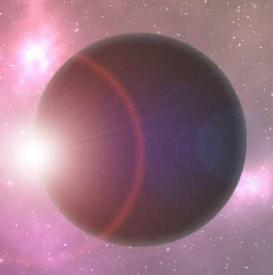
Welcome to the 17th Annual EMUG BOSTON



EMUG 2019

Editor Assignment Functionality



A deep dive into assignment options

Steven Gain Account Coordinator sgain@ariessys.com



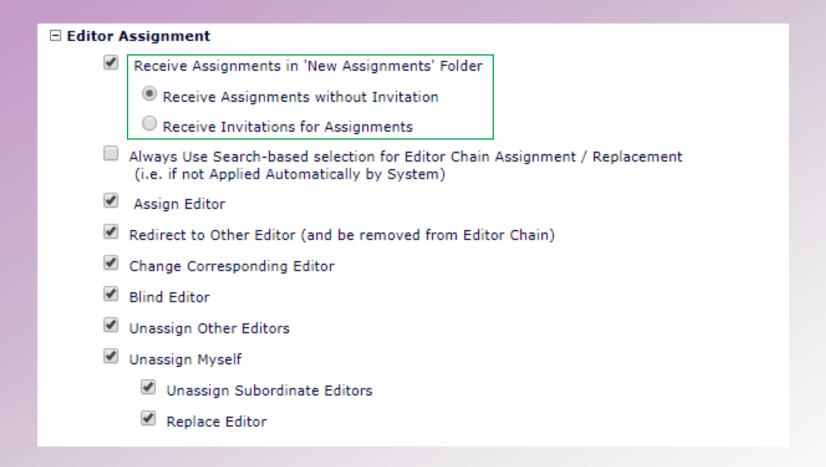
Editor Assignment Functionality

- Assign or Invite
- Standard Assignment
- Editor Chain Templates
- Direct-To-Editor
- Revisions
- Suggest Editor
- Assign, Unassign and Replace Editors
- Other Editor Assignment Options Permissions
- Merge Fields & Deep Links



Assign or Invite

Assign or Invite an Editor to handle a submission (RoleManager)





Standard Assignment

Assign or Invite an Individual Editor (New Submissions Folder)

View Submission

Details ₹

Initiate Discussion

History

Submit Early Decision

File Inventory

Edit Submission

Send Back to Author

Remove Submission

Classifications

Assign Editor

Set Final Disposition

Initiate Production

Similar Articles in MEDLINE

Send E-mail

Linked Submissions

DEMOSGG-D-19-00002



Standard Assignment

Assign or Invite an Individual Editor (Assign Editor Window)

Assign Editor

Manuscript Number: DEMOSGG-D-19-00002

Title: No Editor Chain Template

The following have been identified as candidates to edit this submission. Select the one you want and send them either the default editor assignment letter or a customized letter.

One or more notification letters may be configured to be sent when an editor is assigned or invited. Choosing 'Send Custom Letters' allows you to choose which letters are sent and customize those letters as appropriate. Choosing 'Send Default Letters' will send the default letters as configured, bypassing the selection and customization process.

Click the Blind Editors link to block access to this submission for one or more Editors.

Blind Editors

Cancel

Send Custom Letters

Send Default Letters

Select	Editor Role ▲▼	Editor Name	Current Assignments	# Classification Matches	Classification Matches	Available during next 30 days
	Associate Editor	Lisa Gosselin ₹	0	0		Yes
	Associate Editor	Brad Rinklin ₹	0	0		Yes
	Editor	Elisha Daley ₹	0	0		Yes
	Editorial Coordinator	Joan Lewis 🗸	0	0		Yes
•	Editor-in-Chief	Tony Lockett ₽	0	0		Yes
	Journal Administrator	Bryan Brown 🗸	0	0		Yes
	Journal Administrator	Steven Gain ₹	0	0		Yes
	Journal Administrator	Cam Neely ₹	0	0		Yes
	Managing Editor	Trevor Barker ₽	0	0		Yes



Assign Editor

Editor Assigned (Editor 'To-Do' List)

```
My Pending Assignments (1)

New Invitations (0)

New Assignments (1)

Submissions with Required Reviews Complete (0)

Submissions Requiring Additional Reviewers (0)

Submissions with One or More Late Reviews (0)

Reviews in Progress (0)

Reviewers Invited - No Response (0)

Submissions Under Review (0)
```



Invite Editor

Editor Invited (Editor 'To-Do' List)

```
Editor 'To-Do' List
   My Pending Assignments (1)
               Direct-to-Editor New Submissions (0)
               Direct-to-Editor Revised Submissions (0)
               New Invitations (1)
               New Assignments (0)
               Submissions with Required Reviews Complete (0)
               Submissions Requiring Additional Reviewers (0)
               Submissions with One or More Late Reviews (0)
   Reviews in Progress (0)
               Reviewers Invited - No Response (0)
               Submissions Under Review (0)
```



Invite Editor

Editor Invited (New Invitations Folder)

When an invitation is accepted the submission moves to the New Assignments Folder

■ Action 🛦	Manuscript Number ▲▼
View Submission Initiate Discussion Yes I will take this Assignment No I will not take this Assignment Send E-mail Linked Submissions	DEMOSGG-D-19-00002



Invite Editor

Editor Invited (Decline Invitation)

When an invitation is declined the editor is asked to state a reason

Decline Invitation Please state a reason for declining the assignment of Manuscript Number DEMOSGG-D-19-Please suggest a colleague(s) within the journal organization who is qualified to serve as editor for this paper. Provide some information that will help us contact this person(s). I can't take on any more assignments. Submit Cancel Return to Main Menu



Configurations (PolicyManager)

■ Editor Assignment Policies

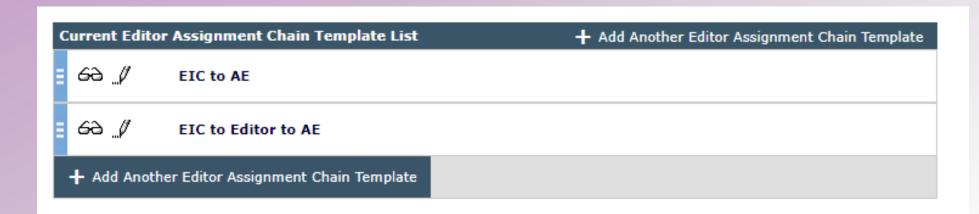
Set Editor Assignment Options

Define Editor Assignment Chain Templates

Set Editor Rotation Participants

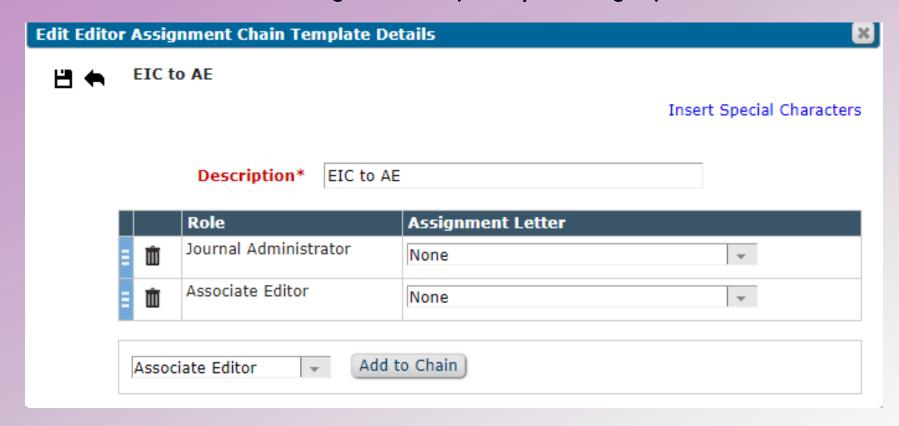
Edit Instructions on Modify Editor Chain Page

Configure Automated Summary Reminders





Configurations (PolicyManager)





Configurations (PolicyManager>Edit Article Types)

Editor Parameters

New and Revised
Submissions

Editor Assignment Chain Template:

EIC to Editor to AE

Select an
Assignment
Chain
Template to
allow the
entire Editor
Chain to be
assigned in
one action, not
just the first
Editor.



Assign Multiple Editors (Assign Editor Chain Window)

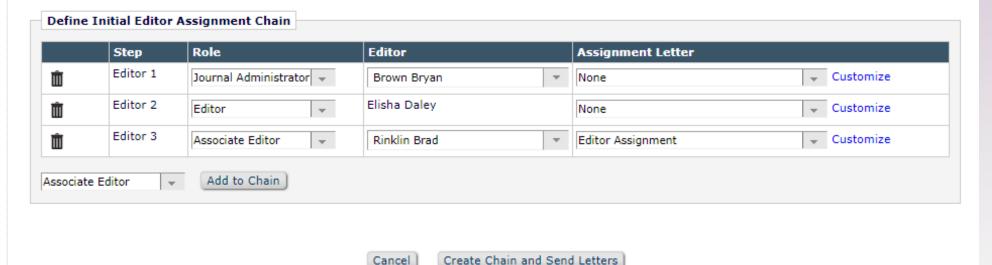
Assign Editor Chain

Manuscript Number: DEMOSGG-D-19-00001

Title: Editor Chain Template

Select the correct Editor to be used at each step in the assignment chain. You may add and remove steps, change Roles and select Editors to customize the chain. On confirming the chain by clicking 'Create Chain and Send Letters', the system will create assignments for each Editor in the chain, sending the selected letter to each; the final Editor will be the Handling Editor.

Assign Individual Editor





Multiple Editors Assigned (Details Page)

	Editors To	ор
Name:	Bryan Brown ♥ [Proxy]	
Role:	Journal Administrator	
Date Assigned:	06/13/2019	
Date Completed:		
Elapsed Days:	0	
Recommendation:		
Name:	☑ Elisha Daley ♥ [Proxy]	
Role:	Editor	
Date Assigned:	06/13/2019	
Date Completed:		
Elapsed Days:	0	
Recommendation:		
Name:	Brad Rinklin ♥ [Proxy]	
Role:	Associate Editor	
Date Assigned:	06/13/2019	
Date Completed:		
Elapsed Days:	0	
Recommendation:		



Submissions sent directly to Editor (Bypassing New/Revised Submissions Folder)

Configured using Section/Category, Request Editor or Editor Rotation

Configured in Editor Assignment Options and Article Type

Submissions go to the Direct-To-Editor Folder



Editor Assignment Options (PolicyManager)

□ Editor Assignment Policies

Set Editor Assignment Options

Define Editor Assignment Chain Templates

Set Editor Rotation Participants

Edit Instructions on Modify Editor Chain Page

Configure Automated Summary Reminders



Editor Assignment Options – Section/Category (PolicyManager)

New Submissions

The settings below control how new manuscripts are assigned to Editors. The first choice, 'Submissions go to New Submissions Requiring Assignment folder' allows manual assignment of editors. The sub option "Submissions where Author has Selected an Editor" automatically directs the submission to the Editor selected by the Author at the 'Request Editor' manuscript submission step. The sub option 'Submissions where Author has Selected a Section/Category' automatically directs the submission to the Editor selected by the Author at the 'Select Section/Category' manuscript submission step.

If "Assign to Editors by Rotation" is selected, the submissions are automatically directed to the Editor with the oldest assignment date.

- Submissions go to New Submissions Requiring Assignment folder
 - Except:
 - Submissions where Author has selected an Editor
 Please also configure settings on the 'Set Request or Assign Editor Display Options' page.
 - Submissions where Author has selected a Section/Category Please also assign Editors to sections on the 'Edit Sections/Categories' page.
- Assign to Editor by Rotation
 Please also select Editors on the 'Set Editor Rotation Participants' page.



Section/Category (PolicyManager>Submission Policies)

Edit Sections/Categories

Listed below are the Sections/Categories available. You may Add, Edit, or Remove Sections/Categories. Sections/Categories may be hidden by clicking the "Edit" link and selecting the "Hide" checkbox on that page. Any Sections/Categories which appear grayed out have been hidden.

If manuscripts are automatically assigned by the 'Submissions where Author has selected a Section/Category' method (as configured on the 'Set Editor Assignment Options' page), a Responsible Editor must be selected from the drop-down menu.

Section/Category Name Responsible Editor

₩	Diseases and Symptoms	Brad Rinklin	Remove	Edit
1	Behavior		Remove	Edit
₩.	Nutrition		Remove	Edit
₩.	General Care		Remove	Edit
₩.	Training and Safety		Remove	Edit
	Grooming		Remove	Edit



Section/Category (PolicyManager>Submission Policies)

ection/Category Name:	Diseases and Symptoms
	Maximum Section/Category name is 100 characters
esponsible Editor (required if Editor ssignment is configured as 'Submissions here Author has Selected a ection/Category'):	Brad Rinklin, Associate Editor
☐ Hide When you Hide a Section/Ca	tegory, the Section/Category will be deactivated (not available for new or revised manuscripts).



Editor Assignment Options - Request Editor (PolicyManager)

New Submissions

The settings below control how new manuscripts are assigned to Editors. The first choice, 'Submissions go to New Submissions Requiring Assignment folder' allows manual assignment of editors. The sub option "Submissions where Author has Selected an Editor" automatically directs the submission to the Editor selected by the Author at the 'Request Editor' manuscript submission step. The sub option 'Submissions where Author has Selected a Section/Category' automatically directs the submission to the Editor selected by the Author at the 'Select Section/Category' manuscript submission step.

If "Assign to Editors by Rotation" is selected, the submissions are automatically directed to the Editor with the oldest assignment date.

- Submissions go to New Submissions Requiring Assignment folder
 - Except:
 - Submissions where Author has selected an Editor Please also configure settings on the 'Set Request or Assign Editor Display Options' page.
 - Submissions where Author has selected a Section/Category Please also assign Editors to sections on the 'Edit Sections/Categories' page.
- Assign to Editor by Rotation
 Please also select Editors on the 'Set Editor Rotation Participants' page.



Request Editor (PolicyManager>Set Request or Assign Editor)

Set Request or Assign Editor Display Options				
Select the Editor Roles that are eligible to be requested by an Author.				
If you want to specify automatic assignment to Editors by Name, Role, or Description, you must also select the appropriate option on the 'Set Editor Assignment Options' page in PolicyManager.				
Associate Editor				
☐ Book Review Editor				
✓ Editor				
Editorial Coordinator				
Editor-in-Chief				
☐ Journal Administrator				
Limited Editor Role				
☐ Managing Editor				
Select the amount of information to be displayed to Authors on the Request Editor page.				
Display Editor Name and Role Title				
Cancel Submit				



Editor Assignment Options – Assign by Rotation (PolicyManager)

New Submissions

The settings below control how new manuscripts are assigned to Editors. The first choice, 'Submissions go to New Submissions Requiring Assignment folder' allows manual assignment of editors. The sub option "Submissions where Author has Selected an Editor" automatically directs the submission to the Editor selected by the Author at the 'Request Editor' manuscript submission step. The sub option 'Submissions where Author has Selected a Section/Category' automatically directs the submission to the Editor selected by the Author at the 'Select Section/Category' manuscript submission step.

If "Assign to Editors by Rotation" is selected, the submissions are automatically directed to the Editor with the oldest assignment date.

- Submissions go to New Submissions Requiring Assignment folder
 - Except:
 - Submissions where Author has selected an Editor Please also configure settings on the 'Set Request or Assign Editor Display Options' page.
 - Submissions where Author has selected a Section/Category Please also assign Editors to sections on the 'Edit Sections/Categories' page.
- Assign to Editor by Rotation Please also select Editors on the 'Set Editor Rotation Participants' page.



Editor Assignment Options – Set Editor Rotation (PolicyManager)

Set Editor Rotation Participants

Select the Editors who will participate in the Editor Rotation. If the 'Set Editor Assignment Options' page is configured as 'Assign to Editor by Rotation', new submissions will go directly to the editor who has earliest date for the most recent assignment.

Check All	Clear All	
Select		Editor Name
		Associate Editor, Lisa Gosselin
		Associate Editor, Brad Rinklin
		Editor, Elisha Daley
		Editorial Coordinator, Joan Lewis
		Editor-in-Chief, Tony Lockett
		Journal Administrator, Steven Gain
		Journal Administrator, Bryan Brown
		Journal Administrator, Cam Neely
		Managing Editor, Trevor Barker



Direct-To-Editor (Editor 'To-Do' List)

```
My Pending Assignments (0)

Direct-to-Editor New Submissions (1)

Direct-to-Editor Revised Submissions (0)

New Assignments (0)

Submissions with Required Reviews Complete (0)

Submissions Requiring Additional Reviewers (0)

Submissions with One or More Late Reviews (0)

Reviews in Progress (0)

Reviewers Invited - No Response (0)

Submissions Under Review (0)
```



Direct-To-Editor Folder

Direct-to-Editor New Submissions - Brad Rinklin

Contents: These are the new submissions that have been automatically directed to you. Clicking "Assign to Mys to Other Editor" removes you from the decision chain and allows you to redirect the submission to a different Ed

Page: 1 of 1 (1 total submissions)

■ Action 🛦	Manuscript	Article	Section/
	Number	Type	Category
	▲▼	▲▼	▲▼
View Submission Details History Remove Submission Send Back to Author Redirect to Other Editor Assign to Myself Send E-mail	DEMOSGG-D-19-	Direct to Editor - Section	Diseases and
	00004	Category	Symptoms

Page: 1 of 1 (1 total submissions)



Direct-To-Editor Folder (Redirect to Other Editor)

Direct-to-Editor New Submissions - Brad Rinklin

Contents: These are the new submissions that have been automatically directed to you. Clicking "Assign to Mys to Other Editor" removes you from the decision chain and allows you to redirect the submission to a different Eq

Page: 1 of 1 (1 total submissions)

■ Action 🛦	Manuscript	Article	Section/
	Number	Type	Category
	▲▼	▲▼	▲▼
View Submission Details History Remove Submission Send Back to Author Redirect to Other Editor Assign to Myself Send E-mail	DEMOSGG-D-19-	Direct to Editor - Section	Diseases and
	00004	Category	Symptoms

Page: 1 of 1 (1 total submissions)



Direct-To-Editor Folder (Redirect to Other Editor Window)

Redirect to Other Editor

Manuscript Number: DEMOSGG-D-19-00004

The following have been identified as candidates to edit this manuscript. Select the one you want and send them either the default editor assignment letter or a customized letter.

I	Number of Current Assignments	during next 30 days
Associate Editor: Lisa Gosselin		Yes
ey	0	Yes



Editor Assignment Options (PolicyManager)

□ Editor Assignment Policies

Set Editor Assignment Options

Define Editor Assignment Chain Templates

Set Editor Rotation Participants

Edit Instructions on Modify Editor Chain Page

Configure Automated Summary Reminders



Editor Assignment Options – Revisions (PolicyManager)

Revised Submissions

The settings below control how revised manuscripts are assigned to Editors. The first choice, "Revisions go to Revised Submissions or Revised Submissions Requiring Assignment folder" allows manual assignment of Editors. If the "Allow reassignment to previous Editors" sub option is selected, then the user making the first editor assignment for the revision will be allowed to assign the entire chain of editors from the previous version as one step.

If the "Revisions are automatically directed to the First Assigned Editor of the previous version" choice is selected, a Revision will be automatically assigned to the First Assigned Editor of the previous version.

•	Revisions go to Revised Submissions or Revised Submissions Requiring Assignment folder					
		Allow reassignment to previous Editors				
	Letter:	None	▼			
	Revisions are a	utomatically directed to the First Assigne	ed Editor of the previous version.			



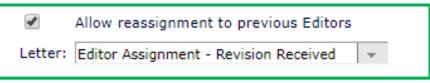
Editor Assignment Options – Revisions – Allow Reassignment (PolicyManager)

Revised Submissions

The settings below control how revised manuscripts are assigned to Editors. The first choice, "Revisions go to Revised Submissions or Revised Submissions Requiring Assignment folder" allows manual assignment of Editors. If the "Allow reassignment to previous Editors" sub option is selected, then the user making the first editor assignment for the revision will be allowed to assign the entire chain of editors from the previous version as one step.

If the "Revisions are automatically directed to the First Assigned Editor of the previous version" choice is selected, a Revision will be automatically assigned to the First Assigned Editor of the previous version.

Revisions go to Revised Submissions or Revised Submissions Requiring Assignment folder



Revisions are automatically directed to the First Assigned Editor of the previous version.



Allow Reassignment (Reassign Editors Window)

Reassign Editors

Manuscript Number: DEMOSGG-D-19-00001R1

Title: Editor Chain Template

The Editors listed were assigned to the previous version of this submission in the order indicated. To reassign the previous Editors in the same order, use one of the 'Reassign...' buttons. The submission will be automatically assigned to each editor in succession, and the last assigned Editor of the previous version will then be responsible for the submission.

Use 'Edit this/selected Chain' to first change these assignments; use 'Create a New Chain' for a new Chain as configured for this Article Type; use 'Assign Individual Editor' to set up just the first assignment.

Edit this Chain

Create a New Chain

Assign Individual Editor

Assignment Order	Editor Name	Editor Role	Current Assignments	# Classification Matches	Classification Matches	Available during next 30 days
Editor 1	Bryan Brown	Journal Administrator	0	0		Yes
Editor 2	Elisha Daley	Editor	0	0		Yes
Editor 3	Brad Rinklin	Associate Editor	0	0		Yes

Cancel)

Reassign with Custom Letter

Reassign with Default Letter



Editor Assignment Options – Revisions – First Assigned Editor (PolicyManager)

Revised Submissions

The settings below control how revised manuscripts are assigned to Editors. The first choice, "Revisions go to Revised Submissions or Revised Submissions Requiring Assignment folder" allows manual assignment of Editors. If the "Allow reassignment to previous Editors" sub option is selected, then the user making the first editor assignment for the revision will be allowed to assign the entire chain of editors from the previous version as one step.

If the "Revisions are automatically directed to the First Assigned Editor of the previous version" choice is selected, a Revision will be automatically assigned to the First Assigned Editor of the previous version.

Revisions go to Revised Submissions or Revised Submissions Requiring Assignment folder								
	Allow reassignment to previous Editors							
Letter:	None	▼						





Suggest Editor

Enabled by your Account Coordinator

Uses classifications to match submissions with potential Editors

Primarily used when journal has an invited workflow with hundreds of Editors



Suggest Editor

RoleManager

- ☐ Editor Assignment
 - Receive Assignments

Classic Method of Editor Assignment

- Receive Assignments without Invitation
- Receive Invitations for Assignments
- Always Use Search-based selection for Editor Chain Assignment / Replacement (i.e. if not Applied Automatically by System)
- Assign Editor Using Single Editor Selection
- Assign Editor Using Suggested Editor Queue
 - Close Queue and Assign Editor Directly
- Redirect to Other Editor (and be removed from Editor Chain)
- Change Corresponding Editor
- Blind Editor
- Unassign Other Editors
- Unassign Myself
 - Unassign Subordinate Editors
 - Replace Editor



Suggest Editor

, вге	cript Classific eds; (2) Akita;				Hallu	script Keywords			
arch	for Editors								
	, , , , , , , , , , , , , , , , , , ,		Insert Specia	al Character			Value	e Options	
		Criterion			s/Is not Sele	eta a	Value		
	(·			↓ is	-	ns With 🔻	value	,	
								Add	
					Clear	:h			
ndid	ates								
ect A	ll / Clear All		Pa	ge: 1 of 1 (9 total candidat	es)		Display 500	→ results per	page.
date	Invitation Ord	er	Car	Customize Letters 8	& Submit Queue	Submit Queue with	out Customizing Lett	ers Assign Ed	ditor Now
lect	Invitation Order	Editor Role	Editor Name	Institution	Relevance Ranking	Classification Matches	Current Assignments	Open Invitations	Available during next 30 days
✓	1	Editor-in-Chief	Tony Lockett		6	3	0	0	Yes
	-								
•	2	Editor (Requested by Author)	Elisha Daley		6	3	1	0	Yes
•	3	(Requested by	Elisha Daley		6	3	1 0	0	Yes Yes
		(Requested by Author)	Elisha Daley						
•	3	(Requested by Author) Associate Editor Editorial	Elisha Daley Lisa Gosselin P Joan Lewis		6	3	0	0	Yes
✓	3	(Requested by Author) Associate Editor Editorial Coordinator	Elisha Daley Lisa Gosselin Joan Lewis Brad Rinklin	University of Melbourne	6 2	3	0	0	Yes Yes
Y	3 4 5	(Requested by Author) Associate Editor Editorial Coordinator Associate Editor	Elisha Daley Lisa Gosselin Joan Lewis Brad Rinklin Trevor	University of Melbourne	6 2 0	3 1 0	0 0	0 0	Yes Yes Yes
* * *	3 4 5 6	(Requested by Author) Associate Editor Editorial Coordinator Associate Editor Managing Editor Journal	Elisha Daley Lisa Gosselin Joan Lewis Brad Rinklin Trevor Barker Cam Neely	University of Melbourne	6 2 0	3 1 0	0 0 0	0 0 0	Yes Yes Yes
	3	(Requested by Author) Associate Editor Editorial Coordinator Associate Editor Managing Editor Journal Administrator Journal	Elisha Daley Lisa Gosselin Joan Lewis Brad Rinklin Trevor Barker Cam Neely Bryan Brown Brown	University of Melbourne University of Massachusetts Lowell	6 2 0 0	3 1 0 0	0 0 0 0 0	0 0 0 0 0	Yes Yes Yes Yes Yes

Suggest Editor

A) Deserte	lanuscript Classifications					Manuscript Keywords				
(1) Breeds	s; (2) Akita;	; (3) Boxer;								
Invited Ed	ditors									
Name			Invit	tation Status		Date In	vited		Date Closed	
isa Gossel	lin P		Invite			06/14/20				
									I	
Search for Editors										
			Insert S	pecial Character		Value Options				
	(Criterion			Is/Is not	Selector	Value			
						Begins With	▼			
									Add	
					Clear	Search				
Candidate	es									
Select All / Clear All Page: 1 of 1 (8 total candidates) Display 500 results per page.										
Toget 2 of 2 (o total candidates)										
Update In	vitation Ord	der		Cancel Customize	Letters & Subm	it Queue Subm	it Queue without C	ustomizing Lett	ers Close Queue	
7.	nvitation		Editor		Relevance	Classification	Current	Open	Available during next	Customize
	order	Editor Role	Name	Institution	Ranking	Matches	Assignments	Invitations	30 days	
✓ 1	L	Editor (Requested by Author)	Elisha Daley ₹		_					Letters
					6	3	1	0	Yes	Edit
≥ 2	2	Editor-in-Chief	Tony Lockett ₽		6	3	0	0	Yes Yes	
✓ 2✓ 3			Tony							
	3	Editor-in-Chief	Tony Lockett &	University of Massachusetts Lowell	6	3	0	0	Yes	
⊘ 3	3	Editor-in-Chief Editorial Coordinator Journal	Tony Lockett P Joan Lewis P Steven		6	3	0	0	Yes Yes	
✓ 3✓ 4	3	Editor-in-Chief Editorial Coordinator Journal Administrator Journal	Tony Lockett P Joan Lewis P Steven Gain P Cam Neely		6 2 0	3 1 0	0 0	0 0	Yes Yes Yes	
✓ 3✓ 4✓ 5	3	Editor-in-Chief Editorial Coordinator Journal Administrator Journal Administrator	Tony Lockett Joan Lewis Steven Gain Cam Neely Trevor	Massachusetts Lowell	6 2 0	3 1 0	0 0 0	0 0 0	Yes Yes Yes Yes	Edit
✓ 3✓ 4✓ 5✓ 6	5	Editor-in-Chief Editorial Coordinator Journal Administrator Journal Administrator Managing Editor Journal	Tony Lockett P Joan Lewis P Steven Gain P Cam Neely Trevor Barker P Bryan	Massachusetts Lowell	6 2 0 0	3 1 0 0	0 0 0 0	0 0 0 0 0	Yes Yes Yes Yes Yes	Edit

Suggest Editor

Editors Invited - None Yet Assigned (Editor 'To-Do" List)

```
Editor 'To-Do' List
   My Pending Assignments (2)
               New Submissions Requiring Assignment (1)
               Revised Submissions Requiring Assignment (0)
               New Invitations (0)
               New Assignments (0)
               Editors Invited - None Yet Assigned (1)
               Submissions with Required Reviews Complete (0)
               Submissions Requiring Additional Reviewers (0)
               Submissions with One or More Late Reviews (0)
   Reviews in Progress (0)
               Reviewers Invited - No Response (0)
               Submissions Under Review (0)
View All Assigned
               View All Assigned Submissions (1)
               View All Assigned Submissions being Edited (0)
               View All Submissions with Editors Invited - None Yet Assigned (1)
```



Assign/Unassign/Replace/Redirect Editor

RoleManager

■ Editor Assignment Receive Assignments in 'New Assignments' Folder Receive Assignments without Invitation Receive Invitations for Assignments Always Use Search-based selection for Editor Chain Assignment / Replacement (i.e. if not Applied Automatically by System) Assign Editor Redirect to Other Editor (and be removed from Editor Chain) Change Corresponding Editor Blind Editor Unassign Other Editors Unassign Myself Unassign Subordinate Editors Replace Editor



Assign Editor

Assign Editor – New Assignment Folder

View Submission

Details ₱

Initiate Discussion

History

File Inventory

Edit Submission

Classifications

Assign Editor

Unassign Editor

Invite Reviewers

View Reviews and Comments

Submit Editor's Decision and Comments

Send E-mail

Linked Submissions

DEMOSGG-D-19-00001R1



Unassign Editor

Unassign Editor – New Assignment Folder

View Submission DEMOS

Details ₱

Initiate Discussion

History

File Inventory

Edit Submission

Classifications

Assign Editor

Unassign Editor

Invite Reviewers

View Reviews and Comments

Submit Editor's Decision and Comments

Send E-mail

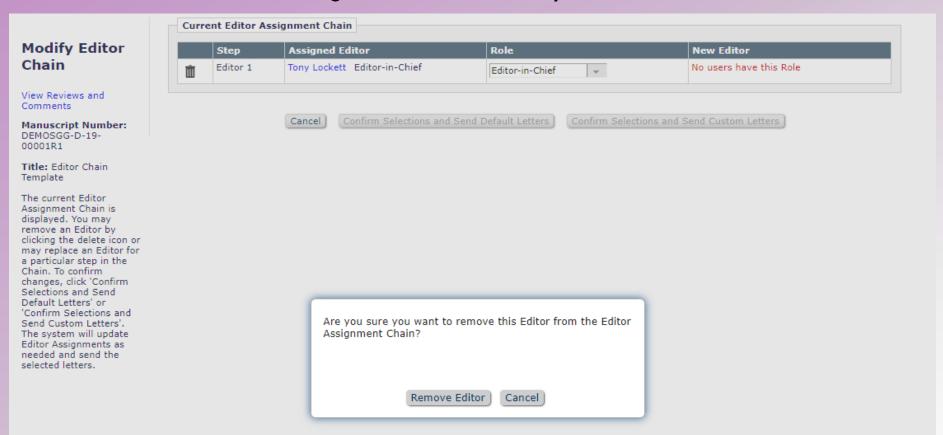
Linked Submissions

DEMOSGG-D-19-00001R1



Unassign Editor

Unassign Editor – Modify Editor Chain





Replace Editor

Replace Editor – New Assignment Folder

View Submission

Details ₹

Initiate Discussion

History

File Inventory

Edit Submission

Classifications

Assign Editor

Unassign Editor

Invite Reviewers

View Reviews and Comments

Submit Editor's Decision and Comments

Send E-mail

Linked Submissions

DEMOSGG-D-19-00001R1



Replace Editor

Replace Editor – Modify Editor Chain

Modify Editor Chain

View Reviews and Comments

Manuscript Number: DEMOSGG-D-19-00001R1

Title: Editor Chain Template

The current Editor Assignment Chain is displayed. You may remove an Editor by clicking the delete icon or may replace an Editor for a particular step in the Chain. To confirm changes, click 'Confirm Selections and Send Default Letters' or 'Confirm Selections and Send Custom Letters'. The system will update Editor Assignments as needed and send the selected letters.





Replace Editor

Replace Editor – Details Page

	Editors	Тор
Name:	Elisha Daley 🗸 [Proxy] (Replaced Tony Lockett)	
Role:	Editor	
Date Assigned:	06/14/2019	
Date Completed:		
Elapsed Days:	0	
Recommendation:		



Other Editor Assignment Options Permissions

Automatically Transfer Corresponding Editor Designation Editor Assignment Options

Automatically Transfer Corresponding Editor Designation

If the checkbox below is checked, when the handling Editor changes for a submission (e.g. when an editor is assigned or a decision is made), the new handling Editor will automatically be designated as the Corresponding Editor.

Automatically designate the handling Editor as the Corresponding Editor.



Merge Fields for Letters

%CORR_ED_FIRST_NAME%
%CORR_ED_LAST_NAME%
%CORR_ED_EDITOR_ROLE%

%EDITOR_NAME% %EDITOR_ROLE%

%EDITOR_REPLACEMENT%
%UNASSIGNED_EDITOR_NAME%

%SUGGEST_EDITOR_DECLINE_REASON%



Deep Links for Letters

%EDITOR_DEEP_LINK%

This deep link is related to a specific submission. It carries out a full login and takes the Editor to a Search Results Page displaying the associated submission.

%EDITOR_MAIN_MENU_DEEP_LINK%

This deep link carries out a full login and takes the Editor to the Editor Main Menu.

%EDITOR_NEW_INVITATIONS_FOLDER_DEEP_LINK%

This deep link carries out a full login and takes the Editor to the New Invitations folder.

%EDITOR_NEW_ASSIGNMENTS_FOLDER_DEEP_LINK%

This deep link carries out a full login and takes the Editor to the New Assignments folder.

%EDITOR_REQUIRED_REVIEWS_COMPLETE_FOLDER_DEEP_LINK%

This deep link carries out a full login and takes the Editor to the Submissions with Required Reviews Complete folder.

