



YOUR ONLINE RIGHTS PLATFORM: A QUICK START GUIDE

As part of your Livres Canada Books membership, you receive free access to the IPR License online rights-management platform. This guide will show you the basic features of the platform to help you get started selling your rights online.

DASHBOARD

Whenever you log-in your dashboard will display with key information about your account and titles.

Log-in on at IPRlicense.com using your registered email address (username) and the password you were sent to log onto your **Dashboard**

Manage Your Titles

Titles

Manage your title information, create a rights guide and upload titles

Offers

See which titles have had offers and respond to them in one clear screen

Transactions

View invoices and sales reports from completed deals

Account

Manage accounts, passwords and email notifications etc

1. Rights Map: Shows which parts of the world are most interested in your titles. You can zoom in to regions and change the date range via the calendar icon below the map.

2. Title Statistics: including which titles are gaining the most interest.

3. Activity Feed: enquiries for titles, and updates on followed titles.

4. Titles: Manage your title information, create a rights guide and upload titles.

5. Offers: See which titles have had offers and respond to them in one clear screen.

6. Transactions: View invoices and sales reports from completed deals. **Account:** Manage accounts, passwords and email notifications etc

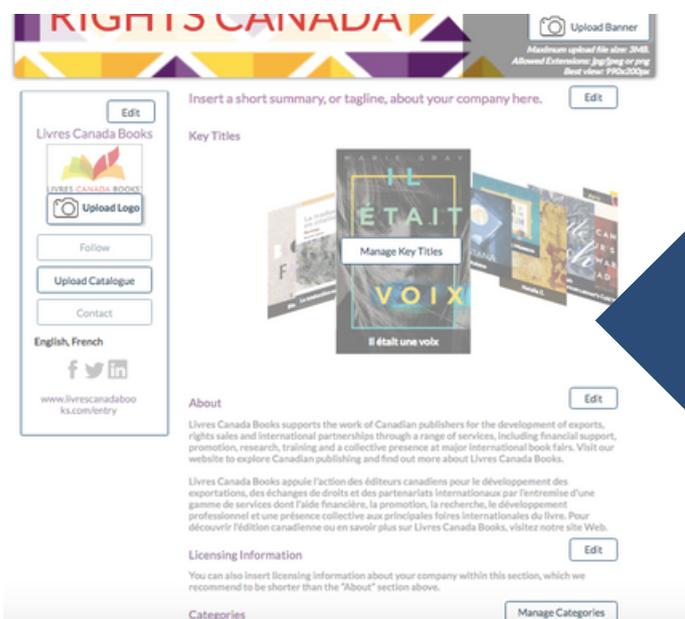
! When **logging in for the first time**, you will need to change and set your password for subsequent visits. From the dashboard: **Account > Account Settings > Password > Change your password information**

RIGHTS PORTAL

As part of the IPR Toolbox, you get your very own **Rights Portal** to display all of your titles, imprints, Instant Rights Guide, and company information

On your Dashboard, click the “Edit Company Information” button
This takes you to the Edit Portal screen.

Clicking on “Edit” allows you to update each field separately.



Tagline: This is the top-level information at the top of your company profile.

About: Put further information about your company, format it with links, columns, indents, and more. We recommend this section to be no more than 150 words

Licensing Information: This is an optional space to add any additional information about your titles and Rights Department.

Key Titles: You can choose up to 100 Key Titles which are featured on your Rights Portal as a carousel.

You can select and update Key Titles by:

- Clicking “Key Title” on each individual book
- Multi-selecting Key Titles and choosing “Add to Key Titles”
- Visiting “Manage Key Titles” on either Edit Rights Portal, or within the Manage Titles interface

You can also update your Categories and Key Titles by clicking on “Manage Categories” and “Manage Key Titles”

METADATA

Account Settings

- Profile
- Titles
- Account
- Offers
- Transactions
- Privacy Settings
- User Settings

Manage Your Titles Guidelines

View As Company
Toggle to view all books added to your company's account (View as Company), or to view only the titles you have added (View as Me).

View and Edit

- My Books**
Search through and manage your uploads here. Edit any bibliographic data, supplementary information, rights and permissions.
- My Titles**
Manage your Key Titles here - choose the titles you would like to prioritise when approaching rights buyers.
- Instant Rights Guide**
Create, edit and download a PDF catalogue of your rights on the IPR License platform.
- Edit Multiple Books**
Edit the bibliographic data for up to ten books at a time here.
- Download Titles Data**
Download a full metadata report from the titles listed on the system. You can make changes and re-upload this spreadsheet via the Bulk Upload.
- Manage Previews, Manuscripts and Supporting Information Uploads**
View and manage your manuscripts.
- Title Statistics**
View general statistics for your titles: most popular, key titles, number in your account.
- Followed Titles**
View and manage your saved titles here.
- Manage Title Groups**
Create and manage groups for your imprints, categories and in-house titles management.
- Manage Criteria**
Click to set criteria for titles notifications.

Add Metadata

- Bulk Upload Titles**
Upload your titles metadata to the system and assign the book records to your account.
- Add Single Title**
Create a new record and add rights and permissions here.
- Images**
Upload images to your titles via our bulk upload function here.
- Previews**
Upload previews to your titles via our bulk upload function here.
- Manuscripts**
Upload manuscripts to your titles via the bulk upload function. Manuscripts can be viewed by IPR License Admins only.
- Supporting Info**
Upload supporting information to your titles here, via our bulk upload function.

Uploading Bibliographic Information

Upload title information using our simple to use spreadsheet which takes up to 20000 titles

Dashboard > Manage Titles > Add Metadata > Bulk Upload Titles

Then download the books spreadsheet Do not make any changes to the spreadsheet columns, headings, or formatting. Changes to this spreadsheet may result in upload failure.

Always download the spreadsheet from this page. We often make changes to this document which may mean previous versions of the spreadsheet will fail on upload. which is the first on the list of options.

As well as the bulk upload tools you can also upload books on a title by title basis or via an ONIX or electronic feeds.

Uploading Images

Upload front cover images by visiting the Image Upload Page. The platform supports png, jpg, jpeg, and bmp formats. To upload an image it must be titled as ISBN.jpg. e.g. if your ISBN is 9780123456789, your image is named 9780123456789.jpg. Simply drag and drop the images into the screen, and once you've chosen your images, click "Start Upload".

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Upload Titles Metadata

If you're uploading books, download [this spreadsheet file](#).

If you're uploading serials (journals, magazines, blogs or newspaper) data, download [this spreadsheet file](#).

1) Download and complete the Excel spreadsheet from the link above. Please note that the spreadsheet was updated in December 2016. You will need to use the new version.

See instructions on the spreadsheet tabs. Please note changing the spreadsheet layout will cause the upload to fail. Check our Help Centre guides on the following: [Spreadsheet Terminology](#) > [Adding Rights](#) > [Adding Permissions](#)

2) When you've added all data to the spreadsheet, click 'Choose file' at the bottom of this page. Browse to find the file then click 'Upload file'. You will see a notification informing you when the process has started.

3) Track the status of your upload from the [Bulk Upload History](#) page. You will also receive a notification in your Messages when the upload is complete.

4) Once all titles are uploaded, add the cover images, previews, supplements, and manuscripts. Check our Help Centre guides for more information: [Image Upload](#) > [Preview Upload](#) > [Image Specifications](#)

5) View and edit all titles from [My Books](#). Download the titles data spreadsheet to update titles.

[Choose File](#) (No file chosen)

[Upload File](#)

Metadata | Images | Previews | Manuscripts | Supporting Info | Upload History

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Instant Rights Guide

Using our automation technology you can generate an Instant Rights Guide in minutes, displaying your titles in an easy to read format. This Instant Rights Guide can be downloaded into pdf or hyperlinked directly into your Publisher Rights Portal.

Step 1: Upload and arrange the titles you would like to include in your Instant Rights Guide

Title	Pub Date	Category	Apply
100 Jews and Hamlets Franz Maschke 9782890292164	November 2013	The Arts	Edit
1979 Ray Robertson 9781371362940	March 2018	The Arts	Edit
400-Catrina Miami Jail Park, Sheldon McLaren, and Ashley Biley 9781927121843		The Arts	Edit
Accurion Kate Kellough 9781894037639	November 2016	The Arts	Edit
Amah and the Silk Winged Pigeons Jennifer Galtie 9781371334372	September 2017	The Arts	Edit
Anna Carline Water Olivia Sester 9781891580409	November 2013	The Arts	Edit
100 First Animals Anna Parry Illustrated by Annie Seehoe 9782924786499	2018	The Arts	Edit
1000 Questions and Answers About Animals Diana K. Howard Illustrated by Melvine Villanueva 9782924788455	2018	The Arts	Edit

Create a PDF with selected titles on IPR in minutes. You can display this on your rights portal and download and email it to a prospective buyer. The Rights Guide contains links to your titles, and a buyer can put an enquiry through in seconds.

Select the titles you would like to add in My Books by using the tick-box and select the "Create Rights Guide" option at the top of the screen. This opens up the Instant Rights Guide screen. You can find this by **Manage Titles > Instant Rights Guide**.

Customise your Rights Guide to have your own front and back covers, If you do not have your own design, you can create a simple front cover with a heading and subheading by ticking the "Front Cover Template" box.

Clicking "Finish" takes you to the completed Rights Guide page. A "Save & Download PDF" button displays at the top. Clicking this button will download a PDF.

INSTANT RIGHTS

Allows you to automate a fully transactional rights service to potential buyers.

[Add Single Title](#)

Create a new record and add rights and permissions here.

[Images](#)

Upload images to your titles via our bulk upload function here.

[Previews](#)

Upload previews to your titles via our bulk upload function here.

[Manuscripts](#)

Upload manuscripts to your titles via the bulk upload function. Manuscripts can be viewed by IPR License Admins only.

[Supporting Info](#)

Upload supporting information to your titles here, via our bulk upload function.

[History](#)

Track the progress of your metadata uploads here.

Configure Instant Rights

[Activate Instant Rights](#)

Activate/De-Activate all instant rights for your company's titles in the IPR License platform.

[Configure Threshold](#)

Set the maximum value of deals that should go through the instant rights offer process.

[Configure Instant Rights Profile](#)

Set the base costs to use for each of the instant rights profiles.

[Configure Territory](#)

Adjust the price calculation for each of the supported territories.

[Configure Language](#)

Adjust the price calculation for each of the supported languages.

[Configure Units](#)

Adjust the price calculation for different unit ranges.

[Configure Contract Length](#)

Adjust the price calculation for different contract lengths.

[Configure Rights Type](#)

Adjust the price calculation for different right types.

[Configure Contract](#)

Configure Contract

[Configure Review](#)

Configure Review

In order for a title to display a price, it must have an Instant rights profile set. Each price profile corresponds to a base price which is used for Add-ons to the overall value of the deal. You can configure the base price associated with each profile on the Configure Instant Rights profile page.

The core of the price displayed in Instant Rights is based on the royalty percentage associated with the number of units that will be produced/sold. This percentage can be configured on the Configure Units screen.

Using "Configure Territories, Configure Languages and Contract length" you can apply a premium price to these base prices if the buyer is requesting the rights for certain territories, languages, or years.

For more information about Instant Rights, IPR License provides an extended pricing configuration guide with pricing scenarios. Ask your Account Contact for more information.

Configure your deals in terms of territory, language, rights type, contract length etc., go to the configuration menu: **Manage > Titles > Instant Rights**

As Instant Rights is completely configurable, you can choose to activate or deactivate entirely by clicking the "Activate Instant Rights" button and clicking on the Activate toggle.

Configure Threshold & Review

The threshold is a price set by the publisher; for offers where we have calculated the price to be below that threshold, we will show a price to the buyer. It will then be possible for them to agree that price before your review. For offer above the threshold, we will notify you of the details of the deal, and you can continue your pricing negotiation within the IPR License messaging screens. To activate the review step visit the configure review page. If the review step is active, then after the buyer chooses to accept the price the deal is sent to the seller to review and approve before proceeding. This option is off by default, but most publishers will like this on for launch.