto suggestion will be given
* ISBN – Auto suggestion will be given
* Division [M]
* Sub Division [M]
* Contributor [F] – Yes/No
* Contributor Name [E]
* Product Type [E]
* Product Sub Type [E]
* Imprint [M] [S]
* Language [M] [S]
* Authors [E] – Auto suggestion will be given
* Series [M]
* Projected Price [E] – Greater Than/ Less Than/ Exactly/ Enter Value
* Projected Currency [M]

Contract details:

* Author Contract Code [E]
* Request From date [E]
* Request To date [E]
* Contract type [F] [S]
* Date of agreement From date [E]
* Date of agreement To date [E]
* Expiry Date [E] – Next 2 months/ 6 months/ Entry field, in entry field month no will be enter
* ISBN Assigned – Yes/ No
* SAP Agreement Uploaded – Yes/ No
* SAP Author Code Entered – Yes/ No
* Territory Rights [M] [S]
* Third party permissions – Yes/No
* Material to be supplied by Author [E]
* Price type – List Price/Net Price
* Price [E] – Greater Than/ Less Than/ Exactly/ Enter Value
* Currency [M] [S]
* Medium of delivery [F] [S]
* Manuscript Delivery format [M] [S]
* Contract status [F] [S] – Options will be
  + Pending – If contract request is entered. Status is neither issued
  + Issued – If contract is uploaded
  + Cancelled - If contract status is tagged as Cancelled.
* Remarks
* Project handled by [M] [S]

Based on the search parameter, author contract list will be displayed to user. Quick Action option will be given so that from search screen itself, contract can be updated and viewed.

Author Contract Updation – Right Department

Once author contract request is entered by Editorial department, rights department will have to update the status of the author contract entered.

*Till the time author contract status is not updated by rights, author contract will appear on the rights dashboard under “Pending request for author contract” section.*

For that rights department will search for the contracts to which details needs to be updated. List of Existing contract will be listed. Contract code will be serves as a hyperlink which will redirect user to contract update page. Contract details will be displayed to user in view mode. “Contract Requested by” details will be display with contract details.

Rights will update following details:

* Contract status [F] [S] – Options will be
  + Pending – When contract will in process to finalize.
  + Issued – When contract has been uploaded.
  + Cancelled – When contract request will reject by Rights department.
* Date of agreement [E]\*– activated if Issued
* Signed Contract sent date [E] – activated if Issued/ Pending
* Signed Contract received date [E] – activated if Issued
* Author copies sent date [E]
* Contributor copies sent date [E]
* Cancellation date [E]– activated if Cancelled
* Cancellation reason [E]– activated if Cancelled
* Contributor Agreement[F][S] – Yes/No
* Upload Contract - Provision to upload any number of scanned authorcontracts. Mandatory for “Issued” status. Contract document needs to be uploaded in one go. No provision to update contract document.

In case of Cancellation, cancellation letter will be uploaded.

* Remarks[E] – Will be mandatory for “pending” status

In case of manual errors, system admin profile will have rights to update details of Author Contract, i.e. all details which will capture at the time of author contract entry. No history will be maintained, updated value will be overwritten with existing one.

Author Contract View

To view author contract, contract search will be available. Based on the searched parameter list of existing contracts will be displayed to user. Contract code will serve as a link, which will redirect user to Author contract view page. All details will be displayed in view mode.

Contract status history will be displayed to user i.e. at which period status is pending and at which date contract is approved by rights department.

Provision to be built so that for an author contract page, user can view contract details of linked product also.

##### **Series Contract**

The series contract management process is same as author contract management.

Series Contract is signed between OUP and series editor(s). There can be multiple series contract for a series and one contract can have multiple editors.

Request for Series Contract – Editorial Login

Editorial department will enter request for a Series Contract.

* Series contract will be made for entire series.
* Series contract will be valid for all product under that series.

For series contract entry, series search will be provided. Based on the searched parameter, list of series will be display to user. Series name will serve as a link, which will redirect user to request entry form.

Following series details will be displayed:

* Series Name
* Division
* Sub division
* Product name
* Sub Product Name
* ISBN
* Authors

For Contract Information and Product Information, same details will be captured as in author contract.

Series Contract Updation – Right Department

Once series contract request is entered by Editorial department, rights department will have to update the status of the series contract entered.

For that rights department will search for the contracts where details need to be updated. List of Existing contract will be listed. Contract code will be serves as a hyperlink which will redirect user to contract update page. Contract details will be displayed to user in view mode.

“Contract Requested by” details will be display with contract details.

Rights will update following details:

* Contract status [M] [S] – Option will be
  + Pending
  + Issued
  + Cancelled
* Date of agreement [E]\* – activated if Issued
* Signed Contract sent date [E]– activated if Issued/ pending
* Signed Contract received date [E] – activated if Issued
* Author copies sent date [E]
* Contributor copies sent date [E]
* Cancellation date [E]– activated if cancelled
* Cancellation reason [E] – activated if cancelled
* Upload Contract - Provision to upload any number of scanned seriescontracts. Mandatory for “Issued” status.

Contract document needs to be uploaded in one go. No provision will be given to update contract document.

In case of manual errors, system admin profile will have rights to update details of Series Contract, i.e. all details which will capture at the time of series contract entry. No history will be maintained, updated value will be overwritten with existing one.

Series Contract View

To view series contract, contract search will be made available. Based on the searched parameter list of existing contracts will be display to user. Contract code will serves as a link, which will redirect user to Series contract view page. All details will be display in view mode.

Contract status history will be displayed to user i.e. at which period status is pending and at which date contract is approved by rights department.

##### **Product License**

Product License is signed between OUP and another Publishing company for a particular product.

The Rights department will enter Product License details. The License information will be entered after the final signed contract is received from the Proprietor Publishing Company.

**RMS Application**

**SAP**

Enter product.

Process license for print.

**Rights Dept.**

Upload license.

Agreement number created in SAP.

Upload Agreement number in RMS.

Enter request for product license

ISBN assignment.

Contract will be signed for Adaptation and Translation.

Product license is created for:   
Reprint, EPZ, Adaptation, Translation and Custom

**Rights Dept.**

Given below are the process steps:

* Rights department will create product (For product category: Reprint, EPZ, Adaptation, Translation and Custom) in RMS.
* Rights department will enter request for product license.
* Processing of license for print is not captured in application.
* Rights department will upload License in system.
* Assigned ISBN is entered by Rights department.
* SAP Agreement number will be generated in SAP.
* This agreement number will then be updated in RMS by Rights department.
* Further for adaptation and translation products, author contract will be signed.

Multiple products can be linked to a single product License however product category should be same for each product. For renewals of the contract the Rights department will enter Product License addendums.

Product License Entry

Product license will be created for following product categories: Reprint, EPZ, Adaptation, Translation and Custom. For Translation, Adaptation and Custom Product author contract entry will be mandatory.

SAP agreement number, Project Code, Working Product, Working Sub Product, OUP ISBN, Authors, Product Category and Product Type of selected product will be displayed at the top of the page.

Following details will be capture for product license:

* Publisher Details
  + Company [M] [S]\* - User will select publishing company

Based on the selected publishing company following details will be picked from publisher master and display to user. User can able to modify these details (if required). That details will be updated in publisher master.

* + Contact Person[E]
  + Address [E]
  + Country [M] [S]
  + State [M] [S] – Master will be available for country “India” only. For other country entry field will be provided.
  + City [M] [S] – Master will be available for country “India” only. For other country entry field will be provided.
  + Pin code [E] – will be mandatory for country “India” only.
  + Email [E]
  + Phone [E]
  + Mobile [E]
* License Details
  + Request Date [E]\* - Current date will be populated. This date can be edited.
  + Contract Date [E]\*
  + Effective Date [E] – In some cases, old license needs to be created in system, Effective date and contract date for such license can be different.
  + Contract period (In months) [E]\*
  + Expiry date [E]\*- Auto populated based on the Contract date + Contract Period
  + Territory Rights [M] [S]\*
  + First Impression within date [E]\* - No alert will be generated from the application. OUP team will manually maintain the details.
  + No. of Impression [E]
  + Print Quantity type [F]\* - Number/ Unrestricted
  + Print Quantity [E] – will be mandatory for Print Quantity type “Number”
  + Royalty Terms \* – Royalty/ Onetime payment
  + Payment Amount [E] – Will be mandatory for Onetime payment entry
  + Advance Amount [E]
  + Copies for Licensor [E]
  + Price Type [F][S] - List Price/ Net Price
  + Price[E]
  + Currency [M] [S]
  + Third party permissions – Yes/No
  + Royalty Slabs

One license can have multiple royalty slabs. Royalty terms will be captured based on the Product type and sub product type. For example, if following sub product type (Hardback, e-books, web etc.) will be maintained in system then entry of Royalty Slab would be:

**Royalty Slab for Paperback**

|  |  |  |
| --- | --- | --- |
| Copies From | Copies To | Percentage |
|  |  |  |
|  |  |  |

**Royalty Slab for Hardback**

|  |  |  |
| --- | --- | --- |
| Copies From | Copies To | Percentage |
|  |  |  |
|  |  |  |

**Royalty Slab for e-book**

|  |  |  |
| --- | --- | --- |
| Copies From | Copies To | Percentage |
|  |  |  |
|  |  |  |

**Royalty Slab for Web**

|  |  |  |
| --- | --- | --- |
| Copies From | Copies To | Percentage |
|  |  |  |
|  |  |  |

* + Subsidiary Rights[M]\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subsidiary Rights for | OUP Share (%) | Total (%) for author 1 and 2 | Author 1 (%) | Author 2 (%) |
| Translation Rights | 70 | 30 | 10 | 20 |
| Electronic Publishing Rights | 60 | 40 | 20 | 20 |
| First serialization/print | 55 | 45 | 20 | 25 |

“Subsidiary Rights for” values will be fetch from master. Author columns would be generated based on the author associated with product.

* Remarks

As soon as license detail are entered, system will generate a unique product license code. The Format would be <PL><ProductCode><Running Number>

**Note:**

* No product license can be made for Original products.
* A single product cannot have multiple product licenses.
* 2 or more products can be linked with a product license however all the products linked to a product license should be of same product category.

Product License Search

Product License can be searched on the basis of following search parameters.

Product details:

* SAP Agreement No. [E]
* Project Code [E]
* Product Code [E]
* Product Name [E] – Auto suggestion will be given
* Sub Product Name [E] – Auto suggestion will be given
* ISBN – Auto suggestion will be given
* Division [M]
* Sub Division [M]
* Product Type [E]
* Product Sub Type [E]
* Imprint [M] [S]
* Language [M] [S]
* Authors [E] – Auto suggestion will be given
* Series [M]
* Projected Price [E] – Greater Than/ Less Than/ Exactly/ Enter Value
* Projected Currency [M]

License details:

* Product License Code [E]
* Request From date [E]
* Request To date [E]
* Date of agreement From date [E]
* Date of agreement To date [E]
* Expiry Date [E]– Expiry Date [E] – Next 2 months/ 6 months/ Entry field, in entry field month no will be enter
* ISBN Assigned – Yes/ No
* SAP Agreement Uploaded – Yes/ No
* Royalty Terms [F] – Royalty/ Onetime payment
* Advance Amount [F] – Yes/No
* Price Type - List Price/ Net Price
* Price [E] – Greater Than/ Less Than/ Exactly/ Enter Value
* Currency [M] [S]\*
* Third party permissions [F]– Yes/No – By default “Yes” will be selected.
* Territory Rights [M] [S]
* License status [F] [S] – Options will be
  + Pending
  + Issued
  + Cancelled
* Project handled by [M] [S]
* Remarks

Based on the search parameter, list of product license will be displayed to user. “Quick Action” option will be given so that from search screen itself, license can be updated, viewed and addendum details can be entered.

Product License Updation

Rights department will update the license information. Rights department will search for product, for which license details needs to be updated. List of existing product license will be displayed to user. Product code will serve as link, which will redirect user to update page where basic product details and license details will be display. Following information will be updated by rights department.

* Licensor copies sent date [E]
* E-file cost [E]
* E-files request date [E]
* E-files received date [E]
* Mode [M] [S] – FTP/CD/DVD

At the time of license update, rights will have a provision to upload scanned license copies.

These scanned contracts are the actual product licenses contract signed between OUP and product proprietor.

In case of manual errors, system admin profile will have rights to update details of License, i.e. all details which will capture at the time of product license entry. No history will be maintained, updated value will be overwritten with existing one.

Product License Cancellation

Product license can be cancelled by Rights department. Rights department will search for the license products which need to be cancelled. List of existing product license will be displayed to user. Product code will serve as link which will redirect user to cancellation page where basic product details and license details will be display.

Following information is captured at the time of cancellation:

* Cancellation Date [E]\*
* Cancellation Reason [E]\*

**Note:**

* Once a license is cancelled, no assignment contract or impressions can be entered.
* In case of cancelled contract needs to be revive, fresh entry needs to be done in application.

Product License View

To view product license, product license search will be provided. Based on the searched parameter list of Product license will be displayed to user. License code will serve as a link, which will redirect user to License view page. All details will be displayed in view mode.

Product License Addendum -Request

Addendum is signed to extend the contract validity for publishing a product. There can multiple addendums for a product License however only one addendum can be active at any time. Addendums can only be made against an active product license.

If license is linked to more than one product and addendum is taken for that license, then addendum will automatically be linked to all the products.

Rights department will search for products, where addendum details need to be entered. List of existing product license will be displayed to user. Product code will serve as link which will redirect user to addendum entry page where basic product details and license details will be displayed.

Following information will be captured for addendums:

* Addendum date [E]\*
* Addendum Type [F][MS]\*
  + - Term Addendum
    - Quantity Addendum
    - Balance Stock Addendum
    - Royalty Change Addendum
* Period of agreement (In months) [E] – will be mandatory for term addendum
* Expiry Date [E] – System will calculate expiry date on the basis of Addendum date + Period of agreement – will be mandatory for term addendum

*License terms*

* + First Impression within date [E]\*
  + No. of Impressions [E]\*
  + Balance quantity carry forward \*– Yes/ No
  + Addendum quantity [E]\*
  + Royalty Terms [E] – will be mandatory for Royalty Change addendum
  + Royalty Slabs \* - The royalty of product license is automatically populated in the addendum entry screen. Will be mandatory for Royalty Change addendum
* Remarks [E] – will be mandatory for Balance Stock and Royalty Change addendum

**Note:**

* Unique addendum code will be generated by the system. Format would be <License code><AD><running serial number addendum wise>
* Balance quantity of any previous product license will be carried forward to addendum if Balance quantity carry forward is marked as Yes.
* Once an addendum is made, all future impressions will be made against the addendum only.
* Addendum quantity will be non-mandatory if Print Quantity Type is selected as “Unrestricted” at the time of product license entry.
* At a time only one addendum will be active.

Product License Addendum -Updation

For addendum updation, rights department will search for products, to which addendum details needs to be updated. List of existing product license will be displayed to user. Product code will serve as link which will redirect user to addendum updation page where basic product details and license details will be displayed.

Rights department can upload any number of scanned addendum contracts from the addendum update screen.

In case of manual error, admin profile will have rights to update details of Addendum, i.e. all details which will capture at the time of addendum entry. No history will be maintained, updated value will be overwritten with existing one.

Product License Addendum View

To view addendum details, product license search will be provided. Based on the searched parameter list of Product addendum will be display to user. Addendum code will serve as a link, which will redirect user to addendum view page. All details will be displayed in view mode.

Multiple Product Link

This section will be used to link multiple products with a single license. Multiple license linking can be done by rights department only. User will have to search the product, list of products will be displayed to the user. User will have to enter the valid license code for linking a new product with license. If addendum of the license is made then the system will automatically link the product with license.

Following products will be linked with a license or addendum:

* ISBN should be entered.
* Product category of the products linked should be same.

Once multiple products are linked with license or addendum then the total number of impression of the license and the license quantity will be available to all the product linked.

##### **ISBN Assignment**

Once contract request has been made by editorial team, rights department will upload the contract into application and assign ISBN to product.

For assigning ISBN, Product search will be available, which will showcase all products for which ISBN is not entered. ISBN can be entered from search list itself. One text box will be provided for the same. Duplicate ISBN entry will not be allowed for the system. While assigning ISBN, system will populate all those ISBN’s which is not assign to any product. For That ISBN master will be maintained by rights department. ISBN master will have separate ISBN’s for Print and digital.

##### **SAP Agreement No/ Author Code Assignment**

Once ISBN assignment is done in application, system generated mail (containing product and ISBN details) will be sent to editor who initiated the request. Editor will update ISBN in ACE. These details will be then flow from ACE to SAP. In SAP, SAP agreement no will be generated.

For each product, rights department will update SAP agreement no in application. There can be multiple SAP agreement number will be maintained for a product.

##### **Final Product Entry**

Once ISBN assignment, SAP agreement no and author code will enter in system. Production/Rights department will update Final working product Name and publishing date in application.

##### **Impression Entry**

Impressions will be entered to keep check on validity of Product License terms, quantity and no. of impressions. Before impressions entry, the ISBN assignment, SAP agreement number, Final working product and Final Publishing Date need to be updated in system. Production/Rights department will enter impression details in application.

For non-original products impressions will be entered against product license or product license addendum.

For Original products impression details will be entered against assignment contract. Following information will be captured while entering impressions:

* Impression date [E]\*
* Impression SAP code [E]\*
* Quantity printed [E]\*

**Note:**

* There will be no limit on the number of impressions and quantity, if impressions are entered for an Original product.
* The limit of impressions and quantity will depend upon the limit specified in license or addendum for a product.

If total quantity of license is printed, then license will automatically expire by the system.

# Permissions – Inbound

Permissions- Inbound will be taken before the product launch. Permission Inbound entry becomes mandatory if third party permission is marked as “Yes” at the time of contract entry.

**RMS Application**

**Editorial Dept.**

**Rights Dept.**

Enter request for author contract.

Enter request for product license.

3rd Party Permissions Yes/ No

Enter permission details.

Yes

Asset type: Image

Asset type: Non-image

Details of images will be extracted from vendor contract. Further details will be captured.

Vendor/ Other Contract

Details of non-image content will be captured.

Given below are the process steps:

* When author contract request or product license request is entered, system will check if 3rd party permissions is yes/ no.
* If 3rd party permissions is yes, rights department will enter permission details.
* Permissions can be entered for following asset types:
  + Asset type - Image: Details of images will be extracted from vendor/other contract. Further details will be captured at the time of Permission Inbound.
  + Asset type - Non-Image: Details of non-image content will be captured.

Contract search will be provided, list of contract will be displayed to user for which third party permission is marked as “Yes”. Contract code will be serves as hyperlink, which will redirect user to permissions entry page.

Product Details – Following product details will be displayed to user; SAP agreement code, Project Code, Product Code, Product, Sub Product, ISBN, Authors, Product Category, Product type, Sub product type, language.

Contract Details – Following Contract details will be displayed to user; Contact code, Contract Requested by, Contract date, Expiry date, Territory rights, remarks.

For this screen we will either build a form where executive will enter details one by one OR we will build upload features so that details can be uploaded in one go.

Following details will be capture for permissions:

* Assets type [F] [S]\* – Options can be Image Bank/ Others
* Asset Type – Image: Following details will be flow from Other Contract.
  + Party Name [M] [S] – Party name will be listed for selection, following details will be enter/displayed from other contract.
    - Image Id [E]\*
    - Image description [E]\*
    - Invoice No. [E]\*
    - Invoice Value[E]\*
    - Invoice date [E]\* - For one image, multiple invoice no and invoice date can be entered.
    - Permission Expiry date [E]\*
    - Restriction [D]
    - Print Rights [D]
    - Electronic Rights [D]
    - E-book Rights [D]
    - Fee [D]
    - Currency [D]
    - Web Link [E] \*
    - Credit Lines [E] \*
    - Payment Received [F] \* – Yes/ No
    - Remarks [E]
* For Asset Type – Others
  + Asset Sub Type [M][S]\*
  + Asset Description [E]\*
  + Original Source [E]
  + Extent [E]
  + Gratis copy to be sent [F][S] \* -Yes/No
  + No. of copy – Will be mandatory for Gratis copy to be sent “Yes”
  + Copyright Holder [M] [S]\*
  + Copyright Holder details –Details of selected copyright holder will be populated.
  + Restriction [E]
  + Print Rights \*– Yes/No
  + Electronic Rights \*– Yes/No
  + E-book Rights \* – Yes/No
  + Fee [E]
  + Currency [M] [S]
  + Acknowledgement line [E]
  + Invoice Number [E]
  + Invoice Date [E]
  + Invoice Value [E]
  + Permission Expiry date [E]
  + Print Run Granted For [F] [S]\*– Unrestricted/ Number
  + Number [E] – Will be mandatory if Print run granted is selected as Number.
  + Date of 1st Request [E]
  + Date of 2nd Request [E]
  + Date of 3rd Request [E]
  + Date of 4th Request [E]
  + Payment Received [F] \* – Yes/ No
  + Status [F] [S]\*
    - Cleared
    - Pending
    - No Response
    - No Trace
    - Out of Copyrights
    - Approved by Publishing director
    - Invoice Paid
    - Declined
    - Dropped
    - No Response but approved by PD
    - No Trace but approved by PD
  + Remarks

One Permission can have more than one status however at a time only one status will be active.

**Note:** For Cleared Status, mandatory data needs to be entered, For other status only remarks will be mandatory.

For Image bank, payment received can be updated later, and in case of “Others” assets type there will be one status “Invoice Paid”.

In case of manual errors, system admin profile will have rights to update details of Permission Inbound, i.e. all details which will capture at the time of Permission Inbound entry. No history will be maintained, updated value will be overwritten with existing one.

# Rights Selling Module

Rights Department will have access to this module. OUP, will give selling rights for Originals and licensee products.

**RMS Application**

**Rights Dept.**

Enter request for grant of rights

Decline Request

Close request with reason

Check Contract for Rights availability

Rights available?

Quote advance and royalty terms

Decline Request

Close request with reason

Enter details in RMS and generate contract

System gives alert – send reminder

Enter amount received

Update agreement terms

Yes

No

Terms not accepted

Advance not received within 30 days

Terms accepted

Advance received

System gives alert – when royalty is due

Given below is the process flow:

* When rights grant is required, rights department will first search contract for necessary rights.
* If necessary rights are available, they will quote advance terms and royalty. Process related to Point 1 and Point 2 will be maintained manually by Rights team.
* When advance and royalty terms are accepted, rights sales details will be entered in RMS.
* If advance is not received within 30 days, system will generate alert to send reminder.
* When advance is received, agreement terms will be updated.
* After advance is received system gives alert when royalty is due.

Rights Selling – For Product

For Rights selling following details will be captured:

* Product Details – Following product details will be displayed to user; SAP agreement code, Project Code, Product Code, Product, Sub Product, ISBN, Authors, Product Category.
* Contract Details - Following product details will be displayed to user; Contract code, Contract date, Territory Rights, Contract Requested date, Expiry date, Remarks and subsidiary rights from original contract.
* Right Sales Details
  + Request Date [E]\*- Current date will be populated. No provision for edit.
  + Licensee [M] [S]\*: Will pick the value from Licensee master. Provision to be built to add New Licensee from the same screen.
  + Licensee Details: Details of selected licensee will be populated from the master
  + Date of Contract [E]\*
  + Contract period (In months) [E]\*
  + First Impression within date [E]
  + Date of expiry [E]\*– Will be calculated on the basis of Date of Contract + Contract Period
  + Contract Effective Date[E]
  + Type of Rights [M][S]
  + Will be material be translated [F][S] \* -Yes/No
  + Language [M][S] - will be mandatory for Translated Material.
  + Print Run Quantity Allowed [E]\*
  + Number of Impression Allowed [E]
  + Advance Payment [E]
  + Currency [M]
  + Payment Term [F] [S]\* - One-time payment/ Royalty
  + Payment Amount [E] \* - will be mandatory for onetime payment
  + Territory Rights [M]\*
  + Advance Royalty Amount [E] (if payment terms is “Royalty”).
  + Royalty Terms [E]\* -

**Royalty Slab for Paperback**

|  |  |  |
| --- | --- | --- |
| Copies From | Copies To | Percentage |
|  |  |  |
|  |  |  |

**Royalty Slab for Hardback**

|  |  |  |
| --- | --- | --- |
| Copies From | Copies To | Percentage |
|  |  |  |
|  |  |  |

**Royalty Slab for e-book**

|  |  |  |
| --- | --- | --- |
| Copies From | Copies To | Percentage |
|  |  |  |
|  |  |  |

**Royalty Slab for Web**

|  |  |  |
| --- | --- | --- |
| Copies From | Copies To | Percentage |
|  |  |  |
|  |  |  |

* + Royalty Recurring[F] – Yes/No, following details will be capture, if recurring is selected as “Yes”
    - * Recurring From Period
      * Recurring To Period
  + Remarks [E].

**Note**

* System will generate unique number for each request. Format would be

<RS><ProductCode><IM/NM><running number>

* One Product can have multiple rights sales

Payment tagging

Author wise advance and royalty payment details will be tagged. Following details will be captured for payment:

* Subsidiary Rights [M][S]\*
* Payment Mode [F] \*- DD/ Cheque
* Cheque Number [E]\*
* Cheque Date[E]\*
* Amount[E]\*
* Bank Name[E]\*

With one payment more than one contract can be tagged. Print option will be provided, rights team will take print out of payment, attach cheque and give to account department.

Payment tagging will not show the status as completed till 100% payment tagging is done and system will send alerts for the same.

In case of manual errors, system admin profile will have rights to update details of rights selling, i.e. all details which will capture at the time of right selling entry. No history will be maintained, updated value will be overwritten with existing one.

# Permissions – Outbound

**RMS Application**

**Rights Dept.**

Enter request for grant of extract

Decline Request

Close request with reason

Check Contract for Rights availability

Rights available?

Quote permission fee

Decline Request

Close request with reason

Enter permission fee in RMS and generate Invoice

System gives alert

Enter amount received

Close request

Yes

No

Fee not accepted

Fee not received within 30 days

Fee accepted

Fee received

Outbound permissions are maintained for an external party using content from OUP India. Rights Department will have access to this module. This process is used for Originals product and Licensee products.

Given below is the process flow:

* When request for grant of extract is received, rights department will first search contract for rights availability.
* If rights are available, they will quote permission fees.
  + When fees is accepted, permission fees details will be entered in RMS and invoice will be generated. In Invoice Preview following details will be display: Licensee Details (Name + Address), Invoice no, Invoice Date, Invoice Value and Description.
* If fees is not received within 30 days, system will generate alert to send reminder.
* When fees is received, amount will be entered in application and request will be closed.

Product search will be provided, based on the search parameters list of products will be displayed. Product name will be serves as hyperlink, which will redirect user to entry page.

* Product Details – Following product details will be displayed to user; SAP agreement code, Project Code, Product Code, Product, Sub Product, ISBN, Authors, Product Category.
* Contract Details - Following product details will be displayed to user; Contract code, Contract date, Territory Rights, Contract Requested date, Expiry date, Remarks and subsidiary rights from original contract.
* Outbound Contract Details – Following details will be captured for permission - Outbound.
  + Request Date [E]\*- Current date will be populated. No provision for edit.
  + Licensee [M] [S]\*: Will pick the value from Licensee Master. Provision to be built so that New Licensee can be added from the same screen.
  + Licensee Details: Details of selected licensee will be populated from the master.
  + Licensee publication title [E]\*
  + Date of Permission [E]\*
  + Permission period (In months) [E]\*
  + Date of expiry [E]\*– Will be calculated on the basis of Date of Contract + Contract Period
  + Request Material [E] \*
  + Type of Rights [M][S]
  + Will be material be translated [F][S] \* -Yes/No
  + Language [M][S] - will be mandatory for Translated Material.
  + Extent [E]
  + Print run quantity [E]
  + Territory Rights [M] [S]\*
  + Date of Invoice [E]
  + Invoice Applicable [F]\* - Yes/No. Following details will be capture if invoice applicable selected as “Yes”
    - Invoice no[E]
    - Invoice Value [E]
    - Invoice Description[E] – This description will print on Invoice. System will display following details for Invoice description (In edit mode).

Populated Details would be – Request Material + Type of Rights + Language + Print Run Quantity + Territory Rights + Payment Amount + Currency

* + Copies to be received - Yes/No
  + Number of copies – Mandatory if Copies received tag as “Yes”
  + Payment Received: Yes/No
    - Payment Amount – will be mandatory for “Yes”
    - Payment Currency [M] [S] – will be mandatory for “Yes”
  + Remarks [E] – will be mandatory if invoice applicable selected as “No”

System will generate unique number for each request. Format would be <PO><ProductCode><running number>. Invoice Preview will be available for view and for downloading. Invoice will display contact person name, address, Invoice value, invoice number and invoice description.

Payment tagging

Author wise payment details will be tagged. Following details will be captured for payment:

* Subsidiary Rights [M] [S]\*
* Payment Mode [F]\*- DD/ Cheque
* Cheque Number [E]\*
* Cheque Date [E]\*
* Amount [E]\*
* Bank Name [E]\*

One payment can be tagged with multiple contract. Print option will be provided, rights team will take print out of payment, attach cheque and give to account department.

In case of manual errors, system admin profile will have rights to update details of Permission Outbound, i.e. all details which will capture at the time of Permission Outbound entry. No history will be maintained, updated value will be overwritten with existing one.

# Other Contract

All contracts signed between OUP and third party will come under Other Contract. Other contracts are mainly signed for works like CD making, project management, content development, image bank etc.

**RMS Application**

Enter product in RMS.

Process contract.

**Editorial Dept.**

**Rights Dept.**

Upload contract.

Enter request for other contract.

Given below is the process flow for other contract:

* Editorial/Rights department will enter product in RMS.
* They will then enter request for other contract.
* Rights department will process the contract outside the application.
* On finalization, contract will be uploaded in application by rights department.

Request for Other Contract – Editorial Login

Editorial department will enter request for an “Other contract”. For Other Contracts following details will be captured:

* Party Details
  + Party Name [E] \*
  + Nature of Service [M] [S]\*: Options can be Free Lancer, Vendor, Business development etc.
  + Nature of Sub Service [M] [S]
  + Address [E]\*
  + Country [M] [S]
  + State [M] [S] – Master will be available for country “India” only. For other country entry field will be provided.
  + City [M] [S] – Master will be available for country “India” only. For other country entry field will be provided.
  + Pin code [E] – will be mandatory for country “India” only.
  + Email Id [E]
  + Mobile [E]
  + PAN No. [E]
* Contract Details
  + Request date [E]\* –By default current date will be populated. No provision to edit.
  + Project Title [E]
  + Project ISBN [E] – If contract is linked to existing product.
  + Contract Type [F] [S]\* – Options will be Non-Disclosure, Editorial Service agreement, Special agreements, Image Bank
  + Contract Date [E] \*
  + Period of agreement (In months) [E]\*
  + Expiry Date [E]\*– System will calculate expiry date on the basis of Contract date + Period of agreement
  + Division [M] [S]\*
  + Contract signed by Executive [M] [S]\* – List of executive for selected division will be displayed for selection.
  + Territory Rights [M] [S]\*
  + Payment – Yes/No
  + Payment period [M]\* - One Time/Monthly/ Quarterly/ Bi-annually/ Annually. Capture of payment “Yes”.
  + Nature of Work [E]
  + Upload Contract: Can upload multiple files in one go.
  + Remarks [E]

For Image bank – Following additional details will be captured

* + Print run quantity [E]
  + Print Rights [F] [S] \*–Yes/No
  + Electronic Rights [F][S] \*–Yes/No
  + E-book Rights [F] [S] \*–Yes/No
  + Cost [E]\*
  + Currency [M] [S] \*
  + Restrictions [E] \*

**Note:**

* For other contract unique contract code will be generated. Format would be

<OC><OT><Running Number>

Other Contract Updation – Right Department

Once “Other contract” request is entered by Editorial department, rights department will have to update status of the contract. Based on search parameters, contract list will be provided to user. Contract code will serve as hyperlink, which will redirect user to update page.

*Till the time other contract status is not updated by rights, other contract will appear on rights dashboard under “Pending request for Other Contract” section.*

Rights will update following details:

* Contract status [M] [S]
  + Pending
  + Issued
  + Cancelled
* Signed Contract sent date [E] – activated if Issued / pending
* Signed Contract received date [E] – activated if Issued
* Cancellation date [E] – activated if cancelled
* Cancellation reason [E] – activated if cancelled
* Upload Contract [E] - Provision to upload any number of scanned seriescontracts. Mandatory for “Issued” status.

Contract document needs to be uploaded in one go. No provision to update contract document.

In case of manual errors, system admin profile will have rights to update details of Other Contract, i.e. all details which will capture at the time of other contract entry. No history will be maintained, updated value will be overwritten with existing one.

Other Contract View

To view other contract, contract search will be available. Based on the searched parameter list of existing contracts will be displayed to user. Contract code will serve as a link, which will redirect user to other contract view page. All details will be displayed in view mode.

Contract status history will be displayed to user i.e. at which period status is pending and at which date contract is approved by rights department.

# Masters

Listed below are some core masters which will be maintained in application.

**Geographical Master**

##### **Country Master**

Following details will be captured for Country Master:

* Country [E]\* - Duplicity check will be added on country name.

##### **State Master**

Following details will be captured for State Master:

* Country [M] [S] \*
* State [E]\* - Duplicity check will be added on country name and state.

##### **City Master**

Following details will be captured for City Master:

* Country [M] [S]\*
* State [M] [S]\*
* City [E] \* -Duplicity check will be added on country, state and city name.

**Master related to Products**

##### **Division Master**

Following details will be captured for Division Master:

* Division [E] \* - Duplicity check will be added on Division Name.

##### **Sub Division Master**

Following details will be captured for Sub Division Master:

* Division [M] [S]\*
* Sub Division [E]\* - Duplicity check will be added on Division and Sub Division.

##### **Sub Product Type**

Following details will be captured for Sub Product Type Master:

* Product Type [F] [S]\*
* Sub Product Type [E] \* - Duplicity check will be added on Product Type and Sub Product Type

##### **Author Master**

These authors can be linked either with Proprietors Product details or OUP Product details. Following details will be captured for author master.

* Author Personal details
  + Type [F][S]\*– Individual/ Institute
  + First Name [E]
  + Last Name [E]\*
  + Address [E] \*
  + Residency Status [F] – Resident/ Non-Resident
  + Country [M] [S] \*
  + State [M] [S] \*– Master will be available for country “India” only. For other country entry field will be provided.
  + City [M] [S] \*– Master will be available for country “India” only. For other country entry field will be provided.
  + Pin code [E] \*– will be mandatory for country “India” only.
  + Email [E] \*
  + Phone [E]
  + Mobile [E]\*
  + Fax [E]
  + PAN No. [E]\* - Mandatory for resident author
  + Aadhar Card No. [E]
  + Date Of Birth [E]
  + Death Date [E]
  + Accounts Details – Will be mandatory for non-resident authors.
    - * Account No. [E]
      * Bank Name [E]
      * Branch Name [E]
      * IFSE code [E]
  + Identity Documents – Provision to upload multiple documents.
* Affiliation Details
  + Institute/ Company Name [E]
  + Designation [E]
  + Department [E]
  + Address [E]
  + Country [M] [S]
  + State [M] [S] – Master will be available for country “India” only. For other country entry field will be provided.
  + City [M] [S] – Master will be available for country “India” only. For other country entry field will be provided.
  + Pin code [E] – will be mandatory for country “India” only.
  + Phone [E]
  + Email [E]
  + Website[E]
* Beneficiary Details– “Same as Author details” check box will be provided. By default it will be selected.
  + Beneficiary Name [E]\*
  + Relation [E]\*
  + Address [E]\*
  + Country [M] [S]\*
  + State [M] [S] \*– Master will be available for country “India” only. For other country entry field will be provided.
  + City [M] [S] \*– Master will be available for country “India” only. For other country entry field will be provided.
  + Pin code [E] – will be mandatory for country “India” only.
  + Email [E]\*
  + Phone [E]
  + Mobile [E]\*
  + Fax [E]
  + PAN No. [E] – will be mandatory for resident author
  + Accounts Details
    - * Account No. [E]
      * Bank Name [E]
      * Branch Name [E]
      * IFSE code [E]
* Nominee Details – “Same as Beneficiary” check box will be provided. By default it will be selected.
  + Nominee Name [E]\*
  + Relation [E]\*
  + Address [E]\*
  + Country [M] [S]
  + State [M] [S] – Master will be available for country “India” only. For other country entry field will be provided.
  + City [M] [S] – Master will be available for country “India” only. For other country entry field will be provided.
  + Pin code [E] – will be mandatory for country “India” only.
  + Email [E]\*
  + Phone [E]
  + Mobile [E]\*
  + Fax [E]
  + PAN No. [E]

Note: PAN no will be mandatory for Resident author. Accounts details will be mandatory for Non-resident author. Duplicity check will be added on Author name and account number/PAN card. If author details already exist, system will show details of existing authors, and ask user if he wish to change details then system will overwrite author details in author master.

##### **Series Master**

Following details will be capture for series.

* Division [M]\*
* Sub division [M]
* Series Name [E] \* - Duplicity check will be added on division and series name.

##### **Publishing Company Master**

Publishing companies are also called Proprietors for Product Licenses. Following details will be captured for Publishing Company:

* Company Name [E]\*
* Contact Person [E]\*
* Address [E]\*
* Country [M] [S]
* State [M] [S] – Master will be available for country “India” only. For other country entry field will be provided.
* City [M] [S] – Master will be available for country “India” only. For other country entry field will be provided.
* Pin code [E] – will be mandatory for country “India” only.
* Phone [E] \*
* Mobile [E]
* Email [E] \*
* Website [E]

Duplicity check will be added on Company Name, type and City. OUP itself can be entered as a Publishing Company.

##### **Pub Center Master**

Following details will be captured for Pub Center Master:

* Publishing Company [M] [S] \*
* Center Name [E]\*
* Contact Person[E]\*
* Publishing Company Division [E]
* Address [E]\*
* Country [M] [S]
* State [M] [S] – Master will be available for country “India” only. For other country entry field will be provided.
* City [M] [S] – Master will be available for country “India” only. For other country entry field will be provided.
* Pin code [E] – will be mandatory for country “India” only.
* Phone [E] \*
* Mobile [E]
* Fax [E]
* Email [E]

Duplicity check will be added on “Publishing Company” and Pub Center Name.

##### **Imprint Master**

Following details will be capture for Imprint.

* Publishing Company [M] [S]\*
* Imprint [E] \* - Duplicity check will be added on “Publishing Company” and Imprint.

##### **Language Master**

Following details will be captured for language Master:

* Language [E]\* - Duplicity check will be added on Language.

**Master related to Contracts and Product License**

##### **Territory Rights Master**

Following details will be capture for Territory Rights.

* Territory Rights for [E]\* - Duplicity check will be added on Territory Rights name

Options can be Worldwide, SAARC country etc.

##### **Manuscript Delivery format Master**

Following details will be capture for Manuscript Delivery Format.

* Delivery Format [E]\* - Duplicity check will be added on Delivery format

Values can be “On word processing disks in a software format specified by the Publisher with an ac-companying hard copy on A4 paper double-spaced and single-sided”, “As new, good quality word processing disks formatted in accordance with a template provided by the Publisher” and “As camera-ready copy” etc.

##### **Supply Material Master**

This master will be used in contract request form.

* Supply Material [E]\* - Duplicity check will be added on Supply Material name.

Values can be Preface, Tables, Illustrations/ Artwork briefs, Graphs, Appendices, Bibliography/ References, Index etc.

##### **Licensee Master**

Following details will be captured for licensee. This master will be used in Product License Request form.

* Organization Name [E]\*
* Contact Person [E]\*
* Address [E]\*
* Country [M] [S]
* State [M] [S] – Master will be available for country “India” only. For other country entry field will be provided.
* City [M] [S] – Master will be available for country “India” only. For other country entry field will be provided.
* Pin code [E] – will be mandatory for country “India” only.
* Mobile [E]\*
* Email [E] \*
* URL [E]

Duplicity check will be added on Organization name and city.

##### **ISBN Bin**

13 digits ISBN bin will be maintained in application. At the time of ISBN assignment process, this will help user. Only those ISBN’s will be available which will free i.e. not assign to products.

Bulk upload option will be provided, using which ISBN will be uploaded in application. System will also display list of ISBN’s with statue i.e. (Available/ Used). In case of “Used” status, system will show product name.

**Master related to Permission In-bound**

##### **Copyright Holder Master**

Following details will be captured for copyright holder. This Master will be used for permissions entry

* Copyright Holder Name [E]\*
* Contact Person [E]\*
* Address [E]\*
* Country [M] [S]
* State [M] [S] – Master will be available for country “India” only. For other country entry field will be provided.
* City [M] [S] – Master will be available for country “India” only. For other country entry field will be provided.
* Pin code [E] – will be mandatory for country “India” only
* Mobile [E]
* Email [E] \*
* URL
* Bank Name [E]
* A/c No [E]
* Bank Address [E]
* IFSC [E]
* PAN Number [E]
* Vendor Code [E]

Duplicity check will be added on contact name and city.

**Master related to Rights Selling**

##### **Subsidiary Rights Master**

* Subsidiary Rights [E]\* - Duplicity check will be added on Subsidiary rights.

Values can be Translation Rights, Electronic Publishing Rights, Licensed Reprint Rights, First serialization/print, Second serialization/print, First serialization/digital, Second serialization/digital, Sound reproduction, “Anthology and quotation rights”, Film/TV/Video/other dramatic representation rights, Compulsory Licensing etc.

##### **Type of Rights Master**

* Type of Rights [E]\* - Duplicity check will be added on type of rights name.

# Alerts

Following alerts will be generated from the application.

**Contract and Product License**

* List of Pending request for contract/ License.
* For a contract if Contributor is entered and Contributor agreement is not uploaded.
* Three months prior to contract/ license expiry date.
* Balance quantity of contract/license less than 25%.
* Three months prior to addendum expiry date.
* Balance quantity of addendum less than 25%.
* List of products for which ISBN not entered
* List of product for which SAP Agreement Number not entered.
* Alerts when 500 ISBN left for print and 100 for digital.
* Alerts when product license is entered for Translation, Adaptation and Custom and author contract is not entered.

**Rights Selling Module**

* Three months prior to contract expiry date.
* If payment is not received 30 days post invoice date.
* Two months prior to recurring expiry date.

**Permission - Inbound**

* Three months prior to expiry date.
* Balance quantity less than 25%.
* List of Contract – Inbound permission not entered.
* List of Contract – for which payment received tag as “No”. Alert will be sent to Rights and Finance department

**Permission - Outbound**

* Three months prior to expiry date.
* If payment is not received 30 days post invoice date.
* If Royalty payment will due next year

**Other Contract**

* List of Pending request for other contract.
* Three months prior to contract expiry date.

Alerts will be send to specific email ids of OUP Team for further action.

# Reports

##### **Author Contract Report**

Author contract report can be generated on the basis of following search parameters.

Product details:

* SAP Agreement No. [E]
* Project Code [E]
* Product Code [E]
* Product Name [E] – Auto suggestion will be given
* Sub Product Name [E] – Auto suggestion will be given
* ISBN – Auto suggestion will be given
* Division [M]
* Sub Division [M]
* Product Type [E]
* Product Sub Type [E]
* Imprint [M] [S]
* Language [M] [S]
* Authors [E] – Auto suggestion will be given
* Series [M]
* Price Type[F] – List Price/ Net Price
* Price [E] – Greater Than/ Less Than/ Exactly/ Enter Value
* Currency [M] [S]

Contract details:

* Author Contract Code [E]
* Author Name [E] – auto suggestion will be provided.
* Request From date [E]
* Request To date [E]
* Contract type [F] [S]
* Date of agreement From date [E]
* Date of agreement To date [E]
* Expiry Date [E] – Expiry Date [E] – Next 2 months/ 6 months/ Entry field, in entry field month no will be enter
* Territory Rights [M] [S]
* Third party permissions – Yes/No
* Royalty – Yes/No
* Material to be supplied by Author [E]
* Medium of delivery [F] [S]
* Manuscript Delivery format [M] [S]
* Contract status [F] [S] – Options will be
  + Pending
  + Issued
  + Cancelled
* Remarks [E]
* Amendmend [E]
* Project handled by [M] [S]

Based on the search parameter, excel dump of list of product license will be generated. Excel sheet will have all the details which is entered for contract.

##### **Product License Report**

Product License report can be generated on the basis of following search parameters.

Product details:

* SAP Agreement No. [E]
* Project Code [E]
* Product Code [E]
* Product Name [E] – Auto suggestion will be given
* Sub Product Name [E] – Auto suggestion will be given
* ISBN – Auto suggestion will be given
* Division [M]
* Sub Division [M]
* Product Type [E]
* Product Sub Type [E]
* Imprint [M] [S]
* Language [M] [S]
* Authors [E] – Auto suggestion will be given
* Series [M]
* Price Type[F] – List Price/ Net Price
* Price [E] – Greater Than/ Less Than/ Exactly/ Enter Value
* Currency [M] [S]

License details:

* Product License Code [E]
* Publishing Company [E] – auto suggestions will be given
* Contact Person [E] – auto suggestions will be given
* Request From date [E]
* Request To date [E]
* Date of agreement From date [E]
* Date of agreement To date [E]
* Expiry Date [E]– Expiry Date [E] – Next 2 months/ 6 months/ Entry field, in entry field month no will be enter
* Royalty Terms [F] – Royalty/ Onetime payment
* Advance Amount [F] – Yes/No/Both
* Third party permissions – Yes/No
* Territory Rights [M] [S]
* License status [F] [S] – Options will be
  + Pending
  + Issued
  + Cancelled
* Remarks
* Project handled by [M] [S]

Based on the search parameter, excel dump of list of product license will be generated. Excel sheet will have all the details which is entered for product license.

##### **Other Contract**

Other Contract report can be generated on the basis of following search parameters.

* Party Details
  + Party Name [E]
  + Nature of Service [M] [S]
  + Nature of Sub Service [M] [S]
  + Address [E]
  + Country [M] [S]
  + State [M] [S]
  + City [M] [S]
  + Pin code [E]
  + Email Id [E]
  + Mobile [E]
  + PAN No. [E]
* Contract Details
  + Request From Date [E]
  + Request To Date [E]
  + Project Title [E]
  + Project ISBN [E]
  + Contract Type [F] [S]
  + Contract From Date [E]
  + Contract To Date [E]
  + Period of agreement (In months) [E]
  + Expiry Date [E]– Expiry Date [E] – Next 2 months/ 6 months/ Entry field, in entry field month no will be enter
  + Division [M] [S]
  + Contract signed by Executive [M] [S]
  + Image id [E]
  + Image description [E]
  + Invoice From date [E]
  + Invoice To date [E]
  + Invoice number [E]
  + Print run quantity [E]
  + Print Rights [F] [S]–Yes/No
  + Electronic Rights [F] [S]–Yes/No
  + E-book Rights [F] [S]–Yes/No
  + Web Link [E]
  + Credit lines [E]
  + Cost [E]
  + Currency [M] [S]
  + Restrictions [E]
  + Territory Rights [M] [S]
  + Payment period [M]
  + Nature of Work [E]
  + Remarks [E]

Based on the search parameter, excel dump of list of other contract will be generated. Excel sheet will have all the details which is entered for other contract.

##### **Permission Inbound Report**

Permission Inbound report can be generated on the basis of following search parameters.

* Request From date [E]
* Request To date [E]
* Assets type [F ]
* Asset Description [E]
* Party Name [M] [S] – Auto suggestions will be provided.
* Image Id [E]
* Image description [E]
* Invoice No. [E]
* Invoice From date [E]
* Invoice To date [E]
* Permission Expiry date - Expiry Date [E] – Next 2 months/ 6 months/ Entry field, in entry field month no will be enter
* Credit Lines [E]
* Restriction [E]
* Acknowledgement line [E]
* Print Rights [F]– Yes/No
* Electronic Rights [F]- Yes/No
* E-book Rights [F]- Yes/No
* Price [F][E] – Less Than/ Greater Than/ Exactly.
* Currency [M]
* Original Source [E]
* Extent [E]
* Copyright Holder – Auto suggestions will be provided.
* Restriction [E]
* Print Run Granted For [F]– Unrestricted/ Number
* Status [F] [S]
* Remarks

Search will also be provided on product. Fields will be same as mentioned in product search.

Based on search criteria, excel dump of permission list will be generated.

##### **Permission Outbound Report**

Permission Outbound report can be generated on the basis of following search parameters.

* Request From Date [E]
* Request To Date [E]
* Licensee [E]: Auto suggestion will be provided.
* Licensee publication title [E]
* Permission From date[E]
* Permission To date[E]
* Date of expiry [E] - Expiry Date [E] – Next 2 months/ 6 months/ Entry field, in entry field month no will be enter
* Requested Material [E]
* Type of Rights[M]
* Language[M]
* Extent [E]
* Territory Rights [M] :
* Invoice From date [E]
* Invoice To date [E]
* Payment Received: Yes/No
* Payment Status – Pending for more than 3months/6 Months/ Value
* Payment Amount[E]
* Payment Currency [M]
* Remarks [E]

Search will also be provided on product. Fields will be same as mentioned in product search.

Based on search criteria, excel dump of permission list will be generated.

##### **Rights Selling Report**

Right sales report can be generated on the basis of following search parameters.

* + Request From Date [E]
  + Request To Date [E]
  + Licensee [E] – Auto suggestion will be given.
  + Contract From date [E]
  + Contract To date [E]
  + Date of expiry [E] - Expiry Date [E] – Next 2 months/ 6 months/ Entry field, in entry field month no will be enter
  + Type of Rights[M][S]
  + Language[M][S]
  + Payment Term [F] [S]
  + Payment Amount [E] – Less Than/ Greater Than/ Exactly/ Value
  + Author [E] – Auto suggestion will be given.
  + Royalty Terms [M][MS]
  + Territory Rights [M]\*
  + Remarks [E]

Search will also be provided on product. Fields will be same as mentioned in product search. Based on search criteria, excel dump of permission list will be generated.

##### **Invoice Report**

Invoice report can be generated on the basis of following search parameters.

* + Invoice From date [E]
  + Invoice To Date [E]
  + Invoice No [E]
  + Invoice Status [F][S] – Pending/ Completed
  + Invoice Value [E] – Greater Than/ Less Than/ Exactly/ Enter Value
  + Licensee [M] – auto suggestion will be given
  + Country [M] [S]
  + State – auto suggestion will be given.
  + City – auto suggestion will be given

Based on search criteria, excel dump of permission list will be generated.

##### **Author Statement**

Financial year wise author statement can be generated.

* + Year [E] \*
  + Author Name [E]
  + Author Code [E]

Based on the search criteria, “author name” and “total amount to be paid” will be displayed. Author name will be serves as a hyper link which will redirect user to detail page where product wise amount details will be shown.

**Additional List**

##### **Product List**

Product list can be generated on the basis of following Search parameter.

* Division [M] [S]
* Sub Division [M] [S]
* Product Category [F] [S]
* Product Type [M] [S]
* Sub Product Type [M] [S]
* SAP agreement number [E]
* Project Code [E]
* OUP ISBN [E] – auto suggestion will be provided
* Working Product [E]– auto suggestion will be provided
* Working Sub product [E]
* OUP Edition [E]
* Volume [E]
* Copyright year [E]
* Imprint [M] [S]
* Language [M] [S]
* Series [E]– auto suggestion will be provided
* Derivatives –Yes/No
* Projected Publishing Date [E]
* Projected Price [E]
* Projected Currency [M]
* Final Product Entered –Yes/No
* Final Product [E]
* Final Publishing Date [E]
* Pub Center [M]
* Author Name [E] – auto suggestion will be provided.
* Status
  1. Author Contract not entered
  2. Product License not entered
  3. Final product Name not entered
  4. Addendum expires in 2 months etc.

Based on the search parameter, excel dump of products will be generated.

##### **Author List**

Author list can be generated on the basis of following search parameter.

* Author Personal details
  + First Name [E]
  + Last Name [E]
  + Residency Status [F]
  + Country [M] [S]
  + State – auto suggestion will be given.
  + City – auto suggestion will be given.
  + Email [E]
  + Phone [E]
  + Mobile [E]
  + PAN No. [E]
  + Aadhar Card No. [E]
  + Date Of Birth [E]
  + Death Date [E]
  + Accounts Details
* Affiliation Details
  + Institute/ Company Name [E]
  + Designation [E]
  + Department [E]
  + Country [M] [S]
  + State – auto suggestion will be given.
  + City – auto suggestion will be given.
  + Phone [E]
  + Email [E]
  + Website[E]
* Beneficiary Details
  + Beneficiary Name [E]
  + Relation [E]
  + Email [E]
  + Phone [E]
  + Mobile [E]
  + PAN No. [E]
  + Accounts Details
* Nominee Details
  + Nominee Name [E]
  + Relation [E]
  + Email [E]
  + Phone [E]
  + Mobile [E]
  + PAN No. [E]

Based on the search parameter, excel dump will be generated.

##### **Series List**

Series list can be generated on the basis of following search parameter.

* Division [M]
* Sub division [M
* Series Name [E]

Based on the search parameter, excel dump will be generated.

##### **Publishing Company List**

Publishing company list can be generated on the basis of following search parameter.

* Company Name [E]
* Contact Person [E]
* Country [M] [S]
* State [E] – auto suggestion will be given.
* City [E] – auto suggestion will be given.
* Phone [E]
* Mobile [E]
* Email [E]
* Website [E]

Based on the search parameter, excel dump will be generated.

##### **Pub Center List**

Pub center list can be generated on the basis of following search parameter.

* Publishing Company [M] [S]
* Center Name [E]
* Country [M]
* State [E] – auto suggestion will be given
* City [E] – auto suggestion will be given
* Phone [E]
* Mobile [E]
* Fax [E]
* Email [E]

Based on the search parameter, excel dump will be generated.

##### **Licensee List**

Licensee list can be generated on the basis of following search parameter.

* Organization Name [E]
* Contact Person [E]
* Address [E]
* Country [M] [S]
* State [E] – auto suggestion will be given
* City [E] – auto suggestion will be given
* Mobile [E]
* Email [E]
* URL [E]

Based on the search parameter, excel dump will be generated.

##### **Copyright Holder List**

Copyright holder list can be generated on the basis of following search parameter.

* Copyright Holder Name [E]
* Contact Person [E]
* Country [M] [S]
* State [E] – auto suggestion will be given
* City [E] – auto suggestion will be given
* Mobile [E]
* Email [E]
* URL[E]
* Bank Name [E]
* A/c No [E]
* Bank Address [E]
* IFSC [E]
* PAN Number [E]
* Vendor Code [E]

Based on the search parameter, excel dump will be generated.

##### **ISBN List**

ISBN list, will generate excel dump of all the ISBN exist in ISBN master. With each ISBN status will be displayed. Status will be available or assigned. For assigned ISBN, product code, Product name will be displayed.

# Dashboard

##### **Rights home page**

Following alerts will be displayed on rights home page:

* Author Contract Request - Pending for Validation– This alert will come as soon as editorial department enters a new request for author contract. After rights department updates contract status, alert will be removed from the dashboard.
* Product for which product License is not entered – All those products will be listed for which product license is not entered. Product of Reprint, EPZ, Adaptation, Translation, Custom category will be listed.
* Product licenses which will be expiring within 3 months or for which balance quantity is less than 25% - All those product licenses will be listed where balance quantity is less than 25% or contract will be expiring within 3 months. This alert helps rights department to apply for an addendum in time.
* Product License Addendums which will be expiring within 3 months or for which balance quantity is less than 25% - All those addendums will be listed where balance quantity is less than 25% or will be expiring within 3 months. This alert helps rights department to apply for an addendum in time.
* Product for which ISBN not entered – This alert will list all products where ISBN not entered. As soon as ISBN will enter, alert will be removed from the dashboard.
* Product for which SAP Agreement Number not entered – This alert will list all products where SAP Agreement number not entered. As soon as SAP Agreement number will enter, alert will be removed from the dashboard.
* Product for which In-bound Permission not entered – List all product for which third party permission is marked as “Yes” (At the time of contracts entry) and In- bound permission not entered.
* List of Pending Requests for Other Contract - This alert will comes as soon as editorial department enters a new request for other contract. After the contract status is updated, alert will be removed from dashboard.
* Right Sales Contracts which will be expiring within 3 months – All those products will be listed for which rights sales contract will be expiring within 3 months.
* Outbound Permission Payment not receive – All those outbound permissions will be listed for which payment is not entered.
* Right Sales - Payment not receive – All those right sales contract will be listed for which payment is not entered.

##### **Editorial home page**

Following alerts will be displayed on editorial home page:

* Product for which Product License has been entered but No Author Contract entered– Products for which product license is entered but author contract is not entered. This will be applicable for following product category: Adaptation, Translation and Custom.
* Author Contracts Request Status – Will list status of author contract request after updation by rights department.
* Product for which ISBN entered – This alert will list all products where ISBN will be entered by Rights department so that editorial team can update that ISBN in ACS.

##### **Marketing home page**

Following alerts will be display on marketing dashboard:

* Product licenses which will be expiring within 3 months or for which balance quantity is less than 25% - All those product licenses will be listed where balance quantity is less than 25% or contract will be expiring within 3 months. This alert helps rights department to apply for an addendum in time.
* Product License Addendums which will be expiring within 3 months or for which balance quantity is less than 25% - All those addendums will be listed where balance quantity is less than 25% or will be expiring within 3 months. This alert helps rights department to apply for an addendum in time.
* Right Sales Contracts which will be expiring within 3 months – All those products will be listed for which rights sales contract will be expiring within 3 months.
* Author Contract Request - Pending for Validation– This alert will comes as soon as editorial department enters a new request for author contract. After rights department updates contract status, alert will be removed from the dashboard.
* List of Pending Requests for Other Contract - This alert will come as soon as editorial department enters a new request for other contract. After rights department updates contract status, alert will be removed from the dashboard.

##### **Finance home page**

Following alerts will be display on Finance dashboard:

* Product licenses which will be expiring within 3 months or for which balance quantity is less than 25% - All those product licenses will be listed where balance quantity is less than 25% or contract will be expiring within 3 months. This alert helps rights department to apply for an addendum in time.
* Product License Addendums which will be expiring within 3 months or for which balance quantity is less than 25% - All those addendums will be listed where balance quantity is less than 25% or will be expiring within 3 months. This alert helps rights department to apply for an addendum in time.
* Right Sales Contracts which will be expiring within 3 months – All those products will be listed for which rights sales contract will be expiring within 3 months.
* Author Contract Request - Pending for Validation– This alert will come as soon as editorial department enters a new request for author contract. After rights department updates contract status, alert will be removed from the dashboard.
* List of Pending Requests for Other Contract - This alert will come as soon as editorial department enters a new request for other contract. After rights department updates contract status, alert will be removed from the dashboard.

##### **Production home page**

Following alerts will be display on Production dashboard:

* Product for which Final Publishing date not entered – This alert will list all products where Final Publishing date not entered. As soon as Final Publishing date will enter, alert will be removed from the dashboard.
* Production for which Final Publishing Date is entered, Impressions not entered – List of all those products will be listed, where final publishing date is entered but impressions are still to be entered
* Product for which Final Publishing Date is entered, Impressions not entered – All those Products will be listed where final publishing date is entered but impressions are still to be entered.