CONFIDENTIAL AND PROPRIETARY

Aries Systems Corporation

em Editorial Manager®

pm Preprint Manager®

cm Commerce Manager™
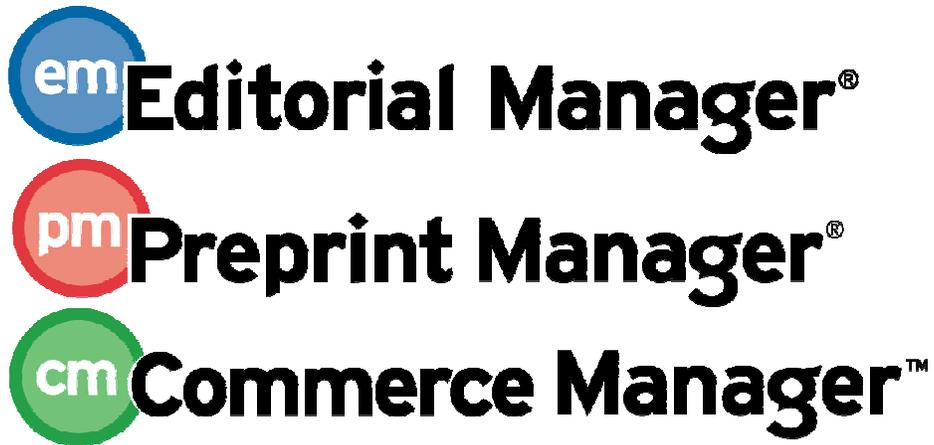
Release Notification Supplement

**Editorial Manager 8.0 Release Notification
Supplement
10/20/2010
Draft – Subject to Change**

Editorial Manager/Preprint Manager 8.0 Release Notification Supplement

Send E-Mail to All Discussion Forum Participants

In EM/PM v7.3, Editors may be allowed to invite other Editors to participate in an informal discussion (e.g. second opinion, editorial consultation) regarding a particular submission. A discussion can be initiated at any point in the workflow, and is tangential to the editorial workflow of Editor assignment, peer review, and Editor decision. The discussion is a side-bar conversation where Editors can pose questions and post comments without delaying the editorial or production process in any way.

E-mail letters could be configured to be sent when a participant posted a comment, but that e-mail letter could only be sent to the Discussion Initiator only. New in EM/PM v8.0, letters may be configured to be sent to every active participant each time a comment is posted. This facilitates a more robust discussion, allowing Editors to dynamically participate in the discussion (when the %DISCUSSION_POST_DEEP_LINK% merge field is included in the letter) without manually logging in to EM/PM to see what comments have been posted.

The existing Discussion Forum merge fields, %DISCUSSION_POST% and %DISCUSSION_DEEP_LINK%, may be used in the letters to all participants. The %DISCUSSION_POST% merge field will insert the most recent comment into the letter. The %DISCUSSION_DEEP_LINK% embeds a link for the Editor to use as a direct link to participate in the discussion.

TO CONFIGURE:
In PolicyManager, click the Configure Discussion Forum Settings link to open the configuration page. The existing 'Comment Posted' label is changed to 'Notification of Comments Posted'. A new option is added to this section, selectable with a radio button. To notify all participants, select the new 'Notify all active participants' radio button and select the desired letter from the drop-down menu.

On upgrade, the 'Notify discussion initiator only' option is selected, and the previously configured letter is the selected letter.

Configure Discussion Forum Settings

Custom Instructions

Enter any instructions that you would like to appear on the Discussion page.

Insert Special Character

Please discuss.

Select Discussion Forum Letters

Ask Editor to Participate	Discussion Forum - Invitation ▾
Notification of Comments Posted	⦿ Notify discussion initiator only ○ Notify all active participants Discussion Forum - Item Posted ▾

Deep Link Expirations

Please specify how long the Discussion Deep Link(%DISCUSSION_DEEP_LINK%)remains active. To keep the link active indefinately, do not check any of the boxes. If all boxes are checked, the link expires when the first criteria is met.

☐ Expire link after [   ] clicks

☐ Expire link after [   ] days

☑ Expire when discussion is concluded

Cancel   Submit

Remove Multiple Files from Attach Files Page

In EM/PM v7.3, Authors may include a number of files as part of the submission process. After these files are uploaded, the Author, or Editors, may need to remove one or more of these files, and upload replacement files. Each file has a 'Remove' link, requiring that the user click this link for each individual file.

New in v8.0, the 'Attach Files' page displays a new 'Select' column, where users may select one or more files to be removed from the system. The standard Check All/Clear All links are available for selecting/deselecting all files. Once one or more files are selected, a 'Remove' button is enabled, allowing the user to remove the selected files. The Remove link is no longer displayed for each attached item.

As files are uploaded, a 'Select' checkbox, Check All/Clear All links and a 'Remove' button are available:

The files currently associated with your manuscript appear below. To remove a file from the revision, click the "Remove" link. The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. If multiple files are attached, you may reorder submission items by renumbering them in the boxes on the left.

Check All   Clear All

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	Cover Letter	Cover Letter	Letter to Editor.docx	12.3 KB	Apr 16 2010 11:17:47:093AM	Download	☐
2	Table	Table 1	Table 1.xls	19 KB	Dec 16 2009 3:41:06:153PM	Download	☐
3	Table	Table 2	Table 2.xls	19.5 KB	Dec 16 2009 3:41:18:207PM	Download	☐
4	Table	Table 3	Table 3.xls	20 KB	Dec 10 2009 8:09:24:037AM	Download	☐
5	Figure	Figure 1	Figure 1.xls	18 KB	Aug 22 2009 4:33:13:250PM	Download	☐
6	Figure	Figure 2	Figure 2.xls	77 KB	Aug 22 2009 4:33:40:997PM	Download	☐
7	Figure	Figure 3	Figure 3.xls	75 KB	Aug 22 2009 4:34:03:700PM	Download	☐
8	Figure	Figure 4	Figure 4.xls	77.5 KB	Aug 22 2009 4:34:21:127PM	Download	☐
9	*Conflict of Interest	*Conflict of Interest	Offline				☐
10	*IRB Approval	*IRB Approval	Offline				☐
Update File Order							Remove

Check All   Clear All

File has been selected for Removal; the 'Remove' button is active.

The files currently associated with your manuscript appear below. To remove a file from the revision, click the "Remove" link. The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. If multiple files are attached, you may reorder submission items by renumbering them in the boxes on the left.

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	Cover Letter	Cover Letter			93AM	Download	☑
2	Table	Table 1			3PM	Download	☐
3	Table	Table 2			7PM	Download	☐
4	Table	Table 3			7AM	Download	☐
5	Figure	Figure 1			0PM	Download	☐
6	Figure	Figure 2	2.xls	KB	4:33:40:997AM	Download	☐
7	Figure	Figure 3	Figure 3.xls	75 KB	Aug 22 2009 4:34:03:700PM	Download	☐
8	Figure	Figure 4	Figure 4.xls	77.5 KB	Aug 22 2009 4:34:21:127PM	Download	☐
9	*Conflict of Interest	*Conflict of Interest	Offline				☐
10	*IRB Approval	*IRB Approval	Offline				☐
Update File Order							Remove

File is selected for removal – 'Remove' button now active.