CONFIDENTIAL AND PROPRIETARY

Release Notification

Editorial Manager®

ProduXion Manager®

Commerce Manager™

Editorial Manager/ProduXion Manager
12.0 General Release Notification
04/21/2015
Draft – Subject to Change

Document Change Log

Date	Version	Change
02/12/2015	Beta Release	Beta version
03/30/2015	Gamma Release	Gamma Version -Added EM Ingest information
04/21/2015	General Release	Preliminary General Release Version

Editorial Manager/ProduXion Manager 12.0 General Release Notification

GENERAL ENHANCEMENTS

EM Ingest Service

In EM/PM version 11.2, source files and basic submission metadata may be imported from an outside peer review system into EM/PM for further processing using Manuscript Import.

New in EM/PM version 12.0, the Manuscript Import feature is enhanced to accommodate third-party Manuscript Service Providers (MSPs). MSPs may offer a variety of Author assistance services throughout the submission process or may have a business relationship with the publication selected by an Author. Publications will be able to manage Manuscript Service Providers that automatically submit on behalf of an Author. Once a submission is imported into EM from a MSP, publications will be able to track the submission within Editorial Manager.

NOTE: The EM Ingest Service is enabled upon upgrade to 12.0. As Manuscript Service Providers are licensed by Aries, they are automatically able to submit on behalf of Authors to the publication.

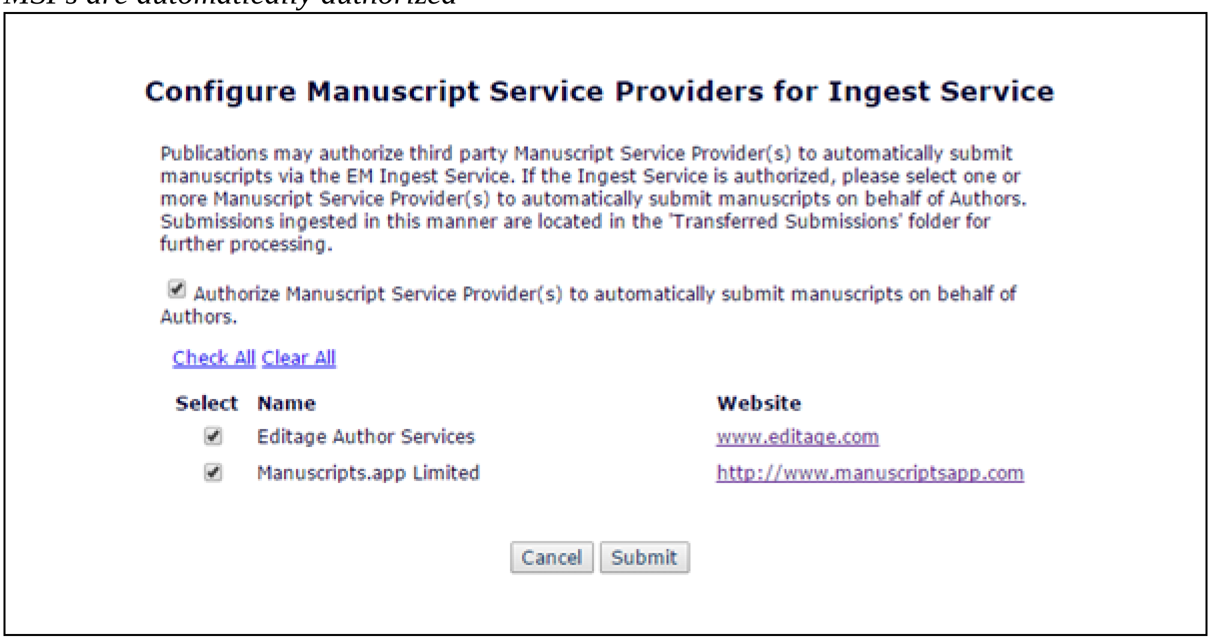
Submissions imported using the Ingest Service may be found in a publication's 'Transferred Submissions' folder. The 'Transferred From' column will display the name of the originating MSP.

NOTE: If a publication does not have any Editors whose Role has permission to receive submissions in the 'Transferred Submissions' folder, the "Receive New Transferred Submissions in 'Transferred Submissions' Folder" permission is automatically enabled upon upgrade to 12.0 for all Editor Roles with existing "Receive New Submissions in 'New Submissions Requiring Assignment' Folder".

Sample Transferred Submissions *folder*

Publications can manage MSPs on the new 'Configure Manuscript Service Providers for Ingest Service' page in *AdminManager*. From this page, individual MSPs may be de-authorized and the Ingest Service disabled.

Sample Configure Manuscript Service Providers for Ingest Service *page – Ingest is enabled and MSPs are automatically authorized*

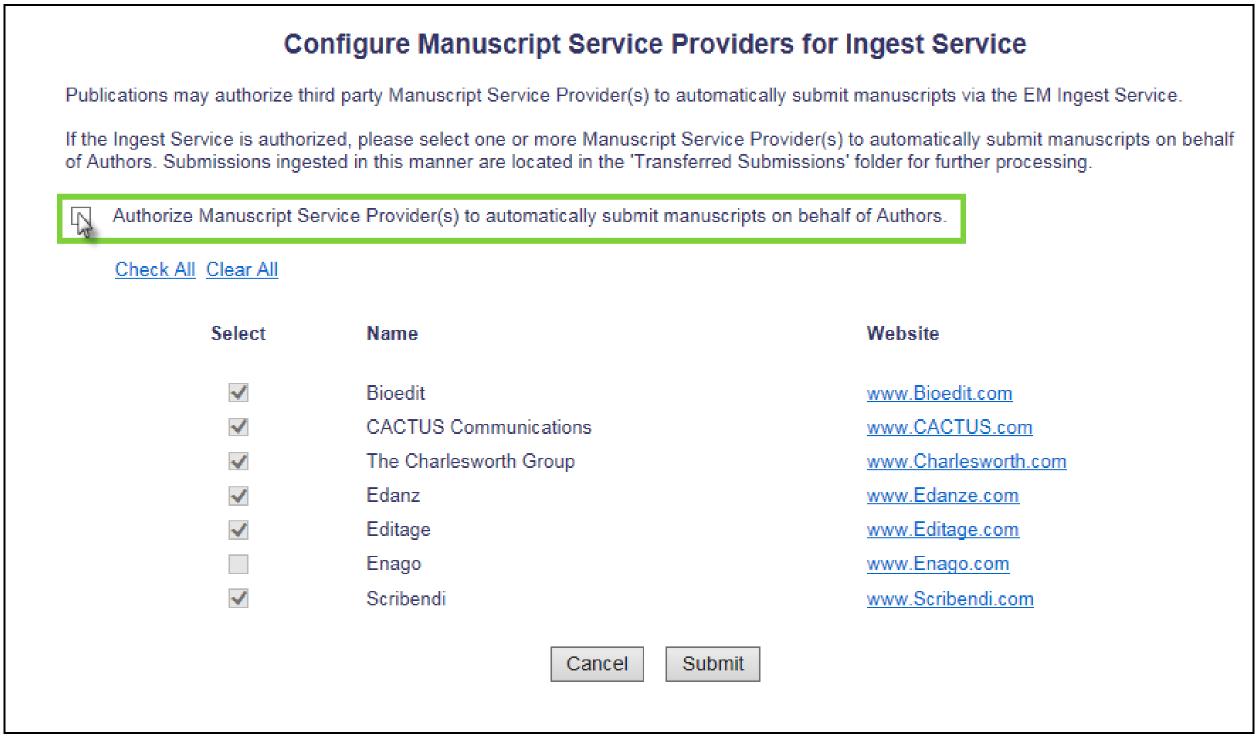


TO CONFIGURE: A new page in *AdminManager* is added to manage the EM Ingest Service. To enable EM Ingest, click the 'Configure Manuscript Service Providers for Ingest Service' link on the *AdminManager* Main Menu:

On the new 'Configure Manuscript Service Providers for Ingest Service', select the 'Authorize Manuscript Service Provider(s) to automatically submit manuscripts on behalf of Authors' option.

NOTE: Upon upgrade to 12.0, this option is selected by default and any registered Manuscript Service Providers will also be selected for authorization.

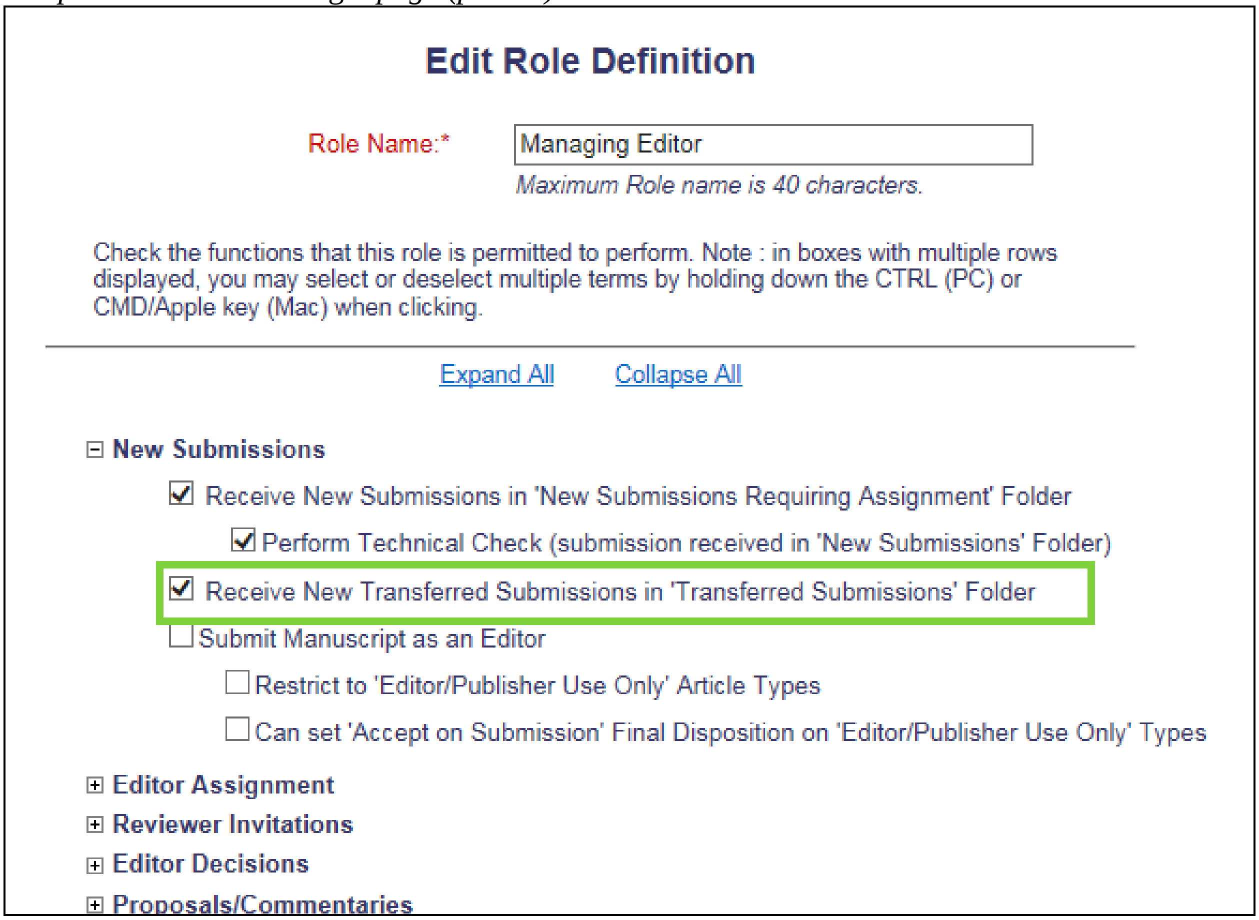
Since newly registered MSPs will be automatically selected for authorization as they are added to EM Ingest, publications may de-authorize individual MSPs by unchecking the box next to the name of the MSP.



To receive submissions in the ‘Transferred Submissions’ Folder, a user’s Editor Role must have the “Receive New Transferred Submissions in the ‘Transferred Submissions’ Folder” permission enabled in *RoleManager*.

NOTE: Upon upgrade to 12.0, “Receive New Transferred Submissions in the ‘Transferred Submissions’ Folder” is automatically enabled for any Editor Role that has “Receive New Submissions in ‘New Submissions Requiring Assignment’ Folder” permission in Editor *RoleManager*.

Sample Editor RoleManager *page (partial)*



Edit Role Definition

Role Name:* Managing Editor

Maximum Role name is 40 characters.

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

Expand All Collapse All

⊟ **New Submissions**

- [x] Receive New Submissions in 'New Submissions Requiring Assignment' Folder
  - [x] Perform Technical Check (submission received in 'New Submissions' Folder)
- [x] Receive New Transferred Submissions in 'Transferred Submissions' Folder
- [ ] Submit Manuscript as an Editor
  - [ ] Restrict to 'Editor/Publisher Use Only' Article Types
  - [ ] Can set 'Accept on Submission' Final Disposition on 'Editor/Publisher Use Only' Types

⊞ **Editor Assignment**

⊞ **Reviewer Invitations**

⊞ **Editor Decisions**

⊞ **Proposals/Commentaries**

Funding Information Enhancement for Sub-Agencies

In EM version 11.0, FundRef was integrated into the submission workflow, allowing Corresponding Authors to add funding information to a submission. When there is a hierarchy of agencies under the umbrella of a larger funding source, it can be difficult to select and capture the correct information.

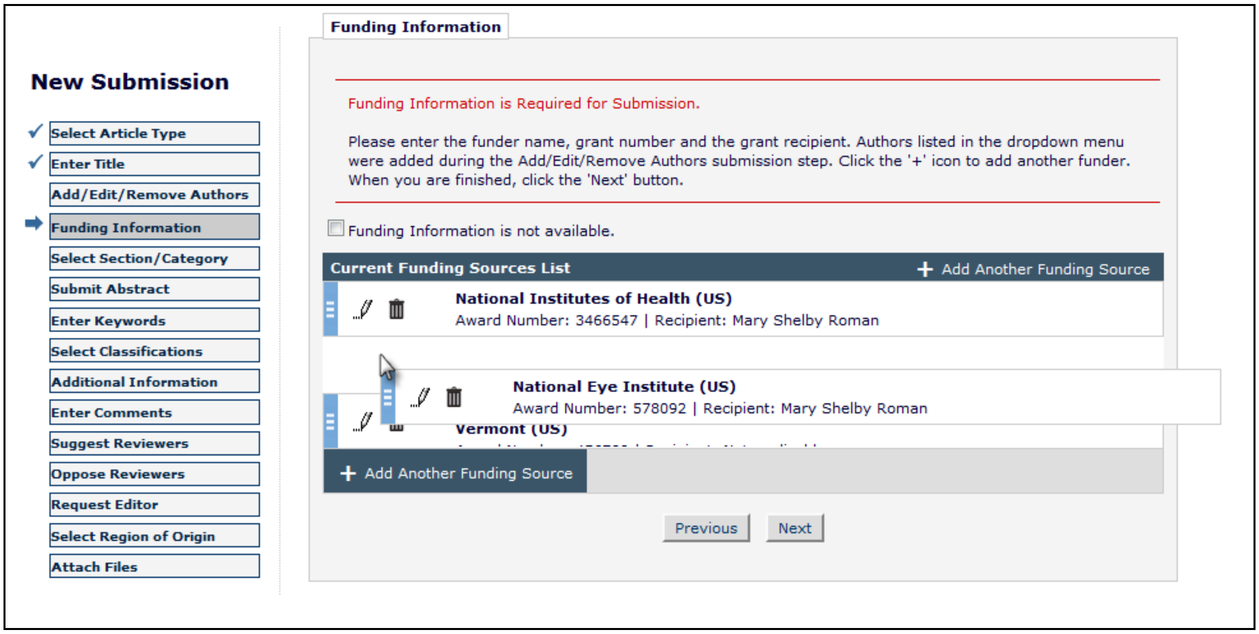
In EM version 12.0, the search algorithm on the ‘Funding Information’ submission step is enhanced to encourage more finely-tuned selections for sub-agencies of larger funding organizations. Once a funding source has been searched and selected from the ‘Find a Funder’ feature, any available subordinate organizations are displayed to the user in an additional drop down list to prompt the capture of more accurate data. The submission step itself is enhanced so that any new Funding Source that is added or edited opens in an overlay, similar to the function on the ‘Add/Edit/Remove Authors’ submission step.

Sample Funding Information *submission step where a Funding Source being edited with the ‘Find a Funder’ search feature displays the drop down list for sub-agencies*

If the Corresponding Author opts to select a sub-agency from the drop down list offered under the ‘Find a Funder’ field, the Funding Source Details overlay will refresh with the sub-agency displayed in the ‘Find a Funder’ field and any further sub-agencies displayed in a new drop down list.

Similar to the grid on the ‘Add/Edit/Remove Authors’, icons are used to save a record ( ), save and add another record ( ), cancel or go back ( ), remove ( ), and edit a record ( ). Funding sources displayed on the grid may be reordered by dragging and dropping to the desired location in the list. The order of the Funding Sources on the submission step defines the display order of the submission’s Funding Information in other parts of EM – the PDF cover page, the ‘Funding Information’ window accessed from the *Details* page, and the Transmittal Form

Sample Funding Information *step showing drag-and-drop in action*



Placing the cursor over a Funding Source in the grid displays a window shows all Funding Source information that may not be fully displayed in the grid.

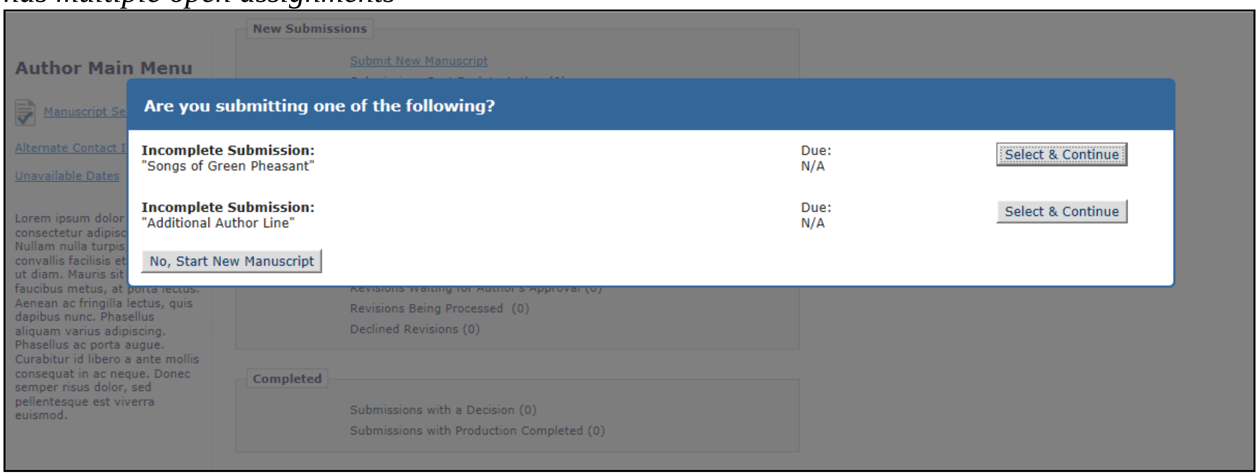
TO CONFIGURE: No additional configuration is necessary if the publication is already using FundRef.

New Submission Redirect

In EM version 11.2, Authors may submit revisions and respond to invitations from the Author Main Menu. New users to the system may not realize that submitting a revision or an invited paper must be done from the appropriate link on the menu. This leads Authors to submit a new manuscript rather than respond to open assignments.

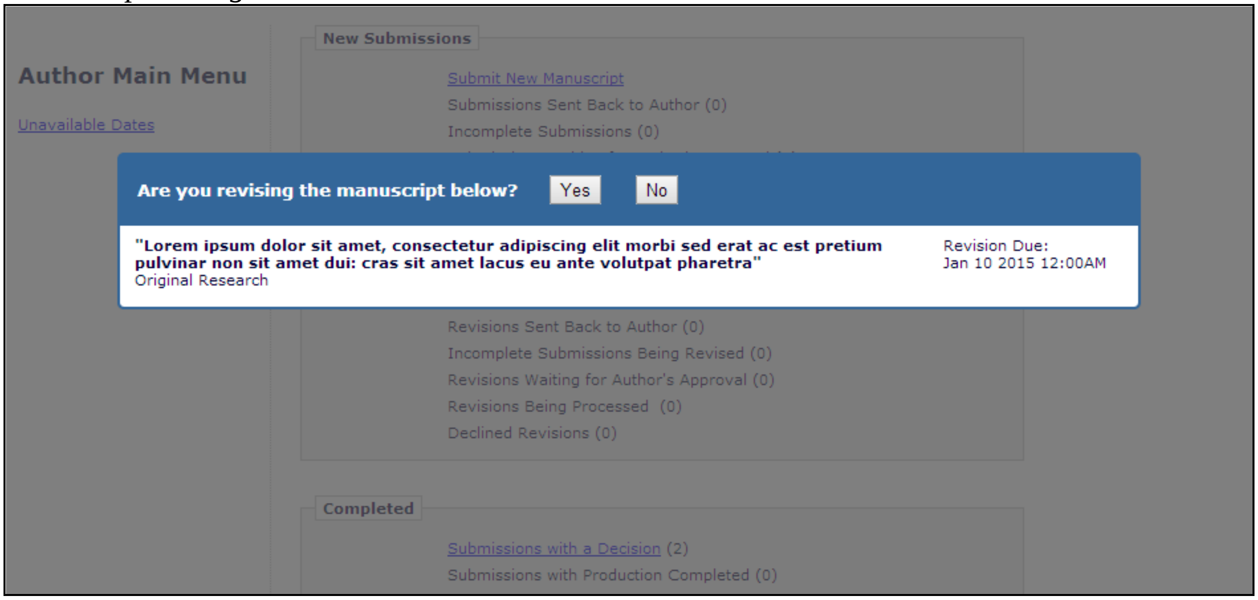
New in EM version 12.0, Authors clicking the 'Submit New Manuscript' link on their main menu or the 'Submit a Manuscript' link in the navigation bar will be presented with a list of any open assignments: Revisions that are due, submission invitations to which the author has not yet responded, invited papers that the author has agreed to submit but not yet submitted, incomplete submissions, or submissions sent back to the Author. To accompany this new page, publications may elect to implement customized instructions.

Sample Submission Redirect where Author has clicked the 'Submit New Manuscript' link and has multiple open assignments



If the Author has multiple open assignments, a 'Select & Continue' button is available on the Submission Redirect overlay that will take the Author directly to the open assignment. A 'No, Start New Manuscript' button is also available that allows Authors to close out of the Redirect interface and start a new submission. Authors with only a single open assignment will see a similar overlay asking if they meant to submit the applicable manuscript with 'Yes' and 'No' buttons.

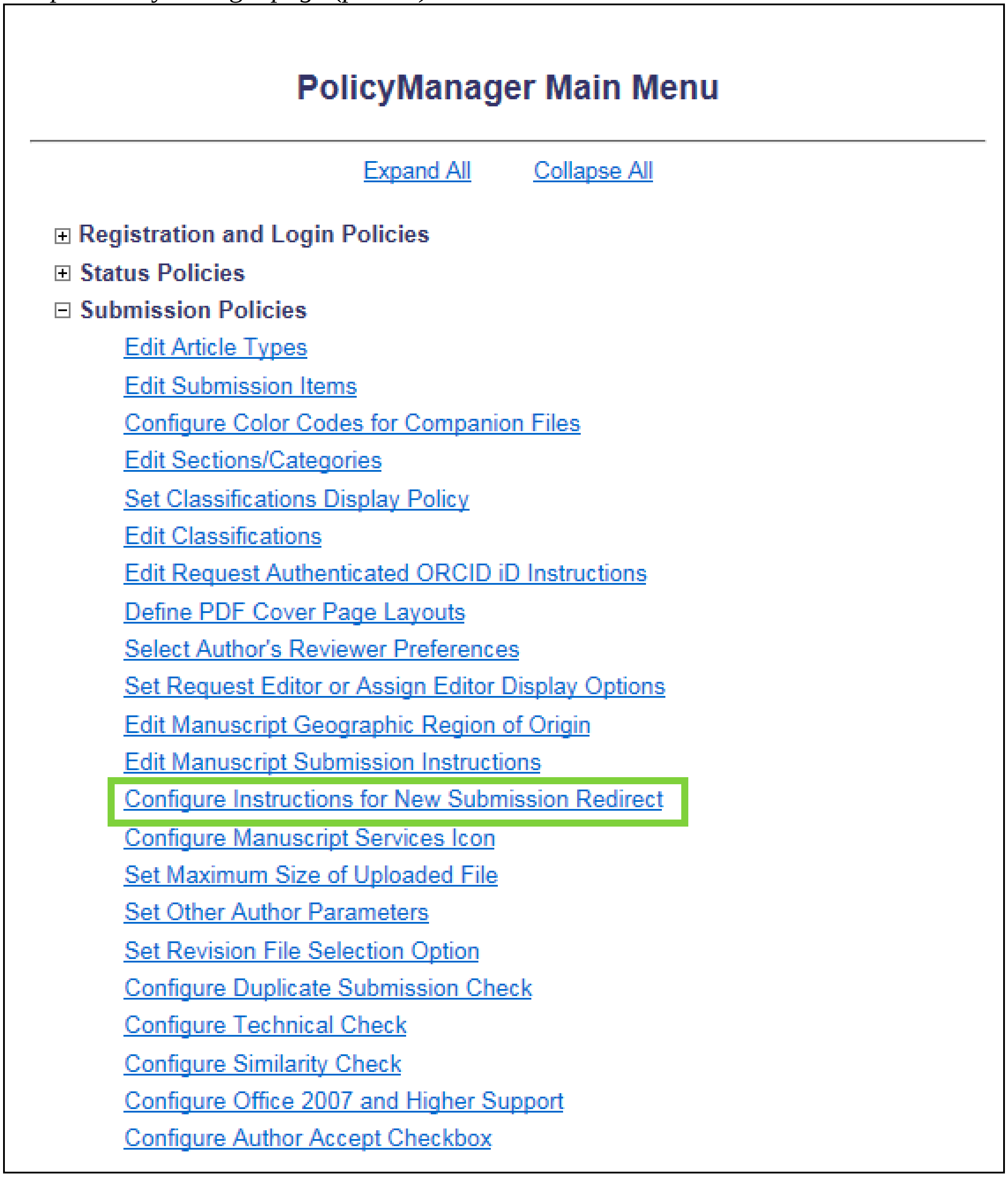
Sample Submission Redirect where Author has clicked the 'Submit New Manuscript' link and has one open assignment



TO CONFIGURE: The Submission Redirect feature has the option to present the Author with customizable instructions on the Submission Redirect overlay. The feature itself does not require configuration to enable.

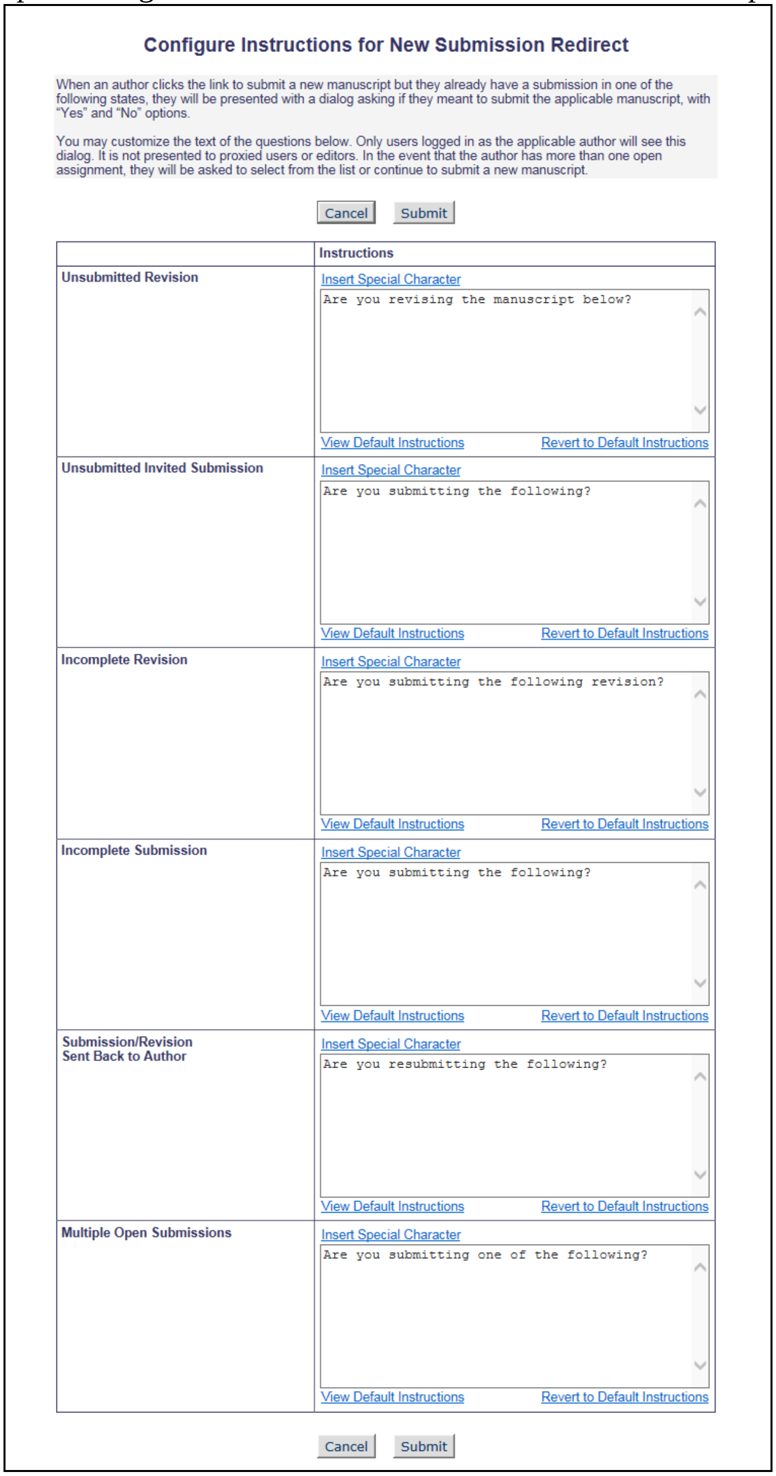
To customize the instructions on the overlay, click the new 'Configure Instructions for New Submission Redirect' link in the 'Submission Policies' section of *PolicyManager*.

Sample PolicyManager *page (partial)*



On the ‘Configure Instructions for New Submission Redirect’ page, Administrators may add customized text for all open assignment types in their respective notes fields.

Sample Configure Instructions for New Submission Redirect *page*



Configure Instructions for New Submission Redirect

When an author clicks the link to submit a new manuscript but they already have a submission in one of the following states, they will be presented with a dialog asking if they meant to submit the applicable manuscript, with "Yes" and "No" options.

You may customize the text of the questions below. Only users logged in as the applicable author will see this dialog. It is not presented to proxied users or editors. In the event that the author has more than one open assignment, they will be asked to select from the list or continue to submit a new manuscript.

Cancel Submit

	Instructions
Unsubmitted Revision	Insert Special Character Are you revising the manuscript below? View Default Instructions Revert to Default Instructions
Unsubmitted Invited Submission	Insert Special Character Are you submitting the following? View Default Instructions Revert to Default Instructions
Incomplete Revision	Insert Special Character Are you submitting the following revision? View Default Instructions Revert to Default Instructions
Incomplete Submission	Insert Special Character Are you submitting the following? View Default Instructions Revert to Default Instructions
Submission/Revision Sent Back to Author	Insert Special Character Are you resubmitting the following? View Default Instructions Revert to Default Instructions
Multiple Open Submissions	Insert Special Character Are you submitting one of the following? View Default Instructions Revert to Default Instructions

Cancel Submit

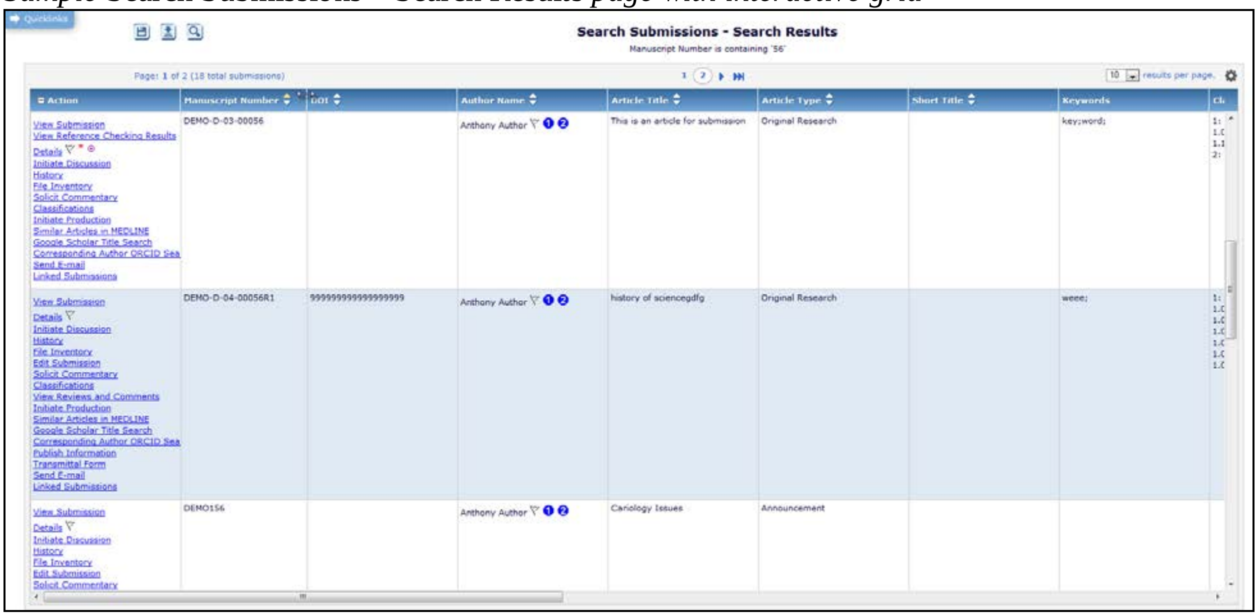
Interactive Search Submissions Grid

Editorial Manager relies heavily on the use of grids to display submission and workflow information. To accommodate a wide variety of workflows, many columns of data are displayed even though they may not be applicable for a particular user or publication.

New in EM/PM 12.0, users may have the option to use an optimized, customizable interactive grid on the ‘Search Submissions – Results’ page. On this new grid, users will be able to freeze columns for easier horizontal scrolling, hide inapplicable columns, reorder active columns by dragging & dropping in the desired location, and change the width of columns. Use of the interactive grid is controlled by a ‘Display search results in Beta grid’ option on the ‘Search submissions selection criteria’ page.

NOTE: The ‘Display search results in Beta grid’ is enabled by default. Users who wish to use the traditional grid must de-select the checkbox before submitting the Search Criteria page.

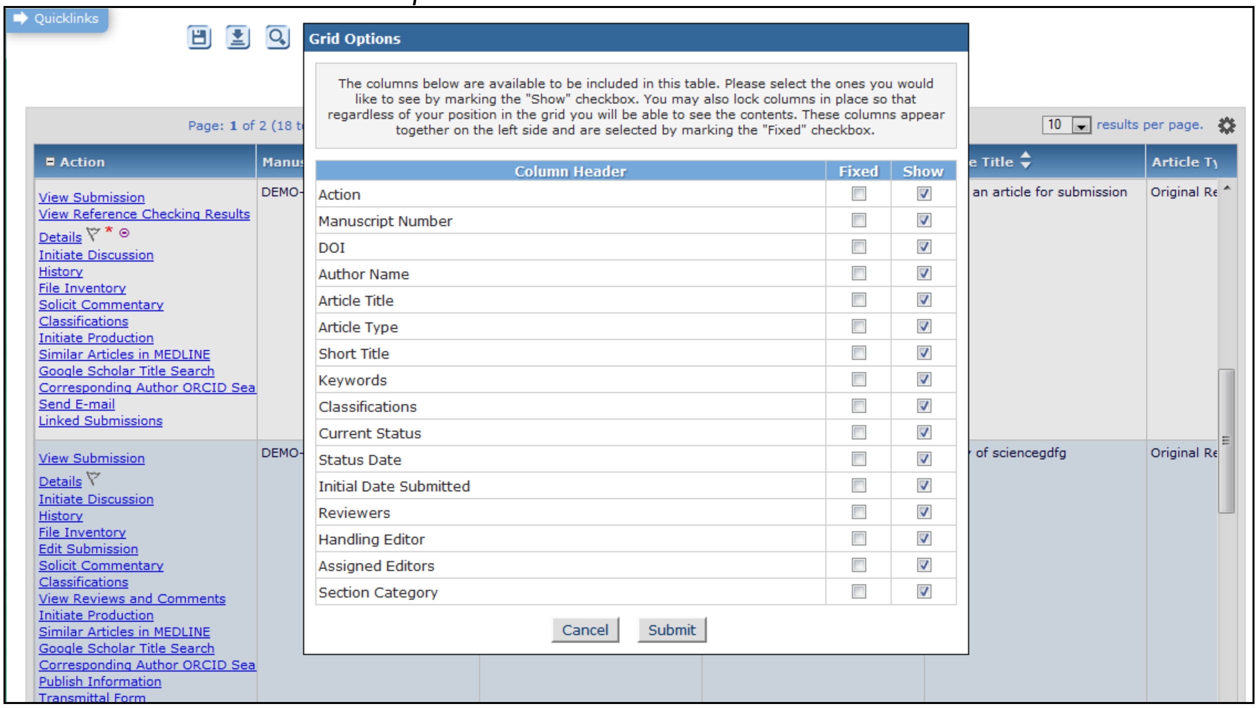
Sample Search Submissions – Search Results *page with interactive grid*



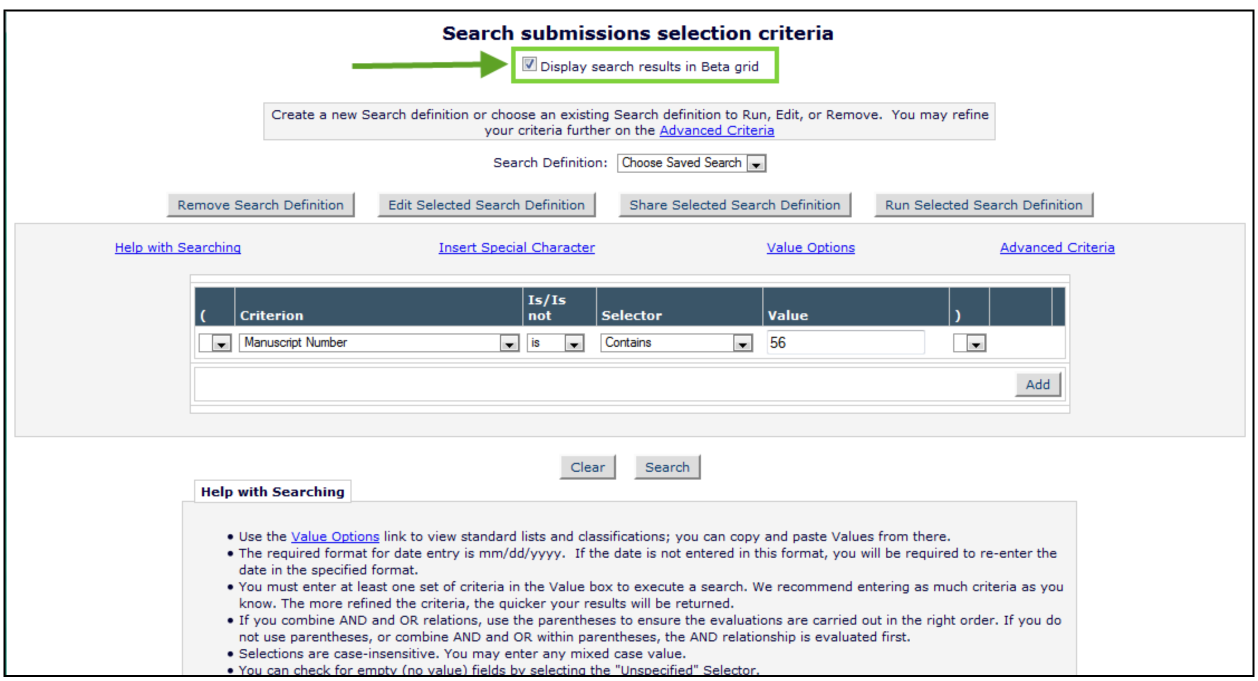
Navigating the grid offers a more modern, streamlined experience. A ‘Quicklinks’ menu in the upper left corner expands when the cursor is placed on it to reveal links to the user’s Main Menus and the option to switch to Production Tracking features (if the user has permission). Additionally:

- A disk icon ( ) allows the user to save the Search Criteria for future use.
- A download icon ( ) allows the user to download the search results.
- A magnifying glass icon ( ) brings the user back to the Search Criteria page to conduct a new Search or modify the criteria.
- A gear icon ( ) on the far right of the grid allows the user to hide or fix columns on the grid.

Sample interactive grid after clicking the gear icon – the Grid Options *pop-up allows the user to select which columns to freeze or hide.*



TO CONFIGURE: On the ‘Search submissions selection criteria’ page, the ‘Display search results in Beta grid’ option is selected by default. To use the traditional grid, de-select the checkbox.

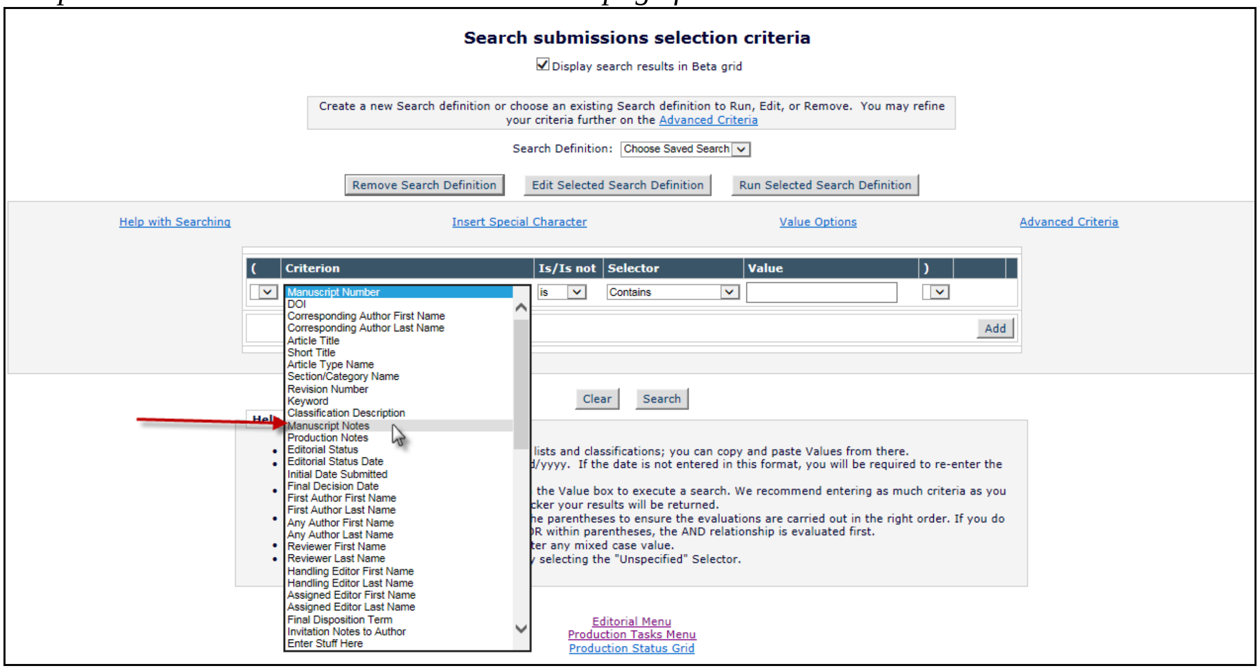


Search Submissions by Manuscript Notes

In EM/PM version 11.2, the Search Submissions feature allows users with permission to search the publication for submissions using a wide variety of selection criteria.

New in EM/PM version 12.0, 'Manuscript Notes' is added as a selection criterion for the Search Submissions tool. For Editor and Publisher Roles, this criterion will display only if the Role has the following *RoleManager* permissions: 'View Notes on Manuscript Details' or 'Edit Notes on Manuscript Details'.

Sample Search Submissions Selection Criteria *page for Editor Role*



TO CONFIGURE: No new configuration necessary if the Role has 'View Notes on Manuscript Details' or 'Edit Notes on Manuscript Details' permissions in addition to Search Submissions permissions.

Suppress Notify Editor Link

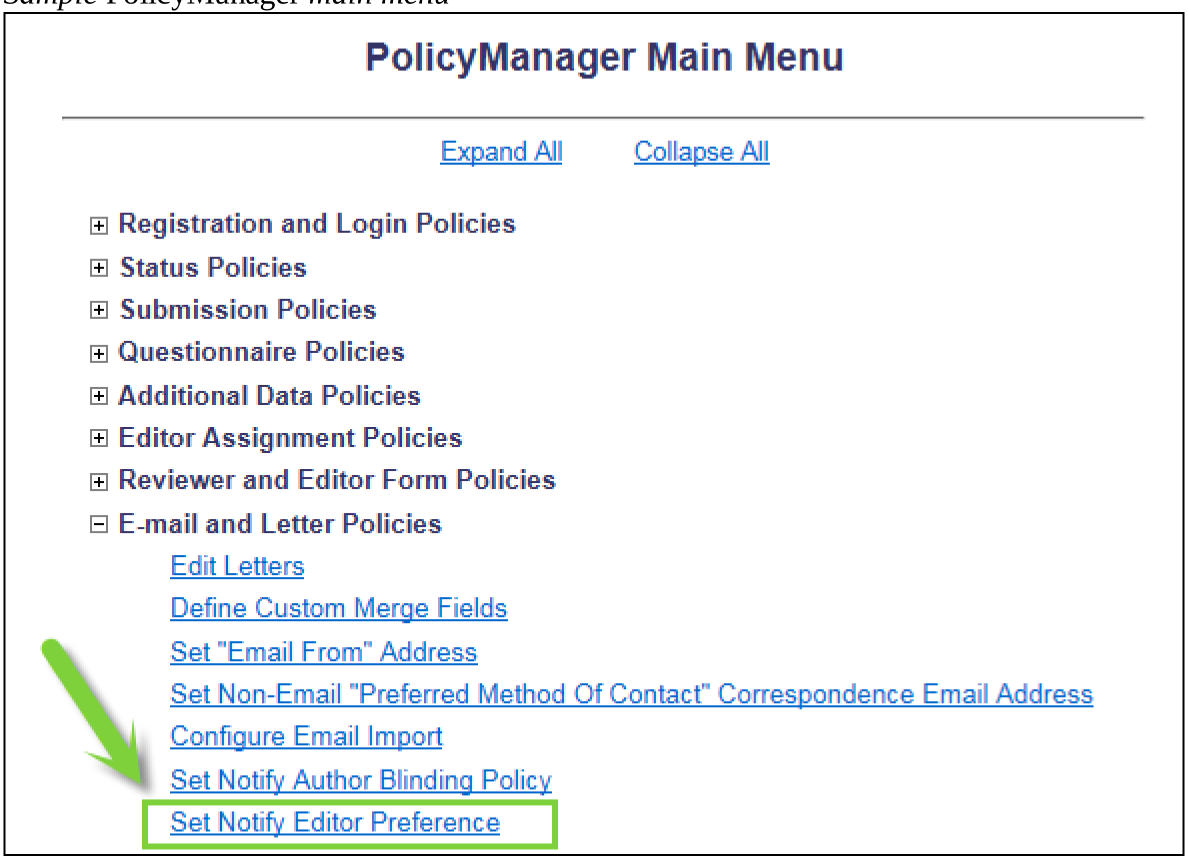
In EM version 11.2, a 'Notify Editor' link appears amongst the Action Links in Search Submissions Results, the 'View All Assigned Submissions' folder, the 'Group by Editor with Current Responsibility' folder, and the 'Group by Manuscript Status' folder. This feature links to the EM ad hoc letter interface, where a user may send a notification to the Handling Editor of the submission.

In EM version 12.0, a setting may be disabled that to suppress the 'Notify Editor' link, as some publications may want to have a more streamlined set of Action Links displayed to Editors. This new setting, 'Set Notify Editor Preference', may be found in *PolicyManager* in the 'E-mail and Letter Policies' section.

NOTE: Upon upgrade, the 'Set Notify Editor Preference' is enabled. This means that there is no change in functionality – the 'Notify Editor' link will display for Editors in the 'View All Assigned Submissions', 'Group by Editor with Current Responsibility', and 'Group by Manuscript Status' folders as well as the Search Submissions Results.

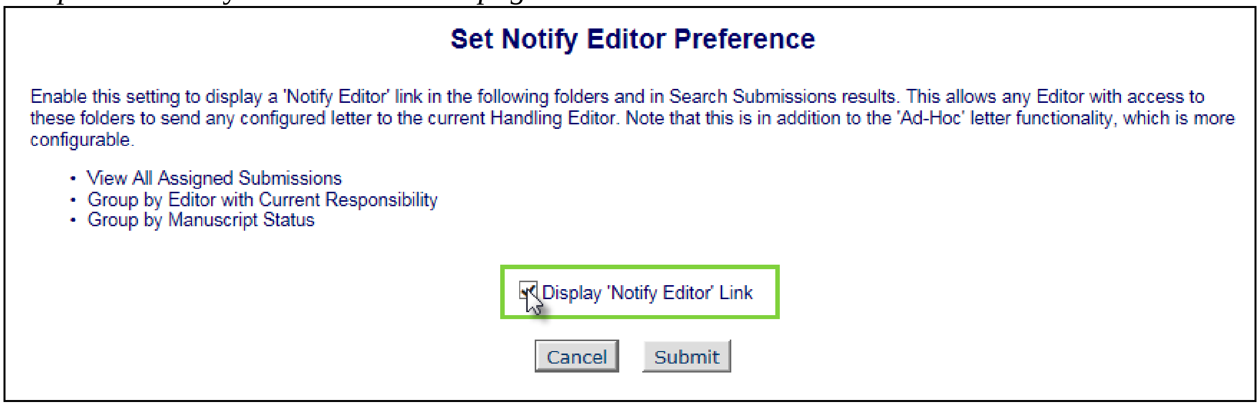
TO CONFIGURE: In the 'E-mail and Letters' section of *PolicyManager*, click the new link for 'Set Notify Editor Preference'.

Sample PolicyManager *main menu*



Upon upgrade, the “Display ‘Notify Editor’ Link” setting will be enabled. To suppress the ‘Notify Editor’ link, uncheck the box and submit the page.

Sample Set Notify Editor Preference *page*



Hide Letter Templates

In EM/PM version 11.2, administrators may remove a letter template listed on the 'Edit Letters' page in *PolicyManager* if it is not currently in use by any of the following EM/PM functions: an *ActionManager* event, an Author or Reviewer Notification of an Editor Decision Term, any Commerce Manager Fees, a Production Task, or Automated Reminder/Scheduled Batch E-mails. Since so many requirements must be met, inactive or irrelevant letters may be listed on the 'Edit Letters' page, making it difficult for administrators to find a specific template.

New in EM/PM version 12.0, a 'Hide' link is available next to the existing 'Remove' link on the 'Edit Letters' page. This allows users to hide letter templates that may not currently be in use, making the active letter templates list more manageable. A letter template that is hidden is moved to a 'Hidden Letters' section at the bottom of the page. Additionally, letter templates on this page may be sorted alphabetically by Letter Purpose or Letter Family.

NOTE: Required system letters, such as the 'Transfer Letter', may not be hidden or removed.

Sample Edit Letters *page (partial) showing the* Hidden Letters *section and new sorting arrows. The new* Hide *link is also displayed in the section above*

Author Questionnaire General HTML	General	○	Edit	◉	Edit	Remove	Hide
Author Questionnaire Editor Reminder TEXT	Editor Reminder	◉	Edit	○	Edit	Remove	Hide
Author Questionnaire Reviewer Reminder HTML	Reviewer Reminder	○	Edit	◉	Edit	Remove	Hide
Author Questionnaire Reviewer Notification TEXT	Reviewer Notification	◉	Edit	○	Edit	Remove	Hide
Author Questionnaire Reviewer Reminder TEXT	Reviewer Reminder	◉	Edit	○	Edit	Remove	Hide
Author Questionnaire Terminate Assignments TEXT	Terminate Assignments	◉	Edit	○	Edit	Remove	Hide
Author Questionnaire Terminate Assignments HTML	Terminate Assignments	○	Edit	◉	Edit	Remove	Hide
Author Questionnaire Reviewer Invitation HTML	Reviewer Invitation	○	Edit	◉	Edit	Remove	Hide

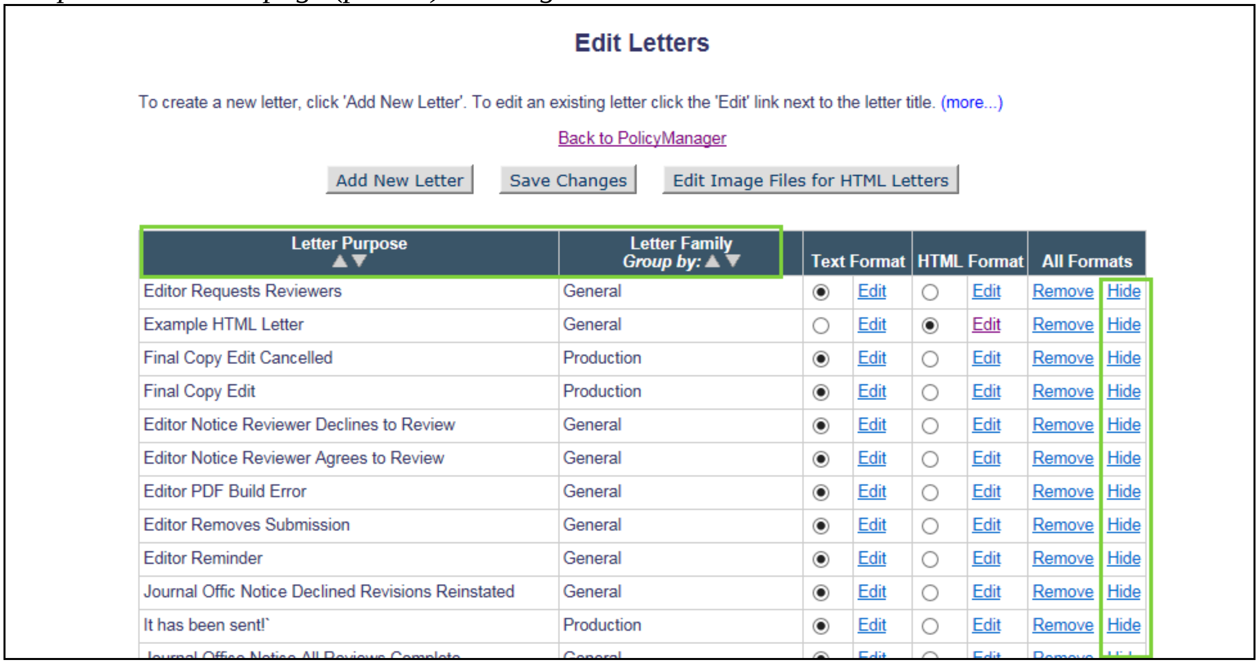
Hidden Letters

Letter Purpose ▲▼	Letter Family *Group by:* ▲▼	Text Format		HTML Format		All Formats
E-mail Trouble Test	*Author Invitation*	◉	Edit	○	Edit	Remove | Restore
Author Questionnaire Production TEXT	*Production*	◉	Edit	○	Edit	Remove | Restore
Author Questionnaire Production Reminder TEXT	*Production Reminder*	◉	Edit	○	Edit	Remove | Restore
Author Questionnaire Reviewer Notification HTML	*Reviewer Notification*	○	Edit	◉	Edit	Remove | Restore
Author Questionnaire Reviewer Invitation TEXT	*Reviewer Invitation*	◉	Edit	○	Edit	Remove | Restore

Add New Letter | Save Changes | Edit Image Files for HTML Letters

Back to PolicyManager

Sample Edit Letters *page (partial) showing new sort arrows on active letters and* Hide *links*



When the ‘Hide’ link is clicked, EM checks to see if the letter is associated with any existing configurations. If the letter is in use, the administrator is presented with a warning that lists where the letter is currently being used. Once a letter template has been hidden, it may continue to be used where there is a saved association, but the hidden letter may not be used in any new configurations made after it is hidden. To make a hidden letter template available for use in new configurations, click the ‘Restore’ link on the ‘Hidden Letters’ section at the bottom of the page. The letter will move back into the active letters section above.

TO CONFIGURE: No configuration necessary.

JATS 1.1A Editorial Transmittal

In EM/PM version 11.2, publications may transmit submissions using the Journal Article Tag Suite (JATS) 1.0A Transmittal Method.

New in EM/PM version 12.0, publications may use a Transmittal Method based on the JATS 1.1 journal archiving DTD. The JATS 1.1 journal archiving DTD is backwards compatible with the JATS 1.0 journal archiving DTD and contains several new elements and attributes. The version 1.1 journal archiving elements that are relevant to EM/PM are:

- Inclusion of Ringgold IDs: If the Corresponding Author or co-author's institution has been selected from the auto-populated institution list, and is associated with a Ringgold ID:
    - An <institution-wrap> element is added above the existing <institution> element.
    - An <institution-id> element is added below the existing <institution> element, with an institution-id-type attribute hardcoded to "Ringgold".

  Sample:

```
<institution-wrap>
    <institution>University of Massachusetts</institution>
    <institution-id institution-id-type="Ringgold">14707</institution-id>
</institution-wrap>
```

- Corresponding Author information: The XML created for the JATS 1.1 transmittal pulls all Corresponding Author information from the Add/Edit/Remove Authors page in EM. Previously some transmittal methods pulled information from the Corresponding Author from their registration record. New in version 12.0, the Corresponding Author's information may be edited on the Add/Edit/Remove Authors page, to reflect their affiliation when the research was performed. This information is included in the JATS 1.1 XML file.

TO CONFIGURE: Please contact your Aries Account Coordinator to use this new editorial transmittal method.

PRODUCTION TRACKING ENHANCEMENTS

Production Task and Workflow Admin Interface Enhancements

In PM version 11.2, “Configure Submission Production Tasks” and “Configure Submission Workflows” existed in *PolicyManager* as two different links.

In PM version 12.0, Submission Production Task configuration and Submission Workflow configuration are combined onto a single page: “Configure Submission Workflows and Production Tasks”, found in the ProduXion Manager section of *PolicyManager*. Submission Production Tasks may be added or edited via the ‘All Submission Production Tasks’ default workflow which includes all non-hidden Submission Production Tasks available on the publication. The functionality of editing a Submission Production Task remains unchanged from previous versions of PM.

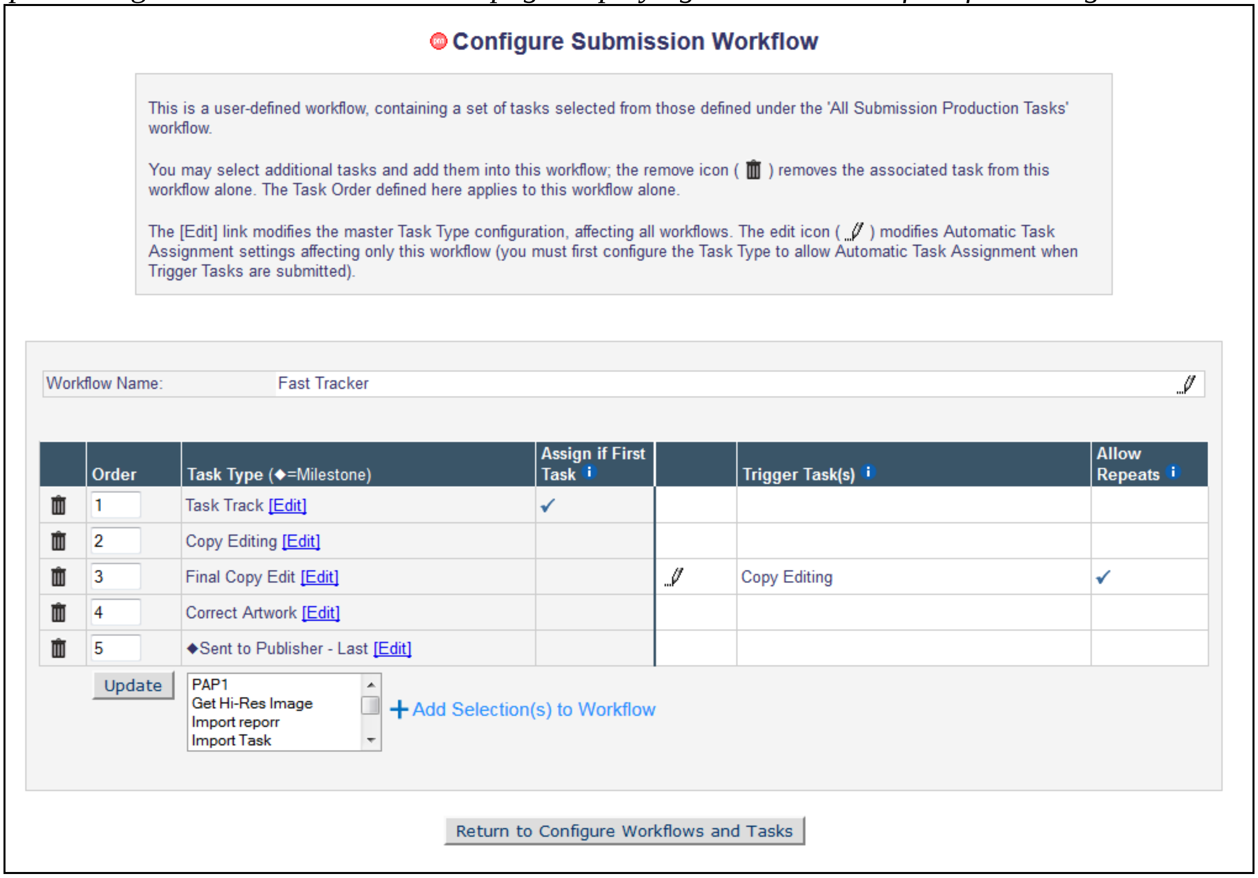
Custom Submission Workflows may be added or edited from the main ‘Configure Submission Workflows and Production Tasks’ page. A ‘Copy’ link is available for the Standard and Custom Submission Workflows that will copy the list of tasks within the workflow, the order in which the tasks are placed, any associated trigger tasks, and the setting that allows repeat assignments. Each copy will be automatically prepended with ‘Copy of’ in the Workflow name.

When a Custom or Standard Submission workflow is edited, the display of the Workflow is enhanced to show a more informative grid. From the enhanced grid, a user can:

- Edit the name of a Custom Workflow ( )
- Change the order of the tasks within the Workflow by entering the number of the desired order of the task in the field to the left of the Task name and clicking the “Update” button
- Define trigger tasks if the Submission Production Task is configured to allow automatic assignment by clicking the pencil icon ( ) in the column to the left of the Trigger Task(s) column
- Allow the repeat assignment of a trigger task if the task is completed more than once by selecting the “Yes” radio button in the Allow Repeats column when editing Trigger Tasks
- Remove Submission Production Tasks from the Workflow by clicking the trashcan icon ( )
- Add Tasks to the workflow by selecting available, non-hidden tasks from the multi-selector box at the bottom of the grid and clicking “+ Add Selection(s) to Workflow)
- View which tasks are configured as Milestone Tasks – a diamond (◆) will display to the left of the Task name
- View which tasks may be automatically assigned if it is first in the Workflow – a checkmark icon will display in the Assign if First Task column

As with some of the other grids in EM/PM (‘Add/Edit/Remove Authors’ and ‘Funding Information’ submission steps), the disk icon ( ) saves any edits and the left arrow icon ( ) cancels out of the edit interface without saving any edited text or settings.

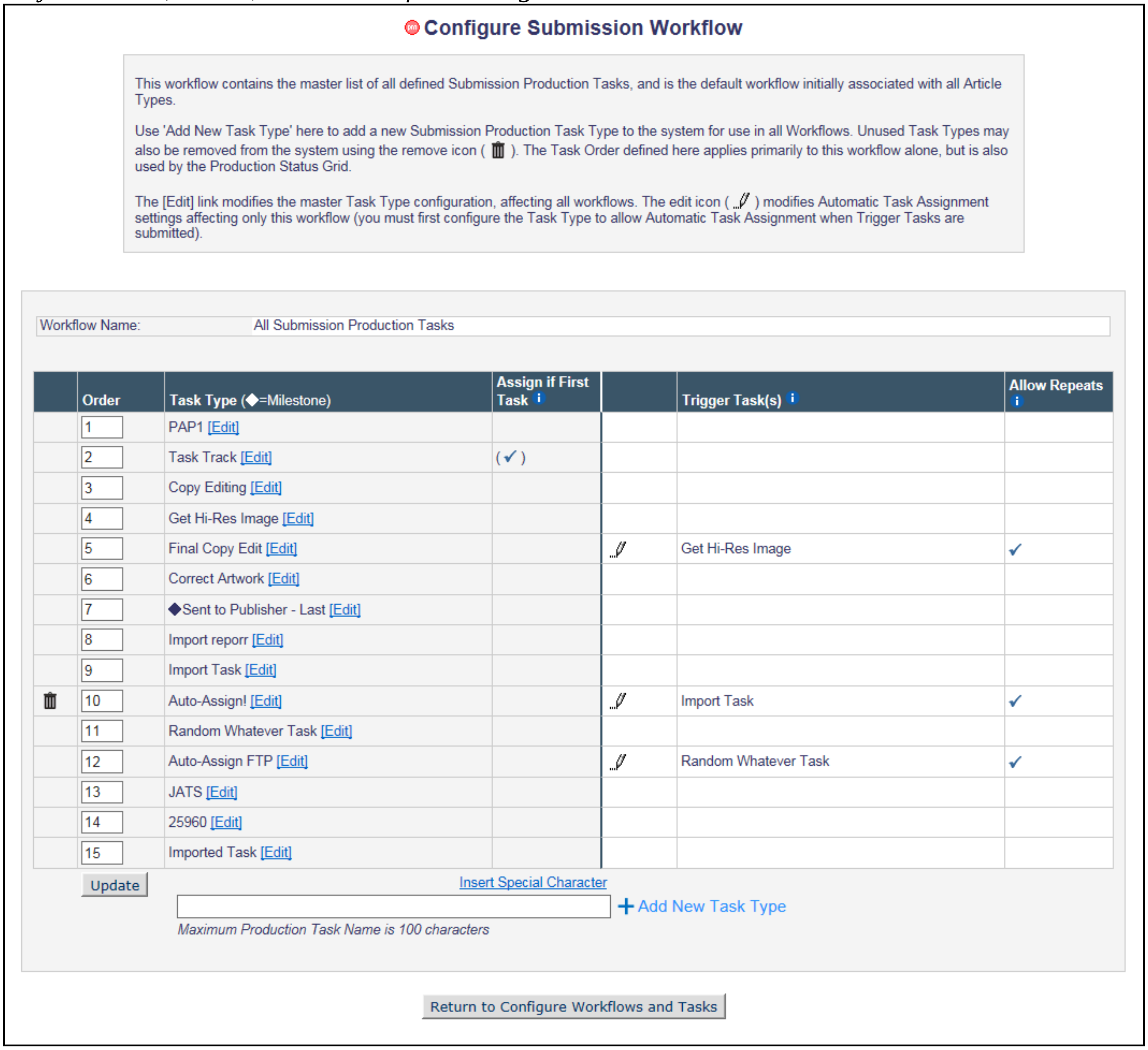
Sample Configure Submission Workflow *page displaying a Custom Workflow for editing*



Upon upgrade, all of the publication's available Submission Production Tasks will be accessible for editing in the default workflow 'All Submission Production Tasks', located under the 'Standard' header. This workflow may not be removed, but it may be copied. Any copy of the standard 'All Submission Production Tasks' workflow will be available in the 'Custom Submission Workflows' section of the page after copying.

Editing the 'All Submission Production Tasks' workflow will allow Administrators to edit the properties of all existing Submission Production Tasks and add new tasks. Clicking 'Edit' next to a task or entering the name of a task and clicking '+ Add New Task Type' will bring the user to the classic 'Edit Submission Production Task' interface, unchanged in 12.0. The grid displayed on this has many of the same functions as the Custom Submission Workflow interface described above, as some publications may elect to use the default 'All Submission Production Tasks' as their only workflow. For eligible tasks, clicking the trash can icon ( ) removes the task from the system.

Sample All Submission Production Tasks *master workflow – Submission Production Tasks may be added, edited, or removed from this grid*



Configure Submission Workflow

This workflow contains the master list of all defined Submission Production Tasks, and is the default workflow initially associated with all Article Types.

Use 'Add New Task Type' here to add a new Submission Production Task Type to the system for use in all Workflows. Unused Task Types may also be removed from the system using the remove icon (🗑). The Task Order defined here applies primarily to this workflow alone, but is also used by the Production Status Grid.

The [Edit] link modifies the master Task Type configuration, affecting all workflows. The edit icon (✎) modifies Automatic Task Assignment settings affecting only this workflow (you must first configure the Task Type to allow Automatic Task Assignment when Trigger Tasks are submitted).

Workflow Name: All Submission Production Tasks

	Order	Task Type (◆=Milestone)	Assign if First Task		Trigger Task(s)	Allow Repeats
	1	PAP1 [Edit]				
	2	Task Track [Edit]	(✓)			
	3	Copy Editing [Edit]				
	4	Get Hi-Res Image [Edit]				
	5	Final Copy Edit [Edit]		✎	Get Hi-Res Image	✓
	6	Correct Artwork [Edit]				
	7	◆Sent to Publisher - Last [Edit]				
	8	Import reporr [Edit]				
	9	Import Task [Edit]				
🗑	10	Auto-Assign! [Edit]		✎	Import Task	✓
	11	Random Whatever Task [Edit]				
	12	Auto-Assign FTP [Edit]		✎	Random Whatever Task	✓
	13	JATS [Edit]				
	14	25960 [Edit]				
	15	Imported Task [Edit]				

Update

Insert Special Character

+ Add New Task Type

Maximum Production Task Name is 100 characters

Return to Configure Workflows and Tasks

TO CONFIGURE: No configuration necessary for publications already enabled for Production Tracking.

To add, edit, or remove tasks from the system, Administrators will have to do so through the new 'All Submission Production Tasks' master workflow found on the 'Configure Submission Workflows and Production Tasks' page in *PolicyManager*.

Production Task Automation Enhancements – Multiple Task Triggers

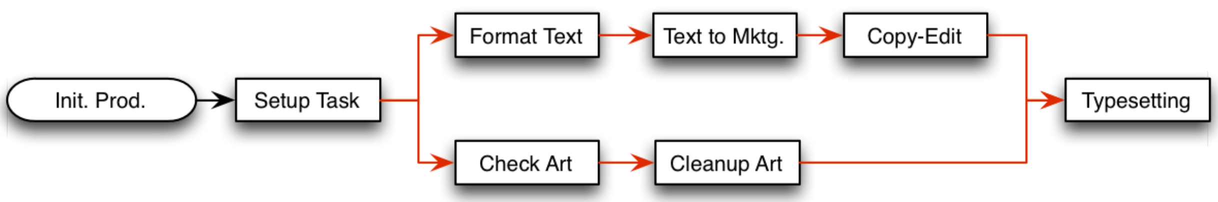
In PM version 11.2, Submission Production Tasks may be automatically assigned when production is initiated. Additionally, Submission Production Tasks may be configured to be assigned when the previous task has been completed.

New in PM version 12.0, more complex Production Tracking workflows are supported. The completion of a single task may trigger the automatic assignment of one or more tasks. Alternately, the completion of several tasks may then trigger the assignment of a single task.

The existing 'Assign Automatically when previous task is completed' setting found on the 'Edit Submission Production Task' page is enhanced to include multiple trigger points and is renamed 'Assign Automatically when all Trigger Tasks are completed'. When this setting is enabled for a task, it is eligible to be assigned automatically once its trigger task has been completed. Trigger tasks may be defined on any Standard or Custom Submission Workflow grid found on the new 'Configure Submission Workflows and Production Tasks' page.

NOTE: Upon upgrade, any Submission Production Task configured to allow automatic assignment upon the completion of the previous task will have the newly named 'Assign Automatically when all Trigger Tasks are completed' setting enabled. This should not affect any existing automatic assignment settings.

Example of a complex automated workflow (partial) that can now be supported:



In the above example:

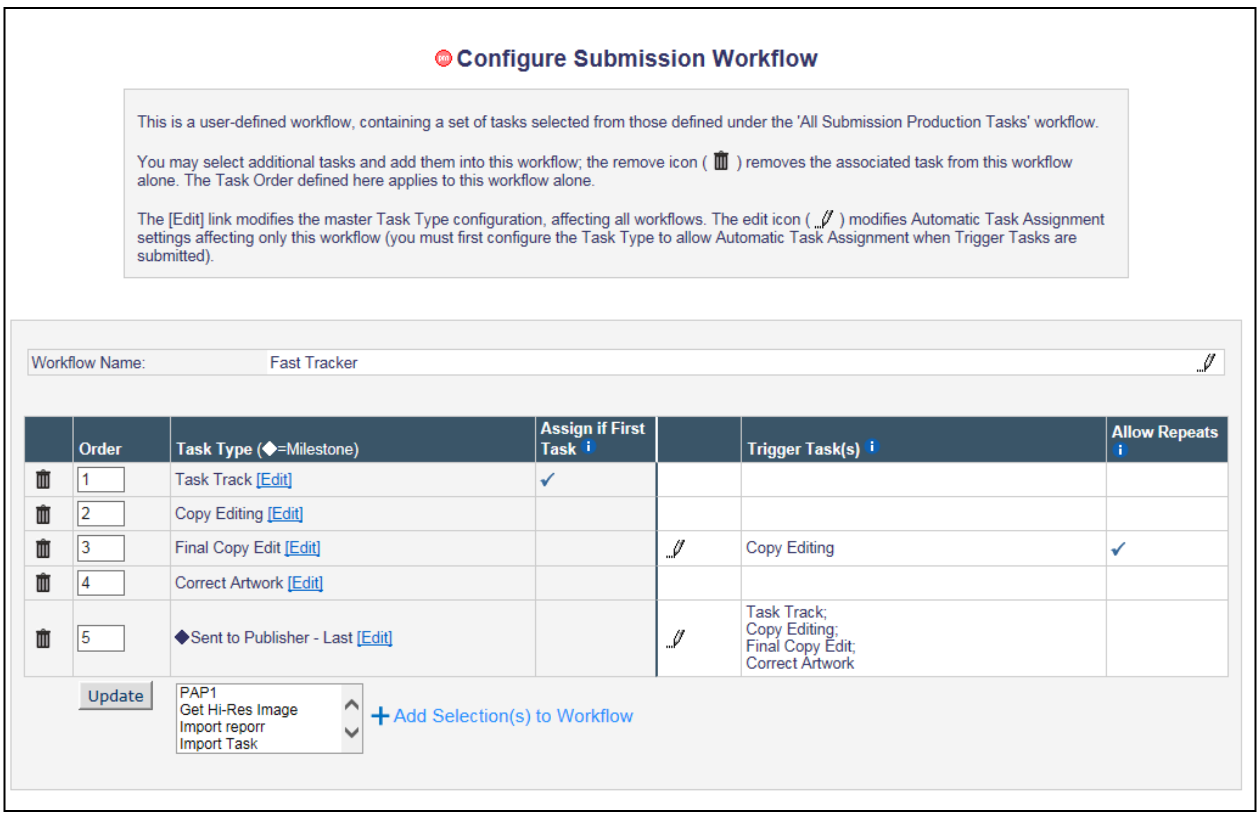
- 'Format Text' is configured with 'Setup Task' as the only trigger task.
- 'Check Art' is also configured with 'Setup Task' as the only trigger task.
- 'Text to Mktg.' is configured with 'Format text' as the only trigger task.
- 'Copy-Edit' is configured with 'Text to Mktg.' as the only trigger task.
- 'Cleanup Art' is configured with 'Check Art' as the only trigger task.
- 'Typesetting is configured with both 'Copy-Edit' and 'Cleanup Art' as trigger tasks.
- All of the above tasks first have the Task-specific 'Assign Automatically when all Trigger Tasks are completed…' option set to enable selection of these trigger tasks.
- So, on a new submission with no previous task assignments:
    - When 'Setup Task' is completed, both 'Format Text' and 'Check Art' are assigned automatically.

- Text to Mktg., Copy-Edit, and Cleanup Art are triggered when their respective trigger tasks are completed.
- When ‘Copy Edit’ is completed – assuming it completes first – no further Automatic Assignment is triggered.
- When ‘Cleanup Art’ subsequently completes, ‘Typesetting’ is assigned automatically.

As with previous iterations of Automatic Task assignment, a ‘Can Be Assigned By’ user must and a ‘Can Be Assigned To” recipient must be defined to successfully save a Submission Production Task with the automatic assignment setting. An ‘Allow Repeats’ setting found in the Submission Workflow grid defines whether the task should be automatically assigned again if the trigger task is completed more than once.

NOTE: Upon upgrade, any tasks configured with the previously named ‘Assign Automatically when previous task is completed’ have the ‘Allow Repeats’ setting enabled. This is indicated by a checkmark icon in the ‘Allow Repeats’ column of the Standard or Custom Submission Workflow grid.

Sample Configure Submission Workflow *page of a Custom Submission Workflow*



In the configuration above, the ‘Final Copy Edit’ task will be assigned automatically once the ‘Copy Editing’ task has been completed. The ‘Allow Repeats’ has been enabled, so if the ‘Copy Editing’ task is completed again, the ‘Final Copy Edit’ task will be automatically assigned again to the same user. The task ‘Sent to Publisher – Last’ (shown here as a Milestone task – it is assigned and marked as ‘Completed’ at the time of assignment), will be automatically assigned once all other tasks have been completed (‘Task Track’, ‘Copy Editing’, ‘Final Copy Edit’, and ‘Correct Artwork’). It is also worth noting that the very first task in the workflow, ‘Task Track’ is assigned automatically when Production is initiated, an existing PM feature.

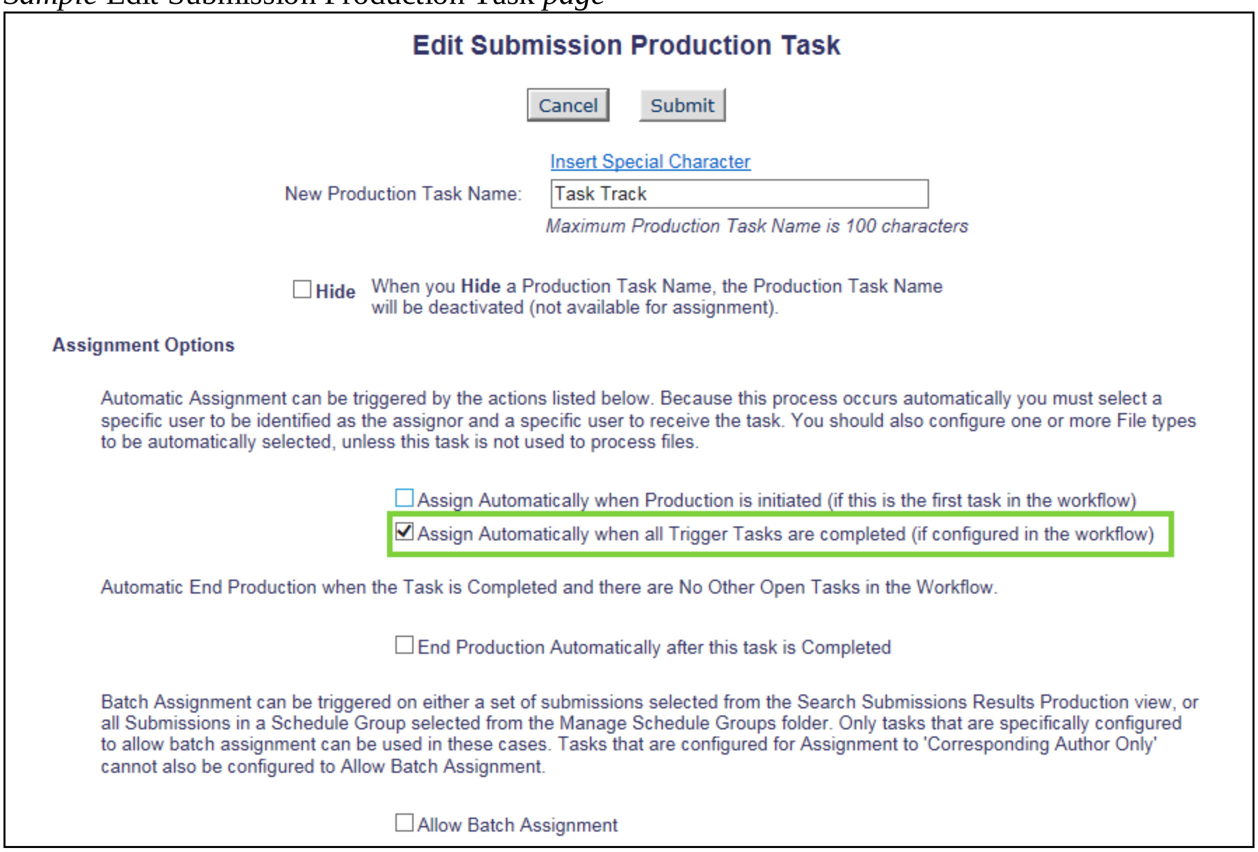
NOTE: If automatic task assignment fails, a failure email is sent to the publication’s Production ‘Email From’ address, configured in *PolicyManager*.

TO CONFIGURE: On the ‘Edit Submission Production Task’ page, the ‘Assign Automatically when all Trigger Tasks are completed (if configured in the workflow’ setting must be enabled. If a Submission Production Task was configured to allow automatic assignment upon completion of the previous task prior to upgrade, this newly named setting will be enabled by default.

NOTE: In 12.0, editing a Submission Production Task must be done by editing the Standard Submission Workflow named ‘All Submission Production Tasks’, found on the ‘Configure Submission Workflows and Production Tasks’ page.

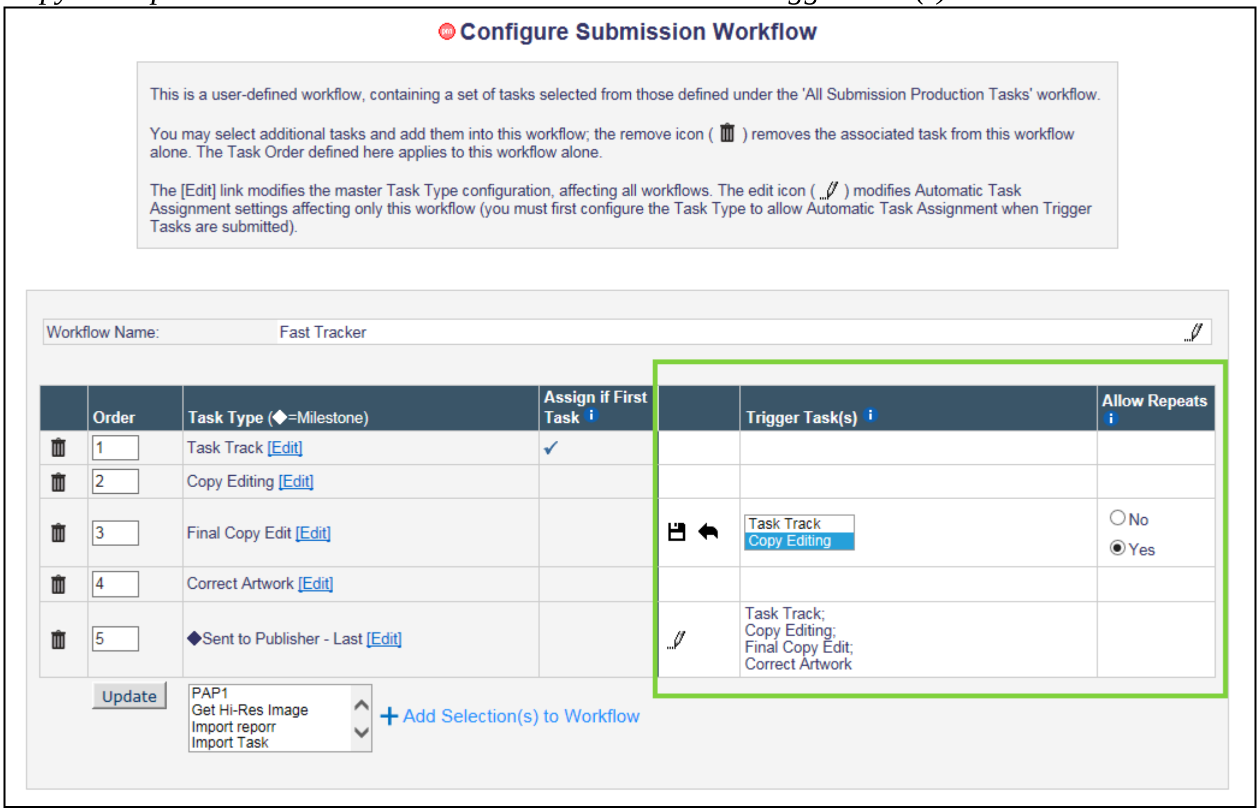
NOTE: A single user in the ‘Can Be Assigned By’ section and a single user in the ‘Can Be Assigned to’ sections must be defined in order to successfully save a task configured for automatic assignment.

Sample Edit Submission Production Task *page*



After all desired tasks are configured to allow automatic assignment, the Trigger Tasks must be defined on the Standard or Custom Submission Workflow grids. Any task eligible for automatic assignment upon the completion of a Trigger Task will have a pencil icon ( ) located in the Task's row in the grid to the left of the 'Trigger Task(s)' column. Clicking the icon will open the 'Trigger Task(s)' and 'Allow Repeats' columns for editing.

Sample Configure Submission Workflow *page for a Custom Submission Workflow – the 'Final Copy Edit' pencil icon has been clicked to reveal the Edit Trigger Task(s) section.*



The 'Trigger Task(s)' column will refresh to display a multi-selector box that lists all previous tasks in the workflow. Selecting one or more of these tasks will trigger the automatic assignment of the task being edited. Selecting 'Yes' in the 'Allow Repeats' column will allow the automatic assignment of the task if the trigger task(s) is completed again. Clicking the disk icon ( ) will save the selections. Clicking the left arrow icon ( ) closes the Trigger Task(s) editing session without saving any changes to the tasks or 'Allow Repeats' setting.

Automatic Assignment of Production Task after Import

In PM 11.2, publications may be configured so that Production may be automatically initiated when a submission is imported into ProduXion Manager. For submissions that have completed a workflow through Editorial Manager (not imported), publication configuration may trigger production initiation and the automatic assignment of the first Submission Production Task in a Submission Workflow.

In PM 12.0, Automatic Assignment of the first Submission Production Task in a Submission Workflow is extended to submissions imported into ProduXion Manager. To be eligible for this feature, a Manuscript Import Method that initiates Production upon import must be configured for the publication and the first Submission Production Task associated with the imported submission's Article Type is configured to be automatically assigned when Production is initiated.

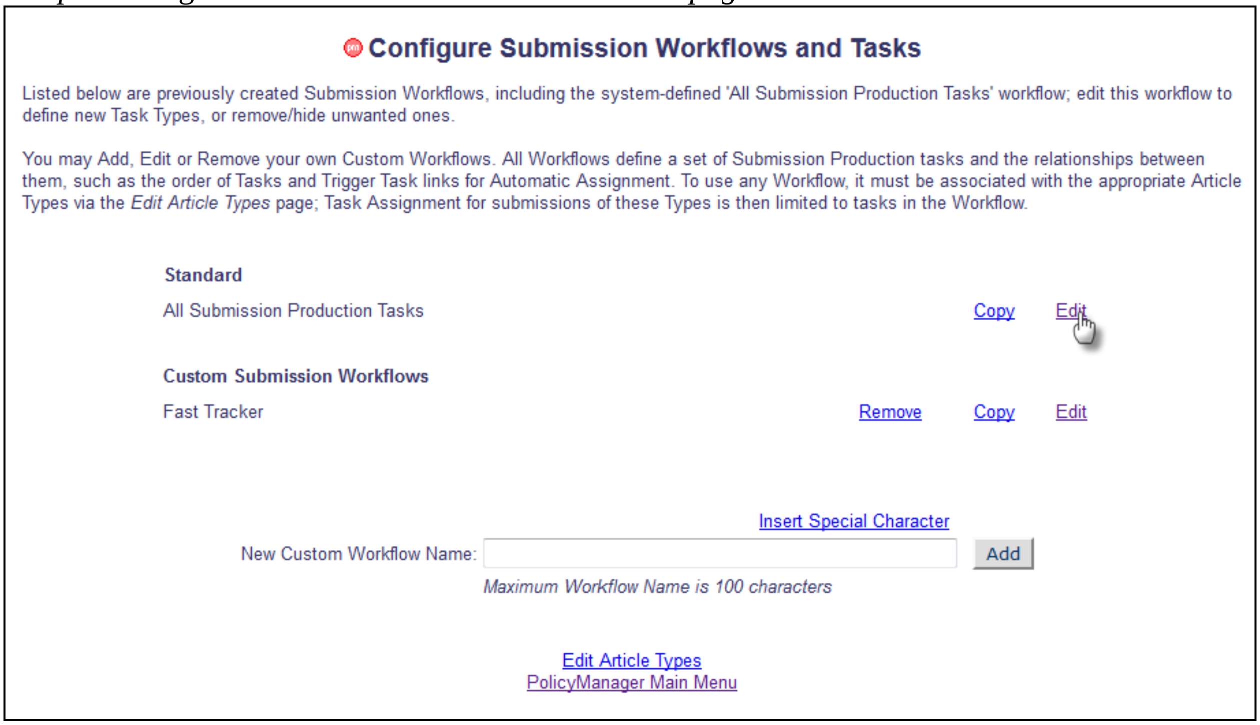
NOTE: Only the following Manuscript Import Methods trigger the automatic 'Initiate Production' process:

- Cadmus Manuscript Import (DTD Version 2.44)
- Nature Manuscript Import (DTD Versions 8, 10, & 11)
- JATS Import into ProduXion Manager

TO CONFIGURE: The publication must first be configured with a Manuscript Import Method that automatically initiates Production.

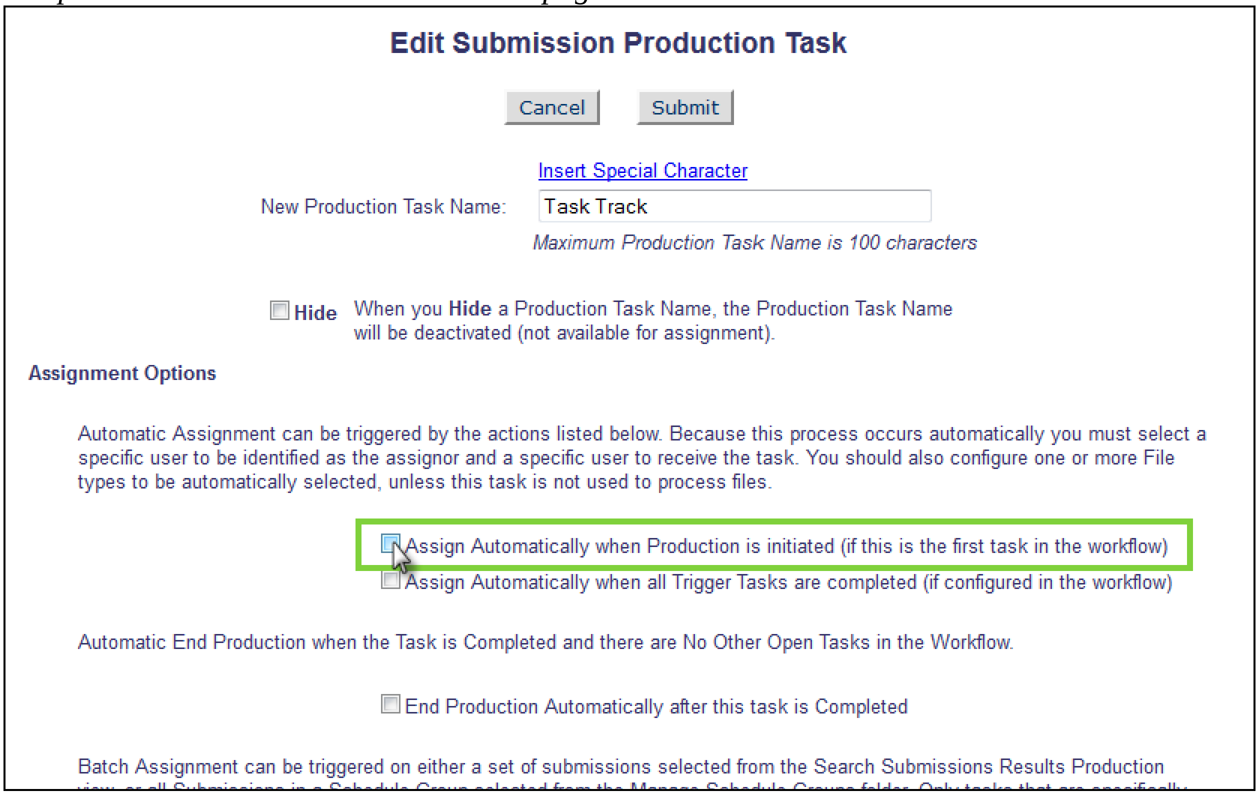
A Submission Production Task must then be configured to be automatically assigned after Production has been initiated. From the new 'Configure Submission Workflows and Tasks' page in *PolicyManager*, click 'Edit' for 'All Submission Production Tasks', located under the 'Standard' header.

Sample Configure Submission Workflows and Tasks *page*



Edit an existing Submission Production Task or enter a Task name and click "+ Add New Task Type" at the bottom of the grid to create a new Submission Production Task.
Select the checkbox next to 'Assign Automatically when Production is initiated (if this is the first task in the workflow)' to enable the task for automatic assignment.

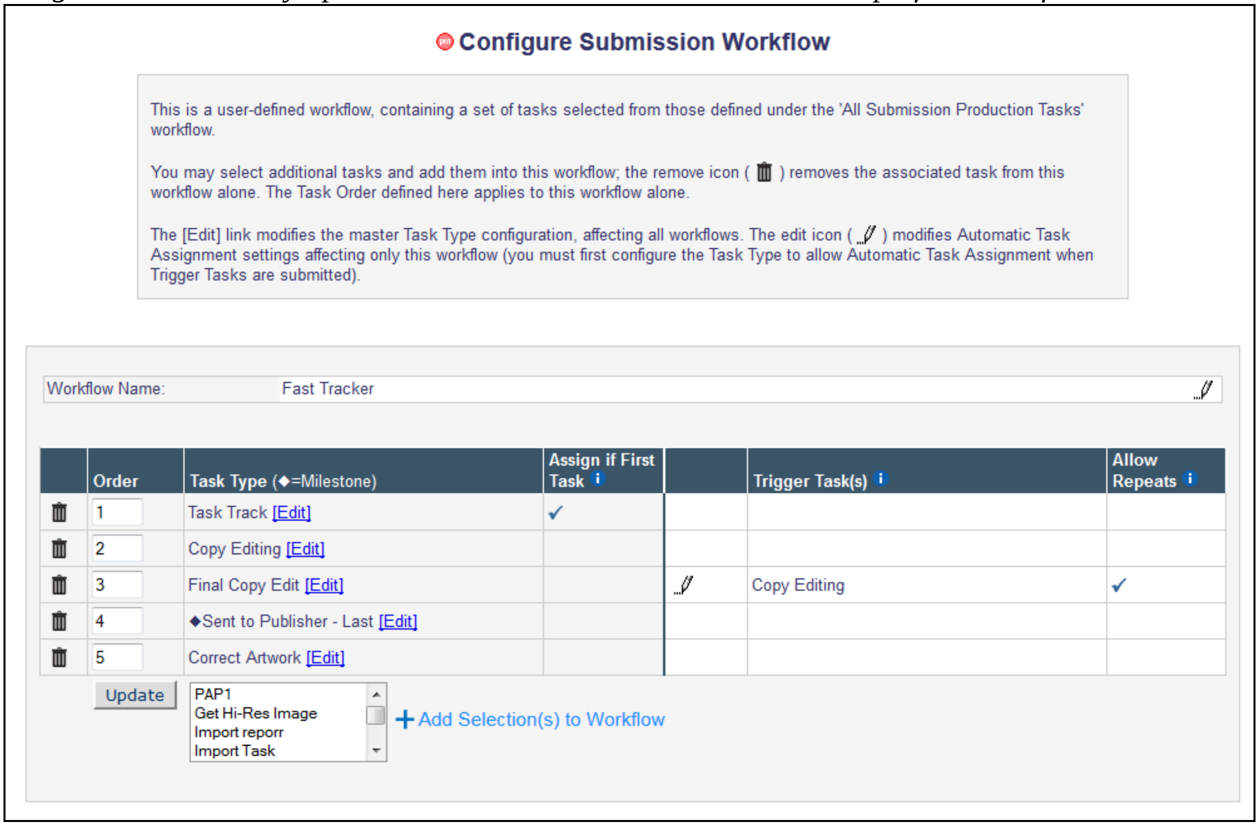
Sample Edit Submission Production Task *page*



Once the Submission Production Task has been configured for automatic assignment when Production initiation occurs, go back to the 'Configure Submission Workflows and Tasks' page. The freshly configured task will need to be at the top of a Custom Submission Workflow (or at the top of the 'All Submission Production Tasks' list if the publication does not use custom workflows). Click 'Edit' for an existing Custom Submission Workflow or create a new workflow by entering a name and clicking the 'Add' button at the bottom of the page.

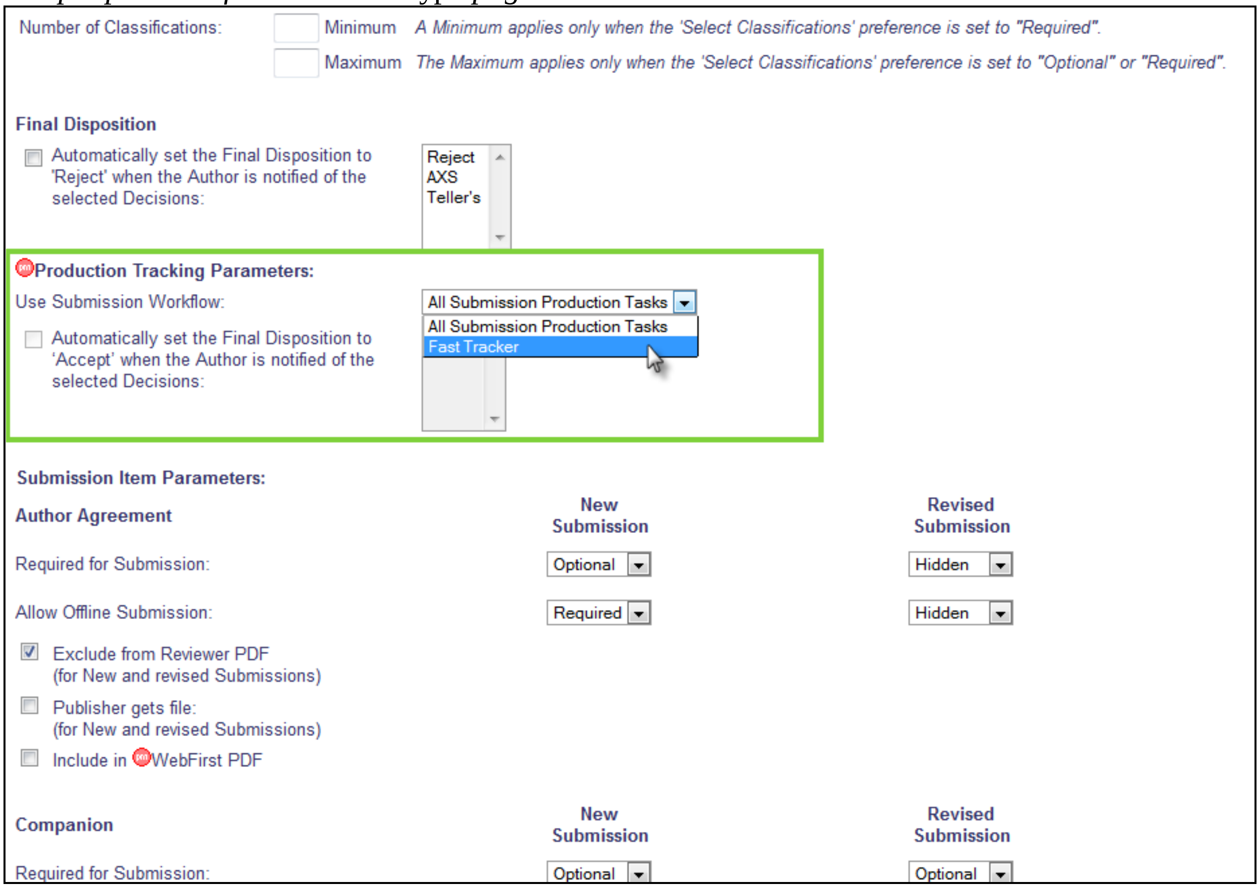
If the task isn't already part of the submission workflow, select the Submission Production Task from the multi-selector box at the bottom of the grid and click '+ Add Selection(s) to Workflow'. Once added to the grid, enter '1' in the 'Order' field to the left of the task name and click 'Update' to move the task to the top of the workflow. A checkmark icon should be visible in the 'Assign if First Task' column if the Submission Production Task has been configured correctly.

Sample Configure Submission Workflow *page – 'Task Track' has been configured to be assigned automatically upon Production Initiation and it is at the top of the workflow order*



Once the Submission Workflow has been configured, make sure the Article Type of the submission being imported is configured to use the correct Submission Workflow. In 'Edit Article Types', Add or Edit an existing Article Type. Towards the bottom of the page in the 'Production Tracking Parameters' section, select the desired Submission Workflow.

Sample portion of Edit Article Type *page*



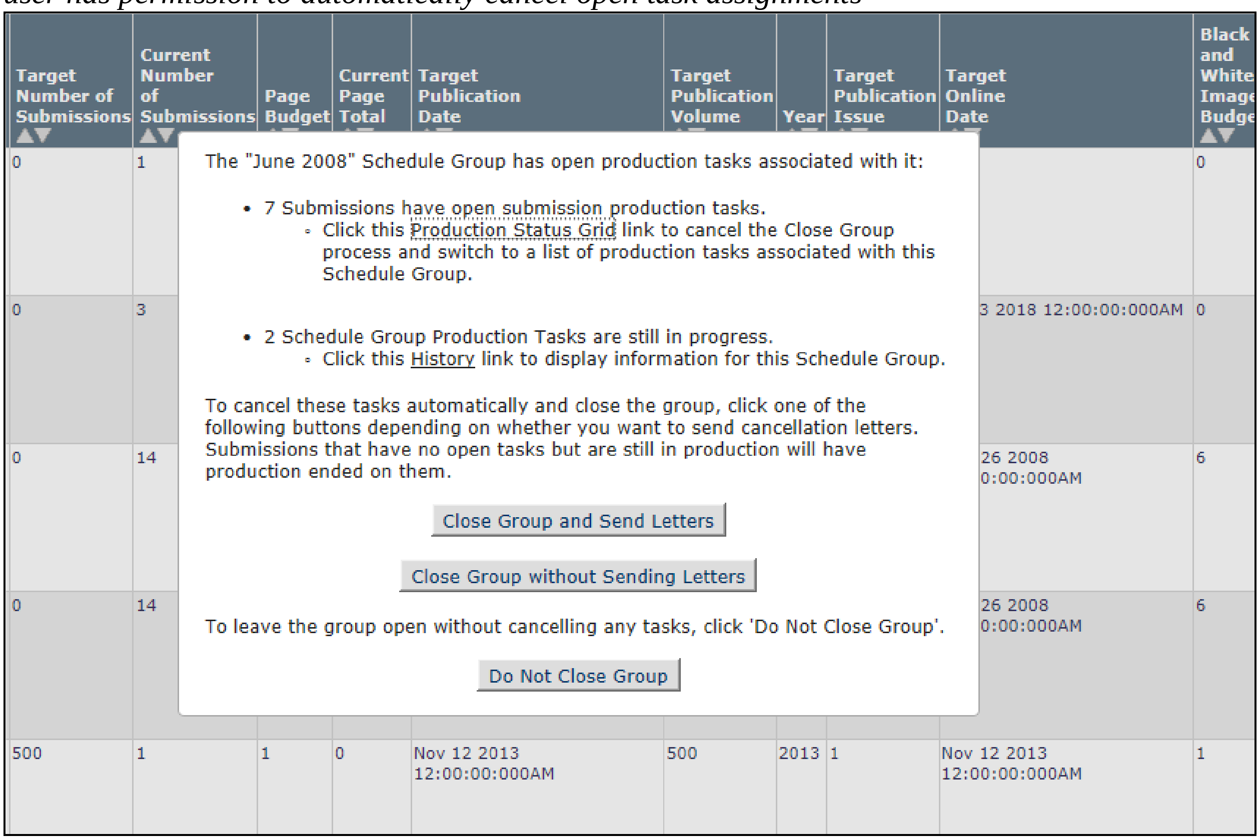
Once all parts have been configured (Submission Production Task, Submission Workflow, and Article Type), the first assigned task should be assigned once the submission has been imported into PM.

Cancel Outstanding Production Tasks When Closing Schedule Group

In PM version 11.2, closing a Schedule Group attempts to end production on each individual submission in the group (provided that it is the Controlling Schedule Group). If one or more submissions within the Schedule Group have outstanding Submission Production Tasks, the group may not be closed unless the open tasks are submitted or canceled. If there is an outstanding Schedule Group Production Task, the group may not be closed unless the Schedule Group Production Tasks are submitted or canceled. If there are non-critical tasks keeping a Schedule Group open, a Production Administrator may need to proxy as many different users to close all of the open task loops.

New in PM 12.0, a new permission is added for Editor and Publisher Roles that will allow the Role to automatically cancel all open production tasks when closing a Schedule Group. When an Editor or Publisher with this new permission closes a Schedule Group, they are presented with a warning that will indicate if submissions within the group still have open tasks. Proceeding with the Schedule Group closure from the warning dialog box will allow the user to either send default cancelation letters to all assignees with open tasks (‘Close Group and Send Letters’ button) or cancel the tasks without sending any notifications (‘Close Group without Sending Letters’ button). All open tasks will be canceled - a user will not be able to pick and choose which tasks to cancel. A ‘Do Not Close Group’ button allows the user to cancel the Close Schedule Group process.

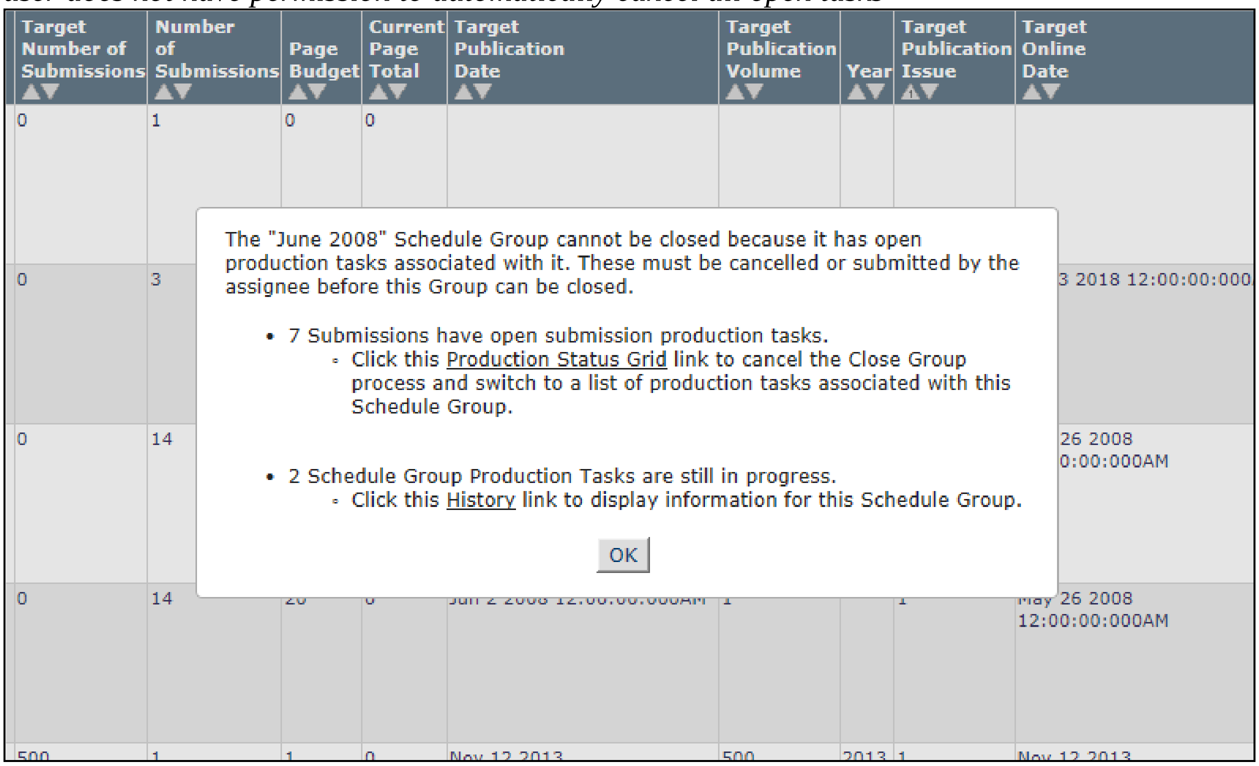
‘Sample Manage Schedule Groups *page where the ‘Close Group’ link has been clicked and the user has permission to automatically cancel open task assignments*



After all open tasks for the Schedule Group have been canceled, the system ‘Ends Production’ on each submission for which the Group is the Controlling Schedule Group. Submissions in the Group that have other Controlling Schedule Groups will remain In Production and will not have their open tasks closed.

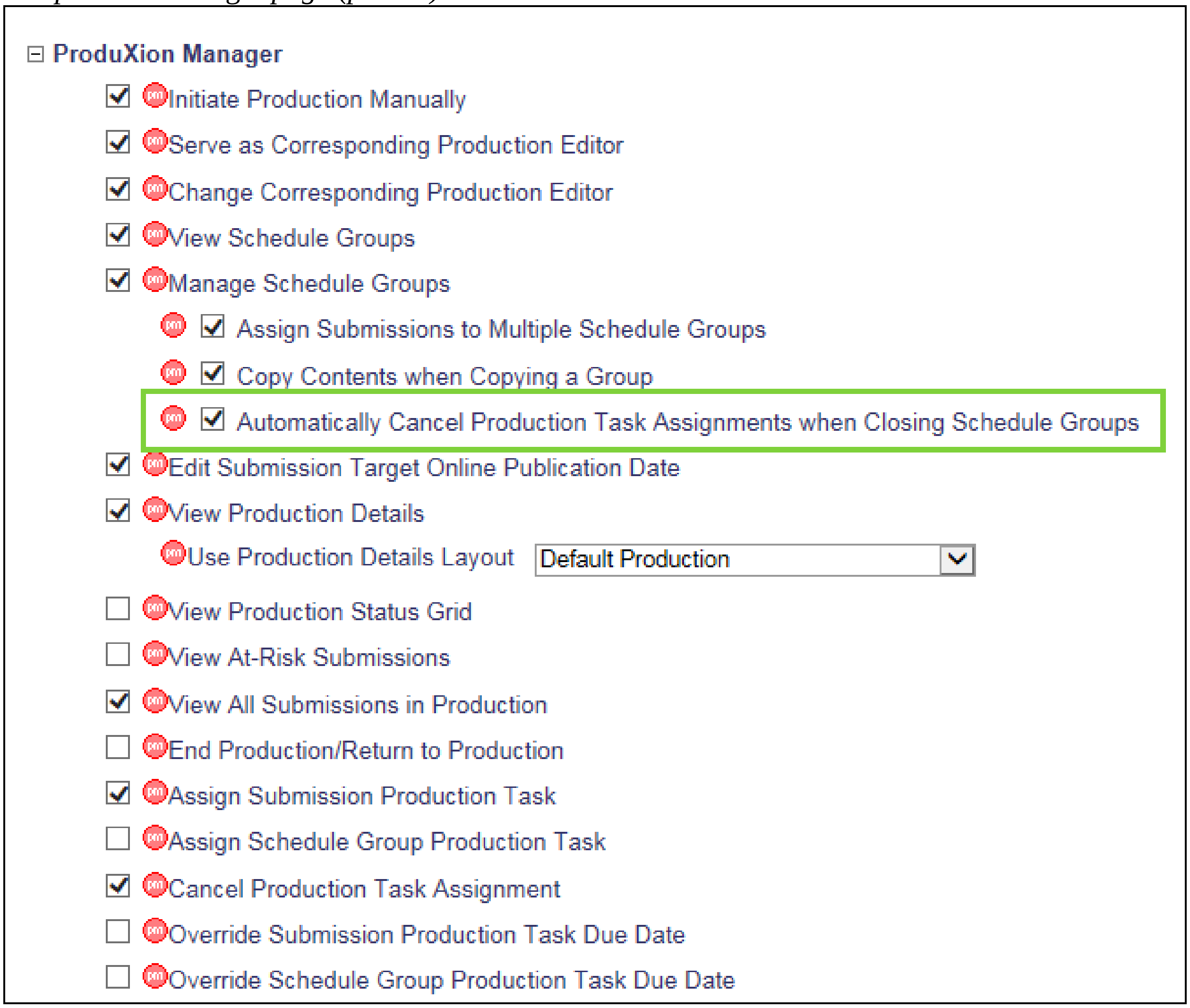
If an Editor or Publisher without the new permission attempts to close a Schedule Group with open Production Tasks, the warning message is enhanced to include links to the Schedule Group History and the Schedule Group’s Production Status Grid.

Sample Manage Schedule Groups *page where the ‘Close Group’ link has been clicked and the user does not have permission to automatically cancel all open tasks*



TO CONFIGURE: In Editor or Publisher *RoleManager*, enable the new ‘Automatically Cancel Production Task Assignments when Closing Schedule Groups’ permission.

Sample RoleManager *page (partial)*



Automatic Submission and Schedule Group Production Task Reminders

In PM version 11.2, Submission and Schedule Group Task Reminder reports are available to Editors and Publishers with 'Send Production Reminders' permission in *RoleManager*. Reports may be run manually and Task recipients notified.

New in PM version 12.0 Submission and Schedule Group Production Task reports may be scheduled and automated to send notifications. This functionality is already available for some Editorial reports (Author Revision Reminders, Author Transfers, Reviewer Reminders). In *RoleManager*, two new permissions are added that will allow Editors and Publishers to create and schedule automated reminders to recipients of Submission and Schedule Group Production Tasks: 'Create Automated Submission Task Reminders' and 'Create Automated Schedule Group Task Reminders'.

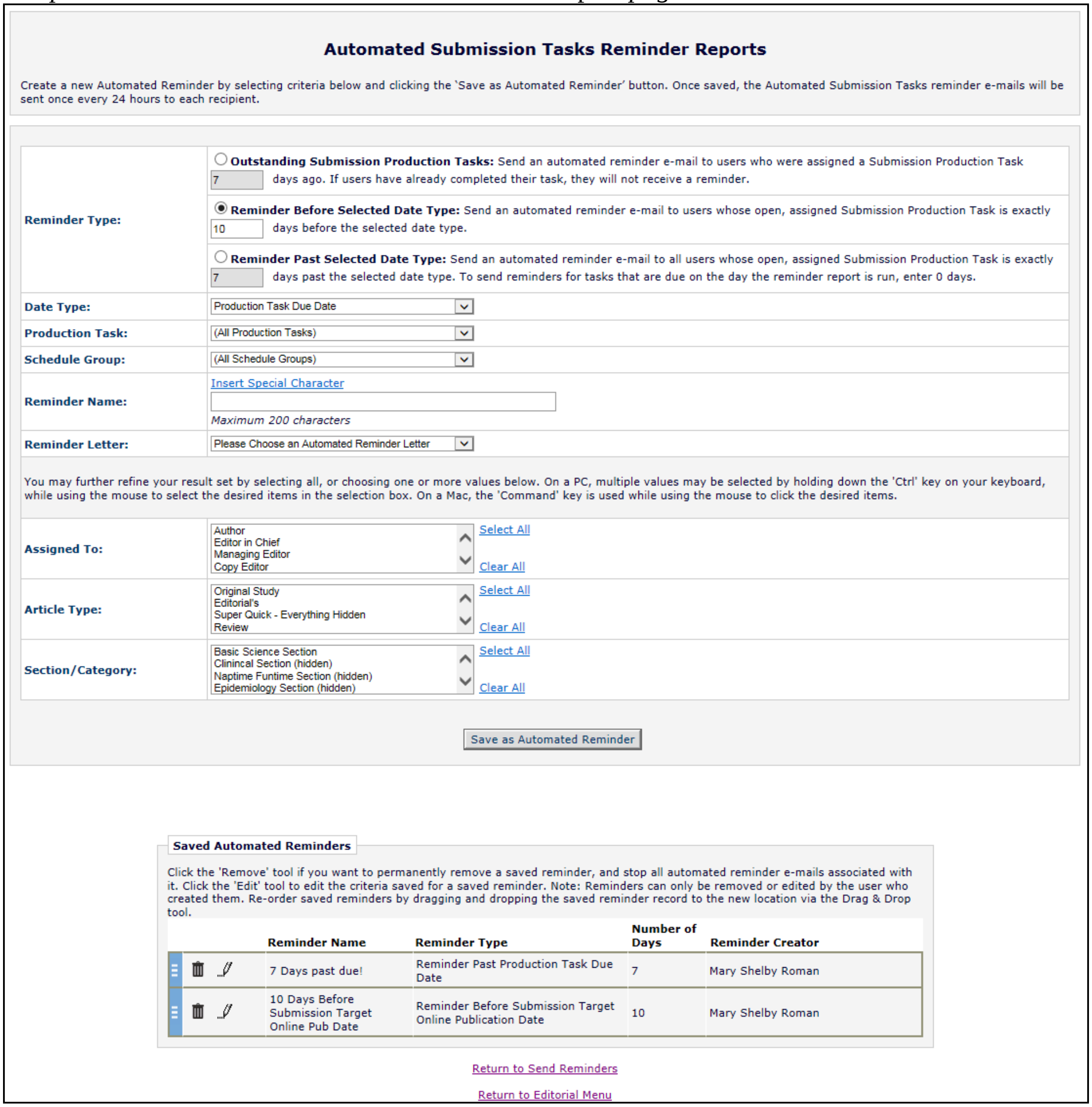
NOTE: Permission to create automated reports cannot be removed from the Role once a user with that Role has created an active Automated Production Reminder report. The automated report must be removed before permission can be disabled.

Once permission has been enabled, the Automated Task Reminder Reports will be available as links in the 'Reports' section of the Production Tasks menu.

Automated Submission Task Reminder Report

Clicking the 'Automated Submission Task Reminders Report' link from the Production Tasks main menu, the Reports section of EM, or the Send Reminder Letters section of EM brings the user to the new Automated Submission Task Reminder Reports interface. Similar to other automated reports in the EM system, criteria for a report can be defined and saved.

Sample Automated Submission Tasks Reminder Report *page*



Automated Submission Tasks Reminder Reports

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

Reminder Type:	○ **Outstanding Submission Production Tasks:** Send an automated reminder e-mail to users who were assigned a Submission Production Task [7] days ago. If users have already completed their task, they will not receive a reminder. ◉ **Reminder Before Selected Date Type:** Send an automated reminder e-mail to users whose open, assigned Submission Production Task is exactly [10] days before the selected date type. ○ **Reminder Past Selected Date Type:** Send an automated reminder e-mail to all users whose open, assigned Submission Production Task is exactly [7] days past the selected date type. To send reminders for tasks that are due on the day the reminder report is run, enter 0 days.
Date Type:	Production Task Due Date
Production Task:	(All Production Tasks)
Schedule Group:	(All Schedule Groups)
Reminder Name:	Insert Special Character *Maximum 200 characters*
Reminder Letter:	Please Choose an Automated Reminder Letter

You may further refine your result set by selecting all, or choosing one or more values below. On a PC, multiple values may be selected by holding down the 'Ctrl' key on your keyboard, while using the mouse to select the desired items in the selection box. On a Mac, the 'Command' key is used while using the mouse to click the desired items.

Assigned To:	Author Editor in Chief Managing Editor Copy Editor	Select All Clear All
Article Type:	Original Study Editorial's Super Quick - Everything Hidden Review	Select All Clear All
Section/Category:	Basic Science Section Clinincal Section (hidden) Naptime Funtime Section (hidden) Epidemiology Section (hidden)	Select All Clear All

Save as Automated Reminder

Saved Automated Reminders

Click the 'Remove' tool if you want to permanently remove a saved reminder, and stop all automated reminder e-mails associated with it. Click the 'Edit' tool to edit the criteria saved for a saved reminder. Note: Reminders can only be removed or edited by the user who created them. Re-order saved reminders by dragging and dropping the saved reminder record to the new location via the Drag & Drop tool.

	Reminder Name	Reminder Type	Number of Days	Reminder Creator
	7 Days past due!	Reminder Past Production Task Due Date	7	Mary Shelby Roman
	10 Days Before Submission Target Online Pub Date	Reminder Before Submission Target Online Publication Date	10	Mary Shelby Roman

Return to Send Reminders

Return to Editorial Menu

The Reminder Type section allows the Report creator to refine report results:

- [X] days Outstanding Submission Production Tasks - applies to Submission Production Tasks that were assigned [X] days ago and are still open. Eligible users with open Tasks will not receive a reminder every single day after [X] days have elapsed, but will receive a single reminder after [X] days have passed.
- [X] days Before Selected Date Type- applies to Submission Production tasks that are [X] days before the selected Date Type. Users assigned a Submission Production Task but have not completed it by [X] days before the selected Date Type will receive a reminder.

- [X] days After Selected Date Type– applies to Submission Production Tasks that are [X] days after the selected Date Type. Users assigned a Submission Production Task but have not completed it yet after the elapsed amount of time will receive a reminder.

The Date Type is configured below the Reminder Type section. The selected Date Type can be used to configure a 'Before' or 'After' Reminder Type. Report creators may choose to calculate the report based on Production Task Due Date, Submission Target Online Publication Date, Schedule Group Target Online Publication Date, or Schedule Group Target Publication Date.

The Report results may be further restricted to a single Submission Production Task, a Schedule Group, specific Task recipients, Article Type(s), or Section/Category. All letters in the Production Reminder letter family are available for selection in the 'Reminder Letter' drop down list.

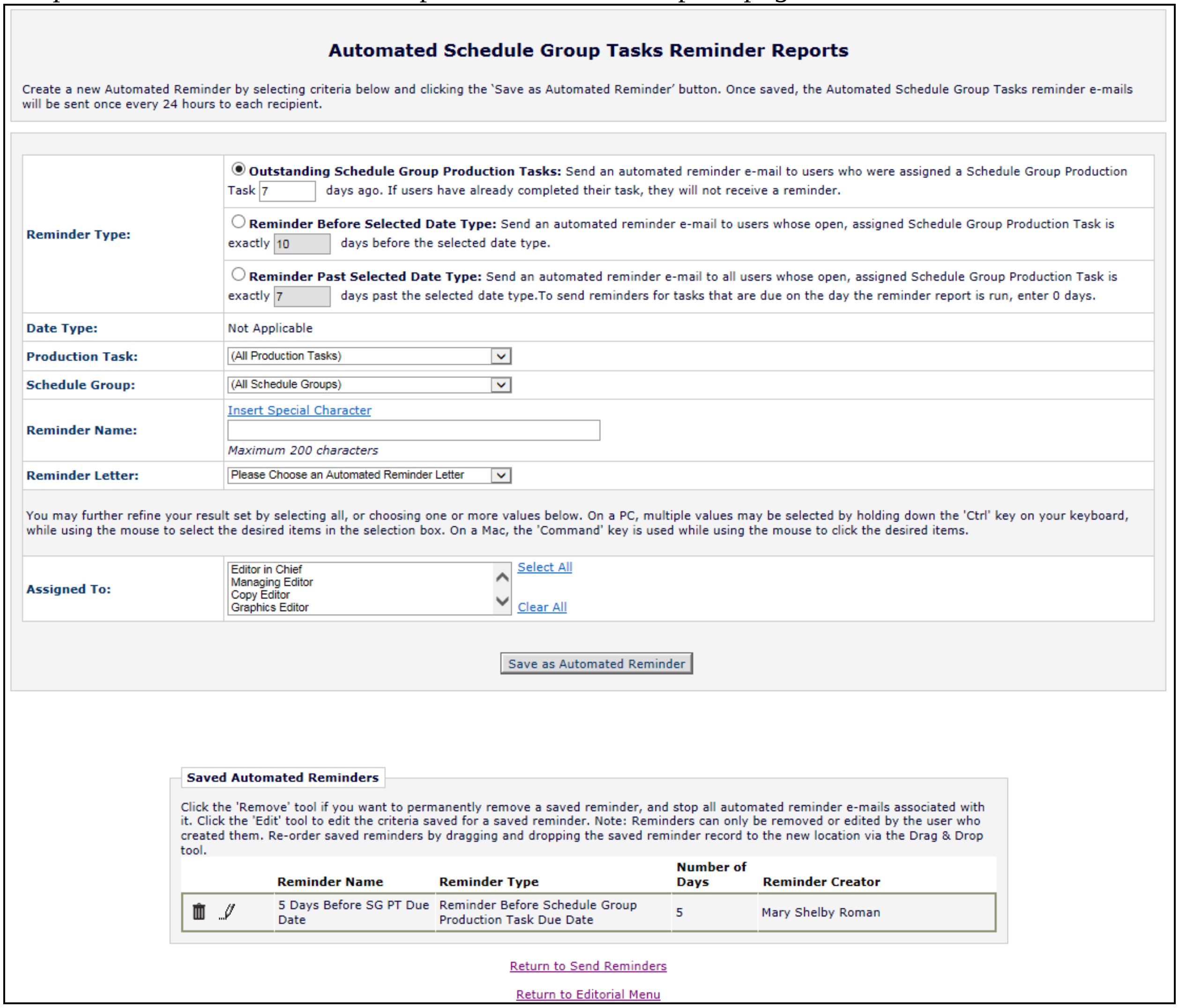
NOTE: Opting to not select any criteria in a multi-selector box ('Assigned To', 'Article Type', and 'Section/Category') will run the Report against all eligible Roles, Article Types, and/or Section Categories.

Once saved, a user will have access to their Automated Submission Task Reminder Report in the 'Saved Automated Reminders' section at the bottom of the page. Clicking the pencil icon refreshes the page so the user may update the criteria of the report. Clicking the trash can icon removes the report. The order of the reports in the 'Saved Reports' section may be changed by dragging and dropping the record to the desired location.

Automated Schedule Group Task Reminders Report

Clicking 'Automated Schedule Group Tasks Reminders Report' link from the Production Tasks main menu, the Reports section of EM, or the Send Reminder Letters section of EM brings the user to the new Automated Schedule Group Task Reminder Reports interface.

Sample Automated Schedule Group Tasks Reminder Reports *page*



Automated Schedule Group Tasks Reminder Reports

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

Reminder Type:	◉ **Outstanding Schedule Group Production Tasks:** Send an automated reminder e-mail to users who were assigned a Schedule Group Production Task 7 days ago. If users have already completed their task, they will not receive a reminder. ○ **Reminder Before Selected Date Type:** Send an automated reminder e-mail to users whose open, assigned Schedule Group Production Task is exactly 10 days before the selected date type. ○ **Reminder Past Selected Date Type:** Send an automated reminder e-mail to all users whose open, assigned Schedule Group Production Task is exactly 7 days past the selected date type.To send reminders for tasks that are due on the day the reminder report is run, enter 0 days.
Date Type:	Not Applicable
Production Task:	(All Production Tasks)
Schedule Group:	(All Schedule Groups)
Reminder Name:	Insert Special Character *Maximum 200 characters*
Reminder Letter:	Please Choose an Automated Reminder Letter

You may further refine your result set by selecting all, or choosing one or more values below. On a PC, multiple values may be selected by holding down the 'Ctrl' key on your keyboard, while using the mouse to select the desired items in the selection box. On a Mac, the 'Command' key is used while using the mouse to click the desired items.

Assigned To:	Editor in Chief Managing Editor Copy Editor Graphics Editor Select All Clear All

Save as Automated Reminder

Saved Automated Reminders

Click the 'Remove' tool if you want to permanently remove a saved reminder, and stop all automated reminder e-mails associated with it. Click the 'Edit' tool to edit the criteria saved for a saved reminder. Note: Reminders can only be removed or edited by the user who created them. Re-order saved reminders by dragging and dropping the saved reminder record to the new location via the Drag & Drop tool.

	Reminder Name	Reminder Type	Number of Days	Reminder Creator
	5 Days Before SG PT Due Date	Reminder Before Schedule Group Production Task Due Date	5	Mary Shelby Roman

Return to Send Reminders

Return to Editorial Menu

The Reminder Types section allows the report creator to refine Report results in the following ways:

- [X] days Outstanding Schedule Group Tasks - applies to Schedule Group Production Tasks that were assigned [X] days ago and are still open. Eligible users with open Tasks will not receive a reminder every single day after [X] days have elapsed, but will receive a single exactly after [X] days have passed
- [X] days Before Selected Date Type- applies to Schedule Group Production tasks that are [X] days before the selected Date Type. Users assigned a Schedule Group Production Task but have not completed it by [X] days before the selected Date Type will receive a reminder.
- [X] days After Selected Date Type– applies to Schedule Group Production Tasks that are [X] days after the selected Date Type. Users assigned a Schedule Group Production Task but have not completed it yet after the elapsed amount of time will receive a reminder.

The Date Type is configured below the Reminder Type section. The selected Date Type can be used to configure a ‘Before’ or ‘After’ Reminder Type. Report creators may choose to calculate the report based on Schedule Group Production Task Due Date, Schedule Group Target Online Publication Date, or Schedule Group Target Publication Date.

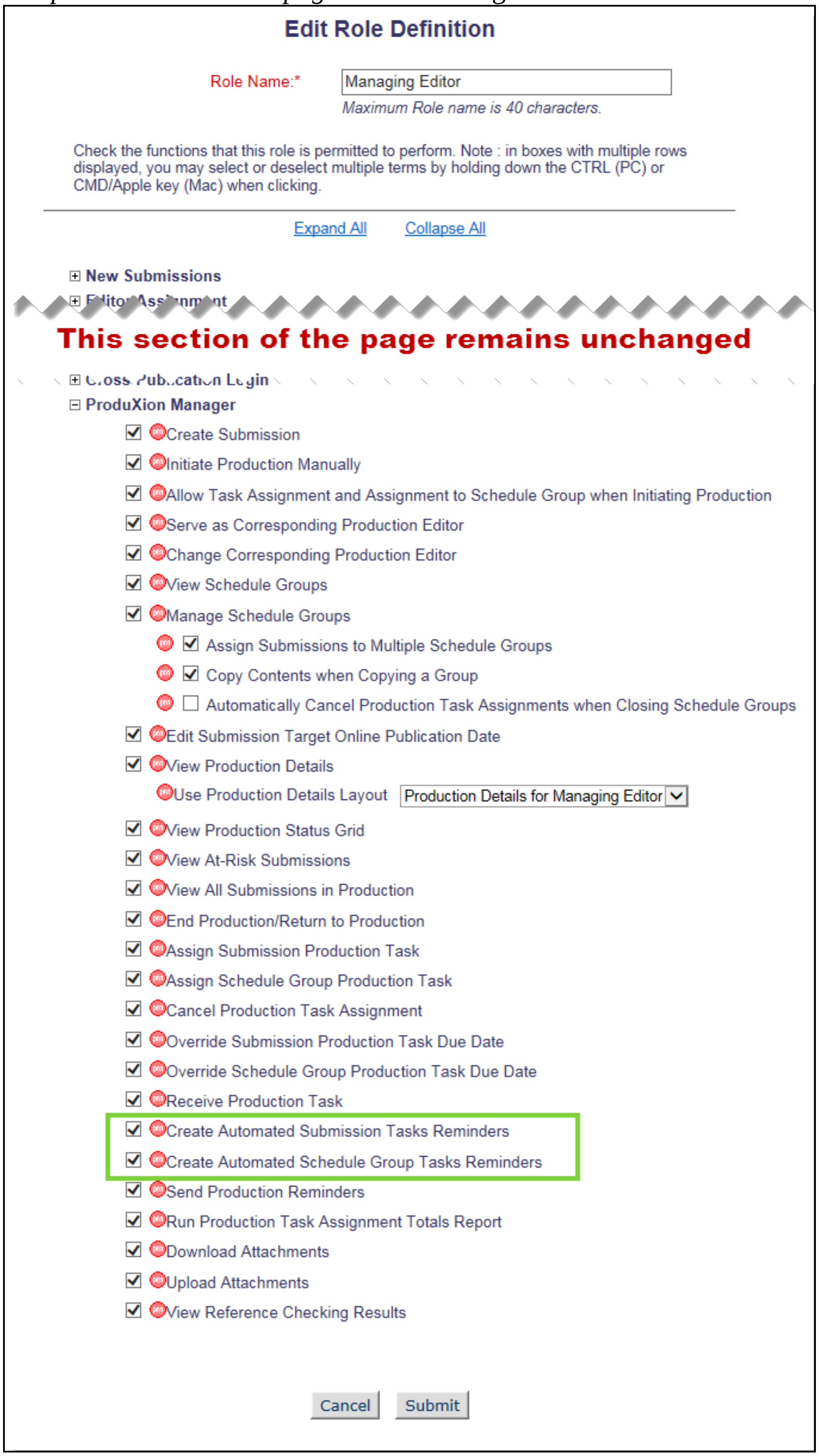
The Report results may be further restricted to a single Schedule Group Production Task, a single Schedule Group, or specific Task recipient Roles. All letters in the Production Reminder letter family are available for selection in the ‘Reminder Letter’ drop down list.

NOTE: Not selecting any Roles in the ‘Assigned To’ selector box will run the report against all eligible Roles.

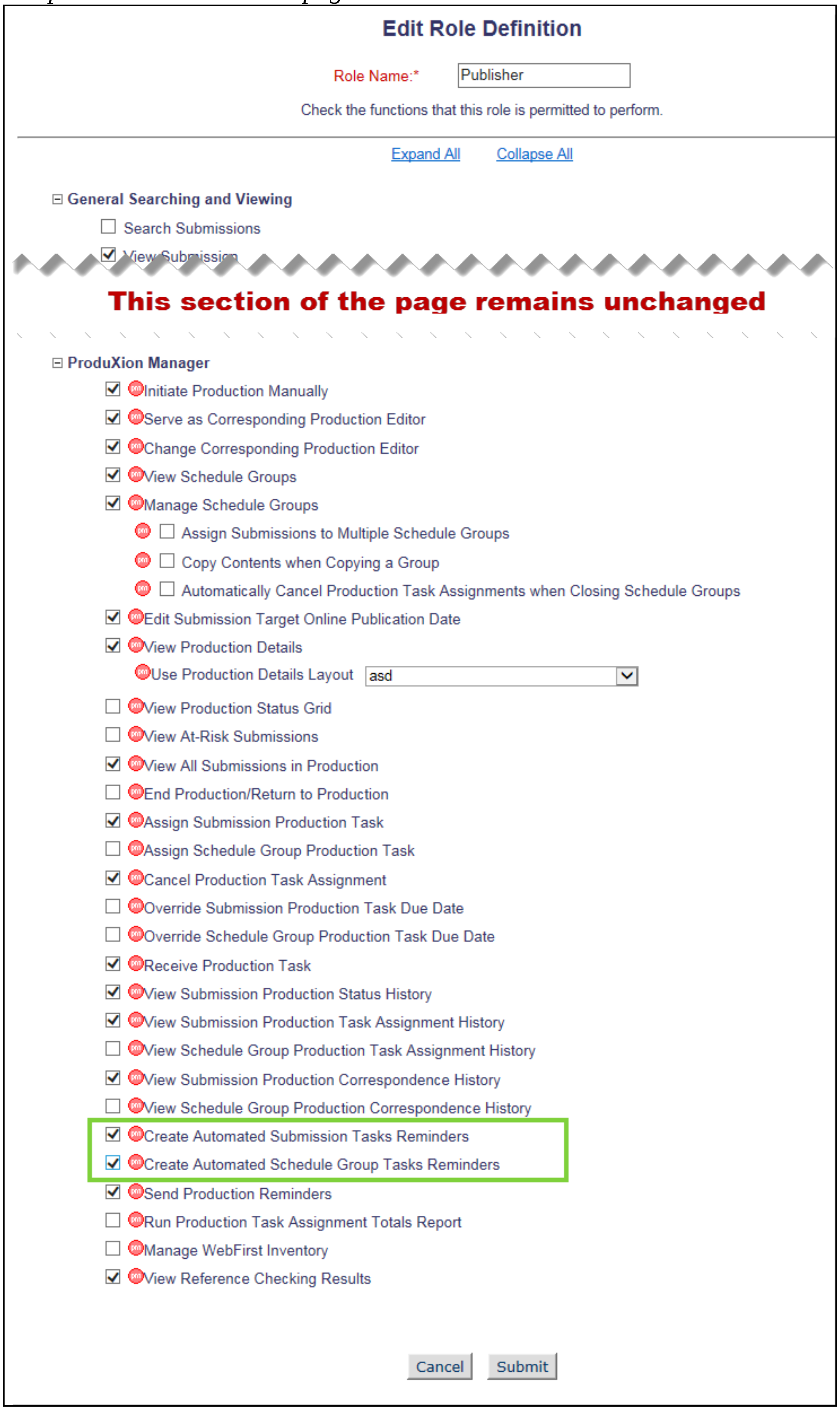
Once saved, a user will have access to their Automated Schedule Group Task Reminder Report in the ‘Saved Automated Reminders’ section at the bottom of the page. Clicking the pencil icon refreshes the page so the user may update the criteria of the report. Clicking the trash can icon removes the report. The order of the reports in the ‘Saved Reports’ section may be changed by dragging and dropping the record to the desired location.

TO CONFIGURE: ‘Create Automated Submission Tasks Reminders’ and/or ‘Create Automated Schedule Group Tasks Reminders’ permission(s) must be enabled for the desired Editor/Publisher Role to have access to these reports.

Sample Edit Editor Role *page in* RoleManager



Sample Edit Publisher Role *page*



Additionally, Reminder letters must be configured in the ‘Production Reminder’ letter family in the ‘Edit Letters’ section of *PolicyManager*

Publisher Roles Can Search Submissions

In EM/PM version 11.2, ‘Search Submissions’ functionality was limited to Editor Roles. Publications may have opted to give Publishers restricted, internal Editor Roles to allow searching and batch assignment of Submission Production Tasks.

New in PM version 12.0, ‘Search Submissions’ permission is extended to Publisher Roles.

The results of a Publisher submission search are be restricted to Submissions where the Final Disposition is Accept if the Publisher Role has permission to ‘View All Accepted Submissions’ and submissions which have been initiated for Production if the Publisher Role has access to the Production Tracking menu. Search criteria may be saved for a Publisher’s future use, but the saved search may not be shared with other Publisher Roles.

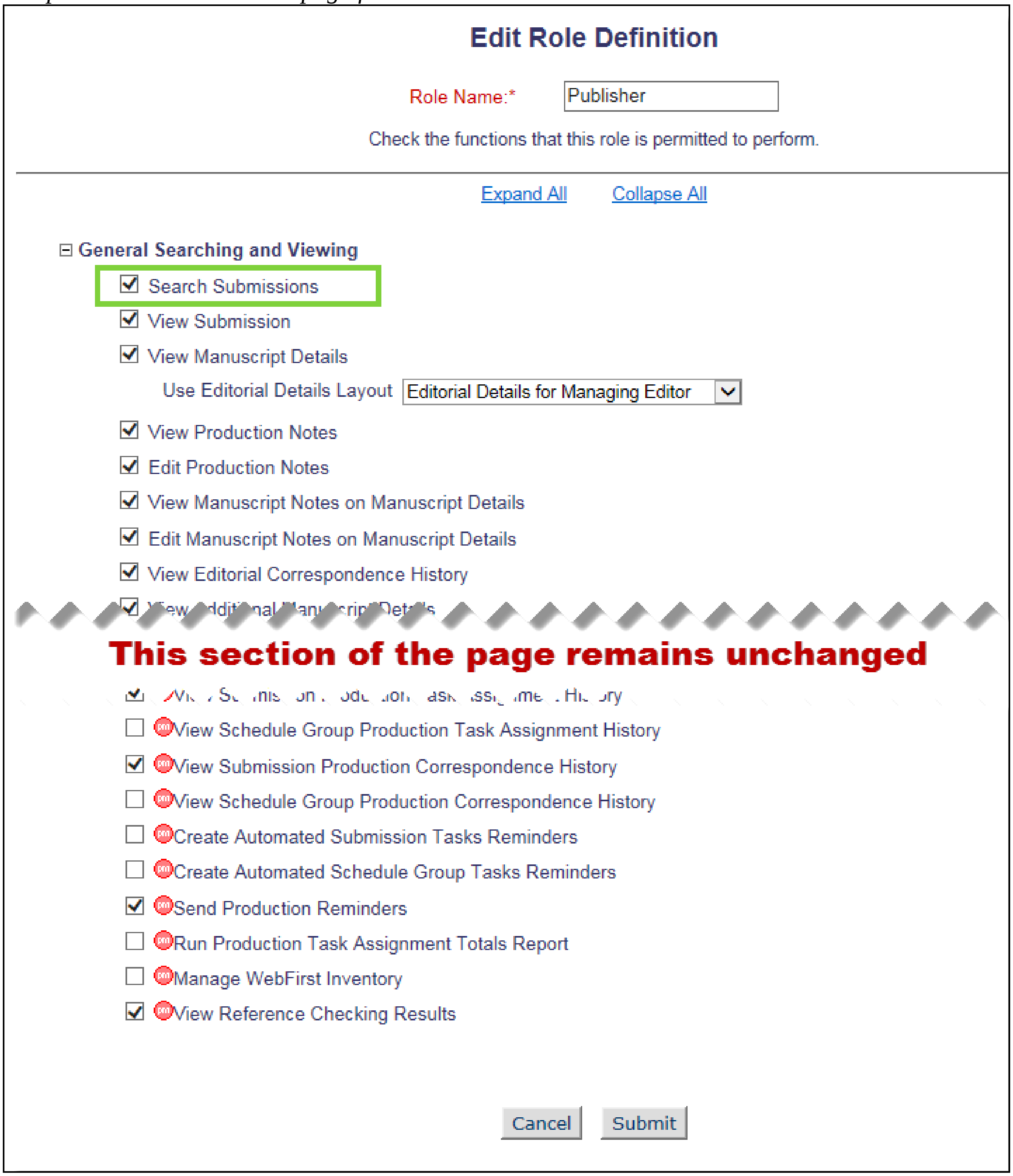
Much like Editorial Search Submissions, the information and Action Links displayed to a Publisher with ‘Search Submissions’ permission may be restricted depending on other *RoleManager* permissions (i.e. access to Customized Flags, Linked Submission Group information). Publishers may only view results in ‘Production View’, which displays relevant Production Tracking information about each submission in Production.

NOTE: If a Publisher Role has ‘View All Accepted Submissions’ permission, a user with that role will see two additional columns in the Search Results: ‘Date of Final Disposition’ and ‘Final Disposition’, which displays the Final Disposition Term for the submission.

Publisher Roles with ‘Search Submissions’ permission will also have the option to use the interactive ‘Beta’ grid (new in version 12.0) by selecting the ‘Display search results in Beta grid’ option on the Search Submission selection criteria page.

TO CONFIGURE: In ‘Edit Role Definition’ for a Publisher Role in *RoleManager*, select the ‘Search Submissions’ permission right under the ‘General Searching and Viewing’ section of the page.

Sample Edit Role Definition *page for a Publisher Role*



JATS 1.1A Production Task Transmittal

In PM version 11.2, publications may transmit Production Tasks using the JATS 1.0A Production Task Export method.

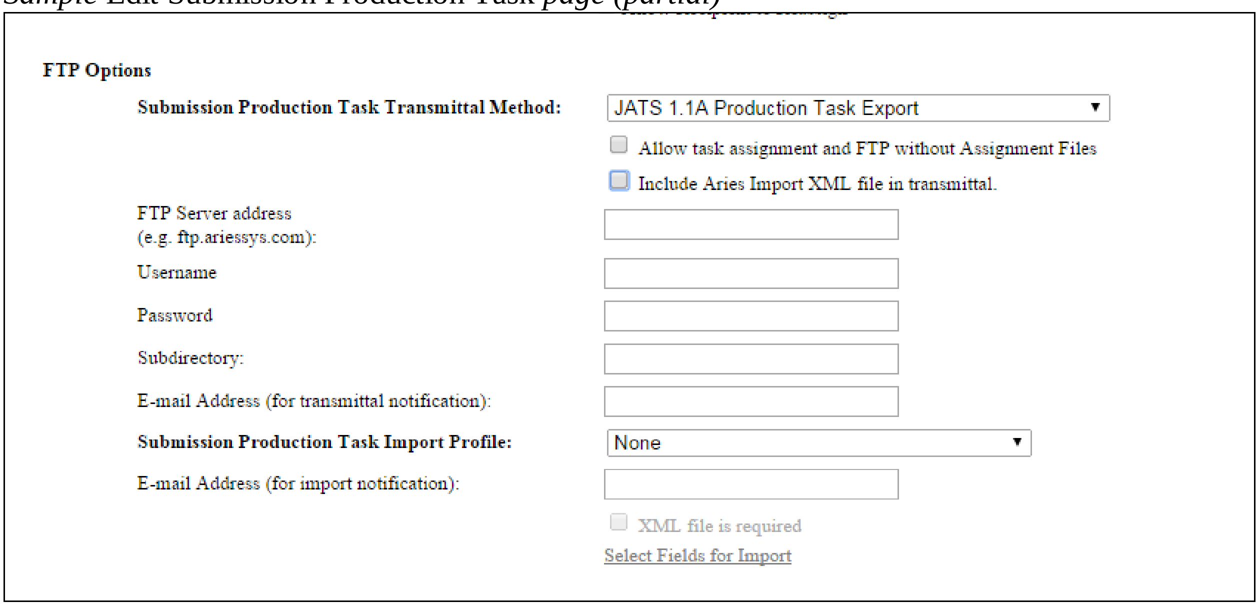
New in PM version 12.0, publication may configure a JATS 1.1A Production Task Export method for use when assigning a Submission Production Task. Using this method to export Submission Production Tasks will create XML compliant with the JATS 1.1 Journal Archiving DTD. If a Corresponding Author or Co-Author institution was selected from the auto-populated institution list, and has a Ringgold ID associated with it, the Ringgold ID will be included in the XML file generated with the task.

Corresponding Author information in the XML is now drawn from the information supplied on the Add/Edit/Remove Authors page. In some other transmittal methods, the Corresponding Author information is drawn from their registration record.

TO CONFIGURE: On the ‘Edit Submission Production Task’ page, select the ‘JATS 1.1A Production Task Export’ option from the FTP Options section.

NOTE: The “A” indicates that the journal Archiving DTD is being used.

Sample Edit Submission Production Task *page (partial)*



FTP Options

Submission Production Task Transmittal Method: JATS 1.1A Production Task Export

Allow task assignment and FTP without Assignment Files

Include Aries Import XML file in transmittal.

FTP Server address (e.g. ftp.ariessys.com):

Username

Password

Subdirectory:

E-mail Address (for transmittal notification):

Submission Production Task Import Profile: None

E-mail Address (for import notification):

XML file is required

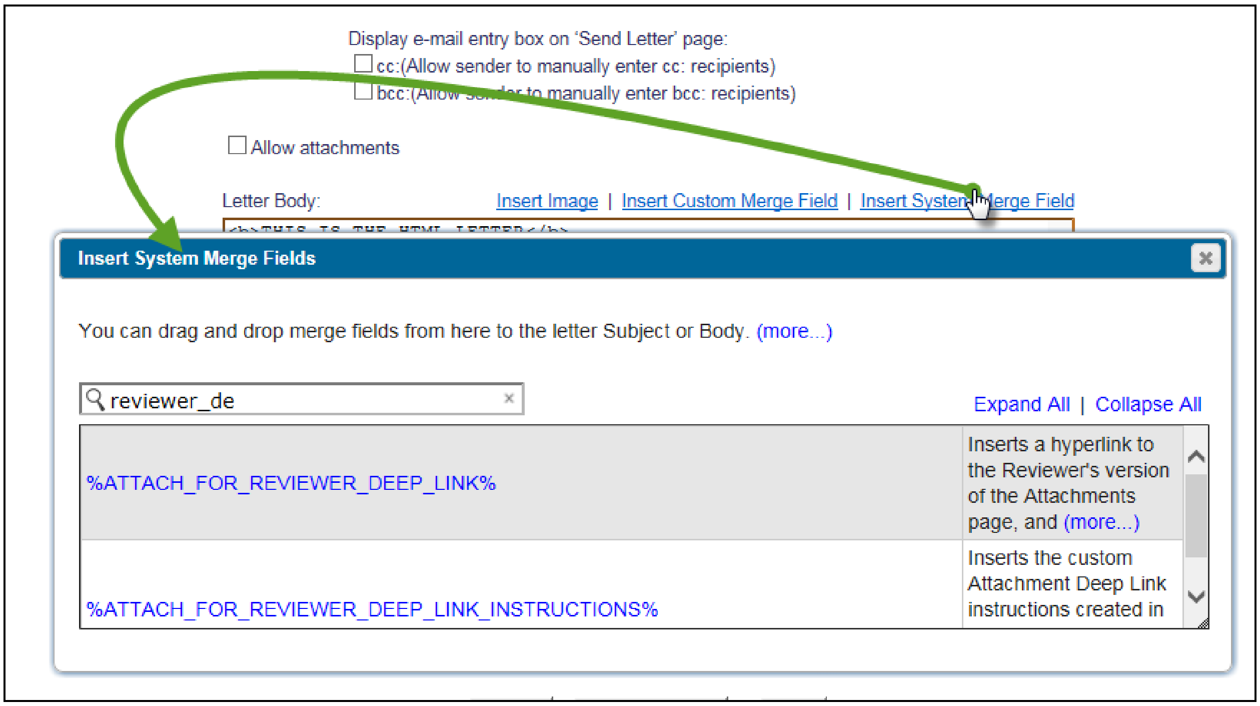
Select Fields for Import

MERGE FIELD ENHANCEMENTS

Insert System Merge Fields

In EM/PM version 11.2, users editing a letter may select a Custom Merge Field from a pop-up window (similar to the 'Insert Special Characters' feature) to insert into the body of a letter. This eliminates the need to manually type the merge field into the letter body.
New in EM/PM version 12.0, an 'Insert System Merge' field link is available to users editing letter templates in the 'Edit Letters' interface. Clicking the link will open a pop-up overlay from which a user may search and select merge fields from all available merge fields in the system. Descriptions of the merge fields are also displayed next to the merge field. Additionally, the existing 'Insert Custom Merge Fields' link has been redesigned to allow searching from all available Custom Merge Fields.

Sample Insert System Merge Fields *overlay on the* Edit Letter *page – a search string has been entered*

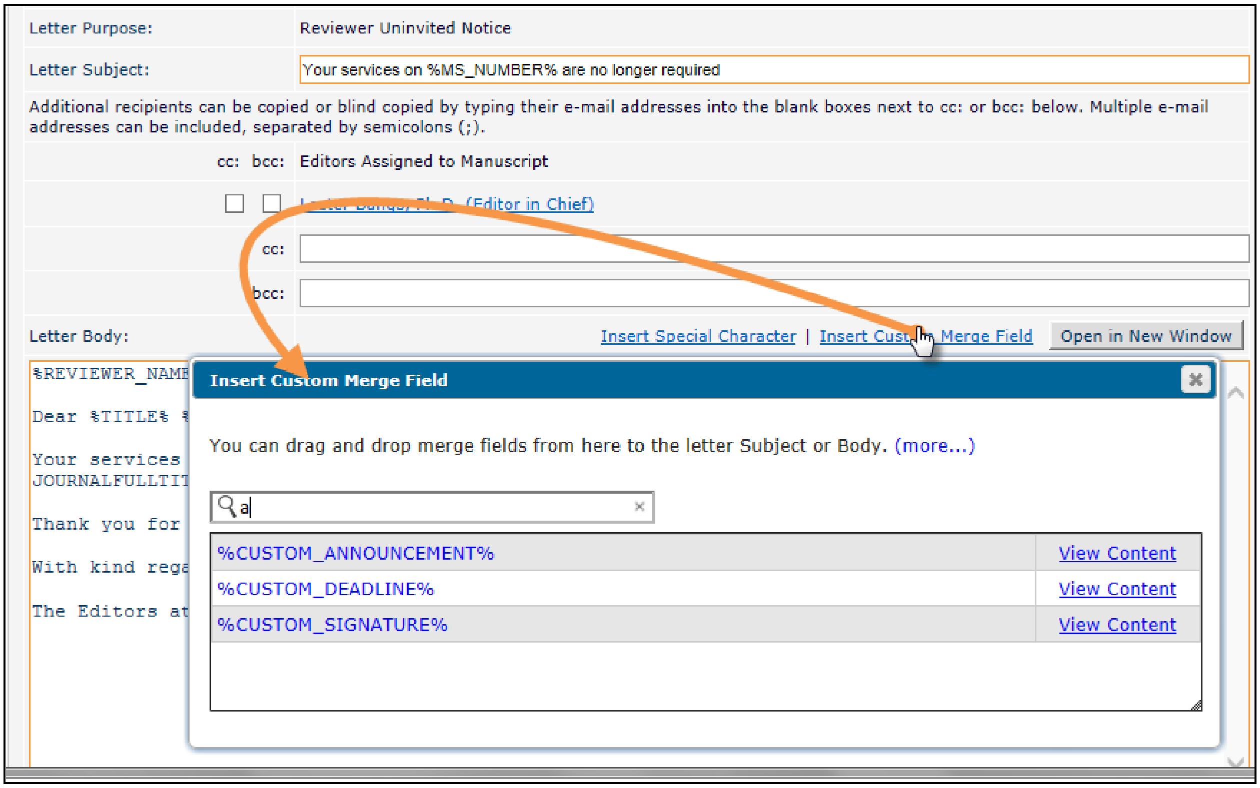


NOTE: The search function acts with a "contains" criterion (i.e. the merge field contains the letter 'A'). The results return an exact string match, so entering a search string containing something like 'xre' will not generate results.

To insert a merge field using this new feature, click the desired location within the letter body or Subject field and then click the 'Insert System Merge Fields' link. From the overlay, either browse through the entire list of merge fields or use the search function to narrow the results. Click the desired merge field(s) to insert them into the letter and then click the 'X' in the right corner of the overlay to close the 'Insert System Merge Fields' function.

The redesigned 'Insert Custom Merge Fields' link will work in the same way and it is also available on the Customize Letter interfaces.

Sample Insert Custom Merge Field *overlay available during letter customization and with a new search function*



TO CONFIGURE: No configuration necessary. The 'Insert System Merge Fields' link will be available on the 'Edit Letter' template page, accessed from the 'Edit Letters' link in *PolicyManager*. The redesigned 'Insert Custom Merge Fields' link is still available for editing letter templates and on all 'Customize Letter' pages.

CROSS-PUBLICATION ENTERPRISE ANALYTICS REPORTING ENHANCEMENTS

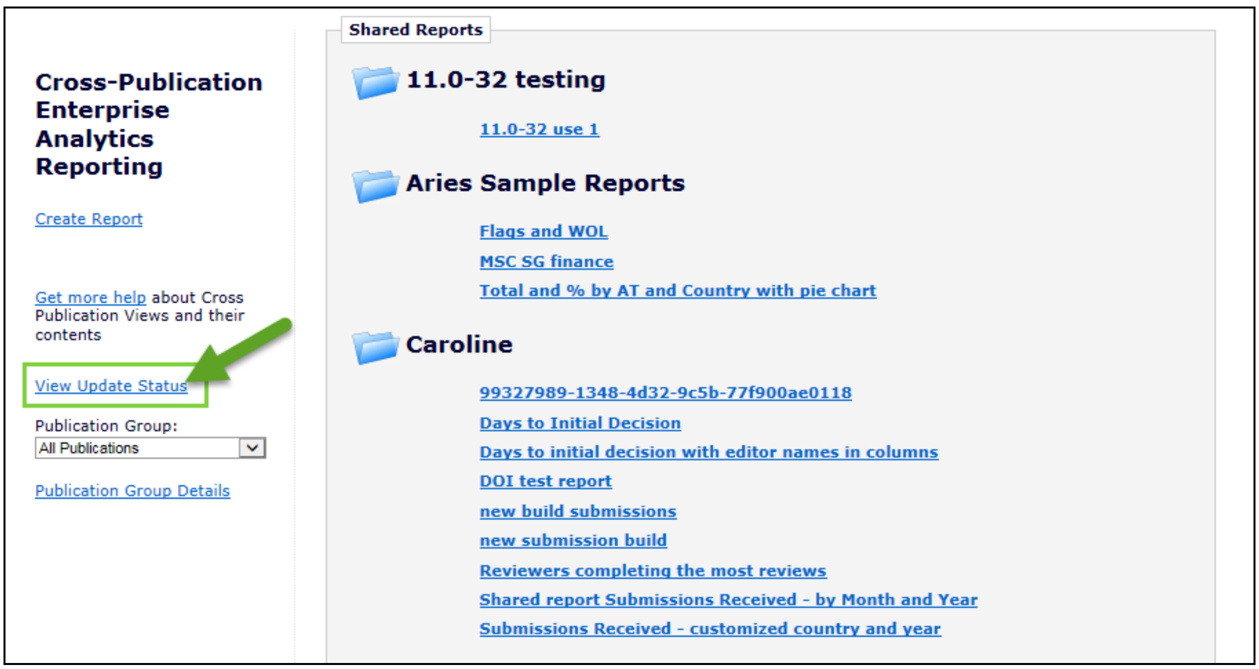
Enhanced Visibility of Cross-Publication Update Status

In EM/PM version 11.2, a user with permission may run reports across multiple publications within a Business Publisher. Though it is rare, some of the publications may not be available during maintenance periods or upgrades. Under these circumstances, Cross-Publication Reporting may not be generating the most up-to-date results.

New in EM/PM 12.0, a 'View Update Status' link is available to users in the Cross-Publication Enterprise Analytics Reporting menu. Clicking the link opens a window that displays the update status of all publications within the Business Publisher or the selected Publication Group (depending on configuration). The link is available on the left side of the Cross-Publication Enterprise Analytics Reporting menu above the Publication Groups drop down list (if configured).

NOTE: If Publication Groups have been created, the 'View Update Status' page will display the statuses of only the publications within the selected Publication Group.

Sample Cross-Publication Enterprise Analytics Reporting *main menu*



Sample View Update Status *page for all publications within the Business Publisher*

View Update Status For All Publications

Here is the current status of the data used to run Cross-Publication Enterprise Analytics Reports for these publications. If a publication was updated more than 23 minutes ago, its information is displayed in red.

Current Status calculated at: Nov 06 2014 04:43PM

Publication Code	Latest Update	Time Elapsed
GARYDEV112	Nov 06 2014 04:40PM	3 minutes
IJRSDEV111a	Nov 06 2014 04:40PM	3 minutes
IJRSDEV111b	Nov 06 2014 04:40PM	3 minutes
IJRSDEV111c	Nov 06 2014 04:40PM	3 minutes
MATTDEV120UDB	Nov 06 2014 04:40PM	3 minutes
TIMDEV111	Nov 06 2014 04:40PM	3 minutes
TIMDEV112	Nov 06 2014 04:40PM	3 minutes
TIMDEV120	Nov 06 2014 04:40PM	3 minutes
Vijaydev112	Nov 06 2014 04:40PM	3 minutes
BETHDEV112	Oct 21 2014 04:26PM	23056 minutes (16 days, 0 hours, 16 minutes)
MATTDEV111	Aug 05 2014 02:21PM	134061 minutes (93 days, 2 hours, 21 minutes)
MATTVDEV112	Jul 02 2014 01:44PM	183059 minutes (127 days, 2 hours, 59 minutes)
VIJAYDEV111_2	Jul 02 2014 01:44PM	183059 minutes (127 days, 2 hours, 59 minutes)
GARYDEV120	Mar 03 2014 12:19PM	357384 minutes (248 days, 4 hours, 24 minutes)
MARKDEV112	No update status information available	

TO CONFIGURE: No configuration necessary if the user already has 'Cross-Publication Enterprise Analytics Reporting' permission.