



Welcome to
EMUG 2016

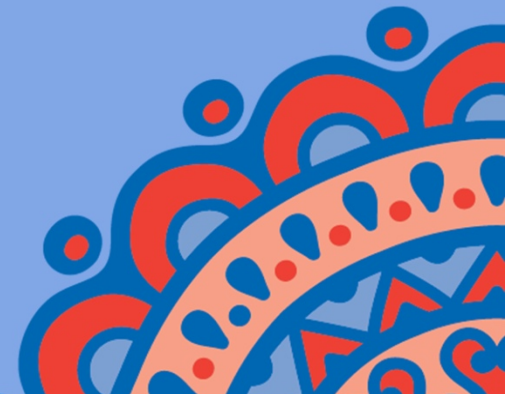
 Editorial Manager®  ProduXion Manager®

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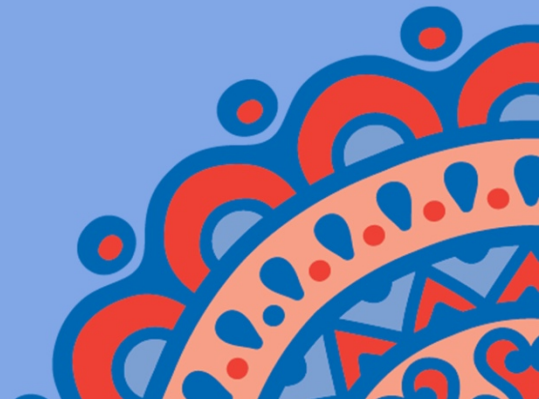
Bootcamp

Melanie Cotterell, Client Services Manager
mcotterell@ariessys.com



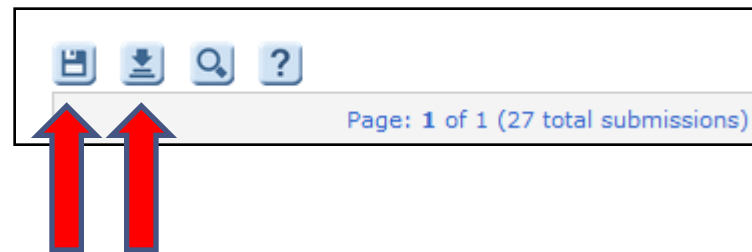
Bootcamp

Reporting



Reporting or Searching?

- Static data, Actionable results or both?
 - Reporting is presentation of data
 - Searching Submissions allows actions to be taken on the results
 - Search results can also be saved and/or downloaded into Excel and used as reports
 - Multiple criteria available




Role Manager



Training and Demo Site



Role: Super User (all access)

 ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP

RoleManager

[Author Role](#)

[Reviewer Role](#)

[Editor Role](#) 

[Publisher Role](#)

RoleManager

Listed below are the roles that are currently defined for Editors. You may Add new roles or Remove or Edit existing roles. You can also create a new Editor Role by copying an existing role. When you Copy an Editor Role, all options in Editor RoleManager and related configuration options (e.g. Editor Forms, Manuscript Rating Questions, ActionManager letters, etc.) are carried over to the new role. Be sure to enter a unique Role Name and make sure all settings pertaining to the new role are correct, as the new role will be available for selection on pages where Editor Roles are displayed as soon as the Edit Role Definition page is submitted.



Managing Editor	Remove Edit Copy
Editor (by invitation)	Remove Edit Copy
Editorial Assistant - with tech check	Remove Edit Copy
Super User (all access)	Remove Edit Copy
Editor-in-Chief	Remove Edit Copy
Editor (by assignment)	Remove Edit Copy

Permissions

General Searching and Viewing

Use Editorial Details Layout

Search All Manuscripts

Search Only Assigned Manuscripts

Share Saved Searches

Administrative and Reporting Functions

System Administration Functions

Unrestricted Access

Restricted Access

Produce Reports

Schedule Reports

Create Automated Reviewer Reminders

Send Reviewer Reminders

Send Editor Reminders

Create Automated Author Revision Reminders


Create Automated Author Transfer Reminders

Send Author Reminders


Restrict Reminder Reports to Assigned Submissions

Search Submissions


Search


 [Search Submissions](#) | [Search People](#)

Search submissions selection criteria

 Display search results in PowerGrid

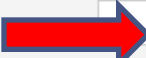
Create a new Search definition or choose an existing Search definition to Run, Edit, or Remove. You may refine your criteria further on the [Advanced Criteria](#)

 Search Definition:



[Help with Searching](#) [Insert Special Character](#) [Value Options](#) [Advanced Criteria](#)

(Criterion	Is/Is not	Selector	Value)
<input type="checkbox"/>	Manuscript Number	is	Contains		<input type="checkbox"/>
<input type="checkbox"/>	Manuscript Number				
<input type="checkbox"/>	DOI				
<input type="checkbox"/>	Corresponding Author First Name				
<input type="checkbox"/>	Corresponding Author Last Name				
<input type="checkbox"/>	Article Title				
<input type="checkbox"/>	Short Title				
<input type="checkbox"/>	Article Type Name				
<input type="checkbox"/>	Section/Category Name				
<input type="checkbox"/>	Revision Number				
<input type="checkbox"/>	Keyword				
<input type="checkbox"/>	Classification Description				
<input type="checkbox"/>	Manuscript Notes				
<input type="checkbox"/>	Production Notes				
<input type="checkbox"/>	Editorial Status				
<input type="checkbox"/>	Editorial Status Date				
<input type="checkbox"/>	Initial Date Submitted				
<input type="checkbox"/>	Final Decision Date				
<input type="checkbox"/>	First Author First Name				



Help with Searching

- Use the [Value Options](#) to help you select the correct value.
- The required criteria are marked with a red asterisk.
- You must enter a value for each required criterion, the value can be a single word or a phrase.
- If you combine criteria, you must use parentheses to group them.
- Selections are marked with a blue asterisk.
- You can check the [Advanced Criteria](#) to see the full list of criteria.

you can copy and paste Values from there.
not entered in this format, you will be required to re-enter the date in the specified format.
to a search. We recommend entering as much criteria as you know. The more refined the
the evaluations are carried out in the right order. If you do not use parentheses, or
valuated first.
je.
fied" Selector.

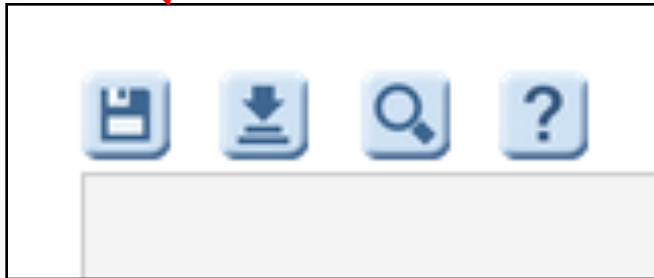
Results

Quicklinks

Search Submissions - Search Results
Initial Date Submitted is greater than or equal to '05/01/2016'

Page: 1 of 1 (2 total submissions) 1 10 results per page.

Action	Manuscript Number	DOI	Author Name	Article Title	Article Type	Short Title	Keywords	Classification	Current Status	Status Date	Initial Date Submitted	Review Status
Action Links (32%) (23%)	WEBDEM-D-16-00010		Dianne Gullo	EMUG 2016 Boot camp submission	Original Study	Boot camp 2016	EMUG;boot camp;	20: Second Major T 40: Training and Ed	Editor Invited	May 20, 2016	May 19, 2016	1 Complete 1 Agreed (more...)
Action Links (59%)	WEBDEM-D-16-00011		Mike DiNatale	Test	Editorial				Manuscript Submitted	Jun 09, 2016	Jun 09, 2016	

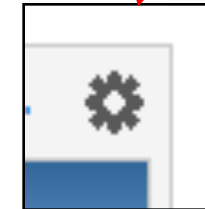


Save Search
Download
Search Again
Help Video

Review Status


1 Complete
Mike Di Natale, n/a - Minor Revision
2 Total Required

1 Agreed
Jack Jia, NA
Due: Jun 21, 2016



Power Grid Options

missions) 1 2 3 4 ▶ ▶▶

 **Grid Options**

The columns below are available to be included in this table. Please select the ones you would like to see by marking the "Show" checkbox. You may also lock columns in place so that regardless of your position in the grid you will be able to see the contents. These columns appear together on the left side and are selected by marking the "Fixed" checkbox.

Column Header	Fixed	Show
Action	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manuscript Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DOI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Author Name	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Article Title	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Article Type	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Short Title	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keywords	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Classifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Current Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Status Date	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Date Submitted	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reviewers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Review Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Handling Editor	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Assigned Editors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Section/ Category	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Cancel Submit

Multiple Criteria

Search submissions selection criteria

Display search results in PowerGrid

Create a new Search definition or choose an existing Search definition to Run, Edit, or Remove. You may refine your criteria further on the [Advanced Criteria](#)

Search Definition: Choose Saved Search ▾

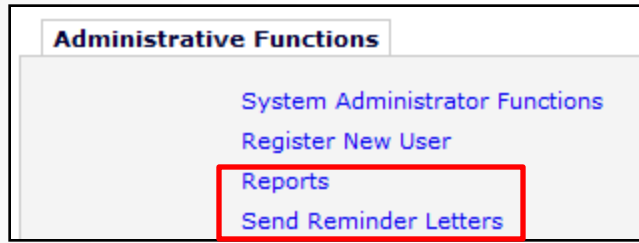
[Help with Searching](#) [Insert Special Character](#) [Value Options](#) [Advanced Criteria](#)

(Criterion	Is/Is not	Selector	Value)	
▾	Initial Date Submitted	is ▾	Greater Than Or ▾	12/01/2015	▾ AND ▾	<input type="button" value="Remove"/>
▾	Section/Category Name	is ▾	Equal To ▾	Invited Editor Section ▾	▾	<input type="button" value="Remove"/>
				Invited Editor Section Clinical Section Epidemiology Section Conference		<input type="button" value="Add"/>

What sort of reports

- There are five types of reporting in EM
 - Reminders
 - Canned Reports
 - General Data Export
 - Custom Reports
 - Enterprise Analytics Reporting

Reports Menu



Reports

Report Tools

- Enterprise Analytics Reporting
- General Data Export
- Custom Report
- Search/Manage Conference Submissions

Status Reports

- Accepted Manuscripts Without a Publication Date
- Current Status Report
- Publishing Pipeline Report
- Published Table of Contents Report
- Editor's To-Do List Report
- Current Role Designations Report

Author Reminder Reports

- Co-Author Reminder Report
- Author Revision Status Report
- Author Revision Reminder Report
- Automated Author Revision Reminder Report

Invited Author Reports

- Proposal Pipeline Report
- Authors Invited - No Response
- Author Invitation Status Report

Editor Reports

- Assignment Status Report
- New Assignments Report
- Required Reviews Complete Report

Reviewer Reports

- Reviewer Invited - No Response Report
- Reviewer Reminder Report
- Automated Reviewer Reminder Report

Manuscript Rating Reports

- Manuscript Ratings Report
- Manuscript Ratings by Issue Report
- Manuscript Ratings Summary Report

Summary and Annual Reports

Reminders

Reminder options

In reminders there are a number options

- Author reminders
- Reviewer Reminders
- Editor Reminders
- Summary Reminder Reports

Author Reminders

- Co-Author Reminder Report
- Author Revision Status Report
- Author Revision Reminder Report
- Automated Author Revision Reminder Report
- Invited Author Reminder Reports
- Author Invitation Status Report

Automated Author Revision Reminder Report

Automated Author Revision Reminder Reports

Create a new Automated Reminder by selecting criteria below and clicking the 'Save as Automated Reminder' button. Once saved, the Automated Author Revision reminder e-mails will be sent once every 24 hours to each recipient.

Reminder Type:	<input type="radio"/> Outstanding Revisions: Send an automated reminder e-mail to Authors who were asked to revise their submission exactly <input type="text" value="10"/> days ago. If Authors have already submitted their revision or have declined to revise, they will not receive a reminder.
	<input type="radio"/> Reminder Before Revision Due Date: Send an automated reminder e-mail for revisions that are exactly <input type="text" value="7"/> days before their due date. Reminders will be sent to Authors who have agreed to submit a revised manuscript but have not yet submitted their revision.
	<input checked="" type="radio"/> Reminder Past Revision Due Date: Send an automated reminder e-mail for revisions that are exactly <input type="text" value="7"/> days past the due date. To send reminders for revisions that are due on the day the reminder report is run, enter 0 days. Reminders will be sent to Authors who were asked to revise their submission, but have not submitted their revision or decline to revise.
First Assigned Editor:	(All Editors) <input type="button" value="v"/>
Editor Who Made First Decision:	(All Editors) <input type="button" value="v"/>
Reminder Name:	Insert Special Character <input type="text" value="Author Revision Reminder"/> <i>Maximum 200 characters</i>
Reminder Letter:	Author reminder overdue <input type="button" value="v"/>
<p>You may further refine your result set by selecting all, or choosing one or more values below. On a PC, multiple values may be selected by holding down the 'Ctrl' key on your keyboard, while using the mouse to select the desired items in the selection box. On a Mac, the 'Command' key is used while using the mouse to click the desired items.</p>	
Article Type:	Research Article <input type="button" value="^"/> Select All Review article <input type="button" value="■"/> Letter to the Editor <input type="button" value="v"/> Clear All Conference submission
Section/Category:	Clinical Reports <input type="button" value="^"/> Select All Research Reports <input type="button" value="■"/> Letters to the Editor <input type="button" value="v"/> Clear All Book Reviews

Reviewer Reminders

- Reviewer Invited - No Response Report
- Reviewer Reminder Report
- Automated Reviewer Reminder Report

Automated Reviewer Reminder Report

Automated Reviewer Reminder Reports

Create a new Automated Reminder by selecting criteria below and clicking the 'Save as Automated Reminder' button. Once saved, the automated reviewer reminder e-mails will be sent once every 24 hours to each recipient.

Reminder Type:	<input type="radio"/> No Response. Send Reminder: Send an automated reminder e-mail to Reviewers with outstanding invitations that were sent exactly <input type="text" value="5"/> days ago. Reminders will be sent to Reviewers who have neither accepted nor declined the review invitation, and have not been un-invited or terminated.
	<input type="radio"/> Reminder Before Due Date: Send an automated reminder e-mail for reviews that are exactly <input type="text" value="10"/> days before their due date. Reminders will be sent to Reviewers who have agreed to the review invitation but have not yet submitted their review.
	<input checked="" type="radio"/> Reminder Past Due Date: Send an automated reminder e-mail for reviews that are exactly <input type="text" value="7"/> days past the due date. To send reminders for reviews that are due on the day the reminder report is run, enter 0 days. Reminders will be sent to Reviewers who have agreed to the review invitation but have not yet submitted their review.
Reviewer Role:	<input type="text" value="(All Reviewers)"/>
Handling Editor:	<input type="text" value="(All Editors)"/>
Reminder Name:	Insert Special Character <input type="text" value="Reviewer first late reminder"/> <i>Maximum 200 characters</i>
Reminder Letter:	<input type="text" value="Auto reminder"/>
<p>You may further refine your result set by selecting all, or choosing one or more values below. On a PC, multiple values may be selected by holding down the 'Ctrl' key on your keyboard, while using the mouse to select the desired items in the selection box. On a Mac, the 'Command' key is used while using the mouse to click the desired items.</p>	
Article Type:	<input type="text" value="Research Article"/> Select All <input type="text" value="Review article"/> <input type="text" value="Letter to the Editor"/> Clear All <input type="text" value="Conference submission"/>
Section/Category:	<input type="text" value="Clinical Reports"/> Select All <input type="text" value="Research Reports"/> <input type="text" value="Letters to the Editor"/> Clear All <input type="text" value="Book Reviews"/>

Canned reports

Canned reports

The following options are available

- Status Reports
 - Accepted Manuscripts Without a Publication Date
 - Current Status Report
 - Publishing Pipeline Report
 - Published Table of Contents Report
 - Editor's To-Do List Report
 - Current Role Designations Report
- Invited Author Reports
 - Proposal Pipeline Report
- Manuscript Rating Reports
 - Manuscript Ratings Report
 - Manuscript Ratings by Issue Report
 - Manuscript Ratings Summary Report
- Summary and Annual Reports
 - Classification Index Report
 - Document Classification List Report
 - Reviewer Performance Report
 - Editor Performance Report
 - Journal Accountability Report
 - Manuscript Country/Region of Origin Summary Report
 - Manuscript Country/Region of Origin Detail Report
 - Reviewer Country of Origin Report
 - ISO Standard Country Comparison Report

Journal Accountability Report

Submission/Revision Statistics

Submission Statistics

New Manuscripts Received (by First Receipt Date) <i>Bona Fide manuscripts submitted by Authors during the specified time period. This number may include submissions that have been removed by the journal office and manuscripts that have been submitted, but have not yet been assigned to an Editor.</i>	26
New Manuscripts Received (by current Initial Date Submitted) <i>Manuscripts submitted by Authors during the specified time period. This number may change if a submission is returned to the Author and resubmitted by the Author at a later date. In this case, the resubmission date is stored as the Initial Date Submitted, overwriting the original Initial Date Submitted. This number may include submissions that have been removed by the journal office and manuscripts that have been submitted, but have not yet been assigned to an Editor.</i>	25
Submissions Removed by the Journal Office <i>Editorial staff may remove submissions from the system before an Editor is assigned. Manuscripts included in this category are also included in New Manuscripts Received above.</i>	7
Submissions Transferred <i>Manuscripts that were transferred to another publication before an Editor was invited or assigned. Manuscripts included in this category are also included in New Manuscripts Received above.</i>	0
Manuscripts Submitted but Technical Check Not Yet Complete <i>The manuscript was submitted during the time frame, but the technical check is not yet complete</i>	7
Manuscripts Submitted but not yet Assigned to an Editor <i>Once a manuscript is submitted, the Editor can edit the submission and send it back to the Author for approval. This category includes any submissions being worked on, before any Editors have been assigned. Manuscripts included in this category are also included in New Manuscripts Received and Manuscripts Submitted but Technical Check Not Yet Complete above.</i>	9
Manuscripts Returned to the Author and Removed by the Author <i>Once a manuscript is submitted, the Editor can edit the submission and send it back to the Author. The Author can edit the submission, or approve the submission, or remove the submission. This category includes any submissions that the Author has removed (deleted), which means they cannot be resubmitted. Manuscripts included in this category are also included in New Manuscripts Received above.</i>	0
Revisions Requested <i>Journal rendered a Revise decision during the specified time period.</i>	4
Revised Manuscripts Received <i>Author submitted a revision during the specified time period. This figure is independent of the date the original manuscript was submitted, or when the revision was requested.</i>	1
Revisions Received but Technical Check Not Yet Complete <i>The revision was received during the time period, but the technical check is not yet complete.</i>	1

Journal Accountability Report

Total Revisions Received and Journal Turnaround Time

Total Revisions Received

This section includes revisions that were received by the journal office during the specified time period. This is not a subset of Revisions Requested in the Submission Statistics. The revision may have been requested at any time, but the counts below reflect revised submissions by the Author during the time period.

	Rev 1
Revisions Submitted by Author	1
Revisions Declined by Author	0
Average Turnaround Time for Author (days)	0

Journal Turnaround Time

This section includes submissions received by the journal office during the specified time period. The statistics are an indication of how long key activities are taking in the process.

Submission to Technical Check Complete <i>Average number of days between the date the manuscript was received and technical check was completed.</i>	4.6
Technical Check Complete to Editor Assignment <i>Average number of days between the date the technical check was completed and the first Editor was assigned</i>	5.8
Submission to Editor Assignment <i>Average number of days between the date the manuscript was received and the first Editor was assigned.</i>	8.2
Submission to Reviewer Invitation <i>Average number of days between the date the manuscript was received and the first Reviewer was invited.</i>	67.4
Submission to First Decision <i>Average number of days between the date the manuscript was received and the first decision.</i>	1.3

Journal Accountability Report

Reviewer Invitation Statistics

Reviewer Invitation Statistics

This section provides the breakdown of Total Reviewers Invited to Review during the time period, and the status of each invitation as of the report date.

Total Reviewers Invited <i>Total number of Reviewers invited during the specified time period. Includes Reviewers who may have been subsequently terminated or un-invited.</i>	16
Agreed to Review <i>Number of Reviewers invited during the time period who agreed to review and are still working on their reviews.</i>	0
Reviewers who Completed Reviews <i>Number of Reviewers invited during the time period who agreed to review and have completed their review.</i>	3
Declined to Review <i>Number of Reviewers invited during the time period who declined to review.</i>	1
Have not Responded to Review Invitation <i>Number of Reviewers invited during the time period who have neither agreed nor declined to review.</i>	0
Uninvited Reviewers <i>Number of Reviewers invited during the time period who were subsequently un-invited by the Editor.</i>	8
Terminated Reviewers <i>Number of Reviewers invited during the time period whose roles were subsequently terminated by an Editor who chose to make a decision without waiting for the review to be completed.</i>	4

Journal Accountability Report

Reviewer Performance Averages

Reviewer Performance Averages

This section includes some key statistics about the peer review process. Unless otherwise specified, all calculations are based on reviews completed during the time period.

Days to Respond to Invitation <i>Average number of days between date Reviewer was invited and date Reviewer agreed or declined to review. Note the Reviewer may have been invited at any time; this calculation includes reviews that were agreed to or declined during the specified time period.</i>	0.3
Days to Complete Review (from Date Invited) <i>Average days between date Reviewer was invited to review and the date the review was completed.</i>	1
Days to Complete Review (from Date Agreed to Review) <i>Average days between date Reviewer agreed to the review invitation and the date the review was completed.</i>	0
Number of Reviews per Reviewer <i>Average number of reviews completed by each Reviewer during the time period.</i>	1
Number of Late Reviews <i>Total number of reviews completed after the due date.</i>	0
Average Days Late <i>For all the Late Reviews specified above, the average number of days those reviews were submitted after the due date.</i>	0
Number of Early Reviews <i>Total number of reviews completed on or before the due date.</i>	3
Average Days Early <i>For all the Early Reviews specified above, the average number of days those reviews were submitted on or before the due date.</i>	14

Journal Accountability Report

Reviewer Recommendation and Decision Summaries

Reviewer Recommendation Summary

This section shows the total number of Recommendation Terms submitted during the specified time period. The column of percentages is simply an indicator of the frequency with which each Term is used.

Reviewer Recommendation Term	Reviews Completed	Frequency of Recommendation
Accept major revisions	1	33.3%
Accept minor revisions	2	66.7%
Total Reviews Completed	3	100%

Decision Summary

A separate table is displayed for each Revision Number. Total Decisions is the number of decisions made by the Editor with final decision-making authority for each submission during the specified time period. The Average Time to Decision is the number of days between the date the manuscript was received by the journal office, and the date the final decision was made. For a Revision, the Average Time to Decision is the average number of days between the date the Revision was submitted to the journal office and the date the final decision was made.

Accepted On Submission	Total Submissions
During Submission By Editor	0
After Submission to Publication	0

Original Submission

Editor Decision Term	Total Decisions	Frequency of Decision	Average Time to Decision
Accept final	2	40%	701
Accept minor mods	3	60%	1.3
Total Editor Decisions	5	100%	281.2

Journal Accountability Report

Summary of Correspondence History

Summary of Correspondence History

Summarizes all letters sent during the specified time period.

Letter Purpose	Letters Sent
Ad-hoc from author	1
Assign Editor	16
Assign Reviewer	27
Author invitation	1
Author Notice - Editor has been assigned	14
Author reminder overdue	2
Author Revision	2
Author Submission*	24
Auto reminder	6
Delete submission	7
Discussion invite	8
Editor - remove submission	14
Editor Decision - Accept	4
Editor Decision - Reject	1
Editor Decision - Revise	4
General Purpose	3
Notification to reviewer of editor decision	4
Other author confirmation	12
PDF Built	27
Pub Accept	8
Reviewer Accept	3
Reviewer agreed thanks with ical	3
Reviewer Decline	1
Reviewer Notice - Assignment	2
Reviewer Thank You	3
Reviewer Uninvited Notice	5
Reviews Complete	1
Revision Submitted	2
Submission received	48
Welcome	6

General Data Export

General Data Export

- General Data Export reports allow you to extract the raw data from the Editorial Manager database. This is done by selecting an individual database table to be output and then optionally defining a simple query to select just the records you require
- The database tables are extracted into (e.g.) Excel where they can be manipulated
- Three useful tables; Letter Inventory (shows all letter templates in system) Admin Audit Trail Table, (who made that change) Document Table

Letter Inventory

Table: Letter Inventory

Description: Complete inventory of all letters in the system, setup by the journal in PolicyManager. The journal then defines which letters are sent to each User Role in ActionManager.

Fields:		
	Letter Purpose	Details
	Letter File Name	Details
	Letter Subject	Details
	Unique Letter ID	Details
	From Editor	Details
	Letter Format	Details
	Rich Text (HTML) Letter Template	Details
	Text Letter	Details
	Letter Custom Instructions	Details
	Display CC List TextBox	Details
	Display CC Editors Checkbox	Details
	Display CC Reviewers Checkbox	Details
	Display CC Co-Authors Checkbox	Details
	Letter Family ID	Details

Admin Audit Trail Table

Unique ID	Operator ID	Proxy Operator ID	IP Address	GMT Timestamp	ASP Page Name	SQL Command	Other Text	Last modified DateTime
16749	1		89.204.137.14	11/12/2015 06:53:33	ArticleTypeManager.cs	Command: dbo.usp_UpdateArticleType @id: 36 @regionOfOriginPrefID: 0 @regionOfOriginRevSubPrefID: 0 @articleType: Special Article @rank: 8 @hidden: False @invited: False @articleTypeFamilyID: 1 @limitClassifications: 3 @limitMinimumClassifications: @limitKeywords: 5 @daysToReview: 14 @minNumberReviewsRequired: 2 @reviewerDaysToRespond: 7 @daysToReviewRevision: 7 @daysToReviseFirstRevision: 14 @daysToReviseSubseqRevision: 7 @classPrefsNew: 0 @classPrefsRevised: 0 @keywordPrefsNew: 0 @keywordPrefsRevised: 0 @secKeywordPrefsNew: 2 @secKeywordPrefsRevised: 2 @commentPrefsNew: 0 @commentPrefsRevised: 0 @requestedEditorPrefsNew: 0 @requestedEditorPrefsRevised: 0 @abstractPrefsNew: 0 @abstractPrefsRevised: 0 @sectionPrefsNew: 0 @sectionPrefsRevised: 0 @useMSRatings: False @allowFileUploads: True @additionalInfoPrefsNewSub: 1 @additionalInfoPrefsRevSub: 1 @shortTitlePrefsNew: 0 @shortTitlePrefsRevised: 0 @fullTitleLimitWordsOrChars: False @fullTitleLimit: 6 @shortTitleLimitWordsOrChars: False @shortTitleLimit: 3 @abstractLimitWordsOrChars: False @abstractLimit: @commentsLimitWordsOrChars: False @commentsLimit: 150 @limitAuthors: @suggestMinNumberOfReviewers: 0 @suggestReviewersPrefsNew: 1 @suggestReviewersPrefsRevised: 1 @opposeReviewersPrefsNew: 1 @opposeReviewersPrefsRevised: 1 @respondToReviewersPrefsNew: 2 @respondToReviewersPrefsRevised: 1 @autoPromoteAlternateReviewers: 1 @autoUninviteAuthors: False @autoPromoteAlternateAuthors: False @questionnaireIDNew: 16 @questionnaireIDRev: 16 @targetPubDateRequired: False @authorNumDaysToRespond: 0 @authorSubDueDays: 0 @authorSubDueDateType: NumDaysPriorToSubmission @workflowID: 1 @chargeSubmissionFee: True @submissionFeeID: 3 @authorVerificationSetting: 3 @secondaryTitlePrefsNew: 2 @secondaryTitlePrefsRev: 2 @secondaryShortTitlePrefsNew: 2 @secondaryShortTitlePrefsRev: 2 @secondaryAbstractPrefsNew: 2 @secondaryAbstractPrefsRev: 2 @editorAuthorCoverpageLayoutID: 12 @reviewerCoverpageLayoutID: 15 @AutoUnAssignReviewerNumberOfDays: 14 @AutoUnAssignReviewersWithReviewInProgress: False @SimilaritySendPdfInitialSubmit: True @SimilaritySendPdfFirstRevisionSubmit: False @SimilaritySendPdfFinalDispAccept: False @CheckForDuplicateSubmissions: True @ApplyApc: 2 @editorUseOnly: False @authorQuestionnaireIDNew: @authorQuestionnaireIDRev: @showCoAuthorQuestionnaire: False @autoAcceptFD: False @autoRejectFD: True @autoAcceptFDDecisions: @autoRejectFDDecisions: 4 @fundingInformationNew: 2 @fundingInformationRevised: 2 @corrAuthorOrcidRequest: 0 @coAuthorOrcidRequest: 0 @editorTemplateChainTemplateID:	Updating article type.	11/12/2015 01:53:33
16750	1		89.204.137.14	11/12/2015 06:53:34	ArticleTypeManager.cs	Command: dbo.usp_UpdateArticleFileType @articleTypeID: 36 @fileTypeID: 4 @required: Hidden @requiredForRev: Hidden @allowOfflineSubNew: Optional @allowOfflineSubRev: Optional @forReviewer: False @forPublisher: False @includeInWebFirst: False	Updating item type requirements for article. RequiredForNewSubmission=Hidden RequiredForRevision=Hidden AllowOfflineSubmissionNew=Optional AllowOfflineSubmissionRevision=Optional ForReviewer=False ForPublisher=False IncludeInWebFirst=False	11/12/2015 01:53:33

Custom Reports

...

Custom Reports

- To enable users to extract data from the EM database tables easily with no technical knowledge Aries have supplied options of pre-grouped tables
- The Custom Report option allows you to create your own report templates that can be saved and run whenever needed. They can be displayed on the screen and output to a file for manipulation outside of EM

Custom Reports Views

- Author Information
- Authors & Personal Identifiers
- Authors & Submissions (Note: this gives multiple records per submission; one per revision)
- Editors & Submissions
- Manuscript and Keywords
- Manuscript Status History (View gives one result per paper)
- Manuscripts & Classifications
- Merge Duplicate User Audit Trail
- People & Address (Note: People with Alternate Addresses will appear twice in the results)
- People & Classifications
- People & Keywords
- People & Personal Identifiers
- Production Task Questionnaire View
- Review Questions and Responses
- Reviewers & Submissions
- Schedule Group Production Tasks (Production Tracking users only)
- Schedule Groups Table of Contents and Headers (Production Tracking users only)
- Schedule Groups (Production Tracking users only)
- Submission Flag History View
- Submission Production Tasks (Production Tracking users only)
- Submission Production (Production Tracking users only)
- Submissions & All Authors Questionnaires
- Submissions & Author Questionnaires
- Submissions & Funding Information View
- Transferred Reviews View

Custom Reports Example

Manuscripts by Final Decision - select view

Create Custom Report

Choose a view.

Table:

[Get more help](#) about Editorial Manager database Views and their contents.

[Back to Reports](#)
[Back to Main Menu](#)

Custom Reports Example

Manuscripts by Final Decision – select fields

Custom Report - Manuscript Status History View

Select the fields to include in the report.

[Check All](#) [Clear All](#)

- Article Title
- Short Title
- Article Type
- Initial Date Submitted
- Revision
- First Receipt Date
- DOI
- Technical Check Completion Date
- Editorial Status
- Editorial Status Date
- Edit Submission Status Term
- Edit Submission Status Date
- First Name of the Editor who made First Decision
- Last Name of the Editor who made First Decision
- First Name of the Editor who made Final Decision
- Last Name of the Editor who made Final Decision
- Final Disposition Term
- Date Final Disposition Set
- Days to Final Disposition
- Manuscript Number

Custom Reports Example

Manuscripts by Final Decision – select search criteria

Custom Report - Manuscript Status History View

Choose the criteria for selecting Manuscript Status History View Records:

[Insert Special Character](#) [Help with Searching](#)

Criterion	Selector	Value	
Initial Date Submitted	GREATER THAN OR EQUAL TO	01/01/2015	END
Article Title	CONTAINS		END
Article Title	CONTAINS		END
Article Title	CONTAINS		END
Article Title	CONTAINS		

First ORDER BY Article Type in ASCENDING order.

Then ORDER BY Article Type in ASCENDING order.

Show results onscreen

Create extraction data file for download

Show summary only

Download extraction data file only

Custom Reports Example

Manuscripts by Final Decision – search results displayed

[Download the Data File](#)

Download the data file in Unicode format - UTF-8

Page: 1 of 1 (107 total records searched)

Display results per page.

Article Type	Final Disposition Term	Manuscript Number	Final Decision Term
Manuscript	Reject	JPRS38	Reject
Research Article	Accept	BLTRIAL-D-02-00016	Accept final
Research Article	Accept	BLTRIAL-D-02-00020	Accept final
Research Article	Accept	BLTRIAL-D-02-00024	Accept final
Manuscript	Accept	JPRS82	Accept final
Manuscript	Accept	JPRS92	Accept final
Research Article		BLTRIAL-D-02-00030	Accept final
Research Article	Accept	BLTRIAL-D-03-00003	Accept final
Research Article	Reject	BLTRIAL-D-03-00015	Reject
Research Article	Accept	BLTRIAL-D-03-00018	Accept final
Research Article	Accept	BLTRIAL-D-03-00037	Accept final
Invited paper	Accept	BLTRIAL-D-04-00025	Accept final
Research Article		BLTRIAL-D-04-00007	Accept final
Research Article	Accept	BLTRIAL-D-04-00055	Reject
Research Article	Accept	BLTRIAL-D-05-00019	Accept final

Custom Reports EAR

Same Report Different Interface!

Enterprise Analytics Reporting

[Create Report](#)

[Get more help](#) about database tables and their contents

[Get more help](#) about Views and their contents

Shared Reports

Brians reports

[Incomplete papers](#)
[lakings files](#)

Editorial Reports

[Agenda](#)
[BGL Status of Submissions Received in selected timeframe](#)

Production Tracking Reports

[JoD Production Pipeline](#)
[Submission Turnaround Times - Production MSC edit](#)

Custom Reports EAR

Choose View/Table

The screenshot displays the 'Journal of Demonstration' Editorial Manager interface. At the top, there is a navigation menu with links: HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The user is logged in as 'blewis' with the role of 'Managing Editor'. Below the navigation is a toolbar with tabs for Data Sources, Fields, Summary, Chart, Gauge, Misc, Style, Filters, and Preview. The toolbar also includes icons for Report List, New, Save, Save As..., Print, SQL, and other functions, along with a 'Results' dropdown set to 1000. A message 'Please choose a View or Table' is displayed above a dropdown menu. The dropdown menu lists various report types and views, with 'Manuscript Status History View' selected at the bottom.

Journal of Demonstration Editorial Manager

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Go to: -- Search Page --
Role: Managing Editor Username: blewis

Data Sources Fields Summary Chart Gauge Misc Style Filters Preview

Report List | New Save Save As... Print SQL | Results 1000

Please choose a View or Table

- Manuscript Status History View
- Enterprise Analytics Report Type
- Enterprise Analytics Reporting Statistics
- Enterprise Analytics Reports
- Event List
- File Catalogue
- File Type
- Final Disposition Terms
- Funding Information
- Historical Reviewer Activity Statistics
- Invited Authors Table
- ISO Countries
- Legacy Manuscript Fields
- Legacy Manuscript Information
- Legacy Manuscript Values
- Letter Assignments
- Letter Inventory
- Linked Submission Group
- Maintains References To Modified Source Files
- Manuscript and Keywords View
- Manuscript Status History View

Custom Reports EAR

Select Fields

The screenshot displays the 'Journal of Demonstration' Editorial Manager interface. At the top, there is a navigation menu with links: HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The user is logged in as 'blewis' with the role of 'Managing Editor'. The main navigation bar includes tabs for Data Sources, Fields, Summary, Chart, Gauge, Misc, Style, Filters, and Preview. Below this is a toolbar with icons for Report List, New, Save, Save As..., Print, SQL, and other functions. The 'Records' field is set to 1000. The main content area shows a table with columns for Field, Description, Sort VG, A, Function, and Format. A dialog box titled 'Please select the fields you'd like to add to your report.' is open, showing a list of fields under the heading 'Manuscript Status History View'. The fields listed are: Actual Online Publication Date, Article Title, Article Type, Conference Name, Conference Presentation Date, Conference Presentation Sequence, Conference Presentation, Manuscript Notes, Manuscript Number, MSP Full Name, Original Publication Document ID, Page Range, Parent Manuscript Number, and Print Pages of Article. Each field has a checkbox next to it.

Journal of Demonstration Editorial Manager

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Go to: -- Search Page --
Role: Managing Editor Username: blewis

Data Sources Fields Summary Chart Gauge Misc Style Filters Preview

Report List | New | Save | Save As... | Print | SQL | Results 1000

Records

Field Description Sort VG A Function Format

Quick Add Add Pivot Continue

Please select the fields you'd like to add to your report.

Manuscript Status History View

- Actual Online Publication Date
- Article Title
- Article Type
- Conference Name
- Conference Presentation Date
- Conference Presentation Sequence
- Conference Presentation
- Manuscript Notes
- Manuscript Number
- MSP Full Name
- Original Publication Document ID
- Page Range
- Parent Manuscript Number
- Print Pages of Article

Custom Reports EAR

Fields Selected

Journal of Demonstration Editorial Manager

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
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Go to: -- Search Page --
Role: Managing Editor Username: blewis

Data Sources Fields Summary Chart Gauge Misc Style Filters Preview

Report List | New Save Save As... Print sql | | | | | | | Results 1000

Records

Field	Description	Sort	VG	A	Function	Format	
Article Type	Article Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Manuscript Number	Manuscript Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Final Decision Term	Final Decision Term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Final Disposition Term	Final Disposition Term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Add Subtotals

Quick Add Add Pivot Continue to Summary Preview

Custom Reports EAR

Apply Filter

Journal of Demonstration em Editorial Manager

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Go to: -- Search Page --
Role: Managing Editor Username: blewis

Data Sources Fields Summary Chart Gauge Misc Style Filters Preview

Report List | New Save Save As... Print SQL | | | | | | | | | | Results 1000

	Filter Field	Operator	Value(s)	Blank Param
1	Initial Date Submitted	In Time Period	Previous Year	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2		<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Show Filters In Report Description

Require Parameters in Viewer

Filter Logic

Preview

Custom Reports EAR

Preview Results

Journal of Demonstration Editorial Manager™

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Go to: -- Search Page --
Role: Managing Editor Username: blewis

Data Sources Fields Summary Chart Gauge Misc Style Filters Preview

Report List | New Save Save As... Print SQL | Results 1000

Article Type	Manuscript Number	Final Decision Term	Final Disposition Term
Fast track with submission fees	BLTRIAL-D-06-00023	Accept final	Accept
Fast track with submission fees	BLTRIAL-D-06-00026	Accept final	Accept
Fast track with submission fees	BLTRIAL-D-06-00029	Accept final	Accept
Invited paper	BLTRIAL-D-04-00025	Accept final	Accept
Manuscript	JPRS38	Reject	Reject
Manuscript	JPRS82	Accept final	Accept
Manuscript	JPRS92	Accept final	Accept
Research Article	BLTRIAL-D-02-00016	Accept final	Accept
Research Article	BLTRIAL-D-02-00020	Accept final	Accept
Research Article	BLTRIAL-D-02-00024	Accept final	Accept
Research Article	BLTRIAL-D-02-00027	Accept final	Accept
Research Article	BLTRIAL-D-02-00030	Accept final	
Research Article	BLTRIAL-D-03-00003	Accept final	Accept
Research Article	BLTRIAL-D-03-00015	Reject	Reject
Research Article	BLTRIAL-D-03-00018	Accept final	Accept
Research Article	BLTRIAL-D-03-00037	Accept final	Accept
Research Article	BLTRIAL-D-04-00007	Accept final	
Research Article	BLTRIAL-D-04-00055	Reject	Accept
Research Article	BLTRIAL-D-05-00019	Accept final	Accept

Custom Reports EAR

One Change – Group by Decision Term

The screenshot displays the 'Journal of Demonstration' Editorial Manager interface. At the top, there is a navigation bar with links for HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The user is logged in as 'blewis' with the role of 'Managing Editor'. The main content area shows the 'Custom Reports EAR' configuration screen. It features a toolbar with options like 'Data Sources', 'Fields', 'Summary', 'Chart', 'Gauge', 'Misc', 'Style', 'Filters', and 'Preview'. Below the toolbar, there are icons for 'Report List', 'New', 'Save', 'Save As...', 'Print', and 'SQL'. The 'Records' section shows a table with columns for 'Field', 'Description', 'Sort', 'VG', 'A', 'Function', and 'Format'. The table lists several fields: 'Article Type', 'Manuscript Number', 'Final Decision Term', 'Final Disposition Term', and an empty row. The 'Final Decision Term' row is highlighted, indicating it is selected for grouping. At the bottom, there are buttons for 'Quick Add', 'Add Pivot', 'Continue to Summary', and 'Preview'.

Journal of Demonstration
em Editorial Manager

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Go to: -- Search Page --
Role: Managing Editor Username: blewis

Data Sources Fields Summary Chart Gauge Misc Style Filters Preview

Report List New Save Save As... Print SQL | Results 1000

Records

Field	Description	Sort	VG	A	Function	Format
Article Type	Article Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manuscript Number	Manuscript Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final Decision Term	Final Decision Term	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Final Disposition Term	Final Disposition Term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Subtotals

Quick Add Add Pivot Continue to Summary Preview

Custom Reports EAR

Click to Expand

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MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Go to: -- Search Page --
Role: Managing Editor Username:

Data Sources Fields Summary Chart Gauge Misc Style Filters Preview

Report List | New Save Save As... Print SQL | Results 1000

Accept final

Reject

Article Type	Manuscript Number	Final Disposition Term
Manuscript	JPRS38	Reject
Research Article	BLTRIAL-D-03-00015	Reject
Research Article	BLTRIAL-D-04-00055	Accept
Research Article	BLTRIAL-D-07-00018	
Research Article	BLTRIAL-D-11-00006	
Research Article	BLTRIAL-D-11-00007	
Research Article	BLTRIAL-D-12-00022	

Custom Reports EAR

Expanded

Journal of Demonstration em Editorial Manager™

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
 MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Go to:
 Role: Username:

Data Sources Fields Summary Chart Gauge Misc Style Filters Preview

Report List | New Save Save As... Print SQL | [Icons] | Results 1000 [Icons]

Accept final

Article Type	Manuscript Number	Final Disposition Term
Fast track with submission fees	BLTRIAL-D-06-00023	Accept
Fast track with submission fees	BLTRIAL-D-06-00026	Accept
Fast track with submission fees	BLTRIAL-D-06-00029	Accept
Invited paper	BLTRIAL-D-04-00025	Accept
Manuscript	JPRS82	Accept
Manuscript	JPRS92	Accept
Research Article	BLTRIAL-D-02-00016	Accept
Research Article	BLTRIAL-D-02-00020	Accept
Research Article	BLTRIAL-D-02-00024	Accept
Research Article	BLTRIAL-D-02-00027	Accept
Research Article	BLTRIAL-D-02-00030	
Research Article	BLTRIAL-D-03-00003	Accept
Research Article	BLTRIAL-D-03-00018	Accept

Questions?