



OLE Guide to Licensing

May 2013, Milestone Release 0.8
User Documentation for Licensing Activities during Selection Only



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Overview


Licensing is only a part of the Select and Acquire module. To learn more about module, see the *Select and Acquire Overview* in the wiki's [Driver's Manual](#).

The Licensing process in OLE includes a back and forth negotiating process between the licensing institution and the electronic resource vendor to set the final terms of the license contract. This is intended to be completed in advance of other acquisition processes in OLE 0.8. OLE will store notes, data and attached documents from this initial licensing period in an electronic document, or e-doc, called a License Request.

Licensing workflows are a variable part of the electronic acquisitions process. Some resources do not require a license at all and can be used within the guidelines of copyright law, while others require extensive negotiation of business and licensing terms. In general, the licensing process consists of:

- Requesting a standard license from a publisher for a resource
- Assigning the license to a “shepherd” or license owner
- Comparing the license with standard requirements established by the institution and/or library
- Back and forth negotiation with the publisher / library administration to modify license language if necessary.
- If approval, final signatures from both parties.
- Storing final license document (generally a PDF) in OLE.
- Coding machine-readable interpretation of license terms in OLE via a license editor (will be stored as ONIX-PL in the Doctor). Note that this final step is planned for a future release.

The documents and workflows in the Licensing module will allow authorized users to gather information on available terms, store reference materials from providers, track and record external communications or “events,” and trace internal reviews, approvals, and signatures/signed agreements.

 In order to work efficiently in the system's Licensing screens, you need to understand the basics of the user interface. For information and instructions on logging on and off, navigating, understanding the components of screens, and performing basic operations in the screens, see the [OLE and Rice-KFS wiki pages](#).

This and other OLE user guides are available for download from the [OLE 0.8 Milestone User Documentation](#).

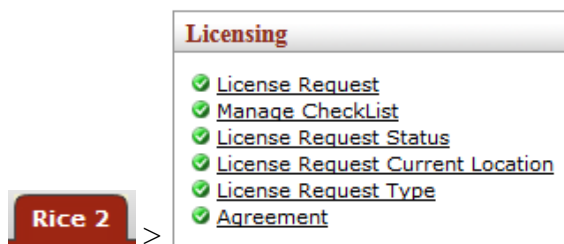
Licensing

OLE Licensing utilizes e-documents and XML documents to store information about the Licensing process and all internal and external negotiations and communications. Initial OLE licensing will utilize:

- Requisition e-doc to [initiate licensing workflows](#) by auto-creating the License Request
- [License Request](#) e-doc captures critical information and communication that takes place during vendor negotiations. It is used to create an institutional workflow for the license negotiation process.
 - [Agreement Documents](#) (title lists, sample contracts, signed license, etc.) are external files that can be attached to License Requests
- ONIX-PL [Agreement](#) is used to record the interpreted terms of the license in a machine-readable format. Note that the Agreement is not available in the interface in 0.8, but the underlying infrastructure to ingest and store these documents has been created.
- [Maintenance Documents](#) & Code Lists

A License Request might be initiated for acquisitions of new titles, renewals of existing titles, or making changes to previous Agreements (amendments). OLE 0.8 provides for License Request generated from a patron request or staff request on a Requisition that requires licensing review. Future releases may address Addendums, Renewals, Trials, and the full E-Acquisitions process.

Standard Licensing E-Docs



On the Rice 2 tab, the Licensing submenu allows users to view and maintain Licensing E-Docs.

Licensing e-docs available from the Rice 2, Licensing submenu


Document Type	Description
License Request	A License Request is an e-doc used to record licensing investigations and negotiations information or document links, and can be routed to workflow.

The other documents in the Licensing submenu that are not listed in the table are Licensing Maintenance Documents.

 To learn more about the Licensing Maintenance Documents, see the [section below](#).

Licensing will also utilize the following e-docs and Searches from overall Acquisitions.

Document Type	Description
Requisition	The Requisition is used in Selection or Pre-Order to indicate the resources you want to order through OLE. The requisition also provides purchasing with the authority to use funds from the accounts specified.
Order Holding Queue	Search for unapproved or incomplete Requisitions, and initiate global actions across e-docs: assign, total, cancel, approve.
Document Store Search	Search by Title/Bibliographic data, and view Bibs, Holdings, Items and eventually linked docs, such as Agreements.
Requisition Search	Acquisitions search, with limited bib fields, in order to find, edit or view Requisition based on acquisitions search fields.

 To learn more about these Standard Acquisition E-documents and Acquisitions Searching, see the *Guide to Purchasing and Accounts Payable*. This and other OLE user guides are available for download from the [OLE 0.8 Milestone User Documentation](#).

Initiate License Workflow

Main Menu > **Acquisitions** > **Purchasing/Accounts Payable** > **Requisition**

For OLE 0.8, licensing and License Requests can be initiated from a Requisition. If the title is desired in electronic format, then a user can create a Requisition with linked bib.

Create Requisition

A staff user in Selection or Acquisitions can create a Requisition with linked Bib, and indicate that licensing reviews and workflows are required by authorized licensing staff, by checking the box for “Licensing Requirement/Review”.

The screenshot shows the 'Requisition' form with the following details:

- Document Overview:** Description: Library Material_kyh_1019121149
- Financial Document Detail:** Year: 2013, Total Amount: [blank]
- Requisition Detail:** Chart/Org: UA / VBIT, Receiving Required: [checkbox], Order Type: Firm, Fixed, Funding Source: INSTITUTION ACCOUNT, **Licensing Requirement/Review: [checkbox]** (highlighted), Licensing Requirement/Review Status: no license required
- Add Item Table:**

Item Line #	* Item Type	Quantity	UOM	No. of Parts	Description	* List Price	Discount	Discount Type	* Unit Cost	Extended Cost	Route To Requestor	Public View	Action
1	Bib	1.00	EA EACH	1	HUNTLEY, KEISHA V.	0.00		%		0.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>
- Current Items Table:**

Item Line #	Item Type	Quantity	UOM	No. of Parts	Description	List Price	Discount	Discount Type	Unit Cost	Extended Cost	Route To Requestor	Public View	Actions
Item 1		1.00	EA EACH	1	1 PURAP Workflow Test - 3ADQGR41F Ian Thorne 3ADQGR41F, Paris Hyperbolic Synergies, Inc. 1917 - 9783522098027	99.00	0.00	%	99.00	99.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>

- ➔ See user documentation for:
- Document Store Search in the *Guide to Describe – DocStore and Editors*.
 - Acquisitions, Create Requisition in the *Guide to Purchasing and Accounts Payable*
 - Cataloging, Create Bib/Bibliographic Document (Editor) in the *Guide to Describe – DocStore and Editors*.
- These and other OLE user guides are available for download from the [OLE 0.8 Milestone User Documentation](#).

When minimum fields are input to Requisition, and “Licensing Requirement/Review” is checked, a user can “Calculate” (OLE requirement on PURAP e-docs), and “Submit” the document via Action Button at bottom.

At submission of the Requisition, OLE will auto-create a [License Request](#) with status “License Needed” and route to the Action List of Role, OLE_Licenses.

Business Rules

1. A Requisition may link to only one License Request.
2. Requisitions used for licensing inquiries should contain only a single title/item, as each title may require a license/agreement from different providers.

3. A Requisition links to an Item in an Instance, and the Instance links to the Bib, providing Title information to the linked License Request, or Agreement searches (0.8 only).
4. A Requisition will follow normal business rules as Licensing workflows continue.
5. If/when licensing negotiations fail (via status update on License Request), the Requisition will be cancelled, and have its status updated to “DLNF- Disapproved- License Negotiation Failed”.

Search Requisitions

OLE offers a customized document search for requisitions. The search screen contains the standard search fields along with special fields that are unique to this type of e-doc.

➔ For information about performing a search for one or more requisitions, see [Performing Acquisition Searches](#) on the *OLE E-Doc Fundamentals* wiki page.

Note: Staff may also use the global (e-doc) “doc search” button on all menus, and filter by document-type, or “REQS”.

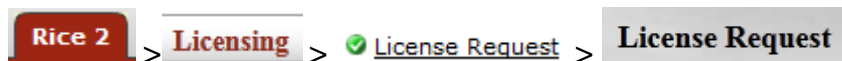


➔ See User Documentation for: [Using the Doc Search](#) on the *OLE E-Doc Fundamentals* wiki page.

Workflow


See OLE Requisition for complete description of Requisition Workflow options and Business Rules in the *Guide to Purchasing and Accounts Payable*. This and other OLE user guides are available for download from the [OLE 0.8 Milestone User Documentation](#).

License Request



A License Request e-doc is a tool for collecting related information and documents during license investigations and negotiations—Selection or Pre-Order actions. The License Request is a routable document, allowing various authorized users to complete workflow actions like reviews, approvals, signatures, or just notifications.


License Requests and Agreements are linked in OLE. Future searches or reviews of either of these documents will provide linkages to the other document.

 License Requests will continue to be developed and modified in future releases.

Getting Started

Suggested roles and logins to test License Requests:

OLE_Licenses	fred
OLE_LicenseManager	frank

 For purposes of OLE 0.8 development, a Requisition will be the only way to create a License Request and begin licensing negotiations. Since a Requisition line item has linked Bibliographic and Instance documents in the current data model, this will continue until future modifications for this acquisitions workflow in 1.0 and 1.5.

In order for a License Request to be created, the **Licensing Requirement/Review** box must be checked on the Requisition. If this was done, staff may look for the License Request related to the Requisition by clicking **License Request** under the **Licensing** header of the Rice 2 Menu.

 For information on searching, see [Searching OLE](#) on the *OLE E-Doc Fundamentals* wiki page.

Document Layout

LicenseRequest

Document Number: 3225 Document Status: SAVED
 Initiator Network Id: fred Creation Timestamp: 01:06 PM 05/09/2013
 License Status: License Needed

[expand all](#) [collapse all](#)

* indicates required field

Document Overview

* Description: LicenseNeeded-REQS_[date:2013-05-09] Explanation:

Organization Document Number:

Overview

* Initiate Licensing Workflow: License Needed Owner/Assignee:

Current Location: <enroute.userid><systemgenerated> License Request Type:

Agreement Method:

Event Log

Show 10 entries Search:

Type	Date/Time	Staff	Event Log/Notes	Actions
system	05/09/2013 01:06 PM	fred	License Request initiated by Requisition.	add

Showing 1 to 1 of 1 entries [Previous](#) [Next](#)

Agreement Documents

Show 10 entries Search:

Date	User	Agreement Type	Agreement Document Title	Attach File	Agreement Notes	Agreement Version	Actions
				Choose File No file chosen			add

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

Agreement

Find/Link Agreement: Type Status Method

View Related Document

Ad Hoc Recipients

Route Log

[save](#) [reload](#) [close](#) Cancel

The License Request document includes the **Overview**, **Event Log**, **Agreement Documents**, and **Agreement** tabs, in addition to the standard tabs.

For information about the standard tabs, see [Standard Tabs](#) on the *OLE E-Doc Fundamentals* wiki page.

Overview Tab

The License Request contains a custom tab called the **Overview** that contains basic information about the License Request. The License Request status, agreement method (license, SERU, etc.) and the type of License Request (new, addendum, renewal) are noted here.

It is important to understand the workflow functions of licensing before working in the **Overview** tab. See [Workflows Overview](#) for more information about the license workflows steps.

Overview

* Initiate Licensing Workflow: License Needed Owner/Assignee:

Current Location: <enroute.userid><systemgenerated> License Request Type:

Agreement Method:

Document Overview Tabs Definitions

Title	Description
Initiate Licensing Workflow	Required. Select workflow to utilize for this License Request.
Current Location	Required. Select current location of the negotiation process or documentation (such as at Vendor, or at

	Campus Purchasing).
Agreement Method	Required. Describes the type of agreement being documented (negotiated, SERU, Copyright, etc.).
Owner/Assignee	Required. A combined list of all users in OLE_Licenses or OLE_LicenseManagers who can be “owners” for a License Request. Intended to be used to “assign” a License Request to a single user within a larger role or group.
License Request Type	Required. Indicates the type of this license negotiation process, whether new, renewal, or addendum.

✔ Fields marked Required must be completed before the License Request can be submitted. The License Request can be saved without completing these fields.

Event Log Tab

The Event Log captures automated entries for workflow status changes, adding or linking Agreements or Agreement Documents. Users can also manually add entries to capture external communications, notes, or to summarize any actions external to OLE (such as with Vendor/Provider, University Legal, University Purchasing, etc.). You may add an event note by filling out the required fields and clicking .

Many events can be recorded in the event log. You may display 10, 25, 50, or 100 entries at one time. Additionally, you may search for events from the search bar.

⚠ Event Log Search has several known bugs: While the search works, entering information causes JavaScript Errors to pop up in the upper right corner of the screen. Additionally, you will need to clear the search field to add a new note.

Event Log

Show entries Search:

Type	Date/Time	* Staff	* Event Log/Notes	Actions
system	05/09/2013 01:06 PM	admin <input type="text" value="admin"/> <input type="button" value="🔍"/>	<input type="text"/>	<input type="button" value="add"/>
		fred	License Request initiated by Requisition.	

Showing 1 to 1 of 1 entries ◀ Previous Next ▶

Event Log Tabs Definitions

Title	Description
Type	System generated. The event type value will be 'system' when the request is initiated, 'user' if a line was added manually by user; 'file' if an Agreement doc was added; 'agreement' if a linked Agreement document was edited or added; 'location' if a location change occurred; 'status' if a license status change occurred.
Date/Time	System generated. Logs the date and time for the event log line item.
Staff	Required. Logs the user id of the person associated with the event log change. Defaults to current user but can be modified by entering a name or searching from the lookup



Event Log/Notes

Required; may be manually added or system generated. Users may input information to provide audit trail information. System also records what events have occurred.

Agreement Documents Tab

Throughout negotiations and investigations, various Licensing staff may need to upload or download miscellaneous documents. These are not restricted, and could be any documents that licensing staff wish to archive or share within the licensing process, such as Title Lists, Emails, Analytics or Statistics, sample agreements, signed and unsigned vendor agreements.

Agreement Documents should also be used to store updated Checklists used in the licensing process. Staff may download blank checklists from the [Manage Checklist](#) (Word documents, PDF Forms, Excel, etc.) and upload completed or in-progress Checklists to the License Request, specific to this negotiation process.

Agreement Documents

Show entries

Search:

Date	User	Agreement Type	Agreement Document Title	Attach File	Agreement Notes	Agreement Version	Actions
		---		<input type="button" value="Choose File"/> No file chosen			<input type="button" value="add"/>

Showing 0 to 0 of 0 entries

Agreement Documents Tab Definitions

Title	Description
Date	System Generated. Date and time the document was uploaded.
User	System Generated. The name of the user who uploaded the file.
Agreement Type	Type of Agreement Document that has been uploaded. Samples from the dropdown list include Agent information, Checklist, or Email.
Agreement Document Title	Allows staff to identify a file with a short title.
Attach File	Select Browse to search for a document on your local computer and upload it to OLE Select Download attachment to open a document on your local computer.
Agreement Notes	Users may add quick summaries or other notes about the document
Agreement Version	If the same named document was uploaded more than once, users may keep track of multiple versions.
Action	Must choose add to attach the document to OLE or Delete to remove it.

To upload Agreement Documents:

1. Select an **agreement type** from the dropdown menu.
2. Enter a brief title for future search in the **Agreement Document Title** field.
3. Input any Notes about the document so that you will understand what it contains.
4. To select the document to upload, click on **Browse** to find your locally-saved file and select it for upload.
5. Click **add** to save the Agreement Document.
6. Click **save** at the bottom of the e-doc to save the License Request with the new Agreement Document.

To download Agreement Documents for Review or Edit:
Click **Download Attachments** to review and save a local copy.

Agreement Documents

Show 10 entries Search:

Date	User	* Agreement Type	* Agreement Document Title	* Attach File	Agreement Notes	Agreement Version	Actions
		--		<input type="button" value="Browse"/>			<input type="button" value="add"/>
05/09/2013 02:12 PM	fred	Other	Testing agreement docs	<input type="button" value="download attachment"/> Kuali LicenseRequest.png			<input type="button" value="delete"/>

Showing 1 to 1 of 1 entries Previous Next

Agreement Tab

As licensing investigations and negotiations workflows continue, staff may upload or link Agreements, or ONIX-PL format licenses. Users may use the Lookup to search for an existing Agreement to link to the License Request or create a new Agreement. The Agreement represents an XML representation of the actual terms of the license itself.

Although Agreements are not available as part of 0.8, future releases should allow staff to either upload an ONIX-PL document directly or use a license editor GUI to record license terms as an Agreement.

Agreement

Find/Link Agreement: <input type="text"/>	<input type="button" value="Lookup"/>	Type Status Method
---	---------------------------------------	--------------------

Find/Link Agreement

Click on the Lookup to search existing Agreements, and link to an existing Agreement for reference or future renewal or amendment. Users can also create a new Agreement from this screen for this License Request.

Backdoor Id fred is in use

Agreement Search


Agreement Title:	<input type="text"/>
Contract Number:	<input type="text"/>
Licensee:	<input type="text"/>
Licensor:	<input type="text"/>

It is not possible to upload an Agreement in 0.8, so there are no Agreements to link to License Requests in this release.

Process Overview

License Requests can be searched via the License Request menu selection.

1. Select the **Document Number** of the E-doc you wish to modify.
2. Add notes and/or agreement documents, or link to agreements as necessary.
3. Select the appropriate option for **Initiate Licensing Workflow**. See workflow information below.
4. Send ad hoc as necessary once the License Request status is enroute (a workflow must be initiated).

 **Known bug:** The send ad hoc button is not working correctly. Rice developers are working to correct this error. To send ad hoc, users must add ad hoc recipients and **approve** the document. This will send the document to the ad hoc recipient and then move the document to the next person of the workflow.

Click or as appropriate.

Business Rules

1. A License Request can link to none, one, or many Agreement Documents.
2. A License Request can link to only one Agreement unless: Negotiation/Acquisitions Method is Renewal or Addendum.
3. A License Request must have a License Request Type, an Agreement Method, a Current Location, and an Owner before submitting to a workflow.
4. A License Request can only have one Current Location.
5. A License Request can only have one current Owner.
6. A License Request can only have one current License Workflow.


Routing

The routing of License Request e-docs will be based on data values in the License Request, and will be initiated via user selection of a value from the **Initiate License Workflow** drop-down.

Workflows Overview

OLE will be pre-configured with some sample workflows and statuses to assist libraries in setting up initial Licensing processes.


Selected workflows, as defined below, will route the License Request to the selected Role to complete a desired action.

 **Reminder:** A Role can be a single or many users.

Workflow Name	Workflow Description
Manual (Blank)	N/A, Self= No routing or workflow selection required. License Request will not become final with custom doc status "Complete" until an actual workflow is selected and completed.
Review Only	This workflow allows owners to route License Request to OLE_Reviewer (role) to complete reviews as defined in local policies (external to OLE)
Signatory Only	This workflow allows owners to route License Request to OLE_Signatory (role) to complete signatures of noted agreement Documents. This workflow requires ALL members of the signatory role to approve the License Request, indicating they have signed the document.

Approval Only	This workflow allows owners to route License Request to OLE_LicenseApprover (role) to approve the License Request.
Full Approval	This is full composite workflow (combining Signature workflow, university approval step, Review workflow, and Approval workflow), requiring all approvals and steps. Approval will be the last step, and based on Approved/Disapproved, complete the Licensing workflow.
Renewal*	This workflow is a modification to Full Approvals, and could be customized locally to fit Local Renewal approval policy.
Addendum*	This workflow is a modification to Full Approvals, and could be customized locally to fit Local Addendum approval policy.

Workflow Rules

- As delivered, OLE Licensing workflows are optional, and are at the discretion of the owner of License Request to determine which workflow to initiate, based on knowledge of vendor and existing (external to OLE) policies.
 - Delivered OLE Licensing Workflows require that “Any” member of a Role defined in workflow must complete the Action for workflow and status to move forward, with the exception of “Signatory” workflows which require all Users defined in OLE_Signatory to complete the action.
 - OLE will offer combined and single PeopleFlows defined and editable by adopting libraries, with ability to use different metadata to establish rules for routing or available routing.
 - KRMS rules engine will pull metadata from the License Request and tell the system how to update statuses of related and linked documents, and which PeopleFlow workflows are enabled for the License Request.
 - OLE will currently only support a single active workflow at one time (future OLE may include recall/replace workflow options, or options to edit and initiate multiple simultaneous or sub-workflows.)
 - Each individual workflow will update License Request Custom Document Status.
 - OLE will provide sample workflows, roles, routing and UIs to act as template for locally configurable roles, workflows. Using KRMS and PeopleFlow, sites should be able to modify, add to, or remove steps or options in Licensing workflows, including additional rules or metadata conditions into KRMS agenda(s).
-  Known bug: There is a bug being worked on in Rice that is preventing the “send adhoc” button to work. Users may send a license request only while approving a document.

Statuses & Workflow Definitions

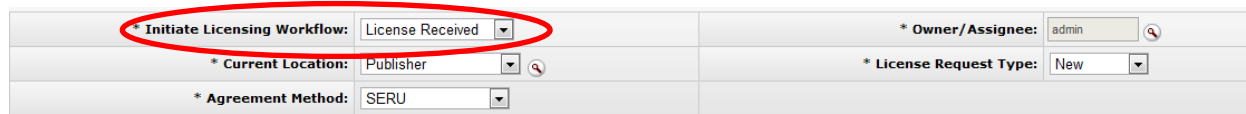
License Request Manual Selection	E-Doc Custom Status	Description.	Description of the Workflow
License Needed	License Needed	Default custom doc status upon initiation.	N/A (manual status change only).
License Requested	License Requested	Manual custom doc status saved from "Initiate Licensing Workflow" selection.	N/A (manual status change only).
In Process	In Process	Manual custom doc status saved from	

		"Initiate Licensing Workflow" selection.	N/A (manual status change only).
In Negotiation	In Negotiation	Manual custom doc status saved from "Initiate Licensing Workflow" selection.	N/A (manual status change only).
License Received	License Received	Manual status derived from "Initiate Licensing Workflow" selection, submitted by OLE_Licenses for routing to OLE_LicenseManager.	Upon Submit, this concludes licensing investigations by OLE-Licenses, and license request will route to "Owner" in OLE_LicenseManager role.
Review Only	Pending Review	Status when "Review Only" workflow selected from "Initiate Licensing Workflow", and submitted.	Initiate Licensing Workflow= Review Only. Status updates while pending outstanding review action by OLE-Reviewer.
--	Review Complete	Status when "Review only" workflow is completed by user approving License Request.	Initiate Licensing Workflow= Review Only. Status updates when outstanding review action by OLE-Reviewer is completed.
Signatory Only	Pending Signature	Status when "Signature Only" is selected from "Initiate Licensing Workflow" and submitted.	Initiate Licensing Workflow= Signature Only. Status updates while pending outstanding review action by OLE-Signatory.
--	Signature Complete	Status when "Signature Only" workflow is completed by OLE_Signatory and approved.	Initiate Licensing Workflow=Signature Only. Status updates when outstanding signature action by OLE-Signatory is completed.
<Current Location>	Pending University	Manual Status when University Approval step is required in Full Approval or Renewal workflows; routes to Owner/OLE_LicenseManager.	Initiate Licensing Workflow= Full Approval. When combined workflow hits University approval step e-doc routes to owner, and goes to Pending University status.
--	University processing complete	Status when Owner/OLE_LicenseManager approves License Request to complete University approval workflow step.	Initiate Licensing Workflow= Full Approval. When combined workflow hits University approval step (above) and Owner approves to indicate when university purchasing is complete.
Approval Only	Pending Approval	Status when "Approval only" workflow selected from "Initiate Licensing Workflow" and submitted.	Initiate Licensing Workflow= Approval Only. Status updates while pending outstanding Approval action by OLE-Licensing Approver.
Full Approval	<varies>	Status will update based on current action pending or most recent action completed. "Full Approval" is a composite workflow,	Initiate Licensing Workflow=Full Approval. Status updates when

		and sequentially processes all 3 primary workflows: Review Only, then Signatory Only, and finally Approval Only. It also includes a "University Approval step between Review and Signatory workflows.	approval actions are taken.
Complete	Complete	Status when "Approval Only" workflow is completed by OLE_LicensingApprover via "Approve" button.	Initiate Licensing Workflow=Approval Only. Status updates when outstanding approval action by OLE_LicensingApprover is completed. Should report to Requisition.
Failed	Negotiation Failed.	Status when "Approval only" workflow is completed by OLE_LicensingApprover role via "Disapprove" button.	Initiate Licensing Workflow=Approval Only. Status updates when outstanding approval action by OLE_LicensingApprover is completed. Should report to Requisition.
--	<exception>	Something fails in workflow, License Request returns to Owner. Owner can re-select workflow and Submit again.	

Initiating Workflow

To select and initiate workflows, authorized users are able to select from drop-down selections (as defined above and below) and click on "Submit" at bottom of License Request to initiate the workflow request.



Manual changes to Status/Initiate Licensing Workflow will also update the status of the License Request that will be seen by anyone who views the License Request, or sees it listed in Search Results or Action Lists, to assist in managing staff expectations and assignments across multiple License Requests (status will tell them where each License Request is in progress).

Workflow Options

Phase I:

Description: Selection staff believes title requested will require a License/Agreement.

Action(s): License Request system-generated from submitted Requisition with "License Requirement" checked:

1. System auto-routes to Action List of all members of OLE_Licenses.
2. Custom Doc Status= License Needed.

Phase II:

Description: Investigations, gathering documentation

Action(s): **OLE-Licenses** role fills in missing data on License Request, communicates with Vendor/Provider, and uploads Agreement Documents, or creates/links draft Agreement/ONIX-PL.

3. Workflow/Status Options:
 - License Needed. License Request "save". No routing, License Request Custom doc status is updated.

- License Requested. License Request “save”. No routing, License Request Custom doc status is updated.
- In Process, or In Negotiation. License Request “save”. No routing, License Request Custom doc status is updated.
- License Received. Member of OLE_Licenses fills in required metadata, changes “Owner” to a member of OLE_LicenseManager, and “Submits” License Request. License Request removed from OLE_Licenses Action List and routed to the selected Owner in OLE_LicenseManager role.

Phase III:

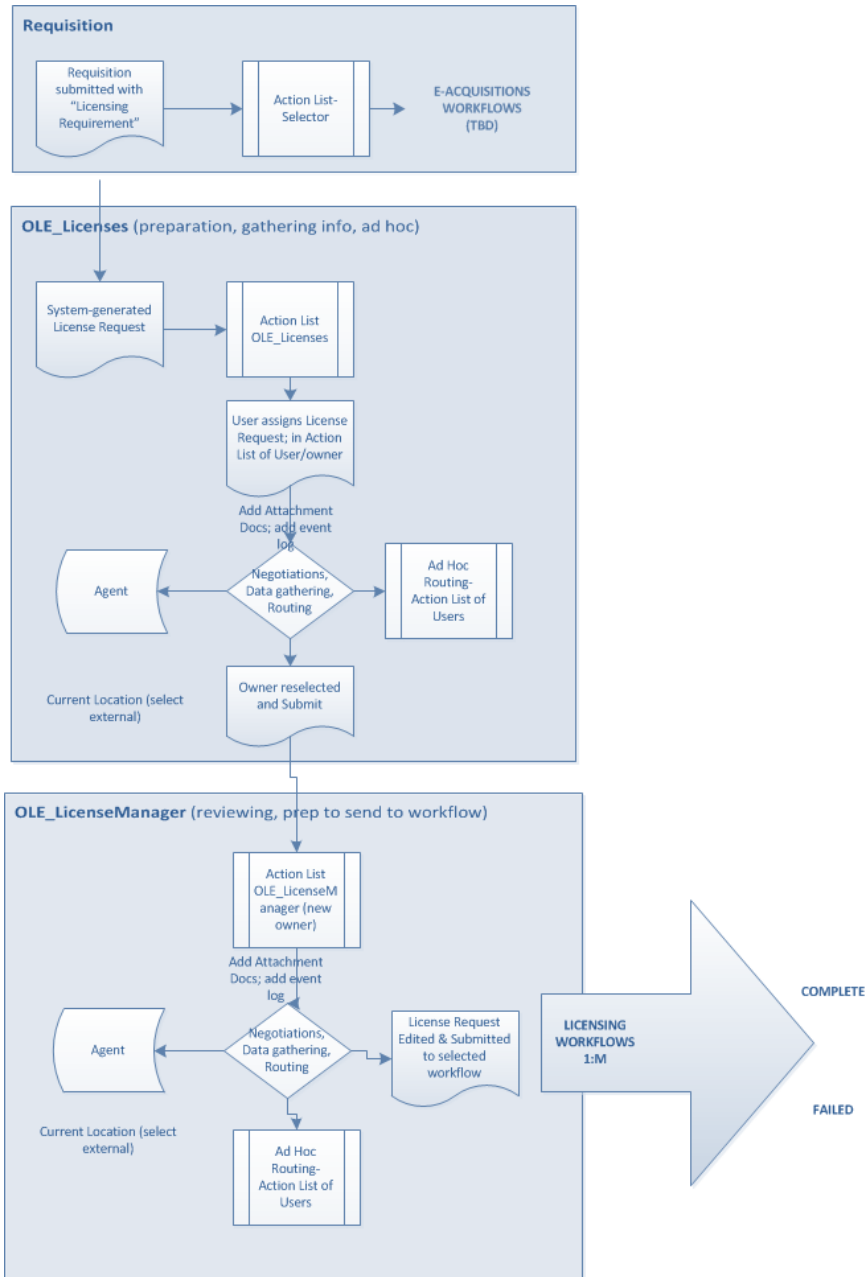
Description: Negotiations & Pre-Contracting

Action (s): Specific user in **OLE_LicenseManager** now is “Owner” of License Request and is responsible in OLE for completing all licensing and negotiations.

4. Permitted user for editing: Any user in role OLE_Licenses, OLE_LicenseManager, OLE_LicenseReviewer, or OLE_LicenseConfiguration.
5. Can select any statuses in “Initiate Licensing Workflow” and Save License Request in order to update License Request custom doc status to describe repeating steps (i.e., negotiation process and therefore statuses may go back and forth).
6. Additional Workflow options:
 - Review Only: Initiate a review only workflow by selecting “Review Only” and “Submit”. License Request will Route to/appear in Action List of OLE_Reviewer. OLE_Reviewer (any user available in role to complete action) can review license request or linked Agreement or Agreement Documents, upload or replace new versions of Agreement Documents- including local Checklists. OLE_Reviewer can continue to modify via “Save”, and only “Approve” when all Reviews complete. License Request will route back to Owner for final approval and completion.
 - Signatory Only: Initiate a signatory only workflow by selecting “Signatory Only” and “Submit”. License Request will Route to/appear in Action List of OLE_Signatory. OLE_Signatory (all users defined in role to complete action) can review license request or linked Agreement or Agreement Documents; and, download, and upload signed documents. OLE_Signatory can continue to modify via “Save”, and only “Approve” when all required documents signed, uploaded and reviews complete. License Request will route back to Owner.
 - Approval Only: Initiate Approval step by selecting “Approval Only” and “Submit”. License Request will Route to/appear in Action List of OLE_LicensingApprover. OLE_LicensingApprover (any user available in role to complete action) can review license request or linked Agreement or Agreement Documents. OLE_LicensingApprover can continue to modify via “Save”, and only “Approve” or “Disapprove” when review is complete. This will complete the License Request workflow.
 - Full Approval: Full Approval workflow combines a sequence of above- first routing to OLE_Reviewer. When Approved system routes to OLE_Signatory. When Approved, routes to OLE_LicensingApprover. If Disapproved, status will go to “Negotiation Failed.” If License Request Approved, then workflow is complete and status goes to “Complete”.
 - Complete: Any licensing workflow (Signatory only, Approval only, Review only, etc.) is completed
 - Negotiation Failed. Any licensing workflow (Signatory only, Approval only, Review only, etc.) is disapproved at any approval step in the workflow.



Note: 0.8 has a bug where the Review Only workflow option repeats circuitously, so the License Request is never completed.



➔ To learn more about workflows, Action Lists, and Ad Hoc Routing, see [OLE Workflow Overview and Key Concepts](#) wiki page.

License Maintenance Documents



Licensing maintenance e-docs are available via the Licensing submenu on the **Rice 2** menu tab.

Licensing Maintenance e-docs available from the Rice 2, Licensing submenu

Document Type	Description
Manage Checklist	Maintenance doc for managing local checklists to be used in licensing.
License Request Status	Current status of the License Request as it moves through the workflow of requesting, negotiating, and documenting a license
License Request Current Location	Secondary status field of a License Request; would most commonly be used to describe where the License Request is when it has been assigned outside of the OLE system.
License Request Type	License Request Type to describe new requests, renewing and amending past contracts/agreements for new fiscal period, or amending existing agreements for additional titles or reducing titles.
Agreement	An Agreement is used to record the license terms obtained from the provider of the electronic resource, stored in ONIX-PL .xml. ⚠️ Development is continuing into the 1.0 release for license editing.

The other documents not listed in the table are Standard Licensing Documents.

➔ To learn more about the Standard Licensing Documents, see the section [above](#).

Roles & Permissions

All licensing maintenance documents are only editable by the Role, **OLE_LicenseConfiguration**. Users in this role can edit, create new, any actions via Blanket Approve.

Manage Checklist

Rice 2 > **Licensing** >  **Manage CheckList** > **CheckList**

Checklists contain the list of local institutions' contractual requirements, and can be downloaded for use with individual License Requests. The basic checklists will contain action lists, compliancy checks, or internal policies for different types or Agreements. Users may attach locally-downloaded and filled-in copies to specific License Requests in 0.8.

 To upload completed Checklists to License Request negotiations, see [Agreement Documents Tab](#).

Document Layout

CheckList

Document Number:	3232	Document Status:	INITIATED
Initiator Network Id:	admin	Creation Timestamp:	04:28 PM 05/09/2013

* indicates required field

Document Overview

* Description: <input type="text" value="test"/>	Explanation: <div style="border: 1px solid #ccc; height: 40px;"></div>
Organization Document Number: <input type="text"/>	

Add/Edit/Delete Check List

	Old	New
CheckList Name:	Test New Checklist	<input type="text" value="Test New Checklist"/>
CheckList Description:		<div style="border: 1px solid #ccc; height: 40px;"></div>
File Name:	Annotated user roles.xls	Annotated user roles.xls
Attach File:		<input type="button" value="Browse..."/>
Active Indicator:	true	<input checked="" type="checkbox"/>

Ad Hoc Recipients

Route Log

The Manage Checklist document includes the **Add/Edit/Delete Checklist** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit/Delete Check List Tab Definitions


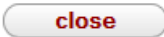


Title	Description
CheckList Name	Required. A user-provided short name for the checklist, and easy search and retrieval in future.
CheckList Description	Detailed description that may explain when, where to use this checklist versus another. Purpose.
File Name	Name of the file associated with this checklist.
Attach File	Browse to select checklist to upload.

Active Indicator

Indicates whether this checklist is active or inactive.
Remove the check mark to deactivate.

Process Overview

Checklist maintenance and the Checklist Maintenance e-doc can be undertaken to:

- Create/Upload new checklists
Enter the required fields.
Attach a file from your local computer.
Click  .
Ad Hoc route the document as needed.
Click  .
- Download & utilize local copy of checklist
Search for the checklist you wish to use.
Click on the **checklist name** to download the file.
- Delete a checklist
Search for the checklist you wish to delete.
Click **delete** in the actions column.
- Activate/Re-activate a checklist
Search for the checklist you wish to activate/re-activate.
Click **edit** in the actions column.
Check the **Active Indicator** box.
Click  .
- Overlay/Replace a checklist
Search for the checklist you wish to activate/re-activate.
Click **edit** in the actions column.
Browse for a new file to attach.
Click  .

License Request Status

Rice 2 > **Licensing** > **License Request Status** > **License Request Status**

License Request Status is used to describe the status of the License Request as it moves through the workflow of requesting, negotiating, and documenting a license. Licensing staff use the License Request Status document on License Request to manually select and label the status of the license request for easier search, and management of Action Lists. Some statuses will NOT be available to the License Request, as they will be system-statuses only, such as at completion of a system-defined PeopleFlow/workflow step.

Only those License Request Statuses not associated with completion of system-configured workflows will be available for manual selection on the License Request e-doc.

Document Layout

License Request Status

Document Number: 3234	Document Status: INITIATED
Initiator Network Id: admin	Creation Timestamp: 04:33 PM 05/09/2013

* indicates required field

Document Overview

* Description: test	Explanation:
Organization Document Number:	

Add/Edit License Request Status

	Old	New
Code: LN		LN
Name: License Needed		License Needed
Description: License Needed		License Needed
Active Indicator: true		<input checked="" type="checkbox"/>

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

The License Request Status document includes the **Add/Edit License Request Status** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit License Request Status Tab Definitions

Title	Description
Code	Required. Unique code for this status.
Name	Required. Brief name that will display anywhere status appears.
Description	Optional. Include a brief description.
Active Indicator	Indicates whether this status is active or inactive. Remove the check mark to deactivate.

License Request Current Location

[Rice 2](#) > [Licensing](#) > [License Request Current Location](#) >

License Request Current Location

The Current Location is the secondary status field on a License Request; would most commonly be use to describe where the License Request is when it has been assigned outside of the OLE system. Current Locations allow licensing staff to search / report / filter License Requests in order to see how many licenses are waiting for signature, waiting for vendor, etc. It also provides a more complete summary of the current status of the license, ex: at Publisher, Copyright Office, Campus Purchasing, etc.

Current Location may be set manually at any time throughout system workflows.

Document Layout

License Request Current Location

Document Number:	3235	Document Status:	INITIATED
Initiator Network Id:	admin	Creation Timestamp:	04:48 PM 05/09/2013

[expand all](#) [collapse all](#)
* indicates required field

Document Overview

* Description:	<input type="text" value="test"/>	Explanation:	<input type="text"/>
Organization Document Number:	<input type="text"/>		

Add/Edit License Request Current Location

	Old	New
License Request Current Location Name:	Publisher_Vendor	<input type="text" value="Publisher_Vendor"/>
License Request Current Location Description:	Publisher	<input type="text" value="Publisher"/>
Active Indicator:	true	<input checked="" type="checkbox"/>

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

[submit](#) [save](#) [blanket approve](#) [close](#) [Cancel](#)

The License Request Current Location document includes the **Add/Edit License Request Current Location** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit License Request Current Location Definitions

Title	Description
License Request Current Location name	Required. Brief name to appear in displays for the location.
License Request Current Location Description	Brief description for this licensing location value or its use. Required.
Active Indicator.	Indicates whether this is active or inactive. Remove the check mark to deactivate.

License Request Type

Rice 2 > **Licensing** > **License Request Type** > **License Request Type**

The License Request Type document is used to describe new requests, renewing and amending past contracts/agreements for new fiscal period, or amending existing agreements for additional titles or reducing titles or packages.

The License Request Type will be used in configuring which workflows are valid for a specific License Request, along with Agreement Method and other metadata on the License Request.

Document Layout

License Request Type

Document Number: 2092	Document Status: INITIATED
Initiator Network Id: admin	Creation Timestamp: 09:31 AM 05/10/2013

* indicates required field

Document Overview

* Description: test	Explanation:
Organization Document Number:	

Add/Edit License Request Type

	Old	New
License Request Type Name:	New	New
License Request Type Description:	New	New
Active Indicator:	true	<input checked="" type="checkbox"/>

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

The License Request Type document includes the **Add/Edit License Request Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit License Request Type Tab Definitions

Title	Description
License Request Type Name	Required. Brief Name for display.
License Request Type Description	Required. Brief description
Active Indicator	Indicates whether this license request is active or inactive. Remove the check mark to deactivate.

Agreement Maintenance Documents



Agreement maintenance e-docs are available via the Agreement submenu on the **Rice 2** menu tab.

Agreement Maintenance e-docs available from the Rice 2, Agreement submenu

Document Type	Description
Agreement DocType	Describe the type of Agreement Document that has been uploaded
Agreement Method	Form of the Agreement such as SERU, copyright, etc.
Agreement Status	Active/Inactive, Draft, or other status on Agreement.
Agreement Type	Types of Agreements, such as supplemental, trial, regular, addendum, etc.

Agreement Documents Type

Rice 2 > **Agreement** > **Agreement DocType** > **Agreement DocType**

The Agreement DocType document is used to describe the type of Agreement Document that has been uploaded, allowing staff to easily identify the desired file out of possibly multiple files associated with an Agreement.

Document Layout

Agreement DocType

Document Number: 3097	Document Status: INITIATED
Initiator Network Id: admin	Creation Timestamp: 09:41 AM 05/10/2013

* indicates required field

Document Overview

* Description: test	Explanation:
Organization Document Number:	

Add/Edit Agreement Doc Type

	Old	New
Agreement DocType Name:	Agent information	Agent information
AgreementDocType Description:	Agent information	Agent information
Active Indicator:	true	<input checked="" type="checkbox"/>

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

The Agreement Document Type document includes the **Add/Edit Agreement Doc Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit Agreement Document Type Tab Definitions

Title	Description
Agreement DocType Name	Required. Brief name of Agreement document to display (such as title list, rider, etc.).
Agreement DocType Description	Required. Brief description of the Agreement document type.
Active Indicator	Indicates whether this Agreement DocType is active or inactive. Remove the check mark to deactivate.

Agreement Method

Rice 2 > Agreement > Agreement Method > Agreement Method

The Agreement Method document is used to store the form of the Agreement, and to inform locally-configurable business rules and workflows. This might contain negotiated, SERU, shrink-wrap, copyright, etc.

The Agreement Method is used in determining which workflows are valid for a specific License Request.

Document Layout

Agreement Method

Document Number:	3098	Document Status:	INITIATED
Initiator Network Id:	admin	Creation Timestamp:	09:43 AM 05/10/2013

* indicates required field

Document Overview

* Description:	test	Explanation:	
Organization Document Number:			

Add/Edit Agreement Method

	Old	New
Agreement Method Name:	Negotiated license	<input type="text" value="Negotiated license"/>
Agreement Method Description:	Negotiated license	<input type="text" value="Negotiated license"/>
Active Indicator:	true	<input checked="" type="checkbox"/>

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

The Agreement Method document includes the **Add/Edit Agreement Method** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit Agreement Method Tab Definitions

Title	Description
Agreement Method Name	Required. Brief name for method (can use local or ONIX-PL suggested).
Agreement Method Description	Required. Brief description of the Agreement Method.
Active Indicator	Indicates whether this Agreement Method is active or inactive. Remove the check mark to deactivate.

Agreement Status

Rice 2 > **Agreement** > **Agreement Status** > **Agreement Status**

The Agreement Status document is used to communicate the current status of the Agreement (ONIX-PL.xml) in workflow or processing, such as: Active/Inactive, Draft, Final, or other status on Agreement.

Document Layout

Agreement Status

Document Number: 3099	Document Status: INITIATED
Initiator Network Id: admin	Creation Timestamp: 09:47 AM 05/10/2013
<input type="button" value="expand all"/> <input type="button" value="collapse all"/>	

* indicates required field

Document Overview

* Description: test	Explanation:
Organization Document Number:	

Add/Edit Agreement Status

	Old	New
Agreement Status Name:	Draft	<input type="text" value="Draft"/>
Agreement Status Description:	Draft	<input type="text" value="Draft"/>
Active Indicator:	true	<input checked="" type="checkbox"/>

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

The Agreement Status document includes the **Add/Edit Agreement Status** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit License Request Type Tab Definitions

Title	Description
Agreement Status Name	Required. Brief name to display.
Agreement Status Description	Required. Brief description of the agreement status.
Active Indicator	Indicates whether this Agreement Status is active or inactive. Remove the check mark to deactivate.

Agreement Type

Rice 2 > **Agreement** > **Agreement Type** > **Agreement Type**

The Agreement Type document is used to communicate the Types of Agreements, such as supplemental, trial, regular, addendum, etc.

The Agreement Type and Agreement Method will be used in determining which workflows are valid for a specific License Request.

Document Layout

Agreement Type

Document Number: 3100	Document Status: INITIATED
Initiator Network Id: admin	Creation Timestamp: 09:51 AM 05/10/2013

* indicates required field

Document Overview

* Description: test	Explanation:
Organization Document Number:	

Add/Edit Agreement Type

	Old	New
Agreement Type Name:	Supplemental	Supplemental
Agreement Type Description:	Supplemental	Supplemental
Active Indicator:	true	<input checked="" type="checkbox"/>

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

The Agreement Type document includes the **Add/Edit Agreement Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

Add/Edit License Request Type Tab Definitions

Title	Description
Agreement Type Name	Required. Brief name for display.
Agreement Type Description	Required. Brief description to explain use of Agreement Type.
Active Indicator	Indicates whether this license request is active or inactive. Remove the check mark to deactivate.

APPENDIX

- [Terms and Definitions](#)
- [Roles](#)
- [Linked Resources](#)

Licensing Terms and Definitions

Term	Definition
Agreement	<p>An agreement or understanding between the library / institution and a publisher / provider / donor regarding access to content. May include descriptive metadata, such as start date, end date, and contract number, as well as information about rights, restrictions, and business terms. An agreement will often represent either a negotiated license or a SERU agreement, although it could conceivably also represent other types of agreements, such as restrictions surrounding use of digital materials deposited in an institutional repository, use of donations made to a special collections unit, or use of gifts to the institution. Stored as DocStore .xml ONIX-PL. (Previous handoff for architecture. Future functional specification handoff for “Record License” with ONIX-PL license editor)</p> <p>Synonyms: Agreement Entity, License</p>
Agreement Document	<p>A file associated with an Agreement in OLE. Many types of files are utilized in the negotiation process / provide further details about an Agreement, including a variety of word processing files, spreadsheet files, and pdfs. Think: attachments, reference, title lists, SERU, checklists- primarily .doc, .xls, .pdf, but not limited by type.</p> <p>Synonyms: Agreement documents, attachments, linked files</p>
Negotiated License	<p>One specific type of Agreement, which usually covers negotiated access to a purchased resource or collection of resources. The ONIX-PL standard was developed specifically to describe / transport both the text and interpretation of a negotiated license.</p>
SERU	<p>A statement (Shared Electronic Resource Understanding) that describes common understandings around e-resource subscriptions. This statement of common understandings can be used by libraries and publishers in place of a formal negotiated license.</p>
ONIX-PL	<p>ONIX for Publications Licenses (ONIX-PL) is intended to support the licensing of electronic resources – such as online journals and eBooks – to academic and corporate libraries. ONIX-PL enables libraries to: (1) express licenses in a machine-readable format; (2) load them into electronic resource management systems; (3) link them to digital resources; and (4) communicate key usage terms to users. Publishers can also benefit from the ability to maintain their licenses in a standard machine-readable form.</p>
Agent	<p>Any individual or organization entity that is represented in Kuali OLE. An agent could be an institution, a staff member, a library consortia, a publisher, a provider, or an individual working for a publisher / vendor.</p> <p>Synonyms: Vendor, Licensor, Publisher, Organization, Provider; Licensor or Licensee</p>
License	<p>Generic term that reflects the final outcome or document- when a License is secured, the library may grant access to electronic resources for staff and patrons. The final License (future stories/specs) will likely be a signed and co-signed contractual Agreement between the Library and Agent, saved to DocStore, with its key terms reflected in the License/ONIX-PL editor.</p>
Checklist Template	<p>A specific file (or files) that represents a university, library, or other institution’s contractual requirements; licenses negotiated by the institution usually must meet (or attempt to meet) these specific requirements. Form of Agreement Document.</p>




For additional OLE terms and definitions, see the [OLE glossary](#) wiki page.

Licensing Roles

Below are some of the roles that will be authorized to use License Request e-docs, Agreements, Agreement Documents, and related maintenance documents. Please see individual e-docs for specific requirements in each workflow.

Sample users are provided for ease of testing and can be replaced with local library users.

Role Name	Sample User	Functions/ Permissions
OLE_Licenses	fred	Standard user of License Request. Compiles initial documentation, notes. All edits to "owned/initiated" License Request documents. View, edit, create License Requests, upload Agreement docs
OLE_LicenseManager	frank	Owner of License Request and licensing workflows, becomes central point of contact for negotiations. View, Edit, Create License Requests, upload, download Agreement Docs
OLE_LicenseReviewer	edna	Must acknowledge or approve completion of Review of Agreement, Agreement Documents, or License Request. View, edit License Request; download & upload agreement docs.
OLE_Signatory	eric	Must download, sign, and upload signed copy of Agreement Documents to License Request from Licensor. View, Edit License Request, download/upload Agreement Documents.
OLE_Licensing_Approver	supervisr	Must Approve overall License Request, in order for library to enter into binding agreement with Licensor. Approve/Disapprove License Request. Permission to execute Action buttons. Cannot change or upload Agreement documents, or edit License Request metadata.  Known bug: OLE_Licensing_Approver cannot add Event Log entries in 0.8.
OLE_LicenseViewer	kuluser (or any)	Users authorized to view Agreements, License Requests.
OLE_LicenseConfiguration	admin	System user who can setup licensing module, code lists, statuses, workflows, checklists. View, Edit, Create, delete Checklist, and manage any maintenance docs.
OLE_LicenseAssignee	OLE_LicenseMan	System grouping of authorized licensing roles that can be selected as "Owners" on License Request.

	ager	Role/Group used to combine OLE Licenses and OLE License manager into single group for use in "Owner" options for License Request.
<any user-Action List>	<any Kuali user>	Agreements and Licenses will be highly controlled. Unlike other Searches or Document View-only documents in OLE, only users in above listed licensing roles can view any ERMS docs.

Linked Resources

- [OLE Basics](#): E-docs, action buttons- basic overview of elements
- [OLE User Documentation](#) on the wiki
- [OLE Release Documentation](#) on the wiki
- [OLE Roadmap](#)