



Welcome to
EMUG 2016

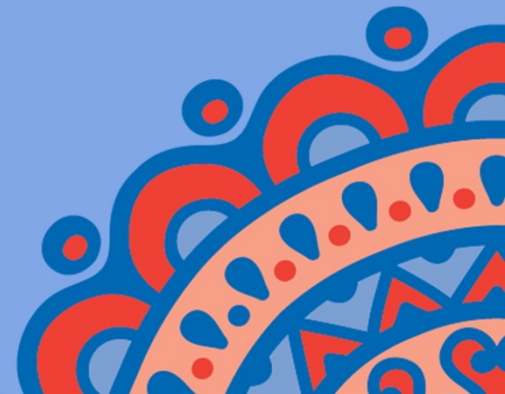
 Editorial Manager®  ProduXion Manager®

www.ariessys.com


Publish Faster. Publish Smarter.

Storing and Using Data

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Agenda

- Additional Manuscript Details
- Additional People Details
- People Notes
 - Traditional
 - Detailed
- Submission Flags
- Submission Flag History
- People Flags
- Custom Questions
- Reporting

Additional Manuscript Details

Publisher-defined fields

Additional Manuscript Details

- Editorial Manager contains many system fields, or, fields that are available across all sites by default
- In many cases, you can choose whether system fields are:
 - Hidden or Visible
 - Hidden, Optional, or Required for any step in the workflow
- Additional Manuscript Details (AMDs) are publisher-defined fields
 - EM may not have a field for the specific information you wish to capture
 - Examples
 - Publish Ahead of Print? Y/N
 - Open Access Paper? Y/N

Additional Manuscript Details

- There are several ways to configure an AMD:
 - Text (200 character limit)
 - Date
 - Integer
 - Decimal
 - Notes (20,000 character limit)
 - List Value (drop-down only)
- You can also choose whether these AMDs apply to all Article Types (eg, Publish Ahead of Print) or just for select Article Types (eg, Rapid Review Required)

Additional Manuscript Details

- AMD fields may also be configured at various points in the EM interface:
 - Link on Details page (Hide, Display only, Editable)
 - Display on Details page (Hide, Display only, Editable)
 - Transmittal Form (Hide, Display only, Editable, Required)
 - Display for Invited Submissions (Hide or Display only)
 - Search Submissions (Hide or Display only)
 - Search Proposals (Hide or Display only)
 - Schedule Group TOC (Hide, Display only, Editable)

Display on Details Page

Additional Manuscript Details

Details for Manuscript Number: Unassigned "EMUG 2016 Additional Manuscript Details"

Cancel

Save

Save and Close

[Abstract](#) [Manuscript Notes](#) [Production Notes](#) [Editors](#) [Reviewers](#) [Alternate Reviewers](#) [Reviewers Proposed by Editors](#) [Additional Information](#)

Publish Ahead of Print	Please Choose ▼	Display 'Fast-Track to Publication' Flag <input type="checkbox"/>
Open Access Paper	Please Choose ▼	Display 'Open Access Paper' Flag <input type="checkbox"/>
Additional Manuscript Details:	Add/Edit Additional Manuscript Details	

Additional Manuscript Details

Details for Manuscript Number: Unassigned "EMUG 2016 Additional Manuscript Details"

Cancel

Save

Save and Close

[Abstract](#) [Manuscript Notes](#) [Production Notes](#) [Editors](#) [Reviewers](#) [Alternate Reviewers](#) [Reviewers Proposed by Editors](#) [Additional Information](#)

Publish Ahead of Print	Yes ▼	Display 'Fast-Track to Publication' Flag <input type="checkbox"/>
Open Access Paper	No ▼	Display 'Open Access Paper' Flag <input type="checkbox"/>
Additional Manuscript Details:	Add/Edit Additional Manuscript Details	

Link on Details page

Additional Manuscript Details

Details for Manuscript Number: Unassigned "EMUG 2016 Additional Manuscript Details"

Cancel

Save

Save and Close

[Abstract](#) [Manuscript Notes](#) [Production Notes](#) [Editors](#) [Reviewers](#) [Alternate Reviewers](#) [Reviewers Proposed by Editors](#) [Additional Information](#)

Publish Ahead of Print	Please Choose ▼	Display 'Fast-Track to Publication' Flag <input type="checkbox"/>
Open Access Paper	Please Choose ▼	Display 'Open Access Paper' Flag <input type="checkbox"/>
Additional Manuscript Details:	Add/Edit Additional Manuscript Details	

Additional Manuscript Details

Details for Manuscript

[Abstract](#) [Manuscript Notes](#) [Production](#)

Publish Ahead of Print Please

Open Access Paper Please Choose ▾

Additional Manuscript Details: [Add/Edit Additional Manuscript Details](#)

al Manuscript Details"

[Proposed by Editors](#) [Additional](#)

Fast-Track to Publication' Flag

Display 'Open Access Paper' Flag

www.editorialmanager.com says:

You are navigating to a new page; changes you have made to data on the main Details page may be lost. On returning to this page, fields that also appear on the new page will not reflect any changes made on the new page until you refresh or reload the page.

Click Cancel to return to the details page and save your changes.
Click OK to continue to the new page without saving changes.

Prevent this page from creating additional dialogs.

OK Cancel

Additional Manuscript Details

Additional Manuscript Details for Submission Number DEMOKH122-S-16-00010
"EMUG 2016 Additional Manuscript Details"

Cancel Save and Close

Publish Ahead of Print	Please Choose ▼	Display 'Fast-Track to Publication' Flag : <input type="checkbox"/>	
Open Access Paper	Please Choose ▼	Display 'Open Access Paper' Flag : <input type="checkbox"/>	
Pub Code	ABC		

Cancel Save and Close

Additional Manuscript Details

Additional Manuscript Details for Submission Number DEMOKH122-S-16-00010
"EMUG 2016 Additional Manuscript Details"

Cancel

Save and Close

Publish Ahead of Print	Please Choose ▼	Display 'Fast-Track to Publication' Flag : <input type="checkbox"/>	
Open Access Paper	Please Choose ▼	Display 'Open Access Paper' Flag : <input type="checkbox"/>	
Pub Code	ABC		

Cancel

Save and Close

Search Submissions

Additional Manuscript Details

Search

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

Editor 'To-Do' List

My Pending Assignments (2)

- [New Submissions Requiring Assignment \(1\)](#)
- Revised Submissions Requiring Assignment (0)
- Submissions with Required Reviews Complete (0)
- Submissions Requiring Additional Reviewers (0)
- Submissions with One or More Late Reviews (0)
- [Submissions with Active Discussions \(1\)](#)

Additional Manuscript Details

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:

Remove Search Definition

Edit Selected Search Definition

Share Selected Search Definition

Run Selected Search Definition

[Help with Searching](#)

[Insert Special Character](#)

[Value Options](#)

[Advanced Criteria](#)

(Criterion	Is/Is not	Selector	Value)
▼	Manuscript Number	is ▼	Contains ▼	<input type="text"/>	▼

Clear

Search

Additional Manuscript Details

Help with Searching Insert Special Character Value Options Advanced Criteria

(Criterion	Is/Is not	Selector	Value)
▼	Manuscript Number	is	Contains		▼
	Handling Editor First Name				
	Handling Editor Last Name				
	Assigned Editor First Name				
	Assigned Editor Last Name				
	Final Disposition Term				
	Publish Ahead of Print				
	Open Access Paper				
	Pub Code				
	Submission Flag Name				
	Sub. Target Online Publication Date				
	Sub. Actual Online Publication Date				
	Schedule Group Notes				
	Schedule Group Target Online Publication Date				
	Schedule Group Target Publication Date				
	Schedule Group Target Publication Volume				
	Schedule Group Target Publication Issue				
	Target Number of Pages				
	Black and White Image Count				
	Color Image Count				
	Discussion Topic				
	Discussion Comments				

▼ Editorial Menu
Production Tasks Menu
Production Status Grid

Clear Search

Add

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

Additional Manuscript Details

Help with Searching Insert Special Character Value Options Advanced Criteria

(Criterion	Is/Is not	Selector	Value)
▼	Publish Ahead of Print	is	Equal To	Yes Yes No	▼

Add

Additional Manuscript Details

Save Search














Download Search Results

Search Again

[Switch to Production View](#)

Page: 1 of 1 (1 total submissions)

Display 100 ▼

 Action 	Manuscript Number 	Author Name 	Article Title 	Article Type 	Short Title 	Keywords	Classifications	Current Status 	Status Date 	Initial Date Submitted 	Reviewers
View Submission CrossCheck/iThenticate Results (97%) Details  Initiate Discussion History File Inventory Edit Submission Classifications Remove Submission Send Back to Author Assign Editor Set Final Disposition Initiate Production Similar Articles in MEDLINE OVID - Title and Keywords BJ Author Search BJ Title Search Send E-mail Linked Submissions		Kate M Horgan  	EMUG 2016 Additional Manuscript Details	Rapid Communication			10: First Major Term	Manuscript Submitted	04 May 2016	04 May 2016	

Page: 1 of 1 (1 total submissions)

Display 100 ▼

Configurations


Additional Manuscript Details

- AMDs are configured in PolicyManager while access to view and edit AMDs is configured in RoleManager
- PolicyManager
 - Add/Edit Additional Manuscript Details Fields
 - Define Custom Details Page Layout
 - Edit Transmittal Form Layout
- RoleManager
 - Editor/Publisher Roles
 - View Additional Manuscript Details
 - Edit Additional Manuscript Details

Additional Manuscript Details

PolicyManager Main Menu

[Expand All](#) [Collapse All](#)

- ⊕ **Registration and Login Policies**
- ⊕ **Status Policies**
- ⊕ **Submission Policies**
- ⊕ **Questionnaire Policies**
- ⊖ **Additional Data Policies**
 - [Add/Edit Additional People Detail Fields](#)
 - [Add/Edit Additional Manuscript Detail Fields](#)**
 - [Add/Edit Legacy Manuscript Fields for Conversion](#)
 - [Edit Additional Invitation Details](#)
- ⊕ **Editor Assignment Policies**
- ⊕ **Suggest Editor Policies**
- ⊕ **Reviewer and Editor Form Policies**
- ⊕ **E-mail and Letter Policies**
- ⊕ **General Policies**
- ⊕ **Discussion Forums**
- ⊕ **Linked Submissions Policies**
- ⊕ **Conference Submission Policies**
- ⊕ **Transmittal Policies**
- ⊕ ** ProD Xion Manager**

Additional Manuscript Details

Add/Edit Additional Manuscript Detail Fields

Listed below are the Additional Manuscript Detail Fields added for your journal. The values for these fields are entered manually on the Additional Manuscript Details page or the Transmittal Form, or can also be added to Custom Details Page layouts. If a Custom Flag has been configured to be Associated with an Additional Manuscript Detail field, an option to turn that Flag on or off will also appear next to the field.

Add

Order	Description	Associated with Flag	Actions
<input type="text" value="3"/>	Publish Ahead of Print	 Fast-Track to Publication	Remove Edit
<input type="text" value="5"/>	Open Access Paper	 Open Access Paper	Remove Edit
<input type="text" value="6"/>	Pub Code		Remove Edit

Update Item Order

Add

Additional Manuscript Details

Add Additional Manuscript Detail Field

Field Description: [Insert Special Character](#)
PMC Deposit Required
Maximum 256 characters

Field Type:

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

Default Value for Field:
If 'None' is selected, an empty text box will appear if the checkbox 'Editable' is checked in the grid below.

None
 Single Value (enter value below)
[Insert Special Character](#)

Display Field for All Article Types
 Display Field for Selected Article Types

<input type="checkbox"/> Original Study	Select	<i>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.</i>
<input type="checkbox"/> Editorial	All	
<input type="checkbox"/> Review	Clear	
<input type="checkbox"/> Rapid Communication	All	

On a Mac, hold down the 'Command' key while using the mouse to select the desired items.

Additional Manuscript Details

Add Additional Manuscript Detail Field

Field Description: [Insert Special Character](#)

Maximum 256 characters

Field Type:

Maximum Field Length:

Default Value for Field:
If 'None' is selected, an empty text box will appear if the checkbox 'Editable' is checked in the grid below.

Display Field for All Article Types
 Display Field for Selected Article Types

<input type="checkbox"/> Original Study	<input type="checkbox"/> Select	<i>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.</i>
<input type="checkbox"/> Editorial	<input type="checkbox"/> All	
<input type="checkbox"/> Review	<input type="checkbox"/> Clear	
<input type="checkbox"/> Rapid Communication	<input type="checkbox"/> All	

On a Mac, hold down the 'Command' key while using the mouse to select the desired items.

Additional Manuscript Details

Add Additional Manuscript Detail Field

Field Description: [Insert Special Character](#)

Maximum 256 characters

Field Type:

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

Default Value for Field:
If 'None' is selected, an empty text box will appear if the checkbox 'Editable' is checked in the grid below.

None
 Single Value (enter value below)
[Insert Special Character](#)

Display Field for All Article Types
 Display Field for Selected Article Types

[Select All](#) *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.*
[Clear All](#) *On a Mac, hold down the 'Command' key while using the mouse to select the desired items.*

Additional Manuscript Details

Add Additional Manuscript Detail Field

Field Description: [Insert Special Character](#)

Maximum 256 characters

Field Type:

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

Default Value for Field:
If 'None' is selected, an empty text box will appear if the checkbox 'Editable' is checked in the grid below.

None
 Single Value (enter value below)
[Insert Special Character](#)

Display Field for All Article Types
 Display Field for Selected Article Types

*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, hold down the 'Command' key while using the mouse to select the desired items.*

Additional Manuscript Details

Add Additional Manuscript Detail Field

Field Description: [Insert Special Character](#)

Maximum 256 characters

Field Type:

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

Default Value for Field:
If 'None' is selected, an empty text box will appear if the checkbox 'Editable' is checked in the grid below.

None
 Single Value (enter value below)
[Insert Special Character](#)

Display Field for All Article Types
 Display Field for Selected Article Types

[Select All](#) *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.*
[Clear All](#) *On a Mac, hold down the 'Command' key while using the mouse to select the desired items.*

Additional Manuscript Details

Add Additional Manuscript Detail Field

Field Description: [Insert Special Character](#)

Maximum 256 characters

Field Type:

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

Default Value for Field:
If 'None' is selected, an empty text box will appear if the checkbox 'Editable' is checked in the grid below.

None
 Single Value (enter value below)
[Insert Special Character](#)

Display Field for All Article Types
 Display Field for Selected Article Types

<input checked="" type="checkbox"/> Original Study	Select	<i>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.</i>
<input type="checkbox"/> Editorial	All	
<input type="checkbox"/> Review	Clear	<i>On a Mac, hold down the 'Command' key while using the mouse to select the desired items.</i>
<input type="checkbox"/> Rapid Communication	All	

Additional Manuscript Details

Page	Hide	Editable	Required	Help Text
Additional Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Transmittal Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Custom Metadata ID: <input type="text"/>		Help	
Display for Invited Submissions	<input checked="" type="checkbox"/>	N/A	N/A	
Search Submission	<input type="checkbox"/>	N/A	N/A	N/A
Search Proposal	<input checked="" type="checkbox"/>	N/A	N/A	N/A
Schedule Group TOC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

Additional Manuscript Details

Page	Hide	Editable	Required	Help Text
Additional Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Transmittal Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Custom Metadata ID: <input type="text"/>		Help	
Display for Invited Submissions	<input checked="" type="checkbox"/>	N/A	N/A	
Search Submission	<input type="checkbox"/>	N/A	N/A	N/A
Search Proposal	<input checked="" type="checkbox"/>	N/A	N/A	N/A
Schedule Group TOC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

Additional Manuscript Details

Page	Hide	Editable	Required	Help Text
Additional Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Transmittal Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Help Custom Metadata ID: <input type="text"/>
Display for Invited Submissions	<input checked="" type="checkbox"/>	N/A	N/A	
Search Submission	<input type="checkbox"/>	N/A	N/A	N/A
Search Proposal	<input checked="" type="checkbox"/>	N/A	N/A	N/A
Schedule Group TOC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

Additional Manuscript Details

Page	Hide	Editable	Required	Help Text
Additional Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Transmittal Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Custom Metadata ID: <input type="text"/>		Help	
Display for Invited Submissions	<input checked="" type="checkbox"/>	N/A	N/A	
Search Submission	<input type="checkbox"/>	N/A	N/A	N/A
Search Proposal	<input checked="" type="checkbox"/>	N/A	N/A	N/A
Schedule Group TOC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

Additional Manuscript Details

Page	Hide	Editable	Required	Help Text
Additional Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Transmittal Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Custom Metadata ID: <input type="text"/>		Help	
Display for Invited Submissions	<input checked="" type="checkbox"/>	N/A	N/A	
Search Submission	<input type="checkbox"/>	N/A	N/A	N/A
Search Proposal	<input checked="" type="checkbox"/>	N/A	N/A	N/A
Schedule Group TOC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

Additional Manuscript Details

Page	Hide	Editable	Required	Help Text
Additional Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Transmittal Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Custom Metadata ID: <input type="text"/>		Help	
Display for Invited Submissions	<input checked="" type="checkbox"/>	N/A	N/A	
Search Submission	<input type="checkbox"/>	N/A	N/A	N/A
Search Proposal	<input checked="" type="checkbox"/>	N/A	N/A	N/A
Schedule Group TOC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

Additional Manuscript Details

Page	Hide	Editable	Required	Help Text
Additional Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Manuscript Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
Transmittal Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Custom Metadata ID: <input type="text"/>		Help	
Display for Invited Submissions	<input checked="" type="checkbox"/>	N/A	N/A	
Search Submission	<input type="checkbox"/>	N/A	N/A	N/A
Search Proposal	<input checked="" type="checkbox"/>	N/A	N/A	N/A
Schedule Group TOC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

Additional Manuscript Details

RoleManager

Author Role

Reviewer Role

Editor Role

Publisher Role

Additional Manuscript Details

- Add/Edit External Correspondence
 - Add Attachments to External Correspondence
- View All Submissions
- View Completed Reviews Grid in Main Menu
- View Additional Manuscript Details
 - Edit Additional Manuscript Details
- View Notes on Manuscript Details
- Edit Notes on Manuscript Details
- Turn On Manuscript Notes Flag
- Turn Off Manuscript Notes Flag
- View Production Notes
- Edit Production Notes

Additional Manuscript Details

- Links to EM Help for additional configuration help:
 - http://www.editorialmanager.com/robohelp/12.2/Editorial_Manager_Help/User-Defined_Fields_for_Submissions_and_People.htm
 - http://www.editorialmanager.com/robohelp/12.2/Editorial_Manager_Help/Details_Page.htm
 - http://www.editorialmanager.com/robohelp/12.2/Editorial_Manager_Help/Transmittal_Forms.htm

Reporting

Additional Manuscript Details

- Tables to know:
 - Additional Manuscript Details Fields
 - Additional Manuscript Details Values
- These two tables can be joined with any number of other views and tables to report on AMDs
- Some view recommendations
 - Manuscript Status History View
 - Editors & Submissions
 - Authors & Submissions
- First join desired view to the AMD Field Values table using Document ID
- Next, AMD Field Values table to AMD Fields using Unique Identifier and AMD ID

Additional Manuscript Details

This screenshot shows the configuration interface of a report tool. At the top, there are tabs for 'Data Sources', 'Fields', 'Summary', 'Chart', 'Gauge', 'Misc', 'Style', 'Filters', and 'Preview'. Below the tabs is a toolbar with icons for 'Report List', 'New', 'Save', 'Save As...', 'Print', 'SQL', and other functions. A 'Results' dropdown is set to '1000'. The main area contains a prompt 'Please choose a View or Table' followed by a dropdown menu where 'Authors & Submissions View' is selected and highlighted with a red box. Below this are two field selection rows: 'Additional Manuscript Details Field Values' linked to 'Unique Document ID', and 'Additional Manuscript Details Fields' linked to 'Unique Identifier'. A 'Continue to Fields' button is at the bottom.

This screenshot shows a preview of the report layout. The top part of the page is obscured by two blue horizontal bars. Below, the report content is displayed in two rows. The first row shows 'Authors & Submissions View' and 'Unique Document ID' with a 'Left (First Exis)' dropdown and a red 'X' icon. The second row shows 'Additional Manuscript Details Field Values' and 'Additional Manuscript Detail ID' with a 'Left (First Exis)' dropdown and a red 'X' icon. On the right side, there are icons for zooming and refreshing the view.

Additional Manuscript Details

This screenshot shows a report builder interface with a menu bar at the top containing 'Data Sources', 'Fields', 'Summary', 'Chart', 'Gauge', 'Misc', 'Style', 'Filters', and 'Preview'. Below the menu bar is a toolbar with icons for 'Report List', 'New', 'Save', 'Save As...', 'Print', 'SQL', and various document icons. A 'Results' dropdown is set to '1000'. The main area prompts the user to 'Please choose a View or Table'. Three options are listed in a dropdown menu: 'Authors & Submissions View', 'Additional Manuscript Details Field Values' (highlighted with a red box), and 'Additional Manuscript Details Fields'. To the right, two field selection boxes are visible: 'Unique Document ID' and 'Unique Identifier', each with an equals sign to its right. A 'Continue to Fields' button is located at the bottom left.

This screenshot shows a similar report builder interface. The top part is obscured by blue bars. The dropdown menu shows 'Authors & Submissions View' (highlighted with a red box) and 'Additional Manuscript Details Field Values'. To the right, two field selection boxes are visible: 'Unique Document ID' and 'Additional Manuscript Detail ID', each with an equals sign to its right. The 'Additional Manuscript Detail ID' box also includes a 'Left (First Exis)' dropdown and a red 'X' icon. On the far right, there are icons for adding, removing, and reordering fields.

Additional Manuscript Details

This screenshot shows a software interface with a menu bar at the top containing 'Data Sources', 'Fields', 'Summary', 'Chart', 'Gauge', 'Misc', 'Style', 'Filters', and 'Preview'. Below the menu bar is a toolbar with icons for 'Report List', 'New', 'Save', 'Save As...', 'Print', 'SQL', and a 'Results' dropdown set to '1000'. The main area is titled 'Please choose a View or Table' and contains three dropdown menus: 'Authors & Submissions View', 'Additional Manuscript Details Field Values', and 'Additional Manuscript Details Fields'. The 'Additional Manuscript Details Field Values' dropdown is highlighted with a red box and shows 'Unique Document ID' selected. The 'Additional Manuscript Details Fields' dropdown shows 'Unique Identifier' selected. A 'Continue to Fields' button is located at the bottom left of the configuration area.

This screenshot shows a software interface with a table view. The table has two rows. The first row is highlighted with a blue background and contains 'Authors & Submissions View' in the first column, 'Unique Document ID' in the second column, and 'Left (First Exis' in the third column. The second row contains 'Additional Manuscript Details Field Values' in the first column, 'Additional Manuscript Detail ID' in the second column, and 'Left (First Exis' in the third column. The 'Unique Document ID' cell in the first row is highlighted with a red box. To the right of the table are several icons, including a red 'X' icon, a double-headed arrow icon, and a refresh icon.

Additional Manuscript Details

This screenshot shows a report builder interface with a menu bar at the top containing 'Data Sources', 'Fields', 'Summary', 'Chart', 'Gauge', 'Misc', 'Style', 'Filters', and 'Preview'. Below the menu bar is a toolbar with icons for 'Report List', 'New', 'Save', 'Save As...', 'Print', 'SQL', and various document icons. On the right of the toolbar, it says 'Results 1000'. The main area contains the text 'Please choose a View or Table' followed by a dropdown menu with 'Authors & Submissions View' selected. Below this are two rows of field selection options. The first row shows 'Additional Manuscript Details Field Values' selected, with 'Unique Document ID' chosen from the dropdown. The second row shows 'Additional Manuscript Details Fields' selected, with 'Unique Identifier' chosen from the dropdown. A red box highlights the 'Additional Manuscript Details Fields' dropdown. At the bottom left is a button labeled 'Continue to Fields'.

This screenshot shows a report builder interface with a table view. The table has two rows. The first row shows 'Authors & Submissions View' selected, with 'Unique Document ID' chosen from the dropdown, and 'Left (First Exis' selected from a list of options. The second row shows 'Additional Manuscript Details Field Values' selected, with 'Additional Manuscript Detail ID' chosen from the dropdown, and 'Left (First Exis' selected from a list of options. A red box highlights the 'Additional Manuscript Details Field Values' dropdown. On the right side of the table, there are icons for deleting, moving, and adding fields.

Additional Manuscript Details

This screenshot shows a configuration window for a report. At the top, there are tabs for 'Data Sources', 'Fields', 'Summary', 'Chart', 'Gauge', 'Misc', 'Style', 'Filters', and 'Preview'. Below the tabs is a toolbar with icons for 'Report List', 'New', 'Save', 'Save As...', 'Print', 'SQL', and various document icons. A 'Results' dropdown is set to '1000'. The main area prompts the user to 'Please choose a View or Table'. Three dropdown menus are visible: 'Authors & Submissions View', 'Additional Manuscript Details Field Values', and 'Additional Manuscript Details Fields'. The 'Additional Manuscript Details Fields' dropdown is open, showing 'Unique Identifier' selected and highlighted with a red box. A 'Continue to Fields' button is at the bottom left.

This screenshot shows a configuration window for a report, similar to the one above. It features a toolbar with icons for 'Report List', 'New', 'Save', 'Save As...', 'Print', 'SQL', and various document icons. A 'Results' dropdown is set to '1000'. The main area prompts the user to 'Please choose a View or Table'. Two dropdown menus are visible: 'Authors & Submissions View' and 'Additional Manuscript Details Field Values'. The 'Additional Manuscript Details Field Values' dropdown is open, showing 'Additional Manuscript Detail ID' selected and highlighted with a red box. To the right of the field selection, there are additional options for 'Left (First Exis)' and a red 'X' icon. A 'Continue to Fields' button is at the bottom left.

Additional Manuscript Details

This screenshot shows a software interface with a menu bar at the top containing 'Data Sources', 'Fields', 'Summary', 'Chart', 'Gauge', 'Misc', 'Style', 'Filters', and 'Preview'. Below the menu bar is a toolbar with icons for 'Report List', 'New', 'Save', 'Save As...', 'Print', 'SQL', and a 'Results' dropdown set to '1000'. The main area contains the text 'Please choose a View or Table' followed by three rows of configuration options:

- Authors & Submissions View
- Additional Manuscript Details Field Values - Unique Document ID
- Additional Manuscript Details Fields - Unique Identifier

A 'Continue to Fields' button is located at the bottom left of the configuration area.

This screenshot shows a table with two rows of data. The first row is highlighted in blue. The second row contains the following information:

Authors & Submissions View	Unique Document ID	Left (First Exis	X	↕	↕
Additional Manuscript Details Field Values	Additional Manuscript Detail ID	Left (First Exis	X	↕	↕

The 'Left (First Exis' text in the second row is highlighted with a red box. To the right of the table are several icons, including a red 'X' and a double-headed arrow.

Additional Manuscript Details

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					
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"/>	<input type="checkbox"/>
Article Title	Article Title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corresponding Author First Name	Corresponding Authr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Field Description	Additional Manuscri	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drop Down Item ID	Additional Manuscri	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...	0,000	<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

Additional Manuscript Details

The screenshot shows the 'Filters' tab in a report designer. The interface includes a menu bar with options like 'Data Sources', 'Fields', 'Summary', 'Chart', 'Gauge', 'Misc', 'Style', 'Filters', and 'Preview'. Below the menu is a toolbar with icons for 'Report List', 'New', 'Save', 'Save As...', 'Print', and 'SQL'. The main area is a table for defining filters:

Filter Field	Operator	Value(s)	Blank Param
1 Field Description	Equals (Multiple)	Open Access Paper Pub Code Publish Ahead of Print	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2 Drop Down Item ID	Isn't Blank		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Below the table, there is a checkbox for 'Show Filters In Report Description' which is unchecked. A 'Require' dropdown is set to 'Parameters in Viewer'. The 'Filter Logic' field contains '1 and 2'. A 'Preview' button is located at the bottom left.

Additional Manuscript Details

Manuscript Number	Article Title	Corresponding Author First Name	Additional Manuscript Detail Description	Additional Manuscript Detail Value
DEMOKH122-D-16-00009	EMUG 2016 Additional Manuscript Details	Kate	Publish Ahead of Print	Yes

Additional People Details

Publisher-defined fields

Additional People Details

- Editorial Manager contains many system fields for user records
 - Display to new or existing registrants as optional or required fields (eg, Title, Degree, Institution)
 - In select instances some fields may be designated as hidden (eg, secondary fields, personal identifiers)
 - Some fields are visible only to an Editor with permission to Search People(eg, Available as a Reviewer? Editorial Board Member?)
- Additional People Details (APDs) are journal-defined fields for capturing user-specific data
 - EM may not have a field for the specific information you wish to capture
 - Examples
 - Membership ID
 - Continuing Education Participant

Additional People Details

- Additional People Details can be configured as:
 - Text (200 character limit)
 - Date
 - Integer
 - Decimal
 - Notes (20,000 character limit)
 - List (Drop-down list only)
- APDs are not role specific so once configured they will appear across all user records
- APDs are only visible to Editors with appropriate view and/or edit permissions
- APDs are not never visible to the user when they choose to Update My Information

Additional People Details

- APDs may be configured to display:
 - Additional People Details link (Hide, Display only, Editable)
 - People Activity Details (Hide, Display only)
 - Transmittal Form (Hide, Display only, Editable, Required)
- APDs can be transmitted as custom metadata to production
 - Must be configured to at least display on the transmittal form to include in export

Additional People Detail Page

Additional People Details

Search

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

Editor 'To-Do' List

My Pending Assignments (2)

- [New Submissions Requiring Assignment](#) (1)
- Revised Submissions Requiring Assignment (0)
- Submissions with Required Reviews Complete (0)
- Submissions Requiring Additional Reviewers (0)
- Submissions with One or More Late Reviews (0)
- [Submissions with Active Discussions](#) (1)

Additional People Details

Search People

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 ▼	Horgan	ALL ▼ END ▼
Last Name ▼	Begins With ▼		END ▼
Last Name ▼	Begins With ▼		

Additional People Details

Search People

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 ▼	Horgan	ALL ▼ END ▼
Last Name ▼	Begins With ▼		END ▼
Last Name ▼	Begins With ▼		

Additional People Details

Search People

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 ▼	Horgan	ALL ▼ END ▼
Last Name ▼	Begins With ▼		END ▼
Last Name ▼	Begins With ▼		

Additional People Details

Download Search Results

Page: 1 of 1 (2 total People Matches)

Display 50 results per page.

Merge People	Name	City	State or Province	Country	Author Role	Reviewer Role	Editor Role	Publisher Role
<input type="checkbox"/>	Paul Horgan  	Jackson Hole	MO	UNITED STATES	[Author]	[Reviewer]		
<input type="checkbox"/>	Kate M Horgan, MD   	Danvers	MA	UNITED STATES	[Author]	[Reviewer]	[Managing Editor]	[Publisher]

Page: 1 of 1 (2 total People Matches)

Display 50 results per page.

Merge People Records

Download Search Results

Additional People Details

User Information

The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.

User Name *

Password * [Password Rules](#)

The default login role is the user role that will be used if you strike the enter key when logging in and you have not made a specific selection.

Default Login Role:

Default Login Menu

Available as a Reviewer? Yes No

Board Member? Yes No

Forbidden as a Reviewer? Yes No

Reviewer Role *

Publisher Role *

Editorial Role *

Editor Description

[Activity Details](#)

[Additional People Details](#)

Additional People Details

Additional People Details - Kate M Horgan, MD

Cancel

Save and Close

Continuing Education Participant

Yes ▼

Date of First Review

 (mm/dd/yyyy)

Membership ID

Cancel

Save and Close

Additional People Details

Additional People Details - Kate M Horgan, MD

Continuing Education Participant	<input type="text" value="Yes"/>	
Date of First Review	<input type="text" value="05/01/2015"/> <input type="button" value="Calendar"/> (mm/dd/yyyy)	
Membership ID	<input type="text" value="546873158987"/>	

People Activity

Additional People Details

User Information

The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.

User Name *

Password * [Password Rules](#)

The default login role is the user role that will be used if you strike the enter key when logging in and you have not made a specific selection.

Default Login Role:

Default Login Menu

Available as a Reviewer? Yes No

Board Member? Yes No

Forbidden as a Reviewer? Yes No

Reviewer Role *




Publisher Role *

Editorial Role *

Editor Description

Additional People Details

Page: 1 of 1 (1 total submissions) 1

Action	Author Name	Manuscript Number	Article Type	Section/Category	Article Title
View Submission CrossCheck/iThenticate Results (97%) Details ▾ Initiate Discussion History File Inventory Edit Submission Send Back to Author Remove Submission Classifications Assign Editor Set Final Disposition Initiate Production Similar Articles in MEDLINE OVID Title and Keywords Search BJ Author Search BJ Title Search Send E-mail Linked Submissions	<div style="border: 2px solid red; padding: 2px;">Kate M Horgan MD</div>   		Rapid Communicat	Basic Science Section	EMUG 2016 Additional Manuscript Details

Additional People Details

Additional People Details

Continuing Education Participant:

Yes

Personal Classifications (* indicates match with document)

Classification	Experience Ranking
10: First Major Term	
10.200: Minor Term under First	
10.400: Another Minor Term under First	
20: Second Major Term	

Configurations

Additional People Details

- APDs are configured very similar to AMDs
- PolicyManager
 - Add/Edit Additional People Details
 - Edit Transmittal Form Layout
- RoleManager
 - Editor/Publisher Roles
 - Search People
 - View People Activity Details
 - View Additional People Details
 - Edit Additional People Details

Additional People Details

PolicyManager Main Menu

[Expand All](#) [Collapse All](#)

- ⊕ **Registration and Login Policies**
- ⊕ **Status Policies**
- ⊕ **Submission Policies**
- ⊕ **Questionnaire Policies**
- ⊖ **Additional Data Policies**
 - [Add/Edit Additional People Detail Fields](#)
 - [Add/Edit Additional Manuscript Detail Fields](#)
 - [Add/Edit Legacy Manuscript Fields for Conversion](#)
 - [Edit Additional Invitation Details](#)
- ⊕ **Editor Assignment Policies**
- ⊕ **Suggest Editor Policies**
- ⊕ **Reviewer and Editor Form Policies**
- ⊕ **E-mail and Letter Policies**
- ⊕ **General Policies**
- ⊕ **Discussion Forums**
- ⊕ **Linked Submissions Policies**
- ⊕ **Conference Submission Policies**
- ⊕ **Transmittal Policies**
- ⊕ **ProduXion Manager**

Additional People Details

Add/Edit Additional People Detail Fields

Listed below are the Additional People Detail Fields added for your journal. The values for these fields are entered manually on the Additional People Details page or the Transmittal Form.

Order	Description	Actions
<input type="text" value="1"/>	Continuing Education Participant	Remove Edit
<input type="text" value="2"/>	Date of First Review	Remove Edit
<input type="text" value="3"/>	Membership ID	Remove Edit

[Back to PolicyManager](#)

Additional People Details

Add Additional People Detail Field

Field Description: [Insert Special Character](#)

Maximum 256 characters

Field Type:

Maximum Field Length:

Default Value for Field:
If 'None' is selected, an empty text box will appear if the checkbox 'Editable' is checked in the grid below.

None
 Single Value (enter value below)

Additional People Details

Add Additional People Detail Field

Field Description: [Insert Special Character](#)

Maximum 256 characters

Field Type:

Maximum Field Length:

Default Value for Field:
If 'None' is selected, an empty text box will appear if the checkbox 'Editable' is checked in the grid below.

- Date ▼
- Please Choose
- Text
- Date**
- Integer
- Decimal
- Notes
- List

Additional People Details

Add Additional People Detail Field

Field Description: [Insert Special Character](#)

Maximum 256 characters

Field Type:

Maximum Field Length:

Default Value for Field:

If 'None' is selected, an empty text box will appear if the checkbox 'Editable' is checked in the grid below.

None
 Single Value (enter value below)

Additional People Details

Add Additional People Detail Field

Field Description: [Insert Special Character](#)

Maximum 256 characters

Field Type:

Maximum Field Length:

Default Value for Field:

If 'None' is selected, an empty text box will appear if the checkbox 'Editable' is checked in the grid below.

None

Single Value (enter value below)

Additional People Details

Page	Hide	Editable	Required	Help Text
Additional People Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
People Activity Details	<input type="checkbox"/>	N/A	N/A	
Transmittal Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional People Details

Page	Hide	Editable	Required	Help Text
Additional People Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
People Activity Details	<input type="checkbox"/>	N/A	N/A	
Transmittal Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional People Details

Page	Hide	Editable	Required	Help Text
Additional People Details	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
People Activity Details	<input type="checkbox"/>	N/A	N/A	
Transmittal Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional People Details

RoleManager

Author Role

Reviewer Role

Editor Role

Publisher Role

Additional People Details

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
 - Editor-in-Chief
- 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 People URLs
- Edit People URLs

Additional People Details

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
 - Editor-in-Chief
- Inactivate Users
- Merge Duplicate Users
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- 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 People URLs
- Edit People URLs

Additional People Details

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
 - Editor-in-Chief
- 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 People URLs
- Edit People URLs

Additional People Details

- Helpful links to additional configuration steps:
 - http://www.editorialmanager.com/robohelp/12.2/Editorial_Manager_Help/User-Defined_Fields_for_Submissions_and_People.htm

Reporting

Additional People Details

- Tables to know:
 - Additional People Details Fields
 - Additional People Details Values
- These two tables can be joined with any number of other views and tables to report on AMDs
- Some view recommendations
 - People & Address
 - People & Classifications
 - People & Keywords
- First join desired view to the APD Field Values table using People ID and People Unique ID
- Next, APD Field Values table to APD Fields using Unique ID for the field and APD ID

Additional People Details

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

People & Address View ▼

Additional People Detail Field Values ▼ . People ID ▼ =

Additional People Detail Fields ▼ . Unique ID for the field ▼ =

Continue to Fields

People & Address View ▼ . People Unique ID ▼ . Left (First Exis ▼ [X] [↔] [↔])

Additional People Detail Field Values ▼ . Additional People Details ID ▼ . Left (First Exis ▼ [X] [↔] [↔])

Additional People Details

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				
First Name	First Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last Name	Last Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-mail Address	E-mail Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Field description	Field description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text Value	Text Value	<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

Additional People Details

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	Field description	Equals (Select)	Membership ID	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Text Value	Isn't Blank		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

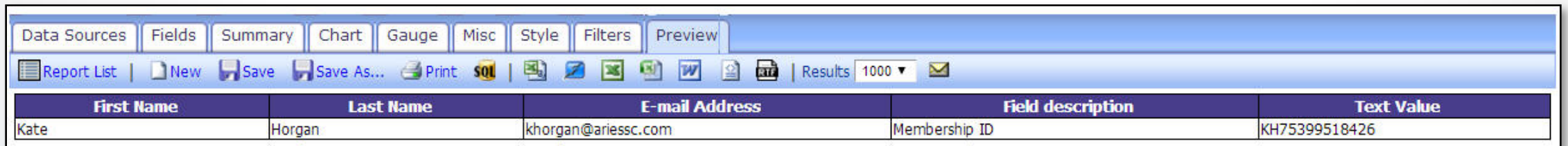
Show Filters In Report Description

Require Parameters in Viewer

Filter Logic

Preview

Additional People Details



The screenshot shows a report viewer interface with a menu bar and a toolbar. The menu bar includes options like 'Data Sources', 'Fields', 'Summary', 'Chart', 'Gauge', 'Misc', 'Style', 'Filters', and 'Preview'. The toolbar contains icons for 'Report List', 'New', 'Save', 'Save As...', 'Print', and a 'Results' dropdown set to '1000'. Below the toolbar is a table with the following data:

First Name	Last Name	E-mail Address	Field description	Text Value
Kate	Horgan	khorgan@ariessc.com	Membership ID	KH75399518426

People Notes Field

Traditional way to store what you really think

People Notes

- The traditional People Notes box appears at the end of every user record
 - Free-text box used historically to capture specific information about the user to share amongst those with permission to View and/or Edit People Notes
 - Examples include:
 - Award recipient information
 - Excellent Reviewer
 - Banned Author
 - Unresponsive Reviewer
- People Notes are searchable through the Search People and Invite Reviewers interface

People Notes

Search

[Search Submissions](#)

[Search People](#)

Editor 'To-Do' List

My Pending Assignments (2)

[New Submissions Requiring Assignment](#) (1)

Revised Submissions Requiring Assignment (0)

Submissions with Required Reviews Complete (0)

Submissions Requiring Additional Reviewers (0)

Submissions with One or More Late Reviews (0)

[Submissions with Active Discussions](#) (1)

People Notes

Search People

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 ▼	<input type="text"/>	ALL ▼ END ▼
Last Name	Begins With ▼	<input type="text"/>	END ▼
First Name	Begins With ▼	<input type="text"/>	
Institution	Begins With ▼	<input type="text"/>	
City			
State			
Country			
E-mail Address			
Phone Number			
Personal Classifications			
Personal Keywords			
People Notes			
People Flag Name			
Registration Date			
Proxy Registration			

[Editor Main Menu](#)
[Production Tasks Menu](#)
[Production Status Grid](#)

People Notes

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
People Notes ▼	Begins With ▼	amazing	ALL ▼ END ▼
Last Name ▼	Begins With ▼		END ▼
Last Name ▼	Begins With ▼		

Clear

Search

People Notes

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
People Notes ▼	Begins With ▼	amazing	ALL ▼ END ▼
Last Name ▼	Begins With ▼		END ▼
Last Name ▼	Begins With ▼		

Clear

Search

People Notes

Page: 1 of 1 (1 total People Matches) [Download Search Results](#) Display results per page.

Merge People	Name ▲▼	City ▲▼	State or Province ▲▼	Country ▲▼	Author Role	Reviewer Role ▲▼	Editor Role ▲▼	Publisher Role ▲▼
<input type="checkbox"/>	Kate M Horgan, MD  	Danvers	MA	UNITED STATES	[Author]	[Reviewer]	[Managing Editor]	[Publisher]

Page: 1 of 1 (1 total People Matches) [Download Search Results](#) Display results per page.

[Merge People Records](#)

People Notes

People Notes

5/4/2016 - The most amazing reviewer of all time.

Cancel Submit

People Notes

People Notes

5/4/2016 - The most **amazing** reviewer of all time.

Cancel Submit

People Notes

People Notes

6/1/2016 - Not such a great author.

5/4/2016 - The most amazing reviewer of all time.

People Notes

New Editor Assignments - Stacey Jellerson

Contents: These are submissions that have been Assigned to the Editor. They require one of the following: another Editor arrows to change the sort order.

Page: 1 of 1 (1 total submissions)

Action ▲	Manuscript Number ▲▼	Article Type ▲▼	Section/Category ▲▼	Article Title ▲▼
View Submission Details ▼ Initiate Discussion History File Inventory Assign Editor Invite Reviewers Submit Editor's Decision and Comments Send E-mail	DEMOKH122-D-16-00009	Rapid Communication	Basic Science Section	EMUG 2016 Additional Manuscript Details

Page: 1 of 1 (1 total submissions)

People Notes

Reviewer Selection Summary - Submission DEMOKH122-D-16-00009

Kate M Horgan, MD
EMUG 2016 Additional Manuscript Details

Reviewer Search

Search My Publication

Search for Reviewers

from

All Reviewers

Go

Review Settings

This Submission will move to the 'Submissions with Required Reviews Complete' folder as soon as 2 [\[Change\]](#) review(s) have been completed.

Automatically un-invite Reviewers who do not respond to an invitation within 3 [\[Change\]](#) day(s). [\(more...\)](#)

Automatically un-assign Reviewers who do not complete a review within 0 [\[Change\]](#) day(s) of the review due date. [\(more...\)](#)

People Notes

Search for Reviewers

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

(Criterion	Is/Is not	Selector	Value)	
▼	Last Name	is ▼	Begins With ▼		▼	OR ▼ Remove
▼	Last Name	is ▼	Begins With ▼		▼	OR ▼ Remove
▼	First Name	is ▼	Begins With ▼		▼	OR ▼ Remove
▼	E-mail Address	is ▼	Begins With ▼		▼	OR ▼ Remove
▼	Position	is ▼	Begins With ▼		▼	OR ▼ Remove
▼	Department	is ▼	Begins With ▼		▼	OR ▼ Remove
▼	Institution	is ▼	Begins With ▼		▼	OR ▼ Remove
▼	City	is ▼	Begins With ▼		▼	OR ▼ Remove
▼	State	is ▼	Begins With ▼		▼	OR ▼ Remove
▼	Country	is ▼	Begins With ▼		▼	OR ▼ Remove
▼	People Notes	is ▼	Begins With ▼		▼	Remove
	People Flag Name					
	Personal Classifications					
	Personal Keywords					
	Secondary Last Name					
	Secondary First Name					

▼ Add

Clear Search

Configurations

People Notes

- People Notes are a basic field on the user record page that can be accessed with two RoleManager permissions
- RoleManager
 - Editor/Publisher Roles
 - View People Notes
 - Edit People Notes
- If you plan to store sensitive information be sure who you allow access to this field
 - If you have an Associate Editor who is also a consistently late reviewer, be sure the editor does not have access to the People Notes fields if you plan to note him as such

Additional People Details

RoleManager

Author Role

Reviewer Role

Editor Role

Publisher Role

Additional People Details

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

Editor-in-Chief ▼
- 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 People URLs
- Edit People URLs

People Notes

- Helpful Links to configuration options:
 - http://www.editorialmanager.com/robohelp/12.2/Editorial_Manager_Help/Notes_field_in_People_Record.htm

Reporting

People Notes

- People Notes are available in many different views and tables as a field
- No need to join together multiple tables or views unless needed for the specific report
- Some view recommendations
 - People & Address
 - Authors & Submissions
 - Reviewers & Submissions
- Table recommendation
 - People Table
- Use the People Table to join to any other tables or views in your report
- Most common join would be with Unique People ID

Detailed People Notes

Let's get specific

Detailed People Notes

- EM v 12.1 introduced the Detailed People Notes functionality
- These notes are automatically timestamped upon clicking the Submit Note button
- The Operator who entered the Detailed People Note is also automatically captured.
- Therefore, the context of the notes field can be kept to only the context of the note. Not any additional identifying and/or versioning information
- Detailed People Notes, unlike the traditional People Notes, can be synched across EM Portal linked sites

Detailed People Notes

Detailed People Notes

Add New Note: 

Character Count: 0 / 4000

Operator ▲▼	Note	Date ▲▼	Action
No Detailed People Notes are available			

Display this section at the top of this page

Detailed People Notes

Detailed People Notes

Add New Note: ⓘ

Kate is the most amazing reviewer of all time

Character Count: 45 / 4000

Submit Note

View/Print All

Operator ▲▼	Note	Date ▲▼	Action
No Detailed People Notes are available			

Display this section at the top of this page

Detailed People Notes

Detailed People Notes

Add New Note: ⓘ

Kate is the most amazing reviewer of all time|

Character Count: 45 / 4000

Submit Note

View/Print All

Operator ▲▼	Note	Date ▲▼	Action
No Detailed People Notes are available			

Display this section at the top of this page

Detailed People Notes

Detailed People Notes

Add New Note: [i](#)

Character Count: 0 / 4000

[Submit Note](#)

[View/Print All](#)

Operator ▲▼	Note	Date ▲▼	Action
Kate M Horgan, MD	Kate is the most amazing reviewer of all time	04 May 2016	

Display this section at the top of this page

Detailed People Notes

Detailed People Notes

Add New Note: [i](#)

Character Count: 0 / 4000

[Submit Note](#)

[View/Print All](#)

Operator	Note	Date	Action
Kate M Horgan, MD	Kate is the most amazing reviewer of all time	04 May 2016	

Display this section at the top of this page

Detailed People Notes

Detailed People Notes

Add New Note: [i](#)

Character Count: 0 / 4000

[Submit Note](#)

[View/Print All](#)

Operator	Note	Date	Action
Kate M Horgan, MD	Kate is the most amazing reviewer of all time	04 May 2016	

Display this section at the top of this page

Detailed People Notes

Detailed People Notes

Add New Note: [i](#)

Character Count: 0 / 4000

[Submit Note](#)
[View/Print All](#)

Operator	Note	Date	Action
Kate M Horgan, MD	Kate is the most amazing reviewer of all time	04 May 2016	

Display this section at the top of this page

Detailed People Notes

Detailed People Notes

Add New Note: [i](#)

Character Count: 0 / 4000

[Submit Note](#)

[View/Print All](#)

Operator ▲▼	Note	Date ▲▼	Action
Kate M Horgan, MD	Kate is the most amazing reviewer of all time	04 May 2016	

Display this section at the top of this page

Detailed People Notes

Detailed People Notes

Add New Note: [i](#)

Character Count: 0 / 4000

[Submit Note](#)
[View/Print All](#)

Operator ▲▼	Note	Date ▲▼	Action
Kate M Horgan, MD	Kate is the most amazing reviewer of all time	04 May 2016	

Display this section at the top of this page

Detailed People Notes

Detailed People Notes

Add New Note: [i](#)

Character Count: 0 / 4000

Operator ▲▼	Note	Date ▲▼	Action
Kate M Horgan, MD	Kate is the most amazing reviewer of all time	04 May 2016	

Display this section at the top of this page

Detailed People Notes

[Open Special Character Palette](#)

Detailed People Notes

Add New Note: ⓘ

Character Count: 0 / 4000

Operator ▲▼	Note	Date ▲▼	Action
Kate M Horgan, MD	Kate is the most amazing reviewer of all time	04 May 2016	

Display this section at the top of this page

Search People - Update Information

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

Ms Kate M Horgan ▼ 🗨

Proxy-Registered:
07 Feb 2014
(Data Verified by User)

Last Modified:
04 May 2016

Detailed People Notes

Search People

Choose the criterion for selecting People Records.

[Help with Searching](#) [Insert Special Character](#) [Register New User](#)

Criterion	Selector	Value	User Role
Detailed People Notes ▼	Contains ▼	<input type="text"/>	ALL ▼ END ▼
Last Name	Begins With ▼	<input type="text"/>	END ▼
First Name			
Institution	Begins With ▼	<input type="text"/>	
City			
State			
Country			
E-mail Address			
Phone Number			
Personal Classifications			
Personal Keywords			
People Notes			
Detailed People Notes			
People Flag Name			
Registration Date			
Proxy Registration			

[Editor Main Menu](#)
[Production Tasks Menu](#)
[Production Status Grid](#)

Detailed People Notes

Search People

Choose the criterion for selecting People Records.

[Help with Searching](#) [Insert Special Character](#) [Register New User](#)

Criterion	Selector	Value	User Role
Detailed People Notes ▼	Contains ▼	reviewer	ALL ▼ END ▼
Last Name ▼	Begins With ▼		END ▼
Last Name ▼	Begins With ▼		

Detailed People Notes

Search People

Choose the criterion for selecting People Records.

[Help with Searching](#) [Insert Special Character](#) [Register New User](#)

Criterion	Selector	Value	User Role
Detailed People Notes ▼	Contains ▼	reviewer	ALL ▼
Last Name ▼	Begins With ▼		END ▼
Last Name ▼	Begins With ▼		

Detailed People Notes

Page: 1 of 1 (1 total People Matches) [Download Search Results](#) Display 50 results per page.

Merge People	Name ▲▼	City ▲▼	State or Province ▲▼	Country ▲▼	Author Role	Reviewer Role ▲▼	Editor Role ▲▼	Publisher Role ▲▼
<input type="checkbox"/>	Kate M Horgan, MD  	Danvers	MA	UNITED STATES	[Author]	[Reviewer]	[Managing Editor]	[Publisher]

Page: 1 of 1 (1 total People Matches) [Download Search Results](#) Display 50 results per page.

[Merge People Records](#)

Configurations

Detailed People Notes

- Detailed People Notes have a few more permissions as they can be shared across EM-Portal sites
- RoleManager
 - Editor/Publisher Roles
 - View Detailed People Notes
 - Manage Detailed People Notes
 - View Portal-Shared People Notes
 - Manager Portal-Shared People Notes

Detailed People Notes

RoleManager

Author Role

Reviewer Role

Editor Role

Publisher Role

Detailed People Notes

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
Editor-in-Chief ▼
- 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 People URLs
- Edit People URLs

Detailed People Notes

- Helpful links to configuration options:
 - http://www.editorialmanager.com/robohelp/12.2/Editorial_Manager_Help/Detailed_People_Notes.htm
 - http://www.editorialmanager.com/robohelp/12.2/Editorial_Manager_Help/Inter-journal_Resource_Sharing.htm

Reporting

Detailed People Notes

- A new table called Detailed People Notes is available to capture these notes and may be joined with other views and tables
- The Detailed People Notes are available in several tables and views
- Join with any other table that includes people data on Unique People ID to report on this information
- Some view recommendations
 - People & Address
 - Authors & Submissions
 - Reviewers & Submissions
- Source publication is available in this field and should be used for determining where a Detailed People Note originated

Detailed People Notes

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

People & Address View ▼

Detailed People Notes ▼ . People ID ▼ =

Continue to Fields

People & Address View ▼ . People Unique ID ▼ . Left (First Exis ▼ [X] [↕] [↔])

Detailed People Notes

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						
First Name	First Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Last Name	Last Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Detailed People Notes	Detailed People Not	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Poster's Name	Poster's Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Post Date	Post Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...	Short Date	<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

Detailed People Notes

Data Sources Fields Summary Chart Gauge Misc Style Filters Preview

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

	Filter Field	Operator	Value(s)	Blank	Param
1	Detailed People Notes	Isn't Blank		<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
2		<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>

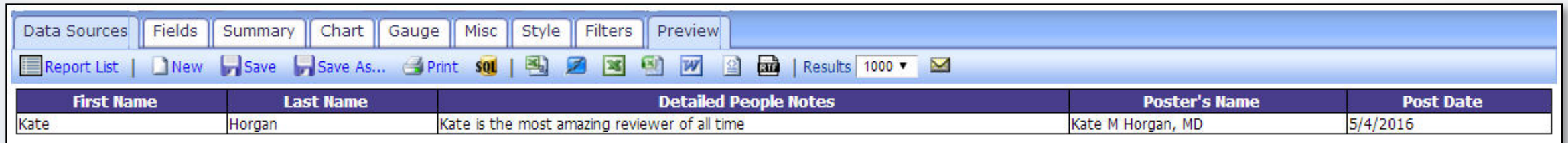
Show Filters In Report Description

Require [...] Parameters in Viewer

Filter Logic [Ex:(1 OR 2) AND (3 OR 4)]

Preview

Detailed People Notes



The screenshot shows a software interface with a menu bar and a toolbar. The menu bar includes 'Data Sources', 'Fields', 'Summary', 'Chart', 'Gauge', 'Misc', 'Style', 'Filters', and 'Preview'. The toolbar contains icons for 'Report List', 'New', 'Save', 'Save As...', 'Print', 'SQL', and various application icons. A 'Results' dropdown menu is set to '1000'. Below the toolbar is a table with the following data:

First Name	Last Name	Detailed People Notes	Poster's Name	Post Date
Kate	Horgan	Kate is the most amazing reviewer of all time	Kate M Horgan, MD	5/4/2016

Submission Flags

The emojis of Editorial Manager

Submission Flags

- Submission Flags are icons that may be appended to submissions at any time in the workflow
- Editors/Publisher roles may be given access to:
 - View Submission Flags
 - Turn on Submission Flags
 - Turn off Submission Flags
- Submission Flags are searchable throughout Editorial Manager
 - Search Submissions (EM/PM)
 - Search Proposals
- Submission Flags can also be tied to Additional Manuscript Details (AMD) field
- Submission Flags may be designated as EM only, EM/PM, or PM only
- Submission Flags can also be configured to display in Flag History

Submission Flags

Action

- [View Submission](#)
- [CrossCheck/iThenticate Results](#)
(97%)
- [Details](#) 
- [History](#)
- [Classifications](#)
- [Unassign Editor](#)
- [File Inventory](#)
- [Edit Submission](#)
- [Invite Reviewers](#)
- [Solicit Commentary](#)
- [Notify Editor](#)
- [Set Final Disposition](#)
- [Initiate Production](#)
- [Similar Articles in MEDLINE](#)
- [OVID Title and Keywords Search](#)
- [BJ Author Search](#)
- [BJ Title Search](#)
- [Send E-mail](#)
- [Linked Submissions](#)

Submission Flags



A screenshot of a web application interface showing a dropdown menu for submission actions. The menu is titled "Action" and contains a list of options. The "Details" option is highlighted with a red rectangular box. The "Details" option also has a small right-pointing arrow next to it. The other options in the menu are: View Submission, CrossCheck/iThenticate Results (97%), History, Classifications, Unassign Editor, File Inventory, Edit Submission, Invite Reviewers, Solicit Commentary, Notify Editor, Set Final Disposition, Initiate Production, Similar Articles in MEDLINE, OVID Title and Keywords Search, BJ Author Search, BJ Title Search, Send E-mail, and Linked Submissions.

- Action
- View Submission
- CrossCheck/iThenticate Results (97%)
- Details
- History
- Classifications
- Unassign Editor
- File Inventory
- Edit Submission
- Invite Reviewers
- Solicit Commentary
- Notify Editor
- Set Final Disposition
- Initiate Production
- Similar Articles in MEDLINE
- OVID Title and Keywords Search
- BJ Author Search
- BJ Title Search
- Send E-mail
- Linked Submissions

Submission Flags

Submission Flags:	🚩
Select Submissions Flags:	Add/Edit Submission Flags

Submission Flags








Submission Flags - Manuscript Number DEMOKH122-D-16-00009 "EMUG 2016 Additional Manuscript Details"

Check the box of the flag(s) you want to display for this submission. ([more...](#))

Cancel

Submit

SET SUBMISSION FLAGS

Display	Flag	Flag Name
<input type="checkbox"/>		Potential Duplicate Submission
<input type="checkbox"/>		Fast-Track to Publication
<input type="checkbox"/>		Discussion in Progress
<input type="checkbox"/>		Conflict of Interest Forms Required
<input type="checkbox"/>		Copyright Transfer Forms Required
<input type="checkbox"/>		Manuscript Will Require Significant Edits
<input type="checkbox"/>		Conflict of Interest Forms Received
<input type="checkbox"/>		Copyright Transfer Forms Received
<input type="checkbox"/>		Open Access Paper

Submission Flags

Submission Flags - Manuscript Number DEMOKH122-D-16-00009 "EMUG 2016 Additional Manuscript Details"

Check the box of the flag(s) you want to display for this submission. ([more...](#))

Cancel

Submit

SET SUBMISSION FLAGS

Display	Flag	Flag Name
<input type="checkbox"/>		Potential Duplicate Submission
<input type="checkbox"/>		Fast-Track to Publication
<input type="checkbox"/>		Discussion in Progress
<input checked="" type="checkbox"/>		Conflict of Interest Forms Required
<input checked="" type="checkbox"/>		Copyright Transfer Forms Required
<input checked="" type="checkbox"/>		Manuscript Will Require Significant Edits
<input type="checkbox"/>		Conflict of Interest Forms Received
<input type="checkbox"/>		Copyright Transfer Forms Received
<input type="checkbox"/>		Open Access Paper




Submission Flags

Submission Flags:	
Select Submissions Flags:	Add/Edit Submission Flags

Submission Flags

Action

[View Submission](#)
[CrossCheck/iThenticate Results](#)
(97%)

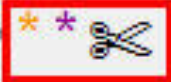
[Details](#)    

[History](#)
[Classifications](#)
[Unassign Editor](#)
[File Inventory](#)
[Edit Submission](#)
[Invite Reviewers](#)
[Solicit Commentary](#)
[Notify Editor](#)
[Set Final Disposition](#)
[Initiate Production](#)
[Similar Articles in MEDLINE](#)
[OVID Title and Keywords Search](#)
[BJ Author Search](#)
[BJ Title Search](#)
[Send E-mail](#)
[Linked Submissions](#)

Submission Flags

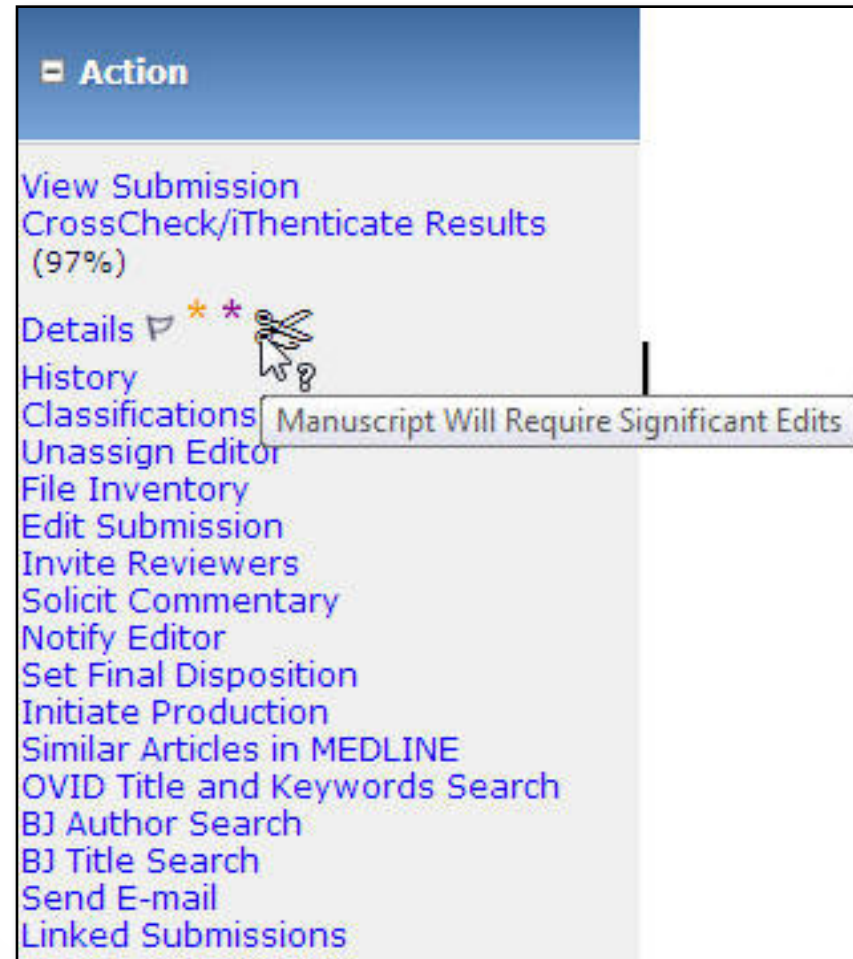
Action

[View Submission](#)
[CrossCheck/iThenticate Results](#)
(97%)

[Details](#) 



[History](#)
[Classifications](#)
[Unassign Editor](#)
[File Inventory](#)
[Edit Submission](#)
[Invite Reviewers](#)
[Solicit Commentary](#)
[Notify Editor](#)
[Set Final Disposition](#)
[Initiate Production](#)
[Similar Articles in MEDLINE](#)
[OVID Title and Keywords Search](#)
[BJ Author Search](#)
[BJ Title Search](#)
[Send E-mail](#)
[Linked Submissions](#)

Submission Flags



The image shows a screenshot of a submission management interface. At the top, there is a blue header bar with the text "Action". Below this, a list of actions is displayed in blue text. The actions are: View Submission, CrossCheck/iThenticate Results (97%), Details, History, Classifications, Unassign Editor, File Inventory, Edit Submission, Invite Reviewers, Solicit Commentary, Notify Editor, Set Final Disposition, Initiate Production, Similar Articles in MEDLINE, OVID Title and Keywords Search, BJ Author Search, BJ Title Search, Send E-mail, and Linked Submissions. A mouse cursor is hovering over the "Details" link, which has two red asterisk flags next to it. A tooltip box is visible over the "Details" link, containing the text "Manuscript Will Require Significant Edits".

Action

- View Submission
- CrossCheck/iThenticate Results (97%)
- Details  
- History
- Classifications
- Unassign Editor
- File Inventory
- Edit Submission
- Invite Reviewers
- Solicit Commentary
- Notify Editor
- Set Final Disposition
- Initiate Production
- Similar Articles in MEDLINE
- OVID Title and Keywords Search
- BJ Author Search
- BJ Title Search
- Send E-mail
- Linked Submissions

Manuscript Will Require Significant Edits

Submission Flags

Help with Searching Insert Special Character Value Options Advanced Criteria

(Criterion	Is/Is not	Selector	Value)
▼	Submission Flag Name ▼	is ▼	Equal To ▼	Potential Duplicate Submiss ▼	▼
				Potential Duplicate Submission	
				Fast-Track to Publication	
				Discussion in Progress	
				Conflict of Interest Forms Required	
				Copyright Transfer Forms Required	
				Manuscript Will Require Significant Edit	
				Conflict of Interest Forms Received	
				Copyright Transfer Forms Received	
				Open Access Paper	

Clear Search Add

Help with Searching

Submission Flags

Search Submissions - Search Results										
Submission Flag Name is equal to 'Manuscript Will Require Significant Edits'										
Save Search Download Search Results Search Again										
Switch to Production View										
Page: 1 of 1 (1 total submissions)										Display 1
Action ▲	Manuscript Number ▲▼	Author Name ▲▼	Article Title ▲▼	Article Type ▲▼	Short Title ▲▼	Keywords	Classifications	Current Status ▲▼	Status Date ▲▼	Initial Date Submitted ▲▼
View Submission CrossCheck/iThenticate Results (97%) Details ▼ * ✂ Initiate Discussion History File Inventory Edit Submission Solicit Commentary Classifications Unassign Editor Notify Editor Invite Reviewers Set Final Disposition Initiate Production Similar Articles in MEDLINE OVID - Title and Keywords BJ Author Search BJ Title Search Send E-mail Linked Submissions	DEMOKH122-D-16-00009	Kate M Horgan	EMUG 2016 Additional Manuscript Details	Rapid Communication			10: First Major Term	With Editor	04 May 2016	04 May 2016

Submission Flags

Search Submissions - Search Results

Submission Flag Name is equal to 'Manuscript Will Require Significant Edits'

[Save Search](#) [Download Search Results](#) [Search Again](#)

[Switch to Production View](#)

Page: 1 of 1 (1 total submissions) Display 1

Action ▲	Manuscript Number ▲▼	Author Name ▲▼	Article Title ▲▼	Article Type ▲▼	Short Title ▲▼	Keywords	Classifications	Current Status ▲▼	Status Date ▲▼	Initial Date Submitted ▲▼
View Submission CrossCheck/iThenticate Results (97%) Details ▼ * ✂ Initiate Discussion History File Inventory Edit Submission Solicit Commentary Classifications Unassign Editor Notify Editor Invite Reviewers Set Final Disposition Initiate Production Similar Articles in MEDLINE OVID - Title and Keywords BJ Author Search BJ Title Search Send E-mail Linked Submissions	DEMOKH122-D-16-00009	Kate M Horgan	EMUG 2016 Additional Manuscript Details	Rapid Communication			10: First Major Term	With Editor	04 May 2016	04 May 2016

Submission Flags

Search Submissions - Search Results

Submission Flag Name is equal to 'Manuscript Will Require Significant Edits'

[Save Search](#) [Download Search Results](#) [Search Again](#)

[Switch to Production View](#)

Page: 1 of 1 (1 total submissions) Display 1

Action ▲	Manuscript Number ▲▼	Author Name ▲▼	Article Title ▲▼	Article Type ▲▼	Short Title ▲▼	Keywords	Classifications	Current Status ▲▼	Status Date ▲▼	Initial Date Submitted ▲▼
View Submission CrossCheck/iThenticate Results (97%) Details ▼ * ✂ Initiate Discussion History File Inventory Edit Submission Solicit Commentary Classifications Unassign Editor Notify Editor Invite Reviewers Set Final Disposition Initiate Production Similar Articles in MEDLINE OVID - Title and Keywords BJ Author Search BJ Title Search Send E-mail Linked Submissions	DEMOKH122-D-16-00009	Kate M Horgan	EMUG 2016 Additional Manuscript Details	Rapid Communication			10: First Major Term	With Editor	04 May 2016	04 May 2016

Submission Flags

Save Search Criteria

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

Criteria	Search Criteria Name
Submission Flag Name is equal to 'Manuscript Will Require Significant Edits'	Manuscript Edits Required

Show this Search in Main Menus

[Back to Search Results](#)
[New Search](#)
[Editor Main Menu](#)
[Production Tasks Menu](#)
[Production Status Grid](#)

Submission Flags

Save Search Criteria

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

Criteria	Search Criteria Name
Submission Flag Name is equal to 'Manuscript Will Require Significant Edits'	<input type="text" value="Manuscript Edits Required"/>
	<input type="checkbox"/> Show this Search in Main Menus

[Back to Search Results](#)
[New Search](#)
[Editor Main Menu](#)
[Production Tasks Menu](#)
[Production Status Grid](#)

Submission Flags

Save Search Criteria

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

Criteria	Search Criteria Name
Submission Flag Name is equal to 'Manuscript Will Require Significant Edits'	Manuscript Edits Required
	<input type="checkbox"/> Show this Search in Main Menus

[Back to Search Results](#)
[New Search](#)
[Editor Main Menu](#)
[Production Tasks Menu](#)
[Production Status Grid](#)

Submission Flags

Save Search Criteria

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

Criteria	Search Criteria Name
Submission Flag Name is equal to 'Manuscript Will Require Significant Edits'	<input type="text" value="Manuscript Edits Required"/>
	<input checked="" type="checkbox"/> Show this Search in Main Menus

[Back to Search Results](#)
[New Search](#)
[Editor Main Menu](#)
[Production Tasks Menu](#)
[Production Status Grid](#)

Submission Flags

Save Search Criteria

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

Criteria	Search Criteria Name
Submission Flag Name is equal to 'Manuscript Will Require Significant Edits'	<input type="text" value="Manuscript Edits Required"/>
	<input checked="" type="checkbox"/> Show this Search in Main Menus

[Back to Search Results](#)
[New Search](#)
[Editor Main Menu](#)
[Production Tasks Menu](#)
[Production Status Grid](#)

Submission Flags

Managing Editor Main Menu

Quick Searches:

[Copy/CoI Required](#)

[Manuscript Edits Required](#)

Submission Flags

Details for Manuscript Number: DEMOKH122-D-16-00009 "EMUG 2016 Additional Manuscript Details"

Cancel Save Save and Close

[Abstract](#) [Manuscript Notes](#) [Production Notes](#) [Editors](#) [Reviewers](#) [Alternate Reviewers](#) [Reviewers Proposed by Editors](#) [Additional Information](#)

Publish Ahead of Print	Yes ▼	<input type="checkbox"/> Display 'Fast-Track to Publication' Flag
Open Access Paper	Yes ▼	<input type="checkbox"/> Display 'Open Access Paper' Flag

Submission Flags

Details for Manuscript Number: DEMOKH122-D-16-00009 "EMUG 2016 Additional Manuscript Details"

Cancel

Save

Save and Close

[Abstract](#) [Manuscript Notes](#) [Production Notes](#) [Editors](#) [Reviewers](#) [Alternate Reviewers](#) [Reviewers Proposed by Editors](#) [Additional Information](#)

Publish Ahead of Print

Yes ▼

Display 'Fast-Track to Publication' Flag

Open Access Paper


Yes ▼

Display 'Open Access Paper' Flag

Submission Flags

Action

[View Submission](#)
[CrossCheck/iThenticate Results](#)
(97%)

[Details](#)  * * 

[History](#)
[Classifications](#)
[Unassign Editor](#)
[File Inventory](#)
[Edit Submission](#)
[Invite Reviewers](#)
[Solicit Commentary](#)
[Notify Editor](#)
[Set Final Disposition](#)
[Initiate Production](#)
[Similar Articles in MEDLINE](#)
[OVID Title and Keywords Search](#)
[BJ Author Search](#)
[BJ Title Search](#)
[Send E-mail](#)
[Linked Submissions](#)


Submission Flags History

Track those submission emojis with ease

Submission Flag History

Action

[View Submission](#)
[CrossCheck/iThenticate Results](#)
(97%)




[Details](#) ▾    

History

[Classifications](#)
[Unassign Editor](#)
[File Inventory](#)
[Edit Submission](#)
[Invite Reviewers](#)
[Solicit Commentary](#)
[Notify Editor](#)
[Set Final Disposition](#)
[Initiate Production](#)
[Similar Articles in MEDLINE](#)
[OVID Title and Keywords Search](#)
[BJ Author Search](#)
[BJ Title Search](#)
[Send E-mail](#)
[Linked Submissions](#)




Submission Flag History

SUBMISSION FLAG HISTORY

Flag	Flag Name	Revision	Date Turned On	Operator	Date Turned Off	Operator	Days
	Manuscript Will Require Significant Edits	0	05 May 2016	Kate M Horgan, MD			(1)
	Copyright Transfer Forms Required	0	05 May 2016	Kate M Horgan, MD			(1)
	Conflict of Interest Forms Required	0	05 May 2016	Kate M Horgan, MD			(1)




Submission Flag History

SUBMISSION FLAG HISTORY

Flag	Flag Name	Revision	Date Turned On	Operator	Date Turned Off	Operator	Days
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	Conflict of Interest Forms Required	0	05 May 2016	Kate M Horgan, MD			(1)


Submission Flag History

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	Conflict of Interest Forms Required	0	05 May 2016	Kate M Horgan, MD			(1)




Submission Flag History

SUBMISSION FLAG HISTORY

Flag	Flag Name	Revision	Date Turned On	Operator	Date Turned Off	Operator	Days
	Manuscript Will Require Significant Edits	0	05 May 2016	Kate M Horgan, MD			(1)
*	Copyright Transfer Forms Required	0	05 May 2016	Kate M Horgan, MD			(1)
*	Conflict of Interest Forms Required	0	05 May 2016	Kate M Horgan, MD			(1)


Submission Flag History

SUBMISSION FLAG HISTORY

Flag	Flag Name	Revision	Date Turned On	Operator	Date Turned Off	Operator	Days
	Manuscript Will Require Significant Edits	0	05 May 2016	Kate M Horgan, MD			(1)
	Copyright Transfer Forms Required	0	05 May 2016	Kate M Horgan, MD			(1)
	Conflict of Interest Forms Required	0	05 May 2016	Kate M Horgan, MD			(1)


Submission Flag History

SUBMISSION FLAG HISTORY

Flag	Flag Name	Revision	Date Turned On	Operator	Date Turned Off	Operator	Days
	Manuscript Will Require Significant Edits	0	05 May 2016	Kate M Horgan, MD			(1)
*	Copyright Transfer Forms Required	0	05 May 2016	Kate M Horgan, MD			(1)
*	Conflict of Interest Forms Required	0	05 May 2016	Kate M Horgan, MD			(1)


Submission Flag History

SUBMISSION FLAG HISTORY

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	Manuscript Will Require Significant Edits	0	05 May 2016	Kate M Horgan, MD			(1)
*	Copyright Transfer Forms Required	0	05 May 2016	Kate M Horgan, MD			(1)
*	Conflict of Interest Forms Required	0	05 May 2016	Kate M Horgan, MD			(1)


Submission Flag History

SUBMISSION FLAG HISTORY

Flag	Flag Name	Revision	Date Turned On	Operator	Date Turned Off	Operator	Days
	Manuscript Will Require Significant Edits	0	05 May 2016	Kate M Horgan, MD	05 May 2016	Stacey Jellerson	1
*	Copyright Transfer Forms Required	0	05 May 2016	Kate M Horgan, MD			(1)
*	Conflict of Interest Forms Required	0	05 May 2016	Kate M Horgan, MD			(1)




Submission Flag History

SUBMISSION FLAG HISTORY

Flag	Flag Name	Revision	Date Turned On	Operator	Date Turned Off	Operator	Days
	Manuscript Will Require Significant Edits	0	05 May 2016	Kate M Horgan, MD	05 May 2016	Stacey Jellerson	1
*	Copyright Transfer Forms Required	0	05 May 2016	Kate M Horgan, MD			(1)
*	Conflict of Interest Forms Required	0	05 May 2016	Kate M Horgan, MD			(1)




Submission Flag History

SUBMISSION FLAG HISTORY

Flag	Flag Name	Revision	Date Turned On	Operator	Date Turned Off	Operator	Days
	Manuscript Will Require Significant Edits	0	05 May 2016	Kate M Horgan, MD	05 May 2016	Stacey Jellerson	1
	Copyright Transfer Forms Required	0	05 May 2016	Kate M Horgan, MD			(1)
	Conflict of Interest Forms Required	0	05 May 2016	Kate M Horgan, MD			(1)

Submission Flag History

SUBMISSION FLAG HISTORY

Flag	Flag Name	Revision	Date Turned On	Operator	Date Turned Off	Operator	Days
	Manuscript Will Require Significant Edits	0	05 May 2016	Kate M Horgan, MD	05 May 2016	Stacey Jellerson	1
	Copyright Transfer Forms Required	0	05 May 2016	Kate M Horgan, MD			(1)
	Conflict of Interest Forms Required	0	05 May 2016	Kate M Horgan, MD			(1)

Configurations

Submission Flags

- The Submission and People Flag inventory is shared between the two configurations although both settings are housed separately in PolicyManager
- PolicyManager
 - Create Customized Submission Flags
- RoleManager
 - View Submission Flags
 - Turn on Submission Flags
 - Turn off Submission Flags


Submission Flags




▣ General Policies

- Set Manuscript Number Type
- Set Manuscript Number Revision Suffix
- Set Date Format
- Set Time Zone Display Policy
- Configure Unavailability Check and Instructions
- Set ISO Country Standard
- Configure General Due Date Preferences
- Set Reviewer Preferences
- Configure Electronic Calendar Due Date Preferences
- Set Editor Deep Link Expiration
- Set Enterprise Analytics Reporting Deep Link
- Set View Reviewer Comments for Author Deep Link Expiration
- Define Details Page Layouts
- Set Update Information Deep Link Expiration
- Create Customized Submission Flags**
- Create Customized People Flags
- Edit Production Notes Instructions
- Edit Alternate Contact Notes Instructions
- Customize Author Main Menu Instructions
- Configure Personal Classification Rankings
- Customize Reviewer Selection Summary Instructions
- Enable Institution Name Normalization

Submission Flags

Create Customized Submission Flags

Submission Flags can be attached to submission records on the Submission Flags page (accessible from the 'Details' page), or by clicking on the flag icon on any page where Submission Flags are displayed. Users with permission to 'Turn On Submission Flags' can also set flags by clicking the 'Set Flag' icon . When a flag is displayed for a submission, it is visible to Editors and Publishers (with appropriate RoleManager permission) on all pages where the 'Details' action link is displayed. For sites using Production Tracking, Submission Flags are also displayed next to the 'Production Details' action link. The Flag Type indicates whether a particular flag is displayed on the editorial or production side of the system, or both. If a flag is associated with a specific Additional Manuscript Details (AMD) field, the option to attach or remove the flag displays next to the associated AMD field.

Order	Flag	Flag Name	Flag Type	Associated With AMD	
<input type="text" value="1"/>		Potential Duplicate Submission	Editorial and Production		Remove Edit
<input type="text" value="2"/>		Fast-Track to Publication	Editorial and Production	Publish Ahead of Print	Remove Edit
<input type="text" value="3"/>		Discussion in Progress	Editorial and Production		Remove Edit

Submission Flags

Add Customized Submission Flag

Cancel

Submit

Please enter the Flag Name and choose an icon from the matrix. Editors and Publishers with RoleManager permission to 'Turn On Submission Flags' and 'Turn Off Submission Flags' can display/turn off Submission Flags for any manuscript on the Submission Flags page (accessible from the Details page). The Flag Type indicates whether a particular flag is displayed on the editorial or production side of the system, or both. If you associate this Flag with an Additional Manuscript Details (AMD) field, these Editors and Publishers can also display/turn off this Flag on pages containing that AMD field. When a flag is attached to a submission, it will be displayed next to the 'Details' action link on all pages where the 'Details' link is displayed (Editor and Publisher Roles must have permission to 'View Submission Flags').

Flag Icon:

Flag Name:

Rapid Communication

[Insert Special Character](#)

Maximum 256 characters

Flag Type

- Editorial
- Production

Associate with AMD Field

None

Display in History When this checkbox is selected, the flag history is displayed for users with permission to 'View Submission Flag History'.

Submission Flags

Add Customized Submission Flag

Cancel

Submit

Please enter the Flag Name and choose an icon from the matrix. Editors and Publishers with RoleManager permission to 'Turn On Submission Flags' and 'Turn Off Submission Flags' can display/turn off Submission Flags for any manuscript on the Submission Flags page (accessible from the Details page). The Flag Type indicates whether a particular flag is displayed on the editorial or production side of the system, or both. If you associate this Flag with an Additional Manuscript Details (AMD) field, these Editors and Publishers can also display/turn off this Flag on pages containing that AMD field. When a flag is attached to a submission, it will be displayed next to the 'Details' action link on all pages where the 'Details' link is displayed (Editor and Publisher Roles must have permission to 'View Submission Flags').

Flag Icon:

[Insert Special Character](#)

Flag Name:

Rapid Communication

Maximum 256 characters

Flag Type

- Editorial
- Production

Associate with AMD Field

None

Display in History When this checkbox is selected, the flag history is displayed for users with permission to 'View Submission Flag History'.

Submission Flags

Add Customized Submission Flag

Cancel

Submit

Please enter the Flag Name and choose an icon from the matrix. Editors and Publishers with RoleManager permission to 'Turn On Submission Flags' and 'Turn Off Submission Flags' can display/turn off Submission Flags for any manuscript on the Submission Flags page (accessible from the Details page). The Flag Type indicates whether a particular flag is displayed on the editorial or production side of the system, or both. If you associate this Flag with an Additional Manuscript Details (AMD) field, these Editors and Publishers can also display/turn off this Flag on pages containing that AMD field. When a flag is attached to a submission, it will be displayed next to the 'Details' action link on all pages where the 'Details' link is displayed (Editor and Publisher Roles must have permission to 'View Submission Flags').

Flag Icon:

[Insert Special Character](#)

Flag Name:

Rapid Communication

Maximum 256 characters

Flag Type

Editorial

Production

Associate
with AMD
Field

None

Display in History When this checkbox is selected, the flag history is displayed for users with permission to 'View Submission Flag History'.

Submission Flags

Add Customized Submission Flag

Cancel

Submit

Please enter the Flag Name and choose an icon from the matrix. Editors and Publishers with RoleManager permission to 'Turn On Submission Flags' and 'Turn Off Submission Flags' can display/turn off Submission Flags for any manuscript on the Submission Flags page (accessible from the Details page). The Flag Type indicates whether a particular flag is displayed on the editorial or production side of the system, or both. If you associate this Flag with an Additional Manuscript Details (AMD) field, these Editors and Publishers can also display/turn off this Flag on pages containing that AMD field. When a flag is attached to a submission, it will be displayed next to the 'Details' action link on all pages where the 'Details' link is displayed (Editor and Publisher Roles must have permission to 'View Submission Flags').

Flag Icon:

[Insert Special Character](#)

Flag Name:

Rapid Communication

Maximum 256 characters

Flag Type


- Editorial
- Production

Associate with AMD Field

None

Display in History When this checkbox is selected, the flag history is displayed for users with permission to 'View Submission Flag History'.

Submission Flags

























Flag Icon: 

Flag Name: [Insert Special Character](#)
Maximum 256 characters

Flag Type
 Editorial
 Production

Associate with AMD Field

Display in History When this checkbox is selected, the flag history is displayed for users with permission to 'View Submission Flag History'.

Submission Flags

RoleManager

Author Role

Reviewer Role

Editor Role

Publisher Role

Submission Flags

+ Viewing and Editing People Data

- Flag Icons

- View Submission Flags
- Turn On Submission Flags
- Turn Off Submission Flags
- View Submission Flag History
- View People Flags
- Turn On People Flags
- Turn Off People Flags

+ Proxy Activities

Submission Flags

+ Viewing and Editing People Data

- Flag Icons

- View Submission Flags
- Turn On Submission Flags
- Turn Off Submission Flags
- View Submission Flag History
- View People Flags
- Turn On People Flags
- Turn Off People Flags

+ Proxy Activities

Submission Flags

- Helpful Links to configuration options:
 - http://www.editorialmanager.com/robohelp/12.2/Editorial_Manager_Help/Customizable_Flags_for_Submissions_and_People.htm

Reporting

Submission Flags

- Submission Flag History View can be joined with many other views and tables to report on submissions with current flags or to track historical flag settings
- View recommendations
 - Authors & Submissions
 - Manuscript Status History View
 - Submissions & All Author Questionnaires View
- Most likely join would be the Unique Document ID

Submission Flags

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

Editors & Submissions View ▼

Submission Flag History View ▼ . Unique Document ID ▼

Continue to Fields

Editors & Submissions View ▼ . Unique Document ID ▼ Inner (Direct) ▼

Submission Flags

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					
Manuscript Number	Manuscript Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Editor First Name	Editor First Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Editor Last Name	Editor Last Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Submission Flag Name	Submission Flag Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Date Flag Set	Date Flag Set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...	Short Date	<input type="checkbox"/>				
Date Flag Removed	Date Flag Removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...	Short Date	<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

Submission Flags

The screenshot shows a software interface with a 'Filters' tab selected. The interface includes a menu bar with options like 'Data Sources', 'Fields', 'Summary', 'Chart', 'Gauge', 'Misc', 'Style', 'Filters', and 'Preview'. Below the menu bar is a toolbar with icons for 'Report List', 'New', 'Save', 'Save As...', 'Print', and 'SQL'. The main area contains a table for defining filters:

	Filter Field	Operator	Value(s)	Blank Param
1	Editor Last Name	Equals (Select)	Jellerson	<input checked="" type="checkbox"/>
2		<input type="checkbox"/>

Below the table, there are several options:

- Show Filters In Report Description
- Require Parameters in Viewer
- Filter Logic

A 'Preview' button is located at the bottom left of the interface.

Submission Flags



Manuscript Number	Editor First Name	Editor Last Name	Submission Flag Name	Date Flag Set	Date Flag Removed
DEMOKH122-D-16-00009	Stacey	Jellerson	Conflict of Interest Forms Required	5/5/2016	
DEMOKH122-D-16-00009	Stacey	Jellerson	Copyright Transfer Forms Required	5/5/2016	
DEMOKH122-D-16-00009	Stacey	Jellerson	Manuscript Will Require Significant Edits	5/5/2016	5/5/2016

People Flags

The emojis of Editorial Manager, Part 2

People Flags



- People Flags are icons that may be appended to user records at any time and can be visible in key areas of the interface
- Editors/Publisher roles may be given access to:
 - View People Flags
 - Turn on People Flags
 - Turn off People Flags
- People Flags are searchable throughout Editorial Manager
 - Search People
- People Flags may be turned on/off by searching via Search People or any name that has the flag icon associated with it

People Flags

Download Search Results

Page: 1 of 1 (2 total People Matches)

Display 50 results per page.

Merge People	Name ▲▼	City ▲▼	State or Province ▲▼	Country ▲▼	Author Role	Reviewer Role ▲▼	Editor Role ▲▼	Publisher Role ▲▼
<input type="checkbox"/>	Paul Horgan ^{KF} 	Jackson Hole	MO	UNITED STATES	[Author]	[Reviewer]		
<input type="checkbox"/>	Kate M Horgan, MD ^{KF} 	Danvers	MA	UNITED STATES	[Author]	[Reviewer]	[Managing Editor]	[Publisher]

Page: 1 of 1 (2 total People Matches)

Display 50 results per page.

Merge People Records

Download Search Results

People Flags

People Flags - Kate M Horgan







Check the box of the flag(s) you want to display for this person. Once a flag is enabled, the flag is displayed next to the person's name on many Editor and Publisher pages (if the user has RoleManager permission to 'View People Flags').

Uncheck the box of the flag(s) you do not want for this person. Once the box is unchecked and you click the 'Submit' button, the flag is no longer attached to this person.

Cancel

Submit

SET PEOPLE FLAGS

Display	Flag	Flag Name
<input type="checkbox"/>		Late Reviewer
<input type="checkbox"/>		Do NOT Send Manuscript Back to This Author For Changes
<input type="checkbox"/>		Propose Reviewers
<input type="checkbox"/>		Works Remotely
<input type="checkbox"/>		Questionable Reviewer Status
<input type="checkbox"/>		Continuing Education Participant

People Flags

People Flags - Kate M Horgan







Check the box of the flag(s) you want to display for this person. Once a flag is enabled, the flag is displayed next to the person's name on many Editor and Publisher pages (if the user has RoleManager permission to 'View People Flags').

Uncheck the box of the flag(s) you do not want for this person. Once the box is unchecked and you click the 'Submit' button, the flag is no longer attached to this person.

Cancel

Submit

SET PEOPLE FLAGS

Display	Flag	Flag Name
<input type="checkbox"/>		Late Reviewer
<input checked="" type="checkbox"/>		Do NOT Send Manuscript Back to This Author For Changes
<input type="checkbox"/>		Propose Reviewers
<input type="checkbox"/>		Works Remotely
<input type="checkbox"/>		Questionable Reviewer Status
<input checked="" type="checkbox"/>		Continuing Education Participant

People Flags




Page: 1 of 1 (2 total People Matches) [Download Search Results](#) Display 50 results per page.

Merge People	Name	City	State or Province	Country	Author Role	Reviewer Role	Editor Role	Publisher Role
<input type="checkbox"/>	Paul Horgan ^{KF}	Jackson Hole	MO	UNITED STATES	[Author]	[Reviewer]		
<input type="checkbox"/>	Kate M Horgan, MD ^{KF}	Danvers	MA	UNITED STATES	[Author]	[Reviewer]	[Managing Editor]	[Publisher]

Page: 1 of 1 (2 total People Matches) [Download Search Results](#) Display 50 results per page.

[Merge People Records](#)

People Flags

Action ▲	Manuscript Number ▲▼	Author Name ▲▼	Article Title ▲▼	Article Type ▲▼	Short Title ▲▼	Keywords	Classifications	Current Status ▲▼	Status Date ▲▼
View Submission CrossCheck/iThenticate Results (97%) Details ▾ + * * Initiate Discussion History File Inventory Edit Submission Solicit Commentary Classifications Unassign Editor Notify Editor Invite Reviewers Set Final Disposition Initiate Production Similar Articles in MEDLINE OVID - Title and Keywords BJ Author Search BJ Title Search Send E-mail Linked Submissions	DEMOKH122- D-16-00009	Kate M Horgan <div style="border: 2px solid red; padding: 2px; display: inline-block;">    </div>	EMUG 2016 Additional Manuscript Details	Rapid Communication			10: First Major Term	With Editor	04 May 2016

People Flags

Action ▲	Manuscript Number ▲▼	Author Name ▲▼	Article Title ▲▼	Article Type ▲▼	Short Title ▲▼	Keywords	Classifications	Current Status ▲▼	Status Date ▲▼
View Submission CrossCheck/iThenticate Results (97%) Details ▾ + * * Initiate Discussion History File Inventory Edit Submission Solicit Commentary Classifications Unassign Editor Notify Editor Invite Reviewers Set Final Disposition Initiate Production Similar Articles in MEDLINE OVID - Title and Keywords BJ Author Search BJ Title Search Send E-mail Linked Submissions	DEMOKH122-D-16-00009	Kate M Horgan	EMUG 2016 Additional Manuscript Details	Rapid Communication			10: First Major Term	With Editor	04 May 2016

Continuing Education Participant

People Flags

Search People

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 ▼	<input type="text"/>	ALL ▼ END ▼
Last Name	Begins With ▼	<input type="text"/>	END ▼
First Name	Begins With ▼	<input type="text"/>	
Institution	Begins With ▼	<input type="text"/>	
City			
State			
Country			
E-mail Address			
Phone Number			
Personal Classifications			
Personal Keywords			
People Notes			
Detailed People Notes			
People Flag Name			
Registration Date			
Proxy Registration			

[Editor Main Menu](#)
[Production Tasks Menu](#)
[Production Status Grid](#)

People Flags

Search People

Choose the criterion for selecting People Records.

[Help with Searching](#) [Insert Special Character](#) [Register New User](#)

Criterion	Selector	Value	User Role
People Flag Name ▼	Is Equal To ▼	Late Reviewer ▼	ALL
Last Name ▼	Begins With ▼	Late Reviewer	
Last Name ▼	Begins With ▼	Do NOT Send Manuscript Back to This Author For Changes	
		Propose Reviewers	
		Works Remotely	
		Questionable Reviewer Status	
		Continuing Education Participant	

People Flags

Search for Reviewer All Reviewers - Manuscript Number DEMOKH122-D-16-00009
Kate M Horgan
EMUG 2016 Additional Manuscript Details

[Manuscript Details](#) ▾ + * * [Register and Select New Reviewer](#)

Change Search Type

Search My Publication

Search for Reviewers ▾

from

All Reviewers ▾

Go

Search for Reviewers

[Help with Searching](#)

[Insert Special Character](#)

(Criterion	Is/Is not	Selector	Value)	
▾	Last Name ▾	is ▾	Begins With ▾		▾	OR ▾ Remove
▾	Last Name					
▾	First Name	is ▾	Begins With ▾		▾	OR ▾ Remove
▾	E-mail Address					
▾	Position	is ▾	Begins With ▾		▾	OR ▾ Remove
▾	Department					
▾	Institution	is ▾	Begins With ▾		▾	OR ▾ Remove
▾	City					
▾	State	is ▾	Begins With ▾		▾	OR ▾ Remove
▾	Country					
▾	People Notes	is ▾	Begins With ▾		▾	Remove
	People Flag Name					Add
	Personal Classifications					
	Personal Keywords					
	Secondary Last Name					
	Secondary First Name					

Clear

Search

Configurations

People Flags

- People flag configurations are similar to submission flags
- Same pool of potential icons
- PolicyManager
 - Create Customized People Flags
- RoleManager
 - Editor/Publisher Roles
 - View People Flags
 - Turn on People Flags
 - Turn off People Flags


People Flags

▣ General Policies

- [Set Manuscript Number Type](#)
- [Set Manuscript Number Revision Suffix](#)
- [Set Date Format](#)
- [Set Time Zone Display Policy](#)
- [Configure Unavailability Check and Instructions](#)
- [Set ISO Country Standard](#)
- [Configure General Due Date Preferences](#)
- [Set Reviewer Preferences](#)
- [Configure Electronic Calendar Due Date Preferences](#)
- [Set Editor Deep Link Expiration](#)
- [Set Enterprise Analytics Reporting Deep Link](#)
- [Set View Reviewer Comments for Author Deep Link Expiration](#)
- [Define Details Page Layouts](#)
- [Set Update Information Deep Link Expiration](#)
- [Create Customized Submission Flags](#)
- [Create Customized People Flags](#)
- [Edit Production Notes Instructions](#)
- [Edit Alternate Contact Notes Instructions](#)
- [Customize Author Main Menu Instructions](#)
- [Configure Personal Classification Rankings](#)
- [Customize Reviewer Selection Summary Instructions](#)
- [Enable Institution Name Normalization](#)

People Flags

Create Customized People Flags

People Flags can be attached to people records on the People Flags page (accessible from the 'People Information' and 'Search People – Update Information' page), or by clicking on the flag icon on any page where a People Flag is displayed. Users with permission to 'Turn On People Flags' can also set flags by clicking the 'Set Flag' icon . When a flag is displayed for a person, it is visible to Editors and Publishers with appropriate RoleManager permission.

[Add](#)

Order

Flag Flag Name



Late Reviewer

[Remove](#) [Edit](#)



Do NOT Send Manuscript Back to This Author For Changes

[Remove](#) [Edit](#)

People Flags

Add Customized People Flag

Cancel

Submit

Please enter the Flag Name and choose an icon from the matrix. Editors and Publishers with RoleManager permission to 'Turn On People Flags' and 'Turn Off People Flags' can display/turn off People Flags for any person on the People Flags page. When a flag is attached to a people record, it will be displayed next to the person's name on many pages throughout the system (Editor and Publisher Roles must have permission to 'View People Flags').

Flag Icon:

#

Flag Name:

Award Recipient

[Insert Special Character](#)

Maximum 256 characters



People Flags

Add Customized People Flag

Cancel

Submit

Please enter the Flag Name and choose an icon from the matrix. Editors and Publishers with RoleManager permission to 'Turn On People Flags' and 'Turn Off People Flags' can display/turn off People Flags for any person on the People Flags page. When a flag is attached to a people record, it will be displayed next to the person's name on many pages throughout the system (Editor and Publisher Roles must have permission to 'View People Flags').

Flag Icon:



[Insert Special Character](#)

Flag Name:

Award Recipient

Maximum 256 characters



People Flags

RoleManager

Author Role

Reviewer Role

Editor Role

Publisher Role

People Flags

+ Viewing and Editing People Data

- Flag Icons

- View Submission Flags
- Turn On Submission Flags
- Turn Off Submission Flags
- View Submission Flag History
- View People Flags
- Turn On People Flags
- Turn Off People Flags

+ Proxy Activities

People Flags

- Helpful Links to configuration options:
 - http://www.editorialmanager.com/robohelp/12.2/Editorial_Manager_Help/Customizable_Flags_for_Submissions_and_People.htm

Reporting

People Flags

- People flags requiring the joining of two tables to report on flags associated with people records:
 - People Flag Associations
 - Configured Custom Flags
- These tables are joined based on Custom Flag Config ID field
- Additional views can be joined from here
 - People & Address View
 - Authors & Submissions View
 - Reviewers & Submissions View

People Flags

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

People & Address View ▼

People Flag Associations ▼ . People Unique ID ▼ =

Configured Custom Flags ▼ . Custom Flag Config ID ▼ =

Continue to Fields

People & Address View ▼ . People Unique ID ▼ Left (First Exis ▼ [X] [↕] [↔])

People Flag Associations ▼ . Custom Flag Config ID ▼ Left (First Exis ▼ [X] [↕] [↔])

People Flags

Data Sources Fields Summary Chart Gauge Misc Style Filters Preview

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

Records

Field	Description	Sort	V	G	A	Function	Format				
First Name	First Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last Name	Last Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-mail Address	E-mail Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom Flag Description	People Flag	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Subtotals

Quick Add Add Pivot Continue to Summary Preview

People Flags

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 Custom Flag Description	Equals (Multiple)	... (blank) Continuing Education Participant Do NOT Send Manuscript Back Late Reviewer	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Show Filters In Report Description

Require ... Parameters in Viewer

Filter Logic Ex:(1 OR 2) AND (3 OR 4)

Preview

People Flags

The screenshot shows a software interface with a menu bar and a toolbar. The menu bar includes 'Data Sources', 'Fields', 'Summary', 'Chart', 'Gauge', 'Misc', 'Style', 'Filters', and 'Preview'. The toolbar includes 'Report List', 'New', 'Save', 'Save As...', 'Print', 'SQL', and various application icons. A 'Results' dropdown menu is set to '1000'. Below the toolbar is a table with the following data:

First Name	Last Name	E-mail Address	People Flag
Kate	Horgan	khorgan@ariessc.com	Continuing Education Participant

Custom Questions

Submission Questionnaires

Custom Questions

- Custom questions can be configured at the Article Type level:
 - Submission questionnaire – corresponding author only
 - Author questionnaire – corresponding author AND all co-authors
- Questions can be configured as:
 - Text (200 character limit)
 - Integer
 - Date
 - Decimal
 - Notes (20,000 character limit)
 - List (Drop-down, Radio Button, Scrolling Selector, Checkboxes)
 - Follow-on questions may be added to any List value question

Custom Questions

[Insert Special Character](#)

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- Funding Information
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- ➔ **Additional Information**
- Enter Comments
- Attach Files

Please Enter the Following

Additional Information is Required for Submission.
Please respond to the questions/statements below.

Did all co-authors contribute significantly to the submitted work?

Answer
Required:

Please select a response
 Yes
 No

Please select a
response.

Was this paper reviewed by a statistician prior to submitting to the journal?

Please select a response ▼

Is this work currently under consideration for publication at another journal?

Please select a response
 Yes
 No

Custom Questions

New Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- Funding Information
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- ➔ Additional Information
- Enter Comments
- Attach Files

Please Enter the Following

Additional Information is Required for Submission.
Please respond to the questions/statements below.

Did all co-authors contribute significantly to the submitted work?

Answer Required:

Please select a response
 Yes
 No


Was this paper reviewed by a statistician prior to submitting to the journal?

Yes






Is this work currently under consideration for publication at another journal?

Please select a response
 Yes
 No

Custom Questions

Additional Information		Top
	Questionnaire Responses	
	<i>Did all co-authors contribute significantly to the submitted work?</i>	Yes
	<i>Was this paper reviewed by a statistician prior to submitting to the journal?</i>	Yes
	<i>Is this work currently under consideration for publication at another journal?</i>	No
	<i>Please enter all conflicts of interest in the space provided. This information may be made available to reviewers at the discretion of the editors.</i>	(No Response)

Custom Questions










Corresponding Author:	Kate Horgan, Harvard University    Danvers, MA UNITED STATES [Proxy]
Corresponding Author E-Mail:	trash1@ariessc.com
Author Comments:	
Other Authors:	Michael Di Natale  Dashanna Terry 
	Author Status

Custom Questions

Corresponding Author Status

Order	Author Name	E-mail Address	ORCID Identifier	Academic Degree(s)	Affiliation	Options
1	Horgan Kate	khorgan@ariessc.com	0000-0002-1804-3311 	MD	Boston University	View Author Details View Questionnaire Responses

Other Author Status

Order	Author Name	E-mail Address	ORCID Identifier	Academic Degree(s)	Affiliation	Confirmed?	Options
 	 				 	 	
2	Michael Di Natale	mdinatale@ariessys.com Edit	0000-0002-0136-5875 			No Response	Resend Letter View Author Details Questionnaire Not Completed
3	Dashanna Terry	dterry@ariessys.com Edit				No Response	Resend Letter View Author Details Questionnaire Not Completed

Configurations

Custom Questions

- Custom questions must be tied to Questionnaires in order to link them to Article Types
- Questionnaires can be configured to display at New Submission or First Revision
- Different questions can be asked at each point
- Co-authors are only prompted to answer questions once as part of the Verify, Verify and Register at New Submission or First Revision
- Submission Questionnaires – only for corresponding author
- Author Questionnaires – corresponding and all co-authors

Custom Questions

PolicyManager Main Menu

[Expand All](#)

[Collapse All](#)

- Registration and Login Policies**
- Status Policies**
- Submission Policies**
- Questionnaire Policies**

[Create Custom Questions](#)

[Create Questionnaires](#)

[Edit Co-Author Questionnaire Instructions](#)

Custom Questions

Create Custom Questions

Listed below are the customized questions/fields which may be displayed as part of a Questionnaire. Each question may also be configured to display in additional locations (Transmittal Form, PDF Cover Page, Manuscript Details).

A question may be removed unless it has been used. If a question has been used but is now obsolete, it may be inactivated by clicking the Hide link. If the link does not appear for a question, then it is still included on a questionnaire and must first be removed from the questionnaire before it can be hidden.

Questions preceded by a "§" symbol are multi-part questions; note that the follow-up questions listed may only be asked if the user chooses a certain response to the original question.

Actions	Description
Add Question	
Edit	Please enter all conflicts of interest in the space provided. <i>This information may be made available to reviewers at the discretion of the editors.</i>
Edit	§ Did you or your institution at any time receive payment or services from a third party for any aspect of the submitted work (including, but not limited to grants, data monitoring board, study design, manuscript preparation, statistic analysis, etc...)?
Edit	Is this work currently under consideration for publication at another journal?
Edit	Did all co-authors contribute significantly to the submitted work?
Edit	Was this paper reviewed by a statistician prior to submitting to the journal?

Custom Questions

Add Custom Question

Enter the question/statement, default response text (if required), and any instructions to be displayed as part of a Questionnaire. Questionnaires may be configured to be presented as part of submission, author verification or production task completion.

Cancel

Save and Close

Save and Add Another Question

[Open Special Character Palette](#)

Question text:

Please provide a one sentence summary of your paper in the space provided.

Instructions for Author Response:

"Text" and "Notes" responses can contain any mix of characters and numbers. A "Date" response must be entered in a mm/dd/yyyy format. "Integer" and "Decimal" responses can contain only a number or decimal point. A "List" response type requires the Author to select from the predefined response values.

Response Type: **Maximum Field Length (1-200):**

Custom Questions

Add Custom Question

Enter the question/statement, default response text (if required), and any instructions to be displayed as part of a Questionnaire. Questionnaires may be configured to be presented as part of submission, author verification or production task completion.

Cancel

Save and Close

Save and Add Another Question

[Open Special Character Palette](#)

Question text:

Please provide a one sentence summary of your paper in the space provided.

Instructions for Author Response:

"Text" and "Notes" responses can contain any mix of characters and numbers. A "Date" response must be entered in a mm/dd/yyyy format. "Integer" and "Decimal" responses can contain only a number or decimal point. A "List" response type requires the Author to select from the predefined response values.

Response Type:

Maximum Field Length (1-200):

Custom Questions

Add Custom Question

Enter the question/statement, default response text (if required), and any instructions to be displayed as part of a Questionnaire. Questionnaires may be configured to be presented as part of submission, author verification or production task completion.

Cancel

Save and Close

Save and Add Another Question

[Open Special Character Palette](#)

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Response Type:

Text ▼

Maximum Field Length (1-200):

Custom Questions

Integration Options

- Include in Editorial Transmittal
- Include in Production Task Transmittal
- Transmit as Author Note/Footnote
(applicable to specific transmittal methods)

Custom Metadata ID: [i](#)

In addition to being displayed as part of a questionnaire, the question and response may be included in the additional locations configured below. If Help Text is entered, it will be available via a 'Help' link displayed on the appropriate page.

PDF Cover Page [i](#)

- Display

Manuscript Details

- Display

Help Text:

Transmittal Form [i](#)

- Display
- Editable
- Required

Help Text:

Custom Questions

Integration Options

- Include in Editorial Transmittal
- Include in Production Task Transmittal
- Transmit as Author Note/Footnote
(applicable to specific transmittal methods)

Custom Metadata ID: [?](#)

In addition to being displayed as part of a questionnaire, the question and response may be included in the additional locations configured below. If Help Text is entered, it will be available via a 'Help' link displayed on the appropriate page.

PDF Cover Page [?](#)

- Display

Manuscript Details

- Display

Help Text:

Transmittal Form [?](#)

- Display
- Editable
- Required

Help Text:

Custom Questions

Integration Options

- Include in Editorial Transmittal
- Include in Production Task Transmittal
- Transmit as Author Note/Footnote
(applicable to specific transmittal methods)

Custom Metadata ID: [i](#)

In addition to being displayed as part of a questionnaire, the question and response may be included in the additional locations configured below. If Help Text is entered, it will be available via a 'Help' link displayed on the appropriate page.

PDF Cover Page [i](#)

- Display

Manuscript Details

- Display

Help Text:

Transmittal Form [i](#)

- Display
- Editable
- Required

Help Text:

Custom Questions

Integration Options

- Include in Editorial Transmittal
- Include in Production Task Transmittal
- Transmit as Author Note/Footnote
(applicable to specific transmittal methods)

Custom Metadata ID: [i](#)

In addition to being displayed as part of a questionnaire, the question and response may be included in the additional locations configured below. If Help Text is entered, it will be available via a 'Help' link displayed on the appropriate page.

PDF Cover Page [i](#)

- Display

Manuscript Details

- Display

Help Text:

Transmittal Form [i](#)

- Display
- Editable
- Required

Help Text:

Custom Questions

Integration Options

- Include in Editorial Transmittal
- Include in Production Task Transmittal
- Transmit as Author Note/Footnote
(applicable to specific transmittal methods)

Custom Metadata ID: [i](#)

In addition to being displayed as part of a questionnaire, the question and response may be included in the additional locations configured below. If Help Text is entered, it will be available via a 'Help' link displayed on the appropriate page.

PDF Cover Page [i](#)

- Display

Manuscript Details

- Display

Help Text:

Transmittal Form [i](#)

- Display
- Editable
- Required

Help Text:

Custom Questions

PolicyManager Main Menu

[Expand All](#)

[Collapse All](#)

[+ Registration and Login Policies](#)

[+ Status Policies](#)

[+ Submission Policies](#)

[- Questionnaire Policies](#)

[Create Custom Questions](#)

[Create Questionnaires](#)

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Custom Questions

PolicyManager Main Menu

[Expand All](#) [Collapse All](#)

- ▣ **Registration and Login Policies**
- ▣ **Status Policies**
- ▣ **Submission Policies**
 - Edit Article Types
 - [Edit Submission Items](#)
 - [Configure Color Codes for Companion Files](#)
 - [Edit Sections/Categories](#)
 - [Set Classifications Display Policy](#)
 - [Edit Classifications](#)
 - [Edit Request Authenticated ORCID iD Instructions](#)
 - [Define PDF Cover Page Layouts](#)
 - [Select Author's Reviewer Preferences](#)
 - [Set Request Editor or Assign Editor Display Options](#)
 - [Edit Manuscript Geographic Region of Origin](#)
 - [Edit Manuscript Submission Instructions](#)
 - [Configure Instructions for New Submission Redirect](#)
 - [Configure Manuscript Services Icon](#)
 - [Set Maximum Size of Uploaded File](#)
 - [Set Other Author Parameters](#)
 - [Set Revision File Selection Option](#)
 - [Configure Duplicate Submission Check](#)
 - [Configure Technical Check](#)
 - [Configure Similarity Check](#)
 - [Configure Office 2007 and Higher Support](#)
 - [Configure Author Accept Checkbox](#)

Custom Questions

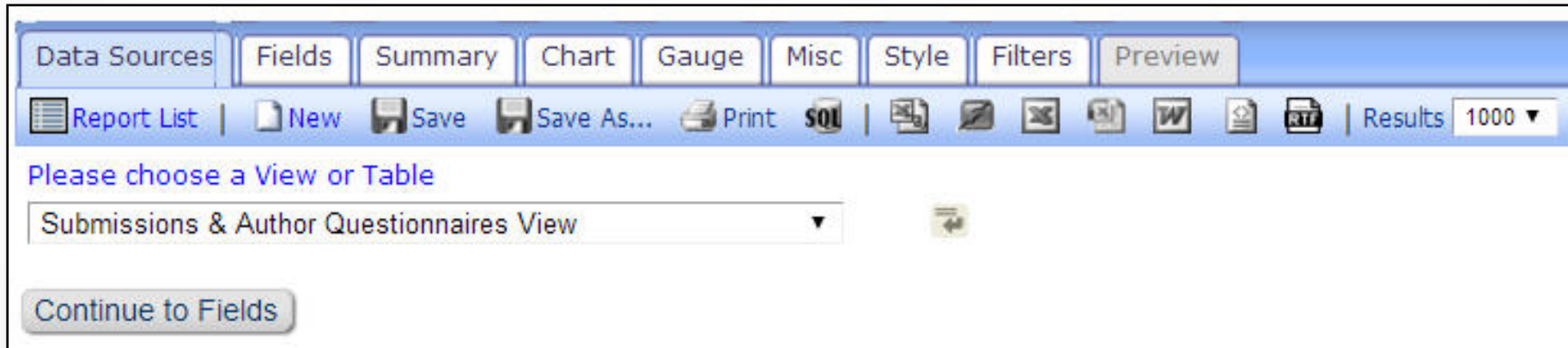
- Helpful links to configuration options:
 - http://www.editorialmanager.com/robohelp/12.2/Editorial_Manager_Help/Custom_Questionnaires.htm

Reporting

Custom Questions

- Custom questions have their own unique views that cover many common reports
- Recommended views:
 - Submissions & All Authors Questionnaires View
 - Submissions & Author Questionnaires View
- Question text and author response fields automatically available in these views
- Can also determine whether a question was asked at initial submission or revision

Custom Questions



Custom Questions

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	
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"/>
Corresponding Author's First Name	Corresponding Auth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Corresponding Author's Last Name	Corresponding Auth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Question Text	Question Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Author Response	Author Response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Asked on Original	Asked on Original	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...	0,000	<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 Questions

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	Current Month	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	Manuscript Number	Isn't Blank		<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3		<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Show Filters In Report Description

Require ... Parameters in Viewer

Filter Logic Ex:(1 OR 2) AND (3 OR 4)

Preview

Custom Questions

Manuscript Number	Corresponding Author's First Name	Corresponding Author's Last Name	Question Text	Author Response	Asked on Original
DEMOKH122-D-16-00009	Kate	Horgan	Did all co-authors contribute significantly to the submitted work?	Yes -	1
DEMOKH122-D-16-00009	Kate	Horgan	Did you or your institution at any time receive payment or services from a third party for any aspect of the submitted work (including, but not limited to grants, data monitoring board, study design, manuscript preparation, statistic analysis, etc...)?	-	1
DEMOKH122-D-16-00009	Kate	Horgan	Is this work currently under consideration for publication at another journal?	-	1
DEMOKH122-D-16-00009	Kate	Horgan	Please enter all conflicts of interest in the space provided. <i> This information may be made available to reviewers at the discretion of the editors.</i>		1
DEMOKH122-D-16-00009	Kate	Horgan	Was this paper reviewed by a statistician prior to submitting to the journal?	No -	1

Questions?