

Fee Payable Licensing Programme Setup Guide

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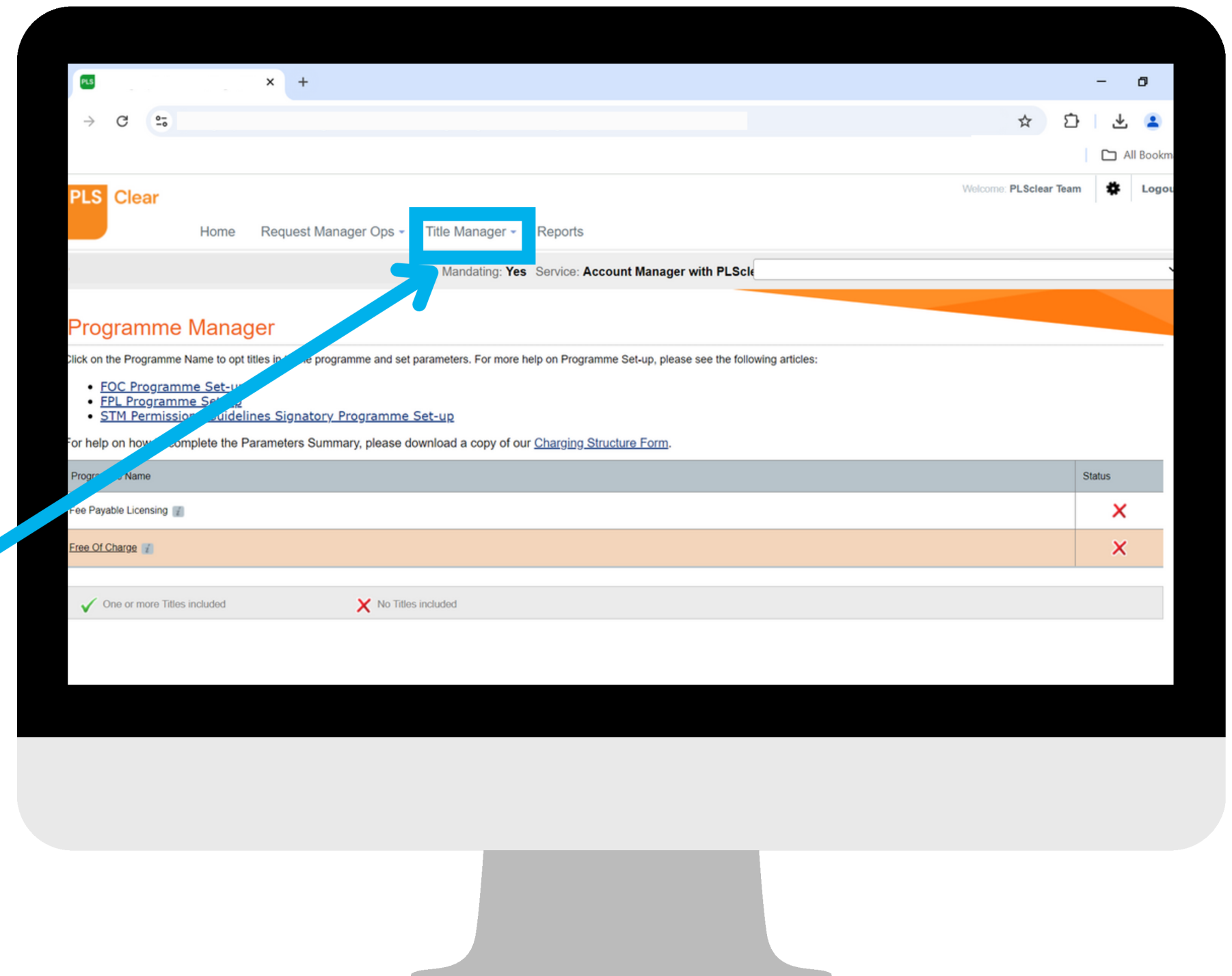
15.

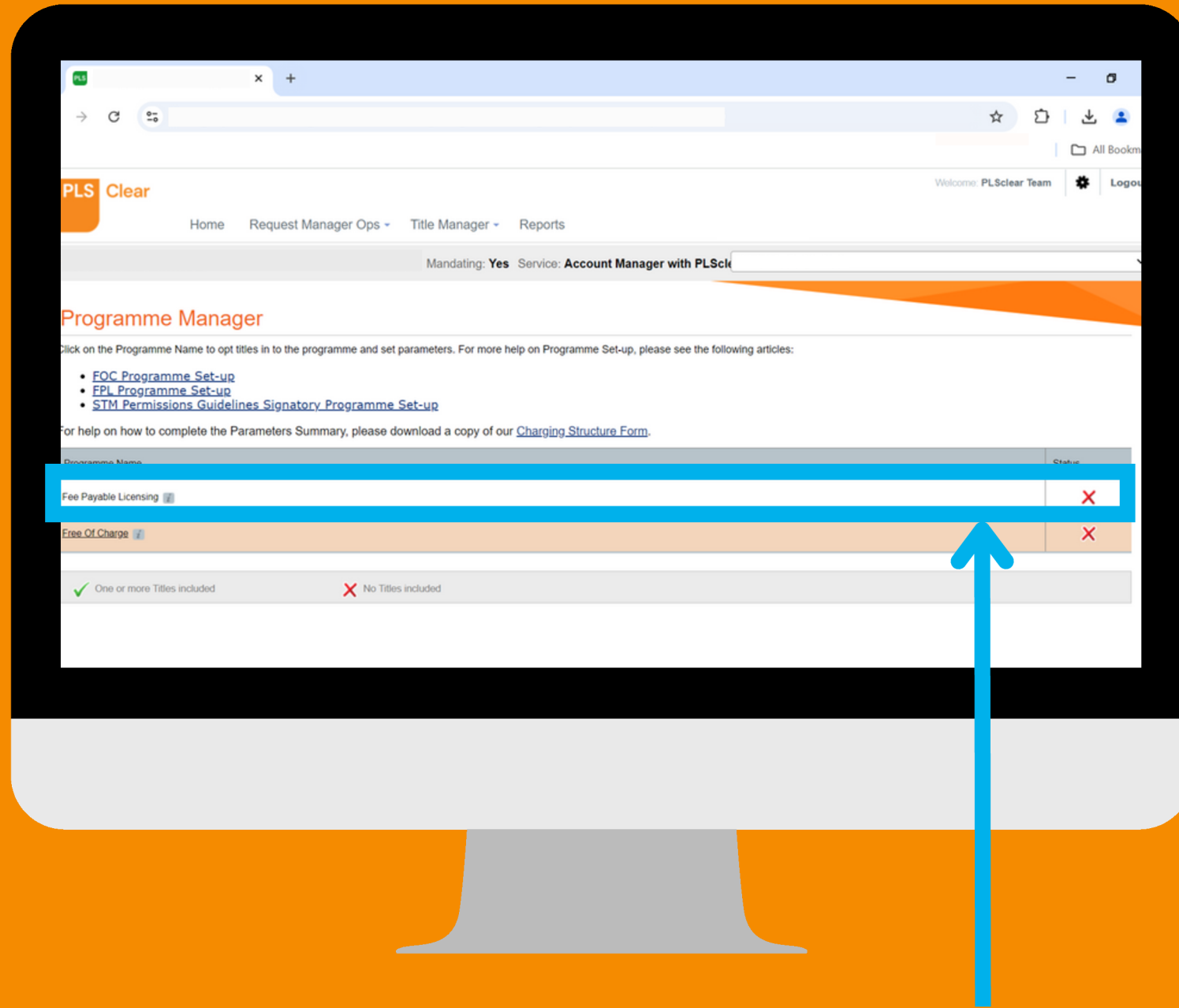
Excluding
groups or
individual titles

If you **do not** want to opt any of
your titles into the Fee Payable
Licensing programme, **do not**
use this guide.

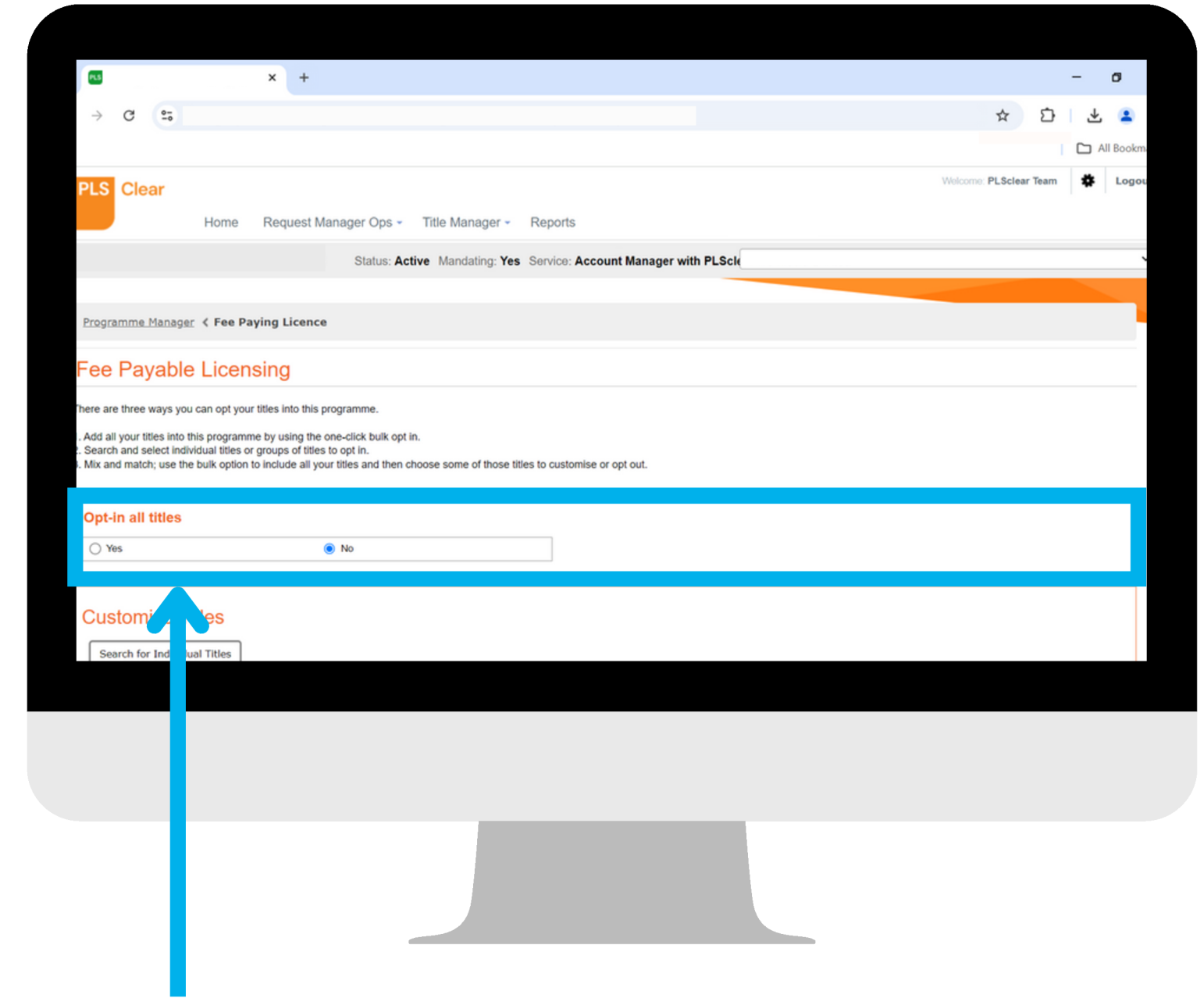
Opting-in All Titles

You can opt **all** or **some** of your titles into the Fee Payable Licensing (FPL) programme via the **Title Manager > Programme Settings** page.





Click on the programme name that you want to edit. In this instance, **Fee Payable Licensing (FPL)**.

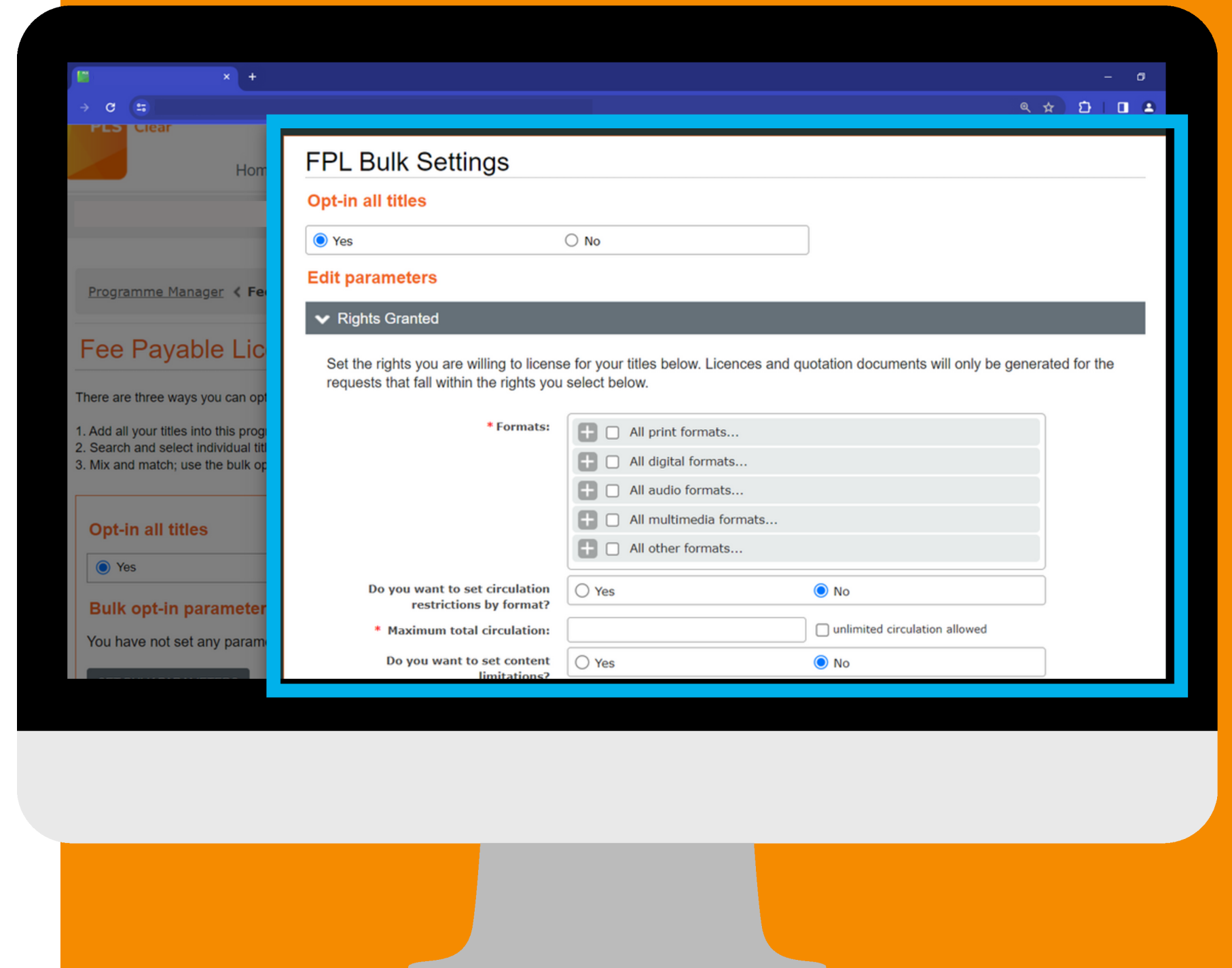


To opt-in all titles, select '**yes**' to '**opt all my titles?**' and then click '**set bulk parameters**'

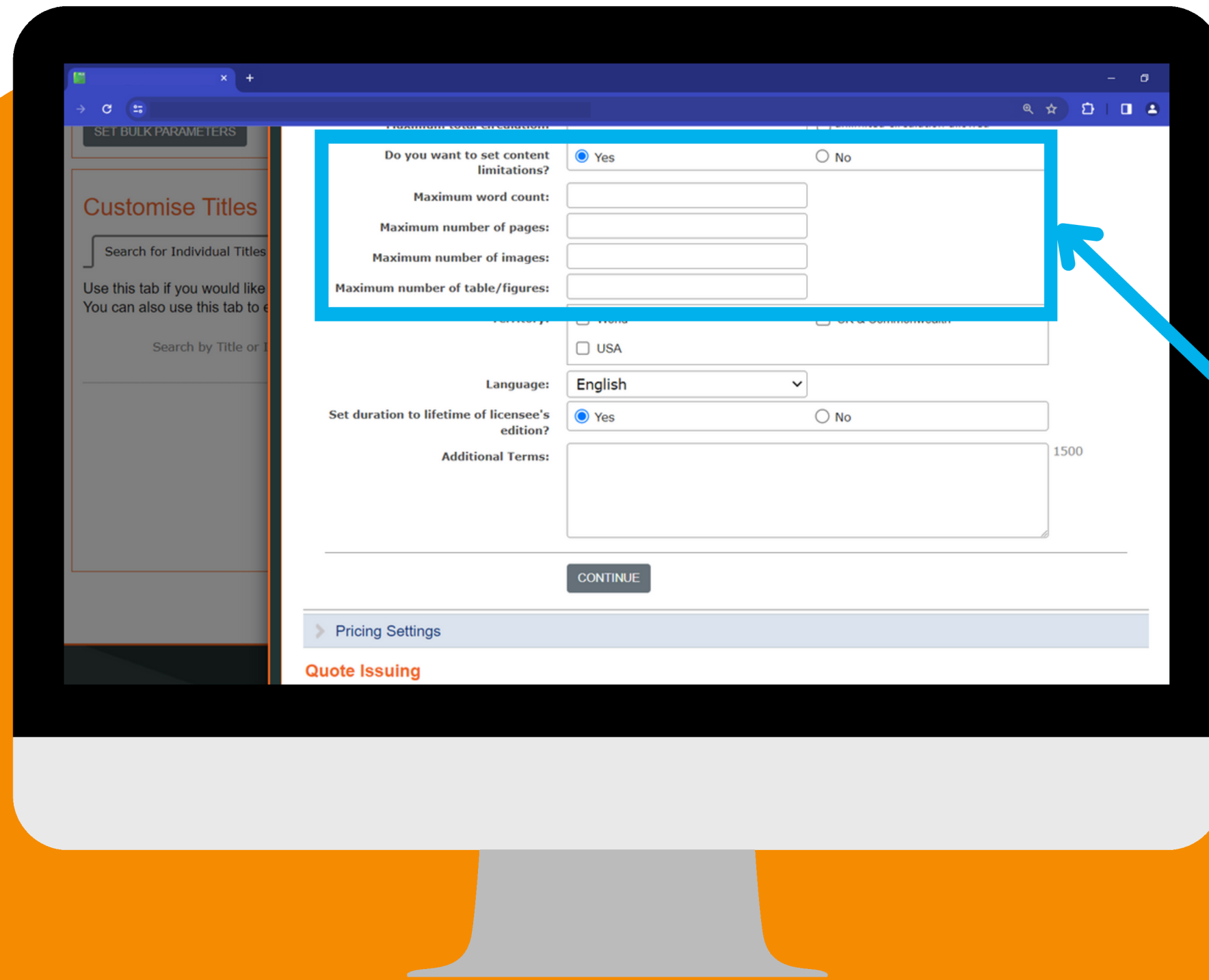
Setting Rights Granted

First, you will need to set up the rights you are **willing** to grant requestors.

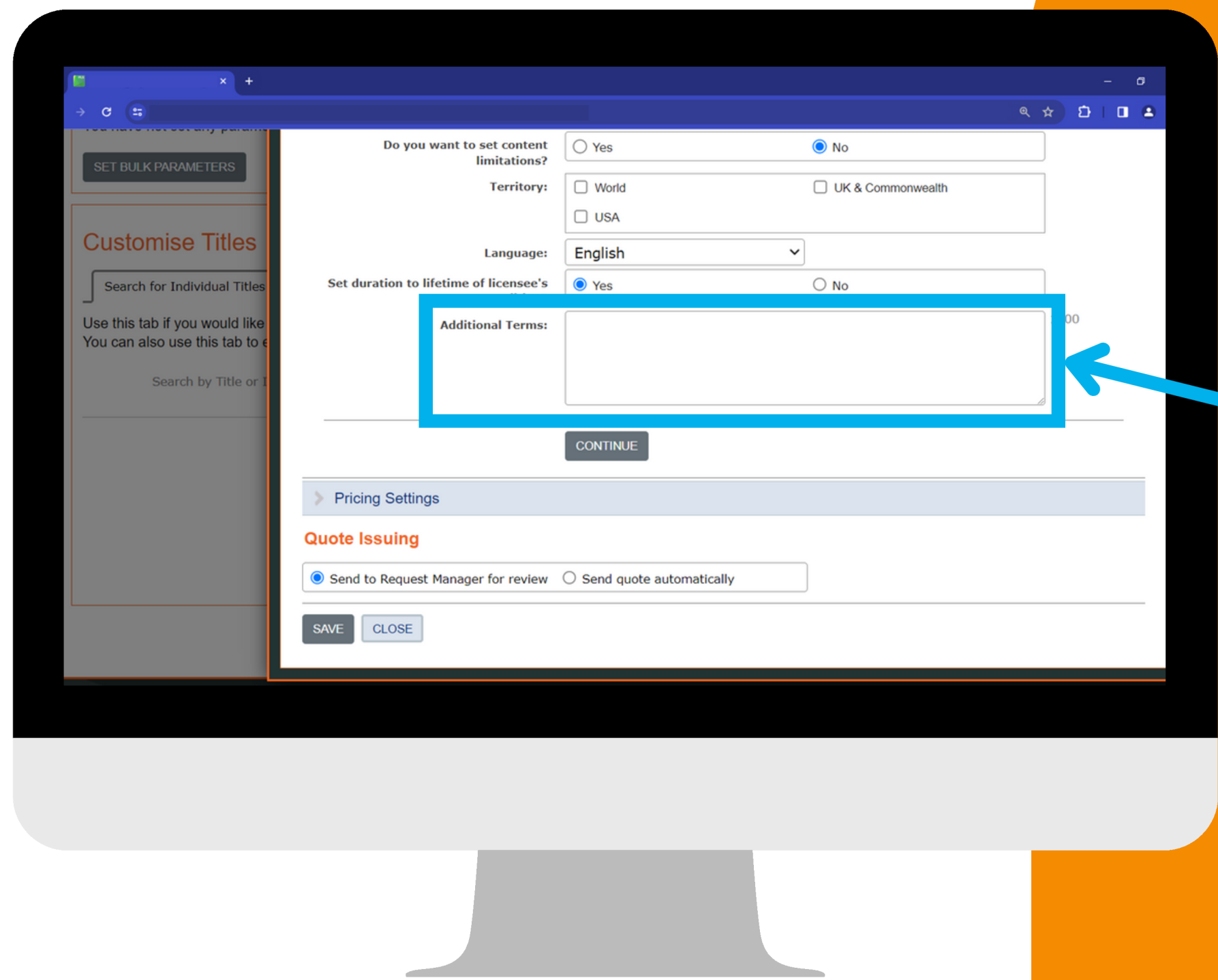
Select the **formats** you would like to license through the programme as well as settings for: **circulation, territory, language, and licence length.**



06.



If you are automating your licensing, you can set content limitations. This allows you to add in a **maximum word and page count** as well as the **number of tables and images** that can be licensed automatically.



As all licences generated through PLSclear use standard Terms and Conditions.

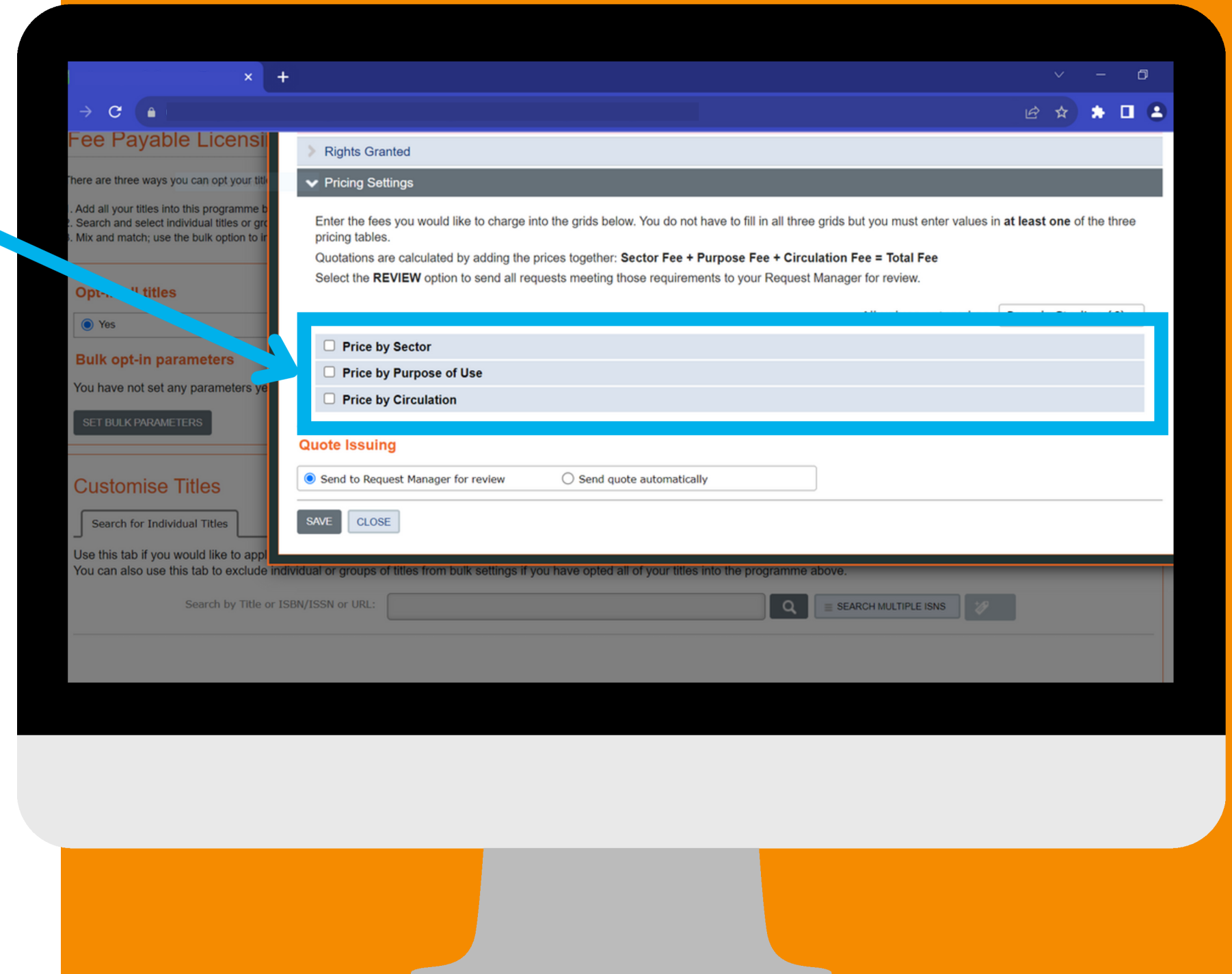
'Additional Terms' is optional, but it gives you the opportunity to add specific terms to licences for your titles.

Setting Pricing

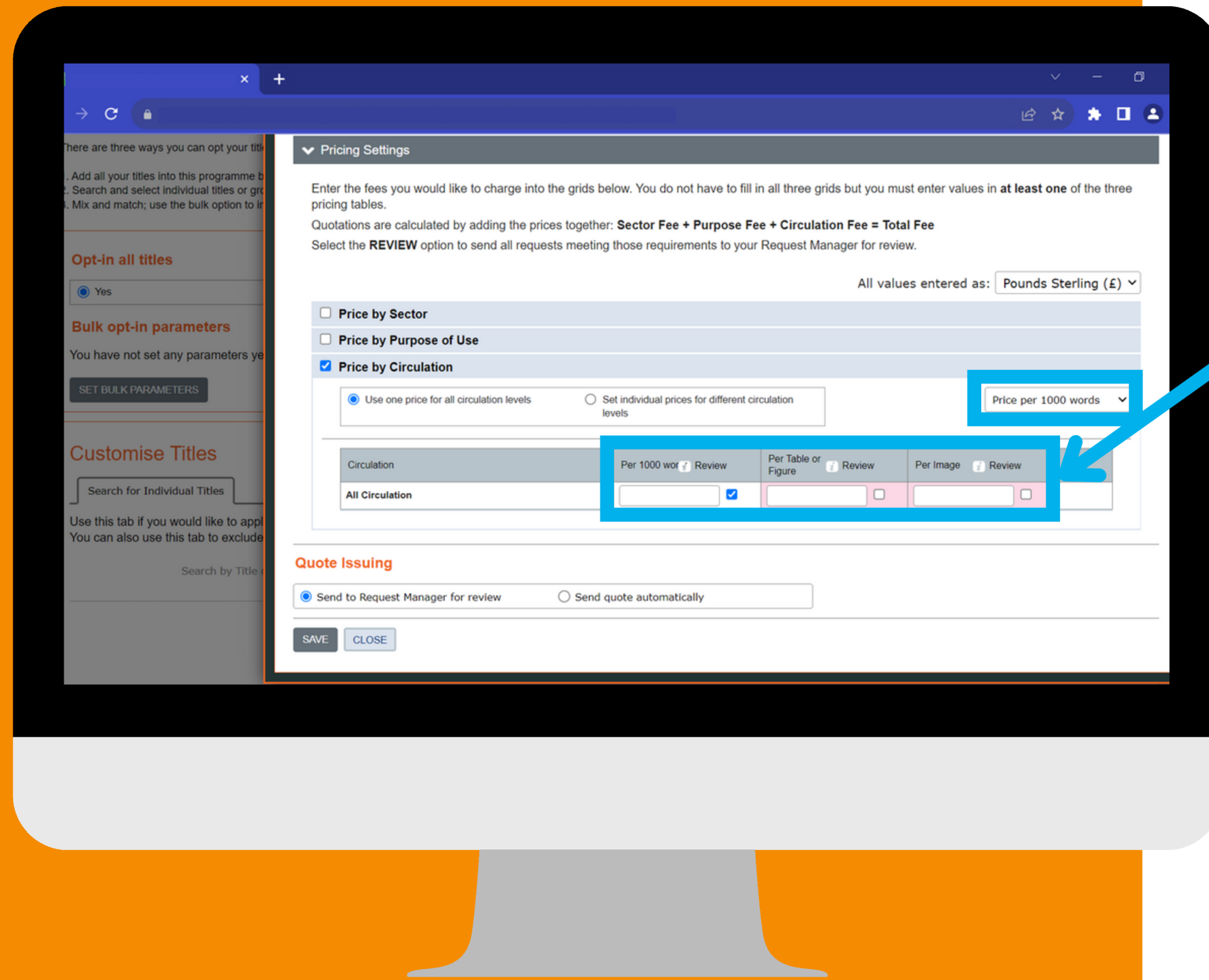
Enter your prices into the grids shown.

You **do not** have to fill in all three grids, but you must enter values in at least **one** of the three pricing tables.

You can set one price for all requests, regardless of sector, or choose to set different prices **per sector, purpose of use, and circulation.**



09.



Select '**Review**' to send all requests meeting the requirements to your Request Manager.

The '**Review**' feature is helpful if, for example, you would like to fully automate requests to reuse text extracts, but review requests for images.

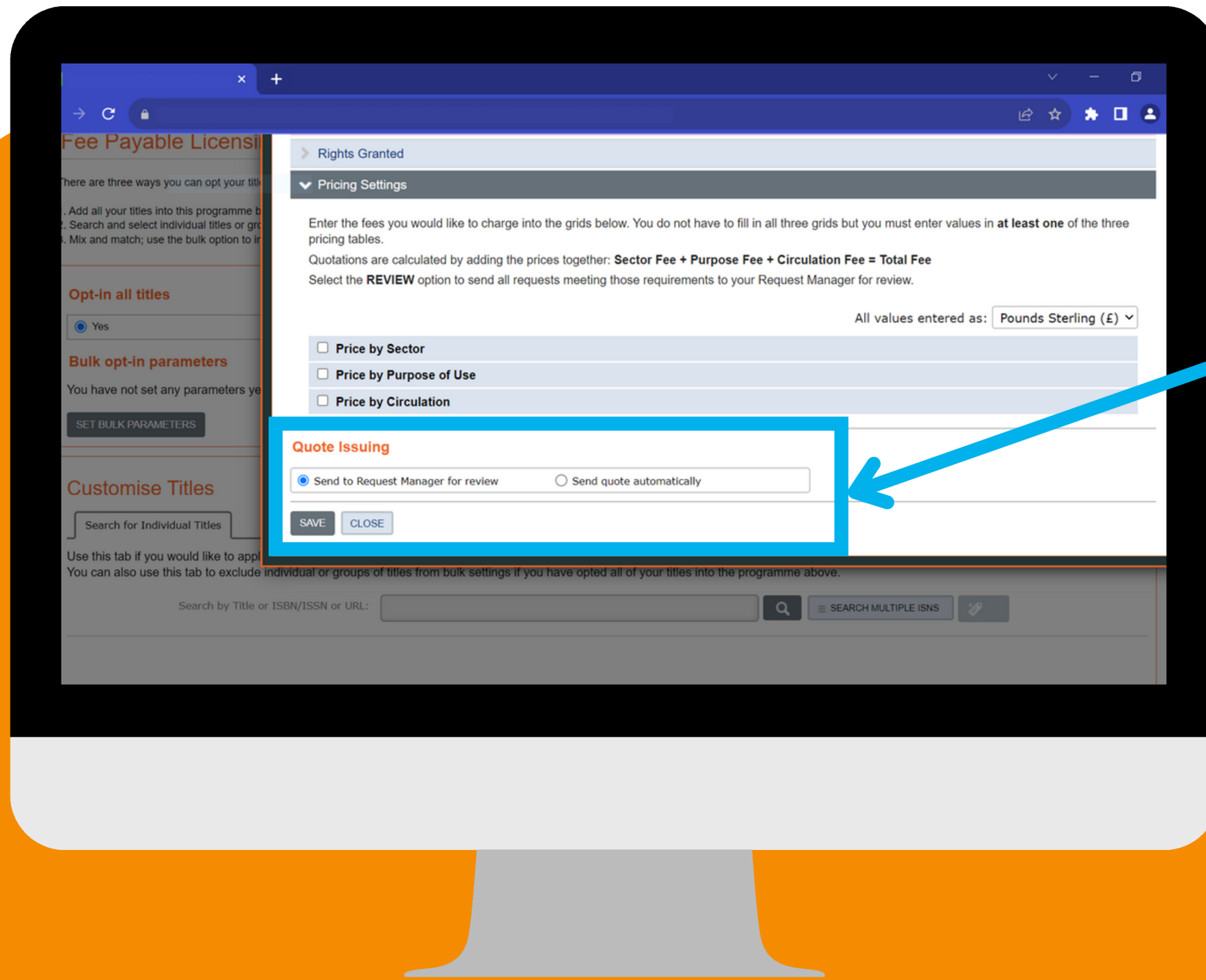
You can also choose to charge **per page or per thousand words** for text requests using the dropdown menu.

10.

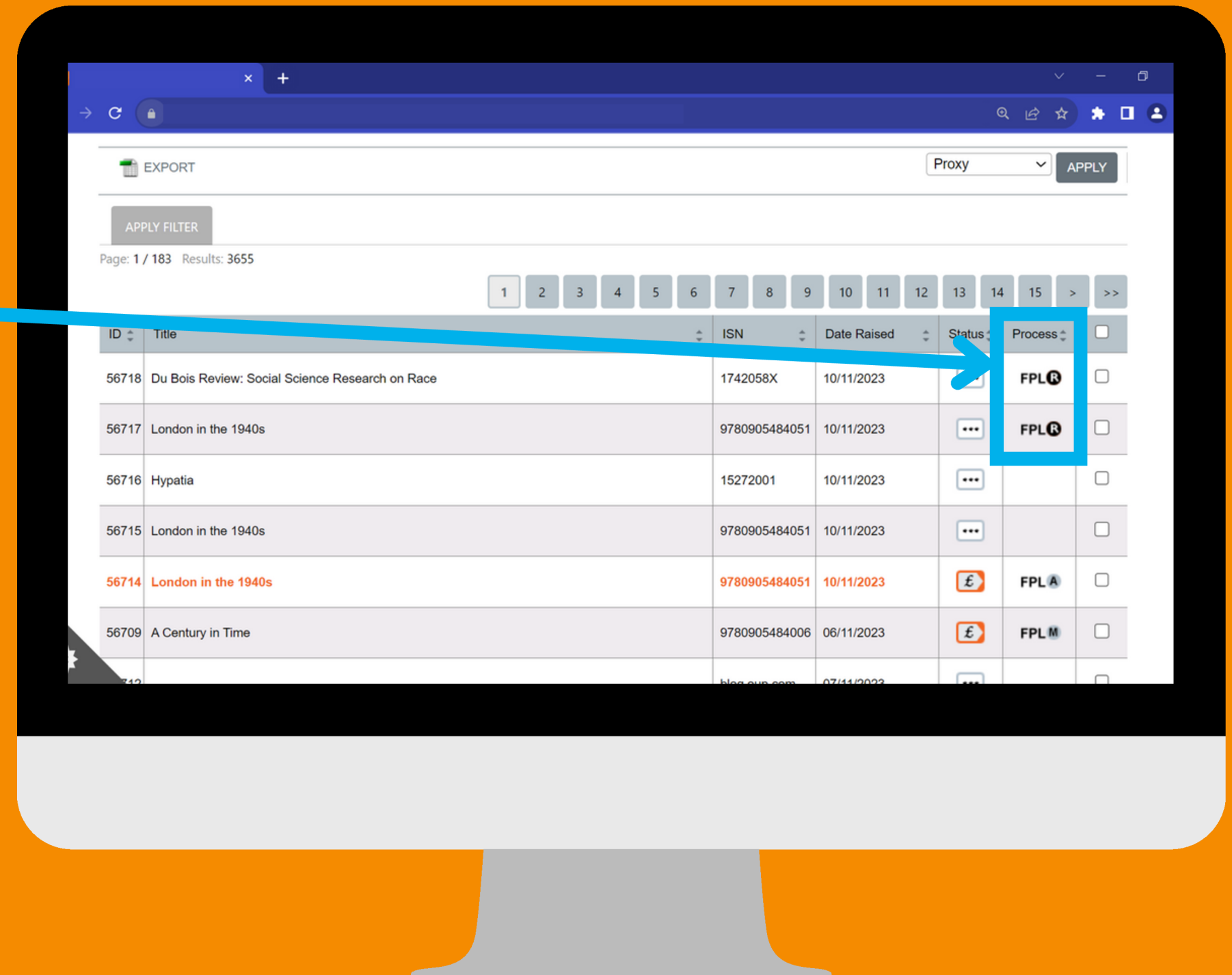
Do you want to automate?

You will be given the option to send licences **automatically** or to send requests to your Request Manager for review.

! If you opt to 'Send Quote Automatically', all requests that fall within the FPL parameters will be sent a quote **immediately** after the request is submitted.

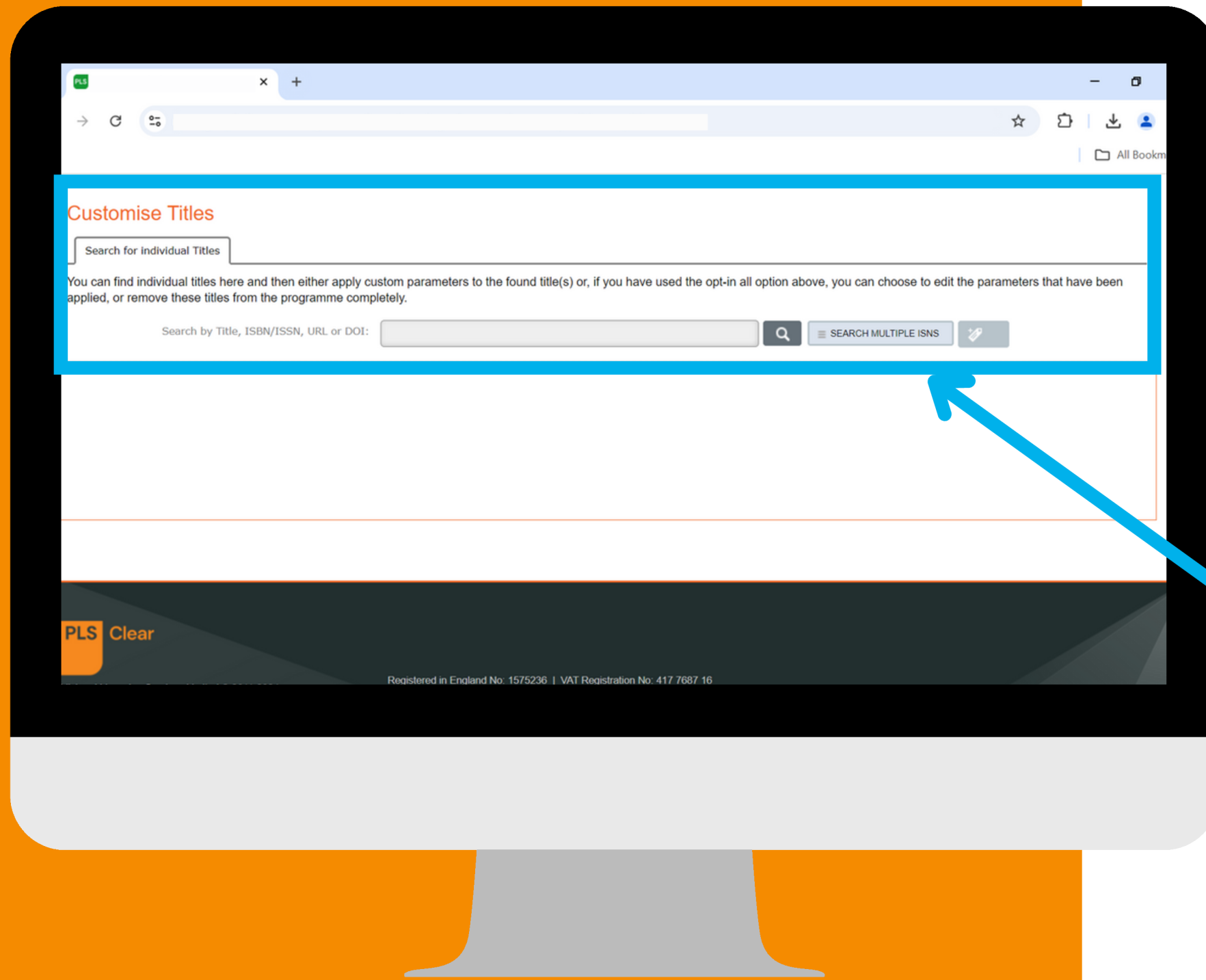


If you choose '**Send to Request Manager for Review**', an FPL icon **FPL^R** will appear beside requests that fall within the parameters set, and you will have to **review** and **respond** to the request.

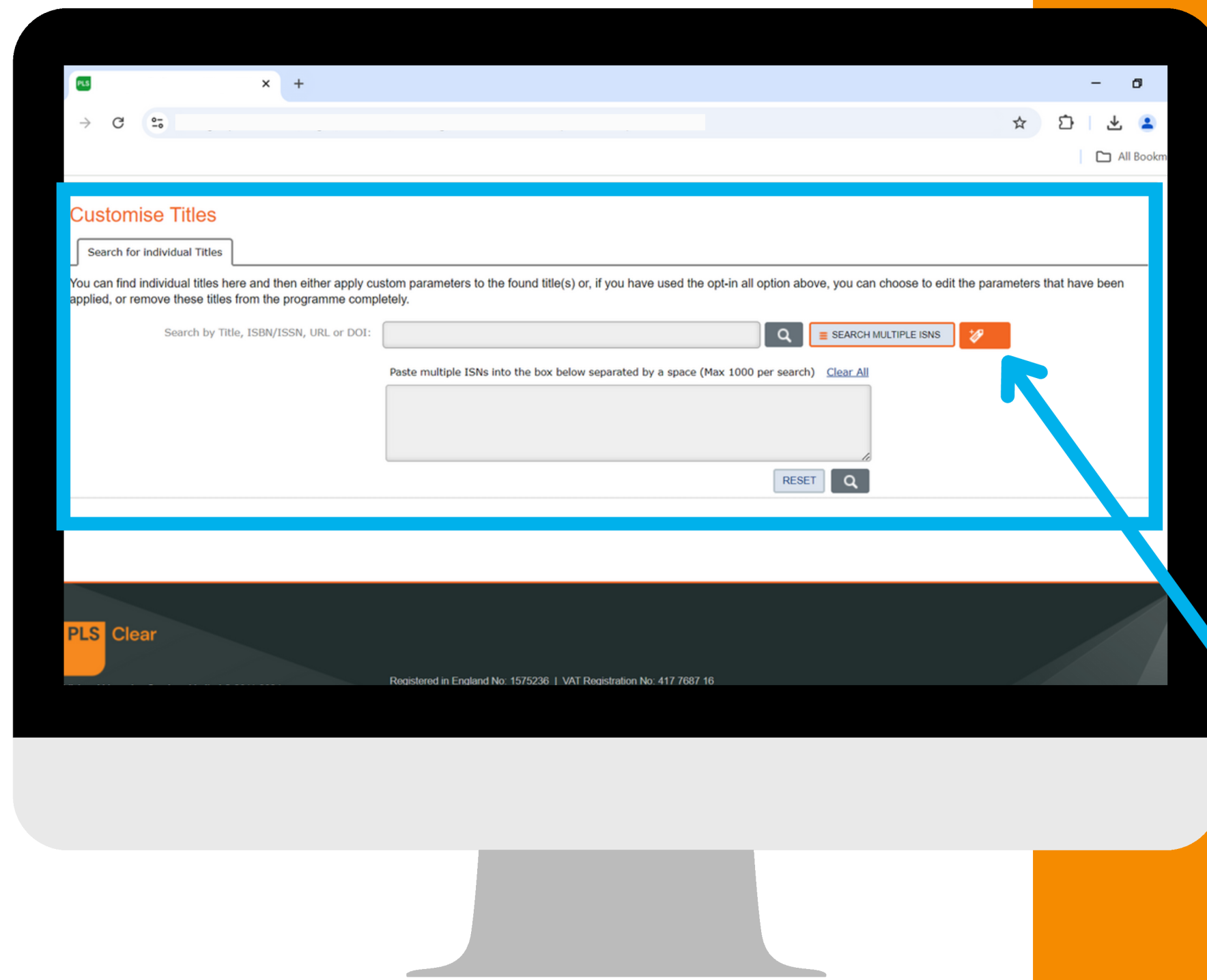


Opting-in Individual or Groups of Titles

If there is an individual or a group of titles you want to opt into the Fee Payable Licensing programme, you can do this in the **Customise Titles** section at the bottom of the **Fee Payable Licensing: Programme Settings** page.



13.



Search for the title/s you would like to include in the programme.

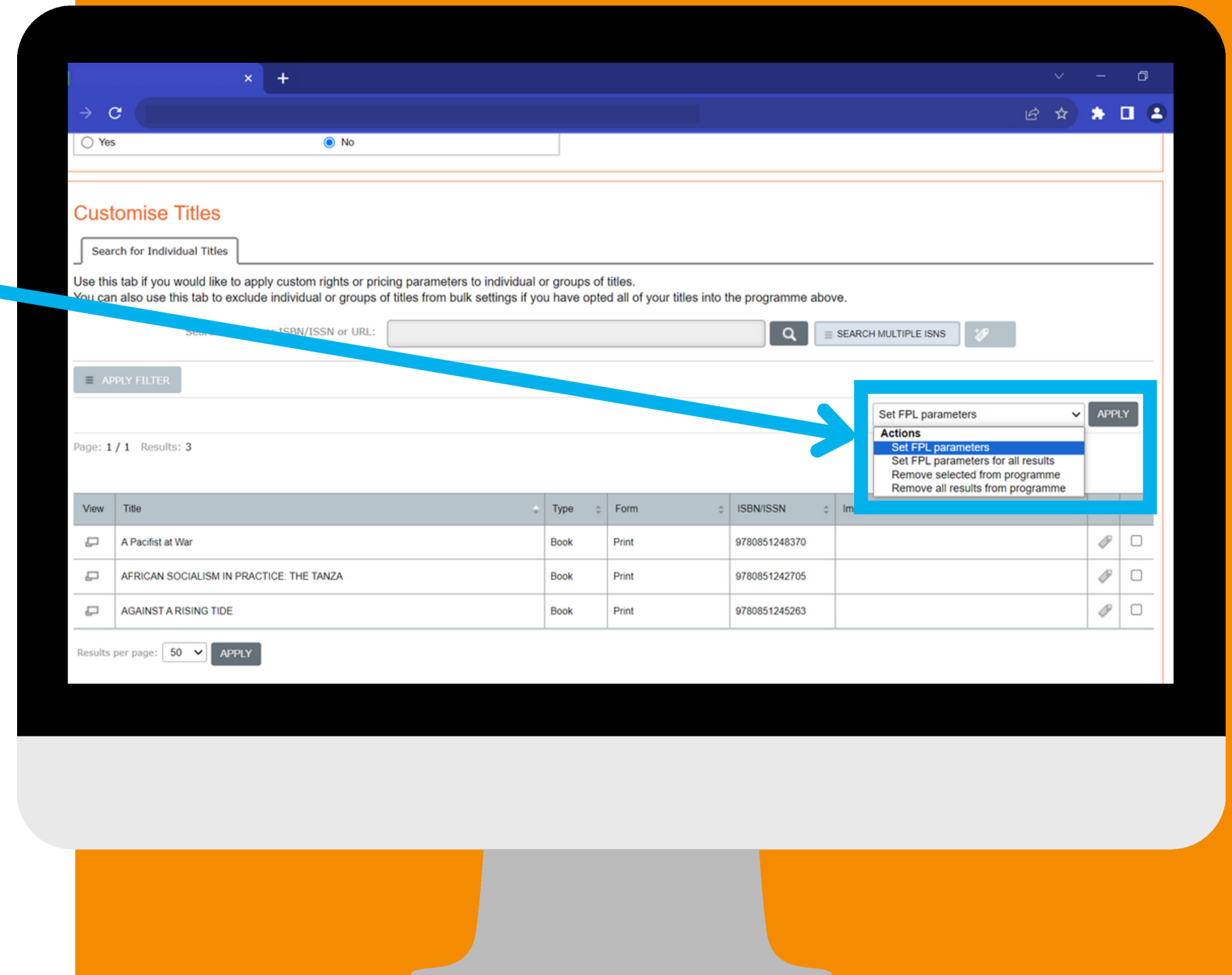
To search for a group of titles, click **'Search Multiple ISNS'** and paste the identifiers into the box.

Alternatively you can select a **tag**⁺  that you've previously set up. This will return all titles with this tag

14.

If you want to opt all of the search result/s into the FPL programme, select either '**Set FPL parameters for all results**' or '**Set FPL parameters**' from the dropdown menu and hit '**Apply**'.

You can then set your rights granted, pricing and automation level as detailed on pages **8 to 10**.



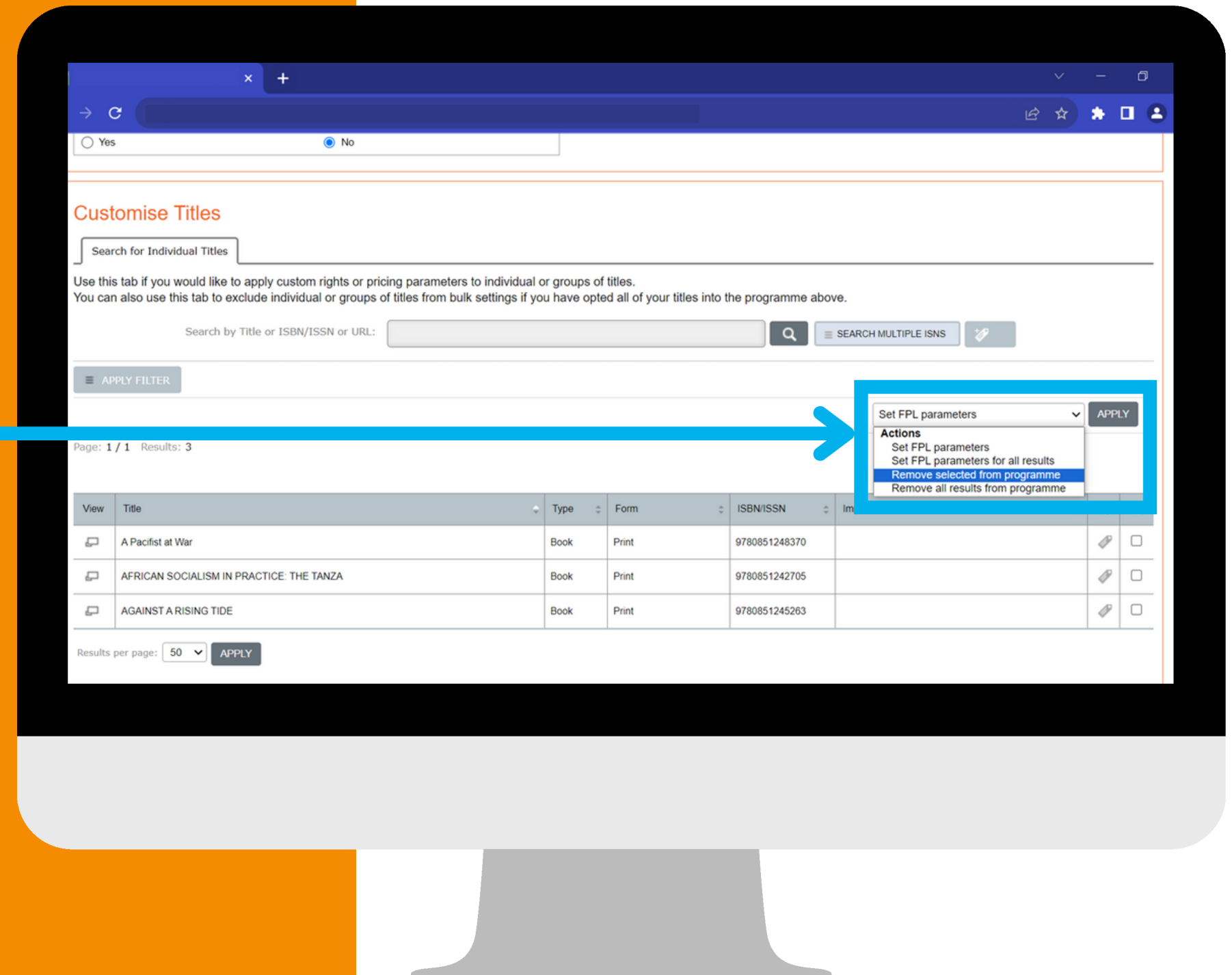
15.

Excluding Individual or Groups of Titles

If there is an individual, or a group of titles you no longer want included in the FPL programme, you will need to follow the steps on pages **12** to **14** of this guide.

When your search result/s are returned, select either **'Remove selected from the programme'** or **'Remove all results from the programme'** and hit **'Apply'**.

To exclude certain titles from your results, make sure you select these using the **tick box**.



Titles that have been included or Excluded will now appear in the '**Customised or Excluded Titles**' list.

