

Welcome to EEMUG 2017

13th Annual  European
Editorial Manager[®]
User Group Meeting



Task/Export Use Cases

Seb Atay
13th Jan 2017



13th Annual **em** European
Editorial Manager[®]
User Group Meeting



Introduction



Aim

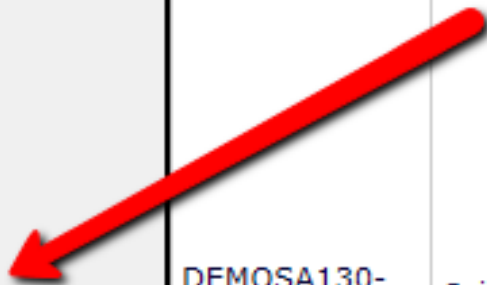
- Basic exports in EM and PM
- Handling multiple FTP sites
- Handling special export types
- Task automation



Files & Data -> FTP site

“Editorial Transmittal”

Action	Manuscript Number	Article Type	Section/Category	Article Title	Author Name
View Submission Details  History Unassign Editor File Inventory Edit Submission Solicit Commentary Set Final Disposition Initiate Production Transmittal Form View Reviews and Comments Rescind Decision Similar Articles in MEDLINE Send E-mail Linked Submissions	DEMOSA130-D-17-00001	Original Study	New Category 1	Sample MS for EEMUG 2017. Hi Everyone!	Seb Atay 



Setting the final disposition completes the peer-review process. You may only set a Final Disposition of "Accept" or "Reject" after you notify the author of the editor's decision.

Setting a Final Disposition of "Accept" may initiate production or trigger transmittal of data to the publisher if your publication is configured to do this. If you choose a Final Disposition of "Transfer" a list of possible recipients will display. After you have made your choice, you will have an opportunity to customize letters regarding the transfer. When this process is complete, the submission will be transferred.






Production Status : Not in Production

Final Disposition:





Submission Metadata
 Include metadata in release to production

Item Description	Value	
Manuscript Number	DEMOSA130-D-17-00001	Help
Revision Number	0	Help
Article Title	Sample MS for EEMUG 2017. Hi Everyone!	Help
Article Type	Original Study	Help
Initial Date Submitted	Jan 5 2017 8:09PM	Help
DOI	<input type="text"/>	Help
CORRESPONDING AUTHOR INFORMATION		Help
Title	Dr.	Help
First Name	Seb	Help
Middle Name		Help
Last Name	Atay	Help
E-mail Address	satay@ariessys.com	Help
Country	ALBANIA	Help
Notes to Production	<div style="border: 1px solid #ccc; padding: 5px;">Please expedite the production of this manuscript. It needs publishing in the February issue.</div>	Help
ORCID	0000-0002-3516-0165	Help
ORCID Authenticated	false	Help
Please list any conflict of interest that you have below.	<div style="border: 1px solid #ccc; padding: 5px;">The conflict of interest is that through a process known as securitization several of the corporations that I refer to in this study own my debt which means that I am inclined to treat them exceptionally favourably</div>	
Funding Information	Office of Behavioral and Social Sciences Research http://dx.doi.org/10.13039/100000118 777 Dr. Seb Atay	Help
Manuscript Geographic Region Of Origin		Help
Abstract		Help
Final Decision Date	Jan 5 2017 8:11PM	Help
Open Access		
Membership Number	None	

demosa130_DEMOSA130-D-17-00001			
Extract all files			
	Name	Type	Comp
avorites			
downloads	 DEMOSA130-D-17-00001	Adobe Acrobat Document	
Recent Places	 DEMOSA130-D-17-00001	XML Document	
desktop	 fig 1	JPEG image	
	 main MS	Microsoft Word Document	
libraries	 Table 1	Microsoft Excel Worksheet	
documents			
music			
pictures			
videos			
computer			
windows7 (C:)			
/D RW Drive (D:) Audio CD			
public (\\badger) (P:)			
work			

“Task Transmittal”

Action	Manuscript Number	Author Name	Article Title	P S
Assign Production Task Assign to Schedule Group Production Status Grid Production Details  History Transmittal Form File Inventory Edit Submission Similar Articles in MEDLINE Send E-mail Linked Submissions	DEMOSA130-D-17-00001	Seb Atay  (ALBANIA)	Sample MS for EEMUG 2017. Hi Everyone!	N

**Assign Production Task For Manuscript Number: DEMOSA130-D-17-00001
Seb Atay (ALBANIA): "Sample MS for EEMUG 2017. Hi Everyone!"**

Select the production task you wish to assign. After the task is selected, a list of people who can be assigned to the task will appear.

Schedule Group:

No Schedule Group Assigned

Production Task:

Special Export to CE FTP

DEMOSA130-D-17-00001_13

Include in library Share with Burn New folder

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Name	Date modified	Type	Size
 demosa130_DEMOSA130-D-17-00001	06/01/2017 01:29	XML Document	5 KB
 DEMOSA130-D-17-00001	06/01/2017 01:29	Adobe Acrobat D...	934 KB
 fig 1	06/01/2017 01:29	JPEG image	49 KB
 main MS	06/01/2017 01:29	Microsoft Word D...	104 KB
 Table 1	06/01/2017 01:20	Microsoft Excel W...	10 KB

Files



Files – Data - FTP

What determines which
files are sent?

Article Type Settings + Transmittal Form

Article Type Settings

System Administration > PolicyManager > Submission Policies > Edit Article Types

Order	Article Type	Article Type Family	Invited	Editor/Publish Use Only
<input type="text" value="1"/>	Rapid Communication	Regular		Remove Edit Copy
<input type="text" value="2"/>	Rapid Communication 2	Regular		Remove Edit Copy
<input type="text" value="3"/>	Rapid Classification	Regular		Remove Edit Copy
<input type="text" value="4"/>	Original Study	Regular		Remove Edit Copy
<input type="text" value="5"/>	Editorial	Regular		Remove Edit Copy



Article Type Settings

System Administration > Policy Manager > Submission Policies > Edit Article Types

Manuscript

Required for Submission:

Allow Offline Submission:

Item Metadata: Manuscript Word Count

Exclude from Reviewer PDF
(for New and revised Submissions)

Publisher gets file:
(for New and revised Submissions)

Transmittal Form

Source Files		
Item Type	Item Description	File Name
PDF	PDF	
Figure	Figure	fig 1.jpg
Manuscript	Manuscript	main MS.docx
Table	Table	Table 1.xlsx

Include Item in Transmittal	I S I T
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	
<input type="checkbox"/>	

Task Settings + Task Assignment

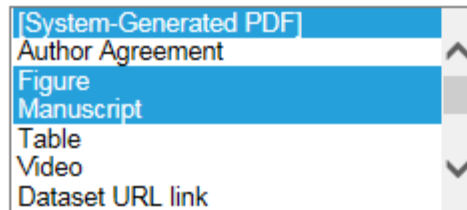
Task Settings

System Administration > PolicyManager > ProduXion Manager >
Configure Submission Workflows and Production Tasks

If 'Automatically Select Files for Assignment' is enabled, files in the submission File Inventory that match the configured File Types will appear pre-selected for manual task assignment or will be automatically included when a task is assigned automatically.

Automatically Select Files for Assignment

Configure the Item Types for automatic selection. You may select multiple Item Types or de-select an Item Type by clicking on an item while holding down the CTRL key (Windows) or Apple/Command key (Mac). Important Note: if the task is an FTP task requiring a File on assignment, and the Task is configured to be Assigned Automatically, you must select an item here for the task to ever be assigned.



Task Assignment

Description	Item Family	File Name	S
PDF			
Author Agreement	Default	Copyright Form.doc	10
Figure	Figure	fig 1.jpg	40
Manuscript	Document	main MS.docx	10
Table	Table	Table 1.xlsx	9.

Allow Download
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Data



Files – **Data** - FTP

What determines what data
are sent?