# Oracle® Contracts for Rights

Concepts and Procedures

Release 11*i*

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Oracle Contracts for Rights Concepts and Procedures, Release 11*i*

Part No. A90445-02

# Contents

## 3 Maintaining Property Information



## 4 Working with Contracts

# Send Us Your Comments

**Oracle Contracts for Rights Concepts and Procedures, Release 11*i***

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If you find any errors or have any other suggestions for improvement, please indicate the document title and part number, and the chapter, section, and page number (if available). You can send comments to us in the following ways:

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# Preface

Welcome to the **Oracle Contracts for Rights, Release 11*i***. This Concepts and Procedures provides information and instructions to help you work effectively with Oracle Contracts for Rights.

## Intended Audience

This guide is aimed at the following users:

- Those who want to create, view, and maintain rights contracts.
- Technical Service Representatives (TSR)
- Customer Service Representatives (CSR)

This guide assumes you have the following prerequisites:

- Understanding of your company's business processes.
- Thorough understanding of contracts and their requirements.
- Knowledge of products and services as defined by your company's policies.
- Basic understanding of Oracle.

## Structure

This document contains the following chapters:

Chapter 1—Understanding Oracle Contracts for Rights—provides overviews of the application and its components, explanations of capabilities, features, and functions.

Chapter 2—Searching and Accessing Information—provides guidance on locating contract information.

Chapter 3—Maintaining Property Information—provides guidance on the properties for which contracts are made.

Chapter 4—Working with Contracts—provides process-oriented, task-based procedures for defining and maintaining your contracts.

# Conventions

The following conventions are used in this manual:

| Convention | Meaning |
|---|---|
| .<br>.<br>. | 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 |
| **boldface text** | 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

This documentation may contain links to Web sites of other companies or organizations that Oracle Corporation does not own or control. Oracle Corporation neither evaluates nor makes any representations regarding the accessibility of these Web sites.

## 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 Implementation Guide

This guide describes how to add users and set up contract properties.

### 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 11*i* 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 6*i* 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 11i.

#### 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 Oracle8*i* server, and your hardware and software environment.

### Oracl*eMetaLink*

Oracl*eMetaLink* 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 Oracl*eMetaLin*k, 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 Oracl*eMetaLink* 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.

# 1

# Understanding Oracle Contracts for Rights

## 1.1 Introduction to Contracts for Rights

Oracle Contracts for Rights offers an integrated approach to manage intellectual property and related rights that contracts represent. This overview provides you summary information about the application, key concepts, product features, and their capabilities:

- Overview of Oracle Contracts for Rights
- Contracts for Rights Capabilities
- Typical Business Uses
- Application Administration
- Logging in to Contracts for Rights

## 1.2 Overview of Contracts for Rights

This overview of Contract for Rights covers:

- Business Rights Management
- Intellectual Property and Rights
- Contract for Rights Solution

### 1.2.1 Business Rights Management

Oracle Contracts for Rights addresses the business needs for the "Business Rights Management" domain. Business Rights Management is a system and process for granting and obtaining rights of intellectual property. You apply Business Rights Management processes to manage contracts and financial transactions captured in the contracts related to the acquisition or licensing of rights associated with intellectual properties. A company or an individual may be the creator or user of intellectual properties.

### 1.2.2 Intellectual Property and Rights

The management of intellectual property is an essential function of many companies. Intellectual properties can take many forms, such as written works, photographs, illustrations, audiovisual, music, patents, trademarks, and so on. Entertainment, 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 controlling rights 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. Patent holders and owners of trademarked properties offer a similar set of controlling rights.

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

Intellectual property rights types could include:

- Reproduction: Book, movie, or photo.
- Derivative work: Book or movie.
- Distribution: Book, movie, or photo.
- Public performance: Music.
- Public display: Photo.
- Merchandising: Right to create merchandise based on the work—book or movie.

- Permission: Permission to use or copy works—book or article.
- North American Serial Rights: Right to reproduce and distribute in North America—book or article.

### 1.2.3 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 and categorizing of intellectual property and its meta data.
- Capturing rights information to an intellectual property through the contracts module.
- Managing acquisition contracts for rights acquisition.
- Searching intellectual property and associated rights to let you know what intellectual property:
  - You own or hold license to use.
  - You can sell or license to others.
  - You can buy or license the usage.
- Providing a scalability and extensibility.
- Reviewing the terms and conditions of intellectual property rights that you own, want to sell, or want to buy.
- Receiving timely reminders regarding contract expiration terms.
- Avoiding costly penalties or litigation over improper use or license of intellectual property.

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 might 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 that is populated with the user'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 or genre, such as "children" for movies and books, "technical area" for software patents, and so on.

## 1.3 Contracts for Rights Capabilities

Contracts for Rights includes the following capabilities:

- Centralized intellectual property catalog
- Assigning rights to an intellectual property by creating contracts

### Centralized Intellectual Property Catalog

Contracts for Rights lets you populate a centralized property catalog. The property catalog supports different property types across industries with a customizable unique set of attributes for each of them. The following property types are supported in the property catalog:

- Literary work such as books or articles
- Audiovisual work such as a motion pictures
- Visual art such as photographs

The property catalog lets you:

- Review and update property details.
- View all rights for an intellectual property.

### Assigning Rights to an Intellectual Property

It is important for companies to know what rights they own or have acquired for an intellectual property to:

- Avoid infringements and potential lawsuits.
- Identify new opportunities to increase revenue.

Having this information readily available for an intellectual property in the catalog adds tremendous value.

Contracts for Rights lets users create contracts that represent the rights acquired for a property. It also provides the ability to associate contracts with property in the intellectual property catalog to create an "inventory" of property rights owned or acquired.

## 1.4 Typical Business Uses

Contracts for Rights provides you with the tools to:

- Capture information about the contracts that define the rights acquired/licensed for your intellectual property and link the contract and rights to the property.
- Define rights types that you can use to create an inventory of rights for a given property type.
- Define classification and other codes that can help you identify your intellectual properties.
- Maintain, browse, or search your property catalog.
- Locate the rights acquired and related contracts for any intellectual property in your catalog.

#### Rights Acquisition

Rights acquisition refers to securing rights to use new or previously unpublished property that third parties created. In this case, contracts between the right holders or creators are used to transfer an extensive and often exclusive set of rights. Examples of acquisition of property rights may include:

- Agreement to publish and distribute a book.
- Agreement to make a movie based upon a novel.
- Agreement between musicians and record companies.

For obtaining rights to use existing property created by third parties, permission is obtained to use the property for a specific use. Examples include:

- Obtaining right to a photograph or illustration in a textbook.
- Obtaining right to use a photograph or illustration in a magazine.

## 1.5 About Application Administration

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

- 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 by property type.
- Rights type association: Add and delete valid rights types for property types.
- Valid Contributor Roles: Define valid contributor roles for a property types.

### References

For more information, see the Oracle Contracts for Rights Implementation Guide.

## 1.6 Logging in to Contracts for Rights

Before you can log in to Contracts for Rights, you must have a user ID and password. Your Contracts for Rights administrator can provide you:

- Your user ID and password.
- The path to the log in window.

For more information, see the Oracle Contracts for Rights Implementation Guide.

> **Note:** The examples in this guide reflect User-level permission. If you have Administrator permission, you will see additional information. For more information on the administrator's tasks, see the Contracts for Rights Implementation Guide.

# 2 Searching and Accessing Information

After you log in to Contracts for Rights, the Home tab appears. From the Home tab, you can access the main areas of Contracts for Rights by clicking the Properties and Contracts tabs. The main areas are:

- **Home**: Search or browse contracts or their properties; view, create, and update recent contracts, properties, or notifications.
- **Properties**: Browse and create the items that you own on which you can issue rights contracts. For more information see, "Maintaining Property Information" on page 3-1.
- **Contracts**: Search, view, create, and manage your contracts by specifying the terms and conditions. For more information see, "Working with Contracts" on page 4-1.
- **Administration**: Add and maintain contracts and their components to make them available to users. This area is available only if you have administrator permission. If you do not have administration permission, you can see only the Home, Properties, and Contracts tabs. For more information, see the Oracle for Rights Implementation Guide.

Most of the topics covered in this chapter discuss how to access information about contracts.

- "About the Home Page" on page 2-2 covers recent notifications, properties, and contracts.
- "About the Notifications tab" on page 2-4 shows you how to search for notifications.
- "About the Contact Us tab" on page 2-4 invites you to share your comments with us.

- "Finding Property Catalog Items" on page 2-5 shows you how to locate property catalog items.

### Related Topics

Other related topics include:

- "Maintaining Property Information" on page 2-1 covers adding and editing items in the property catalog.
- "Working with Contracts" on page 4-1 covers information about creating contracts.

# 2.1 About the Home Page

The Home page offers you:

- Quick access to the most recent notifications, properties, and contracts.
- Quick search or browse capabilities to locate various contract properties.
- Advanced property search capabilities to refine your search criteria.

## 2.1.1 View Recent Notifications

On the Home tab, you can view recent notifications. Recent notifications show you:

- Alerts with due dates, such as when contracts are about to expire.
- The alert by due date and subject.
- Notices that a contract is awaiting approval.
- Notices that a contract has been approved or rejected.

By default, the most recent notifications are set to show the five most recent notifications. The administrator can change the default number of recent notification items. For more information, see the Oracle for Rights Implementation Guide.

### Step

On the Home tab under the Recent Notifications area, click the notification in the Subject column.

The results show you the contract number, status, subject, due date, and end date.

### Related topic

For more information, see "About the Notifications tab" on page 2-4

## 2.1.2 View Recent Properties

On the Home tab, you can view recent properties. The Recent Properties area shows you:

- The most recent contract properties that you cataloged or worked on.
- The property by the most recent updated title, property type, classification, and date.

By default, the most recent properties are set to show the five most recently cataloged or updated properties. The administrator can change the default number of recent property items. For more information, see the Oracle for Rights Implementation Guide.

You can "drill down" for more details such as Contributors, Release Schedules, and View Rights.

### Step

On the Home tab under the Recent Properties area, click the property in the Title column to view or drill down that property’s details.

## 2.1.3 View Recent Contracts

On the Home tab, you can view recent contracts. The Recent Contracts area shows you:

- The most recent contracts that you created or worked on.
- The contracts by the most recent updated contract name, contract number, and date.

By default, the most recent contracts are set to show the five most recently cataloged or updated contracts. The administrator can change the default number of recent contract items. For more information, see the Oracle for Rights Implementation Guide.

### Step

On the Home tab under the Recent Contracts area, click the item in the Contract Name column to view the contract areas.

## 2.2 About the Notifications tab

Notifications show you various alerts or messages. These notifications may include alerts with due dates, information that contracts that are awaiting final approval or have been approved or rejected. Some notifications may require you to provide a response, such as a contract approval notification.

On the Notifications tab, you can perform searches on notifications by these fields:

- **Status**: Choose Canceled, Closed, Invalid Reply, or Open.
- **Contract Number**: Enter either the full contract number or specify a partial match with the wildcard character, the percent % character.
- **Begin Date**: Enter a specific date or a range of beginning dates. The From date is the earliest date; the To date is the most recent date. You can click the Calendar button to select a date.
- **Due Date**: Enter a specific date or a range of due dates. The From date is the earliest date; the To date is the most recent date. You can click the Calendar button to select a date.

The results appear in the Notification Search Results area by Contract Number, Status, Subject, Due Date, End Date, and Due Date.

### 2.2.1 Search for Notifications

#### Steps

1. On the Home tab of Oracle Contracts for Rights, click the Notifications tab.

   The Notification Search page opens.
2. Specify one or more search criteria, such as status, contract number, or date.
3. Click the Go button.

   The results appear under the Notification Search Results area.
4. To clear the criteria, click the Clear button.

## 2.3 About the Contact Us tab

On the Contact Us tab, you can send us your comments by completing the following fields and entering your comments, questions, or suggestions in the area that follows the Your Phone Number field.

- **Category**: Choose Partnership, Feedback, Support, or Other.
- **Your Name**
- **Your E-mail Address**
- **Your Company Name**
- **Your Phone Number**

### 2.3.1 Send us your comments, questions, or suggestions:

#### Steps

1. On the Oracle for Rights Home tab, click the Contact Us tab.
2. Click a comment category: Partnership, Feedback, Support, or Other.
3. Complete the fields: Your Name, Your E-mail Address, Your Company Name, Your Phone Number.
4. In the area below the Your Phone Number field, enter any questions, comments, or suggestions.
5. Click the Submit button.

   Matching notifications appear in the Notification Search Results area.
6. Click the Clear button, to reset the fields.

## 2.4 Finding Property Catalog Items

On the Oracle for Rights Home tab, you can find contract property catalog items by:

- All Properties or by a specific property
- Advanced Search
- Browsing Property Catalog Items

### 2.4.1 Find Catalog Items by Property

You can find property catalog items by all properties or a specific property that contain a text string that you specify. You can perform wildcard searches by including the % character. For example, you can specify **%music** to bring up all properties that contain music in the property title.

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**Note:** The same search and browse features are available on both the Home and Properties tab. The location and procedures for searching and browsing on either tab are the same.

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### Steps

1. On the Oracle for Rights Home tab under the Find Catalog Items area, choose either All Properties or a specific property—such as Article, Book, Motion Picture, Music, or Photograph—on the list.
2. In the blank field below the Properties field, enter your text search string.
3. Click Go.

   The matches appear on the Properties tab.

### Related Topics

- "Edit or Update a Property Catalog Item" on page 3-3.
- "Find Property Catalog Items Using Advanced Search" on page 2-6
- "Browse Property Catalog Items" on page 2-7
- "Maintaining Property Information" on page 3-1.
- "Locating Contracts" on page 4-8

## 2.4.2 Find Property Catalog Items Using Advanced Search

You can refine your search for property catalog items by using the Advanced Search feature. The Advanced Search feature opens the Properties tab and lets you specify:

- **Property Type**: Article, Book, Motion Picture, Music, or Photograph
- **Property Name**: Enter free-form text. Optionally include a wildcard character—%.
- **Property Code**: Specify your unique ID of a property.
- **Copyright Date**: Specify beginning and ending copyright dates.
- **Country of Origin**: Specify the country.
- **Acquired Rights**: Specify the type of right acquired—All Rights, Distribution Rights, Performance Rights, Publicity Rights, and US Copyright.

- **Sort by**: Choose from Property Type, Property Name, Copyright Date, and Country of Origin.

### Steps

1. Do ***one*** of the following.
   - On the Oracle for Rights Home tab under the Find Catalog Items area, click the Advanced Search link.
   - Click the Properties tab.

   The Property Search page opens.
2. Specify one or more criteria: Property Type, Property Name, Property Code, Copyright Date, Country of Origin, Acquired Rights, or Sort by.

   For more information, see the descriptions in the introduction to these steps.
3. Click the Go button.

   Matching property catalog items appear in the Property Search Results area. The Property Search Results area follows the Property Search area.
4. In Property Name column, click an item to view the Property Summary.

### Related Topics


- "Edit or Update a Property Catalog Item" on page 3-3
- "Find Catalog Items by Property" on page 2-5
- "Browse Property Catalog Items" on page 2-7
- "Maintaining Property Information" on page 3-1
- "Locating Contracts" on page 4-8


## 2.4.3 Browse Property Catalog Items

On the Oracle Contracts for Rights Home tab, you can browse property catalog items. The Browse feature differs from search in that it enables you to 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 enables you to edit and update a property or contract. When you locate an item by browsing, you can change an item's selection.

**Note:** The available fields and property types will vary according to the property catalog item and its properties.

### Steps

1. Under the Browse area on either the Home tab or the Properties tab, choose All Properties or a property type, such as: Article, Book, Motion Picture, Music, or Photograph.

   The Browse page displays either all property types or the one you selected.

2. Under the appropriate property type, click a classification type, such as Category, Genre, or Type.

   **Note:** Your choice of classification types may vary between property types.

   A list of categories, genre, or types appear.

3. Click a specific category, genre, or type name.

   A list of matching properties by the selected category, genre, or type appears.

4. Click the property that you want to view.
5. The Product Summary page opens and shows:
   - The property name and any thumbnail image.
   - **General Details**: such as type, name, code, copyright date, country of origin, and language of origin.
   - **Technical Details**: such as rating, sound mix, aspect ratio, running time, and processes.
   - **Classifications**: such as types and codes.
   - **Contributors**: such as roles and names of those involved with the property.
   - **Release Schedules**: such as the medium and date.
   - **Products**: such as product name, contract number, rights type, and dates.

- **Rights**: such as contract number, rights type, exclusivity, and dates.

#### Related Topics

- "Edit or Update a Property Catalog Item" on page 3-3
- "Find Catalog Items by Property" on page 2-5
- "Find Property Catalog Items Using Advanced Search" on page 2-6
- "Maintaining Property Information" on page 3-1.
- "Locating Contracts" on page 4-8

# 3
# Maintaining Property Information

## 3.1 About the Property Catalog

You maintain information about your properties on the Properties tab. Properties are items for which you create contracts. Your properties may include books, music, motion pictures, articles, photographs, or works of art.

In Oracle Contracts for Rights, you can arrange your properties in this hierarchy:

- **Property type**: a broad or general classification, such as Book, Article, Music, Motion Picture, or Photograph.

  For example, your property might be a book on accounting.

- **Classification type**: an optional means of categorizing the property type.

  You can multiple classification types.

  For example, you can have a Category classification to organize your properties, such as Business, Culture, Children, Adult, and Language. You can another classification type for fiction or non-fiction.

- **Code**: (optional) an optional means of refining your classifications, such as a subcategory.

  For example, under the Business classification, you may have accounting, marketing, sales, finance, and investing codes.

- **Property**: the actual property that you own on which you can make rights contracts.

In the property catalog, you specify various attributes of a property and classify the property under one or more categories, such as:

- **Classifications**: Use classifications to define codes that help you organize your intellectual property catalog.

- **Thumbnail Image**: Upload an image to show a book cover, movie poster, and so on.
- **Contributors**: Specify contributor roles—such as authors, publishers, directors, and producers—along with the names of each contributor.
- **Release Schedule**: Select the medium—such as for a book: hard cover, soft cover, and so on—and the release date for the property.
- **View Rights**: Shows you the contracts associated with the property. From this point, you can select a contract and view its details.
- **Edit property**: Edit existing properties by adding or deleting contributors, release schedules, and properties.

#### References

For more information, see "Adding a Property" on page 3-4.

## 3.2 Locating Property Catalog Items

To locate property catalog items, you can perform searches or browse a list of properties. When compared with browsing for property catalog items, searches let you specify criteria to help you narrow your search. When you locate a property catalog item, you can review and update or edit its properties.

The following topics guide you through locating property catalog items:

- "Search for a Property Catalog Item" on page 3-2
- "Browse a Property Catalog Item" on page 3-3

### 3.2.1 Search for a Property Catalog Item

You can find property catalog items by all properties or a specific property that contain a text string that you specify. You can perform simple searches or more complex searches. For more information on searching for property catalog items, see:

- "Finding Property Catalog Items" on page 2-5
- "Find Catalog Items by Property" on page 2-5.
- "Find Property Catalog Items Using Advanced Search" on page 2-6.

Once you locate a property catalog item, you can view and update its properties.

### 3.2.2 Browse a Property Catalog Item

You can browse a property catalog item by either all properties or by a specific property classification, such as Article, Book, Motion Picture, Photograph, or Music. If you would prefer to narrow your search for a property catalog item, then consider performing a search. For procedural information on browsing for a property catalog item, see "Browse Property Catalog Items" on page 2-7.

### 3.2.3 Edit or Update a Property Catalog Item

When you locate property catalog items, you may want to correct or add new information. For example, you might want to add some role holder names as that information becomes available or changes, or you might want to revise the release schedule dates as plans change.

#### Steps

1. Locate a property catalog item that you want to change and display that item's Property Summary.

   For more information, see "Finding Property Catalog Items" on page 2-5 and "Browse Property Catalog Items" on page 2-7.

2. To edit the property name, thumbnail image, General Details, or Technical Details, click the Edit button that appears to the right of the property summary name.

3. To edit the Classifications, Contributors, Release Schedules, Products, or Rights, click the Edit button that appears to the right of that specific area.

   An example of the types of information in each area may include:

   - The property name and any thumbnail image.
   - General Details, such as type, name, code, copyright date, country of origin, and language of origin.
   - Technical Details, such as rating, sound mix, aspect ratio, running time, and processes.
   - Classifications, such as types and codes.
   - Contributors, such as roles and names of those involved with the property.
   - Release Schedules, such as the medium and date.
   - Products, such as product name, contract number, rights type, and dates.

- Rights, such as contract number, rights type, exclusivity, and dates.

4. In the available fields, make your revisions and click the Update button to save your changes.
5. If you do not want to save your changes, then click the Revert button.

### Related Topics

"Find Catalog Items by Property" on page 2-5

"Find Property Catalog Items Using Advanced Search" on page 2-6

"Browse Property Catalog Items" on page 2-7

"Maintaining Property Information" on page 3-1.

## 3.3 Adding a Property

This function lets you create new properties against a property type. Property types include articles, books, photographs, and so on. To add a property you:

- Complete the General Information
- Complete the Classification Information
- Complete the Contributor Information
- Complete the Release Schedule Information

### 3.3.1 Complete the General Information

A property's general information includes basic information, such as name, code, copyright date, and country of origin. A property's general information may also include additional fields according to the classification type and any customizing that you may have included. You can optionally include a JPG, JPEG, or GIF image file with the General Information.

#### Steps

1. Click the Property tab.
2. Below the Browse area, decide on a classification, and click the Edit button next to that classification.

   For example, your choices may be: Article, Book, Motion Picture, Music, and Photograph. You might have other classification choices.

The Property Details page opens.

3. In the Description field, enter information about your property that describes or identifies it.
4. If you want to include a thumbnail image:
   a. In the Thumbnail Image field, click the Load button.

      The Upload File window opens.
   b. Click the Upload button.
   c. Navigate to the directory that contains your image file.
   d. Select the image file.
   e. Click the Submit button.
5. Enter the General Details for the property.

   This information varies according to the property classification and any customizing you have included. Typical information includes Property Name, Property Code, Copyright Date, and Country of Origin.
6. Click the Create button.

   The Property Summary page opens and displays your property's image and General Details information.
7. Complete the remaining areas—such as Classifications, Contributors, Release Schedules, Products, Rights—by clicking the Edit button next to each item.

#### Related Topics

For more information, see the following topics.

- "Complete the Classification Information" on page 3-5
- "Complete the Contributor Information" on page 3-7
- "Complete the Release Schedule Information" on page 3-8
- "Complete the Product Information" on page 3-9
- "View Rights Information" on page 3-11

### 3.3.2 Complete the Classification Information

Classification information lets you refine your classification of properties, a type of sub-classification. You may also use codes that let you refine your classifications in a parallel sub-classification. For example, the Photograph or Motion Picture property types may include the Genre and Category classifications. For example, the Photography property type may include a Category classification with Code choices of Aerial, Animals, Underwater, Still Life, Portraits, Landscapes, Live Action, and Time Lapse.

The following procedures assume that you are:

- Creating a new property or editing an existing property.
- Displaying the Property Summary page of the property.
- Using one classification that has already been set up: Category.
- Associating a codes with each classification.

For information on locating properties, see "Finding Property Catalog Items" on page 2-5.

### Steps

1. Display the property's Product Summary page.
2. To the right of the Classification area, click the Edit button.

   The Classifications page opens.
3. If you need to add new rows, then click the "Add 3 Rows" button.
4. In the Classification Type column, choose a classification from the list.
5. In the Classification Code column, choose a code by clicking the Go button and selecting an item on the list.
6. To assign additional classifications to the property, repeat the preceding two steps in new row.

   For example, you may want your property to have multiple Code assignments. A photograph may qualify as both Aerial and Live Action. Each Code assignment appears on a separate row on the Classifications page.
7. When you have completed the classifications, click the Update button.

### Related Topics

For more information, see the following topics.

- "Complete the General Information" on page 3-4
- "Complete the Contributor Information" on page 3-7

- "Complete the Release Schedule Information" on page 3-8
- "Complete the Product Information" on page 3-9
- "View Rights Information" on page 3-11


### 3.3.3 Complete the Contributor Information

Contributors of a property include the roles and names of those involved with the property. For example, a Photograph property type may include roles such as: Photographer, Assistant, and Agency. You assign a person or company name to each role that you include with your property.

The following procedures assume that you are:

- Creating a new property or editing an existing property.
- Displaying the Property Summary page of the property.
- Using roles that have already been set up: Photographer, Assistant, and Agency.
- Associating a name with each role.

For information on locating properties, see "Finding Property Catalog Items" on page 2-5.

#### Steps

1. Display the property's Product Summary page.
2. To the right of the Contributors area, click the Edit button.

   The Contributors page opens.
3. If you need to add new rows, then click the "Add 3 Rows" button.
4. In the Role column, choose a role from the list.
5. In the Name column, choose a name by clicking the Go button and selecting an item on the list.
6. To assign additional contributors to the property, repeat the preceding two steps in new row.
7. Click the Update button to save your changes.

#### Related Topics

For more information, see the following topics.

- "Complete the General Information" on page 3-4
- "Complete the Classification Information" on page 3-5
- "Complete the Release Schedule Information" on page 3-8
- "Complete the Product Information" on page 3-9
- "View Rights Information" on page 3-11


## 3.3.4 Complete the Release Schedule Information

Release Schedules let you assign the different parts of a product release schedule to dates. The term "medium" refers to the named part of a release schedule. Examples of medium may include: Director's Cut, Large Print, Hard Cover, Theatrical Release, Soft Cover, Special Edition, Trade Paperback, and Video Premiere.

The following procedures assume that you are:

- Creating a new property or editing an existing property.
- Displaying the Property Summary page of the property.
- Using release schedule items that have already been set up.
- Assigning a date to each medium.

For information on locating properties, see "Finding Property Catalog Items" on page 2-5.

### Steps

1. Display the property's Product Summary page.
2. To the right of the Release Schedules area, click the Edit button.

   The Release Schedule page opens.
3. If you need to add new rows, then click the "Add 3 Rows" button.
4. In the Medium column, choose a medium from the list.
5. In the Date column, choose a date by clicking the Calendar button and selecting a date.
6. To assign additional release schedule medium to the property, repeat the preceding two steps in new row.
7. Click the Update button to save your changes.

### Related Topics

For more information, see the following topics.


- "Complete the General Information" on page 3-4
- "Complete the Classification Information" on page 3-5
- "Complete the Contributor Information" on page 3-7
- "Complete the Product Information" on page 3-9
- "View Rights Information" on page 3-11


## 3.3.5 Complete the Product Information

You can complete the Product information only after you have created the contract for the property. The contract specifies the contract number, the terms and conditions to use the property, such as the type of rights—All Rights, Exclusive Rights, Limited Rights—and the date range that the contract is in effect. For more information, see "Working with Contracts" on page 4-1.

In the property's Product area, you specify:

- **Product Name**: the product with which the property is being licensed to be used. The business suite administrator supplies that items on the Product list.
- **Contract Number**: the ID of the contract. When you created the contract, you specified a contract number.
- **Rights Type**: the type of rights, such as all rights, exclusive rights, and so on.
- **Start Date**: the applicable starting date for the product's usage of the property.
- **End Date**: the applicable ending date for the product's usage of the property.

The following procedures assumes you are:

- Using product and contract items that have already been set up:
  - You have already created the contract—its terms and conditions.
  - Your business suite administrator has added the associated product to the Product Name list.
- Creating a new property or you are editing an existing property.
- Displaying the Property Summary page of the property.

For information on locating properties, see "Finding Property Catalog Items" on page 2-5.

### Steps

1. Display the property's Product Summary page.
2. To the right of the Product area, click the Edit button.

   The Products page opens.
3. If you need to add new rows, then click the "Add 3 Rows" button.
4. In the Product Name column:
   a. Click the Go button.
   b. Select the associated product from the Search Results list.

   ---

   **Tip:** In the Product Name field, you can perform a search by entering the name and clicking the Go button. You can also perform partial match searches by include the wildcard % character. The Search Results area shows you the matching products.

   ---

5. In the Contracts Number column:
   a. Click the Go button.
   b. Select the contract number from the Search Results list.

   ---

   **Tip:** In the Contract Number field, you can perform a search by entering the contract number and clicking the Go button. You can also perform partial match searches by include the wildcard % character. The Search Results area shows you the matching contract numbers.

   ---

6. In the Rights Type column:
   a. Click the Go button.
   b. Select the rights type from the Search Results list.

---

**Tip:** In the Rights Type field, you can perform a search by entering the rights type name or ID and clicking the Go button. You can also perform partial match searches by include the wildcard % character. The Search Results area shows you the matching rights types.

---

7. In the Start Date and End Date columns:
   a. Click the Calendar icon.
   b. Select a start or end date on the respective calendar.
8. To assign additional products to the property, repeat the preceding steps in new row.
9. Click the Update button to save your changes.

#### Related Topics

For more information, see the following topics.


- "Complete the General Information" on page 3-4
- "Complete the Classification Information" on page 3-5
- "Complete the Contributor Information" on page 3-7
- "Complete the Release Schedule Information" on page 3-8
- "View Rights Information" on page 3-11


### 3.3.6 View Rights Information

You can view acquired rights for a property by clicking the Rights link. All of this information comes from the actual contract. The acquired rights shows you:

- Contract Number
- Rights Type
- Exclusive
- Start Date
- End Date

### Related Topics

For more information, see the following topics.


- "Complete the General Information" on page 3-4
- "Complete the Classification Information" on page 3-5
- "Complete the Contributor Information" on page 3-7
- "Complete the Release Schedule Information" on page 3-8
- "Complete the Product Information" on page 3-9

# 4 Working with Contracts

This chapter covers topics that help you locate, prepare for, create, and edit contracts:



## 4.1 Creating a new contract

Contracts are the means by which rights are transferred between parties. When you create a new contract, you can take three approaches:

- Create the new contract from an existing contract. This approach lets you use an existing contract that is similar to the one that you want to create. You can then edit the contents to suit the new contract.
- Create the new contract from a template. This approach lets you use the contents of a boilerplate or model contract to create a new contract. You can then edit the contents to suit the new contract.
- Create the new contract "from scratch". This approach lets you create a totally new contract that contains no content until you add it.

### 4.1.1 Items to include in contracts

Before you create a contract, you may want to prepare or gather your information for the contract. To create a contract, you specify various attributes—terms and conditions—of a contract. This information may include specifying:

- Defined parties to a contract.
- Defined rights by property type.
- Contract lines representing acquired rights.
- Rights.
- Exclusivity.
- Effective dates.
- Language/Territory.
- Contract type, parties, intent (buy or sell) and linking it to a property.
- Associated Property from catalog to contracts.
- Contract changes by updating party and rights information.

### 4.1.2 Parts of a contract

The parts of a contract are:

- **General Details**: Include contract name, contract number, intend (buy or sell), property name, amount, description, and date range or time period.
- **Administration**: Includes checklist and workflow approval that help you manage contracts and provide notifications to interested parties.
- **Parties**: Include those who are involved with buying and selling contract rights.
- **Rights**: Define the terms and conditions of the contract.
- **Attachments**
- **Section**

### 4.1.3 Create the new contract from an existing contract

You can create a new contract from a contract already in the Oracle for Rights database. For example, you might already have a contract that has very similar terms and conditions as the new contract that you want to create. You can create the new contract based on the contents of that existing contract and then edit the contents to suit the new contract's information.

### Steps

1. Click the Contracts tab.

   The Contract Search page opens.

2. Scroll down and click the Create button.

   The Create Contract page opens.

3. Select "Create From Contract", and click the Go button.

   The List of Contract Number page opens and displays the available contracts by contract number.

4. On the List Of Contracts page, do ***one*** of the following:

   - Scroll the list and click the contract number on which you are basing the new contract.
   - Perform a search by entering either full or partial criteria in the Contract Number field; clicking the Go button; and clicking the desired contract number.

   The Create Contract page opens. The contract number that you chose appears on the Create From Contract field.

5. Click the Create button.

   The Details page displays both populated and unpopulated fields. The populated fields come from the existing contract, such as the Property field. You can edit any of the fields to make it suitable for the new contract.

6. On the Details page, complete or edit these fields:

   - **Name**: Enter the name that you want to call your contract (required).
   - **Contract Number**: Enter the ID that you want to call your contract (required).
   - **Save As Template**: Select this if you want to create a template for new contracts.
   - **Intent—Buy** or **Sell**: Select Buy if you are purchasing rights or Sell if you are selling rights.

- **Property Name**: Specify the property for which rights are being bought or sold (required).
- **Amount**: Enter the sales price being paid for the rights.

**Note:** Do not use decimals or commas in the amount figure.

- **Description**: Enter any text that you want to summarize the contract.
- **Start Date** and **End Date** OR **Duration** and **Period**: Enter ***either*** the starting and ending date ***OR*** the duration and period (day, week, month, year).

**Note:** If you enter both the dates ***and*** the duration and period, an error condition will occur.

7. In the Administration area, complete these fields:
   a. In the QA CheckList field, click the Go button and click the appropriate item.

      Refer to your internally organized checklist procedures. The administrator sets up the checklist. For more information, see the Oracle Contracts for Rights Implementation Guide.
   b. In the Approval Workflow field, click the Go button and click the appropriate workflow item.

      Refer to your internally organized workflow procedures. The administrator sets up the workflow. For more information, see the Oracle Contracts for Rights Implementation Guide.
8. Click the Create (or Update) button.

### 4.1.4 Create the new contract from a template

When you create contracts, you can save them as a template for use in creating additional contracts. This can save you time in preparing new contracts. When you create a new contract from a template, you have to modify its contents—such as its terms and conditions—to make it suitable to the contract.

For example, if your company has contracts that are fairly consistent among a property type, such as Photographs, then you can set up a boilerplate contract that serves as a template.

### Steps

1. Click the Contracts tab.

   The Contract Search page opens.

2. Scroll down and click the Create button.

   The Create Contract page opens.

3. Select "Create From Template", and click the Go button.

   The List of Template Number page opens and displays the available templates by template number.

4. On the List of Template Number page, do ***one*** of the following:

   - Scroll the list and click the template number on which you are basing the new contract.
   - Perform a search by entering either full or partial criteria in the Template Number field; clicking the Go button; and clicking the matching contract number.

   The Create Contract page opens. The contract number that you chose appears on the Create From Template field.

5. Click the Create button.

   The Details page displays both populated and unpopulated fields. The populated fields come from the template, such as the Property field. You can edit any of the fields to make it suitable for the new contract.

6. On the Details page, complete or edit these fields:

   - **Name**: Enter the name that you want to call your contract (required).
   - **Contract Number**: Enter the ID that you want to call your contract (required).
   - **Save As Template**: Select this if you want to create a template for new contracts.
   - **Intent—Buy** or **Sell**: Select Buy if you are purchasing rights or Sell if you are selling rights.
   - **Property Name**: Specify the property for which rights are being bought or sold (required).
   - **Amount**: Enter the sales price being paid for the rights.

**Note:** Do not use decimals or commas in the amount figure.

- **Description**: Enter any text that you want to summarize the contract.
- **Start Date** and **End Date** OR **Duration** and **Period**: Enter ***either*** the starting and ending date ***OR*** the duration and period (day, week, month, year).

**Note:** If you enter both the dates ***and*** the duration and period, an error condition will occur.

7. In the Administration area, complete these fields:

   a. In the QA CheckList field, click the Go button and click the appropriate item.

      Refer to your internally organized checklist procedures. The administrator sets up the checklist. For more information, see the Oracle Contracts for Rights Implementation Guide.

   b. In the Approval Workflow field, click the Go button and click the appropriate workflow item.

      Refer to your internally organized workflow procedures. The administrator sets up the workflow. For more information, see the Oracle Contracts for Rights Implementation Guide.

8. Click the Create (or Update) button.

### 4.1.5 Create the new contract from scratch

You can create a new contract

1. Click the Contracts tab.

   The Contract Search page opens.

2. Scroll down and click the Create button.

   The Create Contract page opens.

3. Select "Create From Scratch", and click the Go button.

   The Details page opens.

4. On the Details page, complete or edit these fields:

   - **Name**: Enter the name that you want to call your contract (required).
   - **Contract Number**: Enter the ID that you want to call your contract (required).
   - **Save As Template**: Select this if you want to create a template for new contracts.
   - **Intent—Buy** or **Sell**: Select Buy if you are purchasing rights or Sell if you are selling rights.
   - **Property Name**: Specify the property for which rights are being bought or sold (required).
   - **Amount**: Enter the sales price being paid for the rights.

   ---

   **Note:** Do not use decimals or commas in the amount figure.

   ---

   - **Description**: Enter any text that you want to summarize the contract.
   - **Start Date** and **End Date** OR **Duration** and **Period**: Enter ***either*** the starting and ending date ***OR*** the duration and period (day, week, month, year).

   ---

   **Note:** If you enter both the dates ***and*** the duration and period, an error condition will occur.

   ---

5. In the Administration area, complete these fields:

   a. In the QA CheckList field, click the Go button and click the appropriate item.

      Refer to your internally organized checklist procedures. The administrator sets up the checklist. For more information, see the Oracle Contracts for Rights Implementation Guide.

   b. In the Approval Workflow field, click the Go button and click the appropriate workflow item.

      Refer to your internally organized workflow procedures. The administrator sets up the workflow. For more information, see the Oracle Contracts for Rights Implementation Guide.

6. Click the Create (or Update) button.

## 4.2 Locating Contracts

If you would like to view or work on a contract that has already been created, then you can use either the search or browse features to locate the contract. Once you locate your contract, you can view or update its contents.

Searches on property or contract details let you narrow your search to specific words. Browsing for property or contract details lets you locate items by classifications and categories. Once you locate your contract, you can view or update the contract's contents.

### 4.2.1 Search for Contracts

You can locate contracts by specifying one or more contract search criteria on the Contracts tab.

#### Steps

1. On the Contracts tab, specify one or more search criteria:
   - **Contract Number**: Enter full or partial search string criteria.
   - **Contract Name**: Enter full or partial search string criteria.
   - **Template Used**: Choose from a list of templates from which contracts were recreated.
   - **Search for**: Choose from All Contracts, Standard Contracts, or Contract Templates.
   - **Date Signed**: Specify From and To dates to find contracts that were signed within a date range.
   - **Start Date**: Specify From and To dates to find contracts that have starting dates within a date range.
   - **End Date**: Specify From and To dates to find contracts that have ending dates within a date range.
   - **Sort by**: Contract Name, Number, or Type
2. Click the Go button.

   Matching contracts appear in the Contract Search Results area. If the contract has multiple versions, only the current version appears. For more information on contract versions, see "Create New Version of Contract" on page 4-13.
3. To view a contract, click the contract number.

The contract's Details page displays the contract's General Details, Administration, Parties, Rights, Attachments, and Sections.

### 4.2.2 Access Property and Associated Contract Details

The following topics help you locate properties and contracts:

- "Searching and Accessing Information" on page 2-1.
- "View Recent Contracts" on page 2-3.
- "Locating Property Catalog Items" on page 3-2.

Once you locate—either by searching or browsing—the name of a property or a contract, you can view its details on the Property tab.

#### Steps

1. Click the title of your item to view its summary information.

   If you are viewing a contract, the Details page shows: General Details, Administration, Parties, Rights, Attachments, and Sections.

   If you are viewing a property, the Property Summary page shows: General Details, Classifications, Contributors, Release Schedules, Products, and Rights.

2. To edit items within an area, click the Edit button that appears to the right of the area name, such as Classifications, Contributors, Release Schedules, Products, and Rights.

3. If you want to view associated contract details, then click Rights from the left menu.

   The Acquired Rights page shows Contract Number, Rights Type, and Dates.

4. If you want to view contract-related details, then click Summary on the left menu.

   The Contract Summary page appears.

5. If you want to view other details of the contract, click one the additional features on the left menu.

### 4.2.3 Add Contract Related Information

After entering contract-related information into appropriate fields, you select a property with which to associate it. This task consists of the following procedures.

- Associate Property with the Contract
- Add Parties to the Contract
- Add Rights to the Contract

## 4.2.4 Associate Property with the Contract

### Steps

1. Search for and display the contract with which you want to associate a property.

   For more information, see "Search for Contracts" on page 4-8.
2. On the Summary Details page, click the Edit button next to the General Details area.

   The Update Contract page opens.
3. On the Update Contract page, click the Go button on the Property field.

   The List of Property Name page opens.
4. On the List of Property Name page, click a property in the Property Name column of the Search Results area.

   Optional: Enter full or partial search criteria in the Property Name field, and click the Go button to locate your property.
5. The property appears in the Property Name field of the Update Contract page.
6. Click the Update button.

## 4.2.5 Add Parties to the Contract

### Steps

1. Search for and display the contract to which you want to add a party.

   For more information, see "Search for Contracts" on page 4-8.
2. On the Summary Details page, click the Edit button next to the Parties area.

   The Parties page opens.
3. To add parties, click the "Add 3 Rows" button.
4. In the Role column, choose a role for a party: Buyer or Seller.

5. On the same row in the Party Name column, click the Go button and choose a party that corresponds to the role you specified in the previous step.
6. Repeat the previous steps to add more parties.
7. Enter Name (or leave blank to return list with all names).
8. Click Go.
9. Click the Update button to save your changes.

### 4.2.6 Add Rights to the Contract

#### Steps

1. Search for and display the contract to which you want to add a right.

   For more information, see "Search for Contracts" on page 4-8.
2. On the Summary Details page, click the Edit button next to the Rights area.

   The Rights page opens.
3. To add rights, click the "Add 3 Rows" button.
4. In the Rights Type column, choose a a rights type.

   See your Contracts for Rights administrator regarding the available rights.
5. On the same row in the Exclusive column, select the checkbox to make the rights exclusive; deselect the checkbox to make it non-exclusive.
6. On the same row in the Start Date and End Date columns, click the Calendar button and click the respective dates.
7. Repeat the previous steps to add more rights.
8. Click the Update button to save your changes.

## 4.3 Creating a contract template

You can create contract templates when you reuse the same basic contract content—such as terms and conditions—for multiple contracts. Contract templates can save you time from having to recreate the same basic content for each new contract. For example, you may have a basic contract for each property type, such as Books, Articles, Movies, and Photographs. When you create a new contract from a template, you can then customize its contents to suit the specific property, parties, and terms and conditions.

You can create a contract template from:

- An existing contract
- Another template
- Newly created contract. For more information on creating contracts, see "Creating a new contract".

### Steps

1. Click the Contracts tab.

   The Contract Search page opens.

2. Scroll down and click the Create button.

   The Create Contract page opens.

3. In the Create Template area, select "Create From Scratch".
4. Click the Go button.

   The Details page opens.

5. On the Details page, complete or edit these fields:
   - **Name**: Enter the name that you want to call your contract (required).
   - **Contract Number**: Enter the ID that you want to call your contract (required).
   - **Save As Template**: Select this if you want to create a template for new contracts.
   - **Intent—Buy** or **Sell**: Select Buy if you are purchasing rights or Sell if you are selling rights.
   - **Property Name**: Specify the property for which rights are being bought or sold (required).
   - **Amount**: Enter the sales price being paid for the rights.

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   **Note:** Do not use decimals or commas in the amount figure.

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   - **Description**: Enter any text that you want to summarize the contract.
   - **Start Date** and **End Date** OR **Duration** and **Period**: Enter *either* the starting and ending date ***OR*** the duration and period (day, week, month, year).

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**Note:** If you enter both the dates ***and*** the duration and period, an error condition will occur.

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6. In the Administration area, complete these fields:
   a. In the QA CheckList field, click the Go button and click the appropriate item.

      Refer to your internally organized checklist procedures. The administrator sets up the checklist. For more information, see the Oracle Contracts for Rights Implementation Guide.
   b. In the Approval Workflow field, click the Go button and click the appropriate workflow item.

      Refer to your internally organized workflow procedures. The administrator sets up the workflow. For more information, see the Oracle Contracts for Rights Implementation Guide.
7. Click the Update button.

## 4.4 Maintaining Contract Versions

Sometimes your contracts may go through multiple versions until the final contract is signed. You can maintain multiple versions of a contract in Oracle Contracts for Rights. The ***newest*** version of a contract is the ***current*** version, even if you had more recently updated an earlier version of a contract. By maintaining multiple versions of a contract, you can review the changes that took place.

### 4.4.1 Create New Version of Contract

As you make revisions of contracts, you may want to maintain multiple versions of a contract.

#### Steps

1. Search for and display Summary Details page of the contract from which you want to create a new version.
2. Scroll to the bottom of the Details page, and click the Create New Version button.

The Update Contract page opens and displays the General Details and Administration areas.

3. Enter any changes you require for the new version and click the Update button.
4. If you want to revert to the old version, click the Revert button.

### 4.4.2 View Old Version of Contract

When you maintain multiple versions of a contract, you can view the old version.

#### Steps

1. Search for and display Summary Details page of the contract from which you want to view an old version.
2. Scroll to the bottom of the Summary Details page, and click the View Old Version button.

   The Contract Versions page opens and displays a list of that contract's versions.
3. In the Contract Version column, click the version number that you want to view.

   The Details page shows you the main parts of your contract.
4. To make changes to the contract, click the Edit button that appears next to the area that you want to change.
5. Enter any changes you require for the new version.
6. Click the Update button to save your changes.

## 4.5 Verifying Your Contract

Oracle Contracts for Rights includes automated quality assurance verification of your contracts.

**Important!** Your contract must pass quality assurance verification before you can submit the contract for final approval.

Quality assurance (QA) verification examines:

- **Check Effectivity Dates**: Verifies if the start date and end date are in chronological order and have valid values.

- **Check Required Values**: Verifies that required values are present. For example, you must have at least two parties in a contract, and if one party is missing from the contract, then an error condition occurs.
- **Check Rule Groups**
- **Check Rule Group Parties**
- **Verify that the minimum number of parties have been selected**

### Steps

1. Search for and display Summary Details page of the contract that you want to verify.
2. Scroll to the bottom of the Summary Details page, and click the Check Contract button.

   The Quality Assurance Check Results page opens and shows the results. If the quality check results in an failure, then this message appears: "Error: Quality Assurance Check Failed".

   Details appear in the table by Process Name, Description, Status, and Comments. For more information, see the information that precedes these steps.

## 4.5.1 Submit Contracts for Final Approval

After you have completed your contract and have successfully processed it through the quality assurance verification, you can submit it for final approval. The steps in the approval process include:

- Requiring you to click the Submit for Approval button.
- The Submit for Approval process verifies the contract.
- If verification fails, then no further approval processing takes place.
- If verification succeeds, then notification is sent to the approval.
- When the approver logs on to Contracts for Rights, the Recent Notifications area of the Home page shows a message that the contract is awaiting approval.
- The approver can review the contract and then click either an Approve or Reject button.
- Notification messages go to assigned parties that inform them of approval or rejection.

### Related Topics


- "Verifying Your Contract" on page 4-14
- "View Recent Notifications" on page 2-2