COMPLETE ACQUISITION MANAGEMENT INFORMATION

The Acquisition Management module is used to manage information needed for upcoming acquisitions. Use the **Acquisition Manager** screen to maintain all information. See the pages below for the step-by-step instructions to use the module.

Select an Acquisition (Acquisition Queue Screen)

Use the **Acquisition Queue** screen to find existing acquisitions. Use the criteria fields to filter the acquisition records displayed.

1. Once the criteria are selected, click the **Filter** button. Use the **Reset** button to clear selected criteria.

   Alternatively, press the **Enter** button to return results for the following text fields: **Acq Names, Desc or Status, Vendor** and **Contract**.
2. Click the **Name** hyperlink to open the **Acquisition Manager** screen.

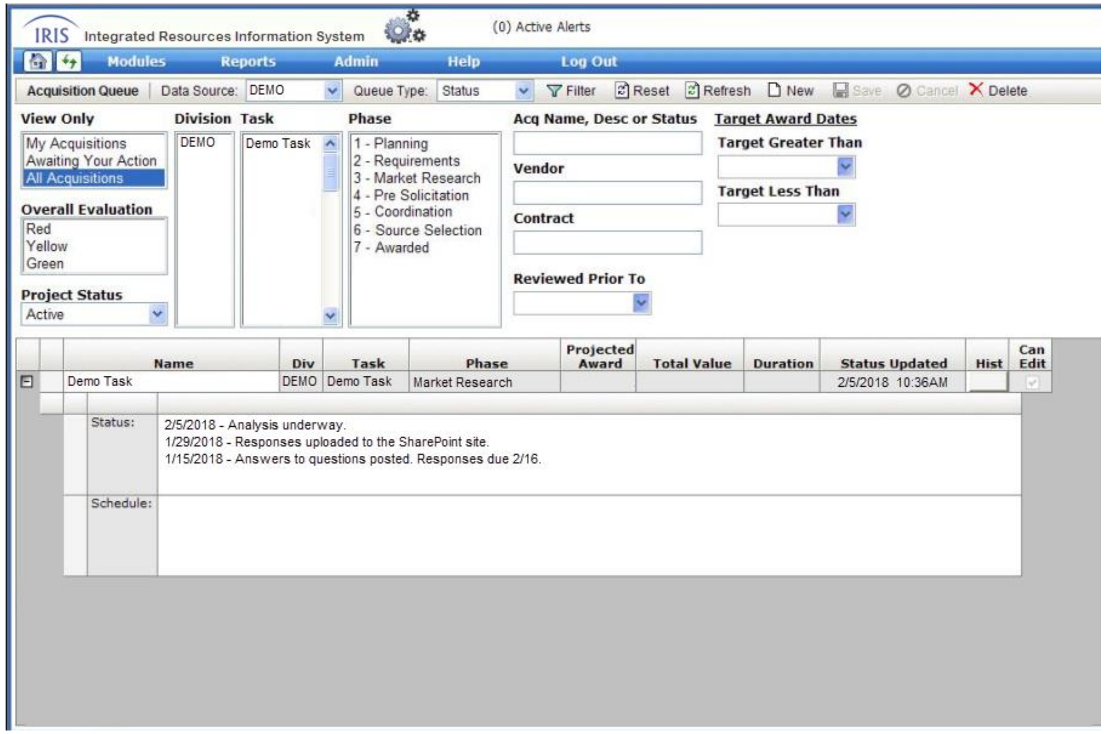

Figure 1 Acquisition Management: Image 2.1—Acquisition Queue, Status screen

Tips:

☑ Members of the Acquisition Team permission group can edit the **Status** and **Schedule** fields displayed in the results list with the acquisition record.