

Create/Edit Medical Communications Projects

Marketplace allows Medical Communications users to group multiple items in a project. This guide shows you how to create and add orders to a project, as well as how to use Project Builder to manage existing projects.

Please Note: Medical Communications project functionality is only available when requesting permission to use the copyrighted content in **External Communication** or **Internal Communication**.

Log on by visiting: <http://marketplace.copyright.com>

1. Searching and Selecting a MedComm Usage

- On the Marketplace home page, search for the content you want to re-use. Select [Request permission >>](#).
- Pick how you are going to re-use the copyrighted content. Medical Communications are usually for **External communication** or **Internal communication**.
- Use the drop-down to indicate who you represent in this copyright permission request. Select the option for **Medical Communications Agency** and click on **Next**.
- Select the **Type of Use (TOU)**, such as **Reuse in a Medical Communications Project**. Enter **Request Details** and the item may be *Priced*, *Denied*, or need to be submitted as a *Special Request*.
- Login with your existing Marketplace credentials or create a new account to complete the transaction.



NEW WORK DETAILS

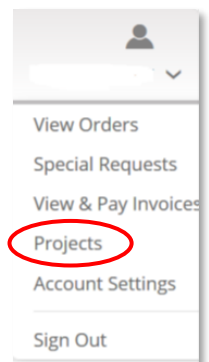
| | | | | |
|------------------|----------------------------------|-------|------------------------------------|---------------|
| Project Name | XXR Sales Training | Clear | Expected Start Date | 2022-09-01 |
| | + Create Project | | Distribution Territories/Countries | United States |
| Client / Sponsor | XXR Medical Imaging | | | |
| Topic / Product | Medical Imaging | | | |

2. Use an Existing Project or Create a New Project

- Under **NEW WORK DETAILS**, you can select an existing project or create a new project. Previously created projects appear on the drop-down list.
- Existing Project.** Start typing the name in the Search box and matches will appear. Click to select the project from the drop-down list. Click on **Next**.
- New Project.** Select [+ Create Project](#) and provide the **Project Name**, **Client/Sponsor**, and **Topic/Product**. Enter the **Expected Start Date** and **Distribution Territories/Countries** fields. Click on **Next**.
- Complete **Additional Details** and **Reuse Content Details**. You can enter **Content Identifier**, such as the DOI or PMID, and the system will automatically add publication/citation information.
- When the New Work Details are complete, click on **Add to Project**. You will be taken to the Project in **Manage Account**. A message confirms that the item was successfully added to Project Cart.
- Once all the desired items are in the **Project Cart**, you must click on **Purchase** to move the items to the Purchased tab. Purchased items are processed immediately and billed by the payment method selected (invoice or credit card).

3. Using Project Builder to Manage Projects

- On the Marketplace homepage, use the Sign-In option at the top right to login to your account.
- Select Projects from the drop-down menu under your name, at the top of the screen.
- MANAGE ACCOUNT** will display, with the **Projects** tab selected. A list of your existing academic projects appears under **Medical Communications**. Click on the project name to view the details.
- The top section of the screen shows the project name and number, followed by the course details and billing information.


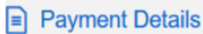




PROJECT BUILDER



You can build your project in the following tabs.

| | | | |
|------------------|---------------------------|---------------|----------------|
| Project Cart (3) | Open Special Requests (5) | Purchased (4) | All Items (12) |
|------------------|---------------------------|---------------|----------------|

3. Using Project Builder to Manage Projects (continued)

- Edit the project details by clicking on , if you have not yet Purchased items on the project. Be sure to click on "Save."
- Click on  to edit payment information. Make any changes to the payment method, billing address, or PO number fields. Click on  to save the new payment details.
- Purchased Items Cost** shows the total cost for the project. The cost updates as you purchase or delete items in the project. It does not include items in the  that have not yet been purchased.
- PROJECT BUILDER** appears at the bottom of the page. This is where you can view, add, and edit content contained in a project. Purchased items are billed immediately by your selected payment method (invoice or credit card).

4. Project Cart

- The **Project Cart** tab shows items that are priced, but you have not yet purchased. Click the  button to continue.
- Choose the payment method and accept the Publisher and CCC terms and conditions. Select  to purchase the item and move it to the **Purchased** tab.
- Price quotes on unpurchased items expire after 60 days, and the request must be re-submitted to confirm pricing.

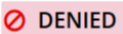


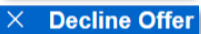
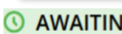

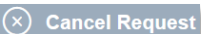
Questions?

[Search the Knowledgebase](#)


[Contact Customer Service](#)



5. Open Special Requests

- Open Special Requests** require review and approval of the publisher and may have a status of Pending, Approved, Awaiting Customer Reply, or Denied.
-  **DENIED** A denied request is no longer active, and a new request must be created if the request details have changed.
- Approved** requests are approved/priced. Click on  to respond  moves the item to the Project Cart, so it can be purchased.  cancels the order.
-  **AWAITING CUSTOMER REPLY**. If a publisher needs additional information, comments may appear. You can respond by adding a comment and/or an attachment. The status becomes **Customer Responded** and the publisher is notified.
- Choose  if the publisher asks you to make changes to the request or the request details have changed.
- Use  if you need to cancel a request. The status of the request changes to **Cancelled by Customer**.

6. Purchased Tab

- The **Purchased** tab shows content that has been purchased for the project. Purchased items are billed immediately by your selected payment method (invoice or credit card).
- To add additional items to your project, select . You will be returned to the search page, so you can search for additional items to add to the current project or initiate a new project.