Welcome to
EEMUG 2017

13th Annual European
Editorial Manager®
em
User Group Meeting

Aries systems

Underused Features

Michaela Barton
13/01/2017

13th Annual
European
em Editorial Manager®
User Group Meeting

Aries
systems

Underused Features

- Customize Author Main Menu
- Set File Size maximum
- Submission Item Metadata
- PowerGrid Options
- Saved Searches
- Reviewer search preferences

- Email ingest service
- Reviewer PDF & PDF download security
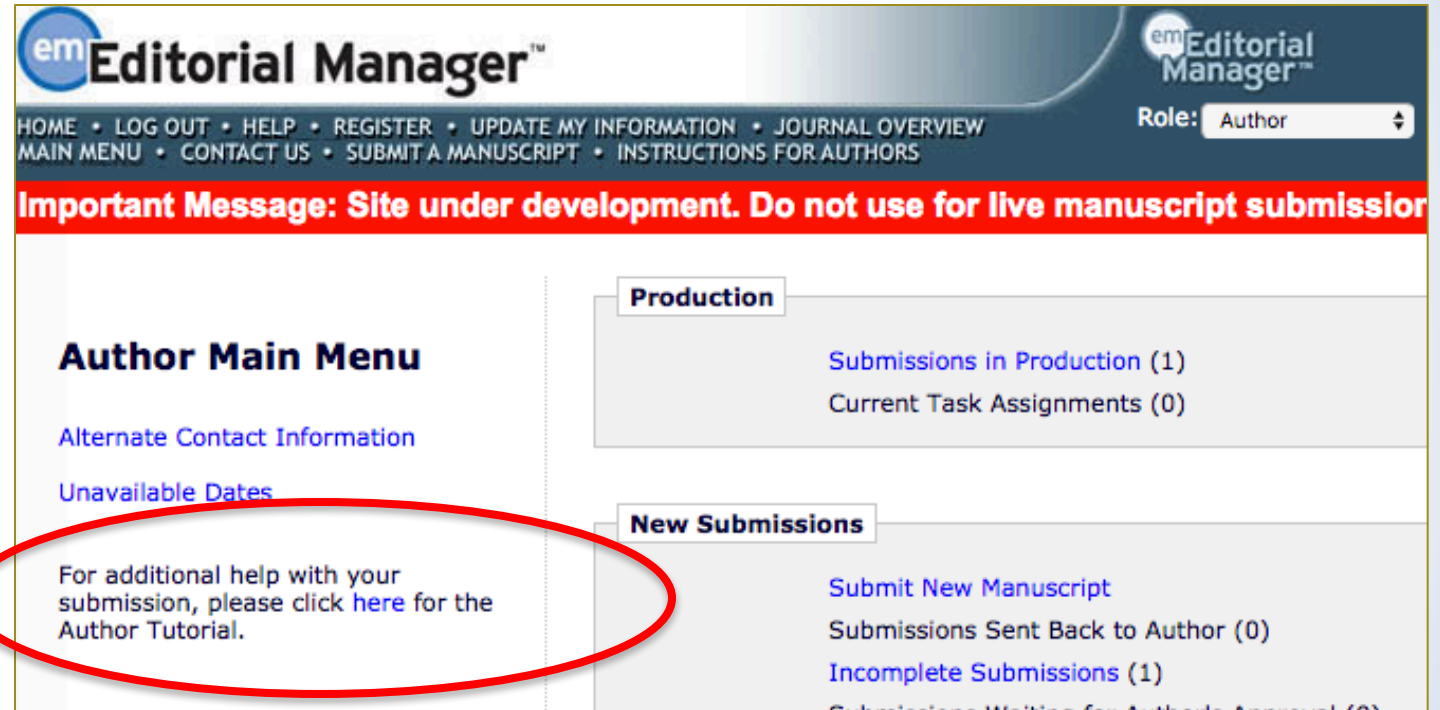- Editor Discussion Forum
- Automatic DOI Assignment

Customize Author Main Menu

Customize Author Main Menu Instructions

Customized Author Main Menu

- Publications may choose to provide instructions to their Authors directly on the Author Main Menu.

- This allows publications to provide information to Authors, such as guidance on addressing invitations to submit, reminders about submitting revisions from the original submission and not as a new submission, etc.

Customize Author Main Menu

System Administration> Policy Manager > General Policies
> Customize Author Main Menu Instructions

Customize Author Main Menu Instructions

Enter the custom instructions you would like Authors to see on the Author Main Menu page. Please check the text carefully, as the instructions will be immediately visible to all Authors as soon as you click the 'Submit' button.

Cancel   Submit

Page	Instructions
Author Main Menu	Insert Special Character For additional help with your submission, please click here for the Author Tutorial.

Cancel   Submit

- HTML can be used to add colour and links.
- Useful guidance and potential HTML available in HELP
- Perhaps provide a link back to your copyright forms or author instructions

Set File Size Maximum

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Set File Size Maximum

- To prevent the upload of a file larger than the configured size limit.

- This limit applies to all files uploaded, whether or not they are built into the PDF, or accessed via a link in the PDF.

- You'll need to decide on a whole number (integer) of megabytes for this setting. For example: for a 30 MB limit, enter the number 30. If no limit is desired, leave the textbox blank.

- The publication can run a report to that will display file upload and download statistics. This report is found in AdminManager. It is called 'View File Upload/Download Statistics'. This report will show the number and total size for all uploaded files and all downloaded files over a specified time period.

- Applies to all users (Authors and Editors).

Set File Size Maximum

System Administration > Policy Manager > Submission Policies > Set Maximum Size of Uploaded File

Set Maximum Size of Uploaded File

You may place a limit on the size of Submission Item files. Files larger than this limit will not be attached to the submission, and the Author will receive an error message.

Please enter a whole number (integer) of megabytes in the text box below. If no limit is desired, leave the text box blank. Example: for a 30 MB limit, enter the number 30.

Maximum File Size: [ ] MB

Cancel   Submit

Set File Size Maximum

Author Main Menu> During submission > Attach files page

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
		File not uploaded: exceeds maximum file size of 1 MB	UnderusedFeatures_MB.pptx	7.5 MB		Dismiss	☐

Warning: 1 or more items may require attention — Dismiss All   Check All   Clear All

Update File Order   Remove

Warning: 1 or more items may require attention — Dismiss All   Check All   Clear All

- A per file limit.
- Helps you to manage your data transfer and storage costs.
- Applies to all submission items at once.
- Applies to files whether or not they are built into the PDF, or accessed via a link in the PDF.
- Neither Authors nor Editors will be able to upload a file larger than the configured size limit.

Submission Item Metadata

Submission Item Metadata

- The publication can create metadata fields to be associated with a specific Submission Item Family (e.g. the 'Figure Number' field can be created and be associated with the 'Figure' Submission Item Family).

- The submission item metadata fields can be ordered.

- These metadata fields can be configured to be completed by the Author during submission.

- An 'Edit' link next to a previously attached Submission Item allows entry of metadata for Submission Items that have already been attached to the submission.

- Data can be entered on the Transmittal Form for these fields.

Submission Item Metadata

PolicyManager> Submission Policies> Edit Article Types> Submission Item Parameters

Submission Item Metadata

Submission Item Metadata Fields

These fields provide a master list of Submission Item metadata which can be mapped to a specific Item Type Family from Edit Submission Item Family Metadata in PolicyManager. Any Submission Item information required for production should be set up here (e.g. figure specific information).

To Add a new field, enter the description and click the Add button. A field may be removed unless it has been attached to a submission.

[Add]

Order	Description	Hidden on Edit Article Type	Hidden on Transmittal Form	Actions
1	Figure Number	☐	☐	Remove Edit
2	Table Number	☐	☐	Remove Edit
3	Manuscript Word Count	☐	☐	Remove Edit
4	Supplemental Data Information	☐	☐	Remove Edit

[Update Item Order]

Add a new field, or edit an existing field.

Submission Item Metadata

PolicyManager> Transmittal Policies> Add/Edit Submission Item Metadata> Add

Add Submission Item Metadata Field

Cancel   Submit

Field Description: Insert Special

Test Submission Item Meta Data
Maximum 256 characters

Field Type: Text

Maximum Field Length: 200   (A value from 1 to 200)

                          Insert Special Character
Default Value for Field:

Options
Select the 'Hide' checkbox to suppress the field on a particular page. If a field is Editable on the page indicated, users with appropriate RoleManager permission can change the value on the page. If the 'Required' box is checked for the Transmittal Form, a value must be filled in before the submission can be released to production. If Help Text is entered, a 'Help' link is displayed on the appropriate page, which opens up a pop-up containing the Help Text.

Page	Hide	Editable	Required	Help Text
Edit Article Type	☐	N/A	N/A	
Transmittal Form	☐	☐	☐	

At the bottom of the page is an 'Options' grid. Uncheck/deselect the 'Hide' box next to 'Edit Article Type'.

Submission Item Metadata

PolicyManager> Transmittal Policies> Edit Submission Item Family Metadata

Submission Item Metadata

PolicyManager> Transmittal Policies> Edit Submission Item Family Metadata

Edit Individual Submission Item Family Metadata

Submission Item Family Name: Document

Check the fields that are associated with this Item Family. An asterisk indicates the field is required if selected.

Cancel   Save

Select
Field **Field Name**
- ☐ Figure Number
- ☐ Table Number
- ☑ Manuscript Word Count
- ☐ Supplemental Data Information
- ☐ Test Submission Item Meta Data

Cancel   Save

Submission Item Metadata

PolicyManager> Submission Policies> Edit Article Types> Submission Item Parameters

Submission Item Metadata

PolicyManager> Submission Policies> Edit Article Types> Submission Item Parameters

Source Files

Item Type	Item Description	File Name	Last Modified	Actions	Original Item Artwork Quality/Reference Check Results	Include Item in Publisher Zip File	Substitute Item Artwork Quality Results
PDF	PDF			View	N/A View Reference Checking Results	✔	N/A
Manuscript	Manuscript	I am a wonderful companion File9.docx	16 Aug 2016	Download Original Item Item Metadata	Untested	✔	N/A

Data can be entered on the Transmittal Form for these fields.

Interactive "PowerGrid"

· · ·

New since 12.0: The interactive, "PowerGrid" offers a configurable grid interface. Editors may resize, drag & drop, freeze, or hide irrelevant columns.

Interactive "PowerGrid" Options

New Submissions folder…

- Toggle to return to the traditional grid
- Quick link to video demonstrating the power grid
- Drag margin to resize the columns

- Click arrows to reorder the manuscripts.
- Click on the Gear for more options…

Interactive "PowerGrid" Options

Column Header	Fixed	Show
Manuscript Number	☑	☑
Action	☑	☑
Article Type	☑	☑
Current Status	☐	☑
Author Name	☐	☑
Article Title	☐	☑
Status Date	☐	☑
Reviewers	☐	☑
Handling Editor	☐	☑
Assigned Editors	☐	☑
Short Title	☐	☐
Keywords	☐	☐
Classifications	☐	☐
Initial Date Submitted	☐	☐
Review Status	☐	☐
Section/ Category	☐	☐

- Lists everything that's available to be included.
- Select the ones you would like to see by marking the "Show" checkbox.
- You may also lock columns in place by selecting the "Fixed" checkbox.
  - So the information stays in place as you scroll across
- These columns appear together on the left side.

Interactive "PowerGrid" Options

Go to: Search Submissions / Search Submissions (production) / Search Proposals

- Save this search*
- Download your search results
- Search Again.
- Column headers are fixed during scrolling

- Quick link to video demonstrating the power grid.
- Search Criteria across the top of the page
- You can deselect the power grid on the
Search Criteria page

Interactive "PowerGrid" Options

- Quick links to other menus are at the top
- Ability to increase or decrease the number of results on each page
- Ability to reorder the columns by dragging and dropping them into the desired spot
- These changes are saved for the next time **you** access this grid.

Saved Searches

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Save your search criteria and re-run the same query whenever you need to. Choose to save a 'Quick Link' to the search on a role main menu

Saved Searches

Go to: Search Submissions / Search Submissions (Production)/ Search Proposals
or Editor Main Menu> Search > Search Submissions

Saved Searches

Go to: Search Submissions / Search Submissions (Production)/ Search Proposals > [Enter Criteria] > Search
or Editor Main Menu> Search > Search Submissions >[Enter Criteria]> Search
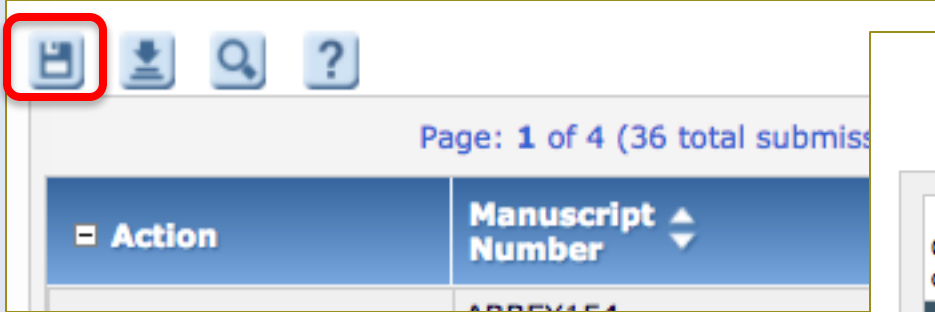
- Search Criteria is displayed
- Name your search
- Decide whether it should show on the Editor Main menu

Save Search Criteria

Check the provided checkbox and and click the "Submit" button again to overwrite the existing search with this one. Alternatively, enter a new name for your saved search before proceeding.

Criteria	Search Criteria Name
Manuscript Number is containing '1' or Manuscript Number is containing '2' or Manuscript Number is containing '3'	Ms. Nos. 1 -3
	☑ Show this Search in Main Menus

Cancel   Submit

Back to Search Results
New Search
Editor Main Menu
Production Tasks Menu
Production Status Grid

Saved Searches

Go to: Search Submissions / Search Submissions (Production)/ Search Proposals
or Editor Main Menu> Search > Search Submissions

Saved Searches

Go to: Search Submissions / Search Submissions (Production)/ Search Proposals
or Editor Main Menu> Search > Search Submissions

- Select a saved search from the Search menu
- You can Remove, Edit or Run the selected Search
- You can also chose to Share the search…

Saved Searches

Go to: Search Submissions / Search Submissions (Production)/ Search Proposals or Editor Main Menu> Search > Search Submissions> Share selected definition

If you'd like to share a search with a specific role
- Select the search you'd like to share
- Click Share selected Search Definition
- Select who to include by role
- Click Proceed.

And it will again as shown before – show on the Main Menu for Editors with that role.

Reviewer Search Preferences

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Search Entire Database, My Suggest Reviewer Preferences and My Reviewer Display Preferences

Search Entire Database…

Editor Main Menu> Invite Reviewers> Reviewer Selection Summary> Search my Publication – from Entire database:

Reviewer Selection Summary - Submission ABBEY1519

Andrew AuthorZwei
Duis pharetra, arcu rhoncus consequat interdum, ex justo mattis sem, vel venenatis urna eros id nunc.

Reviewer Search

Search My Publication | Search for Reviewers ▲▼ | from | ✓ All Reviewers | Go
                                                                 | Reviewer |
                                                                 | Entire Database |

| Inv. | Asn. | Alt. | Prop. | Fake Account ⚑ | | No | | Avg ...
| ☐ | ☐ | ☐ | ☐ | | | | | **Revie**
| | | | | | | | | **Comp**
| | | | | **This publication:** | | | | **Un-as**
| | | | | (This person does not have a Reviewer Role in this publication) | | | | **Agree**
| | | | | | | | | **Term**
| | | | | | | | | **Agree**
| | | | | | | | | **Last**
| | | | | | | | | **Last**
| | | | | | | | | **Last**

My Suggest Reviewer Preferences

- EM will suggest "qualified" Reviewers based on a predetermined set of criteria defined in the 'My Suggest Reviewer Preferences'.

- Settings accessible from the Reviewer Selection Summary Page and Suggest reviewer Results page.

- Each Editor has their own set of preferences.

- There are two parts to configuring the 'My Suggest Reviewer Preferences' page:-

  o Identifying what kind of people should be excluded from the list of possible Reviewers,

  o identifying how the people in the list of possible Reviewers are sorted and displayed by ordering the Sort options from 1-7.

My Suggest Reviewer Preferences

Return to Submissions with Required Reviews Complete

Return to Main Menu

View Submission Information

Manuscript Details ⚑ ☞

Classifications

View Submission

Quick Action Links
Submit Editor's Decision and Comments

Send E-mail

Register and Select New Reviewer

Set Preferences
My Suggest Reviewer Preferences
My Reviewer Display Preferences

My Suggest Reviewer Preferences

Exclude the following from the list:

☑ People from the same institution

☑ People from the same city

People with unavailable dates within the next [0] days

People with more than [0] pending reviews

People with fewer than [2] matches to manuscript classifications

Sort the Candidate Reviewer list in order of importance by:

[1] Board membership

[2] Number of matches to manuscript classifications

[3] Number of pending reviews

[4] Average number of days reviews are outstanding

[5] Date last review completed

[6] Average Review Rating (Highest Ratings listed first)

[7] Total Number of Completed Reviews (Highest number displayed first)

Update Order

My Suggest Reviewer Preferences

My Suggest Reviewer Preferences

Exclude the following from the list:

☑ People from the same institution

☑ People from the same city

People with unavailable dates within the next [0] days

People with more than [0] pending reviews

People with fewer than [2] matches to manuscript classifications

My Suggest Reviewer Preferences

Sort the Candidate Reviewer list in order of importance by:

1	Board membership
2	Number of matches to manuscript classifications
3	Number of pending reviews
4	Average number of days reviews are outstanding
5	Date last review completed
6	Average Review Rating (Highest Ratings listed first)
7	Total Number of Completed Reviews (Highest number displayed first)

Update Order

My Reviewer Display Preferences

- Editors configure how Reviewers' Classification data should be displayed when viewing a list of potential Reviewers on the 'Select Reviewer' page.
- Editors also configure sort preferences by ordering the Sort Preference options from 1-5.
- Settings accessible from the Reviewer Selection Summary Page and Suggest reviewer Results page.

- Editors can choose a default sort order for all of the Reviewer Selection pages (except for Suggest Reviewer, which has its own set of sort criteria) on the 'My Reviewer Display Preferences' page.
- Each Editor has their own set of preferences

My Reviewer Display Preferences

My Reviewer Display Preferences

My Reviewer Display Preferences

Classifications

Please choose how you would like Classifications to be displayed on the Reviewer Selection results pages. This setting applies to all Reviewer search modes, except for Search by Personal Classifications.

- ◉ Show only Classification matches with manuscript

- ◯ Suppress Classifications

- ◯ Show all Personal Classifications for the Reviewer candidate

My Reviewer Display Preferences

Sort the Candidate Reviewer list in order of importance by:

You may also choose how the Candidate Reviewer lists are sorted. This sort preference applies to all Reviewer search modes, except for Suggest Reviewers, which has its own separate set of preferences.

1	Ascending Reviewer Name
2	Number of Matches to Manuscript Classifications (Most matches displayed first)
3	Board Membership (Board Members listed first)
4	Average Review Rating (Highest Ratings listed first)
5	Total Number of Completed Reviews (Highest number displayed first)

Update Order

Email Ingest Service

Configure Email Import

Configure Email Import

o Users will sometimes provide information to the publication outside of Editorial Manager.

o Email import is a way to automate adding this external correspondence to the correct manuscript.

o Emails to be imported are forwarded to a unique drop box e-mail address created by Editorial Manager.

o Emails are matched to the correct submission using a unique identifier (EMID) that is inserted into to subject line of outgoing emails.

o EMID: A unique code appended to the subject line of an email:

   o Example: [EMID:ed06f6b074241c34].

   o Used to link external email to EM submission.

   o Must have an EMID in subject line to be properly ingested.

Configure Email Import

PolicyManager Main Menu

Expand All   Collapse All

⊞ **Registration and Login Policies**
⊞ **Status Policies**
⊞ **Submission Policies**
⊞ **Questionnaire Policies**
⊞ **Additional Data Policies**
⊞ **Editor Assignment Policies**
⊞ **Reviewer and Editor Form Policies**
⊟ **E-mail and Letter Policies**
    Edit Letters
    Define Custom Merge Fields
    Set "Email From" Address
    Set Non-Email "Preferred Method Of Contact" Correspondence Email Address
    Set Notify Author Blinding Policy
    Configure Email Import
    Set Notify Editor Preference

Configure Email Import

Configure Email Import

A user who receives replies, outside the system, to system-generated Emails may add them to the appropriate Correspondence History by forwarding them to the 'Drop-Box' address displayed below, once submitted.

If you generate and submit a new address, any previous address is made inactive and cannot be used again (this allows you to retire an address that has become a target for spam Emails). Clear the address and submit the page to turn off the ability to import mail into the publication.

You must submit this page for any changes to the Drop-Box Address to take effect. You should inform anyone who forwards mail in this way immediately of any changes to this address.

Set 'Drop-Box' Email Address:

em.demosgg120-1854397f2f8f8556@editorialmanager.com

| Generate New Address | Clear Address |

Once activated, the system will attempt to import Email sent to the 'Drop-Box' address. If this import fails, and the mail subject line contains a valid import identifier code created by EM, then the system can forward the failed Email to a contact address for notification. To enable failure notifications, type in the desired Email address below. Delete this address to disable this feature.

Set Email Address for Failure Notifications:

sgain@ariessys.com

| Cancel | Submit |

Editor Access for the Reviewer PDF & PDF download Security

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Editor Access for the Reviewer PDF

- The Reviewer PDF can be configured in PolicyManager to exclude certain submission items to make sure only the relevant files are displayed to the Reviewer.

- This is helpful for publications that operate using blind peer review or require Corresponding Authors to attach confidential files to the submission.

- In v13.0 Permissions are added to Editor RoleManager to allow access to the Reviewer version of the PDF so Editors can make sure all intended items are displayed and the PDF is blinded appropriately.

Editor Access for the Reviewer PDF

System Administration >Role Manager > Editor Role > [Role] Edit > General Searching and Viewing Section & Edit Submission

☐ View Reviewer PDF

⊟ **Edit Submission**

    ☐ Edit Submission Before Decision

        ☐ View Reviewer PDF After Edit Submission

            ☐ Require View of Reviewer PDF After Edit Submission

Editor Access for the Reviewer PDF

With the "View Reviewer PDF" Permission (Role Manager > Editor Role > Edit [Role]): Editor main Menu > View Submission

Defining what goes in the Reviewer PDF

Editor Main Menu> System Administration > Policy Manager > Submission Policies> > Edit Submission Items> Edit

Edit Submission Item Type

Insert Special Character

Item Type: Manuscript

Maximum 256 characters

Item Type Family: Document

☐ This Submission Item Type is a Companion File (not built into PDF)

Reviewer PDF Handling   Build Item and Hyperlink to the Item into the PDF

Author/Editor PDF Handling   Build Item and Hyperlink to the Item into the PDF

Important Note: If 'Build Hyperlink to the Item into the PDF(Item Not Displayed in PDF)' is selected, there is no restriction on the uploaded file's extension or content. All uploaded files are checked for viruses.

Defining what goes in the Reviewer PDF

System Administration> Policy Manager > Submission Policies > Edit Article Type > Submission Item Parameters

Video File

Required for Submission:

Allow Offline Submission:

Item Metadata: Supplemental Data Information

☐ Exclude from Reviewer PDF
  (for New and revised Submissions)

☐ Publisher gets file:
  (for New and revised Submissions)

Optional
Required
✓ Hidden

Optional ↕

Hidden ↕

Revised Submission

Hidden ↕

Optional ↕

Hidden ↕

PDF security?: Login

- Enabled by your Aries Account Coordinator.
- To Require Login to Download source files from PDF Links.
- If a link to a source file in the system PDF is clicked, the user is delivered to the EM login page.
- After a successful login, the source file download will commence.
- If the user is already logged into an EM session, they do not need to re-enter their login credentials to download the file.

Build and hyperlink to the item into the PDF

Build Hyperlink to the item into the PDF (item not displayed in PDF)
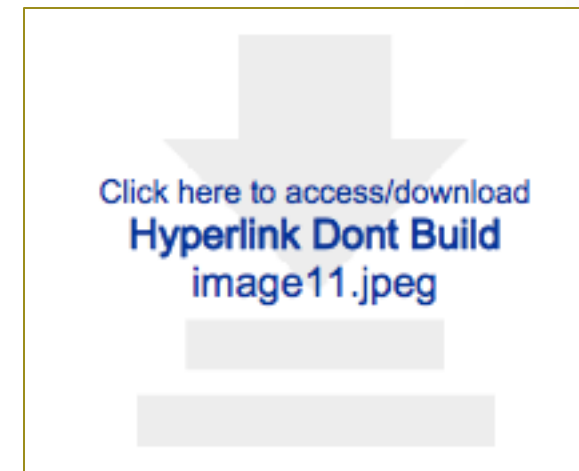
Editor Discussion Forums

Editor Discussion Forums

- To facilitate Editorial committees, triage or simply to request the opinions or feedback from other Editors regarding a submission.

- Use this feature to invite other Editors to participate in an informal discussion regarding a particular submission.

- A discussion can be initiated at any point in the workflow.

- No delay to the editorial or production process is introduced by using the forum in any way.

- The workflow of Editor assignment, peer review, and Editor decision can happen as normal along side.

- Multiple discussion topics can be created for each submission if needed.

Editor Discussion Forums

System Administration> Role Manager > Editor Role > Edit

Editor Discussion Forums

Editor Folder> Initiate Discussion

Editor Discussion Forums

Editor Folder> Initiate Discussion

Initiate Discussion for Manuscript Number: ABBEY1519
Andrew AuthorZwei
"Duis pharetra, arcu rhoncus consequat interdum, ex justo mattis sem, vel venenatis urna eros id nunc."

Choose Topic Template: [Ultimate Discussion ⬍]

Twiddley dee, Twiddley diddley dee
Twiddley dee, Twiddley diddley dee
(more...)

Topic	Robin Of Kewl
Initial Comments	Sing if you can...

Editor Discussion Forums

Editor Folder> Initiate Discussion

Editor Discussion Forums

Editor Folder> Initiate Discussion > Submit (after Editor is selected)

Discussion Participants - Confirm Selections and Customize Letters

You have selected the following people to participate in this discussion. To change the letter sent, click the Letter drop-down box next to that person's name and select a different letter. Note: if you personalize a letter, and then select a new letter, your personalized text will be lost.

Click 'Customize' if you want to personalize a particular letter. Once you have customized a letter, an asterisk is displayed next to the person's name. If you do not explicitly customize the letter for a particular person, the default letter will be sent.

If there is a person in the list whom you do not want to participate in this discussion, check the Do Not Ask Editor to Participate box next to that person's name. When you click Send All Letters, that person will not be asked to participate in this discussion.

Editor Candidates

Name	Letter		Do Not Ask Editor To Participate
Princess Celestia (Managing Editor)	Discussion Forum Invitation ⇕	Customize	☐

Editor Discussion Forums

Editor Folder> Initiate Discussion > Submit (after Editor is selected)
> Editor Invited Confirmation

Discussion Participants Confirmation

An E-mail has been sent to the following Editors asking them to participate in the discussion:
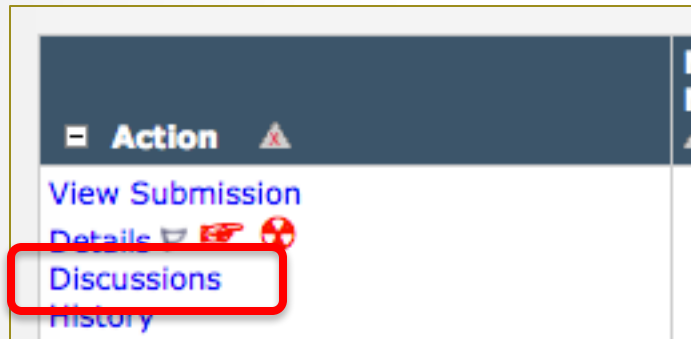
Princess Celestia (Managing Editor)

Close   Set Flag

Editor Discussion Forums

(invited to discussion) Editor Folder> Discussions (for the manuscript for which "he" has just been invited to discuss)

Editor Discussion Forums

To configure instructions for the Editors for the Discussion forum: System Administration> Policy Manager > Discussion Forum> Configure Discussion Forum Settings

Discussion for Manuscript Number: ABBEY1519
Andrew AuthorZwei
"Duis pharetra, arcu rhoncus consequat interdum, ex justo mattis sem, vel venenatis urna eros id nunc."

Cancel   Save and Close   Conclude Discussion

Twiddley dee, Twiddley diddley dee Twiddley dee, Twiddley diddley dee Twiddley dee, Twiddley diddley dee Tweet, tweet, twiddley de He rocks in the treetops all the day long Hoppin' and a-boppin' and a-singing this song Every little bird, every little bee Loves to hear the robin go tweet-tweet-tweet Rockin' Robin, tweet, twiddley dee Rockin' Robin, tweet, twiddley dee Yeah go Rockin' Robin, really gonna rock tonight Every little swallow, every chick-a-dee Every little bird in the old oak tree Wise old owl, big black crow Put out their wings singing go bird go Rockin' Robin, tweet, twiddley dee Rockin' Robin, tweet, twiddley dee Yeah go Rockin' Robin, really gonna rock tonight

Participant Summary   View Submission   File Inventory   Add/Edit Submission Flags   Details

Editor Discussion Forums

Editor Folder> Discussions (one already open & invited) > View

Editor Discussion Forums

System Administration> Policy Manager > Discussion Forums> Configure Discussion Topic Templates

Listed below are the Discussion Topic Templates configured for your publication. To create a new template, click the 'Add' button. (more...)

☑ **Require** Editors to choose a Discussion Topic Template on the Initiate Discussion page for an Editor Consultation discussion. If this checkbox is not selected, users can either type in a Topic and Initial Comment, or select a Topic template to pre-populate the Topic and Initial Comments boxes.

Save Changes

Add

Order	Type	Description	Actions	
1	Editor Consultation	Master Topic Template	Edit	(Master)
2	Editor Consultation	Ultimate Discussion	Remove	Edit
3	Reviewer Consultation	Reviewer Consultation Demo Version 1	Remove	Edit

Update Order

Editor Discussion Forums

System Administration> Policy Manager > Discussion Forums> Configure Discussion Topic Templates (1st Half of page)

Add Discussion Topic Template

There are two types of discussions: Editor Consultation and Reviewer Consultation. The set of configuration options differs slightly for the two types. (more...)

Discussion Topic Template Type   Editor Consultation ⬍

Open Special Character Palette

Discussion Topic Template Name	
'Initiate Discussion' Page Custom Instructions	
Topic	
	☐ Allow user to modify Topic name when initiating a discussion
Initial Comments	
	☐ Allow user to modify Initial Comments when initiating a discussion

Editor Discussion Forums

System Administration> Policy Manager > Discussion Forums> Configure Discussion Topic Templates (2nd Half of page)

Editor Discussion Forums

System Administration> Policy Manager > Discussion Forums> Configure Automatic Discussion Initiation

Automatic DOI Assignment

Automatic DOI Assignment

- Production tracking feature that is available for EM-only sites
- Prefix +:
  - Manuscript number
  - Manuscript number.1
  - Incrementing number
  - Incrementing number no dash

Manuscript Number:	EMUGKH-D-14-00001
DOI:	10.1234/EMUGKH-D-14-00001

- Enabled by your Aries Account Coordinator
- Select the event that will trigger automatic DOI assignment on the Configure Automatic DOI Assignment page:
  - 'Notify Author of Accept Decision'
  - or Initiate Production (if you have ProduXion Manager).

Automatic DOI Assignment

System Administration> Policy Manager >ProduXion Manager > Configure Automatic DOI Assignment

Any Questions?

- [Author Main Menu Structure](#) (Help)
- [File Upload options](#) (Help)
- [PowerGrid](#) - Video
- [Sharing saved Searches](#)- Video
- [Reviewer Selection](#) (Help)

- [Email ingest service](#) (Help)
- Reviewer PDF & PDF download security
- [Editor Discussion Forum Video](#)
- [Automatic DOI Assignment](#) (Help)