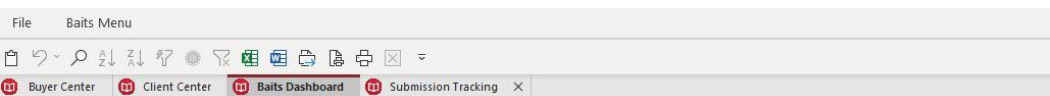




# BAITS - Submission and Contract Tracking



*Elaine Markson Literary Agency, Inc.*

#### Anticipated Money:

							View
Expected Date	Agt	Client	Buyer	Project Title	Type	Amount	Contract #

Record: 14 4 | No Filter | Search

#### Submission Follow-ups:

Project Title | Report | View List | View Group | Edit | Add New

Agent | Client | Buyer | Contact | Phone | eMail | Sent Date | Rejected?

Record: 14 4 | No Filter | Search

#### Contract Tracking:

Agent: Client: Buyer: Country: Title: Sent: Due Back:

# Tracking Screen

On the BAITs Dashboard, visible when opening the program, you will find Anticipated money tracking, highlighted in blue, Submission tracking, highlighted in green, and Contract tracking, highlighted in red.

The Anticipated money screen displays unposted money pending on contracts, allowing for an immediate view on money that has yet to be paid but may be due.

The Contract tracking screen displays contracts with follow-up tasks pending, such as signings and correspondence.

# Creating New Submissions

From the Client Center, navigate to the dropdown highlighted in green, and select "Submissions." This will display the submissions for any given client.

By clicking the "Add New" button, highlighted in red, you will open a window to begin adding the data detailing your new submission. This window is visible below.

The screenshot displays the 'Client Center' interface. On the left, the 'Enter text to filter:' section shows 'Masson, Jeff' as the filtered client. The main area is titled 'Client Details' for 'Jeff Masson'. A green box highlights the 'View: Submissions' dropdown menu. To the right, a 'Client Emails' panel lists contact information for Malcolm Roberts and Dr. Jeffrey M. Masson. Below the client details, a table of submissions is visible, with columns for 'Submissions', 'Project Title', 'Buyer', 'Contact', 'Phone', 'eMail', 'Sent Date', 'Rejected?', 'Sold?', and 'Offered?'. A red box highlights the 'Add New' button in the top right corner of the table. At the bottom left, the 'Edit Submission Record' window is open, showing fields for 'Project Title', 'Staff', 'Contact', 'Date Sent', 'Response Deadline', 'Prop Synop Mss', 'Sale Type', 'Buyer', 'County', 'Date Received', 'Reject', 'Offered', and 'Sold'. The 'Next Followup' date is set to 08/07/23.

**Client Center** **Client Center** **Baits Dashboard** **Contract** **Contract Reversion Tracking** **Contract Center** **Contract Tracking** **Submission Tracking**

**Enter text to filter:**

Staff:  Last Name:  First Name:   
Masson  Project:   
Filtered: Client Last Name Masson-1 record

Masson, Jeff

**Client Details**

Title:  Name: Jeff  Masson  Staff: EM     
DOB/Death:  DOB/Death:  Client Start:  Client End:  ☐ Permission to Email Tax Forms

**Address** **Payee Information**

Check ☐ Legal ☒ Add'l Statement ☐ Phone List ☒ Holiday ☐  
Name: Jeff  Masson  Newsletter: ☐  
\*c/o:  510-526-2900  
Street 1: 14 Dellview Street  M:  Fax:   
Street 2:   
City: Tamarara  NSW 2026  Email: jeffreymasson@gmail.com   
Country: Australia  Relate:   
Salut: Jeff  Date Start:  End:   
☒ 1 of 1

Malcolm Roberts(accountant)  
fax# 510-548-0700  
Malcolm Roberts  
Roberts & Co., CPAs  
1995 University Ave -265  
Berkeley, CA 94704-1072  
Phone# 510-548-0223  
  
MASSON FAMILY TRUST Tax I.D.  
number  
79705322  
  
Dr. Jeffrey M. Masson  
Bank of America, Berkeley Main  
Branch, 2129 Shattuck Ave.,  
Berkeley, CA 94704, the account  
number is 01757-15599 and the

**View: Submissions**

**Submissions:** **Project Title** **Buyer** **Contact** **Phone** **eMail** **Sent Date** **Rejected?** **Sold?** **Offered?**

EM	Foreign	Nine Emotional Lives	Shimono, Seichiro			03/26/02			
EM	Foreign	My Father's Guru	Shimono, Seichiro			05/30/02			
EM	Foreign	Nine Emotional Lives	Shimono, Seichiro			11/19/02			
EM	Foreign	Pig Who Sang to the Moon	Shimono, Seichiro			08/05/03			
SWG	Foreign	Final Analysis	Gutierrez, Gloria			02/27/01			
SWG	Foreign	Assault on Truth	Gutierrez, Gloria			02/27/01			
SWG	Foreign	The Emperor's Embroidery	Chen, Lily			12/13/00			
SWG	Foreign	Dogs Never Lie About	Makko, Marris			01/17/00			
JG	Hard/Soft	The Assault on Truth	Cherry, Amy			10/18/19			
JG	Hard/Soft	The Assault on Truth	Adams, Wes						
JG	Hard/Soft	The Assault on Truth	Miller, Nancy	646-307-5062		08/15/19			
JG	Hard/Soft	The Assault on Truth	Rann, Daniela			10/18/19			

Record: 14 of 1 of 1

Record: 14 of 1 of 74

**Edit Submission Record**

Project Title:  Staff:  Contact:  Date Sent:  Response Deadline:  Prop Synop Mss:   
Sale Type:  Buyer:  County:  Date Received:  Reject:  Offered:  Sold:   
Notes:   
Followups:  Next Followup:  Done Note:   
08/07/23

# Creating New Submissions, 2

From the pop-up window, add the project title, staff on the project, and Editor contact. To create the most useful record, make sure the editor, and their publisher and email address, have been added before adding a new submission.

Once the editor is entered, the publisher will autofill.

Enter the date the project was sent and include a “Response Deadline” highlighted in green. This date will be key to the submission being displayed on the BAITS dashboard as a reminder, two weeks before and after the “tickle” date.

Once the data is filled, click the “Close” button, highlighted in red.

The submission will now be visible from the Client center when the “Submissions” tab is selected from the dropdown screen.

The screenshot shows a web application window titled "Add New Submission". Inside, there is a form titled "Edit Submission Record". The form contains several fields and sections:

- Project Title:** A text input field.
- Staff:** A dropdown menu with "LB" selected.
- Contact:** A dropdown menu with "Adams, Terry" selected.
- Date Sent:** A date input field with "07/10/23" entered.
- Response Deadline:** A date input field with "07/29/23" entered, highlighted with a green border.
- Prop Synop Mss:** A text input field.
- Against Therapy:** A dropdown menu.
- Sale Type:** A dropdown menu with "Hard/Soft" selected.
- Buyer:** A dropdown menu with "Little Brown" selected.
- Country:** A dropdown menu with "USA" selected.
- Reject:** A checkbox.
- Offered:** A checkbox.
- Sold:** A checkbox.

Below the form fields is a large text area labeled "Notes".

At the bottom of the form is a section labeled "FollowUps" with a table:

Next Followup	Done	Note:
08/07/23	<input checked="" type="checkbox"/>	

At the bottom right of the form is a "Close" button, highlighted with a red border.

At the bottom of the window, there is a status bar with "Record: 1 of 1", a "No Filter" button, and a "Search" input field.

# Submission Tracking Menu

The Submission Tracking menu, selectable from the BAITs Menu, allows you to track, monitor, and sort the status of all submissions at once.

Highlighted in green, you can find the filter, which allows you to sort submissions by client, project, and specify searches based on rejection status. To clear the filters, click the button highlighted in orange.

In red at the bottom of the view is an option to add new submissions by the selected project from a drop-down menu.

In blue is a button that will generate emails in Outlook to send to editors.

BAITS 2.1 <-> Elaine Markson Literary Agency, Inc.

File Baits Menu

Buyer Center Client Center Baits Dashboard Submission Tracking X

**SUBMISSION TRACKING FORM** for Agent: << All >>

FILTER OFF Client = Include Rejected ☒ SET

Client	Title	Sale Type	Territory	Publisher	Editor	Material sent	Sent Date	Deadline	Reject	Offered	Sold
JG Prosek, James	41 St Latitude	Hard/Soft		Penguin Press	Walker, Andrea	PROP			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JG Prosek, James	41 St Latitude	Hard/Soft		Public Affairs	Adams, Ben	PROP			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JG Dworkin, Andrea	Right/Wing Women	Hard/Soft	USA	Viking/Penguin	Siciliano, John				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JG Dworkin, Andrea	Right/Wing Women	Hard/Soft	USA	Viking/Penguin	Woli, Wendy				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LB Alsop, Ben	A Fish Story	Hard/Soft		Public Affairs	Adams, Ben				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JG Masson, Jeff	The Assault on Truth (Re)	Hard/Soft		Atheneum	Kelleher, T.J.	PITCH			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JG Masson, Jeff	The Assault on Truth (Re)	Hard/Soft		St Martins Press	Rapp, Daniela	PITCH	10/18/19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JG Masson, Jeff	The Assault on Truth (Re)	Hard/Soft		W. W. Norton	Cherry, Amy	PITCH	10/18/19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JG Masson, Jeff	The Assault on Truth (Re)	Hard/Soft		Bloomsbury Publishing	Miller, Nancy	PITCH	08/15/19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Shumate, Jane Alison	e. 1027			Knopf Inc.	Congoliese, Diana				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Stephens, Alice	The Twain			Counterpoint	Smetanka, Dan				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Stephens, Alice	The Twain			Random House	Porter, Susanina				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Stephens, Alice	The Twain			Other Press	Barson, Corinna				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Stephens, Alice	The Twain			Algonquin	Poires, Kathy				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Stephens, Alice	The Twain			Houghton Harcourt	Johnson, Jenna				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Stephens, Alice	The Twain			Little Brown	Muchnick, Asya				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Stephens, Alice	The Twain			Scribner	Gargagliano, Alexis				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Stephens, Alice	The Twain			HarperCollins	Karten, Terry		12/04/12		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Stephens, Alice	The Twain			Doubleday	Callahan, Alison		12/04/12		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Stephens, Alice	The Twain			Grove Atlantic	Barson, Corinna		12/01/12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Shumate, Jane Alison	e. 1027			University of North Caro	Grench, Chuck		12/10/12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Rossinow, Doug	To Begin the World Again			Columbia University Pre	Leventhal, Philp		10/01/12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Rosenblum, Mort	DEAD SEAS			Bloomsbury Publishing	Miller, Nancy		12/06/12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Rosenblum, Mort	DEAD SEAS			Morrow Books	Hubbard, Peter		12/10/12		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Rosenblum, Mort	DEAD SEAS			Ecco Press	Redmon, Hilary		12/10/12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Rosenblum, Mort	DEAD SEAS			Simon & Schuster	Loehnen, Ben		12/10/12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Rosenblum, Mort	DEAD SEAS			Grove Atlantic	Entrekin, Morgan		12/10/12		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Rossinow, Doug	To Begin the World Again			University of Chicago Pi	Devens, Robert				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Rossinow, Doug	To Begin the World Again			Oxford University Press	McBride, Dave				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Rossinow, Doug	To Begin the World Again			Columbia University Pre	Leventhal, Philp			12/10/12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Rossinow, Doug	To Begin the World Again			University of North Caro	Grench, Chuck			12/10/12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Rossinow, Doug	To Begin the World Again			BNV Press	Blatter, Clara		07/20/12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GT Rossinow, Doug	To Begin the World Again			Ecco Press	Wolman, Vukob				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Record: 14 of 1

Form View

Select Project Add New

Send E-Mail Close

# Making A Submission List

The screenshot displays the BAITs 2.1 software interface. At the top, a red header bar contains the text "BAITs 2.1 <-> Elaine Markson Literary Agency, Inc.". Below this is a menu bar with "File" and "Baits Menu". A toolbar with various icons is positioned below the menu bar. The main window has a tabbed interface with tabs for "Buyer Center", "Client Center", "Baits Dashboard", "Submission Tracking", and "Create Submission List". The "Create Submission List" tab is active, showing a form titled "CREATE SUBMISSION LIST". The form contains the following fields: "Client:" with the value "See, Lisa", "Title:" with the value "101 Shanghai Road", "Select Sale Type:" with a dropdown menu, "Material:" with a text input field, "Select Agent:" with a dropdown menu, and "Select Editor:" with a dropdown menu. A blue "ADD Contact" button is located below the form fields. Below the form is a table with the following headers: "Client", "Title", "Sale Type", "Territory", "Publisher", "Editor", "Email Addr.", and "Material sent". The table is currently empty. At the bottom of the window, there is a status bar with a "Record:" label, a "No Filter" button, and a "Search" input field.

When you select a project from the dropdown, you will open the “Create Submission List” window, where you can specify sale type, Material, Agent, and Editor,

Once these fields are filled, click “ADD Contact” to add the new submission. You can now click “Close” found at the bottom of the window to return to the submission tracker.

From the submission tracker, you can select a submission, and click the “Send Email” button to open the email window.

# Sending a Submission Email

From the “Email Submissions Contacts” page, you will have the opportunity to email the relevant editors on a submission

Each separate email entered in BAITs for each separate editor contact will generate a discreet email, preventing a group email even when sending the same message or submission to a group of editors.

In green, find the “Add Attachment” button. After completing the email and adding a subject line, click this button to attach any relevant files to the email.

When the message is ready, click “Create Email” highlighted in red, which will open the email(s) in individual outlook windows for review and sending.

BAITS 2.1 - Elaine Markson Literary Agency, Inc.

File Baits Menu

Buyer Center Client Center Baits Dashboard Submission Tracking Submission Emails

EMAIL SUBMISSION CONTACTS

Send?	Client	Title	Sale Type	Territory	Publisher	Editor	Email Addr.	Material sent	Reject	Offered	Sold
<input type="checkbox"/>	DF	See, Lisa	101 Shanghai Road	Trade	Algonquin	Adams, Chuck			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Records: 1 of 1 No Filter Search

Subject

Message

Add Attachment

Create Email(s)

Close



# Contract Tracking

From the Contract Center, Selectable from the top BAITS menu, you can sort through your existing contracts and utilize the search filters, highlighted in green, to filter by Project title, Contract number, Check Number of a given payment, and or Client name.

You can see any selected Contract's important dates, highlighted here in red, by selecting it. This gives you a bird's eye view of both its creation and its reversion

To track the reversion of foreign contracts, ensure that the reversion date (or reverted date if expired) field is filled in.

Two weeks from the reversion date, you will see the given contract listed on the BAITS dashboard on the Contract Tracking window, alerting agents to follow-up if a reversion or other change is desired.

**Contract Center**

File Baits Menu

Buyer Center Client Center Baits Dashboard Money Menu Report Selection Screen Contract Center

Date: 07/10/23 Academy Chicago Publis Comm: 15.00% Adv: US \$ 5,000 Comp Cancel # 20230710-01

**PROJECTS** Jointly Separately

untitled proposal

**CLIENTS** Share

Aronson, Ron 100%

**PAYEES FOR** Aronson, Ron 100% P

**STAFF:** JG 50.0000% AG 50.0000%

**OUTSIDE PMTS:** Payee Name Share

**MONEY**

Due/Post	Pmt. Type	Amount	Note	NTG
02/01/24	D & A	\$2,500.00		<input type="checkbox"/>
07/10/23	Signing	\$2,500.00		<input type="checkbox"/>

**RIGHTS GRANTED**

Sale Type	Territory	Language	Claim	Client / Buyer Split
Hard/Soft	WO	English	Sold	100.0% 0.0%

**IMPORTANT DATES** Title: untitled proposal

License Term Year 0 from Contract/Publish C Reversion Date Reverted Date

Delivered ☐ Accepted ☐ Published ☐

Delivery Date: Bound Galley Date: Hard Pub Date: Soft Pub Date:

Cover Date: Bound Books Date: Hard First Print: Soft First Print:

Record: 1 of 2292

Amendments Print Search Delete Close