

Licensing Workflow Summary

- 1 License Request Workflow will be initiated by manual entry on the License Request by OLE-LicenseManager only.
- 2 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.
- 3 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 to call.
- 4 See each individual workflow for resulting updates to License Request Custom Document Status, Agreement Type, and ONIX:PL ExpressionStatus updates
- 5 OLE to provide below and specified workflows, roles, routing and UIs to act as template for locally configurable roles, workflows. Using KRMS and PeopleFlow, sites should be able to
- 6 Ad Hoc routing should only be allowed to noted Licensing roles in this group, or Superusers or Library Executives (roles TBD)
- 7 See notes on "Recall from Routing" options.

Workflow Name	Manual (Self) N/A, Self= No routing or workflow selection required. When owner clicks "blanket approve" subject to listed	Full Approval* This is full composite workflow (combining Signature, Review, Approval, university),	Signatory Only This workflow only requires action by users in OLE_Signatory role.	Review Only This is placeholder for Ad Hoc Routing/reviews, and routes back to Owner, with status updates to	Approval Only This workflow only requires action by OLE_LicenseApprover role.	Renewal* This workflow is a modification to full approvals, and could be customized locally to fit	Addendum This workflow is a modification to full approvals, and could be customized locally to fit
License Request Type = New							
....and AgreementMethod= Negotiated License	Not allowed	Required	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed
...and AgreementMethod= SERU	Not allowed	Allowed	Allowed	Allowed	Allowed	Not allowed	Not allowed
....and AgreementMethod=CopyrightLaw	Not allowed	Allowed	N/A	Allowed	Allowed	Not allowed	Not allowed
....and AgreementMethod=ClickThru	Not allowed	N/A	N/A	Allowed	Allowed	Not allowed	Not allowed
....and AgreementMethod=ShrinkWrap	Not allowed	Not allowed	N/A	Allowed	Allowed	Not allowed	Not allowed
License Request Type = Renewal							
....and AgreementMethod= Negotiated License	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed	Required	Not allowed
...and AgreementMethod= SERU	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Not allowed
....and AgreementMethod=CopyrightLaw	Allowed	Allowed	N/A	Allowed	Allowed	Allowed	Not allowed
....and AgreementMethod=ClickThru	N/A	N/A	N/A	N/A	N/A	N/A	N/A
....and AgreementMethod=ShrinkWrap	N/A	N/A	N/A	N/A	N/A	N/A	N/A
License Request Type= Addendum							
....and AgreementMethod= Negotiated License	Allowed	Allowed	Allowed	Allowed	Allowed	Not allowed	Optional/Allowed
...and AgreementMethod= SERU	Allowed	Allowed	Allowed	Allowed	Allowed	Not allowed	Optional/Allowed
....and AgreementMethod=CopyrightLaw	N/A	N/A	N/A	N/A	N/A	N/A	N/A
....and AgreementMethod=ClickThru	N/A	N/A	N/A	N/A	N/A	N/A	N/A
....and AgreementMethod=ShrinkWrap	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

* would include external university signatures or reviews

(N/A- not applicable)

Ad Hoc Routing can be added by any user in workflow- will add step, not replace any predetermined in workflow

Above is example logic and rules for Testing, using Agreement Method and License Request Types as determinants to workflow options. Libraries

Define Agreement Methods being used, and Purpose/Guidelines for use:

AgreementMethod Name	Description(Brief)	Guidelines for Use	Approval Requirements (if needed in workflow)	Active Indicator
	update or edit these descriptions???			
Negotiated License	A negotiated license entails active negotiations on a customizes agreement with Provider/Agent. Multiple documents may be shared, reviewed, signed and approved before completing or failing licensing negotiations.		"New"= ALL in role "Renewal"= ALL in role "Addendum"= ANY in role	
SERU	http://www.niso.org/workrooms/seru/seru_faq/. Publishers wishing to sell some or all of their products using a SERU approach and libraries wishing to use SERU in acquiring content from selected publishers will be able to sign up on a NISO registry to indicate their willingness to forego a license agreement and rely on the shared expectations expressed in the statements of shared understanding The Copyright License Agreement is an agreement between the owner of the copyright in any existing work or the prospective owner of the copyright and the company or individual in any future work in writing to another person for a limited time. This license should not be mistaken with an assignment; assignment is a form of permanent transfer, while a license is a temporary transfer. This agreement is downloadable and customizable to fit your specific needs		"New"= ALL in role "Renewal"= ANY in role "Addendum"=-ANY in role	
Copyright Law	The click-thru licensing system publishes information on a range of intellectual property opportunities that are available to license under a standardised non-exclusive licence agreement. If you wish to license an opportunity, simply register and 'click' to follow steps through the automated licensing process.		ANY in role	Y
Click-Thru			ANY in role	Y
Shrinkwrap	The shrink-wrap license agreement purports to create a binding legal agreement (so it says) between the software vendor and the user. The agreement is usually found inside the box containing the software, printed on the envelope containing the CD-ROM or disks, or stated in the user manual. At the beginning appears the usual statement warning the user not to open the software envelope or use the software if he or she does not agree with the terms and conditions of the agreement.		ANY in role	Y

Custom License Request Document Statuses

To be implemented by system as part of workflow

<u>Status Name</u>	<u>Description.</u>	<u>Action Buttons Available</u>	<u>Rice Status</u>	<u>Notes</u>
License Needed	Default custom doc status upon initiation.	*Save, Submit, Cancel, Reload, Close	Initiated, Saved, Enroute	* If current Owner if OLE_LicenseManager, and s/he selects Self/no routing, then should be able to Blanket Approve. If any other Workflow option selected, and OLE_LicenseManager tries to Blanket Approve, edoc will route to designated workflow like "submit" *OLE_LicenseManager can Cancel at any point in status "In Negotiation". OLE should preserve License Request and related files, but update statuses.
License Requested	Manual status derived from "Initiate Licensing Workflow" selection, saved by OLE_Licenses or OLE_LicenseManager	*Save, Submit, Cancel, Reload, Close	Initiated, Saved, Enroute	
In Process	Manual status derived from "Initiate Licensing Workflow" selection, saved by OLE_Licenses or OLE_LicenseManager	*Save, Submit, Cancel, Reload, Close	Initiated, Saved, Enroute	
In Negotiation	Manual status derived from "Initiate Licensing Workflow" selection, saved by OLE-Licenses or OLE_LicenseManager.	*Save, Submit, Cancel, Reload, Close	Initiated, Saved, Enroute	
License Received	Manual status derived from "Initiate Licensing Workflow" selection, saved by OLE_Licenses for routing to OLE_LicenseManager upon "Submit"	*Save, Submit, Cancel, Reload, Close	Initiated, Saved, Enroute	
Pending Review	Status when "Review Only" workflow initiated, and when saved (not submitted) by appropriate user role.	Save, Submit, Reload, Close	Saved, Enroute	
Review Complete	Status when "Review only" workflow is completed by user Submitting License Request.	Save, Submit, Reload, Close	Saved, Enroute	
Pending Signature	Status when "Signature Only" workflow initiated, and when saved (not submitted, working) by OLE_Signatory role.	Save, Submit, Reload, Close	Saved, Enroute	
Signature Complete	Status when "Signature Only" workflow is completed by OLE_Signatory and Submitted to workflow.	Save, Submit, Reload, Close	Saved, Enroute	
Pending University	Manual Status when University Approval step is required in Full Approval or Renewal workflows; routes to Owner/OLE_LicenseManager.	Save, Submit, Reload, Close	Saved, Enroute	
University processing complete	Status when Owner/OLE_LicenseManager adds Event Log and Submits License Request to complete step.	Save, Submit, Reload, Close	Saved, Enroute	
Pending Approval	Status when "Approval only" workflow initiated, and when saved (not submitted, working) by any users in OLE_LicensingApproval roles	Save, Blanket Approve, Disapprove, Reload, Close	Saved, Enroute	
Complete	Status when "Approval Only" workflow is completed by OLE_LicensingApprover via "Blanket Approve" button.	N/A	Processed, Final	
Negotiation Failed.	Status when "Approval only" workflow is completed by OLE_LicensingApprover roles via "Disapprove" button.	N/A	Processed, Final	
N/A	Something fails in workflow, License Request returns to Owner. Owner can re-select workflow and Submit again.	*Save, Submit, Cancel, Reload, Close	Exception.	* If current Owner if OLE_LicenseManager, and s/he selects Self/no routing, then should be able to Blanket Approve. If any other Workflow option selected, and OLE_LicenseManager tries to Blanket Approve, edoc will route to designated workflow like "submit"

Name of Workflow: Manual (multiple options with optional Ad Hoc routing/no routing required, only status updates).

		In- Process:				When Complete:		
Precursor	Description of Step	Routes to Action List of	License Request Status	Action Requirement	Rice Status	License Request Status	Rice Status	Next Step
<System-generated License Request from initiated request on Requisition>	First step of processing licensing; status update only, no actual routing.	<remains with Owner>	License Needed	None.	Saved	<manual workflow selection>	Saved (unless Ad Hoc initiated, then Enroute)	Ad Hoc, else stays with Owner.
<License Request "saved" in Action List of OLE_Licenses or OLE_LicenseManager>	Manual "Initiate Licensing Workflow" selection to License Requested; status update only, no actual routing.	<remains with Owner>	License Requested	None.	Saved	<manual workflow selection>	Saved (unless Ad Hoc initiated, then Enroute)	Ad Hoc, else stays with Owner.
<License Request "saved" in Action List of "Owner">	Manual "Initiate Licensing Workflow" selection of In Process; status update only, no actual routing.	<remains with Owner>	In Process	None.	Saved	<manual workflow selection>	Saved (unless Ad Hoc initiated, then Enroute)	Ad Hoc, else stays with Owner.
<License Request "saved" in Action List of "Owner">	Manual "Initiate Licensing Workflow" selection of In Negotiation; status update only, no actual routing.	<remains with Owner>	In Negotiation	None.	Saved	<manual workflow selection>	Saved (unless Ad Hoc initiated, then Enroute)	Ad Hoc, else stays with Owner.
<License Request "saved" in Action List of "Owner">	Manual "Initiate Licensing Workflow" selection of No License Required; status update and completion of workflow	<system>	No License Required	Submit/Blanket Approve	Enroute, Final.	<No License Required>	Enroute, Final.	none.

Name of Workflow: License Received.

		In- Process:				When Complete:		
Precursor	Description of Step	Routes to Action List of	License Request Status	Action Requirement	Rice Status	License Request Status	Rice Status	Next Step
Workflow initiated "License Received" by OLE_Licenses on License Request.	License Request "Initiate Licensing Workflow" selection License Received, and edoc "Submit", routes for next steps, and leaves OLE_Licenses	OLE_LicenseManager	License Received	None or "Initiate Licensing Workflow"	Enroute, Saved	Variable- based on user selected actions. Saved, or as determined by selected workflow.	Enroute	<workflow>, else return to "Owner"

Name of Workflow: Review Only.

		In- Process:				When Complete:		
Precursor	Description of Step	Routes to Action List of	License Request Status	Action Requirement	Rice Status	License Request Status	Rice Status	Next Step
<workflow">, or Workflow initiated "Review Only" by OLE_LicenseManager on License Request.	License Request routes for Contractual review.	OLE_LicensingReveiw	Pending Review	Any/single user in role must complete.	Enroute, Saved	Review Complete.	Enroute	<workflow>, else return to "Owner"

Name of Workflow: Signatory Only.

		In- Process:				When Complete:		
Precursor	Description of Step	Routes to Action List of	License Request Status	Action Requirement	Rice Status	License Request Status	Rice Status	Next Step
<workflow">, or Workflow initiated "Signatory Only" by OLE_LicenseManager on License Request.	License Request routes for Signature.	OLE_Signatory	Pending Signature	All users in role must complete	Enroute, Saved	Signature Complete	Enroute	<workflow>, else return to "Owner"

Name of Workflow: Approval Only.

		In- Process:				When Complete:		
Precursor	Description of Step	Routes to Action List of	License Request Status	Action Requirement	Rice Status	License Request Status	Rice Status	Next Step
<workflow">, or Workflow initiated "Approval Only" by OLE_LicenseManager on License Request. Name of Workflow: Full Approval.	License Request routes for Approval.	OLE_LicensingApprove r	Pending Approval	See rules for approval	Enroute, Saved	Blanket Approve = Complete Disapproved= Negotiation Failed	Processed, Final	FYI To original Requisition selector; ACK to Owner. System update to Agreement Status?

		In- Process:				When Complete:		
Precursor	Description of Step	Routes to Action List of	License Request Status	Action Requirement	Rice Status	License Request Status	Rice Status	Next Step
Workflow initiated "Full Approval" by OLE_LicenseManager on License Request.	License Request routes through all workflows in chain/order, with intervening University review stop.	<workflow:Review Only>						Next Step
Review completed within library	Agreement documents, final versions, must be sent to University Purchasing, Administration, or Legal for signoff or review (external to OLE).	<Owner>	Pending University	(none), optional Ad Hoc Routings; Current Location manually updated by Owner/OLE_Licens eManager	????? Saved?	Owner manually Submits License request. Status: University Processing Complete.	Enroute	<workflow: Signature Only>
		<workflow: Signature Only>						<workflow: Approval Only>
		<workflow: Approval Only>						See above

Name of Workflow: Renewal. (current is replica of Full Approval- what would be different?)

		In- Process:				When Complete:		
Precursor	Description of Step	Routes to Action List of	License Request Status	Action Requirement	Rice Status	License Request Status	Rice Status	Next Step
Workflow initiated "Full Approval" by OLE_LicenseManager on License Request.	License Request routes through all workflows in chain/order, with intervening University review stop.	<workflow:Review Only>						Next Step
Review completed within library	Agreement documents, final versions, must be sent to University Purchasing, Administration, or Legal for signoff or review (external to OLE).	<Owner>	Pending University	(none), optional Ad Hoc Routings; Current Location manually updated by Owner/OLE_Licens eManager	????? Saved?	Owner manually Submits License request. Status: University Processing Complete.	Enroute	<workflow: Signature Only>
		<workflow: Signature Only>						<workflow: Approval Only>
		<workflow: Approval Only>						See above

Name of Workflow: Addendum.

		In- Process:				When Complete:		
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Precursor	Description of Step	Routes to Action List of	License Request Status	Action Requirement	Rice Status	License Request Status	Rice Status	Next Step
Workflow initiated "Addendum" by OLE_LicenseManager on License Request.	License Request routes through all workflows in chain/order.	<workflow:Review Only>						<workflow: Signature Only>
		<workflow: Signature Only>						<workflow: Approval Only>
		<workflow: Approval Only>						See above