Publish Faster. Publish Smarter.

www.ariessys.com

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

EMUG 2023

Courtyard Boston Downtown Hotel

June 14-15, 2023

Aries systems®

EMUG 2023

Issue- and Article-Based Production Workflows

Christine Donovan

Account Coordinator

CDonovan@ariessys.com

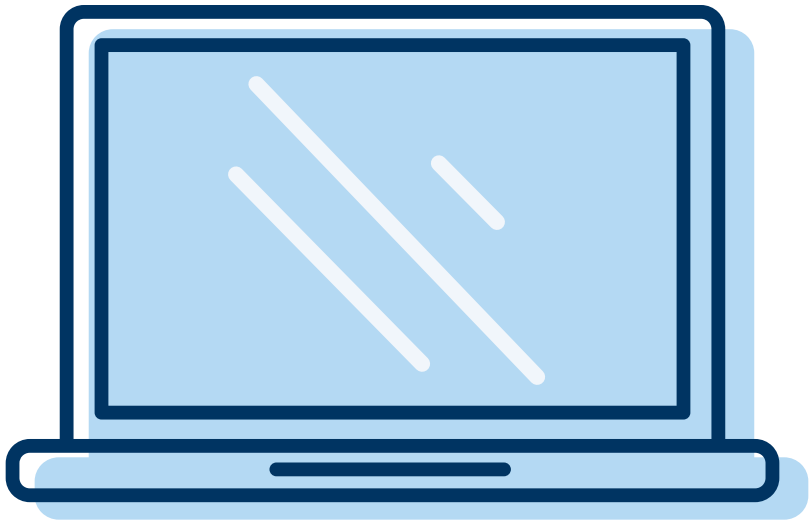
This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Agenda

Welcome to EMUG: Day 1

- Introduction to ProduXion Manager
- Getting Started in ProduXion Manager
- Initiating Production: 4 Ways to Get a Submission into PM
- Assigning a Production Task
- Custom Production Workflows
- The Production Status Grid
- Schedule Groups and Schedule Group Production Tasks
- Basic ProduXion Manager Reporting
- Resources
- Questions from Attendees

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.



Introduction to PM

What is it?

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

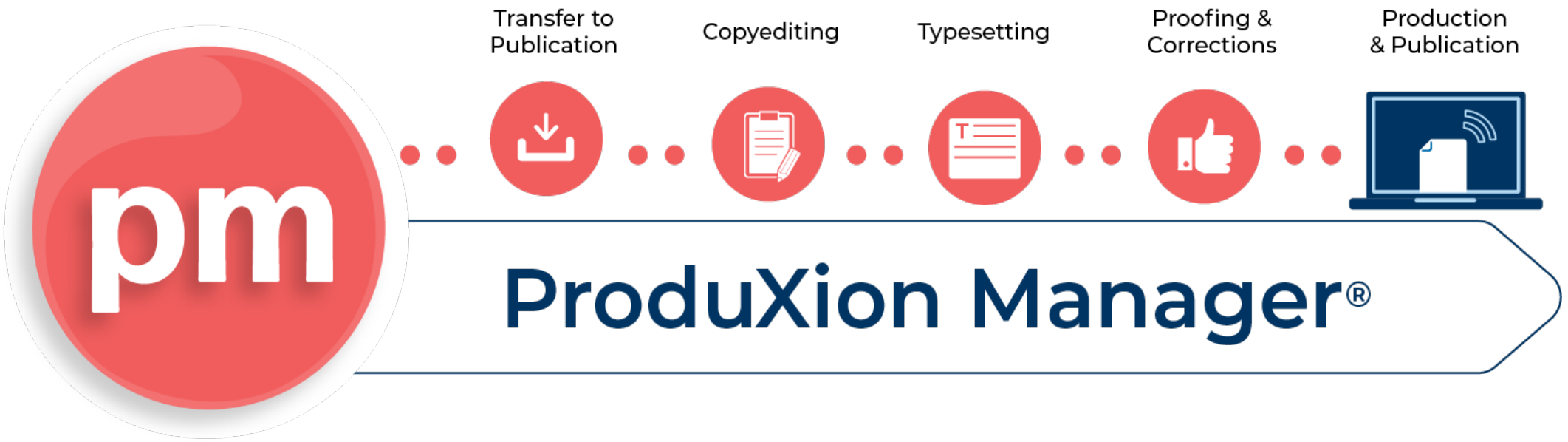
What is ProduXion Manager (PM)?

- An innovative, highly-configurable cloud-based production workflow management solution
- Streamline production processes, communications, and management of files
- Works seamlessly with Editorial Manager to create a true end-to-end publishing experience

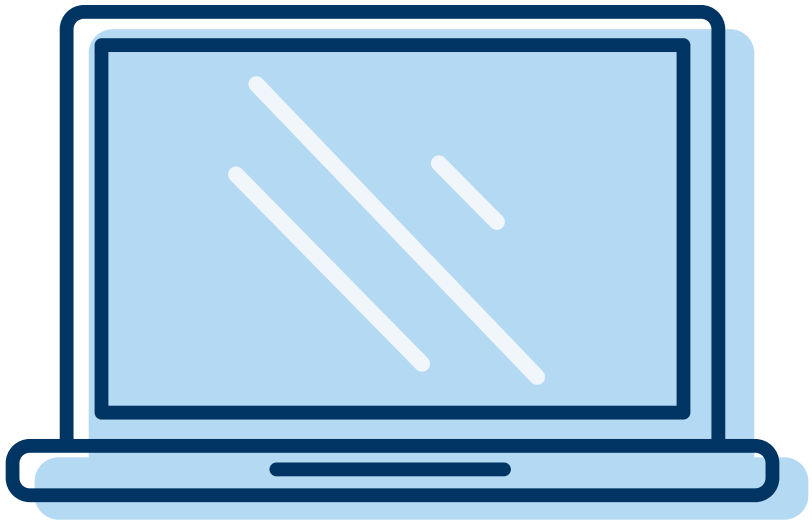
- Offers a set of features that allow publications to manage tasks outside of the editorial workflow
- Production tasks are used to track and manage assignments to production staff and external vendors and freelancers

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Streamlined Production Experience



This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

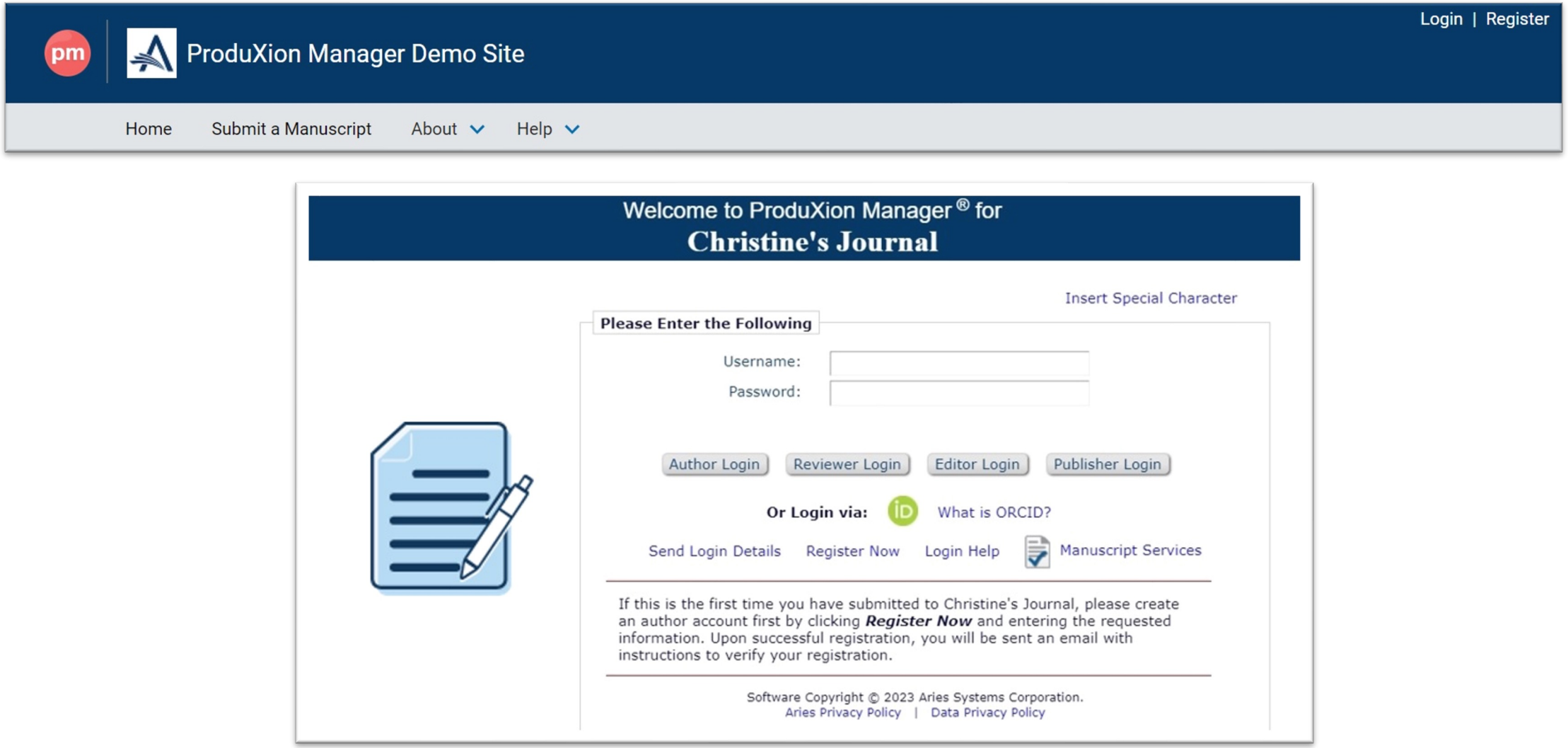


Getting Started with PM

Roles & Configurations

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Main Page Overview



This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Role Families

Authors

Easily create Author proofs

Perform status updates

Editors

Assign and track tasks

Communicate with external vendors

Review and approve proofs

External Vendors

Receive and complete assigned production tasks

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Editor Roles

Editors

Assign and track tasks
Communicate with external vendors
Review and approve proofs

- Can be granted as much access to the production environment as the publication needs
- Typically used for internal staff, such as Production Editors
- Can be granted System Administration access

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Publisher Roles

External Vendors

Receive and complete assigned production tasks

- Fewer permissions available
- Less access to the editorial functionality if the journal is also using EM
- Typically used for external freelancers and vendors

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Author Roles

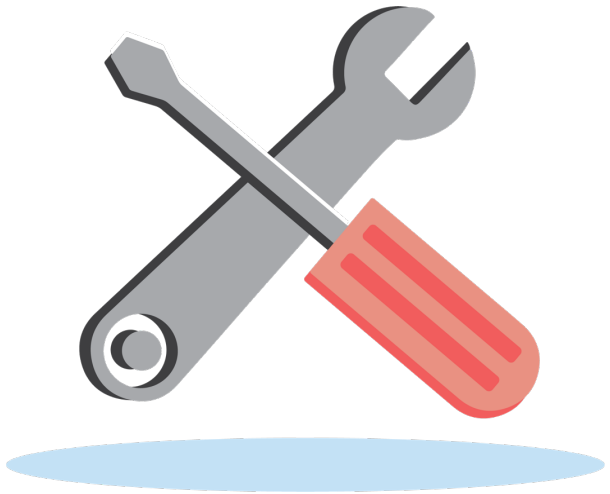
Authors
Easily create Author proofs
Perform status updates

- All users are given an Author role by default
- Authors can be assigned production tasks and check on the status of their submissions in production

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Configurations: PolicyManager

When PM is enabled for those with EM sites, an expanded set of configurations will display in PolicyManager



- ProduXion Manager
  - Configure Automatic Production Initiation
  - Configure Automatic Copy of Target to Actual Publication Information
  - Configure Book Processing
  - Configure NIHMS Embargo Period Rules
  - Configure Submission Workflows and Production Tasks
  - Configure Schedule Group Production Tasks
  - Configure Task Manager Policies
  - Set Production Task Deep Link Expirations
  - Configure Identifiers Displayed in Production Tracking
  - Configure Production Statuses
  - Define National Holidays
  - Configure Attachment Security
  - Edit Instructions for Attachments
  - Set Attachments Deep Link Policy

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

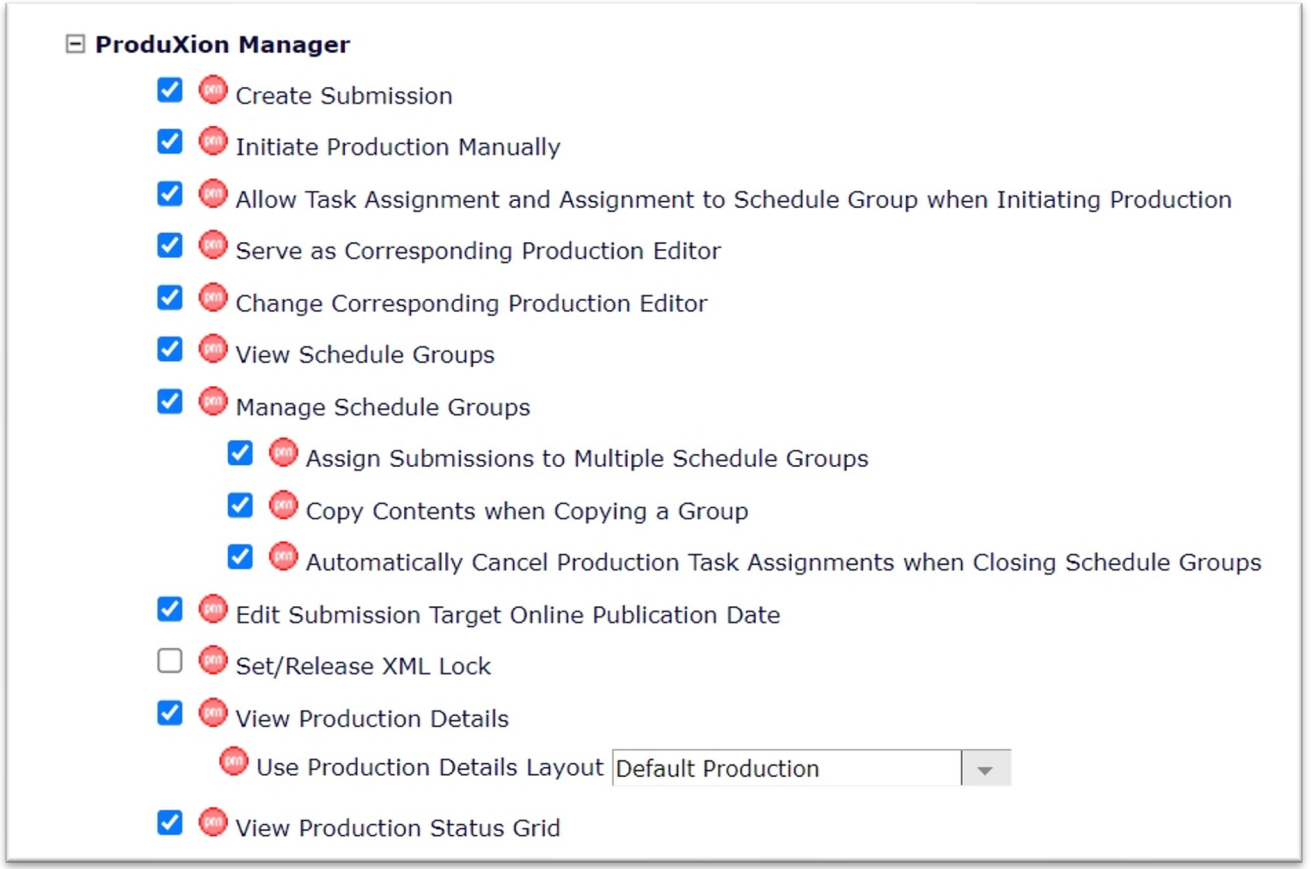
Configurations: RoleManager

New RoleManager configurations for the Editor, Publisher, and Author roles will also become available

Editor Login

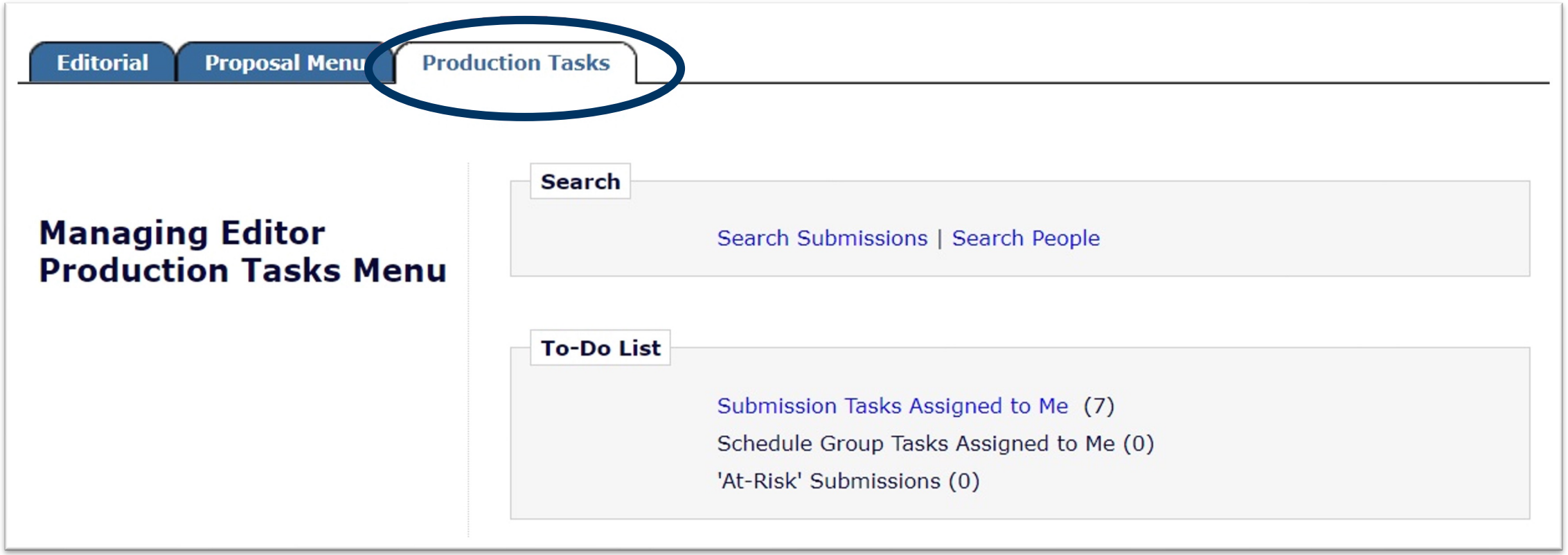
Publisher Login

Author Login



This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

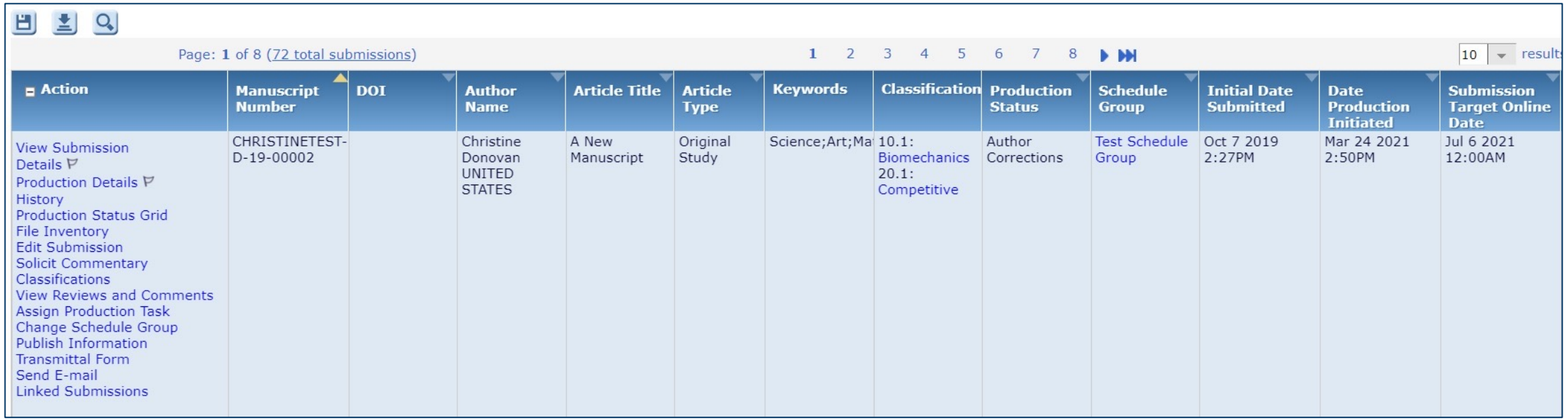
Production Tasks Menu



This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Searching for Submissions in ProduXion Manager

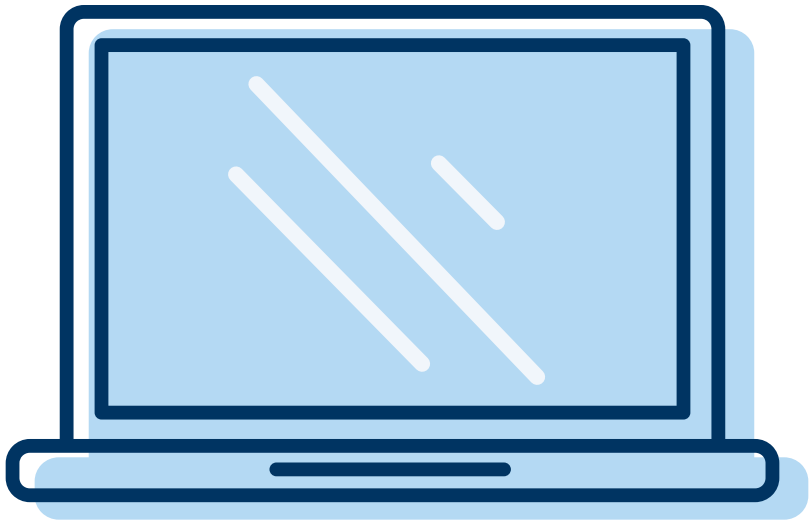
Run submission searches from the Production Tasks menu to see production-specific links and information in the results:



Page: 1 of 8 (72 total submissions) 1 2 3 4 5 6 7 8 10 result

Action	Manuscript Number	DOI	Author Name	Article Title	Article Type	Keywords	Classification	Production Status	Schedule Group	Initial Date Submitted	Date Production Initiated	Submission Target Online Date
View Submission Details Production Details History Production Status Grid File Inventory Edit Submission Solicit Commentary Classifications View Reviews and Comments Assign Production Task Change Schedule Group Publish Information Transmittal Form Send E-mail Linked Submissions	CHRISTINETEST-D-19-00002		Christine Donovan UNITED STATES	A New Manuscript	Original Study	Science;Art;Ma	10.1: Biomechanics 20.1: Competitive	Author Corrections	Test Schedule Group	Oct 7 2019 2:27PM	Mar 24 2021 2:50PM	Jul 6 2021 12:00AM

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

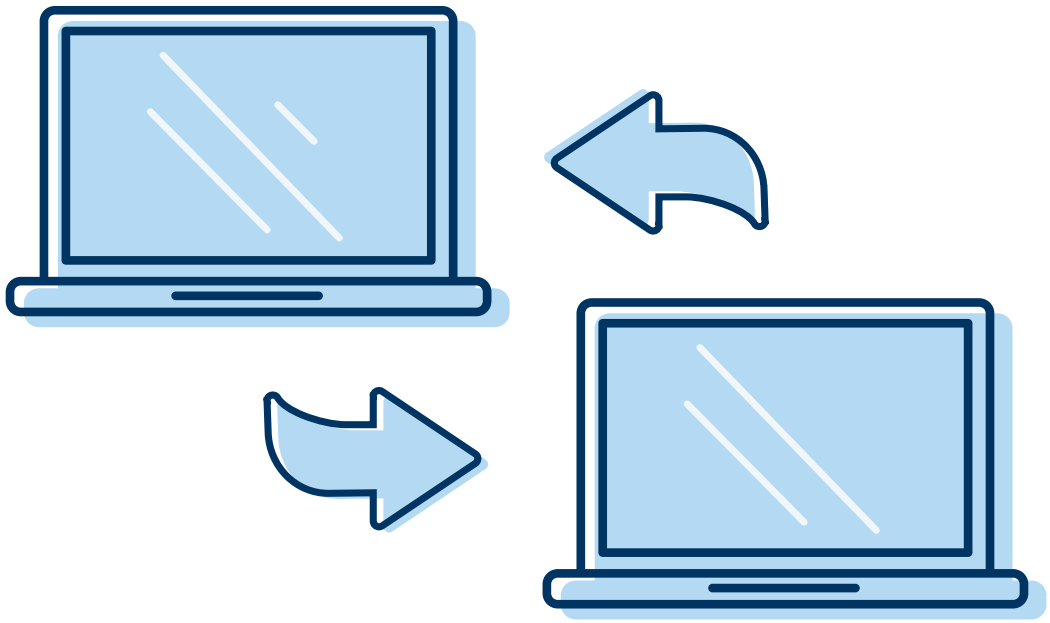


Initiating Production

Submissions from editorial to production

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Moving a Submission into PM



1. Initiate production after setting Final Disposition – Accept in EM
2. Initiate production for New Submissions
3. Create Submission interface
4. Import manuscripts directly into PM via FTP

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

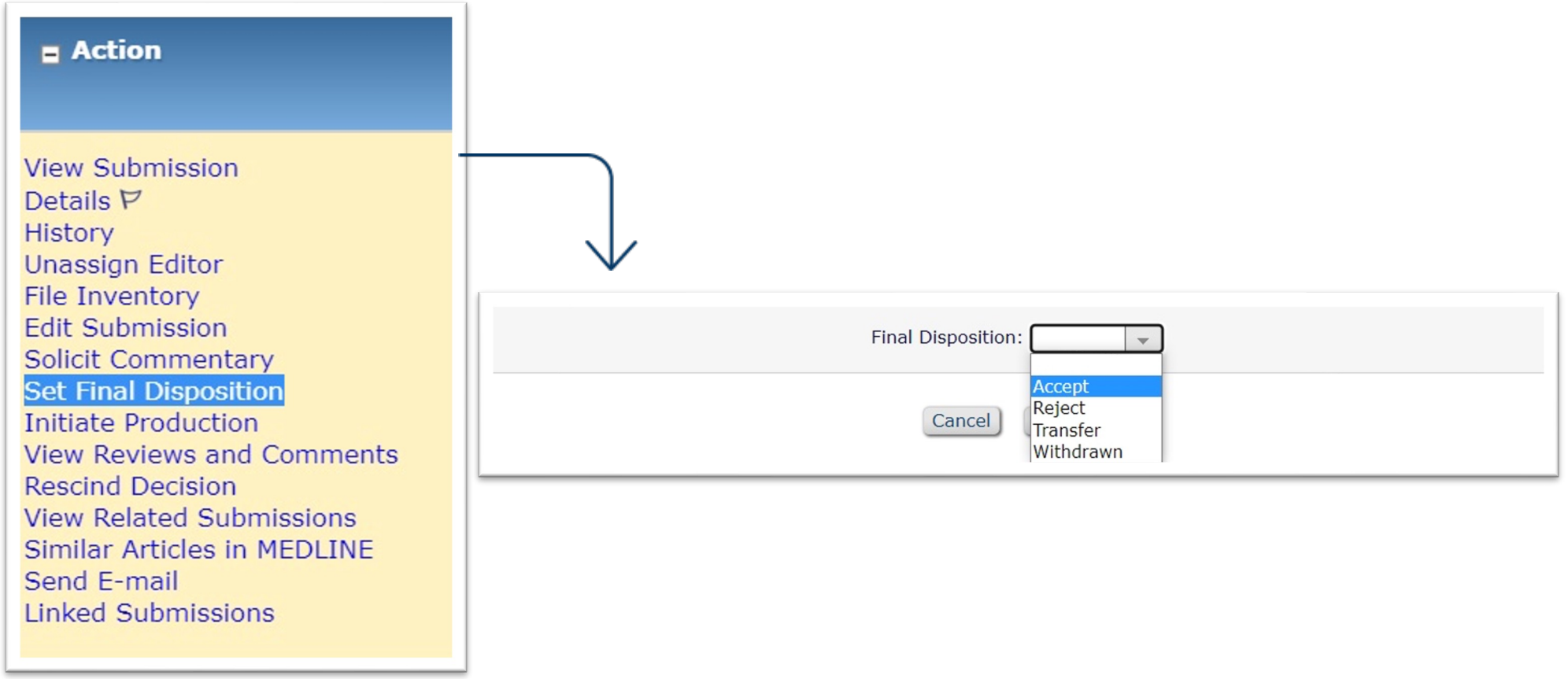
Initiating Production from Editorial Manager

- Achieve a true end-to-end publishing experience by pairing ProduXion Manager with Editorial Manager
- Initiate production from Editorial Manager at any point in the workflow

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

1. Final Disposition in EM – Accept

From the ‘All Submissions with Editor's Decision’ folder in EM, click ‘Set Final Disposition’



This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Final Disposition – Accept

Select the source files that should be transmitted to production

Source Files

Item Type	Item Description	File Name	Last Modified	Actions	Include Item in Publisher Zip File
PDF	PDF			View	✔
Manuscript		Script Practice Manuscript.docx	Oct 14, 2019	Download Item Item Metadata	☑
Visual Abstract (PPT file)	Visual Abstract (PPT file)	Visual Abstract Test.pptx	Apr 28, 2020	Download Item	☑
Figure	Figure	testfigure.jpg	Jun 07, 2023	Download Item Item Metadata	☑
Supplemental Material	Supplemental Material	Sample Abstract.doc	Nov 27, 2019	Download Item	☑

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Final Disposition – Accept

Enter submission metadata that should be transmitted to production

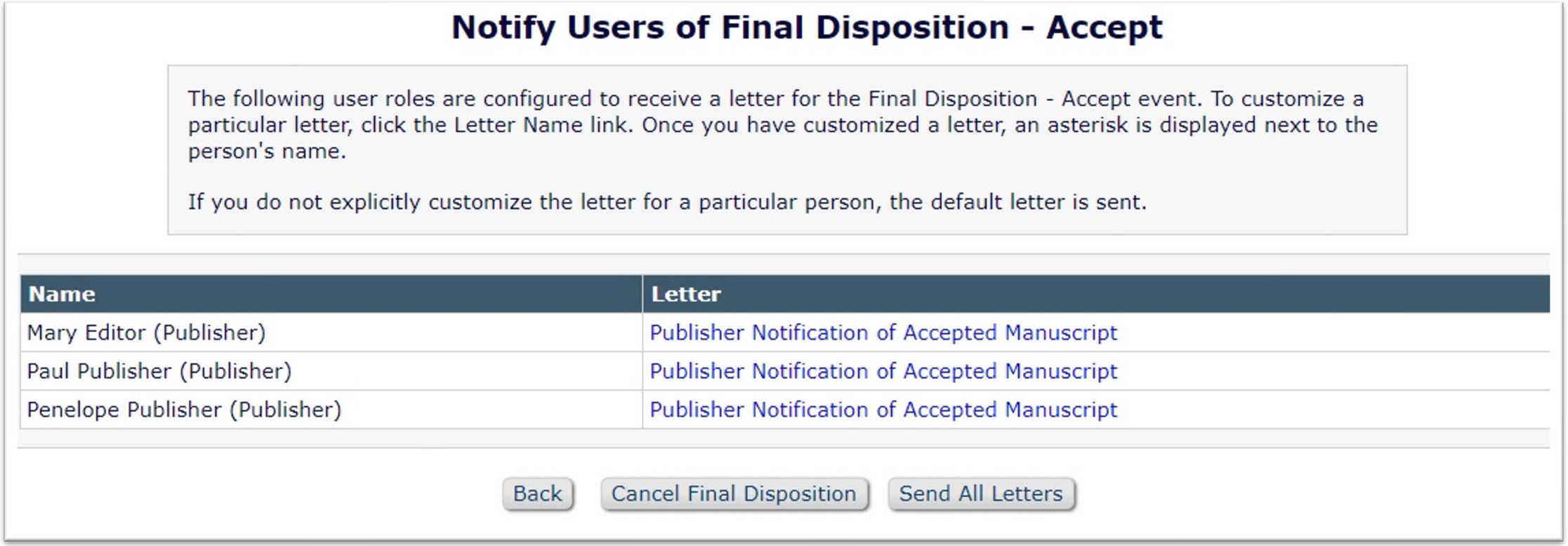
Submission Metadata

☑ Include metadata in release to production

Item Description	Value	
Manuscript Number	DEMOCD-D-23-00011	Help
Revision Number	0	Help
Article Title	Editor Training Manuscript	Help
Article Type	Rapid Communication	Help
Initial Date Submitted	Jan 25, 2023	Help
Date Revision Submitted		Help
Keyword	Training; Science; Practice	Help
Classification Description	First Major Term; Minor Term under First; Second Minor Term under Fifth;	Help
Section/Category Name		Help
All Authors	Abigail Author	Help
First Author First Name	Abigail	Help
First Author Middle Name		Help
First Author Last Name	Author	Help
First Author Degree		Help
Number of Color Figures		Help
Number of Line Drawings		Help
Number of Half Tone Figures		Help
Number of Tables		Help

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Final Disposition - Accept



Notify Users of Final Disposition - Accept

The following user roles are configured to receive a letter for the Final Disposition - Accept event. To customize a particular letter, click the Letter Name link. 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 is sent.

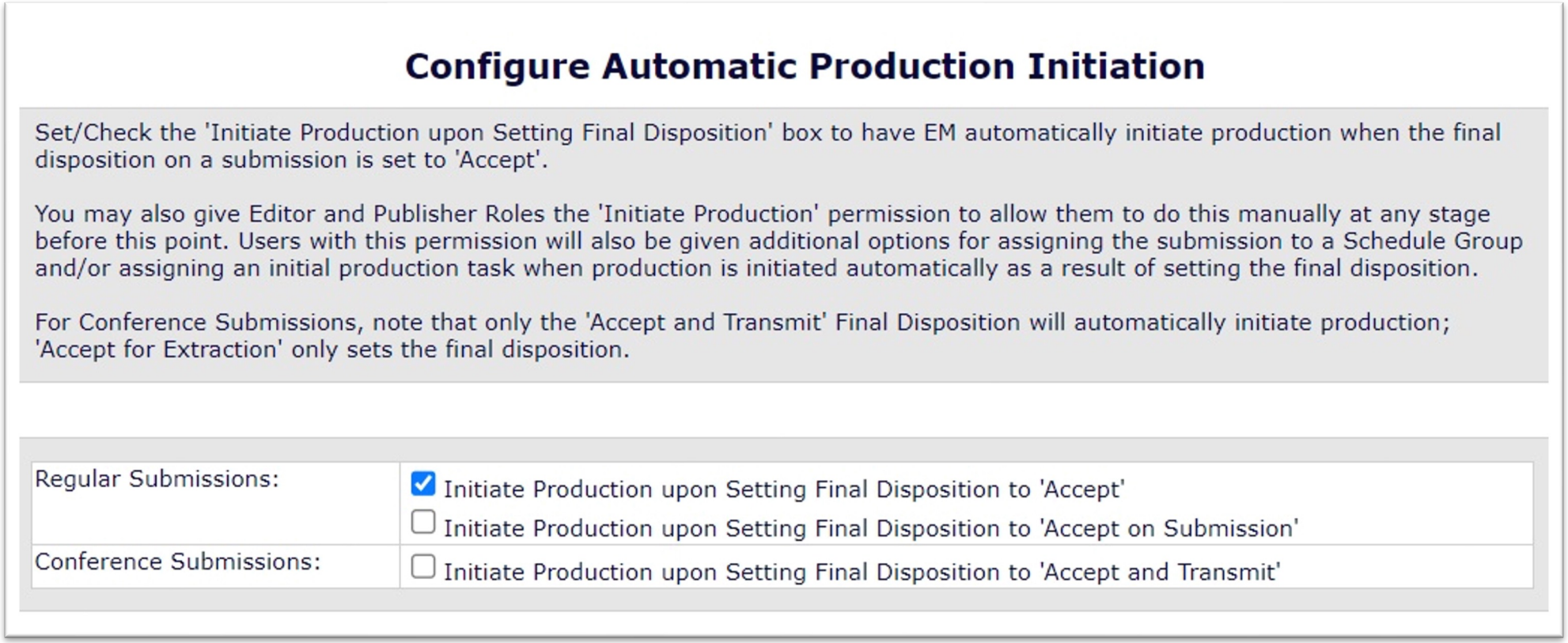
Name	Letter
Mary Editor (Publisher)	Publisher Notification of Accepted Manuscript
Paul Publisher (Publisher)	Publisher Notification of Accepted Manuscript
Penelope Publisher (Publisher)	Publisher Notification of Accepted Manuscript

Back | Cancel Final Disposition | Send All Letters

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Automatic Production Initiation

Configure production to initiate automatically after the final disposition is set to "Accept" in PolicyManager > Configure Automatic Production Initiation

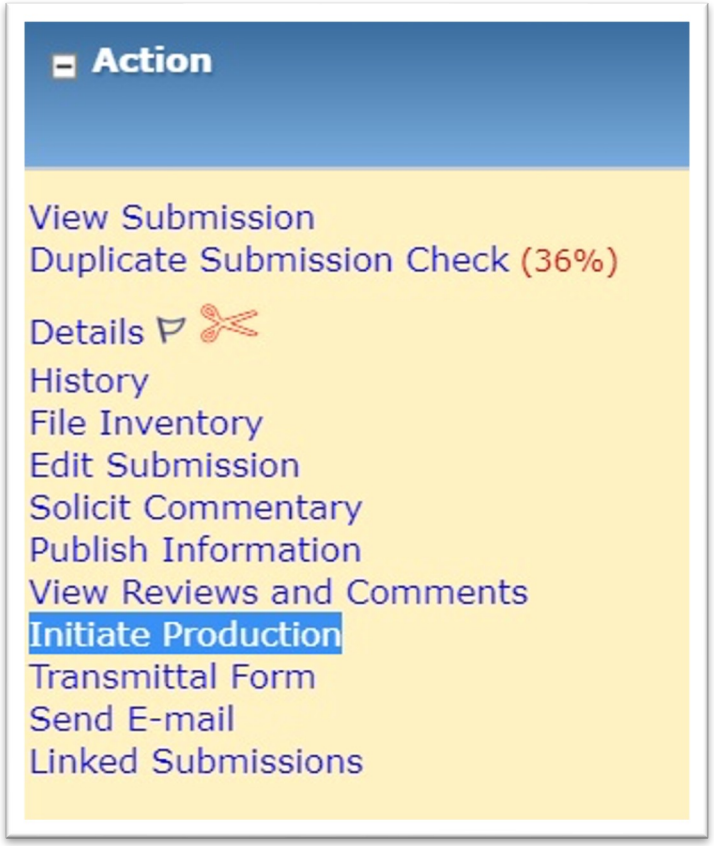


This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Manual Production Initiation

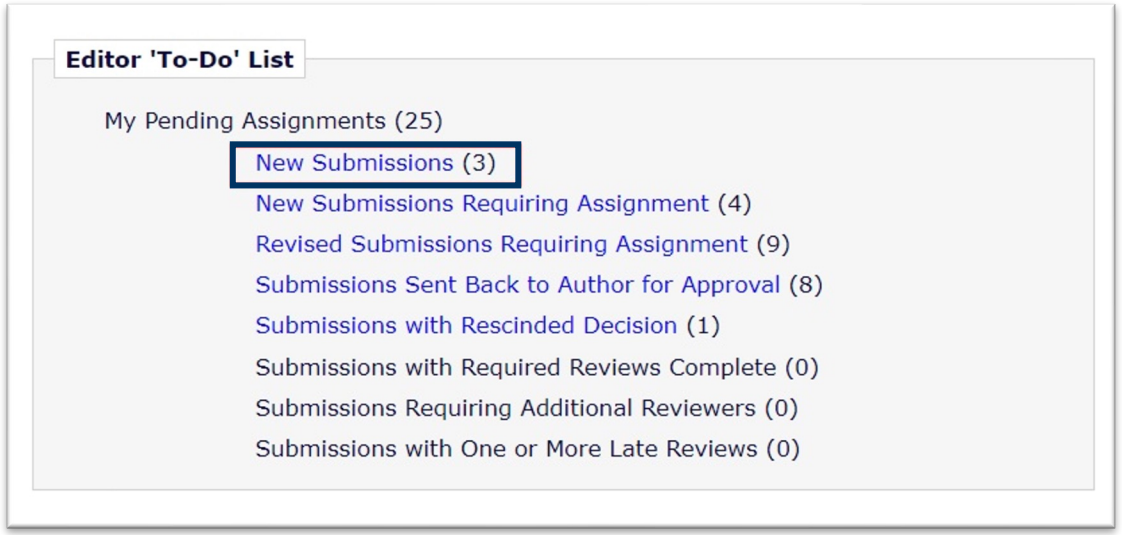
Production can also be initiated manually from the ‘All Submissions with Final Disposition Accept’ folder

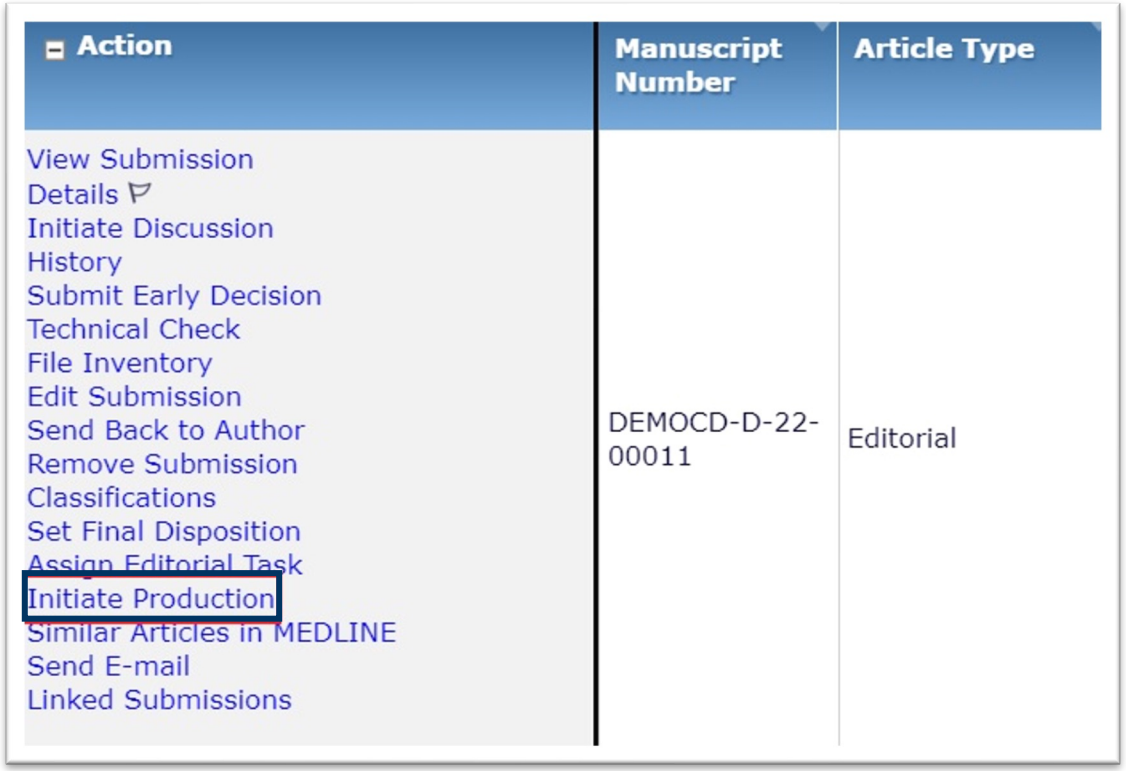
Initiate Production action link



This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

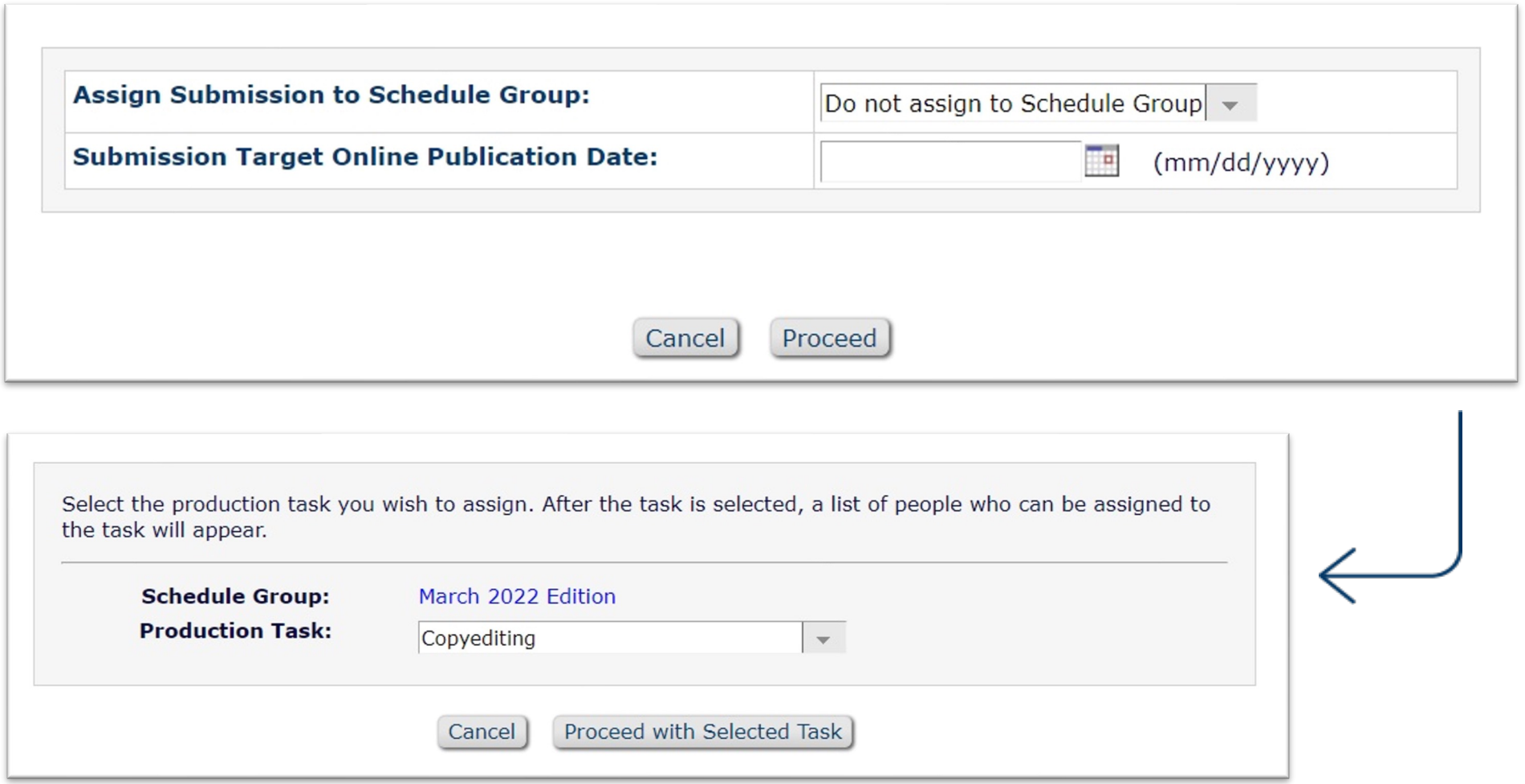
2. New Submission – Initiate Production





This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Initiate Production



This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

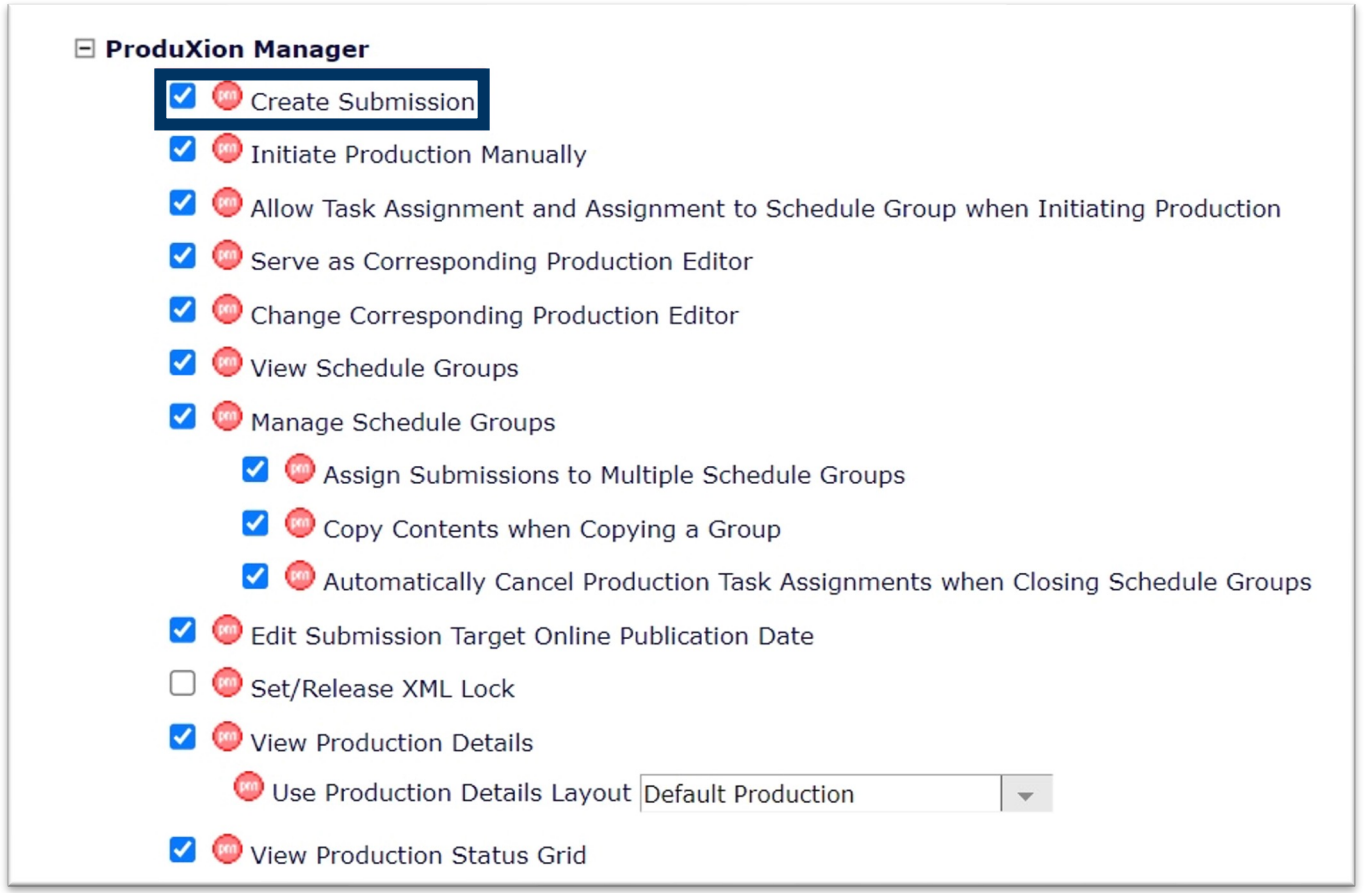
Enter Submissions Directly into PM

- PM seamlessly connects with upstream editorial and production systems
- Use the Create Submission Interface or a Manuscript Import Profile to move submissions directly into PM to start the production workflow

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

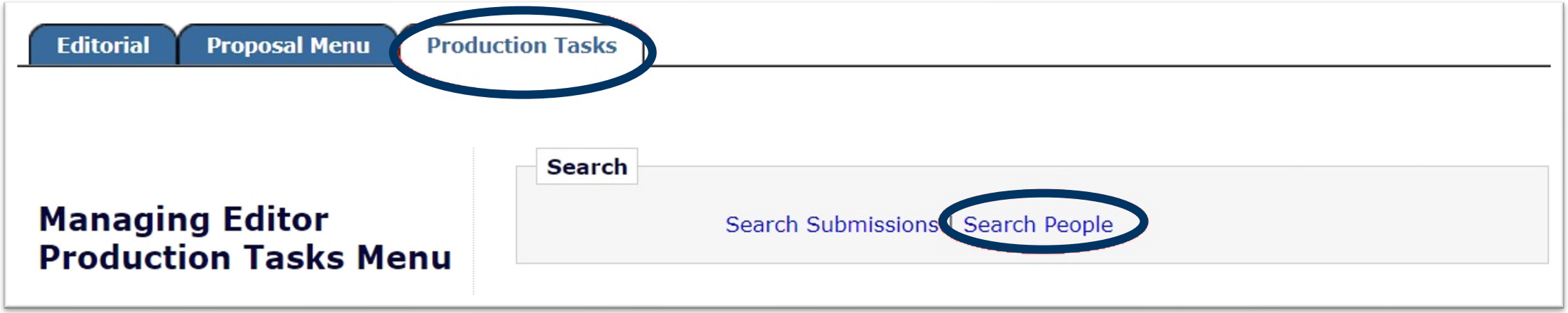
3. Create Submission Interface

RoleManager

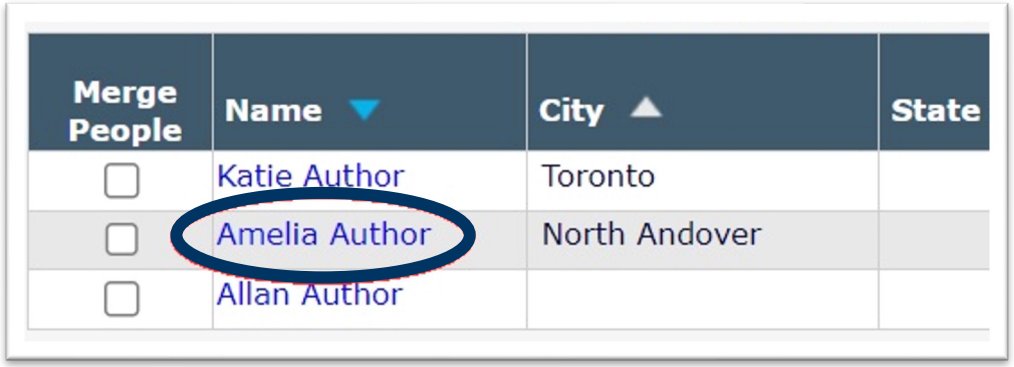


This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Create Submission Interface



Enter the submission manually into ProduXion Manager with the Create Submission functionality



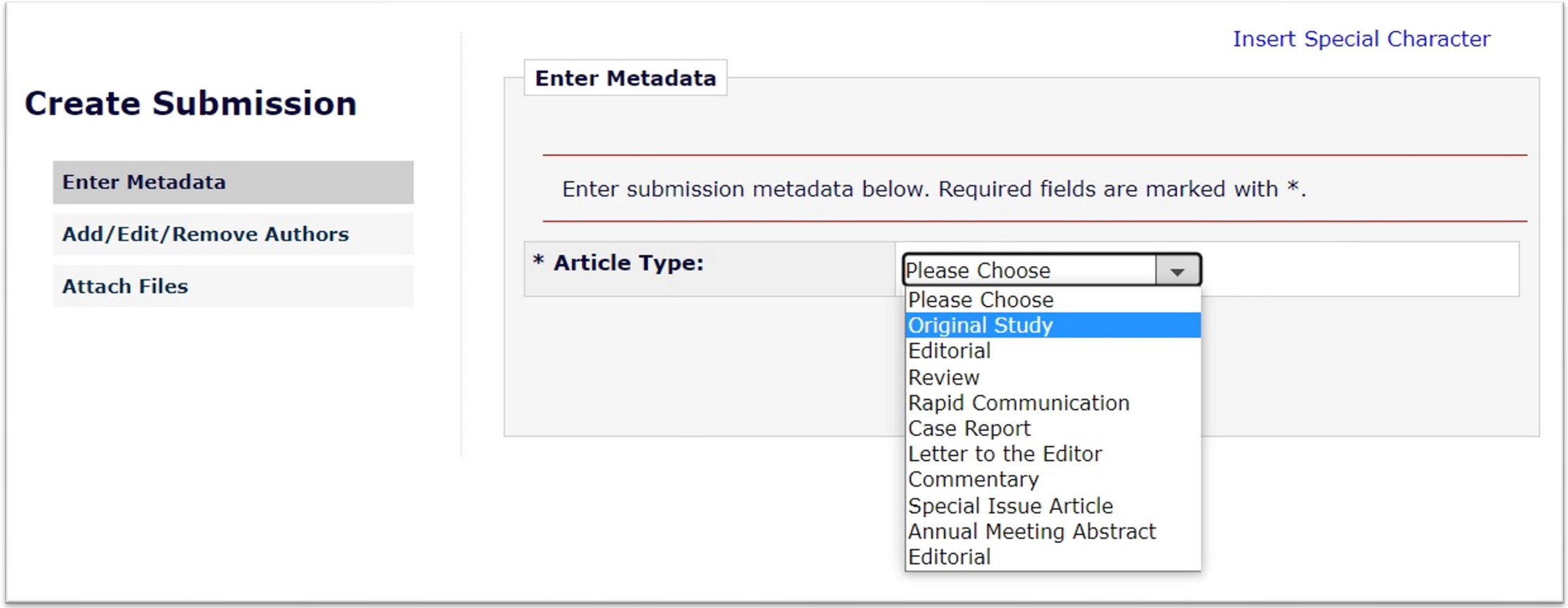
This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Create Submission Interface

- The Create Submission button is found in the people records for registered users
- The Create Submission button should be accessed from the Author's people record

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

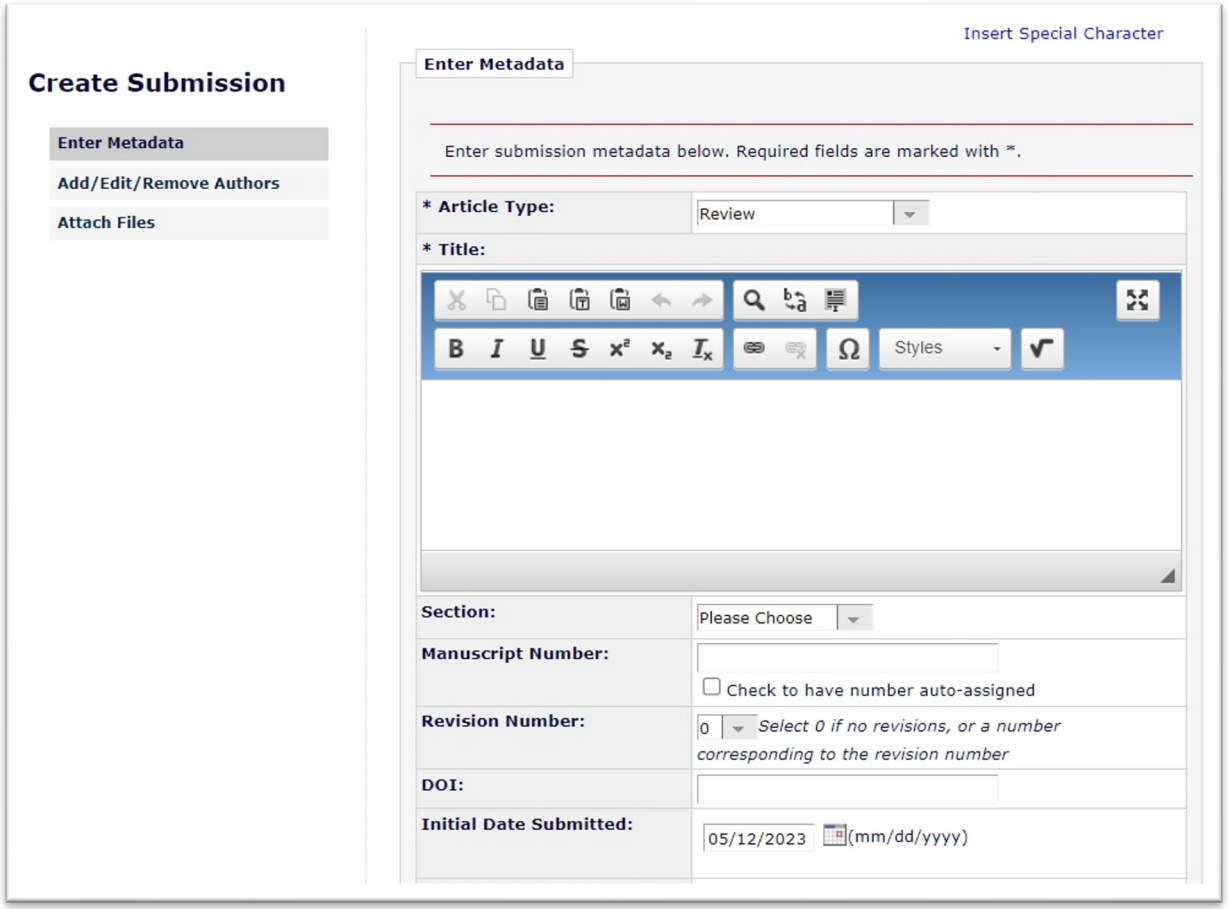
Create Submission Interface



This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

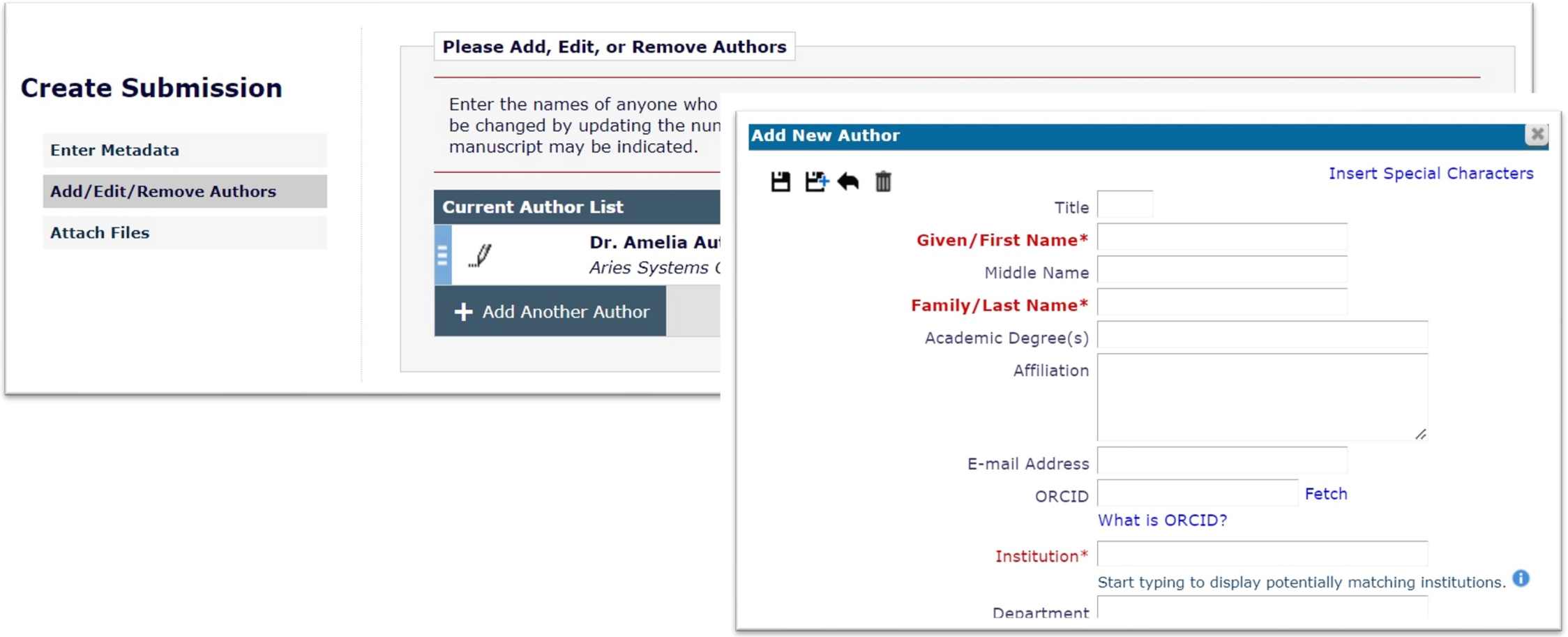
Create Submission Interface: Enter Metadata

- Enter the submission metadata
- The only fields that are required by the system are the Article Type and Title when using this functionality
- Anything else that is required by the publication office will be red, but the rest of the fields are considered optional



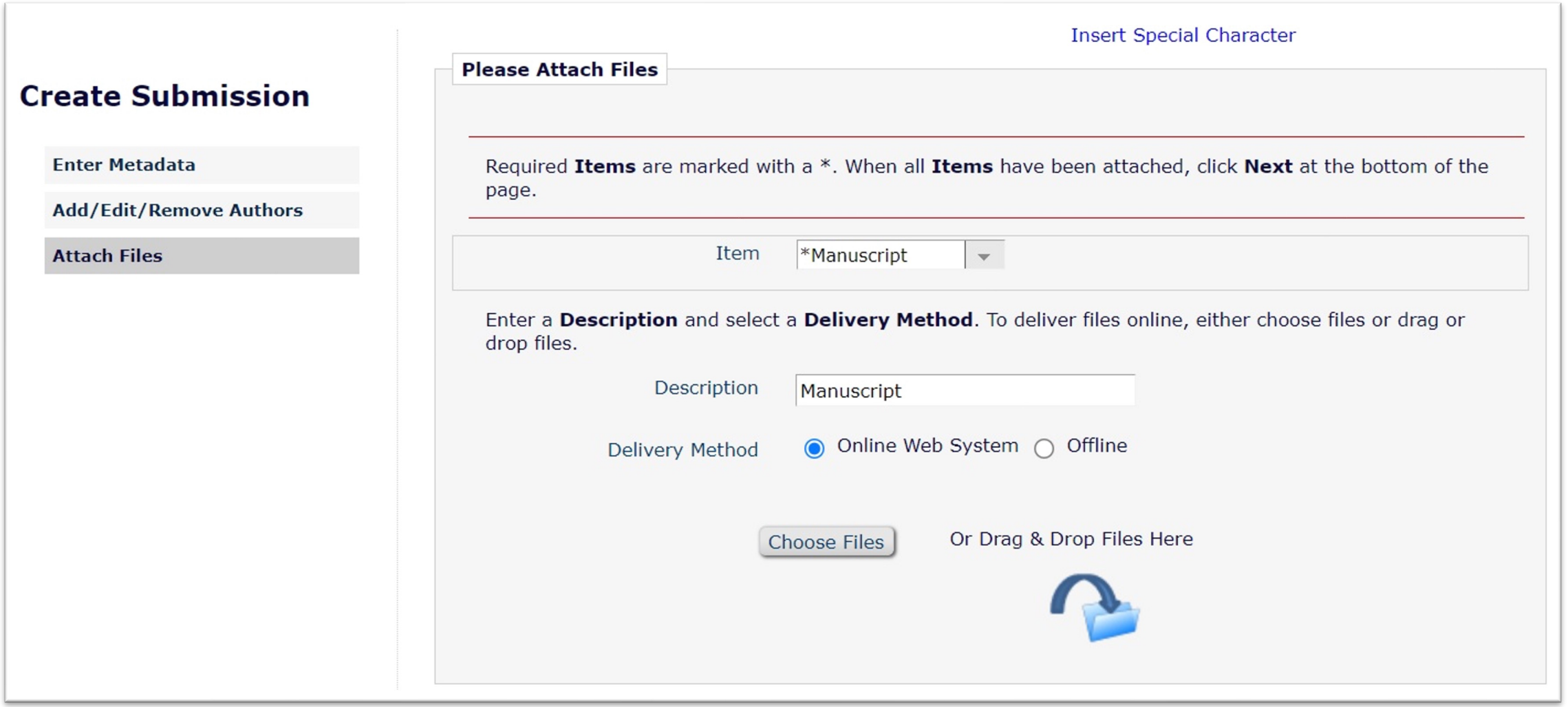
This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Create Submission Interface: Add/Edit/Remove Authors



This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Create Submission Interface: Attach Files

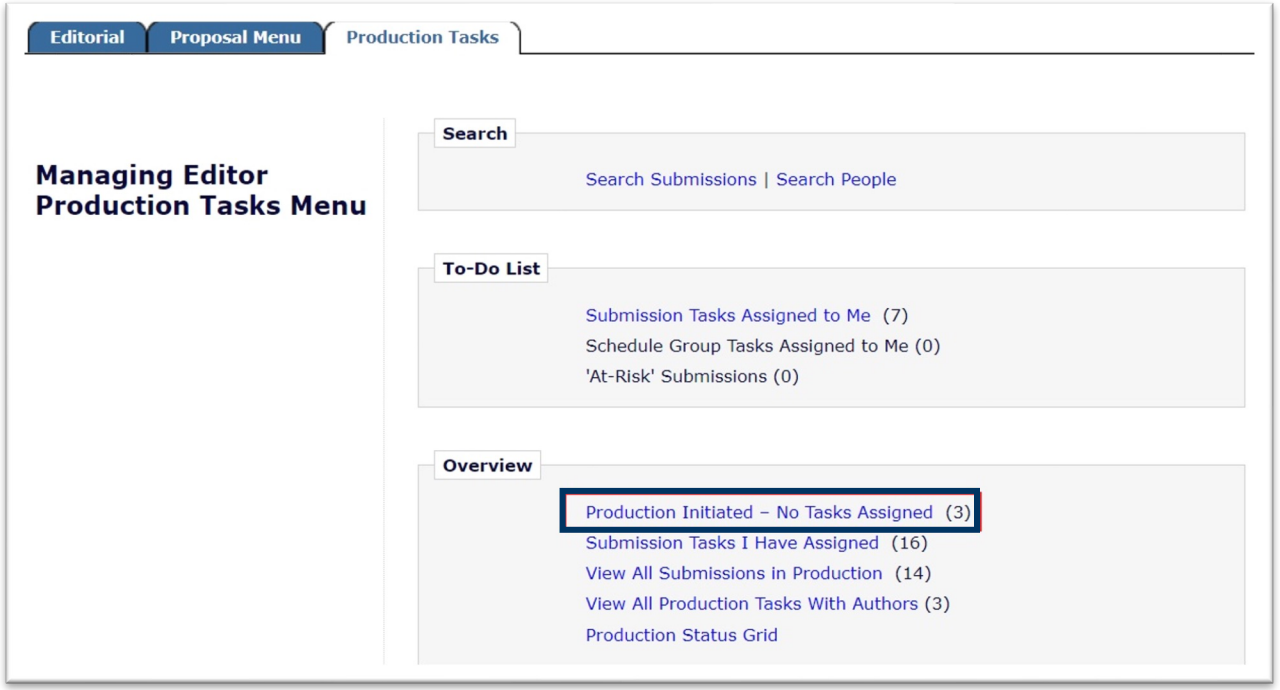


This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Create Submission Interface

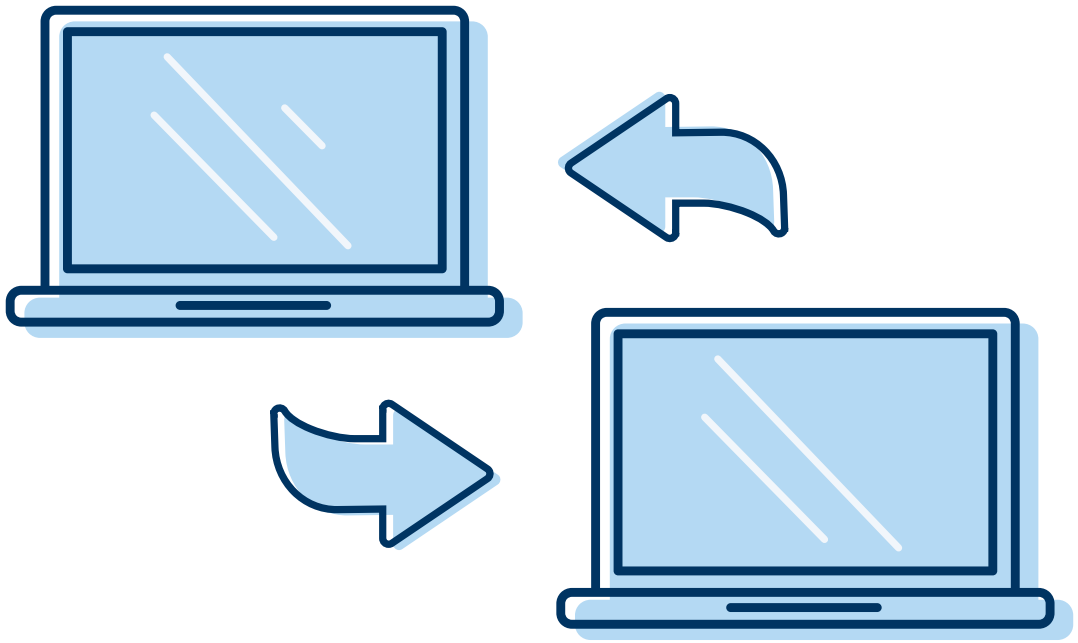
Once the attach files step is completed, the paper will be moved into the Production Initiated – No Tasks Assigned folder

When using this method, there is NO PDF created



This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

4. Imports



- Submissions from other peer review systems can be imported directly into PM to start the production workflow
- To use this method, a publication office will need to upload a zip package along with a trigger file onto the Aries FTP
- Publications that use the import method usually have PM-only sites

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

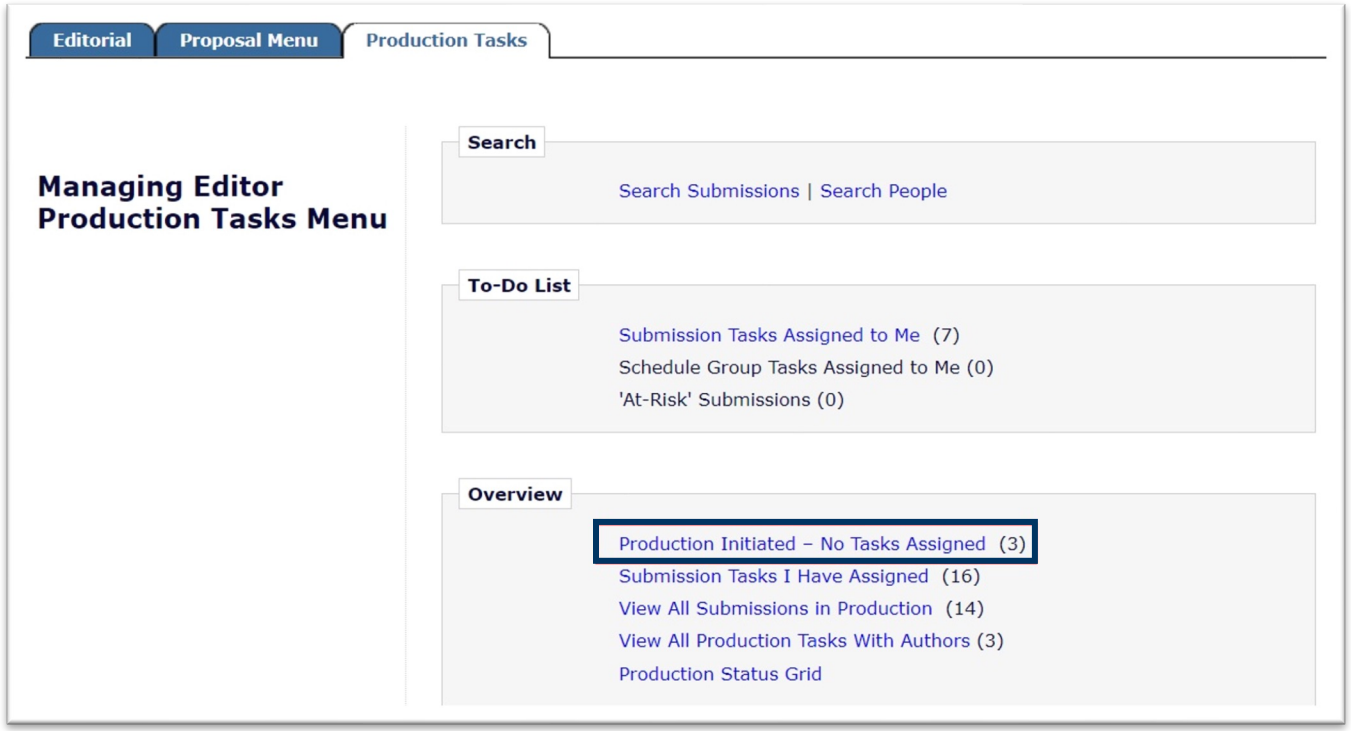
Imports

- Email address can be added to the publication's import profile for success and failure notifications
- JATS and Cadmus import profiles into ProduXion Manager are available

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Imports

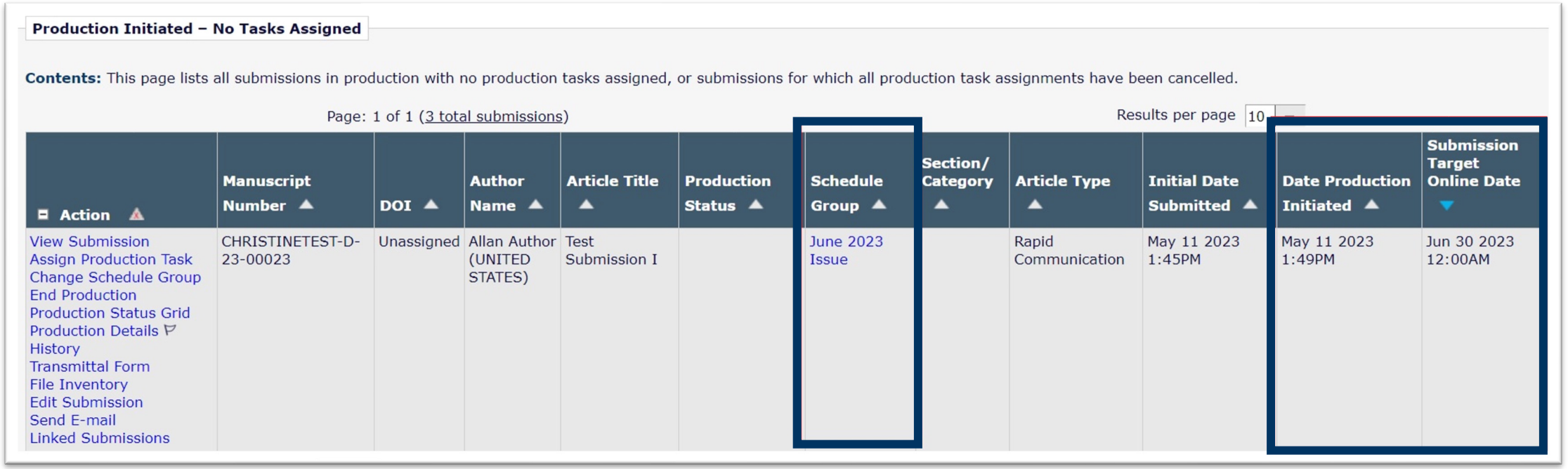
Imported submissions will drop into the Production Initiated – No Tasks Assigned folder unless a submission production task has been configured to be automatically assigned when production is initiated



This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Production Initiated – No Tasks Assigned Folder

Production-specific information is included in this folder, including Schedule Group, Submission Target Online Date, and Date Production Initiated:



Production Initiated – No Tasks Assigned

Contents: This page lists all submissions in production with no production tasks assigned, or submissions for which all production task assignments have been cancelled.

Page: 1 of 1 (3 total submissions) Results per page 10

Action	Manuscript Number	DOI	Author Name	Article Title	Production Status	Schedule Group	Section/ Category	Article Type	Initial Date Submitted	Date Production Initiated	Submission Target Online Date
View Submission Assign Production Task Change Schedule Group End Production Production Status Grid Production Details History Transmittal Form File Inventory Edit Submission Send E-mail Linked Submissions	CHRISTINETEST-D-23-00023	Unassigned	Allan Author (UNITED STATES)	Test Submission I		June 2023 Issue		Rapid Communication	May 11 2023 1:45PM	May 11 2023 1:49PM	Jun 30 2023 12:00AM

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Production Details

Contains details related to the production workflow

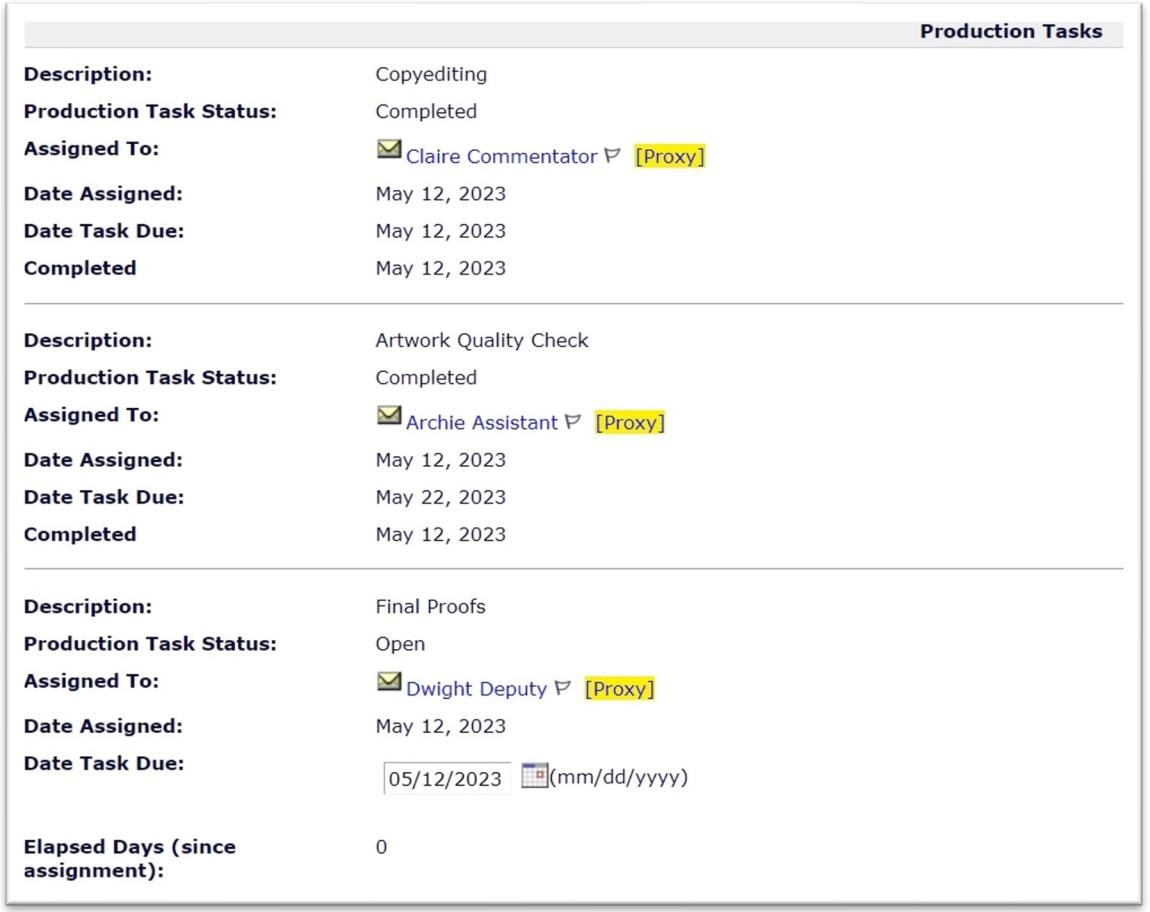
Full Title:	Test Submission I
Short Title:	
Corresponding Author:	Allan Author UNITED STATES [Proxy]
Corresponding Author E-Mail:	trash17@ariessc.com
Author Comments:	
Other Authors:	mary mary, Aries Systems Corporation| Aries Systems Corporation Author Status
Article Type:	Rapid Communication
Section/Category:	
Keywords:	
Classifications:	This manuscript does not have any Classifications.
Requested Editor:	
Editorial Status Date:	May 12 2023 12:50PM
Current Editorial Status:	With Editor
Production Status:	In Production
Corresponding Production Editor:	None
Schedule Group:	June 2023 Issue
Submission Target Online Publication Date:	06/30/2023 (mm/dd/yyyy)
Schedule Group Target Online Publication Date:	Jun 30 2023 12:00AM
Schedule Group Target Publication Date:	Jun 30 2023 12:00AM
Schedule Group Target Volume:	2
Schedule Group Target Issue:	4
Position in Schedule Group Contents:	1
Target Number of Pages:	0
Black and White Image Count:	0
Color Image Count:	0

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Production Details

- Production Tasks will begin to populate on the Production Details page as the production workflow proceeds

- The task due date for an open task can be viewed and updated as needed from the Production Details page



Production Tasks

Description:	Copyediting
Production Task Status:	Completed
Assigned To:	Claire Commentator [Proxy]
Date Assigned:	May 12, 2023
Date Task Due:	May 12, 2023
Completed	May 12, 2023
Description:	Artwork Quality Check
Production Task Status:	Completed
Assigned To:	Archie Assistant [Proxy]
Date Assigned:	May 12, 2023
Date Task Due:	May 22, 2023
Completed	May 12, 2023
Description:	Final Proofs
Production Task Status:	Open
Assigned To:	Dwight Deputy [Proxy]
Date Assigned:	May 12, 2023
Date Task Due:	05/12/2023 (mm/dd/yyyy)
Elapsed Days (since assignment):	0

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

File Inventory

Submission Files

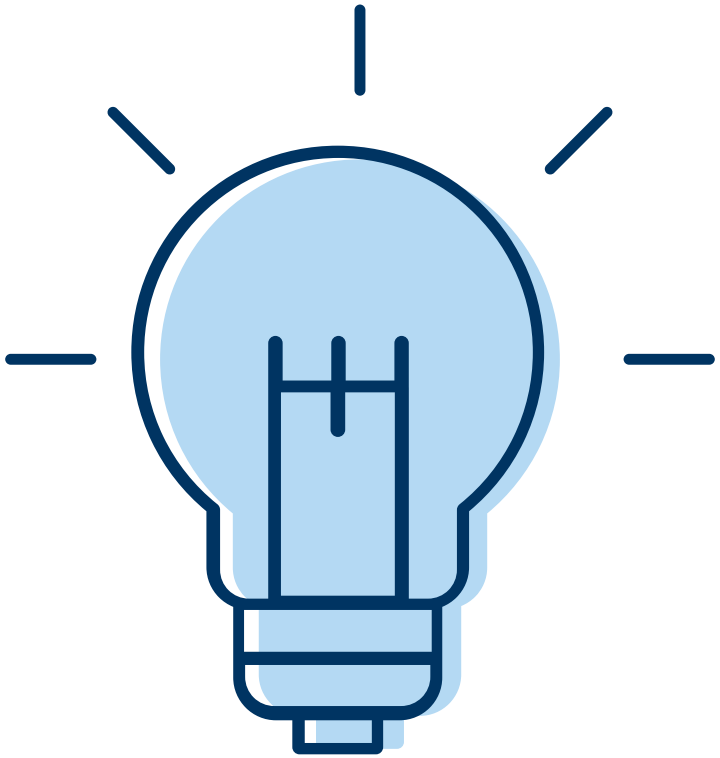
	Action	Item	Description (Limit 256 characters)	Item Family	File Name	Size	Modified	QC	Display On TF
☐	Download	Manuscript	Manuscript	Document	FullPaper_Manuscript.docx	11.5 KB	May 15 2023 1:59PM		✓
☐	Download Preview	Figure	Figure	Figure	Figure1.jpg	48.8 KB	May 15 2023 1:59PM		✓
☐	Download	Supplemental Material	Supplemental Material	Supplemental	Test Dataset.xlsx	7.9 KB	May 15 2023 2:00PM		✓

Companion Files Upload Companion Files

	Action	Color	Item	Description (Limit 256 characters) Expand All Collapse All	Item Family	File Name	Size	Modified	Operator	QC	Display On TF
☐	Download Replace Hide	Change	Companion File	Second Proof	Supplemental	Second_Proof.docx	12.6 KB	May 15 2023 2:04PM	mary mary		
☐	Download Replace Hide	Change	Companion File	Final Proof	Supplemental	Final_Proof.docx	12.6 KB	May 15 2023 2:04PM	mary mary		
☐	Download Replace Hide	Change	Companion File	Author Proof	Supplemental	Author_Proof.docx	12.6 KB	May 15 2023 2:04PM	mary mary		

Hide Selected Companion Files | Upload Companion Files

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.



Production Tasks

Assignment & Tracking

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Production Tasks

Production tasks allow publications to do the following:

- Assign a submission to a person to complete tasks like Copyediting, Typesetting, Proofreading, etc.
- Set due dates for each task within the workflow
- Control who can carry out each task
- Choose which files are automatically sent as part of the assignment
- Allow recipients to upload new files when submitting tasks
- Automatically record assignment and completion dates for each task/activity

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Production Tasks

- [x] View Production Status Grid
- [x] View At-Risk Submissions
- [x] View All Submissions in Production
- [x] End Production/Return to Production
- [x] Assign Submission Production Task
- [x] Assign Editorial Tasks in Task Manager
- [x] Assign Schedule Group Production Task
- [x] Cancel Production Task Assignment
- [x] Override Submission Production Task Due Date
- [x] Override Schedule Group Production Task Due Date
- [x] Receive Production Task
- [x] Create Automated Submission Tasks Reminders
- [x] Create Automated Schedule Group Tasks Reminders
- [x] Send Production Reminders

Action

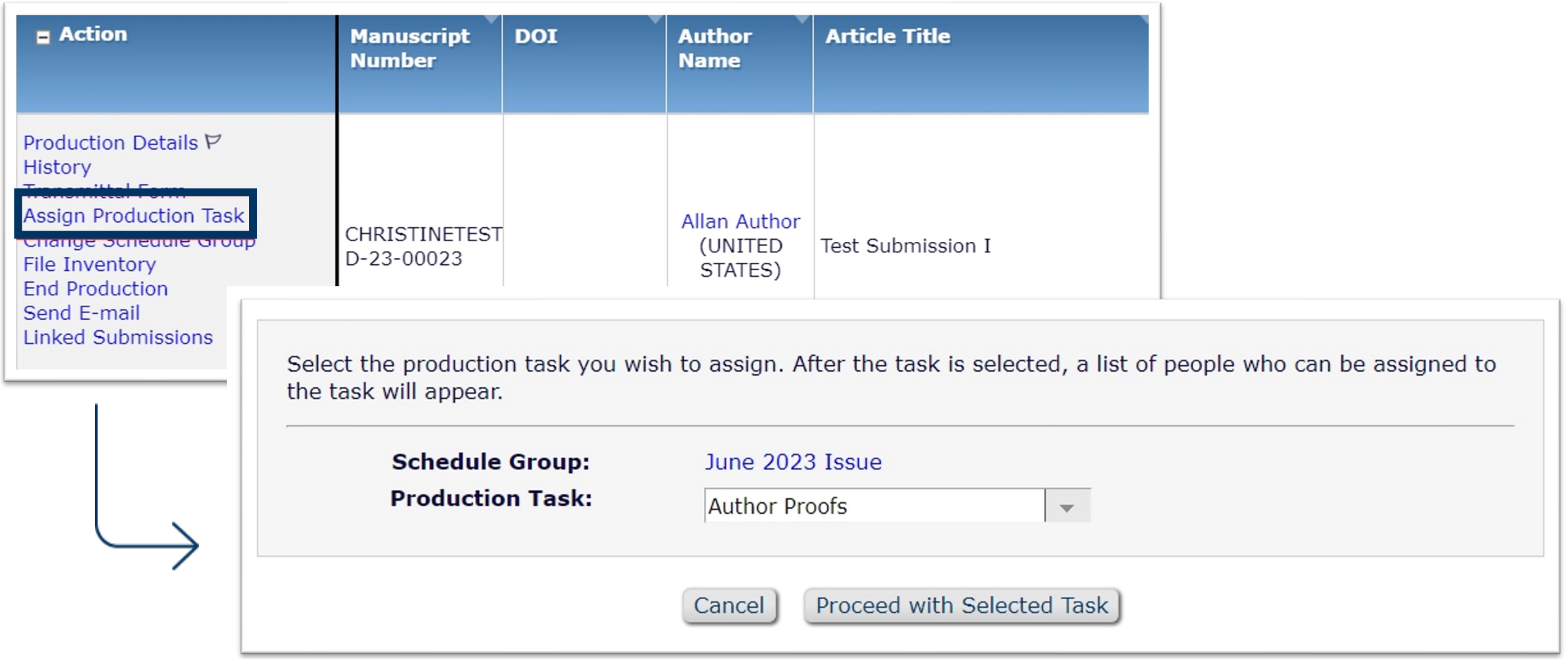
View Submission
Assign Production Task
Change Schedule Group
End Production
Production Status Grid
Production Details
History
Transmittal Form
File Inventory
Edit Submission
Send E-mail
Linked Submissions

Action

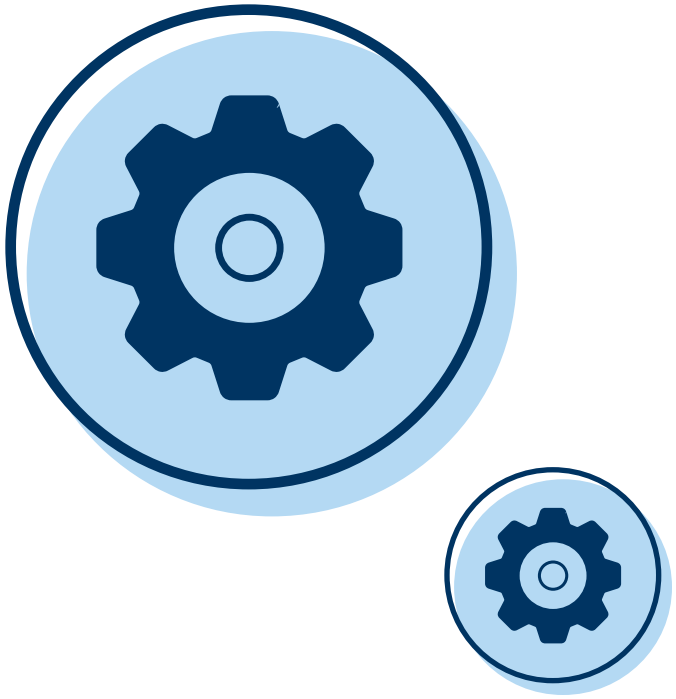
View Assignment Letter
Submit Task
Reassign Task
Assign Production Task
Assign to Schedule Group
Production Details
History
Transmittal Form
Edit Submission
Send E-mail

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Production Tasks



This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

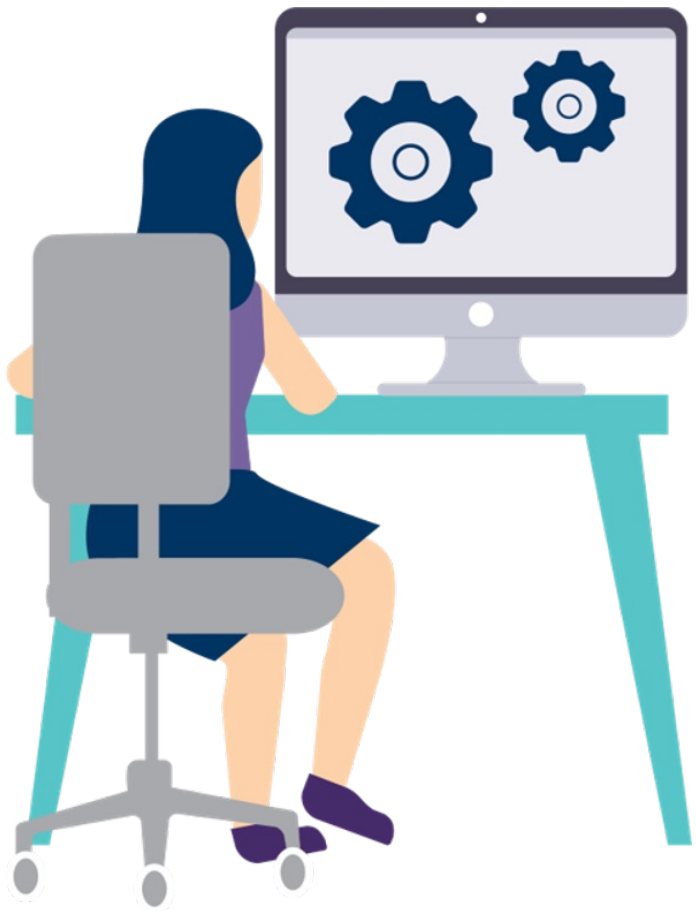


Custom Production Workflows

Leveraging flexible configurations

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Custom Production Workflows



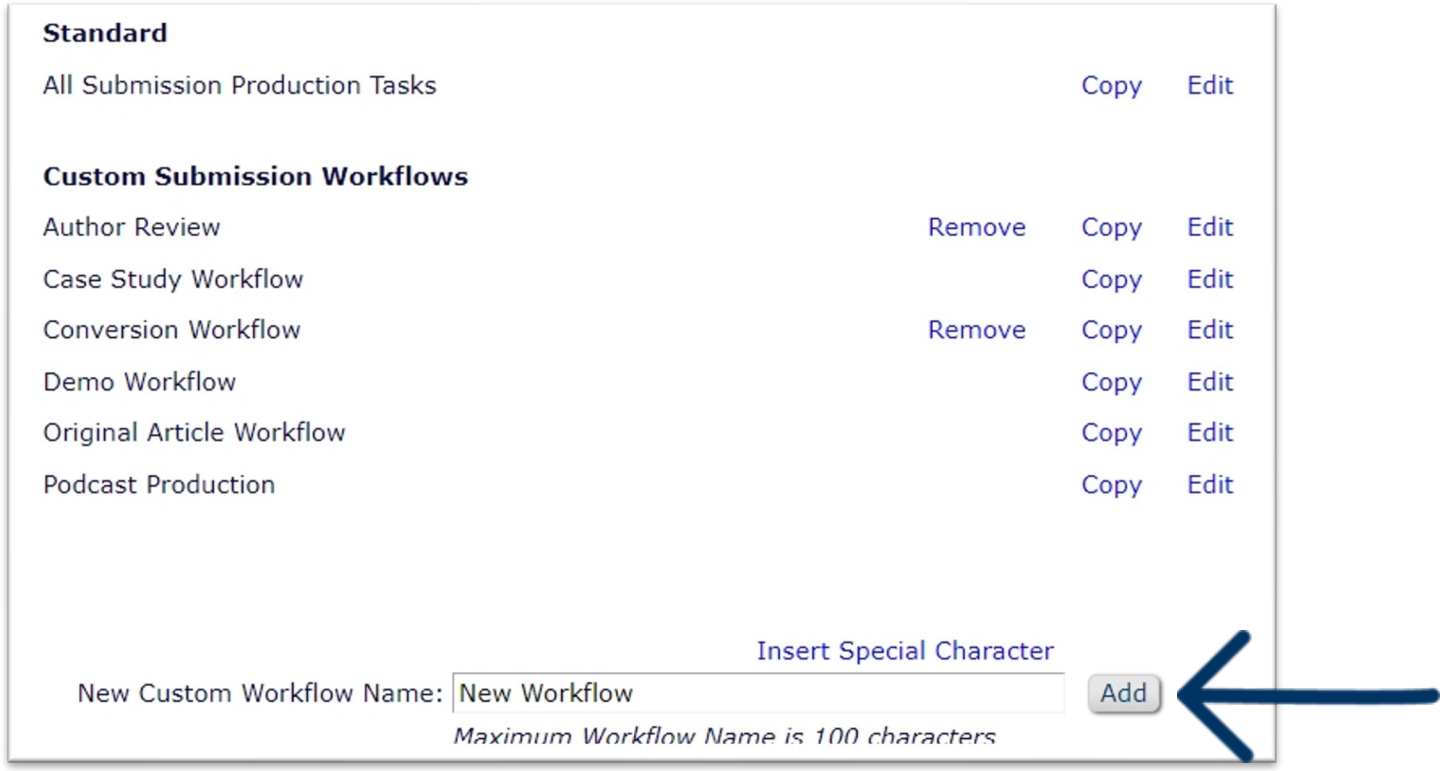
- Unique production workflows can be enabled by Article Type
- Configure an initial task to automatically assign when production is initiated
- Configure trigger tasks to automatically assign the next task in the production workflow
- Deliver task assignment files and import task submissions via FTP

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Custom Production Workflows

Create and edit production tasks and workflows in:

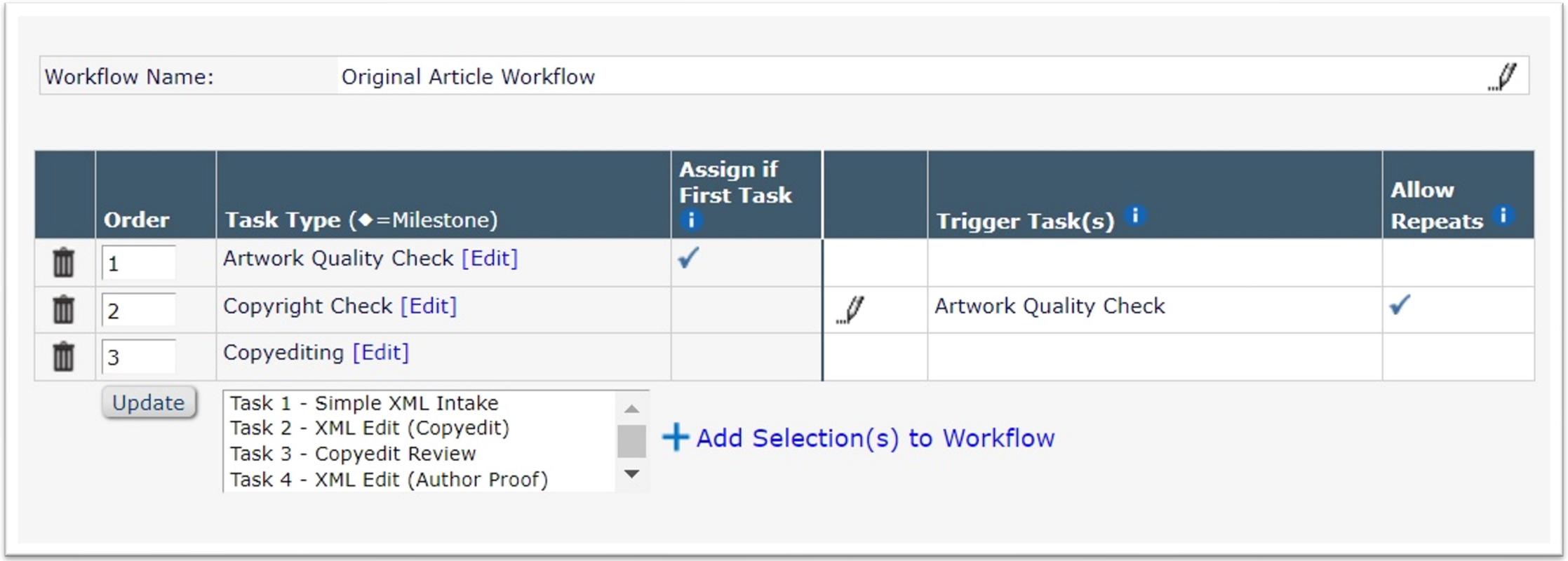
PolicyManager > Configure Submission Workflows and Production Tasks



This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Custom Production Workflows

Add and organize production tasks for each custom workflow:

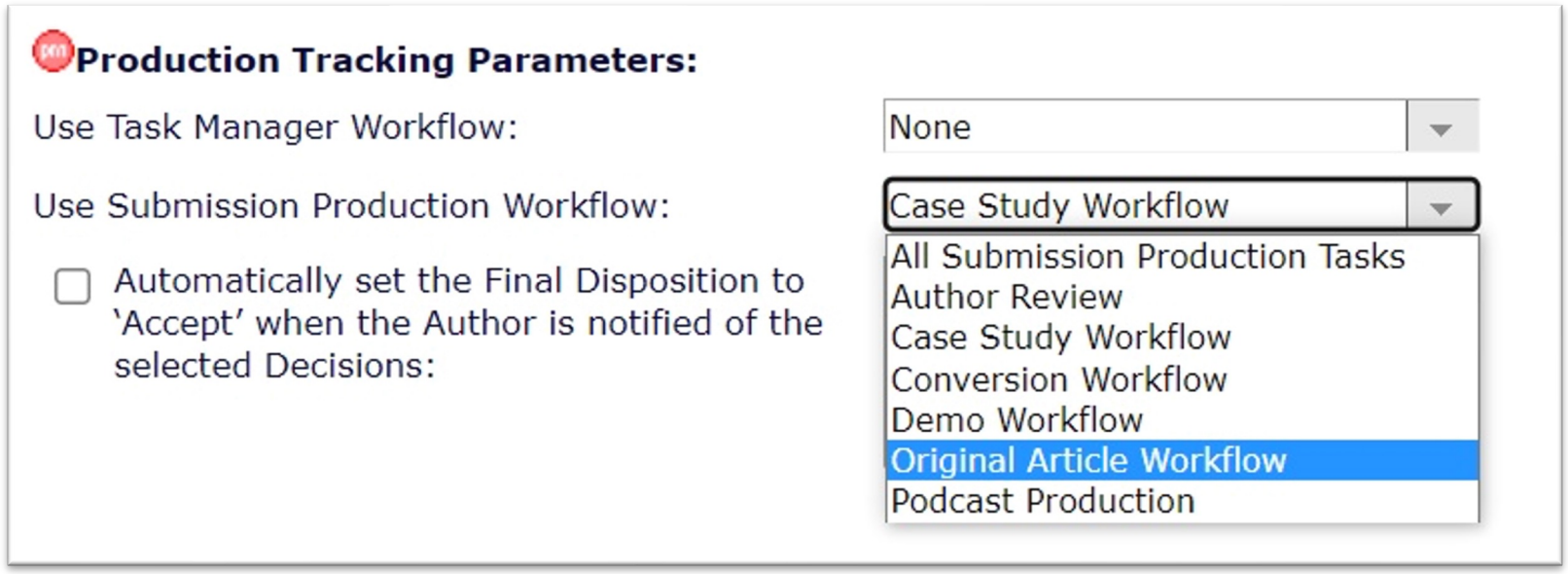


This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

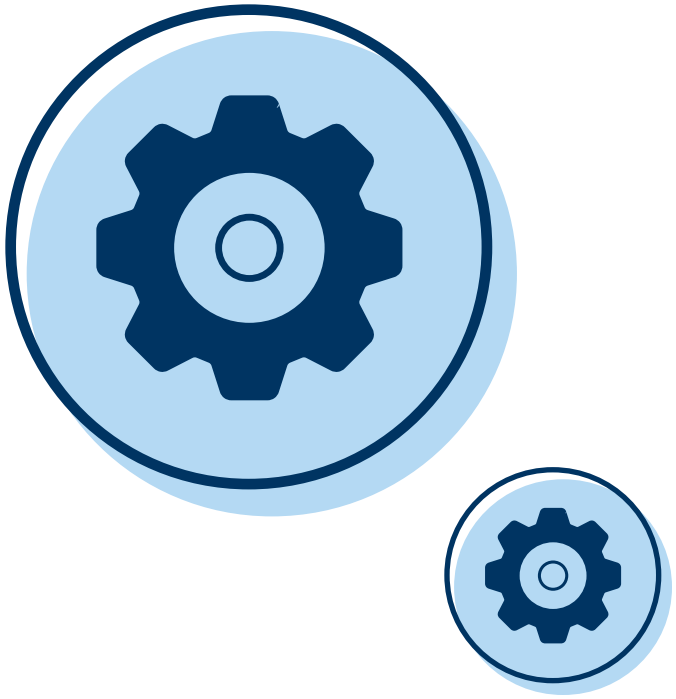
Custom Production Workflows

Custom workflows can be enabled by Article Type in:

PolicyManager > Edit Article Types



This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

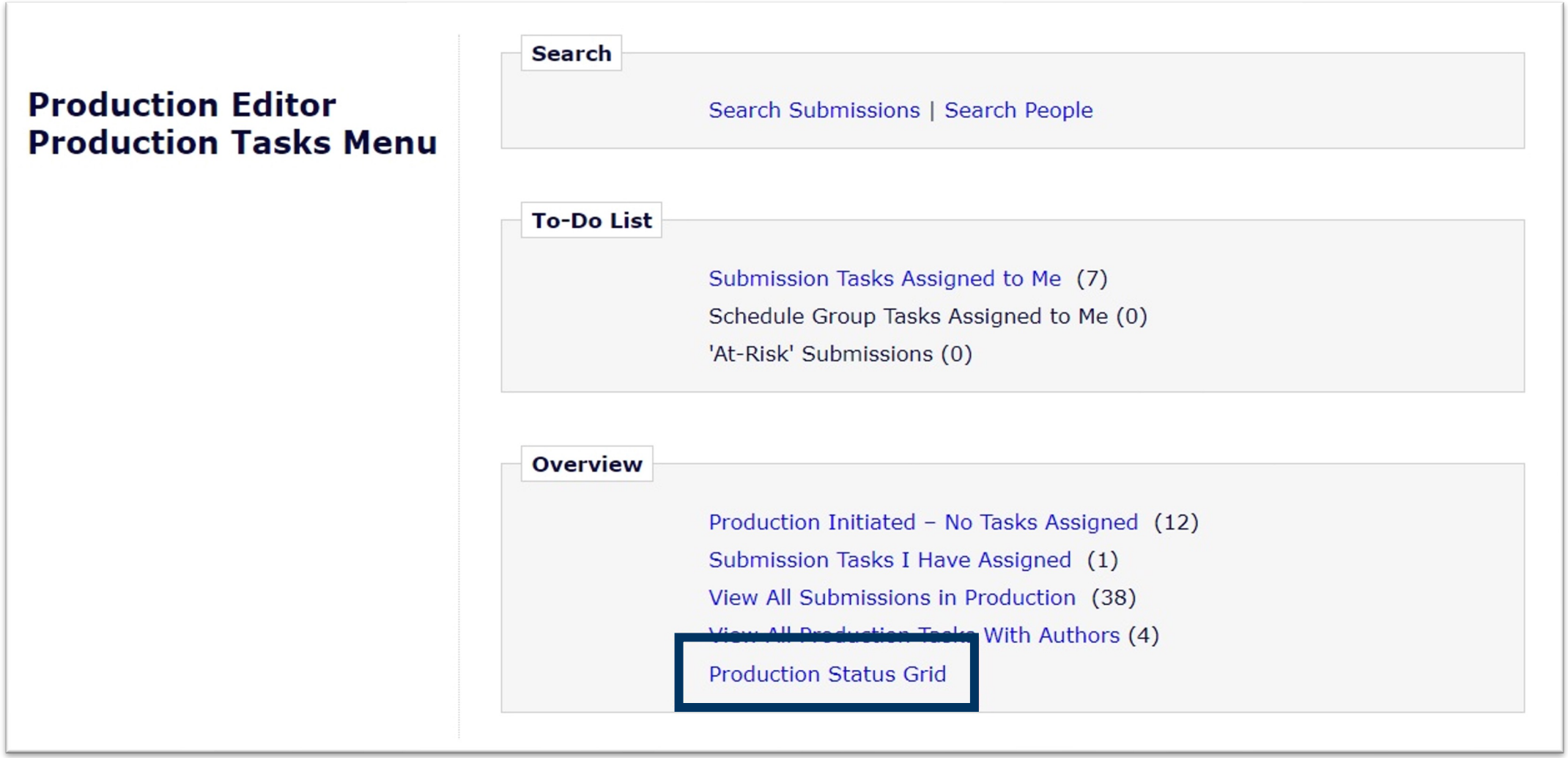


Production Status Grid

Convenient, customizable snapshot

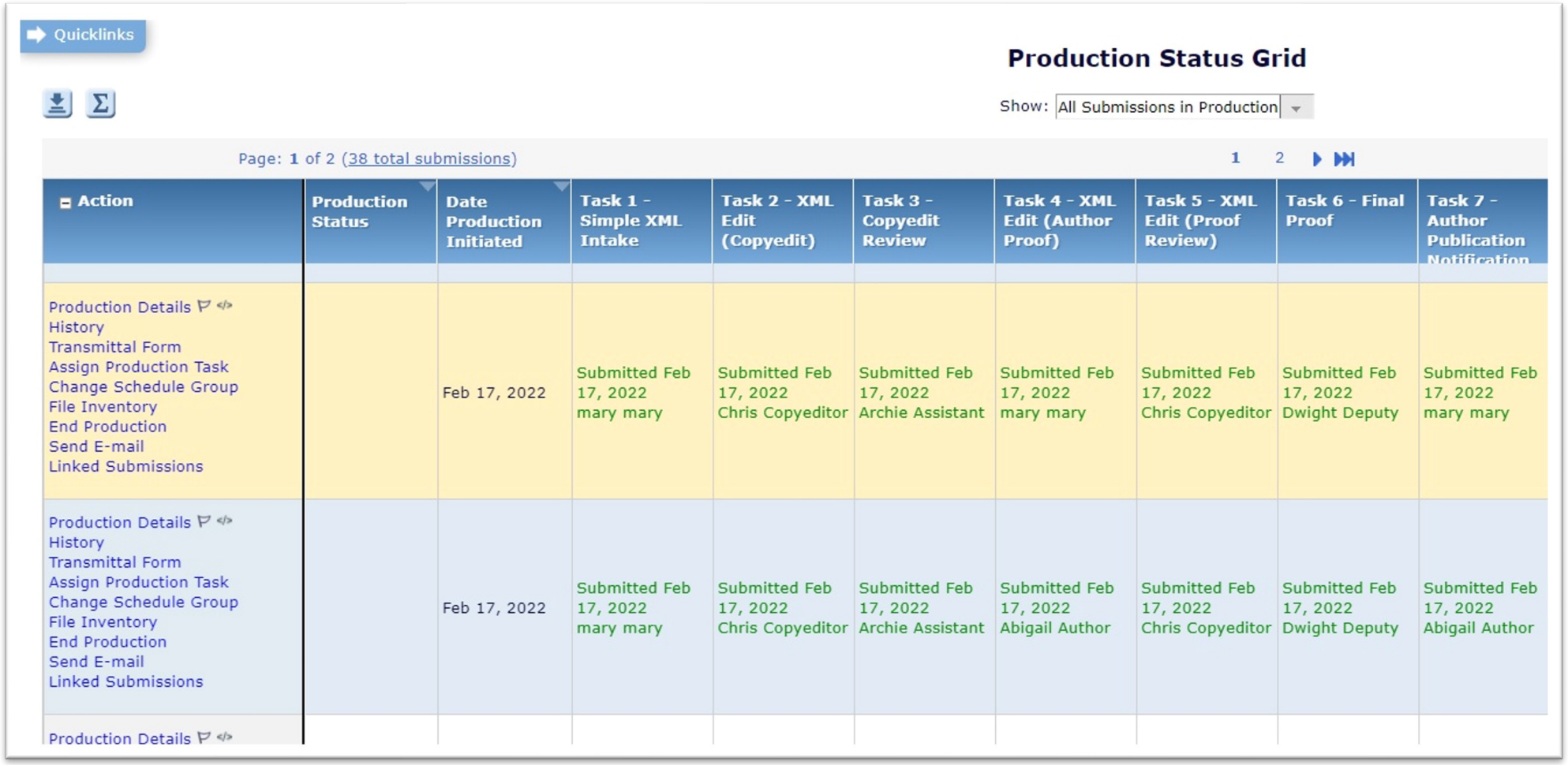
This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Production Status Grid



This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Production Status Grid



Quicklinks

Production Status Grid

Show: All Submissions in Production

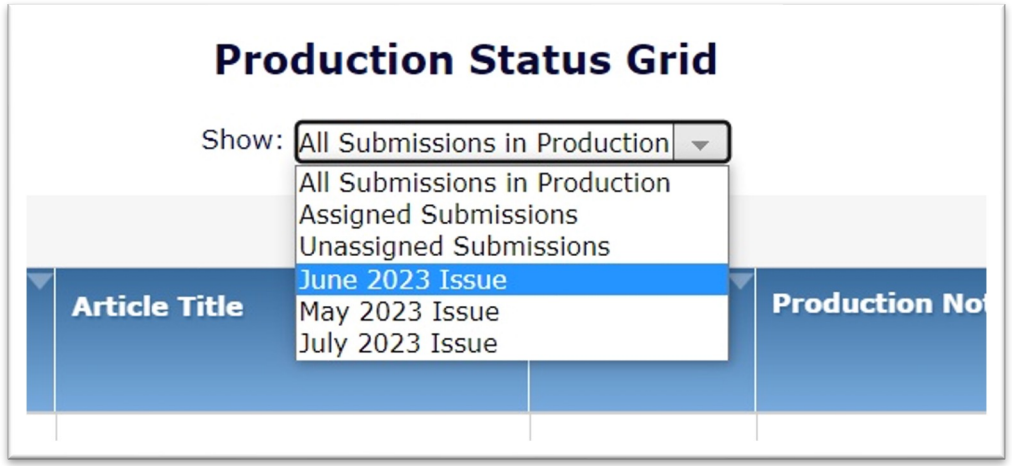
Page: 1 of 2 (38 total submissions) 1 2

Action	Production Status	Date Production Initiated	Task 1 - Simple XML Intake	Task 2 - XML Edit (Copyedit)	Task 3 - Copyedit Review	Task 4 - XML Edit (Author Proof)	Task 5 - XML Edit (Proof Review)	Task 6 - Final Proof	Task 7 - Author Publication Notification
Production Details History Transmittal Form Assign Production Task Change Schedule Group File Inventory End Production Send E-mail Linked Submissions		Feb 17, 2022	Submitted Feb 17, 2022 mary mary	Submitted Feb 17, 2022 Chris Copyeditor	Submitted Feb 17, 2022 Archie Assistant	Submitted Feb 17, 2022 mary mary	Submitted Feb 17, 2022 Chris Copyeditor	Submitted Feb 17, 2022 Dwight Deputy	Submitted Feb 17, 2022 mary mary
Production Details History Transmittal Form Assign Production Task Change Schedule Group File Inventory End Production Send E-mail Linked Submissions		Feb 17, 2022	Submitted Feb 17, 2022 mary mary	Submitted Feb 17, 2022 Chris Copyeditor	Submitted Feb 17, 2022 Archie Assistant	Submitted Feb 17, 2022 Abigail Author	Submitted Feb 17, 2022 Chris Copyeditor	Submitted Feb 17, 2022 Dwight Deputy	Submitted Feb 17, 2022 Abigail Author
Production Details									

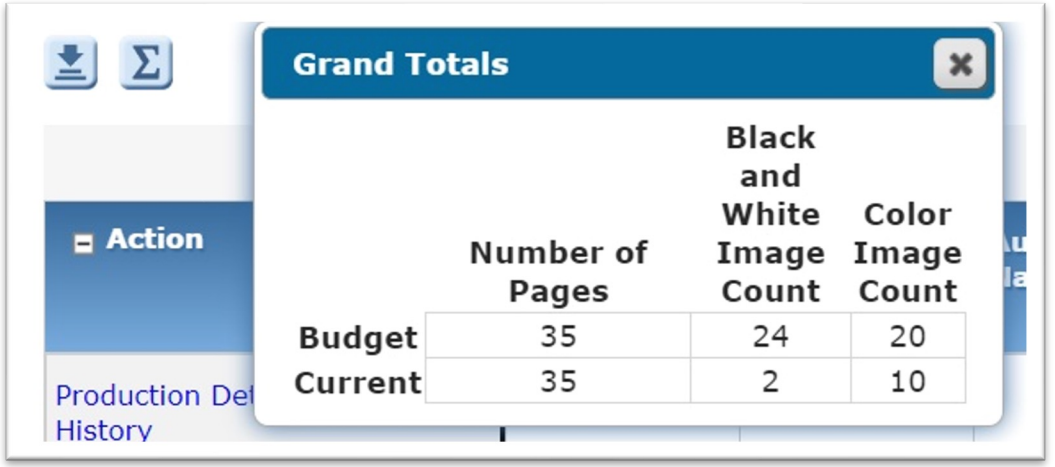
This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Production Status Grid

Filter the Production Status Grid by Schedule Group:



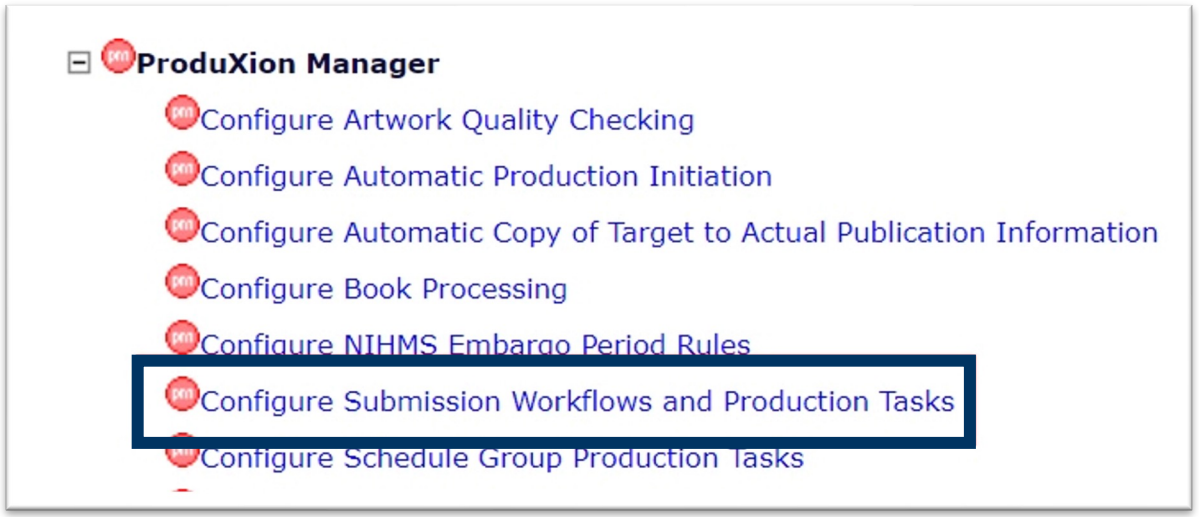
Download the Production Status Grid or view current grand totals:

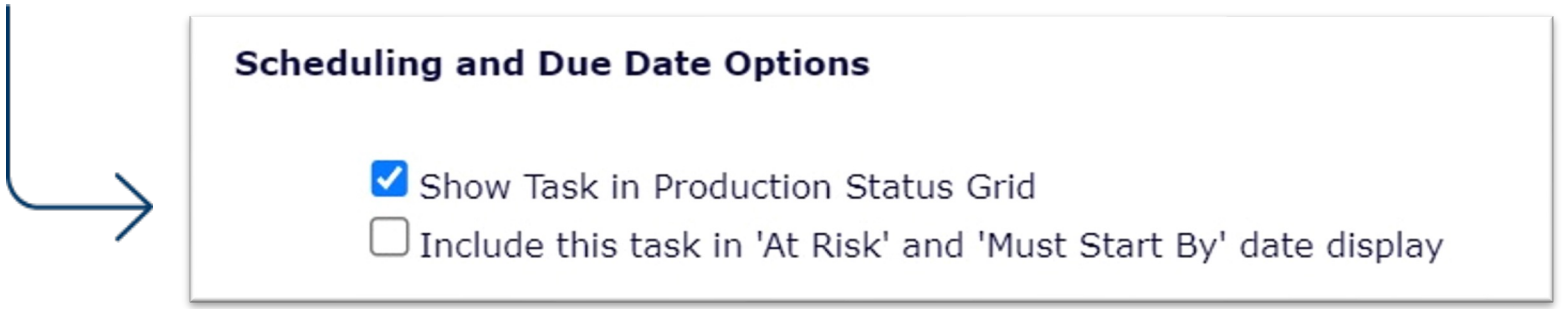


This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

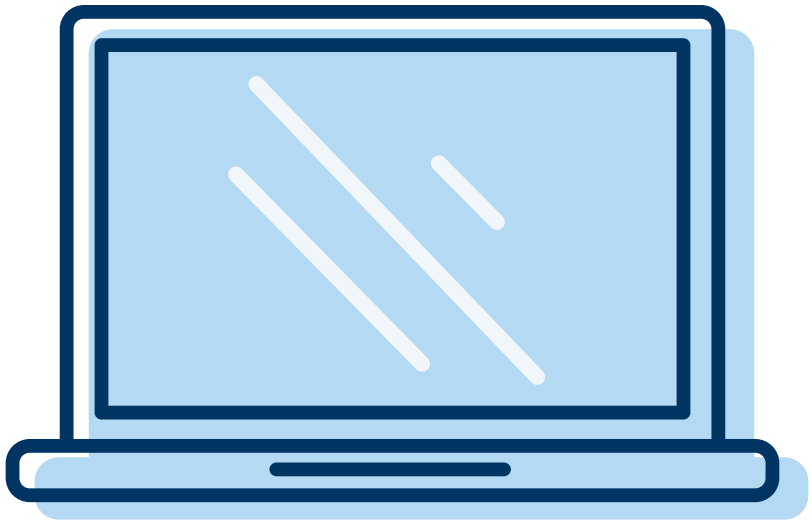
Production Status Grid

Only production tasks configured to appear in the Production Status Grid will be displayed:





This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.



Schedule Groups

Submissions that publish together

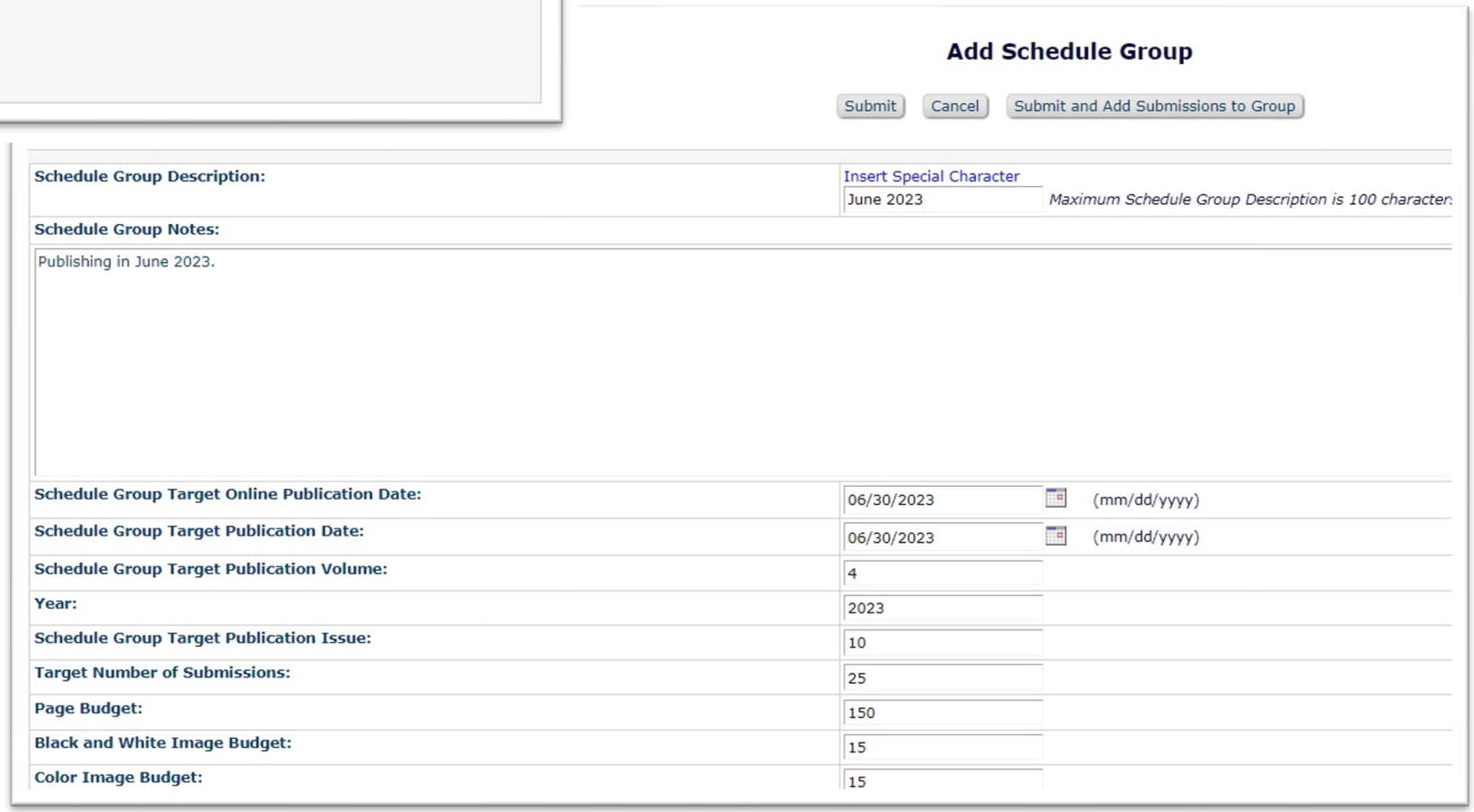
This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Schedule Groups

- Submissions can be assigned to Schedule Groups to:
  - Define key publication dates
  - Define a running order/Table of Contents
  - Maintain targets for content (number of pages, figures, etc.)
- A submission can belong to only one schedule group at a time but can be moved freely between groups

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

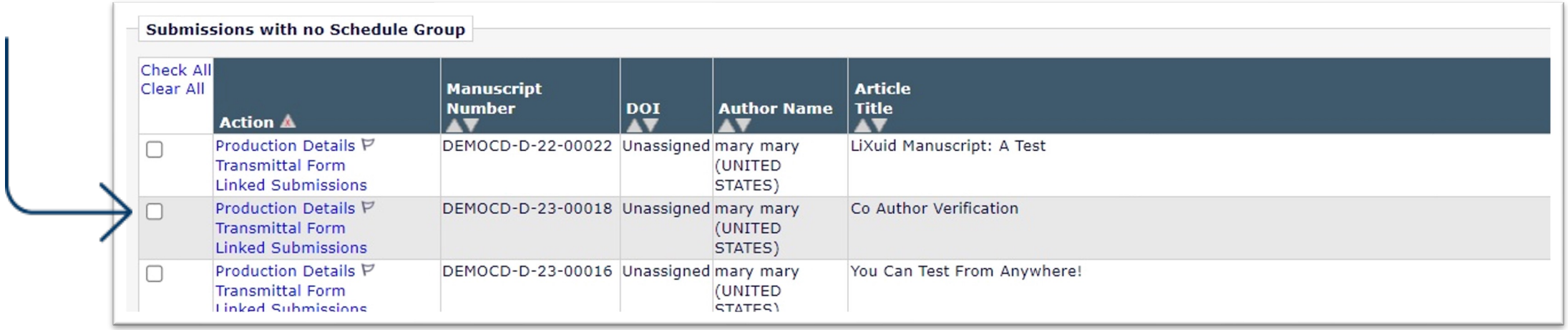
Add Schedule Groups



This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Add Schedule Groups

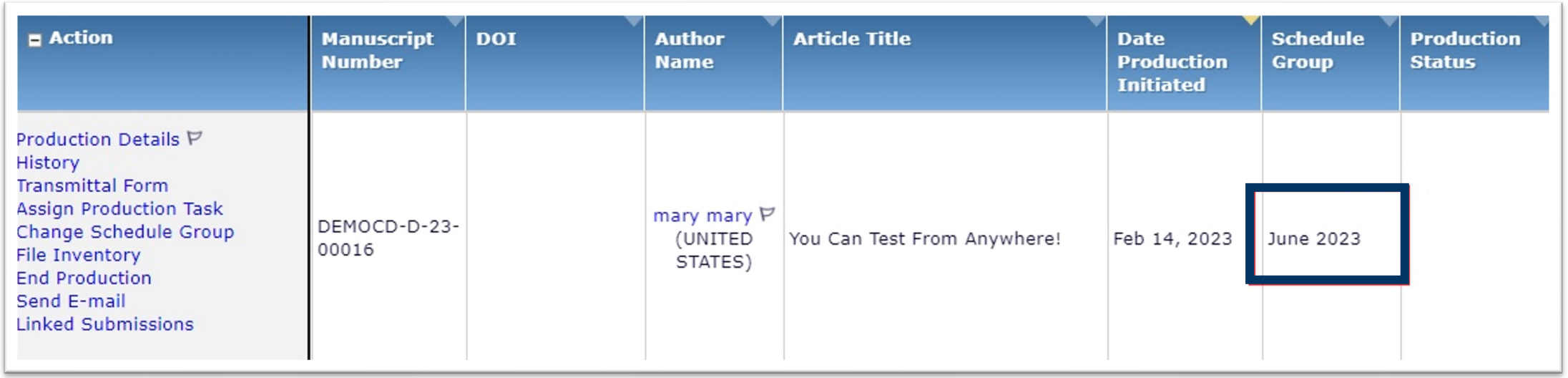
- After creating a new Schedule Group, the next page will list all submissions with no Schedule Group
- Choose which submissions should be added to the Schedule Group by checking the boxes in the leftmost column



This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Add Schedule Groups

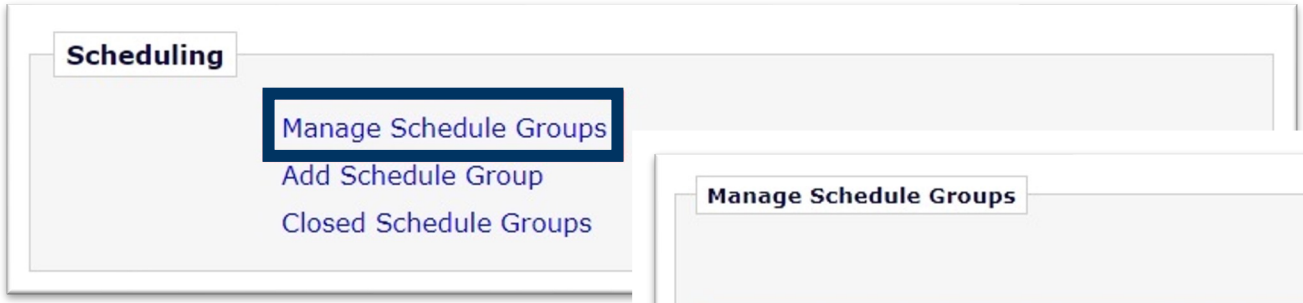
A submission's assigned Schedule Group is reflected on the Production Status Grid



Action	Manuscript Number	DOI	Author Name	Article Title	Date Production Initiated	Schedule Group	Production Status
Production Details History Transmittal Form Assign Production Task Change Schedule Group File Inventory End Production Send E-mail Linked Submissions	DEMOCD-D-23-00016		mary mary (UNITED STATES)	You Can Test From Anywhere!	Feb 14, 2023	June 2023	

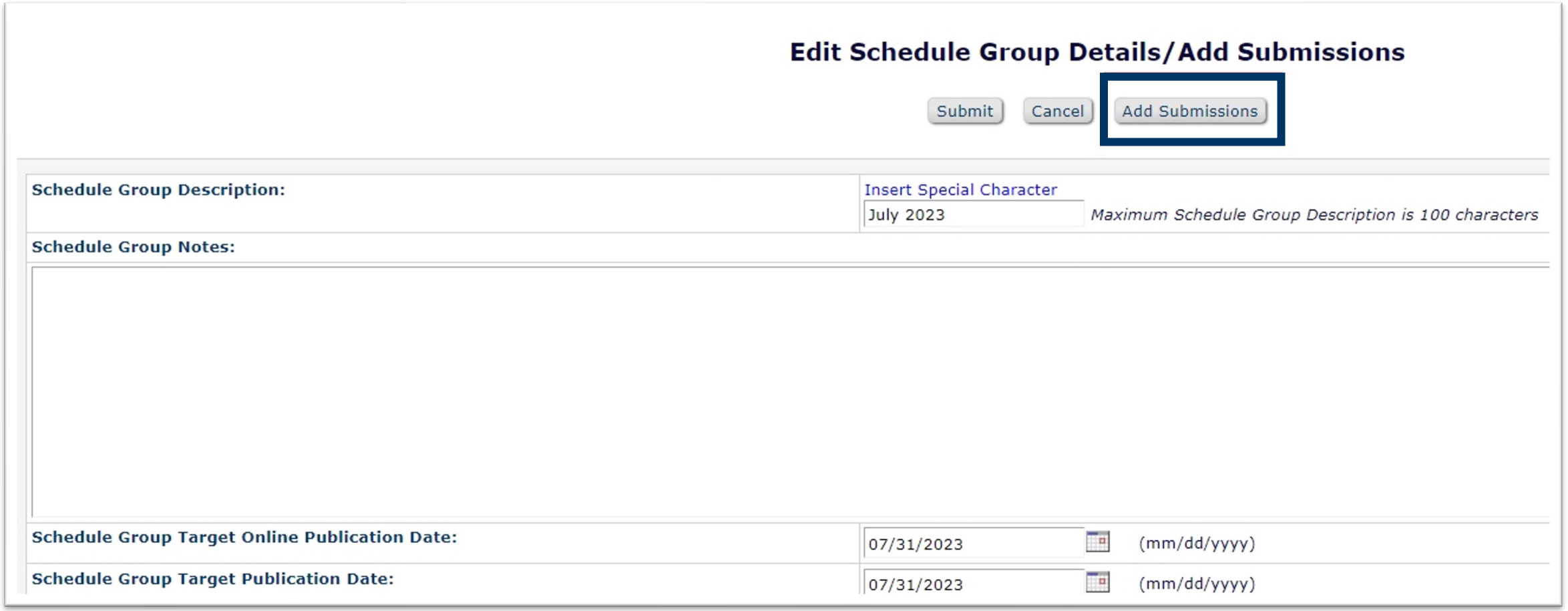
This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Manage Schedule Groups



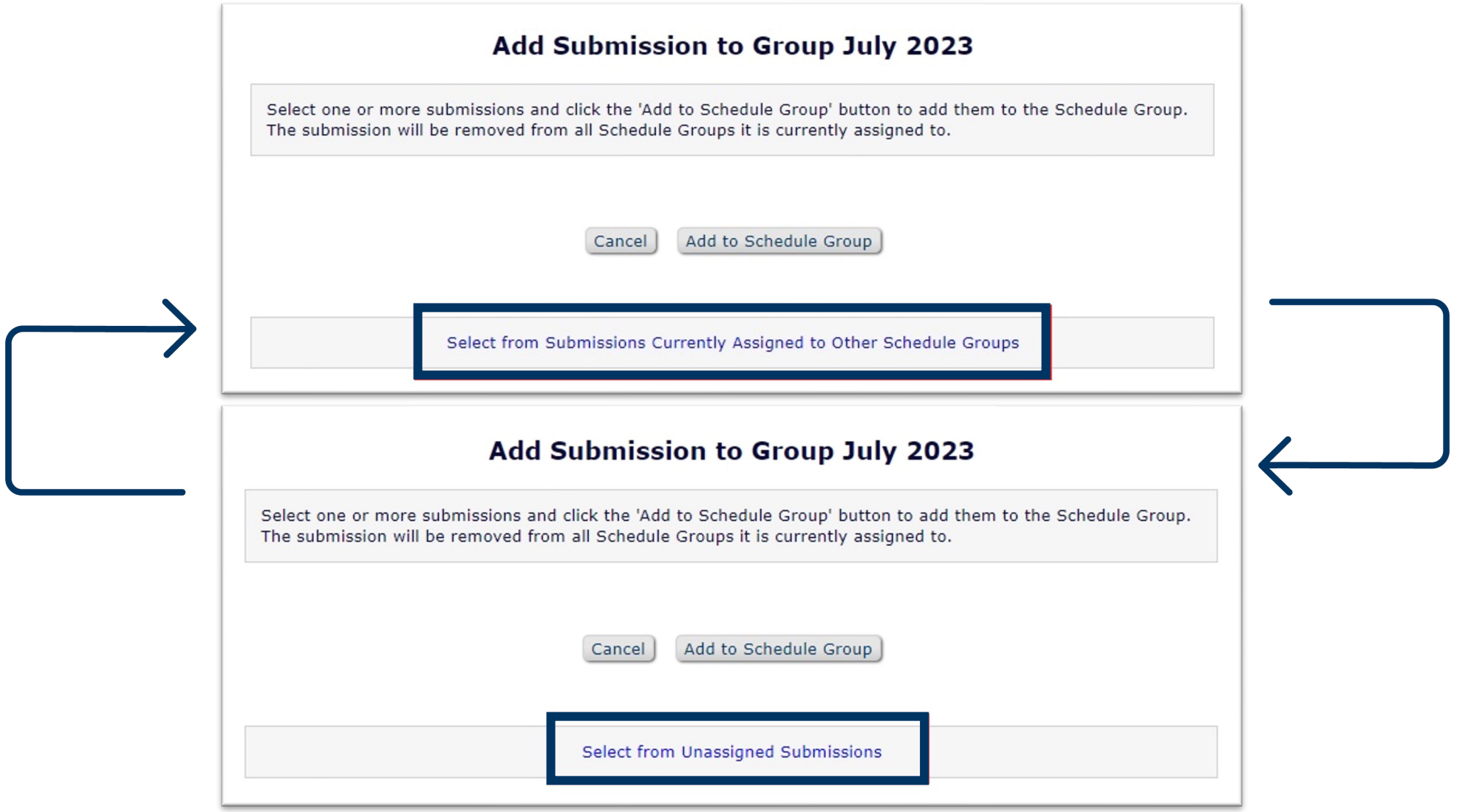
This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Manage Schedule Groups

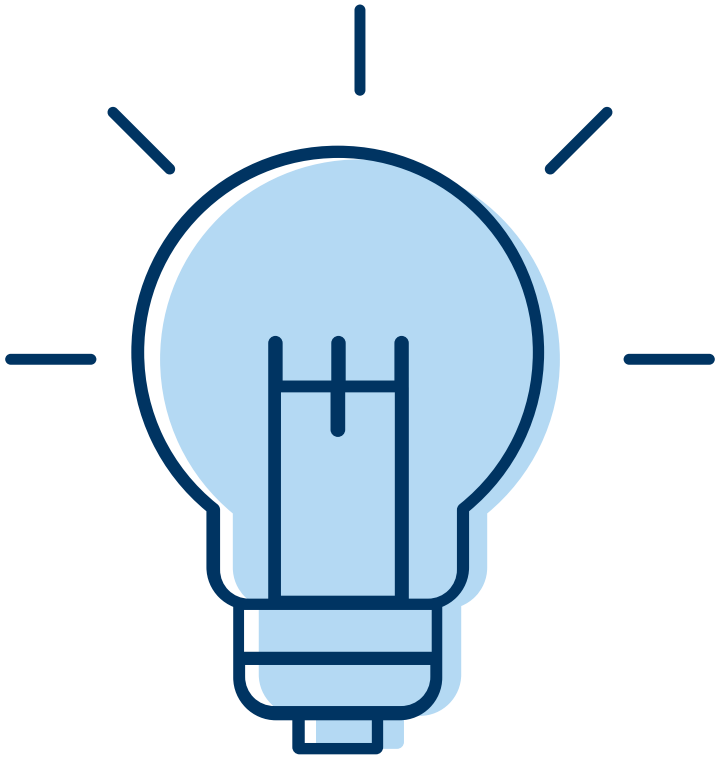


This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Manage Schedule Groups



This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.



Schedule Group Production Task

One task, one person, one group

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Schedule Groups Production Tasks

- Schedule Group Production tasks can be used to assign one task to one person for all submissions assigned to a Schedule Group

- Suitable for tasks that are applicable to Schedule Groups rather than individual submissions, such as an Issue Proof

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Schedule Group Production Tasks

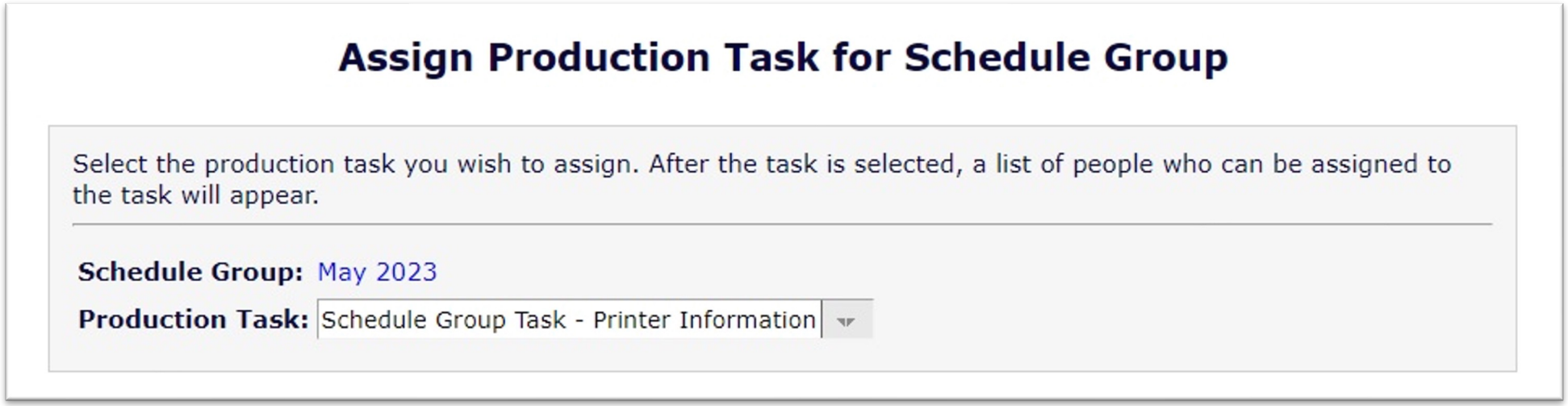
Manage Schedule Groups

Page: 1 of 1 (5 total Schedule Groups)

Action	Schedule Group	Target Number of Submissions	Current Number of Submissions	Page Budget	Current Page Total	Target Publication Date
Assign Production Task Edit Group Details Production Status Grid History File Inventory Copy Group Close Group	July 2023	20	0	115	0	Jul 31, 2023
Assign Production Task Batch Assign Submission Task Edit Group Details Production Status Grid History File Inventory Copy Group Close Group	June 2023	25	1	150	0	Jun 30, 2023

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Schedule Group Production Tasks



SCHEDULE GROUP TASK HISTORY

Date Task Assigned	Production Task	Date Task Due	Assigned By	Assigned To	Production Task Status
Feb 01, 2023	Schedule Group Task - Printer Information		Mary Editor	Christine Donovan	Completed

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

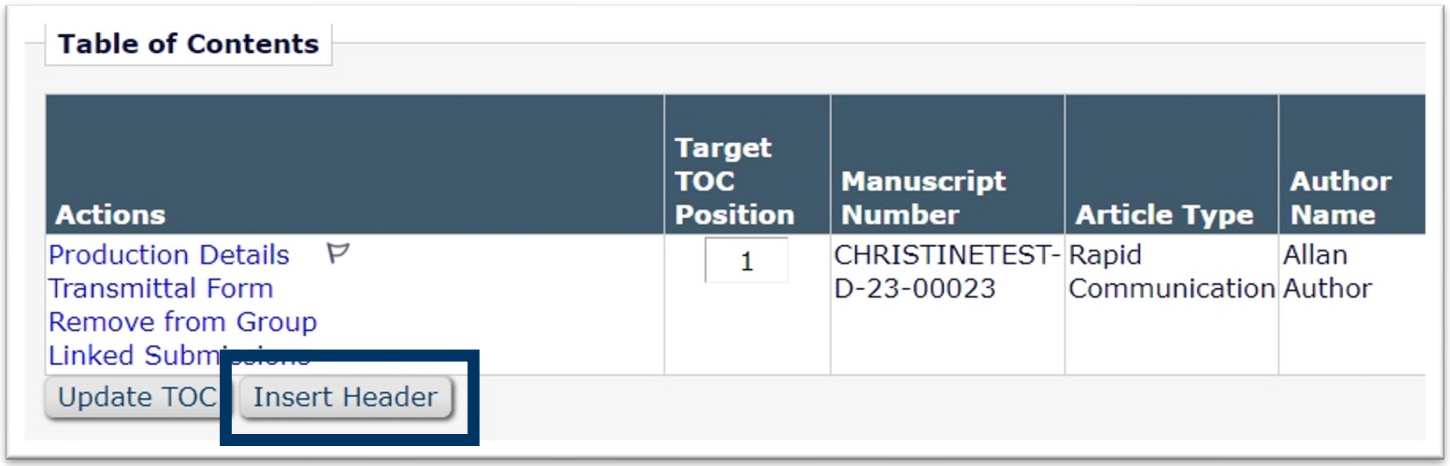
Adding Headers to Schedule Groups

Table of Contents

Actions	Target TOC Position	Manuscript Number	Article Type	Author Name	Target Number of Pages	Target Start Page	Target End Page
Remove Header Edit Header	1		Cover Image		1	1	1
Production Details Transmittal Form Remove from Group Linked Submissions	2	DEMOCD-D-23-00016	Editorial	Mary Editor	3	2	4
⊞ Additional Manuscript Details							
Remove Header Edit Header	3		Advertisement		1	5	5
Production Details Transmittal Form Remove from Group Linked Submissions	4	DEMOCD-D-19-00002	Original Study	Mary Editor	4	6	9
⊞ Additional Manuscript Details							
Production Details Transmittal Form Remove from Group Linked Submissions	5	DEMOCD-D-21-00016	Editorial	Mary Editor	3	10	12

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Adding Headers to Schedule Groups

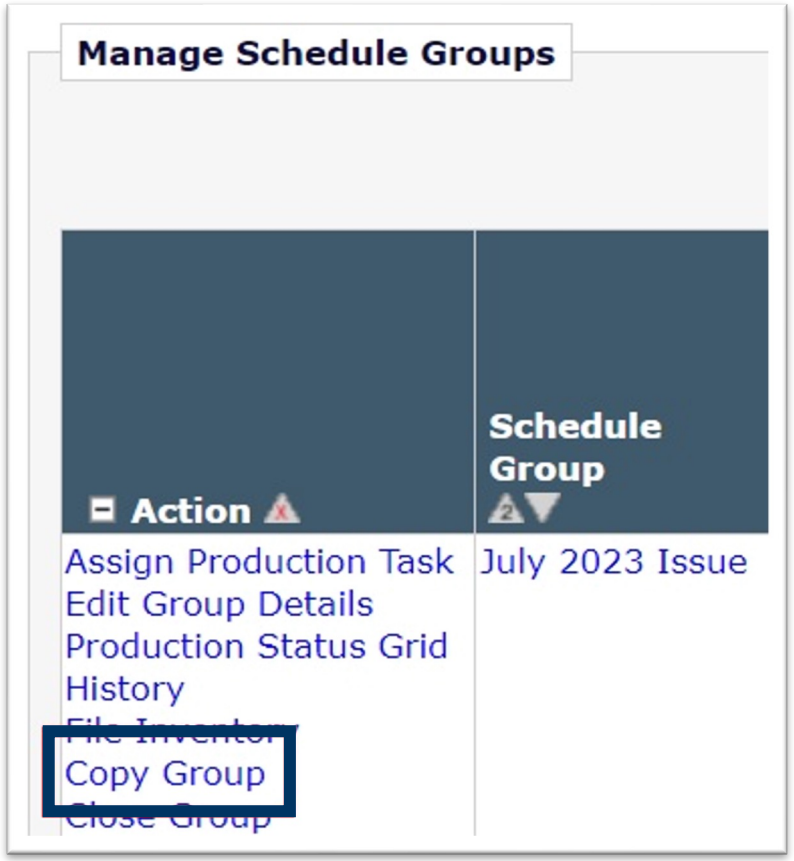


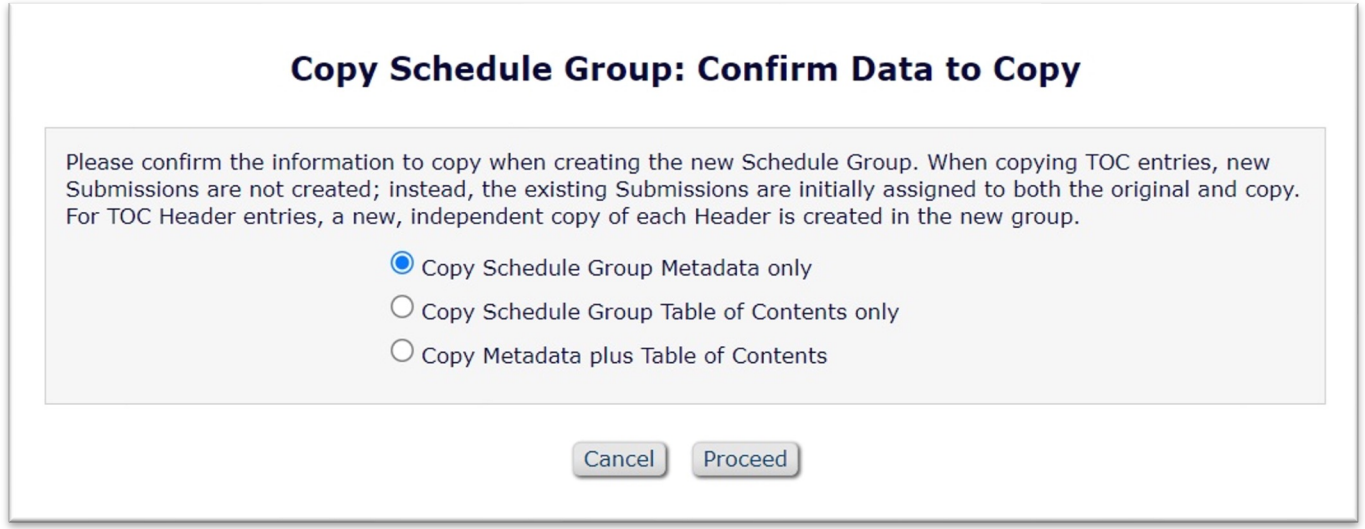
This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Adding Headers to Schedule Groups

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

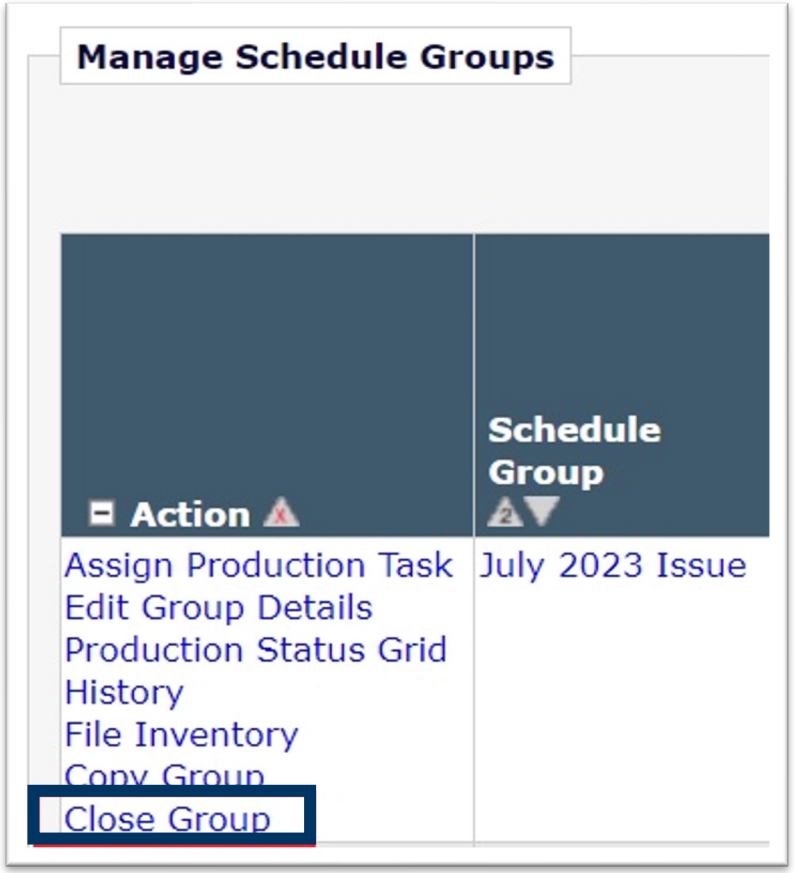
Copying Schedule Groups





This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Closing Schedule Groups



The "May 2023 Issue" Schedule Group has open production tasks associated with it:

- 2 Submissions have open submission production tasks.
  - Click this Production Status Grid link to cancel the Close Group process and switch to a list of production tasks associated with this Schedule Group.

- 1 Schedule Group Production Task is still in progress.
  - Click this History link to display information for this Schedule Group.

To cancel these tasks automatically and close the group, click one of the following buttons depending on whether you want to send cancellation letters. Submissions that have no open tasks but are still in production will have production ended on them.

Close Group and Send Letters

Close Group without Sending Letters

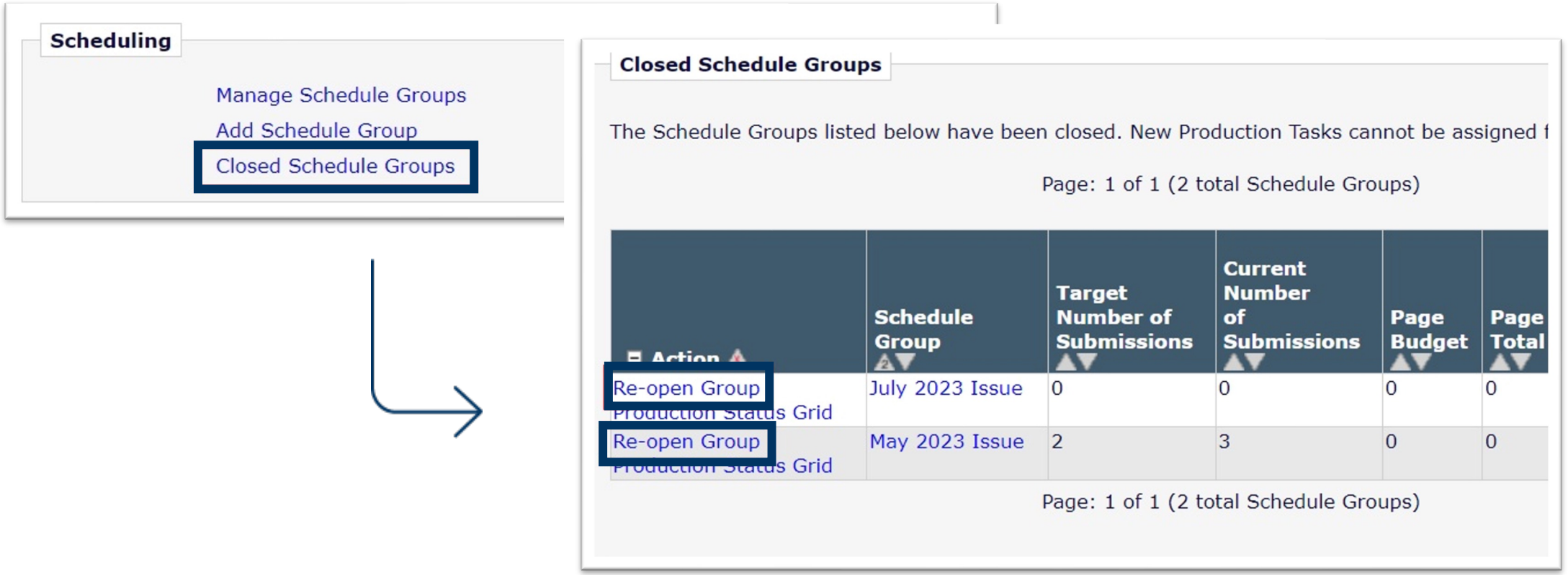
To leave the group open without cancelling any tasks, click 'Do Not Close Group'.

Do Not Close Group

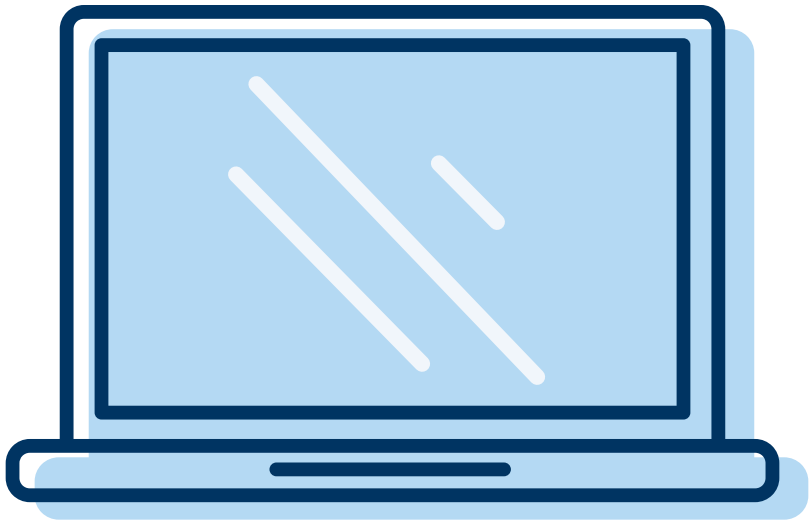
This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Closing Schedule Groups

Closed Schedule Groups can be reopened from the Closed Schedule Groups folder:



This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.



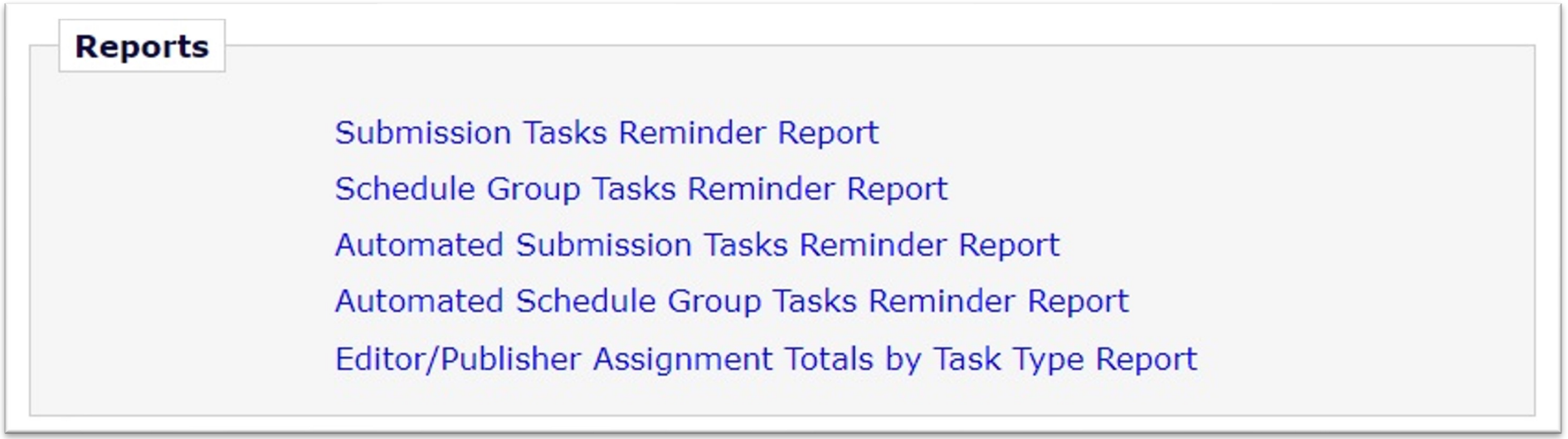
Production Reporting

Automated and manual reports available in PM

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

ProduXion Manager Reporting

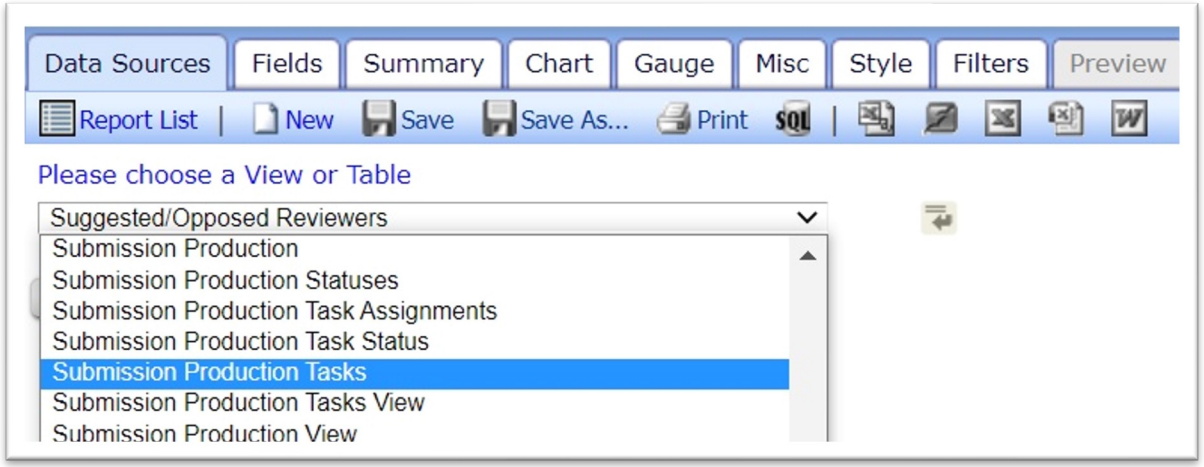
- ProduXion Manager offers automated and manual reports that are specific to production
- Reports are available from the Editor/Publisher Main Menu
- Use reminder reports to automatically or manually send task reminders
- Assess Editor/Publisher workloads with the assignment totals report



This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

ProduXion Manager Reporting

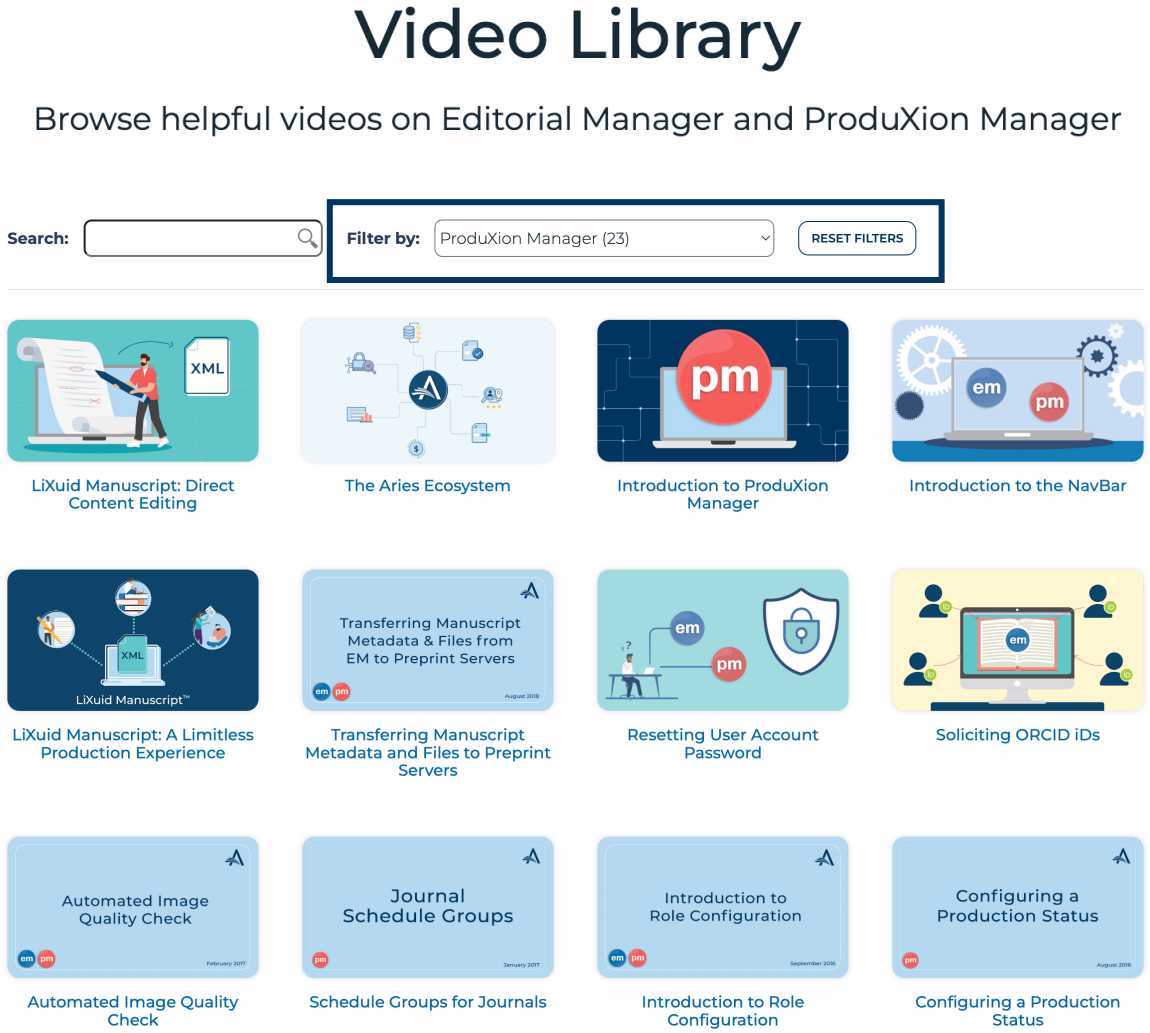
Run canned production reports or create custom production reports in Enterprise Analytics Reporting (EAR)



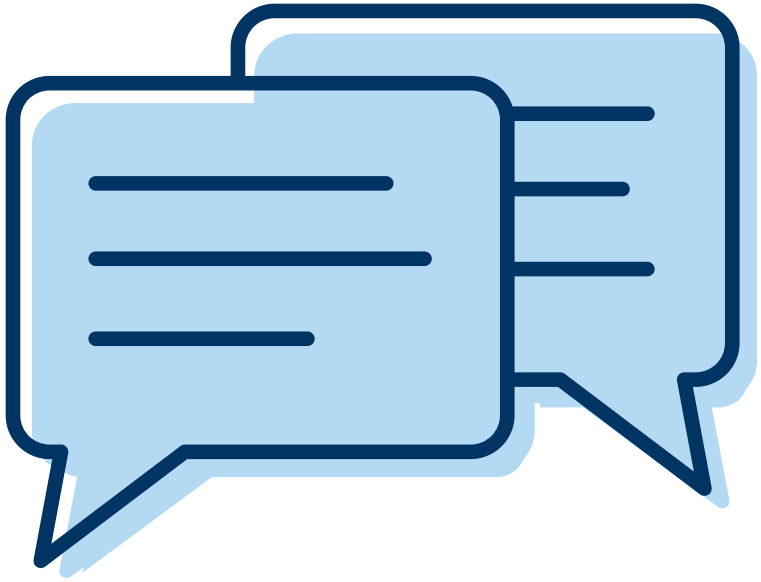
This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Resources

- Help System
- Aries Video Library:
  - Introduction to ProduXion Manager
  - Tutorials on PM features!
- Aries Blog/Newsletter:
  - End-to-End Solution: Bridging Editorial and Production Workflows
  - Efficient Journal Production Management for Issue- and Article-Based Workflows
  - Enterprise View for Cross-Publication Production Task Management
- Your Account Coordinator



This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.



Questions?

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

Thank you!

Stay Connected

Christine Donovan

Account Coordinator

CDonovan@ariessys.com

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.

50 High Street, Suite 21

North Andover, MA 01845 USA

www.ariessys.com

This material contains information that is proprietary and confidential to Aries Systems. It cannot be shared with third parties without Aries Systems' consent. ARIES SYSTEMS PROPRIETARY & CONFIDENTIAL. DO NOT COPY. DO NOT DISTRIBUTE.