

# Oracle® Contracts for Rights

Implementation Guide

Release 11*i*

October 2001

Part No. A95280-01

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## **Oracle Contracts for Rights Implementation Guide, Release 11i**

**Part No. A95280-01**

Oracle Corporation welcomes your comments and suggestions on the quality and usefulness of this document. Your input is an important part of the information used for revision.

- Did you find any errors?
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- Electronic mail: [rights@us.oracle.com](mailto:rights@us.oracle.com)
- Postal service:

Oracle Corporation  
Contracts for Rights Documentation Manager  
500 Oracle Parkway  
Redwood Shores, CA 94065  
U.S.A.

If you would like a reply, please give your name, address, telephone number, and (optionally) electronic mail address.

If you have problems with the software, please contact your local Oracle Support Services.



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# Preface

## Audience for This Guide

Welcome to Release 11*i* of the Oracle Contracts for Rights Implementation Guide.

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Oracle Contracts for Rights
- The Oracle Applications graphical user interface.

To learn more about the Oracle Applications graphical user interface, read the Oracle Applications User's Guide.

See Other Information Sources for more information about Oracle Applications product information.

## How To Use This Guide

This document contains the information you need to understand and use Oracle Contracts for Rights.

- Chapter 1—[Introduction](#)—describes intellectual property rights, the Oracle Contracts for Rights solution, and its features.
- Chapter 2—[Implementation Overview](#)—shows the implementation task sequence.
- Chapter 3—[Implementation Tasks](#)—provides the procedural tasks to set up the Oracle for Rights product.

## Typographic Conventions

The following conventions are used in this manual:

Convention	Meaning
. . .	Vertical ellipsis points in an example mean that information not directly related to the example has been omitted.
...	Horizontal ellipsis points in statements or commands mean that parts of the statement or command not directly related to the example have been omitted
<b>boldface text</b>	Boldface type in text indicates a term defined in the text, the glossary, or in both locations.
< >	Angle brackets enclose user-supplied names.
[ ]	Brackets enclose optional clauses from which you can choose one or none.

## Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible, with good usability, to the disabled community. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Standards will continue to evolve over time, and Oracle Corporation is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For additional information, visit the Oracle Accessibility Program Web site at <http://www.oracle.com/accessibility/>.

### Accessibility of Code Examples in Documentation

JAWS, a Windows screen reader, may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, JAWS may not always read a line of text that consists solely of a bracket or brace.

### Accessibility of Links to External Web Sites in Documentation

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## Other Information Sources

You can choose from many sources of information, including online documentation, training, and support services, to increase your knowledge and understanding of Oracle Contracts for Rights.

If this guide refers you to other Oracle Applications documentation, use only the Release 11*i* versions of those guides.

### Online Documentation

All Oracle Applications documentation is available online (HTML or PDF). Online help patches are available on MetaLink.

### Related Documentation

Oracle Contracts for Rights shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other product documentation when you set up and use Oracle Contracts for Rights.

You can read the documents online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle Store at <http://oraclestore.oracle.com>.

### Documents Related to All Products

#### Oracle Applications User's Guide

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI) available with this release of Oracle Contracts for Rights (and any other Oracle Applications products). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes.

You can access this user's guide online by choosing "Getting Started with Oracle Applications" from any Oracle Applications help file.

## **Documents Related to This Product**

### **Oracle Contracts for Rights Concepts and Procedures**

This guide describes the concepts and procedures to create, edit, and view contracts.

### **Oracle Contracts for Rights API Reference Guide**

This guide describes the public Applied Programming Interfaces—APIs—for the Oracle Contracts for Rights product.

## **Installation and System Administration**

### **Oracle Applications Concepts**

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11*i*. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self-Service Web Applications.

### **Installing Oracle Applications**

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications, the Oracle8 technology stack, and the Oracle8*i* Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user's guides and implementation guides.

### **Oracle Applications Supplemental CRM Installation Steps**

This guide contains specific steps needed to complete installation of a few of the CRM products. The steps should be done immediately following the tasks given in the Installing Oracle Applications guide.

### **Upgrading Oracle Applications**

Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process and lists database and product-specific upgrade tasks. You must be either at Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0, to upgrade to Release 11*i*. You cannot upgrade to *Release 11i* directly from releases prior to 10.7.

## **Maintaining Oracle Applications**

Use this guide to help you run the various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities. This guide also provides information on maintaining the Oracle applications file system and database.

## **Oracle Applications System Administrator's Guide**

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage concurrent processing.

## **Oracle Alert User's Guide**

This guide explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

## **Oracle Applications Developer's Guide**

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards for Forms-Based Products*. It also provides information to help you build your custom Oracle Forms Developer 6i forms so that they integrate with Oracle Applications.

## **Oracle Applications User Interface Standards for Forms-Based Products**

This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

## **Other Implementation Documentation**

### **Multiple Reporting Currencies in Oracle Applications**

If you use the Multiple Reporting Currencies feature to record transactions in more than one currency, use this manual before implementing Oracle Contracts for Rights. This manual details additional steps and setup considerations for implementing Oracle Contracts for Rights with this feature.

## **Multiple Organizations in Oracle Applications**

This guide describes how to set up and use Oracle Contracts for Rights with Oracle Applications' Multiple Organization support feature, so you can define and support different organization structures when running a single installation of Oracle Contracts for Rights.

## **Oracle Workflow Guide**

This guide explains how to define new workflow business processes as well as customize existing Oracle Applications-embedded workflow processes. You also use this guide to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes.

## **Oracle Applications Flexfields Guide**

This guide provides flexfields planning, setup and reference information for the Oracle Contracts for Rights implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.

## **Oracle eTechnical Reference Manuals**

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on Metalink

## **Oracle Manufacturing APIs and Open Interfaces Manual**

This manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with your other systems. This documentation includes APIs and open interfaces found in Oracle Manufacturing.

## **Oracle Order Management Suite APIs and Open Interfaces Manual**

This manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with your other systems. This documentation includes APIs and open interfaces found in Oracle Order Management Suite.

## **Oracle Applications Message Reference Manual**

This manual describes Oracle Applications messages. This manual is available in HTML format on the documentation CD-ROM for Release 11*i*.

## **Oracle CRM Application Foundation Implementation Guide**

Many CRM products use components from CRM Application Foundation. Use this guide to correctly implement CRM Application Foundation.

### **Training and Support**

#### **Training**

Oracle offers training courses to help you and your staff master Oracle Contracts for Rights and reach full productivity quickly. You have a choice of educational environments. You can attend courses offered by Oracle University at any one of our many Education Centers, you can arrange for our trainers to teach at your facility, or you can use Oracle Learning Network (OLN), Oracle University's online education utility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet your needs. For example, you may want to use your organization's structure, terminology, and data as examples in a customized training session delivered at your own facility.

#### **Support**

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Contracts for Rights working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle8i server, and your hardware and software environment.

#### **OracleMetaLink**

*OracleMetaLink* is your self-service support connection with web, telephone menu, and e-mail alternatives. Oracle supplies these technologies for your convenience, available 24 hours a day, 7 days a week. With *OracleMetaLink*, you can obtain information and advice from technical libraries and forums, download patches, download the latest documentation, look at bug details, and create or update TARs. To use *MetaLink*, register at (<http://metalink.oracle.com>).

**Alerts:** You should check *OracleMetaLink* alerts before you begin to install or upgrade any of your Oracle Applications. Navigate to the Alerts page as follows: Technical Libraries/ERP Applications/Applications Installation and Upgrade/Alerts.

**Self-Service Toolkit:** You may also find information by navigating to the Self-Service Toolkit page as follows: Technical Libraries/ERP Applications/Applications Installation and Upgrade.

## Do Not Use Database Tools to Modify Oracle Applications Data

*Oracle STRONGLY RECOMMENDS that you never use SQL\*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.*

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL\*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using Oracle Applications can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL\*Plus and other database tools do not keep a record of changes.

## About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, an integrated suite of more than 160 software modules for financial management, supply chain management, manufacturing, project systems, human resources and customer relationship management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers and personal digital assistants, allowing organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and applications products, along with related consulting, education, and support services, in over 145 countries around the world.

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# Introduction

## 1.1 Intellectual Property and Rights

The management of intellectual property is an essential function of many companies. Intellectual properties can take many forms—written works, photographs, illustrations, audiovisual, music, patents, trademarks, and so on. Entertainment and media, pharmaceutical, broadcast, and other industries are based on creation or acquisition of intellectual property. These properties are then sold or licensed.

The source of the intellectual property rights lies in laws that define the rights granted to the original creator of the work. In the case of copyrighted works, these include the right to control the reproduction, distribution, public performance, and display of copyrighted material. Also included is the right to control the making of adaptations or modifications to the original work, known as derivative works. The effect of the copyright law is to give the creator of the work a limited term monopoly on the use of their work. There is a similar set of controlling rights granted to patent holders and trademarked properties.

Copyright owners typically grant others rights to use their intellectual property by means of a license agreement or contract which defines the specific terms and conditions for the use. The nature of these agreements will vary broadly depending on the property being transacted, the parties involved and the extent that the rights are loaned or transferred. While there will be industry standards which dictate the terms of these agreements, these contracts will vary on a case by case basis. Normally, the party purchasing the license will pay a flat fee or will agree to pay royalties based on revenue generated from the licensed property.

Intellectual property rights types could include:

- Reproduction (Book, Movie, photo)
- Derivative Work (book, movie)

- Distribution (book, movie, photo)
- Public Performance (music)
- Public Display (photo)
- Merchandising: Right to create merchandise based on the work (book, movie).
- Permission: Permission to use or copy works (book, article).
- North American Serial Rights: Right to reproduce and distribute in North America (Book, article).

## 1.2 Contracts for Rights Solution

Oracle Contracts for Rights provides software solutions for publishing, media, and other industries transacting their intellectual property and related rights. Oracle Contracts for Rights provides the following solutions:

- Cataloging of intellectual property
- Capturing rights information to an intellectual property through contracts module
- Managing acquisition contracts (for acquisition rights)
- Searching intellectual property and associated rights
- Is scalable and extensible

Companies acquire intellectual properties in various ways and for different divisions, departments, or other entities. Property can be created internally, licensed from third parties or acquired as part of a corporate merger. As a result of these variations, companies may not have a centralized catalog of their intellectual properties and related rights. Contracts for rights addresses this need by allowing the creation of a single globally accessible catalog of a company's intellectual property and rights information.

The Business Rights Management solution incorporates a property catalog. Which is populated with users's intellectual properties Properties are categorized by property type. Each property type has a set of rights types which can logically be associated with the property type. The properties could be organized under various user-defined classifications/genre (such as children for movies/books, technical area for software patents etc.).

## 1.3 Oracle Contracts for Rights Features

Contracts for Rights features include:

- [Home Page](#)
- [Property Catalog](#)
- [Rights Contracts](#)
- [Search and Browse](#)
- [Application Administration](#)

### 1.3.0.1 Home Page

After you log in, a home page appears. From this home page you can navigate to various features such as catalog, contract, and so on.

The home page has two regions along with a Find Catalog Items and Browse menu:

- **Recent Properties** region: A bin showing recent properties cataloged by the user. This bin displays Property Name, Property Type and Date Information. Select and click a property name to access a property. The Catalog tab appears showing the property details such as type, title, classification, and so on. You can also use the menu (appearing to the left of the screen) to drill down for more details such as Contributors, Release Schedules, and View Rights.
- **Recent Contracts** region: A bin showing recent contracts created by the user. This bin displays Contract Name, Contract Type and Date Information. Select and click a contract name to access the contract. The Contract tab appears showing the contract summary such as contract number, type, property, and so on. You can also use the menu (appearing to the left of the screen) to drill down for more details such as Parties and Rights.
- **Find Catalog Items** menu: You can use the list of values (LOV) to select a specific property (such as article, book, and so on) and click Go. You can also narrow a search by clicking Advanced Search, entering search criteria and clicking Go. The results of the search appear in the Results region.
- **Browse** menu: Lets you browse a property by clicking a hotlink within the catalog tab.
- **Menu Shortcuts**: Lets you navigate directly to a features such as create contracts, view customer, browse property, and so on.
- **Useful Links**: Lets you navigate directly to a related link for additional information such as copyright, intellectual property, and so on.

### 1.3.0.2 Property Catalog

Create new property. Enter various attributes of a property and classify the property under one or more categories:

- **Classifications:** These are used to define codes which help to organize your intellectual property catalog.
- **Thumbnail Image:** You can upload an image showing a book cover, movie poster, and so on.
- **Contributors:** You can add contributor roles such as authors, publishers, along with customer names.
- **Release Schedule:** You can select the medium (such as for a book; hard cover, soft cover, and so on) and the release date for the property.
- **View Rights:** This displays contracts associated with the property. From this point you can select a contract and review its details.
- **Edit property:** Edit existing properties by adding or deleting contributors, release schedules and properties.

### 1.3.0.3 Rights Contracts

Enter various attributes of a contract:

- Define parties to a contract
- Define Rights by property type
- Contract Lines representing acquired rights
- Rights
- Exclusivity
- Effective dates
- Language/Territory
- Select contract type, parties, intent (buy/sell), and link it to a property.
- Associate property from catalog to contracts
- Edit contract by updating party and rights information.

#### 1.3.0.4 Search and Browse

You can conduct a search for:

- **Property:** Enter a search string and system displays the list of all properties contained in the string.
- **Contract:** Select contracts tab and enter search criteria.
- **Customer:** Select Customer tab and enter search criteria.
- **Users:** Select Adman tab and enter search criteria.

The browse feature differs from search in that it lets you browse by navigating through a property or contract and clicking on a URL. You can browse the following:

- Catalog properties, such as books, articles, motion pictures, photographs, and so on.
- Any contract by clicking on the contract number from the contract list.

The Browse feature also lets you edit and update a property or contract.

#### 1.3.0.5 Application Administration

Oracle Contracts for Rights allows you to configure the application to fit your business requirements. The application administration provides the following features:

**Manage users:** Search, add, edit, and delete users.

**Catalog administration:** Add new values for attributes describing a property such as Classification Codes, Classification Types, Contributor Roles and so on.

**Valid Classification Codes:** Add and delete valid classification codes for property types.

**Valid Rights types:** Add, and delete rights types.

**Rights type association:** Add and delete valid rights types for property types.

**Valid Contributor Roles:** Define valid contributor roles for a property types.



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# Implementation Overview

## 2.1 Implementation Task Sequence

*Table 2–1 Implementation Task Sequence*

Sequence	Required	Task title
1	Yes	Overview of Setting up Oracle Contracts for Rights Users
2	Yes	Overview of Setting up Properties
3	Yes	Overview of Setting up Property Types
4	Optional	Overview of Setting up Descriptive Flexfield for the Property Types
5	Optional	Overview of Setting up Valid Classification Types
6	Optional	Overview of Setting up Valid Classification Codes
7	Optional	Overview of Setting up Valid Contributor Roles
8	Yes	Overview of Setting up Right Types
9	Yes	Overview of Setting up Valid Rights Types
10	Yes	Overview of Setting up Contract Approval Workflow
11	Optional	Overview of Setting up Quality Assurance Check list
12	Optional	Overview of Setting up Article Set Codes
13	Optional	Overview of Setting up Article Subject Codes
14	Optional	Overview of Setting up Library of Standard Articles



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## Implementation Tasks

### 3.1 Overview of Setting up Oracle Contracts for Rights Users

**Login**

Log in as the SYSADMIN user to the Oracle Applications Forms application.

**Responsibility**

Select System Administrator Responsibility.

**Prerequisites**

Check if Oracle Contracts for Rights product has been installed.

**Steps**

1. Navigate to Security > Users > Define.
2. Create a new Product Administrator user by providing OKR\_ADMIN\_USER responsibility.
3. Using the new Product Administrator user, create a new Product user by providing OKR\_USER responsibility.

**Guidelines**

None

## 3.2 Overview of Setting up Properties

### Login

Log in as Oracle Contracts for Rights Administration user to the Oracle Contracts for Rights application.

### Responsibility

When logging in for the first time, select the default responsibility as OKR\_ADMIN\_USER. Log out and log in to the system. When this user logs in the Oracle Contracts for Rights Home page will appear.

### Prerequisites

None

### Steps

Navigate to **Home Page > Administration > Properties Setup**.

The default values for each catalog item setup field appear on the page when you select the catalog item. You can change the values appearing on this page by changing the field name from the field's list. You can update these values as well as add new values.

### Guidelines

None

## 3.3 Overview of Setting up Property Types

### Login

Log in as Oracle Contracts for Rights Administration user to the Oracle Contracts for Rights application.

### Responsibility

The default responsibility for the Oracle Contracts for Rights Administration user is OKR\_ADMIN\_USER.

### Prerequisites

None

**Steps**

1. Navigate to **Home Page > Administration > Property Types**.  
A new page opens and shows the existing property types.
2. To create a new property type, click the "Add Property Type" button.
3. Select the base property and type to create the new property type.

**Guidelines**

None

## 3.4 Overview of Setting up Descriptive Flexfield for the Property Types

**Login**

Log in as SYSADMIN or any user to the Oracle Applications Forms application.

**Responsibility**

Select Application Developer Responsibility

**Prerequisites**

None

**Steps**

The Oracle Contracts for Rights Flexfield contains pre-populated information in the application for base property types: OKR\_FILM, OKR\_LIW, OKR\_PHOTO, and OKR\_SFT. You can customize these flexfields to add your own property types.

**Guidelines**

Refer to "Oracle Application Developers Guide" for setting up and customizing Descriptive flexfields.

## 3.5 Overview of Setting up Valid Classification Types

**Login**

Log in as the Oracle Contracts for Rights Administration user to access the Oracle Contracts for Rights application.

### **Responsibility**

The default responsibility for the Oracle Contracts for Rights Administration user is OKR\_ADMIN\_USER.

### **Prerequisites**

None

### **Steps**

1. Navigate to **Home Page > Administration > Valid Classification Types**.  
The system displays a list of Property types and its valid classification types.
2. Select a Property type.
3. Click the "Add Valid Classification Type" button to add new valid classification types for the selected property type.
4. Select the desired classification type from the search result to be added to the property type.

### **Guidelines**

None

## **3.6 Overview of Setting up Valid Classification Codes**

### **Login**

Log in as Oracle Contracts for Rights Administration user to Oracle Contracts for Rights application.

### **Responsibility**

Default responsibility for the Oracle Contracts for Rights Administration user will be OKR\_ADMIN\_USER.

### **Prerequisites**

None

### **Steps**

1. Navigate to **Home Page > Administration > Valid Classification Codes**.

The system displays the list of Property types, Classification types, and their valid classification codes.

2. Click the "Add Valid Classification Code" button to add new valid classification codes for the selected property type and classification type combination.
3. Select the desired classification code from the search result to be added to the property type and classification type combination.

### **Guidelines**

None

## **3.7 Overview of Setting up Valid Contributor Roles**

### **Login**

Log in as Oracle Contracts for Rights Administration user to the Oracle Contracts for Rights application.

### **Responsibility**

The default responsibility for the Oracle Contracts for Rights Administration user is OKR\_ADMIN\_USER.

### **Prerequisites**

None

### **Steps**

1. Navigate to **Home Page > Administration > Valid Contributor Roles**.  
The system displays the list of property types and its valid contributor roles.
2. Click the "Add Valid Contributor Role" button to add a new valid contributor role for the selected property type.
3. Select the desired contributor role from the search result that you want to add to the property type.

### **Guidelines**

None

## 3.8 Overview of Setting up Right Types

### Login

Log in as Oracle Contracts for Rights Administration user to the Oracle Contracts for Rights application.

### Responsibility

The default responsibility for the Oracle Contracts for Rights Administration user is OKR\_ADMIN\_USER.

### Prerequisites

None

### Steps

1. Navigate to **Home Page > Administration > Right Types**.  
The page displays all the right types defined for the system.
2. Click the "Add Rights Type" button to add new right types.
3. Provide name and description for the new rights type.

### Guidelines

None

## 3.9 Overview of Setting up Valid Rights Types

### Login

Log in as Oracle Contracts for Rights Administration user to the Oracle Contracts for Rights application.

### Responsibility

The default responsibility for the Oracle Contracts for Rights Administration user is OKR\_ADMIN\_USER.

### Prerequisites

None

**Steps**

1. Navigate to **Home Page > Administration > Valid Rights Types**.  
The system displays the pull down list of Property types and its valid rights types.
2. Click the "Add Valid Rights Type" button to add new valid rights types.
3. Select the desired right type from the search result to be added to the property type.

**Guidelines**

None

## 3.10 Overview of Setting up Contract Approval Workflow

**Login**

Log in as Contracts Administrator user to the Oracle Applications Forms application.

**Responsibility**

Select the Contracts Administrator Responsibility.

**Prerequisites**

You do not have an approval process defined using Oracle Workflow.

**Steps**

1. To set up an approver for change requests, enter the names in the system profile option—OKC: Change Request Approver.  
This profile option overrides a workflow setup and uses the approver if the workflow is not yet defined.
2. To set up contract approvers, enter the names in the system profile option: OKC: Contract Approver.  
This profile options overrides a workflow setup and uses the approver if the workflow is not yet defined.

### **Guidelines**

For more information, refer to the "Oracle Contracts Core Concepts and Procedures Guide" for setting up the approval workflow.

## **3.11 Overview of Setting up Quality Assurance Check list**

### **Login**

Log in as Contracts Administrator user to the Oracle Applications Forms application.

### **Responsibility**

Select Contracts Administrator Responsibility.

### **Prerequisites**

You must define the Oracle Workflow processes before adding them to the checklist.

### **Steps**

1. From the Navigator, choose **Setup > Contract > Quality Assurance**.
2. Enter a name and a description.
3. In the Processes region, select the process that will become a part of the QA checklist.
4. Make sure the Active box is selected.
5. From the Severity list, select one of the following levels:
  - **Warning:** The contract passes Approval.
  - **Stop:** The contract does not pass Quality Assurance if this process fails.
6. Optionally, override the parameter's default values.
7. Save your work.

### **Guidelines**

The default Quality Assurance (QA) checklist is executed automatically for any contract, even if you create another checklist for the contract. You cannot modify or update the default checklist. For more information, refer to the "Oracle Contracts Core Concepts and Procedures Guide" for setting up Quality Assurance Checklist.

## 3.12 Overview of Setting up Article Set Codes

### Login

Log in as Contracts Administrator user to the Oracle Applications Forms application.

### Responsibility

Select the Contracts Administrator Responsibility.

### Prerequisites

None.

### Steps

1. Navigate to **Setup > Others > System > Lookups**.  
The Article Set Quickcode is OKC\_ARTICLE\_SET.
2. Add new codes.

### Guidelines

Follow the standard procedure outlined in the "Oracle Applications Users Guide".

## 3.13 Overview of Setting up Article Subject Codes

### Login

Log in as the Contracts Administrator user to the Oracle Applications Forms application.

### Responsibility

Select the Contracts Administrator Responsibility.

### Prerequisites

None.

### Steps

1. Navigate to **Setup > Others > System > Lookups**.

The Article Subject Quickcode is OKC\_SUBJECT.

2. Add new codes.

### **Guidelines**

Follow the standard procedure outlined in the *Oracle Applications Users Guide*.

## **3.14 Overview of Setting up Library of Standard Articles**

### **Login**

Log in as Contracts Administrator user to the Oracle Applications Forms application.

### **Responsibility**

Select the Contracts Administrator Responsibility.

### **Prerequisites**

Lookups must be defined for article sets (OKC\_ARTICLE\_SET). To define the lookups defined for the article set:

From the Navigator, choose **Setup > Contract > Standard Articles > Define Set**.

Lookups must also be defined for article subjects (OKC\_SUBJECT). To define the lookups for the article subjects:

From the Navigator, choose **Setup > Contract > Standard Articles > Define Subject**.

### **Steps**

1. From the Navigator, choose **Setup > Contract > Standard Articles > Define Articles**.

The Standard Articles Library window displays a tree of existing article sets and the articles within each set.

2. Select an article set from the tree.
3. If you want to edit the article set, choose categories and optionally select price types to control the value selection when authoring a contract containing articles from the article.
4. If you want to edit or review an existing article, then select the article in the set.

5. If you want to add a new article, then from the Actions Menu, choose **New Article**,
6. Enter a name for the article, and select an article subject.  
The new article automatically appears in the selected article set.
7. If you are either entering the first release for a new article or entering a new release for an existing article, then on the Releases tab enter the release name, active date, and description.
8. Click **Release Text** to enter or edit the text.
9. If you want to view contracts that use the release of the existing article, then click **Used in Contracts**.  
A list of contracts appears.
10. If you want to declare incompatibilities with other articles, then in the Incompatibilities tab select the incompatible articles.
11. If you want to add the article to other article sets, then in the Article Sets tab select the article sets.

### **Guidelines**

For more information, refer to "Oracle Contracts Core Concepts and Procedures Guide" for setting up the Article Library.

