



Institutional Guide to Copyright Clearance Centre's RightsLink[®]

Auto approval of funding requests

Learn how to access and use the RightsLink[®] platform to manage your open access business at an institutional and consortia level, where funding requests are **auto approved.**

Resource Centre

To help raise awareness of open access within your institution, visit our resource centre where you will find relevant materials to download and share.

bmj.com/company/bmj-resource-centre

Support

If you need any support accessing BMJ resources please visit support@bmj.com

For any other queries contact oasales@bmj.com



How to access

- Visit apcfunding.copyright.com
- You should have received login credentials from BMJ.
If not contact oasales@bmj.com, or if you encounter any difficulties with the system, email the same address.

Balance

You can check the balance of your OA Agreement at any time, on the threshold display screen. It may be displayed in monetary terms (as shown here), or with a token balance - depending on your Agreement.

Now you can go to reports to generate a report which has information about your organisation's transactions.

Profile Nickname	Profile Name	Agreement Name	Publisher	Invoicing Frequency	Eligibility Timeframe	Eligibility Start	Eligibility End	Profile Status	Automatic Approvals	Notifications
▼	Click here	Click here	BMJ PUBLISHING GROUP LTD.	Daily	Manuscript Acceptance Date	01-Jan-2022	31-Dec-2022	Active	<input checked="" type="checkbox"/>	
		Amount Approved for Invoicing	0.00 GBP							
		Number of APC Tokens Remaining on the agreement	87							
		Number of APC Tokens Used by this profile	1							
		Value of APC Tokens Used by this profile	2,500.00 GBP							

Reports

Go to the 'Reports' tab to generate a report which has information about your organisation's transactions. The search and filtering functionality will apply to any transactions associated with your organisation, whether they are funding requests submitted by authors or one-off transactions placed by a member of your team.

Billing Profiles | Funding Requests | **Reports**

Transaction Summary Report

Manuscript ID: <input type="text"/>	Primary Author First Name: <input type="text"/>
Manuscript Name: <input type="text"/>	Primary Author Last Name: <input type="text"/>
Manuscript DOI: <input type="text"/>	Primary Author ID: <input type="text"/>
Publisher Name: <input type="text"/>	Primary Author Institution: <input type="text"/>
Promotion Name: <input type="text"/>	Funding Status: All <input type="text"/>
Funder Name: <input type="text"/>	Payment Status: All <input type="text"/>
Invoice Number: <input type="text"/>	Order Date: Year-to-date <input type="text"/>
Order ID: <input type="text"/>	<input type="button" value="Run Report"/> <input type="button" value="Clear"/>

Results 1 - 7 of 7 [Request Full Report](#)

Manuscript ID	Manuscript Name	Publisher Name	Primary Author Name	Primary Author Institution	Order Date	Order ID	Total Order Amount	Currency	Funding Status	Payment Status
gutjnl-2022-327168	JISC profile logic testing 1	BMJ	Rashid, Fatima	BMJ Publishing Group	14-Feb-2022	Pending	0.00	GBP	Pending	Open

After filtering the report using the criteria of your choice (primary author institution, selected dates, approved articles only), simply click 'Run Report.' This will give you a list of results on screen.

To request a full excel download of the report you'll need to email oasales@bmj.com - including the name of your institution and the relevant date range. Your report will be emailed back to you.

For more resources to make the most of your institutional portal visit CCC's library at www.copyright.com/rlinstitutionalportalrc/guides/