

Derivative Works Program Administrator User Guide

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About this Guide

This guide is designed as a reference and instructional aid covering an overview of the Derivative Works Automation tool. The Learning Partner Administrator section covers the functions available to the Learning Partner Administrators to manage their Derivative Work Requests.

General Functions of the Tool

The Derivative Works tool is built with the objective of streamlining the Derivative Work request, review and approval process and provides the following core functionalities:



Prerequisites

- 1) You must be a Cisco Authorized Platinum Learning Partner to use the tool
- 2) Cisco Connection Online (CCO ID) must be associated with a partner in LPMS – www.cisco.com/go/lpms

Learning Partner Administrator Access

Access to the Derivative Works Automation Tool (DWAT):

If you do not have access to the DWAT, you can download the “Derivative Works On-Boarding Process” document located on the Cisco Learning Network Portal – <https://learningnetwork.cisco.com/docs/DOC-33427> to request access.

Logging onto to the application – Derivative Works Automation Tool (DWAT)

- URL: <http://tools.cisco.com/drwork/Index.jsp>, log in using your CCOID and password
Upon successful LP Admin login, the Derivative Works system will validate the user's roles and privileges.
If the user is an approved and active Learning Partner admin, they will land on the Home page with 3 functions displayed

a.) Home

b.) Dashboard

C.) New Request



Creating a new Derivative Work request

- 1) After successful login, click “New Request”
- 2) The new request form is displayed with the following 5 tabs

[Request Details](#)

[Business Justification](#)

[Content Request](#)

[Course Outline](#)

[LP Request Overview Details](#)

Request Details

The screenshot shows the 'Request Details' tab of a 'New Request' form. The form is divided into several sections with various input fields. Numbered callouts (1-9) point to the following fields:

- 1**: LP Site ID (52758)
- 2**: Site (Test Partner)
- 3**: LP Admin Email* (Select LP Admin Email)
- 4**: LP Geography* (Europe, Middle East, Africa, and...)
- 5**: Approved Sale Type* (Direct)
- 6**: LP Alternate Contact Email
- 7**: Program Type* (Select Program Type)
- 8**: Request Type (DW Product Type)* (Select Product Type)
- 9**: Request Submission Type* (New, Renewal)

Other visible fields include: LP Course Name*, Course Acronym*, Course Delivery Language* (English), Reference/Clone DW ID, and Localization needed?* (Yes, No). A note at the top right states '* denotes are mandatory'.

DW Requesting / Royalty Reporting site

The default Delivery site is the Requesting site. Based on the LP Admin logged in, the following information will be pre-populated:

- 1) **LP Site id:** Site id of the Learning Partner based on Admin account logged in. This is a unique ID number assigned in LPMS to Authorized Cisco Learning Partner doing the course development
- 2) **LP Name:** The official Learning Partner Name as per LPMS
- 3) **Learning Partner Alternate Contact email** – This field is a free-form text field to provide the email address or Contact details for the LP Alternate Contact person.
- 4) **Program Type:** This list will be dynamically auto-populated with the Program types associated with the partner
- 5) **DW Product type:** This field is a dynamic single-select list of values field and is populated based on the programs for which the Learning Partner is eligible. Product Type values are dependent on the Program Type selection made.

DW Program Type	DW Product Type
Derivative Work	LP Hosted (Derivative ILT)
	LP Hosted with Cisco Labs (Derivative ILT – CLL)
	Cisco Hosted Digital Kits (Derivative / ILT Digital Kit Cisco Hosted)
	Cisco Hosted Digital Kits with Cisco Labs (Derivative / ILT Digital Kit Cisco Hosted –CLL)
Derivative Work - Self Paced	Derivative Self-Paced / Library

Understanding DW Product Types:

DW Product Type	Description
LP Hosted (Derivative ILT)	When approved Cisco will provide the source content to the LP to deliver the training in digital format.
LP Hosted with Cisco Labs (Derivative ILT - CLL)	<p>When approved Cisco will provide the source content to the LP to deliver the training in digital format whilst using Cisco Labs.</p> <p><u>Please note:</u> Learning Partner is required to reserve the labs using Cisco Learning Labs (CLL) Scheduler. To understand how to order DW courses with Labs, please click here</p>
Cisco Hosted Digital Kits (Derivative / ILT Digital Kit Cisco Hosted)	When approved Cisco will host the content on the Cisco Learning Network Space Platform . To deliver training the Learning Partner is required to order the kits using the Gilmore Royalty Reporting Tool . To learn more regarding how to order Student Kits, visit Cisco Learning Partner and Instructor Resource Portal
Cisco Hosted Digital Kits with Cisco Labs (Derivative / ILT Digital Kit Cisco Hosted -CLL)	When approved Cisco will host the content on the Cisco Learning Network Space Platform . To deliver training the Learning Partner is required to reserve labs via CLL Scheduler. Click here to learn more.

- 6) Reference/Clone DW ID:** Skip this for a new selection, however, this field will allow you to duplicate any existing request. This is mainly used for renewals of previously approved DW.

- 7) **LP Course Name:** This will be the course title for the DW course. Please note, the LP provided course title should not compete with any Cisco products.
- 8) **Course Acronym:** This will be the product acronym to be used for the DW request. Please do not use numbers alone, but rather an acronym plus numbers (such as a course code) will be easier for us to track. Please note, the course acronym should not compete with any Cisco products.
- 9) **Localization needed:** Checkbox (Yes/No): Indicate if you will be translating this course in a different language. If yes, please provide the justification in the Business Justification tab. You will need to send proof of translation before you deliver the class.

DW Development Site

DW Development Site

LP Site ID * **1** LP Name **2** Content Required* **3**

Select LP Site ID Select Content Required

Other developers/3rd party involvement/contact(s) **4**

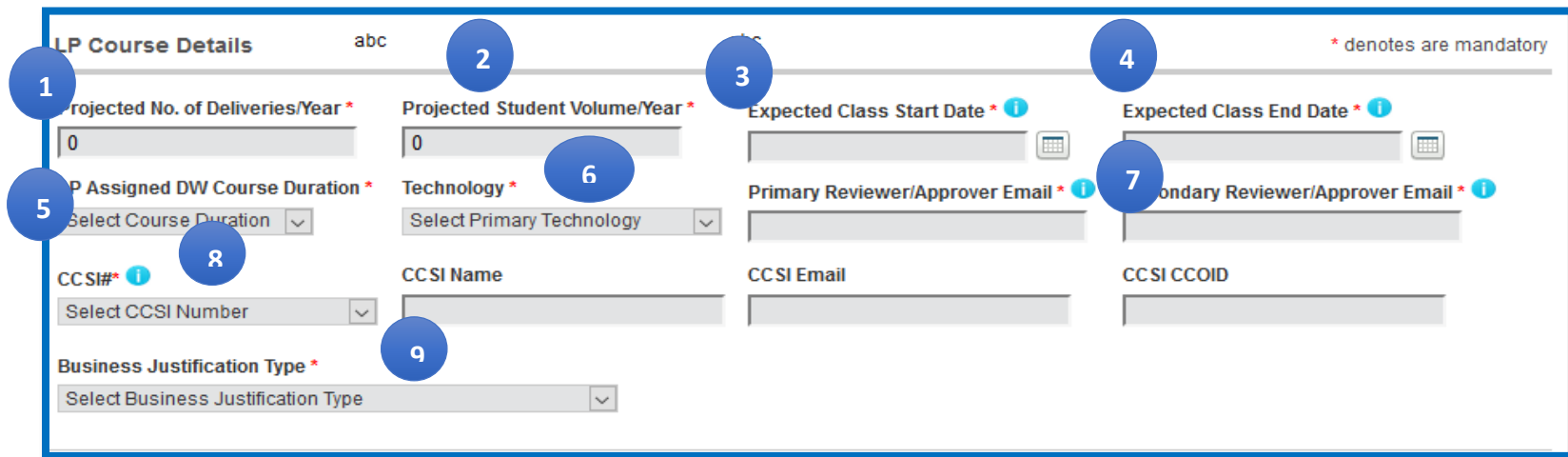
Additional DW Delivery/Royalty Reporting Site **5**

LP Site ID	LP Name	Approved for GEO	LP Admin Email
52758	Test Partner	Europe, Middle East, Africa,	dwqatest5@gmail.com...

Select LP Site ID Select Zone

- 1) **LP Site id:** This field is dynamically populated with the list of peer sites of the primary requesting LP site.
- 2) **LP Name:** This field is auto-populated with the Learning Partner Name based on site selected
- 3) **Content Required:** Choose a value from the drop down to indicate if source content is required (or not) for this request. If Cisco is hosting the content, then select “content not required.”
- 4) **Other developers/3rd party involvement/contact(s):** Enter the email address or contact information if a 3rd party vendor is involved in content development.
- 5) **Additional DW Delivery/Royalty Reporting Site:** The default Delivery site is the Requesting site. The Learning Partner Admin can request Content delivery for other Reporting/delivery sites in addition to the requesting site. In such cases, the DW request approval code is generated for the delivery site in addition to the default reporting site which is the requesting site.
 - a. If you are not able to select any respective site of your choice, please do reach out to dw_request@cisco.com

Business justification tab



The screenshot shows a form titled "LP Course Details" with a header "abc" and a note "* denotes are mandatory". The form contains the following fields:

- 1. Projected No. of Deliveries/Year * (input: 0)
- 2. Projected Student Volume/Year * (input: 0)
- 3. Expected Class Start Date * (calendar icon)
- 4. Expected Class End Date * (calendar icon)
- 5. LP Assigned DW Course Duration * (dropdown: Select Course Duration)
- 6. Technology * (dropdown: Select Primary Technology)
- 7. Primary Reviewer/Approver Email * (input)
- 8. Secondary Reviewer/Approver Email * (input)
- 8. CCSI# * (dropdown: Select CCSI Number)
- 9. CCSI Name (input)
- CCSI Email (input)
- CCSI CCOID (input)
- Business Justification Type * (dropdown: Select Business Justification Type)

Authorized Cisco Learning Partners must obtain Cisco approval for all Derivative Works prior to development or delivery. An internal review of the request is conducted by Product Portfolio Management, Curriculum Management and Business Operations.

This screen allows the user to provide the necessary information to justify the need for this Derivative Work request for approval by Cisco. The business framework defined around the request process determines the critical inputs that a Learning Partner must provide in order for the request to be properly reviewed by the Product Portfolio Management (PPM) team and other Subject Matter Experts.

The following information must be provided in the Business Justification tab

- 1) **Projected Number of Deliverables/Year:** This is the number of deliveries per year.
- 2) **Projected Student volume:** This is the projected demand volume. Enter an estimate for the life of the Derivative Work. The default duration of the approval time is 1 year.
- 3) **Expected Class Start Date:** This is your tentative class start date, please do not schedule any class before you have approval from Cisco.
- 4) **Expected Class End Date:** DW request can be valid for a maximum period of twelve months, hence do not schedule any classes beyond this date.
- 5) **LP Assigned DW Course duration:** Indicate the intended number of days of content requested to develop derivative.
Note: Once the content selection is made in the Content request tab, the system will compute the Cisco Course duration. Royalties are based on the content requested as computed and not content used.
- 6) **Technology:** Choose the Primary Technology based on the course content requested.
- 7) **Primary & Secondary Reviewer/Approver Email:** Enter the name and email address of the person that will be reviewing and approving any digital content that will be delivered, such as John Smith <john.smith@domain.com>
- 8) **CCSI#:** Select the CCID of the instructor who will be teaching the class. Note: if the course is being taught by more than one instructor, please provide the details in “Other Comments” box. Keep in mind that the CCSI must have the certifications for the technology on which the DW is based.
- 9) **Business Justification type:** This is a drop down of the following list of values
 - a) Customer Needs for EOL Content
 - b) Program Requirement
 - c) General Market Need
 - d) Boot Camp Requirement

- e) Repackaging and/or Streamlining of Content
- f) Localization
- g) Other –please provide an explanation

Business Justification Description * <input type="text"/> 5000 characters left	Course Objectives * <input type="text"/> 5000 characters left
Course Description as Marketed * <input type="text"/> 5000 characters left	Other Comments <input type="text"/> 5000 characters left

Business Justification: This is a freeform text area for providing supporting business justification details. It supports up to 5000 chars.

Course Objectives: This is a freeform text area for providing details on Course Objectives. It supports up to 5000 chars.

Course Description as Marketed: This is a freeform text area for providing a Course description. It supports up to 5000 chars.

Other Comments: This is an optional field but you may use it to provide additional comments and also provide details on your target audience.

Click on **Save** and **Next** to proceed to the Content Request tab.

Content Request tab:

Content Request section of the Derivative Work Request process allows you to provide details of the required/requested Cisco source content to create the Derivative Work and to clearly define the Derivative Work

Learning @ Cisco: Supported Course Content (Active Lifecycle State)

Learning @ Cisco: Course Content (End of Life Lifecycle State or Other Unlisted Course Content)

Cisco OTHER Content: Content sourced from other Business Units, Cisco.com etc.

Non-Cisco Content: Content being sourced from other Non-Cisco Sources (disclosure only)

+ Learning@Cisco Content		Total Learning@Cisco Content Courses Requested : 0	
+ Learning@Cisco EOL and Unlisted Content		Total Learning@Cisco EOL and Unlisted Content Courses Requested : 0	
+ Cisco Other Content		Total Cisco Other Content Courses Requested : 0	
+ Non Cisco Content		Total Non Cisco Content Courses Requested : 0	
Total Cisco Course Duration (in mins)	0 Mins	Total Course Duration (in mins)	0 Mins
Total Cisco Course Duration (In days)	0 Days	Total Course Duration (In days)	0 Days

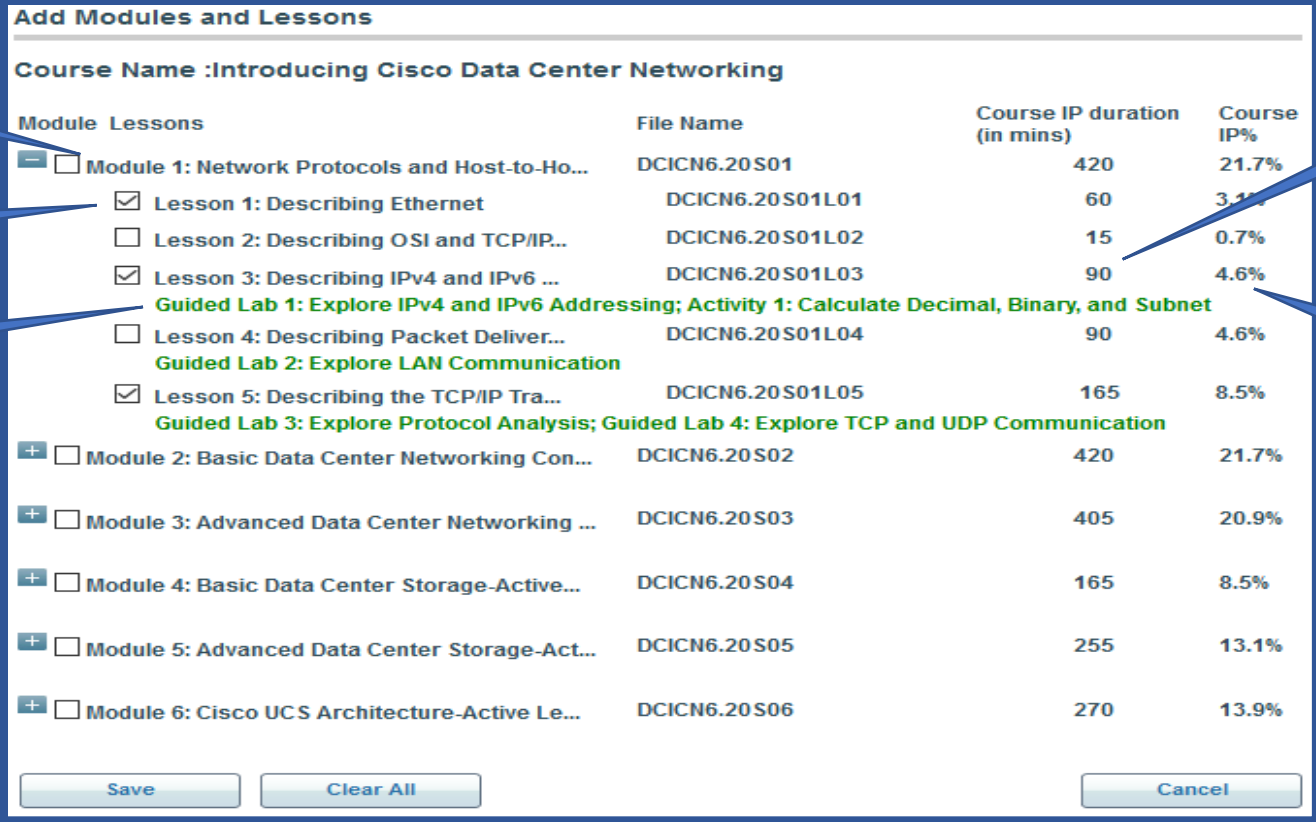
Learning@Cisco Content Section

Under Course details section, the Course Acronym field is a dynamic single select list of values field which populates all active Learning@ Cisco Content. Based on the course selection, the course version field populates the list of versions associated with the selected course. After the version is selected, then the LP admin can add modules and lessons tied to the course/version

The Cisco policy is for our Learning Partners to select the most current version of the course. If you select an EOL course keep in mind that the Cisco review team may deny your request or ask for further clarification.

Learning@Cisco Content								Total Learning@Cisco Content Courses Requested : 1
Sr. No	Acronym	Version	Course Name	Course IP %	Total IP Duration	Overall IP%	Duration (in Days)	
1	DCICN	6.2	Introducing Cisco Data Center	0 %	0 Mins	0 %	0 Days	
Select Modules and Lessons			Click here to select Modules and Lessons					
L@C Content Duration and Course IP					0 Mins	0 %	0 Days	

- Select Course acronym from the drop down for Active Course content. Select the version if there is more than 1 version.
- The Course Name will be pre-populated
- Click on Select Modules and Lessons link to make the Module and Lesson Selection for the course.



Add Modules and Lessons

Course Name :Introducing Cisco Data Center Networking

Module	Lessons	File Name	Course IP duration (in mins)	Course IP%
<input type="checkbox"/>	Module 1: Network Protocols and Host-to-Host...	DCICN6.20S01	420	21.7%
	<input checked="" type="checkbox"/> Lesson 1: Describing Ethernet	DCICN6.20S01L01	60	3.1%
	<input type="checkbox"/> Lesson 2: Describing OSI and TCP/IP...	DCICN6.20S01L02	15	0.7%
	<input checked="" type="checkbox"/> Lesson 3: Describing IPv4 and IPv6 ...	DCICN6.20S01L03	90	4.6%
	Guided Lab 1: Explore IPv4 and IPv6 Addressing; Activity 1: Calculate Decimal, Binary, and Subnet			
	<input type="checkbox"/> Lesson 4: Describing Packet Deliver...	DCICN6.20S01L04	90	4.6%
	Guided Lab 2: Explore LAN Communication			
	<input checked="" type="checkbox"/> Lesson 5: Describing the TCP/IP Tra...	DCICN6.20S01L05	165	8.5%
	Guided Lab 3: Explore Protocol Analysis; Guided Lab 4: Explore TCP and UDP Communication			
<input type="checkbox"/>	Module 2: Basic Data Center Networking Con...	DCICN6.20S02	420	21.7%
<input type="checkbox"/>	Module 3: Advanced Data Center Networking ...	DCICN6.20S03	405	20.9%
<input type="checkbox"/>	Module 4: Basic Data Center Storage-Active...	DCICN6.20S04	165	8.5%
<input type="checkbox"/>	Module 5: Advanced Data Center Storage-Act...	DCICN6.20S05	255	13.1%
<input type="checkbox"/>	Module 6: Cisco UCS Architecture-Active Le...	DCICN6.20S06	270	13.9%

Buttons: Save, Clear All, Cancel

How to select Modules and Lessons

1. Expand the respective module you wish to select by clicking the (+) sign, if you wish to select the complete module, just make the selection at the module level.
2. Select the respective lesson you like.
 - a. These are the associated activities which are part of the respective lesson (cannot be separated).
 - b. This the effective duration of the lessons including the associated activities.
 - c. This is a percentage of the IP duration of that particular course.

- After making all selections Click on the Save button.

Learning@Cisco Content							Total Learning@Cisco Content Courses Requested : 1
Sr. No	Acronym	Version	Course Name	Course IP %	Total IP Duration	Overall IP%	Duration (in Days)
1	DCICN <input type="button" value="v"/>	6.2 <input type="button" value="v"/>	Introducing Cisco Data Center Select Modules and Lessons Course Details : 0 Modules 3 Lessons	16.2 %	315 Mins	100 %	0.8 Days <input type="button" value="+"/>

Depending on the selection made, the Course IP duration in minutes and the Course IP% will be calculated. For such supported Learning@Cisco Active content, the system shall compute the Content Duration and IP% Utilization at the Course & Overall DW Request level. The total number of Modules and lessons selected for the course will appear in the Course details under the Course Name.

- Additional courses can be added by clicking on the (+) icon to Add row link
- The smallest denominator of content which can be requested is the lesson. Royalties are based on the content requested and not content used.

Business rules and alerts

- Any given Derivative Work Request must consist of at least one amongst the three listed Cisco sourced content, which results in the utilization of Cisco's Intellectual Property & hence the payment of royalty to Cisco.
- When the Learning Partner request for a Derivative Work course that is Instructor-Led, the Cisco IP utilization **cannot exceed 80% at each course and version level**. Alerts are displayed on the screen when the content chosen exceeds 80%. Save and submission will be permitted but the alert will show indicating the course and the version for which the requested content IP is exceeding the threshold.
 - **Noted Exception:** End of life (EOL) content can be requested for up to 100%

Learning@Cisco EOL and Unlisted Content Section

In addition to Active Learning@Cisco Content, the Learning Partner may request Learning@Cisco content that is discontinued or EOLed.

Just like the Active content, EOL content can also be selected through the Course Acronym drop down. The selection then populates the course version field with the list of versions associated with the selected course. The Cisco policy is for our Learning Partners to select the most current version of the course. If you select an EOL course keep in mind that the Cisco review team may deny your request or ask for further clarification.


Click on Modules and Lessons link, a pop up will open displaying the modules and lessons tied to the course/version selected. Make a selection just like the Active content section. Click on Save to finalize the selection.

Learning at Cisco Content							Total L@C Courses Requested: 2
Sr. No	Acronym	Version	Course Name	Course IP %	Total IP Duration	Overall IP%	Duration (in Days)
1	ROUTE	1	Implementing Cisco IP Routing	16.9 %	320 Mins	100 %	0.8 Days
			Course Details : 3 Modules 10 Lessons				
L@C Content Duration and Course IP					320 Mins	100 %	0.8 Days

Depending on the selection made, the Course IP duration in minutes and the Course IP% will be calculated. For such supported Learning@Cisco EOL content, System shall compute the Content Duration and IP% Utilization at the Course & overall DW Request level. The total number of modules and lessons selected for the course will appear in the Course details under the Course Name.

Unlisted Content:

If the LP admin cannot find Learning@Cisco Active or EOL course acronyms in the drop down list, then it is treated as unlisted content. The LP admin will enter the course details (course name, duration, %Course IP etc.) in free form fields. The Learning Partner admin will have to make the necessary inputs in terms of Course Content %, Duration etc as it is not supported systematically / in an automated fashion.

Request for Unlisted Content							
Sr. No	Acronym	Version	Course Name	Course IP %	Total IP Duration	Overall IP%	Duration (in Days)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 %	0 Days 
Unlisted Content Duration and Course IP					Mins	0 %	0 Days
L@C EOL & Unlisted Content Duration and Course IP					0 Mins	0 %	0 Days

Learning@Cisco Other Content Section:

- If the content is required from various sources within Cisco, the Other Content Section will be used to provide details. Some of this required content may come from a source such as other Cisco Business Units (BUs), Partner Engineering Connection (PEC), New Product Introduction (NPI) or Cisco.Com etc.
- The requested content may exist in various formats such as Word, Excel, Powerpoints, PDFs, Audio/Video (AoD/VoD) files varying in small to very large file sizes.
- Every single piece of content requested under this category of content would get categorized under COURSE ACRONYM = "CISCO OTHER"
- Enter the Content Source and the Requested IP duration.
 - a. Please enter only whole numbers for IP duration
- Provide as many details as possible under the Content Source section so that content can be easily made available. Example - The URL for the content, Contact etc.

Cisco Other Content		Total Cisco Other Content Courses Requested : 0			
Sr. No	Acronym	Content Source	Requested IP Duration (in Mins)	Overall IP%	Duration (in Days)
1	CISCO OTHER	<input type="text"/>	<input type="text"/>	%	Days +
Cisco Other Content Duration and Course IP			0 Mins	0 %	0 Days

Non-Cisco Content Section:

- Content requested by the Learning Partner to create a Derivative Work may consist of Non-Cisco Content. Non-Cisco content typically comes from sources other than Cisco [Learning @ Cisco or Other Cisco sources].
- Non-Cisco content does not involve any % Usage of Cisco’s Intellectual Property (IP) and hence does not contribute towards any royalty payments to be made to Cisco.
- Provide Non-Cisco Content Usage and its delivery duration within the overall Derivative Work Course delivery timeline. This information is used for the purpose of computing the contribution of NON-CISCO Course delivery duration compared to Cisco Course delivery duration.

Note: Non-Cisco Course content and its delivery duration, % contribution in the overall Derivative Work Course format is one of the significant decision-making factors (approved or denied) for SMEs reviewing the case. If the NON-CISCO course duration is higher than the specific threshold, Cisco may even deny the Derivative Work Request.

- Every single piece of content requested under this category of content gets categorized under COURSE ACRONYM = “NON-CISCO”
- Enter the Content Source as free-form text and also provide the requested IP duration in minutes.

Non Cisco Content						Total Non Cisco Content Courses Requested : 0
Sr. No	Acronym	Content Source	Requested IP Duration (in Mins)	Overall IP%	Duration (in Days)	
1	NON CISCO	<input type="text"/>	<input type="text"/>	%	Days	+
Non Cisco Content Duration and Course IP			0 Mins	0 %	0 Days	

Course Outline:

This step gives Cisco Subject Matter Experts an understanding of how the Learning Partner has conceived the DW Course Structure, Course Flow and its Delivery to the students, once it's approved & developed.













EOL Content Justification: If the requester wants to use EOL'd content, a business justification must be entered and approved. If EOL'd content is needed by the requester and the EOL'd content does not exist on the Master Archive Server, it can be requested through the Unlisted content section.


LP designated DW course naming details			*denotes are mandatory
LP Course Name abc	Course Acronym abc	LP Assigned Duration 19	
Request Type(DW Product type) LP Print (Derivative ILT)	Course Delivery Language English	<div style="border: 2px solid green; padding: 5px;"> EOL Content Justification (Required for EOL Courses) <input style="width: 100%; height: 20px;" type="text"/> </div>	

Course Outline: Please provide a course outline listing each Lesson and a complete list of labs to be included in the course, in the order they will be performed by the student. Please be advised, if Cisco is providing a hosted digital course kit, the content flow will match this course outline

Course Outline*

Please provide a course outline listing each Lesson and a complete list of labs to be included in the course, in the order they will be performed by the student. Please be advised, if Cisco is providing a hosted digital course kit, the content flow will match this course outline

B *I* U ABC x₂ |   |    |   |   |   | Paragraph Font Family Font Size 



Exit Without Saving Clear All Save Request Save and Next

LP Request Overview Details

This is the final step before submitting the request to Cisco – review the request details entered in all the 5 steps above before submitting the request to Cisco on the Overview

The Course details accordion is expanded while others are all collapsed. Each item can be "expanded" or "stretched" to reveal the content associated with that accordion. This is a “view only” overview and clicking on each tab on the top gives you the ability to update the information within that tab. All updates are reflected in the Overview tab.

Request Details | Business Justification | Content Request | Course Outline | **LP Request Overview Details**

The LP Request Overview is the final summary of all of the Cisco prepopulated information along with all of your selections and additions. It is important to note that once the Derivative Works request is submitted changes will not be allowed unless Cisco has sent the request back to you for more clarification.

- ▶ **Course Information**
- ▶ **LP Site Details**
- ▶ **Business Justifications**
- ▶ **Course Details**

Total Cisco Course Duration (in mins)	315 Mins	Total Course Duration (in mins)	315 Mins
Total Cisco Course Duration (In days)	0.8 Days	Total Course Duration (In days)	0.8 Days

Please Review and Accept the Terms and Conditions prior to Submission

[Click to review the Terms and Conditions](#)

[Exit Without Saving](#) [Submit Request](#)

The screenshot shows a 'Terms and Conditions' dialog box with a warning banner at the top: 'Warning! Page is loaded inside iFrame.' Below the banner, the text reads: 'Please Review and Accept the Terms and Conditions prior to Submission of this Derivative Works Request. You represent that you are submitting a request for content using this Derivative Work tool on behalf of Learning Partner and Learning Partner acknowledges that any material submitted pursuant to this Derivative Work Process tool is considered a Cisco Derived Course and is subject to the Cisco Learning Partner Agreement with Cisco (the "Agreement"). All capitalized terms herein have the meaning ascribed to them in the Agreement. Notwithstanding anything to the contrary in the Agreement, Learning Partner hereby grants to Cisco an irrevocable, perpetual, nonexclusive, royalty-free, fully-paid, worldwide right and license to use, copy and display any Cisco Derived Course uploaded or submitted using this tool, including any of Learning Partner's Derived Works therein, for the purposes of providing digital hosting services for the Cisco Derived Courses ("Services") on Learning Partner's behalf. Cisco does not warrant, represent or guarantee that this tool and the Services will operate without interruption or be error free. Cisco's Services are provided "as-is" without any warranty, either express or implied, including any implied warranties of merchantability, fitness for a particular purpose, data accuracy or availability. Learning Partner is solely responsible for (a) acquiring all rights to use any content it provides using this tool and will indemnify and defend Cisco for any claim, suit or proceeding brought against Cisco alleging that any such content infringes any copyright, trademark, patent or other intellectual property right or violates any Applicable Law, (b) providing content in accordance with all applicable guidelines and following the processes provided by Cisco, (c) the subject matter and appropriateness of the content, including but not limited to any errors and omissions in the content, and (d) any...'. At the bottom, there is a checkbox with the text 'I have read, understand, and agree to abide by the terms and conditions of this program.' and two buttons: 'Decline' and 'Accept'. A blue callout box labeled 'Click to Accept' points to the checkbox.

The screenshot shows a submission confirmation dialog box. At the top left, it says 'Please Review and Accept the Terms and Conditions prior to Submission'. At the top right, it says '[Terms and Conditions accepted by user "dwqatest5" on October 10, 2018]'. Below this, there are three buttons: 'Exit Without Saving', 'Click to Submit', and 'Submit Request'. A blue callout box labeled 'Click to Submit' points to the 'Submit Request' button.

After submission, an email is sent to the partner confirming that the request has been sent for approval. This email references the Request id and also provides a direct link to the request View page that can be accessed after logging to the application using CCOID and password.

Comments: Once a request is submitted, the LP Request Overview Details also shows all the external notes exchanged between Cisco and the partner in chronological order.

The Comments section can be used by the Admin to exchange notes and information. Enter the comments in the “Enter your Comments Here” section and click on Update Comments button

The committed turnaround time for (approved or denied) requests with no identified issues and no labs are 5 business days from submittal.

- For Derivative Works requests that are for Learning@Cisco content with no labs (unchanged yet re-ordered), Cisco will create and host the content for the Cisco Platinum Learning Partner for review within 10 business days after approval. Once the digitally delivered content is approved by the Platinum Learning Partner, Cisco will publish the content within 5 business days. Content with Cisco-hosted labs may take 10-14 days to complete.
- If the request is for Learning@Cisco Training Materials in source content (with a valid business justification), content will be provided within 5 business days from the approval date for fulfilment for simple requests. A simple request is defined as standard Learning@Cisco training content only. For more complex Derivative Works requests, such as a non-Cisco and non-standard Cisco training, powerpoint slides, white papers etc., the request can take more time to review. Cisco will send a message to the Learning Partner via the Derivative Works Automation Tool if more time is required for review. On average, a complex request takes 10 business days to review.

Edit Request Saved Requests

Request No. 58040
Return to Search Results

Request Date: Oct 10, 2018

LP Request Overview Details

The LP Request Overview is the final summary of all of the Cisco prepopulated information along with all of your selections and additions. It is important to note that once the Derivative Works request is submitted changes will not be allowed unless Cisco has sent the request back to you for more clarification.

▼ Course Information

Course Acronym	abc	Expected Class Start Date	Oct-17-2018
LP Course Name	abc	Expected Class End Date	Oct-28-2018
Course Delivery Language	English	Projected No. of Deliveries/Year	1
LP Assigned Course Duration	19 Day(s)	Projected Student Volume/Year	10
Total IP Requested Duration	0.8 Day(s)	Primary Reviewer/Approver Email	abh@cisco.com
Program	Derivative Works	Secondary Reviewer/Approver Email	abh@cisco.com
Business Justification Type	Customer Needs for EOL Content		
Primary Technology	Wireless	Request Type	New
Localization Needed	No	T&C Acceptance Status	
T&C Accepted Date		T&C Accepted by	
CCSI#	20294	CCSI Name	Peter Van Der Zwalmen
CCSI Email	D_peter.vanderzwalmen@proximusictacademy.be_D_123	CCSI CCOID	pevazw
Request Type(DW Product Type)	LP Print (Derivative ILT)		

▶ LP Site Details

▶ Business Justifications

▶ Course Details

Please Review and Accept the Terms and Conditions prior to Submission

Exit Without Saving

Click to edit

Edit Request

Submit Request

Upon taking an Overview of the DW Request, if there are any incomplete sections, the LP Admin can always go back to the original request and make any necessary edits. The LP User can see the edit button in any of the following situations

- Previous Saved – Not Submitted DW Request
- DW Request being Resubmitted to Cisco when the request is in “Pending” track.

When the edit button is clicked, the user is taken to the DW request details page (tab 1) and the user can navigate through all 4 screens and submit the request.

NOTE: LP Admins are required to review and accept the T&C's each single time they edit the request

Editing an On-hold request

A Cisco Subject Matter Expert (SME) may put a request on Hold and request additional information that requires the Derivative Work request to be edited.

The Learning Partner will receive an email notification with the subject title: **Attention: Your request is on Hold.** Correction or additional information is needed on your DW Request #####. In the body of this email it states:

Hello,

Upon initial review by a Learning@Cisco Subject Matter Expert, it has been determined that Request [Request #] requires additional information or justification. Click on the **Edit Request** button to make the requested updates/edit (see comments or notes), and re-submit. In order to provide you with a timely decision on this request, you will need to respond within 10 business days. Please note any request not resubmitted within 10 days will result in automatic closure of the request.

Request No.: [Request #]

Date of submission: [Date] [Notes displayed from case]

Overall request status: [Hold]

Review outcome: [Need more info]

For specifics about the information requested, please access this request directly at the following link, [http://tools.cisco.com/drwork/viewRequest.jsp?requestID=\[Request#\]](http://tools.cisco.com/drwork/viewRequest.jsp?requestID=[Request#]) or by logging into the Derivative Works Management Tool <http://tools.cisco.com/drwork/Index.jsp> on your dashboard page.

If you have any questions or concerns about this communication, please send an email to dw_request@cisco.com.

Thank you,

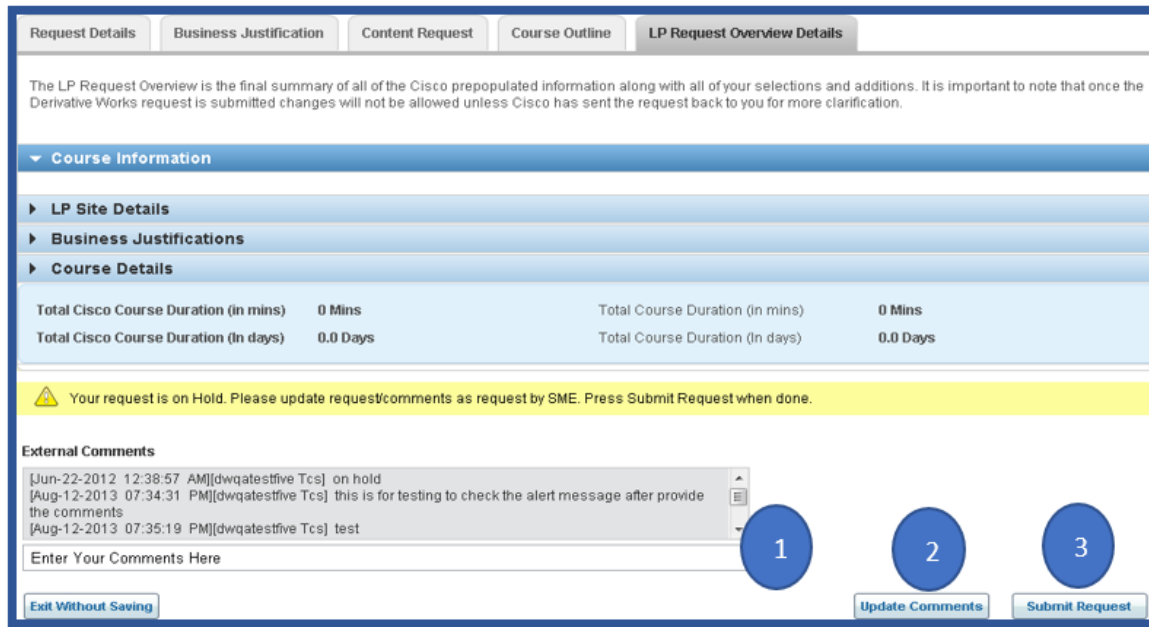
Derivative Works Request Management System

An LP Admin can get to the request by any of these methods:

- Clicking on request link in the email
- Logging into the tool and searching for the request number using the dashboard “Search Request” functionality
- Logging into the tool and looking for request id under the Pending track

Learning Partners have an SLA of **10 days** from the time the request is put on Hold to make edits/comments and submit back to Learning@Cisco. If the request is not resubmitted within 10 days, the request will be automatically closed and the LP Admin will be notified via email.

Once the Request is opened in View Only mode, the LP Request Overview Details page will display the Edit Request button and an Alert Message stating “Your request is on Hold.”



Click Edit Request to start making required changes.

1. Once you made the required changes, you may update your comments in this box
2. Click Update comments to upload your comments
3. Review your request, ensure you have made all required changes and then submit the request.

Upon submission, the LP Admin will receive a notification confirming the submission and also the Cisco Subject Matter Expert (SME) will be notified via an email.

Dashboard

The Derivative Works Automation Tool provides a dashboard to the LP Admins for viewing the Summary and details of all requests created. The dashboard presents the user with a view into their own Derivative Work Request dataset, any requests that were processed up to approvals and denied etc.

A Learning Partner that has been set up with peers will be able to see all requests submitted by the peers belonging to the same partner Site ID.

Learning Partner may specify certain specific filter criteria's to limit the Requests that he/she would like to see.

Each request listed on the screen (with pagination) will be supported with drill-downs on the Request Number.

Status of my request:

Request No	Request Date	Request Status	Course Name	Product Type
58040	Oct-10-2018	Saved	abc	LP Print (Derivative ILT)
58039	Oct-09-2018	Saved	abc	LP Print (Derivative ILT)
58036	Oct-04-2018	Saved	Stage Test for PDF Generation	Cisco Hosted Digital Kits with Cisco Labs (Derivative / ILT Digital Kit - Cisco Hosted - CLL)
58035		Saved	DW	Derivative Self-Paced / Library
58030	Oct-03-2018	Saved	Stage Test for PDF Generation	Cisco Hosted Digital Kits with Cisco Labs (Derivative / ILT Digital Kit - Cisco Hosted - CLL)
58029	Oct-02-2018	Saved	TestClone	Derivative Self-Paced / Library
58028		Saved	Test	Derivative Self-Paced / Library
58026	Sep-26-2018	Saved	LP Bava Test 042018	Derivative Self-Paced / Library
58025	Oct-03-2018	Saved	Test No content	LP Print (Derivative ILT)
58024	Sep-20-2018	Saved	Test Labs Updated	LP Print (Derivative ILT)

All requests	Requests In Progress	Requests Pending (Default)	Requests Saved
Requests 30 days to expiration	Requests Approved	Requests provisionally approved	Requests Cancelled/Denied

Clicking on the Request id will display the request details.

In Progress: A request once submitted is under review and will be “In Progress” status until Approved/Denied/Provisionally Approved or set to Pending

Pending: A request in Pending is considered on Hold and will be in Pending status if it is assigned back to the Learning Partner for more information.

Saved: The LP User may “Save” the request to finalize/commit any change that he/she may have carried out during that user session. Note that Save does not result in the “Submission” or “Re-Submission” of the DW Request. The objective of this button is to simply commit the edits made. This results in the Request being saved in the dashboard for Partner to resume completion at any given time.

30 days to expiration: Requests that are 30 days from expiration so that the Partner can renew these before they expire.

Approved: Lists all requests completely reviewed and approved with an Authorization code assigned to each Royalty reporting site.

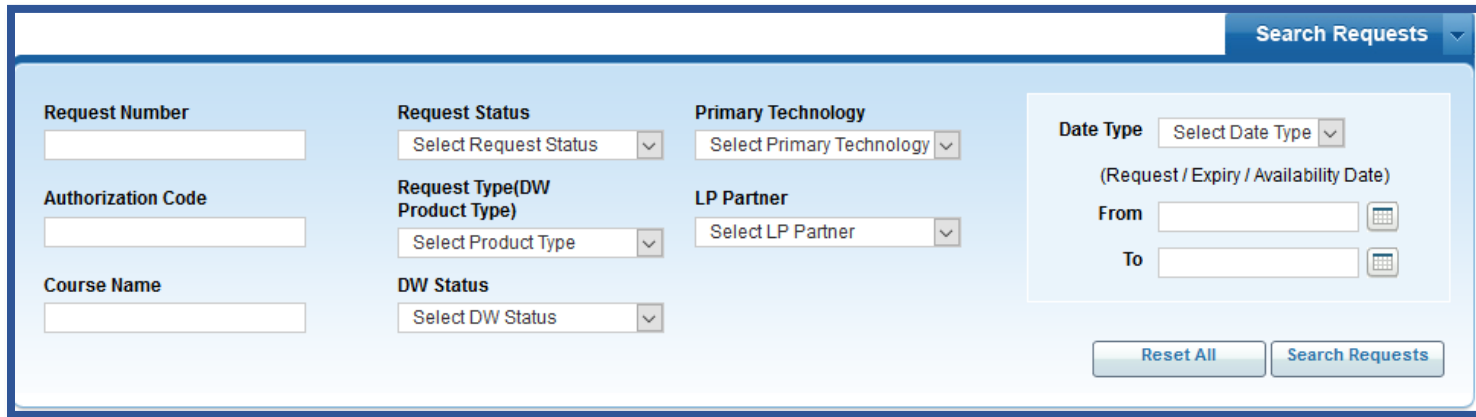
Provisionally Approved: A request which requires technical validation after the course is developed. Such requests will be conditionally approved with the Authorization code provided but will be finally approved only after the Learning Partner posts the final content for approval and approval is granted by Cisco Subject Matter Experts.

Denied: A request not authorized or approved

The Approved or Provisionally approved request will have a (+) icon next to the request id. This allows one to view additional details by Clicking on the icon. It will display the authorization code of the requesting site and the number of days remaining to expire.

Search my existing request:

The Search Requests button provides 9 different parameters upon which you can filter a search request. The Date Search field allows you to search on 3 separate date types:



The screenshot shows a search interface with a blue header bar containing a "Search Requests" dropdown menu. Below the header, there are several search criteria sections:

- Request Number:** A text input field.
- Request Status:** A dropdown menu with "Select Request Status" as the placeholder.
- Primary Technology:** A dropdown menu with "Select Primary Technology" as the placeholder.
- Authorization Code:** A text input field.
- Request Type(DW Product Type):** A dropdown menu with "Select Product Type" as the placeholder.
- LP Partner:** A dropdown menu with "Select LP Partner" as the placeholder.
- Course Name:** A text input field.
- DW Status:** A dropdown menu with "Select DW Status" as the placeholder.

On the right side, there is a **Date Type** section with a dropdown menu "Select Date Type" and a sub-label "(Request / Expiry / Availability Date)". Below this are "From" and "To" date input fields, each with a calendar icon. At the bottom right, there are two buttons: "Reset All" and "Search Requests".

- Request Date
- Expiration Date
- Availability Date

Once the results are returned, they can be sorted by clicking on Request #, Request Date or Course Name. Request details can be viewed by clicking on the hyperlink under **Request No**

Dashboard Kiosk

The homepage now has a revolving kiosk to display important messages when you log in to the DW platform. You may click on the message for additional details.

Questions

For any questions related to the usage of the tool, contact dw_request@cisco.com