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#EEMUG2018

Don’t Waive Your Flags!

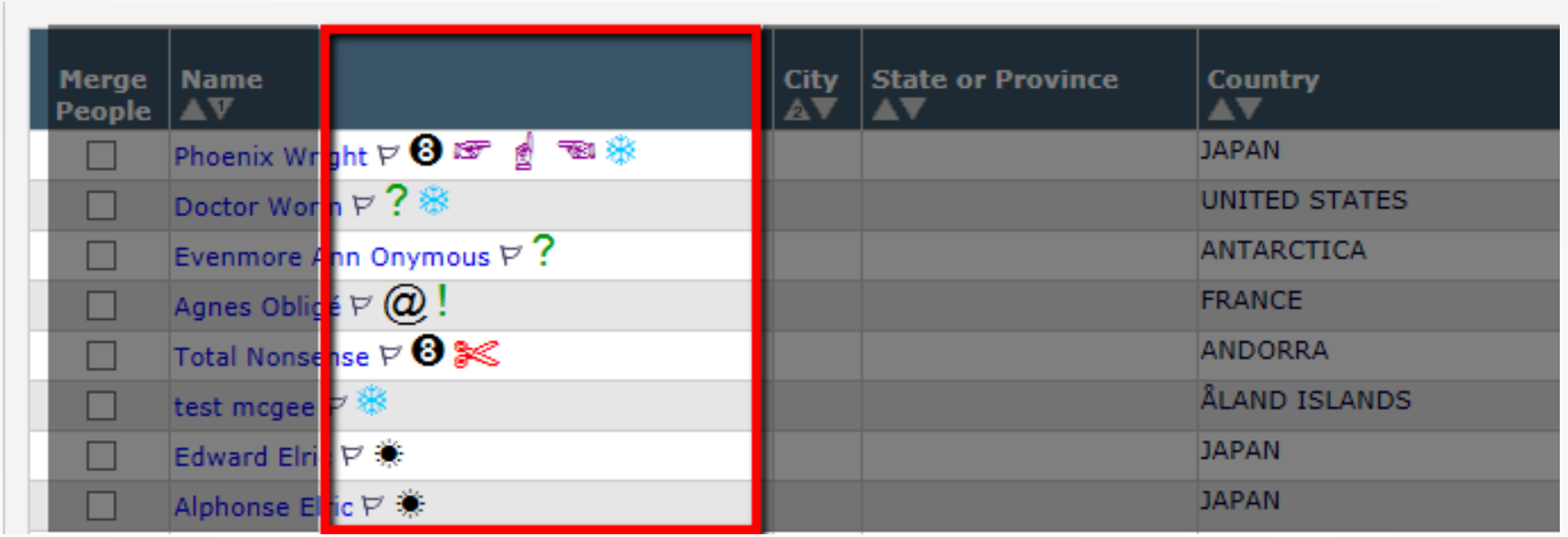
Sebastian Atay
Account Coordinator
satay@ariessys.com

Aim

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

People Flags

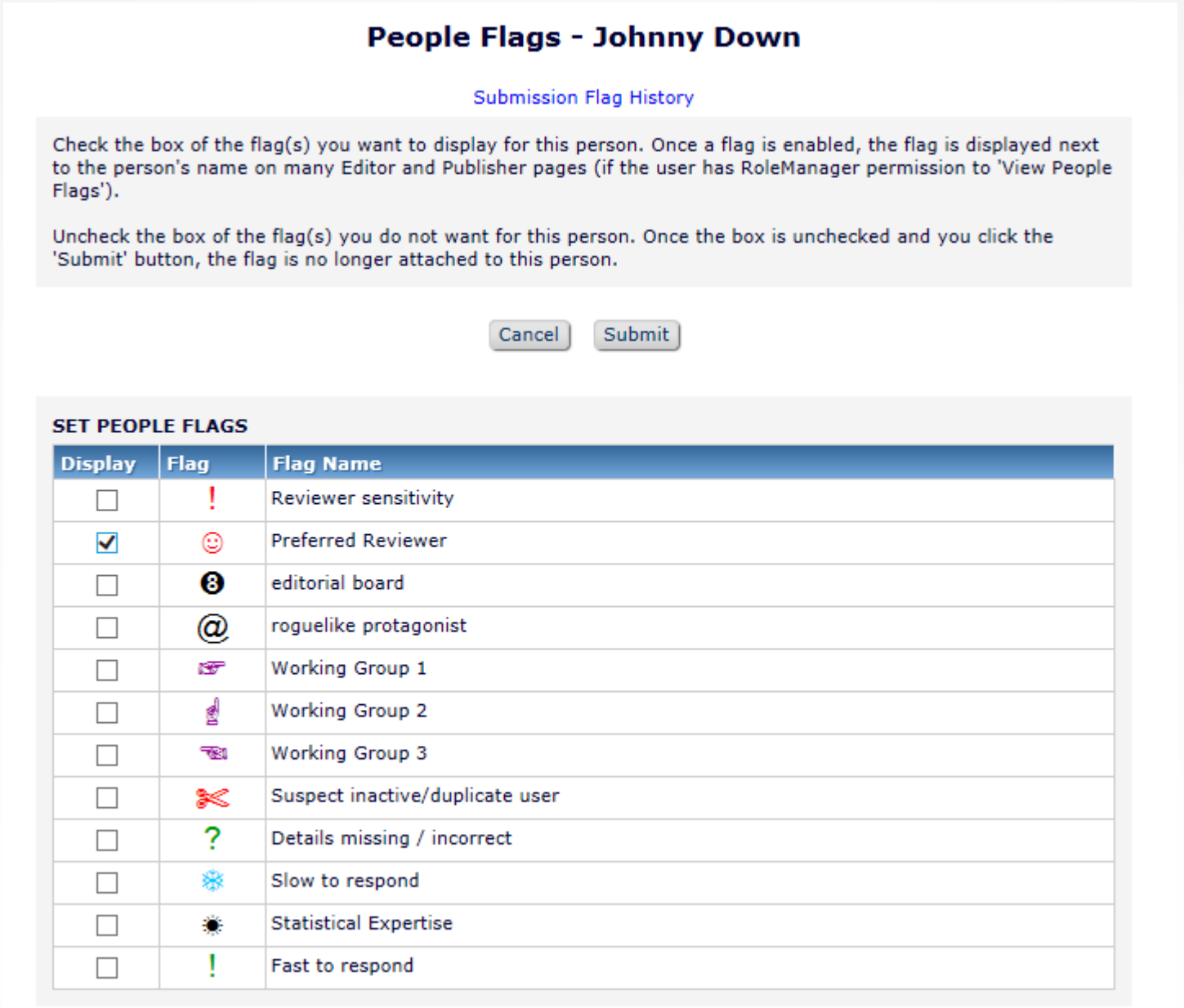
People Flags



Merge People	Name		City	State or Province	Country
☐	Phoenix Wright				JAPAN
☐	Doctor Worm				UNITED STATES
☐	Evenmore Ann Onymous				ANTARCTICA
☐	Agnes Obligé				FRANCE
☐	Total Nonsense				ANDORRA
☐	test mcgee				ÅLAND ISLANDS
☐	Edward Elric				JAPAN
☐	Alphonse Elric				JAPAN

People Flags

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
☐	!	Reviewer sensitivity
☑	☺	Preferred Reviewer
☐	8	editorial board
☐	@	roguelike protagonist
☐	☞	Working Group 1
☐	☝	Working Group 2
☐	☜	Working Group 3
☐	✂	Suspect inactive/duplicate user
☐	?	Details missing / incorrect
☐	❄	Slow to respond
☐	✹	Statistical Expertise
☐	!	Fast to respond

People Flags

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☐	☞	Working Group 1
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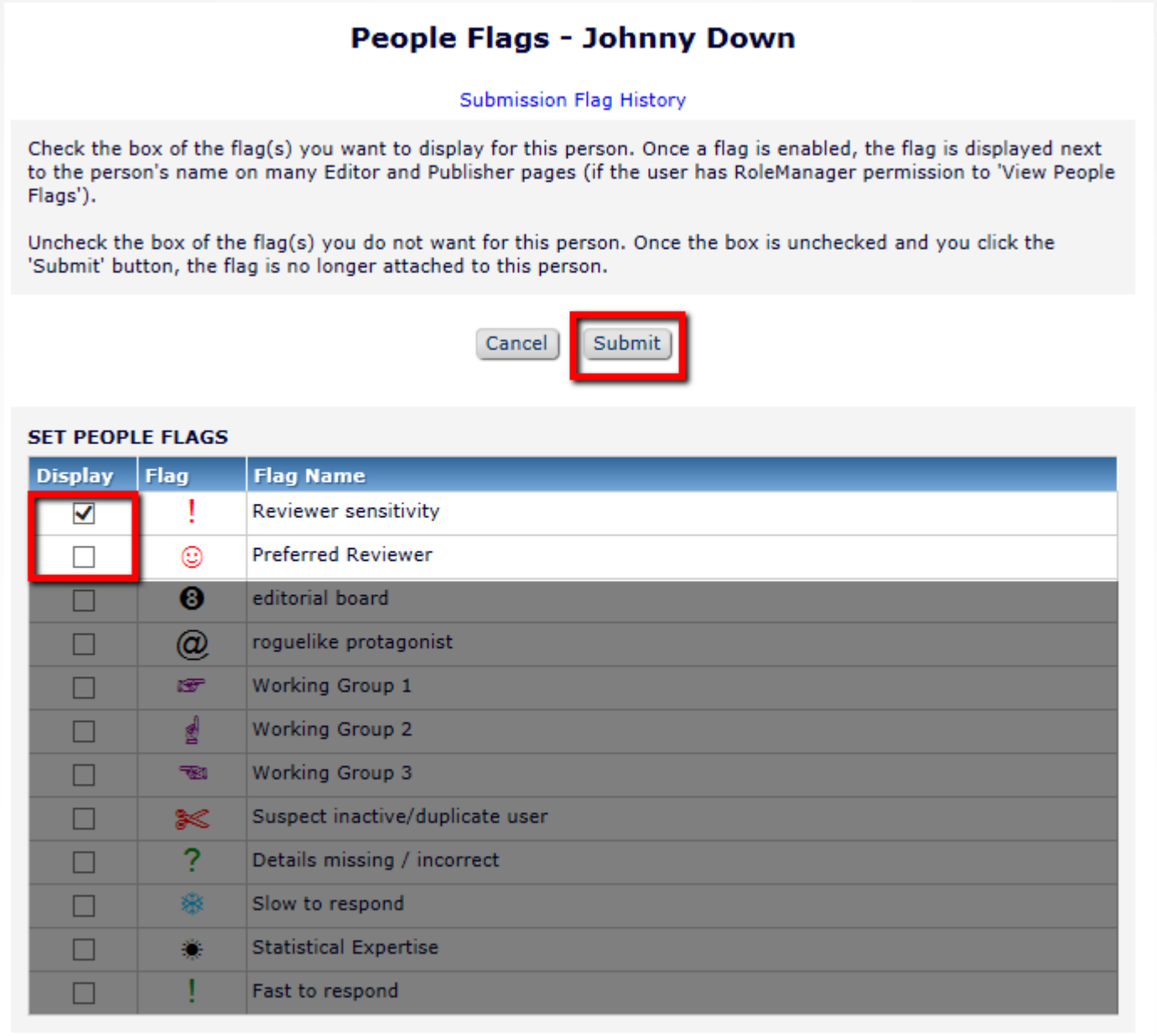
☐	☜	Working Group 3
☐	✂	Suspect inactive/duplicate user
☐	?	Details missing / incorrect
☐	❄	Slow to respond
☐	✹	Statistical Expertise
☐	!	Fast to respond

People Flags



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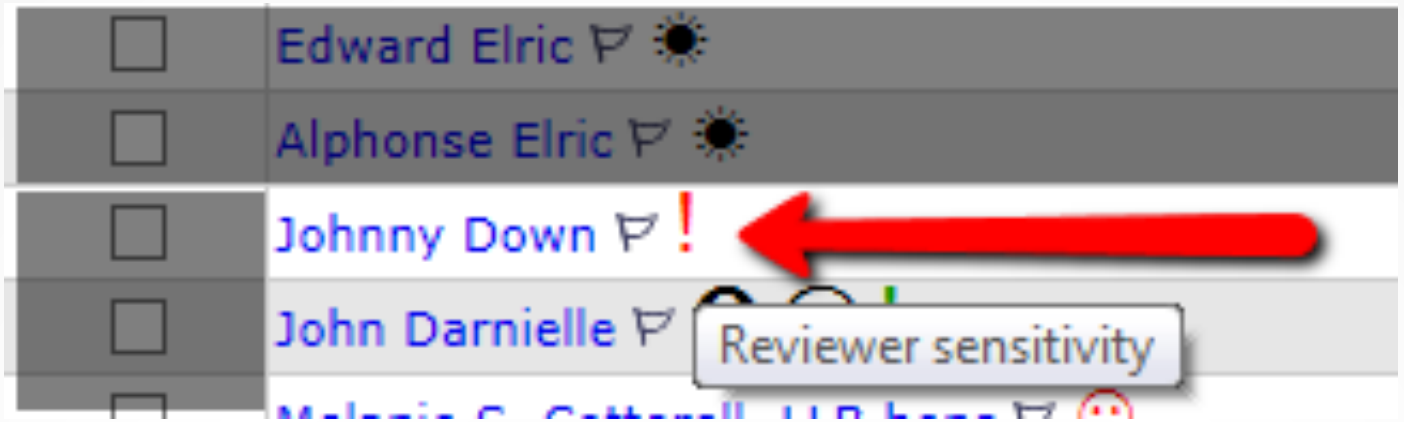
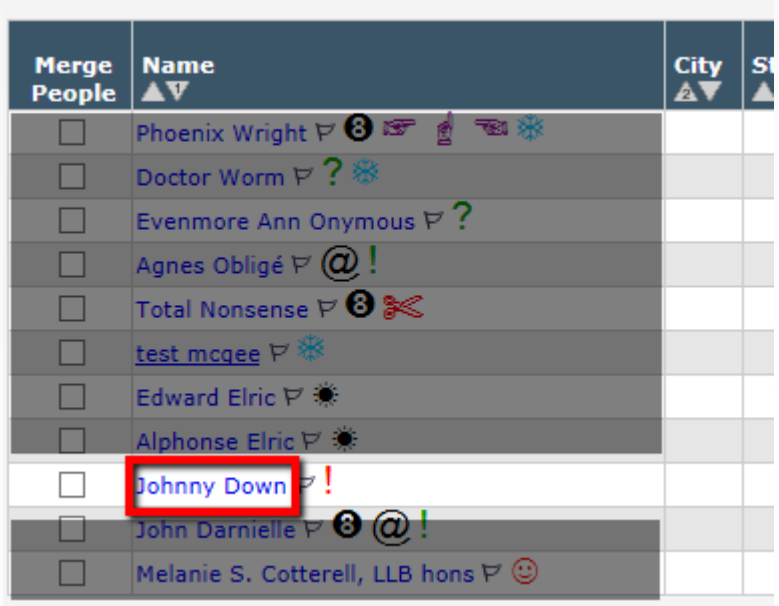
☐	❄	Slow to respond
☐	✹	Statistical Expertise
☐	!	Fast to respond

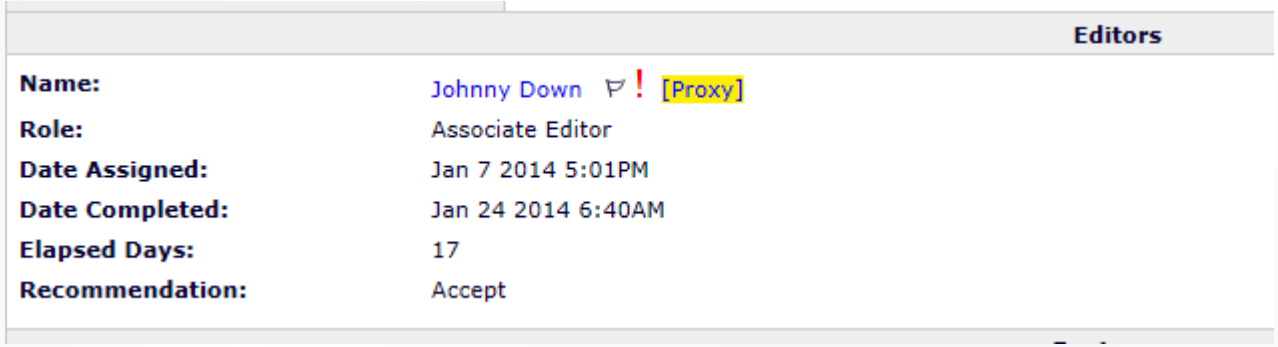
People Flags



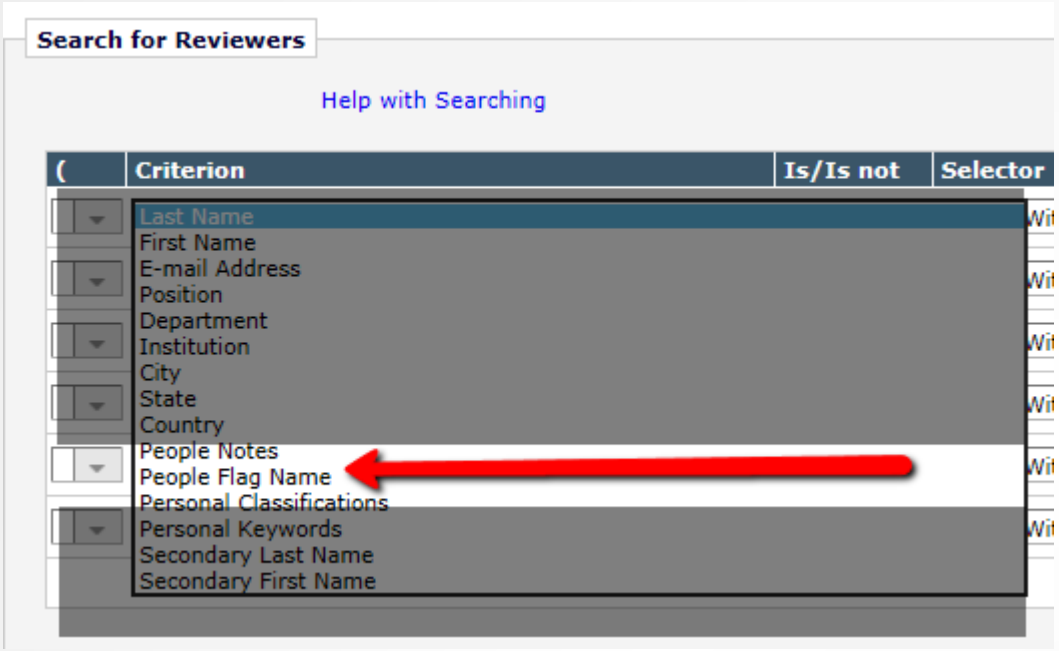
People Flags

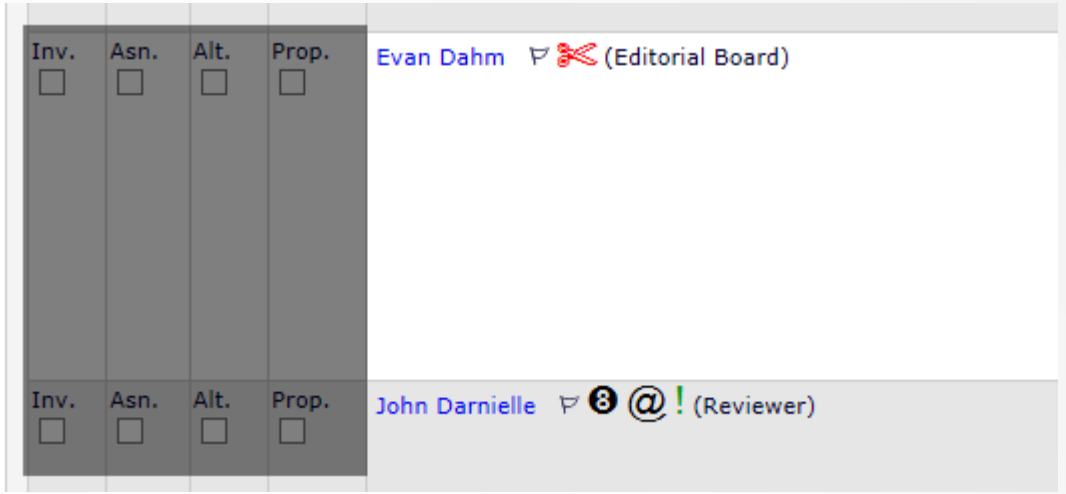
People Flags





People Flags





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

People Flags

Create Customized People Flags

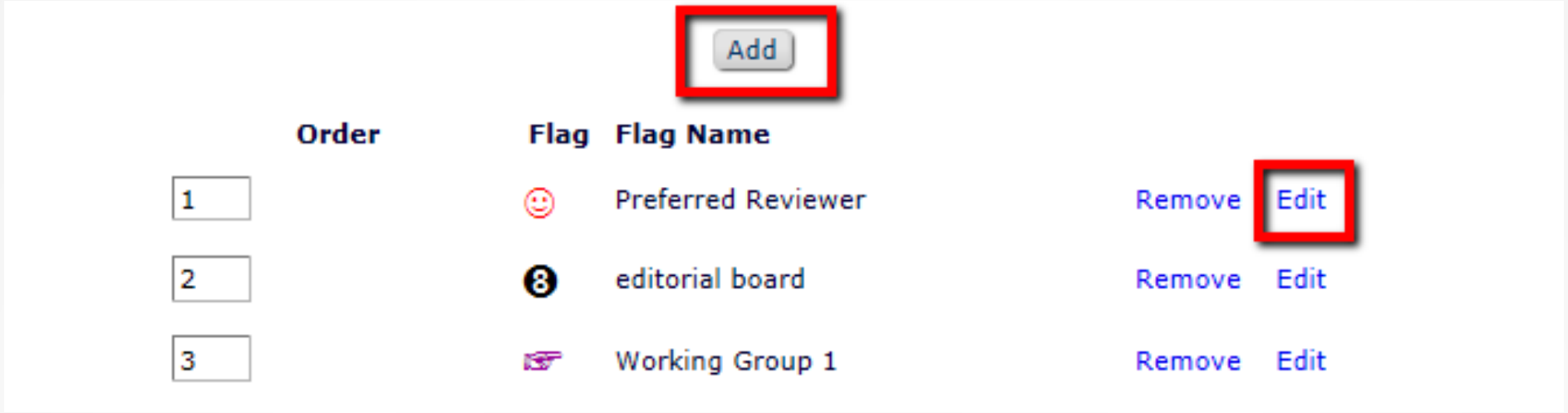
People Flags can be attached to people records on the People Flags page (accessible from the 'People Information' and 'Search People – Update Information' page), or by clicking on the flag icon on any page where a People Flag is displayed. Users with permission to 'Turn On People Flags' can also set 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		
1	☺	Preferred Reviewer	Remove	Edit
2	8	editorial board	Remove	Edit
3	☞	Working Group 1	Remove	Edit
4	☝	Working Group 2	Remove	Edit
5	☜	Working Group 3	Remove	Edit
6	✂	Suspect inactive/duplicate user	Remove	Edit
7	?	Details missing / incorrect	Remove	Edit
8	❄	Slow to respond	Remove	Edit
9	✹	Statistical Expertise	Remove	Edit
10	!	Fast to respond	Remove	Edit

Update Item Order

People Flags



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

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').

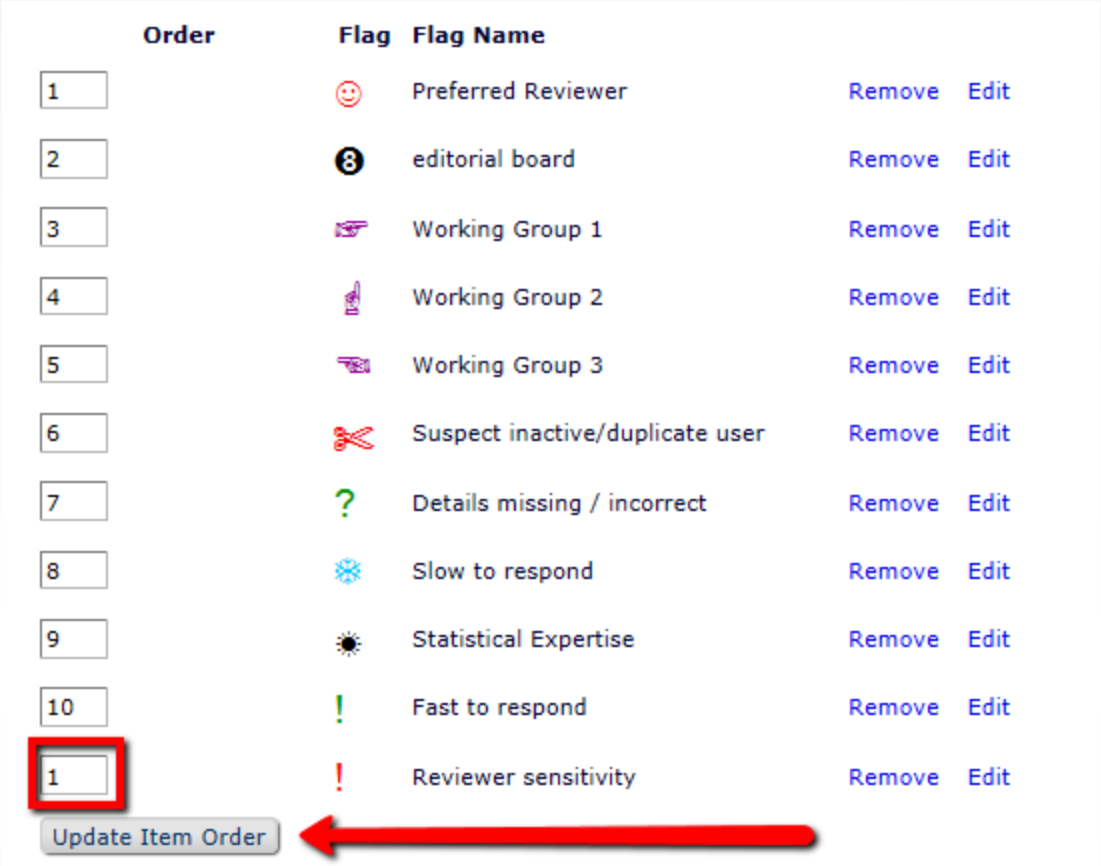
Flag Icon: !

Open Special Character Palette

Flag Name: Reviewer sensitivity

Maximum 256 characters

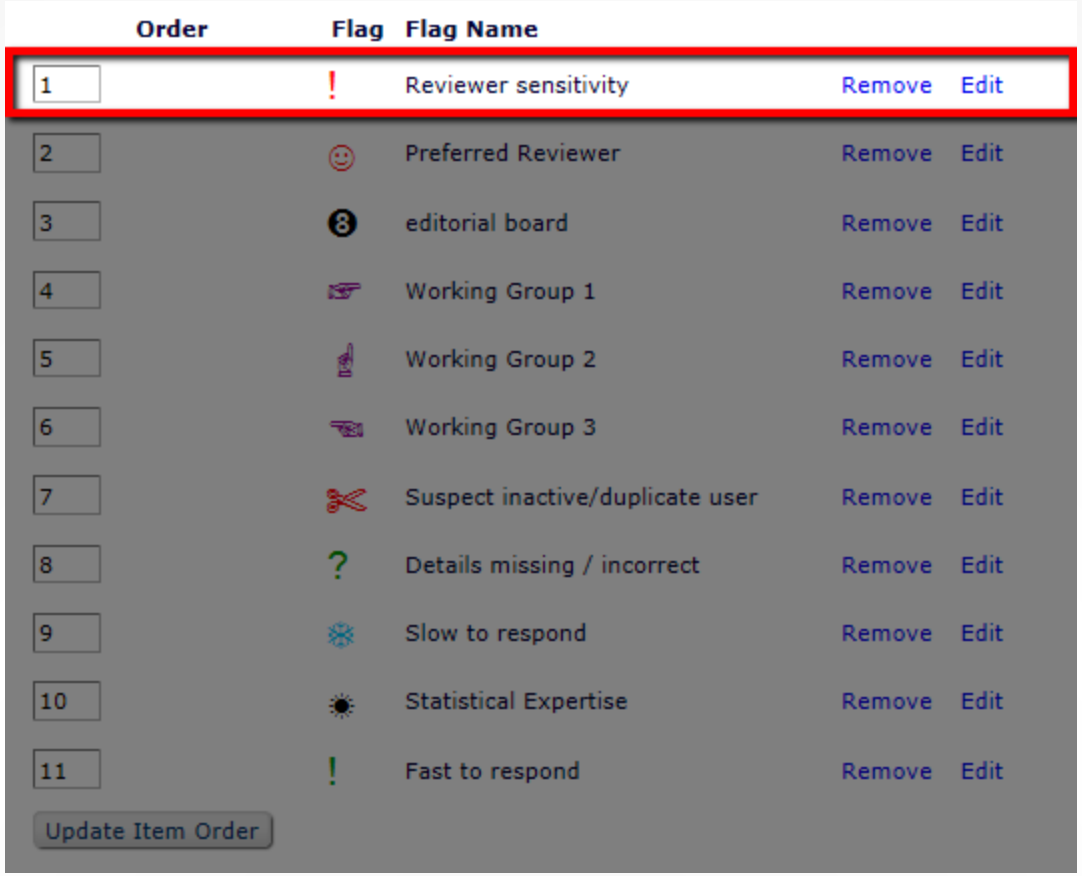
People Flags



Order	Flag	Flag Name		
1	☺	Preferred Reviewer	Remove	Edit
2	8	editorial board	Remove	Edit
3	☞	Working Group 1	Remove	Edit
4	☝	Working Group 2	Remove	Edit
5	☜	Working Group 3	Remove	Edit
6	✂	Suspect inactive/duplicate user	Remove	Edit
7	?	Details missing / incorrect	Remove	Edit
8	❄	Slow to respond	Remove	Edit
9	✹	Statistical Expertise	Remove	Edit
10	!	Fast to respond	Remove	Edit
1	!	Reviewer sensitivity	Remove	Edit

Update Item Order

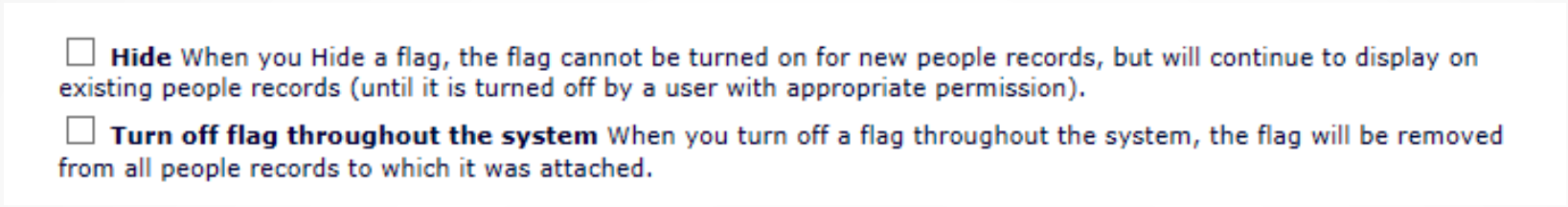
People Flags



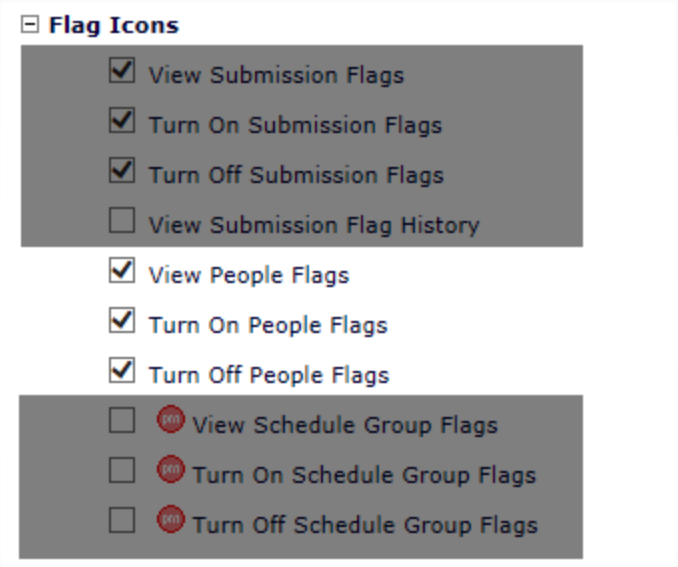
Order	Flag	Flag Name		
1	!	Reviewer sensitivity	Remove	Edit
2	☺	Preferred Reviewer	Remove	Edit
3	8	editorial board	Remove	Edit
4	☞	Working Group 1	Remove	Edit
5	☝	Working Group 2	Remove	Edit
6	☜	Working Group 3	Remove	Edit
7	✂	Suspect inactive/duplicate user	Remove	Edit
8	?	Details missing / incorrect	Remove	Edit
9	❄	Slow to respond	Remove	Edit
10	✹	Statistical Expertise	Remove	Edit
11	!	Fast to respond	Remove	Edit

Update Item Order

People Flags



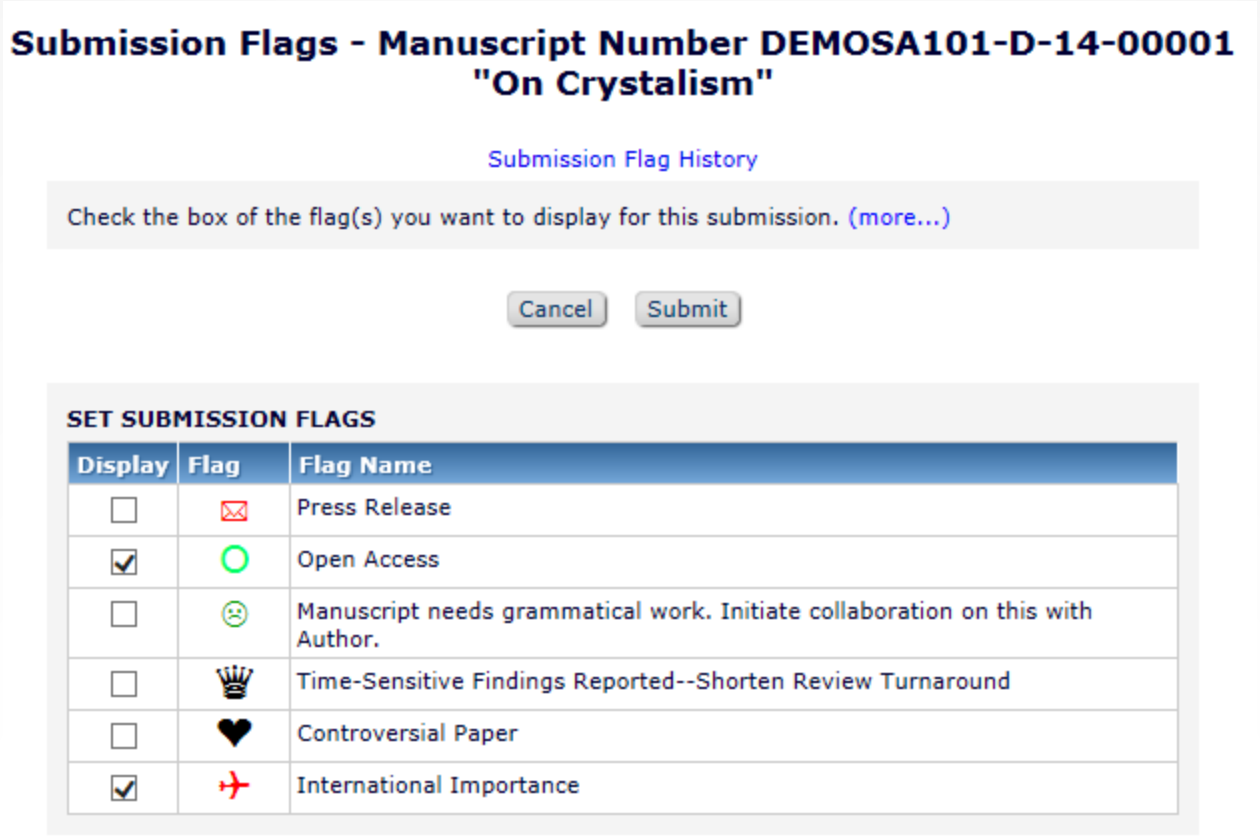
People Flags



Submission Flags

Submission Flags

Submission Flags



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

Submission Flag History

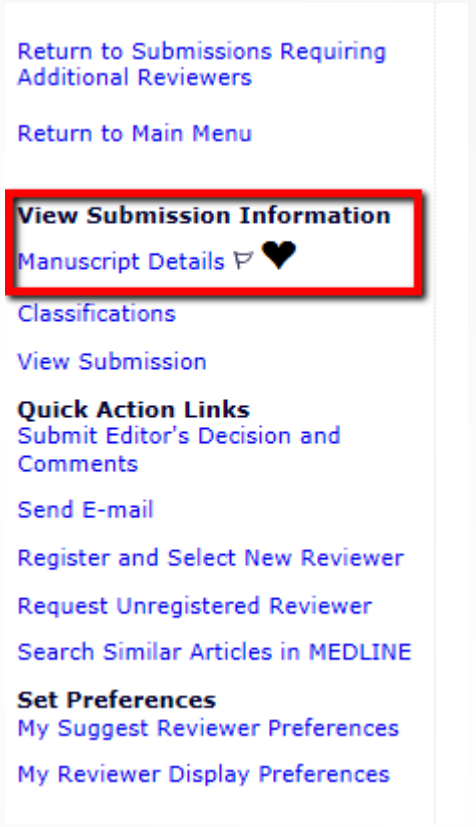
Check the box of the flag(s) you want to display for this submission. (more...)

Cancel Submit

SET SUBMISSION FLAGS

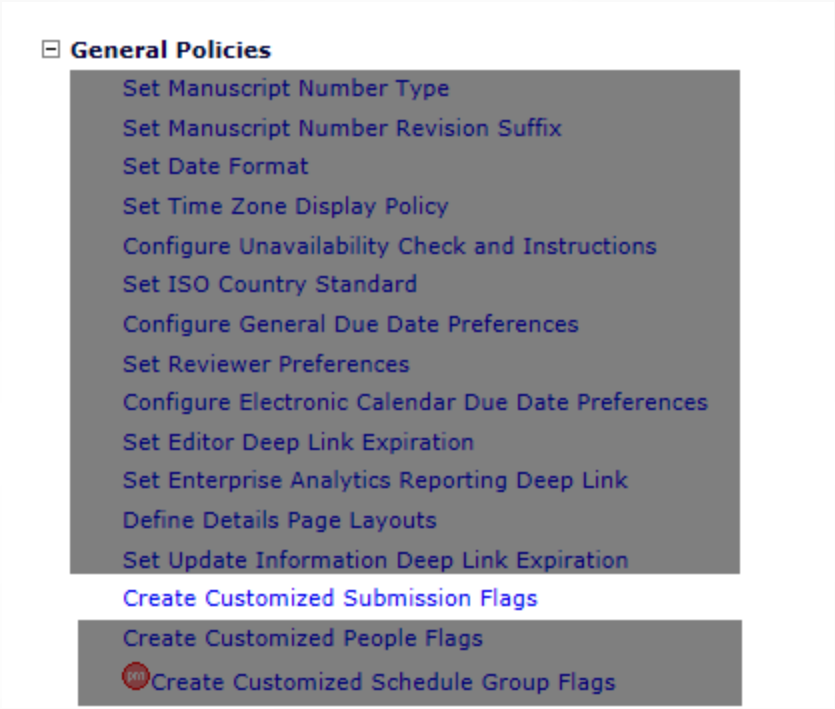
Display	Flag	Flag Name
☐	✉	Press Release
☑	○	Open Access
☐	☹	Manuscript needs grammatical work. Initiate collaboration on this with Author.
☐	♛	Time-Sensitive Findings Reported--Shorten Review Turnaround
☐	♥	Controversial Paper
☑	✈	International Importance

Submission Flags



Submission Flags - Config

Submission Flags



Add Customized Submission Flag

Cancel Submit

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

Flag Icon:

Open Special Character Palette

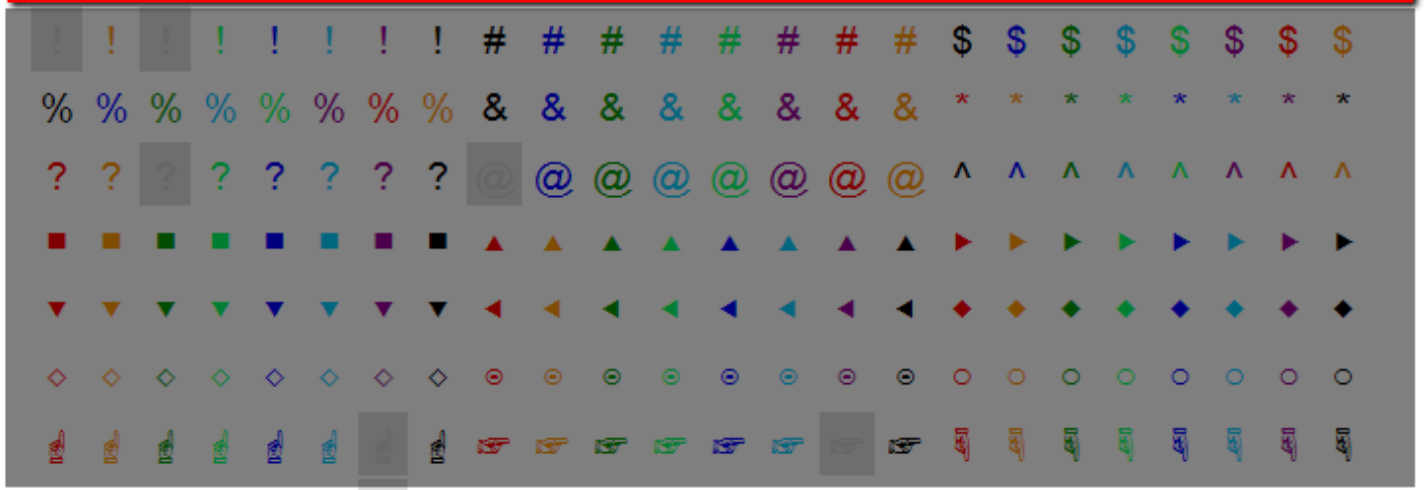
Flag Name: Press Release

Maximum 256 characters

Flag Type ☑ Editorial ☑ Production

Associate with AMD Field None

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



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

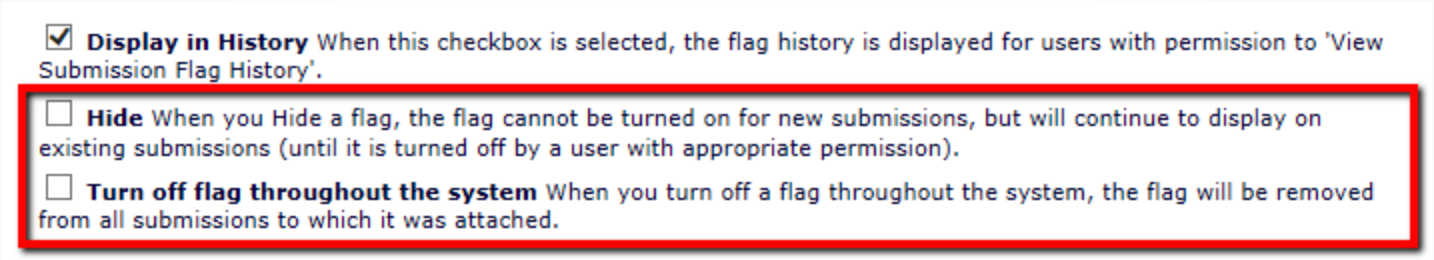
Order	Flag	Flag Name	Flag Type	Associated With AMD	
1		Press Release	Editorial and Production		Remove Edit
2		Open Access	Editorial and Production	Open Access	Remove Edit
3		Missing Copyright Transfer Information	Production		Remove Edit
4		Manuscript needs grammatical work. Initiate collaboration on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

Update Item Order

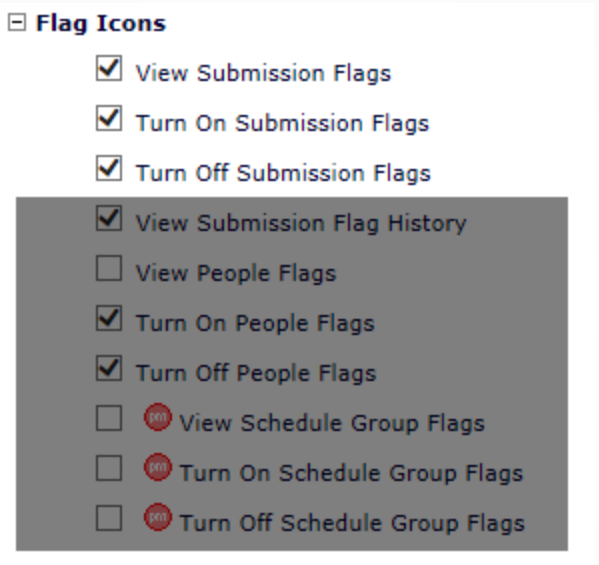
Add

Back to PolicyManager

Submission Flags

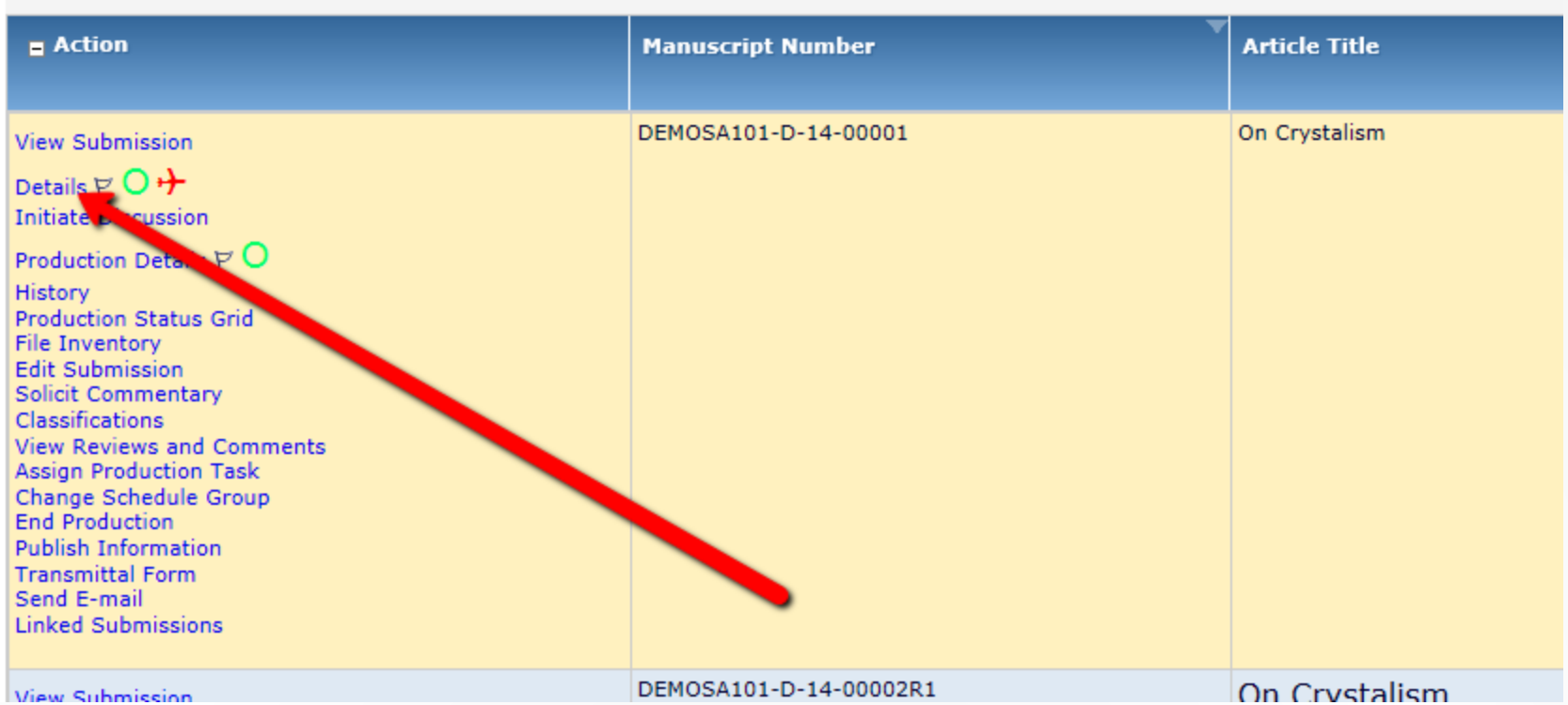


Submission Flags

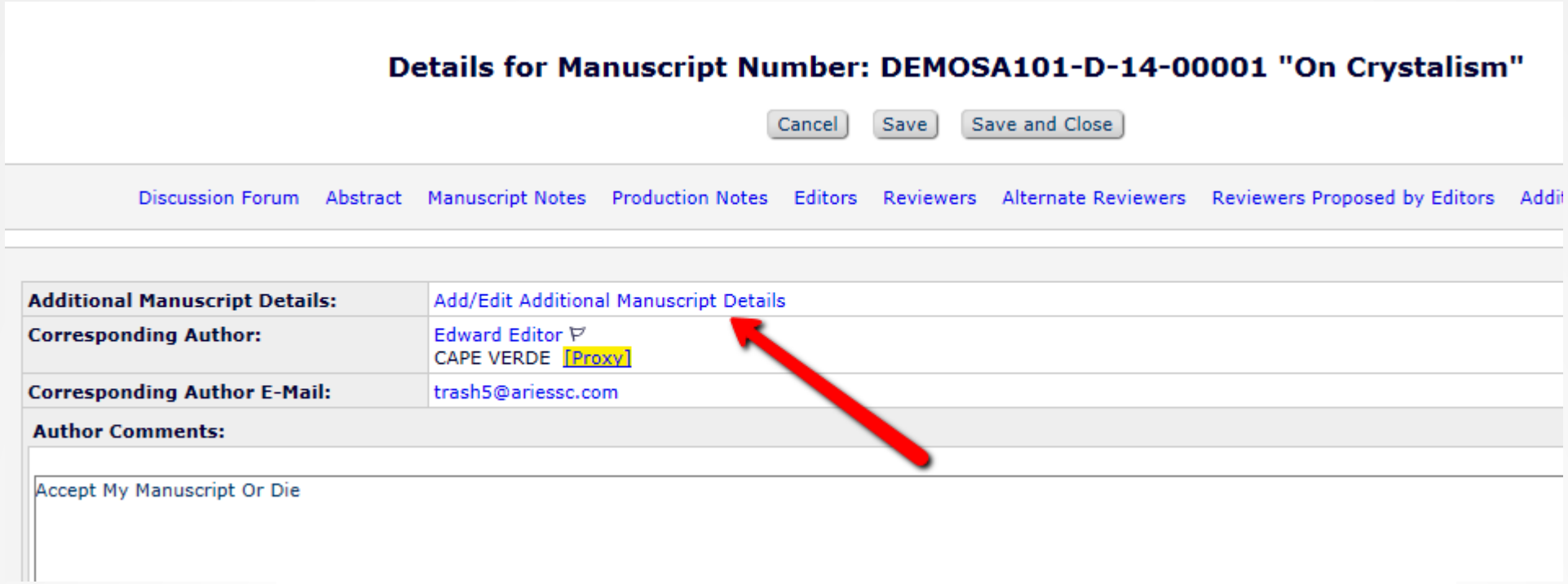


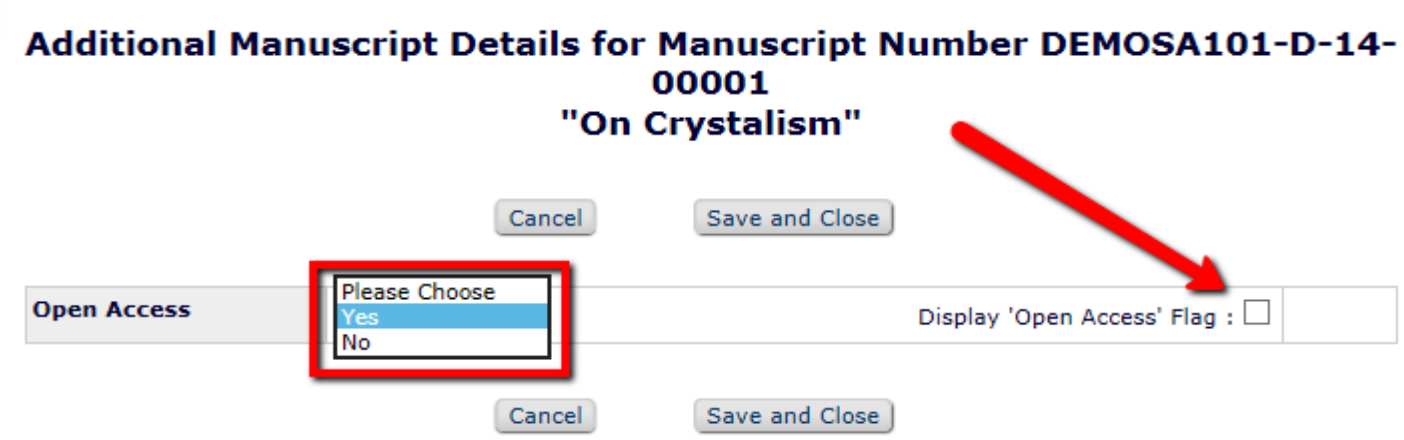
Submission Flags & AMDs

Flags & AMDs


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
On Crystalism
View Submission
DEMOSA101-D-14-00002R1
On Crystalism

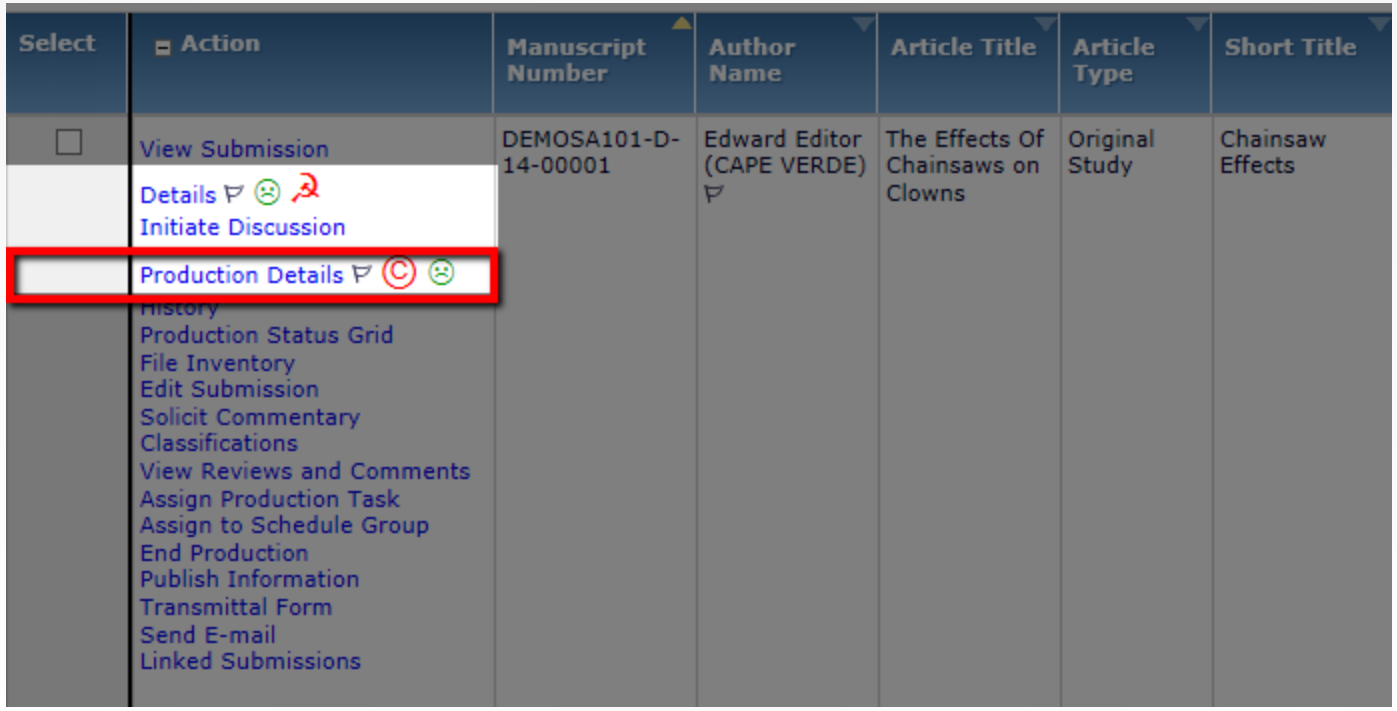
Flags & AMDs


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
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 & ProduXion Manager

Flags & PM


Select
Action
Manuscript Number
Author Name
Article Title
Article Type
Short 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
Assign to Schedule Group
End Production
Publish Information
Transmittal Form
Send E-mail
Linked Submissions
DEMOSA101-D-14-00001
Edward Editor (CAPE VERDE)
The Effects Of Chainsaws on Clowns
Original Study
Chainsaw Effects

Flags & PM

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

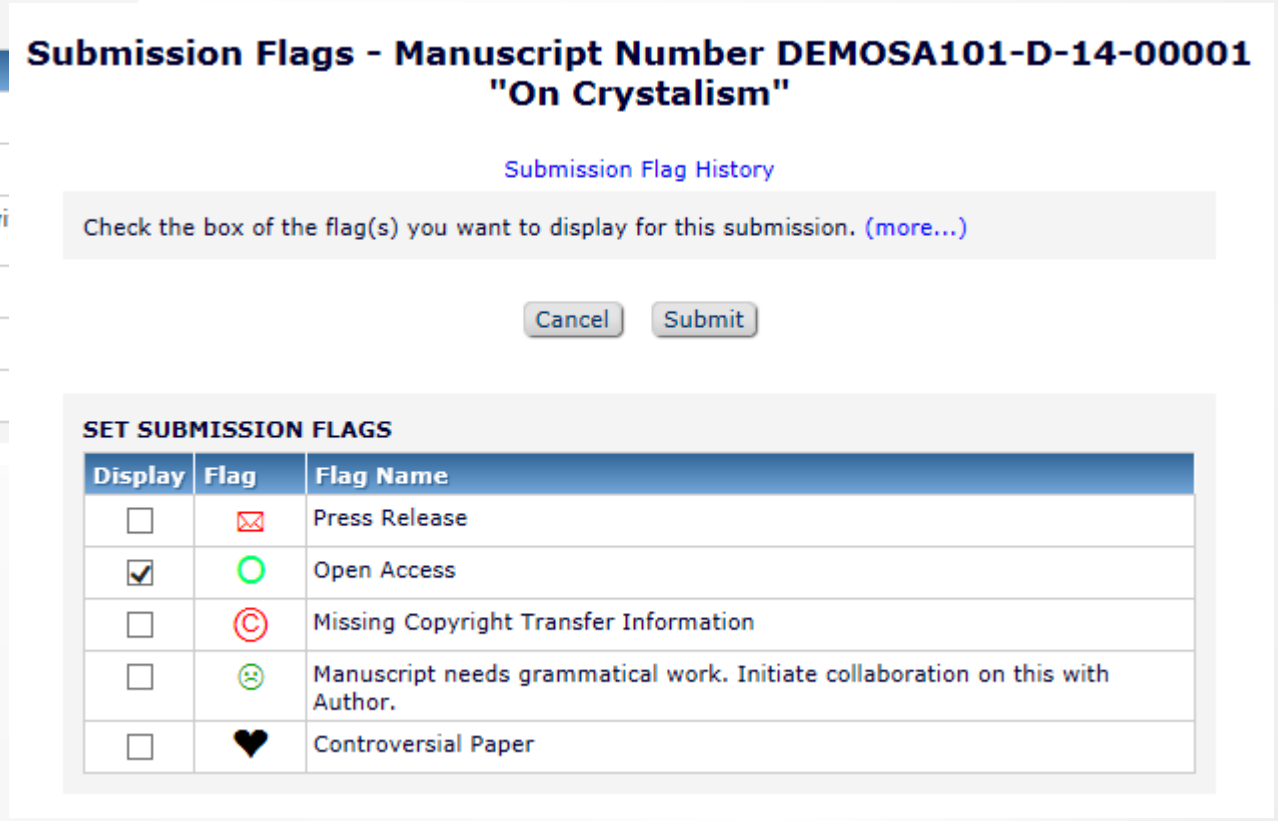
Submission Flag History

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

Cancel Submit

SET SUBMISSION FLAGS

Display	Flag	Flag Name
☐	✉	Press Release
☑	○	Open Access
☐	☹	Manuscript needs grammatical work. Initiate collaboration on this wi Author.
☐	♛	Time-Sensitive Findings Reported--Shorten Review Turnaround
☐	❤	Controversial Paper
☑	✈	International Importance



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

Submission Flag History

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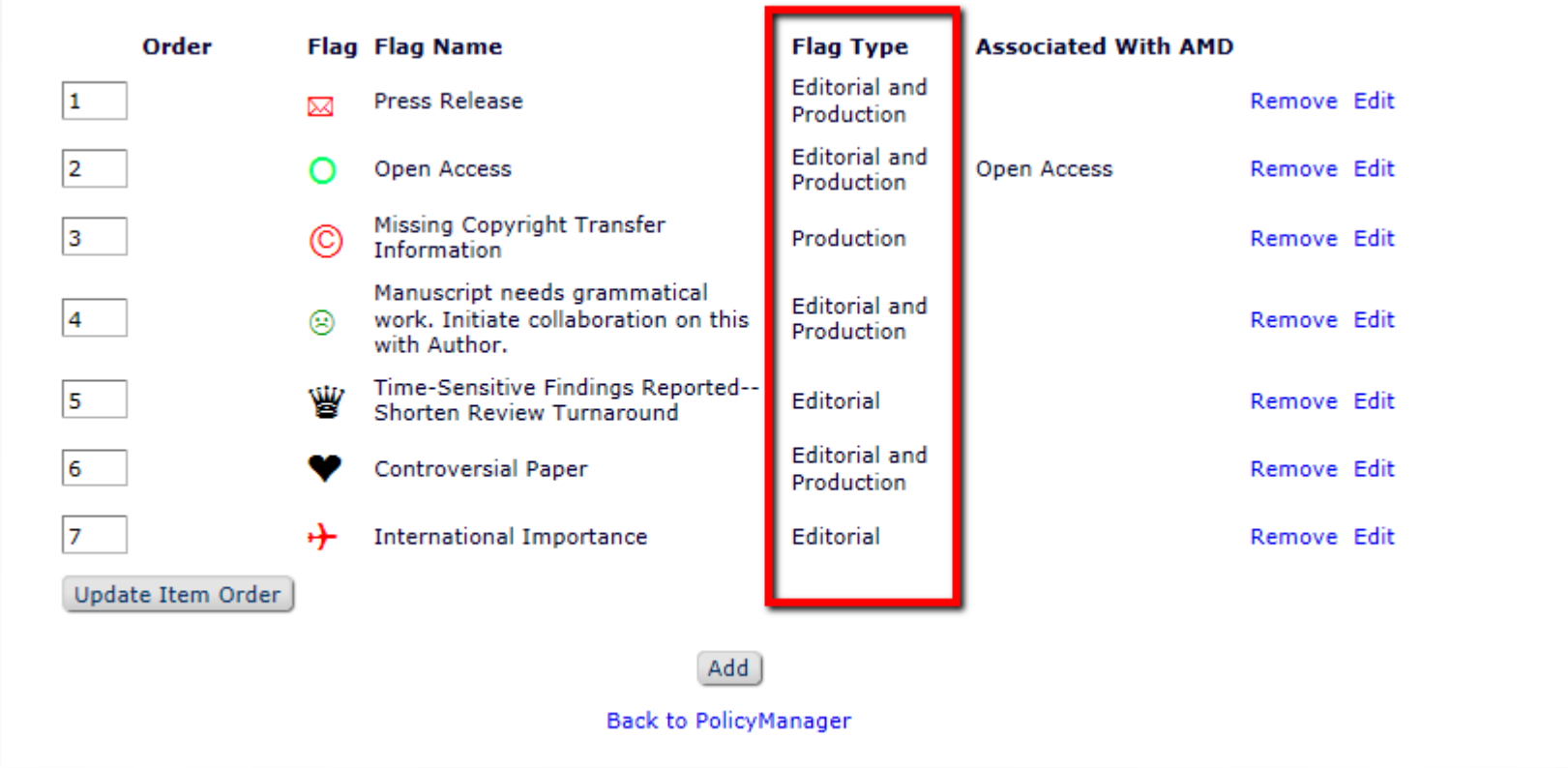
Cancel Submit

SET SUBMISSION FLAGS

Display	Flag	Flag Name
☐	✉	Press Release
☑	○	Open Access
☐	©	Missing Copyright Transfer Information
☐	☹	Manuscript needs grammatical work. Initiate collaboration on this with Author.
☐	❤	Controversial Paper

Flags & PM



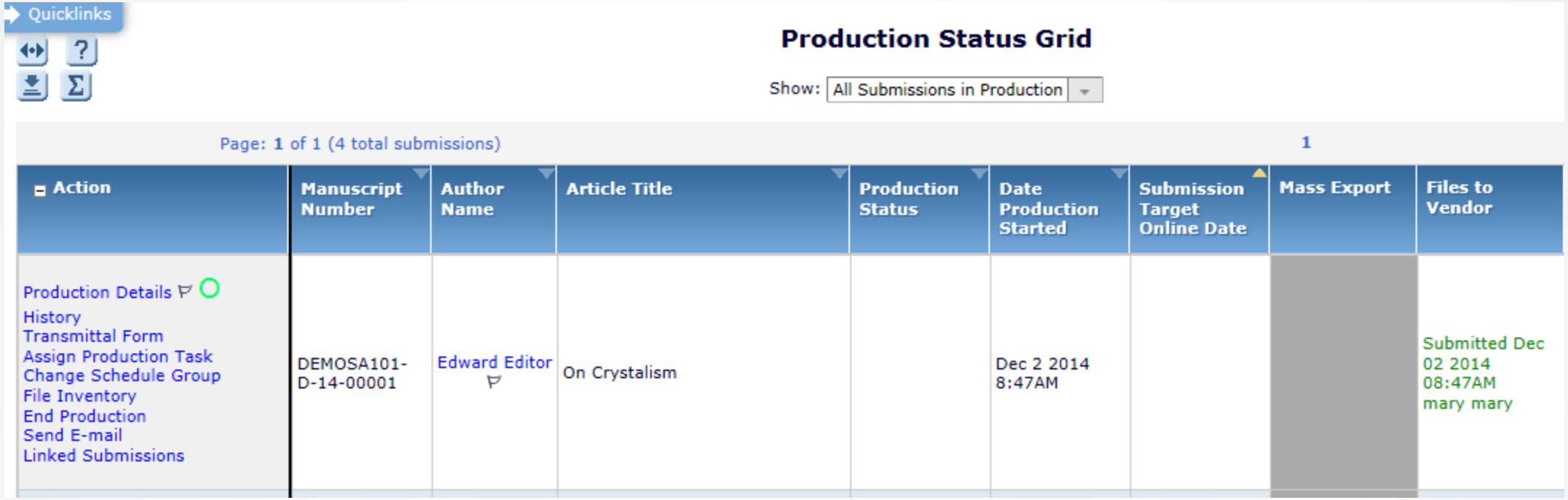
Order	Flag	Flag Name	Flag Type	Associated With AMD		
1		Press Release	Editorial and Production		Remove	Edit
2		Open Access	Editorial and Production	Open Access	Remove	Edit
3		Missing Copyright Transfer Information	Production		Remove	Edit
4		Manuscript needs grammatical work. Initiate collaboration on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

Update Item Order

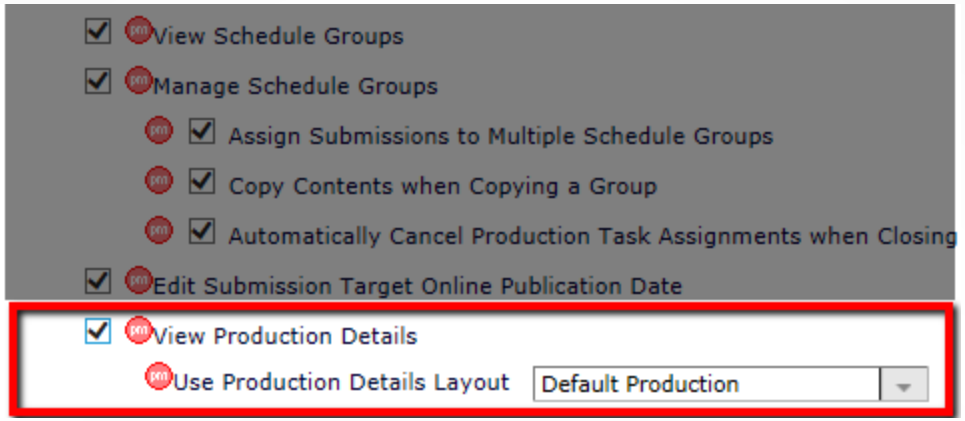
Add

Back to PolicyManager

Flags & PM


Quicklinks
Production Status Grid
Show: All Submissions in Production
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

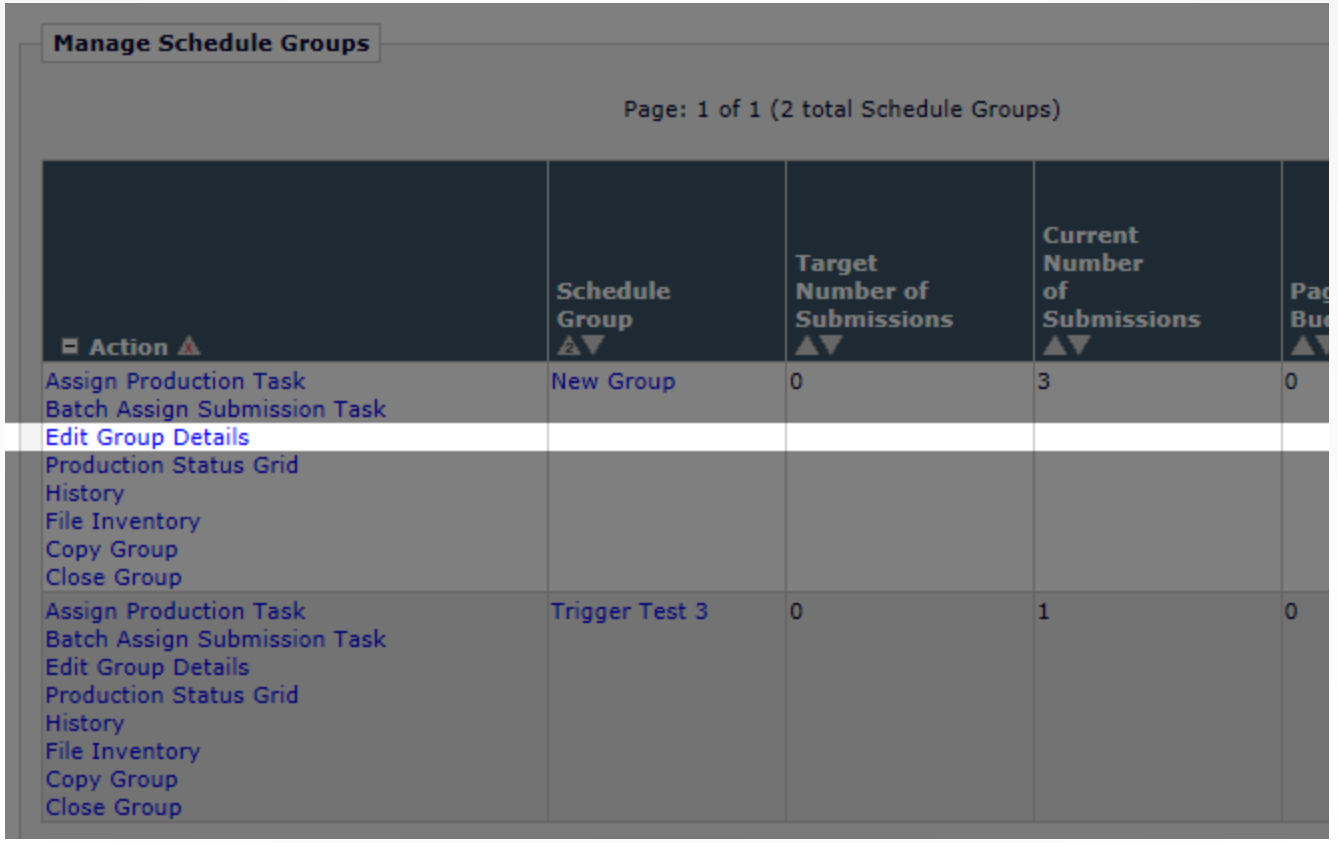
Flags & PM


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
Default Production

Flags & PM

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
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

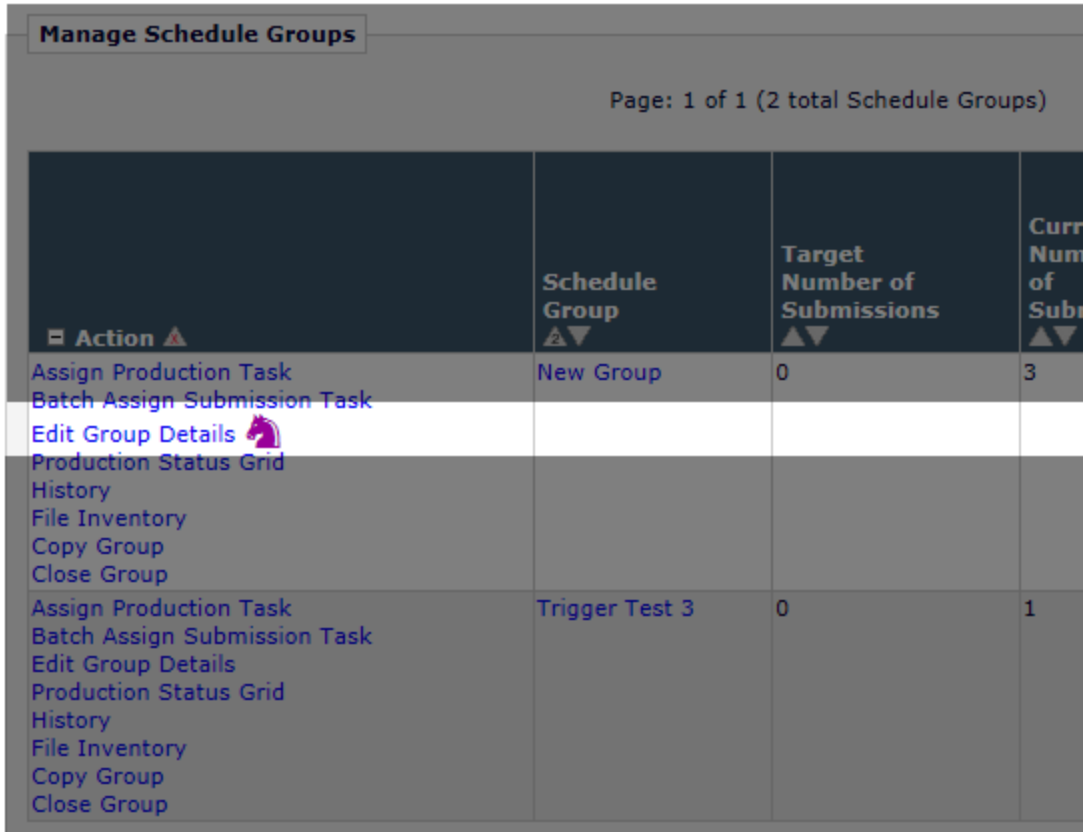
Submit | Cancel | Add Submissions

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

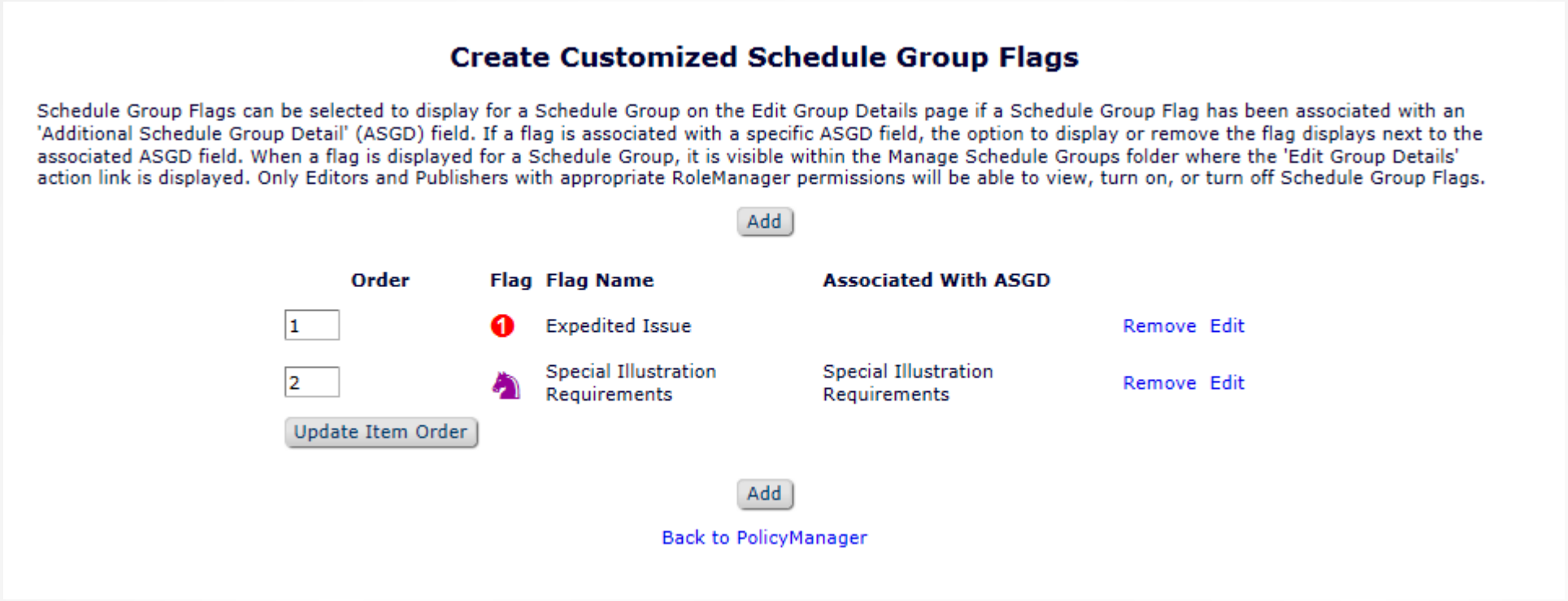
Flags & PM


Manage Schedule Groups
Page: 1 of 1 (2 total Schedule Groups)
Action
Schedule Group
Target Number of Submissions
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	
1	1	Expedited Issue		Remove Edit
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 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 associate 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 Sc Groups folder (Editor and Publisher Roles must have permission to 'View Schedule Group Flags').

Flag Icon:

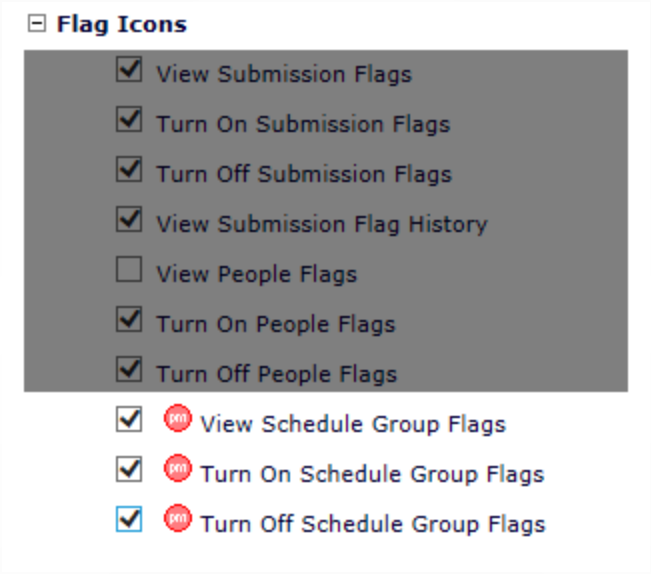
Open Special Character Palette

Flag Name: Special Illustration Requirements

Maximum 256 characters

Associate with ASGD Field: Special Illustration Requirements

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: Press Release

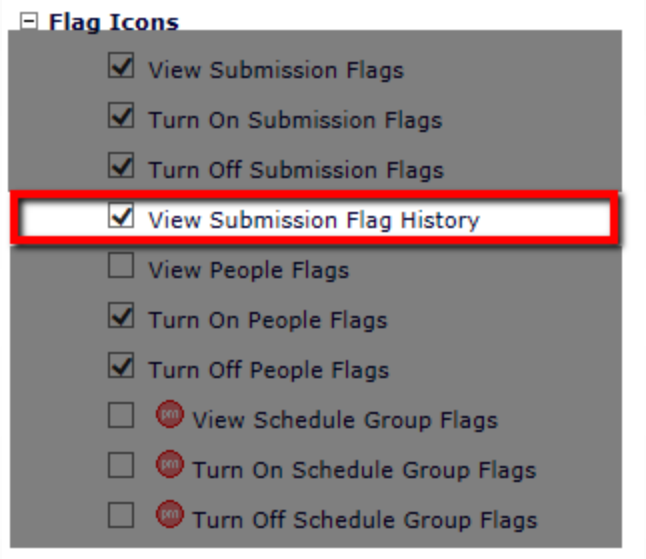
Maximum 256 characters

Flag Type ☑ Editorial ☑ Production

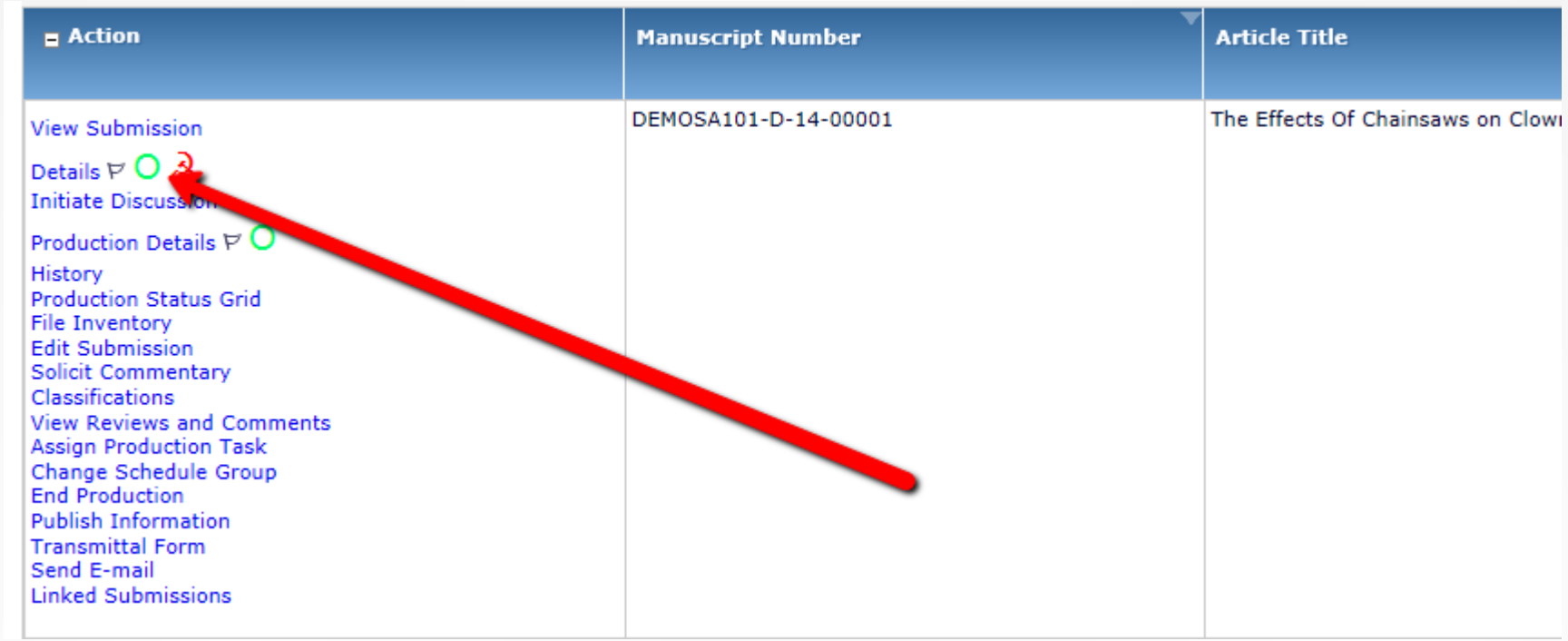
Associate with AMD Field None

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

Flag History



Flag History



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
☐	✉	Press Release
☑	○	Open Access
☐	☹	Manuscript needs grammatical work. Initiate collaboration on this with Author.
☐	♛	Time-Sensitive Findings Reported--Shorten Review Turnaround
☐	❤	Controversial Paper
☑	✈	International Importance

SUBMISSION FLAG HISTORY

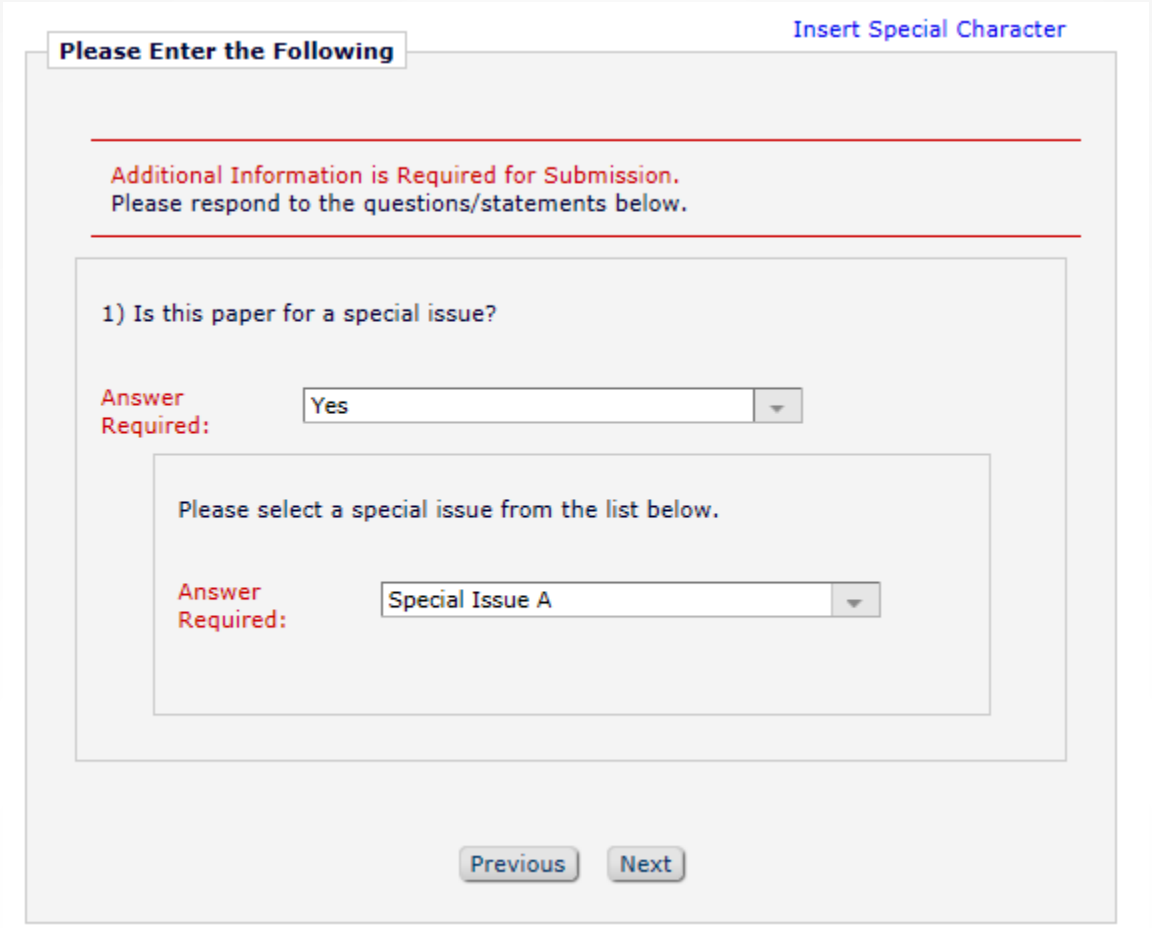
Flag	Flag Name	Revision	Date Turned On	Operator	Date Turned Off	Operator	Days
○	Open Access	0	Nov 30 2017 09:52AM	mary mary			(7)
○	Open Access	0	Nov 30 2017 09:51AM	mary mary	Nov 30 2017 09:52AM	mary mary	1
✉	Press Release	0	Nov 30 2017 09:51AM	mary mary	Nov 30 2017 09:52AM	mary mary	1

Cancel Submit

Flags & Custom Questions

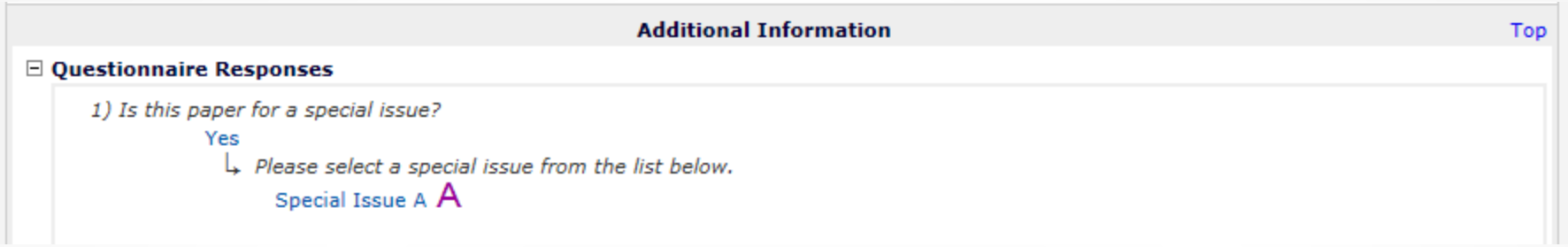
14.1

Flags & Questions



Flags & Questions

Flags & Questions



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
☐	☹	Manuscript needs grammatical work. Initiate collaboration on this with Author.
☐	♛	Time-Sensitive Findings Reported--Shorten Review Turnaround
☐	❤	Controversial Paper
☐	☂	International Importance
☑	A	Special Issue A
☐	B	Special Issue B
☐	C	Special Issue C
☐	D	Special Issue D
☐	E	Special Issue E

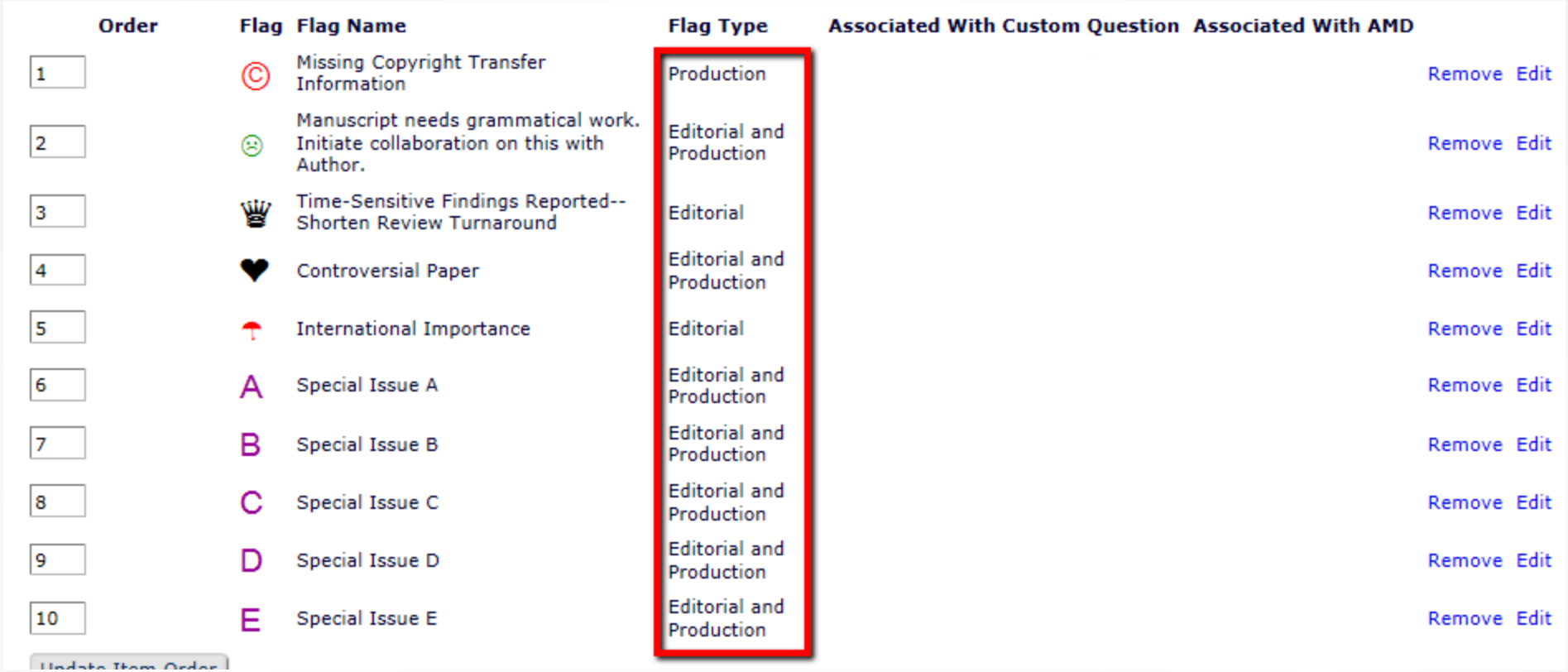
Flags & Custom Questions - Config

Flags & Questions

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

Update Item Order

Flags & Questions



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

Update Item Order

Flags & Questions

Flags & Questions

Create Custom Questions

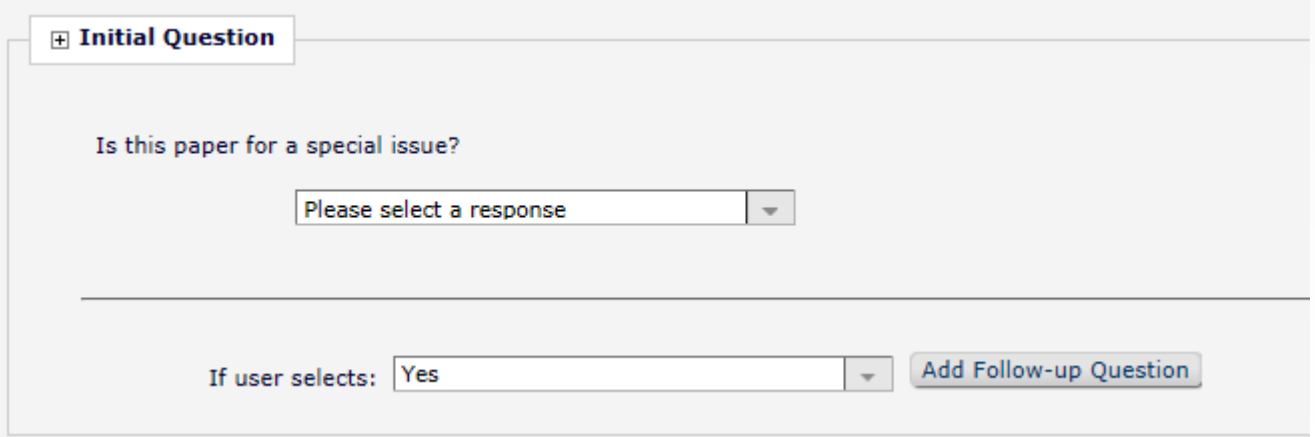
Listed below are the customized questions which may be displayed as part of a Questionnaire. Each question may also be configured to display in additional locations (e.g. PDF Cover Page, Manuscript Details, and Transmittal Form). (more...)

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



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	
	◉	Please select a response		Associate with Flag	
1	○	Special Issue A		Associate with Flag	Remove Edit
2	○	Special Issue B		Associate with Flag	Remove Edit
3	○	Special Issue C		Associate with Flag	Remove Edit
4	○	Special Issue D		Associate with Flag	Remove Edit
5	○	Special Issue E		Associate with Flag	Remove Edit
6	○				Save Item

Update

Custom Metadata ID:

Select Custom Metadata ID

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	Flag	
	◉	Please select a response		Associate with Flag	
1	○	Special Issue A		Associate with Flag	Remove Edit
2	○	Special Issue B		Associate with Flag	Remove Edit
3	○	Special Issue C		Associate with Flag	Remove Edit
4	○	Special Issue D		Associate with Flag	Remove Edit
5	○	Special Issue E		Associate with Flag	Remove Edit
6	○				Save Item

Update

Custom Metadata ID:

Select Custom Metadata ID

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...)

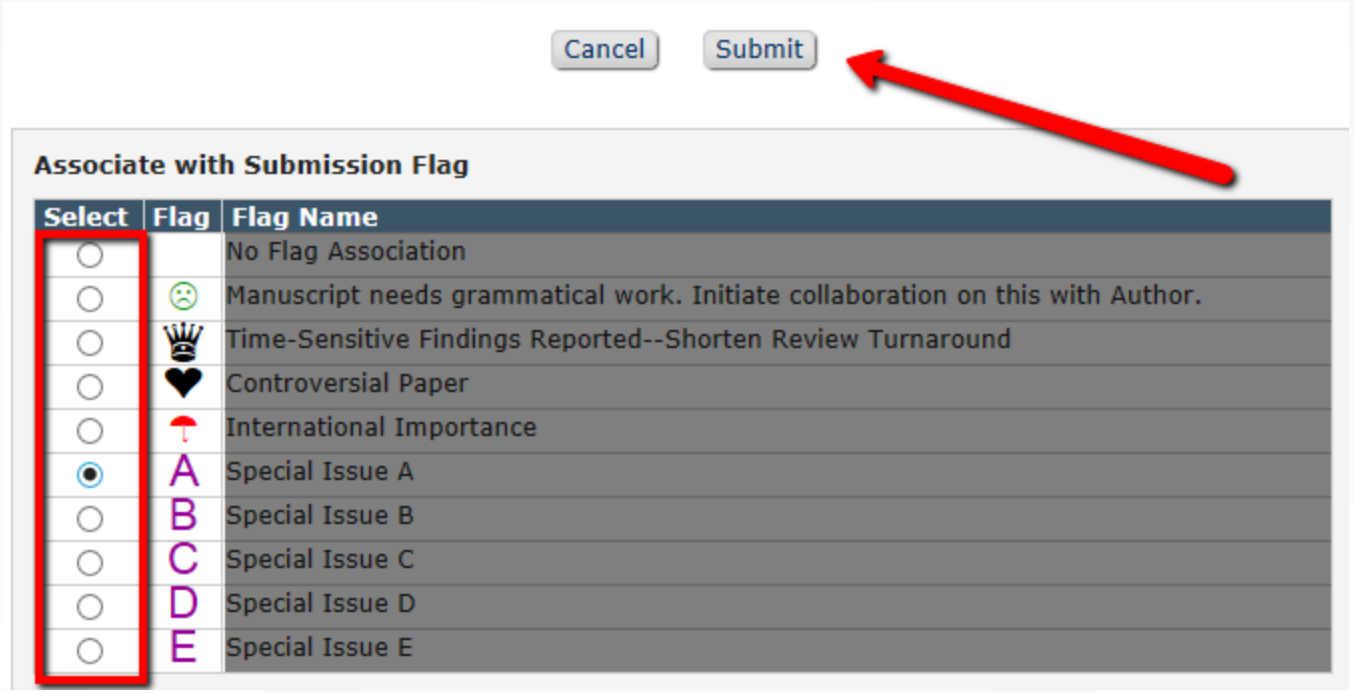
Cancel Submit

Associate with Submission Flag

Select	Flag	Flag Name
◉		No Flag Association
○	☹	Manuscript needs grammatical work. Initiate collaboration on this with Author.
○		Time-Sensitive Findings Reported--Shorten Review Turnaround
○		Controversial Paper
○		International Importance
○	A	Special Issue A
○	B	Special Issue B
○	C	Special Issue C
○	D	Special Issue D
○	E	Special Issue E

Cancel Submit

Flags & Questions



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		
	◉	Please select a response			Associate with Flag	
1	○	Special Issue A		A	Remove Flag	Remove Edit
2	○	Special Issue B			Associate with Flag	Remove Edit
3	○	Special Issue C			Associate with Flag	Remove Edit
4	○	Special Issue D			Associate with Flag	Remove Edit
5	○	Special Issue E			Associate with Flag	Remove Edit
6	○					Save Item

Update

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.

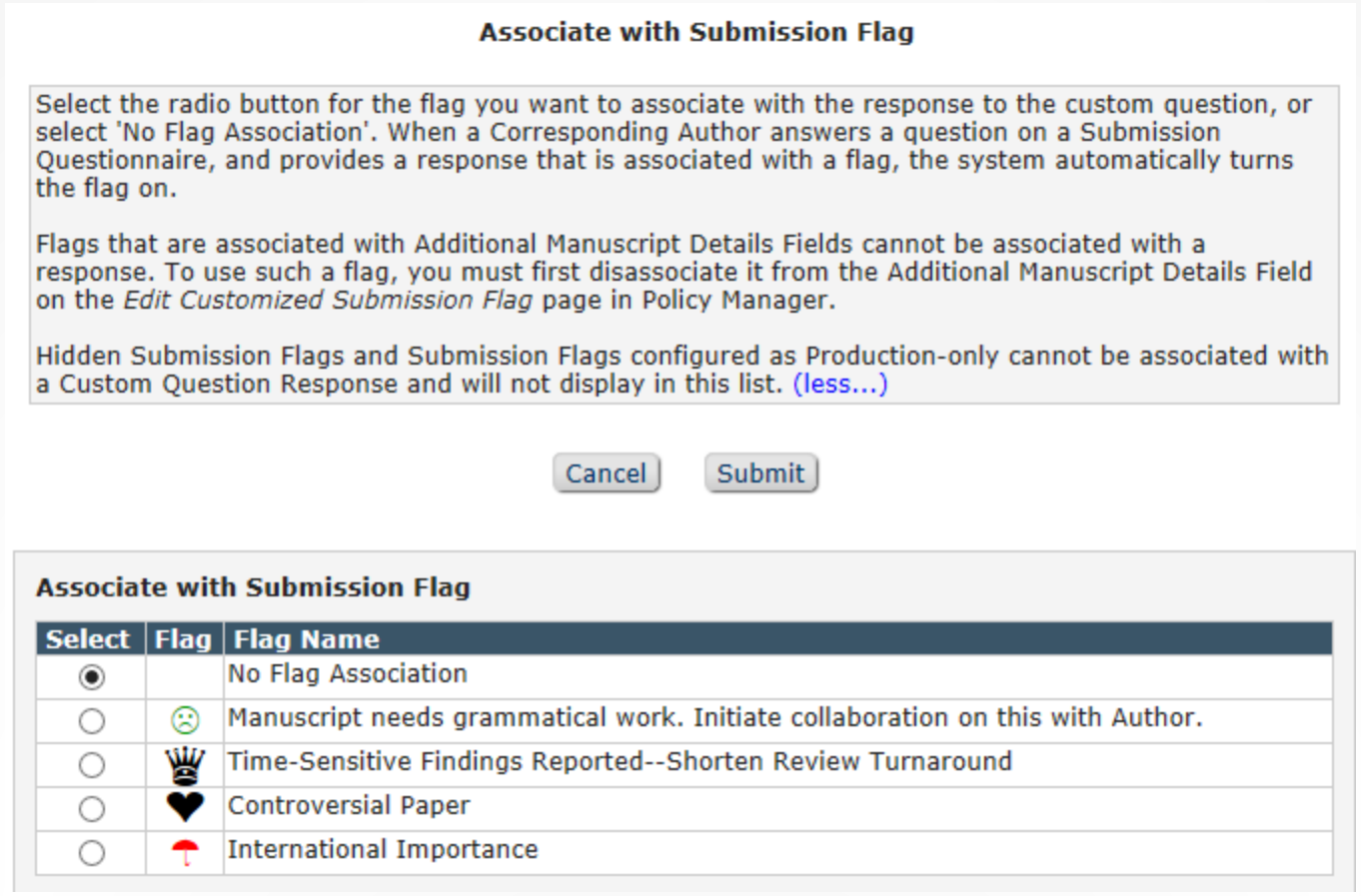
Display Order	Default Value	Value	Description	Flag		
	◉	Please select a response			Associate with Flag	
1	○	Special Issue A		A	Remove Flag	Remove Edit
2	○	Special Issue B		B	Remove Flag	Remove Edit
3	○	Special Issue C		C	Remove Flag	Remove Edit
4	○	Special Issue D		D	Remove Flag	Remove Edit
5	○	Special Issue E		E	Remove Flag	Remove Edit
6	○					Save Item

Update

Custom Metadata ID:

Select Custom Metadata ID

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.

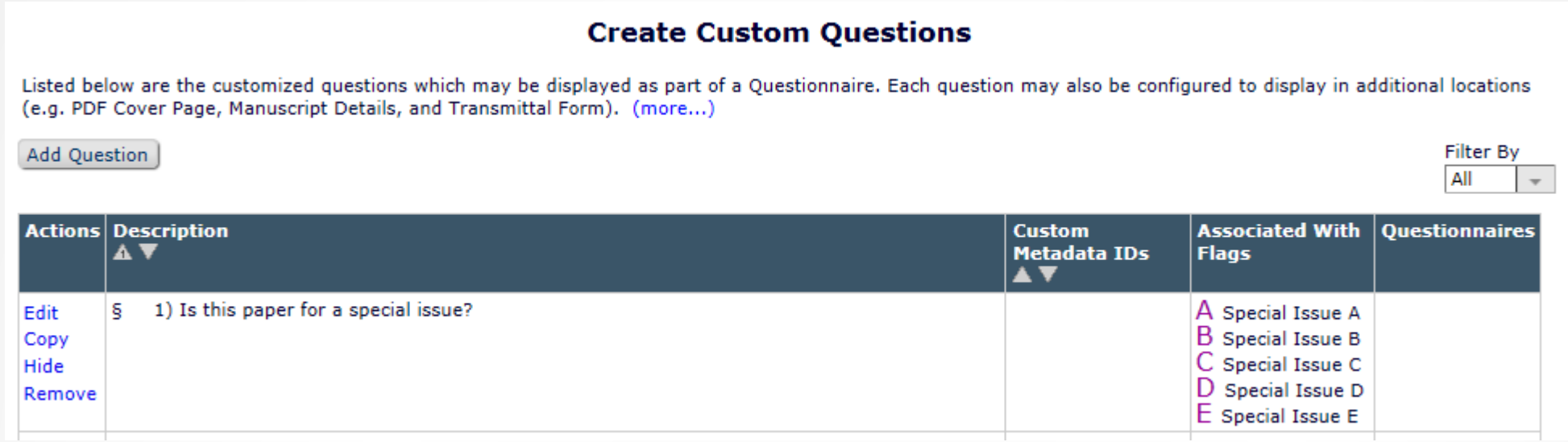
Hidden Submission Flags and Submission Flags configured as Production-only cannot be associated with a Custom Question Response and will not display in this list. (less...)

Cancel Submit

Associate with Submission Flag

Select	Flag	Flag Name
◉		No Flag Association
○	☹	Manuscript needs grammatical work. Initiate collaboration on this with Author.
○		Time-Sensitive Findings Reported--Shorten Review Turnaround
○		Controversial Paper
○		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

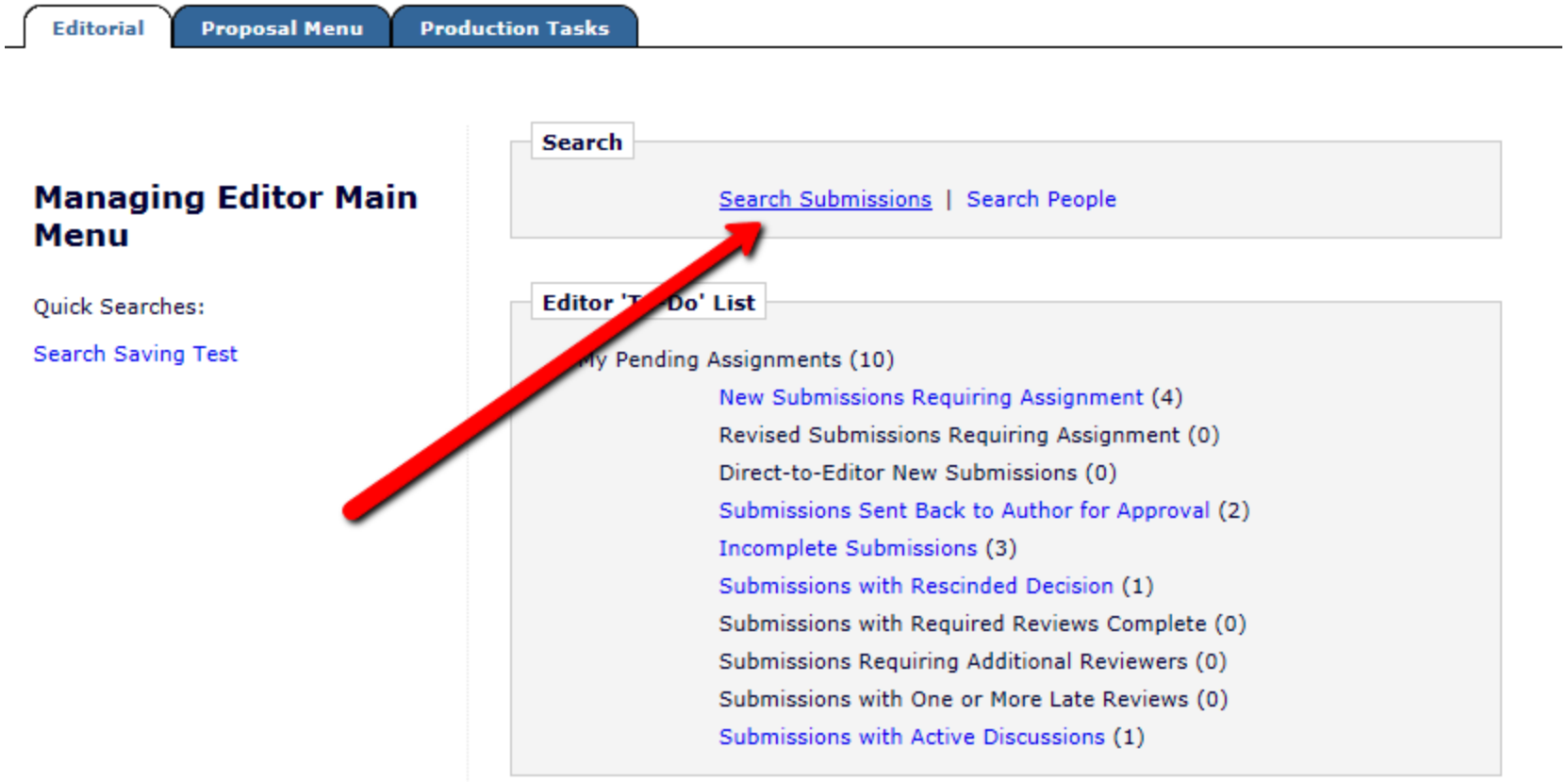
Actions	Description	Custom Metadata IDs	Associated With Flags	Questionnaires
Edit Copy Hide Remove	§ 1) Is this paper for a special issue?		A Special Issue A B Special Issue B C Special Issue C D Special Issue D E Special Issue E	

Flags & Questions

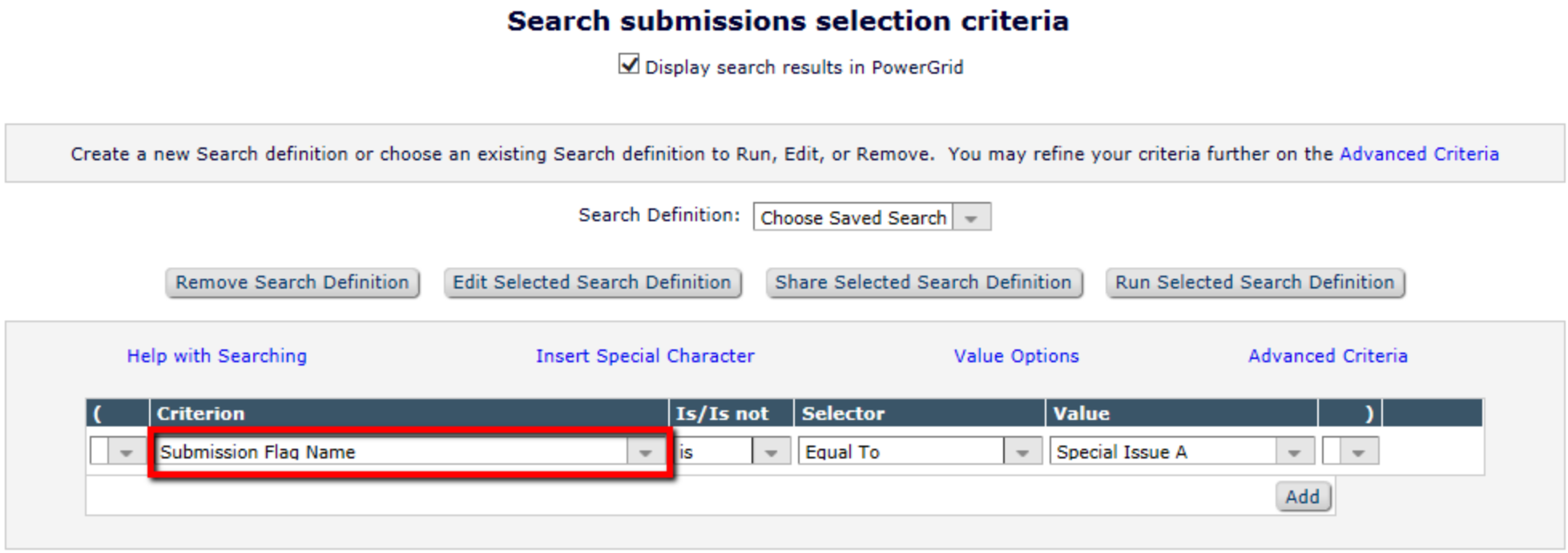
Order	Flag	Flag Name	Flag Type	Associated With Custom Question	Associated With AMD	
1	©	Missing Copyright Transfer Information	Production			Remove Edit
2	☹	Manuscript needs grammatical work. Initiate collaboration on this with Author.	Editorial and Production			Remove Edit
3	♛	Time-Sensitive Findings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

Flags & Reporting

Flags & Reporting



Flags & Reporting

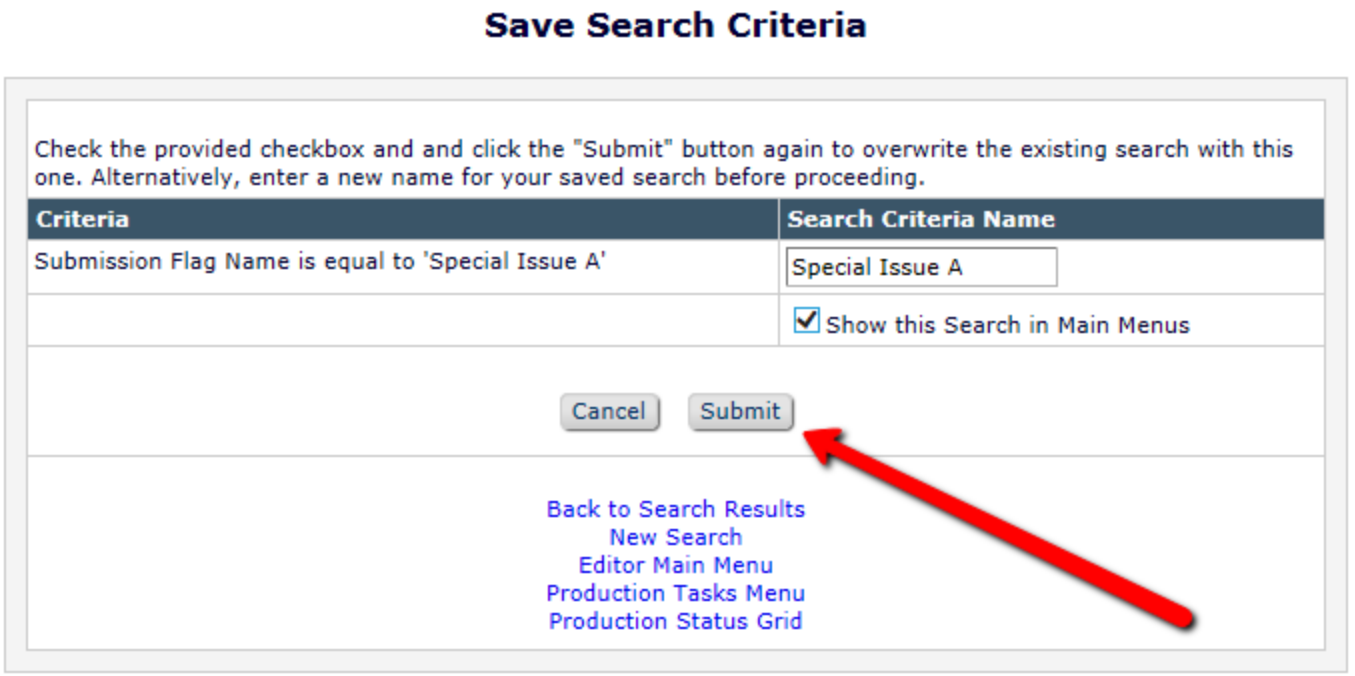


Flags & Reporting

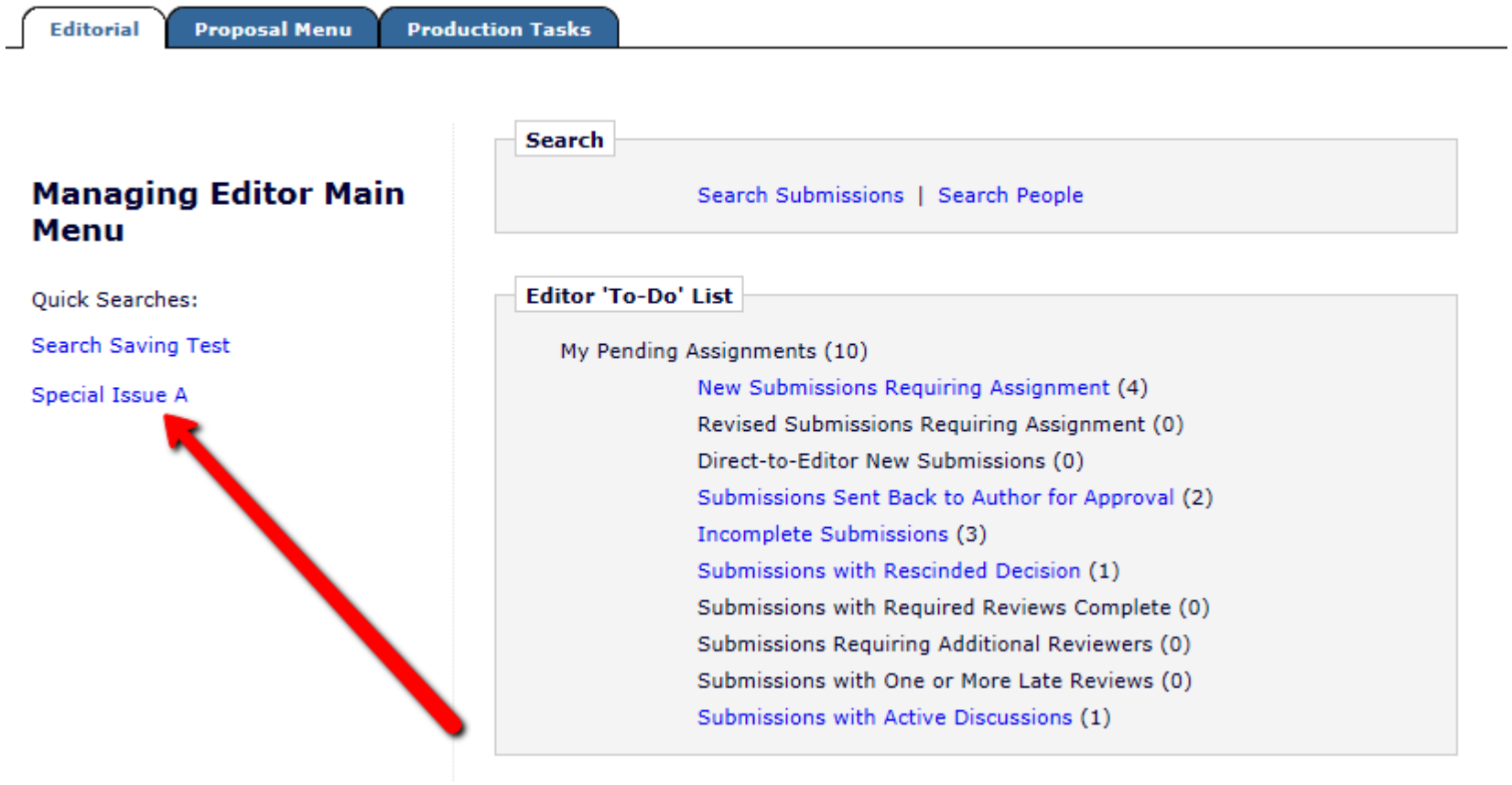
Page: 1 of 1 (7 total submissions)

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



Flags & Reporting

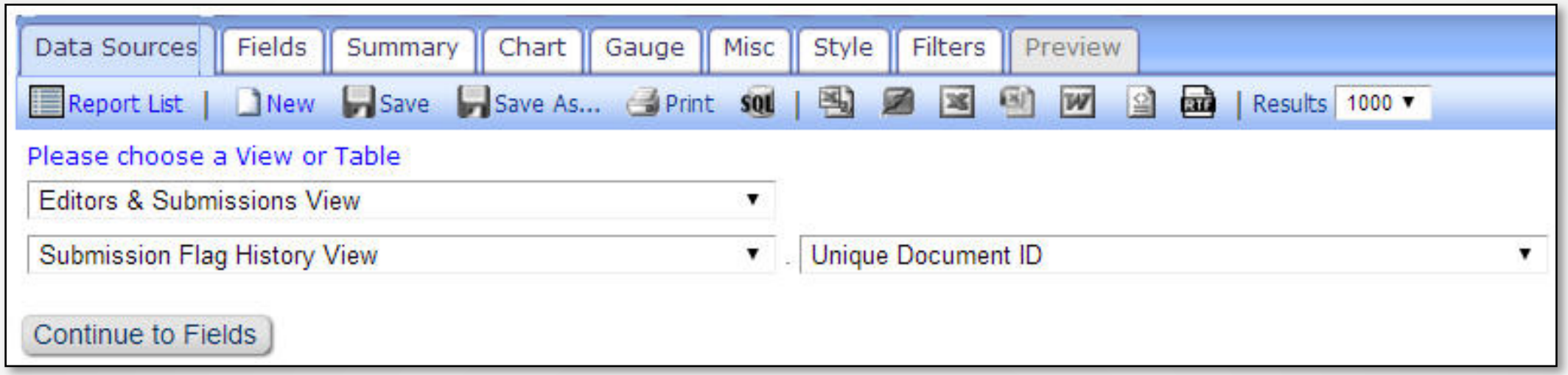


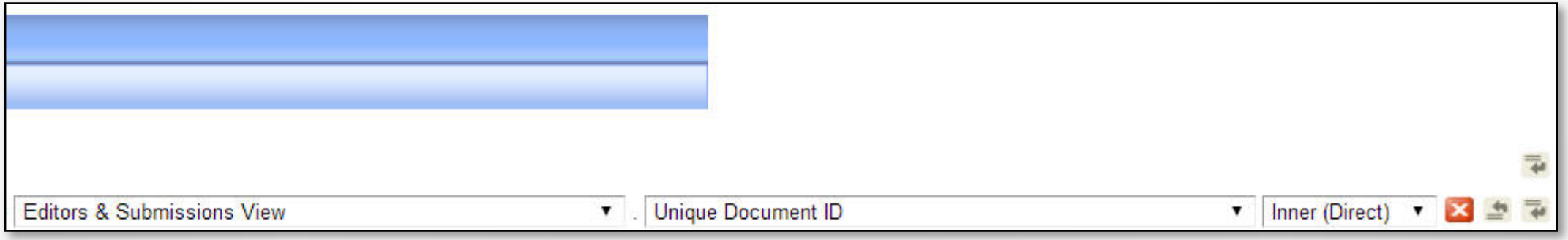
Flags & Reporting - EAR

Submission Flags

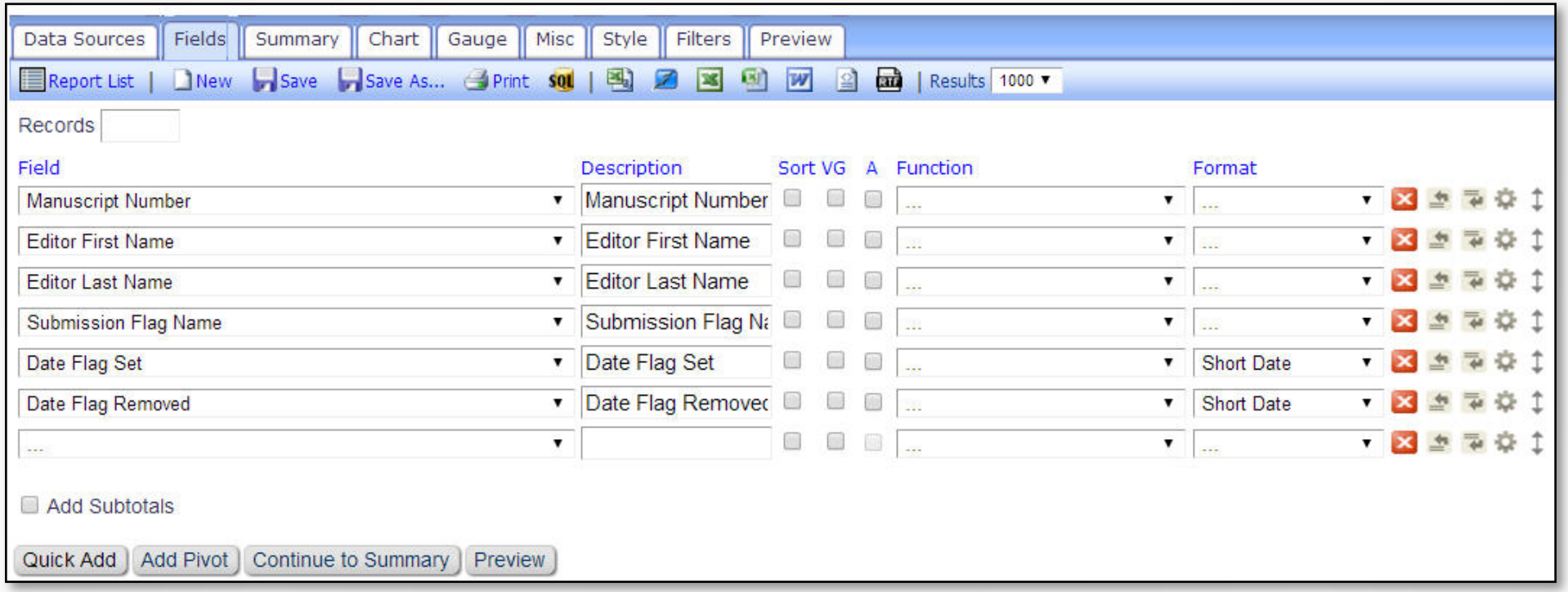
- Submission Flag History View can be joined with many other views and tables to report on submissions with current flags or to track historical flag settings
- View recommendations:
  - Authors & Submissions View
  - Manuscript Status History View
  - Submissions & All Author Questionnaires View
- Most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

Submission Flags

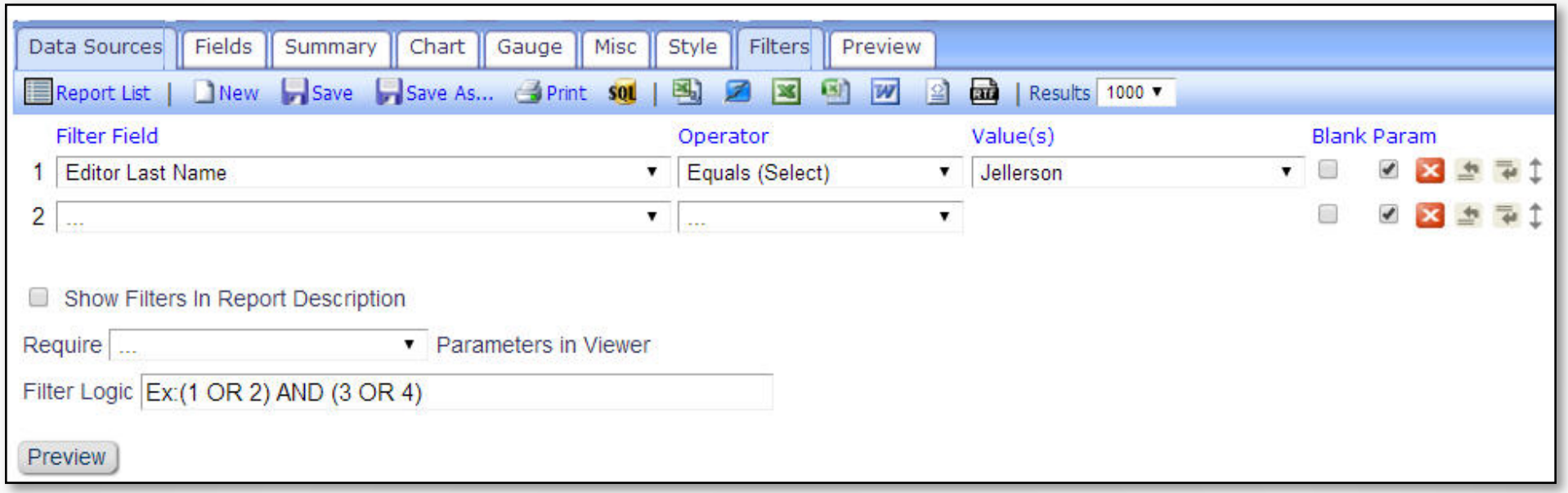




Submission Flags



Submission Flags



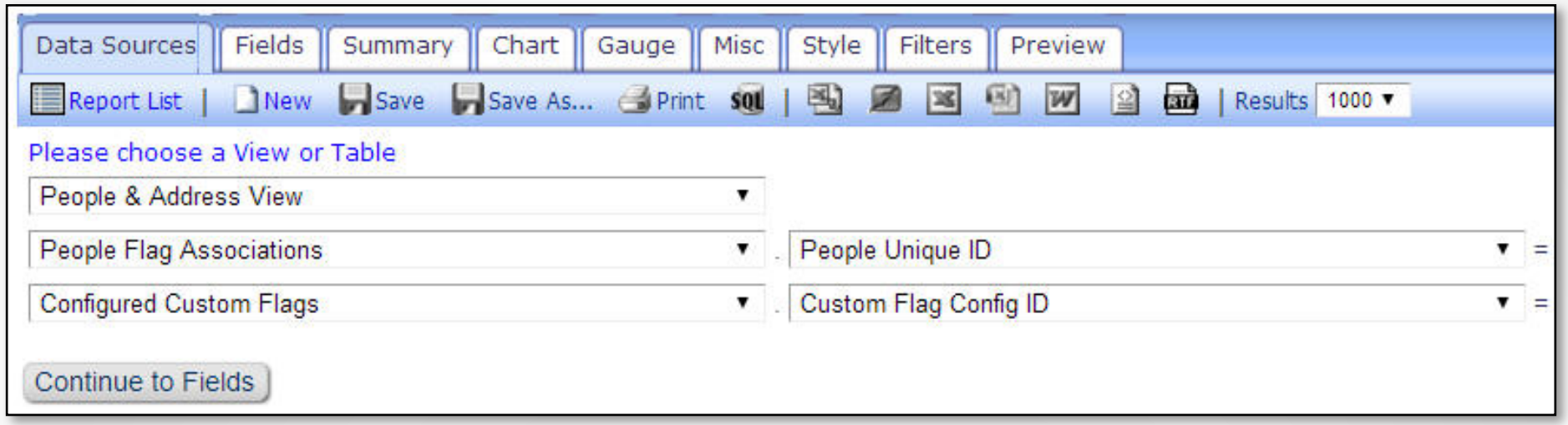
Submission Flags

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

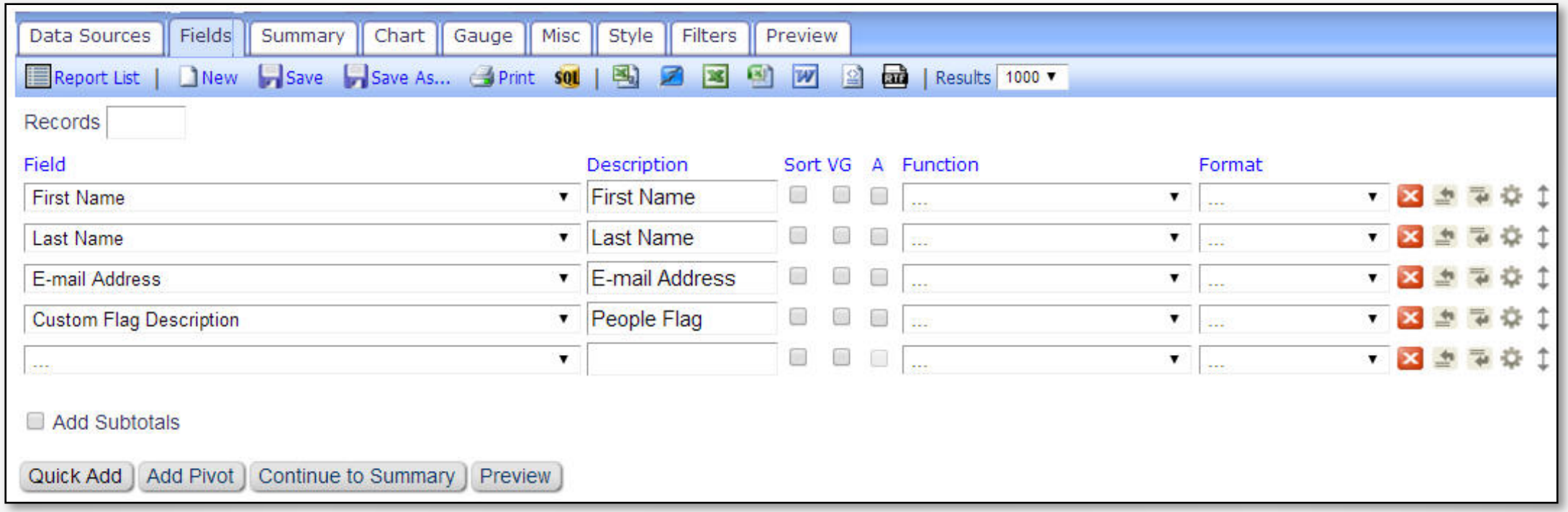
People Flags

- 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



People Flags



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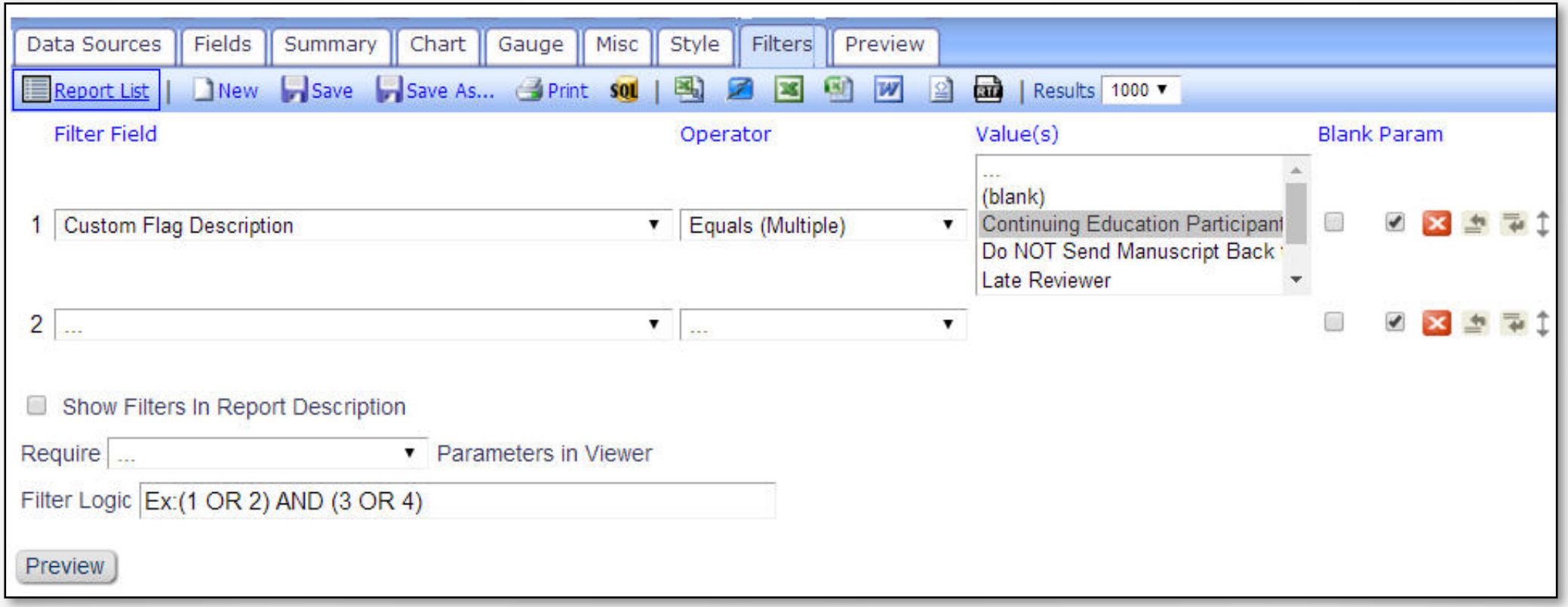

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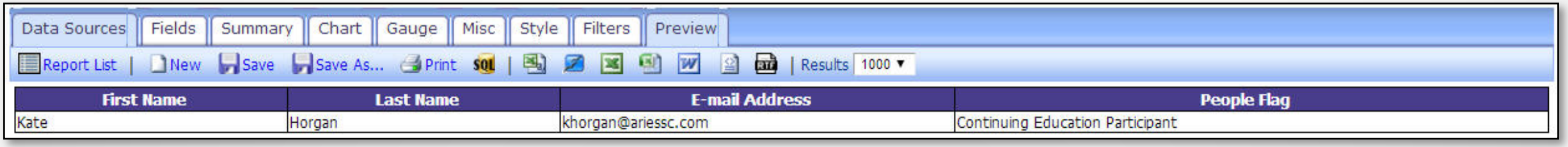

First Name	Last Name	E-mail Address	People Flag
Kate	Horgan	khorgan@ariessc.com	Continuing Education Participant

Questions?