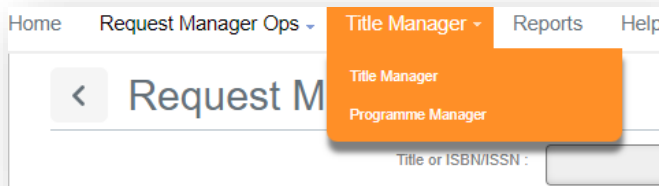


Including and Excluding Titles in the Fee Payable Licensing Programme

Opting in all titles into Fee Payable Licensing

The Fee Payable Licensing (FPL) programme enables PLSclear to automatically generate quotations and licences for charged for permission requests.



You can opt all your titles into the FPL programme from the **'Title Manager > Programme Manager'** page.

Select the relevant Programme Name (e.g. Fee Payable Licensing).

Programme Name	Status
Fee Payable Licensing ?	✘
Free Of Charge ?	✘

Opt-in all titles

Yes
 No

Bulk opt-in parameters

You have not set any parameters yet.

SET BULK PARAMETERS

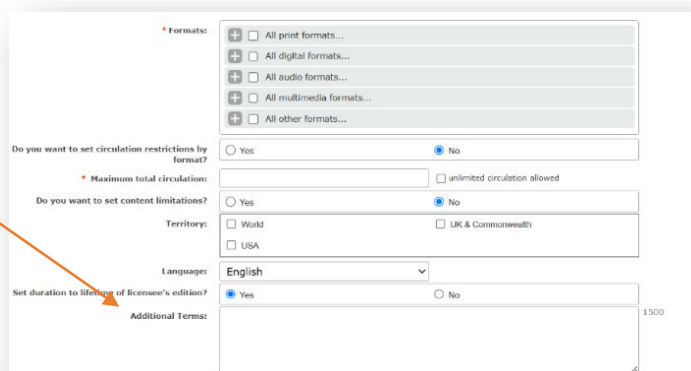
Select **'Yes'** to the **'Opt-in all titles'** option and then click **'Set Bulk Parameters'**.

1. Setting Rights Granted

First, set up the rights you are willing **to grant** to requestors. Select the formats you would like to license through the programme as well as settings for: maximum circulation, territory, language, and licence length.

As all licences generated through PLSclear use standard Terms and Conditions.

'Additional Terms' is optional, but it gives you the opportunity to add specific terms to licences for your titles.



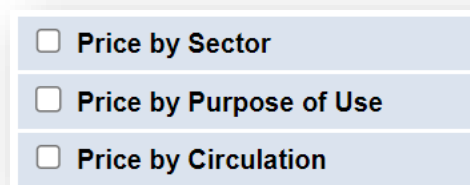

Tip!

If you're automating your licensing, you can set content limitations. This allows you to add in a maximum word and page count as well as the number of tables and images that can be licensed automatically.

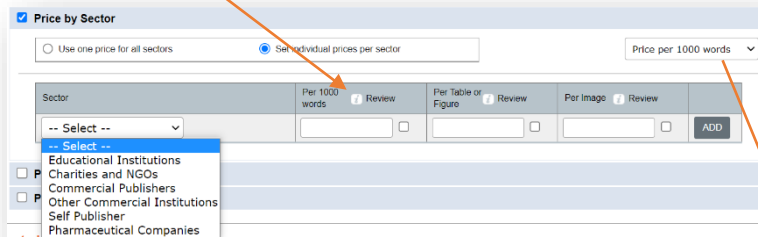
2. Setting your pricing

Enter the fees you would like to charge into the grids shown. You do not have to fill in all three grids, but you must enter values in at least one of the three pricing tables.

You can set one price for all requests, regardless of sector, or choose to set different prices per sector, purpose of use, and circulation.

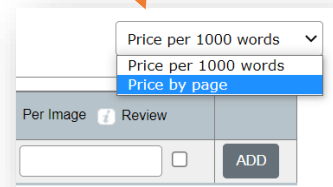


Select **'Review'** to send all requests meeting the requirements to your Request Manager.

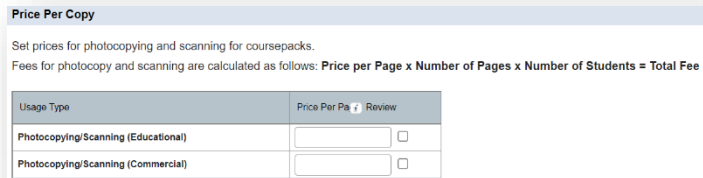


Tip!
The **'Review'** feature is helpful if, for example, you would like to fully automate requests to reuse text extracts but want to review requests for images.

You can choose to charge per page or per thousand words for text requests using the dropdown.



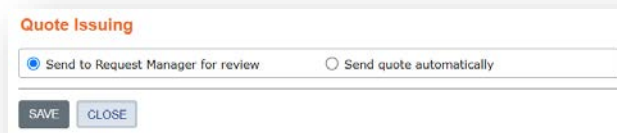
If you selected **'Photocopying'** or **'Scanning'** when setting up your **'Rights Granted'**, the **'Price Per Copy'** grid will also appear.



3. Do you want to automate?

At the end of the settings, you will be given the option to send licences automatically or to send requests to your Request Manager for review.

Remember!
If you choose to **'Send Quote Automatically'** all requests that fall within your parameters will be issued a quotation as soon as the request is put through the system.





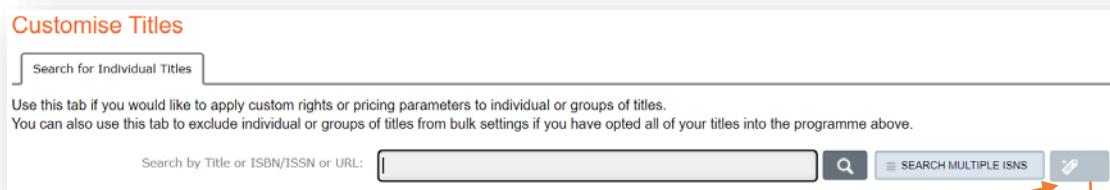
If you choose 'Send to Request Manager for Review', an FPL icon will appear beside requests that fall within these parameters, and you will have to review and respond to the request.



Opting in individual or groups of titles into Fee Payable Licensing

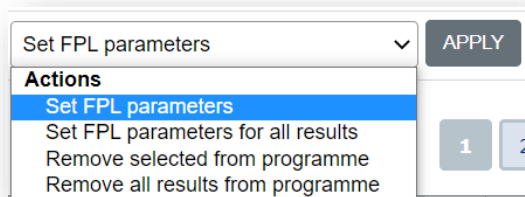
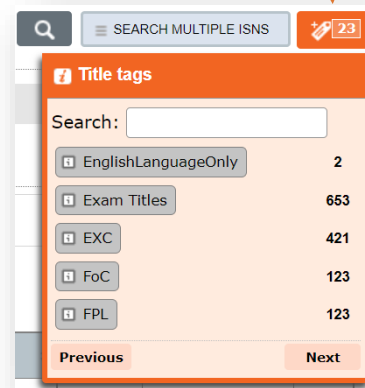
If you want to set different pricing or rights granted options for individual or groups of titles, you can do so in the 'Customise Titles' area of the **Fee Payable Licensing Programme**.

First, search for the title/s you would like to include. To search for a group of titles, click '**Search Multiple ISNS**' and paste the identifiers into the box.



-OR-

You can select a tag that you've previously set up. This will return all titles with this tag.



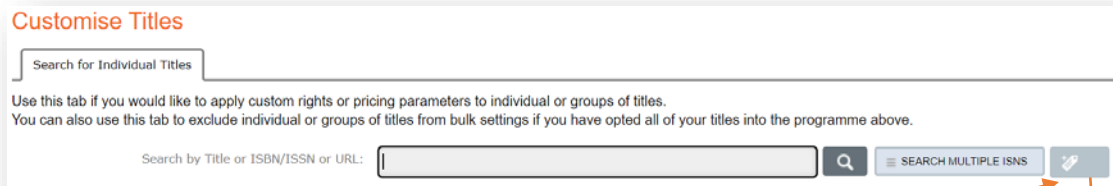
When your results are returned, select '**Set FPL parameters for all results**' for the selected titles, or '**Set FPL Parameters**' from the dropdown menu.

You can then set your rights granted, pricing and automation level as detailed in points 1, 2 and 3 previously.

Excluding all or individual titles into Fee Payable Licensing

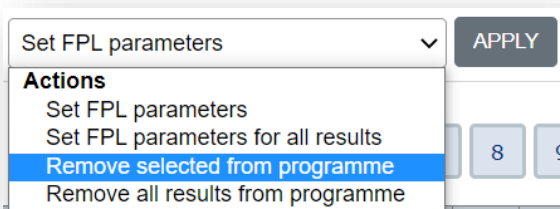
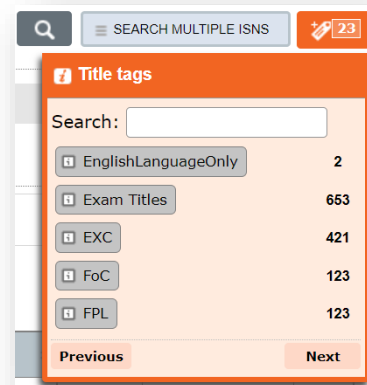
If there are titles you don't want included in the Fee Payable Licensing programme, you can exclude these using 'Customise Titles' at the bottom of the 'Fee Payable Licensing' page.

First, search for the title/s you would like to include. To search for a group of titles, click 'Search Multiple ISNS' and paste the identifiers into the box.



-or-

You can select a tag that you've previously set up. This will return all titles with this tag.



When your search results are returned, select 'Remove selected from the programme' or 'Remove all results from the programme' from the dropdown menu and hit 'apply'.

These title/s will appear in the 'Customised or Excluded Titles' list.

