

# PUBLISHER PORTAL

*Release Notes:  
November 2024*



Copyright Clearance Center

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# WHAT'S NEW WITH PUBLISHER PORTAL?

## November 2024 Release

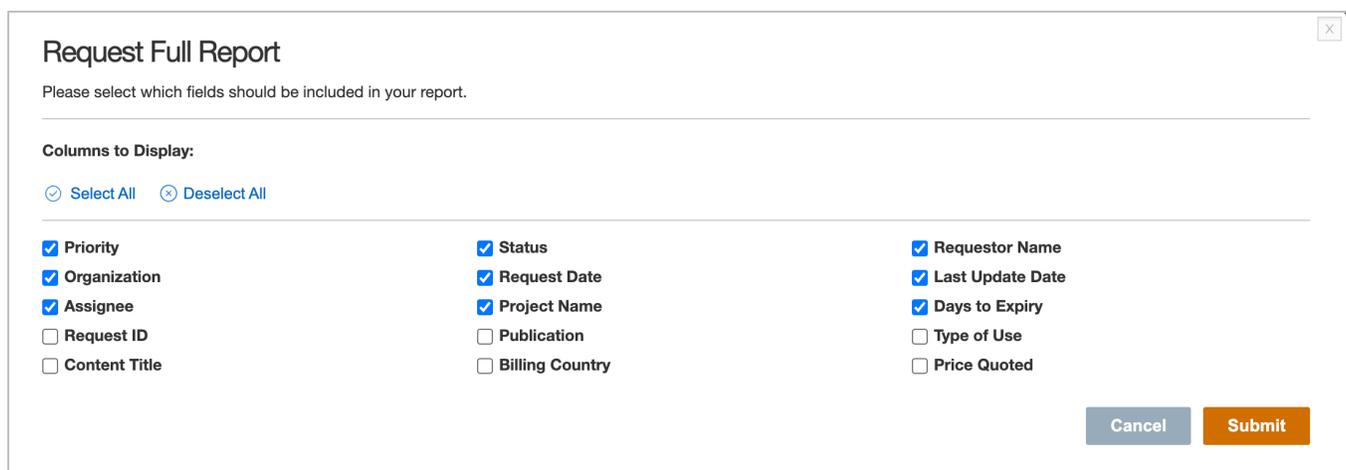
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The focus of the November 2024 release is on enhanced Special Request handling capabilities including:

- Customized Open Special Request Reports
- Scheduled Open Special Request Reports
- Billing Country Search in Open Special Requests
- Project Level Permissions View of Special Requests

## Customized Open Special Request Reports

You can now specify which fields you want delivered in your downloaded Open Special Request Reports. When you click “Request Full Report” after executing a search you are presented with a list of fields you can include in your report. Simply tick or clear fields to build up a customized report focused on answering the questions you have regarding your data, or for a complete report you can “Select All” fields. See Figure 1 below.



The screenshot shows a dialog box titled "Request Full Report" with a close button in the top right corner. Below the title, it says "Please select which fields should be included in your report." There is a horizontal line separating the title from the content. Below the line, it says "Columns to Display:" followed by two buttons: "Select All" (with a plus icon) and "Deselect All" (with a minus icon). Below this, there is a list of fields with checkboxes. The fields are arranged in three columns. The first column has: Priority (checked), Organization (checked), Assignee (checked), Request ID (unchecked), and Content Title (unchecked). The second column has: Status (checked), Request Date (checked), Project Name (checked), Publication (unchecked), and Billing Country (unchecked). The third column has: Requestor Name (checked), Last Update Date (checked), Days to Expiry (checked), Type of Use (unchecked), and Price Quoted (unchecked). At the bottom right of the dialog box, there are two buttons: "Cancel" (grey) and "Submit" (orange).

Figure 1. Select the fields you wish to include in your report

Customized Report requests run in the background, and you are notified by email when the report is ready to download as an Excel file. The reports are also available for up to 30 days in “View Report Requests History.”

## Schedule Open Special Request Reports

When you need to run reports on a periodic basis you can now automate this by scheduling Open Special Request Reports. When you have constructed your query, click “Schedule Report” below the search options pane. See Figure 2 below.

The screenshot shows a web interface for managing special requests. At the top, there are navigation tabs: 'Special Requests', 'Reports', 'Promotions', 'Notifications', and 'Manage Titles'. Below the tabs, there are links for 'Manage Scheduled Reports' and 'View Report Requests History'. The main section is titled 'Search for Requests' and contains several search filters:

- Service:** RightsLink Permissions
- Type of Use:** MedComms project, Reuse in clinical trial
- Request Status:** Customer Responded
- Publication:** Current Rheumatology Reviews
- Content Title:** (empty field)
- Requestor Name:** (empty field)
- Organization:** (empty field)
- Billing Country:** United States
- Project Name:** (empty field)
- Request Date:** From (empty) To (empty)
- Last Update Date:** From 27-Jul-2024 To 25-Sep-2024
- Assignee:** Make a selection

At the bottom right of the search pane, there are two buttons: 'Clear' and 'Search'. Below the search pane, there are two buttons: 'Schedule Report' (highlighted with a red box) and 'Request Full Report'.

Figure 2. Schedule a report based on your search criteria

You can name your report so you can find it later and specify which existing Publisher Portal users in your organization should receive the report. You can also set up the frequency of delivery, ranging from daily to longer time periods such as quarterly or annually. See Figure 3 on the following page.

## Schedule Report

You can save this search and schedule the frequency of the report, as well as specify what fields should be included and to whom the report is distributed.

**Search Criteria:** RightsLink Permissions x MedComms project x Clinical Trial x Pending x Customer Responded x  
 Awaiting Customer Reply x Current Rheumatology Reviews x Complementary Health Practice Review x United States x  
 In last 60 Days

**Report Name:** Healthcare Practice Requests

**Add Recipients:** Steve Blois x

**Frequency:**  
 Daily For months with fewer than 29, 30 or 31 days, the occurrence will fall on the last day of the month.  
 Weekly  
 Monthly  Day 1 of every 1 month(s)  
 Yearly  
 The first day of every 1 month(s)

**Columns to Display:**  
 Select All  Deselect All

Priority  Status  Requestor Name  
 Organization  Request Date  Last Update Date  
 Assignee  Project Name  Days to Expiry  
 Request ID  Publication  Type of Use  
 Content Title  Billing Country  Price Quoted

Cancel Submit

Figure 3. Set up your report schedule

You can manage the reports you have set up by selecting “Manage Scheduled Reports” where you can see all the scheduled reports set up in your organization and details associated with these reports. You can modify or delete reports as needed. See Figure 4 below.

Special Requests | Reports | Promotions | Notifications | Manage Titles

Special Requests > Manage Scheduled Reports

The table below reflects the reports that have been scheduled for your publisher.

Results 1 - 2 of 2

Report Name	Report Type	Details	Requestor	Recipients	Last Sent Date	Actions
Healthcare Practice Requests	Special Requests Report	Day 1 of every 1 months	isyng@yaho.co.uk	isyng@yaho.co.uk		
Academic Humanities Projects	Special Requests Report	Every 1 weeks on Friday	isyng@yaho.co.uk	areid@copyright.com; isyng@pubget.com		

Results 1 - 2 of 2

Figure 4. Review and manage your scheduled reports

## Billing Country Search in Open Special Requests

To help you gain insight into your customer base, you can now search for open special requests based on the billing country of the customer in the “Special Requests” advanced search screen. You can select up to 30 countries in a single search. Country names are auto completed as you enter terms (country names conform to the ISO 3166 English Short Name standard). See Figure 5 below.

The screenshot shows the 'Special Requests' advanced search interface. The 'Billing Country' field is highlighted with a red box and contains three selected countries: Canada, Mexico, and United States. Other search criteria include Service (Republication), Type of Use (Republish in a Book, Republish in a journal/magazine), Request Status (Pending), and various date and assignee filters.

Figure 5. Search for multiple countries across open Special Requests

## Project Level Permissions View of Special Requests

When multiple permissions are requested from Marketplace (e.g., as part of a medical communications project,) you can now see all the permissions associated with a project in one place by clicking on the project name in the open “Special Requests” search results view.

Request ID	Request Status	Requestor Name	Organization	Request Date	Last Update Date	Assignee	Project Name	Price Quoted
604082642	Pending	Steve Blois	Steve Blois	25-Sep-2024	25-Sep-2024	<a href="#">Assign to me</a>	Arthritis Symposium 2025	

Figure 6. Click on the project name to see full details

When you open the “Project Details” view by clicking on the “Project Name” you see a breakdown of all the requests applicable to you in this client’s project. See Figure 7 below.

**Special Requests** | **Reports** | **Promotions** | **Notifications** | **Manage Titles**

[Search Results](#) > Project Details

### PROJECT DETAILS

<b>Project Name:</b>	Arthritis Symposium 2025	<b>Assignee:</b>	Unassigned
<b>Request Date:</b>	25 September 2024 to 25 September 2024	<b>Requestor Name:</b>	Steve Blois
<b>Pending Requests:</b>	3	<b>Organization:</b>	Steve Blois
<b>Priced Requests:</b>	0		

Include Canceled and Denied Requests [?](#)  Include Completed Requests [?](#)

**Request ID 604082644** [?](#)

<b>Request Date:</b>	25 September 2024	<b>Price:</b>	
<b>Request Status:</b>	Pending	<b>Requestor Name:</b>	Steve Blois
		<b>Organization:</b>	Steve Blois

**Request ID 604082643** [?](#)

<b>Request Date:</b>	25 September 2024	<b>Price:</b>	
<b>Request Status:</b>	Pending	<b>Requestor Name:</b>	Steve Blois
		<b>Organization:</b>	Steve Blois

**Request ID 604082642** [?](#)

<b>Request Date:</b>	25 September 2024	<b>Price:</b>	
<b>Request Status:</b>	Pending	<b>Requestor Name:</b>	Steve Blois
		<b>Organization:</b>	Steve Blois

Figure 7. See all the requests in a project

By default, this screen displays currently open requests, however you can expand results to include “Cancelled/Denied Requests” and “Completed Requests.” This will give you a full picture of the scale of the project, allowing you to understand the value of this requestor.

To see full details of each request and manage it to correspond with the buyer, price and approve, or deny the request click on the blue ID number.

## Other Updates

The November release includes some additional enhancements covering minor UI modifications and updates to the scheduled report execution logic, as well as maintenance to cover bug fixes and security updates.

## Questions?

Please contact Ian Syngé at [isyngé@copyright.com](mailto:isyngé@copyright.com) or your CCC Account Manager.



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