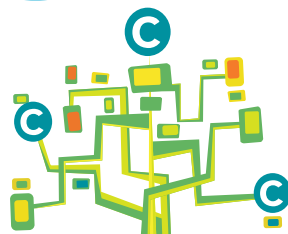


) User Guide

Content Users



Savia

Copibec's online copyright licensing
and rights management system



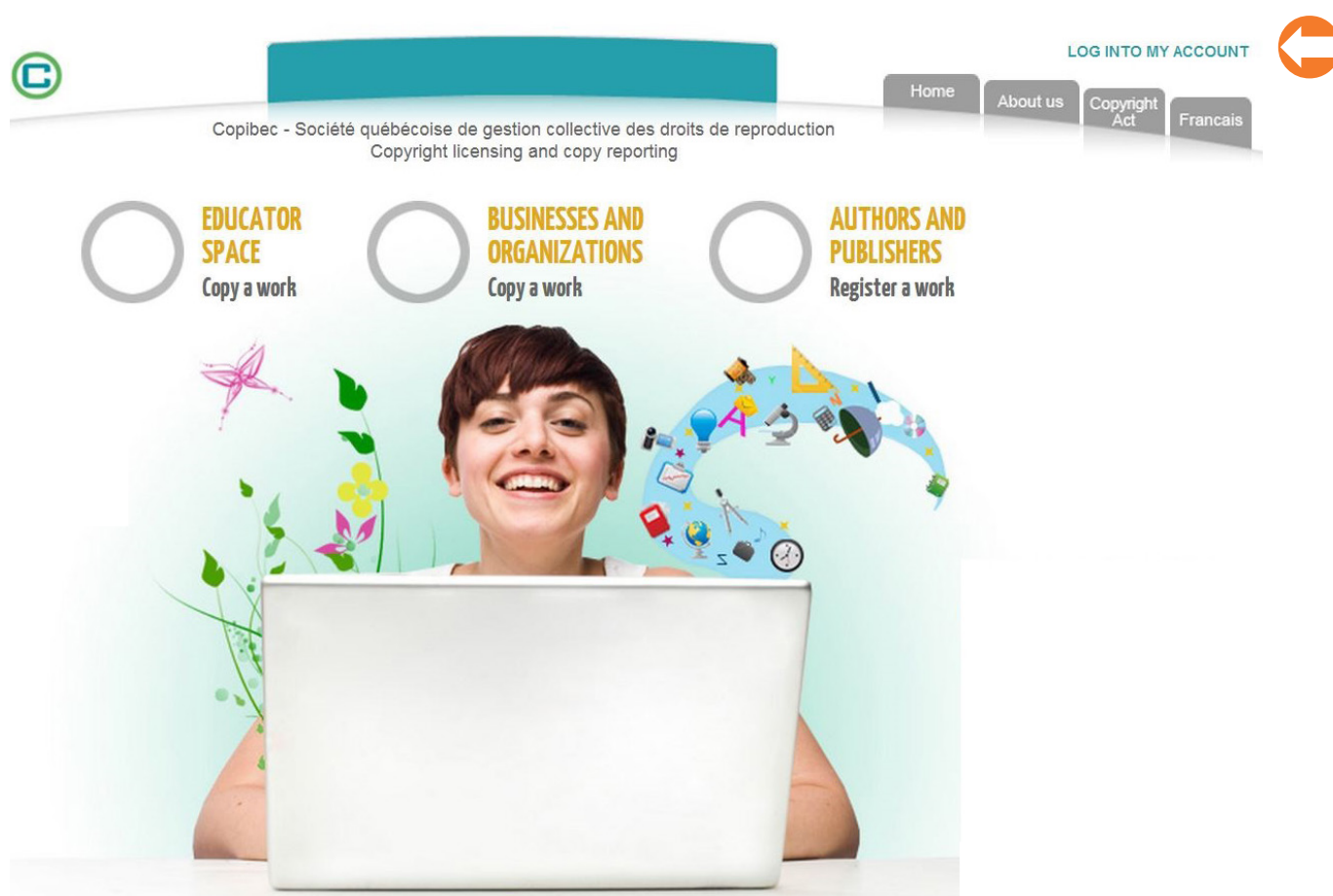
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Welcome to **Savia**, Copibec's online copyright licensing and rights management system. This **guide** will help you use the features of the **system**.

From the home page, click **Log into my account**.



Your online account consists of three parts:

- **Account:** Access to your content user account. (A content user is an educational institution, business, organization, individual, etc., who uses Copibec's services);
- **Repertoire:** Access to the database of documents (books, magazines, periodicals, digitized dramatic works, newspapers, CD-ROMs, etc.) registered in the Copibec repertoire;
- **Pay-per-use licences / Copy log entries:** Access to the pay-per-use licence request and copy log module.

Account

As a content user, you have a content user account in **Savia**. Multiple user accounts can be associated with that content user account.

If you represent a new content user, or if you are a new user working for a company or institution that already has an account with Copibec, you need to register a new account.

Registering a new account

Click **Complete the registration process**.



YOU DON'T HAVE A USER ACCOUNT ?

[Complete the registration process](#) to obtain an account.

USER GUIDES

[Authors](#)

[Publishers](#)

[Content Users](#)

Email:

Password:

[Forgot your password?](#)

Remember my information? ☐

Confirm

There are **five steps** in the new account **registration** process:

- User identification (individual using the online system)
- Account identification (content user)
- Account contact information
- Information review
- Terms and conditions



REGISTRATION

▶ **STEP 1** *(In progress)*
▶ User identification

STEP 2 *(Not completed)*
▶ Account identification

STEP 3 *(Not completed)*
▶ Account contact information

STEP 4 *(Not completed)*
▶ Information review

STEP 5 *(Not completed)*

User identification

Email: *

First name: *

Last name: *

Phone: *

I am: *

☐ Author (Writer, freelance, visual artist, etc.)

☐ Publisher

☐ Content user

Next step >

) 7

1. User identification

An valid address is used as the access code for the user account.

The first person registering an account for a content user that is not a school will automatically become the account administrator.

2. Account identification

You have to choose between **Individual** (the invoices will be issued in your name) or **Moral person** (the invoices will be issued in your employer's name).

Individuals have to choose their sector of activity from the dropdown menu.

A user representing a body corporate has to identify the organization or business and choose its sector of activity from the dropdown menu.

If the specified organization or business already has an account in **Savia**, a dropdown menu called **Service** will appear. Please select the certified service that will approve your requests and pay the royalties to Copibec.

3. Account contact information

In this section, you have to enter the contact information for the individual, organization or business designated as a content user.

4. Information review

This section summarizes the information entered during the previous three steps. It is possible to modify the information from any of the steps before moving on to the last step.

5. Terms and conditions

This section shows the terms and conditions for using Copibec's online system. If you do not accept the terms and conditions, the registration process will be terminated and no information will be saved.

) Account registration – Completed

Users who create a new content user operating in a sector other than education will be sent a confirmation email in order to confirm their address. The account will be activated when you click the link included in the email. At that point, you have to choose a password.

Account registration - Completed

Confirmation

- The account has been created successfully and you have been assigned the role of account administrator.
- An email summarizing the information you provided has been sent to you at example@user.ca.
- Please click the link in the email to activate your profile and the created account.

[Back to home page](#)

Users who associate themselves with an existing account will see a message indicating that an email has been sent to the content user account administrator so that the account can be activated.

Once the account has been activated by the administrator or by Copibec, an email is sent to the new user so that they can choose a password and complete the registration process.

New account created by administrator

Administrators can create as many user profiles as they want. From their own account, they need to click **ACCOUNT** and **Users** in the menu on the left.

A list of users associated with the content user account will be displayed on the right. Click **Add user** above that list, on the right.

User list

List of the users associated with your organization's account.



	Last name	First name	Email	Admin.	Active	Profile type	
	Université	Utilisateur	universite@universite.com	☒	☒	Content user	
	Page 1	of 1		1 to 1 of 1 item(s) displayed		Number of results per page 50	

Before activating a user account...

Be sure to provide the requested information:

Account information

Account name: Nine Oaks
Account No.: U0215272

User information

Email: *
First name: *
Last name: *
Phone: *
Secondary phone:

Billing

☐ Bill by credit card for pay-per-use licence request

Access to services

Accounts Payable - Content User ▼

Access rights

Administration ☐

Role	Viewing	Management
Account		
Account	☒	☐
Accounting		
Billing	☒	
Processing		
Copy log entries	☒	☐
Document		
Partial viewing	☒	

Save Cancel

Billing:

Tick this box if the new user has to use a credit card to pay the fees for pay-per-use licences. This situation would apply if an employee at your school wanted permission to make copies not covered by the school's copying licence and not paid by the school. For example, the employee could want to print a play from the adelinc.ca website or request a pay-per-use licence.

Access to services:

If you represent a content user with multiple departments (e.g. faculties, campuses, branches, etc.), the new user accounts that you activate will automatically be associated with your department. Otherwise, the users will be associated with the main account.

Access rights:

Please take the time to assign the adequate rights to the user accounts you create.

- **Administration**

If this box is ticked, the user is allowed to view and modify the content user account, view and modify the user accounts associated with the content user and create new user accounts. The user can view royalty cheques issued to the organization or business, can consult and manage copy logs and pay-per-use licence requests and can consult the documents registered in the Copibec repertoire.

The administrator also receives e-mails asking him to activate new user accounts and those asking them to approve requests with royalty fees.

It is possible to have more than one administrator in a user account or in a service. To decide who will receive the e-mails in that case, please contact Copibec.

- **Account**

It is possible to tick the "Viewing" box (access to the contact information for users and the content user) and the "Management" box (which also allows the user to modify those accounts and create new ones).

- **Accounting**

If this box is ticked, the user is allowed to view the invoices issued to the organization or business.

- **Processing**

If viewing is allowed, the user can consult the pay-per-use licence requests and copy log entries that they created in the system. If the "Management" box is ticked, the user can also create, copy and cancel requests and copy log entries on their own. However, only an administrator will have the authority to approve them if they are subject to fees.

- **Document**

If this box is ticked, the user can view the documents registered in the Copibec repertoire.

Click **Save** to confirm the choices, then click **Activate** in the top right corner. The new user will be sent an email containing a link so that they can choose a password.



An administrator who activates a new user account does not have to click the "Reset password" link in the menu on the left. That function is used only if the administrator is informed that a user has lost or forgotten their password. When a new account is activated, a confirmation email is sent automatically.

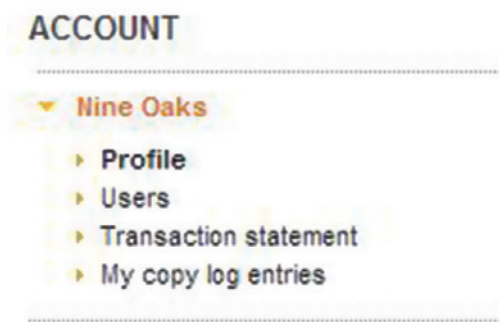
Account management

User account (My profile)

To view or modify your own user account, click **My profile** in the top right corner. Users who have the necessary access rights can modify their personal information as well as their email address and password through the menu on the left. However, they cannot modify the access rights assigned to them.

Content user account

Under ACCOUNT in the menu on the left, the content user's name is displayed. Under that name, depending on the access rights granted, it is possible to view and/or modify various elements of the content user account. Click the account name to display the choices.



- **Profile**
For individuals, this option provides access to the contact information, sector of activity and birth date (optional). For organizations or businesses, the business name, sector of activity and contact information are displayed. The information in any of the unshaded fields can be updated.
- **Users**
This option shows the list of users associated with the account. The pencil icon on the left enables you to open the user account and, if necessary, modify the information entered during registration.
- **Transaction statement**
This is a feature that allows you to check the balance due and view the invoices issued by Copibec. Click the icon on the left to access the relevant invoice. Invoices related to pay-per-use licences (PPUL) include a "Details" link that displays the list of pay-per-use licences billed.



Description
Pay-per-use licence fees for the period 2011-03-01 to 2011-03-01. Details

- **My copy log entries**

This function allows you to search through your copy log entries and pay-per-use licence requests in the system. Users who have administrator access rights can also access the requests of other users associated with the account.

Using various search options, you can search through all the copy log entries for your organization or business. You can then use the results to produce Excel reports by clicking the diskette icon at the bottom of the page.

My copy log entries

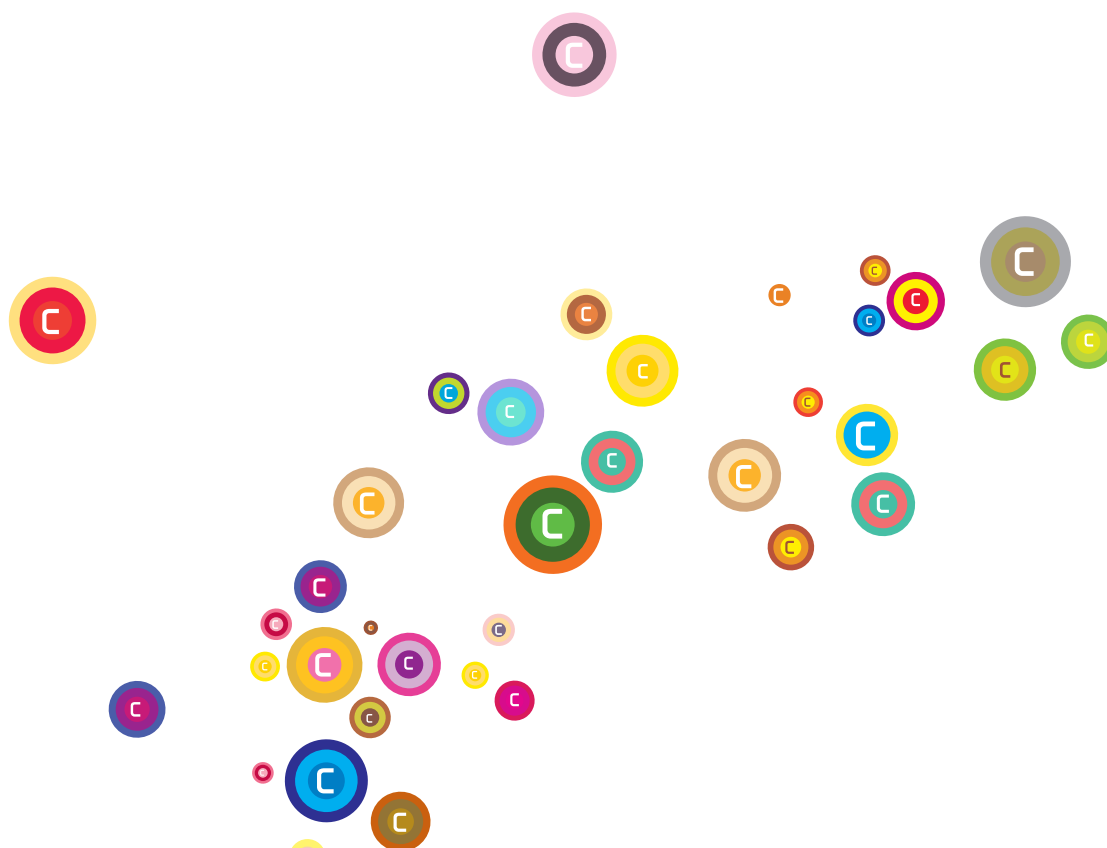
Show search options 										
	Copy log en	Content user	Requested by	Status	ISBN/ISSN/ISMN	Title	Created on	Modified on	Service	Subtotal
	3546168	Nine Oaks	Content User	Approved	978-0-405-03912-6	Brigitte bardot an	2014-02-27	2014-02-27		\$30,00
	3546167	Nine Oaks	Content User	Pending approval		We Can Work It C	2014-02-27	2014-02-27		\$6,00



Page of 1


1 to 2 of 2 item(s) displayed
Number of results per page





Repertoire

Content users have access to the Copibec repertoire enabling them to complete the data they need or to see, for example, if Copibec is able to grant permission for paper prints or digital use for a specific work.

Many search options are available. By clicking the icon to the left of each search result, you can view the record for the relevant document. If the “Print format copying allowed” box is ticked, that document is available for print format copying. A portion of the document can be copied at no additional charge if you already have a licence. Similarly, if the “Digital format copying allowed” box is ticked, you can obtain permission to copy an excerpt from the document in digital format. If you have a digital copying licence, the document is covered and you can copy excerpts according to the limits and pricing specified in your licence. However, even if there is no indication that digital format copying is allowed, your licence may allow you to copy an excerpt from the document. To be sure, please consult the Exclusions List for your licence or make a request for a pay-per-use licence.

A basic search uses one or more key words to search through all the documents, regardless of their type. It is possible to use the dropdown menu to limit the search to authors, publishers, ISBN/ISSN/ISMN or title. All fields are targeted in the default search.

You can tick, under the search field, **Result in detailed format**, which will show, on the same page, the detailed informations on each result.

You can also tick **Exact word**. It will allow you to only get the results that are exactly the same as the words or numbers you entered. You can add an asterisk at the start of the entry (for example **songs*, to get only the titles which end with the word *songs*) or at the end of the entry (for example *songs**, to get the titles which start with the word *songs*).

Document search

[Basic search](#) | [Advanced search](#)

The screenshot shows the 'Basic search' interface. At the top right, there is a link 'Basic search' and 'Advanced search'. Below this is a search bar with the label 'Search:'. To the right of the search bar is a dropdown menu currently showing '(All)'. Below the dropdown menu, there are two checkboxes: 'Result in detailed format' (which is checked) and 'Exact word' (which is unchecked). To the right of these checkboxes is a 'Search' button. A 'Hide search options' link is visible in the top right corner of the search area. The dropdown menu is open, showing the following options: '(All)', '(All)', 'Author', 'ISBN/ISSN/ISMN', 'Publisher', and 'Title'.

The [Advanced search](#) link gives you access to more search options. When you hover the cursor over [Advanced search](#), five additional links are displayed so that you can target only books, periodicals, digitized dramatic works (plays), sheet music or one pagers (lyrics, short texts, artistic works such as illustrations or photographs, that are not published in a book or periodical).

Document search

[Basic search](#) | [Advanced search](#)

Search:

[Advanced book search](#)
[Advanced periodical search](#)
[Advanced search for digitized dramatic work \(play\)](#)
[Advanced sheet music search](#)
[Advanced search for one pagers](#)

(All) ? Search

Hide search options

Click the [Advanced search](#) link to do a general search using multiple criteria targeting all the documents. To limit the search to a specific type of document, click the corresponding link in the dropdown menu. At the bottom of the page, the options for that type of document will be displayed.

Select and enter the relevant criteria and click [Search](#). All the results will be displayed (no filters are applied) if the default selections are used in the dropdown menu.

It is possible to hover the cursor over any line in the results list in order to see a green pop-up containing the main bibliographic information for that document. The pencil icon enables you to consult a document. The width of the various columns, the height of the table and the sort order can be adjusted.

To limit the search results, click [Show search options](#) and choose the relevant options.

Document search

[Basic search](#) | [Advanced search](#)

[Show search options](#)

	Status	ISBN/ISSN/ISMN	ISBN-10	Title	Publisher	Author(s)
	Approved	978-0-390-79250-1	0-390-79250-0	A contemporary approach to classical metaphysics	McGraw-Hill Ryerson	
	Approved	978-0-19-875253-0	0-19-875253-9	A survey of metaphysics	OXFORD UNIVERSITY	
	Approved	978-0-87395-092-3	0-87395-092-5	Al-kind's metaphysics;	STATE UNIVERSITY C	
	Approved	978-1-55786-728-5	1-55786-728-3	Beginning metaphysics : an introductory text	BLACKWELL PUBLIS	
	Approved			Being and becoming: an essay towards a critical philosophy	Sheed and Ward	
	Approved	978-0-7914-2755-2	0-7914-2755-2	Being and value : toward a constructive philosophy	STATE UNIVERSITY C	
	Approved	978-0-262-01593-6	0-262-01593-5	Carving nature at its joints : natural kinds in contemporary metaphysics	MIT PRESS (MASS. IN	
	Approved	978-1-883357-61-0	1-883357-61-6	Commentary on aristotles metaphysics	D	
	Approved	978-0-631-20172-4	0-631-20172-6	Contemporary readings in the foundations of metaphysics	B	
	Approved	978-0-915145-43-0	0-915145-43-X	Ethical philosophy: the complete texts of gregory h. reynolds	H	
	Approved	978-0-87220-320-4	0-87220-320-4	Ethical writing : the complete texts of gregory h. reynolds	H	
	Approved	978-0-268-00696-9	0-268-00696-2	Explorations in metaphysics: being-person-ontology	U	
	Approved	978-90-481-3782-4	90-481-3782-9	Feminist Metaphysics : Explorations in the Philosophy of Being	S	
	Approved	978-0-521-84080-0	0-521-84080-6	Fiction and metaphysics	C	
	Approved	978-0-19-928219-7	0-19-928219-6	Fictionalism in metaphysics	OXFORD UNIVERSITY	
	Approved			Foundations of the metaphysics of morals	Bobbs-Merrill	
	Approved	978-0-02-307825-5	0-02-307825-1	Foundations of the metaphysics of morals	MACMILLAN / FREE P	
	Approved	978-0-521-84080-0	0-521-84080-6	Foundational concepts of metaphysics	BRADLEY UNIVERSITY	

ISBN/ISSN/ISMN: 978-0-87220-320-4

Title: Ethical writing : the complete texts of gregory h. reynolds

Publisher: HACKETT

Author(s):

Type of work: Book

Published: 1995

Print format copying allowed: Yes

Digital format copying allowed: Yes

Pay-per-use licences / Copy log entries



A copy log entry or pay-per-use licence request is done in five steps. Moving from one step to another one is easy. Users can use their browser's "Back" and "Forward" buttons or the blue buttons at the bottom of the page without being logged out. In addition, the details of the process under way are displayed at all times on the left side of the screen.

PAY-PER-USE LICENCES / COPY LOG ENTRIES

STEP 1 *(Completed)*

- › Content user identification

▶ STEP 2 *(In progress)*

- › Copying format and type of work

STEP 3 *(Not completed)*

- › Work to be copied

STEP 4 *(Not completed)*

- › Copying parameters

STEP 5 *(Not completed)*

- › Review the request



ADD A NOTE



Step 1: Content user identification

Content user's name, sector of activity and requester. This step is completed automatically for content users in the government or private sectors. For educational institutions, compulsory information about the course has to be entered (e.g. course number, teacher/professor's name, session/semester and subject matter).

Step 2: Copying format and type of work

Copying format: Users first have to indicate whether they are copying in print or digital format. For digital format copying, they also have to indicate the format type (email, USB flash drive, intranet, etc.).

Type of work: Users have to indicate which type of document will be copied. If they choose a book or magazine, they also have to indicate whether it is a law report.

Date: Indicate the date on which the copying was done or today's date (if the copying isn't done yet). That date will be used to link the request to the applicable licence. Enter the date according to the YYYY-MM-DD format or use the calendar provided.

Recipient: In this step, users who submit a request that is not for education or training purposes also have to specify the recipient(s) who will be using the copies.

Step 3: Work to be copied

Identification of the work that is being reported in a copy log or copied under a pay-per-use licence. You can search a document by its **ISBN/ISSN** or **Title** using the Autocomplete.

In the list of proposed documents, click the document that will be copied. The fields will be completed automatically. If the selected document is not the right one, click "Choose new document" to clear the fields.

If the document to be copied is not listed in the results generated by semi-automatic data entry, make sure the information entered in the fields is as complete as possible before proceeding to the next step.

If the document is a book, the ISBN is compulsory. You can only leave that field blank if the book was published before 1979, which is the first year that those numbers were assigned. If you are unable to find the ISBN, enter "Unknown" in the ISBN field.

If the system terminates your request during this step (e.g. because the title is excluded or is in the public domain), you can click [Choose new document](#) (if an error was made in choosing the document) or [Make new request](#).

Step 4: Copying parameters

For magazines and newspapers, click [Add excerpt](#). In the pop-up, enter the article's title and author and the copied pages. Although they are not mandatory fields, the author's name and the title of the article are very important informations that enable us to pay royalties to the authors. If these data are available to you, please take the time to write them down.

For the books, enter the title or number of the chapter you intend to use, the copied pages, then click [Add](#), on the right, in order to save the informations. If many excerpts or chapters are used, fill out the fields and click [Add](#) for each of them.

Enter the applicable number of copies in the [Print run \(No. of sets\)](#) field, or the [User count](#) (for digital uses).

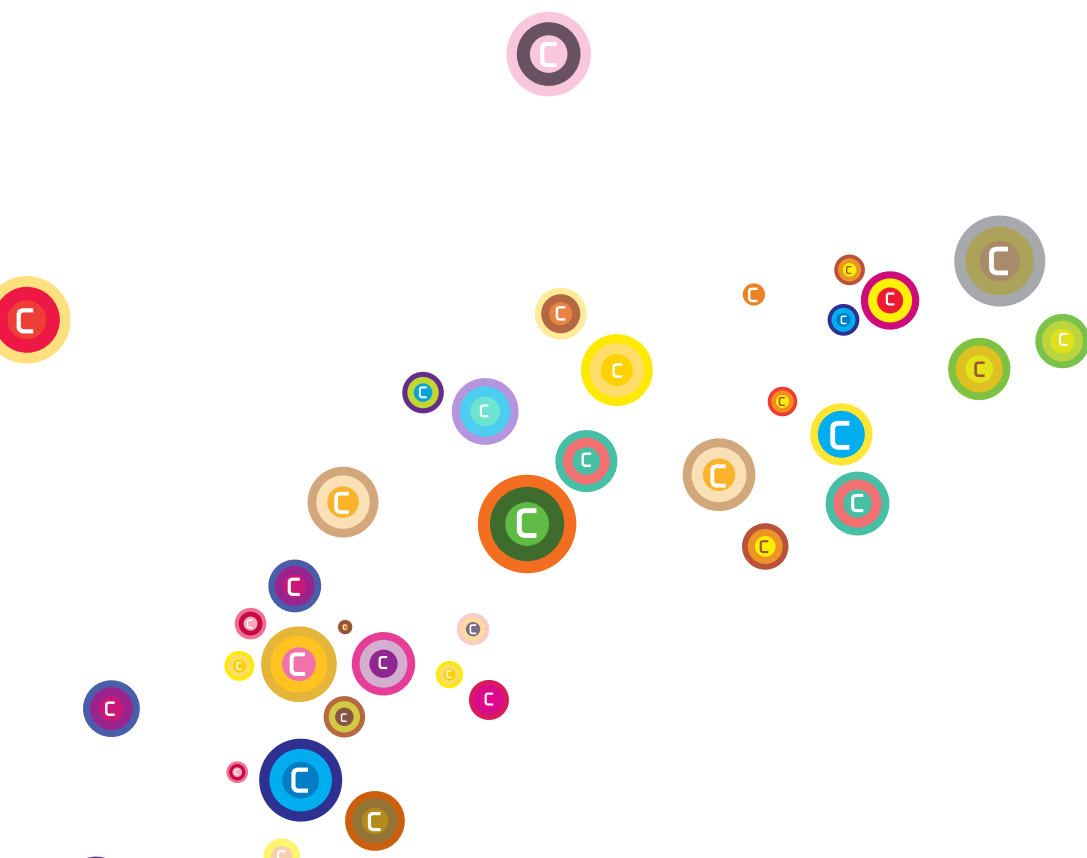
Step 5: Review the request

The data for the current request is presented on a single page. It is possible to modify the information for each step of the request. If the request is ready to be submitted to Copibec, click the button at the bottom of the page. Once the request has been submitted, its status will be one of the following:

- **Approved**
The request has been approved and no fees are payable. The requested pages can be copied under your licence. You can go ahead and make the copies immediately.
- **Pending approval**
The request has been approved but fees are payable. If you agree to pay the fees, click the **Approve** button. If not, cancel the request. If you do not have administrator rights, you will have to wait until the account administrator for your organization or business approves the request before you can make the photocopies or digitize the excerpt.
- **In process**
Because of the number of pages copied or the type of document, your request has been submitted for analysis by a Copibec representative. You will be informed of the decision via email as soon as possible.
- **Rejected**
If permission to make copies cannot be granted by Copibec, the request will be rejected. If the request exceeds the limits or the document is unknown and ends up being excluded from Copibec copying agreements, a Copibec representative will inform you of the rejection via email after the request has been analyzed.

At the bottom of the request, click **Copy** to create a new request for the same document and same course, click on **Make a new request for the same course** if you only want a new document or click **New request** to create a new request for different document and course.

As long as an authorization is not invoiced, you have the possibility to get back to it and change the print run or user count. To do this, click **Edit at the bottom of the page.**





606 Cathcart St., Suite 810
Montreal, QC H3B 1K9
Telephone: 514-288-1664 or 1-800-717-2022
Fax: 514-288-1669
www.copibec.qc.ca
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licences@copibec.qc.ca