

RightsCentral Update

Release Notes: March 2020

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WHAT'S NEW WITH RIGHTSCENTRAL?

We are pleased to announce the March RightsCentral release, which released on 28 March 2020.

March 2020 Release

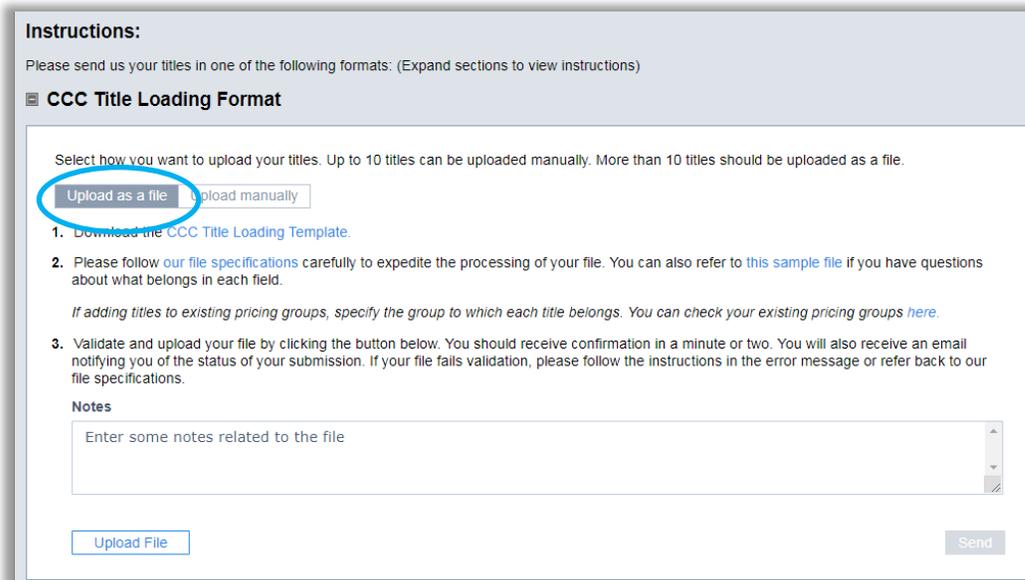
The focus of the March release is centered around a streamlined title update process, which improves the process of adding titles through RightsCentral to CCC services. This upgrade enables data to be quickly validated for accuracy, reduces manual work, and facilitates title availability in the appropriate services as quickly as possible.

Improved title add process

Publishers 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.

Uploading titles as a file

Publishers uploading 10 or more titles at a time can now click the “Upload as a file” toggle and follow a simple, three-step process that validates their titles for processing by 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 new [CCC Title Loading Template](#), which contains headers for all of 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](#) that illustrates what data is required and how you should format it.

In the second step, the user uploads a file and clicks 'send' to validate the title information and deliver to CCC for processing.

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Notes
Enter some notes related to the file

CCC Title-add File Example.xlsx

After RightsCentral performs immediate file validation, users will be provided with both an email and on-screen notification with the results.

In the final step, if the file passes validation, users can then click 'send' and these titles will be forwarded to CCC staff who will process the request and make the titles available in the appropriate service (see below).

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.

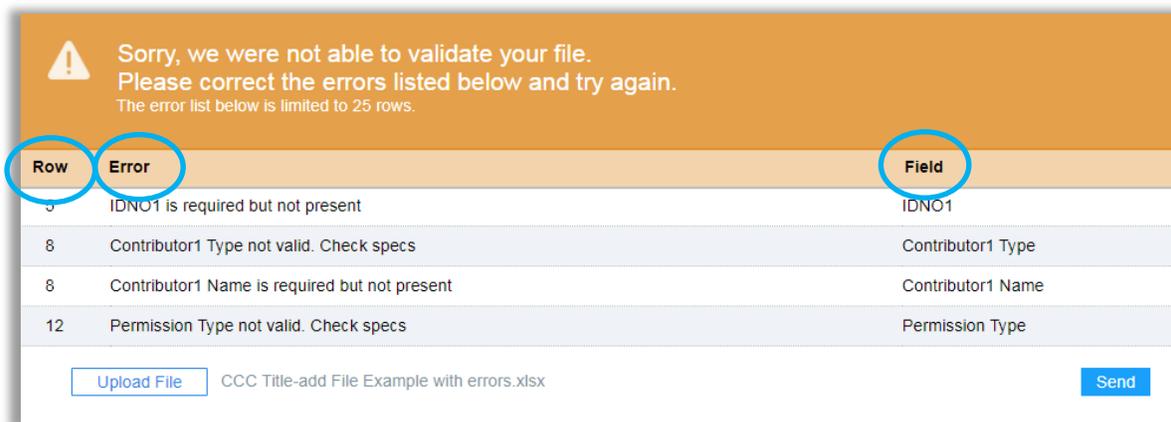
1. Download the [CCC Title Loading Template](#).
2. Please follow [our file specifications](#) carefully to expedite the processing of your file. You can also refer to [this sample file](#) if you have questions about what belongs in each field.
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3. 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

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

CCC Title-add File Example no errors.xlsx

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



The screenshot shows a notification box with an orange header. The text reads: "Sorry, we were not able to validate your file. Please correct the errors listed below and try again. The error list below is limited to 25 rows." Below the header is a table with three columns: "Row", "Error", and "Field". The "Row" and "Error" columns are circled in blue. The "Field" column is also circled in blue. The table contains four rows of error data. At the bottom of the notification box, there is an "Upload File" button, the filename "CCC Title-add File Example with errors.xlsx", and a "Send" button.

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

The user can then correct the errors in their file and repeat the process of uploading the title file until their file validates and is sent (using the 'Send' button) to CCC for processing.

Uploading titles manually

In addition, Rightsholders uploading less than 10 titles at a time can now click the "Upload manually" toggle and enter their title information directly into the RightsCentral interface (see below).

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

<p>IDNO1 *</p> <input type="text"/>	<p>Number of Pages</p> <input type="text"/>
<p>IDNO1 Type *</p> <input type="text" value="Make a selection"/>	<p>Main Title Volume</p> <input type="text"/>
<p>IDNO2</p> <input type="text"/>	<p>Edition Number</p> <input type="text"/>
<p>IDNO2 Type</p> <input type="text"/>	<p>Language</p> <input type="text" value="Ex: eng, ger, fre, spa"/>
<p>Publication Type *</p> <input type="text" value="Make a selection"/>	<p>Publisher(Imprint) Name</p> <input type="text"/>
<p>Binding Statement</p> <input type="text"/>	<p>Place of Publication</p> <input type="text"/>

Rightsholder Accounting Identifiers

To update add a title manually, the user will need to complete the following steps:

1. The first step for the user is to indicate if they are adding a serial title (e.g. journal) or a non-serial title (e.g. book). The appropriate fields are then displayed below for the user to complete.
 - a. Required fields are indicated with an asterisk. Fixed-value fields contain the acceptable selection in a drop-down. Users can begin typing in these fields and then choose the matching selection from the dropdown.
 - b. Users can also add a note in the notes field for each title with special instructions that they want to convey to the CCC staff, making these titles available in the appropriate services.
2. After the appropriate fields are completed, the user will click 'Save', which results in the title information being validated for accuracy. If validation is successful, the title will be displayed in the title list where users can go back to make edits or delete it from the list. Users can then continue to add titles (up to 10) by clicking the 'Add a title' button (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.

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).

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.

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

Number of Pages Format not valid

Main Title Volume

Edition Number

Language
Please use [language 3-letter code](#). Multiple languages can be

The user can add titles, navigate to other modules within RightsCentral, and return to complete the work at any time. However, once the user signs out of RightsCentral or closes the browser for a given session, title information that has not been saved and sent to CCC for processing will be lost.

Once the user has entered and validated all their titles, they can click the 'send' button to forward all their title information to CCC for processing (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.

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

Users will then receive both an email and onscreen notification confirming that their new titles have been received for processing (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.

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 * Field is required *

Serial Non-serial

IDNO1 *

IDNO1 Type *

Number of Pages

Main Title Volume

IDNO2 **Edition Number**

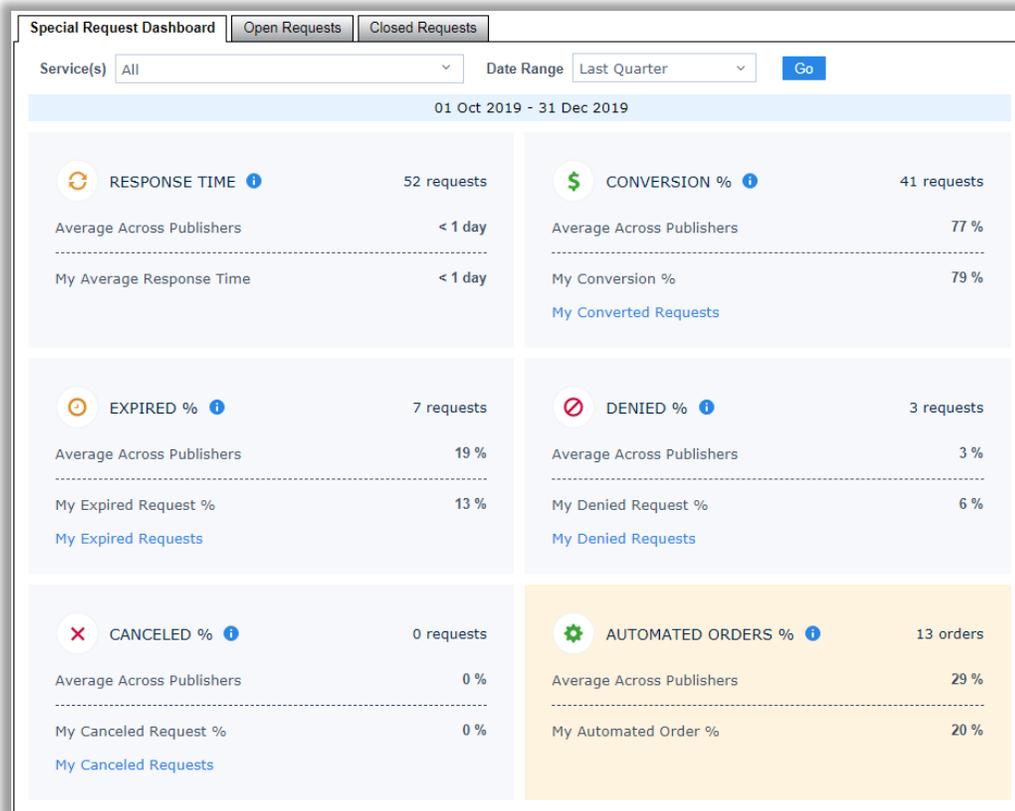
Recap of October 2019 Release

In addition to the new features coming this March, RightsCentral launched the following enhancements in October.

Special Request Dashboard includes Republication Service data

The Special Request Dashboard is designed to provide rightsholders with additional context for their permissions team. Key metrics such as response time and conversion rate are provided and can be compared with publishing industry averages. The data in the Special Requests Dashboard makes the metrics

comprehensive and includes special requests from the Republication Licensing Service or RLS, now originating in Marketplace.



Reports include credit card and foreign transaction fees for clients participating in the RightsLink for Scientific Communications platform

Publishers who have adopted RightsLink for Scientific Communications can now see, when applicable, credit card and foreign transaction fees broken out in their Title Summary and Account Summary reports. This will help users to reconcile their payments against transactions and determine transaction-level fees.

Reports include distributions for RightFind Insight

To ensure RightsCentral serves all customers for all services, Rightsholders participating in RightFind Insight will now see distribution notifications and reports for this service.

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