



Welcome to
EMUG 2016

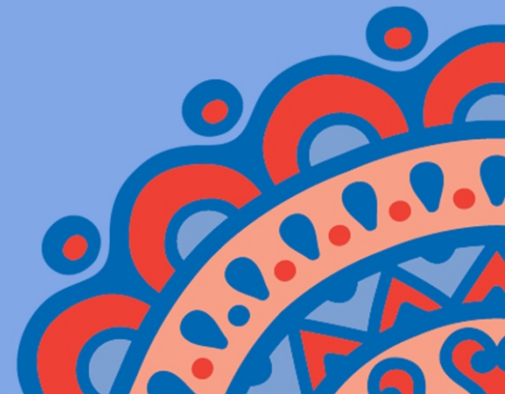
 Editorial Manager®  ProduXion Manager®

www.ariessys.com


Publish Faster. Publish Smarter.

Multi-journal Configuration Options

Ann McLaughlin, U.S. Client Services Manager
Victoria Scibilia, Account Coordinator



Agenda

Why Share data?

What kinds of data can be shared?

EM Portal

- People
- Sign-on
- People Notes
- Letters

Transfers

UDB

- Cross Journal reporting
- Duplicate Submission Check

Why Share Data?



- Consistent login across multiple sites
- Perpetuation of data changes
 - Changes in one site synchronize across all sites
- Single Sign-on
- Reporting across multiple sites
- Visibility to wide variety of people information
- Master site for letter changes
- Duplicate Submission Check across multiple sites
- Transfer submissions to other related sites

What Kind of Data Can Be Shared?

There are different levels of sharing:

- EM Portal (IJRS)
 - People Notes
- Publisher Group
 - Letters
 - Transfers
 - Single Sign-on
- UDB
 - Cross Publication Reporting
 - Duplicate Submission Check

EM Portal (IJRS)

- Full level of sharing
- Users (UN/PW/all people information/Detailed People Notes)
- Reviewers can be shared and searched across publications



Publisher Group

- Share letters across multiple publications, having one site serve as the master site
- Create Publications to be displayed in a drop down so you can hop between multiple sites
- Transfer submissions seamlessly between multiple defined publications



UDB (Universal DataBase)

- Cross Publication Reporting
 - EAR and Custom Reports
- Duplicate Submission Check



EM Portal Configurations



AdminManager Main Menu

Set Live Journal Flag

Set Default Target FTP Site for Extract of Conference Submissions

Share People

Configure Shared Letters Management

Configure Cross-Publication Submission Transfer

View File Transfer Statistics

Configure Restricted System Administration Access Rights

Configure Manuscript Service Providers for Ingest Service

Share People

Define People Sharing Group

Define Reviewer Sharing Partners

Set Inactivation and Merging Policies

View Duplicate E-mail Policies

Set Detailed People Notes Sharing Policy

Configure Group Notifications

- You must first define the people sharing group.
- Sharing people data means that user information will synchronize across all defined shared publications. Changing your user information on one publication will automatically perpetuate that change out to all shared publications.

- Each sharing publication must confirm the sharing relationship.

Define People Sharing Group

Please enter the journals with whom you want to Share User Data. A relationship remains "unconfirmed" until the reciprocating journal agrees to Share User Data with your journal. When a user's data is synchronized, a single login for all journals in the group is achieved. This means that Usernames, Passwords and Contact Information will be synchronized among all journals with whom a confirmed relationship exists.

Allow Other Journals to:

Journal	Current Status	Inactivate Users	Merge Users	Share Detailed People Notes
JOURNALB	Confirmed	Yes	Yes	Yes

Add journal (enter journal code)

[Stop Sharing User Data](#)

- You can prevent the synchronization of data by checking the “Do not allow...” checkbox on the user’s people record.

Default Login Role:	Author ▼
Default Login Menu	Editorial Menu ▼
Available as a Reviewer?	Yes <input checked="" type="radio"/> No <input type="radio"/>
Board Member?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Forbidden as a Reviewer?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Reviewer Role *	Reviewer ▼
Publisher Role *	Publisher ▼
Editorial Role *	Managing Editor ▼
Editor Description	<input type="text"/>

[Activity Details](#)

[Additional People Details](#)

Do not allow this user's contact information to be overwritten during synchronization with other publications in the group. (Note: the Username might change even if this box is checked.)

- Sharing Reviewers allows the journal to search and invite reviewers from other publications.
- Editors must have the permission in RoleManager to search other publications.

Share People

[Define People Sharing Group](#)

[Define Reviewer Sharing Partners](#)

[Set Inactivation and Merging Policies](#)

[View Duplicate E-mail Policies](#)

[Set Detailed People Notes Sharing Policy](#)

[Configure Group Notifications](#)

Reviewer Search

Search My
Publication

Search for Reviewers



from

All Reviewers



Search
Another
Publication

Choose Publication



mode

Search for Reviewers



Go

Detailed People Notes




Detailed People Notes

What are Detailed People Notes?

- Allows multiple notes to be added for a user with the ability to share with other publications.
- Each note is timestamped and records the user and publication who added the note.
- Managed on the Update Information page
 - Can be added during Proxy Registration
 - Cannot be edited

Detailed People Notes

Add New Note: 




Randi is an excellent clinical reviewer.

Character Count: 40 / 4000

Submit Note

Filter By: All Publications 

View/Print All

Publication ▲▼	Operator ▲▼	Note	Date ▲▼	Action
JOURNALA	Clyde Stratton	Randi's clinical expertise makes her a superior candidate reviewer.	Dec 18, 2015	
JOURNALA	Bronwyn Taylor	Randi is prompt, pleasant, and very professional.	Dec 15, 2015	
JOURNALA	Clyde Stratton	Randi would make an excellent reviewer on clinical-based papers	Dec 15, 2015	

Display this section at the top of this page

- **Detailed People Notes** are found at the bottom of every people record, unless opted to display the people notes at the top of the record.

Who Can View & Manage Detailed People Notes?

...



Role Manager Permissions

- Editors with 'View Detailed People Notes' permissions can **view** the notes created by other users on their publication.
- Editors with 'Manage Detailed People Notes' permissions can **view, add, or remove** notes created by other users on their publication.



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	Remove Edit Copy
Editorial Assistant	Remove Edit Copy

Add

Edit Role Definition

Role Name:*

Maximum Role name is 40 characters.

Check the functions that this role is permitted to perform. Note: in boxes with multiple rows displayed, you may select or deselect multiple terms by holding down the CTRL (PC) or CMD/Apple key (Mac) when clicking.

[Expand All](#)

[Collapse All](#)

- New Submissions**
- Editor Assignment**
- Reviewer Invitations**
- Editor Decisions**
- Proposals/Commentaries**
- General Searching and Viewing**
- Edit Submission**
- Discussion Forums**
- Transmittal Form**
- Sending E-mail**
- Viewing and Editing People Data**
- Flag Icons**
- Proxy Activities**
- Administrative and Reporting Functions**
- Cross-Publication Login**
- Produxion Manager**

[-] Viewing and Editing People Data

Search People

View/Change Username and Password

Send Username and Password

Change E-mail Address

Change Preferred Method of Contact

Change Editor Role Designation to/from :

ALL EDITOR ROLES
Managing Editor
Editor
Editorial Assistant

Inactivate Users

Merge Duplicate Users

View People Activity Details

View Additional People Details

Edit Additional People Details

View People Notes

Edit People Notes

View Detailed People Notes

Manage Detailed People Notes

View Portal-Shared Detailed People Notes

Manage Portal-Shared Detailed People Notes

- **View Portal-Shared Detailed People Notes permissions:** Allow an editor to view notes created by users on their local publication, and also any notes created by users on other publications and shared with local publications.

- **Manage Portal-Shared Details People Notes permissions:** Allow an editor to view, add, and remove Detailed People Notes created by users on their local publication, and also any notes created by users on other publications and shared with their local publication.

Search People - Search Results

Choose the criterion for selecting People Records.

[Help with Searching](#)

[Insert Special Character](#)

[Register New User](#)

Criterion	Selector	Value	User Role
Last Name	Begins With	Balzan	ALL
Last Name	Begins With		END
Last Name	Begins With		

Page: 1 of 1 (1 total People Matches)

Display results per page.

Merge People	Name	City	State or Province	Country	Author Role	Reviewer Role	Editor Role	Publisher Role
<input type="checkbox"/>	Rena Balzan				[Author]	[Reviewer]		



Page: 1 of 1 (1 total People Matches)

Display results per page.

Filtering Detailed People Notes

- Journals can filter the Detailed People Notes by all publications that are portal-linked
- View comments made by one or multiple journals at the same time

Detailed People Notes

Add New Note: [i](#)

Character Count: 0 / 4000

Submit Note

View/Print All

Filter By: **All Publications**

- JOURNALA
- JOURNALB

Publicat		Note	Date	Action
JOURNALA	Clyde Stratton	Rena is an excellent reviewer!	Jun 01, 2016	


Searching Using Detailed People Notes



Detailed People Notes Search

Change Search Type

Search My Publication Search for Reviewers from All Reviewers

Reviewer Discovery from  ProQuest Community of Scholars

Search for Reviewers

[Help with Searching](#)

[Insert Special Character](#)

(Criterion	Is/Is not	Selector	Value)			
▼	Detailed People Notes ▼	is ▼	Contains ▼	clinical	▼	OR ▼	<input type="button" value="Remove"/>	
▼	Last Name ▼	is ▼	Begins With ▼		▼	OR ▼	<input type="button" value="Remove"/>	
▼	Last Name ▼	is ▼	Begins With ▼		▼	OR ▼	<input type="button" value="Remove"/>	
▼	Last Name ▼	is ▼	Begins With ▼		▼	OR ▼	<input type="button" value="Remove"/>	
▼	Last Name ▼	is ▼	Begins With ▼		▼	OR ▼	<input type="button" value="Remove"/>	
▼	Last Name ▼	is ▼	Begins With ▼		▼		<input type="button" value="Remove"/>	
							<input type="button" value="Add"/>	

Detailed People Notes Search

Page: 1 of 1 (1 total Reviewers)

Display 10 results per page.

Select As				Reviewer Name	Board Member	Classifications	Reviewer Statistics (Agreed Invitations)		Invitation Statistics	
Inv.	Asn.	Alt.	Prop.				Reviews in Progress:		Date Last Invited:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Randi Williams (Reviewer) Boston University	No		Reviews in Progress:	1	Date Last Invited:	Mar 16, 2016
							Completed Reviews:	3	Outstanding Invitations:	0
							Un-assigned After Agreeing:	0	Agreed:	4
							Terminated After Agreeing:	0	Declined:	0
							Last Review Agreed:	Mar 16, 2016	Un-invited Before Agreeing:	0
							Last Review Completed:	Mar 16, 2016	Terminated:	0
							Last Review Declined:	-	Total Invitations:	4
							Avg Days Outstanding:	0		
							Manuscript Rating:	0		
							Avg Review Rating:	0.0		

This publication and others:
Total Reviews in Progress (1)

Detailed People Notes

Filter By: All Publications ▼

View/Print All

Publication ▲▼	Operator ▲▼	Note	Date ▲▼
JOURNALA	Clyde Stratton	Randi is an excellent clinical reviewer.	Dec 18, 2015
JOURNALA	Clyde Stratton	Randi's clinical expertise makes her a superior candidate reviewer.	Dec 18, 2015
JOURNALA	Bronwyn Taylor	Randi is prompt, pleasant, and very professional.	Dec 15, 2015
JOURNALA	Clyde Stratton	Randi would make an excellent reviewer on clinical-based papers	Dec 15, 2015

Configurations



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Configure Shared Letters Management

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Configure Group Notifications

AdminManager Setup

- Each journal in the group may choose to share Detailed People Notes with other journals
- If sharing, configurations must be applied in AdminManager

Set Detailed People Notes Sharing Policy

To share Detailed People Notes with other journals that have also selected to share Detailed People Notes, click the checkbox for 'Share Detailed People Notes with other journals'. You may select this option at any time. Your journal will synchronize your Detailed People Notes with all the other journals that are sharing notes.

You may deselect this option at any time to stop sharing Detailed People Notes. If you do, your journal will retain all the previously shared Detailed People Notes, but will not share any further changes to Detailed People Notes with other journals from that point on. If you do not wish to retain the notes shared from other journals, you may manually remove them from each user's personal record.

Share Detailed People Notes with other journals

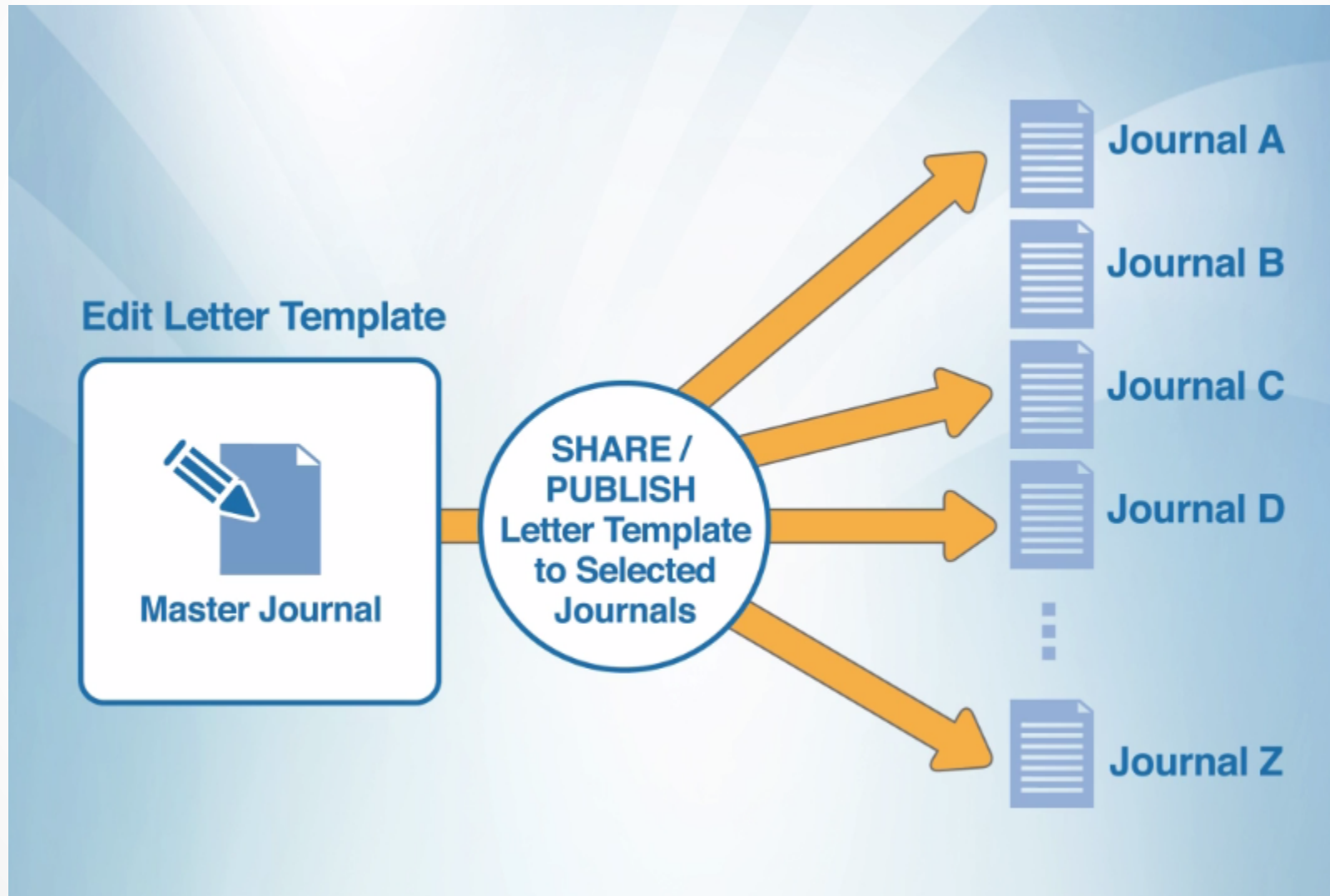
Cancel

Submit

Shared Letter Templates



Shared Letter Templates



Configurations



AdminManager Main Menu

Set Live Journal Flag

Set Default Target FTP Site for Extract of Conference Submissions

Share People


Configure Shared Letters Management

Configure Cross-Publication Submission Transfer

View File Transfer Statistics

Configure Restricted System Administration Access Rights

Configure Manuscript Service Providers for Ingest Service

- Enable Shared Letters must be checked off to initiate the Shared Letters feature and designate a Master site. 

Configure Shared Letters Management

Confirming the letter sharing relationship and establishing a shared letters group is the responsibility of the publications involved.

The Shared Letters feature enables one site (known as a "master site"), to designate specific letter templates as "shared" and then push those shared letter templates to selected sites, known as "subscriber sites".

To configure this site as a master site for the Shared Letters feature, select the checkbox 'Enable Shared Letters and designate this site as a master site', then click the Submit button. The confirmation page will contain a "Manage Subscriber Sites" link, allowing you to add subscriber sites.

*To designate letter templates as "shared" and push them to subscriber sites:
First configure this site as a master site on this page and add subscriber sites using the "Manage Subscriber Sites" link. Then go to PolicyManager, Edit Letters for letter configuration.*

Enable Shared Letters and designate this site as a master site.

Cancel

Submit

Shared Letters Management - Master Site Confirmation

The Shared Letters feature has been enabled. The current site has been designated as a master site.

Click the 'Manage Subscriber Sites' link to add Subscriber sites.

After adding subscriber sites, go to 'PolicyManager - Edit Letters' to share letter templates and push them to all subscriber sites.

[Manage Subscriber Sites](#)

[Return to AdminManager](#)

Manage Subscriber Sites

No subscriber sites have yet been added. To add a subscriber site, enter that site's publication code into the box (or a list of publication codes separated by semi-colons), and click the button 'Add New Subscriber Sites'.

Close

Additional Subscriber Sites (Enter Publication Codes):

Enter one publication code or a list of publication codes separated by semi-colons.

Close

How Are Shared Letters Used?



Sharing with Subscriber Sites

Journal A

em Editorial Manager
Role: Managing Editor Username: clyde

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP

Edit Letters

This site is a master site for the Shared Letters feature. To share letters across all publications in a Shared Letters group, first add Subscriber Sites in AdminManager. Then, select the Share Letter checkbox for each letter template that you want to be available to subscriber sites, then click the 'Save Changes and Update Subscriber Sites' button. (more...)

[View Subscriber Sites](#)
[Back to PolicyManager](#)

[Add New Letter](#) [Save Changes and Update Subscriber Sites](#) [Edit Image Files for Letters](#)

Share Letter	Letter Purpose ▲▼	Letter Family Group by: ▲▼	ActionManager Roles and Events	Letter Format		
				Text	Rich Text (HTML)	All Formats
<input checked="" type="checkbox"/>	Abracadabra Open Access Policy	General	Author - Notify Other Authors	<input type="radio"/> Edit	<input checked="" type="radio"/> Edit	Remove Hide
<input type="checkbox"/>	Author - Other Author Verification Reminder	Author Reminder		<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Hide
<input type="checkbox"/>	Author Approve Changes	General		<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Hide
<input type="checkbox"/>	Author Changed Invited Due Date Confirmation	General	Author - Invited Submission Due Date Changed	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Hide
<input type="checkbox"/>	Author Instructions and Due Date	General	Author - Author Agrees to Invitation	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Hide
<input type="checkbox"/>	Author Invitation for Commentary	Author Invitation	Author - Solicit Commentary on Submission	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Hide
<input type="checkbox"/>	Author Invitation for Proposal	Author Invitation	Author - Invite Authors for Proposal	<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Hide
<input type="checkbox"/>	Author Letter for			<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Hide

www.editorialmanager.com/journala/admin/AddEditLetters.aspx?op=3&style=0&id=107&familyID=1

Hidden Letters						
Letter Purpose ▲ ▼	Letter Family Group by: ▲ ▼	ActionManager Roles and Events	Letter Format			All Formats
			Text	Rich Text (HTML)		
Author - Other Author Verification	General		<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Restore	
Author - Other Author Verification Reminder 	Author Reminder		<input type="radio"/> Edit	<input type="radio"/> <u>Edit</u>	Remove Restore	
Editor Decision - Accept 	Decision		<input type="radio"/> Edit	<input type="radio"/> <u>Edit</u>	Remove Restore	
Reviewer Invitation 	Reviewer Invitation		<input type="radio"/> Edit	<input type="radio"/> <u>Edit</u>	Remove Restore	
Reviewer Invitation 	Reviewer Invitation		<input type="radio"/> Edit	<input type="radio"/> <u>Edit</u>	Remove Restore	

Add New Letter

Save Changes

Edit Image Files for Letters

Replace Selected Letters with Shared Letters

 Letters shared from the Master site are marked with this icon.

Replacing With a Shared Letter

Journal B




Role: Managing Editor Username: clyde

[ROLEMANAGER](#) • [ACTIONMANAGER](#) • [POLICYMANAGER](#) • [ADMINMANAGER](#) • [ADMINISTRATION HELP](#)

Edit Letters

This site is a subscriber site for the Shared Letters feature. Its master site is **JORNALA**.

The master site may have already subscribed this site to shared letter templates. If so, these are designated with a  symbol. [\(more...\)](#)



[Back to PolicyManager](#)

Add New Letter

Save Changes

Edit Image Files for Letters

Replace Selected Letters with Shared Letters

Replace with Shared Letter	Letter Purpose 	Letter Family Group by: 	ActionManager Roles and Events	Letter Format		All Formats
				Text	Rich Text (HTML)	
<input checked="" type="checkbox"/>	Abracadabra Open Access Policy	General	Author - Notify Other Authors	<input type="radio"/> Edit	<input checked="" type="radio"/> Edit	Remove Hide
<input type="checkbox"/>	Author - Other Author Verification Reminder	Author Reminder		<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Hide
<input type="checkbox"/>	Author Approve Changes	General		<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Hide

Replacing Existing Letters With Shared Letters

- Allows the publication to select a corresponding shared letter to take the place of the locally-created template.
- Ensures that the Subscriber site always has access to the most up-to-date content.

Journal B



Role: Managing Editor Username: dyde

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP

Replace with Shared Letter

Listed below are all the letter templates that you have selected to be replaced by a Shared Letter template. Replacing an existing letter template with a shared letter template will hide the existing letter template. If the existing letter template is associated with an ActionManager event or Editor Decision Term, the replacement letter will automatically be associated with the same ActionManager event or Editor Decision Term, and the existing letter template will no longer be associated with it.

To replace an existing letter template with a shared letter template, select the appropriate shared letter template from the drop-down list. When you have finished making all selections, click the Submit button.

Letter Purpose	Letter Family	Replace with:
Abracadabra Open Access Policy	General	None Configured

Managing Shared Letters



Editing the Master Site Template

Journal A

em Editorial Manager
Role: Managing Editor Username: clyde

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP

Allow choice on 'Send Letter' page The following options will allow the sender to choose whether to send carbon copies (cc:) or blind carbon copies (bcc:) to the designated group of people. Selecting these options does not automatically cc: or bcc: the indicated recipients.

cc: bcc:
 Display checkbox for co-Authors

Allow attachments

Letter Body:

Source

B I U Ix

Styles - Normal - Font - Size - A- A+

policy on Open Access.

Open Access License

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body p

Cancel Preview Letter Save Changes and Update Subscriber Sites

Edit Letters

This site is a subscriber site for the Shared Letters feature. Its master site is JOURNALA.

The master site may have already subscribed this site to shared letter templates. If so, these are designated with a S symbol. ([more...](#))

[Back to PolicyManager](#)

Add New Letter

Save Changes

Edit Image Files for Letters

Replace Selected Letters with Shared Letters

Replace with Shared Letter	Letter Purpose ▲▼	Letter Family Group by: ▲▼	ActionManager Roles and Events	Letter Format		
				Text	Rich Text (HTML)	All Formats
<input type="checkbox"/>	Abracadabra Open Access Policy S	General	Author - Notify Other Authors	<input type="radio"/> Edit	<input checked="" type="radio"/> Edit	Remove Hide
<input type="checkbox"/>	Author - Other Author Verification Reminder	Author Reminder		<input checked="" type="radio"/> Edit	<input type="radio"/> Edit	Remove Hide

Journal B



Role: Managing Editor Username: clyde

ROLEMANAGER • ACTIONMANAGER • POLICYMANAGER • ADMINMANAGER • ADMINISTRATION HELP

Allow attachments

Letter Body:

Abacadabra Publishing regularly reviews its policies and procedures. Learn more about our policy on Open Access.

Open Access License

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Copyright of any article published on Abacadabra Open Access is retained by the author(s).

body

Cancel Preview Letter Save

Publisher Group

Take advantage of being part of the group!

To configure Single Sign-on in RoleManager:

Cross-Publication Login

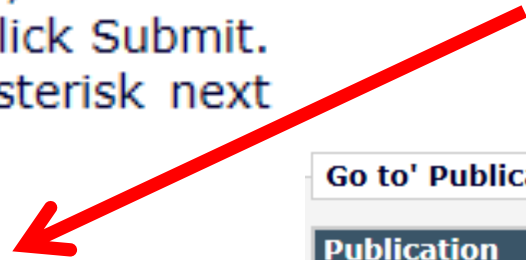
- Access 'Go To:' Publication List
- Allow Automatic Login to this Role

Publisher Group

Update My Information

To update any information, make the changes on the form and click Submit. Required fields have an asterisk next to the label.

[Edit 'Go to' Publication List](#)

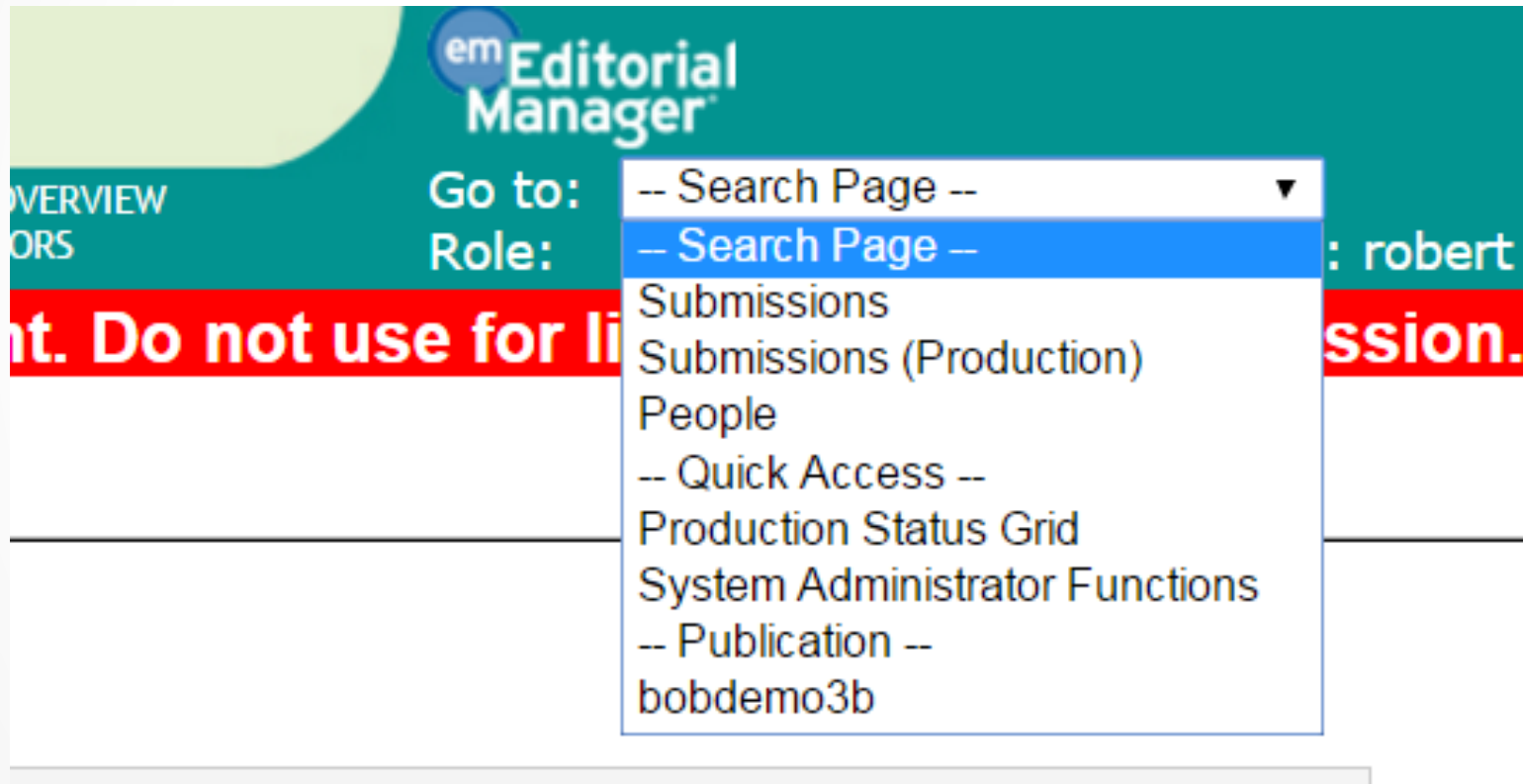


Go to' Publication List

Publication	Matching Record?	Auto Login?	
demokh122	No	-	Remove
demovs122	Yes	Yes	Remove

Add Publication (Acronym):

Publisher Group



The screenshot shows the Editorial Manager interface. At the top left, there is a navigation menu with 'OVERVIEW' and 'PUBLISHERS'. The main header area is teal and contains the 'em Editorial Manager' logo. Below the header, there are two rows of labels: 'Go to:' and 'Role:'. The 'Go to:' dropdown menu is open, displaying a list of options: '-- Search Page --', '-- Search Page --' (highlighted in blue), 'Submissions', 'Submissions (Production)', 'People', '-- Quick Access --', 'Production Status Grid', 'System Administrator Functions', '-- Publication --', and 'bobdemo3b'. To the right of the 'Role:' label, the text ': robert' is visible. A red banner with white text is partially visible at the bottom of the interface, containing the text 'nt. Do not use for li' and 'ssion.'.

em Editorial Manager

OVERVIEW
PUBLISHERS

Go to: -- Search Page --

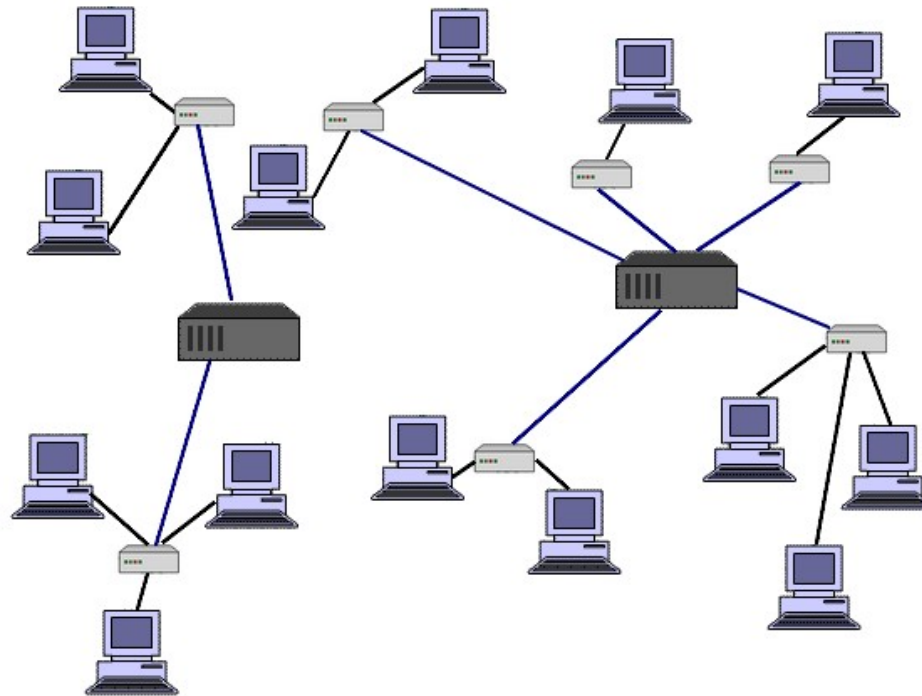
Role: -- Search Page -- : robert

nt. Do not use for li ssion.

Submissions
Submissions (Production)
People
-- Quick Access --
Production Status Grid
System Administrator Functions
-- Publication --
bobdemo3b

Transferring Between Sites

You do not need to be
Portal Linked in order to
transfer MSs!



Configuring sites for Transfer

AdminManager Main Menu

Set Live Journal Flag

Manage Publication Groups

Set Default Target FTP Site for Extract of Conference Submissions

Share People

Configure Cross-Publication Submission Transfer

View File Transfer Statistics

Configure Restricted System Administration Access Rights

Configure Manuscript Service Providers for Ingest Service

EM to EM Transfer configuration

Configure Transfer Time Limit

If your publication has configured a Decision Term in the "Reject and Transfer" Decision Family, you may define a transfer time limit during which the Author can agree or decline to transfer a submission to one of the target sites configured below. If the deadline passes and the Author has not agreed to transfer, Final Disposition will be set automatically to "Reject", and the submission will not be transferred. You may enter a number between 1 and 90 in the box below.

Automatically Set Final Disposition to "Reject" if the Author does not agree to transfer a submission within days.

Configure Transfer Target Publications

- Enable cross-publication submission transfer for EM publications in a People Sharing Group
- Enable cross-publication submission transfer for Editorial Manager publications not in a People Sharing Group

Other Editorial Manager Publications:

There are currently no other EM publications defined for transfer.

Other Editorial Manager Publication (enter publication code)

Add

Restrict Transfer Target Publication(s)

When Authors are notified of a decision in the "Reject and Transfer" Decision Family, they are given the opportunity to agree or decline to transfer their submission to another publication. You may allow the notifying Editor to restrict the list of transfer targets presented to the Author.

- Allow the Editor to suggest the transfer target publication(s)
 - Editors may suggest up to publication(s)

EM to Non-EM Transfer

Enable cross-publication submission transfer to non-Editorial Manager publications

Non-Editorial Manager Publications

There are currently no non-Editorial Manager Publications defined for transfer.

Add



Add Publication for FTP Transfer

Cancel

Submit

[Insert Special Character](#)

Publication Name:	<input type="text"/>
Publication URL:	<input type="text"/>
Transfer Method:	None <input type="button" value="v"/>
FTP Server address (e.g. ftp.ariessys.com):	<input type="text"/>
FTP Username:	<input type="text"/>
FTP Password:	<input type="text"/>
Subdirectory:	<input type="text"/>

Cancel

Submit

What information transfers?

EM to EM Transfer:

- **Corresponding Author information**
 - EM-to-EM will link to People record or create new record
- **Co-Authors**
 - Including verification status
- **Submission metadata entered by Author**
 - e.g. Title, Abstract, Keywords

What information transfers?

- **Submission metadata**
 - Matching Article Type, Classifications, Category
- **Files**
 - All files for all versions of the submission
- **Additional Information**
 - Matching Custom Submission Questions
- **Reviews**
- **Decision Letter**

What information transfers?

EM to Non-EM Transfer:

- Information is transferred via FTP
- All submission files
- XML file with submission metadata
- Receiving site must import the submission

UDB (Universal DataBase)



Report across all journals, or just a subset of them!

UDB (Universal DataBase)

AdminManager Main Menu

Report Tools

[Enterprise Analytics Reporting](#)

[Cross-Publication Enterprise Analytics Reporting](#)

[General Data Export](#)

[Custom Report](#)

[Set Live Journal Flag](#)

[Manage Publication Groups](#)

[Set Default Target FTP Site for Extract of Conference Submissions](#)

[Share People](#)

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[Configure Restricted System Administration Access Rights](#)

[Configure Manuscript Service Providers for Ingest Service](#)

Cross Publication Enterprise Analytics Reporting

UDB (Universal DataBase)



Kate's Journals

Journals managed by Kate Luckey

[Open Special Character Palette](#)

Publication Group Name*

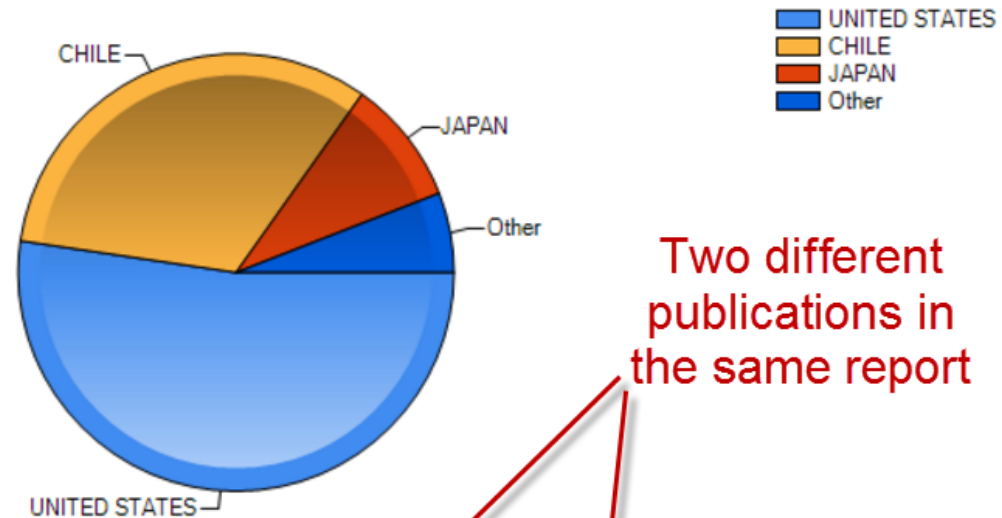
Brief Description

Publication Code*

Publications in the Group

Publication Code	Full Publication Title
BOBDemo3A	Bob's Demo Site 3A
BOBDemo3B	Bob's Demo Site 3B

UDB (Universal DataBase)



Country▲	BOBDemo3A	BOBDemo3B
	0.4%	0.0%
AMERICAN SAMOA	0.8%	0.0%
ANGUILLA	2.5%	1.0%
BAHRAIN	0.4%	0.5%
CHILE	32.5%	36.2%
ITALY	0.8%	1.0%
JAPAN	9.3%	9.5%
NEW ZEALAND	0.8%	1.0%
UNITED STATES	52.3%	51.0%

Duplicate Submission Check



To Configure Duplicate Submission Check

Configure Duplicate Submission Check

- If the Author has submitted a new manuscript within the number of days set below, a **D** symbol will appear next to the Author's name in the Editor folders New Submissions, New Submissions Requiring Assignment, Direct-to-Editor New Submissions and New Assignments. The Editor can then click the Author's name to see information about prior submissions.
- If a manuscript with a similar title, list of authors, or abstract has been previously submitted, a 'Duplicate Submission Check Results' link will be displayed to users with permission. Clicking the link will display a list of similar submissions.
 - You may select a minimum score used to select which potential duplicate submissions are displayed on the 'Duplicate Submission Check Results' page.
 - You may highlight scores that exceed a configured threshold.
 - An overall 'EM Duplicate Score' will be calculated, based on a weighted average of the Article Title (40%), the list of Authors (30%), and the Abstract (30%)

Alert me when:

The same Corresponding Author has submitted a paper in the past days

A similar paper has been previously submitted.

- Only display potential duplicate submissions that have an EM Duplicate Score that is % or more
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