

RightsCentral

Title Add Instructions October 2019

TITLE UPDATE PROCESS

The RightsCentral team has upgraded the facility that enables you to add new titles to your CCC services. You can now choose to add new titles by uploading a spreadsheet to CCC or entering a handful of new titles directly into the RightsCentral interface. In both cases, the data is immediately validated for accuracy which will reduce manual work and ensure titles are available in the appropriate services as quickly as possible. Please see step-by-step instructions below.

Uploading titles as a file

Click the “Upload as a file” toggle and follow the simple, 3-step process for validating and uploading their titles for processing by the CCC (see below).

Instructions:

Please send us your titles in one of the following formats: (Expand sections to view instructions)

CCC Title Loading Format

Select how you want to upload your titles. Up to 10 titles can be uploaded manually. More than 10 titles should be uploaded as a file.

Upload as a file Upload manually

1. Download the [CCC Title Loading Template](#).
2. Please follow [our file specifications](#) carefully to expedite the processing of your file. You can also refer to [this sample file](#) if you have questions about what belongs in each field.
If adding titles to existing pricing groups, specify the group to which each title belongs. You can check your existing pricing groups [here](#).
3. Validate and upload your file by clicking the button below. You should receive confirmation in a minute or two. You will also receive an email notifying you of the status of your submission. If your file fails validation, please follow the instructions in the error message or refer back to our file specifications.

Notes

Enter some notes related to the file

The first step is to download the **CCC Title Loading Template** which contains headers for all the information CCC needs to process your titles and make them available in the appropriate services. Users can also consult **our file specifications** and this **sample file** we created to understand what data is required and how it should be formatted.

Once you have populated the CCC Title Loading Template, you can upload your file by clicking ‘upload’, selecting your saved file, and clicking ‘send’ to validate your title information and transmit it to CCC for processing.

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Notes

Enter some notes related to the file

Upload File | CCC Title-add File Example.xlsx

Send

When you have selected your saved file, it will appear beside the 'Upload' button and the Send button will turn blue to indicate you can now validate and transmit your file to CCC.

File validation only takes a few seconds and you will be provided with both an email and on-screen notification with the results.

If the file passes validation, your title information will be forwarded to CCC staff who will make them available in the CCC services in which you participate.

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Notes

Enter some notes related to the file

✓ Thank you! Your file has been validated and submitted to CCC for processing. We will contact you directly if we encounter any issues.

Upload File | CCC Title-add File Example no errors.xlsx

Send

If the file fails validation, our on-screen notification will indicate where the error occurs in the spreadsheet (row and column) and the nature of the error (see below). Errors are limited to the first 25 in your file.

| Row | Error | Field |
|-----|-----------------------------------------------|-------------------|
| 5 | IDNO1 is required but not present | IDNO1 |
| 8 | Contributor1 Type not valid. Check specs | Contributor1 Type |
| 8 | Contributor1 Name is required but not present | Contributor1 Name |
| 12 | Permission Type not valid. Check specs | Permission Type |

Please correct the errors in their file and repeat the process until their file is successfully validated and sent to CCC for processing.

Uploading titles manually

Click the “Upload manually” toggle and enter your title information directly into the RightsCentral interface.

CCC Title Loading Format

Select how you want to upload your titles. Up to 10 titles can be uploaded manually. More than 10 titles should be uploaded as a file.

Please enter information for each of the fields below. Fields with an asterisk (*) are required.

Title Type * Field is required *

Serial Non-serial

IDNO1 *

IDNO1 Type *

IDNO2

IDNO2 Type

Publication Type *

Binding Statement

Number of Pages

Main Title Volume

Edition Number

Language
Please use language 3-letter code. Multiple languages can be specified using a comma separated list with no spaces.

Publisher(Imprint) Name

Place of Publication

The first step is to indicate if you are adding a serial title (e.g. journal) or a non-serial title (e.g. book). The appropriate fields are then displayed below. Users can add serial and non-serial titles in the same session.

Required fields are indicated with an asterisk. Fixed-value fields contain the acceptable selection in a dropdown. You can begin typing your entry in these fields and then choose the matching selection from the dropdown.

You can also add a note in the notes field for each title with special instructions they want to convey to the CCC staff making these titles available in the appropriate services.

The screenshot shows a form with the following fields:

- URL Title
- Translated Title
- Contributor1 Type (dropdown)
- Contributor1 Name
- Contributor2 Type (dropdown)
- Contributor2 Name
- Series Number or Volume
- Series ISSN (with placeholder 'XXXX-XXXX')
- Permission Type * (dropdown with 'Make a selection')
- Pricing Group * (dropdown)
- Notes (text area containing 'Please note that this is a new edition of a published title')

Buttons at the bottom right: CANCEL, SAVE. A yellow arrow points to the Notes field.

By clicking 'Save', the title information is validated for accuracy. If validation is successful, the title will be displayed in the title list where you can go back to make edits or delete it from the list. You can then continue to add titles (up to 10) by clicking the "Add a title" button.

Instructions:
Please send us your titles in one of the following formats: (Expand sections to view instructions)

CCC Title Loading Format

Select how you want to upload your titles. Up to 10 titles can be uploaded manually. More than 10 titles should be uploaded as a file.

| IDNO1 | Title | Actions |
|--------|--------------|---------|
| > 1234 | My New Title | |

If the title information entered fails validation, the fields containing the error will be highlighted with the nature of the error indicated beside the field label (see below).

The screenshot shows a form with several input fields. The 'Publication Start/End Date' section is highlighted with a yellow oval. The 'Start' field contains '10/1/2020' and the 'End' field is empty. A red error message 'Format not valid' is displayed next to the 'Start/End Date' label. Below the error message, a note says 'Please use YYYY or YYYYMMDD format.' The other fields include 'Rightsholder Accounting Identifier', 'Title Prefix' (with a dropdown menu showing 'The, An, A, Das, El, La, Una, etc.'), 'Main Title *' (with 'Test Title'), 'SubTitle', and 'Country of Origin' (a dropdown menu).

You can navigate to another page of the RightsCentral application and your saved titles will be preserved when you return. However, if the application is closed, title information that has not been saved and sent to CCC for processing will be lost.

Once you have entered and validated all your titles, you can click the 'send' button to forward all your title information to CCC for processing (see below).

The screenshot shows the 'Instructions' page for title loading. It includes a section for 'CCC Title Loading Format' with two buttons: 'Upload as a file' and 'Upload manually'. Below this is a table with three rows of titles. At the bottom right, there are 'Add a title' and 'Send' buttons.

| IDNO1 | Title | Actions |
|--------|-------------------|---------|
| > 1234 | Organic Chemistry | |
| > 5678 | Materials Science | |
| > 9101 | Semi-Conductors | |

You will receive both email and onscreen notification confirming that your new titles have been received for processing.

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CCC Title Loading Format

Select how you want to upload your titles. Up to 10 titles can be uploaded manually. More than 10 titles should be uploaded as a file.

 You have successfully uploaded your title(s) to CCC for processing.

Please enter information for each of the fields below. Fields with an asterisk (*) are required.

Title Type *

Serial Non-serial

Field is required *

IDNO1 *

Number of Pages

IDNO1 Type *

Main Title Volume

Edition Number

Questions? Contact Eric Hall at ehall@copyright.com or your Account Manager.