

Acquisitions

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What is Acquisitions?

- A tool designed to track **all** incoming projects, from receipt to publication (or rejection)

Before Acquisitions...

- I was using multiple Excel spreadsheets: one to track titles by season, one to track titles not yet under contract, one to track rejected titles, and so on and so forth
- Acquisitions consolidates all of this information, rendering the spreadsheets unnecessary

Familiarity with the Home Screen

My Projects

- Can sort by author, title, season, or status

Recent Contacts

- Shows which contacts you've looked up or added most recently, so that you can quickly look up the contact again

My Recent Titles

- Much like the “Recent Contacts” quadrant, it shows the titles you’ve looked at recently, so that you can quickly access them again

Overdue Project Tasks

- All tasks are associated with a due date. If the date passes and the box has never been checked, the task will show up on this screen.

Entering New Projects

Step 1: Add a contact

- 1. The “contact search” window will pop up. If the contact is already in TMM (Acquisitions and TMM share a database of contacts) their name will show up in the list. If they’re not already in TMM, click “new contact.”
- 2. Select the contact’s role – usually “author” but could be “editor” (as in volume editor for a multi-contributor work). Click “add selected contacts to project.”

Step 2: Add basic title information

- Title, Series, Project Status.
- Click “Create Project/Summary.”

Step 3: Title Summary Page

- Enter key dates
- Add the Acquiring Editor as a participant—tracking reports are organized by editor
- Add the author's contact information

Step 4: Reader Information

- Click on “Reader Information”
- Click on the “add” button on the “peer review summary” section. You’ll now go through the same process of adding a contact as described above.
- Click on “add selected contacts to project.”
- Fill in dates as necessary (“Reader requested,” “ms to reader” “reader report due,” etc.)
- When the report arrives, check the “due date” box so that it does not appear in “Overdue Tasks.”

Entering rejects

- The same as entering a new project, only you select “Rejected” as your project status, and add dates for only “Proposal Received” and “Proposal Acknowledged.”

Blurber Information

- If a reader is also a blurber, can click into reader and add blurber as another role. Otherwise, add a new contact.
- To track, click into “Key Tasks” to reach “Blurb Writer Task View”

Acquisitions Reader Status report

- Home screen in TMM
- Reports → General → Acquisition Reader Status
- Select editor
- Select season