

Welcome to EEMUG 2018

em

cm

pm

Don't Waive Your Flags!

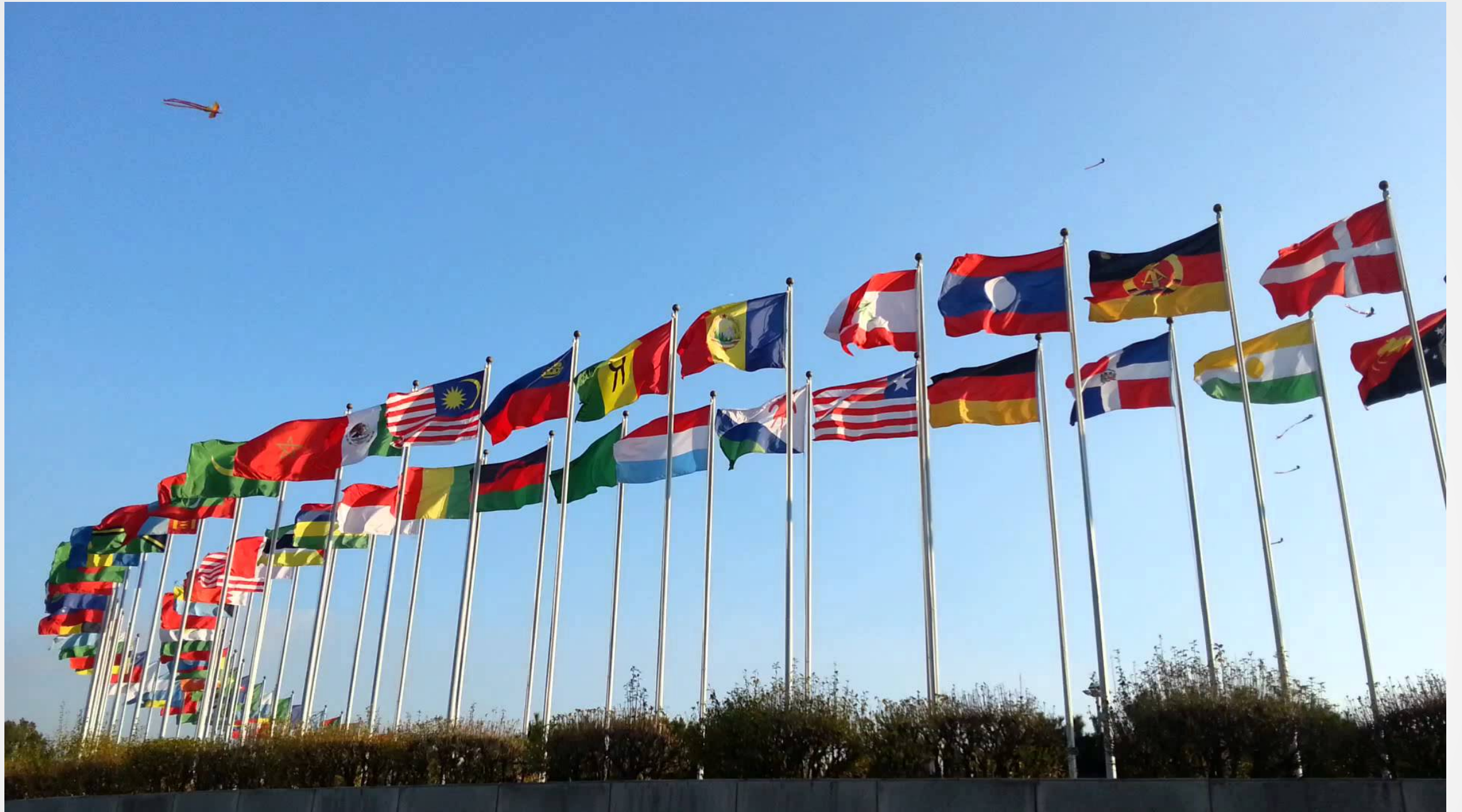
Sebastian Atay

Account Coordinator

satay@ariessys.com

Aim

- People Flags
- Submission Flags
- Submission Flags & AMDs
- Flags & ProduXion Manager
- Flag History
- **New!** Flags & Custom Questions
- Flags & Reporting



People Flags

People Flags

Merge People	Name ▲▼	City ▲▼	State or Province ▲▼	Country ▲▼
<input type="checkbox"/>	Phoenix Wright			JAPAN
<input type="checkbox"/>	Doctor Worn			UNITED STATES
<input type="checkbox"/>	Evenmore Ann Onymous			ANTARCTICA
<input type="checkbox"/>	Agnes Obligé			FRANCE
<input type="checkbox"/>	Total Nonsense			ANDORRA
<input type="checkbox"/>	test mcgee			ÅLAND ISLANDS
<input type="checkbox"/>	Edward Elric			JAPAN
<input type="checkbox"/>	Alphonse Elric			JAPAN

People Flags

<input type="checkbox"/>	test mcgee	⚑ ❄️	
<input type="checkbox"/>	Edward Elric	⚑ ☀️	
<input type="checkbox"/>	Alphonse Elric	⚑ ☀️	
<input type="checkbox"/>	Johnny Down	⚑ 😊	
<input type="checkbox"/>	John Darnielle	⚑	Preferred Reviewer

People Flags

People Flags - Johnny Down

Submission Flag History

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

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

Cancel

Submit

SET PEOPLE FLAGS

Display	Flag	Flag Name
<input type="checkbox"/>	!	Reviewer sensitivity
<input checked="" type="checkbox"/>	😊	Preferred Reviewer
<input type="checkbox"/>	⊕	editorial board
<input type="checkbox"/>	@	roguelike protagonist
<input type="checkbox"/>	👉	Working Group 1
<input type="checkbox"/>	👉	Working Group 2
<input type="checkbox"/>	👉	Working Group 3
<input type="checkbox"/>	✂️	Suspect inactive/duplicate user
<input type="checkbox"/>	?	Details missing / incorrect
<input type="checkbox"/>	❄️	Slow to respond
<input type="checkbox"/>	☀️	Statistical Expertise
<input type="checkbox"/>	!	Fast to respond

People Flags

People Flags - Johnny Down

Submission Flag History

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

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Cancel

Submit

SET PEOPLE FLAGS

Display	Flag	Flag Name
<input type="checkbox"/>	!	Reviewer sensitivity
<input checked="" type="checkbox"/>	😊	Preferred Reviewer
<input type="checkbox"/>	⊕	editorial board
<input type="checkbox"/>	@	roguelike protagonist
<input type="checkbox"/>	👉	Working Group 1
<input type="checkbox"/>	👉	Working Group 2
<input type="checkbox"/>	👉	Working Group 3
<input type="checkbox"/>	✂️	Suspect inactive/duplicate user
<input type="checkbox"/>	?	Details missing / incorrect
<input type="checkbox"/>	❄️	Slow to respond
<input type="checkbox"/>	☀️	Statistical Expertise
<input type="checkbox"/>	!	Fast to respond

People Flags

People Flags - Johnny Down

[Submission Flag History](#)

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

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

Cancel

Submit

SET PEOPLE FLAGS

Display	Flag	Flag Name
<input checked="" type="checkbox"/>	!	Reviewer sensitivity
<input type="checkbox"/>	😊	Preferred Reviewer
<input type="checkbox"/>	Ⓜ	editorial board
<input type="checkbox"/>	@	roguelike protagonist
<input type="checkbox"/>	👉	Working Group 1
<input type="checkbox"/>	👉	Working Group 2
<input type="checkbox"/>	👉	Working Group 3
<input type="checkbox"/>	✂	Suspect inactive/duplicate user
<input type="checkbox"/>	?	Details missing / incorrect
<input type="checkbox"/>	❄	Slow to respond
<input type="checkbox"/>	☀	Statistical Expertise
<input type="checkbox"/>	!	Fast to respond

People Flags


<input type="checkbox"/>	Edward Elric	☞	☀
<input type="checkbox"/>	Alphonse Elric	☞	☀
<input type="checkbox"/>	Johnny Down	☞	!
<input type="checkbox"/>	John Darnielle	☞	⚙
<input type="checkbox"/>	Melvin C. Cottrell	☞	⚠

Reviewer sensitivity



People Flags

Merge People	Name ▲▼			City ▲▼
<input type="checkbox"/>	Phoenix Wrong	P		
<input type="checkbox"/>	Phoenix Wright	P		
<input type="checkbox"/>	Doctor Worm	P		
<input type="checkbox"/>	Arië van Kameel	P		



People Flags

Merge People	Name ▲▼	City ▲▼	St ▲▼
<input type="checkbox"/>	Phoenix Wright 🇸🇯 🇸🇯 🇸🇯 🇸🇯 🇸🇯		
<input type="checkbox"/>	Doctor Worm 🇸🇯 ? ❄️		
<input type="checkbox"/>	Evenmore Ann Onymous 🇸🇯 ?		
<input type="checkbox"/>	Agnes Obligé 🇸🇯 @ !		
<input type="checkbox"/>	Total Nonsense 🇸🇯 8 ✂️		
<input type="checkbox"/>	test_mcgee 🇸🇯 ❄️		
<input type="checkbox"/>	Edward Elric 🇸🇯 ☀️		
<input type="checkbox"/>	Alphonse Elric 🇸🇯 ☀️		
<input type="checkbox"/>	Johnny Down 🇸🇯 !		
<input type="checkbox"/>	John Darnielle 🇸🇯 8 @ !		
<input type="checkbox"/>	Melanie S. Cotterell, LLB hons 🇸🇯 😊		

Search People - Update Information

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

Johnny Down 🇸🇯 !

Proxy-Registered:
Jan 07 2014 04:44PM
(Data Unconfirmed by User)

Last Modified:
Jan 07 2014 04:48PM







Editors	
Name:	Johnny Down 🇸🇯 ! [Proxy]
Role:	Associate Editor
Date Assigned:	Jan 7 2014 5:01PM
Date Completed:	Jan 24 2014 6:40AM
Elapsed Days:	17
Recommendation:	Accept

People Flags


Search for Reviewers

[Help with Searching](#)

(Criterion	Is/Is not	Selector
<input type="checkbox"/>	Last Name		Wit
<input type="checkbox"/>	First Name		
<input type="checkbox"/>	E-mail Address		Wit
<input type="checkbox"/>	Position		
<input type="checkbox"/>	Department		
<input type="checkbox"/>	Institution		Wit
<input type="checkbox"/>	City		
<input type="checkbox"/>	State		Wit
<input type="checkbox"/>	Country		
<input type="checkbox"/>	People Notes		
<input type="checkbox"/>	People Flag Name		Wit
<input type="checkbox"/>	Personal Classifications		
<input type="checkbox"/>	Personal Keywords		Wit
<input type="checkbox"/>	Secondary Last Name		
<input type="checkbox"/>	Secondary First Name		

Inv.	Asn.	Alt.	Prop.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evan Dahm   (Editorial Board)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	John Darnielle     (Reviewer)


Invited Reviewers and Linked Alternate Reviewers

Alex Noone (Reviewer)  	Agreed to Review May 05 2015 12:52PM	Un-assign
Evan Dahm (Editorial Board)  	Reviewer Invited Nov 30 2017 08:54AM	Un-invite
John Darnielle (Reviewer)    	Reviewer Invited Nov 30 2017 08:54AM	Un-invite

People Flags - Config


People Flags

☐ General Policies











- Set Manuscript Number Type
- Set Manuscript Number Revision Suffix
- Set Date Format
- Set Time Zone Display Policy
- Configure Unavailability Check and Instructions
- Set ISO Country Standard
- Configure General Due Date Preferences
- Set Reviewer Preferences
- Configure Electronic Calendar Due Date Preferences
- Set Editor Deep Link Expiration
- Set Enterprise Analytics Reporting Deep Link
- Define Details Page Layouts
- Set Update Information Deep Link Expiration
- Create Customized Submission Flags
- Create Customized People Flags
-  Create Customized Schedule Group Flags

People Flags

Create Customized People Flags




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

Add

Order	Flag	Flag Name		
<input type="text" value="1"/>		Preferred Reviewer	Remove	Edit
<input type="text" value="2"/>		editorial board	Remove	Edit
<input type="text" value="3"/>		Working Group 1	Remove	Edit
<input type="text" value="4"/>		Working Group 2	Remove	Edit
<input type="text" value="5"/>		Working Group 3	Remove	Edit
<input type="text" value="6"/>		Suspect inactive/duplicate user	Remove	Edit
<input type="text" value="7"/>		Details missing / incorrect	Remove	Edit
<input type="text" value="8"/>		Slow to respond	Remove	Edit
<input type="text" value="9"/>		Statistical Expertise	Remove	Edit
<input type="text" value="10"/>		Fast to respond	Remove	Edit

Update Item Order

People Flags

	Order	Flag	Flag Name		
	<input type="text" value="1"/>		Preferred Reviewer	Remove	Edit
	<input type="text" value="2"/>		editorial board	Remove	Edit
	<input type="text" value="3"/>		Working Group 1	Remove	Edit

People Flags

Add Customized People Flag

Cancel

Submit

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

Flag Icon:

[Open Special Character Palette](#)

Flag Name:

Maximum 256 characters



People Flags

Add Customized People Flag



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

Flag Icon:












[Open Special Character Palette](#)


Flag Name:

Maximum 256 characters



People Flags

Order	Flag	Flag Name		
<input type="text" value="1"/>		Preferred Reviewer	Remove	Edit
<input type="text" value="2"/>		editorial board	Remove	Edit
<input type="text" value="3"/>		Working Group 1	Remove	Edit
<input type="text" value="4"/>		Working Group 2	Remove	Edit
<input type="text" value="5"/>		Working Group 3	Remove	Edit
<input type="text" value="6"/>		Suspect inactive/duplicate user	Remove	Edit
<input type="text" value="7"/>		Details missing / incorrect	Remove	Edit
<input type="text" value="8"/>		Slow to respond	Remove	Edit
<input type="text" value="9"/>		Statistical Expertise	Remove	Edit
<input type="text" value="10"/>		Fast to respond	Remove	Edit
<input type="text" value="1"/>		Reviewer sensitivity	Remove	Edit



People Flags

Order	Flag	Flag Name		
<input type="text" value="1"/>	!	Reviewer sensitivity	Remove	Edit
<input type="text" value="2"/>	😊	Preferred Reviewer	Remove	Edit
<input type="text" value="3"/>	③	editorial board	Remove	Edit
<input type="text" value="4"/>	👉	Working Group 1	Remove	Edit
<input type="text" value="5"/>	👉	Working Group 2	Remove	Edit
<input type="text" value="6"/>	👉	Working Group 3	Remove	Edit
<input type="text" value="7"/>	✂️	Suspect inactive/duplicate user	Remove	Edit
<input type="text" value="8"/>	?	Details missing / incorrect	Remove	Edit
<input type="text" value="9"/>	❄️	Slow to respond	Remove	Edit
<input type="text" value="10"/>	☀️	Statistical Expertise	Remove	Edit
<input type="text" value="11"/>	!	Fast to respond	Remove	Edit

[Update Item Order](#)

People Flags




- Hide** When you Hide a flag, the flag cannot be turned on for new people records, but will continue to display on existing people records (until it is turned off by a user with appropriate permission).
- Turn off flag throughout the system** When you turn off a flag throughout the system, the flag will be removed from all people records to which it was attached.

People Flags

☐ Flag Icons

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

- View People Flags
- Turn On People Flags
- Turn Off People Flags

-  View Schedule Group Flags
-  Turn On Schedule Group Flags
-  Turn Off Schedule Group Flags

Submission Flags

Submission Flags

Action	Manuscript Number
View Submission Details    Initiate Discussion History Production Status Grid File Inventory Edit Submission Solicit Commentary Classifications View Reviews and Comments Assign Production Task Assign to Schedule Group End Production Publish Information Transmittal Form Send E-mail Linked Submissions	DEMOSA101-D-14-00001
View Submission Details     Initiate Discussion History File Inventory Edit Submission Solicit Commentary Classifications Unassign Editor Notify Editor Invite Reviewers Set Final Disposition Initiate Production Send E-mail Linked Submissions	DEMOSA102-D-14-00004

Submission Flags

Submission Flags - Manuscript Number DEMOSA101-D-14-00001 "On Crystalism"







[Submission Flag History](#)

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

Cancel

Submit

SET SUBMISSION FLAGS

Display	Flag	Flag Name
<input type="checkbox"/>		Press Release
<input checked="" type="checkbox"/>		Open Access
<input type="checkbox"/>		Manuscript needs grammatical work. Initiate collaboration on this with Author.
<input type="checkbox"/>		Time-Sensitive Findings Reported--Shorten Review Turnaround
<input type="checkbox"/>		Controversial Paper
<input checked="" type="checkbox"/>		International Importance

Submission Flags

Submission Flags:		
Select Submissions Flags:	Add/Edit Submission Flags	
Manuscript Notes:		
<input type="checkbox"/> Display Manuscript Notes Flag		

[Return to Submissions Requiring Additional Reviewers](#)

[Return to Main Menu](#)

View Submission Information

[Manuscript Details](#)

[Classifications](#)

[View Submission](#)

Quick Action Links

[Submit Editor's Decision and Comments](#)

[Send E-mail](#)

[Register and Select New Reviewer](#)

[Request Unregistered Reviewer](#)

[Search Similar Articles in MEDLINE](#)

Set Preferences


[My Suggest Reviewer Preferences](#)

[My Reviewer Display Preferences](#)

Submission Flags - Config

Submission Flags

☐ General Policies


- Set Manuscript Number Type
- Set Manuscript Number Revision Suffix
- Set Date Format
- Set Time Zone Display Policy
- Configure Unavailability Check and Instructions
- Set ISO Country Standard
- Configure General Due Date Preferences
- Set Reviewer Preferences
- Configure Electronic Calendar Due Date Preferences
- Set Editor Deep Link Expiration
- Set Enterprise Analytics Reporting Deep Link
- Define Details Page Layouts
- Set Update Information Deep Link Expiration
- [Create Customized Submission Flags](#)
- [Create Customized People Flags](#)
-  [Create Customized Schedule Group Flags](#)

Add Customized Submission Flag

Cancel

Submit

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

Flag Icon: 

[Open Special Character Palette](#)

Flag Name:

Maximum 256 characters


Flag Type
 Editorial
 Production

Associate with AMD Field








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



Create Customized Submission Flags

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

Add

Order	Flag	Flag Name	Flag Type	Associated With AMD	
<input type="text" value="1"/>		Press Release	Editorial and Production		Remove Edit
<input type="text" value="2"/>		Open Access	Editorial and Production	Open Access	Remove Edit
<input type="text" value="3"/>		Missing Copyright Transfer Information	Production		Remove Edit
<input type="text" value="4"/>		Manuscript needs grammatical work. Initiate collaboration on this with Author.	Editorial and Production		Remove Edit
<input type="text" value="5"/>		Time-Sensitive Findings Reported--Shorten Review Turnaround	Editorial		Remove Edit
<input type="text" value="6"/>		Controversial Paper	Editorial and Production		Remove Edit
<input type="text" value="7"/>		International Importance	Editorial		Remove Edit

Update Item Order

Add

[Back to PolicyManager](#)

Submission Flags




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

Hide When you Hide a flag, the flag cannot be turned on for new submissions, but will continue to display on existing submissions (until it is turned off by a user with appropriate permission).

Turn off flag throughout the system When you turn off a flag throughout the system, the flag will be removed from all submissions to which it was attached.




Submission Flags

[-] Flag Icons

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

Submission Flags & AMDs

Flags & AMDs

Action	Manuscript Number	Article Title
<ul style="list-style-type: none">View SubmissionDetails  Initiate DiscussionProduction Details HistoryProduction Status GridFile InventoryEdit SubmissionSolicit CommentaryClassificationsView Reviews and CommentsAssign Production TaskChange Schedule GroupEnd ProductionPublish InformationTransmittal FormSend E-mailLinked Submissions	DEMOSA101-D-14-00001	On Crystallism
View Submission	DEMOSA101-D-14-00002R1	On Crystallism


Flags & AMDs

Details for Manuscript Number: DEMOSA101-D-14-00001 "On Crystalism"

[Cancel](#) [Save](#) [Save and Close](#)

[Discussion Forum](#) [Abstract](#) [Manuscript Notes](#) [Production Notes](#) [Editors](#) [Reviewers](#) [Alternate Reviewers](#) [Reviewers Proposed by Editors](#) [Addi](#)

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

Corresponding Author: Edward Editor 
CAPE VERDE [\[Proxy\]](#)

Corresponding Author E-Mail: trash5@ariessc.com

Author Comments:

Accept My Manuscript Or Die

Additional Manuscript Details for Manuscript Number DEMOSA101-D-14-00001 "On Crystalism"

[Cancel](#) [Save and Close](#)

Open Access





Please Choose
Yes
No

Display 'Open Access' Flag :

[Cancel](#) [Save and Close](#)

Flags & Production Manager

Flags & PM

Select	Action	Manuscript Number	Author Name	Article Title	Article Type	Short Title
<input type="checkbox"/>	View Submission	DEMOSA101-D-14-00001	Edward Editor (CAPE VERDE)	The Effects Of Chainsaws on Clowns	Original Study	Chainsaw Effects
	Details  					
	Initiate Discussion					
	Production Details  					
	History					
	Production Status Grid					
	File Inventory					
	Edit Submission					
	Solicit Commentary					
	Classifications					
	View Reviews and Comments					
	Assign Production Task					
	Assign to Schedule Group					
	End Production					
	Publish Information					
	Transmittal Form					
	Send E-mail					
	Linked Submissions					

Flags & PM

Submission Flags - Manuscript Number DEMOSA101-D-14-00001 "On Crystalism"







[Submission Flag History](#)

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

Cancel

Submit

SET SUBMISSION FLAGS

Display	Flag	Flag Name
<input type="checkbox"/>		Press Release
<input checked="" type="checkbox"/>		Open Access
<input type="checkbox"/>		Manuscript needs grammatical work. Initiate collaboration on this with Author.
<input type="checkbox"/>		Time-Sensitive Findings Reported--Shorten Review Turnaround
<input type="checkbox"/>		Controversial Paper
<input checked="" type="checkbox"/>		International Importance

Submission Flags - Manuscript Number DEMOSA101-D-14-00001 "On Crystalism"






[Submission Flag History](#)

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








Cancel

Submit

SET SUBMISSION FLAGS

Display	Flag	Flag Name
<input type="checkbox"/>		Press Release
<input checked="" type="checkbox"/>		Open Access
<input type="checkbox"/>		Missing Copyright Transfer Information
<input type="checkbox"/>		Manuscript needs grammatical work. Initiate collaboration on this with Author.
<input type="checkbox"/>		Controversial Paper

Flags & PM

Order	Flag	Flag Name	Flag Type	Associated With AMD	
<input type="text" value="1"/>		Press Release	Editorial and Production		Remove Edit
<input type="text" value="2"/>		Open Access	Editorial and Production	Open Access	Remove Edit
<input type="text" value="3"/>		Missing Copyright Transfer Information	Production		Remove Edit
<input type="text" value="4"/>		Manuscript needs grammatical work. Initiate collaboration on this with Author.	Editorial and Production		Remove Edit
<input type="text" value="5"/>		Time-Sensitive Findings Reported-- Shorten Review Turnaround	Editorial		Remove Edit
<input type="text" value="6"/>		Controversial Paper	Editorial and Production		Remove Edit
<input type="text" value="7"/>		International Importance	Editorial		Remove Edit

[Update Item Order](#)

[Add](#)

[Back to PolicyManager](#)

Flags & PM

Quicklinks



Production Status Grid

Show:

Page: 1 of 1 (4 total submissions)

1

Action	Manuscript Number	Author Name	Article Title	Production Status	Date Production Started	Submission Target Online Date	Mass Export	Files to Vendor
Production Details   History Transmittal Form Assign Production Task Change Schedule Group File Inventory End Production Send E-mail Linked Submissions	DEMOSA101-D-14-00001	Edward Editor 	On Crystalism		Dec 2 2014 8:47AM			Submitted Dec 02 2014 08:47AM mary mary

Flags & PM

- View Schedule Groups
- Manage Schedule Groups
 - Assign Submissions to Multiple Schedule Groups
 - Copy Contents when Copying a Group
 - Automatically Cancel Production Task Assignments when Closing
- Edit Submission Target Online Publication Date
- View Production Details
 - Use Production Details Layout

Flags & PM

The screenshot displays a user interface for 'Flags & PM' with the following sections:

- Search**: Search Submissions | Search People
- To-Do List**:
 - Submission Tasks Assigned to Me (0)
 - Schedule Group Tasks Assigned to Me (0)
 - 'At-Risk' Submissions (0)
- Overview**:
 - Production Initiated – No Tasks Assigned (1)
 - Submission Tasks I Have Assigned (1)
 - View All Submissions in Production (4)
 - View All Production Tasks With Authors (1)
 - Production Status Grid
- Scheduling**:
 - Manage Schedule Groups
 - Add Schedule Group
 - Closed Schedule Groups

Flags & PM

Manage Schedule Groups				
Page: 1 of 1 (2 total Schedule Groups)				
Action ▲	Schedule Group ▲▼	Target Number of Submissions ▲▼	Current Number of Submissions ▲▼	Page Budget ▲▼
Assign Production Task Batch Assign Submission Task Edit Group Details Production Status Grid History File Inventory Copy Group Close Group	New Group	0	3	0
Assign Production Task Batch Assign Submission Task Edit Group Details Production Status Grid History File Inventory Copy Group Close Group	Trigger Test 3	0	1	0

Edit Schedule Group Details/Add Submissions

Submit

Cancel

Add Submissions

Schedule Group Description:

[Insert Special Character](#)

New Group

Maximum Schedule Group Description is 100 characters

Schedule Group Notes:

Hi everyone!

Schedule Group Target Online Publication Date:



(mm/dd/yyyy)

Schedule Group Target Publication Date:



(mm/dd/yyyy)

Schedule Group Target Publication Volume:

Year:

Schedule Group Target Publication Issue:

Target Number of Submissions:

Page Budget:

Black and White Image Budget:

Color Image Budget:

Additional Schedule Group Details

Special Illustration Requirements








Display 'Special Illustration Requirements' flag

Flags & PM

Manage Schedule Groups


Page: 1 of 1 (2 total Schedule Groups)

Action 	Schedule Group 	Target Number of Submissions 	Current Number of Submissions 
Assign Production Task Batch Assign Submission Task Edit Group Details  Production Status Grid History File Inventory Copy Group Close Group	New Group	0	3
Assign Production Task Batch Assign Submission Task Edit Group Details Production Status Grid History File Inventory Copy Group Close Group	Trigger Test 3	0	1

Flags & PM

☐ General Policies

- Set Manuscript Number Type
- Set Manuscript Number Revision Suffix
- Set Date Format
- Set Time Zone Display Policy
- Configure Unavailability Check and Instructions
- Set ISO Country Standard
- Configure General Due Date Preferences
- Set Reviewer Preferences
- Configure Electronic Calendar Due Date Preferences
- Set Editor Deep Link Expiration
- Set Enterprise Analytics Reporting Deep Link
- Define Details Page Layouts
- Set Update Information Deep Link Expiration
- Create Customized Submission Flags
- Create Customized People Flags

 Create Customized Schedule Group Flags

Flags & PM

Create Customized Schedule Group Flags

Schedule Group Flags can be selected to display for a Schedule Group on the Edit Group Details page if a Schedule Group Flag has been associated with an 'Additional Schedule Group Detail' (ASGD) field. If a flag is associated with a specific ASGD field, the option to display or remove the flag displays next to the associated ASGD field. When a flag is displayed for a Schedule Group, it is visible within the Manage Schedule Groups folder where the 'Edit Group Details' action link is displayed. Only Editors and Publishers with appropriate RoleManager permissions will be able to view, turn on, or turn off Schedule Group Flags.

Add

Order	Flag	Flag Name	Associated With ASGD	
<input type="text" value="1"/>		Expedited Issue		Remove Edit
<input type="text" value="2"/>		Special Illustration Requirements	Special Illustration Requirements	Remove Edit

[Update Item Order](#)

Add

[Back to PolicyManager](#)

Add Customized Schedule Group Flag

Cancel

Submit

Please enter the Flag Name and choose an icon from the matrix. Editors and Publishers with RoleManager permission to 'Turn On Schedule Group Flags' and 'Turn Off Schedule Group Flags' can display/turn off Submission Flags for any Schedule Group on the Edit Group Details page (accessible from the Manage Schedule Group folder) when a flag is associated with an Additional Schedule Group Detail field. When a flag is attached to a Schedule Group, it will be displayed next to the 'Edit Group Details' action link displayed in the Manage Schedule Groups folder (Editor and Publisher Roles must have permission to 'View Schedule Group Flags').

Flag Icon:



[Open Special Character Palette](#)

Flag Name:






Maximum 256 characters

Associate with
ASGD Field:



Flags & PM

☐ Flag Icons

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


Flag History

Add Customized Submission Flag

Cancel

Submit

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

Flag Icon: 

[Open Special Character Palette](#)

Flag Name:

Maximum 256 characters

Flag Type

Editorial

Production




Associate with AMD Field

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









Flag History

Flag Icons

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

Flag History

Action	Manuscript Number	Article Title
View Submission Details    Initiate Discussion Production Details   History Production Status Grid File Inventory Edit Submission Solicit Commentary Classifications View Reviews and Comments Assign Production Task Change Schedule Group End Production Publish Information Transmittal Form Send E-mail Linked Submissions	DEMOSA101-D-14-00001	The Effects Of Chainsaws on Clow



Submission Flags - Manuscript Number DEMOSA101-D-14-00001 "On Crystalism"







Submission Flag History

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




Cancel

Submit

SET SUBMISSION FLAGS

Display	Flag	Flag Name
<input type="checkbox"/>		Press Release
<input checked="" type="checkbox"/>		Open Access
<input type="checkbox"/>		Manuscript needs grammatical work. Initiate collaboration on this with Author.
<input type="checkbox"/>		Time-Sensitive Findings Reported--Shorten Review Turnaround
<input type="checkbox"/>		Controversial Paper
<input checked="" type="checkbox"/>		International Importance

SUBMISSION FLAG HISTORY

Flag	Flag Name	Revision	Date Turned On	Operator	Date Turned Off	Operator	Days
	Open Access	0	Nov 30 2017 09:52AM	mary mary			(7)
	Open Access	0	Nov 30 2017 09:51AM	mary mary	Nov 30 2017 09:52AM	mary mary	1
	Press Release	0	Nov 30 2017 09:51AM	mary mary	Nov 30 2017 09:52AM	mary mary	1

Cancel

Submit

Flags & Custom Questions

14.1

Flags & Questions

[Insert Special Character](#)

Please Enter the Following

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

1) Is this paper for a special issue?

Answer Required:

Please select a special issue from the list below.

Answer Required:

Flags & Questions

New Submissions Requiring Assignment - mary mary



Contents: These are the new submissions that require an Editor Assignment. Use the up/down arrows to change the sort order.

Page: 1 of 1 (4 total submissions)

1

Action	Manuscript Number	Article Type	Article Title	Author Name	Initial Date Submitted	Status
View Submission Details A Initiate Discussion History Special Issue A 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	DEMOSA141-D-18-00001	Rapid Communication	14.1 Custom Question and Flag Functionality - EEMUG 2018	Another Author	Jan 8 2018 4:10PM	Jan 8 2018

Flags & Questions

Additional Information [Top](#)

Questionnaire Responses

1) *Is this paper for a special issue?*

Yes

↳ *Please select a special issue from the list below.*

Special Issue A **A**

Flags & Questions





Submission Flags - Manuscript Number DEMOSA141-D-18-00001 "14.1 Custom Question and Flag Functionality - EEMUG 2018"

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

Cancel






Submit


SET SUBMISSION FLAGS

Display	Flag	Flag Name
<input type="checkbox"/>		Manuscript needs grammatical work. Initiate collaboration on this with Author.
<input type="checkbox"/>		Time-Sensitive Findings Reported--Shorten Review Turnaround
<input type="checkbox"/>		Controversial Paper
<input type="checkbox"/>		International Importance
<input checked="" type="checkbox"/>	A	Special Issue A
<input type="checkbox"/>	B	Special Issue B
<input type="checkbox"/>	C	Special Issue C
<input type="checkbox"/>	D	Special Issue D
<input type="checkbox"/>	E	Special Issue E






Flags & Custom Questions - Config

Flags & Questions

Order	Flag	Flag Name	Flag Type	Associated With Custom Question	Associated With AMD
<input type="text" value="1"/>		Missing Copyright Transfer Information	Production		Remove Edit
<input type="text" value="2"/>		Manuscript needs grammatical work. Initiate collaboration on this with Author.	Editorial and Production		Remove Edit
<input type="text" value="3"/>		Time-Sensitive Findings Reported-- Shorten Review Turnaround	Editorial		Remove Edit
<input type="text" value="4"/>		Controversial Paper	Editorial and Production		Remove Edit
<input type="text" value="5"/>		International Importance	Editorial		Remove Edit
<input type="text" value="6"/>	A	Special Issue A	Editorial and Production		Remove Edit
<input type="text" value="7"/>	B	Special Issue B	Editorial and Production		Remove Edit
<input type="text" value="8"/>	C	Special Issue C	Editorial and Production		Remove Edit
<input type="text" value="9"/>	D	Special Issue D	Editorial and Production		Remove Edit
<input type="text" value="10"/>	E	Special Issue E	Editorial and Production		Remove Edit



Flags & Questions

Order	Flag	Flag Name	Flag Type	Associated With Custom Question	Associated With AMD
<input type="text" value="1"/>		Missing Copyright Transfer Information	Production		Remove Edit
<input type="text" value="2"/>		Manuscript needs grammatical work. Initiate collaboration on this with Author.	Editorial and Production		Remove Edit
<input type="text" value="3"/>		Time-Sensitive Findings Reported-- Shorten Review Turnaround	Editorial		Remove Edit
<input type="text" value="4"/>		Controversial Paper	Editorial and Production		Remove Edit
<input type="text" value="5"/>		International Importance	Editorial		Remove Edit
<input type="text" value="6"/>	A	Special Issue A	Editorial and Production		Remove Edit
<input type="text" value="7"/>	B	Special Issue B	Editorial and Production		Remove Edit
<input type="text" value="8"/>	C	Special Issue C	Editorial and Production		Remove Edit
<input type="text" value="9"/>	D	Special Issue D	Editorial and Production		Remove Edit
<input type="text" value="10"/>	E	Special Issue E	Editorial and Production		Remove Edit


[Update Item Order](#)

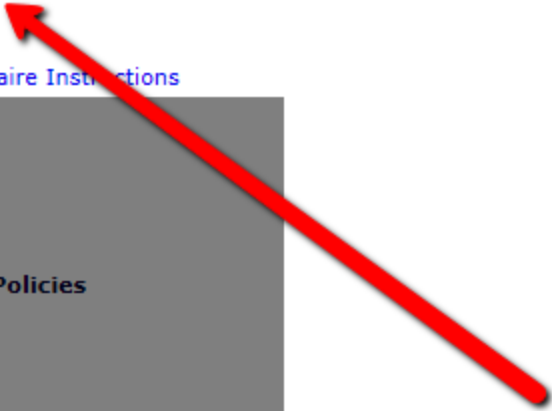
Flags & Questions

PolicyManager Main Menu

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

- + **Registration and Login Policies**
- + **Status Policies**
- + **Submission Policies**
- **Questionnaire Policies**
 - [Create Custom Questions](#)
 - [Create Questionnaires](#)
 - [Edit Co-Author Questionnaire Instructions](#)

- + **Additional Data Policies**
- + **Editor Assignment Policies**
- + **Suggest Editor Policies**
- + **Reviewer and Editor Form Policies**
- + **E-mail and Letter Policies**
- + **General Policies**
- + **Discussion Forums**
- + **Linked Submissions Policies**
- + **Conference Submission Policies**
- + **Transmittal Policies**
- +  **ProduXion Manager**



Flags & Questions

Create Custom Questions

Listed below are the customized questions which may be displayed as part of a Questionnaire. Each question may also be configured to display in additional locations (e.g. PDF Cover Page, Manuscript Details, and Transmittal Form). [\(more...\)](#)

Add Question

Filter By

All

Actions	Description ▲▼	Custom Metadata IDs ▲▼	Associated With Flags	Questionnaires
Edit Copy Hide	Please confirm you have approval from all Co-authors to submit this manuscript?			Sample Questionnaire Corresponding Author Questionnaire Author Questionnaire - Original
Edit Copy Hide	If you have submitted this manuscript to another publication, please give details below:			Sample Questionnaire Corresponding Author Questionnaire Author Questionnaire - Original Author Questionnaire - Revised

Flags & Questions

+ Initial Question

Is this paper for a special issue?

Please select a response

If user selects: [Add Follow-up Question](#)

Follow-up Question 1 [remove]

If user selected "Yes" in response to *"Is this paper for a special issue?"*

Question text:

Please select a special issue from the list below.

Instructions for Author Response:

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

Response Type:

List

List Type: Drop-down list (Allows for a null or single value selection)

When configuring the default value, please note that only the value "Please select a response" will force the author to select another answer. Any other value will count as a valid response.

Display Order	Default Value	Value	Description
	<input checked="" type="radio"/>	Please select a response	
<input type="text" value="1"/>	<input type="radio"/>	Special Issue A	
<input type="text" value="2"/>	<input type="radio"/>	Special Issue B	
<input type="text" value="3"/>	<input type="radio"/>	Special Issue C	
<input type="text" value="4"/>	<input type="radio"/>	Special Issue D	
<input type="text" value="5"/>	<input type="radio"/>	Special Issue E	
<input type="text" value="6"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>

Update

Custom Metadata ID:

Select Custom Metadata ID

Flag

Associate with Flag

Associate with Flag

Associate with Flag

Associate with Flag

Associate with Flag

Associate with Flag

Remove Edit

Remove Edit

Remove Edit

Remove Edit

Remove Edit

Save Item

If user selects: Please select a response

Add Follow-up Question

Follow-up Question 1 [remove]

If user selected "Yes" in response to *"Is this paper for a special issue?"*

Question text:

Please select a special issue from the list below.

Instructions for Author Response:

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

Response Type:

List

List Type: Drop-down list (Allows for a null or single value selection)

When configuring the default value, please note that only the value "Please select a response" will force the author to select another answer. Any other value will count as a valid response.

Display Order	Default Value	Value	Description
	<input checked="" type="radio"/>	Please select a response	
<input type="text" value="1"/>	<input type="radio"/>	Special Issue A	
<input type="text" value="2"/>	<input type="radio"/>	Special Issue B	
<input type="text" value="3"/>	<input type="radio"/>	Special Issue C	
<input type="text" value="4"/>	<input type="radio"/>	Special Issue D	
<input type="text" value="5"/>	<input type="radio"/>	Special Issue E	
<input type="text" value="6"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>

Update

Custom Metadata ID:

Select Custom Metadata ID

Flag

Associate with Flag

Associate with Flag

Associate with Flag

Associate with Flag

Associate with Flag

Associate with Flag

Remove Edit

Remove Edit

Remove Edit

Remove Edit

Remove Edit

Save Item

If user selects: Please select a response

Add Follow-up Question

Flags & Questions

Associate with Submission Flag

Select the radio button for the flag you want to associate with the response to the custom question, or select 'No Flag Association'. When a Corresponding Author answers a question on a Submission Questionnaire, and provides a response that is associated with a flag, the system automatically turns the flag on.





Flags that are associated with Additional Manuscript Details Fields cannot be associated with a response. To use such a flag, you must first disassociate it from the Additional Manuscript Details Field on the *Edit Customized Submission Flag* page in Policy Manager.

Hidden Submission Flags and Submission Flags configured as Production-only cannot be associated with a Custom Question Response and will not display in this list. ([less...](#))

Cancel

Submit

Associate with Submission Flag

Select	Flag	Flag Name
<input checked="" type="radio"/>		No Flag Association
<input type="radio"/>		Manuscript needs grammatical work. Initiate collaboration on this with Author.
<input type="radio"/>		Time-Sensitive Findings Reported--Shorten Review Turnaround
<input type="radio"/>		Controversial Paper
<input type="radio"/>		International Importance
<input type="radio"/>	A	Special Issue A
<input type="radio"/>	B	Special Issue B
<input type="radio"/>	C	Special Issue C
<input type="radio"/>	D	Special Issue D
<input type="radio"/>	E	Special Issue E

Cancel

Submit

Flags & Questions

Cancel Submit

Associate with Submission Flag

Select	Flag	Flag Name
<input type="radio"/>		No Flag Association
<input type="radio"/>	☹️	Manuscript needs grammatical work. Initiate collaboration on this with Author.
<input type="radio"/>	👑	Time-Sensitive Findings Reported--Shorten Review Turnaround
<input type="radio"/>	♥️	Controversial Paper
<input type="radio"/>	🚩	International Importance
<input checked="" type="radio"/>	A	Special Issue A
<input type="radio"/>	B	Special Issue B
<input type="radio"/>	C	Special Issue C
<input type="radio"/>	D	Special Issue D
<input type="radio"/>	E	Special Issue E

Follow-up Question 1 [remove]

If user selected "Yes" in response to "Is this paper for a special issue?"

Question text:

Please select a special issue from the list below.

Instructions for Author Response:

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

Response Type:

List

List Type:

Drop-down list (Allows for a null or single value selection)

When configuring the default value, please note that only the value "Please select a response" will force the author to select another answer. Any other value will count as a valid response.

Display Order	Default Value	Value	Description	Flag	
	<input checked="" type="radio"/>	Please select a response			Associate with Flag
<input type="text" value="1"/>	<input type="radio"/>	Special Issue A		A	Remove Flag
<input type="text" value="2"/>	<input type="radio"/>	Special Issue B			Associate with Flag
<input type="text" value="3"/>	<input type="radio"/>	Special Issue C			Associate with Flag
<input type="text" value="4"/>	<input type="radio"/>	Special Issue D			Associate with Flag
<input type="text" value="5"/>	<input type="radio"/>	Special Issue E			Associate with Flag

<input type="text" value="6"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Save Item"/>
--------------------------------	-----------------------	----------------------	----------------------	--	--

Custom Metadata ID: [?](#)

[Select Custom Metadata ID](#)

Follow-up Question 1 [remove]

If user selected "Yes" in response to *"Is this paper for a special issue?"*

Question text:

Please select a special issue from the list below.

Instructions for Author Response:

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

Response Type:

List

List Type:

Drop-down list (Allows for a null or single value selection)

When configuring the default value, please note that only the value "Please select a response" will force the author to select another answer. Any other value will count as a valid response.

Display Order	Default Value	Value	Description	Flag	Associate with Flag
	<input checked="" type="radio"/>	Please select a response			
<input type="text" value="1"/>	<input type="radio"/>	Special Issue A		A	Remove Flag Remove Edit
<input type="text" value="2"/>	<input type="radio"/>	Special Issue B		B	Remove Flag Remove Edit
<input type="text" value="3"/>	<input type="radio"/>	Special Issue C		C	Remove Flag Remove Edit
<input type="text" value="4"/>	<input type="radio"/>	Special Issue D		D	Remove Flag Remove Edit
<input type="text" value="5"/>	<input type="radio"/>	Special Issue E		E	Remove Flag Remove Edit
<input type="text" value="6"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>		

Update

Custom Metadata ID: *i*

Select Custom Metadata ID

Save Item

Flags & Questions

Associate with Submission Flag

Select the radio button for the flag you want to associate with the response to the custom question, or select 'No Flag Association'. When a Corresponding Author answers a question on a Submission Questionnaire, and provides a response that is associated with a flag, the system automatically turns the flag on.



Flags that are associated with Additional Manuscript Details Fields cannot be associated with a response. To use such a flag, you must first disassociate it from the Additional Manuscript Details Field on the *Edit Customized Submission Flag* page in Policy Manager.

Hidden Submission Flags and Submission Flags configured as Production-only cannot be associated with a Custom Question Response and will not display in this list. ([less...](#))

Cancel

Submit

Associate with Submission Flag

Select	Flag	Flag Name
<input checked="" type="radio"/>		No Flag Association
<input type="radio"/>		Manuscript needs grammatical work. Initiate collaboration on this with Author.
<input type="radio"/>		Time-Sensitive Findings Reported--Shorten Review Turnaround
<input type="radio"/>		Controversial Paper
<input type="radio"/>		International Importance

Flags & Questions

Create Custom Questions

Listed below are the customized questions which may be displayed as part of a Questionnaire. Each question may also be configured to display in additional locations (e.g. PDF Cover Page, Manuscript Details, and Transmittal Form). [\(more...\)](#)






Add Question

Filter By

All

Actions	Description ▲ ▼	Custom Metadata IDs ▲ ▼	Associated With Flags	Questionnaires
Edit Copy Hide Remove	§ 1) Is this paper for a special issue?		A Special Issue A B Special Issue B C Special Issue C D Special Issue D E Special Issue E	

Flags & Questions

Order	Flag	Flag Name	Flag Type	Associated With Custom Question	Associated With AMD
<input type="text" value="1"/>		Missing Copyright Transfer Information	Production		Remove Edit
<input type="text" value="2"/>		Manuscript needs grammatical work. Initiate collaboration on this with Author.	Editorial and Production		Remove Edit
<input type="text" value="3"/>		Time-Sensitive Findings Reported-- Shorten Review Turnaround	Editorial		Remove Edit
<input type="text" value="4"/>		Controversial Paper	Editorial and Production		Remove Edit
<input type="text" value="5"/>		International Importance	Editorial		Remove Edit
<input type="text" value="6"/>	A	Special Issue A	Editorial and Production	Go To Question	Remove Edit
<input type="text" value="7"/>	B	Special Issue B	Editorial and Production	Go To Question	Remove Edit
<input type="text" value="8"/>	C	Special Issue C	Editorial and Production	Go To Question	Remove Edit
<input type="text" value="9"/>	D	Special Issue D	Editorial and Production	Go To Question	Remove Edit
<input type="text" value="10"/>	E	Special Issue E	Editorial and Production	Go To Question	Remove Edit

Flags & Reporting

Flags & Reporting

Editorial Proposal Menu Production Tasks

Managing Editor Main Menu

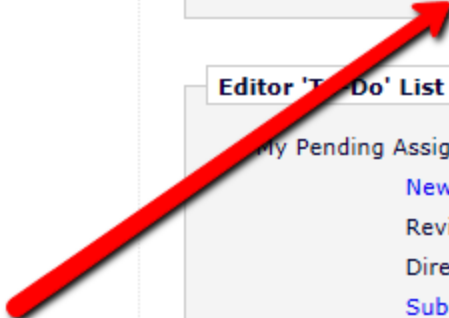
Quick Searches:
[Search Saving Test](#)

Search

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

Editor 'To Do' List

- [10 Pending Assignments \(10\)](#)
- [New Submissions Requiring Assignment \(4\)](#)
- [Revised Submissions Requiring Assignment \(0\)](#)
- [Direct-to-Editor New Submissions \(0\)](#)
- [Submissions Sent Back to Author for Approval \(2\)](#)
- [Incomplete Submissions \(3\)](#)
- [Submissions with Rescinded Decision \(1\)](#)
- [Submissions with Required Reviews Complete \(0\)](#)
- [Submissions Requiring Additional Reviewers \(0\)](#)
- [Submissions with One or More Late Reviews \(0\)](#)
- [Submissions with Active Discussions \(1\)](#)



Flags & Reporting

Search submissions selection criteria

Display search results in PowerGrid

Create a new Search definition or choose an existing Search definition to Run, Edit, or Remove. You may refine your criteria further on the [Advanced Criteria](#)

Search Definition: Choose Saved Search

Remove Search Definition

Edit Selected Search Definition

Share Selected Search Definition

Run Selected Search Definition

[Help with Searching](#)

[Insert Special Character](#)

[Value Options](#)

[Advanced Criteria](#)

(Criterion	Is/Is not	Selector	Value)
<input type="text"/>	<input type="text" value="Submission Flag Name"/>	<input type="text" value="is"/>	<input type="text" value="Equal To"/>	<input type="text" value="Special Issue A"/>	<input type="text"/>
					<input type="button" value="Add"/>

Flags & Reporting

Submission Flag



Page: 1 of 1 (7 total submissions)

Action	Manuscript Number
View Submission Details ▾ A Initiate Discussion History File Inventory Edit Submission Solicit Commentary Classifications Unassign Editor Notify Editor Invite Reviewers Set Final Disposition Initiate Production Similar Articles in MEDLINE Send E-mail Linked Submissions	DEMOSA102-D-14-00004
View Submission Details ▾ A Initiate Discussion History File Inventory Edit Submission Solicit Commentary Classifications Unassign Editor Notify Editor Invite Reviewers Set Final Disposition Initiate Production Similar Articles in MEDLINE Send E-mail Linked Submissions	DEMOSA120-D-15-00004

Flags & Reporting

Save Search Criteria

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

Criteria	Search Criteria Name
Submission Flag Name is equal to 'Special Issue A'	<input type="text" value="Special Issue A"/>
	<input checked="" type="checkbox"/> Show this Search in Main Menus

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



Flags & Reporting

Editorial | **Proposal Menu** | Production Tasks

Managing Editor Main Menu

Quick Searches:

- [Search Saving Test](#)
- [Special Issue A](#)

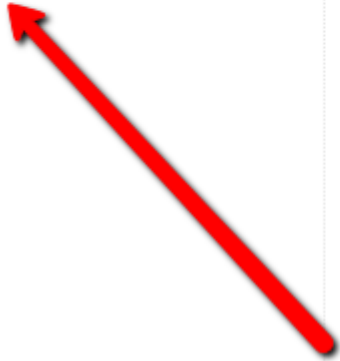
Search

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

Editor 'To-Do' List

My Pending Assignments (10)

- [New Submissions Requiring Assignment](#) (4)
- [Revised Submissions Requiring Assignment](#) (0)
- [Direct-to-Editor New Submissions](#) (0)
- [Submissions Sent Back to Author for Approval](#) (2)
- [Incomplete Submissions](#) (3)
- [Submissions with Rescinded Decision](#) (1)
- [Submissions with Required Reviews Complete](#) (0)
- [Submissions Requiring Additional Reviewers](#) (0)
- [Submissions with One or More Late Reviews](#) (0)
- [Submissions with Active Discussions](#) (1)



Flags & Reporting - EAR

Submission Flags

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

Submission Flags

Data Sources | Fields | Summary | Chart | Gauge | Misc | Style | Filters | Preview

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

Please choose a View or Table

Editors & Submissions View

Submission Flag History View . Unique Document ID

Continue to Fields

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

Submission Flags

Records

Field	Description	Sort	VG	A	Function	Format	
Manuscript Number	Manuscript Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Editor First Name	Editor First Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Editor Last Name	Editor Last Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Submission Flag Name	Submission Flag Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Date Flag Set	Date Flag Set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...	Short Date	
Date Flag Removed	Date Flag Removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...	Short Date	
...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Add Subtotals

[Quick Add](#) [Add Pivot](#) [Continue to Summary](#) [Preview](#)

Submission Flags

The screenshot shows a software interface with a menu bar at the top containing 'Data Sources', 'Fields', 'Summary', 'Chart', 'Gauge', 'Misc', 'Style', 'Filters', and 'Preview'. Below the menu bar is a toolbar with icons for 'Report List', 'New', 'Save', 'Save As...', 'Print', 'SQL', and 'Results' (set to 1000). The main area is titled 'Filters' and contains a table with the following columns: 'Filter Field', 'Operator', 'Value(s)', and 'Blank Param'. The table has two rows: Row 1 has 'Editor Last Name' in the Filter Field, 'Equals (Select)' in the Operator, 'Jellerson' in the Value(s), and a checked checkbox in the Blank Param column. Row 2 has '...' in the Filter Field, '...' in the Operator, and a checked checkbox in the Blank Param column. Below the table are three options: 'Show Filters In Report Description' (unchecked), 'Require ... Parameters in Viewer' (dropdown), and 'Filter Logic' (text box containing 'Ex:(1 OR 2) AND (3 OR 4)'). A 'Preview' button is located at the bottom left.

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

Show Filters In Report Description

Require ... Parameters in Viewer

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

Preview

Submission Flags

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

People Flags

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

People Flags

This screenshot shows a report configuration interface with a top navigation bar containing tabs for 'Data Sources', 'Fields', 'Summary', 'Chart', 'Gauge', 'Misc', 'Style', 'Filters', and 'Preview'. Below the navigation bar is a toolbar with icons for 'Report List', 'New', 'Save', 'Save As...', 'Print', 'SQL', and other functions. A 'Results' dropdown is set to '1000'. The main area is titled 'Please choose a View or Table' and contains three rows of dropdown menus:

- Row 1: 'People & Address View' (dropdown)
- Row 2: 'People Flag Associations' (dropdown) followed by 'People Unique ID' (dropdown) and an equals sign (=)
- Row 3: 'Configured Custom Flags' (dropdown) followed by 'Custom Flag Config ID' (dropdown) and an equals sign (=)

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

This screenshot shows a similar report configuration interface, but with additional controls. The top part of the interface is obscured by a blue bar. The main area contains two rows of dropdown menus:

- Row 1: 'People & Address View' (dropdown) followed by 'People Unique ID' (dropdown) followed by 'Left (First Exis' (dropdown) and a red 'X' icon, and a refresh icon.
- Row 2: 'People Flag Associations' (dropdown) followed by 'Custom Flag Config ID' (dropdown) followed by 'Left (First Exis' (dropdown) and a red 'X' icon, and a refresh icon.

Additional icons for refresh and other functions are visible on the right side of the interface.

People Flags

The screenshot shows a software interface for configuring a report. At the top, there is a navigation bar with tabs: Data Sources, Fields, Summary, Chart, Gauge, Misc, Style, Filters, and Preview. Below this is a toolbar with icons for Report List, New, Save, Save As..., Print, and a Results dropdown set to 1000. A Records input field is present. The main area is a table for field configuration:

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

Below the table is an Add Subtotals checkbox. At the bottom, there are buttons for Quick Add, Add Pivot, Continue to Summary, and Preview.

People Flags

Data Sources Fields Summary Chart Gauge Misc Style Filters Preview

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

Filter Field	Operator	Value(s)	Blank Param
1 Custom Flag Description	Equals (Multiple)	... (blank) Continuing Education Participant Do NOT Send Manuscript Back Late Reviewer	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Show Filters In Report Description

Require ... Parameters in Viewer

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

Preview

People Flags

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

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

Questions?