

L I C E N S E S

The Licenses file lists and ages licenses that you've issued for the use of your images. Besides the to whom and the for what, it displays the starting and ending date of each license.

The file is fully capable of creating complete licenses or it can import then track PLUS XMP licenses.

The whole purpose of tracking them is in knowing when they expire so you can provide adequate notice to the licensee that their usage has ended and to offer a chance to relicense. Fortunately the Licenses file handles that too. *Tip* 📌

The file consists of three windows; the Selector for viewing and selecting the licenses in a list format, the Constructor for building and importing licenses and a Data Sheet for complete access to the file's contents. There are two report forms; License and Reminder.

The Licenses file is designed to fully utilize the PLUS License Data Format, but does not require you to use it. Licenses constructed by the file are PLUS compliant and can be exported as XMP data for use by other PLUS compatible software. The Licenses file also imports PLUS XMP data created by other software. *Tip* 📌


Tip:

If you're the licensee rather than the licensor, you can just as easily use the Licenses file to keep track of licenses you have acquired.

Tip:

PLUS, the Picture Licensing Universal System, is an international non-profit initiative on a mission to simplify and facilitate the communication and management of image rights.

See useplus.com



License#	Contact	Start Date	End Date	Reminder
Date Issued	Company Reference			
Lic# 1423	Valerie Newmer	11/1/08		
10/21/08	Sparsic & Holmes		*5/1/09	Sent 4/8/09
	St Louis Convention Bureau			
Lic# 1454	Billy Craig	2/14/09		4/30/09
1/7/09	Cranmore Agency	5/30/09		Sent 5/10/09
	Spring Cleaning			
Lic# 1475	David Pascescha	For: Ruth Eismore	6/21/09	
4/30/09	Health in Living		7/21/09	
	Home Beautician			
Lic# 1476	Terrence Bonner	For: Dr Pepper	9/1/09	
5/10/09	Young & Rubicam		9/1/11	7/3/11
	Be a Pepper Campaign			
Lic# 1477	Carol McDaniel	8/1/09		
5/10/09	Bolton Hotels	8/1/10		6/17/10
	Waikiki Bolton Hotel Brochure			

SELECTOR

The Selector window is always the first to appear when you open Licenses. It displays any selected set of licenses in a scrolling list format.

The Search menu allows you to determine which licenses are displayed while the Sort menu controls the order in which they appear.

Each listed license displays the License Number and Date of Issue followed by the Contact, in this case the Licensor, their company and a Reference about this license. To the right is the Starting and Ending Date. An expired license has a red asterisk in front of the Ending Date.

If a Reminder is scheduled, and the license has not expired, the date of the Reminder is displayed on the extreme right. If a Reminder has been issued, the Sent date is displayed.

One license at a time is active as represented by the highlight. You can use the arrow keys on your keyboard or the mouse to move from one license to another.

You can double click on a license in the Selector to view or edit the details of that license in the Constructor window. Or use the Windows menu to view the active license in the Constructor, License or Reminder.

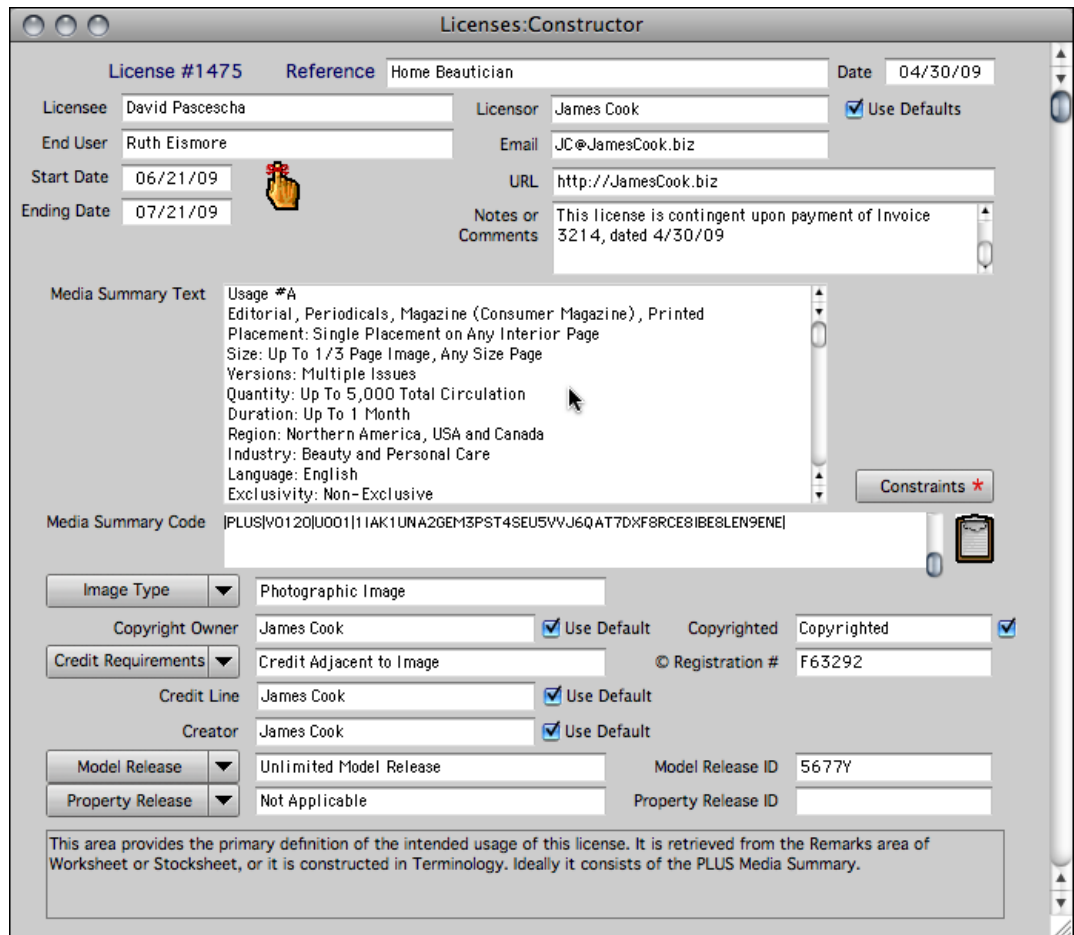
A license can only be edited in the Constructor window or in the Data Sheet.

The Functions menu can be used in this window to schedule a Reminder for the active license, send a Reminder for it or to Export it in as an XMP file.

Details on these processes are found later in this chapter.



Licensee:
One who is granted a License by a Licensor.



C O N S T R U C T O R

The Constructor window is the window in which you build or edit a license. It shows all of the details of any one license.

Move the cursor over any part of the Constructor window to view the interactive help at the bottom of the window for a brief description of that item.

It is not necessary to completely fill in all of the parts of this window but we don't want that to encourage you to always go for the bare bones.

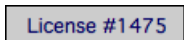
The crucial parts for a valid license are the Licensor, the Licensee, the Start and End Dates and the Media Summary Text. Of course it's best to include contingencies, such as no use without payment. Any other information you can add helps to protect all parties from misunderstandings and mistakes. *Tip*

Fortunately both InView & StockView provide several aides in building licenses as you'll see.

Tip: The cell for the Licensee is linked to the Contacts file. Enter a name already in Contacts and the rest of their information is automatically pulled in.

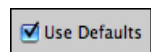
L I C E N S E N U M B E R

The License Number is automatically entered whenever a new license is created. The number is determined by the Numbering Preferences window in Flow Chart.



D E F A U L T S

There are four Use Default check boxes in the Constructor. All of them install the Author/Creator, saved as the Metadata Preferences in Flow Chart, in the adjacent cell. The Use Default at the top right also includes the Email Address and URL from the metadata settings.



R E M I N D E R S

Reminders are set for dates on which you want to issue a reminder letter or Notice of License Expiration to the Licensee.

A Reminder can be scheduled by clicking on the Reminder icon or by choosing Set



Reminder from the Functions menu. You're asked how many days in advance of the license' expiration you want to be reminded about that fact. The resulting date is then displayed below the icon and in the Selector.

Note: Reminders are passive and do not cause a alert to appear automatically when due. Use Select Due Reminders in the Search menu to find out which ones are due. Or use Expiration Reminders to All in the Functions menu. *Tip* ♦

CLIPBOARD

If you've copied a PLUS Summary Code elsewhere in the program or in other software, it can be imported and deciphered in the Constructor. Be sure you have a new license in progress or intend to replace anything already present in the Media Summary Text cell.

Copy the code, then click on the Clipboard icon. The file checks to be sure it's a valid code then pastes it into the Media Summary Code and decipheres it. The resulting Media Summary Text appears above.

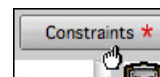


Tip:

On Macintosh OS X, when you set a reminder it is followed by an offer to add the expiration date and an advance reminder to iCal.

CONSTRAINTS

There's actually a bit more to the Constructor window than we've shown you. There's another half of it below what we've covered so far. You can scroll the window to get there, or you can click on the Constraints button.



The screenshot shows the 'Licenses:Constructor' window. At the top, there is a text area containing the text: 'Age of the youngest model pictured in the image, at the time that the image was made.' Below this are several input fields for image metadata:

Image ID	HB-3244	Date of Creation	03/01/06
Image Title	Mud Faced Girl	First Publication	04/06/07
Image File Name	DSC2006312.jpg	Minor Model	
Image File Format	JPEG	Adult Content	
Image File Size	12MB		

Below the metadata fields is the 'Constraints' section, which contains several scrollable text areas:

- Media
- Region
- Product or Service
- Image File
- Alteration
- Duplication: No duplication of this image is permitted
- Other

A 'Back to Top' button is located to the right of the scrollable areas. The window title bar shows 'Licenses:Constructor' and a red asterisk next to the 'Constraints' button.

When the button displays a red asterisk, that means at least some of the lower half has information entered.

The fact that we've tucked this information at the bottom doesn't mean it's less important, but it is likely to be used less often.

Notice that the interactive help is now displayed at the top of the window as you move the cursor over these items.

Constraints are limitations added to the licensing terms above, such as naming the specific cities when a license allows only so many metro areas.

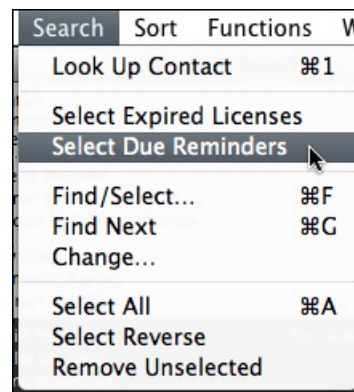
Use the Back to Top button or the scroll bar to get to the top of the Constructor window again.



M E N U S

S E A R C H

In addition to the usual Search menu choices, the Licenses file offers two specialized, automatic searches. Both are only available in the Selector window.



S E L E C T E X P I R E D L I C E N S E S

This process starts by asking you to enter a number representing how many days back from today you want to select. 30, for instance, selects all licenses that expired within the last 30 days. If there are none, it tells you so.

S E L E C T D U E R E M I N D E R S

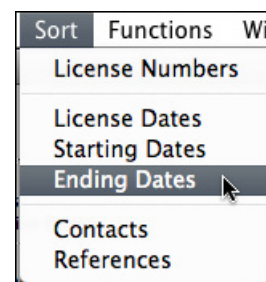
Similarly, this starts by asking how many days ahead you want to select. An entry of 30 here, selects any reminders set to occur within the next 30 days.

S O R T

The Sort menu is also available only in the Selector window.

The displayed licenses are sorted by whichever category you choose.

The Standard Sort menu is available in the Data Sheet view.



F U N C T I O N S

N E W L I C E N S E

New License adds a new record to the Licenses file, numbers it and loads today's date. The rest is up to you.

S E T R E M I N D E R

Set Reminder asks how many days in advance you want to be reminded before the active License expires. It uses your entry to set the Reminder date.

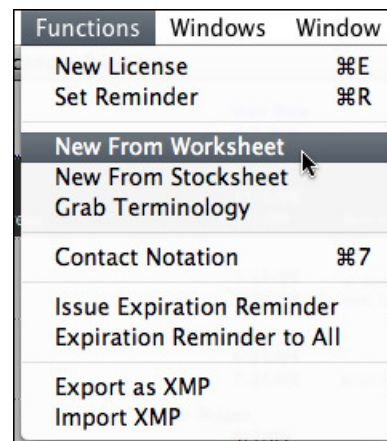
N E W F R O M W O R K S H E E T

With an Invoice or report in Worksheet, New From Worksheet uses that information to add and create a new license for the same project. The paperwork can then be combined for delivery to the client.

N E W F R O M S T O C K S H E E T

With an Invoice or Delivery in Stocksheet, New From Stocksheet uses that information to add and create a new license. The paperwork can then be combined for delivery to the client.

Note: Stocksheet has the ability to create License Reminders using Submissions to track them. This is not the same as Reminders created in the Licenses file but is a legacy licensing feature in the software that will be phased out.



G R A B T E R M I N O L O G Y

When building a new license from scratch, use this function to retrieve the current licensing text in the Terminology file.

C O N T A C T N O T A T I O N

The function opens a window displaying the Date, License Number and Reference, ready for you to edit or replace. It then proceeds to add that note to the Contacts's record (the Licensee) in the Contacts file.

ISSUE EXPIRATION REMINDER

This generates a Notice of License Expiration for the currently active License. It doesn't matter if it has a Reminder assigned or not.

EXPIRATION REMINDER TO ALL

After asking you how many days ahead you wish to work, this process locates all Reminders within your specified time range and generates a Notice of License Expiration for each one.

EXPORT AS XMP

The current license is exported as a PLUS formatted XMP file for use with other PLUS compatible software.

IMPORT XMP

After asking you to locate the file to be imported, this process reads and converts a PLUS formatted XMP file, then loads the details into a new Licenses record.

WINDOWS

Each of the selections in this menu opens the named window or file.

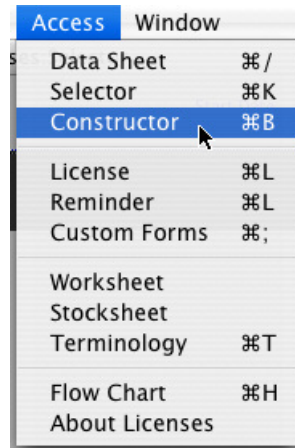
GRAPHICS MODE

Available only in the License and in Reminder windows, Graphics Mode allows you to edit the printed look of each form.

Within those forms you have the same tools and options found throughout InView & StockView for adjusting or re-designing the printed output of your forms.

Note: Custom Forms in Licenses works exactly as it does in other files. See Printing & Editing Reports for how to utilize this feature.

There are two primary benefits to using Custom Forms. You can create an unlimited number of layouts to work with Licenses and your graphics modifications do not get reset when a new version of Licenses is installed at some future date.

**WORKING BACKWARDS**

What do you do if you've been using InView & StockView and want licenses posted for all those invoices you've already issued?

Even though you won't now send the client a license document, it's handy to have the reminders for you to follow up when their licenses do expire.

To most easily create licenses from existing invoices, locate such an invoice in Receivables. Use the Functions menu to choose Invoice to Worksheet. The invoice is reloaded to Worksheet - or to Stocksheat if that's where it originated.

Now in the Licenses Functions menu, choose New From Worksheet or New from Stocksheat. The information in the invoice is loaded into the Licenses file as a new license. Adjust dates and other items as desired and save it.

There's no need to re-post the invoice itself. It's still in Receivables exactly as it was. You can either close Worksheet or Stocksheat or proceed to repeat the process with another invoice from Receivables.

